



Reporting System User Guide

For Summative and Interim Assessments

2022–2023

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Introduction to the User Guide

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

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

It includes the following sections:

- [How to Navigate Reports for Summatives and Interims](#)
- [How to Set Up Your Reports for Summatives and Interims So They Make Sense](#)
- [How to Export and Print Data on Summatives](#)

The guide also includes additional information on accessing your interim data and scoring interims, including the following:

- [How to Access Item-Level Data on Interims](#)
- [How to Score Items on Interims](#)
- [How to Set Up Your Interim Reports So They Make Sense](#)
- [How to Export and Print Data on Interims](#)

How to Navigate Reports for Summatives and Interims

This section explains how to navigate your reports for both summative and interim assessments.

How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes (rosters) who have completed assessments. They can also view data for students to whom they have administered assessments in the current school year.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to Start Viewing Reports

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

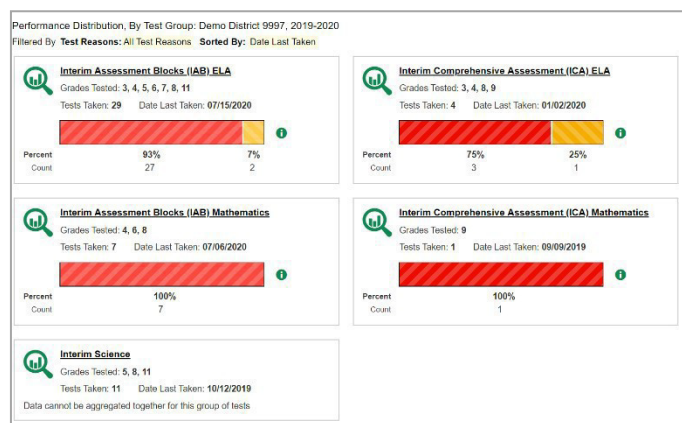
How to Use the Dashboard to View Aggregate Test Results

All users except state-level users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in [Figure 1](#) is for the Summative ELA).

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

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


Figure 1. Teacher View: Dashboard



By default, the dashboard is filtered to display only summative assessments, unless no summatives are available, in which case, all assessments are displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. For more information on filtering, see [How to Set Up Your Reports for Summatives and Interims So They Make Sense](#) and [How to Set Up Your Interim Reports So They Make Sense](#).

If a message appears saying, “There are no assessments to display.”, there may have been no assessments taken during the current reporting time period or you may have set a Filter that excluded current data. When you first log into Reporting, only data from the current reporting time is displayed. To access data from previous school years, see “[How to View Data from a Previous Point in Time](#)”.

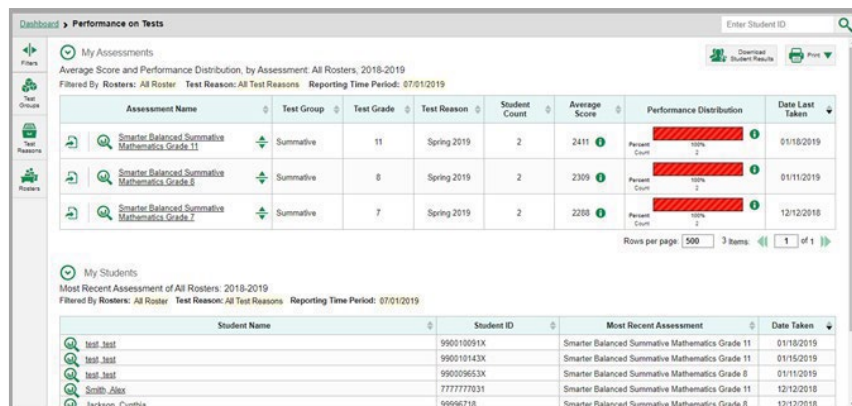
How to View More Detailed Data on a Particular Test Group

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](#). They include the following:

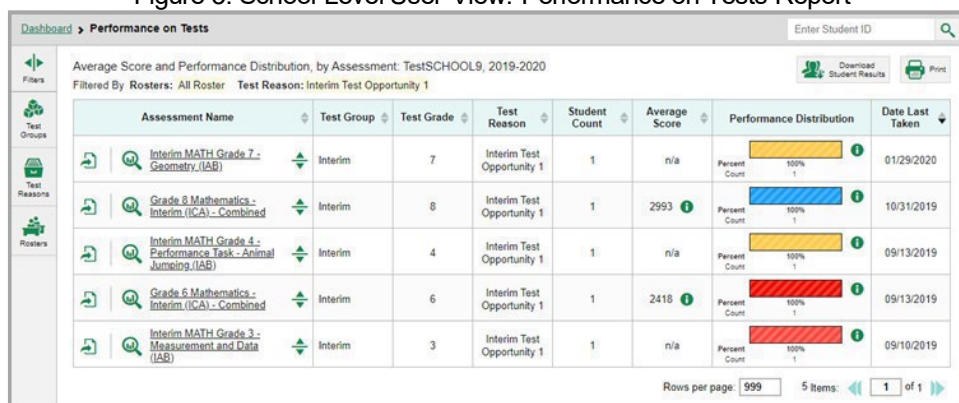
- The My Assessments table, listing all the assessments in the filtered test group or groups
- The My Students table, listing all your students who took the assessments

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, test grade, test reason (the name of the testing window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 4. Teacher View: Performance on Tests Report

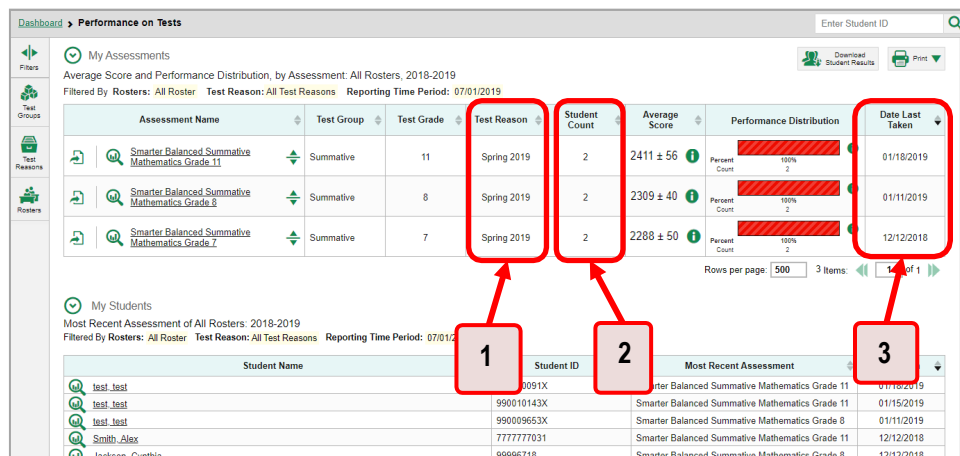


Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either testing 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 for Summatives and Interims So They Make Sense](#) and [How to Set Up Your Interim Reports So They Make Sense](#).

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

For 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.

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

3. 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 state, district, school, and/or total students.

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

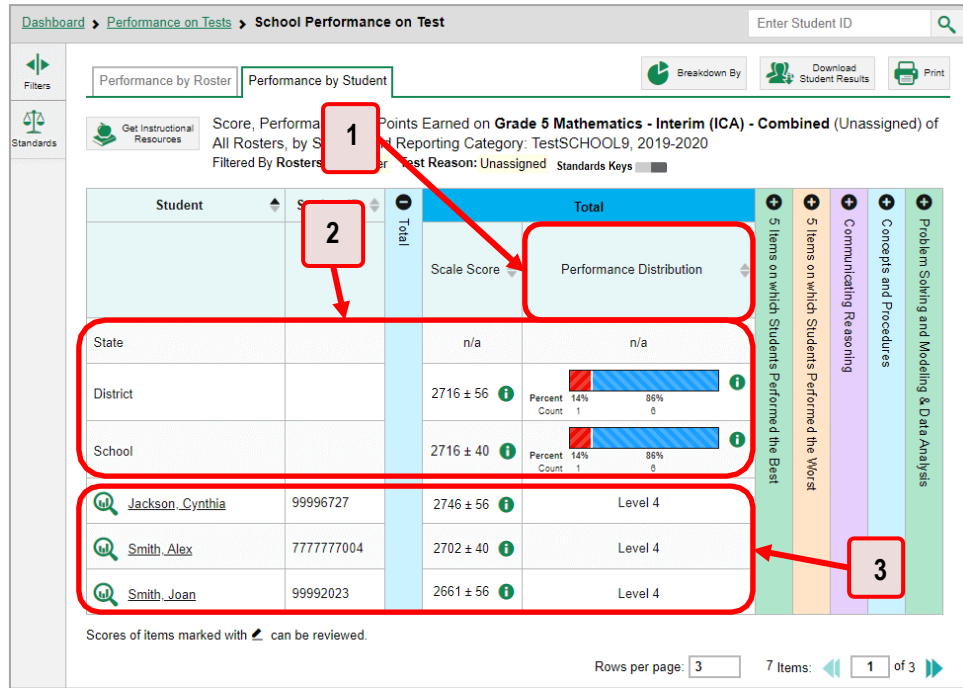


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school (state data not available)
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

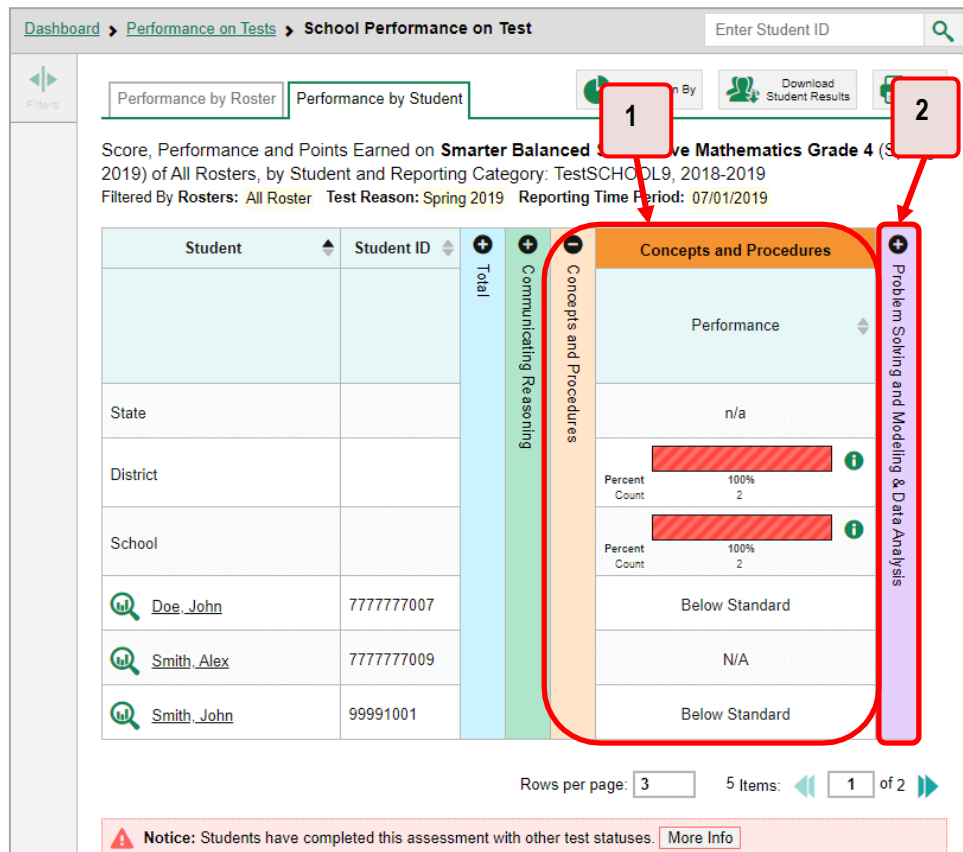


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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. Generate a dashboard and 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. Generate a dashboard and 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 state, district, school, and total students.

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

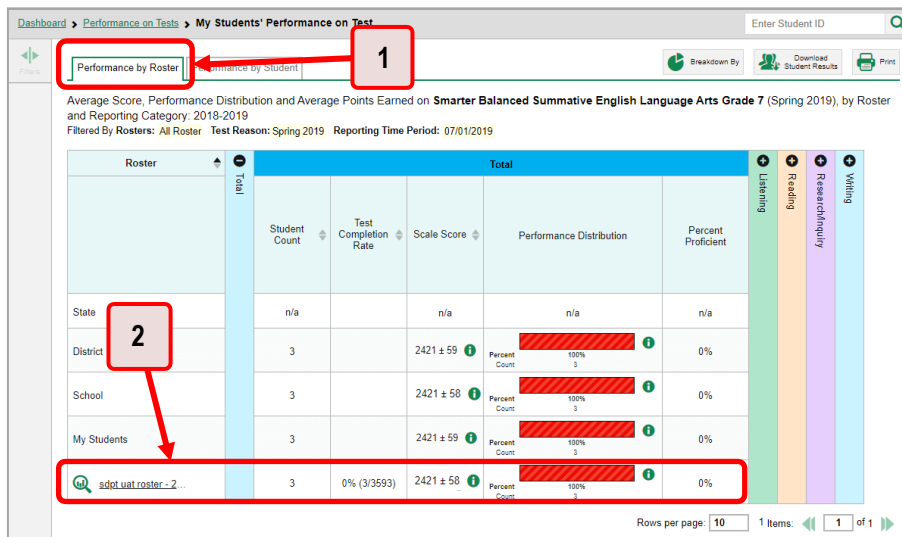


Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	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 options (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

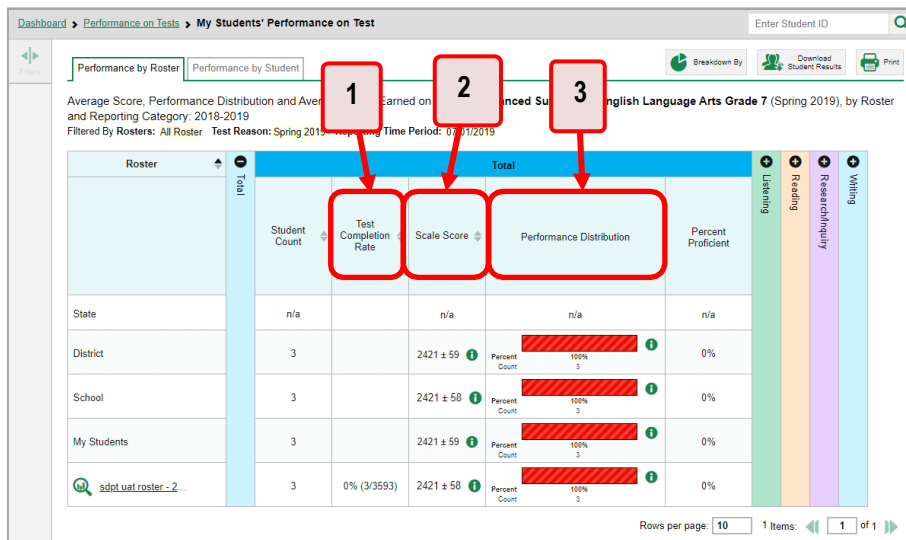


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	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](#)).

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

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

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

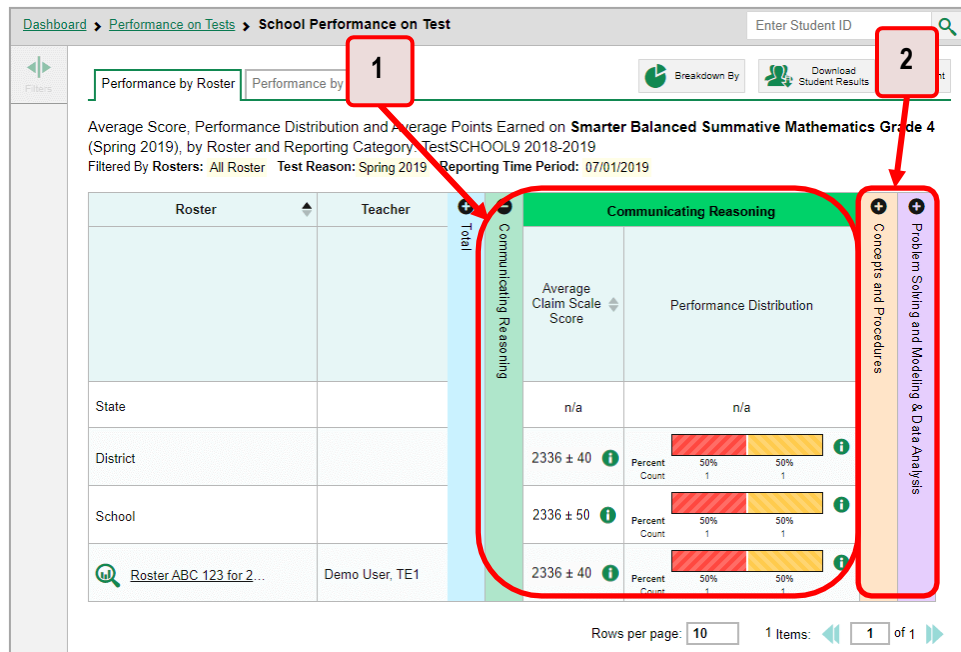


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

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

Summative and interim tests cover multiple reporting categories, while a benchmark test covers only one.

How to View and Interpret Standard Measures Within Reporting Category Sections

An educational standard, sometimes called an assessment target, describes the skill the item measures. Standards are nested within clusters (groups of standards).

The Standards sub-section contains the following:

- **Clusters** within the reporting category.
 - **Standards** within each cluster.
 - **Measures** within each standard.

Figure 10. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

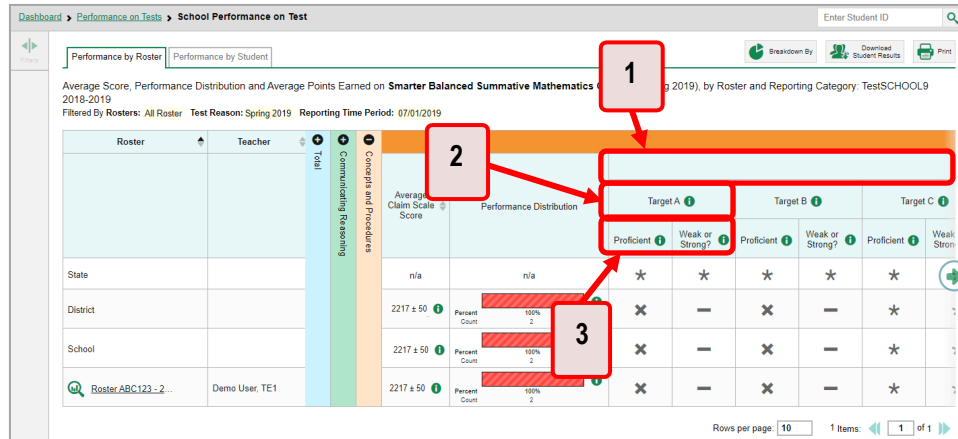


Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section Elements


#	Element
1	Cluster header within a reporting category (header label not shown)
2	Standard header within the cluster column
3	Weak or Strong? and Proficient measures within the standard


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

- **Weak or Strong?:** You may want to identify strengths and weaknesses in different standards within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students’ average performance on the standard compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.
- **Proficient:** This column displays icons indicating whether students have on average attained proficiency in the standard.

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Each standard column contains a sub-column displaying the performance measure % Correct. It shows the average percentage of points students earned out of the maximum points possible in the standard.

A highlighted cell with a warning icon  indicates that students responded to enough items aligned to the standard to detect a statistically significant weakness. Low percentages in cells that are not highlighted may not be statistically significant.

To learn more about these measures and the symbols they use, click the more information button  to the right of each measure.

How to View and Interpret Depth of Knowledge (DOK) Measures

Aggregate test results may include a **Depth of Knowledge (DOK)** section to the right of the reporting category sections. You can expand this section by clicking the vertical bar, just as with the reporting category sections.

Depth of Knowledge (DOK) is a classification system of cognitive complexity that refers to the cognitive demand associated with an item. DOK is based upon the assumption that curricular elements may all be categorized based on the cognitive demands required to produce an acceptable response, and it is meant to reflect complexity rather than difficulty. It represents the complexity of the cognitive process demanded by the task outlines by the objective (in other words, the kind of thinking required by the task, not whether the task is difficult).

There are four DOK levels that gauge how deeply students can grapple with the material. They include the following:

- **DOK 1 (Recall and Reproduction):** The student recalls facts, information, or definitions, or performs simple, routine procedures. Keywords: *list, identify, define*.
- **DOK 2 (Skills and Concepts):** The student engages in mental processing beyond recalling or reproducing a response. The student uses information, conceptual knowledge, and procedures. Keywords: *summarize, estimate, determine, organize, classify, infer*.
- **DOK 3 (Strategic Thinking):** The student engages in analysis and evaluation, reasoning, solves real-world problems, and coordinates knowledge and skills. Keywords: *analyze, explain and support with evidence, generalize, create, evaluate*.
- **DOK 4 (Extended Thinking):** The student engages in higher-order thinking and deep knowledge. The student conducts investigations, analyzes and synthesizes information from multiple sources, and solves real-world problems. Keywords: *analyze and synthesize, reflect, conduct, manage*.

Note that DOK 3 and DOK 4 are combined into a single level in reports. This is because DOK 4 applies only to writing prompts.

The **Depth of Knowledge (DOK)** section (see [Figure 11](#)) contains the following:


- **Depth of Knowledge (DOK) levels**
 - The **% Correct** measure within each DOK level. It indicates the percentage of students who correctly responded to items associated with that level. Percentages indicating statistically significant weaknesses are highlighted and display warning icons . “n/a” indicates that not enough students responded to the items to provide a reliable percentage.

Figure 11. District Performance on Test Report: Depth of Knowledge (DOK) Section

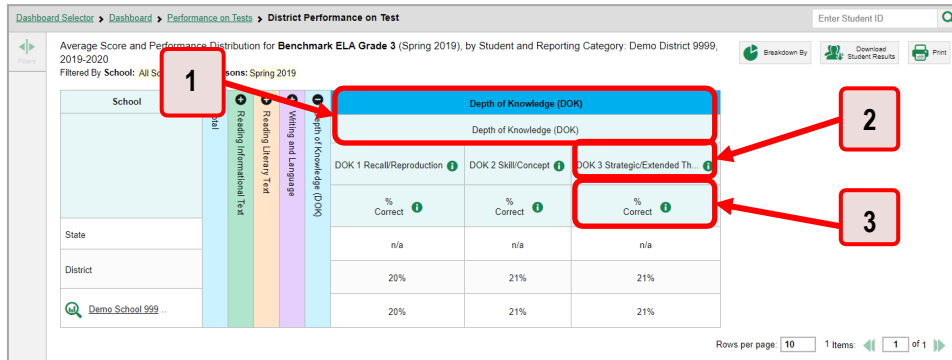




Table 8. District Performance on Test Report: Depth of Knowledge Section Elements

#	Element
1	Depth of Knowledge headers
2	DOK level header (DOK 3: Strategic/Extended Thinking)
3	% Correct header

To learn more about DOK levels, click the more information button  in one of the DOK level headers. A legend expands.

To learn more about % Correct, click the more information button  in any % Correct header. A legend expands.

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


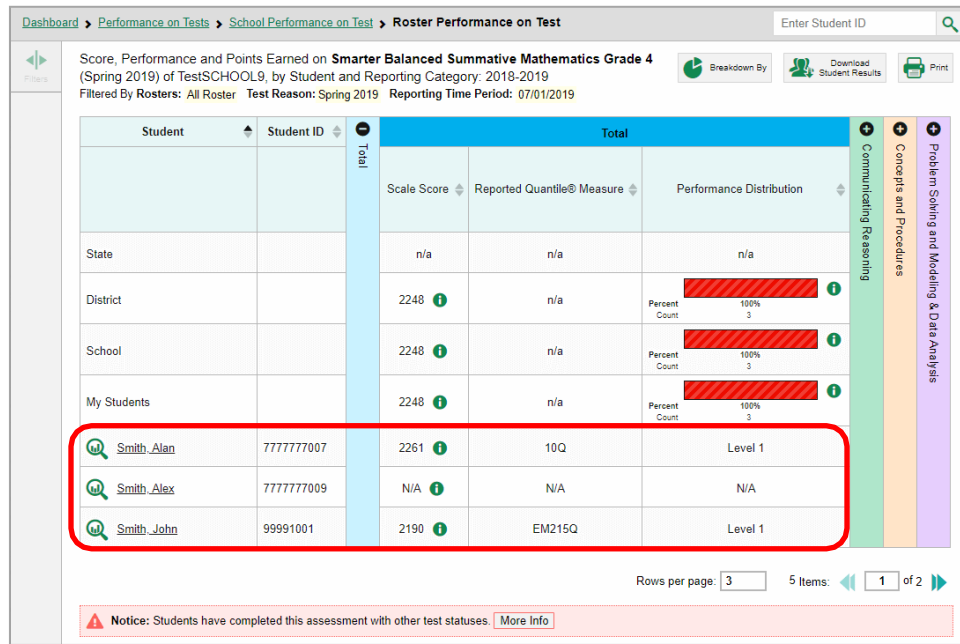
Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (see [Figure 12](#)).

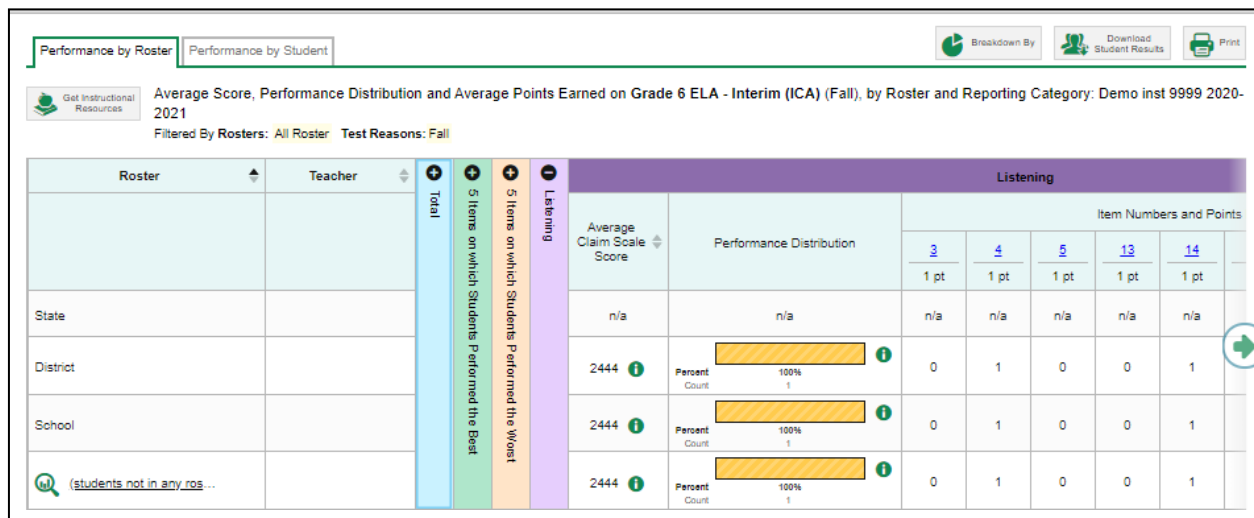
Figure 12. School-Level User View: Roster Performance on Test Report



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

Figure 13. School-Level User 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. Generate a dashboard and 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.

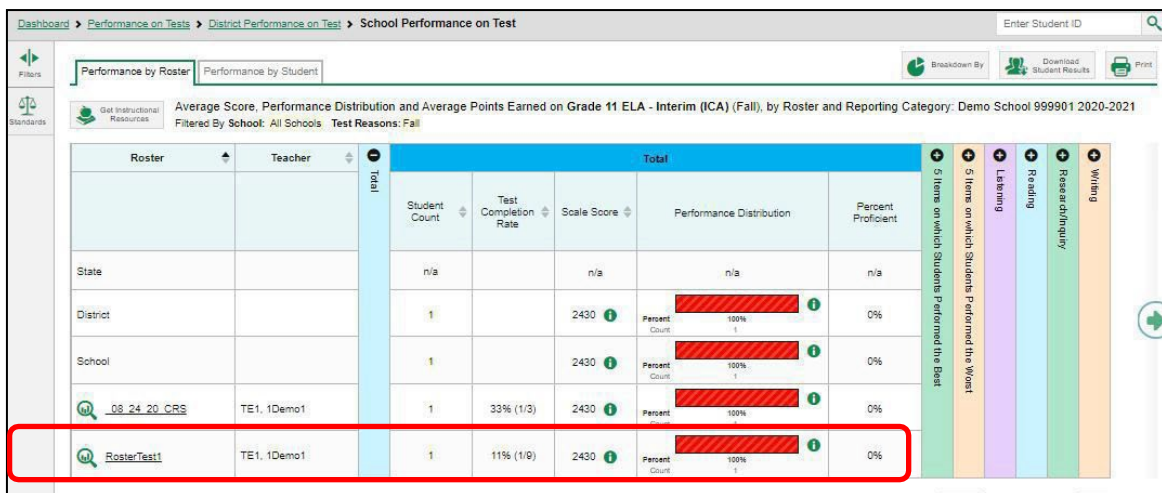
District-level users

1. Generate a dashboard and 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 14](#).

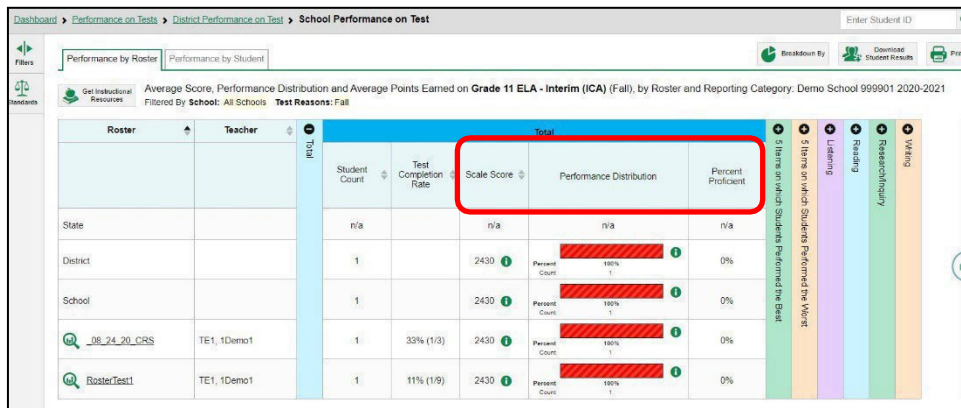
Figure 14. School Performance on Test Report: Performance by Roster Tab



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 15](#)). 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 15. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



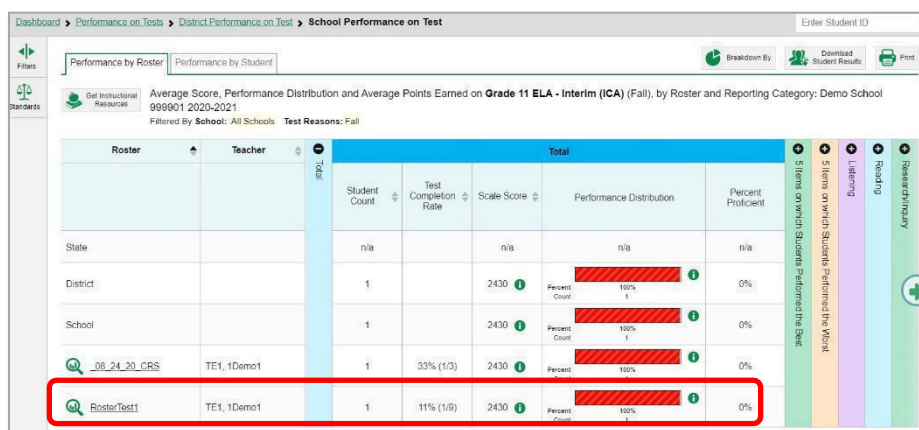
For District-Level Users: How to View Test Results for a District on a Particular Test

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. Generate a dashboard and 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 16](#)).

