

Reporting System Quick Guide

The Reporting System allows you to access your summative and interim test results.

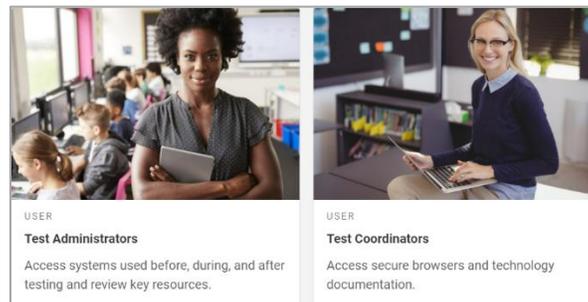
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How to Log In

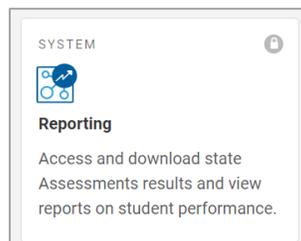
1. Navigate to the portal.
2. Select your user role from the cards displayed (see [Figure 1](#)).

Figure 1. User Role Cards



3. Click the **Reporting** card (see [Figure 2](#)). The login page appears.

Figure 2. Reporting Card



4. On the login page (see [Figure 3](#)), enter the email address and password you use to access all Cambium Assessment, Inc. (CAI) systems.
5. Click **Secure Login**.

Figure 3. 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.](#)

The rest of the login process is the same as for other CAI systems. Once you are logged in, the dashboard for your user role appears.

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.

From the **My Settings** menu in the banner, choose **Change Reporting Time Period** (see [Figure 4](#)). The **Change Reporting Time Period** window appears (see [Figure 5](#)).

Figure 4. Detail of Banner with Expanded My Settings Menu

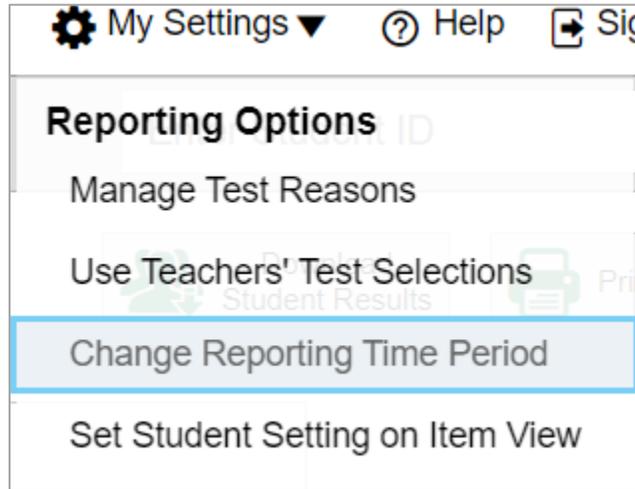


Figure 5. Change Reporting Time Period Window

From the school year drop-down list, select a school year (see [Figure 5](#)). This is the year for which you will view test results.

1. 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.
2. Click **Save**. All reports are now filtered to show only data for the selected school year and date. 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 Navigate Basic Reports

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.

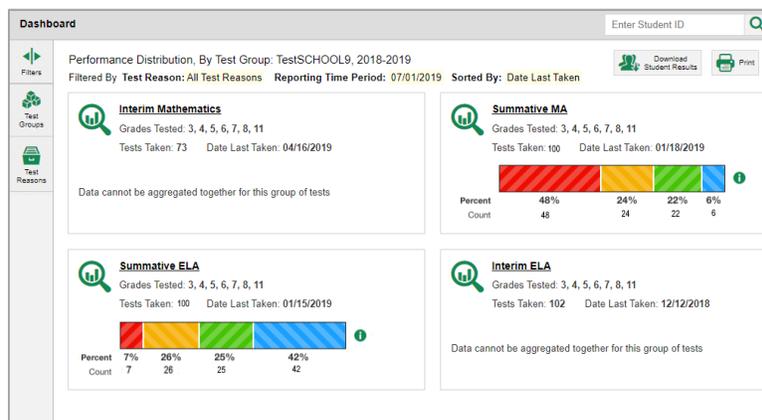
How to Use the Dashboard to View Aggregate Test Results

All users 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 6](#) is for Interim Assessment Blocks (IAB) Math).

Each aggregation card displays the test group name and information on that test group. You may sometimes see the message “Data cannot be aggregated together for this group of tests” instead of the performance distribution bar for tests that do not report performance distribution, or that use different sets of performance levels. Test group cards are sorted by date last taken.

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

Figure 6. Dashboard



By default, the dashboard is filtered to display only summative assessments, unless no summatives are available, in which case all assessments are displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. [Figure 6](#) above shows a dashboard filtered to display all test groups.

