



Reporting System User Guide

For RISE Assessments

2020-2021

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Introduction to the User Guide

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

Accessing Benchmark Module data

Benchmark modules are fixed-form assessments within a single reporting category; fixed-form means that all the students will see the same questions in the same order.

The items and student responses can be viewed in the Reporting System. The Benchmark Modules are reported with raw scores; a raw score is a summary of how many points the student received based on how many questions they answered correctly.

The items included in a Benchmark Module have different levels of difficulty (DOK) and, therefore, may be weighted differently. Students can have the same raw score and receive different performance proficiency based on the items that were answered correctly/incorrectly. It's important to review the individual student responses to determine individual student proficiency. Performance by item can be seen at the student and aggregate levels.

Benchmark Modules are used by teachers to inform instruction and by students to set learning goals. The results are not predictive of performance on Summative assessments.

Accessing Interim assessment data

Interim assessments are adaptive assessments; adaptive assessments mean that students will see different questions depending on how they answered the previous questions.

The items and student responses can be viewed in the Reporting System and are reported with scale scores and proficiency levels. A scale score is a transformation of a raw score; it takes into account the difficulty of the item and how the student answered the question based on how they answered the rest of the questions on the test. A scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions. Performance by item can be seen at the student level.

Interim assessments are used by teachers to inform instruction and by students to set learning goals. The results can be predictive of performance on Summative assessments.

Accessing Summative assessment data

Summative assessments are adaptive assessments; adaptive assessments mean that students will see different questions depending on how they answered the previous questions. The items and student responses cannot be viewed in the Reporting System and are reported with scale scores and proficiency levels. Scale score is a transformation of a raw score; it takes into account the difficulty of the item and how the student answered the question based on how they answered the rest of the questions on the assessment. A scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions.

Summative assessment scores are used to evaluate students at the end of a course to determine learning progress and achievement. Performance by item cannot be seen at any level, but users can see strength or weakness at aggregate levels.

The *Reporting User Guide* begins with general instructions on how to access and understand the Reporting System in the following sections:

- How to Access and Understand the Reporting System and Dashboard
- How to Set Up Your Reports So They Make Sense

The *Reporting User Guide* is then organized into sections that specifically address how to use the system and interpret the data for each of the following:

- Benchmark Modules
- Interim Assessments
- Summative Assessments

How to Access and Understand the Reporting System and Dashboard

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

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

How to Log In to the Reporting System

1. Navigate to the RISE Portal (see Figure 1) at UtahRISE.org.

Figure 1. RISE Portal Home Page



2. Click the **Reporting** card (see Figure 2). The login page appears.

Figure 2. Reporting Card



- On the login page (see Figure 3), enter the email address and password you use to access all RISE systems.

Figure 3. Login Page

- Click **Secure Login**.

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 has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code Page

If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 5. 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 5. 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 6). 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 6. 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 LEA Assessment Coordinator to make sure you are listed in TIDE.

Additional help:

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

How to Navigate and Understand the Reporting Dashboard

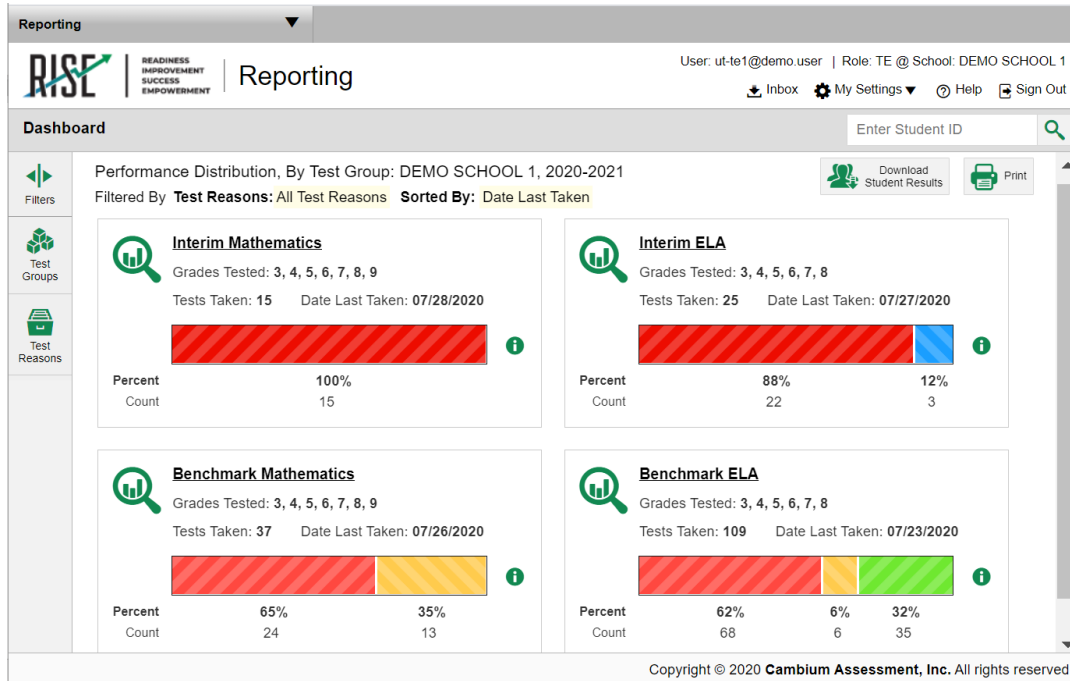
Please note: the dashboard has been updated in appearance and functionality for the 2020-2021 administration, and the instructions throughout this guide have been updated as applicable. Many of the minor appearance changes were designed to streamline workflows and should not have substantively different processes from previous administrations. The default dashboard view will default to show Summative Assessments; to view Benchmark Modules or Interim Assessments or to otherwise sort the assessments on the dashboard, click on the Test Groups tab on the left side of the dashboard and select the desired assessments.

When you log in to the Reporting System, the first thing you see is the dashboard where you can view overall assessment results for all your assessments, listed by assessment. Teachers can also view a list of their students.

How can I use the dashboard to view my overall test results?

On the dashboard, all users except state-level users see the standard dashboard. It displays an aggregation card for each assessment group. A typical assessment group comprises a single assessment type, a single subject, and all grades see the standard dashboard. It displays an aggregation card for each assessment group. A typical assessment group comprises a single assessment type, a single subject, and all grades. (see Figure 7) Please note that the filters default to displaying Summative assessment information upon accessing the dashboard once they are available during the school year. To review reporting information for Benchmarks or Interims after this point in time you can select the appropriate test group from the left side filters menu.

Figure 7. Teacher View: Dashboard




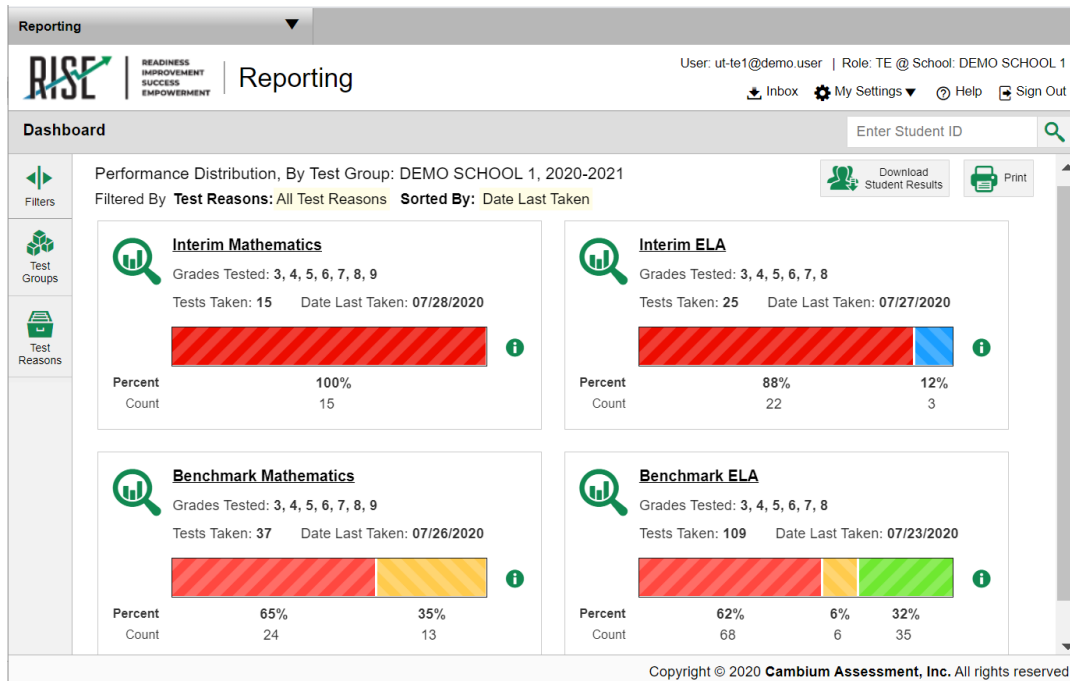
Each aggregation card displays the assessment group name, a list of grades included, the number of students who completed assessments in the group, the date of the assessment last taken, and a performance distribution bar displaying both percentages and student counts below it. Assessment group cards are sorted by date last taken. Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 8. Teacher View: Dashboard



How to Set Up Your Reports So They Make Sense

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

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

Please note: additional filters are available for the 2020-2021 administration, and the following pages have been updated as applicable to account for the new functionality. Additional filters include student count, test group, filtering by school for district level users, and filtering by roster for school level users.

For Teachers: How to Set Preferences for Assessments to Display

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

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

1. Open the **My Settings** menu in the banner and choose **Select Tests to Include on Reports** (see Figure 9). A window appears, showing assessments organized hierarchically by subject, grade, and assessment name (see Figure 10).

Figure 9. Teacher View: Detail of Banner with Expanded My Settings Menu

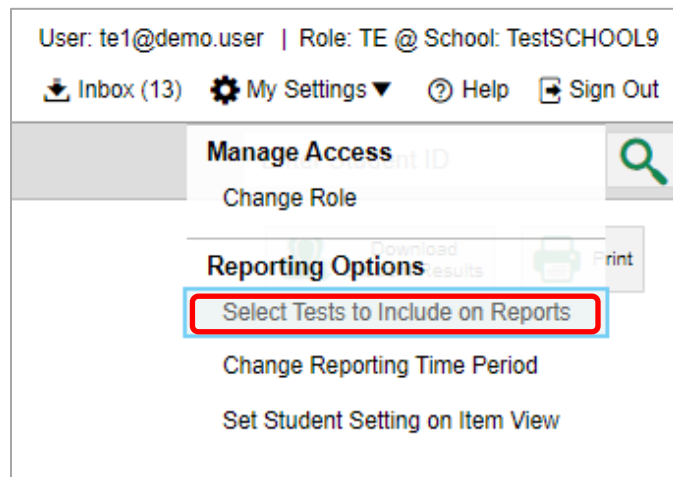
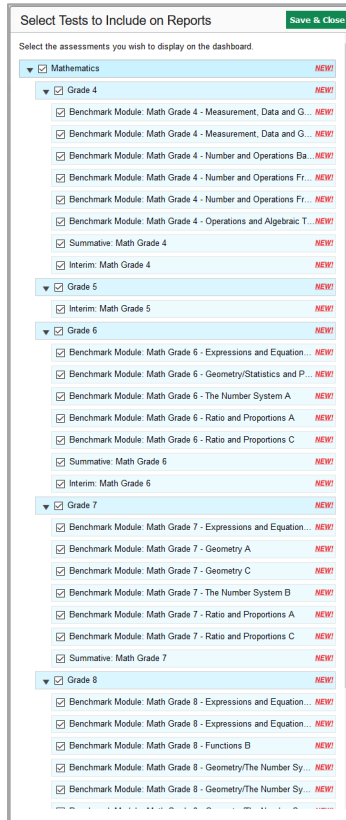


Figure 10. Teacher View: Select Tests to Include on Reports Window



3. Select the checkboxes beside the assessments or groups of assessments you want to display (see Figure 10).
4. Click **Save & Close** at the upper-right corner of the window.

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

How can I set preferences for classes (rosters) to display?

1. From the **My Settings** drop-down list in the banner, select **Use Teachers' Test Selections** (see Figure 11). The **Use Teachers' Test Selections** window appears (see Figure 12).

Figure 11. School-Level User View: Detail of Banner with Expanded My Settings Menu

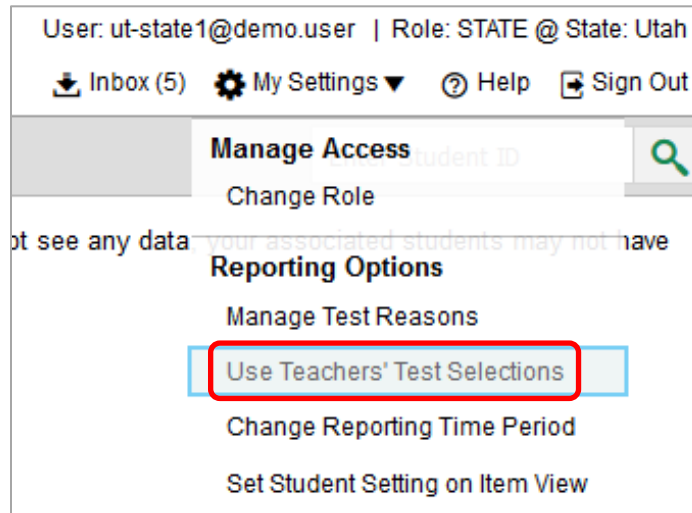
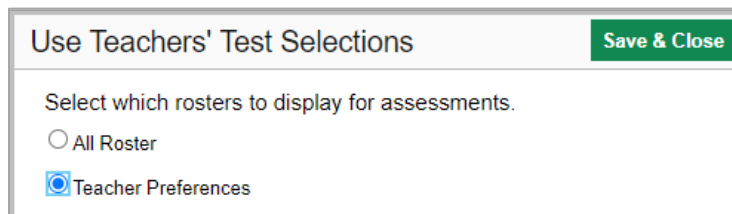


Figure 12. Use Teachers' Test Selections Window



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

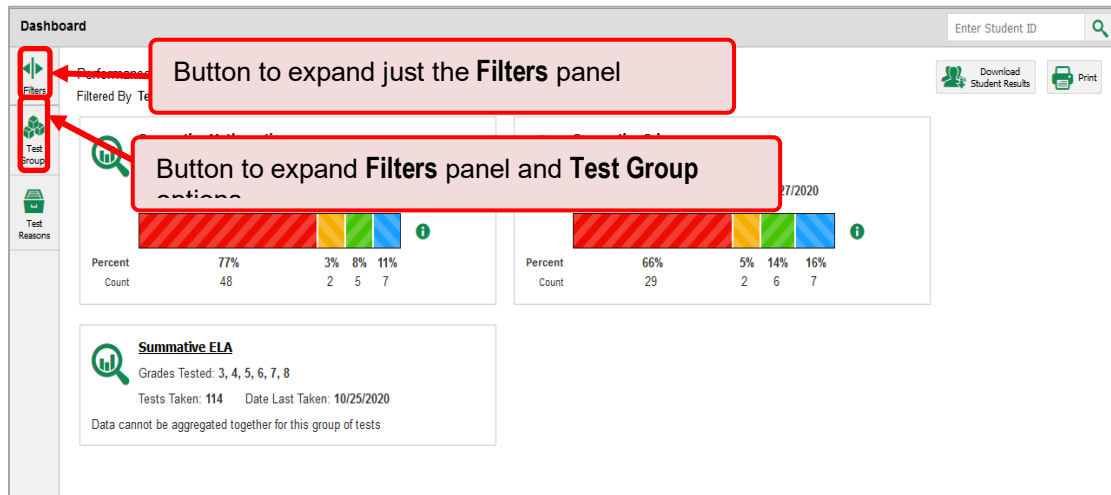
4. For All Users: How to Filter Tests to Display

How can I filter reports by assessment?

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

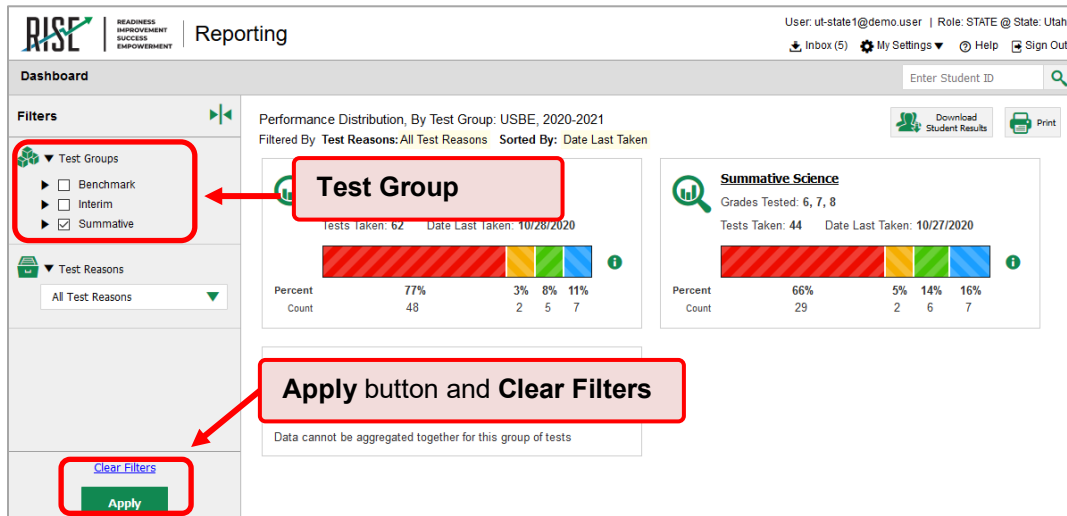
1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button or the **Test Group** button (see Figure 13). The **Filters** panel expands (see Figure 14).

Figure 13. Teacher View: Dashboard



2. Mark as many selections as you like in the **Test Group** section of the filters panel (see Figure 14). Assessments are organized by assessment type, subject, and grade.

Figure 14. Teacher View: Dashboard with Expanded Filters Panel



3. Click **Apply**. The report updates to show only data for those assessments.
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: How to Filter Classes (Rosters) to Display

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses, or rosters created to support remediation. Each roster is associated with a teacher. On the dashboard, teachers can filter by roster.

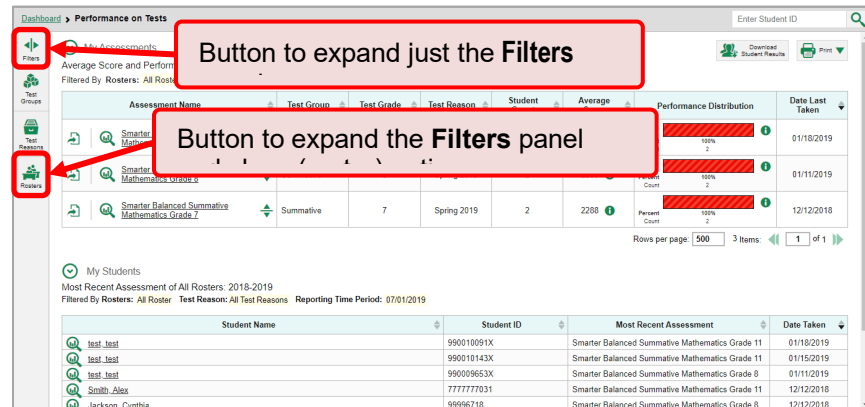
How can I filter reports by class (Roster)?

When you filter, you narrow down the set of rosters you’re viewing.

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

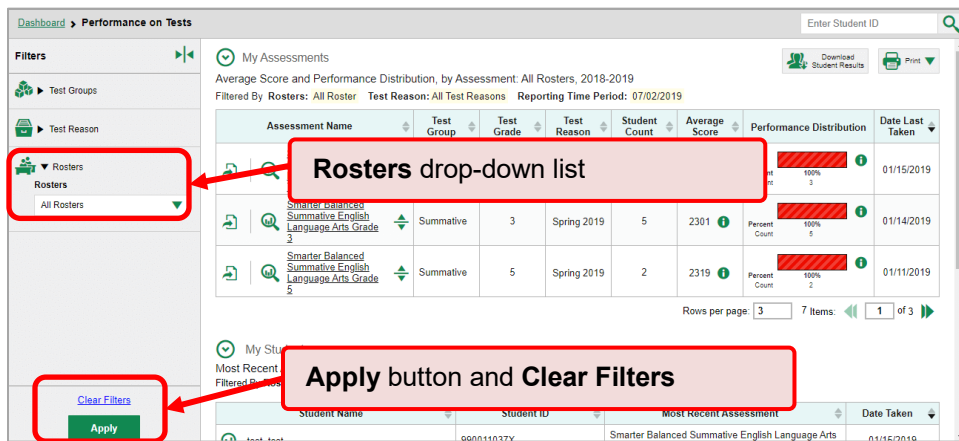
1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button or the **Rosters** button (see Figure 15). The **Filters** panel expands (see Figure 16).

Figure 15. Teacher View: Performance on Tests Report



2. Make a selection from the drop-down list in the **Rosters** section (see Figure 16).
 - If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default, the first class listed is selected.

Figure 16. Teacher View: Performance on Tests Report with Expanded Filters Panel



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.

For All Users: How to View Data from a Previous Point in Time

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

When you set a school year for which to view assessments, the reports show data for assessment 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 LEA.

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

Some examples of how you can use this feature:

You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.

You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.

1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period** (see Figure 17). The **Change Reporting Time Period** window appears (see Figure 18).

Figure 17. Teacher View: Detail of Banner with Expanded My Settings Menu

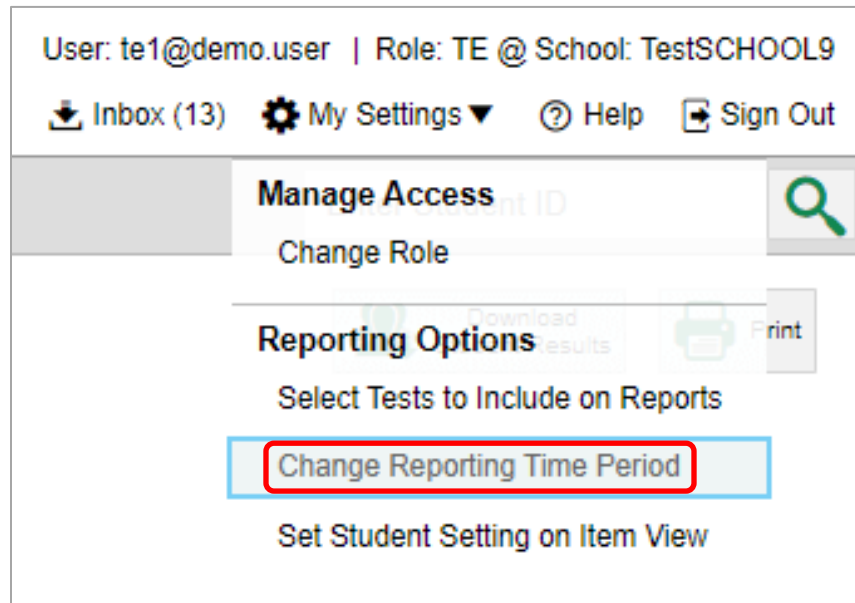
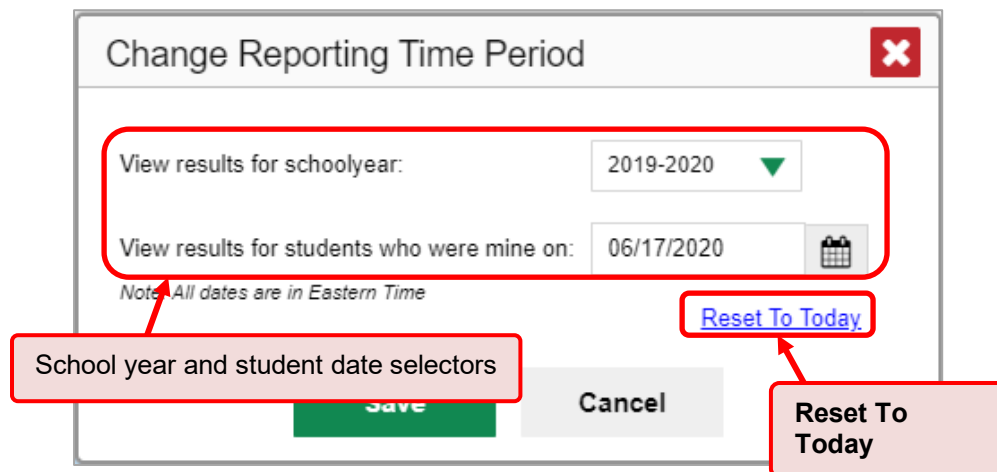


Figure 18. Change Reporting Time Period Window



2. From the school year drop-down list, select a school year (see Figure 18). This is the year for which you will view assessment 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 the students who were associated with you on that date, and only those students.
 - To view your current students' past performance, keep the date set to today.
 - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

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.

Benchmark Modules

For All Users: How to Set Up Benchmark Module Reports So They Make Sense

There are three ways of setting up reports for your Benchmark Modules. You will assign test reasons to assessment opportunities, filter by test reason, and filter by standard.

How to Assign Test Reasons to Benchmark Module Assessment Opportunities

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

For Benchmark Modules, test reasons must be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Reporting System to assign a different test reason to a Benchmark Module after the module is completed. Assigning test reasons is required when assigning benchmark modules.

How can I change a previously assigned Benchmark Module test reason in the Reporting System?

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see Figure 19). The **Test Reason Manager** window opens (see Figure 20).

Figure 19. Teacher View: Detail of Banner with Expanded My Settings Menu

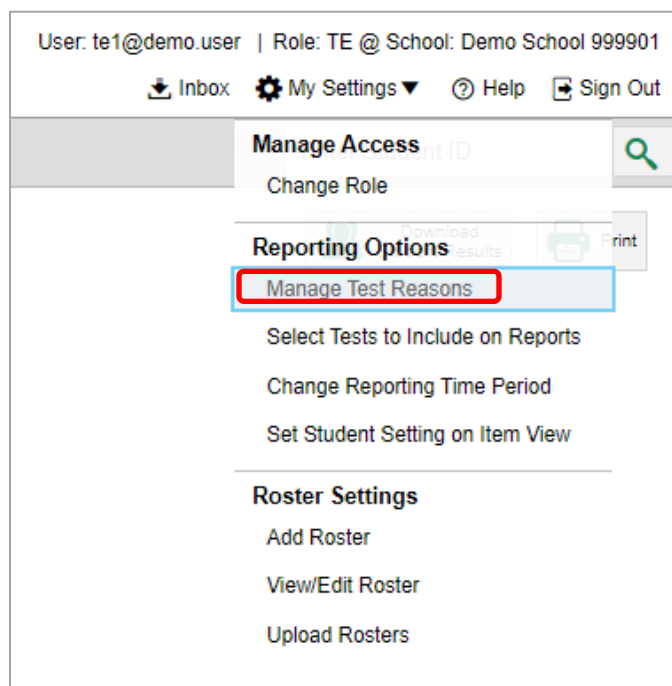
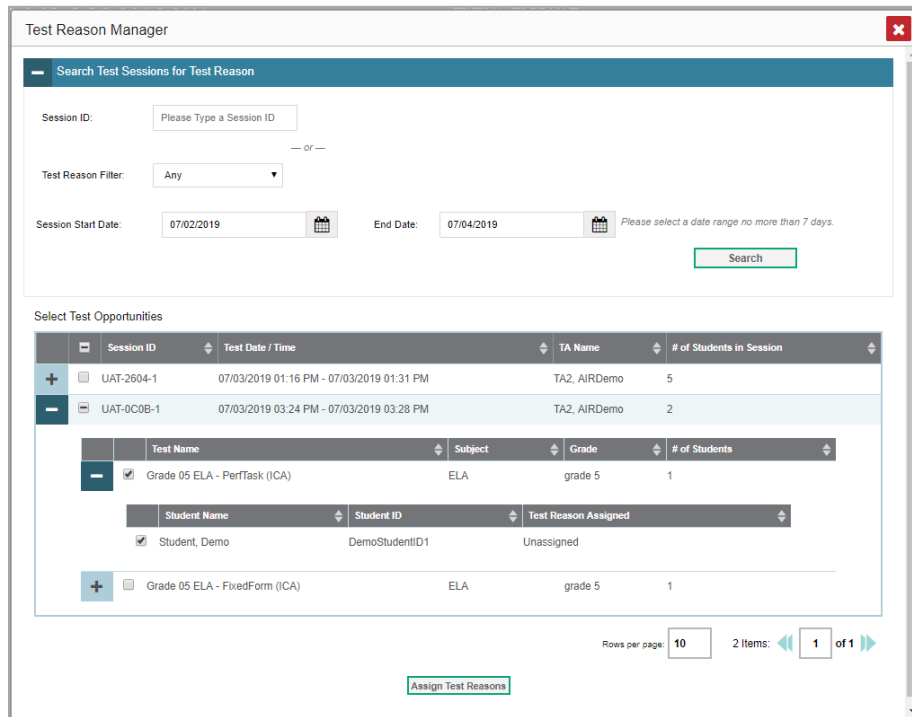


Figure 20. Test Reason Manager Window

5. To search for the benchmark modules you wish to categorize, do either of the following (see Figure 20):
 - i. In the Session ID field, enter the session ID in which the opportunities were completed in TDS.
 - ii. Select the test reason associated with the opportunities you want to edit.
 - iii. Then select a range of dates during which the benchmark module was administered. The date range cannot exceed seven days.
6. Click **Search**.
7. A list of retrieved benchmark module sessions appears in the section *Select Test Opportunities* (see [Figure 21](#)). You can click the **+** buttons to expand the list of benchmark modules in each session and the list of students who took each benchmark module. To navigate through a long list, use the controls in the upper-right and lower-right corners.

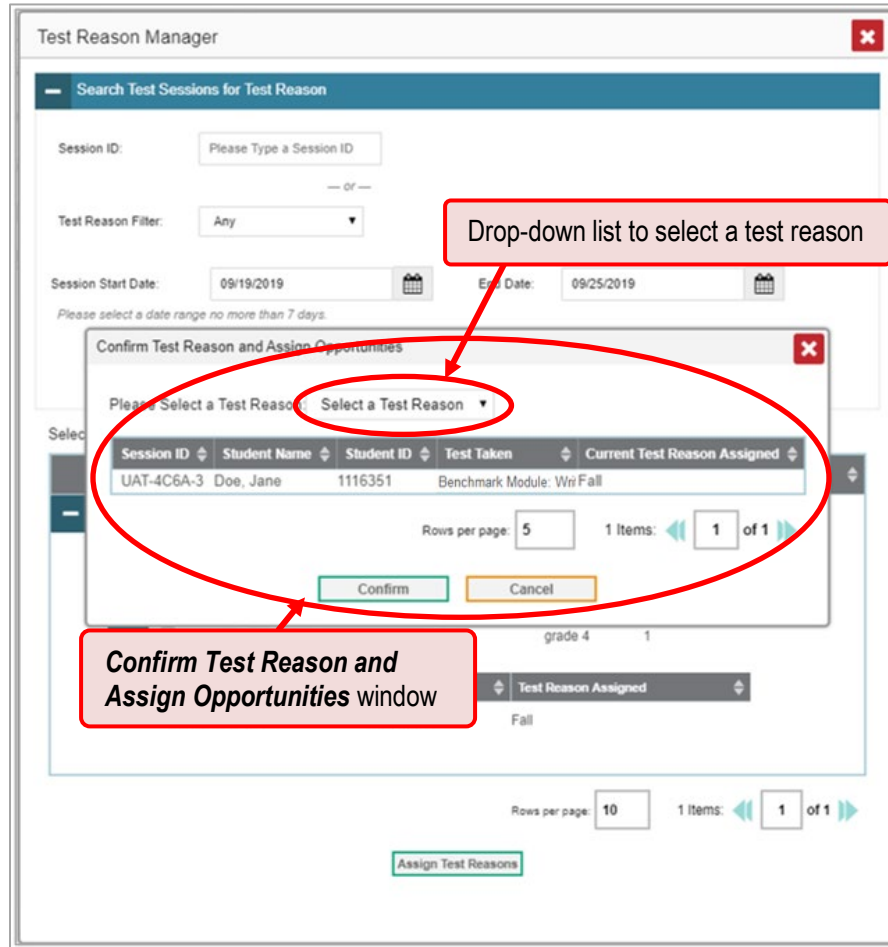
Figure 21. Test Reason Manager Window: Select Test Opportunities



8. Mark the checkboxes for each session, benchmark module, or assessment that you wish to assign to a test reason.
9. Click **Assign Test Reasons** below the list of retrieved sessions.

- In the window that appears (see Figure 22), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 22. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason for Benchmark Modules

Test reasons (shown in Figure 23) are categories used to classify benchmark module assessments for reporting purposes.

Figure 23. 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	Performance Distribution	01/18/2019
Smarter Balanced Summative Mathematics Grade 8	Summative	8	Spring 2019	2	2309	Performance Distribution	01/11/2019
Smarter Balanced Summative Mathematics Grade 7	Summative	7	Spring 2019	2	2208	Performance Distribution	12/12/2018

The benchmark module test reasons allow you to 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 don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reason** filter is available on the dashboards and Performance on Tests reports for teachers as well as for school- and LEA-level users.

How can I filter reports by test reason for Benchmark Modules?

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 24). The **Filters** panel expands (see Figure 25).

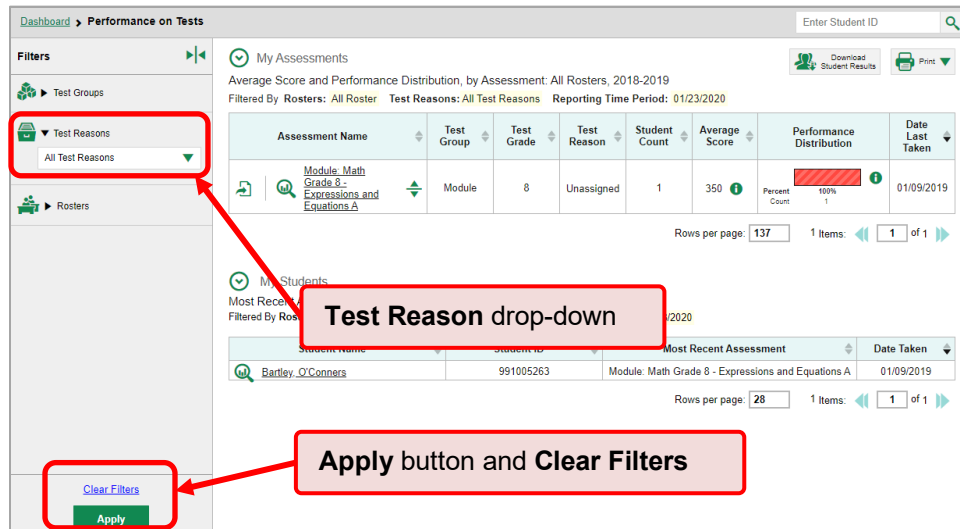
Figure 24. Teacher View: Performance on Tests Report

Button to expand just the **Filters** panel

Button to expand the **Filters** panel and **Test**

2. Make a selection from the drop-down list in the **Test Reasons** section (see Figure 25).

Figure 25. Teacher View: Performance on Tests Report with Expanded Filters Panel

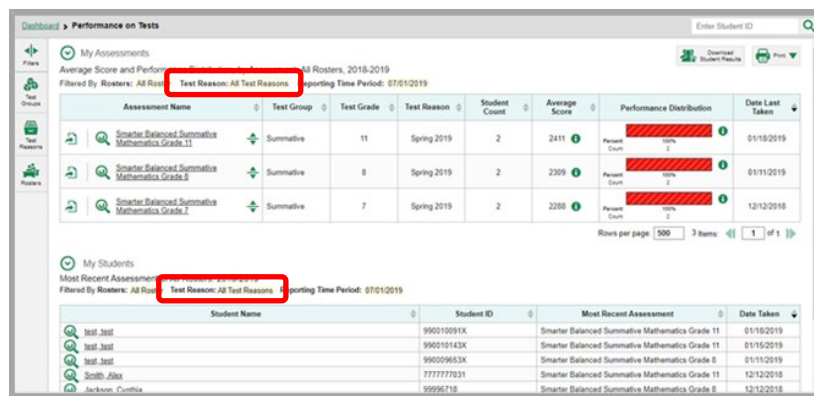


3. Click **Apply**. The report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the **Filters** panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

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

The row of filter details below the table header (see Figure 26) shows the test reason selected, if any.

Figure 26. Teacher View: Performance on Tests Report



How to Filter Item-Level Data on Benchmark Modules by Standards and Standard Categories

An educational standard, sometimes called an assessment target, describes the skill the item measures.

You may want to see how your students performed on a particular standard or category of standards. In certain reports for Benchmark Modules, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don't filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students' abilities better.

Standard filters are available in any report showing item-level data for a particular Benchmark Module. The available standards vary by assessment. The Benchmark Modules Directory (<https://utahrise.org/resources/benchmark-modules-directory/>) lists the standards assessed in each benchmark module.

How can I filter reports by standards or standard categories on Benchmark Modules?



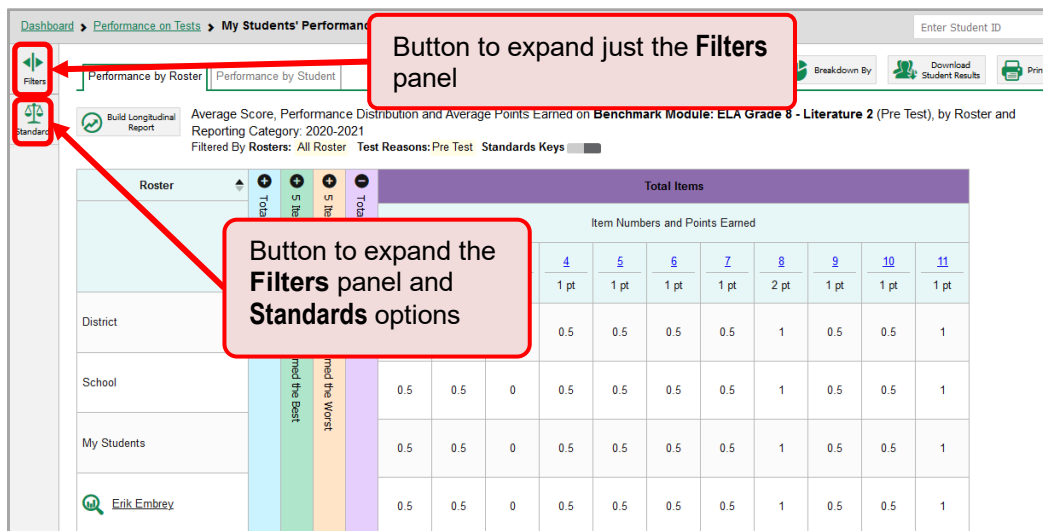
1. Click into the specific benchmark module you would like to sort by standard. The menu on the left side of the screen will update with new sorting options.
2. On the left side of the page, click either the **Filters** panel expand button  or the **Standards** button  (see Figure 27). The **Filters** panel expands (see Figure 28).

Figure 27. My Students' Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section



Dashboard > Performance on Tests > My Students' Performance

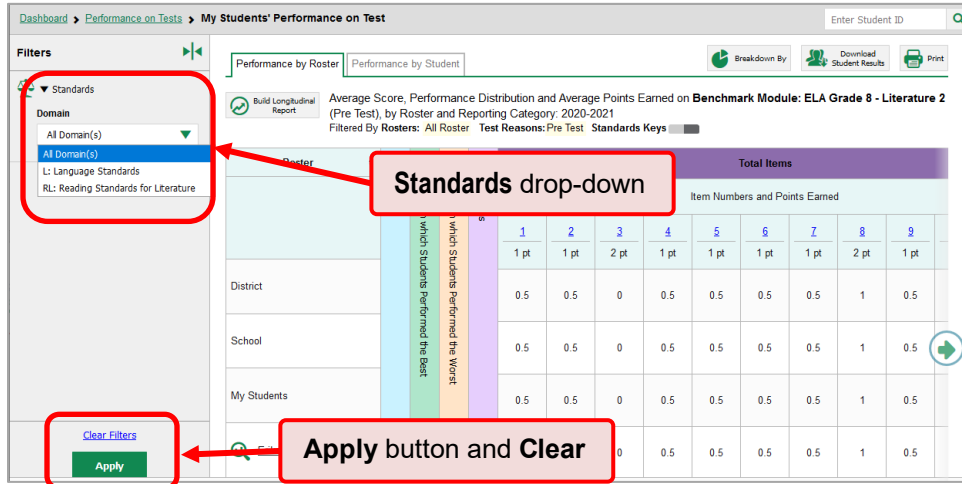
Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on **Benchmark Module: ELA Grade 8 - Literature 2** (Pre Test), by Roster and Reporting Category: 2020-2021
Filtered By Rosters: All Roster Test Reasons: Pre Test Standards Keys

	Total Items							
	4 1 pt	5 1 pt	6 1 pt	7 1 pt	8 2 pt	9 1 pt	10 1 pt	11 1 pt
District	0.5	0.5	0.5	0.5	1	0.5	0.5	1
School	0.5	0.5	0	0.5	0.5	0.5	0.5	1
My Students	0.5	0.5	0	0.5	0.5	0.5	0.5	1
	0.5	0.5	0	0.5	0.5	0.5	1	0.5

3. Use the drop-down list in the **Standards** section (as in Figure 28) to select a standard. An additional drop-down list appears.
4. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 28. My Students’ Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

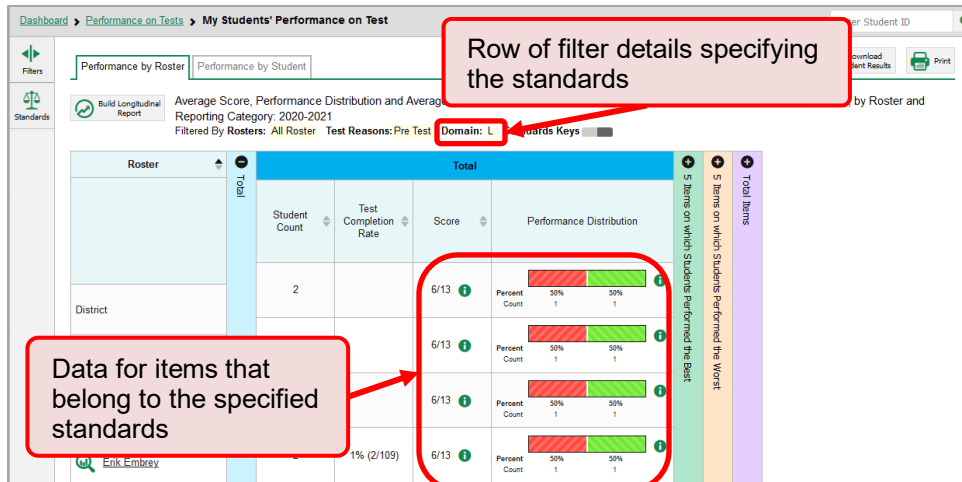


5. Click **Apply**. The report updates to show only the items that belong to the selected standard (see Figure 29).
6. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user 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 29. My Students’ Performance on Test Report: Performance by Student Tab Filtered by Standard



How to Navigate Reports for Benchmark Modules

For Teachers and School-Level Users: Viewing Student-Level Data at Roster Level for Benchmark Modules

Teachers and School-level users can view all student data at the roster level for the Benchmark Modules. Instructions for how to do this are below.

How can I view a list of all my students and their performance on a particular Benchmark Module?

The **Performance by Student** tab displays benchmark module results for each of your students across classes (rosters). To see the results for all your students, follow the instructions below.



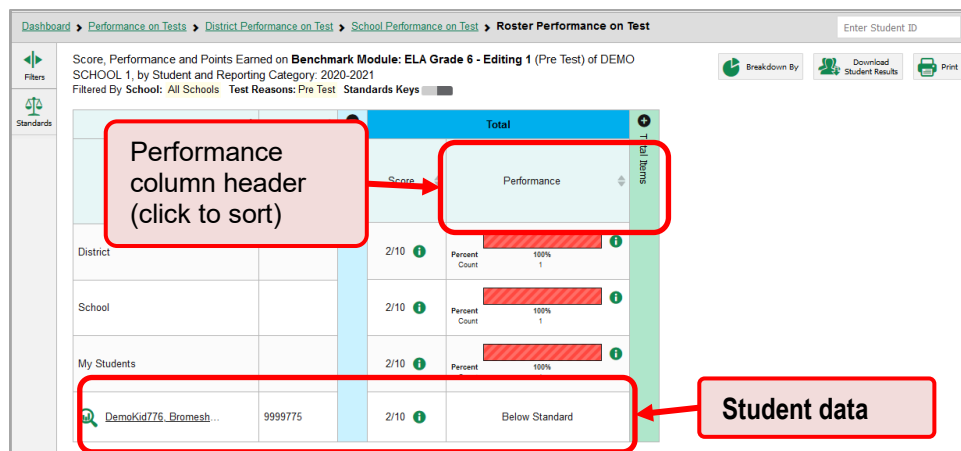
- Starting from the dashboard that appears when you log in, click a benchmark module group name (or  beside it).
- Click a benchmark module name (or  beside it) in the assessments table at the top of the page.
- In the report that appears, select the **Performance by Student** tab, as in Figure 30. You will see results listing all your students. The first few rows also show aggregate performance data for your state, LEA, school, and/or total students.

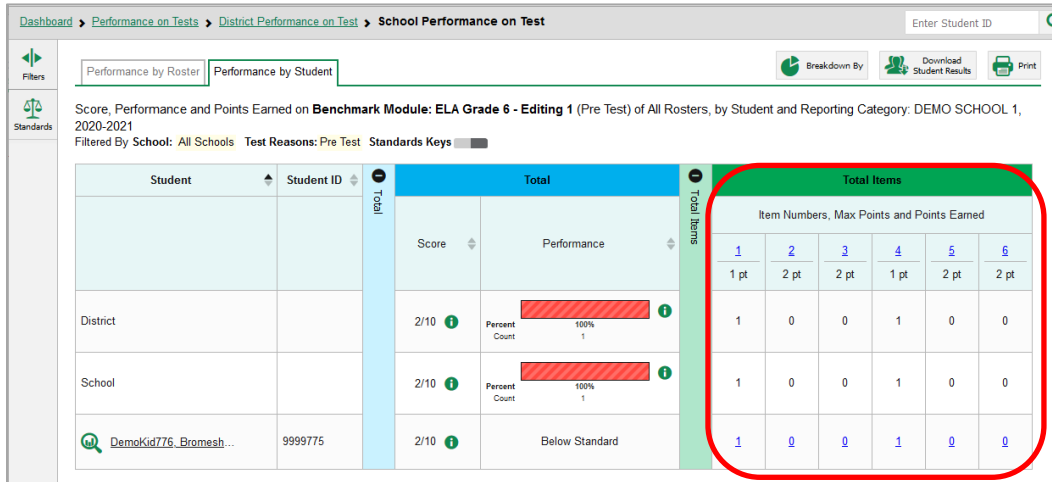
Figure 30. School Performance on Test Report: Performance by Student Tab



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 benchmark module by clicking the reporting category section bars to expand them, as shown in Figure 31.

Figure 31. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



The Benchmark Modules cover one reporting category; as a result, the following is shown in the Reporting System for them:

- Scores are shown as raw scores; a raw score is a summary of how many points the student received based on how many questions they answered correctly.
- Performance distribution is given using standards:
 - If a student is Above Standard, the confidence range of the student’s score is above the proficiency cut score, meaning there is confidence that the student is proficient in the reporting category that was assessed.
 - If a student is At/Near Standard, the confidence range of the student’s score includes the proficiency cut score, meaning the student may or may not be proficient in reporting category that was assessed and more investigation is needed.
 - If a student is Below Standard, the confidence range of the student’s score is below the proficiency cut score, meaning there is confidence that the student is NOT proficient in reporting category that was assessed.

The items included in a Benchmark Module have different levels of difficulty (DOK) and, therefore, may be weighted differently. Students can have the same raw score and receive different performance proficiency based on the items that were answered correctly/incorrectly. It’s important to review the individual student responses to determine individual student proficiency.



For All Users: How to View Results for Rosters on a Specific Benchmark Module

You can view a list of rosters that took a specific benchmark module, and you can also view the results for an individual class for your Benchmark Modules.




How can I access test results for all my rosters on a Benchmark Module?

The **Performance by Roster** tab (Figure 32) displays assessment results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

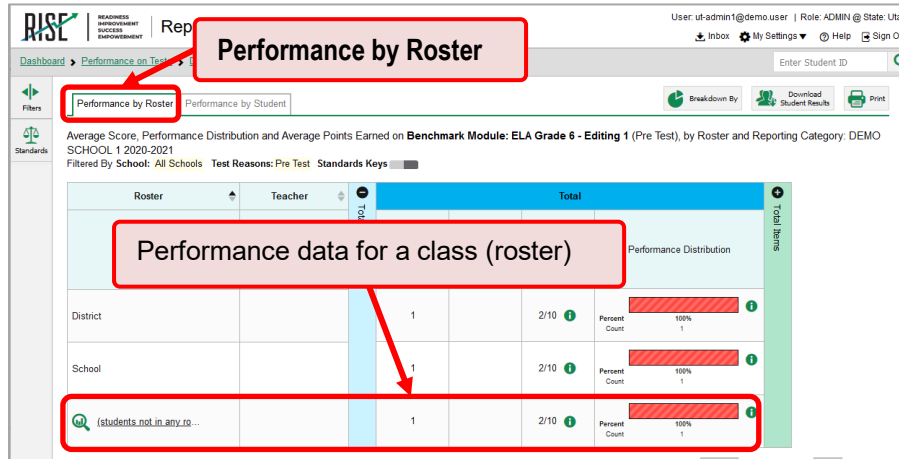
1. From the dashboard that appears when you log in, click a benchmark module group name (or  beside it).
2. Click a benchmark module name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.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

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

3. From the dashboard that appears when you log in, click a benchmark module group name (or  beside it).
4. Click a benchmark module name (or  beside it) in the table of assessments. A page of LEA assessment results appears, listing schools within the LEA.
5. 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 32 displays a list of your classes (rosters) and each class’s performance. The first few rows also show aggregate performance data for your LEA, school, and total students.

Figure 32. My Students’ Performance on Test Report: Performance by Roster Tab



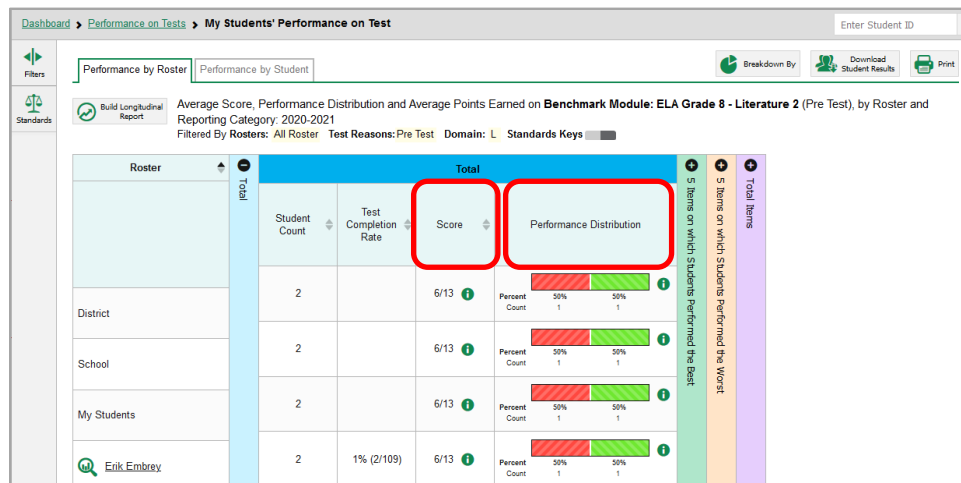
How can I see which classes (rosters) performed best on a specific Benchmark Module?

To see which classes performed best on the benchmark module, do either of these things (see Figure 33):

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



How can I see which classes (rosters) had the highest completion rates on a Benchmark Module?

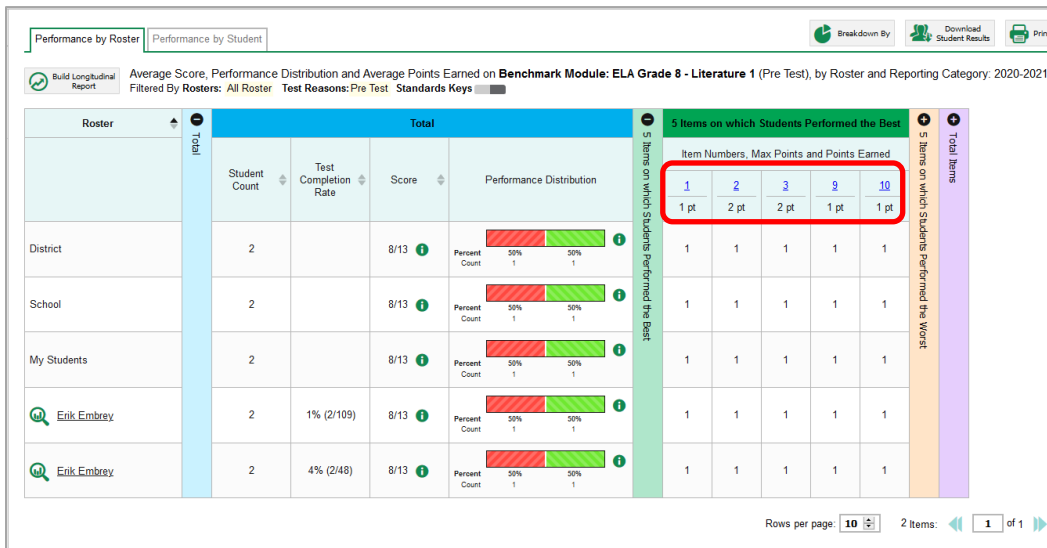
To see which classes had the highest completion rate, click the Test Completion Rate column header to sort the column (see Figure 33).

How can I access Benchmark Module results for an individual class (roster)?

The prior section explained how to access Benchmark Module 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 34).

On this screen it is possible to view and expand various tabs of classroom level data, such as viewing the top 5 best or worst items for a given benchmark, or by viewing the total items available in the benchmark. After expanding an applicable tab, click on the blue links at top of each column to view additional data, including viewing the answers and rubrics utilized for scoring the questions. This method will allow for sharing and viewing of rubrics and answers without revealing individual student scores.

Figure 34. Teacher View: Roster Performance on Test Report





For School- and LEA-Level Users: How to View School-Level Results for a Specific Benchmark Module




You can view results for all the students in a school on a specific Benchmark Module.

How can I access Benchmark Module results for a school?

