Centralized Reporting System User Guide

For Interim Assessments

2020–2021

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Table of Contents

Introduction to the User Guide

This user guide gives instructions on using the Centralized Reporting System for the following:

- Accessing interim and benchmark assessment data.
- Scoring interim and benchmark assessments.

It includes the following sections:

- How to Navigate Reports
- How to Set Up Your Reports So They Make Sense
- How to Export and Print Data
- How to Score Items
- Appendix

Key Changes

The list below describes key changes to the document for the 2020-2021 school year.

- The Dashboard is redesigned to display high-level aggregate test results by test group. A typical test group comprises a single test type, a single subject, and all grades. From the redesigned Dashboard, you can navigate to a report listing individual tests. For more information, see the section How to View High-Level Aggregate Test Results.
- District-level users can now filter by school, and school-level users can now filter by class (roster). For more information, see the section How to Filter Tests to Display.
- Student count is now displayed below performance distribution bars.

How to Navigate Reports

This section explains how to navigate your reports.

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 Centralized 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.

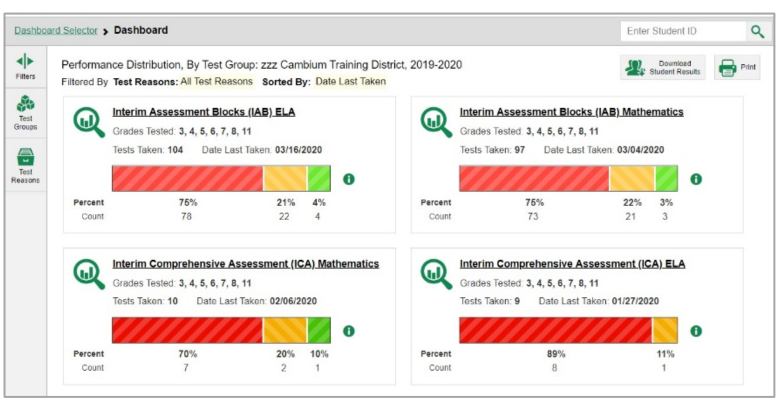
How to Use the Dashboard to View Aggregate Test Results

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 1 is for Interim Assessment Blocks (IAB) ELA).

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

Figure 1. Teacher View: Dashboard



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.

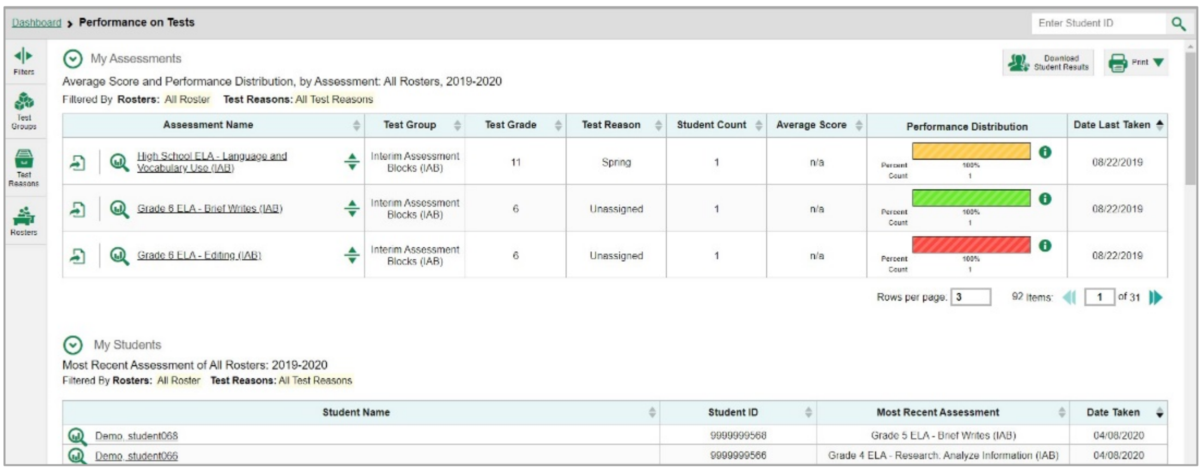
How to View More Detailed Data on a Particular Test Group

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:

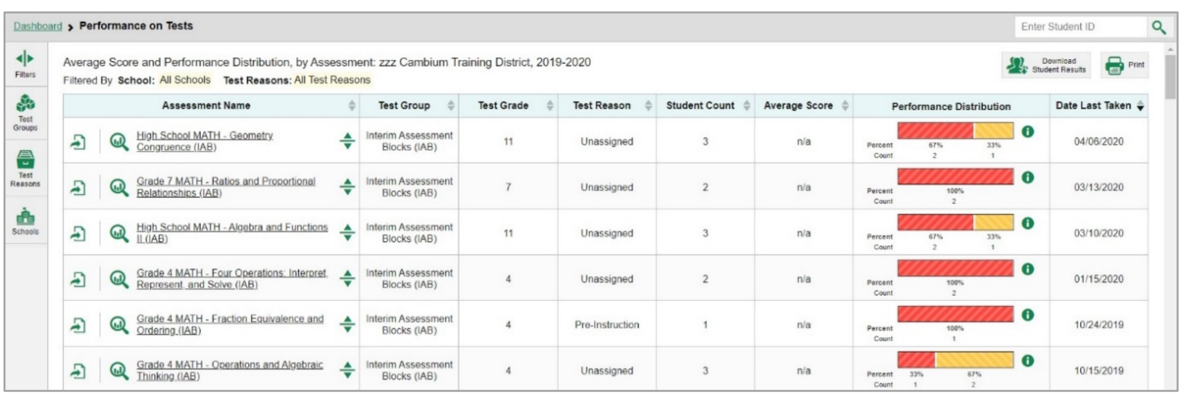
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

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 (a category assigned to an 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 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

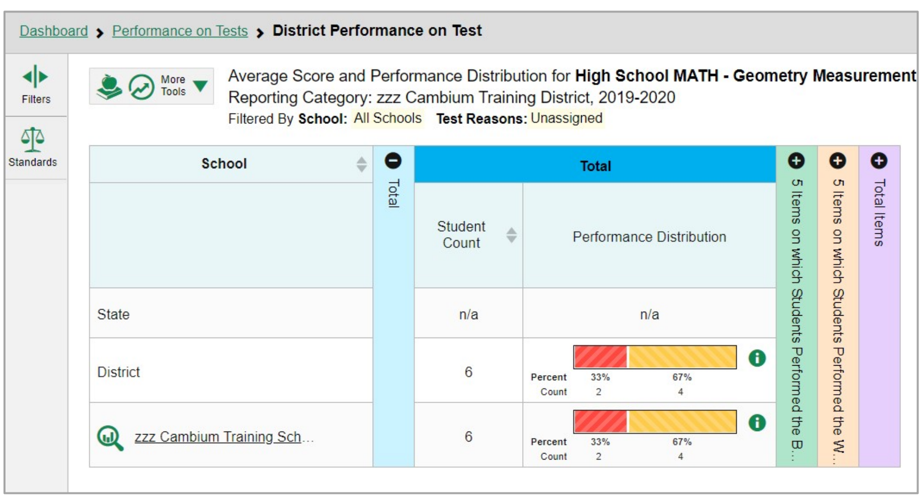
You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

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).

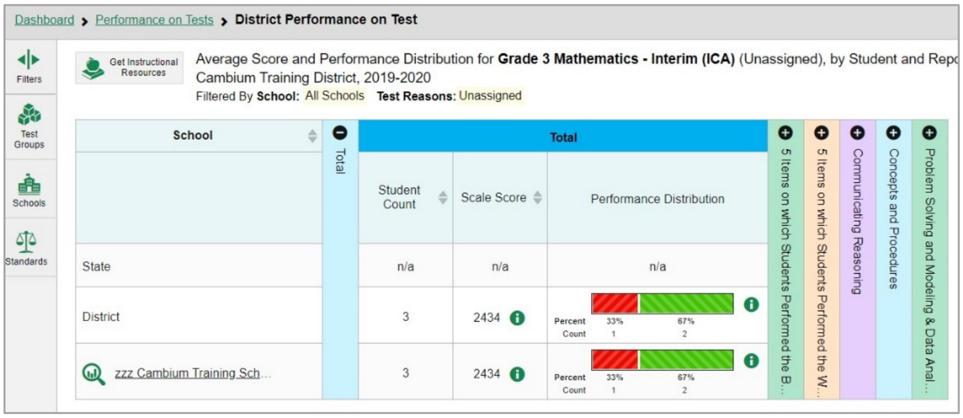
Figure 4. District Performance on Test Report



How to See Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column. You can sort by the score column for ELA/Math ICA and Science tests only (as in Figure 5).

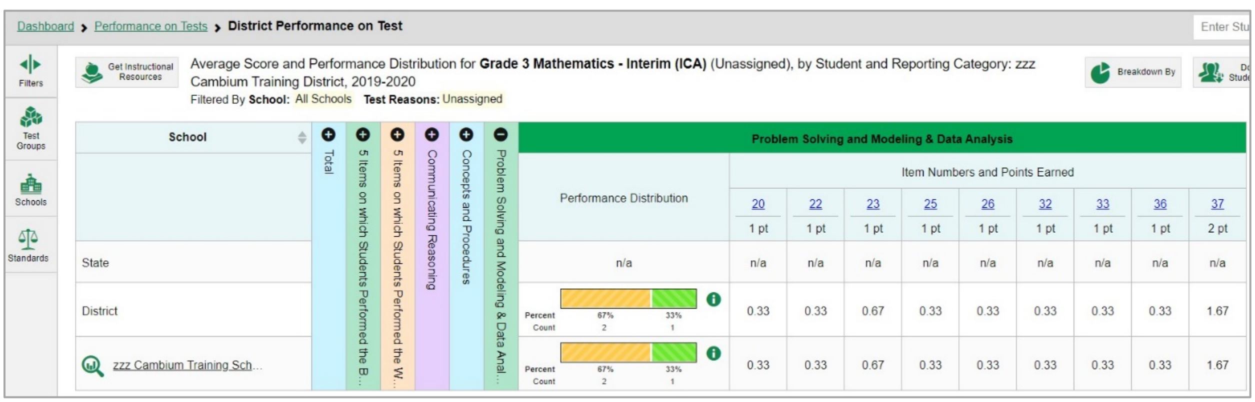
Figure 5. District Performance on Test Report Sorted by Score



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

Results for ELA/Math ICA tests include performance by reporting categories. 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:

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

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

District-level users:

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

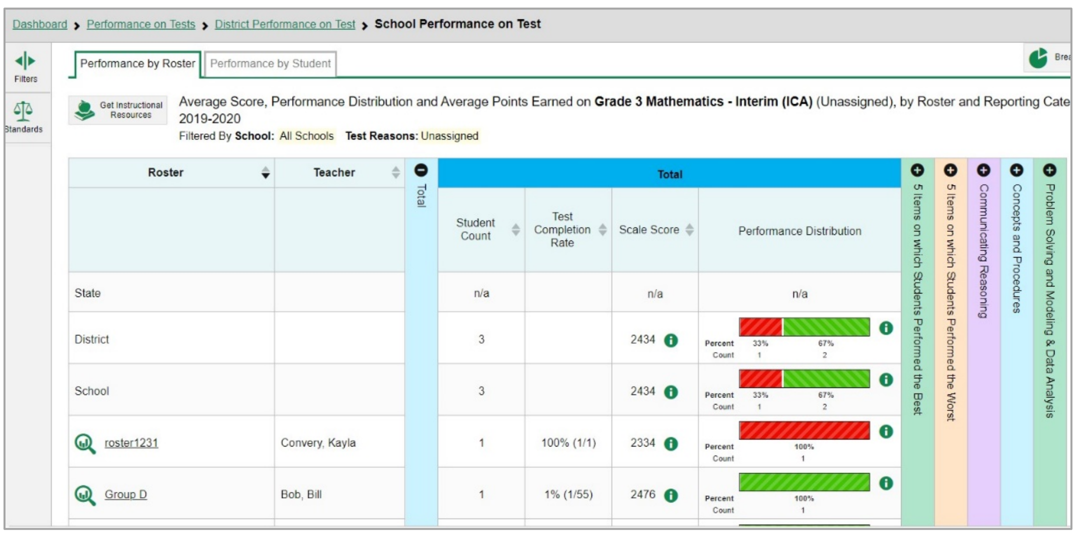
2. Click a test name (or beside it) in the table of assessments. A table listing test results by school appears.

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)

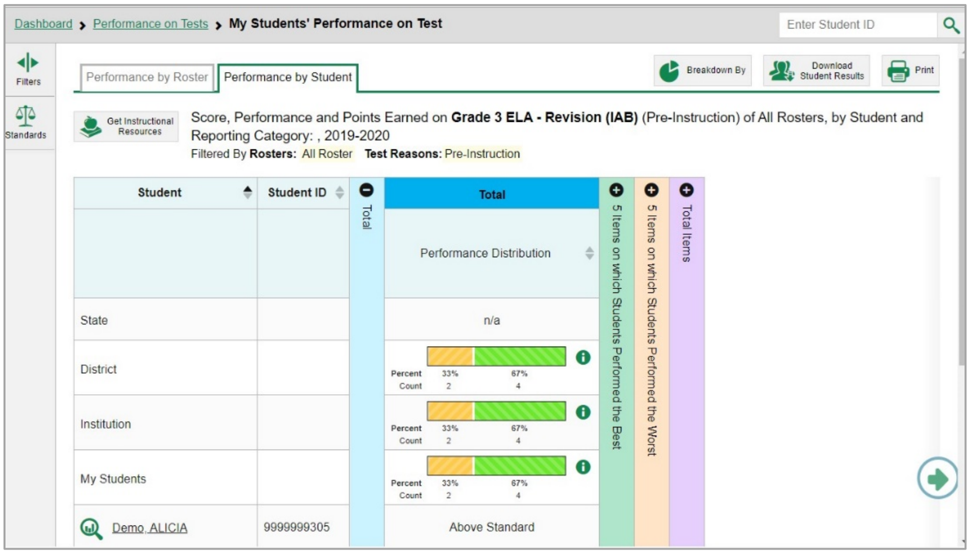
The **Performance by Student** tab displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

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.

3. 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.

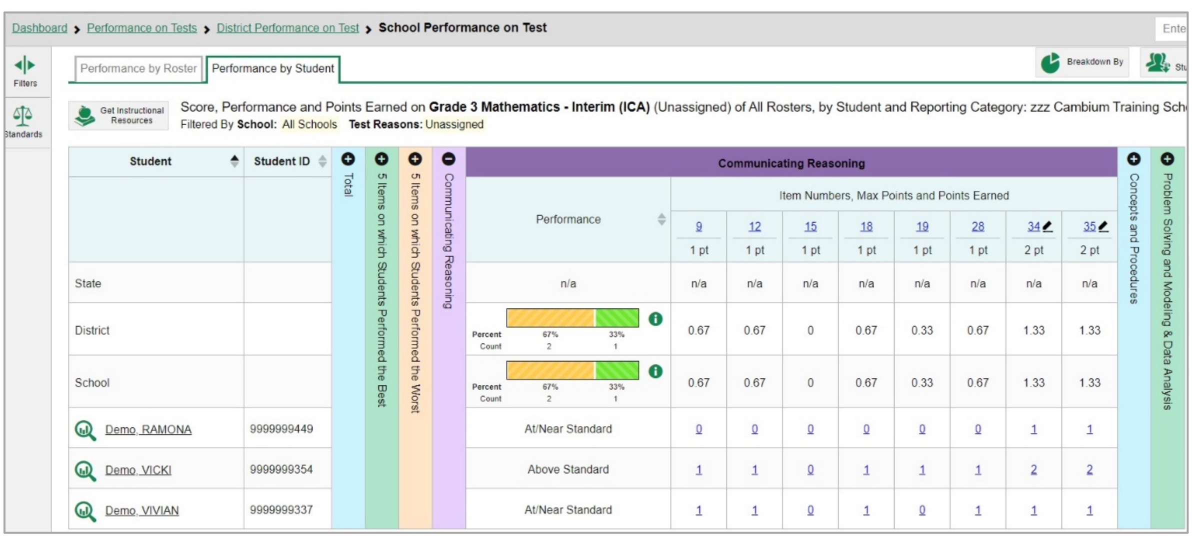
Figure 8. School Performance on Test Report: Performance by Student Tab



To see which students performed best, click the score or Performance Distribution columns to sort them.

Results for ELA/Math ICA tests include performance by reporting categories. 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:

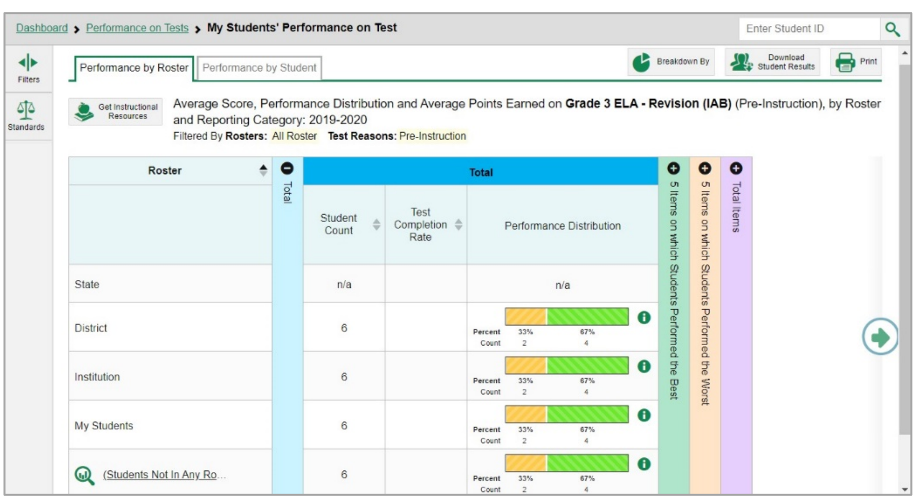
1. From the dashboard that appears when you log in, click a test group name (or beside it).
2. Click a test name (or beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance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

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

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

The report shown in Figure 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.

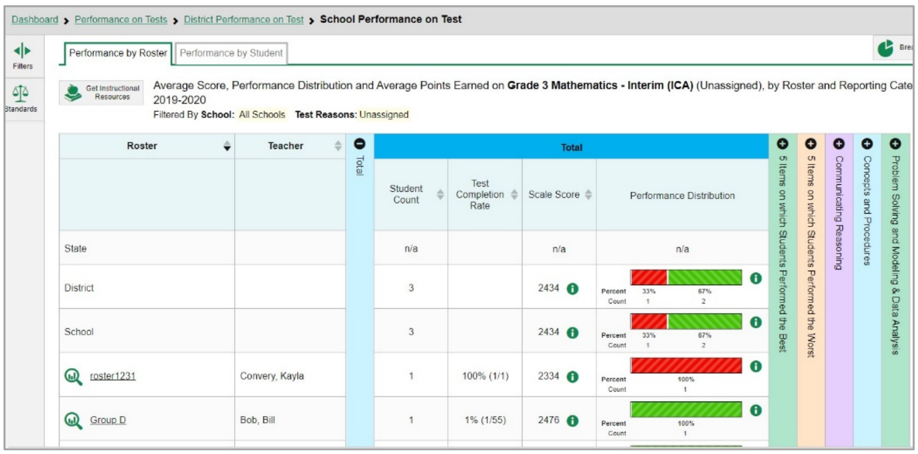
Figure 10. My Students' Performance on Test Report: Performance by Roster Tab



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

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see Figure 11). Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment.

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



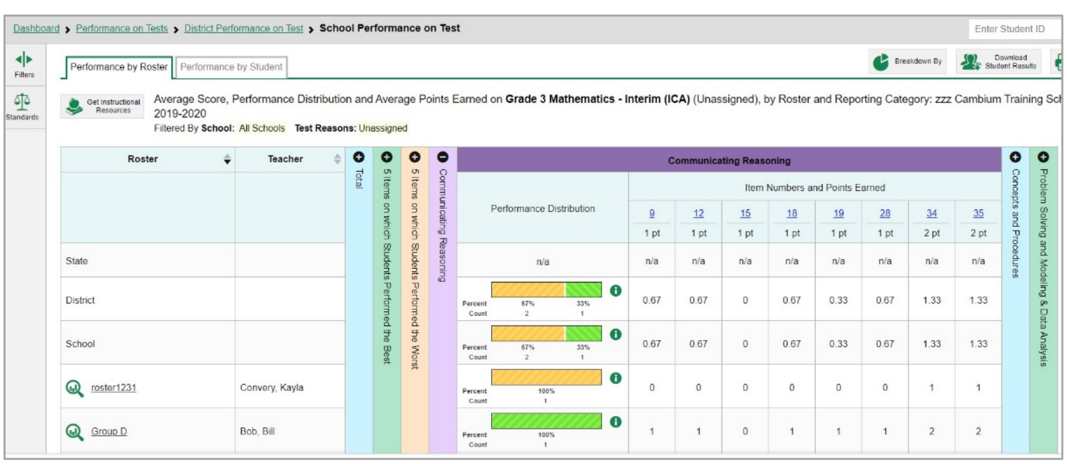
How to See Which Classes (Rosters) Had the Highest Test Completion Rates

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

Results for ELA/Math ICA tests include performance by reporting categories. 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.

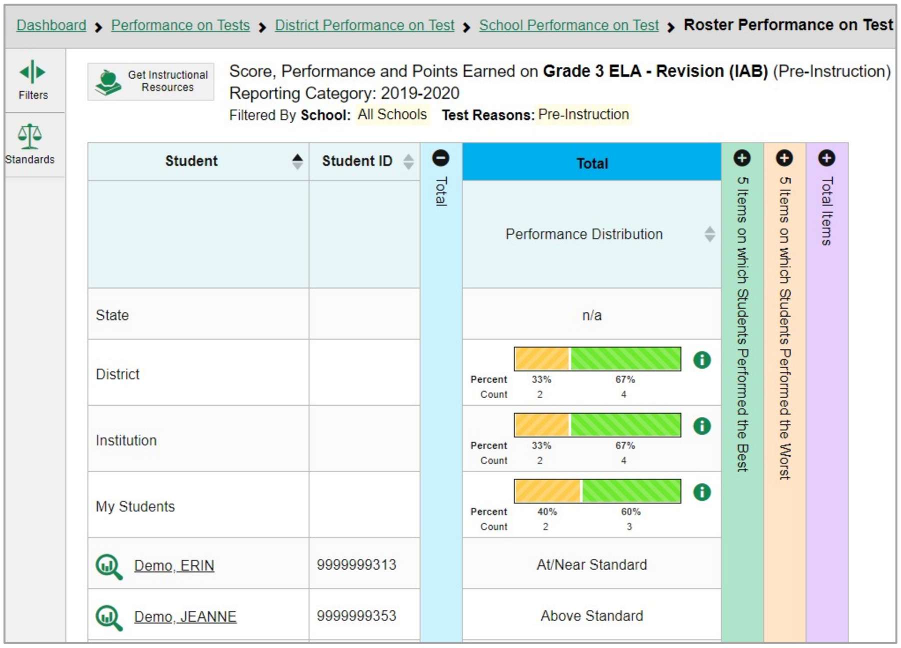
Figure 12. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section



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 13).

