Department of Education & Workforce

Reporting System User Guide

2023-2024

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Prepared by Cambium Assessment, Inc.

Cambium Assessment

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Introduction to the User Guide

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

- Accessing summative assessment data for the OST, AASCD, OELPA and Alt-OELPA administrations.
- Accessing non-summative assessment data for the OELPS and RA administrations and for teacher-authored tests.
- Scoring non-summative assessments for the RA administration and for teacher-authored tests.

It includes the following sections:

- Navigate Reports
- Set Up Reports to Suit Your Needs
- Export and Print Data
- Score Items

Navigate Reports

This section explains how to navigate your reports for your assessments.

Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments.
- 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.

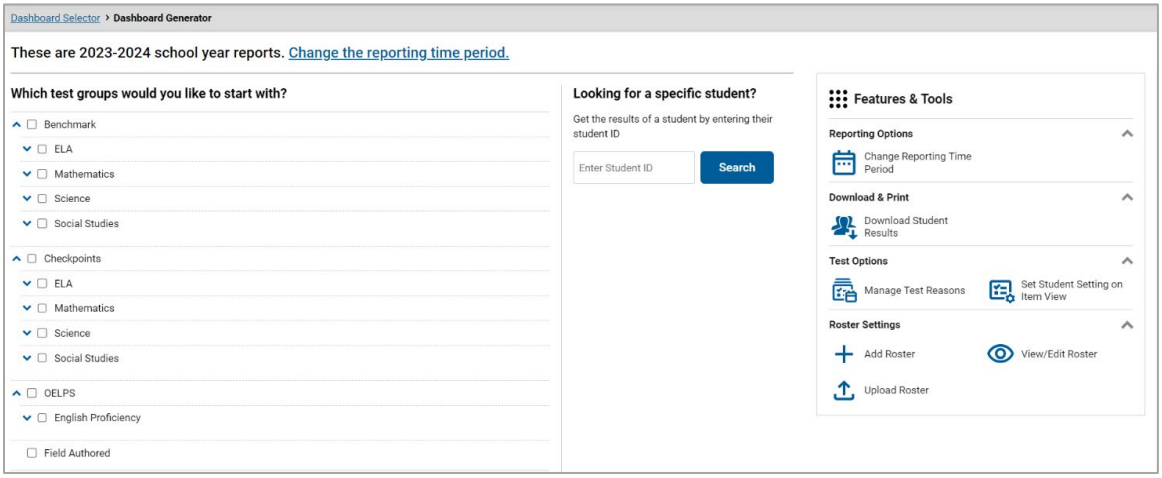
Start Viewing Reports

Use the Dashboard Generator Page

When you log in to the Reporting System, the Dashboard Generator page appears (Figure 1). The controls on the left let you select from the groups of tests that have been processed for the school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Test types may include Field Authored, which comprises tests created in the Assessment Authoring system. The Field Authored type does not list subjects or grades as subcategories. If a field-authored test opportunity requires hand scoring for any item, it will not appear in reports until educators have provided scores for all items in the hand scoring module.

Figure 1. Dashboard Generator Page



To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to view all that student's test results. The **Features & Tools** menu appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

If the Dashboard Generator shows a message saying there are no data, that means no test opportunities are available for this school year.

1. *Optional*: To change the test groups listed in the Dashboard Generator, change the reporting time period.

2. Select the tests you want to view, expanding the test groups as needed.

3. *Optional*: To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.

4. *Optional*: To view results for teacher-authored tests, mark the checkbox **Field Authored**.

5. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

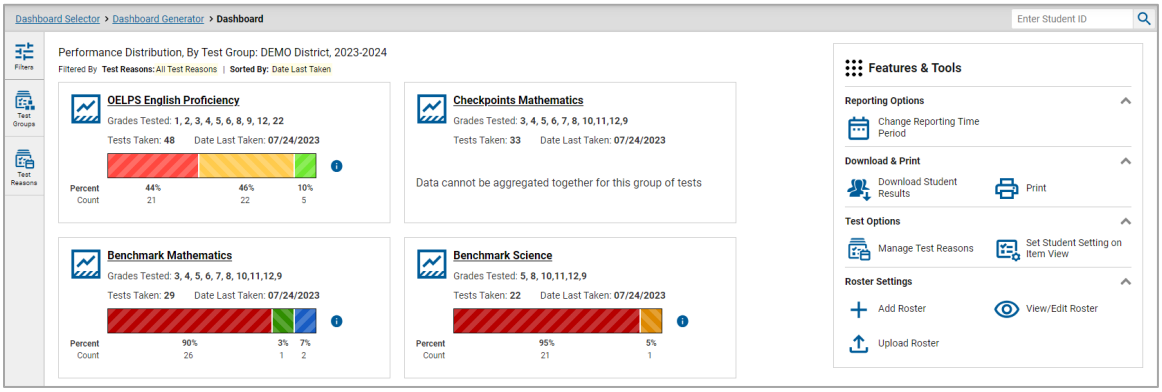
Use the Dashboard to View Aggregate Test Results

All users can view the standard dashboard (Figure 2). It displays aggregation cards representing test groups.

Each aggregation card displays the test group name, a list of grades, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it. You may sometimes see the message "Data cannot be aggregated together for this group of tests" instead of the performance distribution bar for tests that do not report performance distribution or that use different sets of performance levels. Test group cards are sorted by date last taken.

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

Figure 2. Dashboard



If a message appears saying "There are no assessments to display," you may not have any students who have taken tests in your selected test groups in the selected time period. You can change the reporting time period. If you are a teacher, you may also be able to view more students' data by managing your classes (rosters).

To change the test groups and test reasons that appear, use the **Filters** panel on the left. For more information on filtering, see Set Up Reports to Suit Your Needs. You can also backtrack to the Dashboard

Generator using the link in the path at the upper-left corner and change your test group selections there.

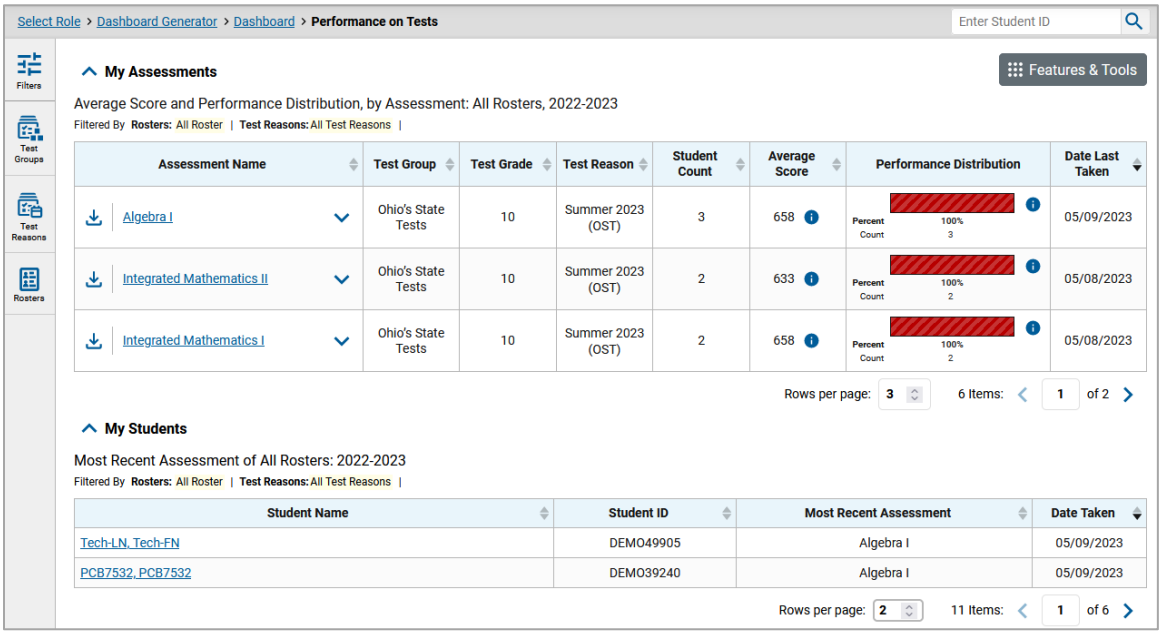
View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group. 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 3:

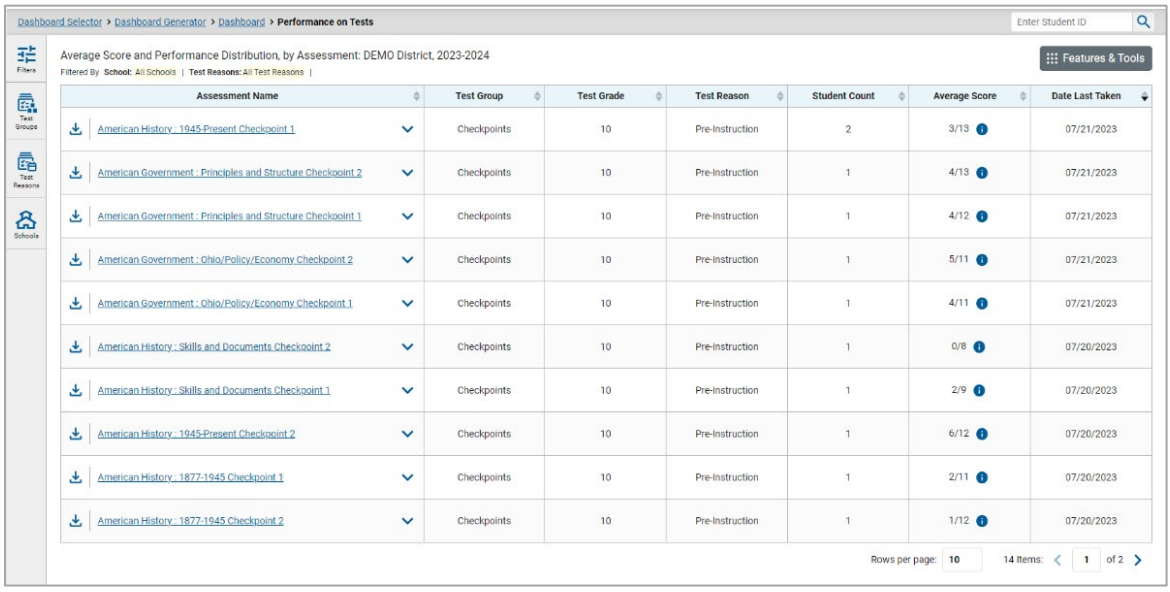
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 3. 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 4. School-Level User View: Performance on Tests Report



For each test, the assessments table (Figure 4) shows the test group, grade, test reason (the name of the test window of a summative assessment or a category assigned to a non-summative 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, refer to Set Up Reports to Suit Your Needs.

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.

Teachers: View Student-Level Data for All Your Students

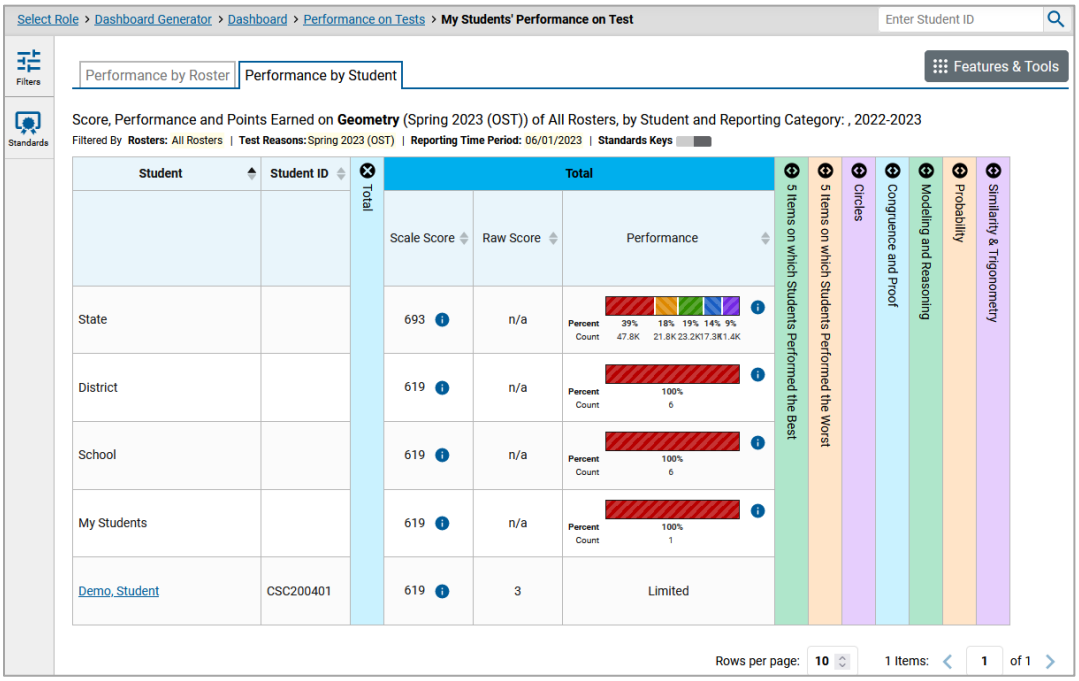
The **Performance by Student** tab of the My Students’ Performance on Test report displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Generate a dashboard and click a test group name.

2. Click a test name in the assessments table at the top of the page.

3. In the My Students’ Performance on Test report that appears, select the **Performance by Student** tab, as in Figure 5. You will see results listing all your students. The first few rows also show aggregate performance data for your state, district, school, and total students.

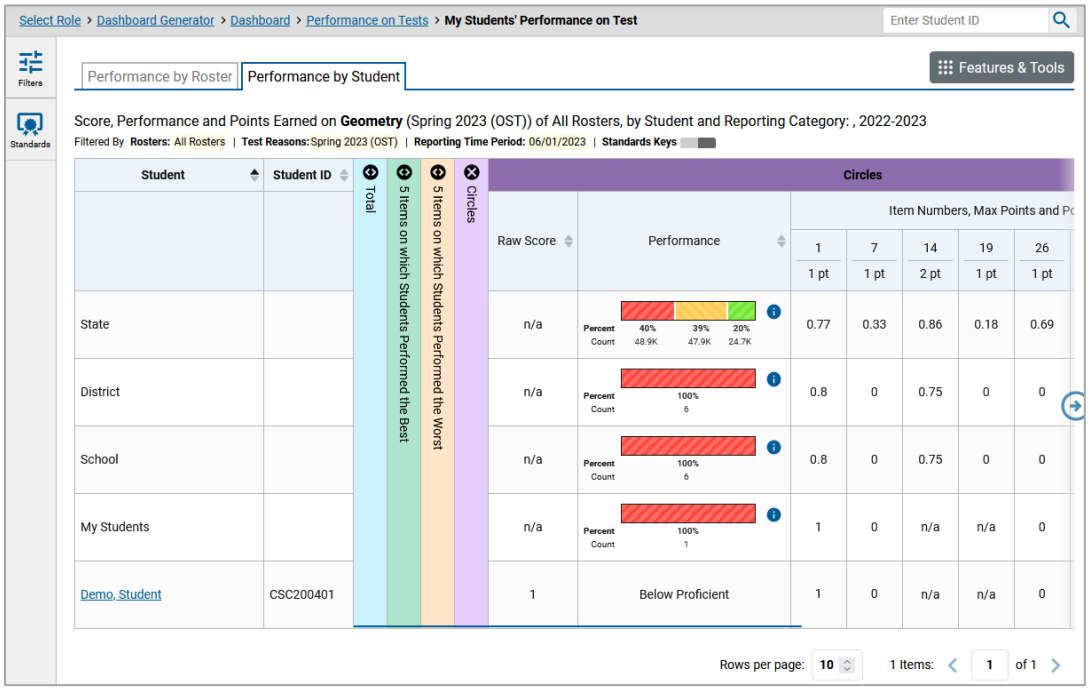
Figure 5. My Students' Performance on Test Report: Performance by Student Tab



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

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in Figure 6.

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



School-Level Users: View Student-Level Data for All Your Students

You can follow the same procedure as in Teachers: View Student-Level Data for All Your Students to view the **Performance by Student** tab of the School Performance on Test report.

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.

Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (Figure 7) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

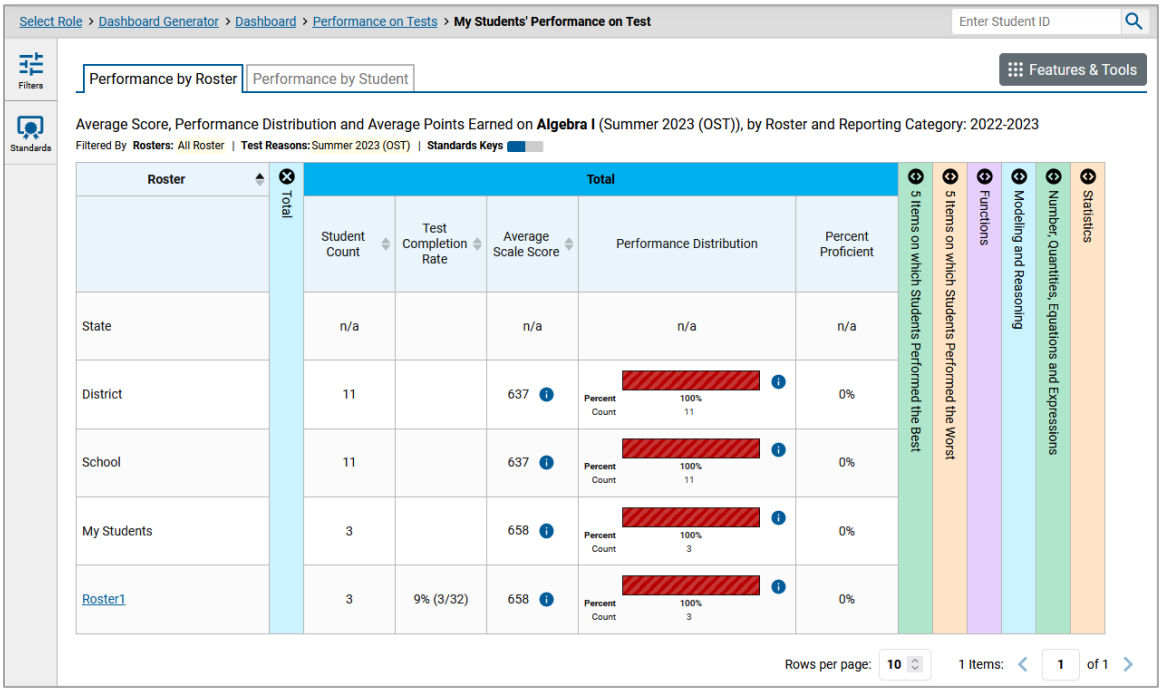
1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A page of district test results appears, listing schools within the district.
3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 7 displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 7. My Students' Performance on Test Report: Performance by Roster Tab



Determine Which Classes (Rosters) Performed Well on This Assessment

To find which classes performed best on the test, do either of these things (Figure 8):

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

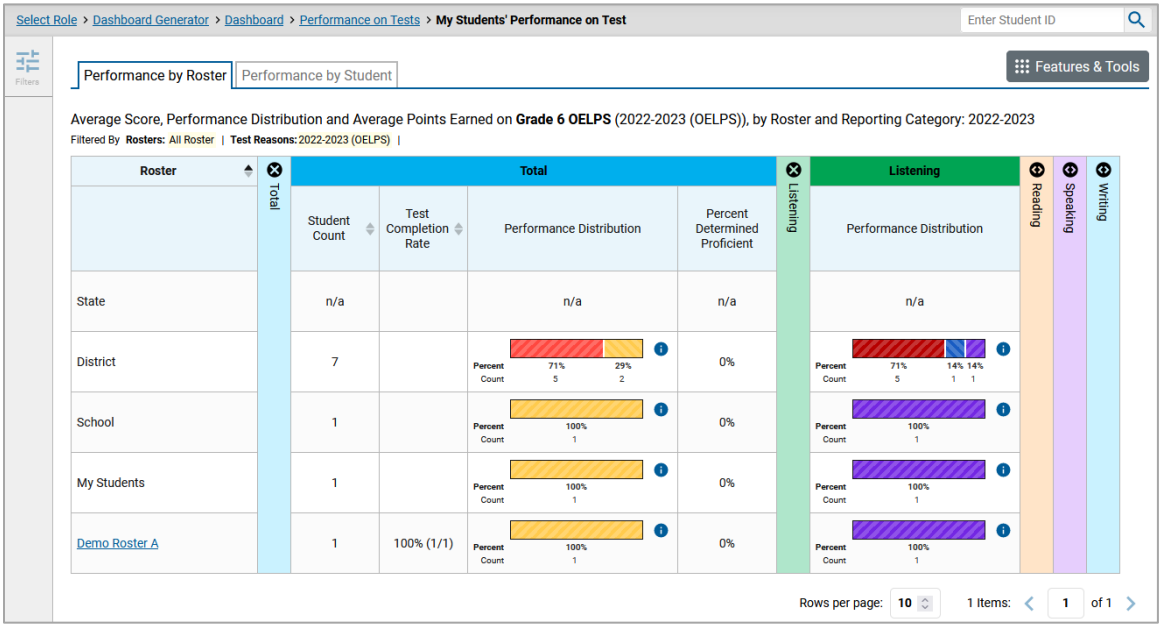
Determine Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (Figure 8).

Determine How Well Classes (Rosters) Performed in Each Area on the Test

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 8), you can view average score and a performance distribution bar for each class (roster) under the reporting category Listening.

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



View and Interpret Writing Dimension Measures

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

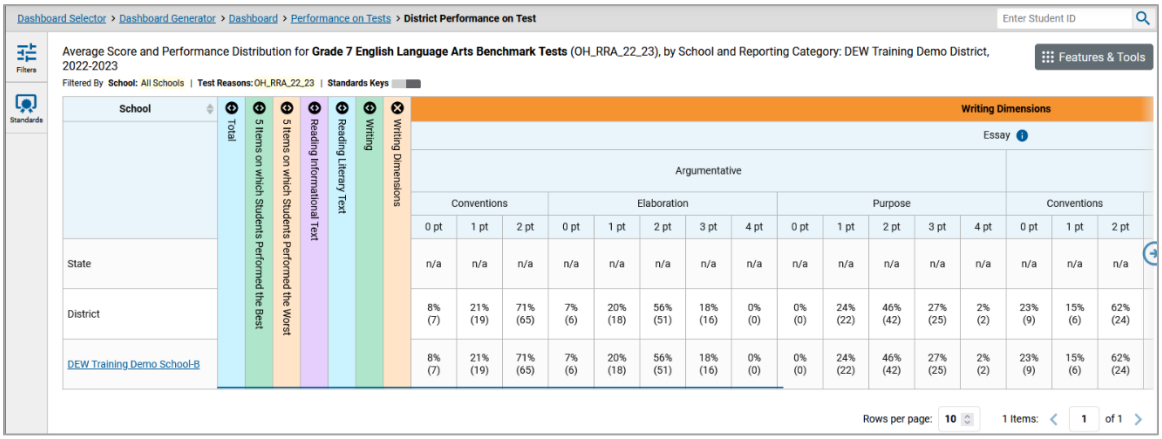
The **Writing Dimensions** section (Figure 9) contains the following under the Essay header:

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

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

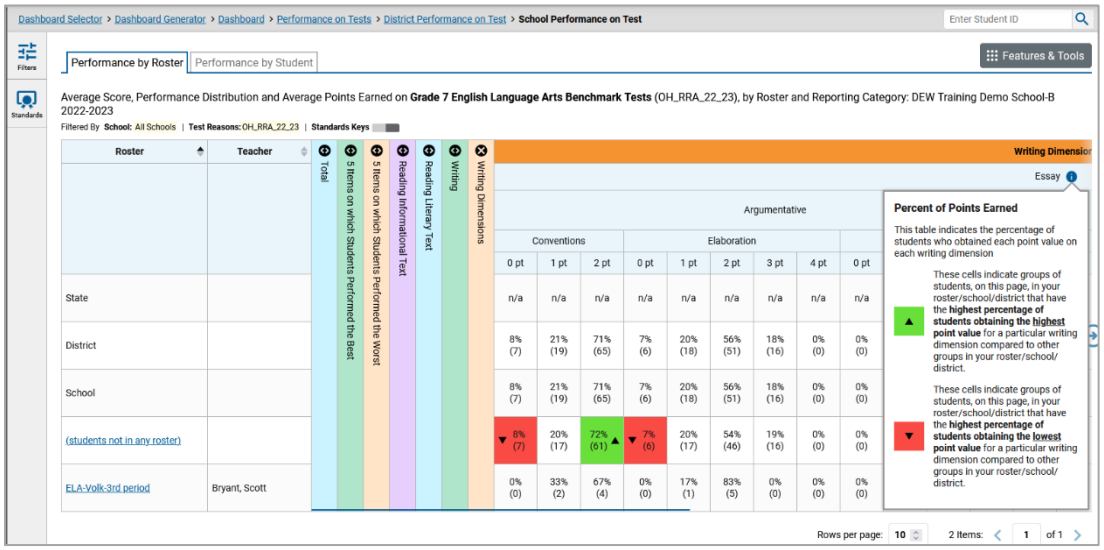
Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are "n/a" or are all the same.

Figure 9. School Performance on Test Report with Expanded Writing Dimensions Section



To learn about the highlighting and arrow icons, click the more information button in the Essay header. A legend expands, as in Figure 10.

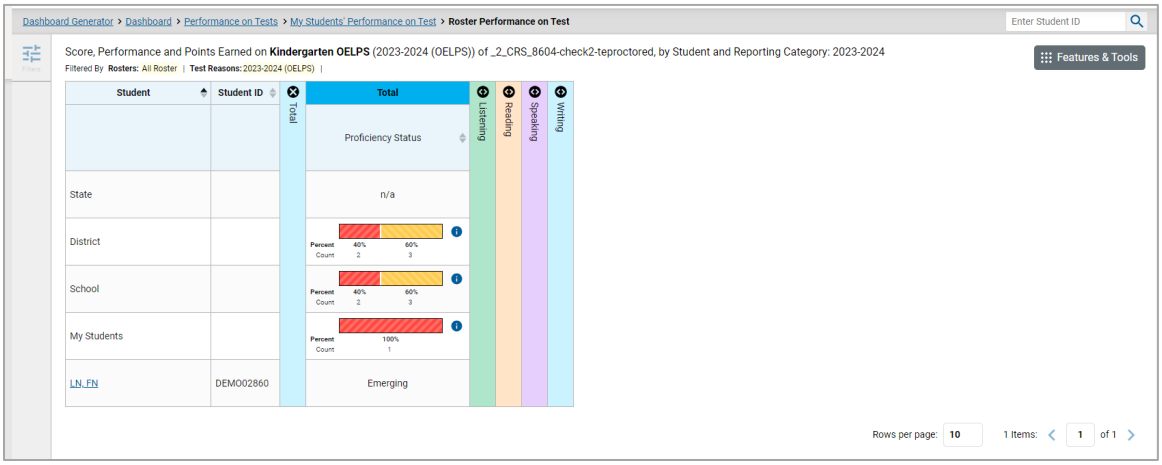
Figure 10. School Performance on Test Report with Expanded Writing Dimensions Section and Expanded Legend



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. The class results listed by student appear (Figure 11).