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 Test reports, users see one table, as in [Figure 7](#). This table lists all the assessments in the test group.

Figure 7. Teacher and School-Level User View: Performance on Tests Report

Filters	Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Test Groups	Grade 8 ELA - Read Informational Texts (IAB)	Interim Assessment Blocks (IAB)	8	Pre-Instruction	1	n/a	 Percent Count: 100% / 1	11/12/2019
Test Reasons	Grade 8 ELA - Read Informational Texts (IAB)	Interim Assessment Blocks (IAB)	8	Unassigned	2	n/a	 Percent Count: 100% / 2	10/29/2019
Schools	Grade 8 ELA - Listen/Interpret (IAB)	Interim Assessment Blocks (IAB)	8	Test One	3	n/a	 Percent Count: 67% / 2, 33% / 1	10/24/2019
	Grade 7 ELA - Write and Revise Narratives (IAB)	Interim Assessment Blocks (IAB)	7	Unassigned	2	n/a	 Percent Count: 100% / 2	10/22/2019

You can use the filters to view a different set of assessments.

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.

How to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab ([Figure 8](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

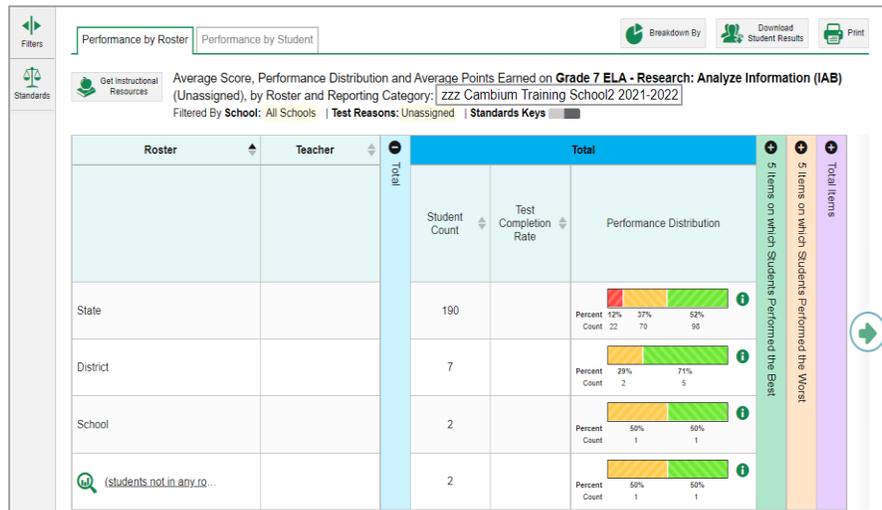
Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or beside it).
2. Click a test name (or beside it) in the table of assessments. The School Performance on Test report appears. It is open to the **Performance by Roster** tab.

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

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

Figure 8. School Performance on Test: Performance by Roster Tab



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

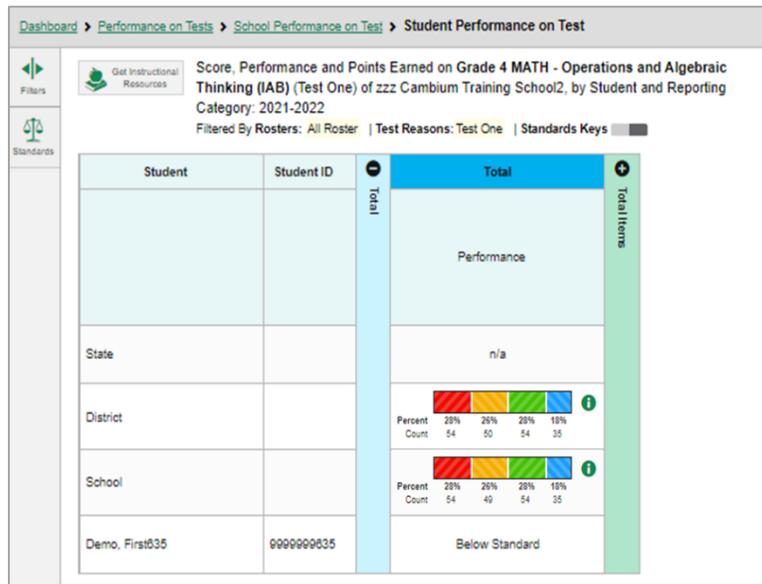
Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 9](#)).

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

Figure 9. Teacher and School-Level User 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 9](#)).

How to Score Items on Interims

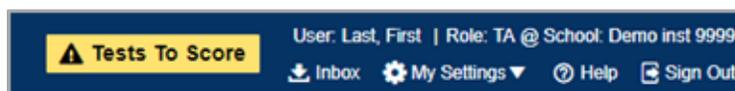
Authorized users can score certain items on interim tests.

