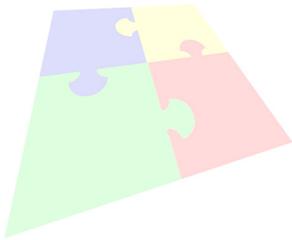




# **Instructional Management System (IMS)**

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*ACCESS for ELLs® Reports*



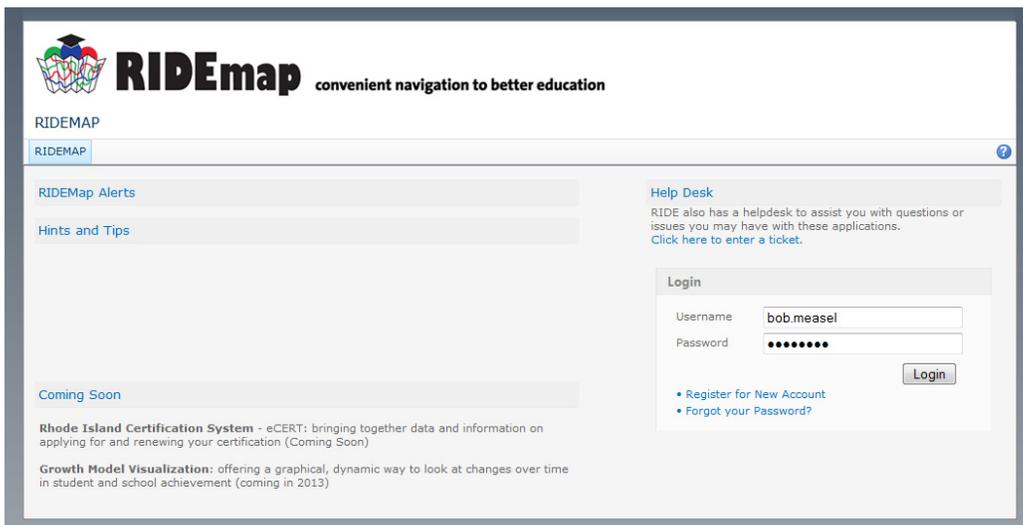
The Rhode Island Instructional Management System (IMS) brings data, curriculum, assessments, and professional development together into one place for educators. Various reports populated with data from statewide and some district wide assessments are available to educators through the IMS. There are five reports available for the ACCESS for ELLs®. This guide is meant to assist educators with accessing and understanding these reports.

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

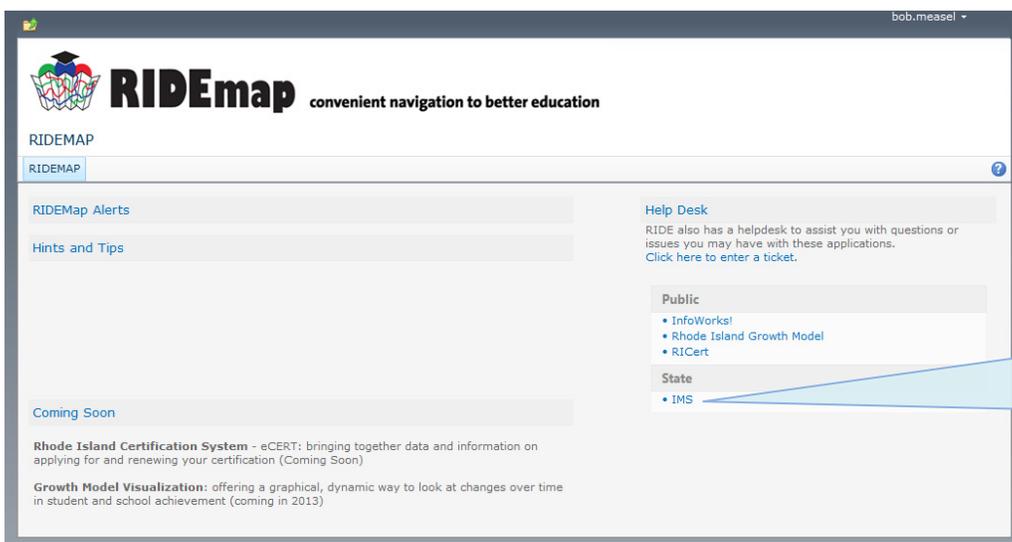
Certain domain restrictions apply to all reports. This prevents teachers from seeing test results for students who they do not have on their roster or administrators from seeing student data for schools they do not work in or schools in other districts. There are four levels in the domain restriction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

Educators can access the IMS through the RIDemap Portal:

