

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 and Interims](#)
- [Appendix](#)

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](#)

Key Changes

The list below describes key changes to the document for the 2021-2022 school year.

- Expanded document to include information on both interim and summative reporting.
- In "How to Log in to the Reporting System" section, added step for the Terms and Conditions page that may appear.
- In "User Support" section, updated the examples of OS and browser versions.
- In "How to Access Item-Level Data", added comment about suppression of item view for some roles.

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.

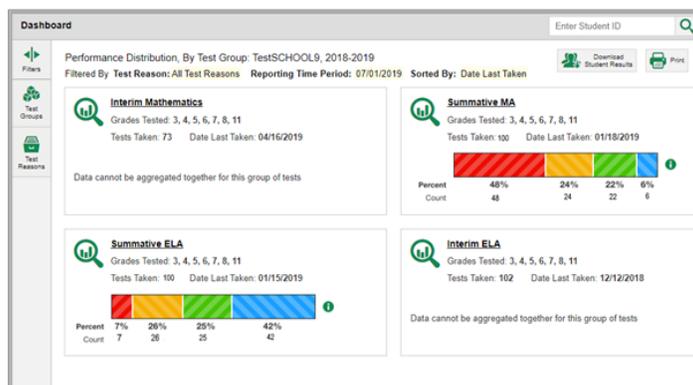
How to Use the Dashboard to View Aggregate Test Results

All users except state-level users see the standard dashboard. It 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 first card shown in [Figure 1](#) is for Interim Assessment Blocks (IAB) Math).

Each aggregation card displays the test group name, a list of grades included, the number of tests taken 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 **i** button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 1. Teacher View: Dashboard



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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.

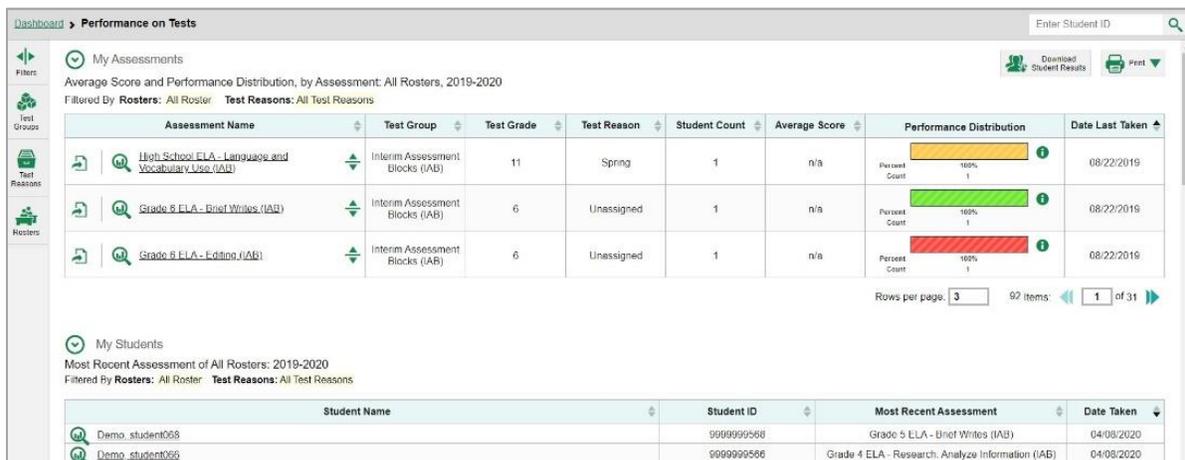
How to View More Detailed Data on a Particular Test Group

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.

In the Performance on Tests report, teachers see two tables, as in [Figure 2](#):

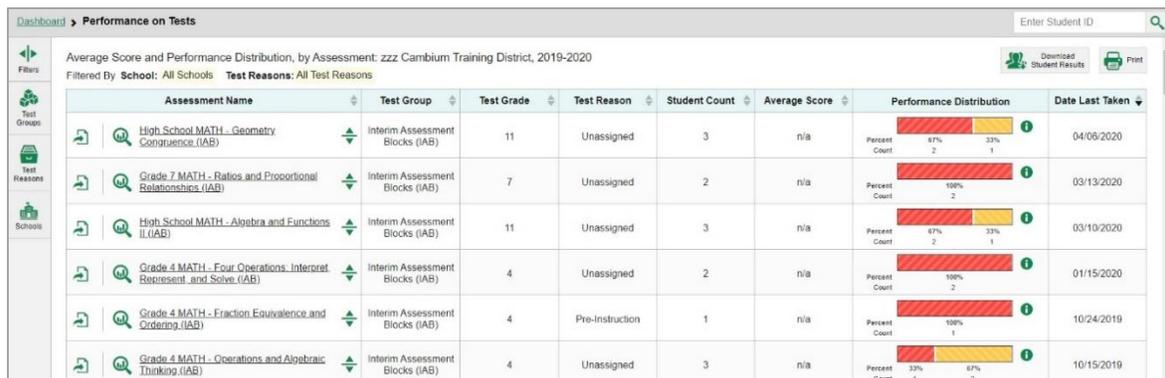
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 2. Teacher View: Performance on Tests Report



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. District-Level User View: Performance on Tests Report



For each test, the assessments table (see [Figure 2](#)) shows the test group, test 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. 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.

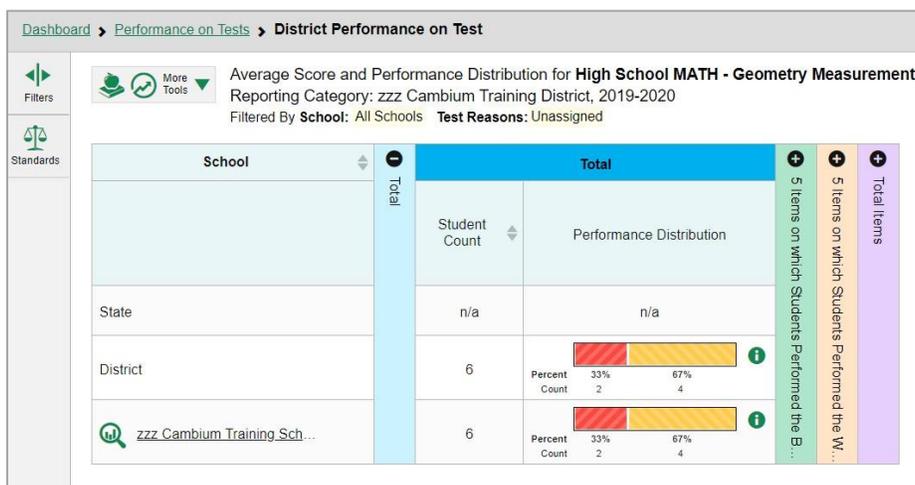
For District-Level Users: How to View Test Results for a District on a Particular Test

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 4](#)).

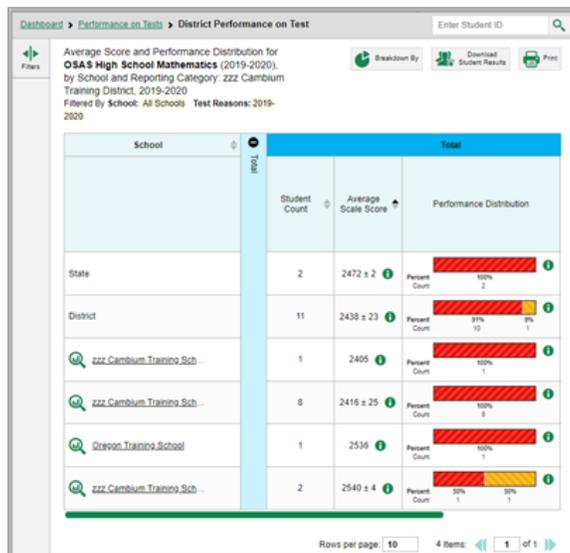
Figure 4. District Performance on Test Report



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 5](#)).

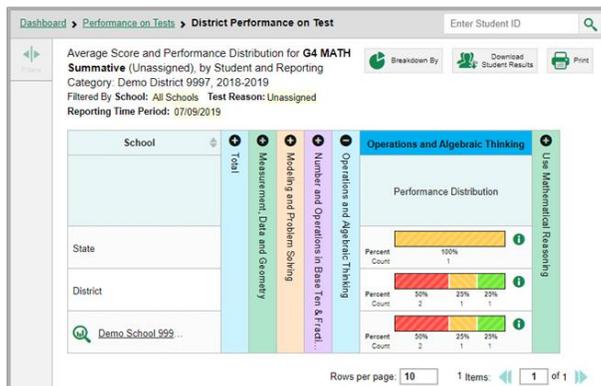
Figure 5. District Performance on Test Report Sorted by Score



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

Click the vertical section bars to expand the reporting category sections (as in [Figure 6](#)).

Figure 6. District 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:

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

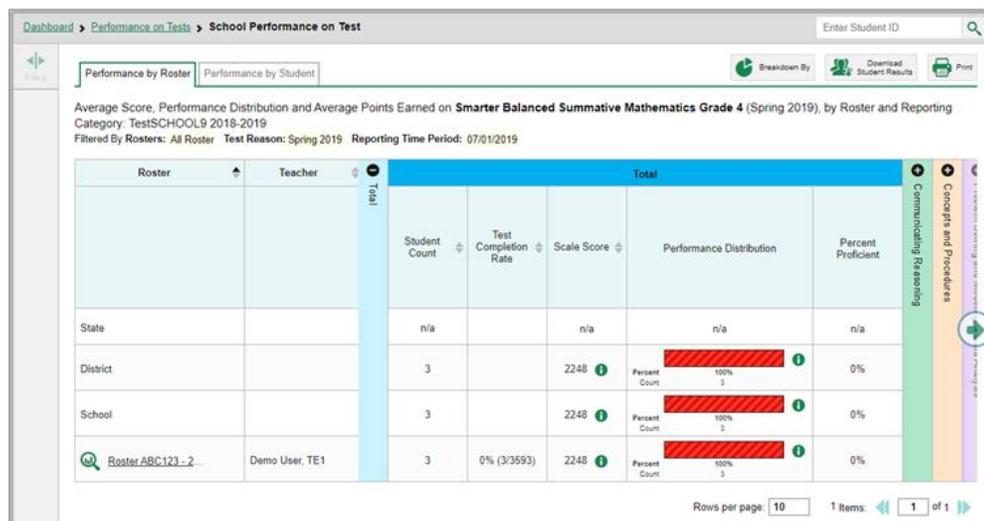
District-level users:

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

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

The **Performance by Roster** tab is open by default, as in [Figure 7](#).

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



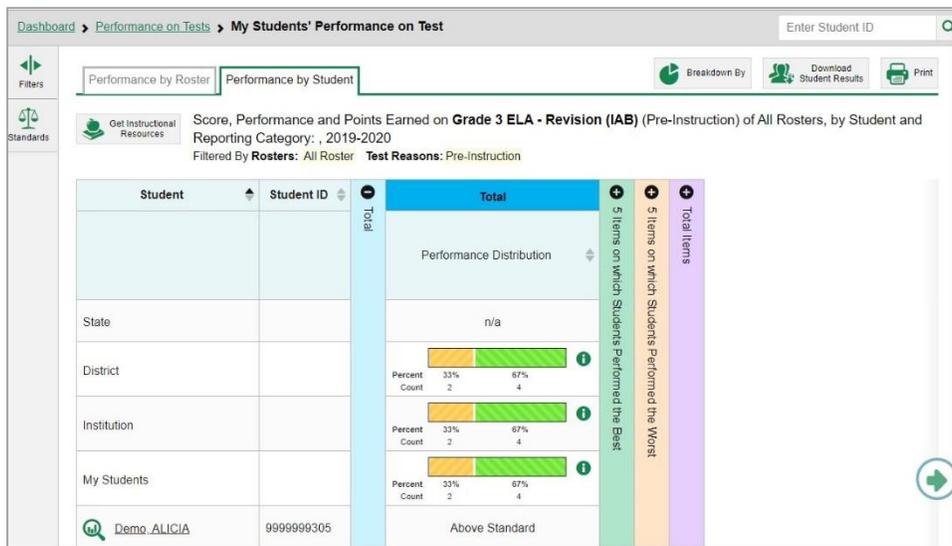
For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

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 8](#). 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.

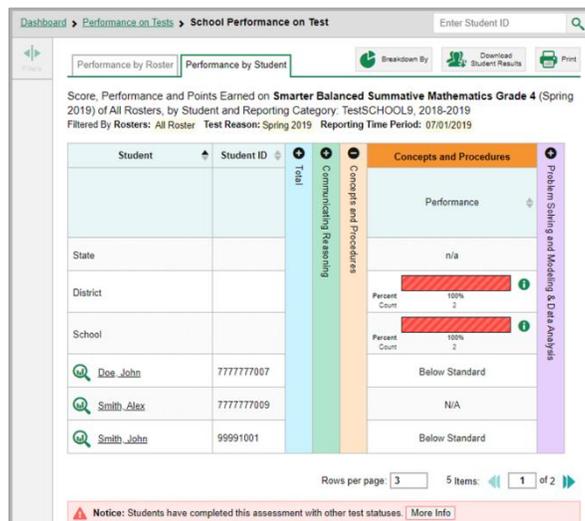
Figure 8. School Performance on Test Report: Performance by Student Tab



To see which students performed best, click the score or Performance Distribution 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 9](#).

Figure 9. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category 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 to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (see [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:

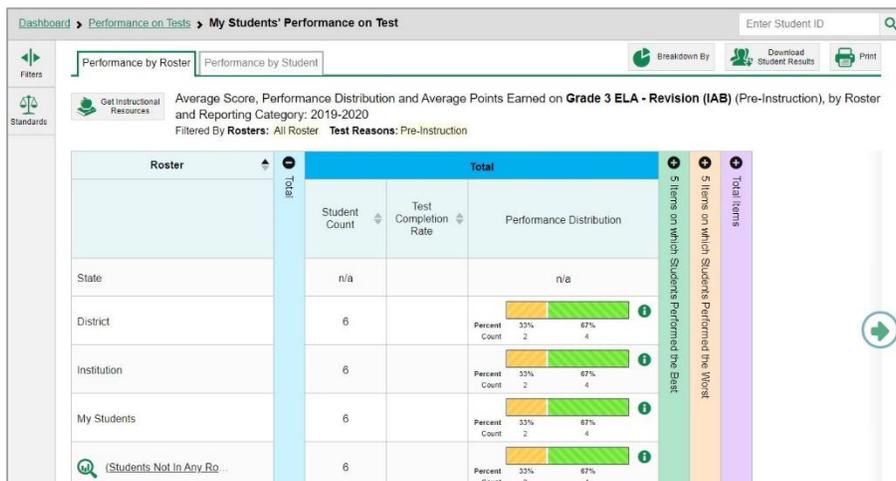
1. From the dashboard that appears when you log in, click a test group name (or  beside it).
4. Click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance 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).
5. Click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
6. 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 10](#) 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 10. My Students' Performance on Test Report: Performance by Roster Tab

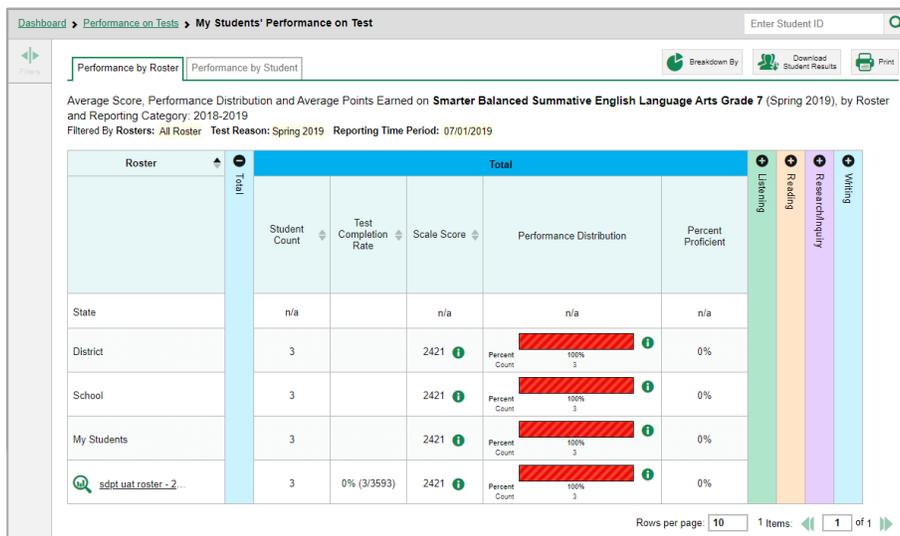


How to See Which Classes (Rosters) Performed Well on This Assessment

To see which classes performed best on the test, do either of these things (see [Figure 11](#)):

- 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 11. My Students' Performance on Test Report: Performance by Roster Tab



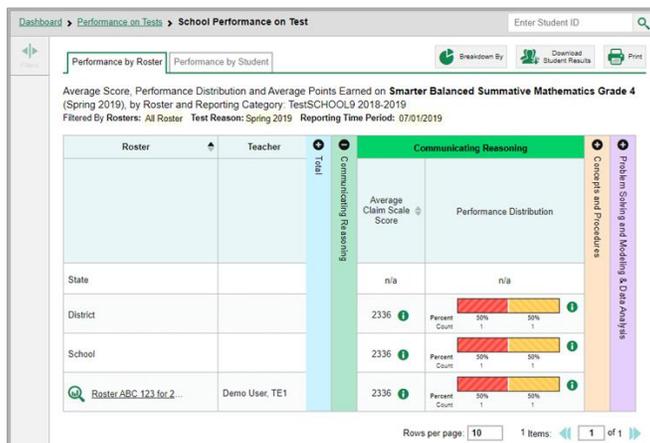
How to See Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 11](#)).

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

Figure 12. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section



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 or claims (groups of standards).

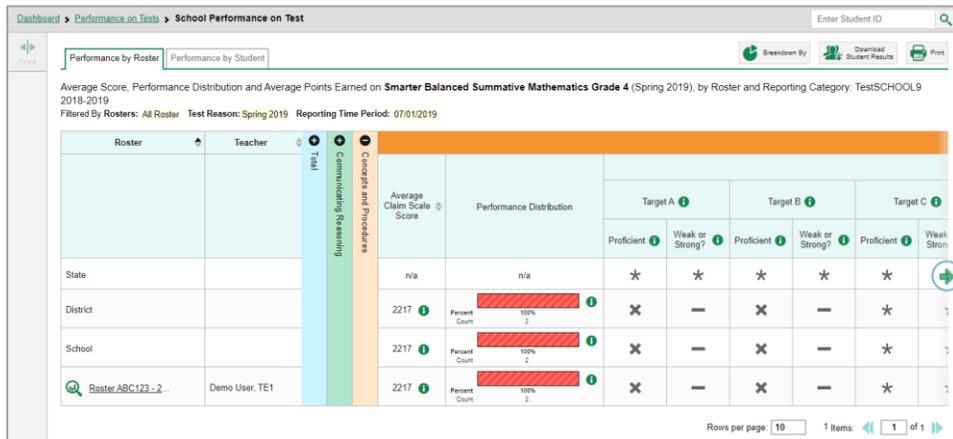
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The Targets sub-section (shown in [Figure 13](#)) contains the following:

1. **Claims** within the reporting category.
 - a. **Targets** within each cluster.
 - i. **Measures** within each standard.

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

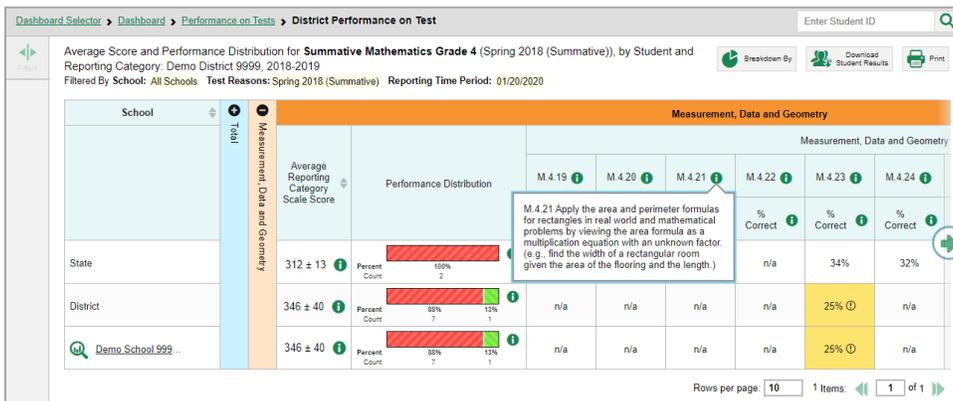
Figure 13. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section



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

2. **Weak or Strong?:** You may want to identify strengths and weaknesses in different targets 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 target compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.
3. **Proficient:** This column displays icons indicating whether students have on average attained proficiency in the assessment target.

Figure 14. District Performance on Test Report: Reporting Category Section



Each target column contains a sub-column displaying the performance measure % Correct (see [Figure 14](#)). It shows the average percentage of points students earned out of the maximum points possible in the target. A highlighted cell with a warning icon  indicates that students responded to enough items aligned to the target to detect a statistically significant weakness. 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 View and Interpret Writing Dimension Measures

Aggregate test results for some assessments may also include a **Writing Dimensions** section to the right of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed on different aspects of writing.

The **Writing Dimensions** section (see [Figure 15](#)) contains the following under the Essay header:

- **Essay type.** For example, Informative/Explanatory, Opinion, and Narrative.
 - **Writing dimension** within the essay type, as listed in item rubrics. For example, Purpose, Focus, and Organization; Evidence and Elaboration; and Conventions of Standard English.
 - **Point value.** A sub-column for each possible item point value for the writing dimension. Each point value sub-column displays the percentage of students who earned that number of points.

For each dimension, the lowest  and highest  point values are sometimes highlighted and marked with arrow icons in the rows with the highest percentages. This allows you to quickly identify groups of students who are performing well and those who may need additional support.

Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are “n/a” or are all the same.

