

Rhode Island and Vermont Multi-State Science Assessment

2021–2022

Volume 6: Score Interpretation Guide



RIDE Rhode Island
Department
of Education



VERMONT
AGENCY OF EDUCATION

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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 Centralized 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 web-based application that provides Rhode Island and Vermont MSSA results at various levels. Test results are available for users based on their roles and the privileges they receive, which are based on the authentication granted to them. There are four basic levels of user roles: (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.

Table 1. Disciplines for Science

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

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.

Table 2. Rhode Island and Vermont Reports Summary

Report	Description	Level of Ability				
		State	District	School	Roster	Student
Summary Performance	Summary of performance (to date) across grades and subjects or courses for the current administration	✓	✓	✓	✓	
Aggregate-Level Subject Report	Summary of overall performance for a subject and 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					✓
Data Files	Text/CSV file containing overall and discipline-level scale scores and performance levels along with demographic information		✓	✓	✓	✓

1.4.1 Reporting by Subgroup

The aggregate 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.

Table 3. Rhode Island List of Subgroups

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

Table 4. Vermont List of Subgroups

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

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

1.4.2 Overall Performance Dashboard

Homepage-authorized users can log 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.

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

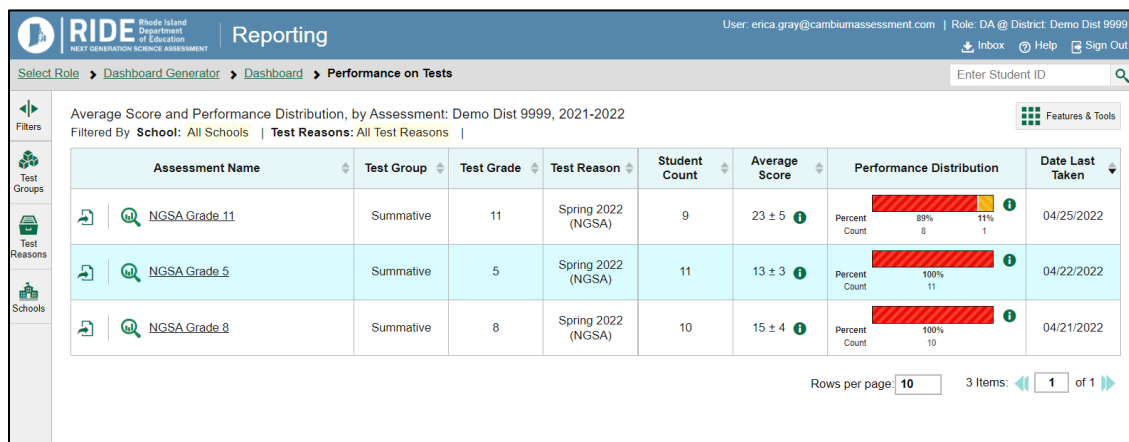
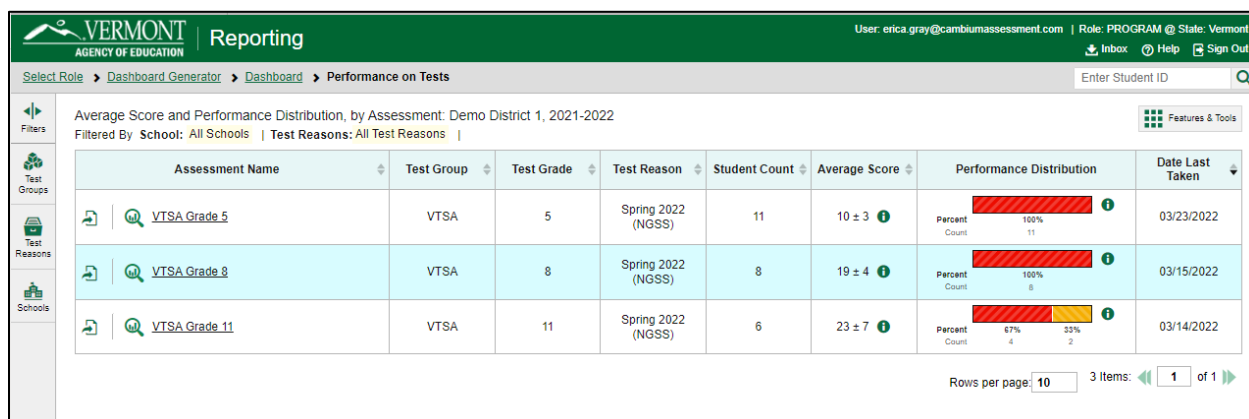


Figure 2. District-Level Overall Performance Dashboard, Vermont



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.

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

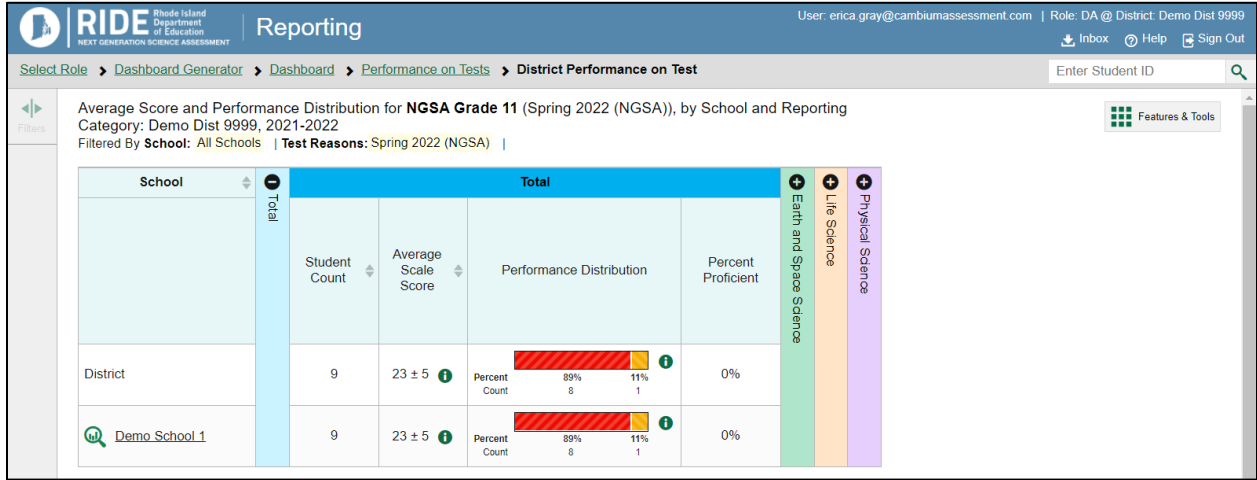


Figure 4. District Aggregate-Level Subject Report, Vermont, Grade 11 Science,

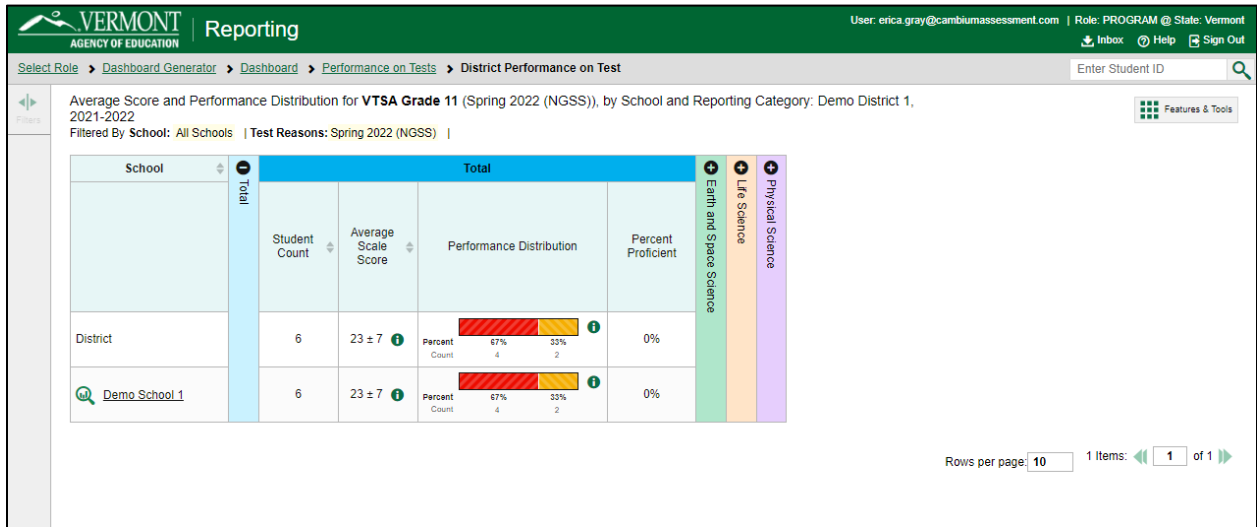


Figure 5. District Aggregate-Level Subject Report, Rhode Island, Grade 5 Science by Gender

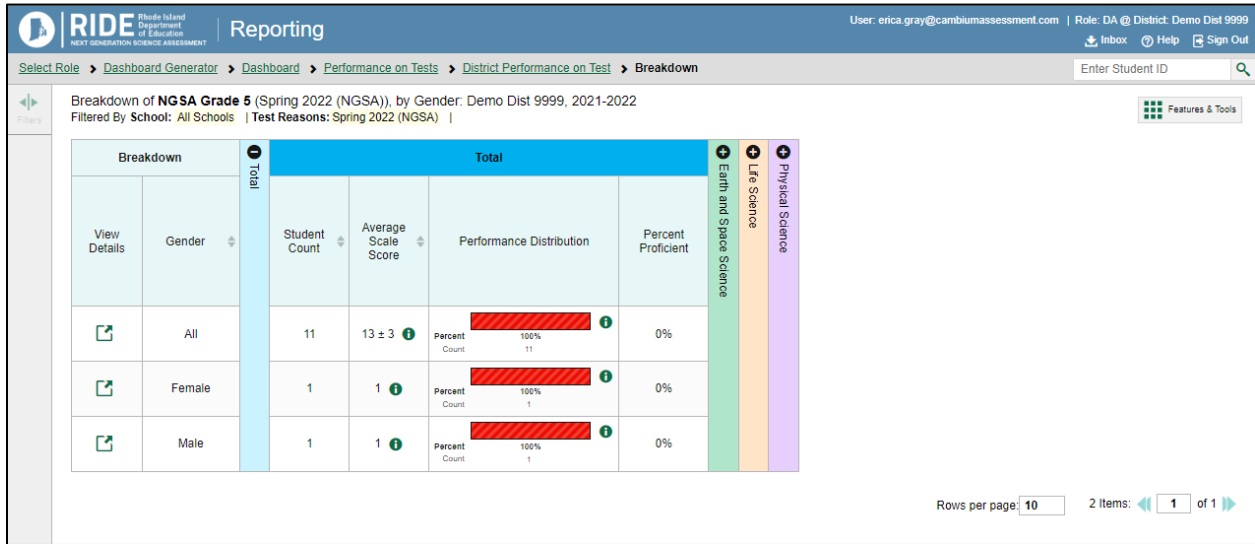
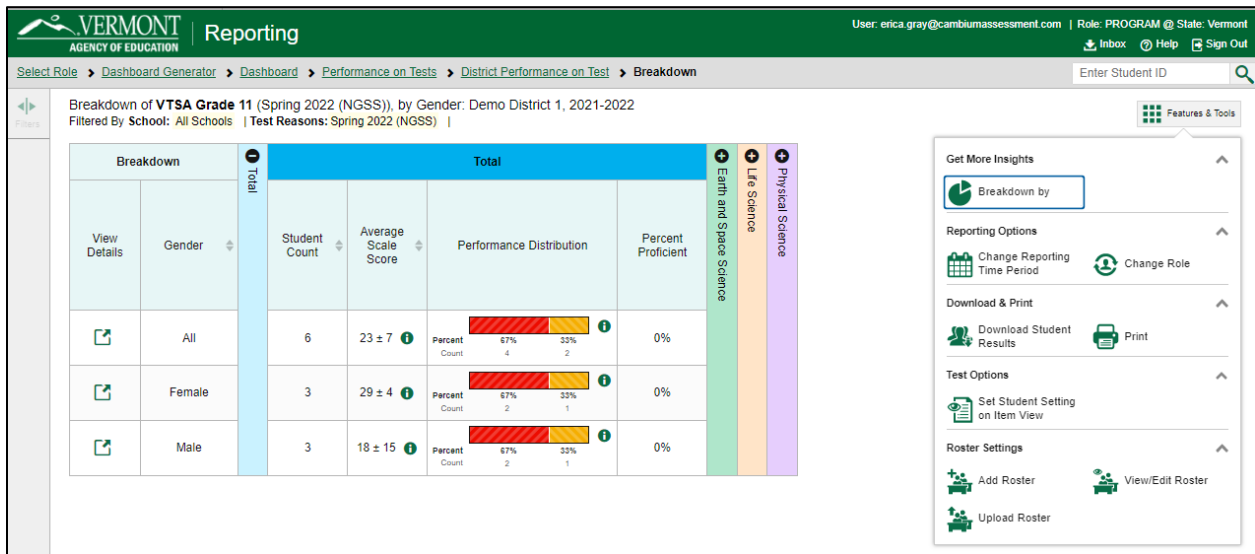


Figure 6. District Aggregate-Level Subject Report, Vermont, Grade 11 Science by Gender



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

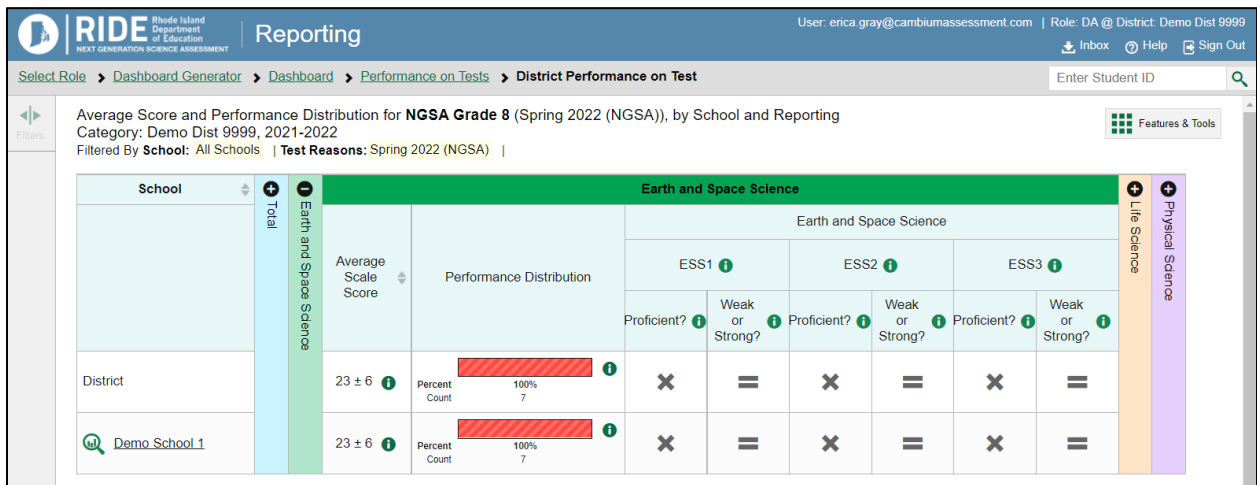
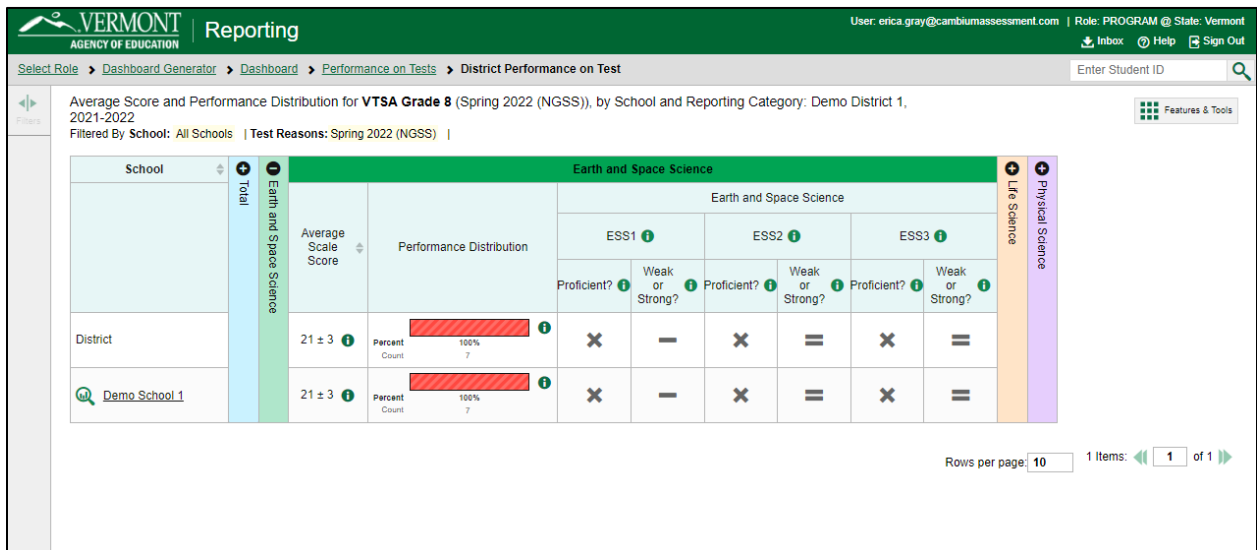


Figure 8. District Aggregate-Level Discipline-Level Report, Vermont, Grade 8 Science



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

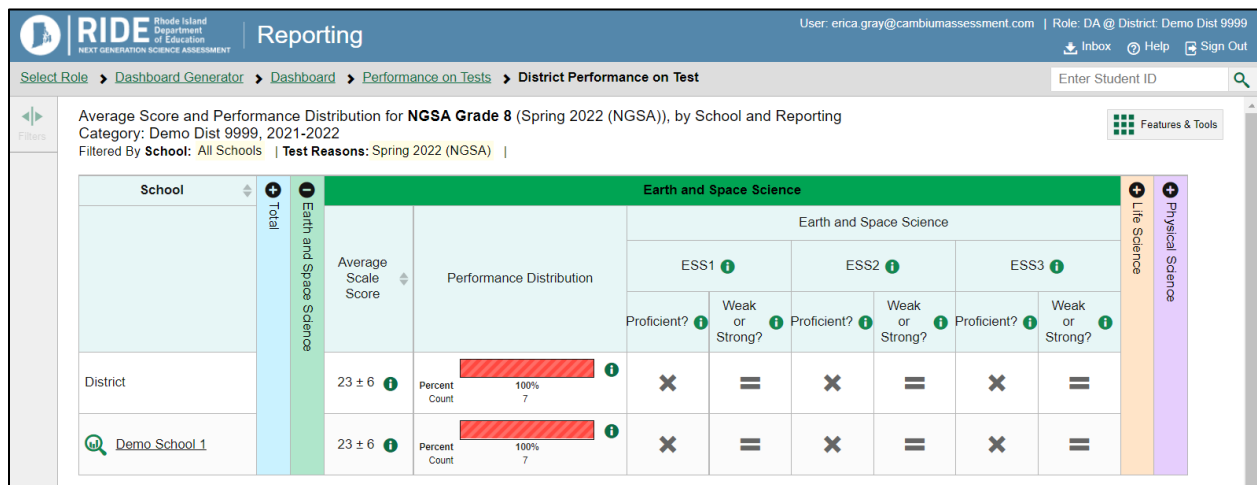
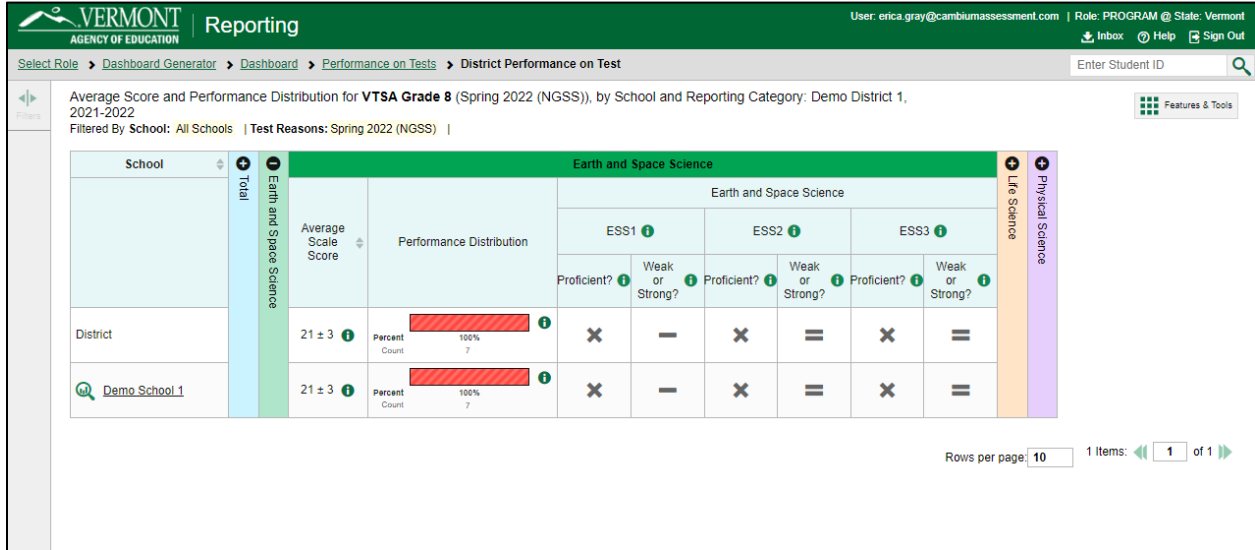


Figure 10. District Aggregate-Level Disciplinary Core Idea Report, Vermont, Grade 8 Science



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.

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

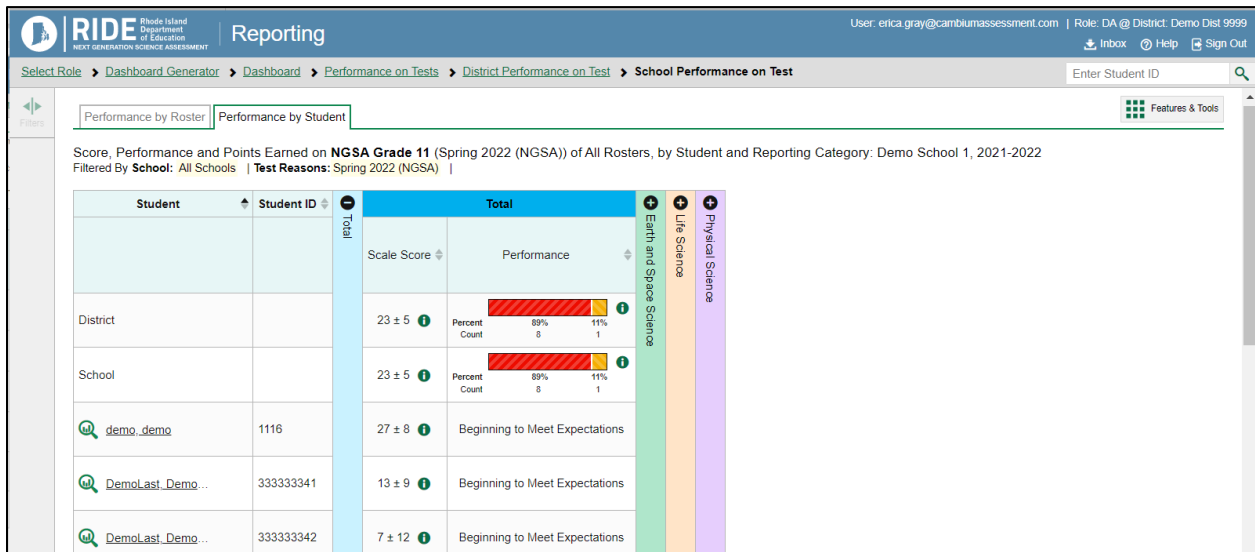
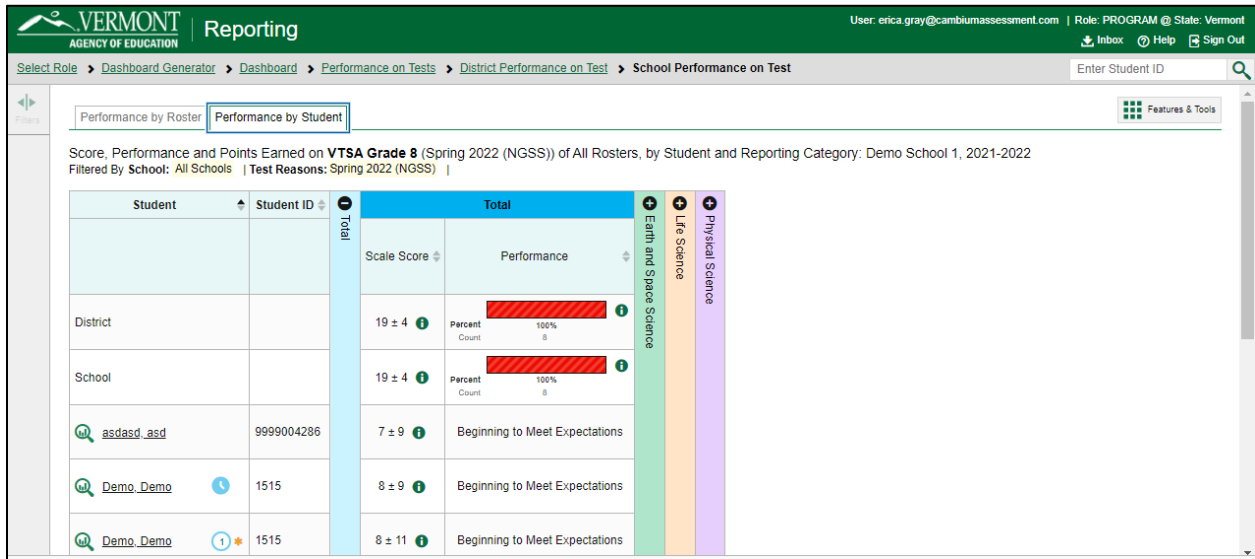


Figure 12. Student-Level Subject Report, Vermont, Grade 8 Science



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.

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

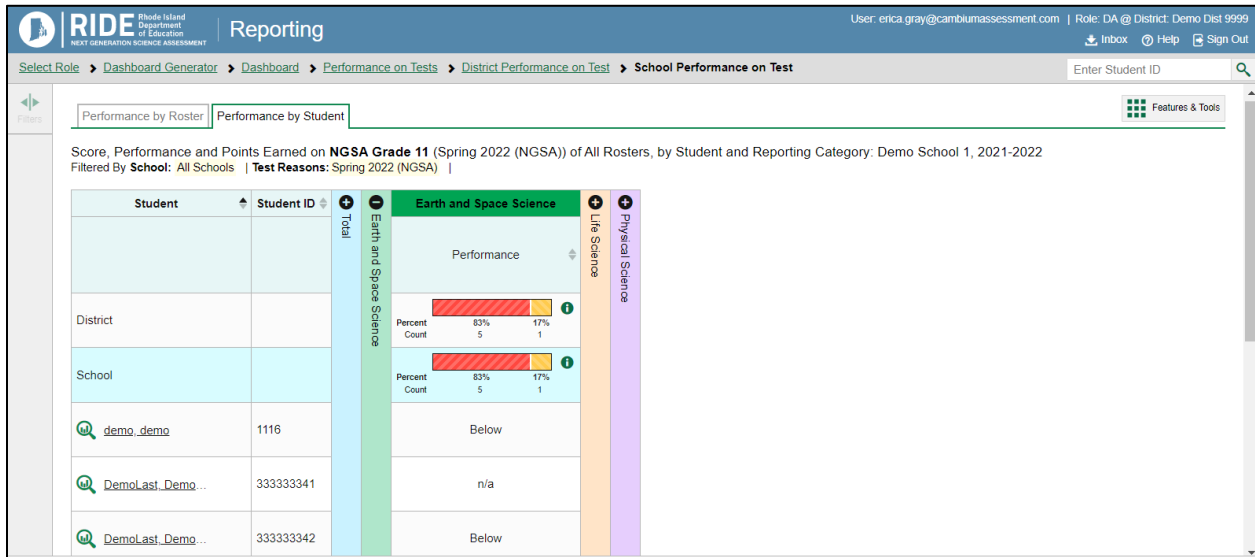
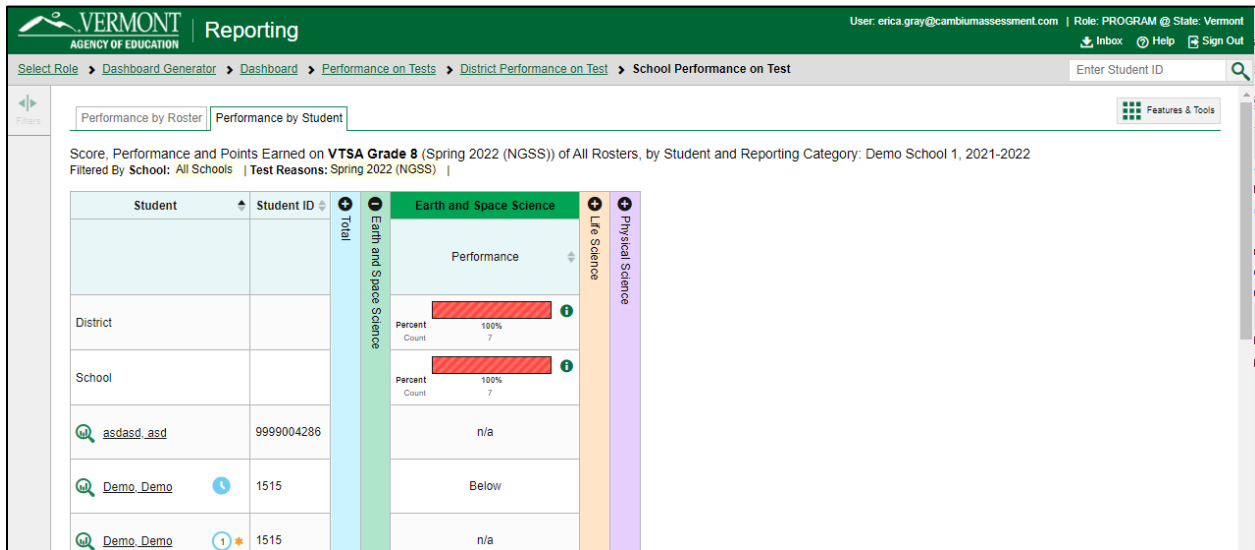


Figure 14. Student-Level Discipline Report, Vermont, Grade 8 Science



1.4.8 Individual Student Report

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

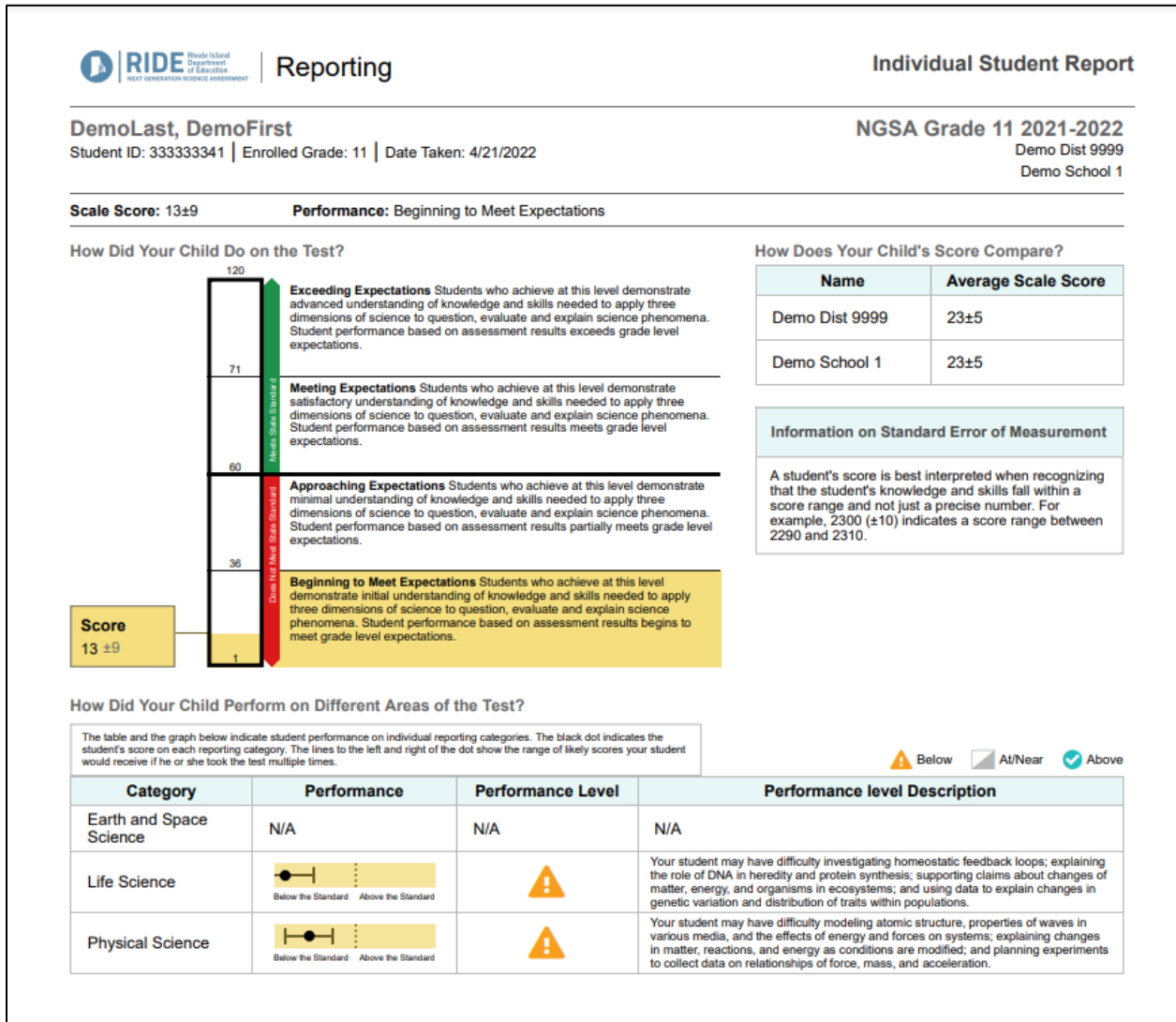
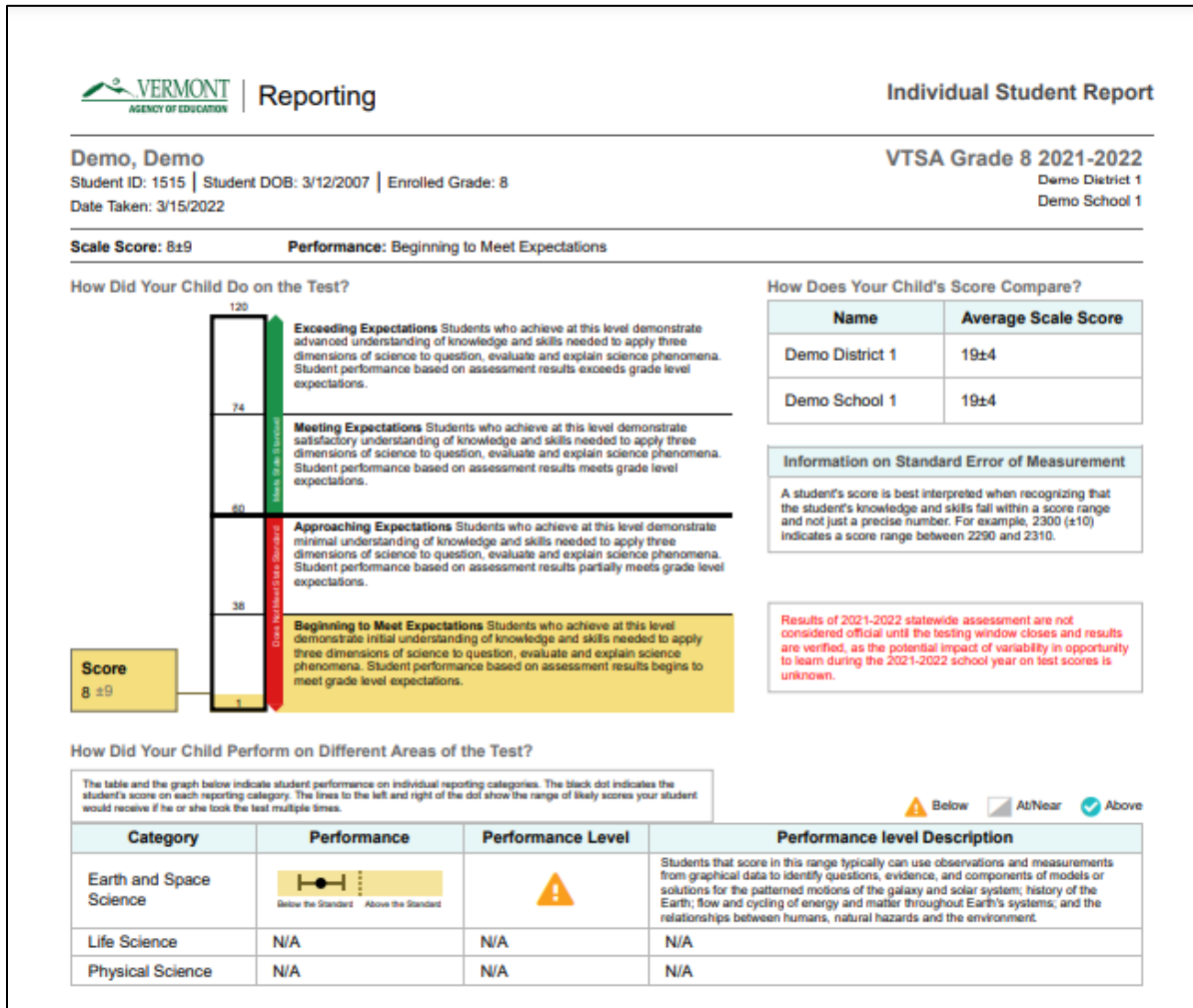


Figure 16. Individual Student Report, Vermont, Grade 5 Science



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Student N	Student I	Enrolled C	Race/Ethn	Gender	English Le	Special Ed	Low Incon	Enrolled C	Enrolled S	Test Reas	Test Opp	Date Take	NGSA Gra	NGSA Gra	NGSA Gra	Earth and	Life Scienc	Physical Science	Perf
2	DemoLast_333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	12	8	Beginning	Below	Below	Below		
3	DemoLast_333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	24	6	Beginning	Below	Below	Below		
4	DemoLast_333333333	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	28	6	Beginning	Below	Below	Below		
5	DemoLast_333333345	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/20/202	16	7	Beginning	Below	Below	Below		
6	DemoLast_333333345	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/22/202	19	6	Beginning	Below	Below	Below		
7	DemoLast_333333347	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	1	11	Beginning	Below	n/a	Below		
8	DemoLast_333333345	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	18	6	Beginning	Below	Below	Below		
9	DemoLast_333333345	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	1	10	Beginning	Below	Below	Below		
10	DemoLast_333333365	5	White	N/A	Yes	Yes	BLANK	Demo Dis	Demo Sch	Spring 202	Most Rec	04/21/202	20	6	Beginning	Below	Below	Below		

Figure 18. Vermont Data File

	1	2	3	4	5	6	7	8	9	10	11	12	13						
1	Student N	Student I	Student D	Enrolled C	Ethnicity/ Gender	Limited Er	IDEA Indic	Economic	Enrolled C	Enrolled S	Test Reas	Test Opp	Date Take	V TSA Grac	V TSA Grac	V TSA Grac	Earth and	Life Scienc	Physical Science
2	DemoLast_999000121	2/3/2010	5	White	Female	No	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rec	04/26/202	13	8	Beginning	Below	Below	n/a
3	James, W_999999583	1/1/1999	5	Hispanic c	Female	Yes	Yes	Yes	Demo Dis	Demo Sch	Spring 202	Most Rec	06/01/202	35	6	Beginning At/Near	Below	Below	
4	LastName_999991113	5	White	Female	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rec	03/15/202	24	6	Beginning	Below	Below	Below	
5	LastName_999991113	5	White	Female	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rec	03/15/202	22	6	Beginning	n/a	Below	Below	
6	LastName_999991113	5	White	Female	No	No	No	Demo Dis	Demo Sch	Spring 202	Most Rec	03/14/202	1	14	Beginning	n/a	Below	n/a	
7	LastName_999991113	5	White	Female	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rec	03/15/202	1	9	Beginning	Below	Below	n/a	
8	Mary, Sco_999999961	1/1/2000	5	Hispanic c	Female	Yes	Yes	Yes	N/A	N/A	Spring 202	Most Rec	03/14/202	16	7	Beginning	n/a	Below	Below
9	Mary, Sco_999999961	1/1/2000	5	Hispanic c	Female	Yes	Yes	Yes	N/A	N/A	Spring 202	Most Rec	03/14/202	1	13	Beginning	n/a	Below	n/a
10	Mary, Sco_999999953	1/1/2000	5	Hispanic c	Female	Yes	Yes	Yes	N/A	N/A	Spring 202	Most Rec	03/14/202	16	7	Beginning	Below	Below	n/a
11	retesting_111111485	5	American	Female	Yes	Yes	N/A	Demo Dis	Demo Sch	Spring 202	Most Rec	04/23/202	4	9	Beginning	Below	n/a	n/a	
12	retesting_111111493	5	American	Female	Yes	Yes	N/A	Demo Dis	Demo Sch	Spring 202	Most Rec	04/23/202	8	9	Beginning	n/a	n/a	Below	
13	Test, dem_999924466	5	Asian	Male	Yes	Yes	No	Demo Dis	Demo Sch	Spring 202	Most Rec	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 (<https://vt.tide.cambiumast.com> and <https://ri.tide.cambiumast.com>). 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 \pm 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 “±” next to a student’s scale score provides information about the certainty, or confidence, of the score’s interpretation. The boundaries of the score band are one SEM above and below the student’s observed scale score, representing a range of score values that is likely to contain the true score. For example, “680 ± 10” indicates that if a student were tested again, it is likely that he or she would receive a score between 670 and 690.

2.3 ACHIEVEMENT LEVEL

Achievement levels are proficiency categories on 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.

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

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

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 among reporting categories 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.



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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**

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand the Reporting Dashboard

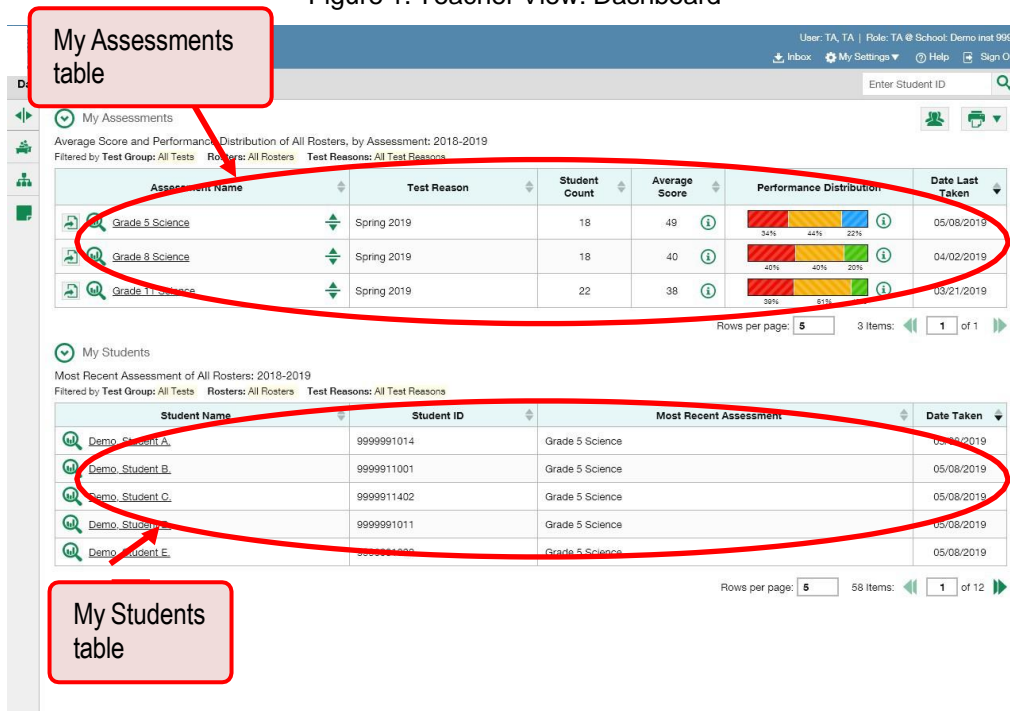
When you log in to the Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

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.

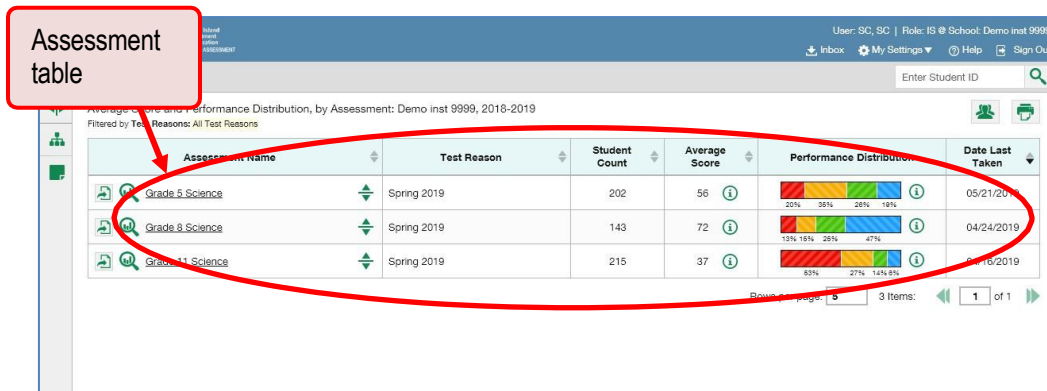
Figure 1. Teacher View: Dashboard



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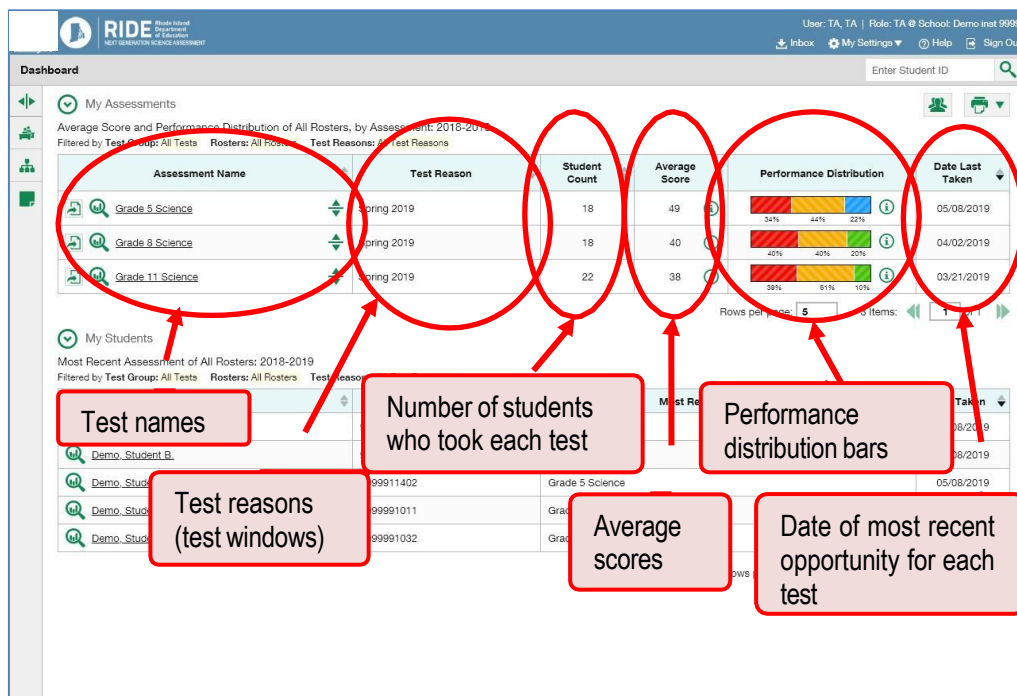
The dashboard for district- and school-level displays only one table, as in [Figure 2](#) listing all the assessments like the first table on the teacherdashboard.