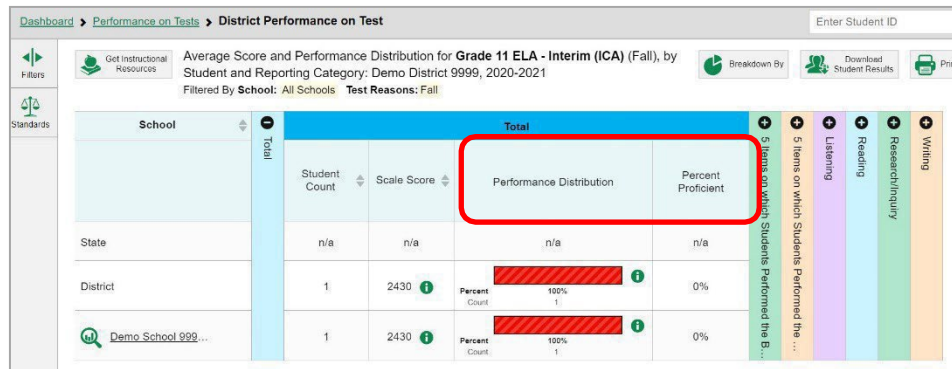
Figure 16. District Performance on Test Report



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 score (as in [Figure 17](#)).

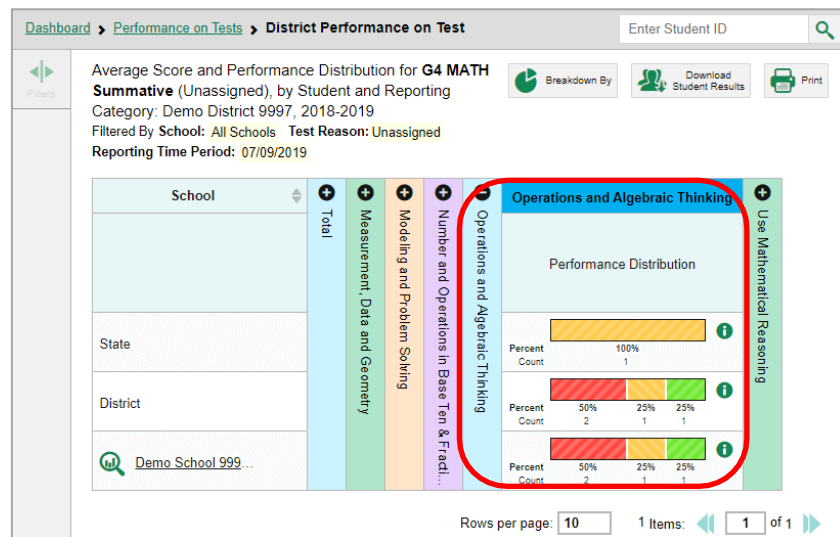
Figure 17. District Performance on Test Report Sorted by Score



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 18](#)).

Figure 18. 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.

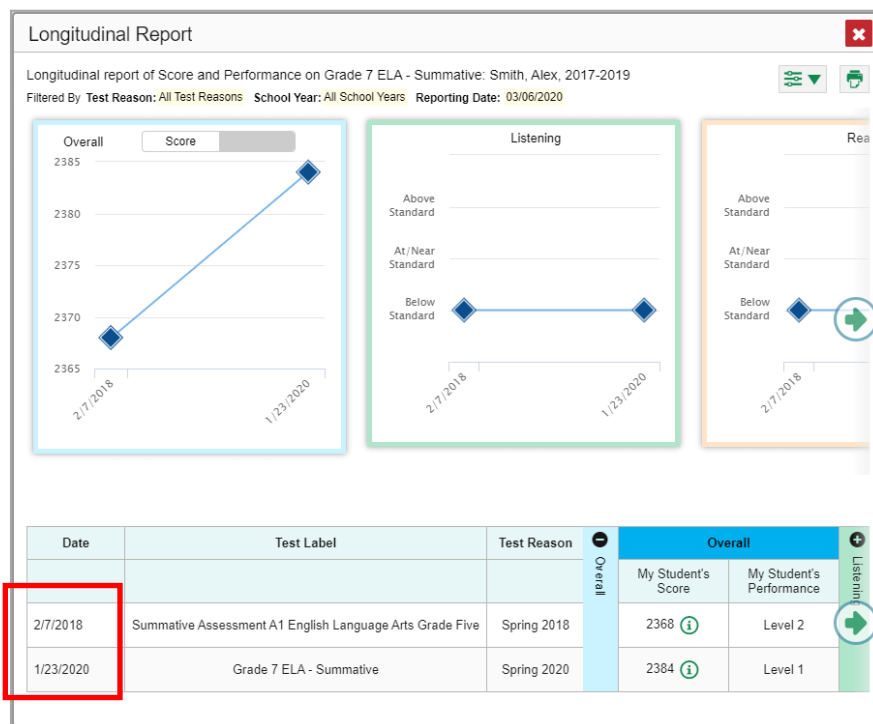
Each Longitudinal Report displays performance data for one of the following:

- 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.

- **Aggregate longitudinal report for District and School users**
An aggregate longitudinal report for district and school users shows up when 70% or more of a cohort of students represented in any screen that shows multiple students have taken two or more tests that are configured in a progression.
- **Aggregate longitudinal report for Teacher users**
This is similar to the report for district and school users, except that instead of 70% criteria, teachers are shown a table of tests/test reason combinations and allowed to select which combinations to include in the report.
- An individual student (see [Figure 19](#)). The date section in the Longitudinal Report indicates the date a test was taken.

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



How to Access a Longitudinal Report Comparing Related Assessments

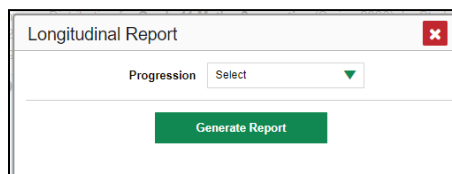
If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** button  allows you to access a Longitudinal Report in the reports for any of those assessments. If they haven't done so, then no Longitudinal Report is available.

Click the **Build Longitudinal Report** button  in the **Features & Tools** menu .

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

- If you are viewing a Longitudinal Report for which both interims and summatives are available, the **Progression** drop-down list (see [Figure 20](#) and [Figure 21](#)) appears. Use it to select which test types to view in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

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




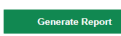

- **Teachers only:** If the test results you are viewing are for multiple students, a table appears with a column for each test (see [Figure 22](#)). This table does not appear if you are viewing an individual student.
 - A sub-column appears for each test reason (a category of test, or, for a summative,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

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

Longitudinal Report with Progressions							
Progression	Summative						
<small>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).</small>							
Students Selected: 4							
Test	Grade 3 ELA		Grade 4 ELA		Grade 5 ELA		Grade 6 ELA
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Fall
Ackbar, Gial (9999191752)	✓	✓	✓	✓	✓	✓	✓
al Ghul, Talia (9998711390)	✓	✓	✓	✓	✓	✓	✓
Allen, Barry (9998353812)			✓		✓	✓	✓
Amidala, Padme (9999109747)	✓	✓	✓	✓	✓	✓	✓
Andor, Cassian (9999425137)	✓	✓	✓	✓	✓	✓	✓
Antilles, Wedge (9999062995)	✓	✓	✓	✓	✓	✓	✓
Binks, Jar Jar (9999920535)	✓	✓	✓	✓	✓	✓	✓
Bullock, Harvey (9998949477)			✓	✓	✓	✓	✓
Calrissian, Lando (99995471...)	✓	✓	✓	✓	✓	✓	✓
Curry, Arthur (9998275404)			✓	✓	✓	✓	

- 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 are 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 23](#)). 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 23. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

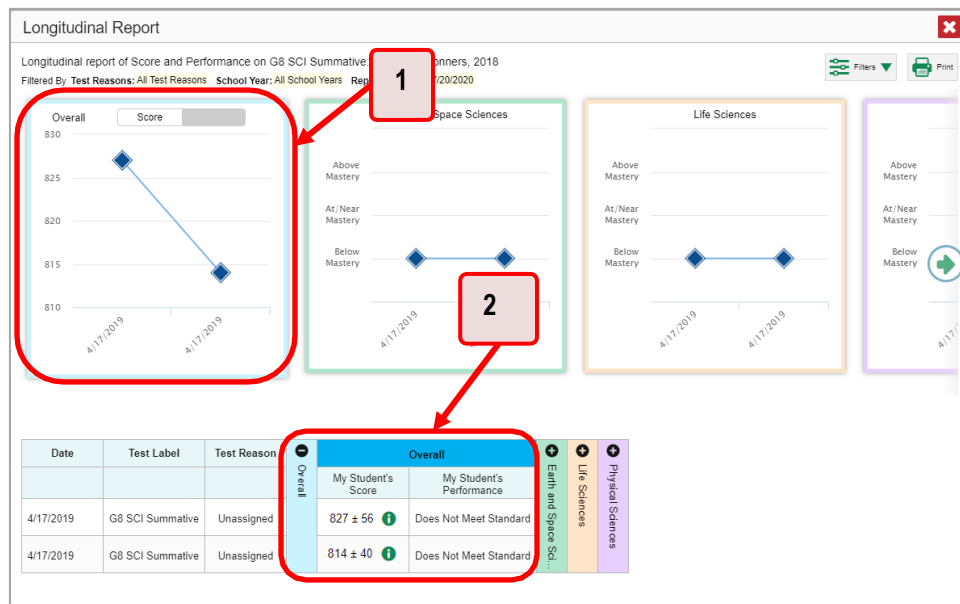


Table 9. Longitudinal Report Window Elements

#	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.

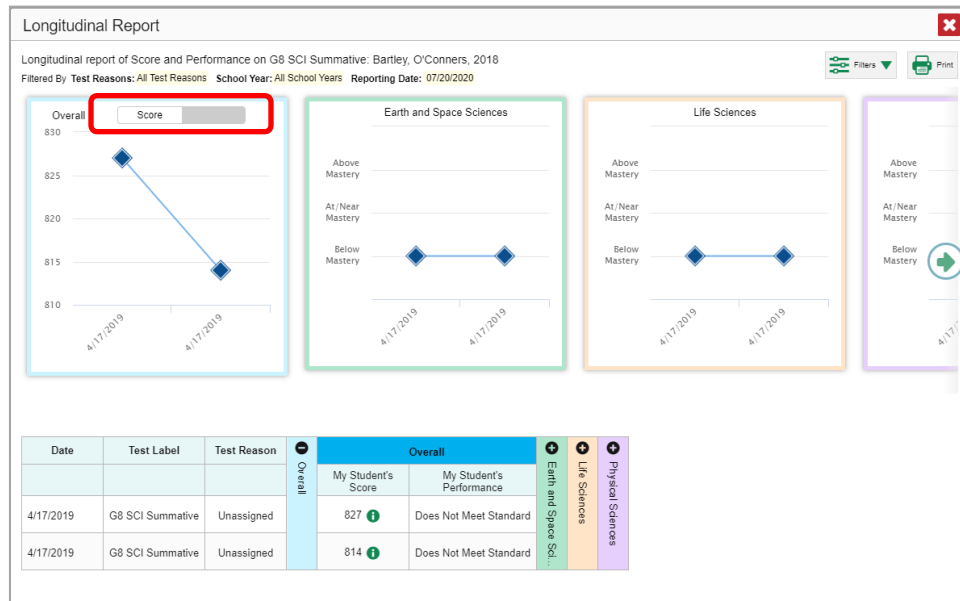
Hover your mouse over the data points in a line graph or the sections in a bar to get more information.

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 24](#). 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 24. Longitudinal Report Window: Summative Report for a Single Student 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. Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Distinguish Different Types of Tests in the Graphs

A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs (see [Figure 25](#)) to find out which symbols correspond to which types.

How to Modify the Test Groupings You Have Selected

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


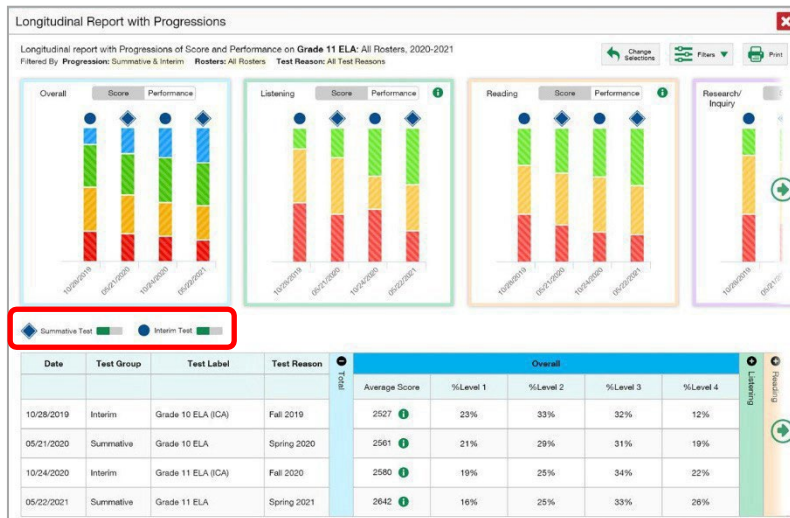
Alternatively, if your report contains multiple test types, click the test type toggles  in the legend immediately below the graphs (see [Figure 25](#)) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

Figure 25. Longitudinal Report Window: Summative & Interim Report for Multiple Students with Multiple Reporting Categories



How to Filter Test Opportunities to Show Some and Not Others

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

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


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

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

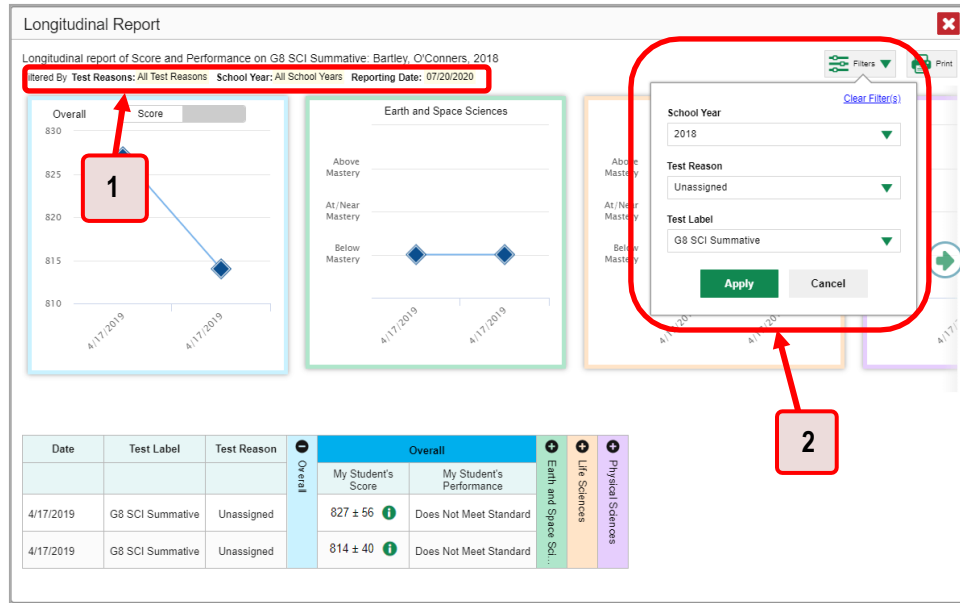


Table 10. Longitudinal Report Window Elements

#	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 testing window), and test label (name)

- You may want to filter by a particular school year or years. Note that years are not calendar years. “2021” refers to the 2021–2022 school year. By default, Longitudinal Reports show data for all years. [Table 11](#) shows the school years in the drop-down menu and which school year it corresponds to.


Table 11. School years

Year in Drop-down	School year
2021-2022	2021
2020-2021	2020
2019-2020	2019
2018-2019	2018
2017-2018	2017
2016-2017	2016
2015-2016	2015
2014-2015	2014

Longitudinal Reports can show student performance from a time when the students were not yet associated with your class or school. For example, if you are a grade 7 teacher, you can use these reports to view your current students' performance on last year's grade 6 tests.

- If the report includes interim assessments, you may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow down the report to show only tests taken in the spring. For summative assessments, test reasons are the same as testing windows and are not useful.
- Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you do not 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 26](#), showing the test reasons and school years included in the report.

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



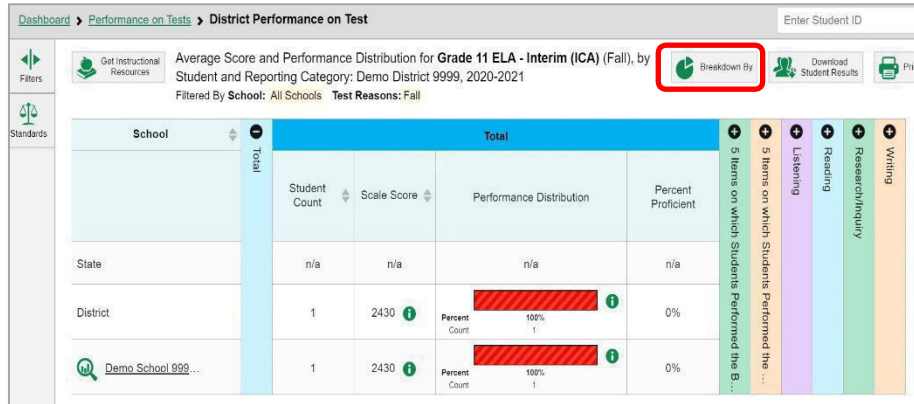
You can use the Breakdown By button  in the Features & Tools menu  to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

Figure 27. District Performance on Test



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

1. Click **Breakdown By**  in the **Features & Tools** menu . The **Breakdown Attributes** window opens (see [Figure 27](#)).

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

Figure 28. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

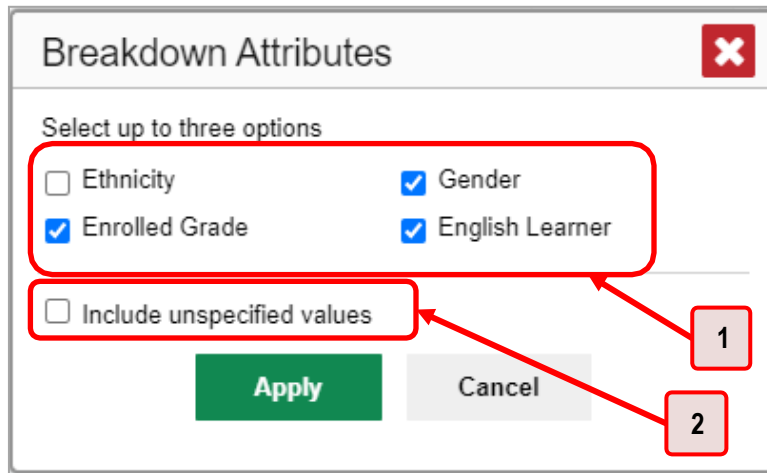


Table 12. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

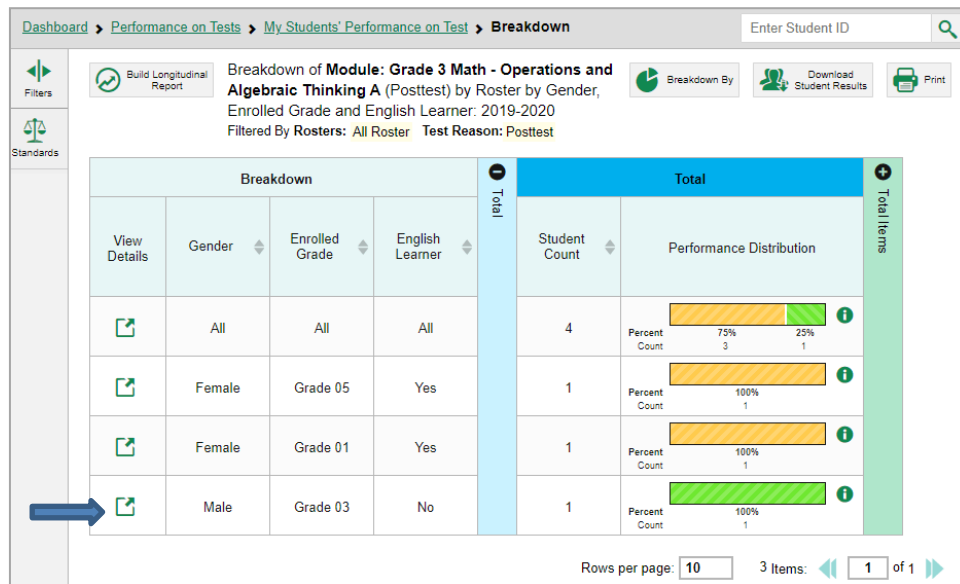
There is also an **Include unspecified values** checkbox, explained below:

- 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 29](#)).

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

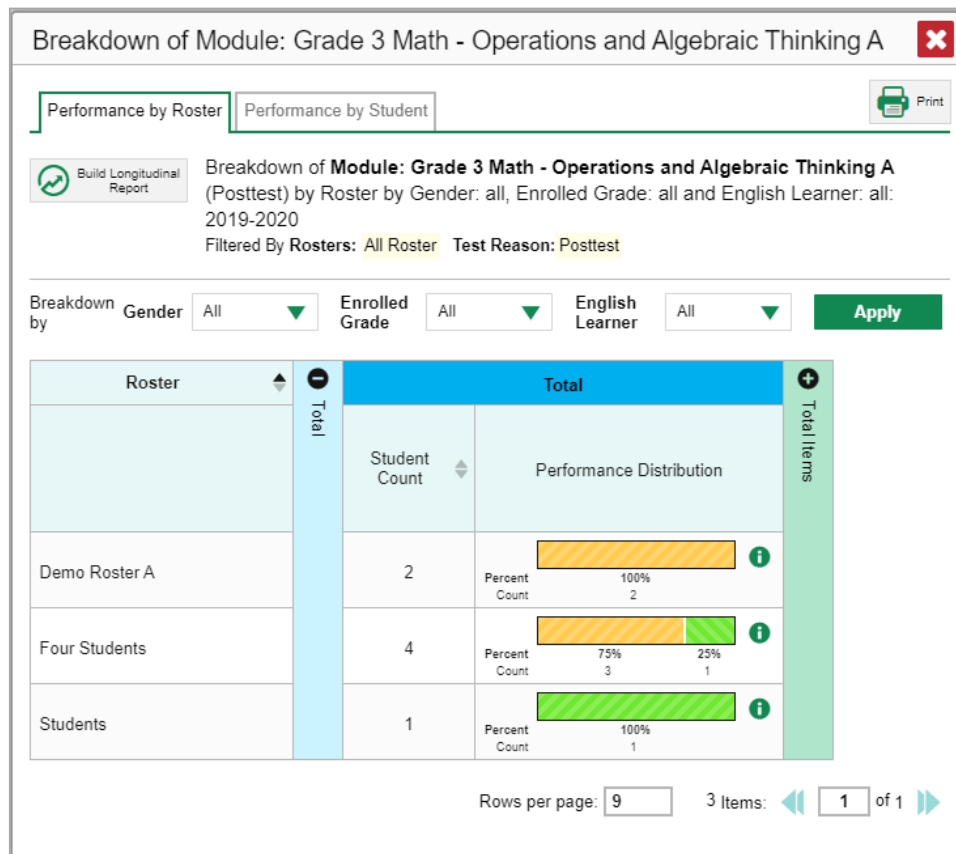


How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 29](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see [Figure 30](#)).

Figure 30. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)



At the top of the report table are filter menus for each demographic category you choose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.



You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which classes (rosters) have the highest-performing girls in grade 1.

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. Generate a dashboard and 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.

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

District-level users:




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

Figure 31. Teacher View: Student Performance on Test Report

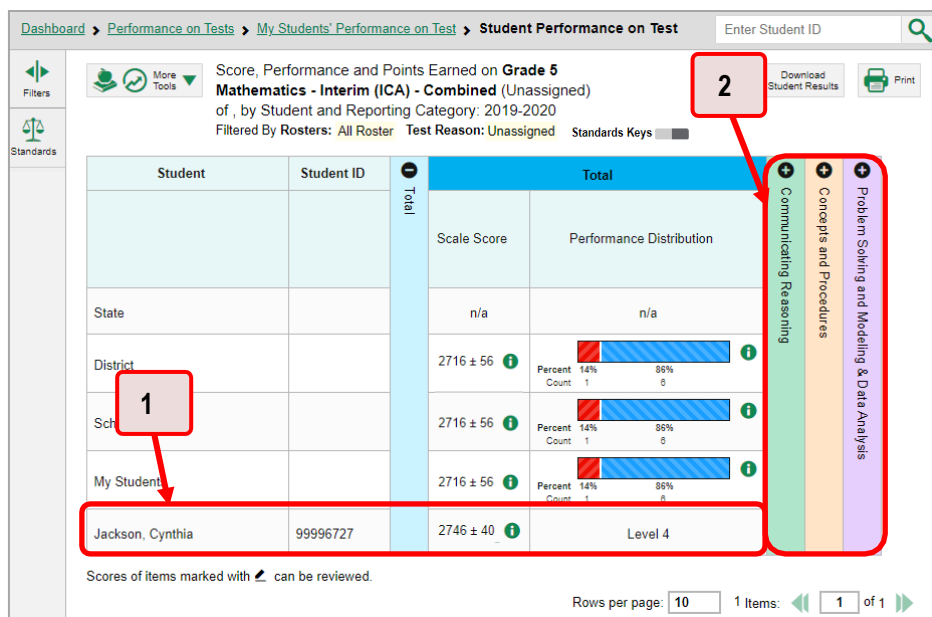



Table 13. Teacher View: Student Performance on Test Report Elements

#	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 31](#)).

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

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

To access this report, enter the student's EDUID in the search field in the upper-right corner and click  (see [Figure 32](#)). The Student Portfolio Report appears (see [Figure 33](#)).

- **Note, searching by a student's EDUID will bring up their most recent scores even if the school year in the "Reporting Time Period" is set to a different year.**

Figure 32. Teacher View: Performance on Tests Report

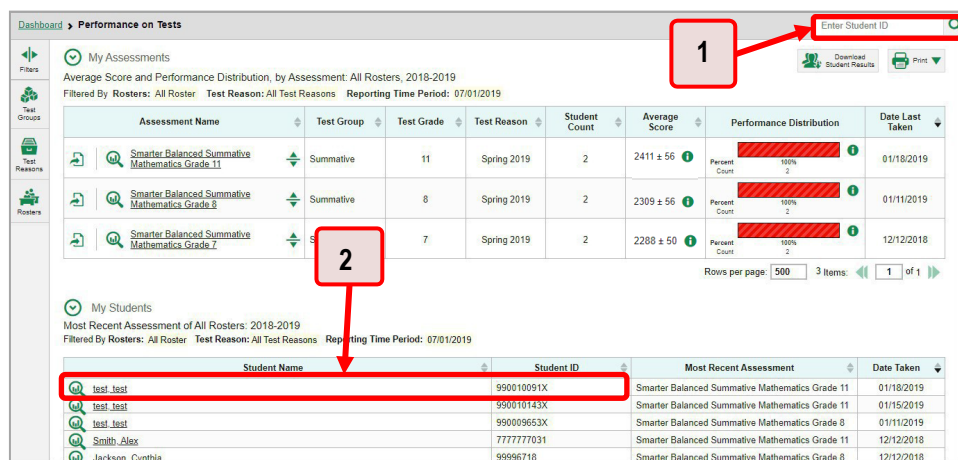


Table 14. Teacher View: Performance on Tests Report Elements

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


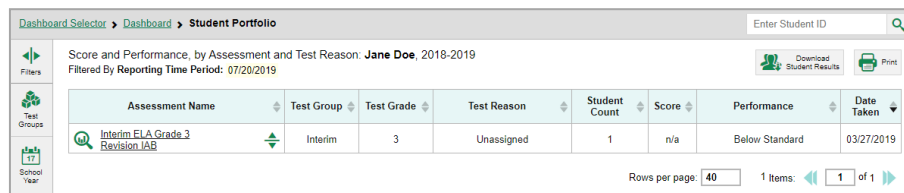
Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it), also shown in [Figure 32](#).

Figure 33. 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 Are Interested In

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

Figure 34. Student Portfolio Report

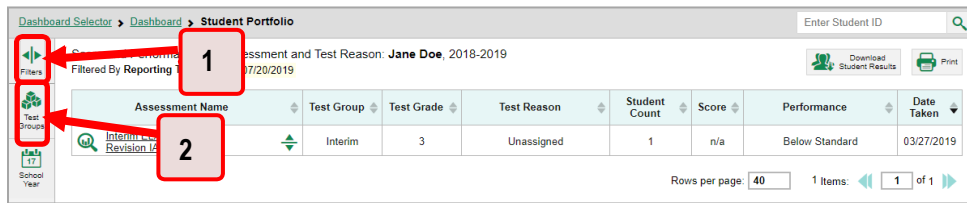


Table 15. Student Portfolio Report Elements

#	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 34](#)), click either the expand button or the **Test Groups** button . The **Filters** panel expands (see [Figure 35](#)).