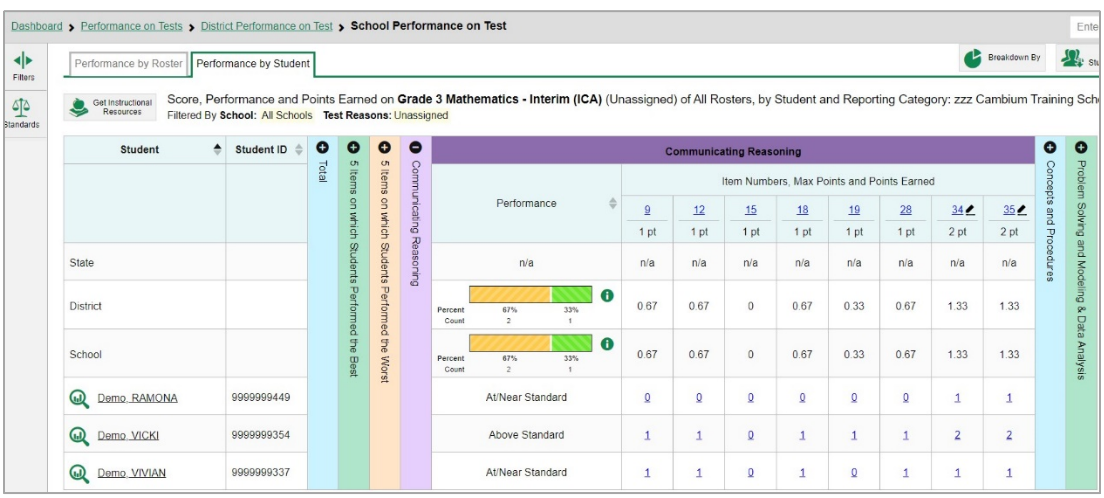
Figure 13. Teacher View: Roster Performance on Test Report



How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test

Results for ELA/Math ICA tests include performance by reporting categories. You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 14. Click the vertical section bar to expand each section.

Figure 14. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section



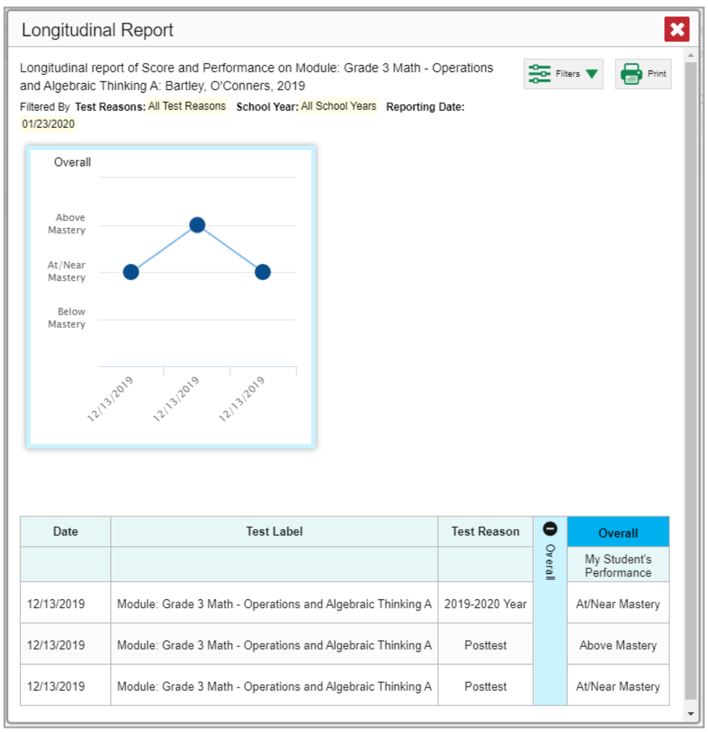
How to Track Student Performance Over Time

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 15).

Figure 15. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category

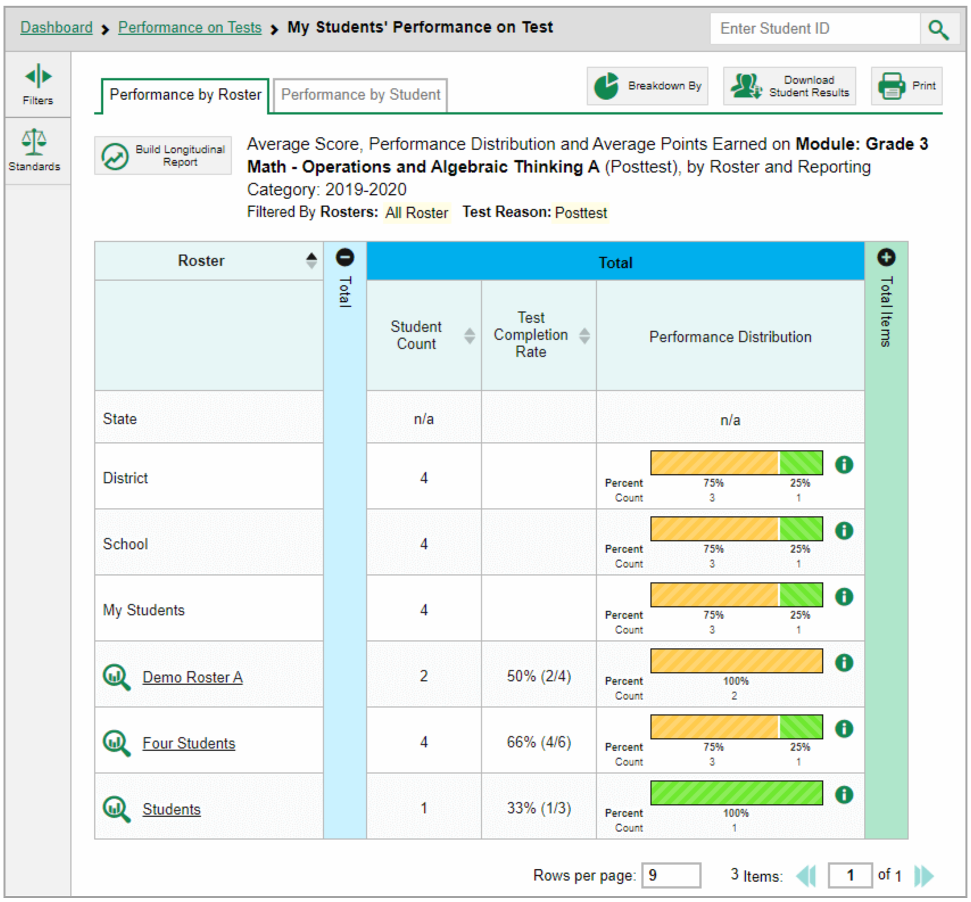


How to Access a Longitudinal Report Comparing Related Assessments

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 in the reports 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 16) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 16. My Students' Performance on Test Report: Performance by Roster Tab

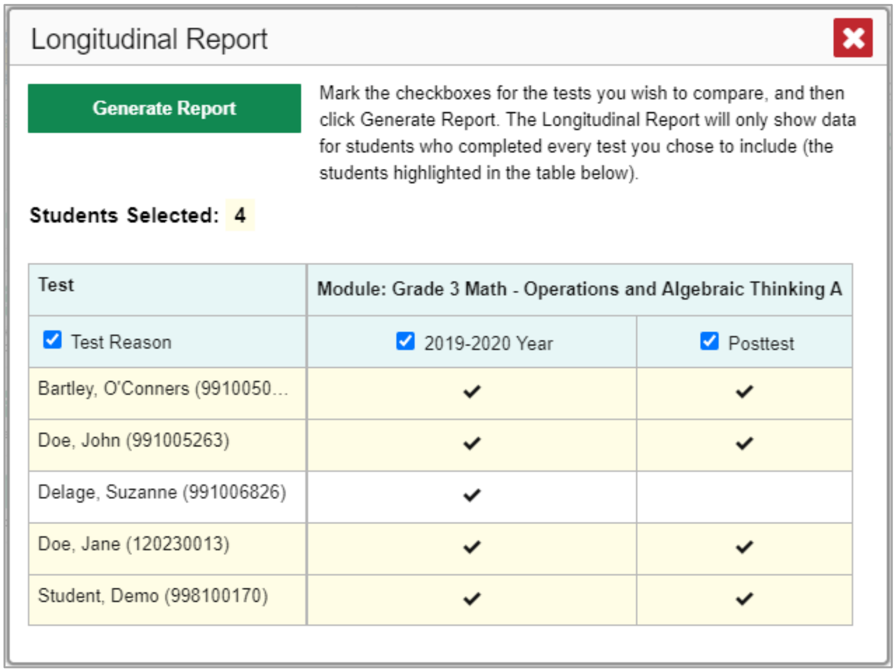


The ***Longitudinal Report*** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- **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 17). 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).

- The cells in the columns display checkmarks ✔ to indicate which students completed which test/test reason combinations.

Figure 17. Teacher View: Longitudinal Report Window: Detailed Report Options Page



- 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 15). 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.

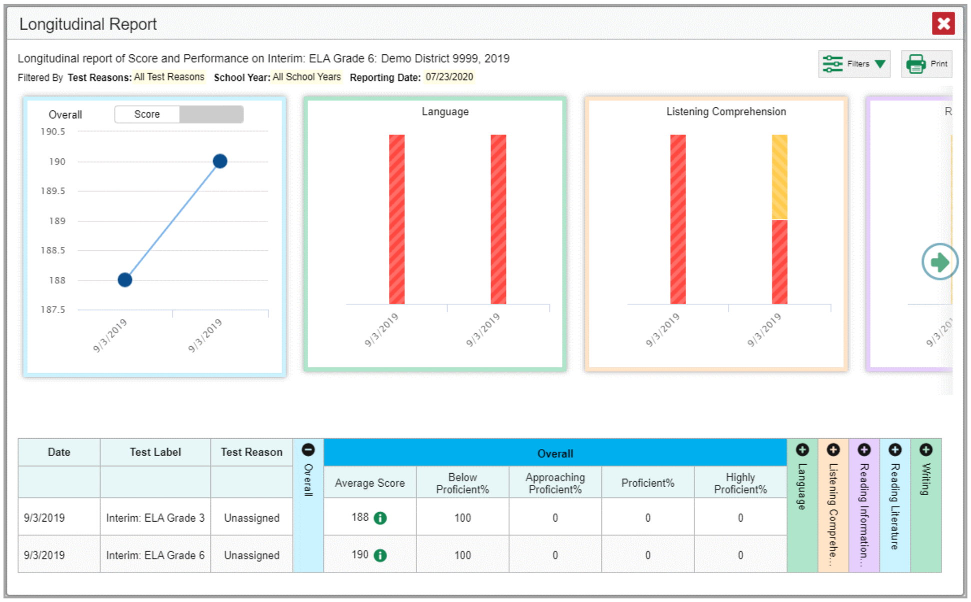
Mouse over the data points in a line graph or the sections in a bar to get more information.

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 18. 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 18. 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 18). 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 Modify the Test Groupings You've Selected

If you are a teacher and 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 your selection of tests and test reasons.

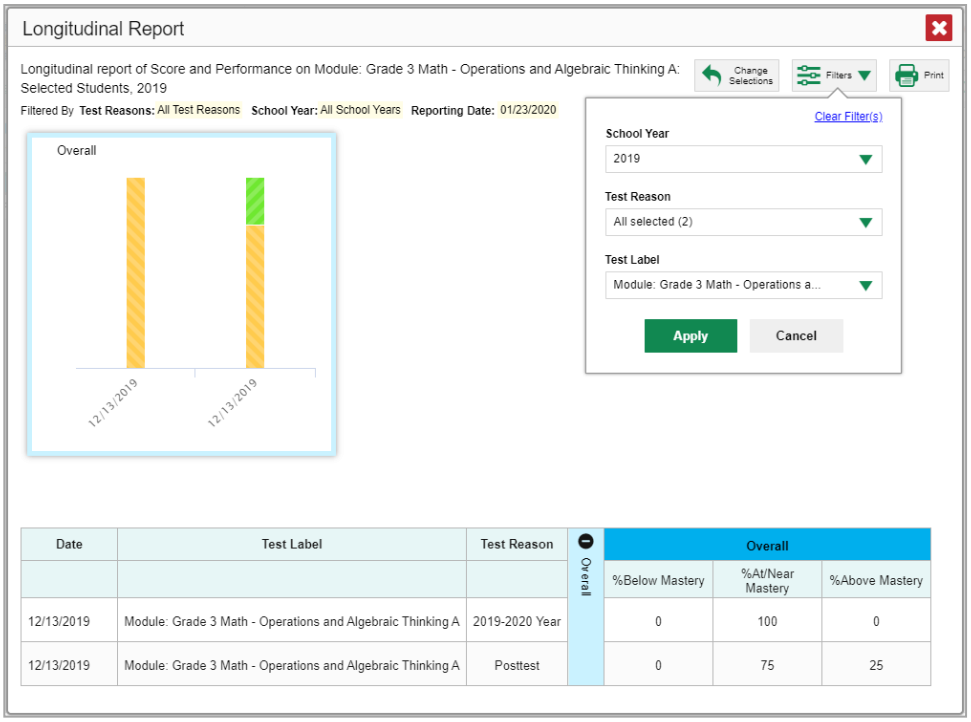
How to Filter Test Opportunities to Show Some and Not Others

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 19).

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

- 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.

- 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**.

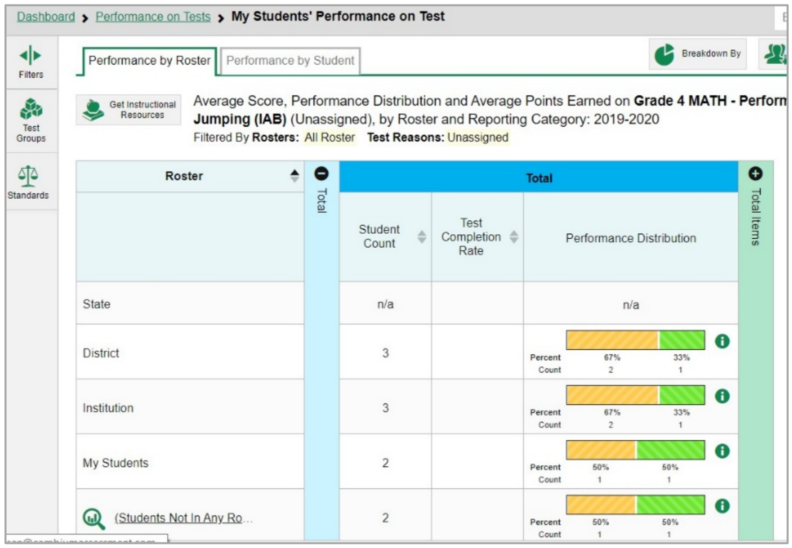
3. *Optional*: To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in Figure 19, 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 20) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

Figure 20. My Students' Performance on Test Report: Performance by Roster Tab



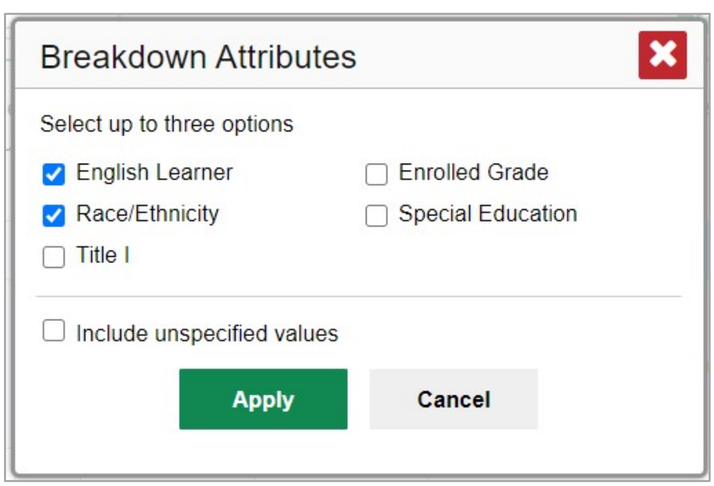
How to View Test Results Broken Down by Demographic Sub-Groups

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

1. Click **Breakdown By** at the upper-right corner (see Figure 20).

   The ***Breakdown Attributes*** window opens (see Figure 21).

Figure 21. Breakdown Attributes Window



2. Select up to three student demographic categories.

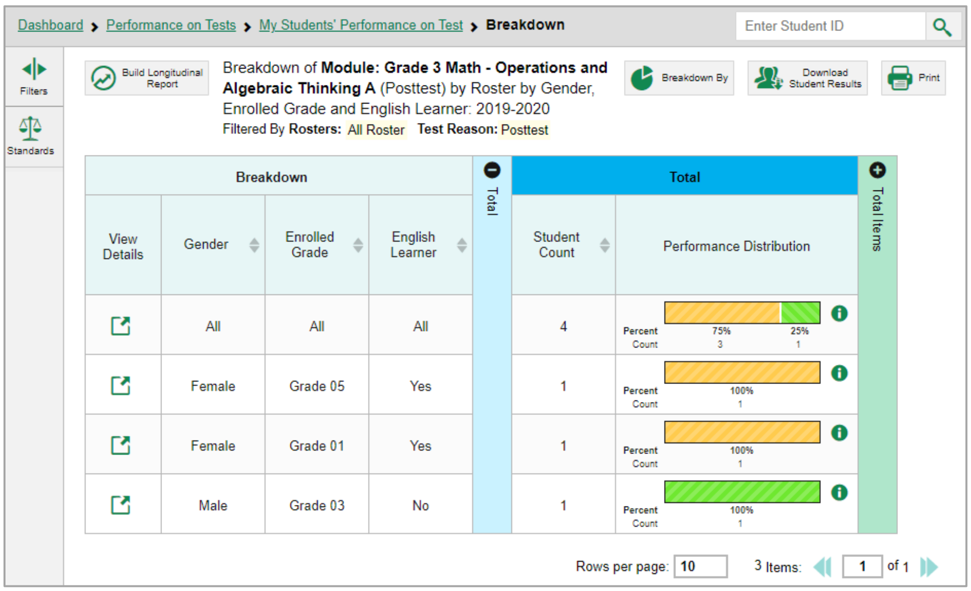
There is also an **Include unspecified values** checkbox, explained below:

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

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see Figure 22).

Figure 22. Demographic Breakdown of a My Students' Performance on Test Report

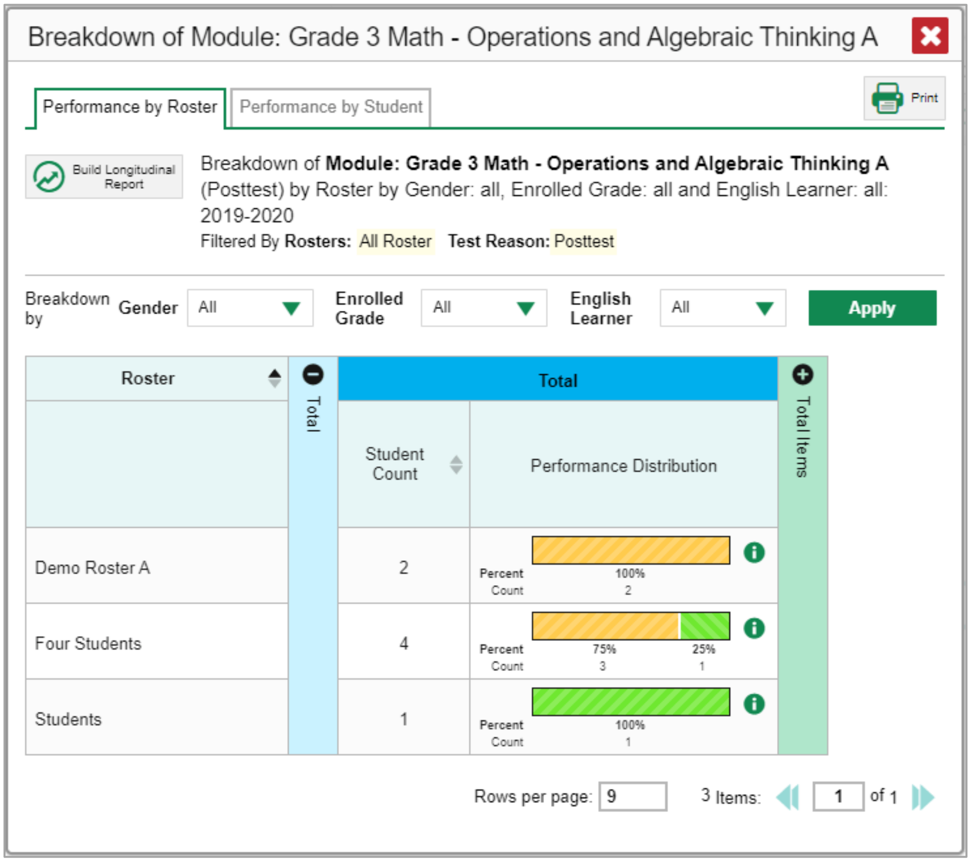


How to View Test Results for a Particular Demographic Sub-Group or Combination

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 22).

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 23).

Figure 23. 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:

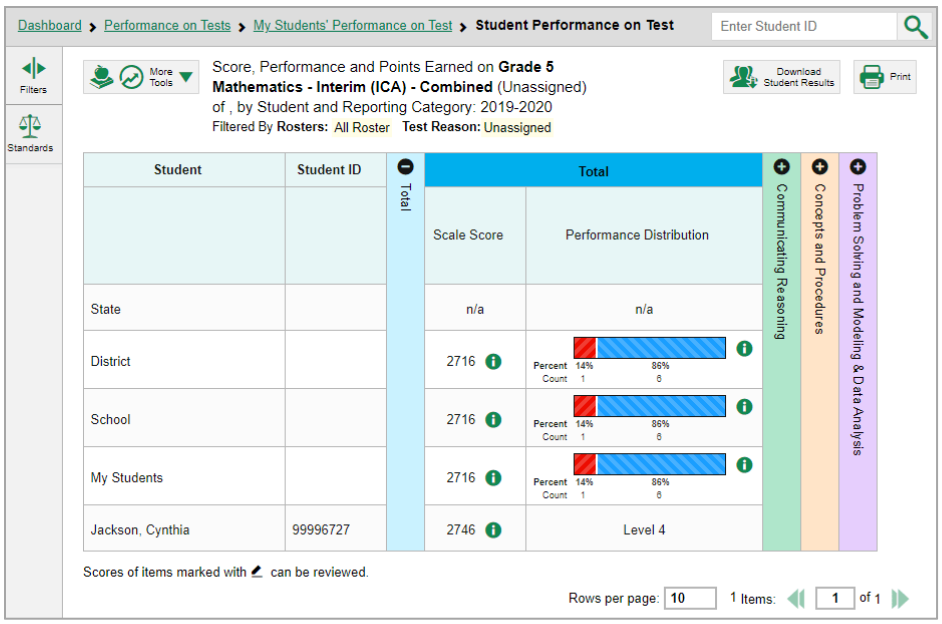
1. From the dashboard that appears when you log in, click a test group name (or beside it).
2. Click a test name (or beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.

4. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears (see Figure 24).

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 24. Teacher View: Student Performance on Test Report



Results for ELA/Math ICA tests include performance by reporting categories. 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 24).

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 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 25). The Student Portfolio Report appears (see Figure 27). 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 26.

Figure 25. Search field for Student ID

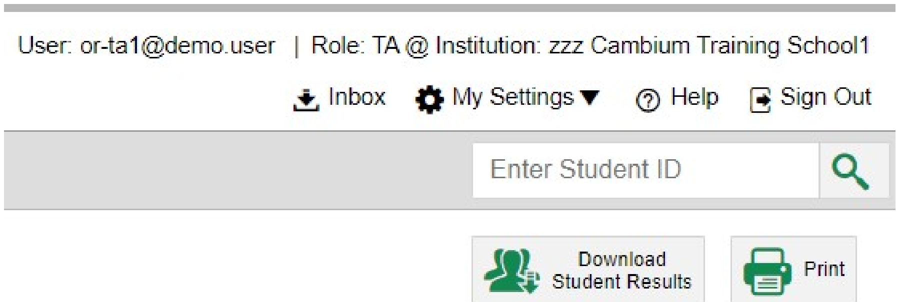
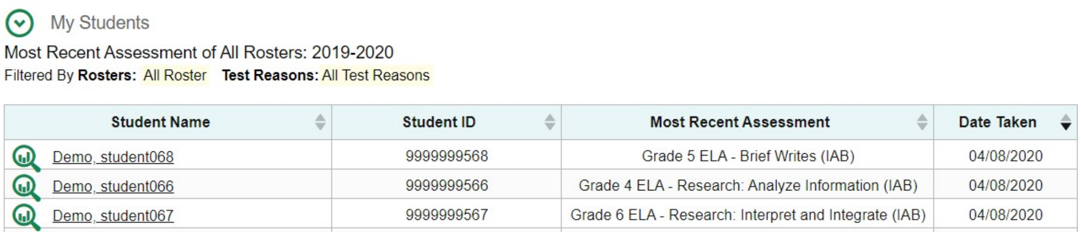


Figure 26. Teacher View: My Students Table

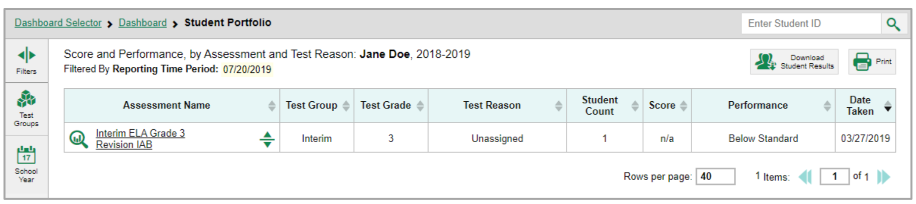

My Students

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 27. Student Portfolio Report


Dashboard Selector > Dashboard > **Student Portfolio**

Enter Student ID

Filters

Test Groups

School Year

Score and Performance, by Assessment and Test Reason: **Jane Doe**, 2018-2019

Filtered By **Reporting Time Period:** 07/20/2019

Download Student Results

Print

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

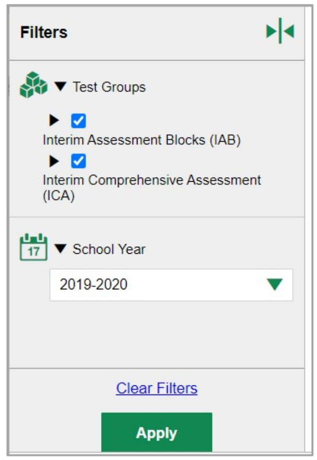
To view individual test results for this student, click a test name (or beside it).

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 27), click either the expand button or the **Test Group** button. The **Filters** panel expands (see Figure 28).

Figure 28. Expanded Filters Panel



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

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

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

How to View a Student's Performance on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student's performance on last year's sixth-grade tests.

1. On the left side of the page, click either the **Filters** panel expand button or the school year button (see Figure 27). The **Filters** panel expands.

2. Under **School Year**, select a year or years (see Figure 28).

3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.

2. Click **Clear Filters**.

3. Click **Apply**.

How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test. If a student took tests multiple times, an ISR will be available for each instance of a test the student took. ISRs are useful for sharing performance information with students and their parents and guardians.

What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays test results for an instance of test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in Figure 29, Figure 30, Figure 31, Figure 32, and Figure 33.

- 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 30).
- Some ISRs include item-level data (as in Figure 31), scoring assertions, and/or scoring assertion outcomes (as in Figure 32).
- Some ISRs include longitudinal graphs (as in Figure 33).

Figure 29. Detail of Individual Student Report (ISR): Math Interim (ICA)

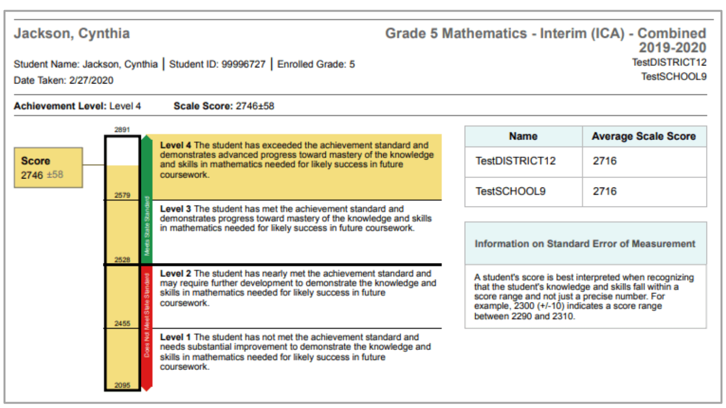


Figure 30. Detail of Individual Student Report (ISR): Math Interim (ICA) with Reporting Categories

Reporting Categories

Below Standard · At/Near Standard · Above Standard

The table and the graph below indicate student performance on individual disciplines. The black dot indicates the student's score on each discipline. The lines to the left and right of the dot show the range of likely scores your student would receive if he or she took the test multiple times.

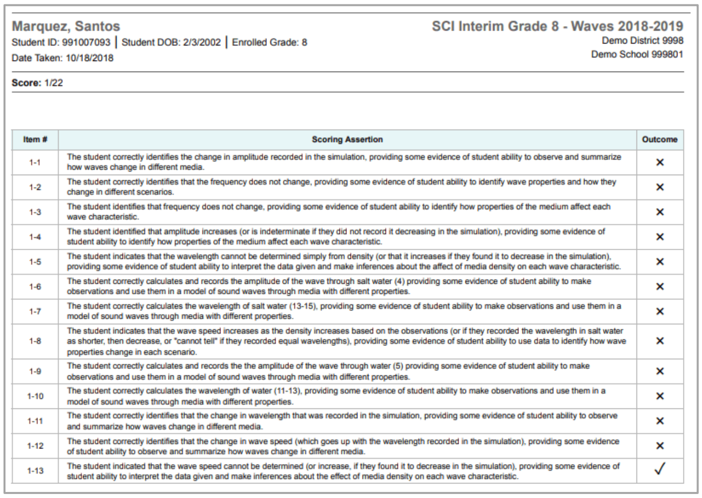
Category	Performance	Performance Level	Performance level Description
Communicating Reasoning	Below the Standard Above the Standard	Above Standard	**What These Results Mean** Student can clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others. **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	Below the Standard Above the Standard	Above Standard	**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	Below the Standard Above the Standard	Above Standard	**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 31. Detail of Individual Student Report (ISR): Math Interim (ICA) with Item- and Standard-Level Data

Communicating Reasoning - Students can clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.

Item #	Standard	Difficulty	Points
3	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	2/2
5	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument—explain what it is.	Easy	1/1
12	Test propositions or conjectures with specific examples.	Difficult	1/1
17	State logical assumptions being used.	Moderate	1/1
18	Use the technique of breaking an argument into cases.	Moderate	1/1
28	Distinguish correct logic or reasoning from that which is flawed, and—if there is a flaw in the argument—explain what it is.	Difficult	1/1
36	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Moderate	1/1
37	Base arguments on concrete referents such as objects, drawings, diagrams, and actions.	Difficult	2/2

Figure 32. Detail of Individual Student Report (ISR): Science Interim with Scoring Assertions



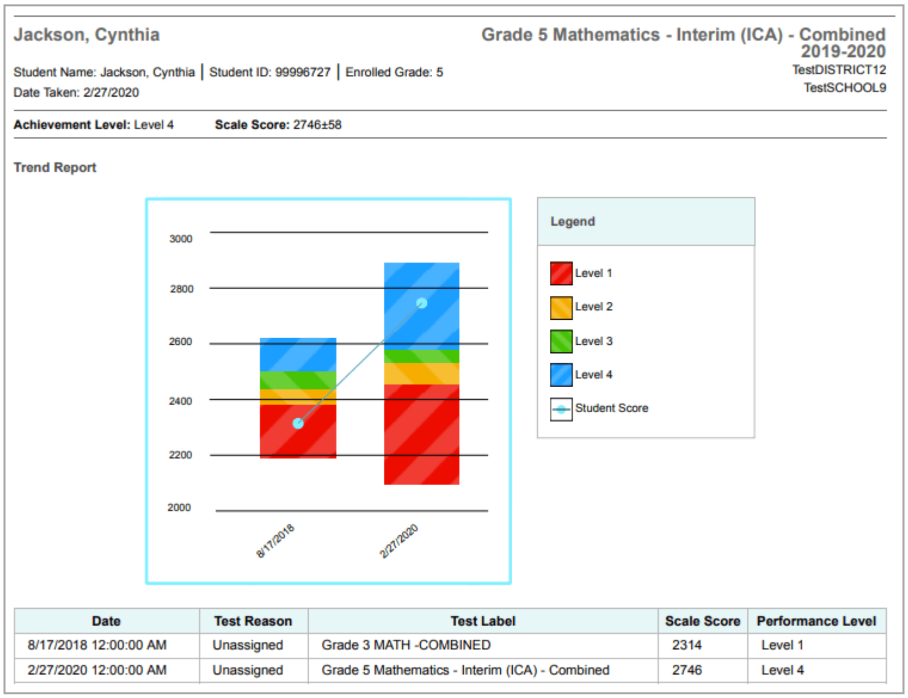
Marquez, Santos
Student ID: 991007093 | Student DOB: 2/3/2002 | Enrolled Grade: 8
Date Taken: 10/18/2018

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.	✕
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.	✕
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.	✕
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.	✕
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 affect of media density on each wave characteristic.	✕
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.	✕
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.	✕
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.	✕
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.	✕
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.	✕
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.	✕
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.	✕
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 33. Detail of Individual Student Report (ISR): Math Interim (ICA) with Longitudinal Graph



Jackson, Cynthia
Student Name: Jackson, Cynthia | Student ID: 99996727 | Enrolled Grade: 5
Date Taken: 2/27/2020

Grade 5 Mathematics - Interim (ICA) - Combined 2019-2020
TestDISTRICT12
TestSCHOOL9

Achievement Level: Level 4 **Scale Score:** 2746±58

Trend Report

Date	Test Reason	Test Label	Scale Score	Performance Level
8/17/2018 12:00:00 AM	Unassigned	Grade 3 MATH -COMBINED	2314	Level 1
2/27/2020 12:00:00 AM	Unassigned	Grade 5 Mathematics - Interim (ICA) - Combined	2746	Level 4

How to Generate and Export Individual Student Reports (ISR)

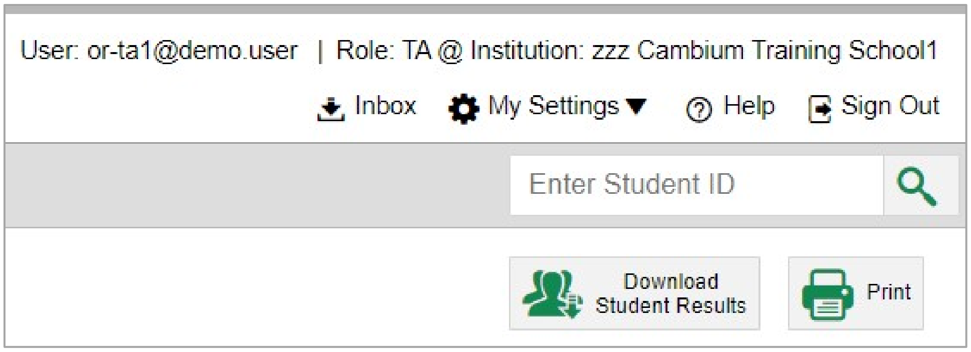
To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category. You can select any combination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

1. Click the **Download Student Results** button in the upper-right corner of the page (see Figure 34).

Figure 34. Download Student Results Button in Upper-Right Corner



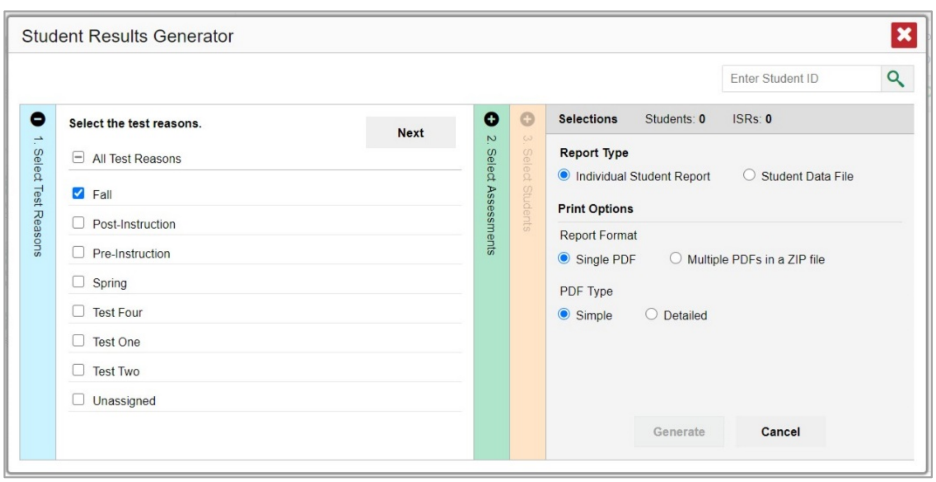
The ***Student Results Generator*** window opens (Figure 35).

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

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

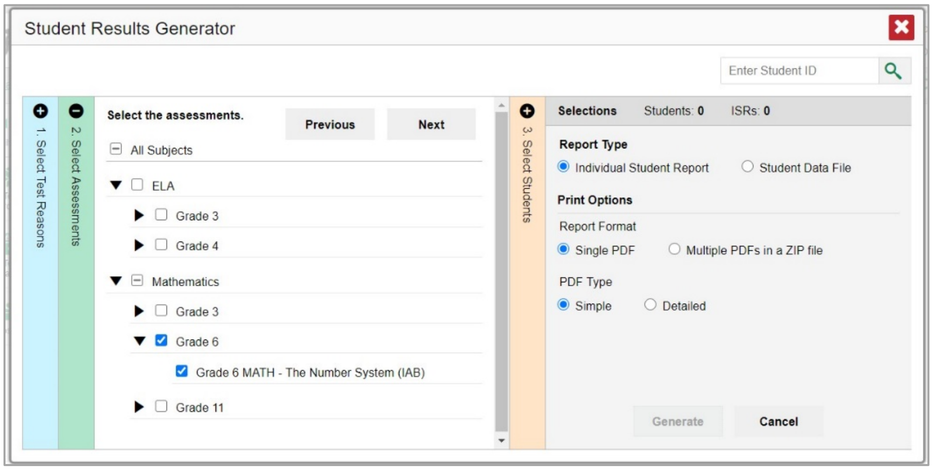
5. In the **Select Test Reasons** section (Figure 35), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are categories for tests.

Figure 35. Student Results Generator Window: Select Test Reasons Section



6. The **Select Assessments** section (Figure 36) 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 36. Student Results Generator Window: Select Assessments Section



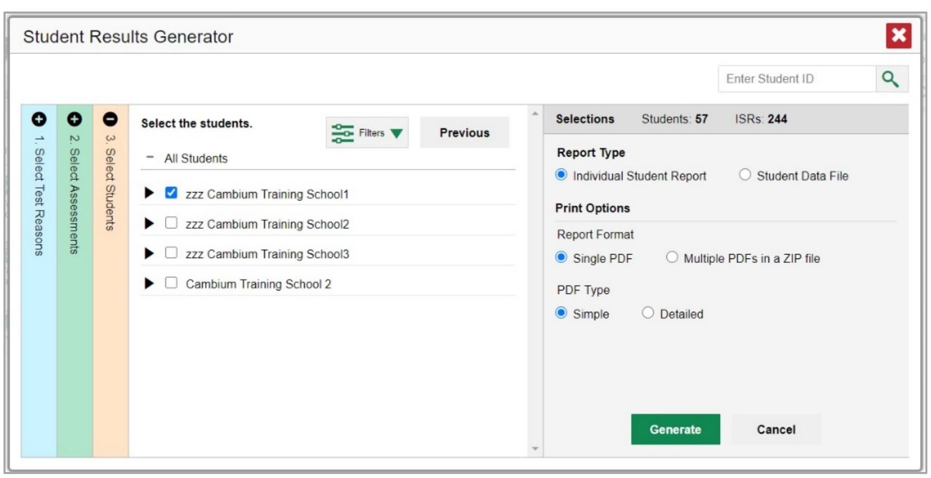
7. The **Select Students** section (Figure 37) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

   i. Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.

   ii. 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.

   iii. 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 37. 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.

8. *Optional*: To set a range of processing dates for which to generate results, use the filter menu as follows:

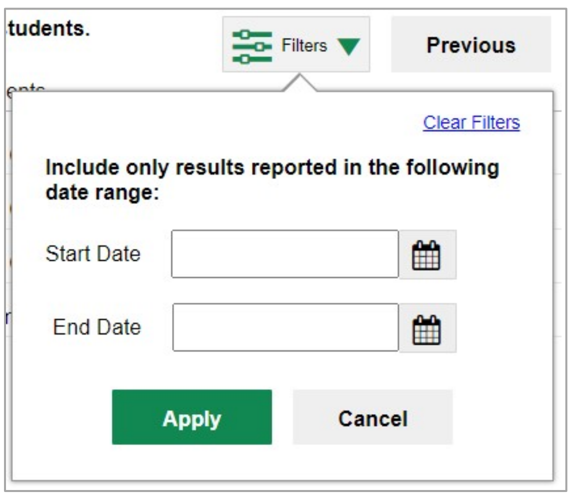
   i. Open the **Filters** menu. The menu displays two date fields, as in Figure 38.

   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 Centralized Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

   iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 38. Student Results Generator Window: Select Students Section with Filter Menu Open



3. From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see Figure 37).

4. 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.

5. Under PDF Type, select either a simple or a detailed PDF.

6. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers 1 in reports, starting with the earliest.

How to Generate and Export Student Data Files

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

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

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

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

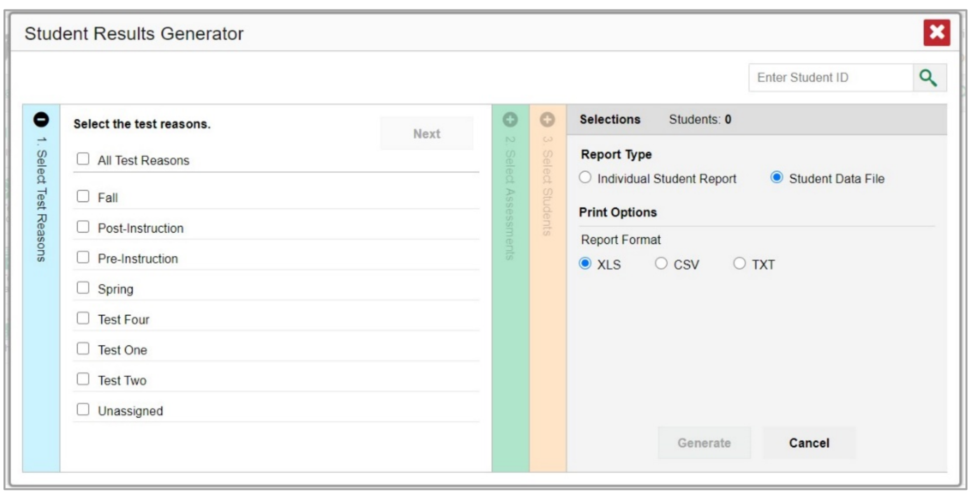
2. The ***Student Results Generator*** window opens (see Figure 39).

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

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

9. In the **Select Test Reasons** section (see Figure 39), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests.

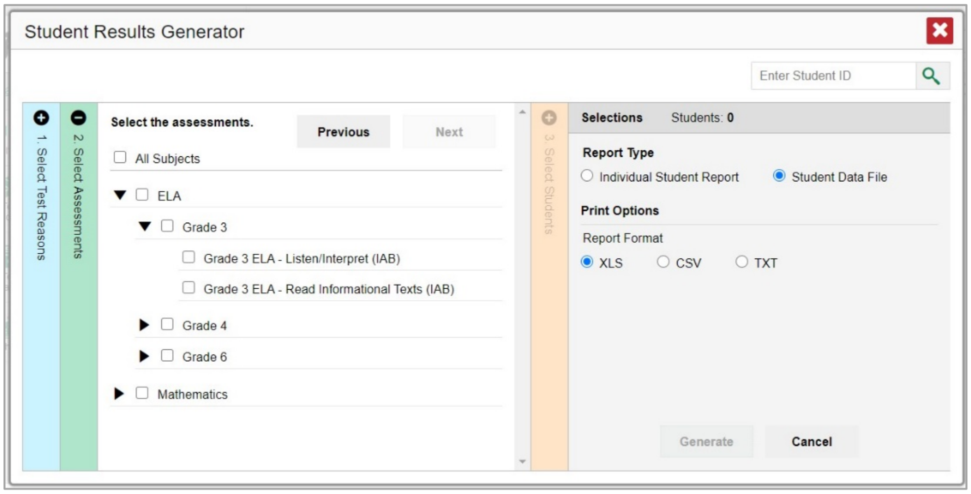
Figure 39. Student Results Generator Window: Select Test Reasons Section



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

10. The **Select Assessments** section (see Figure 40) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 40. Student Results Generator Window: Select Assessments Section



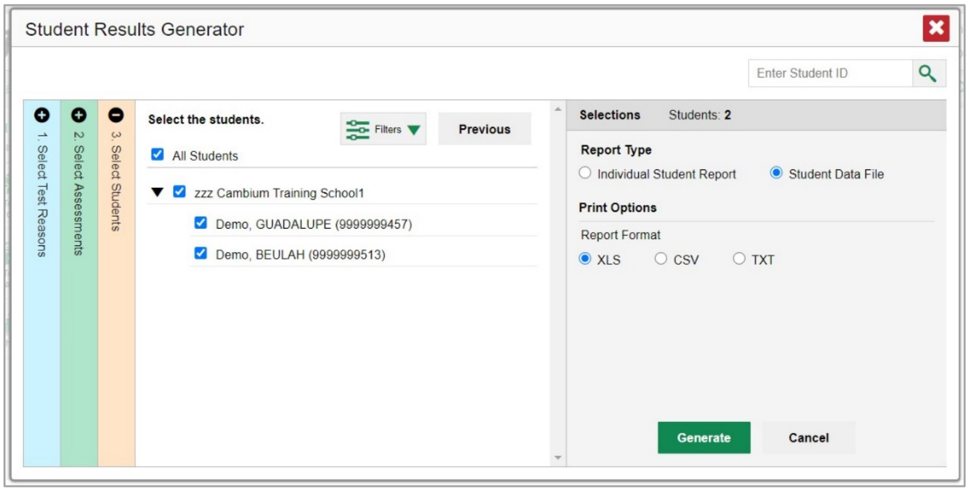
11. The **Select Students** section (see Figure 41) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

i. Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.

ii. 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.