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.


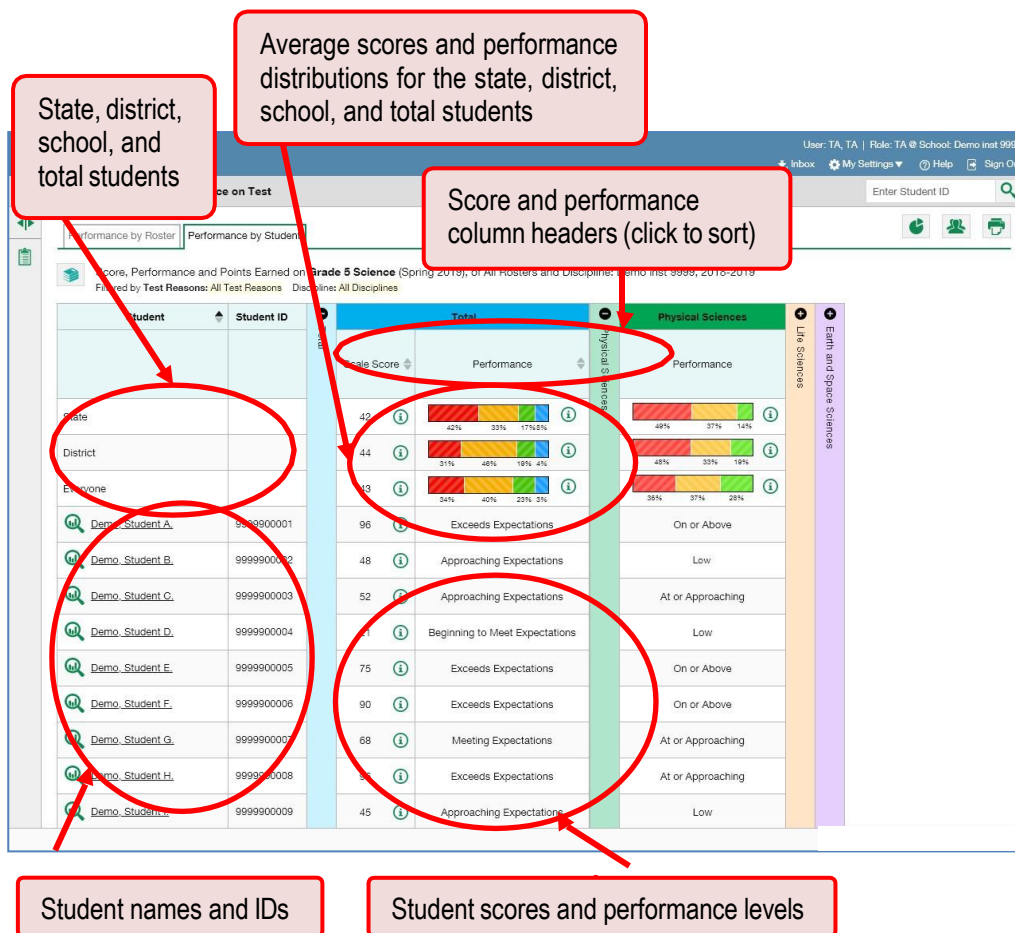
1. Starting from the dashboard that appears when you log in, click a test name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance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

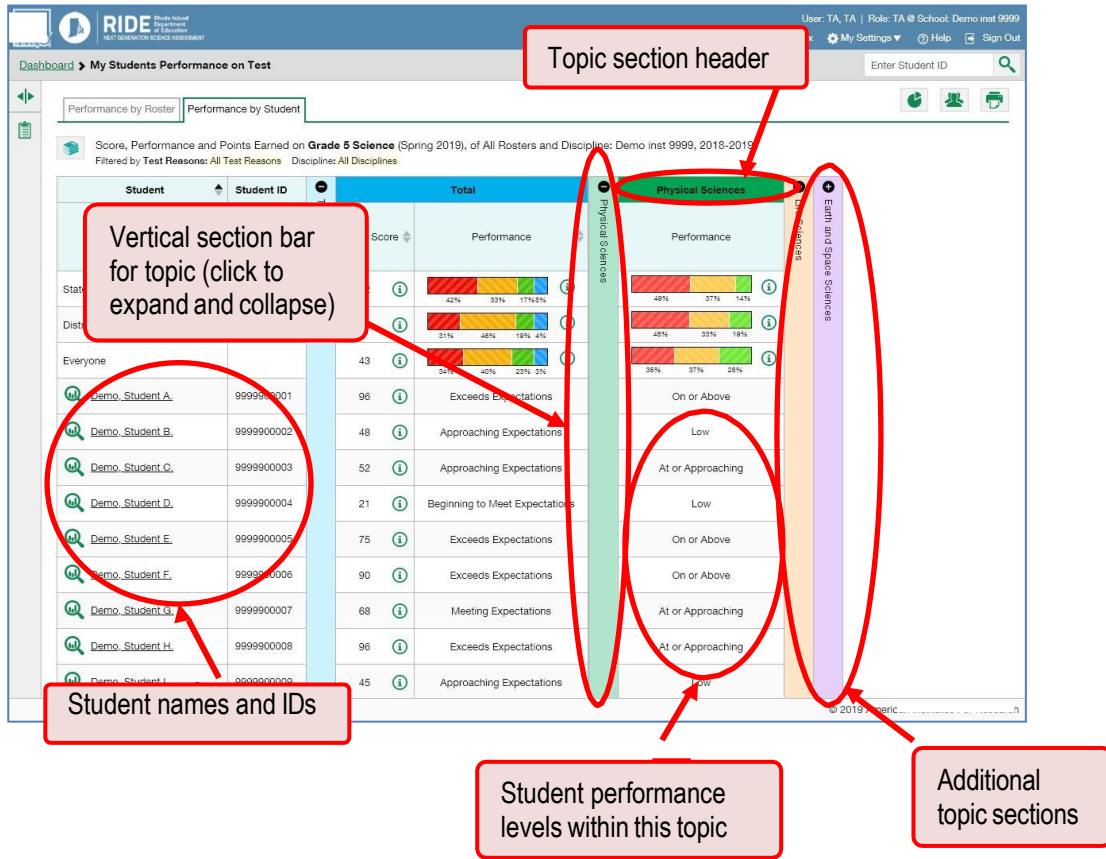
Figure 4. My Students' Performance on Test Report: Performance by Student Tab



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.

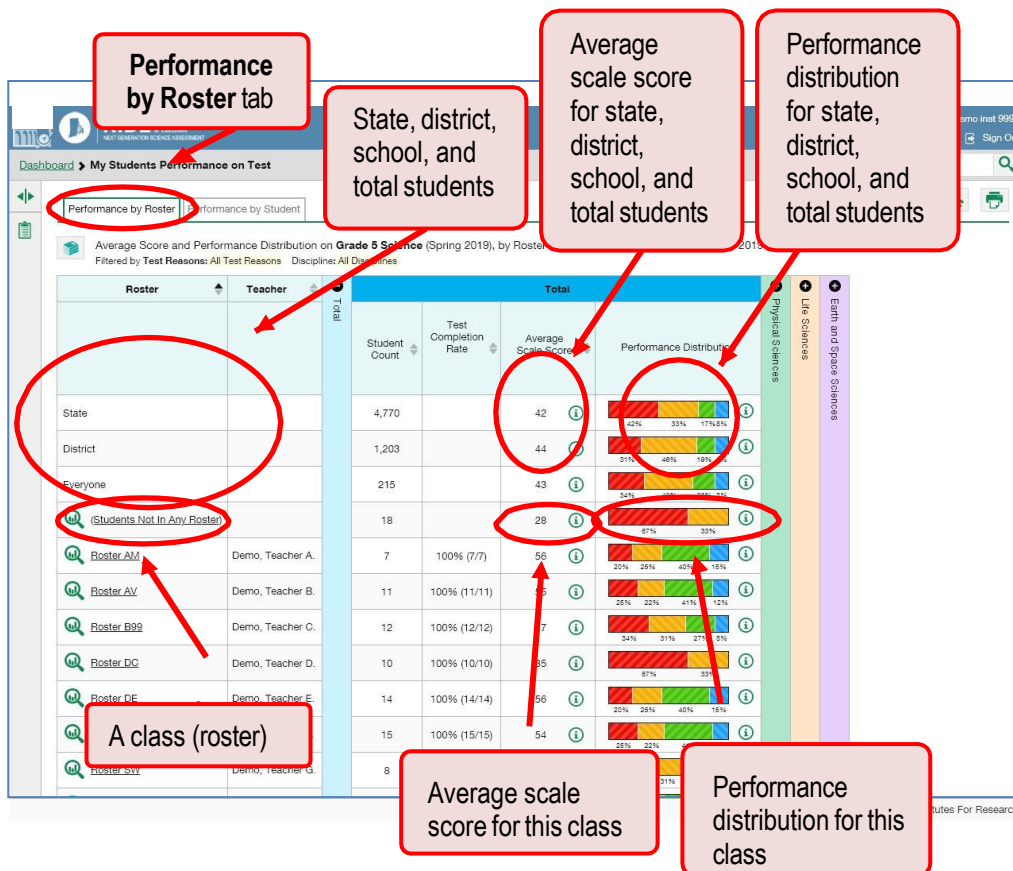
How can I access test results for all my classes (rosters)?

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

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

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

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

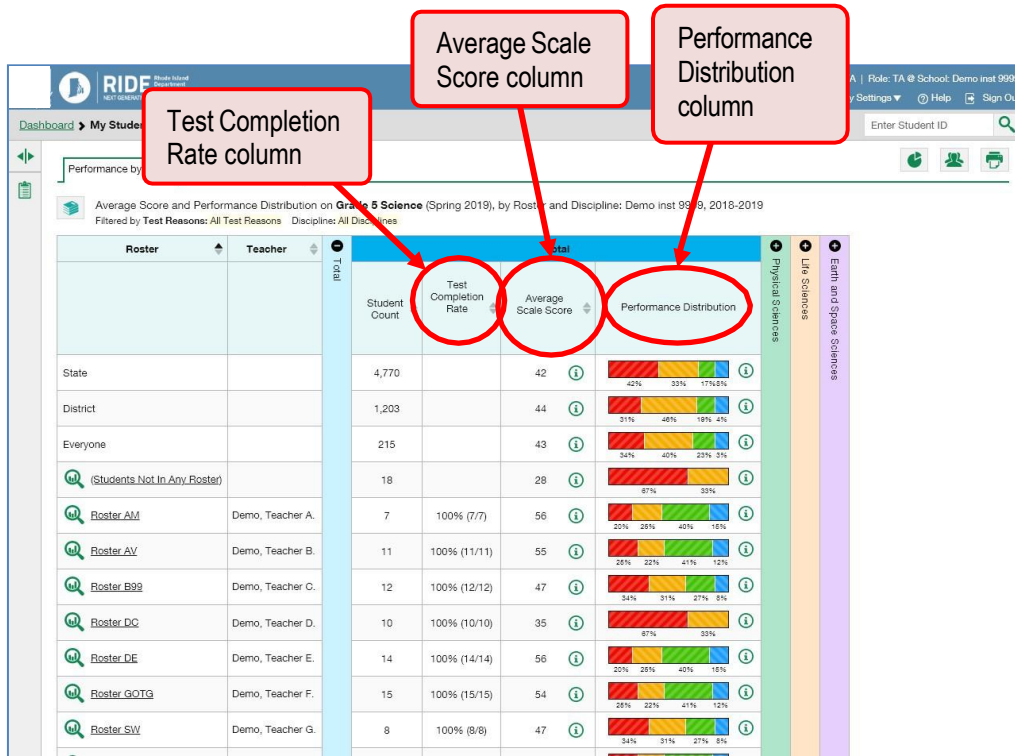


How can I see which classes (rosters) performed best on this assessment?

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

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

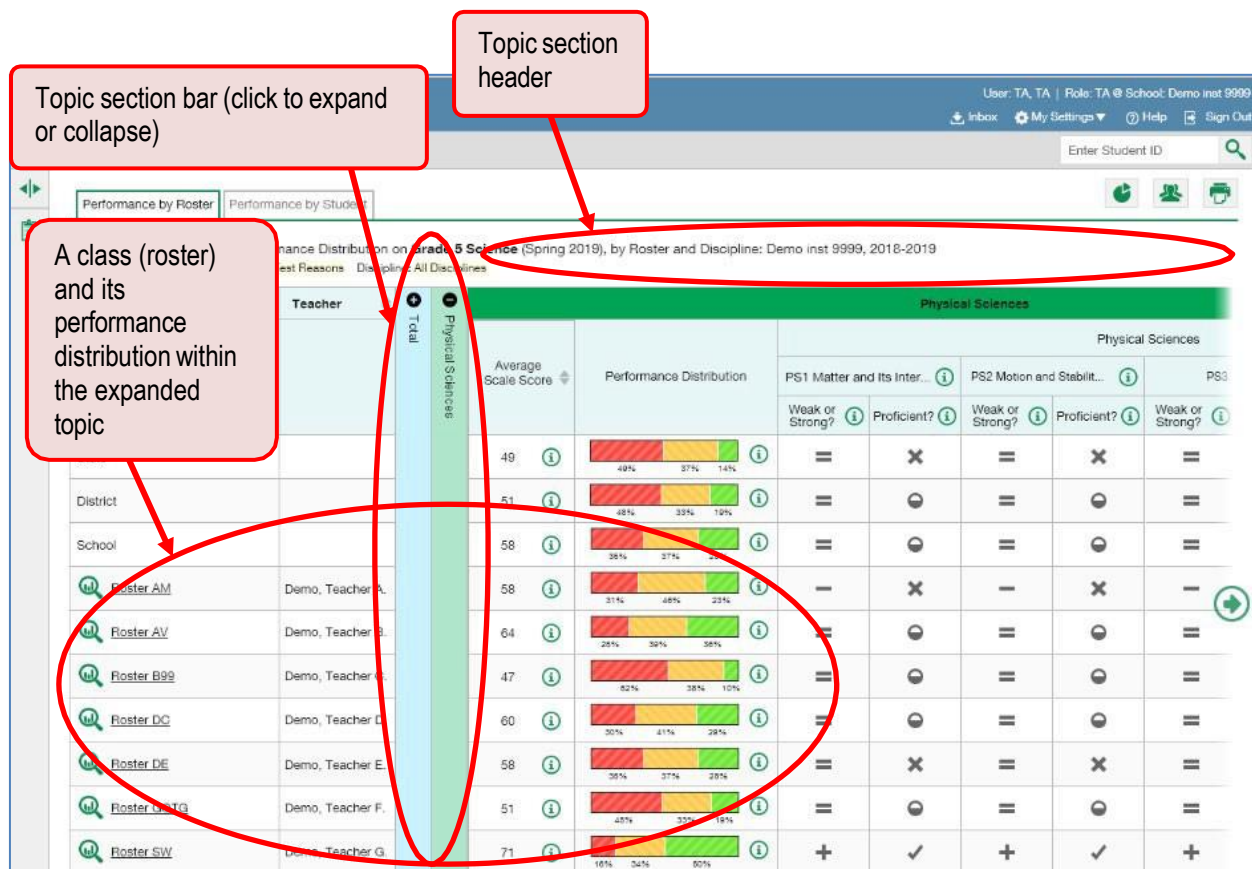
Figure 7. School Performance on Test Report: Performance by Roster Tab



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

For tests with topic sections, you can compare the performance of your students 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 a performance distribution bar for each class (roster) under the topic Physical Sciences.

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



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


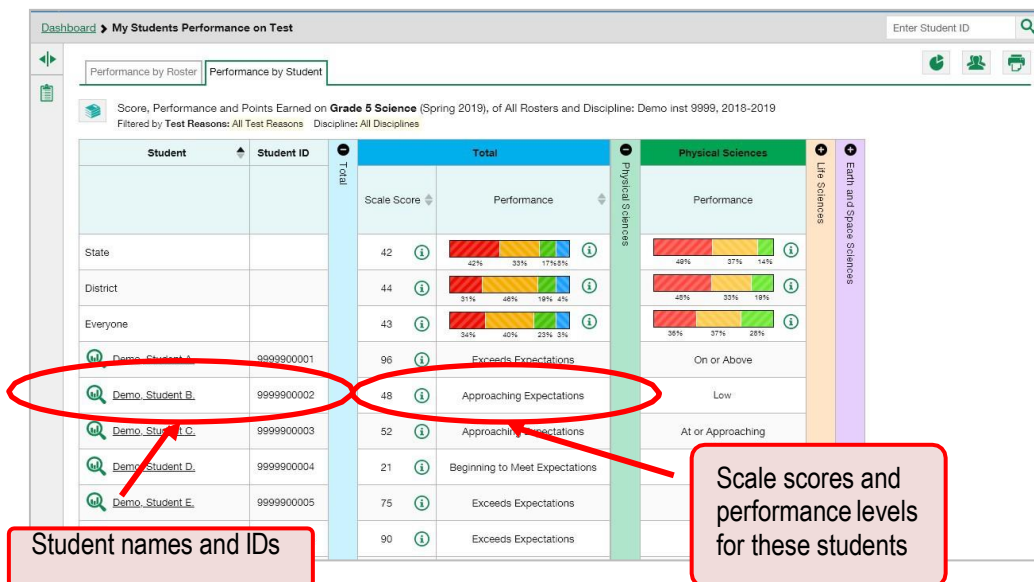
The prior section explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear ([Figure 9](#)).

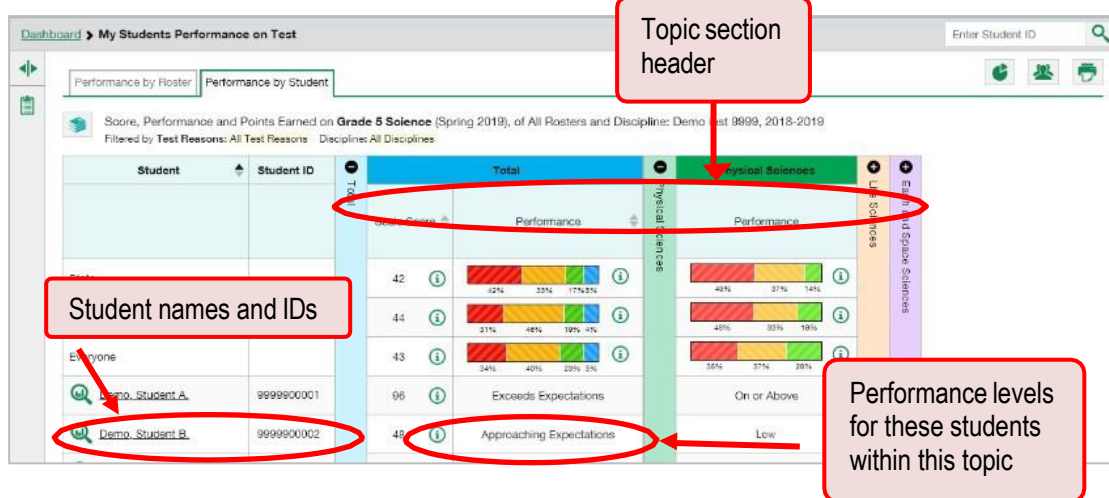
Figure 9. Teacher View: Roster Performance on Test Report



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

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




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



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

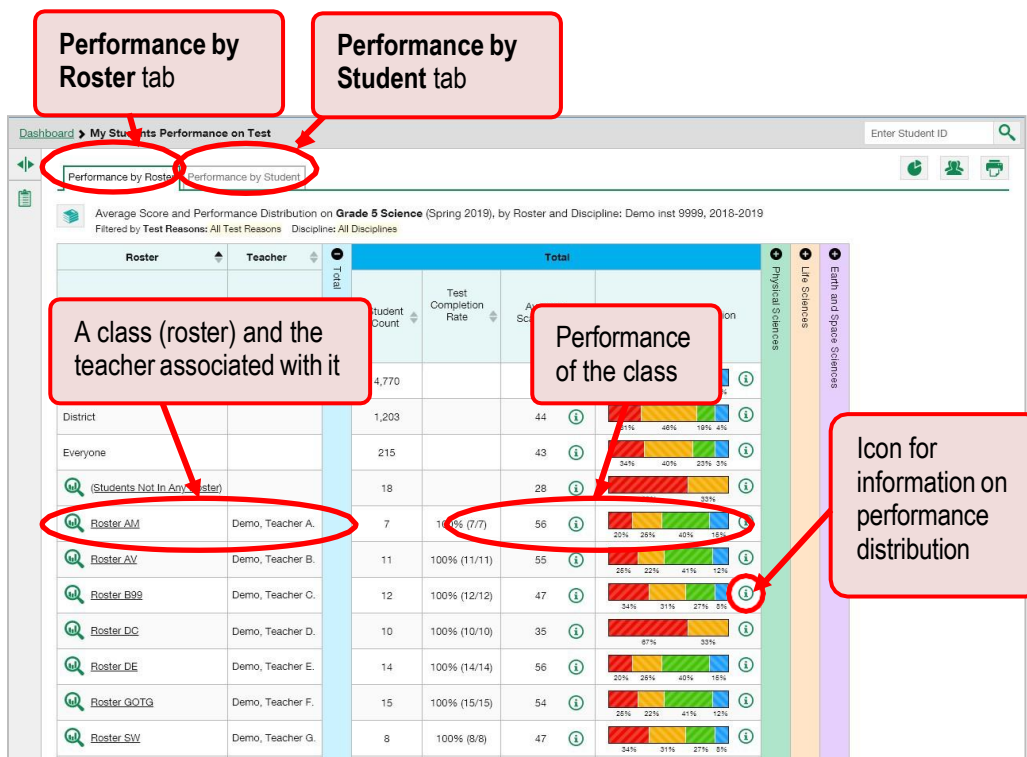
You can view test results for all the students in a school on a particular test through your dashboard.

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

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

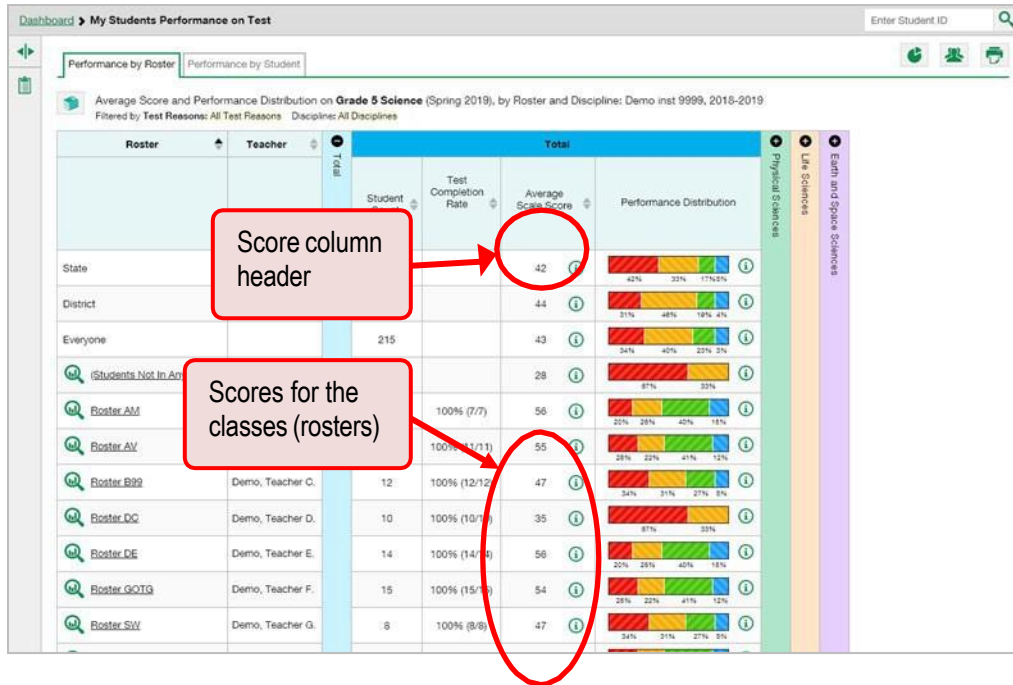
Figure 11. School Performance on Test Report: Performance by Roster Tab



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

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see [Figure 12](#)). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

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



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

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

How can I access test results for a district?


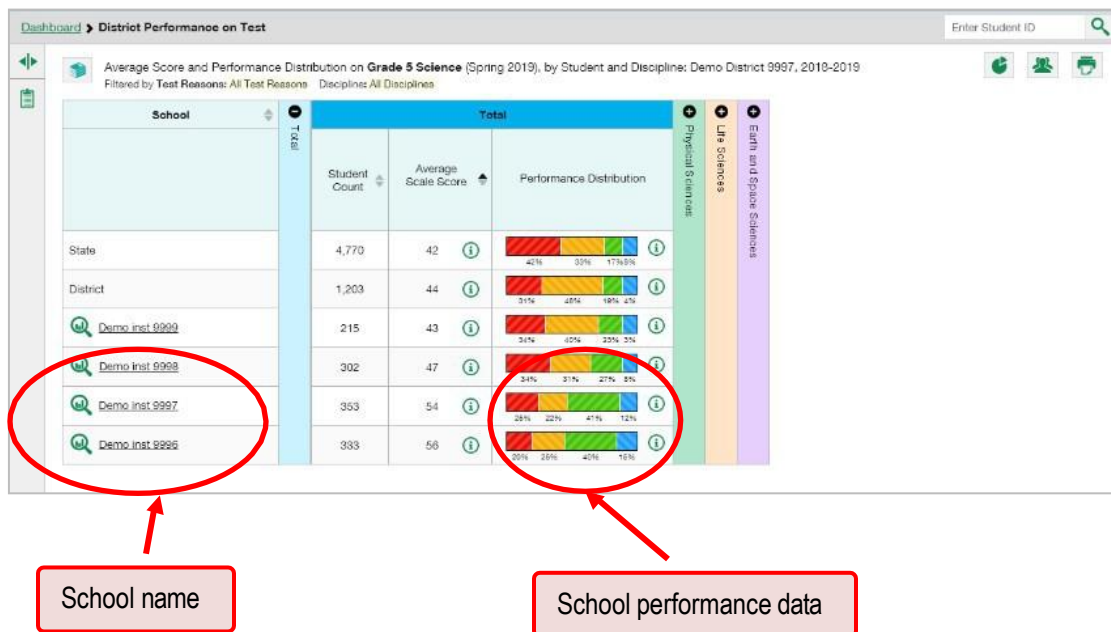
On the dashboard that appears when you log in, click the name of a test (or  beside it). A list of the schools in your district appears with the overall school performance data section open.

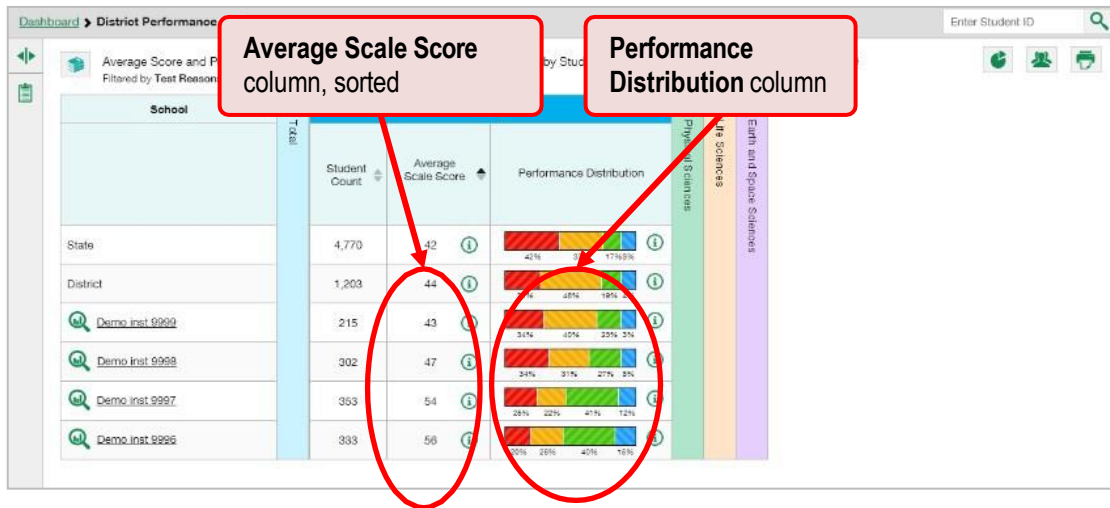
Figure 13. District Performance on Test Report



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

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

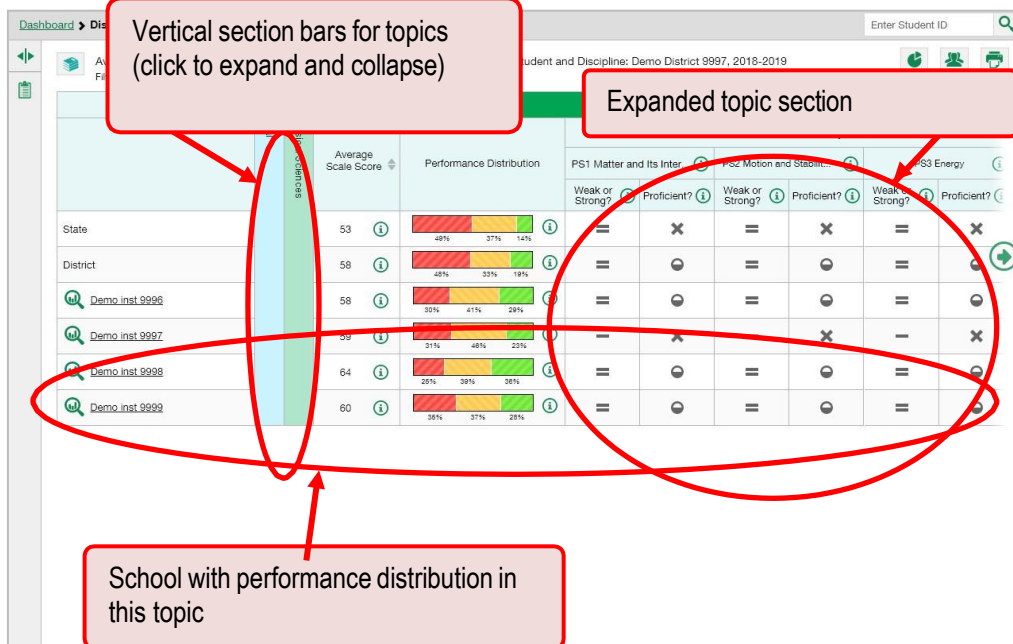
Figure 14. District Performance on Test Report Sorted by Score



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

Click the vertical section bars to expand the topic sections.

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



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


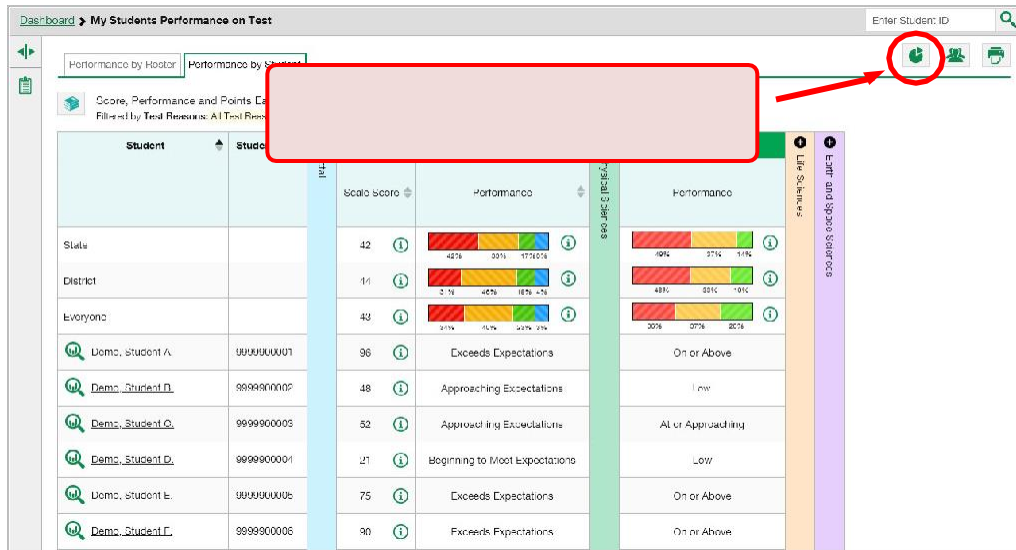

You can use the pie chart button  at the upper-right corner of a report (see [Figure 16](#)) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 16. My Students' Performance on Test Report



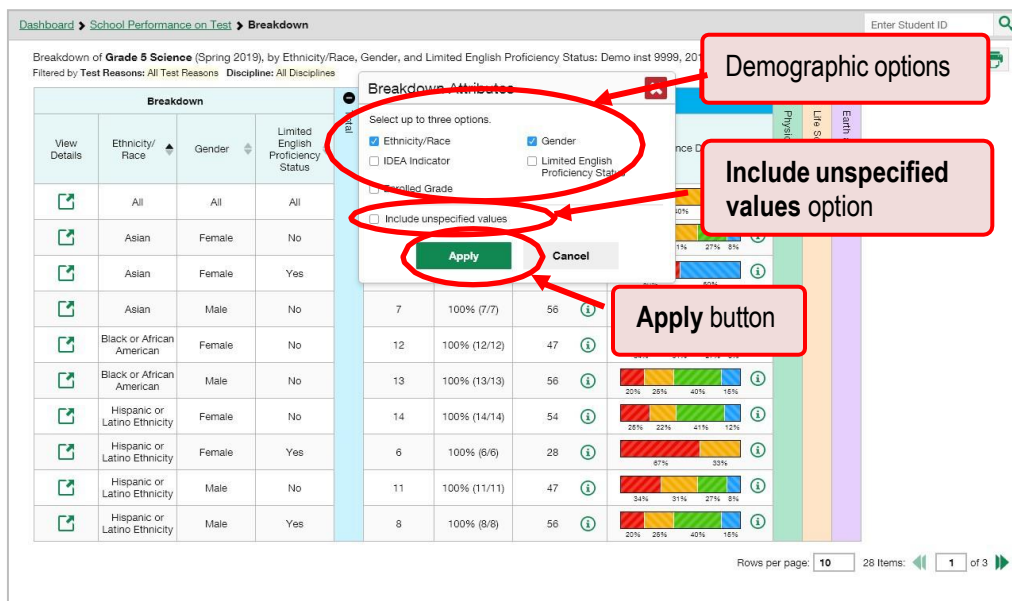
How can I view test results broken down by demographic sub-groups?

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

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

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

Figure 17. Breakdown Attributes Window



2. Select up to three student demographic categories.

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

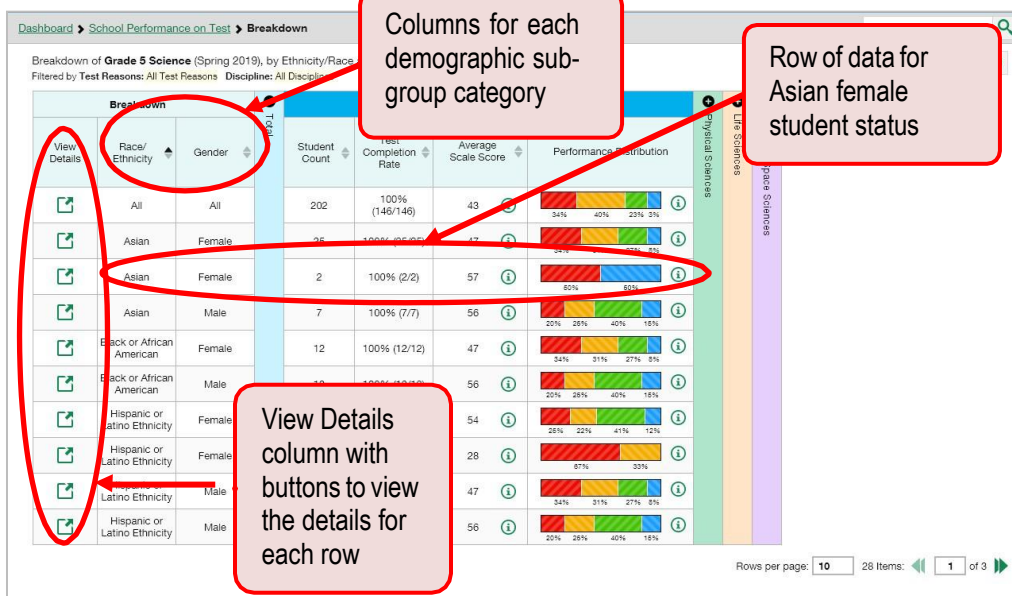
- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

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3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 18](#)).

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

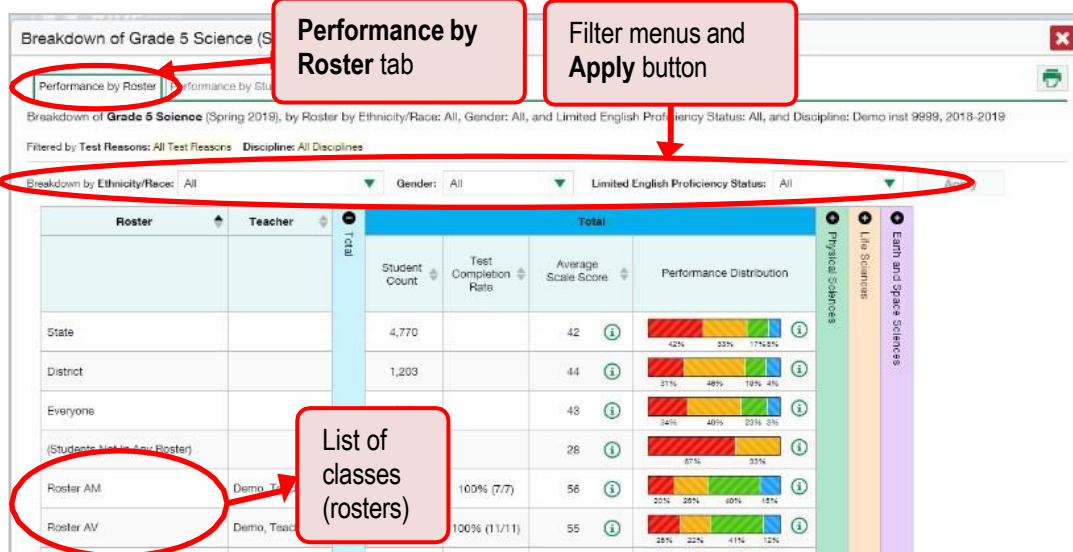


How can I view test results for a particular demographic sub-group or combination?

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 18](#)).

A window opens 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)



Filter menus for each demographic category you chose are found at the top of the report table. 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 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 you can generate and export both Individual Student Reports (ISRs) and student data files.

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

Teachers and school-level users:

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

District-level users:



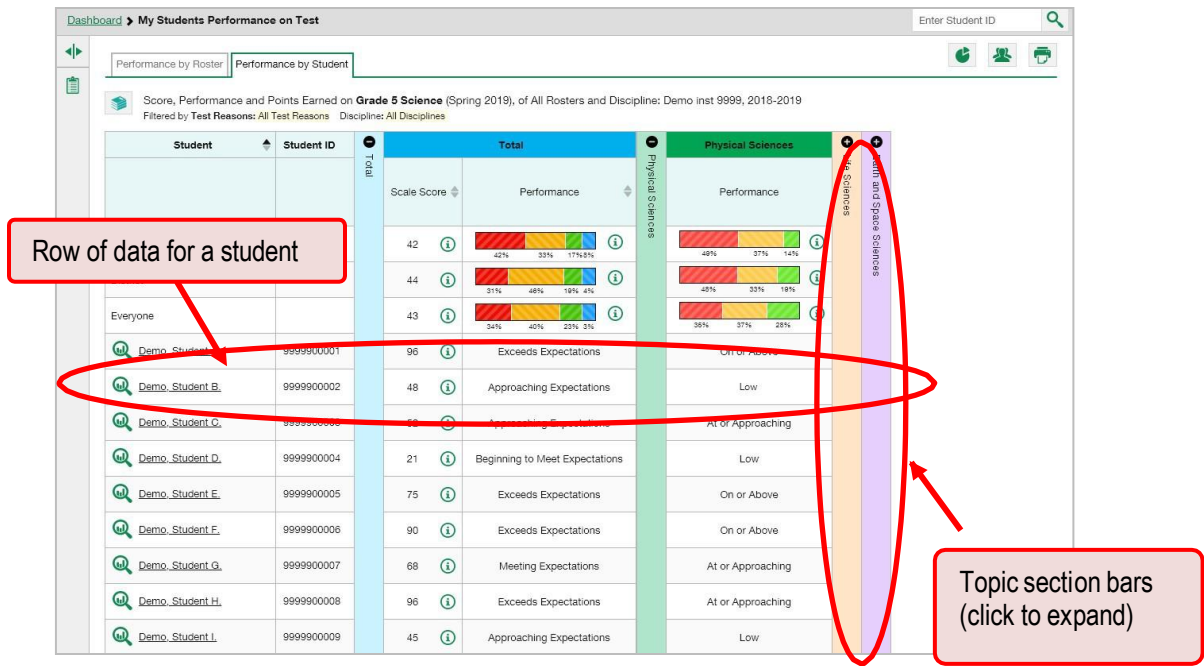
1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and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

Figure 20. Teacher View: 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

The image shows a sample Individual Student Report (ISR) for NGSS Science. The report is titled "Individual Student Report" and includes the following information:

- Student Information:** demo, student (Student ID: 99932659, Enrolled Grade: 5, Date Taken: 4/23/2021)
- Test Information:** NGS Grade 5 2020-2021 (Demo Dist 9999, Demo School 1)
- Performance Summary:** Scale Score: 37±5, Performance: Approaching Expectations
- Vertical Scale:** A vertical scale showing the student's score (37±5) and performance level (Approaching Expectations) relative to other performance levels: Exceeding Expectations (120), Meeting Expectations (72), Approaching Expectations (60), and Beginning to Meet Expectations (37).
- Comparison Table:** A table showing the average performance of the state and district.

Name	Average Scale Score
Demo Dist 9999	14±3
Demo School 1	14±3
- Information on Standard Error of Measurement:** A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 2300 (±10) indicates a score range between 2290 and 2310.
- Performance by Topic:** A table showing the student's performance in different areas of the test.

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

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.


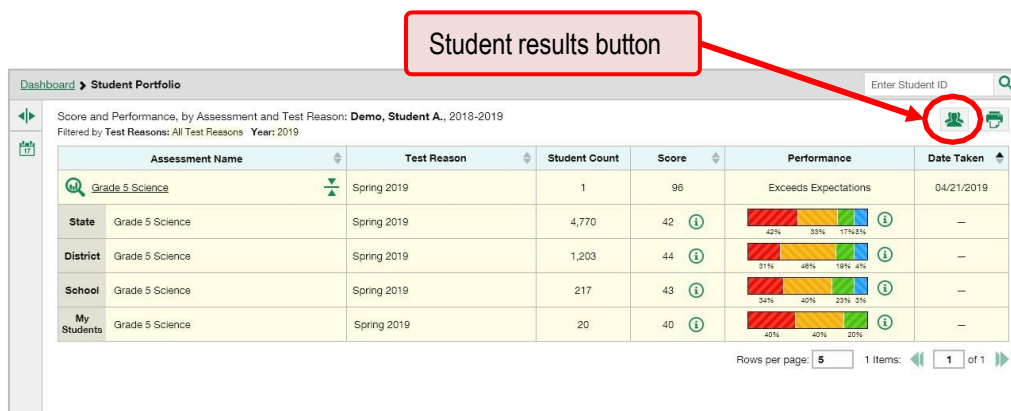
1. Click the student results button  in the upper-right corner of the page (see [Figure 22](#)).

Figure 22. Student Portfolio Report



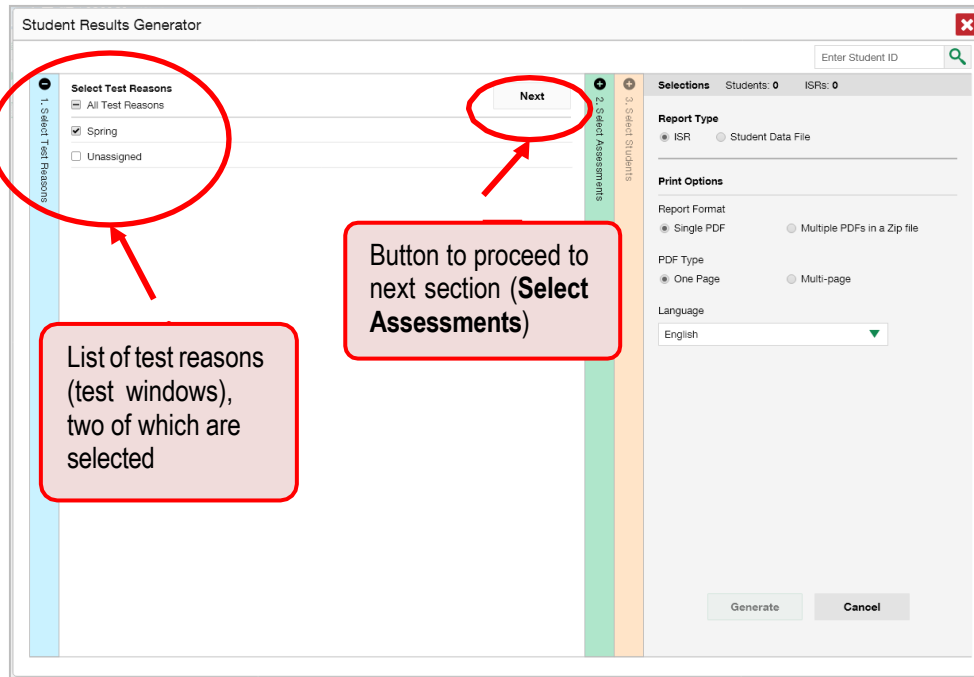
The **Student Results Generator** window opens ([Figure 23](#)).

