

Reporting System Quick Guide

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

How to Understand Different User Roles

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

How to Understand Which Students Appear in Your Reports

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

How to Understand Which Features You Have Access To

- **Teachers can:**
 - View the **My Students' Performance on Test** report, listing results for all your students who took a particular test.
 - **Filter by roster.** Note: You must create rosters in order to filter.
 - Navigate directly from the Performance on Tests report to the **Student Portfolio Report**, which lists the various tests a particular student has taken.
 - **Generate Individual Student Reports (ISR)** or student data files, **grouped by roster** if you created rosters.
 - **Compare a student's performance** with the performance of your total rostered students, school, and district.
 - **Set preferences for which tests to display.** These preferences can be used by school- and district-level users to narrow down the roster groupings in their reports.

School-level users can:

- View the **School Performance on Test** report, which lists the results for all your students who took a particular test.
- **Filter by roster.** Note: first select the teacher the roster belongs to.
- **Generate Individual Student Reports (ISR)** or student data files, **grouped by roster** if you created rosters.
- Compare student performance with **the performance of your whole school and district.**
- **Narrow down the roster groupings** in your reports whenever teachers have set persistent preferences for tests to display.

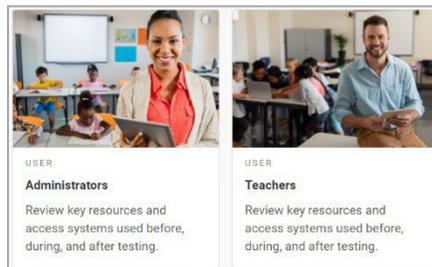
- **District-level users can:**

- View the **District Performance on Test** report, which lists the results for all your district’s schools whose students took a particular test.
- **Filter by school.**
- View the **School Performance on Test** report just like a school-level user.
- **Generate Individual Student Reports (ISR)** or student data files **grouped by school.**
- Compare student performance with **the performance of your whole district.**
- **Narrow down the roster groupings** in your reports whenever teachers have set persistent preferences for tests to display.

How to Log Into the Reporting System

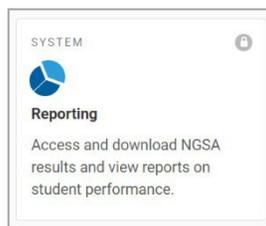
1. Navigate to the Rhode Island Next Generation Science Assessment portal (<https://ri.portal.cambiumast.com/>)
2. Select your user role from the cards displayed (see [Figure 1](#)).

Figure 1. Administrators and Teachers Card



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

Figure 2. Reporting Card



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

Figure 3. Login Page

- a. If the **Enter Code** page appears (see [Figure 4](#)), 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 expires, click **Resend Code** to request a new code.
- b. If your account is associated with multiple districts or schools, you are prompted to select a role, as in [Figure 5](#). From the **Role** drop-down list, select the role and district or school combination you wish to use. You can also change your institution after logging in.

The dashboard for your user role appears.

Figure 4. Enter Code Page

Figure 5. Select Role Page

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.

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

How to use this feature:

1. From the **Features & Tools** menu, choose **Change Reporting Time Period** (see [Figure 6](#)). (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 [Figure 7](#)).

Figure 6. Teacher View: Detail of Features & Tools Menu

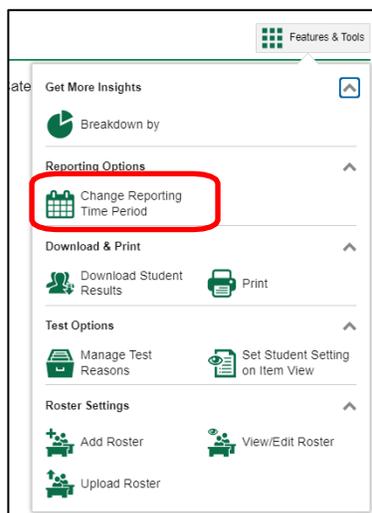
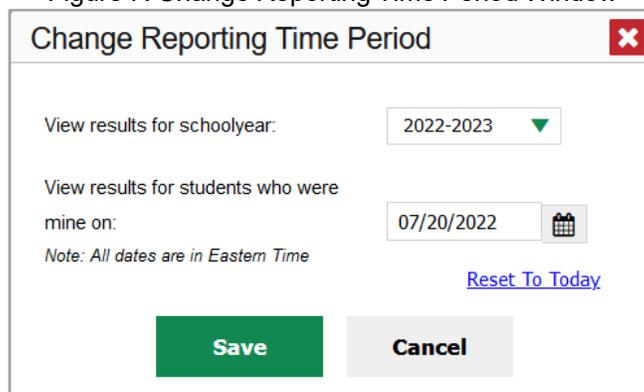


