

Reporting System User Guide

For RISE Assessments

2025-2026

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Prepared by Cambium Assessment, Inc.



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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. 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 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
- Please note that additional reports on student testing can be generated using the Test Information Distribution Engine (TIDE) system, which can be accessed via the RISE portal. The reports generated from TIDE do not include test scores; rather, they show data on test participation and status (e.g., which students have completed certain tests).

One such report—the Plan and Manage Testing report—can be used by teachers, school-level users, and LEA-level users to see which students have taken a test that was administered remotely. To do this, users will generate the Plan and Manage Testing report with whichever search criteria they want to use by following the steps outlined in the [TIDE User Guide](#). In the report that is generated (or exported), there will be a column labelled “Remote Session”. A “Y” in this column relays that the given student took the test listed remotely; a “N” in this column relays that the given student did not take the test listed remotely.

Name	LEA Name	School Name	SSID	Enrolled Grade	Current LEP	Test	Language	Opportunity	TA Name	SessionID	Total Time Spent	Status	Results ID	Restarts	Restarts Within Grace Period	Date Started	Date Completed	Last Activity	Expiration Date	Remote Session
Burgess, Carol	Utah Model District	Model Elementary School	7772995	05		Benchmark Module ELA Grade 3 - Literature 1	ENU	1	Russell, Nicole	LIVE-6280-40	00:00:57	reported	6390297	0	0	10/13/2021	10/13/2021	10/13/2021		N

- For more information on the Plan and Manage Testing report and the other reports that can be generated from TIDE, please refer to the [TIDE User Guide](#).

Access and Understand the Reporting System and Dashboard

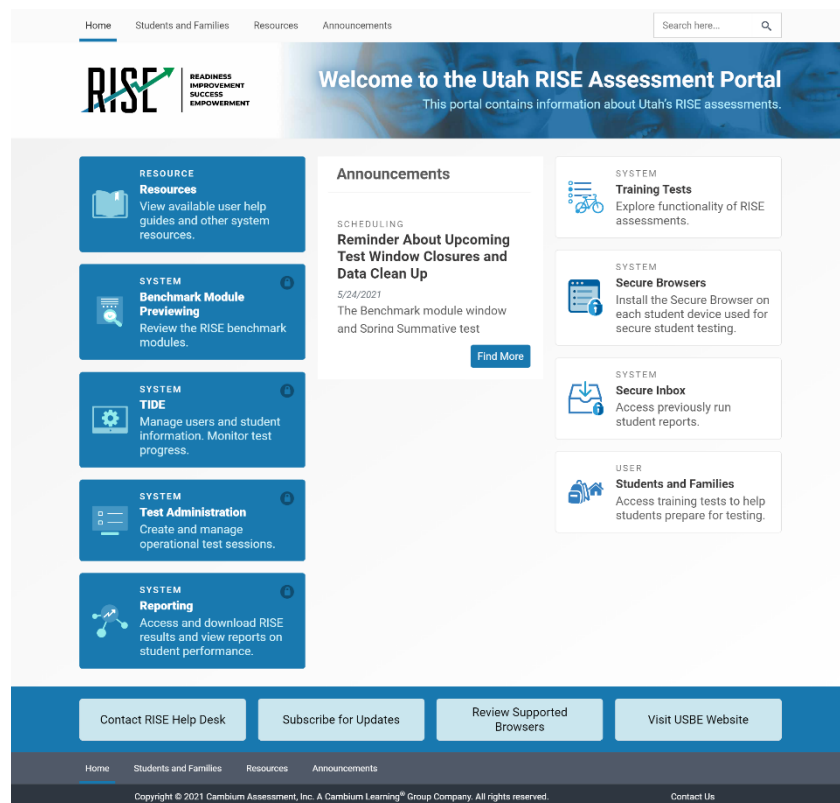
This section describes how to log in to the Reporting System.

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.

Log In to the Reporting System

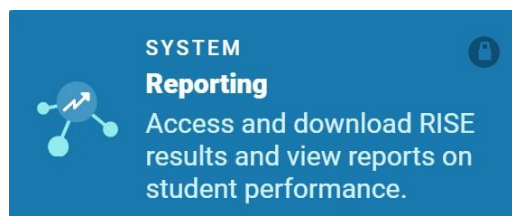
1. Navigate to the RISE Portal (see Figure 1) at UtahRISE.org.

Figure 1. RISE Portal Home Page



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

Figure 2. Reporting Card



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

Figure 3. 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.](#)

- a. 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

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](#)

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.

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.

Navigate and Understand the Reporting Dashboard

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?

Once logged in, all users will be presented with the Dashboard Generator. This will allow the user to determine which types of test groups they would like to start with, as well as being able to default these selections for subsequent logins. This screen will also allow quick searching for specific SSIDs, as well as changing various settings. Once the user has selected the test groups of interests and any relevant settings, click the green Go to Dashboard button at the bottom to proceed.

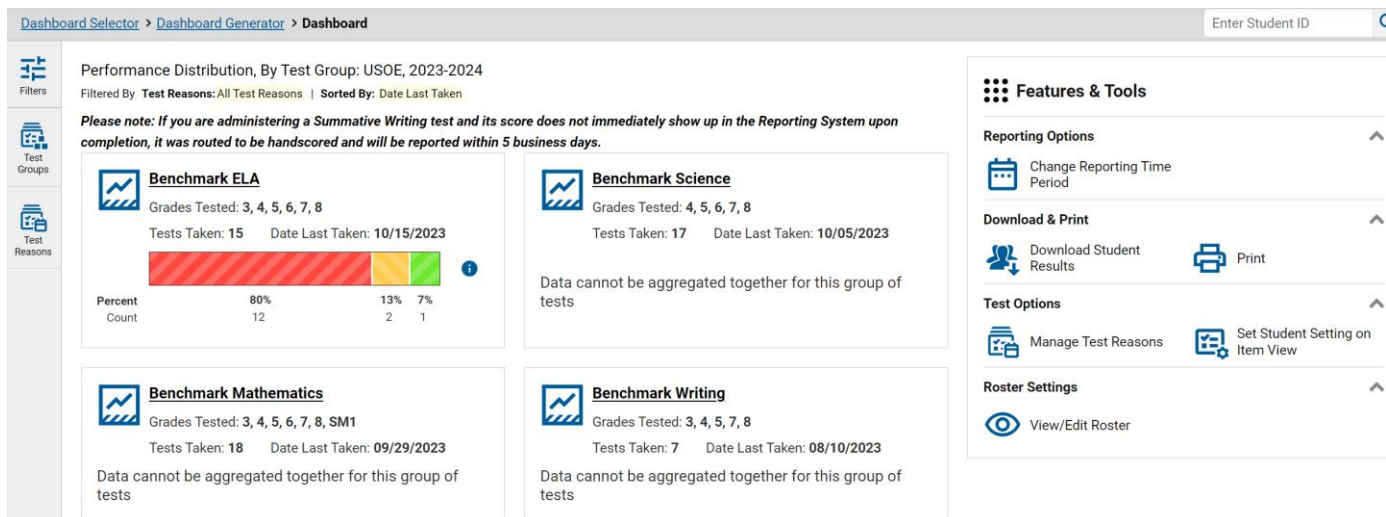
The selections chosen can be changed at any time by using the Dashboard Generator link at the top left of the screen.

Once on the 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 the Benchmark Modules or Interim assessments after this point in time you can select the appropriate test group from the left side filters menu.

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

Figure 7. View: Dashboard



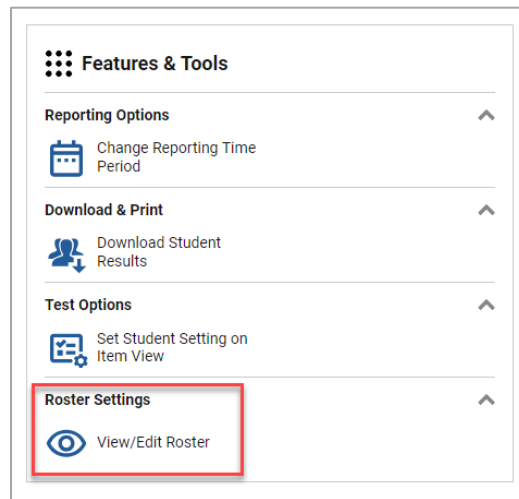
Note: Student results data are only aggregated for Benchmark ELA tests. Math and science benchmarks are shorter in overall length and only support calculating a raw score, which are not able to be aggregated in the dashboard view due to varying total number of items or assertions contained in each benchmark.

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

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

1. From the Features & Tools drop-down list, select **View/Edit Roster** (see Figure 8).

Figure 8. School-Level User View: Detail of Banner with Expanded Features & Tools Menu



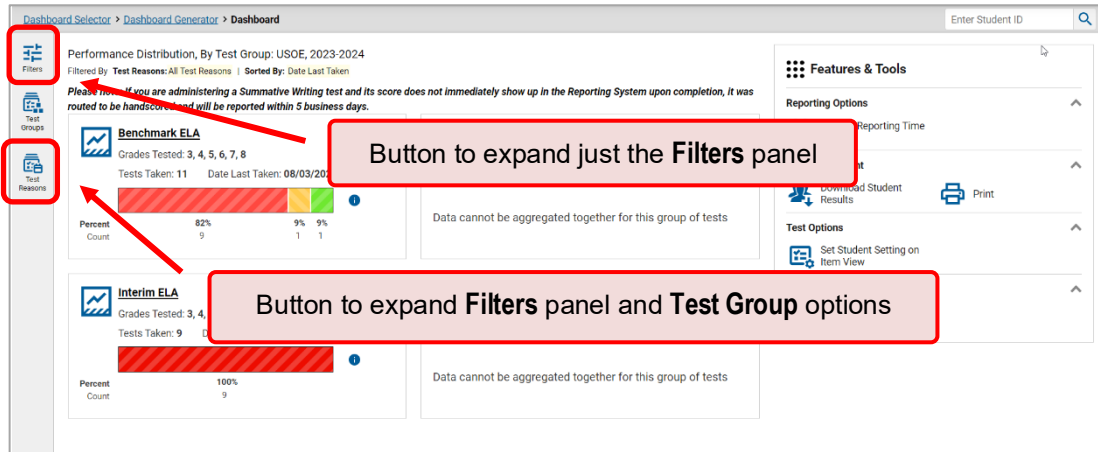
2. Mark one of these two options:
 - All Rosters: This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
 - Teacher Preferences: If you select this option, teachers who excluded a given assessment from their own reports will not appear 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 9). The **Filters** panel expands (see Figure 10).

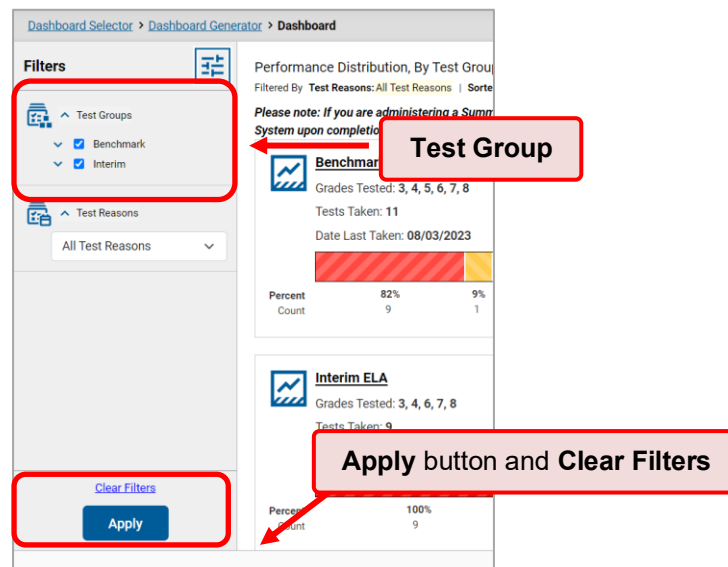
Figure 9. LEA/State View: Dashboard



Note: Student results data are only aggregated for Benchmark ELA tests. Math and science benchmarks are shorter in overall length and only support calculating a raw score, which are not able to be aggregated in the dashboard view due to varying total number of items or assertions contained in each benchmark.

2. Mark as many selections as you like in the **Test Group** section of the filters panel (see Figure 10). Assessments are organized by assessment type, subject, and grade.

Figure 10. 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.

Teachers: Filter Classes 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.

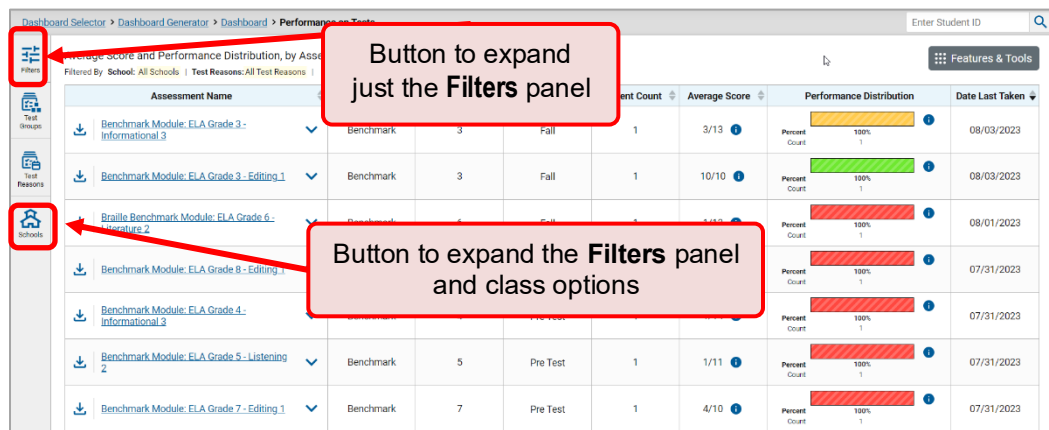
How can I filter reports by class?

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's 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.

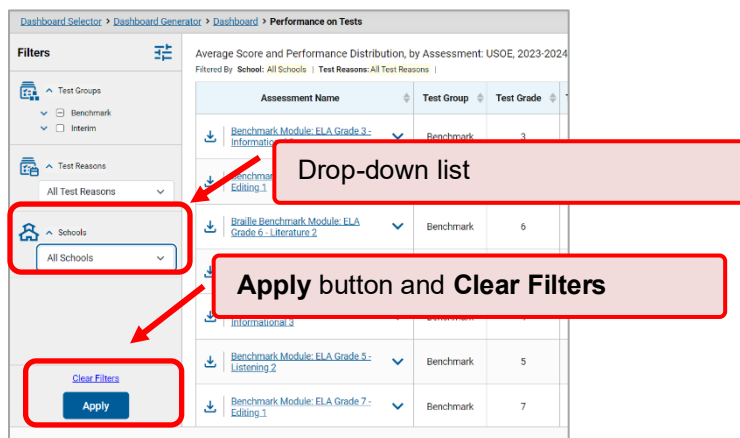
1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button or the **Rosters** button (see Figure 11). The **Filters** panel expands (see Figure 12).

Figure 11. Teacher View: Performance on Tests Report



2. Make a selection from the drop-down list in the **Rosters** section (see Figure 12).
- 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 12. 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.

All Users: 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, Cross-Sectional 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 **Features & Tools** menu in the banner, choose **Change Reporting Time Period** (see Figure 13). The **Change Reporting Time Period** window appears (see Figure 14).

Figure 13. Teacher View: Detail of Banner with Expanded Features & Tools Menu

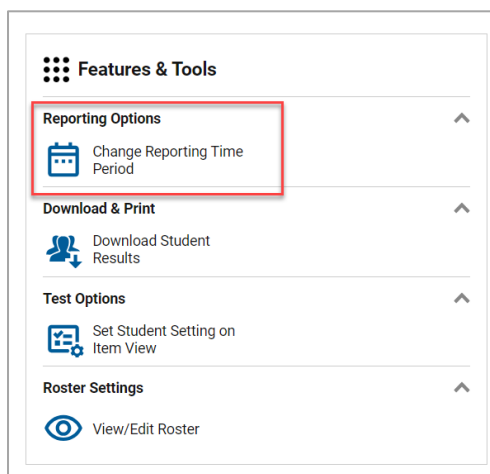


Figure 14. Change Reporting Time Period Window

2. From the school year drop-down list, select a school year (see Figure 14). 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

All Users: 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.

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 **Features & Tools** drop-down list in the banner, select **Manage Test Reasons** (view Figure 15). The **Test Reason Manager** window opens (view Figure 16).

Figure 15. Teacher View: Detail of Banner with Expanded Features & Tools Menu

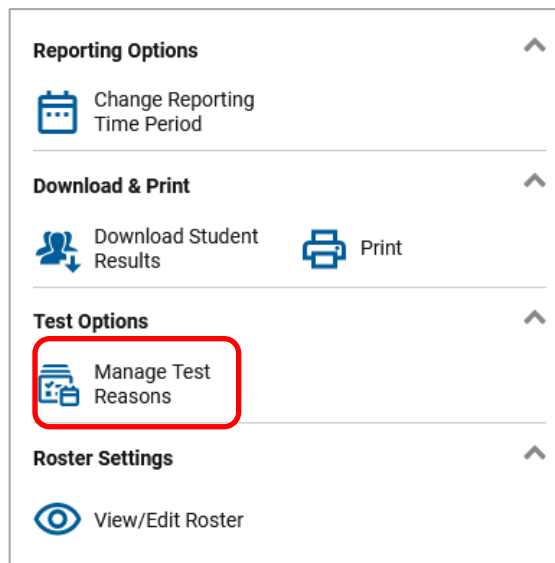


Figure 16. Test Reason Manager Window

The screenshot shows the 'Test Reason Manager' window with a search bar titled 'Search Test Sessions for Test Reason'. Below the search bar, there are three main input areas: a 'Session ID' field with a placeholder 'Please Type a Session ID', a 'Test Reason Filter' dropdown menu with 'Select a Test Reason' as the current selection, and 'Session Start Date' and 'End Date' fields with calendar icons. A red box highlights the date fields with the text 'Please select a date range no more than 7 days'. Red callout boxes with arrows point to the 'Session ID field', the 'Drop-down list', and the 'Fields for start and end dates'.

2. To search for the benchmark modules you wish to categorize, do either of the following (view Figure 16):
 - 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.
3. Click **Search**.
4. A list of retrieved benchmark module sessions appears in the section *Select Test Opportunities* (view Figure 17). 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 17. Test Reason Manager Window: Select Test Opportunities

Test Reason Manager

Search Test Sessions for Test Reason

Session ID:

Test Reason Filter:

Session Start Date: End Date: Please select a date range no more than 7 days.

Select Test Opportunities

	Session ID	Test Date / Time	TA Name	# of Students in Session
☐	UAT-2604-1	07/03/2019 01:16 PM - 07/03/2019 01:31 PM	TA2, AIRDemo	5
☒	UAT-0C08-1	07/03/2019 03:24 PM - 07/03/2019 03:28 PM	TA2, AIRDemo	2

	Test Name	Subject	Grade	# of Students
☒	Grade 05 ELA - PerfTask (ICA)	ELA	grade 5	1

	Student Name	Student ID	Test Reason Assigned
☒	Student, Demo	DemoStudentID1	Unassigned

☐	Grade 05 ELA - FixedForm (ICA)	ELA	grade 5	1
--------------------------	--------------------------------	-----	---------	---

Rows per page: 2 Items: of 1

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

7. In the window that appears (view Figure 18), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 18. Confirm Test Reason and Assign Opportunities Window

Test Reason Manager

Search Test Sessions for Test Reason

Session ID:

Test Reason Filter:

Session Start Date: End Date:

Please select a date range no more than 7 days.

Confirm Test Reason and Assign Opportunities

Please Select a Test Reason:

Session ID	Student Name	Student ID	Test Taken	Current Test Reason Assigned
UAT-4C6A-3	Doe, Jane	1116351	Benchmark Module: Wri Fall	

Rows per page: 5 1 Items: 1 of 1

Test Reason Assigned:

Filter by Test Reason for Benchmark Modules

Test reasons (shown in Figure 19) are categories used to classify benchmark module assessments for reporting purposes.

Figure 19. 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: H.A. Grade 3: Informational 3	Benchmark	3	Fall	1	3/13	100%	06/03/2023
Benchmark Module: H.A. Grade 3: Editing 1	Benchmark	3	Fall	1	10/10	100%	06/03/2023
Benchmark Module: H.A. Grade 4: Informational 2	Benchmark	4	Fall	1	1/13	100%	06/03/2023
Benchmark Module: H.A. Grade 4: Editing 1	Benchmark	4	Fall	1	4/10	100%	07/01/2023
Benchmark Module: H.A. Grade 5: Informational 2	Benchmark	5	Pre Test	1	1/14	100%	07/01/2023
Benchmark Module: H.A. Grade 5: Listening 2	Benchmark	5	Pre Test	1	1/13	100%	07/01/2023
Benchmark Module: H.A. Grade 7: Editing 1	Benchmark	7	Pre Test	1	4/10	100%	07/01/2023

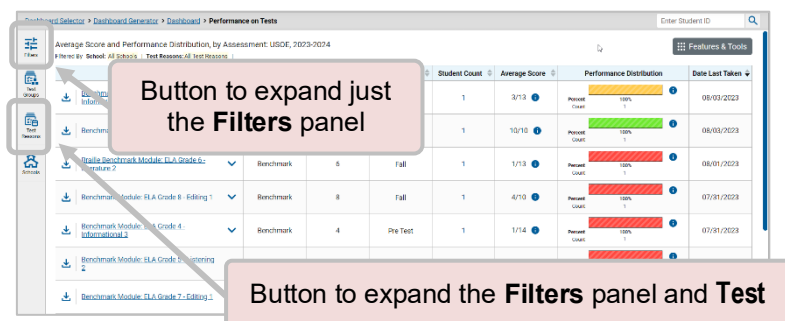
The benchmark module test reasons allow you to filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. 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?

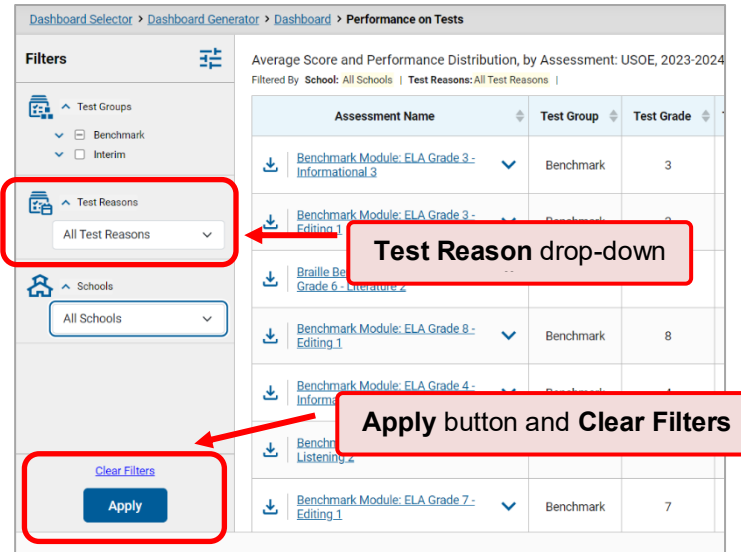
1. On the left side of the dashboard or Performance on Tests report, click either the **Filters** panel expand button or the **Test Reason** button (view Figure 20). The **Filters** panel expands (view Figure 21).

Figure 20. Teacher View: Performance on Tests Report



2. Make a selection from the drop-down list in the **Test Reasons** section (view Figure 21).

Figure 21. 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 (view Figure 22) shows the test reason selected, if any.

Figure 22. Teacher View: Performance on Tests Report

The screenshot shows the 'Performance on Tests' report interface with filter details below the table header. The 'Test Reasons' dropdown is highlighted with a red box. The table displays assessment data with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Benchmark Module: ELA Grade 3 - Informational 3	Benchmark	3	Fall	1	3/13	Percent Count: 100% 1	08/03/2023
Benchmark Module: ELA Grade 3 - Editing 1	Benchmark	3	Fall	1	10/10	Percent Count: 100% 1	08/03/2023
Braille Benchmark Module: ELA Grade 6 - Literature 2	Benchmark	6	Fall	1	1/13	Percent Count: 100% 1	08/01/2023
Benchmark Module: ELA Grade 8 - Editing 1	Benchmark	8	Fall	1	4/10	Percent Count: 100% 1	07/31/2023
Benchmark Module: ELA Grade 4 - Informational 3	Benchmark	4	Pre Test	1	1/14	Percent Count: 100% 1	07/31/2023
Benchmark Module: ELA Grade 5 - Listening 2	Benchmark	5	Pre Test	1	1/11	Percent Count: 100% 1	07/31/2023
Benchmark Module: ELA Grade 7 - Editing 1	Benchmark	7	Pre Test	1	4/10	Percent Count: 100% 1	07/31/2023

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.

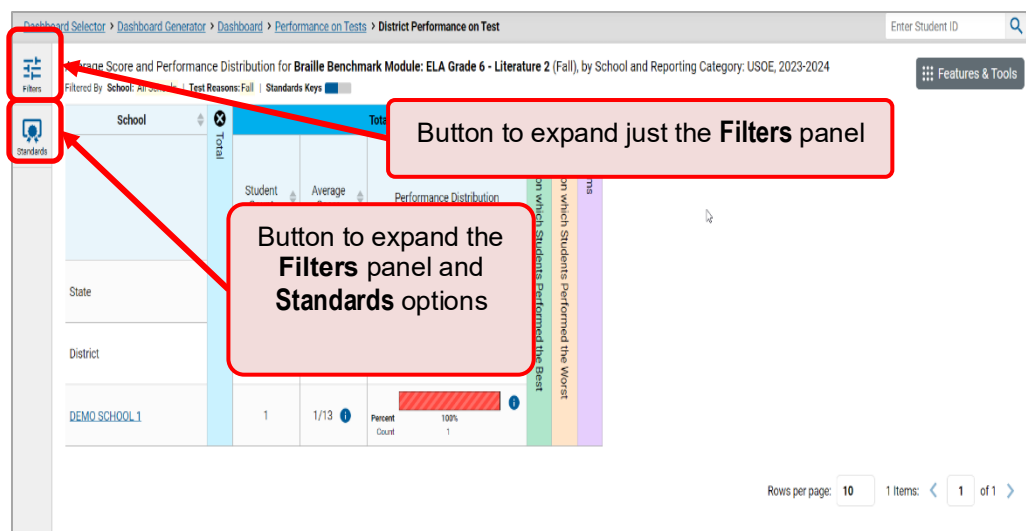
You may want to view how your students performed on a particular standard or category of standards. In certain reports for Benchmark Modules, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters 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](#) lists the standards assessed in each benchmark module.

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

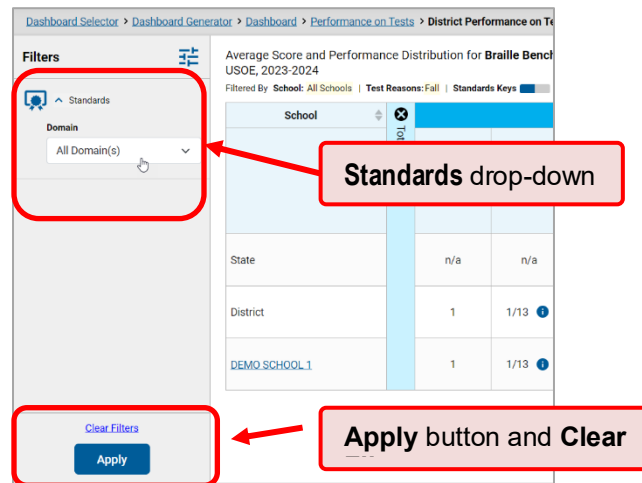
1. Click into the specific benchmark module you would like to sort by standard. The menu on the left side of the screen will update with new sorting options.
2. On the left side of the page, click either the **Filters** panel expand button or the **Standards** button (view Figure 23). The **Filters** panel expands (view Figure 24).

Figure 23. My Students' Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section



3. Use the drop-down list in the **Standards** section (as in Figure 24) to select a standard. An additional drop-down list appears.
4. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 24. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

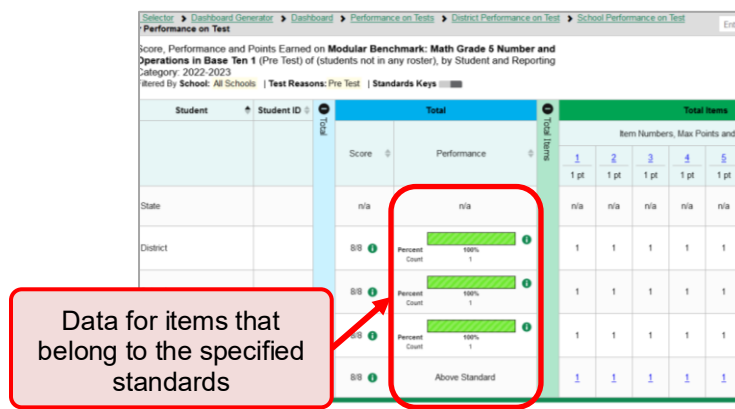


5. Click **Apply**. The report updates to show only the items that belong to the selected standard (view Figure 25).
6. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user 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 25. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard



Navigate Reports for Benchmark Modules

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

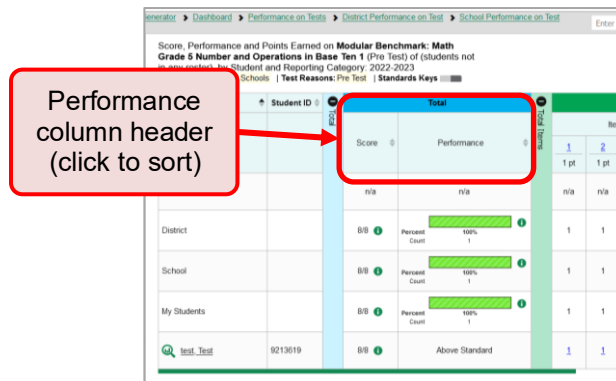
Teachers and School-level users can view all student data at the roster level for the Benchmark Modules. Instructions for how to do this are below.

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.

1. Starting from the dashboard that appears when you log in, click a benchmark module group name.
2. Click a benchmark module name in the assessments table at the top of the page.
3. In the report that appears, select the **Performance by Student** tab, as in Figure 26. 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.

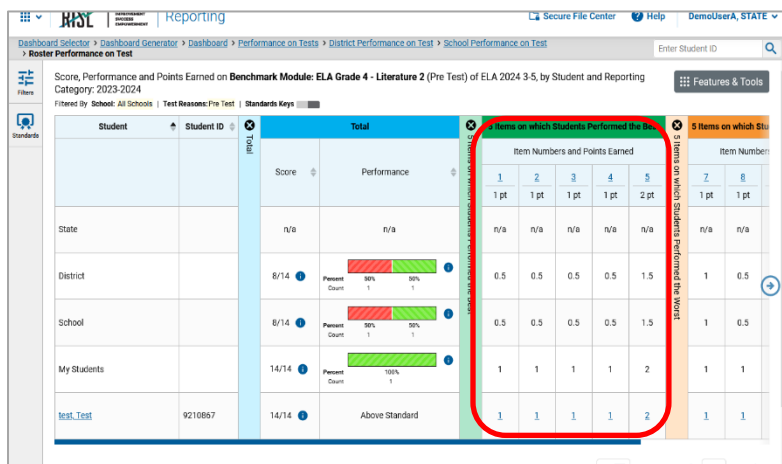
Figure 26. School Performance on Test Report: Performance by Student Tab



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 27.

Figure 27. 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.

All Users: 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 28) displays assessment results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

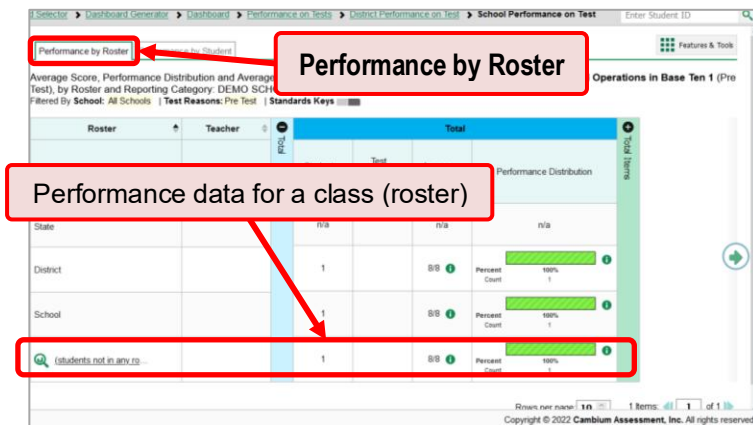
1. From the dashboard that appears when you log in, click a benchmark module group name.
2. Click a benchmark module name in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance 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 benchmark module group name.
2. Click a benchmark module name in the table of assessments. A page of LEA assessment results appears, listing schools within the LEA.
3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 28 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 28. My Students' Performance on Test Report: Performance by Roster Tab

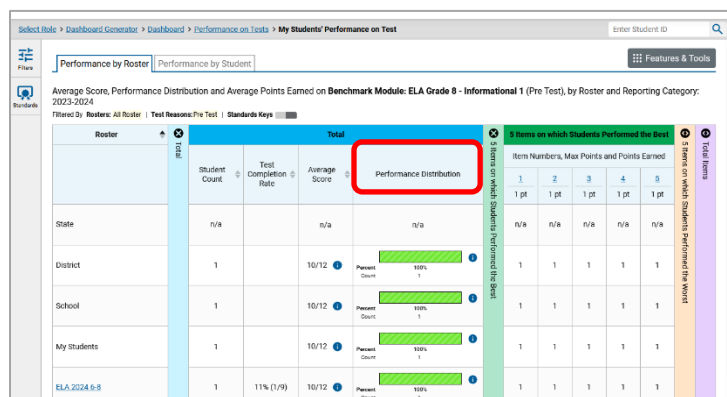


How can I view which classes (rosters) performed best on a specific Benchmark Module?

To see which classes performed best on the benchmark module, do either of these things (view Figure 29):

- 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. Please note that this is only applicable for ELA benchmark modules.

Figure 29. 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?

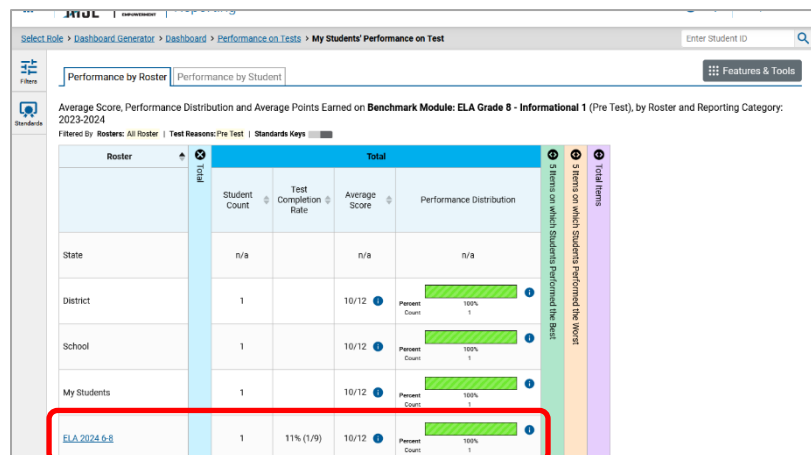
To see which classes had the highest completion rate, click the Test Completion Rate column header to sort the column (view Figure 29).

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. The class results listed by student appear (view Figure 30).

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 30. Teacher View: Roster Performance on Test Report



School- and LEA-Level Users: 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.
2. Click a benchmark module name in the table of assessments. The School Performance on Test report appears.

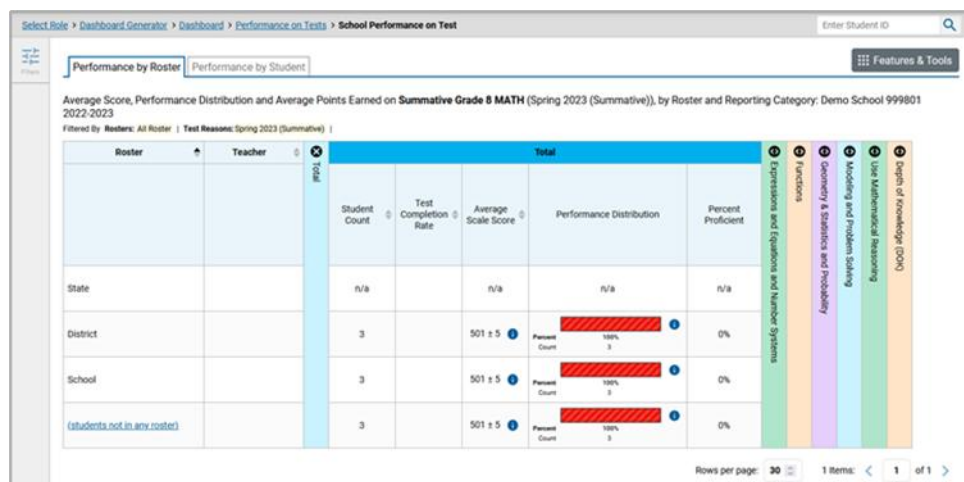
LEA-level users:

1. From the dashboard that appears when you log in, click a benchmark module group name.
2. Click a benchmark module name in the table of assessments. A table listing benchmark module results by school appears.
3. Click the name of the school 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 31.

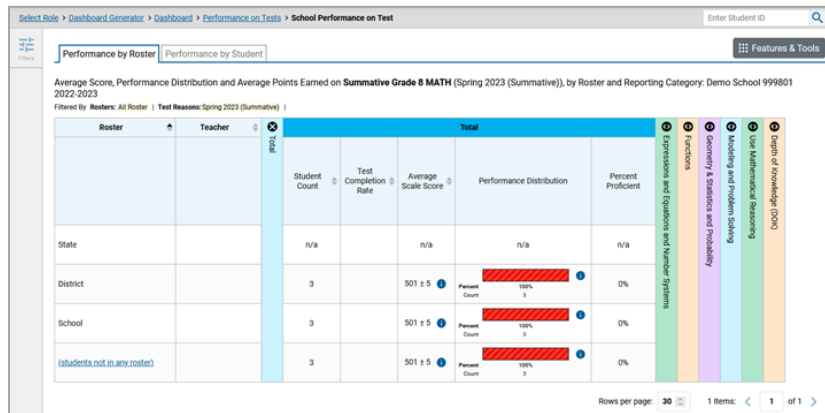
Figure 31. School Performance on Test Report: Performance by Roster Tab



How can I view 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 (view Figure 32). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 32. School Performance on Test Report: Performance by Roster Tab with Table



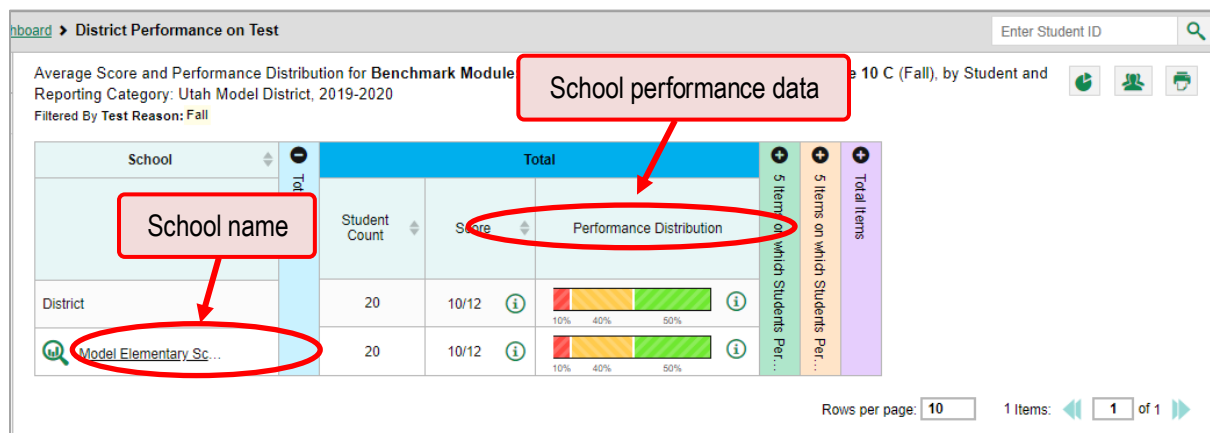
LEA-Level Users: View Results for an LEA on a Specific Benchmark Module

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. A list of the schools in your LEA appears, with data (view Figure 33).

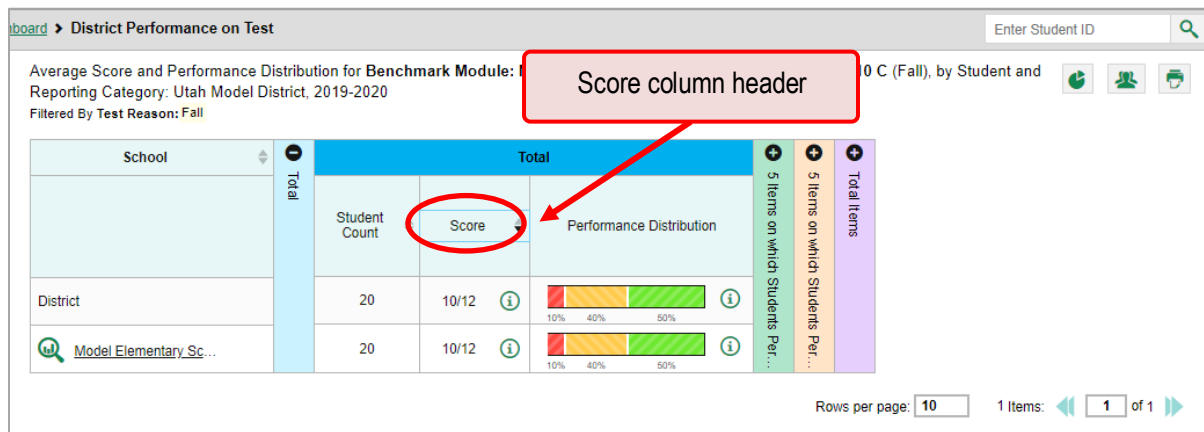
Figure 33. LEA Performance on Benchmark Module Report



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 (view Figure 34).

Figure 34. LEA Performance on Benchmark Module Report Sorted by Score



All Users: 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?

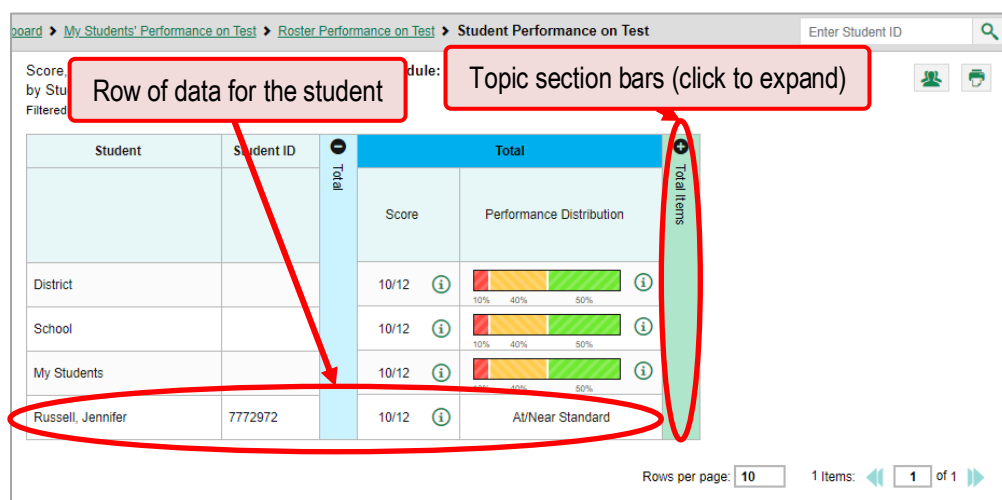
Teachers and school-level users:

1. Go to the dashboard and click a benchmark module name 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 in the report. The Student Performance on Test report appears (view Figure 35).

LEA-level users:

1. Go to the dashboard and click a benchmark module name in the table of assessments. A page of LEA results appears (the LEA Performance on Test report).
2. Click a school name. 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 35. Teacher View: Student Performance on Benchmark Module Report



Because Benchmark Modules are fixed-form assessments, you can view performance by item at both the student and aggregate levels in the Total Items section (view Figure 36 and Figure 37).

Figure 36. Teacher View: Student Performance on ELA Benchmark Module Report with Performance by Item Shown

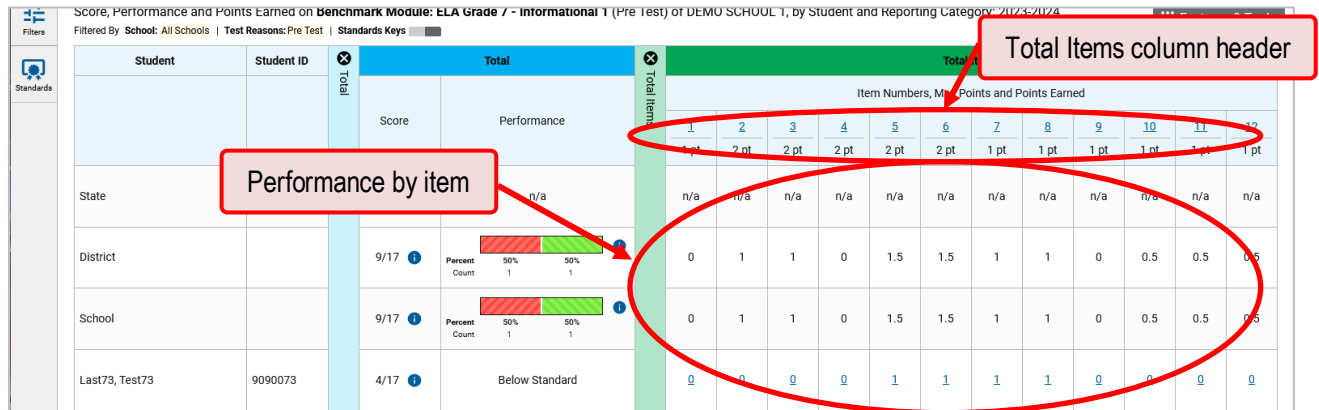
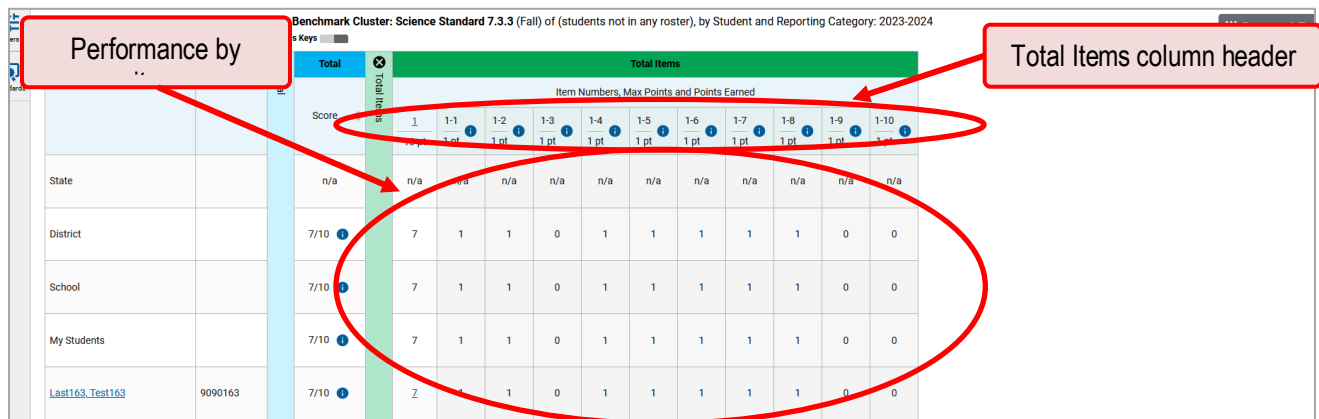


Figure 37. Teacher View: Student Performance on Science Benchmark Module Report with Performance by Item Shown



For grades 6 – 8 science Benchmark Modules, the scores for each assertion are shown as well (view Figure 38).

Figure 38. LEA View: LEA Performance on Science Benchmark Module Report with Performance by Item and Assertion Shown

board > District Performance on Test

School	Total	Total		Total Items	Total Items								
		Student Count	Score		Item Numbers and Points Earned								
					1	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8
					8 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
District		5	2/8		2	0.2	0.6	0.2	0.4	0.2	0.4	0	0
DEMO SCHOOL 1		4	2/8		1.5	0	0.75	0.25	0.25	0	0.25	0	0
DEMO SCHOOL 4		1	4/8		4	1	0	0	1	1	1	0	0

Assertion headers and scores

Rows per page: 102 Items: 1 of 1

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 (view Figure 39–Figure 40).