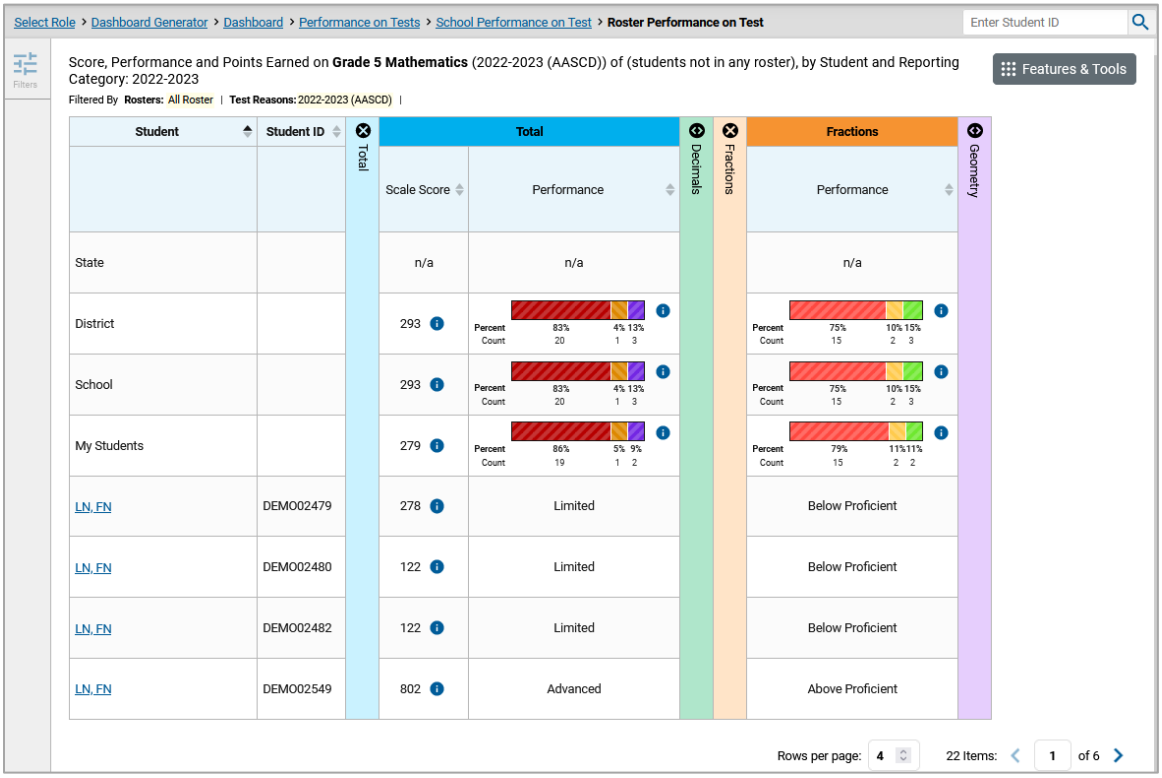
Figure 11. School-Level User View: Roster Performance on Test Report



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

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 12. Click the vertical section bar to expand each section.

Figure 12. School-Level User View: Roster Performance on Test Report with Expanded Reporting Category Section



School- and District-Level Users: 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.

Access Test Results for a School

School-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. The School Performance on Test report appears.

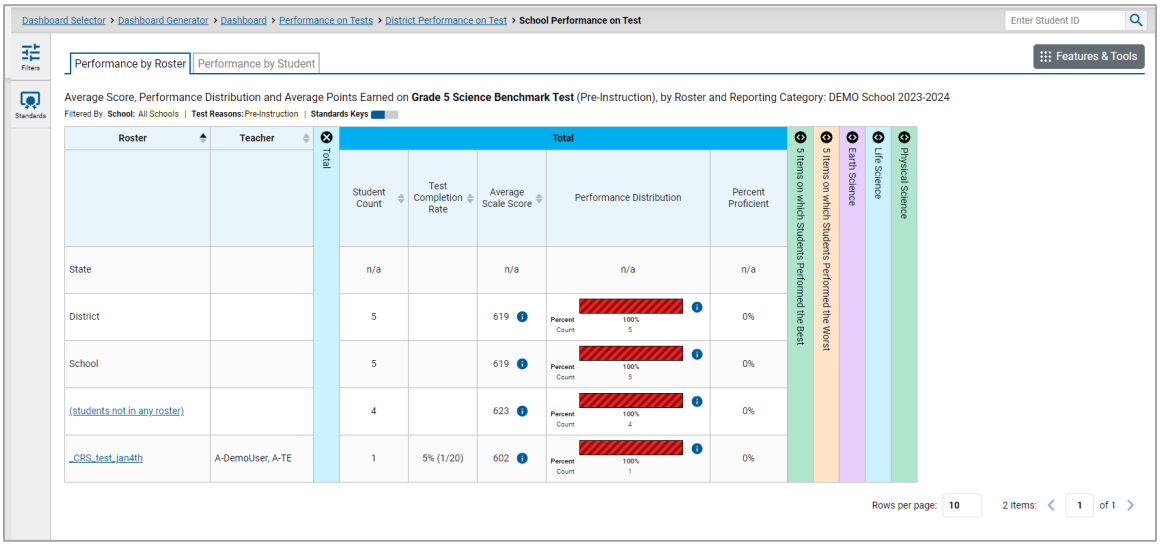
District-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name in the table of assessments. A table listing test results by school appears.
3. Click the name of the school for which you would like to see results. The test results for the school appear.

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

The **Performance by Roster** tab is open by default, as in Figure 13.

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



Determine 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 (Figure 13). Rosters with a high average scale score and with a high percentage of students performing at or above proficient in the performance distribution bar performed well on the assessment. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

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

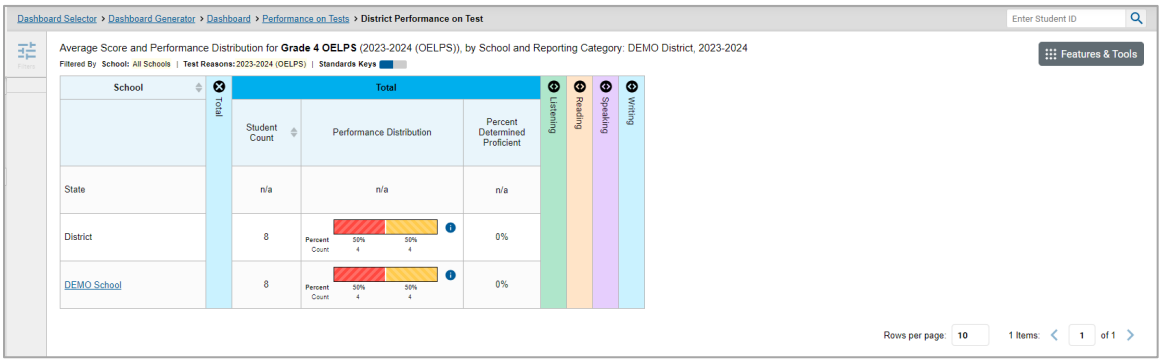
You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

Access Test Results for a District

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. The District Performance on Test report appears, listing schools in the district (Figure 14).

Figure 14. District Performance on Test Report



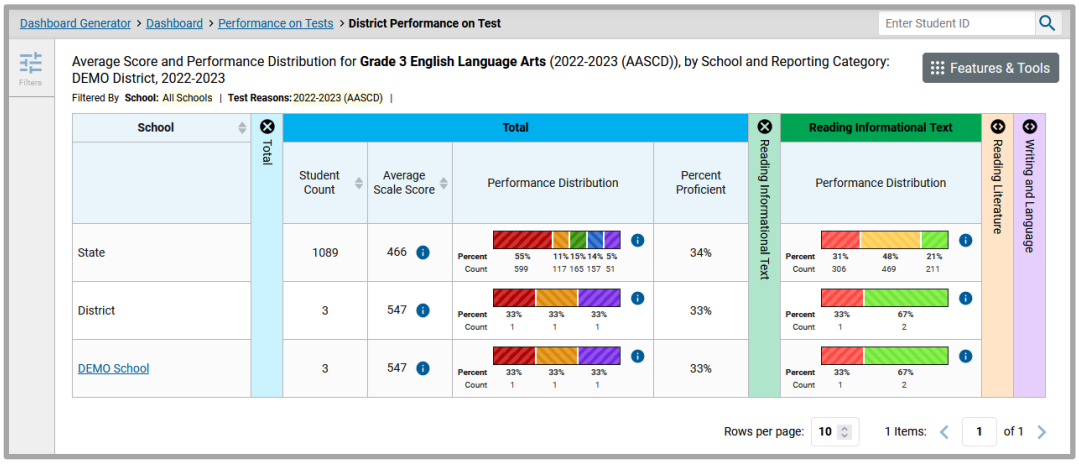
Determine Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column and click the column header to sort by it (Figure 15).

Determine Which Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections as in Figure 15).

Figure 15. District Performance on Test Report with Expanded Reporting Category Section



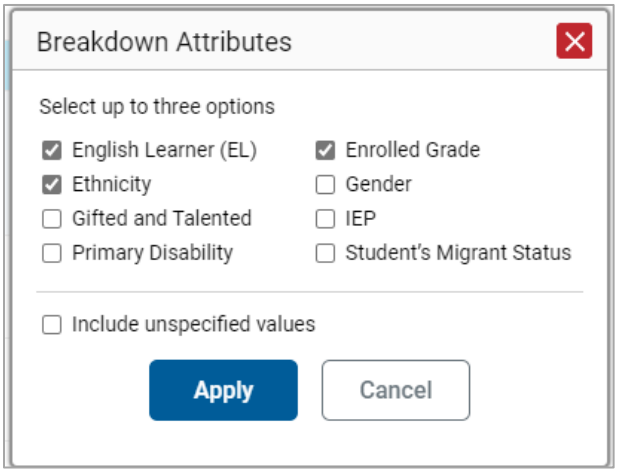
View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button in the **Features & Tools** menu (Figure 16) to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

View Test Results Broken Down by Demographic Sub-Groups

1. Click **Breakdown By** in the **Features & Tools** menu. The ***Breakdown Attributes*** window opens.

Figure 16. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

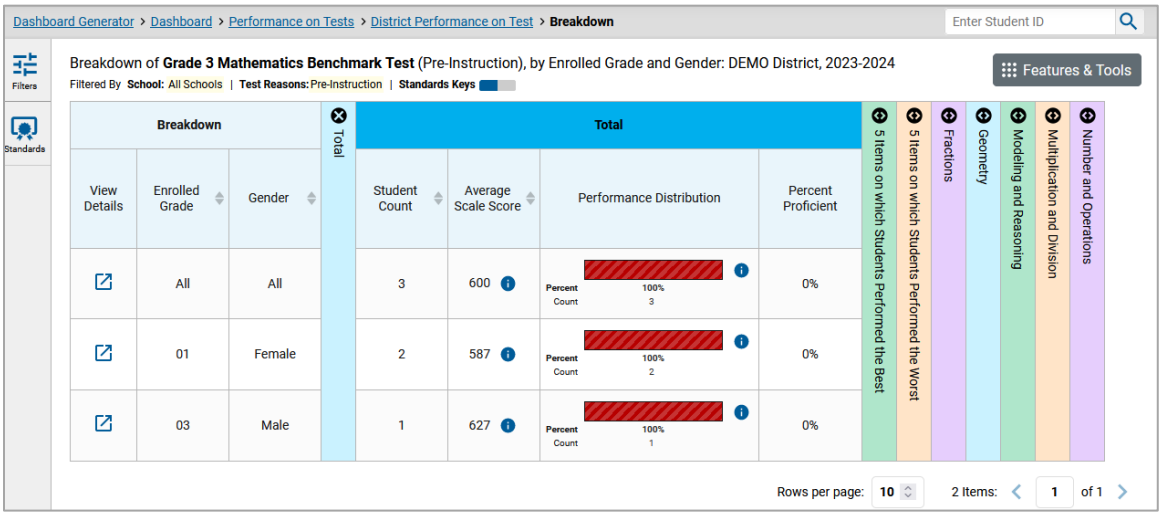
   There is also an **Include unspecified values** checkbox, explained below:

   - 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 (Figure 17).

Figure 17. Demographic Breakdown of a District Performance on Test Report

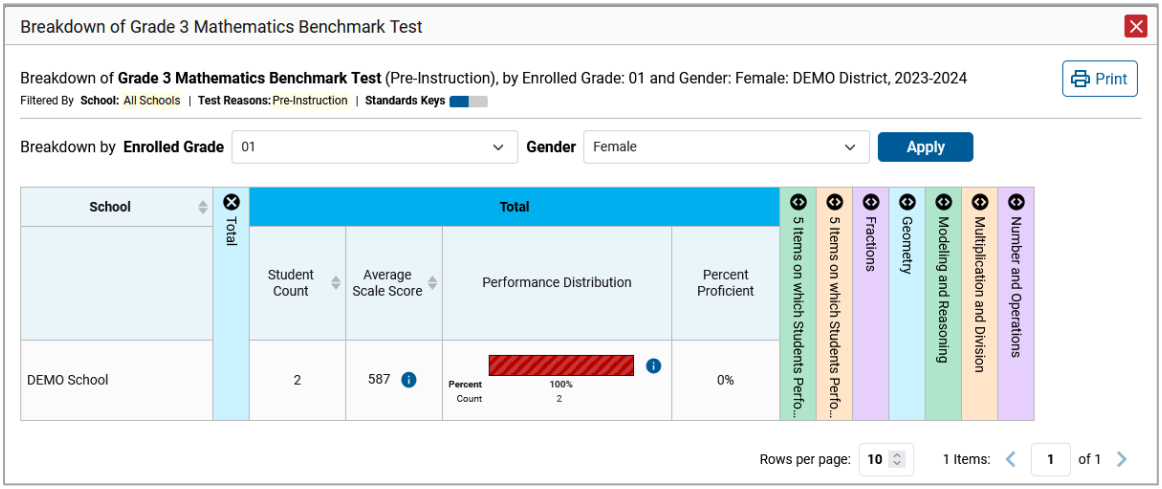


View Test Results for a Particular Demographic Sub-Group or Combination

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 (Figure 17).

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 (Figure 18).

Figure 18. Demographic Combination Breakdown Window (from District 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.

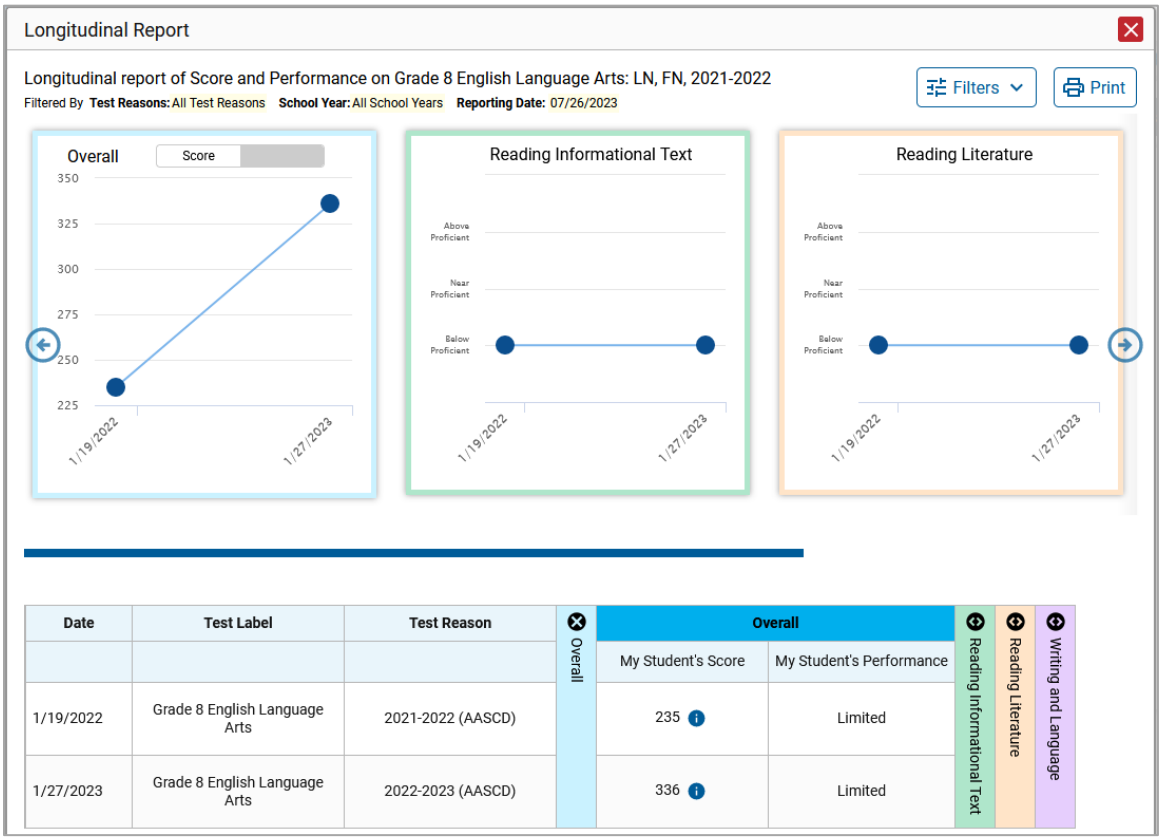
Track Student Performance Over Time

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.

When available, 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 70% 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 (Figure 19).

Figure 19. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

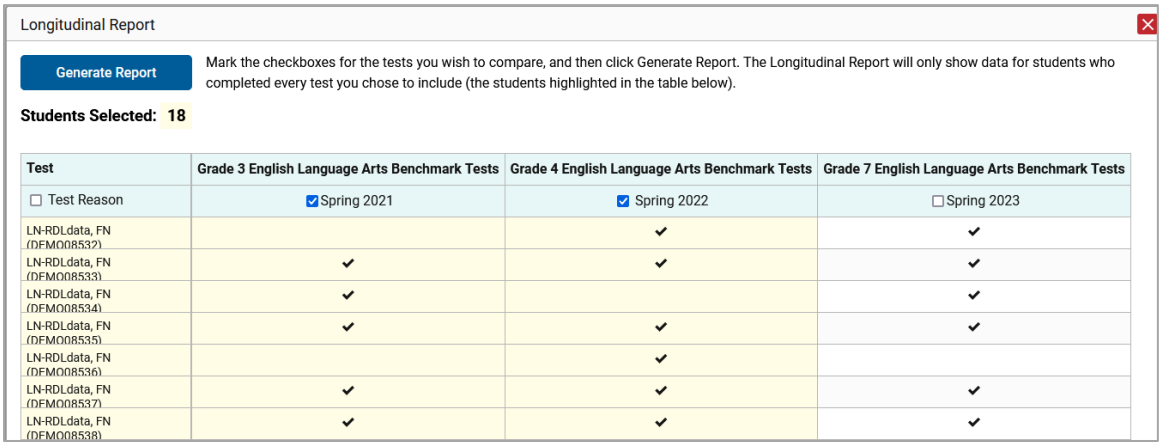


Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** 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.

- Click the **Build Longitudinal Report** button in the **Features & Tools** menu.
- 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 (Figure 20). This table does not appear if you're looking at an individual student.
    - A sub-column appears for each test reason (a category of test or, for a summative, a test window).
    - The cells in the columns display checkmarks ✔ to indicate which students completed which test/test reason combinations.

Figure 20. Teacher View: Longitudinal Report Window: Detailed Report Options Page



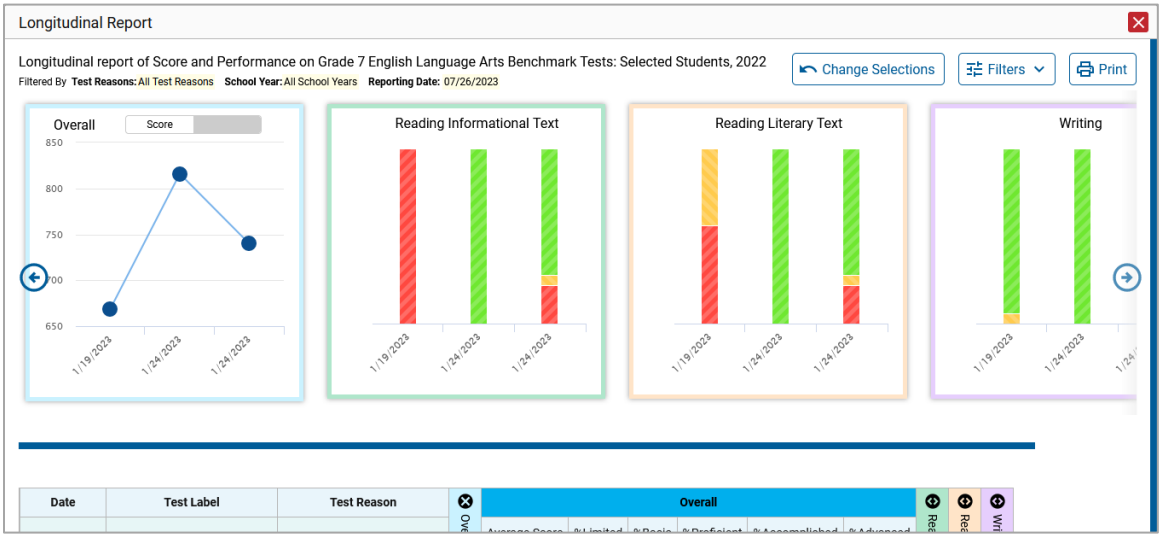
- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate 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.)

View Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (Figure 21). 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.

Figure 21. Longitudinal Report Window: Summative Report for a Group of Students with Multiple Reporting Categories



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.

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. 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.

View 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. 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.

Distinguish Different Types of Tests in the Graphs

A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs to find out which symbols correspond to which types.

Modify the Test Groupings You Have Selected

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

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.

    - You may want to filter by a particular school year or years. Note that years are not calendar years. “2023” refers to the 2023–2024 school year. By default, Longitudinal Reports show data for all years.

    - Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade tests.

    - If the report includes non-summative assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.

    - Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to view.

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, showing the test reasons and school years included in the report.

View a Cross-Sectional Report

When the Cross-Sectional Report is available, you can view an institution’s performance, irrespective of enrolled students, for a test family across multiple test reasons. Here, an institution can refer to either a

teacher, a school, or a district. This report helps you understand how the institution's performance has improved or declined across student populations.

Unlike the Longitudinal Report, the Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones belonged to your institution and took the tests at the time.

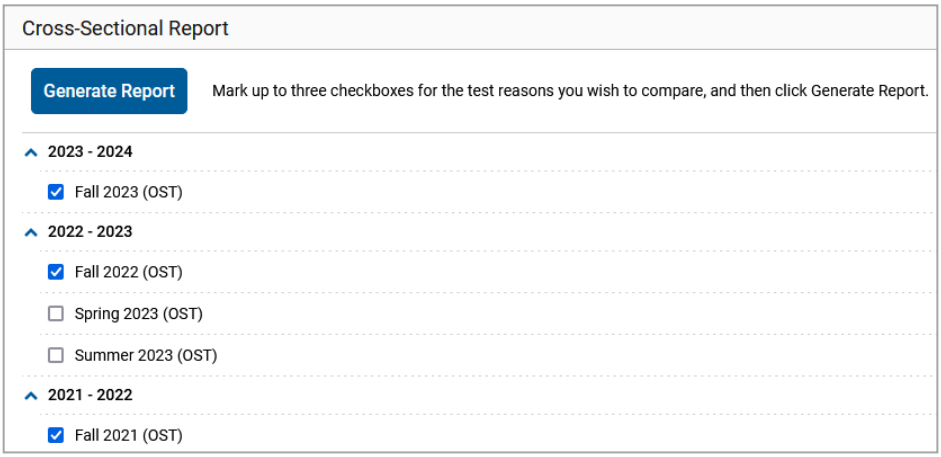
- A teacher can view a report for all their students.
- A school-level user can view a report for their school.
- A district-level user can view a report for their district or any school within it.

Access a Cross-Sectional Report for an Institution and Test Family

When viewing either a My Students', a School, or a District Performance on Test Report for a test that has a Cross-Sectional Report available, you can access the report using the **Build Cross-Sectional Report** button in the **Features & Tools** menu.

1. Click **Build Cross-Sectional Report** in the **Features & Tools** menu. The ***Cross-Sectional Report*** window opens, displaying report options (Figure 22).

Figure 22. Cross-Sectional Report Window: Report Options Page



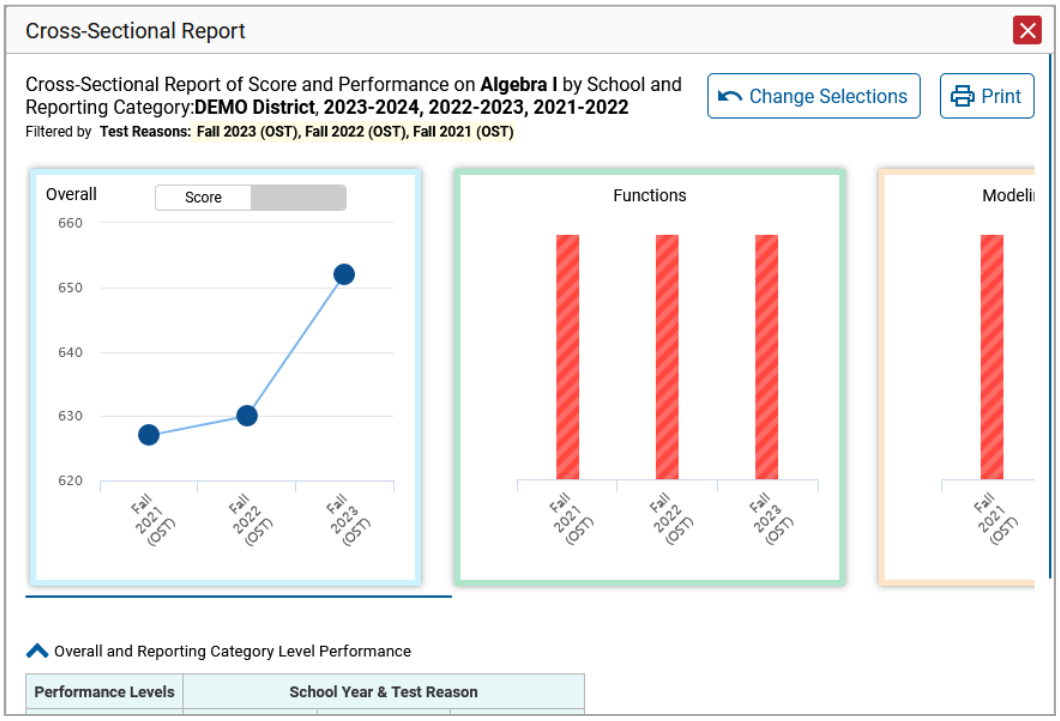
2. From the list of school years and test reasons, select up to three test reasons you wish to compare.

3. Click **Generate Report**. The report appears (Figure 23), displaying data for the test family to which the test belongs.

View the Institution's Overall Performance on This Test Family Over Time

Look at the graph in the upper-left corner of the Cross-Sectional Report (Figure 23). It shows the scores or performance levels of the institution for each test reason.

Figure 23. Cross-Sectional Report Window (Scrolled to Top)

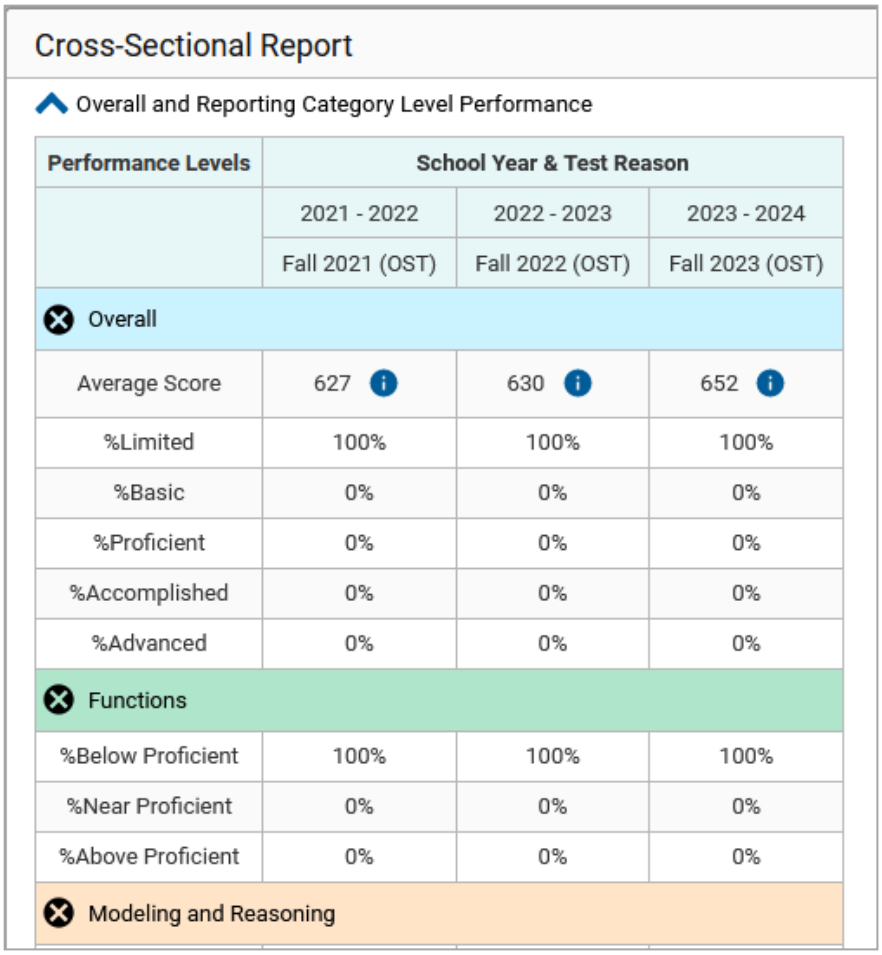


Score data are plotted along a line. Performance level data are shown in performance distribution bars.