Figure 35. Student Portfolio Report with Expanded Filters Panel

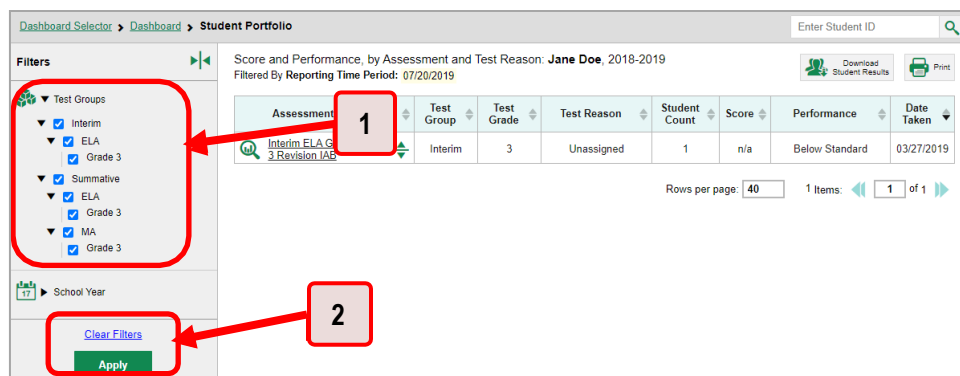


Table 16. Student Portfolio Report Elements

#	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 grade 7 teacher, you can use these reports to view a current student’s performance on last year’s grade 6 tests.



1. On the left side of the page, click either the **Filters** panel expand button  or the **School Year** button  (see [Figure 36](#)). The **Filters** panel expands.

Figure 36. Student Portfolio Report

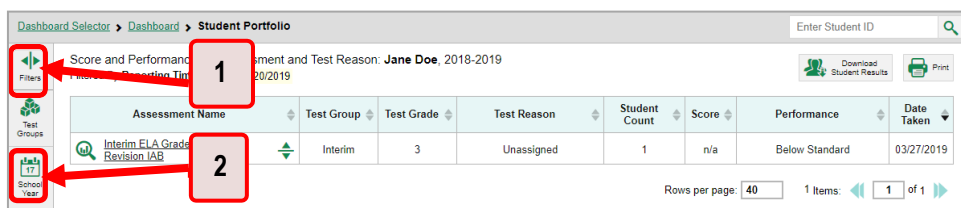


Table 17. Student Portfolio Report Elements

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

3. Under **School Year**, select a year or years (see [Figure 37](#)).

Figure 37. Student Portfolio Report with Expanded Filters Panel

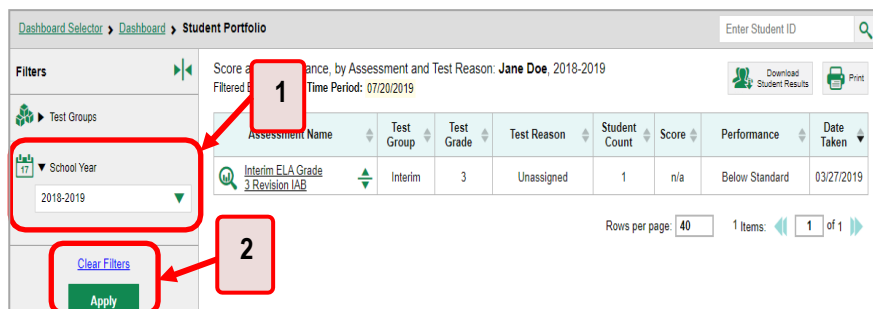


Table 18. Student Portfolio Report Elements

#	Element
1	School Year filter
2	Apply button and Clear Filters

4. 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 (ISRs)

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

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

An ISR is a PDF that displays results for a test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in [Figure 38](#), [Figure 39](#), [Figure 40](#), [Figure 41](#), [Figure 42](#), and [Figure 43](#).

- At the top of each ISR are the student's name and EDUID, the name of the test, district, and school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student's performance in each reporting category (as in [Figure 39](#)).
- Some ISRs include item-level data (as in [Figure 41](#)), scoring assertions, and/or scoring assertion outcomes (as in [Figure 42](#)).
- The ISR shows the standard deviation on the scale score, but the test report does not show the standard deviation on the scale score.
- Some ISRs include longitudinal graphs (as in [Figure 43](#)).

Figure 38. Detail of Individual Student Report (ISR): Mathematics Interim (ICA)

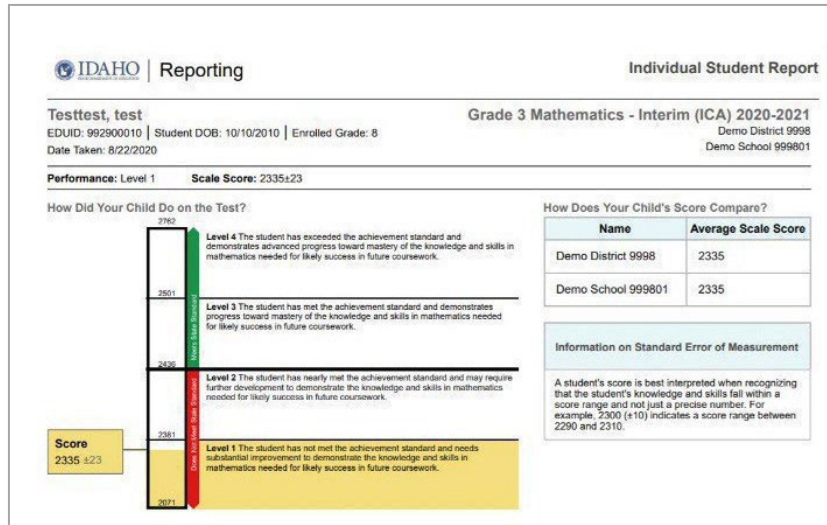


Figure 39. Detail of Individual Student Report (ISR): Mathematics Interim (ICA) with Reporting Categories

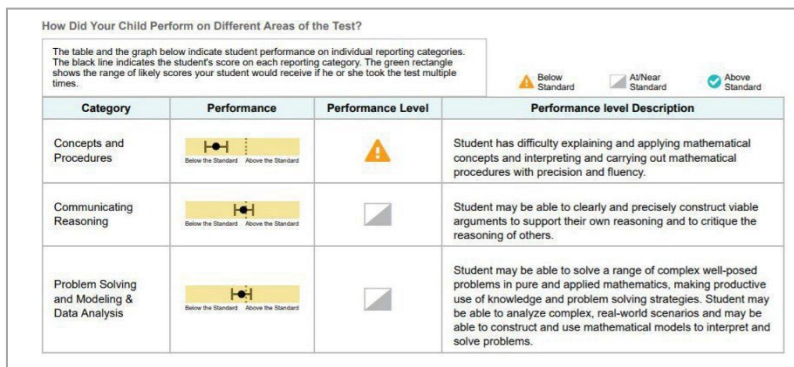


Figure 40. Detail of Individual Student Report (ISR)

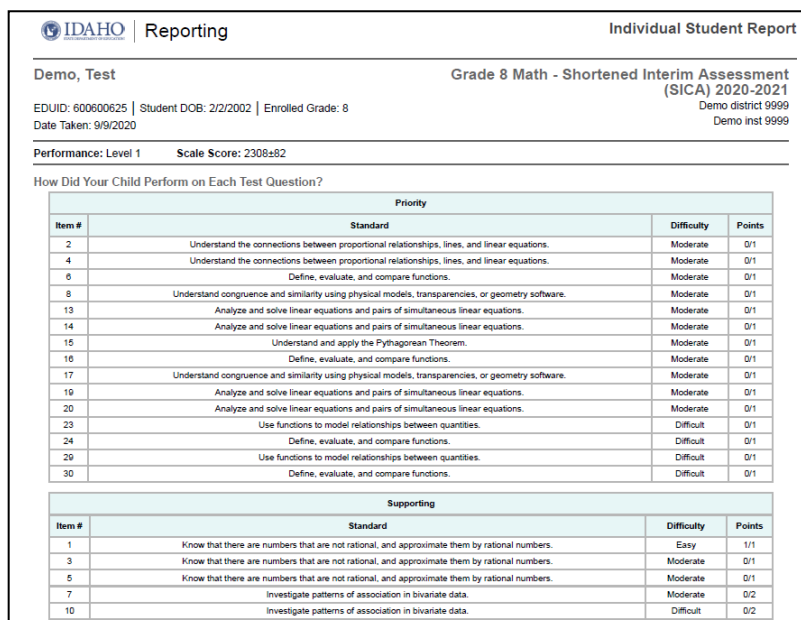


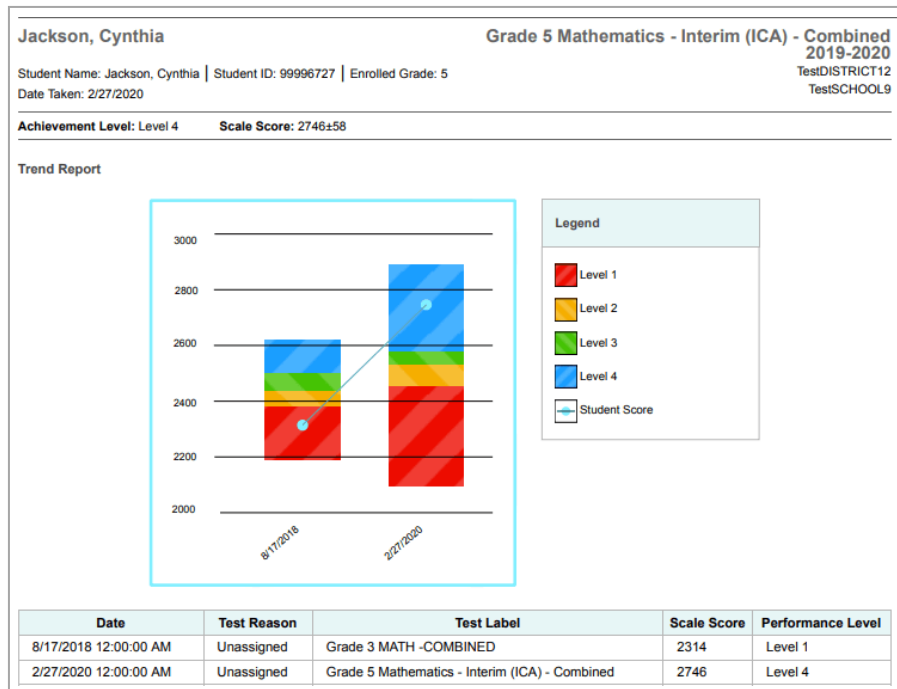
Figure 41. Detail of Individual Student Report (ISR): ELA Interim (IAB)

IDAHO Reporting		Individual Student Report	
DemoLC, demoFC		Grade 4 ELA - Performance Task - Unlikely Animal Friends (IAB) 2020-2021	
EDUID: 235469673 Student DOB: 12/21/2008 Enrolled Grade: 4		Demo District 9997	
Date Taken: 8/22/2020		Demo School 999701	
Performance Level: At/Near Standard			
How Did Your Child Perform on Each Test Question?			
USE EVIDENCE: Generate conjectures or opinions and cite evidence to support them based on prior knowledge and evidence collected and analyzed			
Item #	Standard	Difficulty	Points
2	Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.	Difficult	0/2
3	Recall relevant information from experiences or gather relevant information from print and digital sources, take notes and categorize information, and provide a list of sources.	Difficult	0/1
INTERPRET & INTEGRATE INFORMATION: Locate information to support central ideas and subtopics; Select and integrate information from data or print and non-print text sources			
Item #	Standard	Difficulty	Points
1	Integrate information from two texts on the same topic in order to write or speak about the subject knowledgeably.	Difficult	0/2
COMPOSE FULL TEXTS: Write full compositions demonstrating narrative strategies (dialogue, sensory or concrete details, description), structures, and authors' craft appropriate to purpose (detailing characters, plot, and setting)			
Item #	Standard	Difficulty	Points
4	Write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences. A) Orient the reader by establishing a situation and introducing a narrator and/or characters; organize an event sequence that unfolds naturally.	Unavailable	0/6

Figure 42. Detail of Individual Student Report (ISR): Science Interim with Scoring Assertions

IDAHO Reporting		Individual Student Report	
Test, Test		Elementary School Interim Physical Science - Chemical Reactions 2020-2021	
EDUID: 992920001 Student DOB: 10/10/2010 Enrolled Grade: 5		Demo District 9997	
Date Taken: 8/22/2020		Demo School 999701	
Score: 1/8			
What we can learn from your child's response?			
Information on Scoring Assertion			
Scoring assertions link specific features of student responses to the skills and knowledge made evident by those features. Each scoring assertion contains two parts: a statement about what the student did and did not do in a response, and what inference may be supported by this evidence. For example, an assertion for a mathematics graphing item might be: The student correctly graphed either the correct function or the function he or she provided, showing evidence of the ability to model relationships between two quantities. Because each test item incorporates many scoring assertions, by inspecting the student response for every meaningful piece of student input, we can collect more information about what the student knows and can do.			
Item #	Scoring Assertion	Outcome	
1-1	The student identified trials comparing all three liquids, providing some evidence that they understand that a ranking within a set requires information about all members of the set.	✗	
1-2	The student identified only controlled trials, and those trials supported their conclusion given the controlled trials that they ran, providing some evidence that the student can interpret and communicate the results of a controlled experiment.	✗	
1-3	The student identified the most and least reactive liquids among those tested, providing some evidence of understanding how to interpret and communicate the data from an investigation concerning the formation of new substances.	✗	
1-4	The student ran three trials in which the type of liquid was varied but the other two variables remained constant, indicating an understanding of how to carry out a controlled experiment in order to yield data that would allow the identification of the formation of new substances.	✗	
1-5	The student tested "lemon juice" for at least one trial in the simulation of part A, indicating an understanding that the reaction between lemon juice and baking soda should be tested for the formation of a new substance.	✗	
1-6	The student tested "vinegar" for at least one trial in the simulation of part A, indicating an understanding that the reaction between vinegar and baking soda should be tested for the formation of a new substance.	✓	
1-7	The student tested "water" for at least one trial in the simulation of part A, indicating an understanding that the reaction between water and baking soda should be tested for the formation of a new substance.	✗	
1-8	The student selected "Volume of the balloon changed" providing some evidence of understanding that a chemical reaction occurred because a gas was produced.	✗	

Figure 43. Detail of Individual Student Report (ISR): Mathematics Interim (ICA) with Longitudinal Graph



How to Generate and Export Individual Student Reports (ISRs)

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

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

ISRs can be generated from almost any Reporting page.


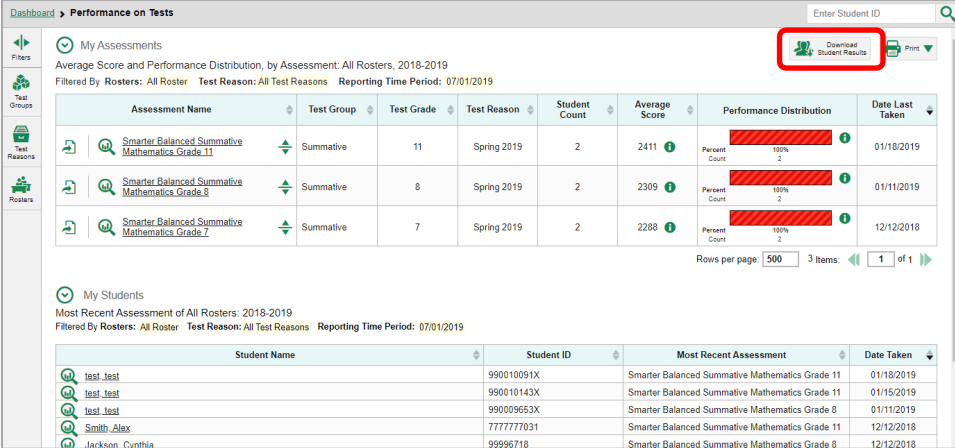
1. Click the **Download Student Results** button  in the **Features & Tools** menu . The **Student Results Generator** window open (see [Figure 45](#)).

Figure 44. Teacher View: Performance on Tests Report



Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2018-2019

Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

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

Rows per page: 500 3 items: 1 of 1

My Students

Most Recent Assessment of All Rosters: 2018-2019

Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009663X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

Depending on from what page you open the Student Results Generator, 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 the test reasons** section ([Figure 45](#)), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either testing windows or categories for tests.

Figure 45. Student Results Generator Window: Select Test Reasons Section

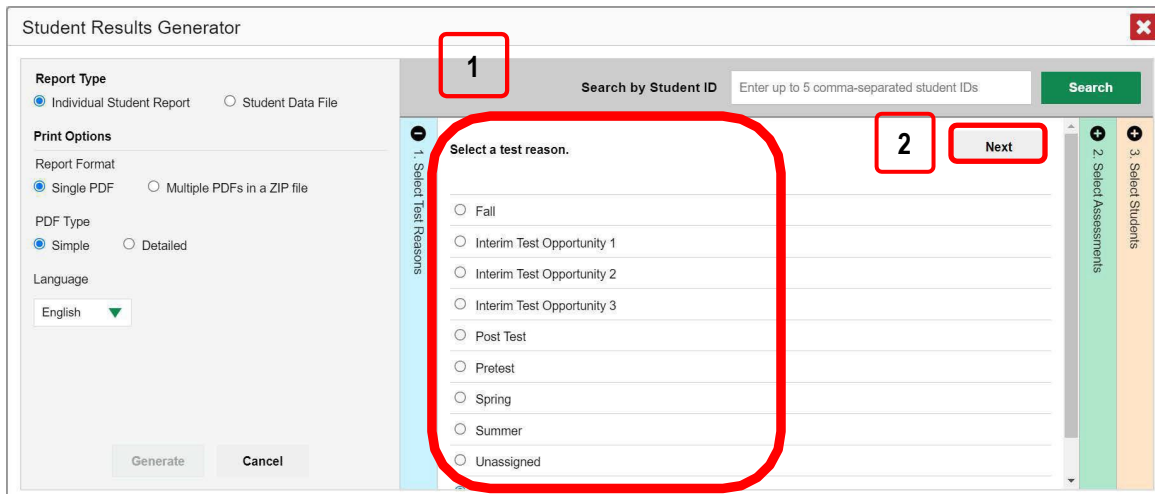


Table 19. Student Results Generator Window: Select Test Reasons Section Elements

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

- b. The **Select Assessments** section ([Figure 46](#)) 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 46. Student Results Generator Window: Select Assessments Section

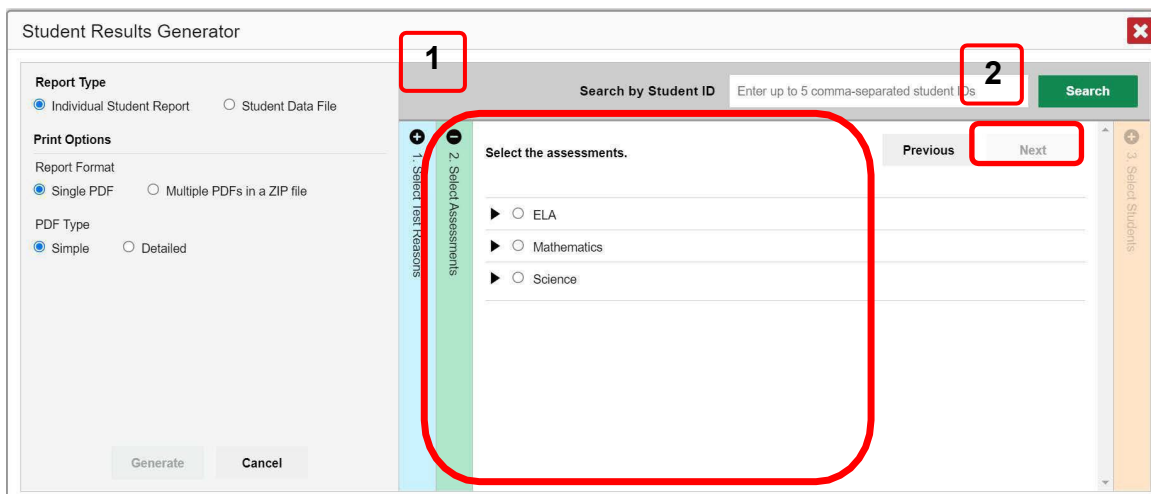


Table 20. Student Results Generator Window: Select Assessments Elements

#	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 47) contains a list of classes (rosters) (if you are a teacher or school-level user) or schools (if you are 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 EDUID 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 47. Teacher View: Student Results Generator Window: Select Students Section

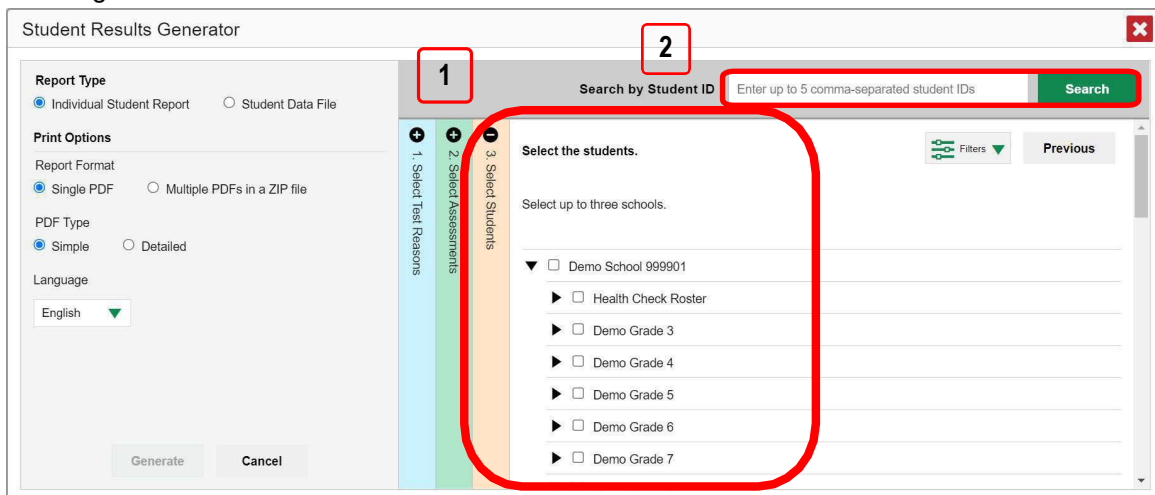



Table 21. Student Results Generator Window: Select Assessments Elements

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

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 48.
 - 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 the 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 48. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

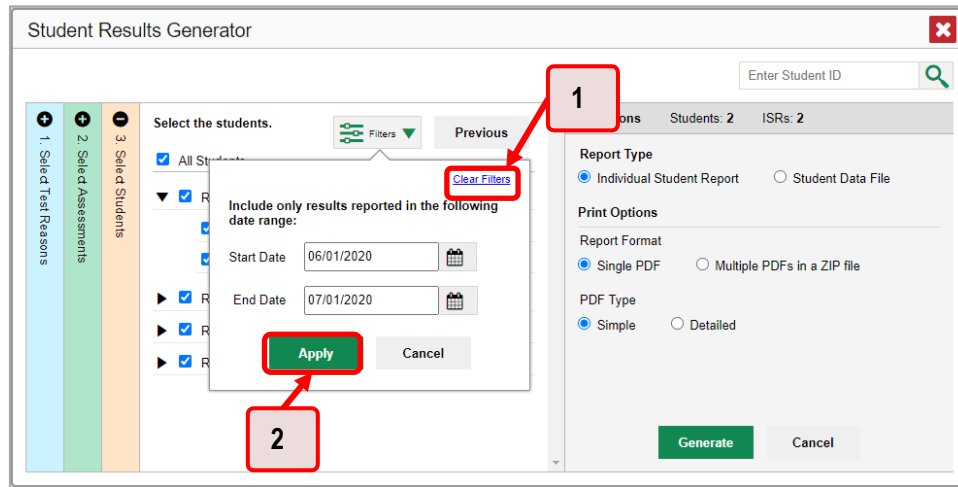


Table 22. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	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 49](#)).

Figure 49. School-Level User View: Student Results Generator Window: Select Students Section

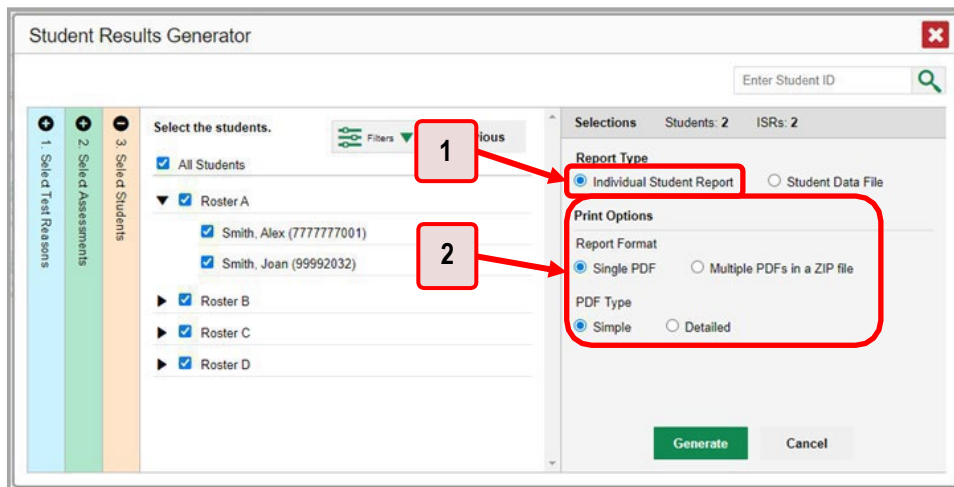


Table 23. School-Level User View: Student Results Generator Window: Select Students Section Elements

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

- If you are 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.
- Optional:* If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.
- From the **Language** drop-down list, select a language for the ISR.
- 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

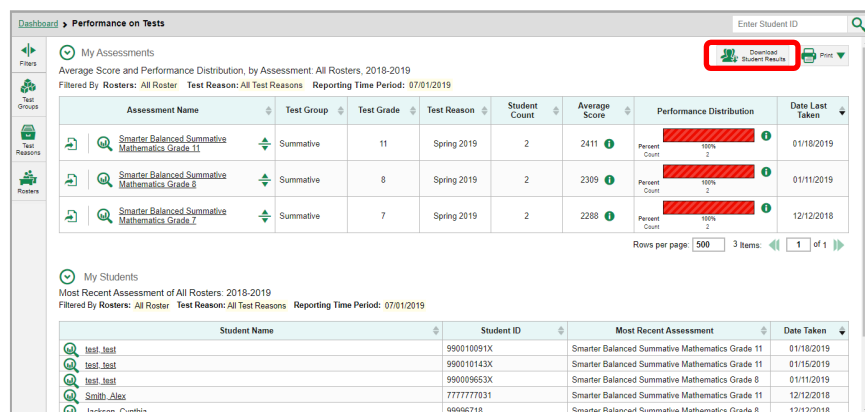
This section discusses student data files, which are useful for analysis.

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 **Features & Tools** menu . The **Student Results Generator** window opens.

Figure 50. Teacher View: Performance on Tests Report



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

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	99010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	99010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	99009953X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alex	777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99996718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

2. The **Student Results Generator** window opens (see [Figure 51](#)).

Depending on from what page you open the Student Results Generator, 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.
 - e. In the **Select Test Reasons** section (see [Figure 51](#)), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests or, for summatives, simply testing windows.

Figure 51. Student Results Generator Window: Select Test Reasons Section

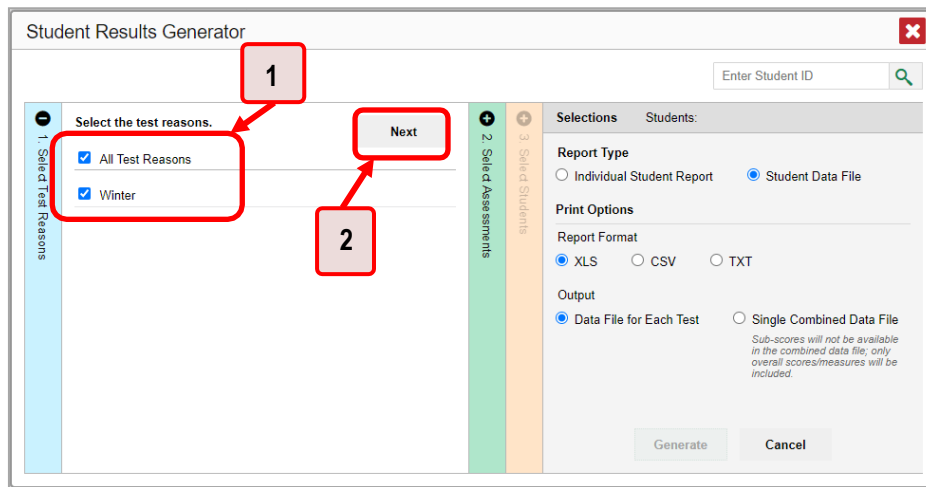


Table 24. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (testing 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.