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

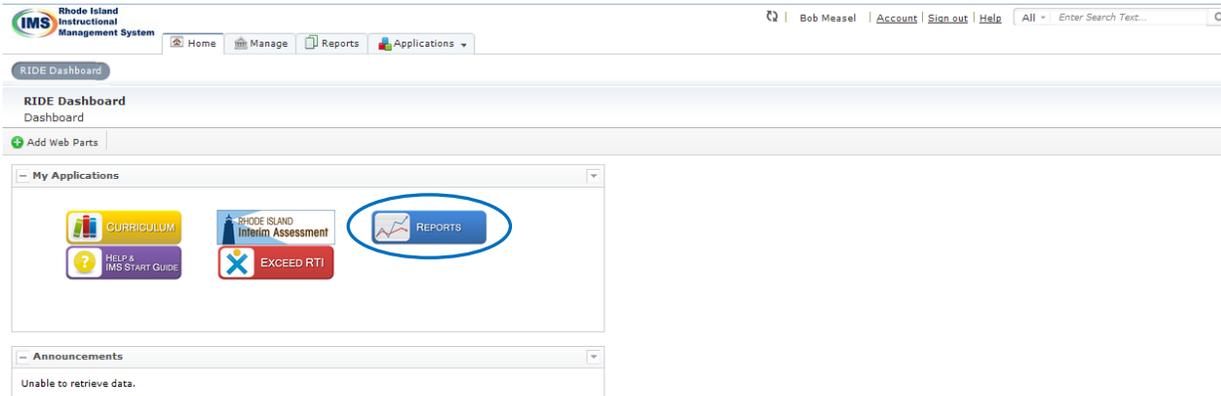


If you do not have login credentials for the RIDemap Portal, contact your school or district single-sign-on (SSO) administrator or technical administrator.

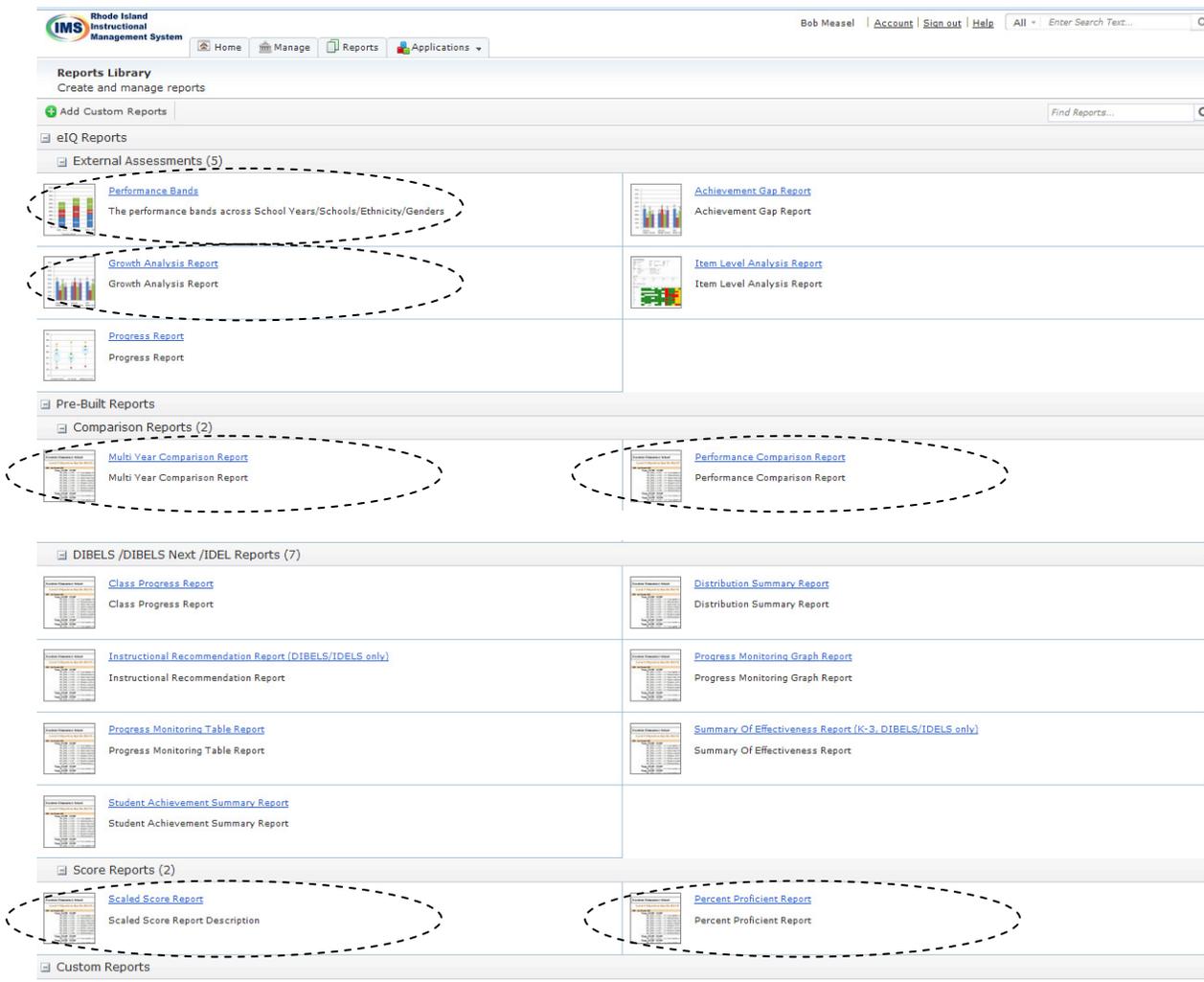


Once you login, you will see all of the applications that you have been given access to by your district. If you do not see the IMS link here, contact your district technical admin.

