Table of Contents

Introduction: ........................................................................................................................................ 3
Helpdesk............................................................................................................................................... 3
Overview: Data Dashboard ................................................................................................................... 3
Navigation Tips.................................................................................................................................... 3
Navigating the Data Dashboard (Home page) ......................................................................................... 4
  Tabs.................................................................................................................................................... 4
  School Drop Down ............................................................................................................................. 4
  Navigation Bar.................................................................................................................................. 4
Historical Dashboard ............................................................................................................................ 5
Operational Dashboard .......................................................................................................................... 5
Historical District or School PARCC Results ......................................................................................... 5
Enrollment ............................................................................................................................................. 8
Attendance ........................................................................................................................................... 10
Interim Assessment ............................................................................................................................. 11
Student Roster Report: State Assessments: PARCC, NECAP, DRA, RIAA, MSAA, and ACCESS .......... 13
Local Assessment Classroom Performance ........................................................................................... 14
View Teacher Dashboard (as district or school administrator) ............................................................. 14
Student Profile Page ............................................................................................................................ 15
Introduction:
The Instructional Support System (ISS) was built to:

- Allow efficient access to assessment, enrollment and attendance data (Data Dashboard)
- Provide standards-aligned instructional materials (Teacher Resource Library)
- Provide a platform for online professional development or learning communities (Communities)

There are three types of users in the ISS: district, school and teacher. This user guide will describe and explain the functionality of the ISS data dashboard and Teacher Resource Library for district and school users. The user guide for teachers is available on the RIDE website. The user guide for Communities is available on the RIDE website.

Helpdesk
If at any time you have issues with the Instructional Support System, please file a Helpdesk ticket. Access the Helpdesk either:

- Logged into the ISS, using the Help tab at the top of the page
- Online: https://support.ride.ri.gov/
- From RIDEMap: link above Login entry, top right of page

Overview: Data Dashboard
To access the ISS:

1. Log on to the RIDE Map website here: https://ridemap.ride.ri.gov.
2. Click on the link for the Instructional Support System. If you do not see the link, contact your principal or ISS administrator (data manager or IT personnel) to have the proper roles assigned.

Once you log in, you will see the data dashboard, a landing page from which you can access all data, resources and communities in the ISS.

Navigation Tips
1. Use the blue arrow found above the name, school and, LEA information. Do not use your browser’s back button.
2. The blue tabs on the top of each page: Home, Ad-hoc Reporting, Resource Library, Communities, Help, Training, and Logout are a quick way to access parts of the ISS system. Click on the Home tab at any time to return to the landing page.
3. Any blue, underlined text is a hyperlink. Use these links to get further information such as assessment result details, disaggregate specific data sets or to access a student profile.
4. Most bar graphs are also hyperlinked. Clicking on a specific performance level or attendance group, for example, will reveal more information about that subgroup.
5. All data can be exported into the following formats: .xml, .csv, .pdf, .html, Excel, TIFF file, or Word.

Navigating the Data Dashboard (Home page)

Tabs
The tabs are located at the top of the screen in blue with white letters. Clicking on any tab takes you directly to that platform:

**Ad-Hoc Reporting**: This tab links to the Ad-Hoc reporting tool.

**Communities**: This tab links to the Communities platform.

**Public Reporting**: This tab links to the Public Reporting area.

**Resource Library**: This tab links to the Teacher Resource Library.

**Help**: This tab links to RIDE Support; you can view common issues or create a ticket.

**Training**: This tab links to ISS area of the RIDE website.

**Logout**: This tab logs users out of the ISS, bringing the user back to the main RIDEmap page.

**Historical Dashboard**: This drop-down menu links to the Historical Dashboard.

**Operational Dashboard**: This drop-down menu links to the Operational Dashboard.

School Drop Down
**For district administrators only**: Choose a specific school’s data using the drop down menu located next to the Operational Dashboard drop down.