- f. The **Select Assessments** section (see [Figure 52](#)) 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 52. Student Results Generator Window: Select Assessments Section

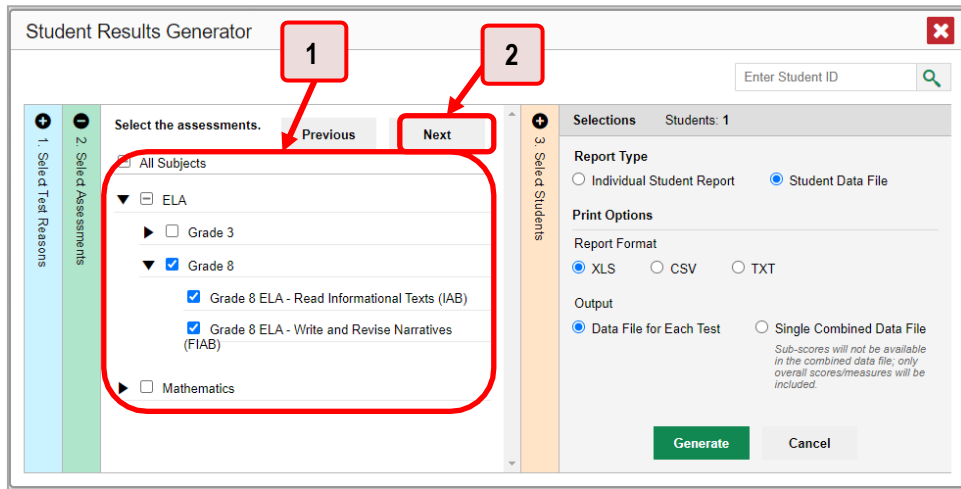


Table 25. Student Results Generator Window: Select Assessments Elements

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

- g. The **Select Students** section (see [Figure 53](#)) contains a list of classes (rosters) (if you are a teacher or school-level user) or schools (if you are 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 EDUID 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 53. Teacher View: Student Results Generator Window: Select Students Section

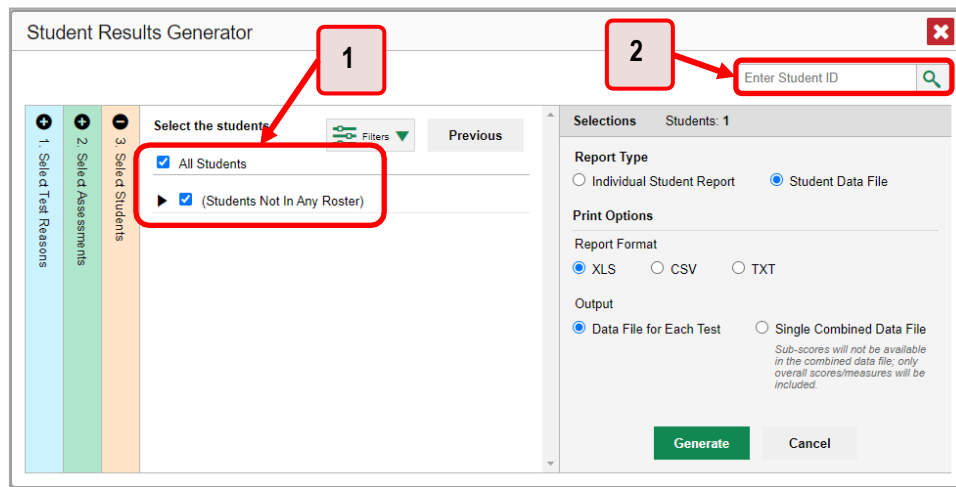



Table 26. Teacher View: Student Results Generator Window: Select Students Section Elements

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

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

- h. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
- i. Open the **Filters** menu  (see [Figure 54](#)). The menu displays two date fields.
 - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

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

Figure 54. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

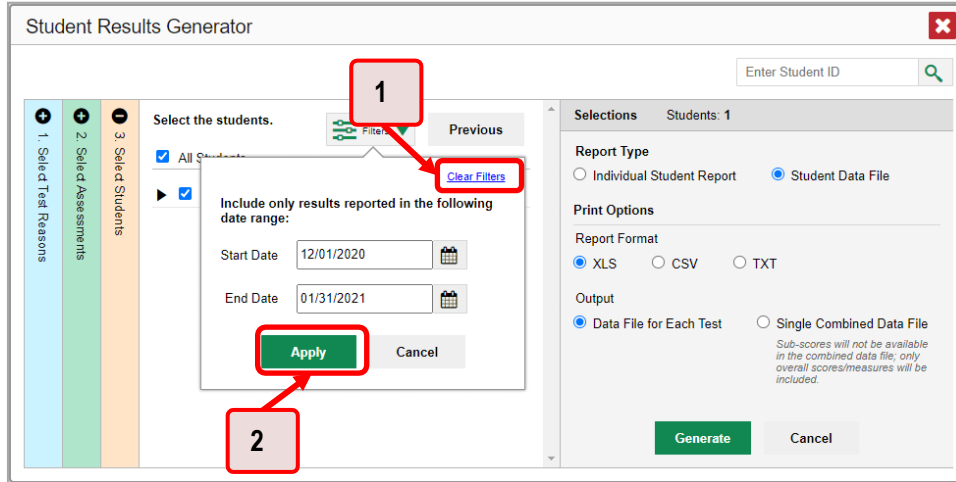


Table 27. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right (see [Figure 55](#)), select **Student Data File**. More options appear below.

Figure 55. Teacher View: Student Results Generator Window: Select Students Section

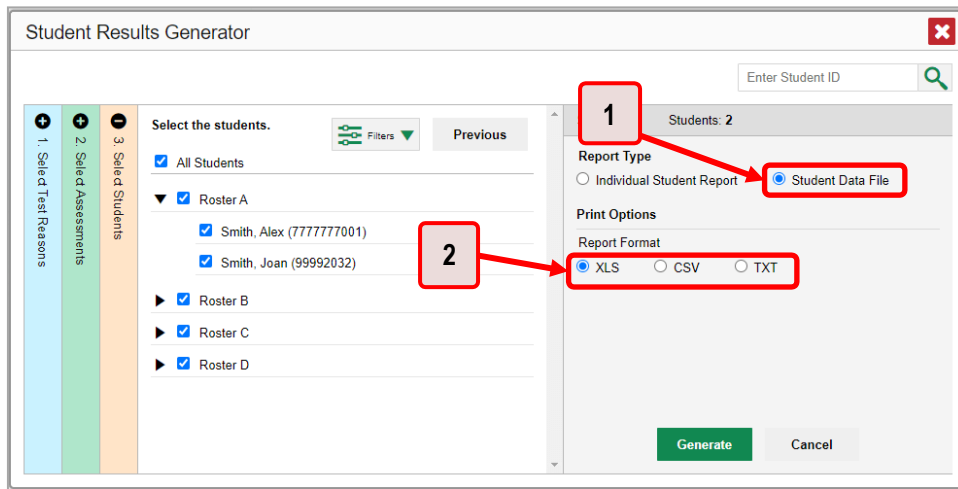


Table 28. Teacher View: Student Results Generator Window: Select Students Section Elements

#	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.

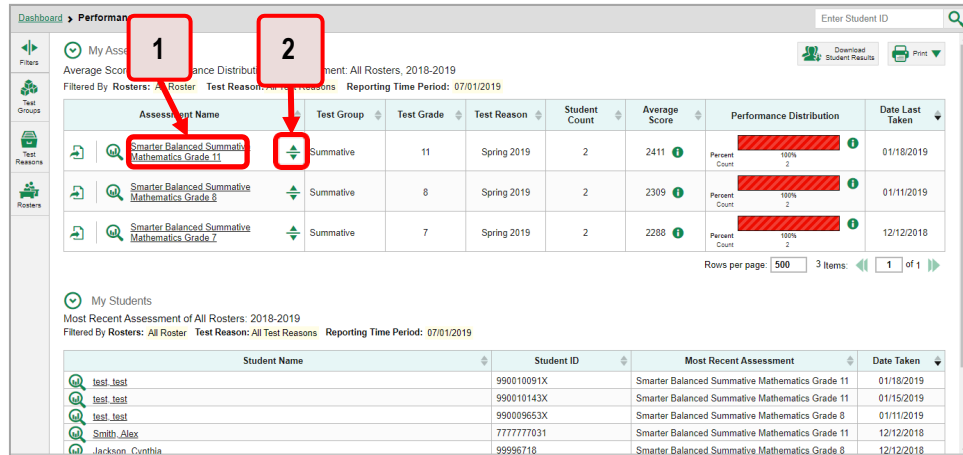
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

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

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

In the Performance on Tests Report (see [Figure 56](#)), click  to the right of a test name.

Figure 56. Teacher View: Performance on Tests Report



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

Table 29. Teacher View: Performance on Tests Report Elements

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

Rows containing data for the state, district, and/or school appear below, as in [Figure 57](#).

Figure 57. Teacher View: Performance on Tests Report with Expanded Comparison Rows

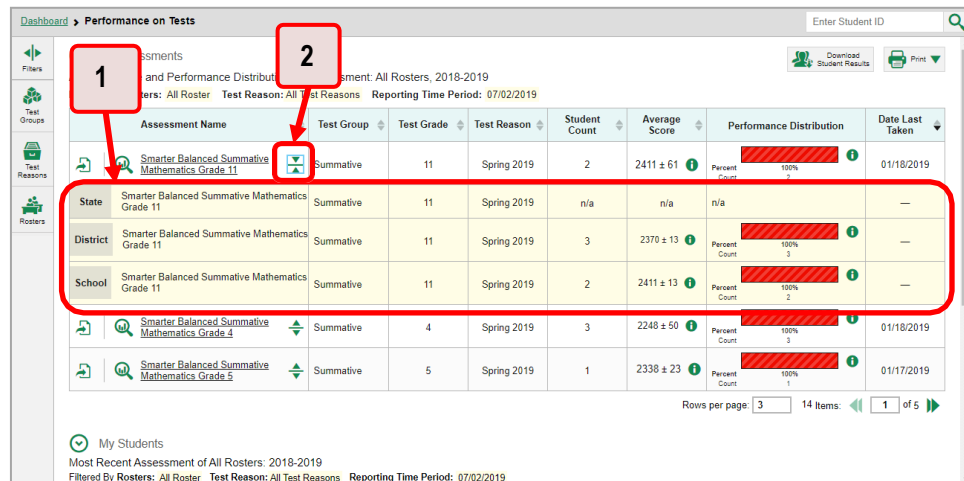



Table 30. Teacher View: Performance on Tests Report Elements

#	Element
1	Expanded comparison rows for state (no data shown), 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’ Performance

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

1. Enter the student's EDUID in the search field in the upper-right corner and click  (see [Figure 58](#)). 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 58. Teacher View: Performance on Tests Report

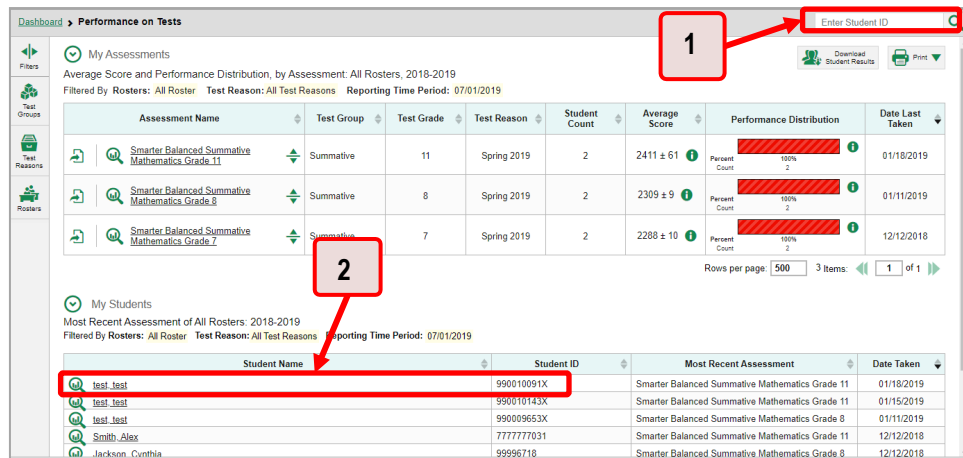


Table 31. Teacher View: Performance on Tests Report Elements

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


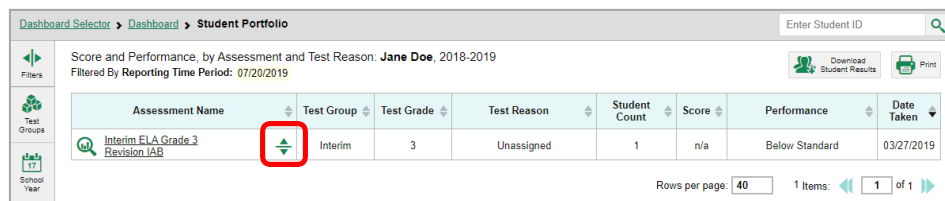
2. Click  to the right of a test name (see [Figure 59](#)).

Figure 59. Student Portfolio Report



Rows containing data for your state, district, school, and/or total students appear below, as in [Figure 60](#).

Figure 60. Student Portfolio Report with Expanded Comparison Rows

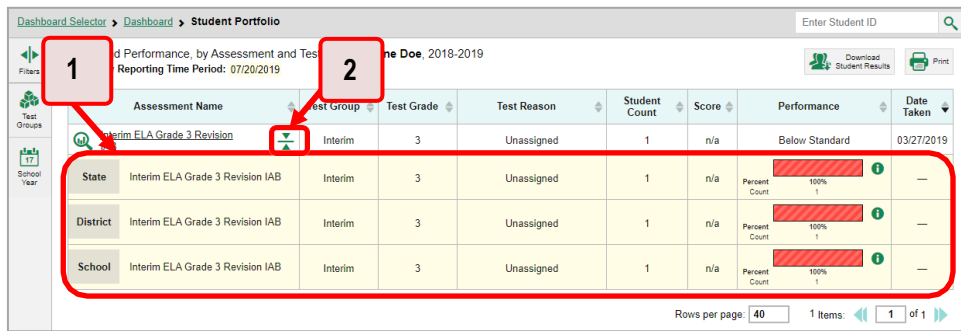


Table 32. Student Portfolio Report Elements

#	Element
1	Expanded comparison rows for state, 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 Set Up Your Reports for Summatives and Interims So They Make Sense

You can set up your reports, so it is easier to access the data that are most important to you. For example, if you are a teacher, you may want to hide certain tests in subjects you do not 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 are interested in; filtering to show only the classes (rosters) you are interested in; and viewing data from a previous point in time.

For Teachers: How to Set Preferences for Tests to Display

If you are 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 English language arts (ELA) teacher and you do not want to see your students' mathematics scores. By default, the data for those mathematics assessments appear in your reports.

Once you have set your persistent test preferences, school- and district-level users will have the option of using them, too. That means that when you have 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 61](#)). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see [Figure 62](#)).

Figure 61. Teacher View: Detail of Banner with Expanded My Settings Menu

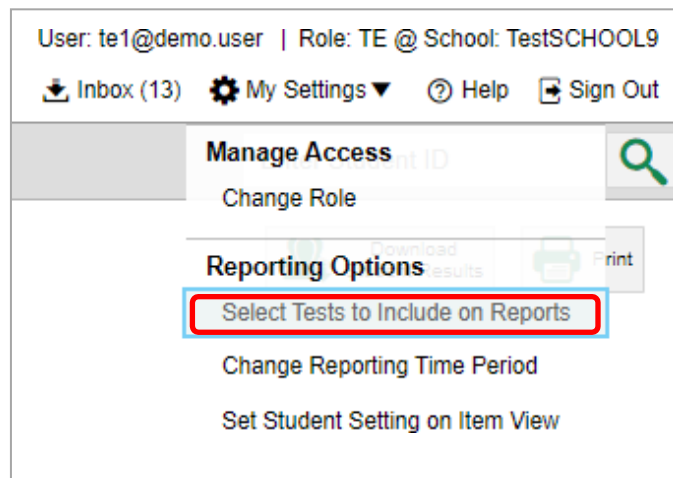
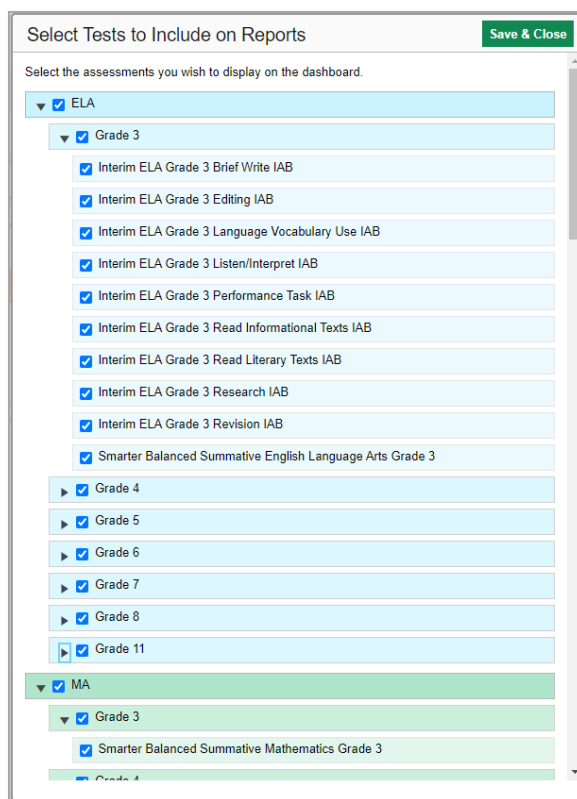


Figure 62. Teacher View: Select Tests to Include on Reports Window



2. Select the checkboxes beside the tests or groups of tests you want to display (see [Figure 62](#)).
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 mathematics class belongs to a mathematics teacher who has excluded ELA tests from their reports. By using teacher preferences, you can view a set of ELA test results without that mathematics teacher's class. All students who took the ELA test will still appear in the report, whether or not they belong to the mathematics teacher's class, but the **Performance by Roster** tab will not list them as belonging to that mathematics 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 63](#)). The **Use Teachers' Test Selections** window appears (see [Figure 64](#)).

Figure 63. School-Level User View: Detail of Banner with Expanded My Settings Menu

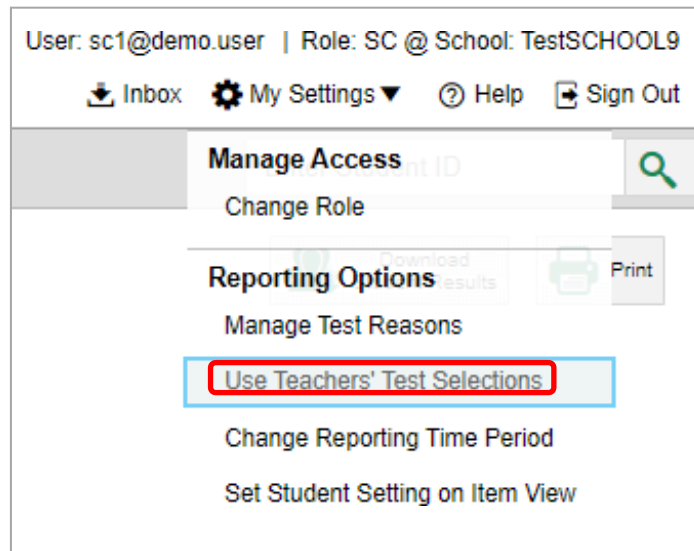
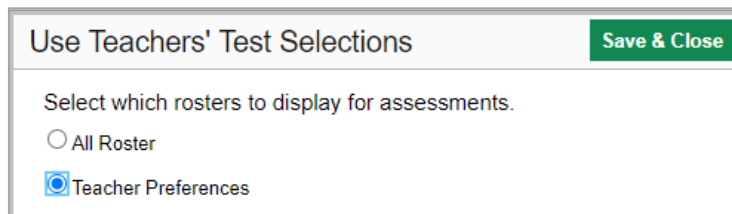


Figure 64. Use Teachers' Test Selections Window



2. Mark one of these two options:
 - **All Roster:** 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 do not want to see your students' mathematics scores. By default, the data for those mathematics 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 65](#)). The **Filters** panel expands (see [Figure 66](#)).

Figure 65. Teacher View: Dashboard

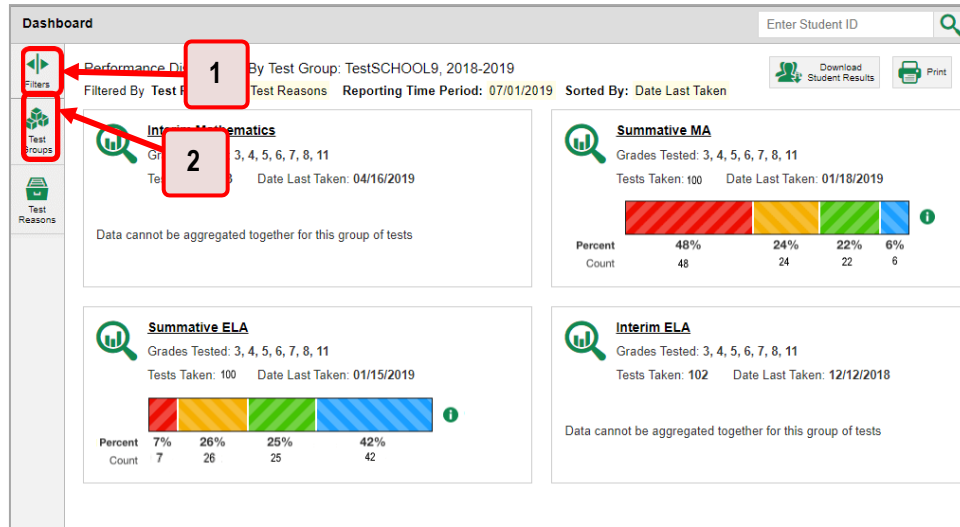


Table 33. Teacher View: Dashboard Elements

#	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 66](#)). Tests are organized by test type, subject, and grade.

Figure 66. Teacher View: Dashboard with Expanded Filters Panel

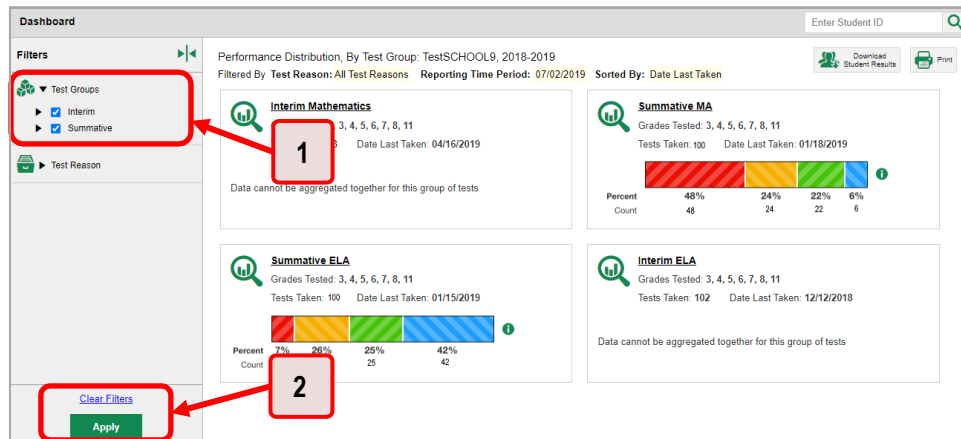


Table 34. Teacher View: Dashboard Elements

#	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 is 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 are 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 do not 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 67](#)). The **Filters** panel expands (see [Figure 68](#)).

Figure 67. Teacher View: Performance on Tests Report

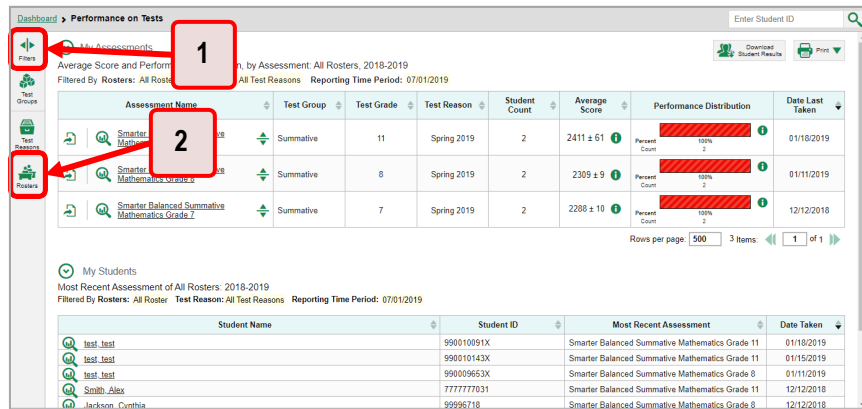


Table 35. Teacher View: Performance on Tests Report Elements

#	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 68](#)).
 - If you are 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 68. Teacher View: Performance on Tests Report with Expanded Filters Panel

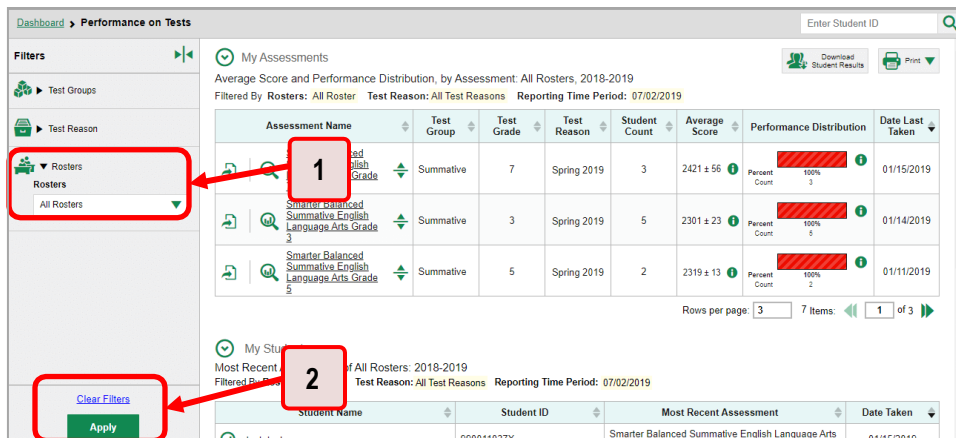


Table 36. Teacher View: Performance on Tests Report Elements

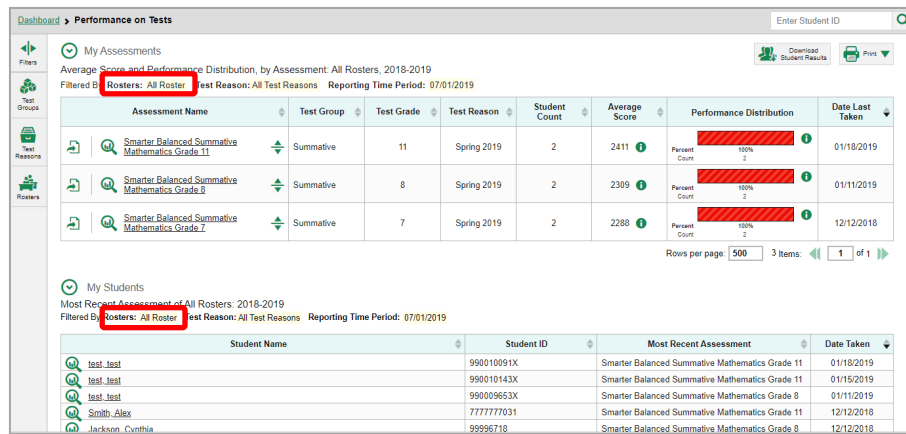
#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

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 are viewing (see [Figure 69](#)).

Figure 69. 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 70). The Filters panel expands (see Figure 71).

Figure 70. District-Level User View: Performance on Tests Report

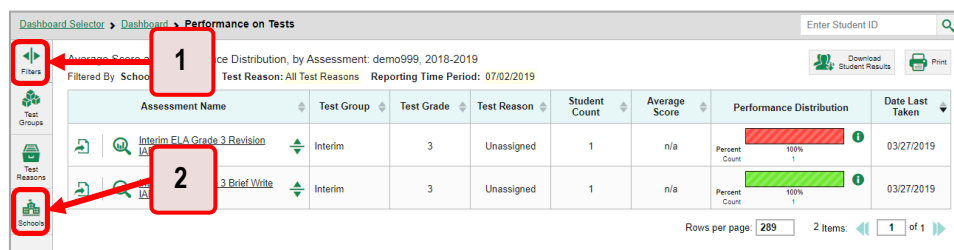


Table 37. District-Level User View: Performance on Tests Report Elements

#	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 71](#)).

Figure 71. District-Level User View: Performance on Tests Report with Expanded Filters Panel

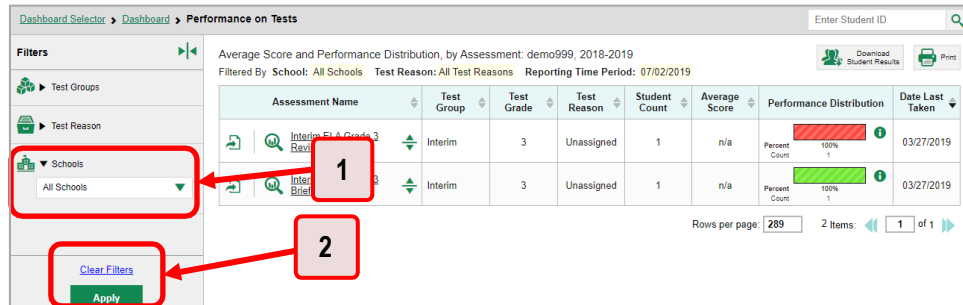



Table 38. District-Level User View: Performance on Tests Report Elements

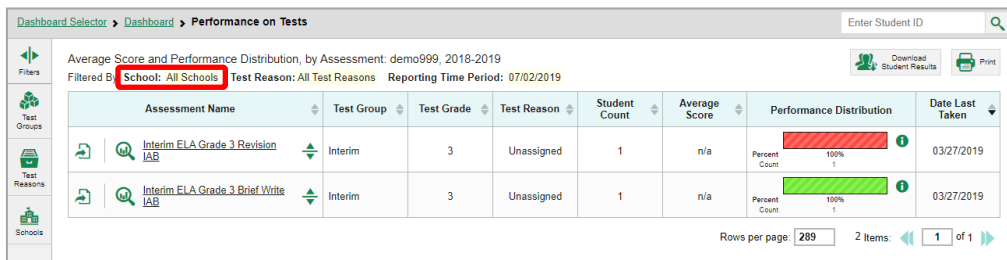
#	Element
1	Schools drop-down list
2	Apply button and Clear Filters

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 have 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 are viewing (see [Figure 72](#)).

Figure 72. 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.

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.
- When you set a date for which to view students, the reports show data only for the students who were associated with you *as of the selected date*. Students' enrollment and demographic information is all given as of the selected date, as well. You can use this setting to view data for students who have left or recently entered your classes (rosters), school, or district. You can even view students who have left your state.

If you do not 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 include the following:



- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
 - You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students were associated 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 **Features & Tools** menu , select **Change Reporting Time Period** . (If you're viewing the Dashboard Generator page, click **Change the reporting time period**. The dashboard also offers this link when no assessments are available to display.) The **Change Reporting Time Period** window appears (see [Figures 73 & 74](#)).

