# Reporting System User Guide

*For RISE Assessments*

2026-2027

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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

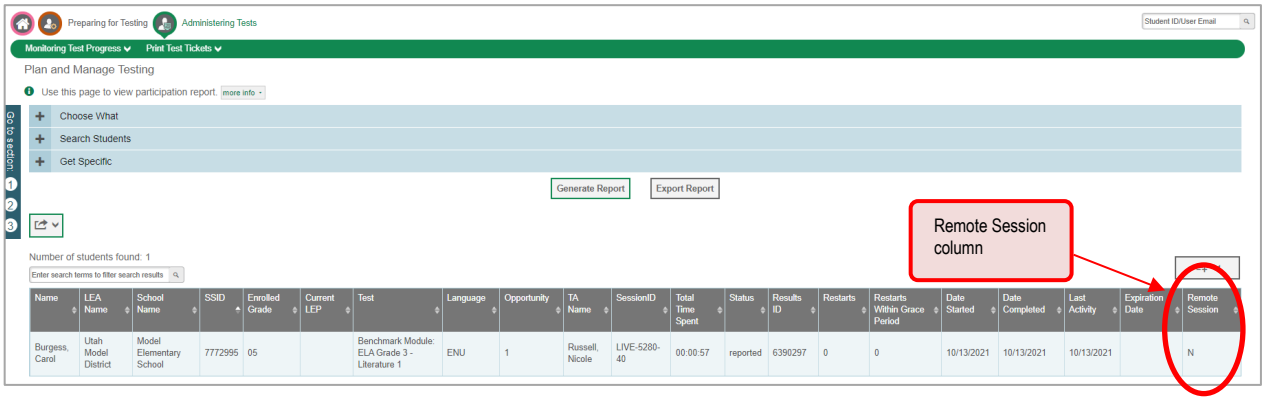
- Interim assessments are adaptive assessments; adaptive assessments mean that students will see different questions depending on how they answered the previous questions.
- The items and student responses can be viewed in the Reporting System and are reported with scale scores and proficiency levels. 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.




- 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

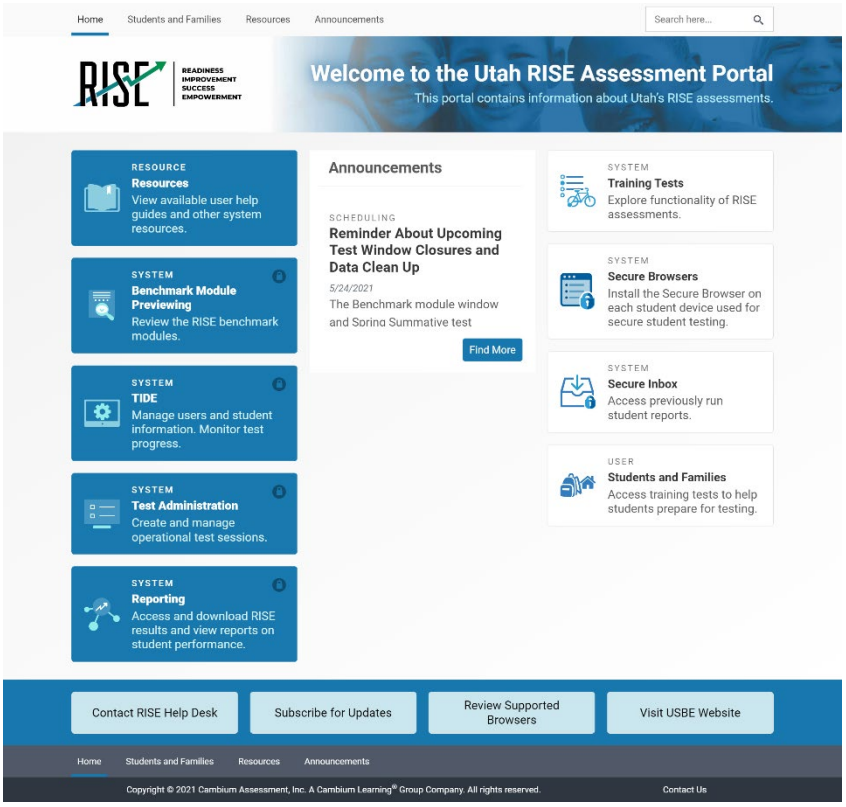
This section describes how to log in to the Reporting System.

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

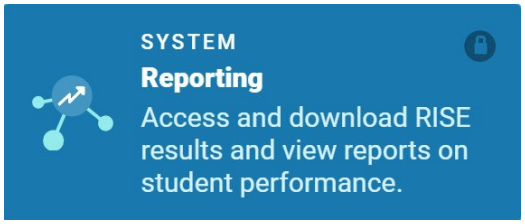
**1.** Navigate to the RISE Portal (see Figure 1) at UtahRISE.org.

Figure 1. RISE Portal Home Page



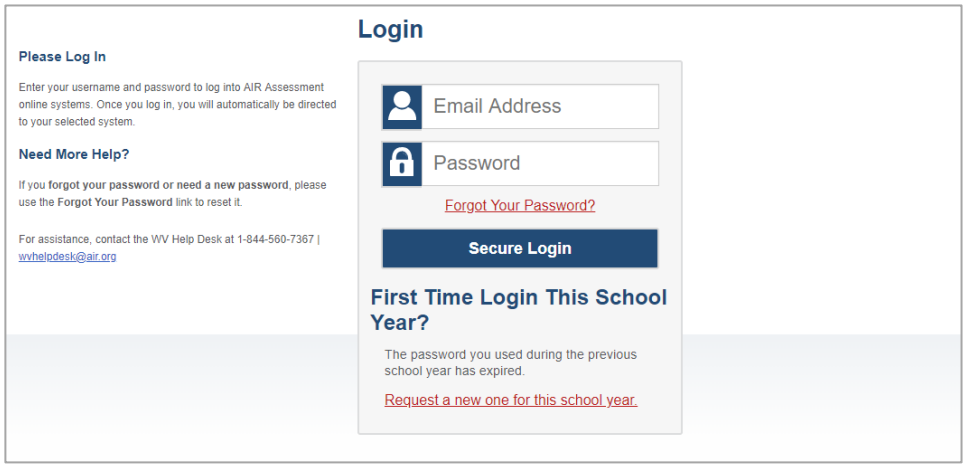

**2.** Click the **Reporting** card (see Figure 2). The login page appears.

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

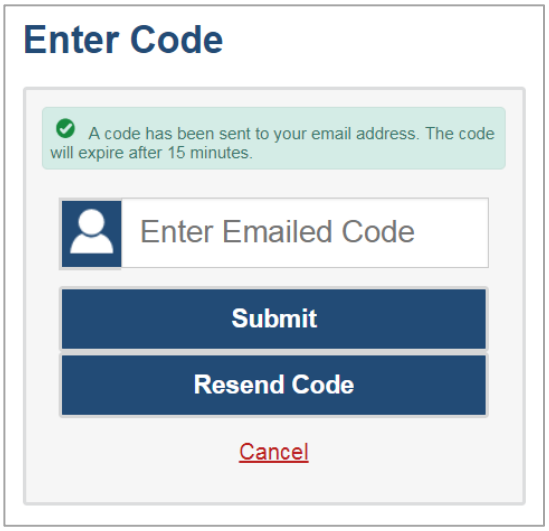



a. Click **Secure Login**.

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.

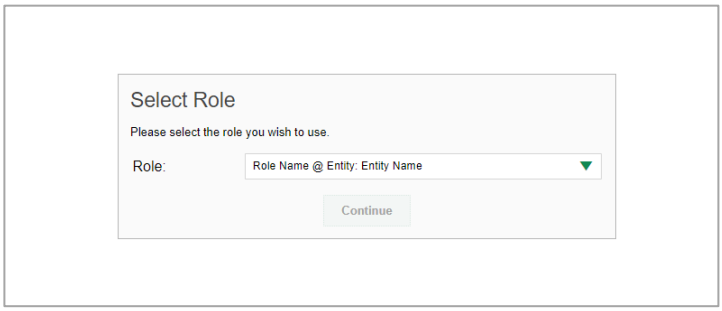
If the authentication code has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code Page




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.

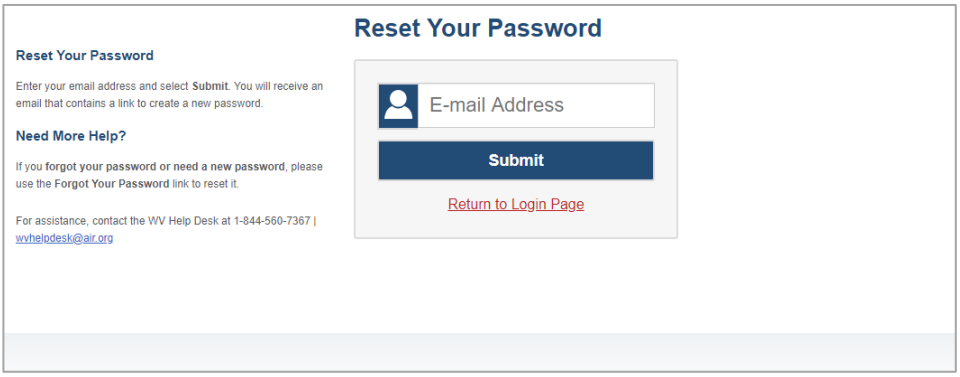
If your first temporary link expired:

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.

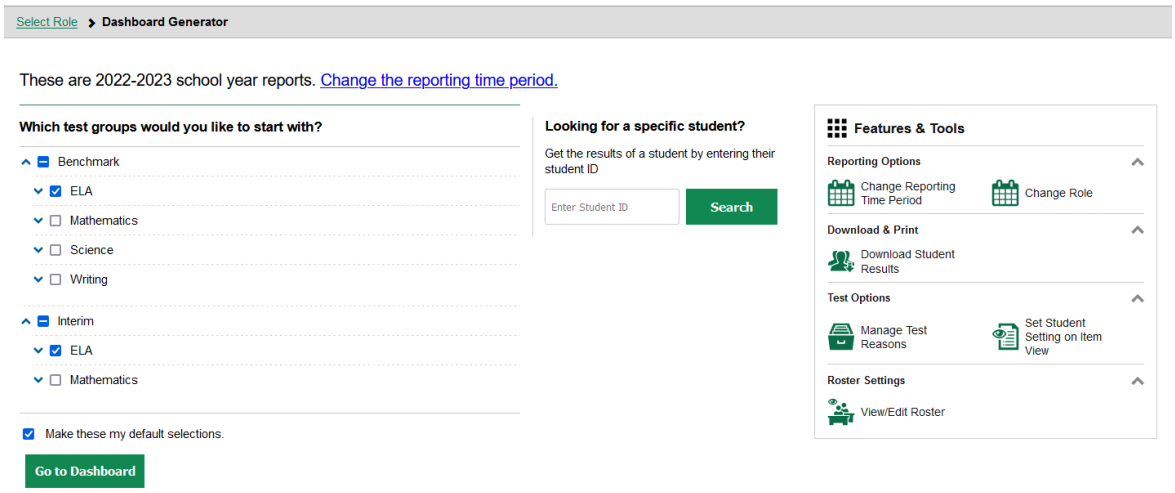
# Navigate and Understand the Reporting Dashboard

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.

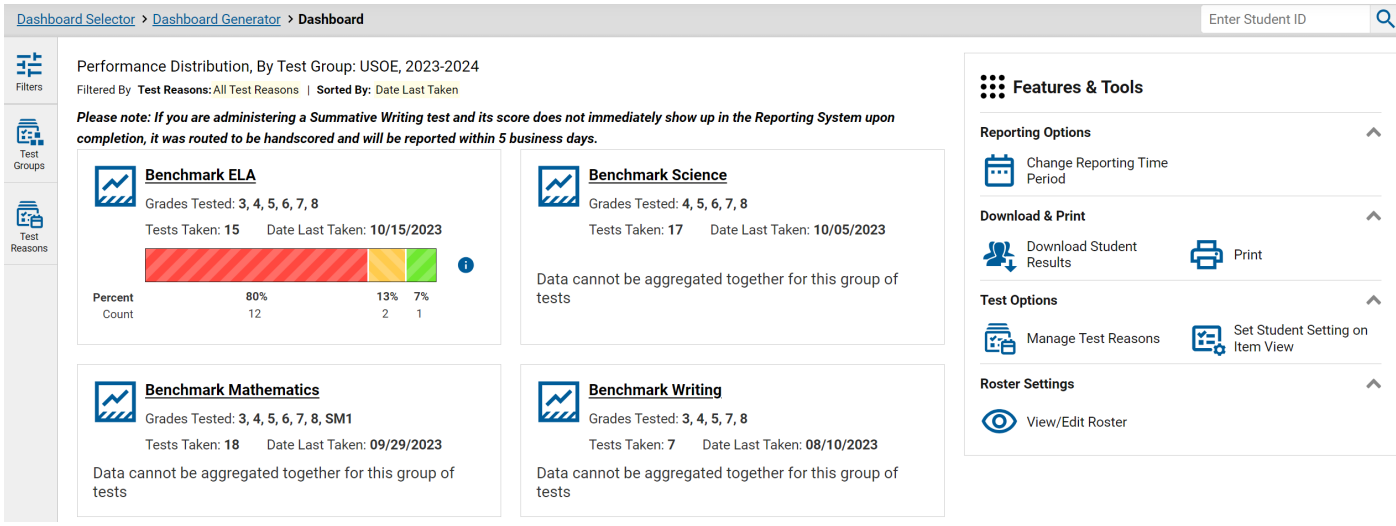



Once on the dashboard, it displays an aggregation card for each assessment group. A typical assessment

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



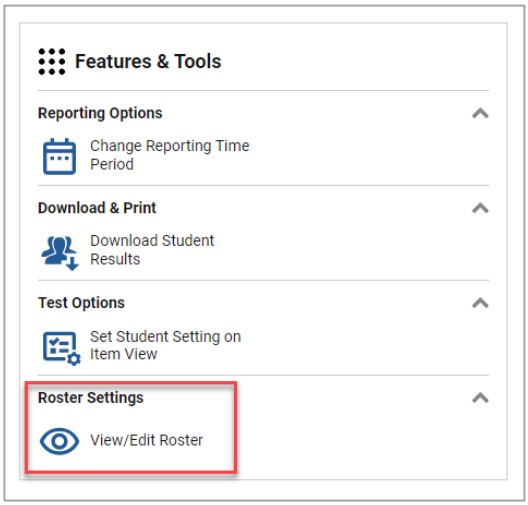

**Note:** Student results data are only aggregated for Benchmark ELA tests. Math and science benchmarks are shorter in overall length and only support calculating a raw score, which are not able to be aggregated in the dashboard view due to varying total number of items or assertions contained in each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

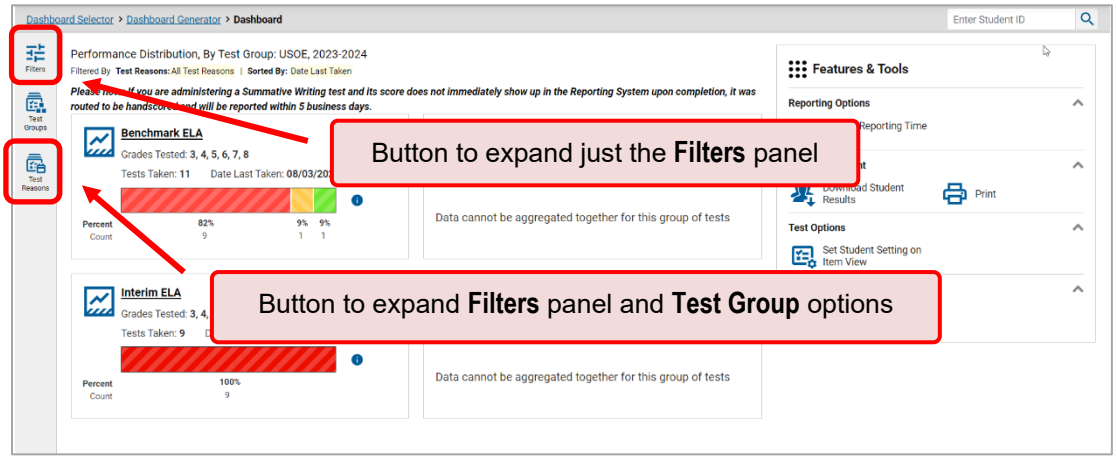
4. For All Users: How to Filter Tests to Display

## 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).

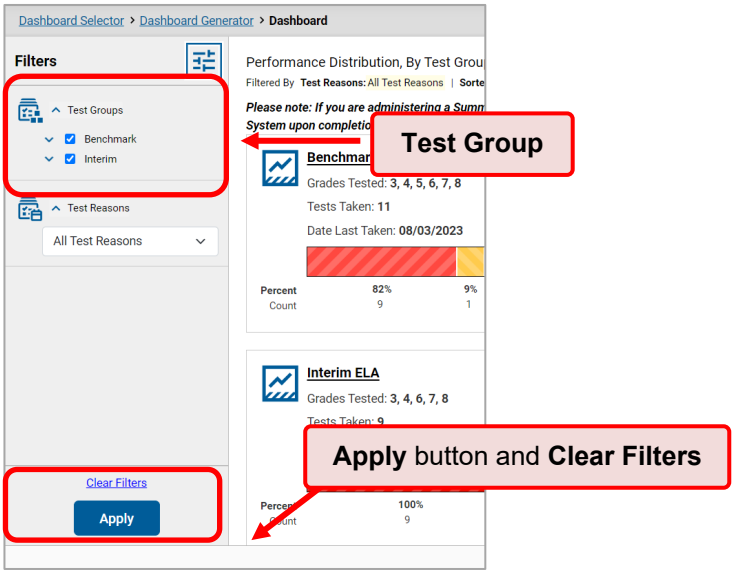
Figure 9. LEA/State View: Dashboard




**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.

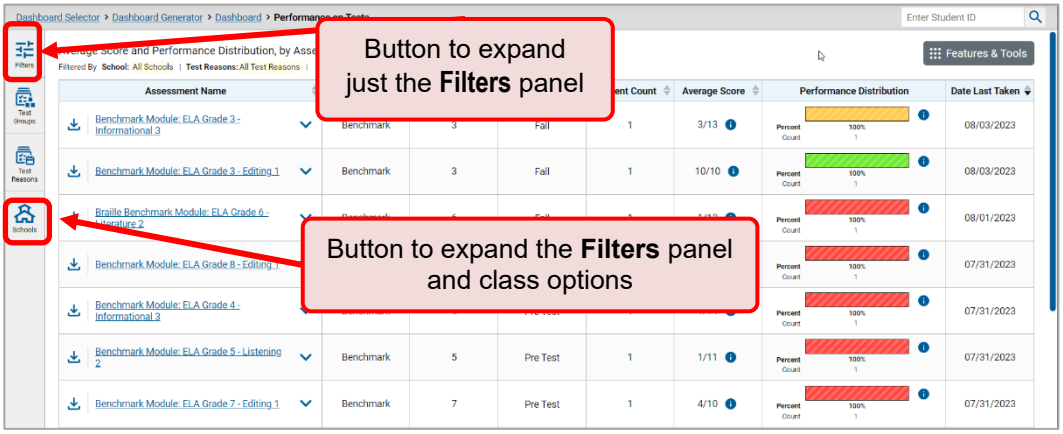
## How can I filter reports by class?

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).

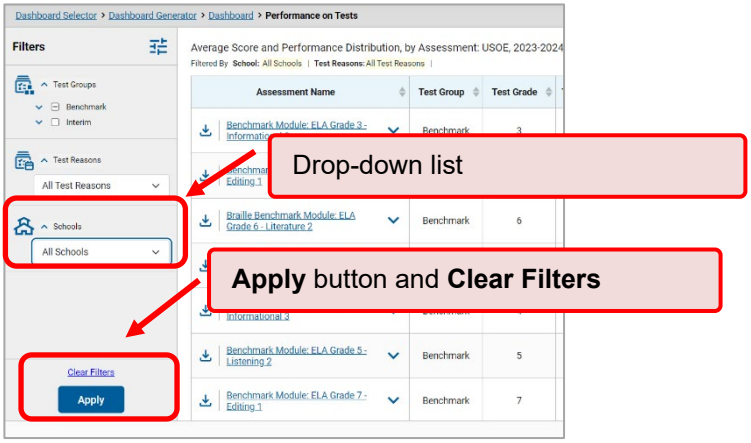
Figure 11. Teacher View: Performance on Tests Report



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

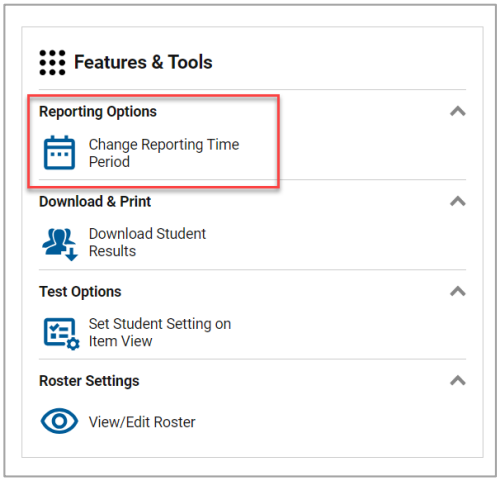
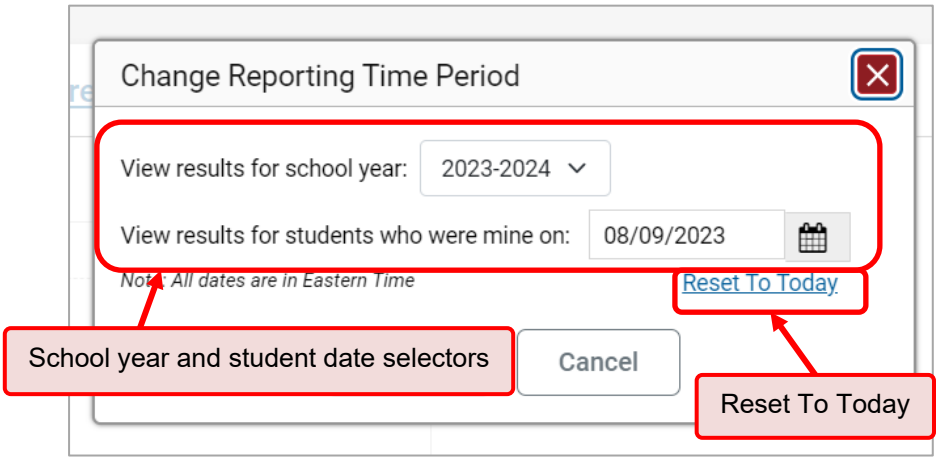


Figure 14. Change Reporting Time Period Window




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

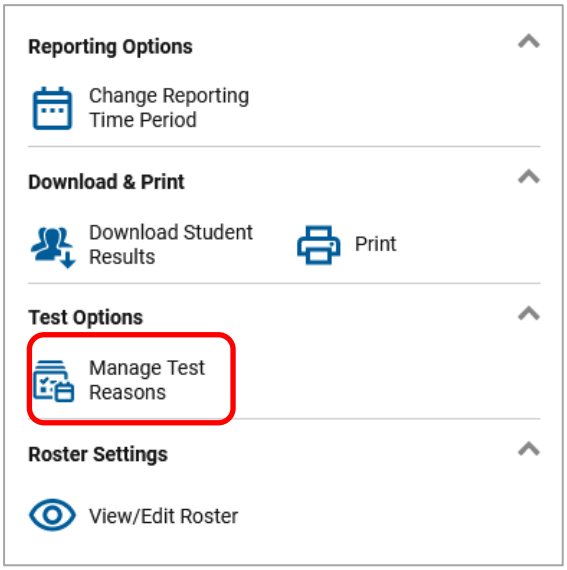
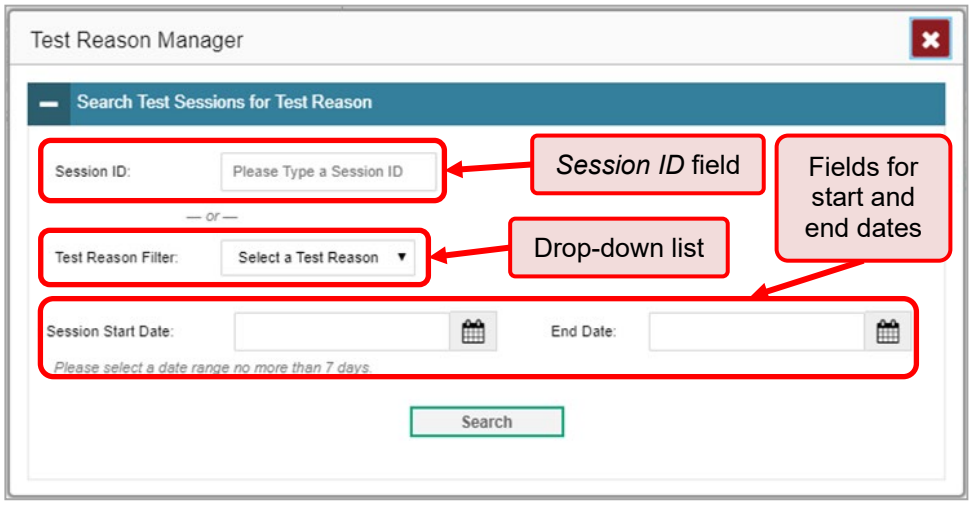


Figure 16. Test Reason Manager Window



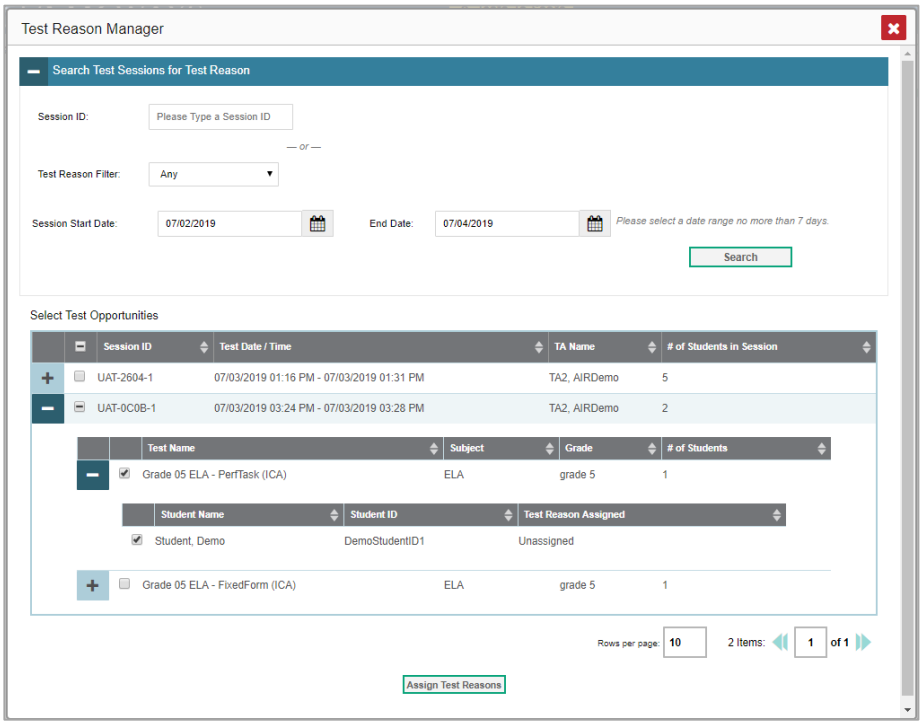

2. To search for the benchmark modules you wish to categorize, do either of the following (view Figure 16):

   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

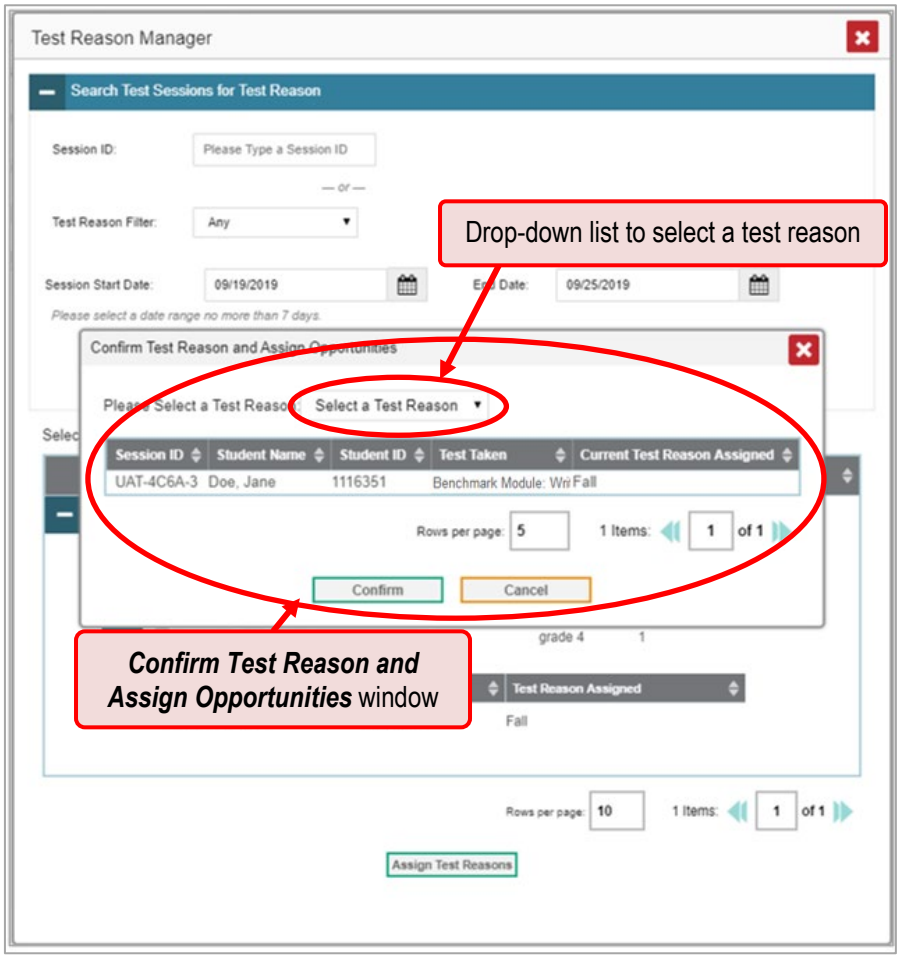



5. Mark the checkboxes for each session, benchmark module, or assessment that you wish to assign to a test reason.

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**.

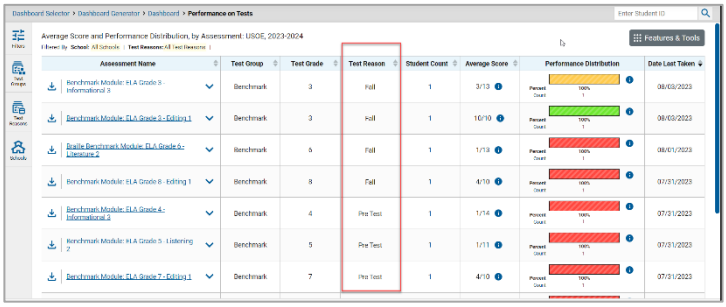
Figure 18. Confirm Test Reason and Assign Opportunities Window



## 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



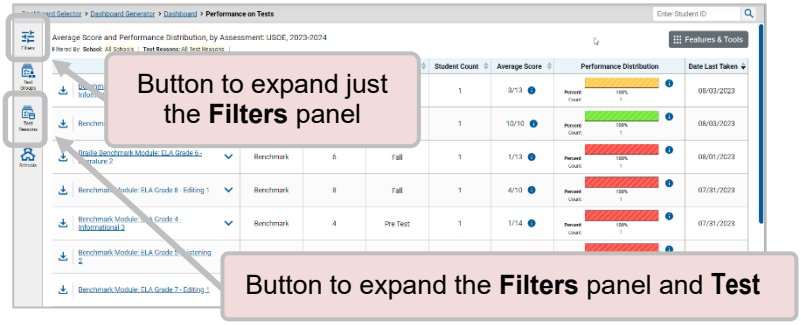
The benchmark module test reasons allow you to filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons.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

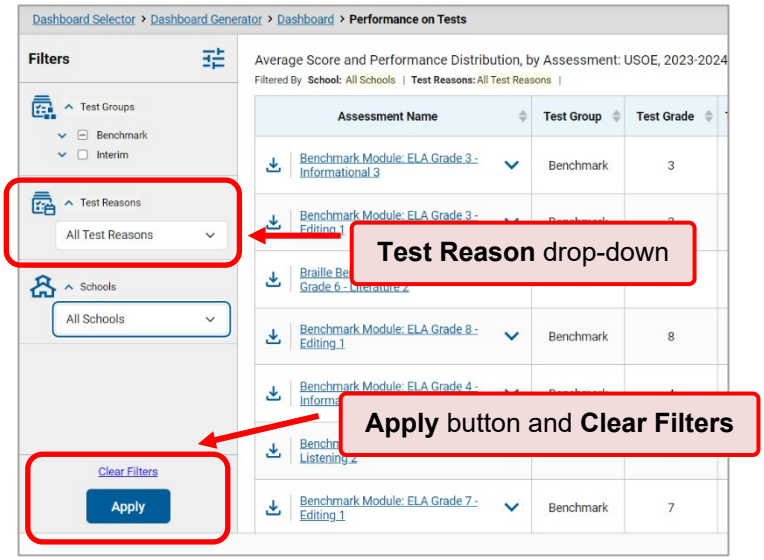
1. On the left side of the dashboard or Performance on Tests report, click either the **Filters** panel expand button or the **Test Reason** button  view Figure 20). The **Filters** panel expands (view Figure 21).

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



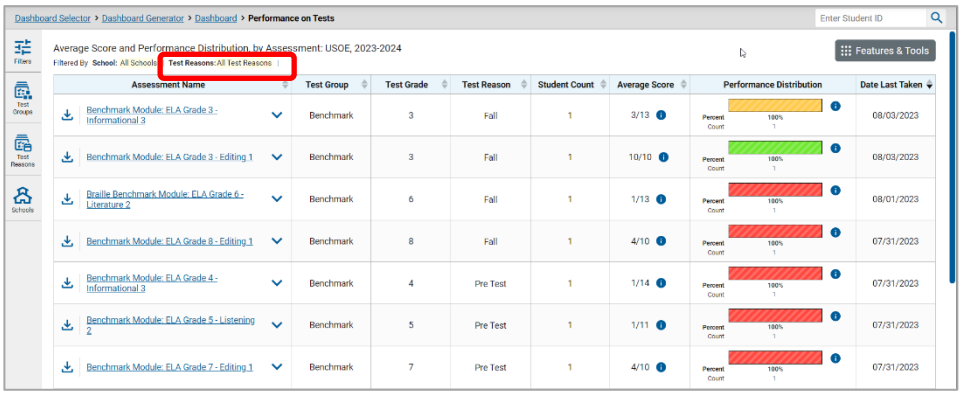

3. Click **Apply**. The report updates to show only data for that test reason.

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




## 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.

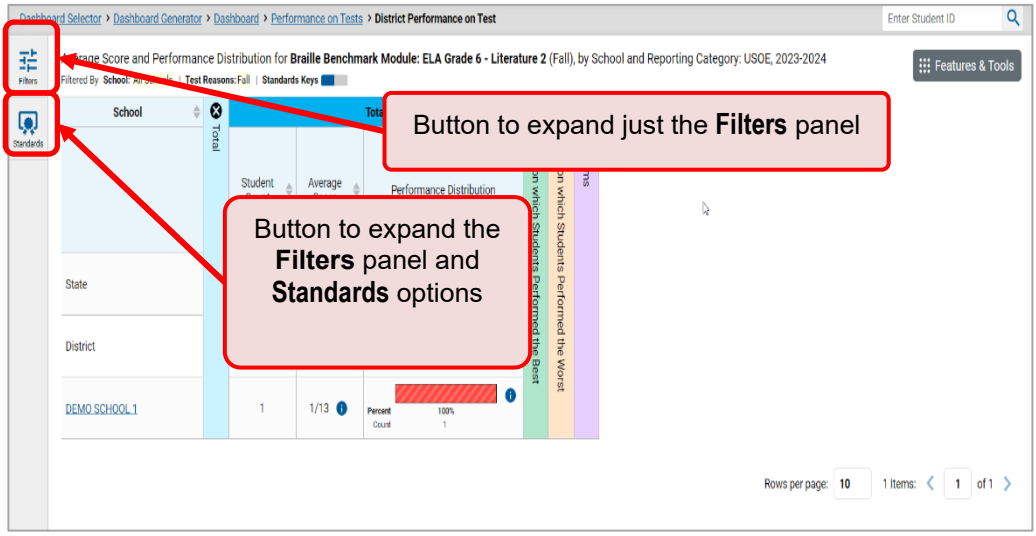
Standard filters are available in any report showing item-level data for a particular Benchmark Module. The available standards vary by assessment. The Benchmark Modules Directory lists the standards assessed in each benchmark module.

## 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).

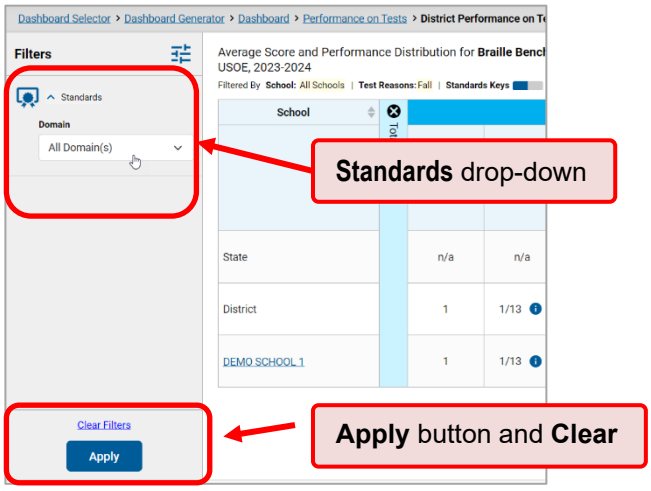
Figure 23. My Students' Performance on Test Report: Performance by Roster Tab: with Expanded Reporting Category Section




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



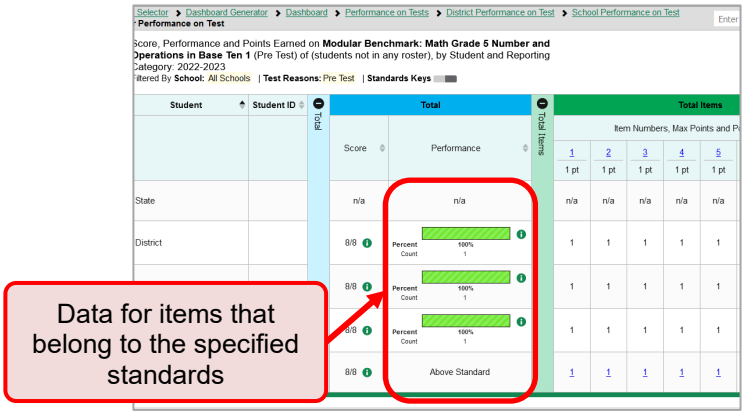

5. Click **Apply**. The report updates to show only the items that belong to the selected standard (view Figure 25).

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

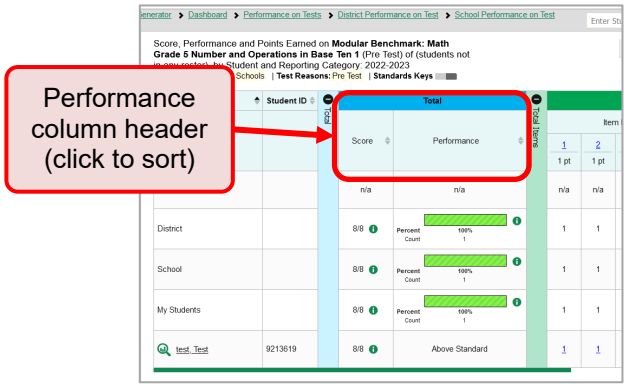
Teachers and School-level users can view all student data at the roster level for the Benchmark Modules. Instructions for how to do this are below.

## 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.

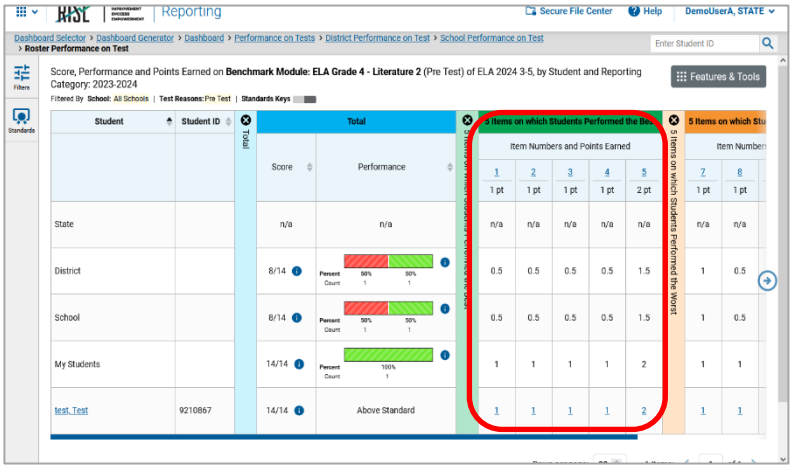
Figure 26. School Performance on Test Report: Performance by Student Tab




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:**

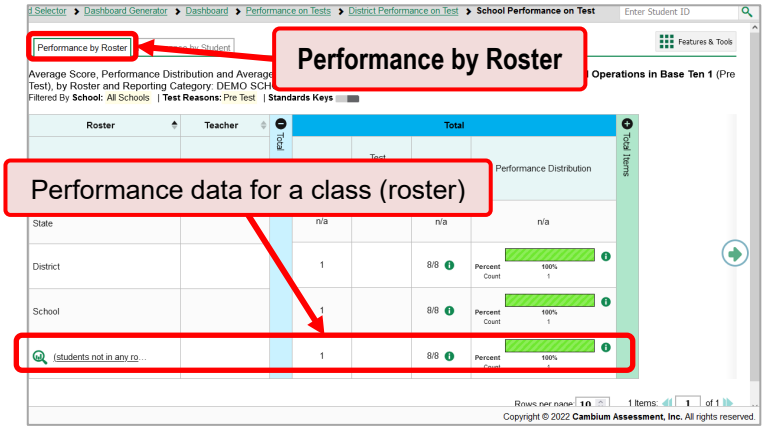
1. From the dashboard that appears when you log in, click a benchmark module group name.
2. Click a benchmark module name in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance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

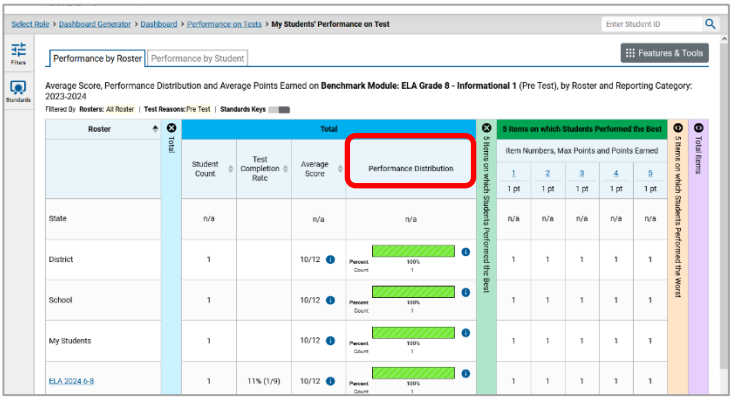



## How can I view which classes (rosters) performed best on a specific Benchmark Module?

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?