When you click the IMS link from RIDEmap, you will be taken to the IMS Landing Page. From here, click the 'Reports' button.



This will take you to the reports library page:



The reports available for the ACCESS for ELLs® are:

- Performance Bands
- Growth Analysis
- Multi Year Comparison
- Performance Comparison
- Scaled Score Report
- Percent Proficient Report

# Performance Bands Report

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

The screenshot shows the 'Performance Bands' filter screen in the IMS. At the top left is the IMS logo and 'Rhode Island Instructional Management System'. The user 'Bob Measel' is logged in. The page has a navigation bar with 'Home', 'Manage', 'Reports', and 'Applications'. Below the navigation bar is a search bar and a 'Filters' button. The main content area is divided into two columns. The left column contains the following filters: 'Roster Option' (radio buttons for 'Select Manually' and 'From Group'), 'Organization' (dropdown), 'Roster Year' (dropdown), 'Test Series' (dropdown), 'Test Year' (dropdown), and 'Performance Bands' (dropdown). The right column contains: 'Grade' (dropdown), 'Demographics' (checkbox), 'EL' (dropdown), 'Economically Disadvantaged' (dropdown), 'Ethnicity' (dropdown), 'Gender' (dropdown), 'IEP' (dropdown), 'Migrant' (dropdown), and 'Sub-Group' (dropdown). At the bottom left are 'Run Report' and 'Reset Filters' buttons.

Ensure that 'Roster Option' is set to 'Select Manually'.

*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

After you select the roster year, select the test series. You can select NECAP, RI Alternate Assessment, or ACCESS by domain (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).

After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may select multiple years of data.

After you select the test years, select the performance bands you would like to see on the report. This refers to the proficiency levels (ELP 1 – ELP 6). You may select multiple ELP levels or all.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

Grade:

Demographics:

ELL:

Economically Disadvantaged:

Ethnicity:

Gender:

IEP:

Migrant:

Sub-Group:

You may select to see only specific grades or all grades.

You may select to see active ELLs, Monitor 1, Monitor 2, and/or students who do not have an ELL designator.

*NOTE: The IMS gets demographic information from the NECAP data file, not from the LEP Census. All students who have taken the ACCESS are ELLs, but a number of them are not coded properly on the NECAP assessment, so if you select 'not available' there will be a number of students who appear on the report. It is recommended that you set this filter to 'show all'.*

You may choose to show sub groups for school, grade, gender, ethnicity, or aggregate data.

This is a sample Performance Bands report run for three school years (2009-2010, 2010-2011, and 2011-2012) without additional filtering described above:

**Performance Bands for External Assessments**

Organization : ABC High School  
 Roster Year : 2012-2013  
 Test Series : ACCESS-Reading  
 Grade : All  
 Performance : All Bands  
 Ethnicity : All  
 Gender : All

**Performance Band Values**

Test Year	ELP1	ELP2	ELP3	ELP4	ELP5	ELP6
2009-2010	99	73	71	36	40	9
2010-2011	108	100	87	45	75	16
2011-2012	116	123	109	62	85	30

**Performance Band Percent**

Test Year	ELP1	ELP2	ELP3	ELP4	ELP5	ELP6
2009-2010	30.18%	22.26%	21.65%	10.98%	12.20%	2.74%
2010-2011	25.06%	23.20%	20.19%	10.44%	17.40%	3.71%
2011-2012	22.10%	23.43%	20.76%	11.81%	16.19%	5.71%

**Disaggregate By:**

- Test Year
- Test Year + School Name
- Test Year + Grade
- Test Year + Ethnicity
- Test Year + Gender

**Related Reports:**

- View My Student List

**Export to Format:** [Dropdown menu]

**Filters:** [Tab]

You can export this report to .pdf or to an excel spreadsheet.

You can click the filters tab to change the filters for this report without having to go back and re-enter all of the previous selections.

You may select to disaggregate the report by clicking these links. You may also select to see your student list (see below for a sample)

This chart displays the number of students at each ELP level for each of the three school years selected.

This chart displays the percent of students at each ELP level for each of the three school years selected.

This table displays the values for the charts above.