Figure 15. District Performance on Test Report with Expanded Writing Dimensions Section

Dashboard > Performance on Tests > District Performance on Test

Average Score and Performance Distribution for OSAS Grade 8 English Language Arts (2019-2020), by School and Reporting Category:
z.z.z Cambium Training District, 2019-2020
Filtered By: School: All Schools Test Reasons: 2019-2020

School	Writing Dimensions																
	Essay																
	Elaboration								Conventions								
	Conventions			Elaboration					Purpose				Conventions				
	0 pt	1 pt	2 pt	0 pt	1 pt	2 pt	3 pt	4 pt	0 pt	1 pt	2 pt	3 pt	4 pt	0 pt	1 pt	2 pt	0 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	0%	100%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	100%
z.z.z Cambium Training Sch...	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	100%	100%
z.z.z Cambium Training Sch...	0%	100%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	n/a	n/a	n/a	n/a

Rows per page: 10 2 Items: 1 of 1

To learn about the highlighting and arrow icons, click the more information button **i** in the Essay header. A legend expands, as in Figure 16.

Figure 16. District Performance on Test Report with Expanded Legend

Dashboard > Performance on Tests > District Performance on Test

Average Score and Performance Distribution for OSAS Grade 8 English Language Arts (2019-2020), by School and Reporting Category:
z.z.z Cambium Training District, 2019-2020
Filtered By: School: All Schools Test Reasons: 2019-2020

School	Writing Dimensions																
	Essay																
	Elaboration								Conventions								
	Conventions			Elaboration					Purpose				Conventions				
	0 pt	1 pt	2 pt	0 pt	1 pt	2 pt	3 pt	4 pt	0 pt	1 pt	2 pt	3 pt	4 pt	0 pt	1 pt	2 pt	0 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	0%	100%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	100%
z.z.z Cambium Training Sch...	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	100%	100%
z.z.z Cambium Training Sch...	0%	100%	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	n/a	n/a	n/a	n/a

Percent of Points Earned

This table indicates the percentage of students who obtained each point value on each writing dimension.

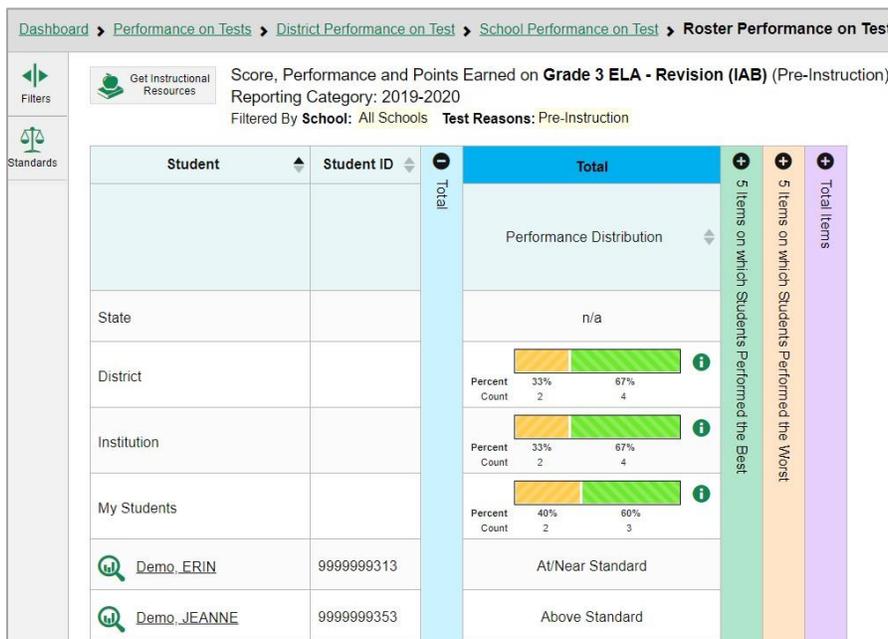
These cells indicate groups of students on this page, in your roster/school/district that have the highest percentage of students obtaining the highest point value for a particular writing dimension compared to other groups in your roster/school/district.

These cells indicate groups of students on this page, in your roster/school/district that have the lowest percentage of students obtaining the lowest point value for a particular writing dimension compared to other groups in your roster/school/district.

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 17](#)).

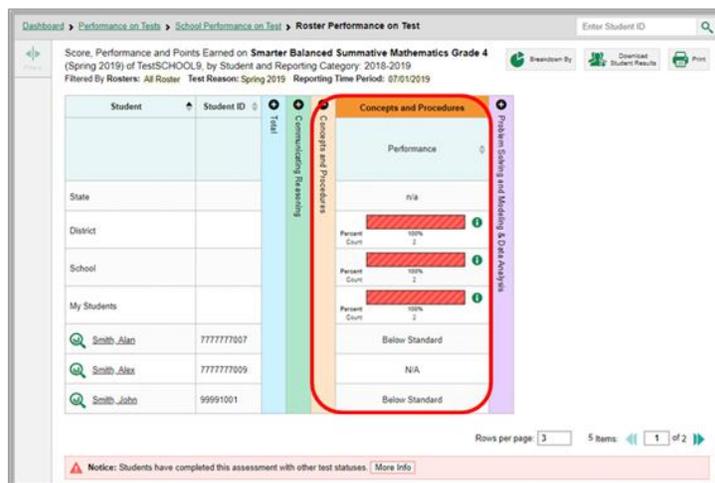
Figure 17. Teacher View: Roster Performance on Test Report



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 18](#). Click the vertical section bar to expand each section.

Figure 18. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section



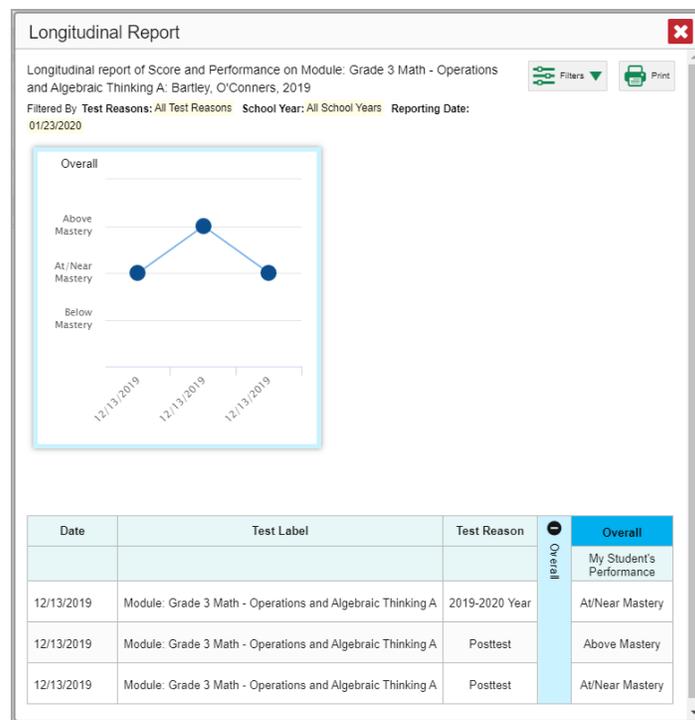
How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined.

Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
- An individual student (see [Figure 19](#)).

Figure 19. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category

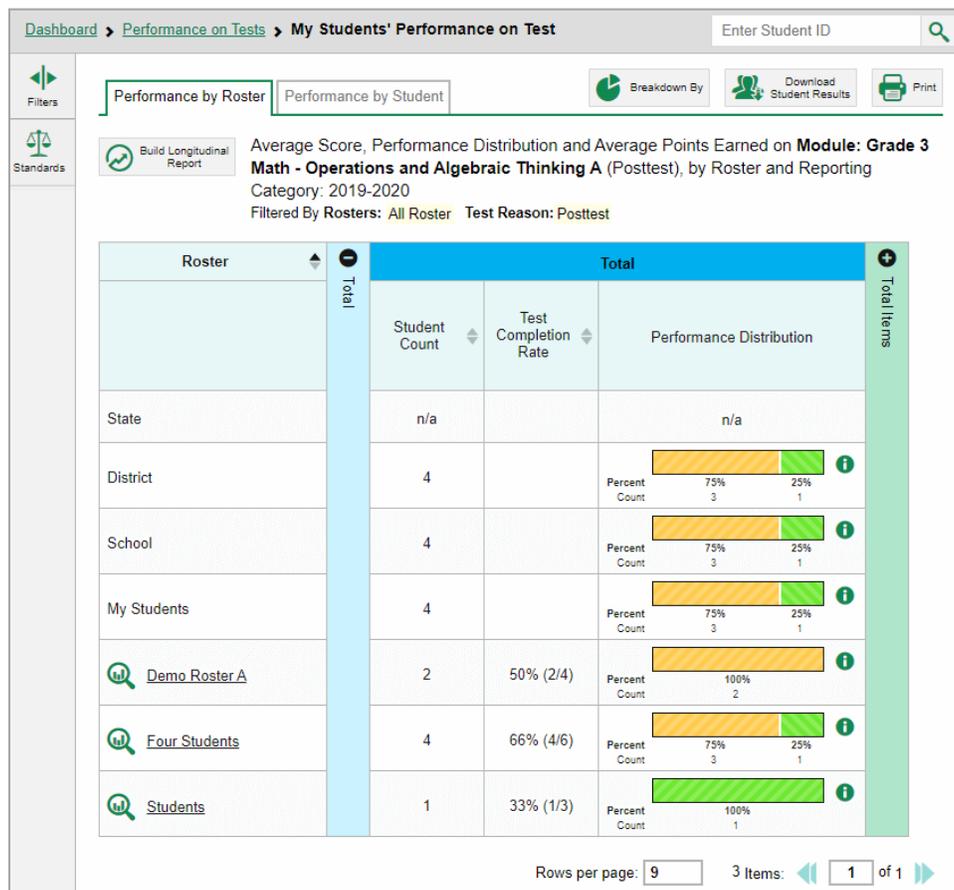


How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Reports** button  allows you to access a Longitudinal Report for any of those assessments. If they haven't done so, then no Longitudinal Report is available.

- Above a table of test results, click the **Build Longitudinal Reports** button  in the upper-left corner, either directly on the page (see [Figure 20](#)) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 20. My Students' Performance on Test Report



The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- If you are viewing a Longitudinal Report for which both interims and summatives are available, the **Progression** drop-down list (see [Figure 21](#) and [Figure 22](#)) appears. Use it to select which test types to view in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

Figure 21. District-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only



- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 22](#)). This table does not appear if you're looking at an individual student.
- A sub-column appears for each test reason (a category of test, or, for a summative, a test window). The cells in the columns display checkmarks ✓ to indicate which students completed which test/test reason combinations.

Figure 22. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report

Generate Report Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 4

Test	Module: Grade 3 Math - Operations and Algebraic Thinking A	
<input checked="" type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> 2019-2020 Year	<input checked="" type="checkbox"/> Posttest
Bartley, O'Connors (9910050...)	✓	✓
Doe, John (991005263)	✓	✓
Delage, Suzanne (991006826)	✓	
Doe, Jane (120230013)	✓	✓
Student, Demo (998100170)	✓	✓

- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button ↶.)

How to View Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see [Figure 19](#)). It shows the scores or performance levels of the student(s) each time they took the test(s). Score data are plotted along a line.

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

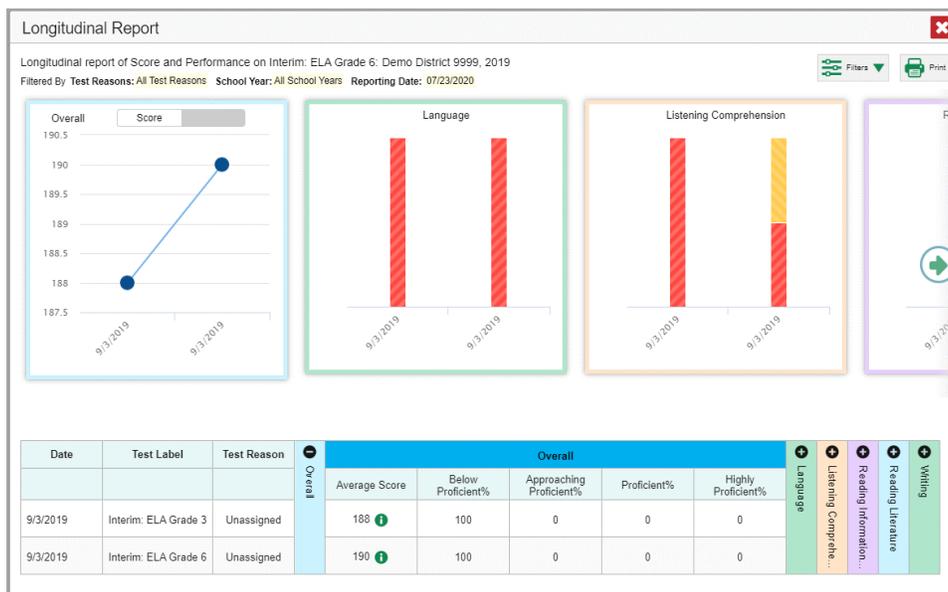
Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

How to Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in [Figure 23](#). Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

Figure 23. Longitudinal Report Window: Report for Multiple Students with Multiple Reporting Categories



How to See Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom (see [Figure 23](#)). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Distinguish Different Types of Tests in the Graphs

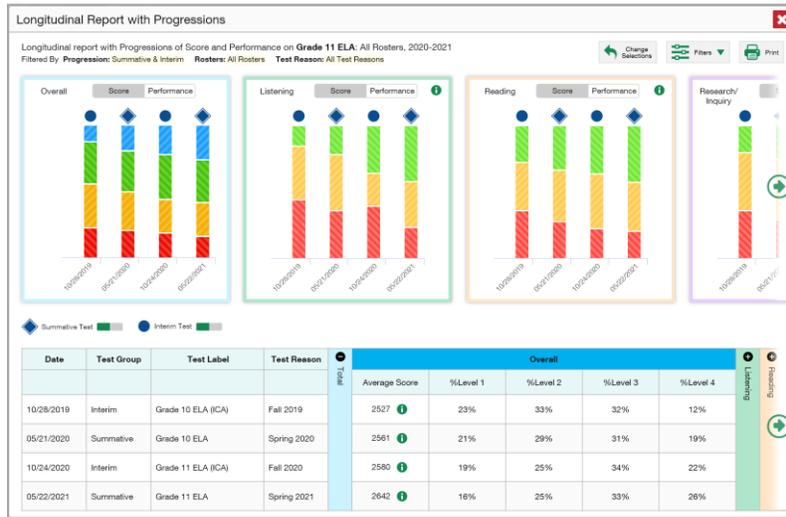
A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs (see [Figure 24](#)) to find out which symbols correspond to which types.

How to Modify the Test Groupings You've Selected

If you generated the report from the report options page, click the **Change Selections** button  in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test type or types and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well.

Alternatively, if your report contains multiple test types, click the test type toggles  in the legend immediately below the graphs (see [Figure 24](#)) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 24. Longitudinal Report Window: Summative & Interim Report for Multiple Students with Multiple Reporting Categories



How to Filter Test Opportunities to Show Some and Not Others

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.

Note that filtering tests may affect the set of students whose data are included in the report.

1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 25](#) and [Figure 26](#)).

Figure 25. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category and with Expanded Filter Menu

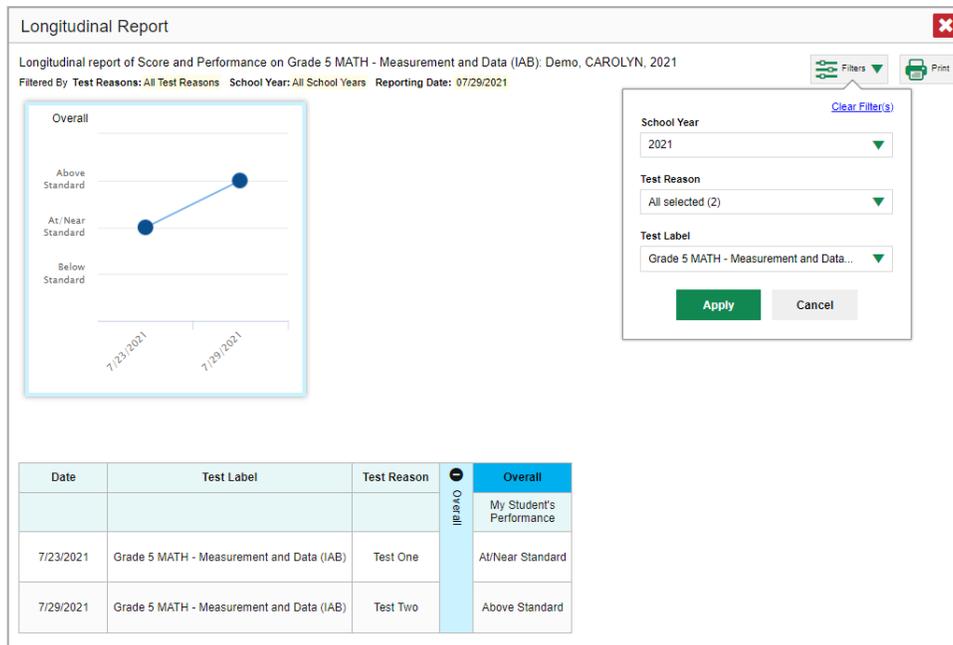
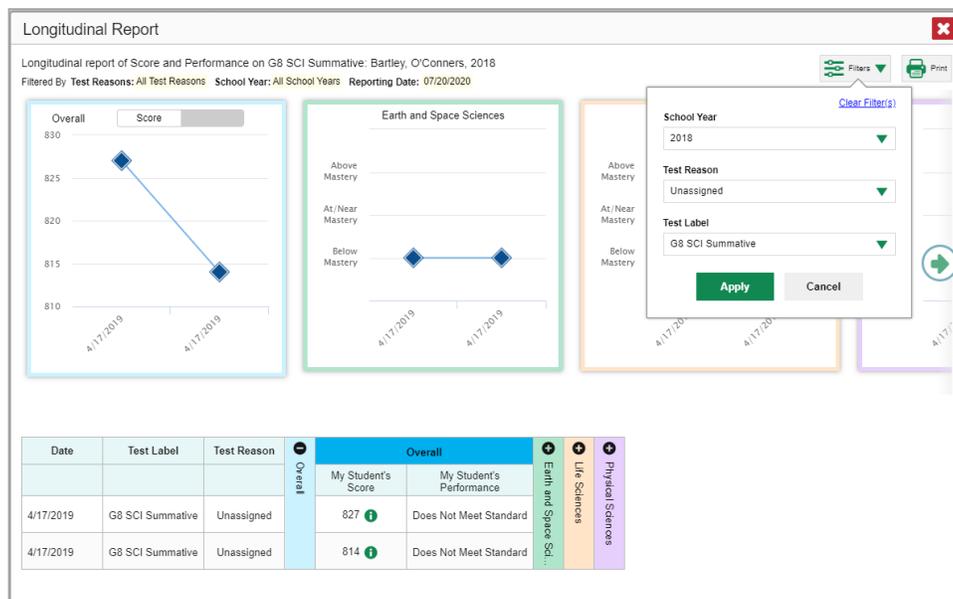


Figure 26. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu



- You may want to filter by a particular school year or years. Note that years are not calendar years. “2020” refers to the 2020–2021 school year. By default, Longitudinal Reports show data for all years.

Longitudinal 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 your current students’ performance on last year’s sixth-grade tests.

- If the report includes interim assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to see.

2. Click **Apply**.

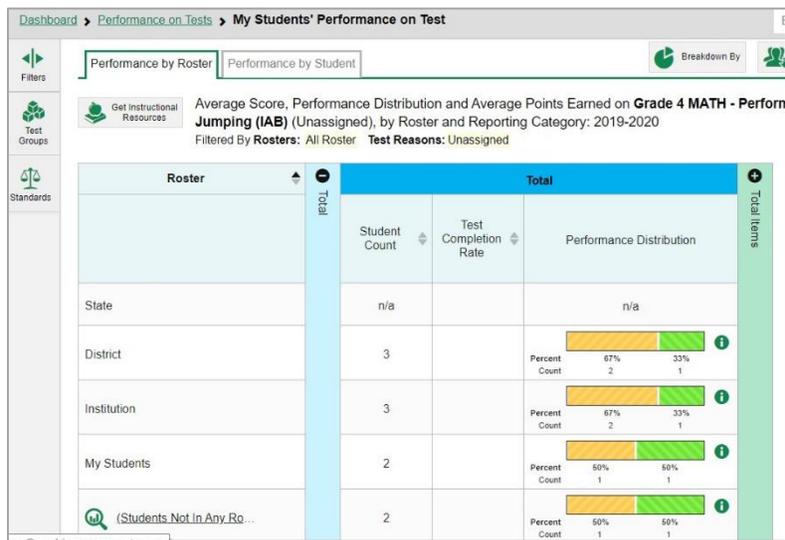
3. *Optional:* To revert all filters to their defaults, open the **Filters** menu  again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in [Figure 25](#) and [Figure 26](#), showing the test reasons and school years included in the report.

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 27](#)) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

Figure 27. 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:

- Click **Breakdown By**  at the upper-right corner (see [Figure 27](#)).

The **Breakdown Attributes** window opens (see [Figure 28](#)).

Figure 28. Breakdown Attributes Window

Breakdown Attributes

Select up to three options

English Learner Enrolled Grade

Race/Ethnicity Special Education

Title I

Include unspecified values

Apply Cancel

- Select up to three student demographic categories.

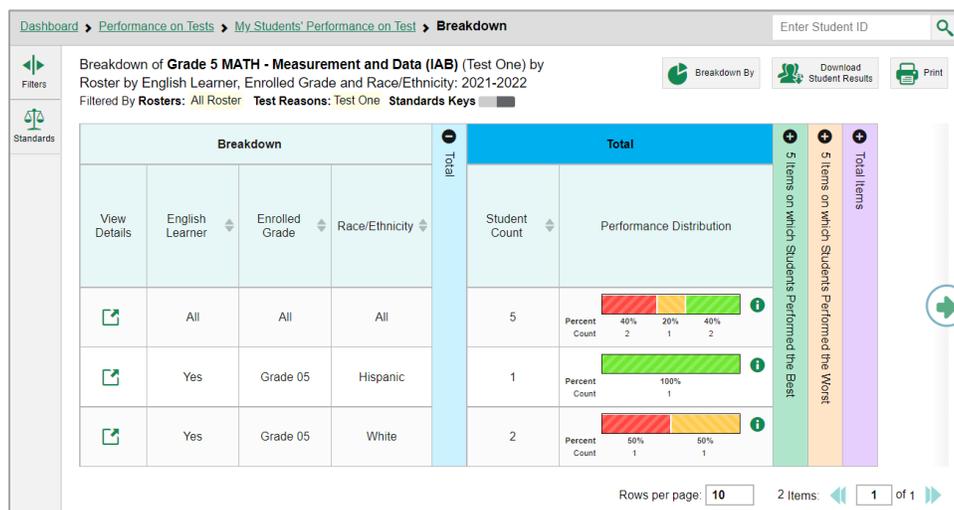
There is also an **Include unspecified values** checkbox, explained below:

- 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.

c. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 29](#)).