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

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.

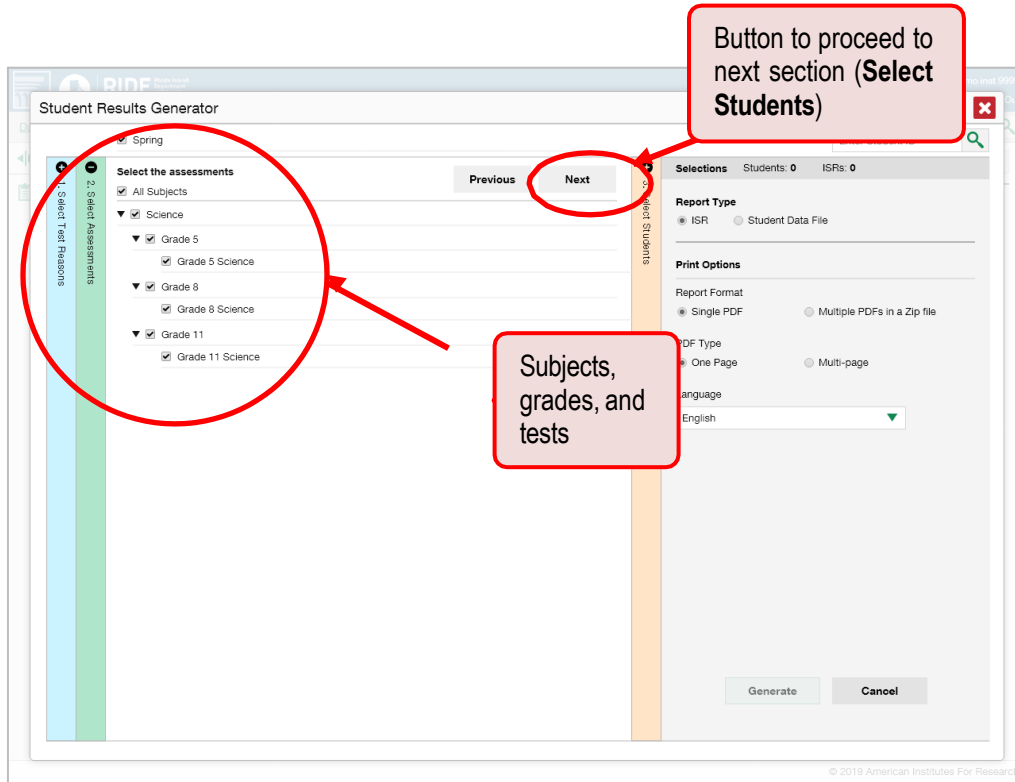
- a. In the **Select Test Reasons** section (Figure 23), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are test windows.

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



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

Figure 24. Student Results Generator Window: Select Assessments Section



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
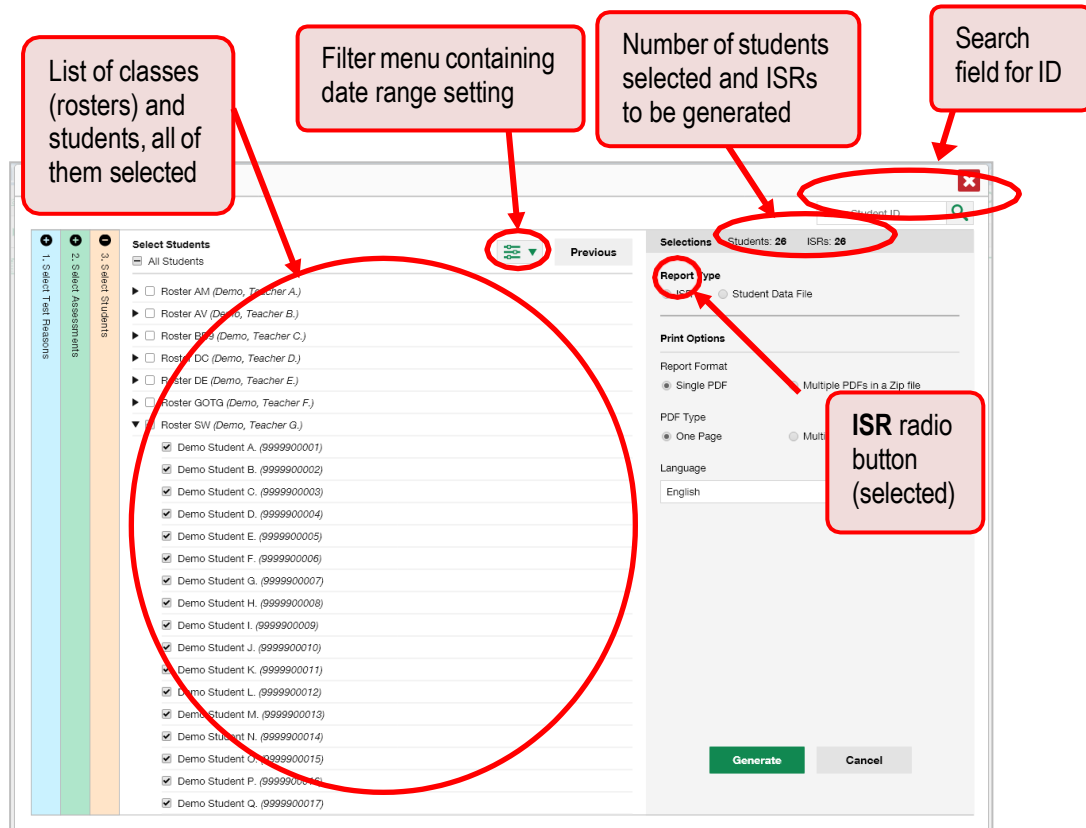
- c. The **Select Students** section ([Figure 25](#)) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.
- Sometimes the 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



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

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


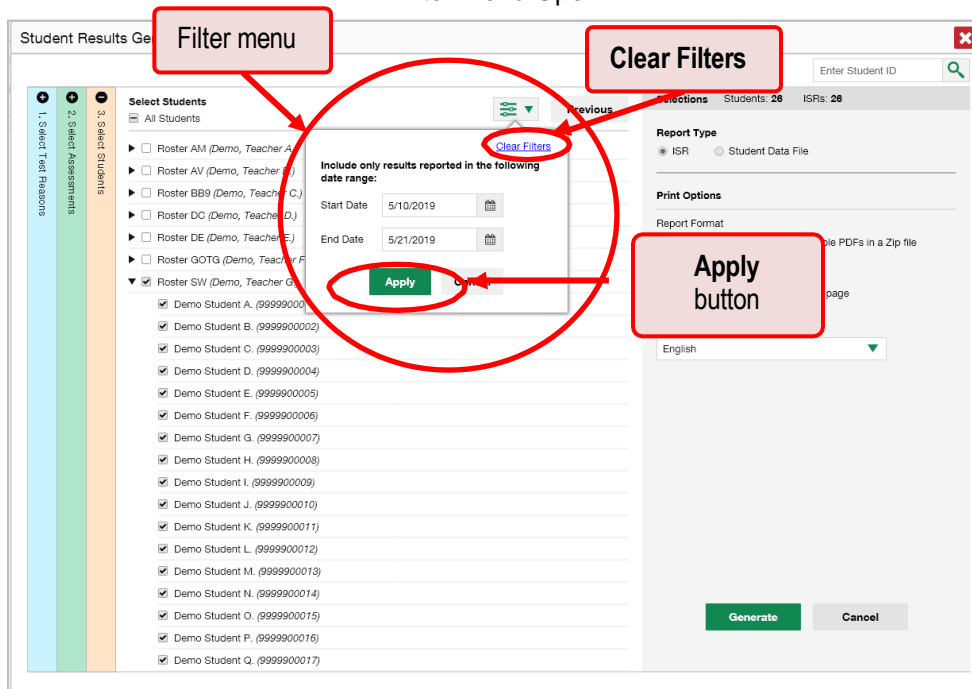
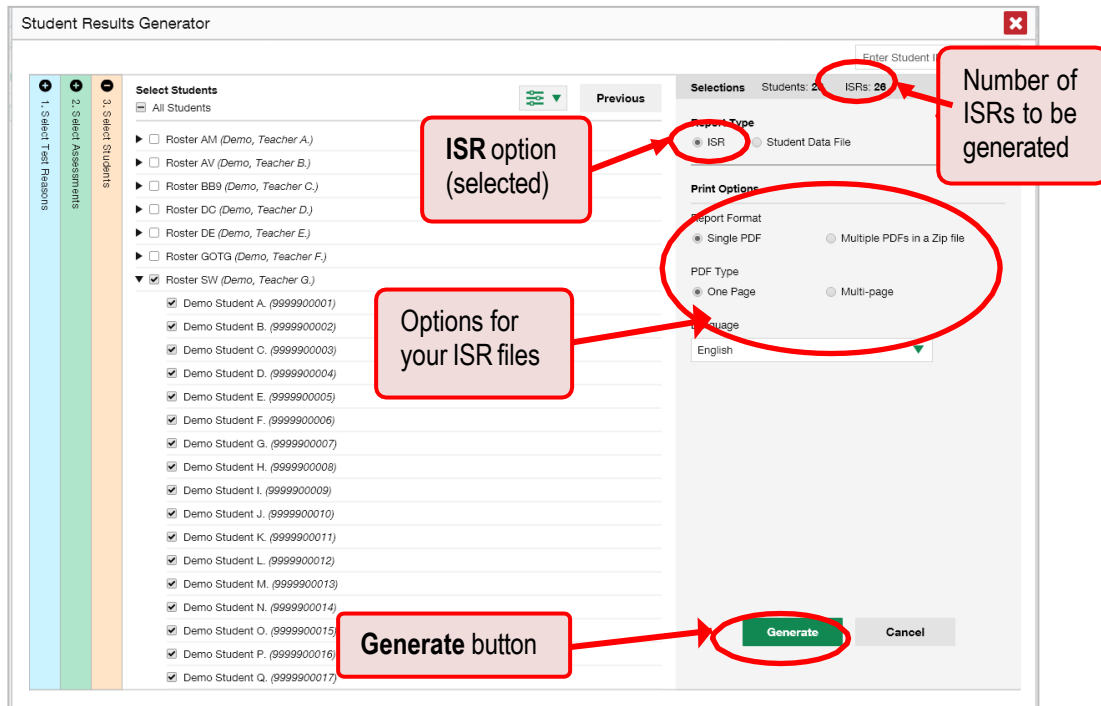
- i. Click the filter menu button . The filter menu opens, displaying two date fields.
- ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
- iii. Click **Apply**.
- iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click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

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



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

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



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

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

How to Generate and Export Student Data Files

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

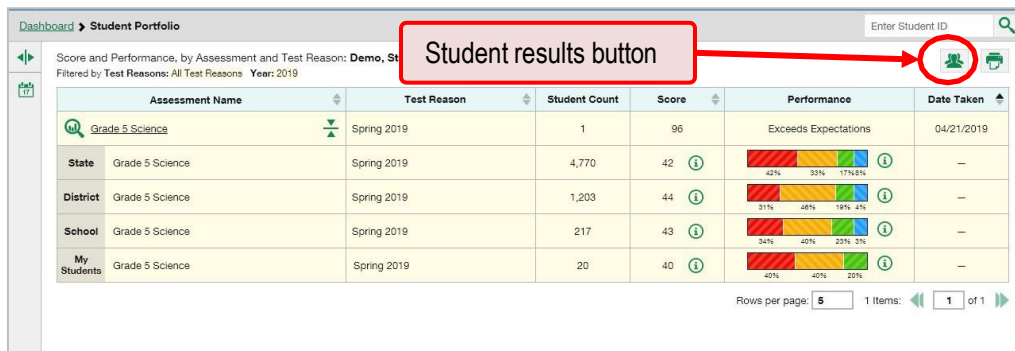
How can I generate and export student data files?

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 the files.

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

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

Figure 28. Student Portfolio Report



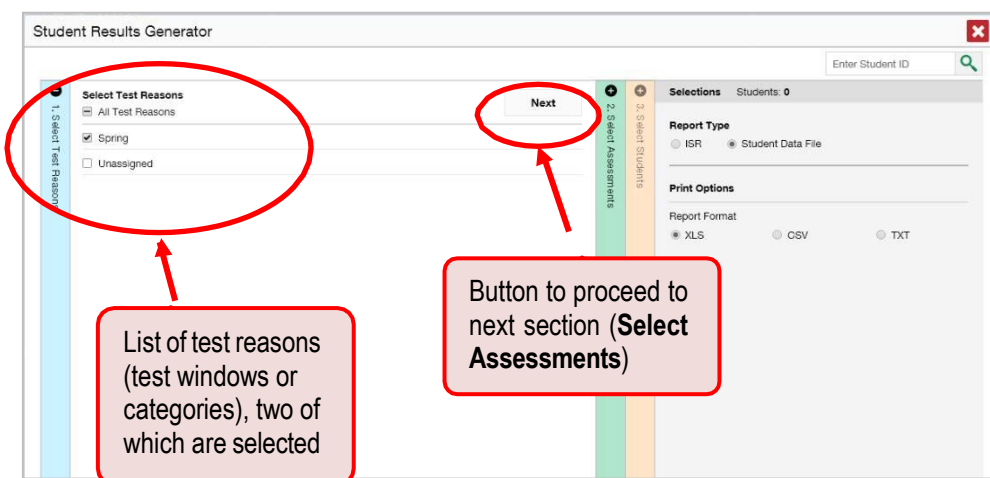
Reporting User Guide

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

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

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

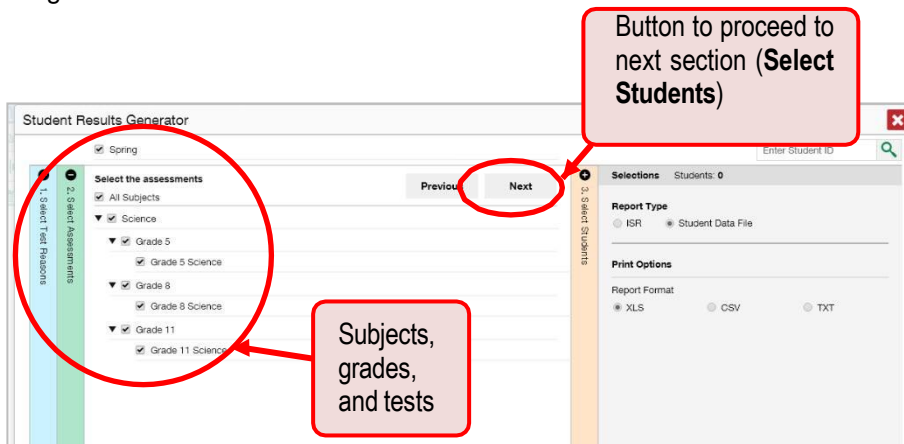
Figure 29. Student Results Generator Window: Select Test Reasons Section



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

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

Figure 30. Student Results Generator Window: Select Assessments Section



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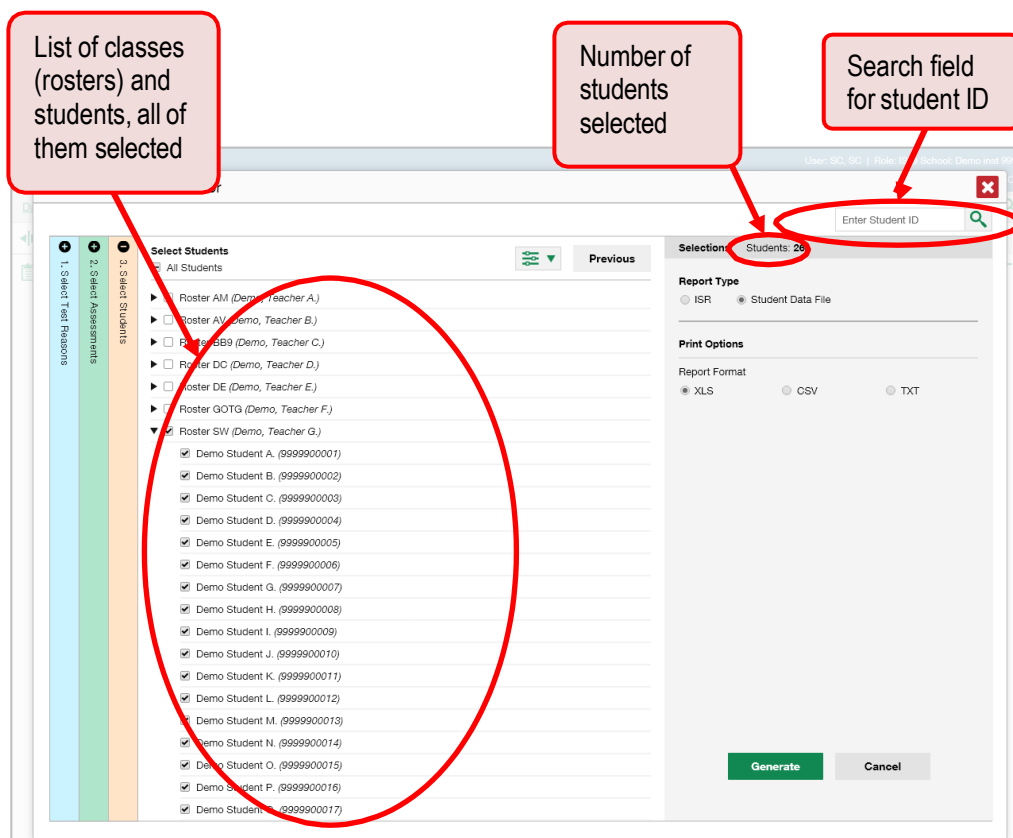
- c. The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
- Sometimes a list of students 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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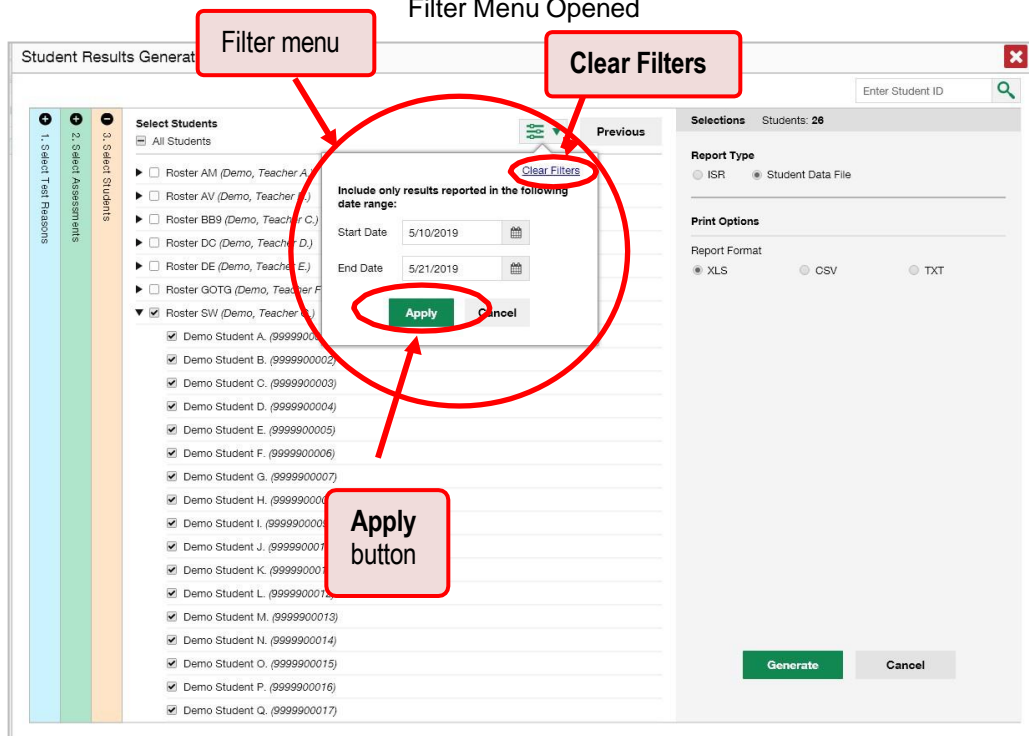
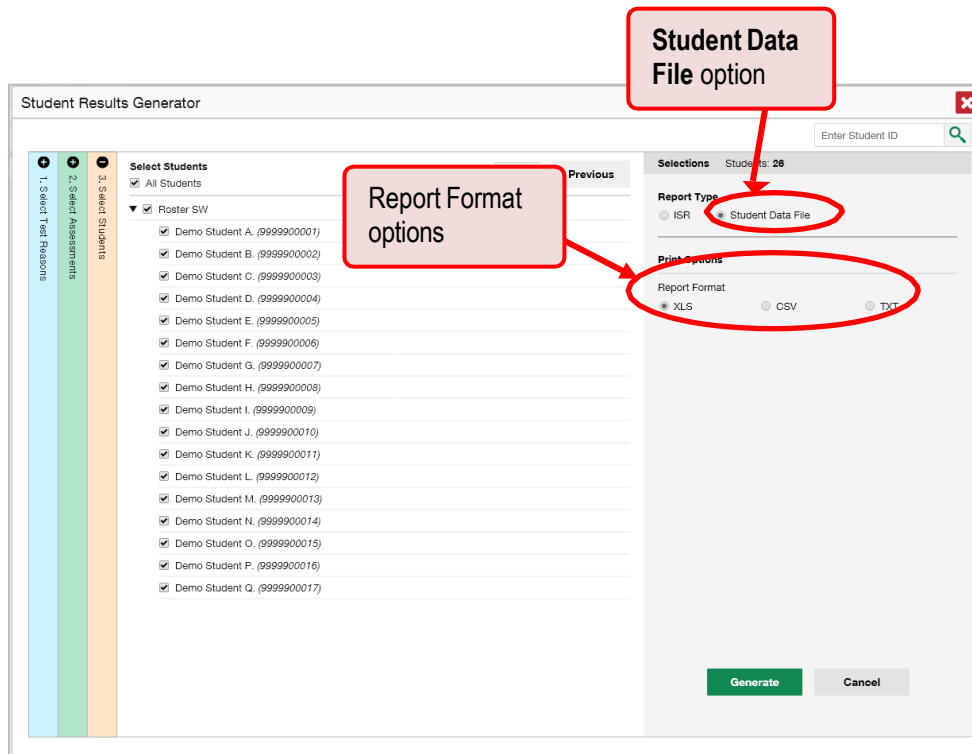
- d. *Optional:* To set a date range for which to generate results, use the filter menu as follows:
 - i. Click the filter menu button . The filter menu opens, displaying two date fields ([Figure 32](#)).
 - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**.
 - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

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



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

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



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?


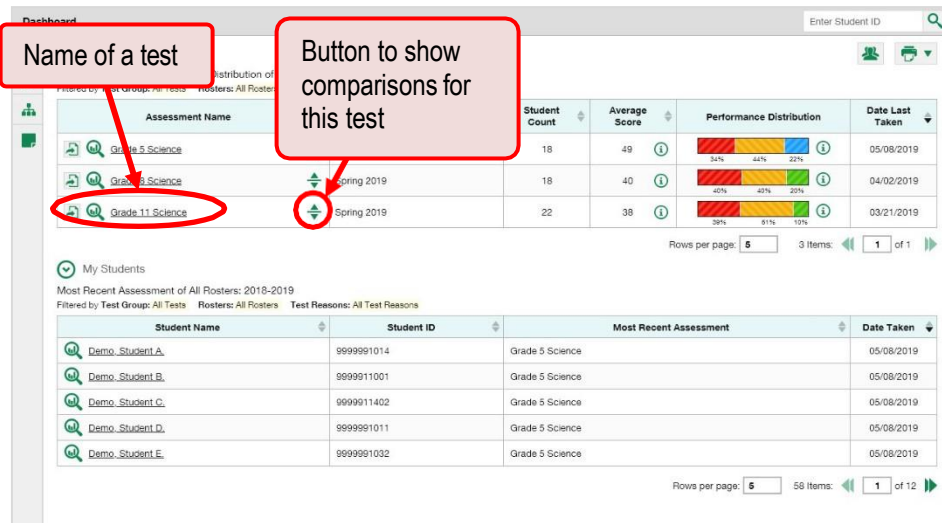
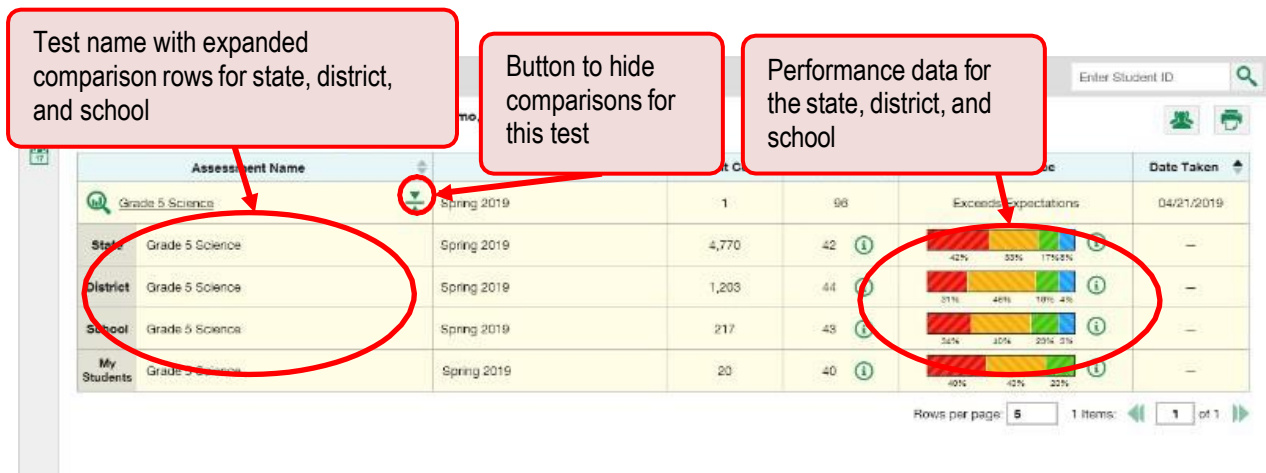
On the dashboard that appears when you log in, click  to the right of a test name.

Figure 34. Teacher View: Dashboard



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


Figure 35. Teacher View: Dashboard with Expanded Comparison Rows



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

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

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

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


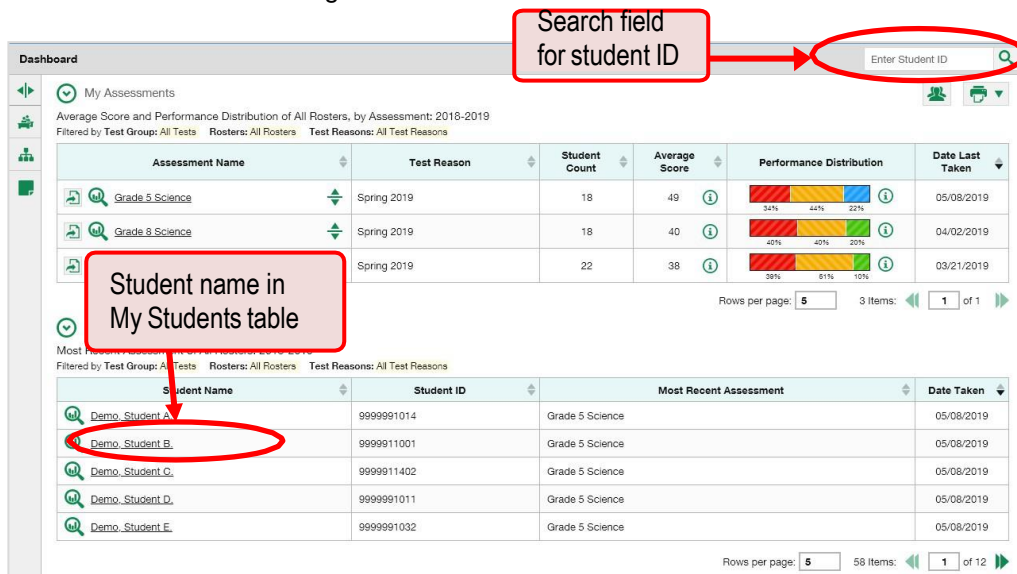
Teachers can also access this report from the dashboard by going to the My Students table at the bottom of the page and clicking a student's name (or  beside it).

Figure 36. Teacher View: Dashboard



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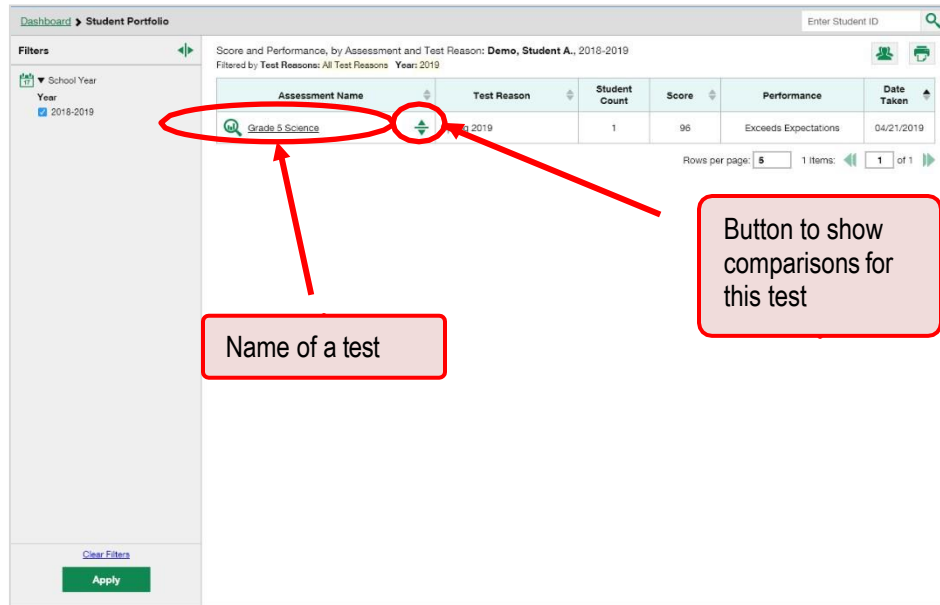
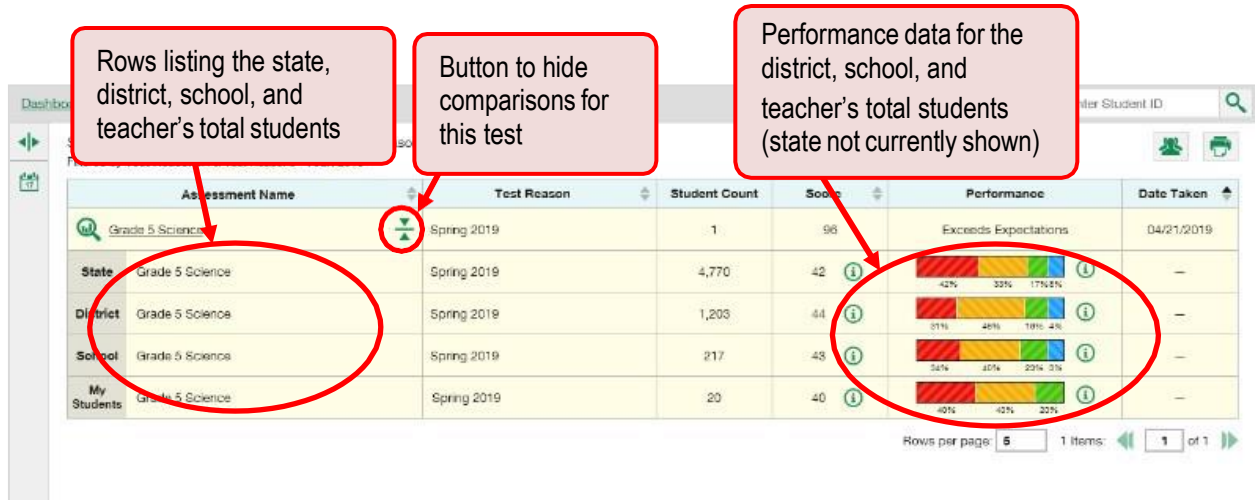
- Click  to the right of a test name.

Figure 37. Student Portfolio Report



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

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



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

How to Set Up Your Reports So They Make Sense

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

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

For Teachers: How to Set Preferences for Tests to Display

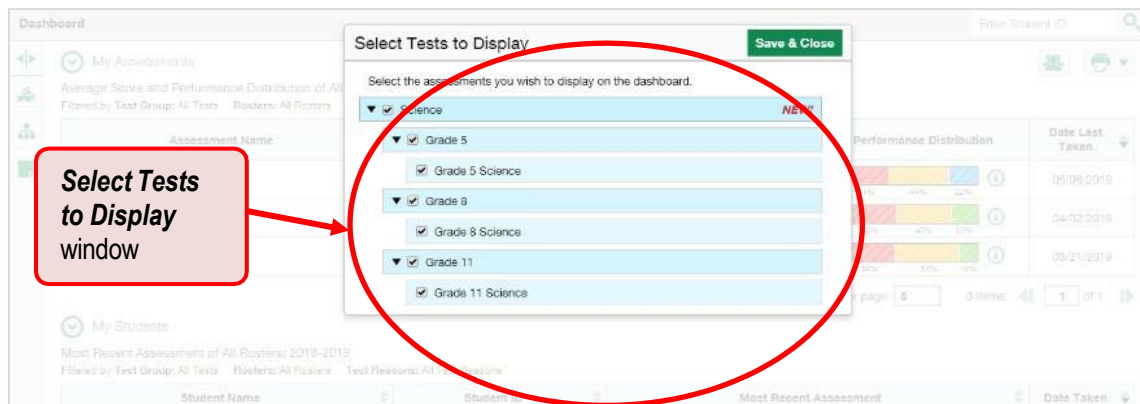
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out.

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

How can I set preferences for tests to display?

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

Figure 39. Select Tests to Display Window



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

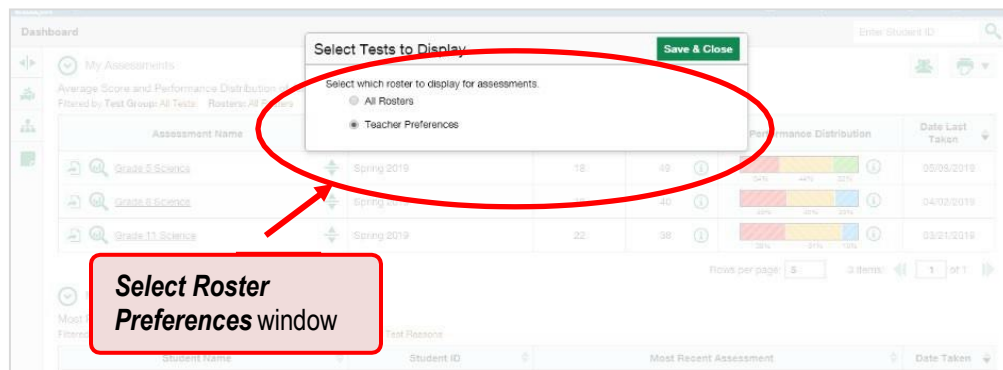
For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display

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

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

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

Figure 40. Select Roster Preferences Window



2. Mark one of these two options:

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

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

How to Filter Tests to Display

How can I filter reports by test?

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



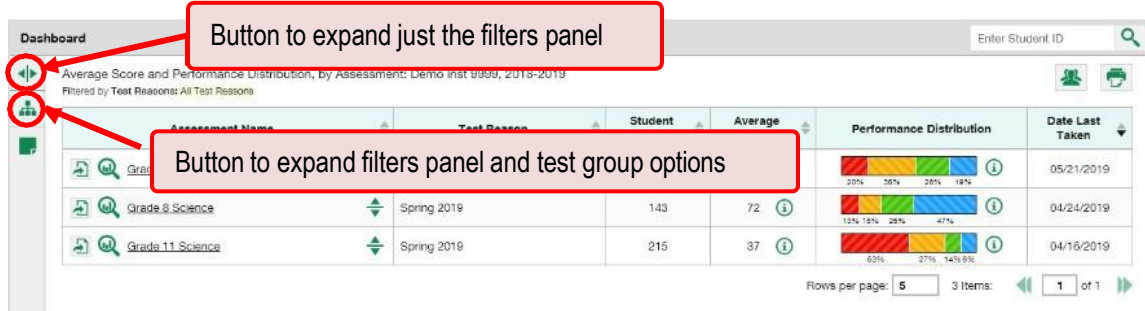
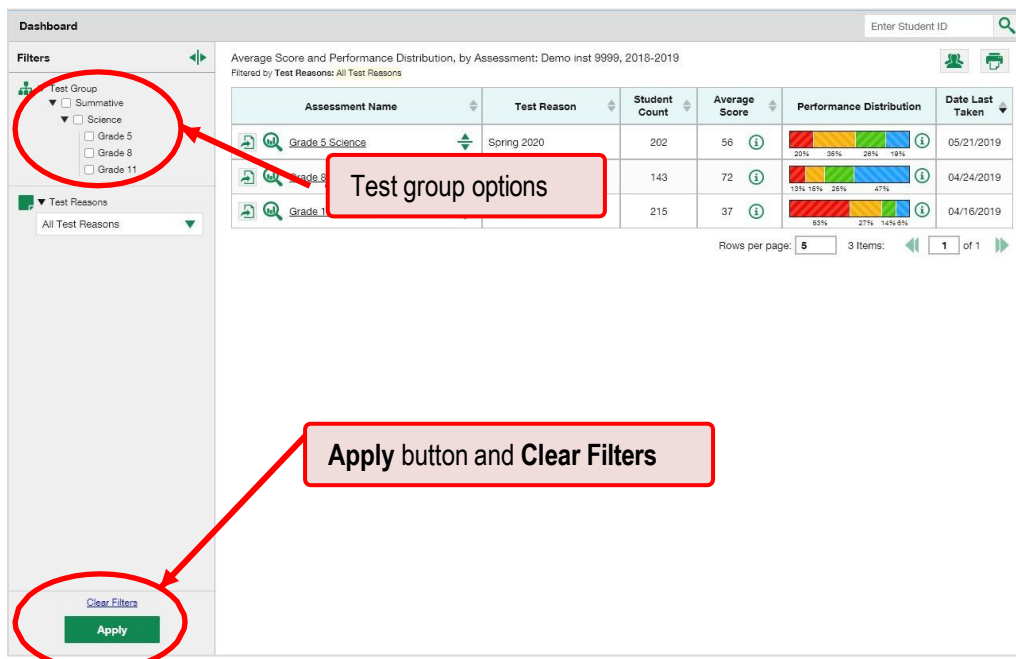
1. On the left side of the dashboard, click either the expand button  or the test group button . The filter panel expands.

Figure 41. Teacher View: Dashboard



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

Figure 42. Teacher View: Dashboard with Filters Panel Expanded

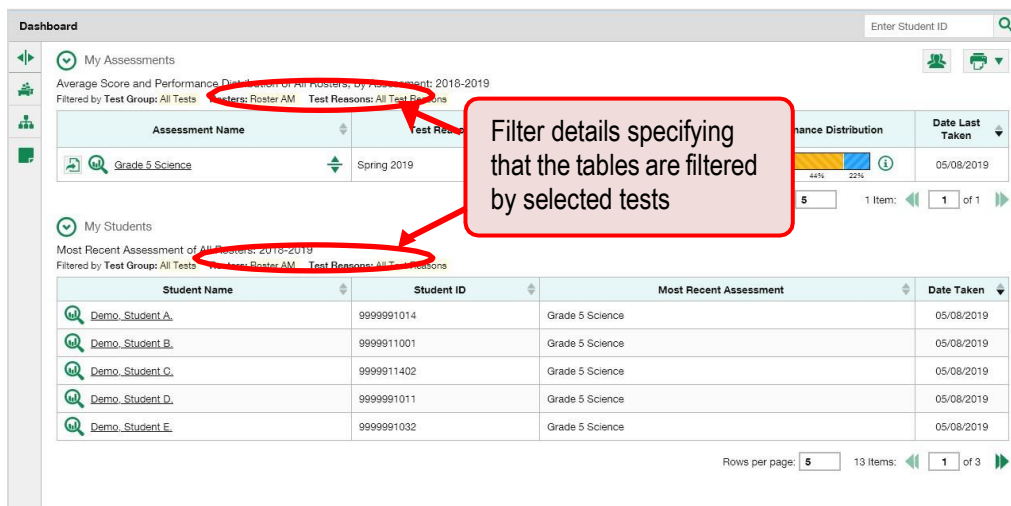


3. Click **Apply**. The dashboard updates to show only data for those tests.

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

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

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



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

Rosters usually represent classes, but can represent any group that 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.



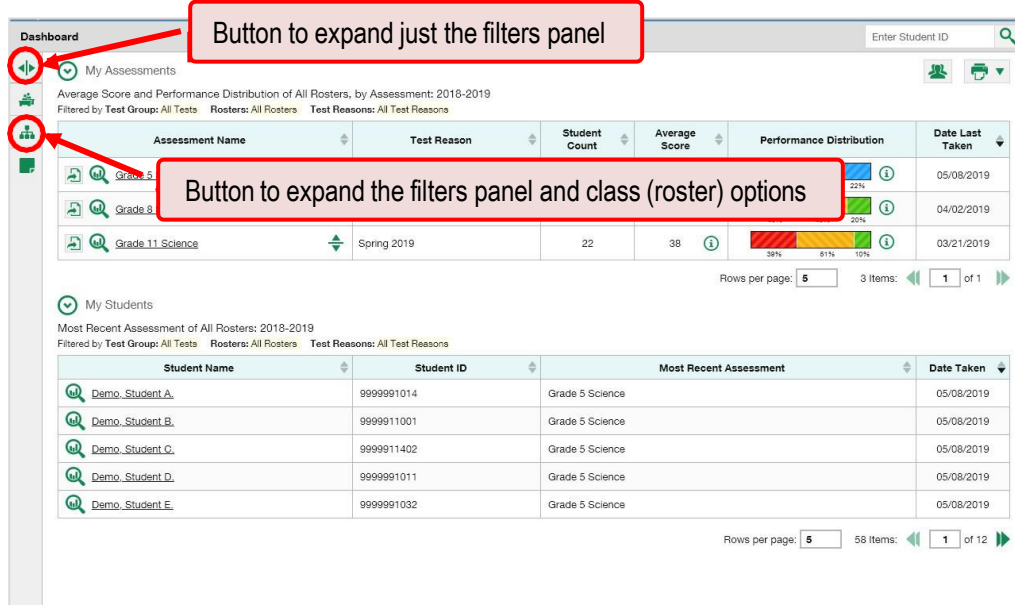
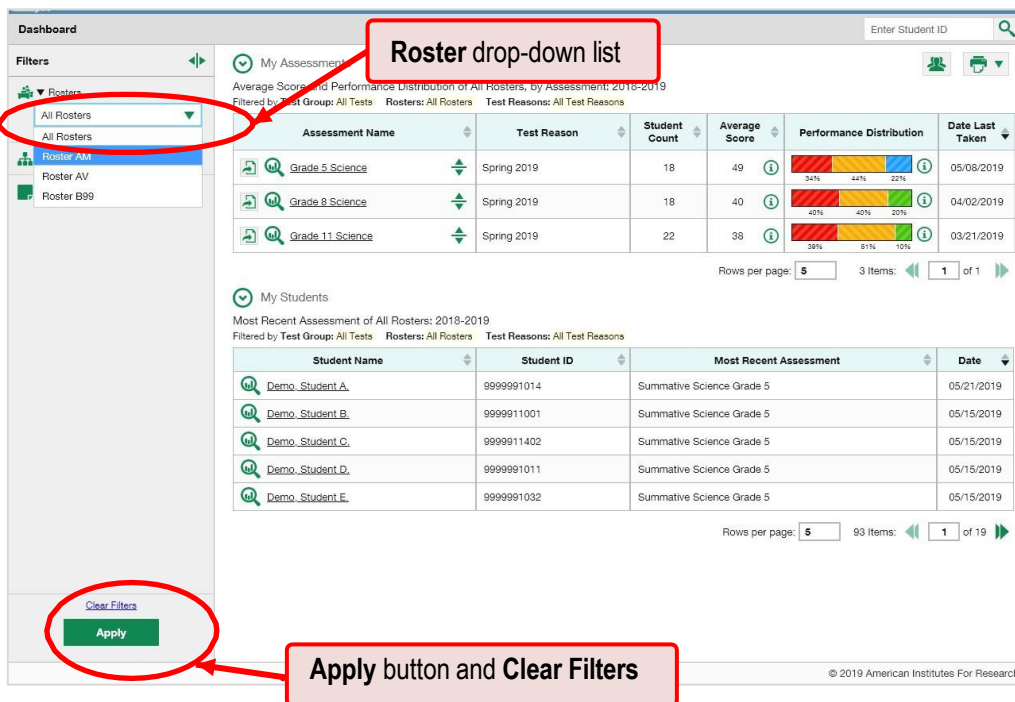
1. On the left side of the page, click either the expand button  or the roster button . The filter panel expands.