Figure 39. Teacher View: Student Performance on Writing Benchmark Module Report with Performance by Item Shown

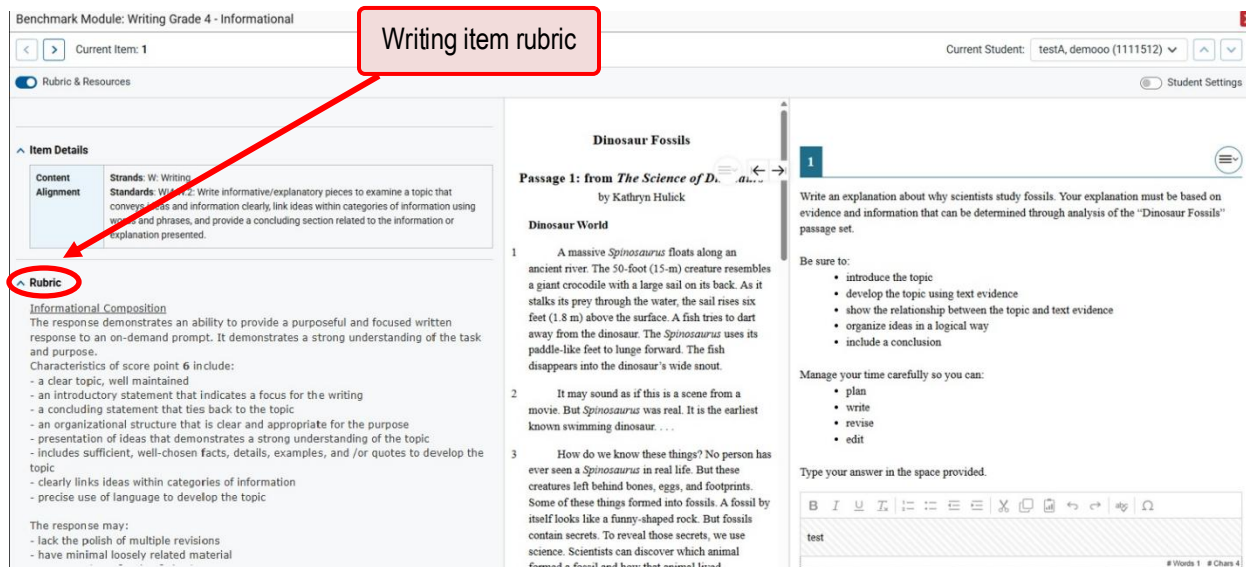
Score, Performance and Points Earned on **Benchmark Module: Writing Grade 8 Explanatory 1** (Post Test) of (students not in any roster), by Student and Reporting Category: 2025-2026

Filtered By: School: All Schools | Test Reasons: Post Test

Features & Tools

Student	Student ID	Writing Dimensions	Writing Dimensions											
			Essay 1											
			Informative											
			Composition						Conventions					
			1 pt	2 pt	3 pt	4 pt	5 pt	6 pt	0.5 pt	1 pt	1.5 pt	2 pt	2.5 pt	3 pt
State			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District			0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)
School			0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)
My Students			0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)	0% (0)
Test Test	9830307		3 pt						1.5 pt					

Figure 40. Writing Item View: Rubric & Resources View



Condition codes are used in writing Benchmark Modules to indicate when a traditional score cannot be entered for the student's response.

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

Table 1. Condition Codes

Condition Code	Machine or Human	Description
Blank	Machine	Student did not enter a response.
Insufficient Text (Duplicated Text)	Machine	The response contains a significant amount of text repeated over and over.
Insufficient Text (Too Few Words)	Machine	The response contains too few words to be considered a valid attempt.
Insufficient Text (Copied Text from the Prompt)	Machine	The response is largely composed of text copied from the prompt.
Non-Specific	Machine	The response is unintelligible, incomprehensible, or unrelated. Examples: random keystrokes, undecipherable text, unrelated to prompt, etc.
Off-Topic	Human	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.

		Note: Responses with a condition code of "O" may be assigned a non-zero conventions score by verification reader.
Written in a language other than English	Human	The response is written in a language other than English.

All Users: 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.

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.

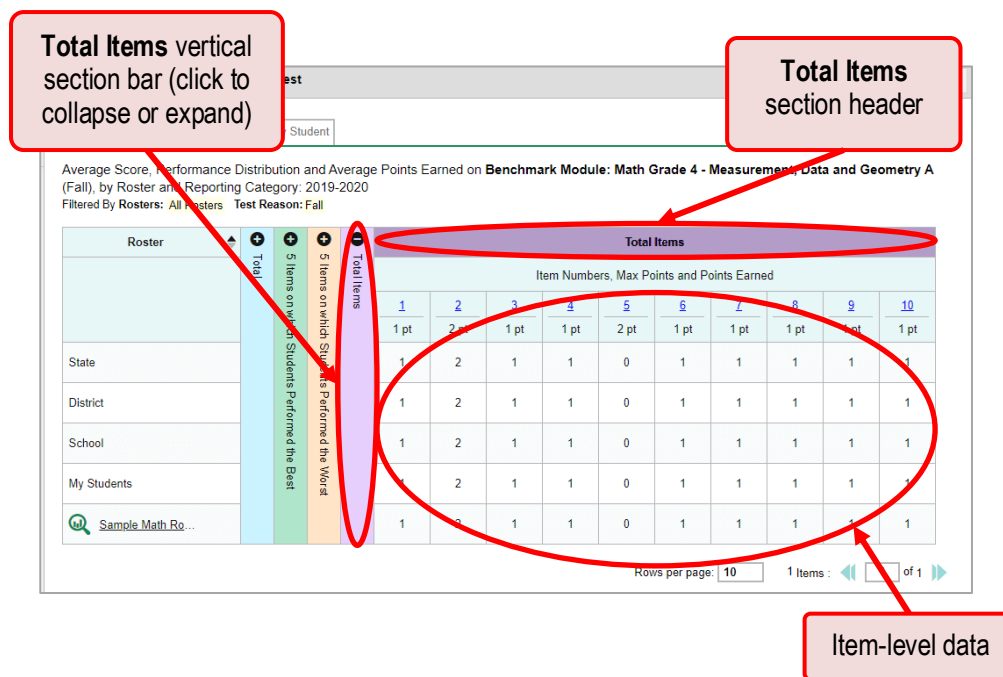
Considerations for sharing Benchmark Module reporting data in a classroom setting should include:

- 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 (view Figure 41).

Figure 41. My Students' Performance on Benchmark Module Report: Performance by Student Tab with Expanded Total Items Section

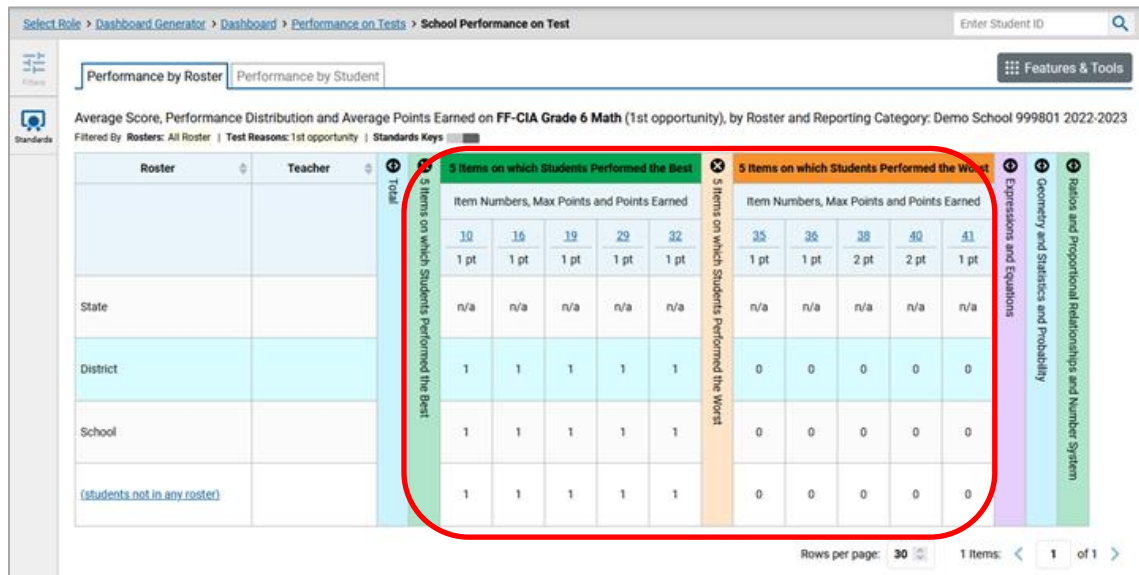


How can I find out which Benchmark Module items students performed the best or struggled with the most?

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 (view Figure 42). These

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

Figure 42. My Students' Performance on Benchmark Module Report with Expanded 5 Items on Which Students Performed the Best/Worst Sections



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

Student	Student ID	Total	Total Items					
			Item Numbers, Max Points and Points Earned					
			1	1-1	1-2	1-3	1-4	1-5
			NGSS-MS-ESS1 MS-ESS1-4	1 pt	1 pt	1 pt	1 pt	1 pt
			5 pt					
State		n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		2/5	2	1	0	1	0	0
School		2/5	2	1	0	1	0	0
LAST1203.First1203	555501203	2/5	2	1	0	1	0	0

Do either of the following (view Figure 43):

- 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 44. Item View Window: Item & Score Tab with Student Response

- **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 (view Figure 45).

Figure 45. 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.

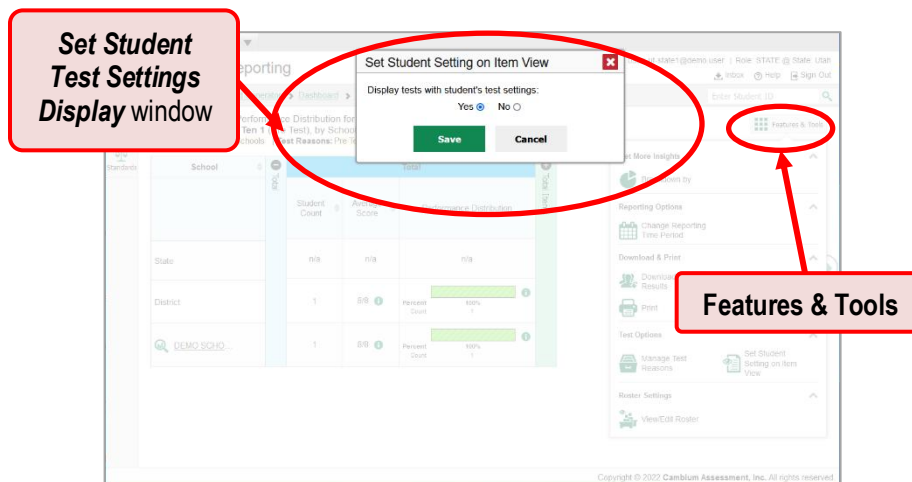
- **Details:** Provides the following information:
 - **Topic:** Skill area to which the item belongs.
 - **Content Alignment:** Describes the standard to which the item is aligned.
- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable 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 view 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 **Features & Tools** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears (view Figure 46).

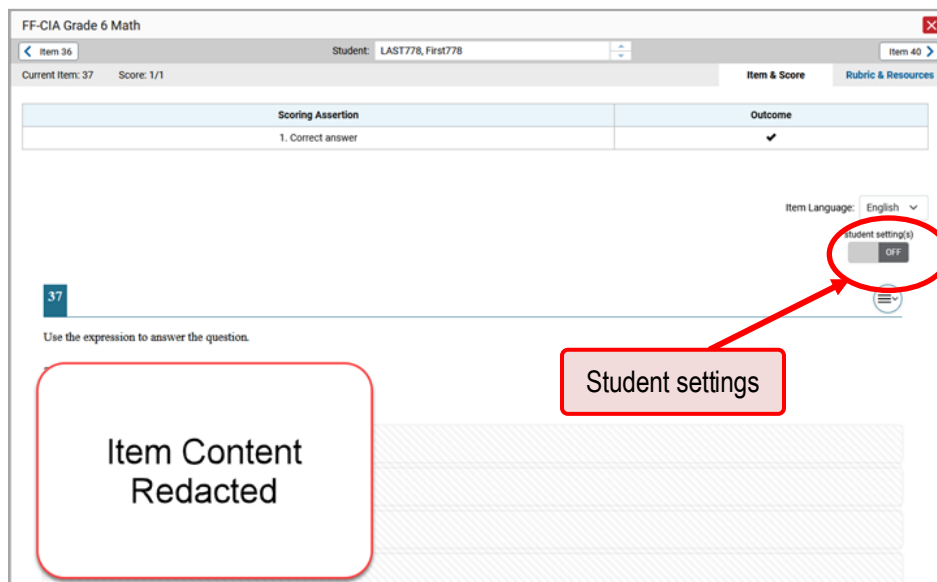
Figure 46. Dashboard with Set Student Test Settings Display Window Open



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 (view Figure 47). This action has no effect on your global setting.

Figure 47. Item View Window: Item & Score Tab with Student Response



What It Means When Items Are Labeled “1-1”, “1-2”, and So On

Those are sub-items belonging to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled “[item number]-[sub-item number]”, for example, “1-1”, “1-2”, “1-3”, as in Figure 48.

Figure 48. Performance by Student Tab with Expanded Total Items Section

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Enter Student ID

Performance by Roster | Performance by Student

Features & Tools

Standards

Score, Performance and Points Earned on Benchmark Cluster: Science Standard 7.2.1 (Test One) of All Rosters, by Student and Reporting Category: DEMO SCHOOL 2, 2024-2025

Filtered By School: All Schools | Test Reasons: Test One | Standards Keys

Student	Student ID	Total	Total Items	Total Items											
			Item Numbers, Max Points and Points Earned												
			Score	1	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11
				11 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
State		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		4/11	4	1	0	1	0	0	0	0	0	0	0	1	1
School		4/11	4	1	0	1	0	0	0	0	0	0	0	1	1
test_test	9122013	4/11	4	1	0	1	0	0	0	0	0	0	0	1	1

Rows per page: 101 Items: 1 of 1

How can I view aggregate item data in the Item Analysis Report?

An Item Analysis Report is available for every fixed-form assessment that reports item data at the LEA, school, and roster levels. Highlights of the Item Analysis Report include the following:

- Item reporting categories and standard alignments
- Item types (for example, multiple choice)
- The percentage of the group of students who earned full, partial, and no credit on each item; if an item does not allow partial credit, “N/A” displays instead of a percentage

To access the report, navigate to an LEA, School, or Roster Performance on Test report. In the **Features & Tools** menu, select **Build Item Analysis Report**. The **Item Analysis** window appears, open to the **Summary** tab ([Figure 49](#)).

Figure 49. Item Analysis Window: Summary Tab

Item Analysis						
Summary Single Item View						
Items on Modular Benchmark: Math Grade 7 Expressions and Equations 1-2: Form 3 (Test One): USOE, 2024-2025						
Show All Details Export						
Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	EE 7.1-2 7.EE.1 ⓘ	Equation Editor	100%	N/A	0%	▼
2	EE 7.1-2 7.EE.1 ⓘ	Equation Editor	100%	N/A	0%	▼
3	EE 7.1-2 7.EE.2 ⓘ	Multiple Choice	0%	N/A	100%	▼
4	EE 7.1-2 7.EE.2 ⓘ	Multiple Select	100%	N/A	0%	▼
5	EE 7.1-2 7.EE.2 ⓘ	Equation Editor	100%	N/A	0%	▼

To learn more about a standard, click ⓘ beside the standard key.

To expand a table row and display more detailed data, as in [Figure 50](#), click ▼ on the right. Click **Show All Details** to expand all rows. Click ▲ or **Hide All Details** to collapse rows.

- For multiple-choice items, the detailed data includes the distribution of students who selected each option, with the correct answer flagged with a checkmark ✓.
- For items that are not multiple choice or are multi-part, the detailed data includes the distribution of points earned.

Figure 50. Item Analysis Window: Summary Tab with Expanded Data Rows

Item Analysis

Summary

Single Item View

Items on Modular Benchmark: Math Grade 7 Geometry 4-6: Form 3 (Winter): USBE, 2024-2025

Show All Details

Export

Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	G/7.4-6/7.G.4	Multiple Choice	0%	N/A	100%	
2	G/7.4-6/7.G.5	Multiple Choice	0%	N/A	100%	
3	G/7.4-6/7.G.5	Multiple Choice	50%	N/A	50%	

Options	A	B	C	D
Percent Responding	50%	0%	0%	50%
Count Responding	1	0	0	1

4	G/7.4-6/7.G.6	Other	50%	N/A	50%	
---	---------------	-------	-----	-----	-----	--

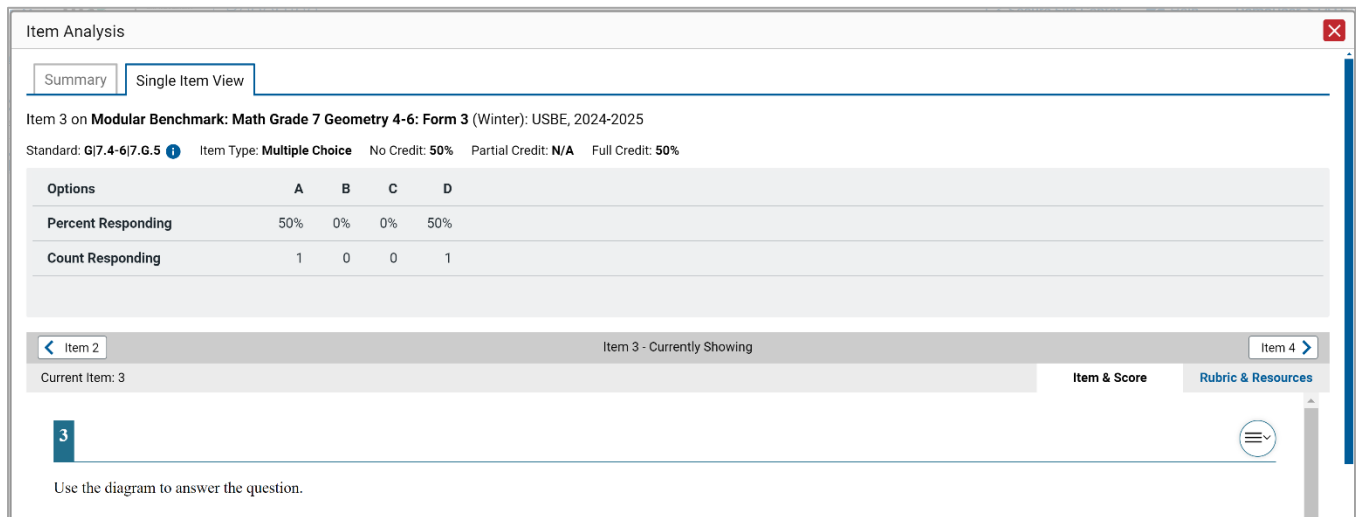
Points	0	1
Percent Receiving	50%	50%
Count Receiving	1	1

You can export the **Summary** tab to a comma-separated values (CSV) file using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

If item view is available for this test, you can navigate to the **Single Item View** tab ([Figure 51](#)) either by clicking it or by clicking the number to the left of a listed item. This tab displays detailed data on an item,

and below that, the item itself, including the **Rubric & Resources** tab. You can navigate between items using the item number buttons on the left and right.

Figure 51. Item Analysis Window: Single Item View Tab



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  (view Figure 55).

Figure 52. Teacher View: Dashboard

hboard

Enter Student ID

Search field for student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2019-2020

Filtered By Rosters: All Roster Test Reason: All Test Reasons

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	20% 20% 30% 30%	01/12/2020
Benchmark Module: Math Grade 5 - Measurement, Data and Geometry A	Pre Test	1	6/9	100%	12/31/2019
Summative: Math Grade 4	Summative 2019-2020	10	325	40% 20% 20% 20%	11/25/2019
Benchmark Module: Writing Grade 5 Informative B	Test Three	1	0/10	100%	11/25/2019
Benchmark Module: Math Grade 4 - Number and Operations Base 10 C	Fall	20	10/12	10% 40% 50%	10/07/2019
Benchmark Module: ELA Grade 4 - Literature A	Fall	20	23/27	15% 85%	10/07/2019
Benchmark Module: Science Grade 4 Life Science Standard 5 A	Fall	20	15/18	10% 35% 55%	10/01/2019
Benchmark Module: ELA Grade 4 - Editing B	Post Test	20	9/10	30% 70%	09/30/2019
Benchmark Module: ELA Grade 4 - Editing A	Pre Test	20	7/10	55% 45%	09/30/2019

Rows per page: 10 11 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 20

Filtered By Rosters: All Roster Test Reason: All Test Reasons

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
Will, Phil	7772989	Interim: Math Grade 4	01/12/2020

Student name

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.

School- and Lea-Level Users: View a Cross-Sectional Report

When the Cross-Sectional Report is available, school- and LEA-level users can view a school or LEA's performance, irrespective of enrolled students, for a test family across multiple test reasons. This report helps you understand how the institution's performance has improved or declined across student populations.

Unlike the Longitudinal Report, the Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones were enrolled and took the tests at the time.

A school-level user can view a report for their school. A LEA-level user can view a report for their LEA or any school within 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 view in the Student Portfolio Report (view Figure 53). For example, you may want to do this if you are an English teacher and you don't want to view a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 53. Student Portfolio Report



Score and Performance, by Assessment and Test Reason: **Test Test, 2022-2023**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Date Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 547496 ELA 1/19	Test Authoring	3	Unassigned	1	0%	01/19/2023

6 Items: 1 of 2

- 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 54).

Figure 54. Student Portfolio Report with Expanded Filter Panel

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Test Reason: **LAST1179 First1179, 2022-2023**

Features & Tools

Filters

Test Groups

- ☒ Alt ELPA
- ☒ Computer Adaptive CIA
- ☒ Diagnostic Assessment
- ☒ ELPA21 Screener
- ☒ ELPA21 Summative
- ☒ Fixed Form CIA
- ☒ Interim
- ☒ Interim Module Assessment
- ☒ Paper CIA
- ☒ Summative
- ☒ Test Authoring

School Year

2022-2023

[Clear Filters](#)

Apply

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	624 ± 7	Meets Standard	03/14/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

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 view 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 (view Figure 55). By reviewing the performance levels on the assessments, you can view how the student is performing over time.

Figure 55. Student Portfolio Report with Expanded Filter Panel

The screenshot shows the 'Student Portfolio' report interface. On the left, the 'Filters' panel is expanded, showing 'Test Groups' and 'School Year' filters. The 'School Year' dropdown is set to '2022-2023'. The main table displays assessment results for a student. The 'Date Taken' column header is highlighted with a red box, and the 'Date Taken' column data is circled in red. A red arrow points from the 'Date Taken' column header to the 'Date Taken' column data.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 FLA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

How can I view my student's Writing Benchmark Module response?

Individual student responses are viewable within the Reporting System to view the student's written response to the Writing Benchmark Module prompt. To view a student's writing response:

1. Navigate to the benchmark and student, as shown below:

RISE | **Reporting**

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test > Roster Performance on Test

Score, Performance and Points Earned on **Benchmark Module: Writing Grade 8 Explanatory 1** (Pre Test) of (students not in any roster), by Student and Reporting Category: 2025-2026
 Filtered By: School: All Schools | Test Reasons: Pre Test |

Student	Student ID	Writing Dimensions
		Writing Dimensions Essay 1 Informative Composition 1 pt 2 pt 3 pt 4 pt 5 pt 6 pt 0.5 pt Conventions 1 pt 1.5 pt 2 pt 2.5 pt 3 pt
State		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
District		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
School		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
My Students		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
test, Test	9212061	Insufficient Text (Too Few Words) Insufficient Text (Too Few Words)

2. Click on the student's hyperlinked name.
3. This will now update the scoring table and allow you to click on the hyperlinked student's score, or in the case of a condition code, the condition code will be hyperlinked.

RISE | **Reporting**

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test > Roster Performance on Test > Student Performance on Test

Score, Performance and Points Earned on **Benchmark Module: Writing Grade 8 Explanatory 1** (Pre Test) of DEMO SCHOOL 2, by Student and Reporting Category: 2025-2026
 Filtered By: School: All Schools | Test Reasons: Pre Test |

Student	Student ID	Writing Dimensions
		Writing Dimensions Essay 1 Informative Composition 1 pt 2 pt 3 pt 4 pt 5 pt 6 pt 0.5 pt Conventions 1 pt 1.5 pt 2 pt 2.5 pt 3 pt
State		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
District		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
School		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
My Students		n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a
test, Test	9212061	Insufficient Text (Too Few Words) Insufficient Text (Too Few Words)

4. Click on either of the score links to be taken to the student's response.

Benchmark Module: Writing Grade 4 - Informational

Current Item: 1

Current Student: testA, demooo (1111512)

Student Settings

Rubric & Resources

Item Details

Content Alignment	Strands: W. Writing
	Standards: W.4.W.2. Write informative/explanatory pieces to examine a topic that conveys ideas and information clearly, link ideas within categories of information using words and phrases, and provide a concluding section related to the information or explanation presented.

Rubric

Thesis: Scientists study fossils because it allows them to learn about what Earth was like in the past.

Sub-Point 1: Fossils provide clues about the environment in the past.

Evidence:

- "Science provides a window into the past. It allows us to learn about animals that died ... years ago." (Passage 1, paragraph 4)
- "Scientists know much of this through evidence they found in fossils and layers of rock. Fossils and rocks reveal not only what plants and animals lived long ago, but also information about Earth's climate and geography." (Passage 1, paragraph 6)
- "Fossils reveal what dinosaurs might have looked like and how they might have lived. They also help us better understand the conditions of Earth ... years before humans walked its surface" (Passage 2, paragraph 9)

Sub-Point 2: By studying fossils, new species of dinosaurs and details of their lives have been discovered.

Evidence:

- "Spinosaurus lived in what is now Africa, while Tyrannosaurus rex and Stegosaurus lived in North America." (Passage 1, paragraph 5)

Dinosaur Fossils

Passage 1: from *The Science of Dinosaurs* by Kathryn Hulick

Dinosaur World

1 A massive *Spinosaurus* floats along an ancient river. The 50-foot (15-m) creature resembles a giant crocodile with a large sail on its back. As it stalks its prey through the water, the sail rises six feet (1.8 m) above the surface. A fish tries to dart away from the dinosaur. The *Spinosaurus* uses its paddle-like feet to lunge forward. The fish disappears into the dinosaur's wide snout.

2 It may sound as if this is a scene from a movie. But *Spinosaurus* was real. It is the earliest known swimming dinosaur. ...

3 How do we know these things? No person has ever seen a *Spinosaurus* in real life. But these creatures left behind bones, eggs, and footprints. Some of these things formed into fossils. A fossil by itself looks like a funny-shaped rock. But fossils contain secrets. To reveal those secrets, we use science. Scientists can discover which animal formed a fossil and how that animal lived.

Write an explanation about why scientists study fossils. Your explanation must be based on evidence and information that can be determined through analysis of the "Dinosaur Fossils" passage set.

Be sure to:

- introduce the topic
- develop the topic using text evidence
- show the relationship between the topic and text evidence
- organize ideas in a logical way
- include a conclusion

Manage your time carefully so you can:

- plan
- write
- revise
- edit

Type your answer in the space provided.

test

Words 1 # Chars 4

- Rubric and text open in a new window. Student responses are seen adjacent to the stimulus/prompt.

Please note that you must first click on the student's name to enable the hyperlinks to then be able to access the student's response. If the student's name is still a hyperlink, you must click it to enable score links.

All Users: Export and Print Data for Benchmark Modules

You can export or print most of the data you can view in the Reporting System. Some can be exported directly from the Performance on Tests Report. 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 (view Figure 56).

Figure 56. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests Enter Student ID 

My Assessments Features & Tools

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
 Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0% 	01/19/2023
 Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7% 	01/19/2023
 Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0% 	01/17/2023

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

The **Export Report** window opens. The options in this window vary according to your user role (view Figure 57).

2. If necessary, select which report to export for the assessment.
 - Teachers and school-level users (view Figure 57):
 - 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 57. Teacher-Level User View: Export Report Window

Export Report for Modular Benchmark: Math Grade 3 Geometry 1-2: Form 2

Choose Type of Report

1. ☒ Overall Test, Reporting Category Performance of all students
☐ Overall Test, Reporting Category and Item Performance of all students

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

- **LEA-level users: Select which report to export for the assessment (view Figure 58).**
 - To export the LEA test results, mark the **Overall Performance of all my Schools** radio button. (This is the LEA Performance on Test report.)
 - To export school test 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 school test 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 58. LEA-Level User View: Export Report Window

Export Report for Modular Benchmark: Math Grade 8 Expressions and Equations 1-4:...

Choose Type of Report

1. ☒ Overall Performance of all my Schools
☐ Overall Test, Reporting Category Performance of all students

Select School

☐ Overall Test, Reporting Category and Item Performance of all students

Select School

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

Report type options

File type

- 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 **Secure File Center** window appears with the generated file available for download.

All Users: 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?

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). View Figure 62–Figure 64.

Figure 59. Detail of Individual Student Report (ISR) for Math Benchmark Module

test, test

Modular Benchmark: Math Grade 4 Geometry 1-3: Form 1 2024-2025

Student ID: 9122013 | Student DOB: 10/10/2010 | Enrolled Grade: 3
 Date Taken: 8/1/2024

USOE
 DEMO SCHOOL 2

Score: 3/6 **Raw score**

How Did Your Child Perform on Each Test Question?

Question #	Standard	Points Earned/Points Possible
1	Draw points, lines, line segments, rays, angles (right, acute, obtuse), and perpendicular and parallel line. Identify these in two-dimensional figures.	0/1
2	Draw points, lines, line segments, rays, angles (right, acute, obtuse), and perpendicular and parallel line. Identify these in two-dimensional figures.	0/1
3	Classify two-dimensional figures based on the presence or absence of parallel or perpendicular lines, or the presence or absence of angles of specified size. Recognize right triangles as a category, and identify right triangles.	2/2
4	Classify two-dimensional figures based on the presence or absence of parallel or perpendicular lines, or the presence or absence of angles of specified size. Recognize right triangles as a category, and identify right triangles.	0/1
5	Recognize a two-dimensional figure as a line segment, ray, line, or angle. Identify line segments, rays, lines, and angles in two-dimensional figures.	1/1

Reporting category

Item number within this topic

Points earned out of maximum possible points

Figure 60. Detail of Individual Student Report (ISR) for ELA Benchmark Module

RISE | Reporting

Individual Student Report

Remote, Remote

Benchmark Module: ELA Grade 3 - Editing 1 2020-2021

Student ID: 9912003 | Student DOB: 10/10/2010 | Date Taken: 10/26/2020

Performance Level: At/Near Standard **Score: 4/10** **Raw score and performance distribution**

How Did Your Child Perform on Each Test Question?

Question #	Standard	Points Earned/Points Possible
1	Demonstrate command of the conventions of standard English grammar and usage when writing or speaking: Explain the function of nouns, pronouns, verbs, adjectives, and adverbs in general and their functions in particular sentences.	1/2
2	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing: Capitalize appropriate words in titles.	0/2
3	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing: Use spelling patterns and position-based spelling to write words.	1/1
4	Demonstrate command of the conventions of standard English grammar and usage when writing or speaking: Explain the function of nouns, pronouns, verbs, adjectives, and adverbs in general and their functions in particular sentences.	0/2
5	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing: Capitalize appropriate words in titles.	0/1
6	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing: Use spelling patterns and position-based spelling to write words.	2/2

Reporting category

Item number within this topic

Points earned out of maximum possible points

Figure 61. Detail of Individual Student Report (ISR) for Science Benchmark Module

Reporting **Individual Student Report**

Remote, Remote **Benchmark Cluster: Science Standard 8.4.4 2020-2021**

Student ID: 9912003 | Student Name: [REDACTED] | Date Taken: 10/19/2020 USOE
Load Test

Score: 2/10 **Assertion**

How Did Your Child Perform on Each Test Question?

Benchmark Cluster: Science Standard 8.4.4		
Question #	Standard	Points Earned/Points Possible
1	Analyze and interpret data on the factors that change global temperatures and their effects on regional climates. Examples of factors could include agricultural activities, fossil fuel use, and volcanic activity. Students should be able to identify the atmospheric levels of greenhouse gases and their effects on the climate system.	2/10

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 of 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 **Features & Tools** and then the **Download Student Results** button in the upper-right corner of the page (view Figure 62).

Figure 62. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

My Assessments Features & Tools

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023
 Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0% i	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7% i	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0% i	01/17/2023

Rows per page: 5 Items: of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023
 Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 1 Items: of 1

The **Student Results Generator** window opens (Figure 63).

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 63), mark the checkbox for the test reason you want to include in the report. Test reasons are either test windows (summative only) or categories for tests. NOTE: Users can include only one test reason when generating ISRs.

Figure 63. Student Results Generator Window: Select Test Reasons Section

Student Results Generator

Report Type
☒ Individual Student Report ☐ Student Data File

Print Options
 Report Format
☒ Single PDF ☐ Multiple PDFs in a ZIP file
 PDF Type
☒ Simple ☐ Detailed

Generate Cancel

Search by Student ID Enter up to 5 comma-separated student IDs Search

Select a test reason.

- ☒ 1st opportunity
- ☐ 2022-2023 (ELPA21 Screener)
- ☐ 2nd opportunity
- ☐ Alt_ELPA_22_23
- ☐ Spring 2023 (ELPA21 Summative)
- ☐ Spring 2023 (Summative)
- ☐ Summer 2022
- ☐ Summer 2023
- ☐ Unassigned

Next

List of test reasons (test windows or categories), one of which is selected

- b. The Select Assessments section (Figure 64) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report. NOTE: Users can include only one subject of assessments when generating ISRs (e.g., only an assessment or group of assessments in ELA, only an assessment or group of assessments in math, etc.).

Figure 64. Student Results Generator Window: Select Assessments Section

Student Results Generator

Report Type
☒ Individual Student Report ☐ Student Data File

Print Options
 Report Format
☒ Single PDF ☐ Multiple PDFs in a ZIP file
 PDF Type
☒ Simple ☐ Detailed

Generate Cancel

Search by Student ID Enter up to 5 comma-separated student IDs Search

Select the assessments.

Previous Next

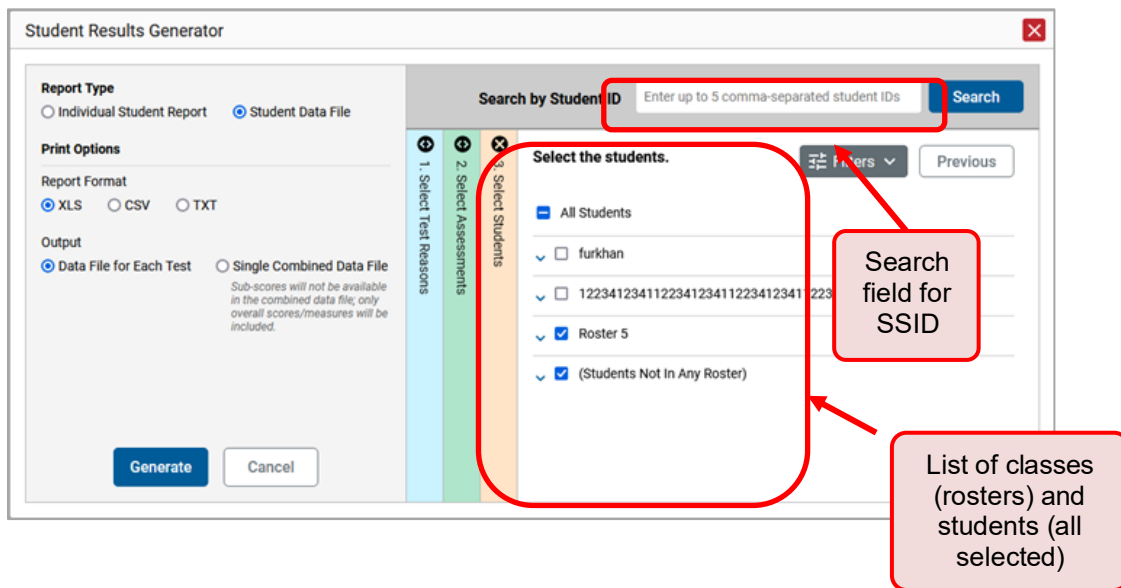
- ☒ ELA
 - ☒ Grade 3
 - ☐ CA-CIA Grade 3 ELA
 - ☒ Module: Grade 3 ELA - Editing A
 - ☒ Module: Grade 3 ELA - Editing B
 - ☒ Module: Grade 3 ELA - Informational A
 - ☐ Module: Grade 3 ELA - Literature A
 - ☐ Module: Grade 3 ELA - Literature B

Button to proceed to next section (**Select Students**)

List of subjects, grades, and tests, with one group of tests selected

- a. The **Select Students** section (Figure 65) 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. NOTE: Users can include up to three schools when generating 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 **Search**. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 65. Teacher View: Student Results Generator Window: Select Students Section



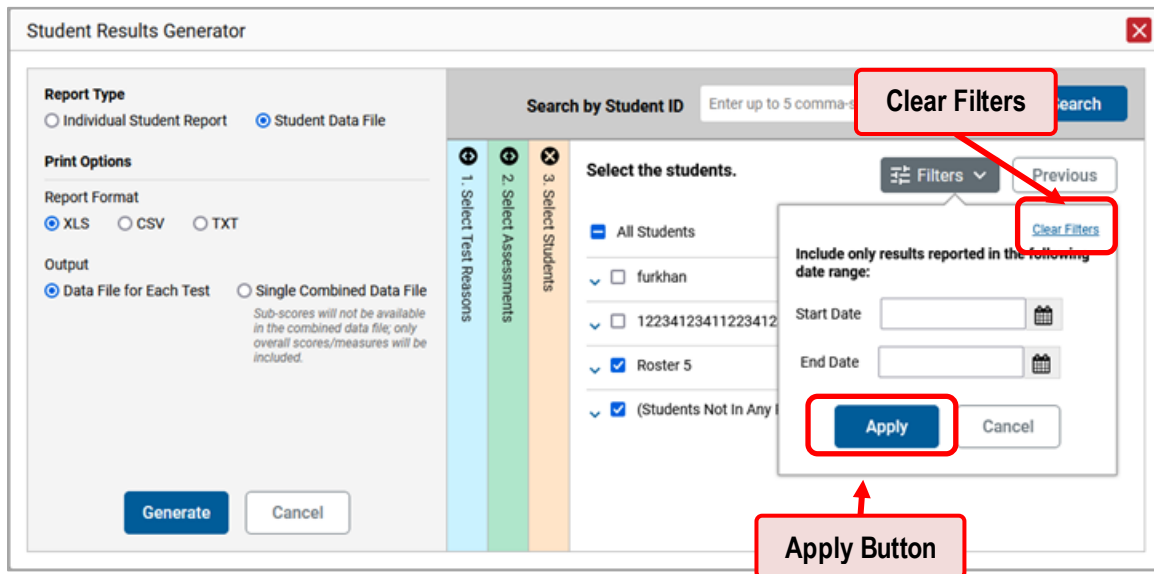
The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

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

- i. Open the **Filters** menu. The menu displays two date fields, as in Figure 66.
- 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 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.
- iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 66. 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 left, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (view Figure 67).

Figure 67. School-Level User View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', 'Individual Student Report' is selected. Below it, under 'Print Options', 'XLS' is selected for 'Report Format' and 'Data File for Each Test' is selected for 'Output'. A red box labeled 'Options for your ISR files' points to the 'Data File for Each Test' option. On the right, the 'Select the students.' section shows a list of selection options: 'All Students', 'furkhan', '122341234112234123411223412341122341234112234123412', 'Roster 5', and '(Students Not In Any Roster)'. A red box labeled 'Individual Student Report option (selected)' points to the 'Individual Student Report' option. A red box labeled 'Options for your ISR files' points to the 'Data File for Each Test' option.

- 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 Secure File Center 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.

All Users: 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 view 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.

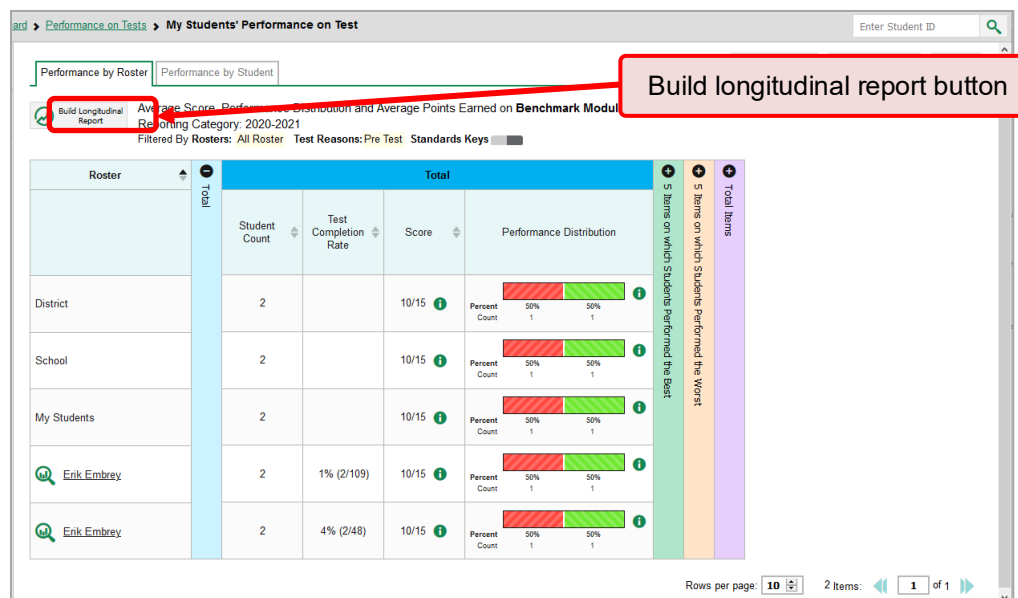
How can I access a Longitudinal Report comparing related Benchmark Modules?

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 (view Figure 68) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 68. My Students' Performance on Test Report: Performance by Roster Tab



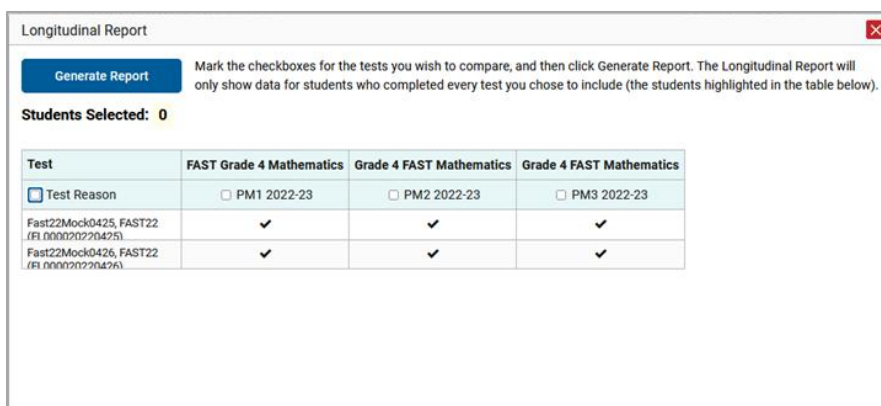
The Longitudinal Report window appears. Depending on your role, the assessment types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

If you are viewing a Longitudinal Report for which benchmark module, interim and summative assessments are available, the Progression drop-down list (view Figure 69) 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 (view Figure 69). 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 69. Teacher View: Longitudinal Report Window: Detailed Report Options Page



Longitudinal Report

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: 0

Test	FAST Grade 4 Mathematics	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics
☒ Test Reason	☐ PM1 2022-23	☐ PM2 2022-23	☐ PM3 2022-23
Fast22Mock0425, FAST22 (FI.000020220425)	✓	✓	✓
Fast22Mock0426, FAST22 (FI.000020220426)	✓	✓	✓

- 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.

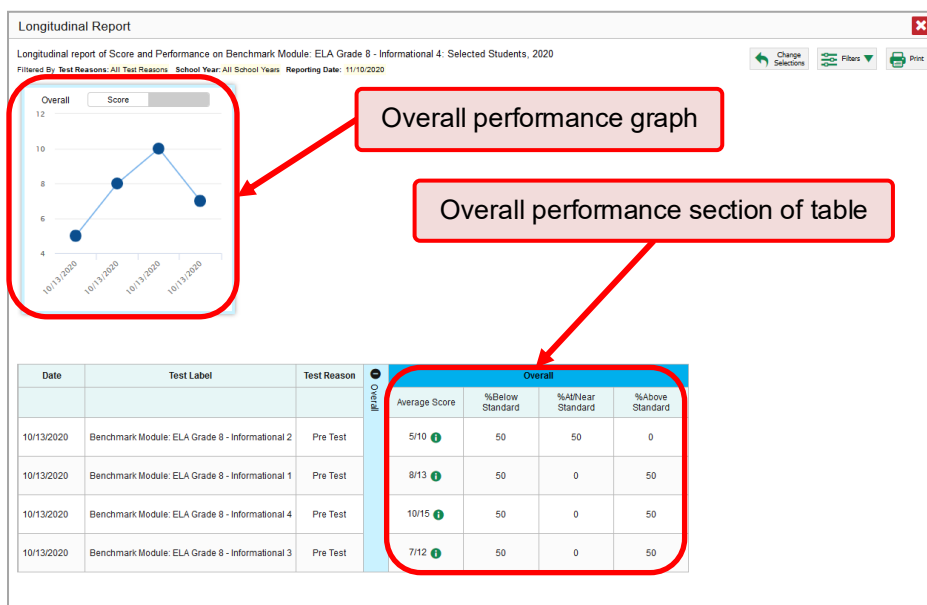
If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button.)

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 (view Figure 70). 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 70. Longitudinal Report Window: Benchmark Module Report

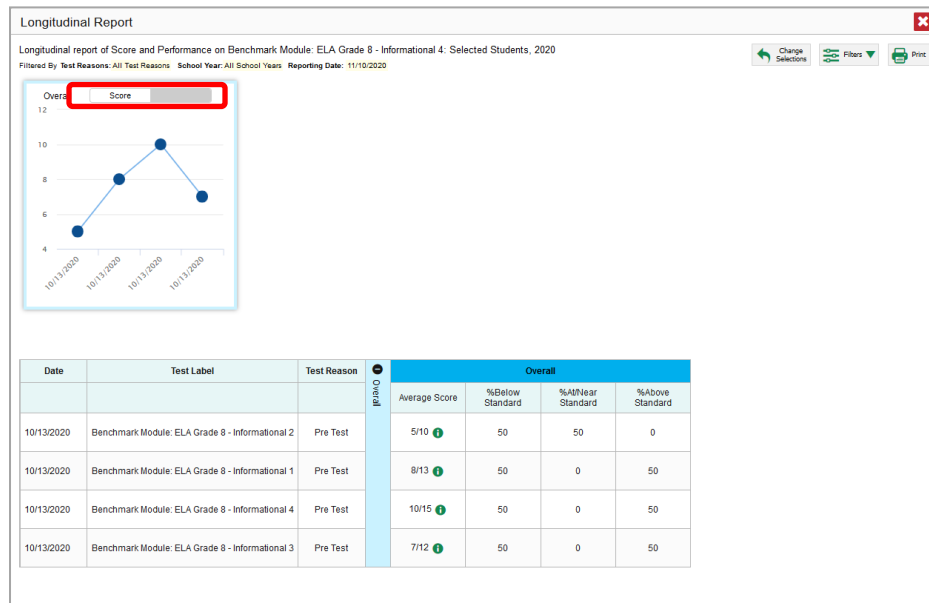


Performance level data are shown either the same way or, for multiple students, in performance distribution bars. Hover over the data points in a line graph or the sections in a bar to get more information.

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 (view Figure 71). 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 71. 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.

