Reporting System Quick Guide

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Reporting System Quick Guide

The Reporting System allows you to access your summative, interim, and benchmark module assessment results.

How to Log In

1. Navigate to the portal (https://utahrise.org/)

Figure 1. RISE Portal Home Page

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

Figure 2. Reporting Card

3. On the login page (see Figure 3), enter the email address and password you use to access all Cambium Assessment, Inc. (CAI) systems.

4. Click **Secure Login**.

Figure 3. Login Page

a. If the ***Enter Code*** page appears (see Figure 4), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes.

    ▪ If the authentication code has expired, click **Resend Code** to request a new code.

b. 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

The dashboard for your user role appears.

Figure 4. Enter Code Page

Figure 5. Select Role Page

How to Understand Different User Roles

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

How to Understand Which Students Appear in Your Reports

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

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

- LEA-level users can view data for all students in their LEAs who have completed assessments.

How to Understand Which Features You Have Access To

- Teachers:
  - You can view the My Students' Performance on Test report, listing results for all your students who took a particular test.

  - You can filter by class (roster).

  - You can easily navigate directly from the Performance on Tests report to the Student Portfolio Report, which lists the various tests a particular student has taken.

  - When generating a Longitudinal Report to track the performance of multiple students over time, you can select the test opportunities to include in the report.

  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

  - You can compare any students' performance with the performance of your total associated students, school, and LEA.

  - You can set persistent preferences for which tests to display. These preferences can be used by school- and LEA-level users to narrow down the class (roster) groupings in their reports.

- School-level users:
  - You can view the School Performance on Test report, listing results for all your school's students who took a particular test.

  - You can filter by class (roster) after first selecting the teacher the class belongs to.

  - When generating Individual Student Reports (ISR) or student data files, you will see the available students grouped by class (roster).

  - You can compare any students' performance with the performance of your whole school and LEA.

- You can narrow down the class (roster) groupings in your reports whenever teachers have set persistent preferences for tests to display.

- LEA-level users:

    - You can view the LEA Performance on Test report, listing results for all your LEA's schools whose students took a particular test.

    - You can filter by school.

    - You can view the School Performance on Test report just like a school-level user.

    - When generating Individual Student Reports (ISR) or student data files, you will see available students grouped by school.

    - You can compare any students' performance with the performance of your whole LEA.

    - You can narrow down the class (roster) groupings in your reports whenever teachers have set persistent preferences for tests to display

How to View Data from a Previous Point in Time

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

- When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

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

If you don't change the reporting time period, or if you reset it to the default, all the reports show test opportunities only for the current school year (except 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 6). The ***Change Reporting Time Period*** window appears (see Figure 7).

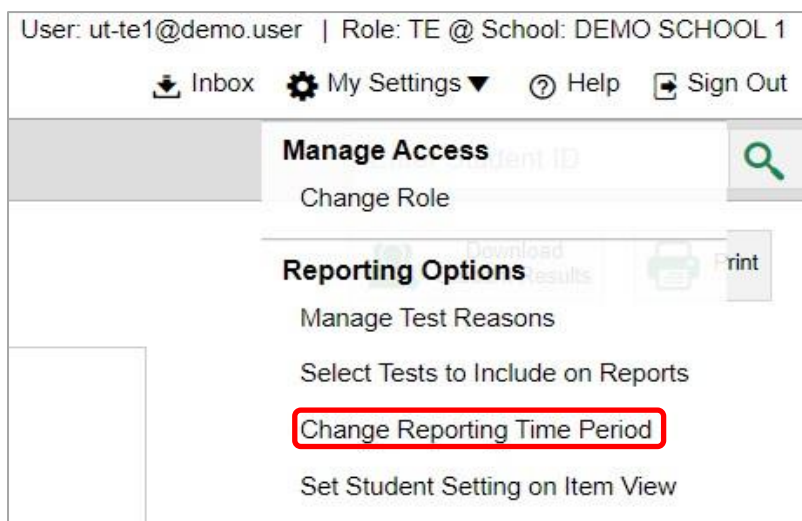Figure 6. Teacher View: Detail of Banner with Expanded My Settings Menu

Figure 7. Change Reporting Time Period Window

Table 1. Change Reporting Time Period Window Elements

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

2. From the school year drop-down list, select a school year (see Figure 7). This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format ᴍᴍ/ᴅᴅ/ʏʏʏʏ. 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.

