

Centralized Reporting System User Guide

For Benchmark and Checkpoint Assessments

2020–2021

Published August 17, 2020

Prepared by Cambium Assessment, Inc.



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Introduction to the User Guide

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

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

It includes the following sections:

- [How to Navigate Reports](#)
- [How to Set Up Your Reports So They Make Sense](#)
- [How to Export and Print Data](#)
- [How to Score Items](#)

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to View High-Level Aggregate Test Results

When you log in to the Reporting System, the first thing you see is the dashboard where you can view overall test results for some or all of your test groups. From there, you can navigate to a report listing individual tests.

How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the first card shown in [Figure 1](#) is for a Benchmark English language arts (ELA) test).

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


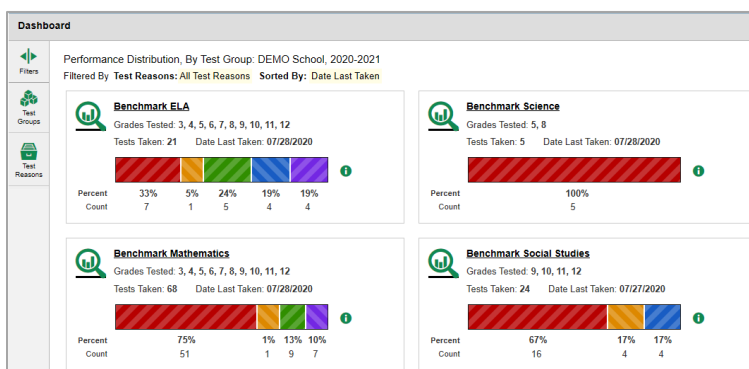

Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 1. Teacher View: Dashboard



If a message appears saying “There are no assessments to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

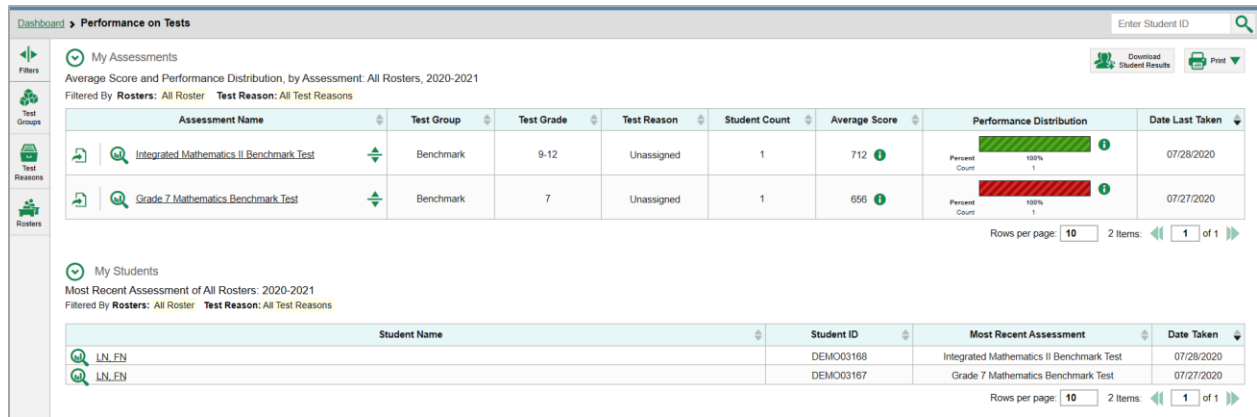
How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or  beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected.

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

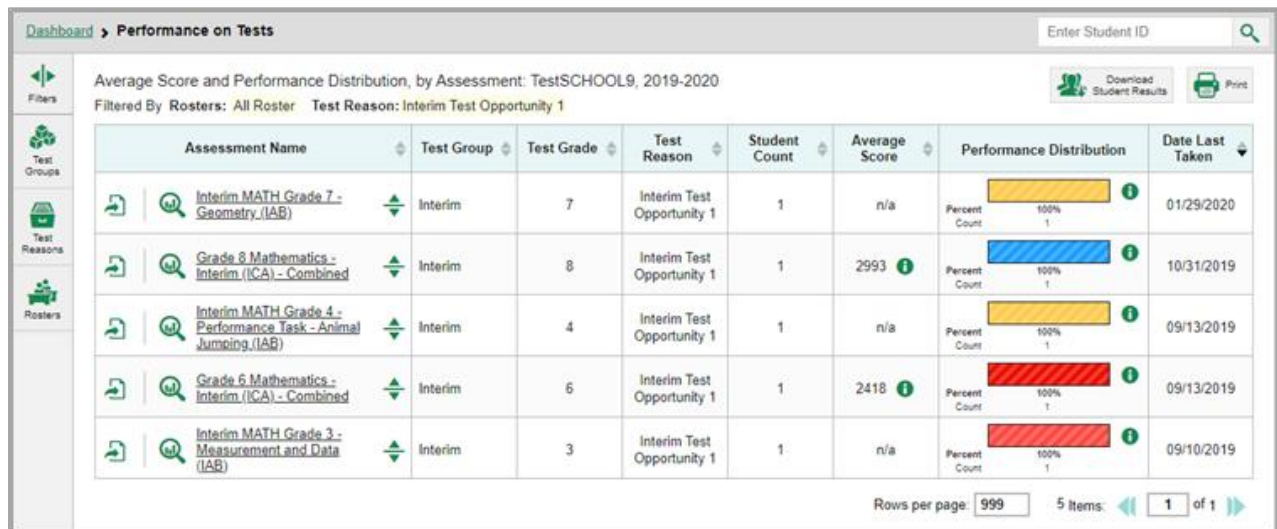
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 2. Teacher View: Performance on Tests Report



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

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



For each test, the assessments table (see [Figure 4](#)) shows the test group, grade, test reason (a category assigned to an assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 4. Teacher View: Performance on Tests Report

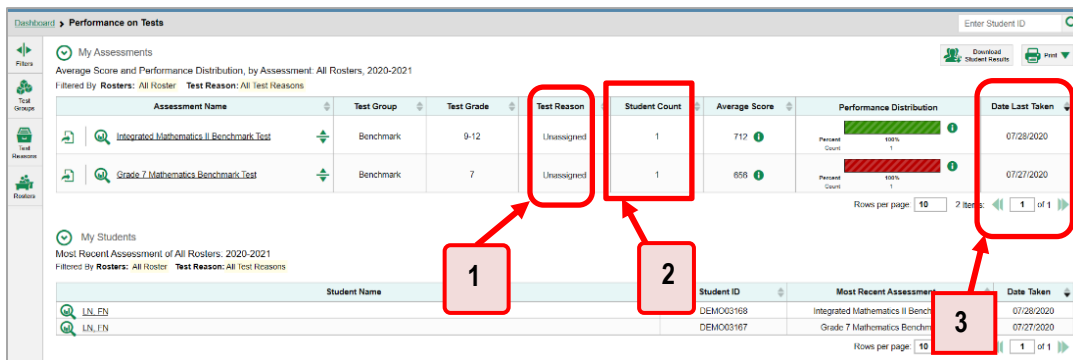


Table 1. Teacher View: Performance on Test Report Elements



#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments. For more information on filtering, see [How to Set Up Your Reports So They Make Sense](#).

If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

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

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

1. Starting from the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the assessments table at the top of the page.

- In the report that appears, select the **Performance by Student** tab, as in [Figure 5](#). You will see results listing all your students. The first few rows also show aggregate performance data for your district, school, and/or total students.

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

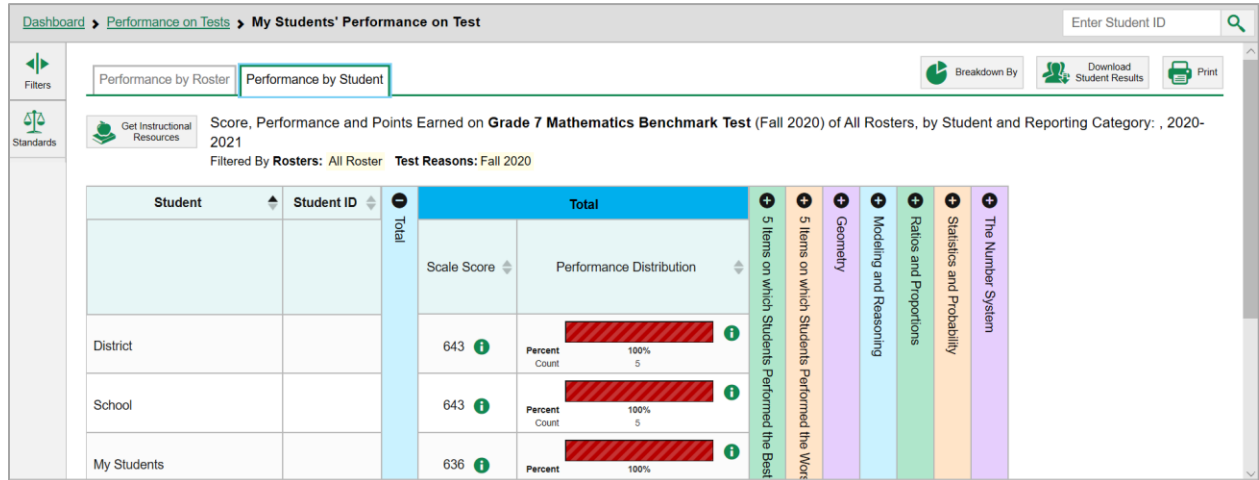


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school
3	Student data

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

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

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

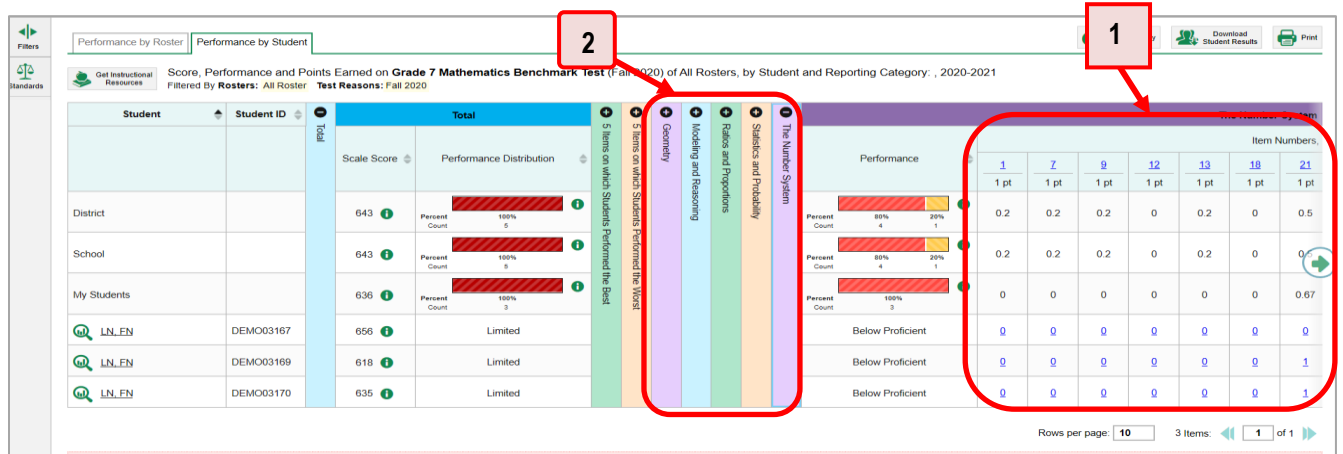


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)



How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (rosters) that took a particular test, and you can also view the test results for a particular class.




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

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

Teachers and school-level users:

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

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

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

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

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

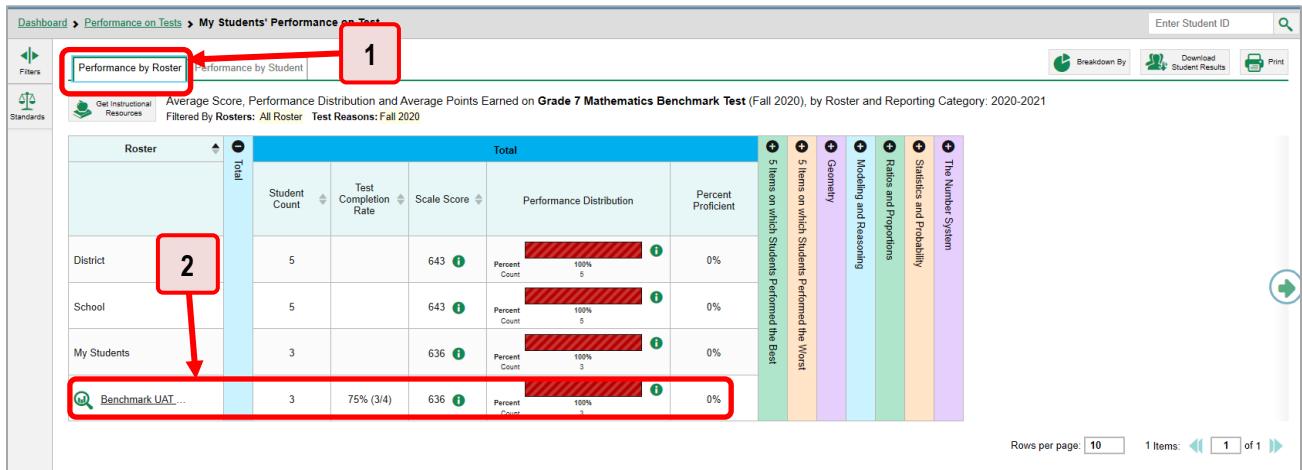


Table 4. My Students’ Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a class (roster)

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

To see which classes performed best on the test, do either of these things (see [Figure 8](#)):

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

Figure 8. My Students' Performance on Test Report: Performance by Roster Tab

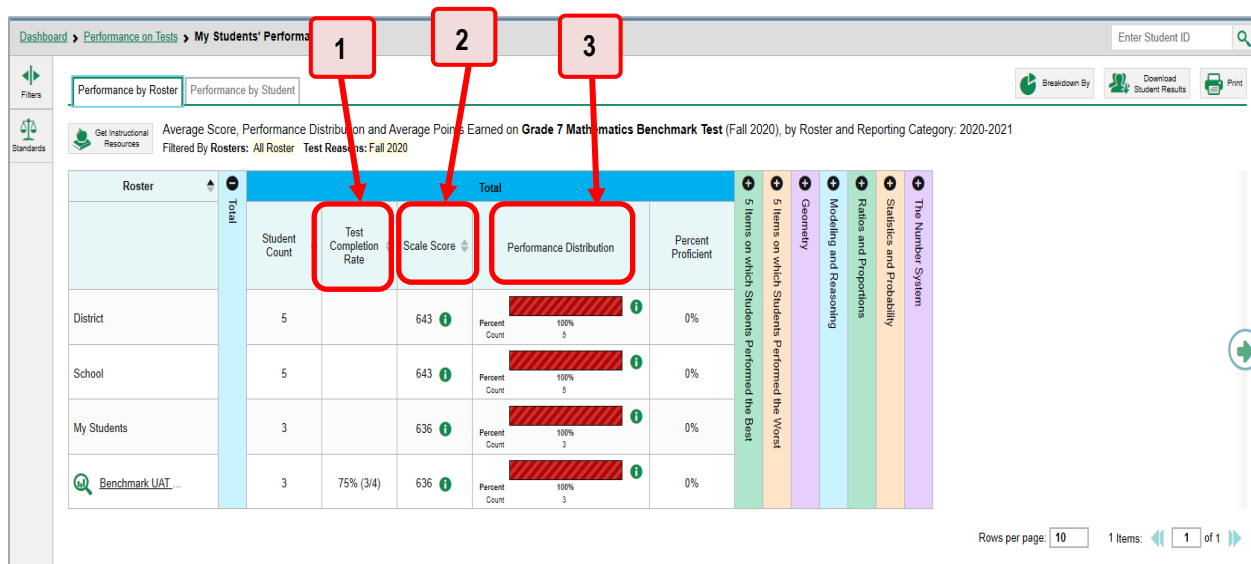


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Test Completion Rate column (click to sort)
2	Scale Score column (click to sort)
3	Performance Distribution column

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

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 8](#)). Test completion rate data is only available for rosters and is not available at any other aggregation level. The test completion rate is based on the number of students in each roster who have completed the test.

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

For benchmark tests, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 9), you can view average score and a performance distribution bar for each class (roster) under the reporting category Writing.

Figure 9. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

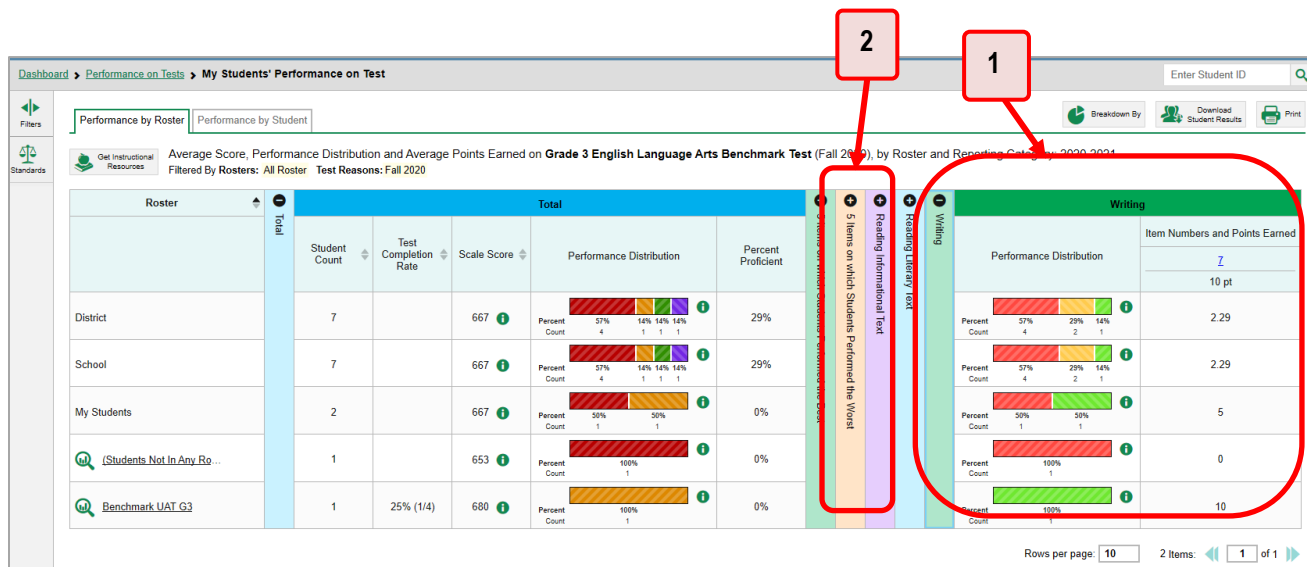


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

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


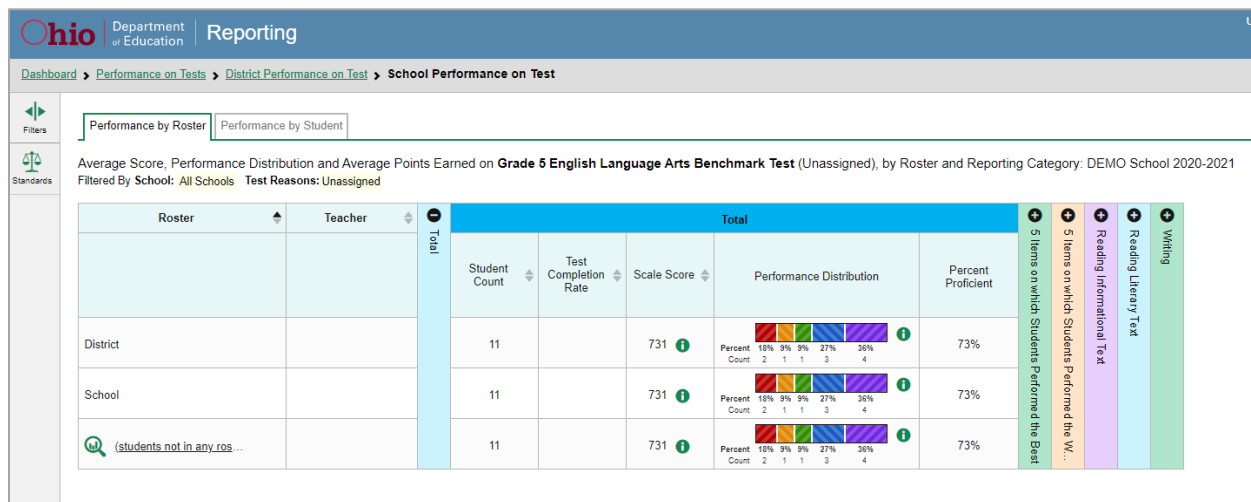
Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (see [Figure 10](#)).

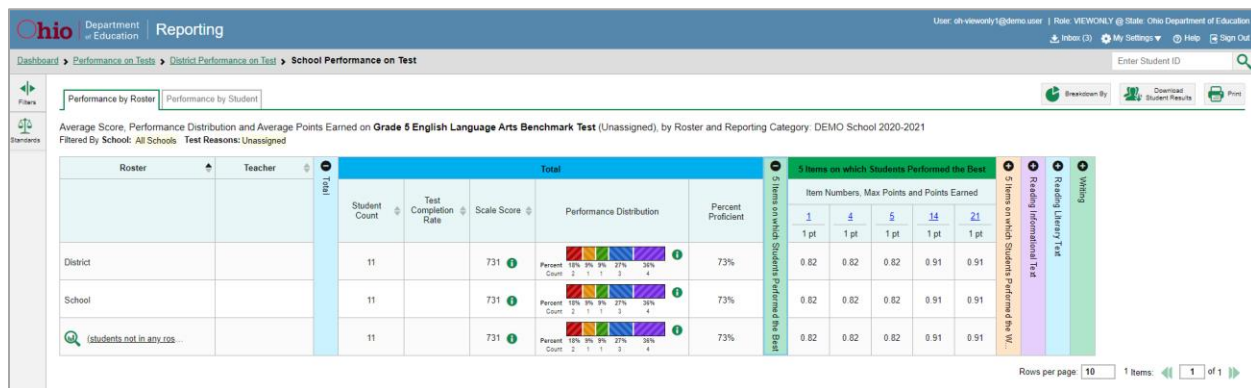
Figure 10. Teacher View: Roster Performance on Test Report



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

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in [Figure 11](#). Click the vertical section bar to expand each section.

Figure 11. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section





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




You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users:

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

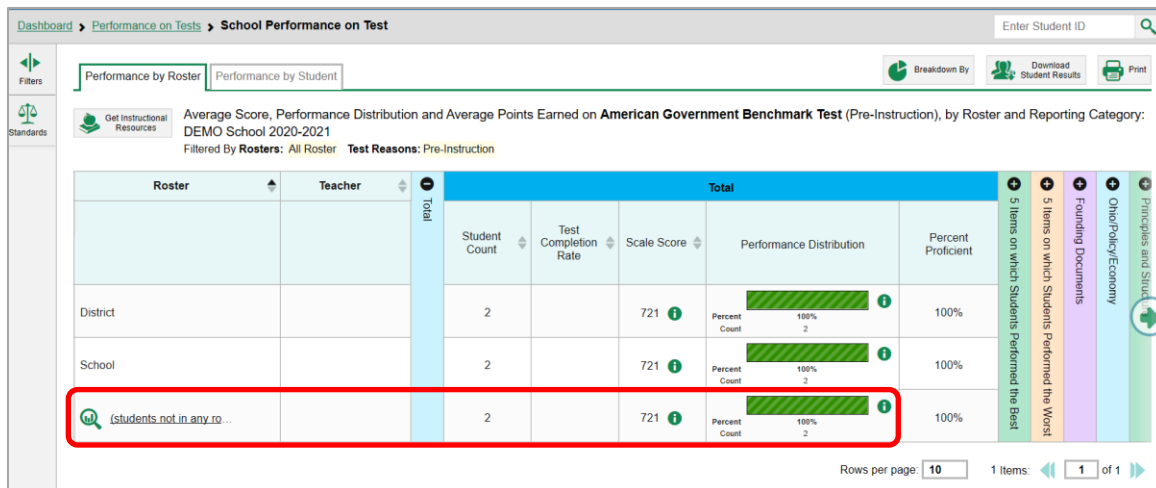
District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.
3. Click the name of the school (or  beside it) for which you would like to see results. The test results for the school appear.

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

The **Performance by Roster** tab is open by default, as in [Figure 12](#).

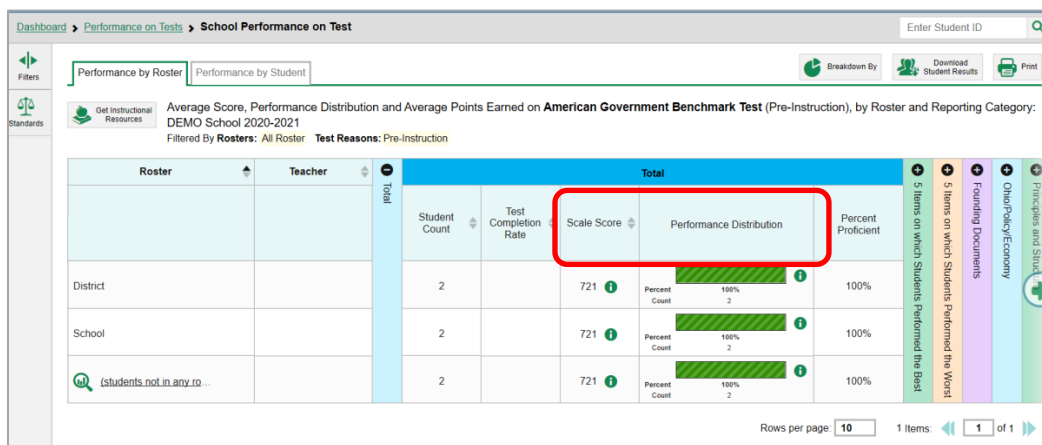
Figure 12. School Performance on Test Report: Performance by Roster Tab



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

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see [Figure 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.

Figure 13. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



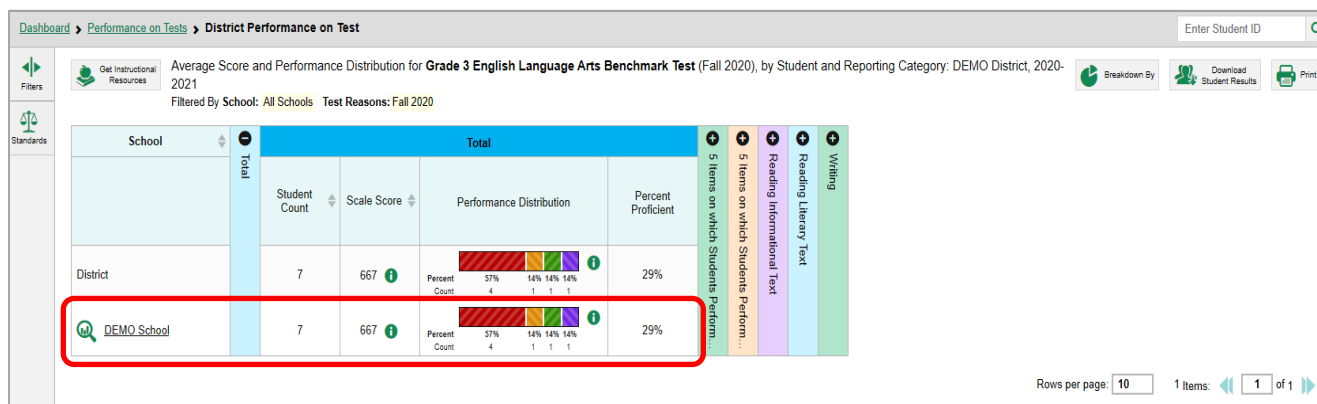
For District-Level Users: How to View Test Results for a District on a Particular Test

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

How to Access Test Results for a District

1. From the dashboard that appears when you log in, click a test group name (or beside it).
2. Click a test name (or beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see [Figure 14](#)).

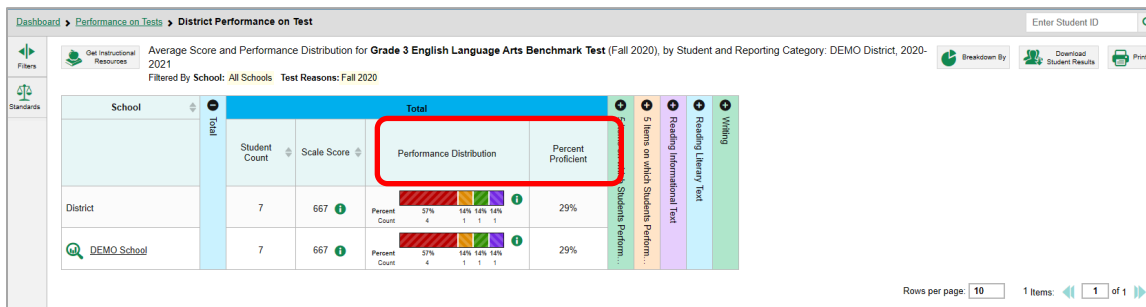
Figure 14. District Performance on Test Report



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

Look at the score column and/or Performance Distribution column and click the score column to sort by it (as in [Figure 15](#)).