Figure 7. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year (see [Figure 7](#)). 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 only the students who were associated with you on that date.
 - To view your current students' past performance, keep the date set to today.

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

4. Click **Save**. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

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

How to Navigate Basic Reports

When you log in to the Reporting System, the first thing you see is the dashboard generator page where you can view groups of tests that have been completed in your state for the school year. you can filter by choose test groups, subjects, and grades within the subjects. From there, you will generate a dashboard, displaying any data available for your selections.

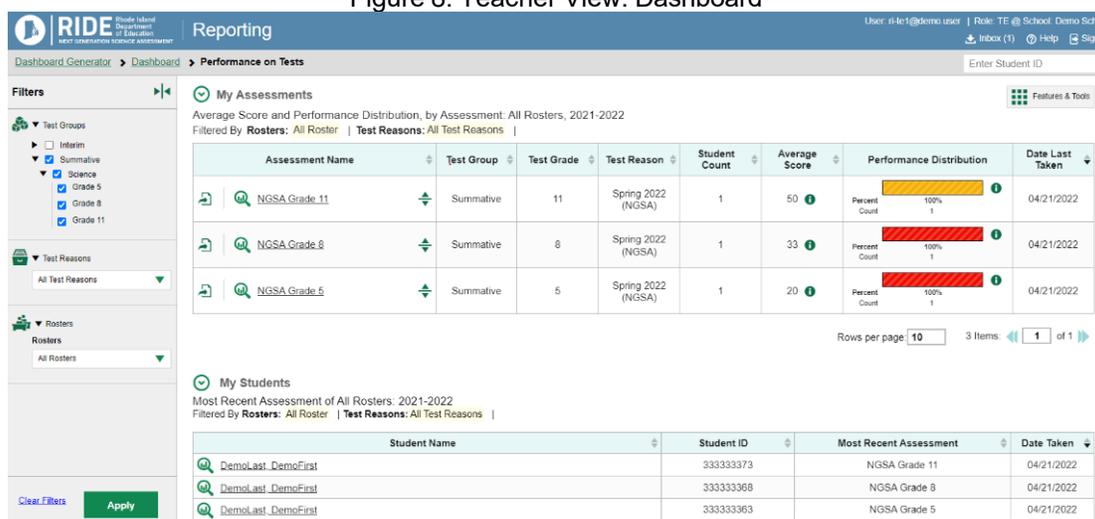
How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the card shown in [Figure 8](#) is for Summative Science).

Each assessment card displays the test group name, a list of grades included, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it.