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

Alternatively, in the first table at the bottom of the report (Figure 24), look at the **Overall** section.

Figure 24. Cross-Sectional Report Window (Scrolled Down)



Cross-Sectional Report

Overall and Reporting Category Level Performance

Performance Levels	School Year & Test Reason		
	2021 - 2022	2022 - 2023	2023 - 2024
	Fall 2021 (OST)	Fall 2022 (OST)	Fall 2023 (OST)
Overall			
Average Score	627	630	652
%Limited	100%	100%	100%
%Basic	0%	0%	0%
%Proficient	0%	0%	0%
%Accomplished	0%	0%	0%
%Advanced	0%	0%	0%
Functions			
%Below Proficient	100%	100%	100%
%Near Proficient	0%	0%	0%
%Above Proficient	0%	0%	0%
Modeling and Reasoning			

Switch Between Score Data and Performance Level Data

When a graph offers both score data and performance level data, a toggle bar appears at the top of it. Click the toggle to switch between data. 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 tests include only one type of data.

Modify the Test Reasons You Have Selected

Click the **Change Selections** button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test reasons. Click **Generate Report** again.

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

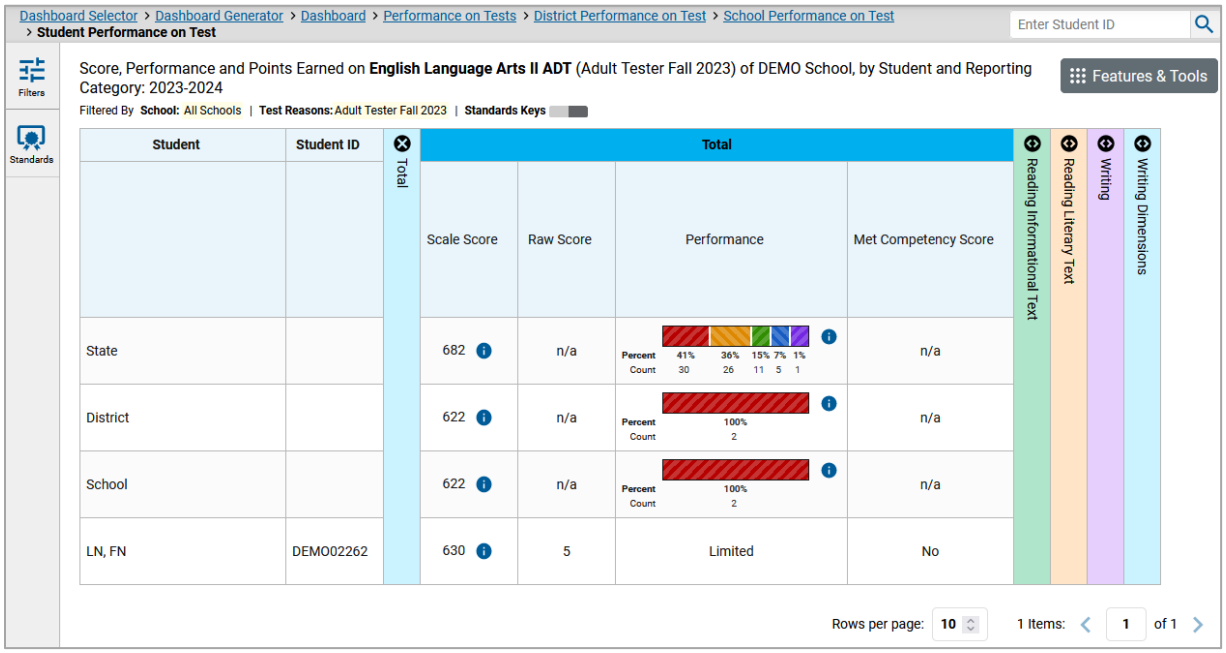
Teachers and school-level users:

1. Generate a dashboard and click a test group name.
2. Click a test name 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 in the report. The Student Performance on Test report appears (Figure 25).

District-level users:

4. Generate a dashboard and click a test group name.
5. Click a test name in the table of assessments. A page of test results by school appears.
6. Click a school name. The School Performance on Test report appears.
7. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 25. School-Level User View: Student Performance on Test Report



Depending on the test, you can view the student's performance in each area of the test using the reporting category sections (or **Total Items** section) and the **Writing Dimensions** section, which you can click to expand.

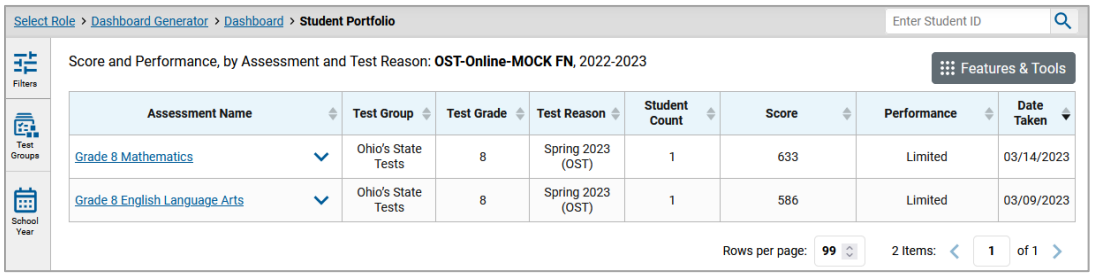
View a Report for All the Assessments a Student Has Completed Over Time

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 non-summative 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 the search button. (When viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears (Figure 26).

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.

Figure 26. Student Portfolio Report



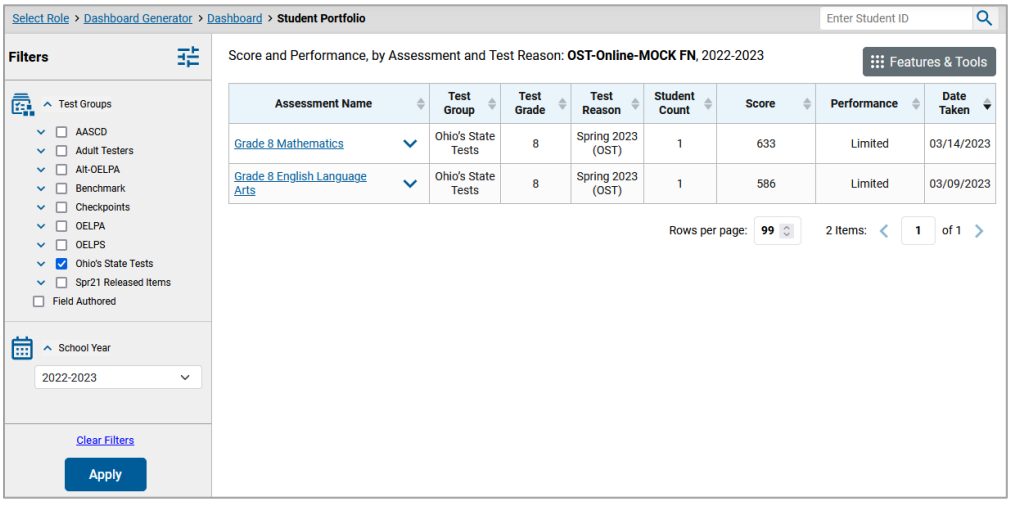
To view individual test results for this student, click a test name.

Use the Student Portfolio Report to View Only the Tests You Are 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, click the **Test Groups** button. The **Filters** panel expands (Figure 27).

Figure 27. Student Portfolio Report with 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.

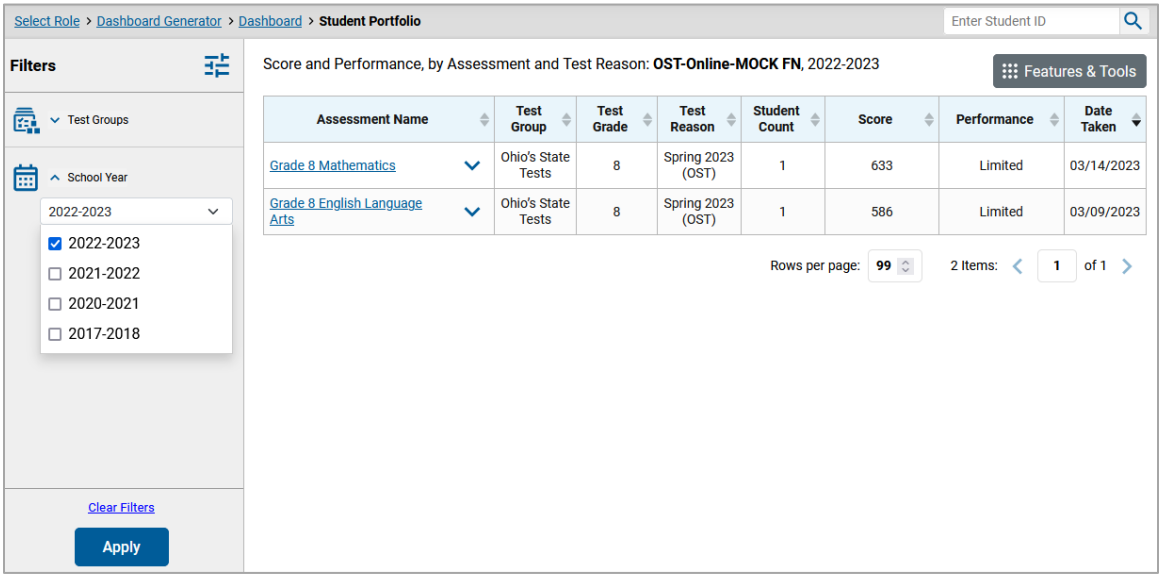
View a Student's Performance on Tests Taken in a Previous School Year or Years

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 the **School Year** button. The **Filters** panel expands.

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

Figure 28. Student Portfolio Report



3. Click **Apply**.

To switch back to the current year:

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

2. Click **Clear Filters**.

3. Click **Apply**.

Access Item-Level Data

Two types of item-level data are available: item scores and item responses. The secure Ohio's State Tests have item scores *only*.

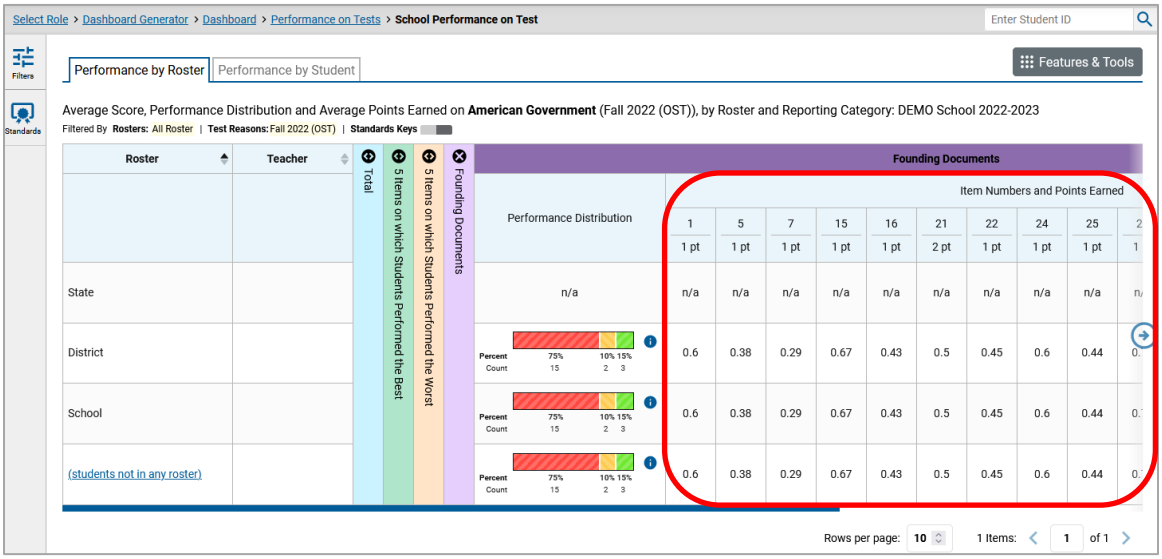
Reports for the non-secure, non-summative Benchmark and Checkpoint tests and teacher-authored tests include the following:

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

View Item Scores

To expand sections containing item data, click the vertical section bars as in Figure 29.

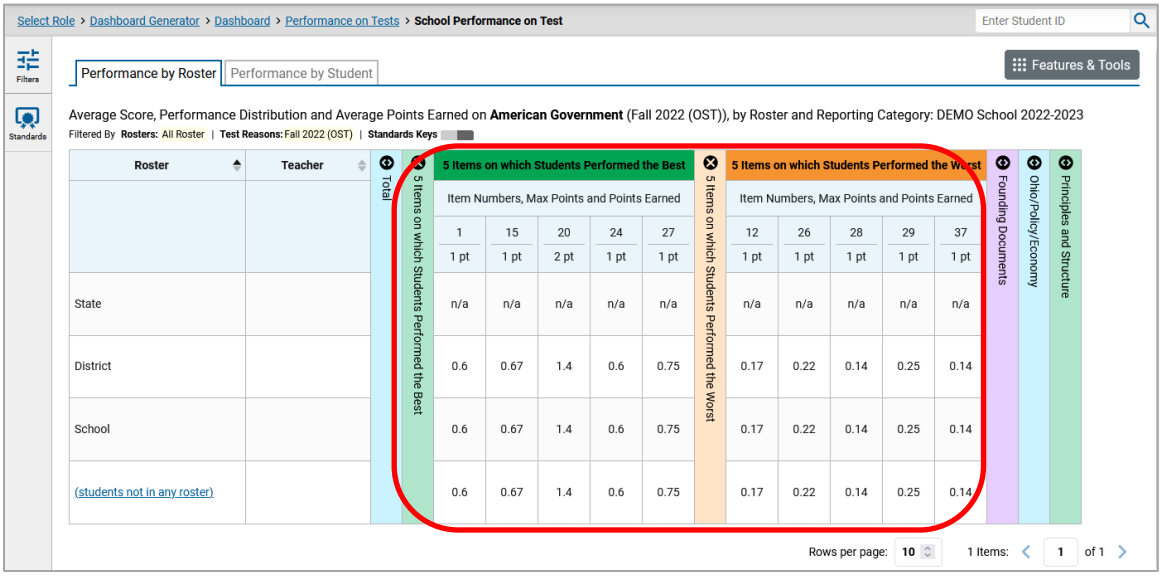
Figure 29. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section



Find Out Which Items Students Performed on the Best or Struggled with the Most

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst** (Figure 30). You can click the vertical section bars to expand them, just like other sections.

Figure 30. School Performance on Test Report: Performance by Roster Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

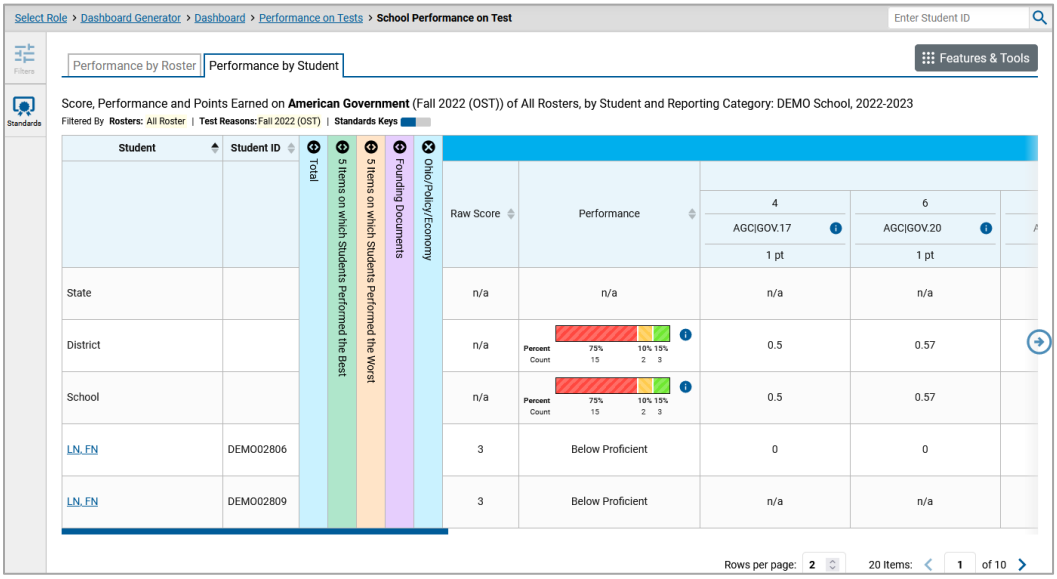


View Standards for Each Item

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

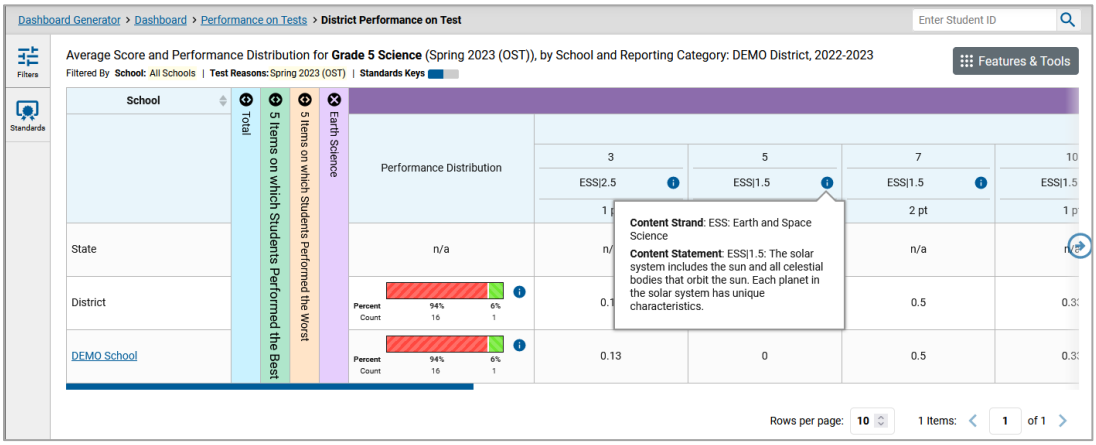
To show and hide item standards, click the **Standards Keys** toggle in the row of filter details below the report table heading. Under each item number appears a standard key or list of standard keys (Figure 31). Note that this toggle does not affect printouts or exports, which always include the standard keys when they include item-level data.

Figure 31. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



Click the more information buttons beside the standard keys to view legends displaying the full text of each cluster (category of standards) and each standard, as in Figure 32. This full text is not included in printouts or exports.

Figure 32. District Performance on Test Report with Expanded Reporting Category Section and Expanded Legend



View an Item

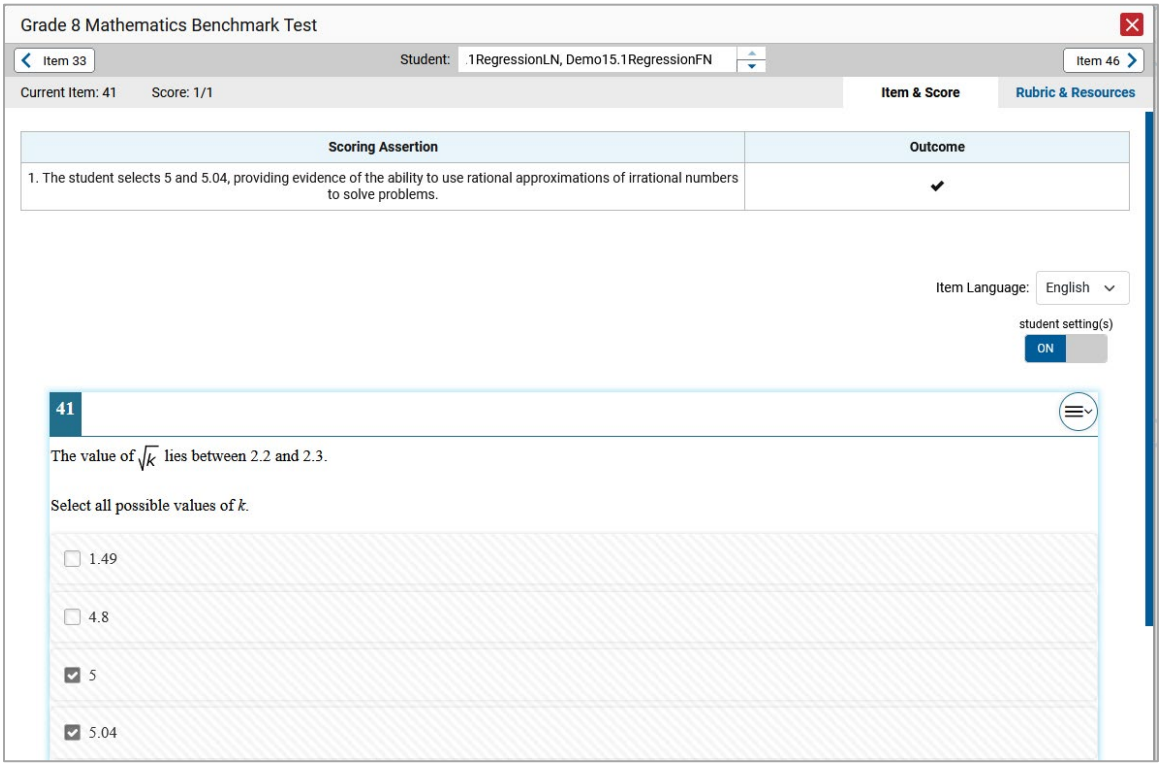
You can view the actual items themselves, along with student responses to those items. This is only available on non-secure tests (Benchmark and Checkpoint) and teacher-authored tests.

Do either of the following:

- 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 (Figure 33). 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 (Figure 33) shows the item and may include a particular student's response.

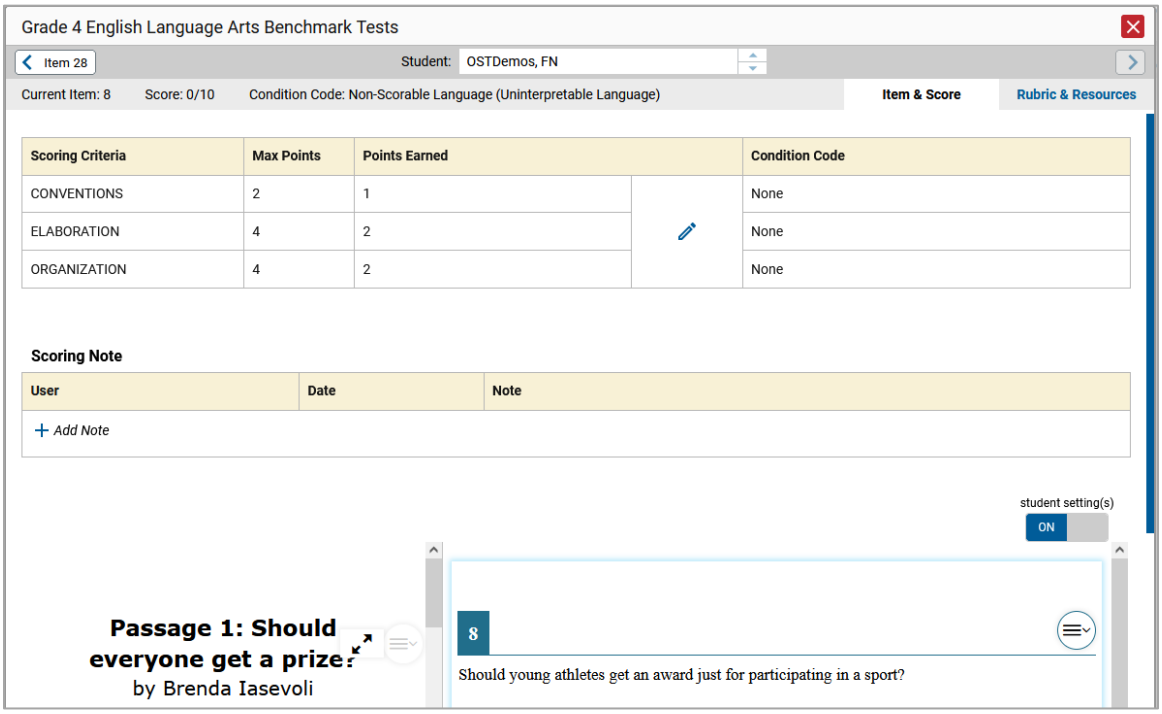
Figure 33. Item View Window: Item & Score Tab with Student Response



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 (Figure 34) 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.

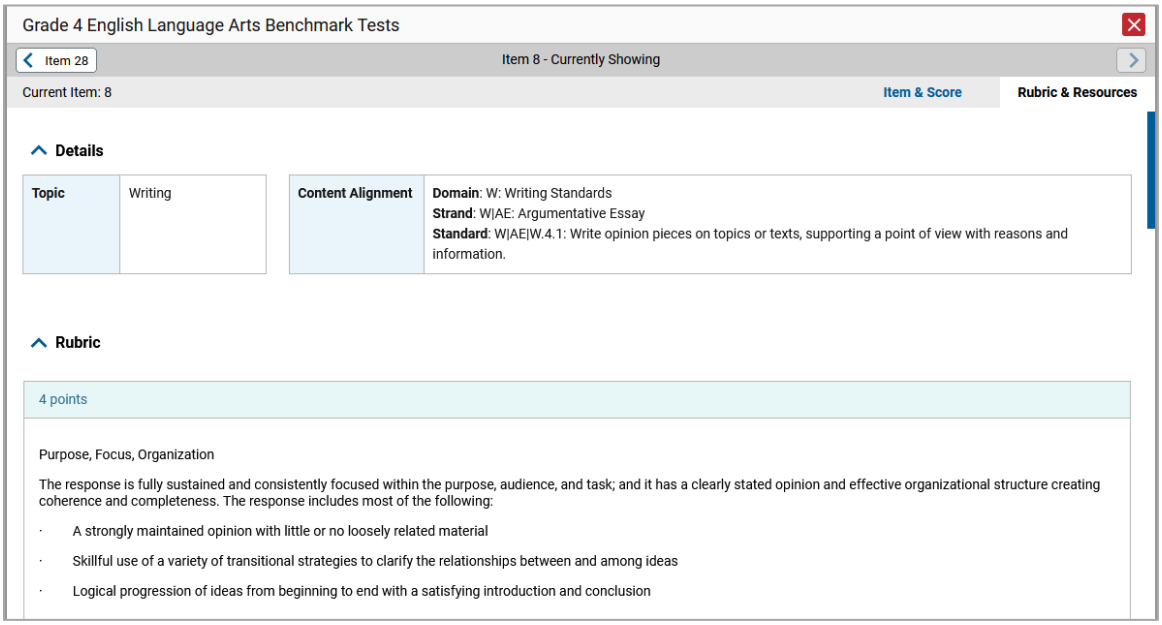
Figure 34. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- **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 (Figure 33).
- **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 (Figure 35) may include the following sections, which you can expand and collapse by clicking and , respectively.

Figure 35. Item View Window: Rubric & Resources Tab



- **Details**: May provide the following information:
  - **Topic**: Skill area to which the item belongs.
  - **Content Alignment**: Describes the standard to which the item is aligned.
- **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 a fixed-form test item.

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. From the **Features & Tools** menu, select **Set Student Setting on Item View**. The ***Set Student Setting on Item View*** window appears.
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 (Figure 70). This action has no effect on your global setting.

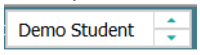
What It Means When a Student Response Contains Highlighted Text

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.

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.

View Another Student's Response to the Current Item

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

at the top of the window. The students are listed in the same order in which they are sorted in the report.

What It Means When an Item Score Reads "n/a"

You may sometimes see "n/a" instead of a score for an item. In some cases, the student did not respond to the item or the item was not included in that form of the test.