School-level users:

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

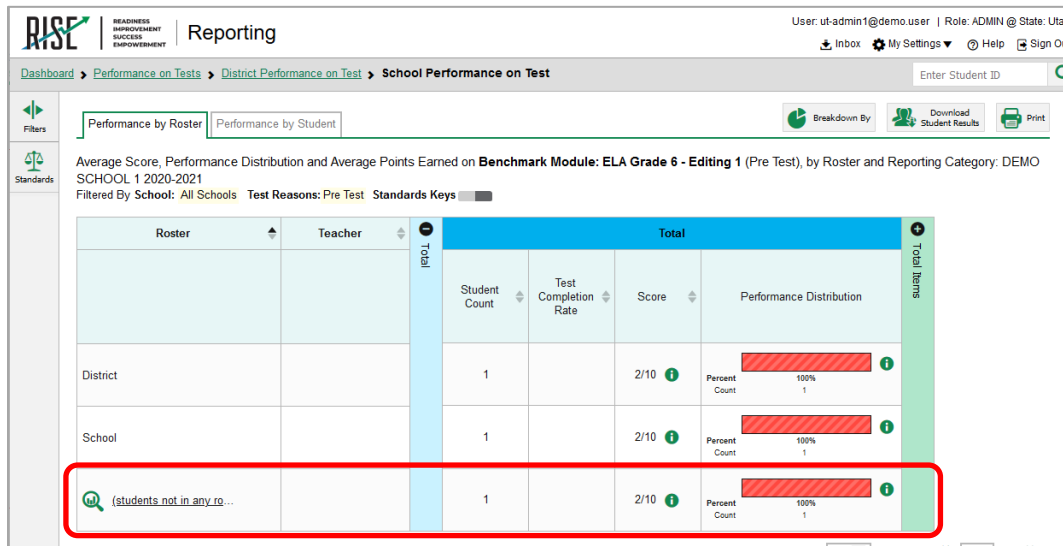
LEA-level users:

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

Note that LEA-level users can also access the benchmark module 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 35.

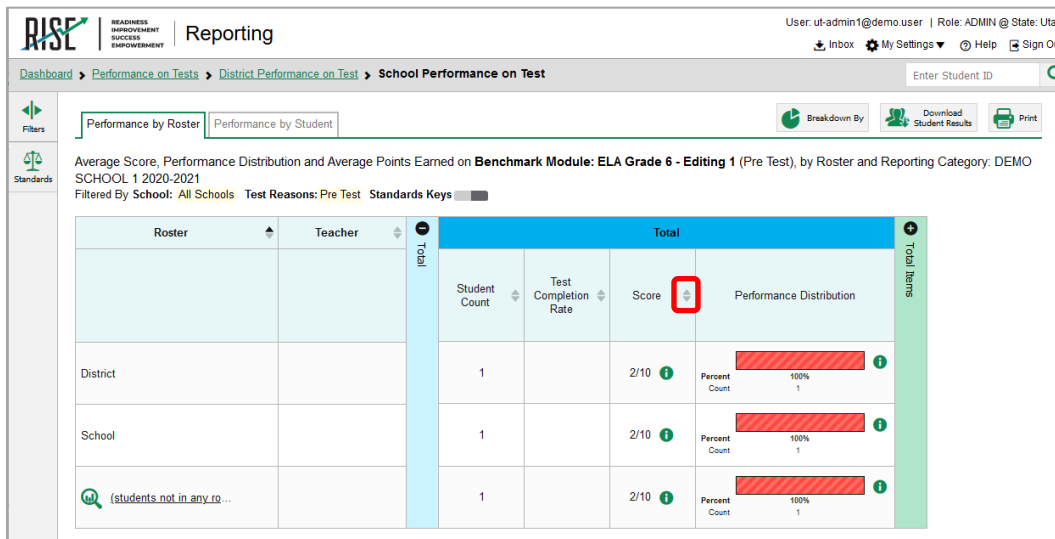
Figure 35. School Performance on Test Report: Performance by Roster Tab



How can I see which classes (rosters) performed best on a specific Benchmark Module?

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 36). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 36. School Performance on Test Report: Performance by Roster Tab with Table



For LEA-Level Users: How to View Results for an LEA on a Specific Benchmark Module

You can view assessment results for an LEA on a specific Benchmark Module.

How can I access Benchmark Module results for an LEA?


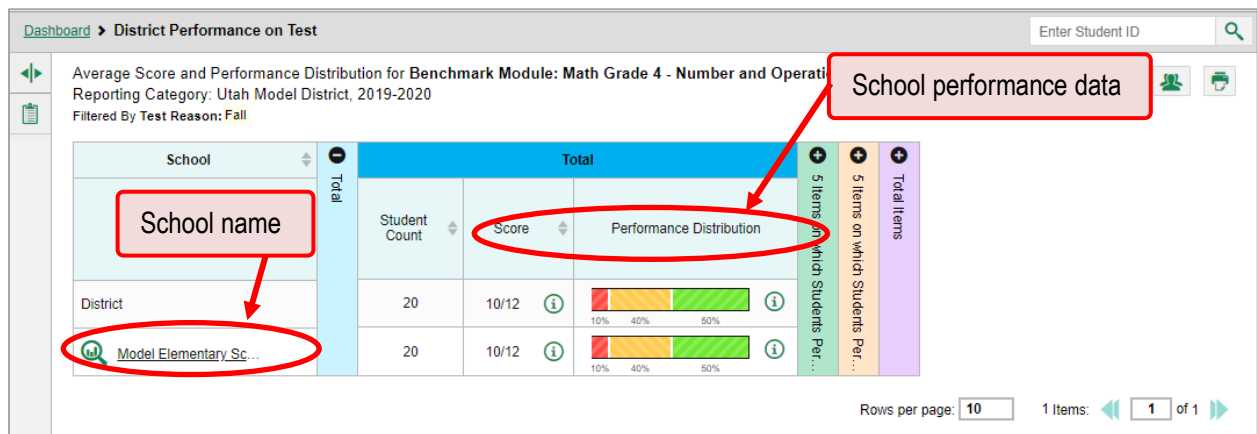
On the dashboard that appears when you log in, click the name of a Benchmark Module (or  beside it). A list of the schools in your LEA appears, with data (see Figure 37).

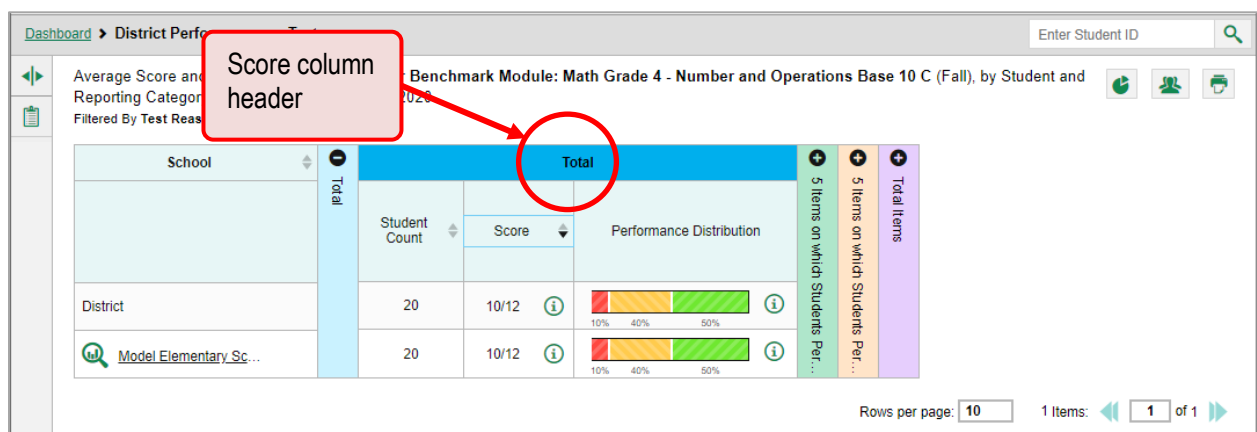
Figure 37. LEA Performance on Benchmark Module Report



How can I see which schools in the LEA performed best on this Benchmark Module?

Look at the Score and Performance Distribution columns. Click the Score column header to sort by column (see Figure 38).

Figure 38. LEA Performance on Benchmark Module Report Sorted by Score





For All Users: How to View Benchmark Module Results for Individual Students

You can find out how well an individual student performed on a specific completed Benchmark Module and/or view a report for all the Benchmark Modules a student has taken. You can also generate and export both Individual Student Reports (ISRs) and student data files for that student.

How can I access results for an individual student on a specific Benchmark Module?

Teachers and school-level users:

1. Go to the dashboard and click a benchmark module name (or  beside it) in the table of assessments. A page of benchmark module results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see Figure 39).

LEA-level users:



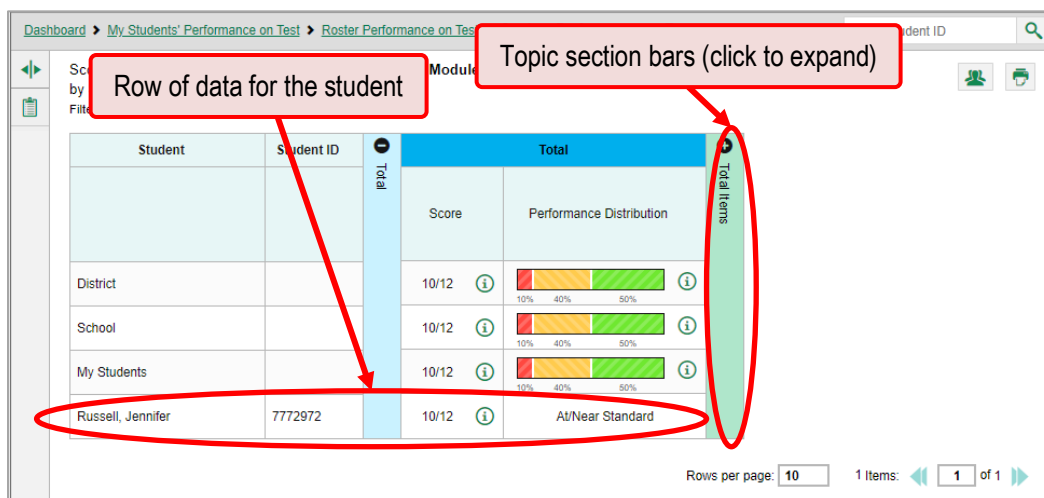
1. Go to the dashboard and click a benchmark module name (or  beside it) in the table of assessments. A page of LEA results appears (the LEA Performance on Test report).
4. Click a school name (or  beside it). The School Performance on Test report appears.
5. Follow the same steps as teachers and school-level users, starting with step 2 under “Teachers and school-level users” on the page above.

Figure 39. Teacher View: Student Performance on Benchmark Module Report



Because Benchmark Modules are fixed-form assessments, you can see performance by item at both the student and aggregate levels in the Total Items section (see Figure 40 and Figure 41).

Figure 40. Teacher View: Student Performance on Math Benchmark Module Report with Performance by Item Shown

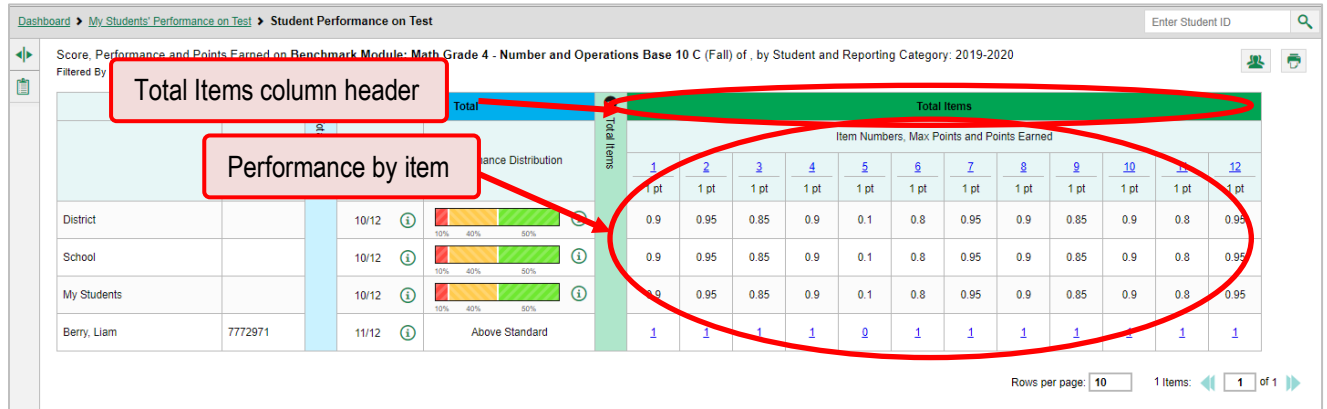
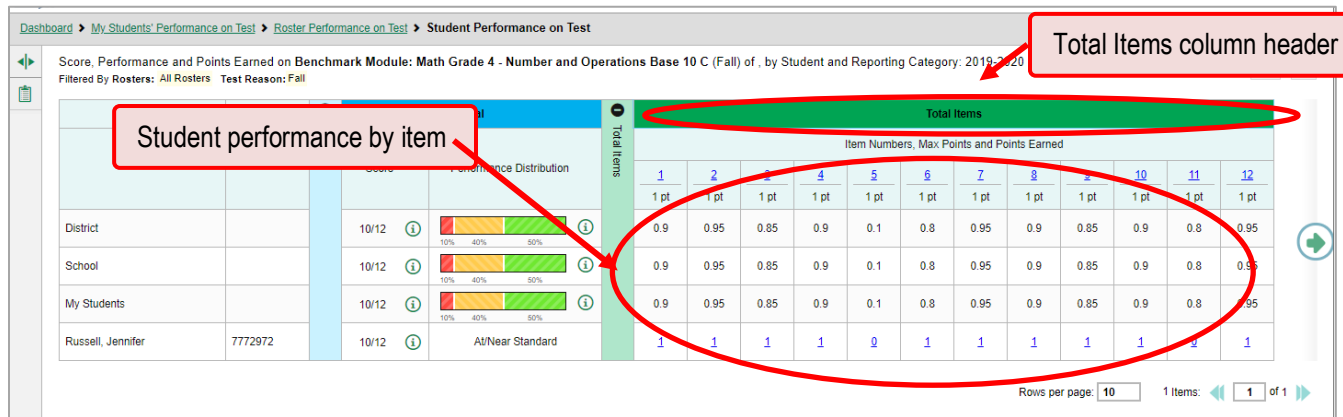
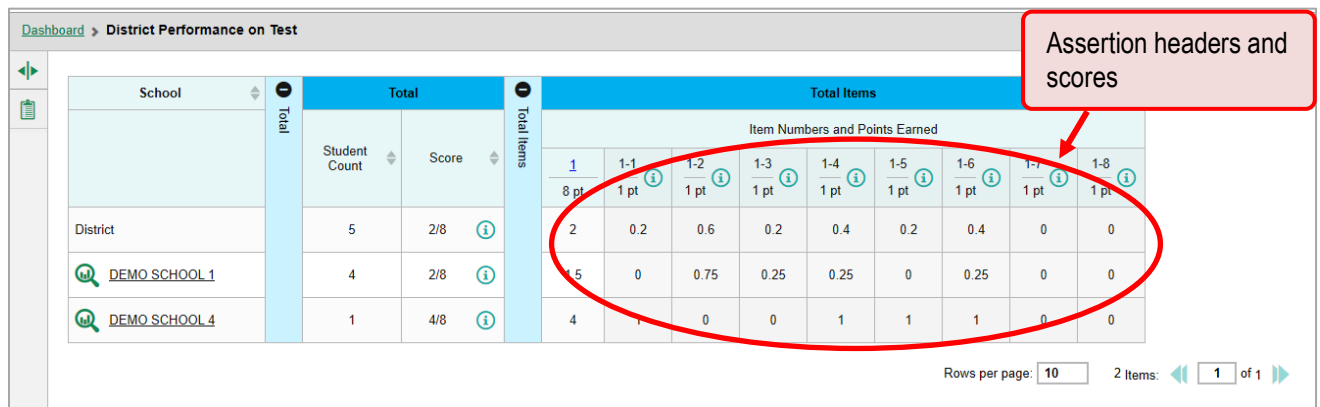


Figure 41. Teacher View: Student Performance on Science Benchmark Module Report with Performance by Item Shown



For grades 6 – 8 science Benchmark Modules, the scores for each assertion are shown as well (see Figure 42).

Figure 42. LEA View: LEA Performance on Science Benchmark Module Report with Performance by Item and Assertion Shown



Performance distribution will not be available on science Benchmark Module clusters until enough data has been collected to provide performance levels. Teachers should review reports on individual student results to assess student understanding of the assertions.

Writing Benchmark Modules are scored using rubrics (see Figure 43–Figure 44).

Figure 43. Teacher View: Student Performance on Writing Benchmark Module Report with Performance by Item Shown

Student	Student ID	Score	Performance Distribution	Total Items
District		6/10	100%	6
School		6/10	100%	6
DWZ, student	7777752850	6/10	At/Near Standard	6

Figure 44. Writing Item View: Rubric & Resources View

Writing item rubric

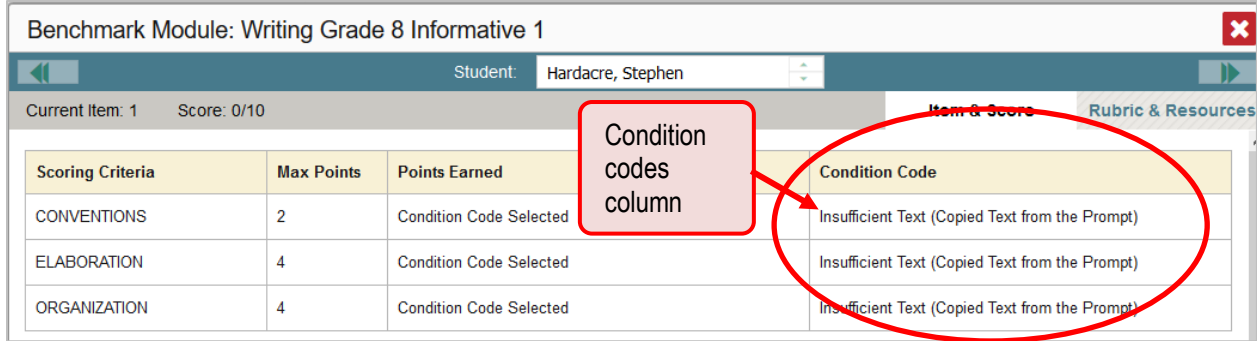
Statement of Purpose/Focus and Organization

The response is fully sustained and consistently and purposefully focused:

- opinion is clearly stated, focused, and strongly maintained
- opinion is communicated clearly within the purpose, audience, and task

Condition codes are used in writing Benchmark Modules to indicate when a traditional score cannot be entered for the student’s response (see Figure 45).

Figure 45. Writing Item View: Item & Score View



Scoring Criteria	Max Points	Points Earned	Condition Code
CONVENTIONS	2	Condition Code Selected	Insufficient Text (Copied Text from the Prompt)
ELABORATION	4	Condition Code Selected	Insufficient Text (Copied Text from the Prompt)
ORGANIZATION	4	Condition Code Selected	Insufficient Text (Copied Text from the Prompt)

Table 1 provides an overview of the various condition codes that are used.

Table 1. Condition Codes

Condition Code	Description
Blank	<ul style="list-style-type: none"> Student did not enter a response.
Insufficient Original Text to Score	<ul style="list-style-type: none"> Response is largely composed of text copied from the prompt.
Off Purpose	<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.
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.
Off Topic	<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.
Uninterpretable Language	<ul style="list-style-type: none"> Response is in a language other than English.

For All Users: How to Access Item-Level Data on Benchmark Modules

Benchmark Modules contain items that can be viewed by teachers along with student responses. Reports for specific Benchmark Modules include the following:

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

How to Share Item-Level Data on Benchmark Modules in a Secure Manner

The **RISE Benchmark Modules** are secure but not public assessments. Educators can review student responses with students in a classroom setting but cannot copy, paste, photograph, place test questions, writing prompts, reading passages, or science clusters into presentations or other assessments, record themselves sharing student responses, or share test items outside of the classroom instructional level. Individual student results can be shared with online students via Zoom, Google Classroom, or other third-party communication software in a one-on-one conference with the student. Student results should not be shared over unsecured communication methods like personal email or text messages.

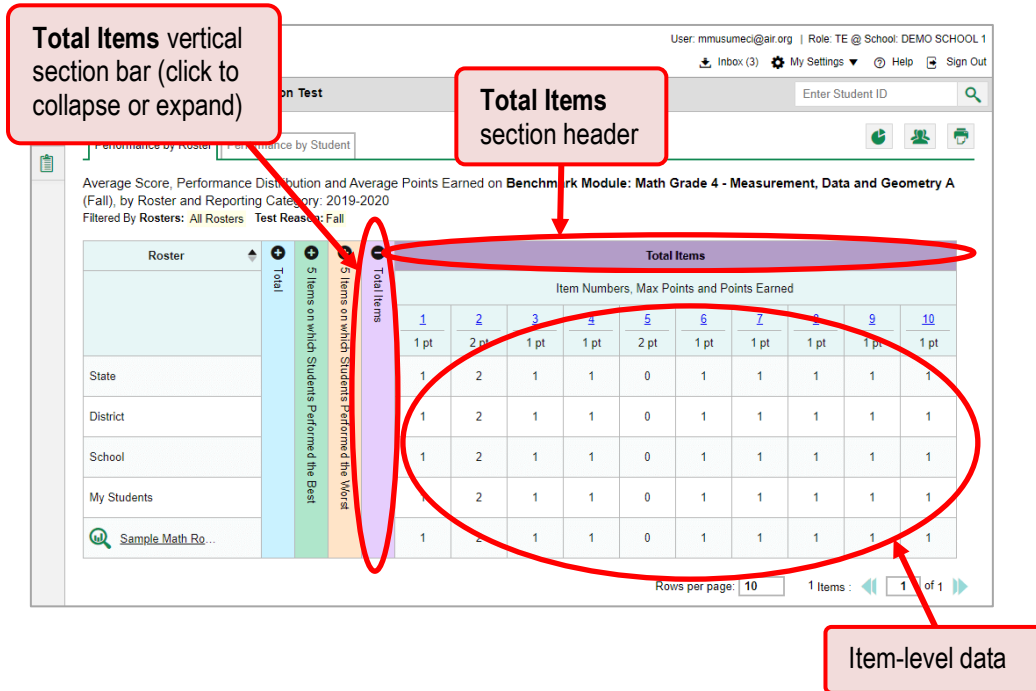
Considerations for sharing Benchmark Module reporting data in a classroom setting should include:

- How to discuss/present classroom-level data without revealing Personally Identifiable Information (PII) on any test item
- How to provide equitable instruction to students with a Parental Exclusion for Benchmark Modules who do not have access to the assessment
- How to maintain the integrity of the Interim and Benchmark Module shared item banks since both items and individual student responses can be reviewed following the assessment

How can I view item scores for Benchmark Modules?

To expand sections containing item data, such as the **Total Items** section, click the vertical section bars (see Figure 46).

Figure 46. My Students' Performance on Benchmark Module Report: Performance by Student Tab with Expanded Total Items Section



How can I find out which Benchmark Module items students performed 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**. These sections appear for aggregate benchmark reports with ten or more items. You can click the vertical section bars to expand them, just like other sections (see Figure 47). These

reports are particularly useful for reviewing instructional goals and helping students set their individual learning goals.

Figure 47. My Students' Performance on Benchmark Module Report with Expanded 5 Items on Which Students Performed the Best/Worst Sections

Best and Worst vertical section bars (click to collapse or expand)

Best and Worst section headers

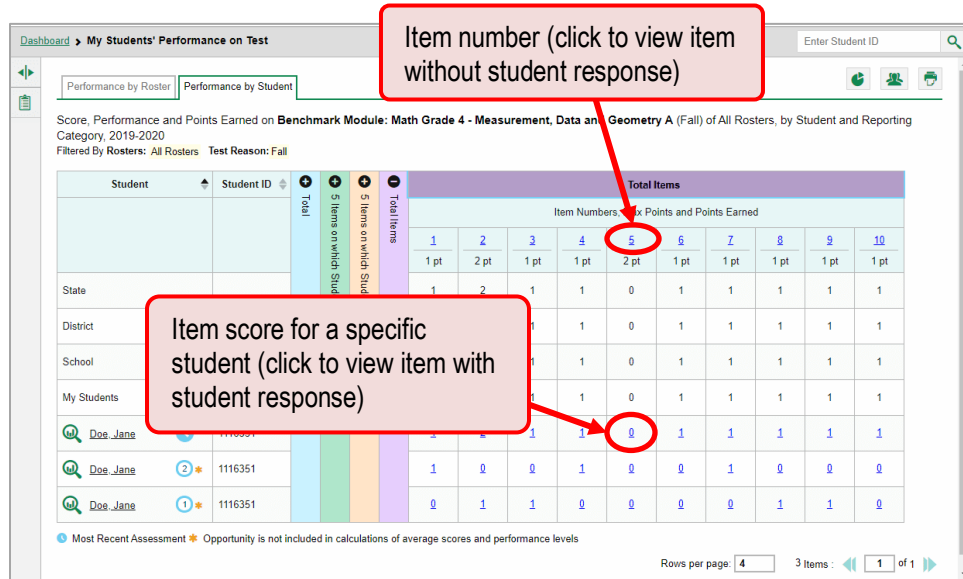
Item-level data

Student	Student ID	5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst				
		Item Numbers and Points Earned									
		1	2	3	4	5	6	7	8	9	10
State		1 pt	2 pt	1 pt	1 pt	1 pt	2	1	1	1	1
District		1	2	1	1	1	0	1	1	1	1
School		1	2	1	1	1	0	1	1	1	1
My Students		1	2	1	1	1	0	1	1	1	1
Doe_Jane	1116351	1	2	1	1	1	0	1	1	1	1
Doe_Jane	1116351	1	0	0	1	0	0	1	1	1	0
Doe_Jane	1116351	0	1	1	0	0	0	1	1	1	0

How can I view an item on a Benchmark Module?

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

Figure 48. My Students’ Performance on Benchmark Module Report: Performance by Student Tab with Expanded Total Items Section

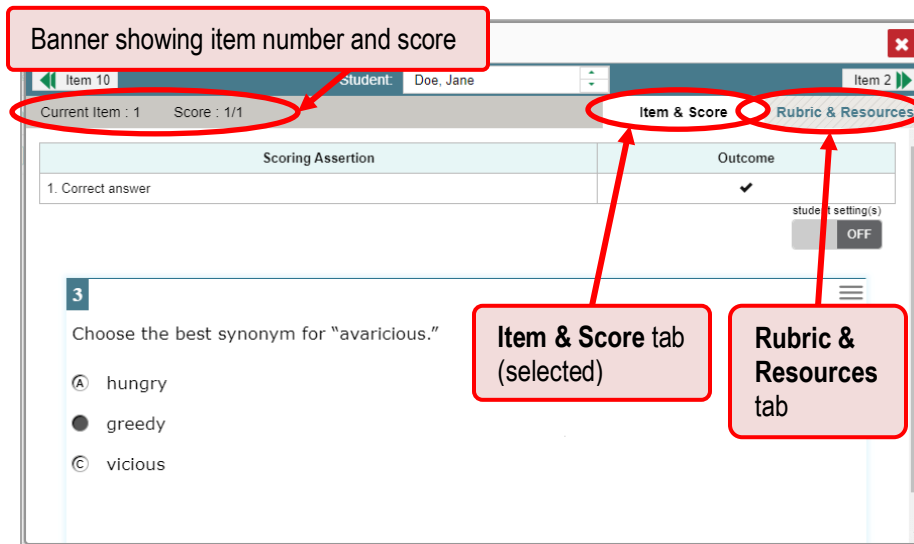


Do either of the following (see Figure 48):

- 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. 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 shows the item, and the example shown in Figure 43 includes a particular student’s response.

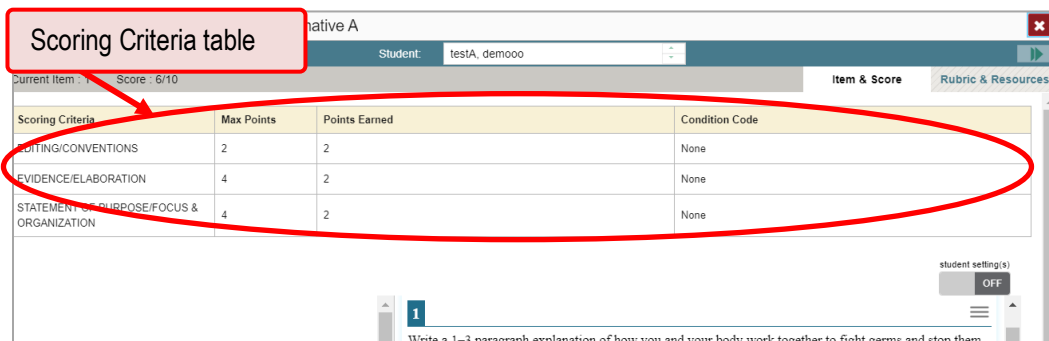
Figure 49. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab (see Figure 49) may include the following sections.

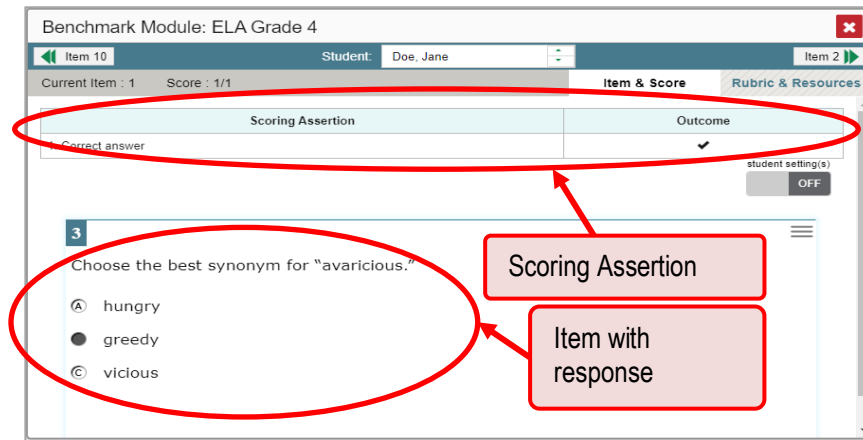
Scoring Criteria: When you’re viewing a student’s response and the item has scoring criteria, the Scoring Criteria table lists the name, maximum points, points earned, and condition codes for each scoring criterion (see Figure 50).

Figure 50. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



Scoring Assertion: When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see Figure 51).

Figure 51. 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.



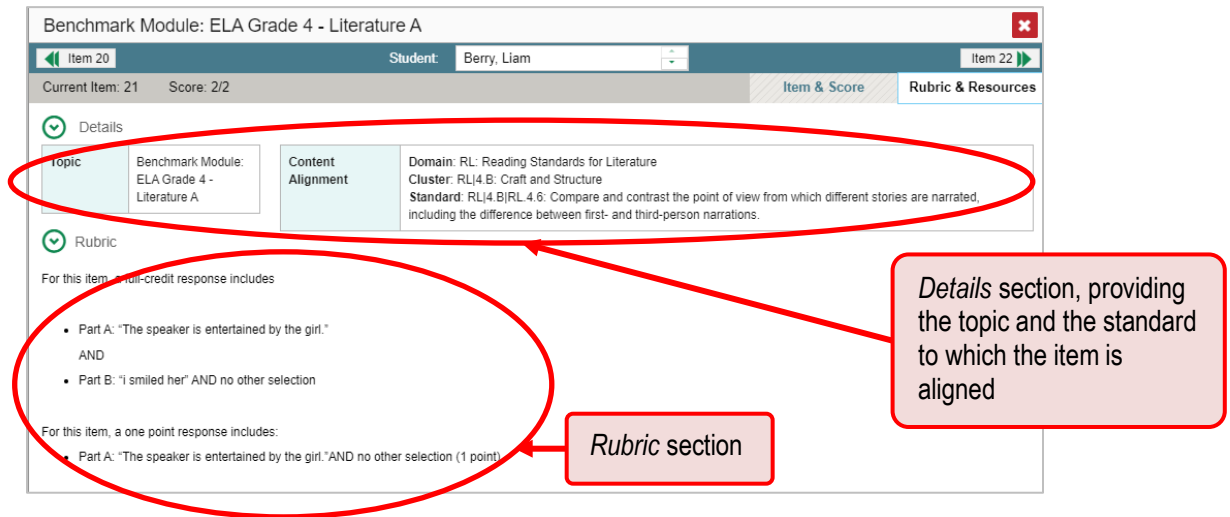
The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking  and , respectively (see Figure 52).

Figure 52. Item View: Rubric & Resources Tab



Details: Provides the following information:

- **Topic:** Skill area to which the item belongs.
- **Content Alignment:** Describes the standard to which the item is aligned.

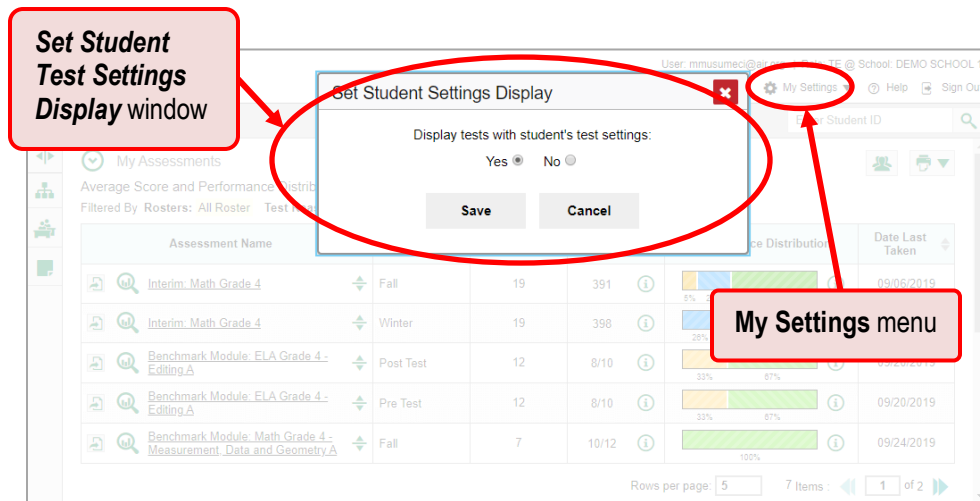
Rubric: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.

How can I view items with and without the students’ visual settings for a Benchmark Module?

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 benchmark module. For example, some students’ benchmark modules are set to use large fonts or different color contrast.

1. Click the **My Settings** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears (see Figure 53).

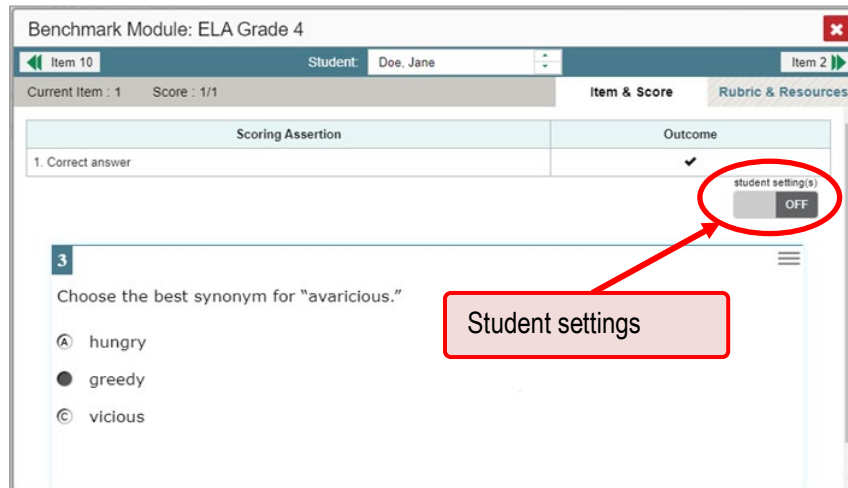
Figure 53. Dashboard with Set Student Test Settings Display Window Open



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’re viewing (see Figure 54). This action has no effect on your global setting.

Figure 54. Item View Window: Item & Score Tab with Student Response



How can I view a report for all the Benchmark Modules a student has completed over time?

The Student Portfolio Report allows you to view all the Benchmark Modules an individual student has completed over time. This is useful for viewing performance on assessments that have multiple opportunities.


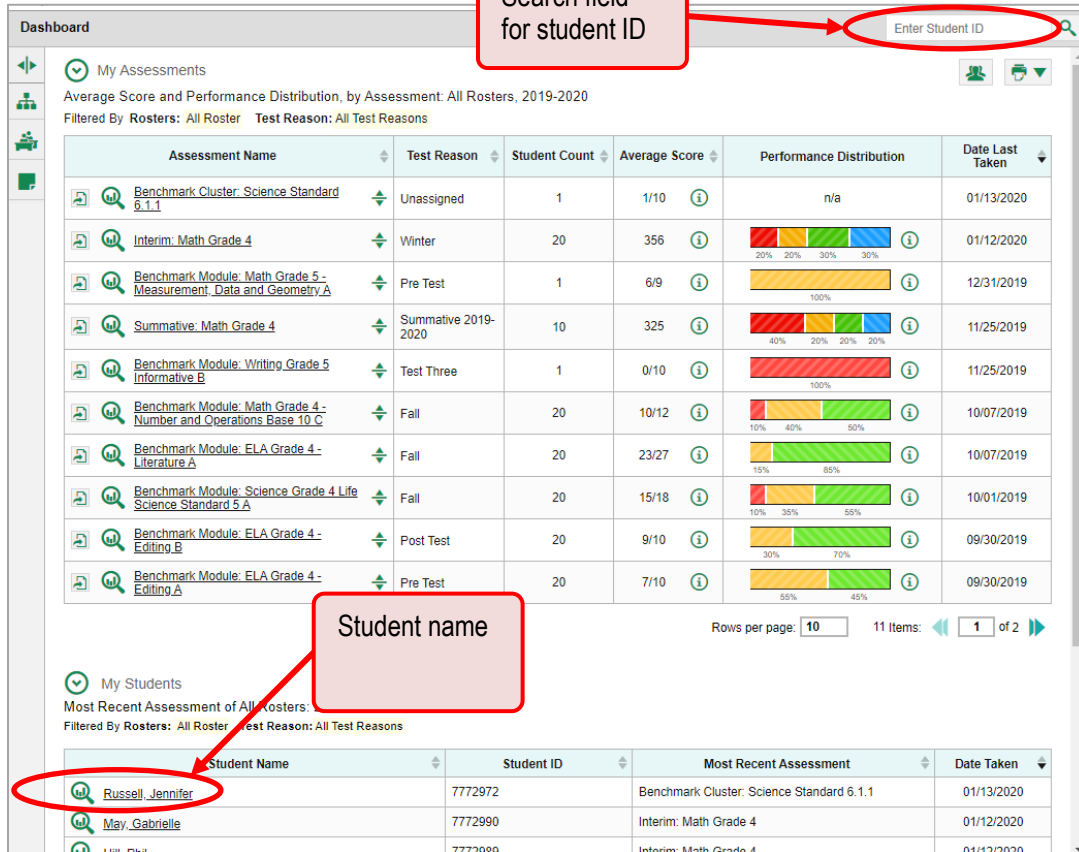
To access this report, enter the student's SSID in the search field in the upper-right corner and click  (see Figure 55).


Figure 55.  Search field for student ID



The screenshot shows the 'Dashboard' with a search field in the top right corner labeled 'Enter Student ID' with a magnifying glass icon. A red box highlights this field with the text 'Search field for student ID'. Below the search field is a table of assessments. A red box highlights the name 'Russell, Jennifer' in the 'My Students' table below, with an arrow pointing to the search field, and the text 'Student name'.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Benchmark Cluster: Science Standard 6.1.1	Unassigned	1	1/10	n/a	01/13/2020
Interim: Math Grade 4	Winter	20	356		01/12/2020
Benchmark Module: Math Grade 5 - Measurement, Data and Geometry A	Pre Test	1	6/9		12/31/2019
Summative: Math Grade 4	Summative 2019-2020	10	325		11/25/2019
Benchmark Module: Writing Grade 5 Informative B	Test Three	1	0/10		11/25/2019
Benchmark Module: Math Grade 4 - Number and Operations Base 10 C	Fall	20	10/12		10/07/2019
Benchmark Module: ELA Grade 4 - Literature A	Fall	20	23/27		10/07/2019
Benchmark Module: Science Grade 4 Life Science Standard 5 A	Fall	20	15/18		10/01/2019
Benchmark Module: ELA Grade 4 - Editing B	Post Test	20	9/10		09/30/2019
Benchmark Module: ELA Grade 4 - Editing A	Pre Test	20	7/10		09/30/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Russell, Jennifer	7772972	Benchmark Cluster: Science Standard 6.1.1	01/13/2020
May, Gabrielle	7772990	Interim: Math Grade 4	01/12/2020
Hill, Phil	7772989	Interim: Math Grade 4	01/12/2020

Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or  beside it).

How can I use the Student Portfolio Report to view only the Benchmark Modules I'm interested in?

You can temporarily filter which Benchmark Modules you want to see in the Student Portfolio Report (see Figure 56). For example, you may want to do this if you are an English teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 56. Student Portfolio Report

Button to expand just the filters panel

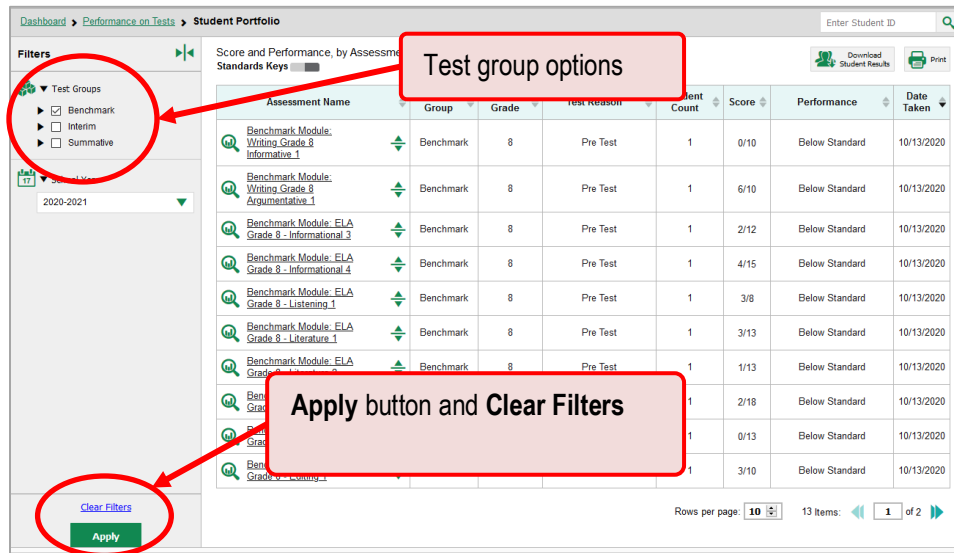
Button to expand filters panel and test group options

Assessment Name	Test Group	Test Grade	Test Reason	Student	Score	Performance	Date Taken
Benchmark Grade 8 Informational 1	Benchmark	8	Pre Test	1	6/10	Below Standard	10/13/2020
Benchmark Grade 8 Argumentative 1	Benchmark	8	Pre Test	1	2/12	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	1	4/15	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 4	Benchmark	8	Pre Test	1	3/8	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Listening 1	Benchmark	8	Pre Test	1	3/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 1	Benchmark	8	Pre Test	1	1/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 2	Benchmark	8	Pre Test	1	2/18	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 3	Benchmark	8	Pre Test	1	0/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 4	Benchmark	8	Pre Test	1	3/10	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Editing 1	Benchmark	8	Pre Test	1			

Rows per page: 10 15 Items: 1 of 2

1. On the left side of the Student Portfolio Report, click either the expand button or the assessment group button . The filter panel expands (see Figure 57).

Figure 57. Student Portfolio Report with Expanded Filter Panel



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Filters are organized by assessment type, subject, and grade.
3. Click **Apply**. The dashboard updates to show only data for selected benchmark modules.
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.

The row of filter details below the table header reads “Selected Tests” when the table is filtered by benchmark module.

How can I see how a student performed on their most recent Benchmark Modules?

In the Student Portfolio Report, click the Date Taken column header to sort by date (see Figure 58 By reviewing the performance levels on the assessments, you can see how the student is performing over time.

Figure 58. Student Portfolio Report with Expanded Filter Panel

Dashboard > Performance on Tests > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Test Reason

Standards Keys

Download Student Results Print

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Benchmark Module: Writing Grade 8 Informative 1	Benchmark	8	Pre Test	1	0/10	Below Standard	10/13/2020
Benchmark Module: Writing Grade 8 Argumentative 1	Benchmark	8	Pre Test	1	6/10	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	1	2/12	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 4	Benchmark	8	Pre Test	1	4/15	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Listening 1	Benchmark	8	Pre Test	1	3/8	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 1	Benchmark	8	Pre Test	1	3/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 2	Benchmark	8	Pre Test	1	1/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 3	Benchmark	8	Pre Test	1	2/18	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 4	Benchmark	8	Pre Test	1	0/13	Below Standard	10/13/2020
Benchmark Module: ELA Grade 8 - Editing 1	Benchmark	8	Pre Test	1	3/10	Below Standard	10/13/2020

Rows per page: 10 15 Items: 1 of 2

For All Users: How to Export and Print Data for Benchmark Modules

You can export or print any report you see in the Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Reports for Benchmark Modules can be exported with item-level data.

How can I export or print a report I’m viewing for Benchmark Modules?


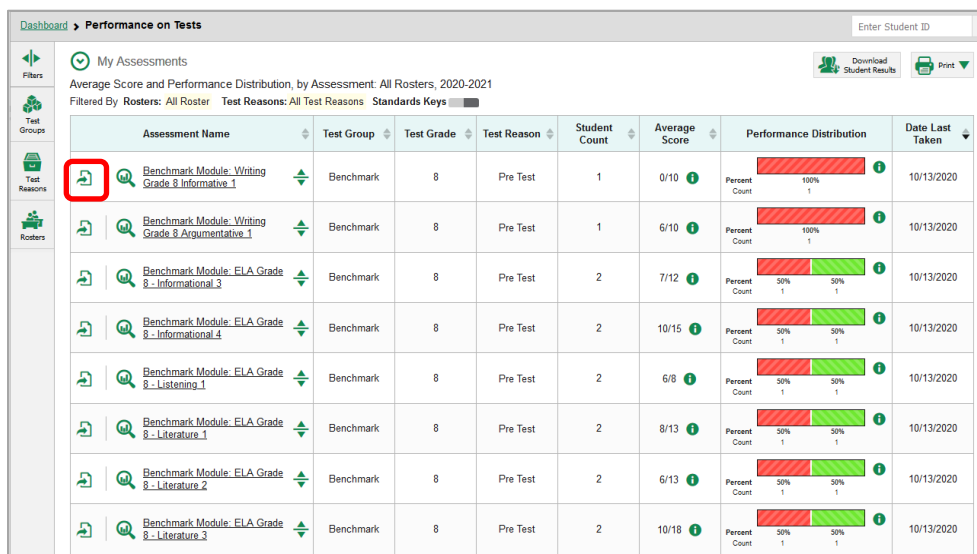
1. Click the export button  to the left of the name of the assessment whose report you wish to export (see Figure 59).

Figure 59. Teacher View: Performance on Tests Report



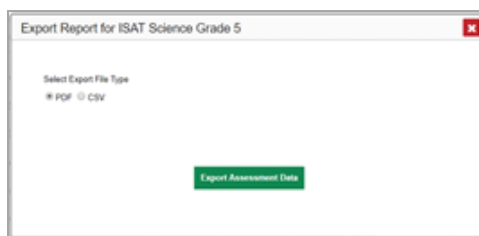
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Benchmark Module: Writing Grade 8 Informative 1	Benchmark	8	Pre Test	1	0/10	100% Percent Count: 1	10/13/2020
Benchmark Module: Writing Grade 8 Argumentative 1	Benchmark	8	Pre Test	1	6/10	100% Percent Count: 1	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	2	7/12	50% 50% Percent Count: 1 1	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 4	Benchmark	8	Pre Test	2	10/15	50% 50% Percent Count: 1 1	10/13/2020
Benchmark Module: ELA Grade 8 - Listening 1	Benchmark	8	Pre Test	2	6/8	50% 50% Percent Count: 1 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 1	Benchmark	8	Pre Test	2	8/13	50% 50% Percent Count: 1 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 2	Benchmark	8	Pre Test	2	6/13	50% 50% Percent Count: 1 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 3	Benchmark	8	Pre Test	2	10/18	50% 50% Percent Count: 1 1	10/13/2020

The **Export Report** window opens. The options in this window vary according to your user role (see Figure 60 and Figure 61).

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

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

Figure 60. Teacher View: Export Report Window

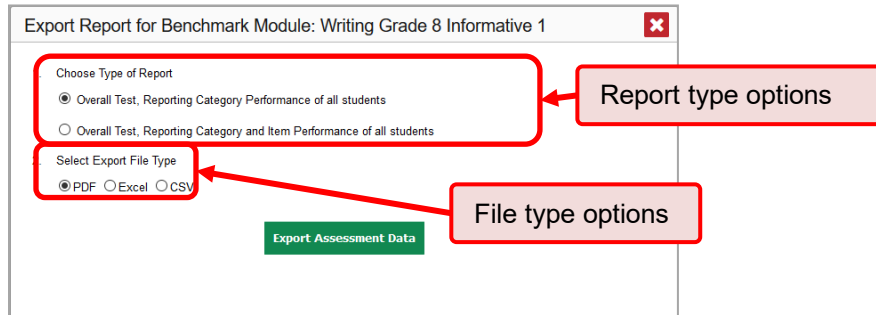


LEA-level users: Select which report to export for the assessment (see Figure 61).

To export the LEA assessment results for the assessment, mark the **Overall Performance of all my Schools** radio button.

To export school assessment 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 61. LEA-Level User View: Export Report Window



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.

Click **Export Assessment Data**. A confirmation window appears.

Click **Yes** to export or **No** to return to the **Export Report** window. When you’ve exported a file, the **Inbox** window appears with the generated file available for download

For All Users: How to Generate and Export Individual Student Reports (ISR) for Benchmark Modules

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a specific Benchmark Module. ISRs are useful for sharing performance information with students and their parents.

What does an Individual Student Report (ISR) look like for an Benchmark Module and how can I read it?

Please note: ISRs have been updated for the 2020-2021 administration and the appearance may deviate from previous years.

An Individual Student Report (ISR) is a report in PDF format that displays data on a Benchmark Module. It may consist of a single page or multiple pages. At the top of each ISR are the student name and SSID, the name of the module, LEA, and school, and any other relevant information.

ISRs also include raw scores and performance distribution for students.

- A raw score is a summary of how many points the student received based on how many questions they answered correctly.
- Performance distribution is given using standards:
 - If a student is Above Standard, the confidence range of the student’s score is above the proficiency cut score, meaning there is confidence that the student is proficient in the reporting category that was assessed.
 - If a student is At/Near Standard, the confidence range of the student’s score includes the proficiency cut score, meaning the student may or may not be proficient in the reporting category that was assessed and more investigation is needed.
 - If a student is Below Standard, the confidence range of the student’s score is below the proficiency cut score, meaning there is confidence that the student is NOT proficient in reporting category that was assessed.

The items included in a Benchmark Module have different levels of difficulty (DOK) and, therefore, may be weighted differently. Students can have the same raw score and receive different performance proficiency based on the items that were answered correctly/incorrectly. It’s important to review the individual student responses to determine individual student proficiency.

Below that is a summary of the student’s performance. Each ISR includes a comparison table showing the average performance of the LEA and/or school. Some ISRs include item-level data, scoring assertions, scoring assertion outcomes, and trend reports (Longitudinal Reports). See Figures 64 – 66.