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

Figure 8. Teacher View: Dashboard



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

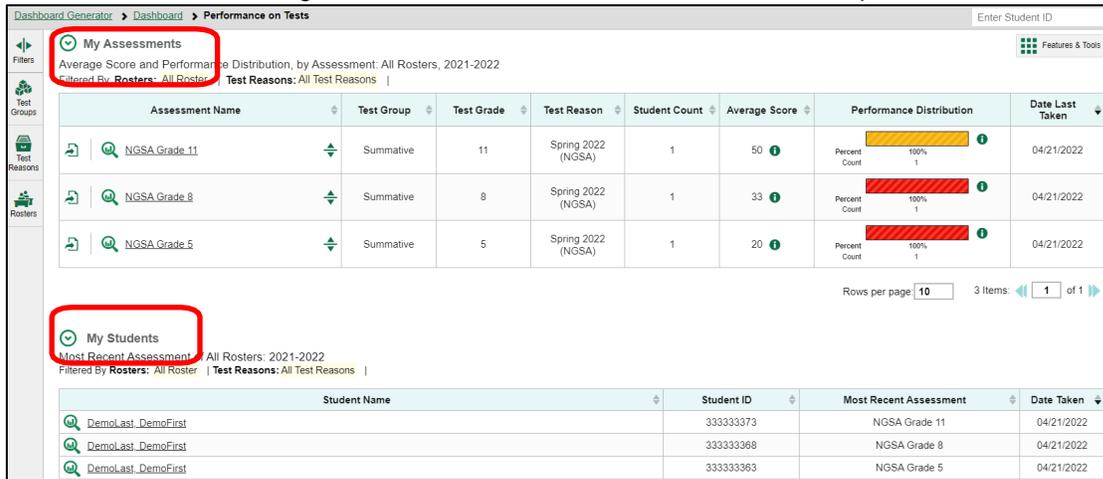
How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or **i** 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 9](#):

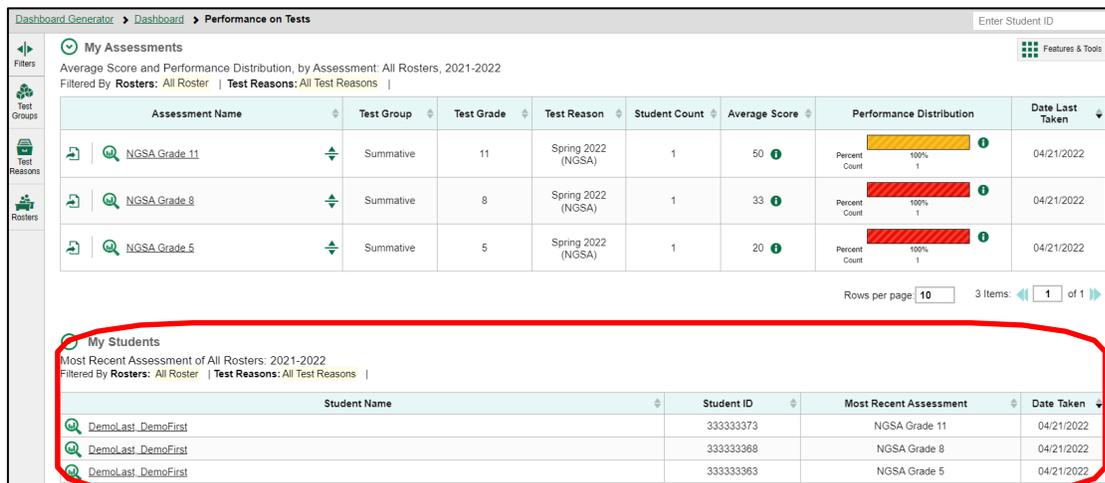
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 9. Teacher View: Performance on Tests Report



District- and school-level users see just one assessment table, shown in the top portion of in [Figure 10](#). For each test, the assessments table) shows the assessment name, test group, grade, test reason, student count, average score, performance distribution, and date the test was last taken. Teachers will see an additional table that displayed information for each student, circled in red in [Figure 10](#).

Figure 10. Performance on Tests Report



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

How to Access Test Results for All Your Rosters

The **Performance by Roster** tab ([Figure 12](#)) displays test results for each roster. To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