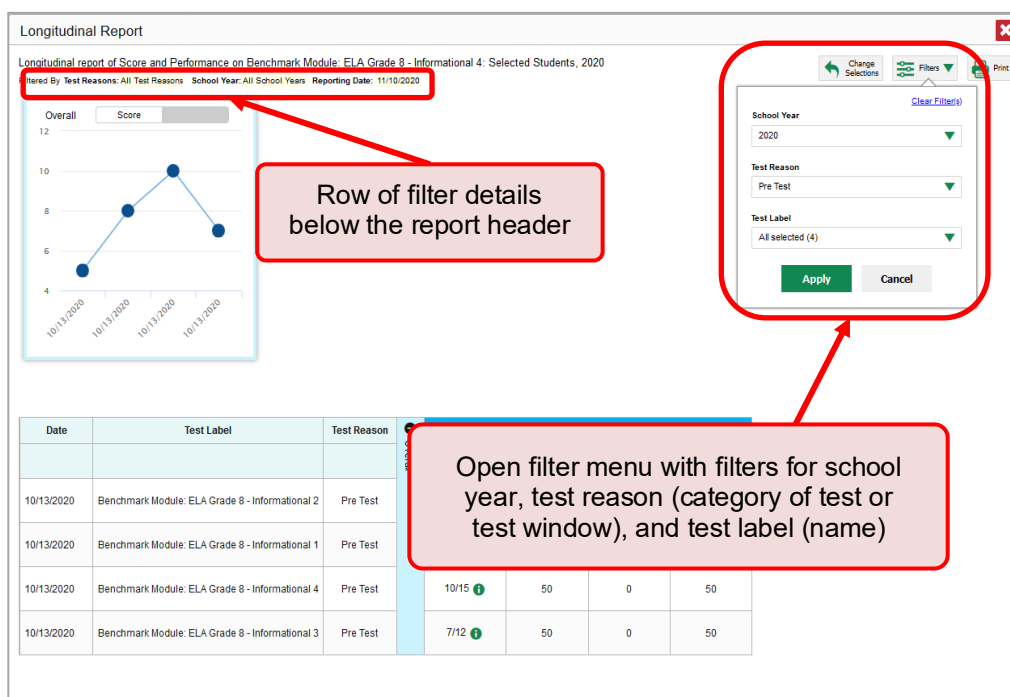
Alternatively, in the table at the bottom of the report, look at the **Overall** section.

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 (view Figure 72).

Figure 72. Longitudinal Report Window: Report for Single Student with Multiple Reporting Categories and Expanded Filter Menu



- You may want to filter by a particular school year or years. Note that years are not calendar years. “2025” refers to the 2025–2026 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 view.

2. Click **Apply**.

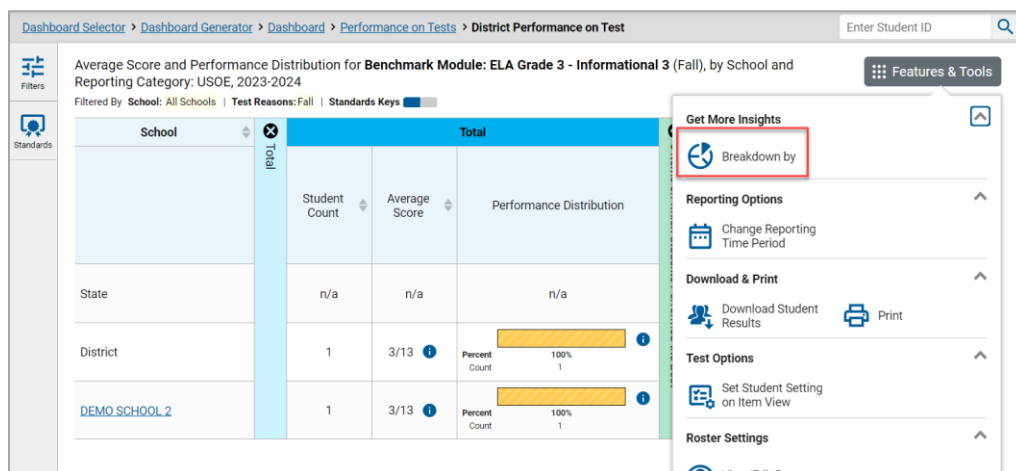
3. *Optional:* To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in Figure 72, showing the test reasons and school years included in the report.

All Users: 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 (view Figure 73) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 73. 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 (view Figure 73).

The **Breakdown Attributes** window opens (view Figure 74).

Figure 74. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

The image shows a 'Breakdown Attributes' dialog box with a title bar and a close button. Inside, it says 'Select up to three options'. There are four checkboxes: 'Ethnicity', 'LEP', 'Special Ed', and 'Include unspecified values'. The first three are grouped together, and the last one is on a separate line. At the bottom are 'Apply' and 'Cancel' buttons.

2. Select up to three student demographic categories.

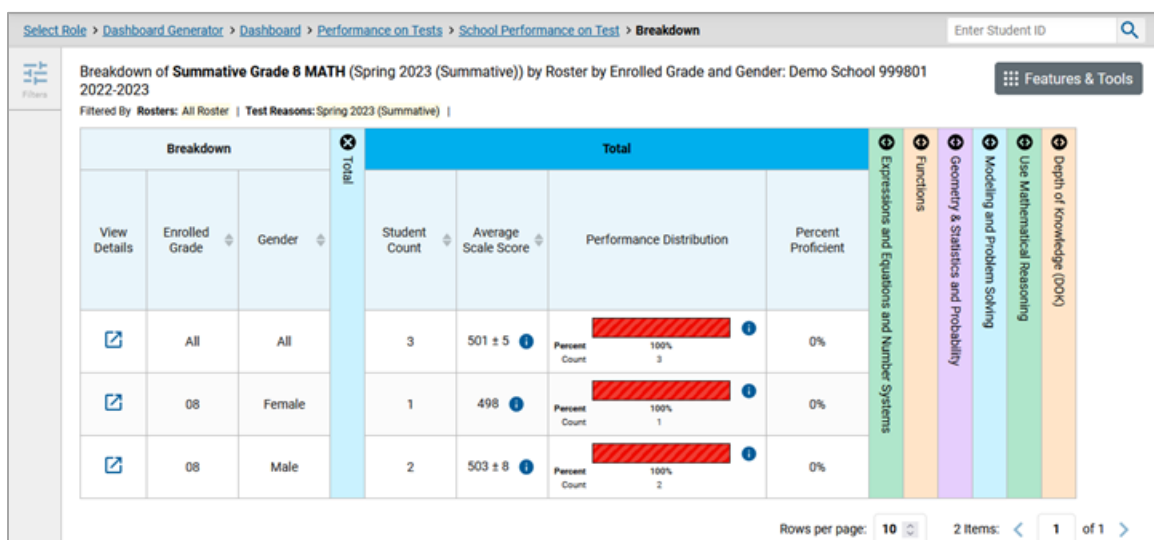
There is also an **Include unspecified values** checkbox, explained below:

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 (view Figure 75).

Figure 75. 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 (view Figure 76).

Figure 76. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)

The screenshot shows a window titled "Breakdown of Benchmark Module: ELA Grade 8 - Informational 4 (Pre Test) by Student by Ethnicity: -1: , 2020-2021". It includes filter menus for "Breakdown by Ethnicity" (set to "Declined to R...") and "Test Reasons: Pre Test". A table displays student performance data for two students: Stephen Hardacre and Alan Mitchell. The table has columns for Student, Student ID, Total (Score and Performance), and Total Items. Stephen Hardacre has a score of 4/15 and is "Below Standard". Alan Mitchell has a score of 15/15 and is "Above Standard".

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

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 view 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.

All Users: 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?

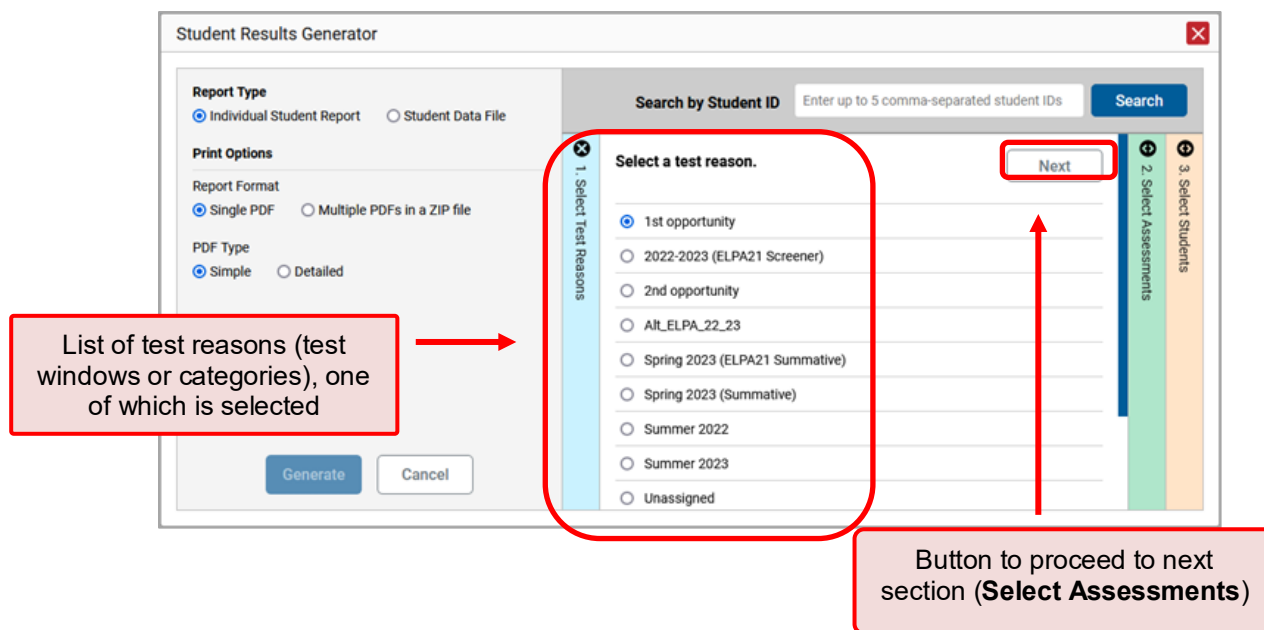
To generate and export a student Benchmark Module data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files. Because the process for generating a student data file is much the same as 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 77. Student Results Generator Window: Select Test Reasons Section

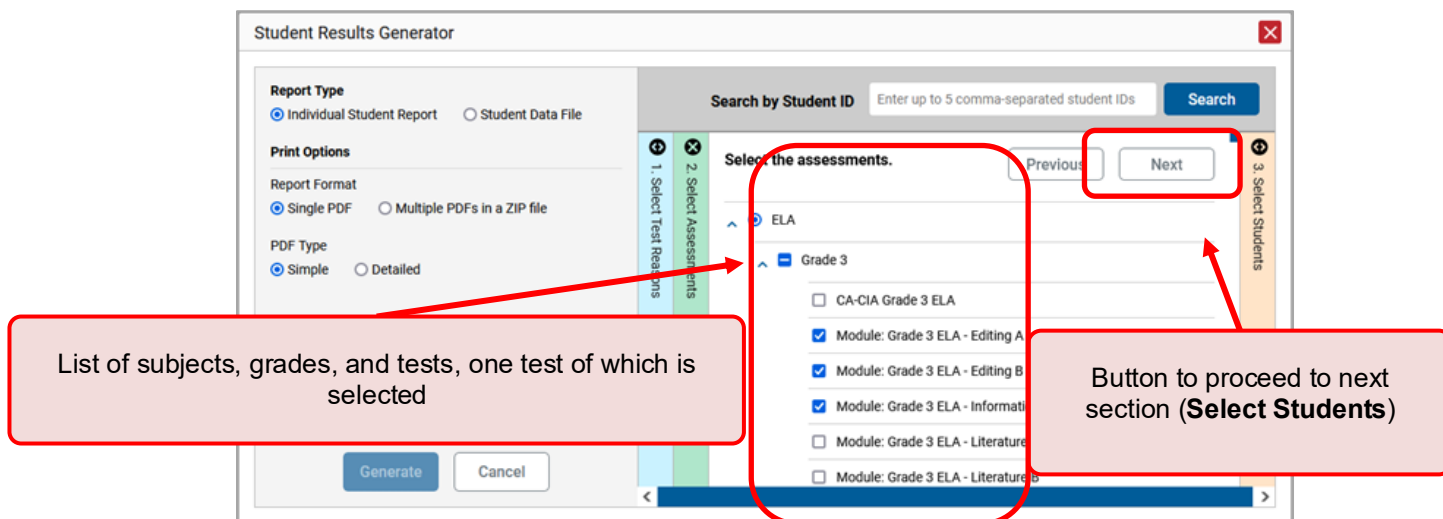


2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you may make selections: first test reasons, then assessments, then students.

In the **Select Test Reasons** section, mark the checkbox for the test reason you want to include in the results. 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. NOTE: Users can include only one test reason when generating student data files.

- 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**.

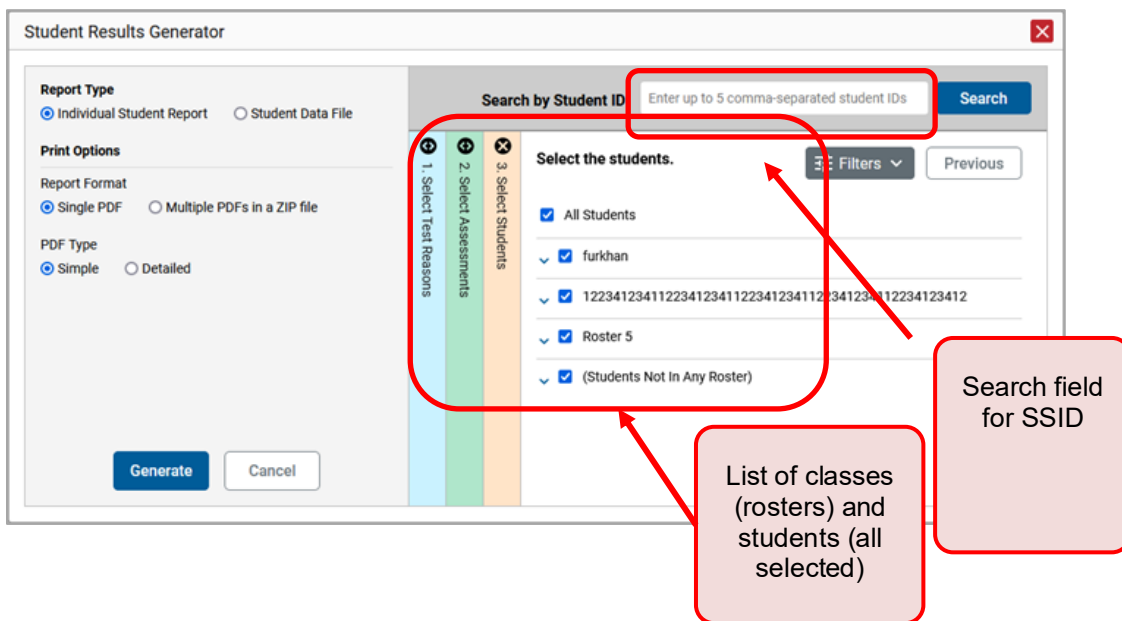
Figure 78. Student Results Generator Window: Select Assessments Section



- 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 79. 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 (View 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**.

- From the two Report Type options in the panel on the left, select **Student Data File**. More options appear below.

Figure 80. School-Level User View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has two radio buttons: 'Individual Student Report' (selected) and 'Student Data File' (unselected). A red box highlights the 'Student Data File' option with the text 'Student Data File option (selected)'. Below this, the 'Print Options' section is highlighted with a red box and labeled 'Report Format options'. It contains two sub-sections: 'Report Format' with radio buttons for 'Single PDF' (selected) and 'Multiple PDFs in a ZIP file' (unselected); and 'PDF Type' with radio buttons for 'Simple' (selected) and 'Detailed' (unselected). On the right, the 'Select the students.' section shows a list of students with checkboxes. The 'Generate' button is at the bottom left.

- 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 Secure File Center contains the new student data file(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.

All Users: 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 (view Figure 84).

In the Performance on Tests report (view Figure 81), click ▼ to the right of a benchmark module name.

Figure 81. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Filters

Test Groups

Test Reasons

Rosters

Features & Tools

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters

Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	▼	Test Authoring	6	Unassigned	1	0% <i>i</i>
Test 547499 Science 1/19	▼	Test Authoring	4	Unassigned	1	7% <i>i</i>
Test 546812 WV 1/19	▼	Test Authoring	6	Summer 2023	1	0% <i>i</i>

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023

Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

Rows containing data for the state, LEA, and/or school appear below, as in Figure 82.

Figure 82. Teacher View: Performance on Tests Report with expanded comparison rows

Expanded comparison rows for state (no data shown), LEA, and school

Button to hide comparisons for this

	Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
State	Test 547498 Math 1/19	Test Authoring	6	Unassigned	n/a	n/a	—
District	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
School	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
	Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
	Test 546812 WY 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Rows per page: 3 5 items: 1 of 2

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

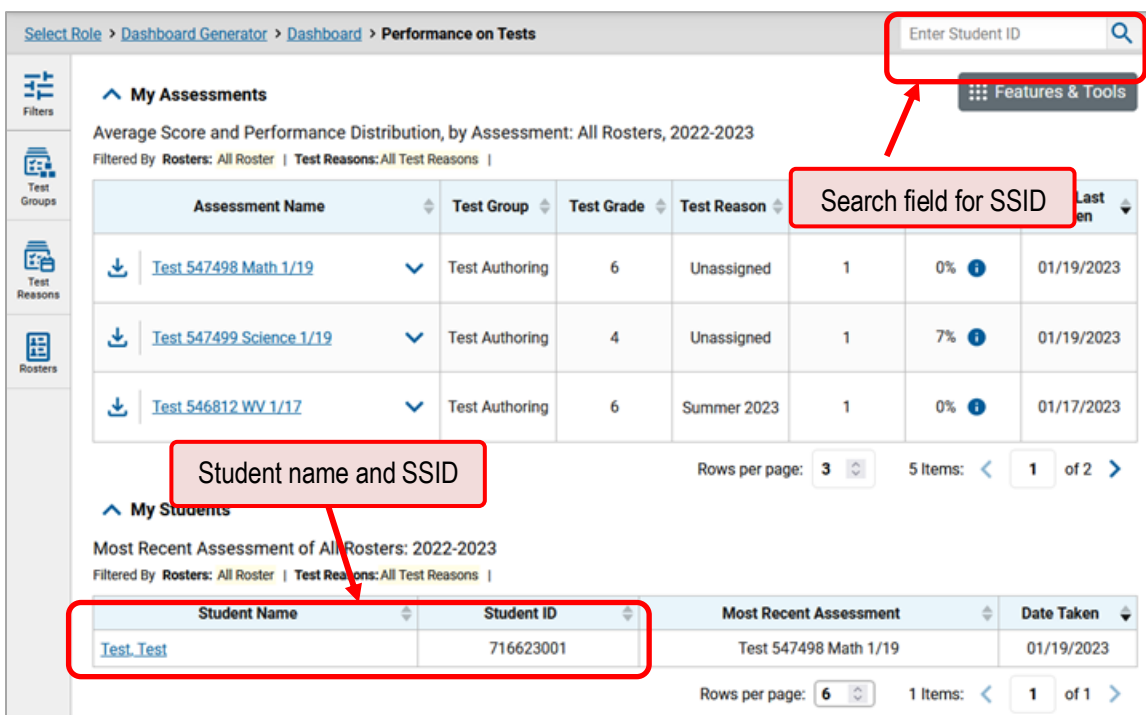
How can I compare a student's performance on any of their Benchmark Modules with that of my LEA, school, and/or total students?

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 view 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 83). 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.

Figure 83. Teacher View: Performance on Tests Report



Enter Student ID 

Features & Tools

Search field for SSID

Student name and SSID

Assessment Name	Test Group	Test Grade	Test Reason	Last
Test 547498 Math 1/19	Test Authoring	6	Unassigned	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	01/17/2023

Rows per page: 3 5 Items: 1 of 2

Student Name	Student ID	Most Recent Assessment	Date Taken
Test_Test	716623001	Test 547498 Math 1/19	01/19/2023

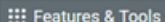
Rows per page: 6 1 Items: 1 of 1

- Click  to the right of an assessment name (view Figure 84).

Figure 84. Student Portfolio Report

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID 

Score and Performance, by Assessment and Test Reason: **LAST1179 First1179, 2022-2023** 

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA 	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE 	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH 	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

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

Figure 85. Student Portfolio Report with Expanded Comparison Rows

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Score

2023

Button to hide comparisons for this test

Expanded comparison rows for state, LEA, and school

Assessment Name	Test Group	Test Grade	Test Reason			
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
State	Test 547498 Math 1/19	Test Authoring	6	Unassigned	n/a	—
District	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%
School	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%
My Students	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 547496 ELA 1/19	Test Authoring	3	Unassigned	1	0%	01/19/2023

Rows per page: 3

6 Items: 1 of 2

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 Text (Copied Text from the Prompt) 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

All Users: Setting 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.

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 **Features & Tools** drop-down list in the banner, select **Manage Test Reasons** (view Figure 86). The **Test Reason Manager** window opens (view Figure 87).

Figure 86. Teacher View: Detail of Banner with Expanded Features & Tools Menu

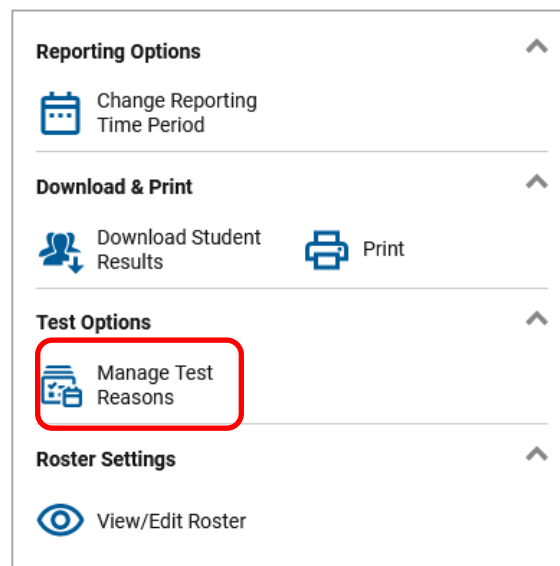


Figure 87. Test Reason Manager Window

The screenshot shows the 'Test Reason Manager' window with a search bar and several input fields. Red boxes and arrows highlight specific features: a box around the 'Session ID' field with the label 'Session ID'; a box around the 'Test Reason Filter' dropdown with the label 'Drop-down list to select a test reason'; and a box around the 'Session Start Date' and 'End Date' fields with the label 'Fields for start and end dates'. A note below the date fields states 'Please select a date range no more than 7 days.' A 'Search' button is located at the bottom.

- To search for the interim assessments you wish to categorize, do either of the following (view Figure 87):

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* (view Figure 88). 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 88. Test Reason Manager Window: Select Test Opportunities

The screenshot shows the 'Test Reason Manager' window with the 'Select Test Opportunities' section expanded. It displays a table of sessions and students. The table has columns for Session ID, Test Date / Time, TA Name, and # of Students in Session. The first session is 'LIVE-CCDE-33' with a date range of '10/07/2020 12:47 PM - 10/07/2020 01:23 PM' and TA 'Musumeci, Marie'. Below this, there are two sections for 'Interim: Math Grade 7' and 'Interim: Math Grade 6'. Each section has a table of students with columns for Student Name, Student ID, and Test Reason Assigned. The 'Interim: Math Grade 7' section shows two students: Sanderson, Yvonne and Cornish, Maria, both with 'Pre Test' as the reason. The 'Interim: Math Grade 6' section shows two students: Gibson, Amy and Davidson, Una, both with 'Pre Test' as the reason. At the bottom, there is a 'Assign Test Reasons' button and pagination controls showing 'Rows per page: 10', '1 Items', and '1 of 1'.

5. 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.
6. Click **Assign Test Reasons** below the list of retrieved sessions.
7. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm** (view Figure 89).

Figure 89. Confirm Test Reason and Assign Opportunities Window

Test Reason Manager

Search Test Sessions for Test Reason

Session ID:

— or —

Test Reason Filter:

Session Start Date: End Date:

Please select a date range no more than 7 days.

Confirm Test Reason and Assign Opportunities

Please Select a Test Reason:

Session ID	Student Name	Student ID	Test Taken	Current Test Reason Assigned
UAT-4C6A-3	Doe, Jane	1116351	Interim: ELA Grade 4 Fall	

Rows per page: 5 1 Items: 1 of 1

Confirm Test Reason and Assign Opportunities window

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 (view Figure 90).

Figure 90. Teacher View: Dashboard

The screenshot shows the 'My Assessments' section of the Teacher View Dashboard. It displays a table of assessments with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, and Date Last Taken. Two red circles highlight specific columns: one around the 'Assessment Name' column labeled 'Test names', and another around the 'Test Reason' column labeled 'Test reasons'. The table lists three assessments: 'Test 547498 Math 1/19', 'Test 547499 Science 1/19', and 'Test 546812 WV 1/17'. Below this, the 'My Students' section shows the most recent assessment for a student with ID 716623001, which is 'Test 547498 Math 1/19'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

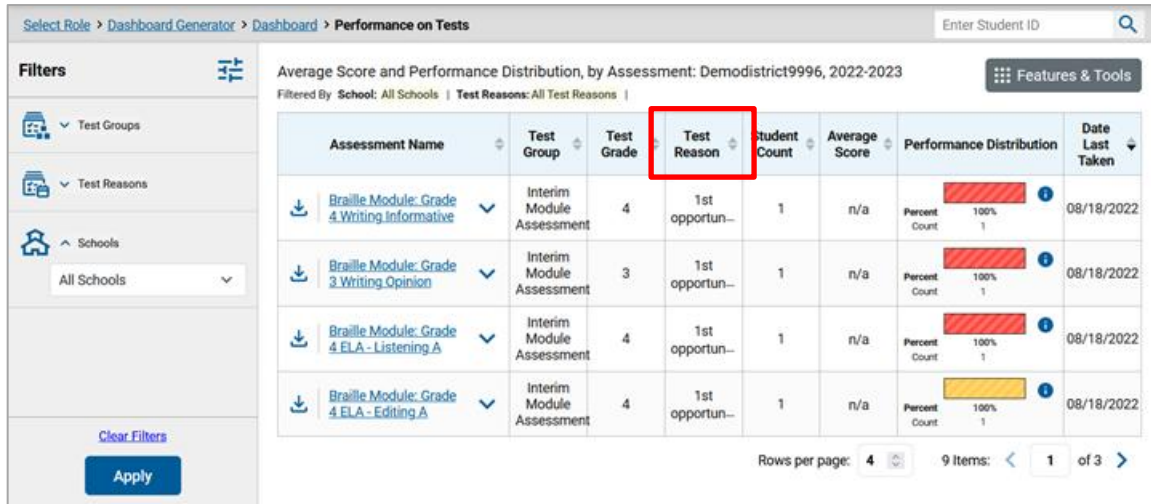
When your assessments have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Winter and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. 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 (view Figure 91). The filter panel expands.

Figure 91. Teacher View: Dashboard



Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Filters

- Test Groups
- Test Reasons
- Schools
 - All Schools

Clear Filters

Apply

Average Score and Performance Distribution, by Assessment: Demodistrict9996, 2022-2023

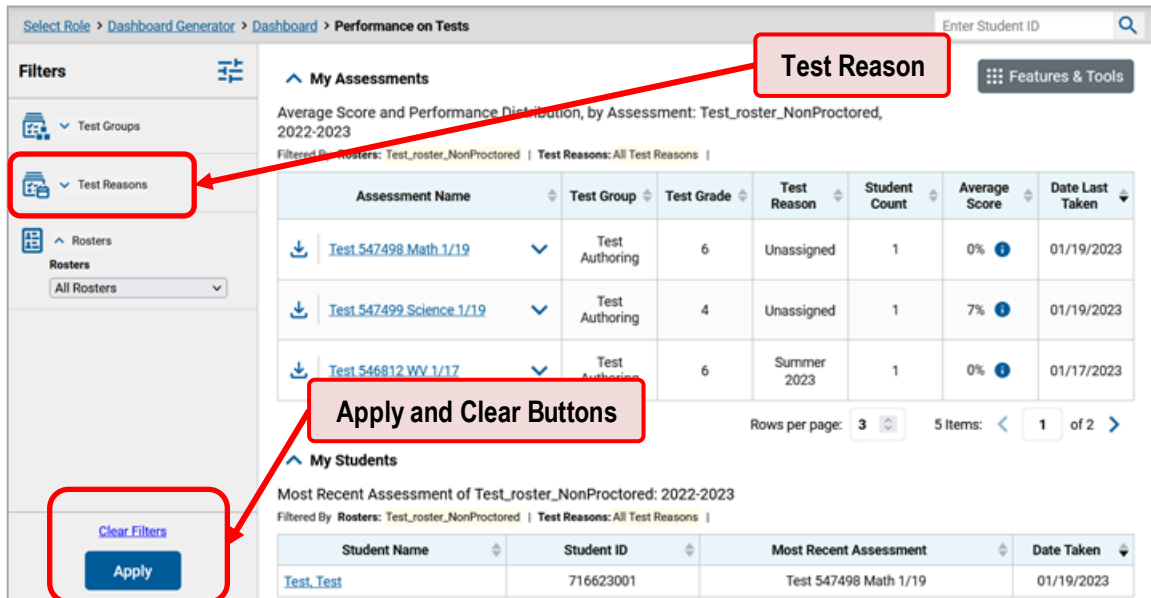
Filtered By School: All Schools | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Braille Module: Grade 4 Writing Informative	Interim Module Assessment	4	1st opportun...	1	n/a	Percent Count: 100% 1	08/18/2022
Braille Module: Grade 3 Writing Opinion	Interim Module Assessment	3	1st opportun...	1	n/a	Percent Count: 100% 1	08/18/2022
Braille Module: Grade 4 ELA - Listening A	Interim Module Assessment	4	1st opportun...	1	n/a	Percent Count: 100% 1	08/18/2022
Braille Module: Grade 4 ELA - Editing A	Interim Module Assessment	4	1st opportun...	1	n/a	Percent Count: 100% 1	08/18/2022

Rows per page: 4 9 Items: 1 of 3

- Make a selection from the drop-down list in the **Test Reasons** section (view Figure 92).

Figure 92. Teacher View: Performance on Tests Report with Expanded Filters Panel



Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

Filters

- Test Groups
- Test Reasons
- Rosters
 - All Rosters

Clear Filters

Apply

My Assessments

Average Score and Performance Distribution, by Assessment: Test_roster_NonProctored, 2022-2023

Filtered By Rosters: Test_roster_NonProctored | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of Test_roster_NonProctored: 2022-2023

Filtered By Rosters: Test_roster_NonProctored | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test_Test	716623001	Test 547498 Math 1/19	01/19/2023

- 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.

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

An educational standard describes the skill the item measures.

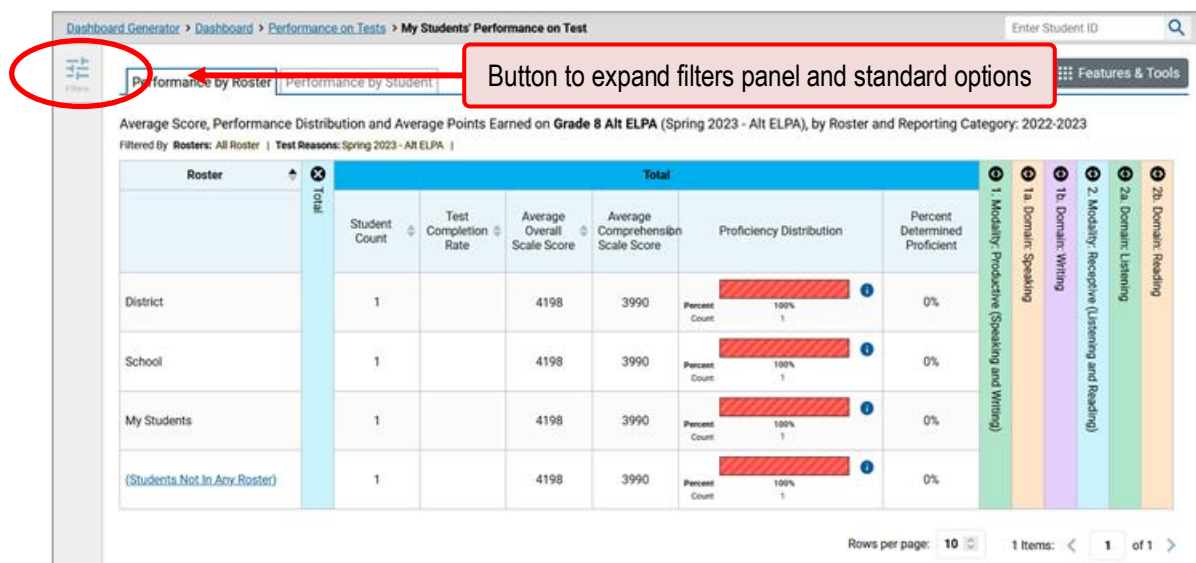
You may want to view how your students performed on a specific standard or category of standards. In certain reports for Interim assessments, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters 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 the expand button (view Figure 93). The filter panel expands.

Figure 93. 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 (view Figure 94).
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 94. My Students' Performance on Interim Assessment Report: Performance by Roster Tab with Expanded Filter Panel

The screenshot shows the 'My Students' Performance on Test' report. The filter panel is expanded on the left, showing 'Domain' (RPNS: Ratios and Proportional Relationships), 'Cluster' (6.NS.C.3: Apply and extend understanding of ratios and proportional relationships), and 'Standard' (M.6.8: Understand that operations on rational numbers extend from the set of rational numbers to the set of rational numbers). The 'Apply' button is at the bottom of the filter panel. The table shows performance by roster, with columns for 'Roster', 'Total Items', and 'Total Items'. The table has rows for 'State', 'School', 'My Students', and 'Test_roster_NonProctored'. The 'Standard drop-down lists' are highlighted in the filter panel. A red arrow points from the 'Apply' button to the table header.

Standard drop-down lists

Apply button and Clear Filters

Roster	Total Items	Total Items
State	n/a	n/a
School	0	0
My Students	0	0
Test_roster_NonProctored	0	0

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

Navigate Reports for Interim Assessments

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

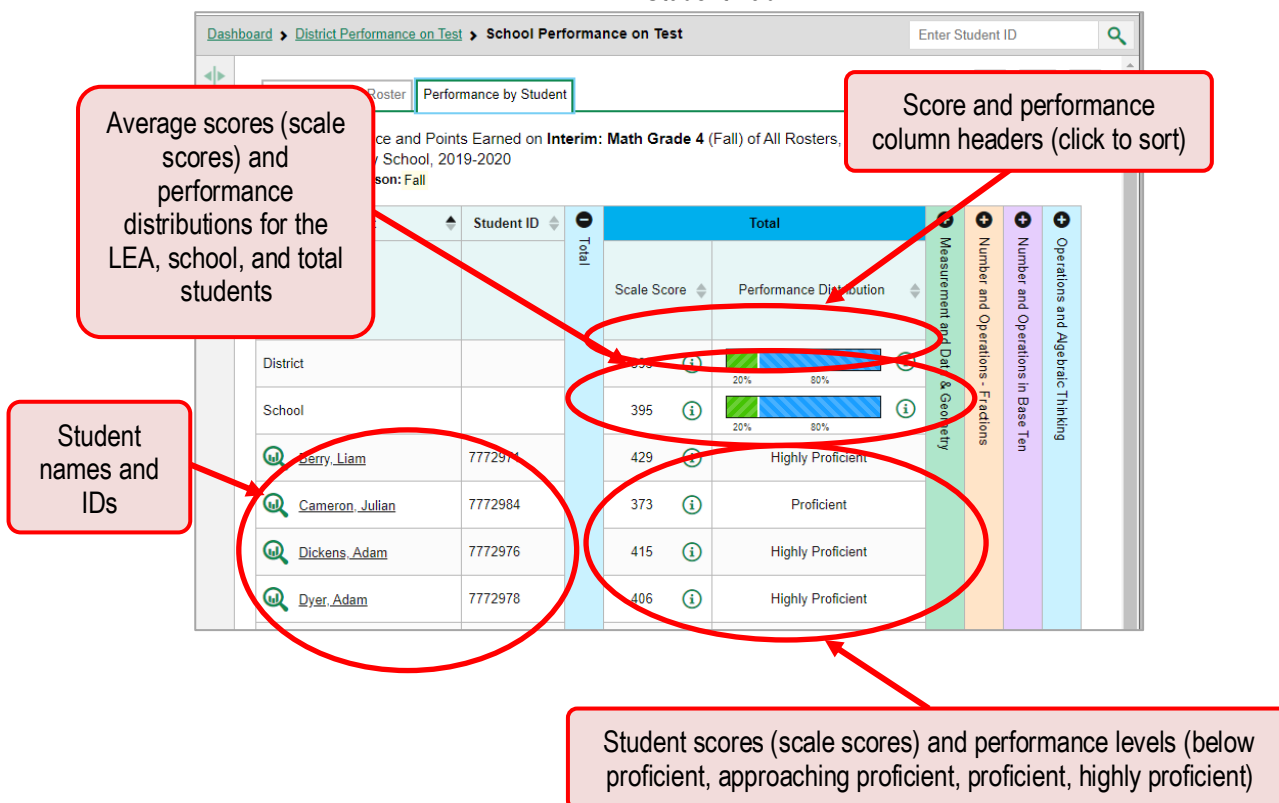
Teachers and School-level users can view all student data at the roster level for the Interim assessments. Instructions for how to do this are below.

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

The **Performance by Student** tab (view Figure 95) displays the Interim assessment results for each of your students across rosters. In order to view the results for all your students, follow the instructions below.

1. Starting from the dashboard that appears when you log in, click the Interim assessment 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.

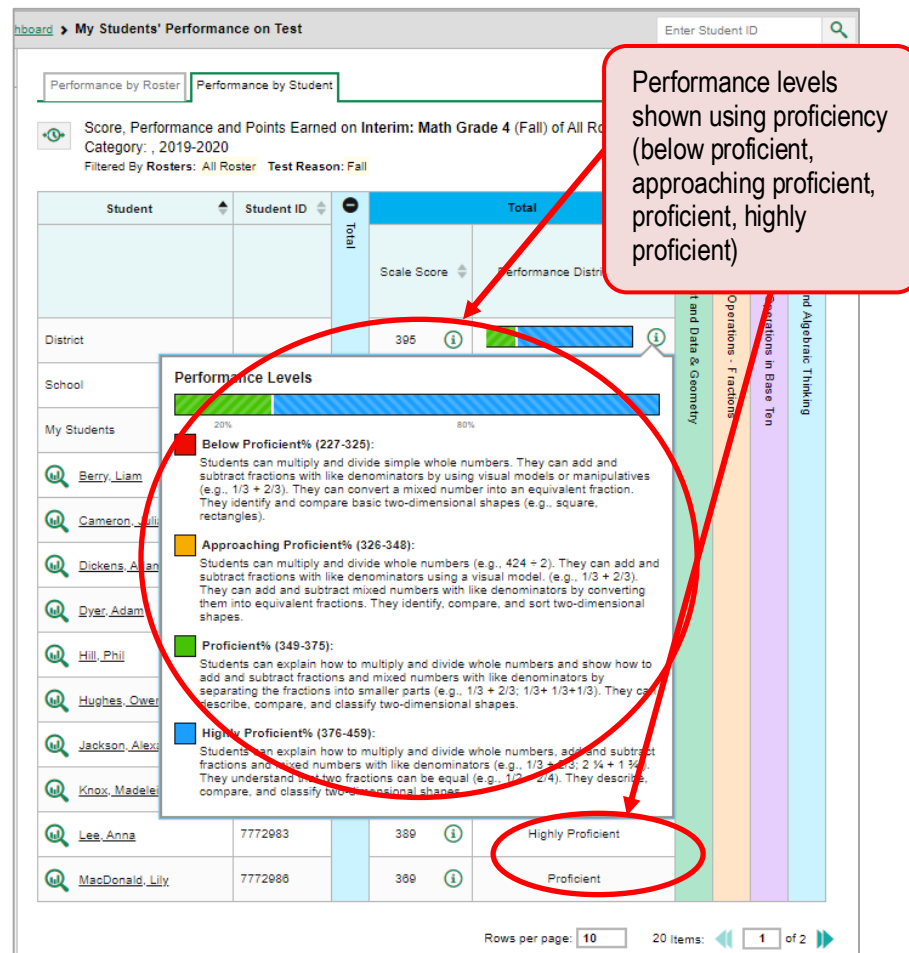
Figure 95. My Students' Performance on Interim Assessment Report: Performance by Student Tab



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

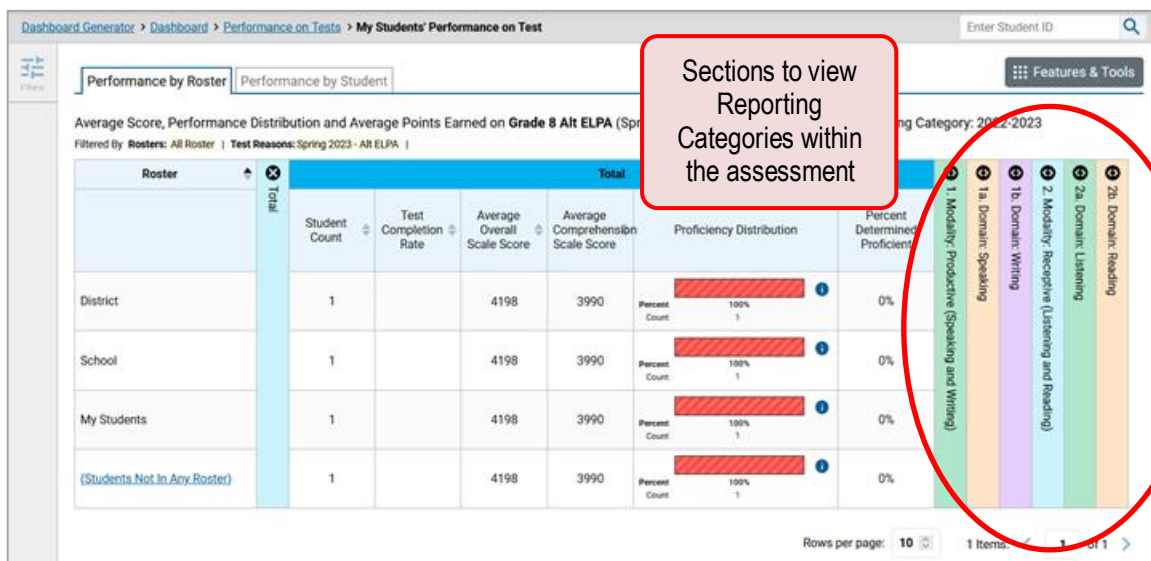
- Scores are shown as scale scores; a scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions.
- Performance distribution is given using proficiency (view Figure 98 on the following page). Proficiency levels describe how 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 96. My Students' Performance on Interim Assessment Report with Performance Levels Shown



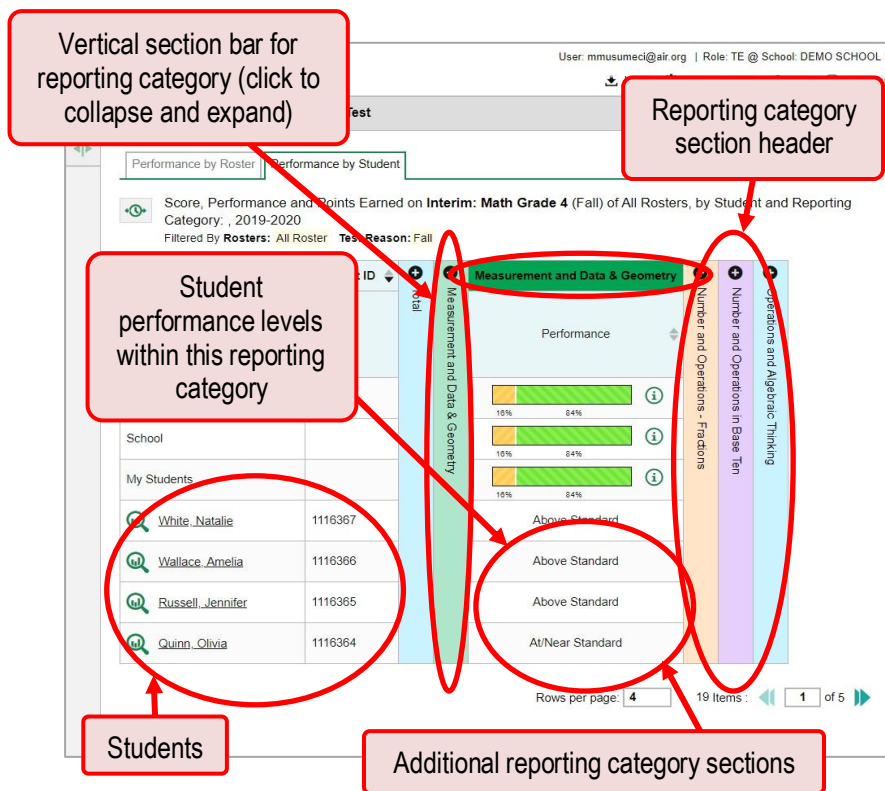
For Interim assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (View Figure 97).

Figure 97. My Students' Performance on Interim Assessment Report: Performance by Student Tab



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 (view Figure 98).

Figure 98. My Students' Performance on Interim Assessment Report: Reporting Category Section



All Users: 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.

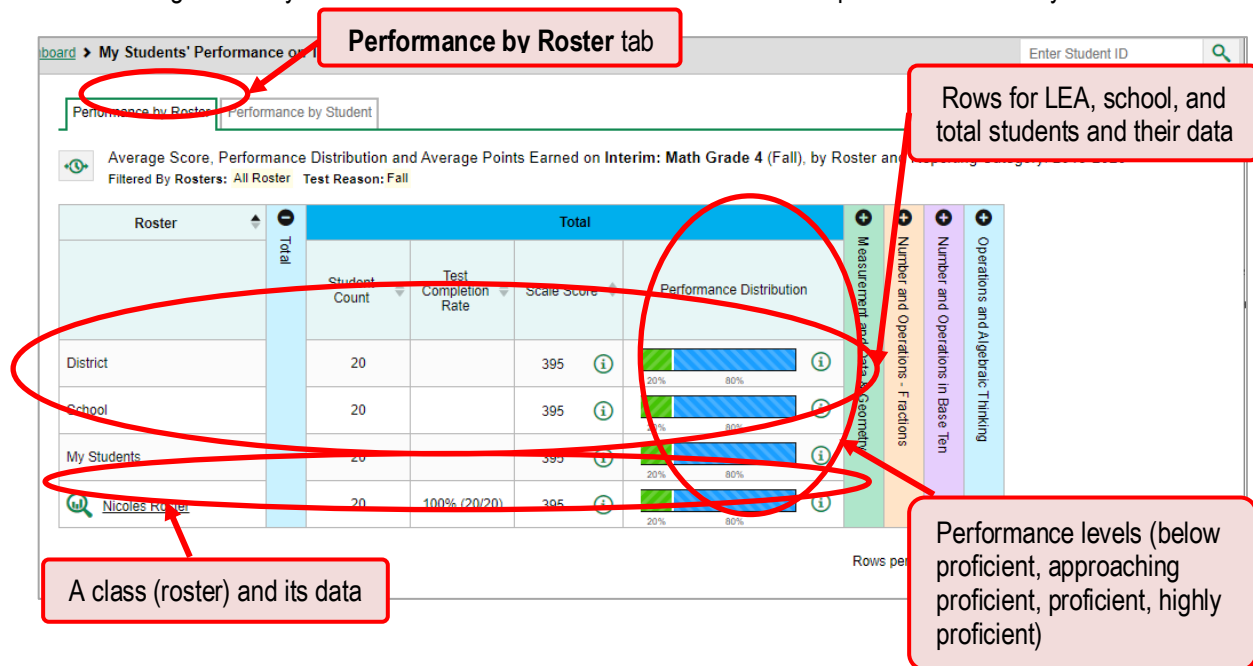
How can I access results for all my rosters on an Interim assessment?

The **Performance by Roster** tab (view Figure 99) 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 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:
 - a. From the dashboard that appears when you log in, click an Interim assessment name in the table of assessments. A page of LEA assessment results appears that lists schools within the LEA.
 - b. Click a school name. The School Performance on Test report appears.

The report shown here (view Figure 99) 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 student averages.

Figure 99. My Students' Performance on Interim Assessment Report: Performance by Roster Tab

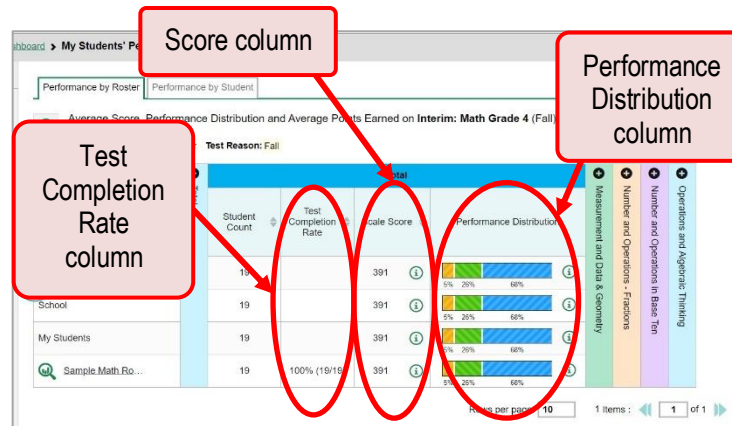


How can I determine which classes (rosters) performed best on a specific Interim assessment?