Figure 62. Detail of Individual Student Report (ISR) for Math Benchmark Module

The screenshot shows a report for student DWZ. At the top, it displays the student's name, ID (777752755), DOB (8/12/1997), and the date the test was taken (9/17/2020). A red box highlights the 'Benchmark' section, which includes the raw score and performance distribution: 'Performance Level: Above Standard' and 'Score: 8/8'. Below this is a table titled 'How Did Your Child Perform on Each Test Question?' for the 'Benchmark Module: Math Grade 3 - Number and Operations Fractions A'. The table has three columns: 'Question #', 'Standard', and 'Earned Points Possible'. Red callouts point to specific elements: 'Item number within this topic' points to question 1, 'Reporting category' points to the 'Standard' column header, and 'Points earned out of maximum possible points' points to the 'Earned Points Possible' column. The table data is as follows:

Question #	Standard	Earned Points Possible
1	Understand a fraction as a number on the number line; represent fractions on a number line diagram. a. Represent a fraction $\frac{1}{b}$ on a number line diagram by defining the interval from 0 to 1 as the whole and partitioning it into b equal parts. Recognize that each part has size $\frac{1}{b}$ and that the endpoint of the part based at 0 locates the number $\frac{1}{b}$ on the number line.	2/2
2	Understand a fraction as a number on the number line; represent fractions on a number line diagram. b. Represent a fraction $\frac{a}{b}$ on a number line diagram by marking off a lengths $\frac{1}{b}$ from 0. Recognize that the resulting interval has size $\frac{a}{b}$ and that its endpoint locates the number $\frac{a}{b}$ on the number line.	1/1
3	Understand a fraction as a number on the number line; represent fractions on a number line diagram. b. Represent a fraction $\frac{a}{b}$ on a number line diagram by marking off a lengths $\frac{1}{b}$ from 0. Recognize that the resulting interval has size $\frac{a}{b}$ and that its endpoint locates the number $\frac{a}{b}$ on the number line.	1/1
4	Explain equivalence of fractions in real-world contexts and compare fractions by reasoning about their size. a. Understand two fractions as equivalent (equal) size, or the same point on a number line.	1/1
5	Explain equivalence of fractions by reasoning about their size. b. Understand two fractions as equivalent (equal) size, or the same point on a number line.	1/1
6	Explain equivalence of fractions by reasoning about their size. c. Understand two fractions as equivalent (equal) size, or the same point on a number line.	1/1
7	Understand a fraction as a number on the number line; represent fractions on a number line diagram by marking off a lengths $\frac{1}{b}$ from 0. Recognize that the resulting interval has size $\frac{a}{b}$ and that its endpoint locates the number $\frac{a}{b}$ on the number line.	1/1

Figure 63. Detail of Individual Student Report (ISR) for ELA Benchmark Module

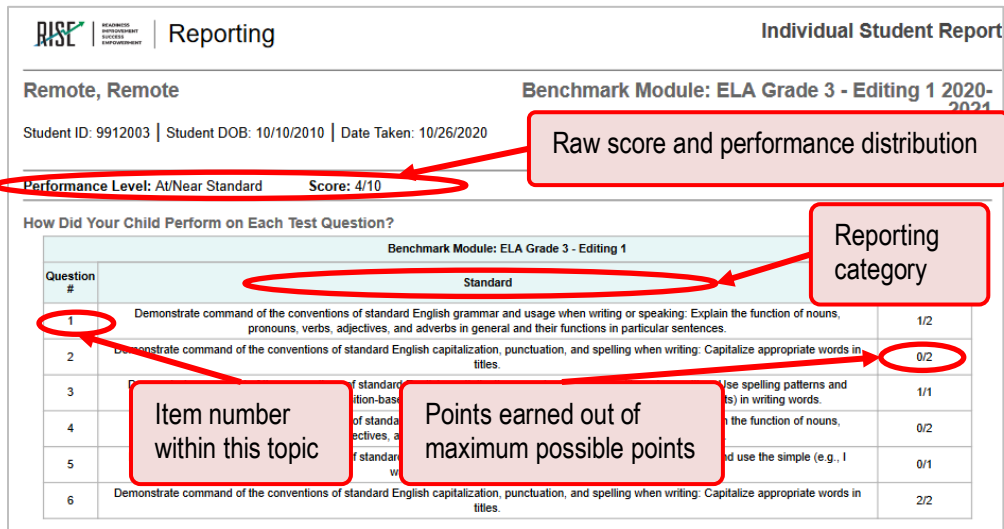
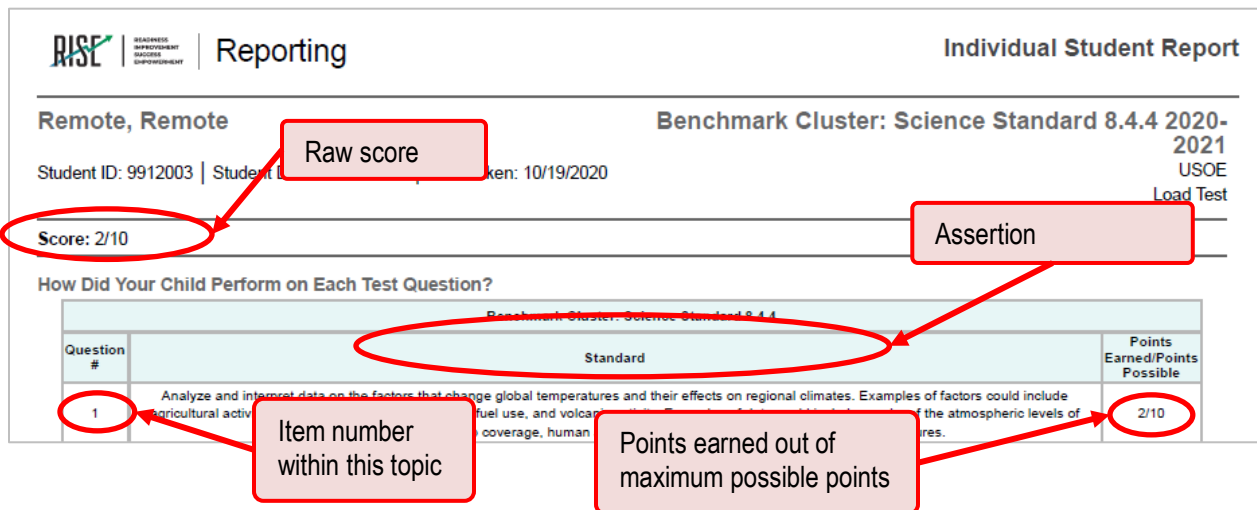


Figure 64. Detail of Individual Student Report (ISR) for Science Benchmark Module



Performance distribution is not shown in ISRs for science Benchmark Modules because it will not be available on these clusters until enough data has been collected to provide performance levels. Teachers should review reports individual student results to assess student understanding of the assertions.

How can I generate and export Individual Student Reports (ISR) for Benchmark Modules?

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

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

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button  in the upper-right corner of the page (see Figure 65).

Figure 65. Teacher View: Performance on Tests Report

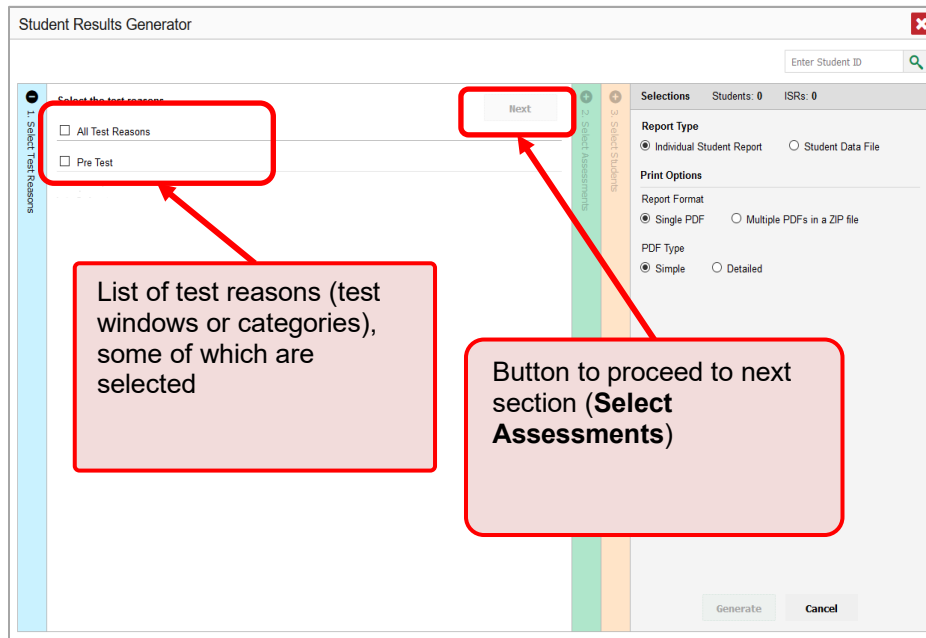
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Benchmark Module: Writing Grade 8 Informative 1	Benchmark	8	Pre Test	1	0/10	Percent Count: 100% 1	10/13/2020
Benchmark Module: Writing Grade 8 Argumentative 1	Benchmark	8	Pre Test	1	6/10	Percent Count: 100% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	2	7/12	Percent Count: 50% 1, 50% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 4	Benchmark	8	Pre Test	2	10/15	Percent Count: 50% 1, 50% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Listening 1	Benchmark	8	Pre Test	2	6/8	Percent Count: 50% 1, 50% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 1	Benchmark	8	Pre Test	2	8/13	Percent Count: 50% 1, 50% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 2	Benchmark	8	Pre Test	2	6/13	Percent Count: 50% 1, 50% 1	10/13/2020
Benchmark Module: ELA Grade 8 - Literature 3	Benchmark	8	Pre Test	2	10/18	Percent Count: 50% 1, 50% 1	10/13/2020

The **Student Results Generator** window opens (Figure 66).

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

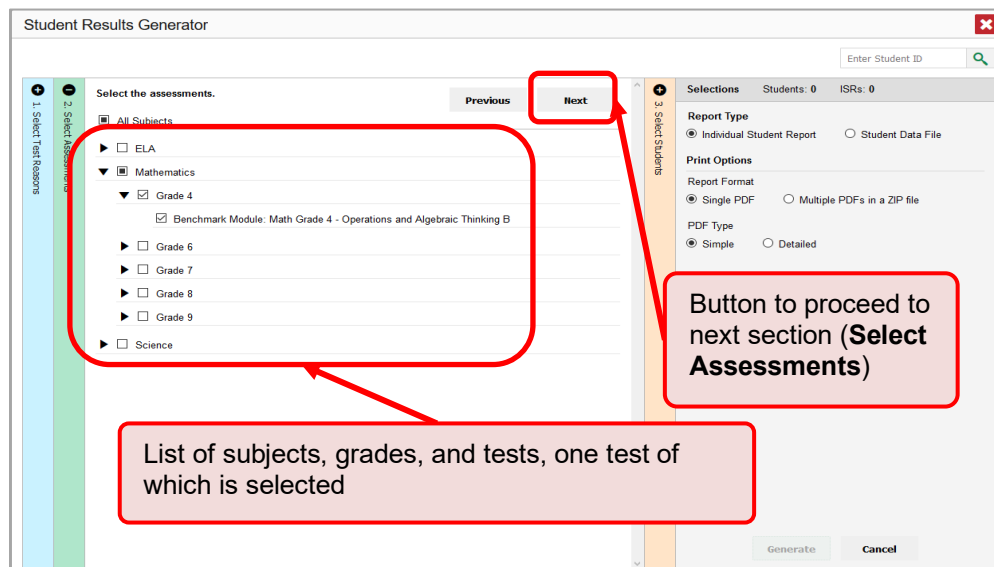
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section (Figure 66), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows (summative only) or categories for tests.

Figure 66. Student Results Generator Window: Select Test Reasons Section



- b. The Select Assessments section (Figure 67) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

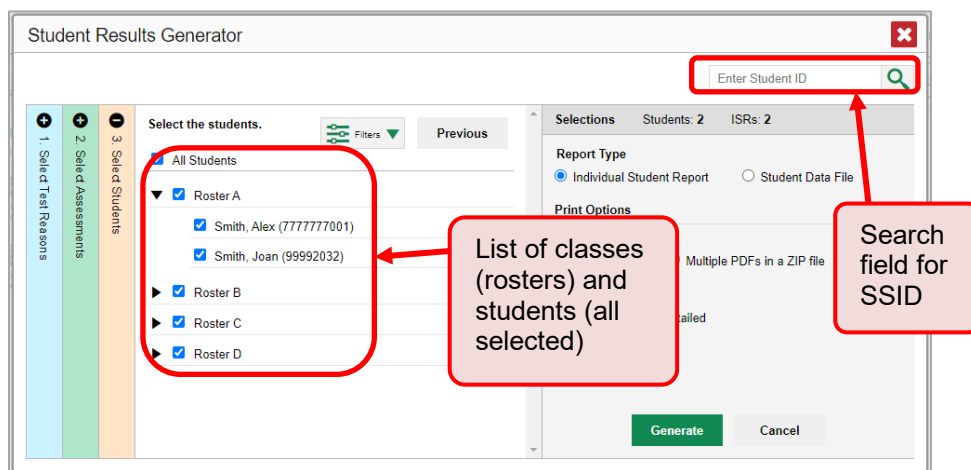
Figure 67. Student Results Generator Window: Select Assessments Section



- a. The **Select Students** section (Figure 68) contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

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

Figure 68. Teacher View: Student Results Generator Window: Select Students Section

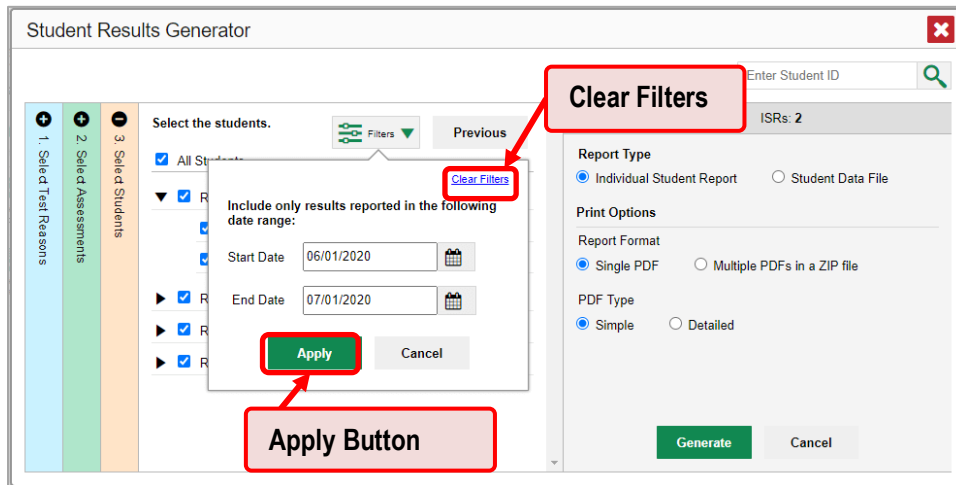


The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

Optional: To set a range of processing dates for which to generate results, use the filter menu as follows:

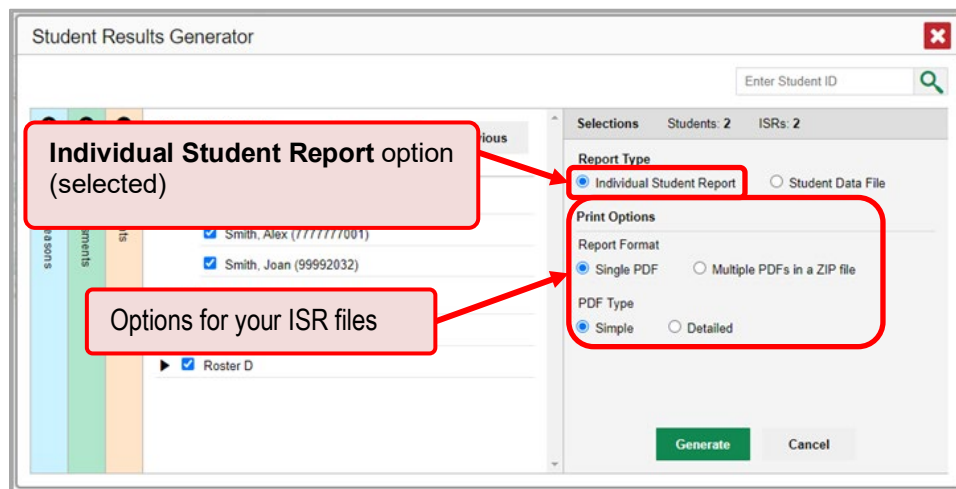
- Open the **Filters** menu . The menu displays two date fields, as in Figure 69.
- Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
- Click **Apply**. The results are filtered to include only benchmark modules processed by Reporting in that date range. Note that processing date is not always the same as the date an assessment was taken.
- Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 69. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



- 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 70).

Figure 70. School-Level User View: Student Results Generator Window: Select Students Section



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

Please Note: If a student took a Benchmark Module multiple times with different test reasons, an ISR will be generated for each Benchmark Module. If a student took a Benchmark Module multiple times with the same test reason, only the most recent Benchmark Module will be included. You can create an ISR for an older Benchmark Module by navigating directly to the report for that benchmark module.

Older Benchmark Modules are marked with numbers 1 in reports, starting with the earliest.

For All Users: How to Track Student Performance Over Time for Benchmark Modules

You can view your students’ performance over time across multiple related Benchmark Modules or across multiple completions of a single Benchmark Module. This lets you see how students’ performance has improved or declined. For Benchmark Modules, adding specific test reasons for each assessment will allow you to review longitudinal data once students have completed multiple modules or assessments. Adding test reasons is required for all RISE benchmark modules.


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

- A group of students who completed every Benchmark Module available in the report.
- An individual student.

How can I access a Longitudinal Report comparing related Benchmark Modules?

When the student(s) in your assessment results have completed multiple related Benchmark Modules, a Longitudinal Report is available in the reports for each of those Benchmark Modules.

If the student(s) in your assessment results have completed multiple related assessments, the **Build**

Longitudinal Reports button  allows you to access a Longitudinal Report in the reports for any of those assessments. If they haven’t done so, then no Longitudinal Report is available.


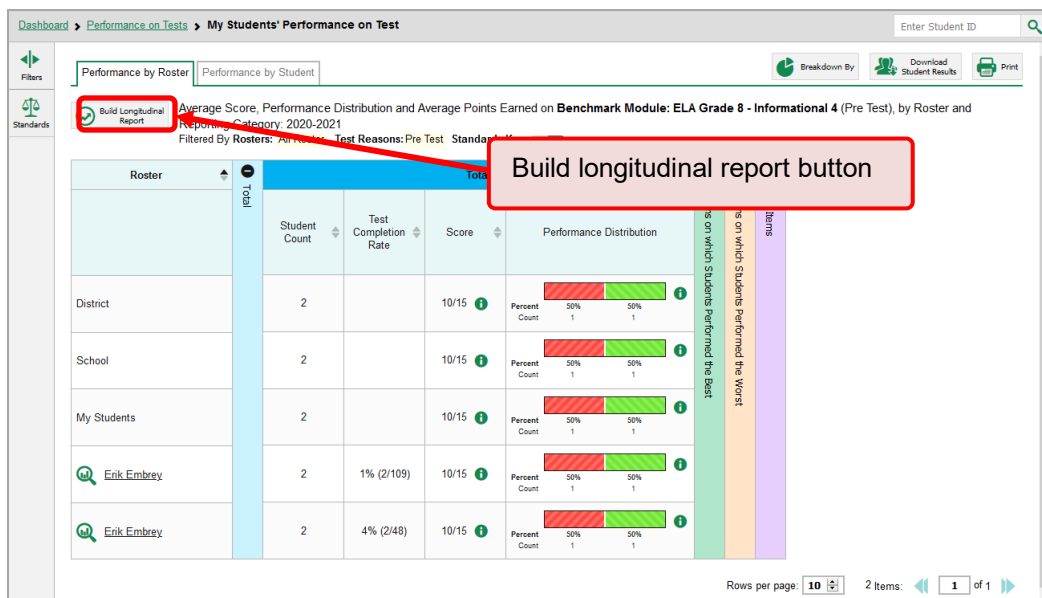
1. Above a table of assessment results, click the **Build Longitudinal Reports** button  in the upper-left corner, either directly on the page (see Figure 71) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 71. My Students’ Performance on Test Report: Performance by Roster Tab



The Longitudinal Report window appears. Depending on your role, the assessment 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 benchmark module, interim and summative assessments are available, the Progression drop-down list (see Figure 72) appears. Use it to select which assessment types to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. This drop-down list does not appear when only one assessment type is available.

Teachers only: If the assessment results you’re looking at are for multiple students, a table appears with a column for each assessment (see Figure 72). This table does not appear if you are looking at an individual student’s results.


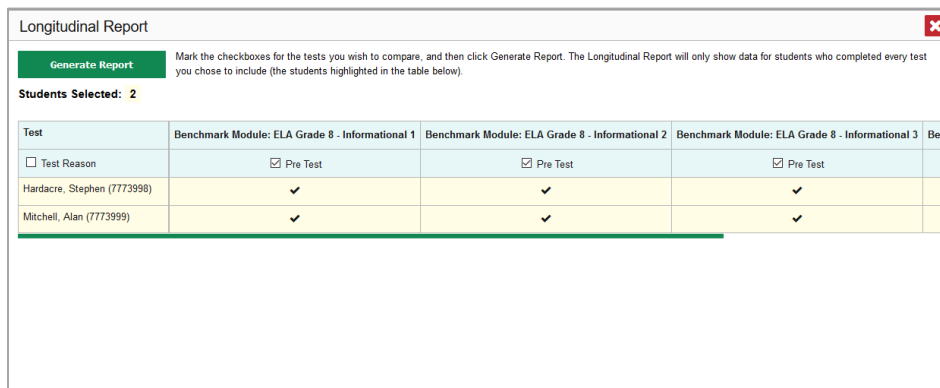
- A sub-column appears for each test reason (a category of assessment, or, for a summative, a test window).
- The cells in the columns display checkmarks  to indicate which students completed which assessment/test reason combinations.


Figure 72. Teacher View: Longitudinal Report Window: Detailed Report Options Page



The screenshot shows a window titled "Longitudinal Report" with a "Generate Report" button and a "Students Selected: 2" indicator. Below is a table with columns for "Test Reason", "Benchmark Module: ELA Grade 8 - Informational 1", "Benchmark Module: ELA Grade 8 - Informational 2", "Benchmark Module: ELA Grade 8 - Informational 3", and "Ber". The "Test Reason" column has a checkbox labeled "Pre Test". The rows for "Hardacre, Stephen (7773998)" and "Mitchell, Alan (7773999)" show checkmarks in the "Pre Test" column for all three benchmark modules, and these rows are highlighted in yellow.

Test	Benchmark Module: ELA Grade 8 - Informational 1	Benchmark Module: ELA Grade 8 - Informational 2	Benchmark Module: ELA Grade 8 - Informational 3	Ber
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Pre Test	<input checked="" type="checkbox"/> Pre Test	<input checked="" type="checkbox"/> Pre Test	
Hardacre, Stephen (7773998)	✓	✓	✓	
Mitchell, Alan (7773999)	✓	✓	✓	

- Mark the checkbox for each assessment/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 assessments that will be included are highlighted in yellow.

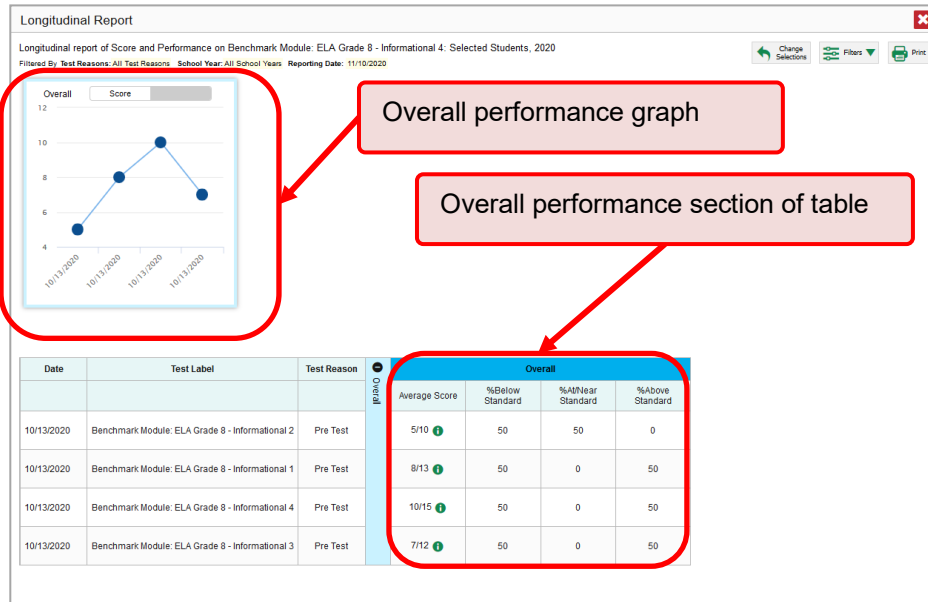
If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

How can I view students’ overall performance data on the Benchmark Modules over time?

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 73). It shows the scores or performance levels of the student(s) each time they took the benchmark module(s).

Score data are plotted along a line.

Figure 73. Longitudinal Report Window: Benchmark Module Report

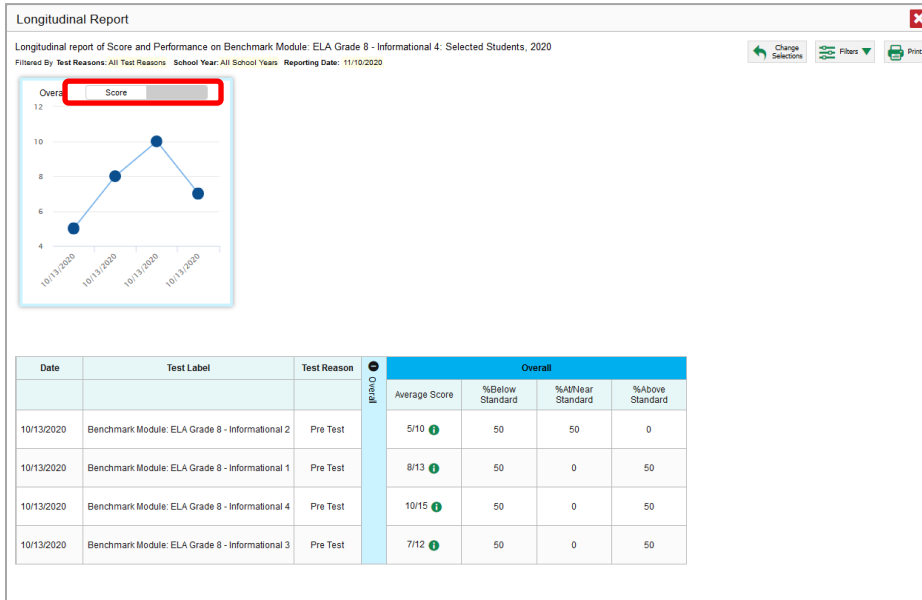


Performance level data are shown either the same way or, for multiple students, in performance distribution bars. Hover over the data points in a line graph or the sections in a bar to get more information.

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

When a graph offers both score and performance level data, a toggle bar appears at the top of it (see Figure 74). Click the toggle bar 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 an assessment includes only one type of data.

Figure 74. Longitudinal Report Window: Benchmark Module Report



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

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

How can I show some Benchmark Modules and not others in the report for Benchmark Modules?

You may want to filter a Longitudinal Report in order to focus on some benchmark modules and not others. For example, you may want to narrow the report down by test reason to show only Benchmark Modules taken in the fall or winter. Or you may find that certain assessments are less relevant than others and want to hide them.


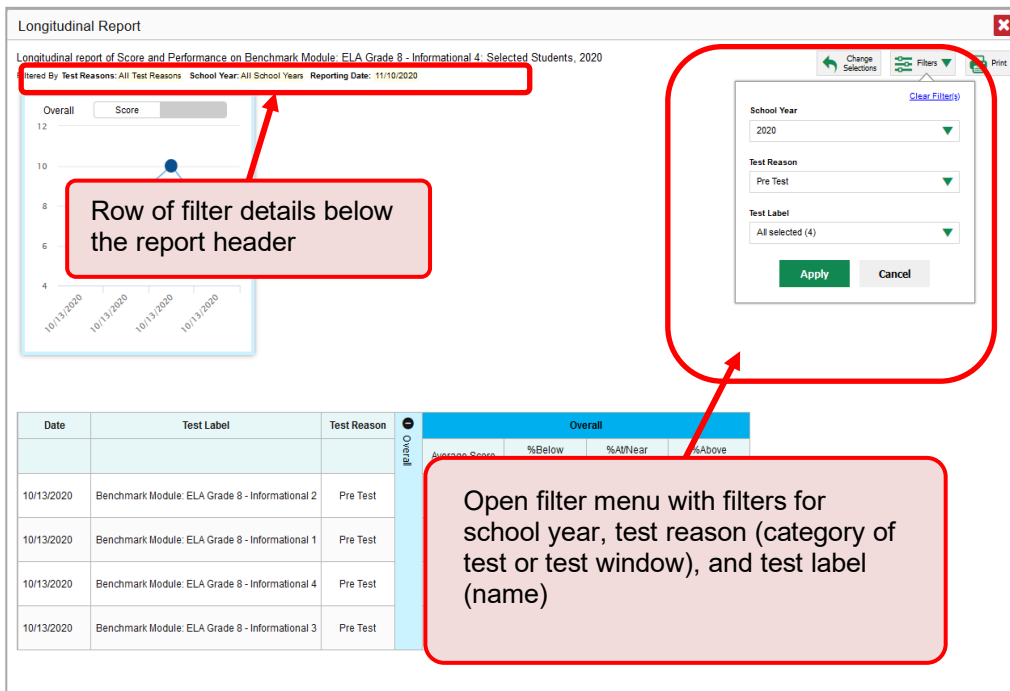
1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see Figure 75).

Figure 75. Longitudinal Report Window: Report for Single Student with Multiple Reporting Categories and Expanded Filter Menu



Longitudinal Report

Longitudinal report of Score and Performance on Benchmark Module: ELA Grade 8 - Informational 4: Selected Students, 2020

Filtered By: Test Reasons: All Test Reasons School Year: All School Years Reporting Date: 11/10/2020

Overall Score

Row of filter details below the report header

Open filter menu with filters for school year, test reason (category of test or test window), and test label (name)


Date	Test Label	Test Reason	Overall
10/13/2020	Benchmark Module: ELA Grade 8 - Informational 2	Pre Test	Average Score %Below %At/Near %Above
10/13/2020	Benchmark Module: ELA Grade 8 - Informational 1	Pre Test	
10/13/2020	Benchmark Module: ELA Grade 8 - Informational 4	Pre Test	
10/13/2020	Benchmark Module: ELA Grade 8 - Informational 3	Pre Test	

- You may want to filter by a particular school year or years. Note that years are not calendar years. “2020” refers to the 2020–2021 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade assessments.

- If the report includes benchmark module, interim, and/or summative assessments, you may wish to filter by a test reason (a category of assessment), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only assessments taken in the fall since interim assessments are not available once the spring assessment window opens.
- Finally, you may find that certain individual assessments are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the assessments you don't want to see.

2. Click **Apply**.

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

A row of filter details appears below the report header, as in Figure 75, showing the test reasons and school years included in the report.

For All Users: How to View Results Broken Down by Demographic Sub-Groups for Benchmark Modules


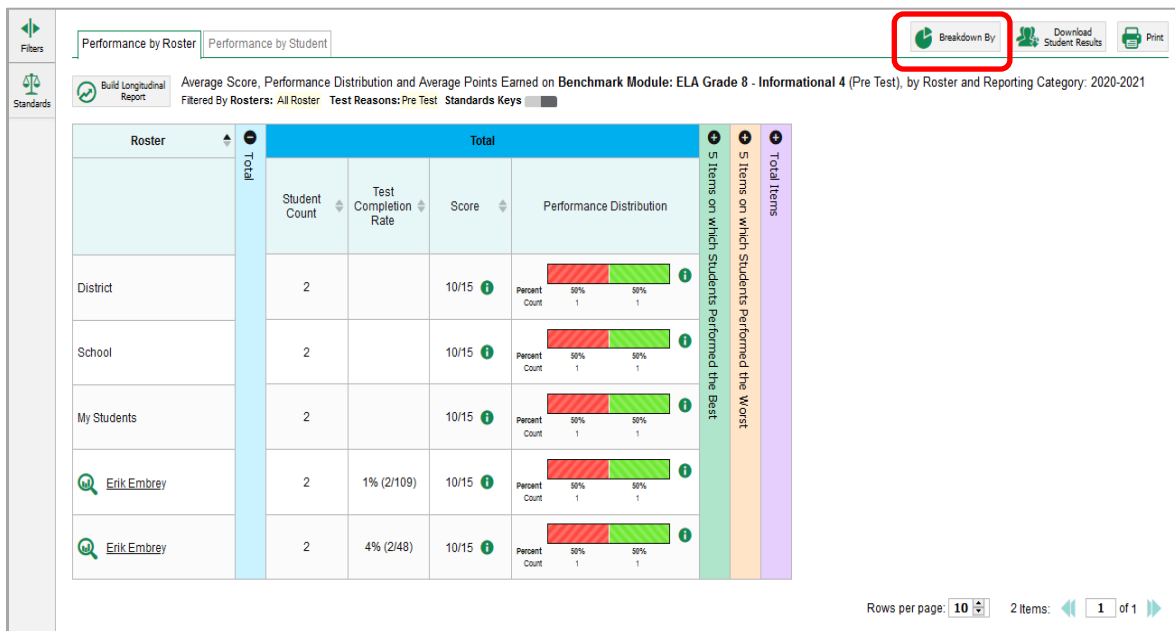
You can use the **Breakdown By** button  at the upper-right corner of an assessment report (see Figure 76) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 76. My Students' Performance on Test Report: Performance by Roster Tab



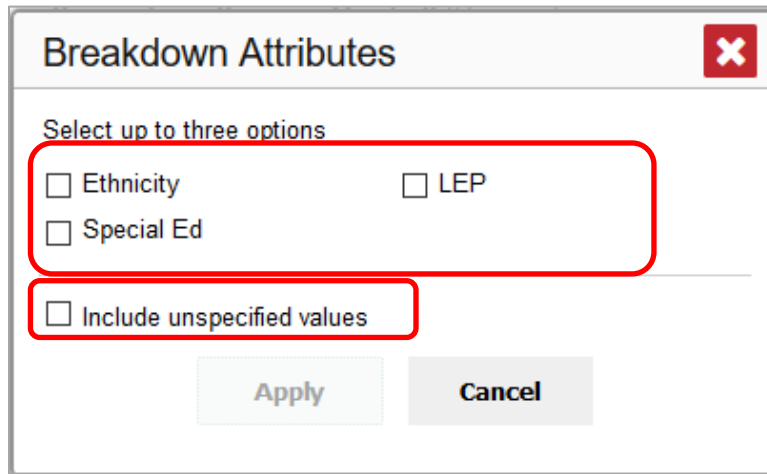
How can I view results broken down by demographic sub-groups for Benchmark Modules?

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

1. Click **Breakdown By** at the upper-right corner (see Figure 76).

The **Breakdown Attributes** window opens (see Figure 77).

Figure 77. My Students’ Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

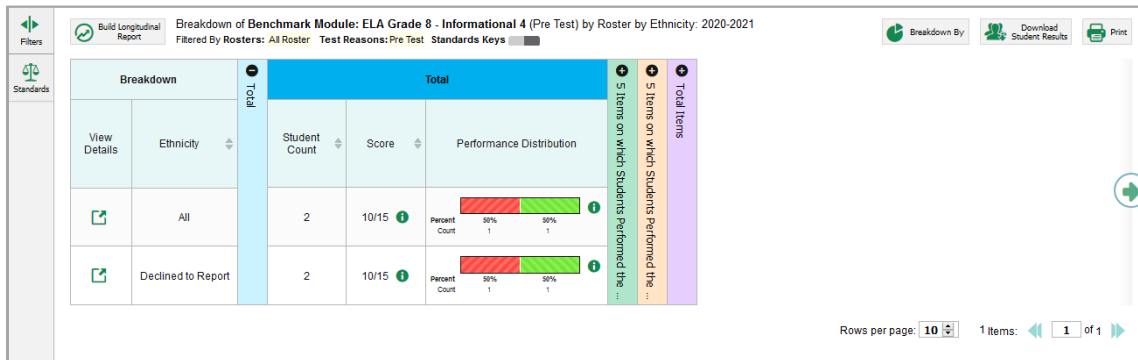
There is also an **Include unspecified values** checkbox, explained below:

Some students who complete assessments 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 78).

Figure 78. Demographic Breakdown of a My Students’ Performance on Test Report

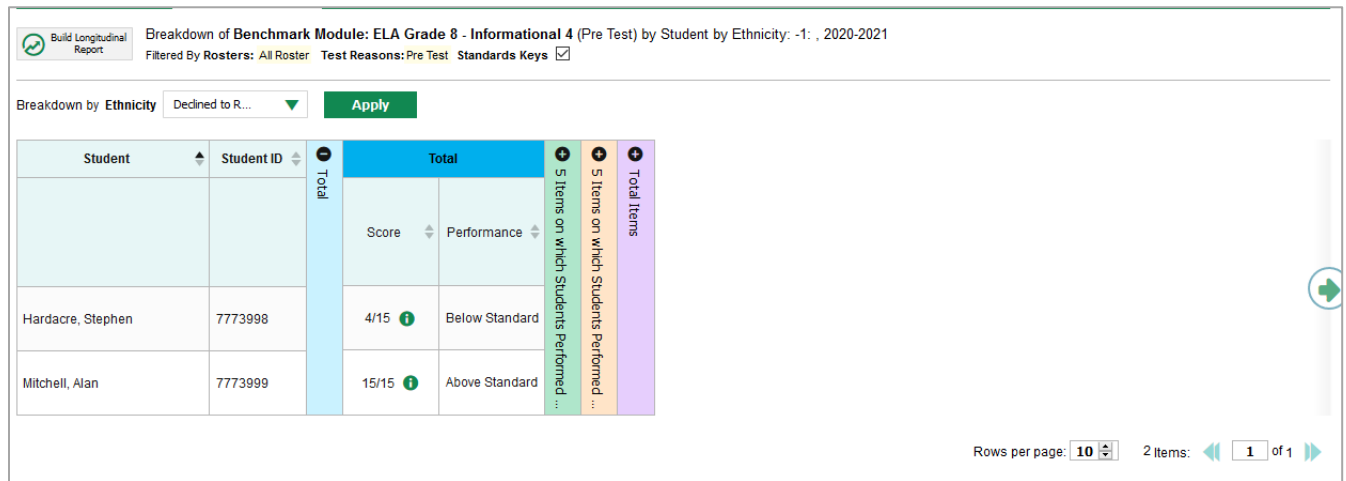


How can I view results for a specific demographic sub-group or combination for Benchmark Modules?

When viewing 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.



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 79).

Figure 79. Demographic Combination Breakdown Window (from My Students’ Performance on Test Report)



Build Longitudinal Report Breakdown of Benchmark Module: ELA Grade 8 - Informational 4 (Pre Test) by Student by Ethnicity: -1: , 2020-2021
 Filtered By Rosters: All Roster Test Reasons: Pre Test Standards Keys

Breakdown by Ethnicity: Declined to R...

Student	Student ID	Total	Total		5 Items on which Students Performed ...	5 Items on which Students Performed ...	Total Items
			Score	Performance			
Hardacre, Stephen	7773998		4/15 	Below Standard			
Mitchell, Alan	7773999		15/15 	Above Standard			

Rows per page: 10 2 Items: 1 of 1

At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed. You can use this window to get an in-depth look at specific groups of students. For example, you may want to compare assessment scores for females in third grade among classes in the school or among schools in the LEA.

For All Users: How to Generate and Export Benchmark Module Student Data Files


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

The items included in a Benchmark Module have different levels of difficulty (DOK) and, therefore, may be weighted differently. Students can have the same raw score and receive different performance proficiency based on the items that were answered correctly/incorrectly. It's important to review the individual student responses to determine individual student proficiency.

How can I generate and export Benchmark Module student data files?

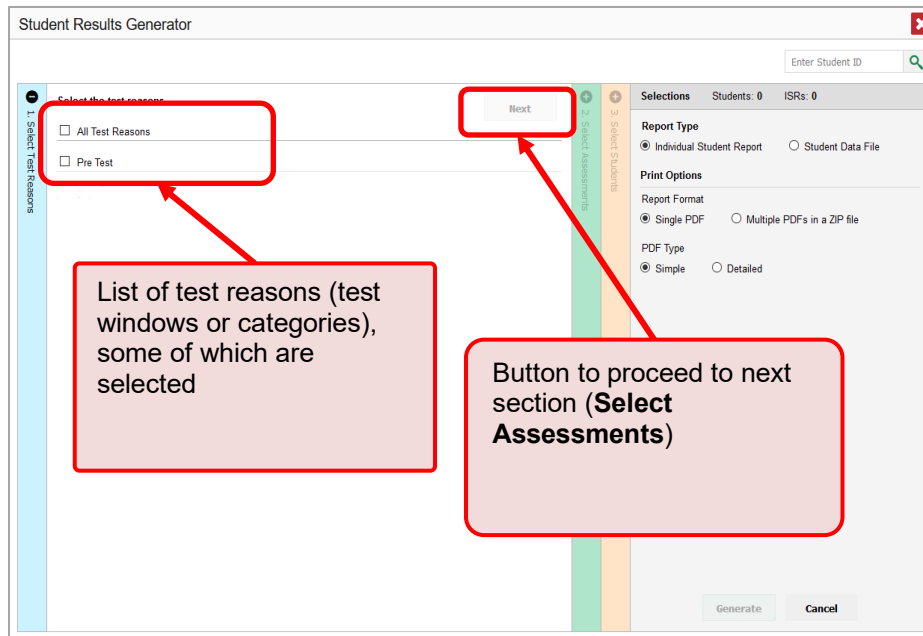
To generate and export a student Benchmark Module data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files. Because the process for generating a student data file is much the same as for generating ISRs, this section makes reference to the steps and figures in the previous section.

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

1. Click the student results button  in the upper-right corner of the. The **Student Results Generator** window opens.

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

Figure 80. Student Results Generator Window: Select Test Reasons Section

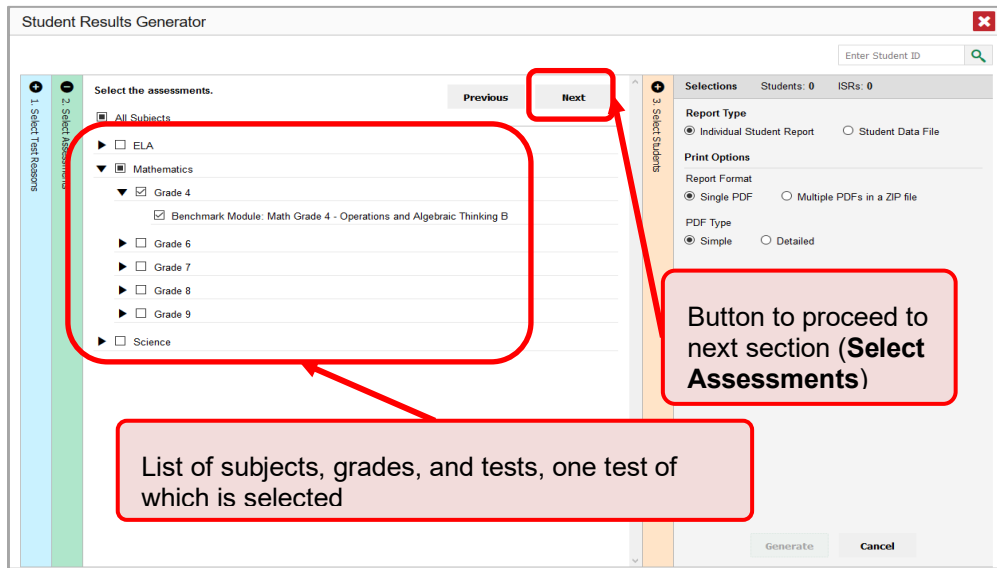


2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you may make selections: first test reasons, then assessments, then students.

In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories used to classify assessments for reporting purposes. They typically indicate the timeframe in which assessments were taken, and they're a good way to organize assessment results into groups.

- a. The expandable sections to the right are now populated with only the assessments and students available for your test reason selections.
- b. The **Select Assessments** section groups modules by subject and grade. Mark the checkboxes beside the benchmark modules or groups of modules you want to include in the report, or mark **All Assessments**.

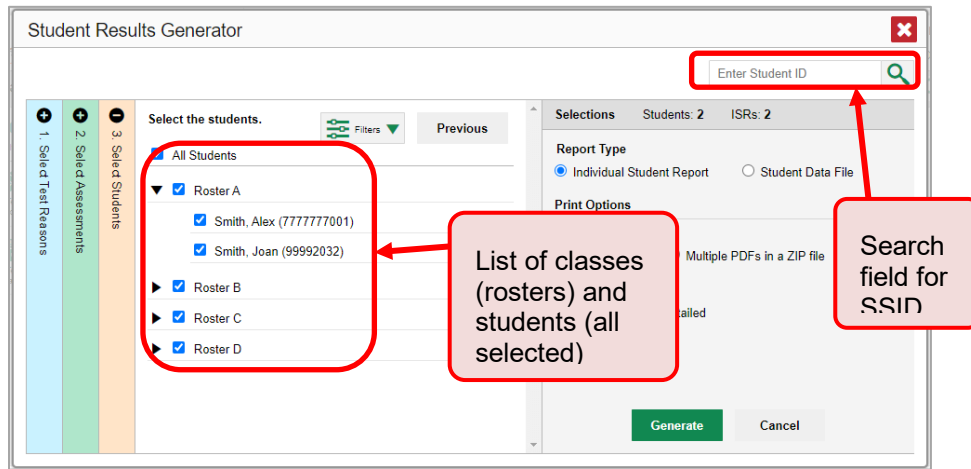
Figure 81. Student Results Generator Window: Select Assessments Section




- c. The **Select Students** section contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
 - Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

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

Figure 82. Teacher View: Student Results Generator Window: Select Students Section

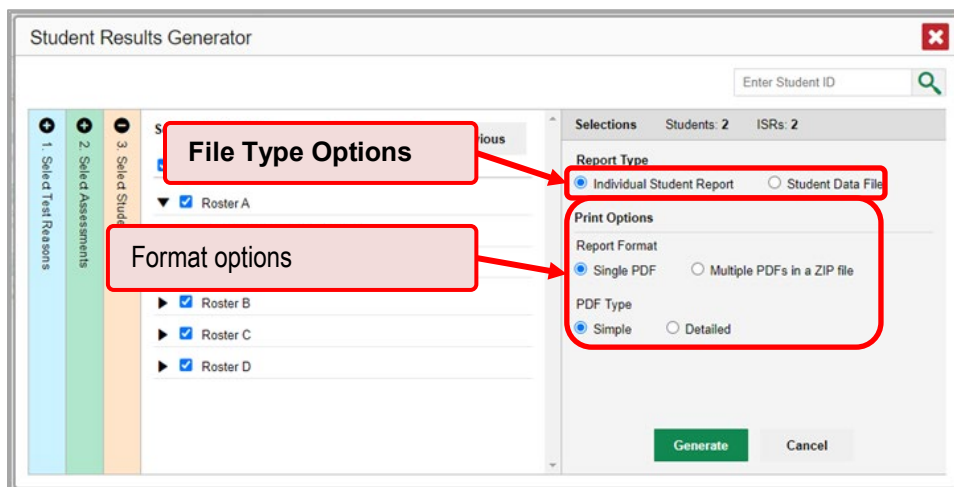


d. *Optional:* To set a date range for which to generate results, use the filter menu as follows:

- i. Click the filter menu button . The filter menu opens, displaying two date fields (see Figure 71 on page 58).
- ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
- iii. Click **Apply**.
- iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

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 (Figure 83).

Figure 83. School-Level User View: Student Results Generator Window: Select Students Section



4. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
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.

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

Note that if a student took a module multiple times, the files will include each assessment. If a student took a benchmark module multiple times with the same test reason, only the most recent benchmark module will be included. You can create an ISR for an older benchmark module by navigating directly to the report for that benchmark module.

For All Users: How to Compare Students’ Benchmark Module Data with Data for Your LEA, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your LEA, school, and/or total students.

How can I compare my students’ performance on Benchmark Modules with that of my LEA and/or school?

On the dashboard that appears when you log in, click  to the right of a module name (see Figure 84).


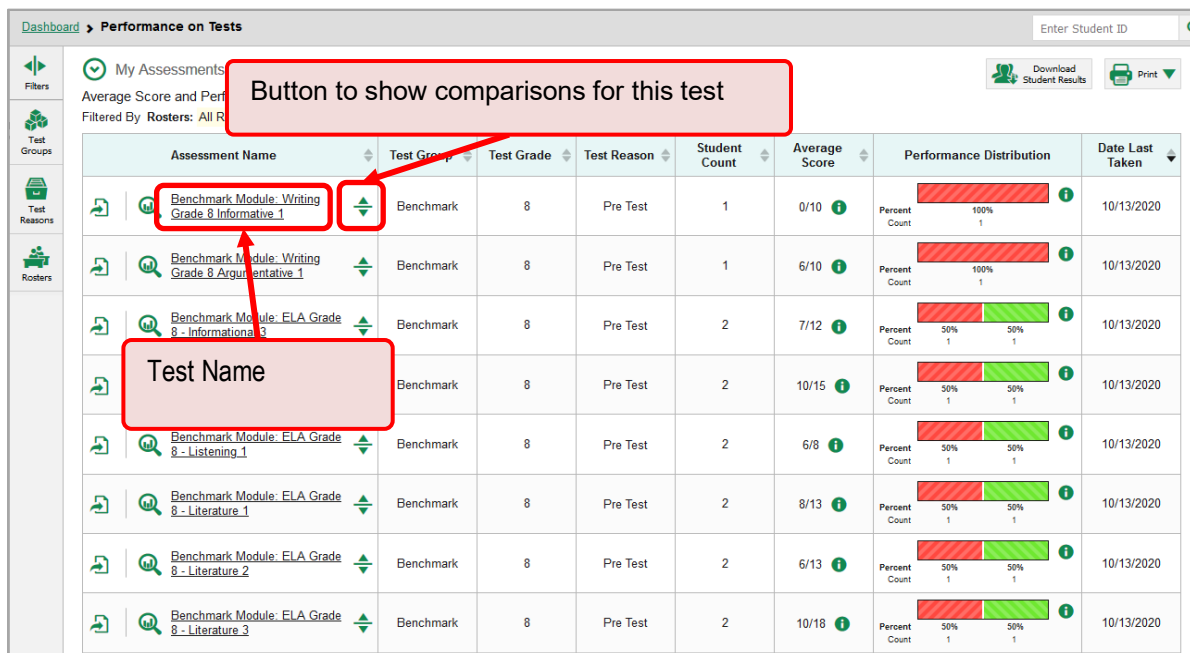
In the Performance on Tests report (see Figure 84), click  to the right of a benchmark module name.

Figure 84. Teacher View: Performance on Tests Report



Rows containing data for the state, LEA, and/or school appear below, as in Figure 85.

Figure 85. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Assessment Name	Level	Grade	Test Reason	Count	Score	Percent	Percent Count	Date
Benchmark Module: Writing Grade 8 - Informative 1	Benchmark	8	Pre Test	1	0/10	0%	1	10/13/2020
Benchmark Module: Writing Grade 8 - Argumentative 1	Benchmark	8	Pre Test	1	8/10	80%	1	10/13/2020
Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	2	7/12	58%	1	10/13/2020
District Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	2	7/12	58%	1	—
School Benchmark Module: ELA Grade 8 - Informational 3	Benchmark	8	Pre Test	2	7/12	58%	1	—
Benchmark Module: ELA Grade 8 - Informational 4	Benchmark	8	Pre Test	2	10/15	67%	1	10/13/2020
Benchmark Module: ELA Grade 8 - Listening 1	Benchmark	8	Pre Test	2	6/8	75%	1	10/13/2020

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

How can I compare a student’s performance on any of their Benchmark Modules with that of my LEA, school, and/or total students?

In the Student Portfolio Report, you can compare a student’s performance on any Benchmark Module with that of your LEA, school, and/or total students. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click (Figure 86). 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 86. Teacher View: Performance on Tests Report

The screenshot shows the 'Performance on Tests' dashboard. At the top right, there is a search field labeled 'Enter Student ID' with a magnifying glass icon. Below this is a table of assessments. A red box highlights the search field. Another red box highlights a student's name and SSID in the 'My Students' table at the bottom. The table columns include Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken.

2. Click to the right of an assessment name (see Figure 87).

Figure 87. Student Portfolio Report

The screenshot shows the 'Student Portfolio Report' interface. A table of assessments is displayed. A red box highlights a magnifying glass icon next to the assessment name 'Benchmark Module: Writing Grade 8 Informative 1'. The table columns include Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken.

Rows containing data for your state, LEA, school, and/or total students appear below, as in Figure 88.

Figure 88. Student Portfolio Report with Expanded Comparison Rows





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

Frequently Asked Questions for Benchmark Module Reports

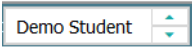
What does it mean when a Benchmark Module student writing response contains highlighted text?

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

How can I navigate to other Benchmark Module 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 can I view another student’s response to the current Benchmark Module item?

If you have accessed the student’s response from a benchmark assessment 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 does it mean when a Benchmark Module 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 module.

Interim Assessments

For All Users: How to Set Up Interim Reports So They Make Sense

There are three ways of setting up reports for your Interim assessments. You will assign test reasons to assessments, filter by test reason, and filter by standard.

How to Assign Test Reasons to Interim Assessments

Test reasons are categories used to classify assessments for reporting purposes. They typically indicate the timeframe in which interim assessments were taken, and they’re a good way to organize assessment results into groups.

For Interim assessments, test reasons must 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 assessment after the assessment is completed. Assigning test reasons is required when administering Interim assessments.

How can I change a previously assigned Interim Assessment test reason in the Reporting System?

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see Figure 19). The **Test Reason Manager** window opens (see Figure 20).

Figure 89. Teacher View: Detail of Banner with Expanded My Settings Menu

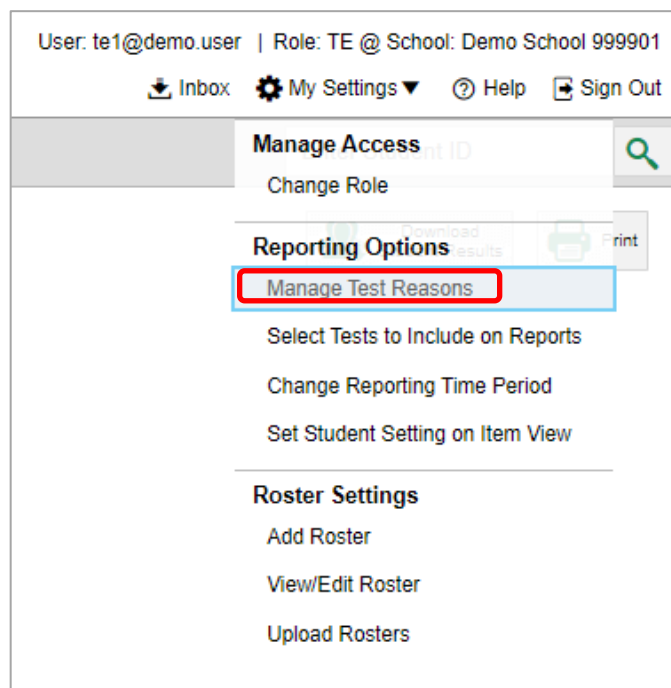
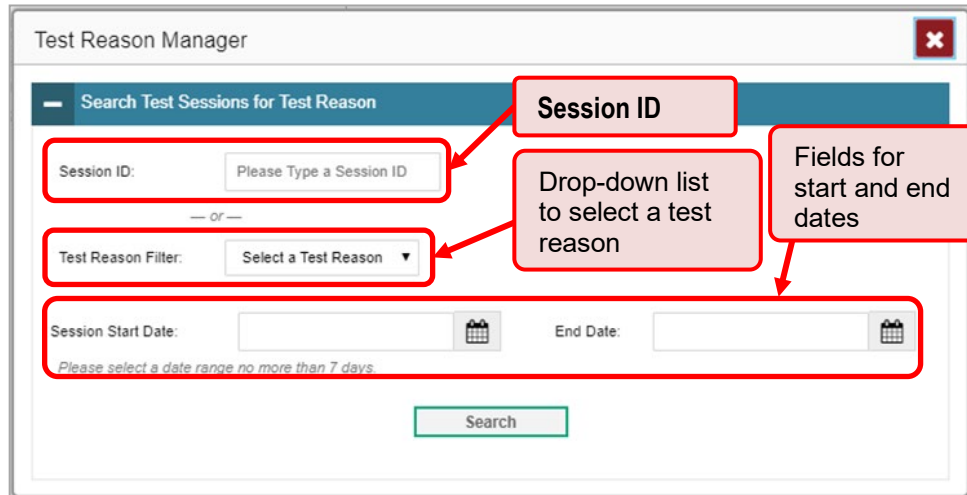


Figure 90. Test Reason Manager Window



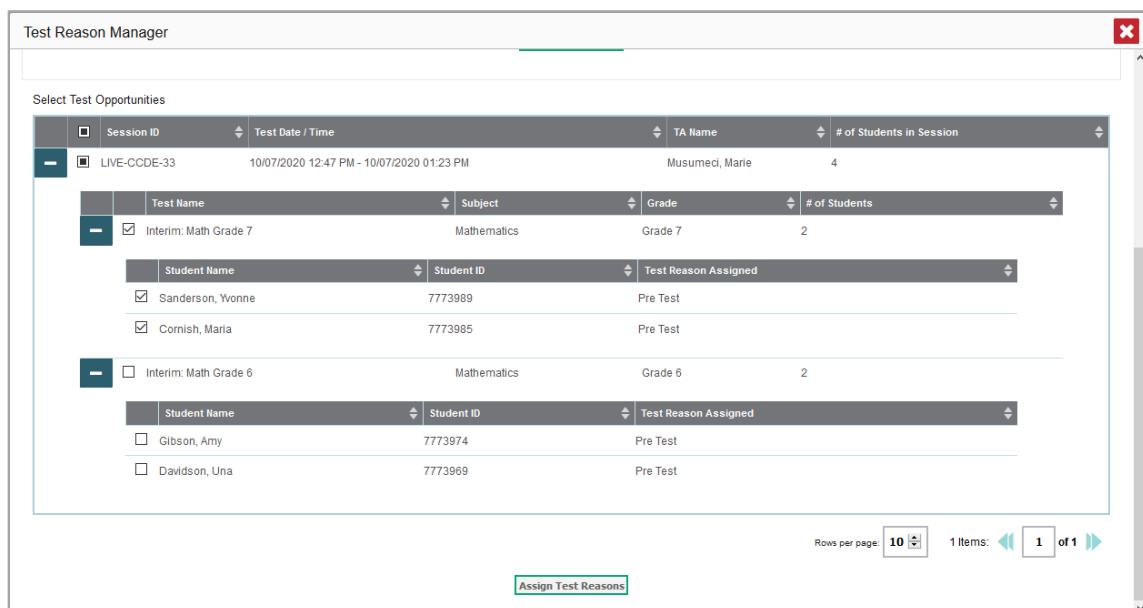
- To search for the interim assessments you wish to categorize, do either of the following (see Figure 20):

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

- Click **Search**.