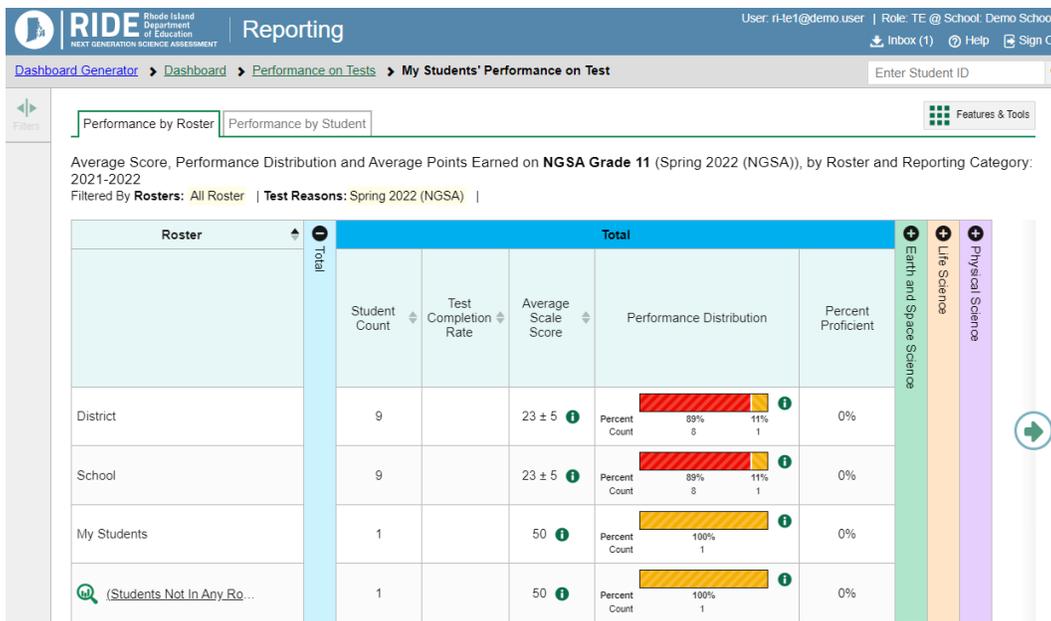
1. Go to the Dashboard Generator page and click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Go to the Dashboard Generator page 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 12](#) displays a list of your rosters and each roster's performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 12. My Students' Performance on Test Report: Performance by Roster Tab



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

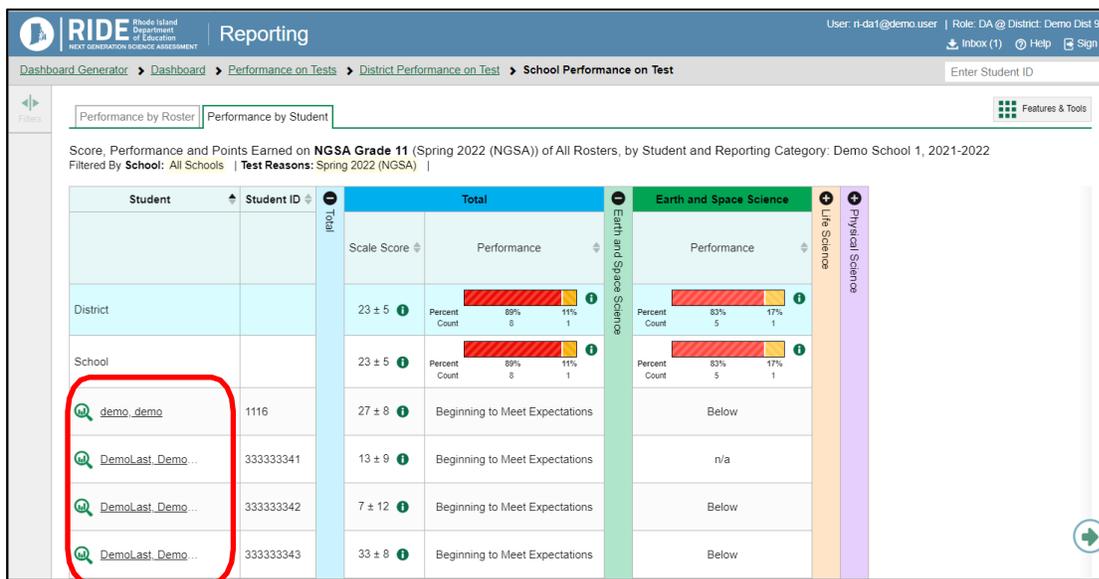
Teachers and school-level users:

1. Go to the Dashboard Generator page 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.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 13](#)).

