JORDAN SCHOOL DISTRICT

Anthony Godfrey, Ed.D., Superintendent of Schools West Jordan, Utah

Intradistrict Communication

DATE: Thursday, May 13, 2021

TO: Elementary School Administrators

Middle School Administrators

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning

Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: RISE Reporting Features and Functions

Accessing the reporting feature on the RISE Portal will allow you to view RISE proficiency in real time as well as access student level raw data. Please follow the step-by-step instructions below to access both reporting features.

RISE Proficiency and Aggregate Data:

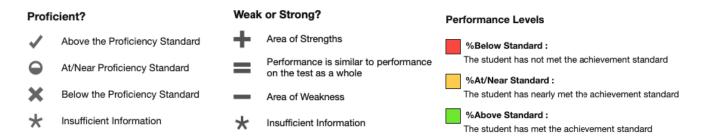
- 1. Go to the <u>RISE Portal</u> and click on the Reporting tab.
- 2. Login with the username as your email address. The system will email you a code. Enter the code when the system prompts you to do so.
- 3. Once logged in, you will see three tiles: One for summative ELA, math and science. Click on the magnifying glass of the content area assessment you wish to see first.
- 4. The reporting system will show you a list by test name for the content area you chose. It will display the number of students who have completed the test, your school's average score, and the performance distribution (4, 3, 2, 1). Click on the magnifying glass of the test you wish to explore further.
- 5. From here, you'll notice that the reporting categories for the test you selected are available in colored columns:



6. Click a plus sign to expand the column:

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•	Reading Informational Text												
Reading Informational Text	Average Scale Score	Performance Distribution					Reading Informational Text Craft and Structure Integration of Knowledge Key Ideas and Details Key Ideas and Details						
ormat							Craft and St	tructure 🕕	and Ideas		Key Ideas and Details (1)		
ional Text							Proficient? 1	Weak or Strong?	Proficient? 1	Weak or Strong?	Proficient? 1	Weak or Strong?	
	401	Percent Count	19% 482	58% 1.4K	23% 563	0	~	+	×	=	~	+	
	387	Percent Count	23 % 19	62% 52	15% 13	0	×	+	×	=	×	+	
	408	Percent Count	, .	61% 82	25% 33	0	~	+	~	+	•	+	
	406	Percent Count	24% 26	51% 55	25 % 27	0	•	+	~	+	•	+	

7. Pay attention to these symbols and their meanings:



8. You can filter this data by clicking on the Breakdown By tile on the top right of your screen:

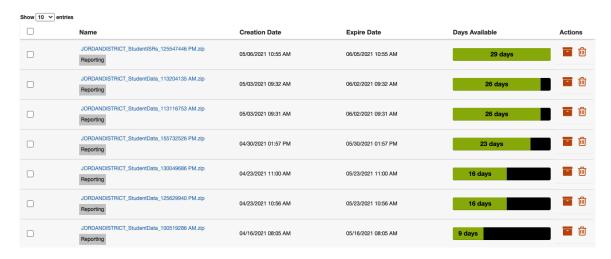


9. You also have the option to print the reports. Look for the icon in the top right corner of your screen.

RISE Student Level Raw Data:

- 1. Click on the Download Student Results tile in the top right corner of your screen.
- 2. Select Summative 2020-2021 as the test reason. Then click Next.
- 3. Select the subject(s) you wish to download and then click Next. The system may take a bit to process to the next step.

- 4. You can choose all or some of your students. This feature is useful if you want to print out only some Individual Student Reports (ISRs). If you want to see a spreadsheet of all your students, make sure that all students have a checkmark next to their name.
- 5. You can select Individual 'Student Report' or 'Student Data File' for Report Type. The individual student reports will give you a file that contains a report and explanation text of each student's score one page per student. The Student Data File gives you an Excel report that contains test data for each student one row per student in the spreadsheet.
- 6. If you choose a Student Data File, you have the option to download it as an Excel (XLS), CSV, or TXT file. The XLS Excel file might be most familiar to you.
- 7. For Output, if you choose Data File for Each Test, you will get a separate spreadsheet for each test (i.e., math 7, math 8, etc.). This report will contain reporting category data for each student. If you choose Single Combined Data File, you will get one spreadsheet that contains overall scale scores and proficiency ratings for ELA, math and science, but it will not have reporting category data.
- 8. Click Generate. The system will take a few minutes to generate your data file. Check your Inbox on the upper right corner of your screen. Your report(s) will appear there when they are ready for download:



Clean RISE data will be available on Tableau with demographic information (i.e., race/ethnicity, socioeconomic status, disability status, and EL status) in June 2021 (with the exception of science grades 4-5, which will be available in fall 2021).

Please contact Ben Jameson with questions regarding the RISE Reporting features and dashboards.