- A list of retrieved interim assessment sessions appears in the section *Select Test Opportunities* (see Figure 21). You can click the **+** buttons to expand the list of interim assessments in each session and the list of students who completed each interim assessment. To navigate through a long list, use the controls in the upper-right and lower-right corners.

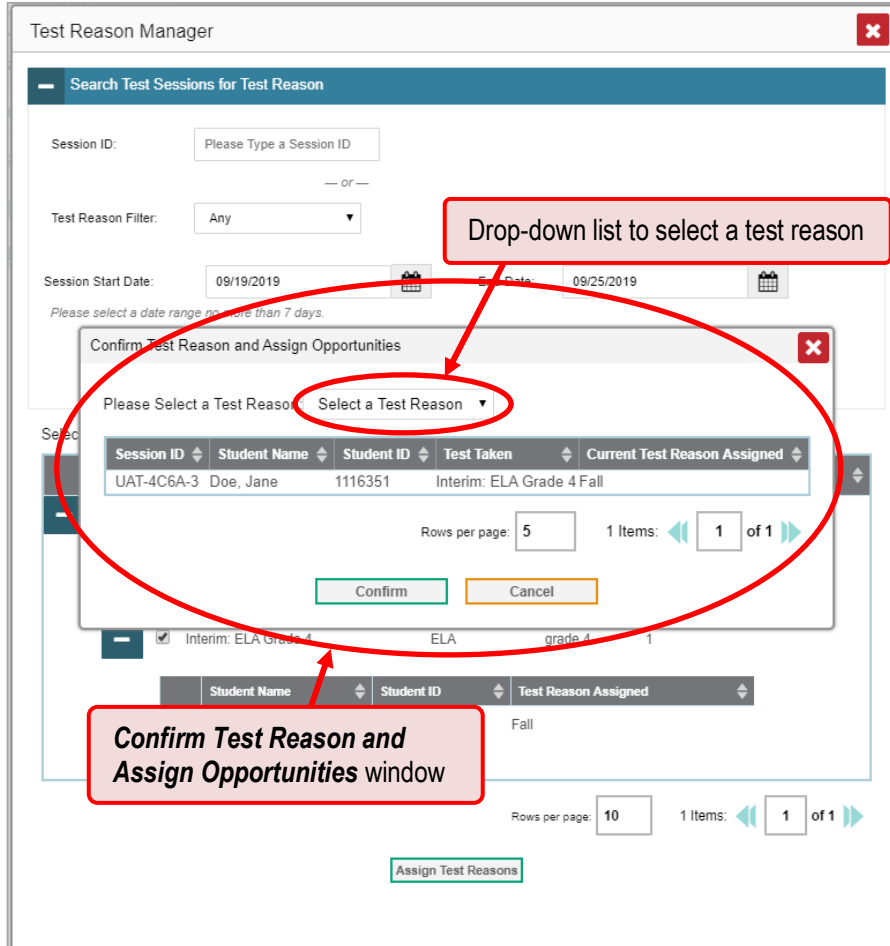
Figure 91. Test Reason Manager Window: Select Test Opportunities



- Mark the checkboxes for each session or assessment, that you wish to assign to a test reason. Please note: test reasons are required for all RISE assessments.

7. Click **Assign Test Reasons** below the list of retrieved sessions.
8. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm** (see Figure 92).

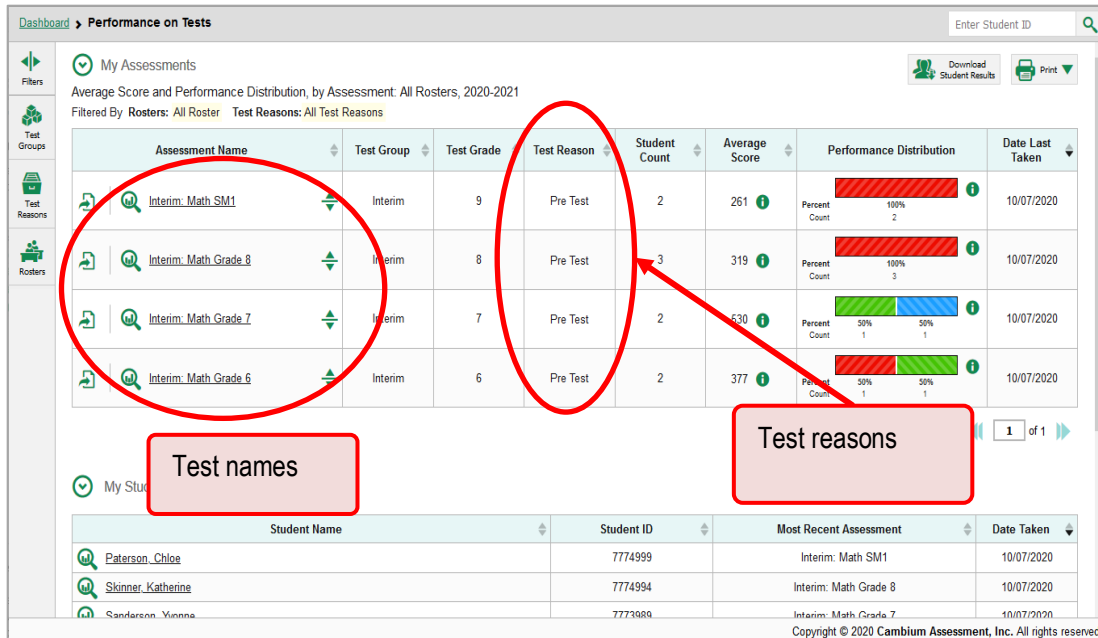
Figure 92. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason for Interim Assessments

Test reasons are categories used to classify assessments for reporting purposes. They can indicate a timeframe of if they are pre- or post-unit assessments (see Figure 93).

Figure 93. Teacher View: Dashboard



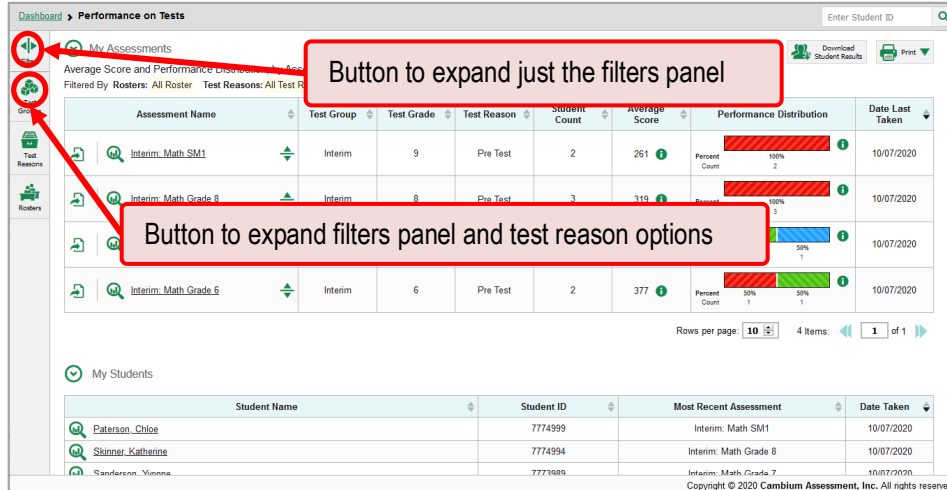
When your assessments have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Winter and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards for teachers as well as for school- and LEA-level users.

How can I filter reports by test reason for Interim Assessments?

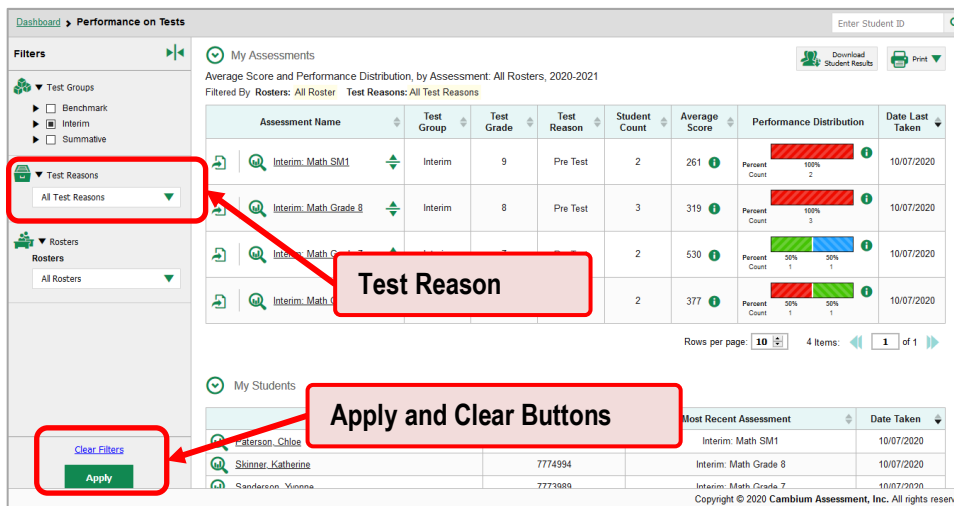
- On the left side of the dashboard, click either the expand button or the test reason button (see Figure 94). The filter panel expands.

Figure 94. Teacher View: Dashboard



- Make a selection from the drop-down list in the **Test Reasons** section (see Figure 95).

Figure 95. Teacher View: Performance on Tests Report with Expanded Filters Panel



- Click **Apply**. The report updates to show only data for that test reason.
- 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 shows the test reason selected, if any.

How to Filter Item-Level Data on Interims Assessments by Standards and Standard Categories

An educational standard describes the skill the item measures.

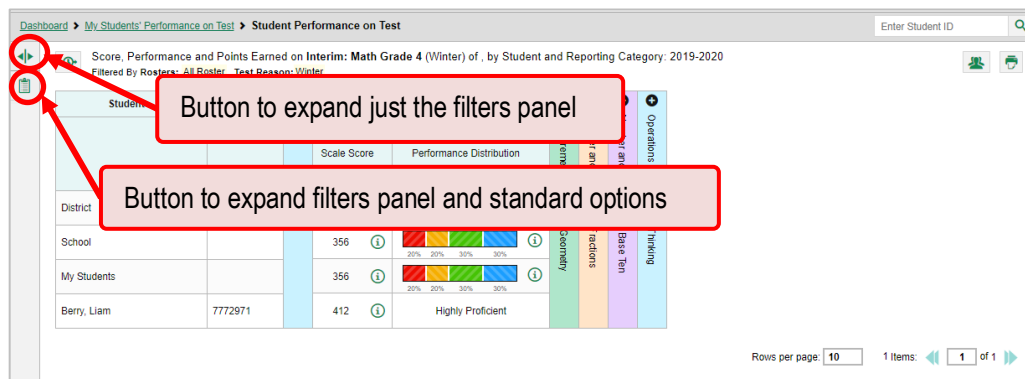
You may want to see how your students performed on a specific standard or category of standards. In certain reports for Interim assessments, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don't filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students' abilities better.

Standard filters are available in any report showing item-level data for a specific Interim assessment. The available standards vary by assessment.

How can I filter reports by standards or standard categories on Interim assessments?

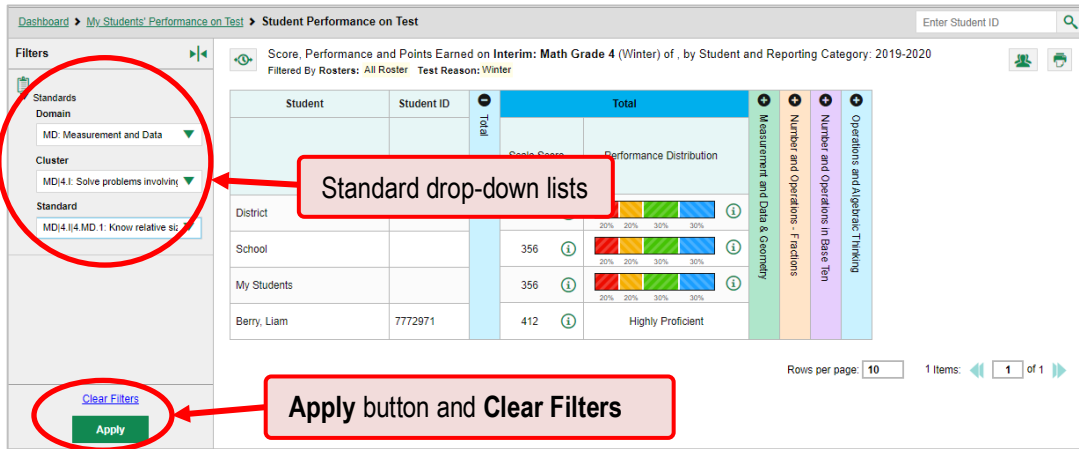
1. On the left side of the page, click either the expand button or the standard button (see Figure 96). The filter panel expands.

Figure 96. My Students' Performance on Interim Assessment Report: Performance by Roster Tab



2. Use the drop-down list in the **Standards** section to select a top-level standard category. An additional drop-down list appears (see Figure 97).
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 97. My Students’ Performance on Interim Assessment Report: Performance by Roster Tab with Expanded Filter Panel



4. Click **Apply**. The selected report updates to show only the items that belong to those standards.
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.

How to Navigate Reports for Interim Assessments

Teachers and School-Level Users: Viewing Student-Level Data at Roster Level for Interim Assessments

Teachers and School-level users can view all student data at the roster level for the Interim assessments. Instructions for how to do this are below.

How can I view a list of all my students and their performance on an Interim assessment?

The **Performance by Student** tab (see Figure 98) displays the Interim assessment results for each of your students across 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 the Interim assessment (or beside it) in the table at the top of the page.
- In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows show aggregate performance data for your LEA, school, and/or average for your students.

Figure 98. My Students’ Performance on Interim Assessment Report: Performance by Student Tab

The screenshot shows a web interface for viewing student performance. The breadcrumb trail is: Dashboard > District Performance on Test > School Performance on Test. The main title is 'Performance by Student'. Below this, there is a table with columns for 'Student ID', 'Total', 'Scale Score', 'Performance Distribution', and subject-specific categories like 'Measurement and Data & Geometry', 'Number and Operations - Fractions', and 'Operations and Algebraic Thinking'. The table lists data for District, School, and individual students (Berry, Cameron, Dickens, Over).

Callout boxes provide the following explanations:

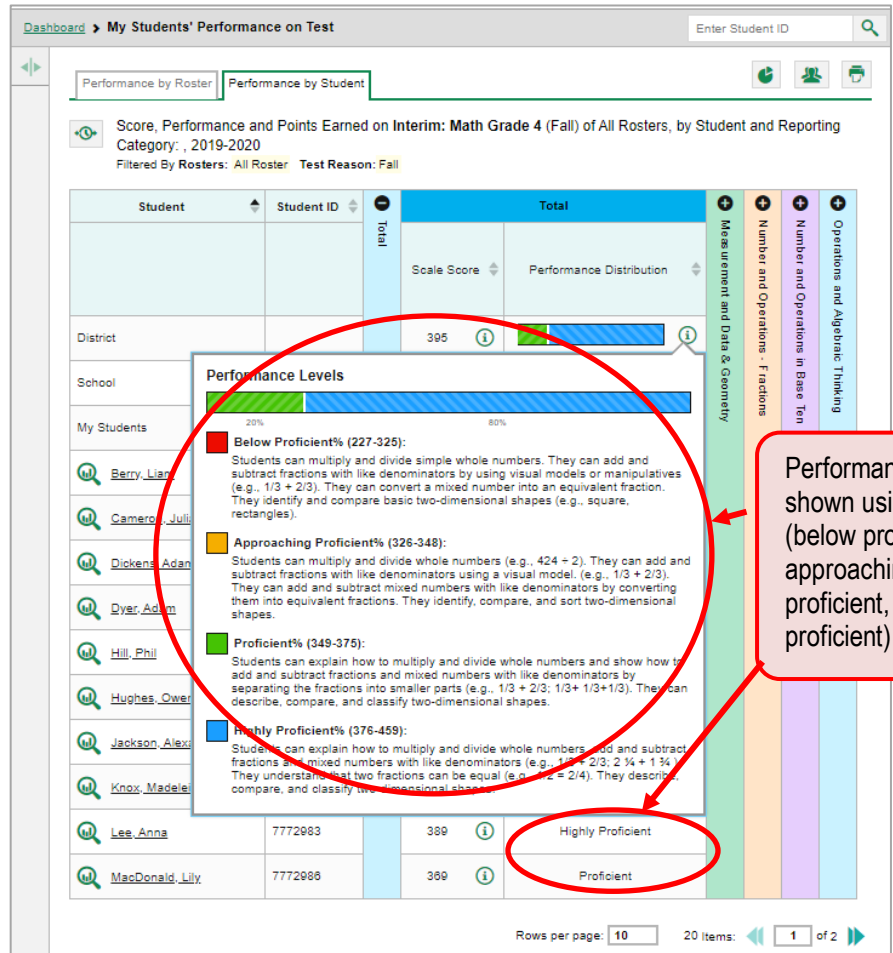
- Average scores (scale scores) and performance distributions for the LEA, school, and total students:** Points to the 'Total' column and the 'Scale Score' and 'Performance Distribution' columns for the District and School rows.
- Score and performance column headers (click to sort):** Points to the 'Scale Score' and 'Performance Distribution' column headers.
- Student names and IDs:** Points to the 'Student ID' column and the student names in the first column.
- Student scores (scale scores) and performance levels (below proficient, approaching proficient, proficient, highly proficient):** Points to the 'Scale Score' and 'Performance Distribution' columns for individual students.

Student ID	Total	Scale Score	Performance Distribution
District	395	395	20% 80%
School	206	206	20% 80%
Berry, Liam	7772971	429	Highly Proficient
Cameron, Julian	7772984	373	Proficient
Dickens, Adam	7772976	415	Highly Proficient
Over, Adam	7772975	406	Highly Proficient

Interim assessments cover multiple reporting categories; as a result, the following is shown in the Reporting System for Interim assessments:

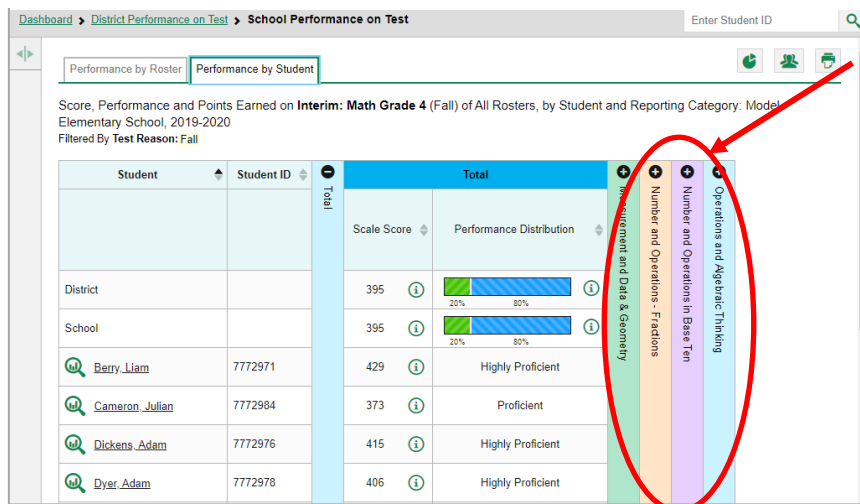
- Scores are shown as scale scores; a scale score makes it possible to compare one student’s score to another student’s score, even if they didn’t respond to the same questions.
- Performance distribution is given using proficiency (see Figure 98 on the following page). Proficiency levels describe how your student applied the content-specific knowledge and skills outlined in the Utah Core State Standards demonstrated in Utah’s statewide assessment.
 - Below Proficient
 - Performs significantly below grade-level standard
 - Able to partially access grade-level content
 - Engages higher-order thinking skills with extensive support
 - Approaching Proficient
 - Performs slightly below grade-level standards
 - Likely able to access grade-level content
 - Engages in some independent higher-order thinking with support
 - Proficient
 - Performs at grade-level standard
 - Able to access grade-level content
 - Engages in some independent higher-order thinking with minimal support
 - Highly Proficient
 - Performs significantly above grade-level standard
 - Able to access grade-level content
 - Engages in independent higher-order thinking skills

Figure 99. My Students' Performance on Interim Assessment Report with Performance Levels Shown



For Interim assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (See Figure 100).

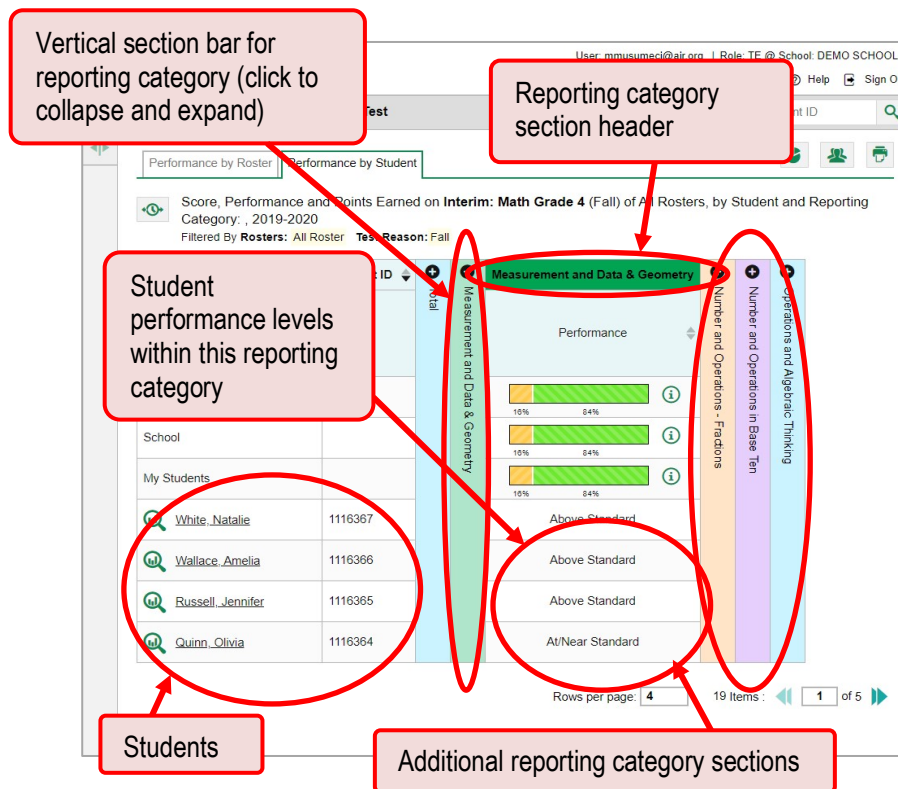
Figure 100. My Students’ Performance on Interim Assessment Report: Performance by Student Tab



Sections to view Reporting Categories within the assessment

For Interim assessments, you can view your students’ performance in each area of the assessment by clicking the reporting category section bars to expand them (see Figure 101).

Figure 101. My Students’ Performance on Interim Assessment Report: Reporting Category Section



Vertical section bar for reporting category (click to collapse and expand)

Reporting category section header

Student performance levels within this reporting category

Students

Additional reporting category sections

For All Users: How to View Results for Rosters on an Interim assessment

You can view a list of rosters that took an Interim assessment, and you can also view the assessments results for a particular class for your Interim assessments.

How can I access results for all my rosters on an Interim assessment?

The **Performance by Roster** tab (see Figure 101) displays assessment results for each roster. To view this tab, follow the instructions for your user role below.

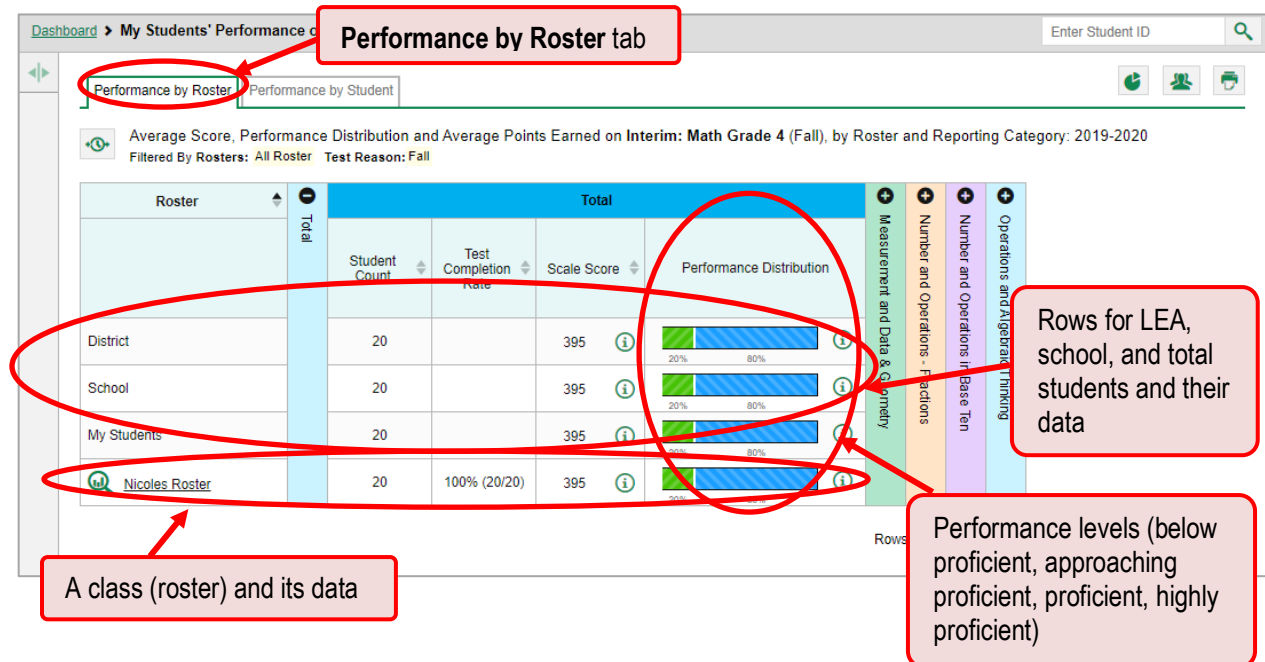
Teachers and school-level users: From the dashboard that appears when you log in, click an Interim assessment name (or beside it) in the table of assessments. Either the My Students’ Performance on Test or the School Performance on Test report appears, depending on your role.

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

- From the dashboard that appears when you log in, click an Interim assessment name (or beside it) in the table of assessments. A page of LEA assessment results appears that lists schools within the LEA.
- Click a school name (or beside it). The School Performance on Test report appears.

The report shown here (see Figure 102) displays a list of your classes (rosters) and each class’ performance. The first few rows also show aggregate performance data for your LEA, school, and total student averages.

Figure 102. My Students’ Performance on Interim Assessment Report: Performance by Roster Tab



How can I see which classes (rosters) performed best on a specific Interim assessment?

To see which classes performed best on the Interim assessment, do either of these things (See Figure 103):

Click the Score column header to sort by score.

Look at the bars in the Performance Distribution column.

Figure 103. School Performance on Interim Assessment Report: Performance by Roster Tab



How can I see which rosters had the highest assessment completion rates on an Interim assessment?

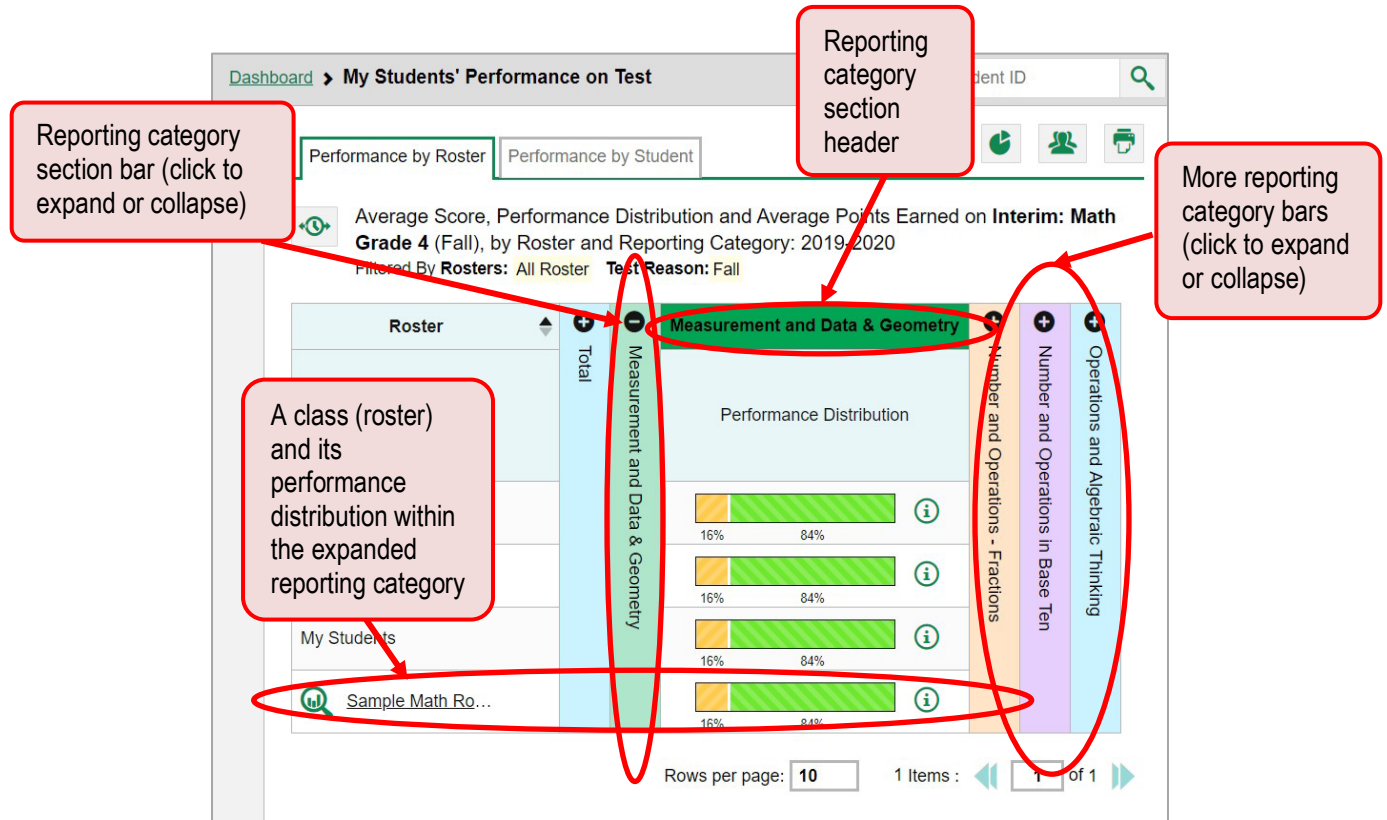
To see which classes had the highest assessment completion rate, click the Test Completion Rate column header to sort the column (see Figure 103).

How can I see how well classes (rosters) performed in each area on the Interim assessment?

Because Interim assessments have reporting category sections, you can compare the performance of your students in each reporting category. Click each vertical section bar to expand or collapse it. In this example (see Figure 104), you can view a performance distribution bar for each class (roster) under a reporting category. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison.

These sections are particularly useful for reviewing and setting instructional goals before the Summative assessments.

Figure 104. My Students' Performance on Interim Assessment Report: Performance by Roster Tab with Expanded Reporting Category Section



How can I access Interim assessment results for an individual class (roster)?


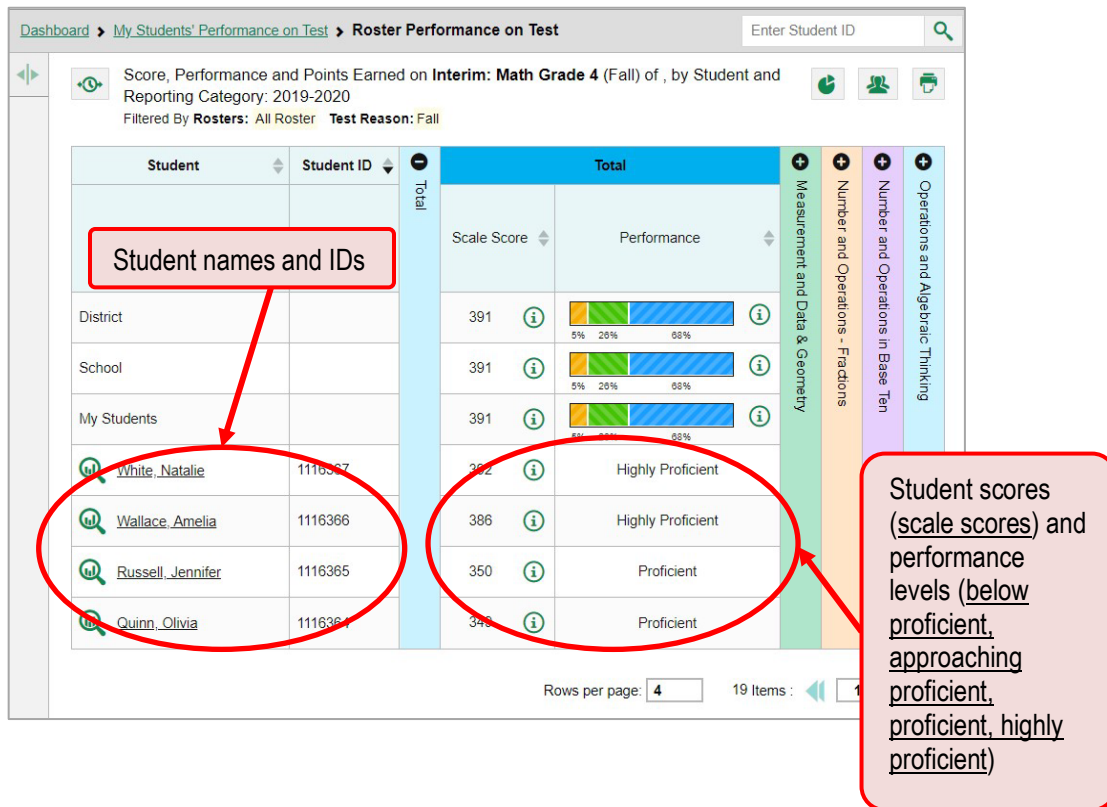
The prior section explained how to access results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear (see Figure).

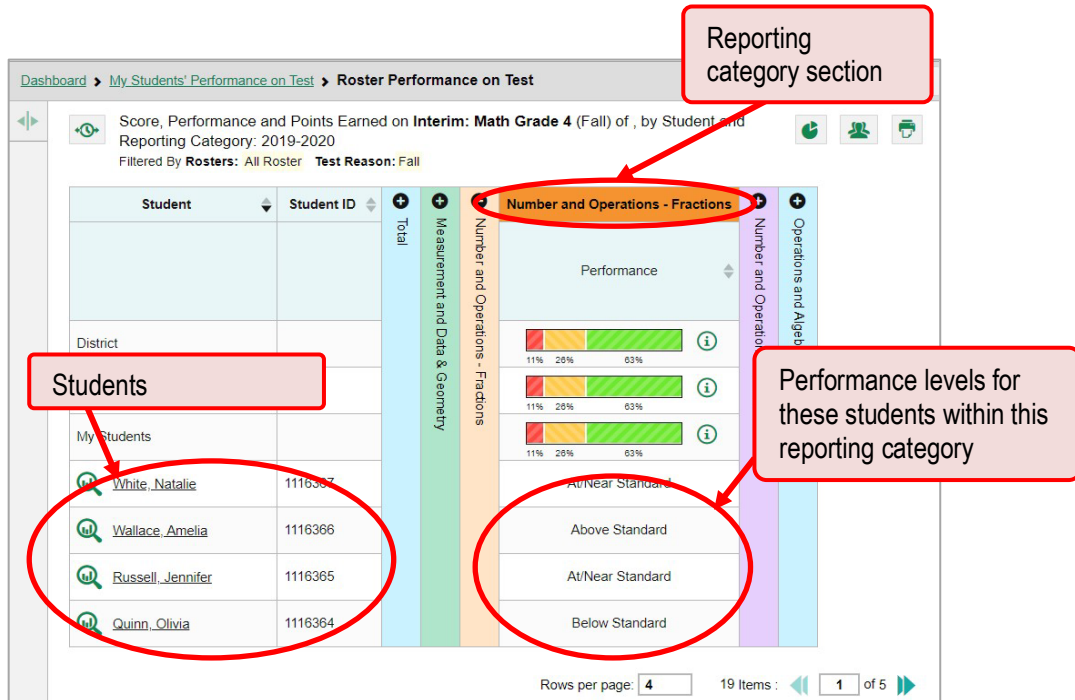
Figure 105. Teacher View: Roster Performance on Interim Assessment Report



How can I compare the Reporting Category results for the Interim assessment?

Because Interim assessments have reporting category sections, you can compare the performance of your students in each reporting category section (see Figure 106). Click the vertical section bar to expand each section. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison.

Figure 106. Teacher View: Roster Performance on Interim Assessment Report with Expanded Reporting Category Section



For School- and LEA-Level Users: How to View School-Level Results for a Specific Interim Assessment

You can view results for all the students in a school on a specific assessment. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison.

How can I access Interim assessment results for a school?

School-level users: Starting at the dashboard that appears when you log in, click the name of the assessment (or beside it).

LEA-level users:

- Starting at the dashboard that appears when you log in, click the name of the assessment (or beside it). A table listing assessment results by school appears.
- Click the name of the school (or beside it) for which you would like to see results.

The assessment results for the school appear. The **Performance by Roster** tab is open by default (see Figure 106).

Figure 107. LEA-Level User View: School Performance on Interim Assessment Report: Performance by Roster Tab

Performance by Roster tab

Performance by Student tab

A class (roster) and the teacher associated with it

Performance of this class shown using student scores (scale scores) and performance levels (below proficient, approaching proficient, proficient, highly proficient)

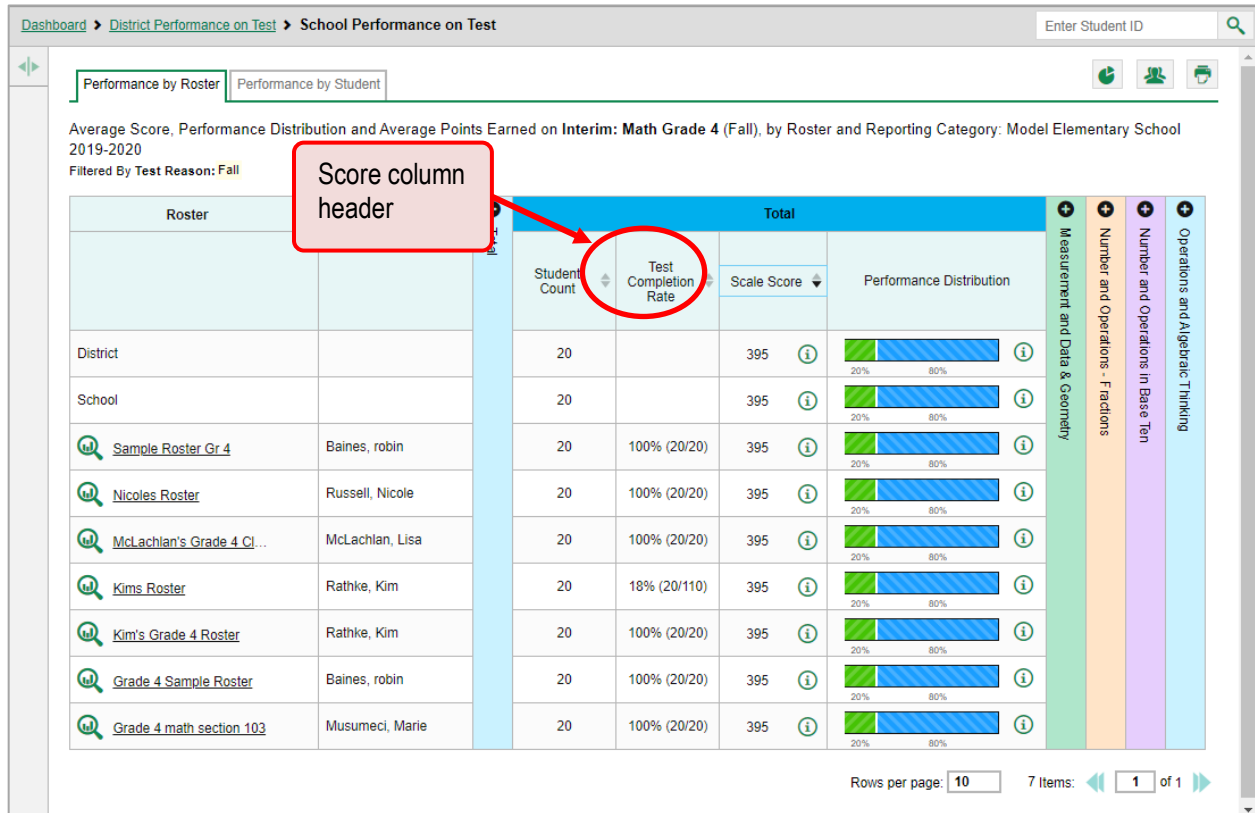
Roster	Teacher	Total			
		Student Count	Test Completion Rate	Scale Score	Performance Distribution
District		20		395	
School		20		395	
Grade 4 math section 103	Musumeci, Marie	20	100% (20/20)	395	
Grade 4 Sample Roster	Baines, robin	20	100% (20/20)	395	
Kim's Grade 4 Roster	Rathke, Kim	20	100% (20/20)	395	
Kims Roster	Rathke, Kim	20	18% (20/110)	395	
McLachlan's Grade 4 Cl...	McLachlan, Lisa	20	100% (20/20)	395	
Nicoles Roster	Russell, Nicole	20	100% (20/20)	395	
Sample Roster Gr 4	Baines, robin	20	100% (20/20)	395	

Rows per page: 10 7 Items: 1 of 1

How can I see which classes (rosters) performed best on a specific Interim 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 108). This will allow for a comparison of assessment scores by class roster and make it easier to see patterns in these data.

Figure 108. LEA-Level User View Interim Assessment Report: Performance by Roster Tab with Table Sorted by Score



For LEA-Level Users: How to View Results for an LEA on a Specific Interim Assessment

You can view assessment results for an LEA on a specific assessment. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison.

How can I access Interim assessment results for an LEA?


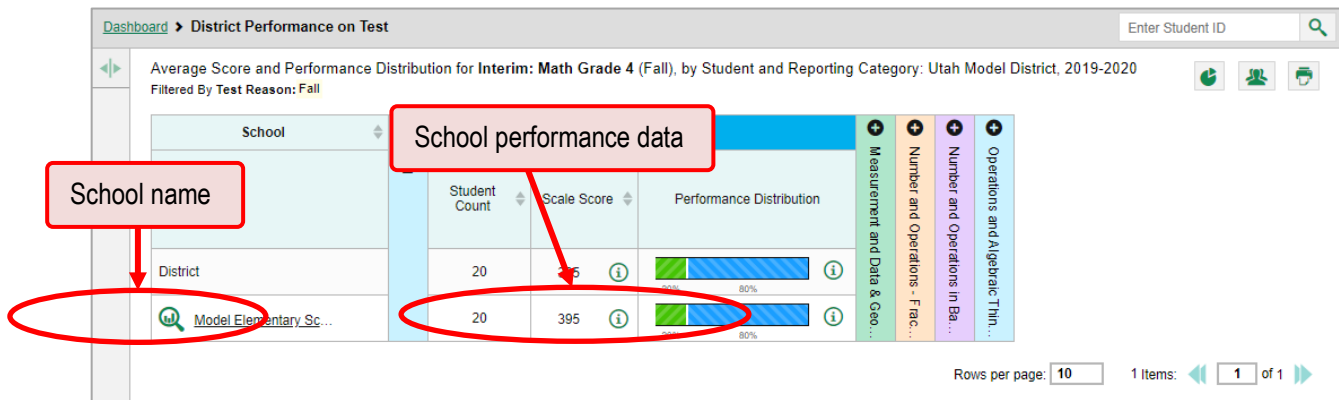
On the dashboard that appears when you log in, click the name of an assessment (or  beside it). A list of the schools in your LEA appears, with data (see Figure 109).

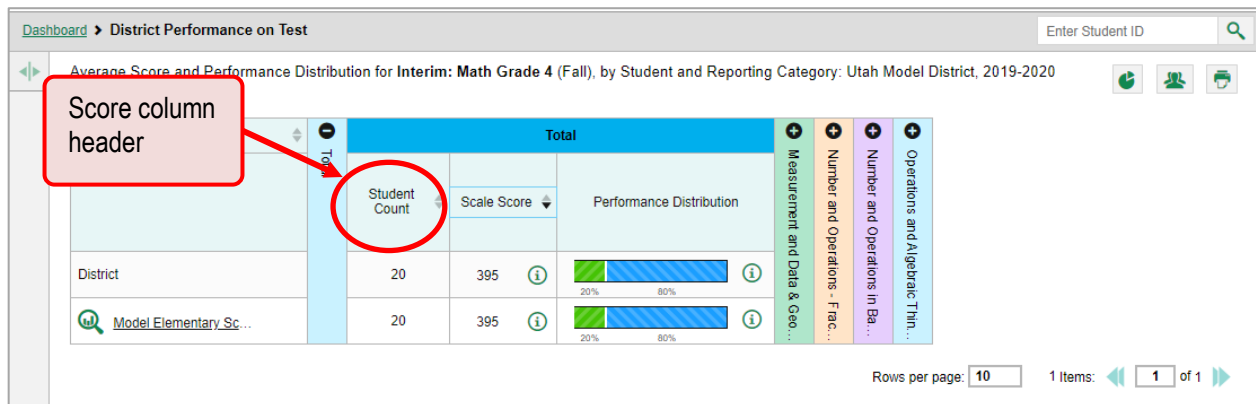
Figure 109. LEA Performance on Interim Assessment Report



How can I see which schools in the LEA performed best on this Interim assessment?

Look at the Score and Performance Distribution columns and click the Score column header to sort by it (see Figure 110).

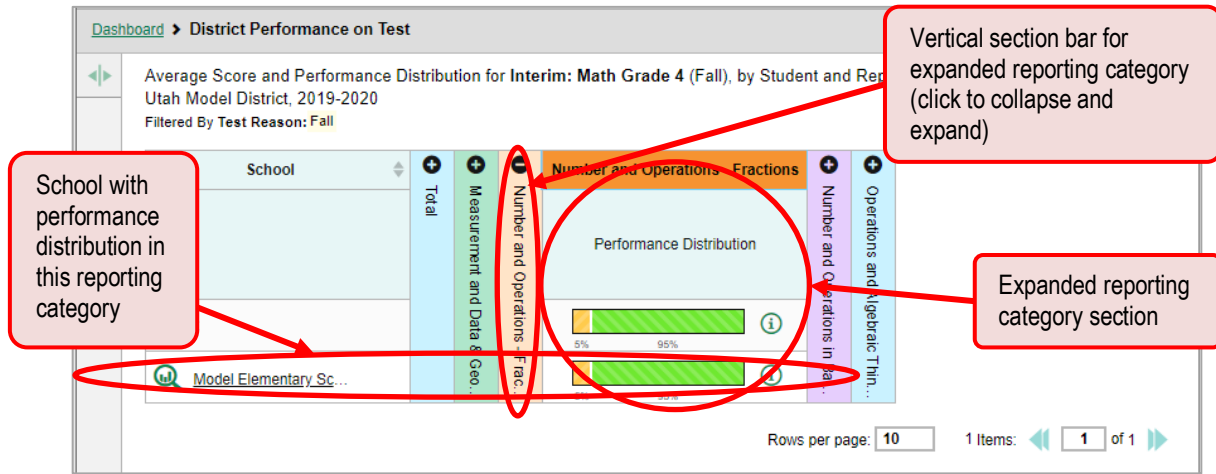
Figure 110. LEA Performance on Interim Assessment Report Sorted by Score



How can I see how well schools in the LEA performed in each area on the Interim assessment?

Click the vertical section bars to expand the reporting category sections (See Figure 111).

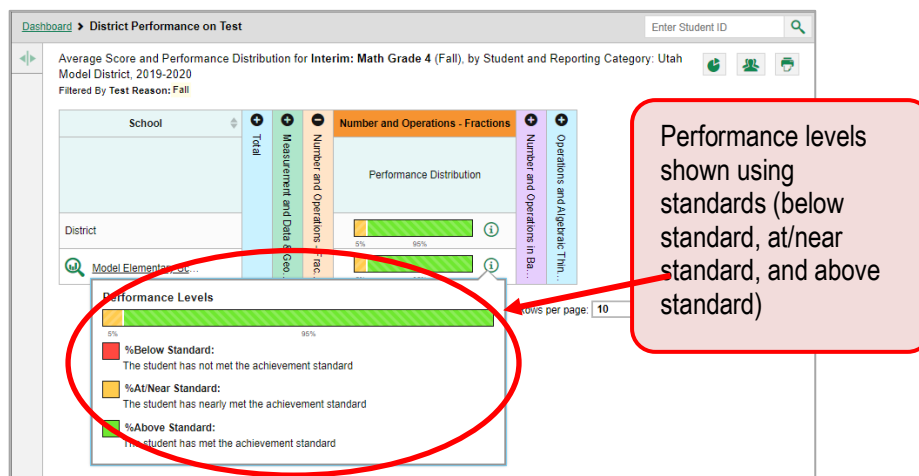
Figure 111. LEA Performance on Interim Assessment Report with Expanded Reporting Category Section



Performance levels within reporting categories include Below Standard, At/Near Standard, and Above Standard (see Figure 112):

- If a student is Above Standard, the confidence range of the student’s score is above the proficiency cut score, meaning there is confidence that the student is proficient in the reporting category that was assessed.
- If a student is At/Near Standard, the confidence range of the student’s score includes the proficiency cut score, meaning the student may or may not be proficient in reporting category that was assessed and more investigation is needed.
- If a student is Below Standard, the confidence range of the student’s score is below the proficiency cut score, meaning there is confidence that the student is NOT proficient in reporting category that was assessed.

Figure 112. LEA Interim Assessment Report Expanded Reporting Category Section with Performance Levels Shown





For All Users: How to View Interim Assessment Results for Individual Students

You can find out how well an individual student performed on a specific completed assessment and/or view a report for all the assessments a student has taken. You can also generate and export both Individual Student Reports (ISRs) and student data files for that student.

How can I access results for an individual student on a specific Interim assessment?

Teachers and school-level users:

1. Go to the dashboard and click an assessment name (or  beside it) in the table of assessments. A page of assessment results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see Figure 113).

LEA-level users:



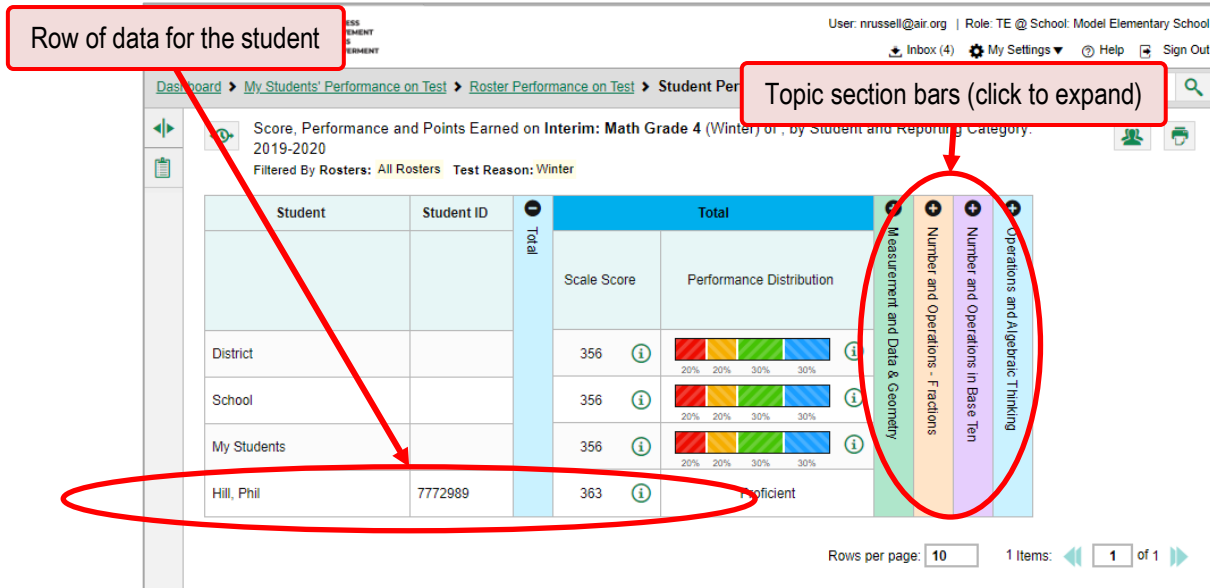
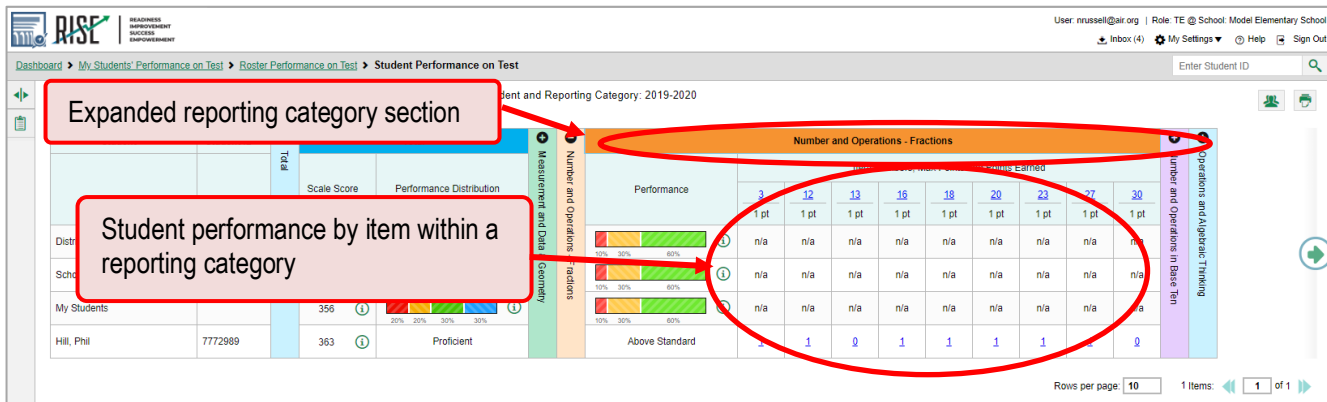
1. Go to the dashboard and click an assessment name (or  beside it) in the table of assessments. A page of LEA assessment results appears (the LEA Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step 2 under “Teachers and school-level users” on the page above.

