

# 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

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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 [RISE Portal](#) 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:

| Total         |             |   |                    | +        | +                       | +                          | +                  | +                                     | +  |   |     |     |     |  |  |  |  |  |
|---------------|-------------|---|--------------------|----------|-------------------------|----------------------------|--------------------|---------------------------------------|--|---|-----|-----|-----|--|--|--|--|--|
| Student Count | Scale Score | Performance Distribution  | Percent Proficient | Language | Listening Comprehension | Reading Informational Text | Reading Literature | Reading Process - Craft and Structure | Reading Process - Integration of Knowledge and Ideas | Reading Process - Key Ideas and Details |     |     |     |  |  |  |  |  |
| 2486          | 393         | <table border="1"> <tr> <td>Percent</td> <td>31%</td> <td>22%</td> <td>27%</td> <td>18%</td> </tr> <tr> <td>Count</td> <td>771</td> <td>559</td> <td>672</td> <td>484</td> </tr> </table> | Percent            | 31%      | 22%                     | 27%                        | 18%                | Count                                 | 771  | 559                                     | 672 | 484 | 47% |  |  |  |  |  |
| Percent       | 31%         | 22%   | 27%                | 18%      |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| Count         | 771         | 559   | 672                | 484      |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| 84            | 377         | <table border="1"> <tr> <td>Percent</td> <td>37%</td> <td>24%</td> <td>26%</td> <td>13%</td> </tr> <tr> <td>Count</td> <td>31</td> <td>20</td> <td>22</td> <td>11</td> </tr> </table>     | Percent            | 37%      | 24%                     | 26%                        | 13%                | Count                                 | 31   | 20                                      | 22  | 11  | 39% |  |  |  |  |  |
| Percent       | 37%         | 24%   | 26%                | 13%      |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| Count         | 31          | 20  | 22                 | 11       |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| 134           | 395         | <table border="1"> <tr> <td>Percent</td> <td>28%</td> <td>27%</td> <td>27%</td> <td>18%</td> </tr> <tr> <td>Count</td> <td>38</td> <td>36</td> <td>36</td> <td>24</td> </tr> </table>     | Percent            | 28%      | 27%                     | 27%                        | 18%                | Count                                 | 38   | 36                                      | 36  | 24  | 45% |  |  |  |  |  |
| Percent       | 28%         | 27%   | 27%                | 18%      |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| Count         | 38          | 36  | 36                 | 24       |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| 108           | 397         | <table border="1"> <tr> <td>Percent</td> <td>32%</td> <td>18%</td> <td>28%</td> <td>24%</td> </tr> <tr> <td>Count</td> <td>35</td> <td>19</td> <td>28</td> <td>26</td> </tr> </table>     | Percent            | 32%      | 18%                     | 28%                        | 24%                | Count                                 | 35   | 19                                      | 28  | 26  | 50% |  |  |  |  |  |
| Percent       | 32%         | 18%   | 28%                | 24%      |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |
| Count         | 35          | 19  | 28                 | 26       |                         |                            |                    |                                       |  |   |     |     |     |  |  |  |  |  |

6. Click a plus sign to expand the column:

| Reading Informational Text |   |                            |                 |                                    |                 |                       |                 |
|----------------------------|---|----------------------------|-----------------|------------------------------------|-----------------|-----------------------|-----------------|
| Average Scale Score        | Performance Distribution                        | Reading Informational Text |                 |                                    |                 |                       |                 |
|                            |   | Craft and Structure        |                 | Integration of Knowledge and Ideas |                 | Key Ideas and Details |                 |
|                            |   | Proficient?                | Weak or Strong? | Proficient?                        | Weak or Strong? | Proficient?           | Weak or Strong? |
| 401                        | <br>Percent: 19% 58% 23%<br>Count: 482 1.4K 563 | ✓                          | +               | ✗                                  | =               | ✓                     | +               |
| 387                        | <br>Percent: 23% 62% 15%<br>Count: 19 52 13     | ✗                          | +               | ✗                                  | =               | ✗                     | +               |
| 408                        | <br>Percent: 14% 61% 25%<br>Count: 10 82 33     | ✓                          | +               | ✓                                  | +               | ⊖                     | +               |
| 406                        | <br>Percent: 24% 51% 25%<br>Count: 26 55 27     | ⊖                          | +               | ✓                                  | +               | ⊖                     | +               |

7. Pay attention to these symbols and their meanings:

**Proficient?**

- ✓ Above the Proficiency Standard
- ⊖ At/Near Proficiency Standard
- ✗ Below the Proficiency Standard
- \* Insufficient Information

**Weak or Strong?**

- ⊕ Area of Strengths
- = Performance is similar to performance on the test as a whole
- Area of Weakness
- \* Insufficient Information

**Performance Levels**

- %Below Standard :  
The student has not met the achievement standard
- %At/Near Standard :  
The student has nearly met the achievement standard
- %Above Standard :  
The student has met the achievement standard

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

**Breakdown Attributes**

Select up to three options

Ethnicity       LEP

Special Ed

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Include unspecified values

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:

Show 10 entries

| <input type="checkbox"/> | Name   | Creation Date       | Expire Date         | Days Available | Actions |
|--------------------------|--|---------------------|---------------------|----------------|---------|
| <input type="checkbox"/> | JORDANDISTRICT_StudentISRs_125547446 PM.zip<br>Reporting | 05/06/2021 10:55 AM | 06/05/2021 10:55 AM | 29 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_113204135 AM.zip<br>Reporting | 05/03/2021 09:32 AM | 06/02/2021 09:32 AM | 26 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_113116753 AM.zip<br>Reporting | 05/03/2021 09:31 AM | 06/02/2021 09:31 AM | 26 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_155732526 PM.zip<br>Reporting | 04/30/2021 01:57 PM | 05/30/2021 01:57 PM | 23 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_130049686 PM.zip<br>Reporting | 04/23/2021 11:00 AM | 05/23/2021 11:00 AM | 16 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_125629940 PM.zip<br>Reporting | 04/23/2021 10:56 AM | 05/23/2021 10:56 AM | 16 days        |         |
| <input type="checkbox"/> | JORDANDISTRICT_StudentData_100519286 AM.zip<br>Reporting | 04/16/2021 08:05 AM | 05/16/2021 08:05 AM | 9 days         |         |

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.