Figure 44. Teacher View: Dashboard



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

Figure 45. Teacher View: Dashboard with Filters Panel Expanded



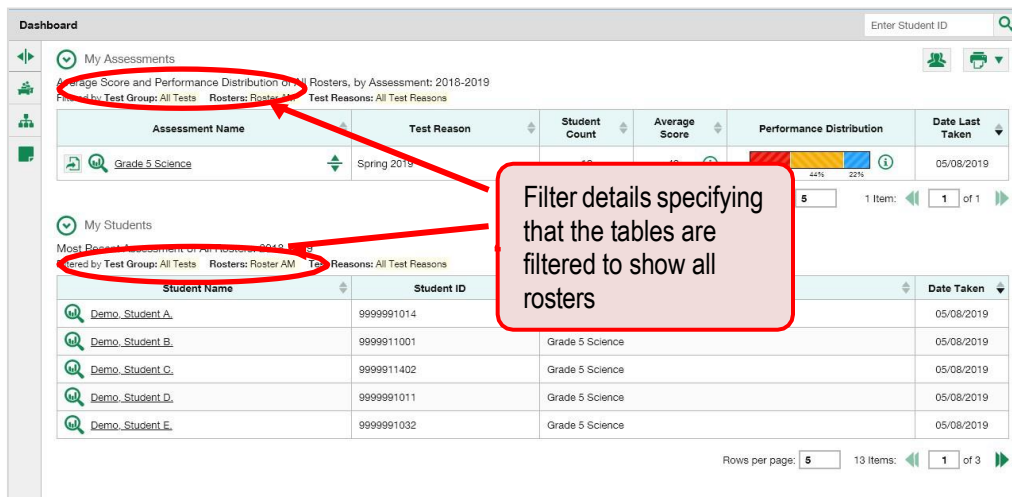
Reporting User Guide

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

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

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

Figure 46. Teacher View: Dashboard Filtered by All Rosters



How to View Data from a Previous Point in Time

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

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

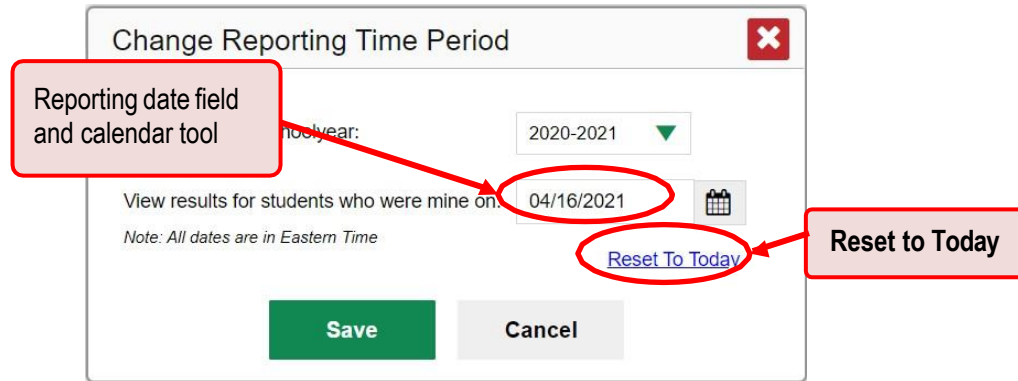
If you don't select a reporting date, or if you reset it to the default, all the reports show test opportunities only for the current school year (except for the Longitudinal Report and the Student Portfolio Report, which always retain the ability to show multiple years), with current student data.

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

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

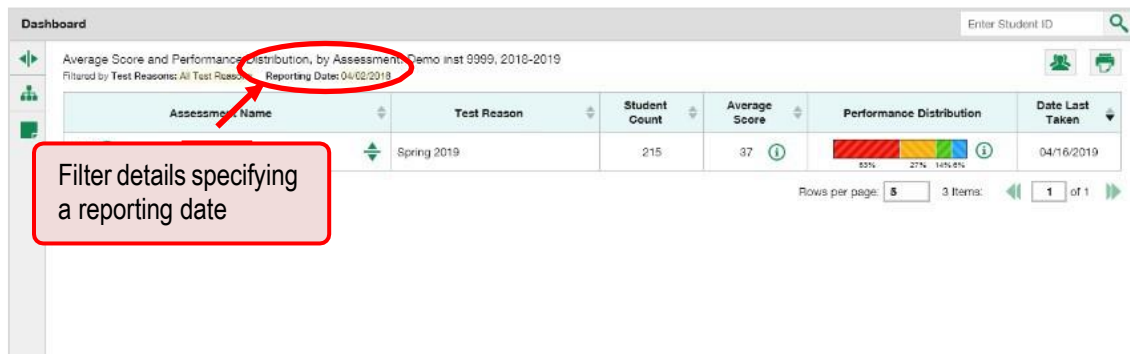
1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The **Reporting Time Period** window appears (see [Figure 47](#)).

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.

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?


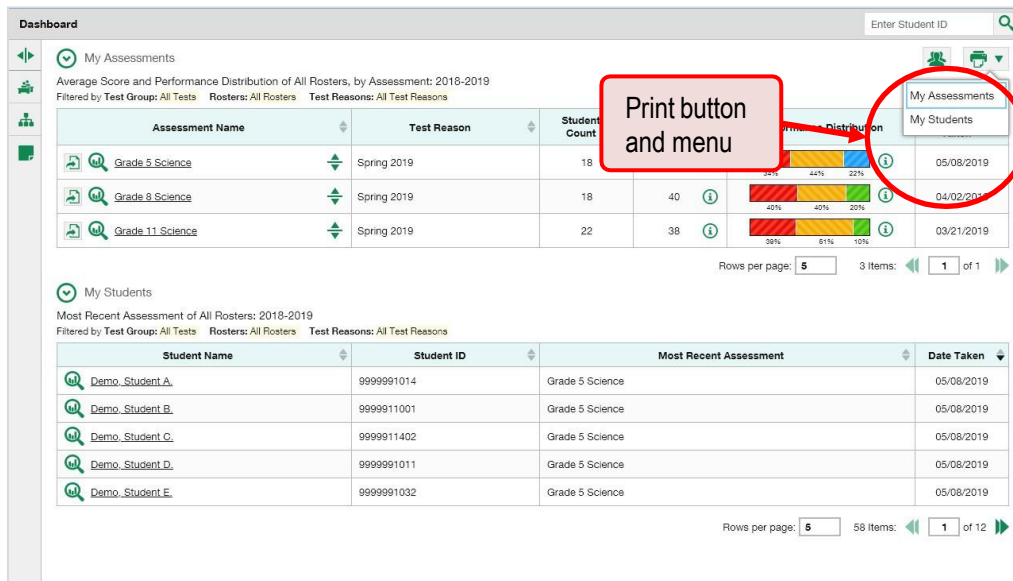
1. Click the print button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see [Figure 49](#)).

Figure 49. Teacher View: Dashboard with Expanded Print Menu



The screenshot shows a dashboard with two main sections: 'My Assessments' and 'My Students'. The 'My Assessments' section contains a table with columns for Assessment Name, Test Reason, Student Count, and a Performance Distribution chart. A red box highlights the 'Print button and menu' in the upper right corner of the table. The 'My Students' section contains a table with columns for Student Name, Student ID, Most Recent Assessment, and Date Taken.

Assessment Name	Test Reason	Student Count	Performance Distribution	Date Taken
Grade 5 Science	Spring 2019	18	25% 44% 22%	05/08/2019
Grade 8 Science	Spring 2019	18	40% 40% 20%	04/02/2019
Grade 11 Science	Spring 2019	22	35% 51% 10%	03/21/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_Student_A	9999991014	Grade 5 Science	05/08/2019
Demo_Student_B	9999991001	Grade 5 Science	05/08/2019
Demo_Student_C	99999911402	Grade 5 Science	05/08/2019
Demo_Student_D	9999991011	Grade 5 Science	05/08/2019
Demo_Student_E	9999991032	Grade 5 Science	05/08/2019

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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.

Figure 50. Print Preview Page

The screenshot shows a print preview interface. On the left is a sidebar with 'Zoom Level (Display Only)' set to 'Normal' and 'Print Options' including 'Print', 'Save to PDF', and 'Save to CSV'. The main area displays a table titled 'Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019'. A red circle highlights the table, and a red box labeled 'Preview' points to the top right of the table area. Another red box labeled 'Zoom drop-down list' points to the 'Normal' dropdown in the sidebar.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 Science	Spring 2019	18	49	24% 44% 22%	06/08/2019
Grade 8 Science	Spring 2019	18	40	42% 42% 23%	04/02/2019
Grade 11 Science	Spring 2019	22	38	32% 51% 15%	03/07/2019

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

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

3. Click **Confirm**.

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

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


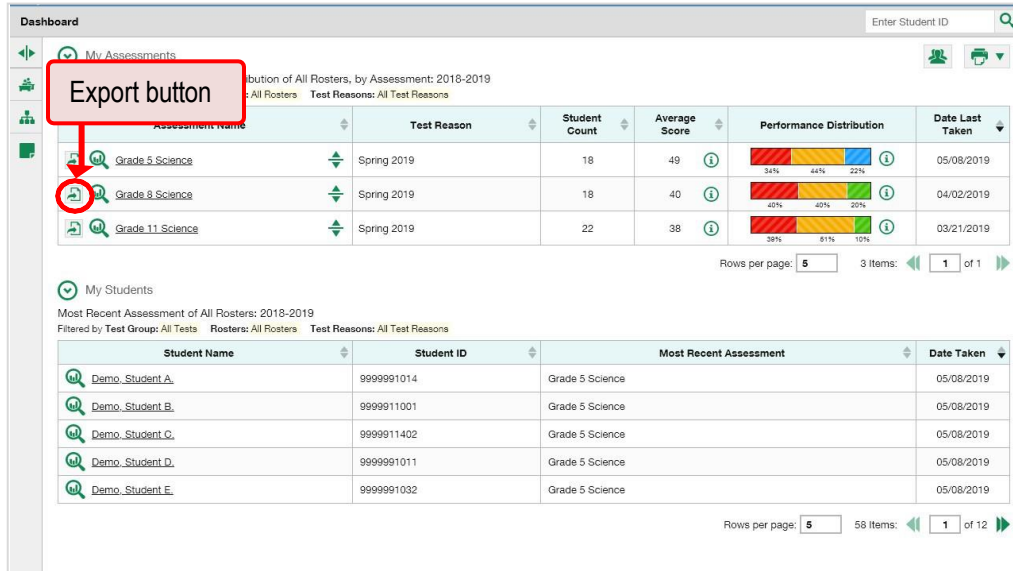
1. Click the export button  to the left of the assessment whose report you wish to export.

Figure 51. Teacher View: Dashboard



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

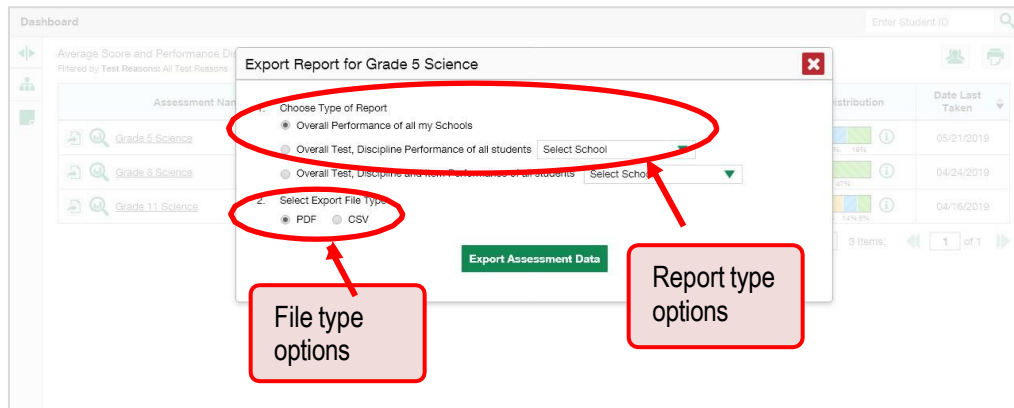
Reporting User Guide

2. Select which report to export for the assessment.

▪ District-level users:

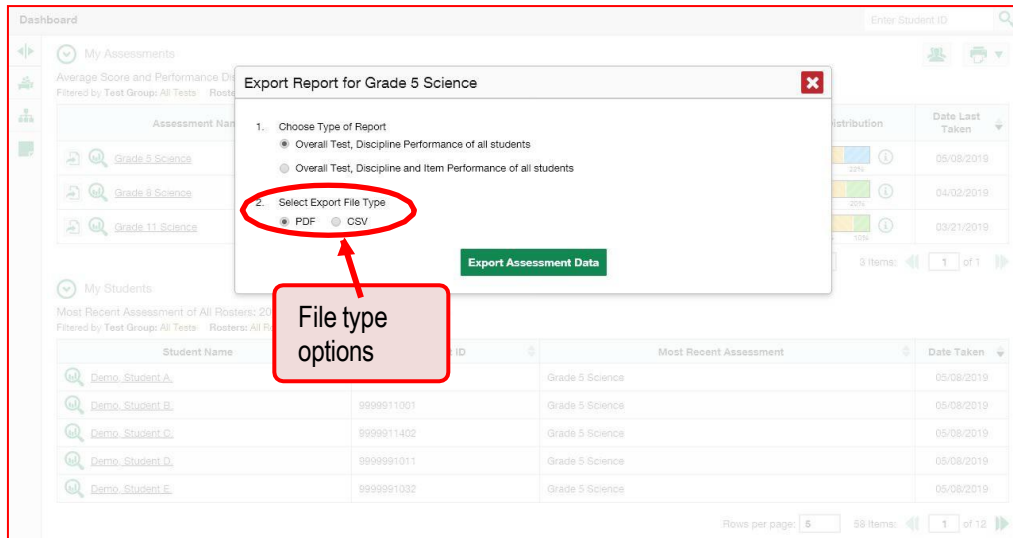
- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
- To export the school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]**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

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



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

Figure 53. Teacher View: Export Report Window



3. Do either of the following:
 - To export the report in PDF format, mark the **PDF** radio button.
 - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student, unless you selected **Overall Performance of all my Schools**, in which case it lists results by school.

Appendix

Appendix A

Class (Roster) Management

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

How can I add a class (roster)?

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

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

Figure 54. Roster Manager Window: Add Roster Form

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

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

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

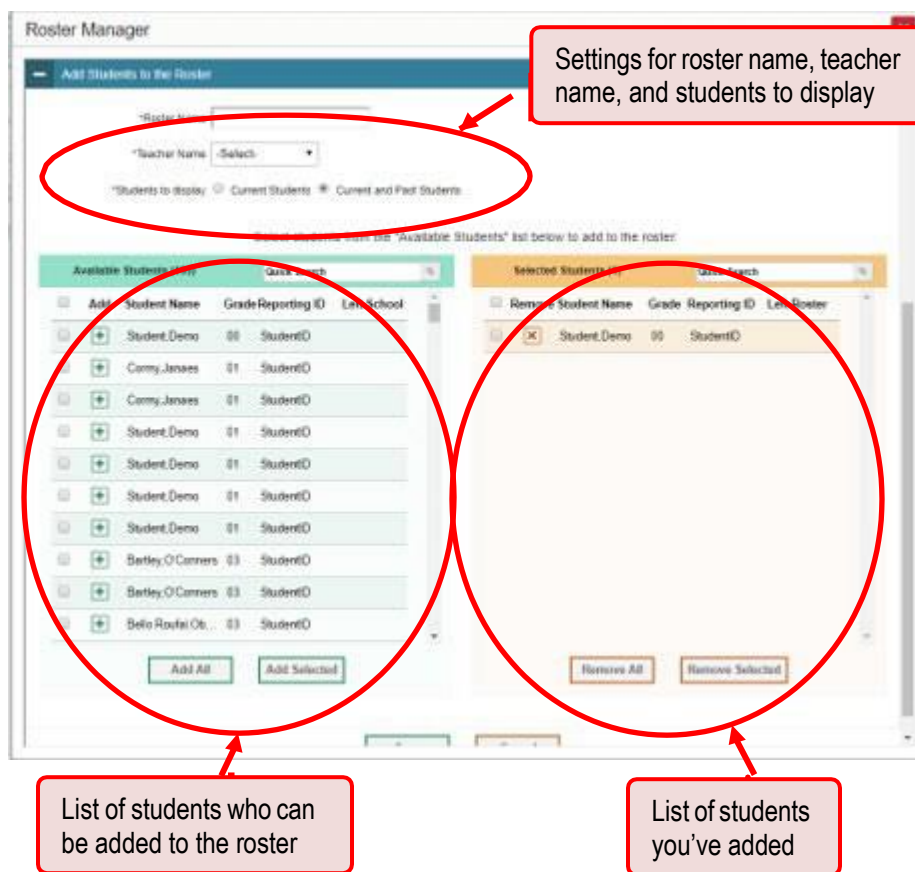
The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The 'Advanced Search' panel is highlighted with a red oval and a red arrow pointing to it from a text box labeled 'Advanced Search panel'. The form includes fields for District, School, Student's First Name, Date, and Year. The 'Advanced Search' panel has a dropdown for 'Search Fields' set to 'Gender', with radio buttons for 'Male' and 'Female'. Below this is an 'Add' button. To the right, under 'Additional Criteria Chosen:', there is a checkbox for 'Gender: Female' and buttons for 'Remove All' and 'Remove Selected'. At the bottom of the form, there is a 'Search' button. Below the 'Advanced Search' panel is the 'Add Students to the Roster' panel, which includes fields for 'Roster Name' and 'Teacher Name', and radio buttons for 'Students to Roster' set to 'Current Students'.



- 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.

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

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



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

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

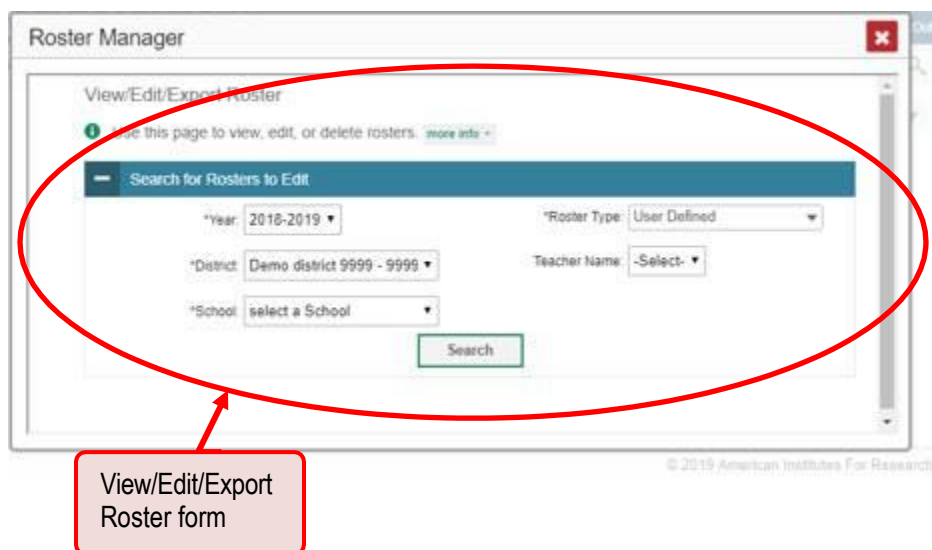
4. Click **Save**, and in the affirmation dialog box click **Continue**.

How can I modify a class (roster)?

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

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

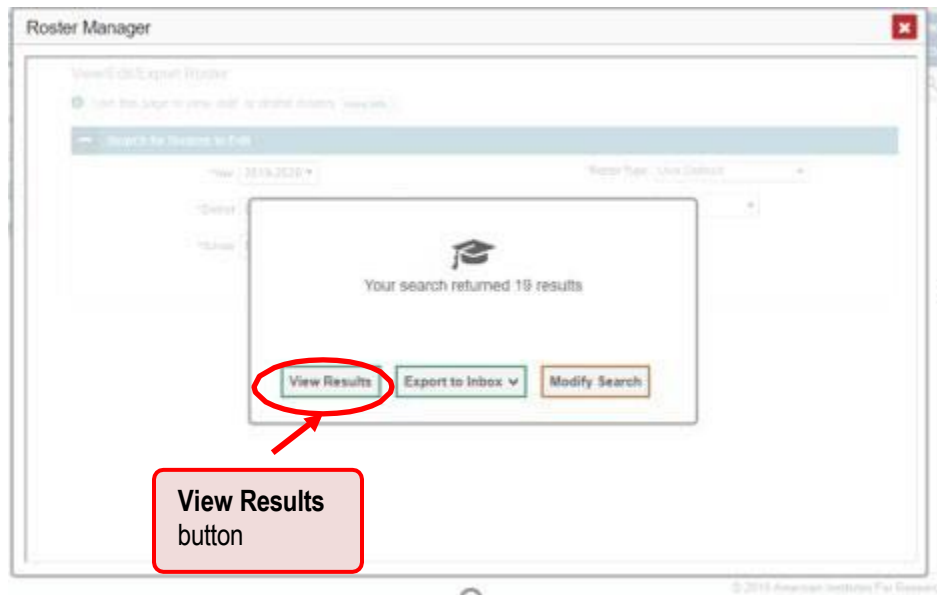
Figure 57. Roster Manager Window: View/Edit/Export Roster Form



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.

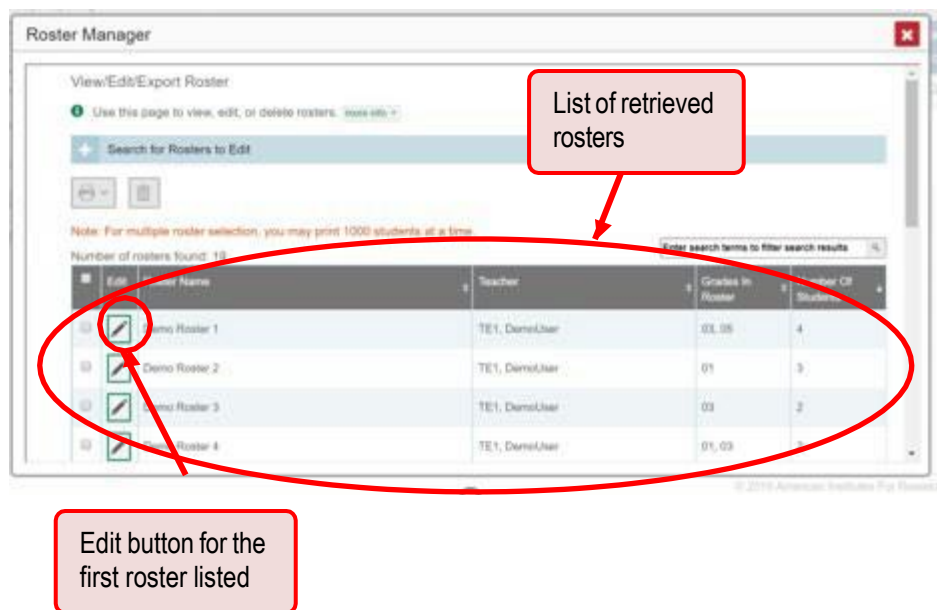
Reporting User Guide


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



- A list of retrieved rosters is generated.

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



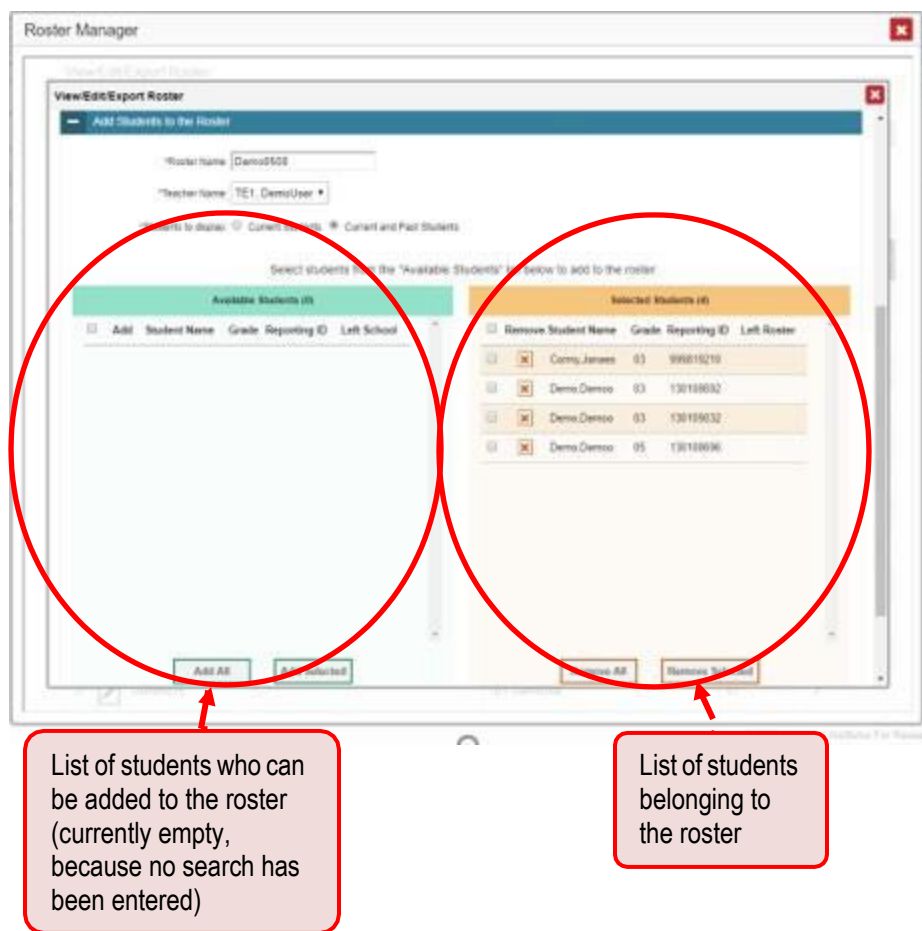
- In the list of retrieved rosters, click  for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.


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.

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

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



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

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

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

How can I upload classes (rosters)?

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

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

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



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

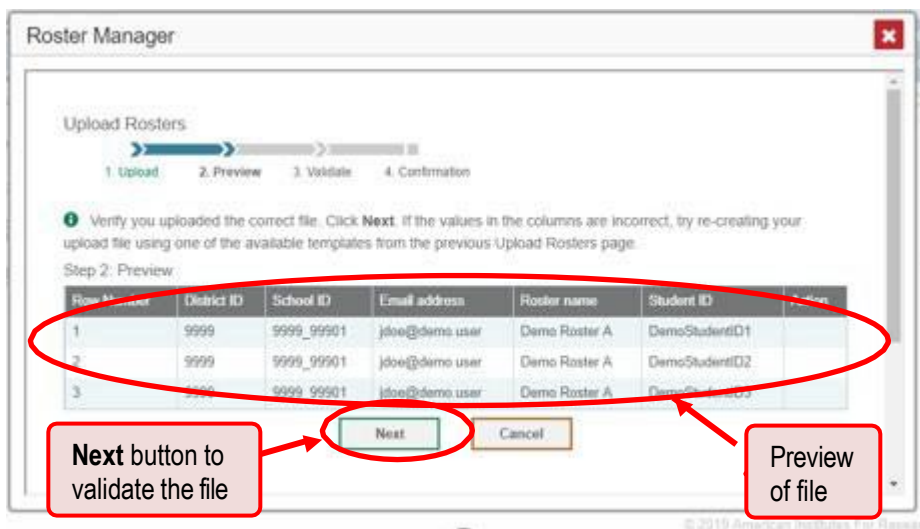
Figure 61. Filled-Out Roster Upload Template

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

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

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





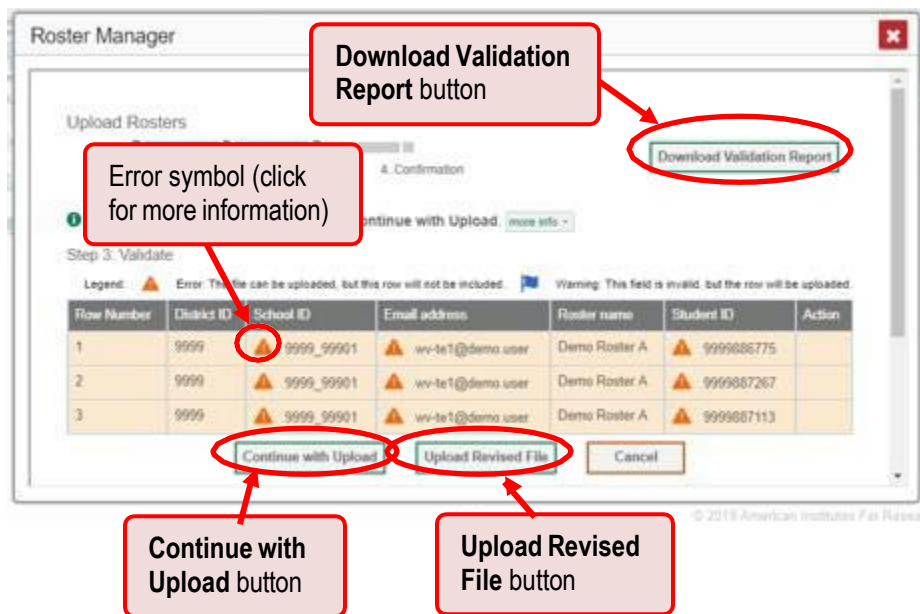
- Click **Next** to validate the file. Any errors  or warnings  are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

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



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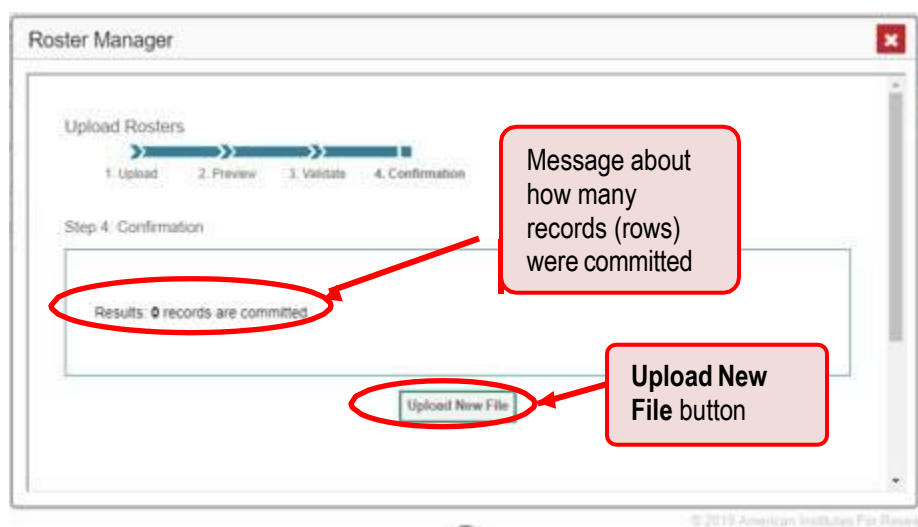
- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

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**.

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

Table 1. Columns in the Rosters Upload File

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

*Required field.

Appendix B

Help

The Reporting System includes an online user guide.

How can I access the online user guide?

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

Figure 65. Teacher View: Dashboard



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.

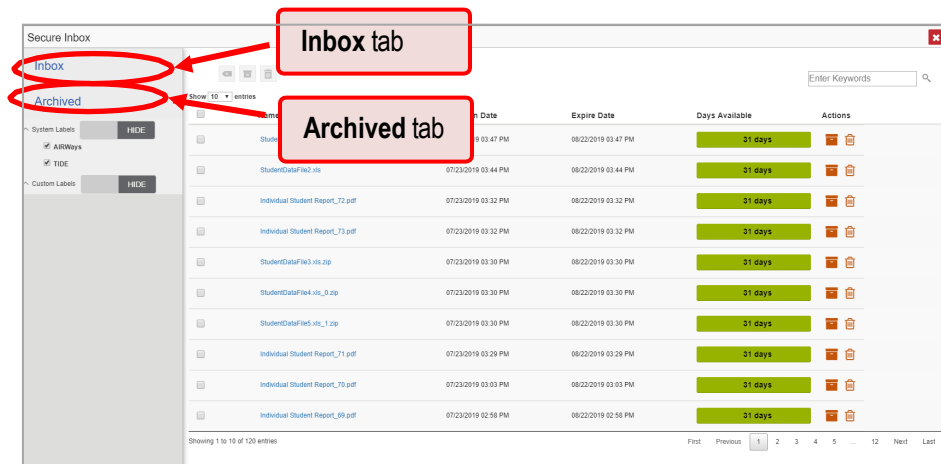
The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

Figure 66. Teacher View: Dashboard



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

Figure 67. Secure Inbox Window: Inbox Tab



2. Choose either of the available tabs:

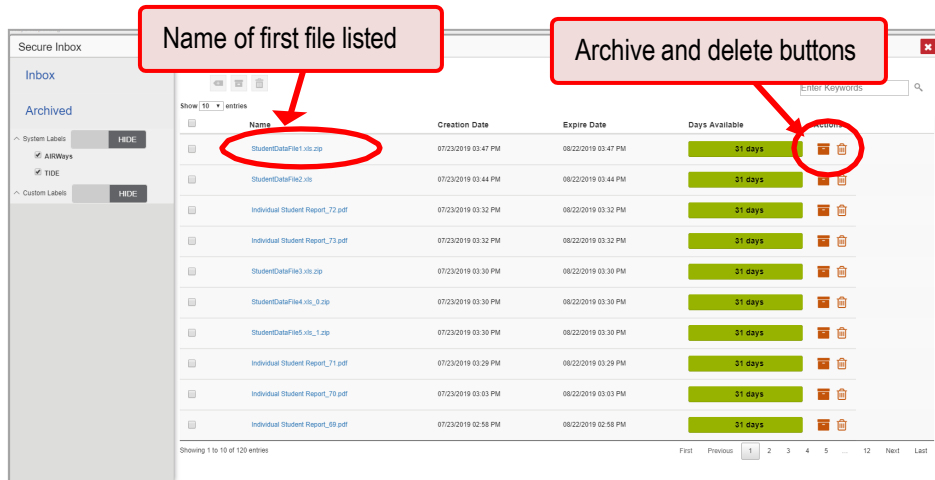
- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 68. Secure Inbox Window: Inbox Tab








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

Figure 69. Secure Inbox Window: Inbox Tab



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

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

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

Appendix D

Login Process

This section describes how to log in to the 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?

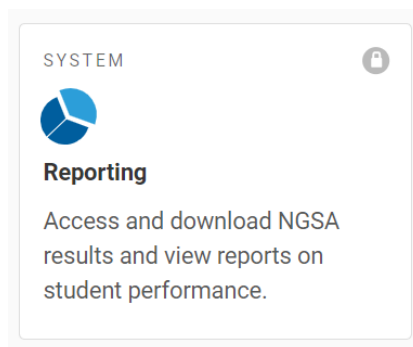
1. Navigate to the portal.
2. From the portal homepage, School-level and District-level users, select the Administrators card and Teachers, select the Teachers card.

Figure 70. Administrators and Teachers Cards



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

Figure 71. Reporting Card



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

Figure 72. Login Page

The screenshot shows a login interface with the following elements:

- Left Column:**
 - Text: "Please Enter your online system to your self"
 - Text: "Need M"
 - Text: "If you forgot your password or need a new password, please use the Forgot Your Password link to reset it."
 - Text: "For assist: 800-7367 | www.halocode"
- Right Column (Login Form):**
 - Section: "Login"
 - Input field: "Email Address" (circled in red)
 - Input field: "Password" (circled in red)
 - Link: "Forgot Your Password?"
 - Button: "Secure Login"
 - Section: "First Time Login This School Year?"
 - Text: "The password you used during the previous school year has expired."
 - Link: "Request a new one for this school year." (circled in red)

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.

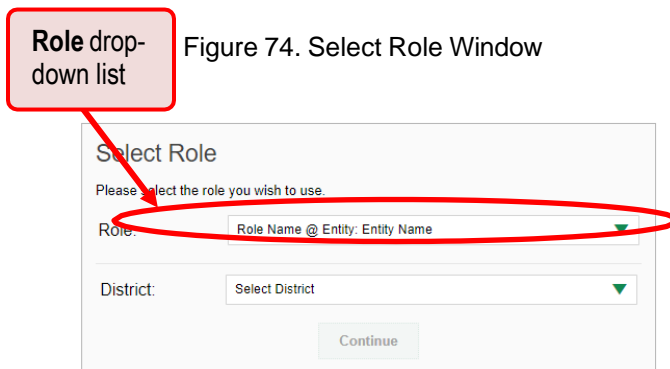
Figure 73. Enter Code Page

The screenshot shows the "Enter Code" page with the following elements:

- Left Column:**
 - Text: "Enter Emailed Code field and Submit button" (circled in red)
- Right Column (Enter Code Form):**
 - Section: "Enter Code"
 - Message: "A code has been sent to your email address. The code will expire after 15 minutes." (with a green checkmark icon)
 - Input field: "Enter Emailed Code" (circled in red)
 - Button: "Submit" (circled in red)
 - Button: "Resend Code"
 - Link: "Cancel"

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- 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.



The dashboard for your user role appears.

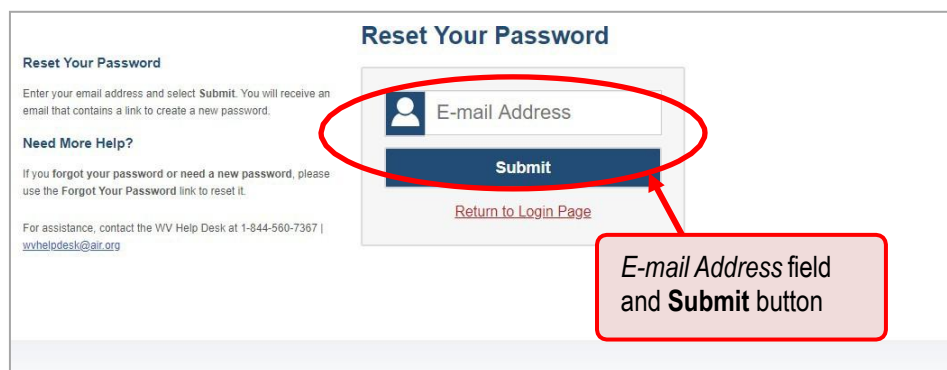
How can I set or reset my password?

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

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

- If your first temporary link expired:
In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:
On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 75. Reset Your Password Page




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 DoNotReply@cambiumast.com, 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 [Technology Requirements for Online Testing Module](#).
- Additional help:
If you are unable to log in, contact the NGSA help desk for assistance. You must provide your name and email address.

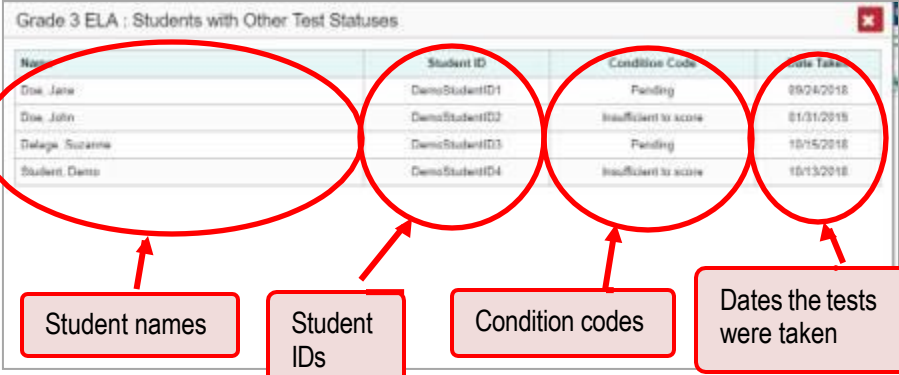
Appendix E

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.

Figure 76. Students with Other Test Statuses Window



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

Appendix F

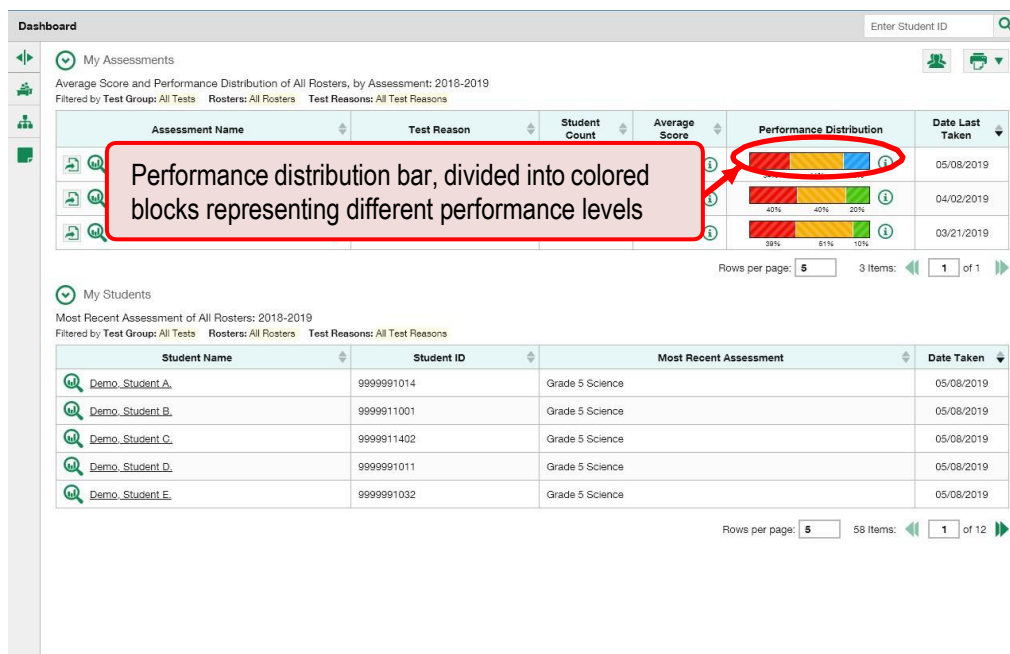
Performance Data

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.

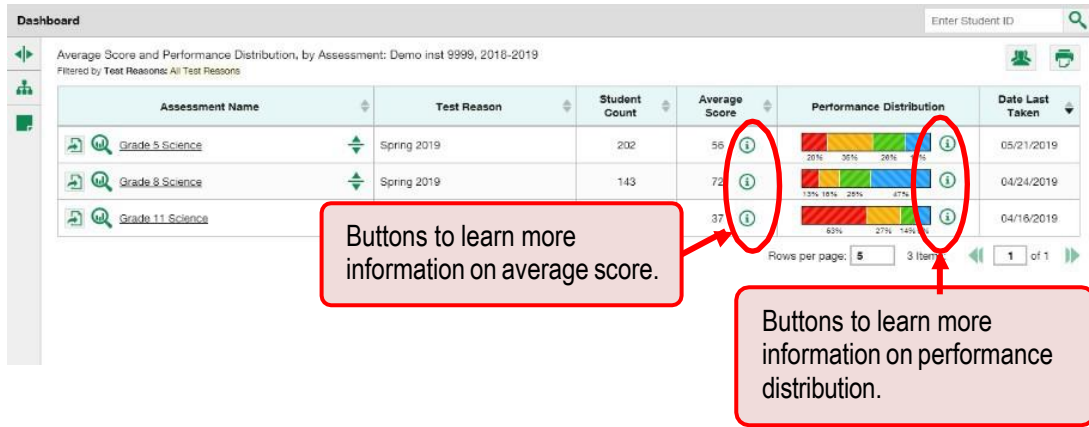
Figure 77. Teacher View: Dashboard



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

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

Figure 78. School-Level User View: Dashboard



A legend appears (see [Figure 79](#) and [Figure 80](#)), explaining what the scores or performance levels indicate.

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

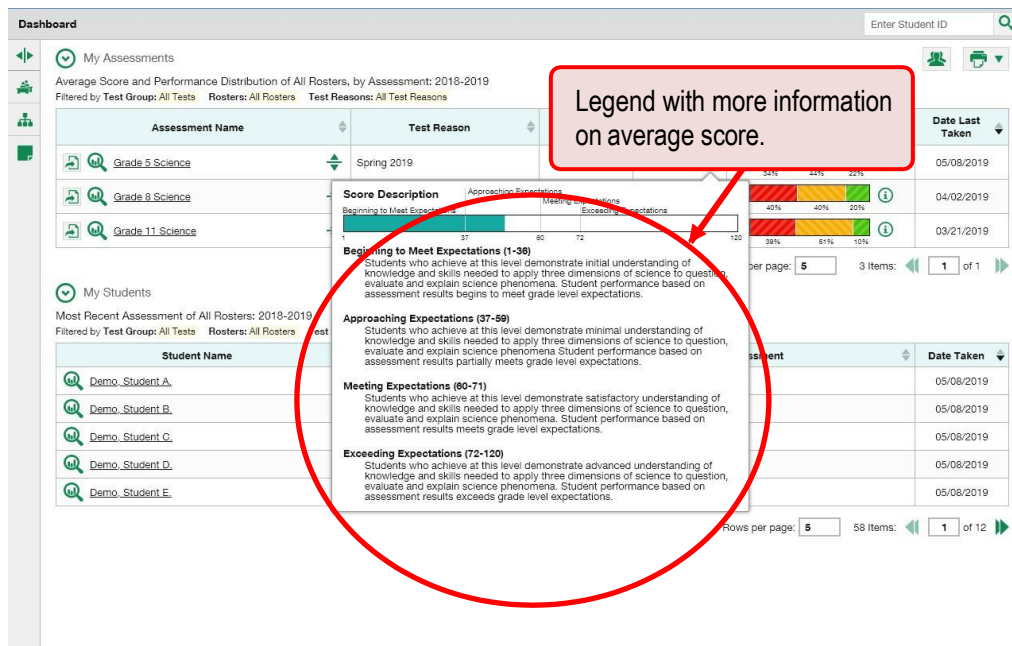
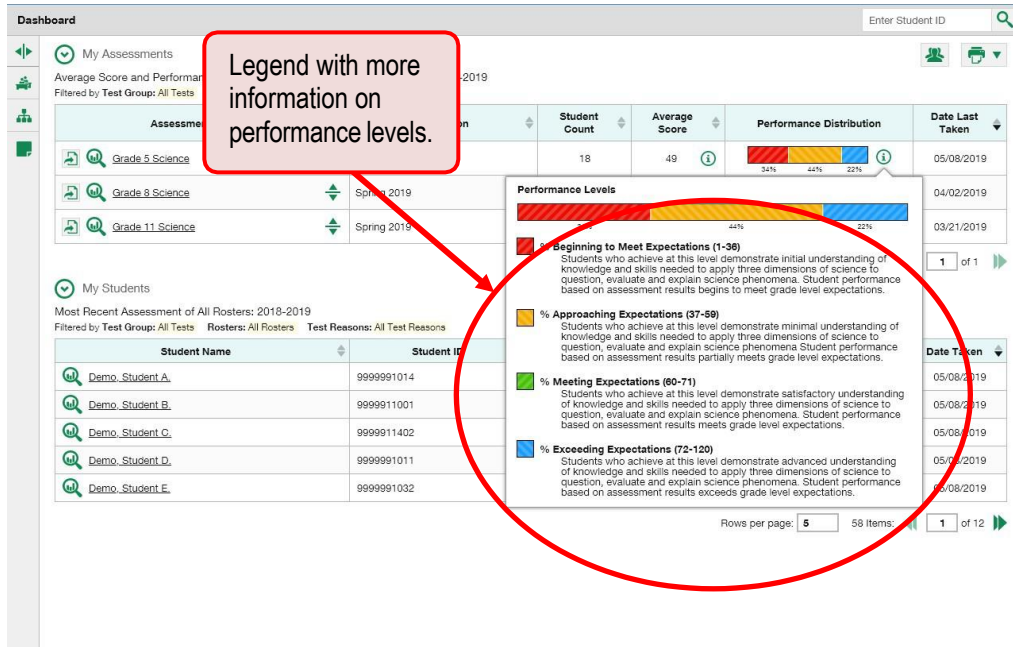


Figure 80. Teacher View: Dashboard with Expanded Performance Distribution Legend





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

Appendix G

Report Tables

How can I sort a table?



