



# Enrich Basics for School Administrators

## Get Started Using Enrich...Three Simple Steps

### **1** Step **ONE**: Where is it?

Enrich (*formerly known as TestView*) is located at <https://richland1.enrichcloudsc.com>.

### **2** Step **TWO**: How do I get in?

You need to use the username (generally firstname.lastname) and password that allow you to login to your district computer.

**IF you are denied access:** If you are an administrator, you may be denied access the first time you attempt to open Enrich. This can be resolved as soon as your rights are assigned by the AARE Office. Please contact our office at 231-7450.

**WHEN you sign in:** When you sign into Enrich, you are signing an electronic contract stating that you will use the program for educational and business purposes only. Violation of this statement is grounds for reprimand.

**WHEN you sign out:** Please make sure to sign out of Enrich when you are done. The information in the system is confidential and leaving the application open may permit others to see information they are not privy to.

### **3** Step **THREE**: What will I be able to see?

Enrich integrates standardized test score data with demographic, class, and teacher data. Users at the district, school, and classroom levels now have a tool that tracks, charts, and manages performance data!

**SCHOOL ADMINISTRATOR Level:** Users with school-level permission will be able to access all students in his/her building for the current and previous years.

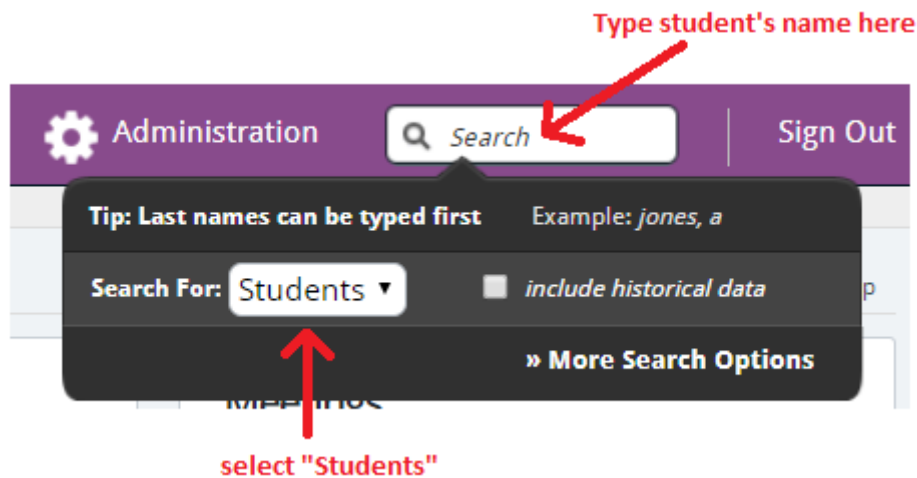
**TEACHER Level:** Users with teacher-level permission will be able to access his/her students from the current and previous roster years.

# Four Pillars of Enrich for School Level Administrators

## Pillar ONE: Search

This is the easiest and most intuitive portion of Enrich. You can search for any student that you have permission to view. (Note: you do not have to enter an entire name for this feature to work. You may enter the first few letters of a last or first name if you are unsure of the spelling). **In this section, you can view the student's a) profile, b) test scores and c) transcripts.**

Search for a student by typing a portion of the student's name into the search bar in the top right corner. Make sure that you have select "Student" from the drop-down menu (circled below).



## Pillar TWO: School

Your School's Name Section (for example, Hand Middle School). **In this section, you can**

**VIEW COURSES:** Click on this link to see a list of the courses offered at your school. From here, you can drill down and see several important reports.

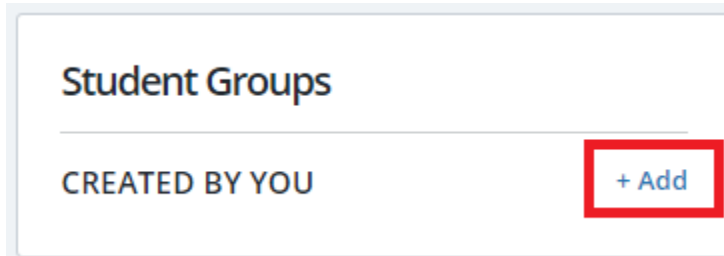
**GRADES:** The grades tab will allow you to see grades for that particular course displayed two ways: **All Students and Grades** or **Class Average Comparison**

**TEST SCORES:** The test scores tab will allow you to see scores for that particular course. There are two important reports to examine. The first **Performance Groups (One Score)** will allow you to select criteria of that class and the scores you wish to see. The second is the **Class Achievement Profile (CAP)** which if the course is ELA, Math, Science or Social Studies, will allow you to see the classes PACT, MAP and final course grade compared to one another.

**VIEW TEST SCORES:** Click on the "Batch Reports" link to see the same information as listed above in *View Courses: Test Scores* but for larger groups.

## Pillar **THREE**: Student Groups

**CREATE: A Group:** You can create groups of students in Enrich by clicking “Add” from the “Student Groups” box on your home page.