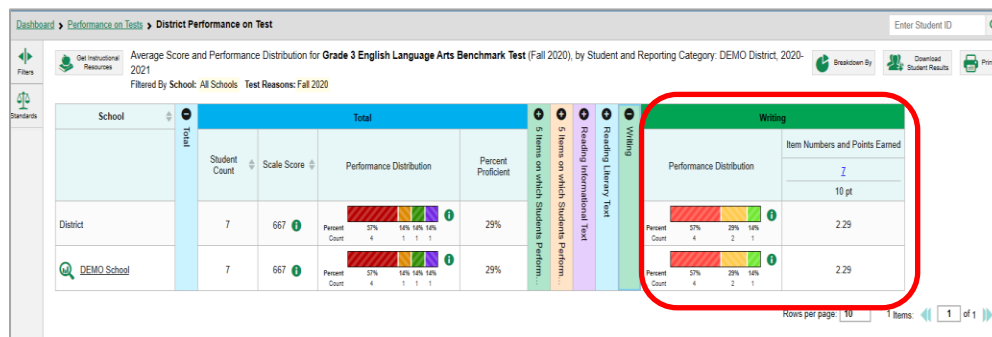
Figure 15. District Performance on Test Report Sorted by Score



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

Click the vertical section bars to expand the reporting category sections (as in [Figure 16](#)).

Figure 16. District Performance on Test Report with Expanded Reporting Category Section



How to Track Student Performance Over Time

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

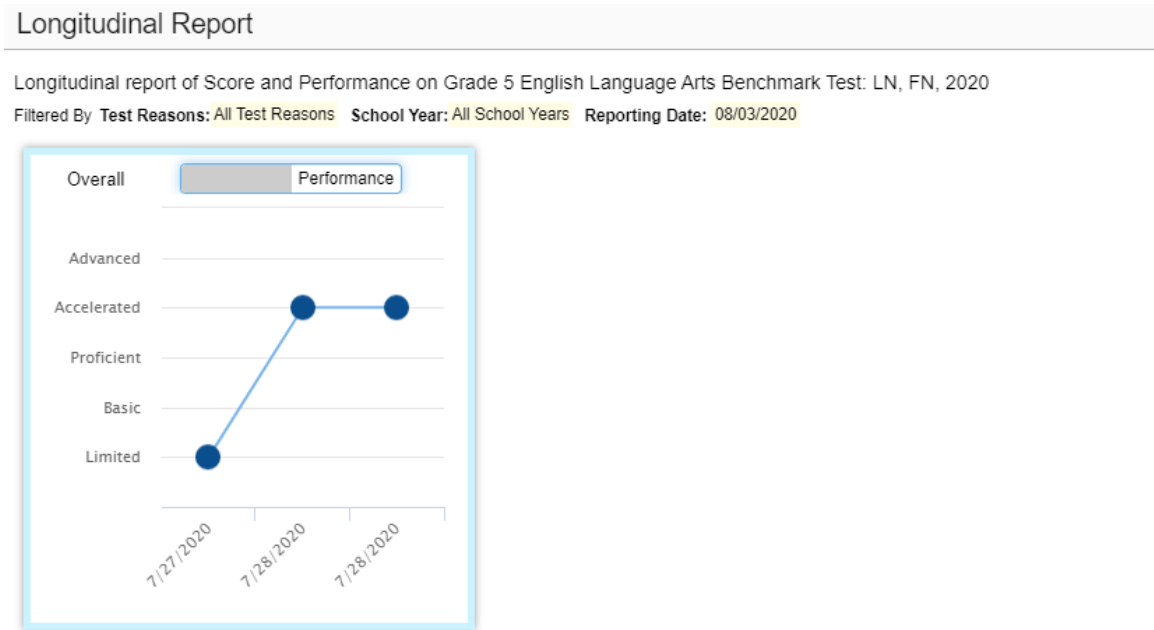
Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the

related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.


- An individual student (see [Figure 17](#)).

Figure 17. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category



Date	Test Label	Test Reason	Overall	
			My Student's Score	My Student's Performance
7/27/2020	Grade 3 English Language Arts Benchmark Test	Unassigned	555	Limited
7/28/2020	Grade 5 English Language Arts Benchmark Test	Unassigned	732	Accelerated
7/28/2020	Grade 5 English Language Arts Benchmark Test	Unassigned	744	Accelerated

How to Access a Longitudinal Report Comparing Related Assessments

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


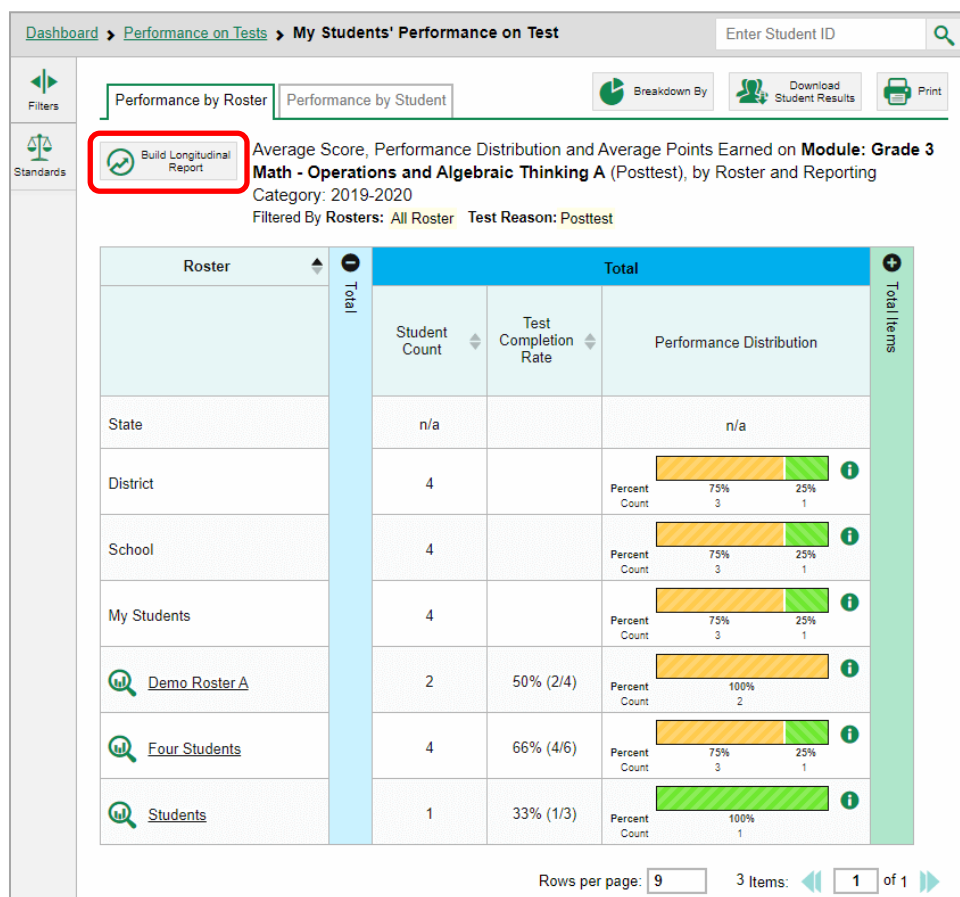
- Above a table of test results, click the **Build Longitudinal Reports** button  in the upper-left corner, either directly on the page (see [Figure 18](#)) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 18. My Students' Performance on Test Report: Performance by Roster Tab



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


- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 19](#)). This table does not appear if you're looking at an individual student.
 - A sub-column appears for each test reason (a category of test).
 - The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 19. Teacher View: Longitudinal Report Window: Detailed Report Options Page


Longitudinal Report
✕

Generate Report

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

Students Selected: 4

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

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

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

Look at the graph in the upper-left corner of the Longitudinal Report (see [Figure 20](#)). 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 20. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category

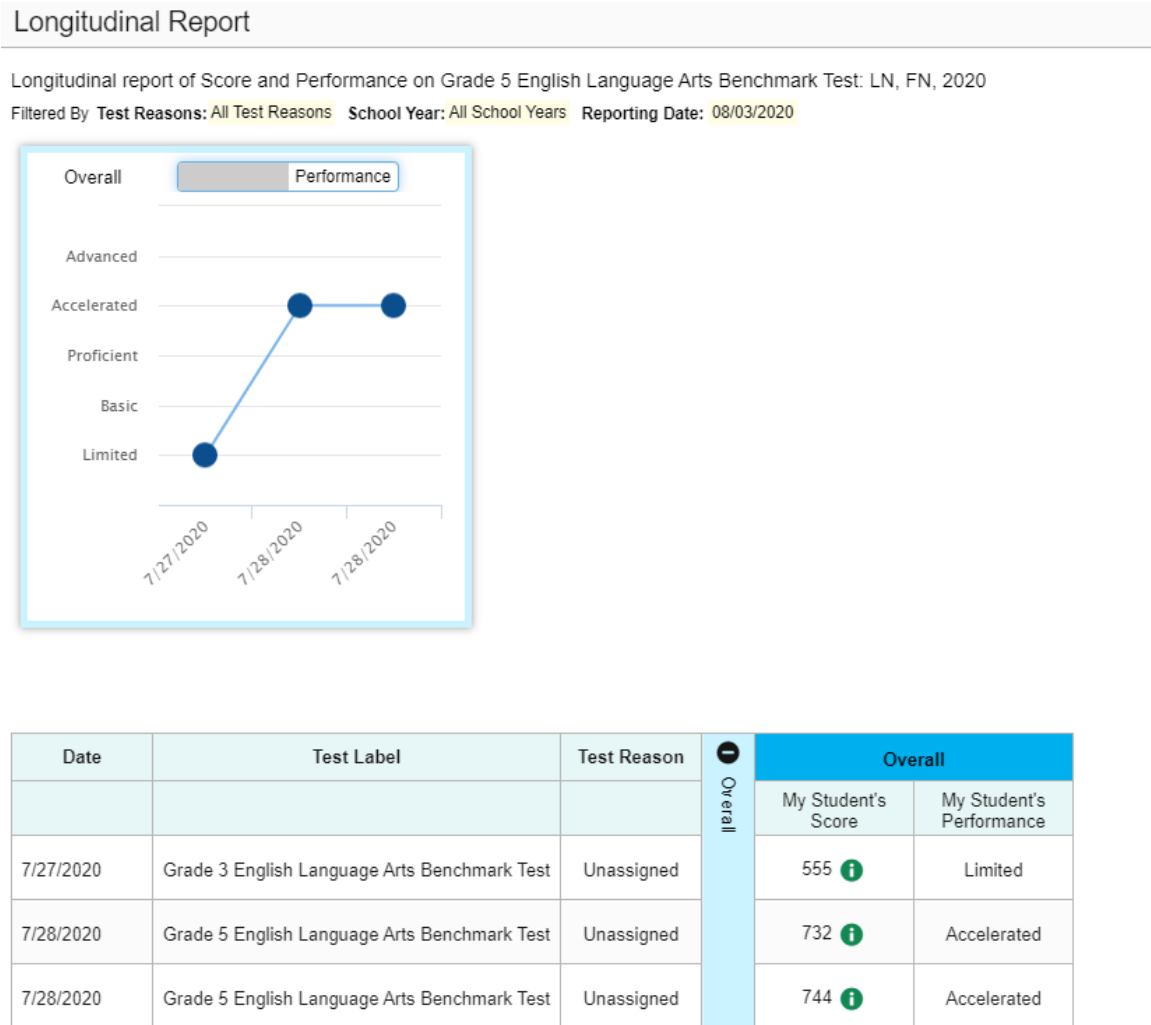


Table 7. Longitudinal Report Window Elements

#	Element
1	Overall performance graph
2	Overall performance section of table

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

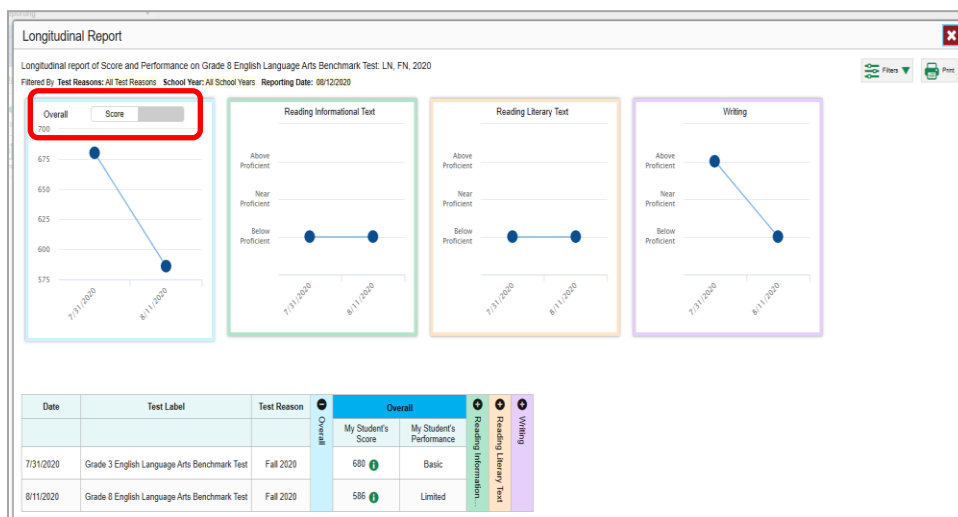
Mouse over the data points in a line graph or the sections in a bar to get more information.

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

How to Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in [Figure 21](#). Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.


Figure 21. Longitudinal Report Window: Report for Multiple Students with Multiple Reporting Categories



How to See Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom (see [Figure 21](#)). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Modify the Test Groupings You've Selected

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

How to Filter Test Opportunities to Show Some and Not Others

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

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


1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 22](#)).

Figure 22. Longitudinal Report Window: Report for Multiple Students with a Single Reporting Category and with Expanded Filter Menu

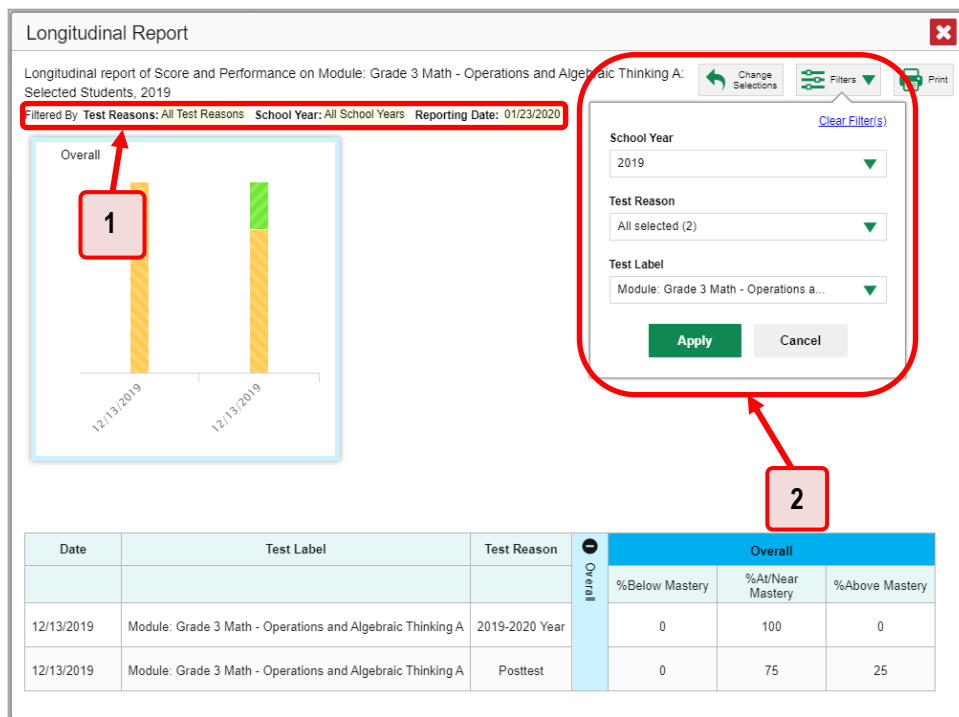



Table 8. Longitudinal Report Window Elements

#	Element
1	Row of filter details below the report header
2	Open filter menu with filters for school year, test reason (category of test or test window), and test label (name)

- You may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don't want to see.

2. Click **Apply**.

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

A row of filter details appears below the report header, as in [Figure 22](#), showing the test reasons and school years included in the report.

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


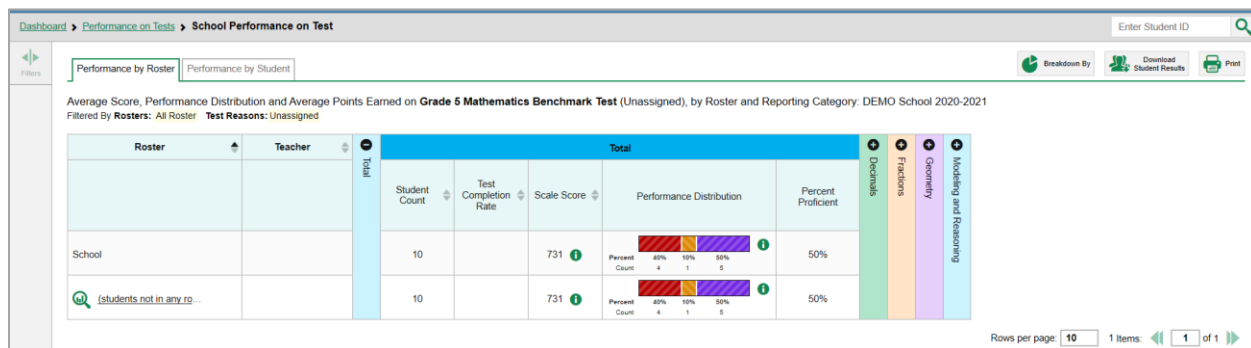

You can use the **Breakdown By** button  at the upper-right corner of an assessment report (see [Figure 23](#)) to compare performance between different demographic sub-groups.

Figure 23. My Students' Performance on Test Report: Performance by Roster Tab



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

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

1. Click **Breakdown By**  at the upper-right corner (see [Figure 23](#)).

The **Breakdown Attributes** window opens (see [Figure 24](#)).

Figure 24. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

Breakdown Attributes ✕

Select up to three options

Gender

Enrolled Grade

Migrant Student

Race/Ethnicity

 Include unspecified values

Apply
Cancel

Table 9. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

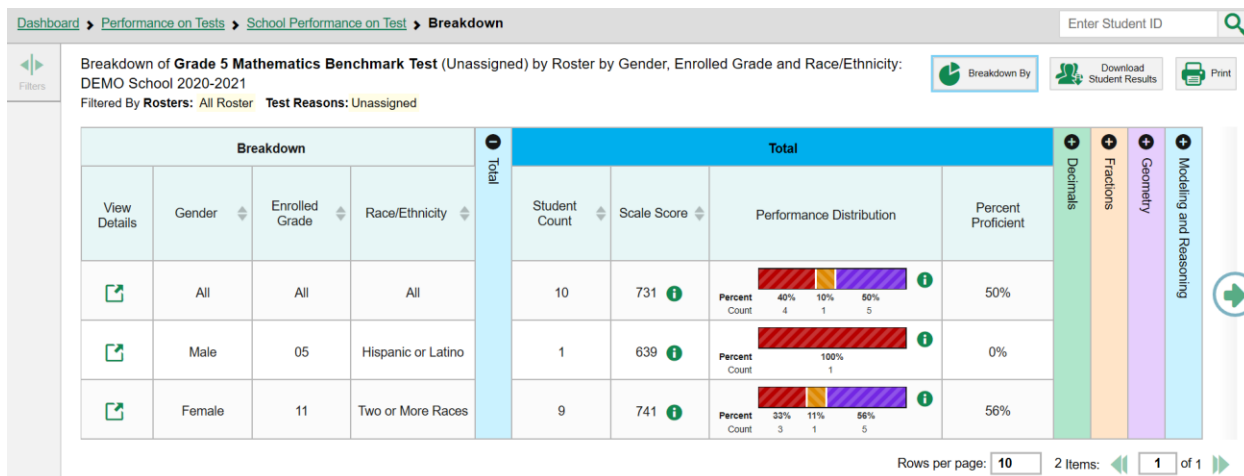
There is also an **Include unspecified values** checkbox, explained below:

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

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 25](#)).

Figure 25. Demographic Breakdown of a My Students' Performance on Test Report



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

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 25](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see [Figure 26](#)).

Figure 26. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)

Breakdown of Grade 5 Mathematics Benchmark Test

Breakdown of **Grade 5 Mathematics Benchmark Test** (Unassigned) by Student by Gender: M, Enrolled Grade: 05 and Race/Ethnicity: 4: DEMO School, 2020-2021
Filtered By Rosters: All Roster Test Reasons: Unassigned

Breakdown by Gender: Male Enrolled Grade: 05 Race/Ethnicity: Hispanic or Latin Apply

Student	Student ID	Total		Decimals	Fractions	Geometry	Modeling and Reasoning
		Scale Score	Performance Distribution				
test, test	DEMO34055	639	Limited				

Rows per page: 10 1 Items: 1 of 1

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.

How to View Test Results for Individual Students




You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

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

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 27](#)).

District-level users:

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

4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 27. Teacher View: Student Performance on Test Report

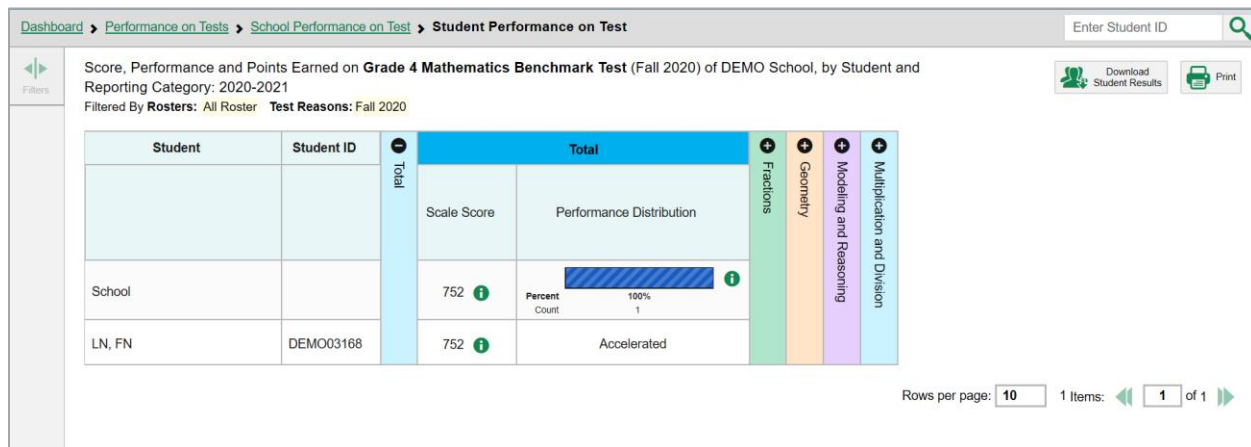


Table 10. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student’s performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 27](#)).

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

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for tests that were administered multiple times throughout the year.


To access this report, enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 28](#)). The Student Portfolio Report appears (see [Figure 29](#)).

Figure 28. Teacher View: Performance on Tests Report

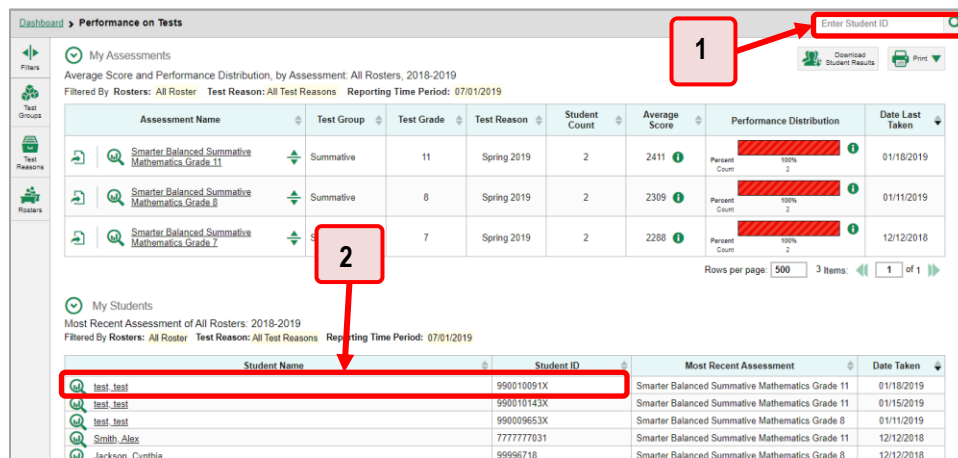


Table 11. Teacher View: Performance on Tests Report Elements

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


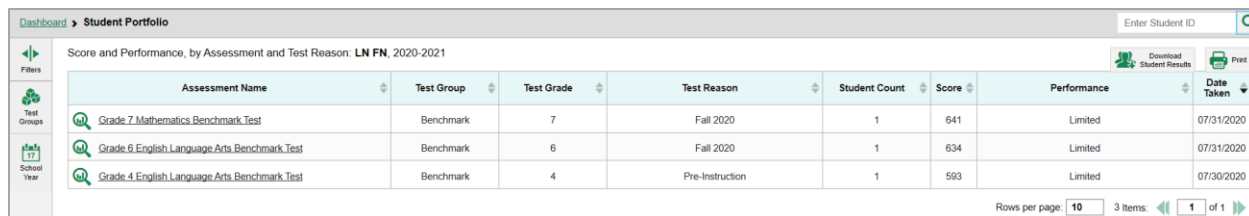

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it), also shown in [Figure 28](#).

Figure 29. Student Portfolio Report



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

How to Use the Student Portfolio Report to View Only the Tests You're Interested In

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 30. Student Portfolio Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Grade 7 Mathematics Benchmark Test	Benchmark	7	Fall 2020	1	641	Limited	07/31/2020
Grade 6 English Language Arts Benchmark Test	Benchmark	6	Fall 2020	1	634	Limited	07/31/2020
Grade 4 English Language Arts Benchmark Test	Benchmark	4	Pre-Instruction	1	593	Limited	07/30/2020

Table 12. Student Portfolio Report Elements

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

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 30](#)), click either the expand button or the **Test Group** button . The **Filters** panel expands (see [Figure 31](#)).

Figure 31. Student Portfolio Report with Expanded Filters Panel

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Grade 7 Mathematics Benchmark Test	Benchmark	7	Fall 2020	1	641	Limited	07/31/2020
Grade 6 English Language Arts Benchmark Test	Benchmark	6	Fall 2020	1	634	Limited	07/31/2020
Grade 4 English Language Arts Benchmark Test	Benchmark	4	Pre-Instruction	1	593	Limited	07/30/2020

Table 13. Student Portfolio Report Elements

#	Element
1	Test Group options (all selected)
2	Apply button and Clear Filters

2. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Tests are organized by test type, subject, and grade.
3. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.

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

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

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

1. On the left side of the page, click either the **Filters** panel expand button  or the school year button  (see [Figure 32](#)). The **Filters** panel expands.

Figure 32. Student Portfolio Report

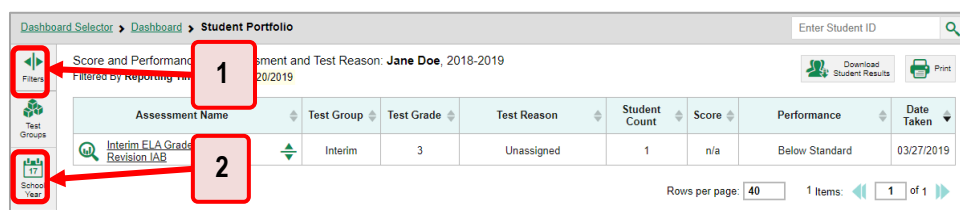


Table 14. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and school year options

2. Under **School Year**, select a year or years (see [Figure 33](#)).

Figure 33. Student Portfolio Report with Expanded Filters Panel

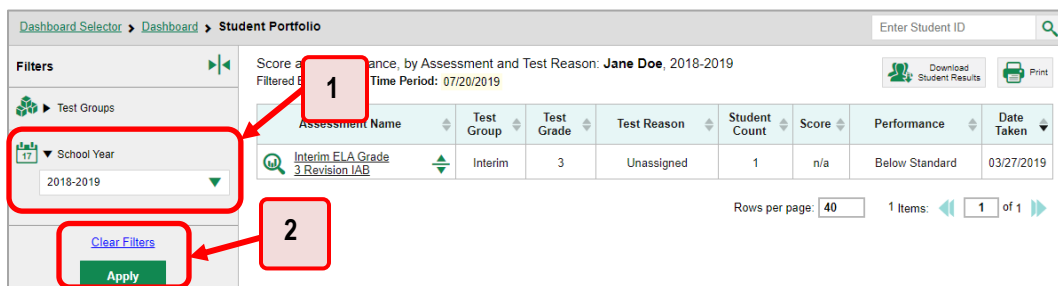


Table 15. Student Portfolio Report Elements

#	Element
1	School Year filter

#	Element
2	Apply button and Clear Filters

3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

How to Use Individual Student Reports (ISR)

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

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

An ISR is a PDF that displays test results for a test opportunity 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 34](#), [Figure 35](#), [Figure 36](#), [Figure 37](#), and [Figure 38](#).