Figure 29. Demographic Breakdown of a My Students' Performance on Test Report

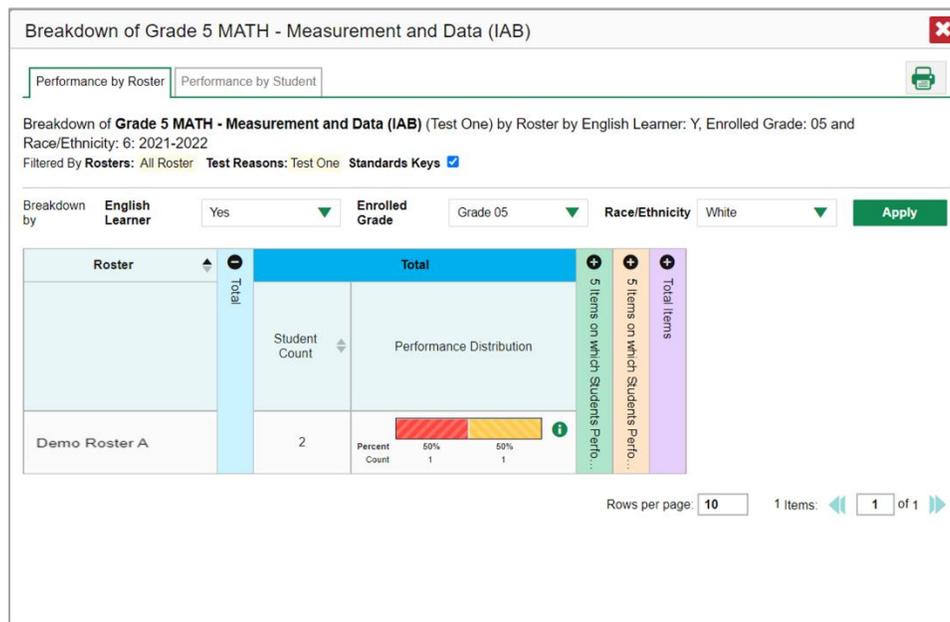


How to View Test Results for a Particular Demographic Sub-Group or Combination

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 29](#)).

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 30](#)).

Figure 30. 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 first 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:

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 appears.

Select the **Performance by Student** tab.

Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 31](#)).

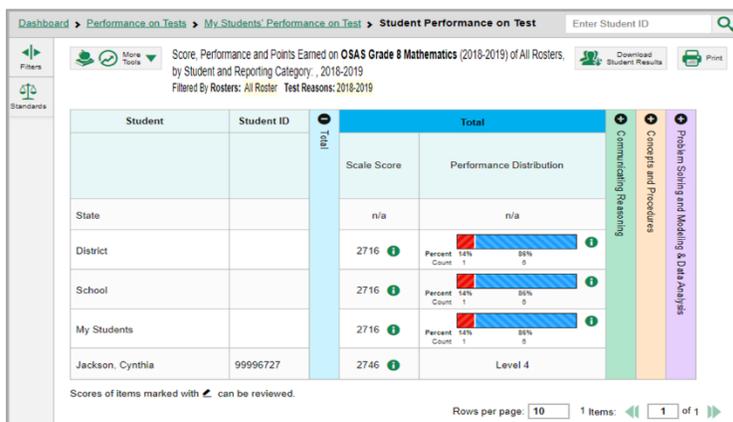
District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).

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2. Click a test name (or  beside it) in the table of assessments. A page of test results by school appears.
3. Click a school name (or  beside it). The School Performance on Test report appears.
4. Perform the same steps as teachers and school-level users, starting at step [0](#).

Figure 31. Teacher View: Student Performance on Test Report



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 31](#)).

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 32](#)). The Student Portfolio Report appears (see [Figure 34](#)). 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), shown in [Figure 33](#).

Figure 32. Search field for Student ID

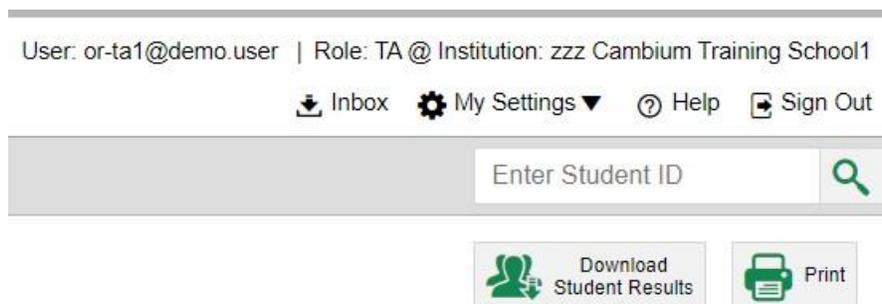


Figure 33. Teacher View: My Students Table

My Students
 Most Recent Assessment of All Rosters: 2019-2020
 Filtered By **Rosters:** All Roster **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Demo_student068	9999999568	Grade 5 ELA - Brief Writes (IAB)	04/08/2020
Demo_student066	9999999566	Grade 4 ELA - Research: Analyze Information (IAB)	04/08/2020
Demo_student067	9999999567	Grade 6 ELA - Research: Interpret and Integrate (IAB)	04/08/2020

Figure 34. Student Portfolio Report

Dashboard Selector > Dashboard > Student Portfolio Enter Student ID

Score and Performance, by Assessment and Test Reason: **Jane Doe**, 2018-2019
 Filtered By Reporting Time Period: 07/20/2019

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019

Rows per page: 40 1 Items: 1 of 1

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.

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 34](#)), click either the expand button or the **Test Group** button . The **Filters** panel expands (see [Figure 35](#)).

Figure 35. Expanded Filters Panel

Dashboard Selector > Dashboard > Student Portfolio

Filters

- Test Groups
 - Interim
 - ELA
 - Grade 3
 - Summative
 - ELA
 - Grade 3
 - MA
 - Grade 3
- School Year

[Clear Filters](#)
Apply

7. 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.
8. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.

9. *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 34](#)). The **Filters** panel expands.
2. Under **School Year**, select a year or years (see [Figure 35](#)).
10. 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 and may be generated in Spanish for some assessments.

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 36](#), [Figure 37](#), [Figure 38](#), [Figure 39](#), and [Figure 40](#).

- 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 district and/or school.
- Some ISRs include a table detailing the student's performance in each reporting category (as in [Figure 37](#) and [Figure 40](#)).

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- Some ISRs include item-level data (as in [Figure 38](#)), scoring assertions, and/or scoring assertion outcomes (as in [Figure 39](#)).
- Some ISRs include longitudinal graphs (as in [Figure 40](#)).

Figure 36. Detail of Individual Student Report (ISR): Math Summative

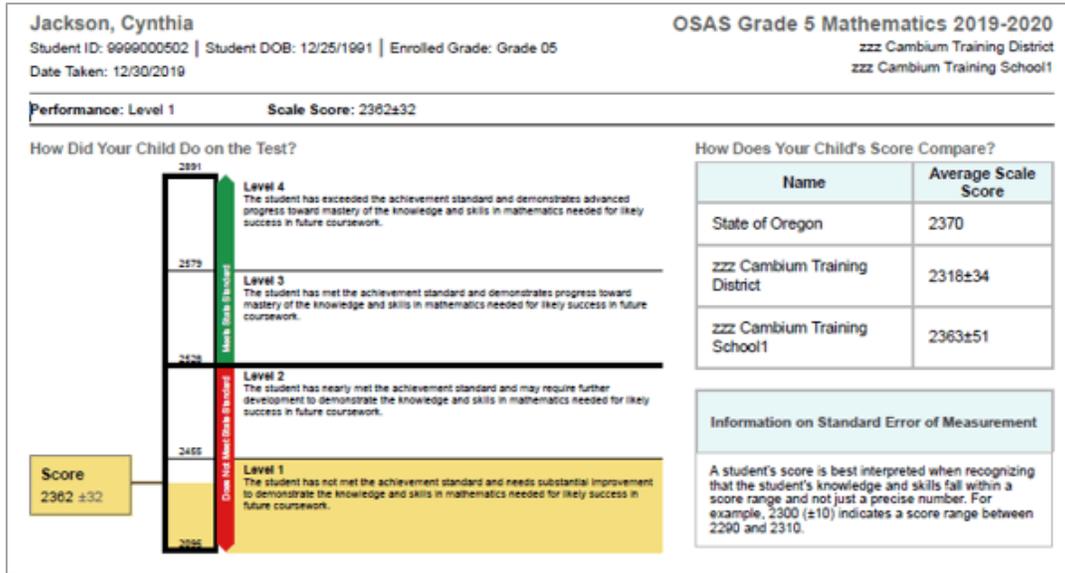


Figure 37. Detail of Individual Student Report (ISR) with Reporting Categories

Category	Performance	Performance Level	Performance level Description
Communicating Reasoning		✓	What These Results Mean Student can clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others. Next Steps With your child, divide one circle into 4 equal pieces and another circle into 6 equal pieces. Discuss with your child how pieces can be divided or combined so each circle has the same number of equal pieces. (Divide each of the 4 pieces into 3 pieces, and divide each of the 6 pieces into 2 pieces so each circle has 12 pieces).
Concepts and Procedures		✓	What These Results Mean Student can explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency. Next Steps With your child, use measuring cups or spoons of different sizes to measure ingredients for recipes. Ask your child to explain how to convert different measurements, such as quarts to cups, or half to quarter teaspoons. Discuss how a recipe can be halved by using equivalent fractions (for example, 1/2 cup is the same as 2/4 cup).
Problem Solving and Modeling & Data Analysis		✓	What These Results Mean Student can solve a range of complex well-posed problems in pure and applied mathematics, making productive use of knowledge and problem solving strategies. Student can analyze complex, real-world scenarios and can construct and use mathematical models to interpret and solve problems. Next Steps With your child, read a story problem. Ask your child to describe what the problem is asking, what information is given, and if any more information is needed. Pick a strategy to solve the problem. Draw a picture or diagram, or make a table of values. Solve the problem, and check to see if the strategy works.

Figure 38. Detail of Individual Student Report (ISR): Math Interim (FIAB) with Standard-Level Data

Grade 6 MATH - Statistics and Probability (FIAB)		
Question #	Standard	Points Earned/Points Possible
1	Summarize and describe distributions.	1/1
2	Summarize and describe distributions.	1/1
3	Summarize and describe distributions.	1/1
4	Develop understanding of statistical variability.	1/1
5	Develop understanding of statistical variability.	1/1
6	Summarize and describe distributions.	1/1
7	Develop understanding of statistical variability.	1/1
8	Summarize and describe distributions.	1/1
9	Summarize and describe distributions.	1/1
10	Summarize and describe distributions.	1/1
11	Summarize and describe distributions.	1/1
12	Summarize and describe distributions.	1/1
13	Summarize and describe distributions.	1/1

Figure 39. Detail of Individual Student Report (ISR): Science Interim with Scoring Assertions

Marquez, Santos Student ID: 991007093 Student DOB: 2/3/2002 Enrolled Grade: 8 Date Taken: 10/18/2018		SCI Interim Grade 8 - Waves 2018-2019 Demo District 9998 Demo School 999801	
Score: 1/22			
Item #	Scoring Assertion	Outcome	
1-1	The student correctly identifies the change in amplitude recorded in the simulation, providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-2	The student correctly identifies that the frequency does not change, providing some evidence of student ability to identify wave properties and how they change in different scenarios.	X	
1-3	The student identifies that frequency does not change, providing some evidence of student ability to identify how properties of the medium affect each wave characteristic.	X	
1-4	The student identified that amplitude increases (or is indeterminate if they did not record it decreasing in the simulation), providing some evidence of student ability to identify how properties of the medium affect each wave characteristic.	X	
1-5	The student indicates that the wavelength cannot be determined simply from density (or that it increases if they found it to decrease in the simulation), providing some evidence of student ability to interpret the data given and make inferences about the effect of media density on each wave characteristic.	X	
1-6	The student correctly calculates and records the amplitude of the wave through salt water (4) providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-7	The student correctly calculates the wavelength of salt water (13-15), providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-8	The student indicates that the wave speed increases as the density increases based on the observations (or if they recorded the wavelength in salt water as shorter, then decrease, or "cannot tell" if they recorded equal wavelengths), providing some evidence of student ability to use data to identify how wave properties change in each scenario.	X	
1-9	The student correctly calculates and records the the amplitude of the wave through water (5) providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-10	The student correctly calculates the wavelength of water (11-13), providing some evidence of student ability to make observations and use them in a model of sound waves through media with different properties.	X	
1-11	The student correctly identifies that the change in wavelength that was recorded in the simulation, providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-12	The student correctly identifies that the change in wave speed (which goes up with the wavelength recorded in the simulation), providing some evidence of student ability to observe and summarize how waves change in different media.	X	
1-13	The student indicated that the wave speed cannot be determined (or increase, if they found it to decrease in the simulation), providing some evidence of student ability to interpret the data given and make inferences about the effect of media density on each wave characteristic.	✓	

Figure 40. Detail of Individual Student Report (ISR): ELPA (Screener)

Domain Performance		
Domain	Performance Level	Domain Description
Listening	4	When listening, the student at Level 4 is working on: determining the meaning of general academic and content-specific words and phrases, and idiomatic expressions; participating in conversations and discussions, answering relevant questions and building on the ideas of others; determining the main idea or theme and explaining how it is supported by key details.
Reading	3	When reading grade-appropriate text, the student at Level 3 is working on: determining the meaning of key words, phrases and some idiomatic expressions; reading short literary or informational texts and identifying the main idea or theme and one or two supporting details; gathering information from written sources and identifying key information.
Speaking	4	When speaking, the student at Level 4 is working on: participating in conversations and discussions about a variety of topics, building on the ideas of others, expressing own ideas, and adding relevant information and evidence; recounting a detailed sequence of events with a beginning, middle and end, developing a topic with facts and details, using transitional words and phrases to connect events, ideas, and opinions.
Writing	3	When writing, the student at Level 3 is working on: producing and expanding simple and compound sentences; composing brief narratives or informational texts, including a few details; constructing a claim about a familiar topic, introducing the topic and providing a few supporting reasons or evidence; asking and answering questions, responding to others' comments, and adding own comments.

Information on Standard Error of Measurement
Like all test scores, these results potentially include some error. However, they are the best available estimate of the student's English proficiency, given the student's test performance on the ELPA21 Screener.

How to Generate and Export Individual Student Reports (ISR)

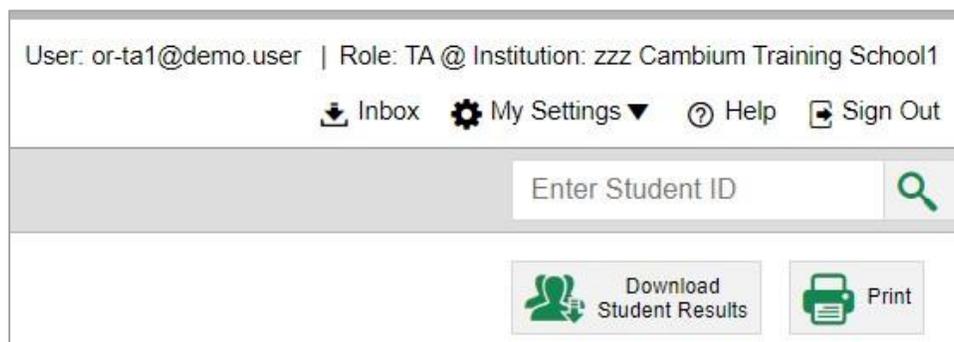
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category. You can select any combination 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 41](#)).

Figure 41. Download Student Results Button in Upper-Right Corner

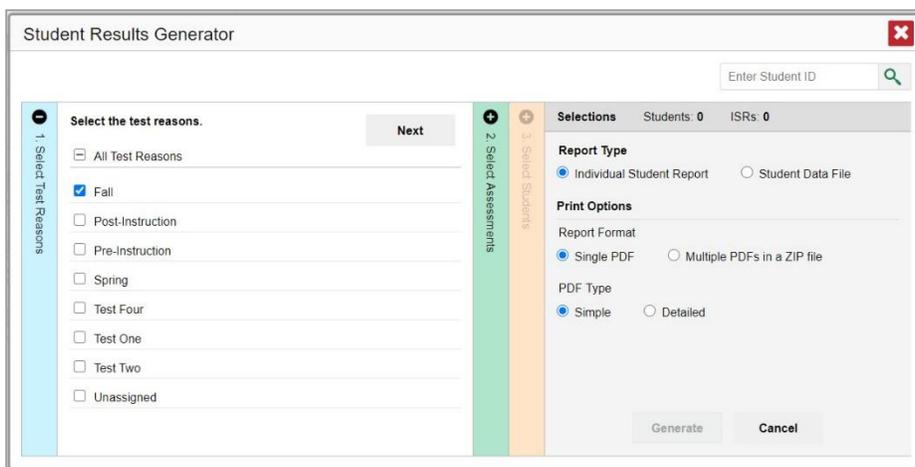


The **Student Results Generator** window opens ([Figure 42](#)).

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.

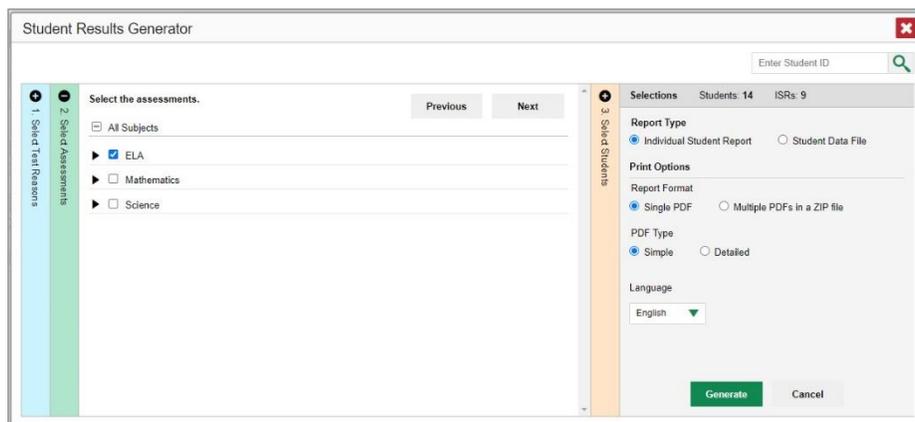
4. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section ([Figure 42](#)), mark 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 42. Student Results Generator Window: Select Test Reasons Section



- b. The **Select Assessments** section ([Figure 43](#)) 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**.

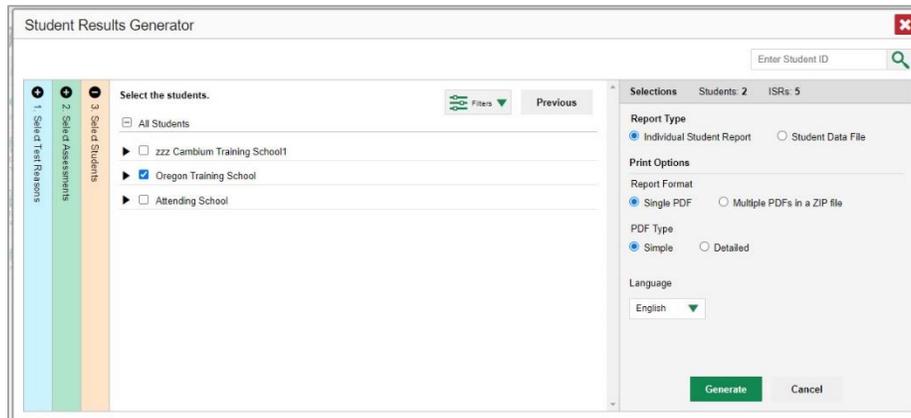
Figure 43. Student Results Generator Window: Select Assessments Section



- c. The **Select Students** section ([Figure 44](#)) 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 44. District-Level View: Student Results Generator Window: Select Students Section



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

- Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - Open the **Filters** menu . The menu displays two date fields, as in [Figure 45](#).
 - Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - 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.
 - Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 45. Student Results Generator Window: Select Students Section with Filter Menu Open

The screenshot shows a window titled "Students." with a "Filters" dropdown menu open. The menu contains a "Clear Filters" link, a section titled "Include only results reported in the following date range:" with two date input fields labeled "Start Date" and "End Date", and two buttons: "Apply" (green) and "Cancel" (grey).

11. 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 44](#)).
12. 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.
13. Under PDF Type, select either a simple or a detailed PDF.
14. From the **Language** drop-down list, select a language for the ISR.
15. 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 another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers ① in reports, starting with the earliest.

How to Generate and Export Student Data Files

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

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

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

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

- The **Student Results Generator** window opens (see [Figure 46](#)).

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.

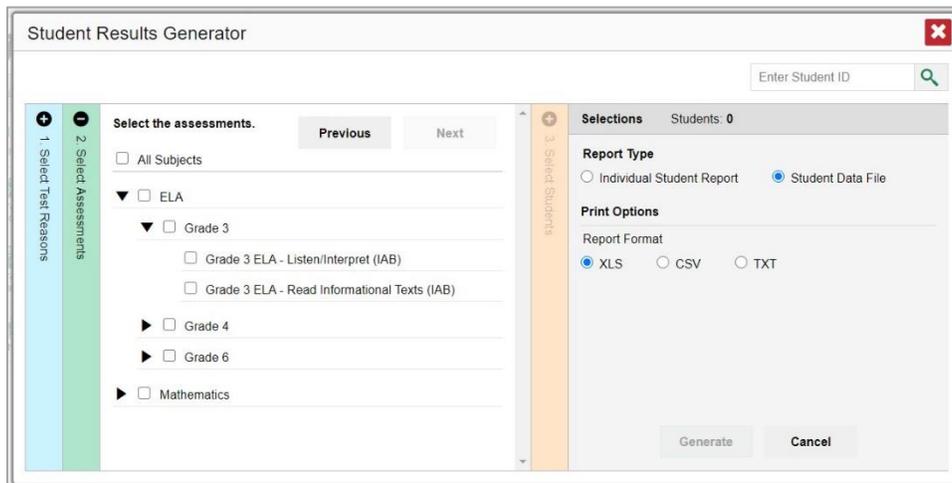
- Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - In the **Select Test Reasons** section (see [Figure 46](#)), mark 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 46. 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.