District-level users:

1. Go to the Dashboard Generator page 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 by school appears.
3. Click a school name (or  beside it). The **School Performance on Test** report appears.
4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 13. Teacher View: Student Performance on Test Report



You can view the student’s performance in each area of the test using the reporting category sections (Earth and Space Science, Life Science, and Physical Science), which can be expanded by clicking on the plus sign above the name of the reporting category (see [Figure 13](#)).

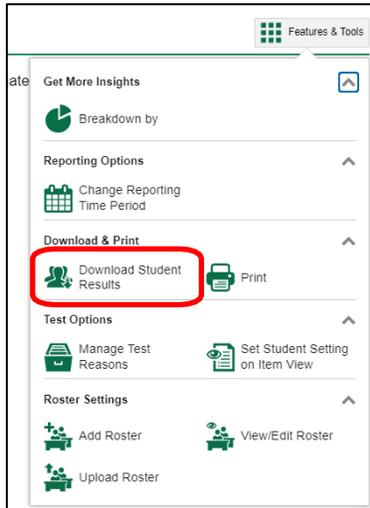
How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) use the Student Results Generator. Each ISR shows a student’s overall performance on their test plus a breakdown of performance by topic. You can select any combination of test reasons, assessments, and students to generate either a single ISR or multiple ISRs at once. ISRs can be generated from almost any Reporting page.

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

1. Click the **Download Student Results** button  in the **Features & Tools** menu  (see [Figure 14](#)).

Figure 14. Teacher View: Features & Tools Menu

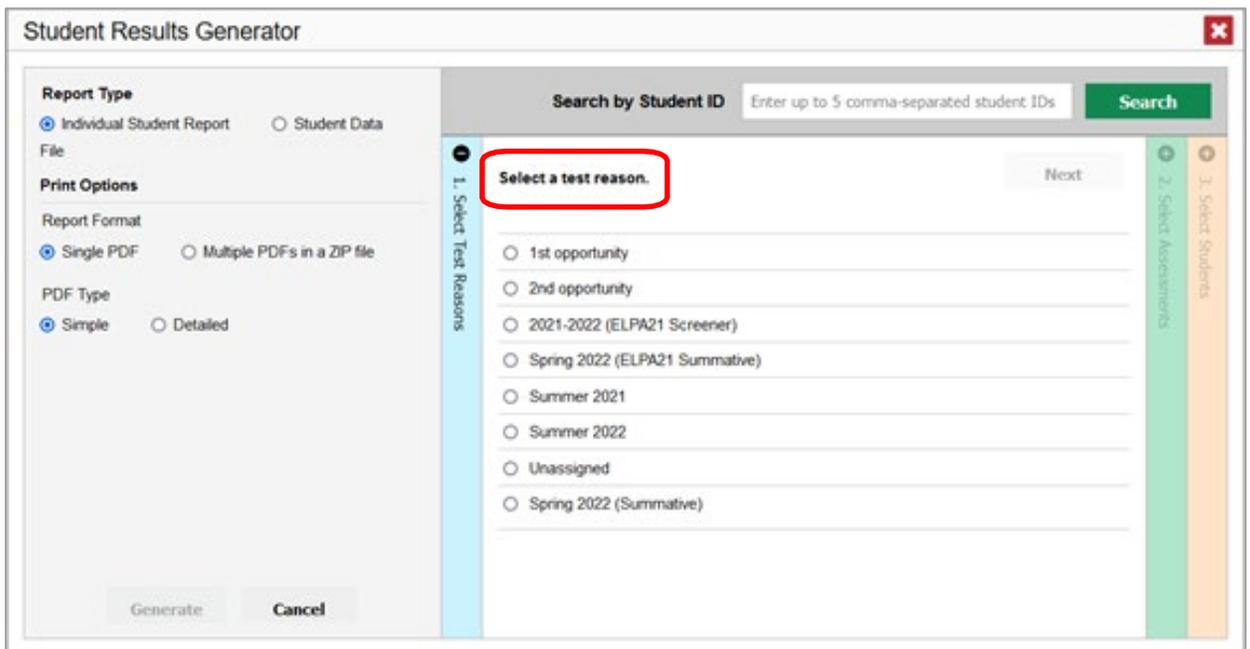


The **Student Results Generator** window opens ([Figure 15](#)).