![Operational Dashboard](image)

Navigation Bar
The navigation bar allows a user to go back a page in the ISS, export data, refresh the screen, or change reports.

**IMPORTANT**: To navigate backwards in the ISS, use the blue arrow in the navigation bar. Using your browser’s back button causes an error.
If you get an error:
1. Close the window or tab.
2. Open your browser.
3. Go to RIDEMap.
4. Log back in to RIDEmap.
5. Click Instructional Support System.

**Historical Dashboard**
This drop down menu links to historical data for: enrollment, attendance and state assessments. The available state assessments are: NECAP, ACCESS, DRA, RIAA and PARCC. Data is only available if students in your district have taken any one of the aforementioned assessments. Click on the name of the assessment to view results. If students in your school or district have not taken a particular assessment this error will appear:

```
Historical SCHOOL GHSGT results for: 
No GHSGT Assessment Data Available
```

Use the blue back button or Home tab to exit this page.

**Operational Dashboard**
This drop down menu links to current-year (operational) data for: State Assessment, Local Assessment, Interim Assessment and the Early Warning System. State assessments are: PARCC, NECAP, ACCESS, DRA, and MSAA. Data is available if students in your district have taken any one of the aforementioned assessments. Click on the name of the assessment to view results. If students in your school or district have not taken a particular assessment this error will appear:

```
Historical SCHOOL GHSGT results for: 
No GHSGT Assessment Data Available
```

Use the blue back button or Home tab to exit this page.

**Historical District or School PARCC Results**
The home page for district or building administrators displays the most recently available state summative assessment data. This is a historical view; the data is from students enrolled in your district or state during that year of testing.

The data shows overall— for the entire district or school- results, then results by test. Please note: test name does not always indicate the grade of a test taker. The graphs include all students who took that
particular test. For example, an 11th grader who took the Grade 10 ELA PARCC assessment would be included in the cohort on this page.

The PARCC historical data is shown in a stacked bar graph showing the percentage of students in each performance level or subclaim. The district and/or school results are compared to State results. The legend for each graph is located directly below the State results.

Click on any percentage bar to view a list of schools (district view) or students with that particular performance level or subclaim.

Hover over any bar graph to get a snapshot of that data.

Click on the More link to disaggregate the results by demographic variables. See visual map below:
Click on the "More" link to disaggregate the results by demographic variables. District administrators will see results for the entire district. School users will see information for their school.

The default report is to disaggregate results by grade level. The page shows the performance levels, and then subclaims as graphs or tables. Click on any percentage bar or hyperlinked number to see results by school or student roster. See visual map below.
In the district view of table, click on the button to see results in further detail. For example, to see grade level results by school. Click on the school name for data from a particular school. Click on hyperlinked numbers to see a roster of students.

To disaggregate the data by different demographic variables, choose from the drop down menu at the top of the page, then click View Report.

Demographic variables are the following:

- **ED**: Economically Disadvantaged, eligible for free or reduced lunch
- **ELL**: English Language Learner, current students
- **Gender**: Male or Female
- **Grade Level**: will report only on grade levels for students who are included in the test or content
- **Race/Ethnicity**: as reported in TCS data
- **SWD**: Students with Disabilities, students who have an IEP

**Enrollment**

Enrollment shows historical enrollment data for a district or school. The data is longitudinal starting with the 2008-2009 school year.

The page shows graphs for:

- Enrollment by School Type
- School Type Enrollment Trend
- Withdrawals by School Type (based on number of enrollment and withdrawals records submitted)
- School Type Withdrawal Trend
- Withdrawal Reason
- Withdrawal Reason Trend
Click on the More link for additional information. This view allows a user to drill into a category to get a roster of students. In addition, users can choose a chart or table view of the enrollment data, along with the ability to disaggregate by demographic variables. Choose the demographic variable from the list to the left of the graph. Users can choose a chart or tabular format.