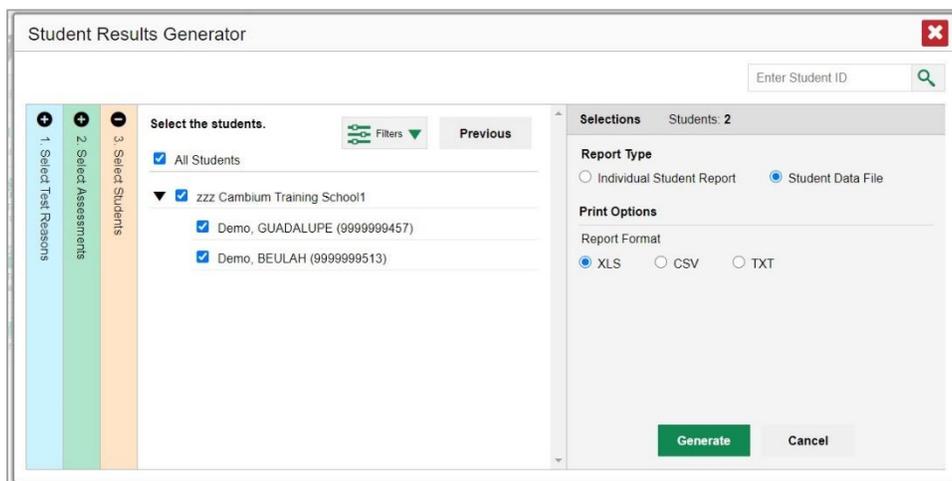
- The **Select Assessments** section (see [Figure 47](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 47. Student Results Generator Window: Select Assessments Section



- c. The **Select Students** section (see [Figure 48](#)) 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 48. District-Level 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.

- 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  (see [Figure 45](#)). 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**.
4. From the two Report Type options in the panel on the right (see [Figure 48](#)), select **Student Data File**. More options appear below.
5. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
6. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined data file does not include reporting categories. Large files may be split by school.
7. 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 49](#)), click  to the right of a test name.

Figure 49. Teacher View: Performance on Tests Report

Average Score and Performance Distribution, by Assessment: zzz Cambium Training District, 2019-2020							 Download Student Results	 Print
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken	
  Grade 3 ELA - Revision (IAB)	 Interim Assessment Blocks (IAB)	3	Pre-Instruction	6	n/a	 Percent Count: 33% (2), 67% (4)	08/29/2019	
  High School ELA - Editing (IAB)	 Interim Assessment Blocks (IAB)	11	Unassigned	5	n/a	 Percent Count: 100% (5)	04/08/2020	

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Rows containing data for the state, district, and/or school appear below, as in [Figure 50](#).

Figure 50. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	3	Pre-Instruction	6	n/a	Percent Count: 33% (2), 67% (4)	08/29/2019
State Grade 3 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	3	Pre-Instruction	n/a	n/a	n/a	—
District Grade 3 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	3	Pre-Instruction	6	n/a	Percent Count: 33% (2), 67% (4)	—
Institution Grade 3 ELA - Revision (IAB)	Interim Assessment Blocks (IAB)	3	Pre-Instruction	6	n/a	Percent Count: 33% (2), 67% (4)	—

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 32](#)). 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) (see [Figure 33](#)).

2. Click to the right of a test name (see [Figure 51](#)).

Figure 51. Student Portfolio Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019

Rows per page: 40 1 Items: 1 of 1

Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 52](#).

Figure 52. Student Portfolio Report with Expanded Comparison Rows

The screenshot shows a web interface for a Student Portfolio Report. At the top, it says "Score and Performance, by Assessment and Test Reason: Jane Doe, 2018-2019" and "Filtered By Reporting Time Period: 07/20/2019". There are buttons for "Download Student Results" and "Print". The main table has the following data:

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019
State	Interim ELA Grade 3 Revision IAB	Interim	3	1	n/a	Percent Count: 100% 1	—
District	Interim ELA Grade 3 Revision IAB	Interim	3	1	n/a	Percent Count: 100% 1	—
School	Interim ELA Grade 3 Revision IAB	Interim	3	1	n/a	Percent Count: 100% 1	—

At the bottom of the table, it says "Rows per page: 40" and "1 Items: 1 of 1".

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 53](#)). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see [Figure 54](#)).

Figure 53. Teacher View: Detail of Banner with Expanded My Settings Menu

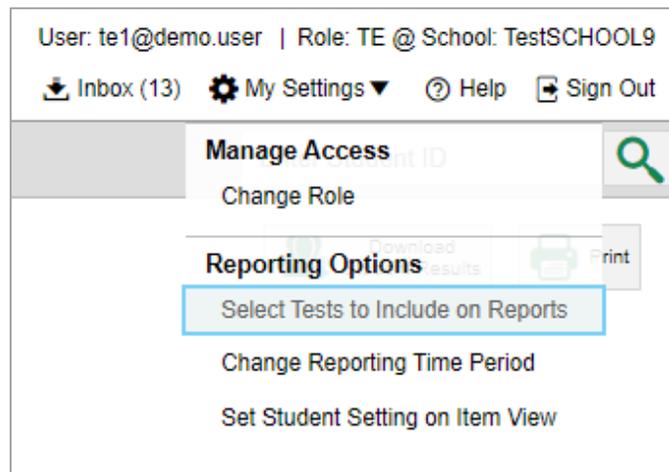
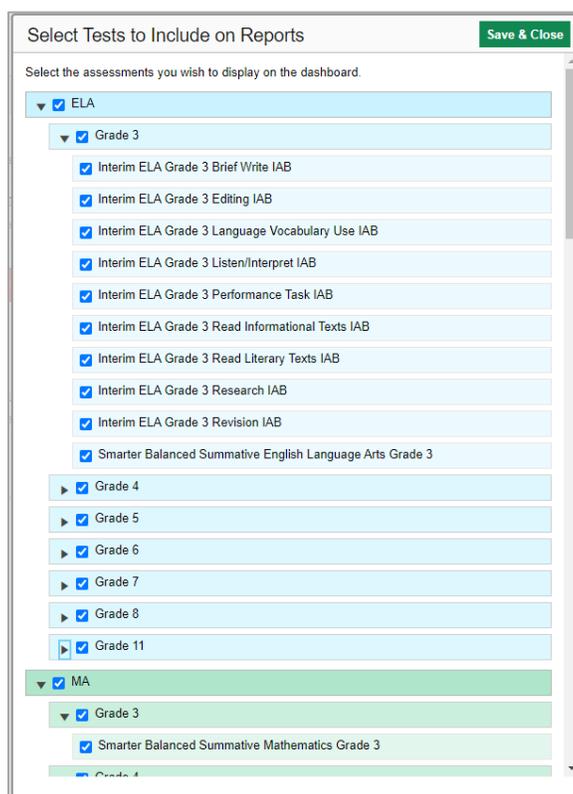


Figure 54. Teacher View: Select Tests to Include on Reports Window



2. Select the checkboxes beside the tests or groups of tests you want to display (see [Figure 54](#)).
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 55](#)). The **Use Teachers' Test Selections** window appears (see [Figure 56](#)).

Figure 55. School-Level User View: Detail of Banner with Expanded My Settings Menu

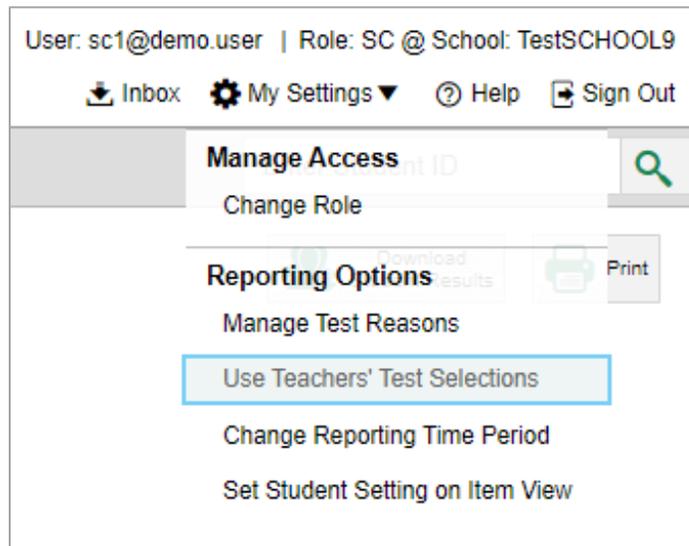
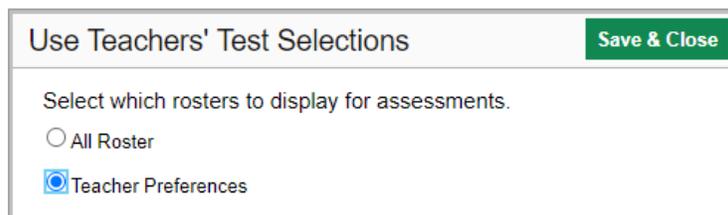


Figure 56. Use Teachers' Test Selections Window



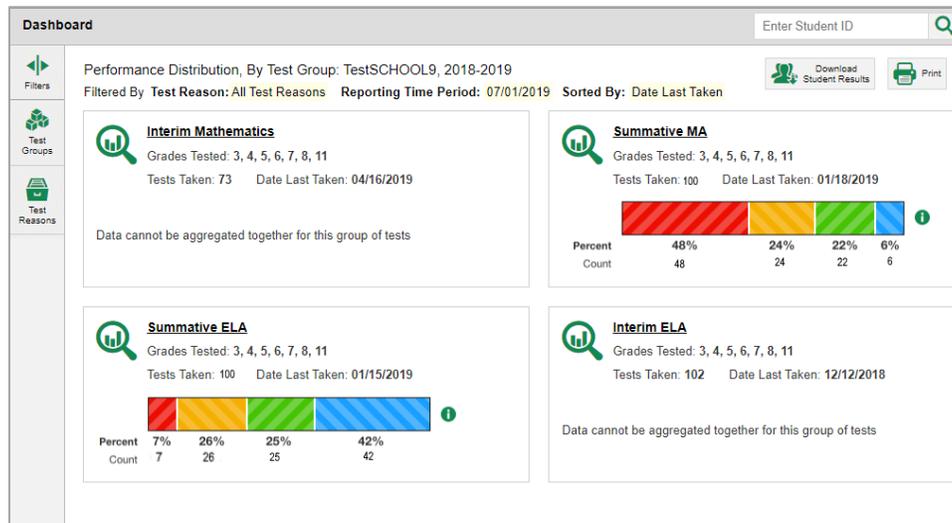
2. Mark one of these two options:
 - **All Rosters:** This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
 - **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not 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.

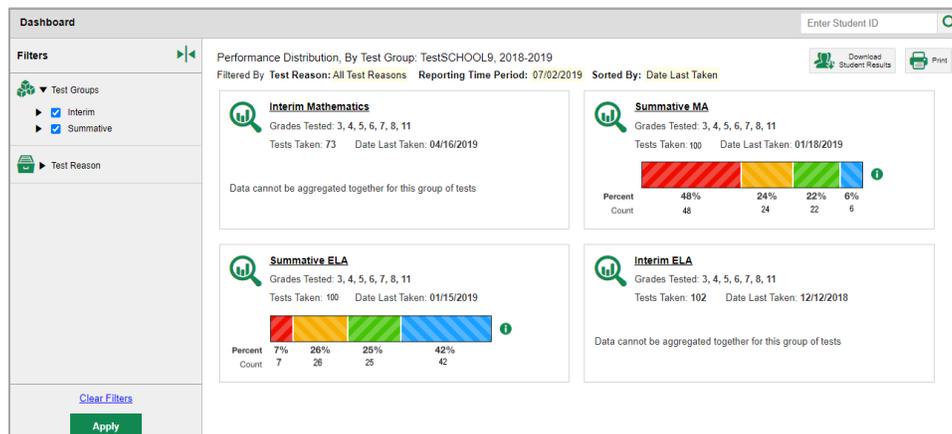
1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Groups** button  (see [Figure 57](#)). The **Filters** panel expands (see [Figure 58](#)).

Figure 57. Teacher View: Dashboard



2. Mark as many selections as you like in the **Test Groups** section of the filters panel (see [Figure 58](#)). Tests are organized by test type, subject, and grade.

Figure 58. Teacher View: Dashboard with Expanded Filters Panel



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

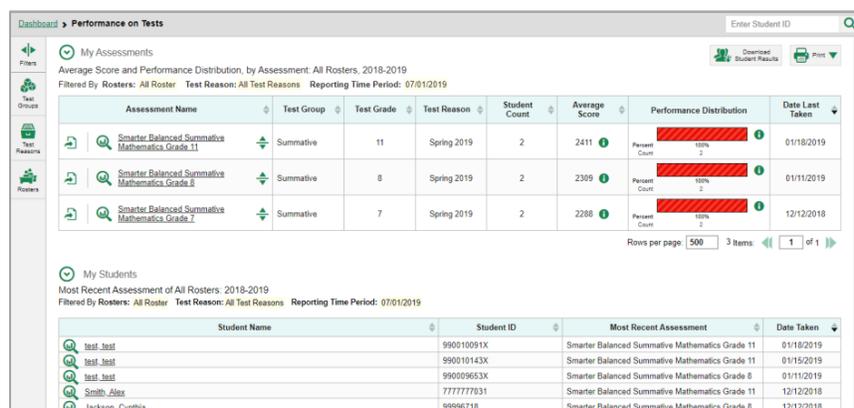
Rosters usually represent classes, but can represent any group that's meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in the Reporting System, see [Class \(Roster\) Management](#).

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 59](#)). The **Filters** panel expands (see [Figure 60](#)).

Figure 59. Teacher View: Performance on Tests Report



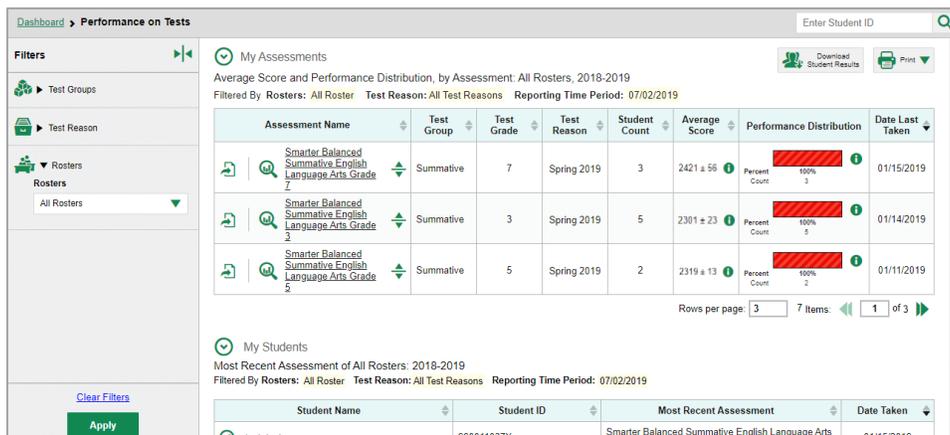
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411	Percent Score: 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Percent Score: 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288	Percent Score: 100% 2	12/12/2018

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Purthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

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2. Make a selection from the drop-down list in the **Rosters** section (see [Figure 60](#)).
 - i. 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 60. Teacher View: Performance on Tests Report with Expanded Filters Panel

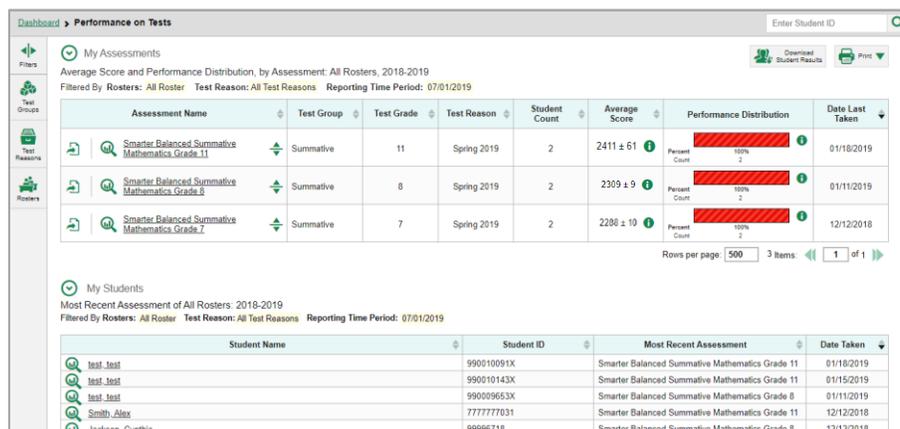


3. Click **Apply**. The report updates to show only data for that class (roster).
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

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 61](#)).

Figure 61. Teacher View: Performance on Tests Report Filtered by All Rosters



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

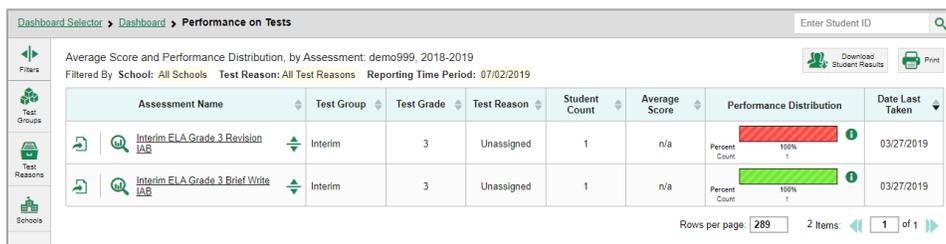
Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter

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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 62](#)). The **Filters** panel expands (see [Figure 63](#)).

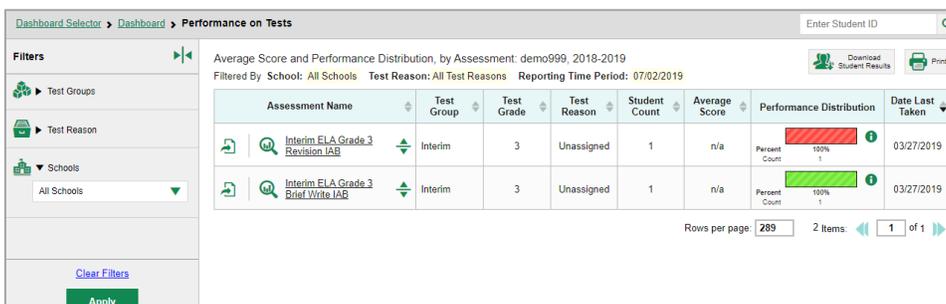
Figure 62. District-Level User View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019
Interim ELA Grade 3 Brief Write IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019

2. Make a selection from the drop-down list in the **Schools** section (see [Figure 63](#)).

Figure 63. District-Level User View: Performance on Tests Report with Expanded Filters Panel



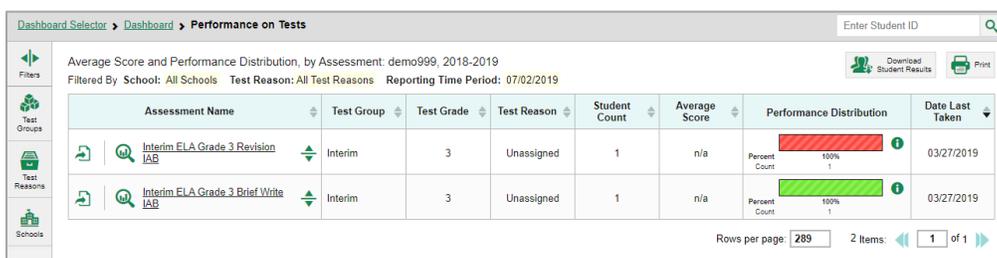
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019
Interim ELA Grade 3 Brief Write IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019

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 64](#)).

Figure 64. 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
Interim ELA Grade 3 Revision IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019
Interim ELA Grade 3 Brief Write IAB	Interim	3	Unassigned	1	n/a	Percent Count: 100% 1	03/27/2019

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 (except Longitudinal Reports and Student Portfolio Reports, which always retain the ability to look back to previous years), 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 65](#)). The **Change Reporting Time Period** window appears (see [Figure 66](#)).

Figure 65. Teacher View: Detail of Banner with Expanded My Settings Menu

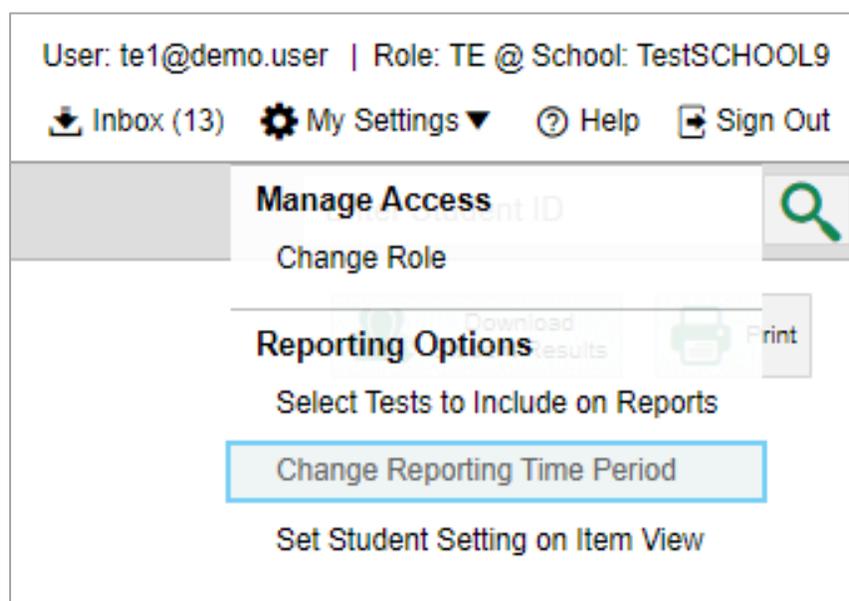


Figure 66. Change Reporting Time Period Window

Change Reporting Time Period

View results for schoolyear: 2019-2020

View results for students who were mine on: 06/17/2020

Note: All dates are in Eastern Time

[Reset To Today](#)

Save Cancel

- From the school year drop-down list, select a school year (see [Figure 66](#)). This is the year for which you will view test results.
- 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.
- 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.
- 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.