It may or may not have preselected options. You can change any of these selections depending on which data you want the ISRs to include."

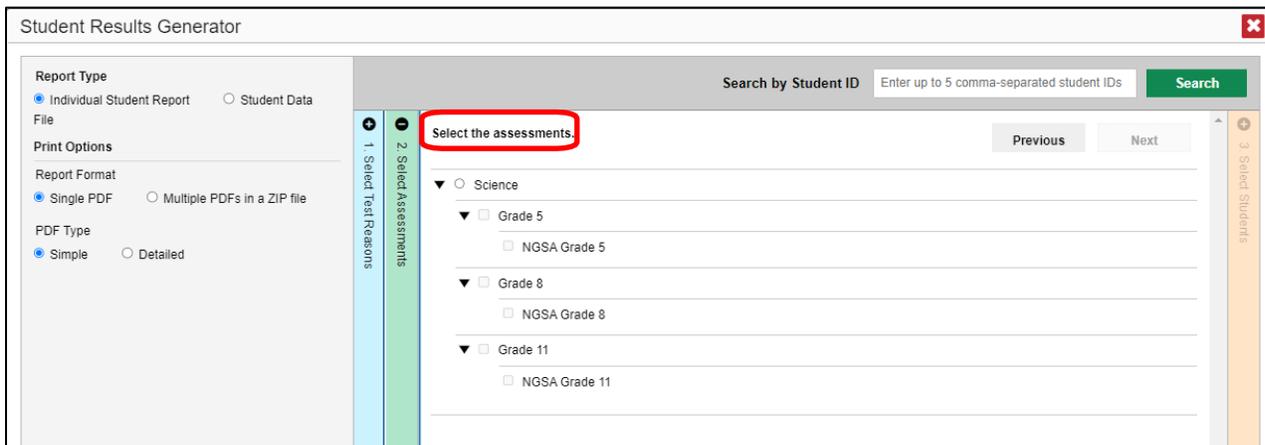
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section ([Figure 15](#)), select each test reason you want to include on the ISR, or mark **All Test Reasons**. Test reasons are test windows.

Figure 15. Student Results Generator Window: Select Test Reasons Section



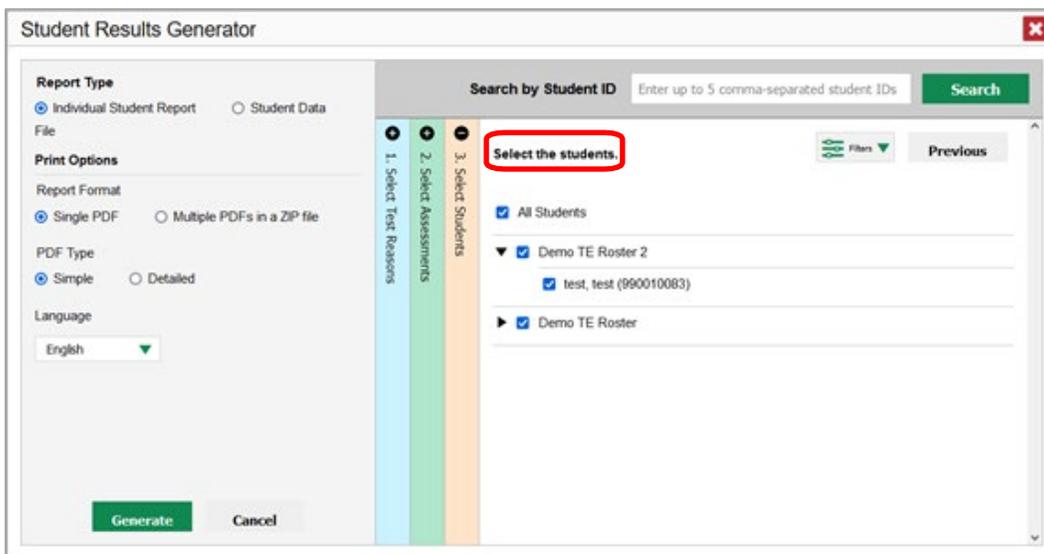
The **Select Assessments** section ([Figure 16](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 16. Student Results Generator Window: Select Assessments Section