See visual map below:

Users can change the school year from the drop down menu, selecting as many or few as desired. Use the check box to select or deselect a year then click View Report.
NOTE: when in the table view (District –only), click on the icon to expand the categories into individual schools.

**Attendance**

Attendance information is available through the Historical Dashboard drop down menu. The default page is Attendance by Absence Category and Absence Category Trend. Click on the **More** link for additional information about the aforementioned categories. This view allows a user to drill into a category to get a roster of students. In addition, users can choose a chart or table view of the enrollment data, along with the ability to disaggregate by demographic variables. Choose the demographic variable from the list to the left of the graph. Users can choose a chart or tabular format.

See visual map below.

Users can change the school year from the drop down menu, selecting as many or few as desired. Use the check box to select or deselect a year then click View Report.
Note: when in the table view (District-only), click on the to expand the categories into individual schools.

**Interim Assessment**

Interim assessment data only appears if a district or school administers and scores items from the Rhode Island Interim Assessments. If assessments are not given, the following screen will appear:

Click on the blue back button or the Home tab to return to the previous page or home page, respectively.

If data is available, a summary report will appear for all assessments given in the district or school. Click on a test title or bar graph to view the Summary Item Response Report by Strand (ELA) or Domain (Math).

See visual map of Interim Assessment Summary below:

Below is a list of all assessments delivered at district or school level. Classroom-only assessments are not displayed.

<table>
<thead>
<tr>
<th>Test Title</th>
<th>Students Tested</th>
<th>Percent Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>RI SY14-15 Gr6 ELA Form A, RI SY14-15 Gr6 ELA Form A (24 questions)</td>
<td>34</td>
<td>53%</td>
</tr>
<tr>
<td>RI SY14-15 Gr7 ELA Form A, RI SY14-15 Gr7 ELA Form A (24 questions)</td>
<td>36</td>
<td>45%</td>
</tr>
<tr>
<td>RI SY14-15 Gr8 ELA Form A, RI SY14-15 Gr8 ELA Form A (24 questions)</td>
<td>24</td>
<td>88%</td>
</tr>
<tr>
<td>RI SY14-15 Gr6 Math Form A, RI SY14-15 Gr6 Math Form A (25 questions)</td>
<td>34</td>
<td>28%</td>
</tr>
<tr>
<td>RI SY14-15 Gr7 Math Form A, RI SY14-15 Gr7 Math Form A (25 questions)</td>
<td>36</td>
<td>33%</td>
</tr>
<tr>
<td>RI SY14-15 Gr8 Math Form A, RI SY14-15 Gr8 Math Form A (25 questions)</td>
<td>24</td>
<td>34%</td>
</tr>
</tbody>
</table>

Click on the bar graph or test name to see a summary item response report.
The default report for the Summary Item Response Report is a bar chart. Click on the tabular button to view the results in a table.

The summary item response report can be disaggregated by demographic group, grade level or school. Choose the group from the drop down menu at the top of the page, then click View Report.

Click on a bar graph for a strand, domain, grade level, school or demographic group to view an Item Analysis Report for a particular cohort of students.

Click on a bar graph to view an Item Analysis for a group of students.
The Item Analysis table shows results by assessment item. To view a question, click on the question number. The column headings indicate either the points earned (constructed response item) or response selected (multiple choice or evidence-based selected response), depending on the question type. Each item row shows the percent of total students who selected each answer or earned points. The final column lists the standard aligned to the item. See visual map below:

**Student Roster Report: State Assessments: PARCC, NECAP, DRA, RIAA, MSAA, and ACCESS**

Click on an achievement bar or link in an assessment report leads to a roster of students with the same achievement, attendance, or demographic group.