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

How can I specify the number of rows displayed?



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



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

How can I view additional table rows?

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

How can I view additional table columns?

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

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

How can I expand all accordion sections in a table?

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

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

Appendix H

User Support

For additional information and assistance in using the 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

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Prepared by Cambium Assessment, Inc.



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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 [Figure 1](#) 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.


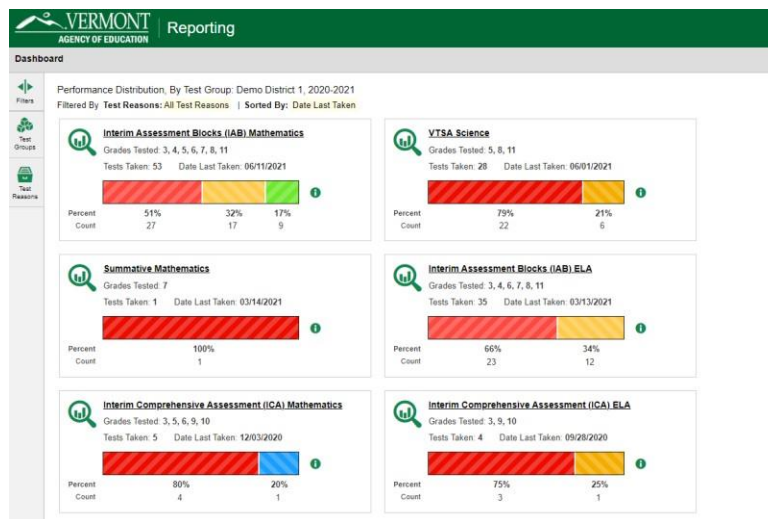
Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.


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 [How to Set Up Your Reports for Summatives and Interims So They Make Sense](#) and [How to Set Up Your Interim Reports So They Make Sense](#).

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  beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected.

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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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 ELA - Write and Revise Narratives (FIAB)	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent Count: 100% 2	03/13/2021
Grade 3 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	3	Unassigned	2	n/a	Percent Count: 100% 2	03/11/2021
Grade 6 ELA - Listen/Interact (FIAB)	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent Count: 100% 2	03/04/2021
High School ELA - Write and Revise Narratives (FIAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent Count: 100% 1	02/06/2021
Grade 4 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent Count: 100% 1	01/17/2021
Grade 7 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	Percent Count: 50% 2	01/06/2021
Grade 6 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	6	Fail	1	n/a	Percent Count: 100% 1	12/13/2020
Grade 3 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	3	Unassigned	2	n/a	Percent Count: 100% 2	11/17/2020
Grade 3 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	3	Unassigned	1	n/a	Percent Count: 100% 1	11/13/2020

District- and school-level users see just one table, as in [Figure 3](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 3. School-Level User View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 ELA - Write and Revise Narratives (FIAB)	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent Count: 100% 2	03/13/2021
Grade 3 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	3	Unassigned	2	n/a	Percent Count: 100% 2	03/11/2021
Grade 6 ELA - Listen/Interact (FIAB)	Interim Assessment Blocks (IAB)	6	Unassigned	2	n/a	Percent Count: 100% 2	03/04/2021
High School ELA - Write and Revise Narratives (FIAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	Percent Count: 100% 1	02/06/2021
Grade 4 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	4	Unassigned	1	n/a	Percent Count: 100% 1	01/17/2021
Grade 7 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	Percent Count: 50% 2	01/06/2021
Grade 6 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	6	Fail	1	n/a	Percent Count: 100% 1	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.

Figure 4. Teacher View: Performance on Tests Report

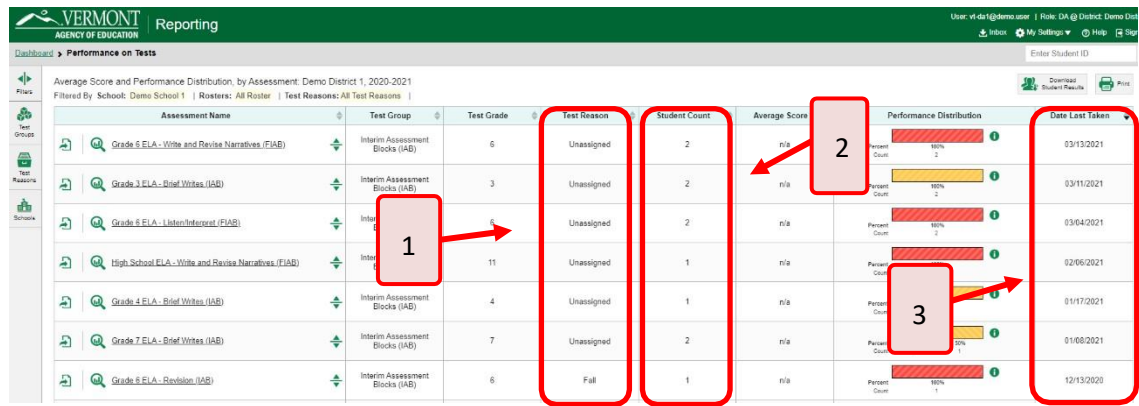


Table 1. Teacher View: Performance on Test Report Elements

#	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 [How to Set Up Your Reports for Summatives and Interims So They Make Sense](#) and [How to Set Up Your 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 beside it).
2. Click a test name (or beside it) in the assessments table at the top of the page.

- In the report that appears, select the **Performance by Student** tab, as in [Figure 5](#). 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.

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

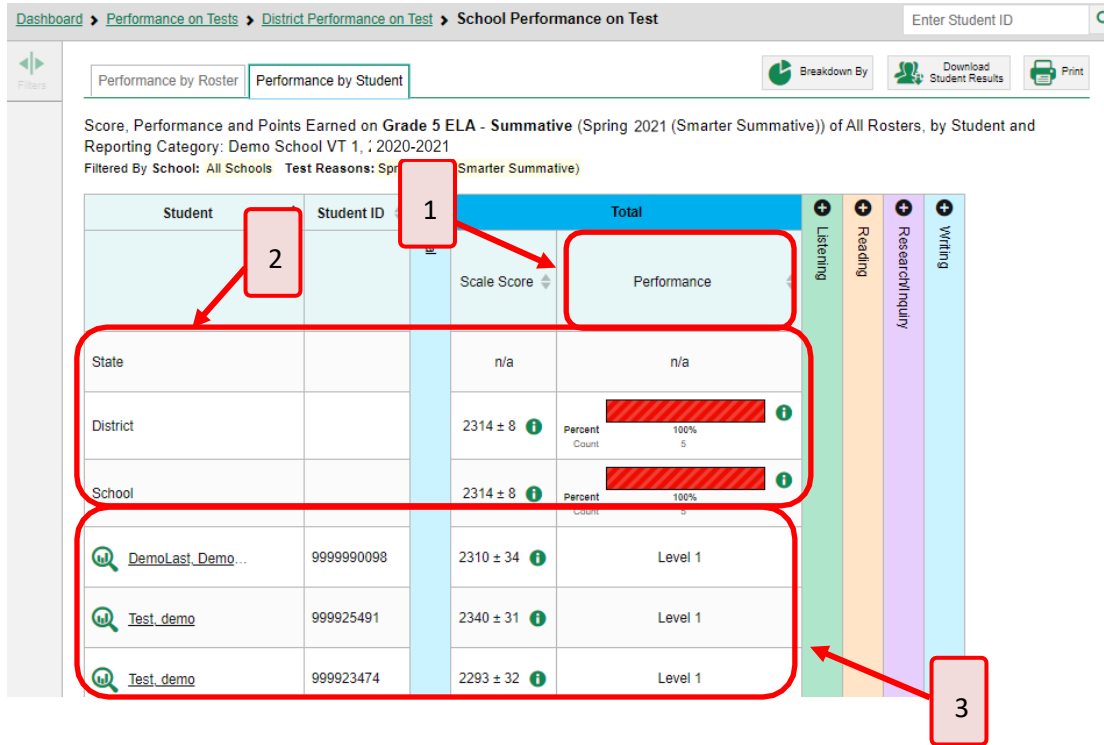


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	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 [Figure 6](#).

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

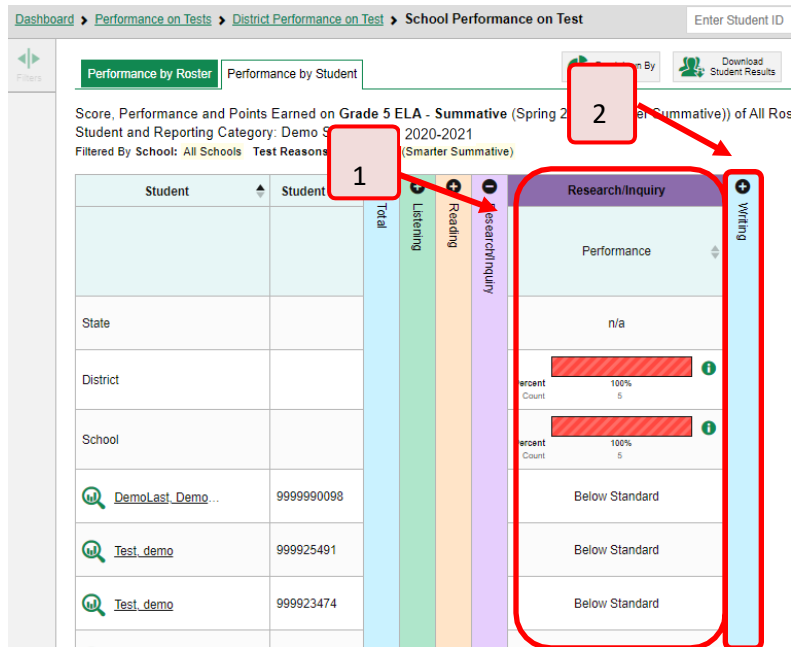


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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  beside it).
2. 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. 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  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  beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 7](#) 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 7. My Students’ Performance on Test Report: Performance by Roster Tab

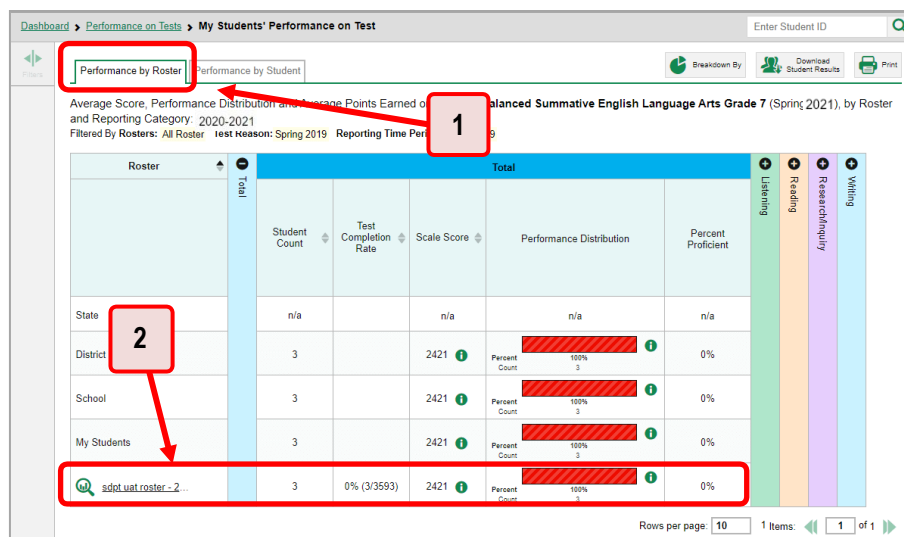


Table 4. My Students’ Performance on Test Report: Performance by Roster Tab Elements

#	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

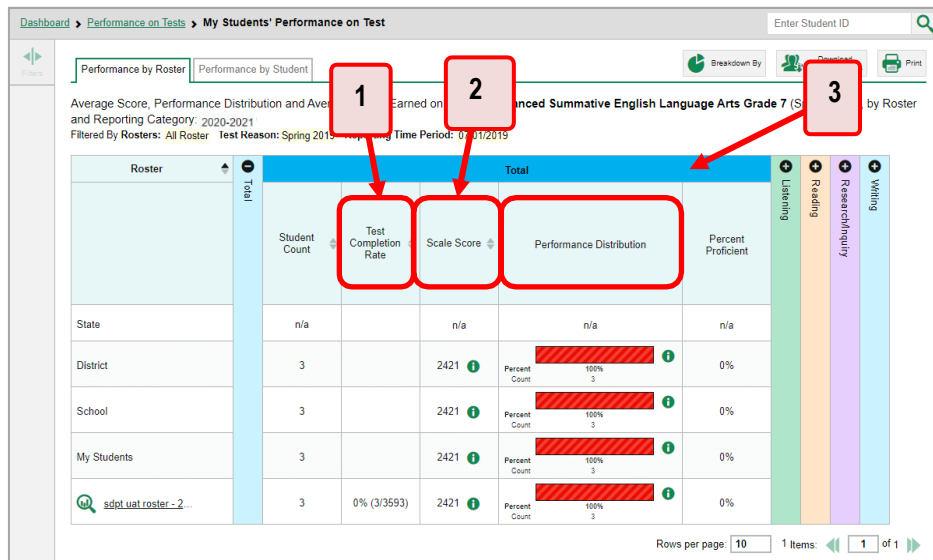


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	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

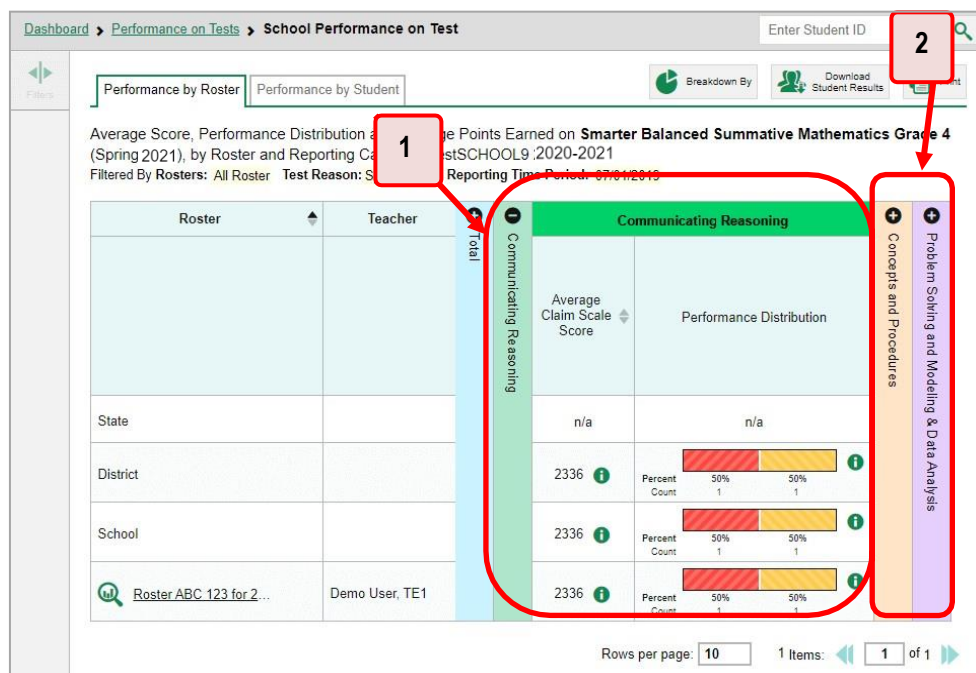


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	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  to the right of the standard name.

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

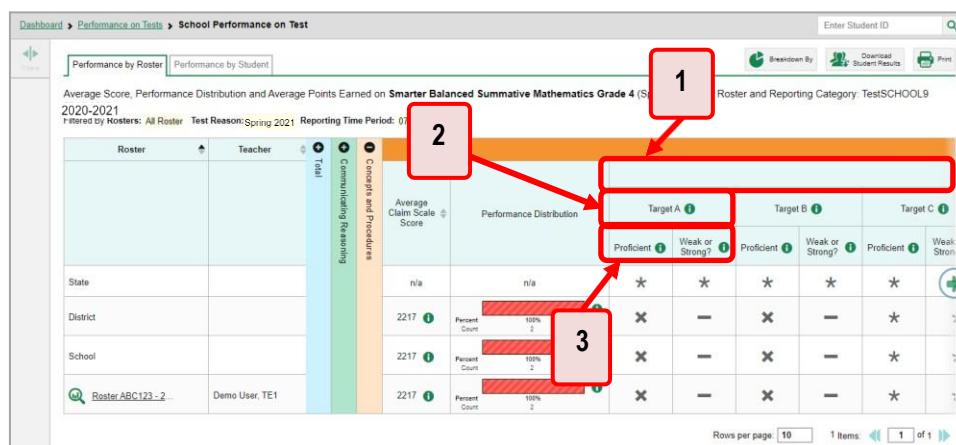



Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section Elements

#	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  to the right of each measure.

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


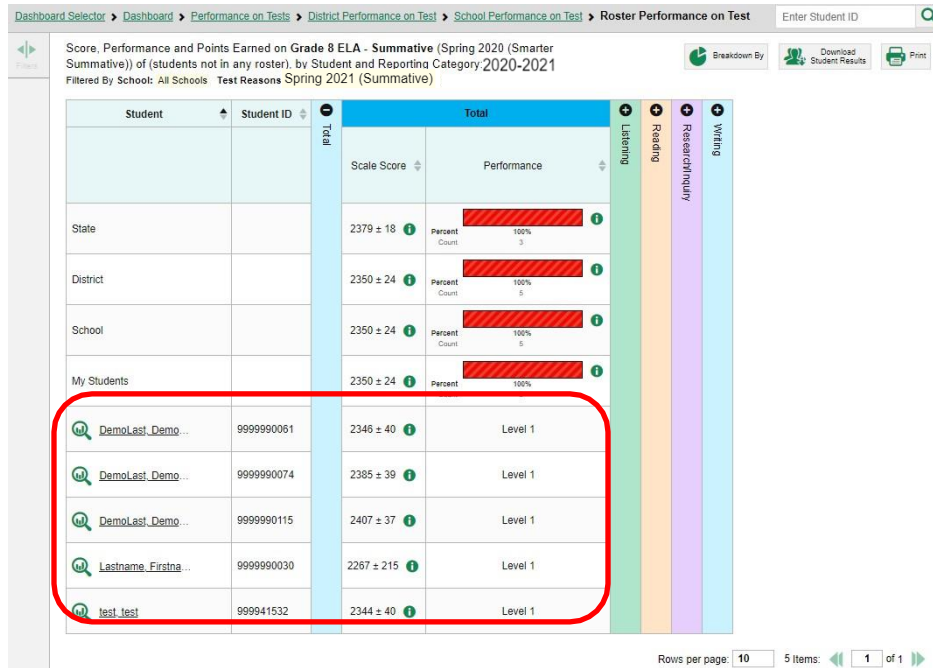
Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (see [Figure 11](#)).

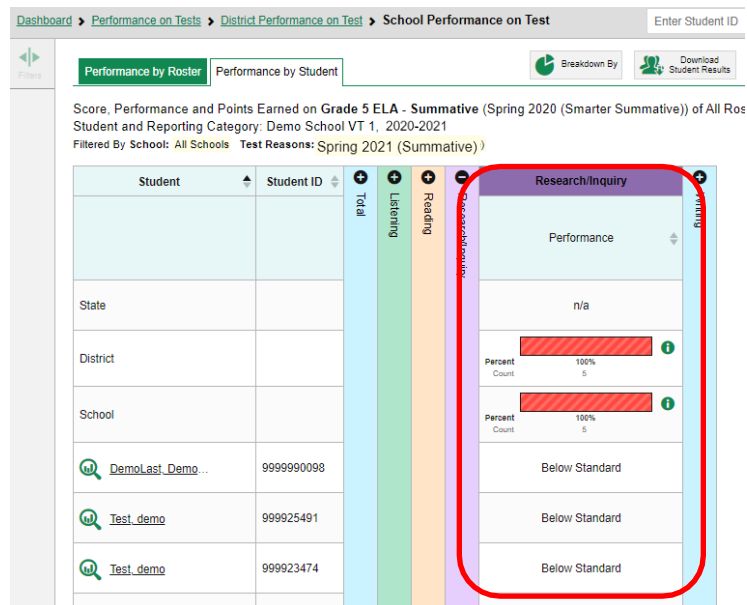
Figure 11. Teacher View: Roster Performance on Test Report



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





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  beside it).
2. Click a test name (or  beside it) in the table of assessments. The School Performance on Test report appears.

District-level users:

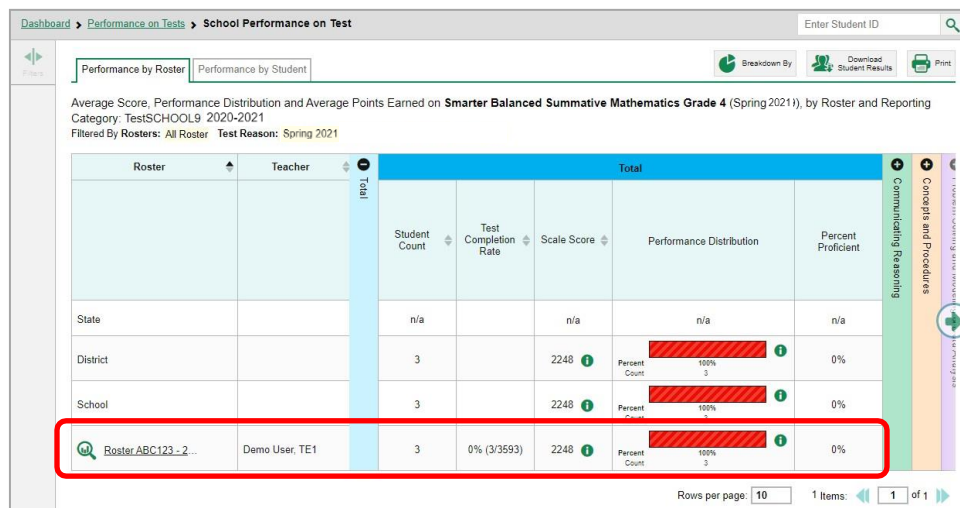
1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.

- 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](#).

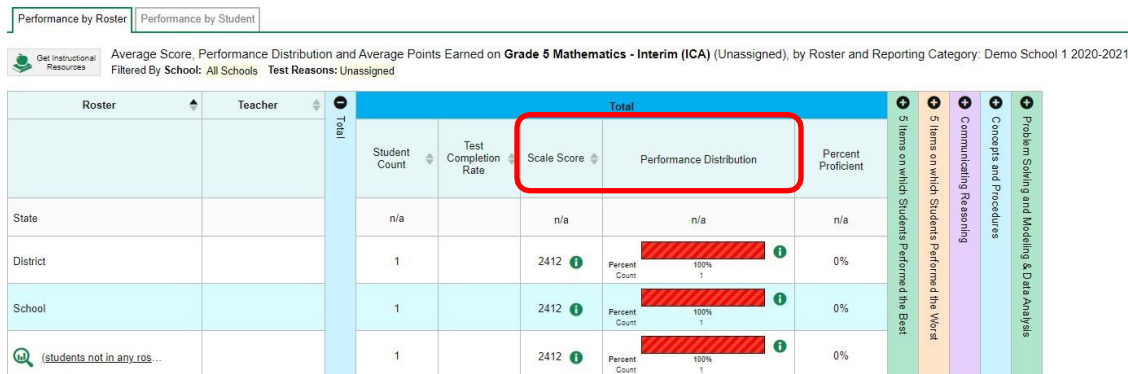
Figure 13. School Performance on Test Report: Performance by Roster Tab



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



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



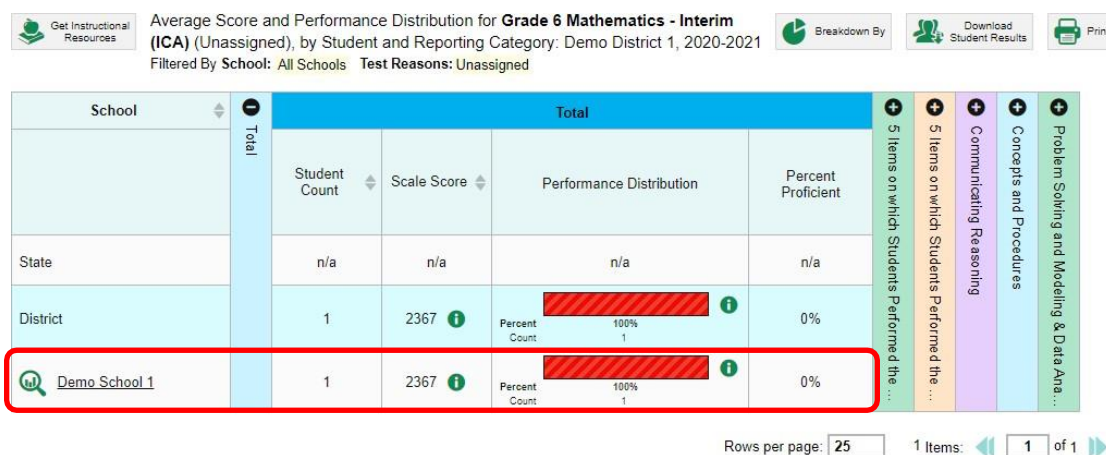
1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see [Figure 15](#)).

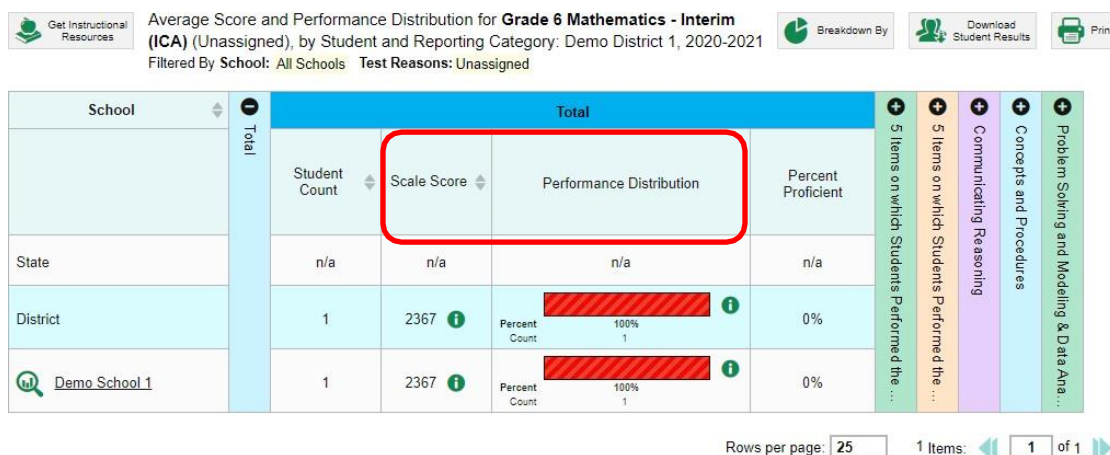
Figure 15. District Performance on Test Report



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](#)).

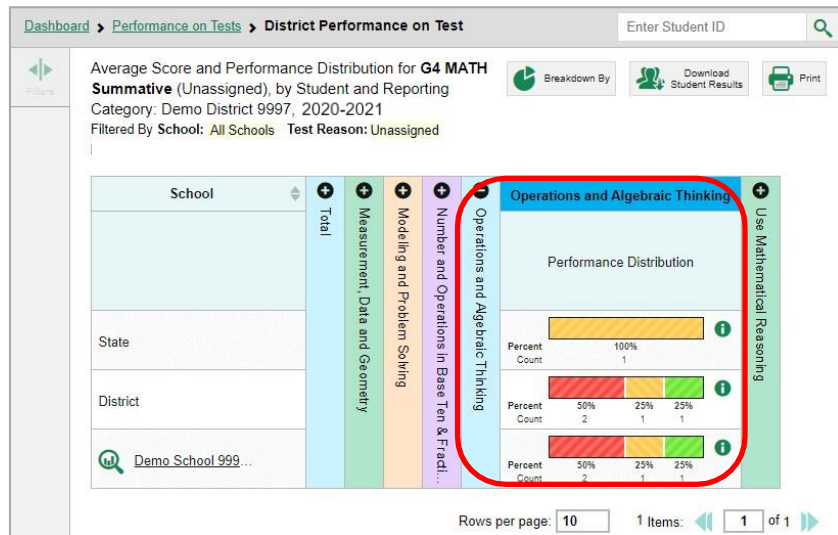
Figure 16. District Performance on Test Report Sorted by Score



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


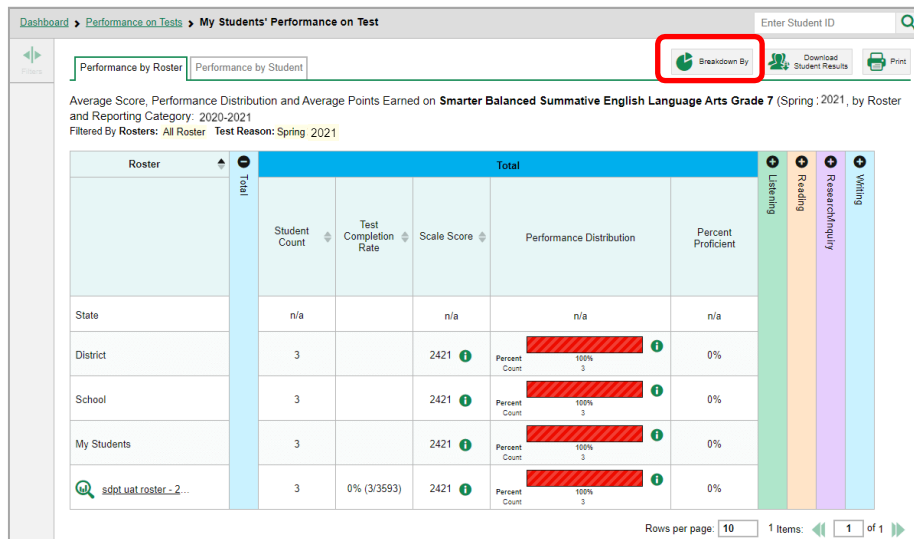

You can use the **Breakdown By** button  at the upper-right corner of an assessment report (see [Figure 18](#)) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

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

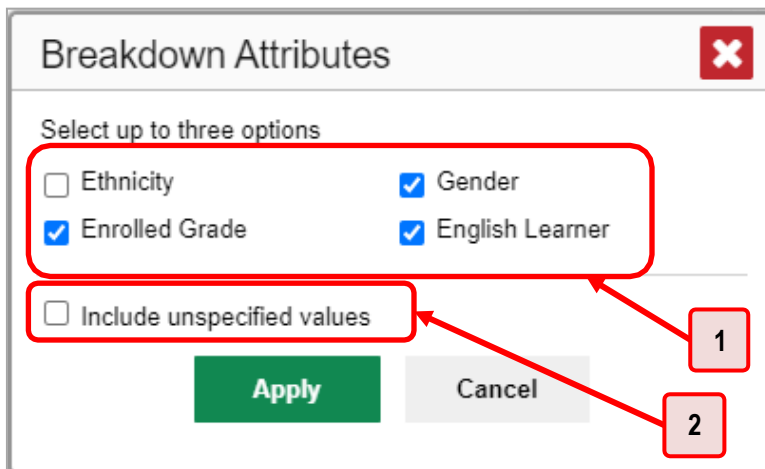


Table 8. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

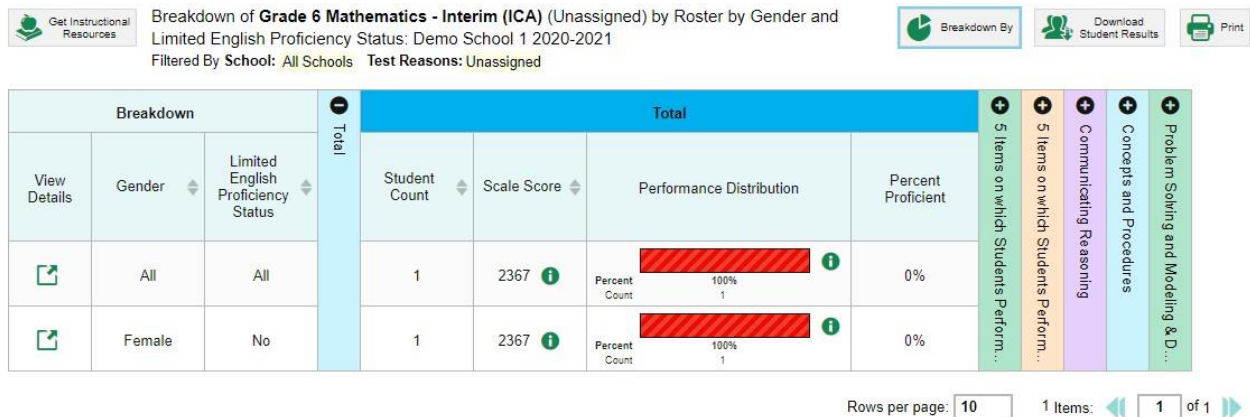
There is also an **Include unspecified values** checkbox, explained below:

- 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

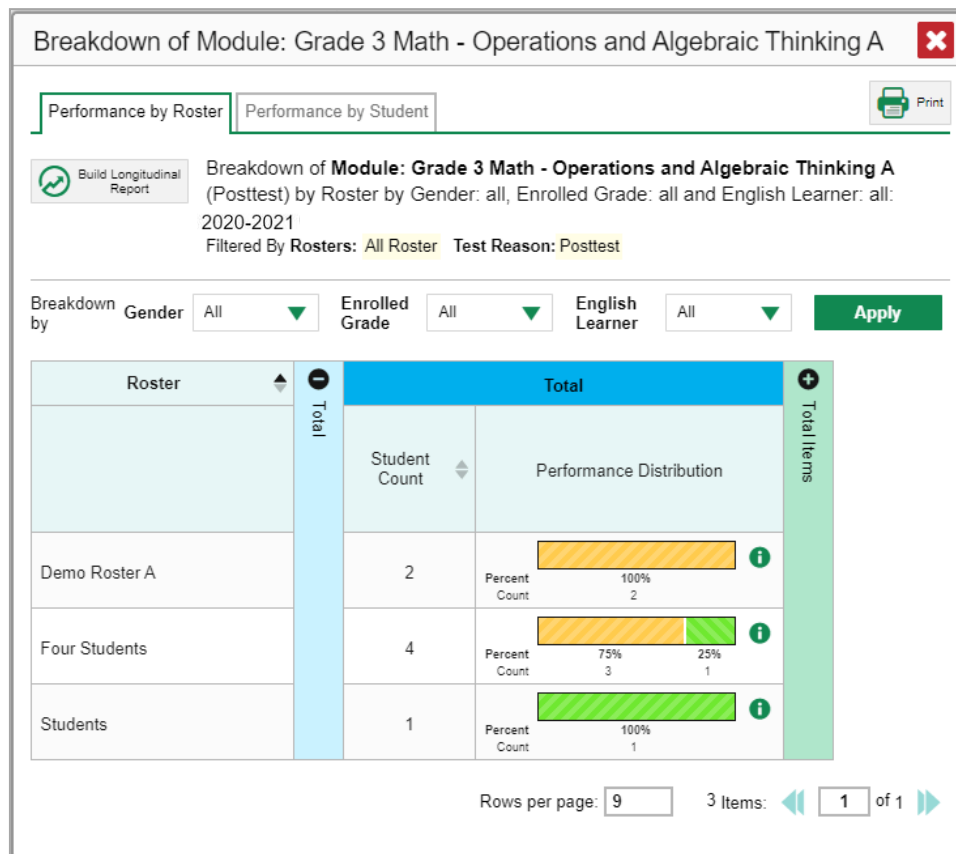


How to View Test Results for a Particular Demographic Sub-Group or Combination

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 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](#)).

Figure 21. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)



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



You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which 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  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.

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

District-level users:




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

Figure 22. Teacher View: Student Performance on Test Report

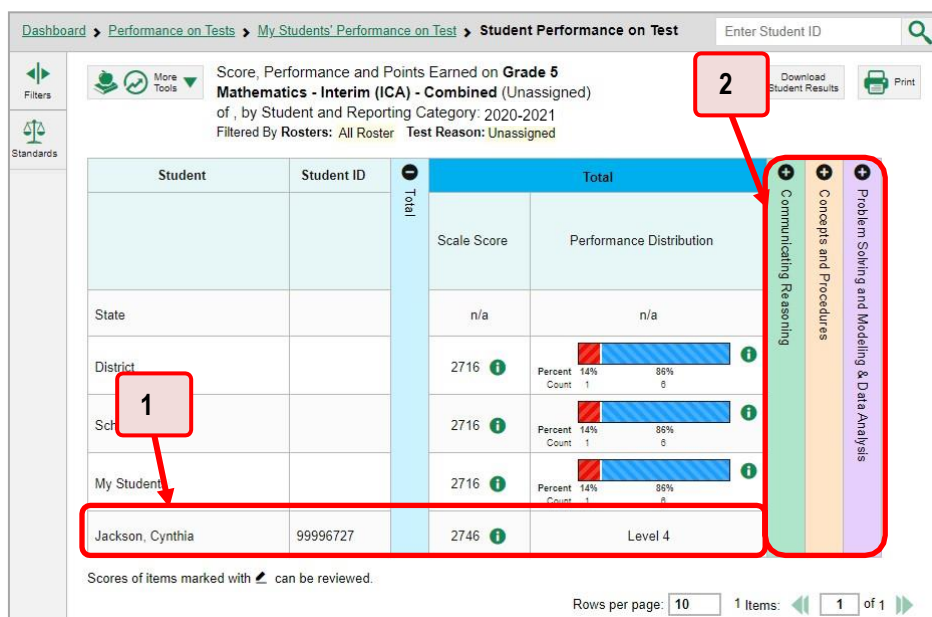


Table 9. Teacher View: Student Performance on Test Report Elements

#	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  (see [Figure 23](#)). The Student Portfolio Report appears (see [Figure 24](#)).

Figure 23. Teacher View: Performance on Tests Report

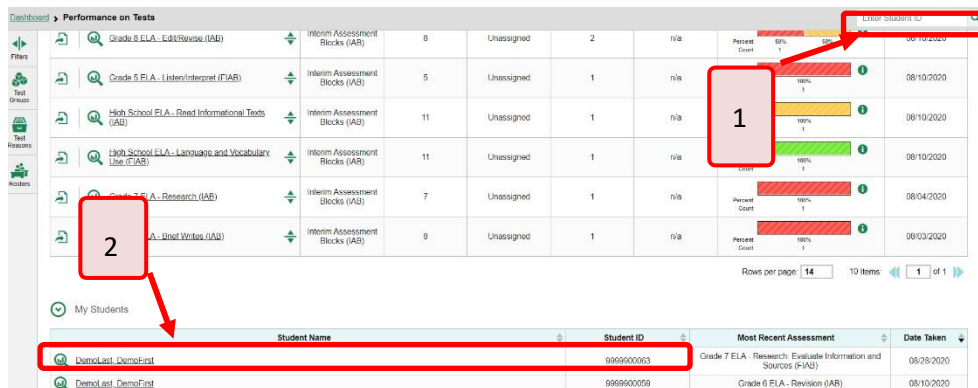


Table 10. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for SSID
2	Student name and SSID


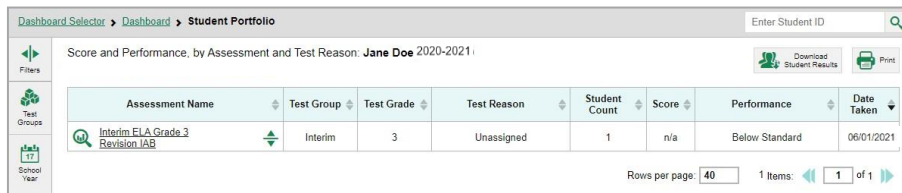

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it), also shown in [Figure 23](#).

Figure 24. Student Portfolio Report



To view individual test results for this student, click a test name (or  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.

Figure 25. Student Portfolio Report

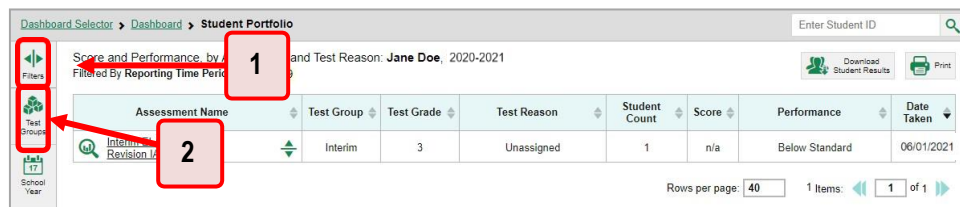


Table 11. Student Portfolio Report Elements

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

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 25](#)), click either the expand button or the **Test Group** button . The **Filters** panel expands (see [Figure 26](#)).

Figure 26. Student Portfolio Report with Expanded Filters Panel

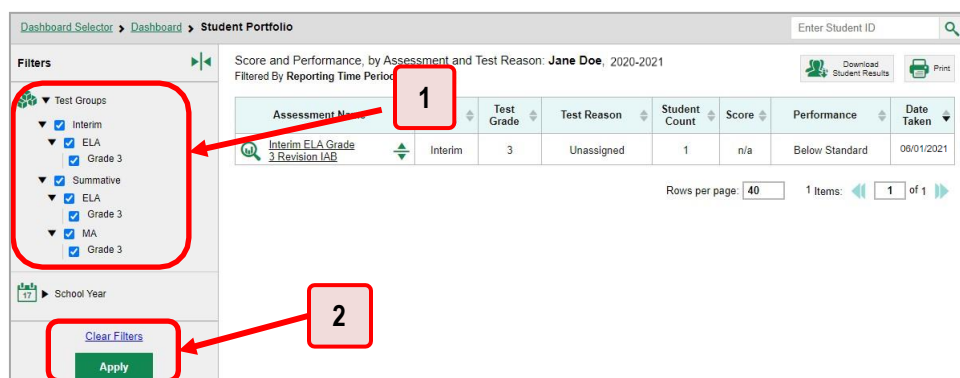


Table 12. Student Portfolio Report Elements

#	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  or the school year button  (see [Figure 27](#)). The **Filters** panel expands.

Figure 27. Student Portfolio Report

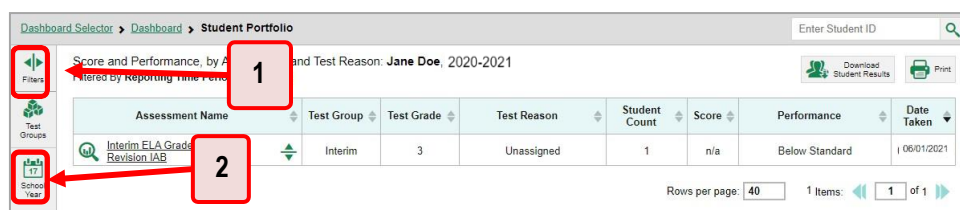


Table 13. Student Portfolio Report Elements

#	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

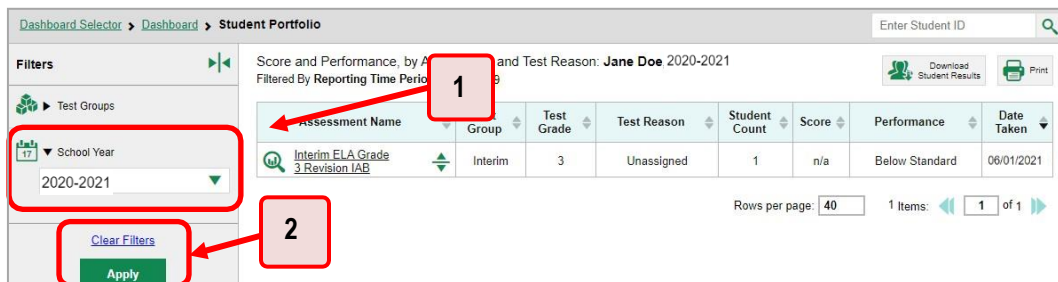


Table 14. Student Portfolio Report Elements

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

3. Click **Apply**.

To switch back to the current year:

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)

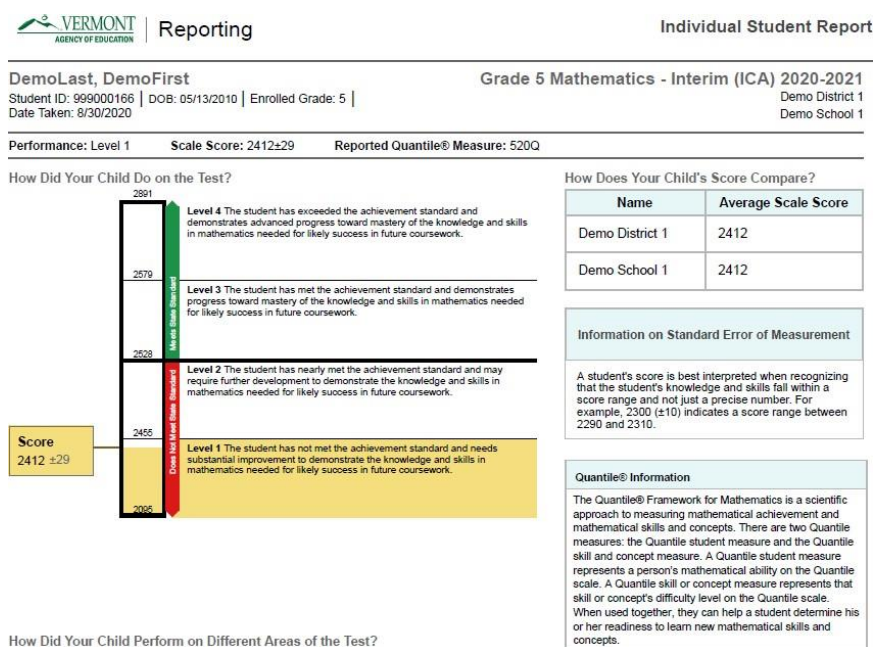


Figure 30. Detail of Individual Student Report (ISR): Math Interim (ICA) with Reporting Categories

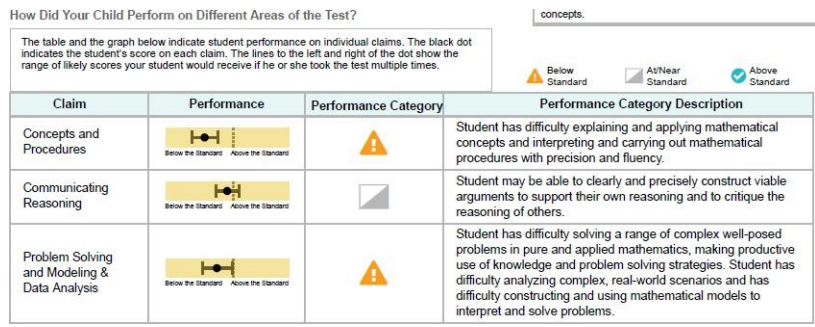


Figure 31. Detail of Individual Student Report (ISR): Math Interim (ICA) with Item- and Standard-Level Data

Communicating Reasoning - Students can clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.			
Item #	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  in the upper-right corner of the page (see [Figure 32](#)).