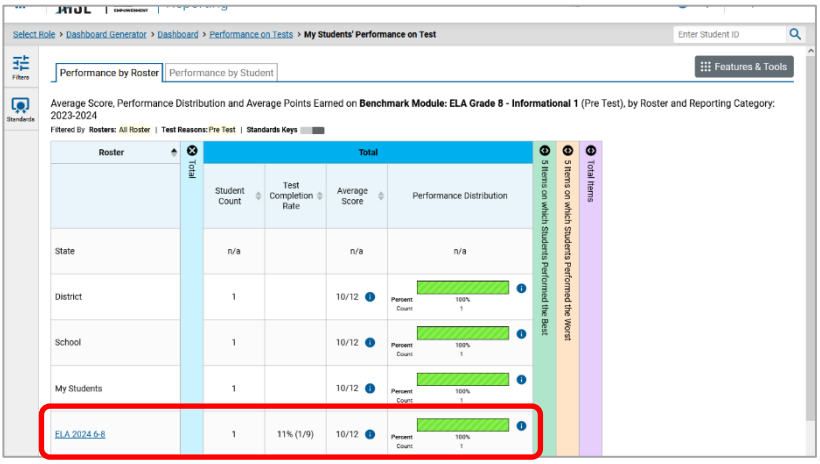
To see which classes had the highest completion rate, click the Test Completion Rate column header to sort the column (view Figure 29).

## 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.

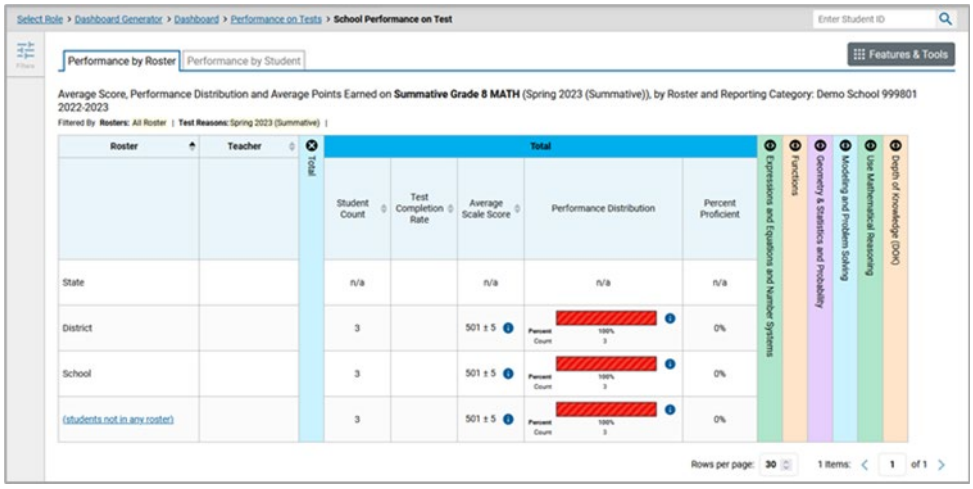
**LEA-level users:**

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.

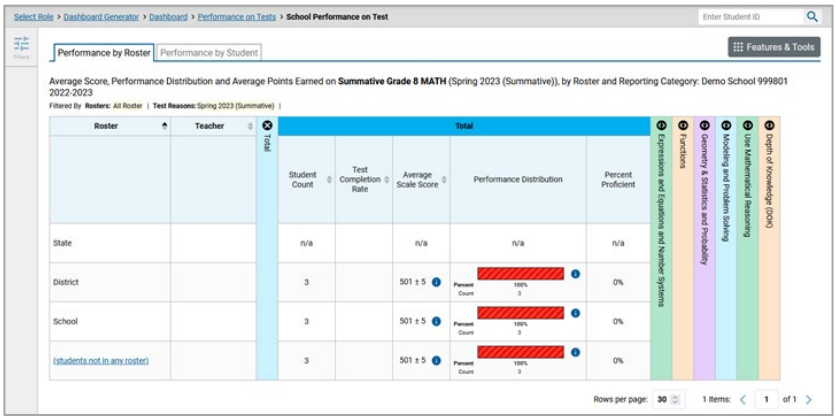
Figure 31. School Performance on Test Report: Performance by Roster Tab



## 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



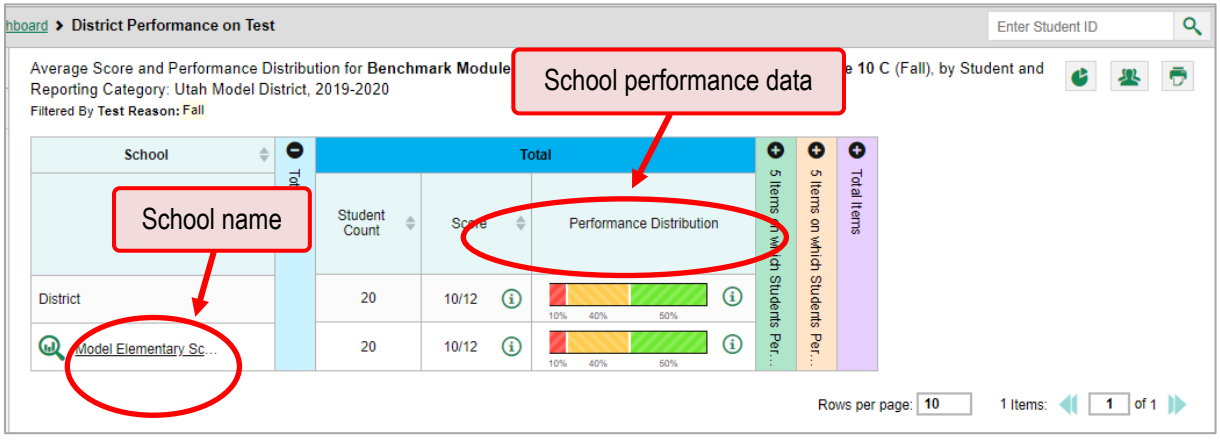

# LEA-Level Users: View Results for an LEA on a Specific Benchmark Module

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).

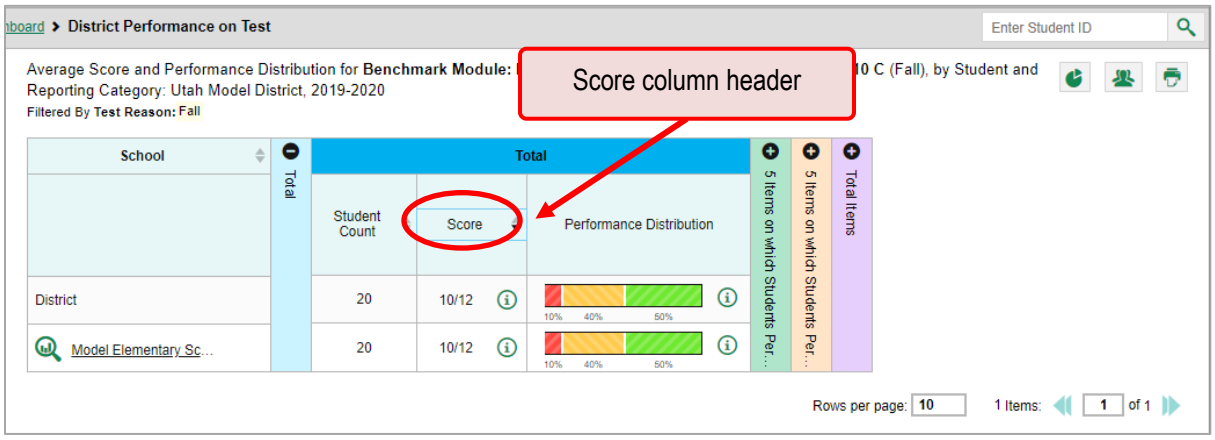
Figure 33. LEA Performance on Benchmark Module Report



## 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?

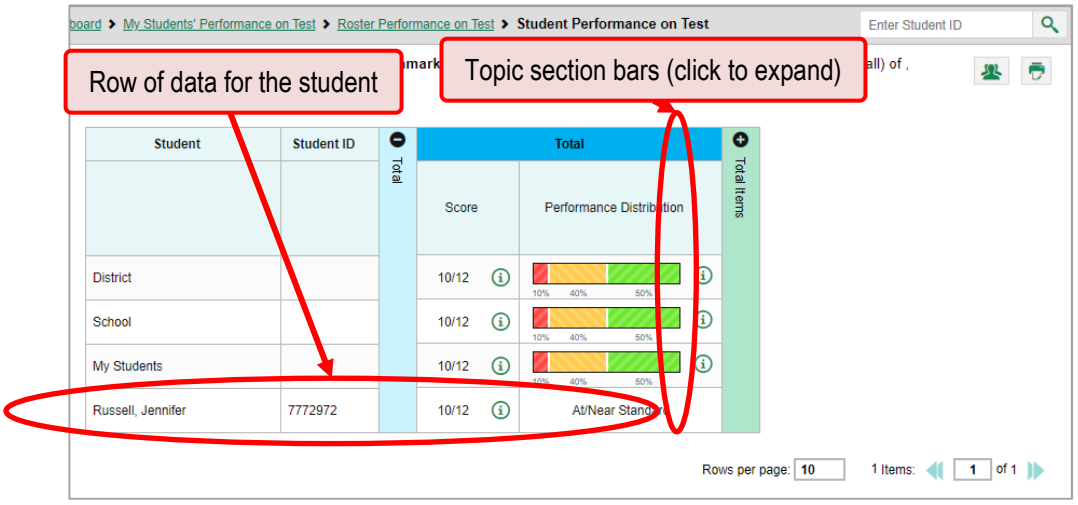
**Teachers and school-level users:**

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

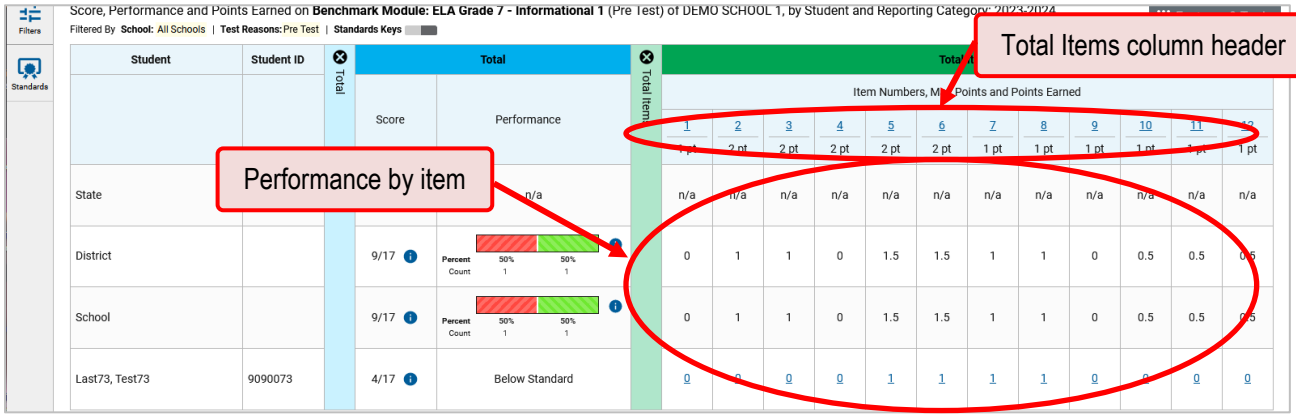
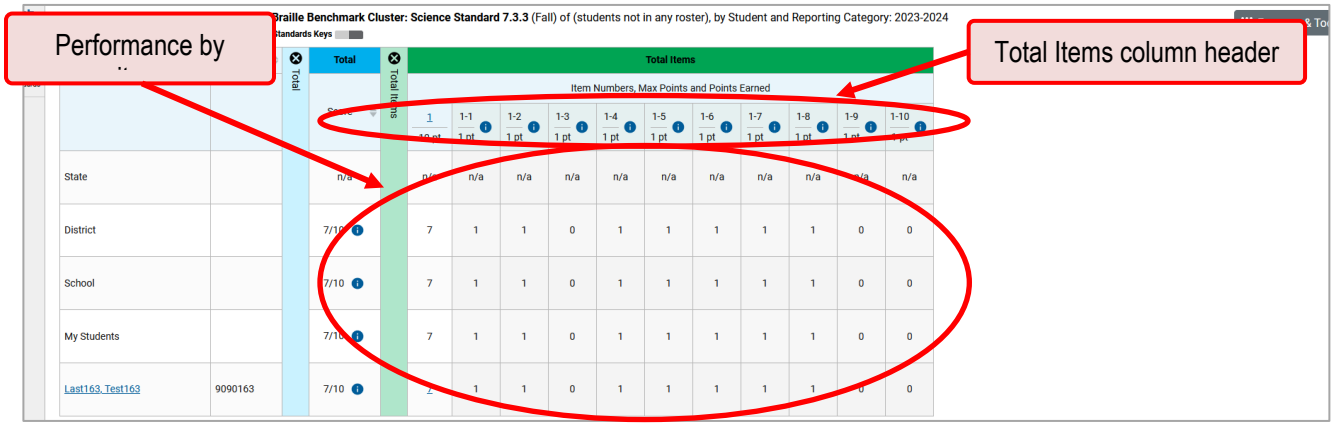
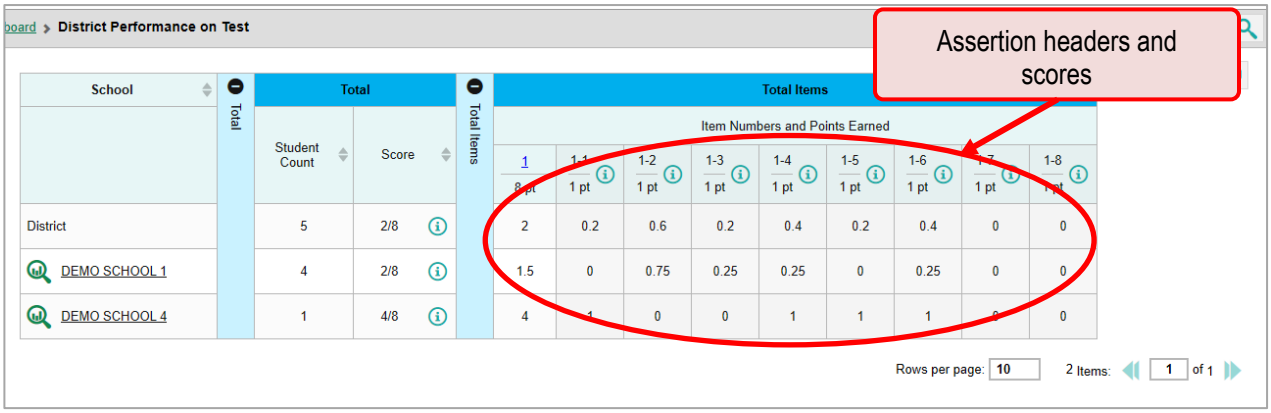



Figure 37. Teacher View: Student Performance on Science Benchmark Module Report with Performance by Item Shown




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



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

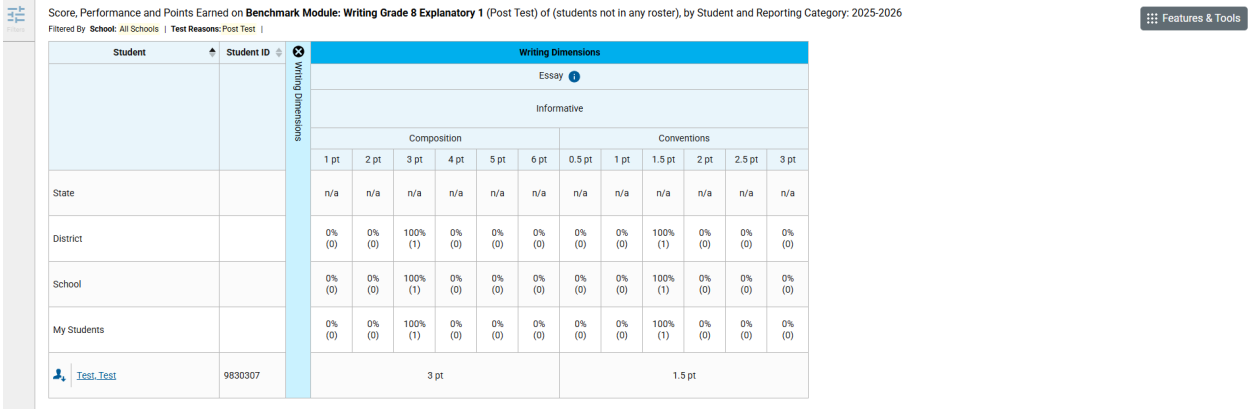
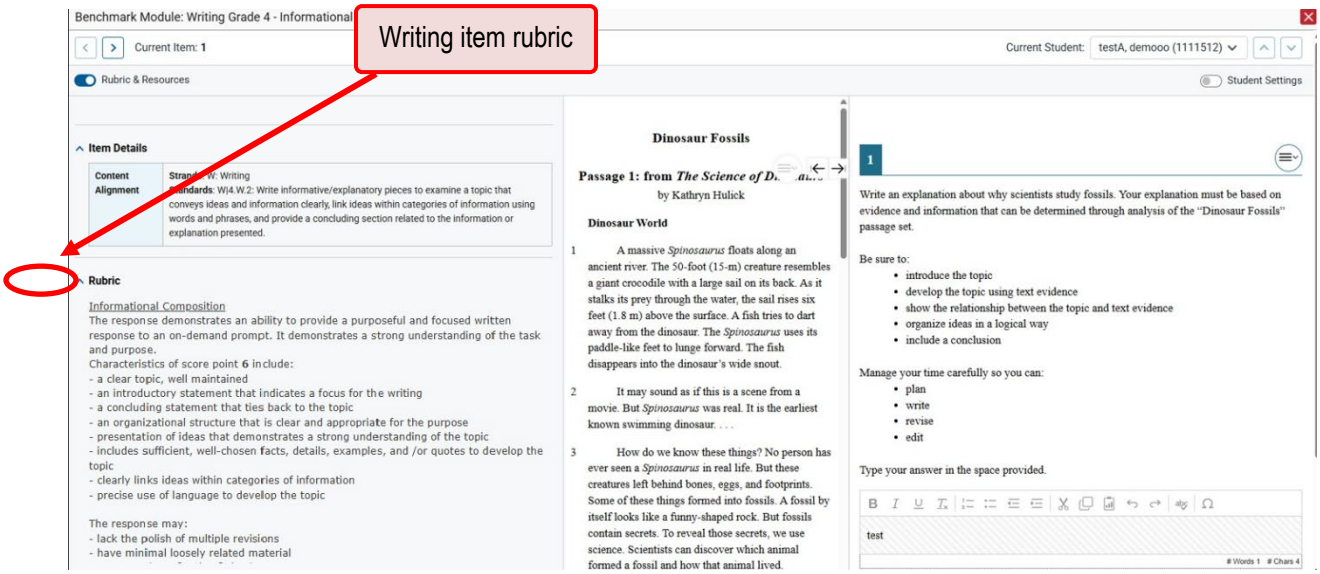



Figure 40. Writing Item View: Rubric & Resources View



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.<br>An off-purpose response addresses the topic of the task but not the purpose of the task.<br>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.<br>Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.<br>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.

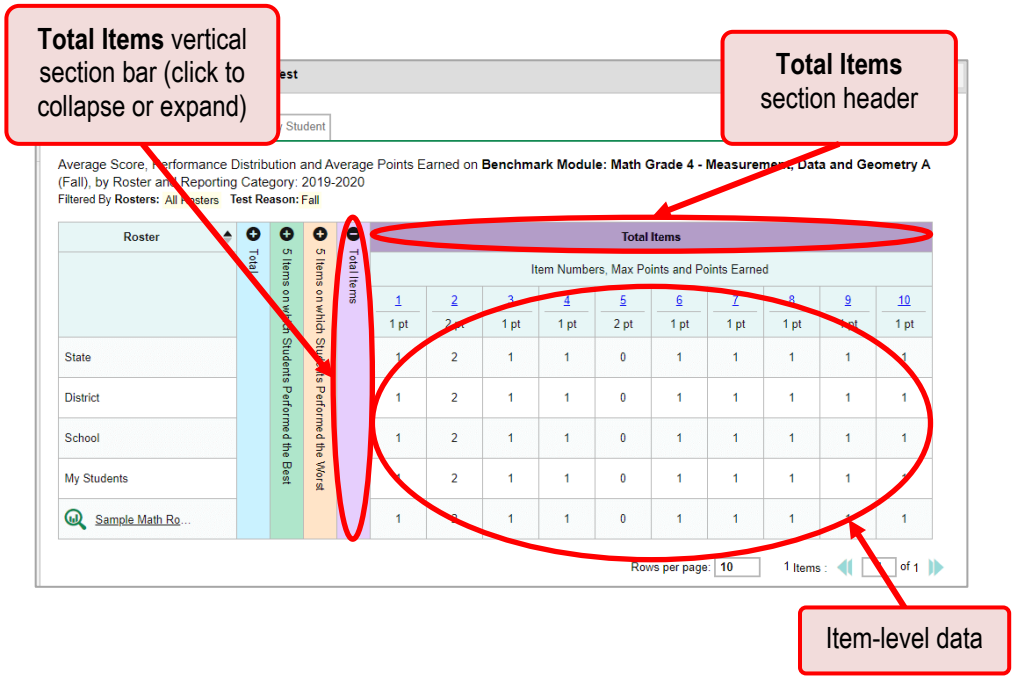
Considerations for sharing Benchmark Module reporting data in a classroom setting should include:

- 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

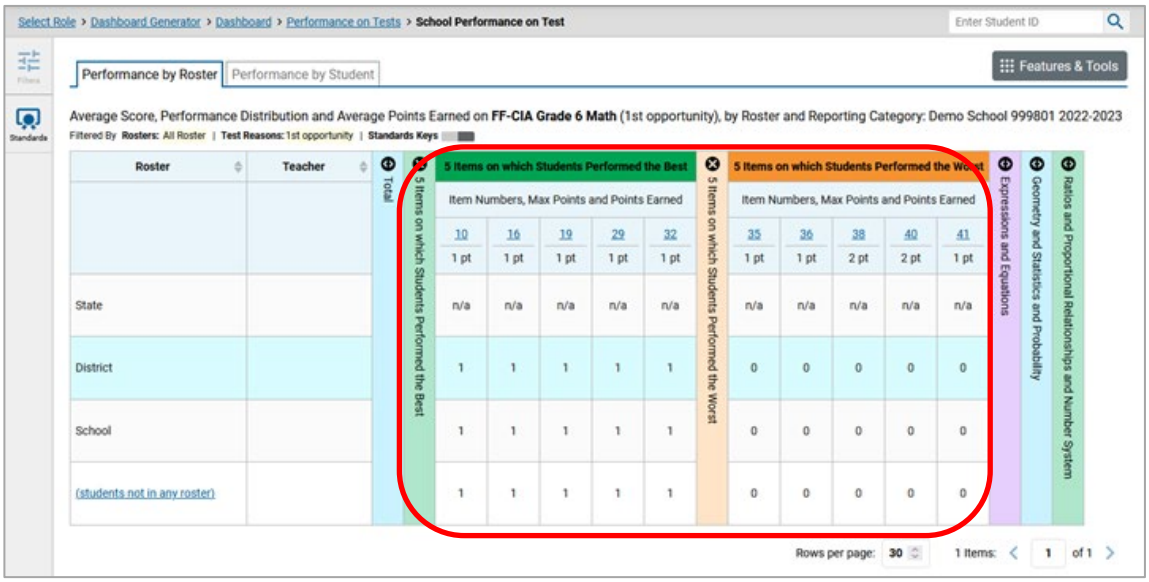



## How can I find out which Benchmark Module items students performed the best or struggled with the most?

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.

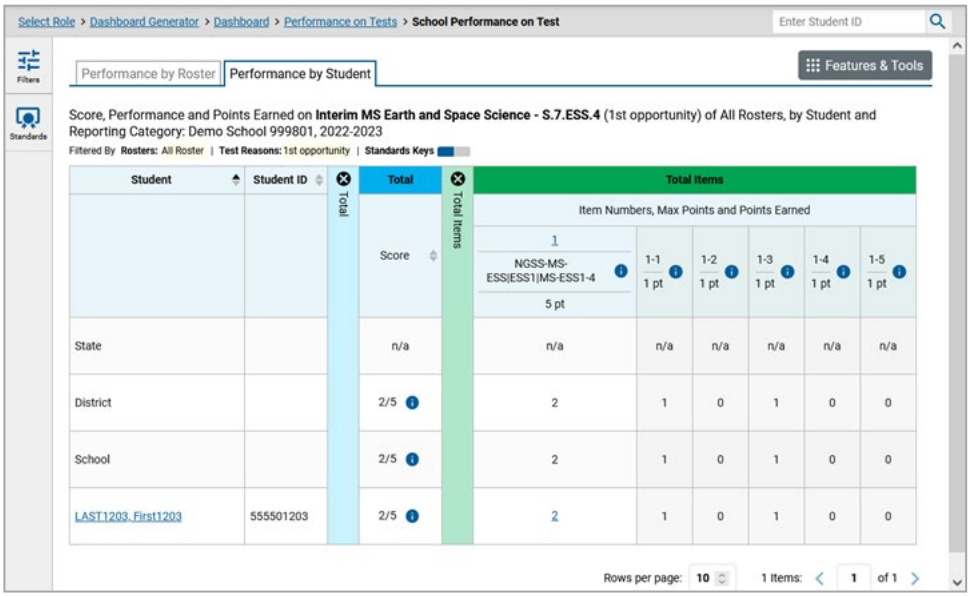
Figure 42. My Students' Performance on Benchmark Module Report with Expanded 5 Items on Which Students Performed the Best/Worst Sections



## 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

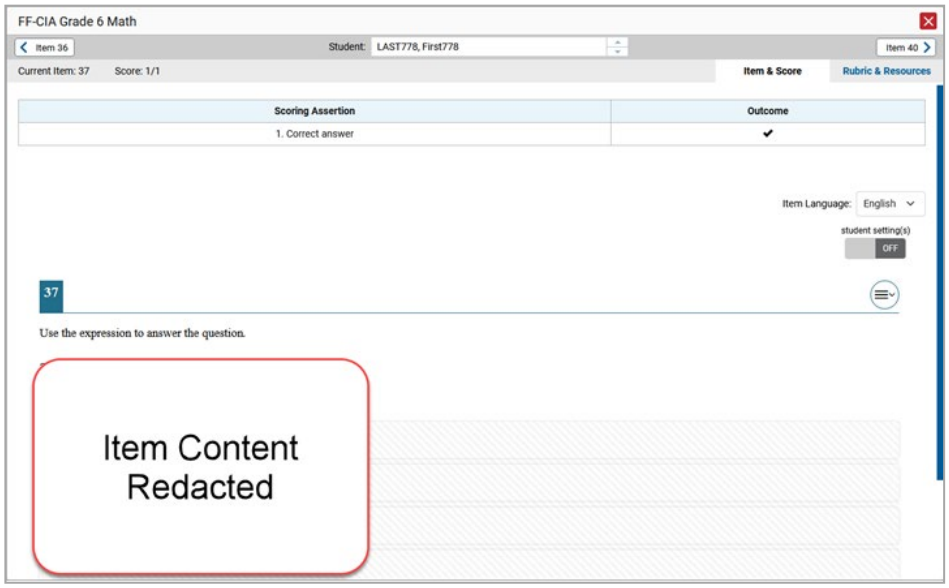



Do either of the following (view Figure 43):

- 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.

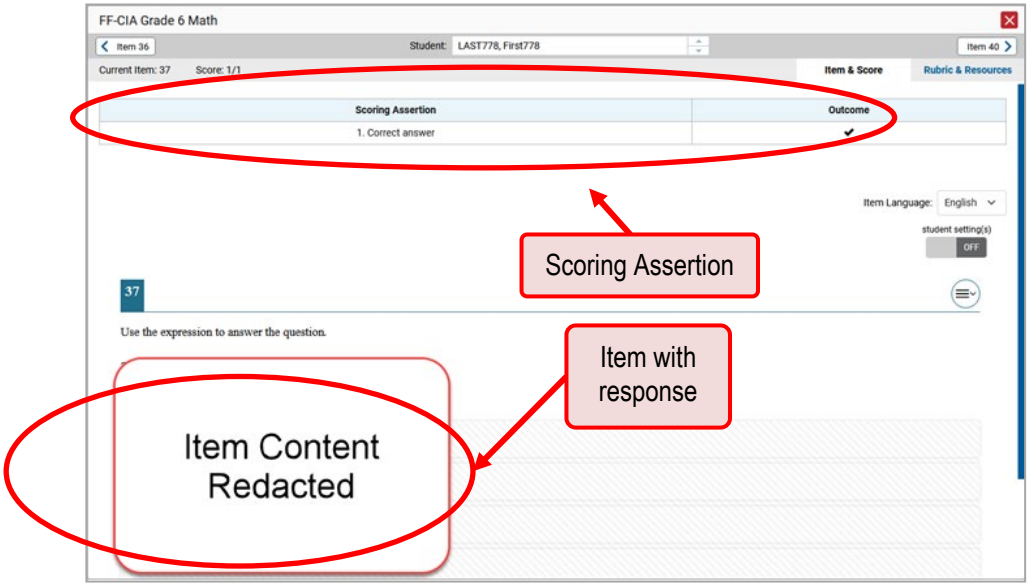
The ***Item View*** window appears. It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item's number, score (when the item includes the student's response), and confidence level (when a machine-suggested score has a low confidence level). 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.

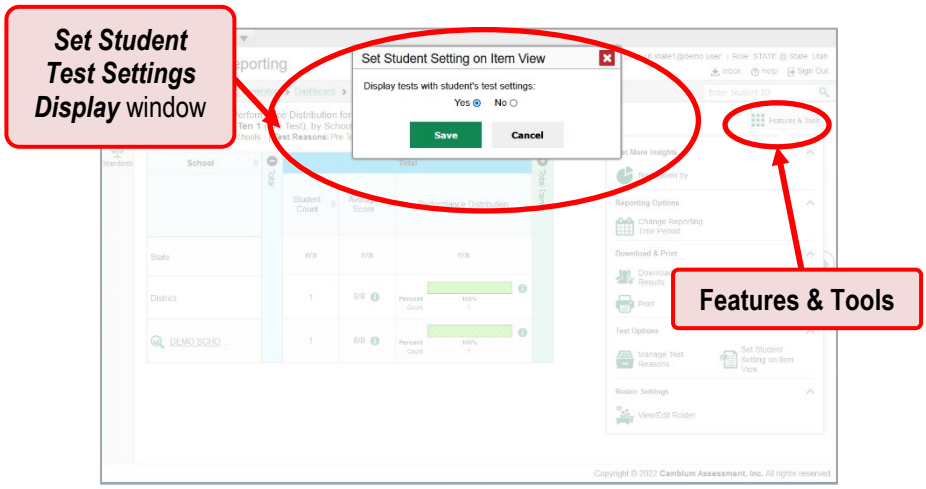
- **Details**: Provides the following information:
  - **Topic**: Skill area to which the item belongs.
  - **Content Alignment**: Describes the standard to which the item is aligned.
- **Rubric**: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable 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 7 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

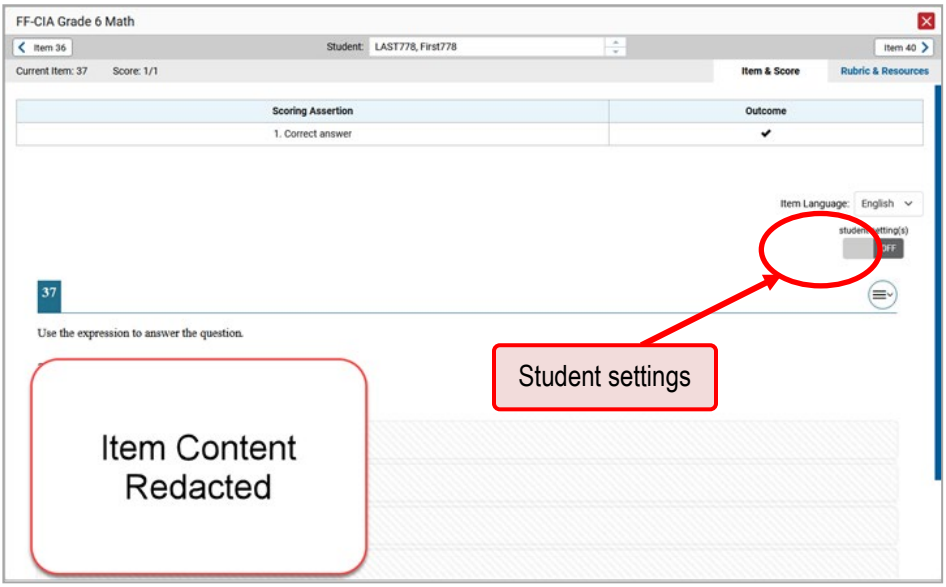



2. Select **Yes** to show students' visual settings on all items or **No** to hide them.

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.

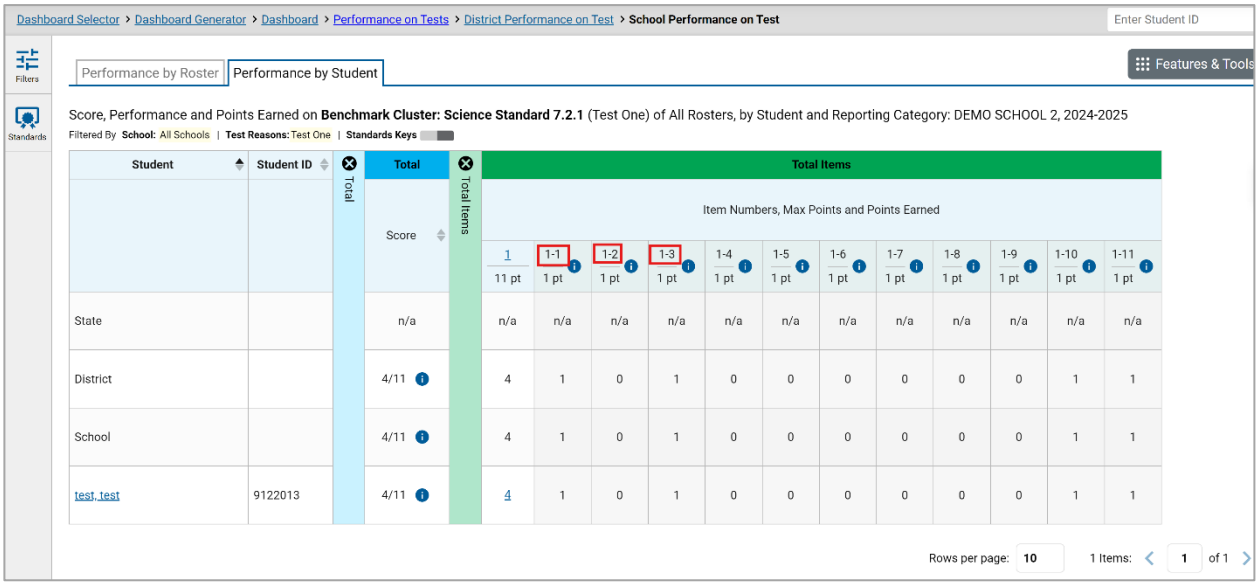
Figure 47. Item View Window: Item & Score Tab with Student Response




## 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



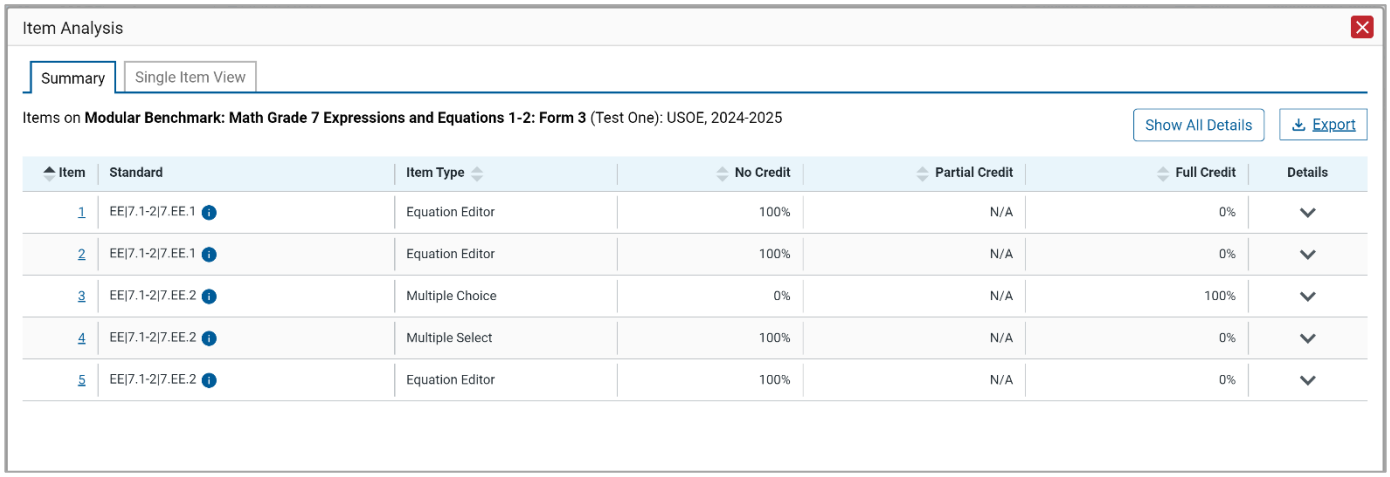
## How can I view aggregate item data in the Item Analysis Report?

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

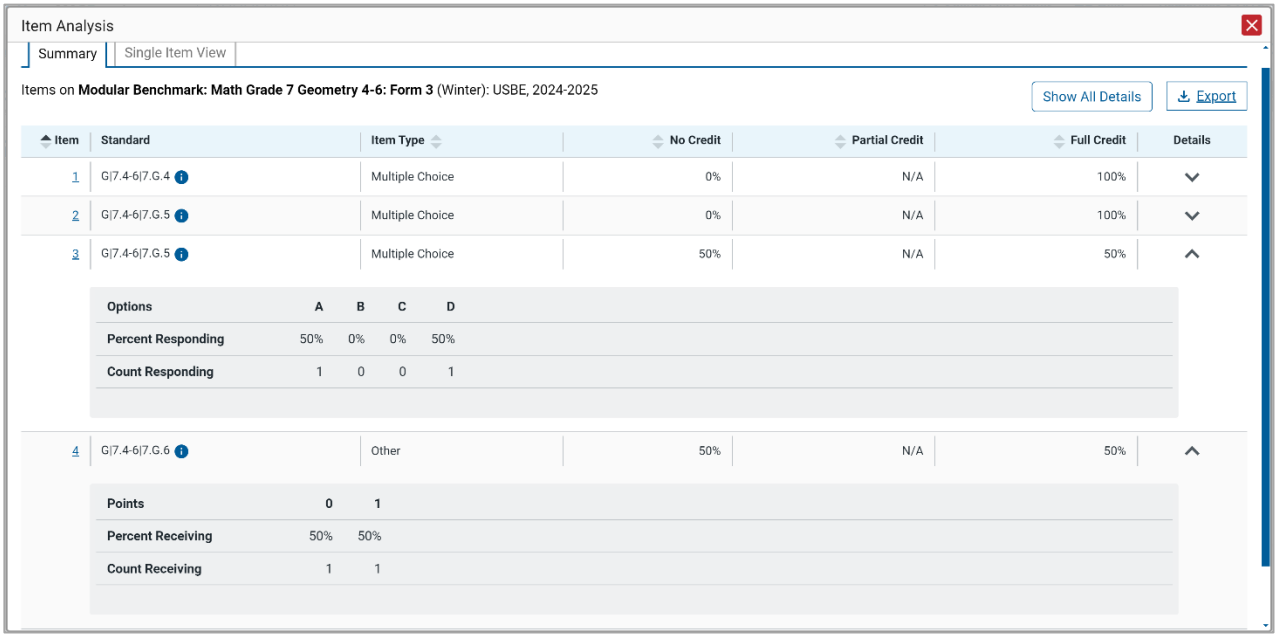



To learn more about a standard, click ⓘ beside the standard key.