This is a sample student list created from the report above:

## Student List

**Organization** :  
**Test Series** : ACCESS-Reading  
**Ethnicity** : All  
**Roster Year** : 2012-2013  
**Grade** : All  
**Gender** : All  
**Test Year** : All

Student Id	Last Name	First Name	Roster Year	Grade	Test Year	Test Series	Subject	Scaled Score
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2009-2010	ACCESS	Reading	325
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2010-2011	ACCESS	Reading	341
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2011-2012	ACCESS	Reading	333
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	10th Grade	2009-2010	ACCESS	Reading	375
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	10th Grade	2010-2011	ACCESS	Reading	391
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	4th Grade	2009-2010	ACCESS	Reading	288
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2009-2010	ACCESS	Reading	266
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2010-2011	ACCESS	Reading	338
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	7th Grade	2011-2012	ACCESS	Reading	327
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	Other	2011-2012	ACCESS	Reading	321
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	2nd Grade	2010-2011	ACCESS	Reading	196
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	2nd Grade	2011-2012	ACCESS	Reading	294
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	8th Grade	2009-2010	ACCESS	Reading	330
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	8th Grade	2010-2011	ACCESS	Reading	333
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	8th Grade	2011-2012	ACCESS	Reading	345
0	<a href="#">John</a>	<a href="#">Doe</a>	2012-2013	10th Grade	2011-2012	ACCESS	Reading	354
0	<a href="#">Jane</a>	<a href="#">Doe</a>	2012-2013	5th Grade	2009-2010	ACCESS	Reading	312

Each of the names in this list is a hyperlink that will take you to the student profile report for that student. The student profile report displays scores for all available assessments, all available demographic information for the student, and the student schedule.

NOTE: There is a table in the student profile for ACCESS scores, but the values are all "NA". This is because the IMS has not been configured to display ACCESS scores in this particular table yet. RIDE is working to correct this.

# Growth Analysis Report

When you click the Growth Analysis Report from the reports library page, you will be taken to the filter screen to begin building your report. You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

The screenshot shows the 'Growth Analysis' filter screen in the IMS. At the top left, there is a navigation bar with 'Home', 'Manage', 'Reports', and 'Applications'. The main content area is divided into two columns. The left column contains the primary filters: 'Roster Option' (radio buttons for 'Select Manually' and 'From Group'), 'Organization' (dropdown), 'Roster Year' (dropdown), 'Test Series' (dropdown), and 'Test Year' (dropdown). The right column contains secondary filters: 'Grade' (dropdown), 'Demographics' (a group of dropdowns for 'ELL', 'Economically Disadvantaged', 'Ethnicity', 'Gender', 'IEP', and 'Migrant', each with a 'Show All' option). At the bottom left, there are buttons for 'Run Report' and 'Reset Filters'. A 'Filters' icon is visible in the top right corner of the filter area.

This is an annotated version of the filter screen. It includes the same filter options as the first screenshot. Four callout boxes with lines pointing to specific filters provide instructions: 1. A box points to the 'Roster Option' radio buttons, stating: 'Ensure that 'Roster Option' is set to 'Select Manually'. It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.' 2. A box points to the 'Roster Year' dropdown, stating: 'After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).' 3. A box points to the 'Test Series' dropdown, stating: 'After you select the roster year, select the test series. You can select ACCESS by domain (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).' 4. A box points to the 'Test Year' dropdown, stating: 'After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may only select two years of data to calculate growth.'

Ensure that 'Roster Option' is set to 'Select Manually'.  
*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

After you select the roster year, select the test series. You can select ACCESS by domain (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).

After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may only select two years of data to calculate growth.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

Grade:

Demographics:

ELL:

Economically Disadvantaged:

Ethnicity:

Gender:

IEP:

Migrant:

You may select to see only specific grades or all grades.

You may select to see active ELLs, Monitor 1, Monitor 2, and/or students who do not have an ELL designator.

*NOTE: The IMS gets demographic information from the NECAP data file, not from the LEP Census. All students who have taken the ACCESS are ELLs, but a number of them are not coded properly on the NECAP assessment, so if you select 'not available' there will be a number of students who appear on the report. It is recommended that you set this filter to 'show all'.*

This is a sample Growth Analysis report run for two school years (2010-2011 and 2011-2012) without additional filtering described above:

The screenshot shows the IMS Growth Analysis report interface. At the top, there are navigation links (Home, Manage, Reports, Applications) and user information (Bob Measel, Account, Sign out, Help). The report title is "Growth Analysis" and it shows "Hold Students" with a "Filters" tab. Below the title, there are filters for Organization, Test Series (ACCESS-Literacy), Ethnicity (All), Roster Year (2012-2013), Grade (All), Gender (All), Test Year (2010-2011, 2011-2012), and Section (All). An "Export to Format" dropdown is visible. The main data table has columns for Last Name, First Name, 2010-2011 Scaled Score and Performance Level, 2011-2012 Scaled Score and Performance Level, % Change, and Performance Level Difference. A "Related Reports" section includes links for "View My Student List" and "View Test Performance Bands".