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 (Figure 33), 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

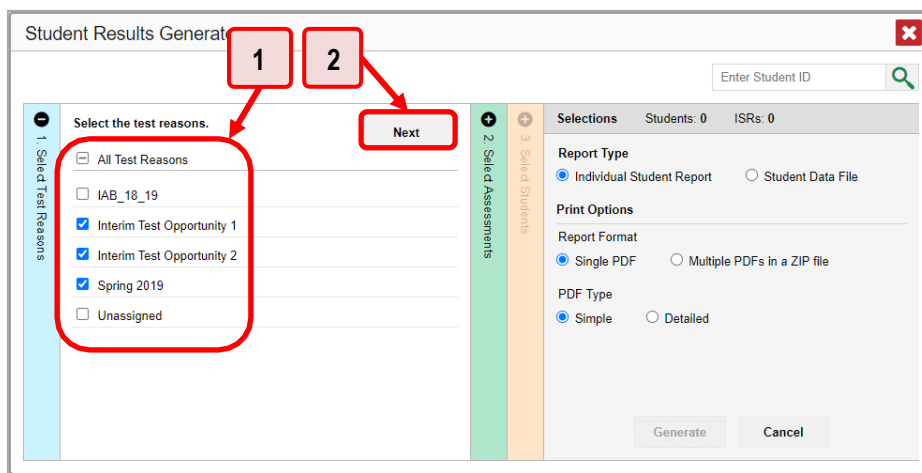


Table 15. Student Results Generator Window: Select Test Reasons Section Elements

#	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

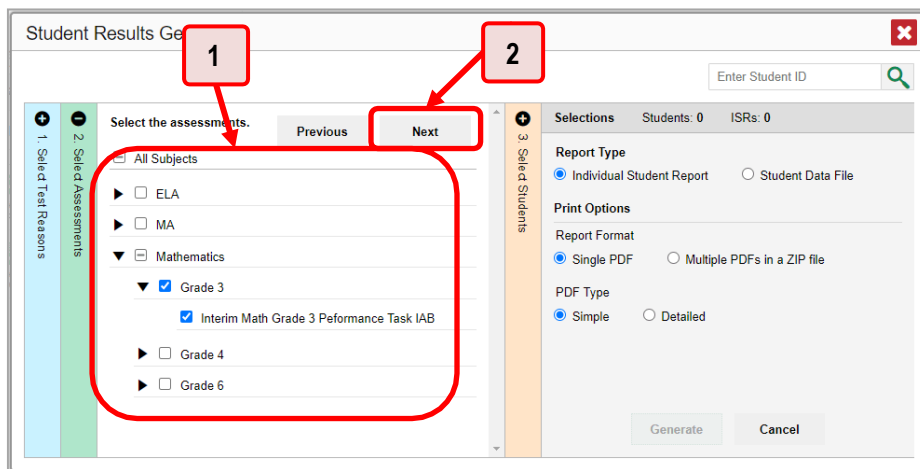


Table 16. Student Results Generator Window: Select Assessments Elements

#	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 . 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

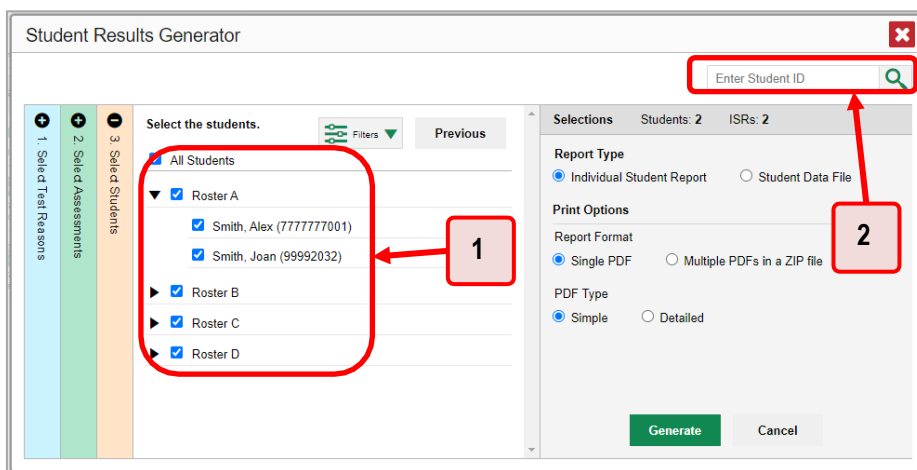


Table 17. Student Results Generator Window: Select Assessments Elements

#	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 [Figure 36](#).
 - 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

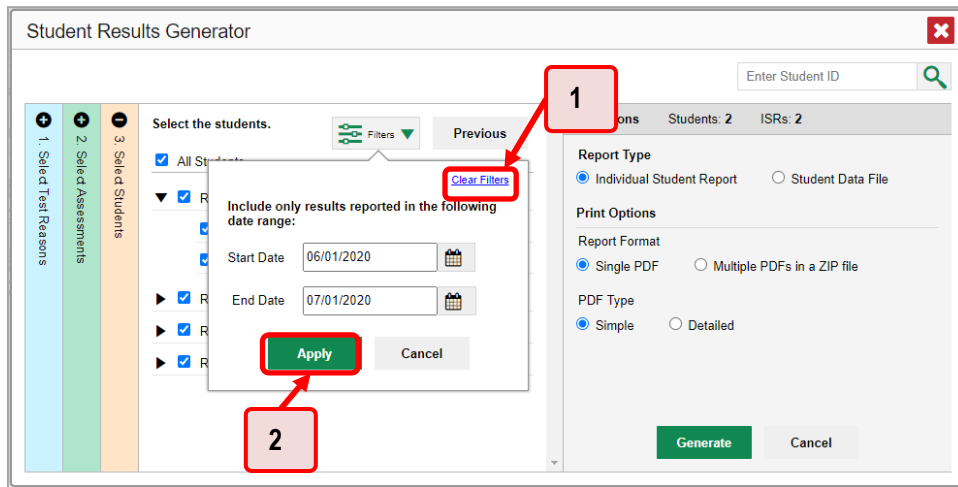


Table 18. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- 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

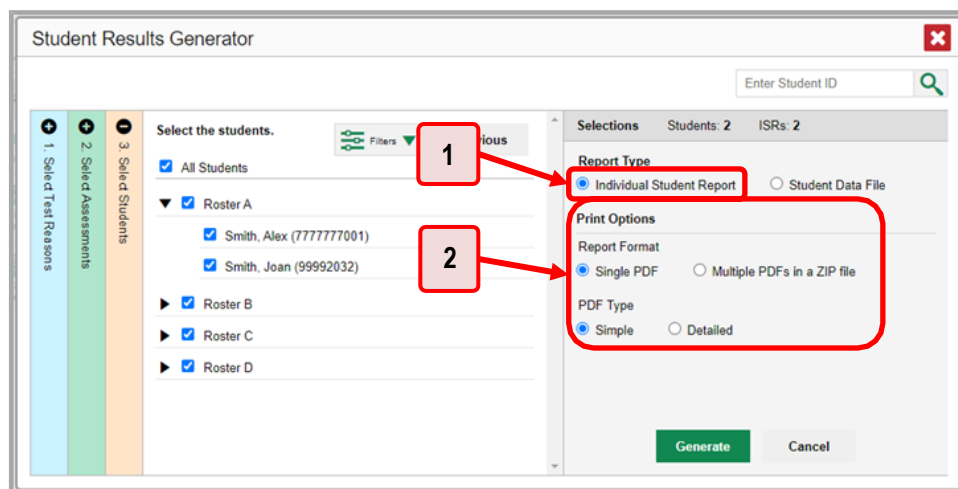


Table 19. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Individual Student Report option (selected)

#	Element
2	Options for your ISR files

- 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.
- Under PDF Type, select either a simple (one-page) or detailed (multiple-page) PDF.
- 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.
- 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

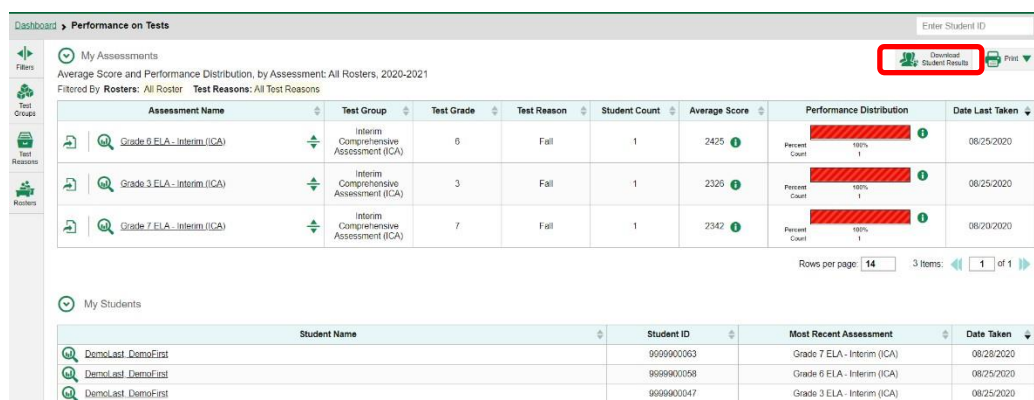
This section discusses student data files, which are useful for analysis.

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.

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

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 [Figure 39](#)), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests or, for summatives, simply test windows.

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

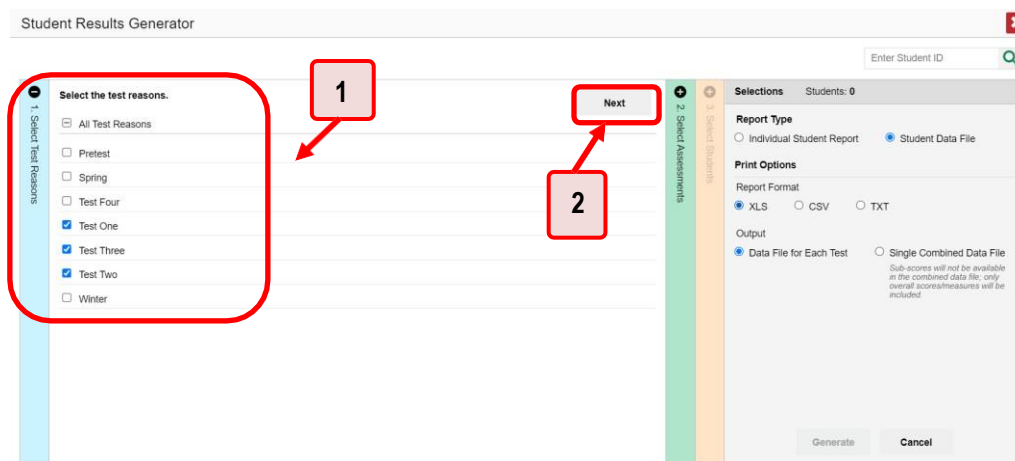


Table 20. Student Results Generator Window: Select Test Reasons Section Elements

#	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 [Figure 40](#)) 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 40. Student Results Generator Window: Select Assessments Section

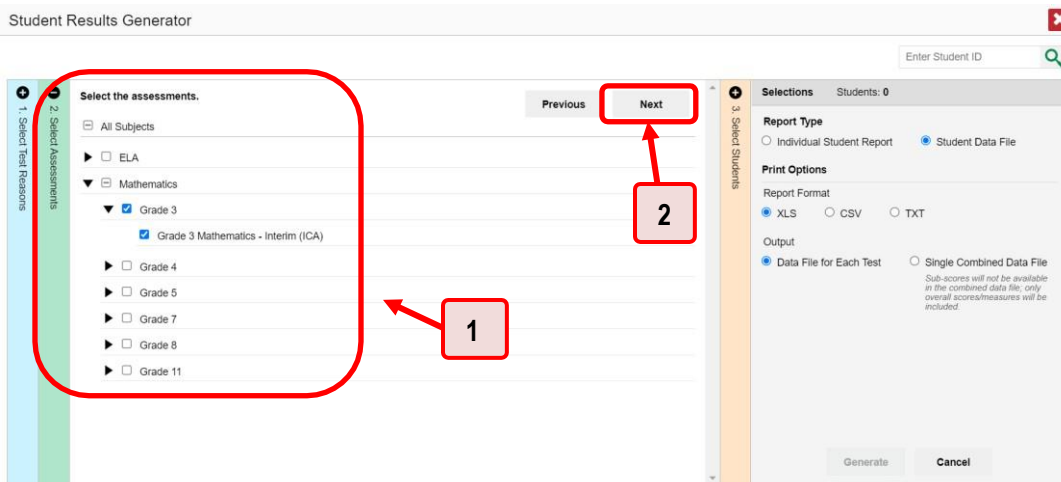


Table 21. Student Results Generator Window: Select Assessments Elements

#	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 [Figure 41](#)) 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 41. Teacher View: Student Results Generator Window: Select Students Section

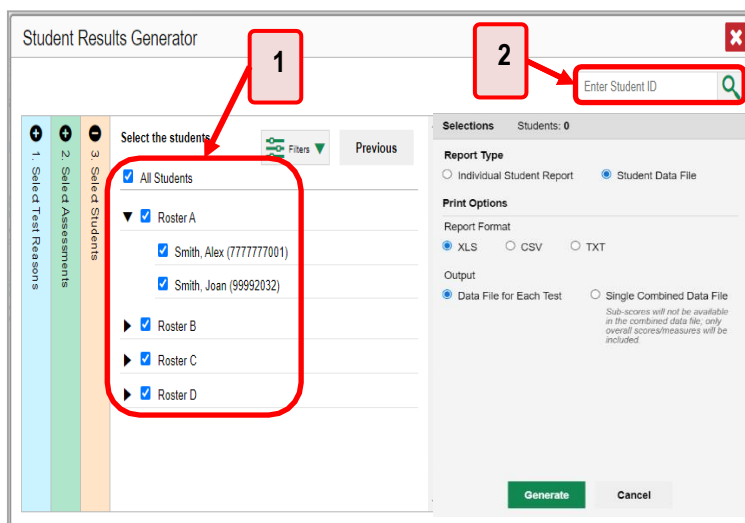



Table 22. Teacher View: Student Results Generator Window: Select Students Section Elements

#	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 [Figure 42](#)). The menu displays two date fields.
 - 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 42. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

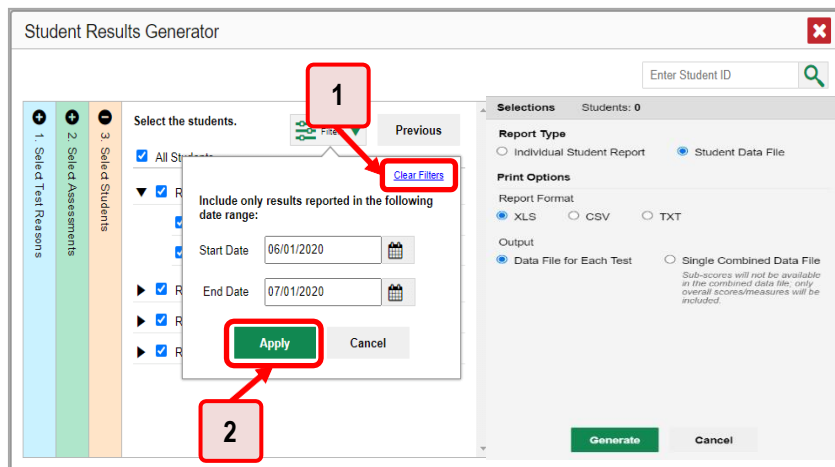


Table 23. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- 4. From the two Report Type options in the panel on the right (see [Figure 43](#)), select **Student Data File**. More options appear below.

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

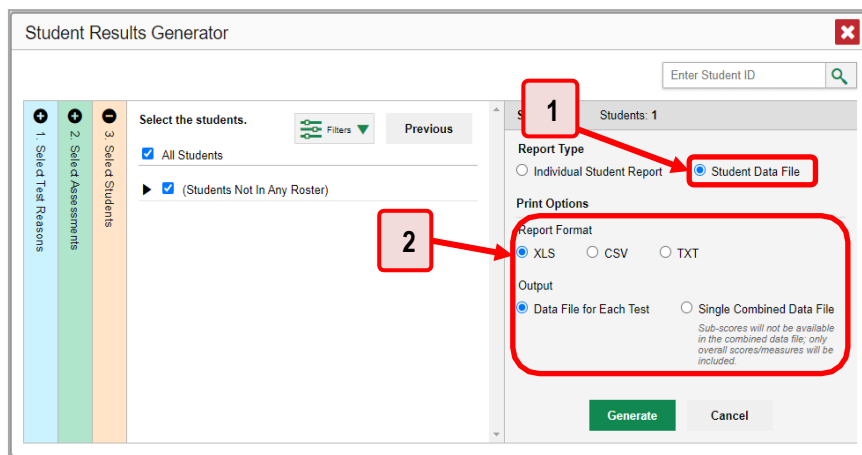


Table 24. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Student Data File option (selected)

#	Element
2	Report Format options

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

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

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

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  to the right of a test name.

Figure 44. Teacher View: Performance on Tests Report

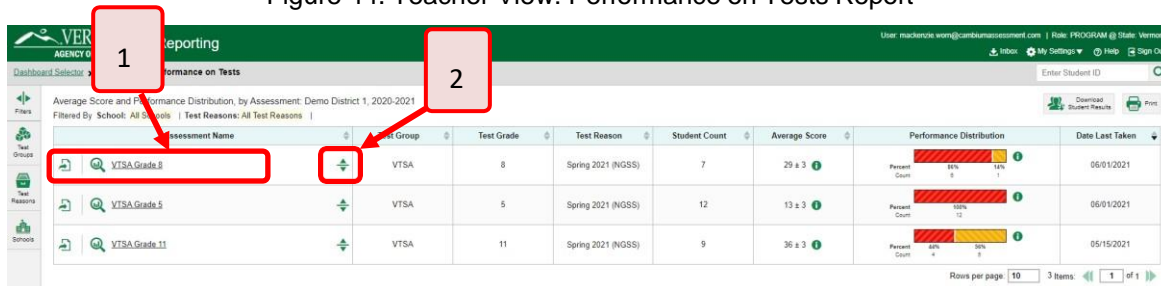


Table 25. Teacher View: Performance on Tests Report Elements

#	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

Test Name	Assessment Blocks	Count	Unassigned	Score	Percent Count	Date
Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a	08/10/2020
State	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	n/a	n/a
District	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a
School	Grade 6 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	6	Unassigned	1	n/a
Grade 8 ELA - Edit/Revise (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	2	n/a	08/10/2020
Grade 5 ELA - Listen/Interact (IAB)	Interim Assessment Blocks (IAB)	5	Unassigned	1	n/a	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 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 (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 beside it).

Figure 46. Teacher View: Performance on Tests Report

Test Name	Assessment Blocks	Count	Unassigned	Score	Percent Count	Date
Grade 8 ELA - Edit/Revise (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	2	n/a	08/10/2020
Grade 5 ELA - Listen/Interact (IAB)	Interim Assessment Blocks (IAB)	5	Unassigned	1	n/a	05/29/2021
High School ELA - Read Informational Texts (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	05/15/2021
High School ELA - Language and Vocabulary Use (IAB)	Interim Assessment Blocks (IAB)	11	Unassigned	1	n/a	05/19/2021
Grade 7 ELA - Research (IAB)	Interim Assessment Blocks (IAB)	7	Unassigned	1	n/a	05/04/2021
Grade 8 ELA - Brief Writes (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	1	n/a	04/07/2021

Student Name	Student ID	Most Recent Assessment	Date Taken
DemcLast, DemcFirst	9999900053	Grade 7 ELA - Research, Evaluate Information and Sources (IAB)	08/28/2020
DemcLast, DemcFirst	9999900059	Grade 6 ELA - Revision (IAB)	08/10/2020

Table 27. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for SSID
2	Student name and SSID


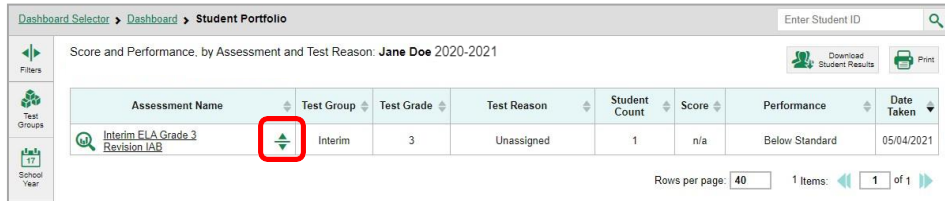
- Click  to the right of a test name (see [Figure 47](#)).

Figure 47. Student Portfolio Report



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

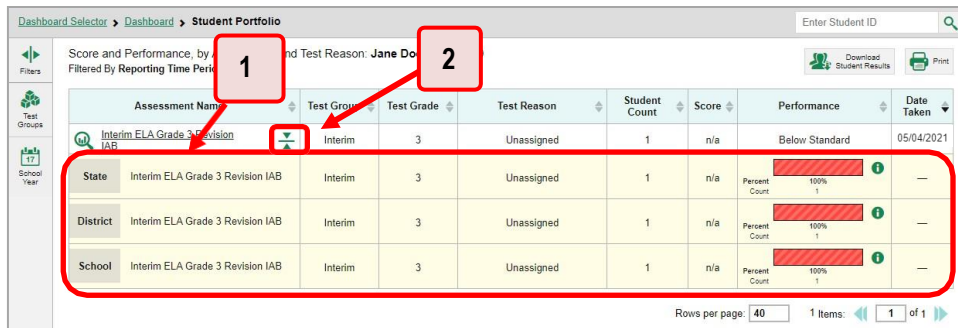


Table 28. Student Portfolio Report Elements

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

To hide the comparison rows, click  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.

1. Open the **My Settings** menu in the banner and choose **Select Tests to Include on Reports** (see [Figure 49](#)). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see [Figure 50](#)).

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

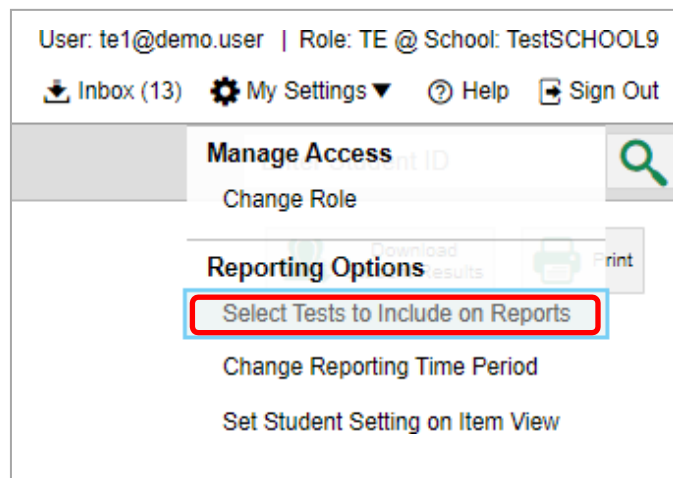


Figure 50. Teacher View: Select Tests to Include on Reports Window

Select Tests to Include on Reports

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)

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.

1. 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

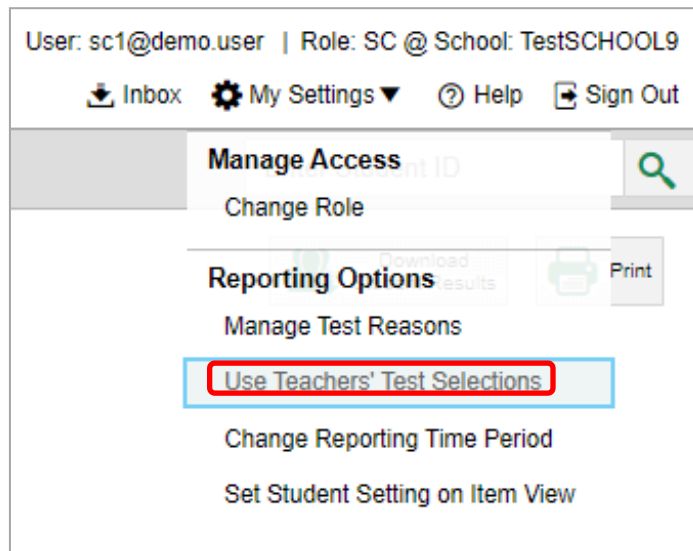
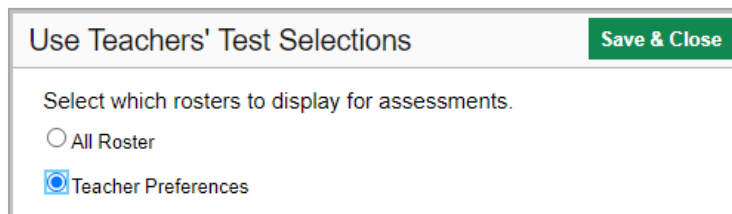


Figure 52. Use Teachers' Test Selections Window



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.
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.



1. 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

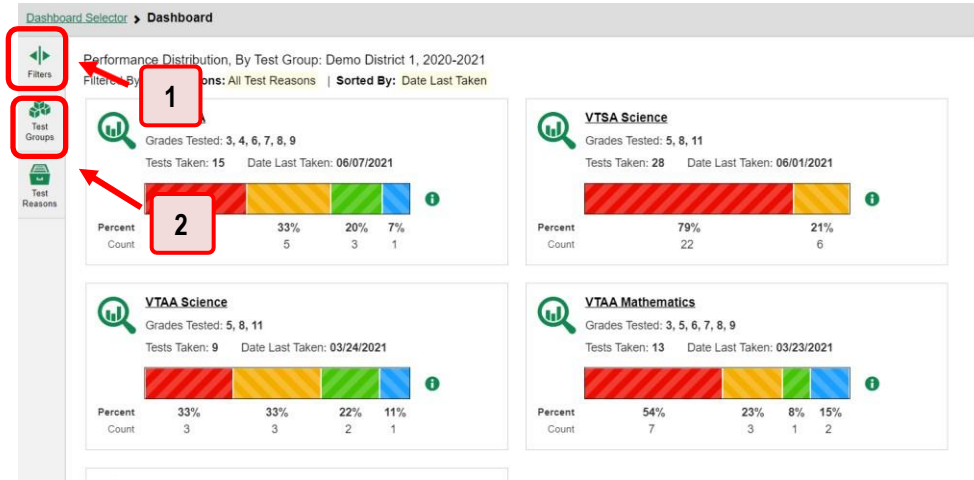


Table 29. Teacher View: Dashboard Elements

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

2. 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

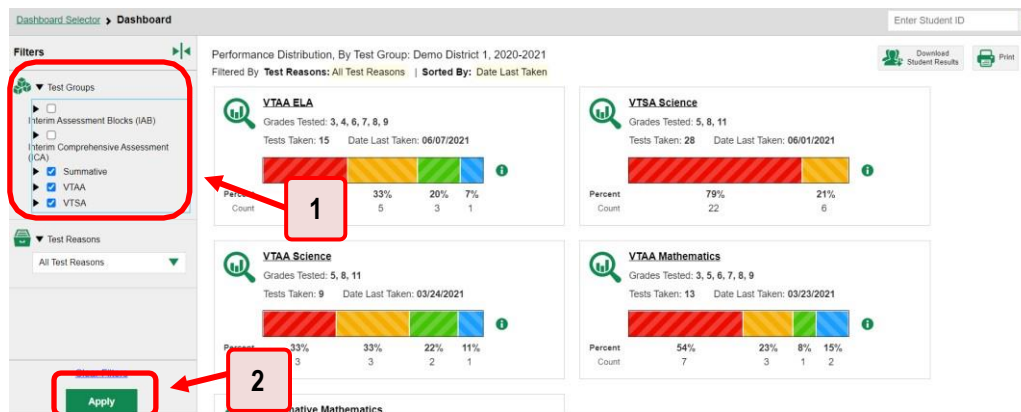


Table 30. Teacher View: Dashboard Elements

#	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 [Classes \(Roster\) 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.

1. 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

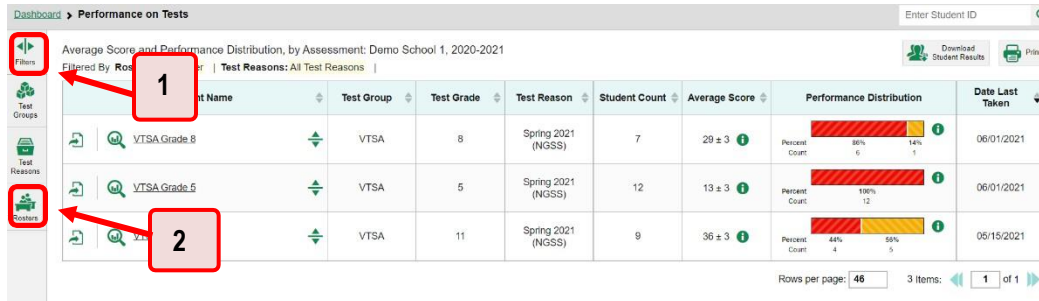


Table 31. Teacher View: Performance on Tests Report Elements

#	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

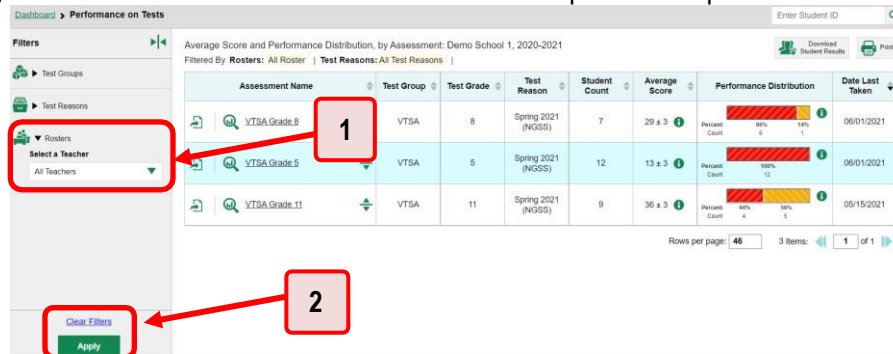


Table 32. Teacher View: Performance on Tests Report Elements

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

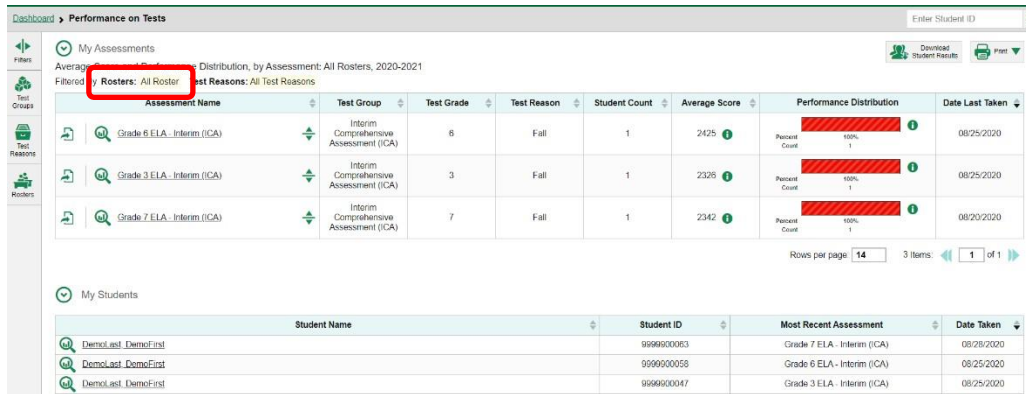
3. Click **Apply**. The report updates to show only data for that class (roster).

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 [Figure 57](#)).

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.



1. 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](#)).

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



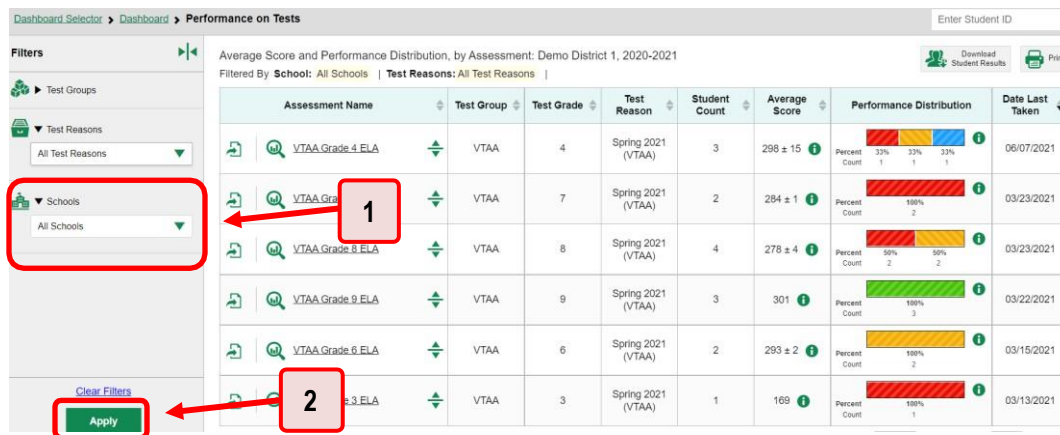
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
VTAA Grade 4 ELA	VTAA	4	Spring 2021 (VTAA)	3	298 ± 15	Percent Count: 33% 1, 33% 1, 33% 1	06/07/2021
VTAA Grade 7 ELA	VTAA	7	Spring 2021 (VTAA)	2	284 ± 1	Percent Count: 100% 2	03/23/2021
VTAA Grade 8 ELA	VTAA	8	Spring 2021 (VTAA)	4	278 ± 4	Percent Count: 50% 2, 50% 2	03/23/2021
VTAA Grade 9 ELA	VTAA	9	Spring 2021 (VTAA)	3	301	Percent Count: 100% 3	03/22/2021
VTAA Grade 6 ELA	VTAA	6	Spring 2021 (VTAA)	2	293 ± 2	Percent Count: 100% 2	03/15/2021

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](#)).

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




Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
VTAA Grade 4 ELA	VTAA	4	Spring 2021 (VTAA)	3	298 ± 15	Percent Count: 33% 1, 33% 1, 33% 1	06/07/2021
VTAA Grade 7 ELA	VTAA	7	Spring 2021 (VTAA)	2	284 ± 1	Percent Count: 100% 2	03/23/2021
VTAA Grade 8 ELA	VTAA	8	Spring 2021 (VTAA)	4	278 ± 4	Percent Count: 50% 2, 50% 2	03/23/2021
VTAA Grade 9 ELA	VTAA	9	Spring 2021 (VTAA)	3	301	Percent Count: 100% 3	03/22/2021
VTAA Grade 6 ELA	VTAA	6	Spring 2021 (VTAA)	2	293 ± 2	Percent Count: 100% 2	03/15/2021
VTAA Grade 3 ELA	VTAA	3	Spring 2021 (VTAA)	1	169	Percent Count: 100% 1	03/13/2021

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

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

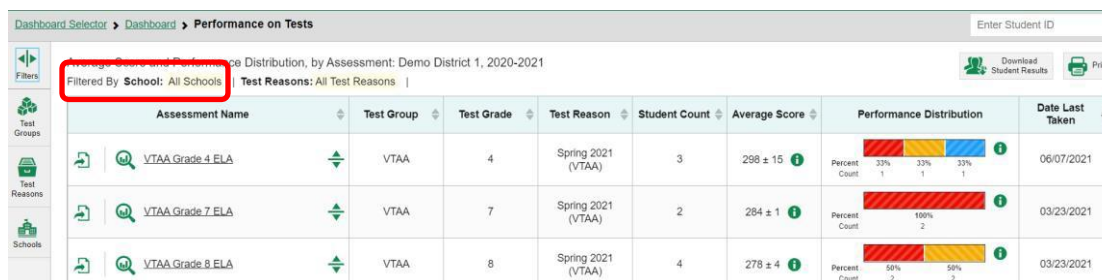
3. Click **Apply**. The report updates to show only data for that school.

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  beside 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



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
VTAA Grade 4 ELA	VTAA	4	Spring 2021 (VTAA)	3	298 ± 15	Percent Count: 33% (1), 33% (1), 33% (1)	06/07/2021
VTAA Grade 7 ELA	VTAA	7	Spring 2021 (VTAA)	2	284 ± 1	Percent Count: 100% (2)	03/23/2021
VTAA Grade 8 ELA	VTAA	8	Spring 2021 (VTAA)	4	278 ± 4	Percent Count: 50% (2), 50% (2)	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.

1. 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

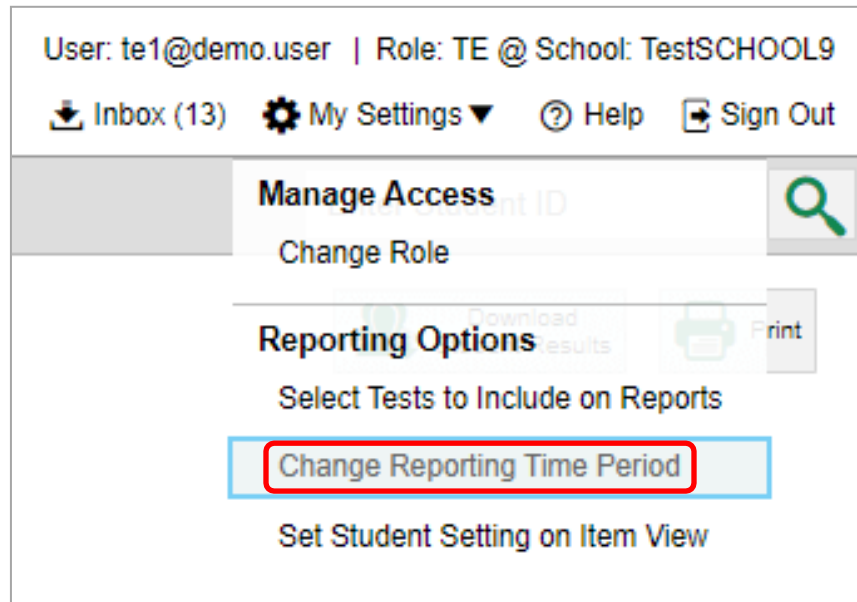


Figure 62. Change Reporting Time Period Window

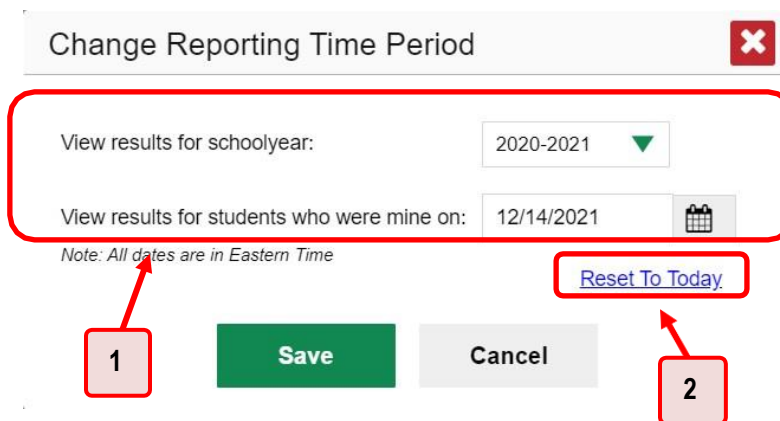


Table 35. Change Reporting Time Period Window Elements

#	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.

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


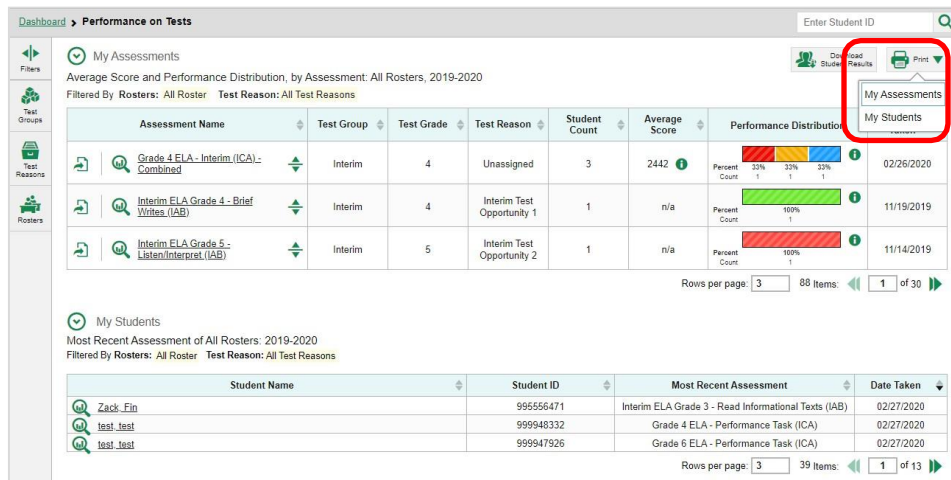
1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see [Figure 63](#)).

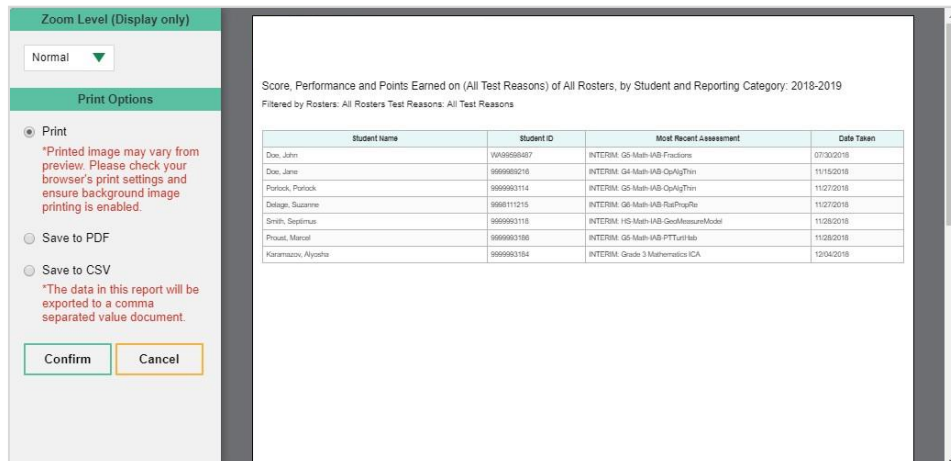
Figure 63. Teacher View: Performance on Tests Report with Expanded Print Menu



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



Reporting System User Guide

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


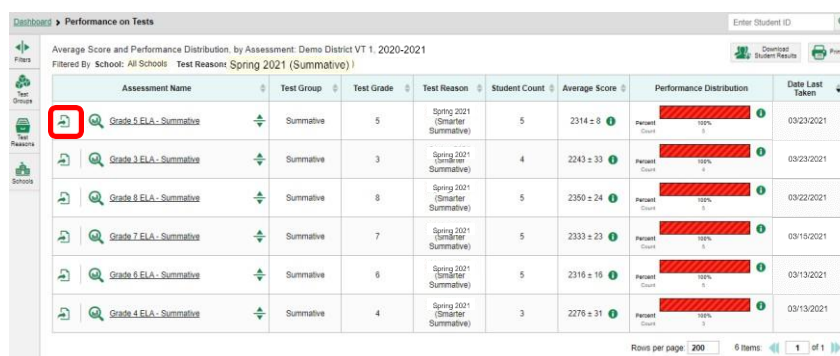
1. Click the export button  to the left of the name of the assessment whose report you wish to export (see [Figure 65](#)).

Figure 65. Teacher View: Performance on Tests Report



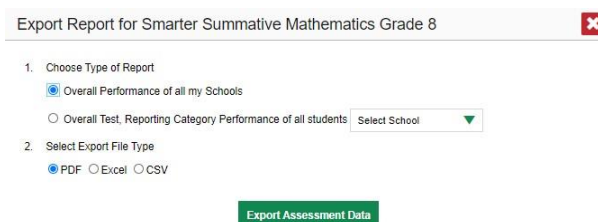
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 ELA - Summative	Summative	5	Spring 2021 (Smarter Summative)	5	2314 ± 8	Percent Count 100%	03/23/2021
Grade 3 ELA - Summative	Summative	3	Spring 2021 (Smarter Summative)	4	2243 ± 33	Percent Count 100%	03/23/2021
Grade 8 ELA - Summative	Summative	8	Spring 2021 (Smarter Summative)	5	2350 ± 24	Percent Count 100%	03/22/2021
Grade 7 ELA - Summative	Summative	7	Spring 2021 (Smarter Summative)	5	2333 ± 23	Percent Count 100%	03/15/2021
Grade 6 ELA - Summative	Summative	6	Spring 2021 (Smarter Summative)	5	2316 ± 16	Percent Count 100%	03/13/2021
Grade 4 ELA - Summative	Summative	4	Spring 2021 (Smarter Summative)	3	2278 ± 31	Percent Count 100%	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: Export Report Window



Export Report for Smarter Summative Mathematics Grade 8

- Choose Type of Report
 - Overall Performance of all my Schools
 - Overall Test, Reporting Category Performance of all students Select School
- Select Export File Type
 - PDF
 - Excel
 - CSV

Export Assessment Data

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

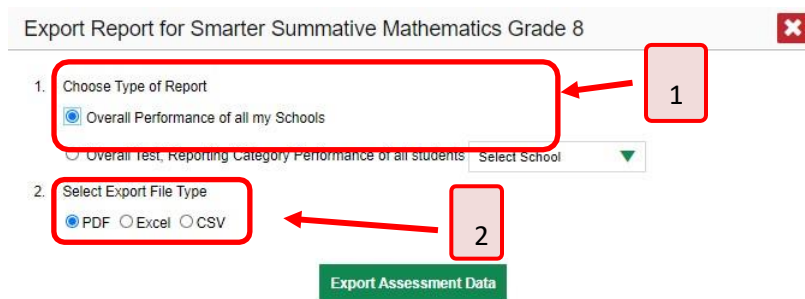


Table 36. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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:

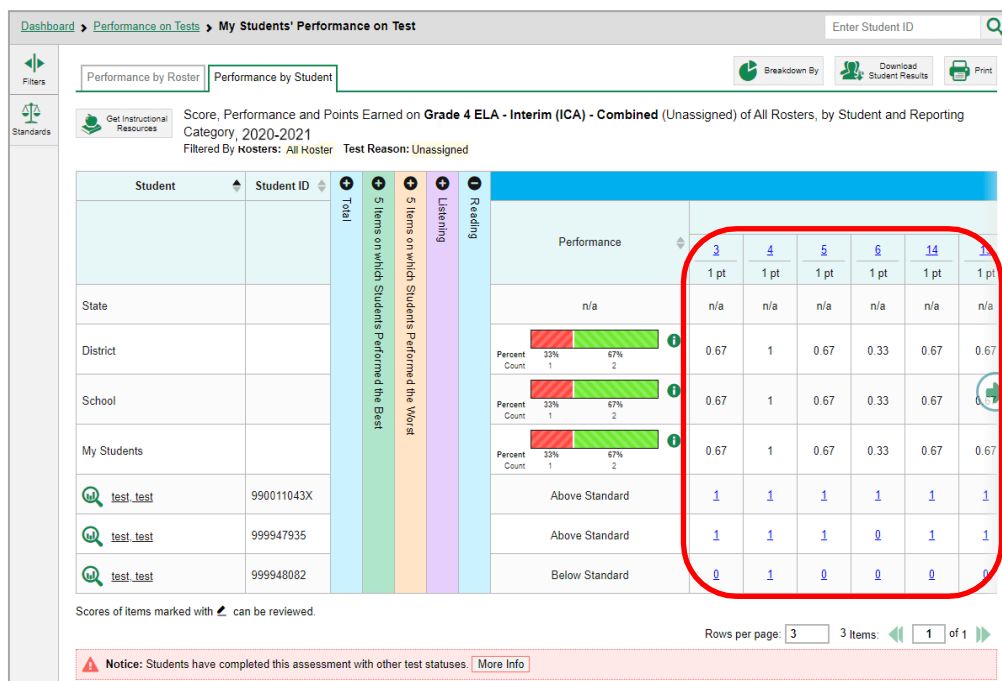
- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

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

The screenshot shows a web interface for a test report. The main content area is titled 'Score, Performance and Points Earned on Grade 4 ELA - Interim (ICA) - Combined (Unassigned) of All Rosters, by Student and Reporting Category, 2020-2021'. Below this, there are two expanded sections: '5 Items on which Students Performed the Best' and '5 Items on which Students Performed the Worst'. Each section contains a table of item numbers and points earned. The 'Best' section table has columns for items 1, 2, 4, 35, and 38. The 'Worst' section table has columns for items 12, 22, 33, 34, and 41. A red circle highlights these two expanded sections. At the bottom, there is a notice: 'Notice: Students have completed this assessment with other test statuses. More Info'.