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

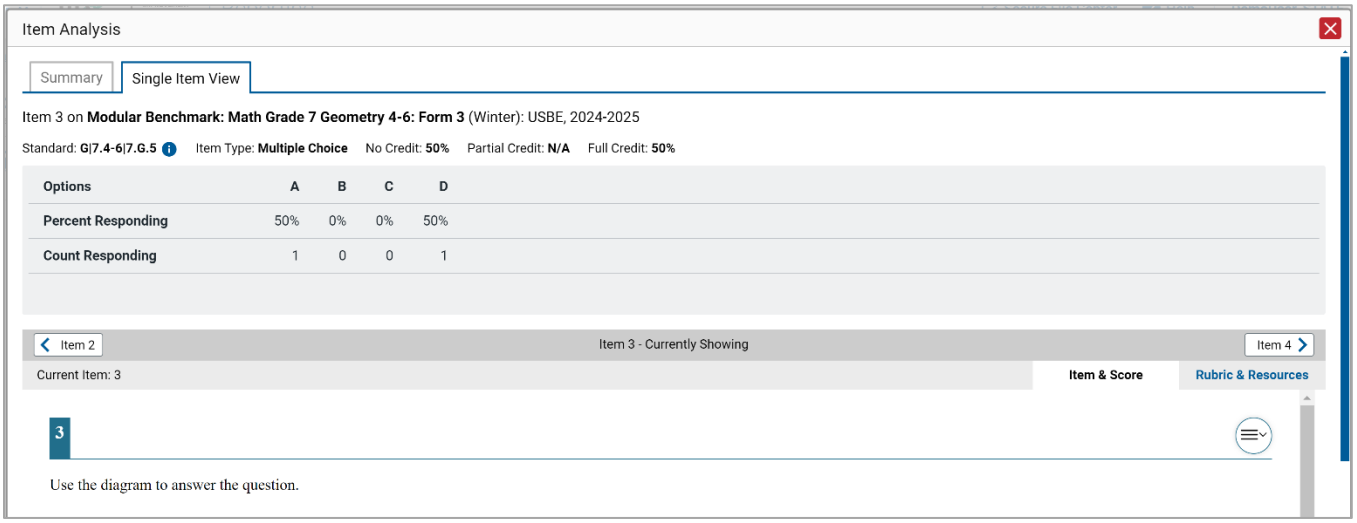



You can export the **Summary** tab to a comma-separated values (CSV) file using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

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

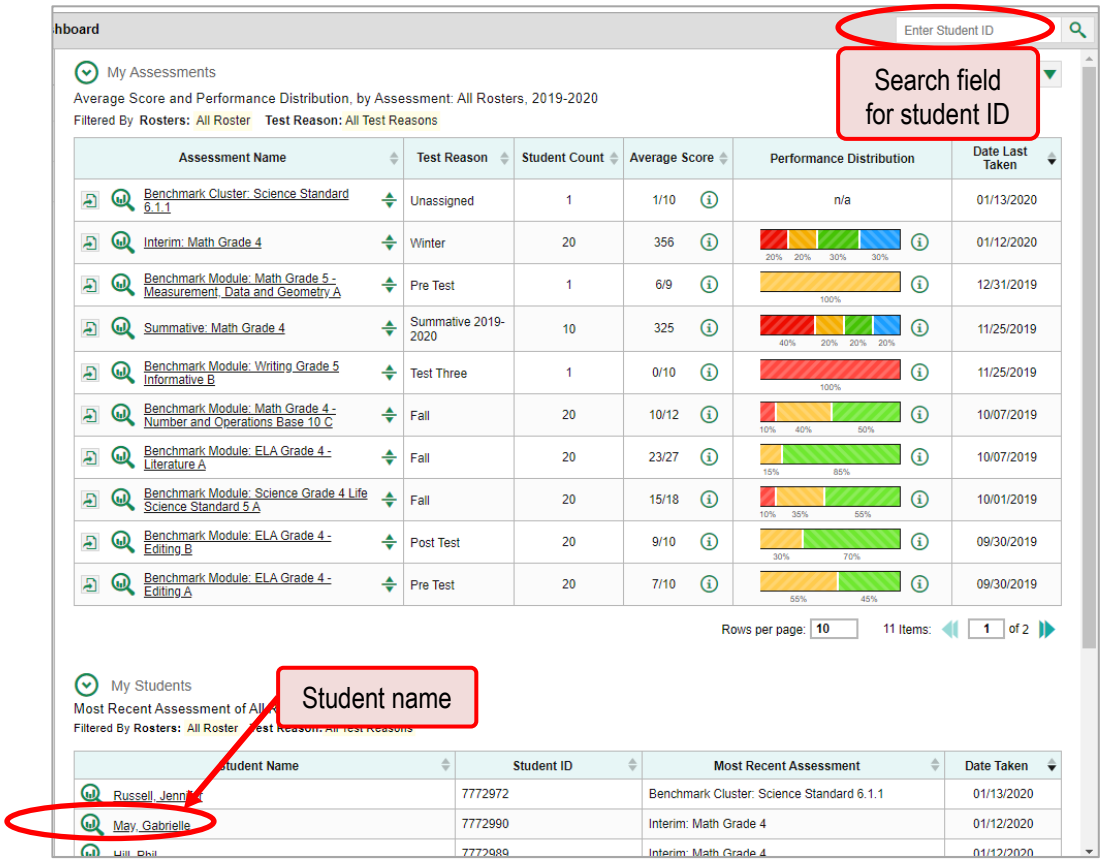



## How can I view a report for all the Benchmark Modules a student has completed over time?

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




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.

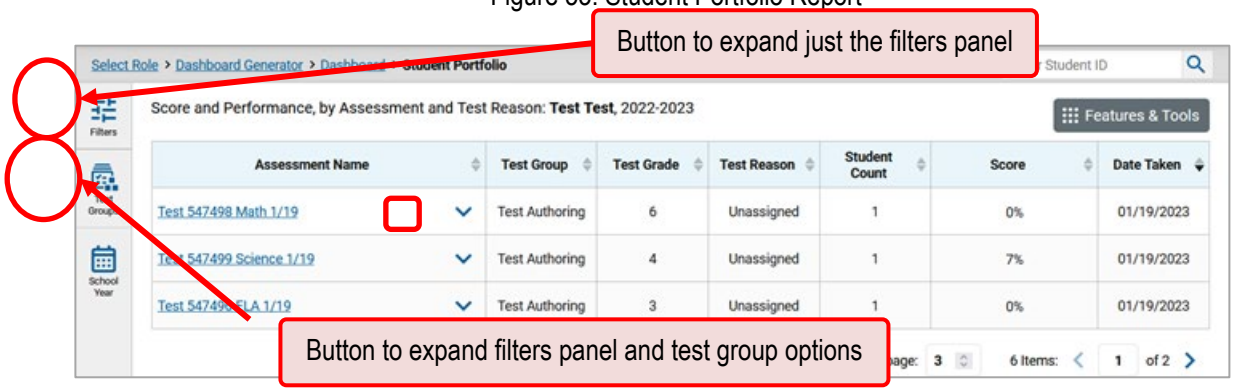
Unlike the Longitudinal Report, the Cross-Sectional Report does not track a particular set of students. The set of students may vary across test reasons, depending on which ones were enrolled and took the tests at the time.

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?

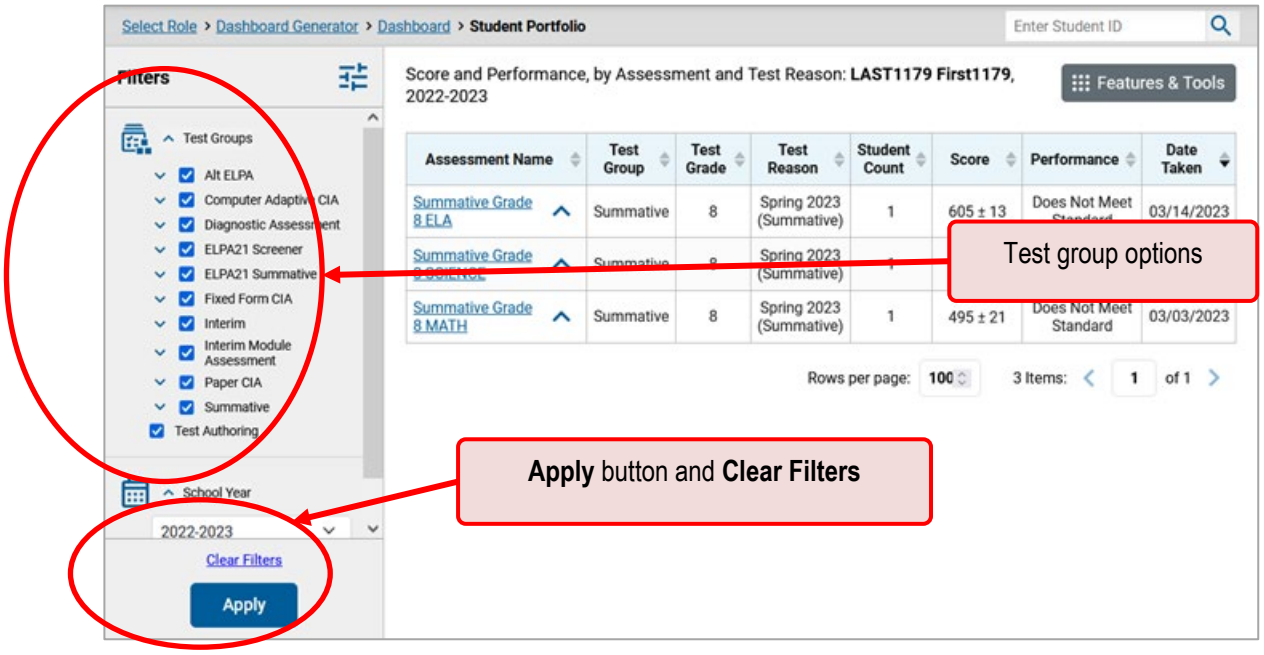
You can temporarily filter which Benchmark Modules you want to view in the Student Portfolio Report (view Figure 53). For example, you may want to do this if you are an English teacher and you don't want to view a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 53. Student Portfolio Report




**3.** 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




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.

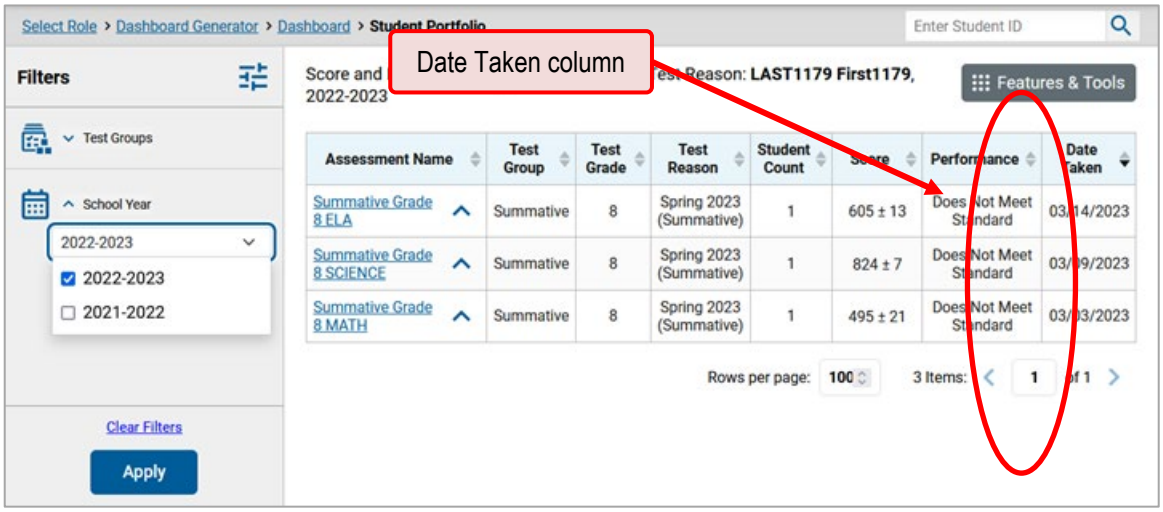
4. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

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.

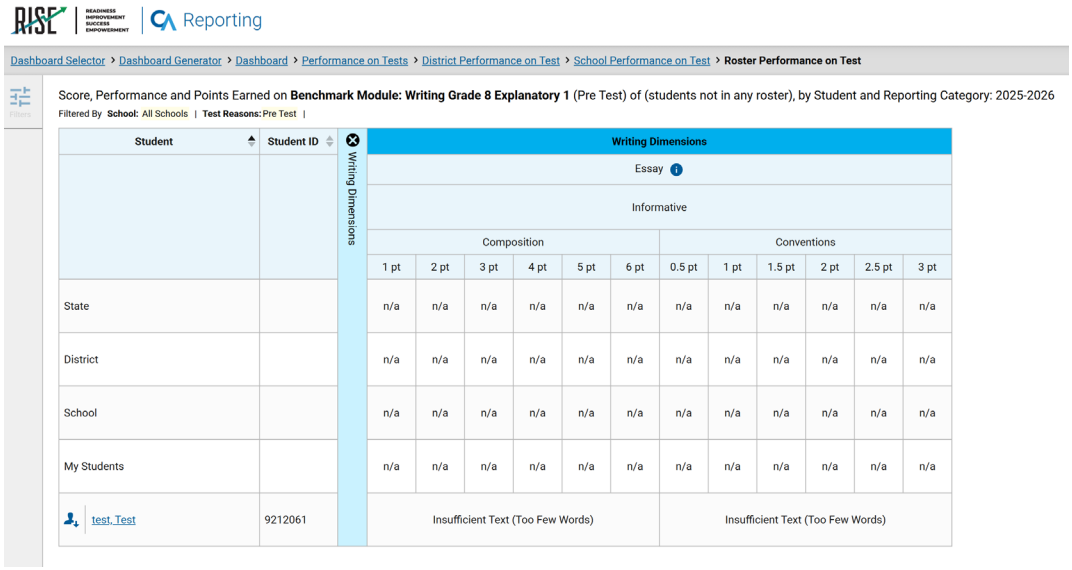
Figure 55. Student Portfolio Report with Expanded Filter Panel



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

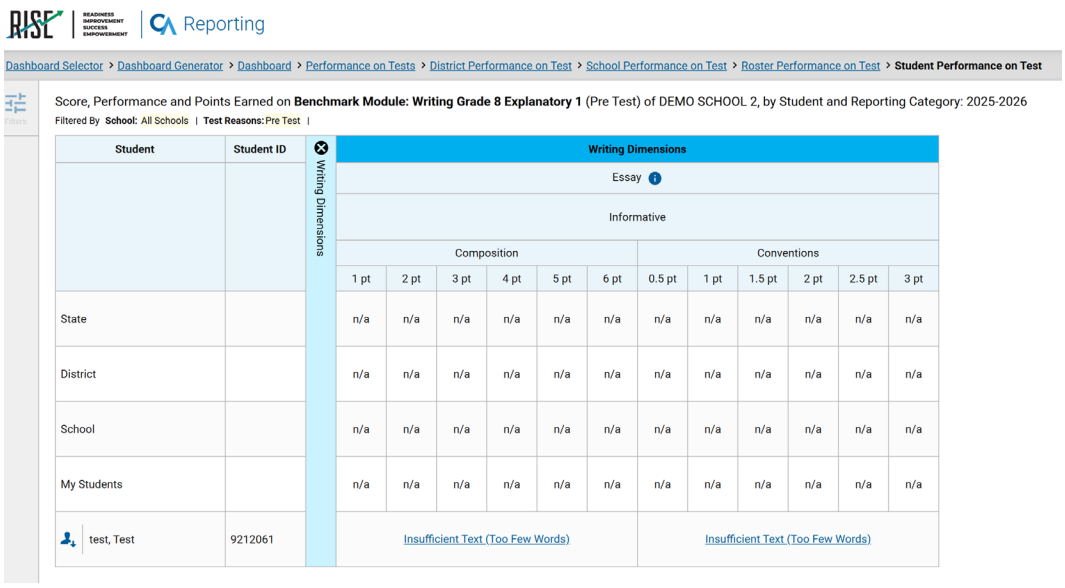
Individual student responses are viewable within the Reporting System to view the student's written response to the Writing Benchmark Module prompt. To view a student's writing response:

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

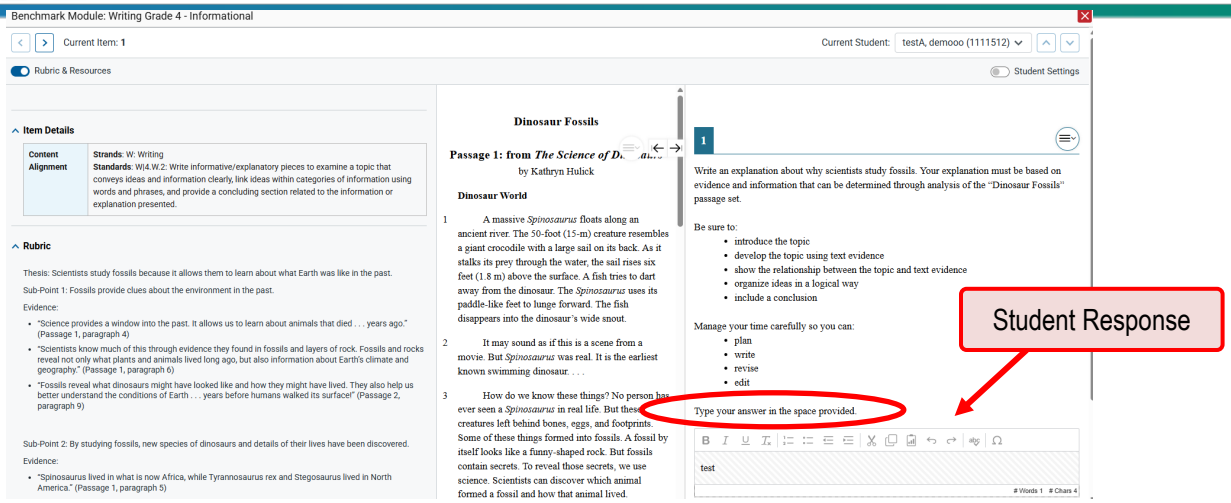



2. Click on the student's hyperlinked name.

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.




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




**5.** 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.

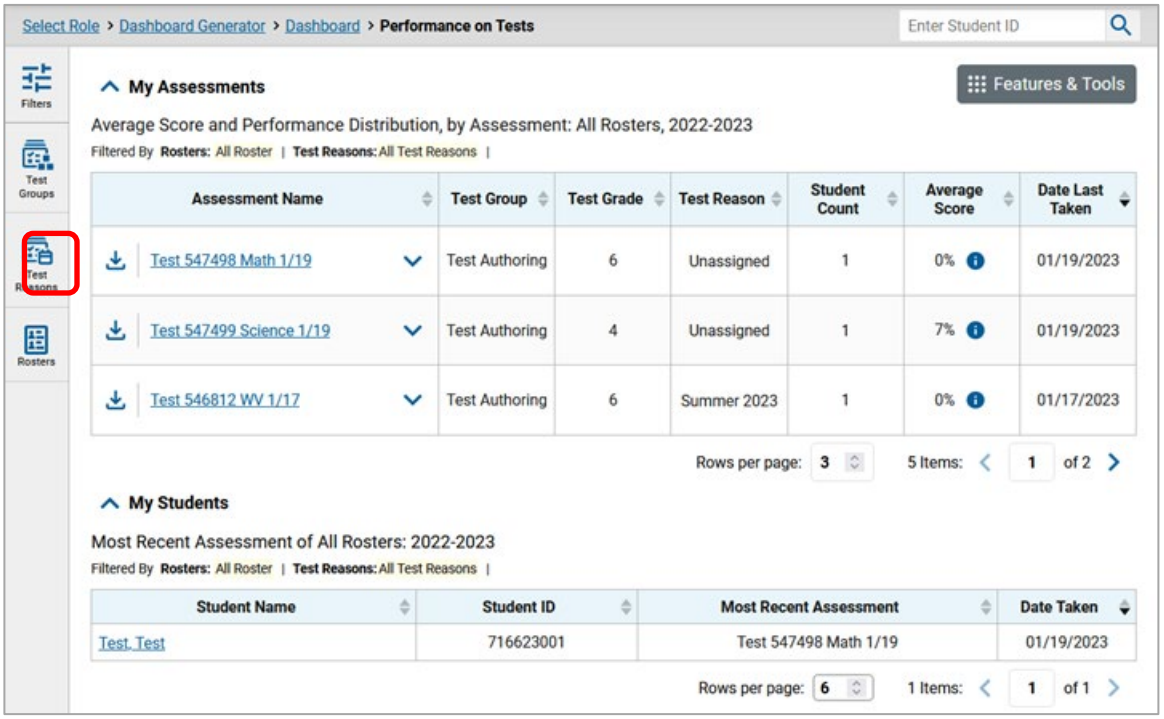
## All Users: Export and Print Data for Benchmark Modules

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

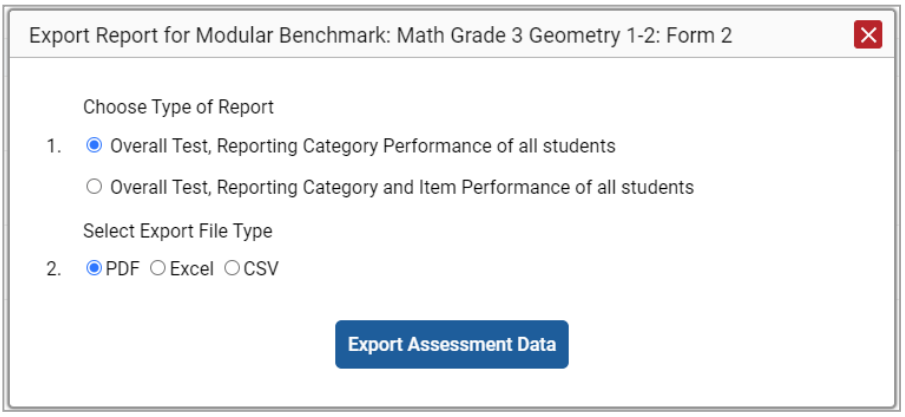



The ***Export Report*** window opens. The options in this window vary according to your user role (view Figure 57).

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

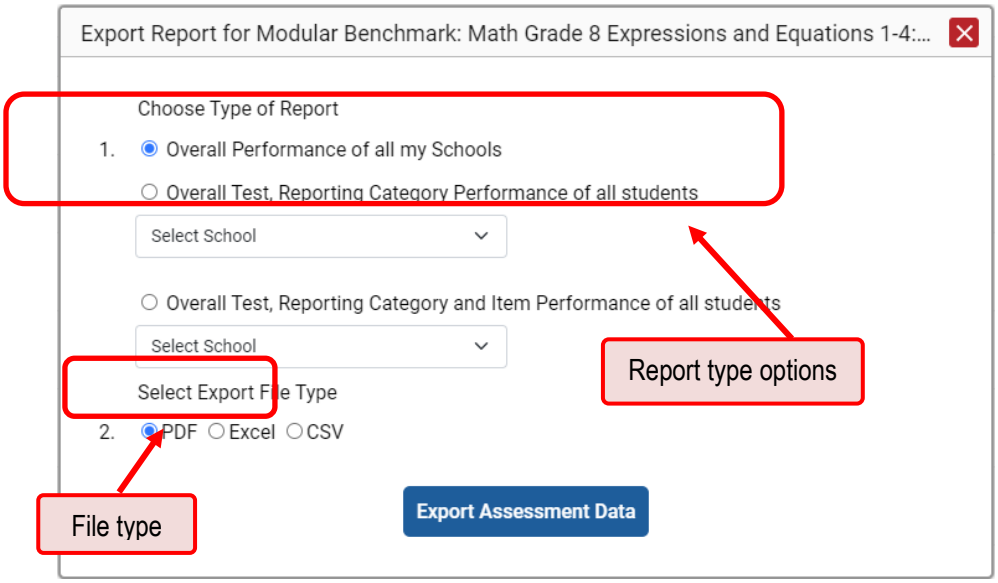
- **Teachers and school-level users (**view Figure 57**):**
  - To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button. (This is either the My Students' Performance on Test report 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




- **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




**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 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

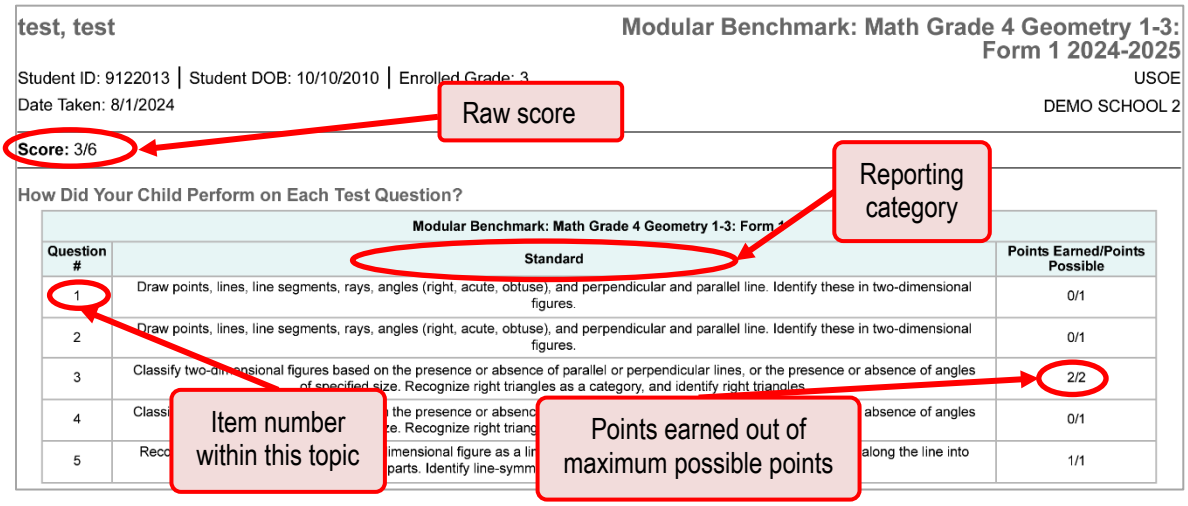



Figure 60. Detail of Individual Student Report (ISR) for ELA Benchmark Module

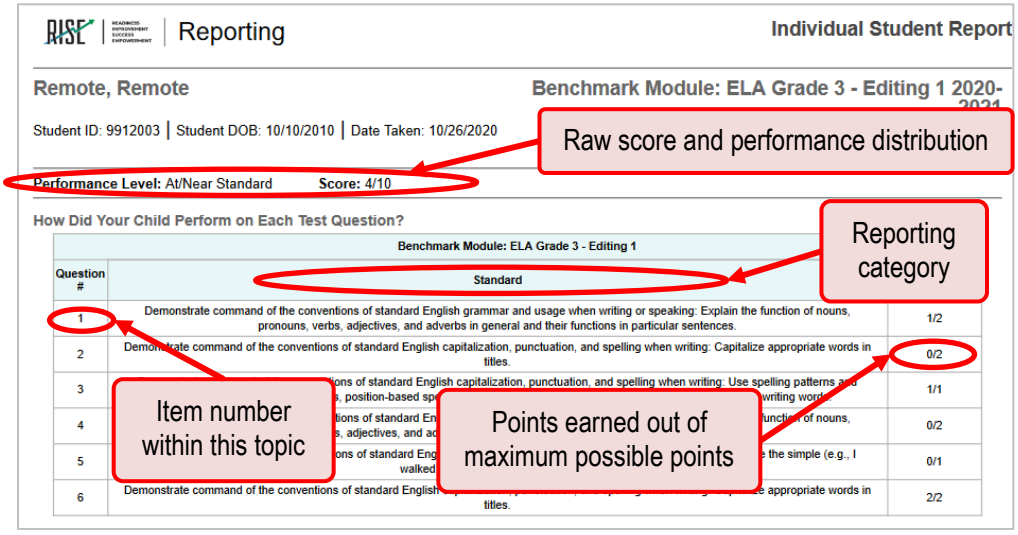
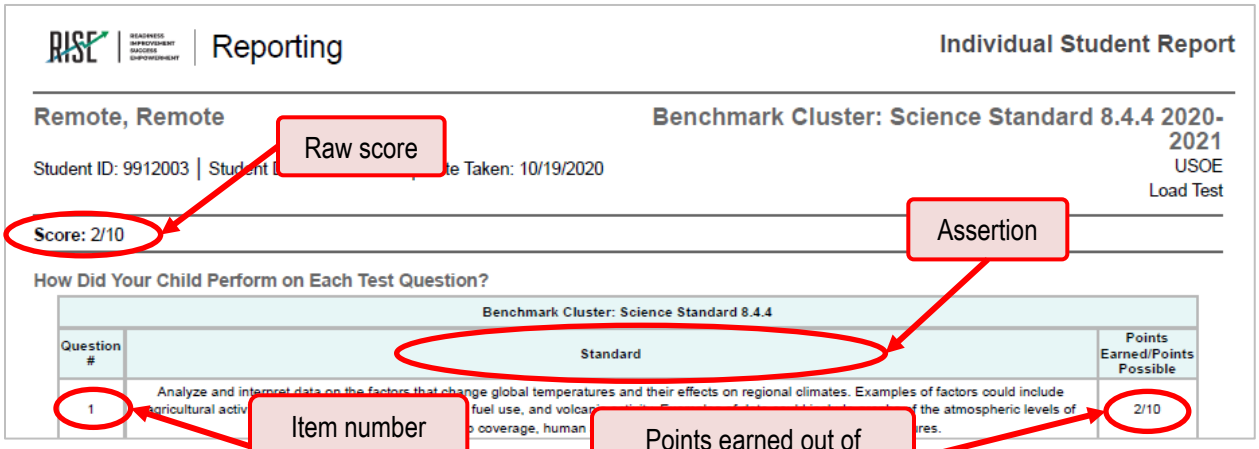



Figure 61. Detail of Individual Student Report (ISR) for Science Benchmark Module



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

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

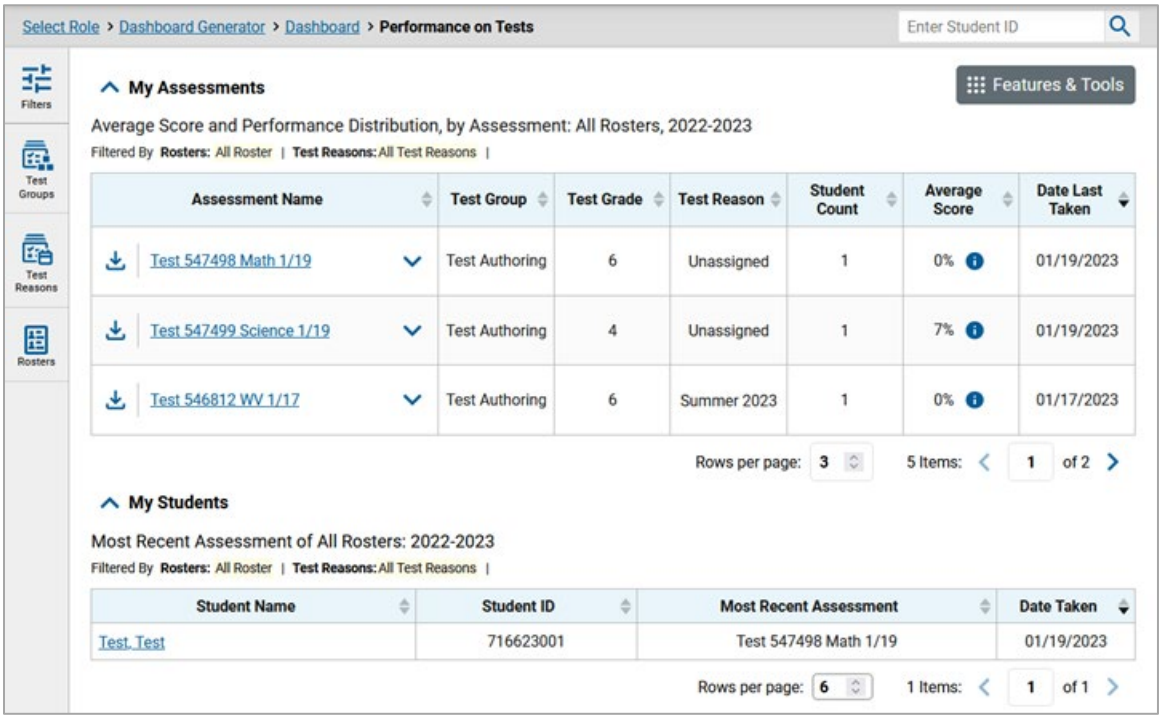
To generate and export an Individual Student Report (ISR) for a benchmark module, use the Student Results Generator. Each ISR shows a student's overall performance on their benchmark module plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments,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

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

ISRs can be generated from almost any Reporting page.

1. Click the **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



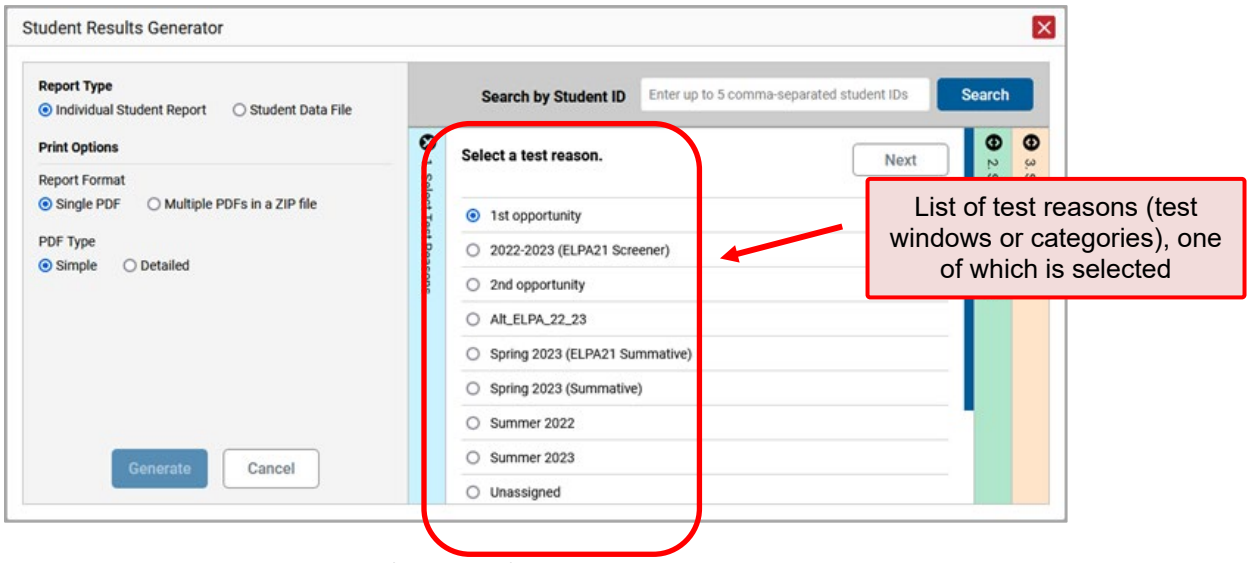

The ***Student Results Generator*** window opens (Figure 63).

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.

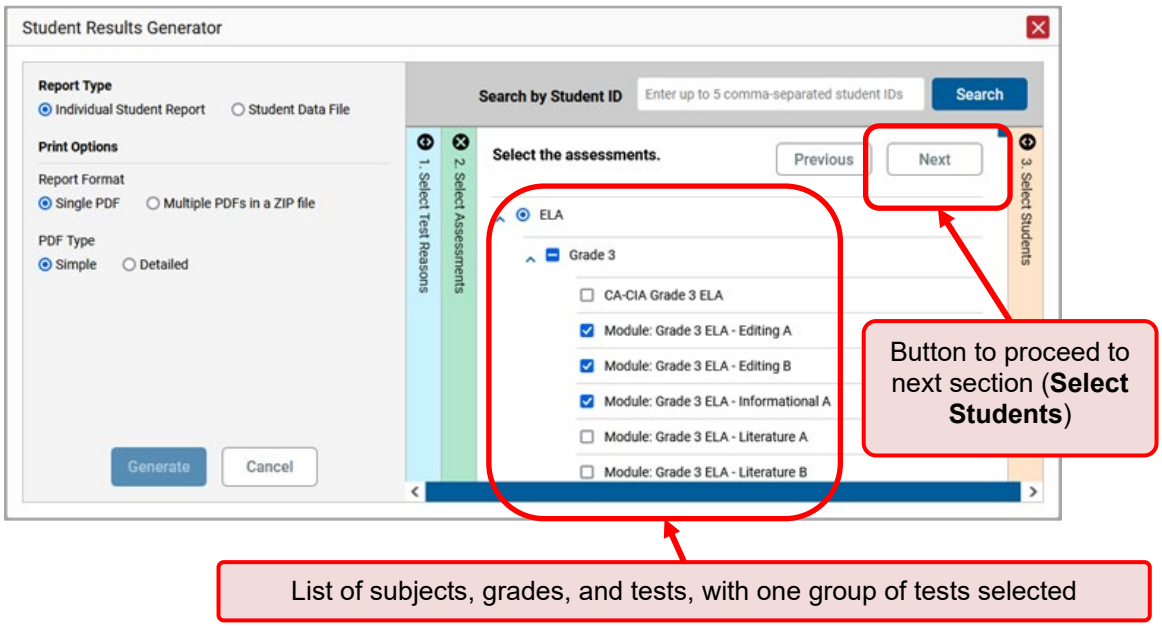
a. In the ***Select Test Reasons*** section (Figure 63), mark the checkbox for the test reason you want to include in the report. Test reasons are either test windows (summative only) or categories for tests. NOTE: Users can include only one test reason when generating ISRs.

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




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



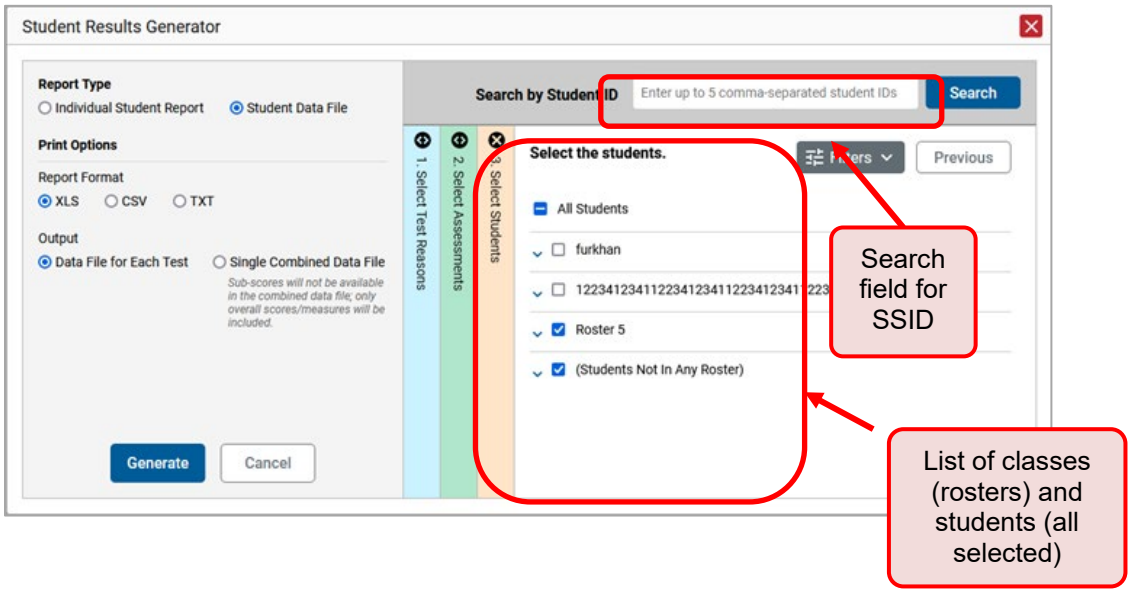
a. The **Select Students** section (Figure 65) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs. NOTE: Users can include up 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:

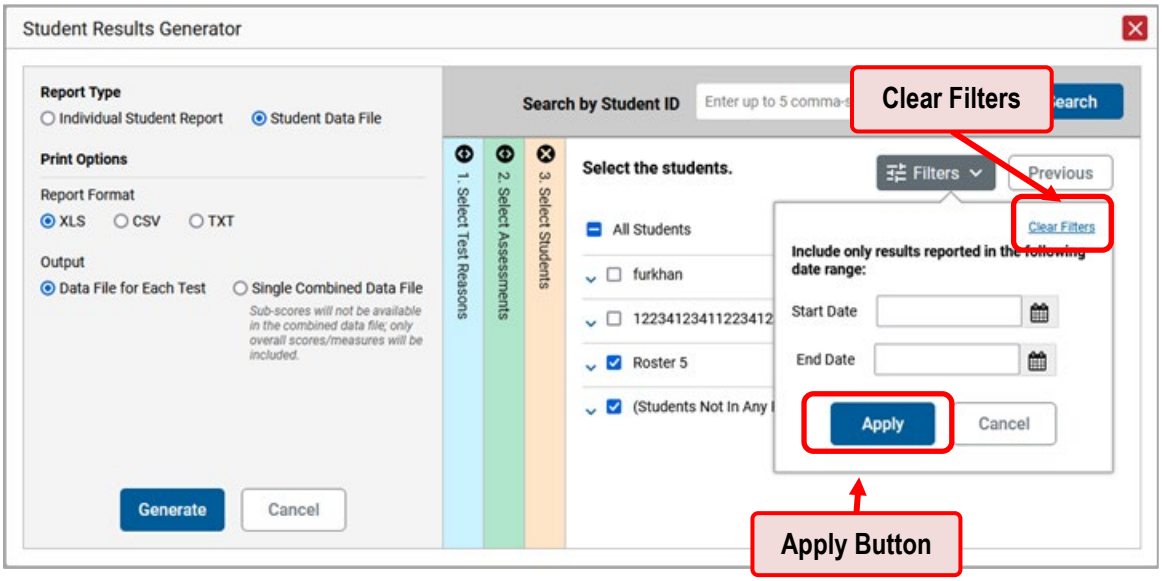
i. Open the **Filters** menu. The menu displays two date fields, as in Figure 66.

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.

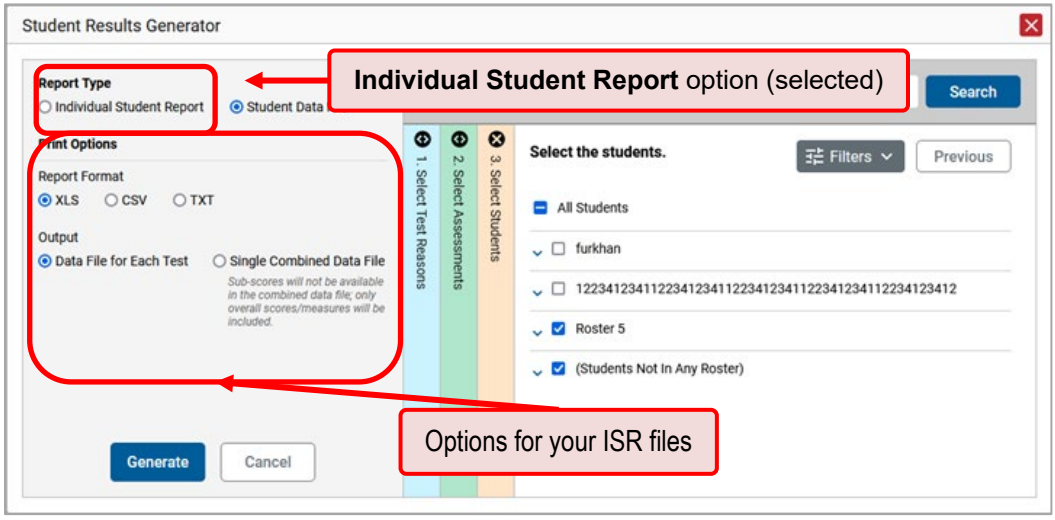
iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 66. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open




**3.** 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



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

5. Under PDF Type, select either a simple or a detailed PDF.

6. *Optional*: If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

7. 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.