To view which classes performed best on the Interim assessment, do either of these things (View Figure 100):

- Click the Score column header to sort by score.
- Look at the bars in the Performance Distribution column.

Figure 100. School Performance on Interim Assessment Report: Performance by Roster Tab



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

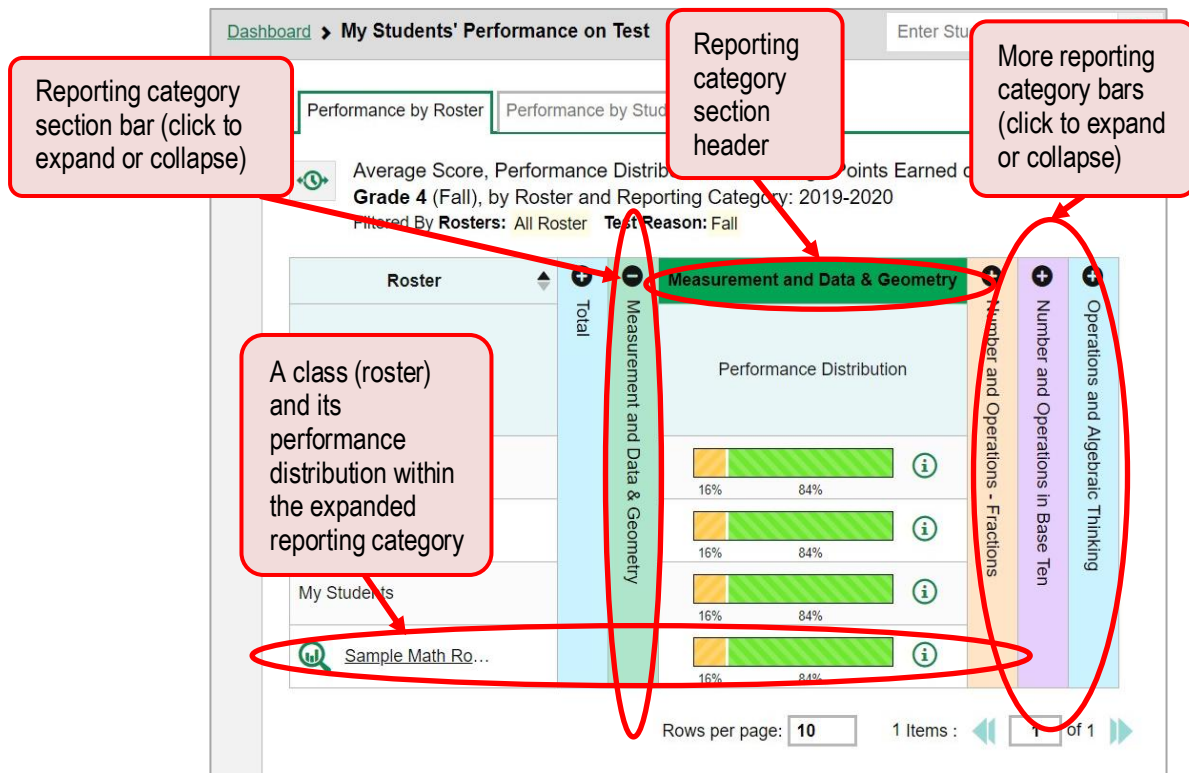
To see which classes had the highest assessment completion rate, click the Test Completion Rate column header to sort the column (see Figure 100).

How can I view 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 (view Figure 101), you can view a performance distribution bar for each class (roster) under a reporting category. This report provides the ability to view 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.

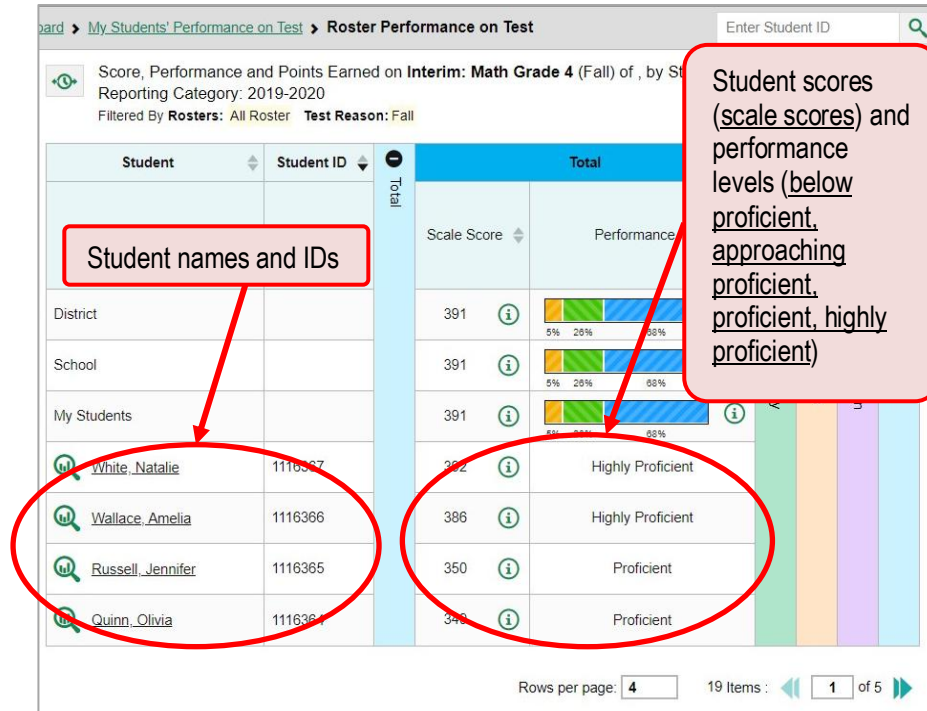
Figure 101. My Students' Performance on Interim Assessment Report: Performance by Roster Tab with Expanded Reporting Category Section



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. The class results listed by student appear (view Figure 102).

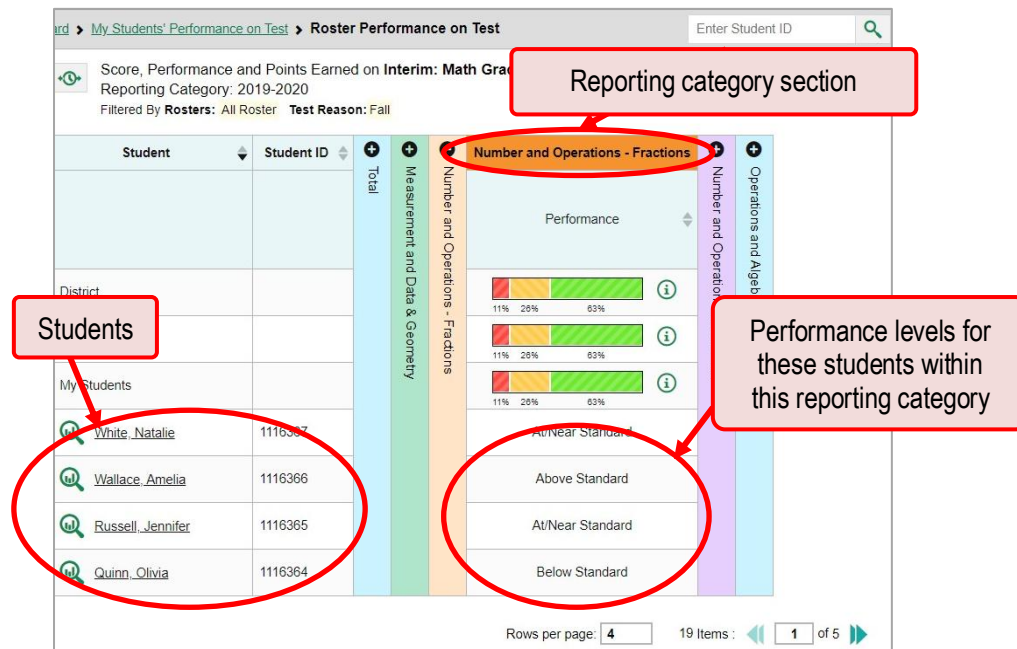
Figure 102. Teacher View: Roster Performance on Interim Assessment Report



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 (view Figure 103). 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 103. Teacher View: Roster Performance on Interim Assessment Report with Expanded Reporting Category Section



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

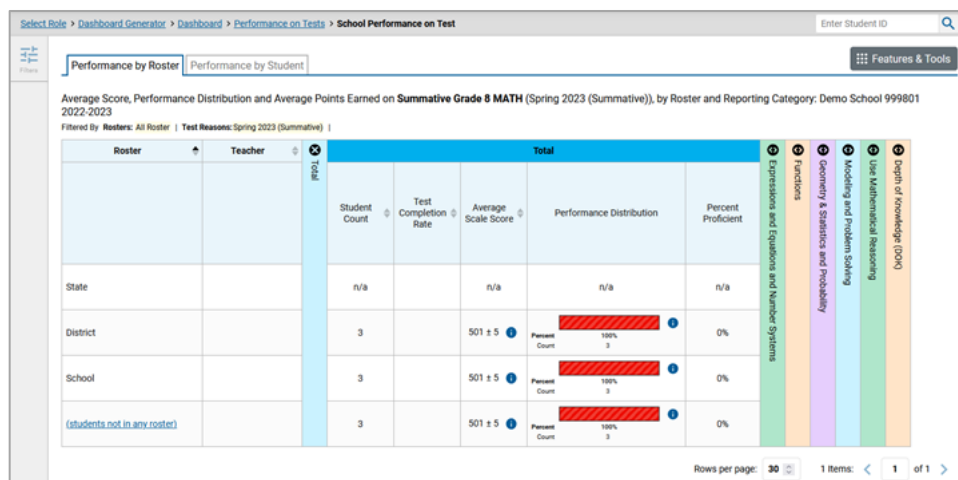
You can view results for all the students in a school on a specific assessment. This report provides the ability to view patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, be careful to take the student count into consideration 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.
- **LEA-level users:**
 - Starting at the dashboard that appears when you log in, click the name of the assessment. A table listing assessment results by school appears.
 - Click the name of the school for which you would like to view results.

The assessment results for the school appear. The **Performance by Roster** tab is open by default (view Figure 104).

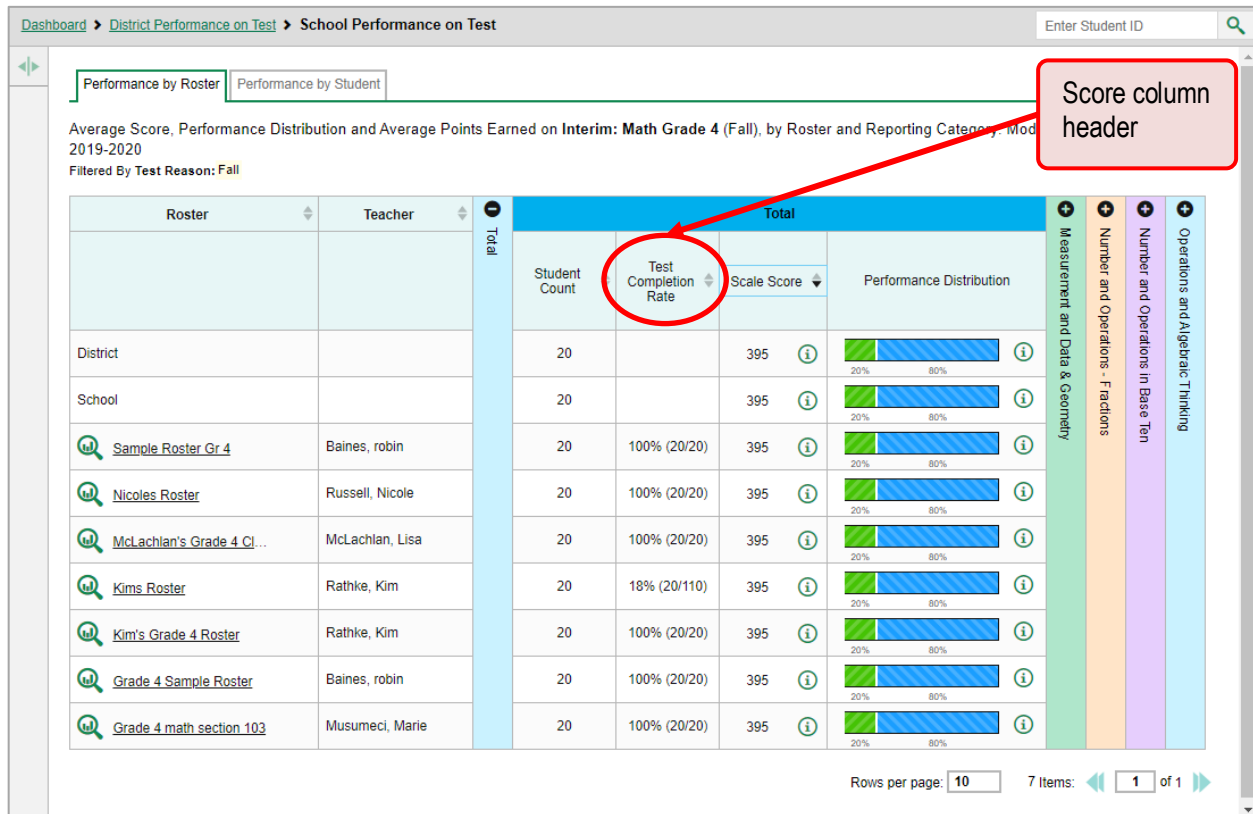
Figure 104. LEA-Level User View: School Performance on Interim Assessment Report: Performance by Roster Tab



How can I view 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 (view Figure 105). This will allow for a comparison of assessment scores by class roster and make it easier to see patterns in these data.

Figure 105. LEA-Level User View Interim Assessment Report: Performance by Roster Tab with Table Sorted by Score



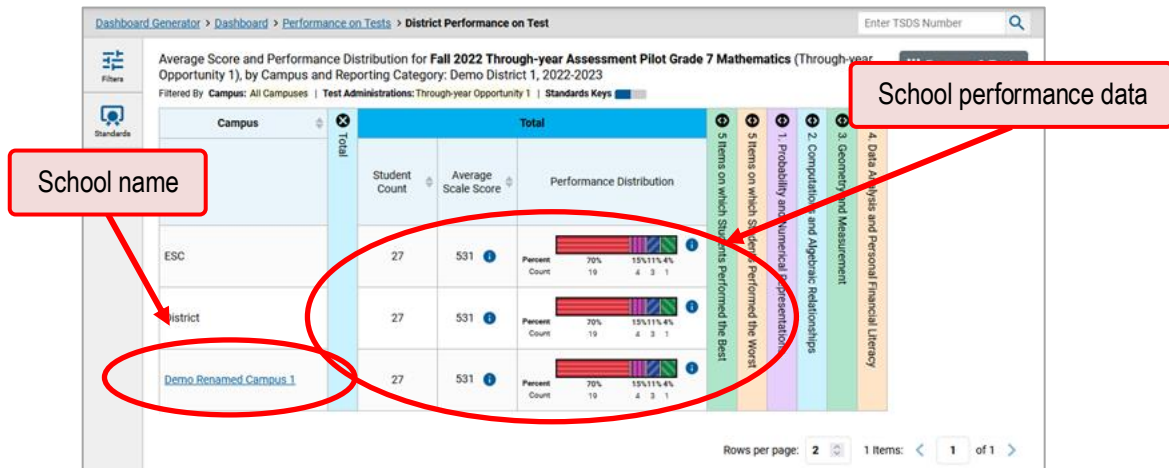
LEA-Level Users: View Results for an LEA on a Specific Interim Assessment

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. A list of the schools in your LEA appears, with data (view Figure 106).

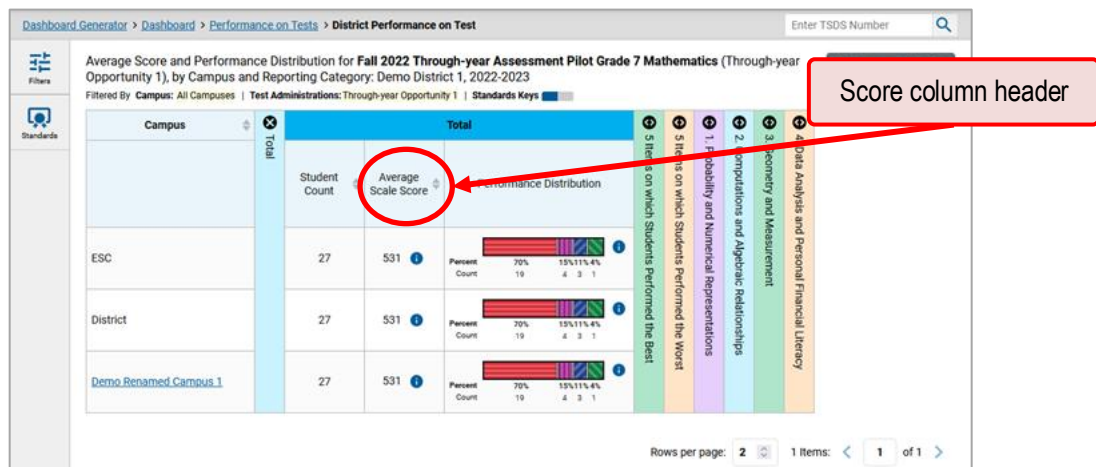
Figure 106. LEA Performance on Interim Assessment Report



How can I view 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 (view Figure 107).

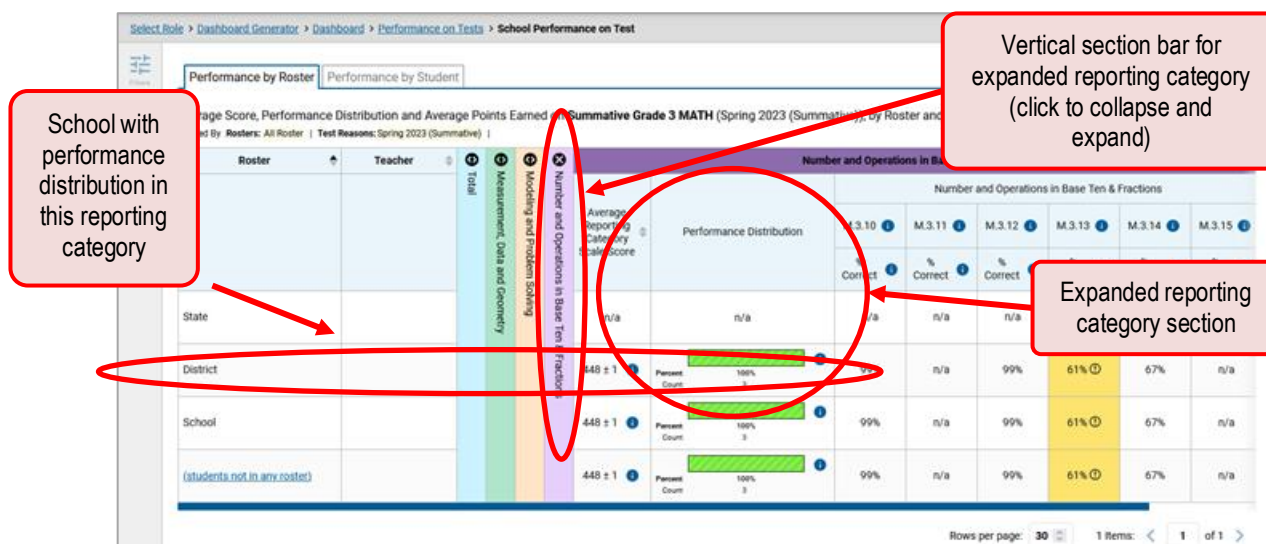
Figure 107. LEA Performance on Interim Assessment Report Sorted by Score



How can I view 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 (View Figure 108).

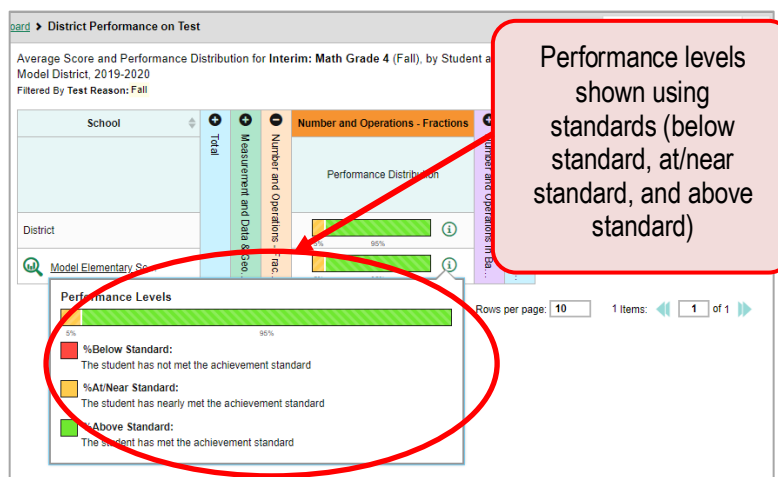
Figure 108. LEA Performance on Interim Assessment Report with Expanded Reporting Category Section



Performance levels within reporting categories include Below Standard, At/Near Standard, and Above Standard (view Figure 109):

- 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 109. LEA Interim Assessment Report Expanded Reporting Category Section with Performance Levels Shown



All Users: 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?

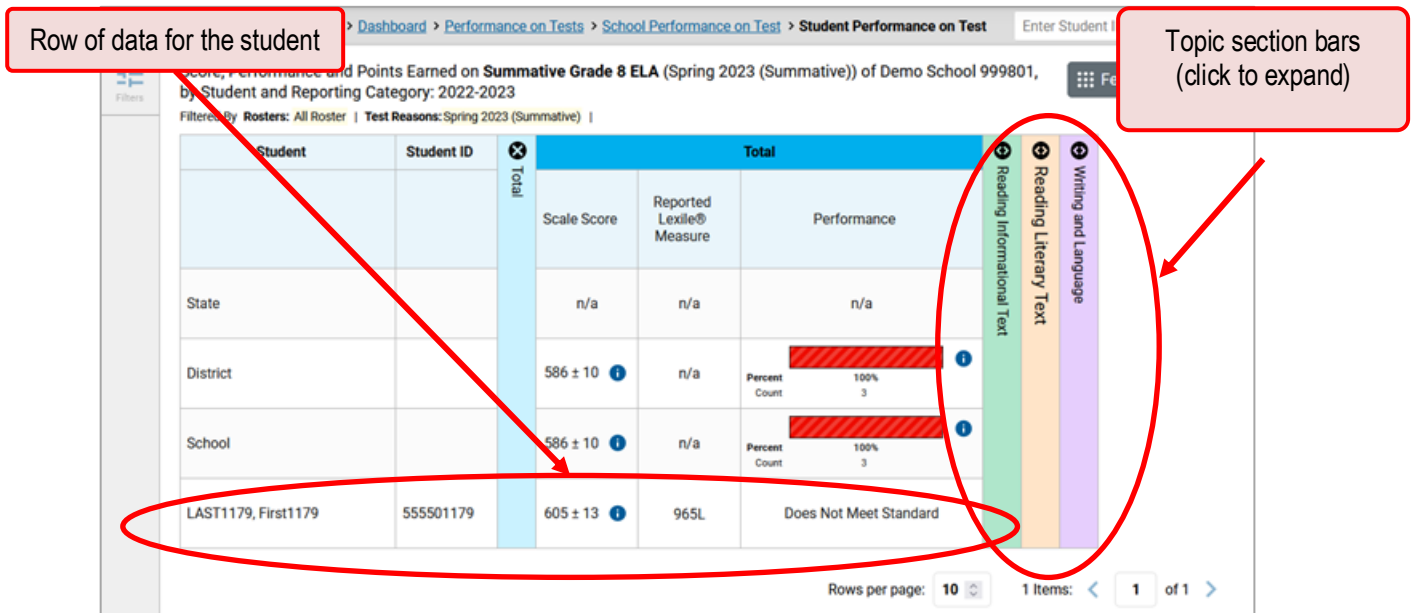
Teachers and school-level users:

1. Go to the dashboard and click an assessment name 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 in the report. The Student Performance on Test report appears (view Figure 110).

LEA-level users:

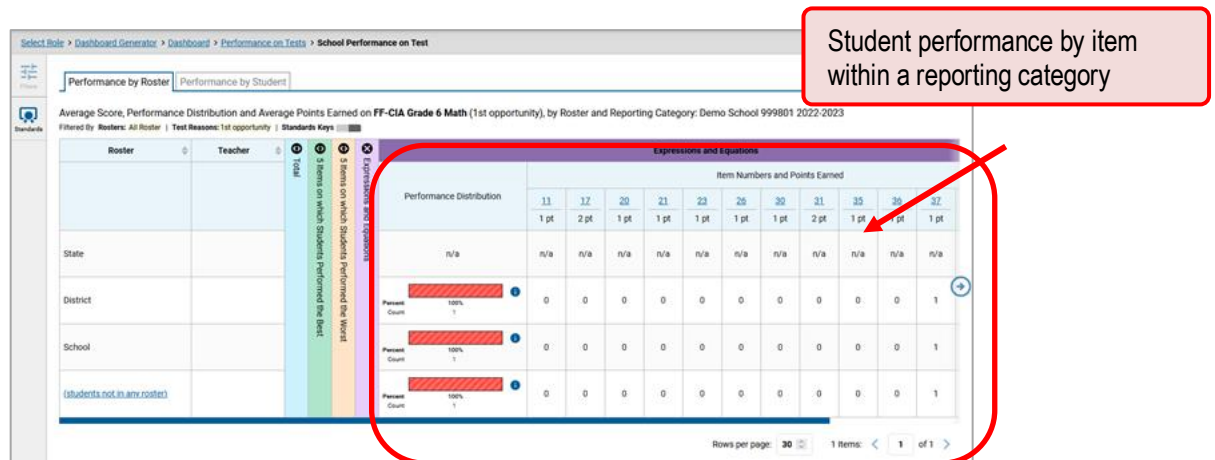
1. Go to the dashboard and click an assessment name in the table of assessments. A page of LEA assessment results appears (the LEA Performance on Test report).
2. Click a school name. The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting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

Figure 110. 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 (view Figure 111).

Figure 111. Teacher View: Student Performance on Interim Assessment Report with Expanded Reporting Category Section



Accessing 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 view 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.

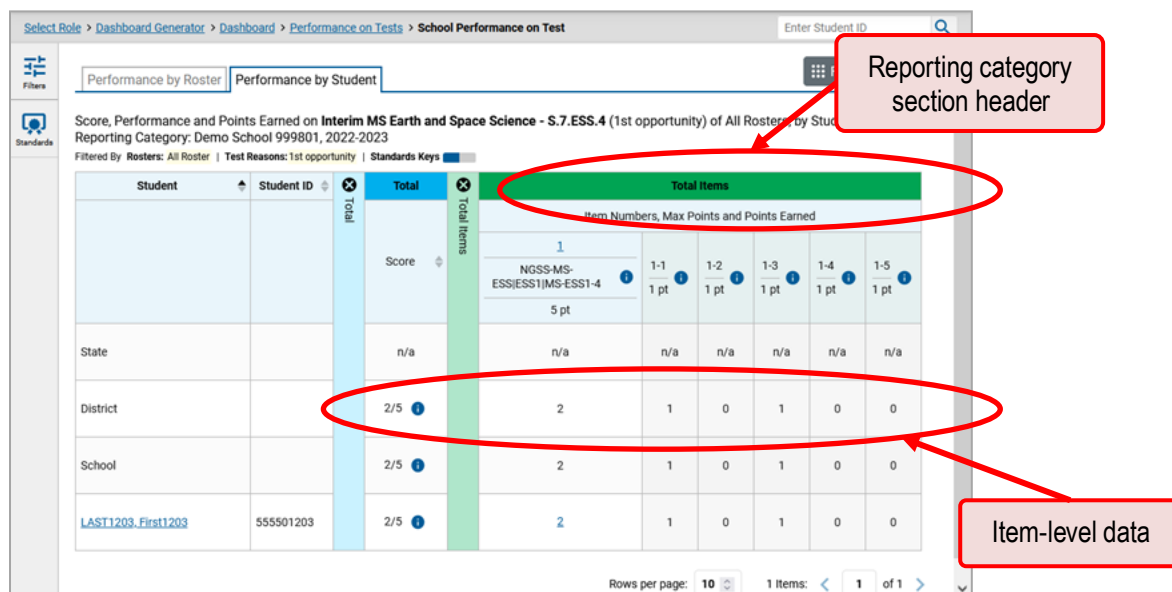
Considerations for sharing Interim reporting data in a classroom setting should include:

- 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 (view Figure 112).

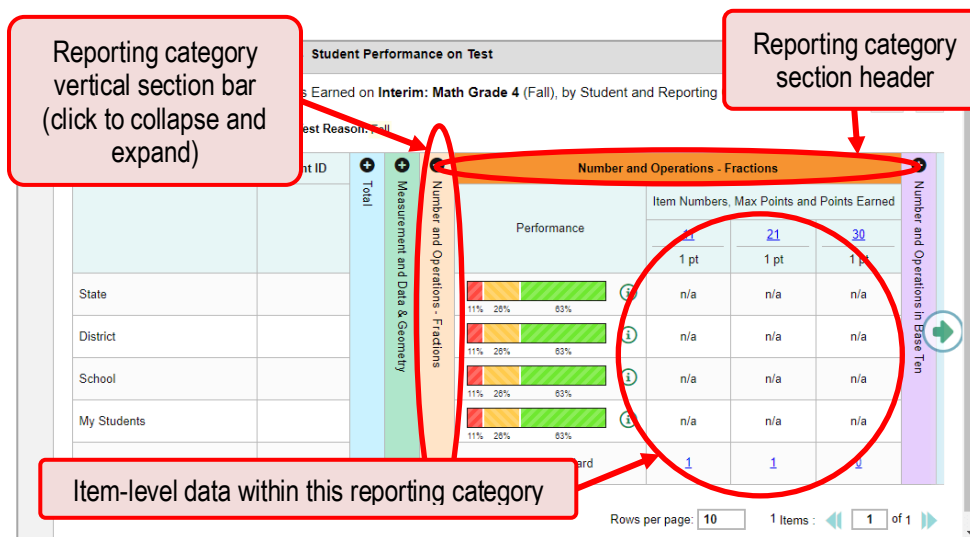
Figure 112. Performance by Student Tab with Expanded Total Items Section



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 (view Figure 113).

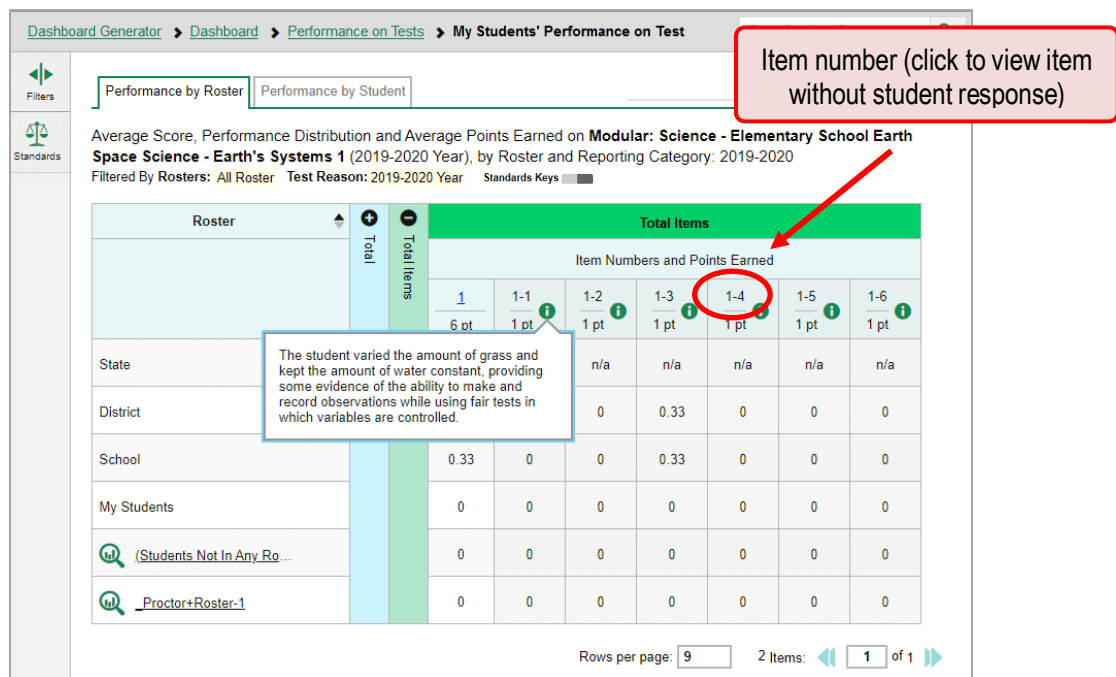
Figure 113. Performance by Student Tab with Reporting Category Section Expanded



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 114. My Students' Performance on Interim Assessment Report: Performance by Student Tab with Expanded Total Items Section

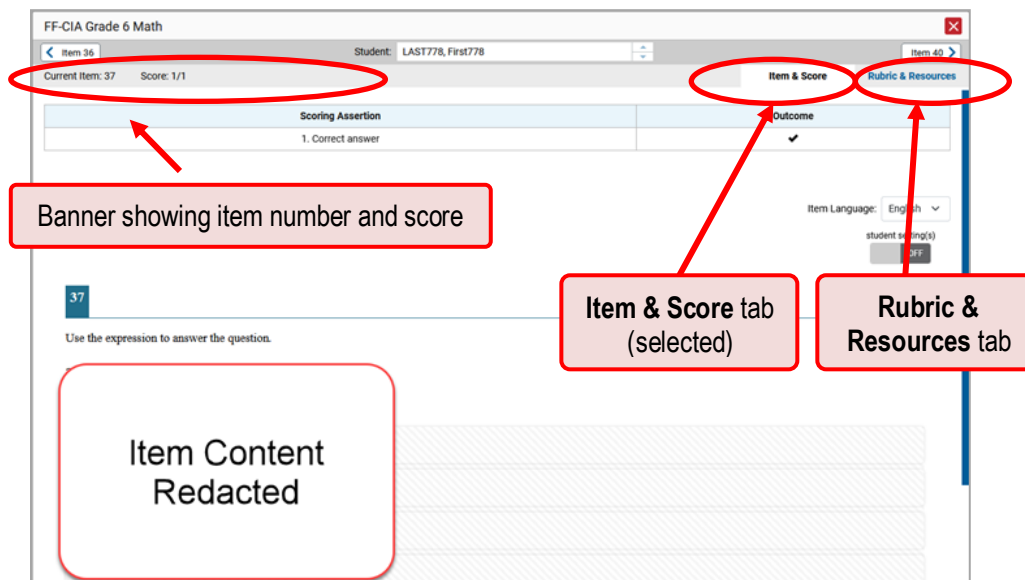


Do either of the following (view Figure 114):

- 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 115 includes a specific student's response.

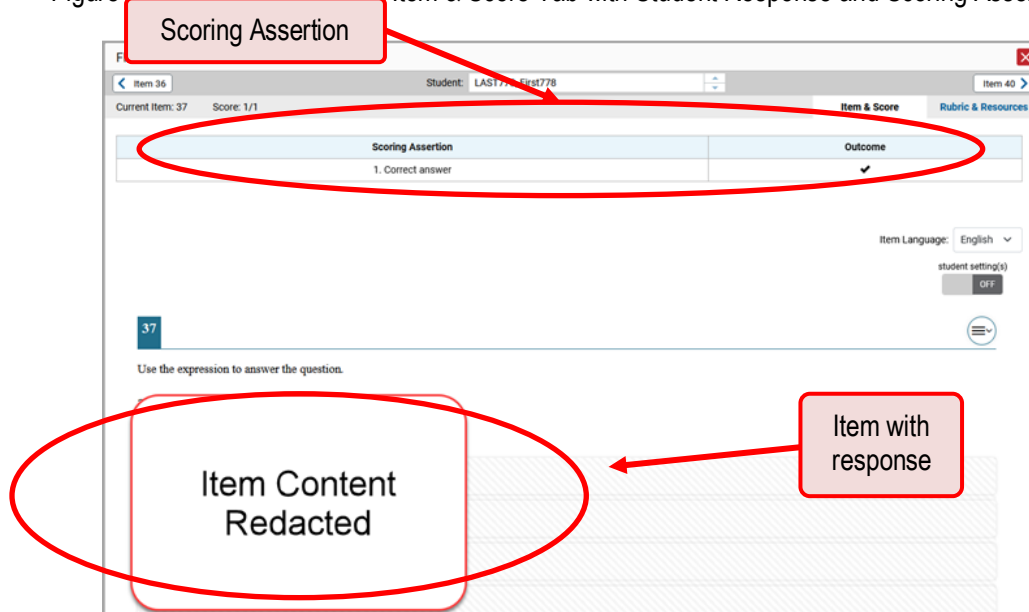
Figure 115. Item View Window: Item & Score Tab with Student Response



The **Item & Score** tab (view Figure 115) 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 (view Figure 116).

Figure 116. 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 (view Figure 117).

Figure 117. Item View: Rubric & Resources Tab

The screenshot displays the 'Rubric & Resources' tab for 'CA-CIA Grade 8 ELA'. The 'Details' section is highlighted with a red circle and labeled 'Details section, providing the topic and the standard to which the item is aligned'. The 'Rubric' section is also highlighted with a red circle and labeled 'Rubric section'. The 'Rubric' section includes a 'Statement of Purpose/Focus and Organization' and a list of criteria.

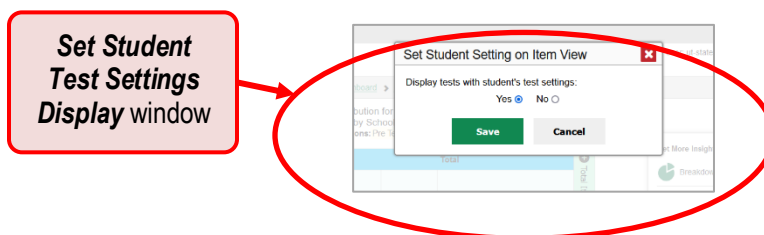
- **Details:** Provides the following information:
 - **Topic:** Skill area to which the item belongs.
 - **Content Alignment:** Describes the standard to which the item is aligned.
- **Rubric:** Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable 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 view 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 **Features & Tools** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears (view Figure 118).

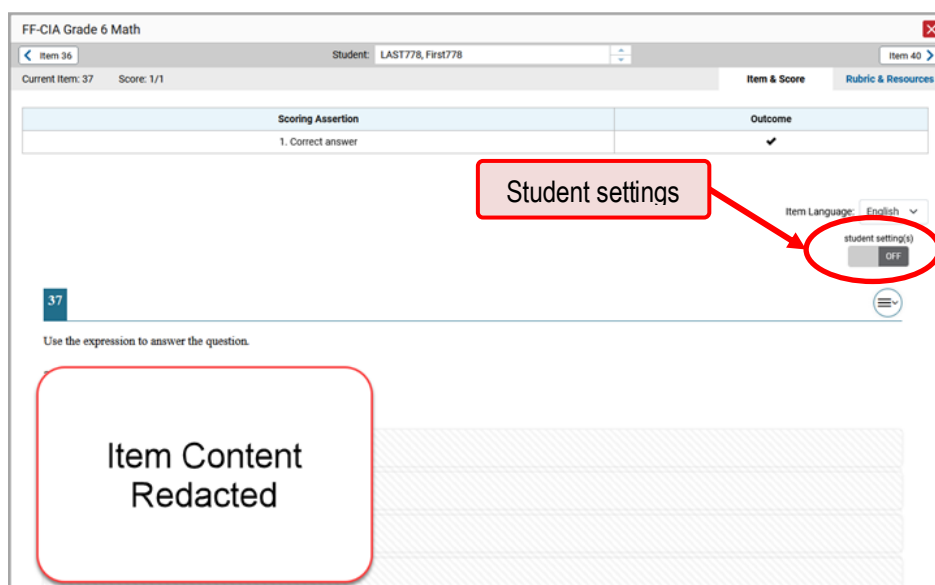
Figure 118. Dashboard with Set Student Test Settings Display Window Open



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 (view Figure 119). This action has no effect on your global setting.

Figure 119. Item View Window: Item & Score Tab with Student Response



What It Means When Items Are Labeled “1-1”, “1-2”, and So On

Those are sub-items belonging to an item cluster. Clusters are broken down into sub-items because they have multiple scoring assertions. Each sub-item has its own column to the right of the main item column. Sub-items are labeled “[item number]-[sub-item number]”, for example, “1-1”, “1-2”, “1-3”, as in Figure 120.

Figure 120. Performance by Student Tab with Expanded Total Items Section

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Enter Student ID

Performance by RosterPerformance by Student

Features & Tools

Score, Performance and Points Earned on Benchmark Cluster: Science Standard 7.2.1 (Test One) of All Rosters, by Student and Reporting Category: DEMO SCHOOL 2, 2024-2025

Filtered By School: All Schools | Test Reasons: Test One | Standards Keys

Student	Student ID	Total	Total Items	Item Numbers, Max Points and Points Earned											
		Score		1	1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11
				11 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
State		n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District		4/11		4	1	0	1	0	0	0	0	0	0	1	1
School		4/11		4	1	0	1	0	0	0	0	0	0	1	1
test_test	9122013	4/11		4	1	0	1	0	0	0	0	0	0	1	1

Rows per page: 101 Items: 1 of 1

How can I view aggregate item data in the Item Analysis Report?

An Item Analysis Report is available for every fixed-form assessment that reports item data at the LEA, school, and roster levels. Highlights of the Item Analysis Report include the following:

- Item reporting categories and standard alignments
- Item types (for example, multiple choice)
- The percentage of the group of students who earned full, partial, and no credit on each item; if an item does not allow partial credit, “N/A” displays instead of a percentage

To access the report, navigate to an LEA, School, or Roster Performance on Test report. In the **Features & Tools** menu, select **Build Item Analysis Report**. The **Item Analysis** window appears, open to the **Summary** tab ([Figure 121](#)).

Figure 121. Item Analysis Window: Summary Tab

Item Analysis						
Summary Single Item View						
Items on Modular Benchmark: Math Grade 7 Expressions and Equations 1-2: Form 3 (Test One): USOE, 2024-2025 Show All Details Export						
Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	EE 7.1-2 7.EE.1 ⓘ	Equation Editor	100%	N/A	0%	▼
2	EE 7.1-2 7.EE.1 ⓘ	Equation Editor	100%	N/A	0%	▼
3	EE 7.1-2 7.EE.2 ⓘ	Multiple Choice	0%	N/A	100%	▼
4	EE 7.1-2 7.EE.2 ⓘ	Multiple Select	100%	N/A	0%	▼
5	EE 7.1-2 7.EE.2 ⓘ	Equation Editor	100%	N/A	0%	▼

To learn more about a standard, click ⓘ beside the standard key.

To expand a table row and display more detailed data, as in [Figure 122](#), click ▼ on the right. Click **Show All Details** to expand all rows. Click ▲ or **Hide All Details** to collapse rows.

- For multiple-choice items, the detailed data includes the distribution of students who selected each option, with the correct answer flagged with a checkmark ✓.
- For items that are not multiple choice or are multi-part, the detailed data includes the distribution of points earned.

Figure 122. Item Analysis Window: Summary Tab with Expanded Data Rows

Item Analysis

SummarySingle Item View

Items on Modular Benchmark: Math Grade 7 Geometry 4-6: Form 3 (Winter): USBE, 2024-2025

Show All DetailsExport

Item	Standard	Item Type	No Credit	Partial Credit	Full Credit	Details
1	G/7.4-6/7.G.4 ⓘ	Multiple Choice	0%	N/A	100%	▼
2	G/7.4-6/7.G.5 ⓘ	Multiple Choice	0%	N/A	100%	▼
3	G/7.4-6/7.G.5 ⓘ	Multiple Choice	50%	N/A	50%	▲

Options	A	B	C	D
Percent Responding	50%	0%	0%	50%
Count Responding	1	0	0	1

4	G/7.4-6/7.G.6 ⓘ	Other	50%	N/A	50%	▲
---	-----------------	-------	-----	-----	-----	---

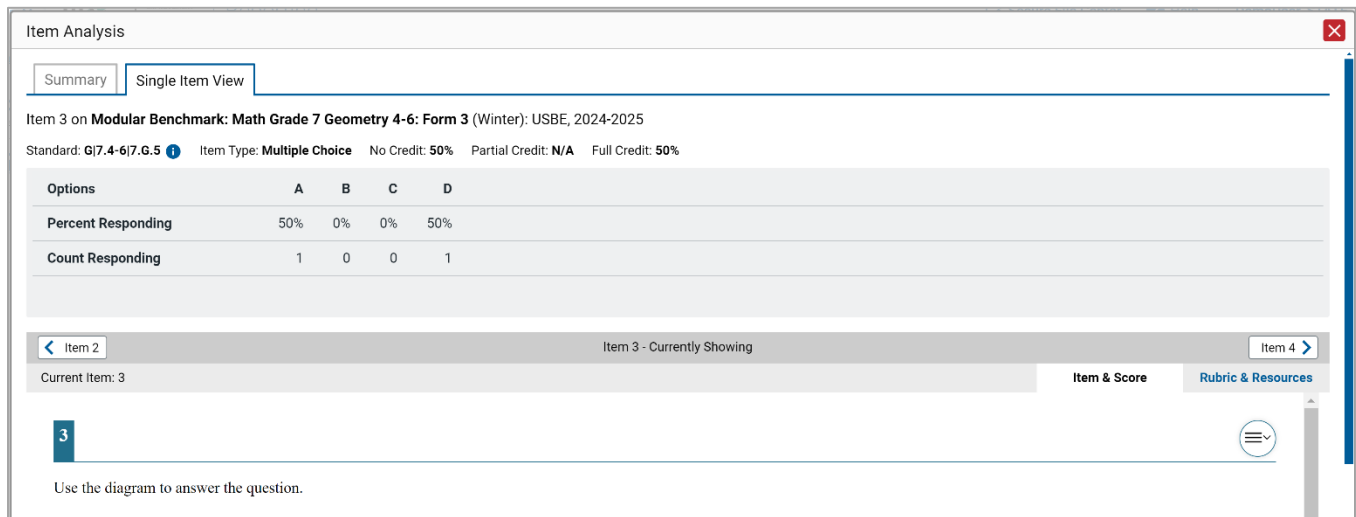
Points	0	1
Percent Receiving	50%	50%
Count Receiving	1	1

You can export the **Summary** tab to a comma-separated values (CSV) file using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

If item view is available for this test, you can navigate to the **Single Item View** tab ([Figure 123](#)) either by clicking it or by clicking the number to the left of a listed item. This tab displays detailed data on an item,

and below that, the item itself, including the **Rubric & Resources** tab. You can navigate between items using the item number buttons on the left and right.

Figure 123. Item Analysis Window: Single Item View Tab

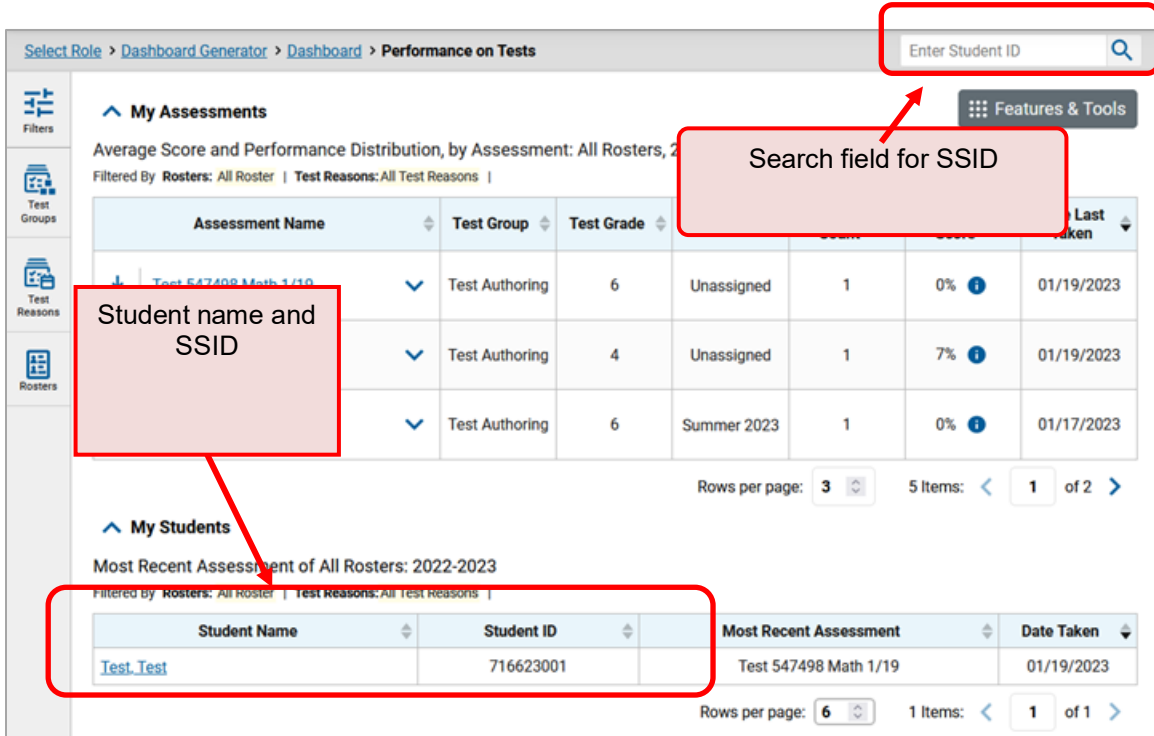


How can I view a report for all the Interim assessments a student has completed over time?