Figure 73. Teacher View: Detail of Banner with Expanded My Settings Menu

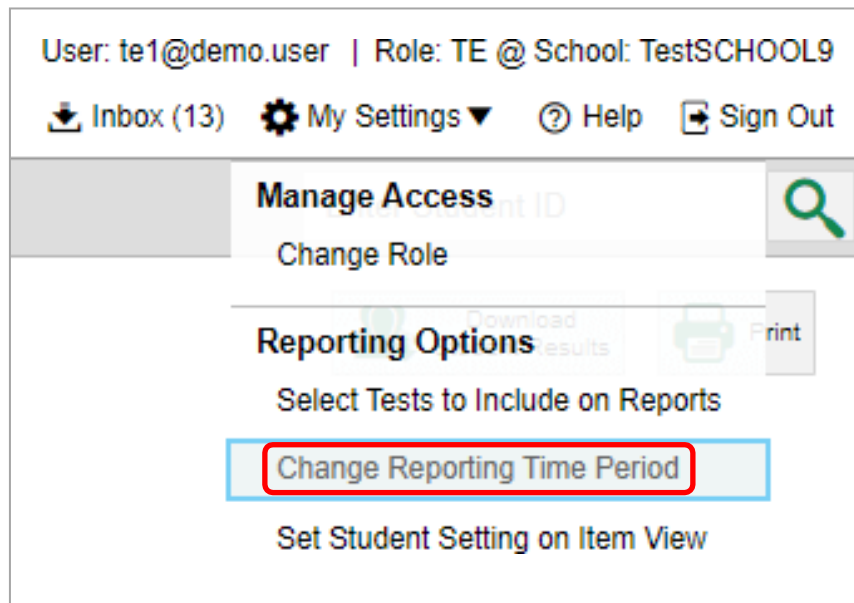


Figure 74. Change Reporting Time Period Window

Table 39. Change Reporting Time Period Window Elements

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

2. From the school year drop-down list, select a school year (see [Figure 74](#)). This is the year for which you will view test results.
3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all 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. For example, if you want to view students who were in your roster at the end of the 2018–2019 school year, you will need to select “2018–2019” in the *View results for schoolyear* field and then select a date prior to 7/22/2019. This date will ensure the Idaho Assessment Systems were still displaying student information for the 2018–2019 school year.
4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.
5. *Optional*: To go back to viewing the latest data, open the **Change Reporting Time Period** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out but persists when you switch roles.

How to Export and Print Data on Summatives

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

How to Export or Print a Report You Are Viewing



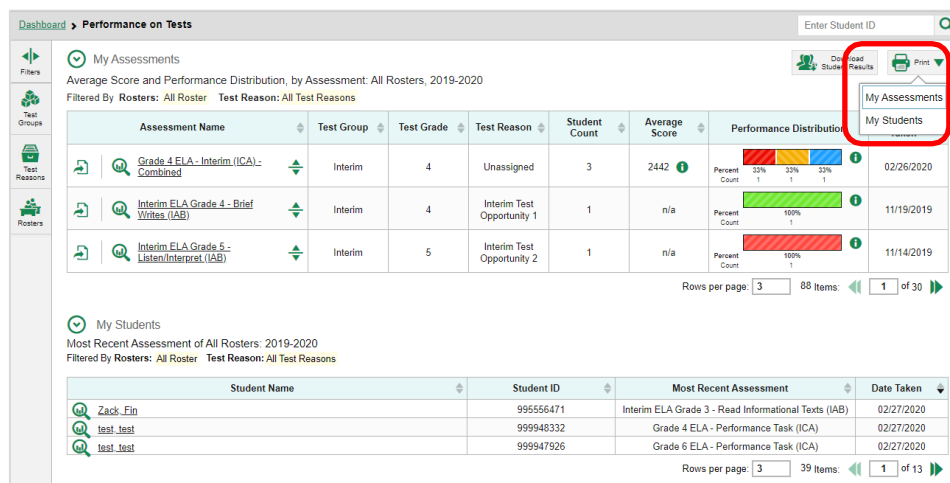
1. Select the print button  from the **Features & Tools menu**  or, in a Longitudinal Report window, from the upper right corner. If there are multiple report tables on the page, multiple print buttons appear.
 - If there are multiple report tables on the page, select the table you wish to print from the menu that appears (see [Figure 75](#)).

Figure 75. Teacher View: Performance on Tests Report with Expanded Print Menu



Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2019-2020

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 Taken
Grade 4 ELA - Interim (ICA) - Combined	Interim	4	Unassigned	3	2442	Percent Count: 33% 33% 33%	02/26/2020
Interim ELA Grade 4 - Brief Writes (IAB)	Interim	4	Interim Test Opportunity 1	1	n/a	Percent Count: 100%	11/19/2019
Interim ELA Grade 5 - Listen/Interpret (IAB)	Interim	5	Interim Test Opportunity 2	1	n/a	Percent Count: 100%	11/14/2019

Rows per page: 3 88 Items 1 of 30

My Students

Most Recent Assessment of All Rosters: 2019-2020

Filtered By: Rosters: All Roster Test Reason: All Test Reasons

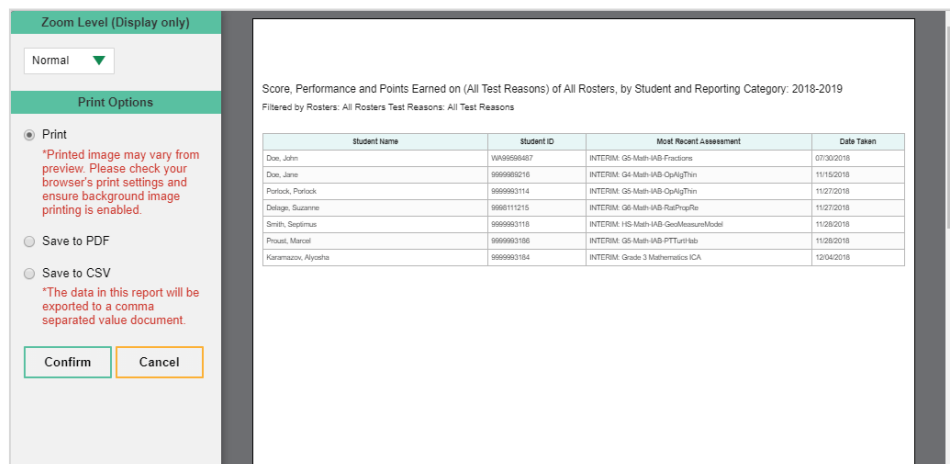
Student Name	Student ID	Most Recent Assessment	Date Taken
Zack_Fin	995556471	Interim ELA Grade 3 - Read Informational Texts (IAB)	02/27/2020
test_test	999948332	Grade 4 ELA - Performance Task (ICA)	02/27/2020
test_test	999947926	Grade 6 ELA - Performance Task (ICA)	02/27/2020

Rows per page: 3 39 Items 1 of 13

A print preview page opens (see [Figure 76](#)).

- 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 76. Print Preview Page



Zoom Level (Display only)

Normal

Print Options

Print

*Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.

Save to PDF

Save to CSV

*The data in this report will be exported to a comma separated value document.

Confirm Cancel

Score, Performance and Points Earned on (All Test Reasons) of All Rosters, by Student and Reporting Category: 2018-2019

Filtered by Rosters: All Rosters Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Doe, John	999999887	INTERIM: GS Math-IB-Fractions	03/30/2018
Doe, Jane	9999998216	INTERIM: GS Math-IB-CopyThn	11/15/2018
Portok, Portok	9999993114	INTERIM: GS Math-IB-CopyThn	11/27/2018
Delage, Suzanne	9999112115	INTERIM: GS Math-IB-RatPropRte	11/27/2018
Smith, Septimus	9999993118	INTERIM: HS Math-IB-GeoMeasureModel	11/28/2018
Phraai, Marcel	9999993186	INTERIM: GS Math-IB-PTTurlab	11/28/2018
Karamazov, Alyosha	9999993184	INTERIM: Grade 3 Mathematics ICA	12/04/2018

2. Do one of the following under the *Print Options* section:
 - To print the report, select the **Save to PDF** button, then print. (This ensures that the symbols appear on the printed version)
 - To download a PDF version of the report, select **Save to PDF**. Then 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**.
3. Click **Confirm**.

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

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


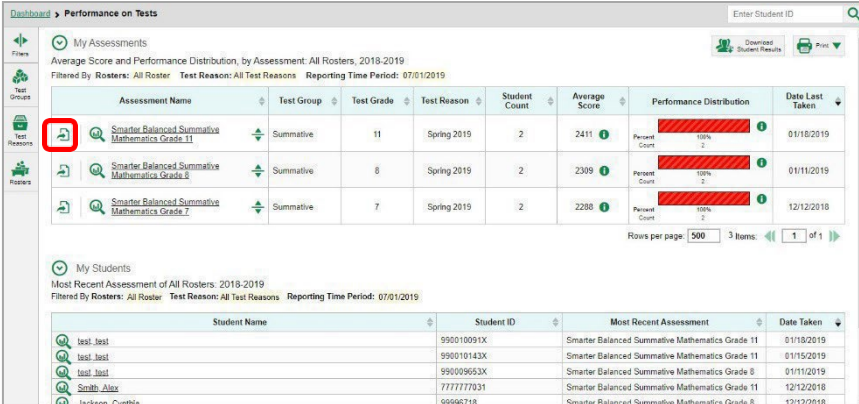
1. Click the export button  to the left of the name of the assessment whose report you wish to export (see [Figure 77](#)).

Figure 77. Teacher View: Performance on Tests Report



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

Student Name	Student ID	Most Recent Assessment	Date Taken
test_test	990010091X	Smarter Balanced Summative Mathematics Grade 11	01/18/2019
test_test	990010143X	Smarter Balanced Summative Mathematics Grade 11	01/15/2019
test_test	990009653X	Smarter Balanced Summative Mathematics Grade 8	01/11/2019
Smith, Alan	7777777031	Smarter Balanced Summative Mathematics Grade 11	12/12/2018
Jackson, Cynthia	99999718	Smarter Balanced Summative Mathematics Grade 8	12/12/2018

The **Export Report** window opens. The options in this window vary according to your user role (see [Figure 78](#) and [Figure 79](#)).

2. If necessary, select which report to export for the assessment.

Teachers and school-level users: The exported report will contain test results for all your students.

Figure 78. Teacher View: Export Report Window

Export Report for ELA/L FIAB Gr7 - Editing

1. Choose Type of Report
 - Overall Performance of all my Schools
 - Overall Test, Reporting Category Performance of all students Select School
 - Overall Test, Reporting Category and Item Performance of all students Select School
2. Select Export File Type
 - PDF Excel CSV

Export Assessment Data

District-level users: Select which report to export for the assessment (see [Figure 79](#)).

- To export the district test results for the assessment, mark the **Overall Performance of all my Schools** radio button.
- To export school test results, mark the **Overall Test, Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 79. District-Level User View: Export Report Window

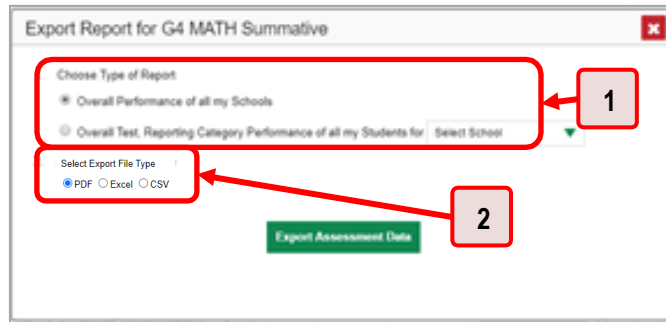


Table 40. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

5. 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.
6. Click **Export Assessment Data**. A confirmation window appears.
7. Click **Yes** to export or **No** to return to the **Export Report** window. When you have exported a file, the **Secure Inbox** window appears with the generated file available for download.

More About How to Use Interim Reports

This section explains some Reporting features and functions that are specific to interim and benchmark assessment reports. These features cannot be used with summative assessment reports.

How to Access Item-Level Data on Interims

Reports for individual interim and benchmark tests include the following:

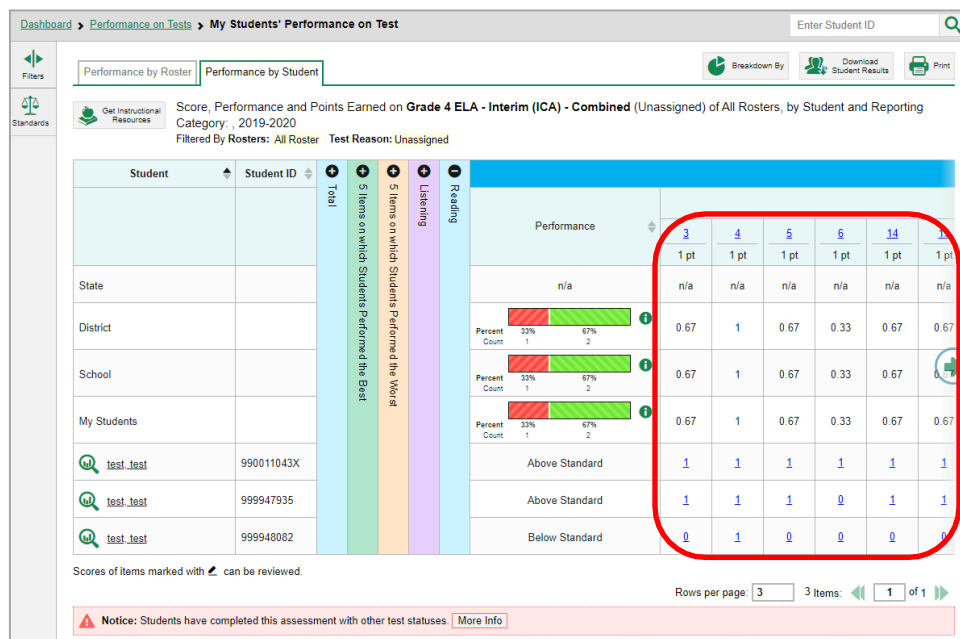
- Item-level data
- Access to the items themselves
- Access to student responses to the items

Test results for adaptive assessments include item-level data only on the individual student level.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 80](#).

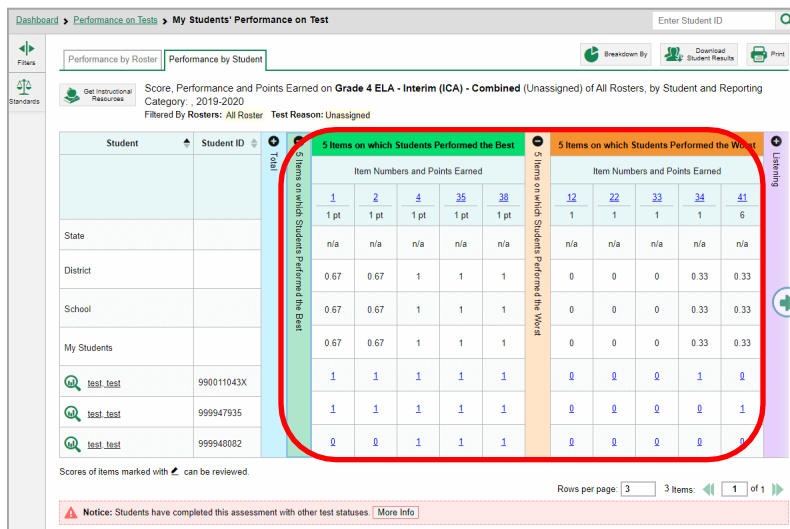
Figure 80. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



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

Figure 81. 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 82. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

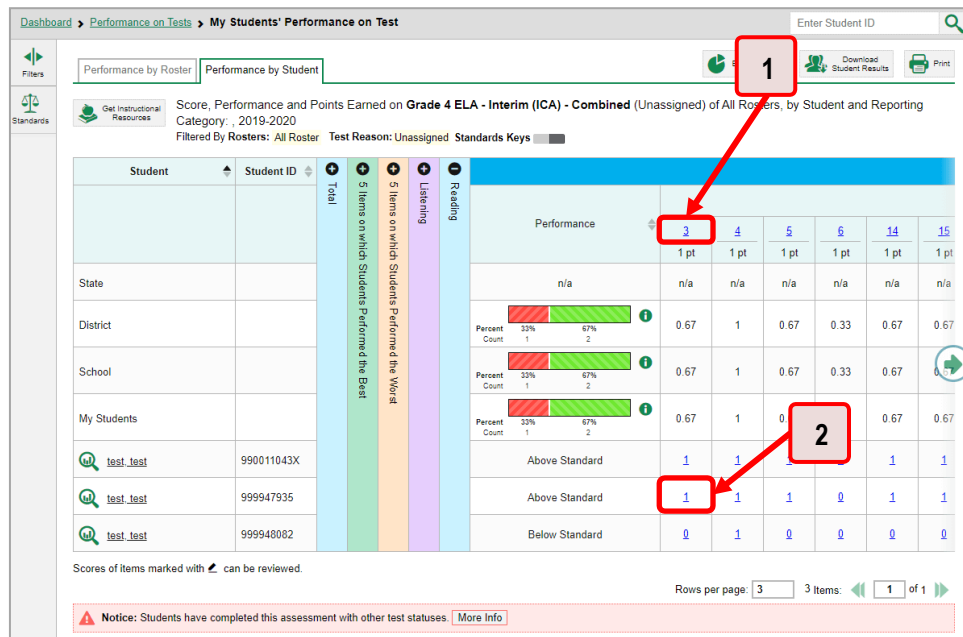


Table 41. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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 82](#)):

- 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 83](#)). It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number, score (when the item includes the student’s response), and confidence level (when a machine-suggested score has a low confidence level). The **Item & Score** tab (see [Figure 83](#)) shows the item and may include a particular student’s response.

Figure 83. Item View Window: Item & Score Tab with Student Response

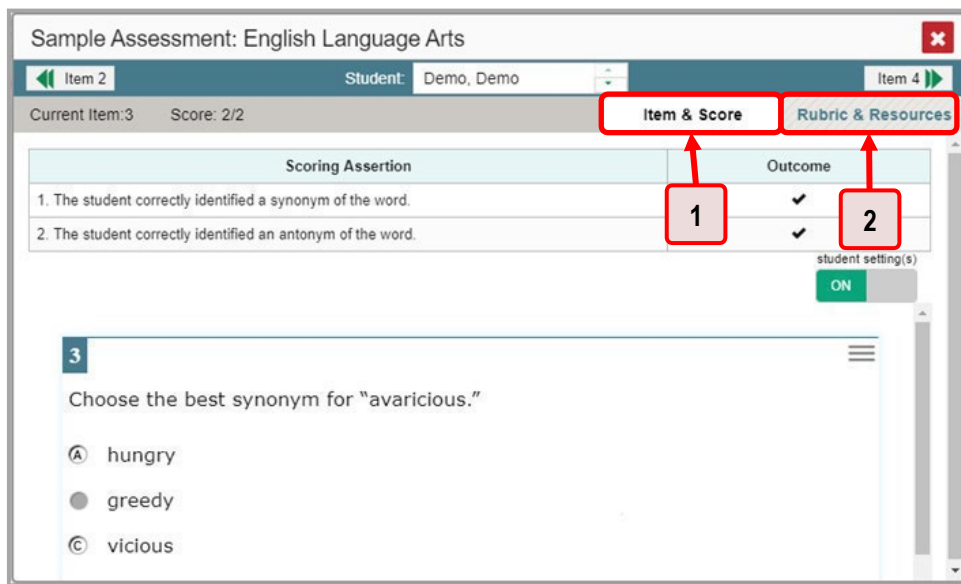


Table 42. Item View Window Elements

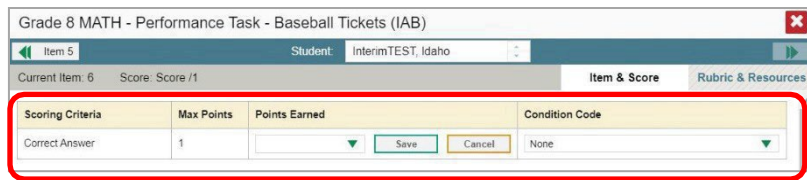
#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

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

- **Scoring Criteria:** When you are viewing a student’s response and the item has scoring criteria, the Scoring Criteria table (see [Figure 84](#)) lists the name, maximum points, points earned, and condition

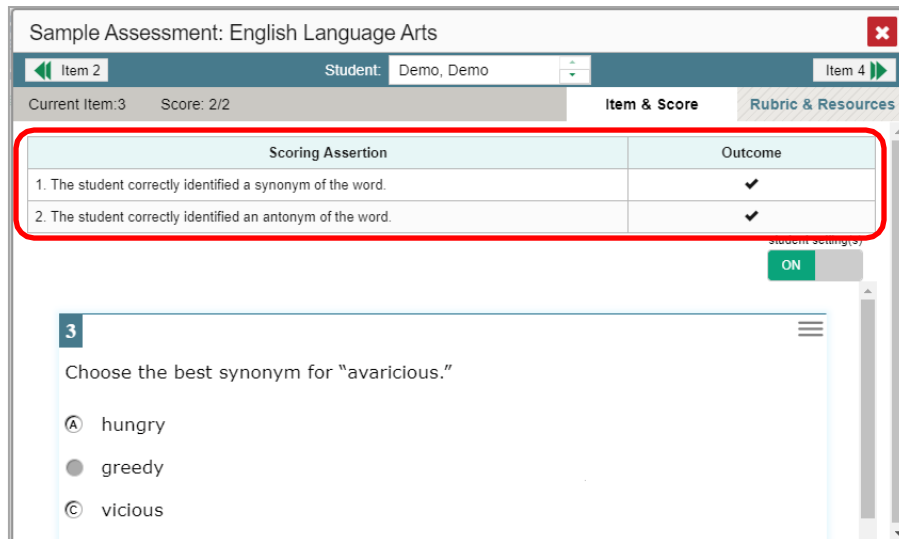
codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.

Figure 84. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- Scoring Assertion:** Each scoring assertion contains both a statement that provides information about what the student did in their response, and the content knowledge, skill, or ability that is evidenced by their response. When you are viewing a student’s response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 85](#)).

Figure 85. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



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



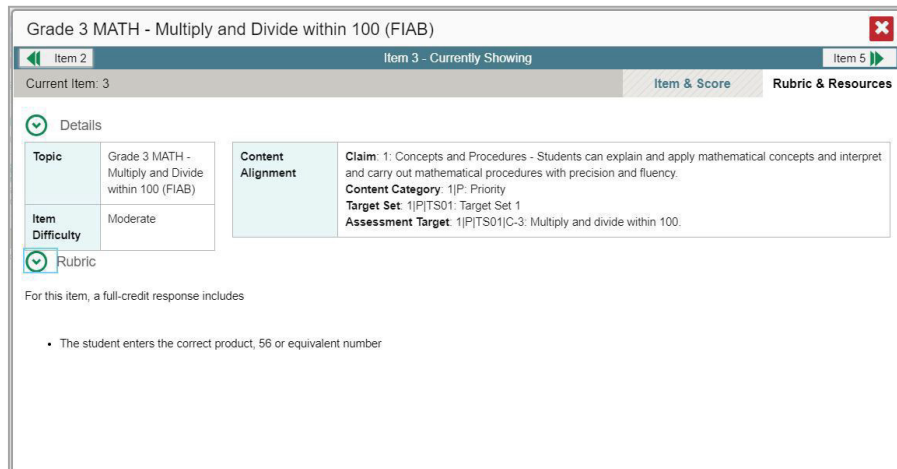
The **Rubric & Resources** tab (see [Figure 86](#)) may include the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 86. Item View Window: Rubric & Resources Tab



- **Details:** May provide the following information:
 - **Topic:** Skill area to which the item belongs
 - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult
 - **Content Alignment:** Describes the standard to which the item is aligned
- **Resources:** Provides links to any exemplars or training guides available for the item.
- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.
- **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students in the school earned each possible point value available for the item.

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

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



1. From the **Features & Tools** menu , select **Set Student Setting on Item View** . The **Set Student Setting on Item View** window appears (see [Figure 88](#)).

Figure 87. Detail of Banner with Expanded My Settings Menu

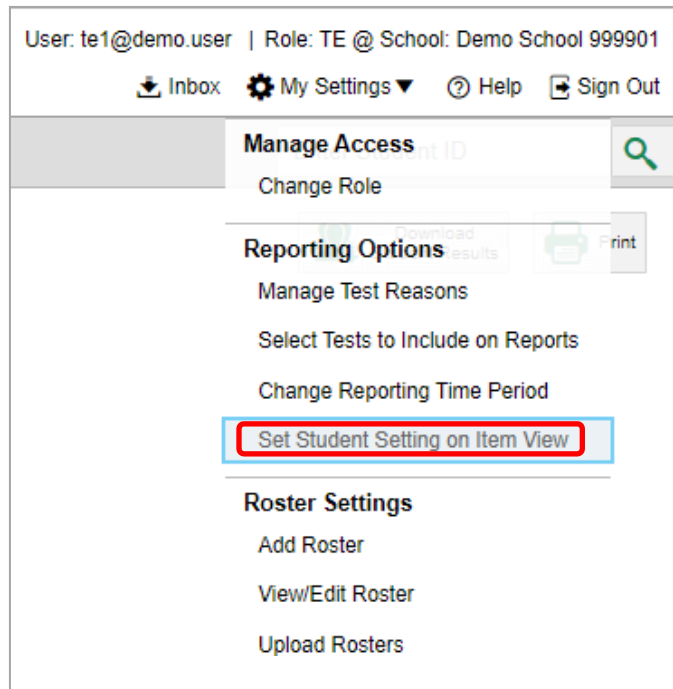
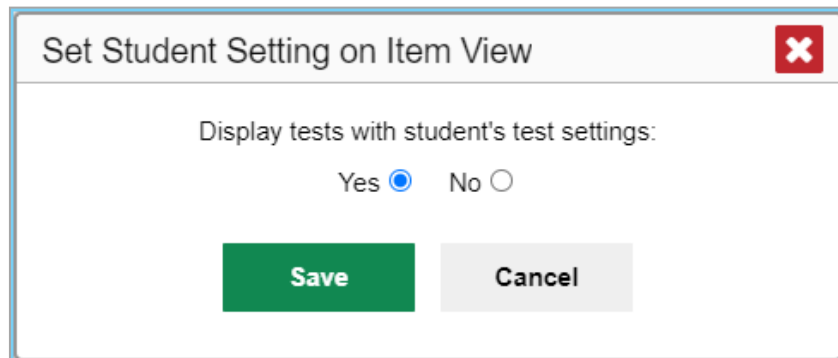


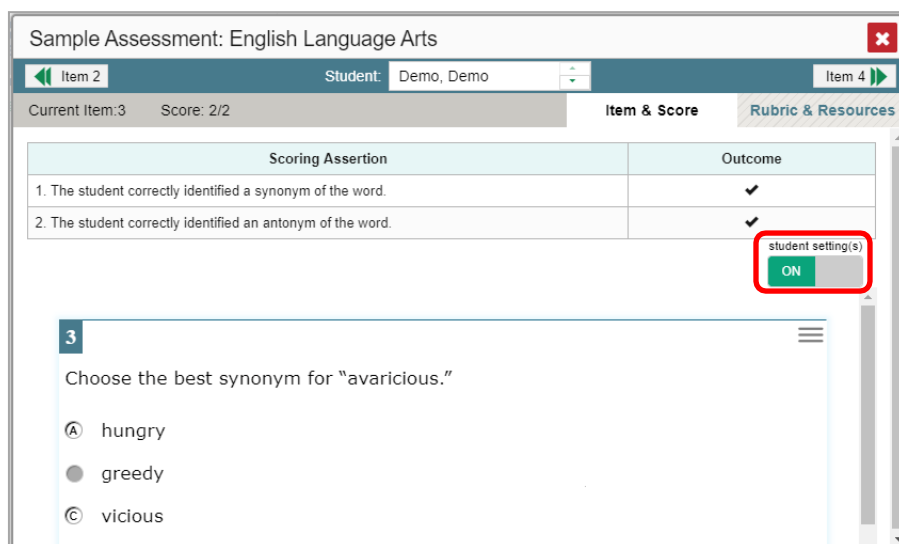
Figure 88. Set Student Setting on Item View Window



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

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper-right of the item you are viewing (see [Figure 89](#)). This action has no effect on your global setting.

Figure 89. Item View Window: Item & Score Tab with Student Response



What It Means When a Student Response Contains Highlighted Text

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

How to Navigate to Other Items from the Item View Window

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

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

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

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

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

How to Score Items on Interims

The Reporting System allows the School Test Coordinator (SC) and Test Administrator (TA) user roles to score certain items on interim and benchmark tests.

- Some items that require handscoring arrive in the Reporting System without any scores. For example, all short-answer items require handscoring. If a test contains unscored items, its

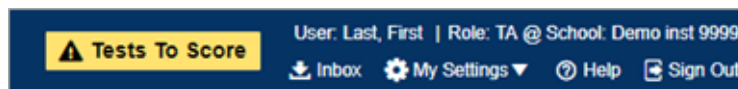
performance data is excluded from your reports until an authorized user scores all the unscored items in at least one opportunity of that test.

- Other items arrive in the Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary. For example, all full write items have machine-suggested scores that can be overridden.

How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner (see [Figure 90](#)).

Figure 90. Banner with Tests To Score Notification



1. In the banner, click **Tests To Score** (see [Figure 90](#)). The **Scoring Mode** window opens (see [Figure 91](#)), 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 91. Scoring Mode Window: Dashboard

 A screenshot of the 'Scoring Mode' dashboard window. It shows a table of assessments to be scored for the 2018-2019 school year. The table has columns for Assessment Name, Test Reason, Student Count, Item To Score, and Date Last Taken. There are six rows of data, each with a magnifying glass icon next to the assessment name. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '6 Items: 1 of 1'.

Assessment Name	Test Reason	Student Count	Item To Score	Date Last Taken
INTERIM: G5-ELA-ICA-PT	Unassigned	1	0	07/03/2019
INTERIM: G5-ELA-ICA-CAT	Unassigned	1	0	07/03/2019
INTERIM: G3-ELA-ICA-PT	Unassigned	1	2	07/03/2019
INTERIM: G3-Math-IAB-PTOrdrFrm	Unassigned	1	0	07/03/2019
INTERIM: G3-ELA-IAB-BrifeWrit	Unassigned	1	0	07/03/2019
INTERIM: INTERIM: G3-Math-ICA-PT	Unassigned	1	4	07/03/2019


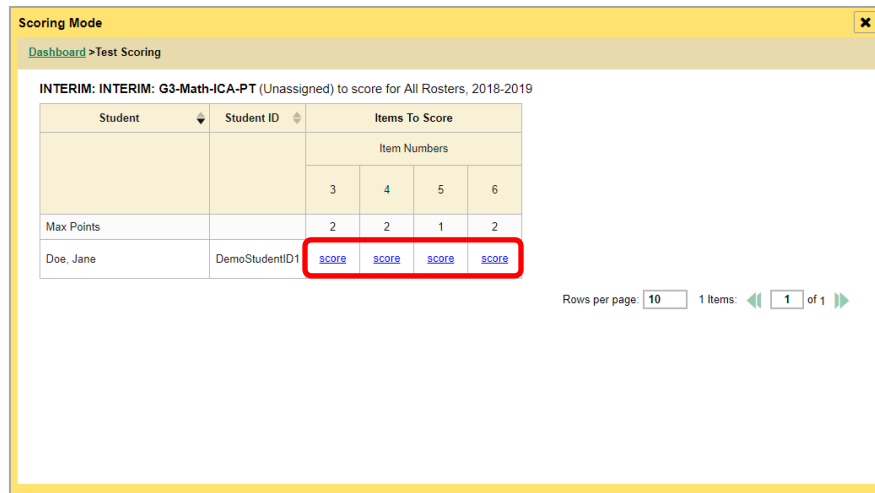
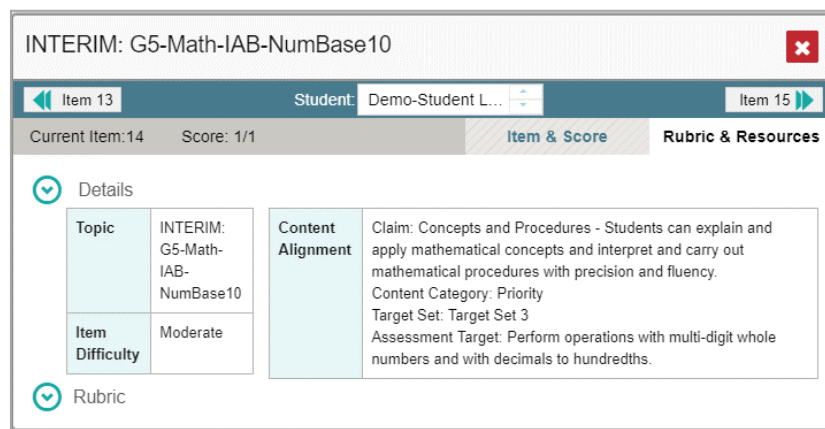
2. Click the name of the test you wish to score (or  beside it). The Test Scoring page appears (see [Figure 92](#)), displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

Figure 92. 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 92](#)). The **Item View** window opens.
4. In the **Rubric & Resources** tab (see [Figure 93](#)), review the item’s rubric and available resources, if necessary.