Figure 113. Teacher View: Student Performance on Interim Assessment Report



Because Interim assessments have reporting category sections, you can view the student’s performance in each reporting category, which you can click to expand (see Figure 114).

Figure 114. Teacher View: Student Performance on Interim Assessment Report with Expanded Reporting Category Section



How to Access Item-Level Data on Interim Assessments

Interim assessments contain items that can be viewed by teachers along with student responses. Reports for specific interim assessments include the following:

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

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

For Interim assessments, you can also see item performance at the student level for each reporting category.

Sharing Item-Level Data on Interim Assessments in a Secure Manner

The **RISE Interim assessments** are secure but not public assessments. The Interim test items and responses may be reviewed with students in a classroom setting, discussed as a class, or reviewed during instructional conversations. Educators can review student responses but cannot copy, paste, photograph, place test questions, reading passages, or science clusters into presentations or other assessments, record themselves sharing student responses or share test items outside of the classroom instructional level. Individual student results can be shared with online students via Zoom, Google Classroom, or other third-party communication software in a one-on-one conference with the student. Student results should not be shared over unsecured communication methods like personal email or text messages.

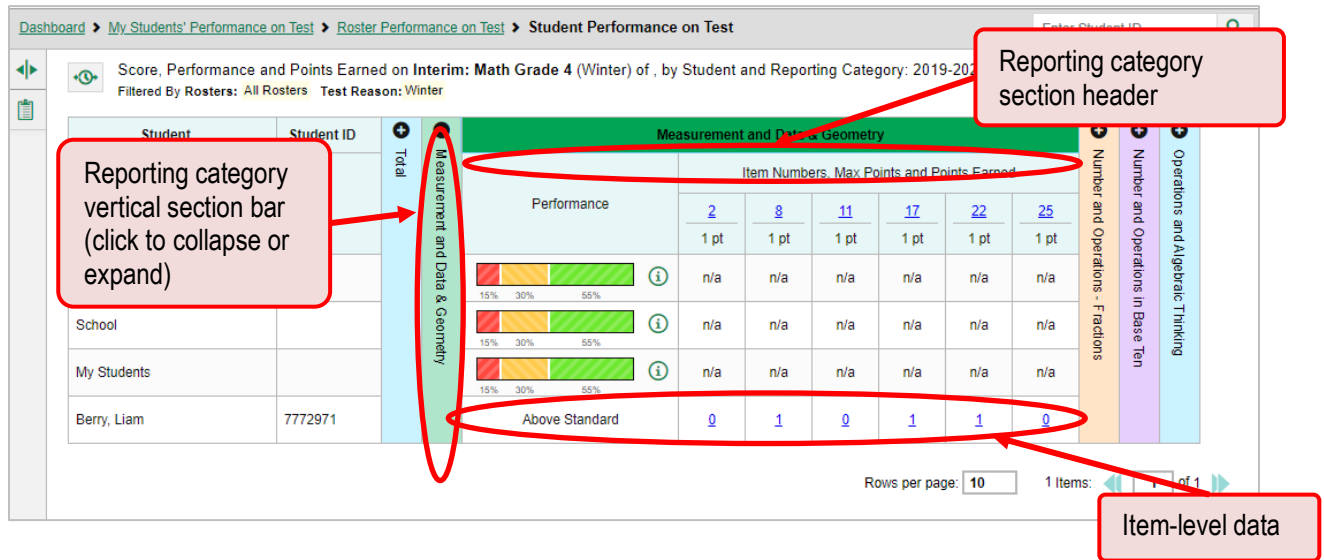
Considerations for sharing Interim reporting data in a classroom setting should include:

- How to discuss/present classroom-level data without revealing Personally Identifiable Information (PII) on any test item
- How to provide equitable instruction to students with a Parental Exclusion for the Interim who do not have access to the assessment
- How to maintain the integrity of the Interim and Benchmark Module shared item banks since both items and individual student responses can be reviewed following the assessment

How can I view item scores for Interim assessments?

To expand sections containing item data, such as the reporting category sections for Interim assessments, click the vertical section bars (see Figure 115).

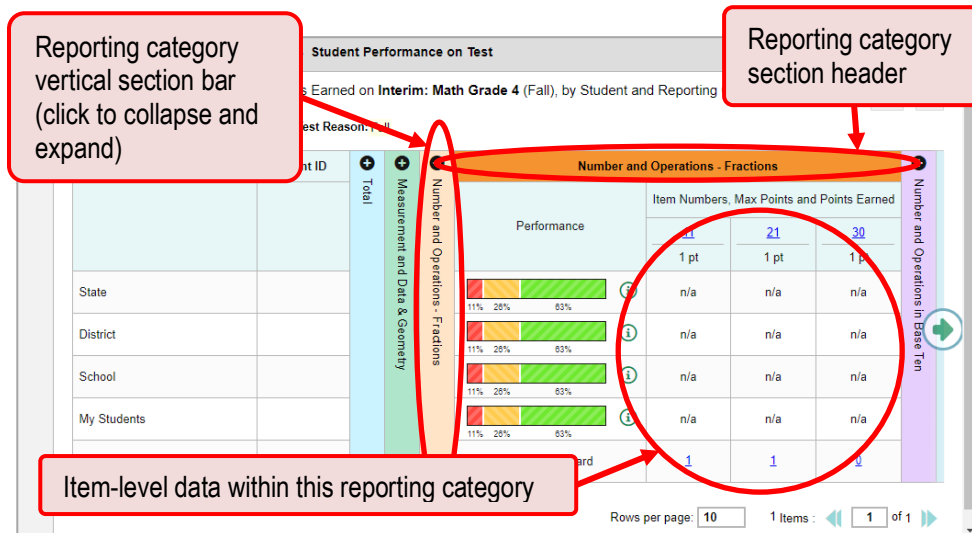
Figure 115. Performance by Student Tab with Expanded Total Items Section



How can I view Interim assessment item scores within a specific reporting category?

Look in the reporting category sections. You can click the vertical section bars to expand them, just like the **Total Items** section (see Figure 116).

Figure 116. Performance by Student Tab with Reporting Category Section Expanded



How can I view an item on an Interim assessment?

You can view the actual items themselves, along with student responses to those items, at the student level for Interim assessments.

Figure 117. My Students’ Performance on Interim Assessment Report: Performance by Student Tab with Expanded Total Items Section

Student	Student ID	Total	Measurement and Data & Geometry						Number and Operations - Fractions	Number and Operations in Base Ten	Operations and Algebraic Thinking
			Item Numbers, Max Points and Points Earned								
Performance			2	8	11	17	22	25			
			1 pt	1 pt	1 pt	1 pt	1 pt	1 pt			
District						n/a	n/a	n/a			
School						n/a	n/a	n/a			
My Students						n/a	n/a	n/a			
Berry, Liam	7772971		Above Standard	0	1	0	1	1	0		

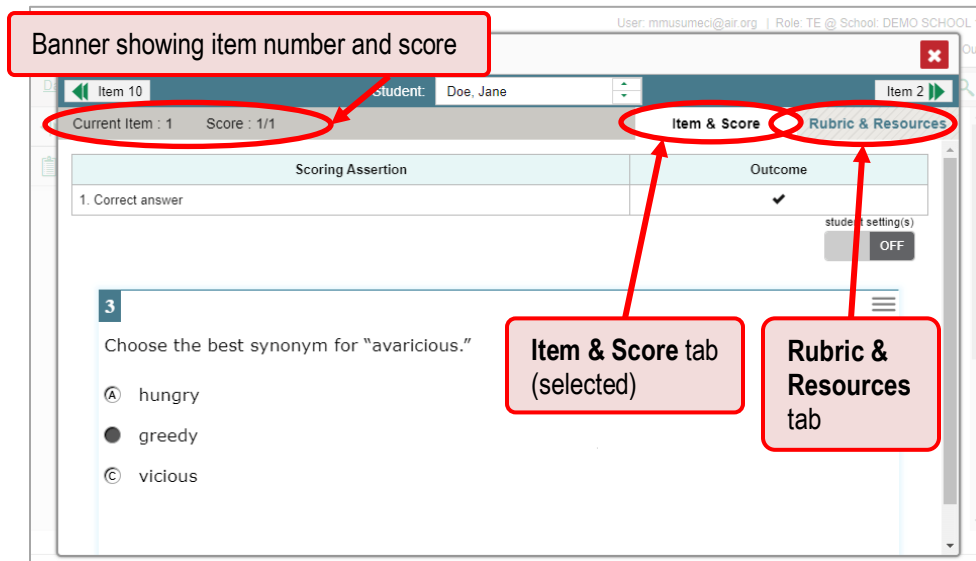
Do either of the following (see Figure 117):

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. 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 shows the item, and the example shown in Figure 118 includes a specific student’s response.

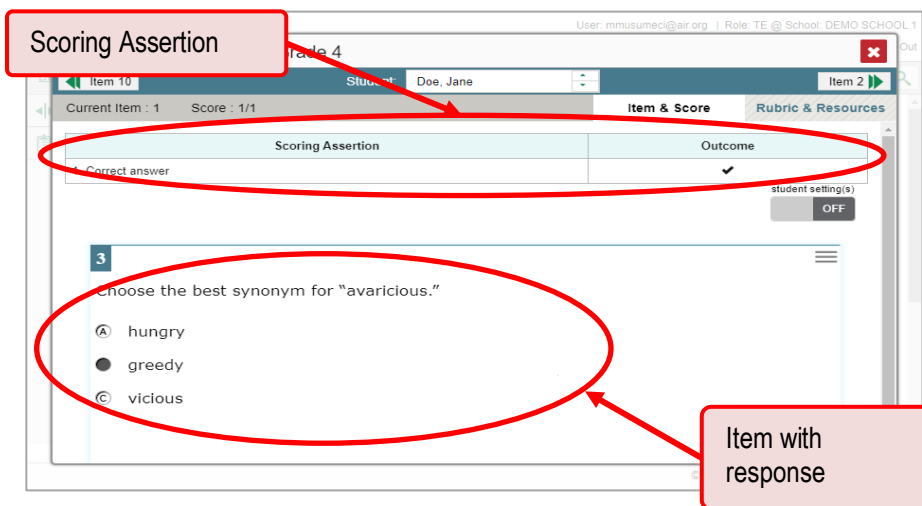
Figure 118. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab (see Figure 118) may include the following sections.

Scoring Assertion: When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see Figure 119).

Figure 119. 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.



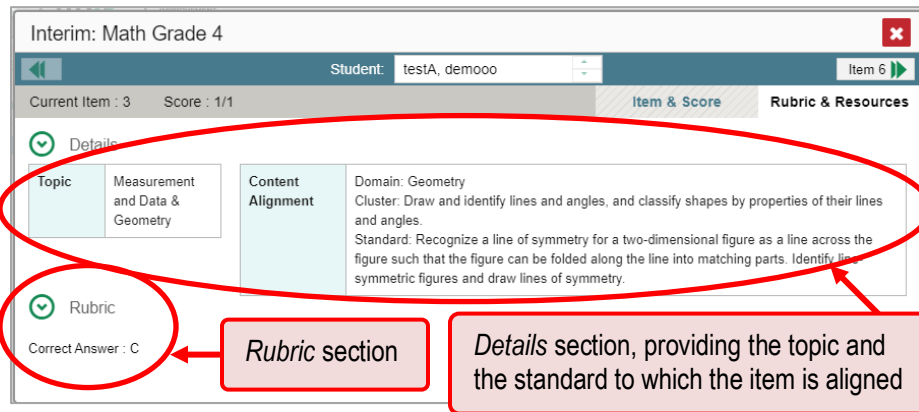
The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking  and , respectively (see Figure 120).

Figure 120. Item View: Rubric & Resources Tab



Details: Provides the following information:

- **Topic:** Skill area to which the item belongs.
- **Content Alignment:** Describes the standard to which the item is aligned.

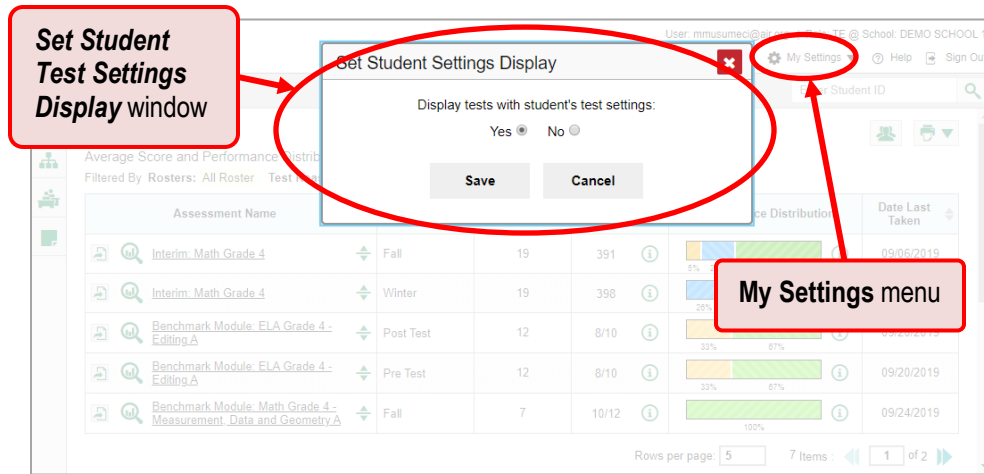
Rubric: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.

How can I view items with and without the students’ visual settings for an Interim assessment?

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 assessment. For example, some students’ assessments are set to use large fonts, different color contrast, or Spanish.

1. Click the **My Settings** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears (see Figure 121).

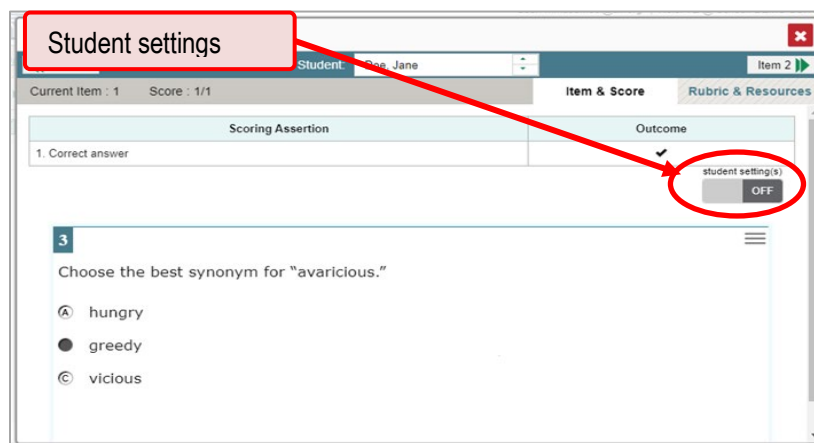
Figure 121. Dashboard with Set Student Test Settings Display Window Open



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’re viewing (see Figure 122). This action has no effect on your global setting.

Figure 122. Item View Window: Item & Score Tab with Student Response

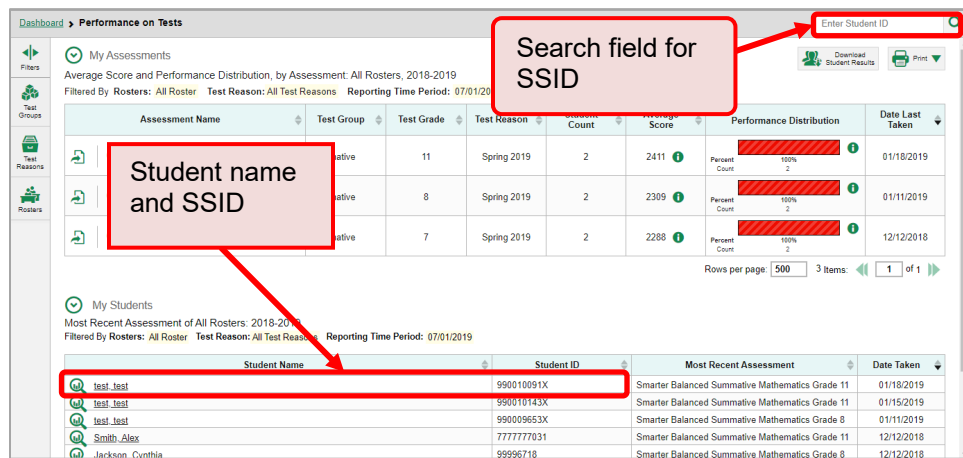


How can I view a report for all the Interim assessments a student has completed over time?

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

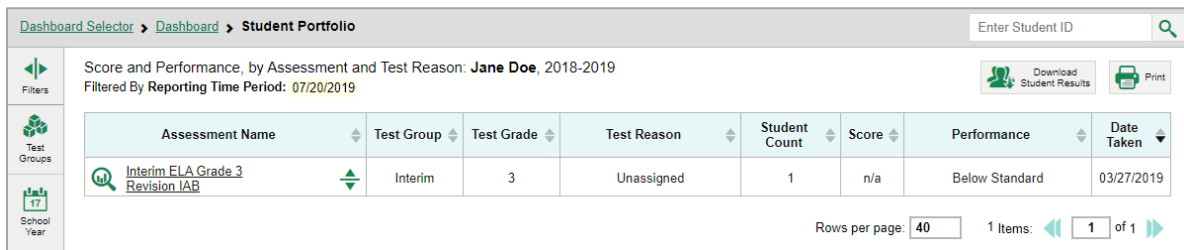
To access this report, enter the student's SSID in the search field in the upper-right corner and click (see Figure). The Student Portfolio Report appears (see Figure 123).

Figure 123. Teacher View: Performance on Tests Report



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 .

Figure 124. Student Portfolio Report

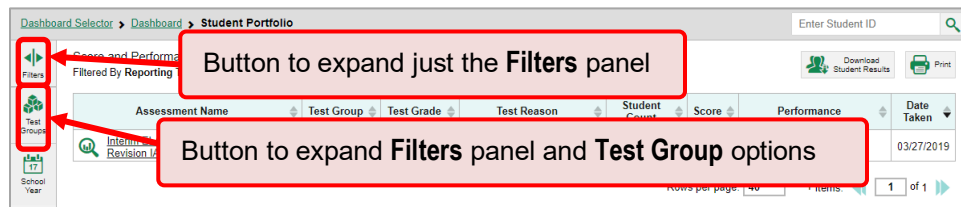


To view individual assessment results for this student, click an assessment name (or beside it).

How can I use the Student Portfolio Report to view only the Interim assessment I’m interested in?

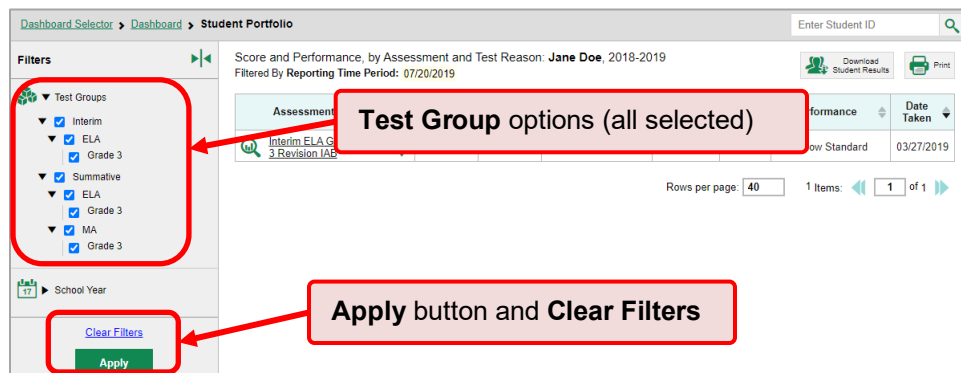
You can temporarily filter which assessments you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don’t want to see a student’s math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 125. Student Portfolio Report



1. In the **Filters** panel on the left side of the Student Portfolio Report (see Figure 125), click either the expand button or the **Test Group** button . The **Filters** panel expands (see Figure 126).

Figure 126. Student Portfolio Report with Expanded Filters Panel



2. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Assessments are organized by assessment type, subject, and grade.
3. Click **Apply**. The Student Portfolio Report updates to show only data for selected assessments.
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 can I see how a student performed on their most recent Interim assessments?

In the Student Portfolio Report, click the Date Taken column header to sort by date (see Figure 127). By reviewing the performance levels on the assessments, you can see how the student is performing over time.

Figure 127. Student Portfolio Report Sorted by Date Taken Column

Dashboard > Performance on Tests > Student Portfolio

Score and Performance, by Assessment and Test Reason: **Paterson Chloe, 2020-2021**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim: Math SM1	Interim	9	Pre Test	1	261	Below Proficient	10/07/2020

Rows per page: 10 1 Items: 1 of 1

For All Users: How to Export and Print Data for Interim assessments

You can export or print any report you see in the Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data.

How can I export or print a report I'm viewing for Interim assessments?


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 128).

Figure 128. Teacher View: Performance on Tests Report with Expanded Print Menu

The screenshot shows the 'Performance on Tests' dashboard. At the top right, there is a 'Print' button with a dropdown menu. The dropdown menu is expanded, showing two options: 'My Assessments' and 'My Students'. Below the dashboard, there are two tables. The first table is titled 'Average Score and Performance Distribution, by Assessment: All Rosters, 2019-2020'. The second table is titled 'My Students' and shows a list of students with their IDs and most recent assessments.

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/Interact (IAB)	Interim	5	Interim Test Opportunity 2	1	n/a	Percent Count: 100%	11/14/2019

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

A print preview page opens (see Figure 129).

- 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 129. Print Preview Page

The screenshot shows the print preview interface. On the left, there is a 'Zoom Level (Display only)' dropdown menu set to 'Normal'. Below it are 'Print Options' including 'Print', 'Save to PDF', and 'Save to CSV'. The main area displays a table titled 'Score, Performance and Points Earned on (All Test Reasons) of All Rosters, by Student and Reporting Category: 2018-2019'. The table lists student names, IDs, most recent assessments, and dates taken.

Student Name	Student ID	Most Recent Assessment	Date Taken
Das, John	999999807	INT25M - 04 Math-IND-Fractions	07/30/2018
Das, Jason	999999216	INT25M - 04 Math-IND-OpAlgFrac	11/19/2018
Portak, Portak	999999114	INT25M - 04 Math-IND-OpAlgFrac	11/27/2018
Delage, Suzanne	999911215	INT25M - 04 Math-IND-RatPropFra	11/27/2018
Smith, Stephanie	999999318	INT25M - 10 Math-IND-GenArithmetic	11/29/2018
Phuok, Monal	999999396	INT25M - 04 Math-IND-PTLurLis	11/29/2018
Karanasini, Aiyasha	999999384	INT25M - Grade 3 Mathematics CA	12/04/2018

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

How can I export an Interim assessment report directly from the dashboard?


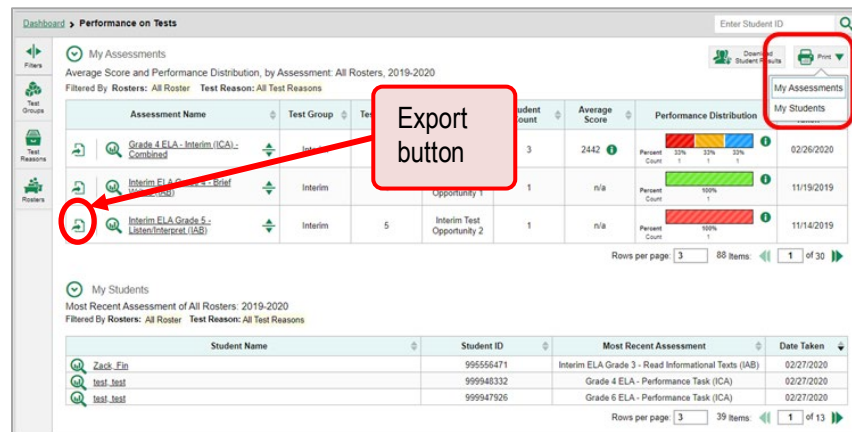
- Click  to the left of the assessment whose report you wish to export (see Figure 130).

Figure 130. Teacher View: Dashboard



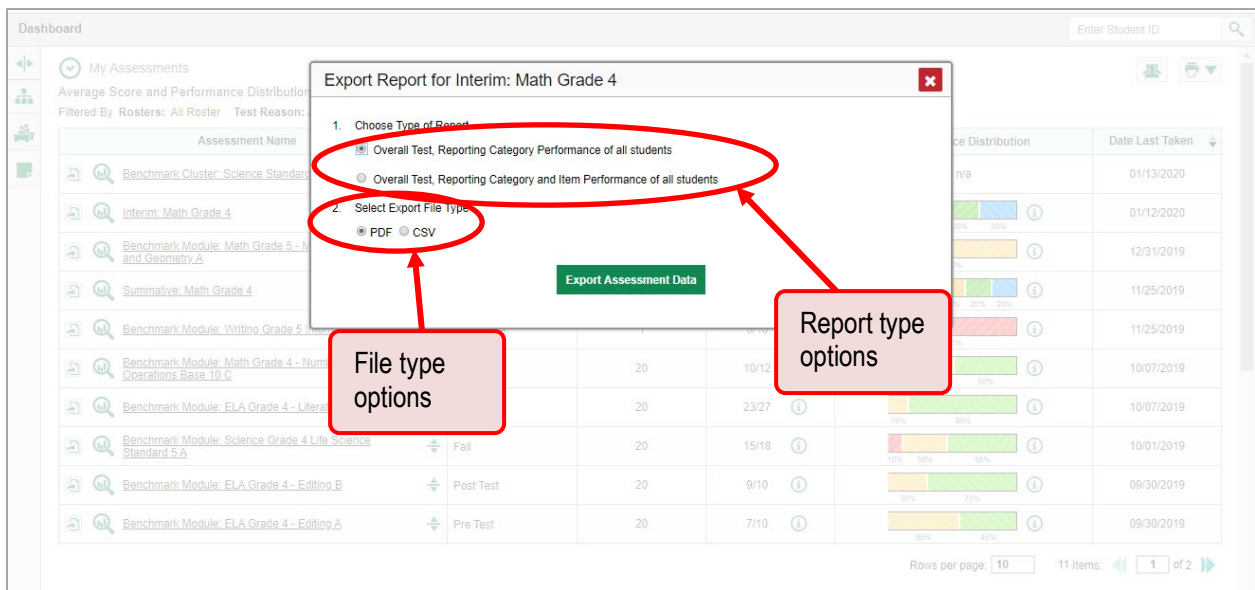
The **Export Report** window opens (see Figure 131). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

▪ **School-level users and teachers (see Figure 131):**

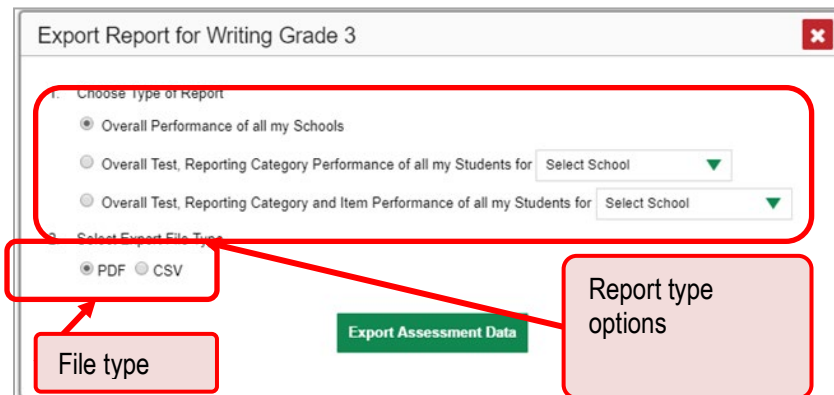
- To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)
- 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. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 131. Teacher View: Export Report Window for Interim Assessment



- **LEA-level users (see Figure 132):**
 - To export the LEA assessment results, mark the **Overall Performance of all my Schools** radio button. (This is the LEA Performance on Test report.)
 - To export the school assessment 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. (This is the School Performance on Test report.)
 - To export the school assessment 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. (This is the School Performance on Test report.)

Figure 132. LEA-Level User View: Export Report Window for Interim Assessment



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.

Click **Yes** to export or **No** to return to the **Export Report** window. When you’ve exported a file, the **Inbox** window appears with the generated file available for download.

For All Users: How to Generate and Export Individual Student Reports (ISR) for Interim Assessments

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a specific assessment. ISRs are useful for sharing performance information with students and their parents.

What does an Individual Student Report (ISR) look like for an Interim assessment and how can I read it?

Please note: ISRs have been updated for the 2020-2021 administration and the appearance may deviate from previous years.

An Individual Student Report (ISR) is a report in PDF format that displays data on an assessment. It may consist of a single page or multiple pages. ISR layouts vary according to the type of assessment. See Figures on the following pages for sample ISRs.

At the top of each ISR are the student name and SSID, the name of the assessment, LEA, and school, and any other relevant information.

ISRs also include scale scores and performance distribution for students.

- A scale score makes it possible to compare one student’s score to another student’s score, even if they didn’t respond to the same questions.
- Performance distribution is given using proficiency levels. Proficiency levels describe how your student applied the content-specific knowledge and skills outlined in the Utah Core State Standards demonstrated in Utah’s statewide assessment.
 - Below Proficient
 - Performs significantly below grade-level standard
 - Able to partially access grade-level content
 - Engages higher-order thinking skills with extensive support
 - Approaching Proficient
 - Performs slightly below grade-level standards
 - Likely able to access grade-level content

- Engages in some independent higher-order thinking with support
- Proficient
 - Performs at grade-level standard
 - Able to access grade-level content
 - Engages in some independent higher-order thinking with minimal support
- Highly Proficient
 - Performs significantly above grade-level standard
 - Able to access grade-level content
 - Engages in independent higher-order thinking skills

Also included is a summary of the student’s performance. An ISR for a scale-scored assessment 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 LEA and/or school.

Many ISRs include a table detailing the student’s performance in each reporting category.

Some ISRs include item-level data, scoring assertions, scoring assertion outcomes, and trend reports (Longitudinal Reports).

First Page of Individual Student Report (ISR) for Math Interim Assessment

The screenshot shows the first page of an Individual Student Report (ISR) for a Math Interim Assessment. The report includes student information, test details, performance summary, a vertical scale, a comparison table, and reporting categories. Red callout boxes highlight the following elements:

- Student name, ID, date of birth, and enrolled grade:** Located at the top left of the report.
- Name of the test:** Located at the top right, identifying the assessment as "Math Grade 4 2019-2020".
- Student's LEA and school:** Located at the top right, identifying the Utah Model District and Model Elementary School.
- Performance:** Located in the middle left, showing the student's performance level as "Highly Proficient" and a "Scale Score: 429".
- Summary of performance:** Located in the middle left, providing a brief overview of the student's achievement.
- Vertical scale showing student's overall score and performance level:** A vertical bar on the left side of the report, with the student's score (429) and performance level (Highly Proficient) indicated.
- Comparison table showing average performance of the LEA and school:** A table in the middle right comparing the student's performance to the Utah Model District and Model Elementary School.
- Reporting Categories:** A table at the bottom showing the student's performance level for various math categories, all of which are "Above Standard".
- Student's performance in each reporting category:** A callout box pointing to the Reporting Categories table.

Detail of Sample Individual Student Report (ISR) for Math Interim Assessment

Trend report showing that the student's scores have gradually risen (the first graph) and the student has stayed at the same performance level (the second graph)

Trend Report



Date	Test Reason	Test Label	Scale Score	Performance Level
9/6/2019 12:00:00 AM	Fall	Interim: Math Grade 4	412	Highly Proficient
9/9/2019 12:00:00 AM	Winter	Interim: Math Grade 4	435	Highly Proficient

Table showing the same data

First Page of Individual Student Report (ISR) for ELA Interim Assessment

Name of the test: Interim: ELA Grade 8 2019-2020

Student's LEA and school: USOE DEMO SCHOOL 2

Student name, ID, date of birth, and enrolled grade: DemoKid456, Bromesh456
Student ID: 9999455 | Student DOB: 10/10/2005 | Date Taken: 10/12/2019

Performance: Below Proficient **Scale Score: 280**

Summary of performance:
Highly Proficient Students analyze details of a text to show how main ideas are developed in the text. They evaluate how analogies and allusions (references to other texts) affect meaning. They analyze the effectiveness of arguments and claims.
Proficient Students use textual evidence to explain how main ideas develop throughout the text. They recognize analogies and allusions (references to other texts). They examine the effectiveness of arguments and claims in a text.
Approaching Proficient Students can identify main ideas but may struggle to see how they are developed. They show different abilities in identifying analogies or allusions (references to other texts). They can identify an argument and have a developing understanding of what makes it effective.
Below Proficient Students have a basic ability in identifying the main ideas in a text. They are developing the ability to understand how texts are connected to one another. They can identify an argument and have a basic understanding of what makes it effective.

Vertical scale showing student's overall score and performance level:
 697
533
371
209
416
191

Comparison table showing average performance of the LEA and school:

Name	Average Scale Score
USOE	280
DEMO SCHOOL 2	280

Reporting Categories

Category	Performance Level	Performance level Description
Language	⚠️	The student has not met the achievement standard
Listening Comprehension	⚠️	The student has not met the achievement standard
Reading Informational Text	⚠️	The student has not met the achievement standard
Reading Literature	⚠️	The student has not met the achievement standard

Student's performance in each reporting category

First Page of Individual Student Report (ISR) for Science Interim Assessment

Student name, ID, date of birth, and enrolled grade
DemoKid51, Bromesh51
Student ID: 9999050 | Student DOB: 10/10/2005 | Date Taken: 1/25/2020

Name of the test
Interim: SCIENCE Grade 5 2019-2020

Student's LEA and school
USOE
DEMO SCHOOL 1

Performance: Below Proficient **Scale Score: 765**

Summary of performance
Vertical scale showing student's overall score and performance level

Name	Average Scale Score
USOE	765
DEMO SCHOOL 1	765

Comparison table showing average performance of the LEA and school

Reporting Categories

Category	Performance Level	Performance level Description
Chemical and Physical Changes	⚠️	The student has not met the achievement standard
Electricity	⚠️	The student has not met the achievement standard
Inheritance of Traits	⚠️	The student has not met the achievement standard
Magnetism	⚠️	The student has not met the achievement standard
Processes that Reshape Earth's Surface	⚠️	The student has not met the achievement standard

Student's performance in each reporting category

How can I generate and export Individual Student Reports (ISR) for Interim assessments?

To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student’s overall performance on their assessment 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. The Student Results Generator presents a series of panels in which to select options. Depending on what page you start from, some options may be preselected, and you can skip some of the steps below.


1. Click the **Download Student Results** button  in the upper-right corner of the page (see Figure 132).

Figure 132. Teacher View: Performance on Tests Report

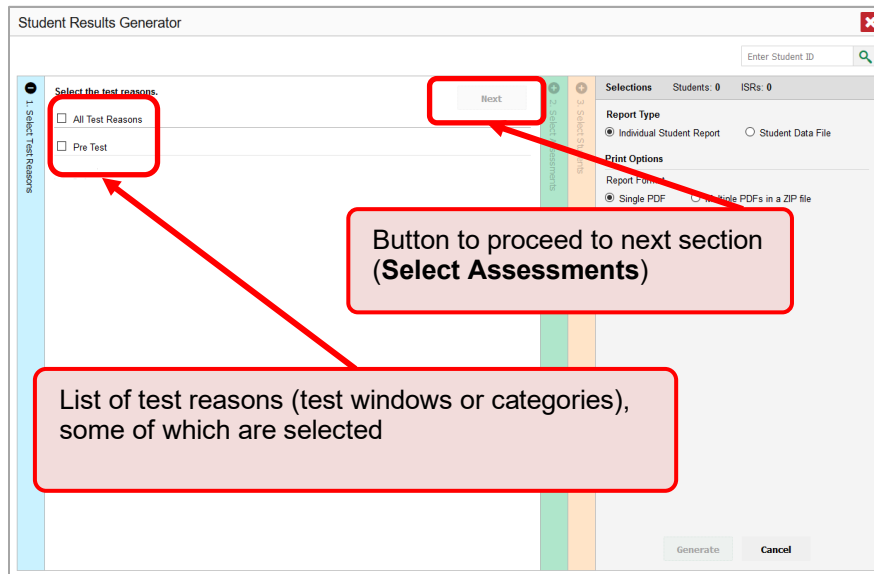
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim_Math_SM1	Interim	9	Pre Test	2	261	100% Percent Count: 2	10/07/2020
Interim_Math_Grade_8	Interim	8	Pre Test	3	319	100% Percent Count: 3	10/07/2020
Interim_Math_Grade_7	Interim	7	Pre Test	2	530	50% 50% Percent Count: 1 1	10/07/2020
Interim_Math_Grade_6	Interim	6	Pre Test	2	377	50% 50% Percent Count: 1 1	10/07/2020
Interim_ELA_Grade_8	Interim	8	Pre Test	5	315	80% 20% Percent Count: 4 1	10/06/2020
Interim_ELA_Grade_7	Interim	7	Pre Test	3	415	67% 33% Percent Count: 2 1	10/06/2020
Interim_ELA_Grade_6	Interim	6	Pre Test	4	342	75% 25% Percent Count: 3 1	10/06/2020
Interim_FLA_Grade_5	Interim	5	Pre Test	1	227		09/23/2020

The **Student Results Generator** window opens (Figure 133).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

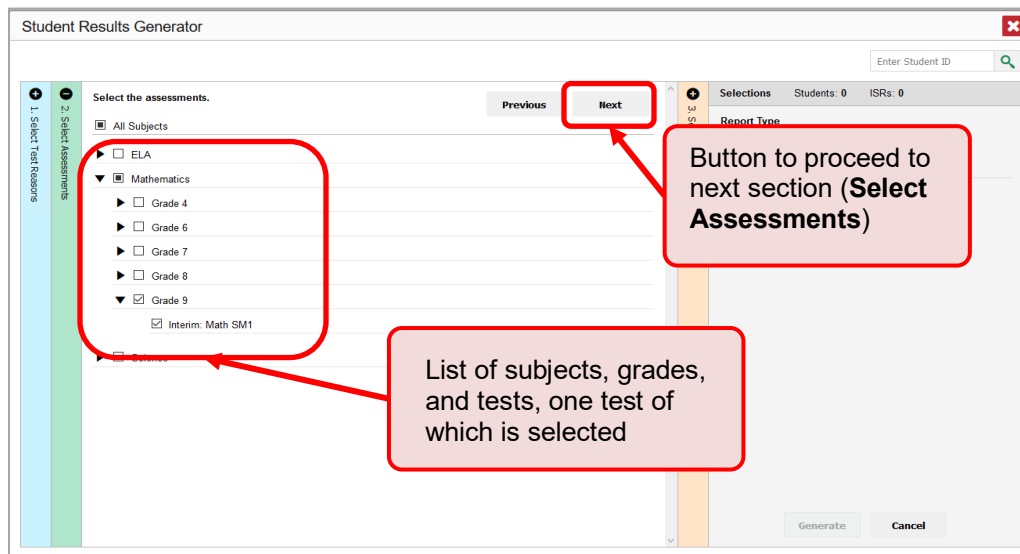
5. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - c. In the Select Test Reasons section (Figure 133), mark the checkbox for each test reason you want to include in the report, or mark All Test Reasons. Test reasons are either test windows (for summative assessments) or categories for assessments.

Figure 133. Student Results Generator Window: Select Test Reasons Section



- d. The **Select Assessments** section (Figure 134) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

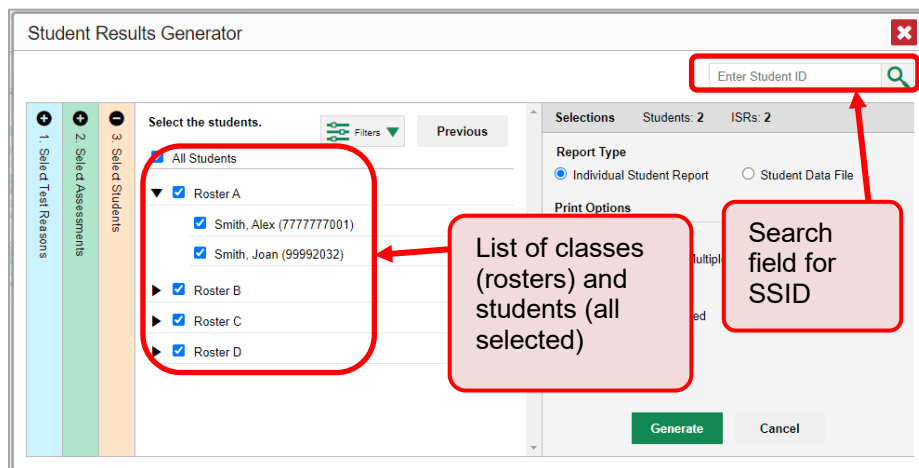
Figure 134. Student Results Generator Window: Select Assessments Section



- e. The **Select Students** section (Figure 135) contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

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

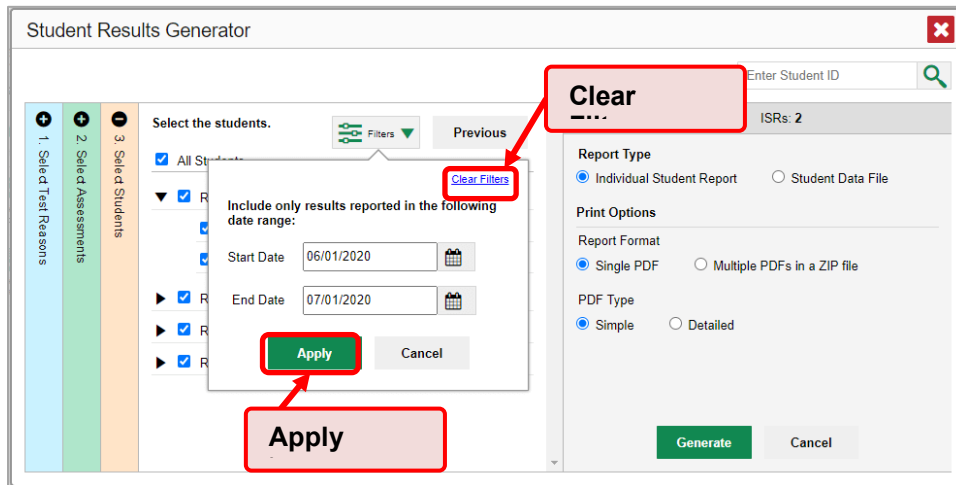
Figure 135. Teacher View: Student Results Generator Window: Select Students Section



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

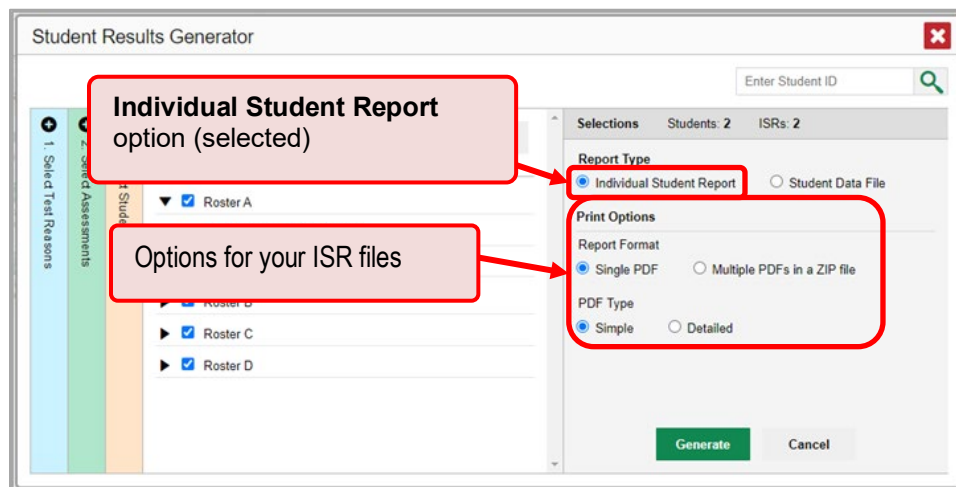
- Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - Open the **Filters** menu . The menu displays two date fields, as in Figure 136.
 - Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - Click **Apply**. The results are filtered to include only assessments processed by Reporting in that date range. Note that processing date is not always the same as the date an assessment was taken.
 - Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 136. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



8. 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 137).

Figure 137. School-Level User View: Student Results Generator Window: Select Students Section



9. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and assessments included.
10. Under PDF Type, select either a simple or a detailed PDF.
11. *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.
12. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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

For All Users: How to Track Student Performance Over Time for Interim Assessments

You can view your students’ performance over time across multiple related Interim assessments or across multiple assessments of a single Interim assessment. This lets you see how students’ performance has improved or declined. For Interim assessments, adding test reasons for each assessment will allow you to review longitudinal data once students have completed multiple assessments. Please note that test reasons are required for all RISE assessments.

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

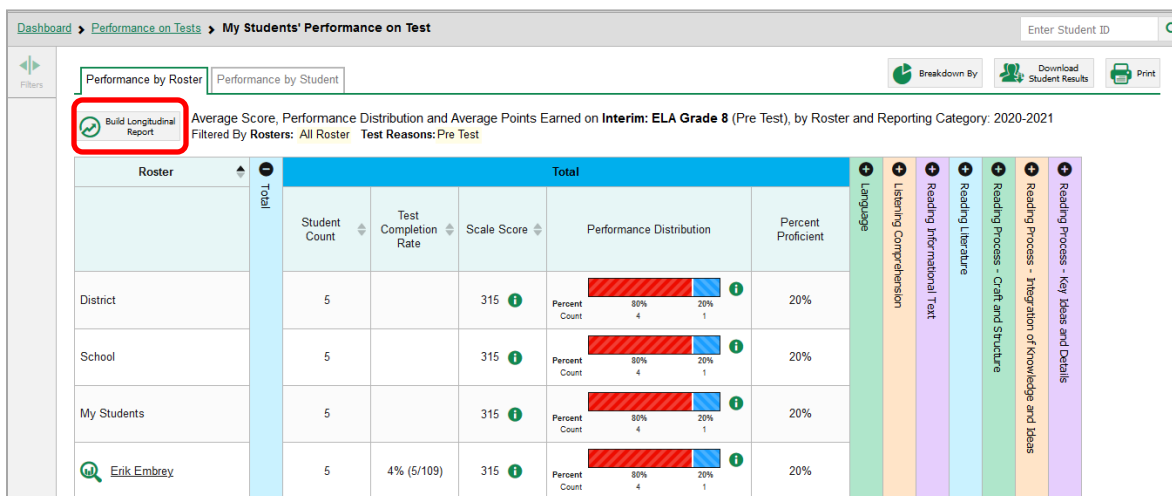
1. A group of students who completed every assessment available in the report.
2. An individual student.

How can I access a Longitudinal Report comparing related Interim assessments?

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

1. Above a table of assessment results, click the **Build Longitudinal Reports** button in the upper-left corner, either directly on the page (see Figure 71) or within a **More Tools** menu, depending on whether additional instructional resources are available.

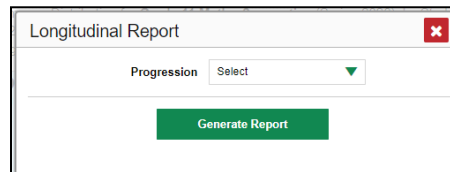
Figure 138. My Students’ Performance on Test Report: Performance by Roster Tab



The **Longitudinal Report window appears**. Depending on your role, the assessment 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 benchmark modules, interims and summatives are available, the **Progression** drop-down list (Figure 139) appears. Use it to select which assessment types to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. This drop-down list does not appear when only one assessment type is available.

Figure 139. LEA-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only



- **Teachers only:** If the assessment results you’re looking at are for multiple students, a table appears with a column for each assessment (see Figure 140). This table does not appear if you’re looking at an individual student.
 - A sub-column appears for each test reason (a category of assessment, or, for a summative, a test window).
 - The cells in the columns display checkmarks ✓ to indicate which students completed which assessment/test reason combinations.

Figure 140. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Students Selected: 3

Test	Interim: ELA Grade 8	Summative: ELA Grade 8
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Pre Test	<input checked="" type="checkbox"/> Summative 2019-2020
Lawrence, Melanie (7773997)	✓	✓
Hardacre, Stephen (7773998)	✓	✓
Mitchell, Alan (7773999)	✓	✓
Ball, Jonathan (7774995)	✓	
McGrath, Carolyn (7774997)	✓	

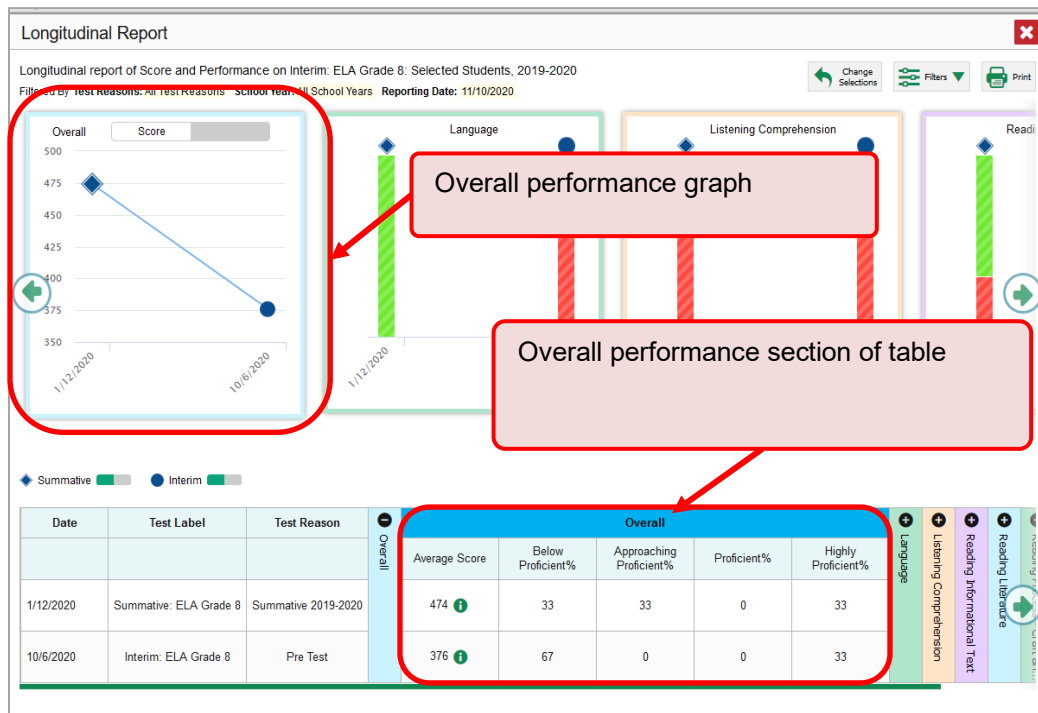
- Mark the checkbox for each assessment/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or Clear it to remove all. The assessments that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate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

How can I view students' overall performance data on the Interim assessments over time?

Look at the graph in the upper-left corner of the Longitudinal Report. It shows the scores or performance levels of the student or students each time they took the assessment.

Score data are plotted along a line with the dates on the x-axis and the scores on the y-axis (see Figure 141). A slope inclining upwards indicates improvement, a slope downwards indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

Figure 141. Longitudinal Report Window: Interim Report for a Single Student with Multiple Reporting Categories



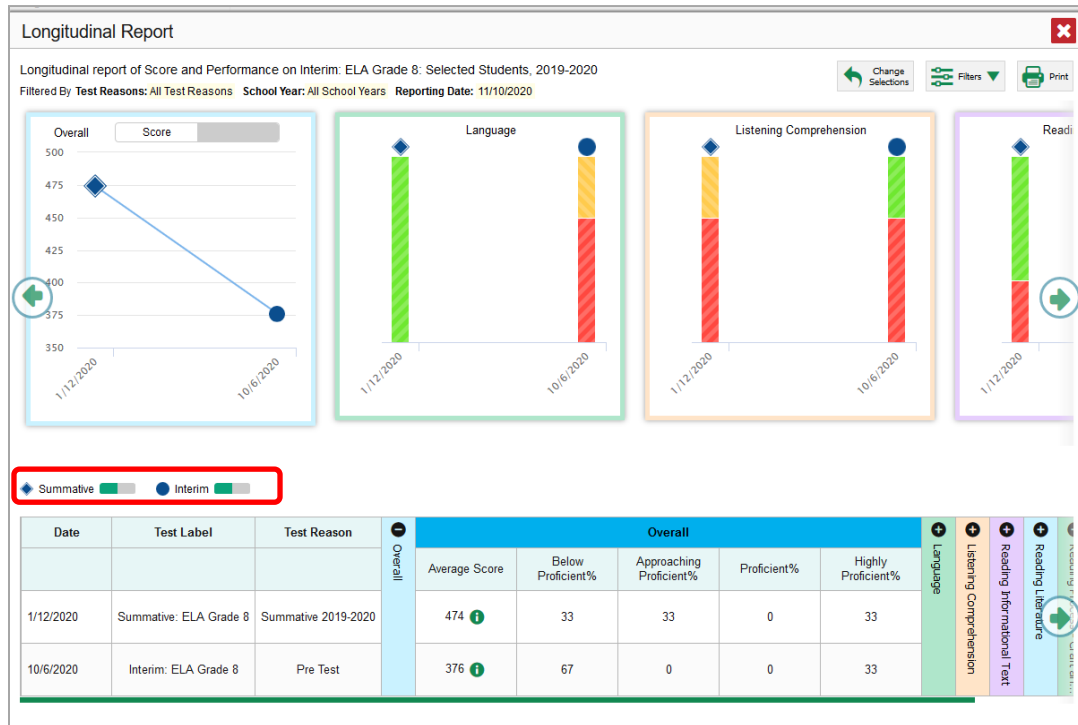
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

Hover 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.