Last Name	First Name	2010-2011		2011-2012		% Change	Performance Level Difference
		Scaled Score	Performance Level	Scaled Score	Performance Level		
Alford	David	353	3.00	384	3.90	8.78 %	0.90
Alford	Richard			359	2.90		N/A
Alford	Robert	377	3.90	388	4.90	5.57 %	1.00
Alford	John	392	4.90				N/A
Alford	Mark	351	2.90	406	5.30	15.67 %	2.40
Alford	Scott	383	4.30				N/A
Alford	Scott	359	3.20	401	5.00	11.70 %	1.80
Alford	Walter	365	3.50	409	5.50	12.05 %	2.00
Alford	Vanessa	356	3.10				N/A
Alford	David	335	2.40	364	3.20	8.66 %	0.80
Alford	John	288	1.60				N/A
Alford	David	341	2.80	348	2.60	2.05 %	0.00
Alford	David	342	2.80	327	1.90	-4.39 %	-0.70
Alford	Lee	346	2.80	360	3.00	4.05 %	0.20
Alford	David	358	3.20	230	1.00	-35.75 %	-2.20
Alford	David	338	2.50	371	3.50	9.76 %	1.00
Alford	Paul	324	2.00	341	2.30	5.25 %	0.30
Alford	Joseph	345	2.80	384	3.90	11.30 %	1.10
Alford	Eric	338	2.50				N/A
Alford	William	320	1.90	332	1.90	3.75 %	0.00
Alford	Henry	298	1.70	325	1.90	9.06 %	0.20
Alford	Scott	372	3.50	397	4.50	6.72 %	1.00

You can export this report to .pdf or to an excel spreadsheet.

You can click the filters tab to change the filters for this report without having to go back and re-enter all of the previous selections.

You may choose to see your student list or run the Performance Bands report from here (see Performance Bands Reports above for the sample student list and Performance Bands report)

The table displays the scaled score and proficiency level for each year, the percent change in scale score (% change), and the difference in proficiency levels (performance level difference) from one year to the next.

# Multi Year Comparison Report

When you click the Multi Year Comparison Report from the reports library page, you will be taken to the filter screen to begin building your report. You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

Ensure that 'Roster Option' is set to 'Select Manually'.

*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

The option to select a particular teacher or all teachers is only available to school or district administrators. If you are a teacher, you will be prompted to select the section for which you want to run a report.

After you select the teacher or section, select the test series. You can only select ACCESS.

After you select the test series, select the subject you would like to see on the report. This refers to the domain of the ACCESS test (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).

After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may select multiple years of data.

After you select the test years, select the grade to display on the report. You may select a particular grade or all grades.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

Grade:

Demographics:

ELL:

Economically Disadvantaged:

Ethnicity:

Gender:

IEP:

Migrant:

You may select to see only specific grades or all grades.

You may select to see active ELLs, Monitor 1, Monitor 2, and/or students who do not have an ELL designator.

*NOTE: The IMS gets demographic information from the NECAP data file, not from the LEP Census. All students who have taken the ACCESS are ELLs, but a number of them are not coded properly on the NECAP assessment, so if you select 'not available' there will be a number of students who appear on the report. It is recommended that you set this filter to 'show all'.*

This is a sample Multi Year Comparison report run for three school years (2009-2010, 2010-2011, and 2011-2012) without additional filtering described above:

**Multi Year Comparison Report**  
 Organization : All Teachers    Teacher : All Teachers    Roster Year : 2012-2013

Multi Year Comparison Report for ACCESS Literacy

Proficiency Level	2009-2010	2010-2011	2011-2012	% Change
ELP1	0	1	2	8.33
ELP2	0	1	2	8.33
ELP3	3	5	4	-3.33
ELP4	2	3	5	7.7
ELP5	7	9	5	-25.83
ELP6	3	1	5	5
Total Represented	15	11	24	N/A

Scoring Band Graph ACCESS Literacy 2009-2010, 2010-2011, 2011-2012

Stacked Bar Graph ACCESS Literacy 2009-2010, 2010-2011, 2011-2012

You can export this report to .pdf or to an excel spreadsheet.

This table displays the numbers of student in each ELP level by year and the percent change. Each number is a hyperlink that will take you to a list of the students represented. (see below)

You can click the filters tab to change the filters for this report without having to go back and re-enter all of the previous selections.

The graphs on the top display the number of students in each ELP level for each of the years selected.

The graphs on the bottom display the percent of students in each ELP level for each of the years selected.