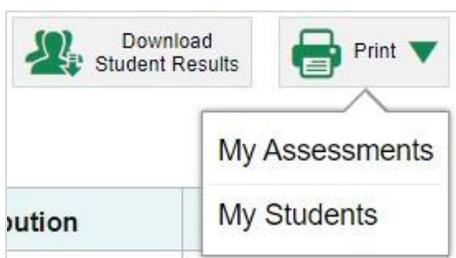
How to Export and Print Data on Summatives and Interims

You can export or print any data 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 67](#)).

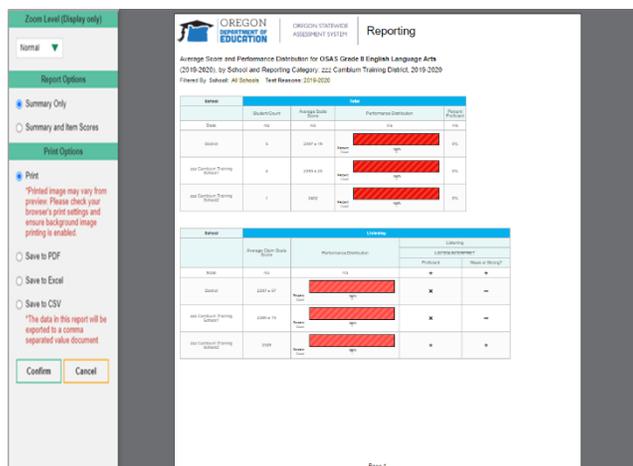
Figure 67. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (see [Figure 68](#)).

- 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 68. Print Preview Page



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- For interim assessments, 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 69](#), the printed report includes data for the individual assessment items.

Figure 69. Print Preview Page with Summary and Item Scores Option Selected

Zoom Level (Display only)
Normal

Report Options
 Summary Only
 Summary and Item Scores

Print Options
 Print
 *Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
 Save to PDF
 Save to Excel
 Save to CSV
 *The data in this report will be exported to a comma separated value document

Confirm Cancel

Average Score, Performance Distribution and Average Points Earned on Module: Math Grade 3 - Measurement Data and Geometry A (Spring), by Roster and Reporting Category: 2018-2019
 Filtered by Rosters: All Rosters Test Reasons: Spring

Roster	Item Numbers and Points Earned	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Total Items				
						1	2	3	4	5
State	0									
District	2			435		0	1	1	0.5	0.5
School	2			435		0	1	1	0.5	0.5
My Students	2			435		0	1	1	0.5	0.5
Item008	2		80% (24)	435		0	1	1	0.5	0.5
Item029	1		100% (11)	482		0	1	2	1	1
Item036	2		100% (22)	435		0	1	1	0.5	0.5

- 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**.
 - For interims only:*
 - 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 Microsoft Excel (XLSX) version, select **Save to Excel**.
 - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
- Click **Confirm**.

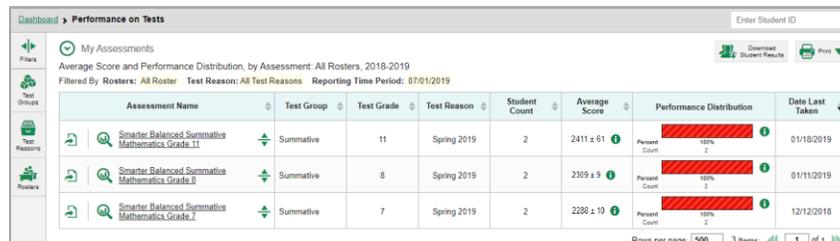
If you saved the report as a PDF, Excel, or CSV, the **Inbox** window appears, displaying the generated report.

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 70](#)).

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

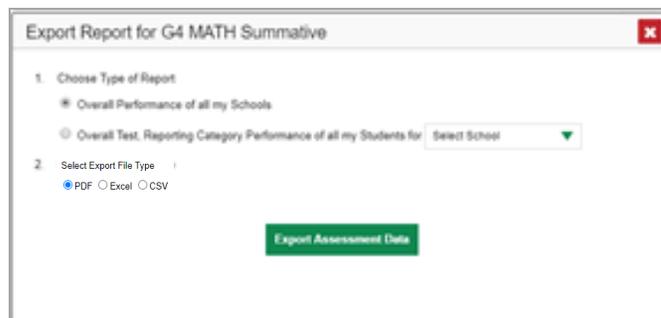
Figure 70. Teacher View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Smarter Balanced Summative Mathematics Grade 11	Summative	11	Spring 2019	2	2411 ± 61	Percent Count: 100% 2	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2369 ± 9	Percent Count: 100% 2	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2288 ± 10	Percent Count: 100% 2	12/12/2018

2. Select which report to export for the assessment (see [Figure 71](#) and [Figure 73](#)).
 - **District-level users:**
 - For summative reports:
 - 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 71. District-Level User View: Export Report Window

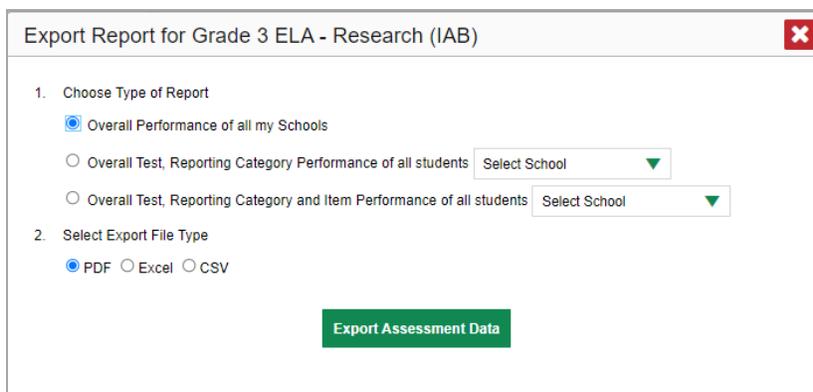


Export Report for G4 MATH Summative

1. Choose Type of Report
 - Overall Performance of all my Schools
 - Overall Test, Reporting Category Performance of all my Students for
2. Select Export File Type
 - PDF Excel CSV

- For interim reports:
- 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.

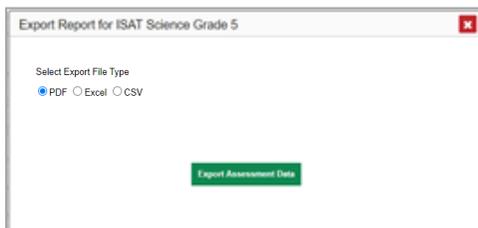
Figure 72. District-Level User View: Export Report Window



▪ **School-level users and teachers:**

- For summative reports: The exported report will contain test results for all your students.

Figure 73. Teacher View: Export Report Window



- For interim reports only:
- 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 74. Teacher View: Export Report Window

Export Report for High School ELA - Revision (IAB)

1. Choose Type of Report

Overall Test, Reporting Category Performance of all students

Overall Test, Reporting Category and Item Performance of all students

2. Select Export File Type

PDF Excel CSV

Export Assessment Data

3. Do any 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.
 - To export the report in .xlsx format, mark the **Excel** radio button (summatives only).
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.

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. Users can see item-level data for Interim IABs for ELA/Math and Science Interims. 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 75](#).

Figure 75. My Students' Performance on Test Report: Performance by Student Tab with Expanded Items Section

Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Filters: Performance by Roster | Performance by Student

Standards: More Tools

Score, Performance and Points Earned on **High School MATH - Geometry Measurement and Modeling**
 Training School1, 2019-2020
 Filtered By **School:** All Schools **Test Reasons:** Unassigned

Student	Student ID	Total	5 Items on which Students Performed the Worst					Total Items
			Item Numbers and Points Earned					
			5	6	8	9	10	
State			n/a	n/a	n/a	n/a	n/a	
District			0	0	0	0	0	
School			0	0	0	0	0	
Demo_Daniel	9999999617		0	0	n/a	n/a	n/a	
Demo_ERIN	9999999313		0	0	0	0	0	

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 76](#)). You can click the vertical section bars to expand them, just like other sections.

Figure 76. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

Score, Performance and Points Earned on Grade 5 MATH - Measurement and Data (IAB) (Test One) of All Rosters, by Student and Reporting Category, 2021-2022
 Filtered By Rosters: All Roster Test Reasons: Test One Standards Keys

Student	Student ID	5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst					Total Items
		Item Numbers and Points Earned										
		1	3	4	5	8	6	7	11	13	14	
State		1 pt	1 pt	1 pt	1 pt	1 pt	2	1	1	1	1	
District		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Institution		0.6	0.8	0.6	0.8	0.8	0.4	0	0	0.4	0.4	
My Students		0.6	0.8	0.6	0.8	0.8	0.4	0	0	0.4	0.4	
Demo_CAROLYN	9999999195	1	1	1	1	1	0	0	0	0	0	
Demo_First640	9999999640	1	1	1	1	1	0	0	0	1	1	
Demo_First644	9999999644	0	0	0	0	1	0	0	0	0	0	

How to View Standards for Each Item

In a report displaying item-level data, you can view the standard or standards to which each item is aligned. This allows you to determine at a glance what the item measures.

To show and hide item standards, click the **Standards Keys** toggle in the row of filter details below the report table heading. Under each item number appears a standard key or list of standard keys (see [Figure 77](#)). Note that this toggle does not affect printouts or exports, which always include the standard keys when they include item-level data.

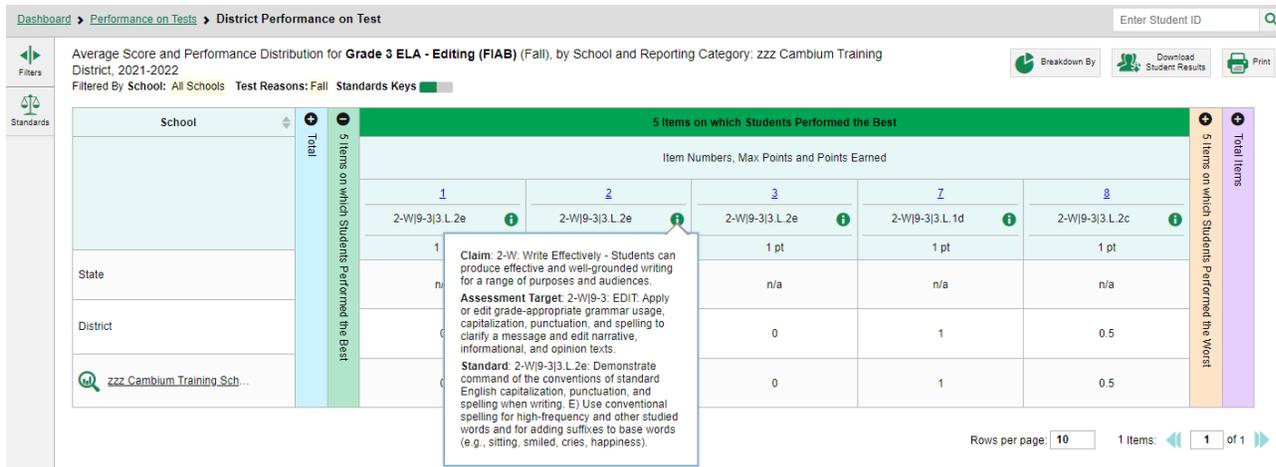
Figure 77. District Performance on Test Report with Expanded Reporting Category Section

Average Score and Performance Distribution for Grade 3 ELA - Editing (FIAB) (Fall), by School and Reporting Category: zzz Cambium Training District, 2021-2022
 Filtered By School: All Schools Test Reasons: Fall Standards Keys

School	Total	5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst					Total Items
		Item Numbers, Max Points and Points Earned										
		1	2	3	7	8						
		2-W 9-3 3 L 2e	2-W 9-3 3 L 2e	2-W 9-3 3 L 2e	2-W 9-3 3 L 1d	2-W 9-3 3 L 2c						
		1 pt	1 pt	1 pt	1 pt	1 pt						
State		n/a	n/a	n/a	n/a	n/a						
District		0	0	0	1	0.5						
zzz Cambium Training Sch...		0	0	0	1	0.5						

Click the more information buttons **i** beside the standard keys to view legends displaying the full text of each cluster (category of standards) and each standard, as in [Figure 78](#). This full text is not included in printouts or exports.

Figure 78. District Performance on Test Report with Expanded Legend



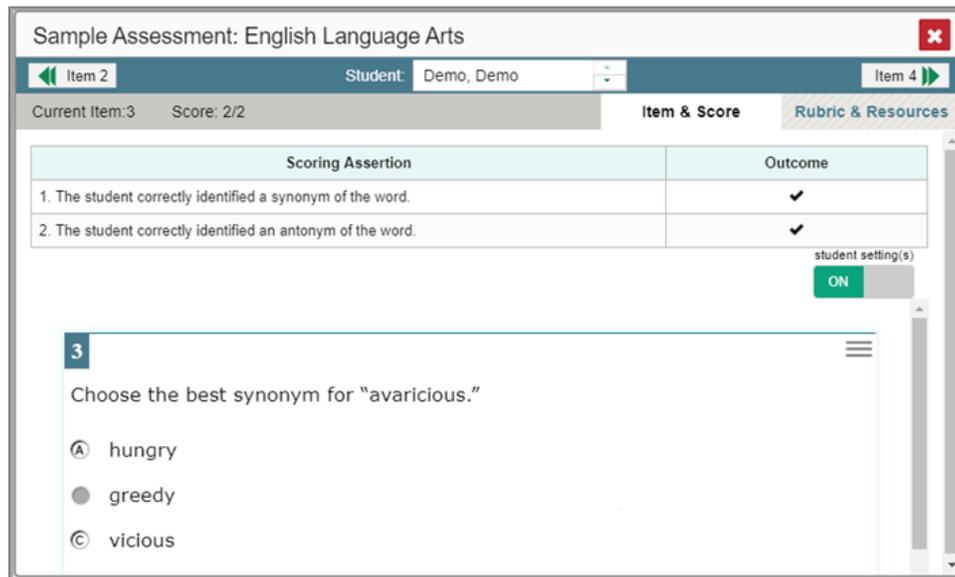
How to View an Item

You can view the actual items themselves, along with student responses to those items. Do either of the following (see [Figure 75](#)):

- 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 79](#)). 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 shows the item and may include a particular student’s response.

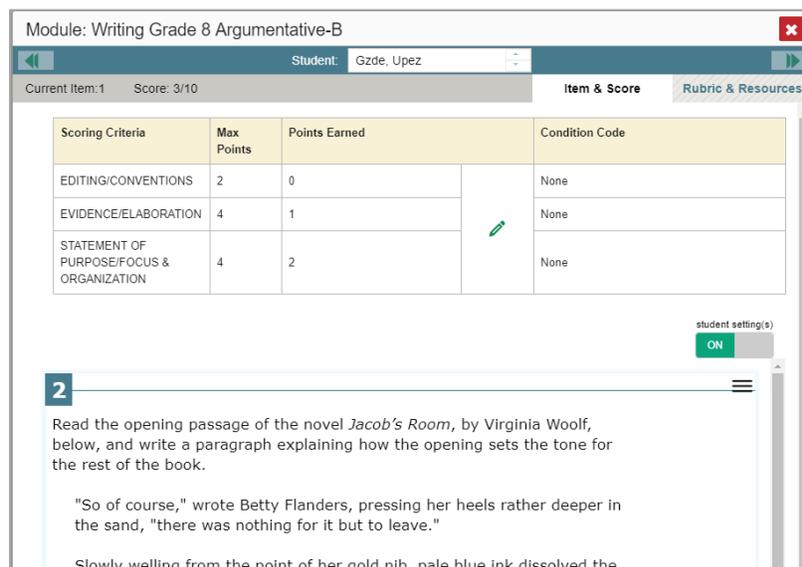
Figure 79. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab may include the following sections.

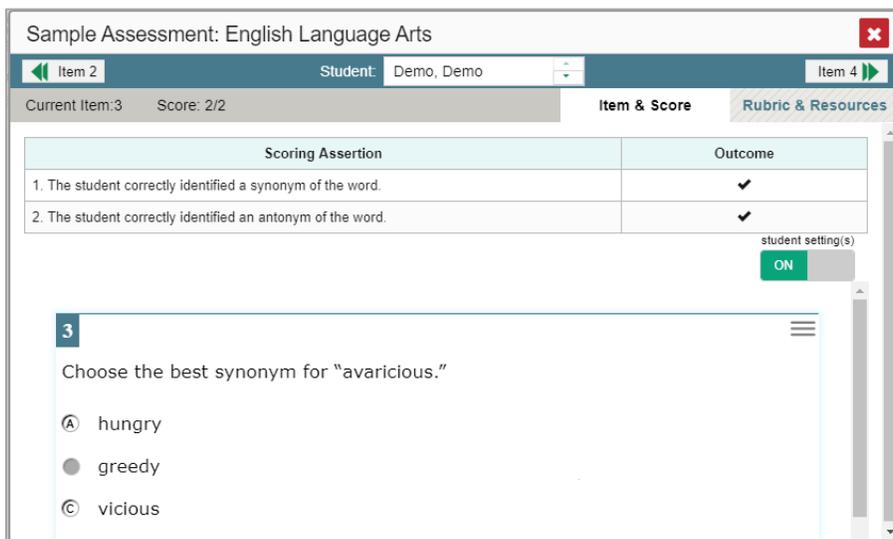
- Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table (see [Figure 80](#)) lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores. Note that for some ELA Full Write items, a second Scoring Criteria table appears, displaying transformed scores.

Figure 80. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- 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 81](#)).

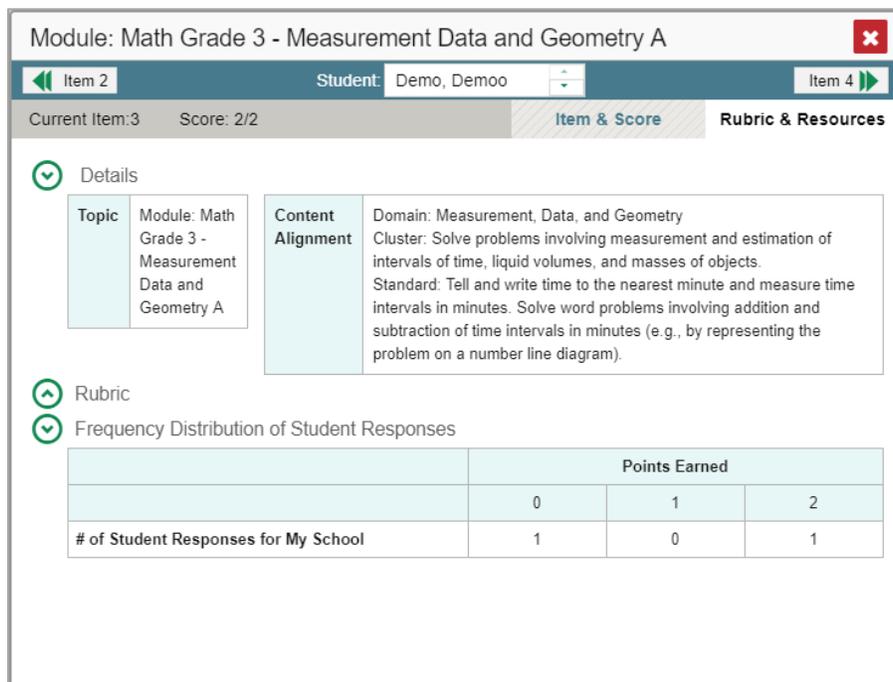
Figure 81. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- **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 82](#)) may include the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 82. Item View Window: Rubric & Resources Tab



- **Details:** May provide the following information:
 - **Topic:** Skill area to which the item belongs.

- **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 83](#)). The **Set Student Setting on Item View** window appears (see [Figure 84](#)).