When a graph offers both score and performance level data, a toggle bar appears at the top of it (see Figure 148). Click the toggle bar 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 an assessment includes only one type of data.

Figure 142. Longitudinal Report Window: Summative & Interim Report for Multiple Students with Multiple Reporting Categories



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

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

How can I show some assessments and not others in the report for Interim assessments?

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

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


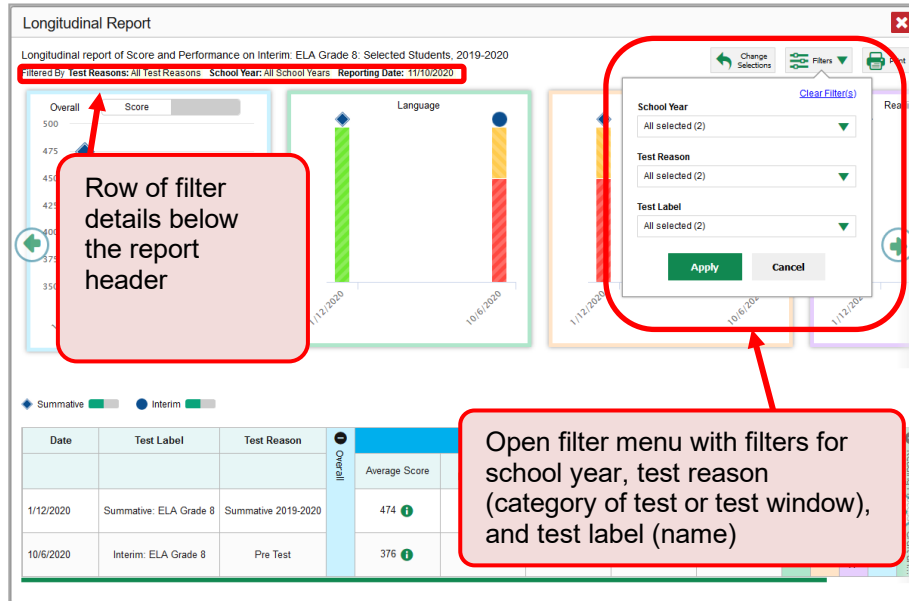
1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see Figure 143).

Figure 143. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu




- You may want to filter by a particular school year or years. Note that years are not calendar years. “2020” refers to the 2020–2021 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade assessments.

- 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 the report down to show only assessments taken in the fall. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain individual assessments are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the assessments you don’t want to see.

2. Click **Apply**.

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

A row of filter details appears below the report header, as in Figure 75, showing the test reasons and school years included in the report.

How can I view results for a specific demographic sub-group or combination for Interim assessments?


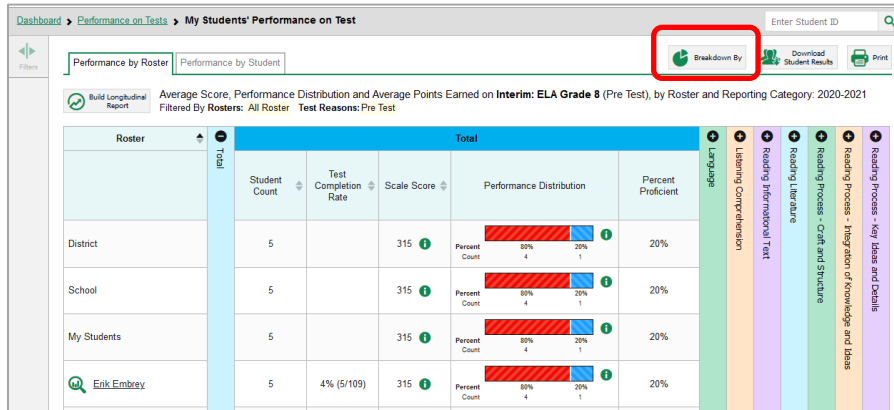

You can use the **Breakdown By** button  at the upper-right corner of an assessment report (see Figure 144) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 144. My Students' Performance on Test Report: Performance by Roster Tab

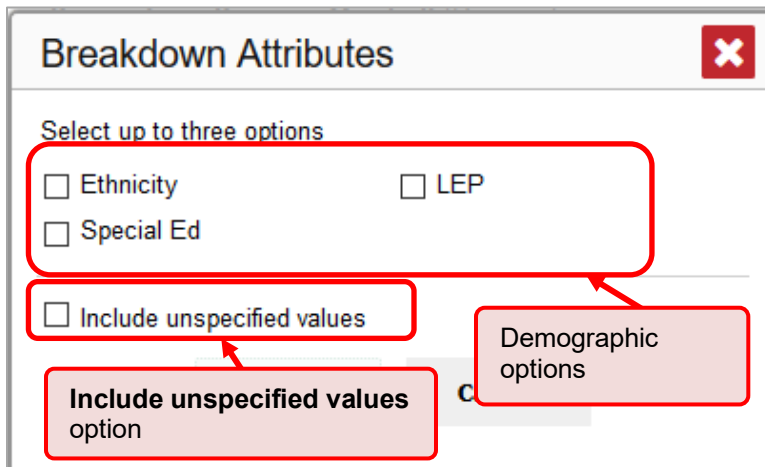


To view assessment results broken down by demographic sub-groups, do the following:

1. Click **Breakdown By**  at the upper-right corner (see Figure 145).

The **Breakdown Attributes** window opens (see Figure 146).

Figure 145. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



2. Select up to three student demographic categories.

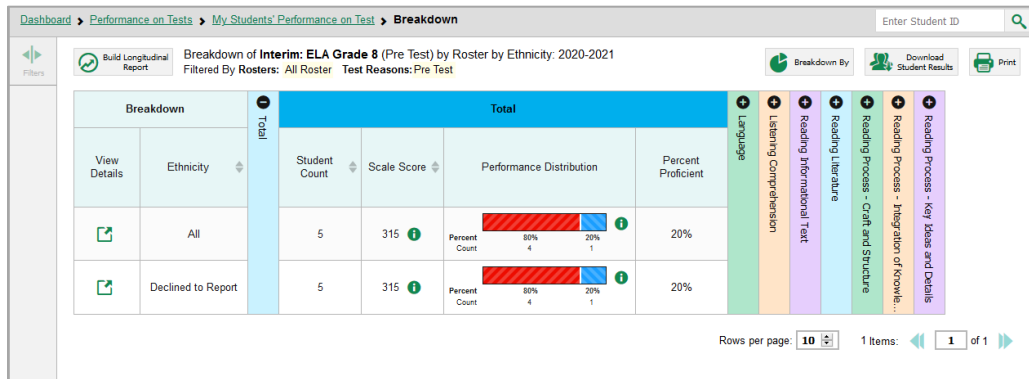
There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete assessments 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 146).

Figure 146. Demographic Breakdown of a My Students' Performance on Test Report



For All Users: How to Generate and Export Interim Assessment Student Data Files

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

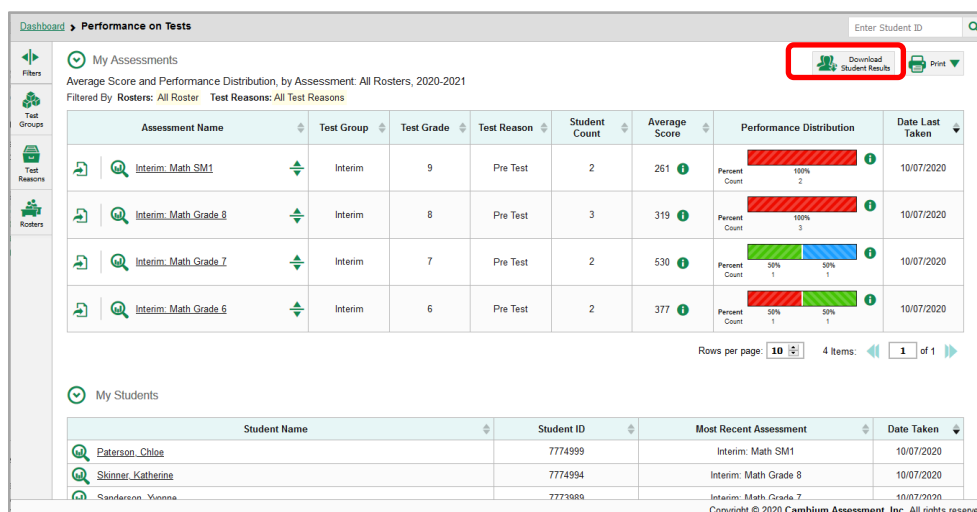
How can I generate and export Interim assessment student data files?

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. Because the process for generating a student data file is much the same as for generating ISRs, this section makes reference to the steps and figures in the previous section.

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

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

Figure 147. Teacher View: Performance on Tests Report

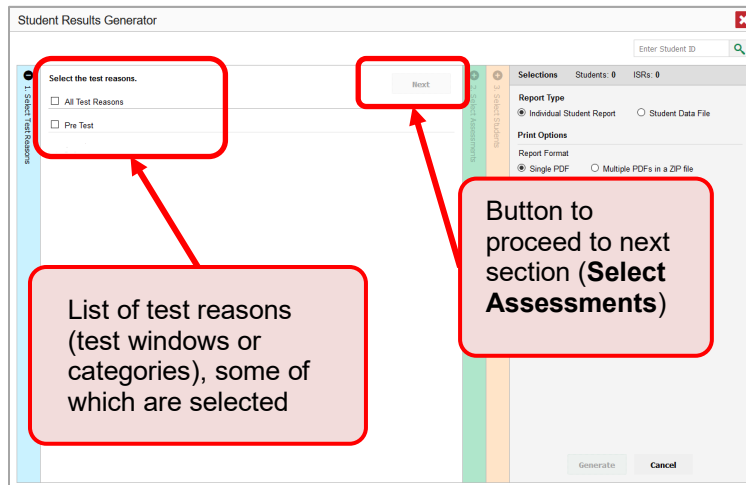


2. The **Student Results Generator** window opens (see Figure 148).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section (see Figure 148), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of assessments or test windows.

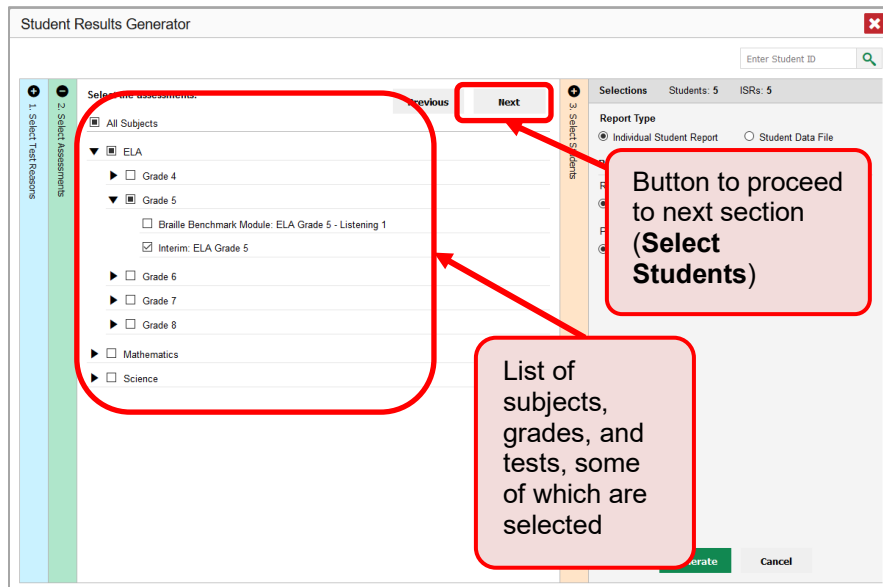
Figure 148. Student Results Generator Window: Select Test Reasons Section



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

- b. The **Select Assessments** section (see Figure 149) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

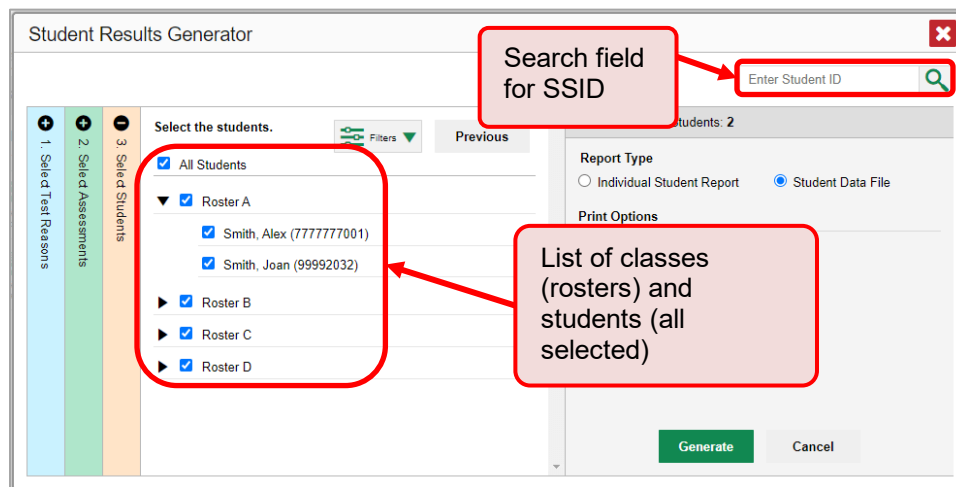
Figure 149. Student Results Generator Window: Select Assessments Section



- c. The **Select Students** section (see Figure 150) contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

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

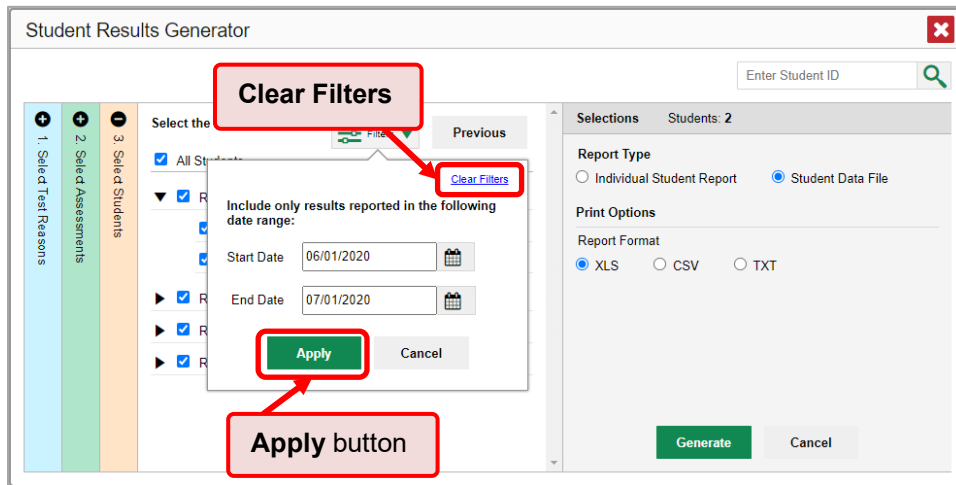
Figure 150. Teacher View: Student Results Generator Window: Select Students Section



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

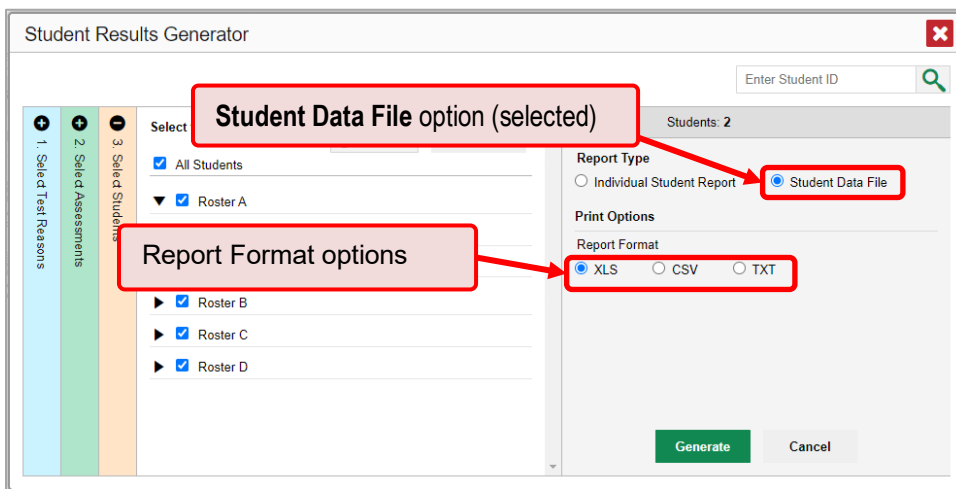
- Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - Open the **Filters** menu (see Figure 151). The menu displays two date fields.
 - Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - Click **Apply**. The results are filtered to include only assessments processed by Reporting in that date range. Note that processing date is not always the same as the date a assessment was taken.
 - Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 151. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open



- From the two Report Type options in the panel on the right (see Figure 152), select **Student Data File**. More options appear below.

Figure 152. Teacher View: Student Results Generator Window: Select Students Section



- 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 completed an assessment multiple times, the files will include each assessment.

For All Users: How to Compare Students’ Data with Data for Your LEA, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your LEA, school, and/or total students.

How can I compare my students’ performance on assessments with that of my LEA and/or school?

In the Performance on Tests report (see Figure 153), click to the right of an assessment name.

Figure 153. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim: Math SM1	Interim	9	Pre Test	2	261	100% 2	10/07/2020
Interim: Math Grade 8	Interim	8	Pre Test	3	319	100% 3	10/07/2020
Interim: Math Grade 7	Interim	7	Pre Test	2	530	50% 1 50% 1	10/07/2020
Interim: ELA Grade 8	Interim	8	Pre Test	5	315	80% 4 20% 1	10/06/2020
Interim: ELA Grade 7	Interim	7	Pre Test	3	415	87% 2 33% 1	10/06/2020
Interim: ELA Grade 6	Interim	6	Pre Test	4	342	75% 3 25% 1	10/06/2020
Interim: ELA Grade 5	Interim	5	Pre Test	1	227	100% 1	09/23/2020

Rows containing data for the state, LEA, and/or school appear below, as in Figure 154.

Figure 154. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken	
Interim: Math SM1	Interim	9	Pre Test	2	261	100% 2	10/07/2020	
District	Interim: Math SM1	Interim	9	Pre Test	2	261	100% 2	—
School	Interim: Math SM1	Interim	9	Pre Test	2	261	100% 2	—
Interim: Math Grade 8	Interim	8	Pre Test	3	319	100% 3	10/07/2020	
Interim: Math Grade 7	Interim	7	Pre Test	2	530	50% 1 50% 1	10/07/2020	

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

How can I compare a student’s performance on their Interim assessments with that of my LEA, school, and/or total students?

In the Student Portfolio Report, you can compare a student’s performance on any assessment with that of your LEA, school, and/or total students. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison. To do so, follow the instructions below:

1. Enter the student's SSID in the search field in the upper-right corner and click (see Figure 155). 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 155. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim: Math SM1	Interim	9	Pre Test	2	201	100% 2	10/07/2020
Interim: Math Grade 8	Interim	8	Pre Test	3	319	100% 3	10/07/2020
Interim: Math Grade 7	Interim	7	Pre Test	2	530	100% 1	10/07/2020
Interim: Math Grade 6	Interim	6	Pre Test	2	377	100% 1	10/07/2020
Interim: ELA Grade 8	Interim	8	Pre Test	5	315	100% 4	10/06/2020
Interim: ELA Grade 7	Interim	7	Pre Test	3	415	100% 2	10/06/2020
Interim: ELA Grade 6	Interim	6	Pre Test	4	342	100% 3	10/06/2020
Interim: ELA Grade 5	Interim	5	Pre Test	1	227	100% 1	09/23/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
Paterson, Chloe	7774939	Interim: Math SM1	10/07/2020
Slinner, Katherine	7774994	Interim: Math Grade 8	10/07/2020
Sanderson, Yvonne	7773969	Interim: Math Grade 7	10/07/2020

2. Click to the right of an assessment name (see Figure 156).

Figure 156. Student Portfolio Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim: ELA Grade 3 Revision JAR	Interim	3	Unassigned	1	n/a	Below Standard	03/27/2019

Rows containing data for your state, LEA, school, and/or total students appear below, as in Figure 157.



Figure 157. Student Portfolio Report with Expanded Comparison Rows

	Test Group	Test Grade	Test Reason					
Interim: Math SM1	Interim	9	Pre Test					
District	Interim: Math SM1	Interim	9	Pre Test	2	281	Percent Count: 100% 2	
School	Interim: Math SM1	Interim	9	Pre Test	2	281	Percent Count: 100% 2	
My students	Interim: Math SM1	Interim	9	Pre Test	2	281	Percent Count: 100% 2	

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

Frequently Asked Questions for Interim Assessments

How can I navigate to other Interim assessment 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.

What does it mean when an Interim assessment 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.

Summative Assessments

How to Navigate Reports for Summative Assessments

For Teachers and School-Level Users: Viewing Student-Level Data at Roster Level for Summative Assessments

Teachers and School-level users can view all student data at the roster level for the Summative assessments. Instructions for how to do this are below.

How can I view a list of all my students and their performance on a specific Summative assessment?

The **Performance by Student** tab (see Figure 158) displays assessment results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.


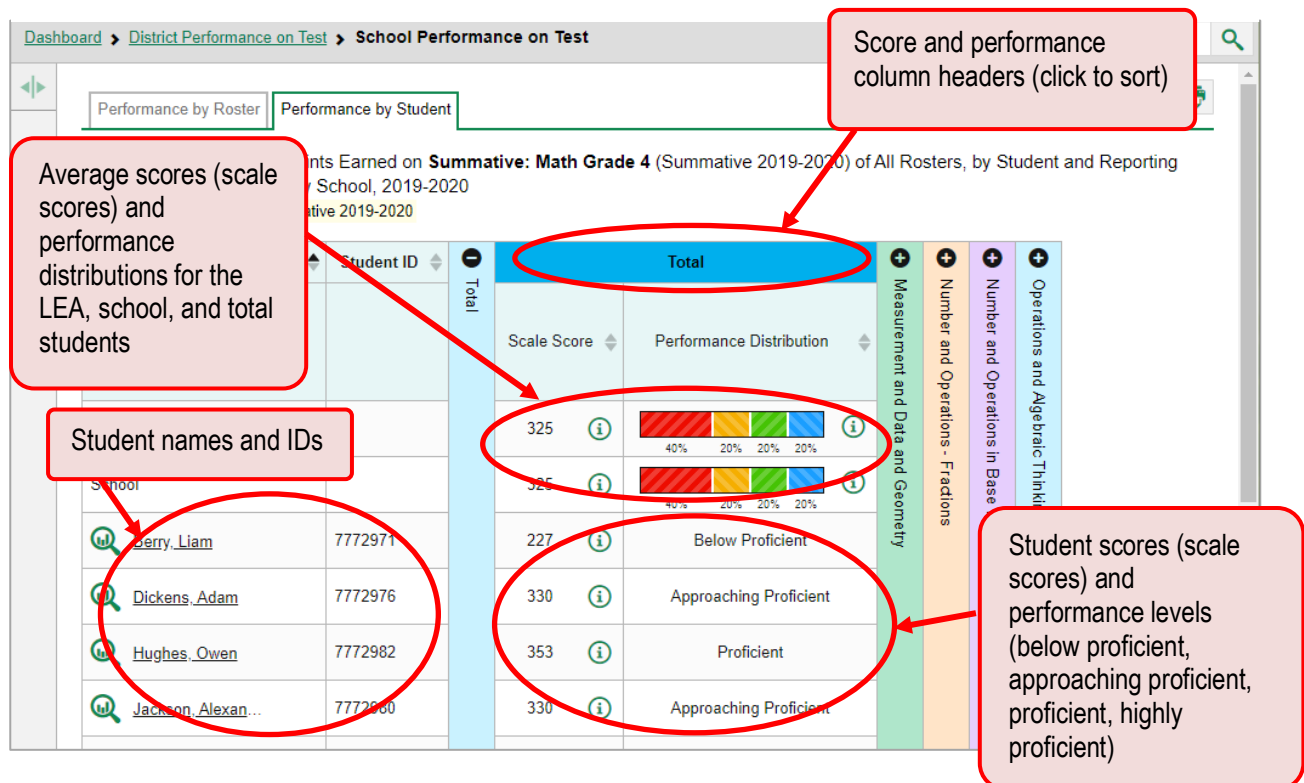
1. Starting from the dashboard that appears when you log in, click an assessment name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows show aggregate performance data for your LEA, school, and/or average for your students.

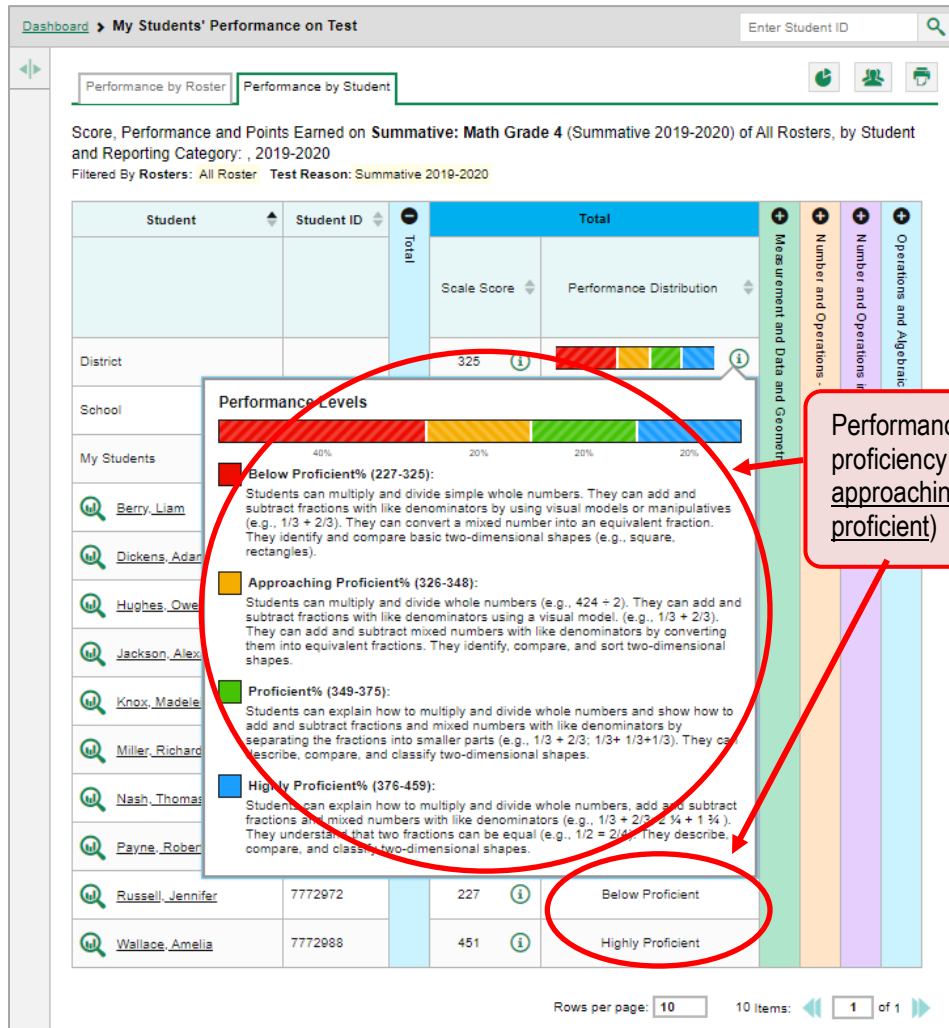
Figure 158. My Students’ Performance on Summative Assessment Report: Performance by Student Tab



Summative assessments cover multiple reporting categories; as a result, the following is shown in the Reporting System for Summative assessments:

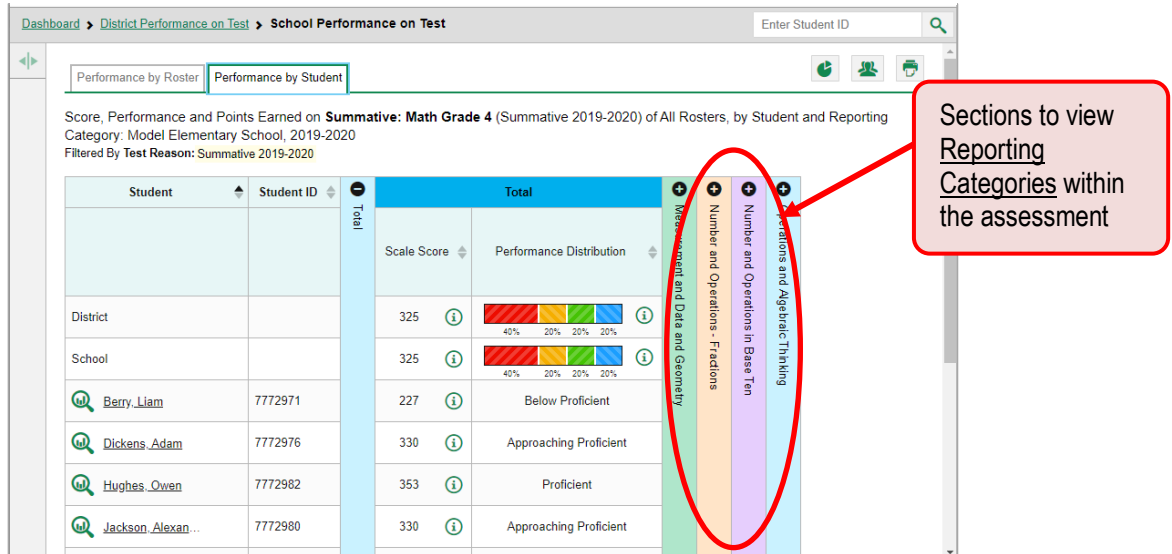
- Scores are shown as scale scores; a scale score makes it possible to compare one student’s score to another student’s score, even if they didn’t respond to the same questions.
- Performance distribution is given using proficiency (see Figure 160 on the following page). Proficiency levels describe how your student applied the content-specific knowledge and skills outlined in the Utah Core State Standards demonstrated in Utah’s statewide assessment.
 - Below Proficient
 - Performs significantly below grade-level standard
 - Able to partially access grade-level content
 - Engages higher-order thinking skills with extensive support
 - Approaching Proficient
 - Performs slightly below grade-level standards
 - Likely able to access grade-level content
 - Engages in some independent higher-order thinking with support
 - Proficient
 - Performs at grade-level standard
 - Able to access grade-level content
 - Engages in some independent higher-order thinking with minimal support
 - Highly Proficient
 - Performs significantly above grade-level standard
 - Able to access grade-level content
 - Engages in independent higher-order thinking skills

Figure 160. My Students' Performance on Summative Assessment Report with Performance Levels Shown



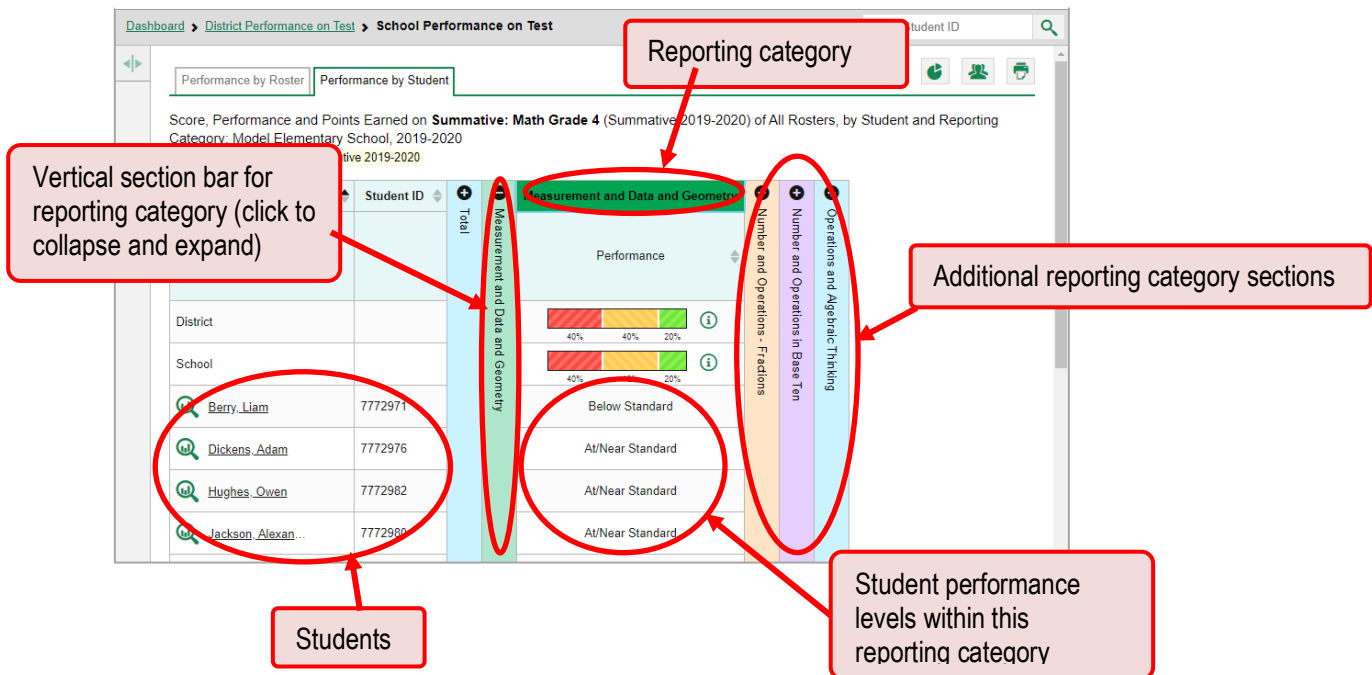
For Summative assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (See Figure 161).

Figure 159. My Students’ Performance on Summative Assessment Report: Performance by Student Tab



For Summative assessments, you can view your students’ performance in each reporting category by clicking the reporting category section bars to expand them (see Figure).

Figure 162. My Students’ Performance on Summative Assessment Report: Performance by Student Tab: Reporting Category Section




For All Users: How to View Results for Rosters on a Specific Summative Assessment



You can view a list rosters that took a specific assessment, and you can also view the results for an individual class for your Summative assessments.

How can I access results for all my rosters on a Summative assessment?

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

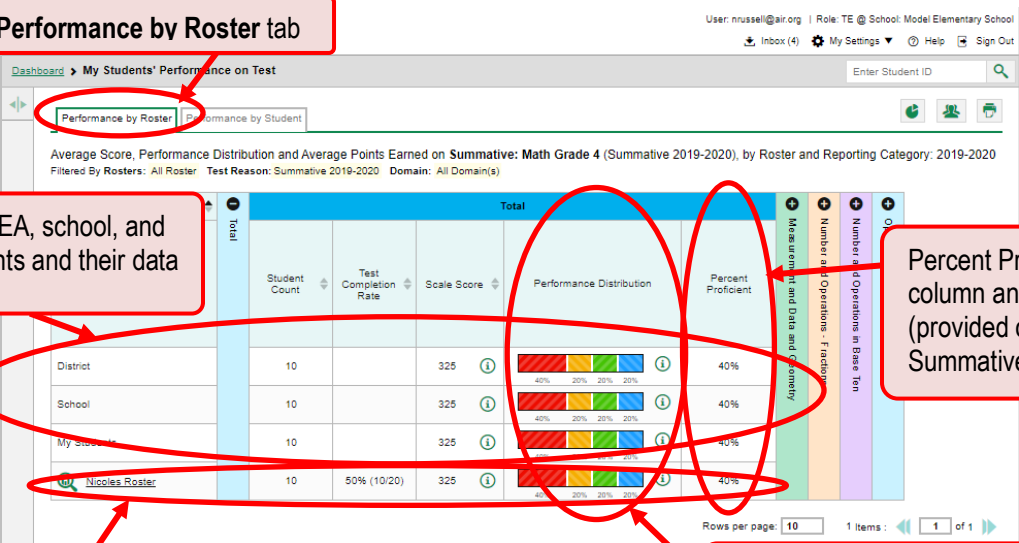
Teachers and school-level users: From the dashboard that appears when you log in, click an assessment name (or  beside it) in the table of assessments. Either the My Students’ Performance on Test or the School Performance on Test report appears, depending on your role.

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

- From the dashboard that appears when you log in, click an assessment name (or  beside it) in the table of assessments. A page of LEA assessment results appears, listing schools within the LEA.
- Click a school name (or  beside it). The School Performance on Test report appears.

The report shown here (see Figure) displays a list of your rosters and each roster’s performance. The first few rows also show aggregate performance data for your LEA, school, and total student averages. For Summative assessments only, there is a column to show the Percent Proficient.

Figure 163. My Students’ Performance on Summative Assessment Report: Performance by Roster Tab



Performance by Roster tab

Rows for LEA, school, and total students and their data

A class (roster) and its data

Percent Proficient column and data (provided only for Summatives)

Performance levels (below proficient, approaching proficient, proficient, highly proficient)

	Student Count	Test Completion Rate	Scale Score	Performance Distribution	Percent Proficient
District	10		325		40%
School	10		325		40%
My Students	10		325		40%
Nicolas Roster	10	50% (10/20)	325		40%

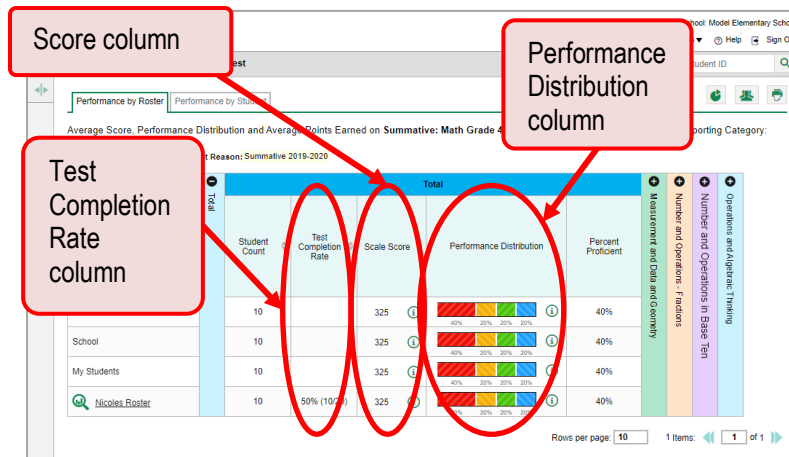
How can I see which rosters performed best on a specific Summative assessment?

To see which classes performed best on the assessment, do either of these things (See Figure 164):

Click the Score column header to sort by score.

Look at the bars in the Performance Distribution column.

Figure 164. School Performance on Summative Assessment Report: Performance by Roster Tab



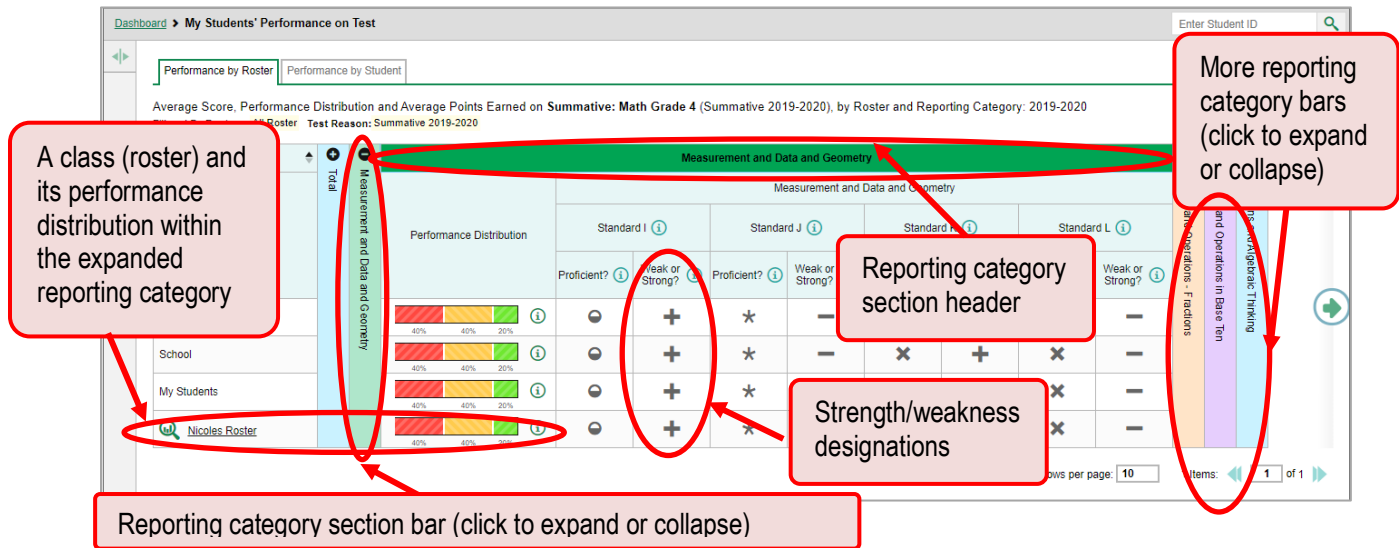
How can I see which rosters had the highest test completion rates on a Summative assessment?

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 164).

How can I see how rosters performed in Reporting Categories on a Summative assessment?

Because Summative assessments have reporting category sections, you can compare the performance of your students in each reporting category. Click each vertical section bar to expand or collapse it. In this example (see Figure 165), you can view a performance distribution bar for each roster under a reporting category. When making comparisons, be careful to take the student count into consideration to determine the value of the comparison.

Figure 165. Teacher View: Roster Performance on Summative Assessment Report with Expanded Reporting Category Section



For Summative assessments, you can also view strength and weakness designations for reporting categories in the Performance by Roster tab.

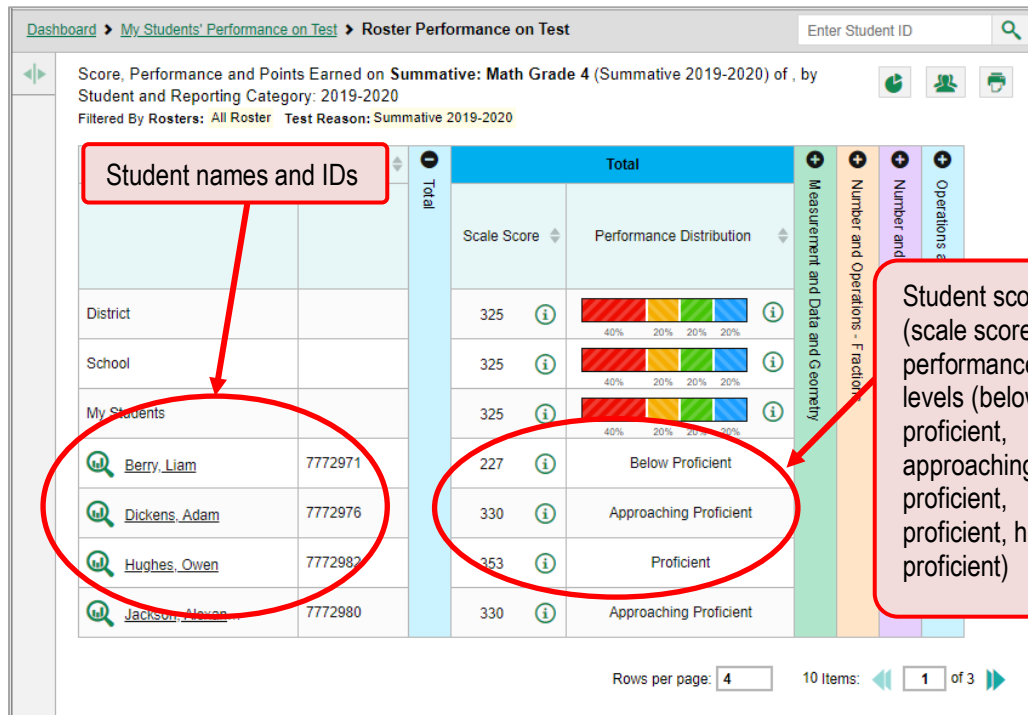
The strength and weakness designations compare an individual student’s performance on a specific standard with their performance on the test. On each line, the comparison is relative to the individual student and utilizes various symbols to provide a quick overview of performance (see Figure 165).

- If a plus sign is shown, it’s an area of strength;
- If an equal sign is shown, performance on that standard is similar to performance on the test as a whole;
- If a negative sign is shown, it’s an area of weakness;
- If an asterisk is shown, it indicates there is insufficient information.

How can I access Summative assessment results for an individual roster?

The prior section explained how to access assessment results for all your rosters. To view results for one specific roster, click the name of a roster that appears in the first column of the report. The roster results listed by student appear (see Figure 166).

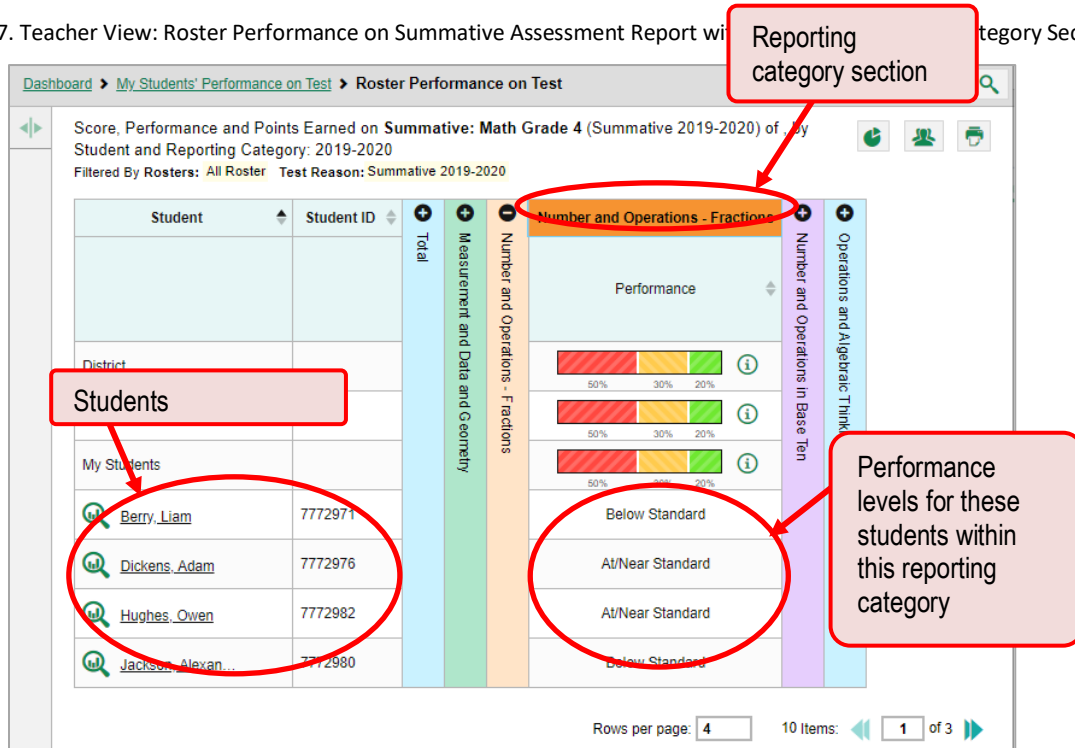
Figure 166. Teacher View: Roster Performance on Summative Assessment Report



How can I see how students in a roster performed in each Reporting Category on the Summative Assessment?

You can compare the performance of your students in each reporting category section (see Figure). Click the vertical section bar to expand each section.


Figure 167. Teacher View: Roster Performance on Summative Assessment Report with Reporting Category Section





For School- and LEA-Level Users: How to View School-Level Results for a Specific Summative Assessment

You can view assessment results for all the students in a school on a specific Summative assessment.

How can I access Summative assessment results for a school?

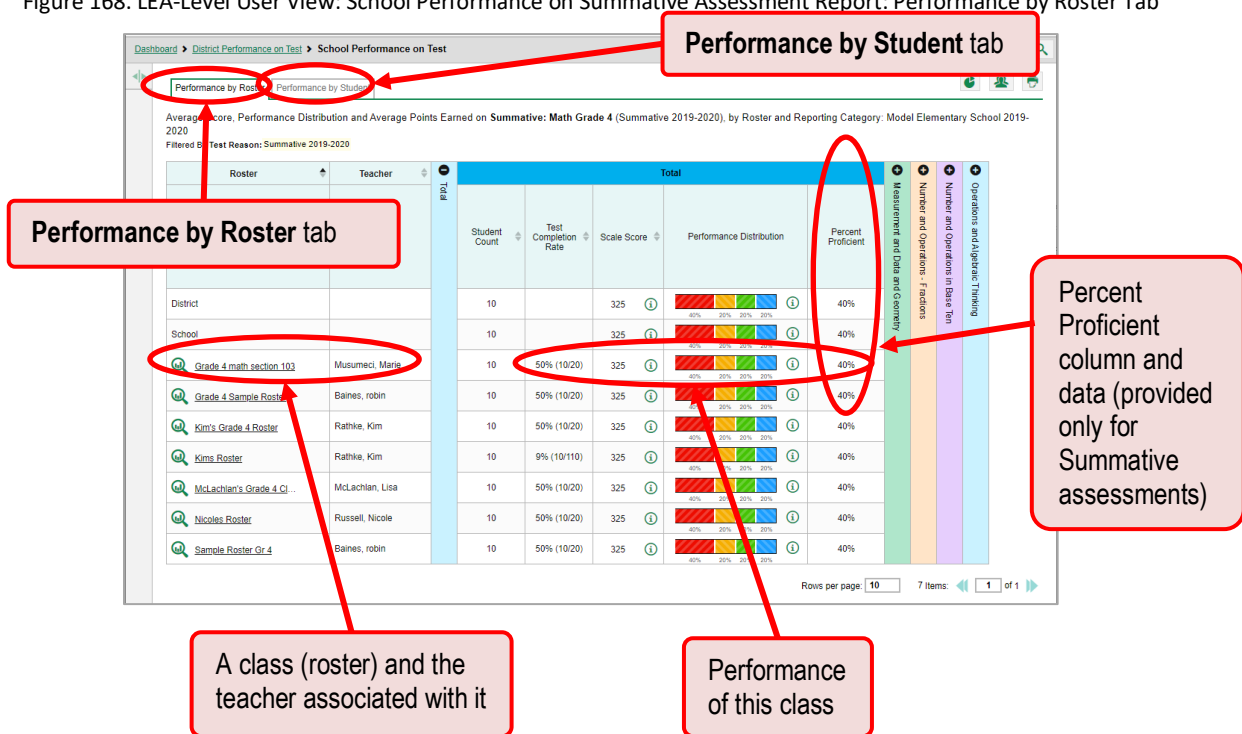
School-level users: Starting at the dashboard that appears when you log in, click the name of the assessment (or  beside it).

LEA-level users:

- a. Starting at the dashboard that appears when you log in, click the name of the assessment (or  beside it). A table listing assessment results by school appears.
- b. Click the name of the school (or  beside it) for which you would like to see results.

The assessment results for the school appear (see Figure). The **Performance by Roster** tab is open by default.

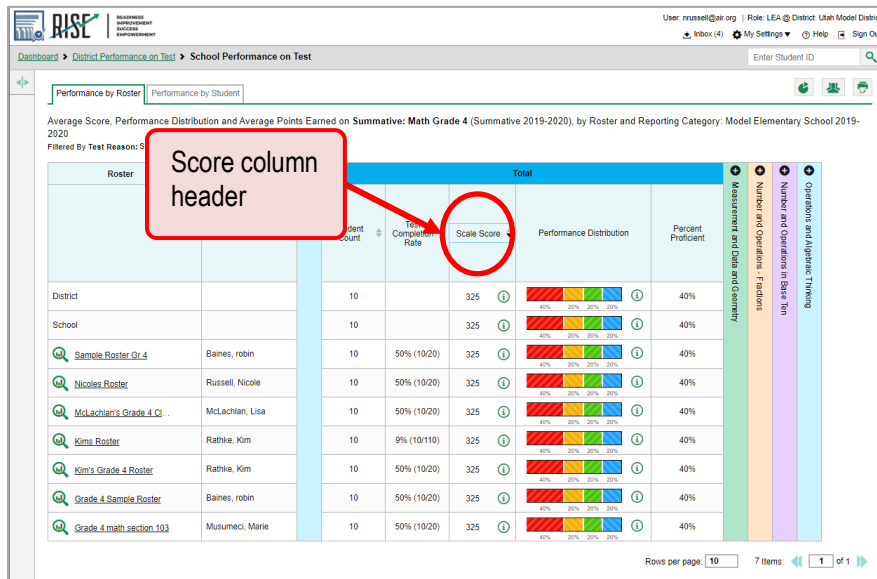
Figure 168. LEA-Level User View: School Performance on Summative Assessment Report: Performance by Roster Tab



How can I see which rosters performed best on a specific Summative 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 169). This will allow for a comparison of assessment scores by class roster and make it easier to see patterns in these data.

Figure 169. LEA-Level User View: School Performance: Performance by Roster Tab with Table Sorted by Score



For LEA-Level Users: How to View Results for an LEA on a Specific Summative Assessment

You can view assessment results for an LEA on a specific Summative assessment.

How can I access Summative assessment results for an LEA?


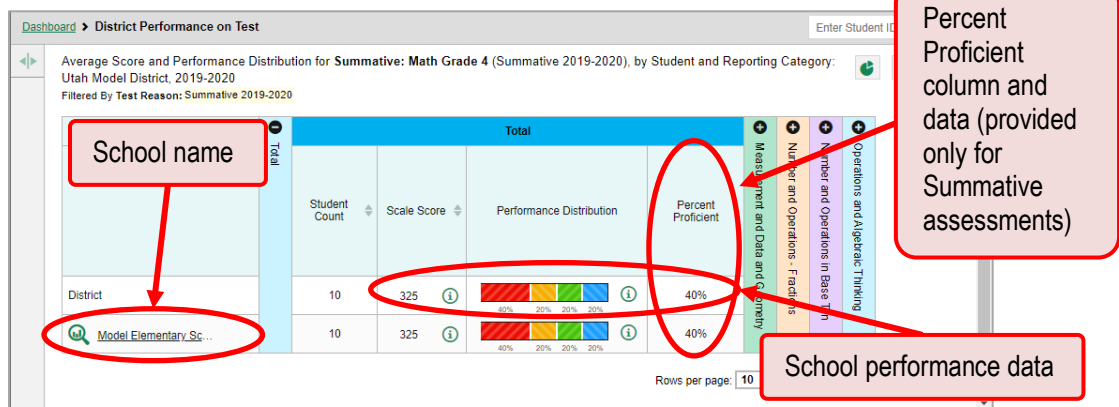
On the dashboard that appears when you log in, click the name of an assessment (or  beside it). A list of the schools in your LEA appears, with data (see Figure).