Individual Student Reports (ISR)

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

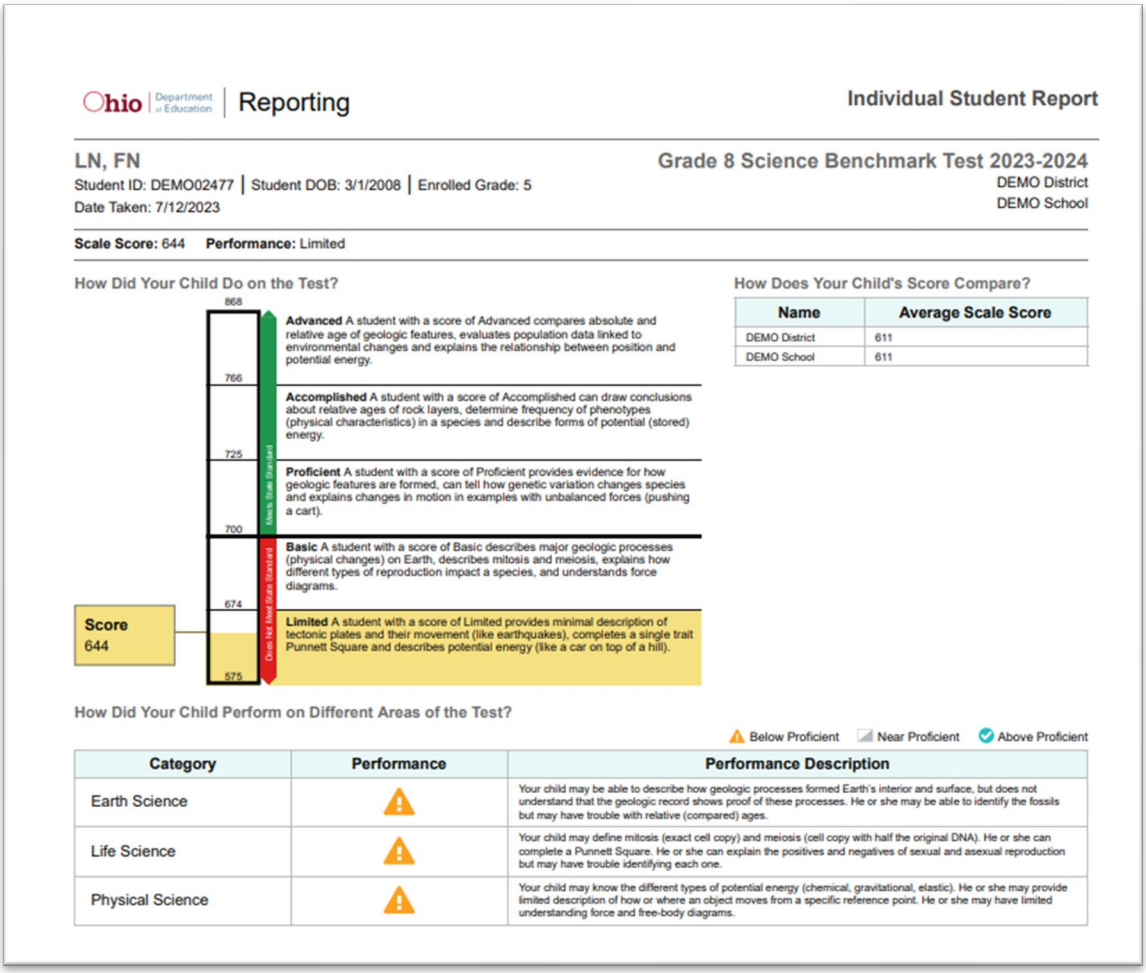
What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays test results for an instance of test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in Figure 36, Figure 37, Figure 38, Figure 39 and Figure 40.

- At the top of each ISR are the student name and SSID, the name of the test, district and school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Some ISRs include a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student's performance in each reporting category (as in Figure 37).

- ISRs for English language arts tests can include details on the student's writing performance broken down by dimension (Figure 38).
- Some ISRs include item-level data (Figure 39).
- Some ISRs include longitudinal graphs (Figure 40).

Figure 36. Detail of Individual Student Report (ISR): Science Benchmark Test



Ohio | Department of Education | Reporting

Individual Student Report

LN, FN

Student ID: DEMO02477 | Student DOB: 3/1/2008 | Enrolled Grade: 5

Date Taken: 7/12/2023

Grade 8 Science Benchmark Test 2023-2024

DEMO District

DEMO School

Scale Score: 644 **Performance:** Limited

How Did Your Child Do on the Test?

868

766

725

700

674

575

Meets State Standard

Does Not Meet State Standard

Advanced A student with a score of Advanced compares absolute and relative age of geologic features, evaluates population data linked to environmental changes and explains the relationship between position and potential energy.

Accomplished A student with a score of Accomplished can draw conclusions about relative ages of rock layers, determine frequency of phenotypes (physical characteristics) in a species and describe forms of potential (stored) energy.

Proficient A student with a score of Proficient provides evidence for how geologic features are formed, can tell how genetic variation changes species and explains changes in motion in examples with unbalanced forces (pushing a cart).

Basic A student with a score of Basic describes major geologic processes (physical changes) on Earth, describes mitosis and meiosis, explains how different types of reproduction impact a species, and understands force diagrams.

Limited A student with a score of Limited provides minimal description of tectonic plates and their movement (like earthquakes), completes a single trait Punnett Square and describes potential energy (like a car on top of a hill).

Score 644

How Does Your Child's Score Compare?

Name	Average Scale Score
DEMO District	611
DEMO School	611

How Did Your Child Perform on Different Areas of the Test?

Below Proficient Near Proficient Above Proficient

Category	Performance	Performance Description
Earth Science	⚠	Your child may be able to describe how geologic processes formed Earth's interior and surface, but does not understand that the geologic record shows proof of these processes. He or she may be able to identify the fossils but may have trouble with relative (compared) ages.
Life Science	⚠	Your child may define mitosis (exact cell copy) and meiosis (cell copy with half the original DNA). He or she can complete a Punnett Square. He or she can explain the positives and negatives of sexual and asexual reproduction but may have trouble identifying each one.
Physical Science	⚠	Your child may know the different types of potential energy (chemical, gravitational, elastic). He or she may provide limited description of how or where an object moves from a specific reference point. He or she may have limited understanding force and free-body diagrams.

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

Below Proficient Near Proficient Above Proficient

Category	Performance	Performance Description
Earth Science	⚠	Your child may be able to describe how geologic processes formed Earth's interior and surface, but does not understand that the geologic record shows proof of these processes. He or she may be able to identify the fossils but may have trouble with relative (compared) ages.
Life Science	⚠	Your child may define mitosis (exact cell copy) and meiosis (cell copy with half the original DNA). He or she can complete a Punnett Square. He or she can explain the positives and negatives of sexual and asexual reproduction but may have trouble identifying each one.
Physical Science	⚠	Your child may know the different types of potential energy (chemical, gravitational, elastic). He or she may provide limited description of how or where an object moves from a specific reference point. He or she may have limited understanding force and free-body diagrams.

Figure 38. Detail of Individual Student Report (ISR): ELA Benchmark with Writing Dimensions

How Did Your Child Perform on the Essay?

Essay	Raw Score	Conventions	Elaboration	Purpose
Argumentative	7 out of 10 points	The response demonstrates a partial command of basic conventions. The response may include the following: various errors in usage; simple sentence structures that do not vary, and; an inconsistent use of correct punctuation, capitalization, sentence formation, and spelling that minimally impacts meaning. (1 out of 2)	The response is adequate and includes support/evidence that is related to the purpose of the task. It includes the use of evidence, facts, and details that are from all sources, as appropriate. It is generally connected to the thesis statement. Elaboration of evidence is original writing but may be generalized. The response includes most of the following: evidence from the sources that may not be specific but is generally integrated into the response and includes some reference to the source; an adequate relationship between points and evidence; adequate elaboration on the evidence included, and; academic and domain-specific vocabulary that is generally appropriate for the audience and purpose. (3 out of 4)	The response is adequate and reflects original writing that reasonably addresses the topic. It has a thesis statement and is generally focused on the audience and purpose of the task and includes a satisfactory alternate or opposing claim. The organizational structure adequately reflects a sense of completeness. The response includes most of the following: a thesis statement that is evident throughout; some loosely related material; an adequate organizational structure that includes an introduction and conclusion, and; a progression of ideas that includes basic transitional strategies to move from one idea to another. (3 out of 4)
Informative	Not available	The response was unable to be scored for the following reason: Too few words.	The response was unable to be scored for the following reason: Too few words.	The response was unable to be scored for the following reason: Too few words.

Figure 39. Detail of Individual Student Report (ISR): ELA Benchmark with Item and Standard Level Data

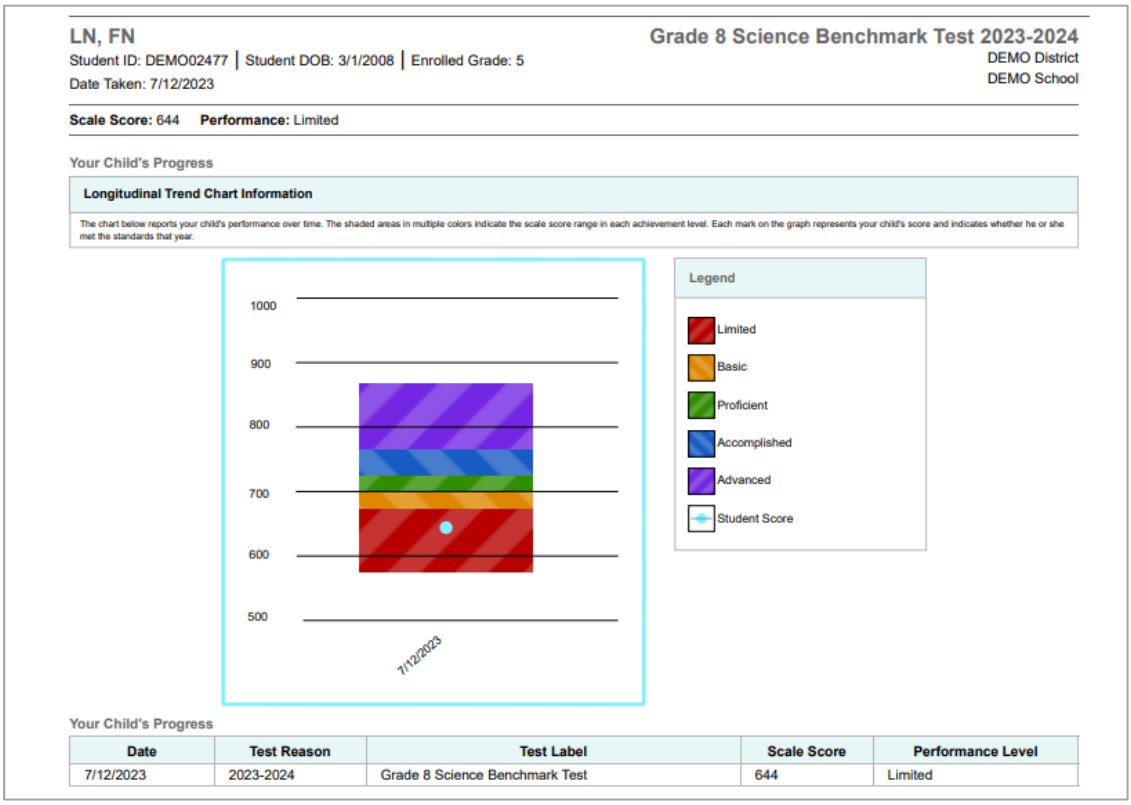
Reading Standards for Informational Text

Item #	Standard	Points
1	Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 5 reading and content, choosing flexibly from a range of strategies.	0/1
2	Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.	0/2
3	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 5 topic or subject area.	1/1
4	Analyze multiple accounts of the same event or topic, noting important similarities and differences in the perspectives they represent.	0/1
5	Compare and contrast the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in two or more texts.	1/1
6	Integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably.	0/1
13	Explain the relationships or interactions between two or more individuals, events, ideas, or concepts in a historical, scientific, or technical text based on specific information in the text.	0/1
14	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 5 topic or subject area.	0/1
15	Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.	0/1
16	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 5 topic or subject area.	0/1
17	Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.	1/2
18	Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 5 reading and content, choosing flexibly from a range of strategies.	1/1
19	Integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably.	0/1
20	Compare and contrast the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in two or more texts.	0/1

Reading Standards for Literature

Item #	Standard	Points
8	Explain how a series of chapters, scenes, or stanzas fits together to provide the overall structure of a particular story, drama, or poem.	0/1
9	Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.	0/1
10	Explain how a series of chapters, scenes, or stanzas fits together to provide the overall structure of a particular story, drama, or poem.	0/2
11	Compare and contrast two or more characters, settings, or events in a story or drama, drawing on specific details in the text (e.g., how characters interact).	0/1
12	Analyze literary text development. a. Determine a theme of a story, drama, or poem from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem reflects upon a topic. b. Summarize the text, incorporating a theme determined from details in the text.	0/2
21	Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.	0/1
22	Analyze literary text development. a. Determine a theme of a story, drama, or poem from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem reflects upon a topic. b. Summarize the text, incorporating a theme determined from details in the text.	0/1
23	Describe how a narrator's or speaker's point of view and perspective influence how events are described.	1/2
24	Explain how a series of chapters, scenes, or stanzas fits together to provide the overall structure of a particular story, drama, or poem.	1/1
25	Describe how a narrator's or speaker's point of view and perspective influence how events are described.	0/1
26	Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 5 reading and content, choosing flexibly from a range of strategies.	1/1
27	Compare and contrast stories in the same genre (e.g., mysteries and adventure stories) on their approaches to similar themes and topics.	0/1
28	Compare and contrast two or more characters, settings, or events in a story or drama, drawing on specific details in the text (e.g., how characters interact).	0/1

Figure 40. Detail of Individual Student Report (ISR): Science Benchmark with Longitudinal Graph



LN, FN

Student ID: DEMO02477 | Student DOB: 3/1/2008 | Enrolled Grade: 5

Date Taken: 7/12/2023

Grade 8 Science Benchmark Test 2023-2024

DEMO District

DEMO School

Scale Score: 644 **Performance:** Limited

Your Child's Progress

Longitudinal Trend Chart Information

The chart below reports your child's performance over time. The shaded areas in multiple colors indicate the scale score range in each achievement level. Each mark on the graph represents your child's score and indicates whether he or she met the standards that year.

Your Child's Progress

Date	Test Reason	Test Label	Scale Score	Performance Level
7/12/2023	2023-2024	Grade 8 Science Benchmark Test	644	Limited

Generate and Export Individual Student Reports (ISR)

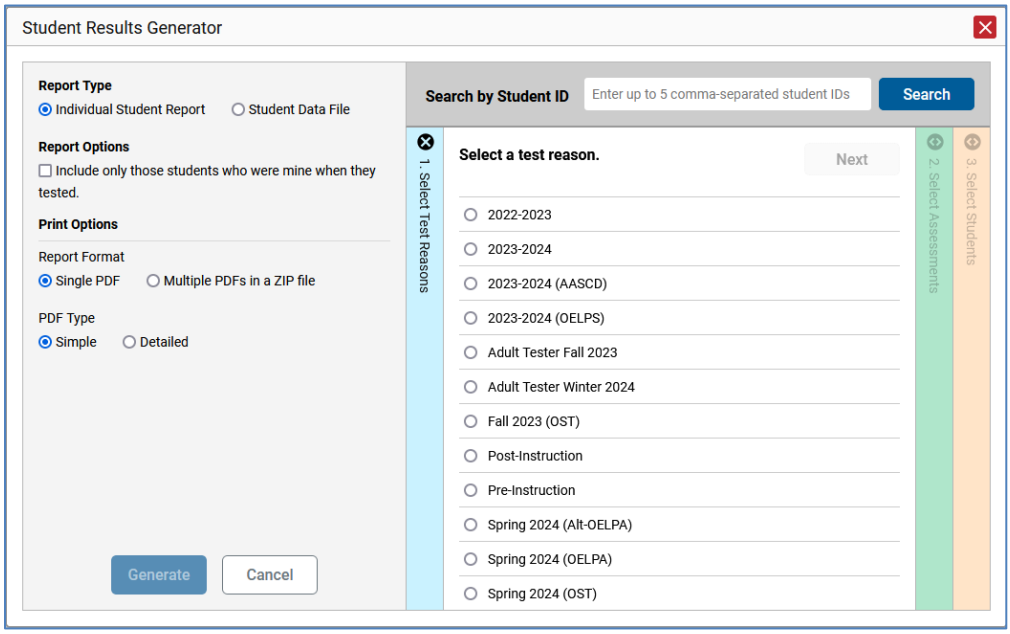
To generate and export an Individual Student Report (ISR) that details a student's performance on a test opportunity, use the Student Results Generator. You can select any combination of a test reason, assessments within a subject, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Reporting page.

- Click the **Download Student Results** button in the **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 41).

Figure 41. Student Results Generator Window as Opened from Performance on Tests Report



Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. However, the filters applied to the page have no effect.

- In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

1. *Optional*: Select **Include only those students who were mine when they tested.** This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

This option appears only if the reporting time is set to the current date in ***Change Reporting Time Period***.

- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

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

- If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

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

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes.

    i. In the **Select Test Reason** accordion section, choose a test reason. Test reasons are either test windows or categories for tests.

    ii. In the **Select Assessments** section, choose any number of tests or grade levels within a single subject.

    iii. In the **Select Students** section, choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

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

    - Note that 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.

- *Optional*: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu. The menu displays two date fields.

b. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

c. Click **Apply**.

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

Note that processing date is not always the same as the date a test was taken.

- From the **Language** drop-down list (if available), select a language for the ISR.
- Click **Generate**. Once ISR generation is finished, the Secure File Center contains the new ISR(s) available for download.

Generate and Export Student Data Files

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

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

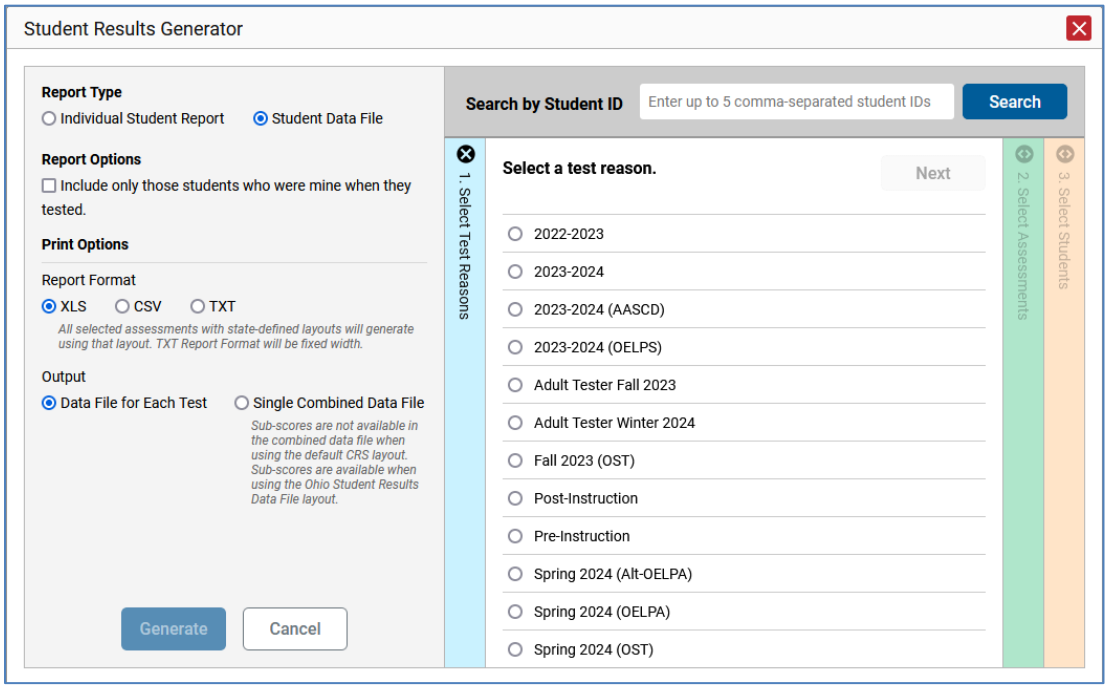
You can generate student data files from almost any report page.

1. Click the **Download Student Results** button in the **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 42).

   Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

2. In the panel on the left, select **Student Data File**, as in Figure 42. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections in this panel to the defaults.

Figure 42. Student Results Generator Window



3. *Optional*: Select **Include only those students who were mine when they tested.** This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

   This option appears only if the reporting time is set to the current date in ***Change Reporting Time Period***.

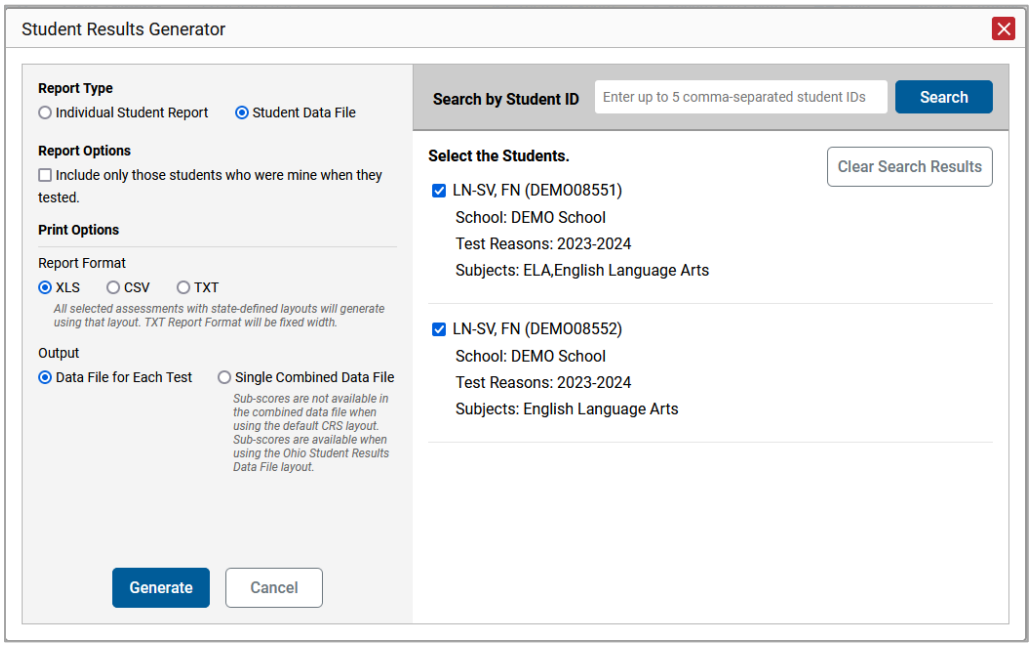
4. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (fixed-width text).

5. Under Output, select either **Data File for Each Test** or **Single Combined Data File**.

6. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

   - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in Figure 43. To deselect and clear results, click **Clear Search Results**.

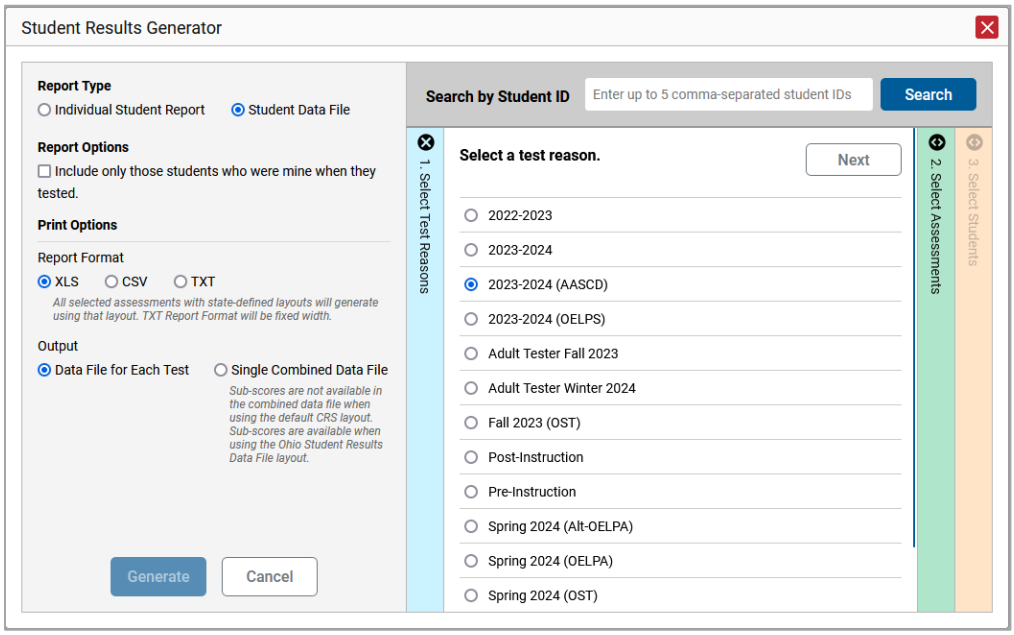
Figure 43. Student Results Generator Window: Student Search Results



- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

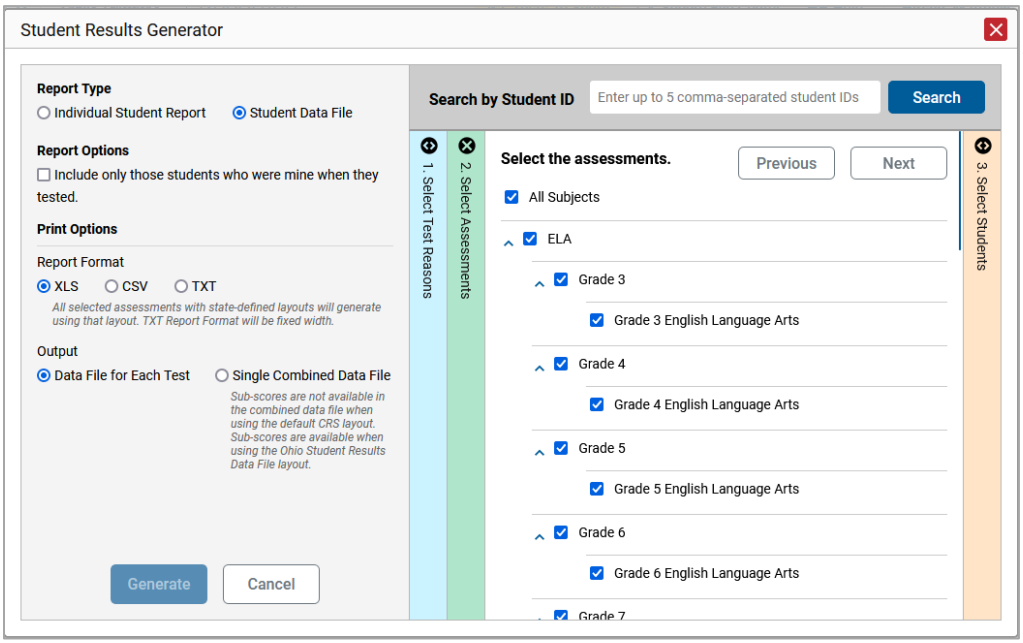
  i. In the **Select Test Reason** section (Figure 44), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 44. Student Results Generator Window: Select Test Reason Section



ii. The **Select Assessments** section (Figure 45) 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**.

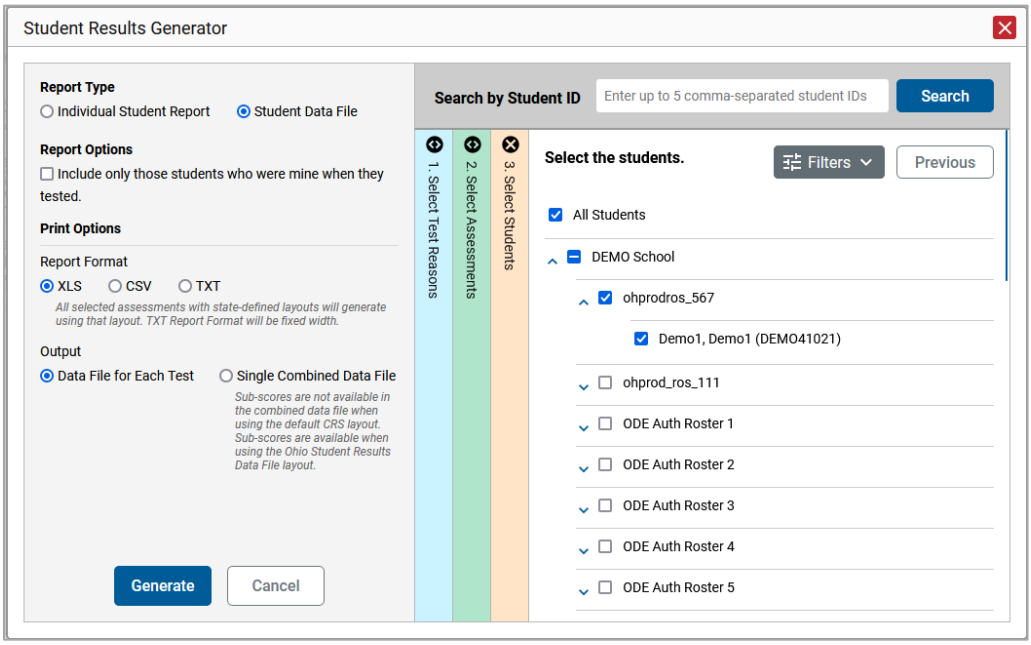
Figure 45. Student Results Generator Window: Select Assessments Section



iii. In the **Select Students** section (Figure 46), select any number of students from the expandable school and/or class (roster) options.

- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 46. District-Level User View: Student Results Generator Window: Select Students Section



7. *Optional*: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu (Figure 47). The menu displays two date fields.

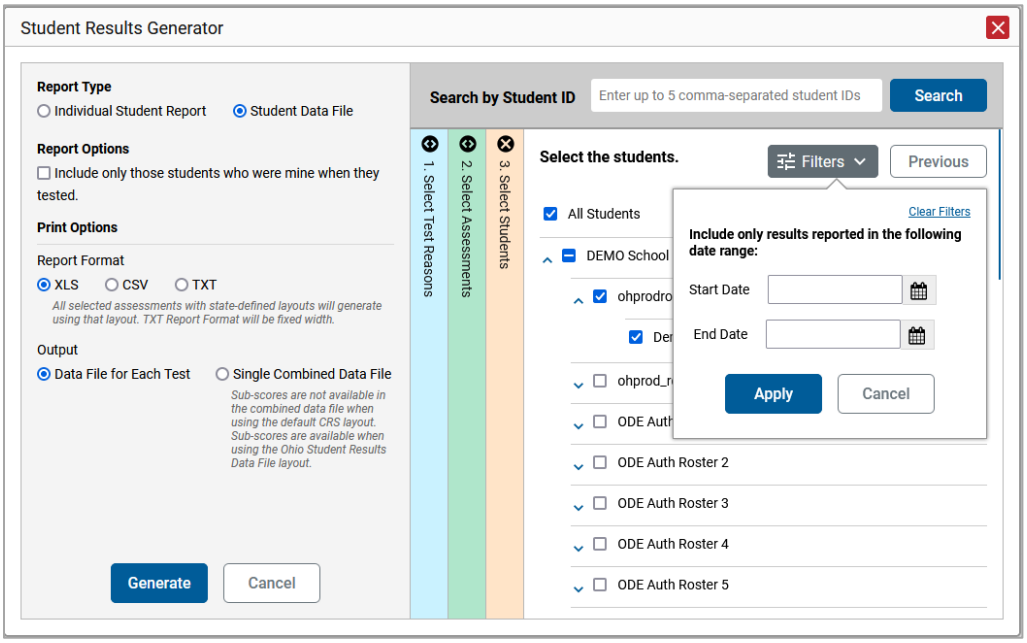
b. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

c. Click **Apply**.

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

Note that the processing date is not always the same as the date a test was taken.

Figure 47. District-Level User View: Student Results Generator Window: Select Students Section with Filters Menu Open



8. Click **Generate**. Once the data file generation is finished, the Secure File Center 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.

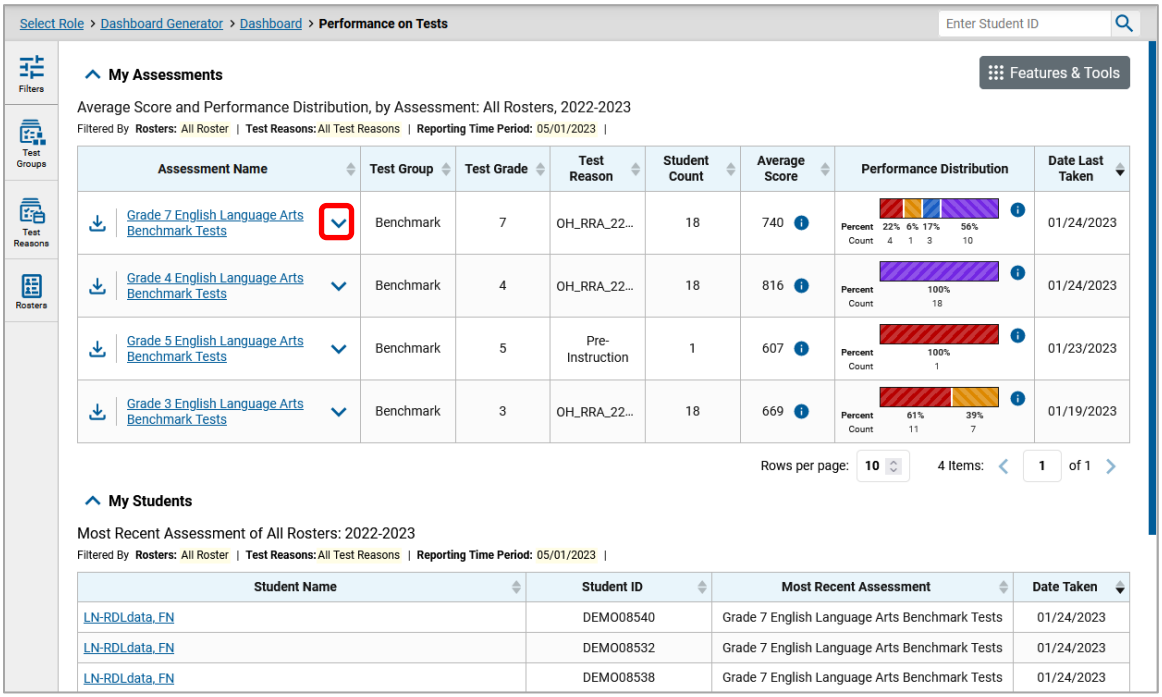
Compare Students' Data with Data for Your State, District, School, and/or Total Students

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.

Compare All Your Students' Performance on Any Test with Larger Groups'

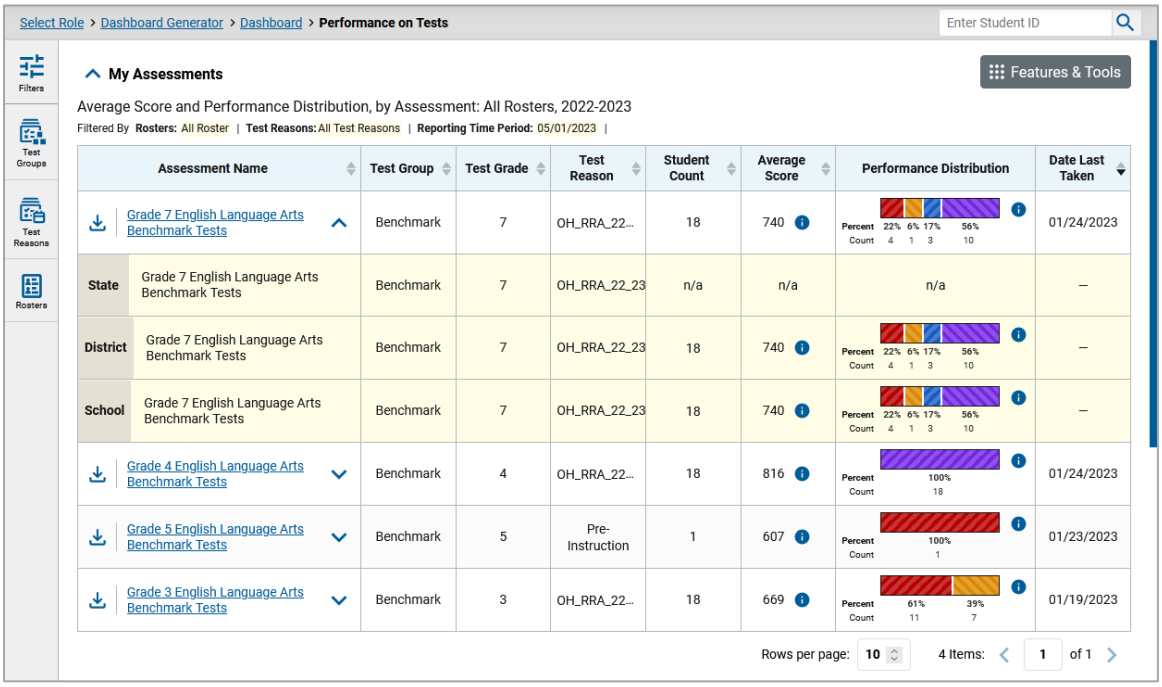
In the Performance on Tests report (Figure 48), click ⌄ to the right of a test name.

Figure 48. Teacher View: Performance on Tests Report



Rows containing data for the state, district, and/or school appear below, as in Figure 49.

Figure 49. Teacher View: Performance on Tests Report with Expanded Comparison Rows



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

Compare a Student's Performance on Any of Their Tests with Larger Groups'

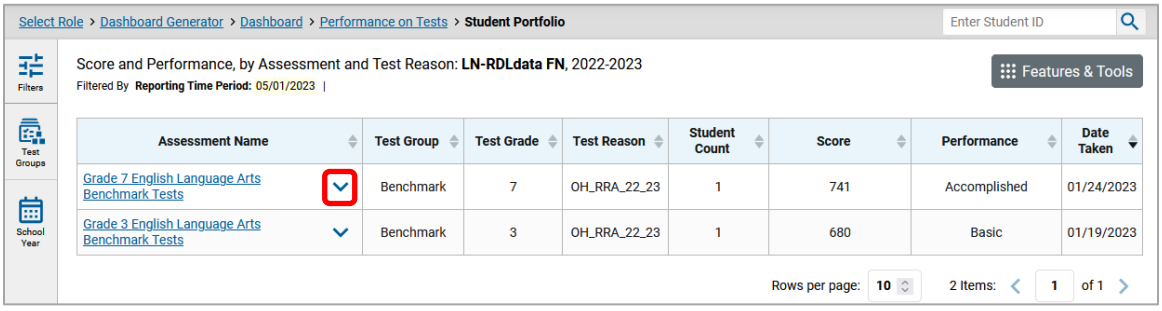
In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students.

1. Enter the student's SSID in the search field in the upper-right corner and click the search button. (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) 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.

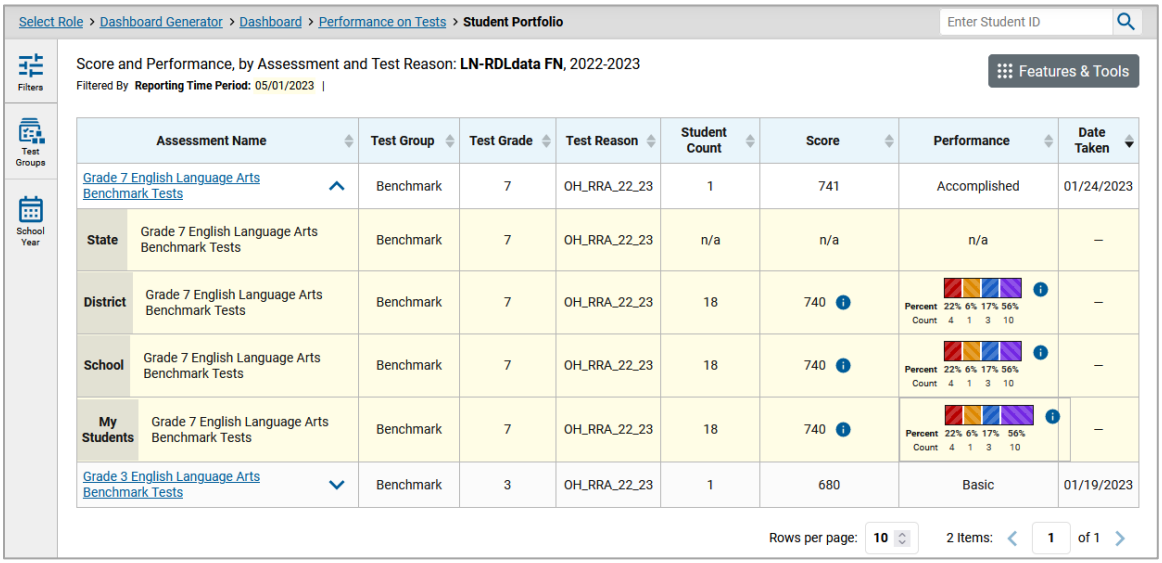
2. Click ⌄ to the right of a test name (Figure 50).

Figure 50. Teacher View: Student Portfolio Report



Rows containing data for your state, district, school, and/or total students appear below, as in Figure 51.

Figure 51. Student Portfolio Report with Expanded Comparison Rows



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

Set Up Reports to Suit Your Needs

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; assigning and filtering by test reasons; filtering item-level data by standards and clusters of standards; and viewing data from a previous point in time.

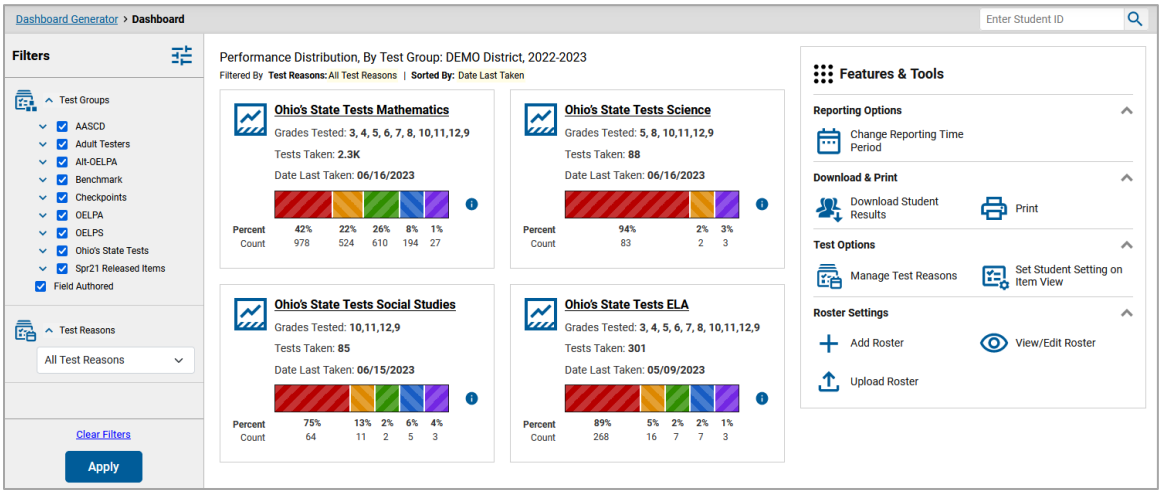
Filter Tests to Display

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports.

1. On the left side of the dashboard or the Performance on Tests report, click the **Test Groups** button. The **Filters** panel expands (Figure 52).

2. Mark as many selections as you like in the **Test Groups** section of the filters panel (Figure 52). Tests are organized by test type, subject, and grade.

Figure 52. District-Level User View: Dashboard with Expanded Filters Panel



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

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

Teachers and School-Level Users: Filter Classes (Rosters) to Display

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

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected class from the data you're viewing.

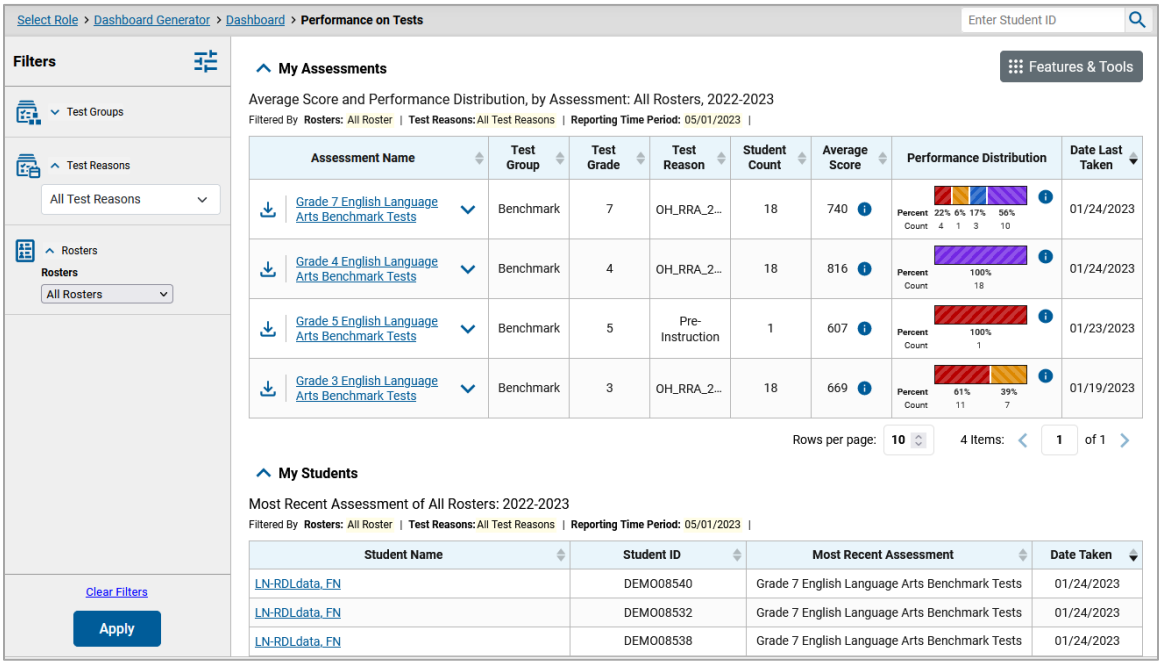
Filtering by roster makes it easy to focus on a particular class's performance. And by switching filters, you can easily compare one class with another. If you don't filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.

1. On the left side of the Performance on Tests report, click the **Rosters** button. The **Filters** panel expands (Figure 53).

2. Make a selection from the drop-down list in the **Rosters** section (Figure 53).

    a. If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default the first class listed is selected.

Figure 53. Teacher View: Performance on Tests Report with Expanded Filters Panel



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

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

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

The row of filter details below each table header shows the classes (rosters) you're viewing (Figure 53).

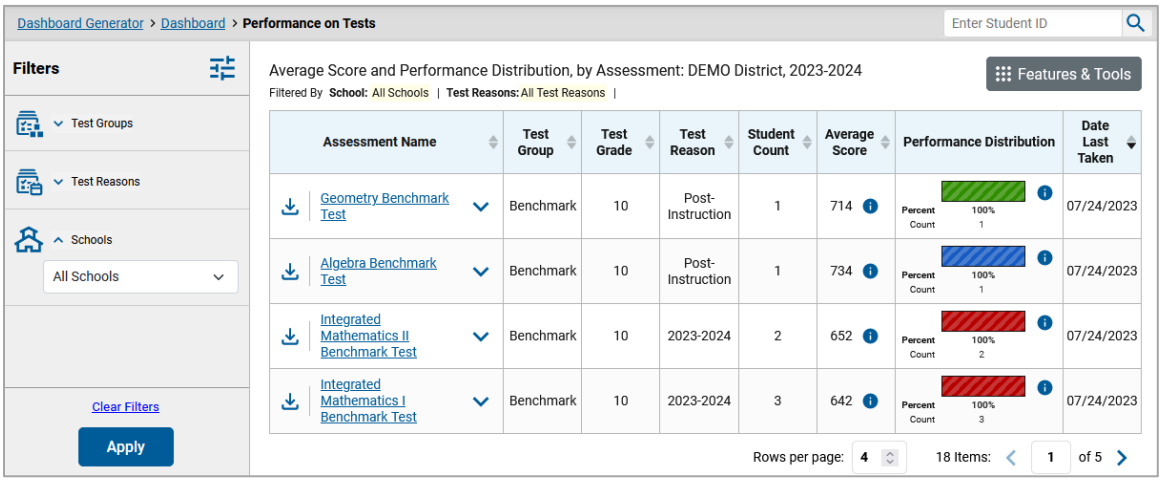
District-Level Users: Filter Schools to Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. And by switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Performance on Tests report, click the **Schools** button. The **Filters** panel expands (Figure 54).

2. Make a selection from the drop-down list in the **Schools** section (Figure 54).

Figure 54. District-Level User View: Performance on Tests Report with Expanded Filters Panel



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

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

If you click the name of a test when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

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

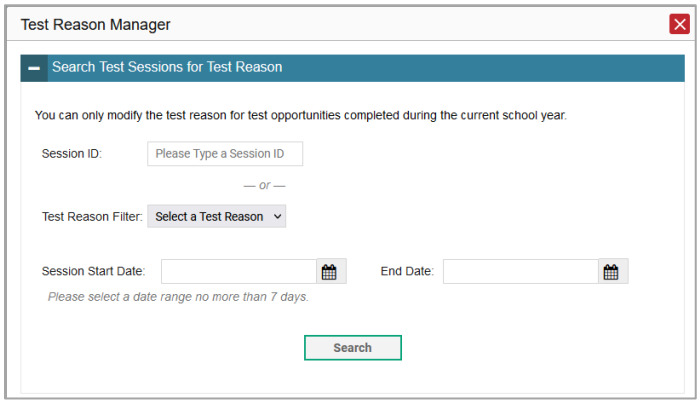
Assign Test Reasons (Categories) to Non-Summative Test Opportunities

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups.

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Reporting System to assign a different test reason to a Benchmark, Checkpoint or teacher-authored test opportunity that was completed in the current school year. Summative test reasons cannot be reassigned.

1. From the **Features & Tools menu,** select **Manage Test Reasons.** The ***Test Reason Manager*** window opens (Figure 55).

Figure 55. Test Reason Manager Window



2. To search for the test opportunities you wish to categorize, do either of the following:

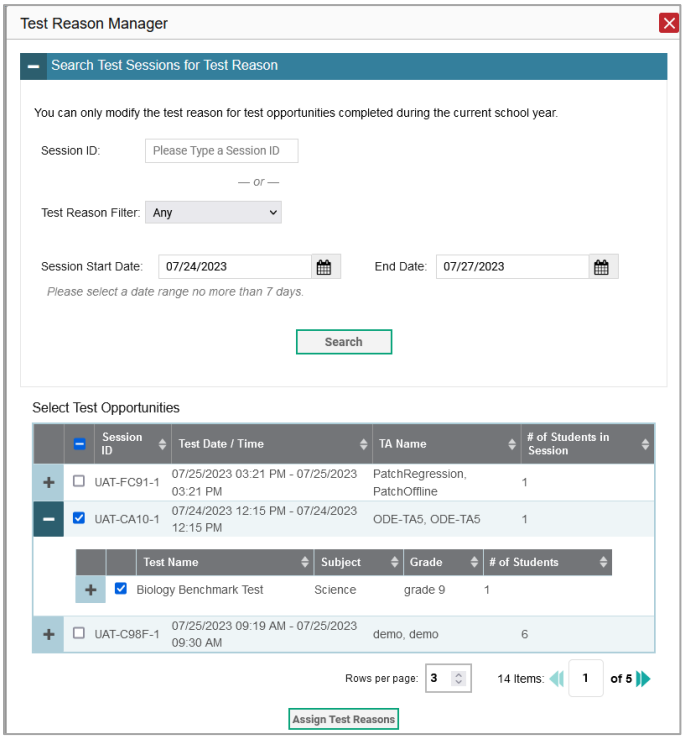
   - In the *Session ID* field, enter the session ID in which the opportunities were completed in Test Delivery System.

   - 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* (Figure 56). 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 56. Test Reason Manager Window: Select Test Opportunities

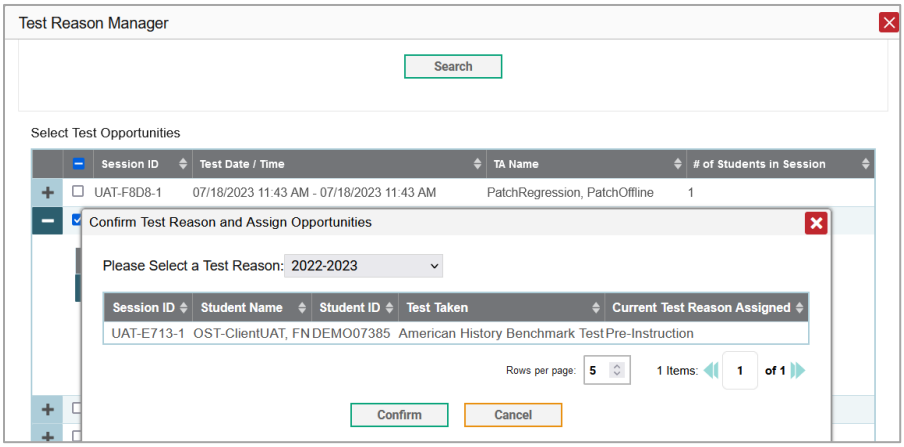


5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.

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

7. In the window that appears (Figure 57), select a new test reason to assign to the selected opportunities and click **Confirm**.

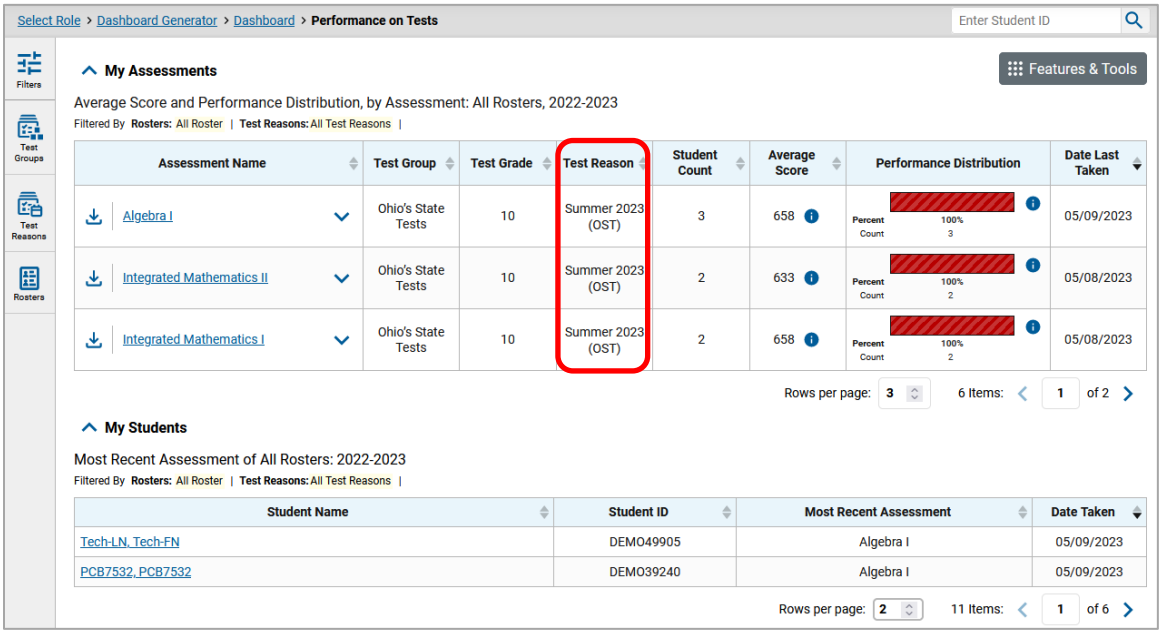
Figure 57. Confirm Test Reason and Assign Opportunities Window



Filter by Test Reason (Category)

Test reasons (Figure 58) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which non-summative tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply test windows and are not useful.

Figure 58. Teacher View: Performance on Tests Report



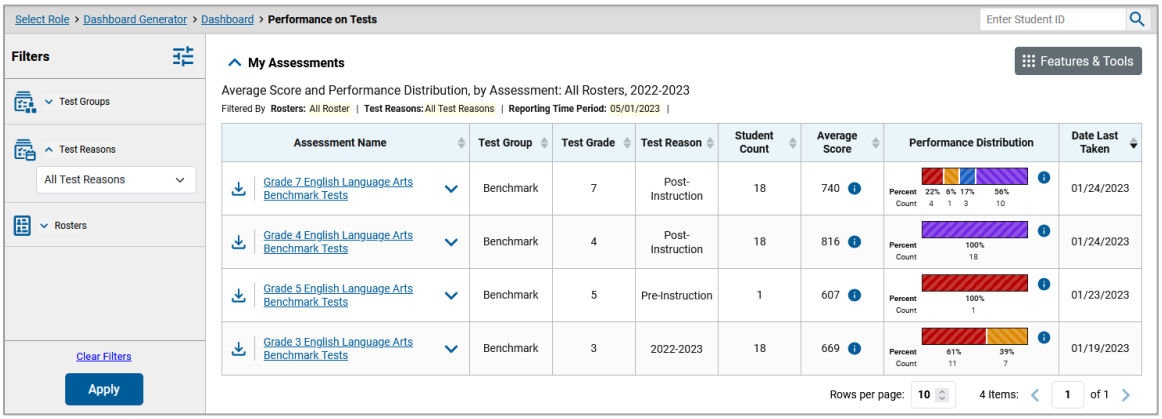
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Pre-Instruction and look at ELA performance, then filter by Post-Instruction and find out if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reason** filter is available on the dashboards and Performance on Tests reports for teachers as well as for school- and district-level users.