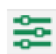
iii. To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 41. 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.

12. *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 38). 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 Centralized 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 41), 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. 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.

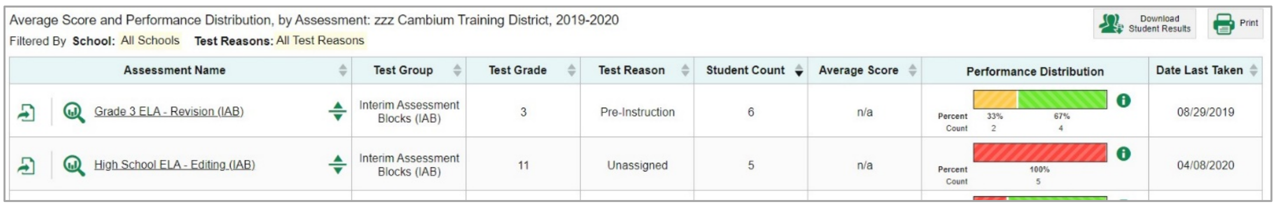
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

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'

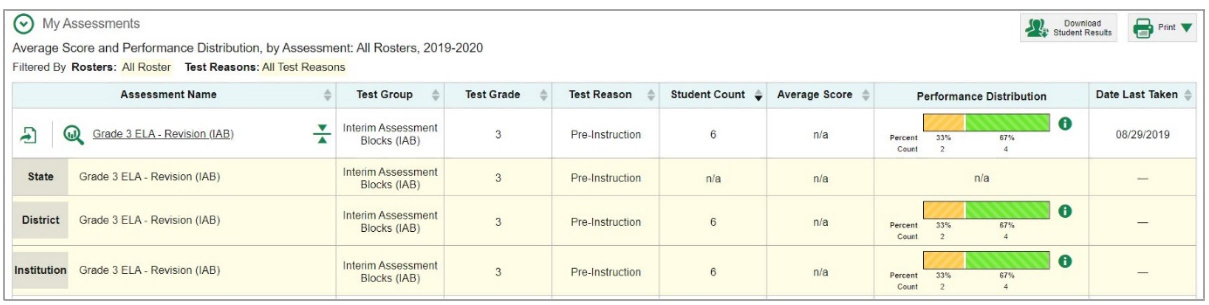
In the Performance on Tests report (see Figure 42), click to the right of a test name.

Figure 42. Teacher View: Performance on Tests Report



Rows containing data for the state, district, and/or school appear below, as in Figure 43.

Figure 43. Teacher View: Performance on Tests Report with Expanded Comparison Rows



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'

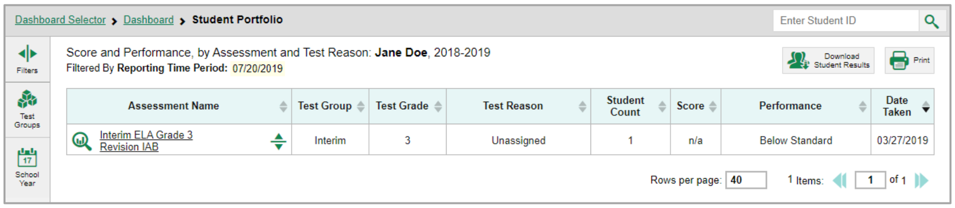
In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students.

1. Enter the student's SSID in the search field in the upper-right corner and click (see Figure 25). 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 26).

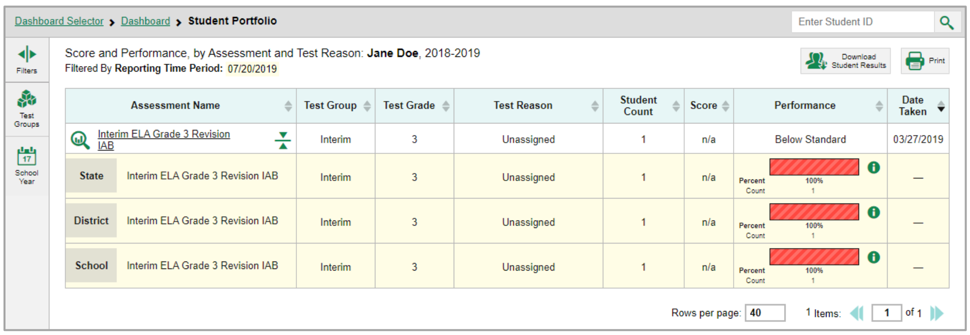
2. Click to the right of a test name (see Figure 44).

Figure 44. Student Portfolio Report



Rows containing data for your state, district, school, and/or total students appear below, as in Figure 45.

Figure 45. Student Portfolio Report with Expanded Comparison Rows



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

How to Access Item-Level Data

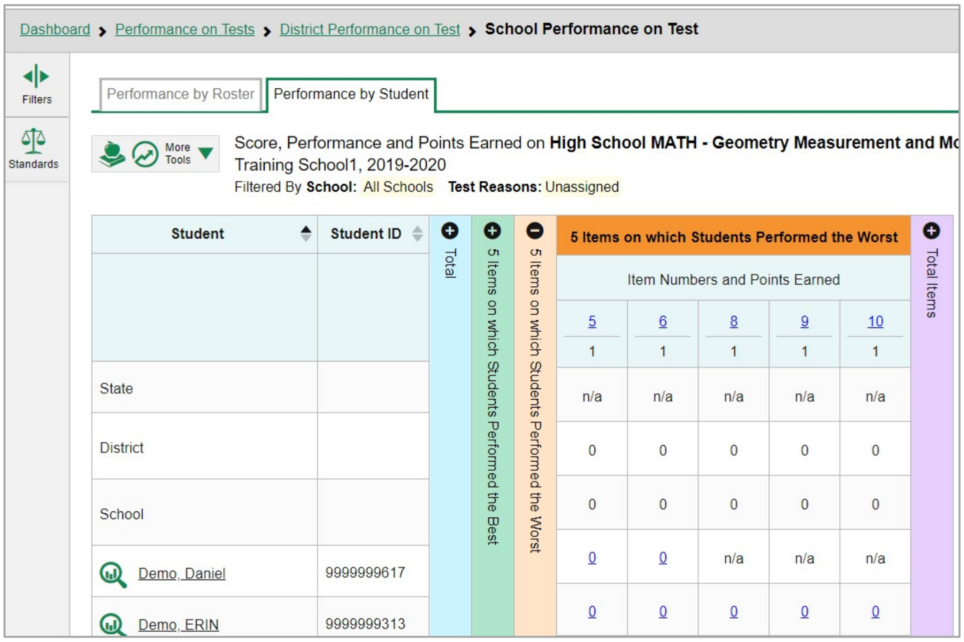
Interim and benchmark assessments contain non-secure, non-public items. Therefore, reports for individual interim and benchmark tests include the following:

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

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in Figure 46.

Figure 46. My Students' Performance on Test Report: Performance by Student Tab with Expanded Items Section



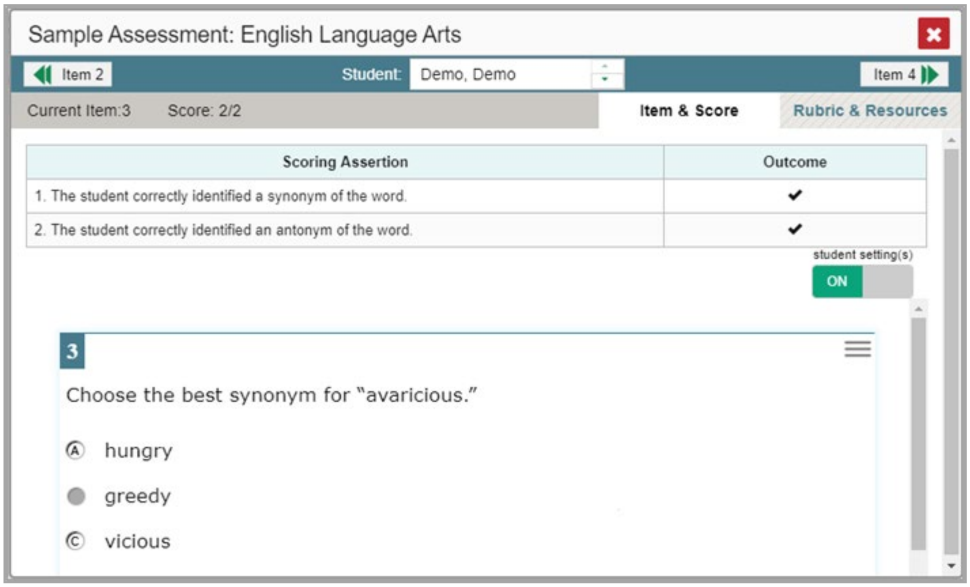
How to View an Item

You can view the actual items themselves, along with student responses to those items. Do either of the following (see Figure 46):

- 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 47). 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.

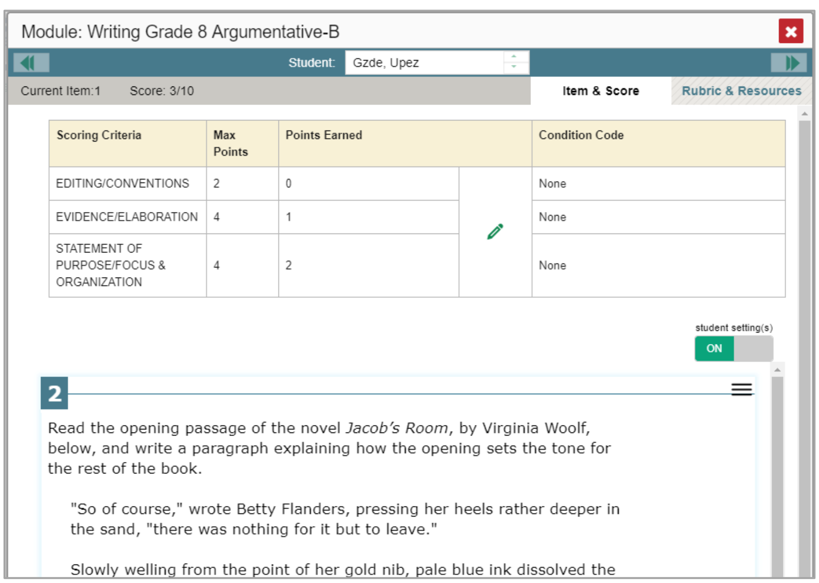
Figure 47. Item View Window: Item & Score Tab with Student Response



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

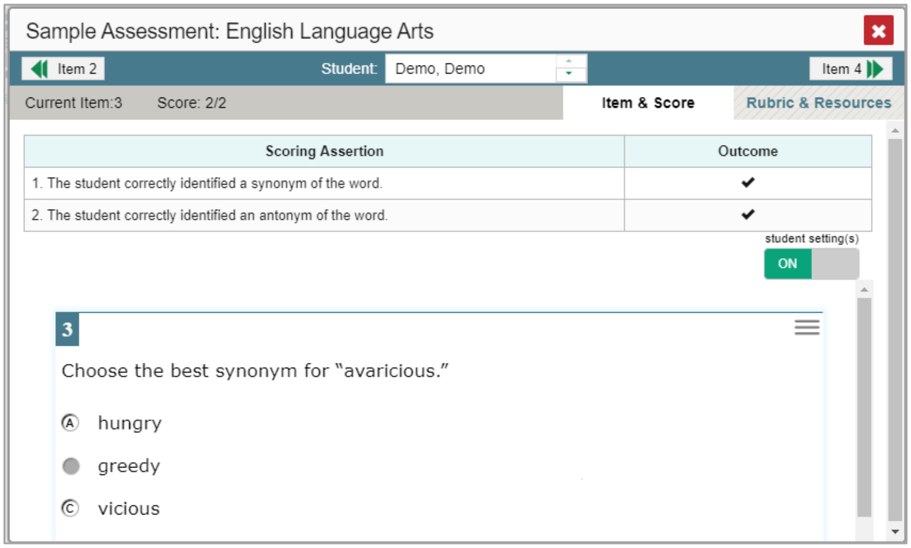
- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table (see Figure 48) lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores. Note that for some ELA Full Write items, a second Scoring Criteria table appears, displaying transformed scores.

Figure 48. 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 49).

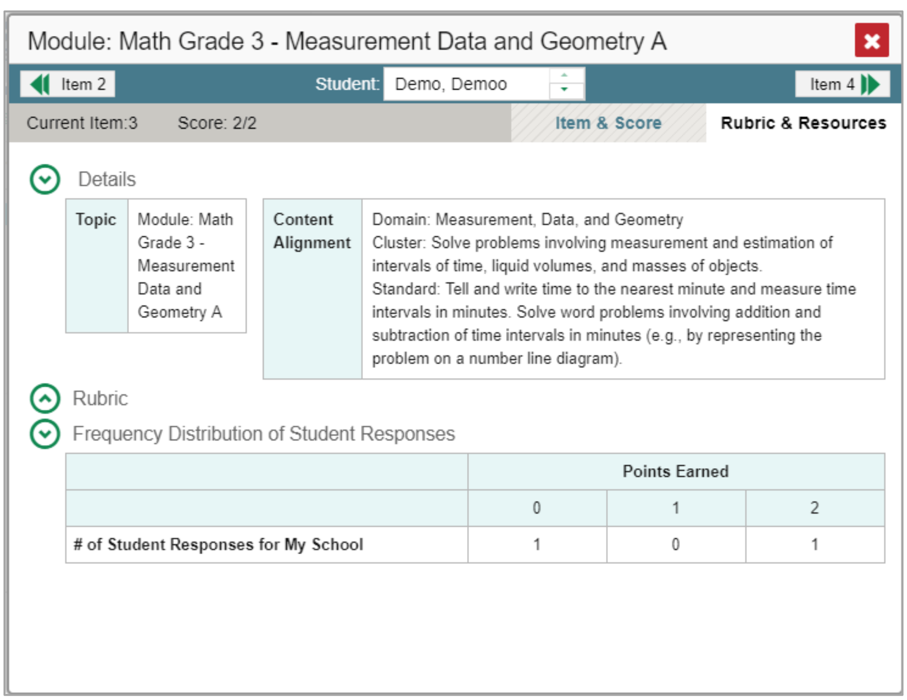
Figure 49. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- **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 50) may include the following sections, which you can expand and collapse by clicking and , respectively.

Figure 50. 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 51). The ***Set Student Setting on Item View*** window appears (see Figure 52).

Figure 51. Detail of Banner with Expanded My Settings Menu

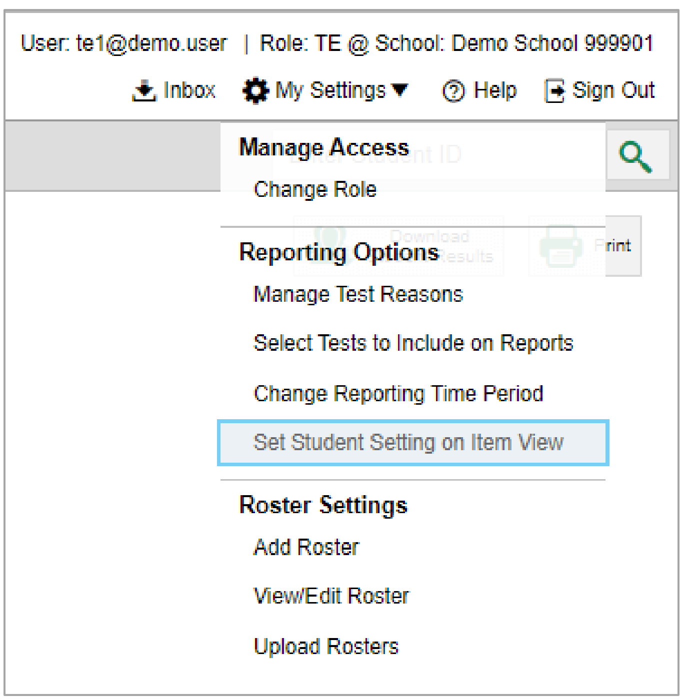
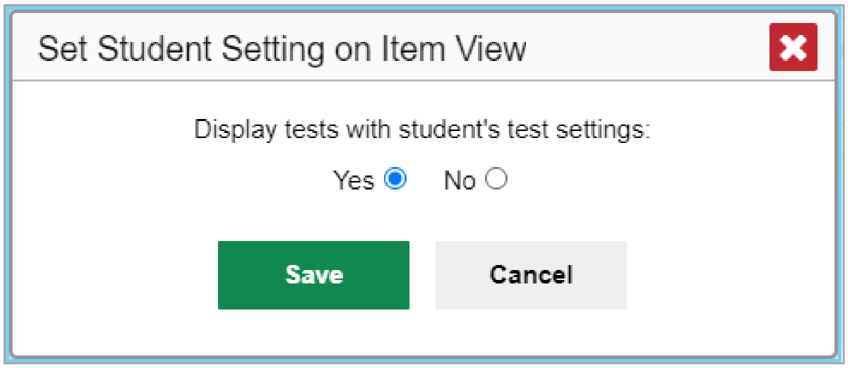


Figure 52. Set Student Setting on Item View Window

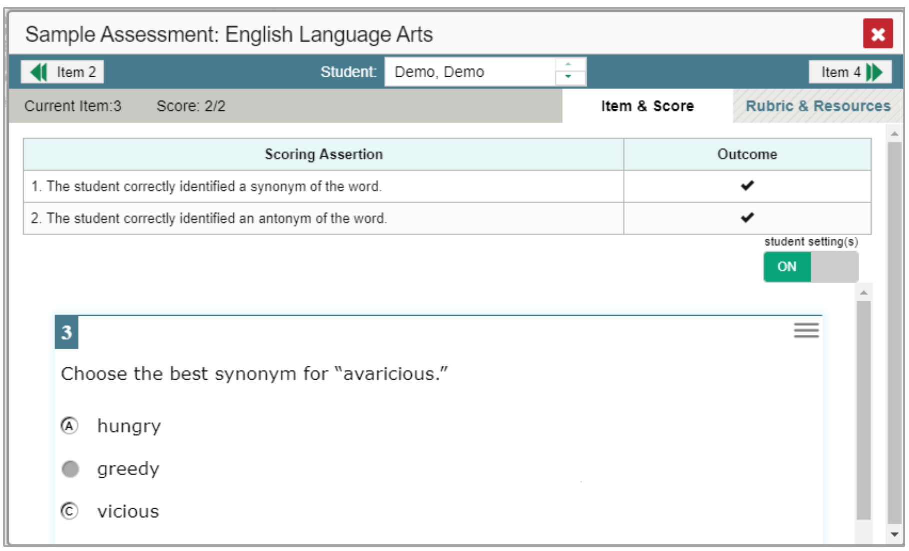


2. Select **Yes** to show students' visual settings on all items or **No** to hide them.

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

Figure 53. Item View Window: Item & Score Tab with Student Response



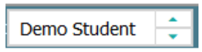
What It Means When a Student Response Contains Highlighted Text

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

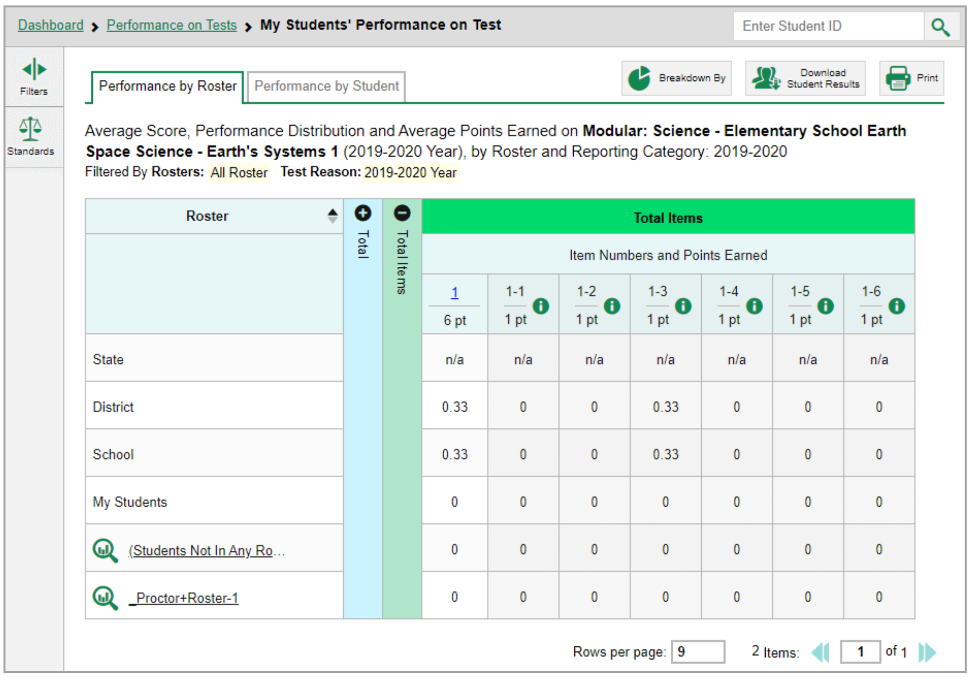
If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field 

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

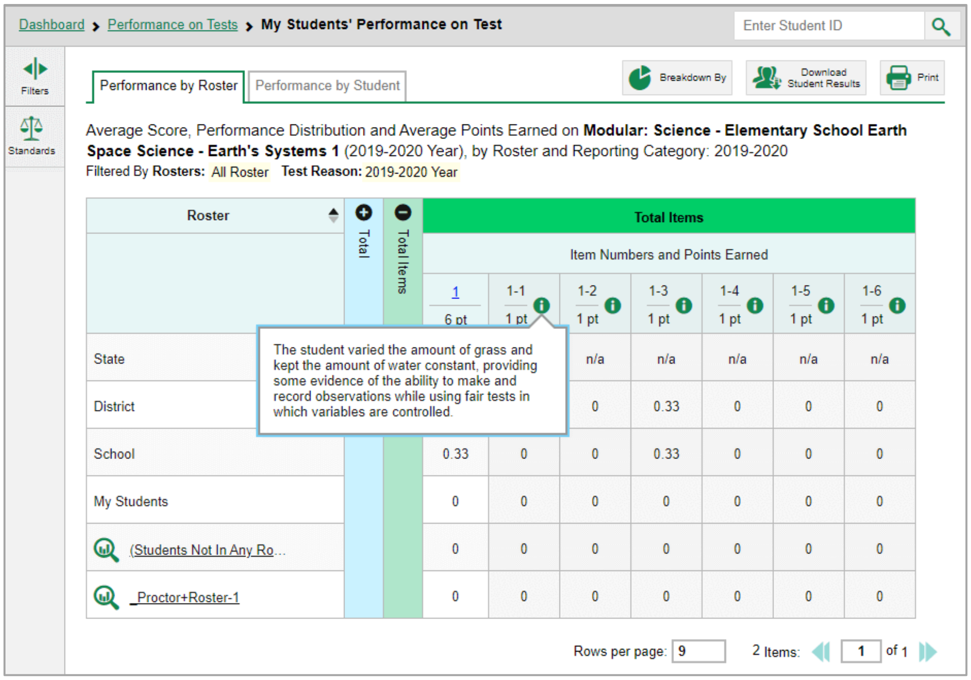
On the Science interims, sub-items are listed separately because they belong to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled “[item number]-[sub-item number]”, for example, “1-1”, “1-2”, “1-3”, as in Figure 54.