- At the top of each ISR is the student name and the name of the test, the SSID, student DOB, enrolled grade, school name, and the date the test was taken.
- Below that is a summary of the student's performance. An ISR for a benchmark test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Many ISRs include a table detailing the student's performance in each reporting category (as in [Figure 35](#)).
- ISRs for English language arts tests can include details on the student's writing performance broken down by dimension (as in [Figure 36](#)).
- Some ISRs include item-level data, including content statements (as in [Figure 37](#)).
- Some ISRs include longitudinal graphs (as in [Figure 38](#)).

Figure 34. Detail of Individual Student Report (ISR): ELA Benchmark Test

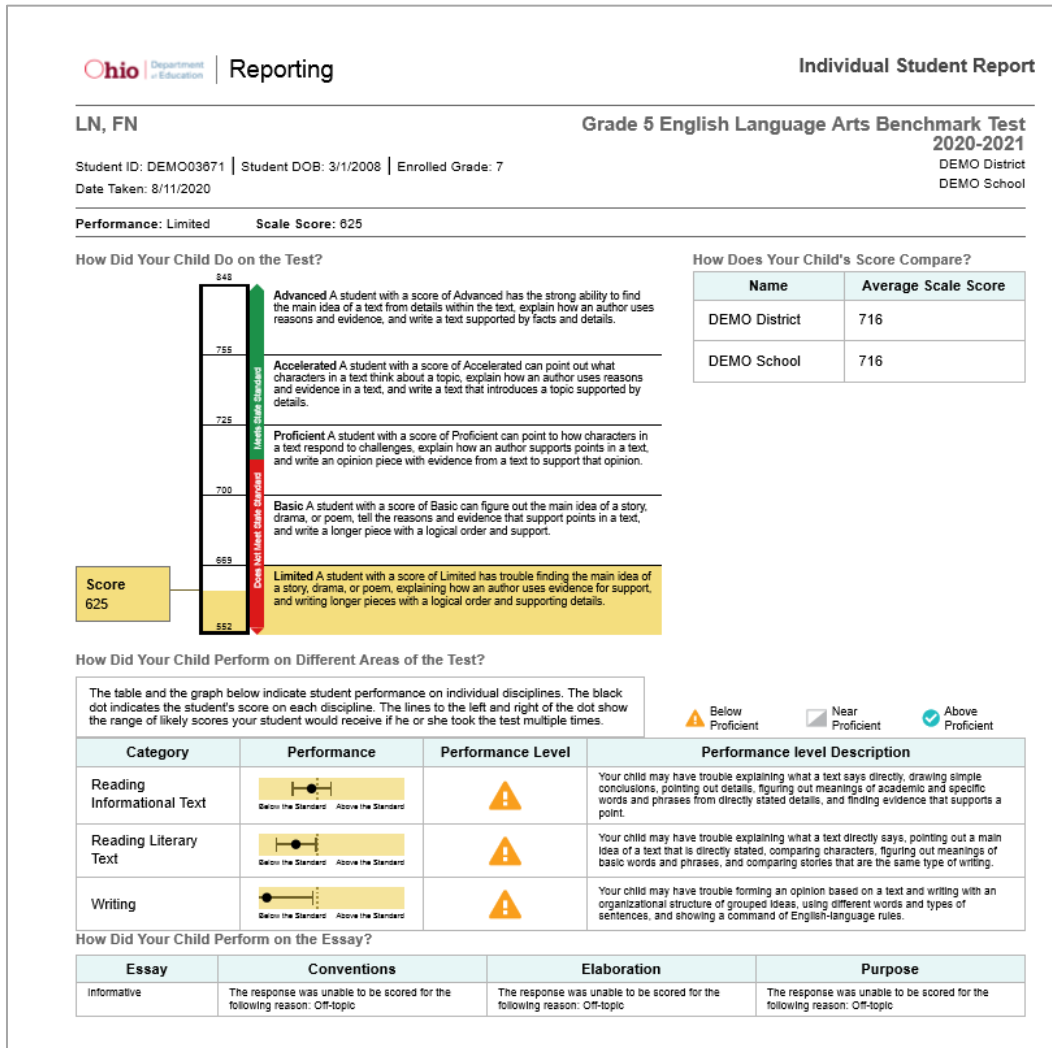


Figure 35. Detail of Individual Student Report (ISR): ELA Benchmark with Reporting Categories

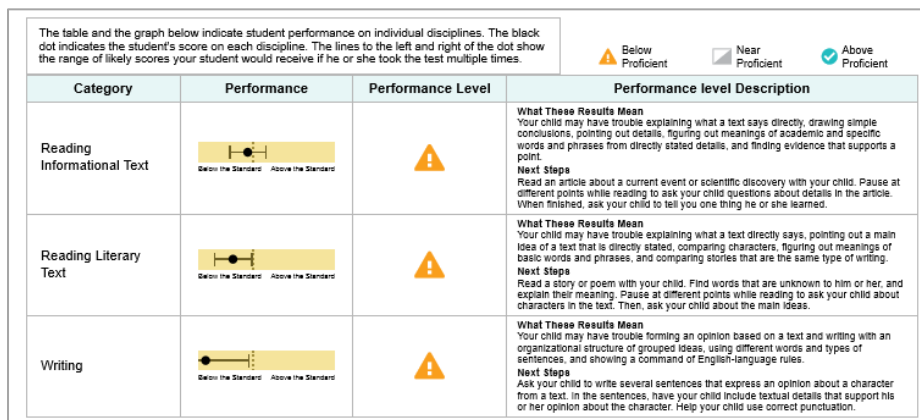


Figure 36. Detail of Individual Student Report (ISR): ELA Benchmark with Writing Dimensions

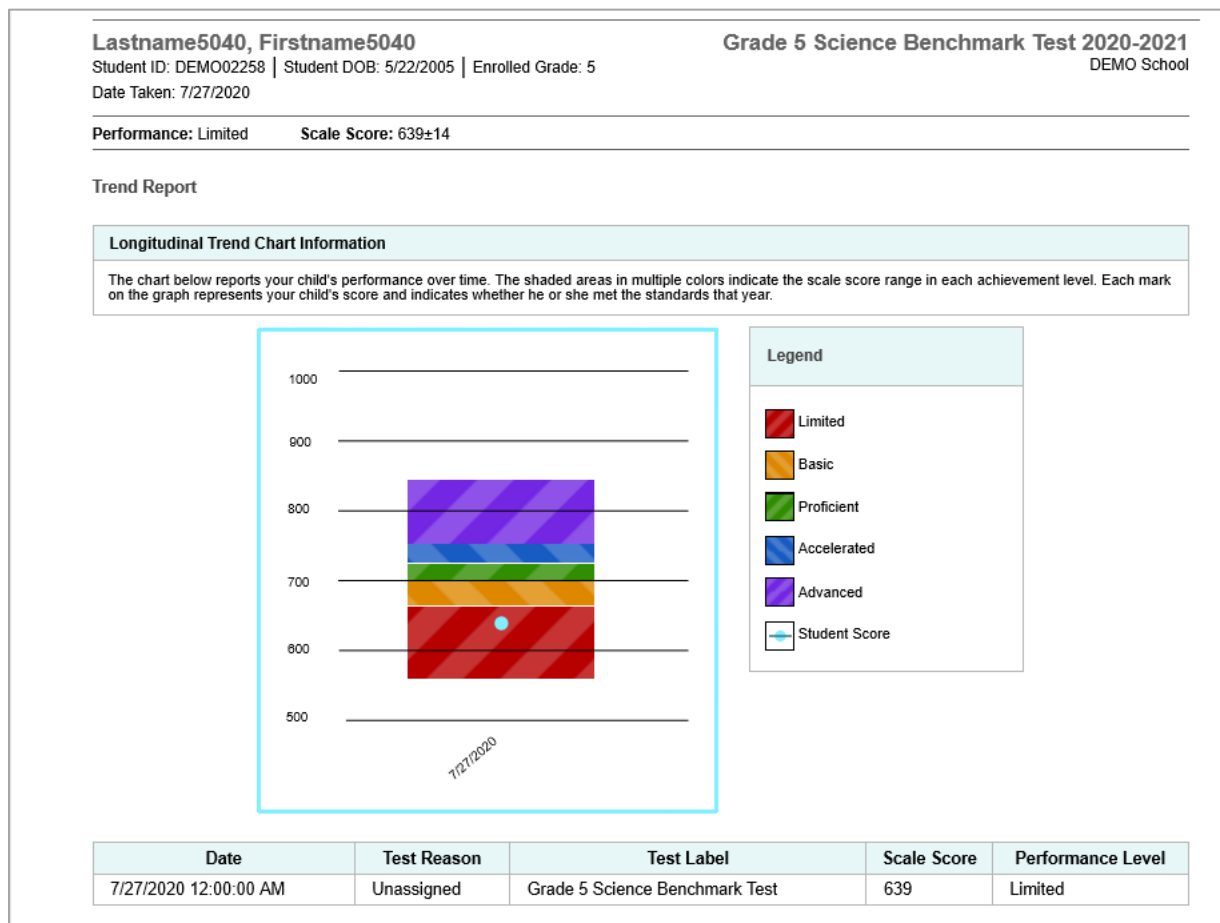
How Did Your Child Perform on the Essay?

Essay	Conventions	Elaboration	Purpose
Informative	The response demonstrates an adequate command of basic conventions. The response may include the following: some minor errors in usage, but no patterns of errors; adequate use of punctuation, capitalization, sentence formation, and spelling	The response provides uneven, cursory support/evidence for the controlling idea or main idea that includes ineffective use of sources, facts, and details. The response includes most of the following: weakly integrated evidence from sources and erratic or irrelevant references; repetitive or ineffective use of elaborative techniques; imprecise or simplistic expression of ideas; inappropriate or ineffective domain-specific vocabulary; sentences possibly limited to simple constructions	The response is somewhat sustained within the purpose, audience, and task but may include loosely related or extraneous material; and it may have a controlling idea with an inconsistent organizational structure. The response may include the following: a partially focused controlling idea, but insufficiently sustained or unclear; inconsistent use of transitional strategies with little variety; uneven progression of ideas from beginning to end and may include an inadequate introduction or conclusion

Figure 37. 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 38. Detail of Individual Student Report (ISR): Science Benchmark with Longitudinal Graph



How to Generate and Export Individual Student Reports (ISR)

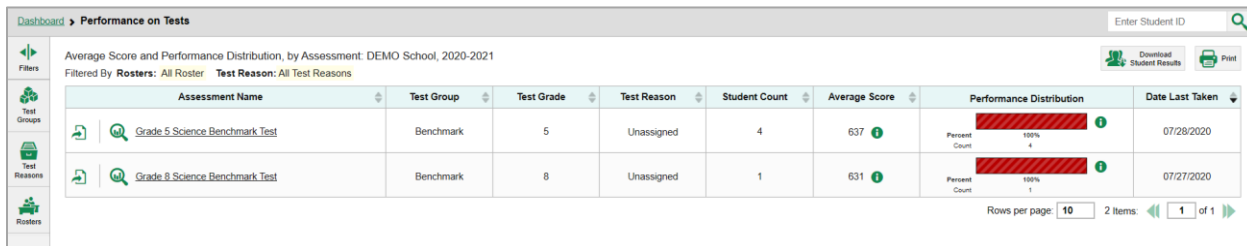
To generate and export an Individual Student Report (ISR) for a test opportunity use the Student Results Generator. Each ISR shows a student’s overall performance on his or her test plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

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

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button  in the upper-right corner of the page (see [Figure 39](#)).

Figure 39. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens ([Figure 40](#)).

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

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section ([Figure 40](#)), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are categories for tests.

Figure 40. Student Results Generator Window: Select Test Reasons Section

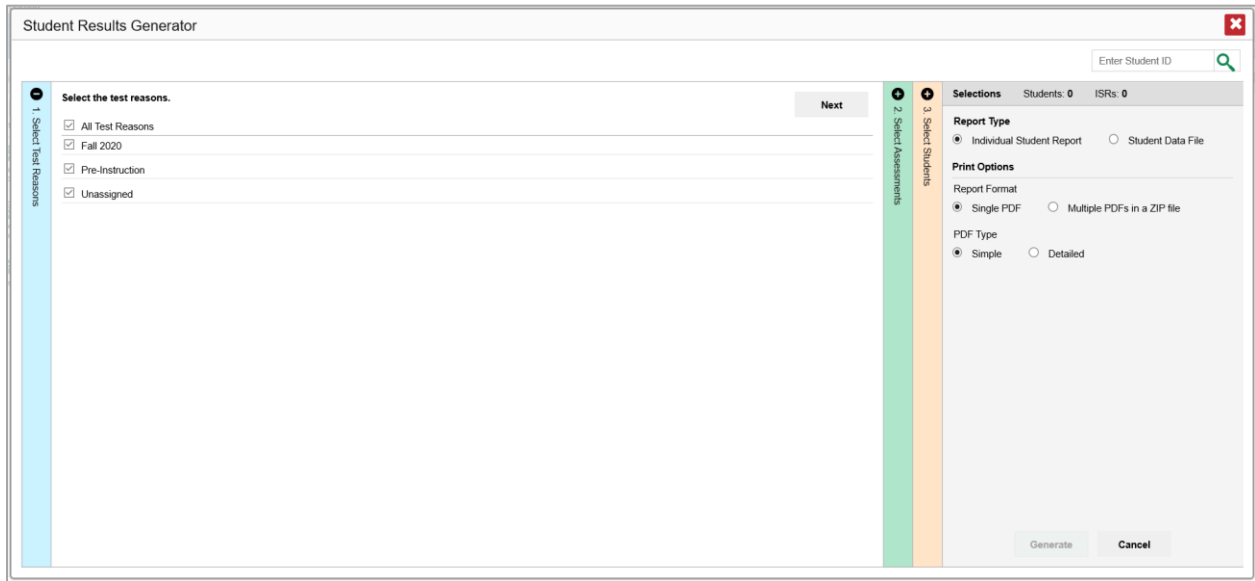


Table 16. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

- b. The **Select Assessments** section ([Figure 41](#)) 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 41. Student Results Generator Window: Select Assessments Section

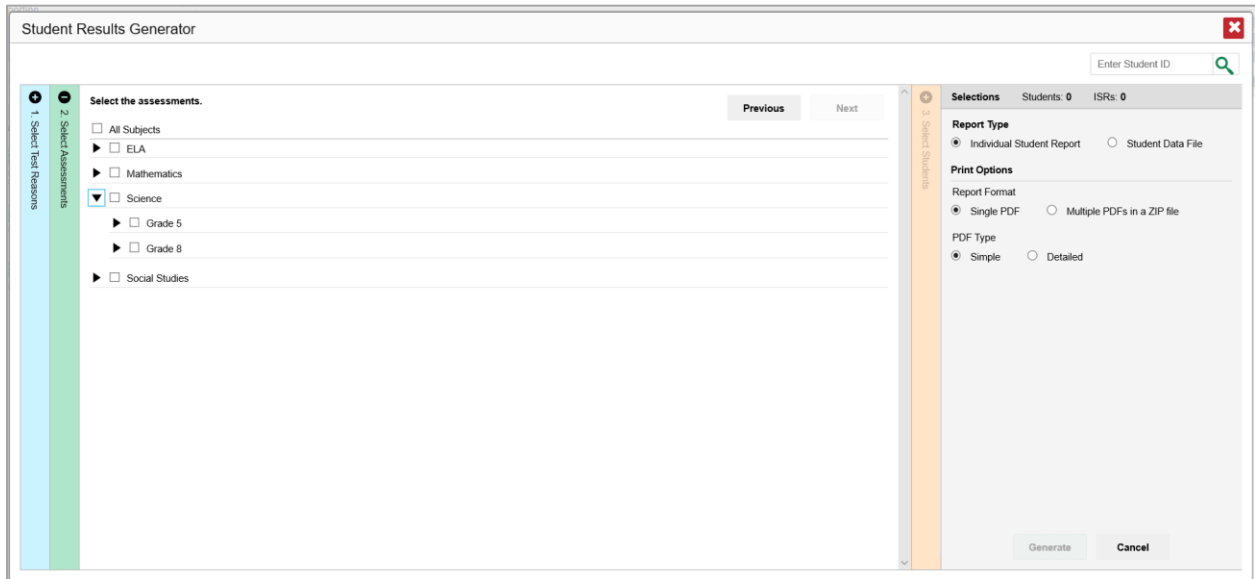


Table 17. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section (Select Assessments)

- c. The **Select Students** section ([Figure 42](#)) contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.


- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 42. Teacher View: Student Results Generator Window: Select Students Section

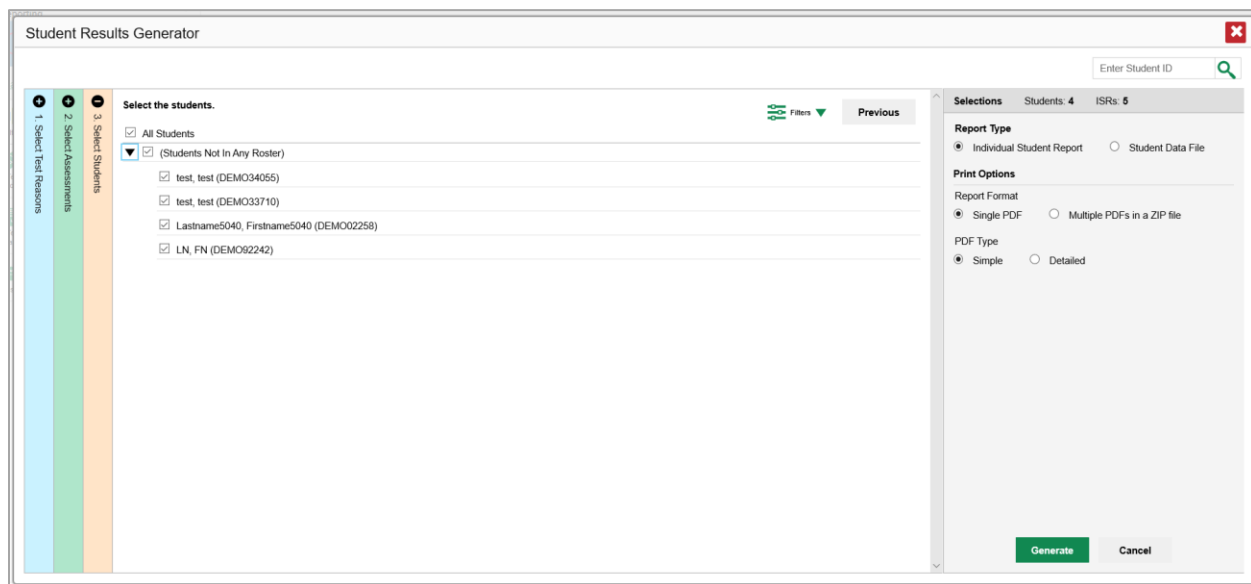



Table 18. Student Results Generator Window: Select Students Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for SSID

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

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - i. Open the **Filters** menu . The menu displays two date fields, as in [Figure 43](#).
 - ii. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

- iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
- iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 43. Teacher-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

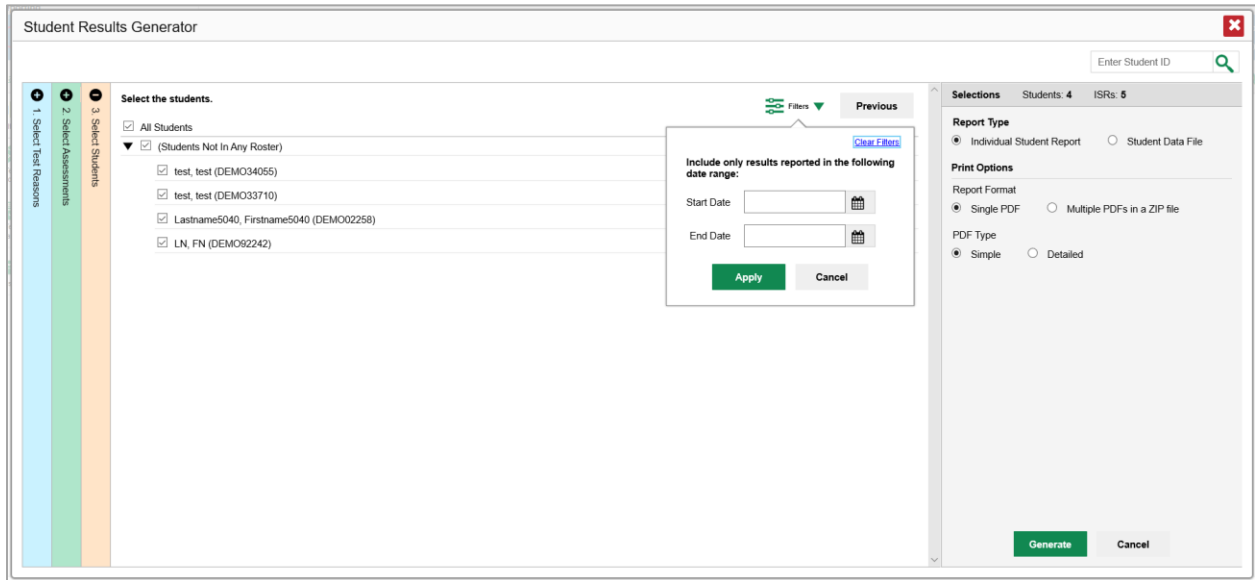


Table 19. Teacher-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 44](#)).

Figure 44. Teacher-Level User View: Student Results Generator Window: Select Students Section

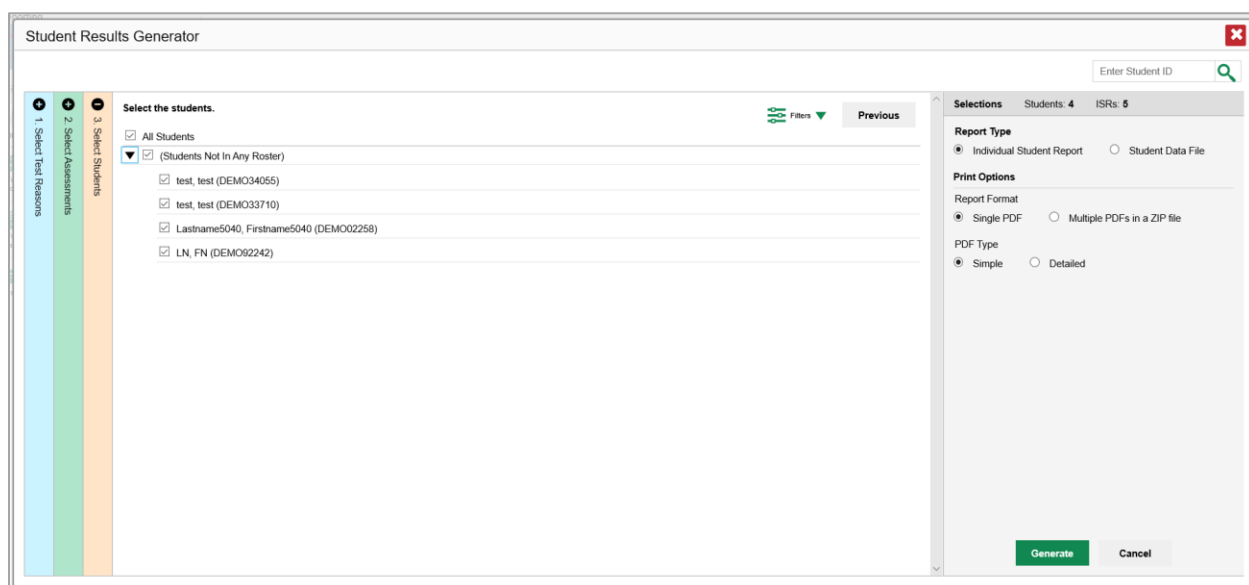


Table 20. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Individual Student Report option (selected)
2	Options for your ISR files

- If you’re generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Under PDF Type, select either a simple or a detailed PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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

How to Generate and Export Student Data Files

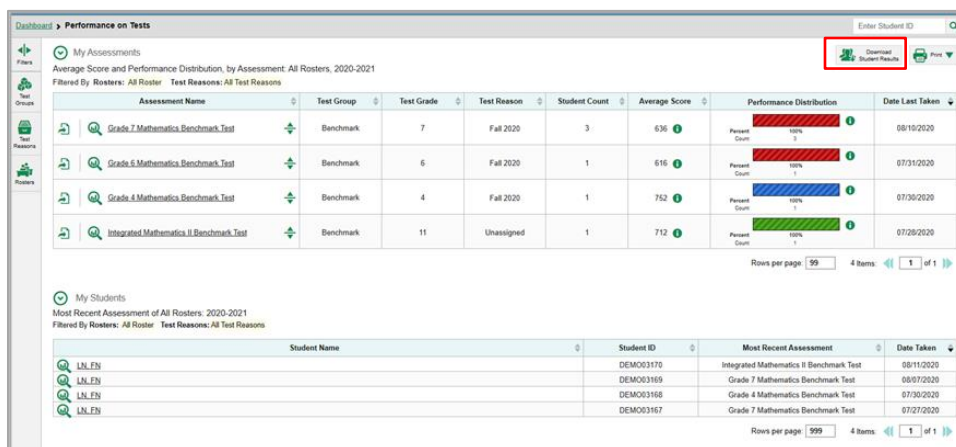
This section discusses student data files, which are useful for analysis.

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

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

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

Figure 45. Teacher View: Performance on Tests Report



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

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

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section (see [Figure 46](#)), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests.

Figure 46. Student Results Generator Window: Select Test Reasons Section

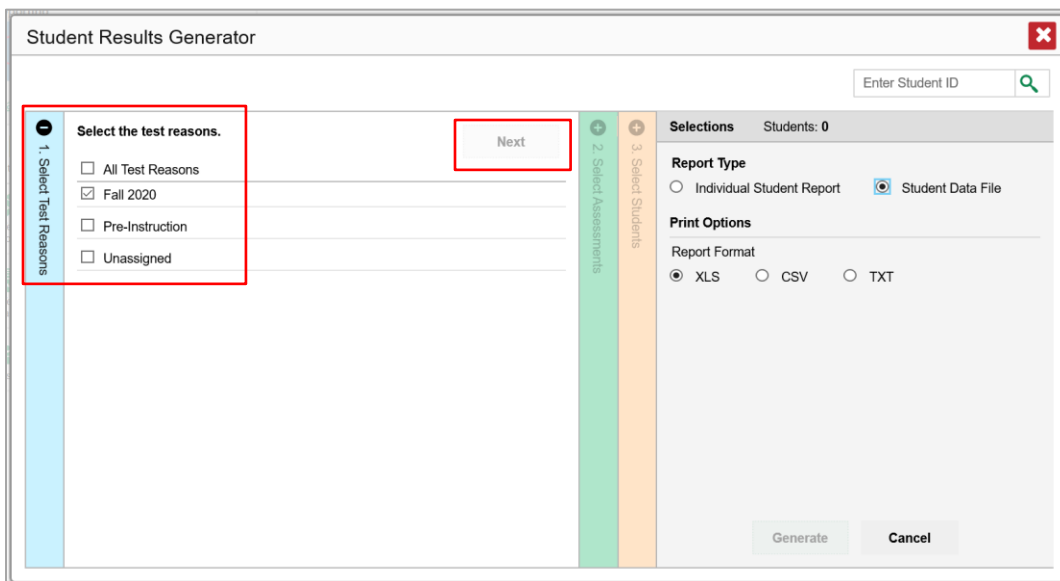


Table 21. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test windows or categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

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

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

Figure 47. Student Results Generator Window: Select Assessments Section

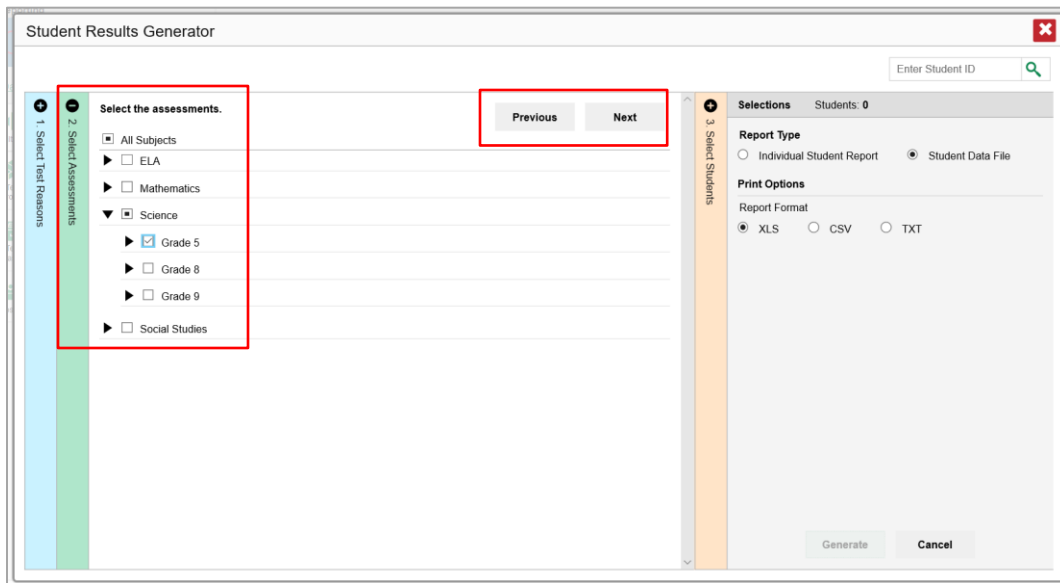


Table 22. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, some of which are selected
2	Button to proceed to next section (Select Students)

- c. The **Select Students** section (see [Figure 48](#)) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.


- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 48. Teacher View: Student Results Generator Window: Select Students Section

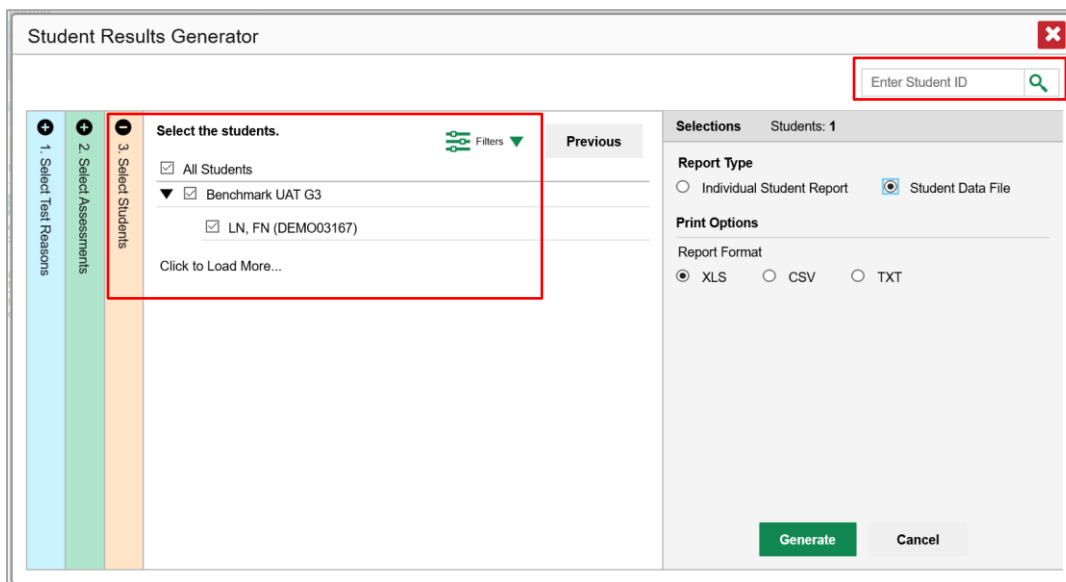



Table 23. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	List of classes (rosters) and students (all selected)
2	Search field for SSID

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

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - v. Open the **Filters** menu  (see [Figure 49](#)). The menu displays two date fields.
 - vi. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

- vii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
- viii. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 49. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

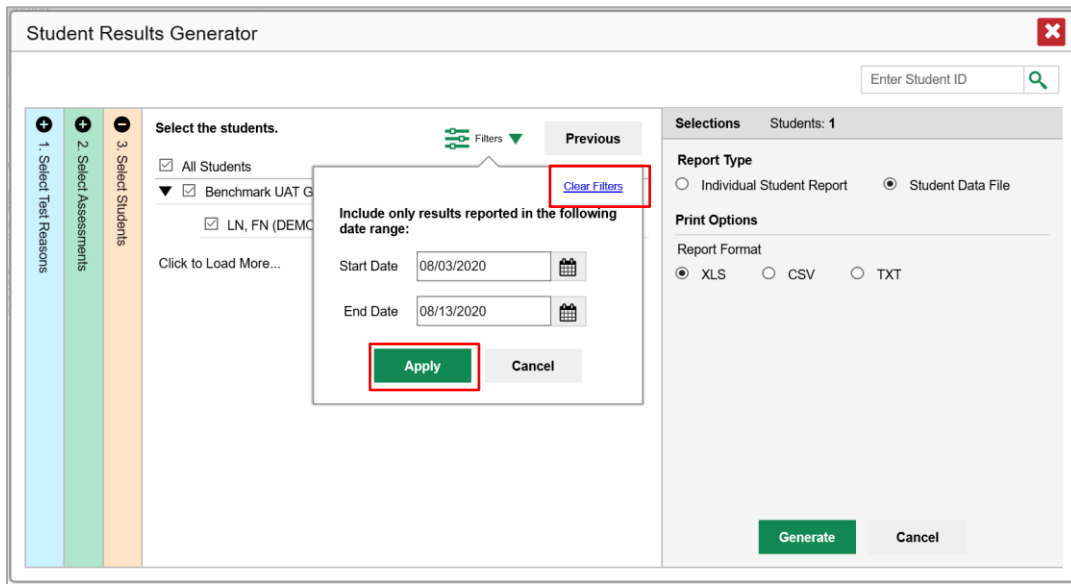


Table 24. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right (see [Figure 50](#)), select **Student Data File**. More options appear below.

Figure 50. Teacher View: Student Results Generator Window: Select Students Section

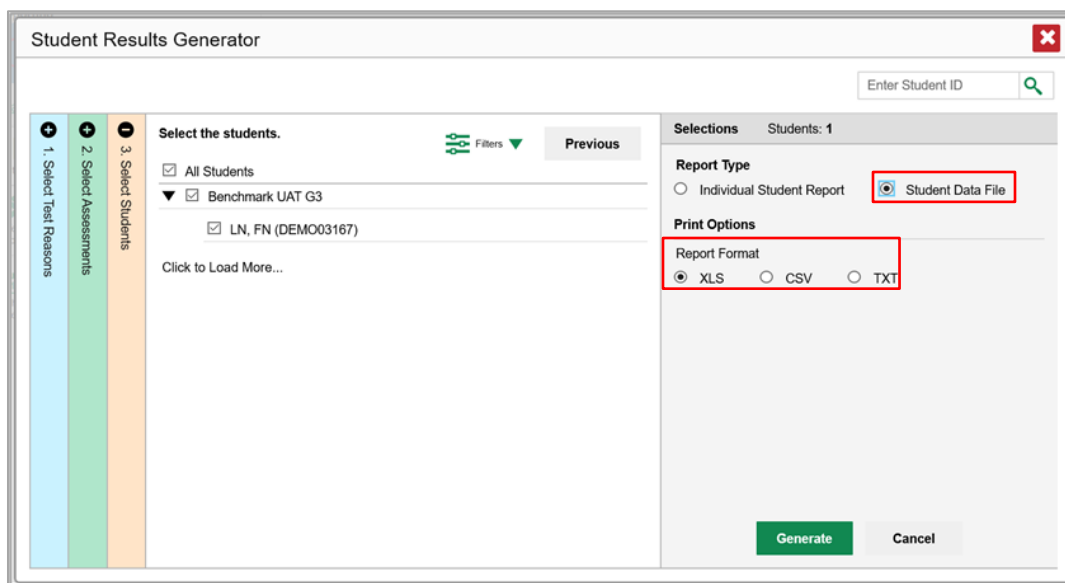


Table 25. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Student Data File option (selected)
2	Report Format options

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

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

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

In the Performance on Tests report and the Student Portfolio Report, you can access performance data for your district, school, and/or total students.

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

In the Performance on Tests report (see [Figure 51](#)), click  to the right of a test name.

Figure 51. Teacher View: Performance on Tests Report

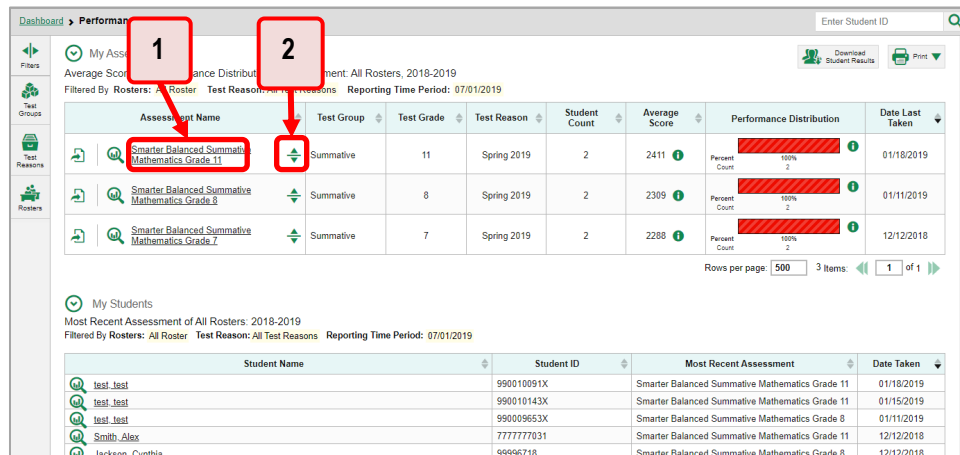


Table 26. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

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

Figure 52. Teacher View: Performance on Tests Report with Expanded Comparison Rows

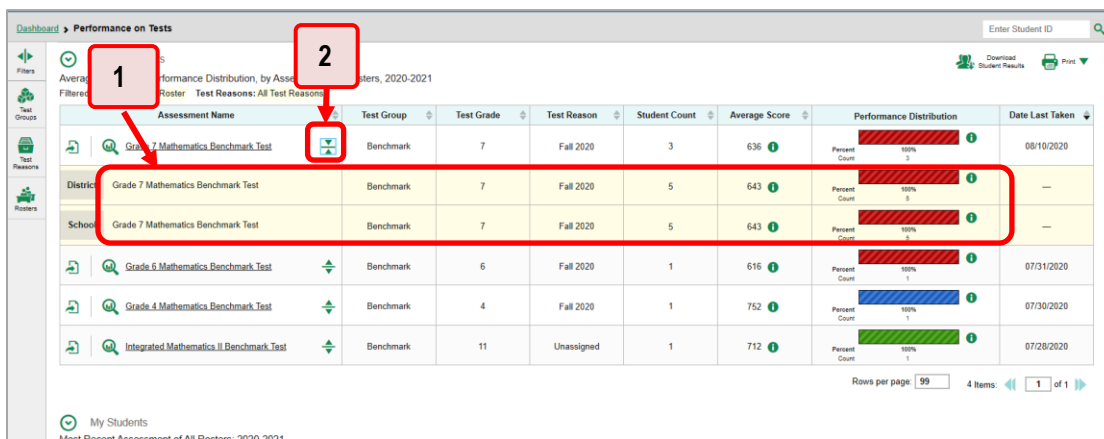



Table 27. Teacher View: Performance on Tests Report Elements

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

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

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

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

1. Enter the student's SSID in the search field in the upper-right corner and click  (see [Figure 53](#)). The Student Portfolio Report appears.


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

Figure 53. Teacher View: Performance on Tests Report

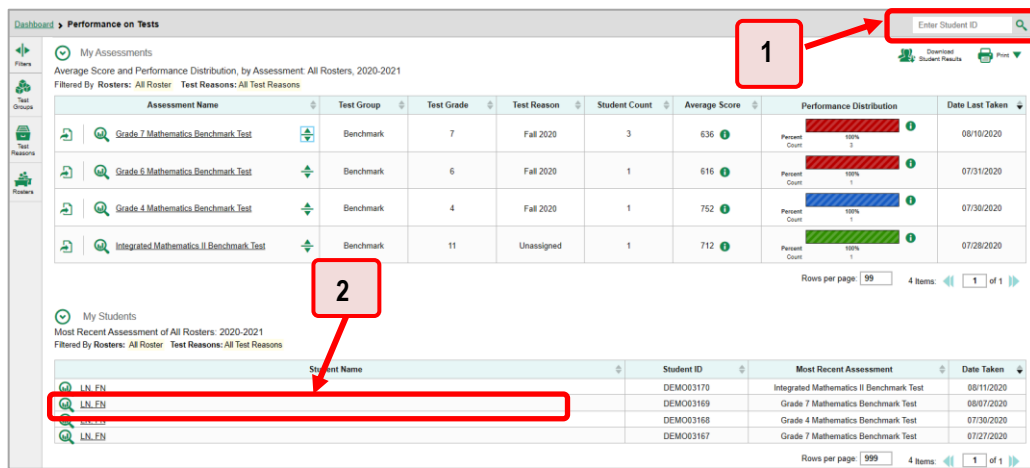


Table 28. Teacher View: Performance on Tests Report Elements

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


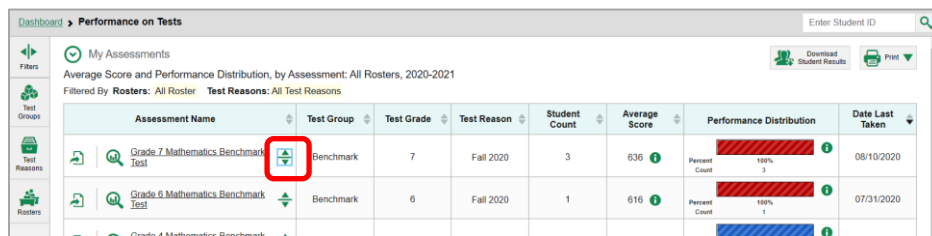
2. Click  to the right of a test name (see [Figure 54](#)).

Figure 54. Student Portfolio Report



Rows containing data for your district, school, and/or total students appear below, as in [Figure 55](#).

Figure 55. Student Portfolio Report with Expanded Comparison Rows

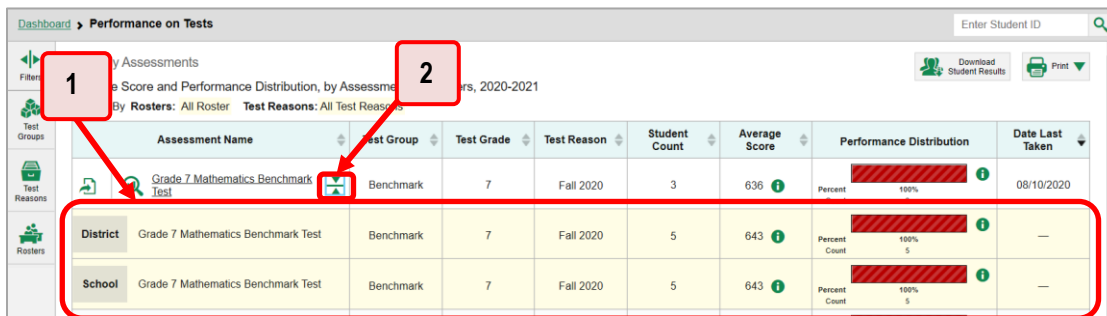


Table 29. Student Portfolio Report Elements

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

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

How to Access Item-Level Data

Benchmark and checkpoint assessments contain non-secure items. Reports for individual benchmark and checkpoint tests may include the following:

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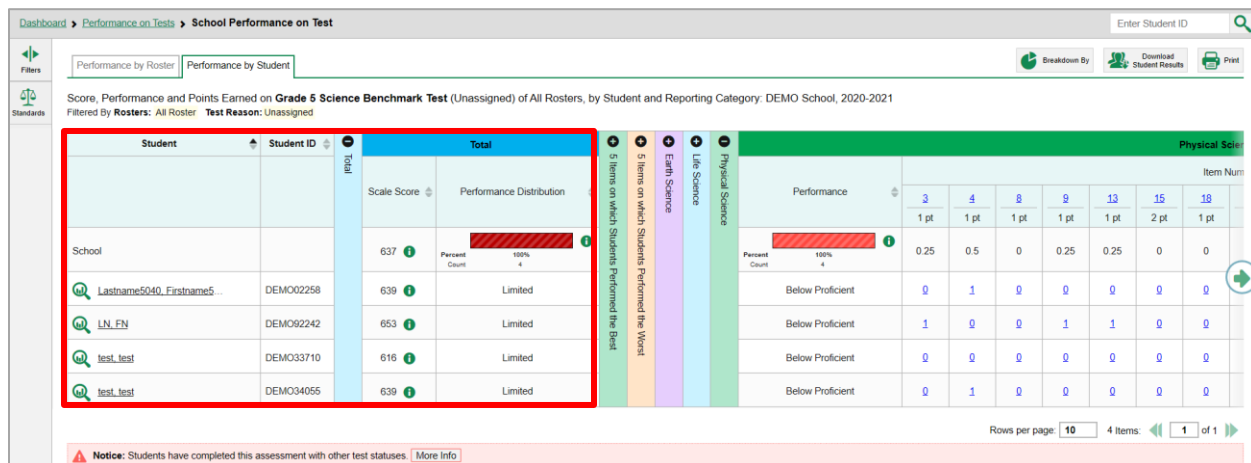
Item-level data.

- Access to the items themselves.
- Access to student responses to the items.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 56](#).

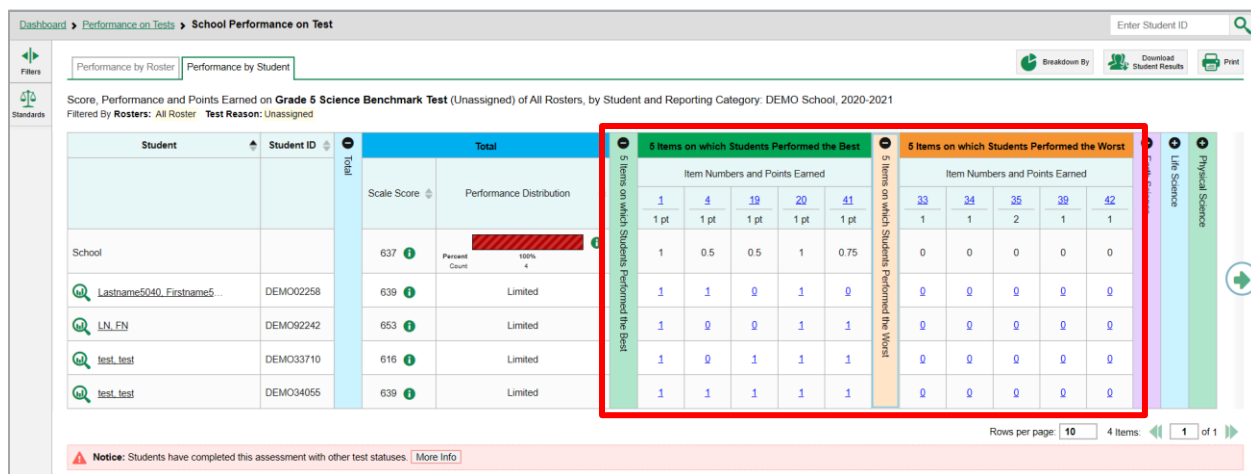
Figure 56. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



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

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst** (see [Figure 57](#)). You can click the vertical section bars to expand them, just like other sections.

Figure 57. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections



How to View an Item

You can view the actual items themselves, along with student responses to those items.

Figure 58. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

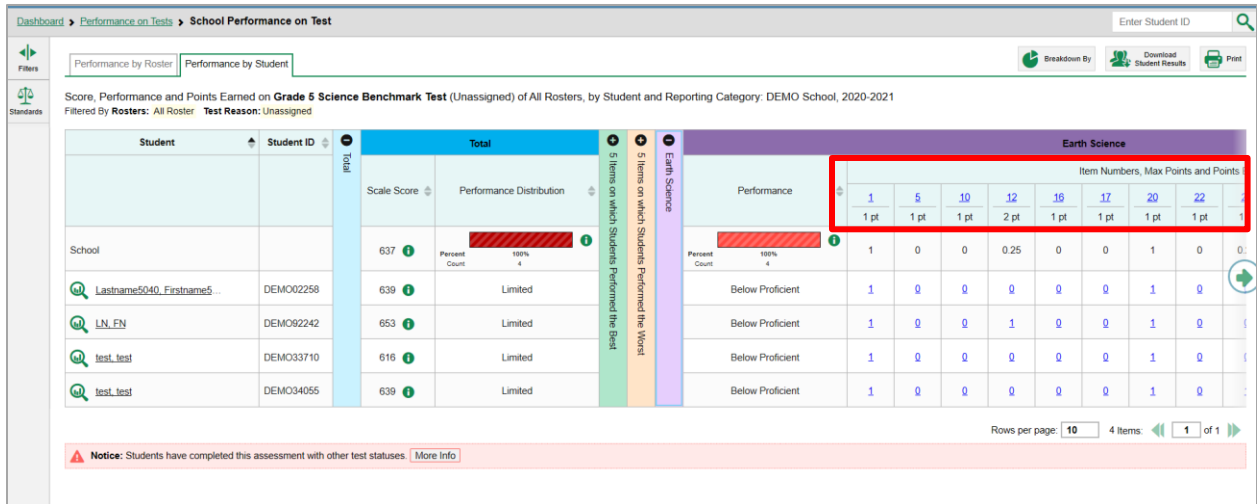


Table 30. My Students' Performance on Test Report: Performance by Student Tab Elements

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

Do either of the following (see [Figure 58](#)):

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student’s response to the item, find that student’s name in the Student column on the left. Then click the score the student obtained on that item.

The **Item View** window appears (see [Figure 59](#)). 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-generated score has a low confidence level). The **Item & Score** tab shows the item and may include a particular student’s response.

Figure 59. Item View Window: Item & Score Tab with Student Response

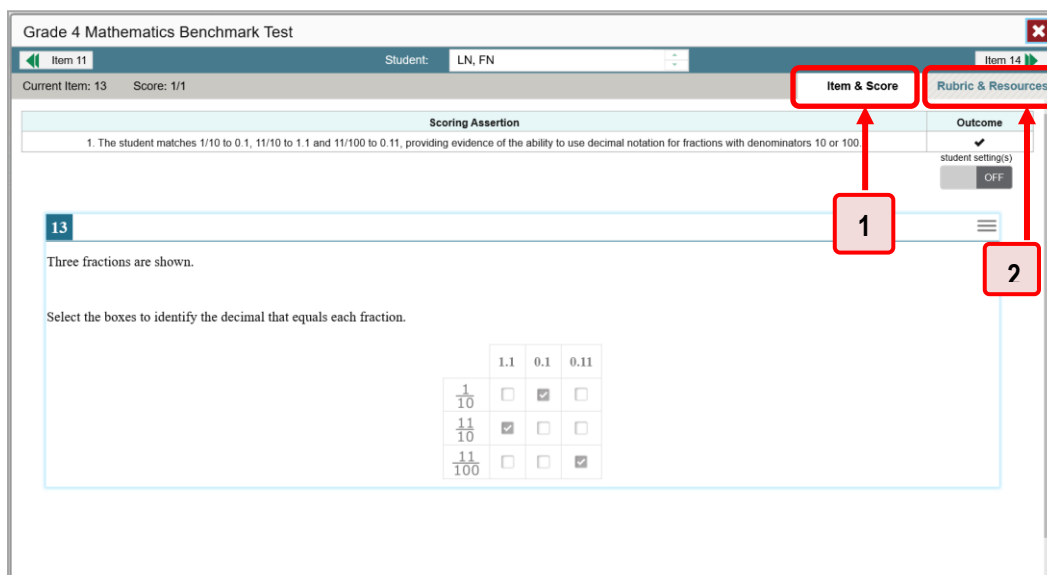


Table 31. Item View Window Elements

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

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

- **Scoring Criteria:** When you’re viewing a student’s response and the item has scoring criteria, the Scoring Criteria table (see [Figure 60](#)) lists the name, maximum points, points earned, and condition

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codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.

Figure 60. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table

The screenshot shows the 'Item & Score' tab for 'Item 20' in the 'Grade 3 English Language Arts Benchmark Test'. A red box highlights the 'Scoring Criteria' table. Below the table is a student response for 'Passage 1: from Postcards from Buster: Buster Hits the Trail by Marc Brown'.

Scoring Criteria	Max Points	Points Earned	Condition Code
CONVENTIONS	2	2	None
ELABORATION	4	4	None
ORGANIZATION	4	4	None

- Scoring Assertion:** Each scoring assertion contains both a statement that provides information about what the student did in his or her response, and the content knowledge, skill, or ability that is evidenced by his or her response. When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 61](#)).

Figure 61. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table

The screenshot shows the 'Item & Score' tab for 'Item 11' in the 'Grade 4 Mathematics Benchmark Test'. A red box highlights the 'Scoring Assertion' table. Below the table is a student response for a math problem involving fractions.

Scoring Assertion	Outcome
1. The student matches 1/10 to 0.1, 11/10 to 1.1 and 11/100 to 0.11, providing evidence of the ability to use decimal notation for fractions with denominators 10 or 100.	<input checked="" type="checkbox"/> student setting(s) <input type="checkbox"/> OFF

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- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.



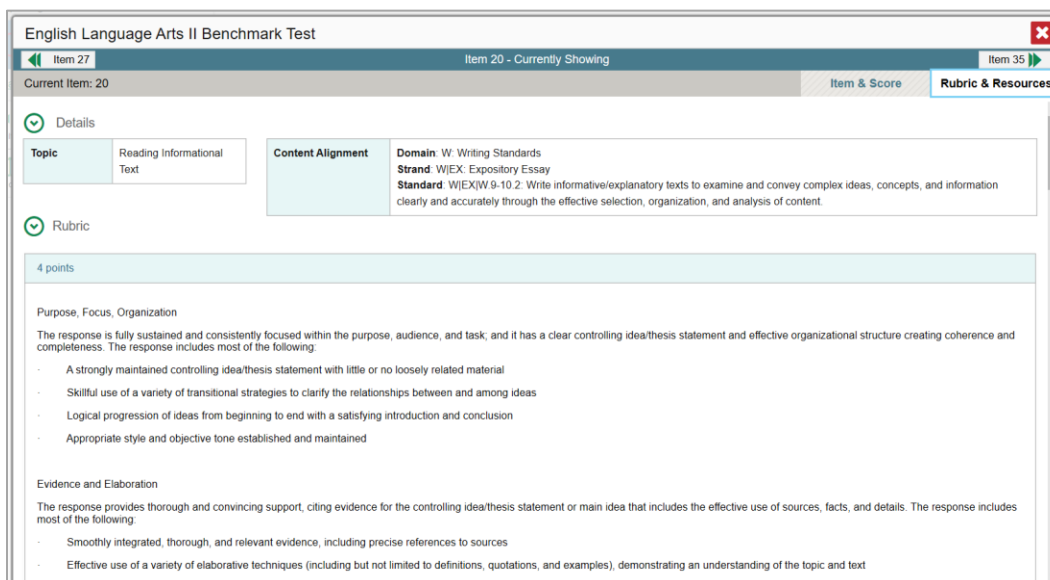
The **Rubric & Resources** tab (see [Figure 62](#)) includes the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 62. Item View Window: Rubric & Resources Tab



- **Details:**
 - **Topic:** Skill area to which the item belongs.
 - **Content Alignment:** Describes the content strand and content statement for the item.
- **Rubric:** Displays the criteria used to score the item.
- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students in the school earned each possible point value available for the item.

How to View Items with and Without the Students' Visual Settings

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts or different color contrasts.

1. Click the **My Settings** menu in the banner and select **Set Student Setting on Item View** (see [Figure 63](#)). The **Set Student Setting on Item View** window appears (see [Figure 64](#)).

Figure 63. Detail of Banner with Expanded My Settings Menu

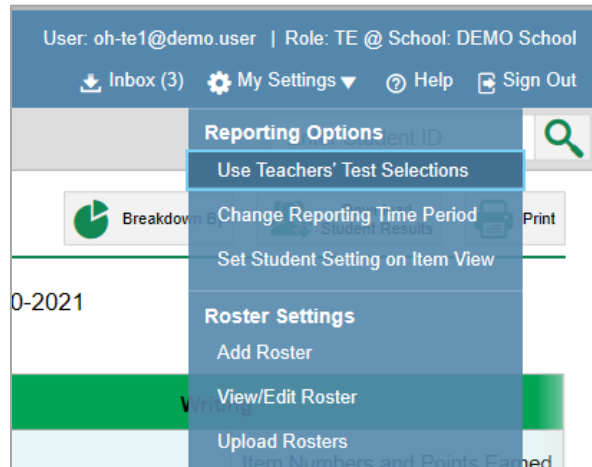
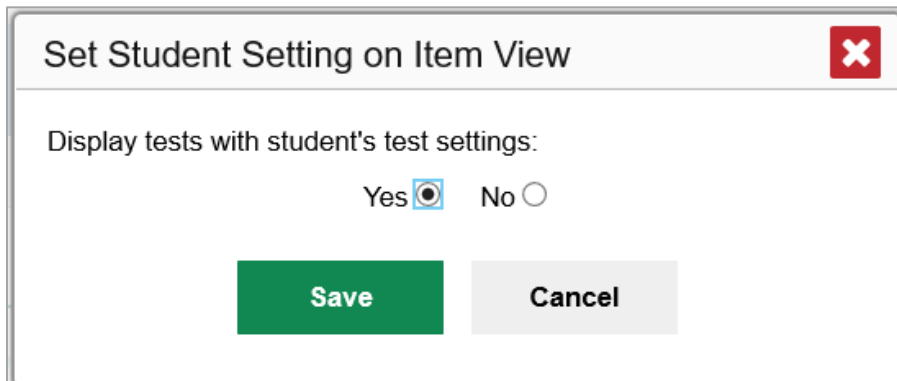


Figure 64. Set Student Setting on Item View Window

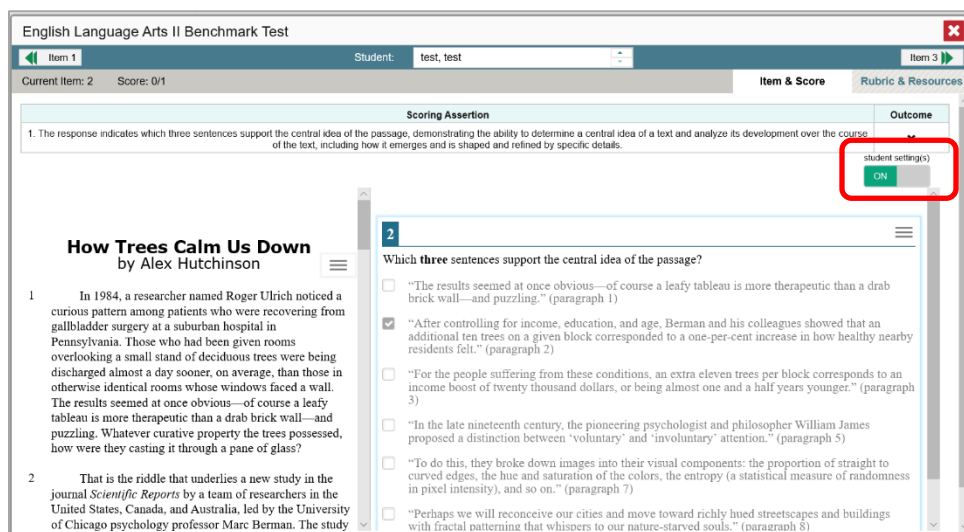


2. Select **Yes** to show students' visual settings on all items or **No** to hide them.
3. Click **Save**.

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You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing (see [Figure 65](#)). This action has no effect on your global setting.