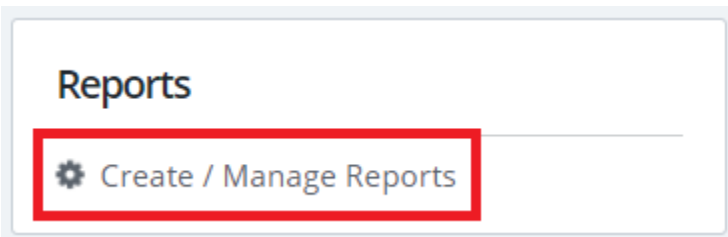


For example, if you are tutoring a group of students in your class after school, you could create a group called “After School Math Tutoring” to monitor their assessment scores.

**USE: A Group Filter:** Creating these groups will allow you to select them in the reports section when you are running reports. For example, you can create a report to see 9<sup>th</sup> grade EOCEP English 1 scores for the group “9<sup>th</sup> grade Basketball Players”.

## Pillar **FOUR**: Reports

To create a report in Enrich, click on “Create/Manage Reports” from the “Reports” box on your home screen.



On the next screen, select “Assessments” as the Category and click on the “+” sign beside “New Blank Report” to display your report template options. Click on “Test Score Details.”

Category: Assessments 

Search:

Saved Reports (0)

Shared With Me (3)

Report Templates (0)

New Blank Report (2)

[Test Score Details](#)

Detailed results of student assessments. Useful for longitudinal assessment analysis.

[Test Score Distribution](#)

Frequency distribution of student test scores. Can be used to analyze student achievement in aggregate. Data can also be disaggregated into more specific groupings, such as ethnicity and gender, which is useful for AYP reporting.

Give the report a descriptive name:

### What would you like to name your report?

Slice Homeroom Aspire 2015 Report

Select “Information by Student” so that the report will display individual test scores for all students in the class:

### What Student Information would you like to display?

Information by Student

*Student-level data showing student name and date taken for each test score.*

Information Summarized by:

and

*Grouped data showing such things as min, max, and mean scores.*

Click “Add Filter” to add the course you would like to run this report for:

Student

**Displayed Columns**

Last Name

First Name

Add Columns

**Filters: none**

Add Filter

To filter by course, select “Class” from the drop-down menu. Then select the Roster Year, School and Teacher. Courses that were taught by the teacher at the corresponding school during the roster year selected will appear in a list. Check the box beside the courses you would like to retrieve scores for.

**Add Filter** [Close]

Class [▼]  
Is [▼]  
 Select value when running report

Roster Year:  
2014 - 2015 [▼]

School:  
Select the School here [▼]

Teacher:  
Select the Teacher here [▼]

1 - 12TH HOMEROOM  
 1 - CHEM I CONCEPTS  
 1 - CHEMISTRY I  
 1 - MENTORSHIP PROG  
 2 - CHEM I CONCEPTS  
 38 - CHEMISTRY I  
 4 - CHEMISTRY I  
 5 - CHEMISTRY I

Check the box beside all courses you want to retrieve data for.

Done Cancel

Click “Add Test Administration” to add the assessment information you are seeking. Select “District/State/National” from the first drop-down. Then select the assessment name. Select the year or administration season from the “Administration” drop-down.

**Add Test Administration** [X]

Choose a test type below, then select the test score to be added to the report.

**Test:**

District/State/National ▼

SC Ready ▼

**Administration:**

2018 ▼

Select assessment here

Select year

Scroll through the options listed and select the details you would like to appear on the report. Depending on the assessment you may be looking for different items. For example, to determine how the students performed on the English portion of the ACT Aspire assessment, you would select the items below:

**Add Test Administration** [X]

Choose a test type below, then select the test score to be added to the report.

**Test:**

District/State/National ▼

ACT Aspire ▼

English > Total > Readiness Benchmark

English > Total > Readiness Level

English > Total > Scale Score

You can add multiple assessments or administrations by clicking “Add Test Administration” again from the Report Criteria page. If you decide to add multiple tests or administrations, you can decide whether to include to exclude students who may have only taken one of the assessments by checking or unchecking the box beside “Omit students if they were untested in one or more administrations.”

Once you have added the items you would like to appear on your report, click “Run” at the bottom of the screen.

Now you should see a table with student names and assessment scores listed.

At the top of this page you have a few options:

## View Report

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 Edit Criteria  Save  Save As...  Print  Export  Add to student group

- **Edit Criteria:** This will allow you to change the information that is displayed on the report (example: if you need to add another assessment or change the variables that are being displayed).
- **Save:** This will save the report in Enrich so that you can reuse the template later. Make sure that the report has a descriptive title before you save it. If you need to change the title click “Edit Criteria.”
- **Print:** This will allow you to send a copy of the report to your printer. Because the tables are often cut off when printed directly from Enrich, this is not the best way to print your report.
- **Export:** This will export the table into Excel. From here you can filter and format the table as you wish (for optimal printing).

**More resources can be found in the Enrich Learning Center –**  
a curated list of articles for new users can be found here:  
[https://enrich-help.frontlineeducation.com/hc/en-us/articles/360051258054-  
New-Users-Suggested-Reading](https://enrich-help.frontlineeducation.com/hc/en-us/articles/360051258054-New-Users-Suggested-Reading)

If you have any questions, please contact Jordan Slice-Metcalf in the Office of Accountability, Assessment, Research and Evaluation at [elizabeth.slice-metc@richlandone.org](mailto:elizabeth.slice-metc@richlandone.org) or at (803) 231-7439.