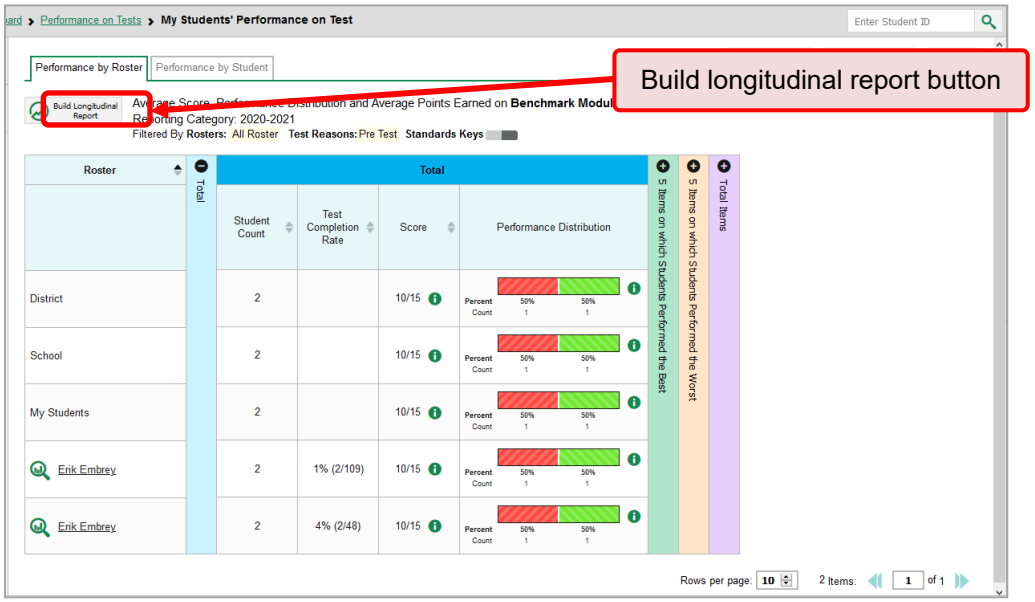
## How can I access a Longitudinal Report comparing related Benchmark Modules?

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.

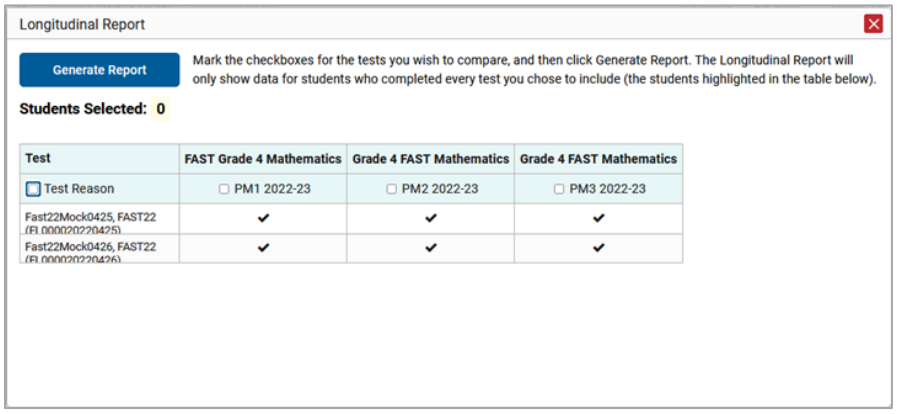
If you are viewing a Longitudinal Report for which benchmark module, interim and summative assessments are available, the Progression drop-down list (view Figure 69) appears. Use it to select which assessment types to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. 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




- 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.

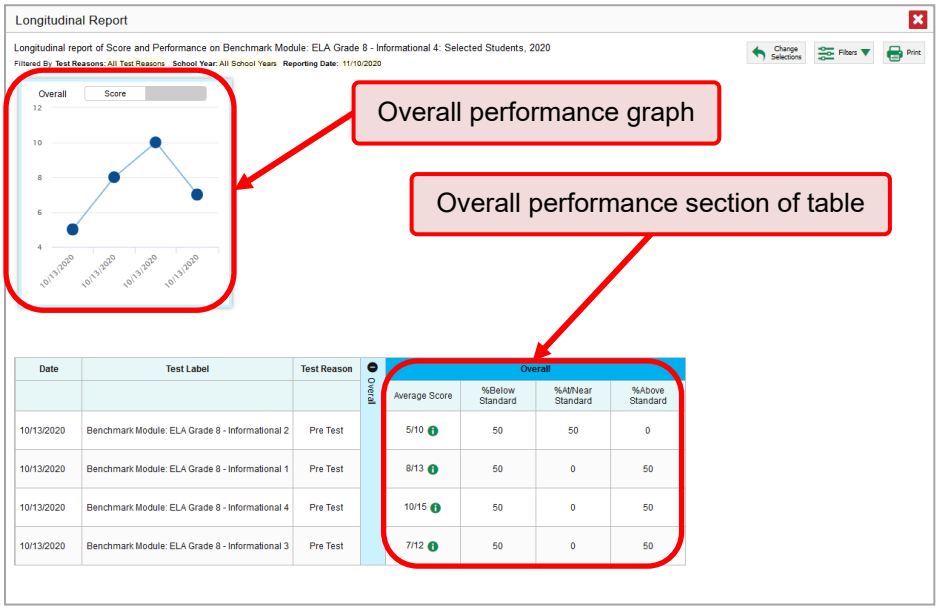
If you are viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button.)

## 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

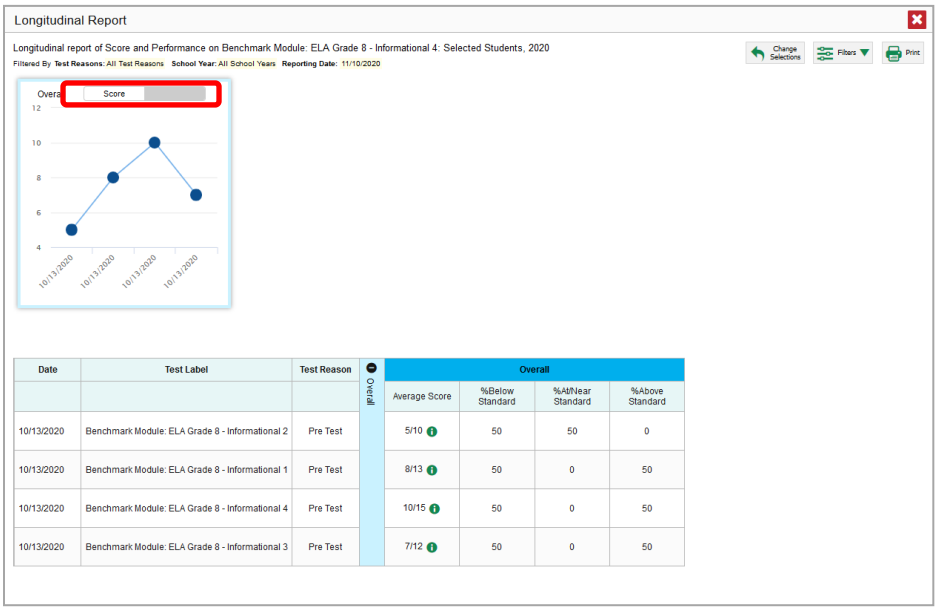



Performance level data are shown either the same way or, for multiple students, in performance distribution bars. Hover over the data points in a line graph or the sections in a bar to get more information.

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




| Date | Test Label | Test Reason | Overall | | | |
|---|---|---|---|---|---|---|
| | | | Average Score | %Below Standard | %At/Near Standard | %Above Standard |
| 10/13/2020 | Benchmark Module: ELA Grade 8 - Informational 2 | Pre Test | 5/10 | 50 | 50 | 0 |
| 10/13/2020 | Benchmark Module: ELA Grade 8 - Informational 1 | Pre Test | 8/13 | 50 | 0 | 50 |
| 10/13/2020 | Benchmark Module: ELA Grade 8 - Informational 4 | Pre Test | 10/15 | 50 | 0 | 50 |
| 10/13/2020 | Benchmark Module: ELA Grade 8 - Informational 3 | Pre Test | 7/12 | 50 | 0 | 50 |

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

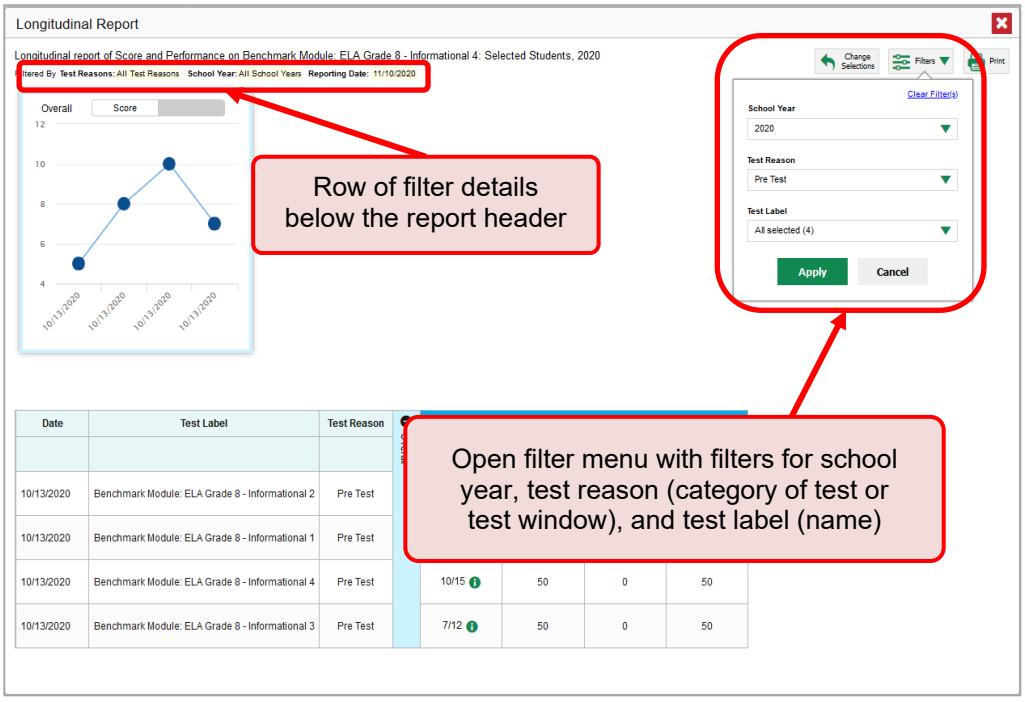
Alternatively, in the table at the bottom of the report, look at the **Overall** section.

## 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**.

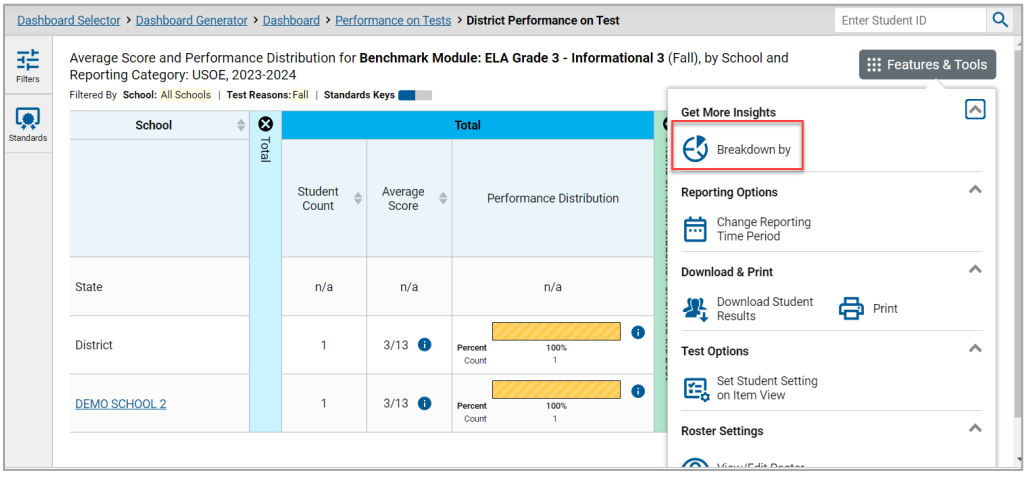
3. *Optional*: To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

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



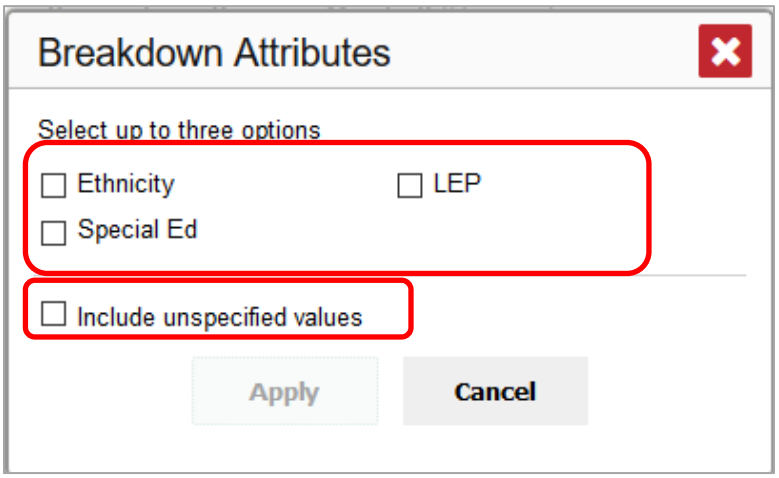

### How can I view results broken down by demographic sub-groups for Benchmark Modules?

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




**2.** Select up to three student demographic categories.

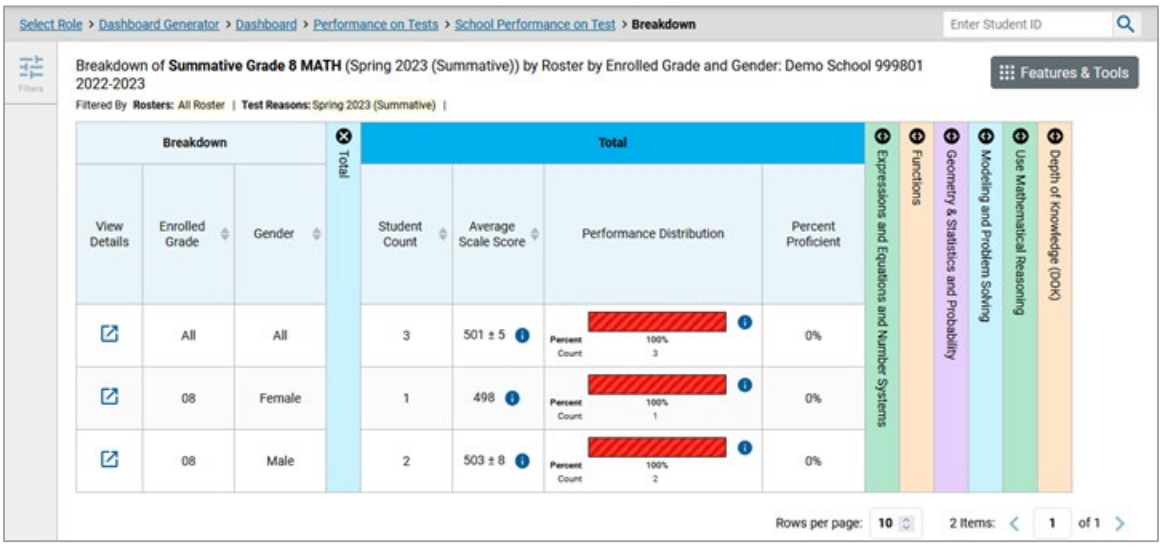
There is also an **Include unspecified values** checkbox, explained below:

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

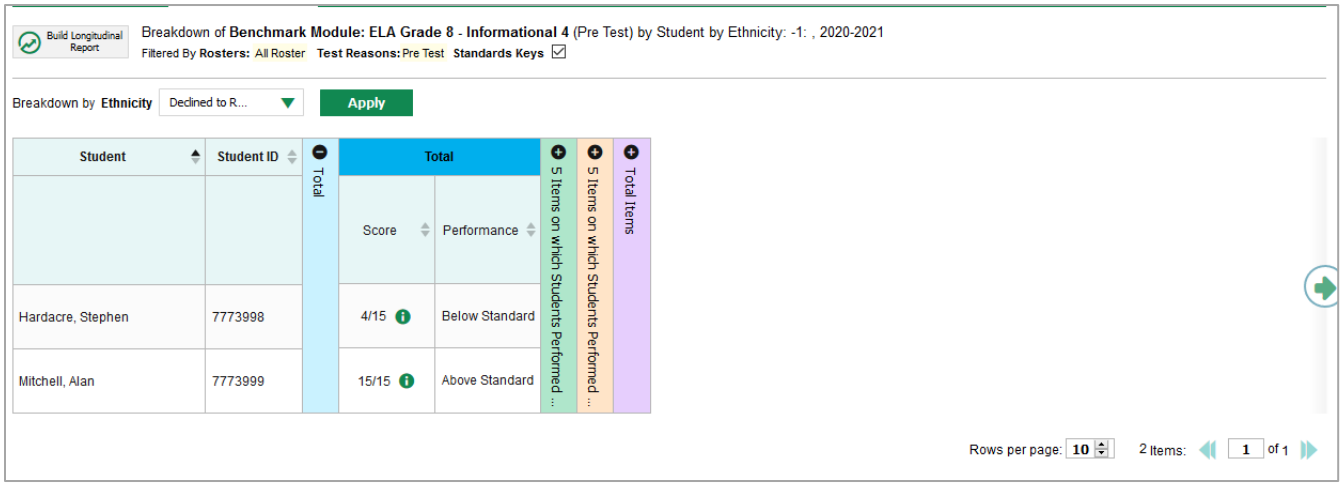


## How can I view results for a specific demographic sub-group or combination for Benchmark Modules?

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)




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?

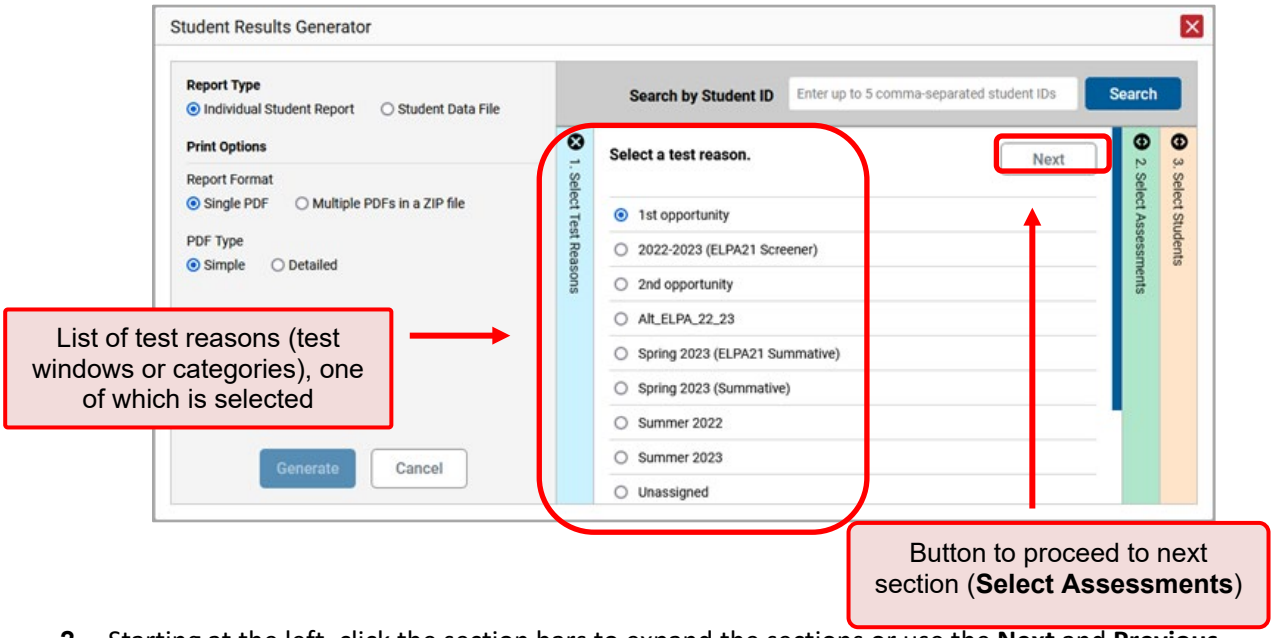
To generate and export a student Benchmark Module data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files. Because the process for generating a student data file is much the same as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



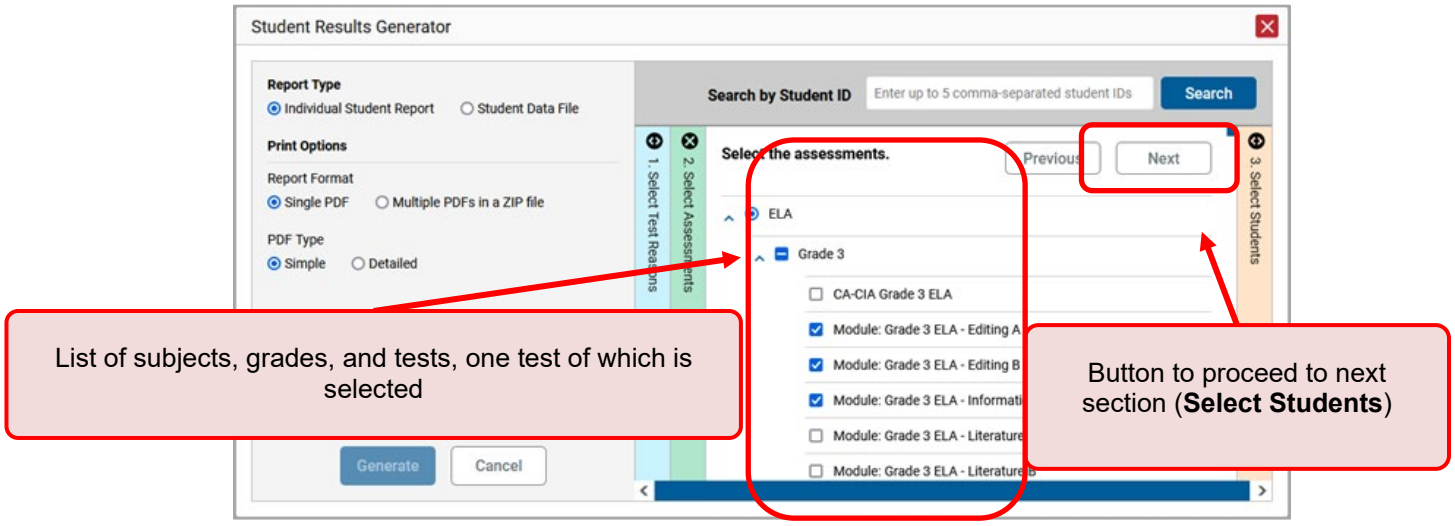

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you may make selections: first test reasons, then assessments, then students.

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

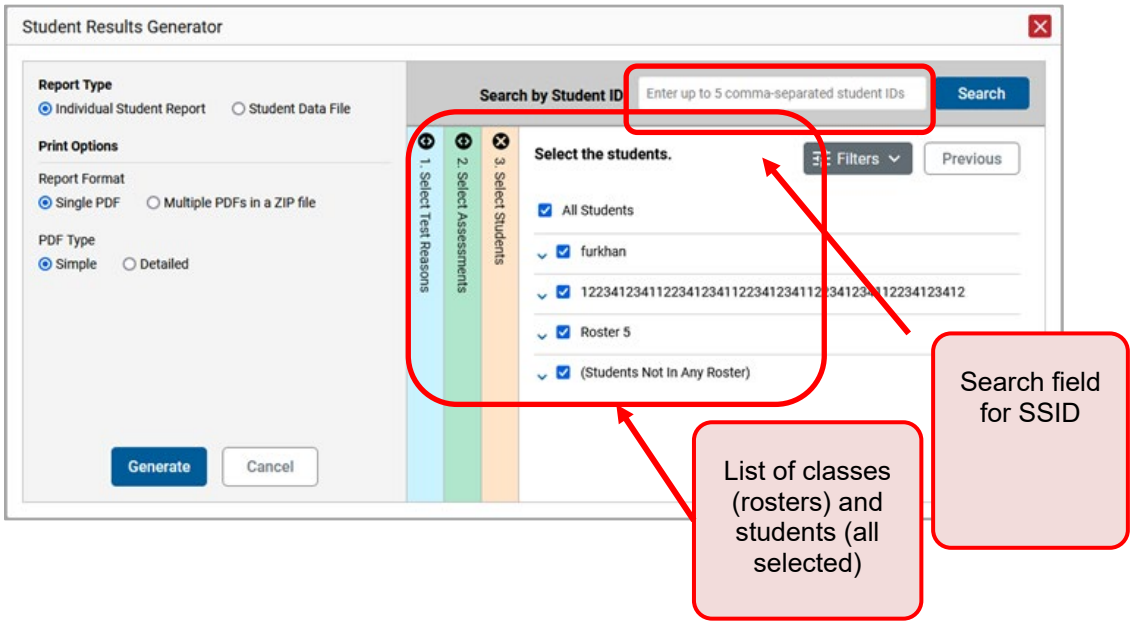



c. The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

- 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).

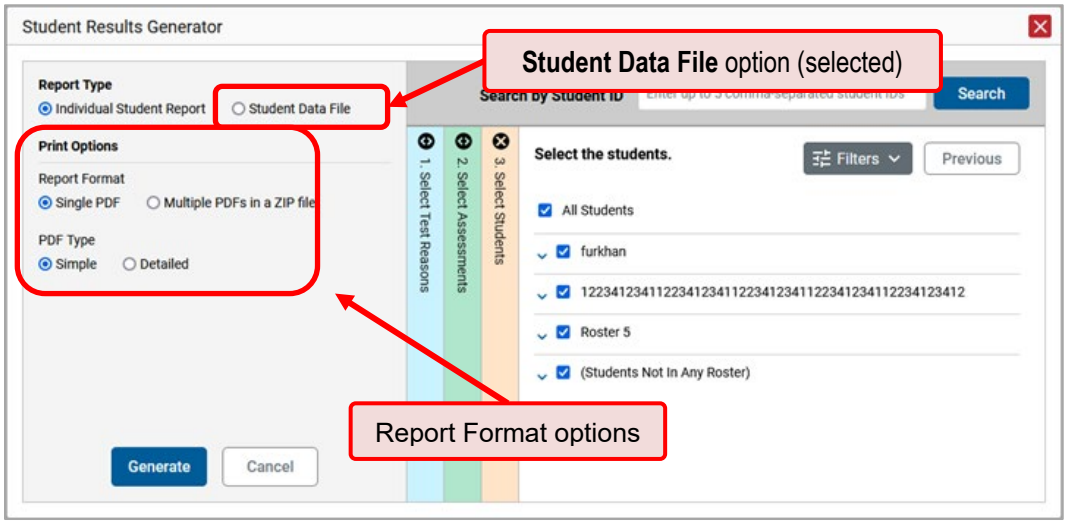
ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.

iii. Click **Apply**.

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

3. 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




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

5. 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

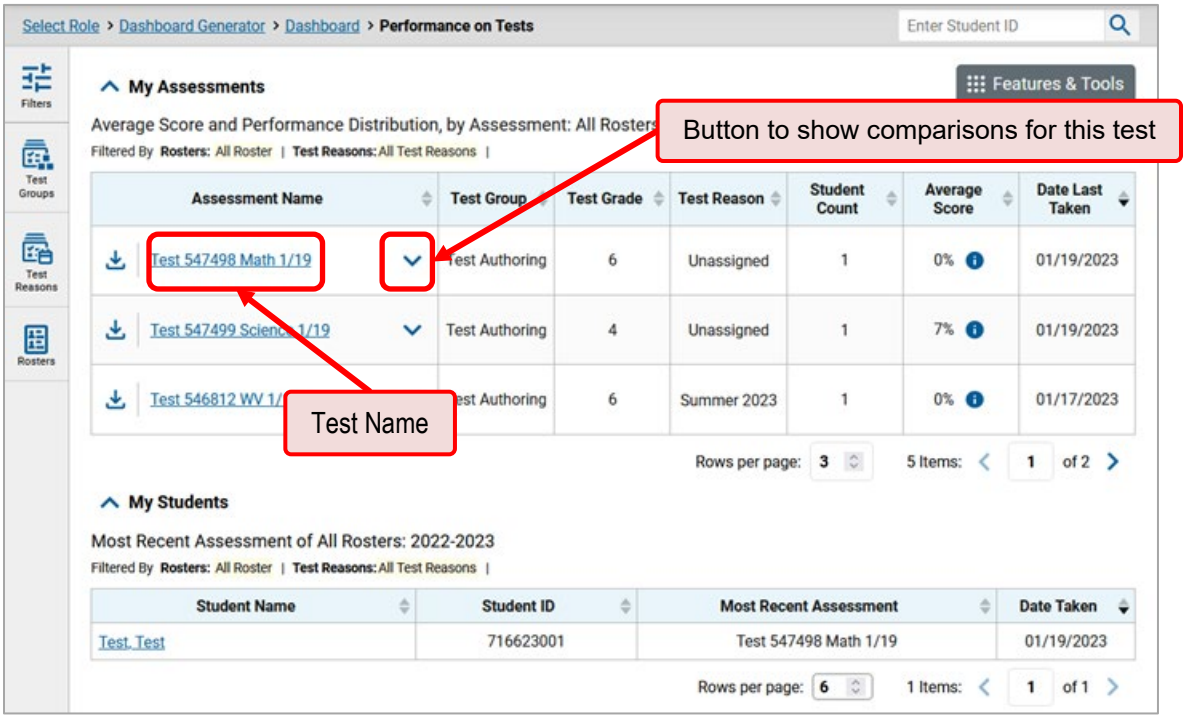
On the dashboard and in the Student Portfolio Report, you can access performance data for your LEA, school, and/or total students.

## 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).

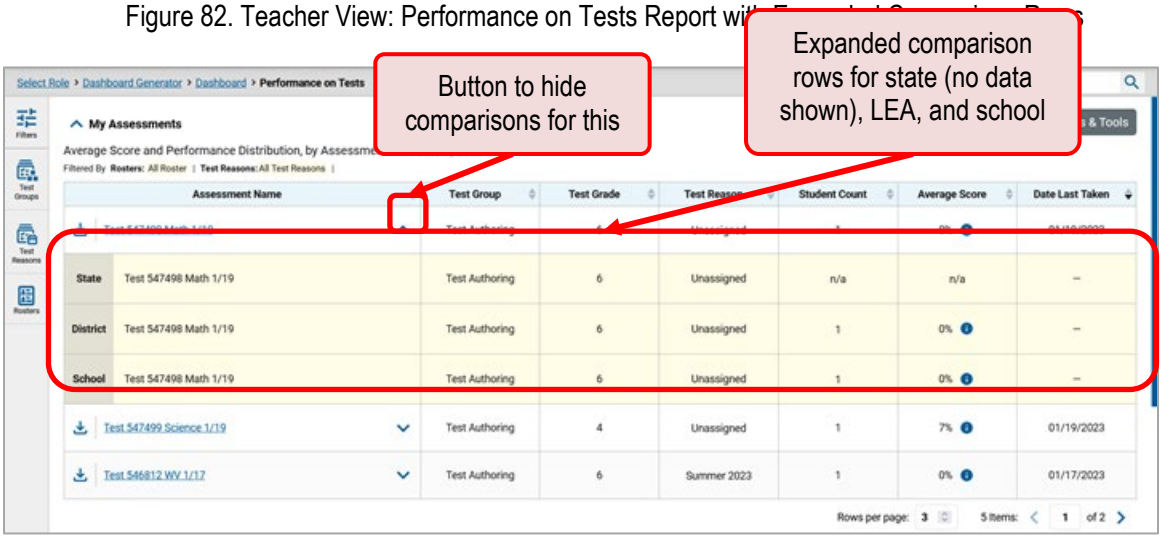
In the Performance on Tests report (view Figure 81), click ⌄ to the right of a benchmark module name.

Figure 81. Teacher View: Performance on Tests Report



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

Figure 82. Teacher View: Performance on Tests Report wi




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

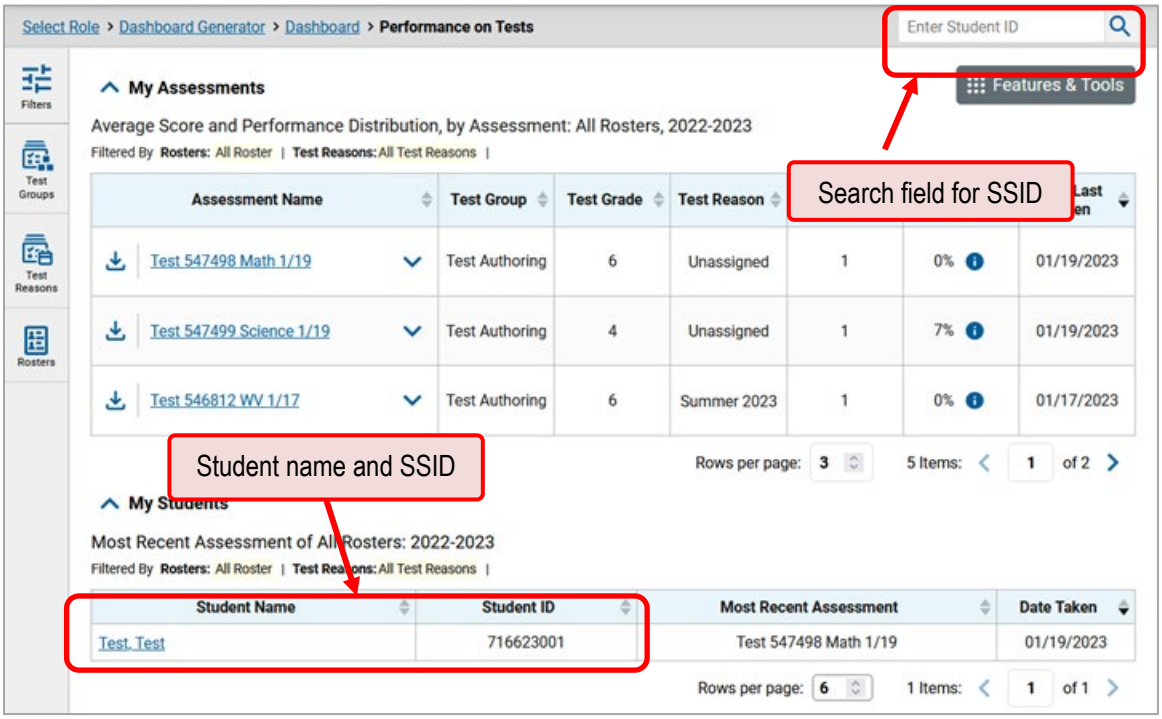
## How can I compare a student's performance on any of their Benchmark Modules with that of my LEA, school, and/or total students?

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.

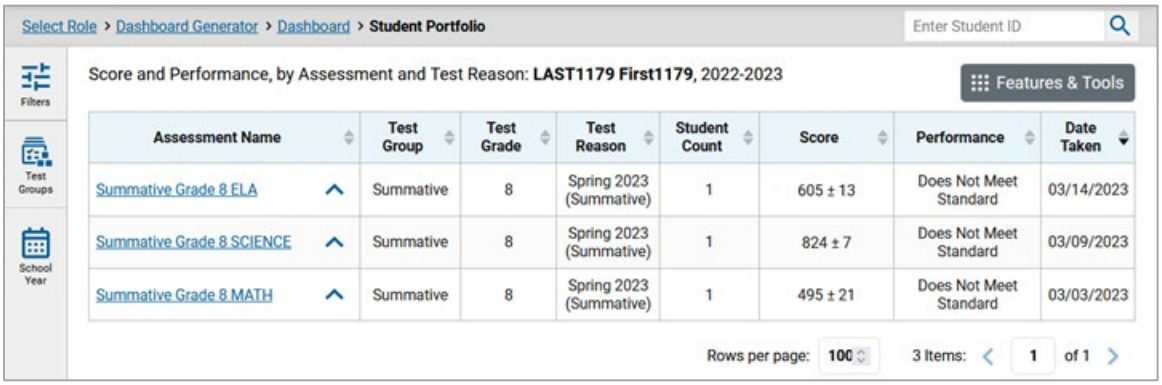
   Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name.

Figure 83. Teacher View: Performance on Tests Report



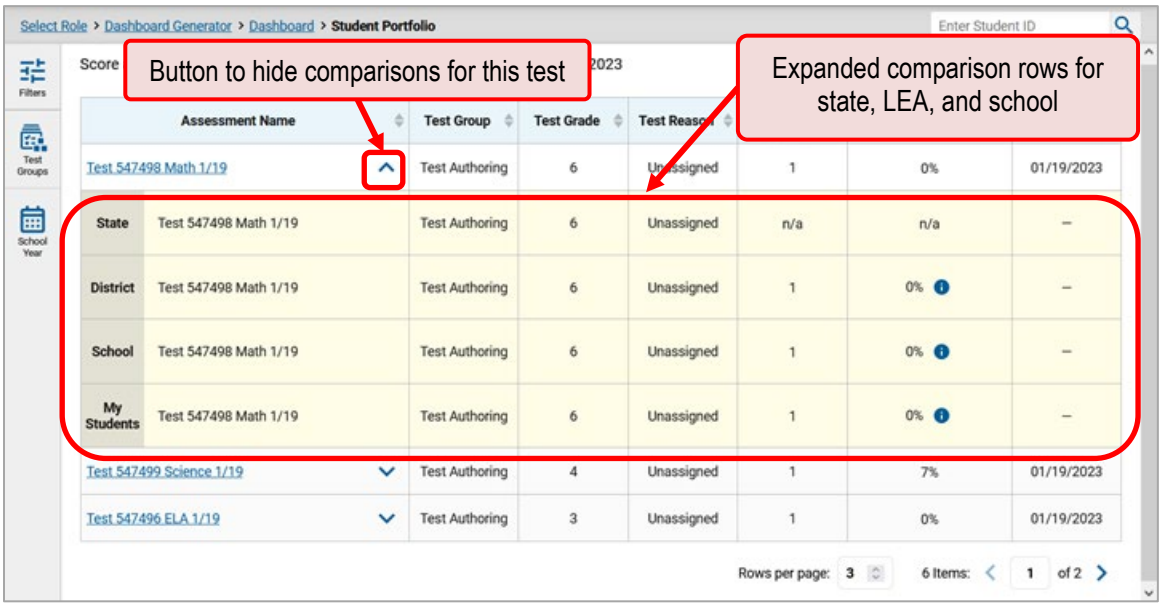

2. Click to the right of an assessment name (view Figure 84).

Figure 84. Student Portfolio Report




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




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

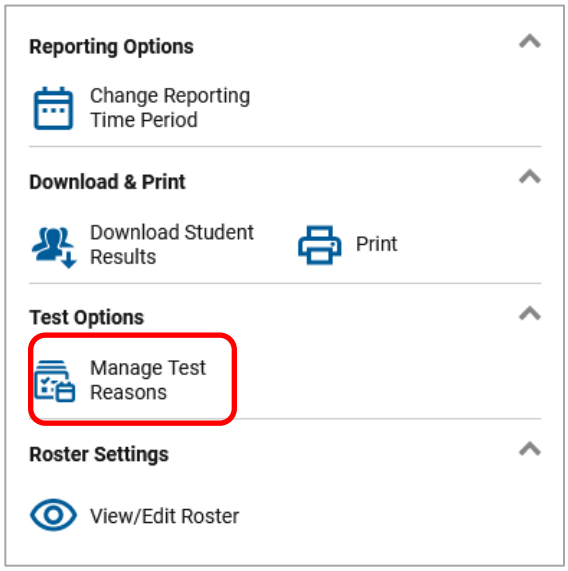
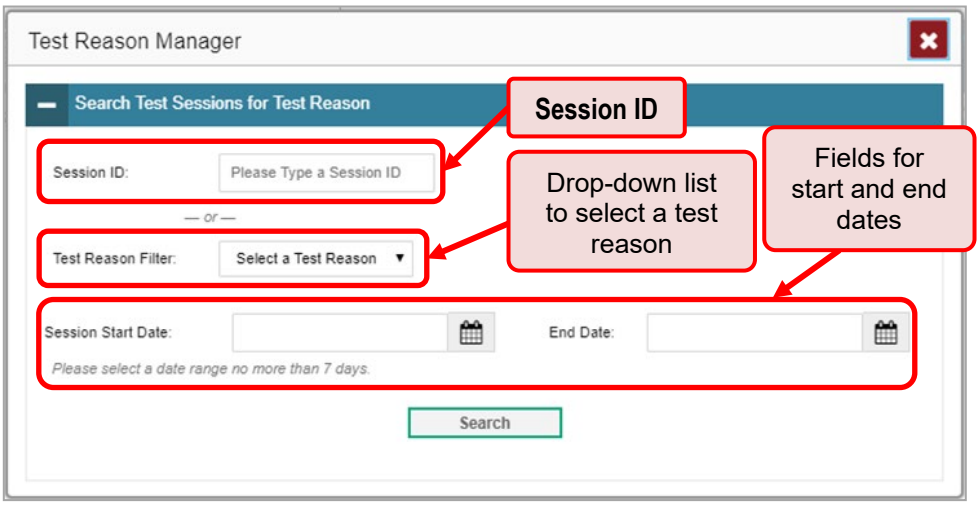


Figure 87. Test Reason Manager Window



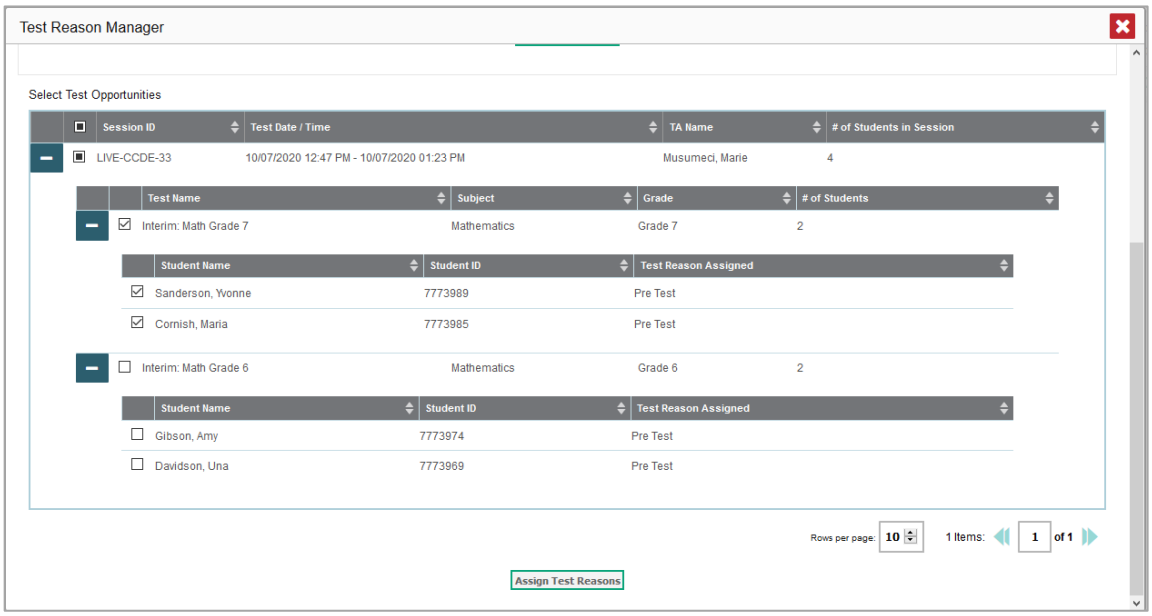

**2.** To search for the interim assessments you wish to categorize, do either of the following (view Figure 87):

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.