Figure 65. Item View Window: Item & Score Tab with Student Response



What It Means When a Student Response Contains Highlighted Text

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

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.

How to Navigate to Other Items from the Item View Window

Use the buttons ◀ ▶ labeled with the previous and next item numbers at the upper corners of the *Item View* window.

How to View Another Student's Response to the Current Item

If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field at the top of the window. The students are listed in the same order in which they are sorted in the report.

How to Set Up Your Reports So They Make Sense

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

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

For Teachers: How to Set Preferences for Tests to Display

If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports.

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

1. Open the **My Settings** menu in the banner and choose **Select Tests to Include on Reports** (see [Figure 66](#)). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see [Figure 67](#)).

Figure 66. Teacher View: Detail of Banner with Expanded My Settings Menu

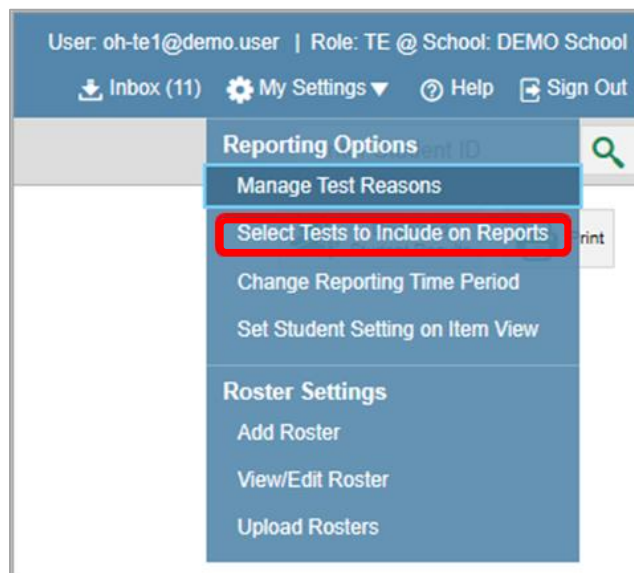


Figure 67. Teacher View: Select Tests to Include on Reports Window

Select Tests to Include on Reports Save & Close

Select the assessments you wish to display on the dashboard.

- ELA
 - Grade 3
 - Grade 3 English Language Arts Benchmark Test
 - Grade 4
 - Grade 4 English Language Arts Benchmark Test
 - Grade 5
 - Grade 5 English Language Arts Benchmark Test
 - Grade 6
 - Grade 6 English Language Arts Benchmark Test
 - Grade 7
 - Grade 7 English Language Arts Benchmark Test
 - Grade 8 NEW!
 - Grade 8 English Language Arts Benchmark Test NEW!
 - Grade 10
 - English Language Arts II Benchmark Test
- Mathematics
 - Grade 4
 - Grade 4 Mathematics Benchmark Test
 - Grade 6 NEW!
 - Grade 6 Mathematics Benchmark Test NEW!
 - Grade 7
 - Grade 7 Mathematics Benchmark Test
 - Grade 11

2. Select the checkboxes beside the tests or groups of tests you want to display (see [Figure 67](#)).
3. Click **Save & Close** at the upper-right corner of the window.

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

School- and district-level users can narrow down their data based on class (roster) by using the teachers' preferences setting.

For example, suppose a math class belongs to a math teacher who has excluded ELA tests from their reports. By using teacher preferences, you can view a set of ELA test results without that math teacher's class. All students who took the ELA test will still appear in the report, whether or not they belong to the math teacher's class, but the **Performance by Roster** tab will not list them as belonging to that math teacher's class. By hiding classes that are not relevant to the test, and by preventing a student from appearing more than once in the same report, this setting makes reports easier to read.

1. From the **My Settings** drop-down list in the banner, select **Use Teachers' Test Selections** (see [Figure 68](#)). The **Use Teachers' Test Selections** window appears (see [Figure 69](#)).

Figure 68. School-Level User View: Detail of Banner with Expanded My Settings Menu

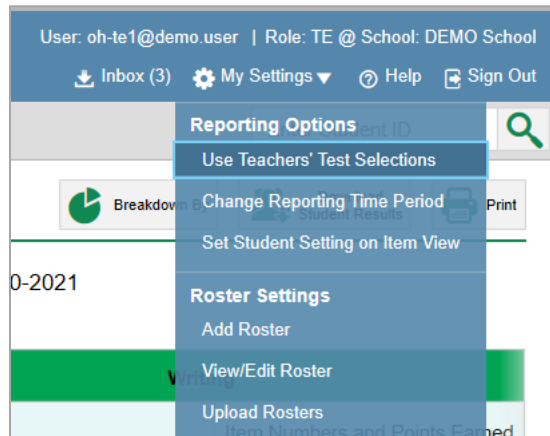
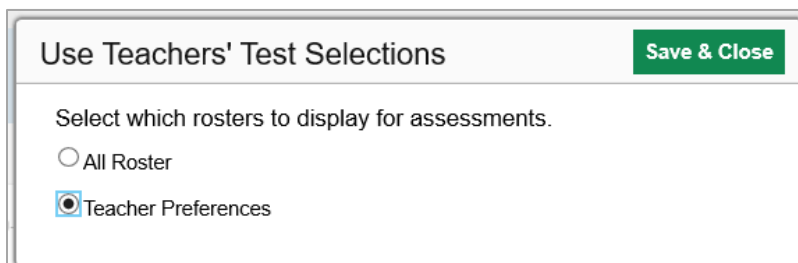


Figure 69. Use Teachers' Test Selections Window



2. Mark one of these two options:
 - **All Rosters:** This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
 - **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.
3. Click **Save & Close** at the upper-right corner of the window.

How to Filter Tests to Display

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



1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Group** button  (see [Figure 70](#)). The **Filters** panel expands (see [Figure 71](#)).

Figure 70. Teacher View: Dashboard

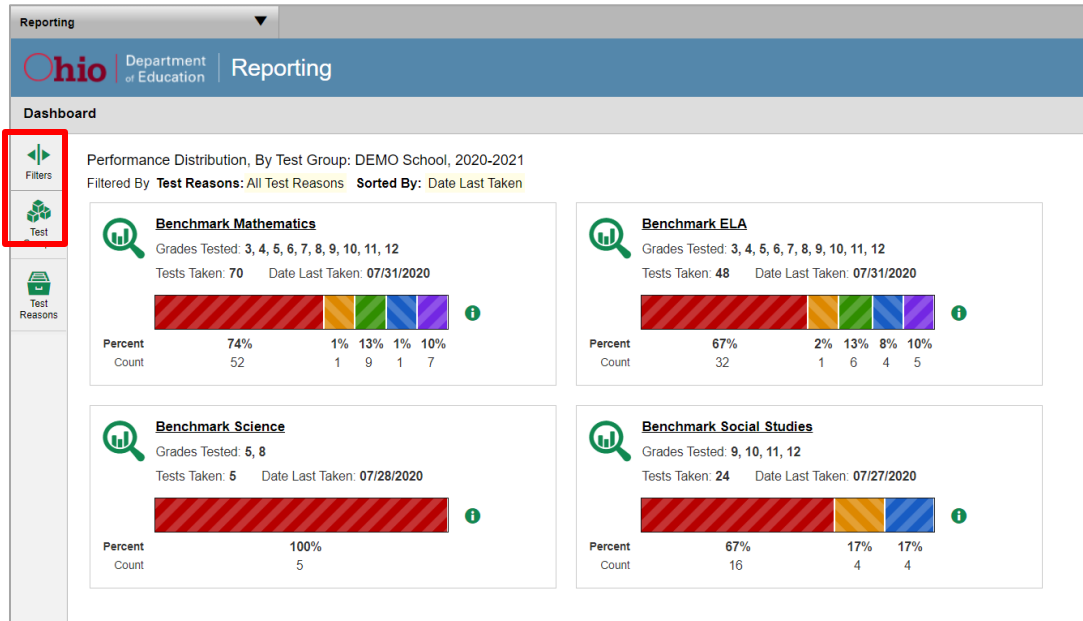


Table 32. Teacher View: Dashboard Elements

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

2. Mark as many selections as you like in the **Test Group** section of the filters panel (see [Figure 71](#)). Tests are organized by test type, subject, and grade.

Figure 71. Teacher View: Dashboard with Expanded Filters Panel

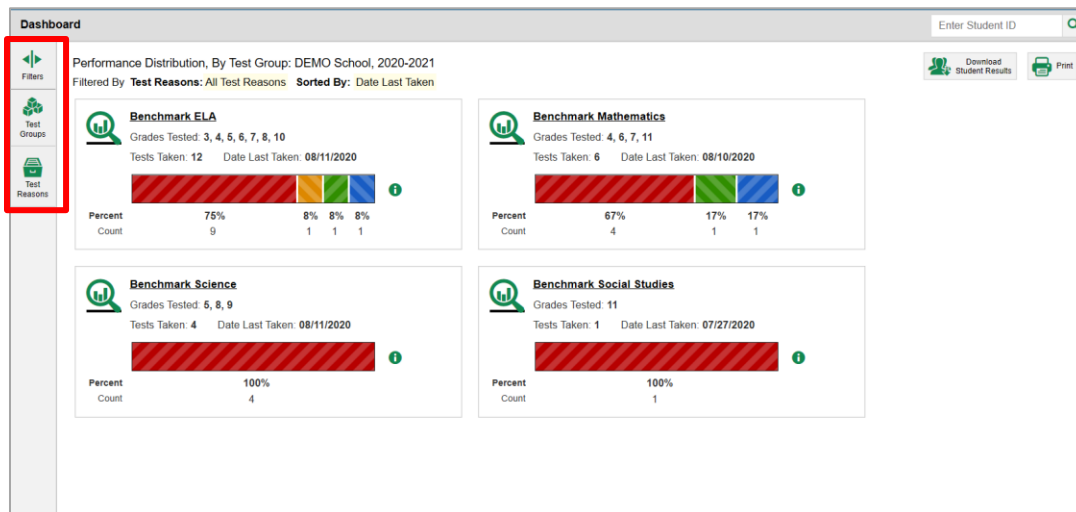


Table 33. Teacher View: Dashboard Elements

#	Element
1	Test Group options
2	Apply button and Clear Filters

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

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

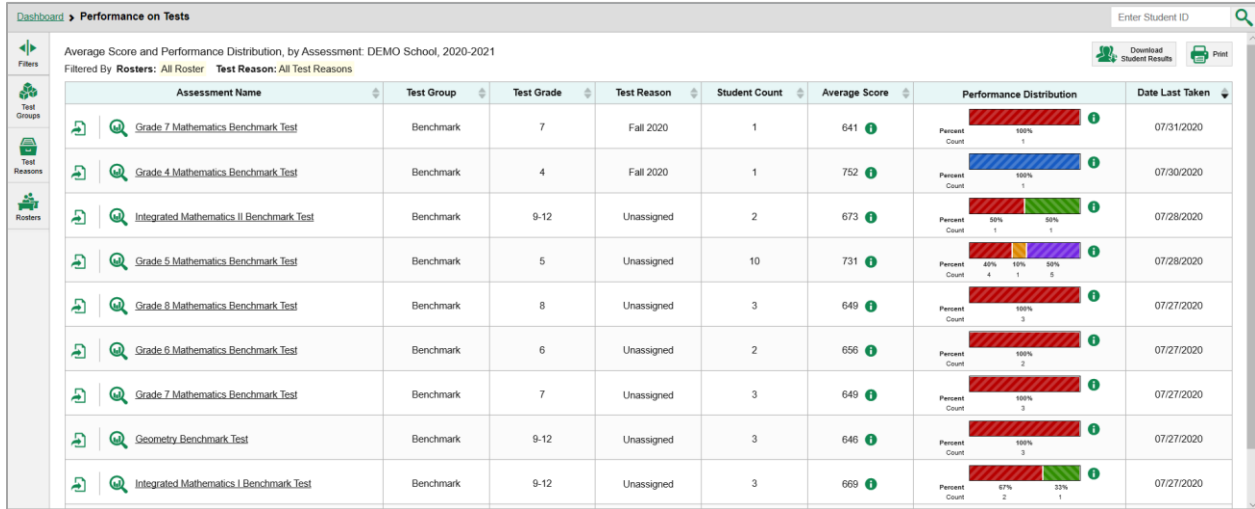
Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in the Reporting System, see [Class \(Roster\) Management](#).

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

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

1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button  or the **Rosters** button  (see [Figure 72](#)). The **Filters** panel expands (see [Figure 73](#)).

Figure 72. Teacher View: Performance on Tests Report



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 7 Mathematics Benchmark Test	Benchmark	7	Fall 2020	1	641	Percent Count: 100% (1)	07/31/2020
Grade 4 Mathematics Benchmark Test	Benchmark	4	Fall 2020	1	752	Percent Count: 100% (1)	07/30/2020
Integrated Mathematics II Benchmark Test	Benchmark	9-12	Unassigned	2	673	Percent Count: 55% (1), 50% (1)	07/28/2020
Grade 5 Mathematics Benchmark Test	Benchmark	5	Unassigned	10	731	Percent Count: 45% (4), 10% (1), 50% (5)	07/28/2020
Grade 8 Mathematics Benchmark Test	Benchmark	8	Unassigned	3	649	Percent Count: 100% (3)	07/27/2020
Grade 6 Mathematics Benchmark Test	Benchmark	6	Unassigned	2	656	Percent Count: 100% (2)	07/27/2020
Grade 7 Mathematics Benchmark Test	Benchmark	7	Unassigned	3	649	Percent Count: 100% (3)	07/27/2020
Geometry Benchmark Test	Benchmark	9-12	Unassigned	3	646	Percent Count: 100% (3)	07/27/2020
Integrated Mathematics I Benchmark Test	Benchmark	9-12	Unassigned	3	669	Percent Count: 67% (2), 33% (1)	07/27/2020

Table 34. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and class (roster) options

2. Make a selection from the drop-down list in the **Rosters** section (see [Figure 73](#)).
 - 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 73. Teacher View: Performance on Tests Report with Expanded Filters Panel

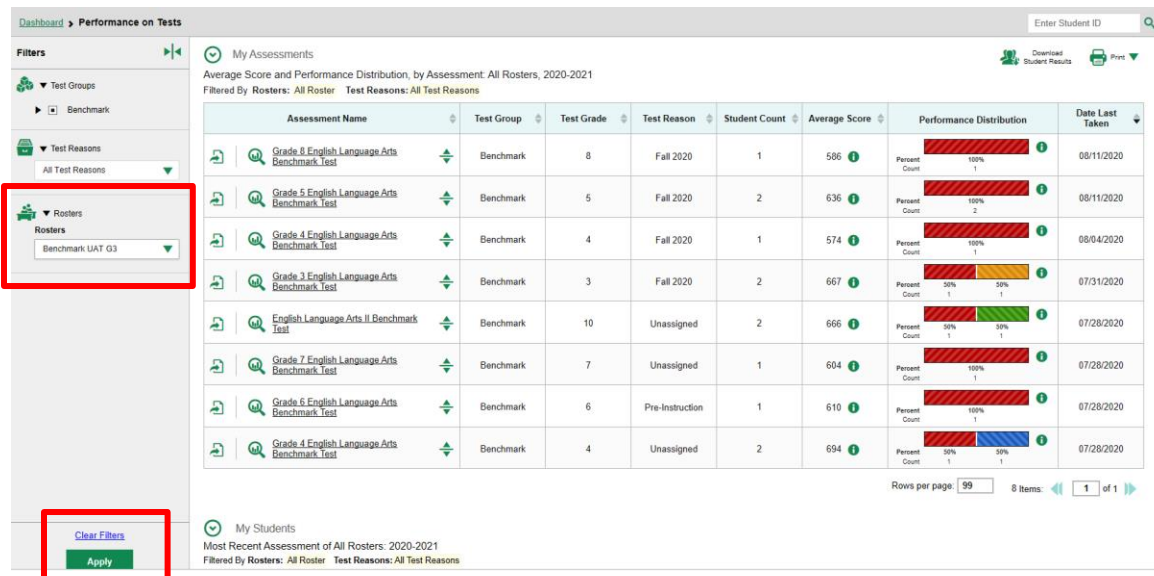


Table 35. Teacher View: Performance on Tests Report Elements

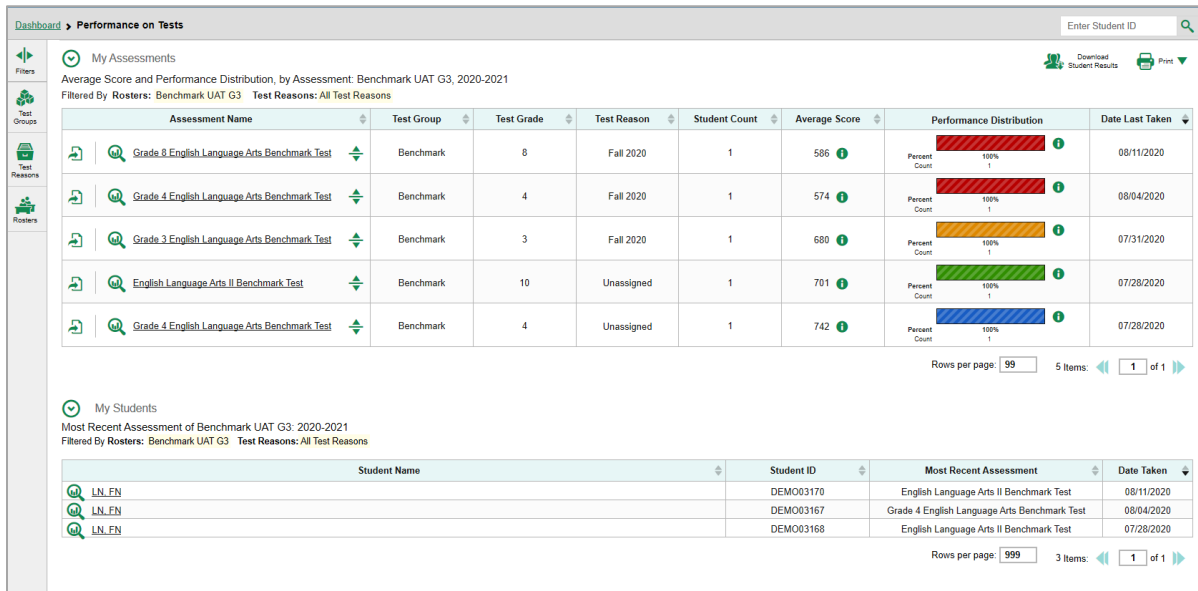
#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

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

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

The row of filter details below each table header shows the classes (rosters) you're viewing (see [Figure 74](#)).

Figure 74. Teacher View: Performance on Tests Report Filtered by All Rosters



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

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

1. On the left side of the Performance on Tests report, click either the expand button or the **Schools** button (see [Figure 75](#)). The **Filters** panel expands (see [Figure 76](#)).

Figure 75. District-Level User View: Performance on Tests Report

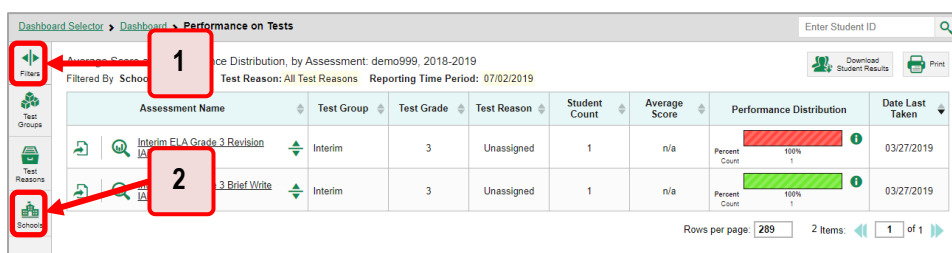


Table 36. District-Level User View: Performance on Tests Report Elements

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

2. Make a selection from the drop-down list in the **Schools** section (see [Figure 76](#)).

Figure 76. District-Level User View: Performance on Tests Report with Expanded Filters Panel

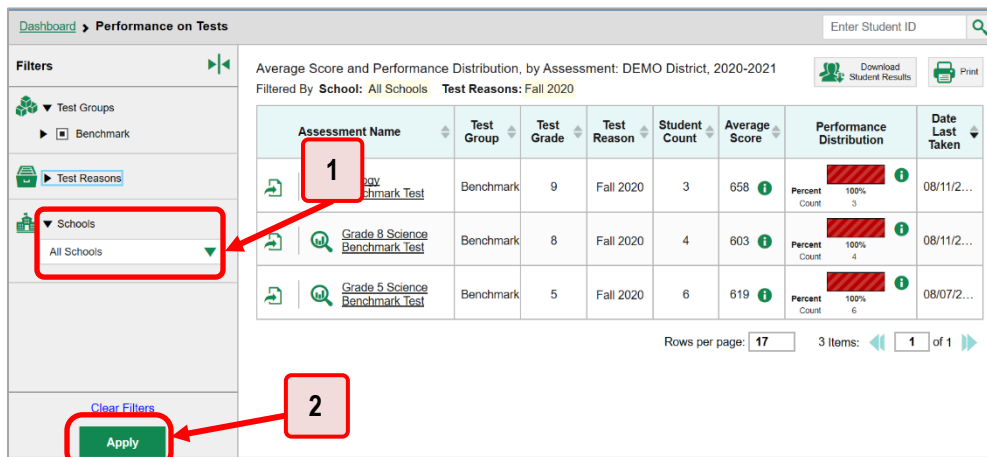



Table 37. District-Level User View: Performance on Tests Report Elements

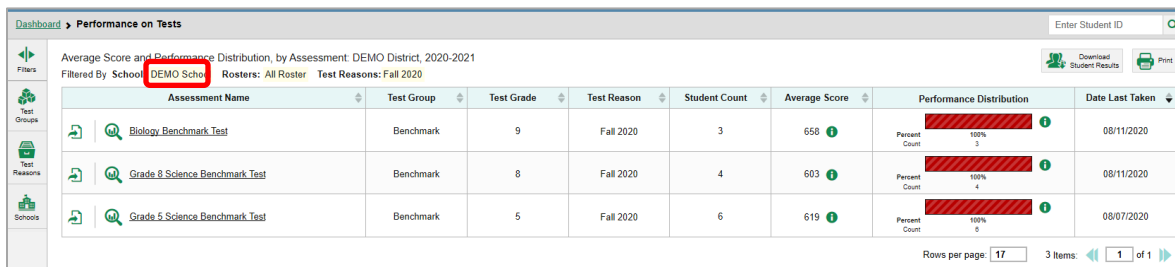
#	Element
1	Schools drop-down list
2	Apply button and Clear Filters

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

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

The row of filter details below the table header shows the schools you're viewing (see [Figure 77](#)).

Figure 77. District-Level User View: Performance on Tests Report Filtered by All Schools



How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time period settings: you can select a school year for which to view tests, and you can enter a date for which to view students.

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- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*. Note that only 2020-2021 is available in this dropdown as these assessments have not been previously administered.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district.

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

Some examples of how you can use this feature:

- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today. Note this use is not applicable because these assessments have not been previously administered.
 - You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.
1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period** (see [Figure 78](#)). The **Change Reporting Time Period** window appears (see [Figure 79](#)).

Figure 78. Teacher View: Detail of Banner with Expanded My Settings Menu

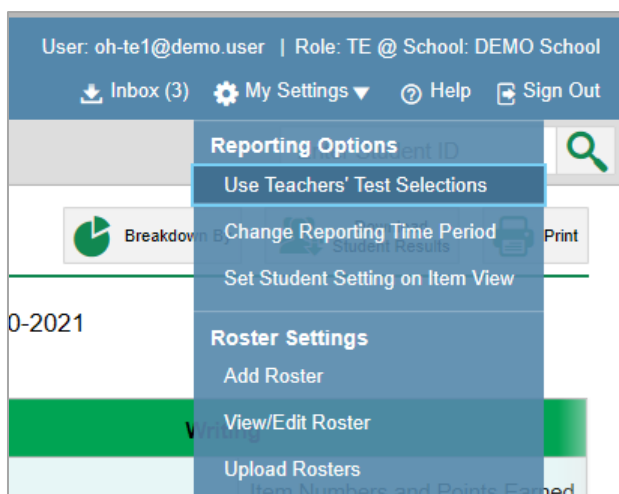


Figure 79. Change Reporting Time Period Window

Table 38. Change Reporting Time Period Window Elements

#	Element
1	School year and student date selectors
2	Reset To Today

- From the school year drop-down list, select a school year (see [Figure 79](#)). This is the year for which you will view test results. Note that only 2020-2021 is available in this dropdown as these assessments have not been previously administered.
- In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
 - To view your current students' past performance, keep the date set to today.
 - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.
- Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.
- Optional:* To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

How to Assign Test Reasons (Categories)

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups. For example, if students are taking the benchmark test at two different points in the school year, the first test opportunity can be assigned a test reason of "Pre-Instruction" and the second test opportunity a test reason of "Post-Instruction".

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 or checkpoint test opportunity after the test is completed.

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see [Figure 80](#)). The **Test Reason Manager** window opens (see [Figure 81](#)).

Figure 80. Teacher View: Detail of Banner with Expanded My Settings Menu

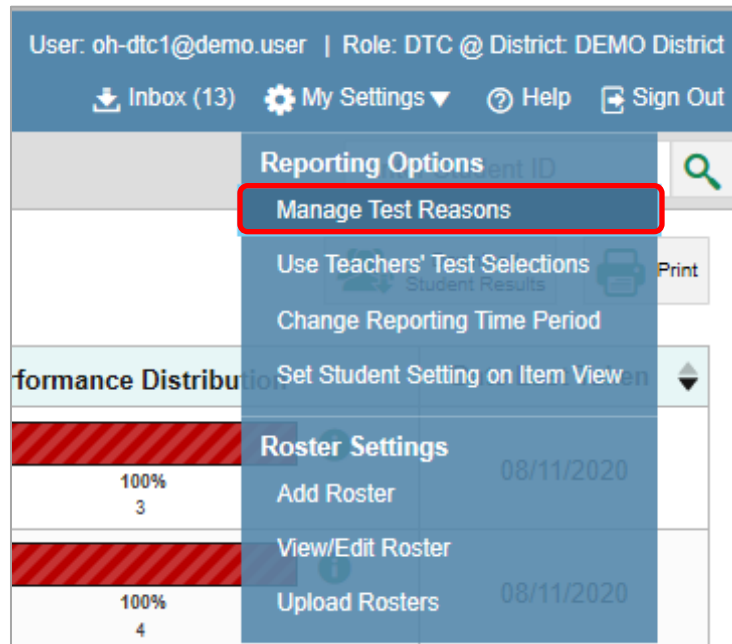


Figure 81. Test Reason Manager Window

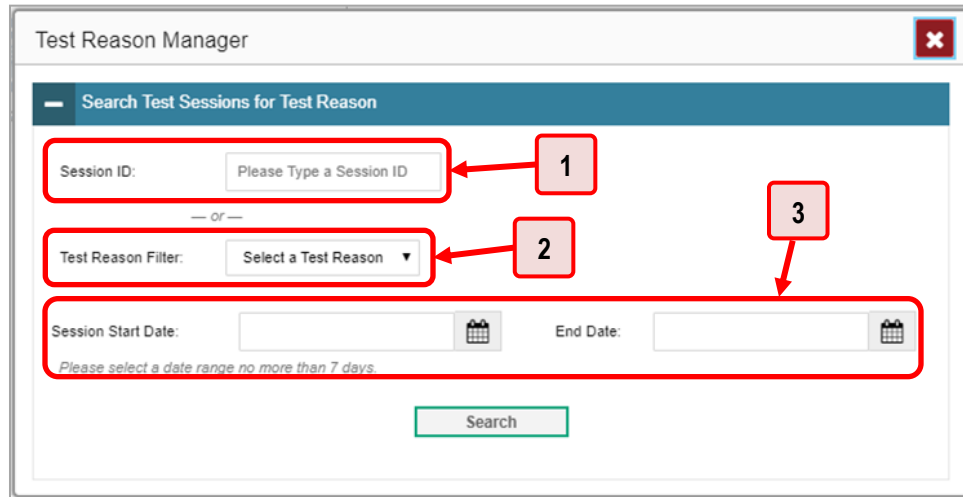


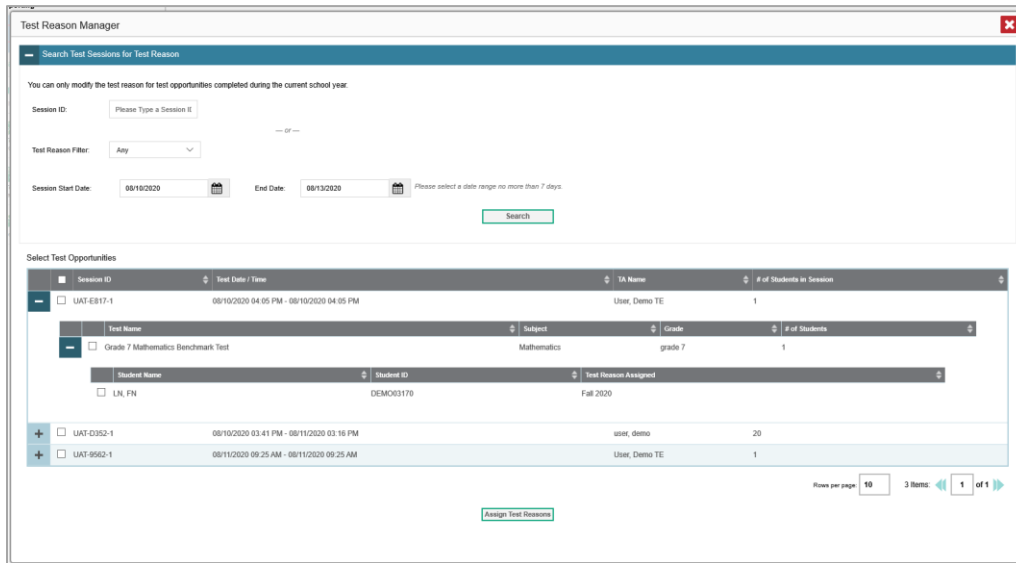
Table 39. Test Reason Manager Window Elements

#	Element
1	Session ID field
2	Drop-down list to select a test reason
3	Fields for start and end dates

2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 81](#)):
 - 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* (see [Figure 82](#)). 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.