- b. The **Select Students** section (Figure 17) contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to generate ISRs for.
- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 17. Teacher View: Student Results Generator Window: Select Students Section

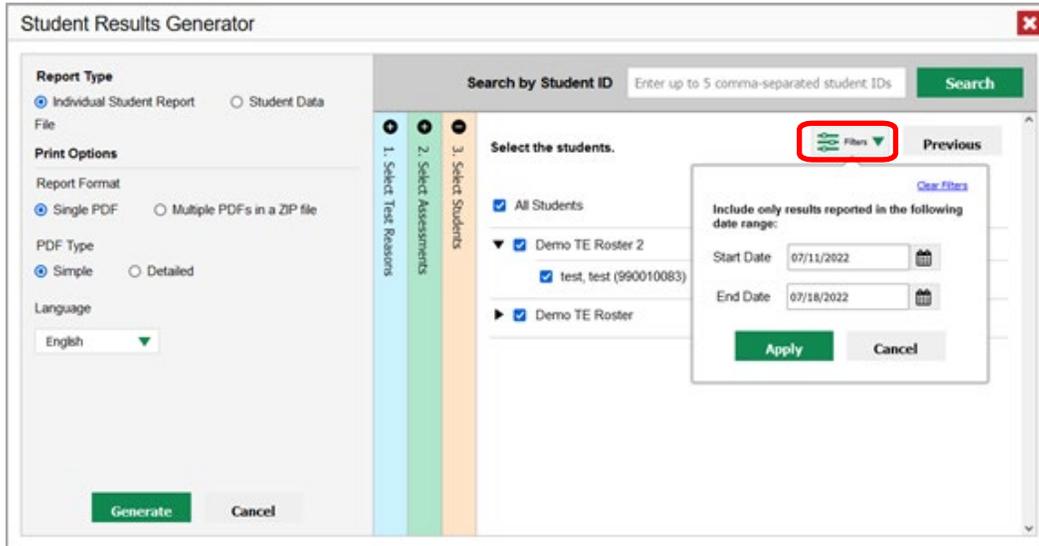


The *Selections* section shows the total number of students for whom ISRs will be generated.

- c. *Optional*: To set a range of processing dates for which to generate results, use the filter menu as follows:
- Open the **Filters** menu . The menu displays two date fields, as in Figure 18.
 - Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.

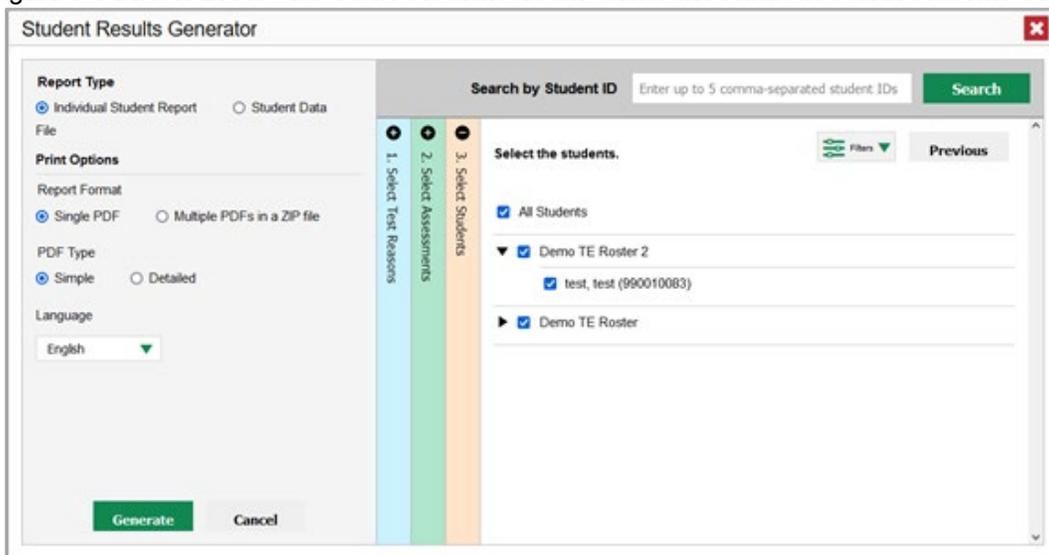
- iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
- iv. *Optional:* To include results for all available dates, reopen the filter menu, click **Clear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