Figure 54. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section



To view a scoring assertion, click the more information button to the right of the sub-item number, as in Figure 55.

Figure 55. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section and Sub-Item Assertion



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 Set Up Your Reports So They Make Sense

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

This section explains how to make several different adjustments to reports: 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.

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.

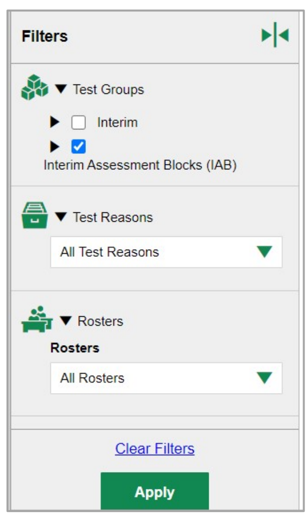
You may want to filter by school to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier 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 56). The **Filters** panel expands (see Figure 57).

Figure 56. Teacher View: Filters Panel

2. Mark as many selections as you like in each section of the **Filters** panel (see Figure 57). Test groups are organized by test type, subject, and grade.

Figure 57. 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.

For Teachers: How to Set Preferences for Tests to Display

If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. 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 58). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see Figure 59).

Figure 58. Teacher View: Detail of Banner with Expanded My Settings Menu

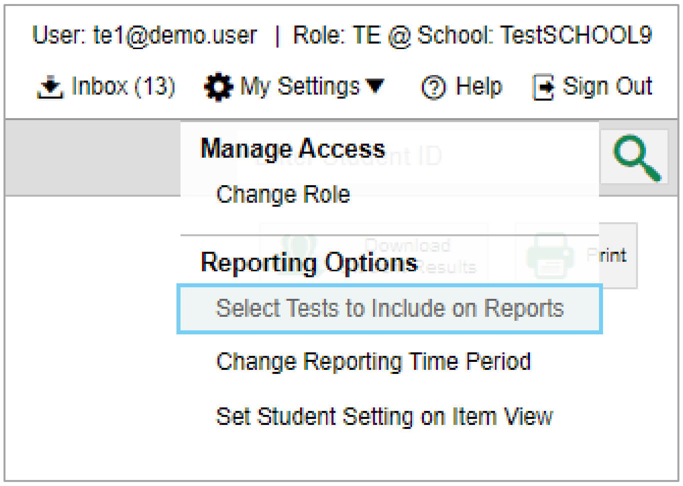
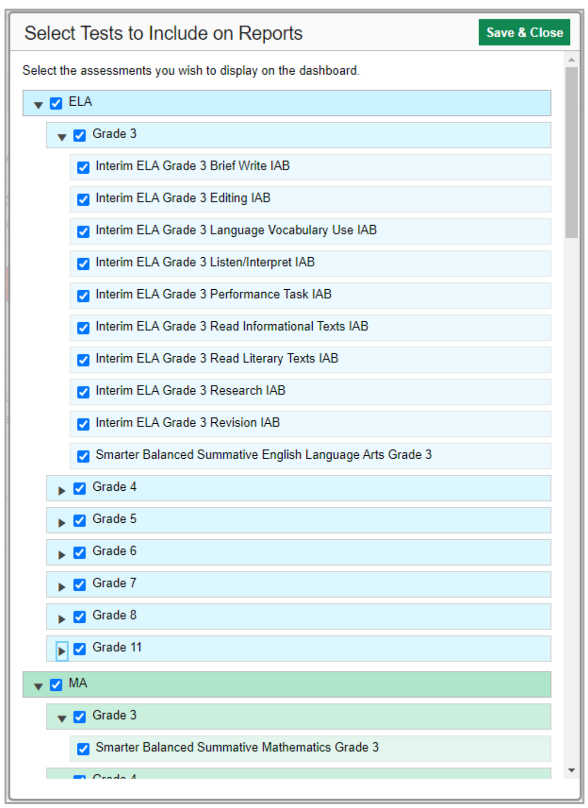


Figure 59. Teacher View: Select Tests to Include on Reports Window



2. Select the checkboxes beside the tests or groups of tests you want to display (see Figure 59).

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 60). The ***Use Teachers' Test Selections*** window appears (see Figure 61).

Figure 60. School-Level User View: Detail of Banner with Expanded My Settings Menu

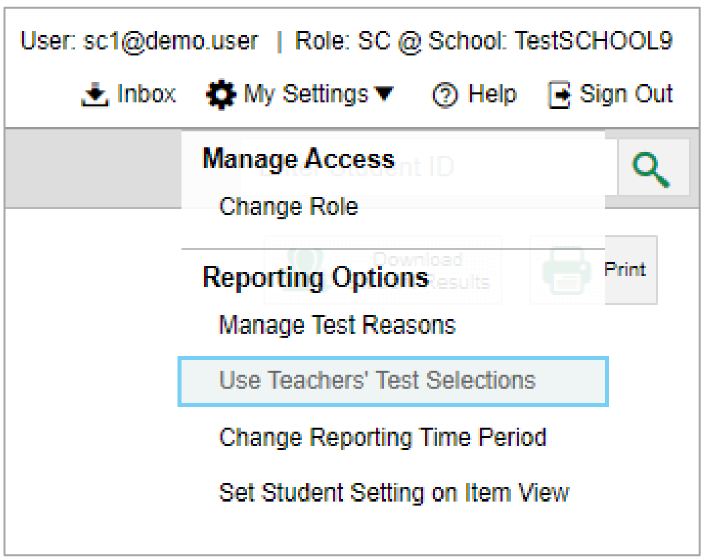
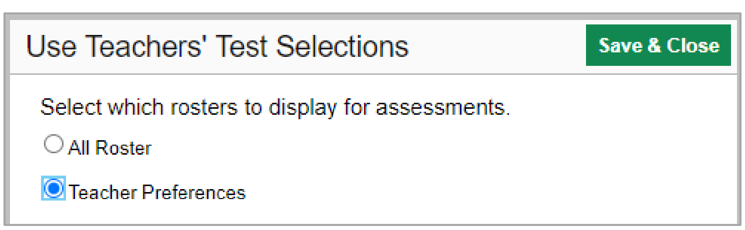


Figure 61. Use Teachers' Test Selections Window



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 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, depending on your user role.

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 62). The ***Change Reporting Time Period*** window appears (see Figure 63).

Figure 62. Teacher View: Detail of Banner with Expanded My Settings Menu

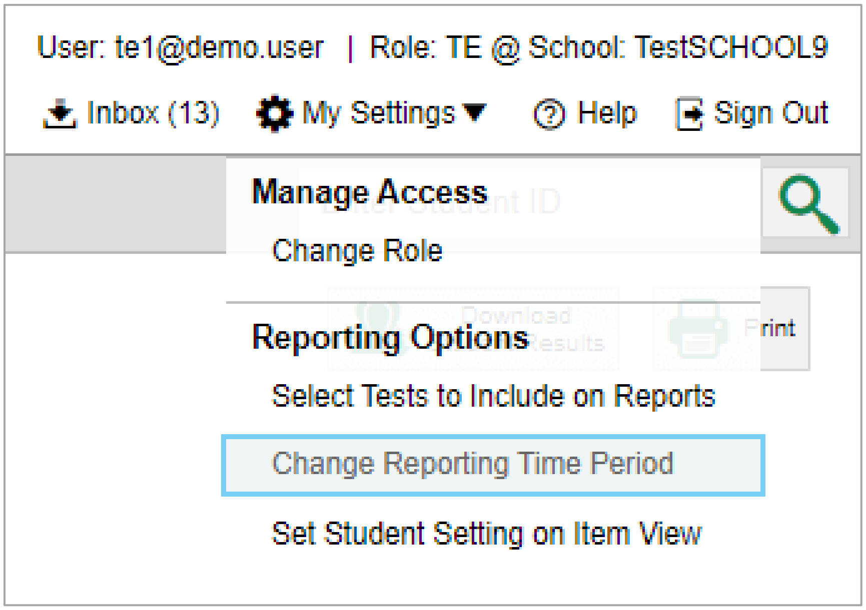
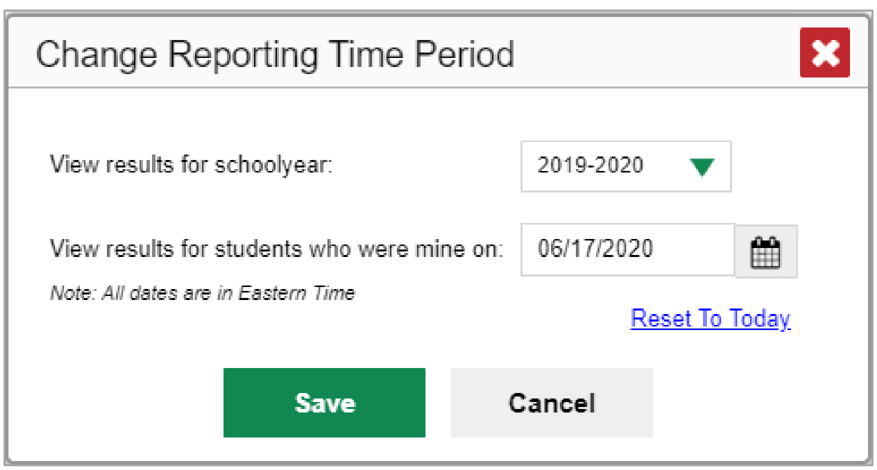


Figure 63. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year (see Figure 63). This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format `mm/dd/yyyy`. You will be viewing all the students who were associated with you on that date, and only those students.

   - To view your current students’ past performance, keep the date set to today.

- To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. All other filters are cleared.

5. *Optional*: To go back to viewing the latest data, open the ***Change Reporting Time Period*** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out, but persists when you switch roles.

How to Assign Test Reasons (Categories)

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 Centralized Reporting System to assign a different test reason to an interim or benchmark test opportunity completed in the present school year.

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see Figure 64). The ***Test Reason Manager*** window opens (see Figure 65).

Figure 64. Teacher View: Detail of Banner with Expanded My Settings Menu

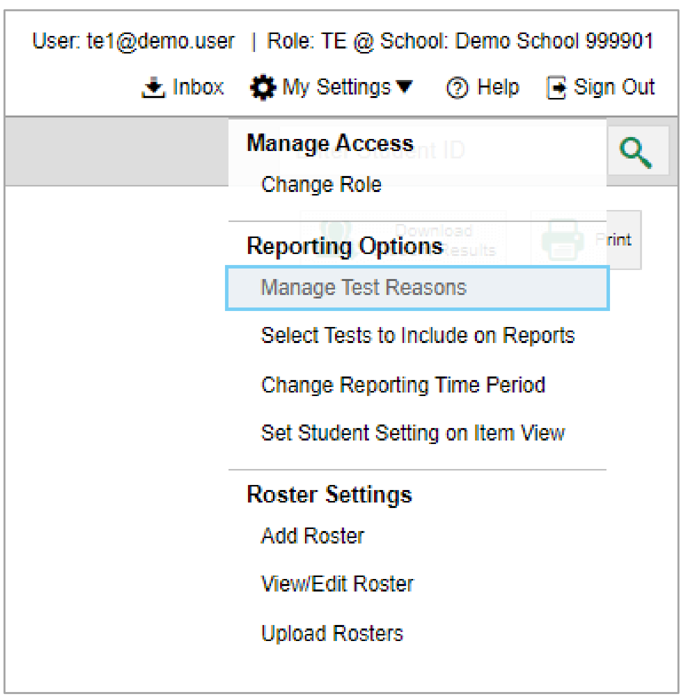
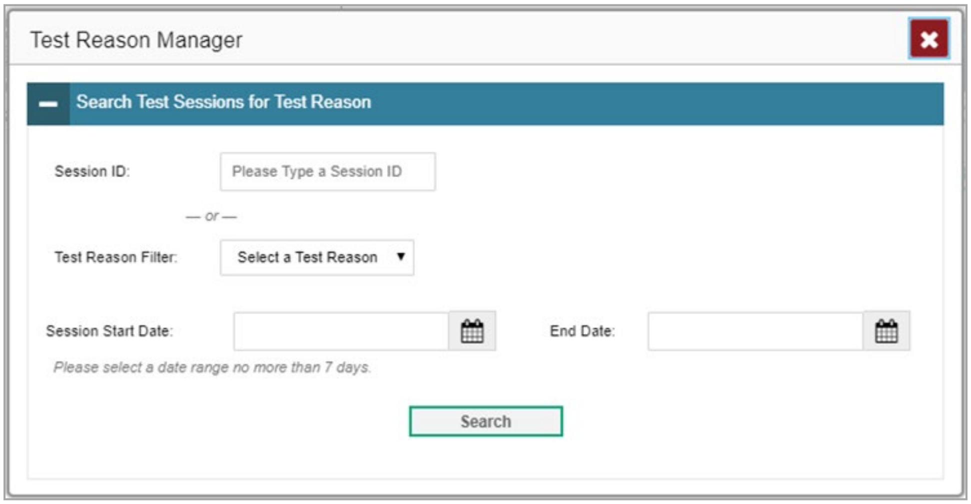


Figure 65. Test Reason Manager Window



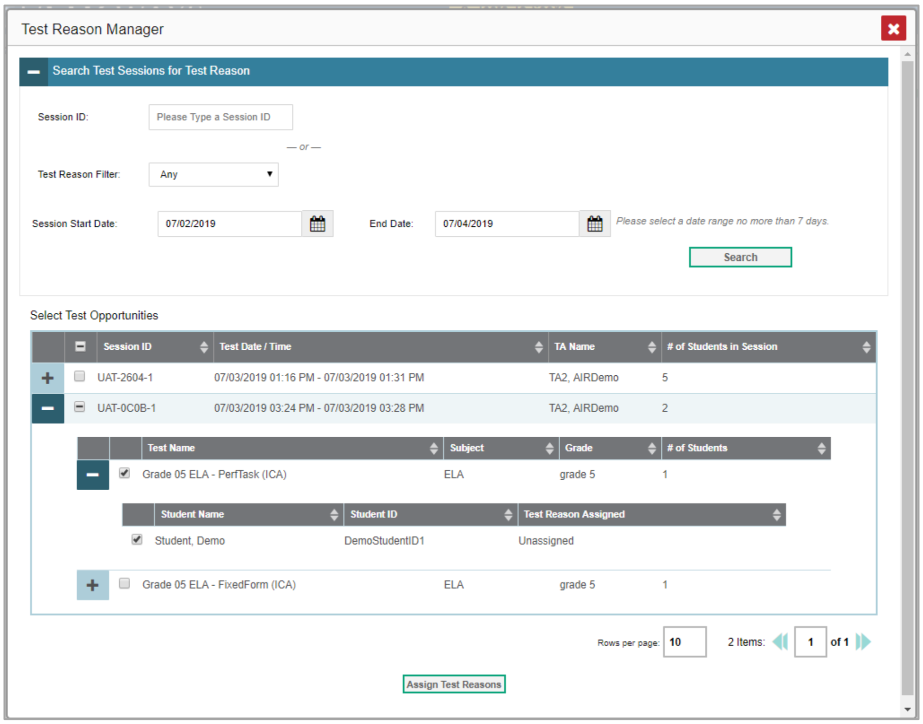
2. To search for the test opportunities you wish to categorize, do either of the following (see Figure 65):

   - 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 66). 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 66. Test Reason Manager Window: Select Test Opportunities

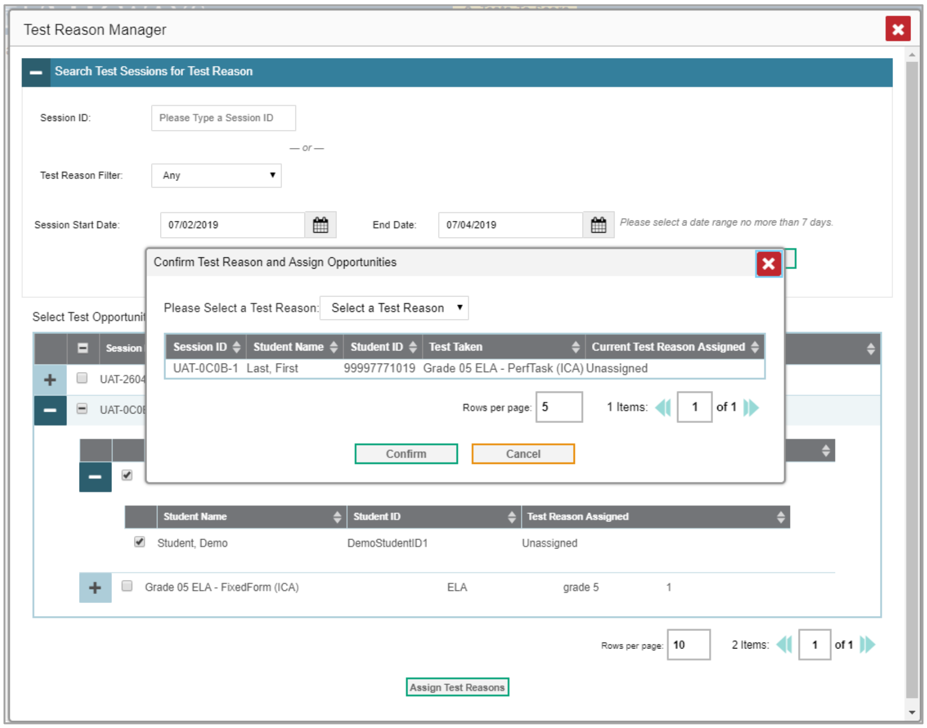


5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.

6. Click **Assign Test Reasons** below the list of retrieved sessions.

7. In the window that appears (see Figure 67), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 67. Confirm Test Reason and Assign Opportunities Window



How to Filter Item-Level Data by Standards and Clusters of Standards

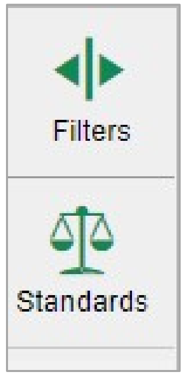
An educational standard, sometimes called an assessment target, describes the skill the item measures. An example of a math standard is “At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane 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 68). The **Filters** panel expands (see Figure 69).

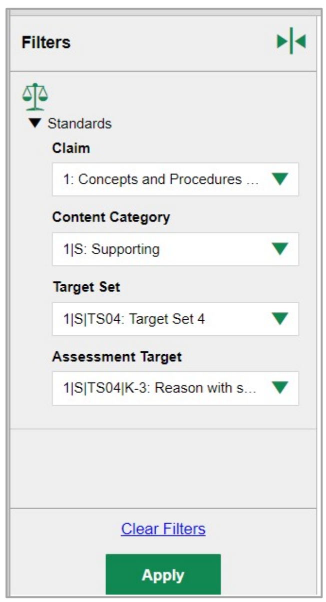
Figure 68. Filter Panel from My Students' Performance on Test Report



2. Use the drop-down list in the **Standards** section (as in Figure 69) to select a cluster. An additional drop-down list appears.

3. *Optional*: Keep making selections from the drop-down lists as they appear.

Figure 69. Expanded Filter from My Students' Performance on Test Report



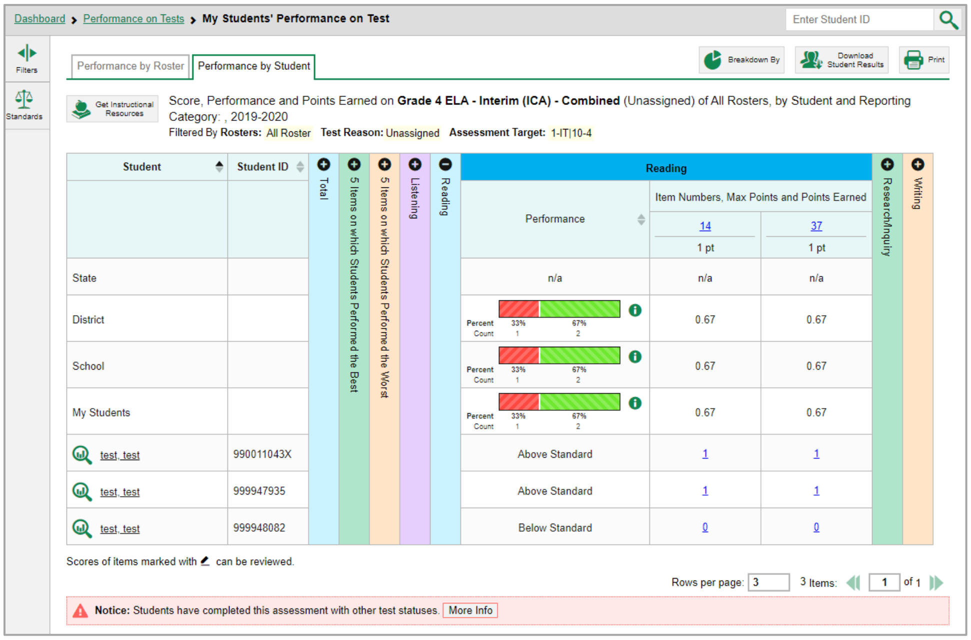
4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see Figure 70).

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



How to Export and Print Data

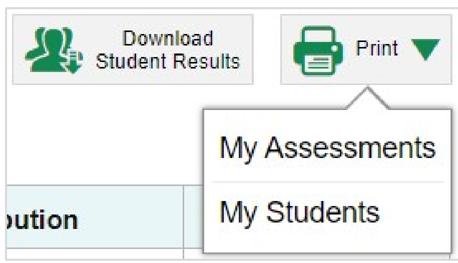
You can export or print any data you see in the Centralized Reporting System. Some reports on individual tests can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some 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 71).