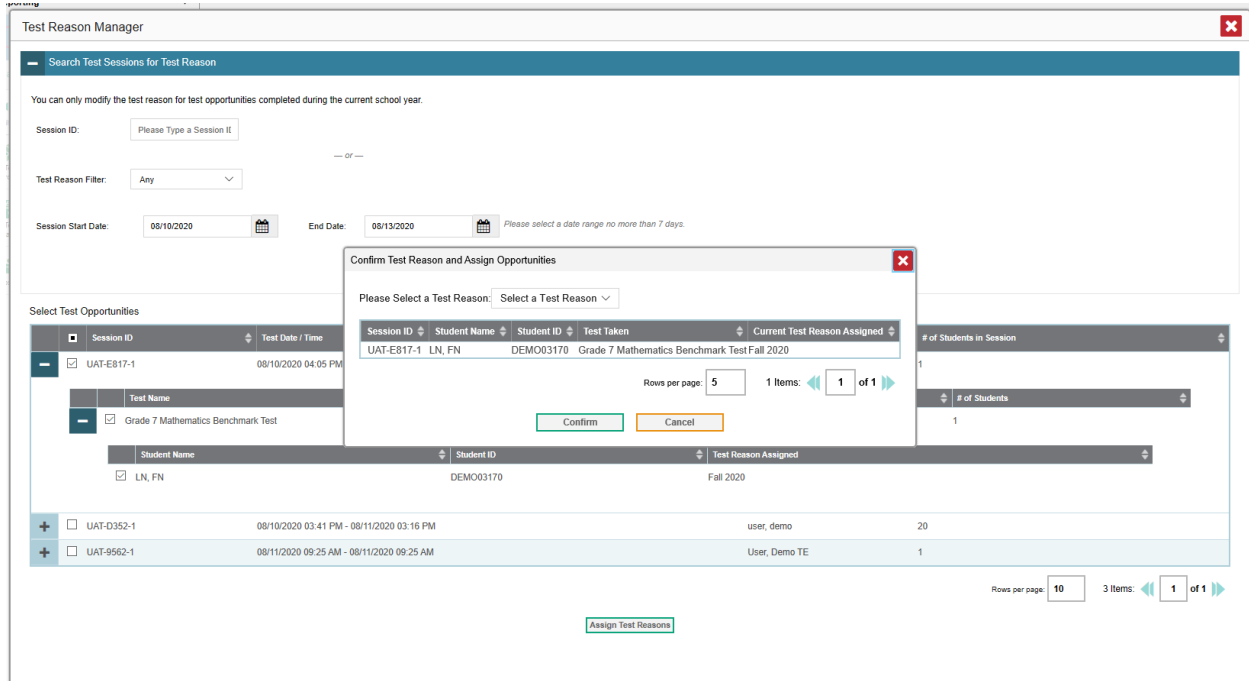
Figure 82. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.

- In the window that appears (see [Figure 83](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

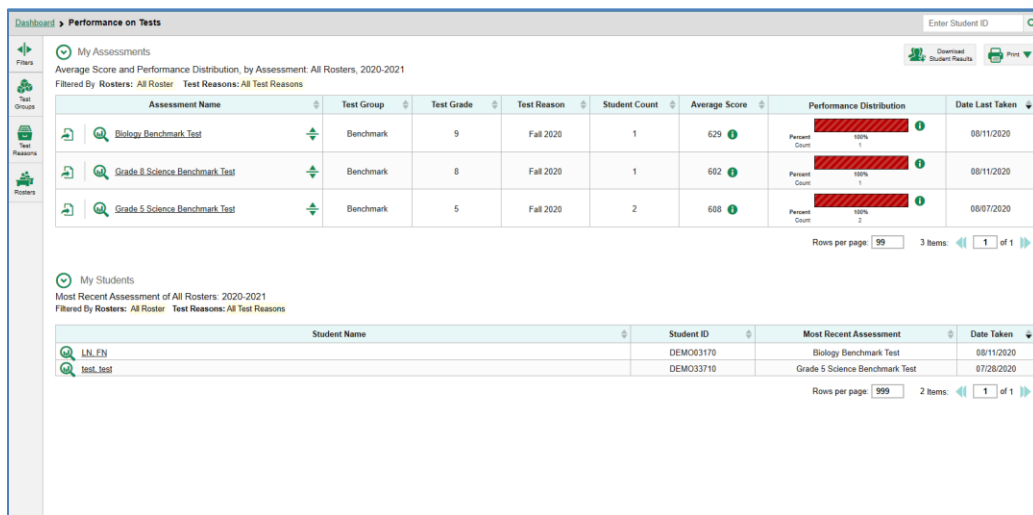
Figure 83. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 84](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which benchmark and checkpoint tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 84. Teacher View: Performance on Tests Report



When your test opportunities have test reasons, you can filter reports by a single test reason. 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 either the **Filters** panel expand button  or the **Test Reason** button  (see [Figure 85](#)). The **Filters** panel expands (see [Figure 86](#)).

Figure 85. Teacher View: Performance on Tests Report

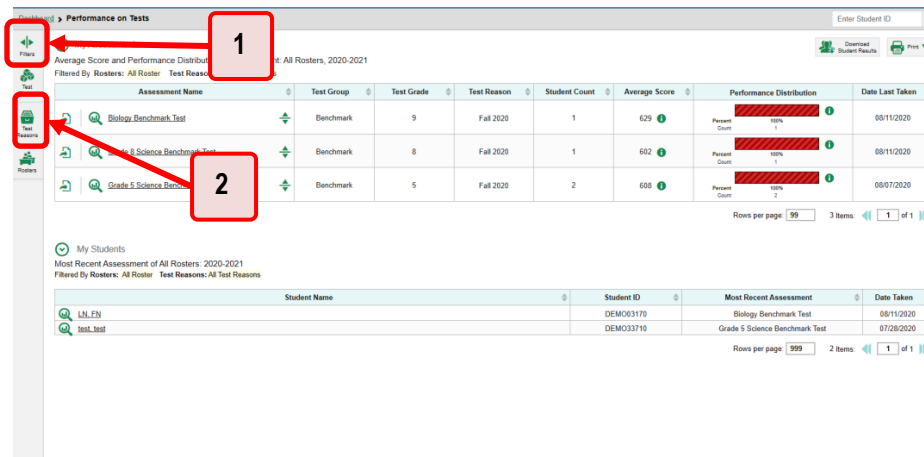


Table 40. Teacher View: Performance on Tests Report Elements

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

2. Make a selection from the drop-down list in the **Test Reasons** section (see [Figure 86](#)).

Figure 86. Teacher View: Performance on Tests Report with Expanded Filters Panel

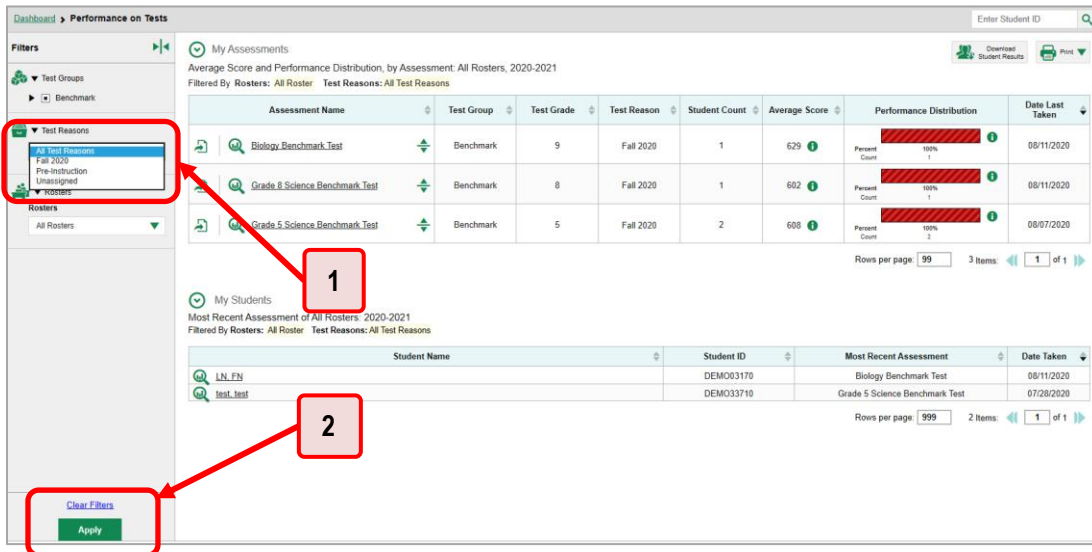


Table 41. Teacher View: Performance on Tests Report Elements

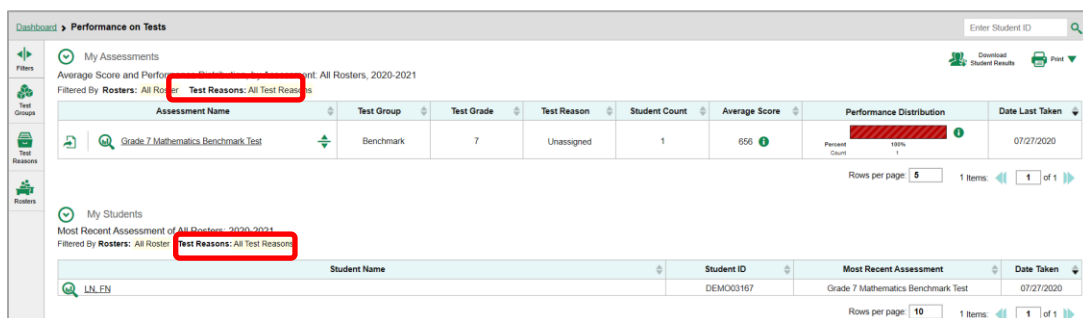
#	Element
1	Test Reason drop-down list
2	Apply button and Clear Filters

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

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

The row of filter details below the table header (see [Figure 87](#)) shows the test reason selected, if any.

Figure 87. Teacher View: Performance on Tests Report



How to 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 either the **Filters** panel expand button  or the **Standards** button  (see [Figure 88](#)). The **Filters** panel expands (see [Figure 89](#)).

Figure 88. My Students’ Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section

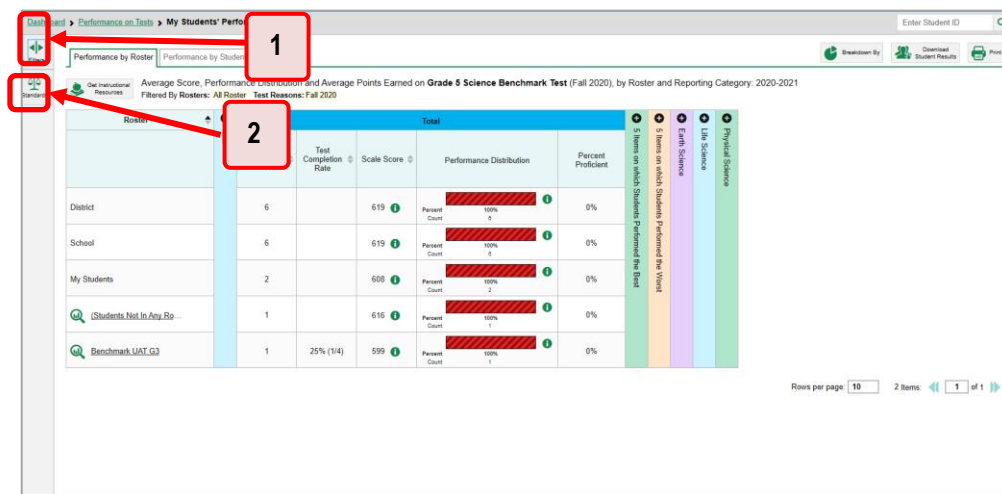


Table 42. My Students’ Performance on Test Report: Performance by Roster Tab Elements

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

2. Use the drop-down list in the **Standards** section (as in [Figure 89](#)) 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 89. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

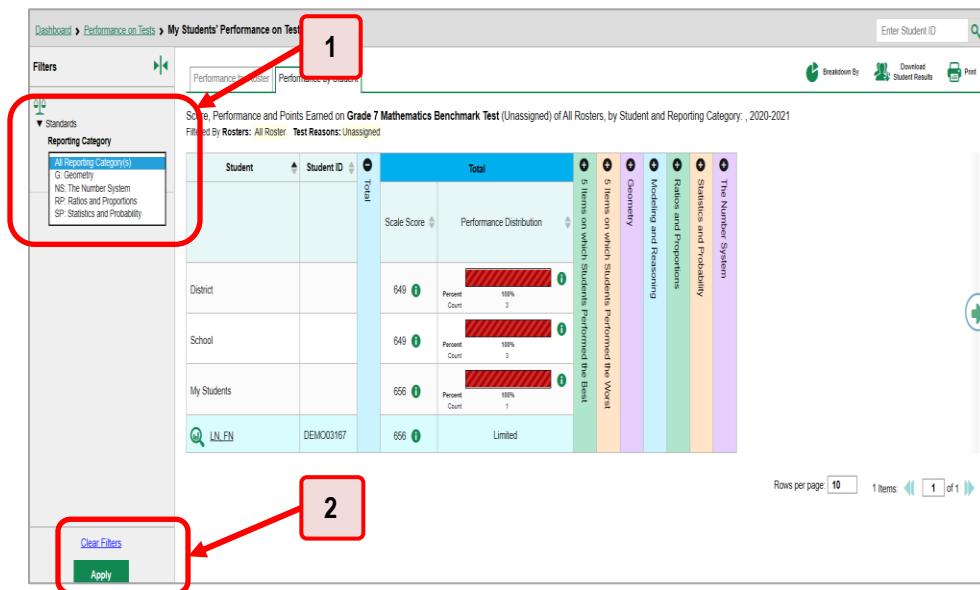


Table 43. My Students' Performance on Test Report: Performance by Roster Tab Elements

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

4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see [Figure 90](#)).
5. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

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

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

Figure 90. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard

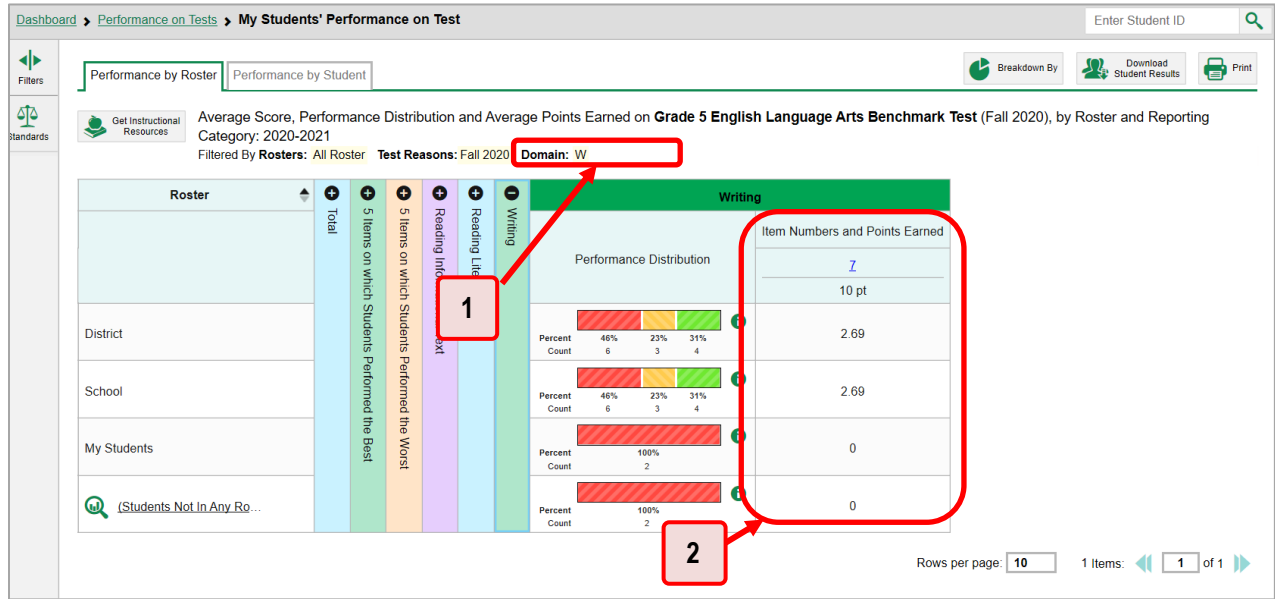


Table 44. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Row of filter details specifying the standards
2	Data for items that belong to the specified standards

How to Export and Print Data

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

How to Export or Print a Report You're Viewing


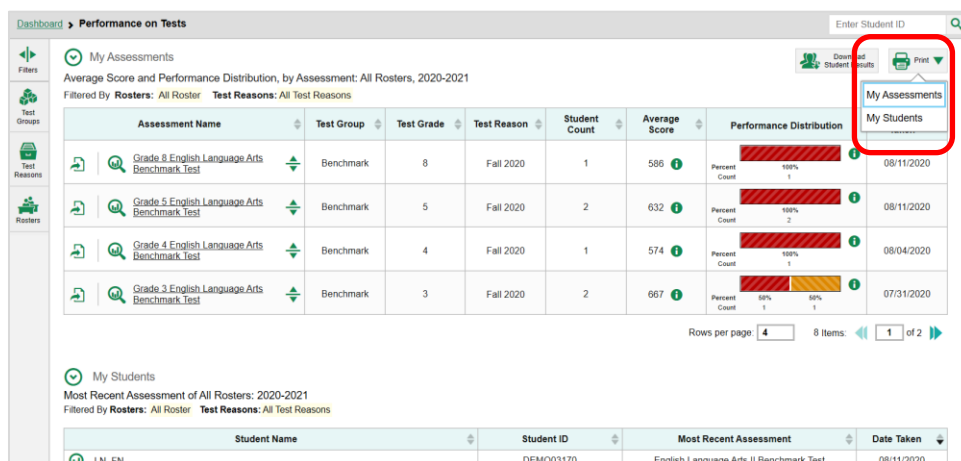
1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see [Figure 91](#)).

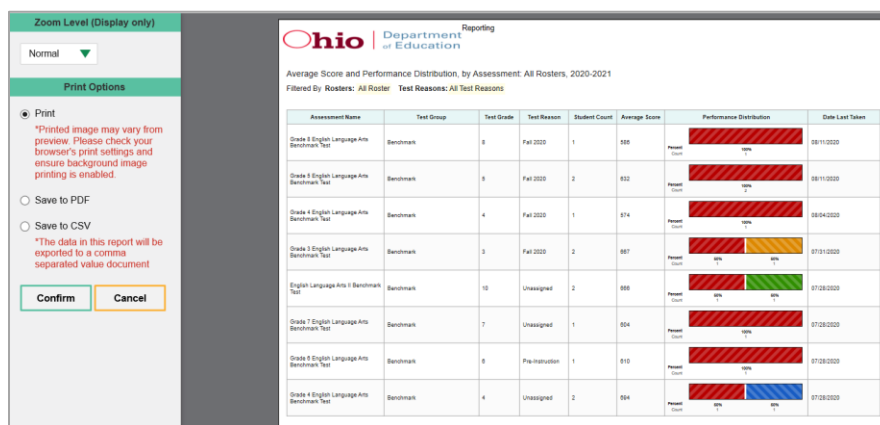
Figure 91. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (see [Figure 92](#)).

- 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 92. Print Preview Page



- If the report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in [Figure 93](#), the printed report includes data for the individual assessment items.

Figure 93. Print Preview Page with Summary and Item Scores Option Selected

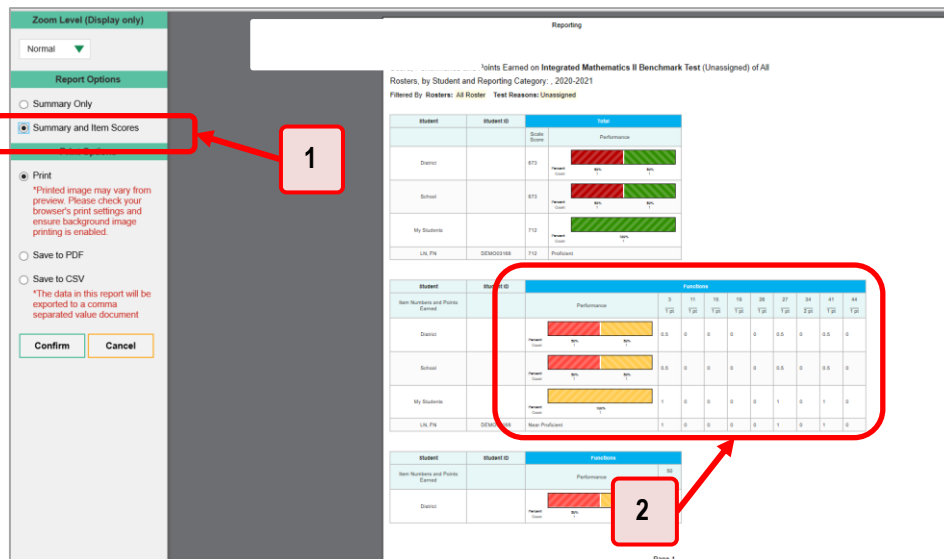


Table 45. Print Preview Page Elements

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

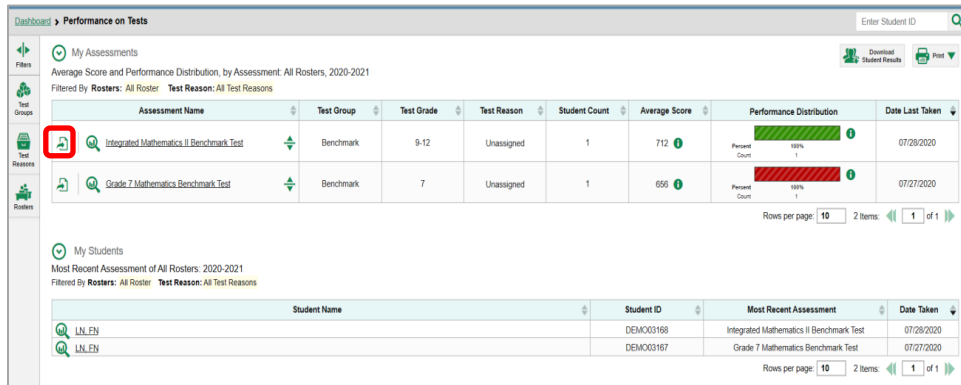
- Do one of the following under the *Print Options* section:
 - To print the report, select the **Print** radio button.
 - To download a PDF version of the report, select **Save to PDF**.
 - Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra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

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

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






1. Click  to the left of the name of the assessment whose report you wish to export (see [Figure 94](#)).

Figure 94. Teacher View: Performance on Tests Report





Dashboard > Performance on Tests Enter Student ID

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
Filtered By **Rosters:** All Roster **Test Reason:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
  Integrated Mathematics II Benchmark Test	Benchmark	9-12	Unassigned	1	712 	Percent Count: 100% 1	07/28/2020
 Grade 7 Mathematics Benchmark Test	Benchmark	7	Unassigned	1	656 	Percent Count: 100% 1	07/27/2020

Rows per page: 10 2 items: << 1 of 1 >>

My Students
Most Recent Assessment of All Rosters: 2020-2021
Filtered By **Rosters:** All Roster **Test Reason:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
 LN_EN	DEM003168	Integrated Mathematics II Benchmark Test	07/28/2020
 LN_EN	DEM003167	Grade 7 Mathematics Benchmark Test	07/27/2020

Rows per page: 10 2 items: << 1 of 1 >>

The **Export Report** window opens (see [Figure 95](#) and [Figure 96](#)). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

▪ **District-level users:**

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

Figure 95. District-Level User View: Export Report Window

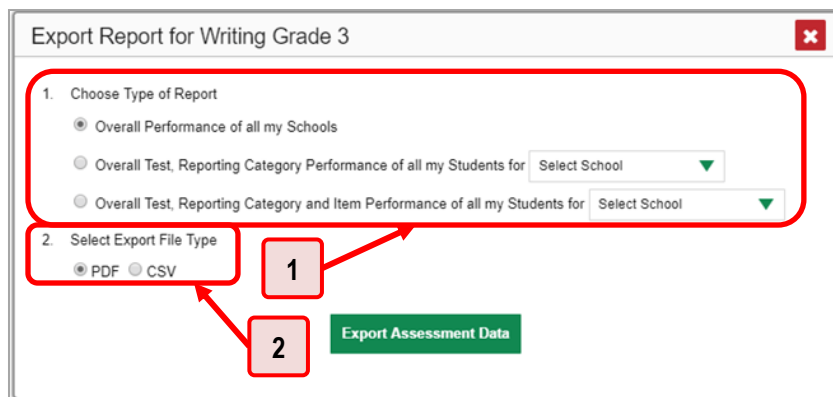


Table 46. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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

Figure 96. Teacher View: Export Report Window

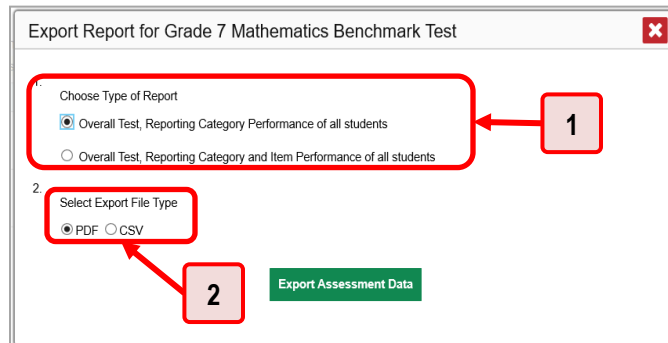


Table 47. Teacher View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

3. Do either of the following:
 - To export the report in PDF format, mark the **PDF** radio button.
 - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download.

How to Score Items

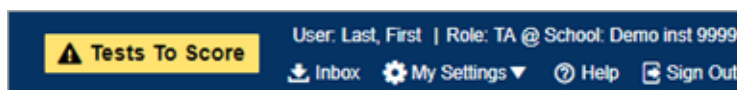
The Reporting System allows authorized users to score certain items on benchmark and checkpoint tests.

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

How to Score Unscored Items

When you have checkpoint tests with unscored items, a **Tests To Score** notification appears in the banner (see [Figure 97](#)).