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  (view Figure 124). The Student Portfolio Report appears (view Figure 125).

Figure 124. Teacher View: Performance on Tests Report



Search field for SSID

Student name and SSID

Assessment Name	Test Group	Test Grade	Unassigned	Score	Date Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0% 01/19/2023
	Test Authoring	4	Unassigned	1	7% 01/19/2023
	Test Authoring	6	Summer 2023	1	0% 01/17/2023

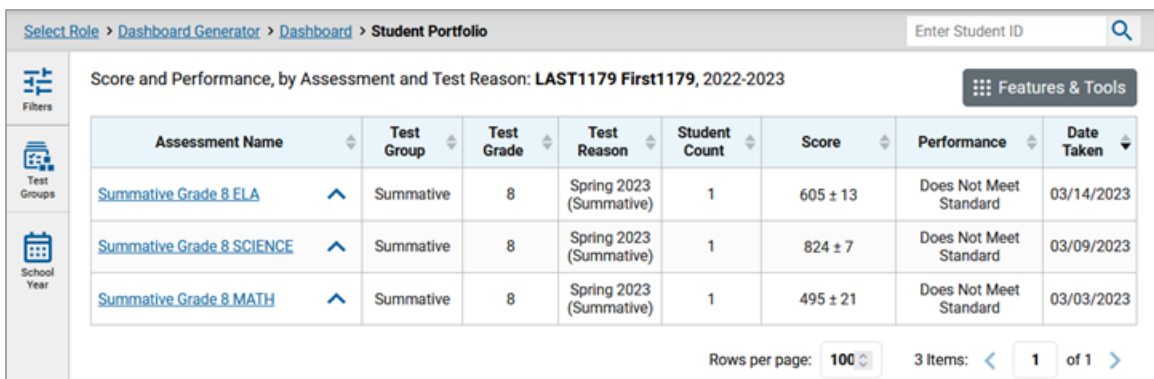
Rows per page: 3 5 Items: 1 of 2

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

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 also shown in Figure 124.

Figure 125. Student Portfolio Report



Search field for SSID

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

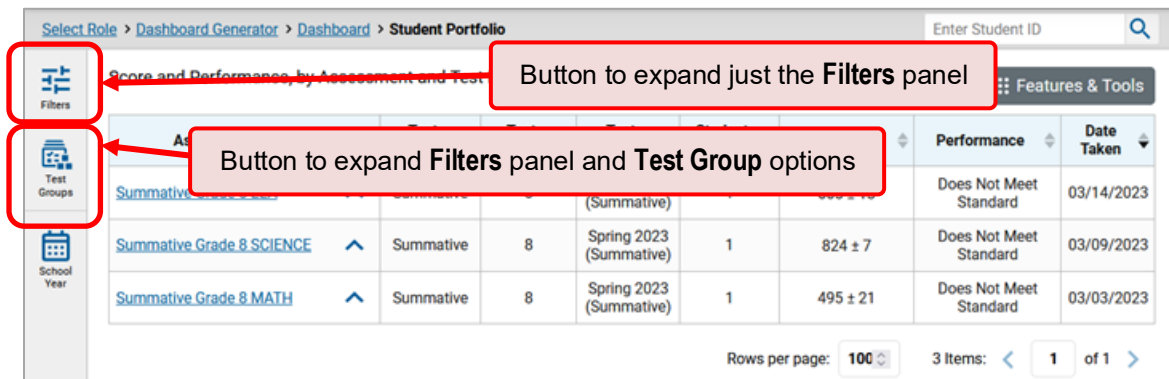
Rows per page: 100 3 Items: 1 of 1

To view individual assessment results for this student, click an assessment name.

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

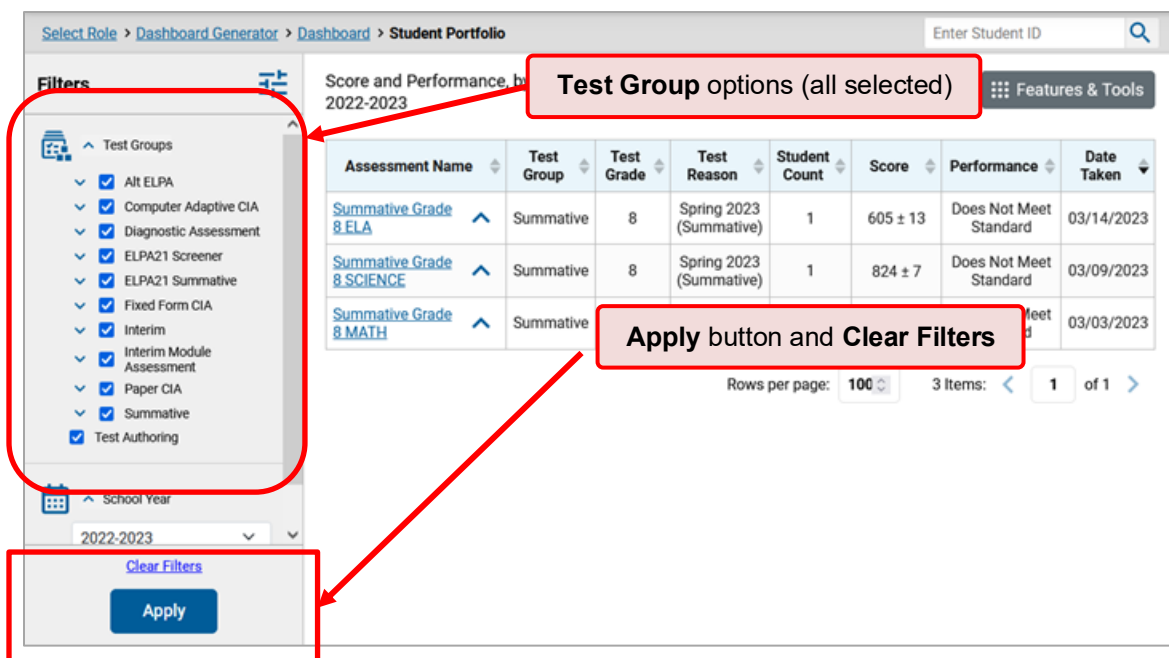
You can temporarily filter which assessments you want to view in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 126. Student Portfolio Report



1. In the **Filters** panel on the left side of the Student Portfolio Report (view Figure 126), click either the expand button or the **Test Group** button . The **Filters** panel expands (see Figure 127).

Figure 127. 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 128). By reviewing the performance levels on the assessments, you can see how the student is performing over time.

Figure 128. Student Portfolio Report Sorted by Date Taken Column

The screenshot shows the 'Student Portfolio' report interface. On the left is a 'Filters' panel with 'Test Groups' and 'School Year' sections. The main area displays a table titled 'Score and Performance, by Assessment and Test Reason: LAST1179 First1179, 2022-2023'. The table has columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Score, Performance, and Date Taken. The 'Date Taken' column header is circled in red, and a red arrow points to it with a label 'Date Taken column'. The table shows three rows of data for Summative Grade 8 ELA, SCIENCE, and MATH assessments, all with a performance level of 'Does Not Meet Standard'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	05/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

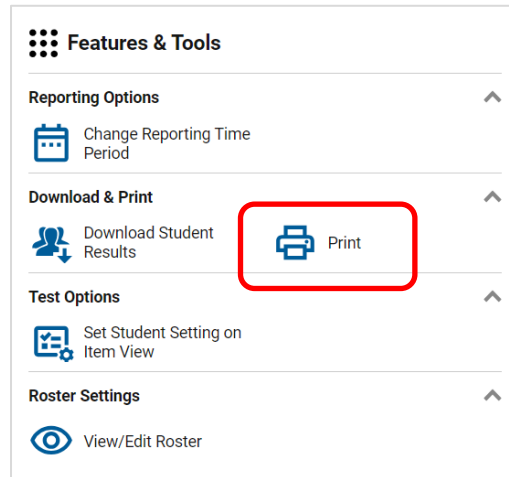
All Users: Export and Print Data for Interim assessments

You can export or print most of the data you can view in the Reporting System. Some can be exported directly from the Performance on Test Report. 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 (view Figure 129).

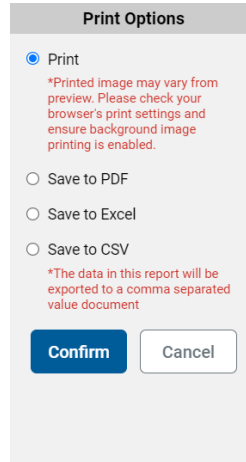
Figure 129. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (view Figure 130).

- 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 130. Print Preview Page



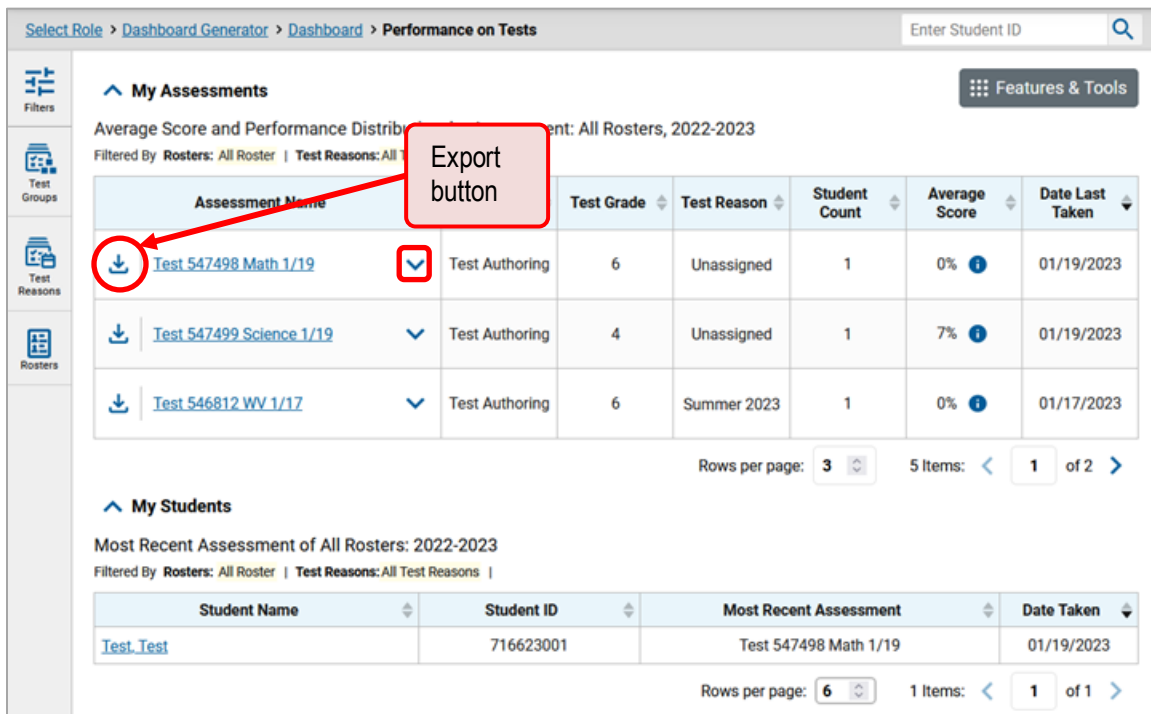
The image shows a 'Print Options' dialog box. It has a title bar 'Print Options'. Inside, there are four radio buttons: 'Print' (selected), 'Save to PDF', 'Save to Excel', and 'Save to CSV'. Below the 'Print' radio button is a red asterisk note: '*Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.' Below the 'Save to CSV' radio button is another red asterisk note: '*The data in this report will be exported to a comma separated value document'. At the bottom are two buttons: 'Confirm' (blue) and 'Cancel' (white).

2. 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**.
3. Click **Confirm**.

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

1. Click  to the left of the assessment whose report you wish to export (view Figure 131).

Figure 131. Teacher View: Dashboard



The screenshot shows the 'My Assessments' section of the dashboard. It displays a table of assessments with columns for Assessment Name, Test Grade, Test Reason, Student Count, Average Score, and Date Last Taken. A red box highlights the 'Export button' (download icon) next to the first assessment row.

Assessment Name	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	6	Summer 2023	1	0%	01/17/2023

Below the table, there is a section for 'My Students' showing the most recent assessment for a student.

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

The **Export Report** window opens (view Figure 132). 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** (view Figure 132):
 - 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 132. Teacher View: Export Report Window for Interim Assessment

Export Report for Interim: Math Grade 7

Choose Type of Report

1. ☒ Overall Test, Reporting Category Performance of all students
☐ Overall Test, Reporting Category and Item Performance of all students

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

- **LEA-level users** (view Figure 133):
 - 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 133. LEA-Level User View: Export Report Window for Interim Assessment

Export Report for Interim: Math Grade 7

Choose Type of Report

1. ☒ Overall Performance of all my Schools
☐ Overall Test, Reporting Category Performance of all students

Select School ▼

Select Export File Type

2. ☒ PDF ☐ Excel ☐ CSV

Export Assessment Data

Report type options

File type

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 **Secure File Center** window appears with the generated file available for download.

All Users: 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?

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. View 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).

Figure 134. First Page of Individual Student Report (ISR) for Math Interim Assessment

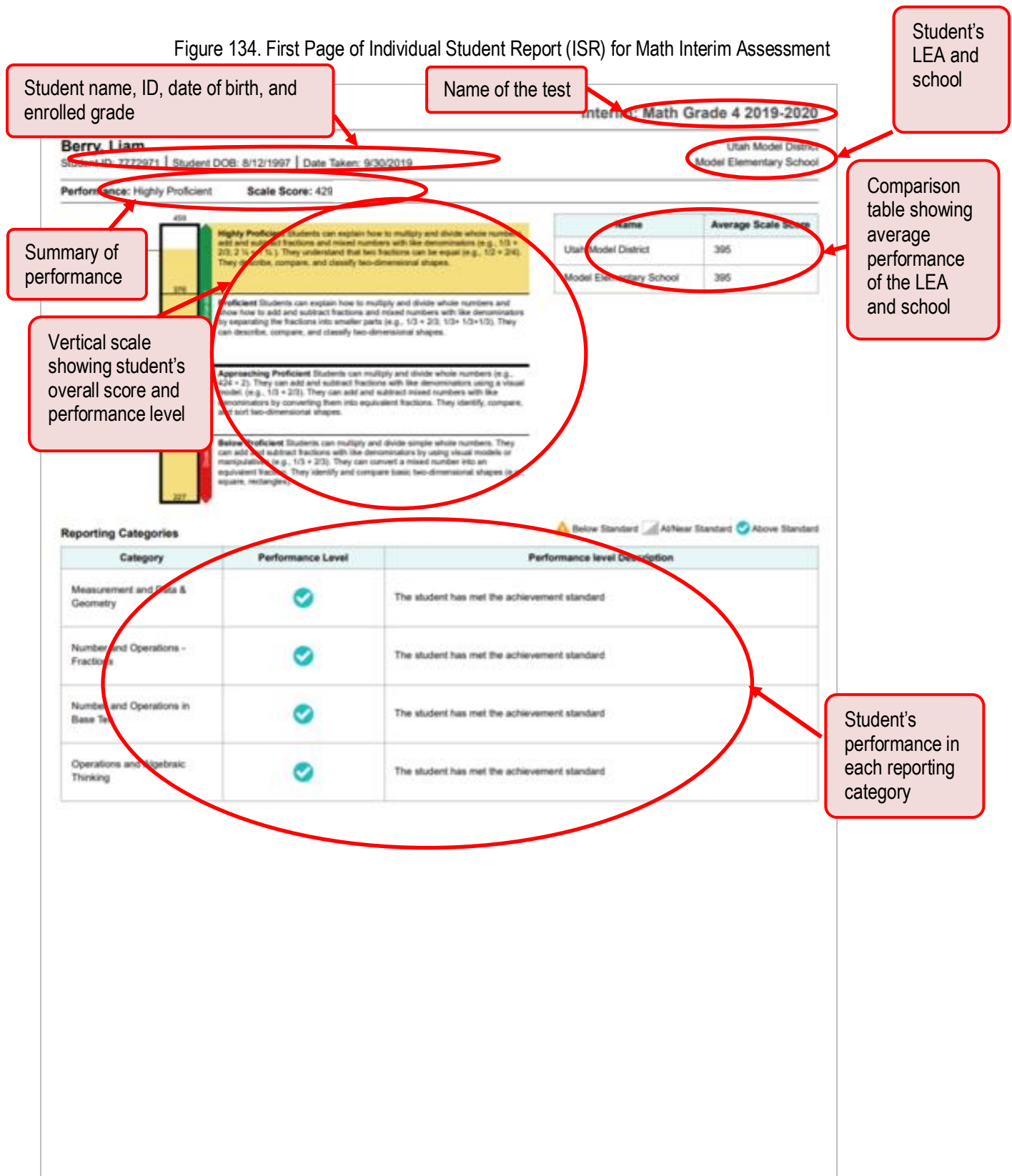


Figure 135. Detail of Sample Individual Student Report (ISR) for Math Interim Assessment

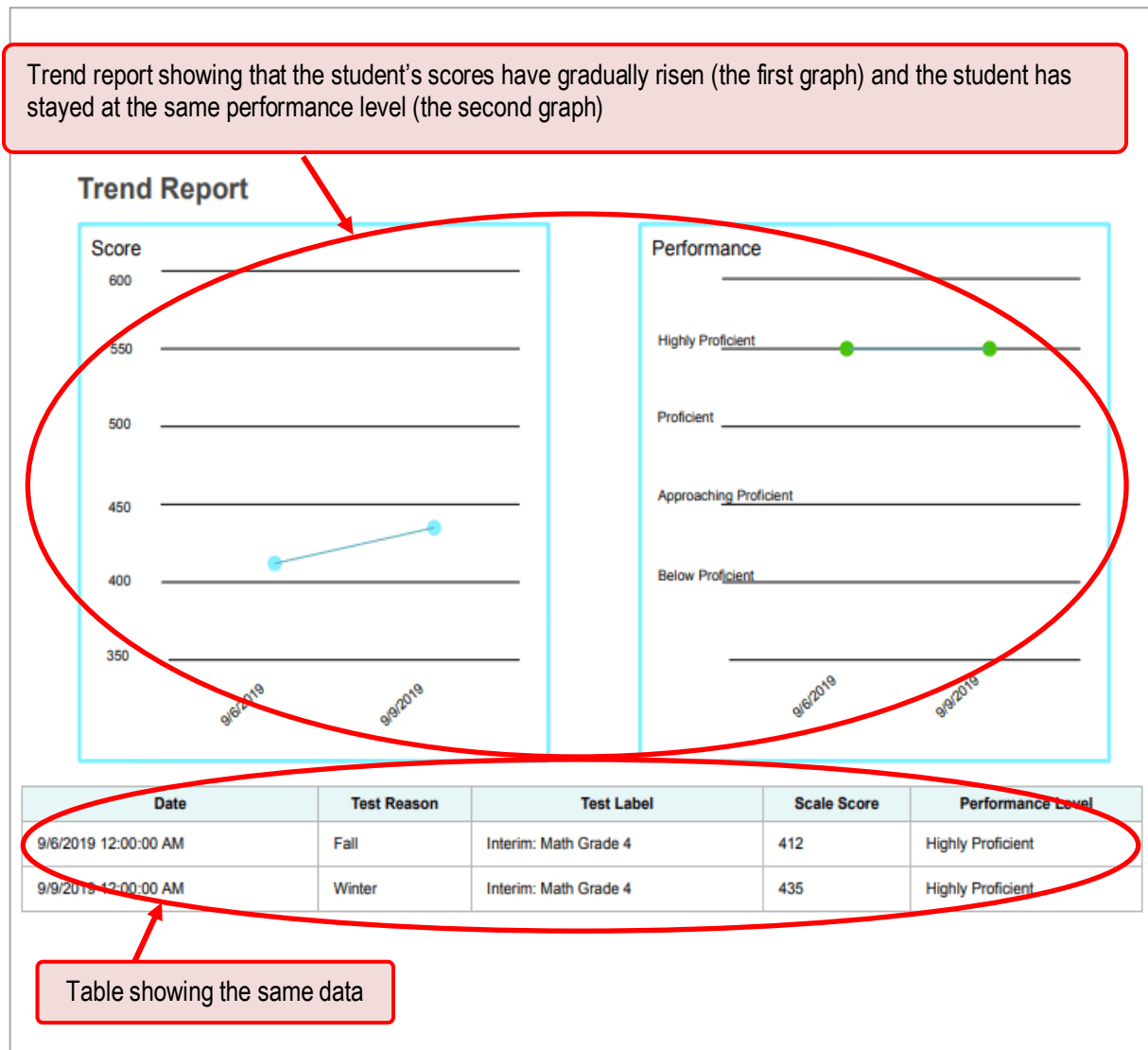


Figure 136. First Page of Individual Student Report (ISR) for ELA Interim Assessment

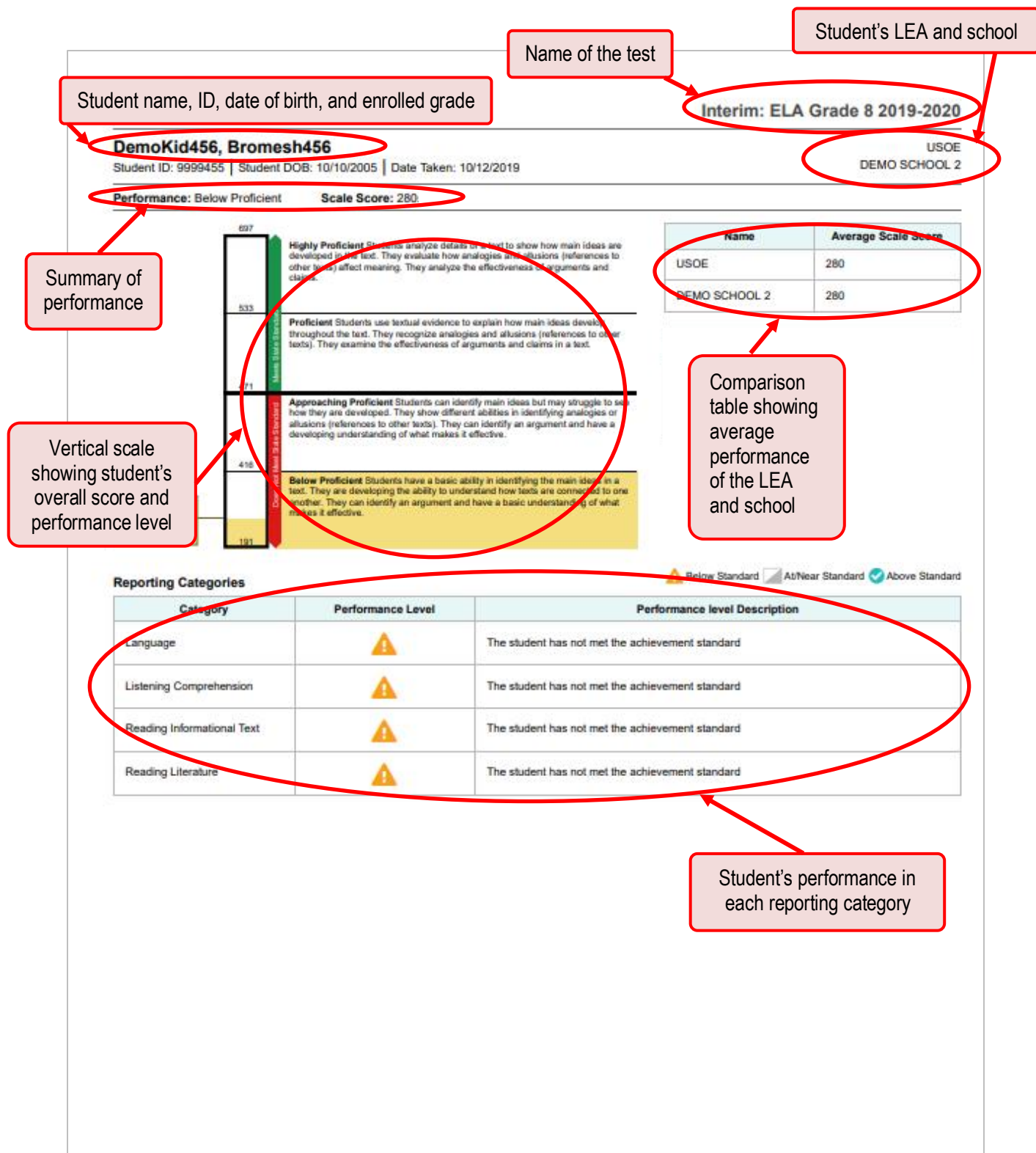
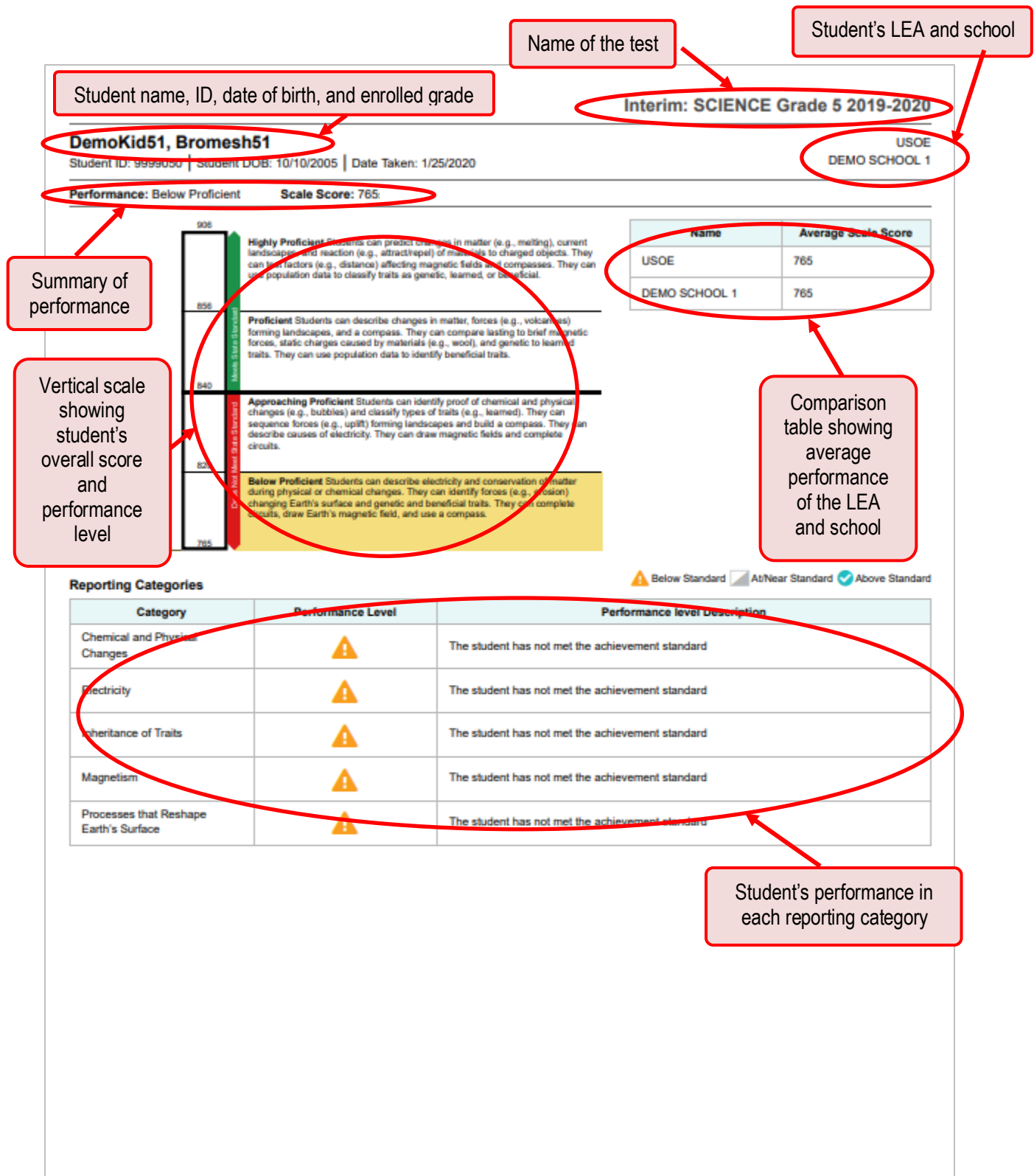


Figure 137. First Page of Individual Student Report (ISR) for Science Interim Assessment



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

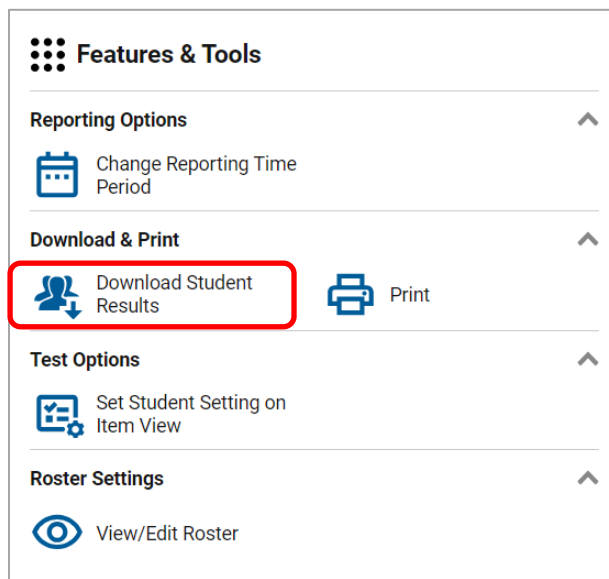
To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student's overall performance on their assessment plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students 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 (Figure 138).

Figure 138. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens (Figure 139).

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.
- a. In the Select Test Reasons section (Figure 139), mark the checkbox for each test reason you want to include in the report. Test reasons are either test windows (for summative assessments) or categories for assessments. NOTE: Users can include only one test reason when generating ISRs.

Figure 139. Student Results Generator Window: Select Test Reasons Section

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data File

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Generate Cancel

Search by Student ID Enter up to 5 comma-separated student IDs Search

1. Select Test Reasons

Select a test reason.

- ☒ 1st opportunity
- ☐ 2022-2023 (ELPA21 Screener)
- ☐ 2nd opportunity
- ☐ AIT_ELPA_22_23
- ☐ Spring 2023 (ELPA21 Summative)
- ☐ Spring 2023 (Summative)
- ☐ Summer 2022
- ☐ Summer 2023
- ☐ Unassigned

Next

2. Select Assessments

3. Select Students

Button to proceed to next section (**Select Assessments**)

List of test reasons (test windows or categories), one of which is selected

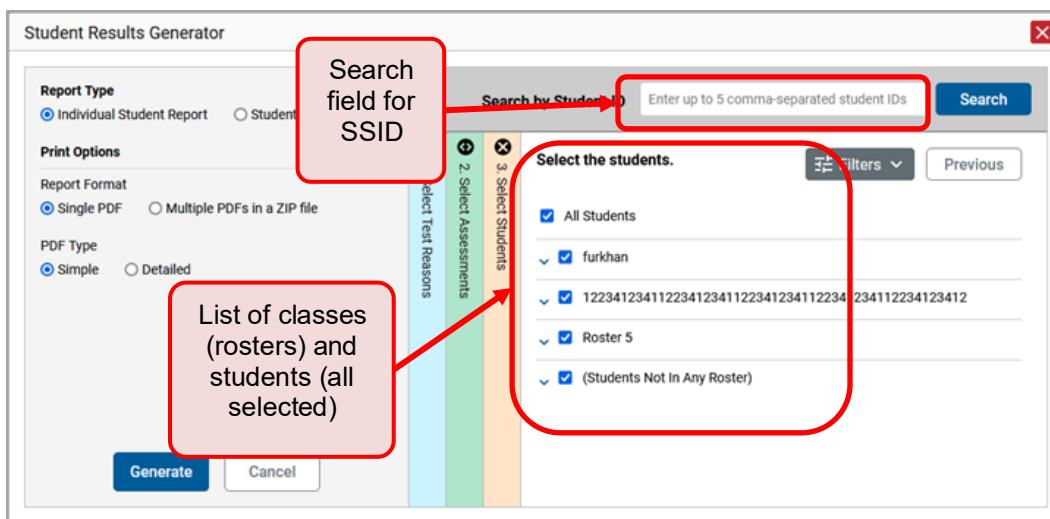
- b. The **Select Assessments** section (Figure 140) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report. NOTE: Users can include only one subject of assessments when generating ISRs (e.g., only as assessment or group of assessments in ELA, only an assessment or group of assessments in math, etc.)

Figure 140. Student Results Generator Window: Select Assessments Section

The screenshot shows the 'Student Results Generator' window. On the left, there are options for 'Report Type' (Individual Student Report selected, Student Data File) and 'Print Options' (Report Format: Single PDF selected, Multiple PDFs in a ZIP file; PDF Type: Simple selected, Detailed). The main area is titled 'Select the assessments.' and features a search bar for 'Search by Student ID' with a 'Search' button. Below the search bar, a sidebar on the left lists three sections: '1. Select Test Reasons', '2. Select Assessments' (highlighted with a red box), and '3. Select Students'. The '2. Select Assessments' section displays a list of assessments under the 'ELA' category, including 'Grade 3' and various modules like 'CA-CIA Grade 3 ELA', 'Module: Grade 3 ELA - English B', 'Module: Grade 3 ELA - Informational A', 'Module: Grade 3 ELA - Literature A', and 'Module: Grade 3 ELA - Literature B'. A red box highlights the 'Next' button, with a callout stating 'Button to proceed to next section (Select Students)'. Another red box highlights the list of assessments, with a callout stating 'List of subjects, grades, and tests.'

- c. The **Select the Students** section (Figure 141) 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. NOTE: Users can include up to three schools when generating ISRs.

Figure 141. 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.

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - v. Open the **Filters** menu . The menu displays two date fields, as in Figure 142.
 - vi. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - vii. 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.
 - viii. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 142. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has 'Individual Student Report' selected. Below it, 'Print Options' includes 'Report Format' (XLS, CSV, TXT) and 'Output' (Data File for Each Test, Single Combined Data File). The 'Select the students' section on the right shows a list of students with checkboxes. A filter menu is open, showing options to 'Include only results reported in the following date range' with 'Start Date' and 'End Date' fields. Red callouts point to the 'Clear Filters' button in the top left, the 'Clear Filters' link in the filter menu, and the 'Apply' button in the filter menu.

- From the two Report Type options in the panel on the left, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (view Figure 143).

Figure 143. School-Level User View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has 'Individual Student Report' selected. Below it, 'Print Options' includes 'Report Format' (Single PDF, Multiple PDFs in a ZIP file) and 'PDF Type' (Simple, Detailed). The 'Select the students' section on the right shows a list of students with checkboxes. Red callouts point to the 'Individual Student Report' option and the 'Options for your ISR files' 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 assessments 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.
7. Click **Generate**. Once ISR generation is finished, the Secure File Center 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.

All Users: 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 view 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:

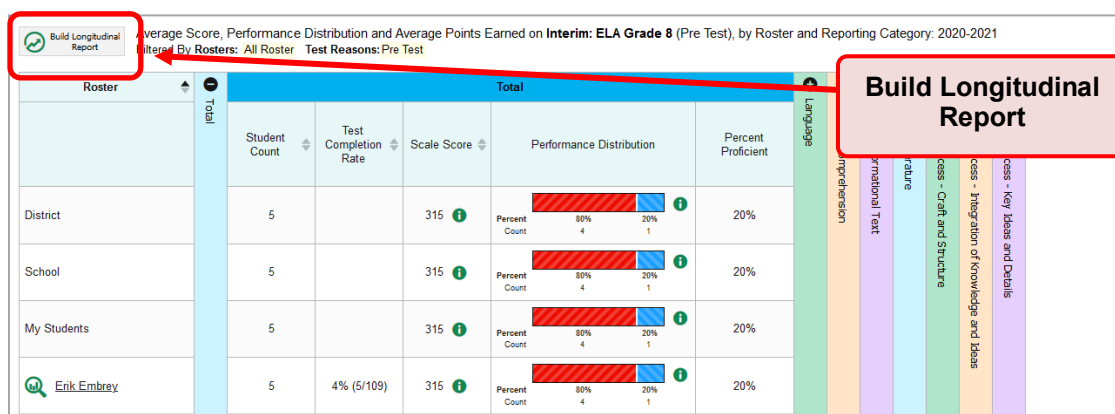
1. A group of students who completed every assessment available in the report.
2. An individual student.

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 view (Figure 144) or within a **More Tools** menu, depending on whether additional instructional resources are available.

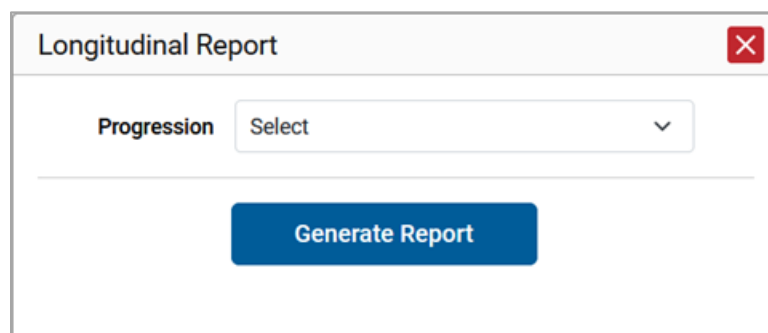
Figure 144. My Students' Performance on Test Report: Performance by Roster Tab



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 145) 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 145. 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 (view Figure 146). 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 146. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report

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: 0

Test	FAST Grade 4 Mathematics	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics
☒ Test Reason	☐ PM1 2022-23	☐ PM2 2022-23	☐ PM3 2022-23
Fast22Mock0425, FAST22 (FI.000020220425)	✓	✓	✓
Fast22Mock0426, FAST22 (FI.000020220426)	✓	✓	✓

- 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.

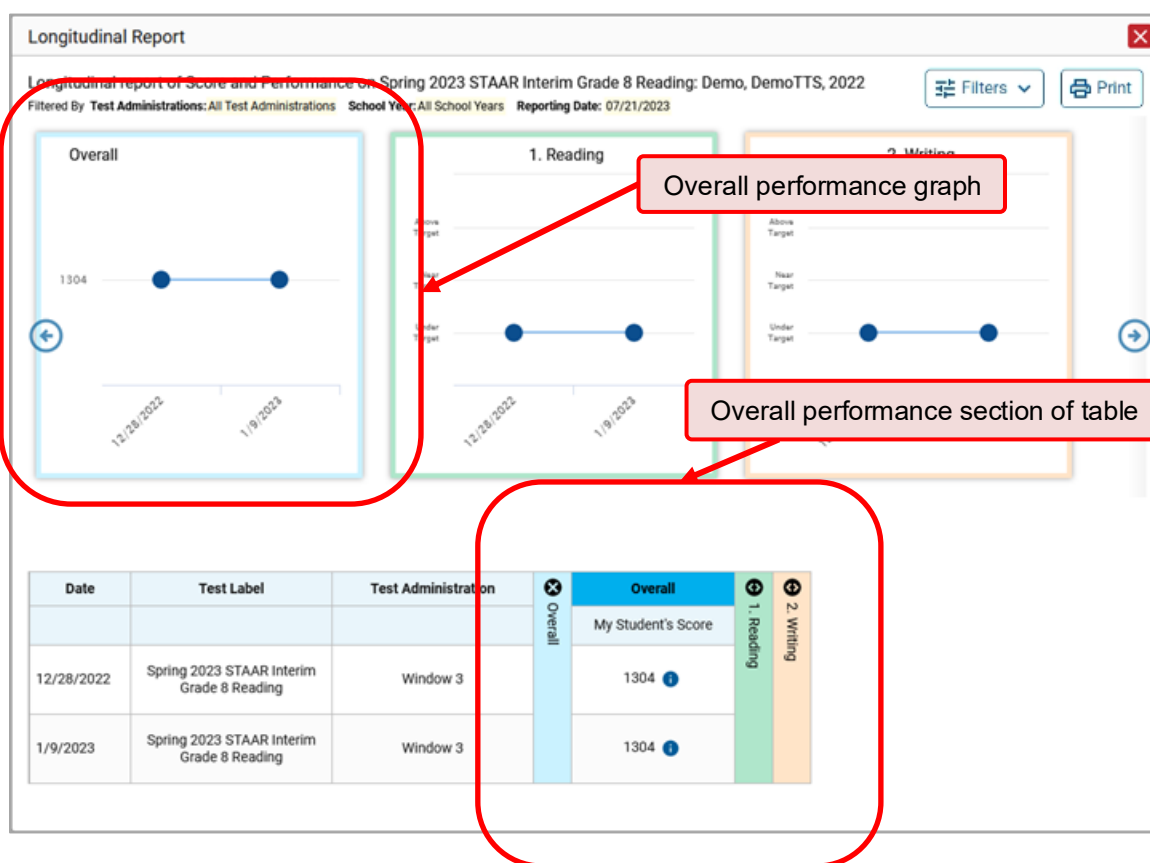
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

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 (view Figure 147). 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 147. Longitudinal Report Window: Interim Report for a Single Student with Multiple Reporting Categories



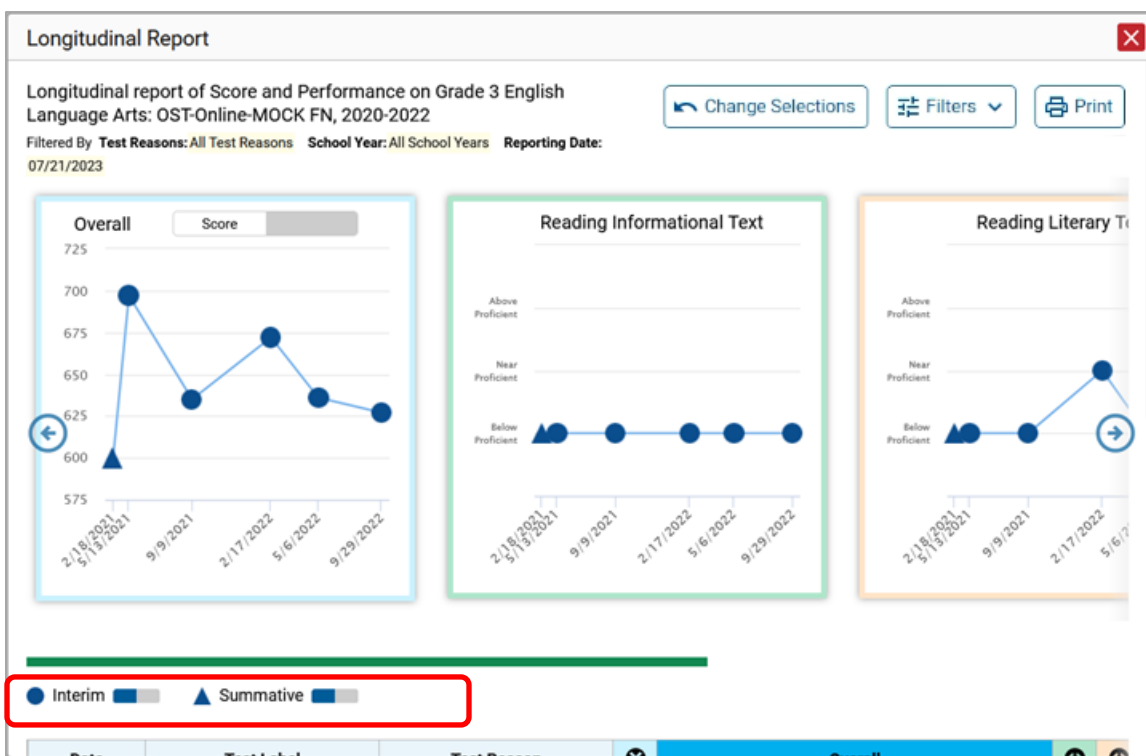
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

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 (view 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 148. 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.

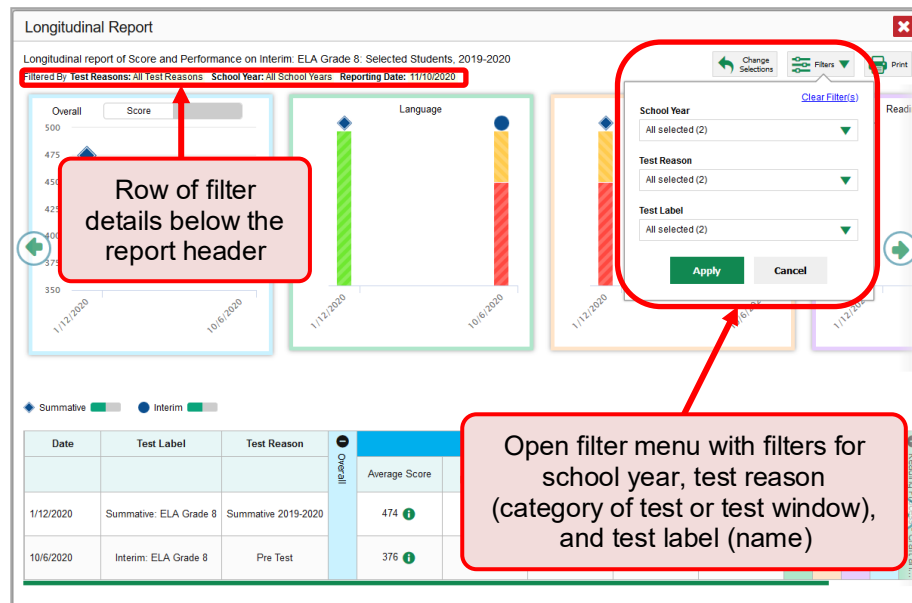
How can I show some assessments and not others in the report for Interim assessments?

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 (view Figure 149).

Figure 149. 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. “2025” refers to the 2025–2026 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 view.

2. Click **Apply**.

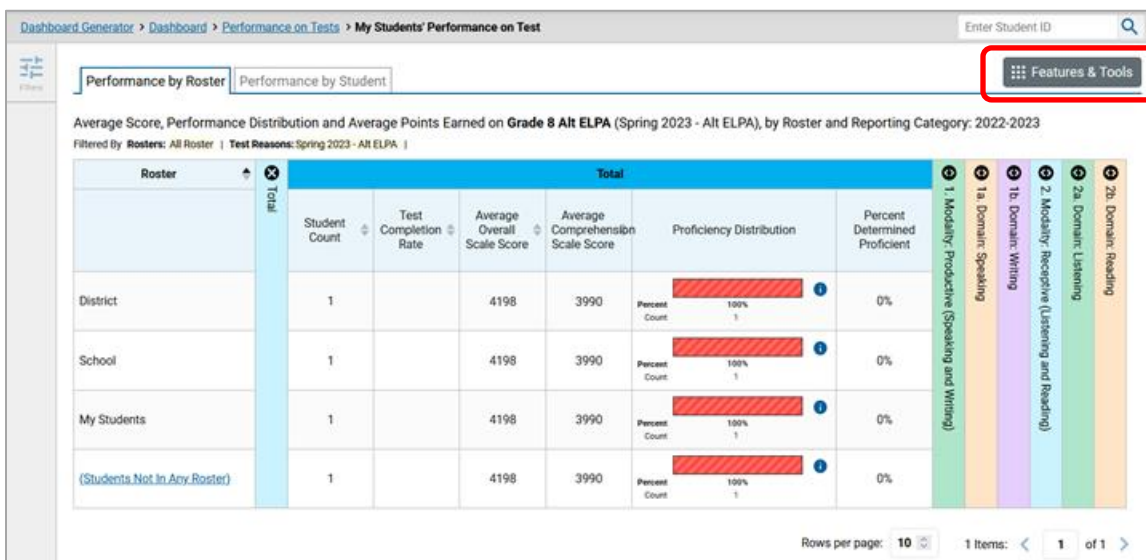
3. *Optional:* To revert all filters to their defaults, open the **Filters** menu  again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in Figure 149, 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 (view Figure 150) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 150. 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 150).

The **Breakdown Attributes** window opens (see Figure 151).

Figure 151. 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 (view Figure 152).