**Multi Year Comparison Report**  
 (Created on 2nd May 2013 11:24AM Eastern Standard Time for Barrington School District)

Organization:                      Roster Year: 2012-2013    Test Year: 2011-2012

Search Criteria:  
 Subject is Literacy  
 Roster year is 2012-2013

Last Name	First Name	Roster Year	Grade	2011-2012 ACCESS Literacy Scaled Score	2011-2012 ACCESS Literacy Proficiency Level
		2012-2013	2nd Grade	310	4.8
		2012-2013	3rd Grade	327	4.9
		2012-2013	4th Grade	339	4.8
		2012-2013	5th Grade	343	4.3
		2012-2013	2nd Grade	305	4.5

This is a sample student list created by clicking on the "5" in the 2011-2012 column in the row for ELP4.

Clicking on any of the student names will bring you to the student profile report for that particular student. (see the sample student profile report under Performance Bands Report above).

# Performance Comparison Report

When you click the Performance Comparison Report from the reports library page, you will be taken to the filter screen to begin building your report. You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

The screenshot shows the 'Performance Comparison Report' filter interface. On the left, there are radio buttons for 'Select Manually' (selected) and 'From Group'. Below are dropdown menus for 'Organization', 'Roster Year', and 'Teacher'. The 'First Dataset' and 'Second Dataset' sections each have four dropdown menus for 'Assessment', 'Select Year', 'Select Subje', and 'Select Assesseme'. A 'Report Type' dropdown is set to 'Linear'. On the right, there are dropdown menus for 'Grade', 'Demographics' (ELL, Economically Disadvantaged, Ethnicity), 'Gender', 'IEP', 'Migrant', 'Terms', and 'Course'. At the bottom left are 'Run Report' and 'Reset Filters' buttons.

This is a close-up of the filter screen. Callout boxes point to the 'Roster Option' (Select Manually), 'Organization', 'Roster Year', 'Teacher', 'First Dataset', 'Second Dataset', and 'Report Type'.

Ensure that 'Roster Option' is set to 'Select Manually'.

*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

The option to select a particular teacher or all teachers is only available to school or district administrators. If you are a teacher, you will be prompted to select the section for which you want to run a report.

This report compares performance on two different assessments (e.g. NECAP and ACCESS), so you must select the two assessments to compare. Select the year, subject, and assessment for each of the two datasets.

After you select the two datasets for your report, the last filter is report type. You can select either linear or differential.

**DO NOT SELECT DIFFERENTIAL.** Only the linear report may be used for analyzing this data.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

Grade: All Grades

Demographics:

ELL: Show All

Economically Disadvantaged: Show All

Ethnicity: Show All

Gender: Show All

IEP: Show All

Migrant: Show All

Terms: All Terms

Select the grading term(s)

Course: All Courses

Select course(s)

You may select to see only specific grades or all grades.

You may select to see active ELLs, Monitor 1, Monitor 2, and/or students who do not have an ELL designator.

*NOTE: The IMS gets demographic information from the NECAP data file, not from the LEP Census. All students who have taken the ACCESS are ELLs, but a number of them are not coded properly on the NECAP assessment, so if you select 'not available' there will be a number of students who appear on the report. It is recommended that you set this filter to 'show all'.*

Although there is a filter for terms, it does not allow you to select a specific term for ACCESS and NECAP comparisons because they are not term specific.

You can select to display results only for students in particular courses with this filter. For example, you could select to see the results only for those students who are enrolled in your ESL 2 course.

This is a sample Performance Comparison report run for the 2011-2012 ACCESS and 2011-2012 NECAP Mathematics tests without additional filtering described above:

Rhode Island Instructional Management System

Bob Mease | Account | Sign out | Help | All | Enter Search Text...

Home | Manage | Reports | Applications

Back To Reports Library

Performance Comparison Report

Export to Format

Filters

You can export this report to .pdf or to an excel spreadsheet.

You can click the filters tab to change the filters for this report without having to go back and re-enter all of the previous selections.

Performance Comparison Report

Organization : Teacher : All Teachers Grade(s) : All Grades Courses : All Courses Report Type : Linear

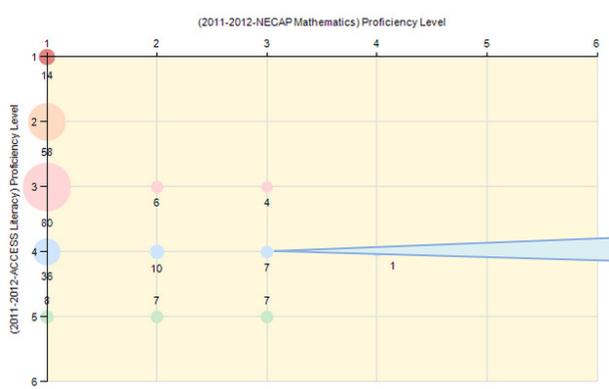
Levels Legend

	X Axis: (2011-2012-NECAP Mathematics) Proficiency Level	Y Axis: (2011-2012-ACCESS Literacy) Proficiency Level
Level1	Substantially Below Proficient	ELP1
Level2	Partially Proficient	ELP2
Level3	Proficient	ELP3
Level4	Proficient with Distinction	ELP4
Level5		ELP5
Level6		ELP6