Figure 97. Banner with Tests To Score Notification



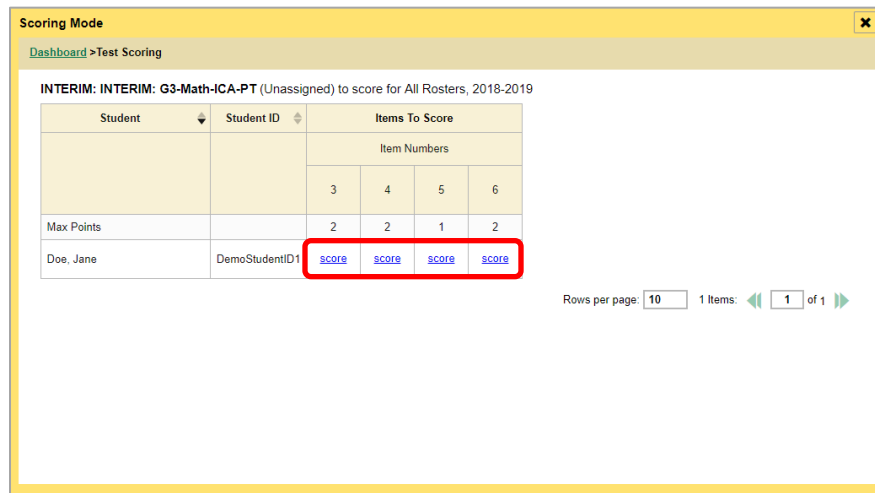
1. In the banner, click **Tests To Score** (see [Figure 97](#)). The **Scoring Mode** window opens (see [Figure 98](#)), displaying a list of tests with unscored items. The table on the **Scoring Mode** dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 98. Scoring Mode Window: Dashboard

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
INTERIM_G5-ELA-JCA-PT	Unassigned	1	0	07/03/2019
INTERIM_G5-ELA-JCA-CAT	Unassigned	1	0	07/03/2019
INTERIM_G3-ELA-JCA-PT	Unassigned	1	2	07/03/2019
INTERIM_G3-Math-IAB-PTOrdFrm	Unassigned	1	0	07/03/2019
INTERIM_G3-ELA-IAB-BriefWrit	Unassigned	1	0	07/03/2019
INTERIM_INTERIM_G3-Math-JCA-PT	Unassigned	1	4	07/03/2019

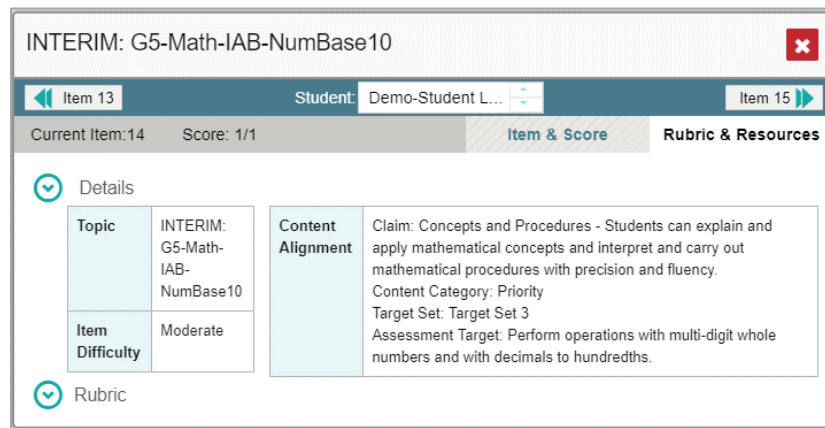
2. Click the name of the test you wish to score (or beside it). The Test Scoring page appears (see [Figure 99](#)), displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

Figure 99. Scoring Mode Window: Test Scoring Page



3. To enter scores for an item, click the **score** link for the required item in the required student’s row (see [Figure 99](#)). The **Item View** window opens.
4. In the **Rubric & Resources** tab (see [Figure 100](#)), review the item’s rubric and available resources, if necessary.

Figure 100. Item View: Rubric & Resources Tab



Reporting System User Guide


5. In the **Item & Score** tab (see [Figure 101](#)), click the edit button  in the Scoring Criteria table at the top of the window.
6. Review the student’s entered response and do one of the following:
 - To enter a score, select the appropriate score from the **Points Earned** drop-down list.
 - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list.

Figure 101. Item View: Item & Score Tab

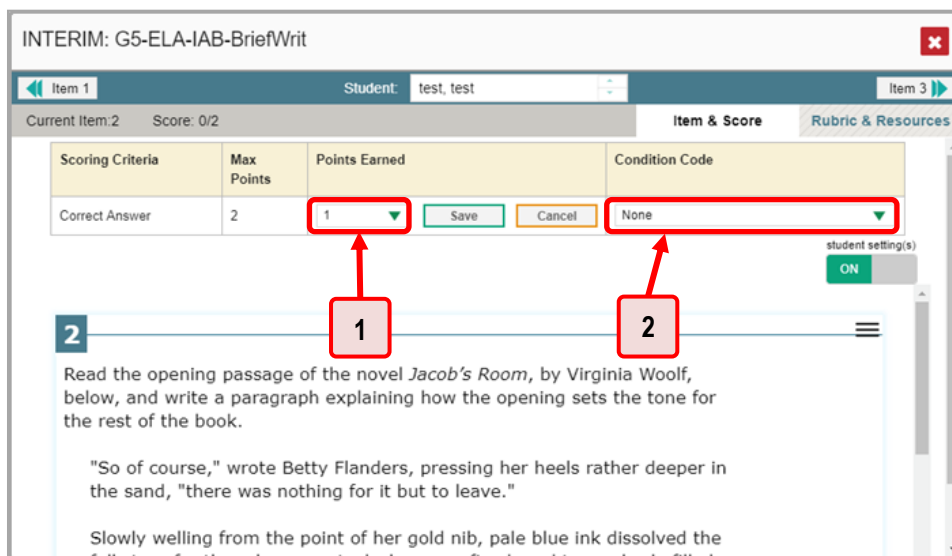


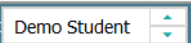


Table 48. Item View: Item & Score Tab Elements

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

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

10. Repeat steps [4–9](#) until you have entered scores for all the unscored items for the test.

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

How to Modify Scores for Items



You can modify scores for some items directly from the **Item View** window. Reports display a pencil icon  in the column header for each item with a modifiable score (see [Figure 102](#)). When a machine-generated 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 102. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

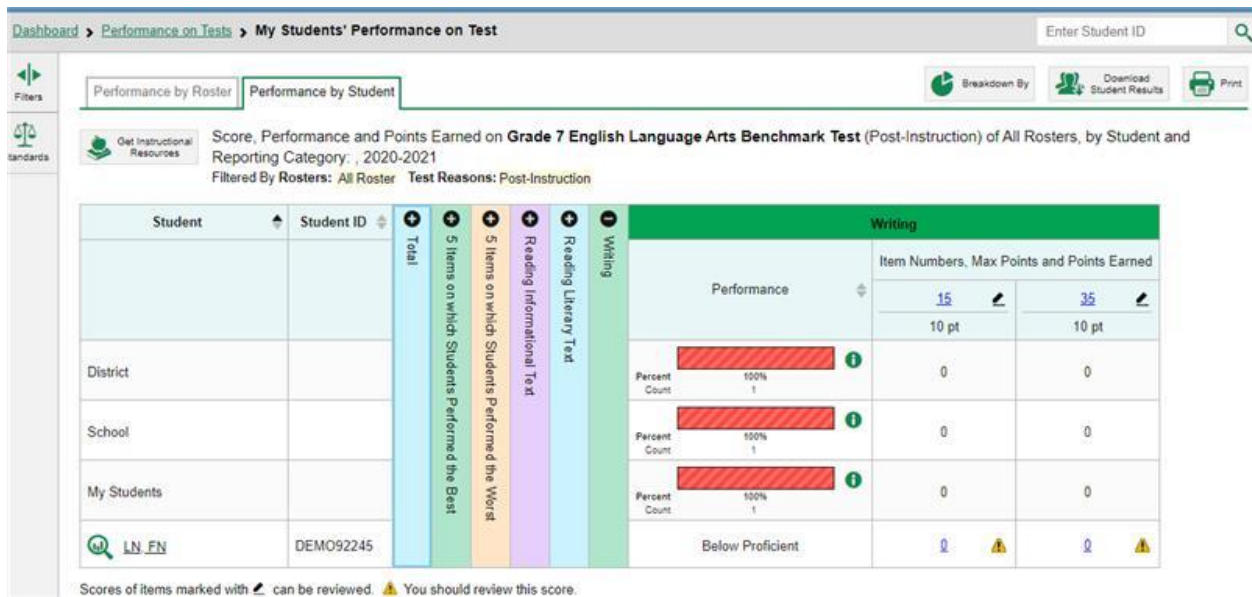
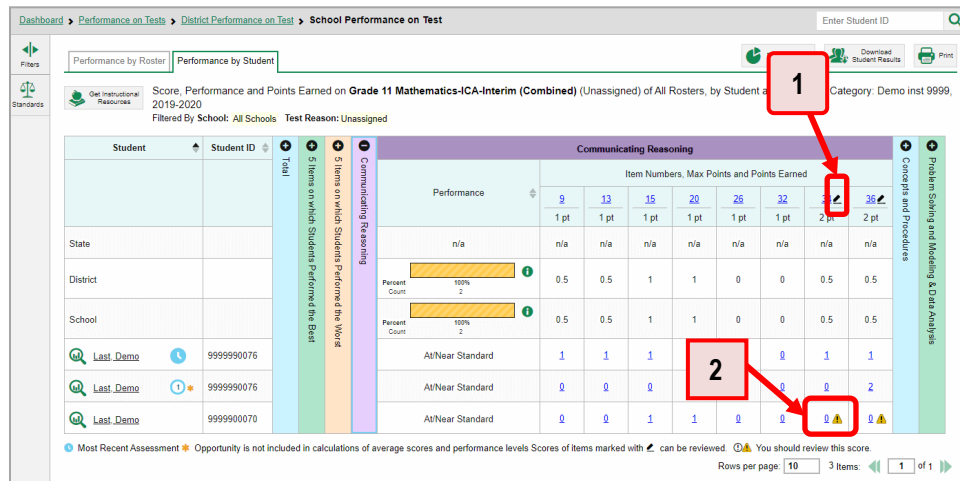


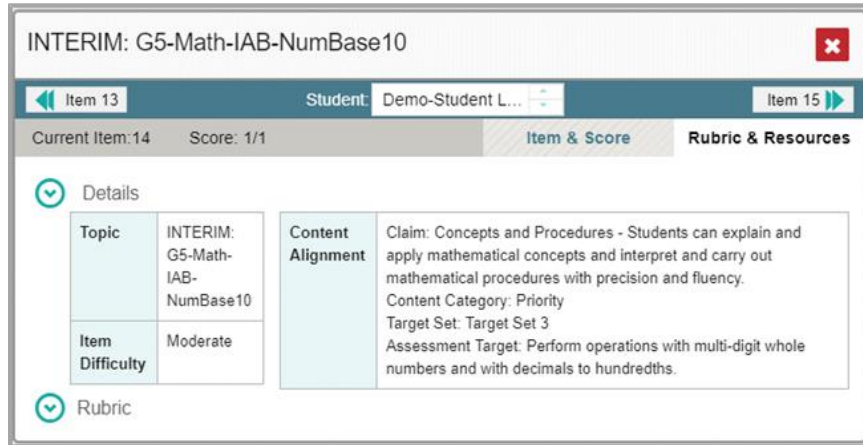
Table 49. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Pencil icon indicating that the item has modifiable scores
2	Item score link for a student, with alert icon

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

- On the **Rubric & Resources** tab (see [Figure 103](#)), review the item’s rubric and available resources, if necessary.

Figure 103. Item View Window: Rubric & Resources Tab




- On the **Item & Score** tab (see [Figure 104](#)), review the student’s entered response and click  in the Scoring Criteria table at the top of the window. The Points Earned and Condition Code columns become editable, as in [Figure 105](#).

Figure 104. Item View Window: Item & Score Tab



Figure 105. Item View Window: Item & Score Tab



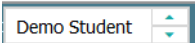
Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	1	None

2

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

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

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

4. Do one of the following (see [Figure 105](#)):
 - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
 - To assign a condition code to the response, select one from the **Condition Code** drop-down list.
5. If the item has multiple scoring criteria, repeat step 4 for each criterion.
6. Click **Save**.
7. To continue modifying scores, do one of the following:
 - To view another item for the same student, use the buttons   labeled with the previous and next item numbers at the upper corners of the **Item View** window.
 - To view the same item for another student, use the up or down arrow buttons on the right side of the **Student** field  at the top of the **Item View** window.

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

Appendix

Appendix sections are alphabetized for your convenience.

C

Class (Roster) Management

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

How to Add a Class (Roster)

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

1. From the **My Settings** menu in the banner, select **Add Roster** (see [Figure 106](#)). The **Roster Manager** window appears, showing the Add Roster form (see [Figure 107](#)).

Figure 106. Teacher View: Detail of Banner with Expanded My Settings Menu

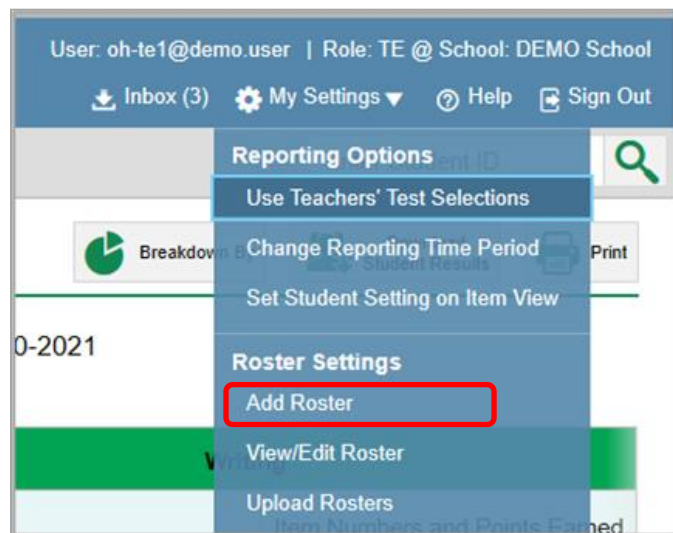


Figure 107. Roster Manager Window: Add Roster Form

The screenshot shows the 'Roster Manager' window with the 'Add Rosters' form. The form is organized into several sections:

- Search for Students to Add to the Roster:** This section contains dropdown menus for 'District' (000002 - DEMO District) and 'School' (000003 - DEMO School). It also has text input fields for 'SSID' and 'Student's Last Name', and dropdown menus for 'Student's First Name', 'Enrolled Grade' (None selected), and 'Year' (2020-2021). Below these is an 'Advanced Search' section with a 'Search' button.
- Add Students to the Roster:** This section includes dropdown menus for 'Roster Name' and 'Teacher Name' (-Select-). It also has radio buttons for 'Students to display' (Current Students and Current and Past Students).
- Available Students (0):** A table with columns: Add, Student Name, Enrolled Grade, SSID, Left School.
- Selected Students (0):** A table with columns: Remove Student Name, Enrolled Grade, SSID, Left Roster.

2. In the *Search for Students to Add to the Roster* panel (see [Figure 108](#)), do the following:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the *Advanced Search* panel (see [Figure 108](#)), select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 108. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The form is divided into several sections:

- Search for Students to Add to the Roster:** This section contains dropdown menus for '*District:' (Demo District 9999 - 999), '*School:' (Demo School 999901 - 9), and '*Year:' (2019-2020). It also has text input fields for 'Student's First Name', 'Student's Last Name', and 'SSID', and a 'Grade' dropdown menu.
- Advanced Search:** This panel is highlighted with a red border. It includes a 'Search Fields:' dropdown menu set to 'Gender'. Below it are radio buttons for 'Gender: Male' and 'Female', with 'Female' selected. To the right, under 'Additional Criteria Chosen:', there is a checkbox for 'Gender: Female'. At the bottom of this panel are 'Add', 'Search', 'Remove All', and 'Remove Selected' buttons.
- Add Students to the Roster:** This section at the bottom has a '*Roster Name:' text input field, a '*Teacher Name:' dropdown menu (set to '-Select-'), and radio buttons for '*Students to display:' with 'Current and Past Students' selected.

- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
3. In the *Add Students to the Roster* panel (see [Figure 108](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the **Teacher Name** drop-down list, select a teacher.
 - c. *Optional:* To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

Figure 109. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

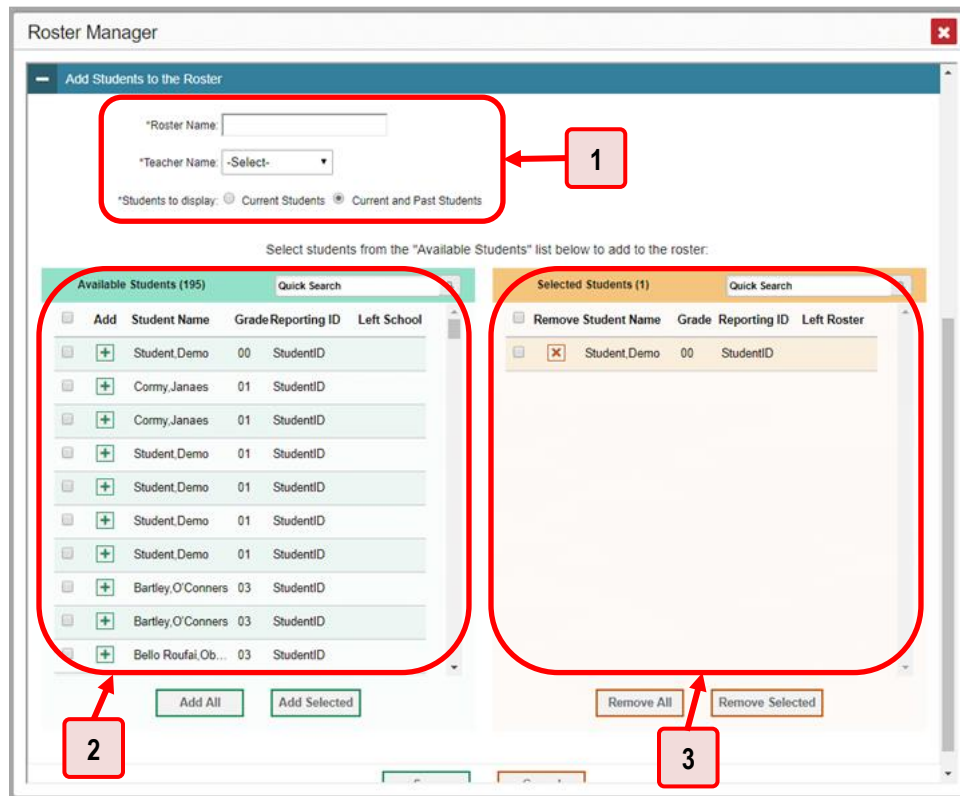




Table 50. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added

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

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

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

How to Modify a Class (Roster)

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

1. From the **My Settings** menu in the banner, select **View/Edit Roster** (see [Figure 110](#)). The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see [Figure 111](#)).

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

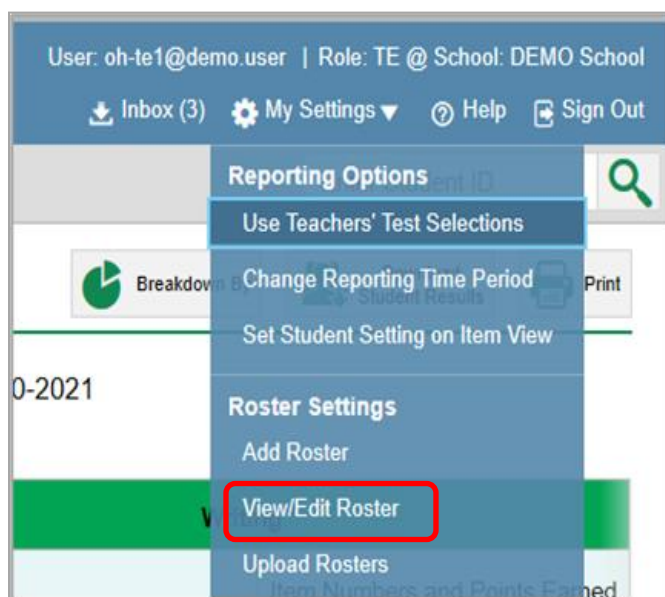


Figure 111. Roster Manager Window: View/Edit/Export Roster Form

 A screenshot of a web browser window titled 'Roster Manager'. The main content area is titled 'View/Edit Rosters' and includes a help icon and a link to 'more info'. Below this is a search bar labeled 'Search for Rosters to Edit'. The search criteria are: '*Year' (2020-2021), '*District' (000002 - DEMO District), '*School' (000003 - DEMO School), '*Roster Type' (User Defined), and 'Teacher Name' (-Select-). A 'Search' button is located at the bottom right of the search panel.

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

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

7. Scroll down to view the *Add Students to the Roster* panel, as in [Figure 114](#).

Figure 114. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

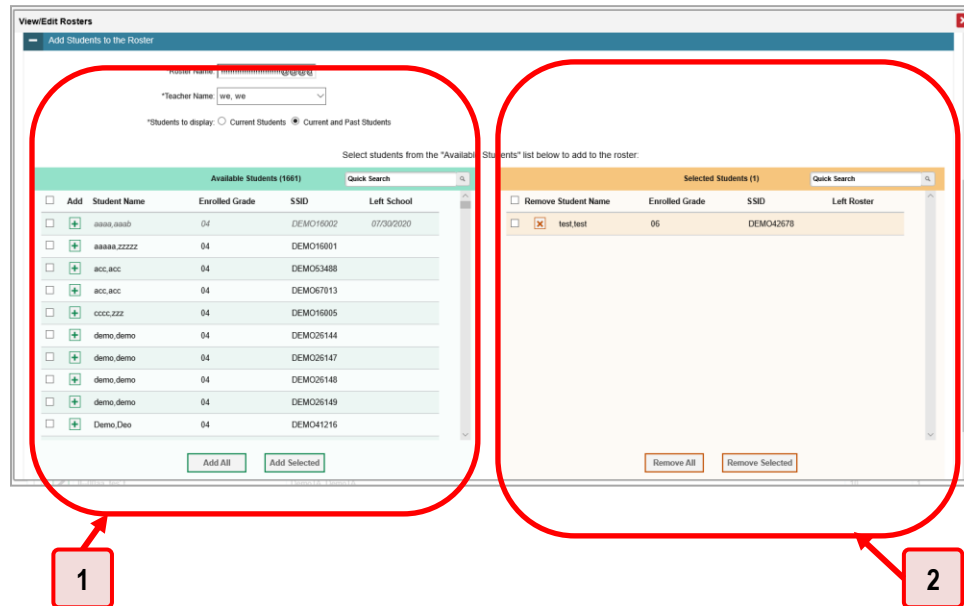




Table 51. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster (currently empty, because no search has been entered)
2	List of students belonging to the roster

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

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

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

How to Upload Classes (Rosters)

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

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

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

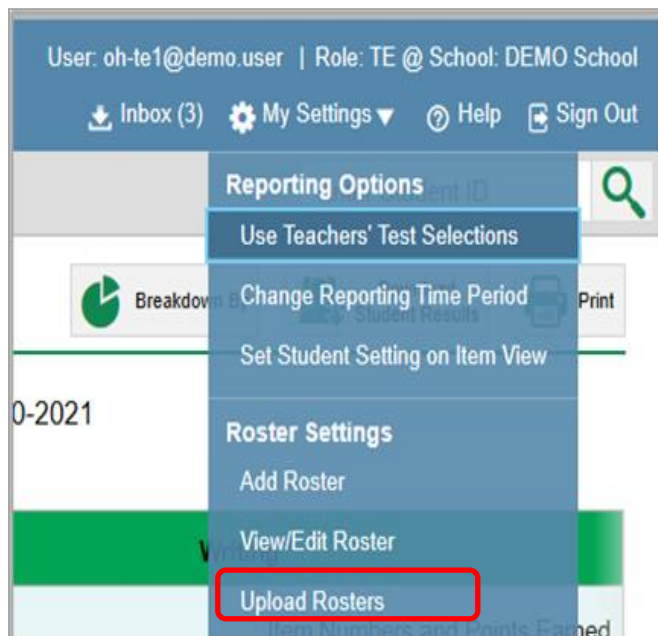


Figure 116. Roster Manager Window: Upload Rosters: Upload Page

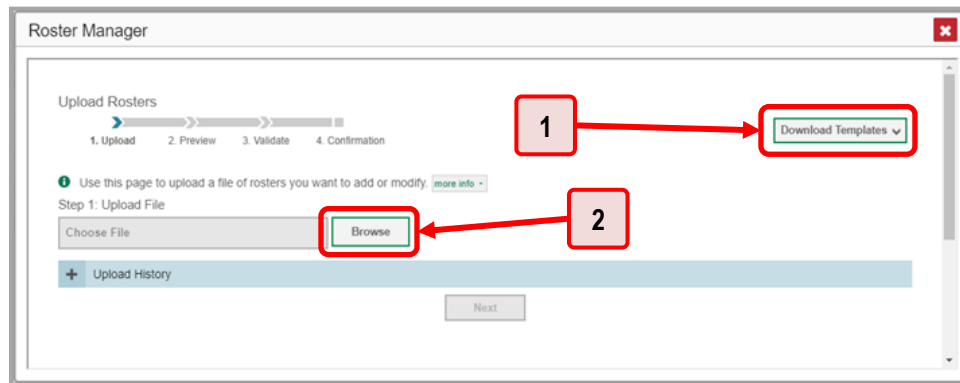
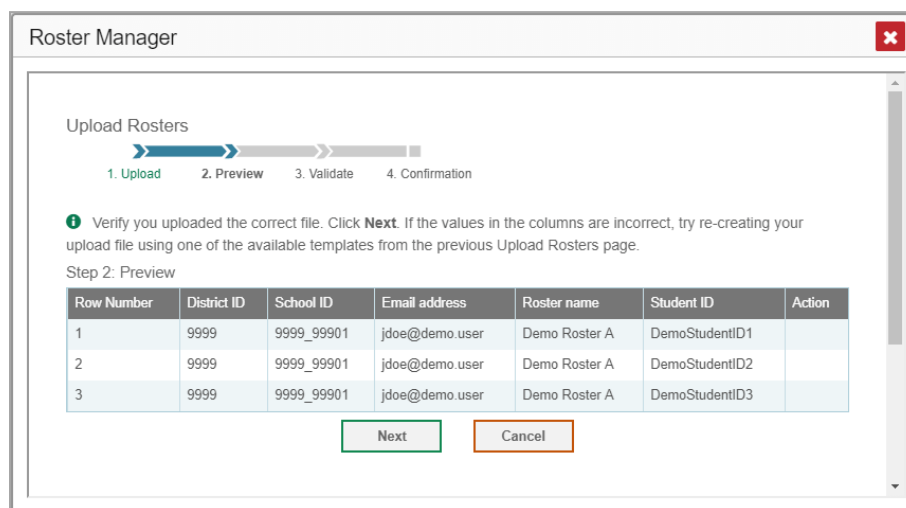


Table 52. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	Download Templates menu button
2	Browse button

2. On the Upload Rosters: Upload page (see [Figure 116](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Fill out the template and save it.
5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The Upload Rosters: Preview page appears (see [Figure 117](#)). Use the file preview on this page to verify you uploaded the correct file.

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



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



Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 118](#)). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 118. Roster Manager Window: Upload Rosters: Validate Page

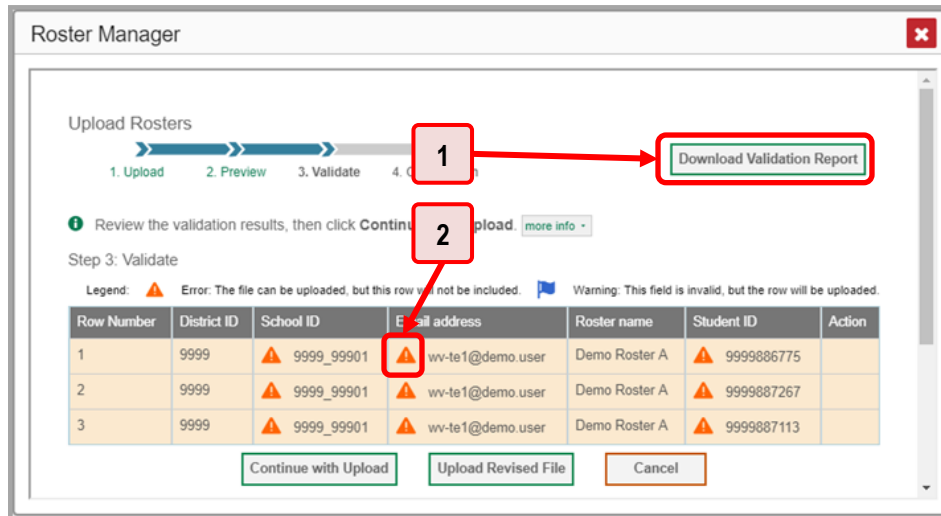


Table 53. Roster Manager Window: Upload Rosters: Validate Page Elements

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

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

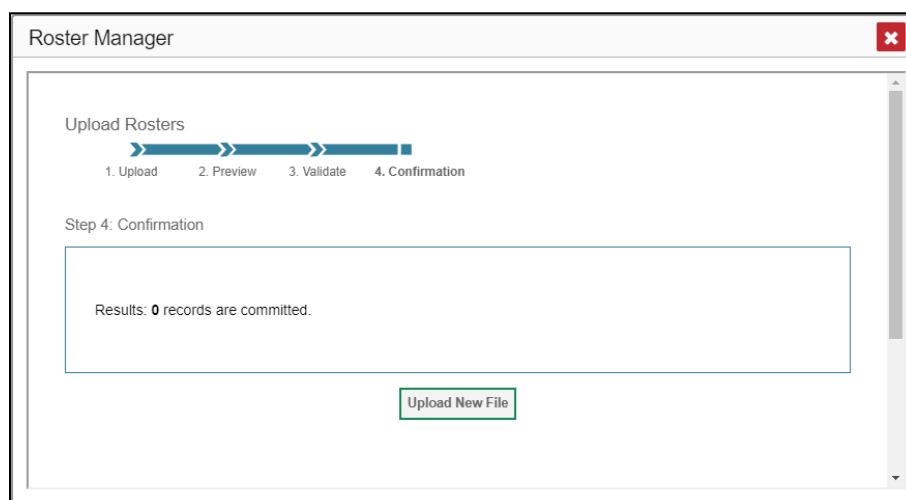
If your file contains a large number of records, the Reporting System processes it offline and sends you a confirmation email when it's complete. While the Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

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

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

Figure 119. Upload Rosters: Confirmation Page



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

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

Table 54. Columns in the Rosters Upload File

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

*Required field.