Figure 152. Demographic Breakdown of a My Students' Performance on Test Report

Breakdown		Total	Total									
View Details	Ethnicity		Student Count	Scale Score	Performance Distribution	Percent Proficient	Language	Listening Comprehension	Reading Informational Text	Reading Literature	Reading Process - Craft and Structure	Reading Process - Key Ideas and Details
	All		5	315	80% 20% Percent Count: 4, 1	20%						
	Declined to Report		5	315	80% 20% Percent Count: 4, 1	20%						

Rows per page: 10 1 Items: 1 of 1

All Users: Generate and Export Interim Assessment Student Data Files

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

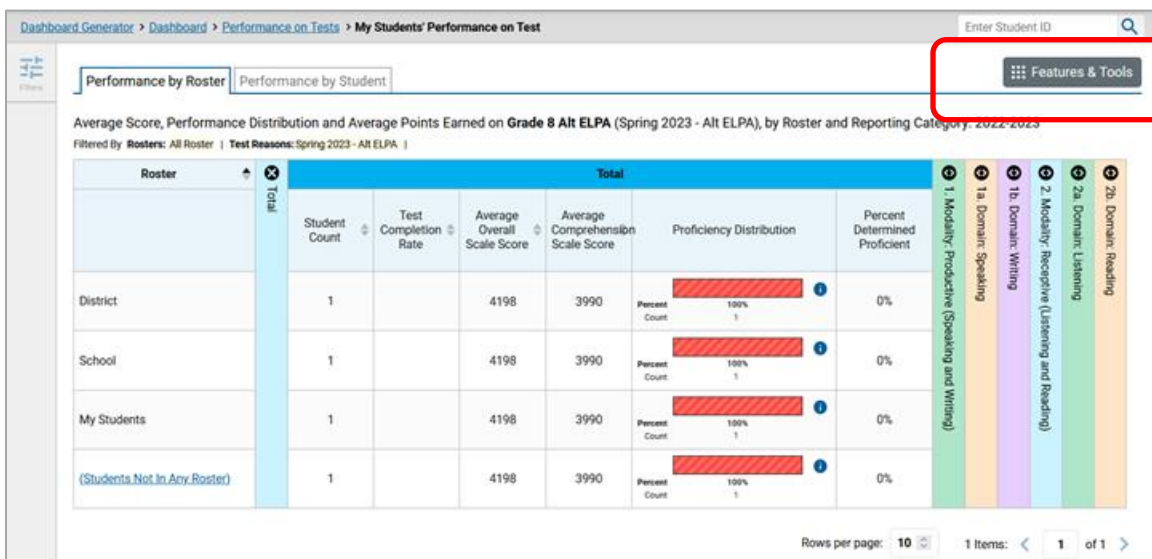
How can I generate and export Interim assessment student data files?

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 153. Teacher View: Performance on Tests Report

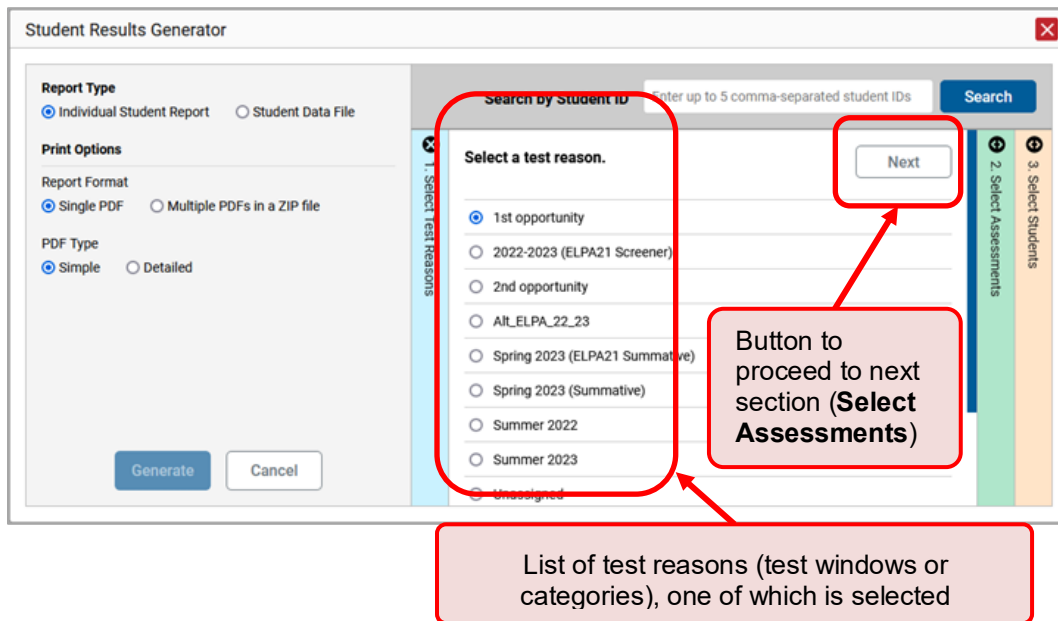


2. The **Student Results Generator** window opens (view Figure 154).

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 (view Figure 154), mark the checkbox for each test reason you want to include in the results. Test reasons are categories of assessments or test windows.
 NOTE: Users can only include one test reason when generating student data files.

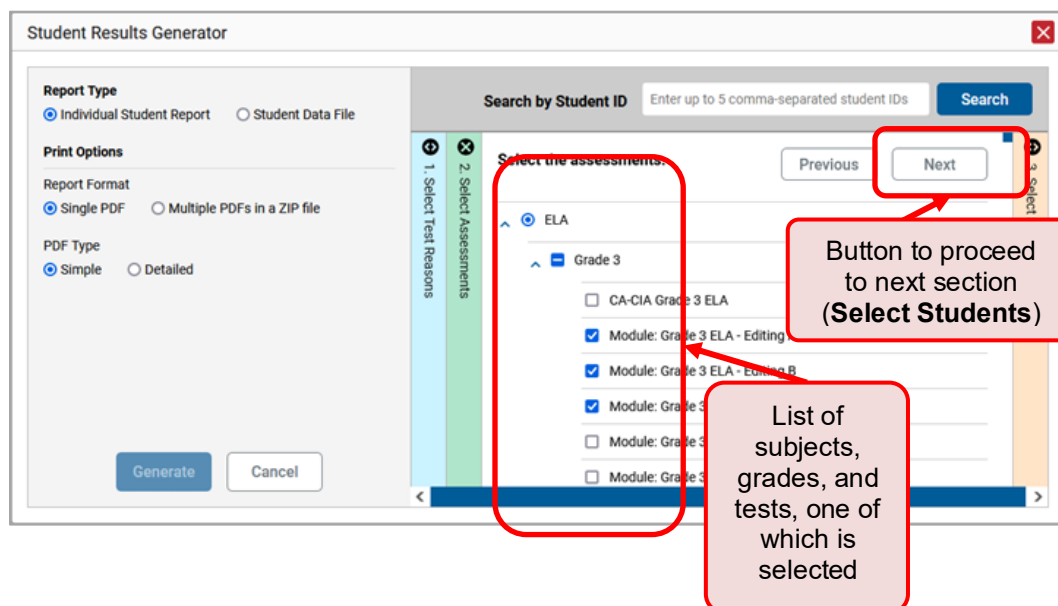
Figure 154. Student Results Generator Window: Select Test Reasons Section



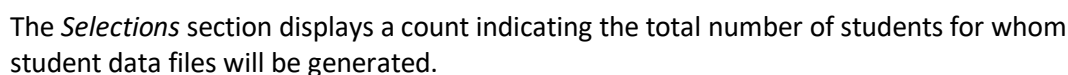
The expandable sections to the right are now populated with only the assessments and students available for your test reason selections.

- b. The **Select Assessments** section (view Figure 155) 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 155. Student Results Generator Window: Select Assessments Section



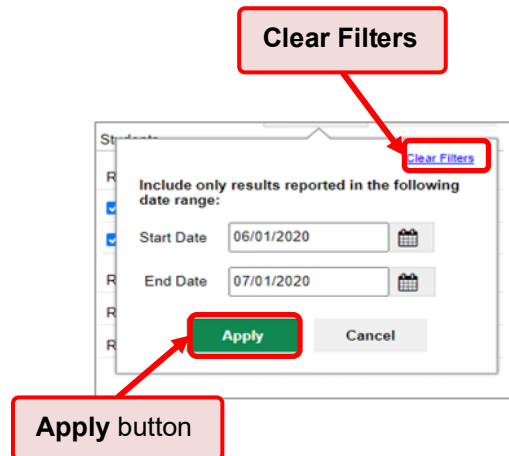
- Figure 156. Teacher View: Student Results Generator Window: Select Students Section



- 140

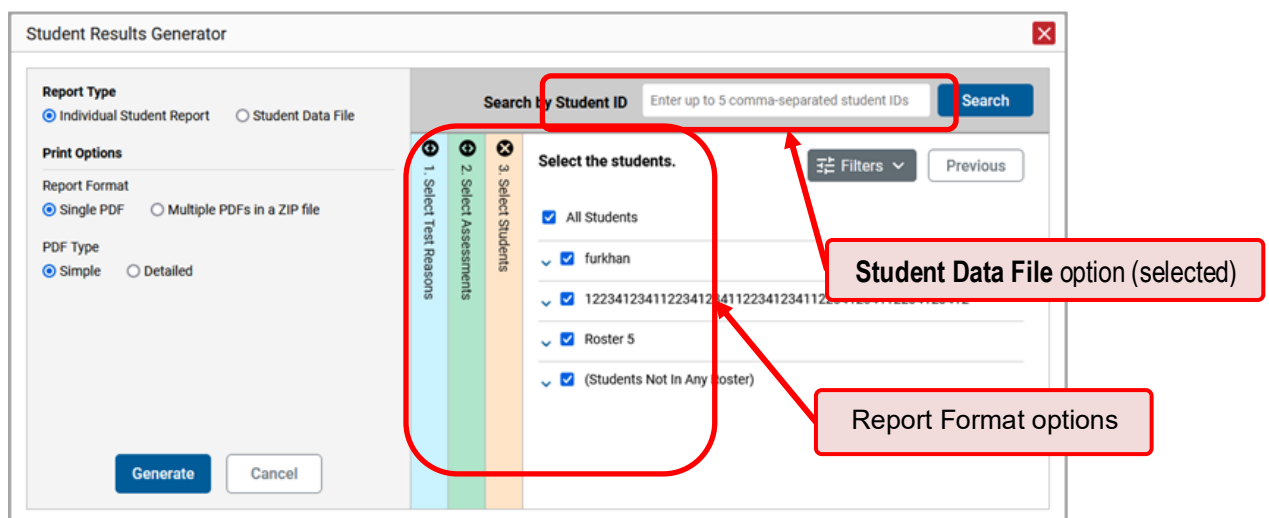
- iii. Click **Apply**. The results are filtered to include only assessments processed by Reporting in that date range. Note that processing date is not always the same as the date an assessment was taken.
- iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 157. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open



4. From the two Report Type options in the panel on the left (view Figure 158), select **Student Data File**. More options appear below.

Figure 158. Teacher View: Student Results Generator Window: Select Students Section



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 Secure File Center 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.

All Users: 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 (view Figure 159), click  to the right of an assessment name.

Figure 159. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests Enter Student ID 


Filters

Test Groups

Test Reasons

Rosters

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023

Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
 Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0% 	01/19/2023
 Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7% 	01/19/2023
 Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0% 	01/17/2023

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023

Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

Rows containing data for the state, LEA, and/or school appear below, as in Figure 160.

Figure 160. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Assessment Name	Test Group	Test Grade	Test	Test Reason	Test Date
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	01/19/2023
State	Test Authoring	6	Unassigned	n/a	n/a
District	Test Authoring	6	Unassigned	1	0%
School	Test Authoring	6	Unassigned	1	0%
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%
Test 546812 WY 1/17	Test Authoring	6	Summer 2023	1	0%

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?

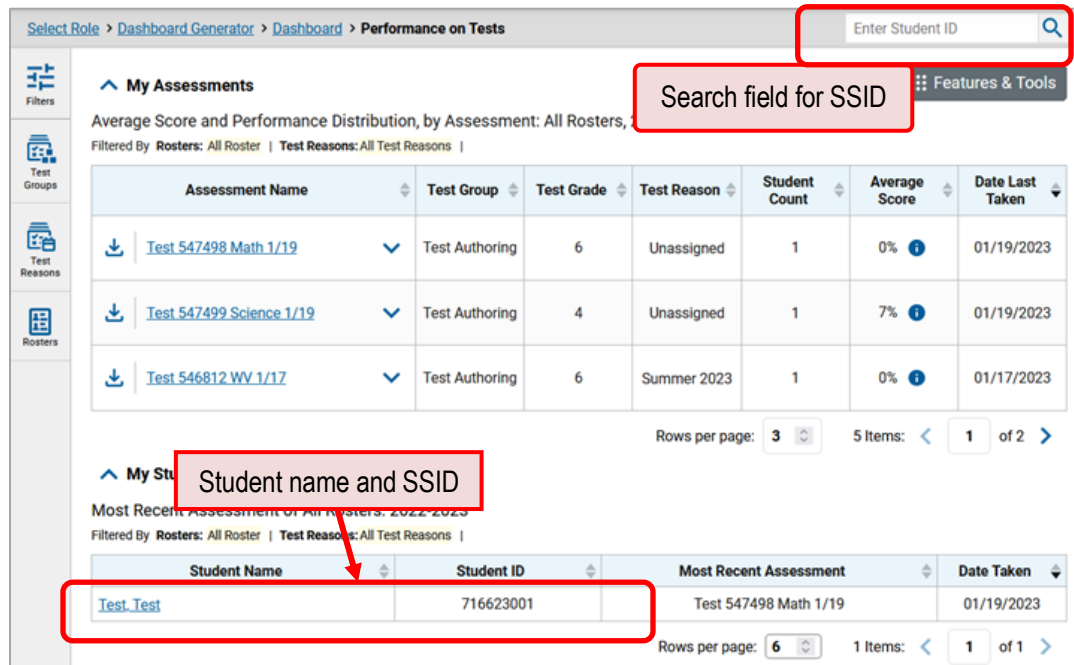
In the Student Portfolio Report, you can compare a student's performance on any assessment with that of your LEA, school, and/or total students. This report provides the ability to view patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons,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

Enter the student's SSID in the search field in the upper-right corner and click  (view .

1. Figure 161). 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.

Figure 161. Teacher View: Performance on Tests Report



Search field for SSID

Student name and SSID

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

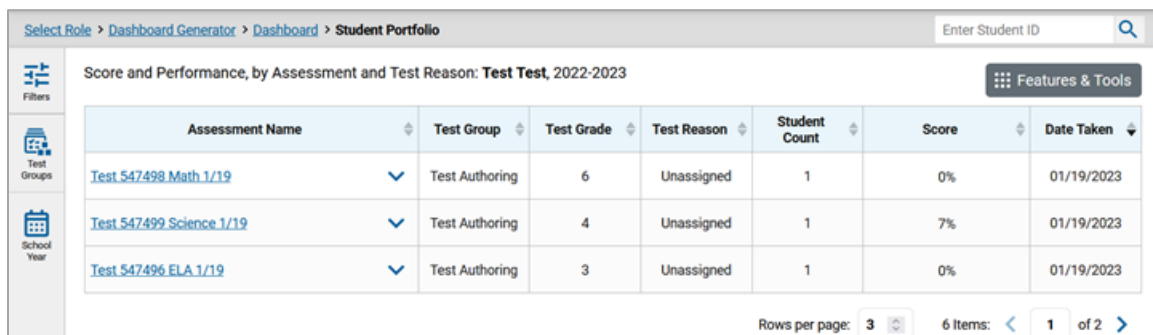
Rows per page: 3 5 Items: 1 of 2

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

2. Click  to the right of an assessment name (view Figure 162).

Figure 162. Student Portfolio Report



Score and Performance, by Assessment and Test Reason: **Test Test, 2022-2023**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Date Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 547496 ELA 1/19	Test Authoring	3	Unassigned	1	0%	01/19/2023

Rows per page: 3 6 Items: 1 of 2

Rows containing data for your state, LEA, school, and/or total students appear below, as in Figure 163.

Figure 163. Student Portfolio Report with Expanded Comparison Rows

Select Role > Dashboard Generator > Dashboard > Student Portfolio Enter Student ID

Score and Performance, by Assessment and Test Reason: **Test Test, 2022-2023** Features & Tools

	Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Date Taken
	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
State	Test 547498 Math 1/19	Test Authoring	6	Unassigned	n/a	n/a	—
District	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
School	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
My Students	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
	Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
	Test 547496 ELA 1/19	Test Authoring	3	Unassigned	1	0%	01/19/2023

Rows per page: **3** 6 Items: **1** of 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

Navigating Reports for Summative Assessments

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

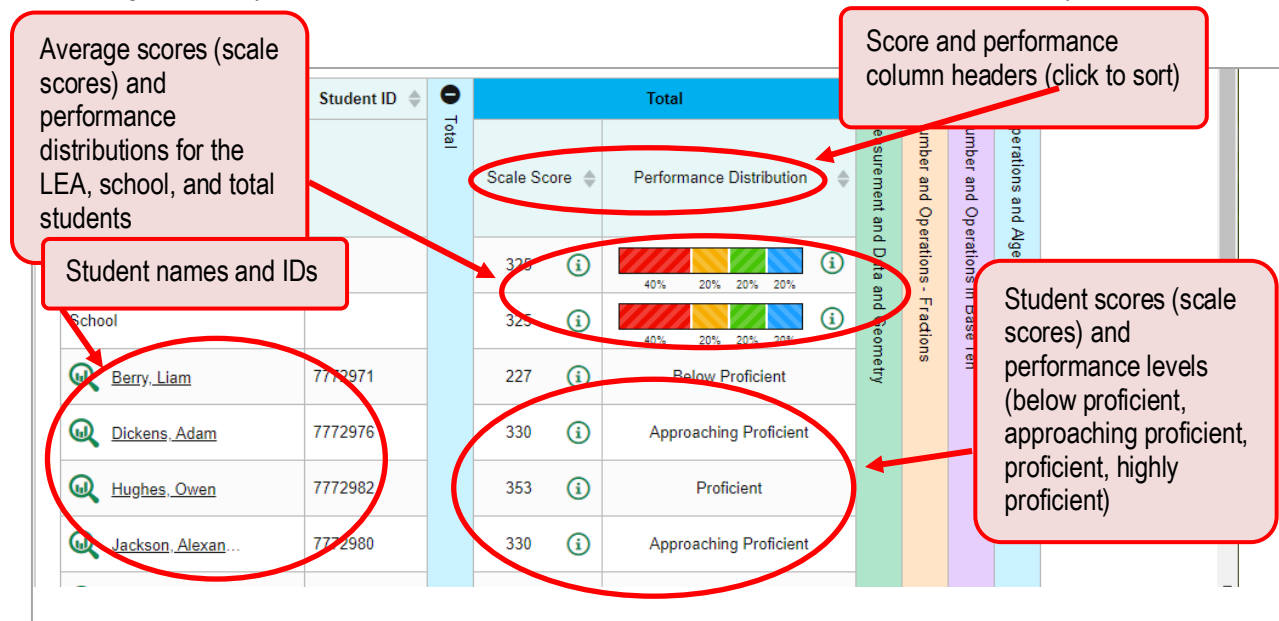
Teachers and School-level users can view all student data at the roster level for the Summative assessments. Instructions for how to do this are below.

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

The **Performance by Student** tab (view Figure 157 below) displays assessment results for each of your students across classes (rosters). In order to view 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 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.

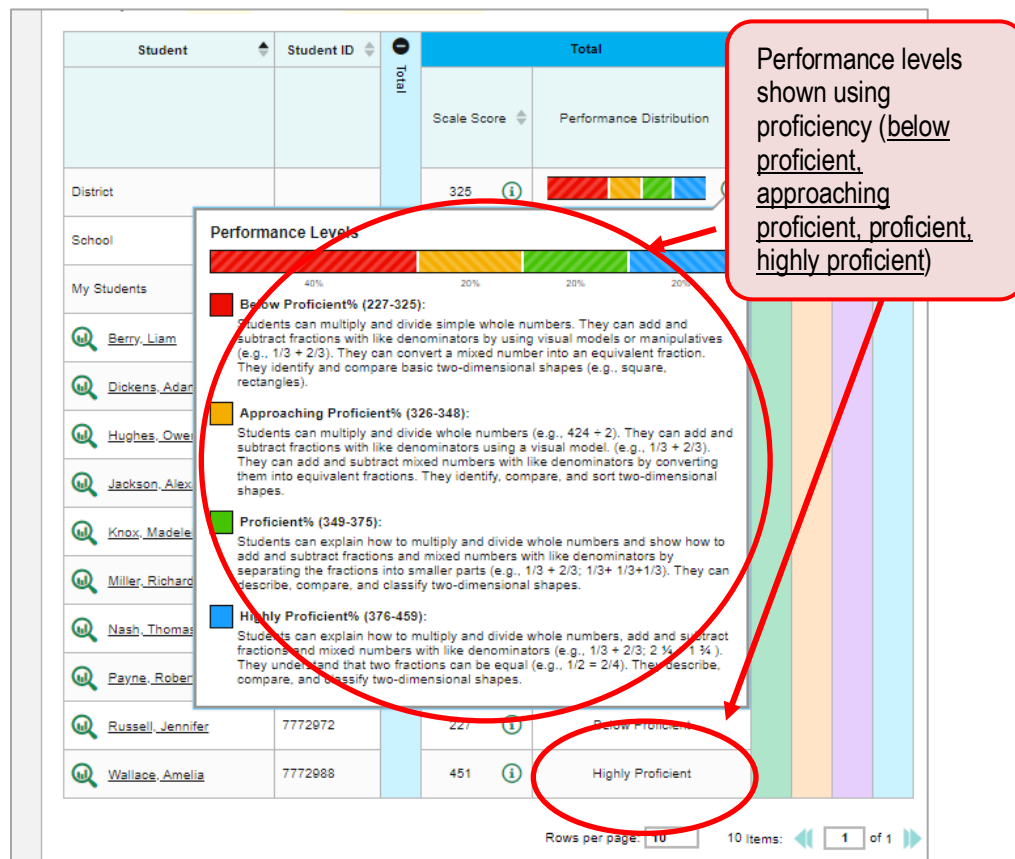
Figure 164. My Students' Performance on Summative Assessment Report: Performance by Student Tab



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

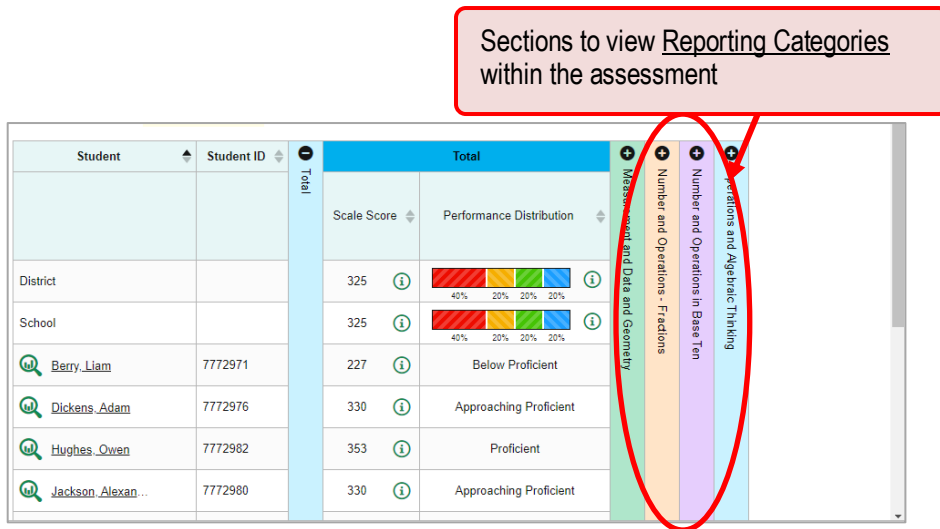
- Scores are shown as scale scores; a scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions.
- Performance distribution is given using proficiency (view Figure 165 on the following page). Proficiency levels describe 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 165. My Students' Performance on Summative Assessment Report with Performance Levels Shown



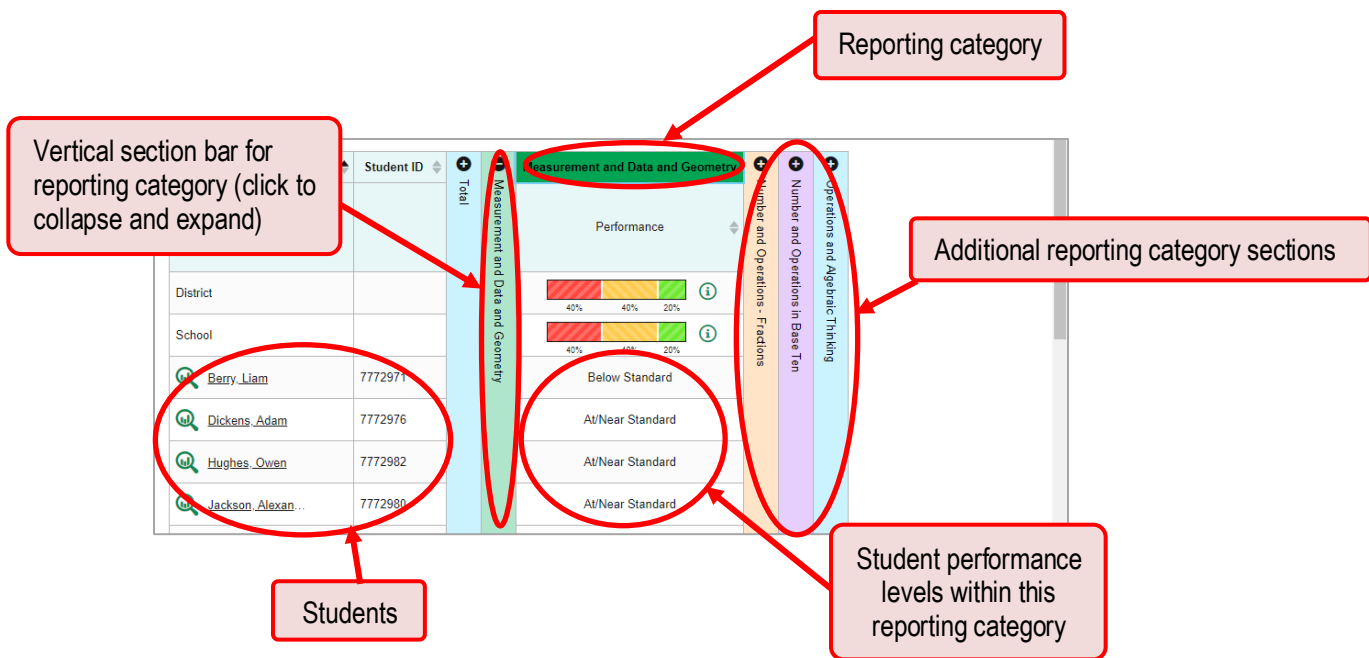
For Summative assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (view Figure 166).

Figure 166. 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 (view Figure 167).

Figure 167. My Students' Performance on Summative Assessment Report:
 Performance by Student Tab: Reporting Category Section



All Users: 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.

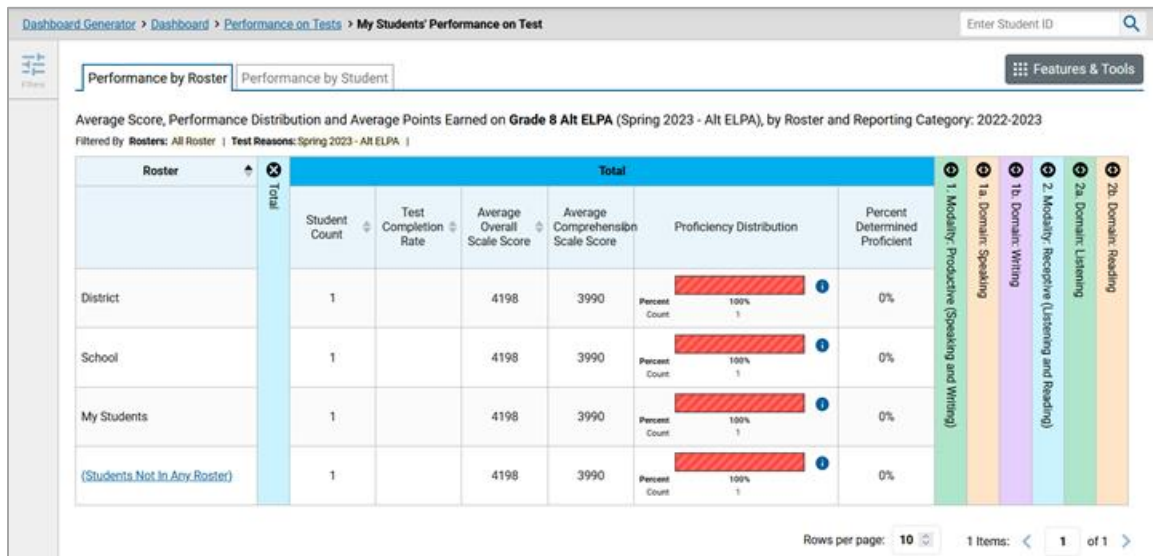
How can I access results for all my rosters on a Summative assessment?

The **Performance by Roster** tab (view Figure 168) 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 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 in the table of assessments. A page of LEA assessment results appears, listing schools within the LEA.
 - Click a school name. The School Performance on Test report appears.

The report shown here (view Figure 168) 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 168. My Students' Performance on Summative Assessment Report: Performance by Roster Tab

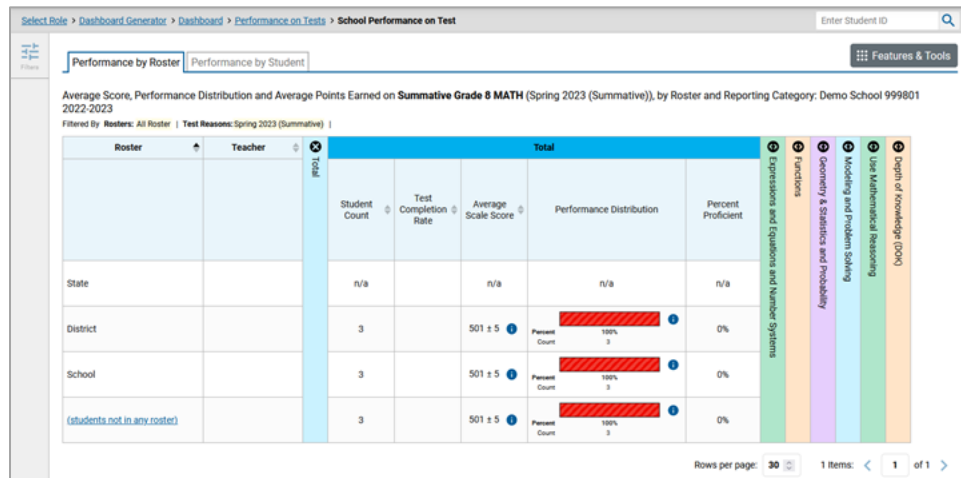


How can I view which rosters performed best on a specific Summative assessment?

To see which classes performed best on the assessment, do either of these things (view Figure 169):

- Click the Score column header to sort by score.
- Look at the bars in the Performance Distribution column.

Figure 169. School Performance on Summative Assessment Report: Performance by Roster Tab



How can I view 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 (view Figure 169).

How can I view 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 (view Figure 170), 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 170. Teacher View: Roster Performance on Summative Assessment Report with Expanded Reporting Category Section

		by Transfer	Students Functioning in Their Environment	Performance Patterns in the Sky	Performance Patterns in the Water	Average Scale Score	Performance Distribution	Wave Patterns					
								4.3.1		4.3.2		4.3.3	
								Proficient?	Weak or Strong?	Proficient?	Weak or Strong?	Proficient?	Weak or Strong?
State						552	Percent: 21% 60% 19% Count: 10,1K 28,2K 9K	✓	+	✗	-	✗	=
District						530	Percent: 78% 22% Count: 7 2	⊖	=	✗	=	✗	=
School						530	Percent: 78% 22% Count: 7 2	⊖	=	✗	=	✗	=
(students not in any roster)						530	Percent: 75% 25% Count: 6 2	⊖	=	✗	-	✗	=
1223713	test, demo					527	Percent: 100% Count: 1	*	*	*	*	*	*

For Summative assessments, you can also view proficiency and strength and weakness designations for reporting categories in the Performance by Roster tab (View Figure 170).

The Proficient column displays icons indicating student proficiency in the standard.

- If a check mark is shown, the student is above the proficiency standard;
- If a half-filled circle is shown, the student is At/Near the proficiency standard;
- If an “X” is shown, the student is below the below the proficiency standard;
- If an asterisk is shown, there is insufficient information to determine student proficiency.

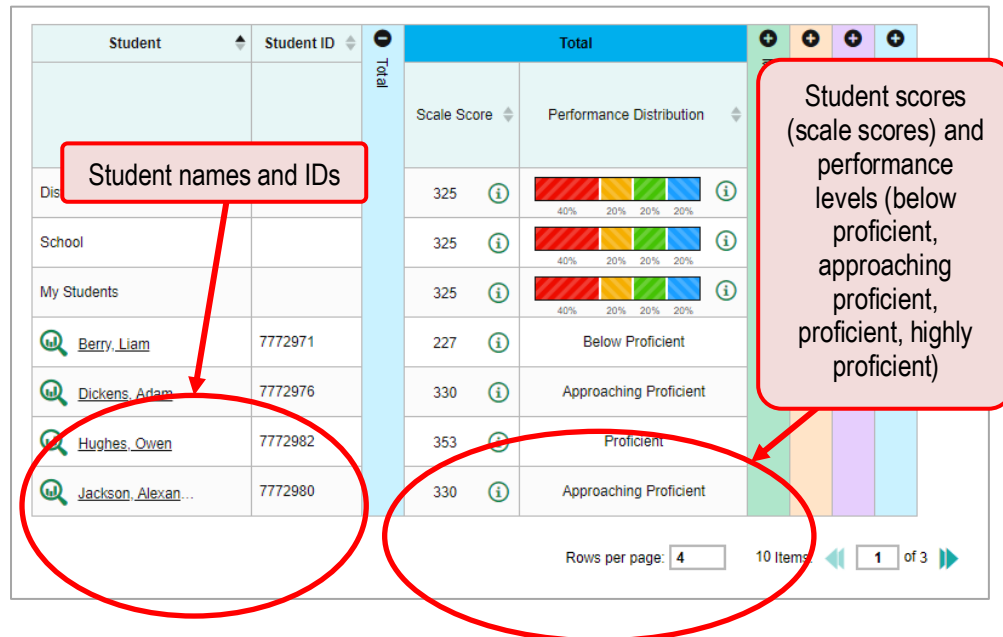
The strength and weakness designations compare an individual student’s performance on a specific standard with their performance on the test. On each line, the comparison is relative to the individual student and utilizes various symbols to provide a quick overview of performance.

- 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 (view Figure 171).

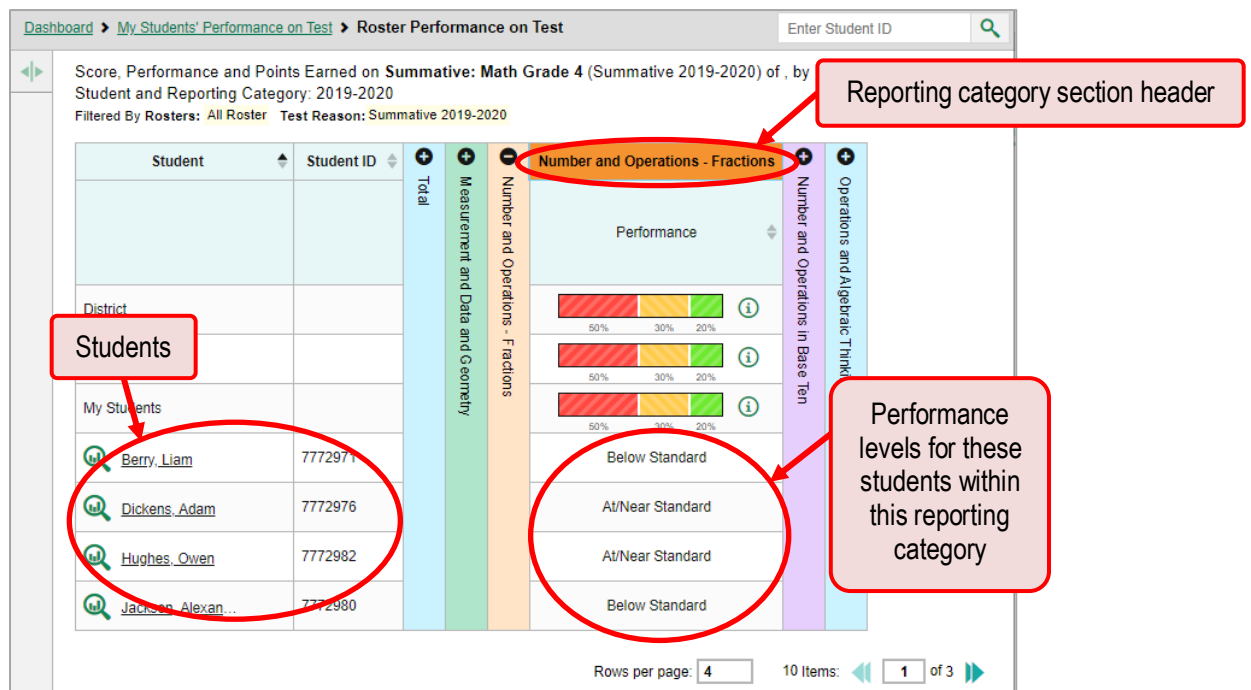
Figure 171. Teacher View: Roster Performance on Summative Assessment Report



How can I view 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 (view Figure 172). Click the vertical section bar to expand each section.

Figure 172. Teacher View: Roster Performance on Summative Assessment Report with Expanded Reporting Category Section



School- and LEA-Level Users: 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.
- **LEA-level users:**
 - Starting at the dashboard that appears when you log in, click the name of the assessment. A table listing assessment results by school appears.
 - Click the name of the school for which you would like to view results.

The assessment results for the school appear (view Figure 173). The **Performance by Roster** tab is open by default.

Figure 173. LEA-Level User View: School Performance on Summative Assessment Report: Performance by Roster Tab

Dashboard > District Performance on Test > School Performance on Test

Enter Student ID

Performance by Roster Performance by Student

Average Score, Performance Distribution and Average Points Earned on **Summative: Math Grade 4** (Summative 2019-2020), by Roster and Reporting Category: Model Elementary School 2019-2020
Filtered By Test Reason: Summative 2019-2020

Roster	Teacher	Total	Student Count	Test Completion Rate	Scale Score	Performance Distribution	Percent Proficient
District			10		325		40%
School			10		325		40%
Grade 4 math section 103	Musumeci, Marie		10	50% (10/20)	325		40%
Grade 4 Sample Roster	Baines, robin		10	50% (10/20)	325		40%
Kim's Grade 4 Roster	Rathke, Kim		10	50% (10/20)	325		40%
Kims Roster	Rathke, Kim		10	9% (10/110)	325		40%
McLachlan's Grade 4 Cl...	McLachlan, Lisa		10	50% (10/20)	325		40%
Nicoles Roster	Russell, Nicole		10	50% (10/20)	325		40%
Samuels Roster Gr 4	Baines, robin		10	50% (10/20)	325		40%

Rows per page: 10 7 items: 1 of 1

How can I determine 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 (view Figure 174). This will allow for a comparison of assessment scores by class roster and make it easier to find patterns in these data.

Figure 174. LEA-Level User View: School Performance: Performance by Roster Tab with Table Sorted by Score

		Student Count	Test Completion Rate	Scale Score	Performance Distribution	Percent Proficient
District		10		325		40%
School		10		325		40%
Sample Roster Gr 4	Baines, robin	10	50% (10/20)	325		40%
Nicoles Roster	Russell, Nicole	10	50% (10/20)	325		40%
McLachlan's Grade 4 Cl...	McLachlan, Lisa	10	50% (10/20)	325		40%
Kim's Roster	Rathke, Kim	10	9% (10/110)	325		40%
Kim's Grade 4 Roster	Rathke, Kim	10	50% (10/20)	325		40%
Grade 4 Sample Roster	Baines, robin	10	50% (10/20)	325		40%
Grade 4 math section 103	Musumeci, Marie	10	50% (10/20)	325		40%

Rows per page: 10 7 items 1 of 1

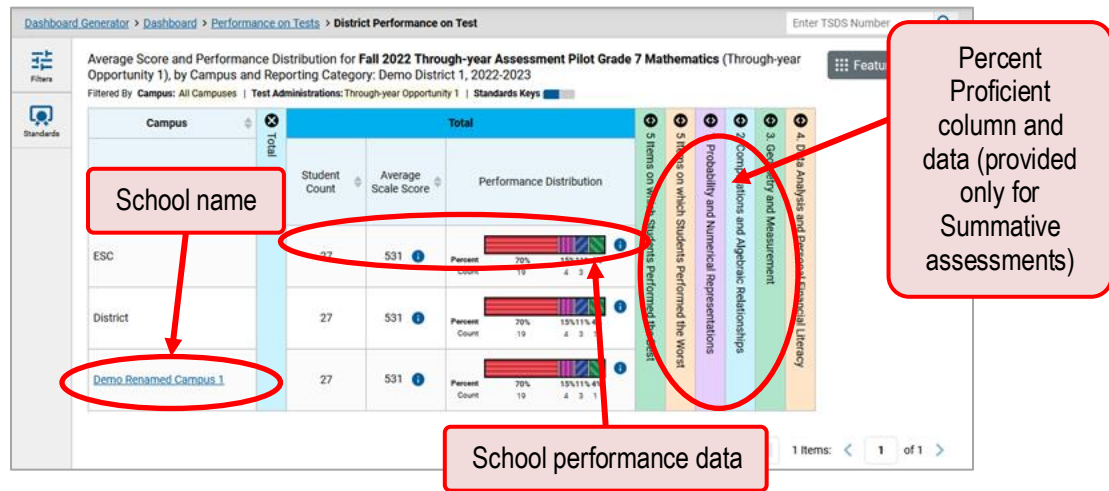
LEA-Level Users: View Results for an LEA on a Specific Summative Assessment

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. A list of the schools in your LEA appears, with data (view Figure 175).

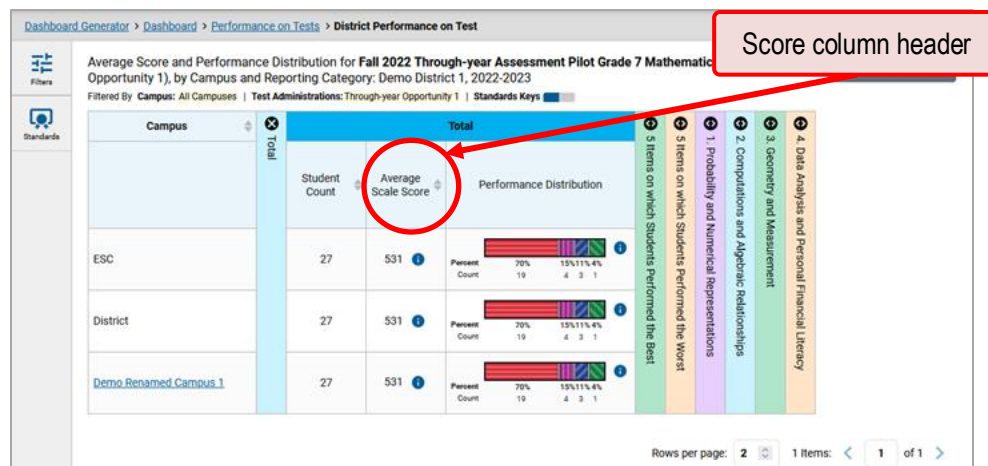
Figure 175. LEA Performance on Summative Assessment Report



How can I view 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 (view Figure 176).

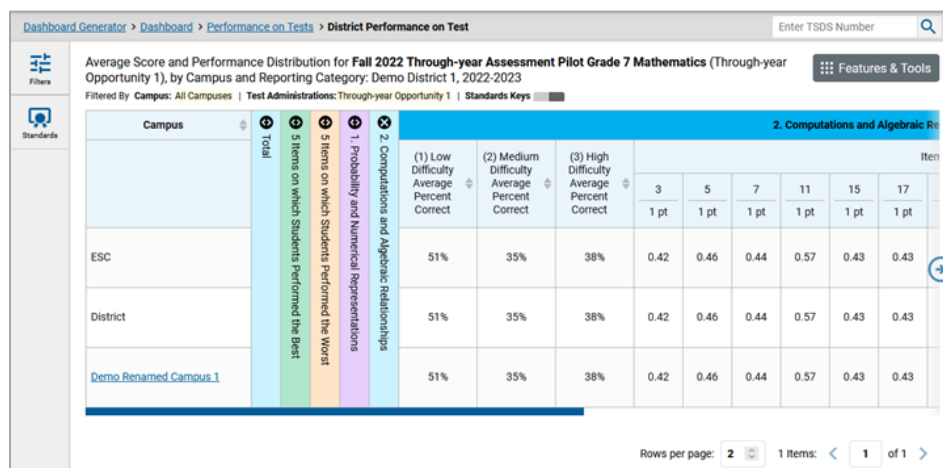
Figure 176. LEA Performance on Summative Assessment Report Sorted by Score



How can I view 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 (view Figure 177).

Figure 177. LEA Performance on Summative Assessment Report with Expanded Reporting Category Section

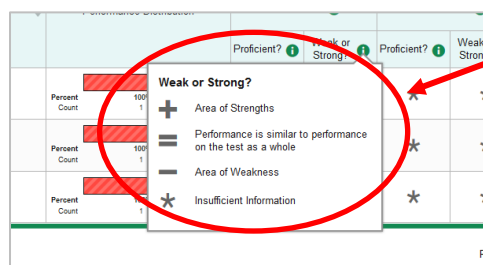


For Summative assessments, you can also view strength and weakness designations for reporting categories in the Performance by Roster tab.

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 (view Figure 178).

- 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 178. Strength and Weakness Designations



Strength/weakness designations key

Performance levels within reporting categories include Below Standard, At/Near Standard, and Above Standard (view Figure 179):

- 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 179. LEA Summative Assessment Report with Expanded Reporting Category Section with Performance Levels Shown



All Users: 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:

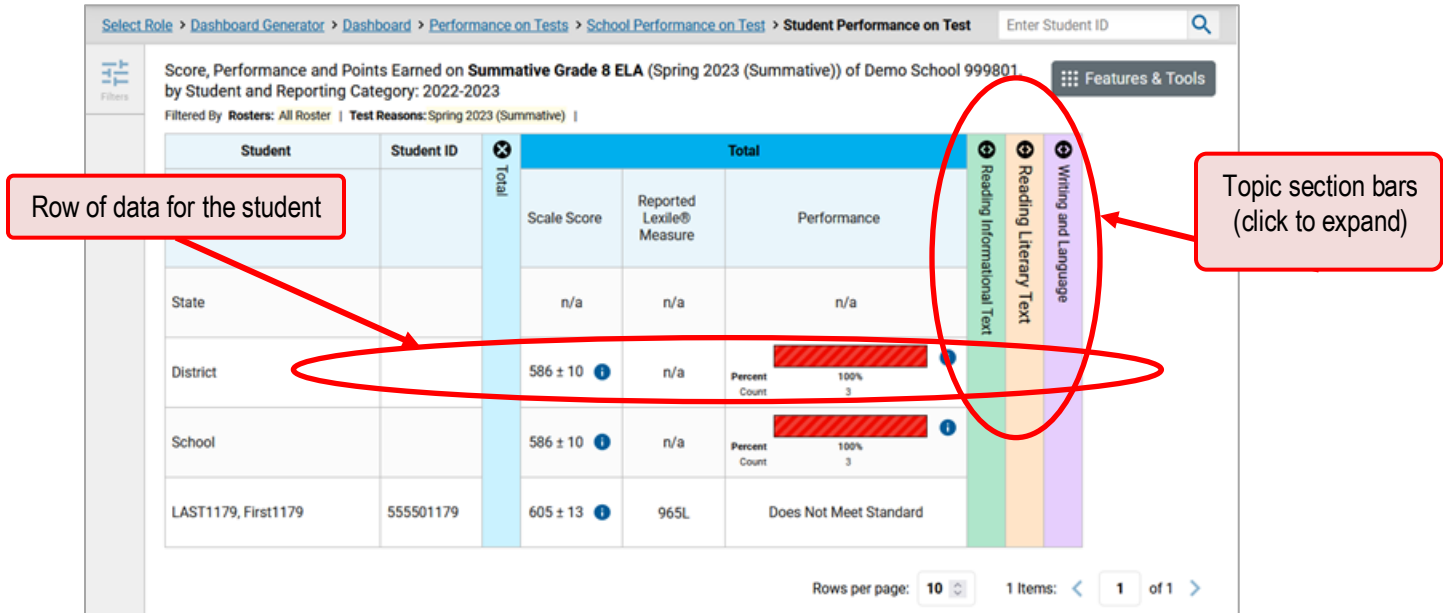
1. Go to the dashboard and click an assessment name in the table of assessments. A page of assessment results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student in the report. The Student Performance on Test report appears (view Figure 180).