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

How to Navigate Basic Reports

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

How to Use the Dashboard to View Aggregate Test Results

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

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

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

Figure 8. Teacher View: Dashboard
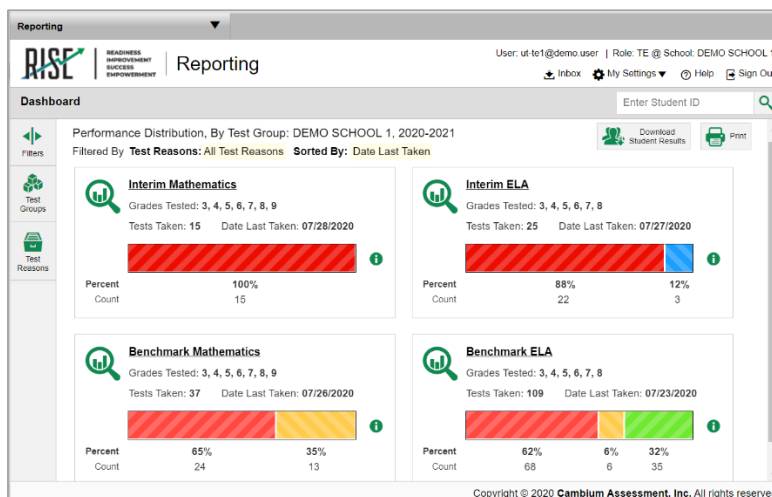
By default, the dashboard is filtered to display only summative assessments, unless no summative data are available. In this case, all assessments are displayed. You can change the test groups and test reasons that appear using the **Filters** panel on the left. Figure 8 above shows a dashboard filtered to display all test groups.

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

How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or 🔍 beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected.

In the Performance on Tests report, teachers see two tables, as in Figure 9:

- The My Assessments table, listing all the assessments in the filtered test group or groups.

- The My Students table, listing all your students who took the assessments.

Figure 9. Teacher View: Performance on Tests Report

LEA- and school-level users see just one table, as in Figure 10. Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 10. School-Level User View: Performance on Tests Report

For each test, the assessments table (see Figure 11) shows the test group, grade, test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment or benchmark module), number of students who took the test, average score, performance distribution, and date the test was last taken. Please note: a test reason is required for all benchmark modules and interim tests.

Figure 11. Teacher View: Performance on Tests Report

Table 2. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments.

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

How to Access Test Results for All Your Classes (Rosters)

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

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or 🔍 beside it).

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

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

1. From the dashboard that appears when you log in, click a test group name (or 🔍 beside it).

2. Click a test name (or 🔍 beside it) in the table of assessments. A page of LEA test results appears, listing schools within the LEA.

3. Click a school name (or 🔍 beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 12 displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your LEA, school, and total students.

Figure 12. My Students' Performance on Test Report: Performance by Roster Tab
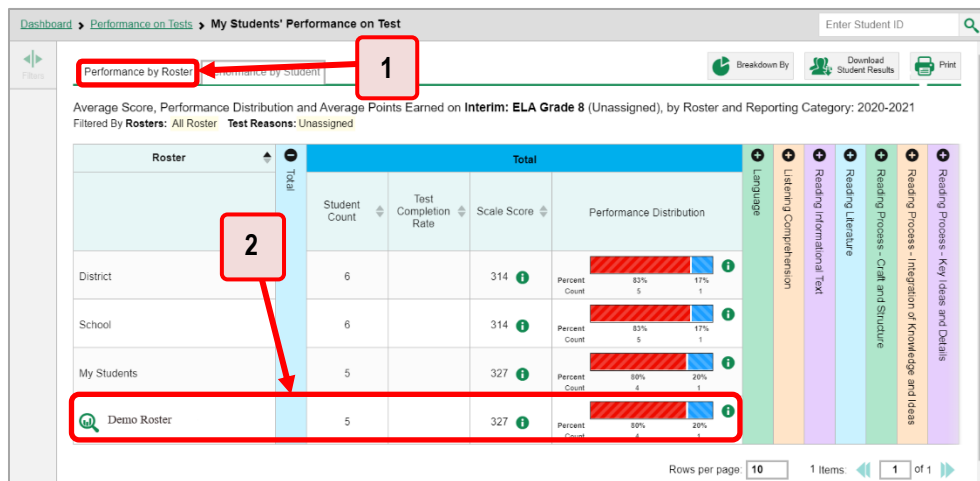
Table 3. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	**Performance by Roster** tab
2	Performance data for a class (roster)

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

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or 🔍 beside it).