Figure 93. Item View: Rubric & Resources Tab




5. In the **Item & Score** tab (see [Figure 94](#)), 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 94. Item View: Item & Score Tab

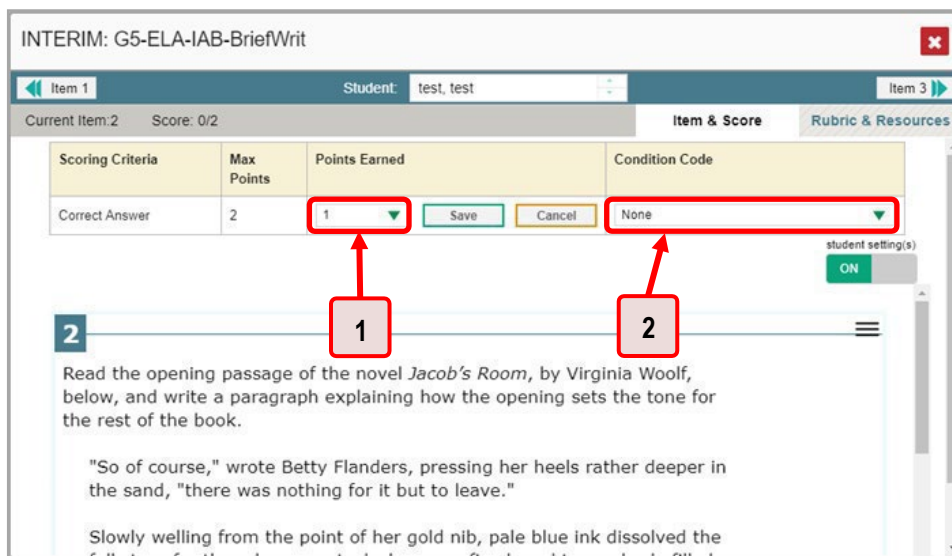


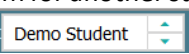


Table 43. Item View: Item & Score Tab Elements

#	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.

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 95](#)). When a machine-suggested score has a low confidence level, or when a condition code of Non-Scorable Language, Off Purpose, Off Topic, or Insufficient Original Text to Score has been assigned by machine,  displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 95. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

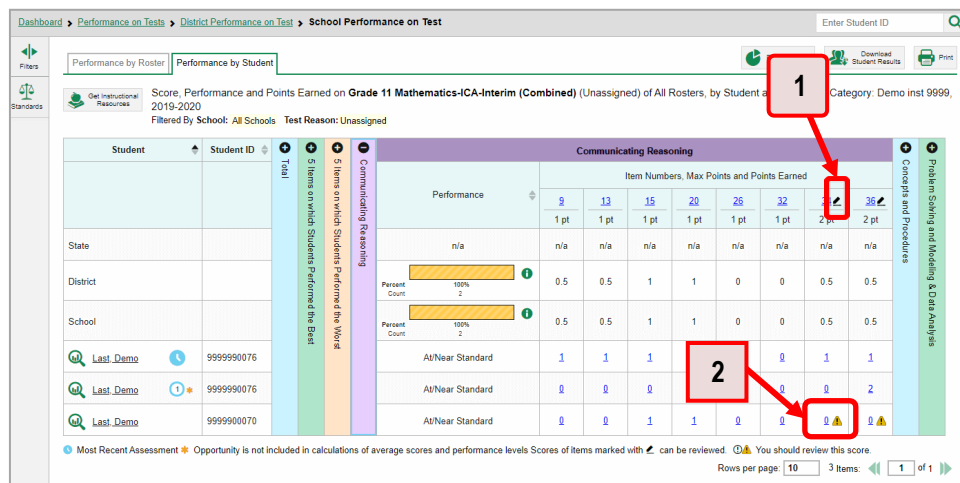


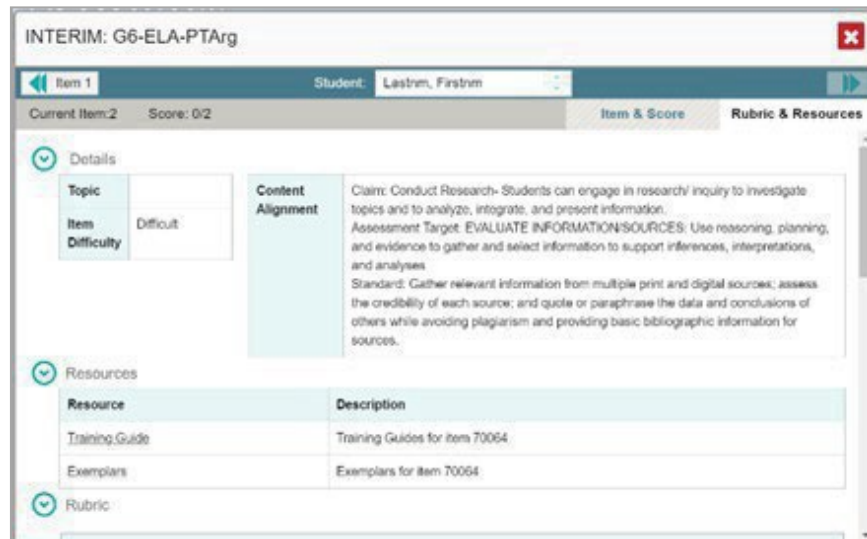
Table 44. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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.

2. On the **Rubric & Resources** tab (see [Figure 96](#)), review the item’s rubric and available resources, if necessary.

Figure 96. Item View Window: Rubric & Resources Tab




3. On the **Item & Score** tab (see [Figure 97](#)), 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 98](#).

Figure 97. Item View Window: Item & Score Tab

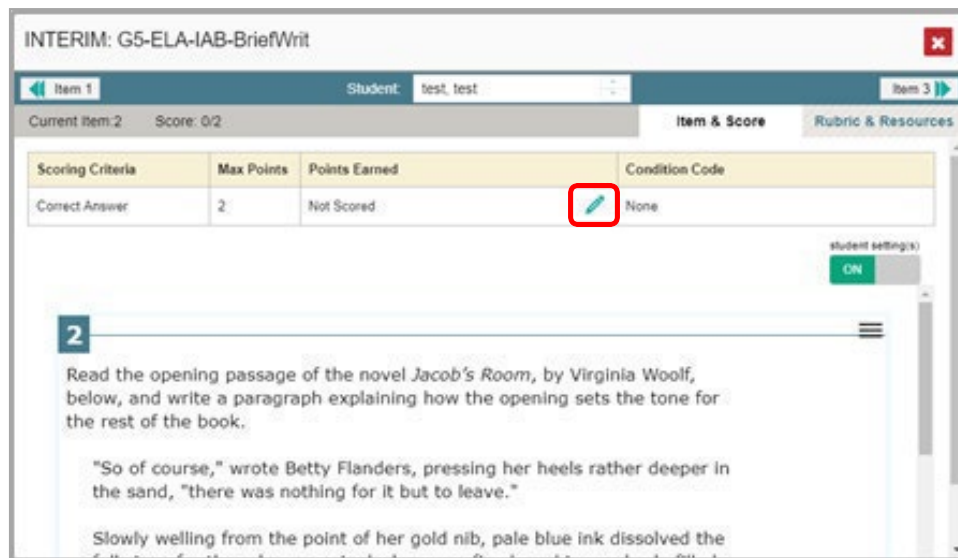


Figure 98. Item View Window: Item & Score Tab

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 98](#)):
 - 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.

How to Set Up Your Interim Reports So They Make Sense

There are three ways of setting up your interim reports that are different from summatives. You can assign test reasons to interim test opportunities, filter them by test reason, and filter them by standard.

How to Assign Test Reasons (Categories) to Interim Test Opportunities

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

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Reporting System to assign a different test reason to an interim or benchmark test opportunity after the test is completed. Summative test reasons cannot be reassigned.

1. From the **Features & Tools menu** , select **Manage Test Reasons** . The **Test Reason Manager** window opens (see [Figure 100](#)).

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

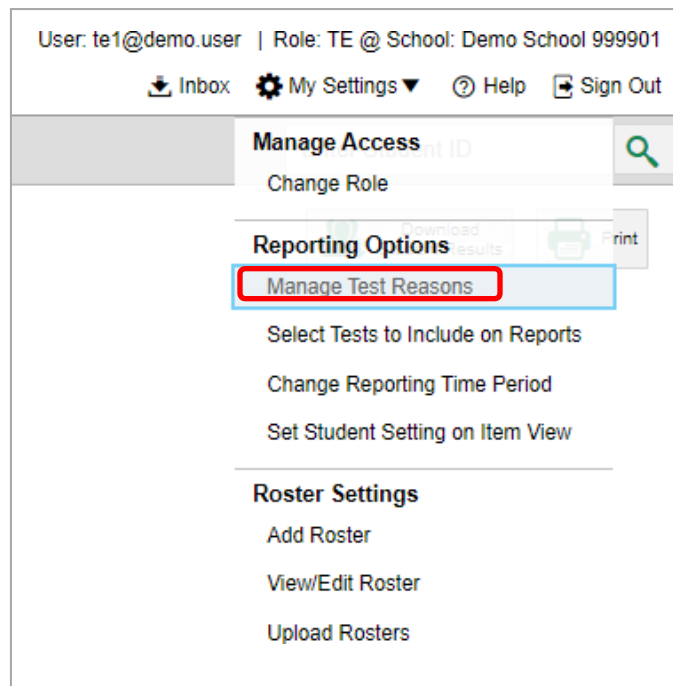


Figure 100. Test Reason Manager Window

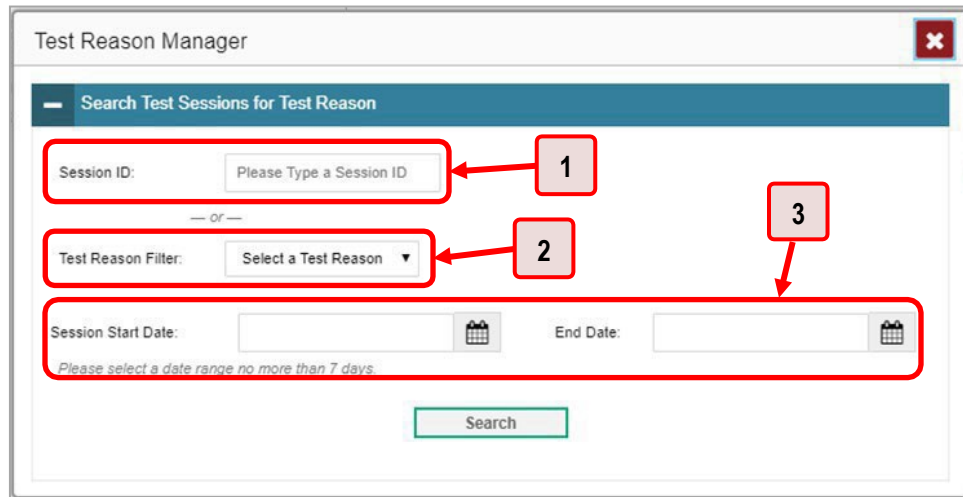


Table 45. Test Reason Manager Window Elements

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

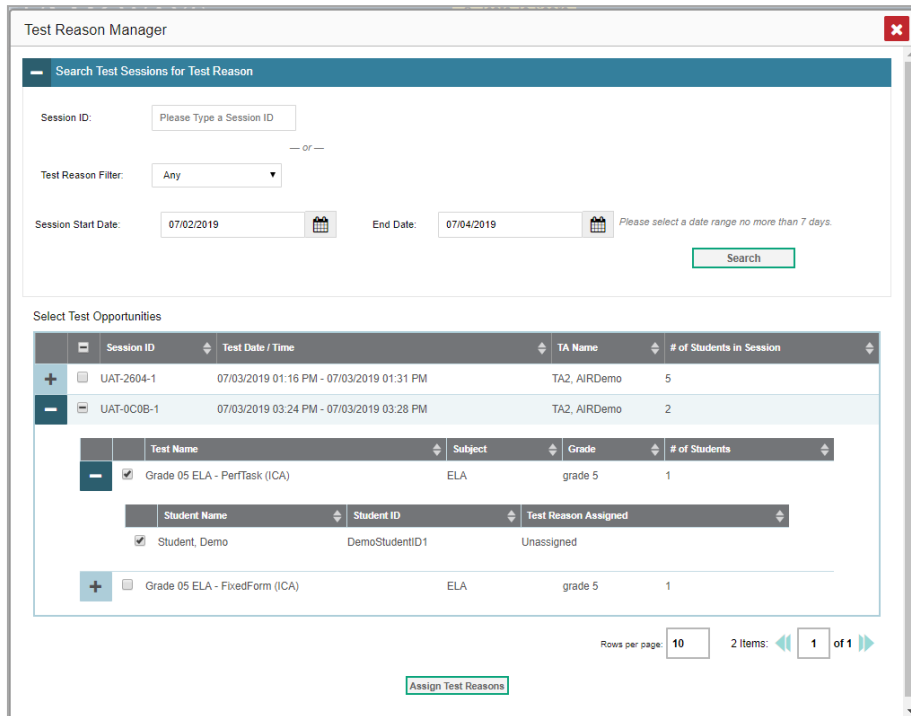
2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 100](#)):

- In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.
- Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.

3. Click **Search**.

- A list of retrieved test sessions appears in the section *Select Test Opportunities* (see [Figure 101](#)). You can click the **+** buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

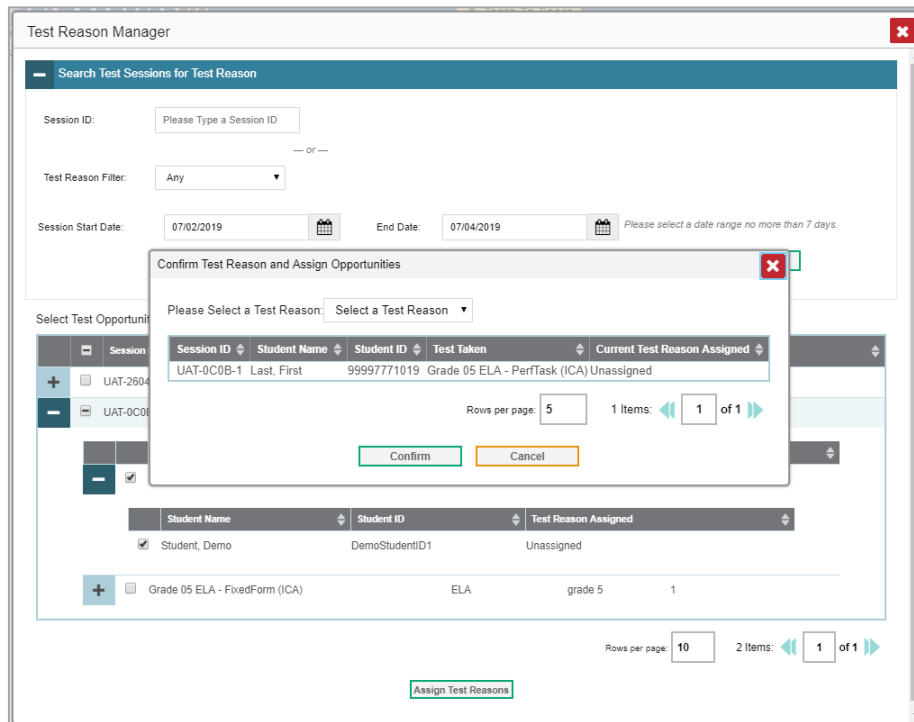
Figure 101. Test Reason Manager Window: Select Test Opportunities



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

- In the window that appears (see [Figure 102](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

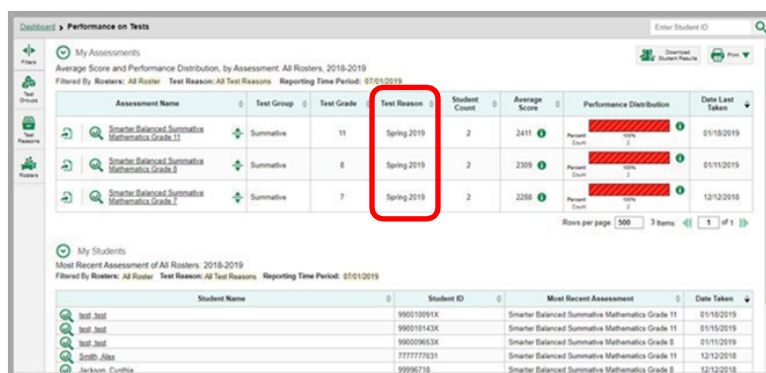
Figure 102. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 103](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and benchmark tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply testing windows and are not useful.

Figure 103. Teacher View: Performance on Tests Report



When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you do not filter, you will 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 are 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 104](#)). The **Filters** panel expands (see [Figure 105](#)).

Figure 104. Teacher View: Performance on Tests Report

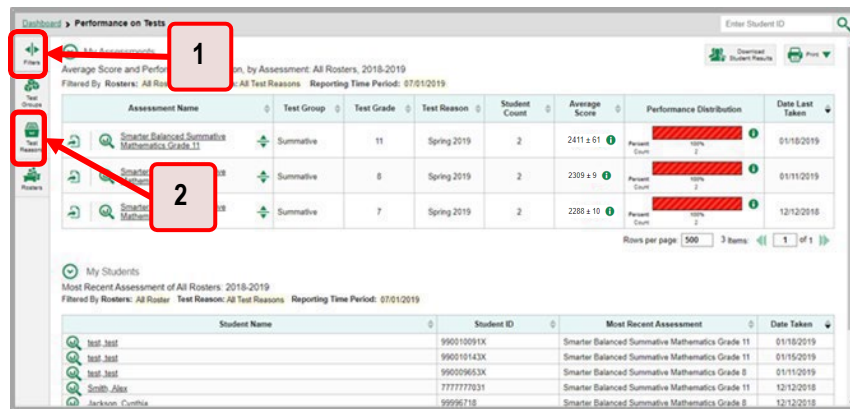


Table 46. Teacher View: Performance on Tests Report Elements

#	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 105](#)).

Figure 105. Teacher View: Performance on Tests Report with Expanded Filters Panel

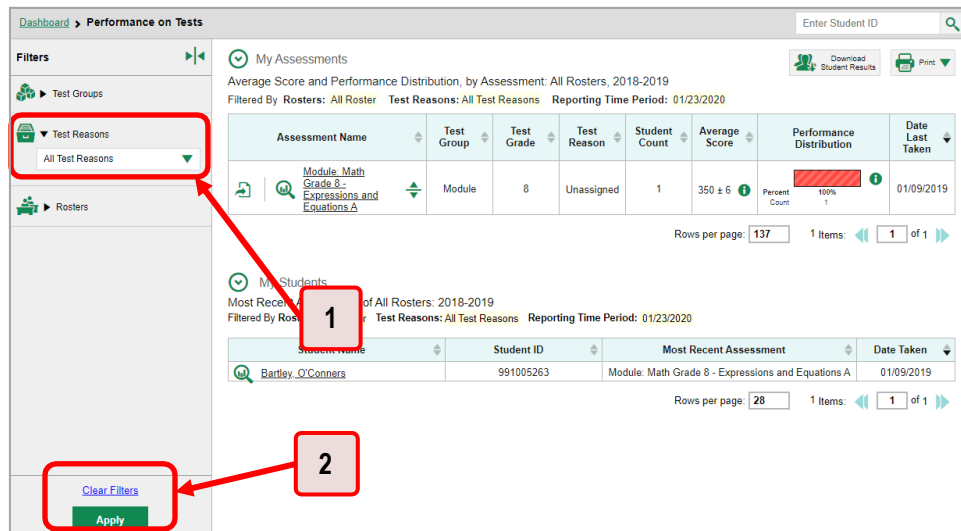


Table 47. Teacher View: Performance on Tests Report Elements

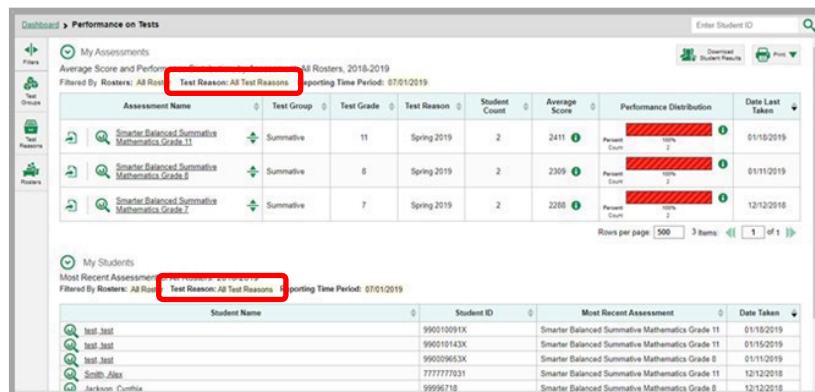
#	Element
1	Test Reason drop-down list
2	Apply button and Clear Filters

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 106](#)) shows the test reason selected, if any.

Figure 106. Teacher View: Performance on Tests Report



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

An educational standard, sometimes called an assessment target, describes the skill the item measures. An example of a mathematics standard is, “At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)”

You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students’ performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill area. If you do not 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 107](#)). The **Filters** panel expands (see [Figure 108](#)).

Figure 107. My Students’ Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

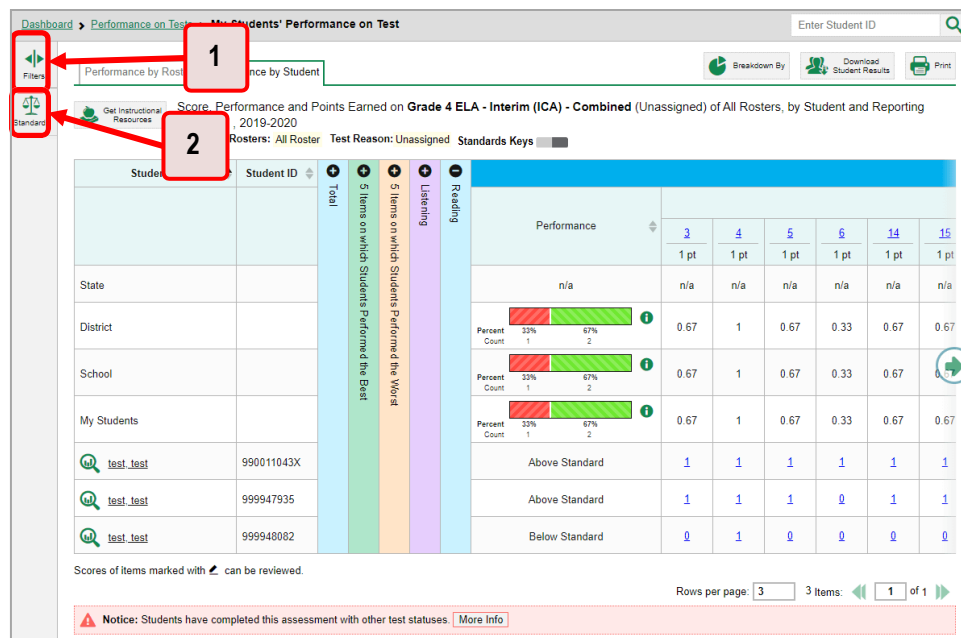


Table 48. My Students’ Performance on Test Report: Performance by Roster Tab Elements

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 108](#)) to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 108. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

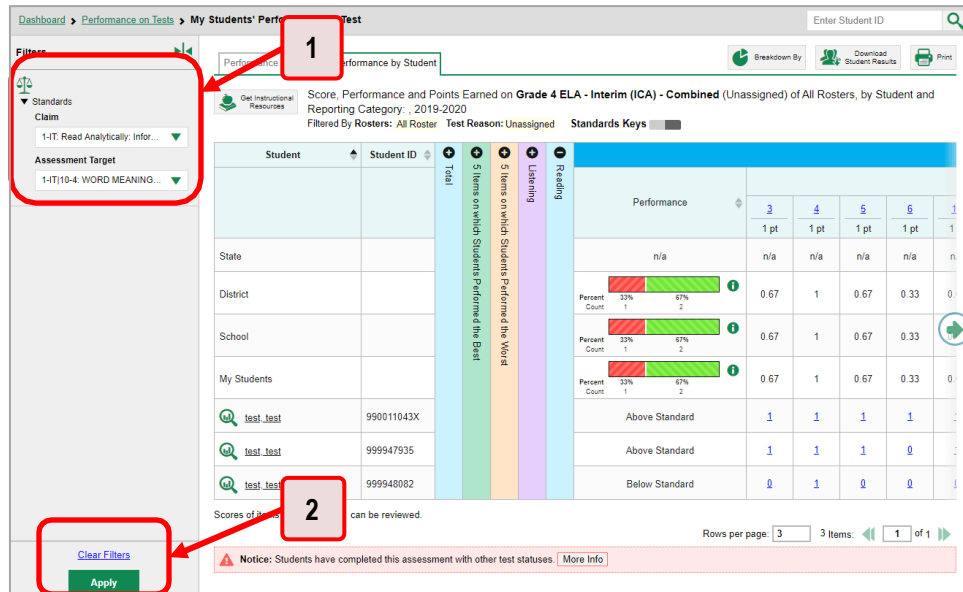


Table 49. My Students' Performance on Test Report: Performance by Roster Tab Elements

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 109](#)).
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 109. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard

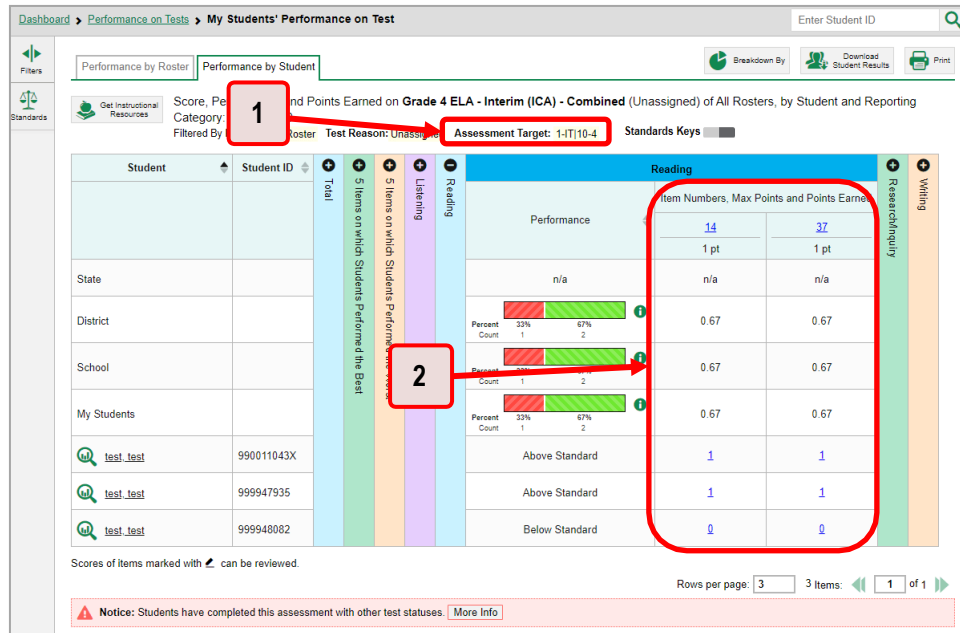


Table 50. My Students' Performance on Test Report: Performance by Student Tab Elements

#	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 on Interims

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

How to Export or Print a Report You Are Viewing


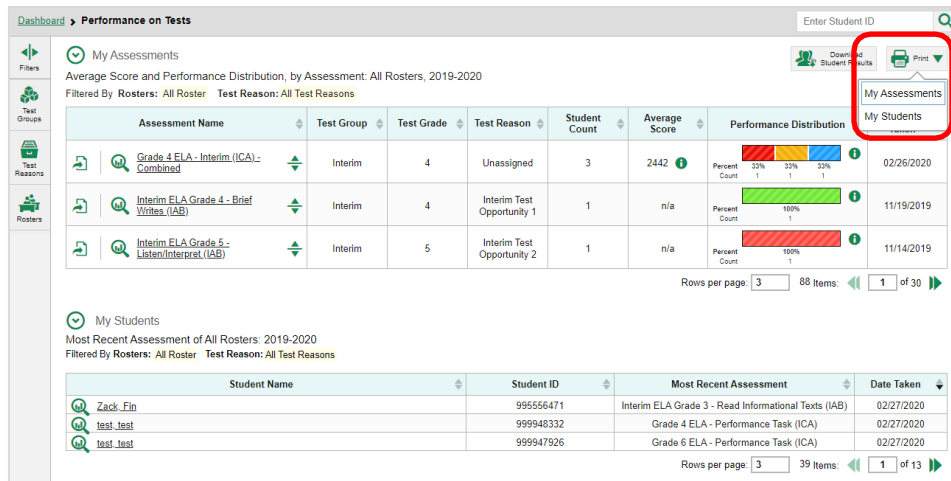
1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see [Figure 110](#)).