- Some items that require hand scoring arrive in the Reporting System without any scores. 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.

How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner (see [Figure 10](#)).

Figure 10. Banner with Tests To Score Notification



1. In the banner, click **Tests To Score** (see [Figure 10](#)). The **Scoring Mode** window opens (see [Figure 11](#)), displaying a list of tests with unscored items. Click the name of the test you wish to score (or  beside it). The Test Scoring page appears, displaying a list of students and items awaiting scoring for the selected test.

Figure 11. 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

- To enter scores for an item, click the **score** link for the required item in the required student's row (see [Figure 12](#)). The **Item View** window opens. In the **Rubric & Resources** tab, review the item's rubric and available resources, if necessary. In the **Item & Score** tab, click the edit button in the Scoring Criteria table at the top of the window.

Figure 12. Scoring Mode Window: Test Scoring Page

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

- Review the student's entered response and do one of the following (see [Figure 13](#)):
 - Enter a score by selecting the appropriate score from the **Points Earned** drop-down list.
 - Assign a condition code to the response by selecting the appropriate option from the **Condition Code** drop-down list.

Figure 13. Item View: Item & Score Tab

4. If the item has multiple scoring criteria, repeat step 3 for each criterion. Click **Save**.
5. To view another unscored item for the same student, use the buttons 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.
6. Repeat steps 1-5 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.

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.

The process for modifying machine-suggested scores is much the same. You can find items with modifiable scores by locating the pencil icon in the column header for each item with a modifiable score. More information about viewing items in reports and modifying scores can be found in the full guide.

How to Generate and Export Individual Student Reports (ISR) and Student Data Files

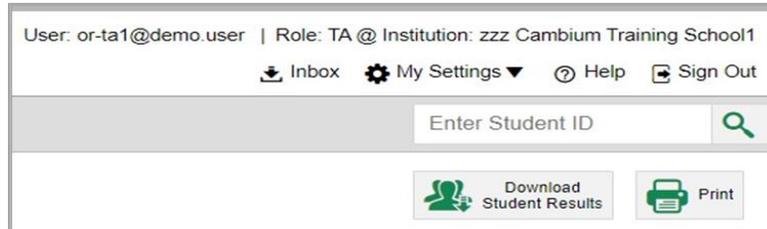
You can generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test). Each ISR shows a student's performance on the test.

You can also generate and export a student data file or files containing data on students and tests.

ISRs and student data files can be generated from almost any Reporting page. You can select combinations of a test reason, assessments, and students in order to generate either a single file or multiple files at once.

1. Click the **Download Student Results** button  in the upper-right corner of the page (see [Figure 14](#)).

Figure 14. Download Student Results Button in Upper-Right Corner



The **Student Results Generator** window opens ([Figure 16](#)).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

2. Select either **Individual Student Report** or **Student Data File**. Always do this before making other selections. More options appear.
 - a. For ISRs:
 - i. 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.
 - ii. Under PDF Type, select either a simple or a detailed PDF.
 - b. For student data files:
 - i. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
 - ii. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.
3. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

- Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in [Figure 15](#). To deselect and clear results, click **Clear Search Results**.

Figure 15. Search by Student ID

The screenshot shows the 'Student Results Generator' window. On the left, there are settings for 'Report Type' (Individual Student Report, Student Data File), 'Print Options' (Report Format: XLS, CSV, TXT; Output: Data File for Each Test, Single Combined Data File), and 'Generate' and 'Cancel' buttons. The main area is titled 'Search by Student ID' and contains a search input field with the placeholder 'Enter up to 5 comma-separated student IDs' and a 'Search' button. Below the search field, there is a 'Clear Search Results' button and a list of three selected students with their details:

- Demo, BERTHA (9999999309)
School: zzz Cambium Training School1
Test Reasons: 2021-2022 (ELPA Screener), Spring 2022 (ELPA Summative)
Subjects: English Proficiency
- demo, demo (9988000210)
School: zzz Cambium Training School3
Test Reasons: Spring 2022 (OSAS)
Subjects: Science
- Test, Test (9999001179)
School: zzz Cambium Training School3
Test Reasons: Spring 2022 (OSAS)
Subjects: ELA, Mathematics

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:
- In the **Select Test Reason** section ([Figure 16](#)), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 16. Student Results Generator Window: Select Test Reasons Section

5. The **Select Assessments** section ([Figure 17](#)) groups tests by subject and grade. Choose the tests or groups of tests you want to include in the report. When creating student data files, you can select any number of subjects. When creating ISRs, you can select tests within a single subject.