**2.** Click **Search**.

3. 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

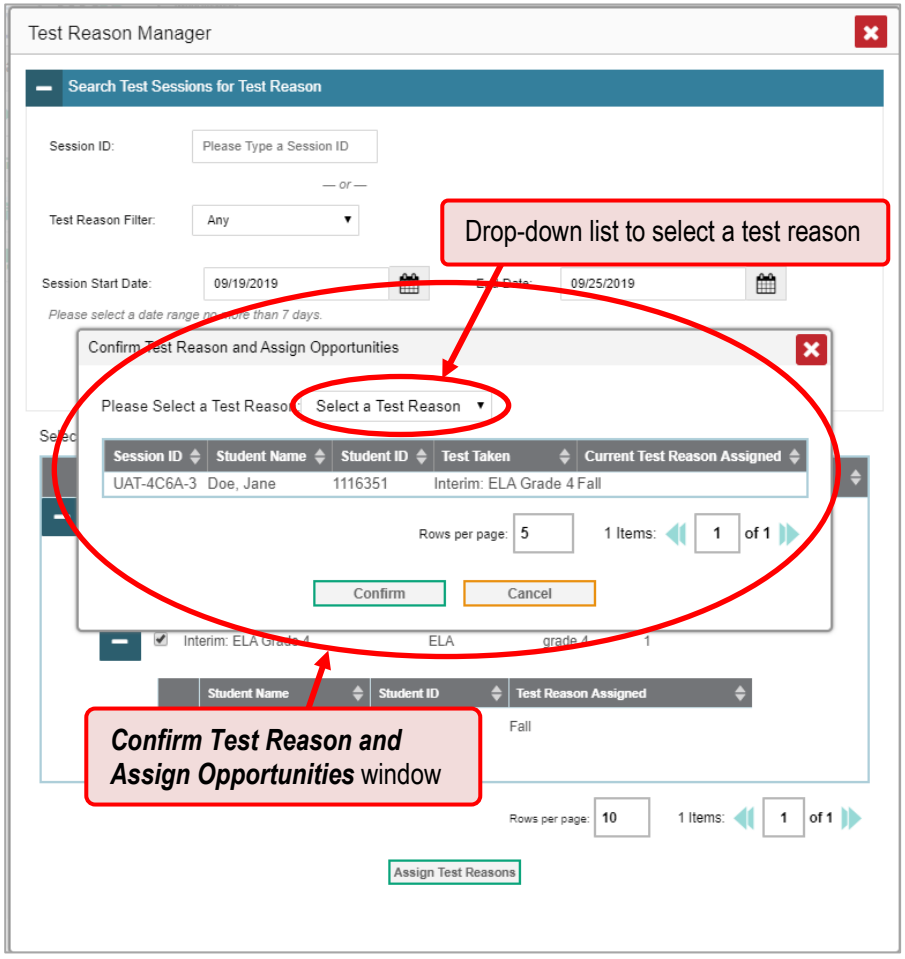



4. Mark the checkboxes for each session or assessment, that you wish to assign to a test reason. Please note: test reasons are required for all RISE assessments.

3. Click **Assign Test Reasons** below the list of retrieved sessions.

5. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm** (view Figure 89).

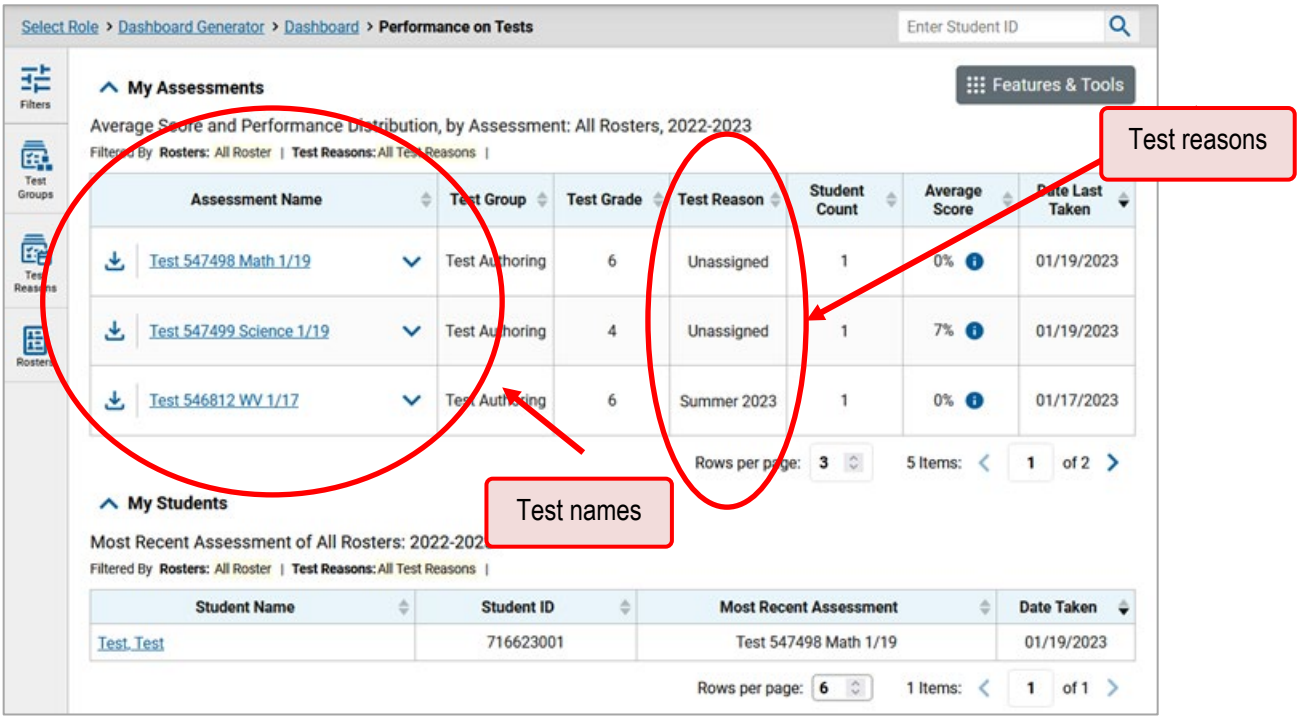
Figure 89. Confirm Test Reason and Assign Opportunities Window



## 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



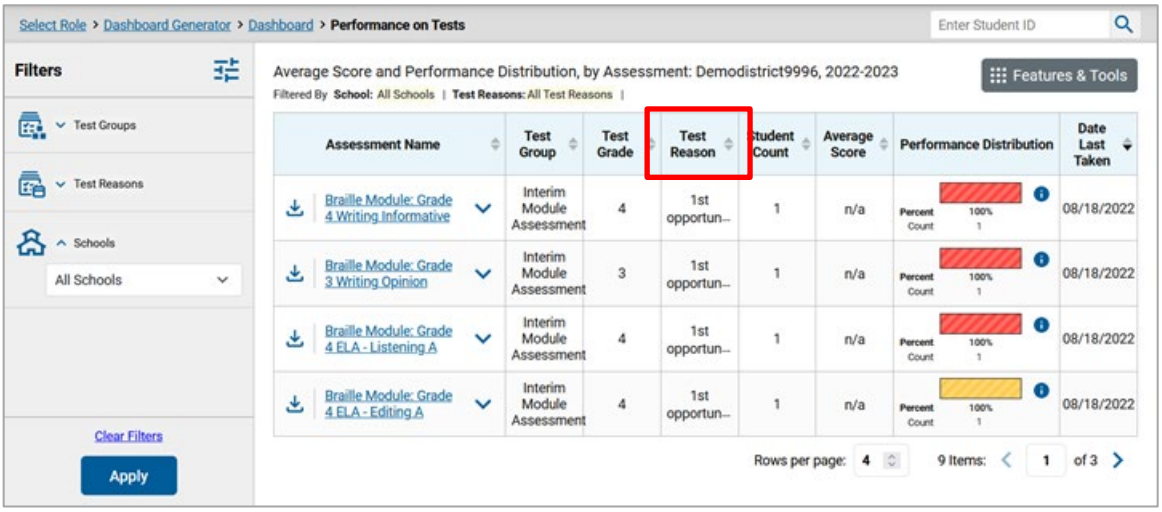

When your assessments have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Winter and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons.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

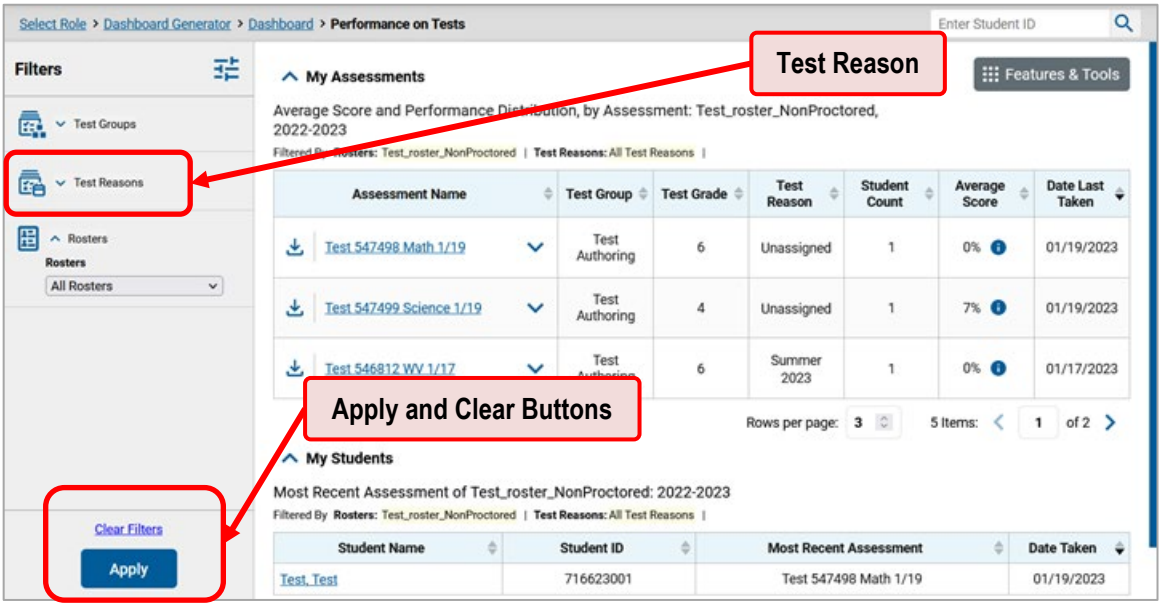
1. On the left side of the dashboard, click either the expand button or the test reason button (view Figure 91). The filter panel expands.

Figure 91. Teacher View: Dashboard




2. 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




4. Click **Apply**. The report updates to show only data for that test reason.

3. *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.

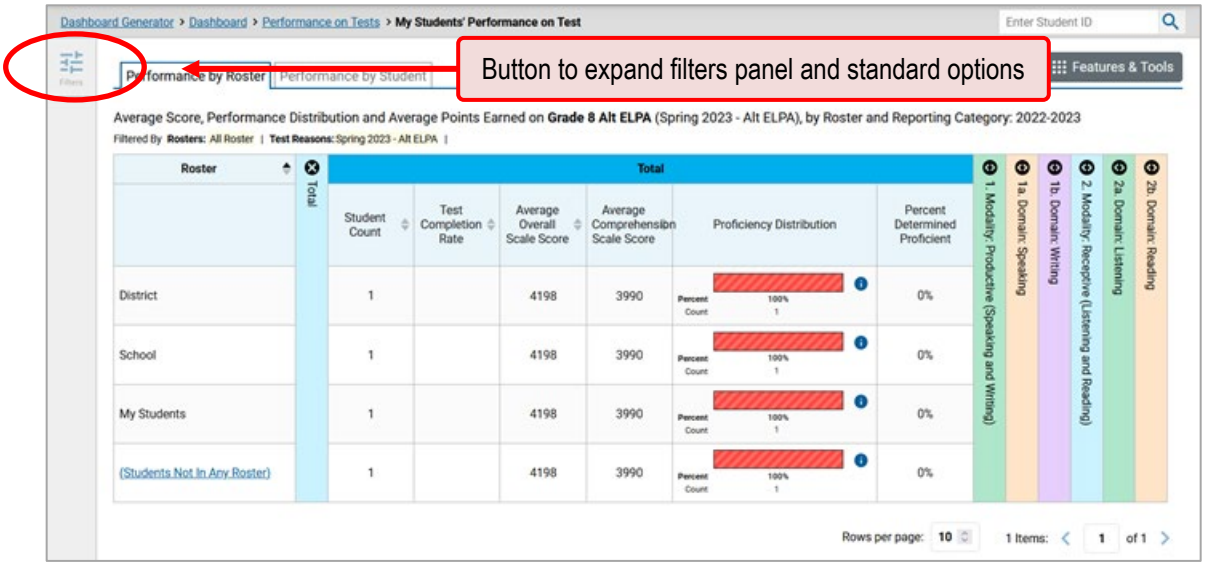
You may want to view how your students performed on a specific standard or category of standards. In certain reports for Interim assessments, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters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

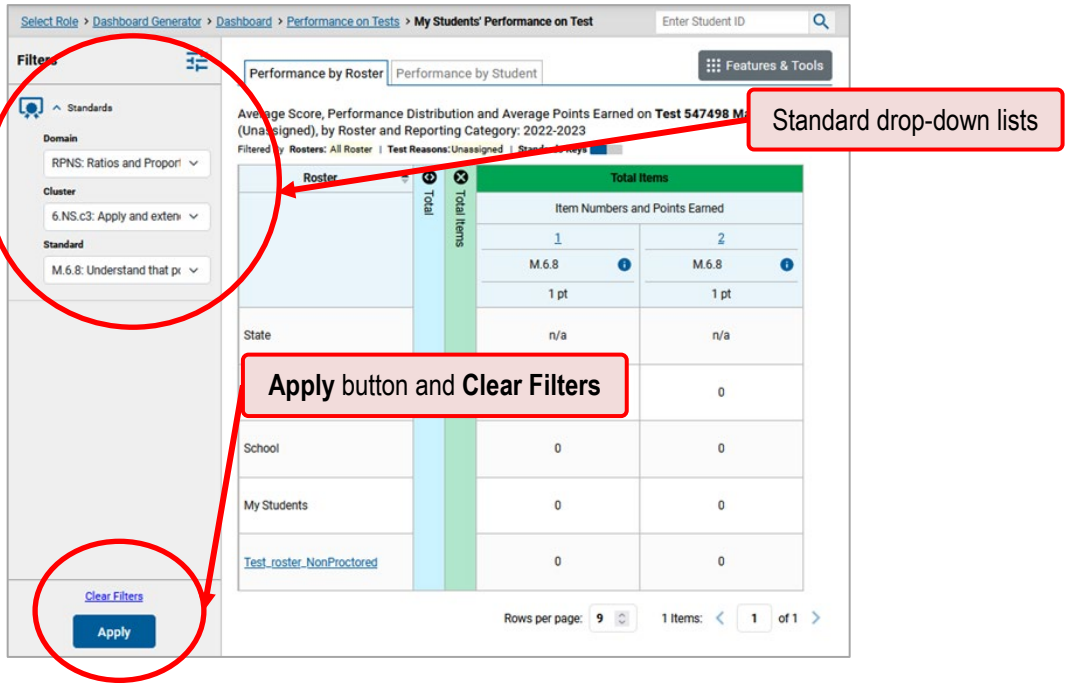
Figure 93. My Students' Performance on Interim Assessment Report: Performance by Roster Tab



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




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

5. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

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

The row of filter details below the table header specifies the standards selected, if any.

# 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.

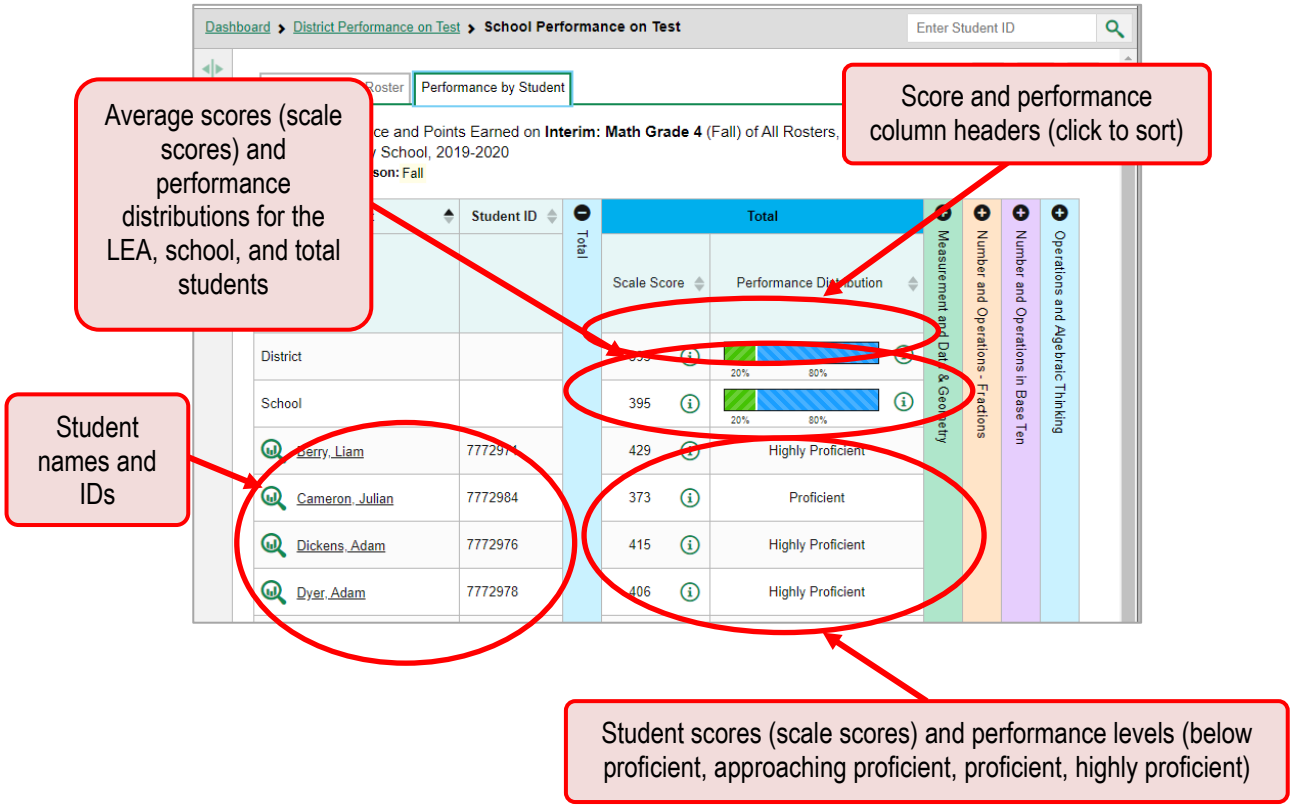
### How can I view a list of all my students and their performance on an Interim assessment?

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.

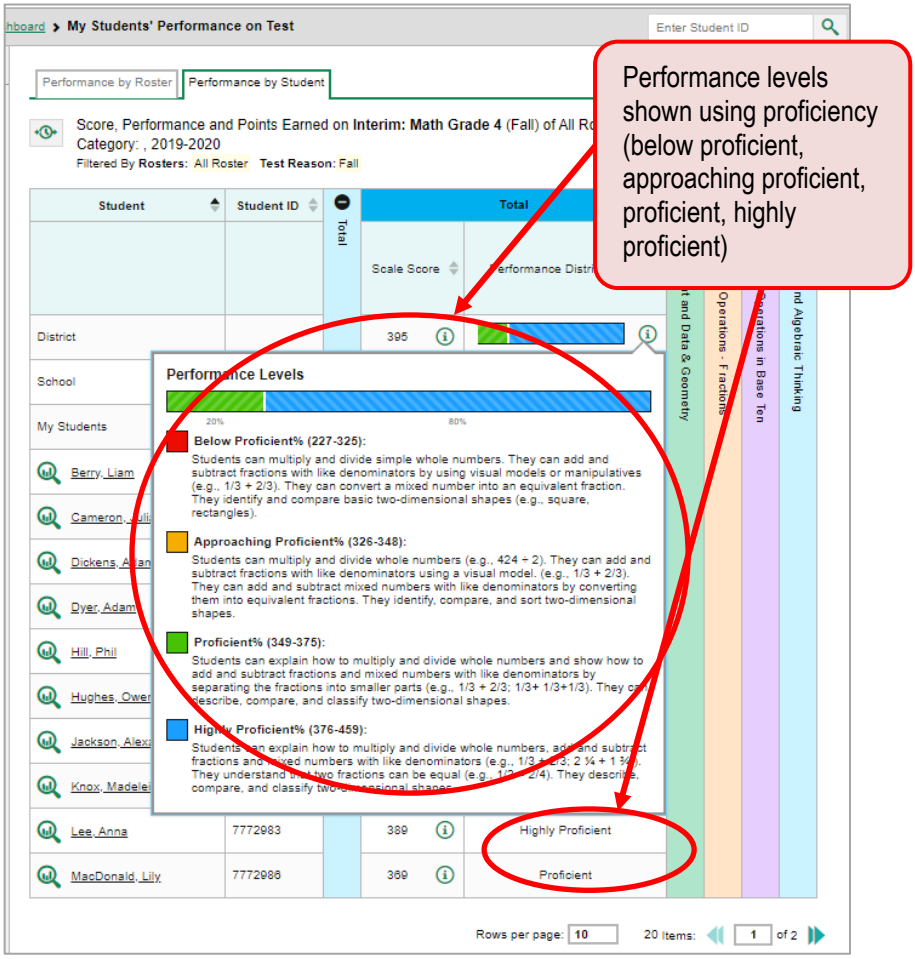
Figure 95. My Students' Performance on Interim Assessment Report: Performance by Student Tab



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

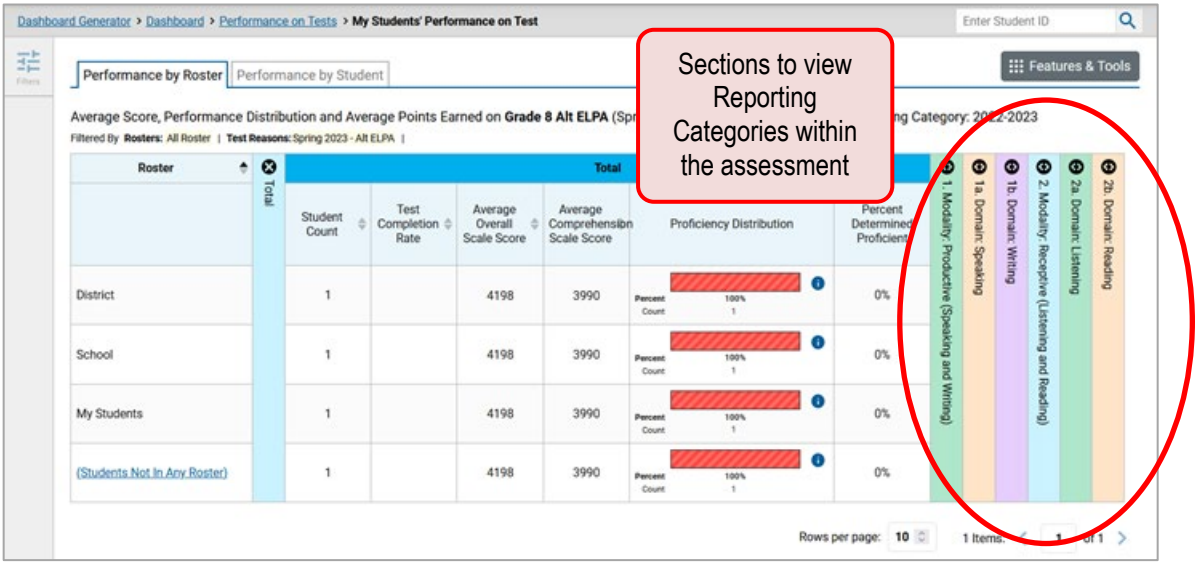
- Scores are shown as scale scores; a scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions.
- Performance distribution is given using proficiency (view Figure 98 on the following page). Proficiency levels describe how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



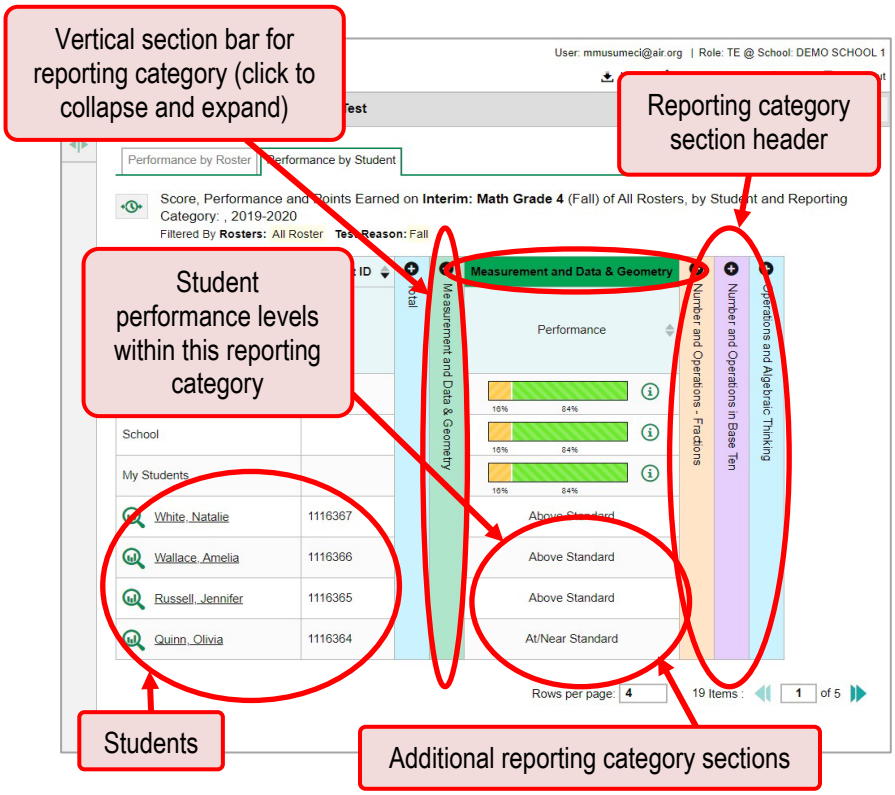

For Interim assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (View Figure 97).

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.

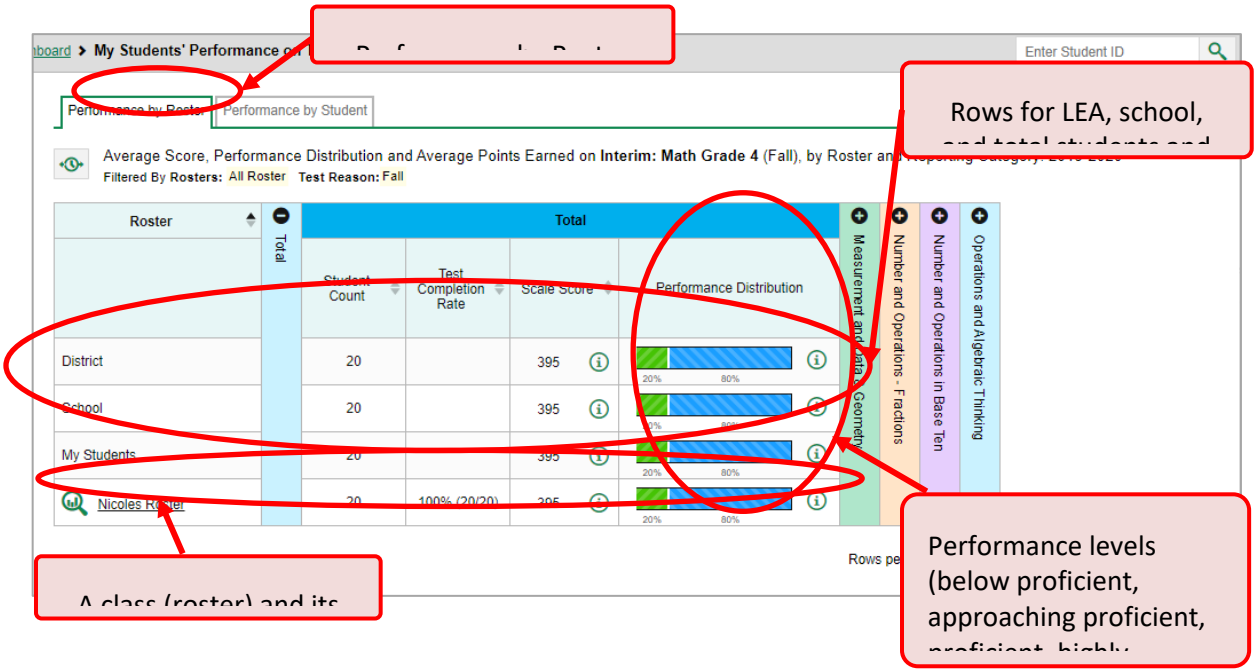
- **LEA-level users** can view all classes (rosters) in a school. To do so, follow these instructions:

  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?

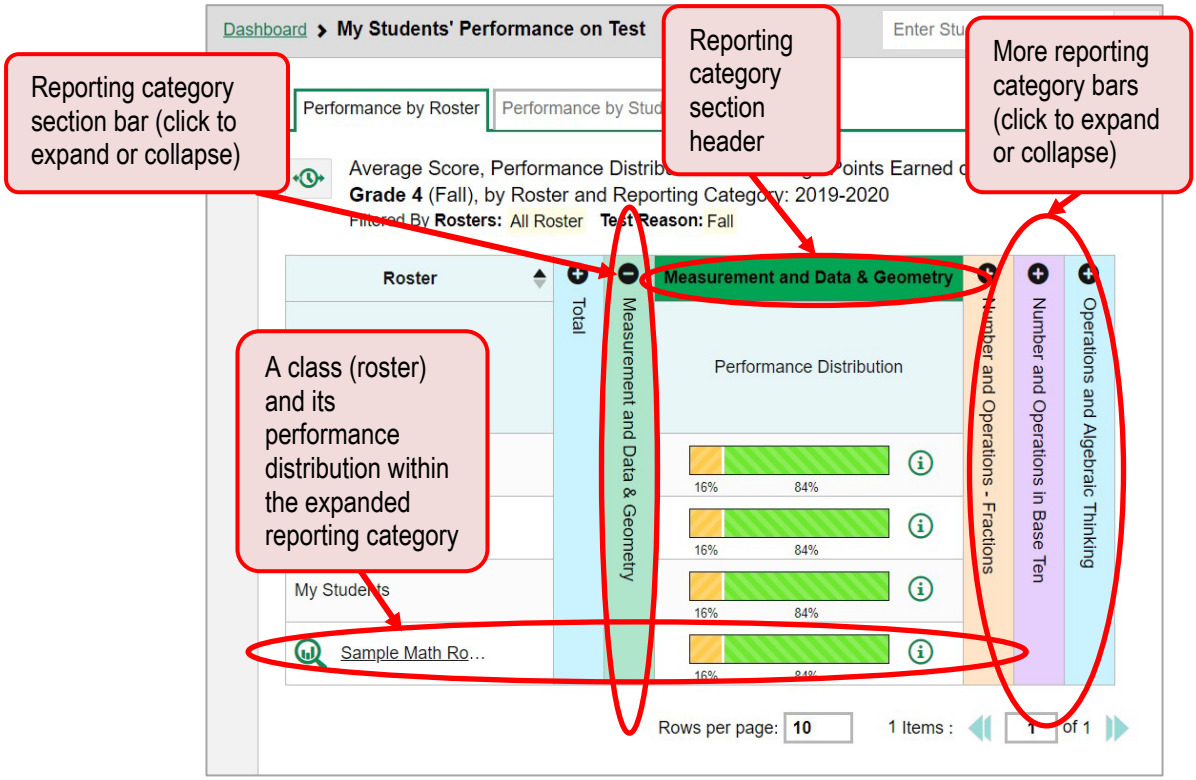
To see which classes had the highest assessment completion rate, click the Test Completion Rate column header to sort the column (see Figure 100).

## 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.

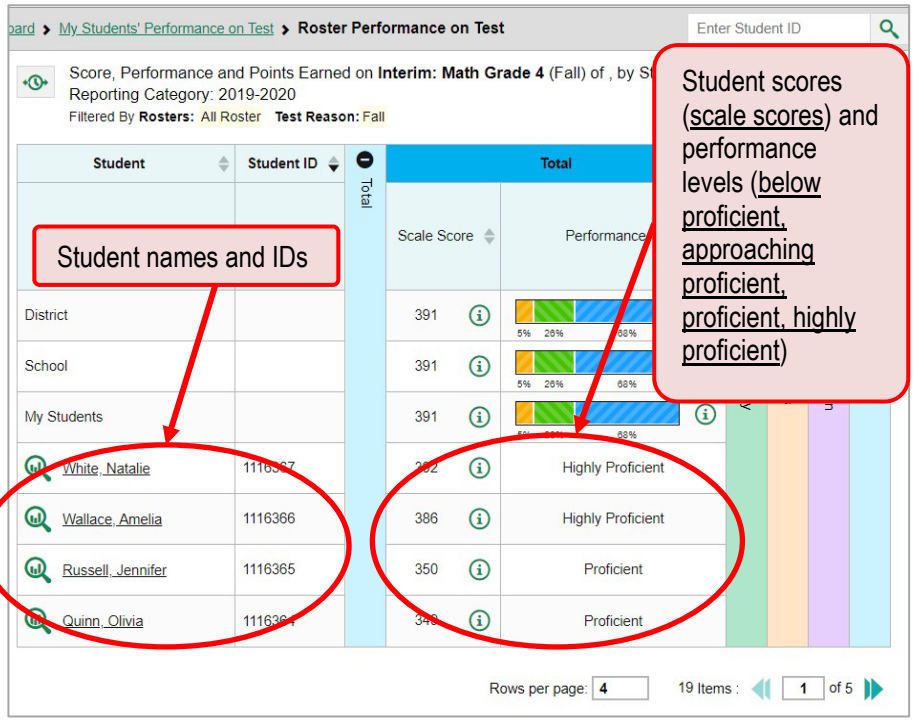
Figure 101. My Students' Performance on Interim Assessment Report: Performance by Roster Tab with Expanded Reporting Category Section



## 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).

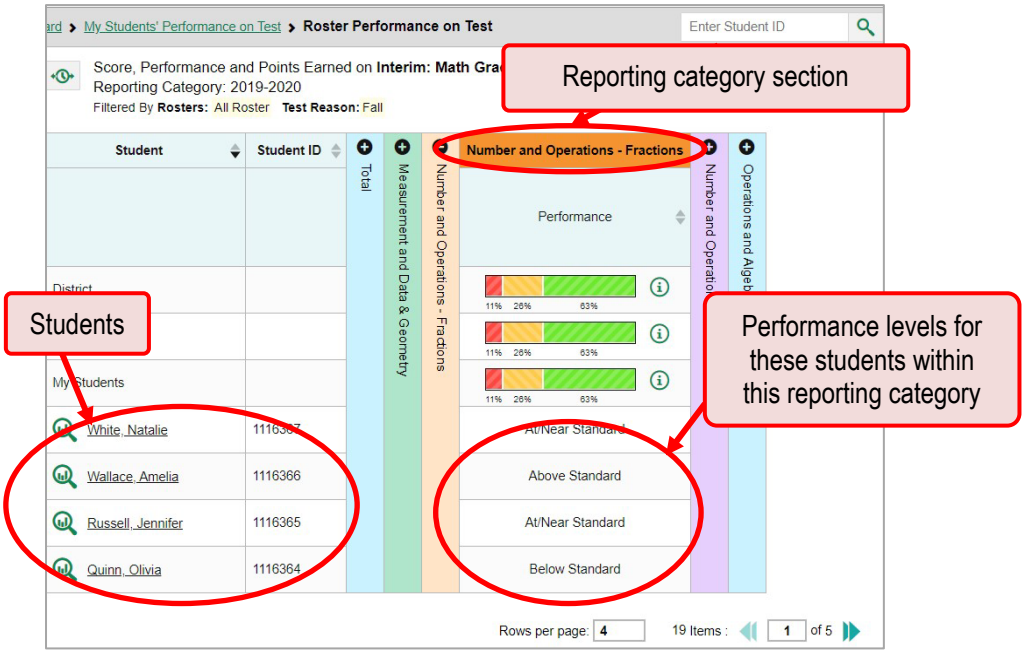
Figure 102. Teacher View: Roster Performance on Interim Assessment Report



## 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?

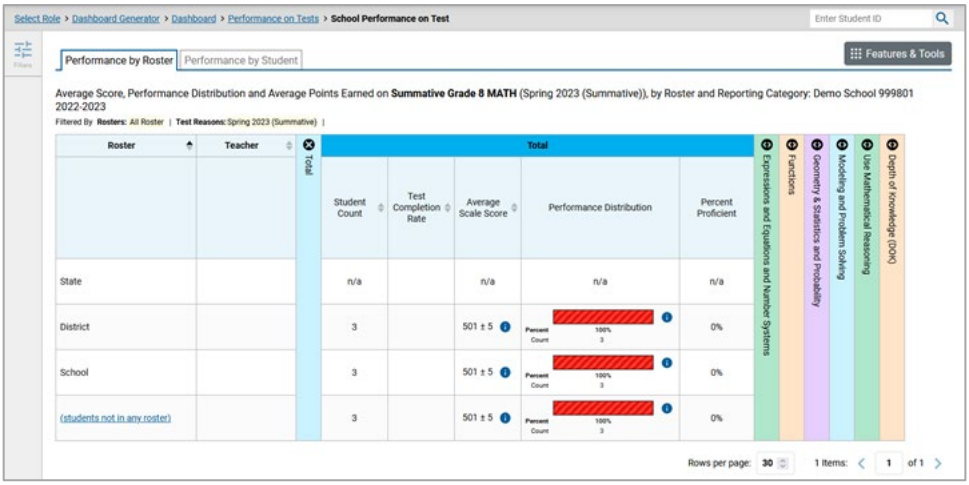
- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the assessment.
- **LEA-level users:**

  a. Starting at the dashboard that appears when you log in, click the name of the assessment. A table listing assessment results by school appears.

  b. 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).

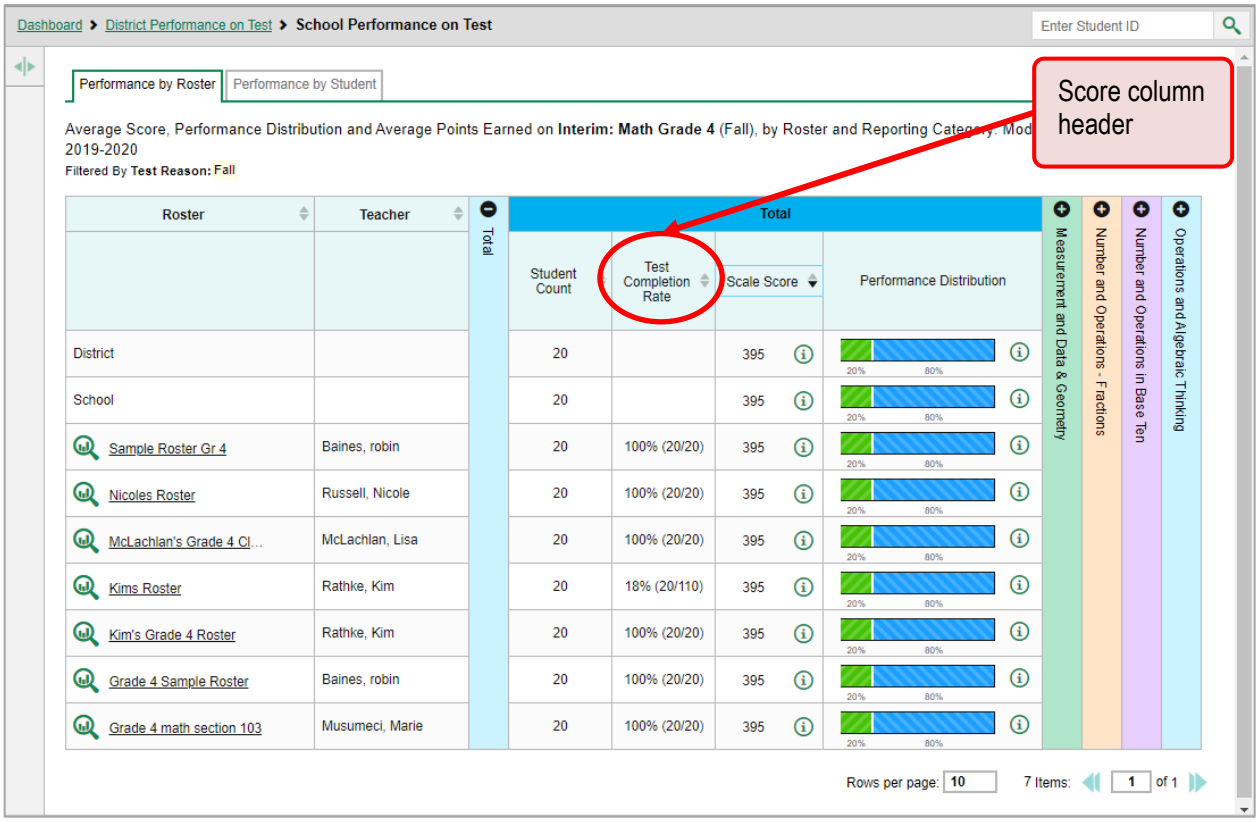
Figure 104. LEA-Level User View: School Performance on Interim Assessment Report: Performance by Roster Tab



## 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



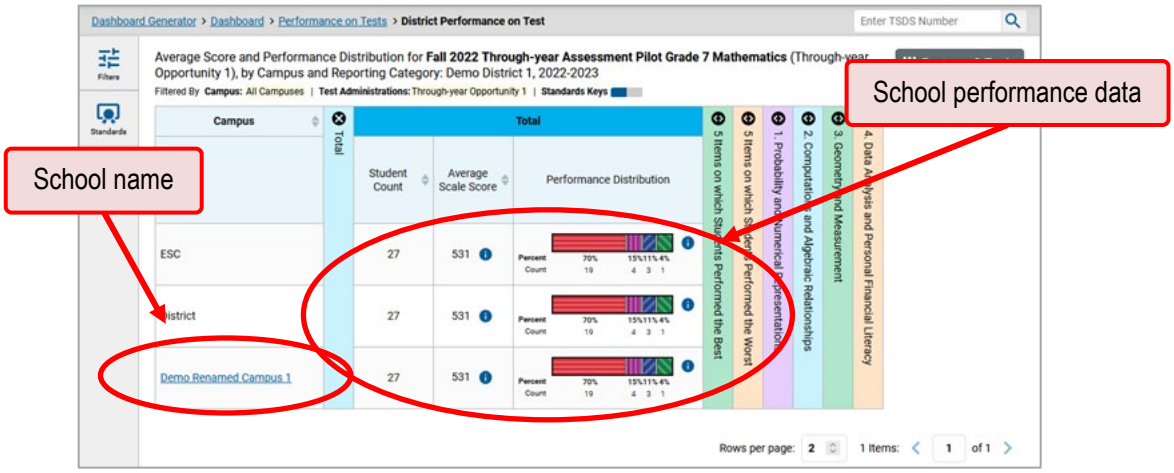
# LEA-Level Users: View Results for an LEA on a Specific Interim Assessment

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).