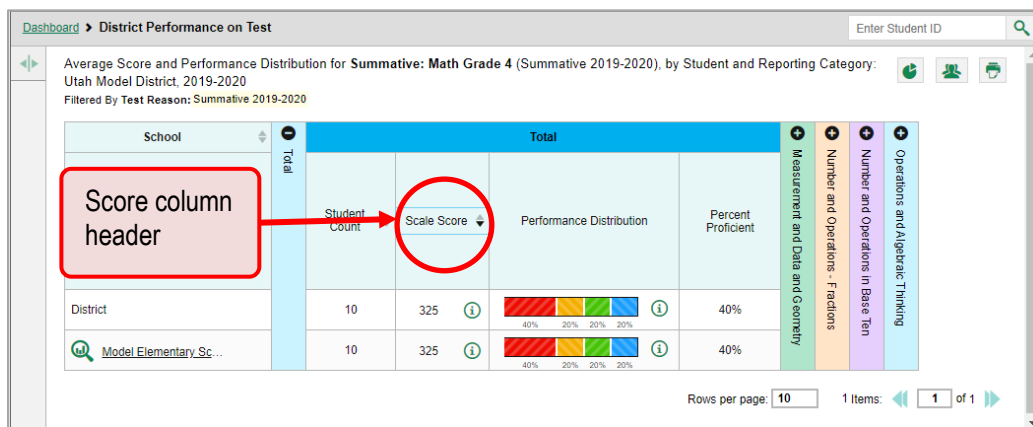
Figure 170. LEA Performance on Summative Assessment Report



How can I see which schools in the LEA performed best on a specific Summative assessment?

Look at the Score and Performance Distribution columns, and click the Score column header to sort by it (see Figure 171).

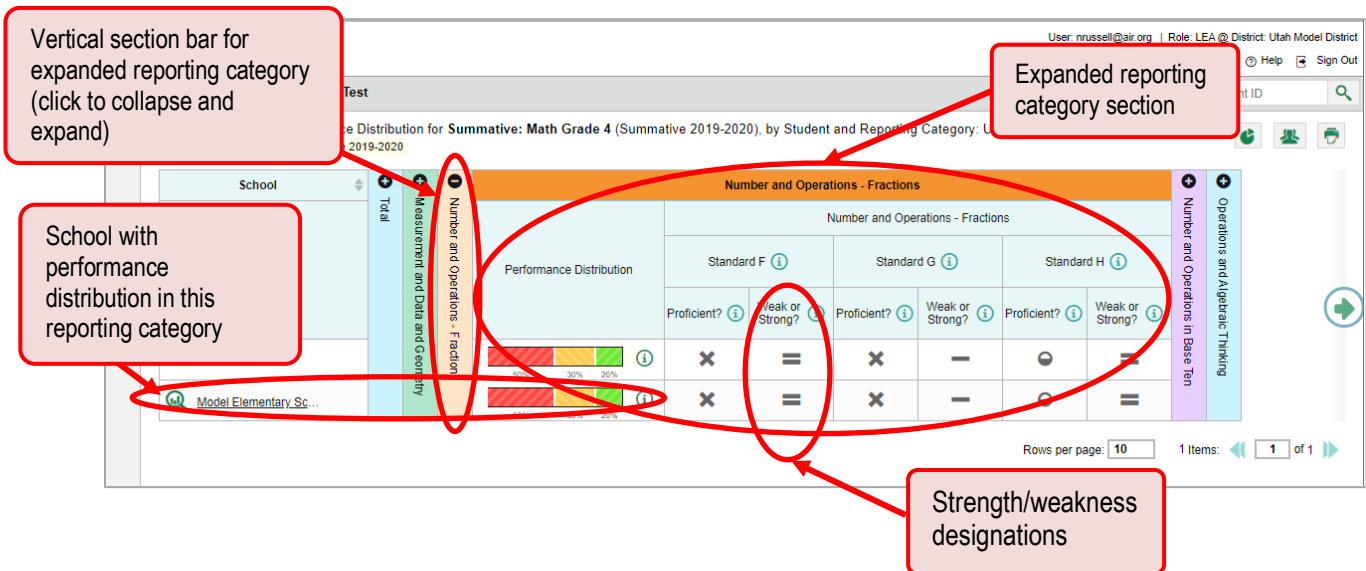
Figure 171. LEA Performance on Summative Assessment Report Sorted by Score



How can I see how well schools in the LEA performed in each Reporting Category on a specific Summative assessment?

Click the vertical section bars to expand the reporting category sections (see Figure 172).

Figure 172. LEA Performance on Summative Assessment Report with Expanded Reporting Category Section

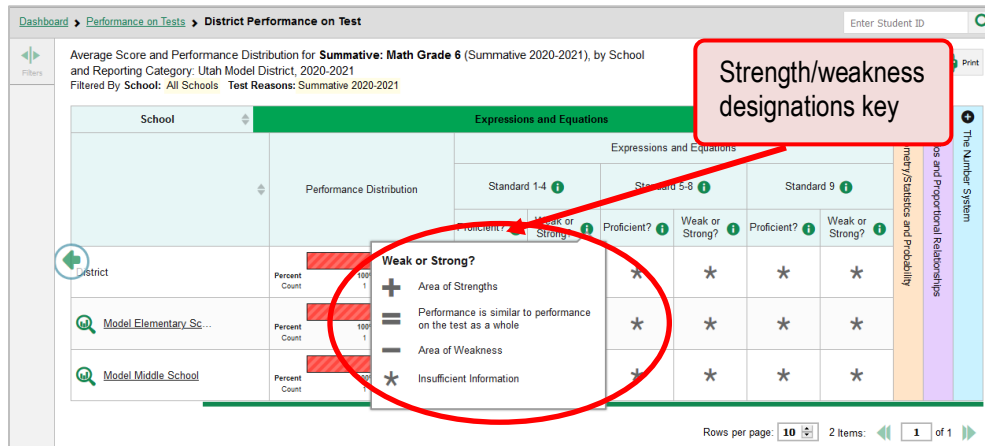


For Summative assessments, you can also view strength and weakness designations for reporting categories in the Performance by Roster tab.

The strength and weakness designations compare an individual student’s performance on a specific standard with their performance on the test. On each line, the comparison is relative to the individual student and utilizes various symbols to provide a quick overview of performance (see Figure 173).

- If a plus sign is shown, it’s an area of strength;
- If an equal sign is shown, performance on that standard is similar to performance on the test as a whole;
- If a negative sign is shown, it’s an area of weakness;
- If an asterisk is shown, it indicates there is insufficient information.

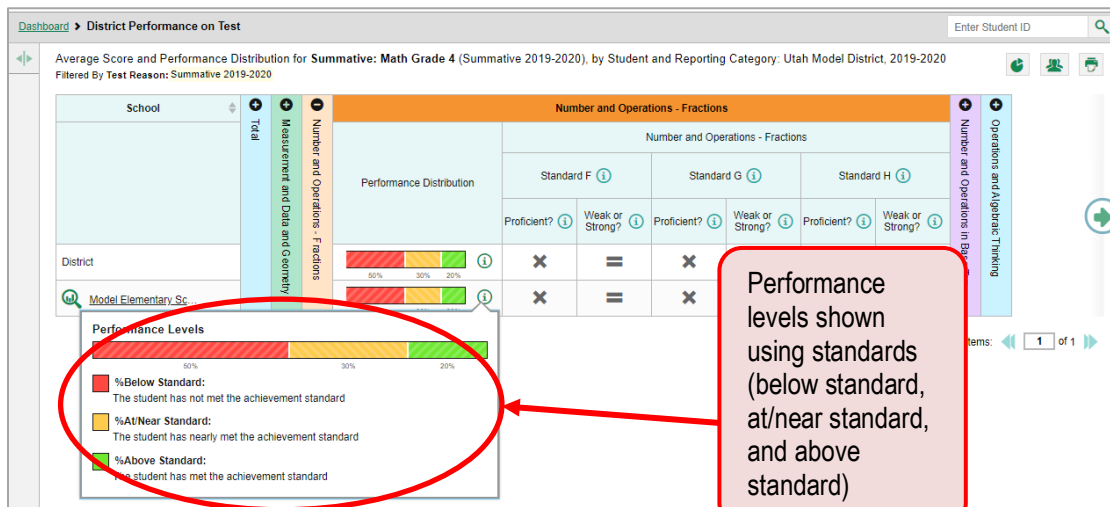
Figure 173. Strength and Weakness Designations



Performance levels within reporting categories include Below Standard, At/Near Standard, and Above Standard (see Figure 174):

- If a student is Above Standard, the confidence range of the student’s score is above the proficiency cut score, meaning there is confidence that the student is proficient in the reporting category that was assessed.
- If a student is At/Near Standard, the confidence range of the student’s score includes the proficiency cut score, meaning the student may or may not be proficient in reporting category that was assessed and more investigation is needed.
- If a student is Below Standard, the confidence range of the student’s score is below the proficiency cut score, meaning there is confidence that the student is NOT proficient in reporting category that was assessed.

Figure 174. LEA Summative Assessment Report with Expanded Reporting Category Section with Performance Levels Shown





For All Users: How to View Summative Assessment Results for Individual Students

You can find out how well an individual student performed on a specific completed assessment and/or view a report for all the assessments a student has taken. You can also generate and export both Individual Student Reports (ISRs) and student data files for that student.

How can I access results for an individual student on a specific Summative assessment?

Teachers and school-level users:

1. Go to the dashboard and click an assessment name (or  beside it) in the table of assessments. A page of assessment results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see Figure 175 on the following page).

LEA-level users:



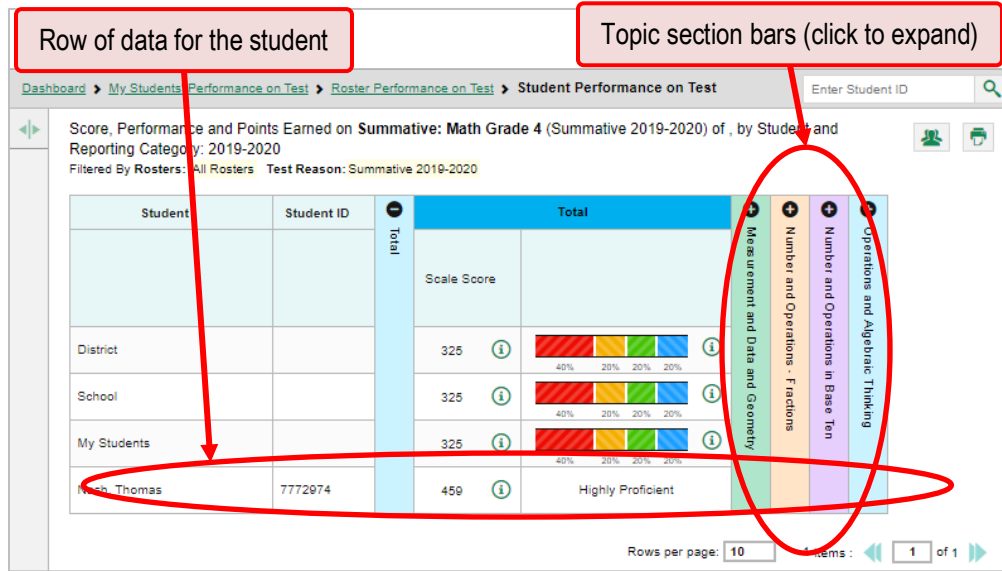
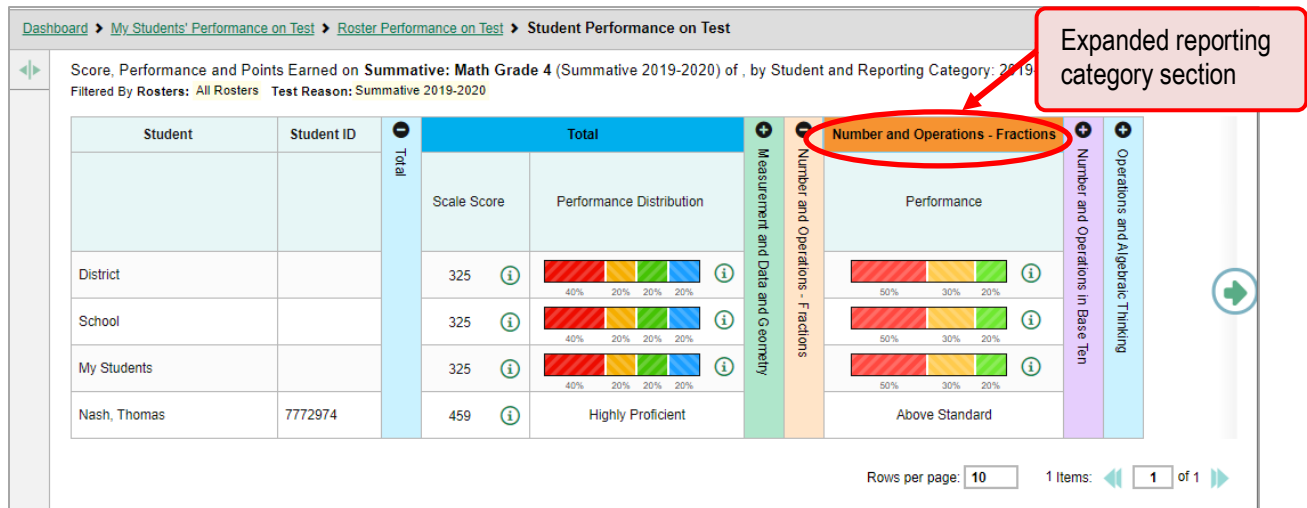
1. Go to the dashboard and click an assessment name (or  beside it) in the table of assessments. A page of LEA assessment results appears (the LEA Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step 2 under “Teachers and school-level users” on the page above.

Figure 175. Teacher View: Student Performance on Summative Assessment Report



Because Summative assessments have reporting category sections, you can view the student’s performance using the reporting category sections, which you can click to expand (see Figure 176).

Figure 176. Teacher View: Student Performance on Summative Assessment Report with Expanded Reporting Category Section



How can I view a report for all the Summative 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 assessments students have completed multiple times and for benchmark modules and/or interim assessments that were administered multiple times throughout the year.


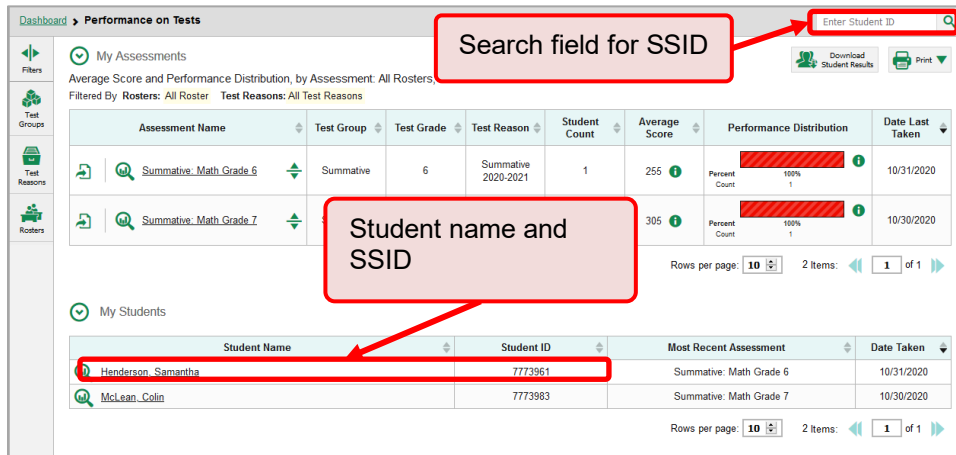
To access this report, enter the student's SSID in the search field in the upper-right corner and click  (see Figure 177). The Student Portfolio Report appears (see Figure 178).

Figure 177. Teacher View: Performance on Tests Report




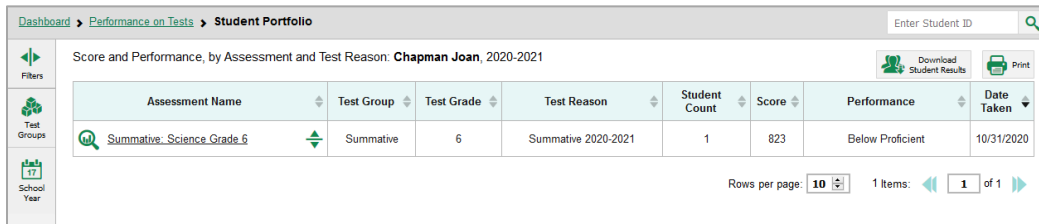

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it), also shown in Figure 177.

Figure 178. Student Portfolio Report

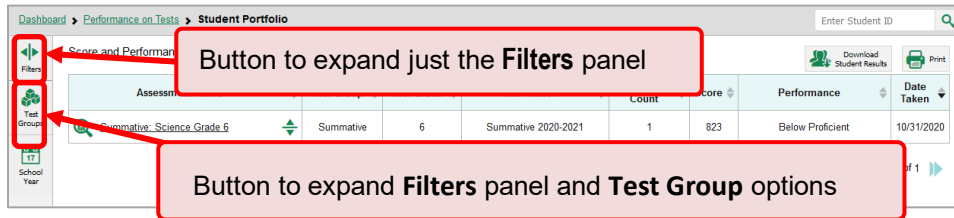


To view individual assessment results for this student, click an assessment name (or  beside it).

How can I use the Student Portfolio Report to view only the Summative assessments I'm interested in?

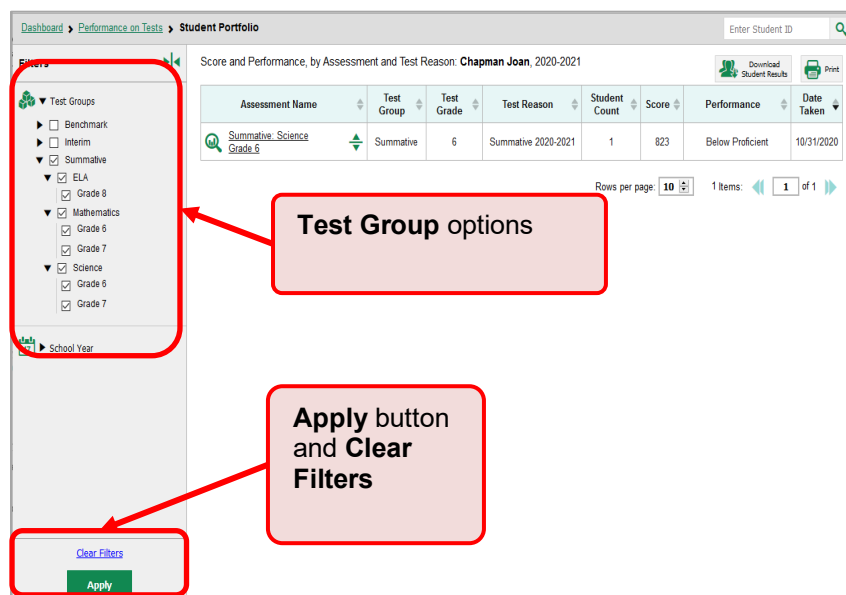
You can temporarily filter which assessment you want to see in the Student Portfolio Report (see Figure 179). For example, you may want to do this if you are an English teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 179. Student Portfolio Report



1. In the **Filters** panel on the left side of the Student Portfolio Report (see Figure 178), click either the expand button or the **Test Group** button . The **Filters** panel expands (see Figure).

Figure 180. Student Portfolio Report with Expanded Filters Panel



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

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 can I see how a student performed on their most recent Summative assessments?

In the Student Portfolio Report, click the Date Taken column header to sort by date (see Figure 181). By reviewing the performance levels on the assessments, you can see how the student is performing over time.

Figure 181. Student Portfolio Report Sorted by Date Taken Column

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance Level	Date Taken
Summative: Math Grade 6	Summative	6	Summative 2020-2021	1	255	Below Proficient	10/31/2020
Interim: ELA Grade 5	Interim	5	Pre Test	1	227	Below Proficient	9/23/2020

How do I interpret Summative Writing Scores?

When reviewing and interpreting student score information on the RISE summative writing assessment please note:

Student essays are scored with respect to three categories: Conventions (0-2), Evidence/Elaboration (1-4), and Statement of Purpose/Focus and Organization (1-4). These rubric scores are combined to produce an estimate of student writing achievement.

The performance level standards used to classify writing responses are as follows:

- **Below Standard**: the student’s essay response is clearly below the Proficient level performance standard.
- **At/Near Standard**: the student’s essay response was not sufficiently high or low to confidently classify the student as clearly meeting or failing to meet the Proficient level performance standard.
- **Above Standard**: the student’s essay response can confidently be classified as meeting the Proficient level performance standard.

The scale score range varies across writing prompts because the difficulty of the writing prompts varies. Students may have the same number of rubric points (e.g., 6/10), but may receive a different performance level due to the varying difficulty of the prompts which they were administered.

The Individual Student Report identifies the genre of the writing prompt the student received. Due to item security, specific information about which prompt the student responded to is not available. To access the rubric scores, teachers need to review the individual student reports for their students.

How do I access Summative Writing ISRs?

To generate and view or export an Individual Student Report (ISR) for a Writing assessment, use the Student Results Generator. Each ISR shows a student’s performance on their Writing assessment.

The Student Results Generator presents a series of panels in which to select options. Depending on what page you start from, some options may be preselected, and you can skip some of the steps below.


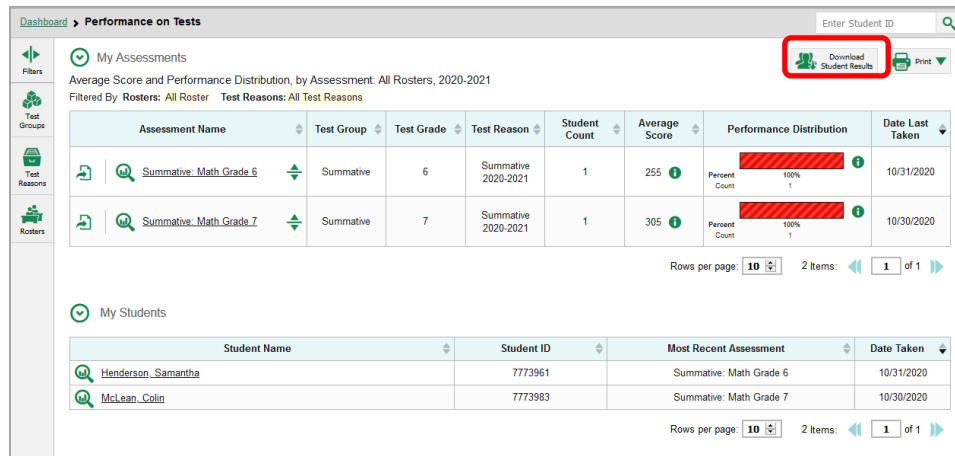
1. Click the **Download Student Results** button  in the upper-right corner of the page (see Figure 160).

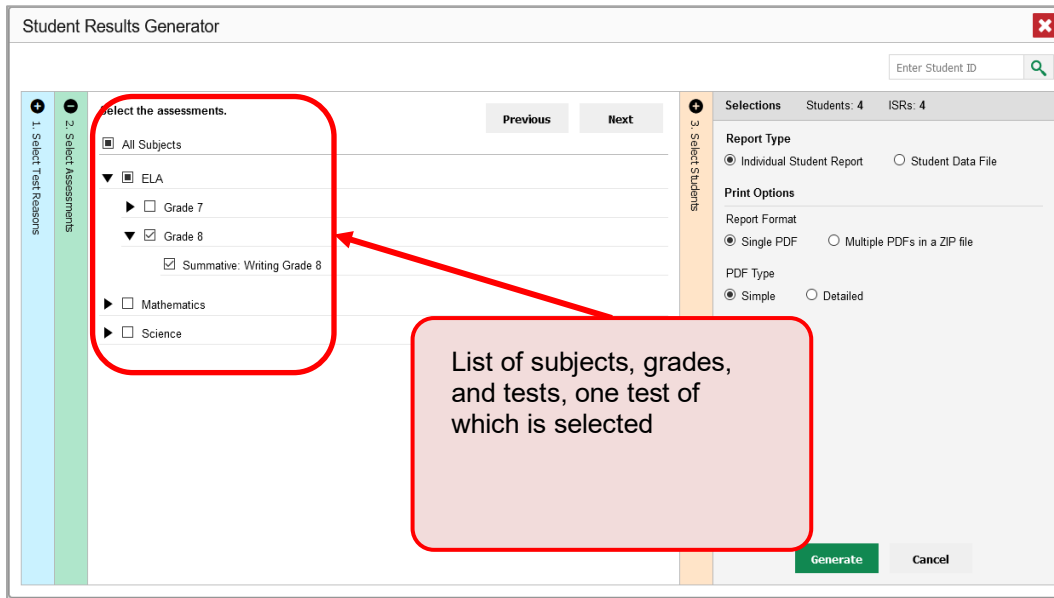
Figure 160. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens (Figure 161).

- a. The Student Results Generator will pre-populate the students and assessments you are currently viewing. If you are currently viewing the Summative Writing assessments for your student(s) when you click Download Student Results, the Student Results Generator will automatically set the selections to generate ISR(s) for those student(s) for the Summative Writing assessment. If you desire to edit the students or assessments selected, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. The **Select Assessments** section (Figure 161) defaults to the assessments by subject and grade that you are viewing. If you desire to change the Summative Writing assessment selected, mark the applicable checkboxes beside the assessments you want to include in the report.

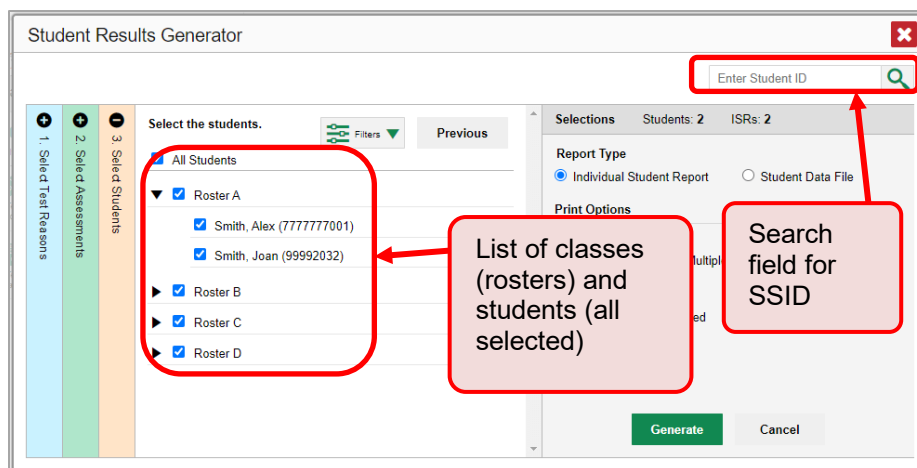
Figure 161. Student Results Generator Window: Select Assessments Section



b. The **Select Students** section (Figure 162) contains a list of rosters. Mark the checkboxes for the 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 roster also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

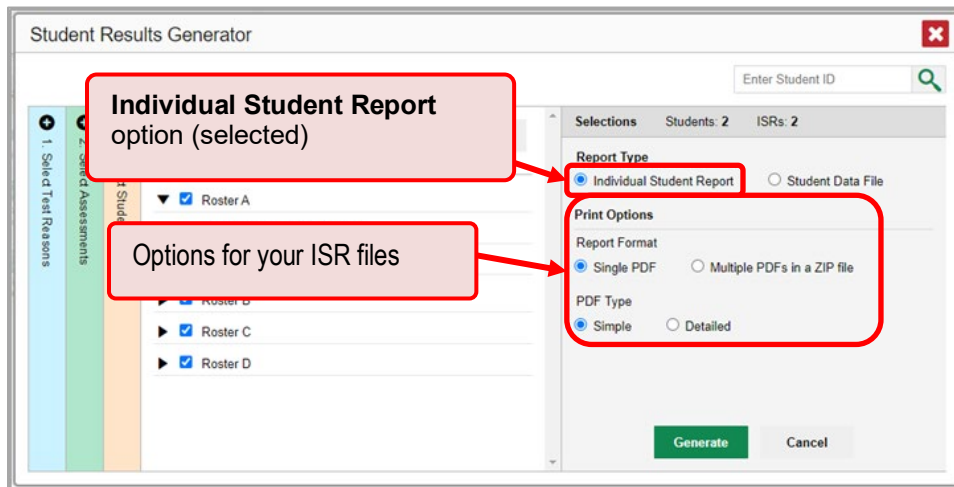
Figure 162. Teacher View: Student Results Generator Window: Select Students Section



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

- 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 163).

Figure 163. Teacher View: Student Results Generator Window: Select Students Section



- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Under PDF Type, select either a simple or a detailed PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the Summative Writing ISR(s) available for download. You can then view the Summative Writing ISR(s) and download or print as desired from the Secure Inbox.
- To access the Secure Inbox to download the Summative Writing ISR, click on the Inbox button from any dashboard view (see Figure 164). Once the inbox popover opens, click on the desired ISR (see Figure 165).

Figure 164. Secure Inbox Access

The screenshot shows the 'Reporting' section of the RISE system. The user is 'enik.embrey@cambiumassessment.com' with the role 'TE @ School, Model Middle School'. The main content area displays a performance report for 'Summative: Writing Grade 8 (Summative 2020-2021)'. The report is filtered by 'All Roster' and 'Summative 2020-2021'. A table shows performance data for 'District', 'School', and 'My Students' across 'Student Count', 'Test Completion Rate', 'Scale Score', and 'Performance Distribution'. A red box highlights the 'Inbox (1)' notification in the top right corner, with an arrow pointing to a larger red box labeled 'Secure Inbox Access'.

Roster	Total	Student Count	Test Completion Rate	Scale Score	Performance Distribution
District		4		227	Percent Count 100% 4
School		4		227	Percent Count 100% 4
My Students		4		227	Percent Count 100% 4

Figure 165. Secure Inbox View

The screenshot shows the 'Secure Inbox' view. The interface includes a search bar, a 'Show 10 entries' dropdown, and a table of files. A red box highlights the file names, which include links to download Summative Writing ISR. A callout box points to these links with the text 'Links to Download Summative Writing ISR'.

Name	Creation Date	Expire Date	Days Available	Actions
UtahModelDistrict_StudentISRs_173711144-PM.zip Reporting	05/05/2021 05:37 PM	06/04/2021 05:37 PM	28 days	[Download] [Delete]
UtahModelDistrict_StudentISRs_173614260-PM.pdf Reporting	05/05/2021 05:36 PM	06/04/2021 05:36 PM	28 days	[Download] [Delete]
UtahModelDistrict_StudentISRs_173404336-PM.pdf Reporting	05/05/2021 05:34 PM	06/04/2021 05:34 PM	28 days	[Download] [Delete]
UtahModelDistrict_StudentISRs_111315788-AM.zip Reporting	04/28/2021 11:13 AM	05/28/2021 11:13 AM	20 days	[Download] [Delete]
UtahModelDistrict_StudentData_164610660-AM.zip	04/26/2021 04:46 PM	05/26/2021 04:46 PM	19 days	[Download] [Delete]

What are the Summative Writing Score Ranges?

Please note that it is not possible to know which prompt a particular student received; this is intended to serve as a guide. To review the writing score range for individual students, you will need to review the individual score report to determine the writing genre and then review the scale score. Using the chart provided below, you can determine where each student’s scale score is located. The scale scores differ according to the prompt the student received. No specific proficiency level will be provided. Summative writing prompts are scored against various dimensions based on difficulty of the prompt in question.

Figure 166. Sample Writing ISR with Scale Score and Genre

Reporting Individual Student Report

Last Student: Scale Score | DOB: 10/10/2010 | Date Taken: 10/1/2020 | Summative: Writing Grade 5 2020-2021 | USBE | DEMO SCHOOL 1

Performance: At/Near Standard | Scale Score: 384±47

How Did Your Child Perform on Each Test Question?

How Did Your Child Perform on the Essay?

Essay	Raw Score	Dimensions of Standard English	Evidence and Elaboration	Purpose, Focus, and Organization
Opinion	3 out of 10 points	demonstrates an adequate command of conventions; some errors in usage and sentence formation may be present, but no systematic pattern of errors is displayed; and adequate use of punctuation, capitalization, and spelling. (2 out of 2 points)	The response provides uneven, cursory support/ evidence for the writer’s opinion that includes partial or uneven use of sources, facts, and details; evidence from sources is weakly integrated, and citations, if present, are uneven; and weak or uneven use of elaborative techniques. The response expresses ideas unevenly, using simplistic language; use of domain-specific vocabulary may at times be inappropriate for the audience and purpose. (2 out of 4 points)	The response is somewhat sustained with some extraneous material or a minor drift in focus; may be clearly focused on the opinion but is insufficiently sustained within the purpose, audience, and task; and Opinion on the issue may be somewhat unclear and unfocused. The response has an inconsistent organizational structure, and flaws are evident; inconsistent use of transitional strategies with little variety; uneven progression of ideas from beginning to end; and conclusion and introduction, if present, are weak. (2 out of 4 points)

The scale scores for each prompt for **School Year 2020-2021** are listed below:

Test	Genre	below	at/near	above
G5W	Informative/Explanatory	166-335	336-494	495-613
	Opinion	166-343	344-490	491-613
	Opinion	166-366	367-509	510-613
	Informative/Explanatory	166-361	362-471	472-613
G8W	Argumentative	190-437	438-549	550-697
	Informative/Explanatory	190-408	409-586	587-697
	Argumentative	190-435	436-580	581-697
	Informative/Explanatory	190-406	407-541	542-697

For All Users: How to Export and Print Data

You can export or print any report you see in the Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data.

How can I export or print a report I'm viewing for Summative assessments?


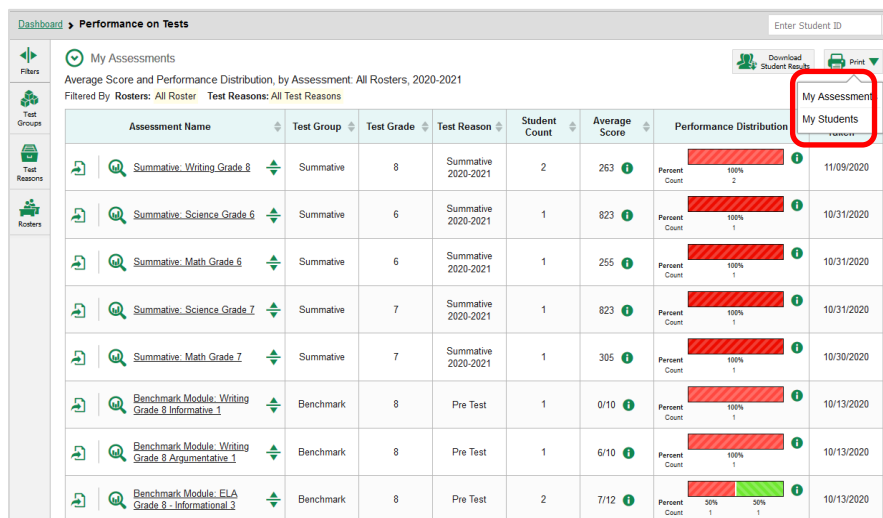
1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see Figure 167).

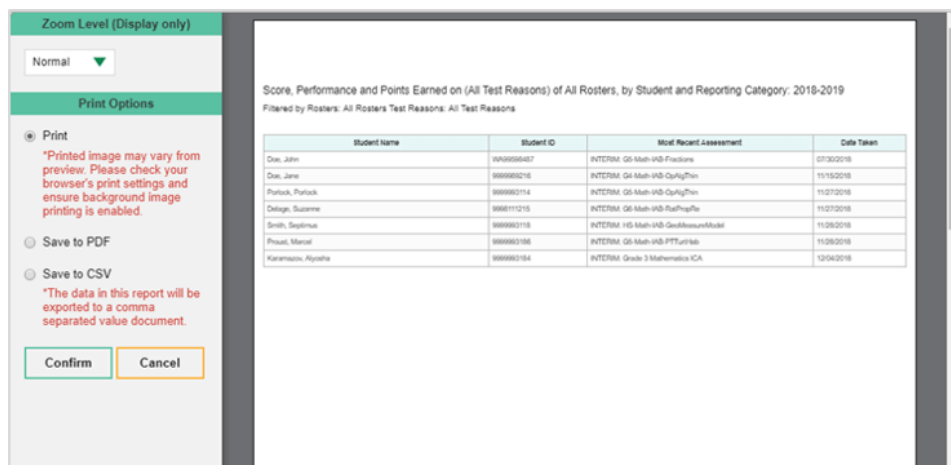
Figure 167. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (see Figure 168).

- 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 168. Print Preview Page



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

How can I export a Summative assessment report directly from the dashboard?


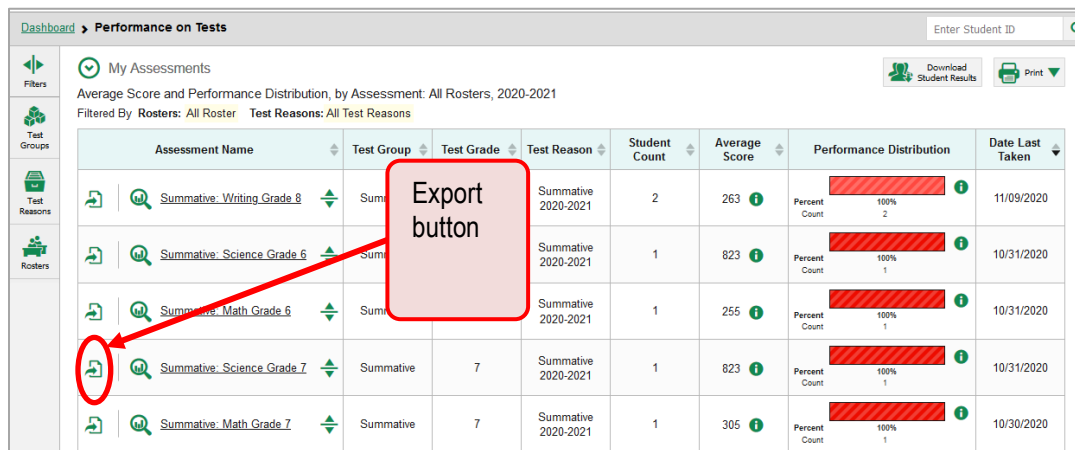
1. Click  to the left of the assessment whose report you wish to export (see Figure 169).

Figure 169. Teacher View: Dashboard



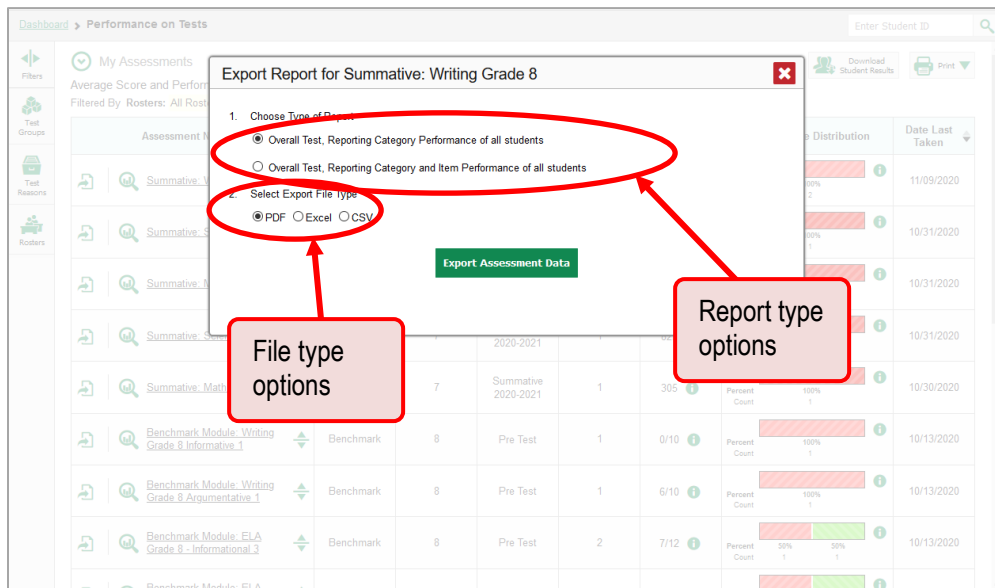
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative: Writing Grade 8	Sum		Summative 2020-2021	2	263	Percent Count 100% 2	11/09/2020
Summative: Science Grade 6	Sum		Summative 2020-2021	1	823	Percent Count 100% 1	10/31/2020
Summative: Math Grade 6	Sum		Summative 2020-2021	1	256	Percent Count 100% 1	10/31/2020
Summative: Science Grade 7	Summative	7	Summative 2020-2021	1	823	Percent Count 100% 1	10/31/2020
Summative: Math Grade 7	Summative	7	Summative 2020-2021	1	305	Percent Count 100% 1	10/30/2020

The **Export Report** window opens (see Figure 170). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

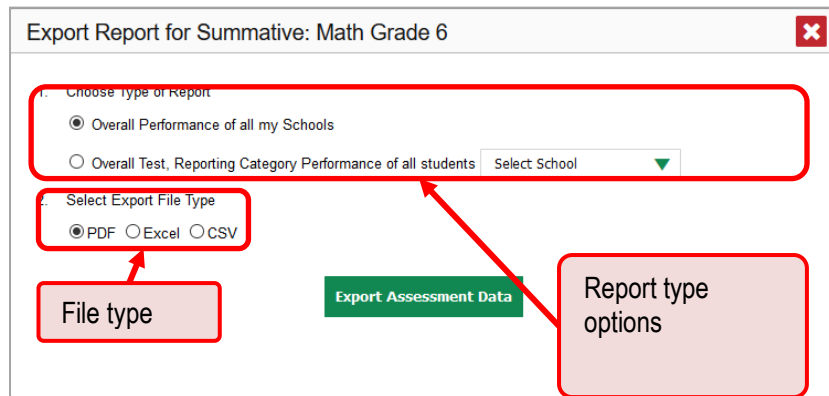
- **School-level users and teachers** (see Figure 170):
 - To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)
 - 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. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 170. Teacher View: Export Report Window for Interim Assessment



- LEA-level users (see Figure)
 - To export the LEA assessment results, mark the **Overall Performance of all my Schools** radio button. (This is the LEA Performance on Test report.)
 - To export the school assessment 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. (This is the School Performance on Test report.)

Figure 186. LEA-Level User View: Export Report Window for Summative Assessment



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.

Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download.

For All Users: How to Generate and Export Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a specific assessment. ISRs are useful for sharing performance information with students and their parents.

What does a Summative assessment Individual Student Report (ISR) look like and how can I read it?

Please note: ISRs have been updated for the 2020-2021 administration and the appearance may deviate from previous years.

An Individual Student Report (ISR) is a report in PDF format that displays data on an assessment. It may consist of a single page or multiple pages. ISR layouts vary according to the type of assessment. See figures on the following pages for sample ISRs.

At the top of each ISR are the student name and SSID, the name of the assessment, LEA, and school, and any other relevant information.

ISRs also include scale scores and performance distribution for students.

- A scale score makes it possible to compare one student’s score to another student’s score, even if they didn’t respond to the same questions.
- Performance distribution is given using proficiency. Proficiency levels describe how your student applied the content-specific knowledge and skills outlined in the Utah Core State Standards demonstrated in Utah’s statewide assessment.
 - Below Proficient
 - Performs significantly below grade-level standard
 - Able to partially access grade-level content
 - Engages higher-order thinking skills with extensive support
 - Approaching Proficient
 - Performs slightly below grade-level standards
 - Likely able to access grade-level content
 - Engages in some independent higher-order thinking with support
 - Proficient
 - Performs at grade-level standard
 - Able to access grade-level content
 - Engages in some independent higher-order thinking with minimal support
 - Highly Proficient
 - Performs significantly above grade-level standard

- Able to access grade-level content
- Engages in independent higher-order thinking skills

Below that is a summary of the student’s performance. An ISR for a scale-scored assessment 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 LEA and/or school.

Many ISRs include a table detailing the student’s performance in each reporting category.

Some ISRs include item-level data, scoring assertions, scoring assertion outcomes, and trend reports (Longitudinal Reports).

First Page of Individual Student Report (ISR) for Math Summative Assessment

The screenshot displays the first page of an Individual Student Report (ISR) for a Math Summative Assessment. The report includes student information, test details, performance levels, a vertical scale, a comparison table, and a performance level description table.

Student Information: DemoKid999, Bromesh999
 Student ID: 9999998 | Student DOB: 10/10/2005 | Date Taken: 1/23/2020

Test Information: Summative: Math Grade 5 2019-2020
 USOE DEMO SCHOOL 1

Performance: Below Proficient | Scale Score: 241±27

Vertical Scale: A vertical scale showing performance levels from 'Does Not Meet or Exceed Standard' to 'Highly Proficient'. The student's score is highlighted in yellow at the 'Below Proficient' level.

Comparison Table:

Name	Average Scale Score
USOE	241
DEMO SCHOOL 1	241

Performance Level Description Table:

Category	Performance Level	Performance level Description
Measurement and Data and Geometry	⚠	The student has not met the achievement standard
Number and Operations - Fractions	⚠	The student has not met the achievement standard
Number and Operations in Base Ten	⚠	The student has not met the achievement standard
Operations and Algebraic Thinking	⚠	The student has not met the achievement standard

First Page of Individual Student Report (ISR) for ELA Summative Assessment

Student name, ID, date of birth, and enrolled grade

Name of the test

Student's LEA and school

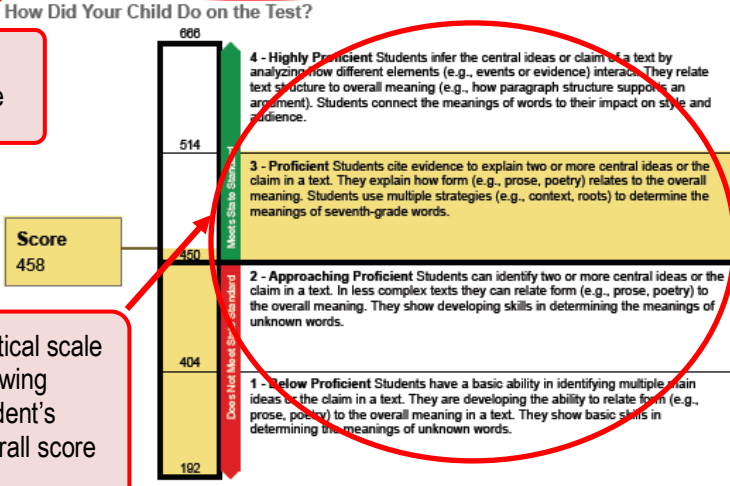
Reporting **Individual Student Report**

Cornish, Maria
 Student ID: 7773985 | Student DOB: 8/12/1997 | Enrolled Grade:
 Date Taken: 2/10/2021

Summative: ELA Grade 7 2020-2021
 Utah Model District
 Model Elementary School

Performance: 3 - Proficient **Scale Score: 458**

Summary of performance



Vertical scale showing student's overall score and performance level

How Does Your Child's Score Compare?

Name	Average Scale Score
Utah Model District	400

Comparison table showing average performance of the LEA and school

Child Perform on Different Areas of the Test?

⚠ Below Standard ⏸ At/Near Standard ✅ Above Standard

Category	Performance Level	Performance Level Description
Language	✅	The student has met the achievement standard
Listening Comprehension	⏸	The student has nearly met the achievement standard
Reading Informational Text	⏸	The student has nearly met the achievement standard
Reading Literature	⏸	The student has nearly met the achievement standard

Student's performance in each reporting category

First Page of Individual Student Report (ISR) for Writing Summative Assessment

The screenshot displays a table titled "Performance Distribution, by Assessment: All Rosters, 2020-2021". The table columns include Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution (with a bar chart), and My Students (with a date). Red callouts highlight specific areas: "Student name, ID, date of birth, and enrolled grade" points to the "My Students" column; "Name of the test" points to the "Assessment Name" column; "Summary of performance" points to the "Average Score" column; and "Student's LEA and school" points to the "Performance Distribution" column.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	My Students
Summative_Writing_Grade_8	Summative	8	Summative 2020-2021	2	263	100% 2	11/09/2020
Summative_Science_Grade_6	Summative	6	Summative 2020-2021	1		100% 1	10/31/2020
Summative_Math_Grade_6	Summative	6	Summative 2020-2021	1		100% 1	10/31/2020
Summative_Science_Grade_7	Summative	7	Summative 2020-2021	1	823	100% 1	10/31/2020
Summative_Math_Grade_7	Summative	7	Summative 2020-2021	1	305	100% 1	10/30/2020
Benchmark_Module_Writing_Grade_8_Informative_1	Benchmark	8	Pre Test	1	0/10	100% 1	10/13/2020
Benchmark_Module_Writing_Grade_8_Argumentative_1	Benchmark	8	Pre Test	1	6/10	100% 1	10/13/2020
Benchmark_Module_ELA_Grade_8_-_Informational_3	Benchmark	8	Pre Test	2	7/12	50% 1 50% 1	10/13/2020

First Page of Individual Student Report (ISR) for Science Summative Assessment

The screenshot displays the first page of an Individual Student Report (ISR) for a Science Summative Assessment. The report includes student information, performance metrics, a vertical scale, a comparison table, and a detailed reporting categories table. Red callout boxes highlight the following elements:

- Student name, ID, date of birth, and enrolled grade:** Points to the student's name (Peters, Jasmine), ID (7773988), DOB (8/12/1997), and date taken (11/07/2020).
- Name of the test:** Points to the title "Summative: SCIENCE Grade 7 2019-2020".
- Student's LEA and school:** Points to "Utah Model District Model Elementary School".
- Summary of performance:** Points to the overall performance level "Proficient" and the scale score "851".
- Vertical scale showing student's overall score and performance level:** Points to the vertical bar on the left of the scale, showing the student's score of 851.
- Comparison table showing average performance of the LEA and school:** Points to a table with columns "Name" and "Average Scale Score", showing scores for Utah Model District (842) and Model Elementary School (842).
- Student's performance in each reporting category:** Points to the "Reporting Categories" table at the bottom.

Category	Performance Level	Performance level Description
Changes in Species Over Time	☐	The student has nearly met the achievement standard
Changes to Earth Over Time	☐	The student has nearly met the achievement standard
Forces are Interactions Between Matter	☐	The student has nearly met the achievement standard
Reproduction and Inheritance	☐	The student has nearly met the achievement standard
Structure and Function of Life	⚠	The student has not met the achievement standard

How can I generate and export Individual Student Reports (ISR) for Summative assessments?

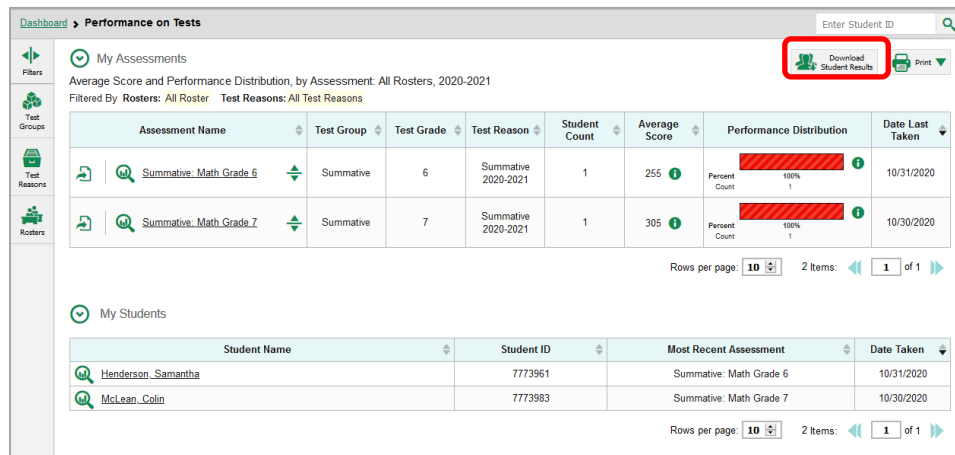
To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student’s overall performance on their assessment plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students 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. The Student Results Generator presents a series of panels in which to select options. Depending on what page you start from, some options may be preselected, and you can skip some of the steps below.