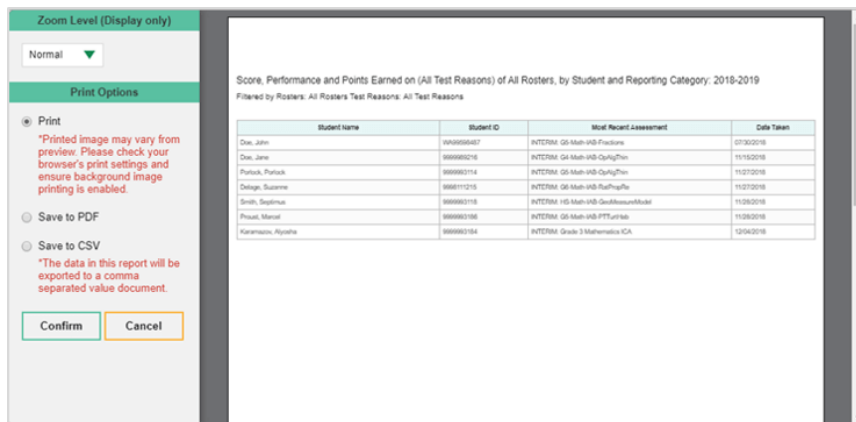
Figure 110. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (see [Figure 111](#)).

- 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 111. Print Preview Page



2. If an aggregate report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in [Figure 112](#), the printed report includes data for the individual assessment items. Printouts of the Student Performance on Test report always include item data if available.

Figure 112. Print Preview Page with Summary and Item Scores Option Selected

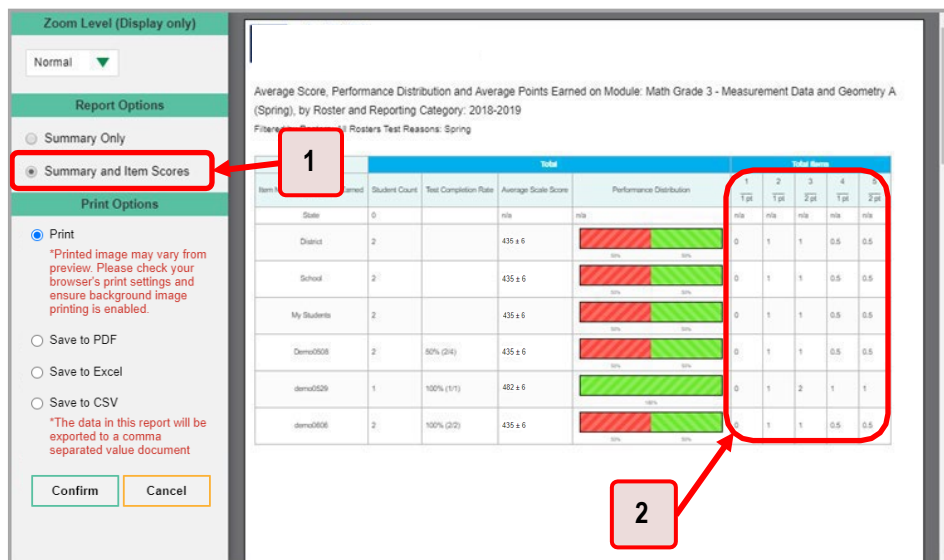


Table 51. Print Preview Page Elements

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

3. Do one of the following under the *Print Options* section:
 - To print the report, select the **Save to PDF** button, then print. (This ensures that the symbols appear on the printed version)
 - 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**.
4. Click **Confirm**.

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

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


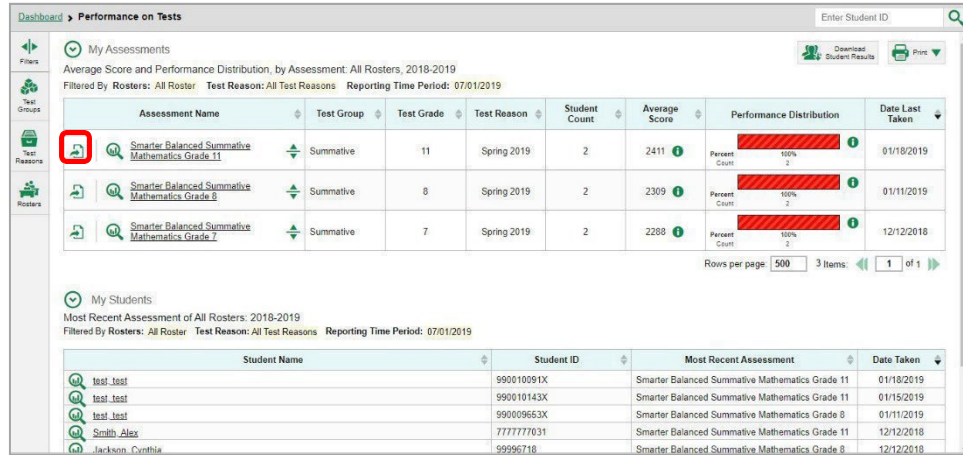
1. Click  to the left of the name of the assessment whose report you wish to export (see [Figure 113](#)).

Figure 113. Teacher View: Performance on Tests Report



My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2018-2019
Filtered By: Rosters: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

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

Rows per page: 500 3 items: 1 of 1

My Students
Most Recent Assessment of All Rosters: 2018-2019
Filtered By: All Roster Test Reason: All Test Reasons Reporting Time Period: 07/01/2019

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

The **Export Report** window opens (see [Figure 114](#) and [Figure 115](#)). 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 114. District-Level User View: Export Report Window

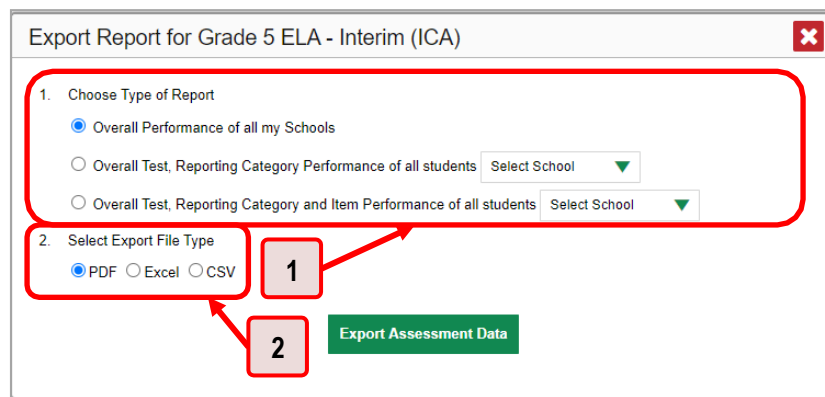


Table 52. District-Level User View: Export Report Window Elements

#	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 115. Teacher View: Export Report Window

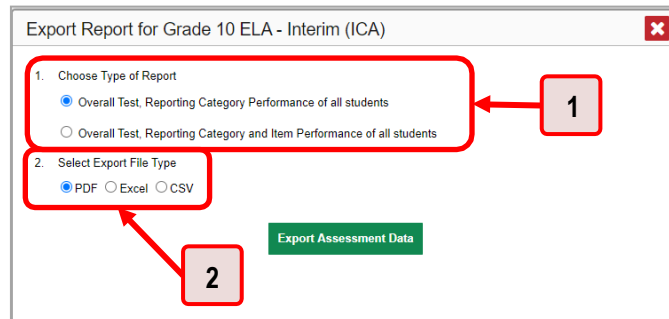


Table 53. Teacher View: Export Report Window Elements

#	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 have exported a file, the **Secure Inbox** window appears with the generated file available for download.

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 **Features & Tools menu** , select **Add Roster** . The **Roster Manager** window appears, showing the Add Roster form (see [Figure 117](#)).

Figure 116. Teacher View: Detail of Banner with Expanded My Settings Menu

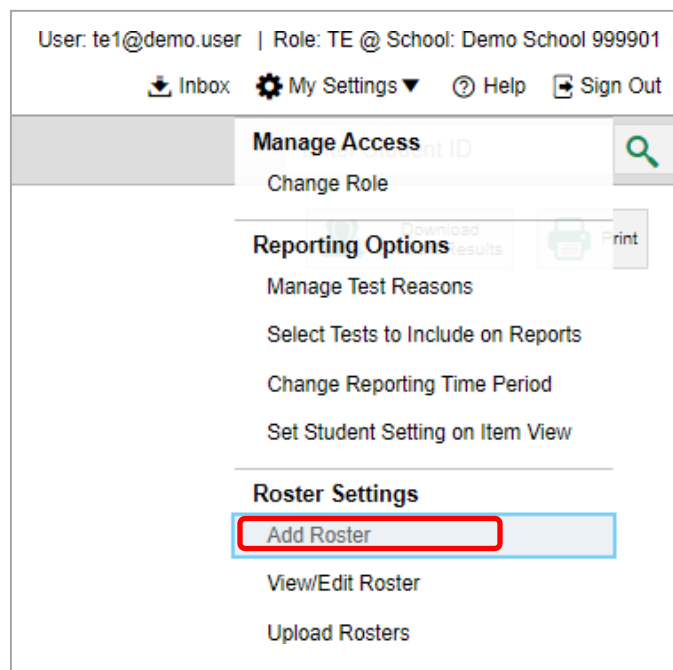


Figure 117. Roster Manager Window: Add Roster Form

2. In the *Search for Students to Add to the Roster* panel (see [Figure 117](#)), do the following:
 - i. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - j. *Optional:* In the *EDUID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - k. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
 - l. *Optional:* In the *Advanced Search* panel (see [Figure 118](#)), 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 118. 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 includes dropdown menus for '*District' (Demo District 9999 - 999), '*School' (Demo School 999901 - 99), 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, highlighted with a red border, contains a 'Search Fields' dropdown menu set to 'Gender'. Below it are radio buttons for 'Gender: Male' and 'Female'. 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 includes a '*Roster Name' text input field, a '*Teacher Name' dropdown menu (set to '-Select-'), and radio buttons for '*Students to display: Current Students' and 'Current and Past Students'.

m. 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 119](#)), do the following:

- n. In the *Roster Name* field, enter the roster name.
- o. From the **Teacher Name** drop-down list, select a teacher.
- p. *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 119. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

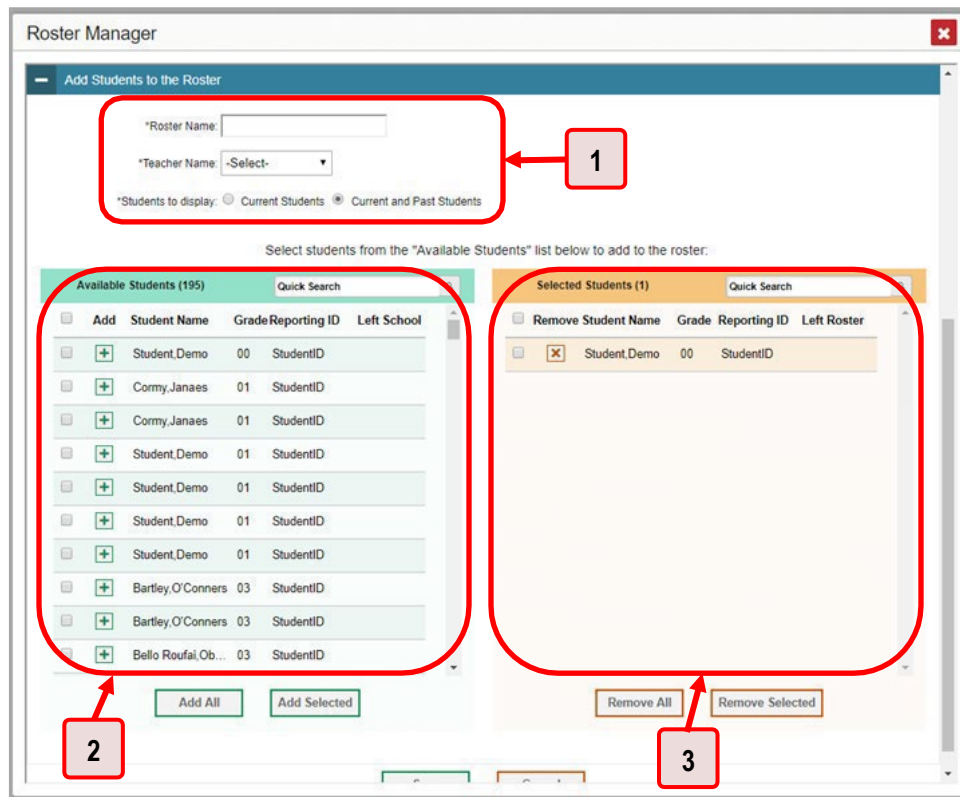




Table 54. Roster Manager: Add Roster Form Elements

#	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 have added

- q. **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**.
- r. **To remove students**, do one of the following in the list of students in this roster:
- To remove one student from the roster, click  beside that student’s name.
 - To remove all the students from the roster, click **Remove All**.

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

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

How to Modify a Class (Roster)

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


1. From the **Features & Tools menu** , select **View/Edit Roster** . The **Roster Manager** window appears, showing the View/Edit/Export Roster form (see [Figure 121](#)).

Figure 120. Teacher View: Detail of Banner with Expanded My Settings Menu

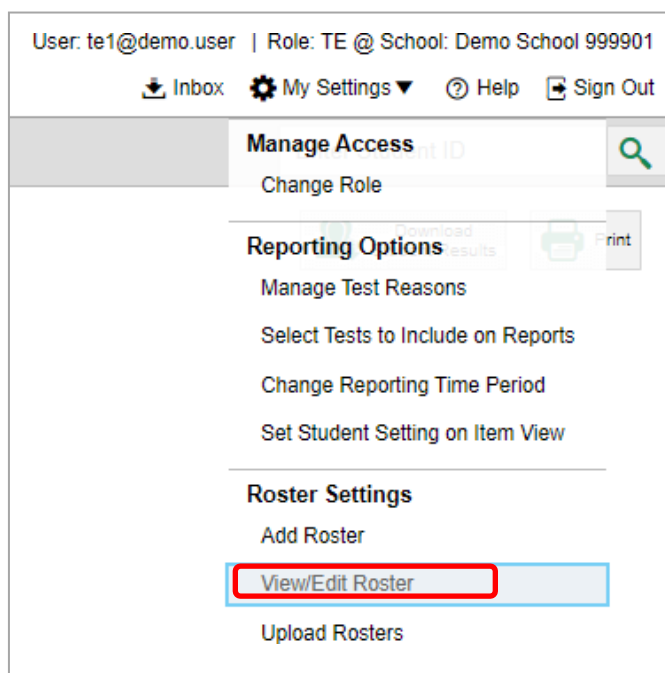
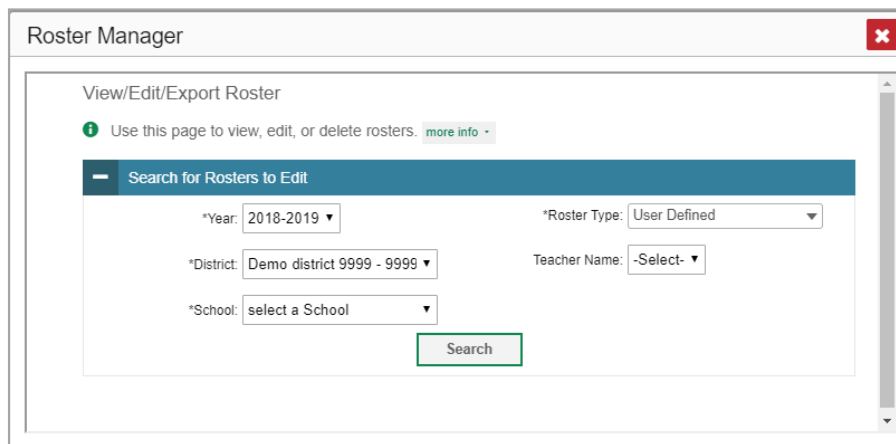


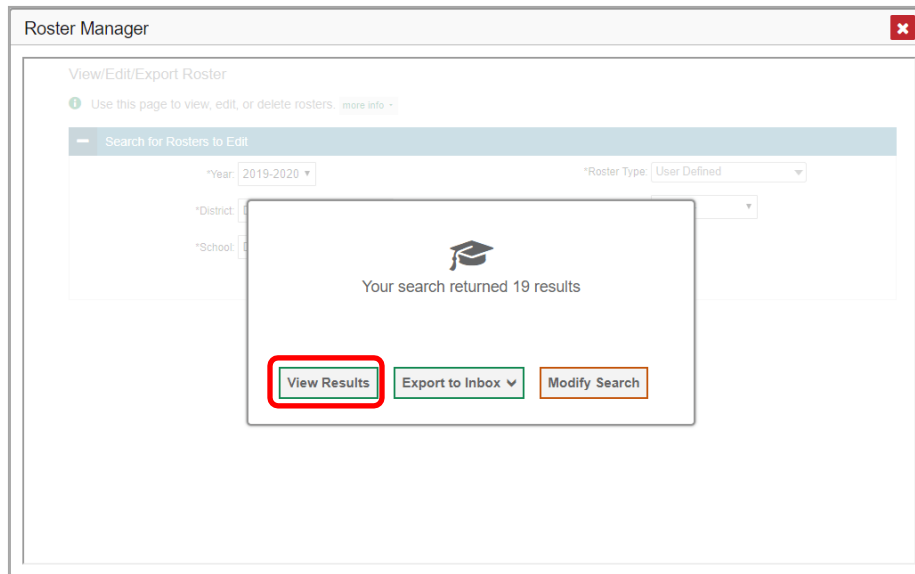
Figure 121. Roster Manager Window: View/Edit/Export Roster Form



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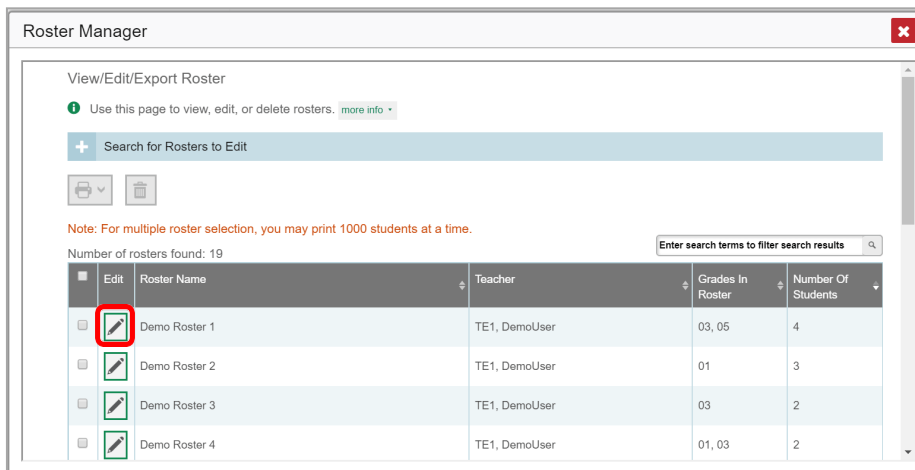
- In the *Search for Rosters to Edit* panel (see [Figure 121](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
- Click **Search**. A search results pop-up appears (see [Figure 122](#)). Click **View Results** to view the results in your browser.


Figure 122. Roster Manager Window: Search Results Pop-Up



- A list of retrieved rosters is generated (see [Figure 123](#)).

Figure 123. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



- In the list of retrieved rosters, click  for the roster whose details you want to view. The *View/Edit/Export Roster* window opens.

6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
 - s. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - t. *Optional:* In the **EDUID**, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - u. *Optional:* In the **Grade** drop-down list, select the grade levels for the students in the roster.
 - v. *Optional:* In the *Advanced Search* panel, select additional criteria.
 - v. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - vi. In the related fields, select the additional criteria.
 - vii. Click **Add**.
 - viii. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
 - w. 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 124](#).

Figure 124. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

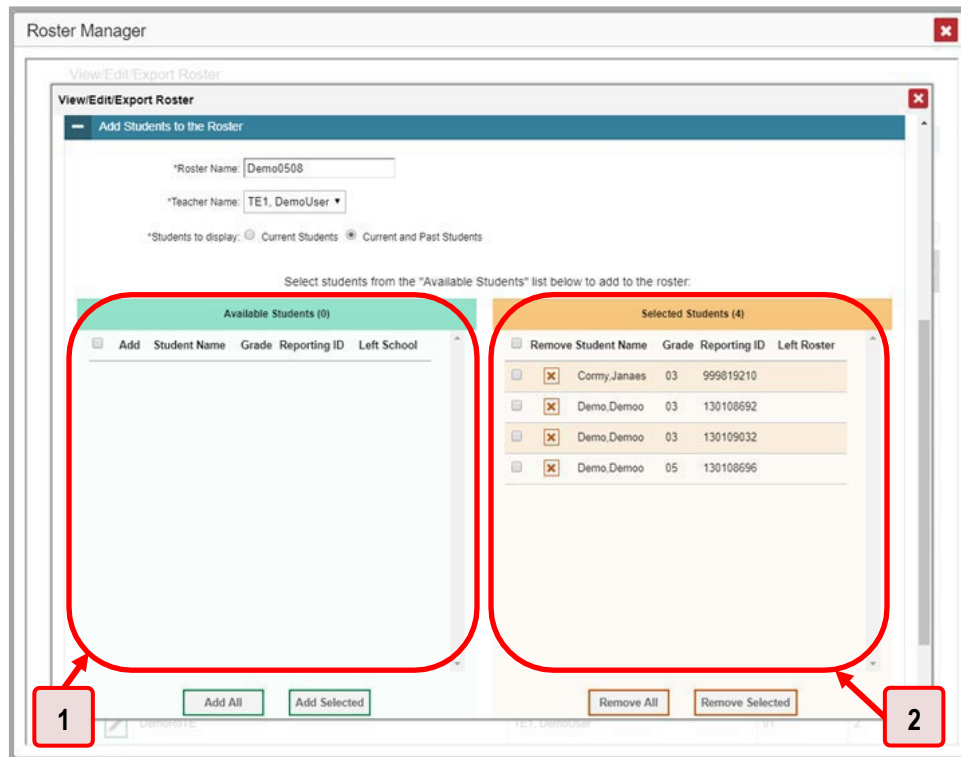




Table 55. Roster Manager Window: View/Edit/Export Roster Form Elements

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

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- 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 **Features & Tools menu** , select **Upload Rosters** . The **Roster Manager** window appears, showing the Upload Rosters: Upload page (see [Figure 126](#)).

Figure 125. Teacher View: Detail of Banner with Expanded My Settings Menu

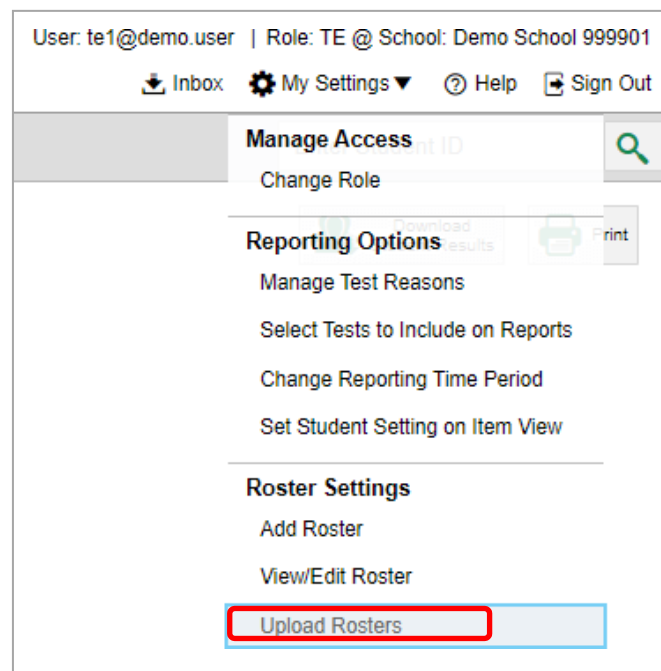


Figure 126. Roster Manager Window: Upload Rosters: Upload Page

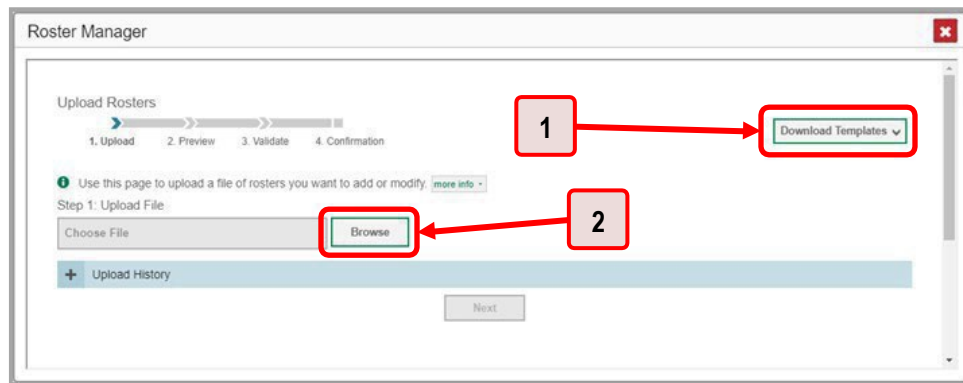
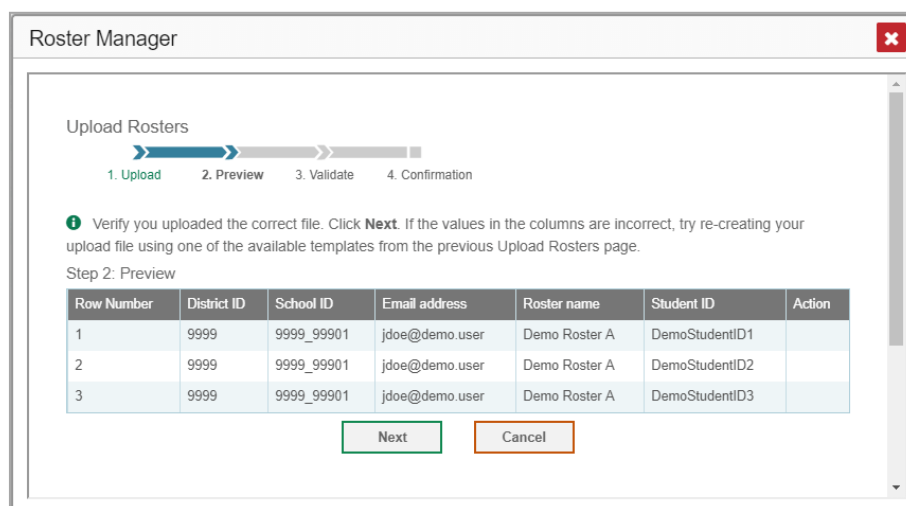


Table 56. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	Download Templates menu button
2	Browse button

- On the Upload Rosters: Upload page (see [Figure 126](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
- Open the template file in a spreadsheet application.
- Fill out the template and save it.
- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 127](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 127. Roster Manager Window: Upload Rosters: Preview Page



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



Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 128](#)). 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 128. Roster Manager Window: Upload Rosters: Validate Page

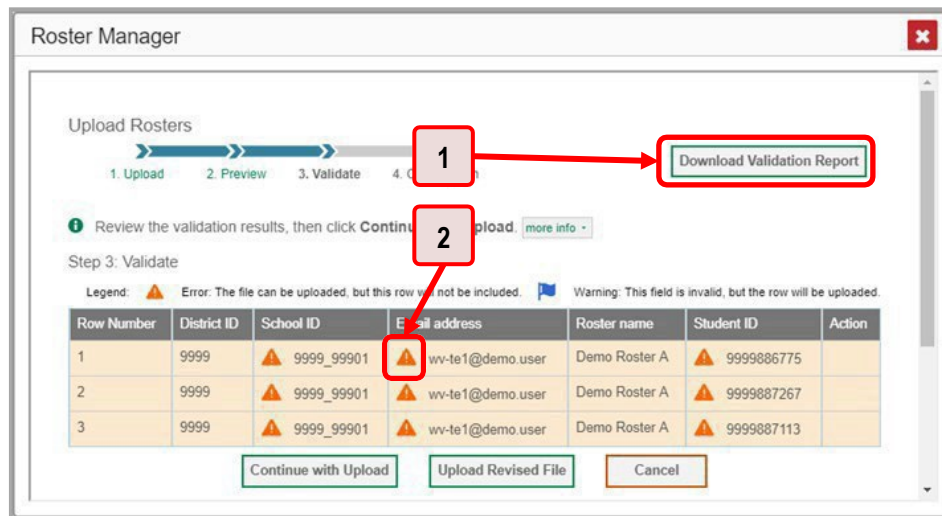


Table 57. Roster Manager Window: Upload Rosters: Validate Page Elements

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

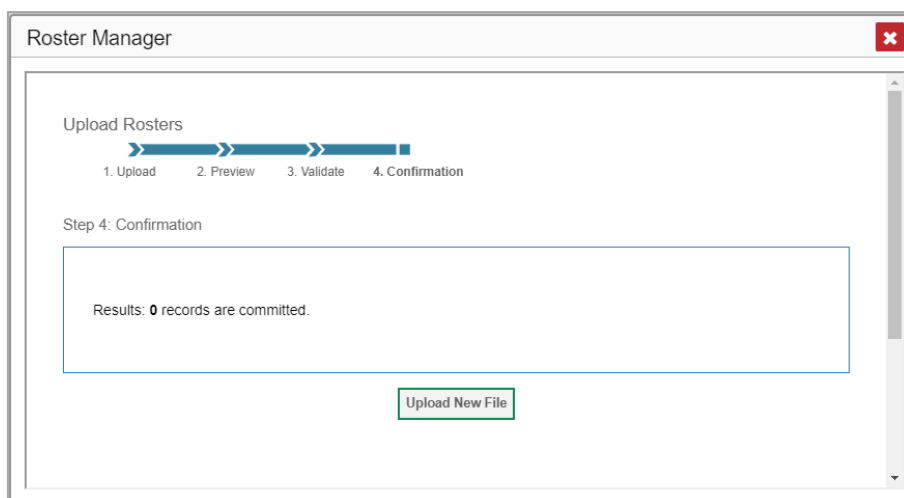
- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

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

- 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 will not 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 129](#)), displaying a message about howmany records (rows) were committed.

Figure 129. Upload Rosters: Confirmation Page



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

[Table 57](#) provides the guidelines for filling out the roster template that you can download from the Upload Roster page.

Table 58. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Three alphanumeric characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Four alphanumeric characters. Must be associated with the district ID.
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.
EDUID*	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 58](#) provides an overview of the various condition codes that may be entered for a machine- or handscored item when a traditional score cannot be entered for the student's response.