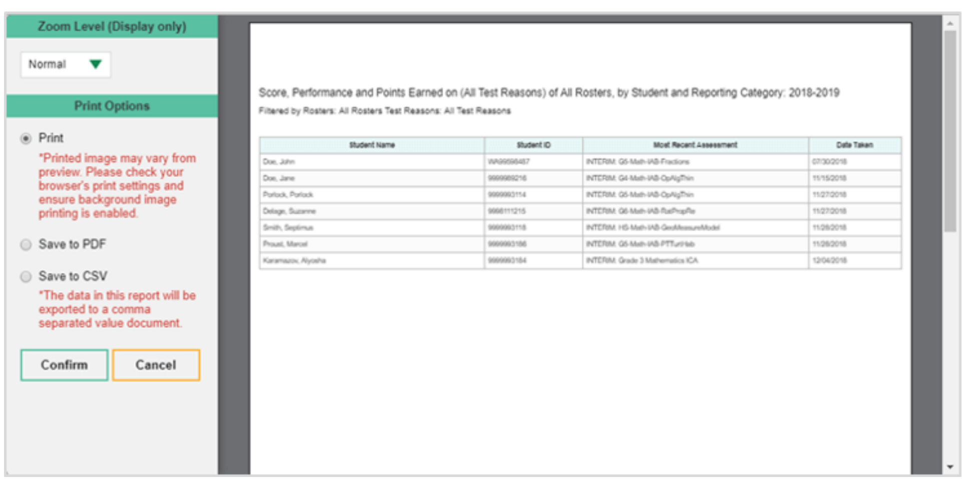
    Figure 71. Teacher View: Performance on Tests Report with Expanded Print Menu

    A print preview page opens (see Figure 72).

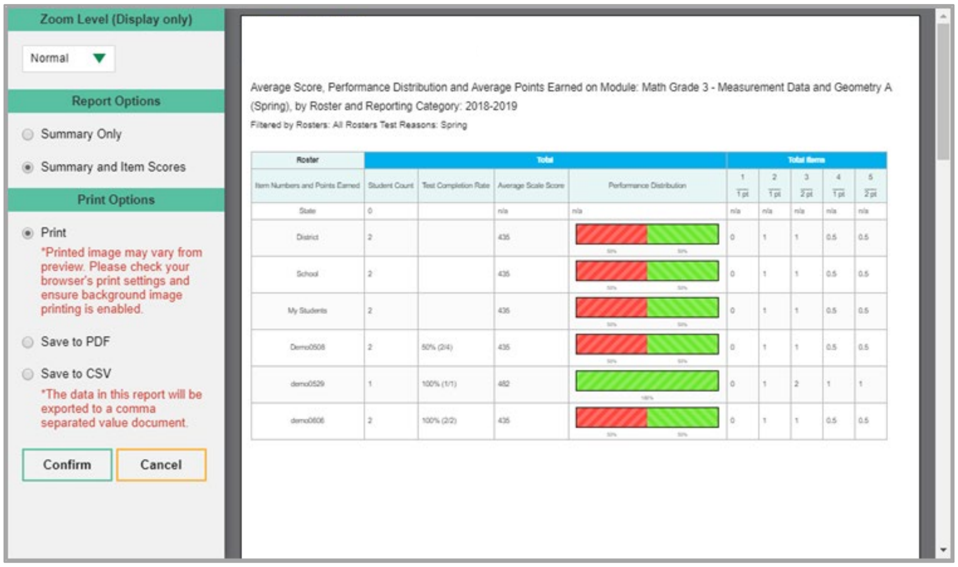
    - To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

    Figure 72. Print Preview Page

2. 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 73, the printed report includes data for the individual assessment items.

Figure 73. Print Preview Page with Summary and Item Scores Option Selected



3. 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**.

  iv. *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.

  v. Select an option from the **Page Layout** drop-down list that appears.

- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

4. Click **Confirm**.

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

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

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

The ***Export Report*** window opens (see Figure 74 and Figure 75). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

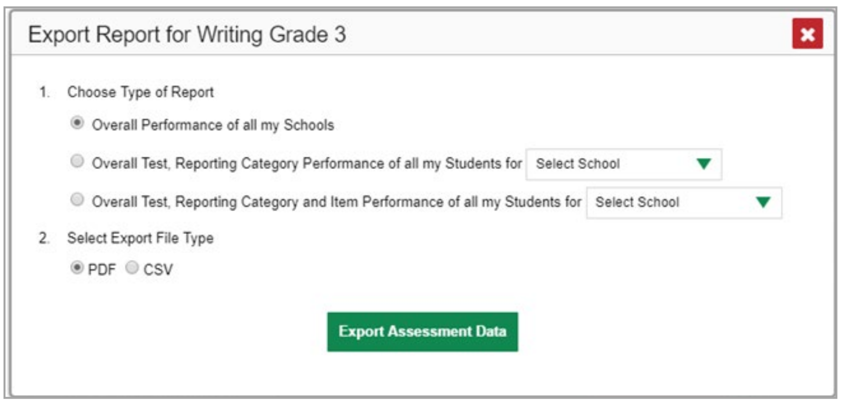
- **District-level users:**

    i. To export the district test results, mark the **Overall Performance of all my Schools** radio button.

    ii. 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.

    iii. 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 74. District-Level User View: Export Report Window

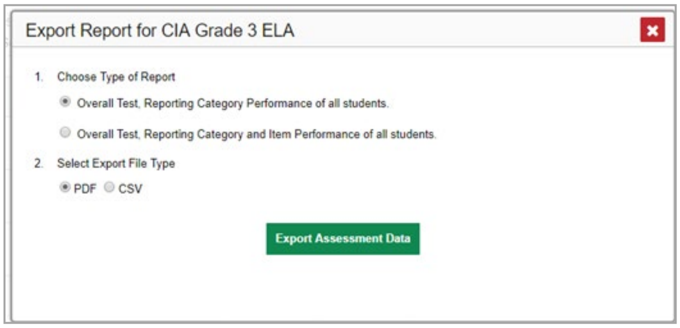


- **School-level users and teachers:**

    i. 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.

    ii. 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 75. Teacher View: Export Report Window



3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the ***Export Report*** window. When you've exported a file, the ***Inbox*** window appears with the generated file available for download.

How to Score Items

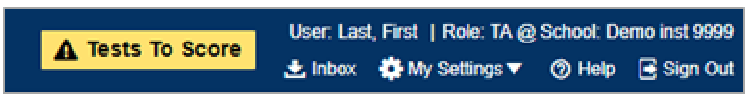
The Centralized Reporting System allows authorized users to score certain items on interim and benchmark tests.

- Some items that require hand scoring arrive in the Centralized Reporting System without any scores. For example, all short answer items require hand scoring. If a test contains unscored items, its performance data is excluded from your reports until an authorized user scores all the unscored items in at least one opportunity of that test.
- Other items arrive in the Centralized Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary. For example, all full write items have machine-suggested scores that can be overridden.

How to Score Unscored Items

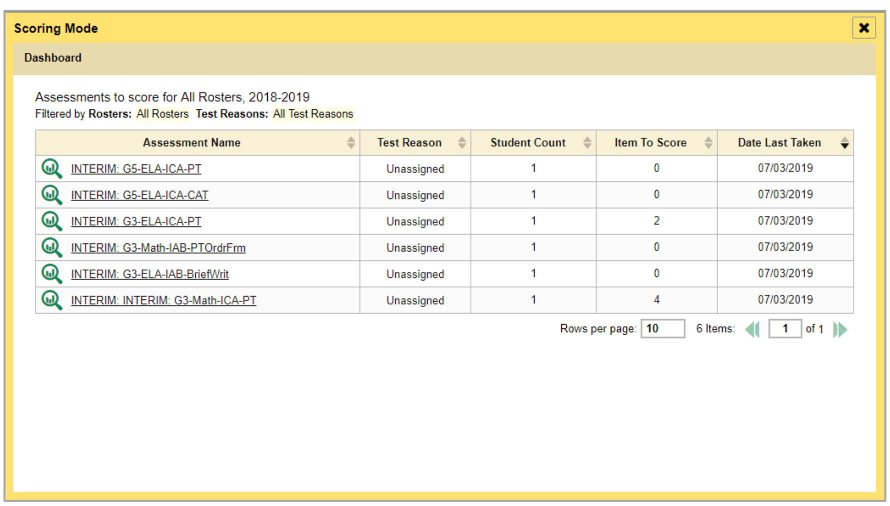
When you have tests with unscored items, a **Tests To Score** notification appears in the banner (see Figure 76).

Figure 76. Banner with Tests To Score Notification



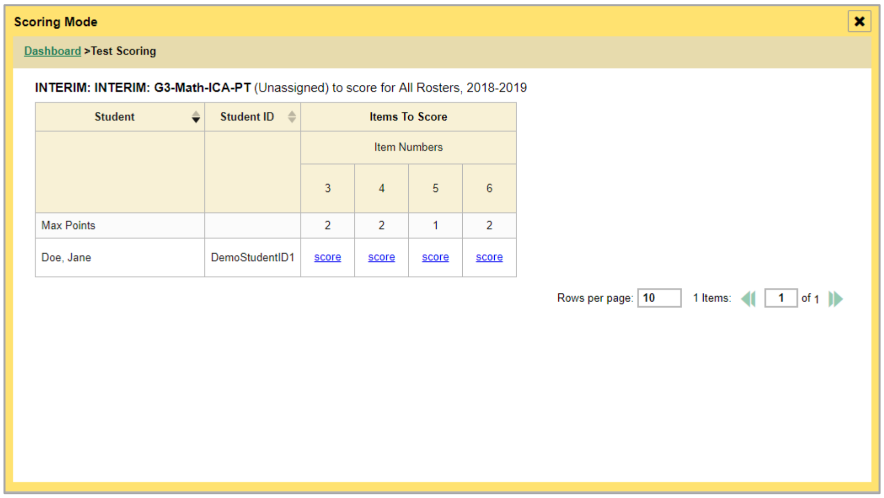
1. In the banner, click **Tests To Score** (see Figure 76). The ***Scoring Mode*** window opens (see Figure 77), displaying a list of tests with unscored items. The table on the ***Scoring Mode*** dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 77. Scoring Mode Window: Dashboard



2. Click the name of the test you wish to score (or beside it). The Test Scoring page appears (see Figure 78), 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.

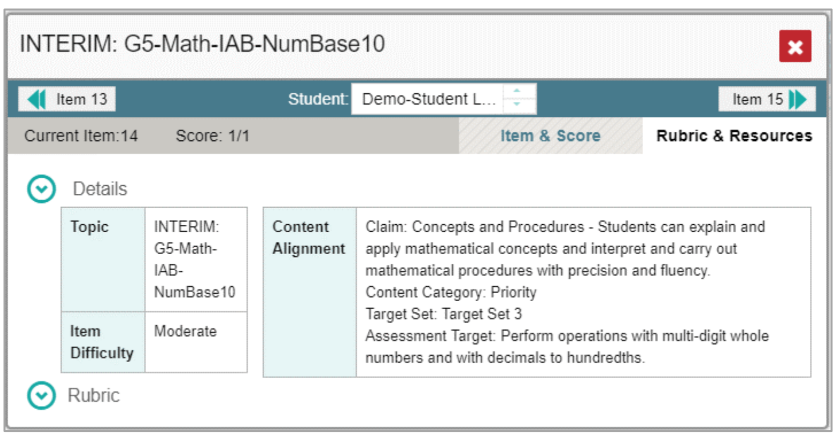
Figure 78. Scoring Mode Window: Test Scoring Page



3. To enter scores for an item, click the **score** link for the required item in the required student's row (see Figure 78). The ***Item View*** window opens.

4. In the **Rubric & Resources** tab (see Figure 79), review the item's rubric and available resources, if necessary.

Figure 79. Item View: Rubric & Resources Tab

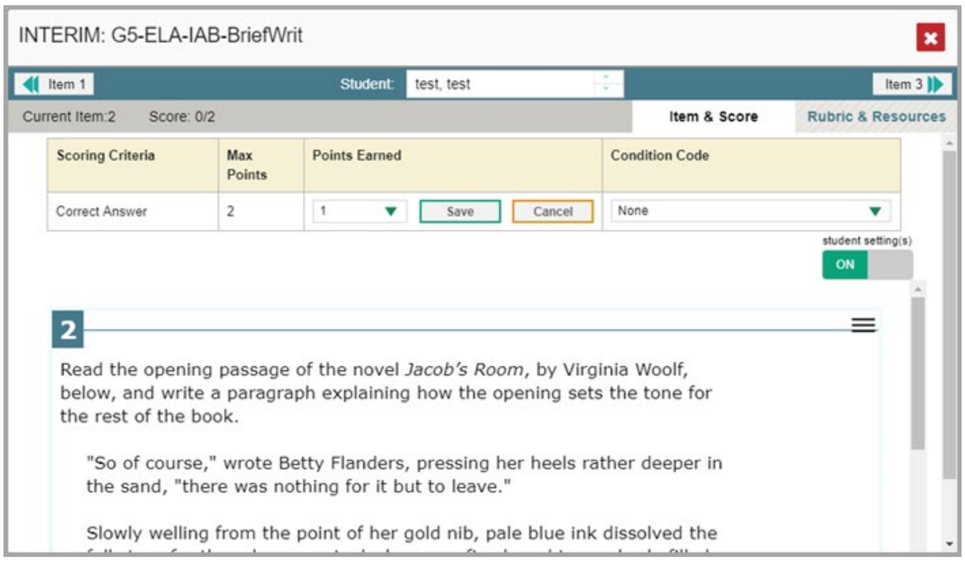


5. In the **Item & Score** tab (see Figure 80), click the edit button in the Scoring Criteria table at the top of the window.

6. Review the student's entered response and do one of the following:

   - To enter a score, select the appropriate score from the **Points Earned** drop-down list.
   - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 80. Item View: Item & Score Tab



7. If the item has multiple scoring criteria, repeat step 6 for each criterion.

8. Click **Save**.

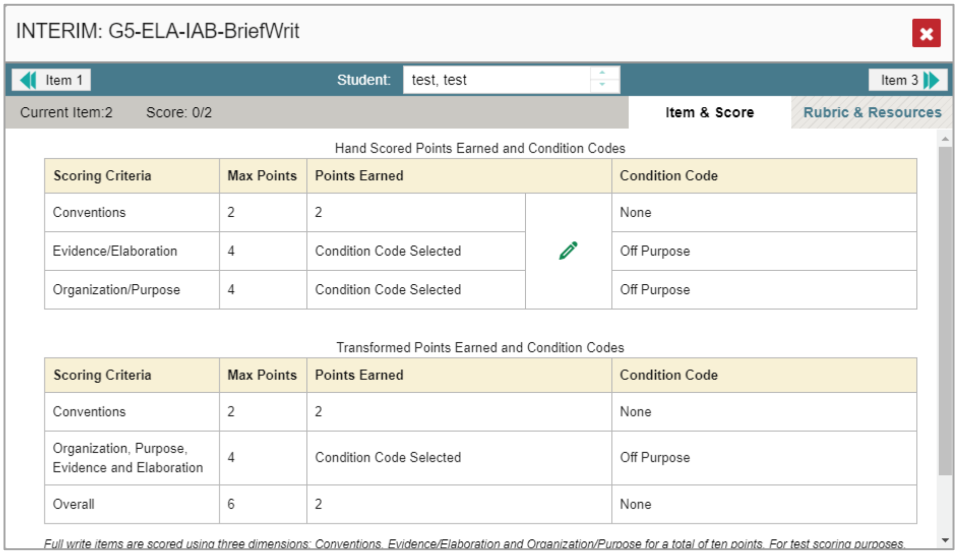
9. To continue scoring items, do one of the following:

   - 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 Demo Student 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 81). 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 81. Item View Window: Item & Score Tab with Two Scoring Criteria Tables



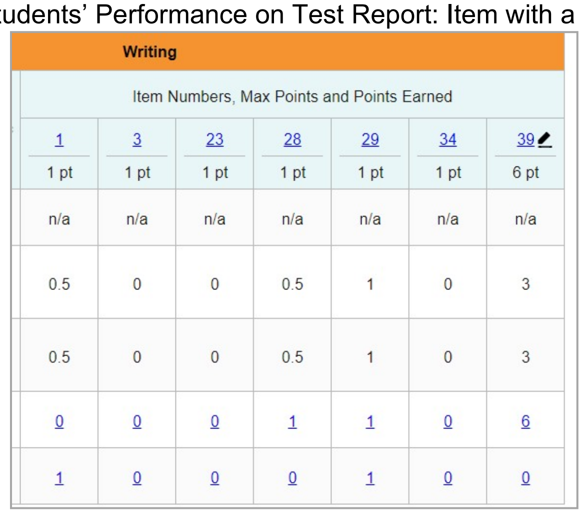
After you enter scores for all the unscored opportunities of a test, that test is removed from the ***Scoring Mode*** window. You can still modify the item scores on that test directly from the reports by following the procedure in the next section How to Modify Scores for Items.

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 82). When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine, displays next to the score. It is highly recommended that you review items flagged with this icon.

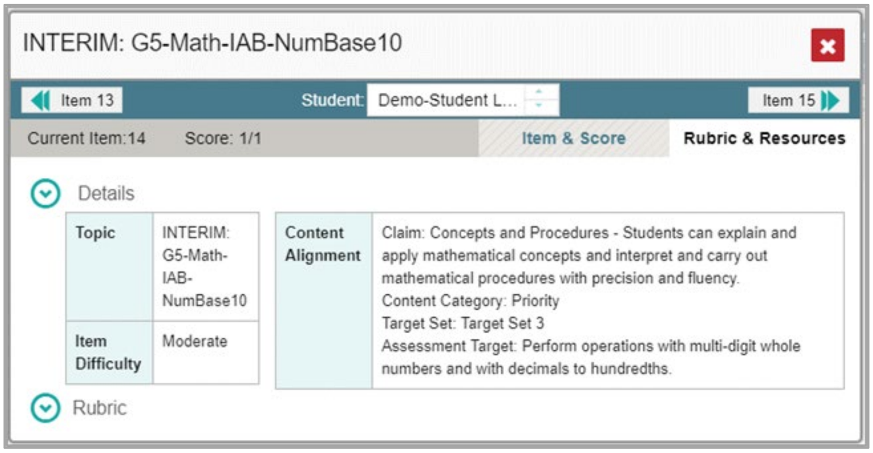
Figure 82. My Students' Performance on Test Report: Item with a Modifiable Score



1. On a report with modifiable scores, click the item score link in the student's row of the report. The ***Item View*** window opens.

2. On the **Rubric & Resources** tab (see Figure 83), review the item's rubric and available resources, if necessary.

Figure 83. Item View Window: Rubric & Resources Tab



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

Figure 84. Item View Window: Item & Score Tab

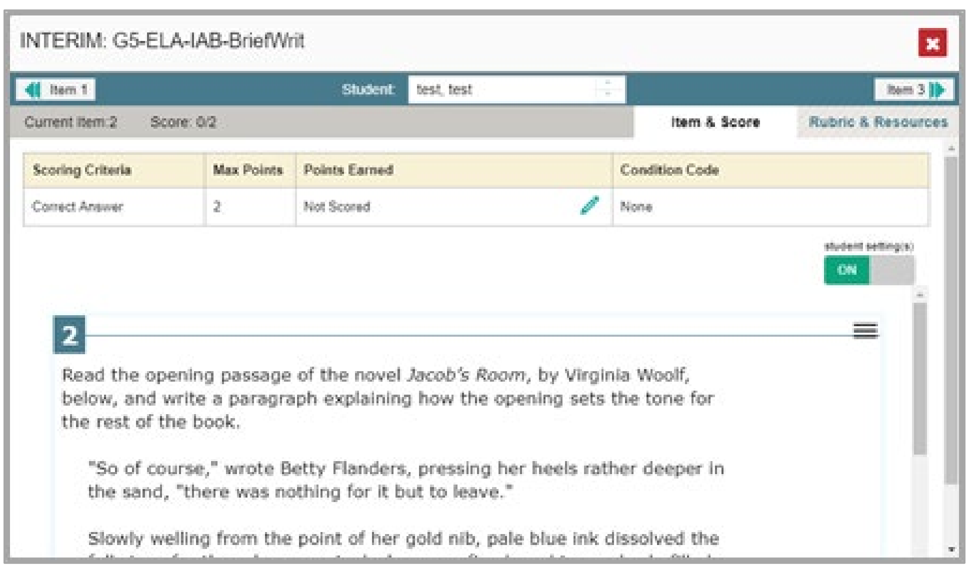
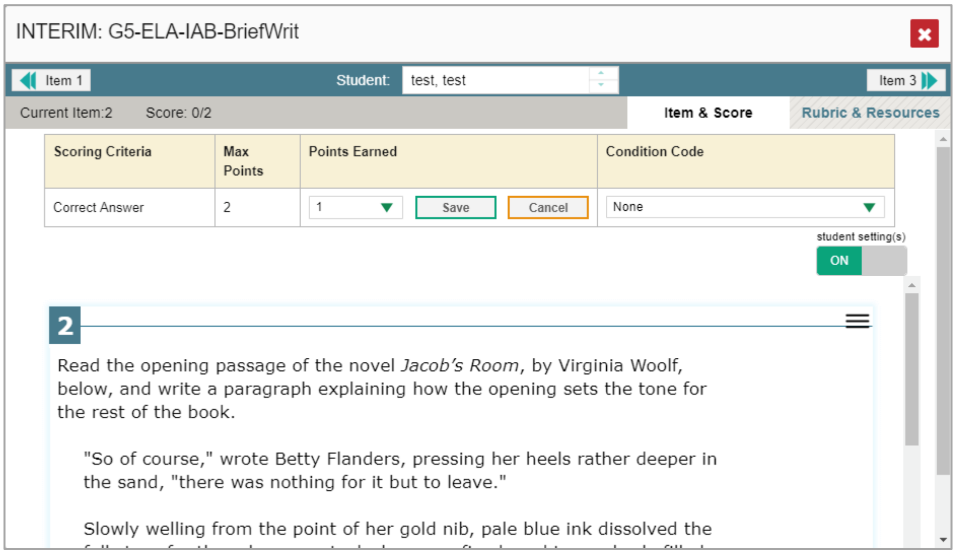


Figure 85. Item View Window: Item & Score Tab



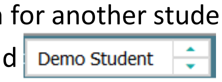
4. Do one of the following (see Figure 85):

- To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
- To assign a condition code to the response, select one from the **Condition Code** drop-down list.