2. Click the **Download Student Results** button  in the upper-right corner of the page (see).

Figure 187. Teacher View: Performance on Tests Report

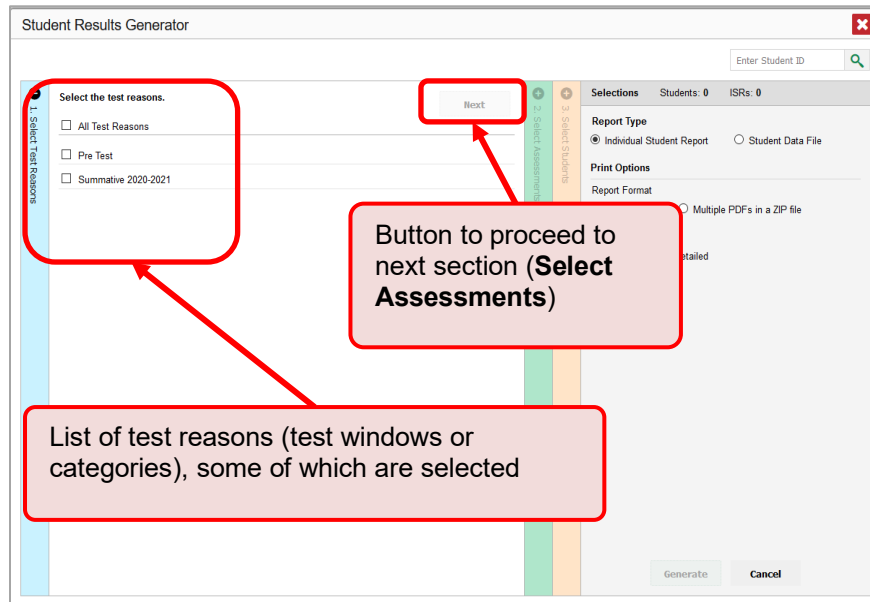


The **Student Results Generator** window opens (Figure).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

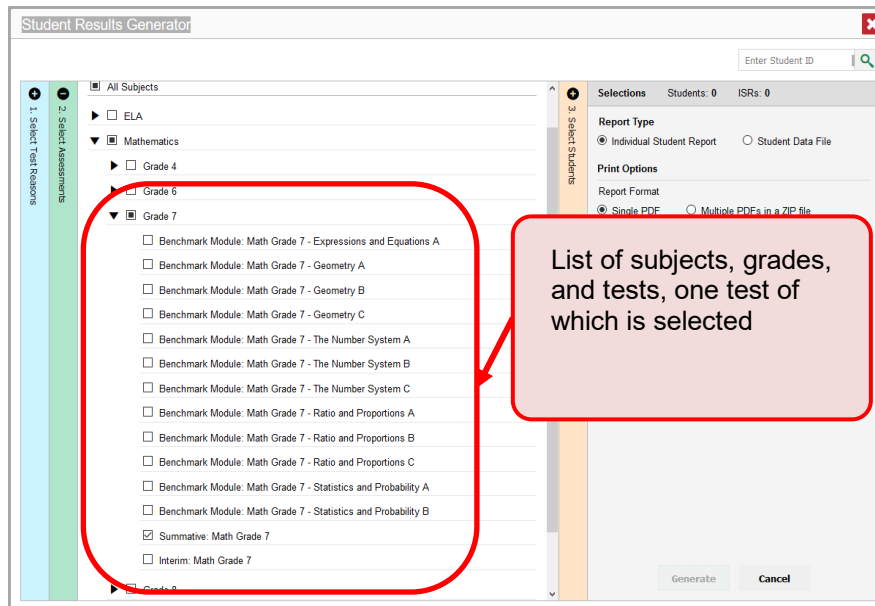
2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
- e. In the Select Test Reasons section (Figure), mark the checkbox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

Figure 188. Student Results Generator Window: Select Test Reasons Section



- f. The **Select Assessments** section (Figure) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

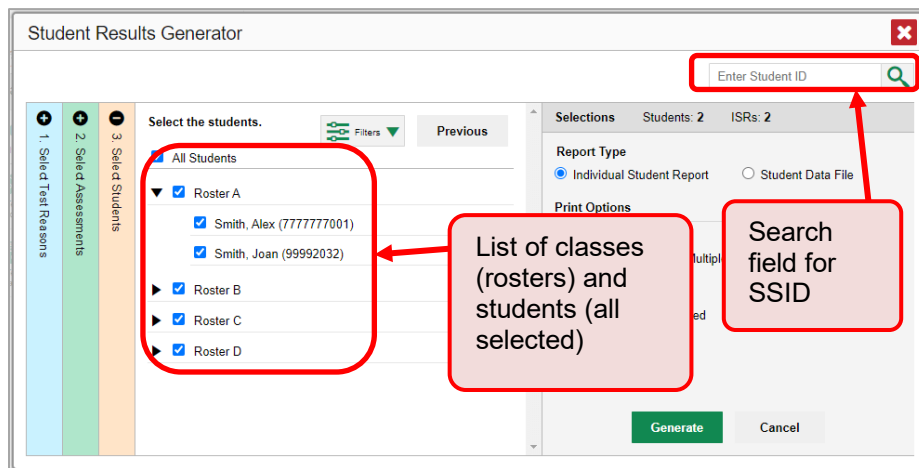
Figure 189. Student Results Generator Window: Select Assessments Section



- g. The **Select Students** section (Figure) contains a list of rosters (if you’re a teacher or school-level user) or schools (if you’re a LEA-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 roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

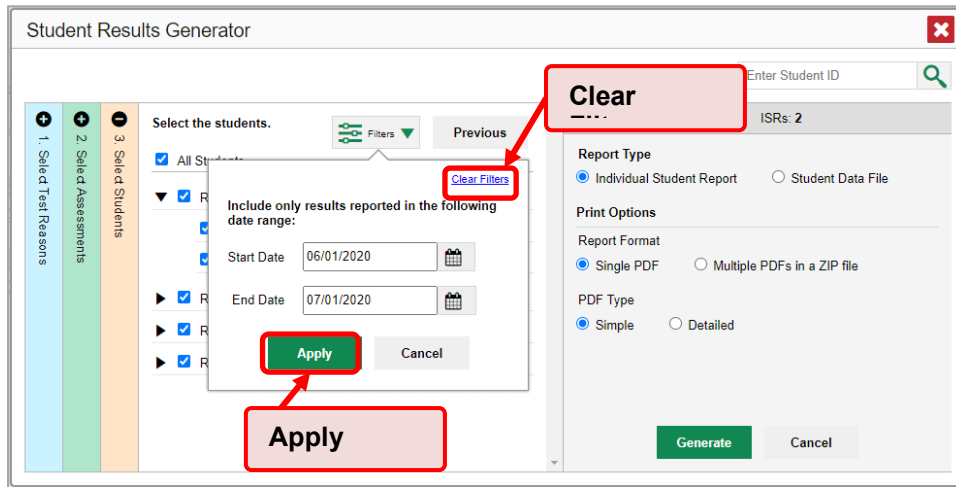
Figure 190. Teacher View: Student Results Generator Window: Select Students Section



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

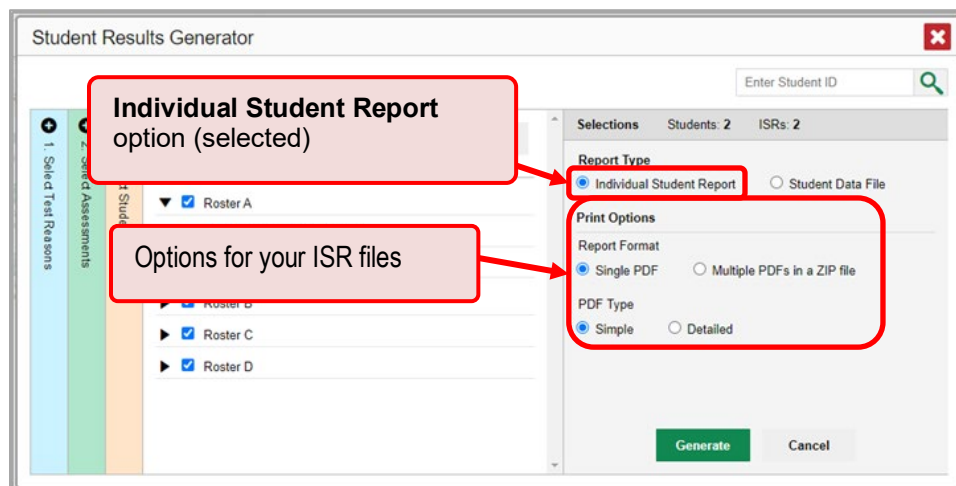
- h. *Optional*: To set a range of processing dates for which to generate results, use the filter menu as follows:
 - ix. Open the **Filters** menu . The menu displays two date fields, as in Figure 136.
 - x. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - xi. Click **Apply**. The results are filtered to include only assessments processed by Reporting in that date range. Note that processing date is not always the same as the date an assessment was taken.
 - xii. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 191. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open




- 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 137).

Figure 192. School-Level User View: Student Results Generator Window: Select Students Section



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


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

For All Users: How to Track Student Performance Over Time for Summative Assessments

You can view your students’ performance over time across multiple related Summative assessments or across multiple assessments of a single Summative 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 completed every assessment available in the report.
- An individual student.

How can I access a Longitudinal Report comparing related Summative assessments?

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


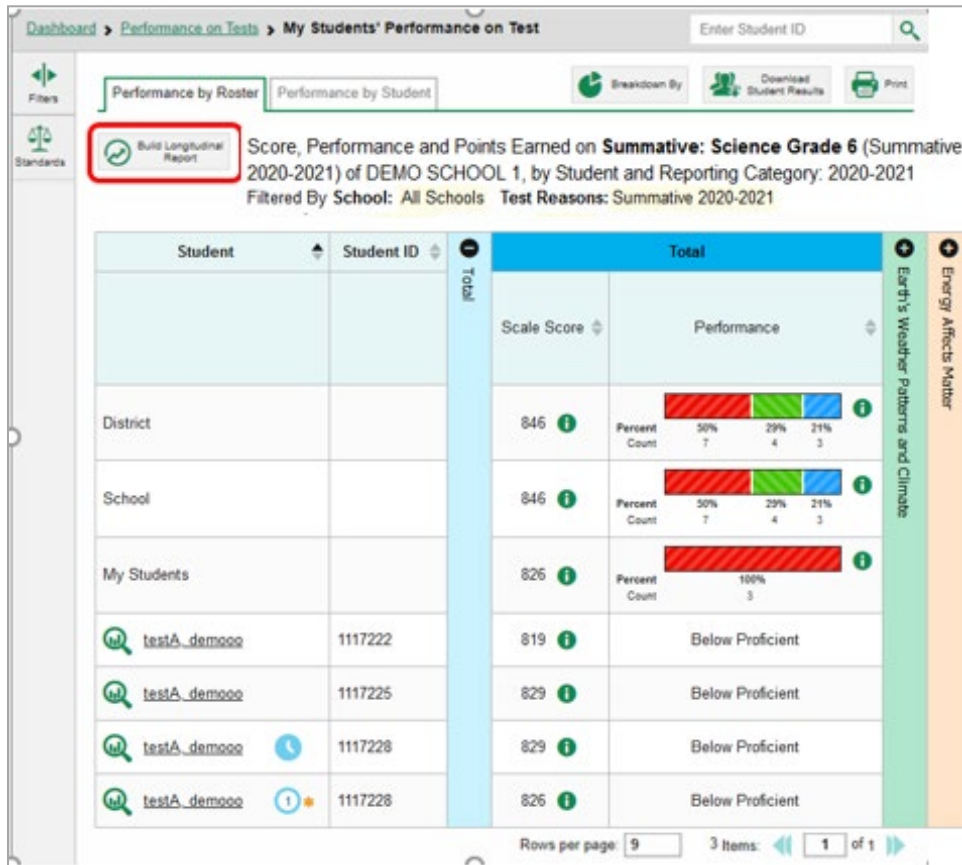
1. Above a table of assessment results, click the **Build Longitudinal Reports** button  in the upper-left corner, either directly on the page (see Figure) or within a **More Tools** menu, depending on whether additional instructional resources are available.

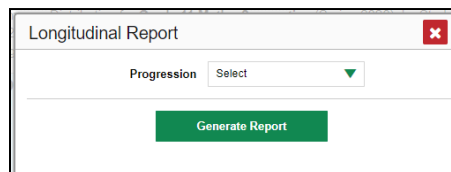
Figure 193. My Students' Performance on Test Report: Performance by Roster Tab



The **Longitudinal Report window appears**. Depending on your role, the assessment 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 benchmark modules, interims and summatives are available, the **Progression** drop-down list (see Figure) appears. Use it to select which assessments to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. This drop-down list does not appear when only one assessment type is available.

Figure 194. LEA-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only



- **Teachers only:** If the assessment results you’re looking at are for multiple students, a table appears with a column for each assessment (see Figure 195). This table does not appear if you’re looking at an individual student.
 - A sub-column appears for each test reason (a category of assessment, or, for a summative, a test window).
 - The cells in the columns display checkmarks to indicate which students completed which assessment/test reason combinations.

Figure 195. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report with Progressions ✖


Progression Summative ▼ Generate Report

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

Students Selected: 4

Test	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)	✓	✓	✓	✓	✓	✓	✓
Blinks, Jar Jar (9999920535)	✓	✓	✓	✓	✓	✓	✓
Bullock, Harvey (9998949477)			✓	✓	✓	✓	✓
Calrissian, Lando (99995471...)	✓	✓	✓	✓	✓	✓	✓
Curry, Arthur (9998275404)			✓	✓	✓	✓	

- Mark the checkbox for each assessment/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 assessments that will be included are highlighted in yellow.

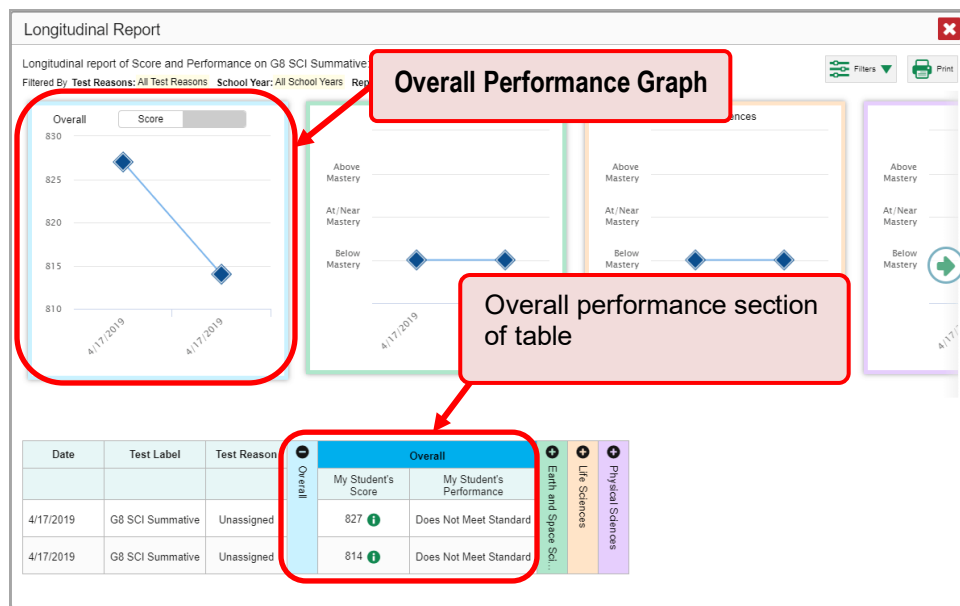
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button )

How can I view students' overall performance data on the assessments over time?

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 73). It shows the scores or performance levels of the student(s) each time they took the assessment(s).

Score data are plotted along a line.

Figure 196. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



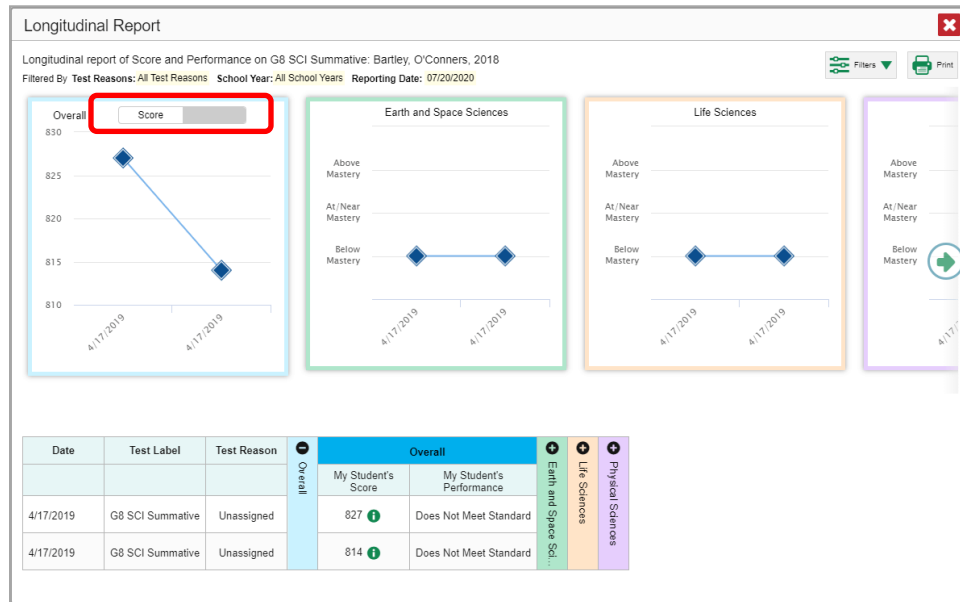
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

Hover 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.

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in Figure . 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 an assessment includes only one type of data.

Figure 197. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



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

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

How can I 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 can I show some assessments and not others in the report?

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

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


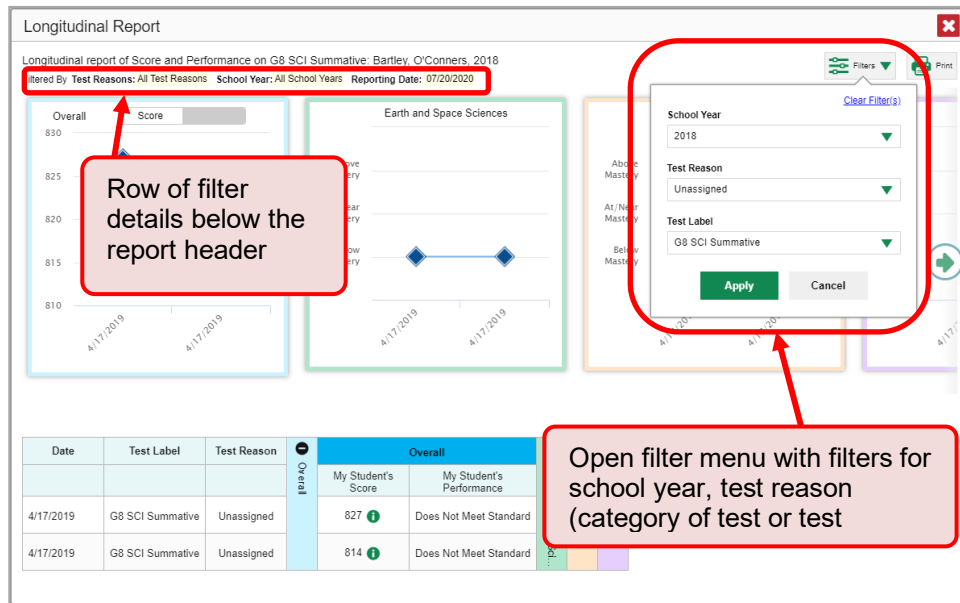
1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see Figure).

Figure 198. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu




- You may want to filter by a particular school year or years. Note that years are not calendar years. “2020” refers to the 2020–2021 school year. By default, Longitudinal Reports show data for all years.

Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students’ performance on last year’s sixth-grade assessments.

- If the report includes benchmark module or 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 the report down to show only tests taken in the fall. For summative assessments, test reasons are the same as test windows and are not useful.
- Finally, you may find that certain individual assessments are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the assessments you don’t want to see.

2. Click **Apply**.

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

A row of filter details appears below the report header, as in Figure , showing the test reasons and school years included in the report.

How can I view results for a specific demographic sub-group or combination for Summative assessments?


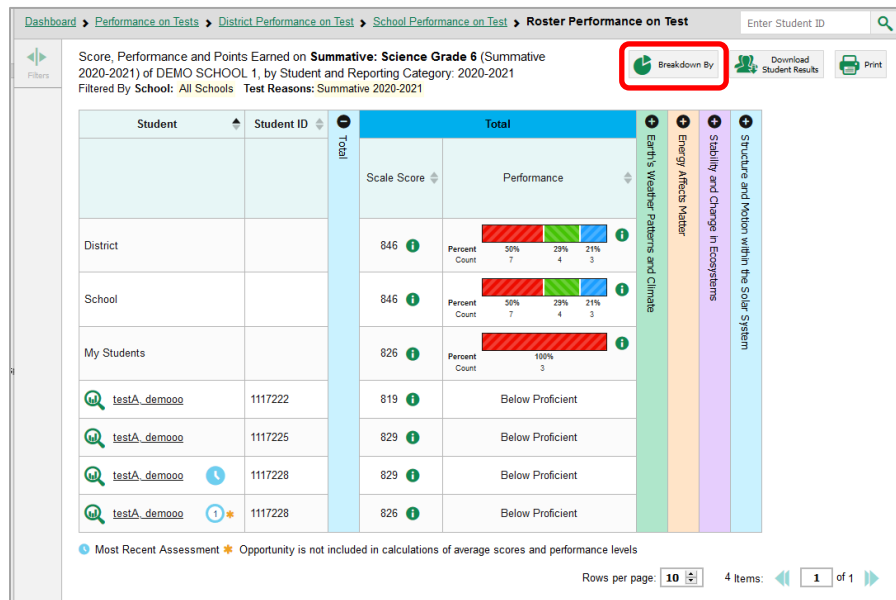

You can use the **Breakdown By** button  at the upper-right corner of an assessment report (Figure) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 199. My Students' Performance on Test Report: Performance by Roster Tab

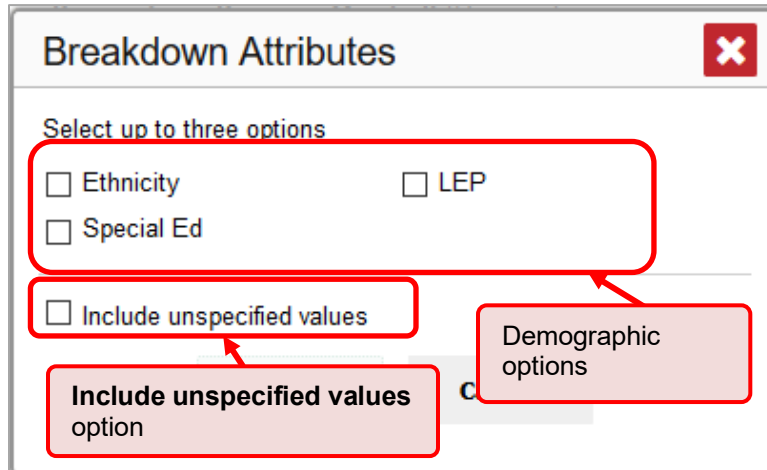


To view assessment results broken down by demographic sub-groups, do the following:

4. Click **Breakdown By**  at the upper-right corner (see Figure).

The **Breakdown Attributes** window opens (see Figure).

Figure 200. My Students’ Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



5. Select up to three student demographic categories.

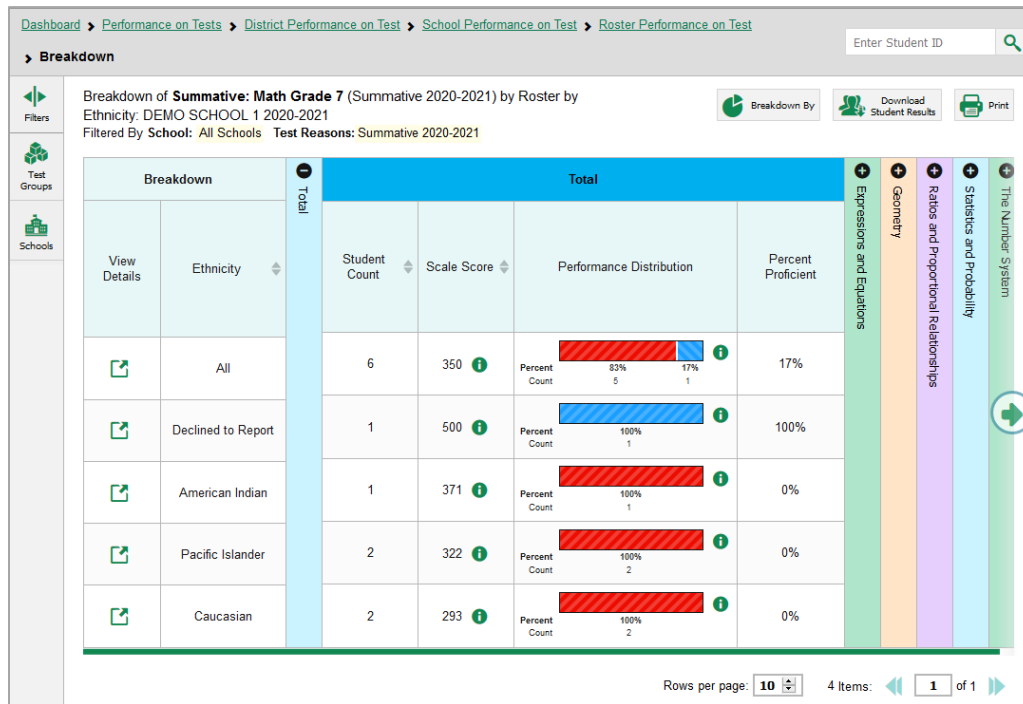
There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete assessments 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.

6. Click **Apply**.

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

Figure 201. Demographic Breakdown of a My Students’ Performance on Test Report



For All Users: How to Generate and Export Summative Assessment Student Data Files

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

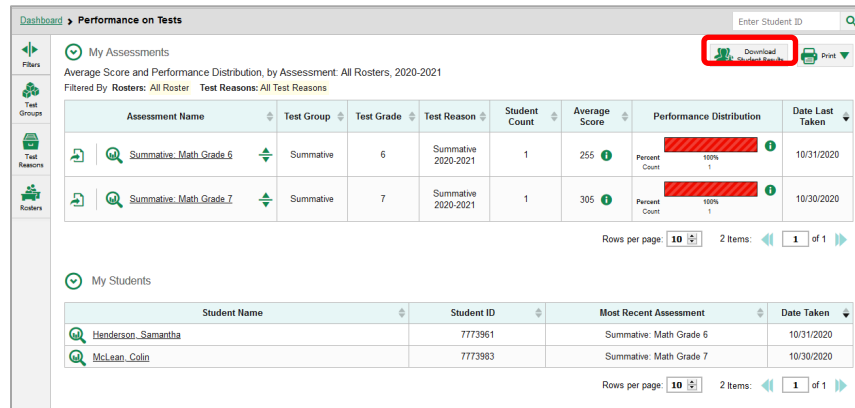
How can I generate and export student data files?

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. Because the process for generating a student data file is much the same as for generating ISRs, this section makes reference to the steps and figures in the previous section.

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

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

Figure 202. Teacher View: Performance on Tests Report



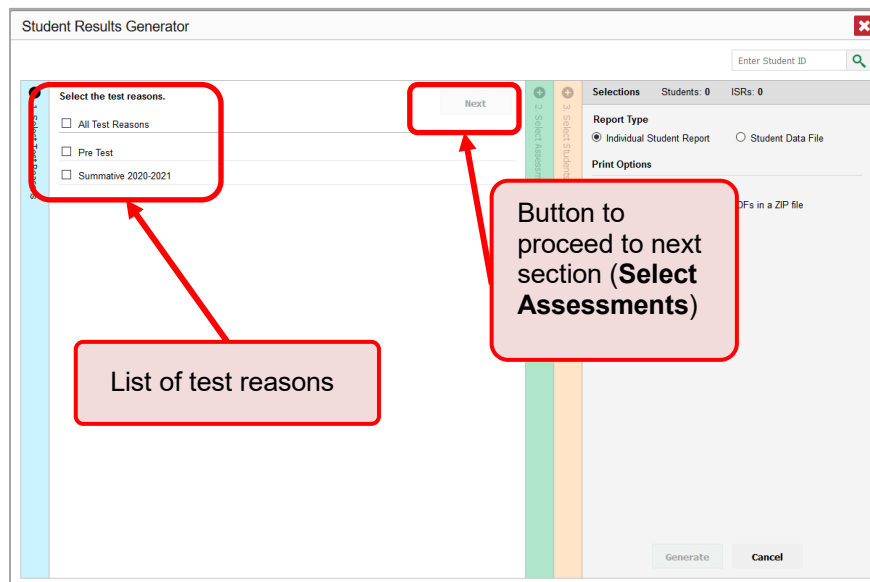
5. The **Student Results Generator** window opens (see Figure).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. You can change the selections.

6. 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), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of assessments or test windows.

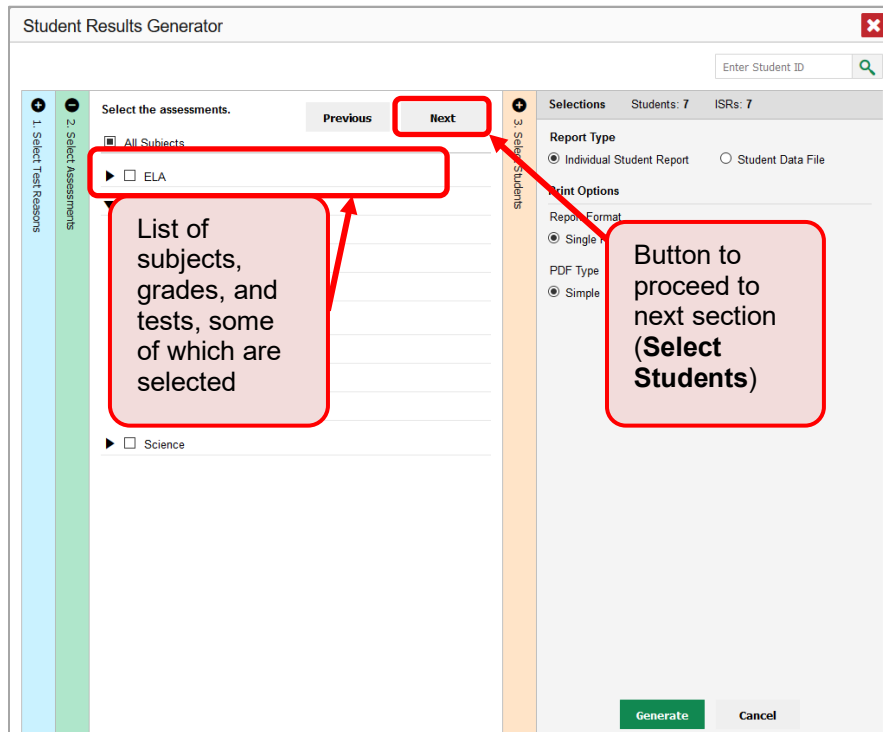
Figure 203. Student Results Generator Window: Select Test Reasons Section



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

- f. The **Select Assessments** section (see Figure) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

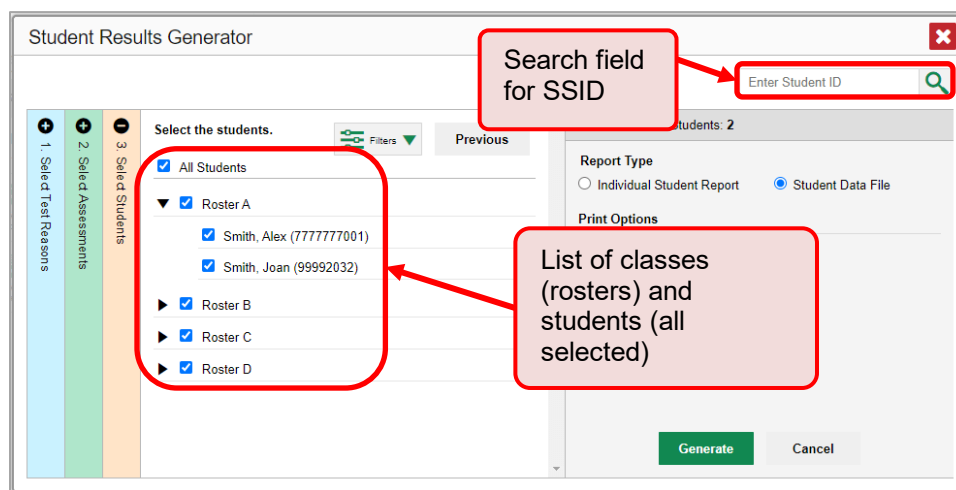
Figure 204. Student Results Generator Window: Select Assessments Section



- g. The **Select Students** section (see Figure) contains a list of rosters (if you’re a teacher or school-level user) or schools (if you’re a LEA-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 roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

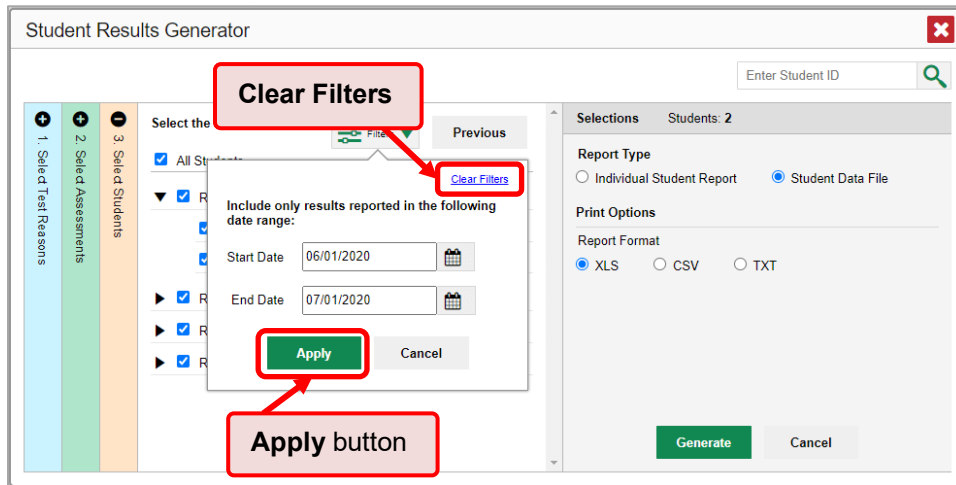
Figure 205. Teacher View: Student Results Generator Window: Select Students Section



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

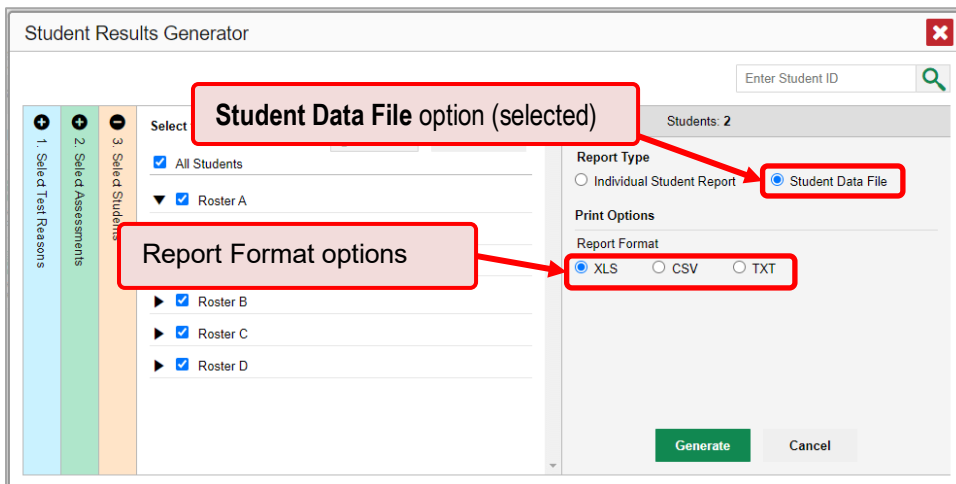
- Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - Open the **Filters** menu (see Figure). The menu displays two date fields.
 - Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - Click **Apply**. The results are filtered to include only assessments processed by Reporting in that date range. Note that processing date is not always the same as the date an assessment was taken.
 - Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 206. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open



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

Figure 207. Teacher View: Student Results Generator Window: Select Students Section



- 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 completed an assessment multiple times, the files will include each assessment.

For All Users: How to Compare Students' Summative Assessment Data with Data for Your LEA, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your LEA, school, and/or total students.

How can I compare my students' performance on Summative assessments with that of my LEA and/or school?


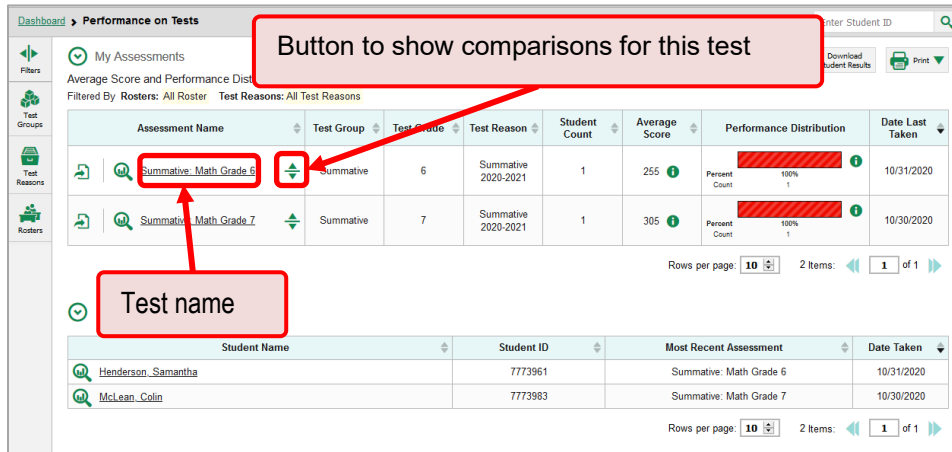
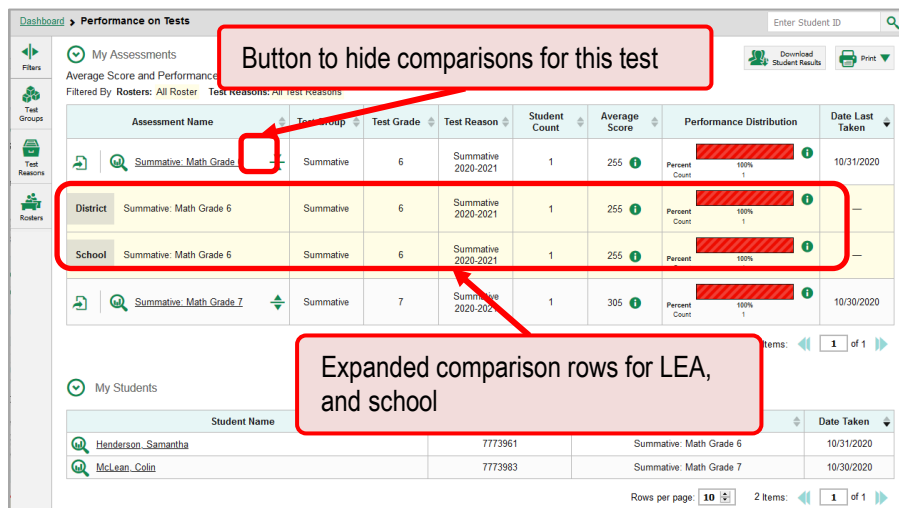
In the Performance on Tests report (see Figure), click  to the right of an assessment name.

Figure 208. Teacher View: Performance on Tests Report



Rows containing data for the state, LEA, and/or school appear below, as in Figure.

Figure 209. Teacher View: Performance on Tests Report with Expanded Comparison Rows




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

How can I compare a student's performance on their Summative assessments with that of my LEA, school, and/or total students?

In the Student Portfolio Report, you can compare a student's performance on any Summative assessment with that of your LEA, school, and/or total students. This report provides the ability to see patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When

making comparisons, be careful to take the student count into consideration to determine the value of the comparison. To do so, follow the instructions below:

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


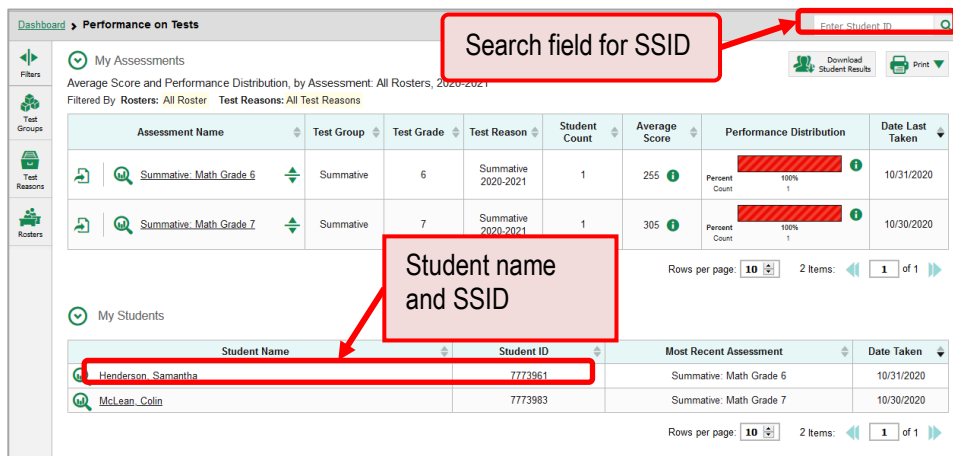
Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name (or  beside it).

Figure 210. Teacher View: Performance on Tests Report



The screenshot shows the 'Performance on Tests' dashboard. At the top right, there is a search field labeled 'Enter Student ID' with a magnifying glass icon. A red box highlights this field with the text 'Search field for SSID'. Below the search field is a table of assessments. At the bottom of the dashboard, there is a 'My Students' table. A red box highlights the first row of this table, which contains the student's name 'Henderson, Samantha' and her SSID '7773961'. A red arrow points from the text 'Student name and SSID' to this row.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Summative_Math_Grade_6	Summative	6	Summative 2020-2021	1	255	Percent Count: 100% 1	10/31/2020
Summative_Math_Grade_7	Summative	7	Summative 2020-2021	1	305	Percent Count: 100% 1	10/30/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
Henderson, Samantha	7773961	Summative: Math Grade 6	10/31/2020
McLean, Colin	7773983	Summative: Math Grade 7	10/30/2020


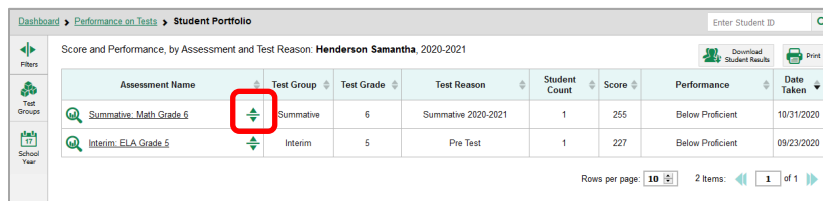
2. Click  to the right of an assessment name (see Figure).

Figure 211. Student Portfolio Report



The screenshot shows the 'Student Portfolio' for Henderson Samantha, 2020-2021. It features a table of assessments. A red box highlights the magnifying glass icon located to the right of the 'Summative_Math_Grade_6' assessment name.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative_Math_Grade_6	Summative	6	Summative 2020-2021	1	255	Below Proficient	10/31/2020
Interim_ELA_Grade_5	Interim	5	Pre-Test	1	227	Below Proficient	09/23/2020

Rows containing data for your state, LEA, school, and/or total students appear below, as in Figure .

Figure 212. Student Portfolio Report with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative: Math Grade 6	Summative	6	Summative 2020-2021	1	255	Below Proficient	10/31/2020
District Summative: Math Grade 6	Summative	6	Summative 2020-2021	1	255	Percent Count 100% 1	—
School Summative: Math Grade 6	Summative	6	Summative 2020-2021	1	255	Percent Count 100% 1	—
My Students Summative: Math Grade 6	Summative	6	Summative 2020-2021	1	255	Percent Count 100% 1	—

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

Appendix

C

Class (Roster) Management

Users can view, add, edit, and delete user-defined rosters in the Reporting System. Rosters 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.

You can use the **My Settings** menu to access rosters. See the TIDE user guide for instructions.

Condition Codes

The table below provides an overview of the various condition codes that are used when a traditional score cannot be entered for the student’s writing response.

Condition Code	Description
Blank	<ul style="list-style-type: none"> Student did not enter a response.
Insufficient Original Text to Score	<ul style="list-style-type: none"> Response is largely composed of text copied from the prompt.
Off Purpose	<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.
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.
Off Topic	<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.
Uninterpretable Language	<ul style="list-style-type: none"> Response is in a language other than English.

H

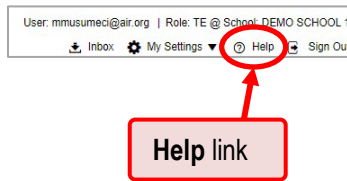
Help

The Reporting System includes an online user guide.

How can I access the online user guide?

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

Figure 213. Banner



I

Inbox

How can I use the Inbox?

The Inbox in the Reporting System banner stores any PDF versions of reports you print from a report page. These files automatically expire after a designated period.

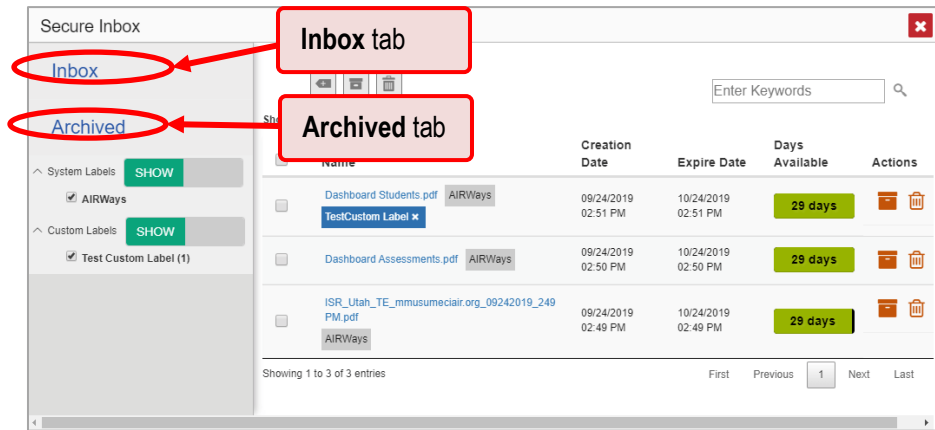
The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

Figure 214. Banner



1. In the banner, click **Inbox**. The **Secure Inbox** window appears, listing the available files (see Figure).

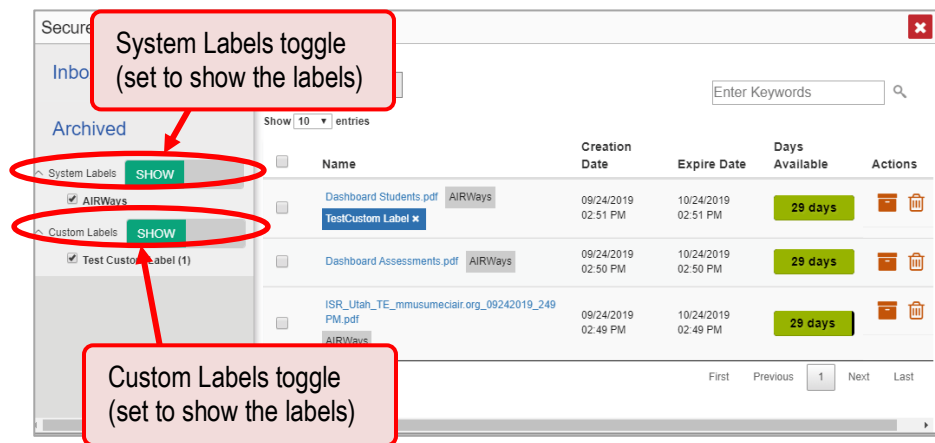
Figure 215. Secure Inbox Window: Inbox Tab



2. Choose either of the available tabs (see Figure 216):

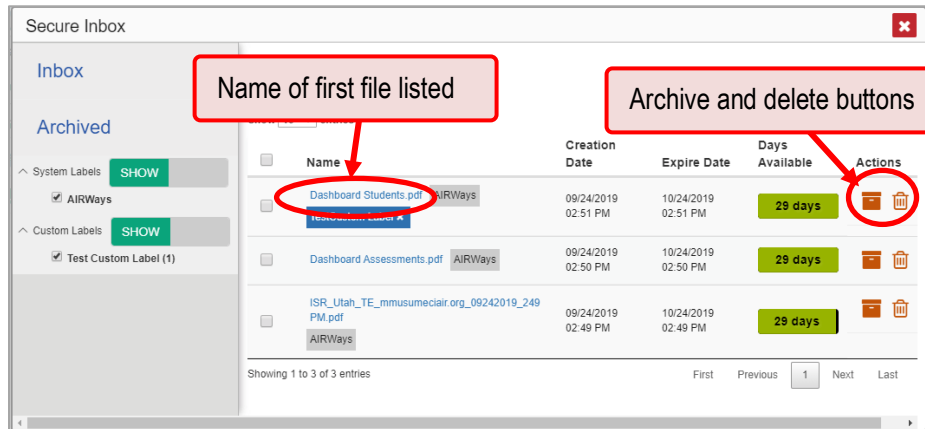
- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 216. Secure Inbox Window: Inbox Tab








3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle (see Figure 216).
5. *Optional:* To hide files with a specific system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see Figure 216).
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Figure 217. Secure Inbox Window: Inbox Tab



8. *Optional:* Do one of the following (see Figure)

- To download a file, click the name of the file.
- 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 .
- To unarchive a file, click . The file is moved back to the Inbox.
- To delete a file, click .

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

L

Login Process

1. Navigate to the RISE Portal (see Figure) at UtahRISE.org.

Figure 218. RISE Portal Home Page



2. Click the **Reporting** card (see Figure). The login page appears.

Figure 219. Reporting Card



3. On the login page, enter the email address and password you use to access all RISE systems.

Figure 220. 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.](#)

- b. Click **Secure Login**.
- i. If the Enter Code page appears, 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 221. 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](#)

- j. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 5. 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 222. 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. 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 223. 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 LEA Assessment Coordinator to make sure you are listed in TIDE.

Additional help:

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

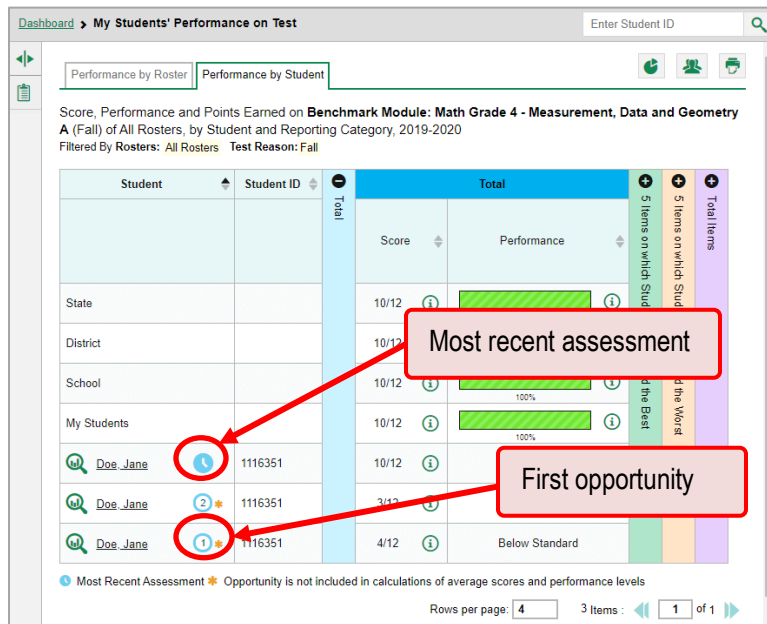
Multiple Benchmark Module Results

Sometimes benchmark module results will include multiple rows for the same student.

What does it mean when benchmark module results include multiple rows for the same student?

When a student completes multiple for a single assessment, reports display a row of data for each assessment. A clock icon appears next to the most recent assessment (see Figure). Previous assessments are marked with numbers 1, starting from the earliest assessment completed.

Figure 224. School Performance on Benchmark Test Report: Performance by Student Tab



Only data for the most recent assessment are used to calculate the average scores and performance levels.

N

Non-Scorable Assessments

The reports in Reporting do not include data for non-scorable assessments. A student’s assessment 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 assessment 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). This window lists the students who have non-scorable assessments for the given assessment, as well as the status code and completion date for each.

Figure 225. Students with Other Test Statuses Window

Name	Student ID	Condition Code	Date Taken
Doe, Jane	1111493	Blank	09/04/2019
Doe, Jane	1111493	Insufficient Original Text to Score	09/04/2019
Doe, Jane	1111493	Non-Scorable Language	09/04/2019
Doe, Jane	1111493	Off Purpose	09/04/2019
Doe, Jane	1111493	Non-Specific	09/04/2019
Doe, Jane	1111493	Off Topic	09/04/2019

P

Student names

Student IDs

Condition codes

Dates the tests were taken

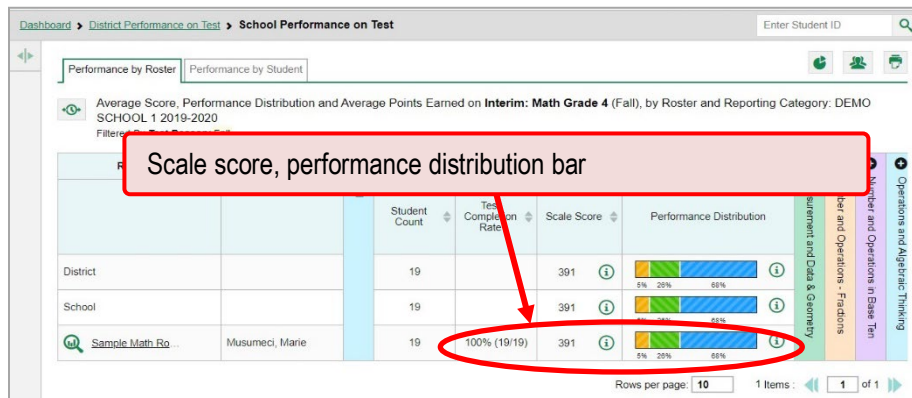
Performance Data

What kinds of performance data are displayed in the Reporting System?

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

- Score data:
 - For interim and summative assessments, scale scores.
 - For benchmark assessments, raw scores.
- Performance level data, which are used for assessments with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students’ proficiency in relation to a specific standard or set of standards. Some aggregate reports include performance distribution bars showing the percentage of students who achieved each performance level (see Figure).

Figure 226. LEA-Level User View: School Performance on Test Report



How can I learn more about what scores and performance levels are?


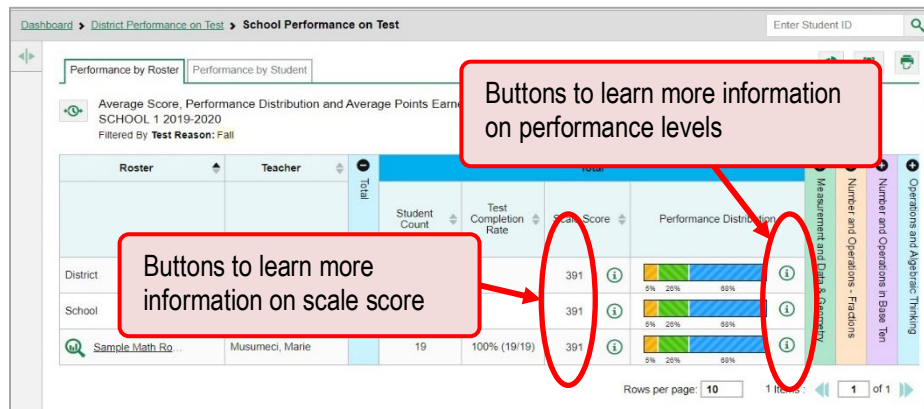
In a report, click the more information button  in the score or Performance Distribution columns (see Figure).

Figure 227. LEA-Level User View: School Performance on Interim Test Report





A legend appears, explaining what the scores or performance levels indicate.

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

R

Report Tables

How can I sort a table?



- 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.
- 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 can I 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 can I 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 can I 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 can I expand all accordion sections in a table?

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

U

User Support

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

The Help Desk is open 8:00am–5:00pm (except holidays or as otherwise indicated on the RISE portal).

- RISE Help Desk
- **Toll-Free Phone Support:** 877-269-4966
- **Email Support:** RISEhelpdesk@cambiumassessment.com

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 SSID and associated LEA 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 (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).