Table 59. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Human	Insufficient Text	<ul style="list-style-type: none"> The student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> Random keystrokes Undecipherable text “I hate this test” “I don’t know”, “IDK” “I don’t care” “I like pizza!” (in response to a reading passage about helicopters) Response consisting entirely of profanity For ELA Full Writes, use the “Insufficient Text” code for responses described above and also if <ul style="list-style-type: none"> The student’s original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. The response is too brief to make a determination regarding whether it is on purpose or on topic.
Human	Non-Scorable Language	<ul style="list-style-type: none"> ELA/literacy: Language other than English. Mathematics: Language other than English or Spanish.
Human	Off Purpose	<ul style="list-style-type: none"> For ELA Full Writes only: <ul style="list-style-type: none"> A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. An off-purpose response addresses the topic of the task but not the purpose of the task. Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.
Human	Off Topic	<ul style="list-style-type: none"> For ELA Full Writes only: <ul style="list-style-type: none"> A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). Off-topic responses are generally substantial responses.
Machine	Blank	<ul style="list-style-type: none"> The student did not enter a response.

Source of Code	Condition Code	Description
Machine	Insufficient Text (Duplicated Text)	<ul style="list-style-type: none"> The response contains a significant amount of text repeated over and over.
Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none"> The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	<ul style="list-style-type: none"> The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
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.
Machine	Non-Scorable Language (Spanish Response)	<ul style="list-style-type: none"> The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> The response is in a language other than English or Spanish.

H

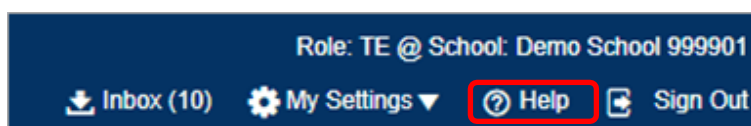
Help

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 130](#)), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you are on. For example, if you click **Help** while on the dashboard, you will see the Overview of the Dashboard page.

Figure 130. Banner



I

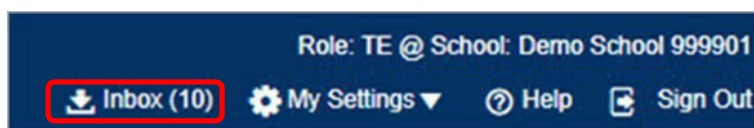
Inbox

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 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 131. Banner



1. In the banner (see [Figure 131](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 132](#)). By default, the Inbox window displays the **View Documents** tab.

Figure 132. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

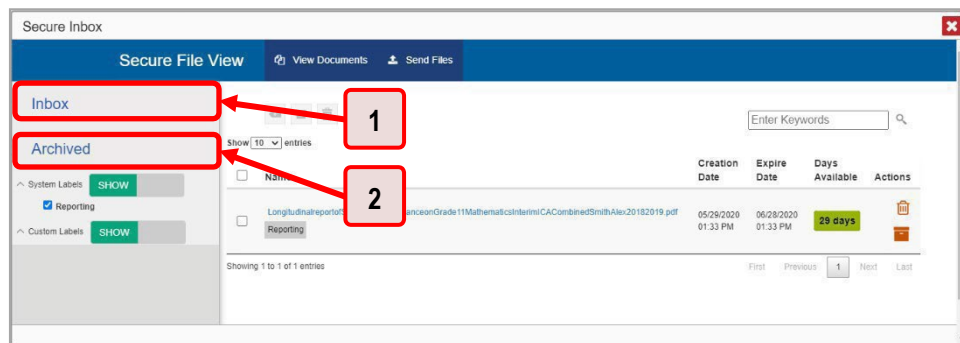


Table 60. Secure Inbox Window: View Documents Tab Elements

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

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2. Choose either of the available tabs (see [Figure 132](#)):
 - **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 133. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

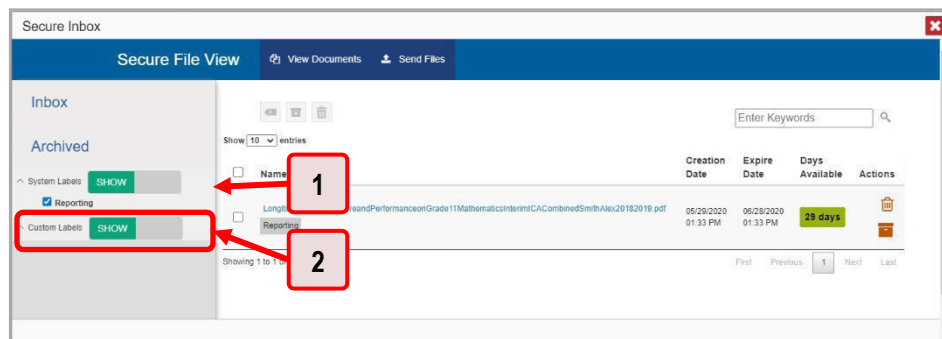


Table 61. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	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 file names and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle (see [Figure 133](#)).
5. *Optional:* To hide files with a particular system label, clear the checkbox for that label (see [Figure 133](#)).
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see [Figure 133](#)).
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label (see [Figure 133](#)).

Figure 134. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

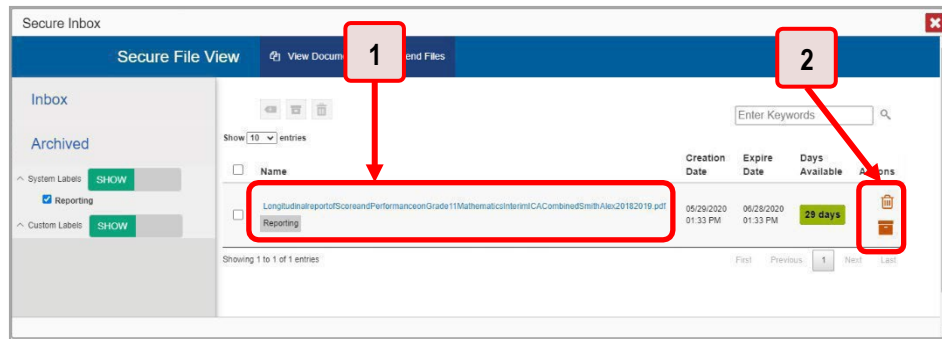







Table 62. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it is 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 134](#)).
- 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 134](#)).
- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click  (see [Figure 134](#)).

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

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

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

1. From the banner (see [Figure 135](#)), select **Secure Inbox**. The **Secure Inbox** page appears (see [Figure 136](#)). By default, the *View Documents* tab displays.

Figure 135. Banner

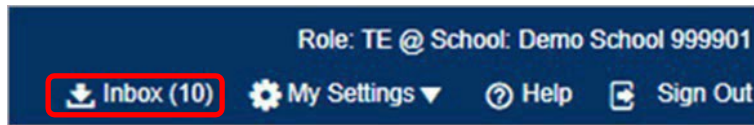
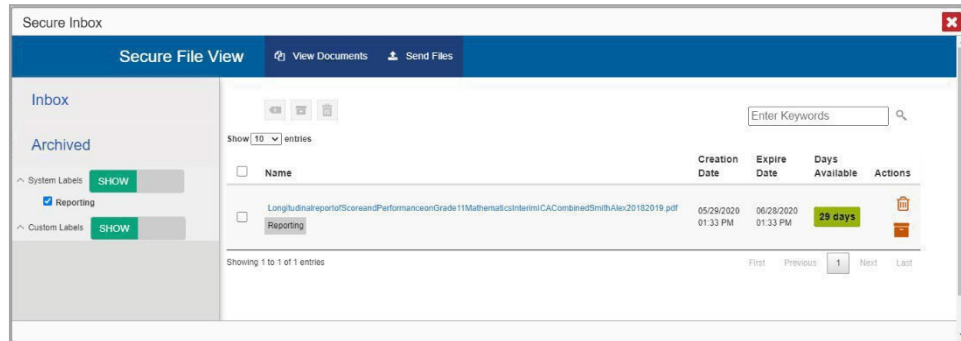


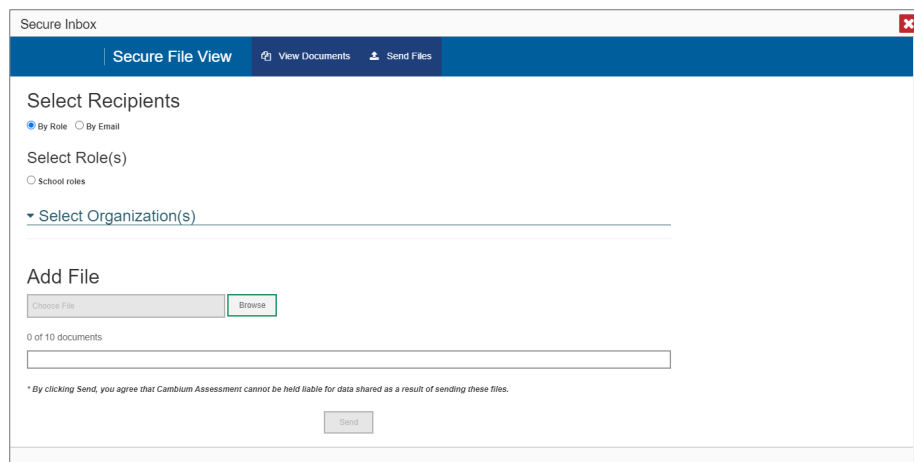
Figure 136. Secure Inbox Window: View Documents Tab



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 137](#)).
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 137. Secure Inbox Window: Send Files Tab



4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 138](#)), 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 138. Secure Inbox Window: Send Files Tab

- From the *Select Organization(s)* drop-down lists (see [Figure 139](#)), 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 139. Secure Inbox Window: Send Files Tab

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

L

Login Process

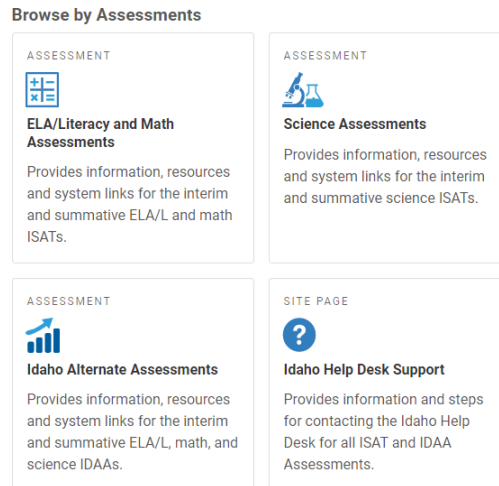
This section describes how to log in to the Reporting System.

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

How to Log In to the Reporting System

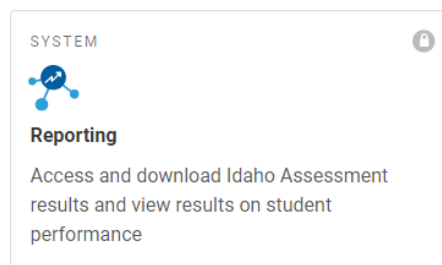
1. Open your web browser and navigate to the ISAT portal at <https://idaho.portal.cambiumast.com/>.
2. Select the ELA/Literacy & Math Assessments, Science Assessments, or Idaho Alternate Assessments card (see [Figure 140](#)).

Figure 140. Assessment Cards



3. Click the **Reporting** card (see [Figure 141](#)). The login page appears.

Figure 141. Reporting Card



4. On the login page (see [Figure 142](#)), enter the email address and password you use to access all CAI systems.

Figure 142. Login Page

Please Log In

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

Need More Help?

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

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

Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

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

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

- a. Click **Secure Login**.
- f. If the Enter Code page appears (see [Figure 143](#)), 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 143. Enter Code Page

Enter Code

✓ A code has been sent to your email address. The code will expire after 15 minutes.

Enter Emailed Code

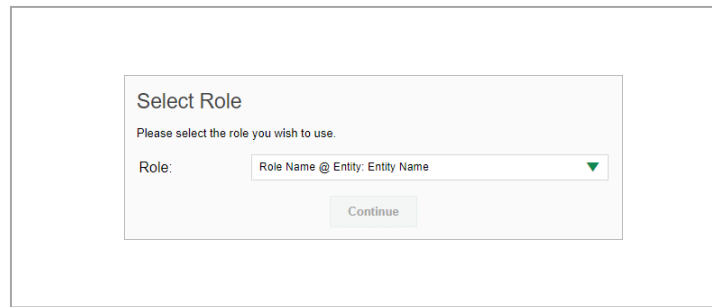
Submit

Resend Code

[Cancel](#)

- g. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 144](#). 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 144. Select Role Window



The dashboard for your user role appears.

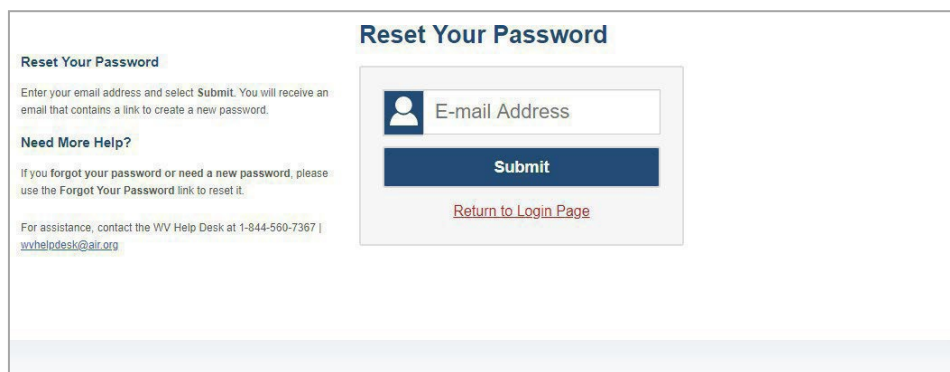
How to Set or Reset Your Password

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 145](#)). To activate your account, you must set your password within 15 minutes.

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

- If your first temporary link expired:
In the activation email you received, click the second link provided and request a new temporary link.
- If you forgot your password:
On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 145. Reset Your Password Page



- If you did not receive an email containing a temporary link or authentication code:
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

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- Additional help:

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

M

Multiple Interim Test Opportunities

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




When a student completes multiple test opportunities for a single assessment, as in [Figure 146](#), 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 146. School Performance on Test Report: Performance by Student Tab

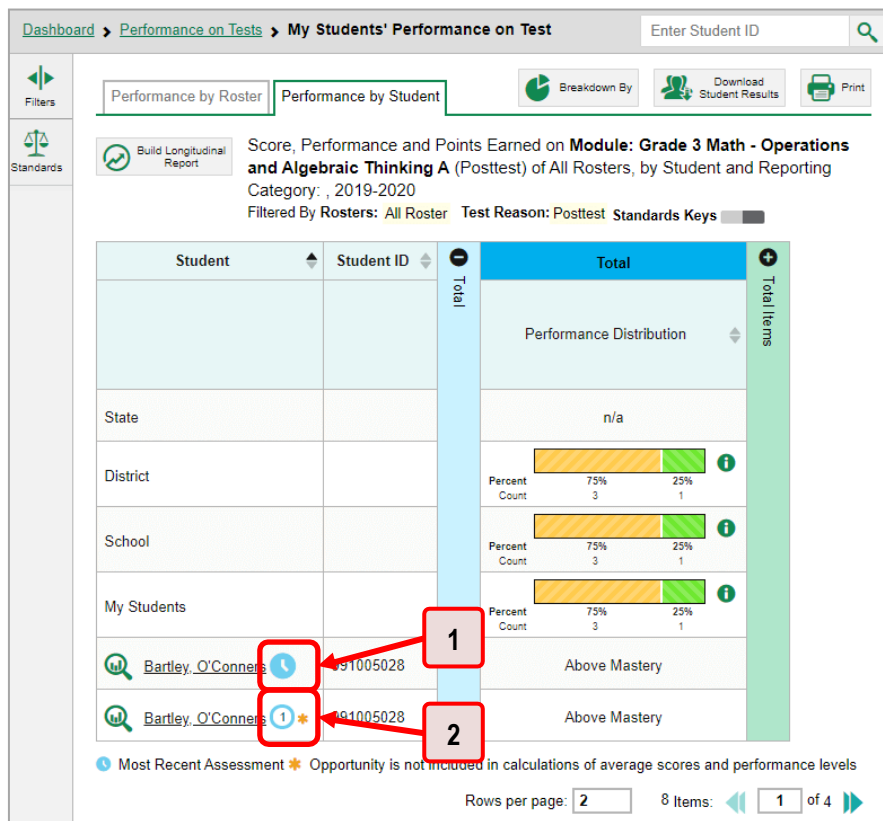



Table 63. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

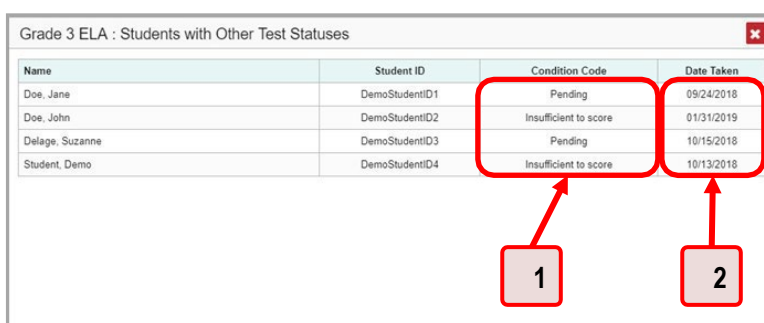
N

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", or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the *Students with Other Test Statuses* window (see [Figure 147](#)). 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 147. Students with Other Test Statuses Window



Name	Student ID	Condition Code	Date Taken
Doe, Jane	DemoStudentID1	Pending	09/24/2018
Doe, John	DemoStudentID2	Insufficient to score	01/31/2019
Delage, Suzanne	DemoStudentID3	Pending	10/15/2018
Student, Demo	DemoStudentID4	Insufficient to score	10/13/2018

Table 64. 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, including:

- Score data:
 - Scale scores
 - Raw scores, which may be in the form of percentages or fractions
- Performance-level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in [Figure 148](#), showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-

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yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.

- Percent proficient, also shown in some aggregate reports (see [Figure 148](#)), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.

Figure 148. School-Level User View: School Performance on Test Report: Performance by Roster Tab

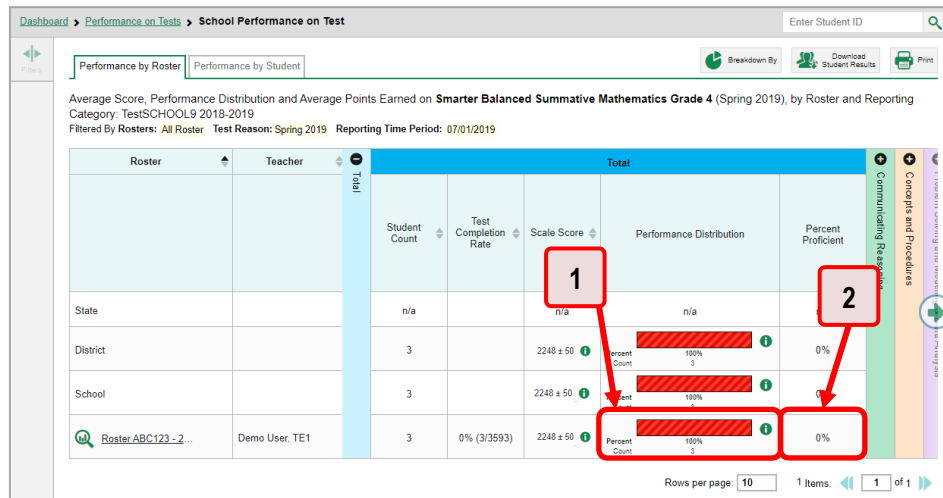


Table 65. School-Level User View: School Performance on Test Report Elements

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

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- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **Proficient?**, and **% Correct**.

In a report, click the more information button  in the scale score or Performance Distribution columns (see [Figure 149](#)).

Figure 149. School-Level User View: School Performance on Test Report: Performance by Roster Tab

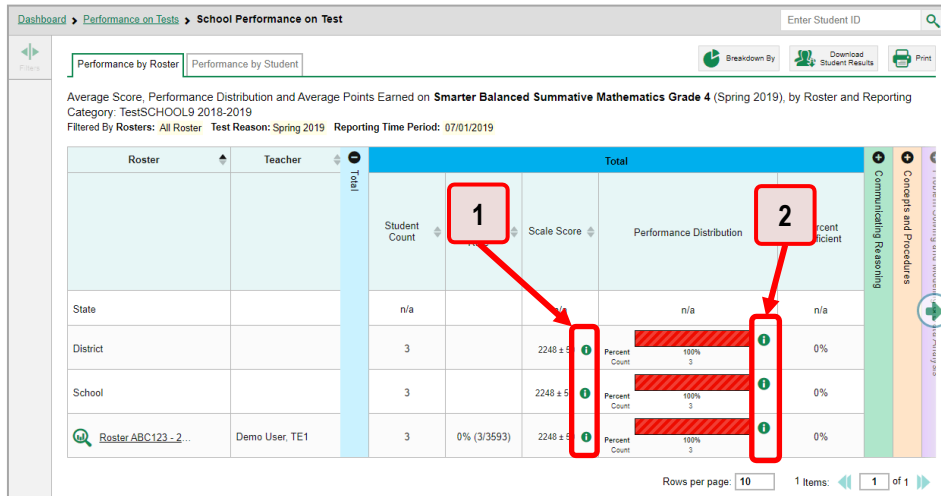


Table 66. School-Level User View: School Performance on Test Report Elements

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

A legend appears (see [Figure 150](#) and [Figure 151](#)), explaining what the scores or performance levels indicate.

Figure 150. My Students' Performance on Test Report with Expanded Scale Score Legend

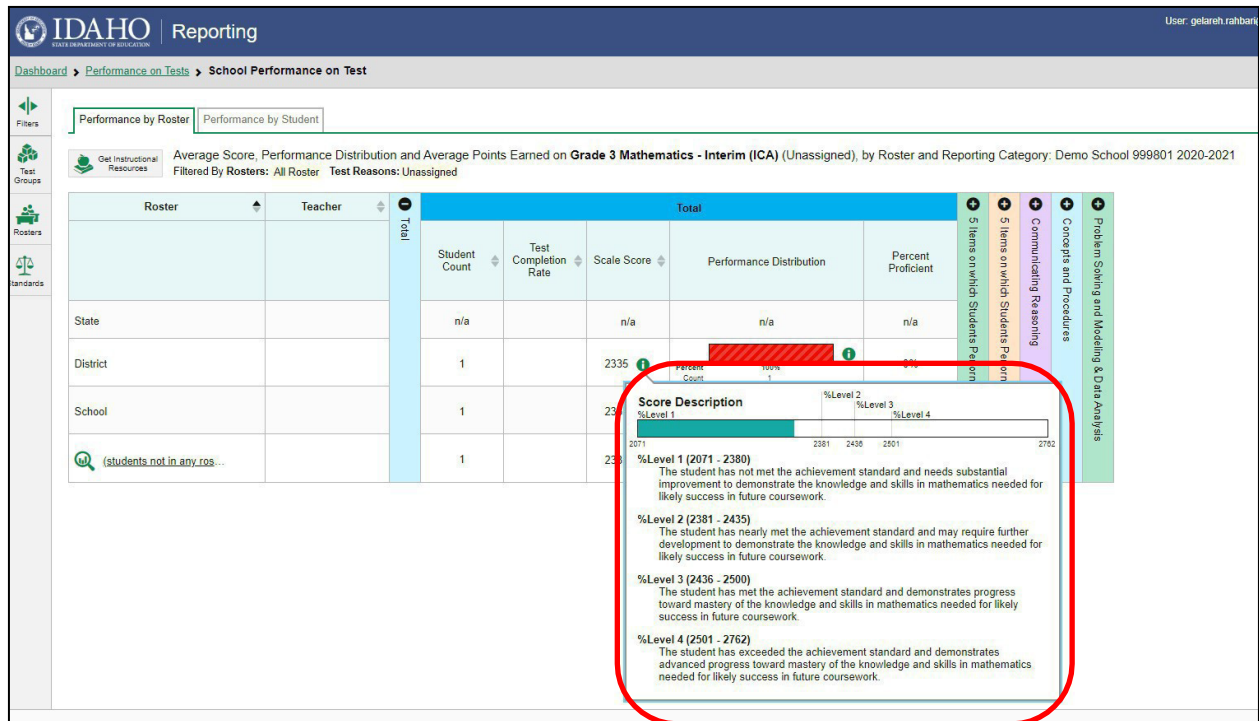
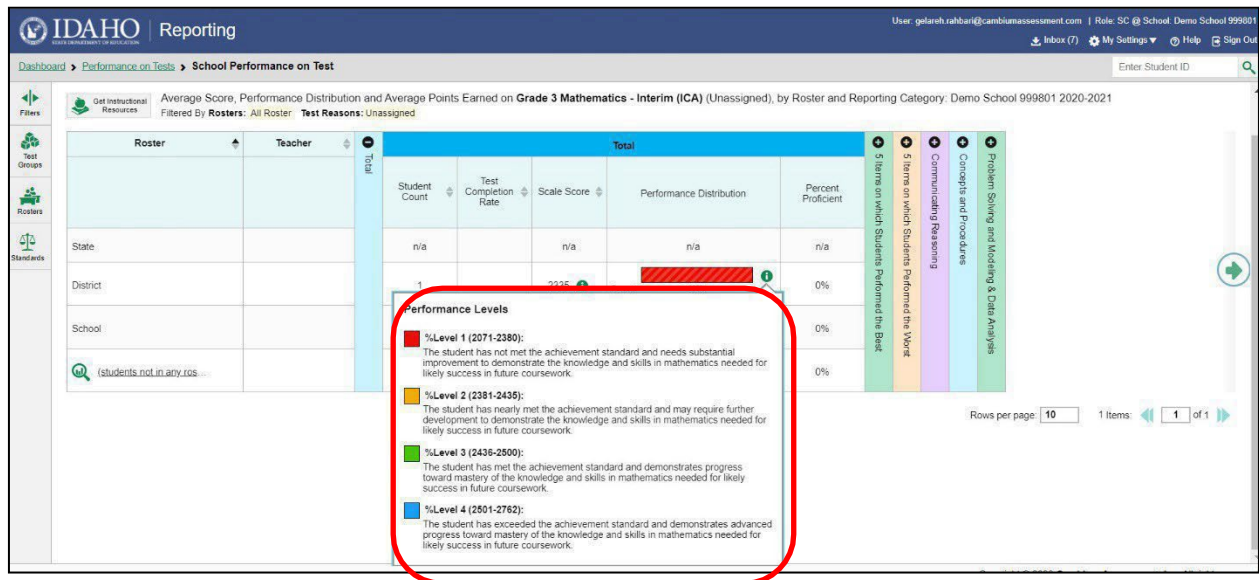


Figure 151. My Students' Performance on Test Report with Expanded Performance Distribution Legend





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 are 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.


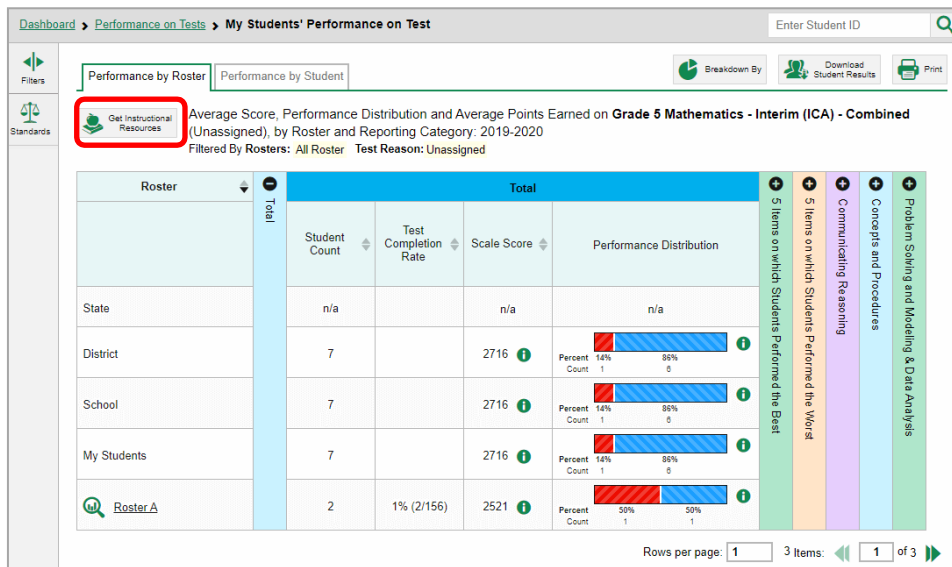
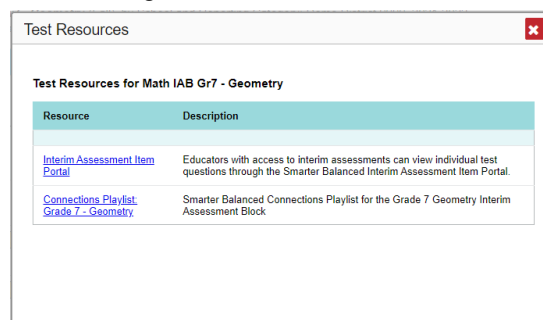
If additional assessment information is available, click the **Get Instructional Resources** button  in the upper-left corner of the report table (see [Figure 152](#)). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 152. My Students' Performance on Test Report: Performance by Student Tab



A window opens (see [Figure 153](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 153. Test Resources Window

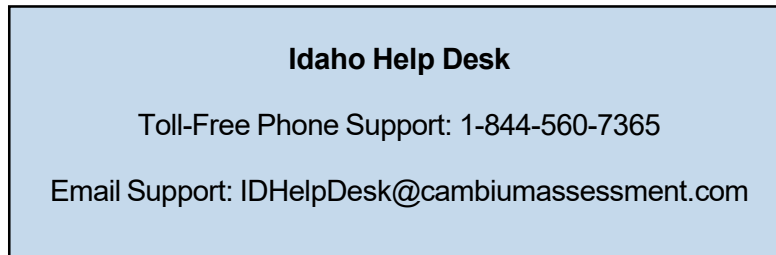


U

User Support

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

The Help Desk is open 8am to 8pm Mountain Time (except holidays or as otherwise indicated on the Idaho portal).



Please provide the 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 EDUID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable
- Operating system and browser information, including version numbers (for example, Windows 8.1 and Firefox 60 or Mac OS 11 and Safari 11)

Change Log

Location	Change	Date
Posted to Portal	Updated for SY21-21	8/23/2021
How to Navigate Reports for Summatives and Interims	Updated screenshots for Test Reason, Roster Selection, and Assessment Selection	5/23/2022
Throughout document	Updates for SY22-23	8/09/2022
How to Print Interims/Summatives	Updates for the printing workaround	02/14/2023