2. Click a test name (or 🔍 beside it) in the table of assessments. A page of test results appears.

3. Select the **Performance by Student** tab.

4. Click the name of an individual student (or 🔍 beside it) in the report. The Student Performance on Test report appears (see Figure 13).

LEA-level users:

1. From the dashboard that appears when you log in, click a test group name (or 🔍 beside it).

2. Click a test name (or 🔍 beside it) in the table of assessments. A page of test results by school appears.

3. Click a school name (or 🔍 beside it). The School Performance on Test report appears.

4. Perform the same steps as teachers and school-level users, starting at step 3.

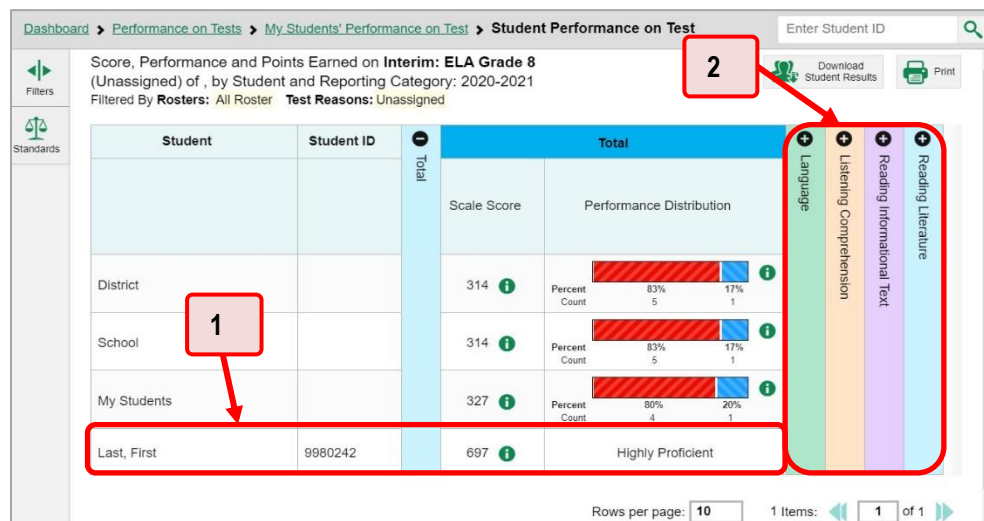Figure 13. Teacher View: Student Performance on Test Report

Table 4. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see Figure 13).

How to Track Student Performance Over Time on Summative and Interim Assessments

For summative and interim assessments, you can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined. Please note: This does not apply to benchmark modules. Longitudinal Reports are only available for summative and interim assessments.

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

- A group of students who have completed every assessment available in the report.

- An individual student (see Figure 14).