Figure 83. Detail of Banner with Expanded My Settings Menu

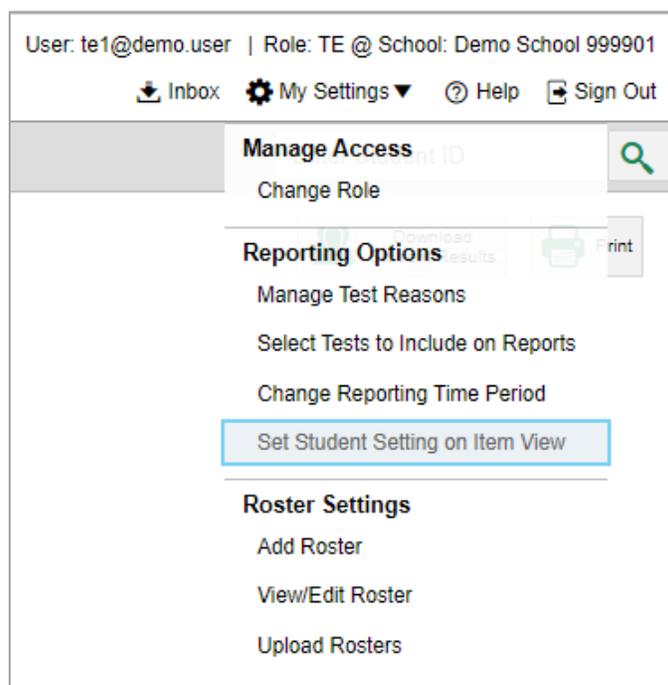
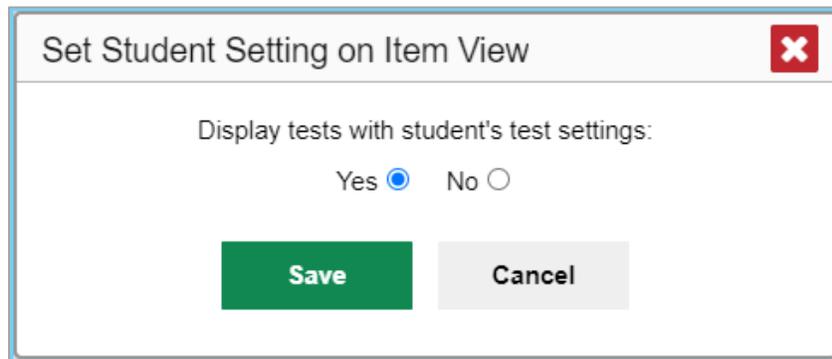


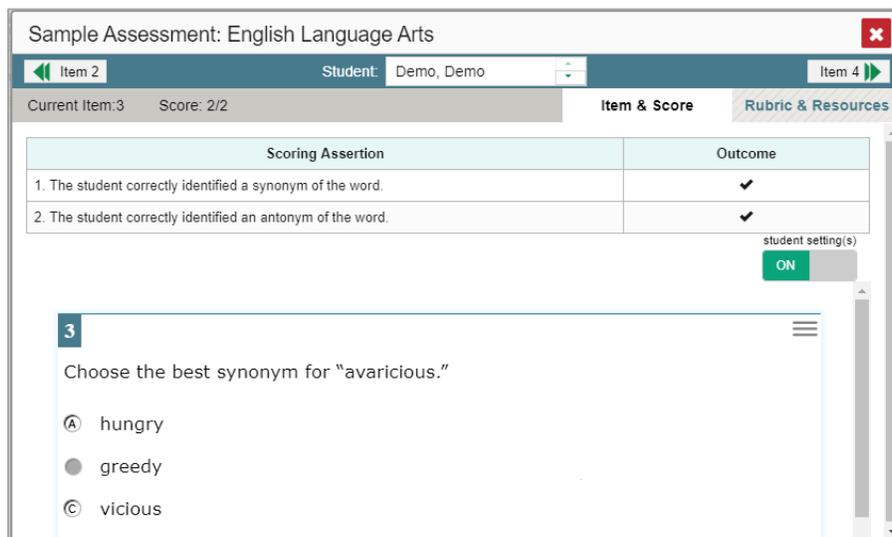
Figure 84. Set Student Setting on Item View Window



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 85](#)). This action has no effect on your global setting.

Figure 85. 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 Items Are Labeled “1-1”, “1-2”, and So On

On the Science interims, sub-items are listed separately because they belong to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled “[item number]-[sub-item number]”, for example, “1-1”, “1-2”, “1-3”, as in [Figure 86](#).

Figure 86. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

Dashboard > Performance on Tests > My Students' Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on **Modular: Science - Elementary School Earth Space Science - Earth's Systems 1** (2019-2020 Year), by Roster and Reporting Category: 2019-2020
 Filtered By Rosters: All Roster Test Reason: 2019-2020 Year

Roster	Total Items						
	Item Numbers and Points Earned						
	1 6 pt	1-1 1 pt	1-2 1 pt	1-3 1 pt	1-4 1 pt	1-5 1 pt	1-6 1 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	0.33	0	0	0.33	0	0	0
School	0.33	0	0	0.33	0	0	0
My Students	0	0	0	0	0	0	0
(Students Not In Any Ro ...)	0	0	0	0	0	0	0
_Proctor+Roster-1	0	0	0	0	0	0	0

Rows per page: 9 2 Items: 1 of 1

To view a scoring assertion, click the more information button **i** to the right of the sub-item number, as in [Figure 87](#).

Figure 87. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section and Sub-Item Assertion

Dashboard > Performance on Tests > My Students' Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on **Modular: Science - Elementary School Earth Space Science - Earth's Systems 1** (2019-2020 Year), by Roster and Reporting Category: 2019-2020
 Filtered By Rosters: All Roster Test Reason: 2019-2020 Year

Roster	Total Items						
	Item Numbers and Points Earned						
	1 6 pt	1-1 1 pt	1-2 1 pt	1-3 1 pt	1-4 1 pt	1-5 1 pt	1-6 1 pt
State	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District	0	0.33	0	0	0	0	0
School	0.33	0	0	0.33	0	0	0
My Students	0	0	0	0	0	0	0
(Students Not In Any Ro ...)	0	0	0	0	0	0	0
_Proctor+Roster-1	0	0	0	0	0	0	0

Rows per page: 9 2 Items: 1 of 1

The student varied the amount of grass and kept the amount of water constant, providing some evidence of the ability to make and record observations while using fair tests in which variables are controlled.

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 on ELA/Math Interims 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. ELA Interim scores 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 88](#)).

Figure 88. Banner with Tests To Score Notification



1. In the banner, click **Tests To Score** (see [Figure 88](#)). The **Scoring Mode** window opens (see [Figure 89](#)), 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 89. Scoring Mode Window: Dashboard

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
Grade 7 ELA - Brief Writes (IAB)	Unassigned	1	2	03/01/2021

2. Click the name of the test you wish to score (or  beside it). The Test Scoring page appears (see [Figure 90](#)), 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 90. Scoring Mode Window: Test Scoring Page

The screenshot shows a window titled "Scoring Mode" with a breadcrumb "Dashboard > Test Scoring". Below this, it displays "Grade 7 ELA - Brief Writes (IAB) (Unassigned) to score for zzz" and "Cambium Training School2, 2020-2021". It is filtered by "All Roster" and "Test Reasons: Unassigned".

Student	Student ID	Item To Score	
		1	2
Max Points		2	2
Demo, LORRAINE	9999999886	Score	Score

At the bottom right, it shows "Rows per page: 10" and "1 Items: 1 of 1".

- To enter scores for an item, click the **score** link for the required item in the required student's row (see [Figure 90](#)). The **Item View** window opens.
- In the **Rubric & Resources** tab (see [Figure 91](#)), review the item's rubric and available resources, if necessary.

Figure 91. Item View: Rubric & Resources Tab

The screenshot shows a window titled "INTERIM: G5-Math-IAB-NumBase10". It has navigation for "Item 13" and "Item 15", and a "Student: Demo-Student L...". The current item is "14" with a "Score: 1/1". There are two tabs: "Item & Score" and "Rubric & Resources", with the latter being active.

Under the "Details" section, there is a table:

Topic	INTERIM: G5-Math-IAB-NumBase10	Content Alignment	Claim: Concepts and Procedures - Students can explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency. Content Category: Priority Target Set: Target Set 3 Assessment Target: Perform operations with multi-digit whole numbers and with decimals to hundredths.
Item Difficulty	Moderate		

Below this is a "Rubric" section.

- In the **Item & Score** tab (see [Figure 92](#)), click the edit button  in the Scoring Criteria table at the top of the window.
- 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 92. Item View: Item & Score Tab

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.

Note that for some ELA Full Write items, two Scoring Criteria tables appear, with the top one allowing you to set scores and the bottom one displaying transformed scores (see [Figure 93](#)). When you set a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 93. Item View Window: Item & Score Tab with Two Scoring Criteria Tables

The screenshot shows the 'Item & Score' tab for 'INTERIM: G5-ELA-IAB-BriefWrit'. It displays two tables. The first table, 'Hand Scored Points Earned and Condition Codes', has columns for Scoring Criteria, Max Points, Points Earned, and Condition Code. The second table, 'Transformed Points Earned and Condition Codes', has the same columns but includes an 'Overall' row. A pencil icon is visible in the 'Points Earned' column of the first table, indicating a modifiable score.

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Evidence/Elaboration	4	Condition Code Selected	Off Purpose
Organization/Purpose	4	Condition Code Selected	Off Purpose

Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	6	2	None

Full write items are scored using three dimensions: Conventions, Evidence/Elaboration and Organization/Purpose for a total of ten points. For test scoring purposes.

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 next 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 94](#)). 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 94. My Students' Performance on Test Report: Item with a Modifiable Score

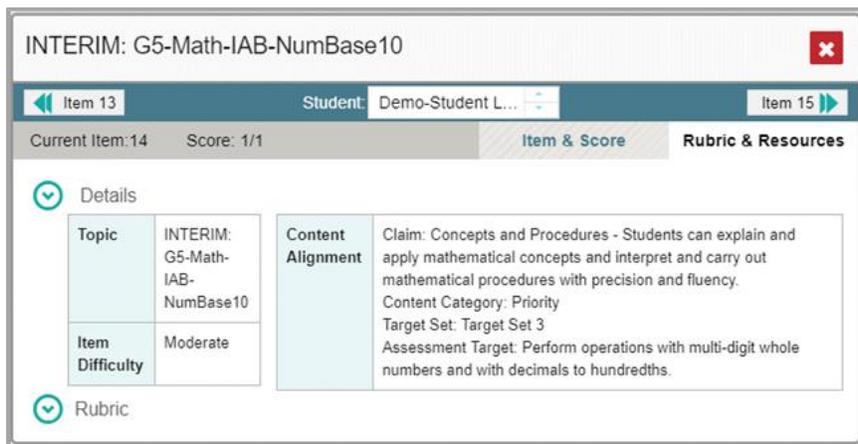
The screenshot shows the 'My Students' Performance on Test Report. It features a table with columns for Student, Student ID, Total, and Total Items. The 'Total' column includes a performance bar chart and a pencil icon. The 'Total Items' column shows a grid of scores for 11 items, with a pencil icon in the header and a warning icon in the data row for item 5.

Student	Student ID	Total	Total Items										
		Performance	Item Numbers, Max Points and Points Earned										
		n/a	1	2	3	4	5	6	7	8	9	10	11
			1 pt	1 pt	1 pt	1 pt	2 pt	1 pt	1 pt	2 pt	1 pt	1 pt	1 pt
State		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		Percent: 20% 40% 60% Count: 5 10 9	0.54	0.33	0.5	0.63	1.08	0.33	0.33	1.04	0.75	0.42	0.25
Institution		Percent: 17% 50% 33% Count: 2 6 4	0.58	0.33	0.33	0.67	1	0.33	0.25	1.08	0.83	0.42	0.25
My Students		Percent: 17% 50% 33% Count: 2 6 4	0.58	0.33	0.33	0.67	1	0.33	0.25	1.08	0.83	0.42	0.25
Demo_EB11	999999731	AllNear Standard	1	0	1	1	0	0	0	1	1	0	0
Demo_First145	999999645	AllNear Standard	1	0	0	1	1	0	0	1	1	0	0

Scores of items marked with  can be reviewed.

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 95](#)), review the item's rubric and available resources, if necessary.

Figure 95. Item View Window: Rubric & Resources Tab



3. On the **Item & Score** tab (see [Figure 96](#)), 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 97](#).

Figure 96. Item View Window: Item & Score Tab

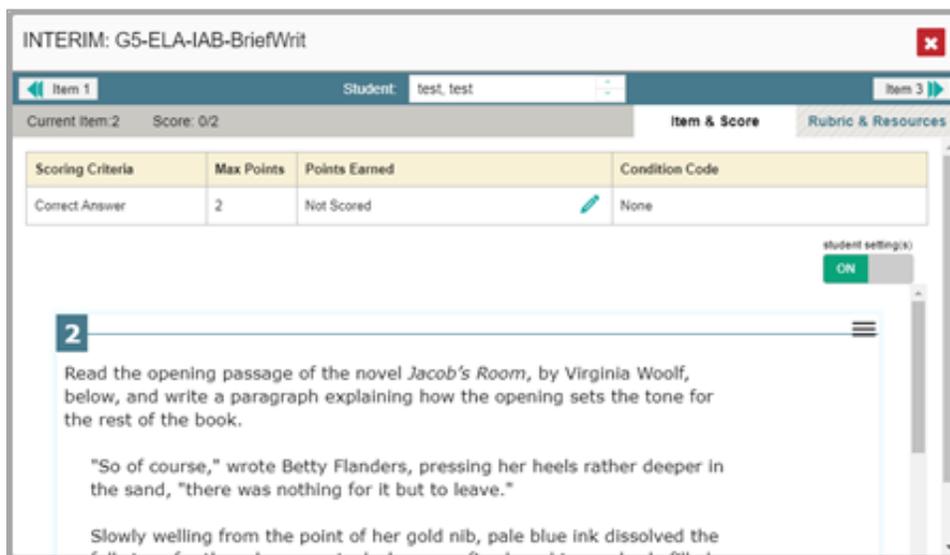


Figure 97. Item View Window: Item & Score Tab

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	1 <input type="button" value="Save"/> <input type="button" value="Cancel"/>	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 97](#)):
 - 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.

Note that for some ELA Full Write items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores, as in [Figure 98](#). When you modify a score, the new scores are automatically transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

Figure 98. Item View Window: Item & Score Tab: Two Scoring Criteria Tables

The screenshot shows a software interface for an interim report. At the top, it displays 'INTERIM: G5-ELA-IAB-BriefWrit' and 'Student: test, test'. Below this, there are navigation buttons for 'Item 1', 'Item 2', and 'Item 3'. The 'Item & Score' tab is active, showing 'Current Item: 2' and 'Score: 0/2'. The interface contains two tables:

Hand Scored Points Earned and Condition Codes			
Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Evidence/Elaboration	4	Condition Code Selected	Off Purpose
Organization/Purpose	4	Condition Code Selected	Off Purpose

Transformed Points Earned and Condition Codes			
Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	2	None
Organization, Purpose, Evidence and Elaboration	4	Condition Code Selected	Off Purpose
Overall	6	2	None

At the bottom of the window, a note reads: *Full write items are scored using three dimensions: Conventions, Evidence/Elaboration and Organization/Purpose for a total of ten points. For test scoring purposes.*

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 Interface 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 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 99](#)). The **Test Reason Manager** window opens (see [Figure 100](#)).

Figure 99. Teacher View: Detail of Banner with Expanded My Settings Menu

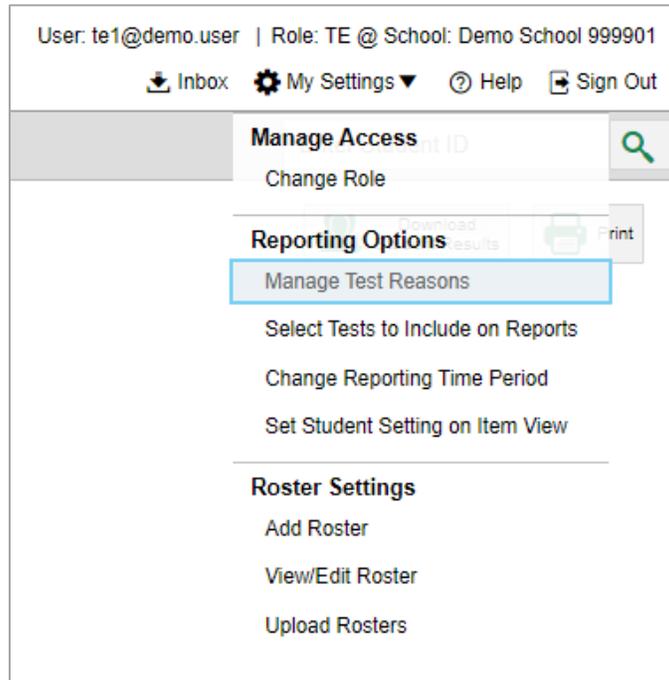
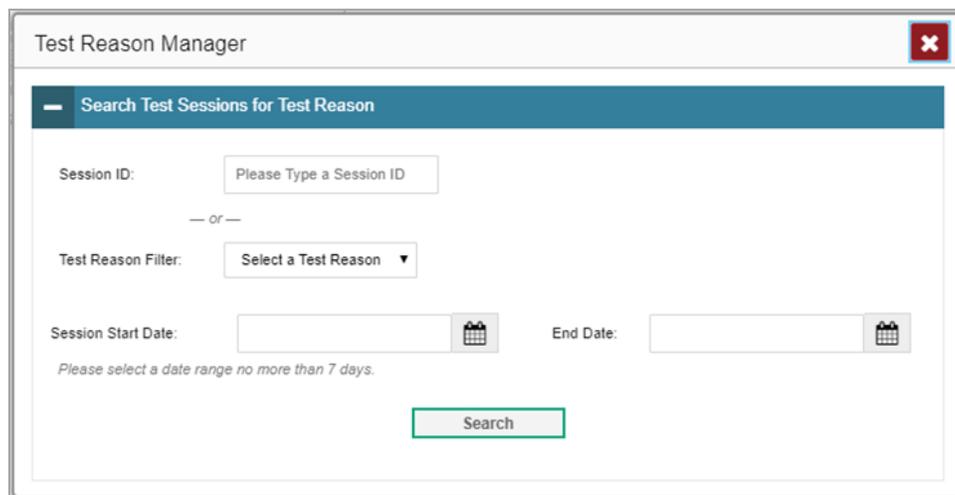


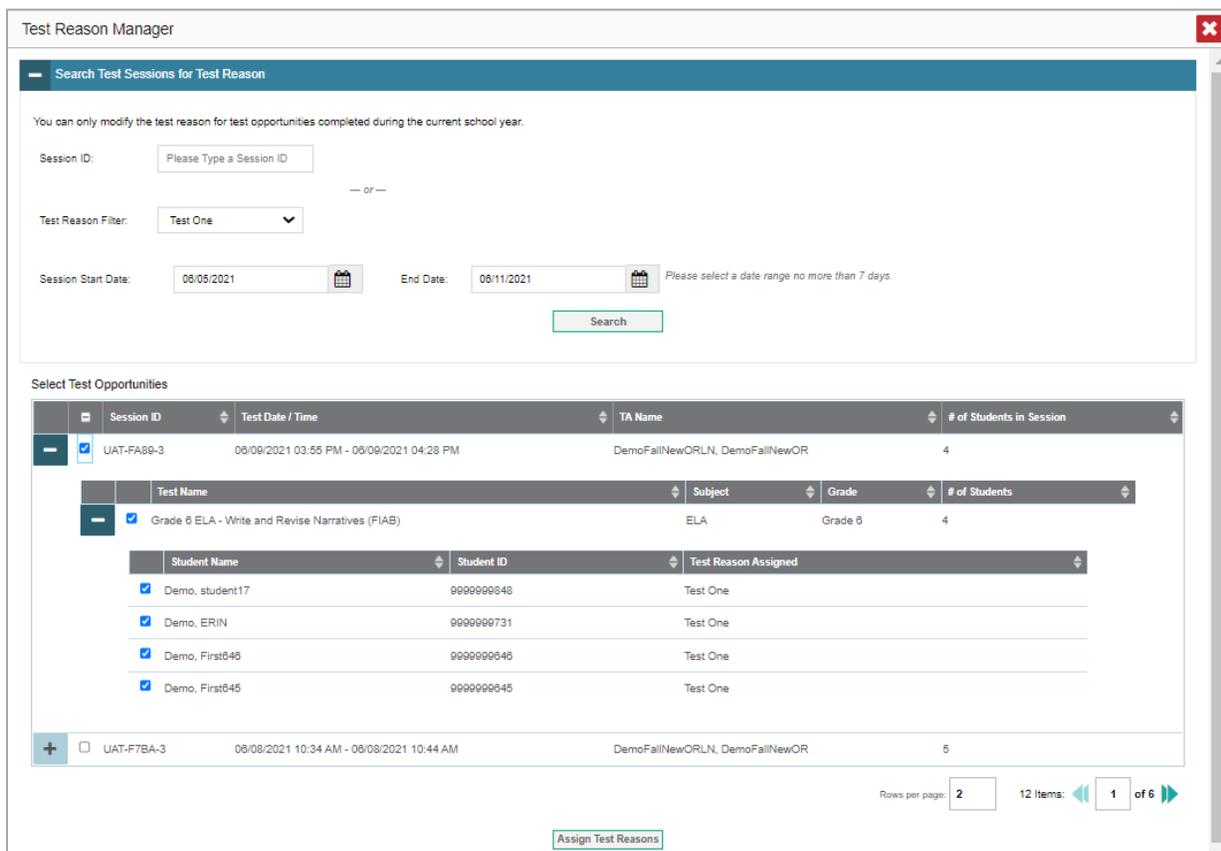
Figure 100. Test Reason Manager Window



2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 100](#)):
 - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.

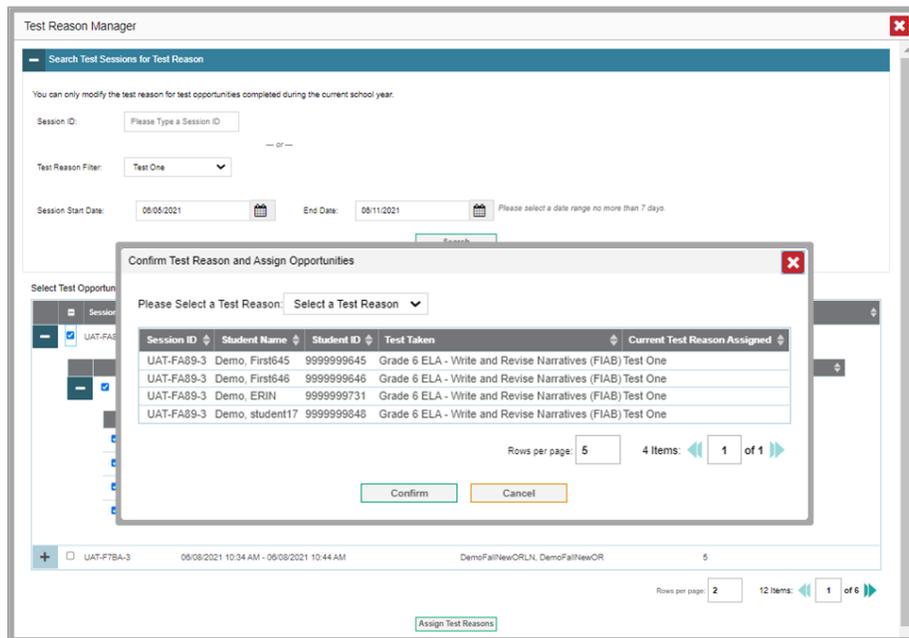
- Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.
 4. A list of retrieved test sessions appears in the section *Select Test Opportunities* (see [Figure 101](#)). 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 101. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.
7. In the window that appears (see [Figure 102](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 102. Confirm Test Reason and Assign Opportunities Window



How to Filter Tests to Display

You can temporarily filter which tests you want to see in your reports. Teachers and school-level users can filter by test group, test reasons, and rosters. District-level users can filter by test group, test reasons, and schools.

You may want to filter by test group, 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.