5. If the item has multiple scoring criteria, repeat step 4 for each criterion.

6. Click **Save**.

7. To continue modifying scores, do one of the following:

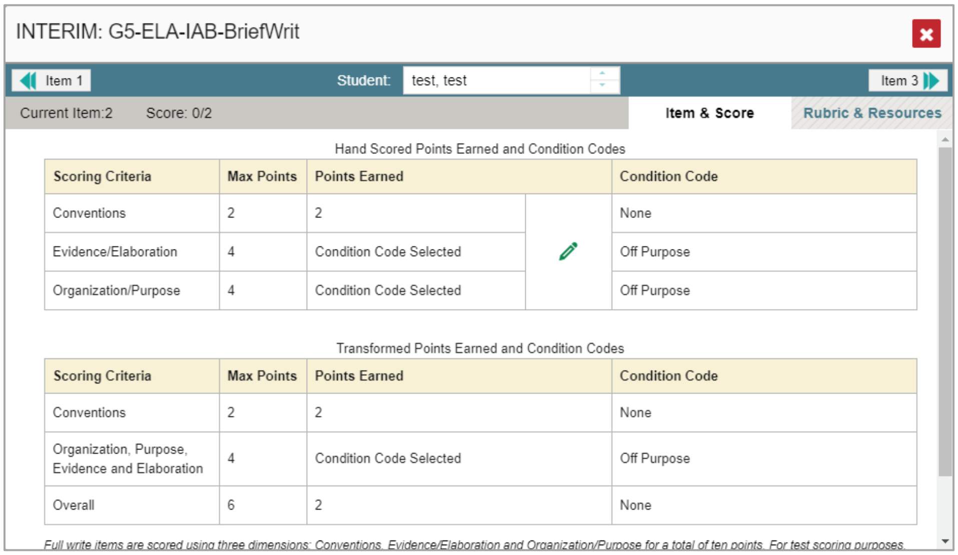
- To view another item for the same student, use the buttons  labeled with the previous and next item numbers at the upper corners of the ***Item View*** window.
- To view the same item for another student, use the up or down arrow buttons on the right side of the *Student* field 

at the top of the ***Item View*** window.

The performance data in the test results update automatically when you close the ***Item View*** window.

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



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 87). The ***Roster Manager*** window appears, showing the Add Roster form (see Figure 88).

Figure 87. Teacher View: Detail of Banner with Expanded My Settings Menu

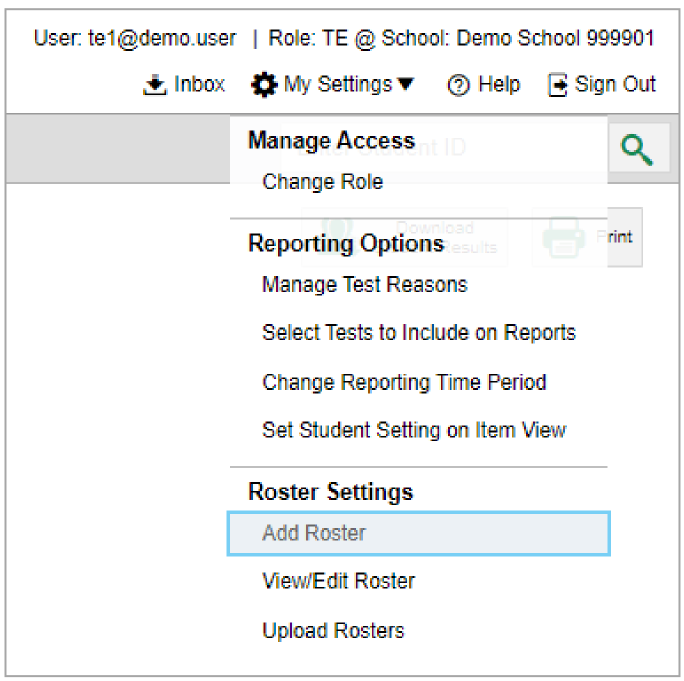
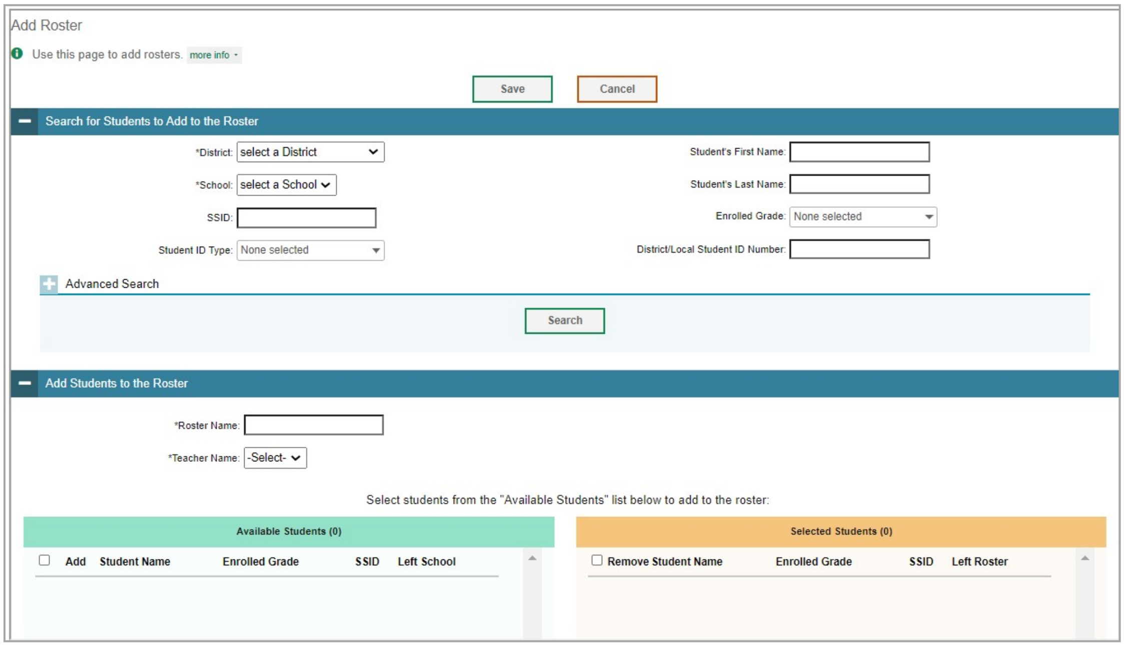


Figure 88. Roster Manager Window: Add Roster Form



2. In the *Search for Students to Add to the Roster* panel (see Figure 88), do the following:

13. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.

14. *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.

15. *Optional*: In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.

16. *Optional*: In the *Advanced Search* panel (see Figure 88), 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**.

17. 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 88), do the following:

18. In the *Roster Name* field, enter the roster name.

19. From the **Teacher Name** drop-down list, select a teacher.

20. **To add students**, do one of the following in the list of available students:

i. To move one student to the roster, click beside that student's name.

ii. To move all the students in the *Available Students* list to the roster, click **Add All**.

iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

21. To remove students, do one of the following in the list of students in this roster:

i. To remove one student from the roster, click beside that student's name.

ii. To remove all the students from the roster, click **Remove All**.

iii. 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 89). The ***Roster Manager*** window appears, showing the View/Edit/Export Roster form (see Figure 90).

Figure 89. Teacher View: Detail of Banner with Expanded My Settings Menu

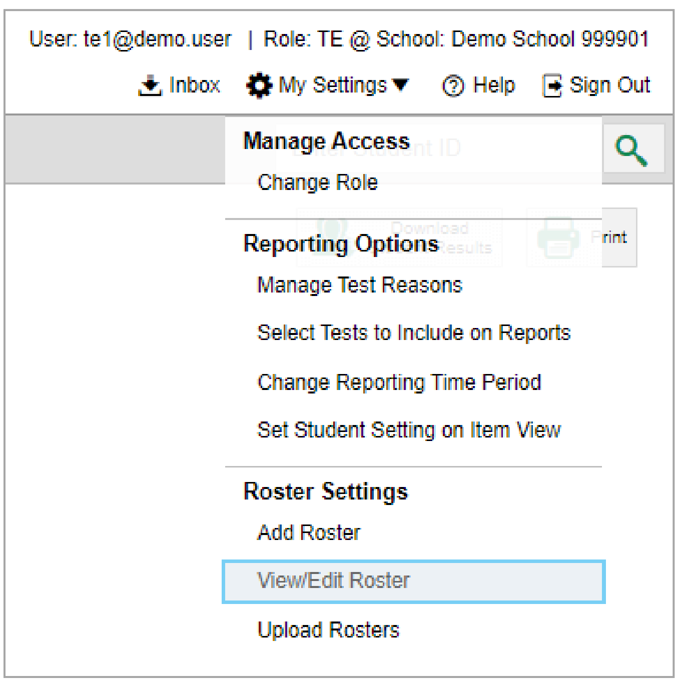
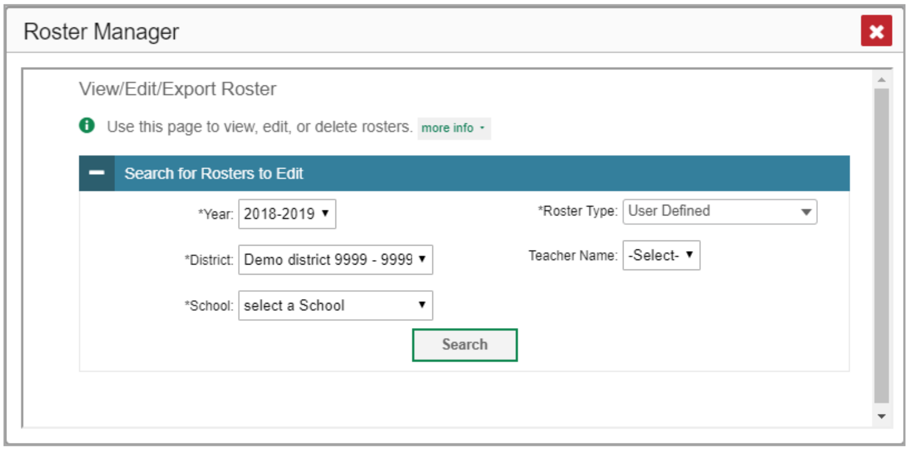


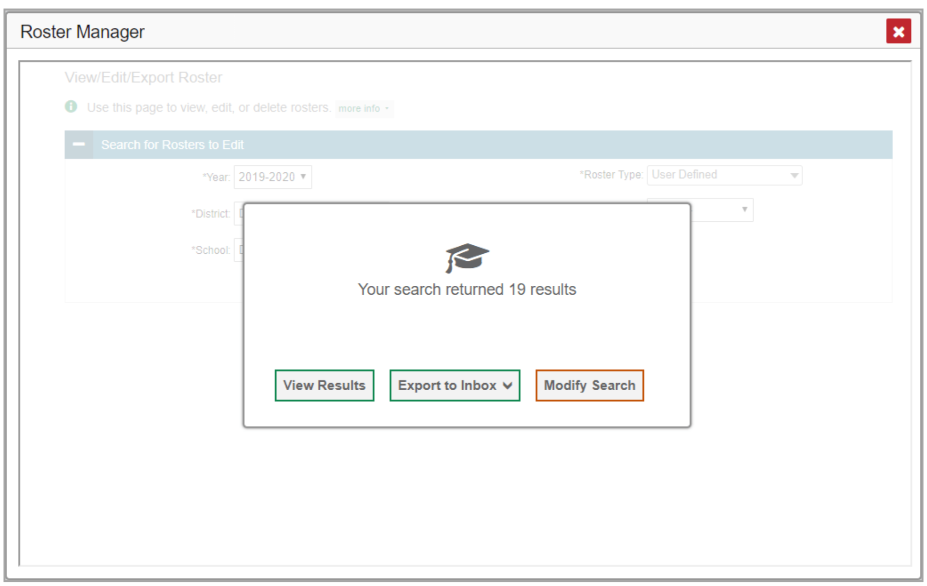
Figure 90. Roster Manager Window: View/Edit/Export Roster Form



2. In the *Search for Rosters to Edit* panel (see Figure 90), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.

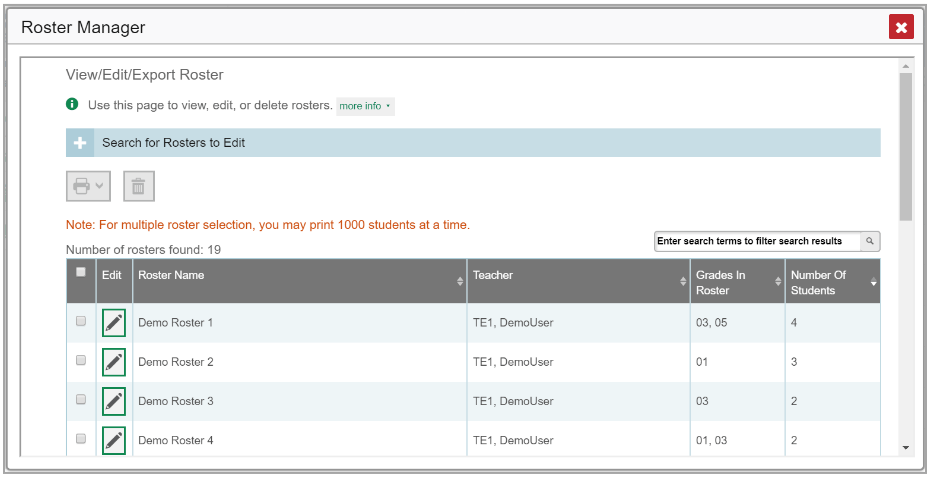
3. Click **Search**. A search results pop-up appears (see Figure 91). Click **View Results** to view the results in your browser.

Figure 91. Roster Manager Window: Search Results Pop-Up



4. A list of retrieved rosters is generated (see Figure 92).

Figure 92. 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:

22. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.

23. *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.

24. *Optional*: In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.

25. *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.

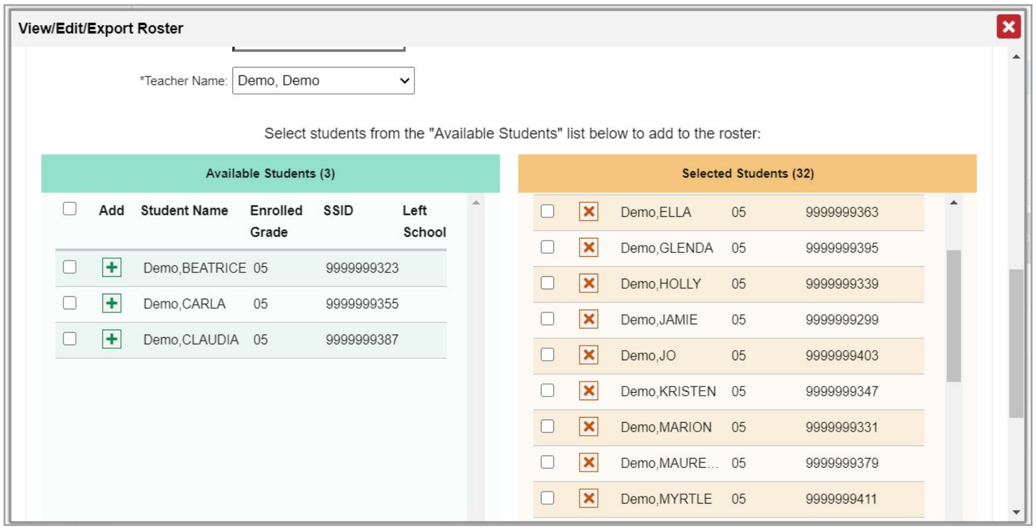
    iii. Click **Add**.

    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**.

26. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

7. Scroll down to view the *Add Students to the Roster* panel, as in Figure 93.

Figure 93. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel



8. *Optional*: In the *Add Students to the Roster* panel, do the following:

27. In the *Roster Name* field, enter a new name for the roster.

28. From the **Teacher Name** drop-down list, select the roster's new teacher.

29. To add students, do one of the following in the list of available students:

i. To move one student to the roster, click beside that student's name.

ii. To move all the students in the *Available Students* list to the roster, click **Add All**.

iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

30. To remove students, do one of the following in the list of students in this roster:

i. To remove one student from the roster, click beside that student's name.

ii. To remove all the students from the roster, click **Remove All**.

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

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

How to Upload Classes (Rosters)

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

1. From the **My Settings** menu in the banner, select **Upload Rosters** (see Figure 94). The ***Roster Manager*** window appears, showing the Upload Rosters: Upload page (see **Error! Reference source not found.**).

Figure 94. Teacher View: Detail of Banner with Expanded My Settings Menu

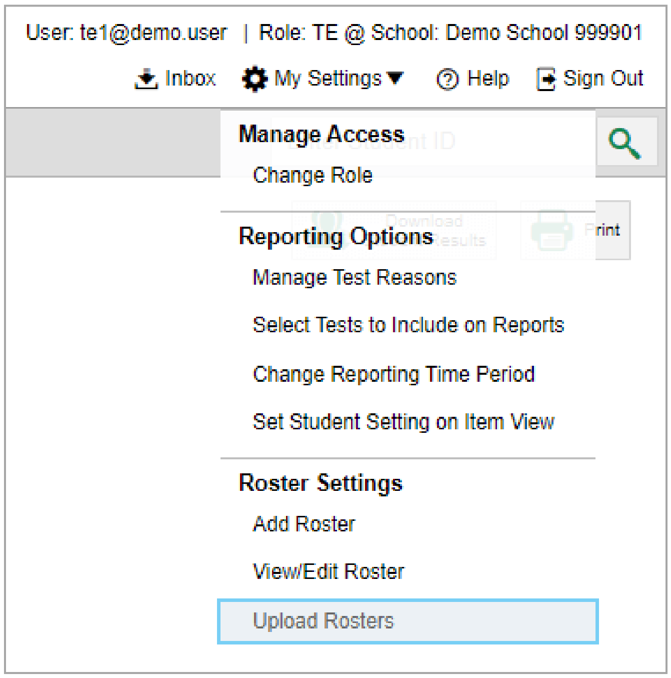


Figure 95. Roster Manager Window: Upload Rosters: Upload Page

2. On the Upload Rosters: Upload page (see Figure 95), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).

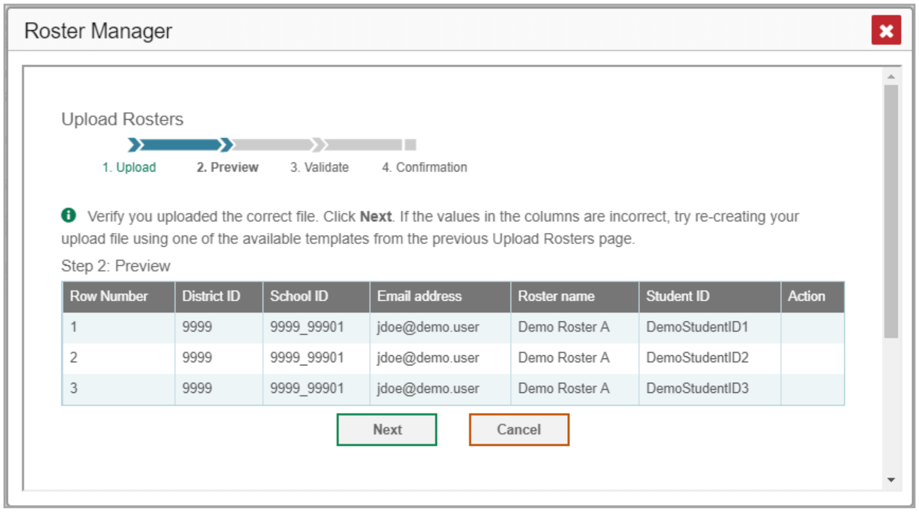
3. Open the template file in a spreadsheet application.

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.

6. Click **Next**. The Upload Rosters: Preview page appears (see Figure 96). Use the file preview on this page to verify you uploaded the correct file.

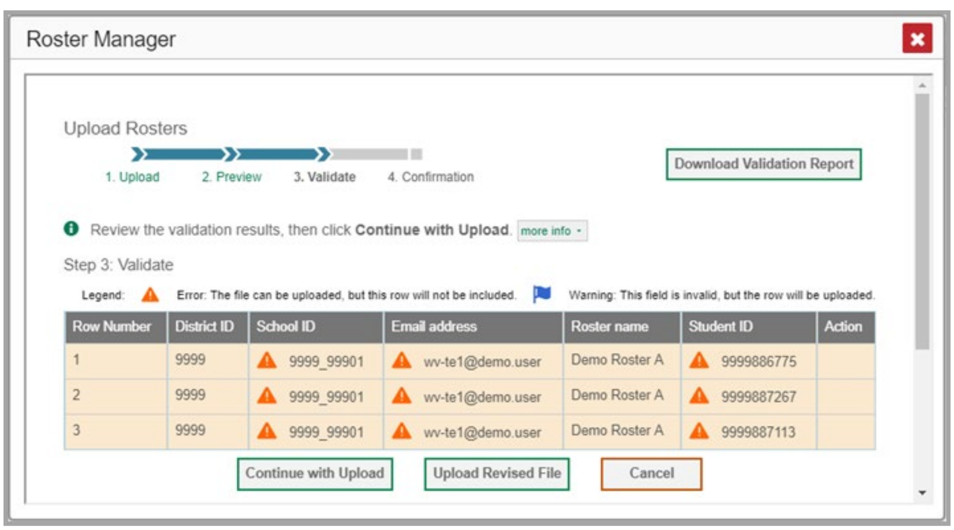
Figure 96. Roster Manager Window: Upload Rosters: Preview Page



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

   Any errors or warnings are displayed on the Upload Rosters: Validate page (see Figure 97). 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 97. 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.

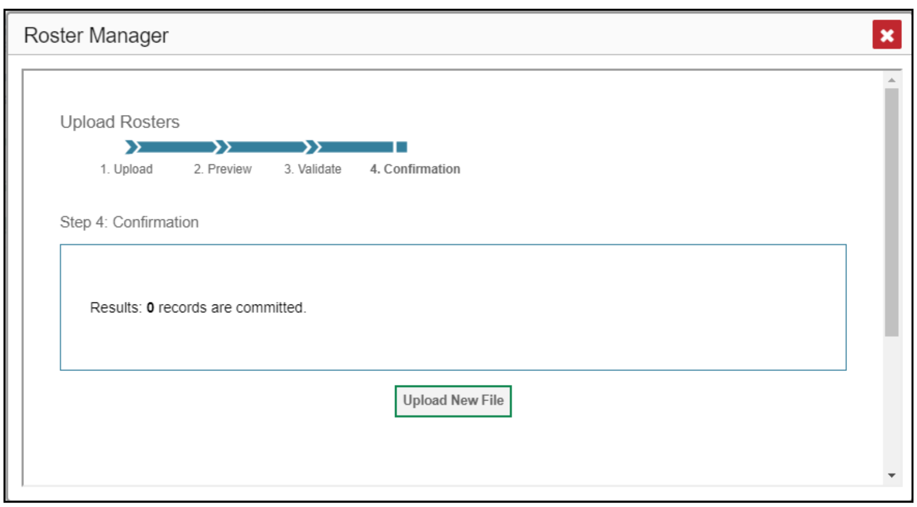
If your file contains a large number of records, the Centralized Reporting System processes it offline and sends you a confirmation email when it's complete. While the Centralized Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The Centralized 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 98), displaying a message about how many records (rows) were committed.

Figure 98. 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.

Element	Description	Valid Values
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.
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	• The student did not enter a response.
Human	Insufficient Text	• The student has not provided a meaningful response. Some examples: ▪ Random keystrokes ▪ Undecipherable text ▪ "I hate this test" ▪ "I don't know", "IDK" ▪ "I don't care" ▪ "I like pizza!" (in response to a reading passage about helicopters) ▪ Response consisting entirely of profanity • For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if ▪ The student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. ▪ The response is too brief to make a determination regarding whether it is on purpose or on topic.
Human	Non-Scorable Language	• ELA/literacy: Language other than English. • Mathematics: Language other than English or Spanish.