Figure 14. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories
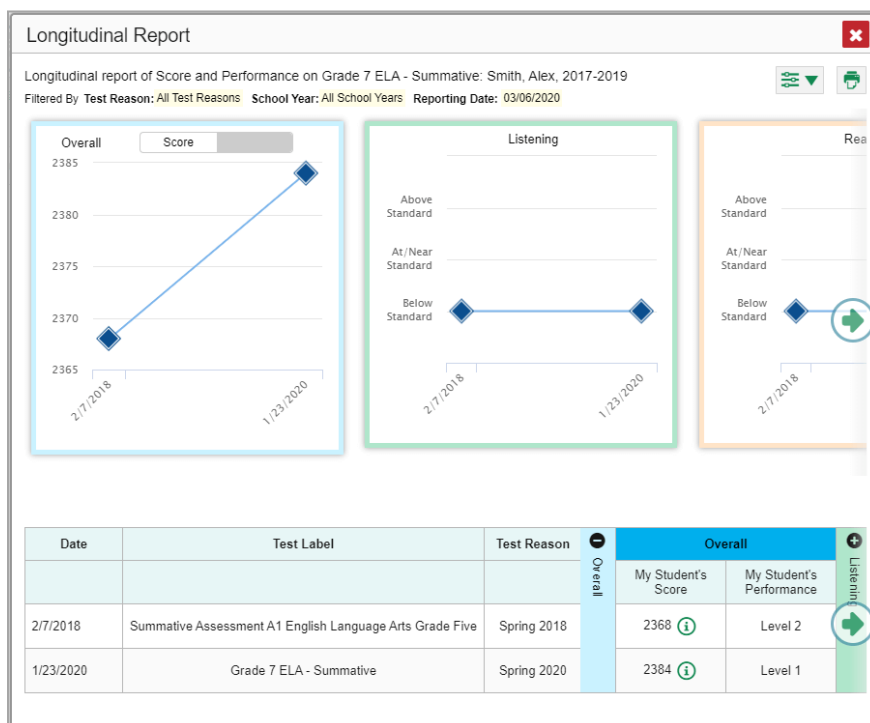
How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal 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.
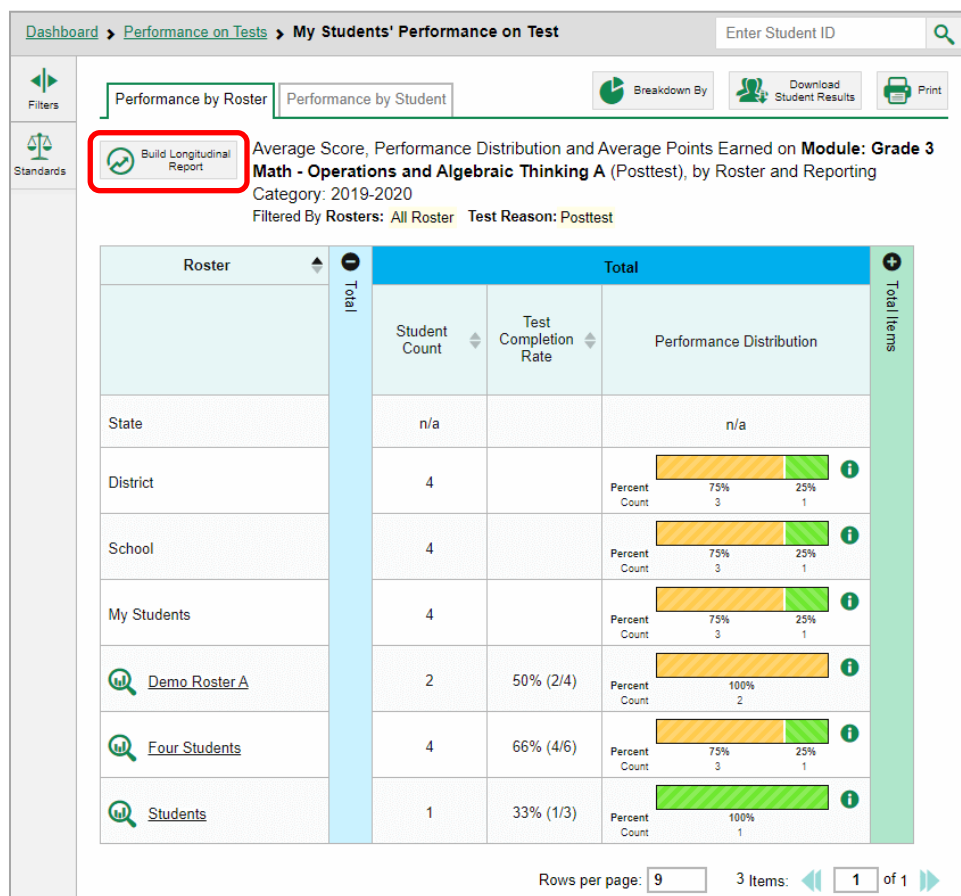
- Above a table of test results, click the **Build Longitudinal Reports** button ⊘ in the upper-left corner, either directly on the page (see Figure 15) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 15. My Students' Performance on Test Report: Performance by Roster Tab

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

- If you are viewing a Longitudinal Report for which interims and summatives are available, the **Progression** drop-down list (see Figure 16 and Figure 17) appears. Use it to select which test types to view in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

Figure 16. LEA-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only

- **Teachers only**: If the test results you're looking at are for multiple students, a table appears with a column for each test (see Figure 17). This table does not appear if you're looking at an individual student.