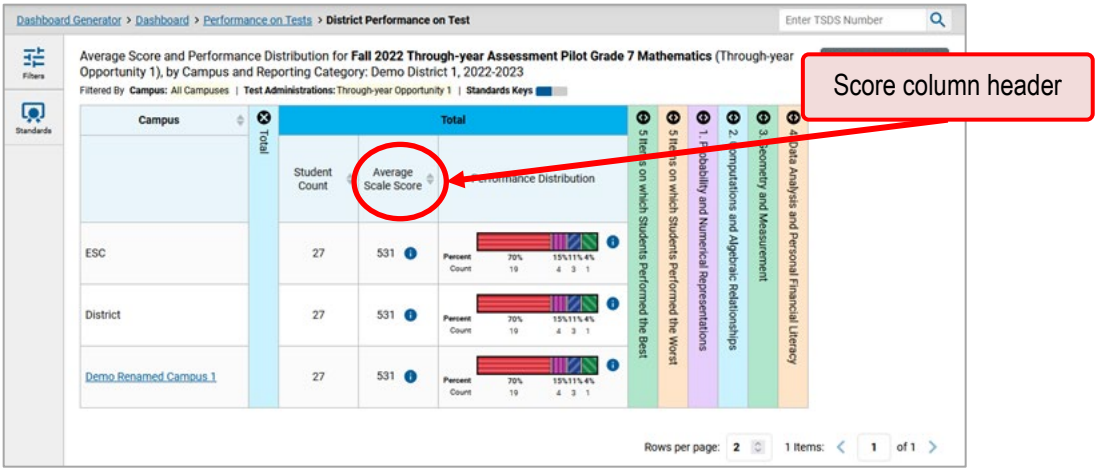
Figure 106. LEA Performance on Interim Assessment Report




## 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).

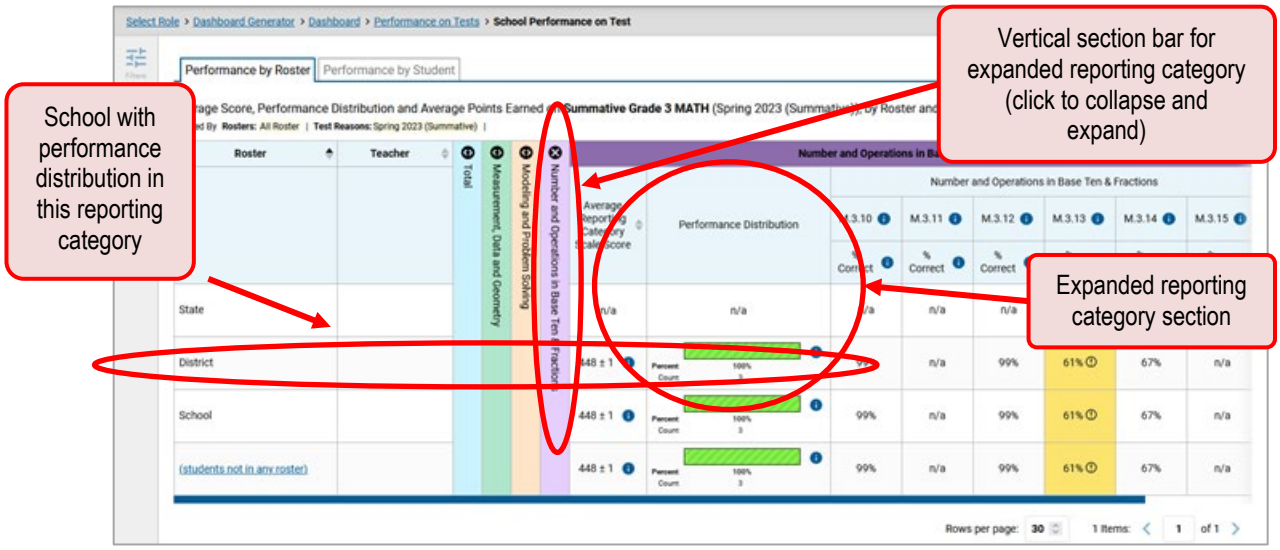
Figure 107. LEA Performance on Interim Assessment Report Sorted by Score



## 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).

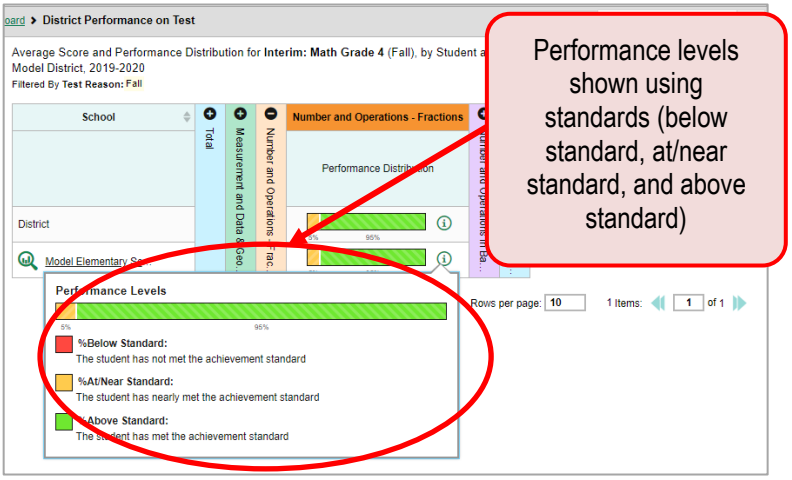
Figure 108. LEA Performance on Interim Assessment Report with Expanded Reporting Category Section




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?

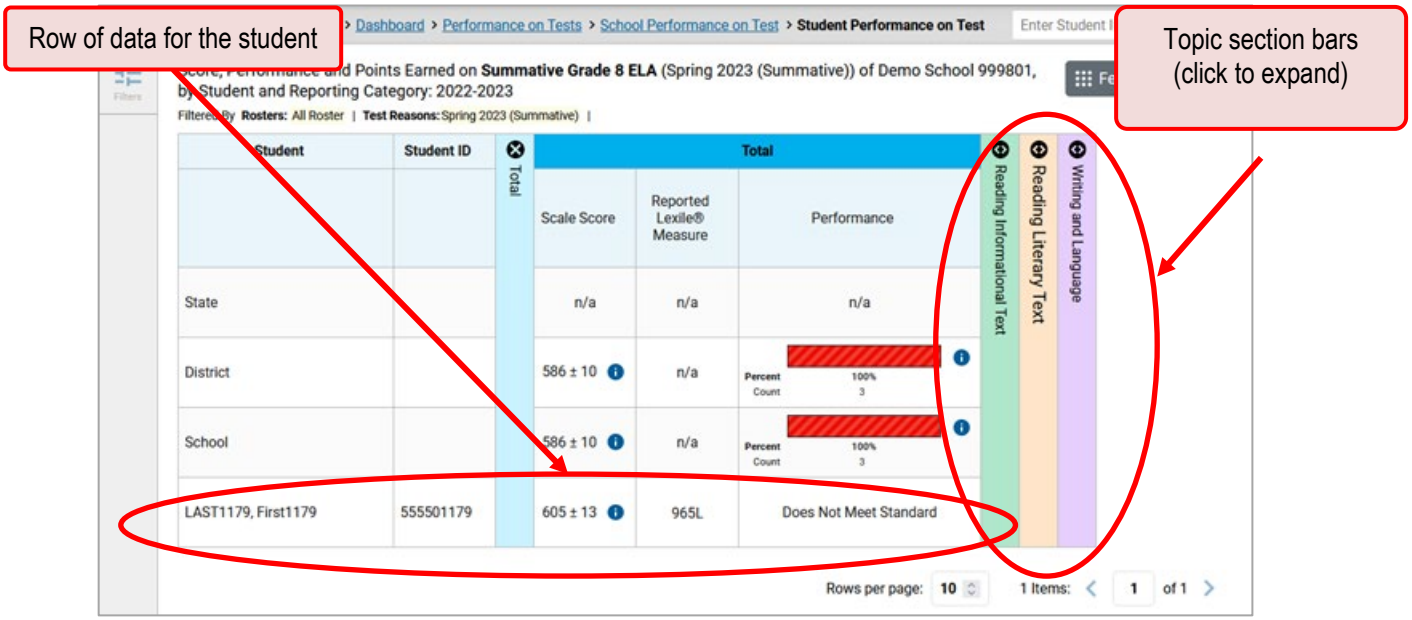
**Teachers and school-level users:**

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:**

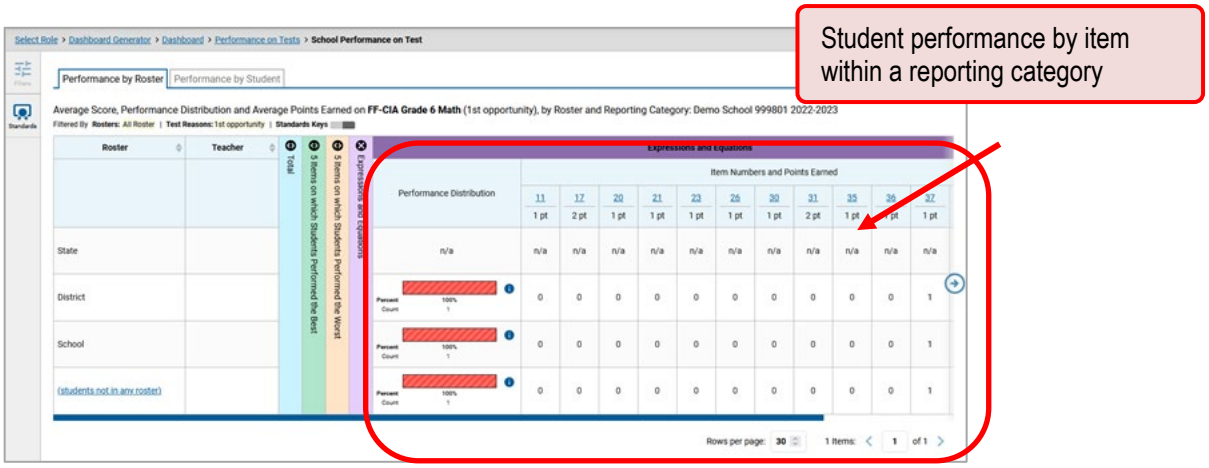
1. Go to the dashboard and click an assessment name in the table of assessments. A page of LEA assessment results appears (the LEA Performance on Test report).
2. Click a school name. The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting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

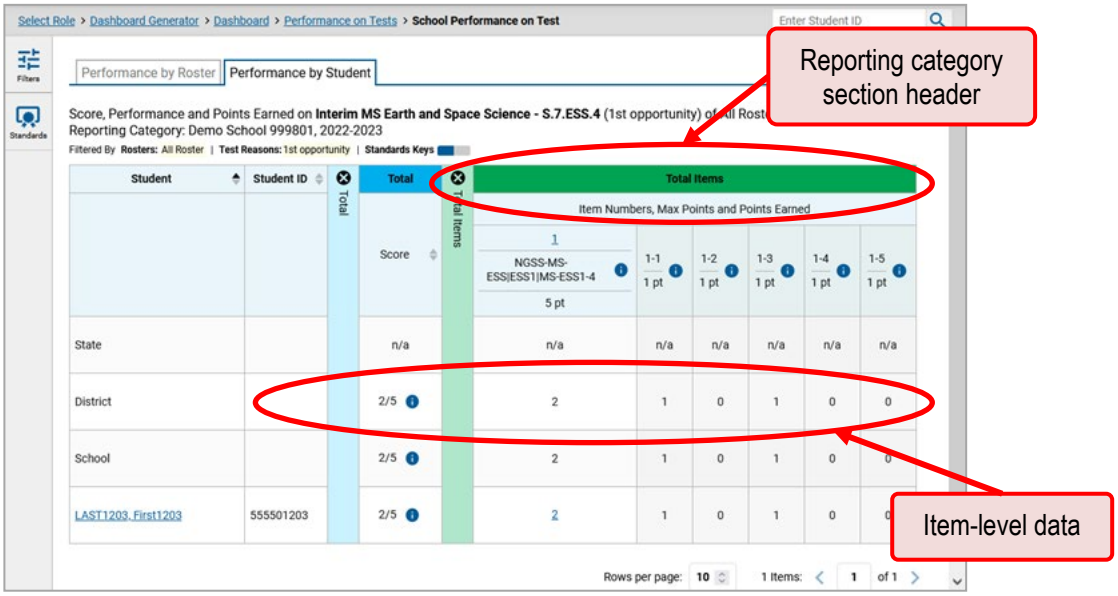
Considerations for sharing Interim reporting data in a classroom setting should include:

- 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).

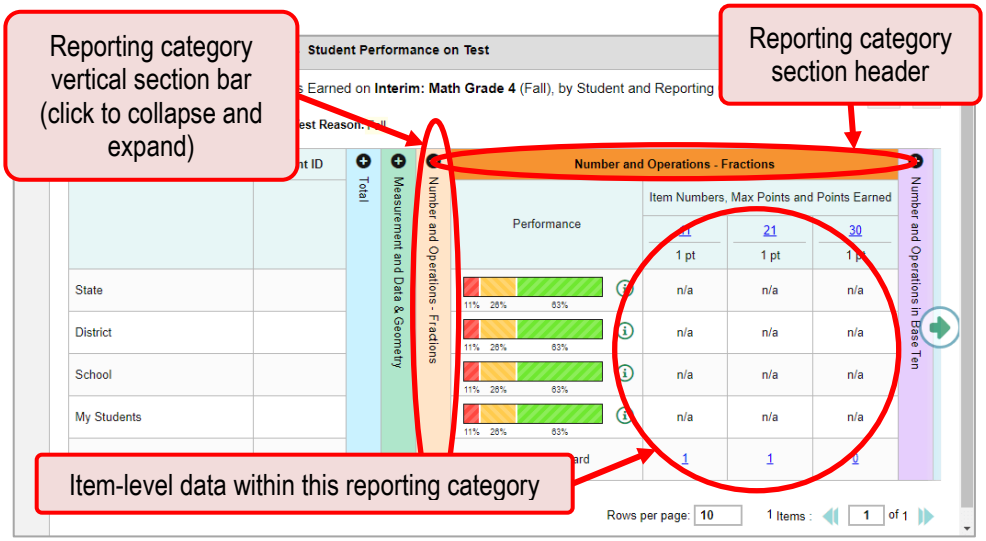
Figure 112. Performance by Student Tab with Expanded Total Items Section




## 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).

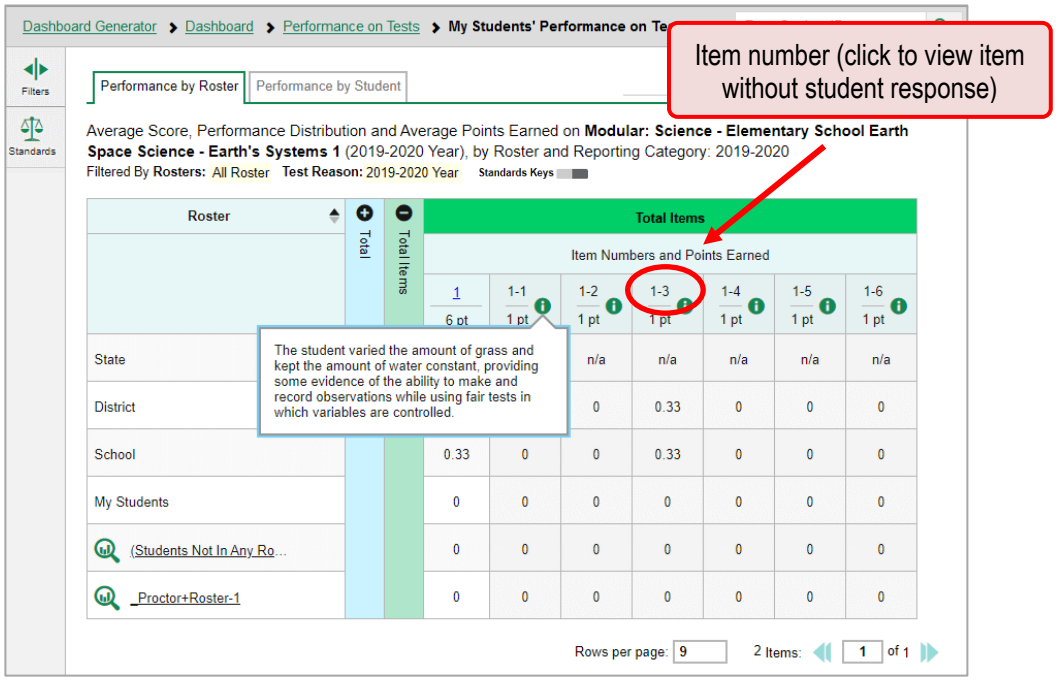
Figure 113. Performance by Student Tab with Reporting Category Section Expanded



## 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

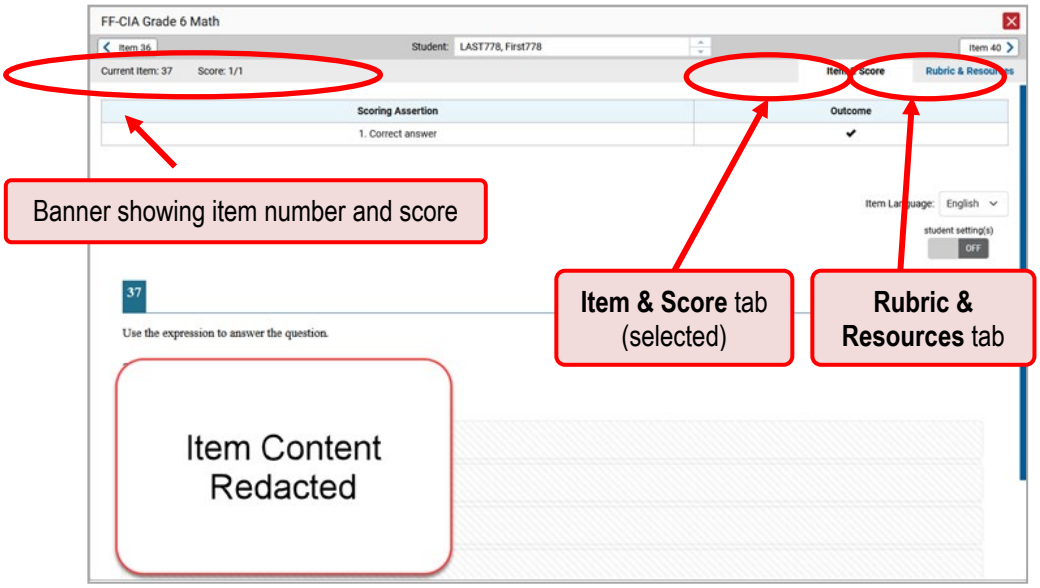



Do either of the following (view Figure 114):

- 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.

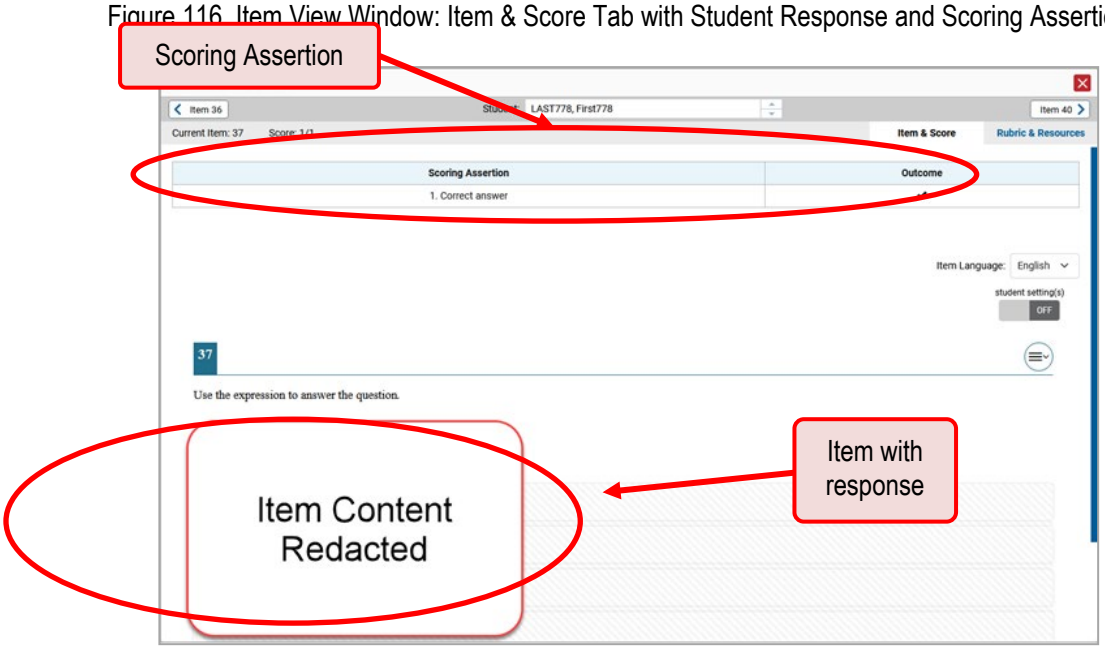
Figure 115. Item View Window: Item & Score Tab with Student Response




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).

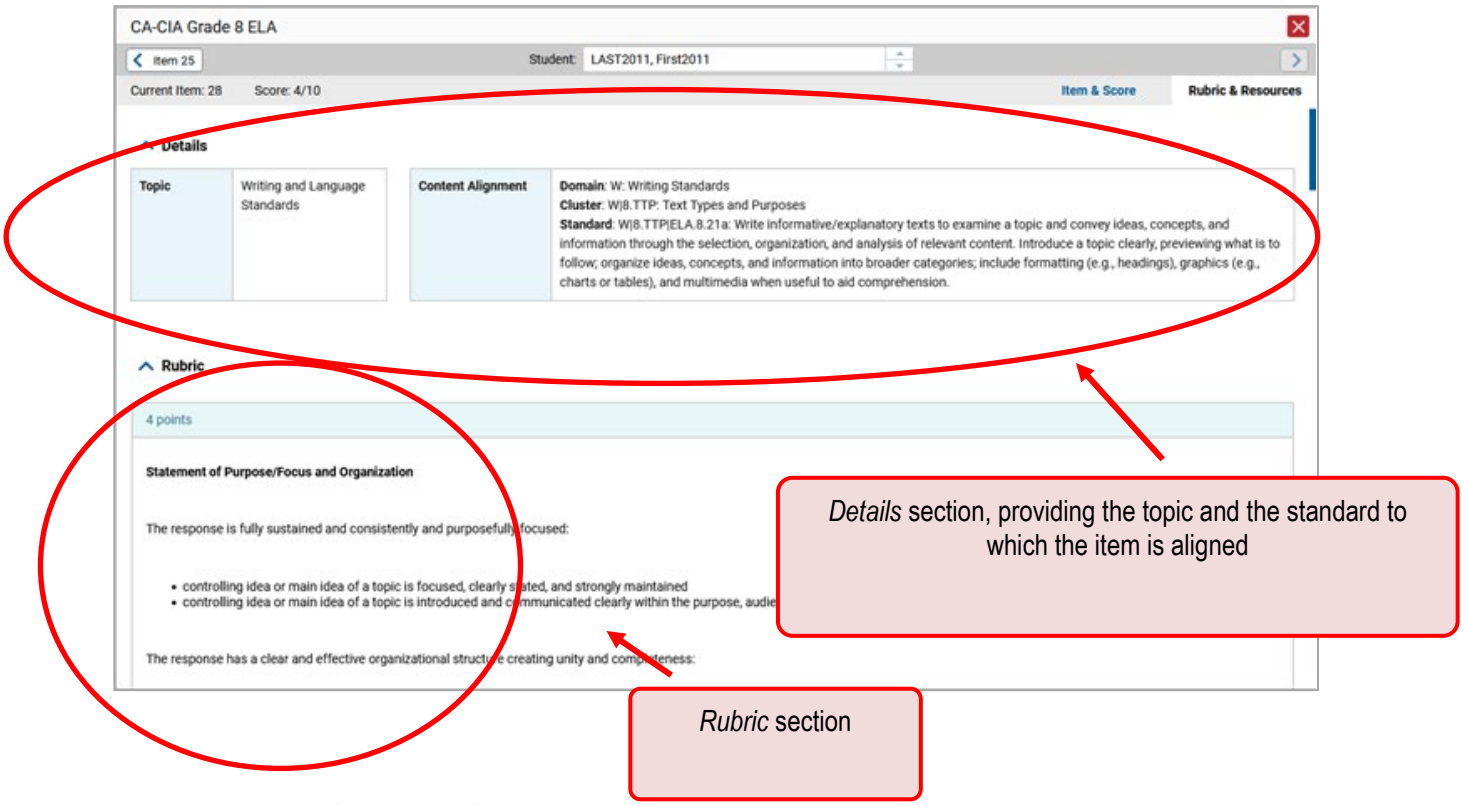
Figure 116. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- **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



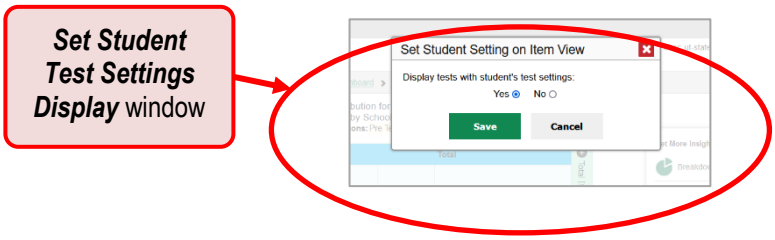

- **Details**: Provides the following information:
  - **Topic**: Skill area to which the item belongs.
  - **Content Alignment**: Describes the standard to which the item is aligned.
- **Rubric**: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable 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

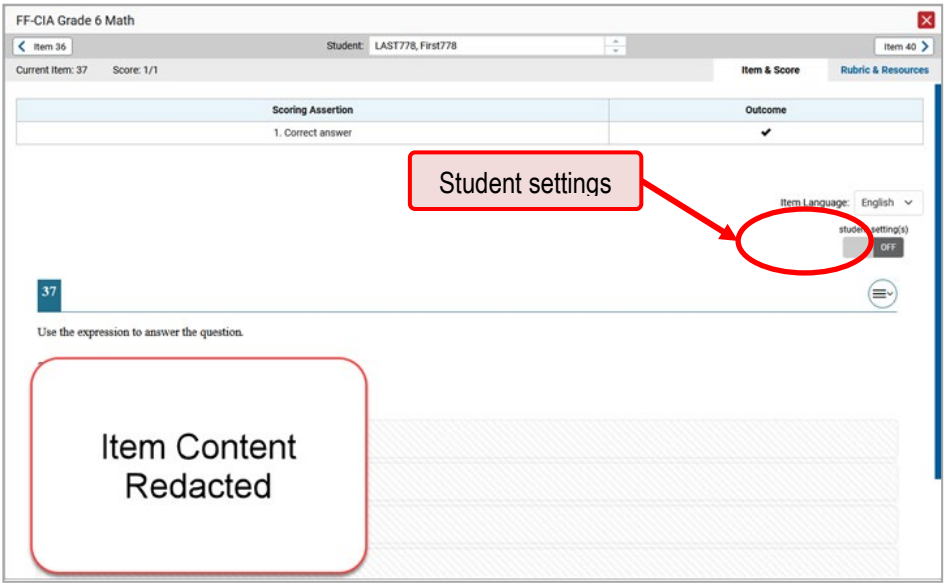



2. Select **Yes** to show students' visual settings on all items or **No** to hide them.

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.

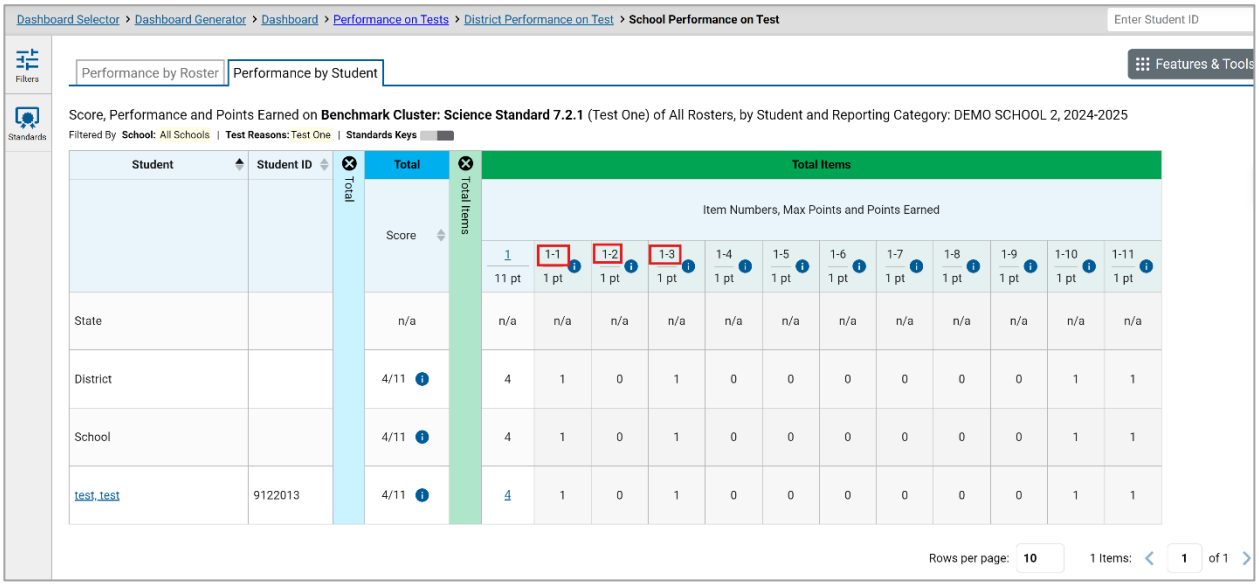
Figure 119. Item View Window: Item & Score Tab with Student Response




## 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



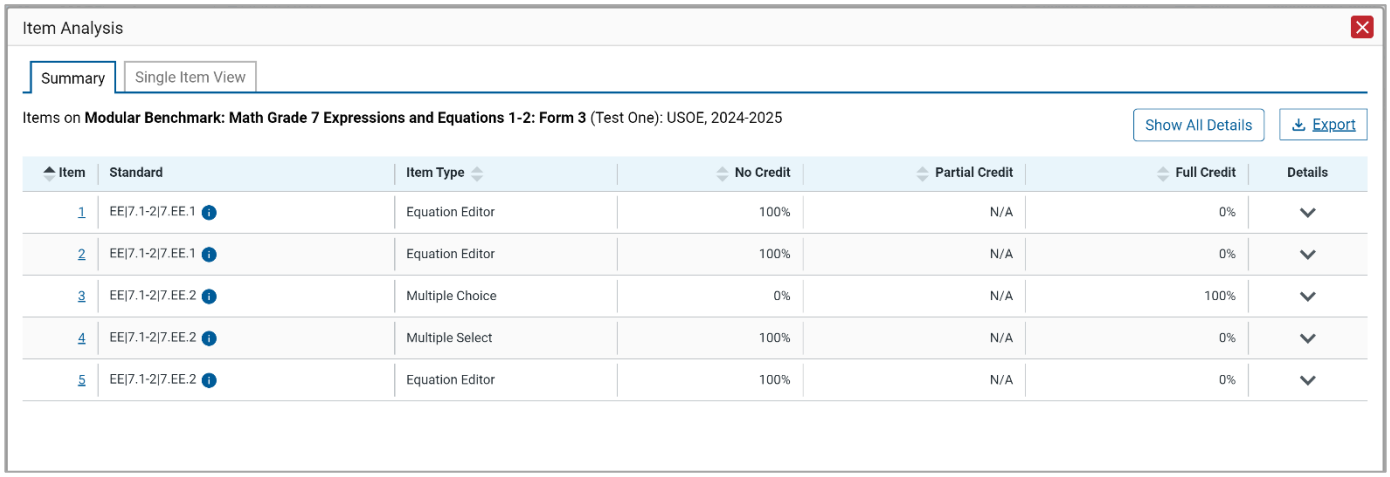
## How can I view aggregate item data in the Item Analysis Report?

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

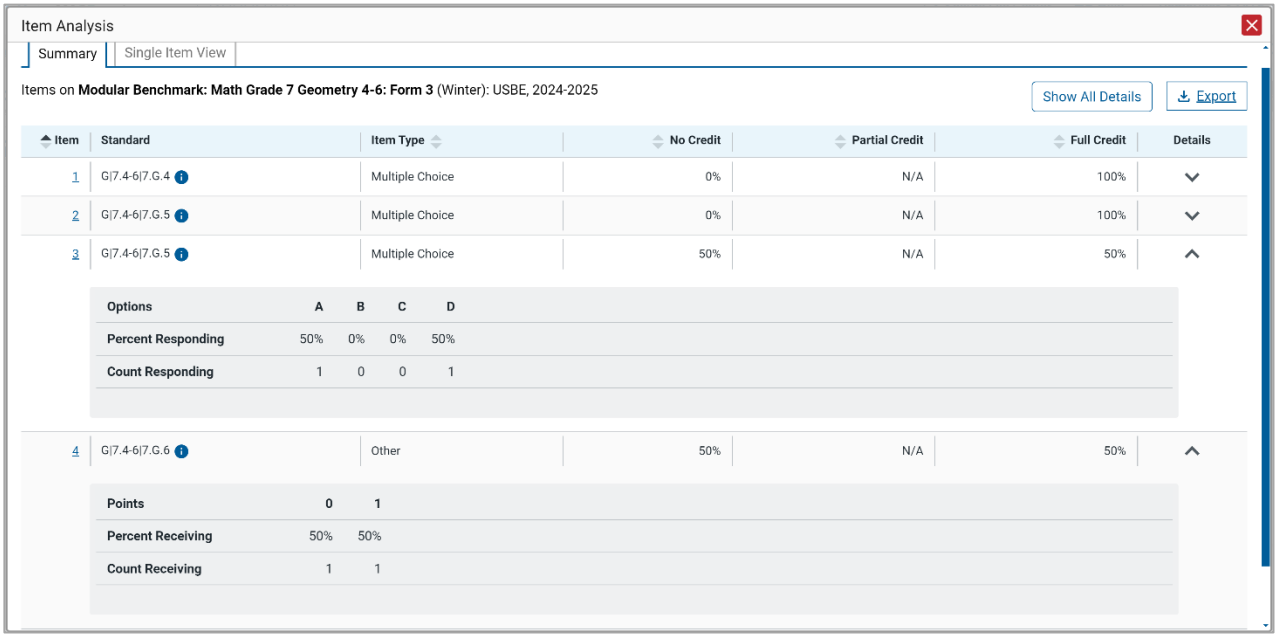



To learn more about a standard, click ⓘ beside the standard key.

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

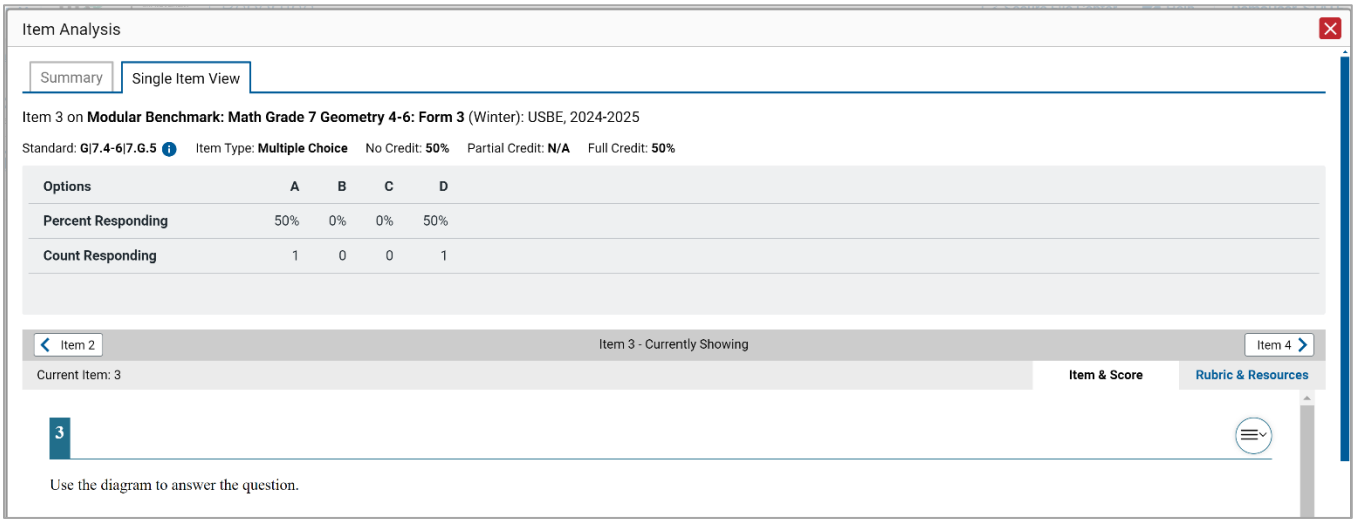



You can export the **Summary** tab to a comma-separated values (CSV) file using the **Export** menu at the top right. Select **Basic Summary** to include only the default table rows or **Detailed Summary** to include all the details in the expandable rows.

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

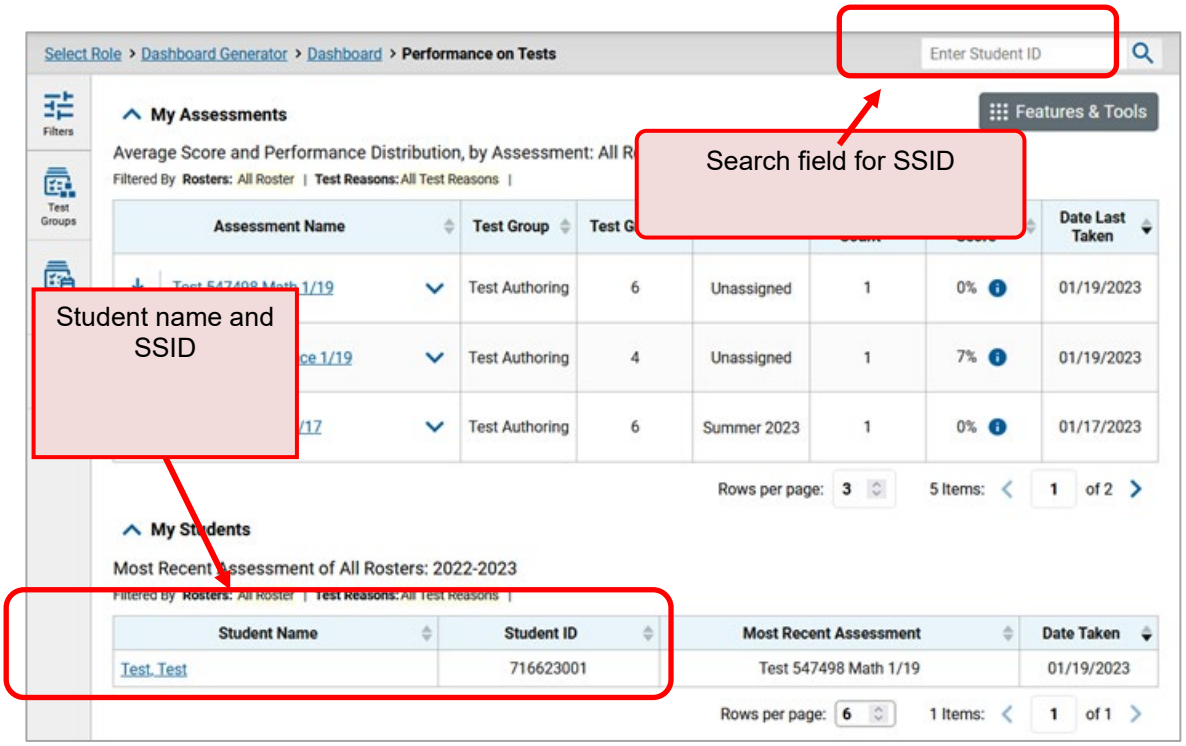



## How can I view a report for all the Interim assessments a student has completed over time?

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.