LEA-level users:

1. Go to the dashboard and click an assessment name in the table of assessments. A page of LEA assessment results appears (the LEA Performance on Test report).
2. Click a school name. The School Performance on Test report appears.

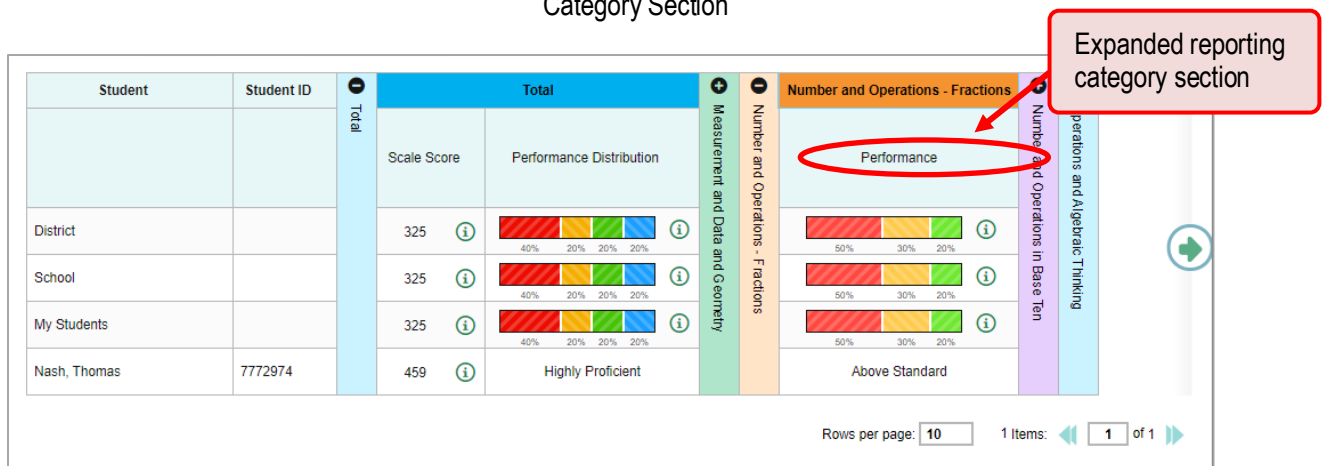
- Follow the same steps as teachers and school-level users, starting with step 2 under “Teachers and school-level users” on the page above.

Figure 180. 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 (view Figure 179).

Figure 181. Teacher View: Student Performance on Summative Assessment Report with Expanded Reporting Category Section

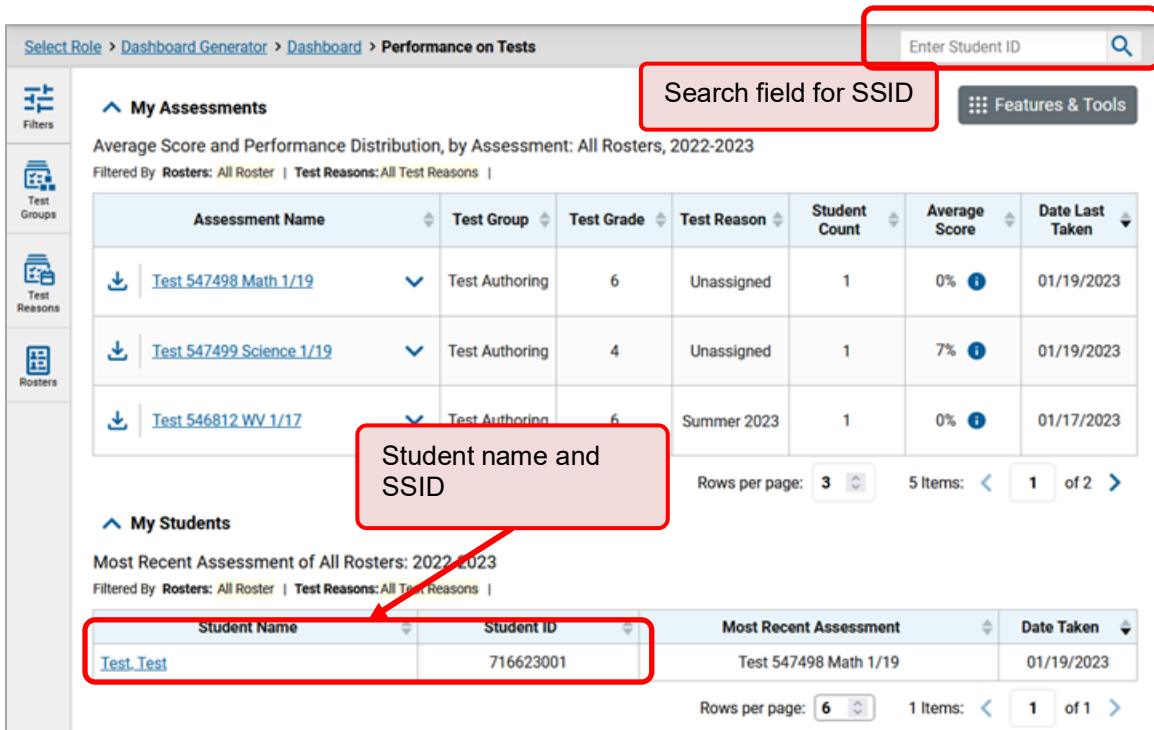


How can I view a report for all the Summative assessments a student has completed over time?

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  (view Figure 182). The Student Portfolio Report appears (view Figure 183).

Figure 182. Teacher View: Performance on Tests Report



The screenshot displays the 'Performance on Tests' report in the Teacher View. At the top right, there is a search bar labeled 'Enter Student ID' with a magnifying glass icon. Below this, a red box highlights the search field with the text 'Search field for SSID'. The main content area is divided into two sections: 'My Assessments' and 'My Students'. The 'My Assessments' section shows a table of assessments with columns: Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, and Date Last Taken. The 'My Students' section shows a table of students with columns: Student Name, Student ID, Most Recent Assessment, and Date Taken. A red box highlights the 'Student Name' and 'Student ID' columns in the 'My Students' table, with an arrow pointing to the text 'Student name and SSID'.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

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, also shown in Figure 180.

Figure 183. Student Portfolio Report

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Test Reason: **LAST1179 First1179, 2022-2023** Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

To view individual assessment results for this student, click an assessment name.

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 view in the Student Portfolio Report (view Figure 184). 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 184. Student Portfolio Report

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Button to expand just the **Filters** panel Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

Button to expand **Filters** panel and **Test Group** options

1. In the **Filters** panel on the left side of the Student Portfolio Report (view Figure 184), click either the expand button or the **Test Group** button. The **Filters** panel expands (view Figure 185).

Figure 185. Student Portfolio Report with Expanded Filters Panel

Filters

Test Groups

- ☒ Alt ELPA
- ☒ Computer Adaptive CIA
- ☒ Diagnostic Assessment
- ☒ ELPA21 Screener
- ☒ ELPA21 Summative
- ☒ Fixed Form CIA
- ☒ Interim
- ☒ Interim Module Assessment
- ☒ Paper CIA
- ☒ Summative
- ☒ Test Authoring

School Year

2022-2023

[Clear Filters](#)

Apply

Test Group options

Apply button and Clear Filters

Score and Performance, by Assessment and Test Reason: LAST1179 First1179, 2022-2023

Assessment Name	Test Group	Grade	Reason	Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

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 (view Figure 186). By reviewing the performance levels on the assessments, you can see how the student is performing over time.

Figure 186. Student Portfolio Report Sorted by Date Taken Column

Score and Performance, by Assessment and Test Reason: LAST1179 First1179, 2022-2023

Assessment Name	Test Group	Test Grade	Test Reason	Count	Score	Performance	Date Taken
Summative Grade 8 ELA	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

Date Taken column

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 two categories: Composition (0-6), and Conventions (0-3).

RISE summative writing assessment scores also include a **Writing Dimensions** section to the right of the expandable sections in the report table (Figure 187). You can expand it by clicking the vertical bar, just as with the reporting category sections. The Writing Dimensions help you understand how students performed on different aspects of writing, and are available at District, School, and individual student levels.

Figure 187. RISE Writing Assessment Writing Dimensions

Dashboard Selector > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Enter Student ID

Average Score, Performance Distribution and Average Points Earned on

Summative: Writing Grade 8

(Summative 2025-2026), by Roster and Reporting Category: DEMO SCHOOL 1, 2025-2026

Filtered By

School: All Schools | Test Reasons: Summative 2025-2026

Roster	Teacher	Writing Dimensions	Writing Dimensions																					
			Essay 1																					
			Argument												Informative									
			Composition						Conventions						Composition						Conventions			
			1 pt	2 pt	3 pt	4 pt	5 pt	6 pt	0.5 pt	1 pt	1.5 pt	2 pt	2.5 pt	3 pt	1 pt	2 pt	3 pt	4 pt	5 pt	6 pt	0.5 pt	1 pt	1.5 pt	2 pt
State			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
District			88% (7)	0% (0)	0% (0)	0% (0)	13% (1)	0% (0)	0% (0)	63% (5)	0% (0)	25% (2)	13% (1)	0% (0)	71% (5)	29% (2)	0% (0)	0% (0)	0% (0)	0% (0)	14% (1)	29% (2)	14% (1)	43% (3)
School			88% (7)	0% (0)	0% (0)	0% (0)	13% (1)	0% (0)	0% (0)	63% (5)	0% (0)	25% (2)	13% (1)	0% (0)	60% (3)	40% (2)	0% (0)	0% (0)	0% (0)	0% (0)	20% (1)	20% (1)	20% (1)	40% (2)
(students not in any roster)			83% (5)	0% (0)	0% (0)	0% (0)	17% (1)	0% (0)	0% (0)	67% (4)	0% (0)	17% (1)	17% (1)	0% (0)	60% (3)	40% (2)	0% (0)	0% (0)	0% (0)	0% (0)	20% (1)	20% (1)	20% (1)	40% (2)
UtahRoster25-26\load1	TE1, Demo31		▼ 100% (2)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	50% (1)	0% (0)	50% (1)	0% (0)	0% (0)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
UtahRoster25-26\load2	TE1, Demo31		▼ 100% (2)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	50% (1)	0% (0)	50% (1)	0% (0)	0% (0)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Rows per page: 10

3 Items: < 1 of 1

The **Writing Dimensions** section contains the following under the Essay header:

- **Essay type.** Either Informative or Argumentative.
 - **Writing dimension** within the essay type, as listed in item rubrics. Composition and Conventions are the two dimensions..
 - **Point value.** A sub-column for each possible item point value for the writing dimension. Each point value sub-column displays the percentage and number of students who earned that number of points.

For each dimension, the lowest ▼ and highest ▲ point values are sometimes highlighted and marked with arrow icons in the rows with the highest percentages. This allows you to quickly identify groups of students who are performing well and those who may need additional support.

Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are “n/a” or are all the same.

To learn about the highlighting and arrow icons, click the more info button in the Essay header. A legend expands, as in Figure 188.

Figure 188. Essay Header Legend (Expanded)

Writing Dimensions																			
Writing Dimensions		Essay																	
		Argument								Informative									
		Composition							Percent of Points Earned	Composition						Conventions			
		1 pt	2 pt	3 pt	4 pt	5 pt	6 pt	0.5 pt		2 pt	3 pt	4 pt	5 pt	6 pt	0.5 pt	1 pt	1.5 pt	2 pt	
		n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		88% (7)	0% (0)	0% (0)	0% (0)	13% (1)	0% (0)	0% (0)		29% (2)	0% (0)	0% (0)	0% (0)	0% (0)	14% (1)	29% (2)	14% (1)	43% (3)	
		88% (7)	0% (0)	0% (0)	0% (0)	13% (1)	0% (0)	0% (0)		40% (2)	0% (0)	0% (0)	0% (0)	0% (0)	20% (1)	20% (1)	20% (1)	40% (2)	
		83% (5)	0% (0)	0% (0)	0% (0)	17% (1)	0% (0)	0% (0)		40% (2)	0% (0)	0% (0)	0% (0)	0% (0)	20% (1)	20% (1)	20% (1)	40% (2)	
		▼ 100% (2)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		▼ 100% (2)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
										0% (0)	50% (1)	0% (0)	0% (0)	n/a					

Percent of Points Earned
This table indicates the percentage of students who obtained each point value on each writing dimension

These cells indicate groups of students, on this page, in your roster/school/district that have the **highest percentage of students obtaining the highest point value** for a particular writing dimension compared to other groups in your roster/school/district.

These cells indicate groups of students, on this page, in your roster/school/district that have the **highest percentage of students obtaining the lowest point value** for a particular writing dimension compared to other groups in your roster/school/district.

How do I access Summative Writing Individual Student Reports?

The Individual Student Report (ISR) 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.

Reporting

Individual Student Report

Last21, Test21
 Student ID: 9090021 | Student DOB: 10/10/2010 | Enrolled Grade: 7
 Date Taken: 10/20/2025

Summative: Writing Grade 8 2025-2026
 USBE
 DEMO SCHOOL 1

How Did Your Child Perform on the Essay?

Essay	Composition	Conventions
Argument Genre	1 out of 6 The response demonstrates an ability to provide a minimal written response to an on-demand prompt. It demonstrates minimal understanding of the task and purpose. Characteristics of a score 1 include: - a statement which references the topic /i> - minimal or no organizational elements /i> - minimal or missing reasons /i> - minimal or missing supporting evidence OR reasoning or elaboration The response may: - be off-purpose (but not off topic; explanatory instead of argument, etc.) /i> - have unrelated material /i> - NOT show evidence of deliberate word choice /i> - NOT have an introduction and/or conclusion /i> - NOT acknowledge alternate or opposing claims	2 out of 3 The response demonstrates an adequate command of conventions and sentence formation in a written response to an on-demand prompt. Characteristics of a score 2 include: - some variation of sentence structure - appropriate use of punctuation, capitalization, sentence formation, and spelling The response tends to: - have some awkward or repetitive sentence structure (but construction does not impede understanding) - have minor errors in usage - have errors that do not impede understanding

To generate and view or export an ISR for a Writing assessment, use the Student Results Generator. Each ISR shows a student's performance on their Writing assessment. Condition codes may display if assigned to the student's response.

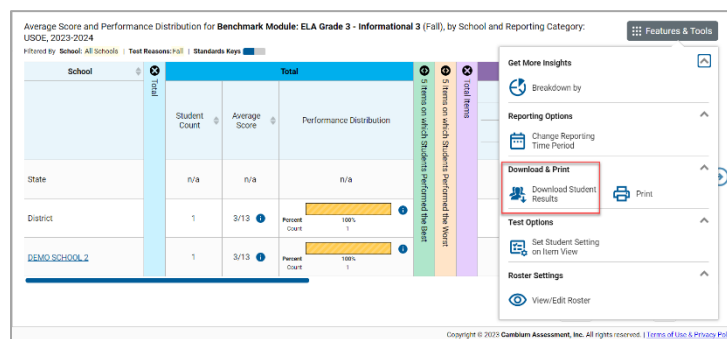
Condition Code	Machine or Human	Description
Blank	Machine	Student did not enter a response.
Insufficient Text (Duplicated Text)	Machine	The response contains a significant amount of text repeated over and over.
Insufficient Text (Too Few Words)	Machine	The response contains too few words to be considered a valid attempt.
Insufficient Text (Copied Text from the Prompt)	Machine	The response is largely composed of text copied from the prompt.
Non-Specific	Machine	The response is unintelligible, incomprehensible, or unrelated. Examples: random keystrokes, undecipherable text, unrelated to prompt, etc.
Off-Topic	Human	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. Note: Responses with a condition code of "O" may be assigned a non-zero conventions score by verification reader.

Written in a language other than English	Human	The response is written in a language other than English.
--	-------	---

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 (view Figure 189).

Figure 189. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens (Figure 190).

- 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 190) 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. NOTE: Users can only include one test reason, one subject, and up to three schools when generating ISRs.

Figure 190. Student Results Generator Window: Select Assessments Section

Student Results Generator

Report Type
☐ Individual Student Report
☒ Student Data File

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select the assessments. Previous Next

- ☒ All Subjects
 - ☒ ELA
 - ☒ Grade 3
 - ☐ CA-CIA Grade 3 ELA
 - ☒ Module: Grade 3 ELA - Editing A
 - ☒ Module: Grade 3 ELA - Editing B
 - ☒ Module: Grade 3 ELA - Informational A
 - ☐ Module: Grade 3 ELA - Literature A

List of subjects, grades, and tests, one test of which is selected

- b. The **Select Students** section (Figure 191) 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. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 191. Teacher View: Student Results Generator Window: Select Students Section

Student Results Generator

Report Type
☐ Individual Student Report
☒ Student Data File

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only overall scores/measures will be included.

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select the students. Filters Previous

- ☒ All Students
 - ☐ furkhan
 - ☐ 122341234112234123411223412341122341234112234123412
 - ☒ Roster 5
 - ☒ (Students Not In Any Roster)

Search field for SSID

List of classes (rosters) and students (all selected)

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 left, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (view Figure 192).

Figure 192. Teacher View: Student Results Generator Window: Select Students Section

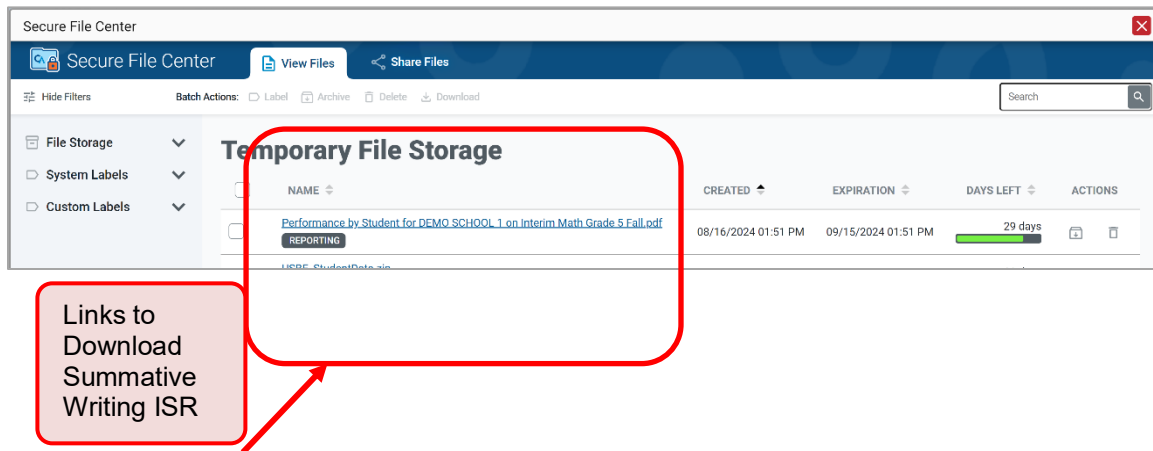
The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', the 'Individual Student Report' radio button is selected. Below it, under 'Print Options', the 'XLS' radio button is selected, and under 'Output', the 'Data File for Each Test' radio button is selected. The main area is titled 'Select the students.' and contains a list of students with checkboxes. A red box highlights the 'Individual Student Report' option, and another red box highlights the 'Data File for Each Test' option. A third red box highlights the 'Options for your ISR files' 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 Secure File Center 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 File Center.
- To access the Secure File Center to download the Summative Writing ISR, click on the Inbox button from any dashboard view (view Figure 193). Once the inbox popover opens, click on the desired ISR (view Figure 194).

Figure 193. Secure File Center Access



Figure 194. Secure File Center View



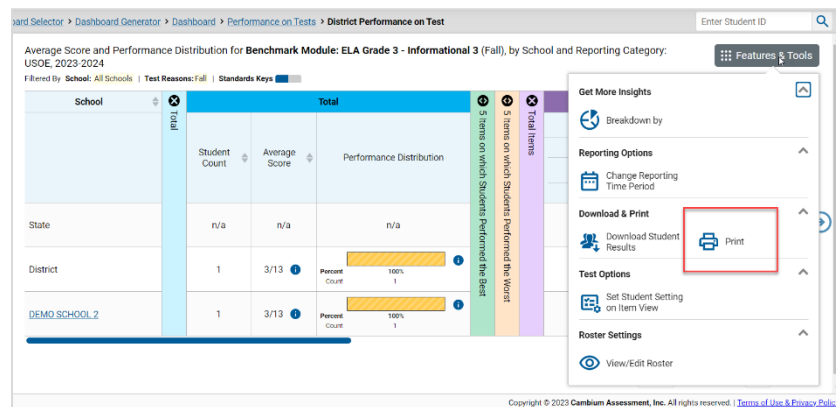
All Users: Export and Print Data

You can export or print most of the data you can view in the Reporting System. Some can be exported directly from the Performance on Test Report. 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 (view Figure 195).

Figure 195. Teacher View: Performance on Tests Report with Expanded Print Menu



A print preview page opens (view Figure 196).

- 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 196. Print Preview Page

The screenshot shows the 'Print Preview Page' with the 'Zoom Level (Display only)' section set to 'Normal'. The 'Print Options' section is expanded, showing options for 'Print', 'Save to PDF', 'Save to Excel', and 'Save to CSV'. The 'Print' option is selected.

Zoom Level (Display only)
 Normal

Report Options
☒ Summary Only
☐ Summary and Item Scores

Print Options
☒ Print
 *Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
☐ Save to PDF
☐ Save to Excel
☐ Save to CSV
 *The data in this report will be exported to a comma separated value document

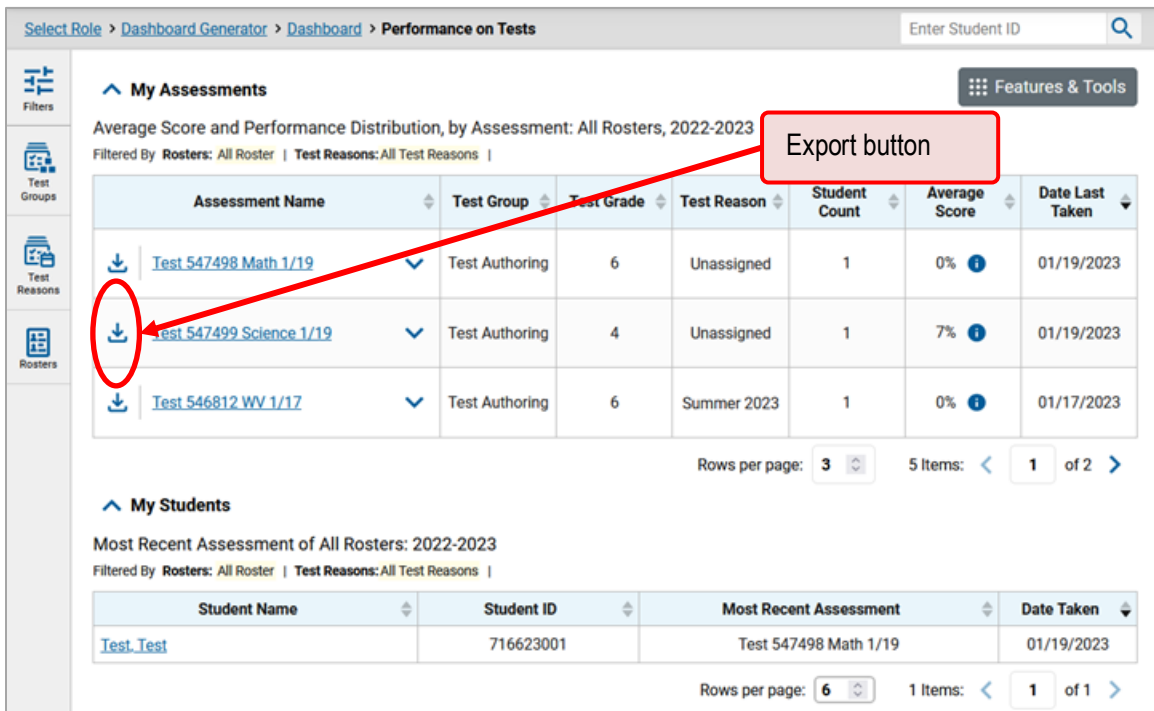
Confirm **Cancel**

2. 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**.
3. Click **Confirm**.

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

1. Click the **Export Button**  to the left of the assessment whose report you wish to export (view Figure 197).

Figure 197. Teacher View: Dashboard



The screenshot shows the 'My Assessments' section of the Teacher View Dashboard. The table lists three assessments, with the second one, 'Test 547499 Science 1/19', having a download icon (Export button) circled in red. A red arrow points from the text 'Export button' to this icon.

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Below the table, there is a section for 'My Students' showing the most recent assessment for a student with ID 716623001, which is 'Test 547498 Math 1/19'.

The **Export Report** window opens (view Figure 198). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

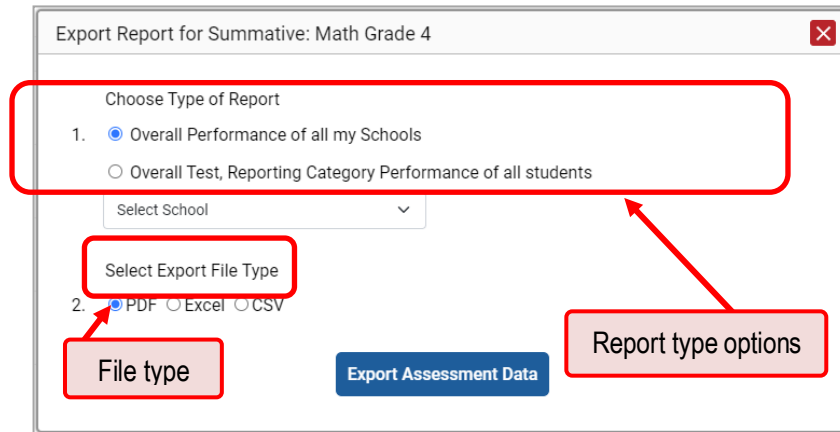
▪ **School-level users and teachers** (Figure 198):

- 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 198. Teacher View: Export Report Window for Summative Assessment

- **LEA-level users** (Figure 199):
 - 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 199. 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 **Secure File Center** window appears with the generated file available for download.

All Users: 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?

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. View 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).

Figure 200. First Page of Individual Student Report (ISR) for Math Summative Assessment

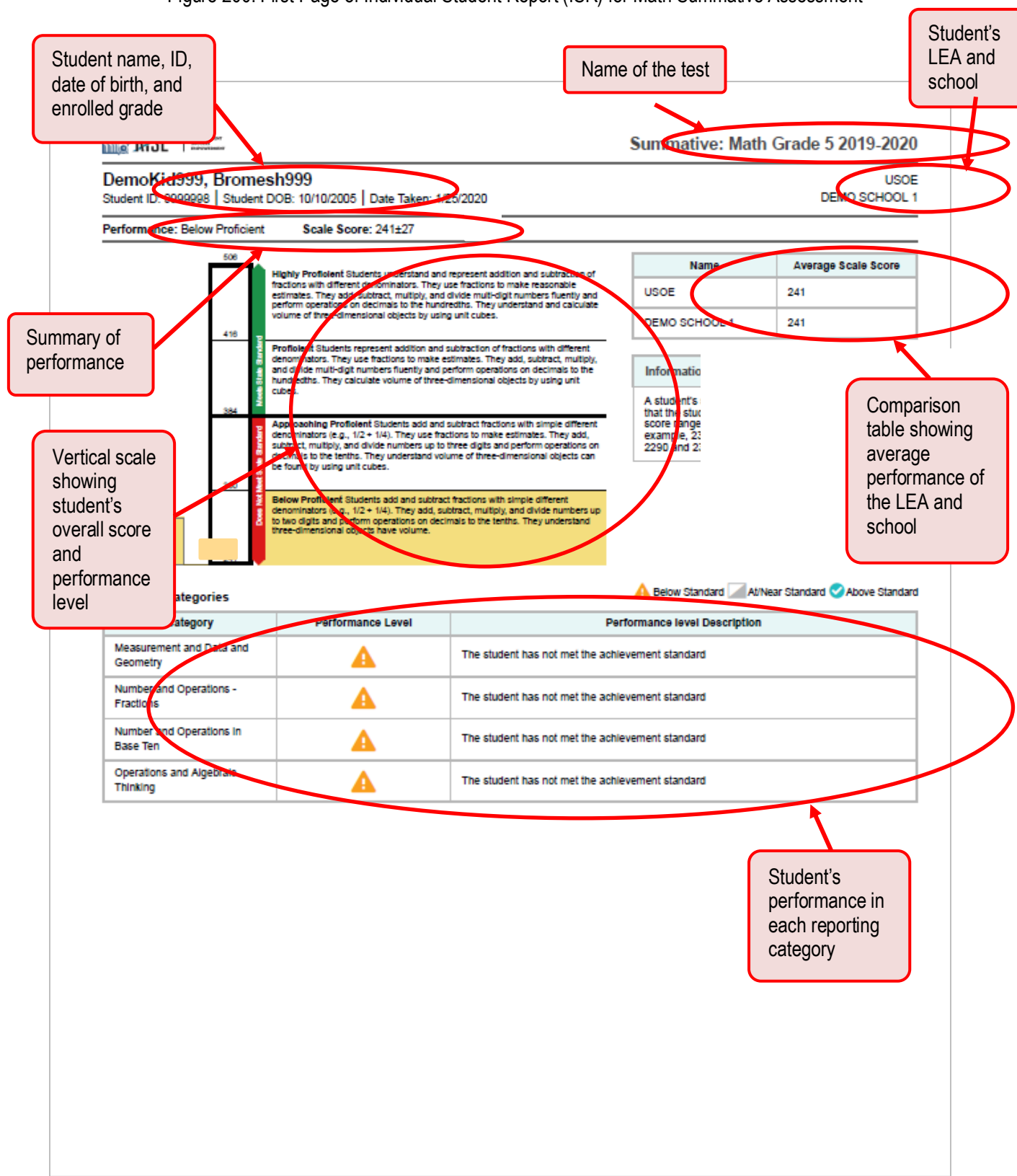


Figure 201. First Page of Individual Student Report (ISR) for ELA Summative Assessment

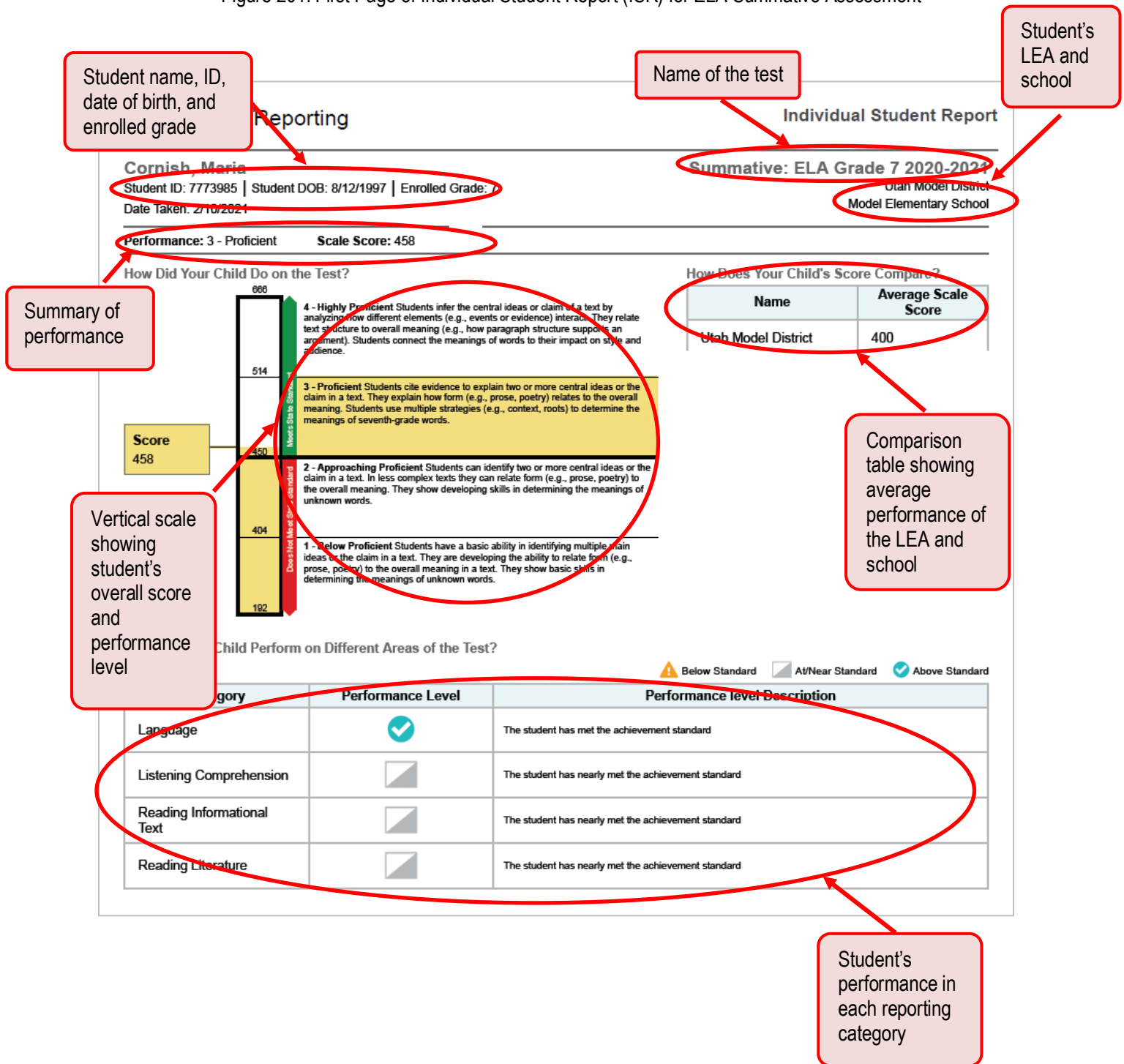
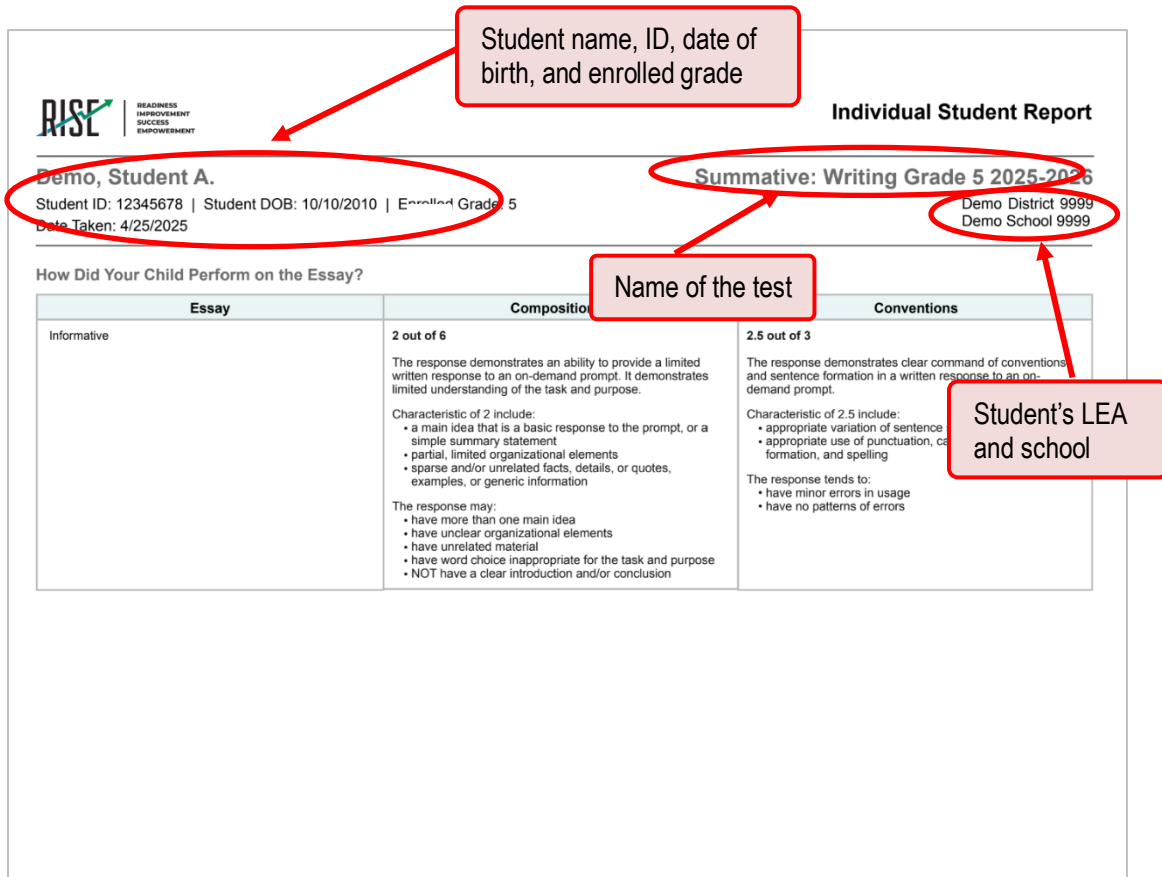


Figure 202. First Page of Individual Student Report (ISR) for Writing Summative Assessment



Individual Student Report

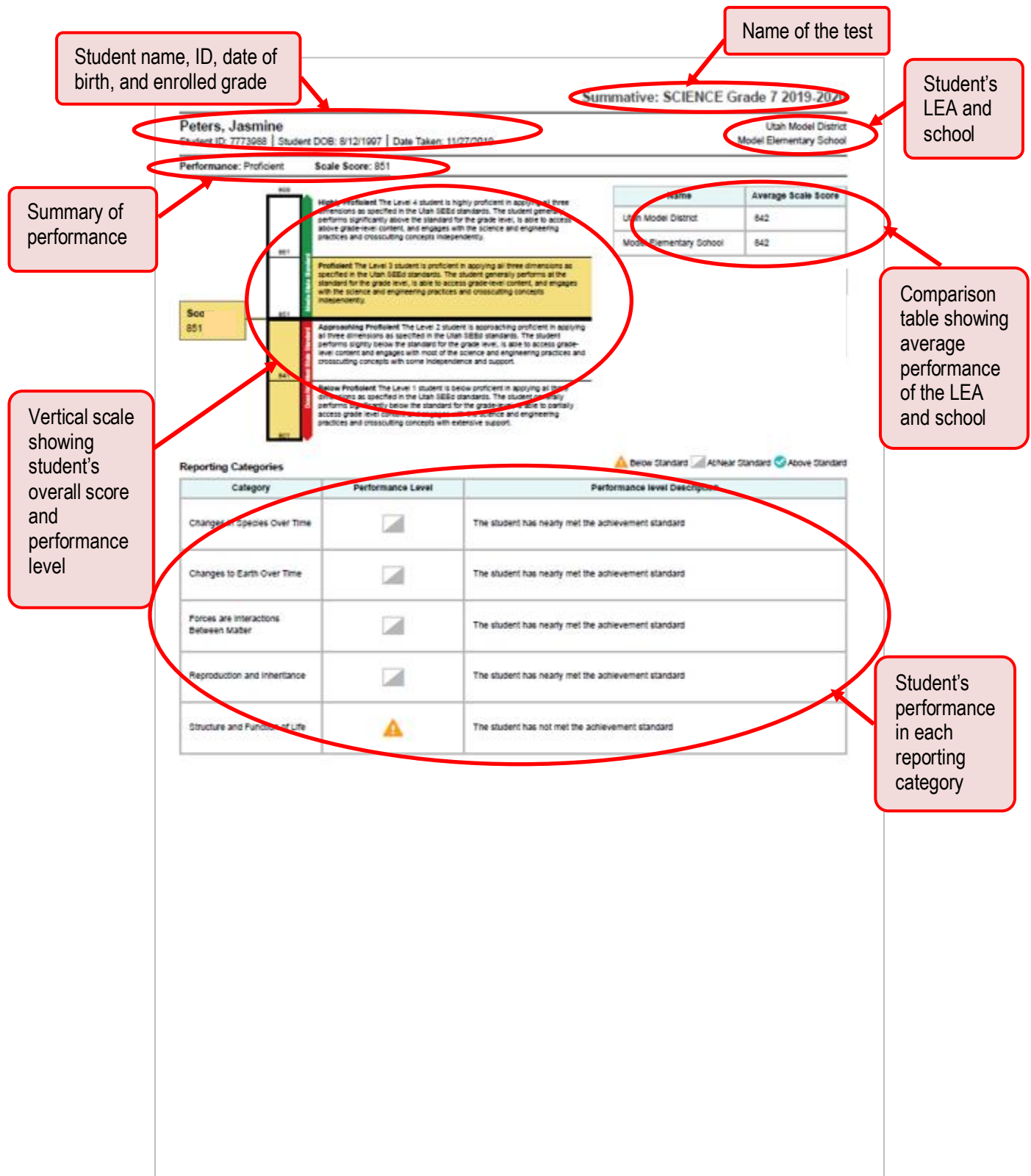
Demo, Student A.
 Student ID: 12345678 | Student DOB: 10/10/2010 | Enrolled Grade: 5
 Date Taken: 4/25/2025

Summative: Writing Grade 5 2025-2026
 Demo District 9999
 Demo School 9999

How Did Your Child Perform on the Essay?

Essay	Composition	Conventions
Informative	2 out of 6 The response demonstrates an ability to provide a limited written response to an on-demand prompt. It demonstrates limited understanding of the task and purpose. Characteristic of 2 include: - a main idea that is a basic response to the prompt, or a simple summary statement - partial, limited organizational elements - sparse and/or unrelated facts, details, or quotes, examples, or generic information The response may: - have more than one main idea - have unclear organizational elements - have unrelated material - have word choice inappropriate for the task and purpose - NOT have a clear introduction and/or conclusion	2.5 out of 3 The response demonstrates clear command of conventions and sentence formation in a written response to an on-demand prompt. Characteristic of 2.5 include: - appropriate variation of sentence - appropriate use of punctuation, capitalization, and spelling The response tends to: - have minor errors in usage - have no patterns of errors

Figure 203. First Page of Individual Student Report (ISR) for Science Summative Assessment



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

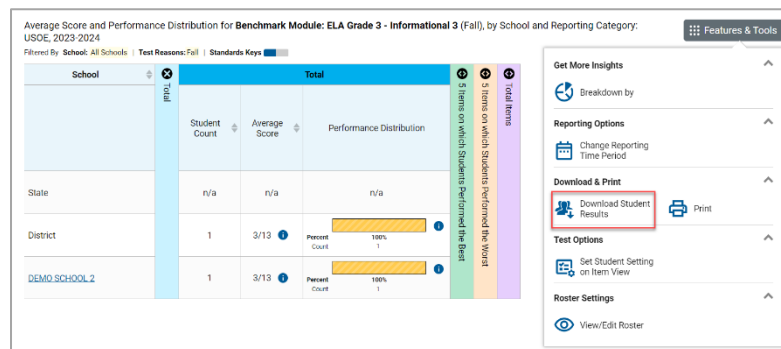
To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student's overall performance on their assessment plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students 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.

1. Click the **Download Student Results** button  in the upper-right corner of the page (Figure 204).

Figure 204. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens (Figure 205).

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.
 - a. In the Select Test Reasons section (Figure 201), mark the checkbox for each test reason you want to include in the report. Test reasons are either test windows or categories for assessments. NOTE: Users can include only one test reason when generating ISRs.

Figure 205. Student Results Generator Window: Select Test Reasons Section

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data File

Print Options
 Report Format
☒ XLS ☐ CSV ☐ TXT
 Output
☒ Data File for Each Test ☐ Single Combined Data File
Sub-scores will not be available in the combined data file; only scores will be

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select a test reason.

- ☒ 1st opportunity
- ☐ 2022-2023 (ELPA21 Screener)
- ☐ 2nd opportunity
- ☐ ALT_ELPA_22_23
- ☐ Spring 2023 (ELPA21 Summative)
- ☐ Spring 2023 (Summative)
- ☐ Summer 2022
- ☐ Summer 2023
- ☐ Unassigned

Next

Generate Cancel

List of test reasons (test windows or categories), one of which is selected

Button to proceed to next section (**Select Assessments**)

- b. The **Select Assessments** section (Figure 206) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report. NOTE: Users can only include one subject of assessments when generating ISRs (e.g., only an assessment or group of assessments in ELA, only an assessment or group of assessments in math, etc.).

Figure 206. Student Results Generator Window: Select Assessments Section

Student Results Generator

Report Type
☒ Individual Student Report ☐ Student Data File

Print Options
 Report Format
☒ Single PDF ☐ Multiple PDFs in a ZIP file
 PDF Type
☒ Simple ☐ Detailed

Search by Student ID Enter up to 5 comma-separated student IDs **Search**

Select the assessments. Previous Next

- ELA
 - Grade 3
 - ☐ CA-CIA Grade 3 ELA
 - ☒ Module: Grade 3 ELA - Editing A
 - ☒ Module: Grade 3 ELA - Editing B
 - ☒ Module: Grade 3 ELA - Informational A
 - ☐ Module: Grade 3 ELA - Literature A
 - ☐ Module: Grade 3 ELA - Literature B

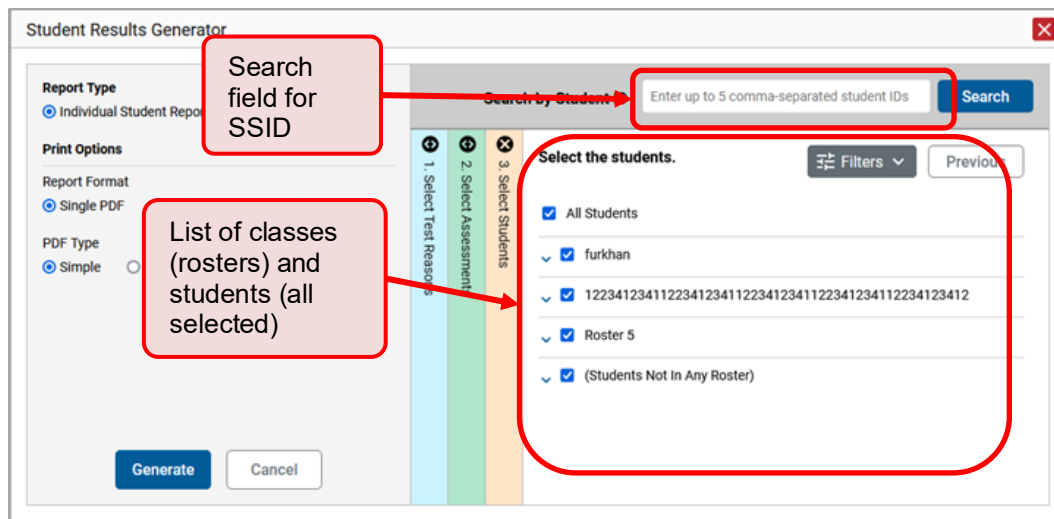
Generate Cancel

List of subjects, grades, and tests, one test of which is selected

- c. The **Select Students** section (Figure 207) 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. NOTE: Users can include up to three schools when generating 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. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

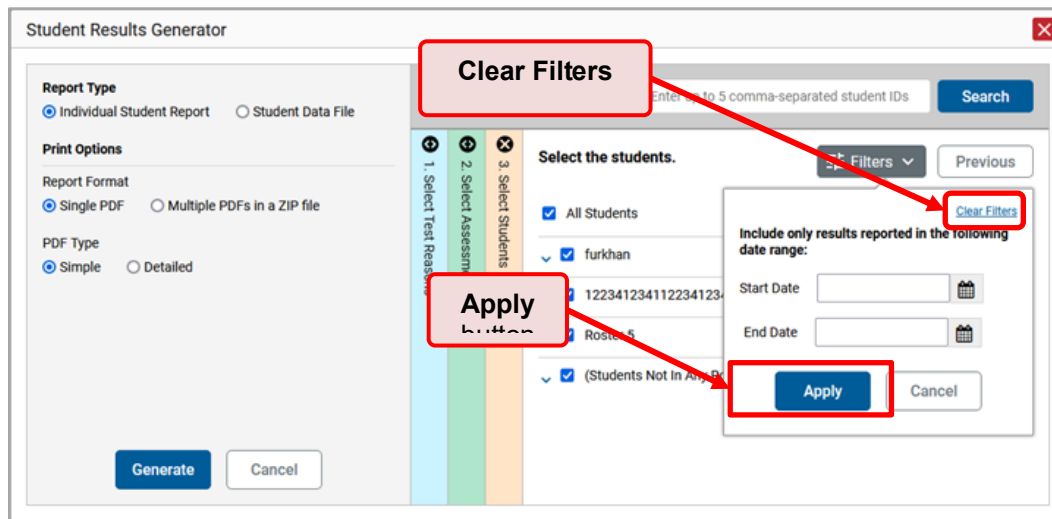
Figure 207. Teacher View: Student Results Generator Window: Select Students Section



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

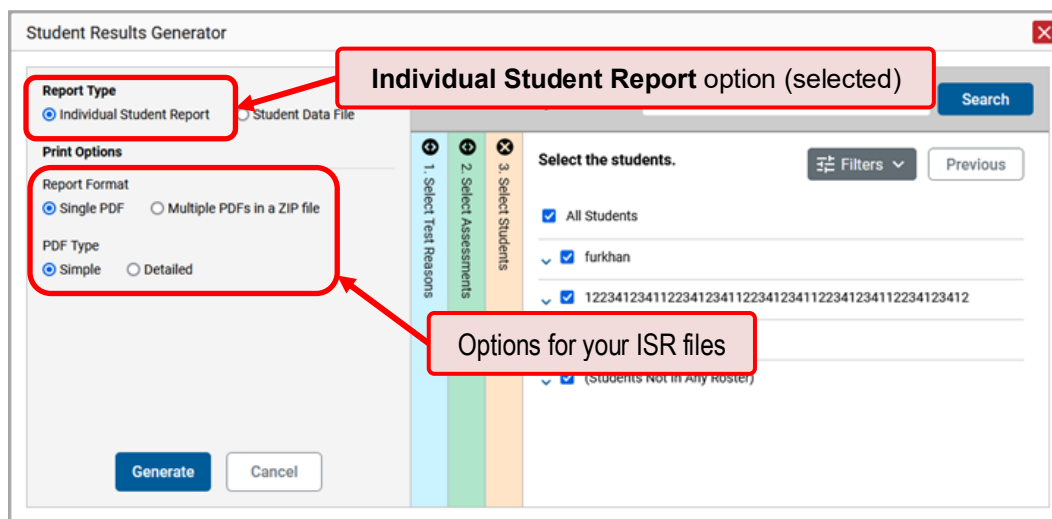
- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - ix. Open the **Filters** menu. The menu displays two date fields, as in Figure 208.
 - x. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - xi. Click **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 208. 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 left, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (view Figure 209).