	Level1	Level2	Level3	Level4	Total
Level1	14 (100%)	0 (0%)	0 (0%)	0 (0%)	14 (100%)
Level2	58 (100%)	0 (0%)	0 (0%)	0 (0%)	58 (100%)
Level3	80 (88.89%)	6 (6.67%)	4 (4.44%)	0 (0%)	90 (100%)
Level4	36 (66.67%)	10 (18.52%)	7 (12.96%)	1 (1.85%)	54 (100%)
Level5	8 (36.36%)	7 (31.82%)	7 (31.82%)	0 (0%)	22 (100%)
Level6	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Total Students:	196 (82.35%)	23 (9.66%)	18 (7.56%)	1 (0.42%)	238 (100%)

This table displays the number of students scoring at each NECAP/ACCESS level. For example, you can see that 7 students scored a 4 on the ACCESS and a 3 on the NECAP.

Each number is a hyperlink that will take you to a list of the students represented.



This chart is a visual representation of the data above. The size of the colored circle is relative to the size of the group of student scoring at that particular ACCESS/NECAP combination.

# Scaled Score Report

When you click the Scaled Score Report from the reports library page, you will be taken to the filter screen to begin building your report. You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

Ensure that 'Roster Option' is set to 'Select Manually'.

*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

The option to select a particular teacher or all teachers is only available to school or district administrators. If you are a teacher, you will be prompted to select the section for which you want to run a report.

After you select the teacher or section, select the test series. You can select ACCESS or NECAP.

After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may only select one year of data to display.

After you select the test series, select the subject you would like to see on the report. This refers to the domain of the ACCESS test (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).

After you select the test years, select the grade to display on the report. You may only select one grade.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

Demographics:

ELL:

Economically Disadvantaged:

Ethnicity:

Gender:

IEP:

Migrant:

Terms:

Select the grading term(s)

Course:

Select course(s)

Scores:

Select score(s)

Include

Previous year's score:

You may select to see active ELLs, Monitor 1, Monitor 2, and/or students who do not have an ELL designator.

*NOTE: The IMS gets demographic information from the NECAP data file, not from the LEP Census. All students who have taken the ACCESS are ELLs, but a number of them are not coded properly on the NECAP assessment, so if you select 'not available' there will be a number of students who appear on the report. It is recommended that you set this filter to 'show all'.*

Although there is a filter for terms, it does not allow you to select a specific term for ACCESS and NECAP comparisons because they are not term specific.

You can select to display results only for students in particular courses with this filter. For example, you could select to see the results only for those students who are enrolled in your ESL 2 course.

You can display only scores that meet certain conditions with this filter. For example, you can display only scaled scores that are greater than 350 or that are between 250 and 350.

This filter is currently disabled for ACCESS reports so it will not affect the output.

This is a sample Scaled Score report run for the 2011-2012 ACCESS Literacy scores for a group of 2<sup>nd</sup> graders without additional filtering described above:

The screenshot shows the IMS Scaled Score Report for 2011-2012 ACCESS Literacy scores for 2nd graders. The main table lists 28 students with their names, 2011-2012 Grade Level (all 2nd Grade), 2011-2012 Scaled Score, and a horizontal bar graph showing their proficiency level. The average score is 294.40. Below the table is a Summary Table and an ACCESS Band Distribution pie chart.

Band	ELP1	ELP2	ELP3	ELP4	ELP5	ELP6	Total
Count	6 (10%)	11 (18.33%)	28 (46.67%)	14 (23.33%)	1 (1.67%)	0 (0%)	60
Average Score:	294.40						

ACCESS Band Distribution:

- ELP1: 6 Students (10%)
- ELP2: 11 Students (18.33%)
- ELP3: 28 Students (46.67%)
- ELP4: 14 Students (23.33%)
- ELP5: 1 Student (1.67%)
- ELP6: 0 Students (0%)

You can export this report to .pdf or to an excel spreadsheet.

You can click the filters tab to change the filters for this report without having to go back and re-enter all of the previous selections.

This chart displays a roster of your students with their scaled score plotted on a horizontal bar graph. The color of the bar represents the proficiency level associated with the scaled score.

Clicking on any name in the list will take you to the student profile report for that particular student. See the sample student profile report in the Performance Bands Report section above.

This chart and table display the number and percentage of students at each ELP level for the criteria selected.

# Percent Proficient Report

When you click the Percent Proficient Report from the reports library page, you will be taken to the filter screen to begin building your report. You cannot run the report until all required filters have been selected. The filters must be selected sequentially, beginning with organization. The filter options available to you depend on your role in the IMS. For example, district level administrators will see all of the schools in their district in the 'organization' drop-down menu, but teachers will only see their school.