Source of Code	Condition Code	Description
Human	Off Purpose	• For ELA Full Writes only: ▪ A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. ▪ An off-purpose response addresses the topic of the task but not the purpose of the task. ▪ Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. ▪ Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.
Human	Off Topic	• For ELA Full Writes only: ▪ A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). ▪ Off-topic responses are generally substantial responses.
Machine	Blank	• The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	• The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	• The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	• The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	• The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	• 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)	• The response is in Spanish.

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

H

Help

The Centralized Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see Figure 99), 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 99. Banner

I

Inbox

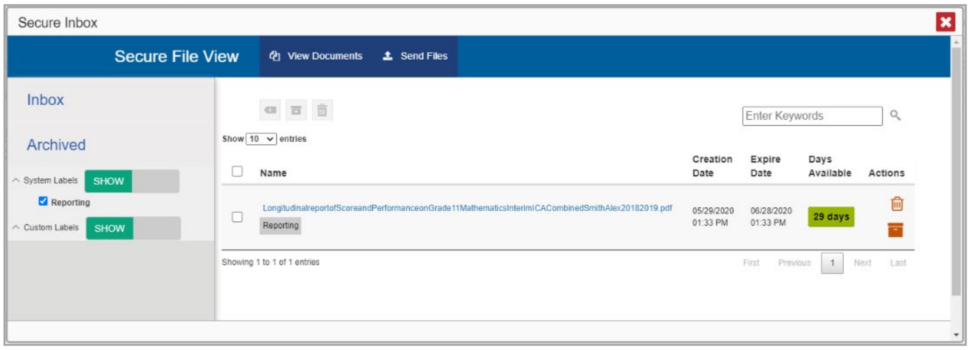
The Centralized Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared 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 99), click **Inbox**. The ***Secure Inbox*** window appears (see Figure 100). By default, the Inbox window displays the **View Documents** tab.

Figure 100. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab



2. Choose either of the available tabs (see Figure 100):

- **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 100).

5. *Optional*: To hide files with a particular system label, clear the checkbox for that label (see Figure 100).

6. *Optional*: To hide or display custom labels, click the Custom Labels toggle (see Figure 100).

7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label (see Figure 100).

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

- To download a file, click the name of the file (see Figure 100).
- To apply a custom label, follow these instructions:
  - i. 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.
  - ii. 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 100).

- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click (see Figure 100).

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.

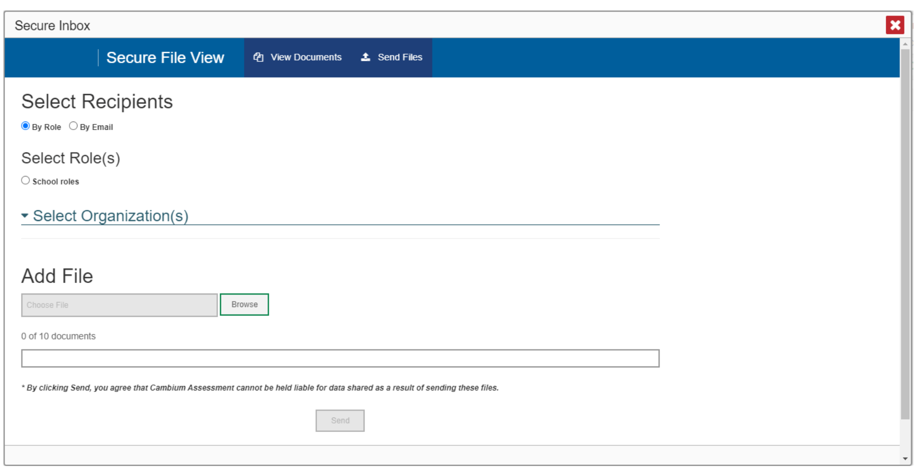
1. From the banner (see Figure 99), select **Inbox**. The ***Inbox*** page appears (see Figure 100). By default, the *View Documents* tab displays.

2. Select the **Send Files** tab. The ***Send Files*** page appears (see Figure 101).

3. In the *Select Recipients* field, do one of the following:
   - Select **By Role** to send a file or files to a group of users by user role.
   - Select **By Email** to send a file or files to a single recipient by email address.

   If you select **By Email**, skip to step 7.

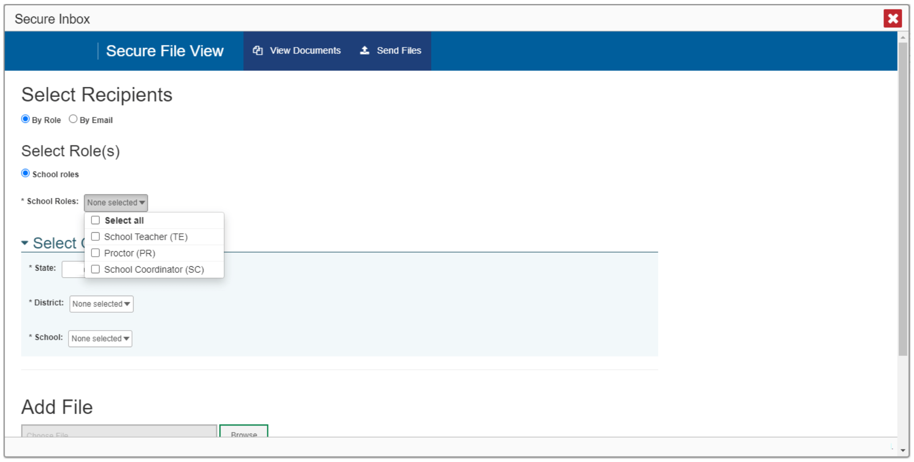
Figure 101. Secure Inbox Window: Send Files Tab



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.

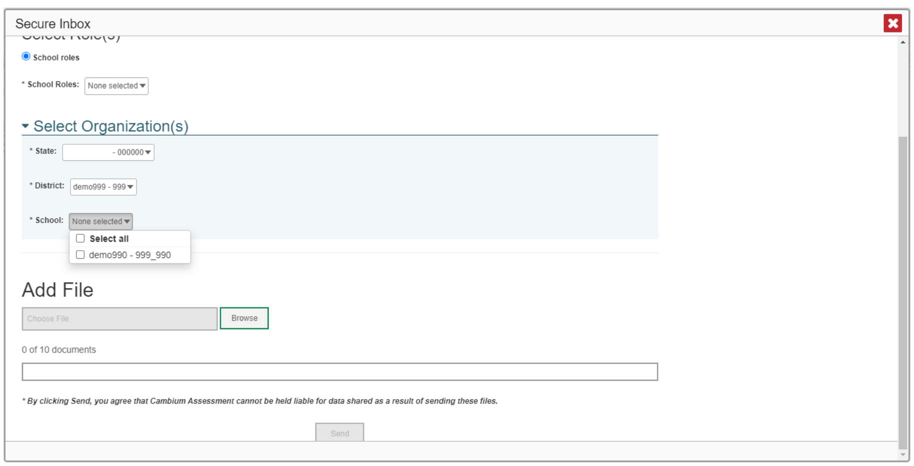
5. From the drop-down list (see Figure 102), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 102. Secure Inbox Window: Send Files Tab



6. From the *Select Organization(s)* drop-down lists (see Figure 103), 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 103. 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 Centralized 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 Centralized Reporting System

1. Navigate to the portal.

2. Select the **Interim Assessments** card from the cards displayed (see Figure 104).

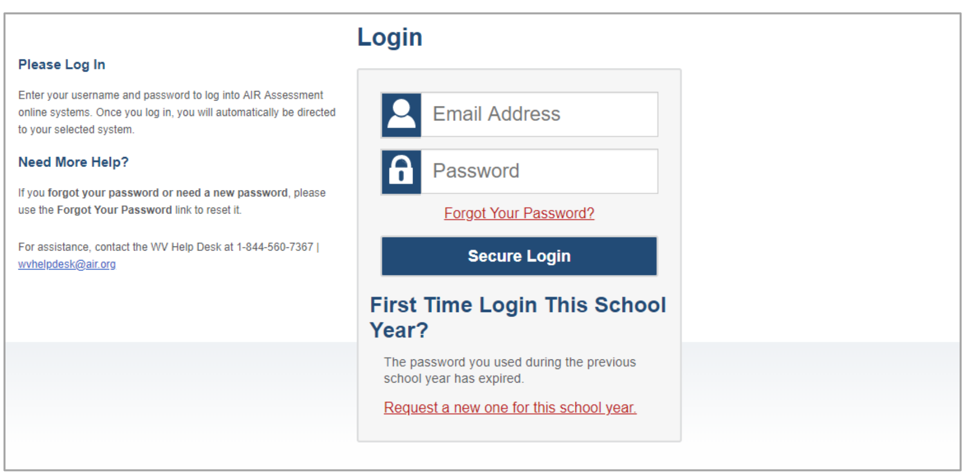
Figure 104. Interim Assessments Card

3. Click the **Centralized Reporting System** card (see Figure 105). The login page appears.

Figure 105. Centralized Reporting System Card

4. On the login page (see Figure 106), enter the email address and password you use to access all CAI systems.

Figure 106. Login Page

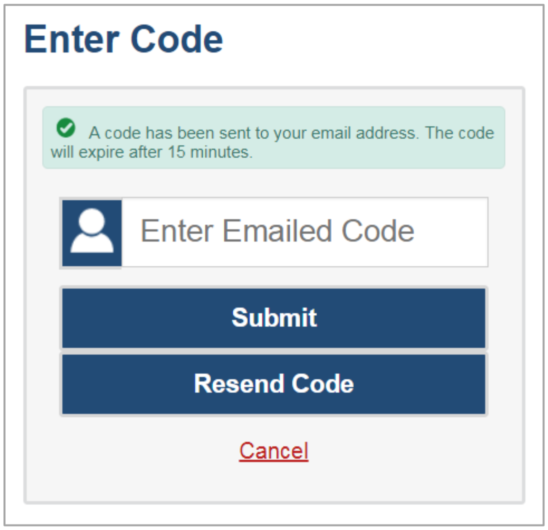


31. Click **Secure Login**.

32. If the Enter Code page appears (see Figure 107), 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.

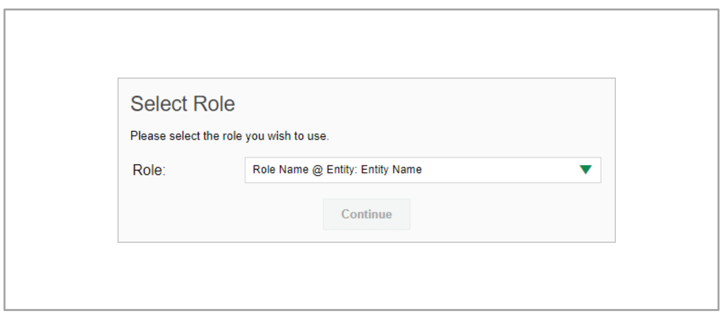
i. If the authentication code has expired, click **Resend Code** to request a new code.

Figure 107. Enter Code Page



33. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 108. 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 108. 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 109). To activate your account, you must set your password within 15 minutes.

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

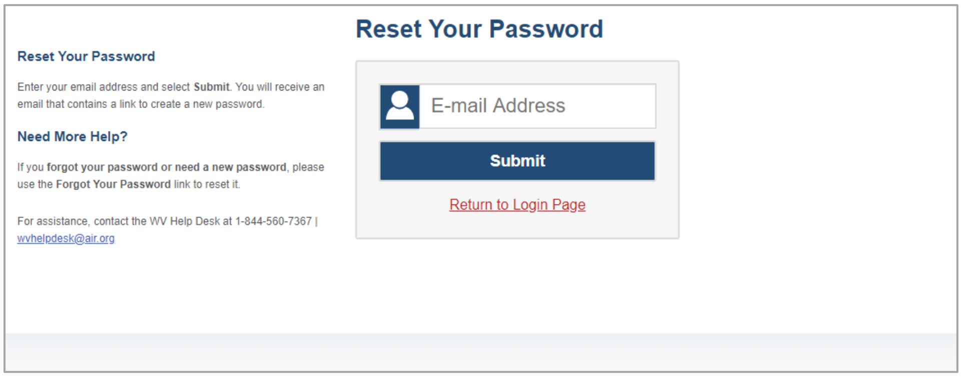
- If your first temporary link expired:

  In the activation email you received, click the second link provided and request a new temporary link.

- If you forgot your password:

  On the ***Login*** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 109. Reset Your Password Page



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

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

- Additional help:

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

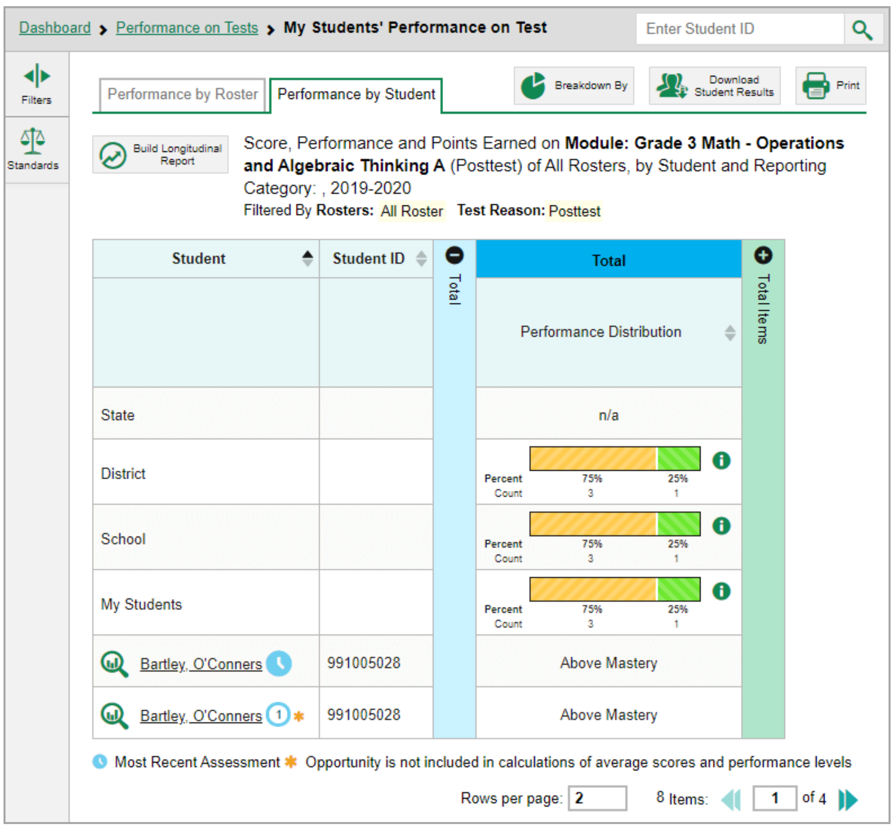
M

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 110, 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 1, starting from the earliest test taken. An asterisk icon * indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.

Figure 110. School Performance on Test Report: Performance by Student Tab



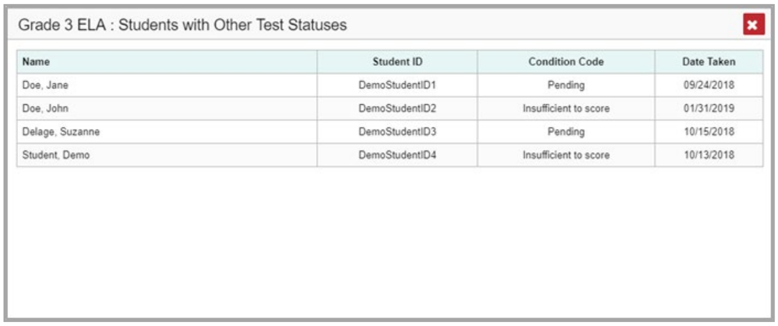
N

Non-Scorable Test Opportunities

The reports in Centralized 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 111). 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 111. Students with Other Test Statuses Window



Grade 3 ELA : Students with Other Test Statuses

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

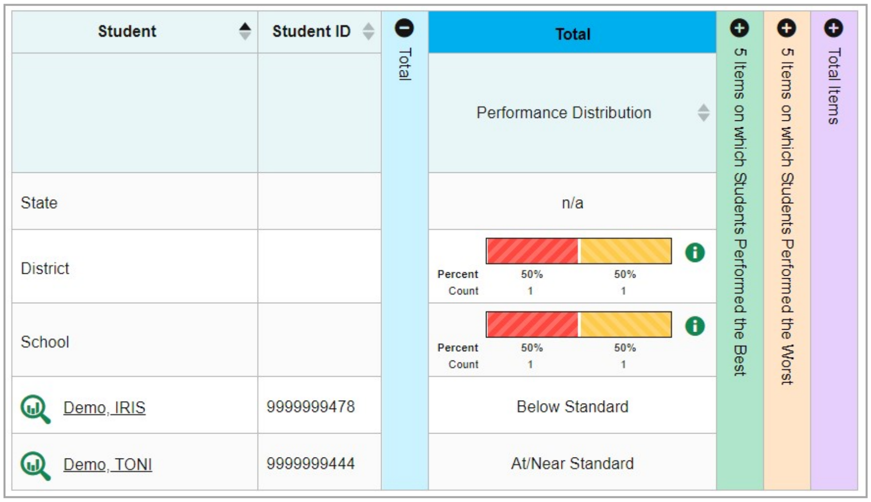
Depending on the test, a report may display different kinds of performance data:

- Score data:
    - Scale scores.
    - Raw scores, which may be in the form of percentages or fractions.
- 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 112, 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.

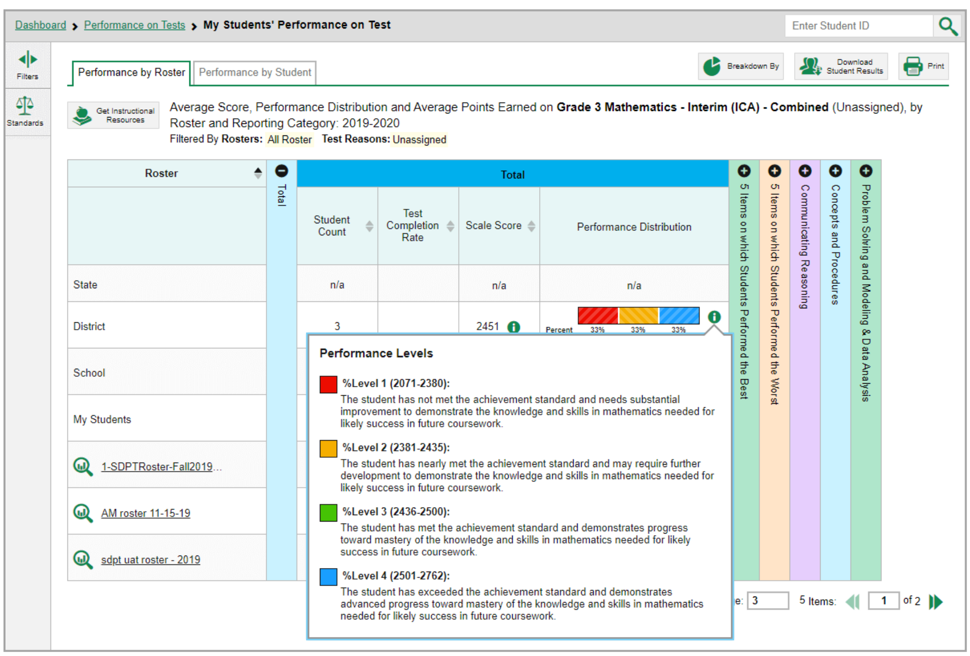
In a report, click the more information button in the score or Performance Distribution columns (see Figure 112).

Figure 112. School-Level User View: School Performance on Test Report: Performance by Student Tab



A legend appears (see Figure 113), explaining what the scores or performance levels indicate.

Figure 113. My Students' Performance on Test Report with Expanded Performance Distribution Legend



You will find similar buttons in reports throughout the Centralized 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 1 at the lower-right corner of the table.

How to View Additional Table Columns

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

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

How to Expand All Accordion Sections in a Table

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

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.

2. *Optional*: To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

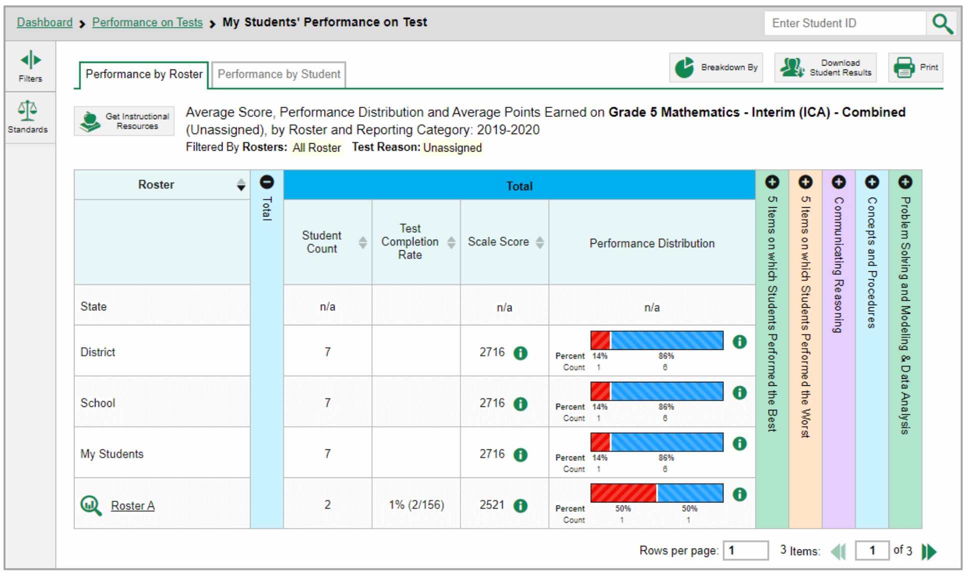
T

Test Resources

Some test results in the Centralized Reporting System include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.

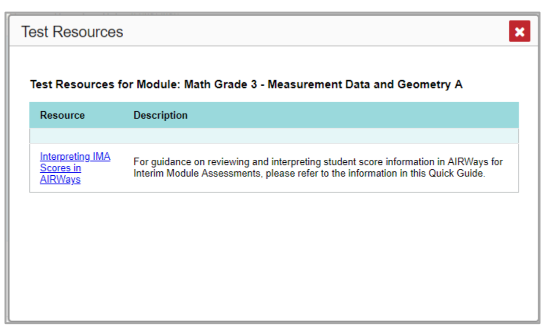
If additional assessment information is available, click the **Get Instructional Resources** button in the upper-left corner of the report table (see Figure 114). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 114. My Students' Performance on Test Report: Performance by Student Tab



A window opens (see Figure 115), displaying resource links that either download or open in a new browser tab or window.

Figure 115. Test Resources Window



U

User Support

For additional information and assistance in using the Centralized 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 7 and Firefox 45 or Mac OS 10.10 and Safari 8).

Change Log

Change	Date