  - A sub-column appears for each test reason (a category of test, or, for a summative, a test window).

  - The cells in the columns display checkmarks ✔ to indicate which students completed which test/test reason combinations.

Figure 17. Teacher View: Longitudinal Report Window: Detailed Report Options Page

  - Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

- If you'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 to Generate and Export Individual Student Reports (ISR)

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

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

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button in the upper-right corner of the page (see Figure 18).

Figure 18. Teacher View: Performance on Tests Report
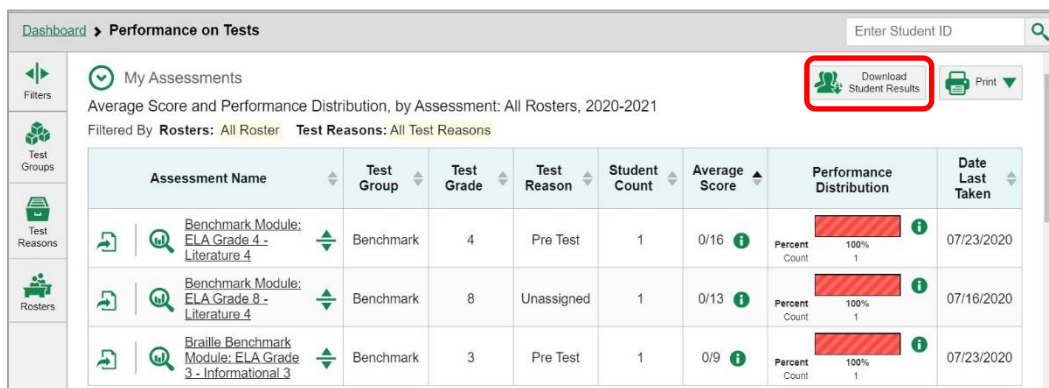
The ***Student Results Generator*** window opens (Figure 19).

2. Please note that the options available to you may be prepopulated or preselected, but you can still change them. 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 19), 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 tests.

Figure 19. Student Results Generator Window: Select Test Reasons Section

Table 5. Student Results Generator Window: Select Test Reasons Section Elements

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

b. The **Select Assessments** section (Figure 20) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 20. Student Results Generator Window: Select Assessments Section

Table 6. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section (**Select Students**)

c. The **Select Students** section (Figure 21) 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 21. Teacher View: Student Results Generator Window: Select Students Section
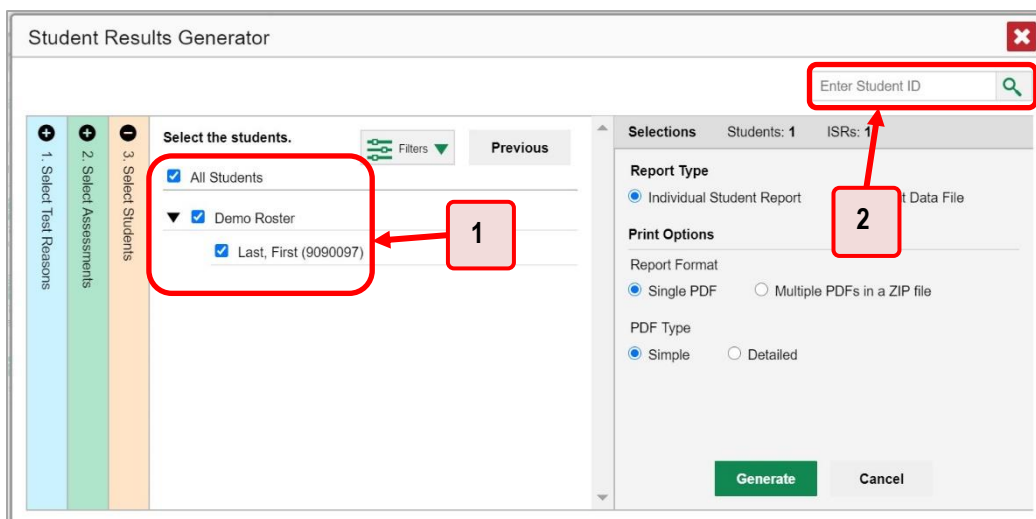
Table 7. Student Results Generator Window: Select Assessments Elements