Figure 18. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



- 3. From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 19](#)).

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



- 4. If you're generating multiple ISRs, then under Report Format, you can choose either to print all ISRs in one PDF containing multiple pages, or to create a ZIP file to create a separate PDF for each ISR. However, even if you select **Single PDF**, the Student Results Generator may create a ZIP file of multiple PDFs if you are generating a large number of ISRs.
- 5. Under PDF Type, select either a simple or a detailed PDF.

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

How to Generate and Export Student Data Files

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

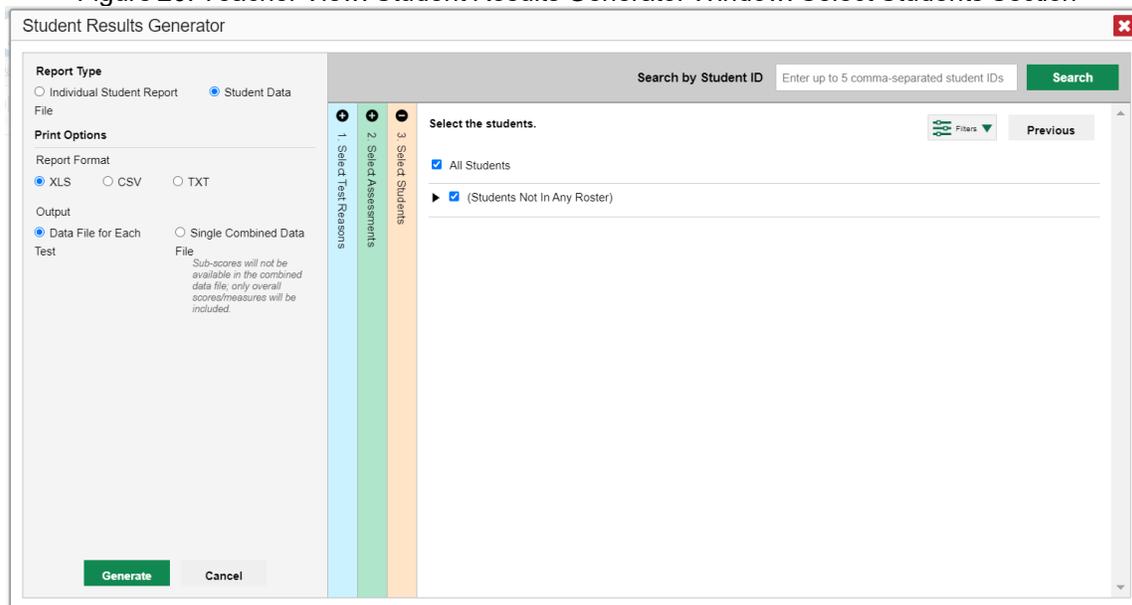
To generate and export a student data file for a student, which is a CSV or Excel file containing assessment data, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

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

Follow the steps from the previous section, [How to Generate and Export Individual Student Reports \(ISR\)](#), to generate and export student files.

1. From the two Report Type options in the panel on the right (see [Figure 20](#)), select **Student Data File**. More options appear below.

Figure 20. Teacher View: Student Results Generator Window: Select Students Section



2. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
3. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.
4. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.