1. On the left side of the dashboard or Performance on Tests report, click the **Test Reasons** button. The **Filters** panel expands (Figure 59).

2. Make a selection from the drop-down list in the **Test Reasons** section (Figure 59).

Figure 59. Teacher View: Performance on Tests Report



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

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

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

The row of filter details below the table header shows the test reason selected, if any.

Filter Item-Level Data by Standards and Clusters of Standards

An educational standard describes the skill the item measures. An example of a math standard is “Write a function that describes a relationship between two quantities.”

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.

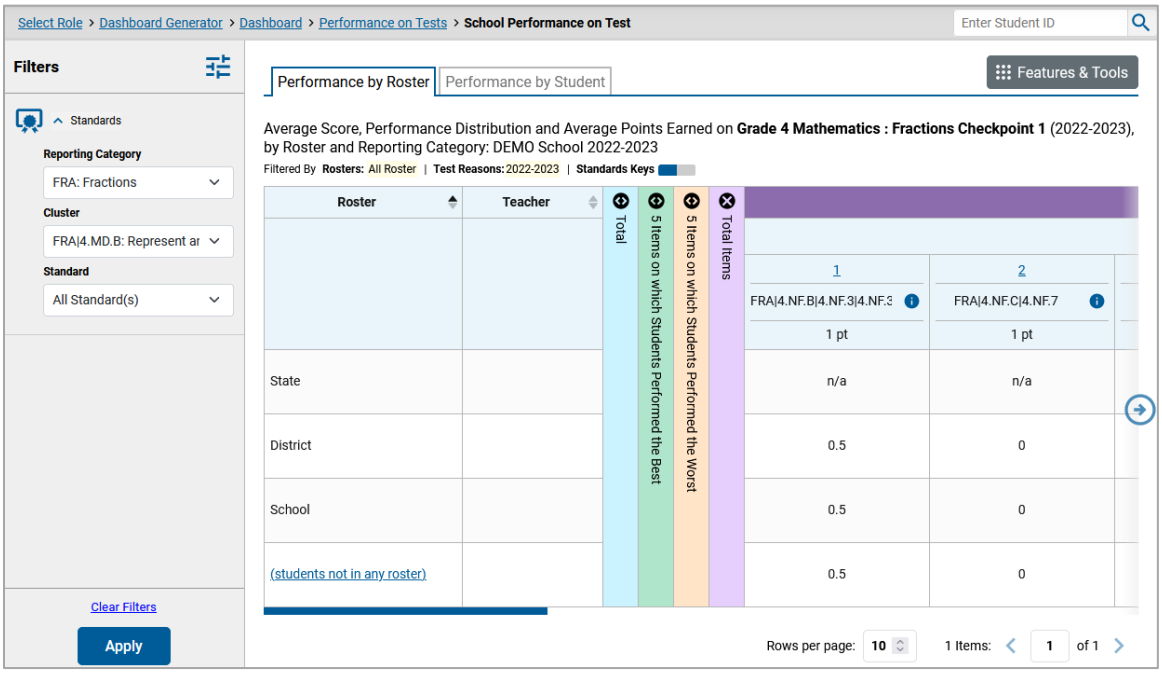
Standard filters are available in any report showing item-level data. The available standards vary by assessment.

1. On the left side of the page, click the **Standards** button. The **Filters** panel expands (Figure 60).

2. Use the drop-down list in the **Standards** section (Figure 60) to select a reporting category. An additional drop-down list appears.

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

Figure 60. School Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel



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

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.

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.

- 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 on the selected date and only for tests taken *as of* that same 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.

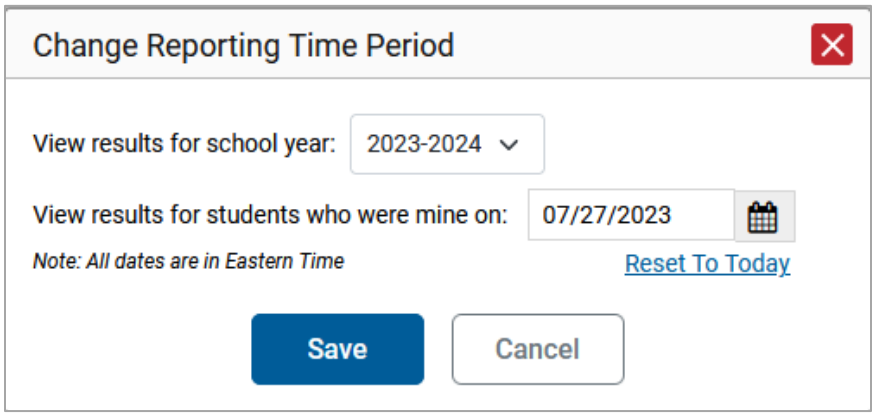
If you don't change the reporting time period or if you reset it to the default, all reports show test opportunities only for the current school year with current student data (except Longitudinal Reports and Student Portfolio Reports, which always retain the ability to look back to previous years).

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 past 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 tested and set the school year to the same time. Then switch back to the present to compare.

1. From the **Features & Tools menu**, select **Change Reporting Time Period**. If you're viewing the Dashboard Generator page, click **Change Reporting Time Period**. The dashboard also offers this link when no assessments are available to display. The ***Change Reporting Time Period*** window appears (Figure 61).

Figure 61. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year. 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 and had tested on that date, and only those students.

   - To view your current students' past performance, keep the date set to today.
   - To view the past performance of your former students, set the date to a day when those students were associated with you and had completed 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.

   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.

Export and Print Data

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

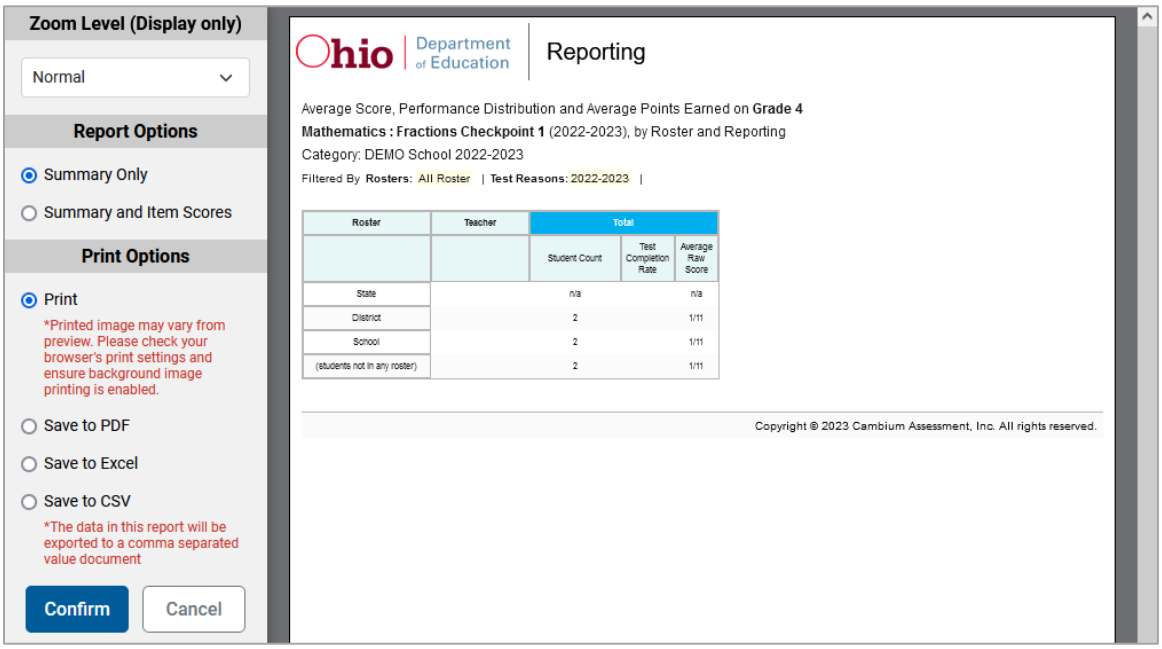
Export or Print a Report You're Viewing

1. Select the print button from the **Features & Tools** menu or, in some reports, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear.

   A print preview page opens (Figure 62).

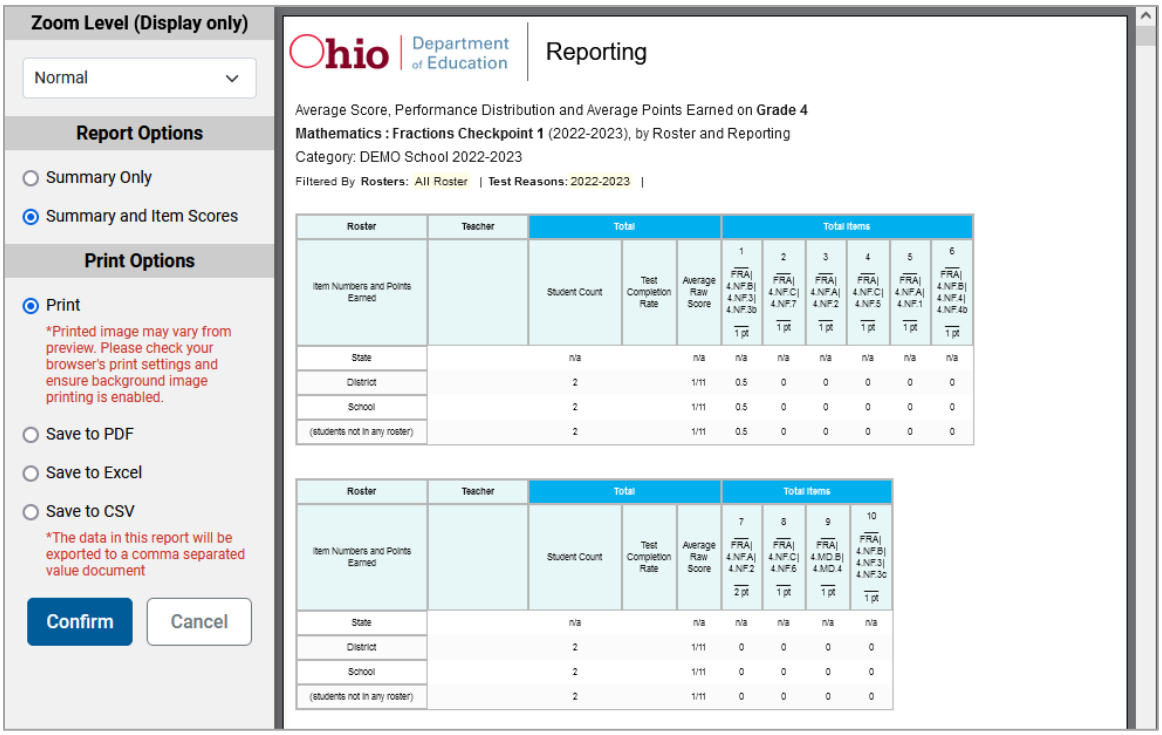
   To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 62. Print Preview Page



2. If an aggregate 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 63, the printed report includes data for the individual assessment items. Printouts of the Student Performance on Test report always include item data if available.

Figure 63. Print Preview Page with Summary and Item Scores Option Selected



Roster	Teacher	Total			Total Items					
Item Numbers and Points Earned		Student Count	Test Completion Rate	Average Raw Score	1 FRA|4.NF.B|4.NF.3|4.NF.3b 1 pt	2 FRA|4.NF.C|4.NF.7 1 pt	3 FRA|4.NF.A|4.NF.2 1 pt	4 FRA|4.NF.C|4.NF.5 1 pt	5 FRA|4.NF.A|4.NF.1 1 pt	6 FRA|4.NF.B|4.NF.4|4.NF.4b 1 pt
State		n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		2		1/11	0.5	0	0	0	0	0
School		2		1/11	0.5	0	0	0	0	0
(students not in any roster)		2		1/11	0.5	0	0	0	0	0

Roster	Teacher	Total			Total Items			
Item Numbers and Points Earned		Student Count	Test Completion Rate	Average Raw Score	7 FRA|4.NF.A|4.NF.2 2 pt	8 FRA|4.NF.C|4.NF.6 1 pt	9 FRA|4.MD.B|4.MD.4 1 pt	10 FRA|4.NF.B|4.NF.3|4.NF.3c 1 pt
State		n/a		n/a	n/a	n/a	n/a	n/a
District		2		1/11	0	0	0	0
School		2		1/11	0	0	0	0
(students not in any roster)		2		1/11	0	0	0	0

3. To print the report, select the **Print** radio button. To download it, select **Save to PDF**, **Save to Excel** (XLSX), or **Save to CSV** (comma-separated values).

   - *Optional*: If a PDF is for a particular student and the report includes items, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting report includes the actual items and the student's responses.

   - If you selected **Save to PDF**, choose an option from the **Page Layout** drop-down list that appears.

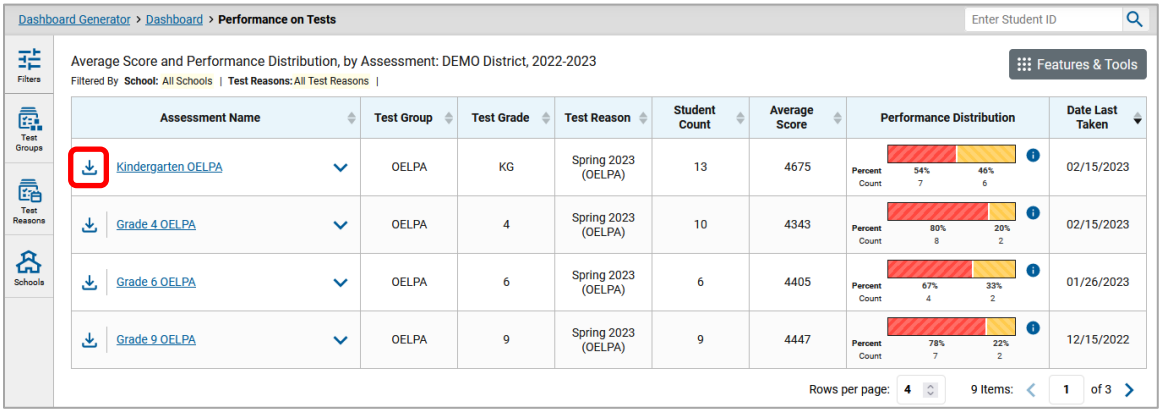
4. Click **Confirm**.

If you saved the report as PDF, Excel, or CSV, the ***Secure File Center*** window appears, displaying the generated report.

Export an Assessment Report Directly from the Performance on Tests Report

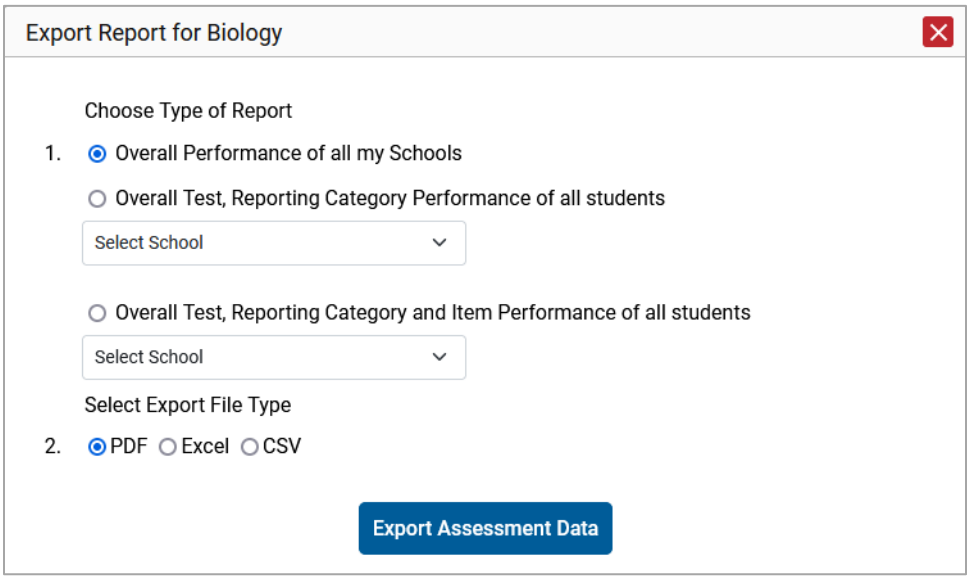
1. Click to the left of the name of the assessment whose report you wish to export (Figure 64).

Figure 64. District View: Performance on Tests Report



The ***Export Report*** window opens (Figure 65). The options in this window vary according to your user role.

Figure 65. District-Level User View: Export Report Window



2. Select which report to export for the assessment.

- **District-level users:**
  - To export the district test results, mark the **Overall Performance of all my Schools** radio button.

- To export school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

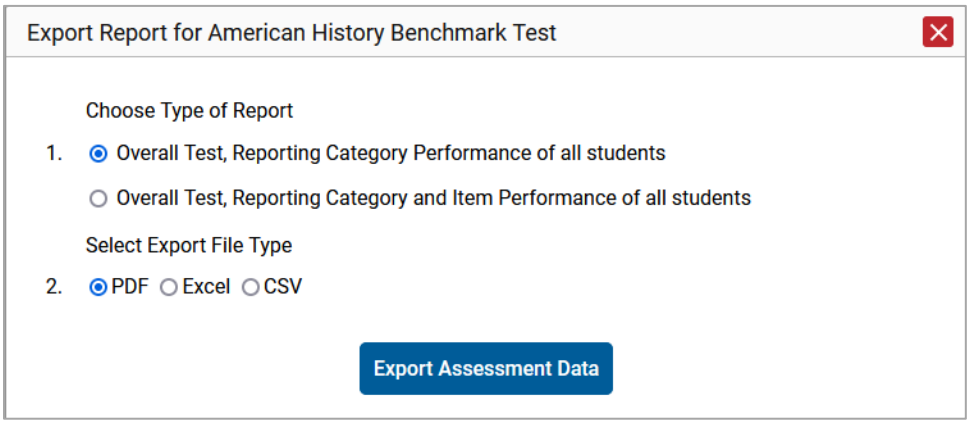
- To export school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

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

  - To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button.

  - To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button.

Figure 66. Teacher View: Export Report Window



3. Choose from the **PDF**, **Excel**, and **CSV** formats.

4. Click **Export Assessment Data** (Figure 66). 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 ***Secure File Center*** window appears with the generated file available for download.

Score Items

The Reporting System allows authorized users to score certain items on certain tests.

- Some items that require hand scoring arrive in the Reporting System without any scores. For example, some items available in Assessment Authoring require hand-scoring. If a test contains unscored items, its performance data are excluded from your reports until an authorized user scores all the unscored items of that test.
- Other items arrive in the Reporting System with automated scores suggested by the machine scoring system. Authorized users can override these scores if necessary. For example, Checkpoint writing items have machine-suggested scores that can be overridden.

Score Unscored Items

For a student's test performance to be reported, you need to enter scores for any hand-scored item responses on that test.

When you have tests with unscored items, a **Tests To Score** notification appears in the banner.

1. In the banner, click **Tests To Score**.
2. If the ***Select School*** page appears, make a selection and click **Continue**.
3. On the scoring ***Dashboard*** (Figure 67), click the name of the test you wish to score. The ***Test Scoring*** page appears (Figure 68), displaying a list of students and items awaiting scoring for the selected test. This table only includes assessments completed by students in your rosters or students in your test sessions.

Figure 67. Scoring Dashboard

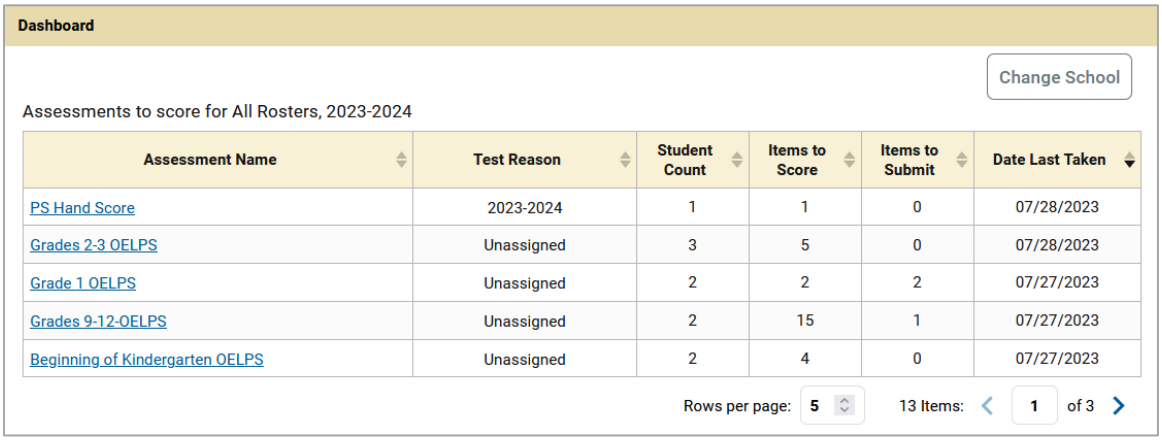
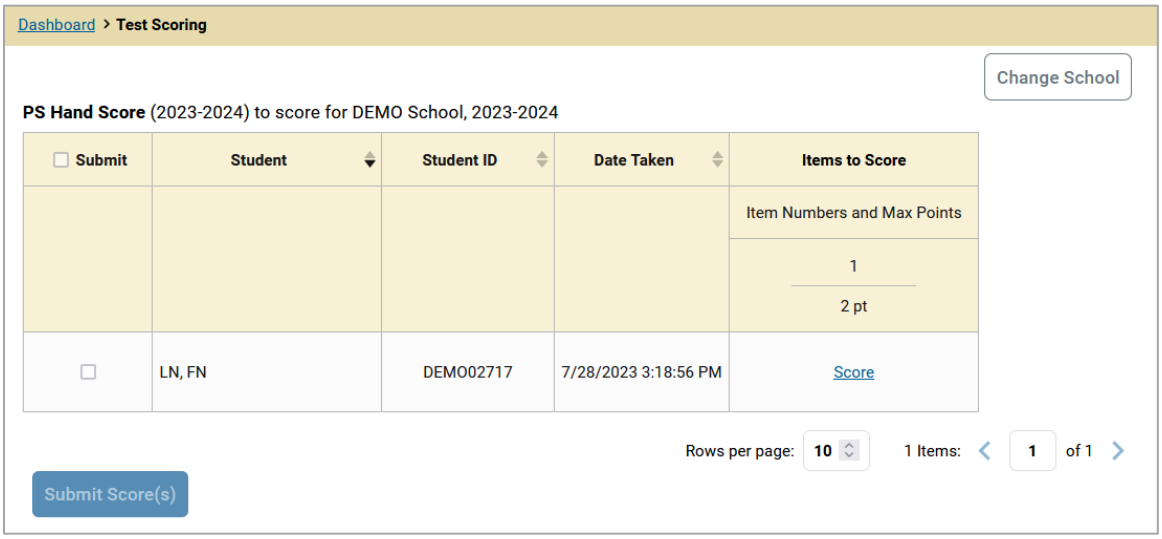


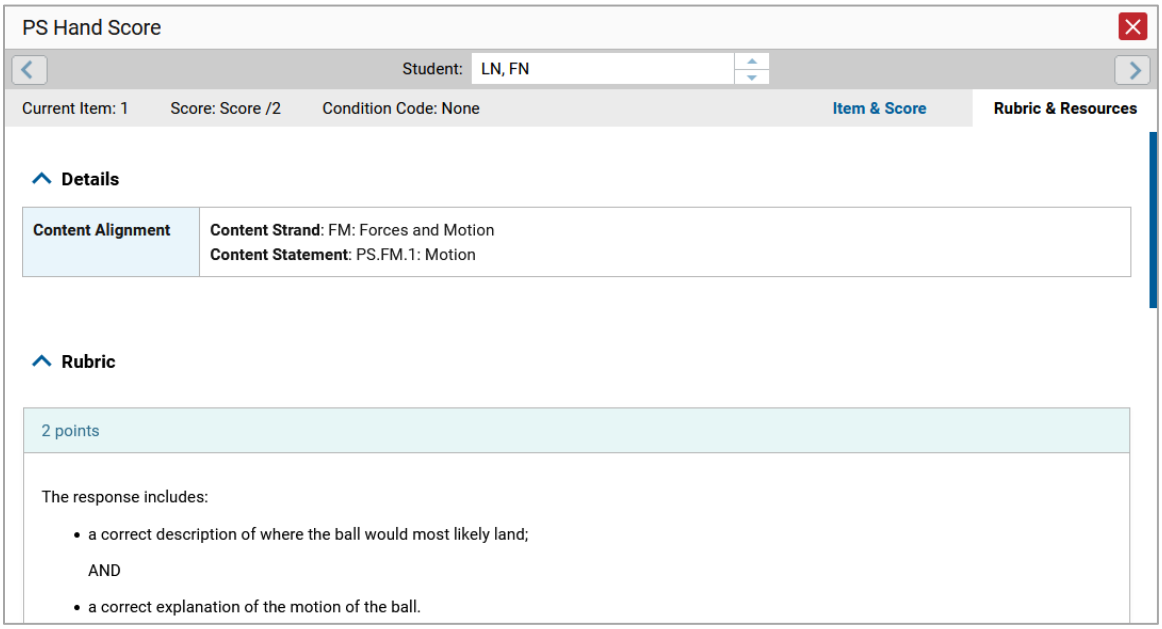
Figure 68. Test Scoring Page



4. To enter scores for an item response, click the **Score** link or score number link for the item in the required student's row. The scoring window opens to the **Item & Score** tab.

5. *Optional*: You can open the **Rubric & Resources** tab (Figure 69) to review the item's scoring rubric and any other available resources, such as an exemplar and training guide for scoring the item.

Figure 69. Item View Window: Rubric & Resources Tab



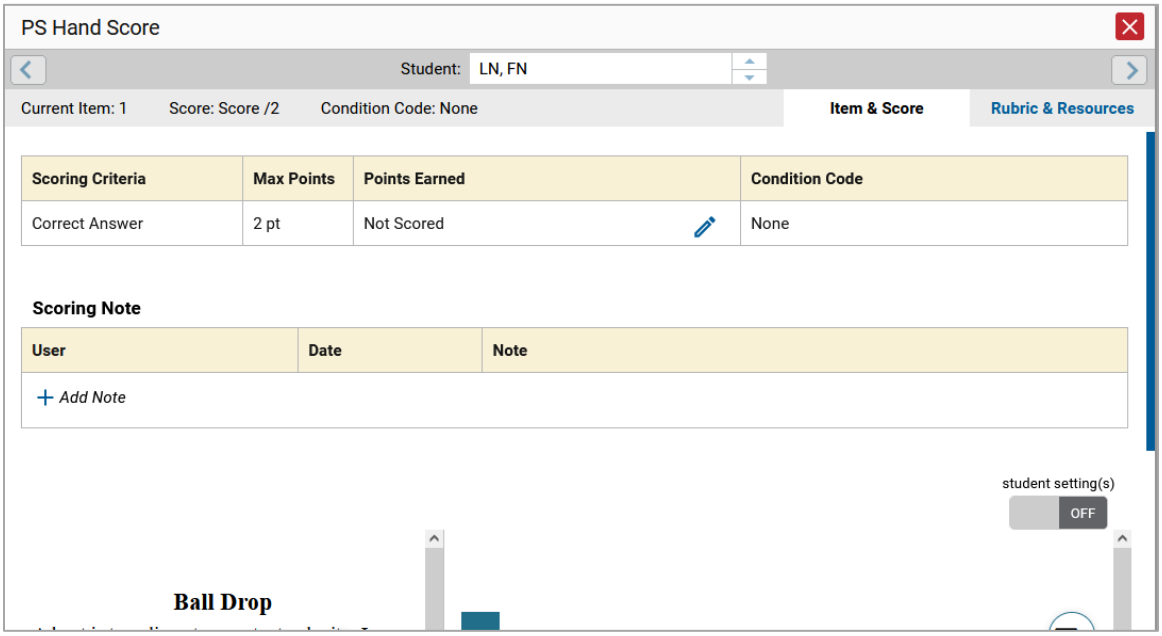
6. On the **Item & Score** tab (Figure 70), click the edit button in the Scoring Criteria table at the top of the window.

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

- If the student's response is scorable, select the appropriate score from the drop-down menu in the Points Earned column.