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

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

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

    i.   Open the **Filters** menu ⬚ . The menu displays two date fields, as in Figure 22.

    ii.   Use the calendar tools to select dates, or enter them in the format `mm/dd/yyyy`.

    iii.   Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

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

Figure 22. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

Table 8. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

3. From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see Figure 23).
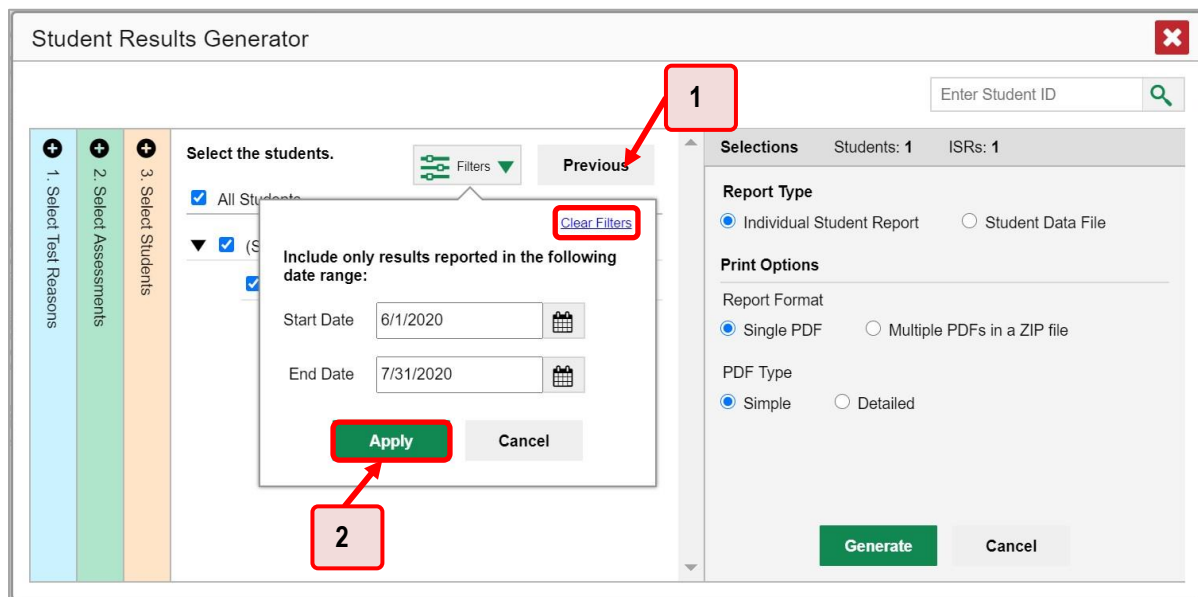
Figure 23. School-Level User View: Student Results Generator Window: Select Students Section

Table 9. School-Level User View: Student Results Generator Window: Select Students Section Elements

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

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.

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

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest. This applies to interim and benchmark modules only as summative assessments cannot be taken more than once.