Figure 17. Student Results Generator Window: Select Assessments Section

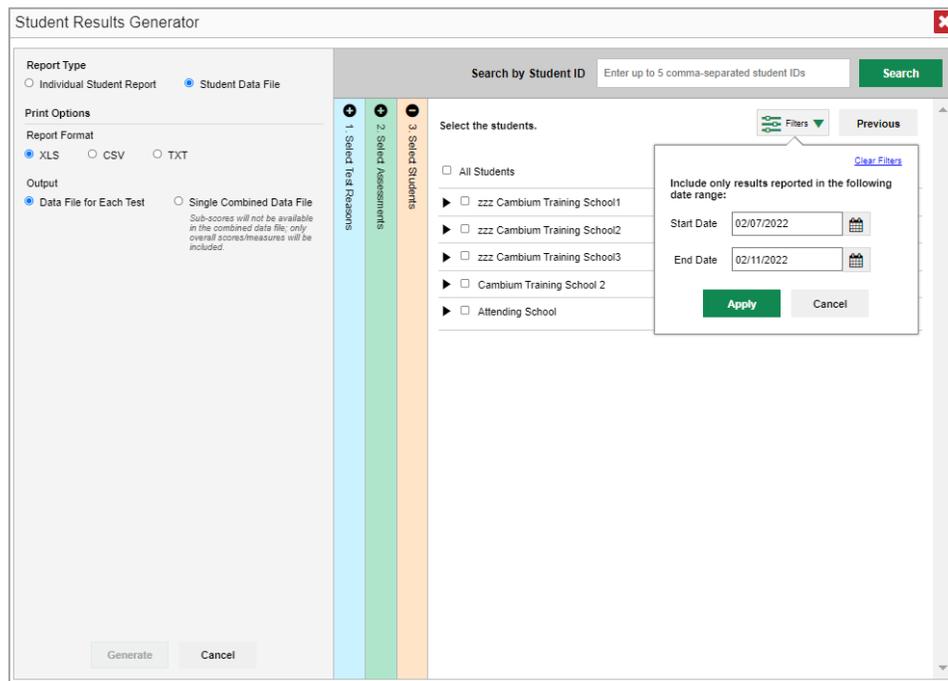
6. In the **Select Students** section ([Figure 18](#)), select students from the expandable school and/or class (roster) options. When creating ISRs, district-level users can select students from up to three schools.
- Sometimes the list of students is truncated. You can display the entire list by clicking **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.

Figure 18. District-Level View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window. On the left side, there are three main sections: 'Report Type' with radio buttons for 'Individual Student Report' and 'Student Data File'; 'Print Options' with 'Report Format' (XLS, CSV, TXT) and 'Output' (Data File for Each Test, Single Combined Data File); and a 'Generate' button. The main area is titled 'Select the students.' and features a search bar 'Search by Student ID' with a 'Search' button. Below the search bar is a tree view showing school selections. Under 'Cambium Training School 2', a list of students is shown with checkboxes. A 'Filters' menu is visible in the top right of the student list area.

7. *Optional:* If you used the accordion selections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:
 - i. Open the **Filters** menu . The menu displays two date fields, as in [Figure 19](#).
 - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**
 - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.
 - v. Note: Due to handscoring on some tests, the processing date is not always the same date the test was submitted.

Figure 19. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



In ISRs, 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 one test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest. This only applies to interim tests as summatives cannot be taken more than once.

In student data files, note that if a student took an interim test multiple times, the files will include each test opportunity.

How to Understand Different User Roles

Teachers, school-level users, and district-level users have access to different features and data in the Reporting System.

How to Understand Which Students Appear in Your Reports

- Teachers and 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 Understand Which Features You Have Access To

- Teachers and School-level users:
 - You can view the School Performance on Test report, listing results for all your school's students who took a particular test.

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- You can filter by class (roster) after first selecting the teacher the class belongs to.
 - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).
 - You can compare any students' performance with the performance of your whole school, district, and state.
- District-level users:
 - You can view the District Performance on Test report, listing results for all your district's schools whose students took a particular test.
 - You can filter by school.
 - You can view the School Performance on Test report just like a school-level user.
 - When generating Individual Student Reports (ISR) or student data files, you will see available students grouped by school and class (roster).
 - You can compare any students' performance with the performance of your whole district and state.
- Users with scoring permissions:
 - You can score unscored items and modify scores for certain items on Interim Assessments.

Change Log

Change	Date
Updated screenshots and text to reflect expanded TA permissions and view.	9/23/2021
Added the word "approximate" to the mention of the student counts in the How to Generate and Export Individual Student Reports (ISR) and Student Data Files section.	9/23/2021
Rewrote most of the How to Generate and Export Individual Student Reports (ISR) and Student Data Files section and replaced almost all screenshots to account for 14.2 enhancements.	3/21/2022
Noted in the How to Understand Which Features You Have Access To section that when district-level users generate ISRs or SDFs, they can view students grouped not only by school but also by class (roster).	3/21/2022