Item Number	Points Earned
1	1 pt
2	1 pt
4	1 pt
35	1 pt
38	1 pt

Item Number	Points Earned
12	1
22	1
33	1
34	1
41	6

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

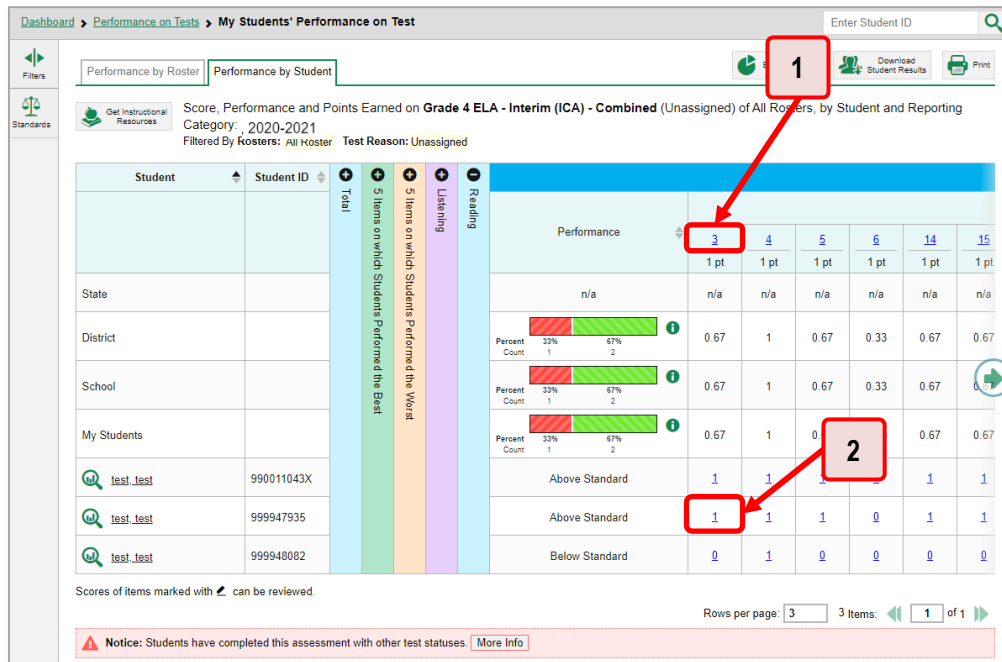


Table 37. My Students' Performance on Test Report: Performance by Student Tab Elements

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

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.

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

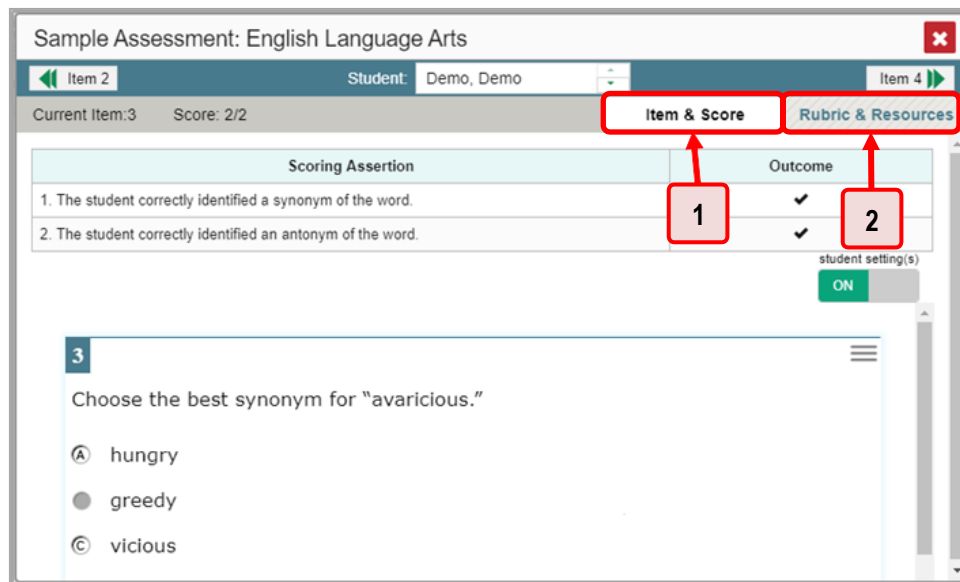


Table 38. Item View Window Elements

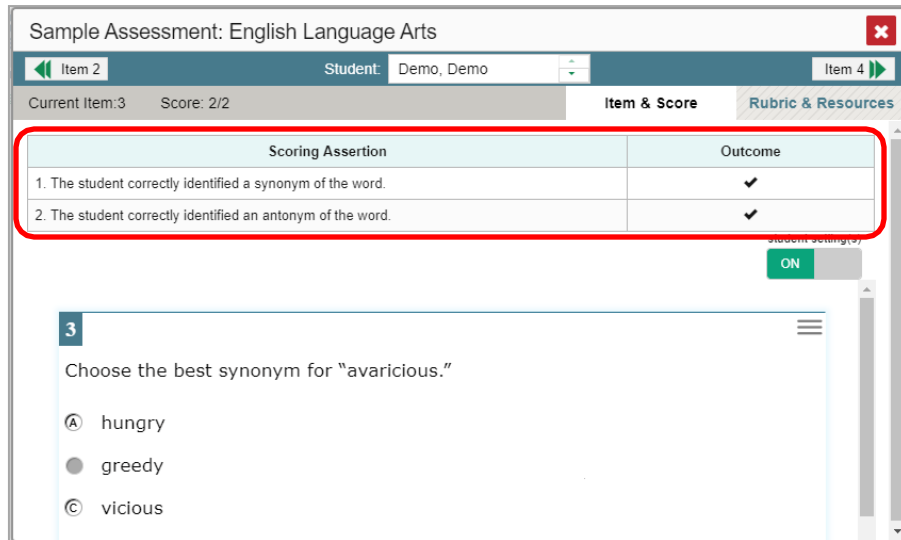
#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

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](#)).

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.



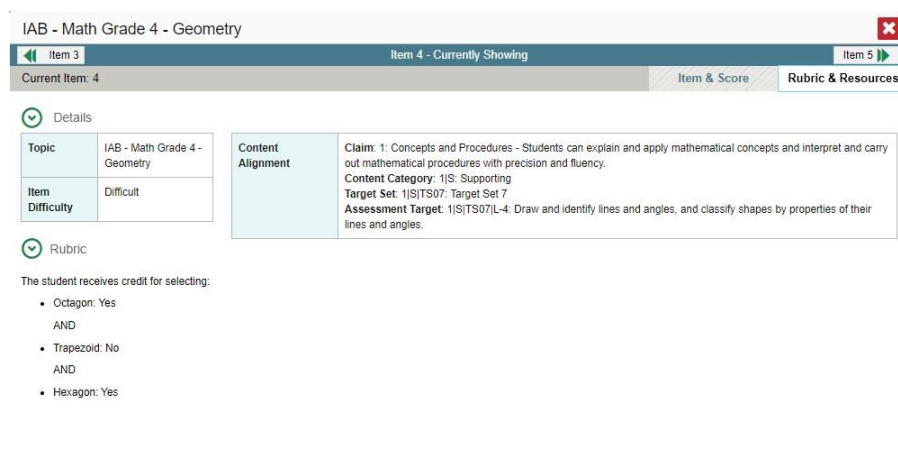
The **Rubric & Resources** tab (see [Figure 73](#)) may include the following sections, which you can expand and collapse by clicking  and , respectively.

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.

1. 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

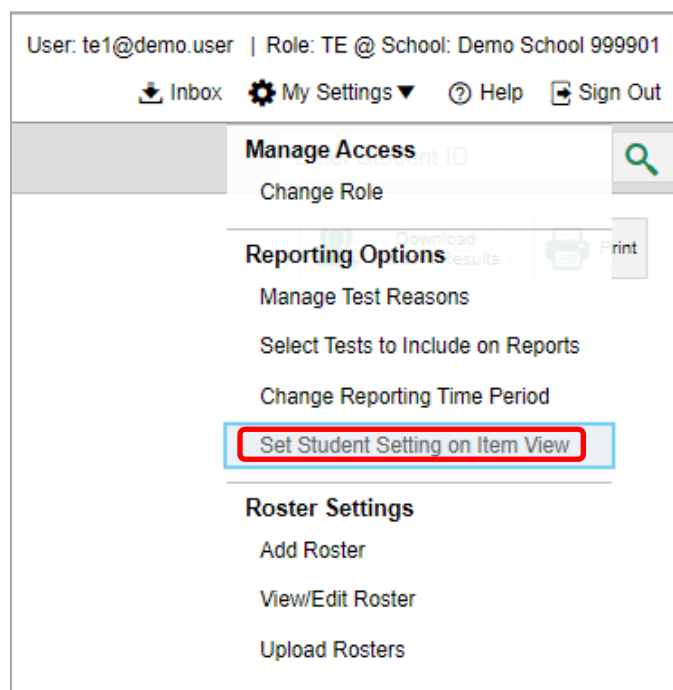
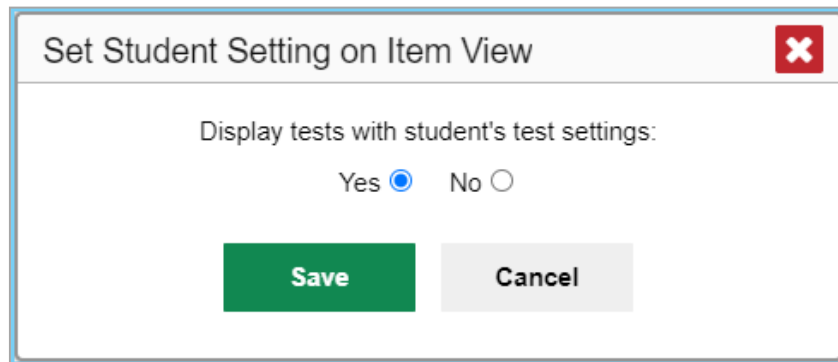


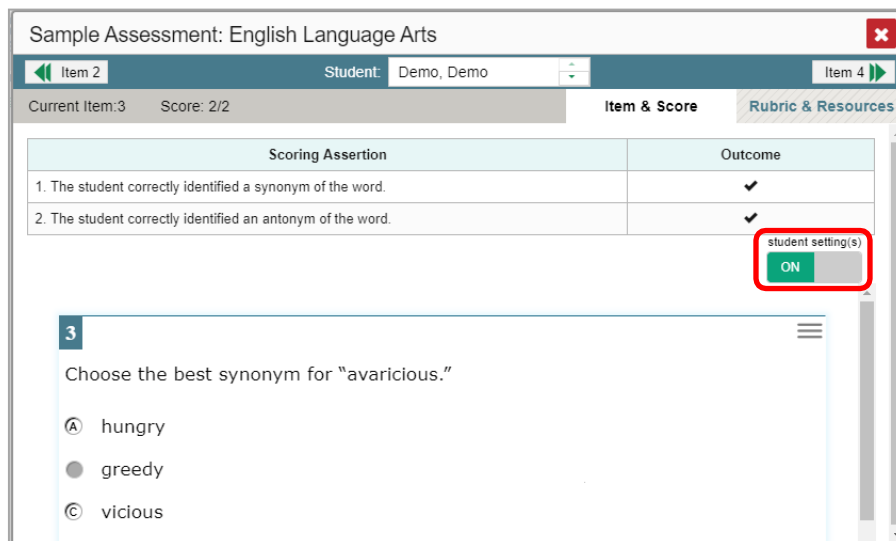
Figure 75. Set Student Setting on Item View Window



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.

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 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](#)).

Figure 77. Banner with Tests To Score Notification



1. 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.

Figure 78. Scoring Mode Window: Dashboard

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
Grade 3 MATH - Performance Task - Order Form (IAB)	Unassigned	1	4	05/11/2021
Grade 7 MATH - Performance Task - Camping Tasks (IAB)	Spring	1	2	01/06/2021
Grade 4 MATH - Performance Task (ICA)	Unassigned	1	4	09/01/2020


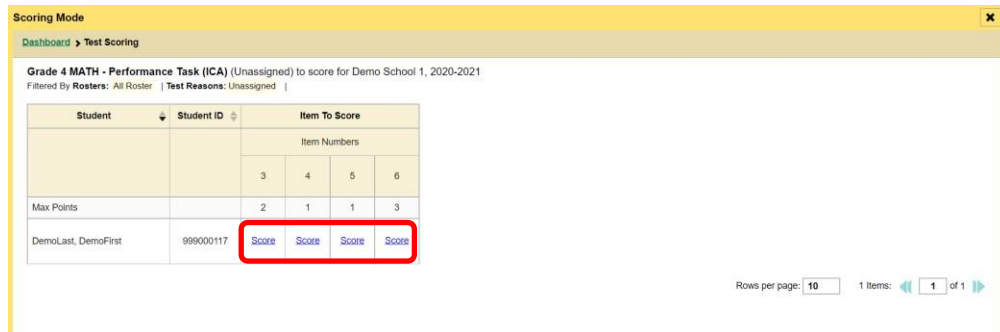
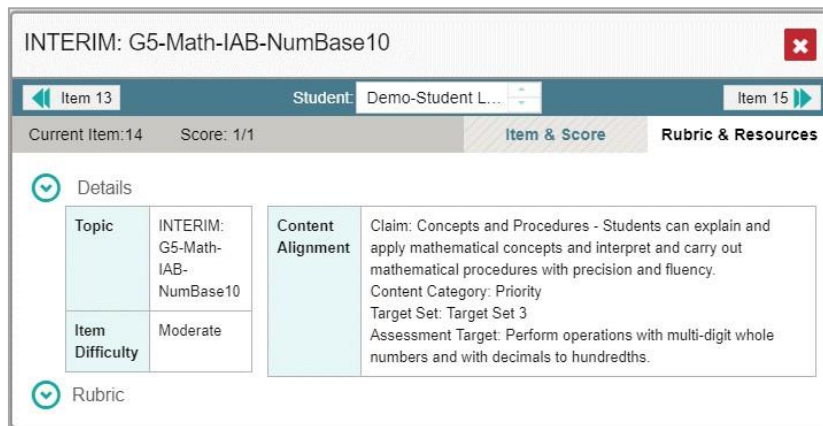
- Click the name of the test you wish to score (or  beside it). The Test Scoring page appears (see [Figure 79](#)), displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

Figure 79. Scoring Mode Window: Test Scoring Page



- 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.
- In the **Rubric & Resources** tab (see [Figure 80](#)), review the item’s rubric and available resources, if necessary.

Figure 80. Item View: Rubric & Resources Tab



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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.

Figure 81. Item View: Item & Score Tab

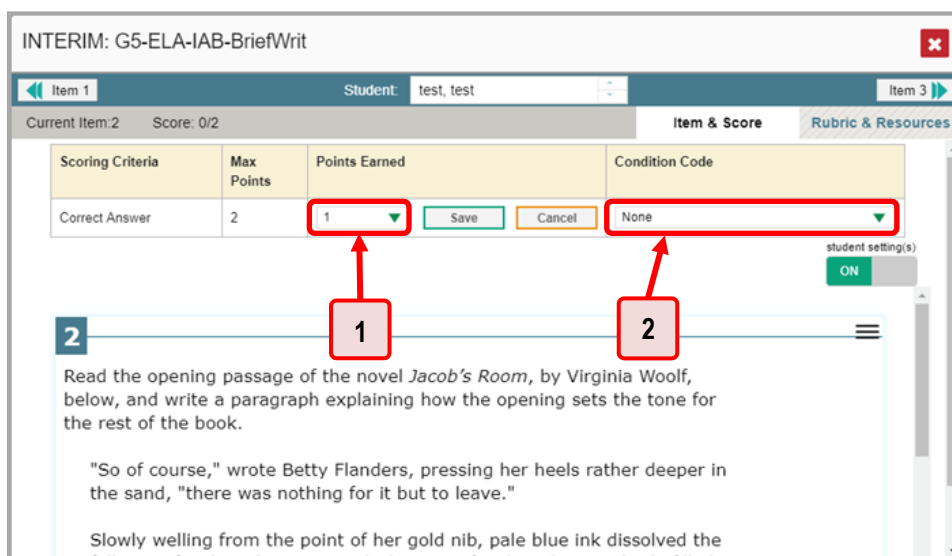


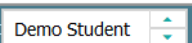


Table 39. Item View: Item & Score Tab Elements

#	Element
1	Points Earned drop-down list
2	Condition Code drop-down list

7. If the item has multiple scoring criteria, repeat step [6](#) for each criterion.
8. Click **Save**.
9. To continue scoring items, do one of the following:
 - To view another unscored item for the same student, use the buttons   labeled with the previous and next item numbers at the upper corners of the **Item View** window.
 - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field  at the top of the window.
 - To return to the **Scoring Mode** window and select another item manually, close the **Item View** window.

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 [How to Modify Scores for Items](#).

How to Modify Scores for Items

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



Reports display a pencil icon  in the column header for each item with a modifiable score (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,  displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 82. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

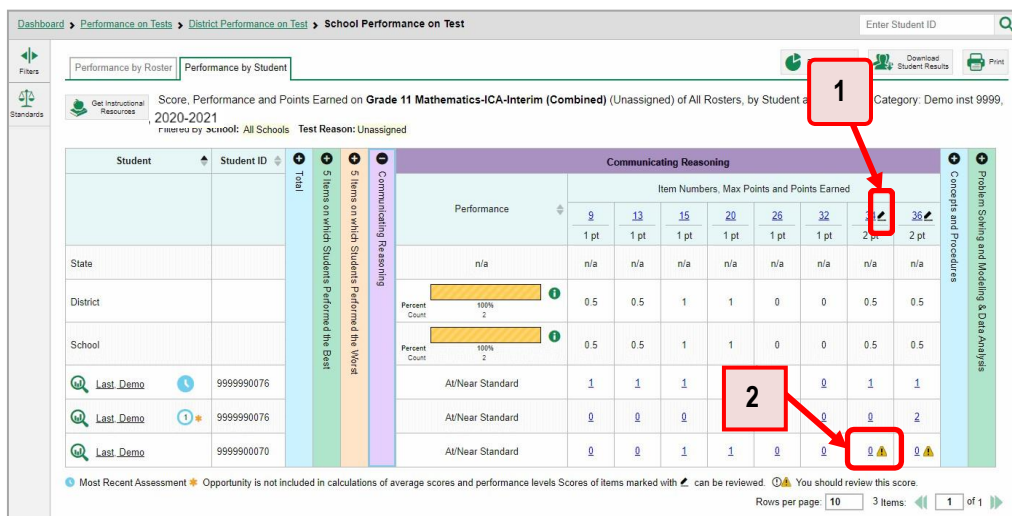


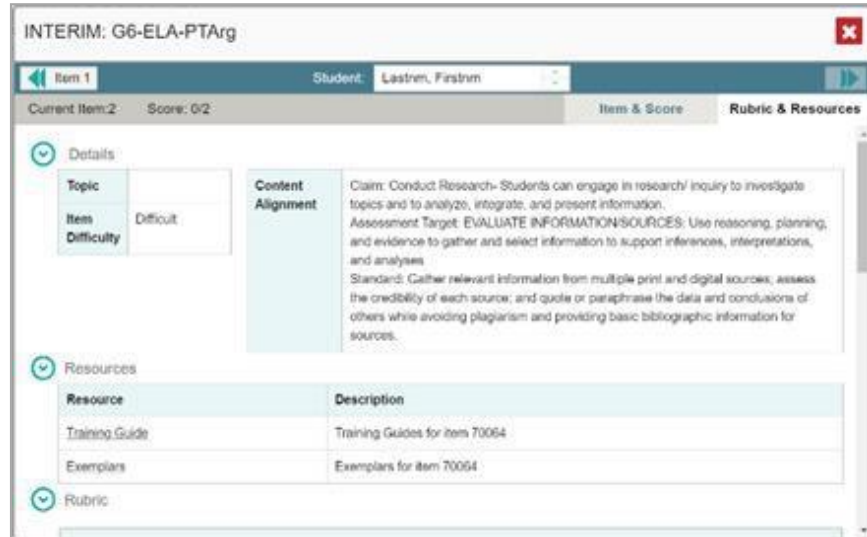
Table 40. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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.

2. 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




3. On the **Item & Score** tab (see [Figure 84](#)), review the student’s entered response and click  in the Scoring Criteria table at the top of the window. The Points Earned and Condition Code columns become editable, as in [Figure 85](#).

Figure 84. Item View Window: Item & Score Tab



Figure 85. Item View Window: Item & Score Tab

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	1	None

student setting(s)
ON

2

Read the opening passage of the novel *Jacob's Room*, by Virginia Woolf, below, and write a paragraph explaining how the opening sets the tone for the rest of the book.

"So of course," wrote Betty Flanders, pressing her heels rather deeper in the sand, "there was nothing for it but to leave."

Slowly welling from the point of her gold nib, pale blue ink dissolved the

4. Do one of the following (see [Figure 85](#)):
 - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
 - To assign a condition code to the response, select one from the **Condition Code** drop-down list.
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 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.

1. 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](#)).

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

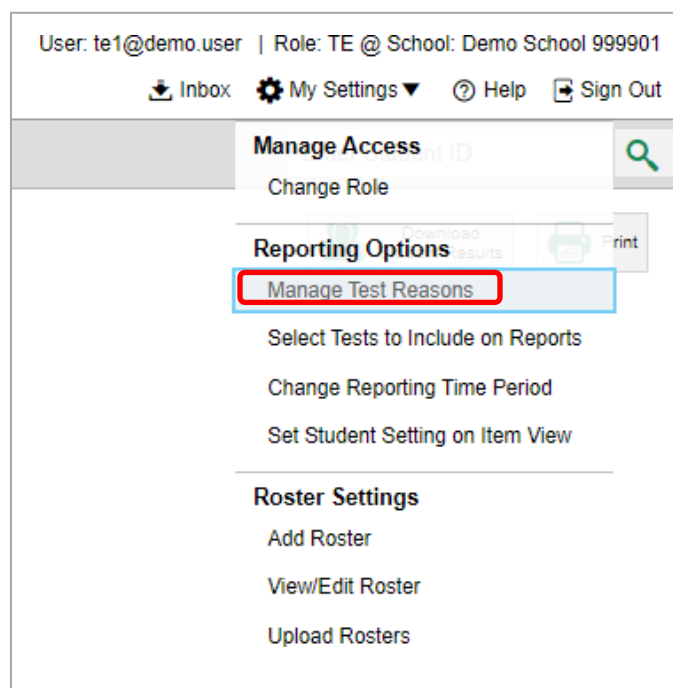


Figure 87. Test Reason Manager Window

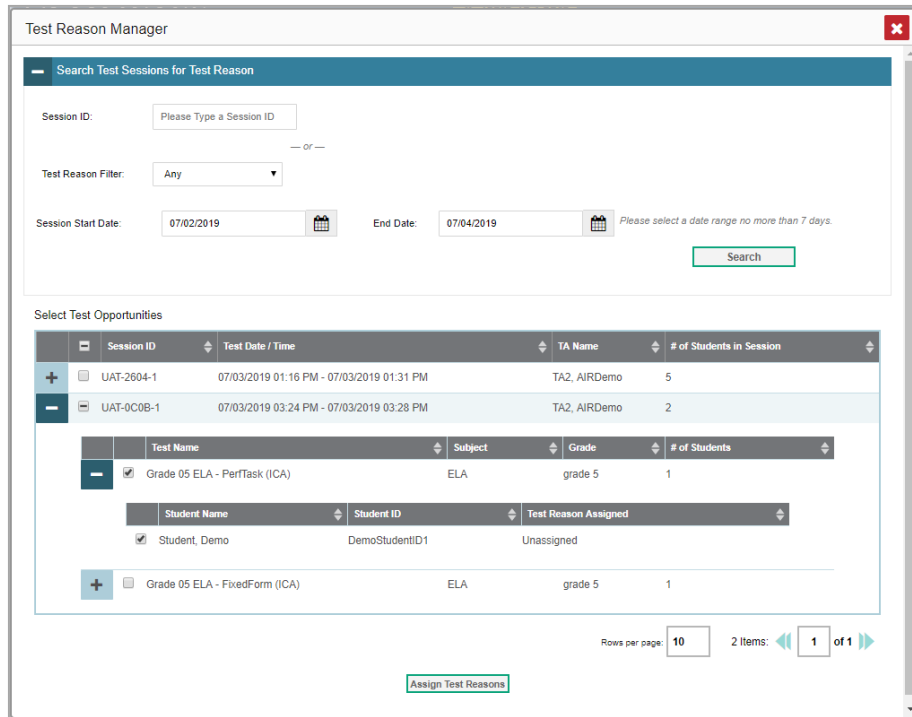
Table 41. Test Reason Manager Window Elements

#	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**.

4. 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.

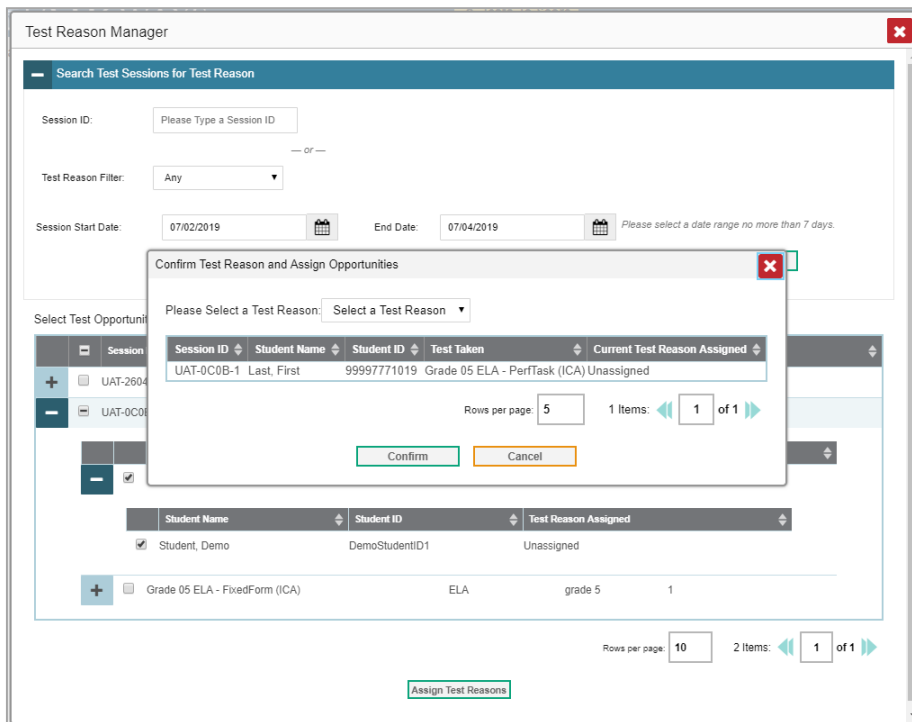
Figure 88. Test Reason Manager Window: Select Test Opportunities



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.

- In the window that appears (see [Figure 89](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 89. Confirm Test Reason and Assign Opportunities Window



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.

Figure 90. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Summative Mathematics Grade 3	Summative	3	Spring 2021 (Summative)	4	2265 ± 16	Percent Count: 100% 4	06/07/2021
Smarter Summative ELA/Literacy Grade 3	Summative	3	Spring 2021 (Summative)	4	2226 ± 14	Percent Count: 100% 4	03/23/2021
Smarter Summative Mathematics Grade 8	Summative	8	Spring 2021 (Summative)	1	2266	Percent Count: 100% 1	03/23/2021
Smarter Summative ELA/Literacy Grade 8	Summative	8	Spring 2021 (Summative)	1	2396	Percent Count: 100% 1	03/22/2021
Smarter Summative Mathematics Grade 4	Summative	4	Spring 2021 (Summative)	2	2238 ± 20	Percent Count: 100% 2	03/15/2021
Smarter Summative Mathematics Grade 4	Summative	4	Spring 2021 (Summative)	1	2236	Percent Count: 100% 1	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.



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

Figure 91. Teacher View: Performance on Tests Report

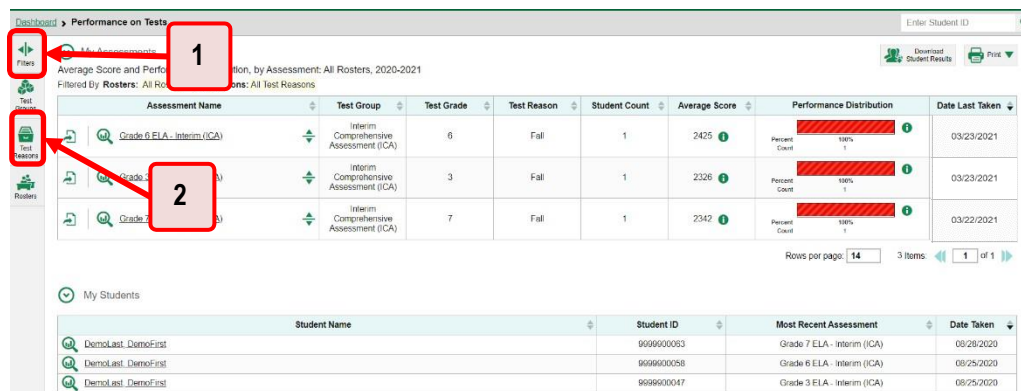


Table 42. Teacher View: Performance on Tests Report Elements

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

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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

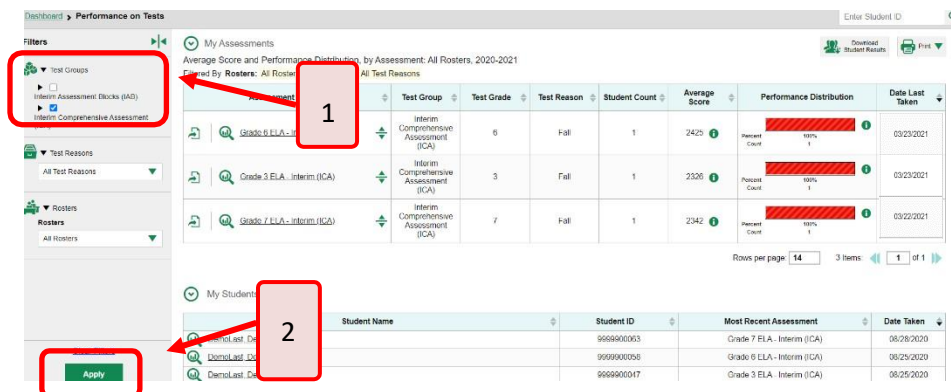


Table 43. Teacher View: Performance on Tests Report Elements

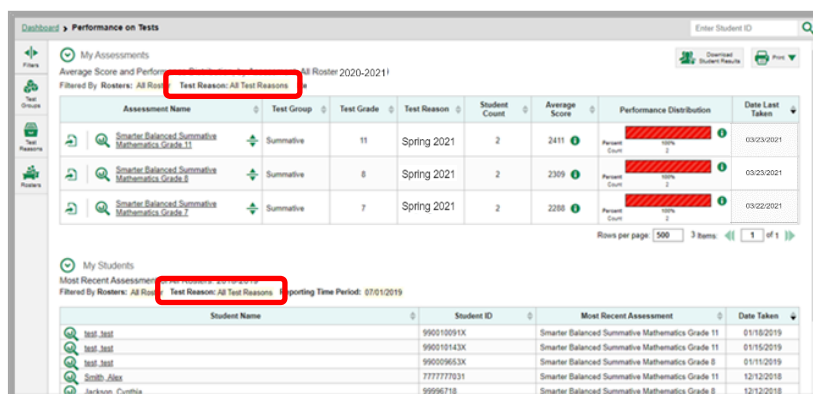
#	Element
1	Test Reasons drop-down list
2	Apply button and Clear Filters

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.

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

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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  (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

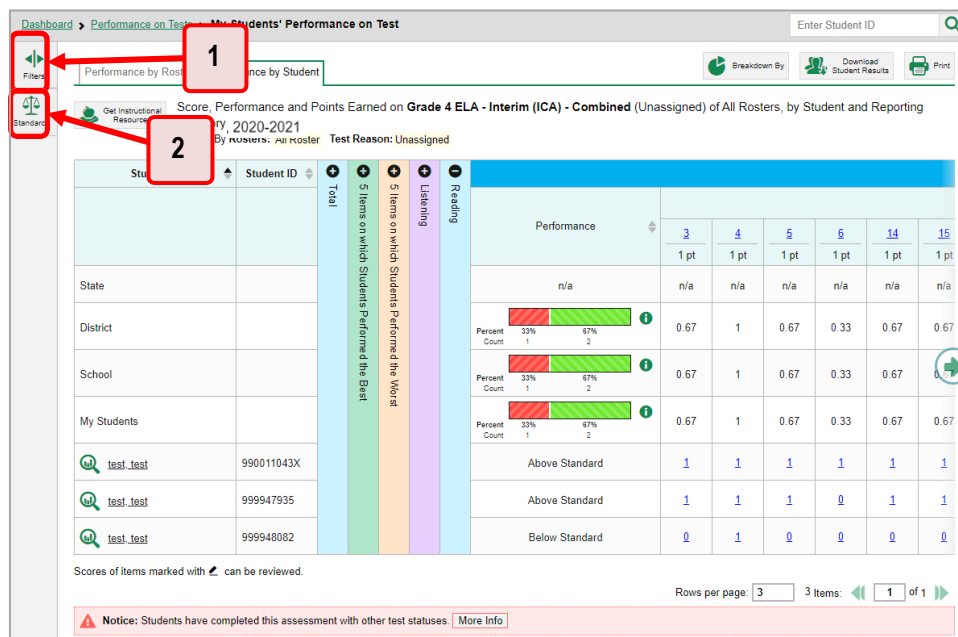


Table 44. My Students’ Performance on Test Report: Performance by Roster Tab Elements

#	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

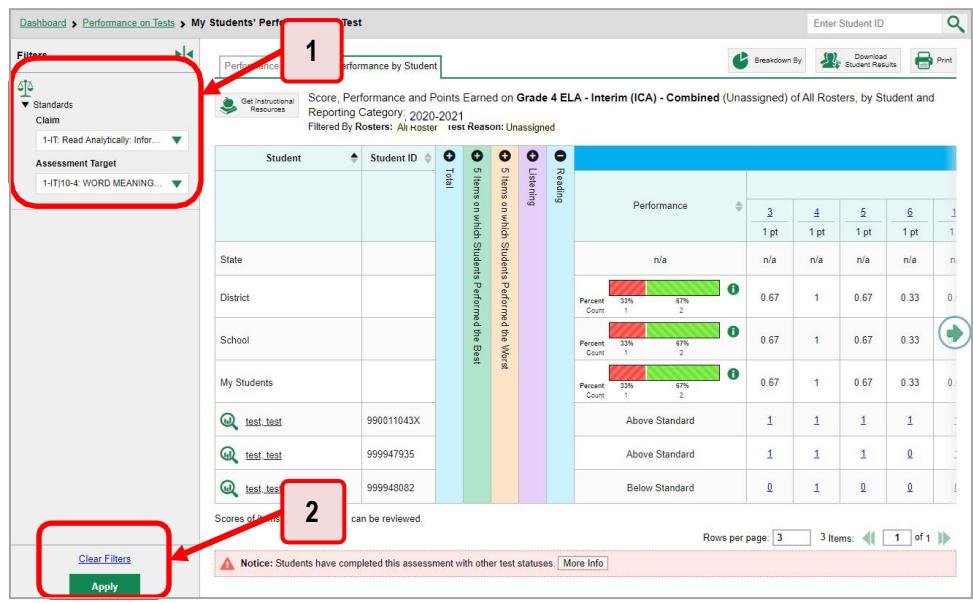


Table 45. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Standards drop-down lists
2	Apply button and Clear Filters

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.

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

Figure 96. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard

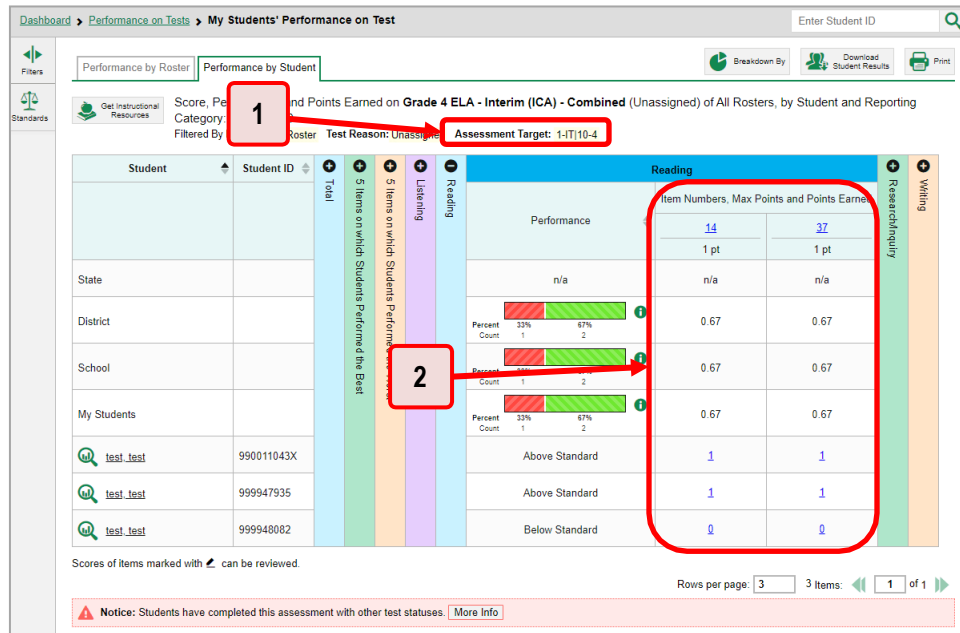


Table 46. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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


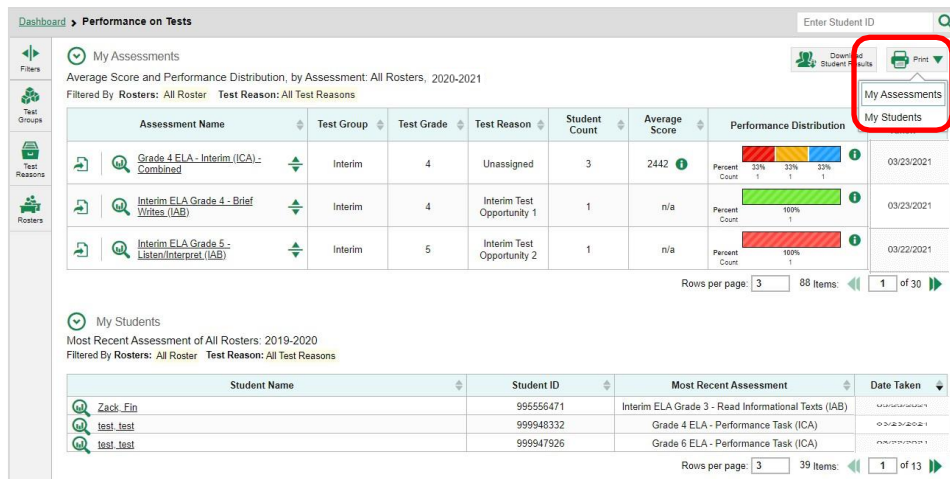
1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see [Figure 97](#)).

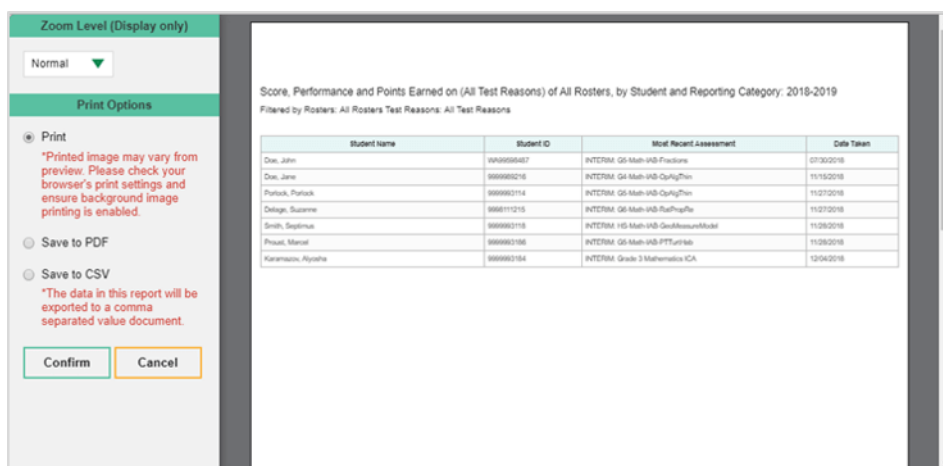
Figure 97. Teacher View: Performance on Tests Report with Expanded Print Menu



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



- 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.

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

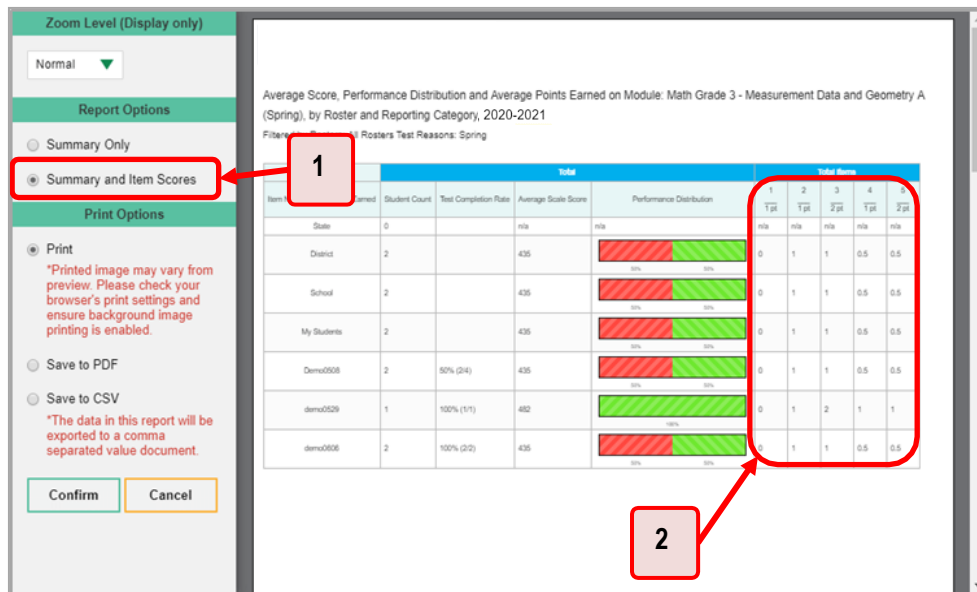


Table 47. Print Preview Page Elements

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

- Do one of the following under the *Print Options* section:
 - To print the report, select the **Print** radio button.
 - To download a PDF version of the report, select **Save to PDF**.
 - Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student’s responses.
 - Select an option from the **Page Layout** drop-down list that appears.
 - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
- Click **Confirm**.

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

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


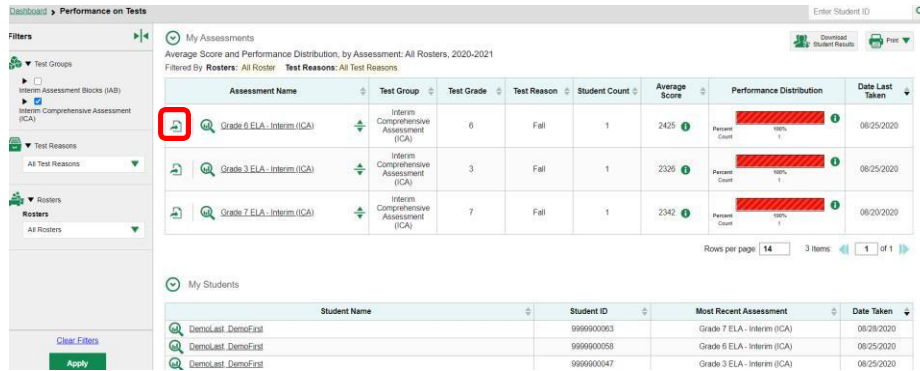
1. Click  to the left of the name of the assessment whose report you wish to export (see [Figure 100](#)).