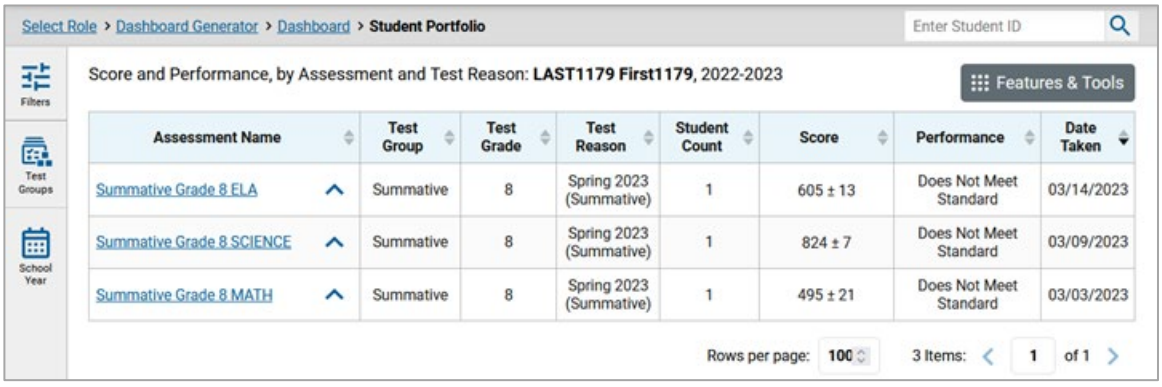
To access this report, enter the student's SSID in the search field in the upper-right corner and click (view Figure 124). The Student Portfolio Report appears (view Figure 125).

Figure 124. Teacher View: Performance on Tests Report




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

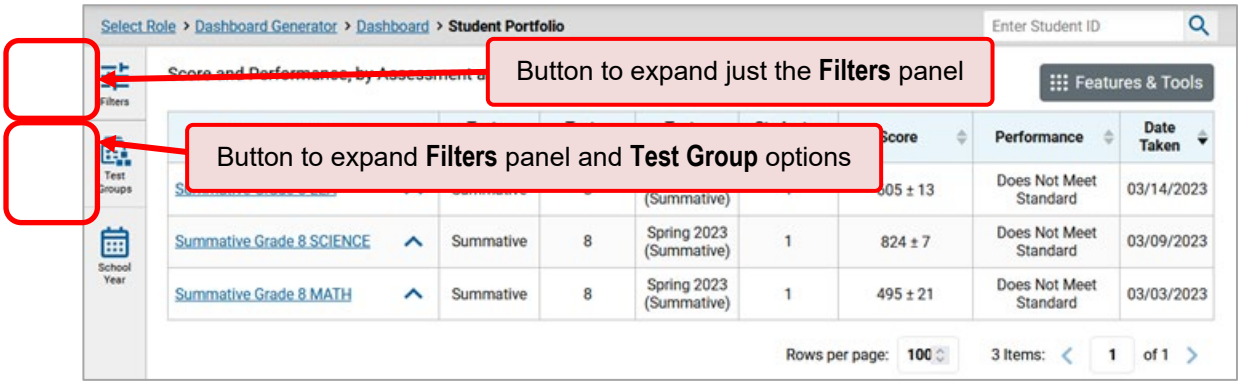



To view individual assessment results for this student, click an assessment name.

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

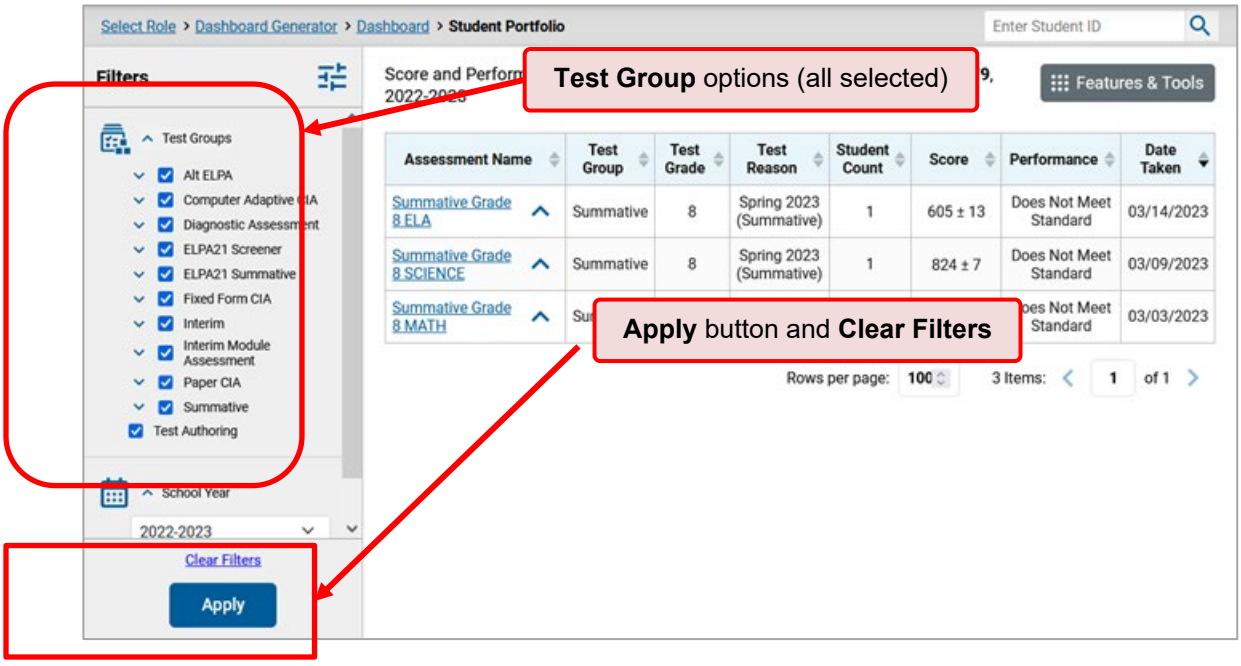
You can temporarily filter which assessments you want to view in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

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.

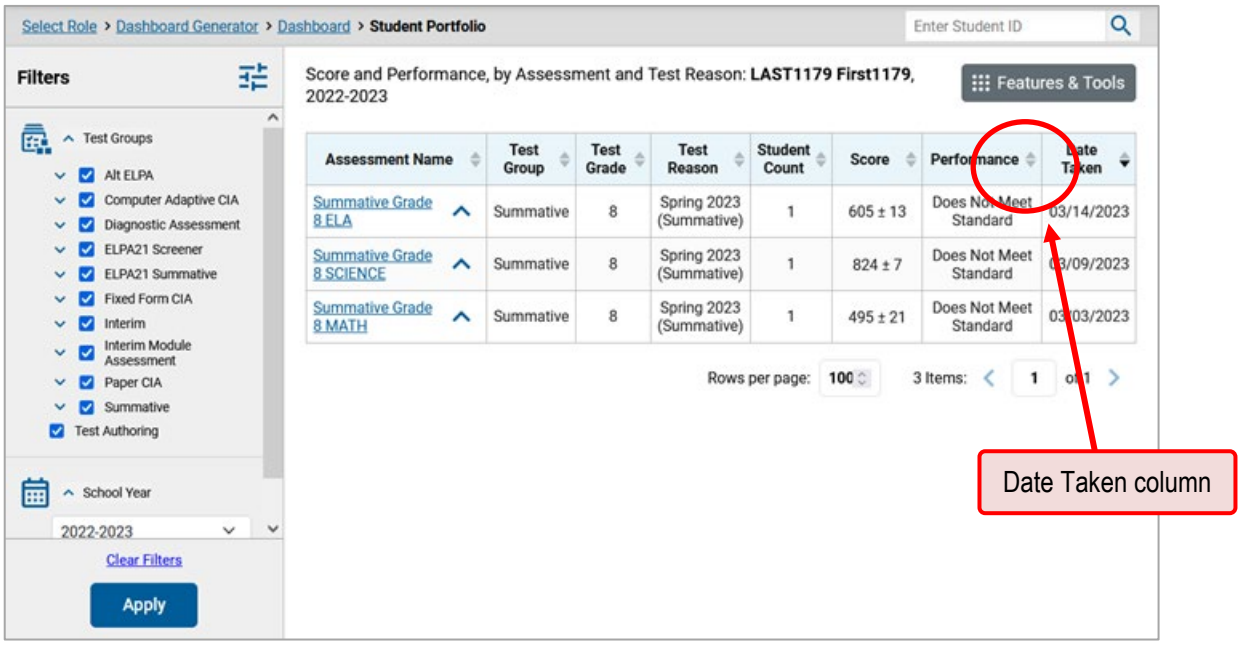
3. Click **Apply**. The Student Portfolio Report updates to show only data for selected assessments.

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



# 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.

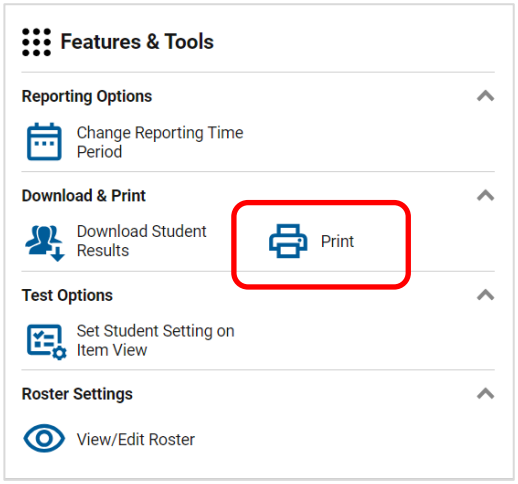
## How can I export or print a report I'm viewing for Interim assessments?

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).

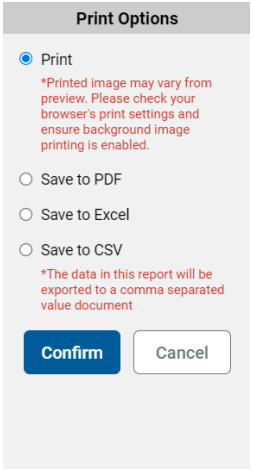
Figure 129. Teacher View: Performance on Tests Report with Expanded Print Menu




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



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:

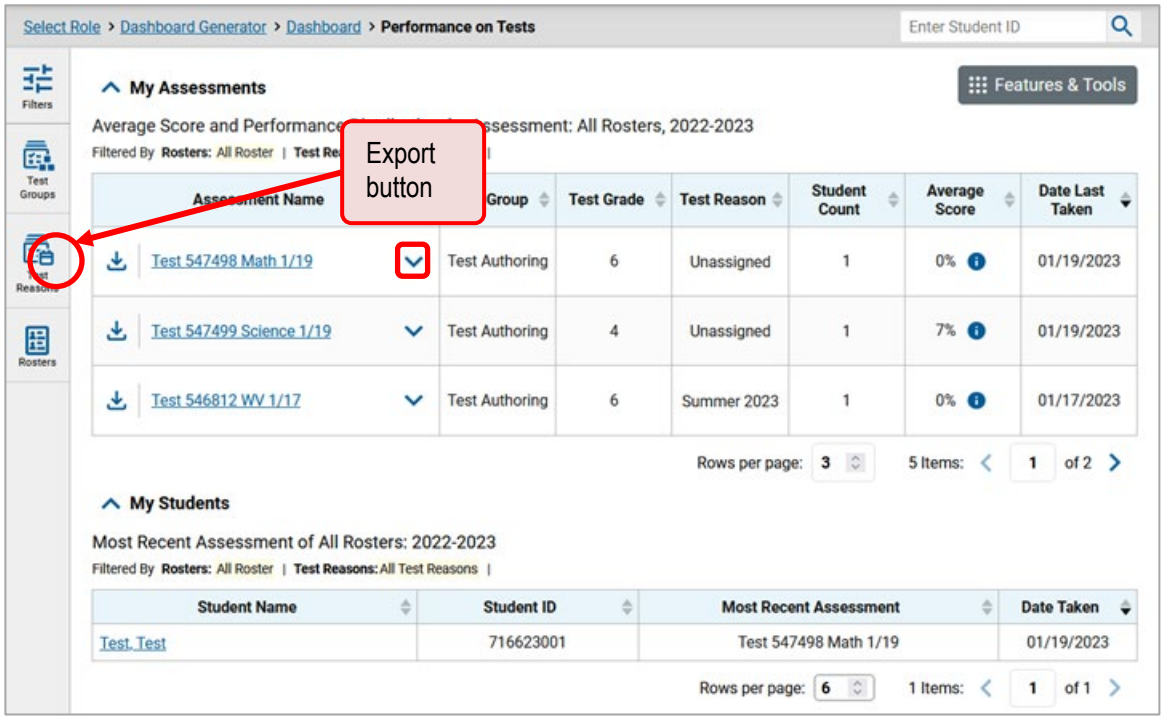
   - To print the report, select the **Print** radio button.
   - To download a PDF version of the report, select **Save to PDF**.
     - *Optional*: If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes 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

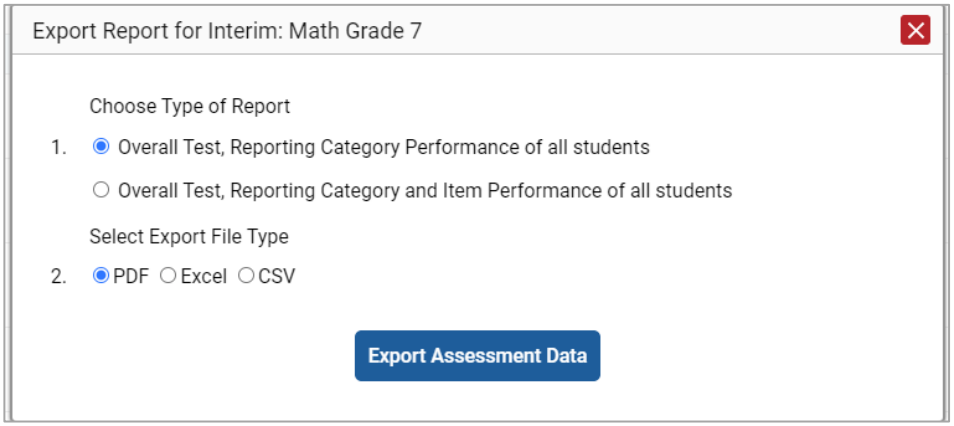



The ***Export Report*** window opens (view Figure 132). The options in this window vary according to your user role.

2. Select which report to export for the assessment.

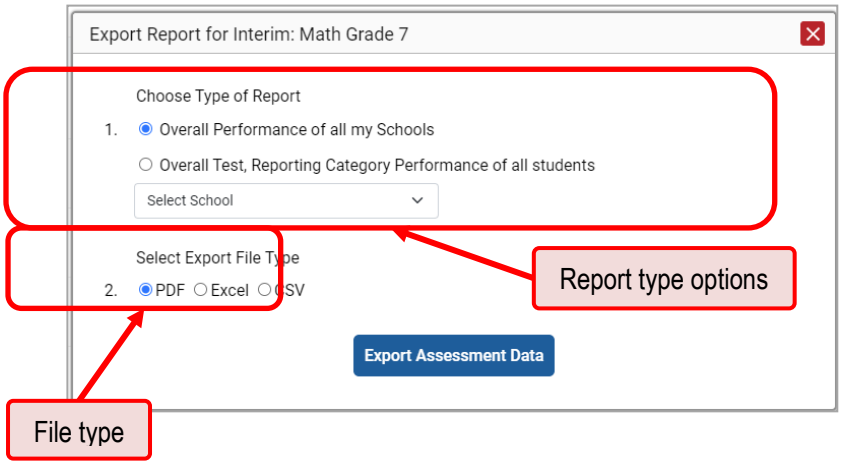
- **School-level users and teachers (**view Figure 132):
  - To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students' Performance on Test report or 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



- **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



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

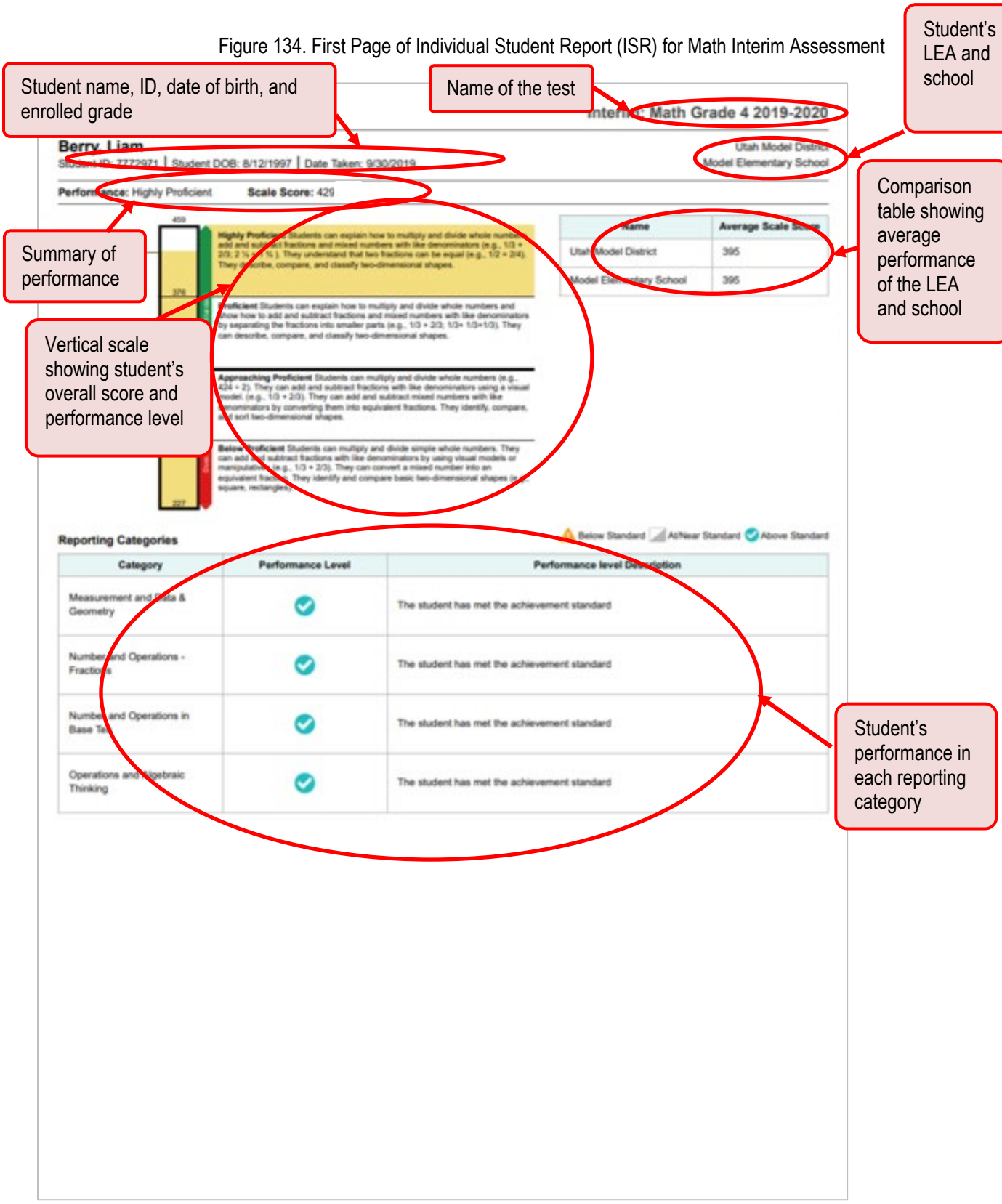


Figure 135. Detail of Sample Individual Student Report (ISR) for Math Interim Assessment

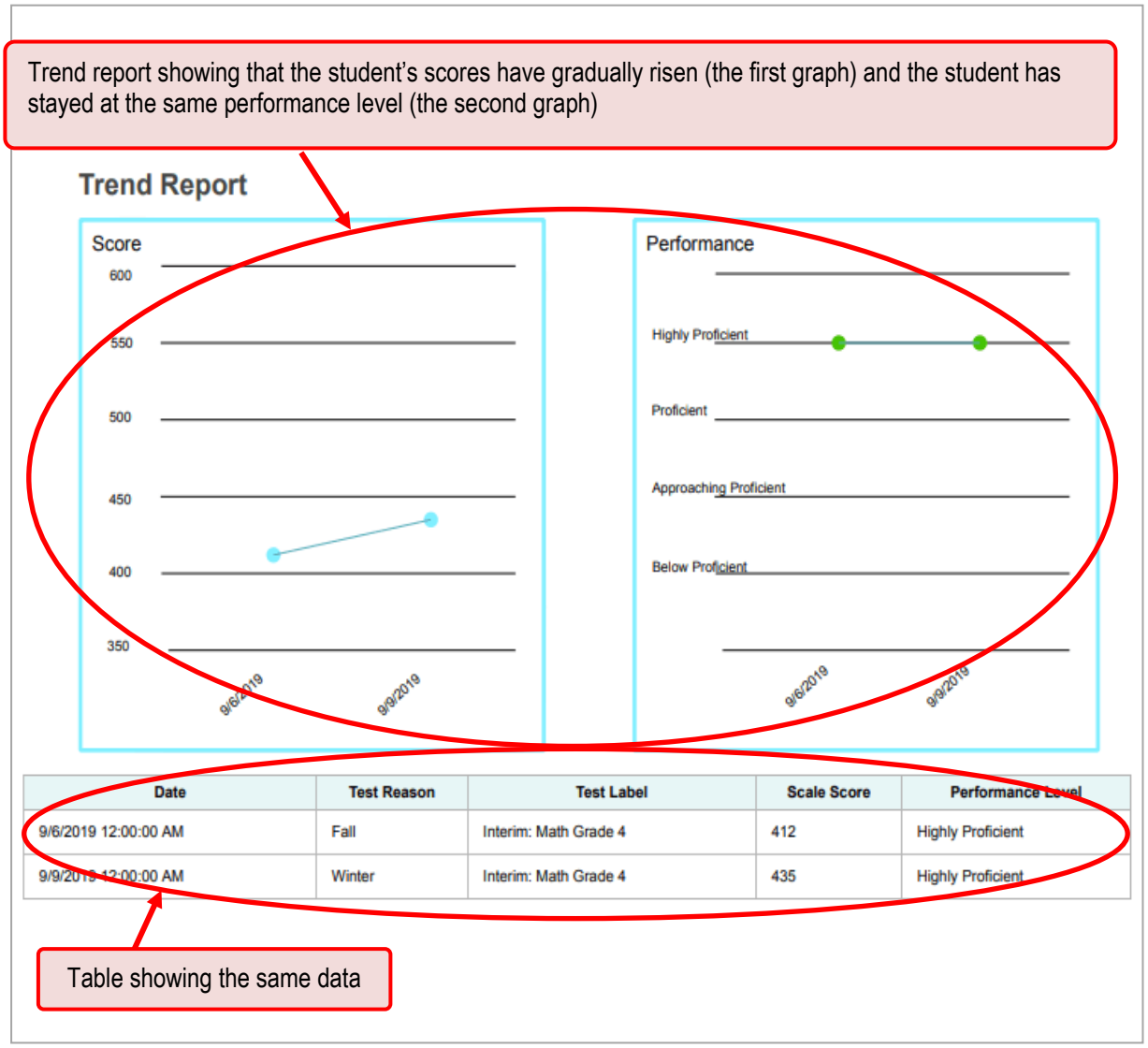


Figure 136. First Page of Individual Student Report (ISR) for ELA Interim Assessment

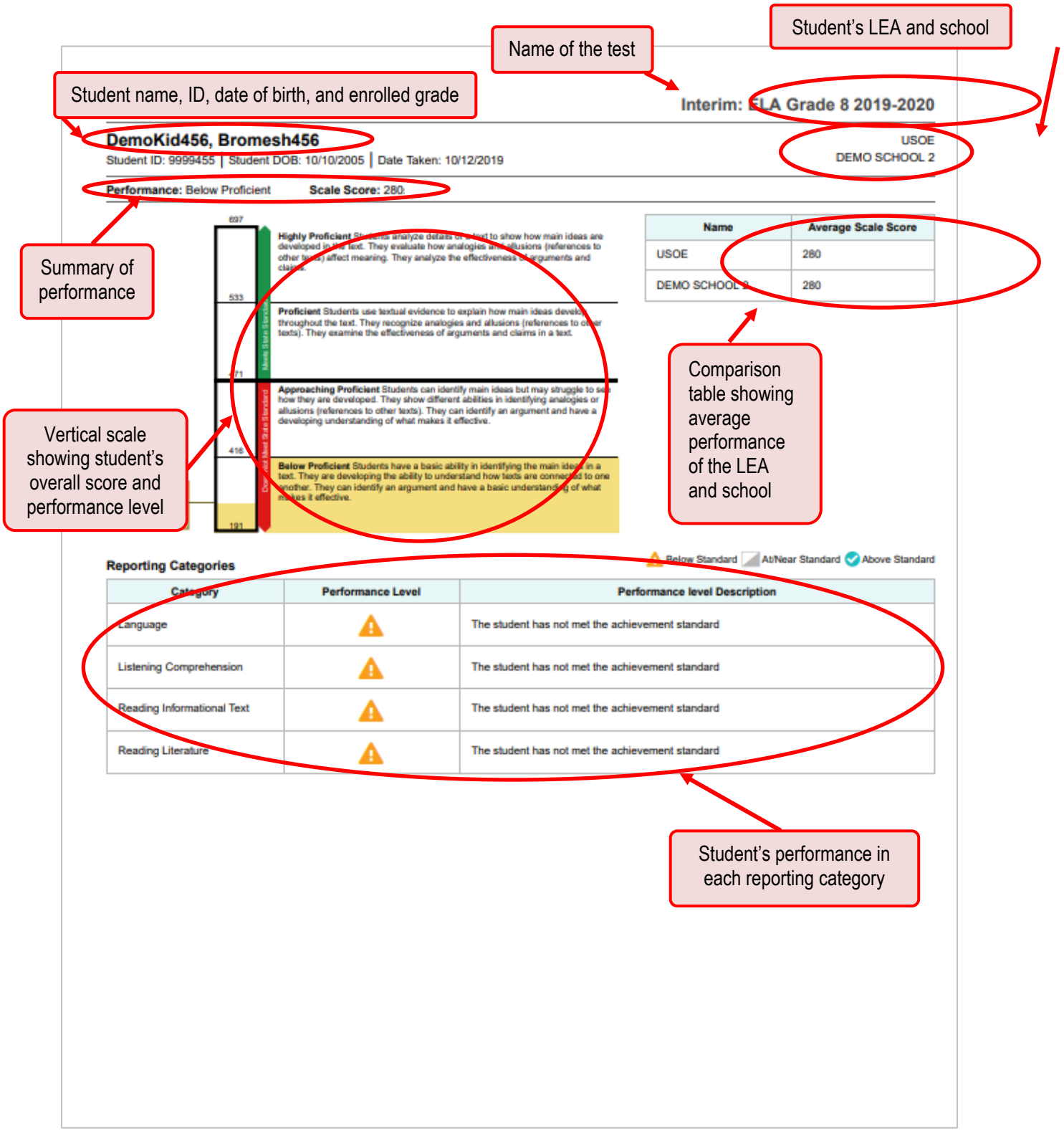
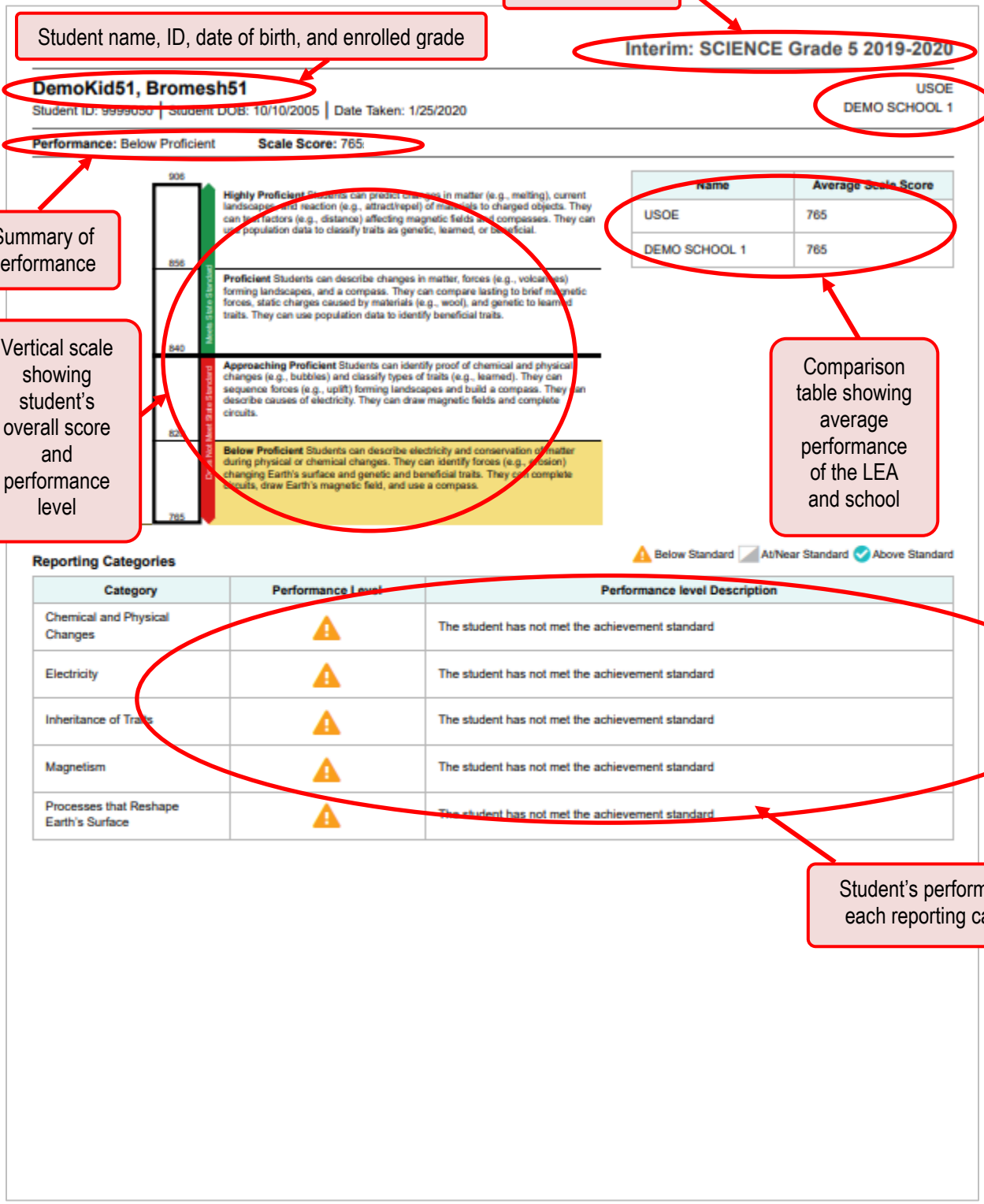


Figure 137. First Page of Individual Student Report (ISR) for Science Interim Assessment



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

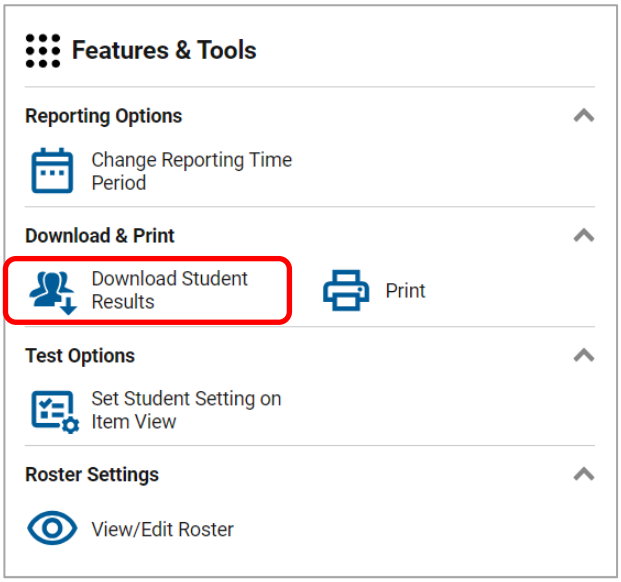
To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student's overall performance on their assessment plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students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



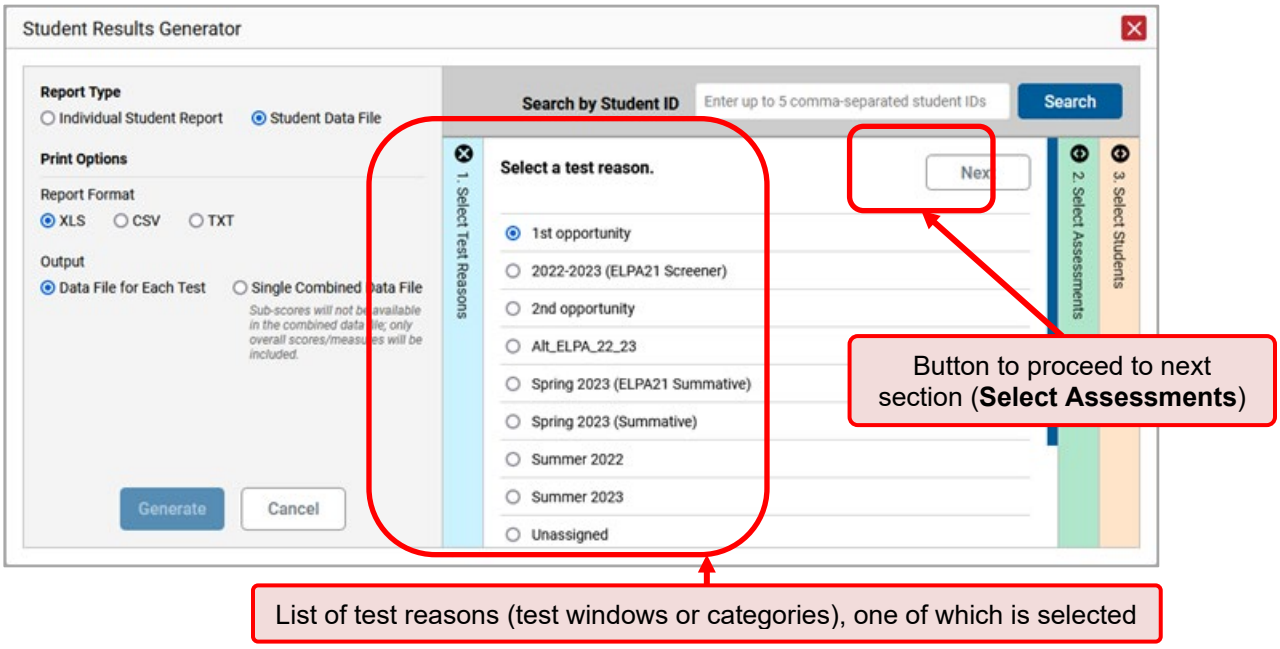

The ***Student Results Generator*** window opens (Figure 139).

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.

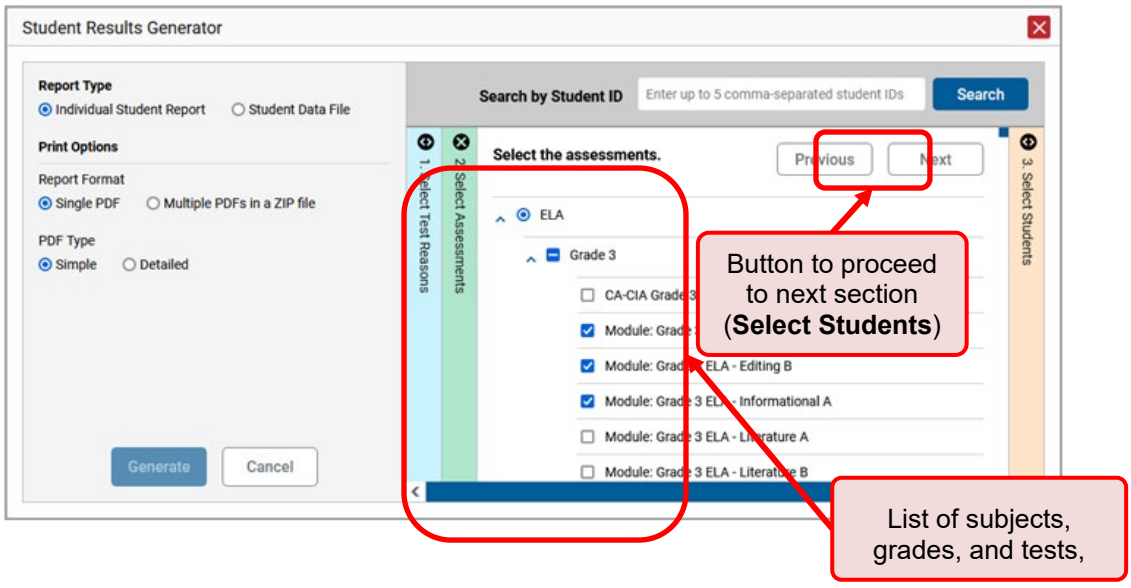
   a. In the Select Test Reasons section (Figure 139), mark the checkbox for each test reason you want to include in the report. Test reasons are either test windows (for summative assessments) or categories for assessments. NOTE: Users can include only one test reason when generating ISRs.

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




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.)

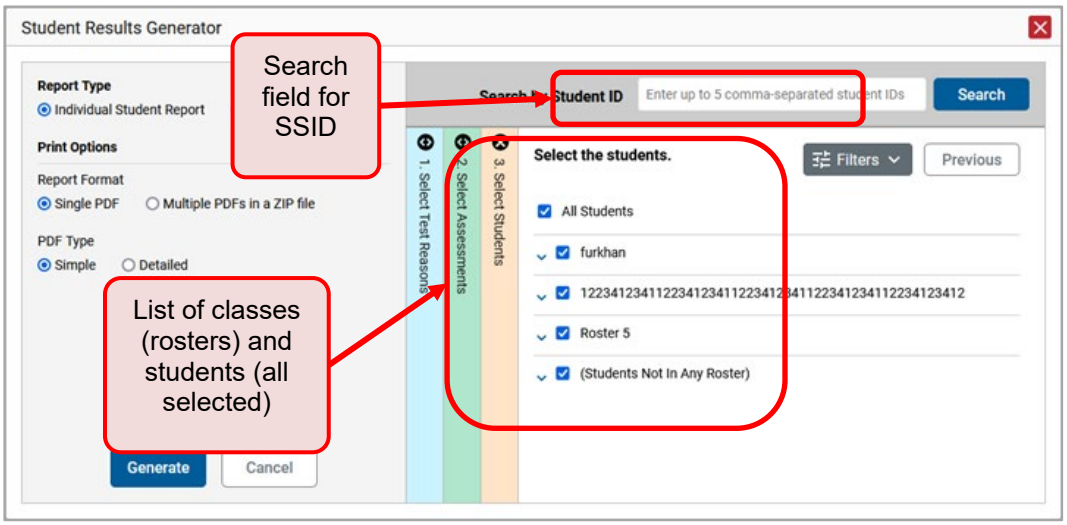
Figure 140. Student Results Generator Window: Select Assessments Section



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.

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

Figure 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:

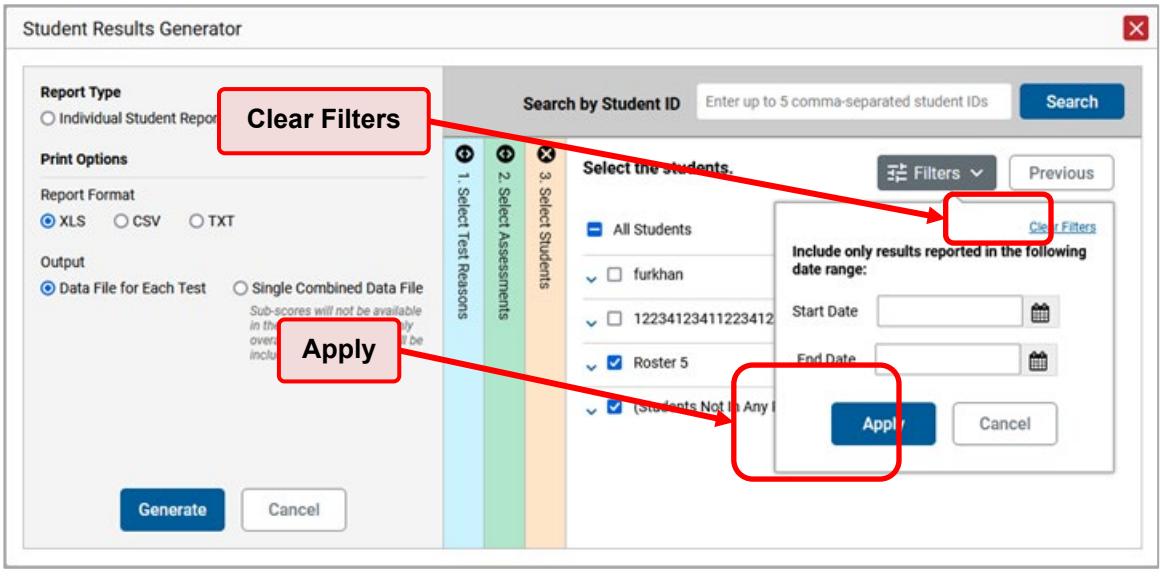
v. Open the **Filters** menu . The menu displays two date fields, as in Figure 142.

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.