How to Generate and Export Student Data Files

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

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

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

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

Figure 24. Teacher View: Performance on Tests Report
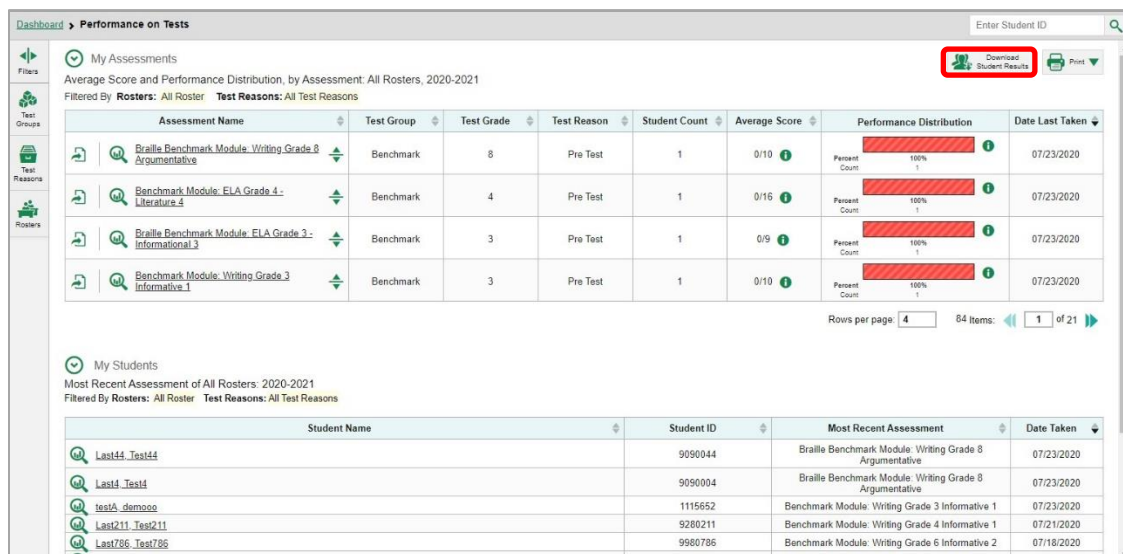
2. The *Student Results Generator* window opens (see Figure 25).

   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.

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 25), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests or, for summatives, simply test windows.

Figure 25. Student Results Generator Window: Select Test Reasons Section

Table 10. Student Results Generator Window: Select Test Reasons Section Elements

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

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

b. The **Select Assessments** section (see Figure 26) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

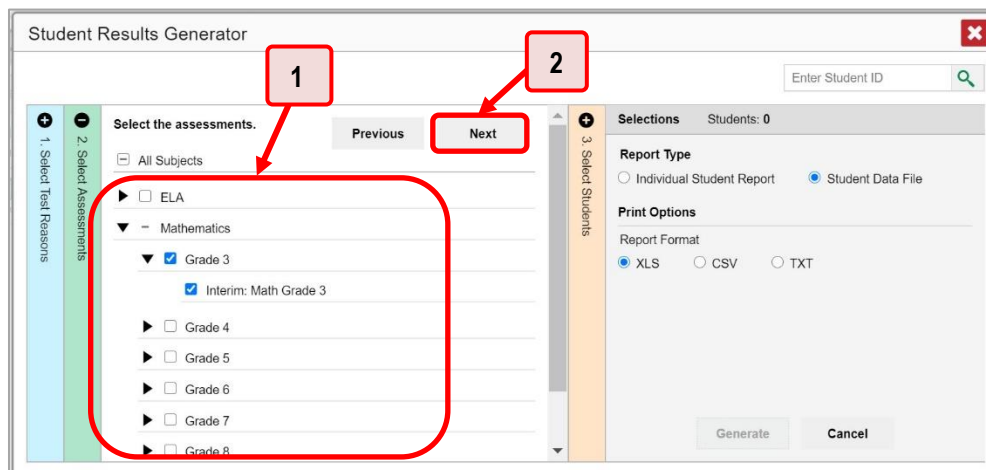Figure 26. Student Results Generator Window: Select Assessments Section