- If the student's response cannot be scored for any reason, select the appropriate condition code from the drop-down in the Condition Code column. For more information about condition codes, refer to Condition Codes.

Figure 70. Item View Window: Item & Score Tab



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

   - When assigning condition codes to multiple scoring criteria, note that some related criteria may require the codes to be the same.

9. Click **Save**.

10. *Optional*: If you wish to provide an explanation for the given score(s) or condition code(s), click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**. All notes will be deleted when scores are submitted, as described in Submit Scored Test Opportunities for Processing.

11. 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 scoring window.

    - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field at the top of the window.

    - To return to the ***Scoring Mode*** window and select another item manually, close the ***Item View*** window using the close button at the upper-right corner.

12. Repeat these steps until you have entered scores for all the unscored items for the test.

13. *Optional*: If you need to change the entered score for an item response, you can select the score link for that item on the ***Test Scoring*** page and repeat these steps.

Once you have entered scores for all the unscored items in a test opportunity, you may submit that opportunity for processing.

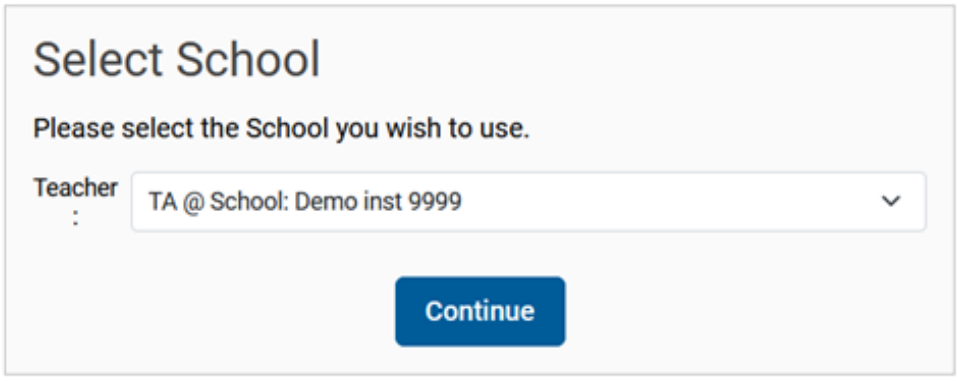
To return to reports, click the close button at the upper-right corner.

Change the Selected School

Scoring mode allows you to score the item responses for only one school's test opportunities at a time. If you are associated with multiple schools, you may change the selected school in order to score the test opportunities from other schools.

1. To change the selected school, click **Change School** in the top-right corner of the ***Dashboard***. The ***Select School*** page appears (Figure 71).

Figure 71. Select School Page



2. From the **Teacher** drop-down menu, select the school whose student responses you wish to score.

3. Click **Continue**. The ***Dashboard*** page appears, displaying the tests available for the selected school.

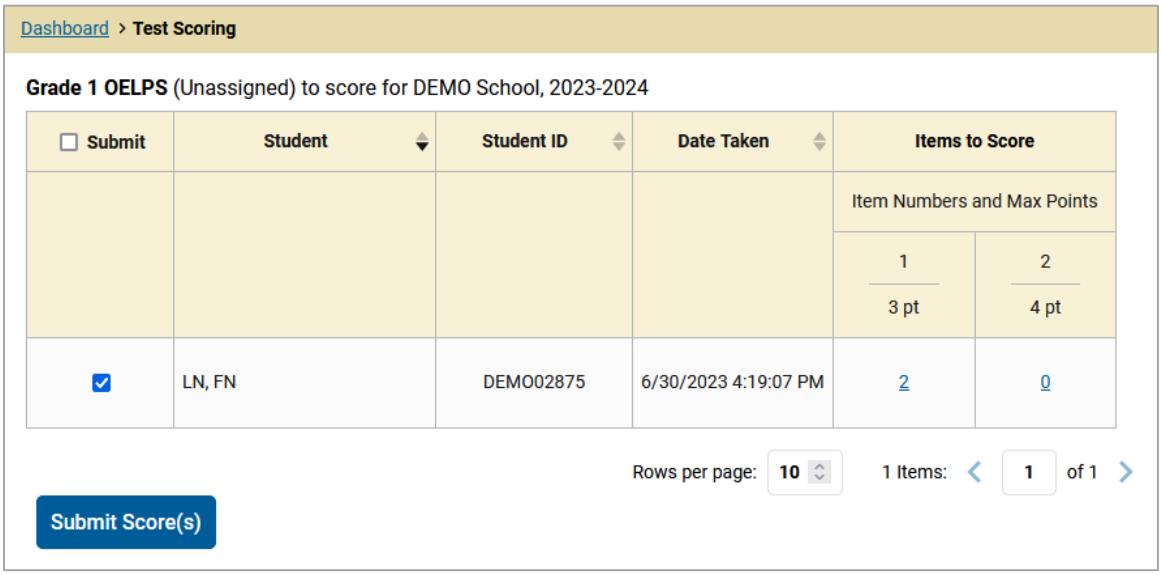
Submit Scored Test Opportunities for Processing

In order for a test opportunity's scores to be reported, you will need to submit that opportunity for processing. You may only submit an opportunity once you have entered scores or condition codes for every hand-scored item on the test.

1. To submit scored opportunities for processing, navigate to the ***Test Scoring*** page (Figure 72) and mark the checkbox in the Submit column for each opportunity you wish to submit.

    - You can mark the checkbox at the top of the Submit column to select all fully scored opportunities at once.

Figure 72. Test Scoring Page: Submitting an Opportunity



2. Click **Submit Score(s)** in the bottom-left corner of the page.

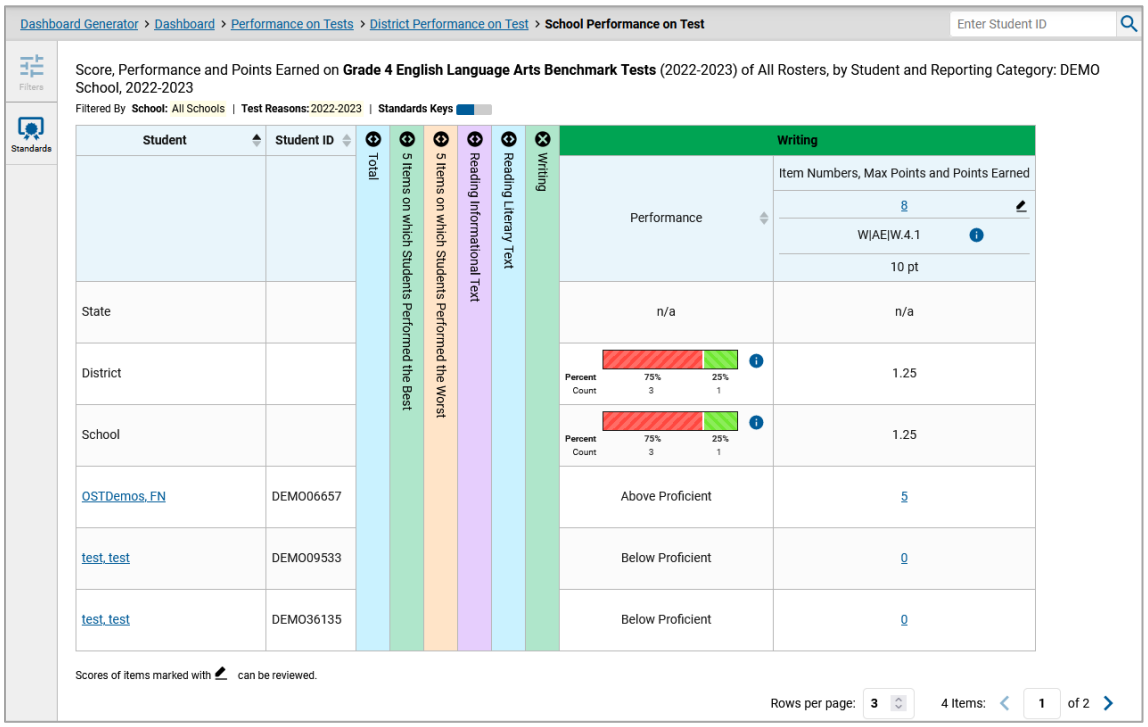
3. In the confirmation window that pops up, click **Continue**. The selected opportunities will be submitted for processing and reporting and removed from scoring. Any scoring notes will be deleted.

To return to reports, click the close button at the upper-right corner. You can still modify the item scores on that test directly from the reports by following the procedure in the next section, Modify Scores for Items in Reports.

Modify Scores for Items in Reports

You can modify scores for some items directly from the ***Item View*** window that opens from a report. Reports display a pencil icon in the column header for each item with a modifiable score (Figure 73). 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.

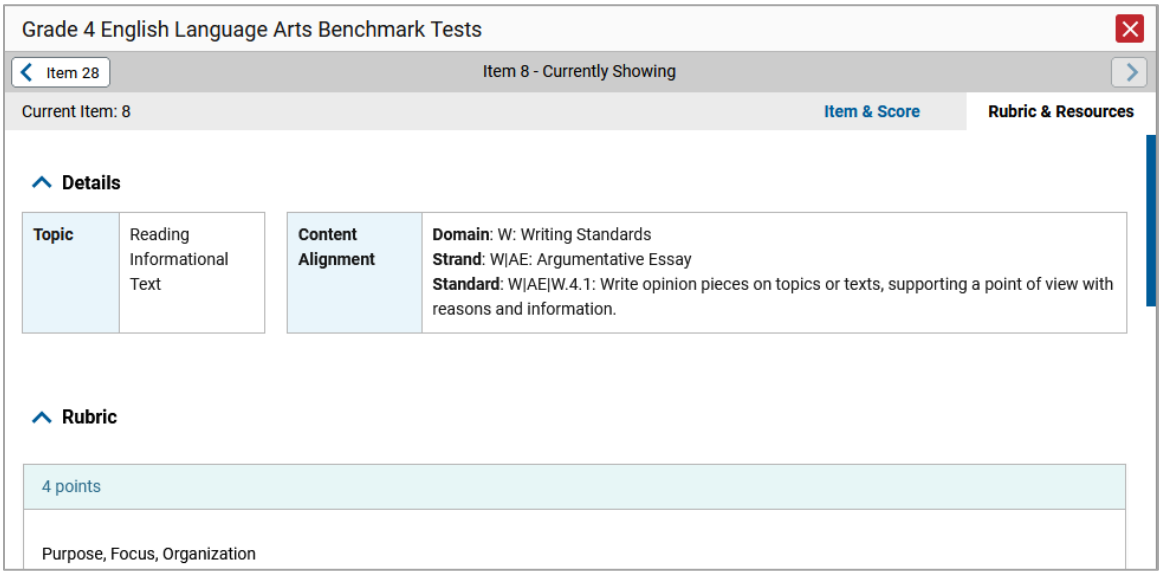
Figure 73. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



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.

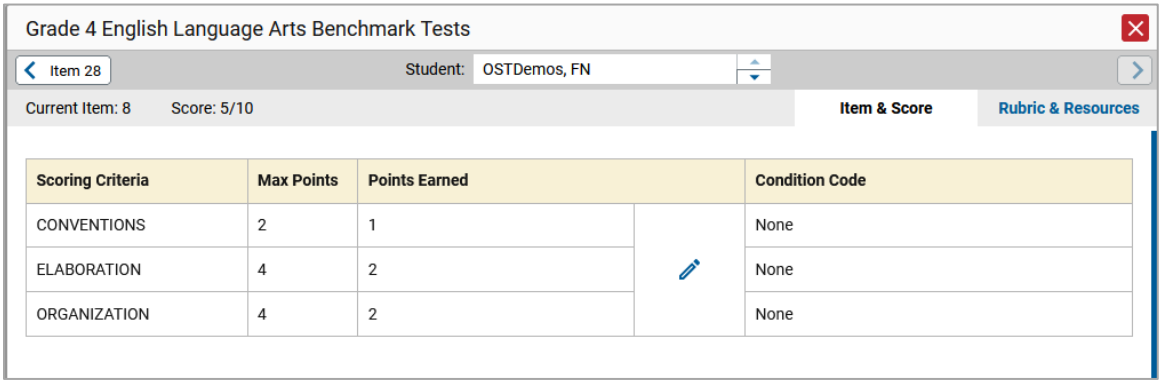
2. *Optional:* You can open the **Rubric & Resources** tab (Figure 74) to review the item's scoring rubric and any other available resources.

Figure 74. Item View Window: Rubric & Resources Tab



3. On the **Item & Score** tab (Figure 75), 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.

Figure 75. Item View Window: Item & Score Tab



4. Do one of the following:

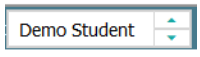
   - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
   - To assign a condition code to the response, select one from the **Condition Code** drop-down list.

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

6. Click **Save**.

7. *Optional*: If you wish to provide an explanation for why you chose the given score or condition code, click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**. Any notes will be deleted when the scores are processed.

8. 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.

Appendix

Appendix sections are alphabetized for your convenience.

C

Class (Roster) Management

Classes (rosters) are groups of students. Each roster is associated with a teacher. Each is also associated with a single administrative year. They typically represent entire classrooms in lower grades or individual classroom periods in upper grades. They can also represent any group that is meaningful to users. A student may belong to more than one class.

Teachers, school-level users, and district-level users can add, edit, and delete rosters. Rosters 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. Changes to rosters may take a few minutes to appear in reports.

When creating rosters, follow the guidelines below:

- Rosters should ideally include about 25–30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data available in reports.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, and/or period as applicable. For example, an elementary school roster may be named "Gr3Jones23-24" and a secondary school roster may be named "AikenPeriod3Eng9A23-24".

A few restrictions to be aware of when creating rosters:

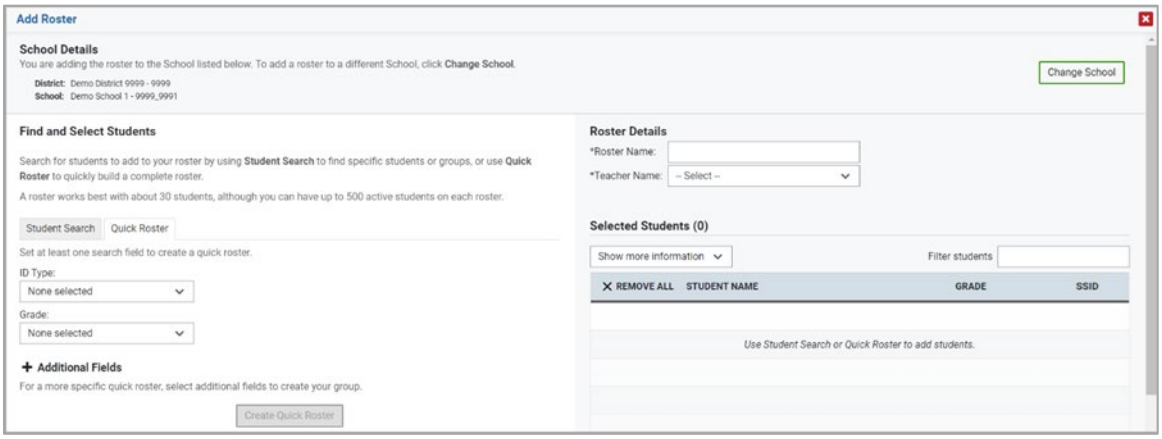
- Each roster can only be associated with one school.
- You can only add students who are enrolled in the school or district associated with your user account.
- Only 500 active students can be included in one roster.

Add a Class (Roster)

You can create new classes (rosters) from students associated with a school.

1. From the **Features & Tools menu**, select **Add Roster**. The ***Roster Manager*** window appears, showing the Add Roster form (Figure 76).

Figure 76. Roster Manager Window: Add Roster Form



2. If necessary, select the district and school for the roster from the drop-down lists.

3. Add a roster name and select a teacher.

4. Decide how you want to add students:

   - **Quick Roster** tab (search adds students automatically, manually remove students to edit)

     - Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

   - **Student Search** tab (search finds students that you add and remove manually)

     - Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select + to add individuals or select **Add All** from the top of the grid.

   Tip: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

5. *Optional*: After results appear under *Selected Students*, change the information that displays about students.

   - **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

   Note: Selecting **Former Students** shows students who are no longer associated with the school in italics with the date they left the school. You can still add these students to your class. Once a student has been added to a class, the student will remain in the class even if the student is no longer enrolled in the school.

   - Use the *Filter* field to limit students to those who match the text you enter.

This keyword search only finds text in the grid. Be aware if you enter 11 to find students in 11th grade, any content with the text "11" will display. This could potentially pull in results you did not intend to find.

- After you save, rosters may be changed from the Edit Rosters screen.

Modify a Class (Roster)

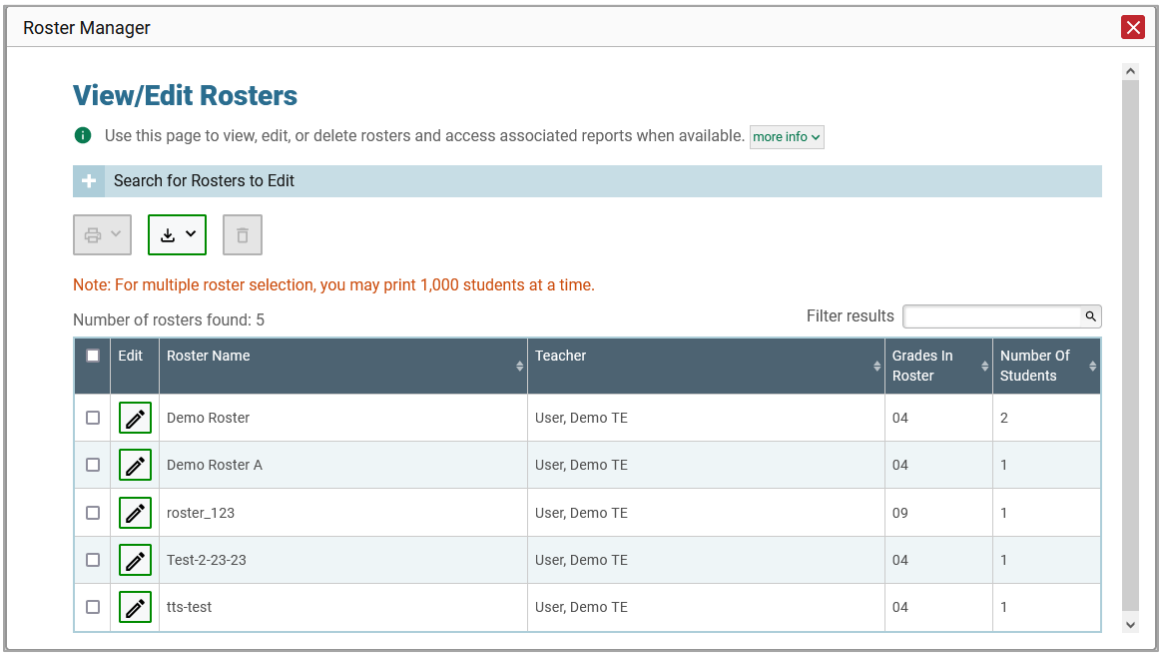
You can modify a roster by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **Features & Tools menu**, select **View/Edit Roster**. The ***Roster Manager*** window appears, showing the View/Edit form (Figure 77).

2. Select the school year, district and school as needed for the roster you wish to edit. Optionally, select a teacher.

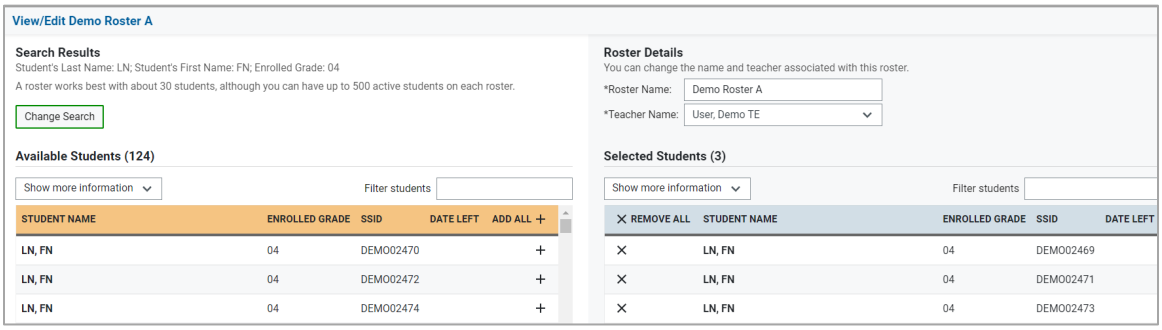
3. Click **Search**. Click **View Results** to view the results in your browser.

Figure 77. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



4. In the list of retrieved rosters, click for the roster whose details you want to view. The ***View/Edit*** window for the roster opens (Figure 78). This form is similar to the form used to add students to rosters. The *Selected Students* list displays students currently associated with the roster.

Figure 78. Roster Manager Window: View/Edit Roster Form



5. To add students, select **Find Students**. Select the **Student Search** tab to add individual students manually, or select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster. After you return results, select + to add individuals or select **Add All** from the top of the grid.

   Note: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students, click × next to an individual student or select **Remove All** from the top of the grid.

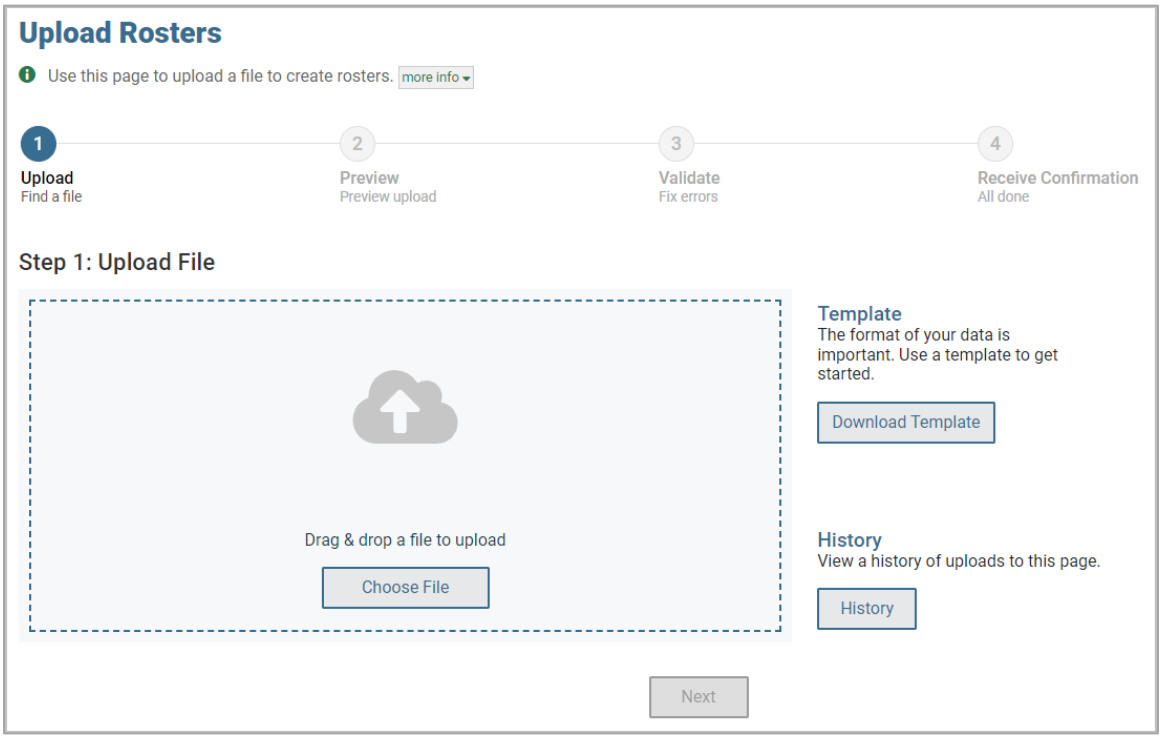
7. Select **Save**, and in the affirmation dialog box select **Continue**.

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 **Features & Tools** menu, select **Upload Rosters**. The ***Roster Manager*** window appears, showing the Upload Rosters: Upload page (Figure 79).

Figure 79. Roster Manager Window: Upload Rosters: Upload Page



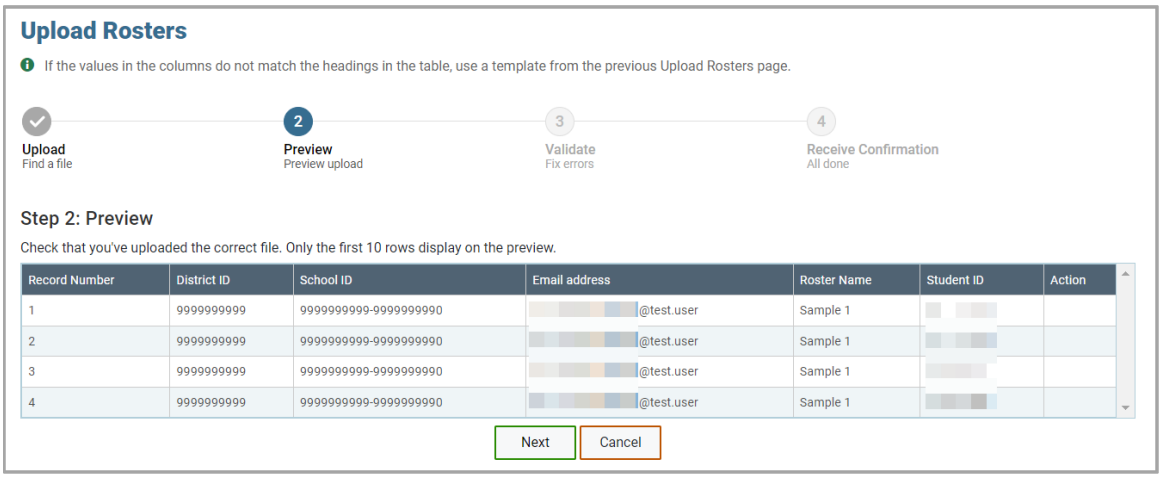
2. Click **Download Template** on the right and select the appropriate file type.

3. Open the template file in a spreadsheet application, fill it out, and save it.

4. On the Upload Rosters: Upload page, click **Choose File** and select the file you created in the previous step.

5. Click **Next**. The Upload Rosters: Preview page appears (Figure 80). Use the file preview on this page to verify you uploaded the correct file.

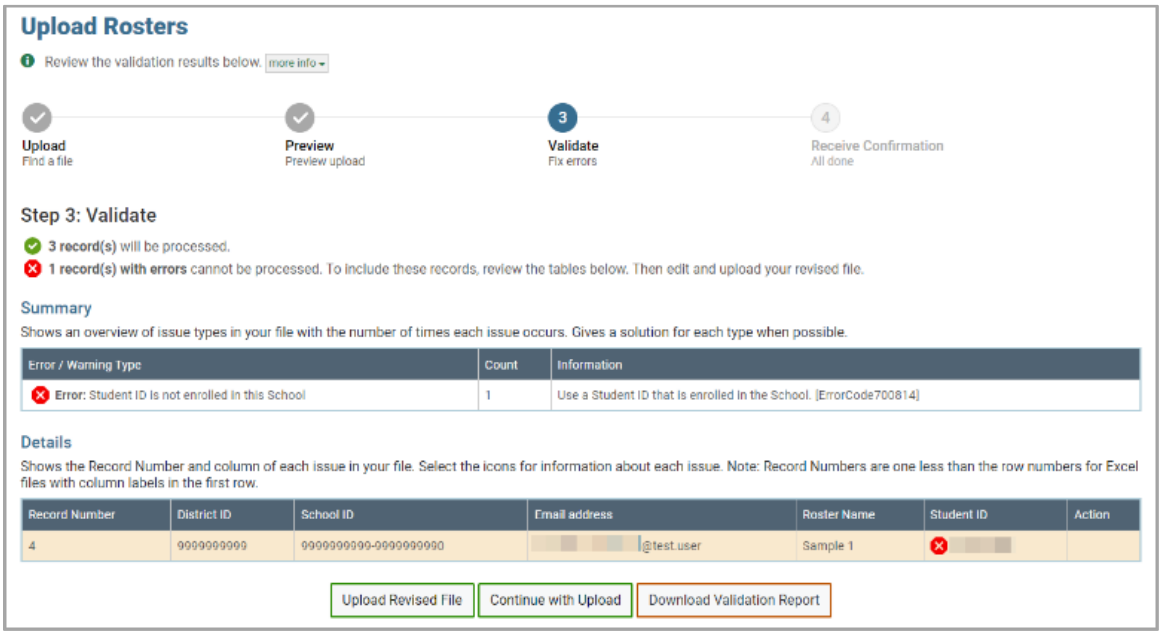
Figure 80. Roster Manager Window: Upload Rosters: Preview Page



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

Any errors or warnings are displayed on the Upload Rosters: Validate page (Figure 81). 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 81. Roster Manager Window: Upload Rosters: Validate Page



- To revise the file before uploading, select **Upload Revised File**.
- To view a list of issues with the file, select **Download Validation Report**.
- To continue with the upload regardless of errors or warnings, select **Continue with Upload**. The confirmation screen appears (Figure 82).