Rhode Island Instructional Management System

Bob Measel | Account | Sign out | Help | All - Enter Search Text...

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Percent Proficient Report

Filters

Roster Option:  Select Manually  From Group

Organization: Select Organization

Roster Year: Select the Roster Year

Test Series: Select Test Series

Test Year: Select the Test Year

Subject: Select the Subject

Grade: Select the Grade

Report Breakdown: Proficient/Not Proficient

Show Percentages: Percent Correct

Student Group: All Student Groups

Select filters you want to apply to this query

Run Report | Reset Filters

Ensure that 'Roster Option' is set to 'Select Manually'.

*It is possible to create groups in the IMS which you can use to create reports, but that is an advanced function that requires training from your district.*

After you select your organization, select the roster year. The roster year will determine the group of your students that will be used to create the report (i.e. your students from the 2010-2011 school year or the 2011-2012 school year).

After you select the roster year, select the test series. You can select ACCESS or NECAP.

After you select the test series, select the test year. Data is available from the 2009-2010, 2010-2011, and 2011-2012 school years. You may only select one year of data to display.

After you select the test series, select the subject you would like to see on the report. This refers to the domain of the ACCESS test (listening, speaking, reading, writing, oral language, literacy, comprehension, or overall composite).

After you select the test years, select the grade to display on the report. You may select one particular grade or all grades.

For report breakdown, you may only select 'proficiency level' for ACCESS.

You may select 'percent correct', which will display the percent of students at each ELP level or 'number of students', which will display the number of students at each ELP level.

Once you've selected all of the required filters, you can run the report. You can also select additional filters for the report if you choose (see the next page).

The only additional filtering available for this report is by demographic indicator (e.g. economically disadvantaged, ethnicity, gender, etc.).

Below is a sample Percent Proficient report run for ACCESS Literacy scores for all grades and displaying 'percent correct' rather than 'number of students'.

**ACCESS Percent ELLs by ELP Level**

Organization

NOTE: This is not an AYP estimator, inclusion/exclusion rules are not used in determining proficiency percentages.

Subject: Literacy  
Test Year: 2011-2012

Student Group	Total Scores Reported	% ELP1	% ELP2	% ELP3	% ELP4	% ELP5	% ELP6
All Students	523	18.36	24.47	35.18	15.49	6.31	0.19
Female	244	16.8	22.13	35.66	16.8	8.2	0.41
Male	279	19.71	26.52	34.77	14.34	4.66	0
Kindergarten	48	93.75	4.17	0	2.08	0	0
1st Grade	83	9.64	44.58	45.78	0	0	0
2nd Grade	60	10	18.33	46.67	23.33	1.67	0
3rd Grade	68	2.94	13.24	25	35.29	23.53	0
4th Grade	46	17.39	13.04	39.13	26.09	4.35	0
5th Grade	19	5.26	10.53	15.79	42.11	26.32	0
6th Grade	24	0	29.17	54.17	16.87	0	0
7th Grade	34	8.82	38.24	41.18	11.76	0	0
8th Grade	35	5.71	51.43	42.86	0	0	0
9th Grade	42	26.19	19.05	28.57	11.9	14.29	0
10th Grade	34	8.82	29.41	35.29	17.65	5.88	2.94
11th Grade	28	21.43	17.86	46.43	10.71	3.57	0
12th Grade	2	50	0	50	0	0	0
Ethnicity : Not Available	258	31.01	24.81	30.62	10.08	3.1	0.39
Asian	2	0	0	100	0	0	0
Black or African American	30	0	40	43.33	10	6.67	0
Hispanic or Latino	224	7.14	22.77	39.29	21.43	9.38	0
White	7	0	14.29	14.29	42.86	28.57	0
Multi-Racial	2	0	0	50	50	0	0
American Indian or Alaskan Native	0	0	0	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0	0	0	0
Is Socio Economic	237	6.75	23.21	40.51	21.1	8.44	0
Is Not Socio Economic	28	0	32.14	32.14	17.86	17.86	0
Socio : Not Available	258	31.01	24.81	30.62	10.08	3.1	0.39
Is Not Special Ed	463	19.87	24.19	33.26	15.55	6.91	0.22
Is Special Ed	60	6.67	26.67	50	15	1.67	0
Dr. Earl F. Calcutt Middle School	125	9.6	24	38.4	22.4	5.6	0
Margaret I. Robertson School	19	15.79	5.26	15.79	42.11	21.05	0
Veteran's Memorial Elementary	183	25.14	24.04	26.23	16.94	7.65	0
Central Falls Senior High School	141	16.31	29.08	37.59	9.93	6.38	0.71
Ella Risk School	119	16.81	18.49	44.54	15.97	4.2	0