Students will appear listed alphabetically. This list of students includes information about: student name, grade level, race/ethnicity, ELL status, ED (economically disadvantaged) status, SWD (students with a disability), days absent, and the student’s achievement level, if applicable. A key for each assessment is on the top of the screen. Click on the up/down arrows next to the demographic information to sort the list. Click on the achievement bars for a student to receive detailed student level...
Local Assessment Classroom Performance
This page displays detailed information about your school or district’s local assessments. These reports appear only if your district has a data sharing agreement with RIDE. Not all districts will choose to report local assessments in the ISS. If you have further questions, please contact your central office administrator. If you are a central office administrator, please contact RIDE if you are interested in including your local assessment data in the ISS.

View Teacher Dashboard (as district or school administrator)
Administrators can impersonate a teacher and view their dashboard. Please note: District administrators must first choose a school from the drop down menu at the top of the home page in order to select a teacher. See visual map below:

Scroll to the bottom of the home page. Click on the icon for Teacher Dashboard.
Choose a teacher from the list of teachers by clicking on the teacher name. The next page is the selected Teacher Dashboard. From here, administers can navigate the Teacher Dashboard as if they were the teacher. The Teacher Dashboard displays classroom data only. Teachers cannot see school or district level aggregated data.

The Teacher Dashboard includes:

- **My Schedule**: displays all courses assigned to the teacher for current and previous school year
- **Attendance Tracker**: displays attendance information by absence, compares classroom to school and district
- **Early Warning System**: displays the number of students who are at risk for not graduating high school
- **Statewide Test Results**: displays all state assessment results given in the past year. Data can include: Developmental Reading Assessment (DRA), Partnership for Assessment of Readiness in College and Career (PARCC), New England Common Assessment Program-Science (NECAP), Rhode Island Alternate Assessment (RIAA), and Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS).

Users can also access student profile reports from the Teacher Dashboard.

See the Teacher User Guide posted on the RIDE website for additional information about the Teacher Dashboard.

**Student Profile Page**

A user can find a Student Profile page two ways: clicking on a name in a roster or by searching for the student in the search bar found at the bottom of most pages in the ISS. To search either enter the student’s SASID or search by year, system, school, and grade.

Enter SASID then click the Search button. If SASID is unavailable, use the drop down menus to filter by Year, System, School, Grade then student. Click “Go” to view student profile page.

A student profile page contains demographic information, attendance history, early warning system data, longitudinal assessment information, current schedule, and enrollment history. All information in
the student profile page comes from information supplied by the district from their student information system (SIS). If the information on the student profile page is inaccurate contact your principal or district data manager.

Attendance information is historical and can go as far back at 2009 or the first year of a student’s enrollment in a Rhode Island school, whichever is later. Attendance information includes any type of absence, excused, or unexcused.

The Early Warning System display shows the risk level for each of the six indicators.

State Assessments include any of the following assessments: DRA, RIAA, NECAP, NECAP Science, and PARCC. If a student took any of the aforementioned assessments their scores will appear in this section. Hover over any bar to get a snapshot of achievement information. Click on the bar for additional details in tabular form. The legend for each assessment is at the bottom of the State Assessment Section.

My Schedule is the current schedule of the student, based on the district SIS information. Click on any course name to get a roster of students in that course.

Enrollment History includes information regarding enrollment for any Rhode Island public, state-run, charter, or outplacement school a child attended. The historical information extends back to 2009. The enrollment history includes grade level, enrollment date, withdrawn date, withdrawn reason, district, school, and school year. If a student was not enrolled in a Rhode Island public school, such as a private or out of state, their information will not be recorded.
Student Profile for Auber, Crina/SASID: 1000123295 (as of school year 2015-2016)

Attendance information is taken from data provided by the district Student Information System (SIS).
Use this legend to determine performance level coding.

Click on bar for additional information. All historical assessment results are displayed in chronological order.

Local assessments are listed only if districts provide information to RIDE. Local assessment data will travel with a student if he or she moves schools or districts.
**Student Profile Visual Map (3)**

This is the student’s current academic schedule. Click the blue links for course roster.

Enrollment data is available for any Rhode Island public school (including charters and state-run schools).