Figure 82. Upload Rosters Confirmation Page

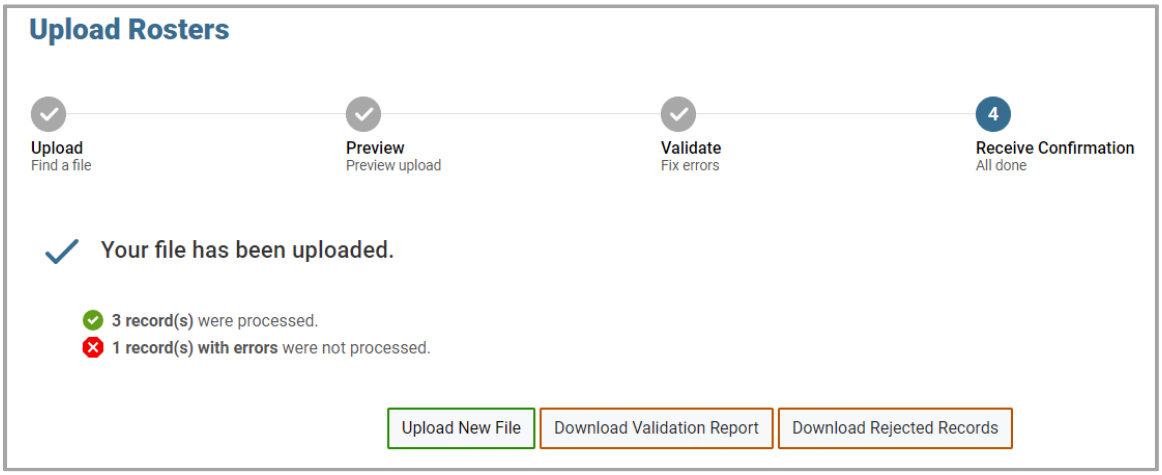


Table 1 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

Element	Description	Valid Values
District IRN*	District associated with the roster.	Six-digit District IRN that exists in TIDE.
School IRN*	School associated with the roster.	Six-digit School IRN that exists in TIDE. Must be associated with the district IRN.
Email*	Email address of the user associated with the roster.	Email address of a user existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique statewide student identifier.	Nine-digit identifier.
ACTION	Action column to add or delete students from roster	`Add` – adds student to roster `Delete` – deletes student from roster

*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	Unreadable	• The response is unreadable. For example, an online response is unreadable if it only contains repeated/random keystrokes (e.g., "yyyyyyyyyy"; "av:aeoiahvb;e"; "hhrrttuuvv").
Human	Foreign Language	• The response is written in a language other than English.
Human	Off Topic	• Student writes to a subject that is unrelated to the prompt.
Machine	Blank	• The student did not enter a response.
Machine	Insufficient Text (Repetitive Text)	• The response is substantially comprised of repeated text copied over and over.

Source of Code	Condition Code	Description
Machine	Insufficient Text (Too Few Words)	• The response contains too few words to be deemed adequate to be scored.
Machine	Insufficient Text (Insufficient Original Text)	• The response is composed of a significant amount of text copied directly from the prompt and/or reading passage, with little to no original writing from the student.
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. Resolution is required.
Machine	Non-Scorable Language (Uninterpretable Language)	• This condition code is assigned to machine-scored responses when TDS identifies that the response contains primarily atypical or unusual words and is unable to assign a score. Resolution is required.

H

Help

The Reporting System includes an online user guide.

Access the Online User Guide

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

L

Login Process

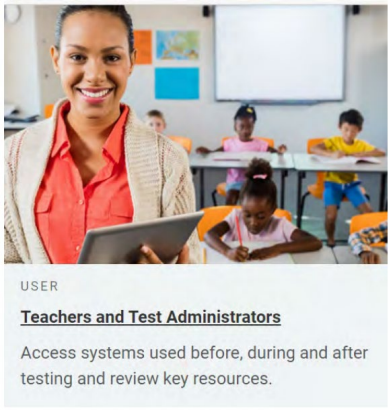
This section describes how to log in to the Reporting System.

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

Log In to the Reporting System

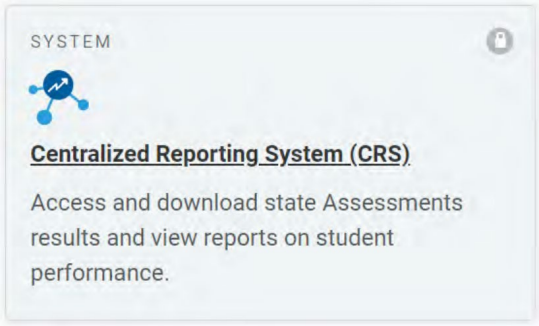
1. Navigate to the test portal.
2. Select your user role from the cards displayed (Figure 83).

Figure 83. User Role Card



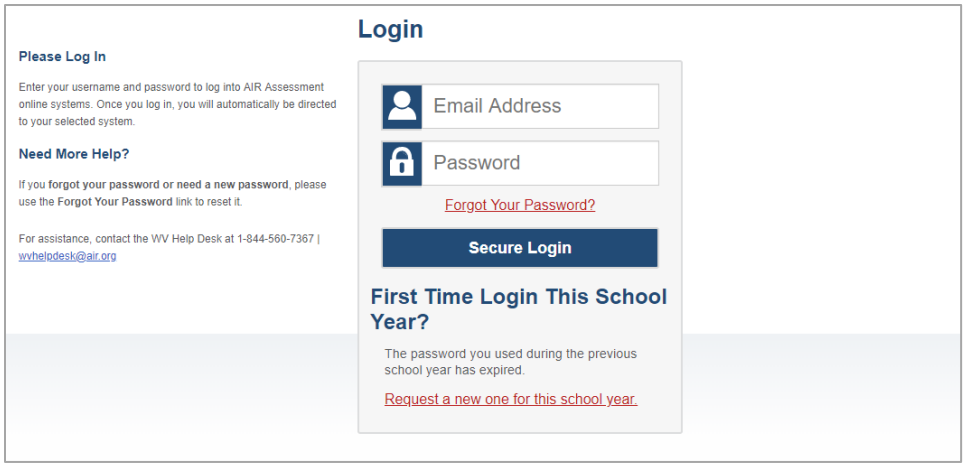
3. Click the **Centralized Reporting System (CRS)** card (Figure 84). The login page appears.

Figure 84. Reporting Card



4. On the login page (Figure 85), enter the email address and password you use to access all CAI systems.

Figure 85. Login Page

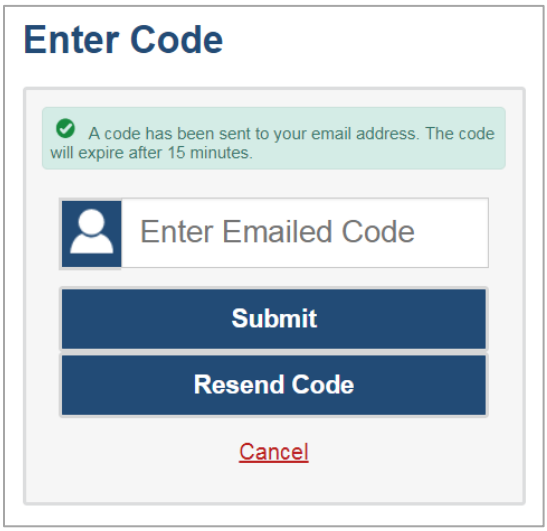


5. Click **Secure Login**.

a. If the Enter Code page appears (Figure 86), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click Submit within 15 minutes.

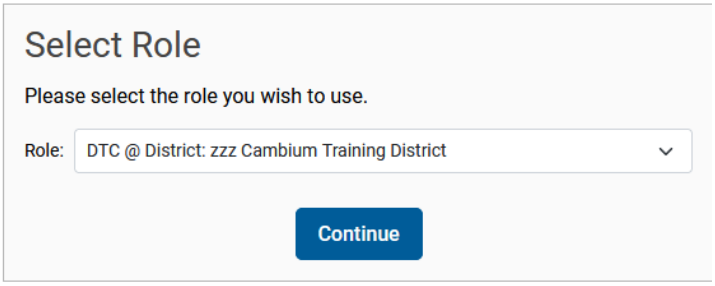
- If the authentication code has expired, click **Resend Code** to request a new code.

Figure 86. Enter Code Page



b. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 87. 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 87. Select Role Window



The Dashboard Generator for your user role appears.

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 (Figure 88). 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.

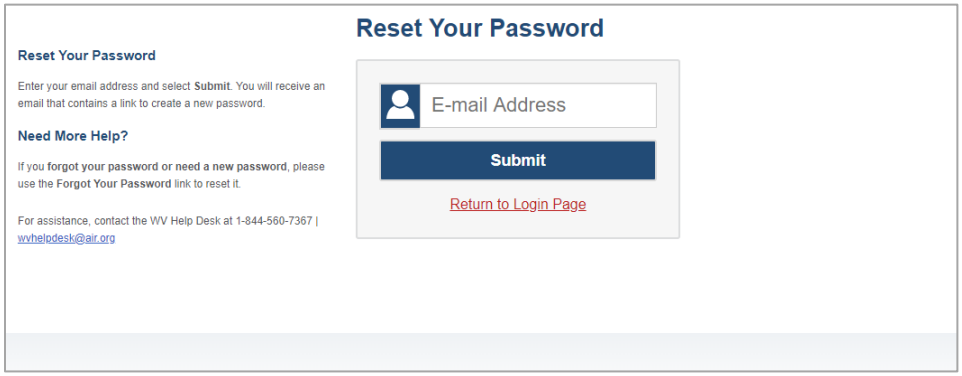
- If your first temporary link expired:

  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 88. 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 Building or District Test Coordinator to make sure you are listed in TIDE.

- Additional help:

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

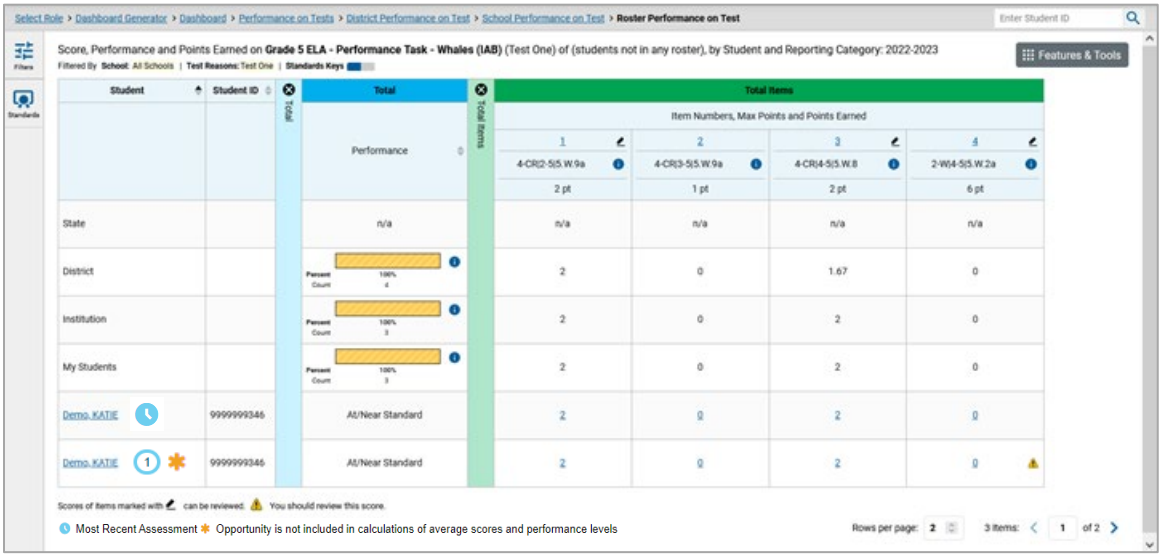
M

Multiple Test Opportunities

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

When a student completes multiple test opportunities for a single assessment, as in Figure 89, 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 89. School Performance on Test Report: Performance by Student Tab



N

Non-Scorable Test Opportunities

The reports in Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated." If a test opportunity is non-scorable, a notification appears below the report for that assessment.

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window. This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

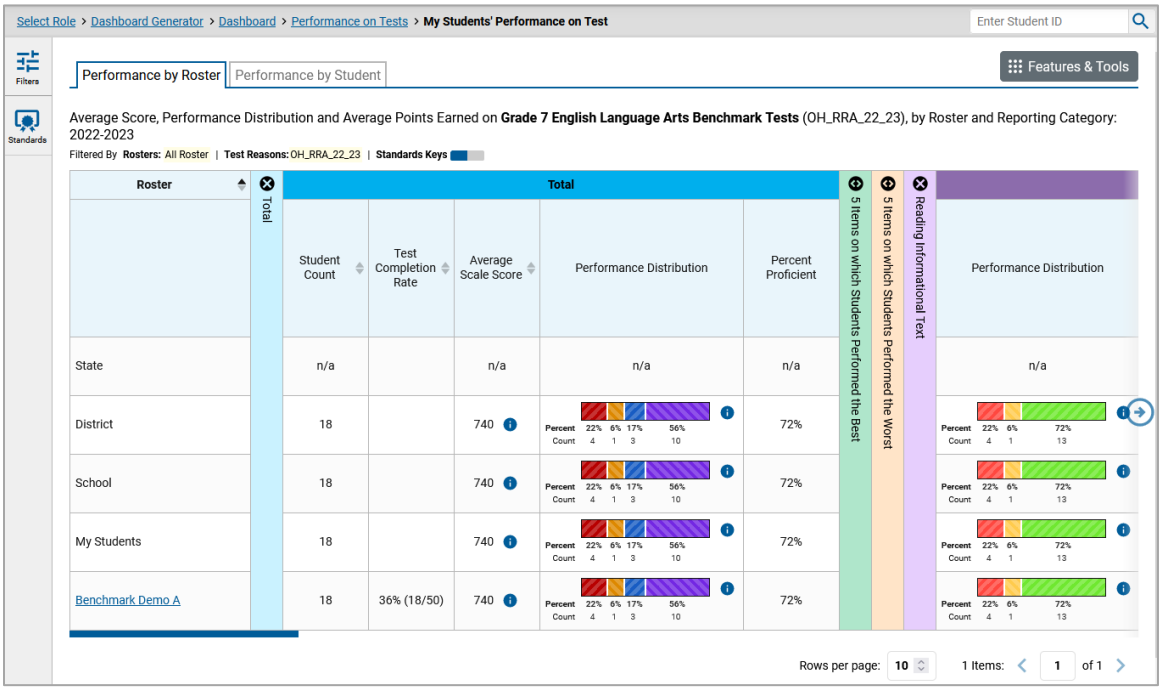
P

Performance Data

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

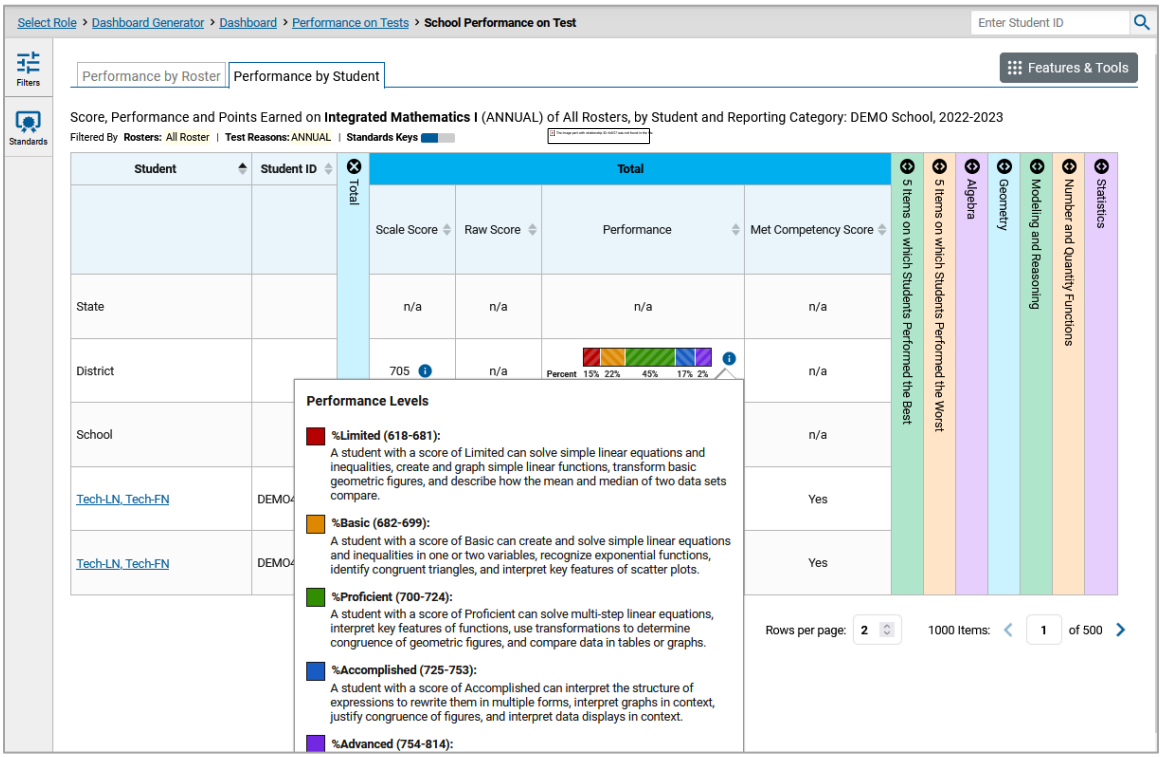
- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels. Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in Figure 90, showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.
- Percent proficient, also shown in some aggregate reports (Figure 90), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.

Figure 90. Teacher User View: My Students; Performance on Test Report: Performance by Roster Tab



A legend appears (Figure 91), explaining what the scores or performance levels indicate.

Figure 91. School Performance on Test Report with Expanded Performance Distribution Legend



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

R

Report Tables

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.

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.

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.

View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons on the right and left sides of the table. Alternatively, click and drag the horizontal scrollbar at the bottom of the table.

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

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.

Secure File Center

The Reporting System allows you to access a Secure File Center that is integrated with other online assessment systems, such as TIDE, and accessible from the test portal. The Secure File Center serves as a central repository for secure documents that have been externally uploaded to the Secure File Center and that you have privileges to view, files shared between users, files exported by users and automated child alerts.

Each user's Secure File Center is personal to them and not shared among other users. Users can easily manage the files in their Secure File Centers. 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. Users can archive or delete files as needed. Users can also share files by sending them to other users' Secure File Centers.

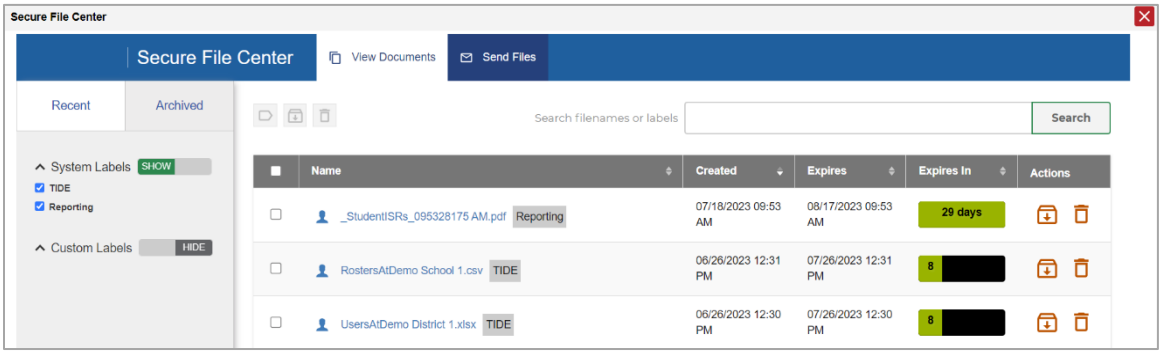
Access and Manage Files in the Secure File Center

The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days. You can access the Secure

File Center from any page in Reporting to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

1. In the banner, click **Secure File Center**. The ***Secure File Center*** window appears (Figure 92). By default, the Secure File Center displays the **View Documents** tab.

Figure 92. Secure File Center Window: View Documents Tab: Recent Sub-Tab



2. Choose either of the available tabs (Figure 92):

   - **Recent**: Displays all files except those that have been archived.
   - **Archived**: Displays files that have been archived.

3. *Optional*: To filter the files displayed, enter a search term in the text box in the upper-right corner.
4. *Optional*: To hide or display system labels, click the **System Labels** toggle.
5. *Optional*: To hide files with a particular system label, clear the checkbox for that label.
6. *Optional*: To hide or display custom labels, click the **Custom Labels** toggle.
7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label.
8. *Optional*: Do one of the following:

   - To download a file, click the name of the file.
   - To add a new custom label or apply an existing custom label, select .
     - To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.
     - To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.
   - To archive a file, select . To unarchive a file from the **Archived** tab, select .

- To delete a file, select . Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

Send Files to Other Users' Secure File Centers

1. From the banner, select **Secure File Center**. The ***Secure File Center*** page appears. By default, the **View Documents** tab displays.

2. Select the **Send Files** tab. The ***Send Files*** page appears (Figure 93).

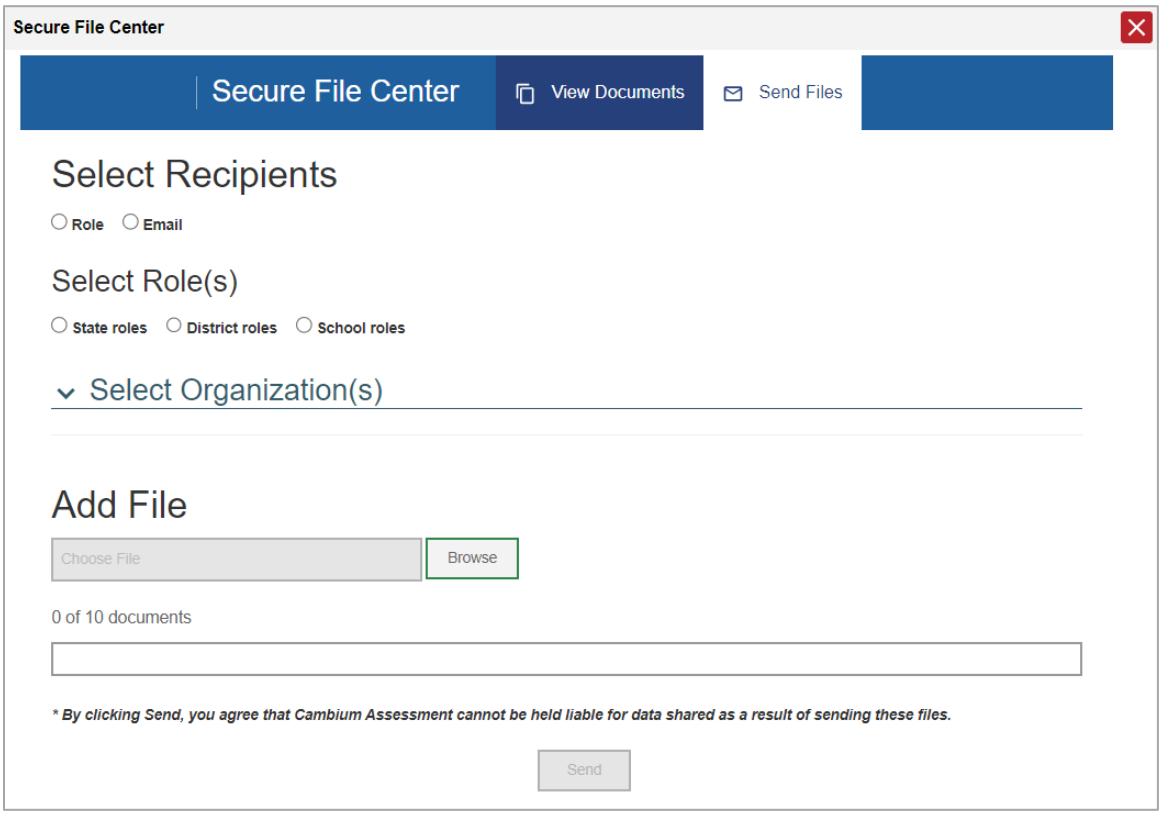
3. In the *Select Recipients* field, do one of the following:

   - Select **Role** to send a file or files to a group of users by user role.

   - Select **Email** to send a file or files to a single recipient by email address.

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

Figure 93. Secure File Center 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, 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.

6. From the *Select Organization(s)* drop-down lists, 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.

7. If you selected **Role** in step 3, skip this step. If you selected **Email** in step 3, 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.

10. Select **Send**.

Files display in the Secure File Center after you send them.

T

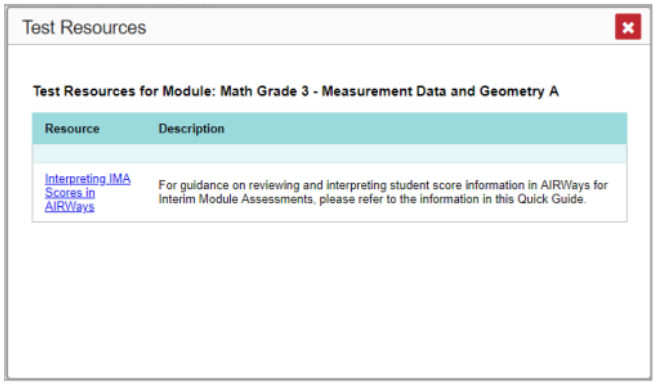
Test Resources

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

If additional assessment information is available, click the **Get Instructional Resources** button in the **Features & Tools** menu**.**

A window opens (Figure 94), displaying resource links that either download or open in a new browser tab or window.

Figure 94. Test Resources Window



U

User Role Change

If your account is associated with multiple user roles or institutions, you can switch between them at any time to view the dashboard and reports for your other roles and institutions. The following instructions do not apply to switching schools for hand scoring purposes.

1. From the banner menu, select **Change Role**. (Alternatively, click the **Select Role** link in the path at the upper-left corner.) The ***Change Role*** window appears.

2. From the **Role** drop-down list, select the desired role and institution (entity name) combination.

3. Click **Continue**. The window closes and the Dashboard Generator page appears.

User Support

For additional information and assistance in using the Reporting System, contact the Ohio Help Desk.

The Ohio Help Desk is open 7 a.m. to 5 p.m. Eastern Time (except holidays or as otherwise indicated on the Ohio Assessments Portals).

Ohio Assessment Help Desk
Toll-Free Phone Support: 1-877-231-7809
Email Support: OHHelpDesk@cambiumassessment.com

Please provide the Ohio Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- 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 11 (21H2) and Firefox 113 or macOS 13.3 and Safari 16).

Change Log

Location	Change	Date
Throughout	Initial 2023-2024 Version	8/2/2023
Use the Dashboard Generator Page	Added mentions of field-authored (Assessment Authoring-created) tests.	2/7/2024
Teachers and School-Level Users: View Student-Level Data for All Your Students	Split this into two consecutive sections. “Teachers” section now focuses on teacher-level reports and does not include school-level ones. “School-Level” does the opposite.	2/7/2024
View a Cross-Sectional Report	New section that describes the new Cross-Sectional Report type now available.	2/7/2024
View and Interpret Writing Dimension Measures	Edits to reflect updated writing dimension score reporting. Includes: Addition of aggregate score point counts Addition of student level data	2/7/2024
Access Test Results for an Individual Student on a Particular Test	Edits to mention more sections, including Writing Dimensions, that may appear in some reports.	2/7/2024
View Data from a Previous Point in Time	Edits to clarify how the date setting works.	3/26/2024
• Score Unscored Items • Submit Scored Test Opportunities for Processing • Modify Scores for Items in Reports	Edits to clarify what happens to scoring notes.	3/26/2024
• Generate and Export Individual Student Reports (ISR) • Generate and Export Student Data Files	Additional text and new screenshots for the new checkbox in the Student Results Generator that allows the user to include students who were associated with them at the time of testing.	3/26/2024