Table 11. Student Results Generator Window: Select Assessments Elements

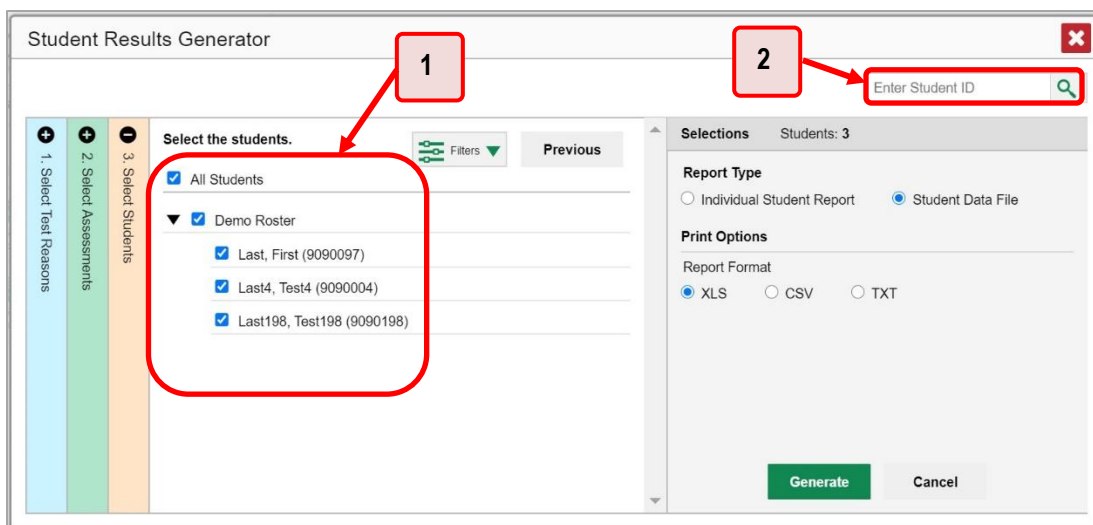| #	Element
1	List of subjects, grades, and tests, some of which are selected
2	Button to proceed to next section (**Select Students**)

c. The **Select Students** section (see Figure 27) 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 27. Teacher View: Student Results Generator Window: Select Students Section

Table 12. Teacher View: Student Results Generator Window: Select Students Section Elements

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

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

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

   i. Open the **Filters** menu ⚙ (see Figure 28). The menu displays two date fields.

   ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.

   iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.

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

Figure 28. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open
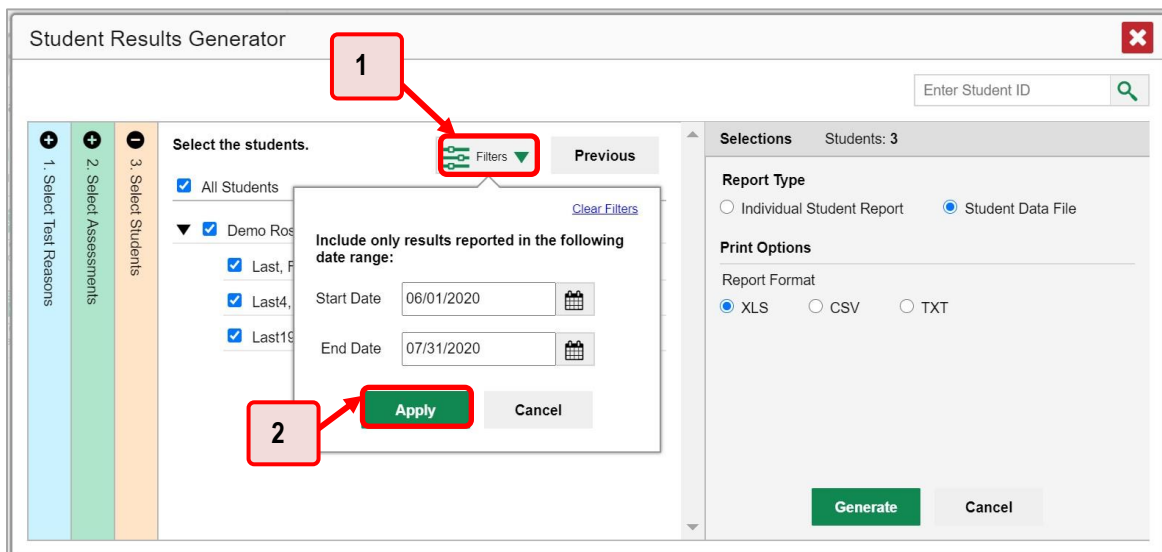

Table 13. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

4. From the two Report Type options in the panel on the right (see Figure 29), select **Student Data File**. More options appear below.

Figure 29. Teacher View: Student Results Generator Window: Select Students Section

Table 14. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Student Data File** option (selected)
2	Report Format options

5. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).

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

Note that if a student took a test multiple times, the files will include each test opportunity. This applies to interim and benchmark modules only as summative assessments cannot be taken more than once.