Condition Codes

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

Table 55. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Human	Unreadable	<ul style="list-style-type: none"> The response is unreadable. For example, an online response is unreadable if it only contains repeated/random keystrokes (e.g., “yyyyyyyyyyy”; “av:aeoiahvb;e”; “hrrttuuvv”).
Human	Foreign Language	<ul style="list-style-type: none"> The response is written in a language other than English.
Human	Off Topic	<ul style="list-style-type: none"> Student writes to a subject that is unrelated to the prompt.
Machine	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Machine	Insufficient Text (Repetitive Text)	<ul style="list-style-type: none"> The response is substantially comprised of repeated text copied over and over.
Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> The response contains too few words to be deemed adequate to be scored.
Machine	Insufficient Text (Insufficient Original Text)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires. Resolution is required.
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> 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

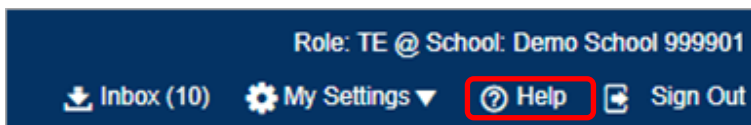
Help

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 120](#)), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 120. Banner



I

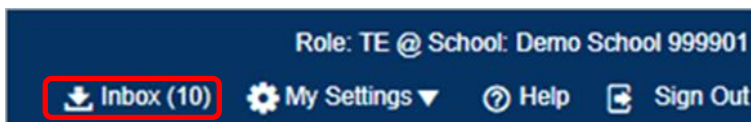
Inbox

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

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

How to Access and Manage Files in the Inbox

Figure 121. Banner



1. In the banner (see [Figure 126](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 122](#)). By default, the Inbox window displays the **View Documents** tab.

Figure 122. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

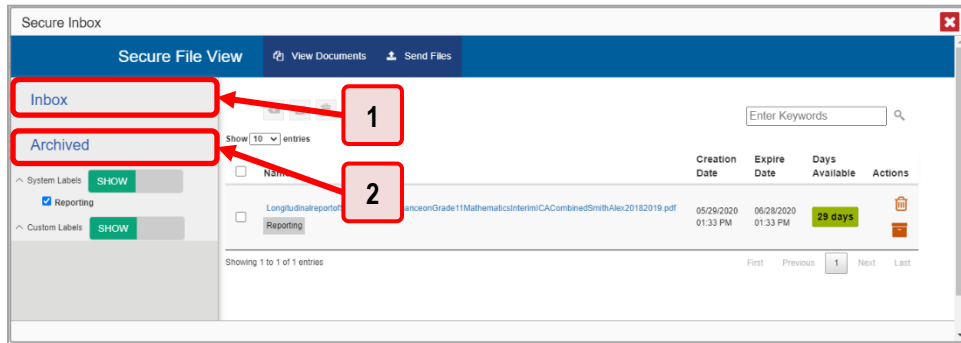


Table 56. Secure Inbox Window: View Documents Tab Elements

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

2. Choose either of the available tabs (see [Figure 122](#)):

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

Figure 123. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

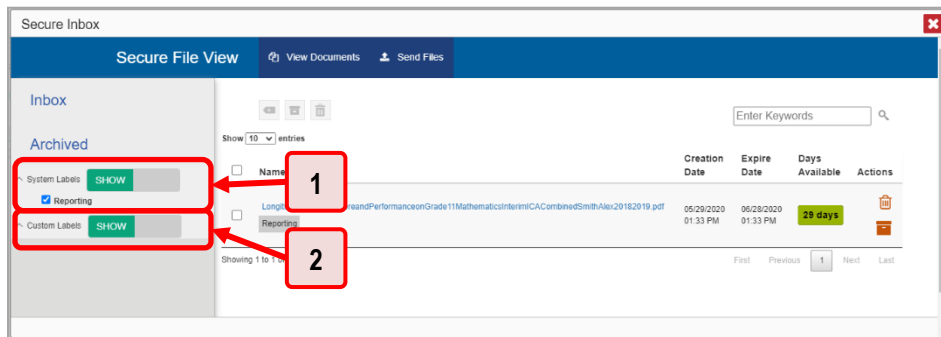


Table 57. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

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

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

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4. *Optional:* To hide or display system labels, click the System Labels toggle (see [Figure 123](#)).
5. *Optional:* To hide files with a particular system label, clear the checkbox for that label (see [Figure 123](#)).
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see [Figure 123](#)).
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label (see [Figure 123](#)).

Figure 124. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

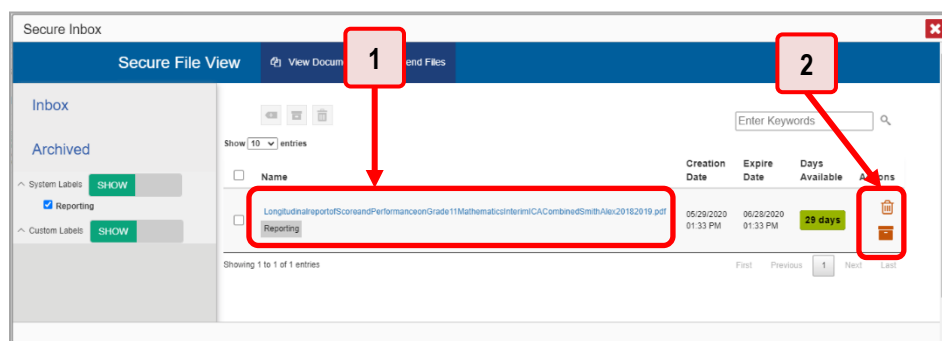







Table 58. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

8. *Optional:* Do one of the following:
 - To download a file, click the name of the file (see [Figure 124](#)).
 - To apply a custom label, follow these instructions:
 - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
 - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
 - To archive a file, click  (see [Figure 124](#)).
 - To unarchive a file, click . The file is moved back to the main Inbox.
 - To delete a file, click  (see [Figure 124](#)).

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How to Use the Inbox to Send Files to Other Users' Inboxes

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner (see [Figure 125](#)), select **Inbox**. The **Inbox** page appears (see [Figure 126](#)). By default, the *View Documents* tab displays.

Figure 125. Banner

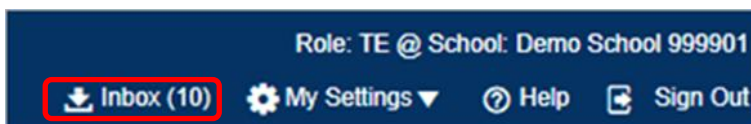
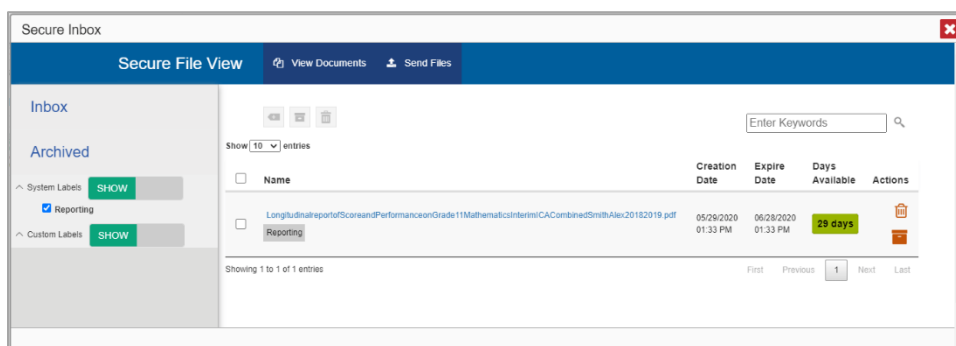


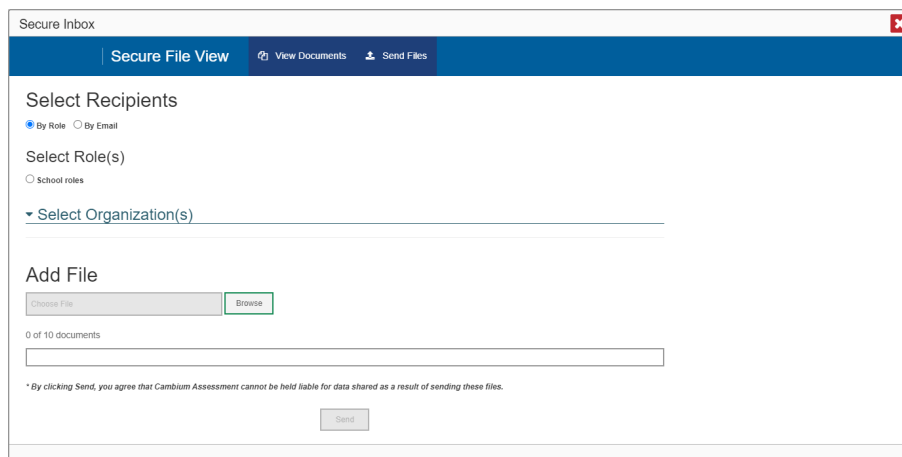
Figure 126. Secure Inbox Window: View Documents Tab



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 127](#)).
3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step [7](#).

Figure 127. Secure Inbox Window: Send Files Tab



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4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 128](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 128. Secure Inbox Window: Send Files Tab

6. From the *Select Organization(s)* drop-down lists (see [Figure 129](#)), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 129. Secure Inbox Window: Send Files Tab

7. If you selected **By Role** in step [3](#), skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.
8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Send**.

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L

Login Process

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

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

How to Log In to the Reporting System

1. Navigate to the [test portal](#).
2. Click the **Centralized Reporting System (CRS)** card (see [Figure 130](#)). The login page appears.

Figure 130. Reporting Card



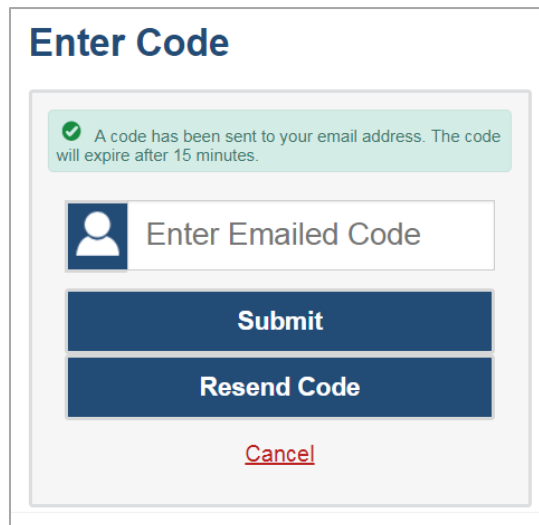
3. On the login page (see [Figure 131](#)), enter the email address and password you use to access all CAI systems.

Figure 131. Login Page

- a. Click **Secure Login**.
- b. If the Enter Code page appears (see [Figure 132](#)), 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.

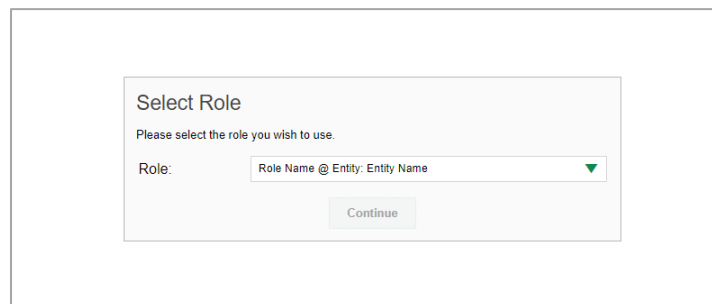
- If the authentication code has expired, click **Resend Code** to request a new code.

Figure 132. Enter Code Page



- c. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 133](#). 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 133. Select Role Window



The dashboard for your user role appears.

How to Set or Reset Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page (see [Figure 134](#)). 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.

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- 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 134. Reset Your Password Page

Reset Your Password

Reset Your Password

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

Need More Help?

If you forgot your password or need a new password, please use the **Forgot Your Password** link to reset it.

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

E-mail Address

Submit

[Return to Login Page](#)

- If you did not receive an email containing a temporary link or authentication code:
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.
- Additional help:
If you are unable to log in, contact 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 135](#), reports display a row of data for each opportunity. A clock icon  appears next to the most recent opportunity. Previous opportunities are marked with numbers , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.

Figure 135. School Performance on Test Report: Performance by Student Tab

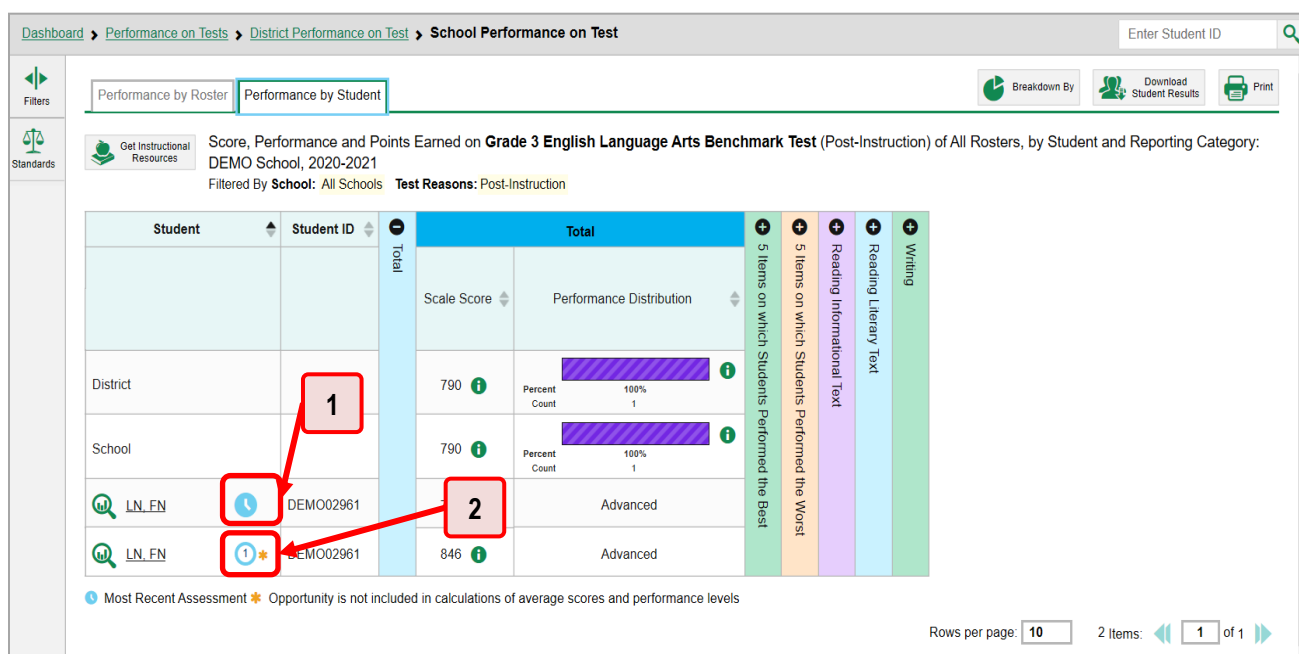



Table 59. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

N

Non-Scorable Test Opportunities

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

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 136](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 136. Students with Other Test Statuses Window

Name	Student ID	Condition Code	Date Taken
LN, FN	DEMO03170	Insufficient to score	08/11/2020

Table 60. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

P

Performance Data

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

- Score data:
 - Scale scores.
 - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels. 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 137](#), showing the percentage and number of students who achieved each performance level. These bars

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are color-coded, with three performance levels being coded red-yellow-green, and five being coded red-yellow-green-blue-purple.

- Percent proficient, also shown in some aggregate reports (see [Figure 137](#)), represents the total percentage of students who achieved proficiency. It includes those who fell into the top three performance levels.

Figure 137. School-Level User View: School Performance on Test Report: Performance by Roster Tab

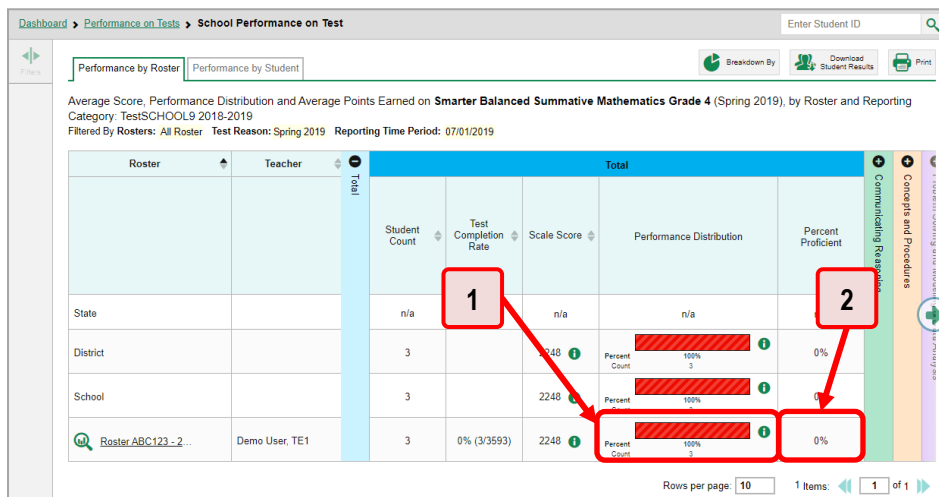


Table 61. School-Level User View: School Performance on Test Report Elements

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

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In a report, click the more information button **i** in the score or Performance Distribution columns (see [Figure 138](#)).

Figure 138. School-Level User View: School Performance on Test Report: Performance by Roster Tab

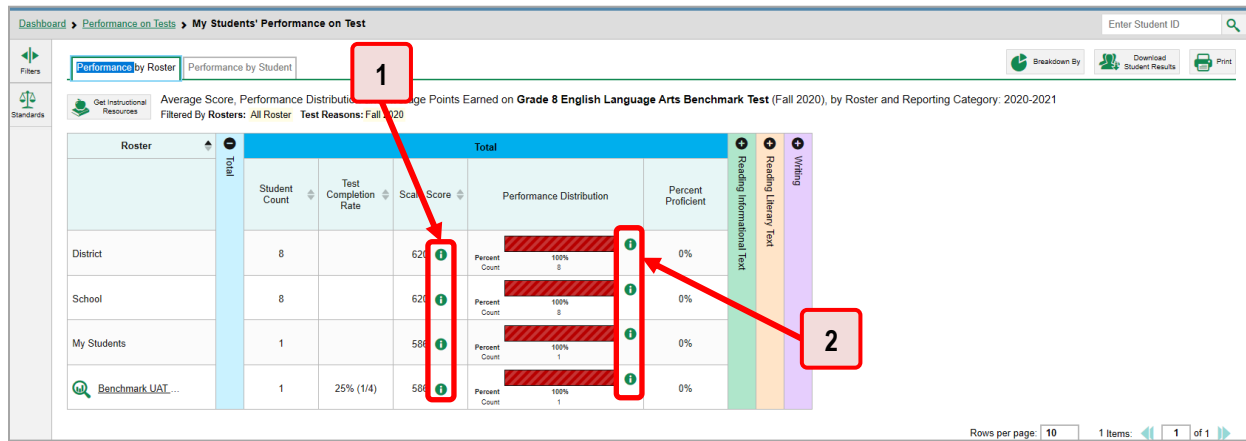


Table 62. School-Level User View: School Performance on Test Report Elements

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

A legend appears (see [Figure 139](#) and [Figure 140](#)), explaining what the scores or performance levels indicate.

Figure 139. My Students' Performance on Test Report with Expanded Scale Score Legend

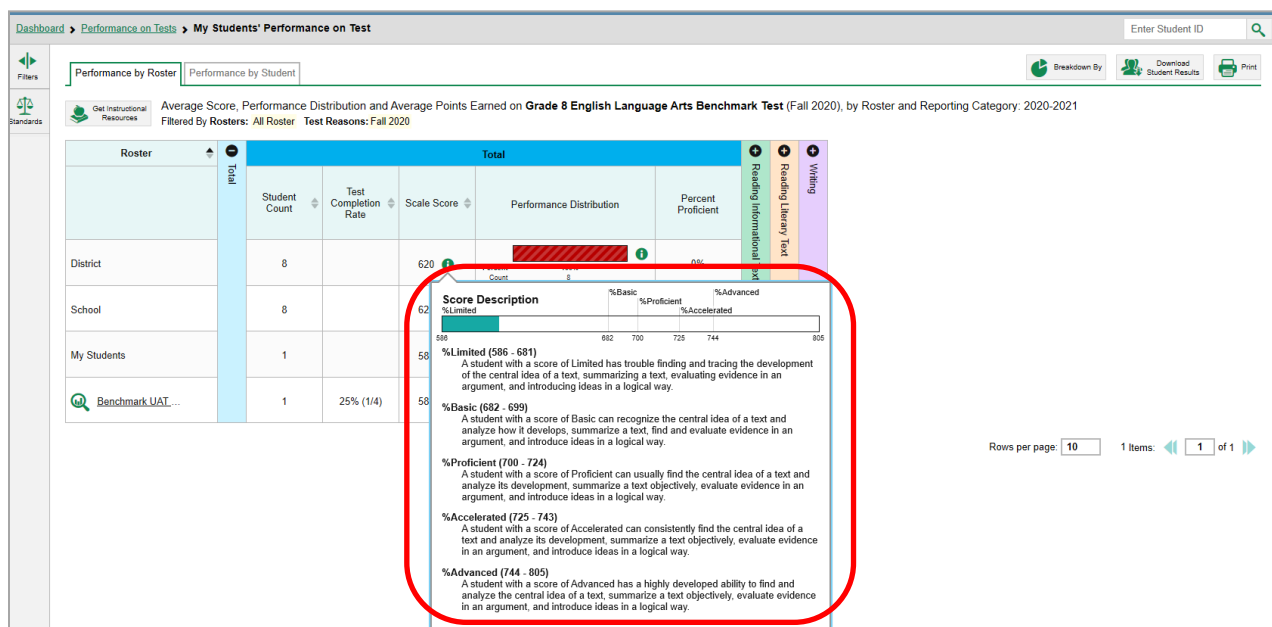
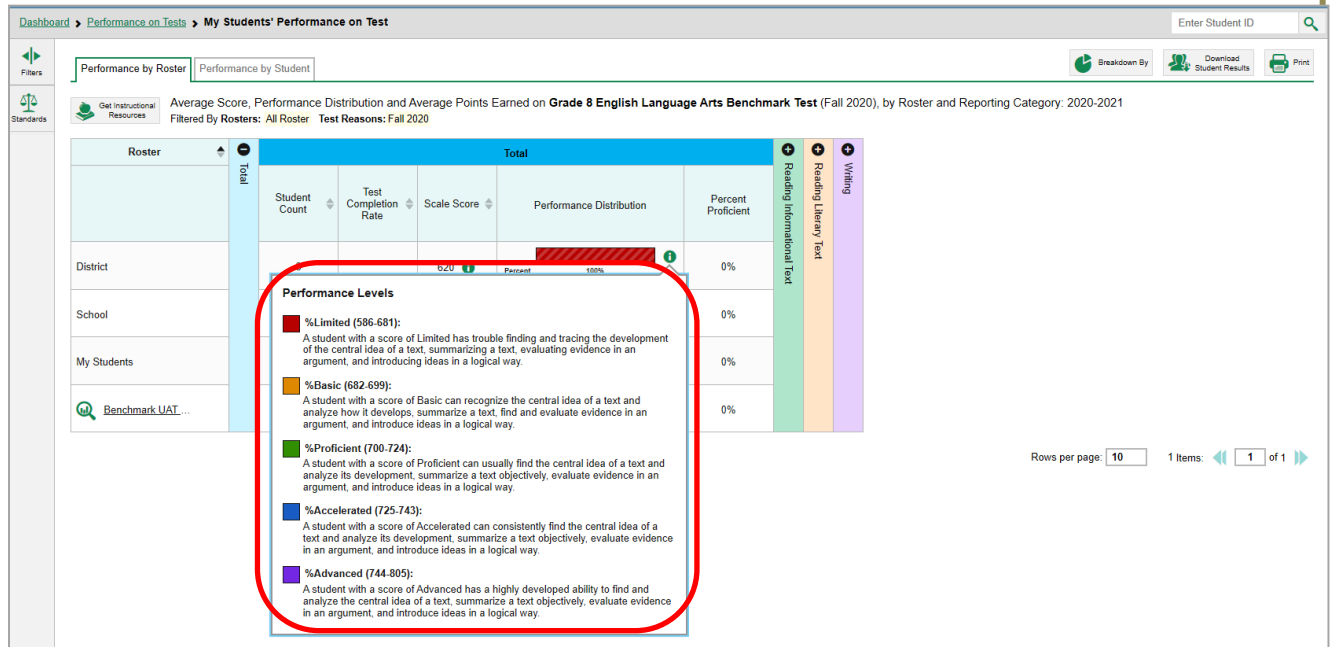


Figure 140. My Students' Performance on Test Report with Expanded Performance Distribution Legend





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

R

Report Tables

How to Sort a Table




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

How to Specify the Number of Rows Displayed



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



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

How to View Additional Table Rows

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

How to View Additional Table Columns

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

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

How to Expand All Accordion Sections in a Table

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

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

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.

Reporting System User Guide


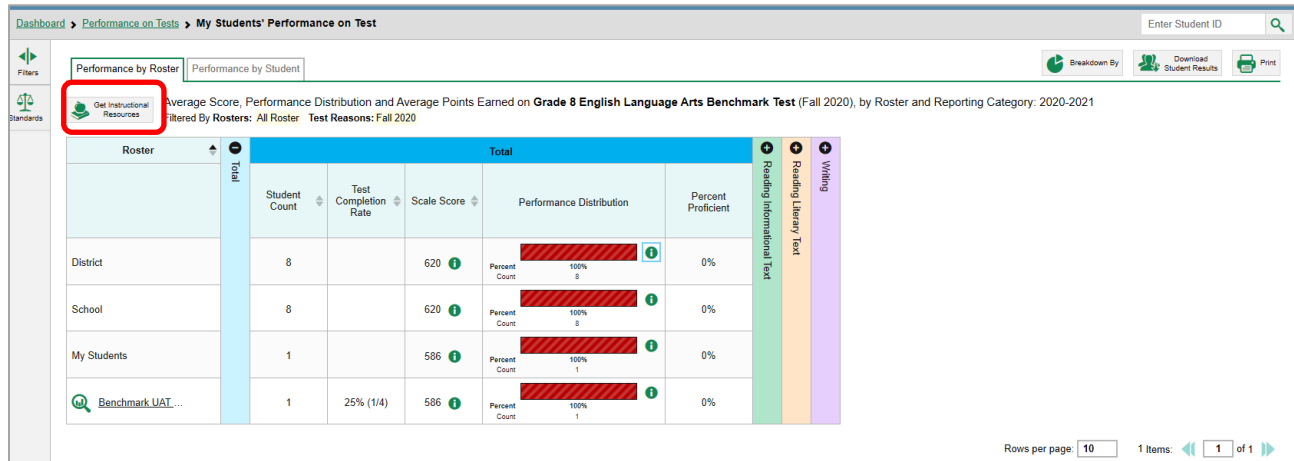
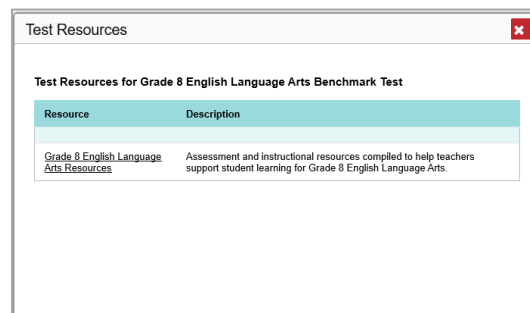
If additional assessment information is available, click the **Get Instructional Resources** button  in the upper-left corner of the report table (see [Figure 141](#)). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 141. My Students' Performance on Test Report: Performance by Roster Tab



A window opens (see [Figure 142](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 142. Test Resources Window



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User Support

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

The Ohio Help Desk is open 7:00 a.m. to 5:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Ohio Assessments Portals).

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

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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 10 and Firefox 79 or Mac OS 10.15 and Safari 12).

Change Log

Location	Change	Date