Figure 100. Teacher View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 6 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	6	Fail	1	2425	Percent Count: 100% 1	08/25/2020
Grade 3 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	3	Fail	1	2326	Percent Count: 100% 1	08/25/2020
Grade 7 ELA - Interim (ICA)	Interim Comprehensive Assessment (ICA)	7	Fail	1	2342	Percent Count: 100% 1	08/20/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
DemoLast_DemoFirst	9999900063	Grade 7 ELA - Interim (ICA)	08/28/2020
DemoLast_DemoFirst	9999900058	Grade 6 ELA - Interim (ICA)	08/25/2020
DemoLast_DemoFirst	9999900047	Grade 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

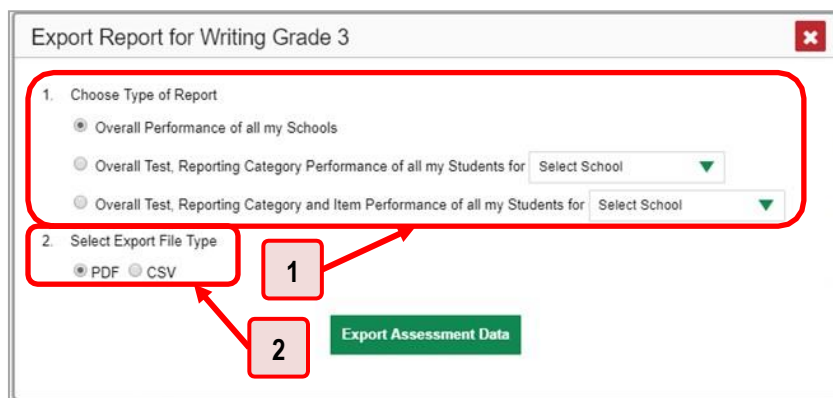


Table 48. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

- **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.

Figure 102. Teacher View: Export Report Window

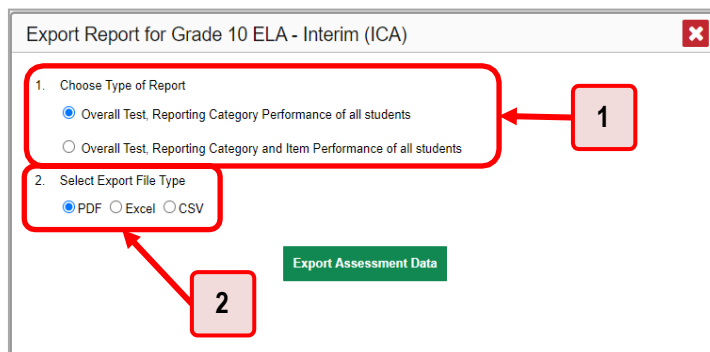


Table 49. Teacher View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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.

Appendix

Appendix sections are alphabetized for your convenience.

C

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

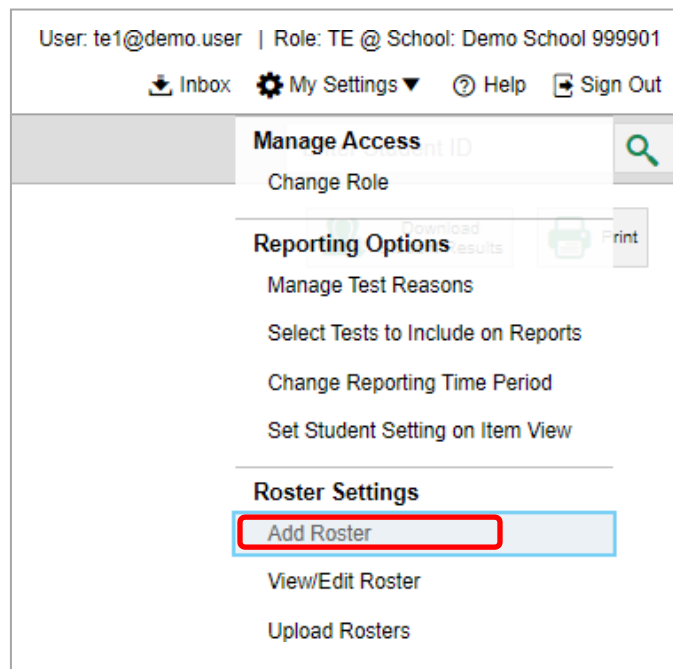


Figure 104. Roster Manager Window: Add Roster Form

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

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- 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

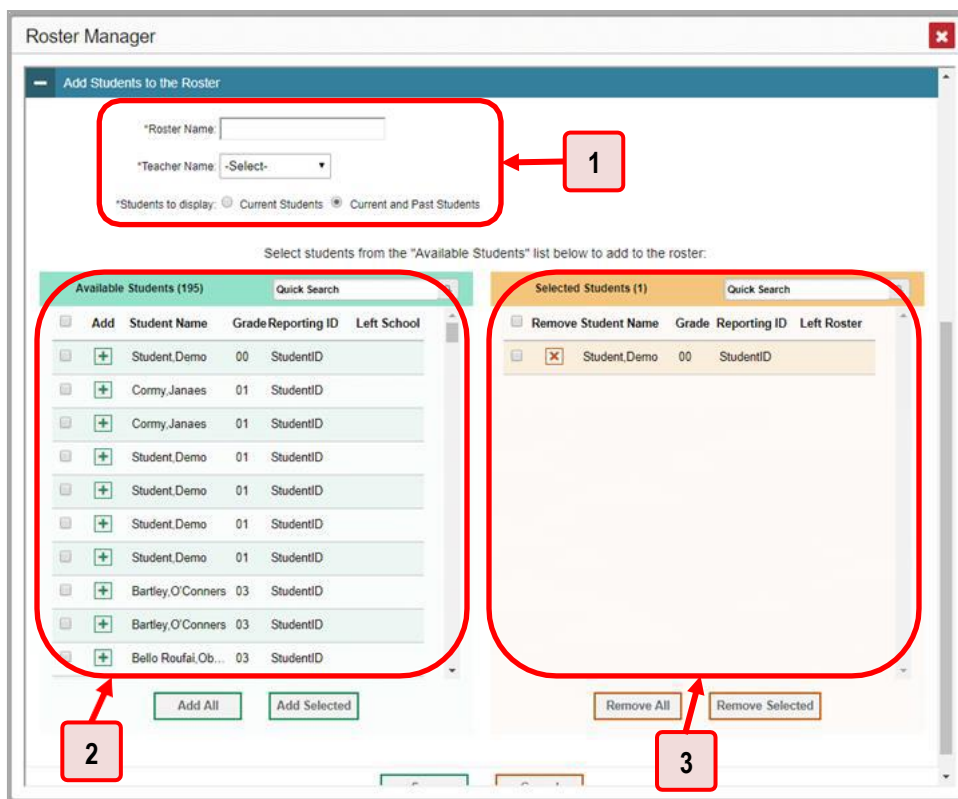




Table 50. Roster Manager: Add Roster Form Elements

#	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:

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

How 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 [Figure 107](#)). The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see [Figure 108](#)).

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

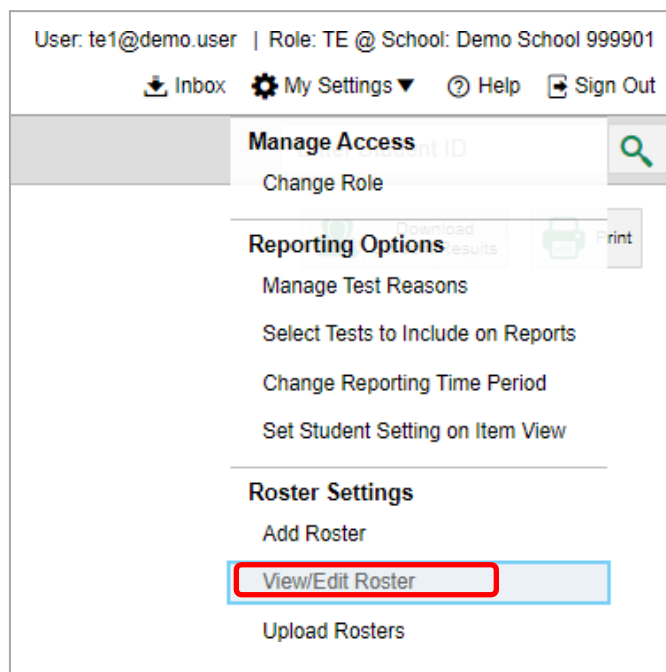
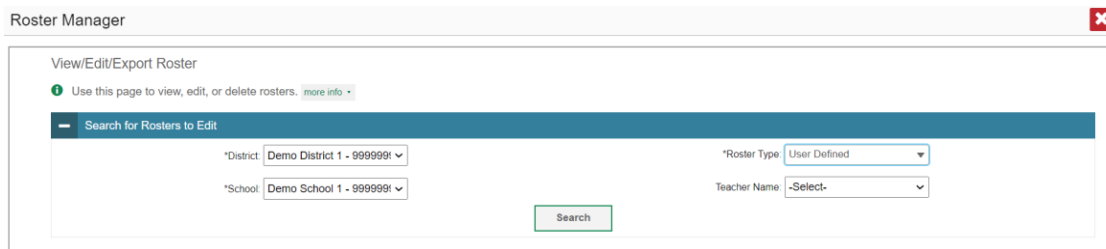
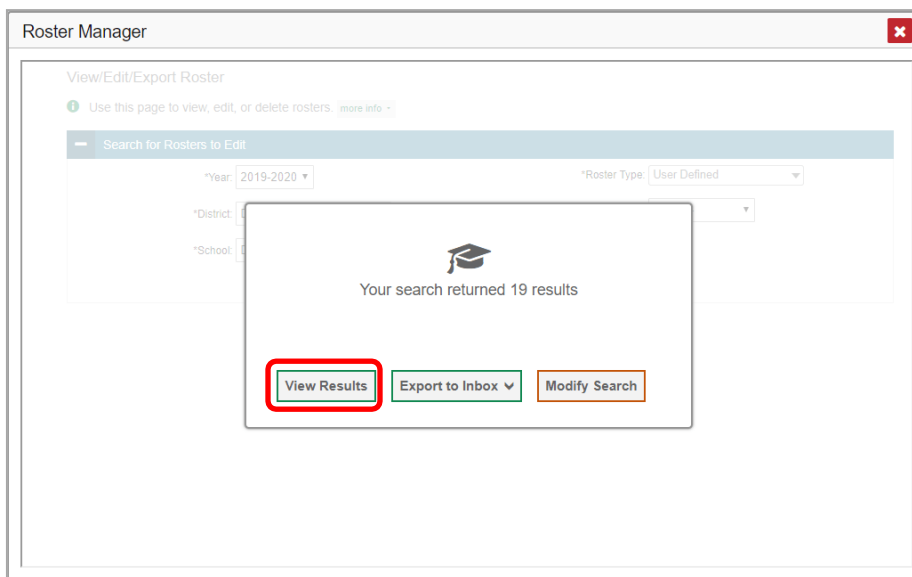


Figure 108. Roster Manager Window: View/Edit/Export Roster Form



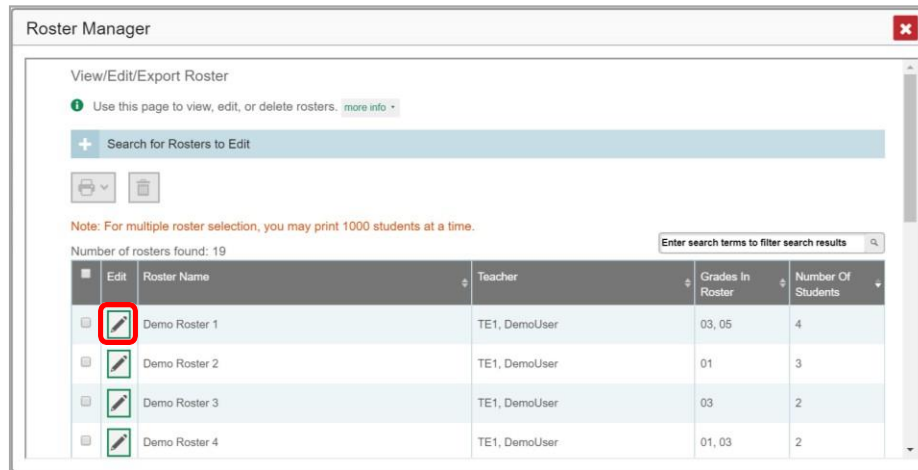
2. In the *Search for Rosters to Edit* panel (see [Figure 108](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 109](#)). Click **View Results** to view the results in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


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



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

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



5. In the list of retrieved rosters, click  for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
- If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - 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.
 - Optional:* In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.
 - Optional:* In the *Advanced Search* panel, select additional criteria:
 - From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - In the related fields, select the additional criteria.
 - Click **Add**.
 - Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
 - 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](#).

Figure 111. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

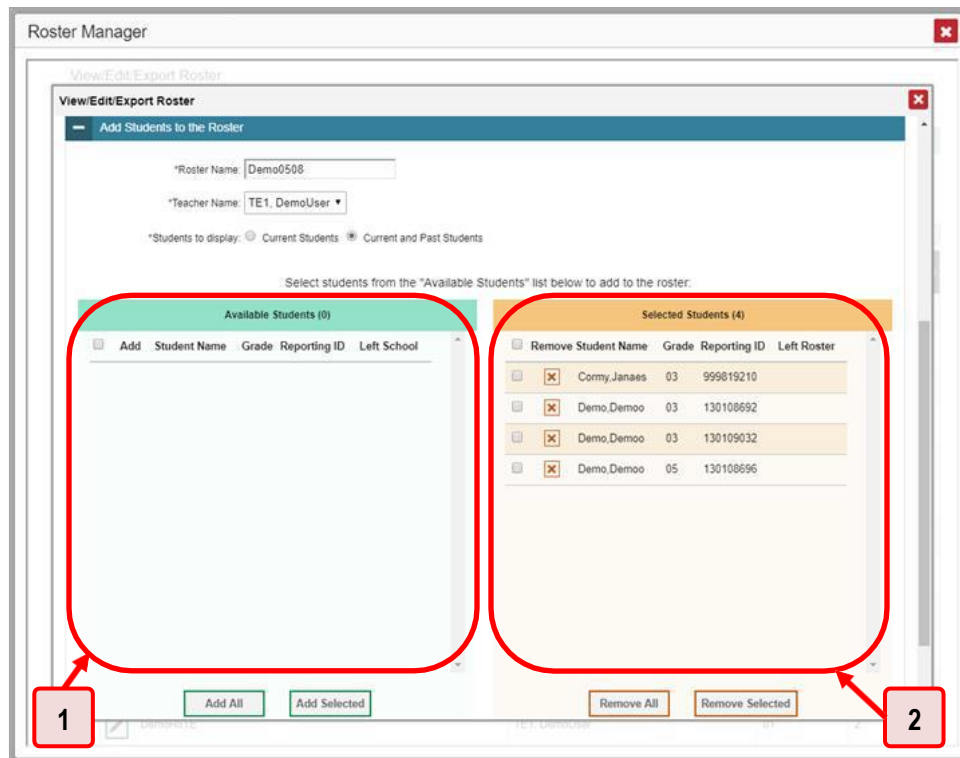




Table 51. Roster Manager Window: View/Edit/Export Roster Form Elements

#	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:
- In the *Roster Name* field, enter a new name for the roster.
 - From the **Teacher Name** drop-down list, select the roster's new teacher.
 - 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.
 - 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.

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

1. 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 Banner with Expanded My Settings Menu

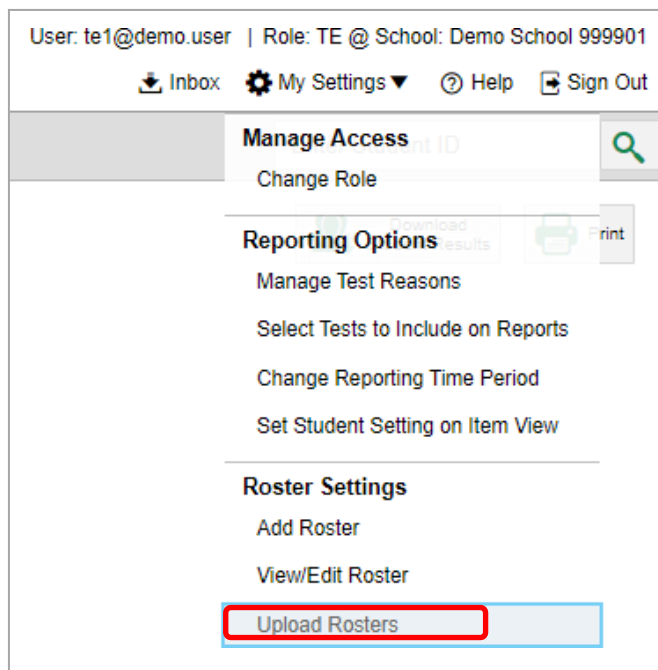


Figure 113. Roster Manager Window: Upload Rosters: Upload Page

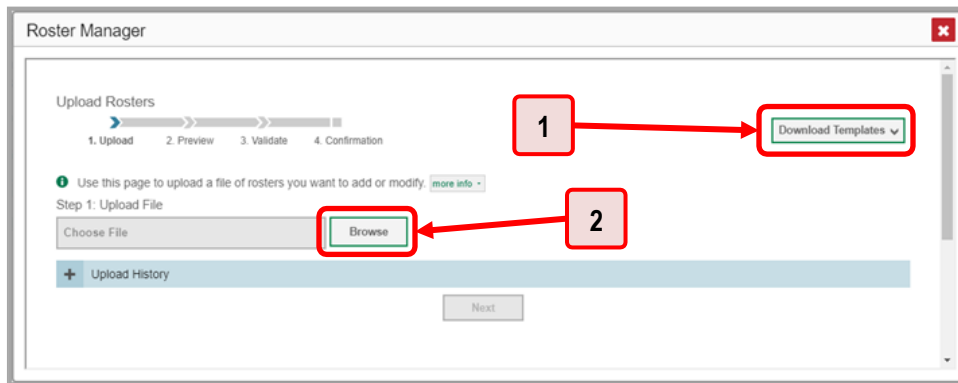
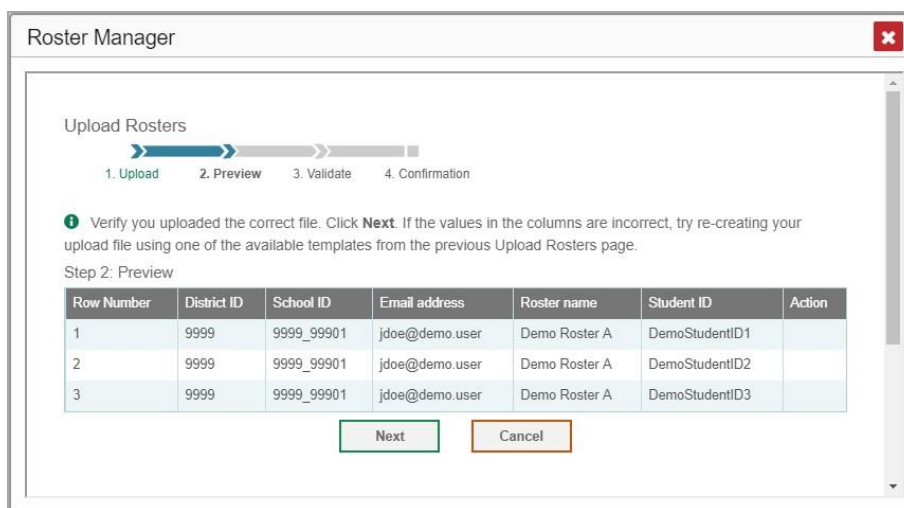


Table 52. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	Download Templates menu button
2	Browse button

- On the Upload Rosters: Upload page (see [Figure 113](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
- Open the template file in a spreadsheet application.
- Fill out the template and save it.
- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 114](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 114. Roster Manager Window: Upload Rosters: Preview Page



- Click **Next** to validate the file.



Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 115](#)). 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 115. Roster Manager Window: Upload Rosters: Validate Page

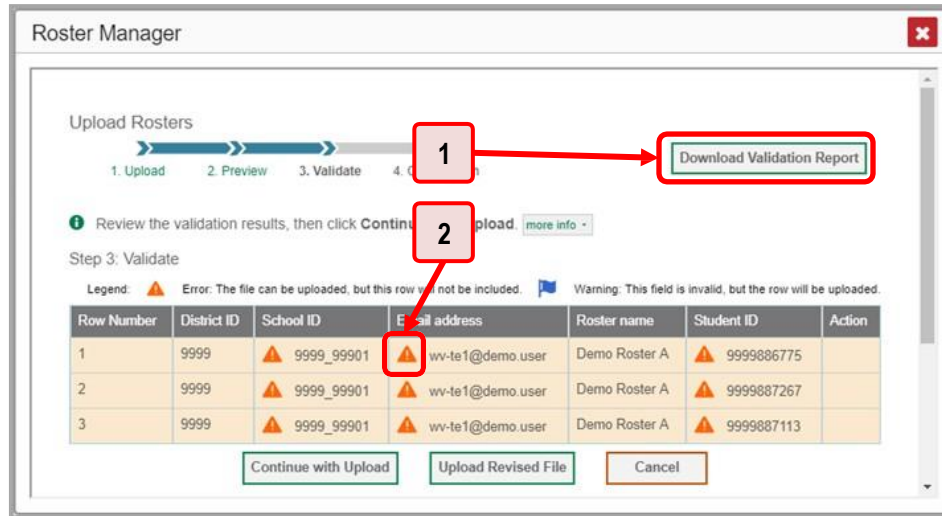


Table 53. Roster Manager Window: Upload Rosters: Validate Page Elements

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

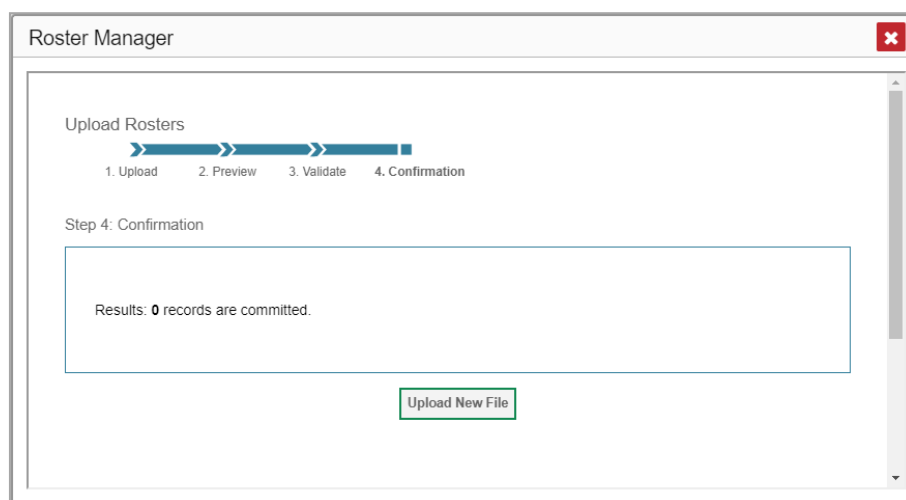
- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

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.

- 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 [Figure 116](#)), displaying a message about how many records (rows) were committed.

Figure 116. Upload Rosters: Confirmation Page



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

[Table 54](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 54. Columns in the Rosters Upload File

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.

*Required field.

Condition Codes

[Table 55](#) provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student’s response.

Table 55. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Human	Insufficient Text	<ul style="list-style-type: none"> The student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ELA/literacy: Language other than English. Mathematics: Language other than English or Spanish.
Human	Off Purpose	<ul style="list-style-type: none"> For ELA Full Writes only: <ul style="list-style-type: none"> 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.

Source of Code	Condition Code	Description
Human	Off Topic	<ul style="list-style-type: none"> For ELA Full Writes only: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	<ul style="list-style-type: none"> The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none"> The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	<ul style="list-style-type: none"> The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> The response is in a language other than English or Spanish.

H

Help

The Reporting System includes an online user guide.

Reporting System User Guide

How to Access the Online User Guide

In the banner (see [Figure 117](#)), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 117. Banner



I

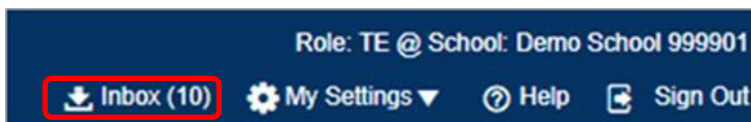
Inbox

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

Figure 118. Banner



1. In the banner (see [Figure 118](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 119](#)). By default, the Inbox window displays the **View Documents** tab.

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

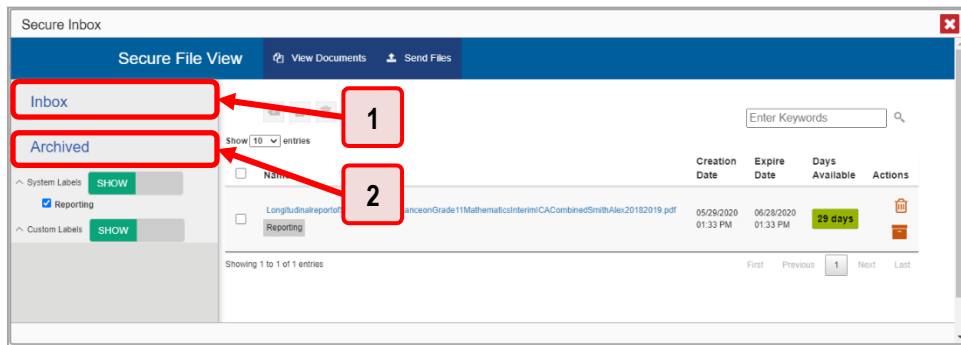


Table 56. Secure Inbox Window: View Documents Tab Elements

#	Element
1	Inbox sub-tab
2	Archived sub-tab

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

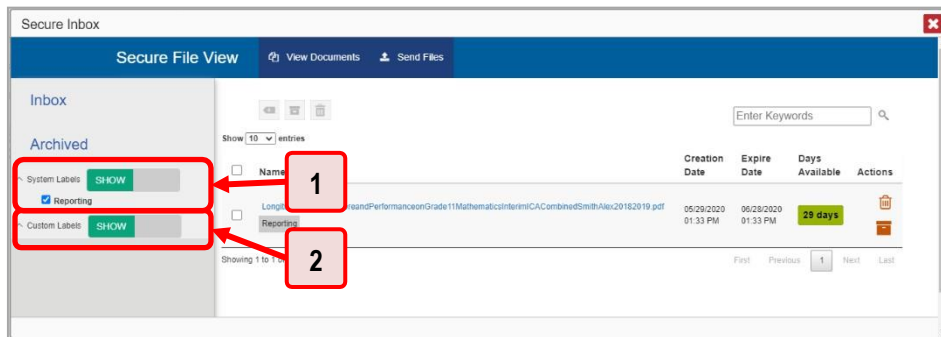



Table 57. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

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

3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.

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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 120](#)).
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 [Figure 120](#)).

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

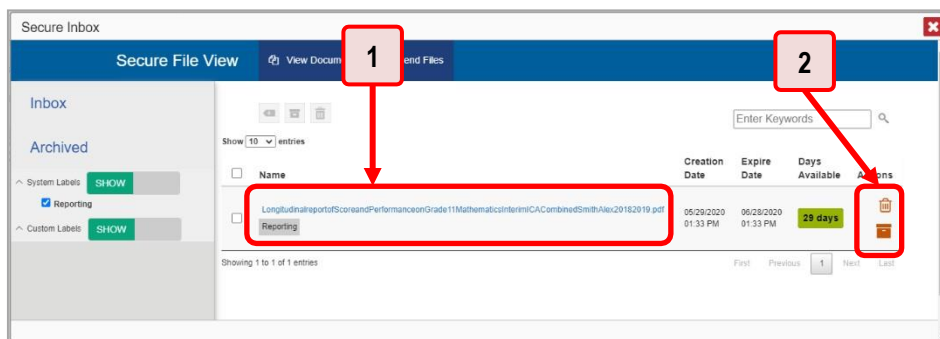







Table 58. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	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 unarchive a file, click . The file is moved back to the main Inbox.
 - To delete a file, click  (see [Figure 121](#)).

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

Reporting System User Guide

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

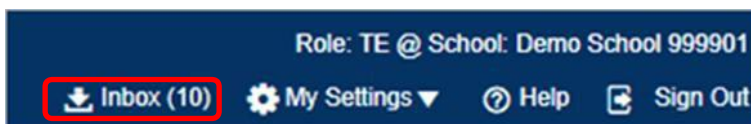
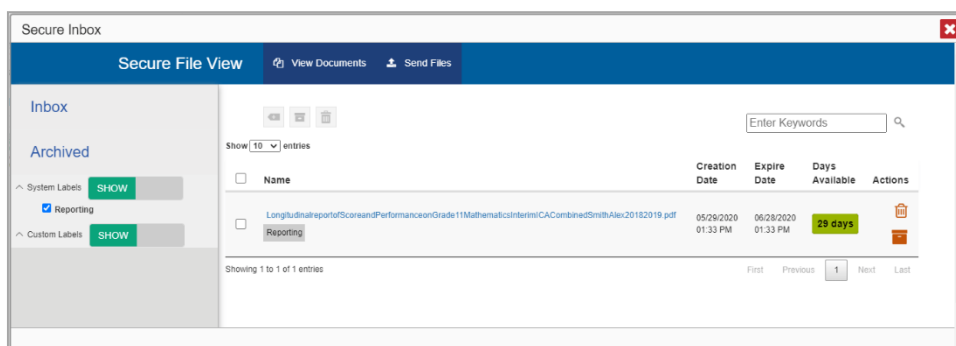


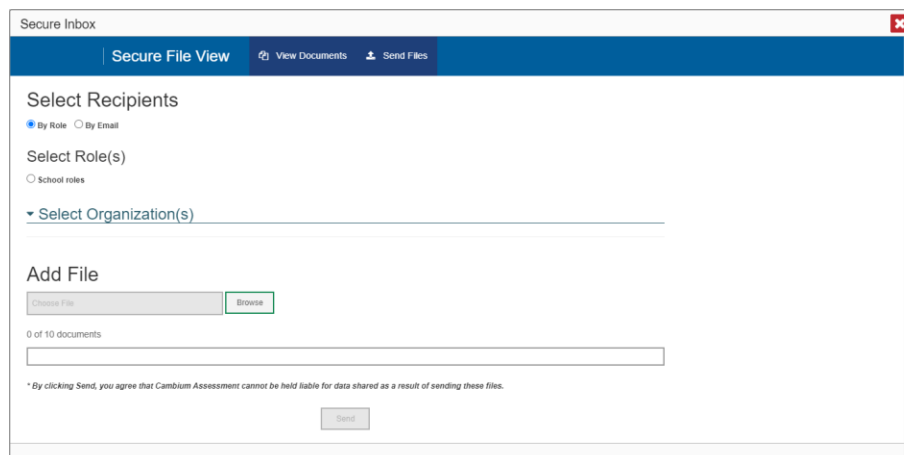
Figure 123. Secure Inbox Window: View Documents Tab



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](#).

Figure 124. Secure Inbox Window: Send Files Tab



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- 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.
- 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

- 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 Files Tab

- If you selected **By Role** in step 3, 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.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

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10. Select **Send**.

L

Login Process

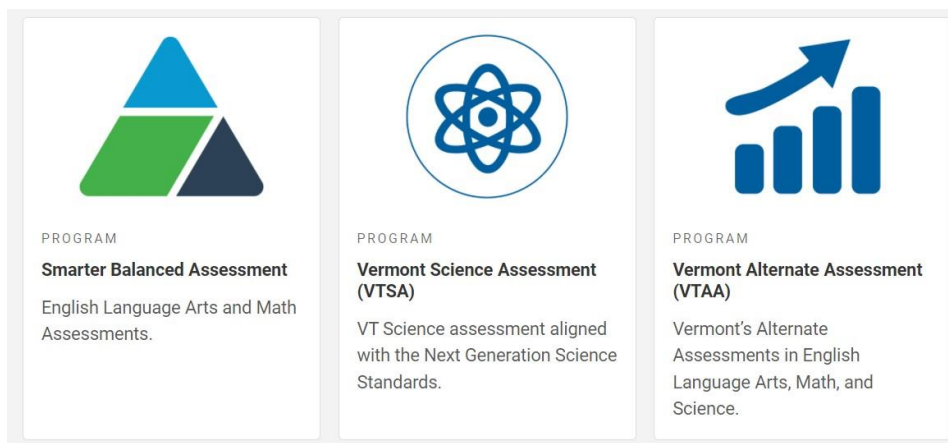
This section describes how to log in to the Reporting System.

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

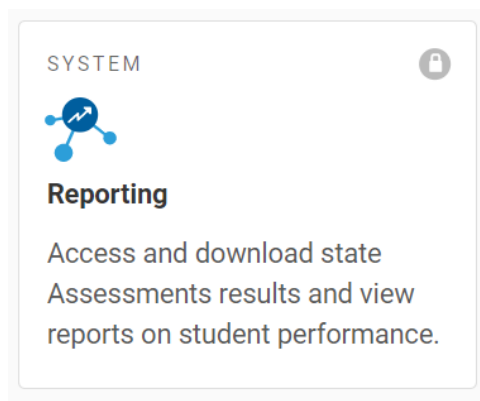
1. Navigate to the portal.
2. Select your user assessment from the cards displayed (see [Figure 127](#)).

Figure 127. Assessment Cards



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

Figure 128. Reporting Card



4. On the login page (see [Figure 129](#)), enter the email address and password you use to access all CAI systems.

Figure 129. Login Page

- a. Click **Secure Login**.
- b. If the Enter Code page appears (see [Figure 130](#)), 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

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 [Figure 132](#)). To activate your account, you must set your password within 15 minutes.

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

- If your first temporary link expired:
In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:
On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 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.

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- Additional help:

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

M

Multiple Interim Test Opportunities

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




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  appears next to the most recent opportunity. Previous opportunities are marked with numbers , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.

Figure 133. School Performance on Test Report: Performance by Student Tab

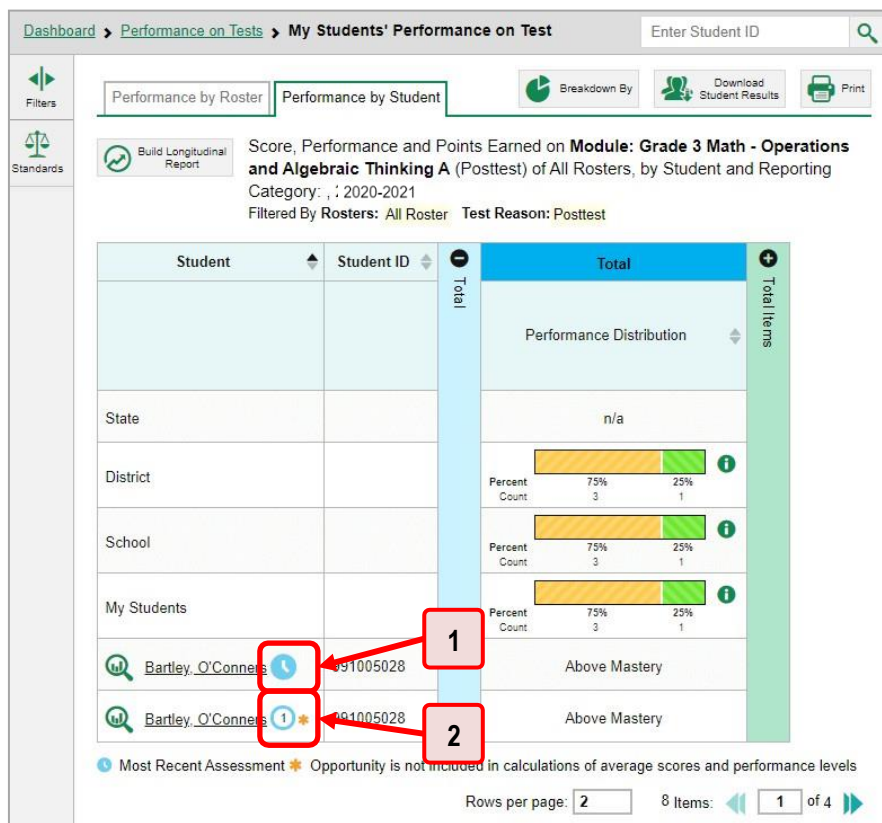



Table 59. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

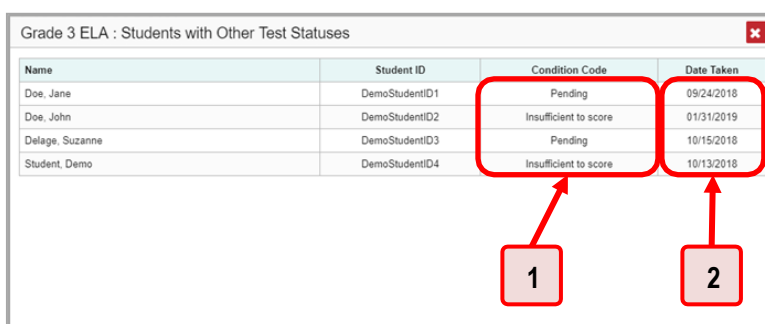
N

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  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 [Figure 134](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 134. Students with Other Test Statuses Window



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

Table 60. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

P

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-

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

- Percent proficient, also shown in some aggregate reports (see [Figure 135](#)), 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

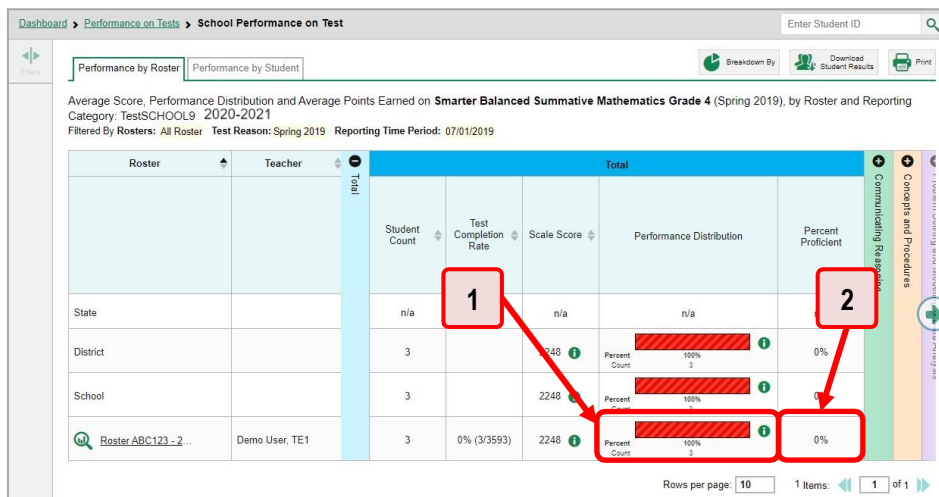


Table 61. School-Level User View: School Performance on Test Report Elements

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

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


In a report, click the more information button  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

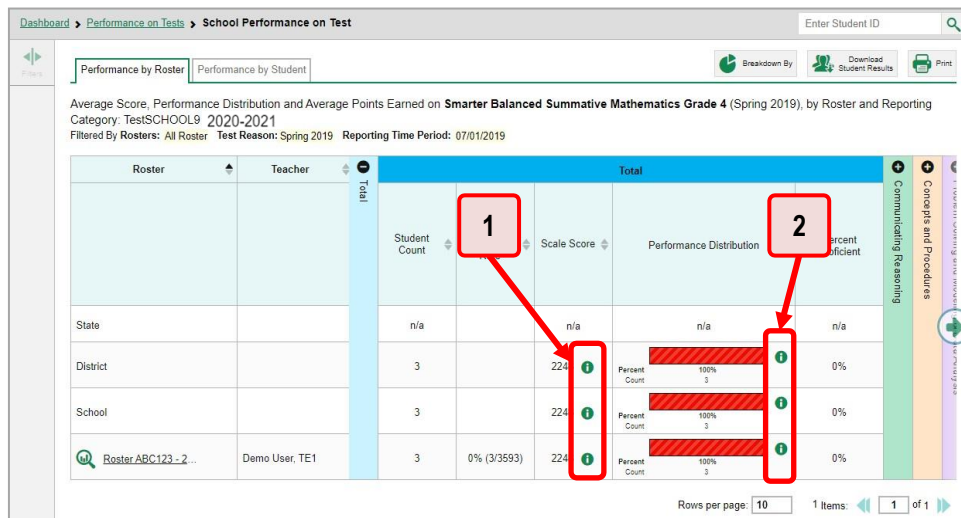


Table 62. School-Level User View: School Performance on Test Report Elements

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

A legend appears (see [Figure 137](#) and [Figure 138](#)), explaining what the scores or performance levels indicate.

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

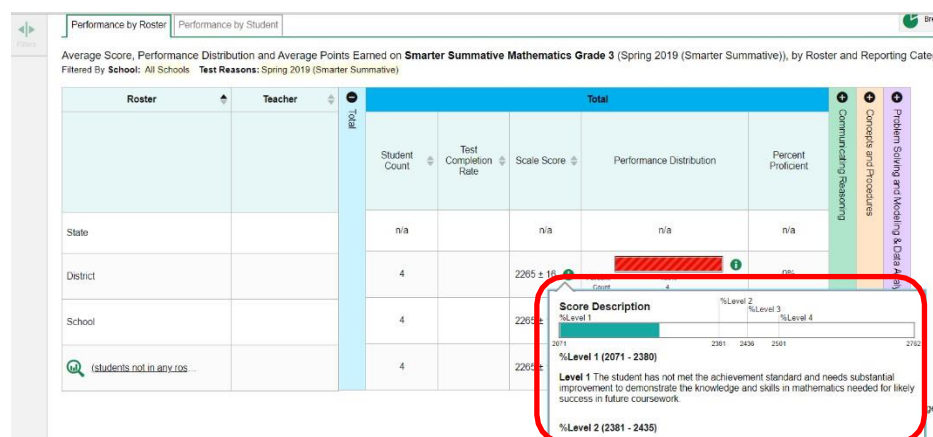
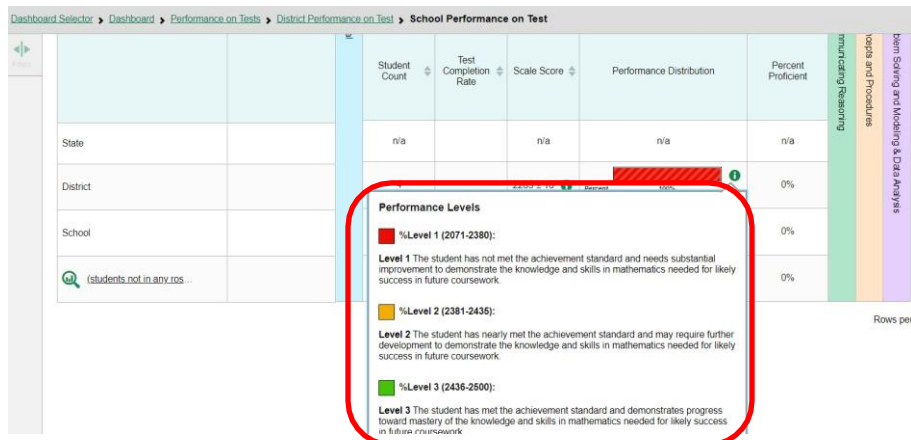


Figure 138. My Students' Performance on Test Report with Expanded Performance Distribution Legend





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

R

Report Tables

How to Sort a Table



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

How 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  at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field  at the lower-right corner of the table.

How 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](#)).

- 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 report?

State View District View

- 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.
- 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

Summative

ELA

- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11

Math

View

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The state dashboard appears, looking similar to a Performance on Tests report (see [Figure 141](#)). 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

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
INTERIM: G3-ELA-IAB-Revise	Unassigned	1	n/a	Percent Count: 100% 1	03/24/2021
INTERIM: G3-ELA-IAB-Brief/Writ	Unassigned	1	n/a	Percent Count: 100% 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).

- 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**.
- 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.
- 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.

- Log in to Reporting. The Dashboard Selector page appears.
- From the state and district options, select **District View** (see [Figure 142](#)).
- 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.
- Select **View**.

Figure 142. State-Level User View: Dashboard Selector Page

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.

T

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  in 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.

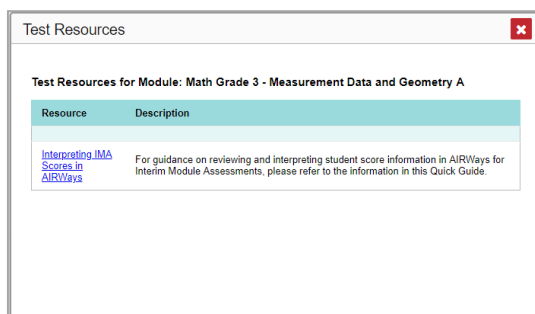
Figure 143. My Students' Performance on Test Report: Performance by Student Tab

Roster	Total	Student Count	Test Completion Rate	Scale Score	Performance Distribution
State		n/a		n/a	n/a
District		7		2716	Percent: 14% Count: 1 86% 6
School		7		2716	Percent: 14% Count: 1 86% 6
My Students		7		2716	Percent: 14% Count: 1 86% 6
Roster		2	1% (2/156)	2521	Percent: 50% Count: 1 50% 1

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A window opens (see [Figure 144](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 144. Test Resources Window



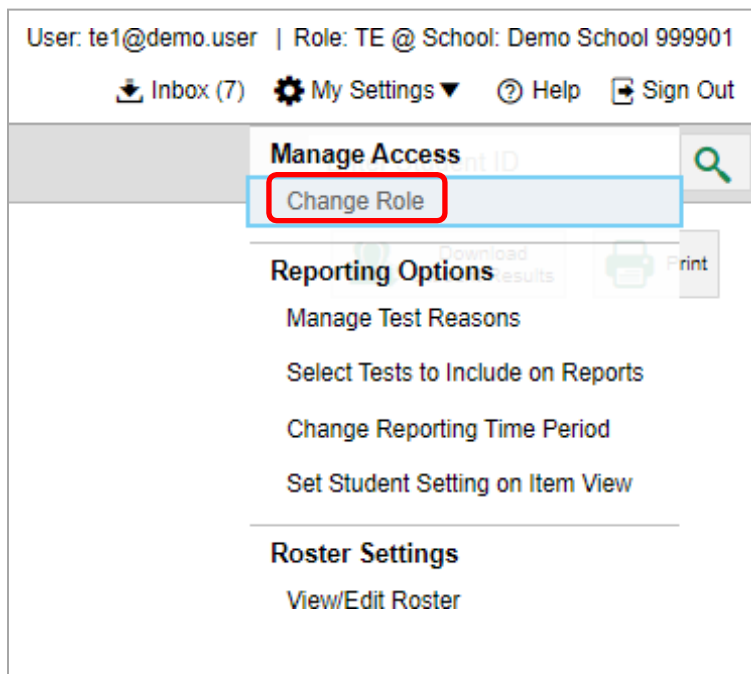
U

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



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).