You may want to filter by test reason, for example, to compare fall and spring performance and see if students have improved. 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.

You may want to filter by roster 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.

You may want to filter by school 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.

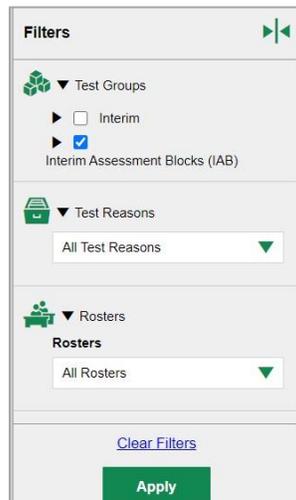
1. On the left side of the dashboard or the Performance on Tests report, click any button in the **Filters** panel (see [Figure 103](#)). The **Filters** panel expands (see [Figure 104](#)).

Figure 103. Teacher View: Filters Panel



2. Mark as many selections as you like in each section of the **Filters** panel (see [Figure 104](#)). Test groups are organized by test type, subject, and grade.

Figure 104. Teacher View: Expanded Filters Panel



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.

How to Filter Item-Level Data 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 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.

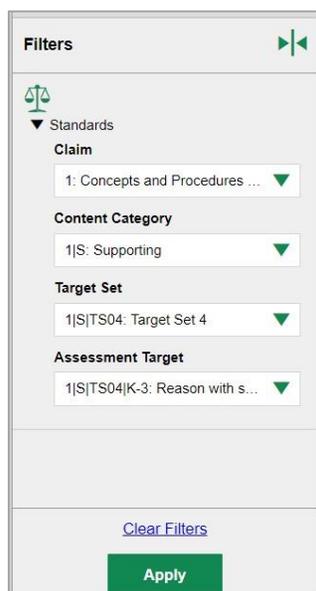
1. On the left side of the page, click any button in the **Filters** panel (see [Figure 105](#)). The **Filters** panel expands (see [Figure 106](#)).

Figure 105. Filter Panel from My Students' Performance on Test Report



2. Use the drop-down list in the **Standards** section (as in [Figure 106](#)) to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 106. Expanded Filter from My Students' Performance on Test Report



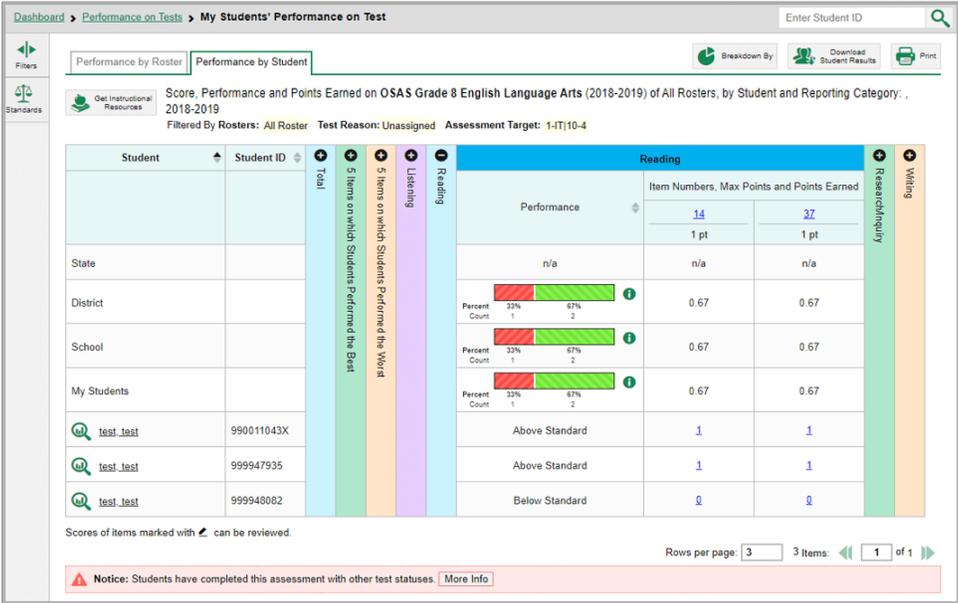
Reporting System User Guide

4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see [Figure 107](#)).
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 107. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard



Appendix

Appendix sections are alphabetized for your convenience.

C

Class (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 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** (see [Figure 108](#)). The **Roster Manager** window appears, showing the Add Roster form (see [Figure 109](#)).

Figure 108. Teacher View: Detail of Banner with Expanded My Settings Menu

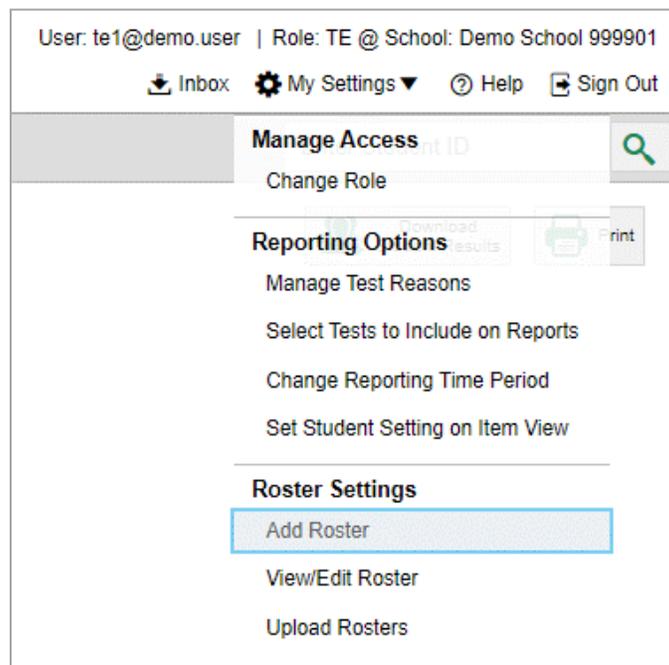


Figure 109. Roster Manager Window: Add Roster Form

2. In the *Search for Students to Add to the Roster* panel (see [Figure 109](#)), 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 109](#)), 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.
3. In the *Add Students to the Roster* panel (see [Figure 109](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the **Teacher Name** drop-down list, select a teacher.

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- c. **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**.
 - d. **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 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 Roster** (see [Figure 110](#)). The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see [Figure 111](#)).

Figure 110. Teacher View: Detail of Banner with Expanded My Settings Menu

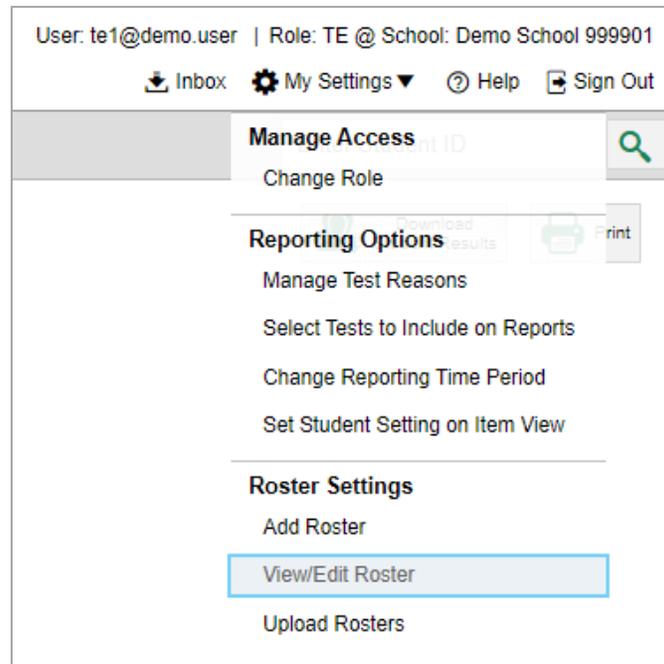
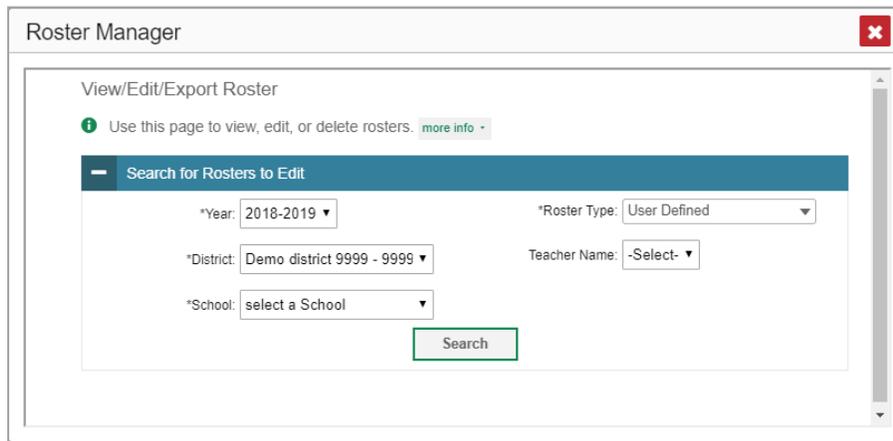
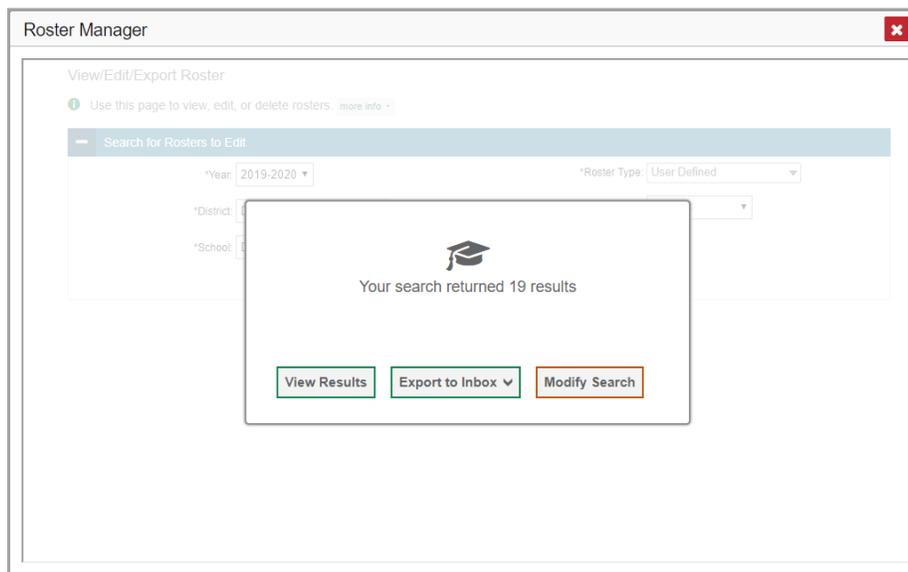


Figure 111. Roster Manager Window: View/Edit/Export Roster Form



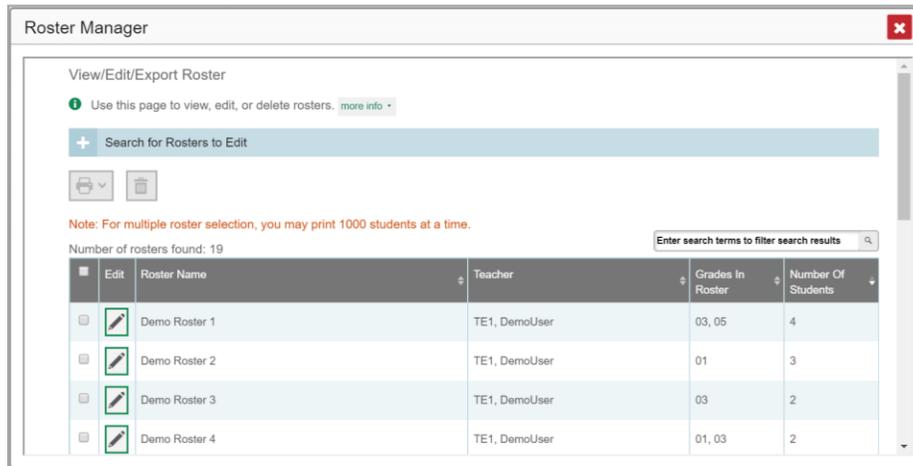
2. In the *Search for Rosters to Edit* panel (see [Figure 111](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 112](#)). Click **View Results** to view the results in your browser.

Figure 112. Roster Manager Window: Search Results Pop-Up



4. A list of retrieved rosters is generated (see [Figure 113](#)).

Figure 113. 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:
 - 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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1. From the **My Settings** menu in the banner, select **Upload Rosters** (see [Figure 115](#)). The **Roster Manager** window appears, showing the Upload Rosters: Upload page (see [Figure 116](#)).

Figure 115. Teacher View: Detail of Banner with Expanded My Settings Menu

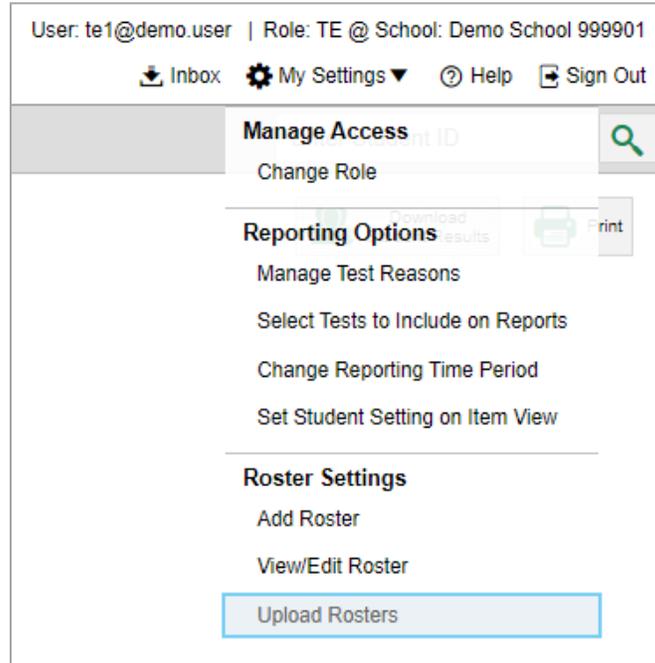
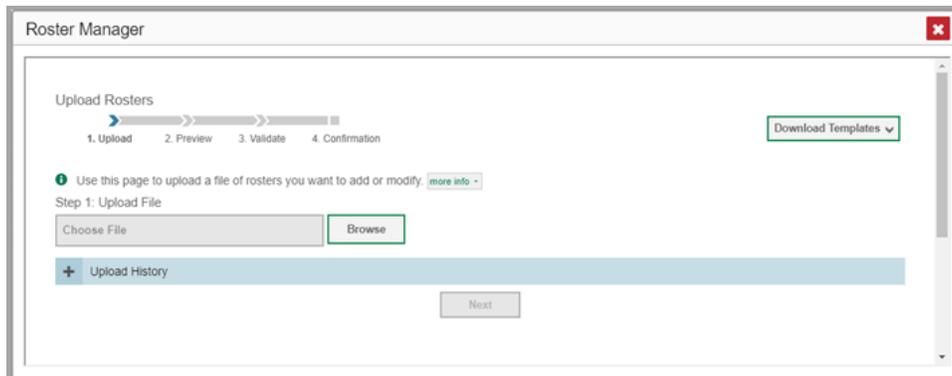


Figure 116. Roster Manager Window: Upload Rosters: Upload Page

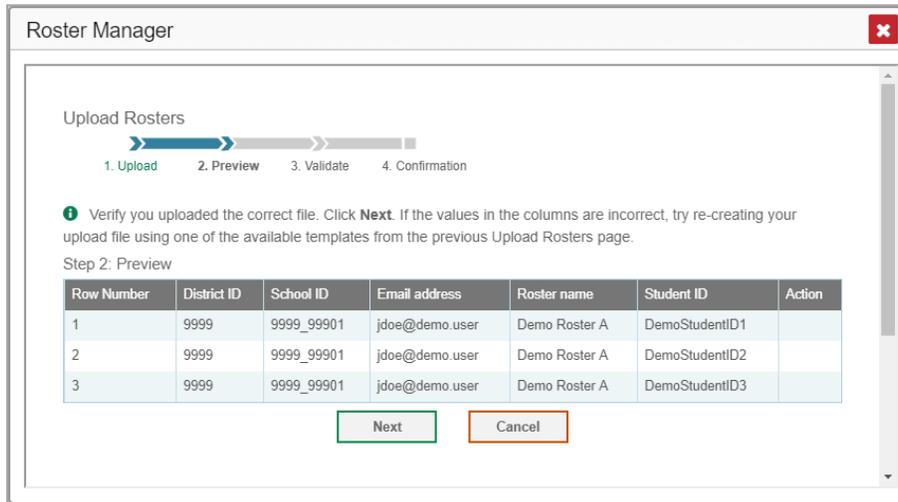


2. On the Upload Rosters: Upload page (see [Figure 116](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Fill out the template and save it.
5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.

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- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 117](#)). Use the file preview on this page to verify you uploaded the correct file.

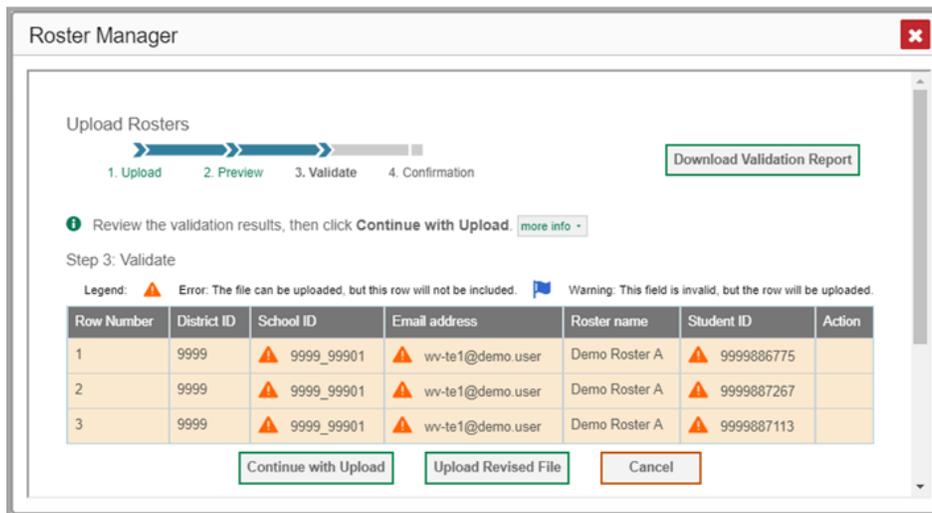
Figure 117. Roster Manager Window: Upload Rosters: Preview Page



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

Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 118](#)). 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 118. Roster Manager Window: Upload Rosters: Validate Page



- 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.

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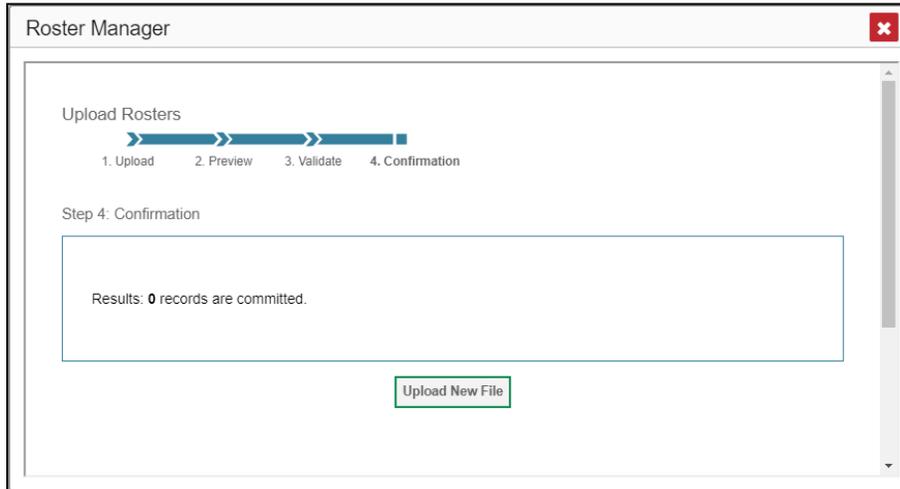
If your file contains a large number of records, the Reporting System processes it offline and sends you a confirmation email when it's complete. While the Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears (see [Figure 119](#)), displaying a message about how many records (rows) were committed.

Figure 119. 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

Element	Description	Valid Values
8 Digit District School ID*	School associated with the roster.	School ID that exists in TIDE. Four-digit numerical district ID followed by the four-digit numerical school ID.
User Email ID*	Email address of the teacher or school personnel associated with the roster.	Email address of a teacher or school personnel existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.

Element	Description	Valid Values
SSID*	Secure Statewide Student Identifier number.	Up to 10 numeric 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 2](#) 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 2. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	1. The student did not enter a response.
Human	Insufficient Text	<p>2. The student has not provided a meaningful response. Some examples:</p> <p>4. Random keystrokes</p> <p>5. Undecipherable text</p> <p>6. "I hate this test"</p> <p>7. "I don't know", "IDK"</p> <p>8. "I don't care"</p> <p>9. "I like pizza!" (in response to a reading passage about helicopters)</p> <p>10. Response consisting entirely of profanity</p> <p>3. For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if</p> <p>11. 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.</p> <p>12. The response is too brief to make a determination regarding whether it is on purpose or on topic.</p>
Human	Non-Scorable Language	<p>4. ELA/literacy: Language other than English.</p> <p>5. Mathematics: Language other than English or Spanish.</p>

Source of Code	Condition Code	Description
Human	Off Purpose	<p>6. For ELA Full Writes only:</p> <p>13. A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</p> <p>14. An off-purpose response addresses the topic of the task but not the purpose of the task.</p> <p>15. 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.</p> <p>16. Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</p>
Human	Off Topic	<p>7. For ELA Full Writes only:</p> <p>17. 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).</p> <p>18. Off-topic responses are generally substantial responses.</p>
Machine	Blank	8. The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	9. The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	10. The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	11. The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	12. The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	13. 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)	14. The response is in Spanish.

Source of Code	Condition Code	Description
Machine	Non-Scorable Language (Uninterpretable Language)	15. The response is in a language other than English or Spanish.