Figure 209. 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.

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.
7. Click **Generate**. Once ISR generation is finished, the Secure File Center 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.

All Users: 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.

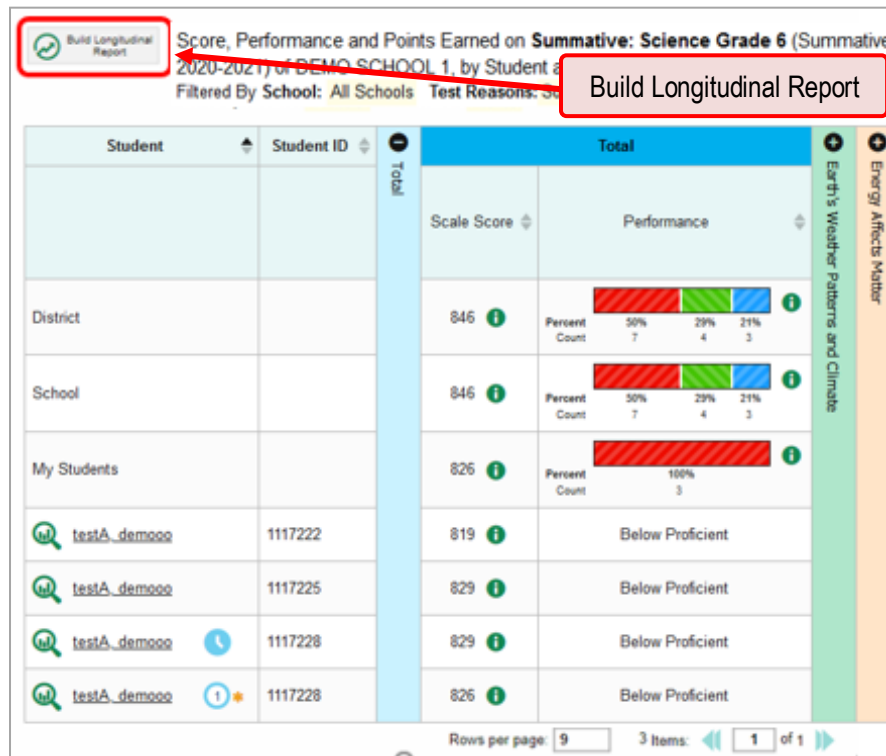
How can I access a Longitudinal Report comparing related Summative assessments?

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 (view Figure 210) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 210. 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 (view Figure 211) 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 211. LEA-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only

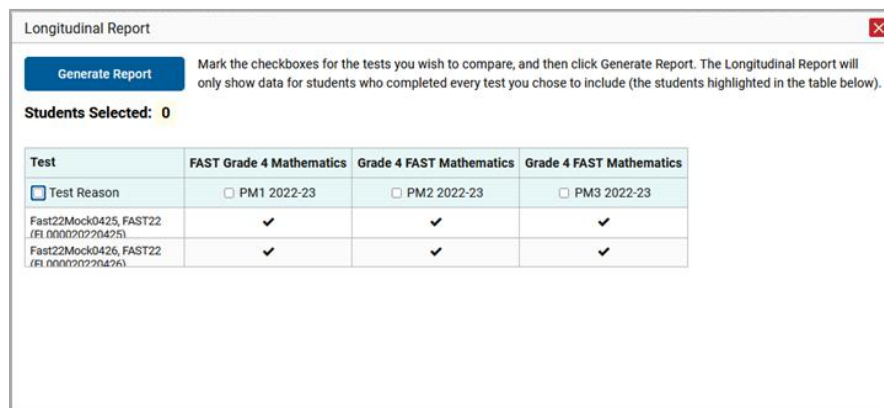
Longitudinal Report

Progression Select

Generate Report

- **Teachers only:** If the assessment results you're looking at are for multiple students, a table appears with a column for each assessment (view Figure 212). 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 212. Teacher View: Longitudinal Report Window: Detailed Report Options Page



Test	FAST Grade 4 Mathematics	Grade 4 FAST Mathematics	Grade 4 FAST Mathematics
☐ Test Reason	☐ PM1 2022-23	☐ PM2 2022-23	☐ PM3 2022-23
Fast22Mock0425, FAST22 (FI.000020220425)	✓	✓	✓
Fast22Mock0426, FAST22 (FI.000020220426)	✓	✓	✓

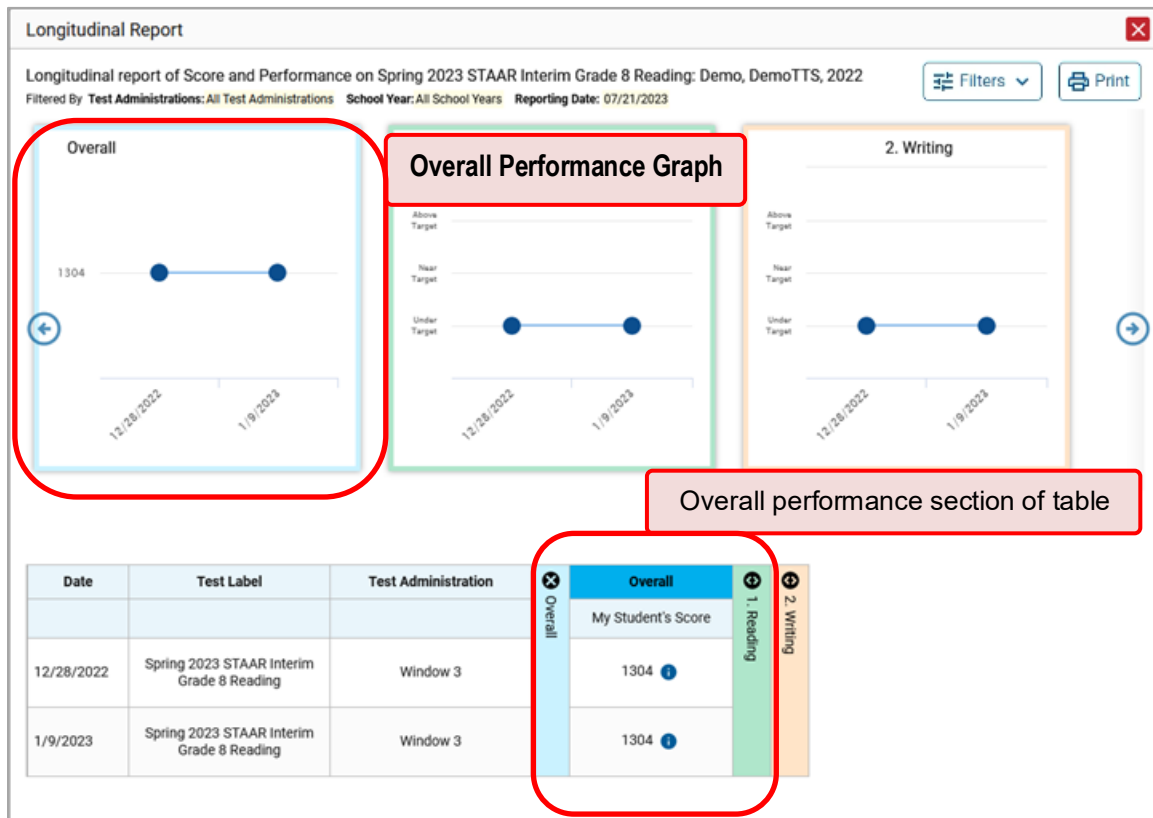
- Mark the checkbox for each assessment/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The assessments that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate 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 (view Figure 213). 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 213. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



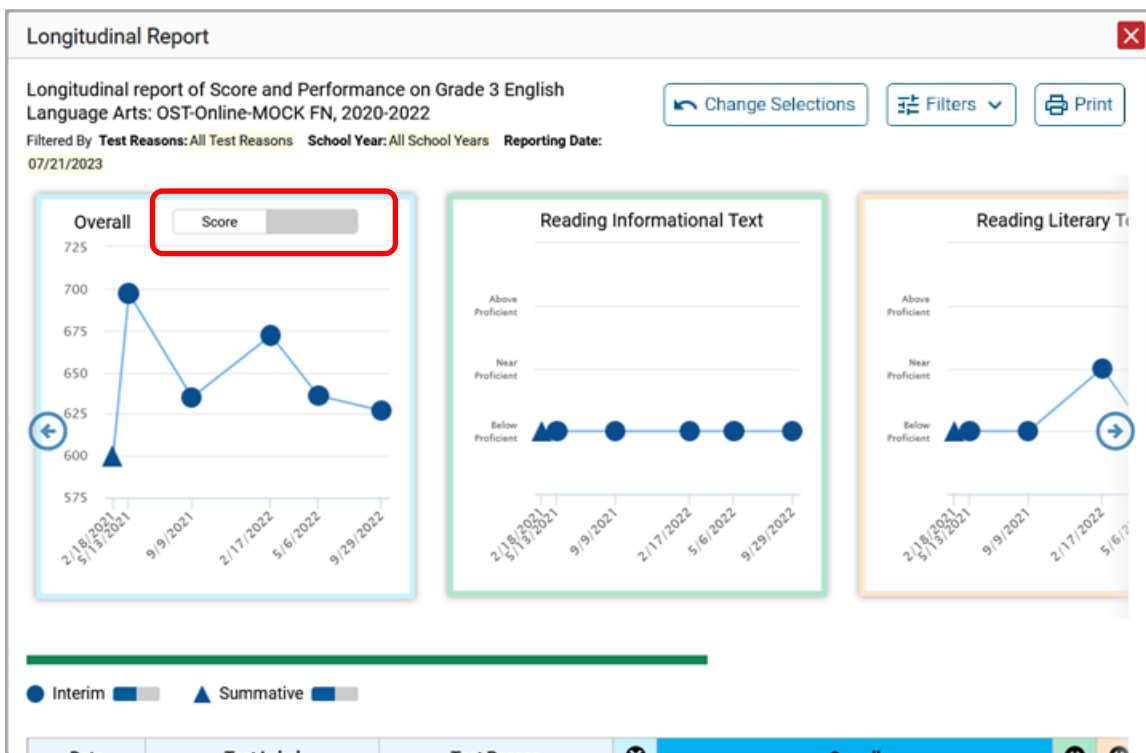
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

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 214. 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 214. 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 view 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.

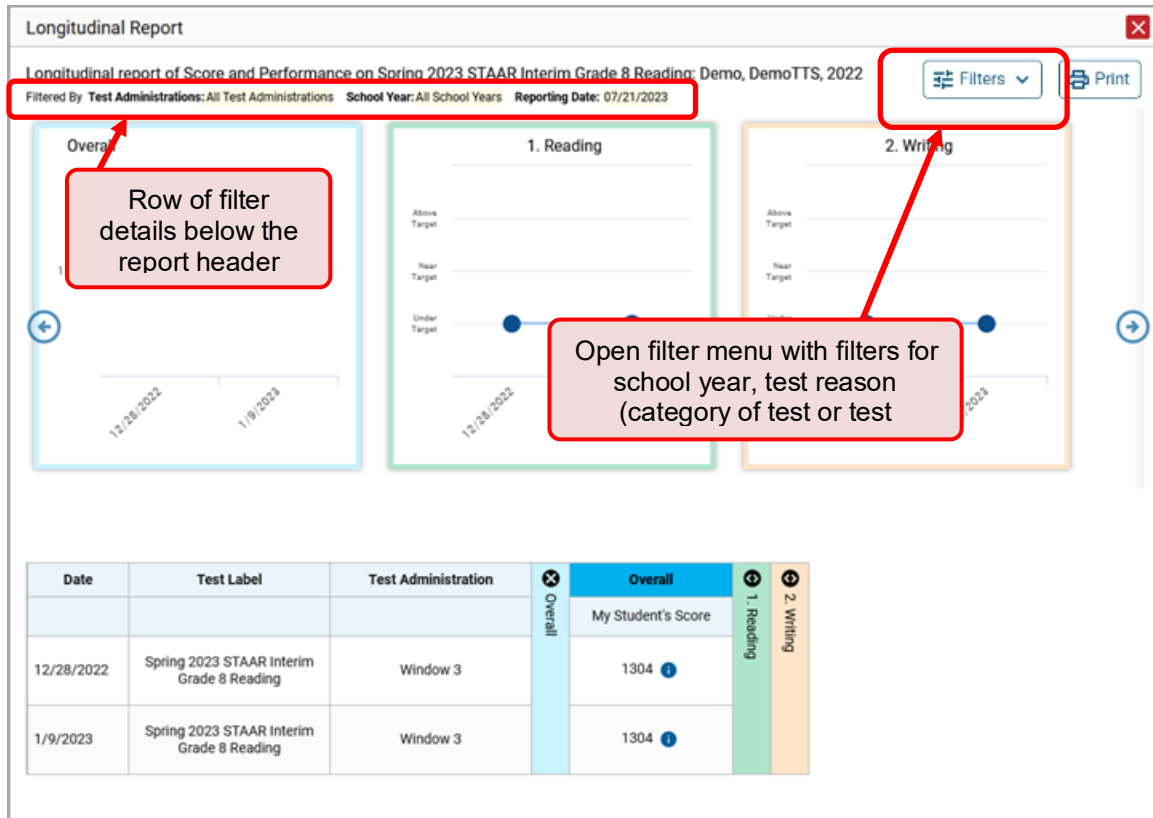
How can I show some assessments and not others in the report?

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 (view Figure 215).

Figure 215. 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. “2025” refers to the 2025–2026 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 view.

2. Click **Apply**.

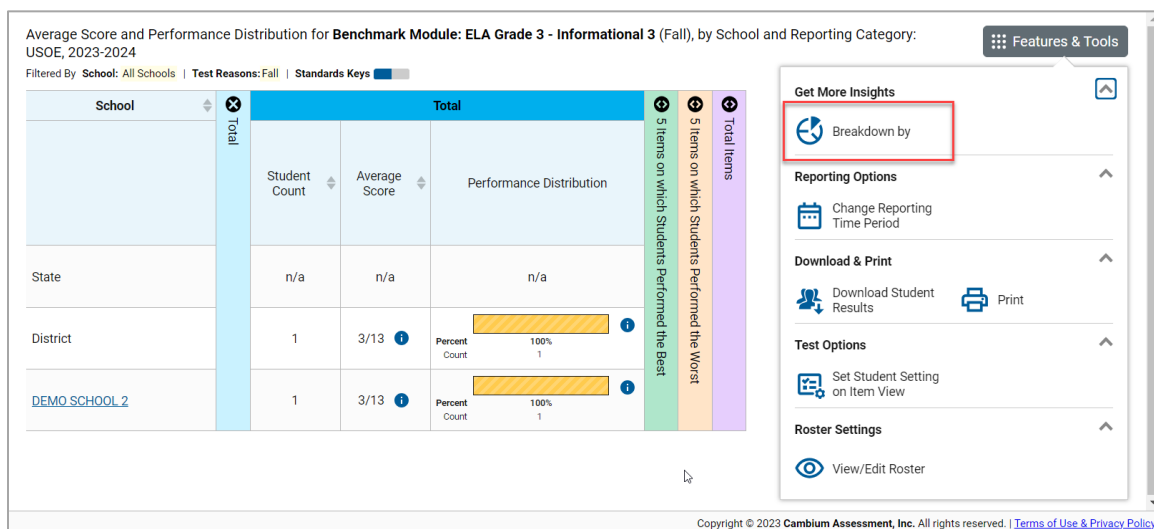
3. *Optional:* To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in Figure 215, 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 216) to compare performance between different demographic sub-groups. This button is available for most aggregate assessment results.

Figure 216. 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 (view Figure 216).

The **Breakdown Attributes** window opens (view Figure 217).

Figure 217. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

The screenshot shows a window titled "Breakdown Attributes" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Select up to three options". This section contains four checkboxes arranged in two columns: "English Learner" (unchecked), "Enrolled Grade" (checked), "Ethnicity" (unchecked), and "Gender" (checked). A red box highlights these four options. Below this section is a checkbox labeled "Include unspecified values" (unchecked). A red box highlights this checkbox, and a callout box labeled "Include unspecified values option" points to it. To the right of the "Include unspecified values" checkbox, there is a callout box labeled "Demographic options" with an arrow pointing to the "Enrolled Grade" and "Gender" checkboxes.

2. Select up to three student demographic categories.

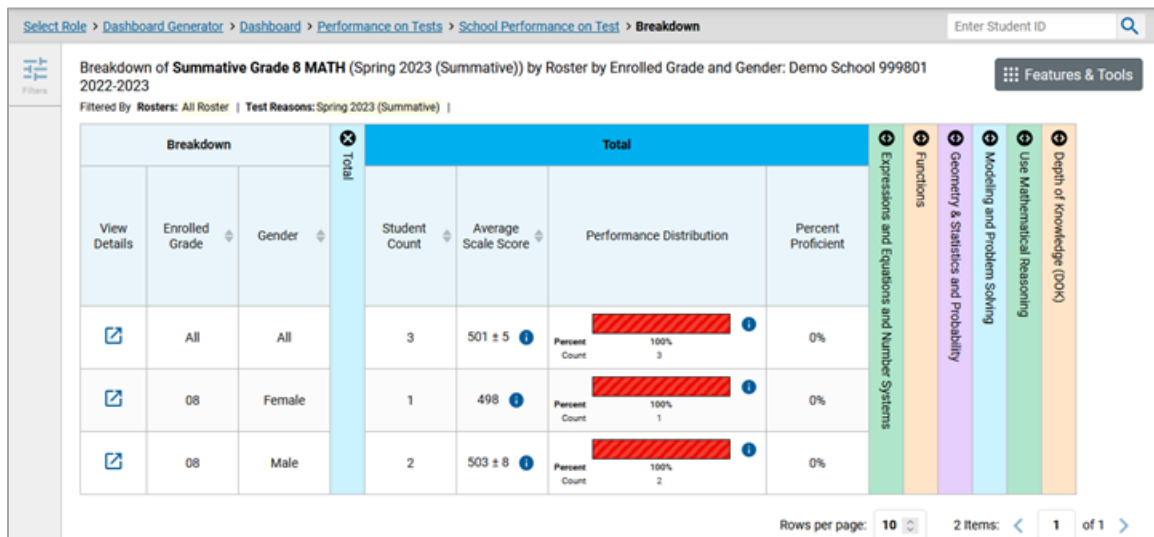
There is also an **Include unspecified values** checkbox, explained below:

- 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 (view Figure 218).

Figure 218. Demographic Breakdown of a My Students' Performance on Test Report



All Users: 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.

1. Click the **Features & Tools** button in the upper-right corner of the page.

Figure 219. Teacher View: Performance on Tests Report

Select Role > Dashboard Generator > Dashboard > Performance on Tests Enter Student ID

Filters
 Test Groups
 Test Reasons
 Rosters

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023
 Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons |

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023
 Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons |

Student Name	Student ID	Most Recent Assessment	Date Taken
Test_Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

Features & Tools

- The **Student Results Generator** window opens (view Figure 220).

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.

- 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.
 - In the **Select Test Reasons** section (view Figure 220), 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. NOTE: Users can only include one test reason when generating student data files.

Figure 220. 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.

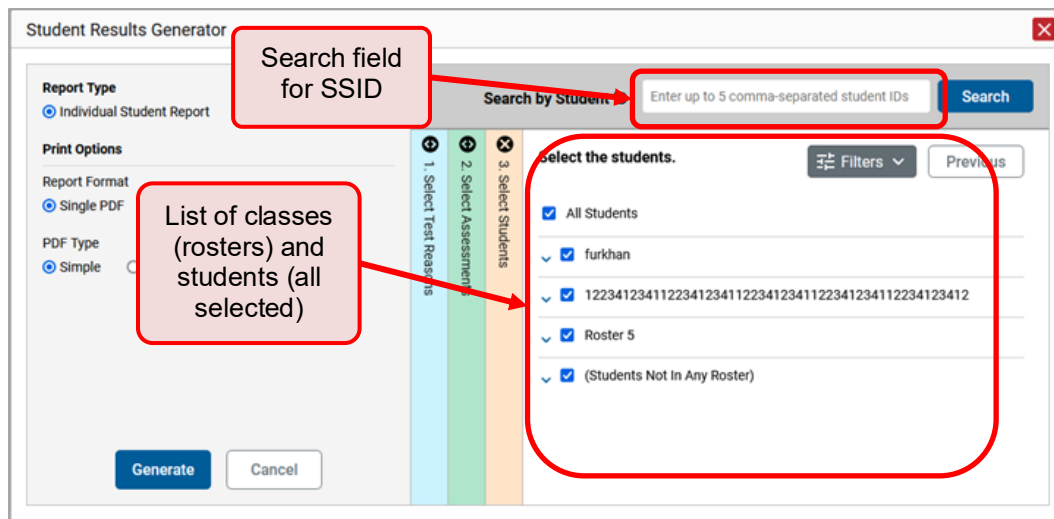
- b. The **Select Assessments** section (view Figure 221) groups assessments by subject and grade. Mark the checkboxes beside the assessments or groups of assessments you want to include in the report, or mark **All Subjects**.

Figure 221. Student Results Generator Window: Select Assessments Section

- c. The **Select Students** section (view Figure 222) 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. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 222. 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 (View Figure 219). 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 223. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has 'Student Data File' selected. The 'Print Options' section shows 'Report Format' as 'XLS' and 'Output' as 'Data File for Each Test'. The main area is titled 'Select the Students.' and includes a search bar, a 'Filters' dropdown menu, and a list of student selection options. The 'Filters' menu is open, showing options to 'Include only results reported in the following date range:' with 'Start Date' and 'End Date' fields. The 'Apply' button is highlighted in the bottom right of the filter menu. Red boxes and arrows point to the 'Clear Filters' button in the top left, the 'Clear Filters' link in the filter menu, and the 'Apply' button.

4. From the two Report Type options in the panel on the left (view Figure 224), select **Student Data File**. More options appear below.

Figure 224. Teacher View: Student Results Generator Window: Select Students Section

The screenshot shows the 'Student Results Generator' window. On the left, the 'Report Type' section has 'Student Data File' selected. The 'Print Options' section shows 'Report Format' as 'Single PDF' and 'PDF Type' as 'Simple'. The main area is titled 'Select the Students.' and includes a search bar, a 'Previous' button, and a list of student selection options. Red boxes and arrows point to the 'Student Data File' option under 'Report Type', the 'Student Data File option (selected)' label, and the 'Report Format options' (Single PDF, Multiple PDFs in a ZIP file, Simple, Detailed) under 'Print 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 Secure File Center 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.

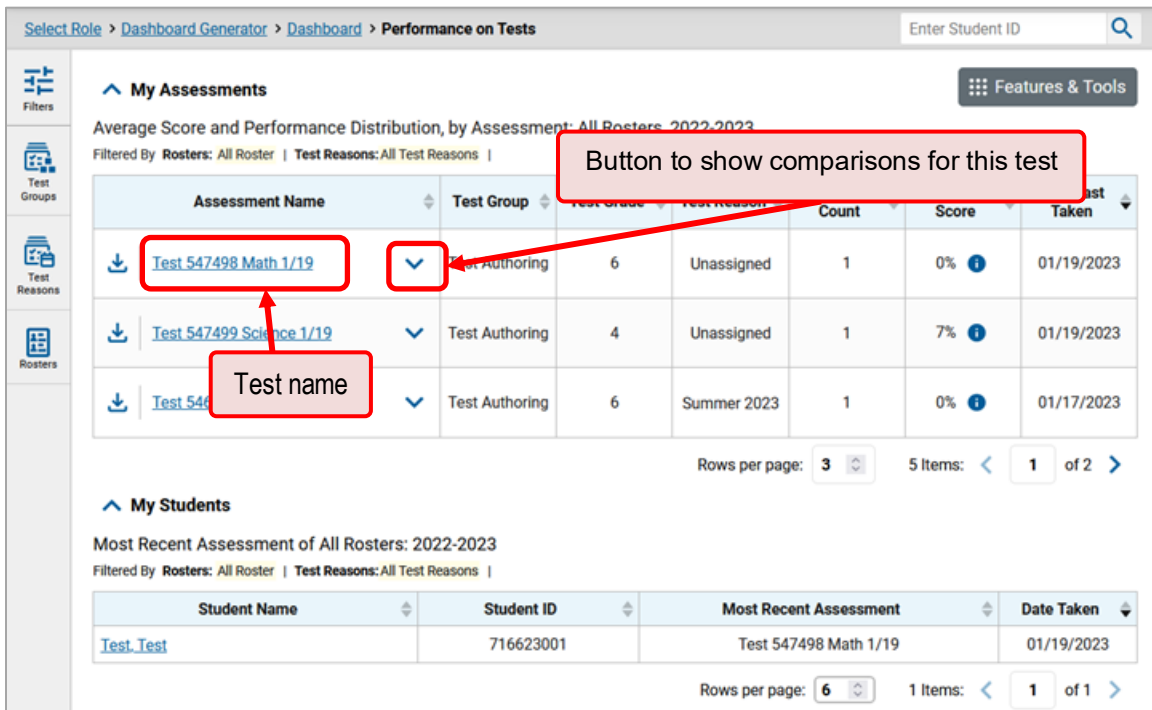
All Users: Compare Students' Summative Assessment Data with Data for Your LEA, School, and/or Total Students

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 (View Figure 225), click  to the right of an assessment name.

Figure 225. Teacher View: Performance on Tests Report



My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters: 2022-2023
 Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Count	Score	Date Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 547500 Math 1/19	Test Authoring	6	Summer 2023	1	0%	01/17/2023

Rows per page: 3 | 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023
 Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 | 1 Items: 1 of 1

Rows containing data for the state, LEA, and/or school appear below, as in Figure 226.

Figure 226. Teacher View: Performance on Tests Report with Expanded Comparison Rows

Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023

Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
State Test 547498 Math 1/19	Test Authoring	6	Unassigned	n/a	n/a	—
District Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
School Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
Test 546812 WY 1/17						01/17/2023

1 of 2

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

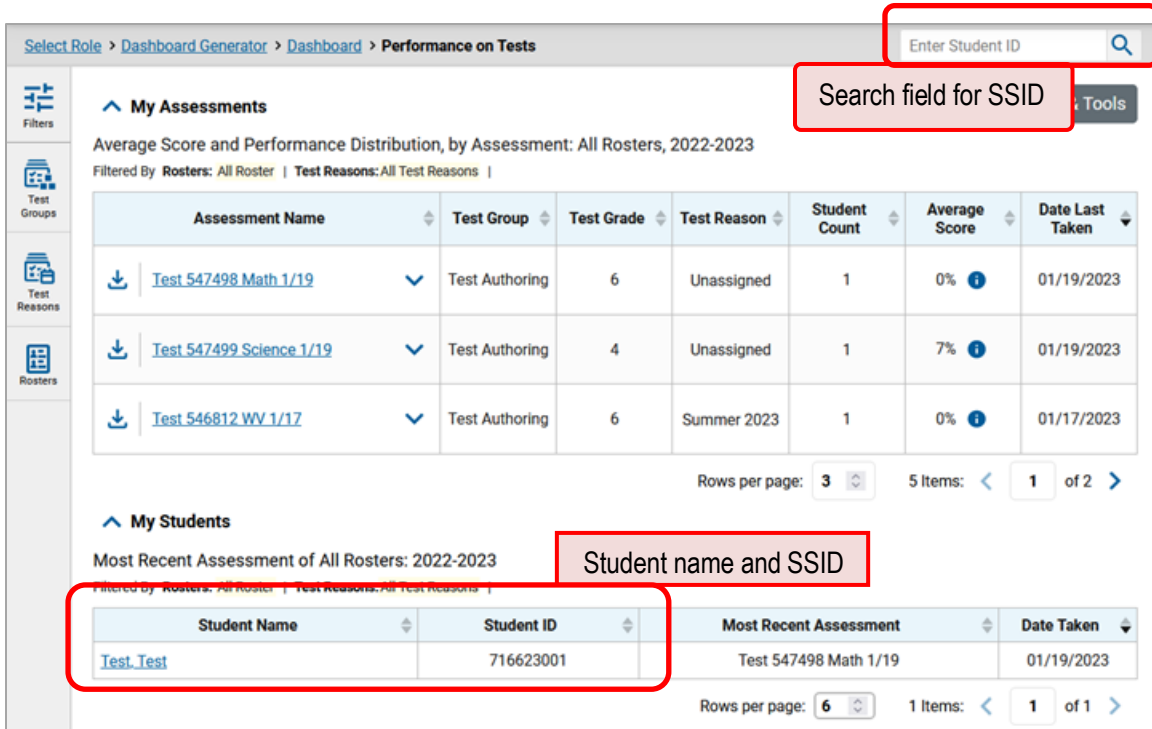
How can I compare a student's performance on their Summative assessments with that of my LEA, school, and/or total students?

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 view 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  (view Figure 227). 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.

Figure 227. Teacher View: Performance on Tests Report



Select Role > Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID 

Search field for SSID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2022-2023

Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0% 	01/19/2023
Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7% 	01/19/2023
Test 546812 WV 1/17	Test Authoring	6	Summer 2023	1	0% 	01/17/2023

Rows per page: 3 5 Items: 1 of 2

My Students

Most Recent Assessment of All Rosters: 2022-2023

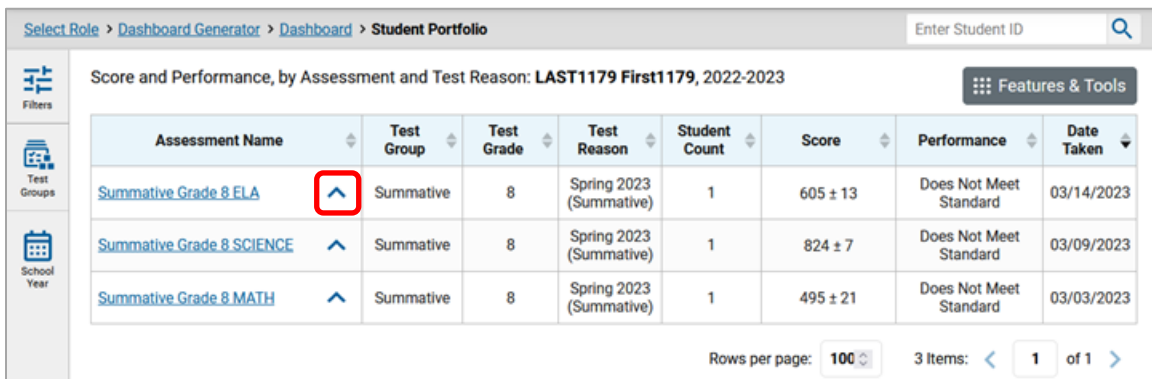
Student name and SSID

Student Name	Student ID	Most Recent Assessment	Date Taken
Test Test	716623001	Test 547498 Math 1/19	01/19/2023

Rows per page: 6 1 Items: 1 of 1

2. Click  to the right of an assessment name (view Figure 228).

Figure 228. Student Portfolio Report



Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID 

Score and Performance, by Assessment and Test Reason: LAST1179 First1179, 2022-2023

Features & Tools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Summative Grade 8 ELA 	Summative	8	Spring 2023 (Summative)	1	605 ± 13	Does Not Meet Standard	03/14/2023
Summative Grade 8 SCIENCE 	Summative	8	Spring 2023 (Summative)	1	824 ± 7	Does Not Meet Standard	03/09/2023
Summative Grade 8 MATH 	Summative	8	Spring 2023 (Summative)	1	495 ± 21	Does Not Meet Standard	03/03/2023

Rows per page: 100 3 Items: 1 of 1

Rows containing data for your state, LEA, school, and/or total students appear below, as in Figure 229.

Figure 229. Student Portfolio Report with Expanded Comparison Rows

Select Role > Dashboard Generator > Dashboard > Student Portfolio

Enter Student ID

Score and Performance, by Assessment and Test Reason: **Test Test, 2022-2023**

Button to hide comparisons for this test

	Assessment Name	Test Group	Test Grade				
	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	01/19/2023
State	Test 547498 Math 1/19	Test Authoring	6	Unassigned	n/a	n/a	—
District	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
School	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
My Students	Test 547498 Math 1/19	Test Authoring	6	Unassigned	1	0%	—
	Test 547499 Science 1/19	Test Authoring	4	Unassigned	1	7%	01/19/2023
	Test 547496 ELA 1/19	Test Authoring	3	Unassigned	1	0%	01/19/2023

Rows per page: 3 6 Items: 1 of 2

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 **Features & Tools** menu to access rosters. Refer to 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	Machine or Human	Description
Blank	Machine	Student did not enter a response.
Insufficient Text (Duplicated Text)	Machine	The response contains a significant amount of text repeated over and over.
Insufficient Text (Too Few Words)	Machine	The response contains too few words to be considered a valid attempt.
Insufficient Text (Copied Text from the Prompt)	Machine	The response is largely composed of text copied from the prompt.
Non-Specific	Machine	The response is unintelligible, incomprehensible, or unrelated. Examples: random keystrokes, undecipherable text, unrelated to prompt, etc.
Off-Topic	Human	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. Note: Responses with a condition code of "O" may be assigned a non-zero conventions score by verification reader.
Written in a language other than English	Human	The response is written 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** (view Figure 230). 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 230. Banner

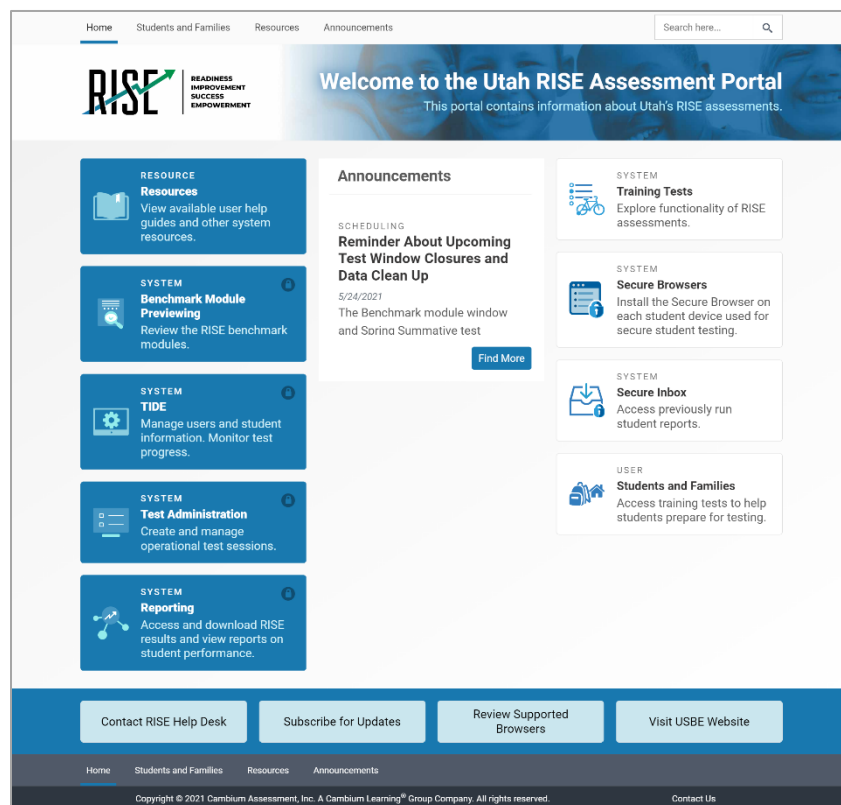


L

Login Process

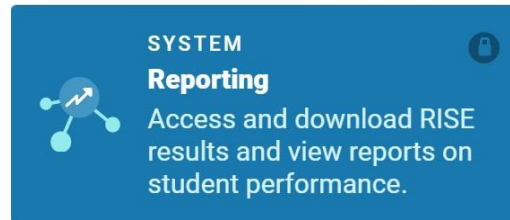
1. Navigate to the RISE Portal (view Figure 231) at UtahRISE.org.

Figure 231. RISE Portal Home Page



2. Click the **Reporting** card (view Figure 232). The login page appears.

Figure 232. Reporting Card



3. On the login page, enter the email address and password you use to access all RISE systems.

Figure 233. Login Page

- b. Click **Sign In**.
4. If the **Confirm Account** 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 234. Confirm Account Page

5. If your account is associated with multiple institutions, you are prompted to select a role, as in Figure 235. From the *Role* drop-down list, select the role and institution combination you wish to use. You can also change your institution after signing in.

Figure 235. Select Role Window

The Dashboard Generator for your user role appears.

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 **Reset Password** and enter your email address in the *E-mail Address* field. Click **Send Link to Email**. You will receive an email with a new temporary link to reset your password.

Figure 236. 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 sign 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 (view Figure 237). Previous assessments are marked with numbers 1, starting from the earliest assessment completed.

Figure 237. School Performance on Benchmark Test Report: Performance by Student Tab

Student	Student ID	Total	Score	Performance	Total Items
State		10/12			
District		10/12			
School		10/12			
My Students		10/12			
Doe_Jane	1116351	10/12		100%	5 Items on which Stud
Doe_Jane	1116351	3/12			5 Items on which Stud
Doe_Jane	1116351	4/12		Below Standard	5 Items on which Stud

Legend:
 ⌚ Most Recent Assessment
 ⭐ Opportunity is not included in calculations of average scores and performance levels

Rows per page: 4 3 Items: 1 of 1

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 an 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 (

Figure 238). 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 238. Students with Other Test Statuses Window

: Students with Other Test Statuses

Name	Student ID	Condition Code	Date Taken
test_Test	9210035	Insufficient to score	10/28/2025
test_Test	9210233	Invalidated	10/31/2025

Student names

Student IDs

Condition codes

Dates the tests were taken

P

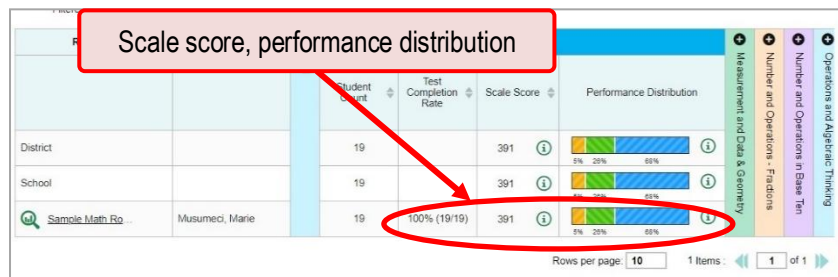
Performance Data

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 (view Figure 239).

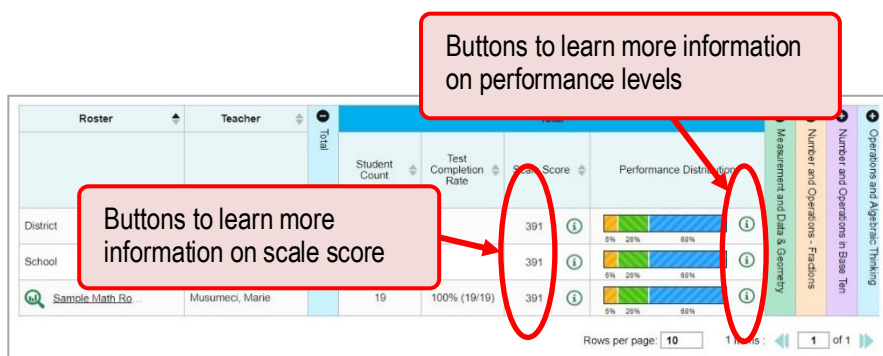
Figure 239. LEA-Level User View: School Performance on Test Report



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 (view Figure 240).

Figure 240. 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.

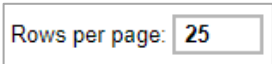
R

Report Tables

How can I sort a table?

1. 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.
2. 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.

- 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.
- 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.

S

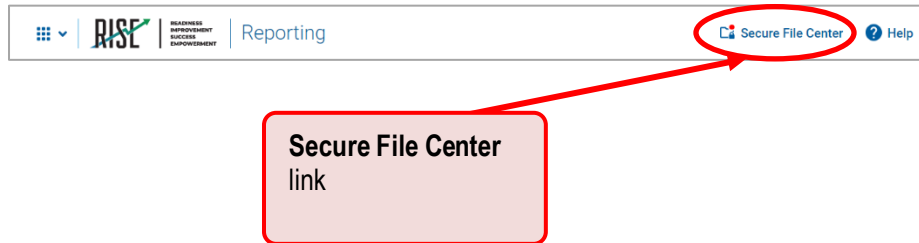
Secure File Center

How can I use the Secure File Center?

The Reporting System allows you to access a Secure File Center that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Secure File Center serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

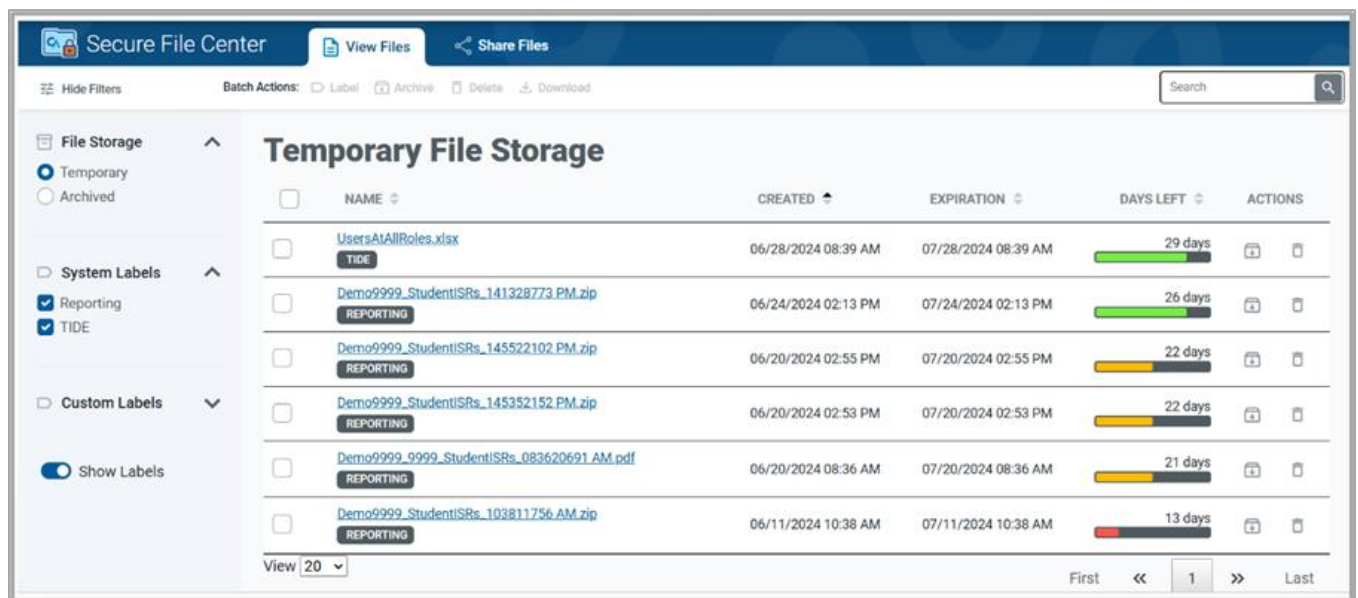
Each user's Secure File Center is personal and not shared among other users. Users can easily manage the files in their Secure File Centers. The files are categorized into different storage folders to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, exported files are available for 30 days while secure files are available for the period specified by the USBE. Users can archive or delete files as needed, except for secure files uploaded by administrators. Users can also share files to other users' Secure File Centers.

Figure 241. Banner



1. In the banner, click **Secure File Center**. The **Secure File Center** window appears, listing the available files (view Figure 242). By default, the Secure File Center displays the **View Files** tab.

Figure 242. Secure File Center Window: View Files Tab: Temporary



2. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner.
3. *Optional:* Click **Show Filters** at the top left to open the filters panel.
 - a. Expand the **File Storage** section and choose either of the available folders:
 - **Temporary:** Displays all files except those that have been archived.
 - **Archived:** Displays files that have been archived.
 - b. To hide or display files by system label, expand the System Labels section and use the checkbox for each label.
 - c. To hide or display files by custom label, click the Custom Labels toggle and use the checkbox for each label.

4. *Optional:* Do any of the following:
 - To download files, click the name of a file or select the checkboxes and then select **Download**.
 - To add a new custom label or apply an existing custom label, select the checkbox beside the file, then select **Label**. The **Manage & Assign Labels** pop-up appears.
 - To create a new custom label, select **Create New Label**, enter the label name, and click **Add**.
 - To apply existing custom labels, select the checkboxes beside the labels, then select **Apply Selected Labels**.
 - To archive files, select the checkboxes beside them, then select **Archive**. To unarchive a file from the **Archived** folder, select .
 - To delete files, select the checkboxes beside them, then select **Delete**.
5. *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.
6. *Optional:* To hide or display system labels, click the System Labels toggle.
7. *Optional:* To hide files with a specific system label, unmark the checkbox for that system label.
8. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
9. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Share Files to Other Users' Secure File Centers

1. From the banner, select **Secure File Center**. The **Secure File Center** page appears. By default, the **View Files** tab displays.
2. Select the **Share Files** tab (view Figure 243).
3. In the *Select Recipients* section, do one of the following:
 - a. Select **Role** to share a file or files with a group of users by user role.
 - b. Select **Email** to share a file or files with up to 25 users at a time by email address. If you select **Email**, skip to step 6.

Figure 243. Secure File Center Window: Share Files Tab: Role

Share Files

Select Recipients

Select recipients based on: ☒ Role ☐ Email

Select Roles

☐ State roles
 ☐ District roles
 ☐ School roles

Select Files



Drag & Drop to Upload or

Choose File(s)

Accepted file types: CSV, DOC/DOCX, LOG, OGG, PDF, PPT/PPTX, TXT, XLS/XLSX, ZIP

Files Selected for Sharing (3 of 10)

 SFC Test.xlsx	
 Test.docx	
 Test.pdf	

Share Files

By selecting Share Files, you agree that Cambium Assessment cannot be held liable for data shared as a result of adding these files.

- In the *Select Roles* field, select the role group to which you want to share a file or files. A drop-down list appears.
- From the drop-down list, select the role or roles to which you want to share a file or files. The options adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.
- If you selected **Role** in step 3, skip this step. If you selected **Email**, enter up to 25 email addresses for the recipients with whom you wish to share a file or files.
- To select a file or files to share, in the *Select Files* section, select **Browse**. A file browser appears. Select a file. Repeat for up to 10 files. Alternatively, drag and drop files into the field.
- Select **Share Files**. Files display in the Secure File Center after you share them.

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). During Spring Summative testing, the Help Desk is open extended hours from 7:00am-7:00pm.

- 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 (for example, Windows 11 (23H1) and Firefox 113 or macOS 13.3 and Safari 16).