H

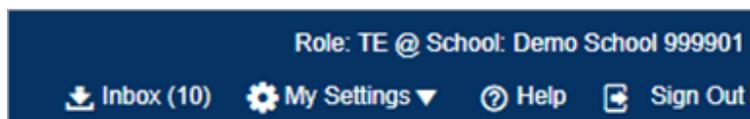
Help and User Support

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 120](#)), 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 120. Banner



How to Get User Support

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

The Helpdesk is open 7:00 a.m. to 5:00 p.m. PT (except holidays or as otherwise indicated on the OSAS portal).

- OSAS Helpdesk
- **Toll-Free Phone Support:** 1-866-509-6257
- **Email Support:** osashelpdesk@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).

I

Inbox

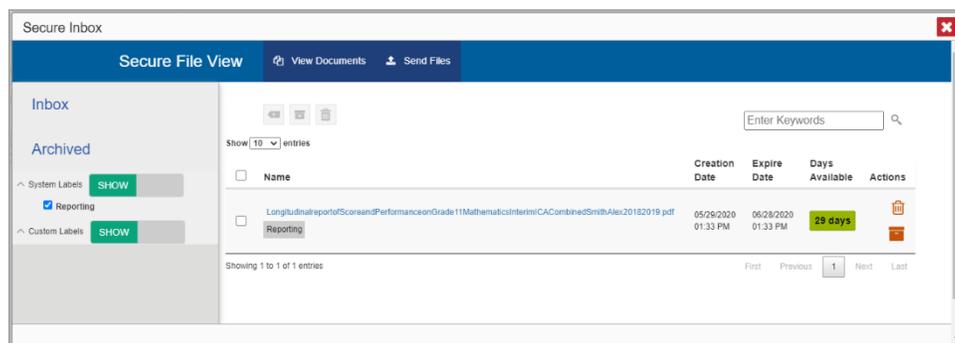
The Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between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

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

How to Access and Manage Files in the Inbox

1. In the banner (see [Figure 120](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 121](#)). By default, the Inbox window displays the **View Documents** tab.

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



2. Choose either of the available tabs (see [Figure 121](#)):
 - **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.
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 (see [Figure 121](#)).

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5. *Optional:* To hide files with a particular system label, clear the checkbox for that label (see [Figure 121](#)).
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see [Figure 121](#)).
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label (see [Figure 121](#)).
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](#)).

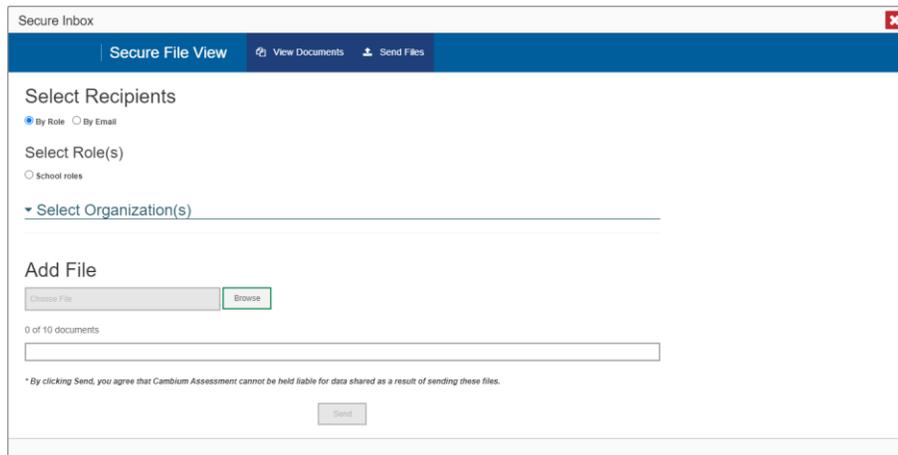
You cannot delete or archive secure documents uploaded to the Inbox by admin users.

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.

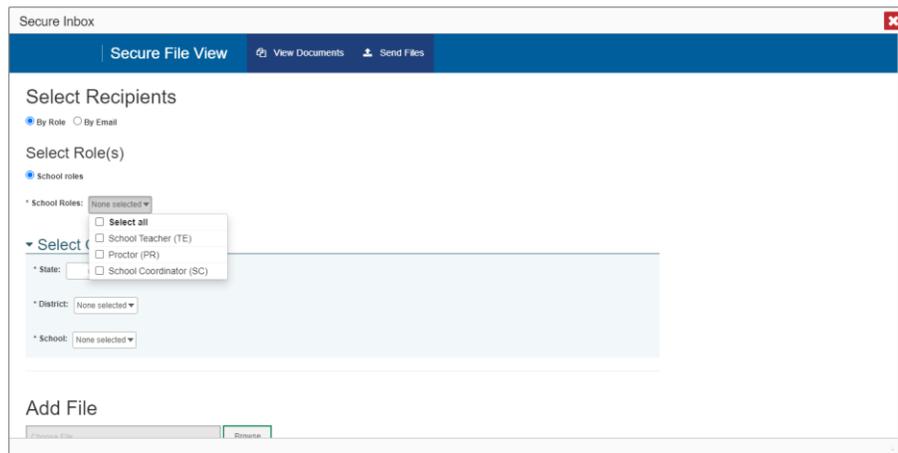
1. From the banner (see [Figure 120](#)), select **Inbox**. The **Inbox** page appears (see [Figure 121](#)). By default, the *View Documents* tab displays.
2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 122](#)).
3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role. Note that when you send files by role, they are sent to all users who match your filters.
 - 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 122. Secure Inbox Window: Send Files Tab



4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 123](#)), 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 123. Secure Inbox Window: Send Files Tab



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6. From the *Select Organization(s)* drop-down lists (see [Figure 124](#)), 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 124. Secure Inbox Window: Send Files Tab

7. 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.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Send**.

L

Login Process

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

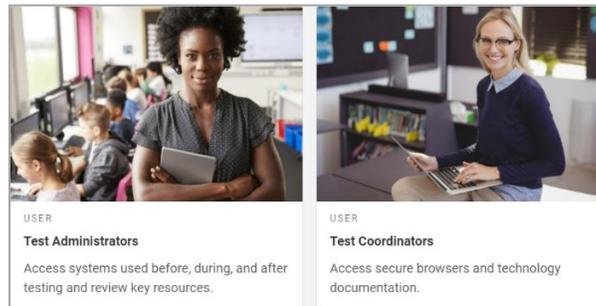
Do not share your login information with anyone. All OSAS systems provide access to student information, which must be protected in accordance with federal privacy laws.

How to Log In to the Reporting System

1. Navigate to the portal.
2. Select your user role from the cards displayed (see [Figure 125](#)).

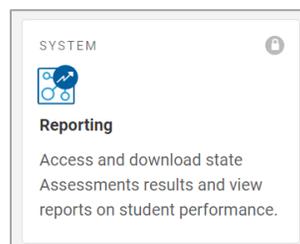
Reporting System User Guide

Figure 125. User Role Cards



3. Click the **Reporting System** card (see [Figure 126](#)). The login page appears.

Figure 126. Reporting System Card



4. On the login page (see [Figure 127](#)), enter the email address and password you use to access all CAI systems.

Figure 127. Login Page

Please Log In

Enter your username and password to log into AIR Assessment online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

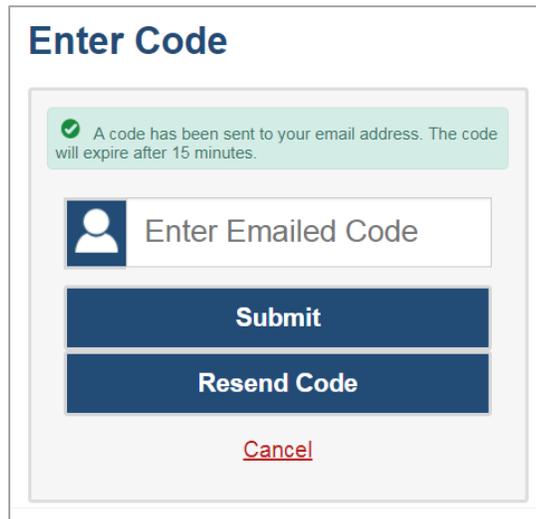
[Request a new one for this school year.](#)

- a. Click **Secure Login**.
- b. If the Enter Code page appears (see [Figure 128](#)), 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.

Reporting System User Guide

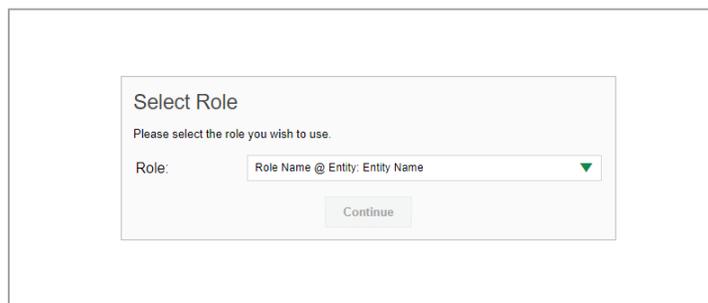
- If the authentication code has expired, click **Resend Code** to request a new code.

Figure 128. Enter Code Page



- If the **Terms and Conditions** page appears, you should review the terms on this page and click **Accept** to proceed.
- If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 129](#). 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 129. 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 130](#)). 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:

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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 130. Reset Your Password Page

Reset Your Password

Enter your email address and select **Submit**. You will receive an email that contains a link to create a new password.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Reset Your Password

Submit

[Return to Login Page](#)

- If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- Additional help:

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

M

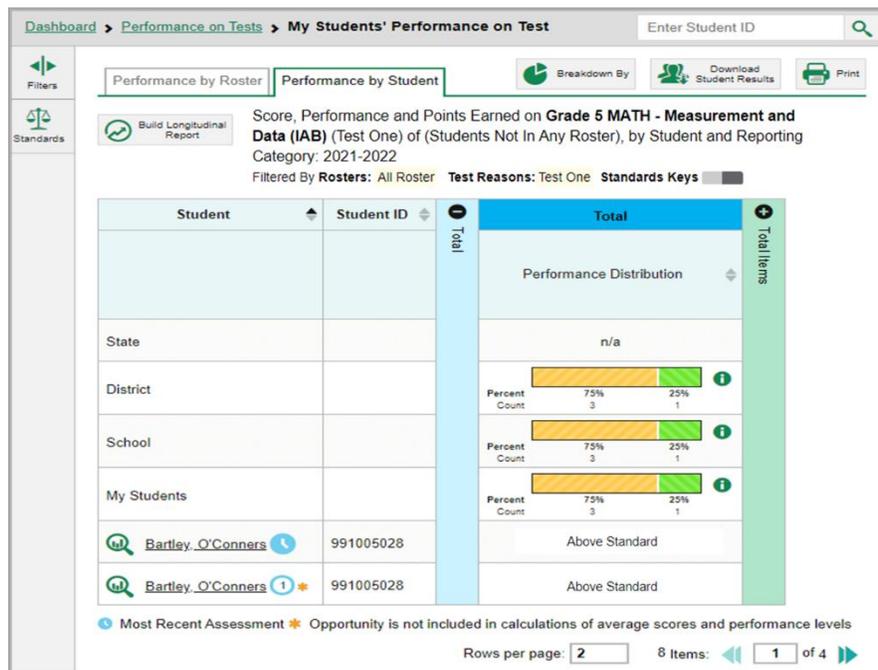
Multiple Interim Test Opportunities

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 131](#), 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. For example, if the sequence of testing opportunities begins with clock icon and proceeds through opportunities 1, 2, 3, 4, and 5, that means the opportunity with the clock icon is the most recent and opportunity 5 is the least recent.

An asterisk icon  indicates that an opportunity is not included in calculations of average scores or performance distributions.

Figure 131. School Performance on Test Report: Performance by Student Tab



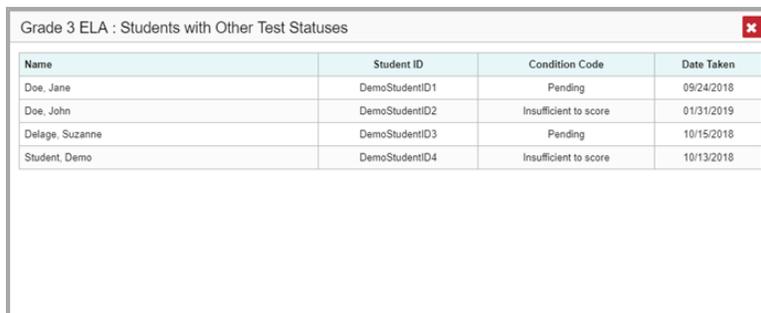
N

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 132](#)). 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 132. 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

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.
- Standard error: After an individual student's score, you may see a number with "±" before it. This is the standard error of measurement (SEM). 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. As an example, if a student receives a test score of 75 with an SEM of 4, that tells us that the student's knowledge and skills fall between 71 and 79. For average scores at aggregate levels, the number following "±" is the standard error of the mean.
- 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 133](#), showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.
- Percent proficient, also shown in some aggregate reports (see [Figure 133](#)), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.
- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **Proficient?**, and **% Correct**.

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In a report, click the more information button **i** in the score or Performance Distribution columns (see [Figure 133](#)).

Figure 133. School-Level User View: School Performance on Test Report: Performance by Student Tab

Student	Student ID	Total	Total	5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Total Items
		Total	Performance Distribution			
State			n/a			
District			 Percent: 50% 50% Count: 1 1	i		
School			 Percent: 50% 50% Count: 1 1	i		
Demo_IRIS	9999999478		Below Standard			
Demo_TONI	9999999444		At/Near Standard			

A legend appears (see [Figure 134](#)), explaining what the scores or performance levels indicate.

Figure 134. My Students' Performance on Test Report with Expanded Performance Distribution Legend

Dashboard > Performance on Tests > My Students' Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on Grade 6 ELA - Write and Revise Narratives (FIAB) (Test One), by Roster and Reporting Category: 2020-2021

Filtered By Rosters: All Roster Test Reasons: Test One Standards Keys

Roster	Student Count	Test Completion Rate	Performance Distribution	5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Total Items
State	n/a		n/a			
District	24		 Percent: 21% 42% 38%	i		
Institution						
My Students						
Afternoon Class						
Afternoon Class - Gro...	6	100% (6/6)	 Percent: 17% 50% 33% Count: 1 3 2	i		
Afternoon Class - Gro...	6	100% (6/6)	 Percent: 17% 50% 33% Count: 1 3 2	i		

Performance Levels

- %Below Standard :
The student has not yet met the achievement standard
- %AtNear Standard :
The student has nearly met the achievement standard
- %Above Standard :
The student has met the achievement standard

Rows per page: 10 3 Items: 1 of 1

You will find similar buttons **i** 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. Alternatively, click and drag the green horizontal scrollbar at the bottom 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

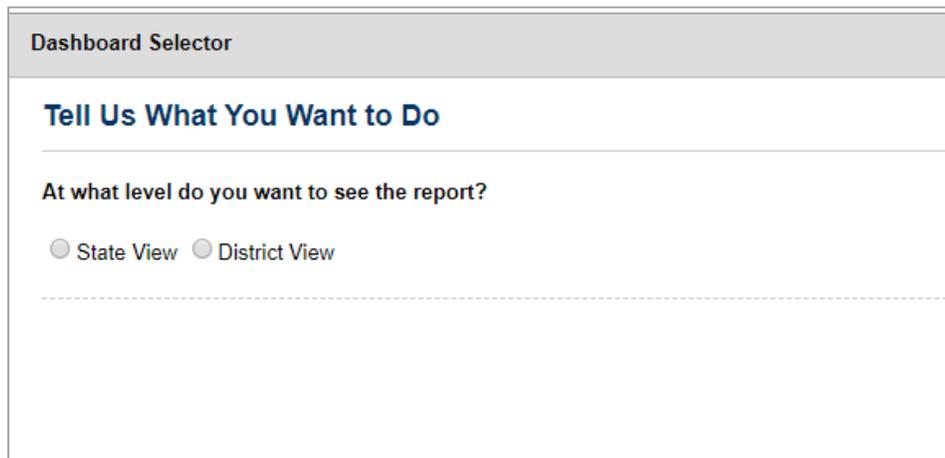
State-level users have a special landing page called the Dashboard Selector. You can use the Dashboard Selector to access an Reporting dashboard at the state level or the district level.

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 135](#)).
2. From the state and district view options, select **State View**.

Figure 135. State-Level User View: Dashboard Selector Page



The screenshot shows a web interface titled "Dashboard Selector". Below the title is a heading "Tell Us What You Want to Do". Underneath is a question: "At what level do you want to see the report?". There are two radio button options: "State View" and "District View". The "State View" option is selected.

3. The options that appear (see [Figure 136](#)) allow you to select any number of test types (such as summatives or interims), subjects, and grade levels. Select the test grouping you want to view. You will be able to change this grouping later.
4. Select **View** below the test grouping options.

Figure 136. 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](#)

The state dashboard appears, looking similar to a Performance on Tests report (see [Figure 137](#)). 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 137. State Dashboard

Dashboard Selector > State Dashboard

Average Score and Performance Distribution, by Assessment: South Dakota, 2018-2019
 Filtered By: School: All Schools Test Reason: All Test Reasons Reporting Time Period: 07/02/2019

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
INTERIM: G3-ELA-IAB-Revise	Unassigned	1	n/a	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #f44336; margin-right: 5px;"></div> 100% </div> <div style="display: flex; align-items: center;"> Percent Count 1 </div>	03/27/2019
INTERIM: G3-ELA-IAB-Brief/Writ	Unassigned	1	n/a	<div style="display: flex; align-items: center;"> <div style="width: 100px; height: 10px; background-color: #4caf50; margin-right: 5px;"></div> 100% </div> <div style="display: flex; align-items: center;"> Percent Count 1 </div>	03/27/2019

(2 of 2 Total Tests)

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

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

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

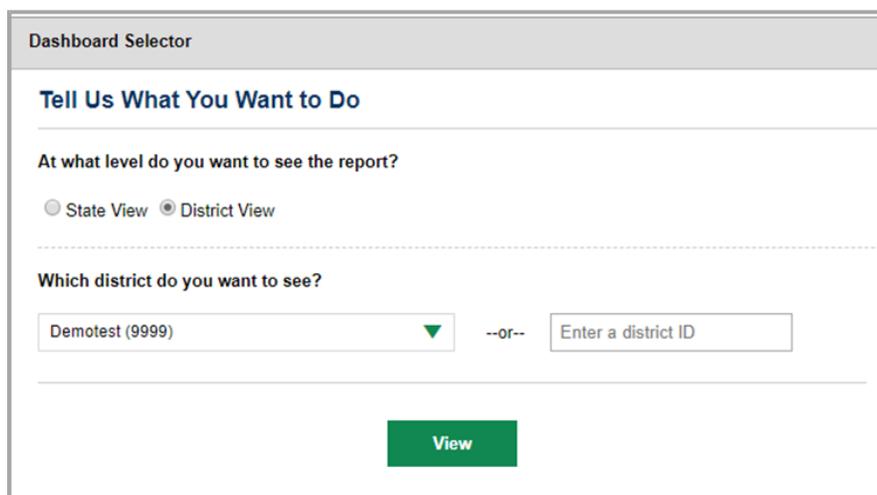
To return to the Dashboard Selector, select **Dashboard Selector** in the upper-left corner.

How to Access Reporting at the District Level

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

1. Log in to Reporting. The Dashboard Selector page appears.
2. From the state and district options, select **District View** (see [Figure 138](#)).
3. Do either of the following:
 - From the drop-down list that appears, select a district.
 - In the search field that appears, enter a district ID.
4. Select **View**.

Figure 138. State-Level User View: Dashboard Selector Page



The screenshot shows a web interface titled "Dashboard Selector". Below the title is a section "Tell Us What You Want to Do". Underneath, there is a question "At what level do you want to see the report?" with two radio button options: "State View" and "District View". The "District View" option is selected. Below this is another question "Which district do you want to see?". There are two input methods: a dropdown menu currently showing "Demotest (9999)" and a text input field labeled "Enter a district ID". At the bottom center is a green "View" button.

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

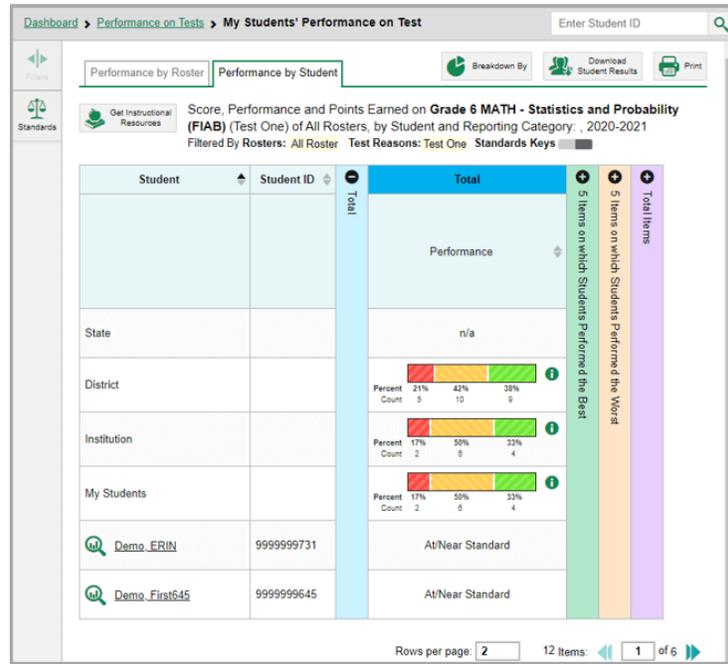
Test Resources

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.

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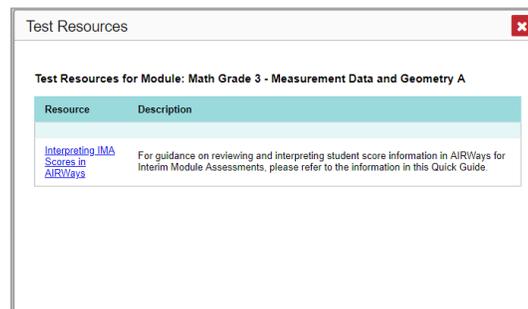
If additional assessment information is available, click the **Get Instructional Resources** button  in the upper-left corner of the report table (see [Figure 139](#)). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 139. My Students' Performance on Test Report: Performance by Student Tab



A window opens (see [Figure 140](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 140. Test Resources Window



Change Log

Change	Date