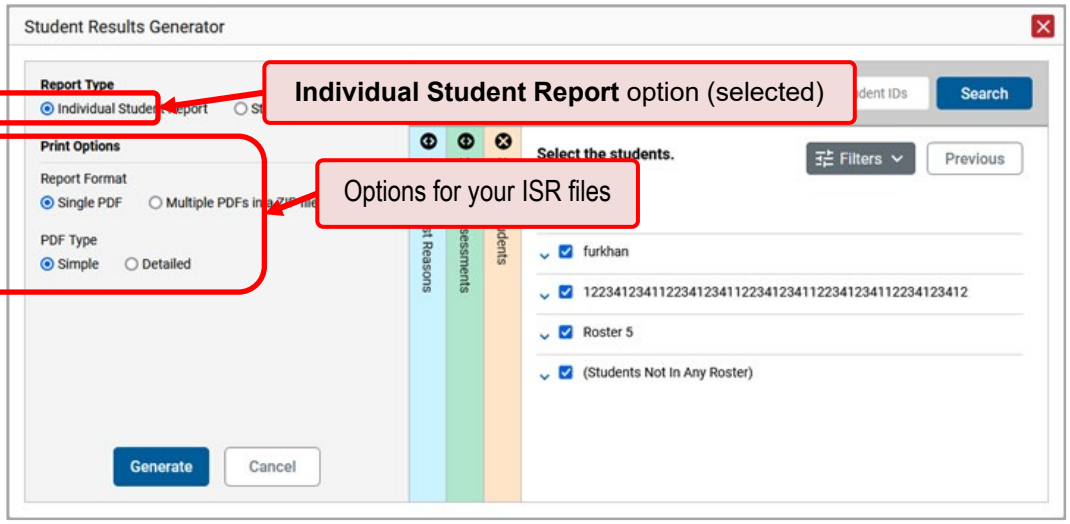
viii. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

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




**3.** 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



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 (1) 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:

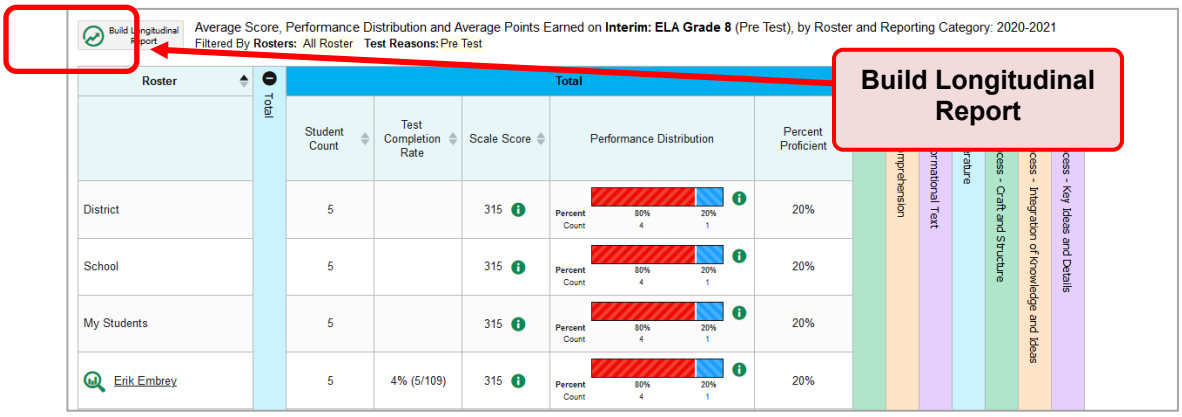
1. A group of students who completed every assessment available in the report.
2. An individual student.

## 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.

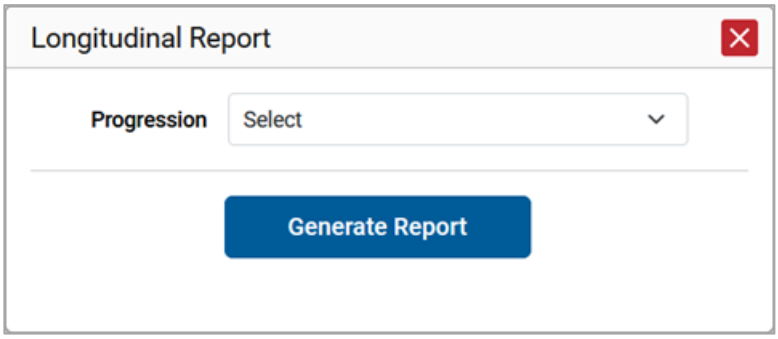
Figure 144. My Students' Performance on Test Report: Performance by Roster Tab




**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.

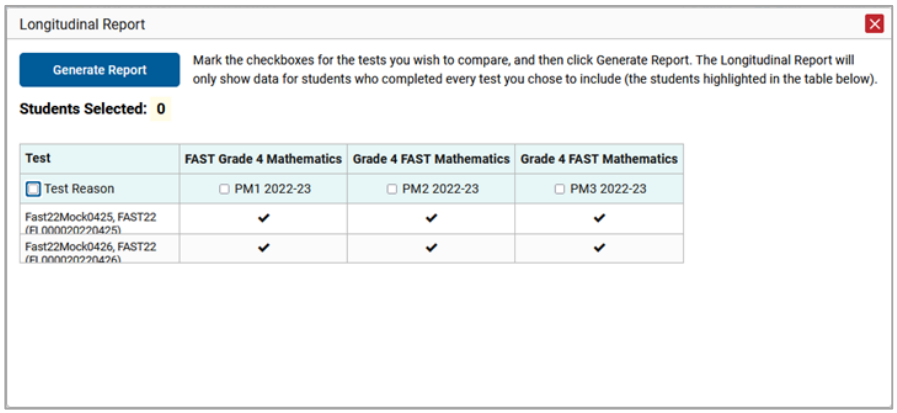
- If you are viewing a Longitudinal Report for which benchmark modules, interims and summatives are available, the **Progression** drop-down list (Figure 145) appears. Use it to select which assessment types to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. 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




  - 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.

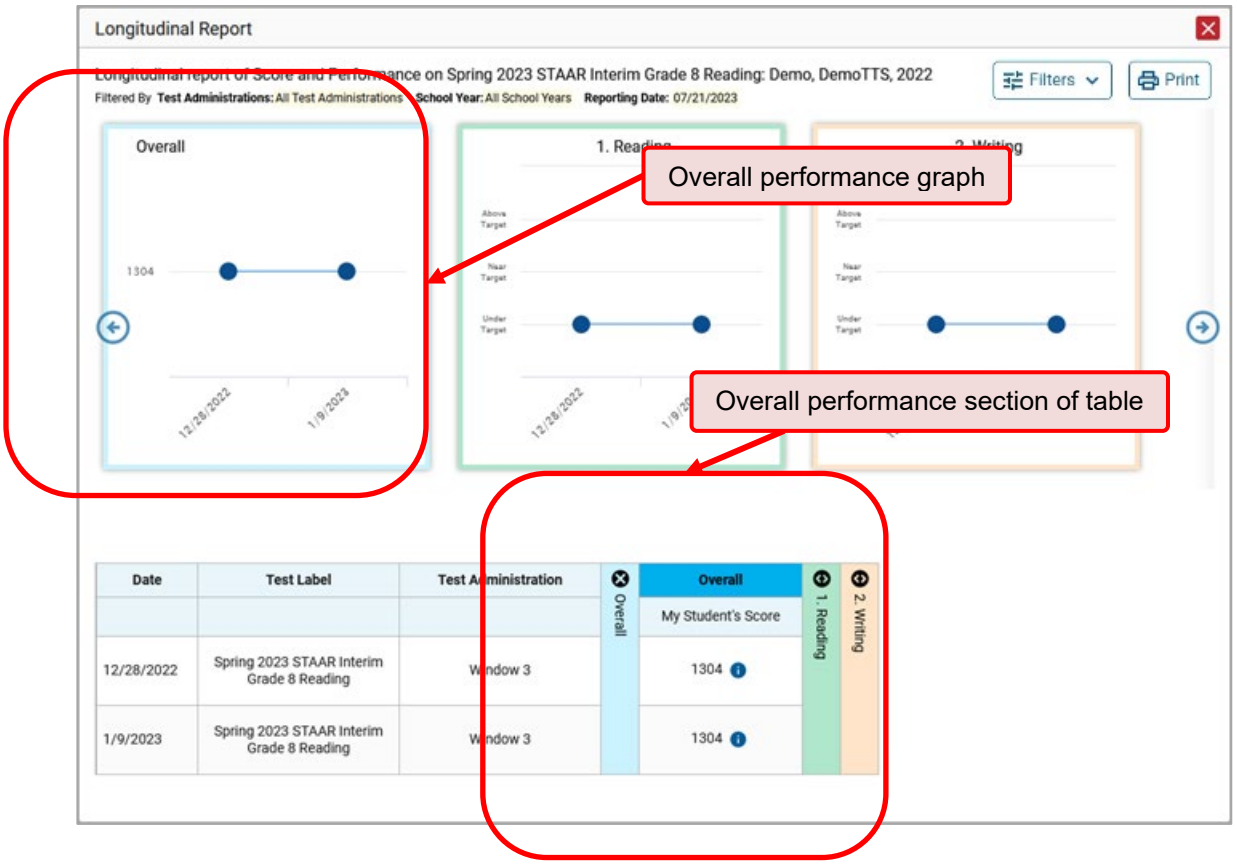
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

## 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



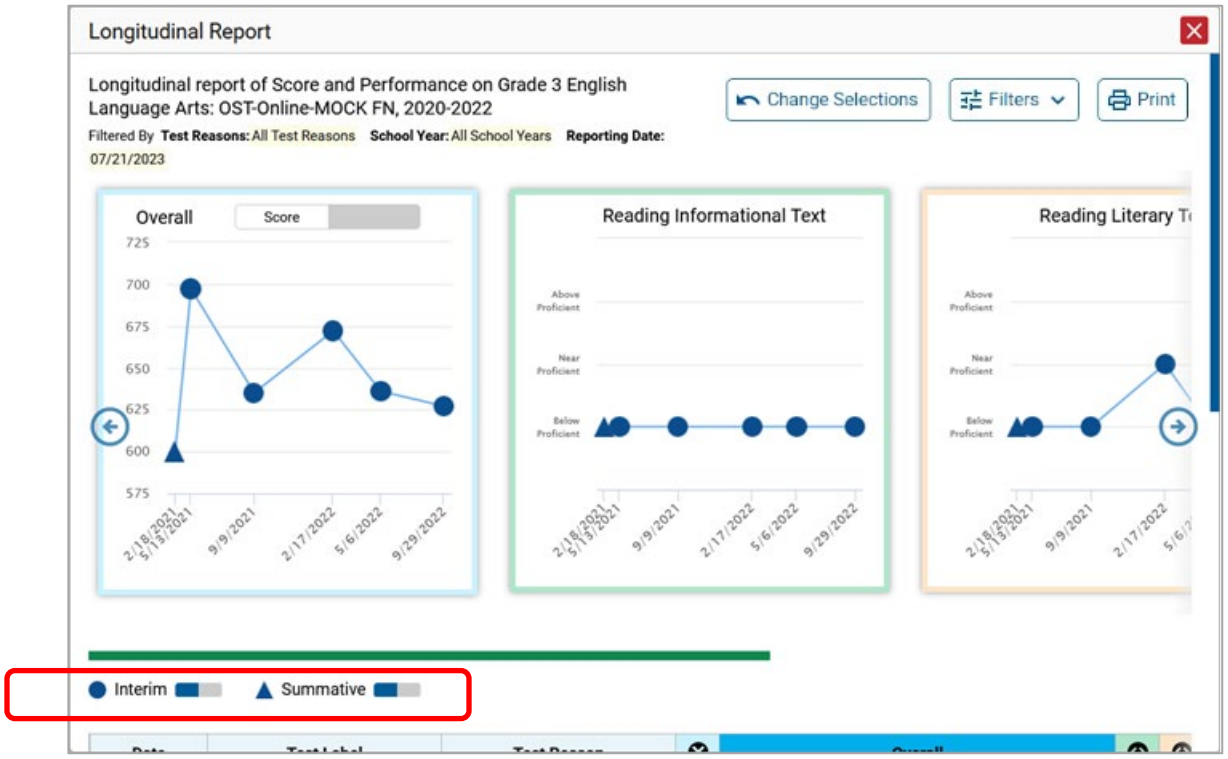

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

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.

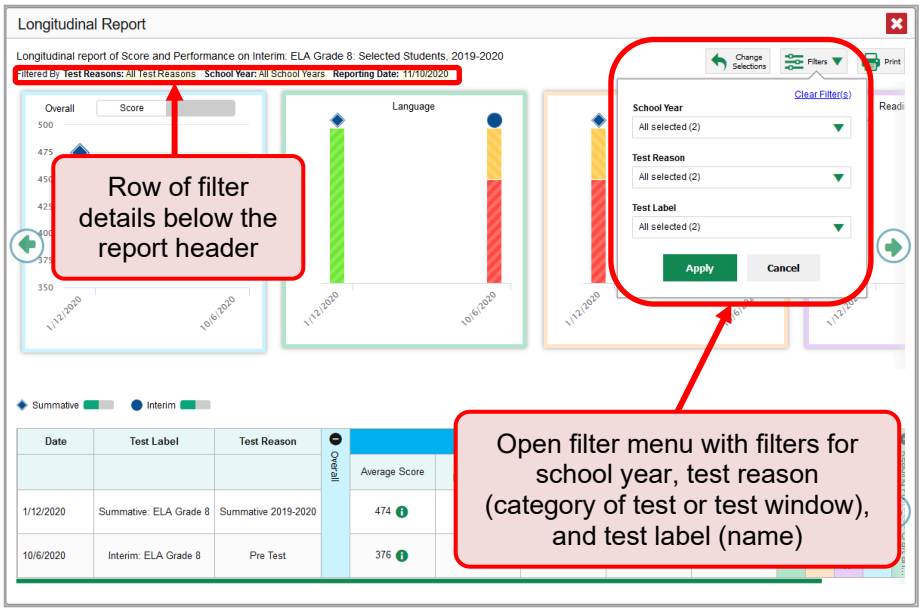
## How can I show some assessments and not others in the report for Interim assessments?

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**.

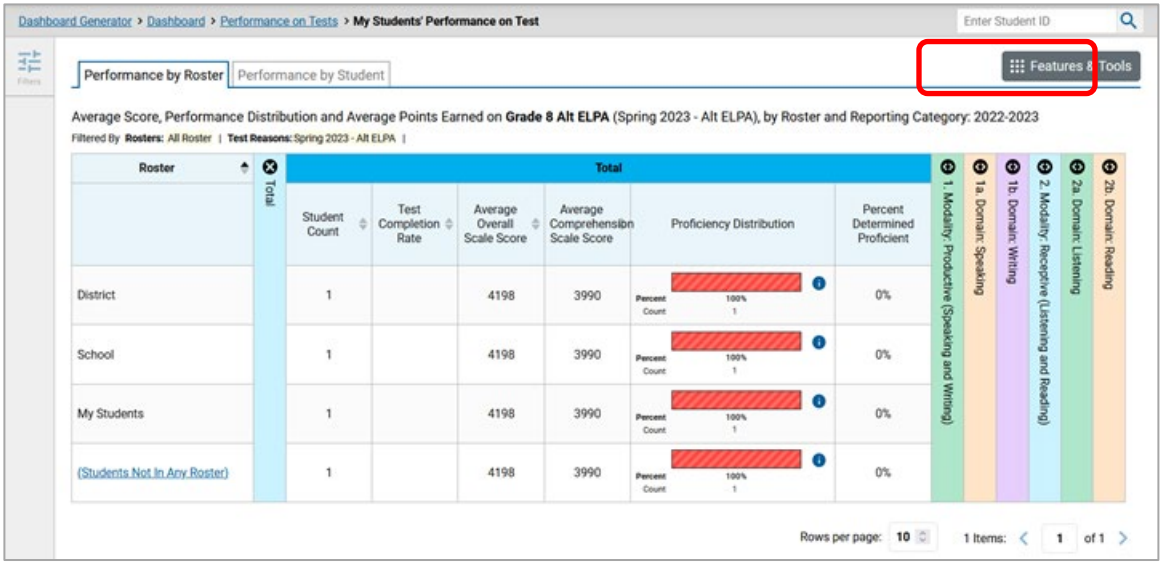
3. *Optional*: To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

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

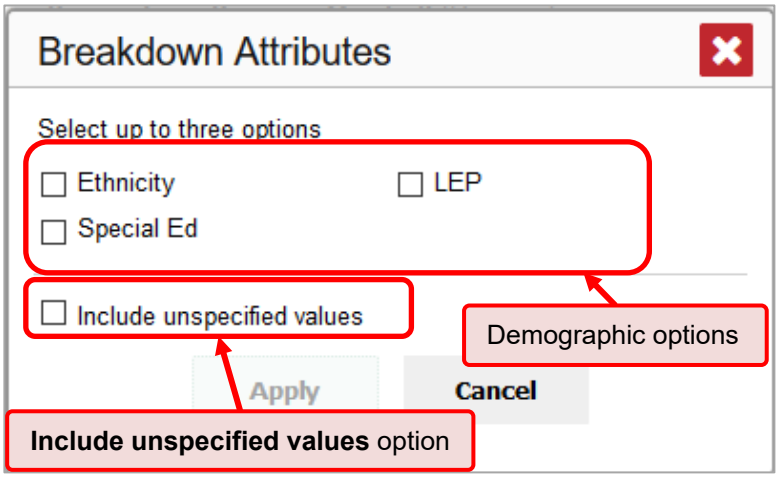



To view assessment results broken down by demographic sub-groups, do the following:

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.

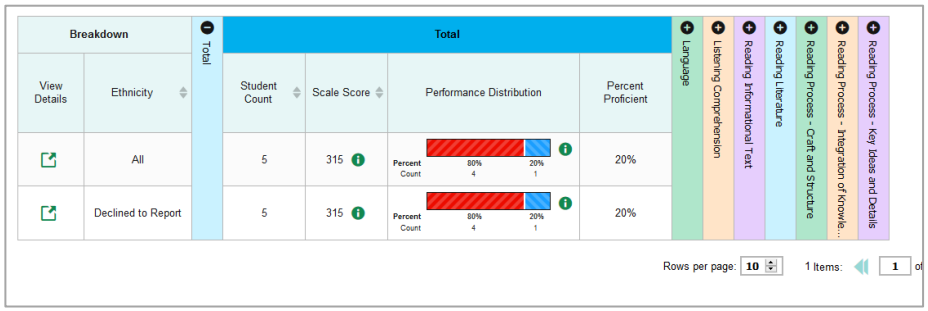
   There is also an **Include unspecified values** checkbox, explained below:

   - 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



# All Users: Generate and Export Interim Assessment Student Data Files

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

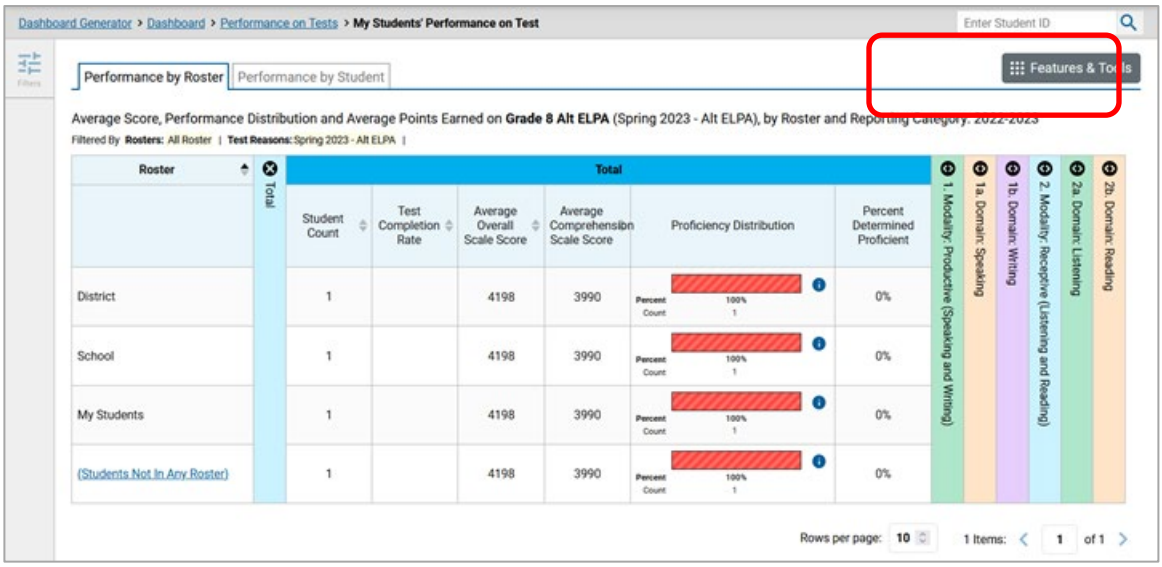
## How can I generate and export Interim assessment student data files?

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



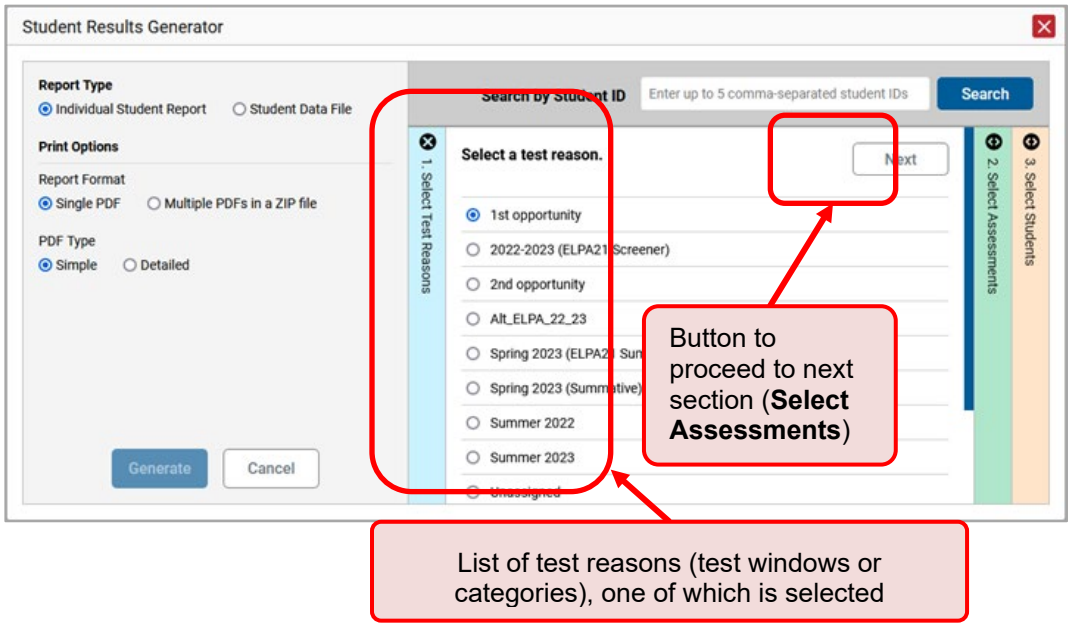

2. The ***Student Results Generator*** window opens (view Figure 154).

   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.

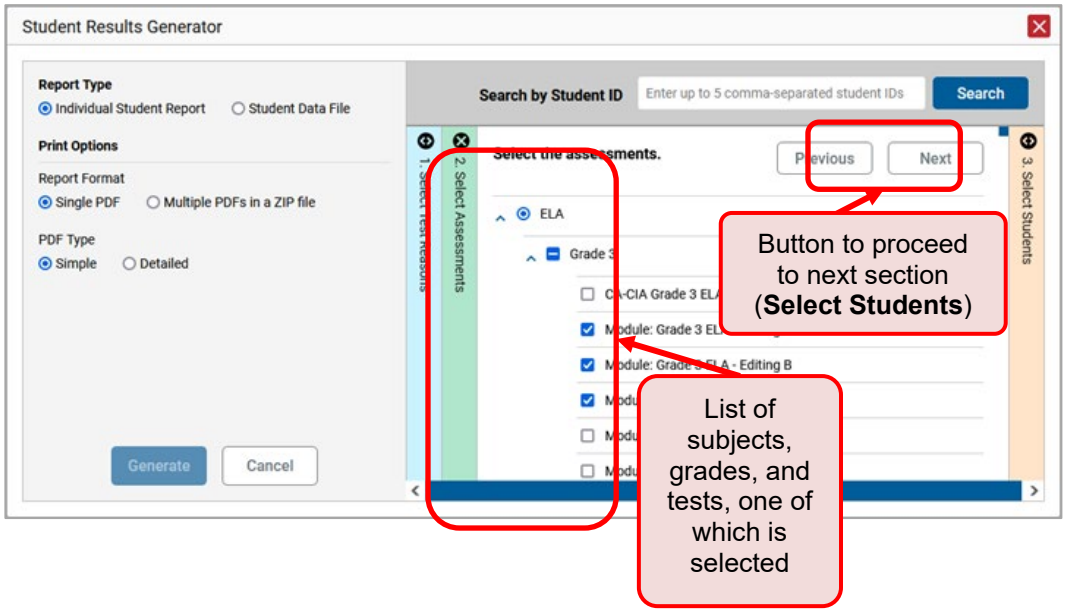
Figure 154. Student Results Generator Window: Select Test Reasons Section




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**.

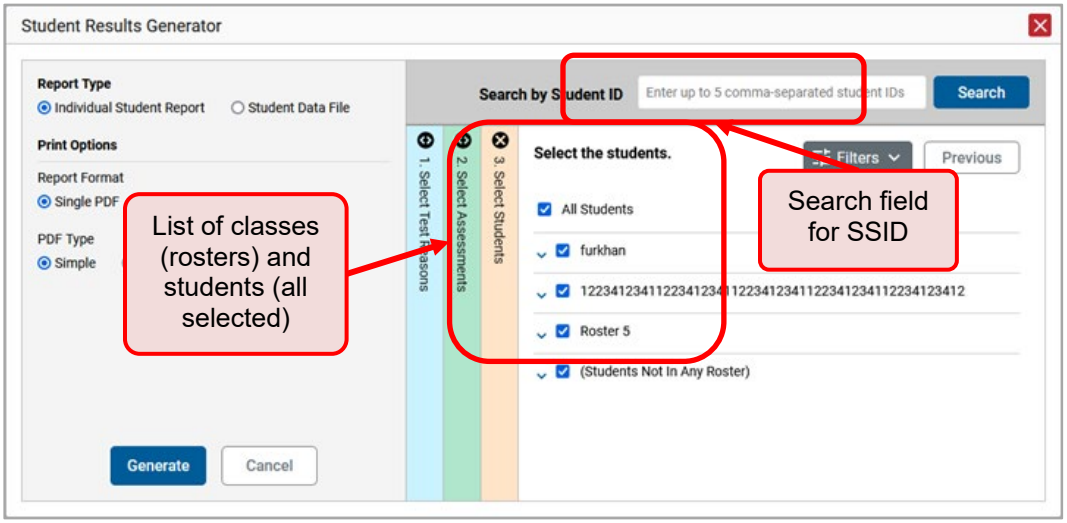
Figure 155. Student Results Generator Window: Select Assessments Section




c. The **Select the Students** section (view Figure 156) contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a LEA-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

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

Figure 156. 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.

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

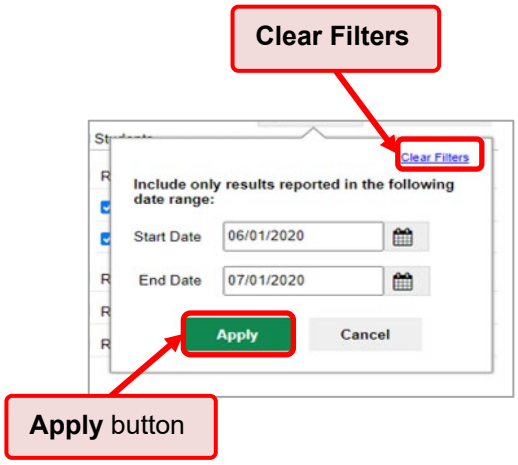
   i. Open the **Filters** menu (view Figure 157). The menu displays two date fields.

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

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

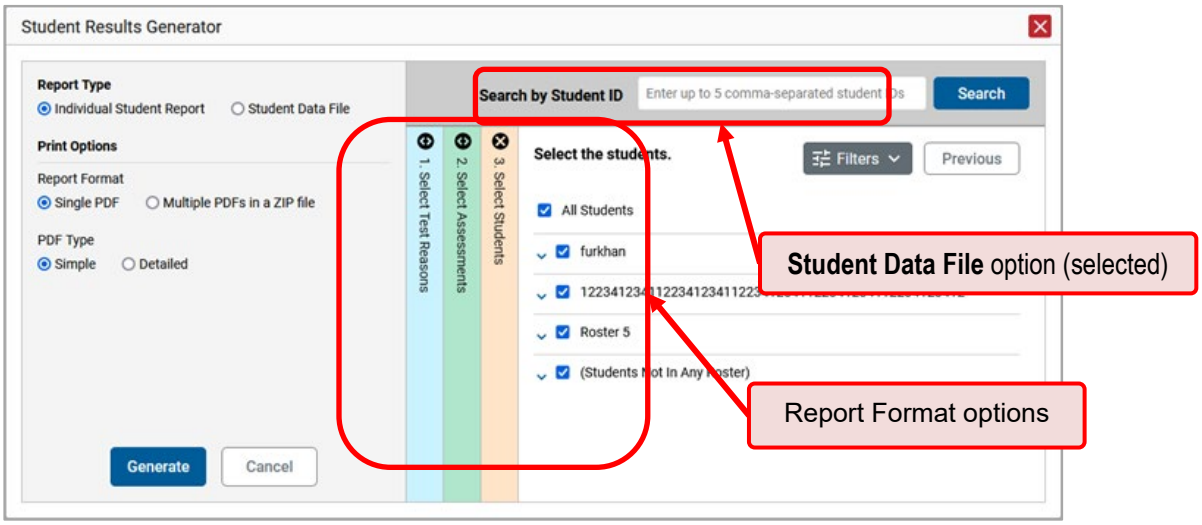
   iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

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.

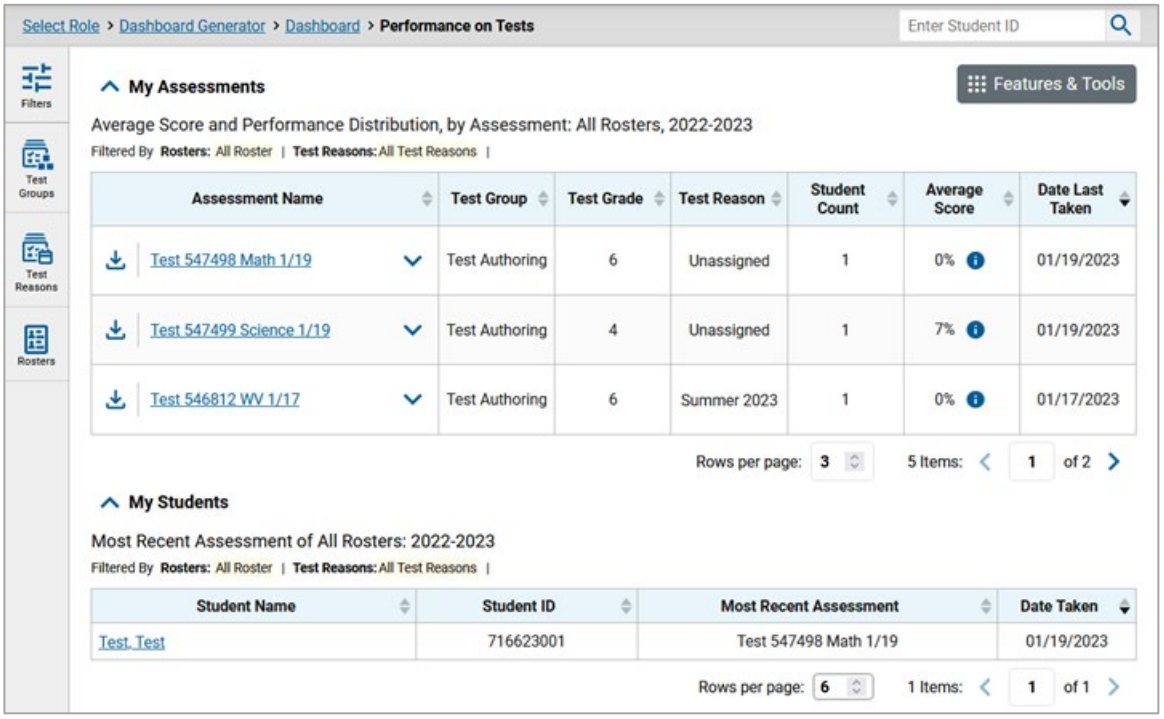
## All Users: Compare Students' Data with Data for Your LEA, School, and/or Total Students

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?

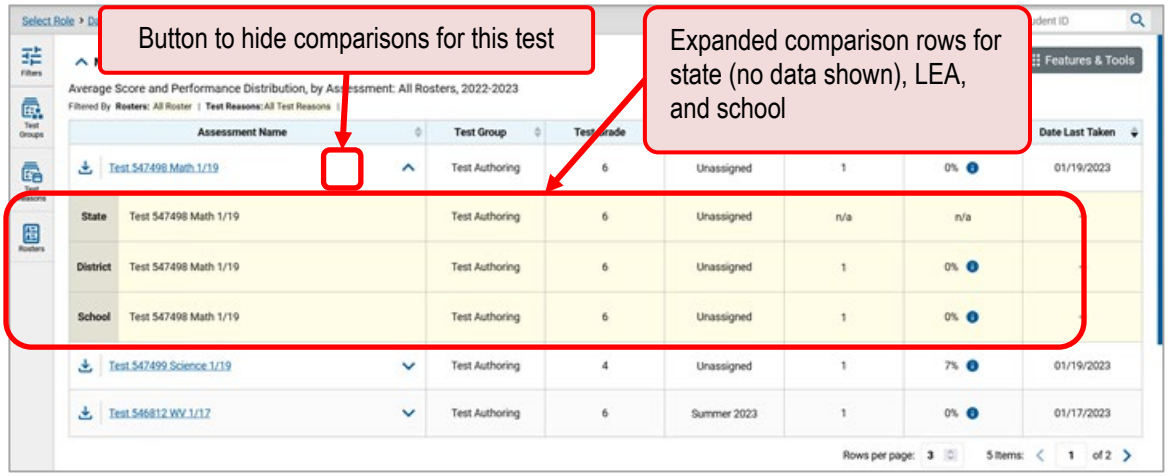
In the Performance on Tests report (view Figure 159), click ⇕ to the right of an assessment name.

Figure 159. Teacher View: Performance on Tests Report



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




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?

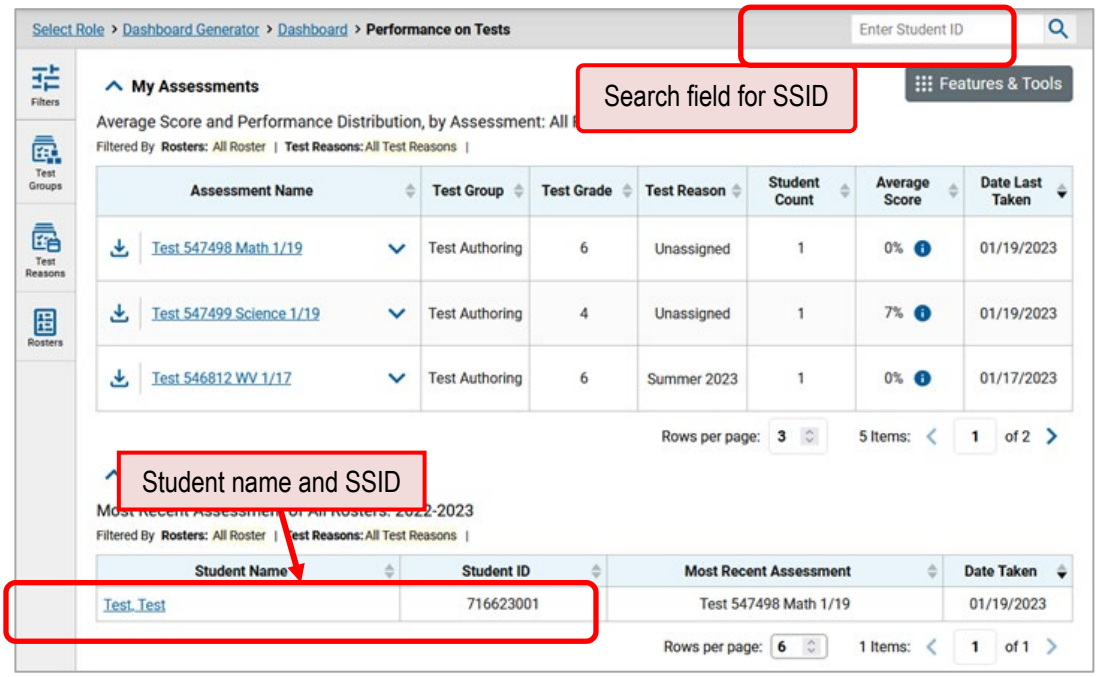
In the Student Portfolio Report, you can compare a student's performance on any assessment with that of your LEA, school, and/or total students. This report provides the ability to view patterns of strength or weakness across an LEA, across schools, within an LEA, or within a school. When making comparisons, 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.

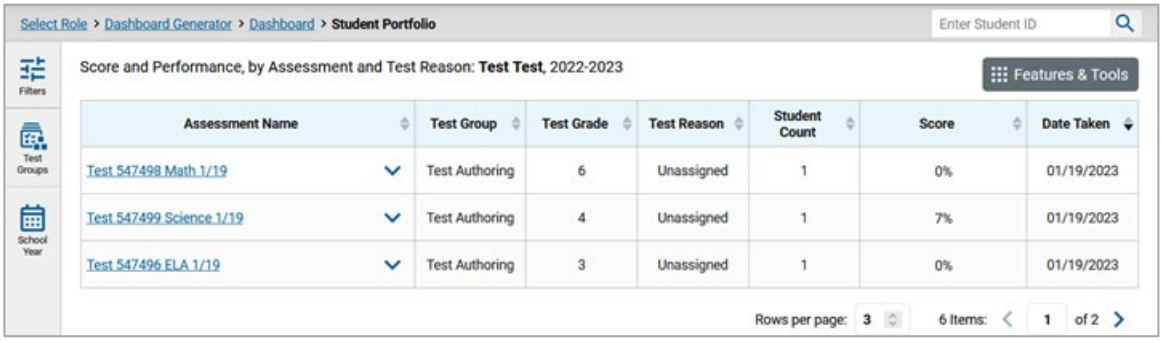
Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name.

Figure 161. Teacher View: Performance on Tests Report



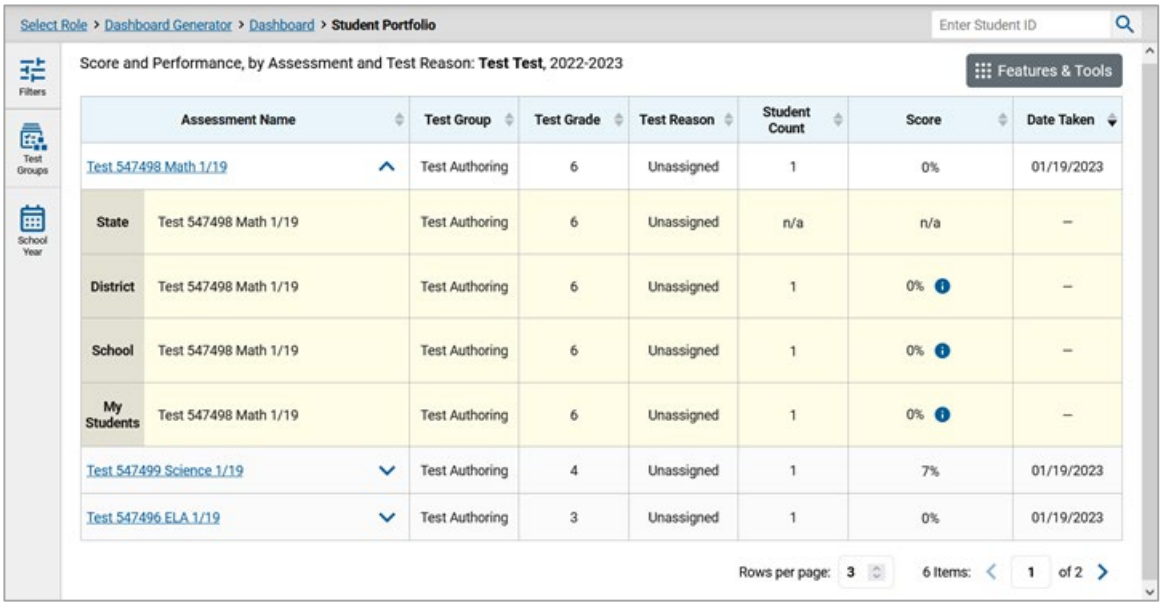

2. Click to the right of an assessment name (view Figure 162).

Figure 162. Student Portfolio Report



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




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.

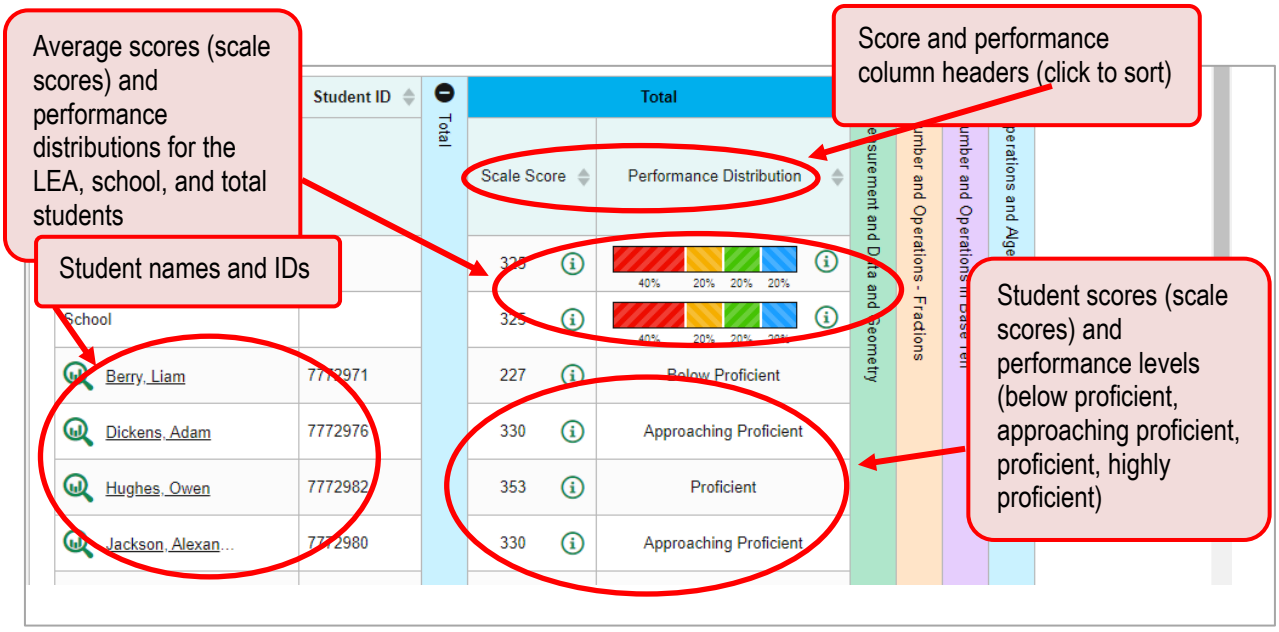
#### How can I view a list of all my students and their performance on a specific Summative assessment?

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.

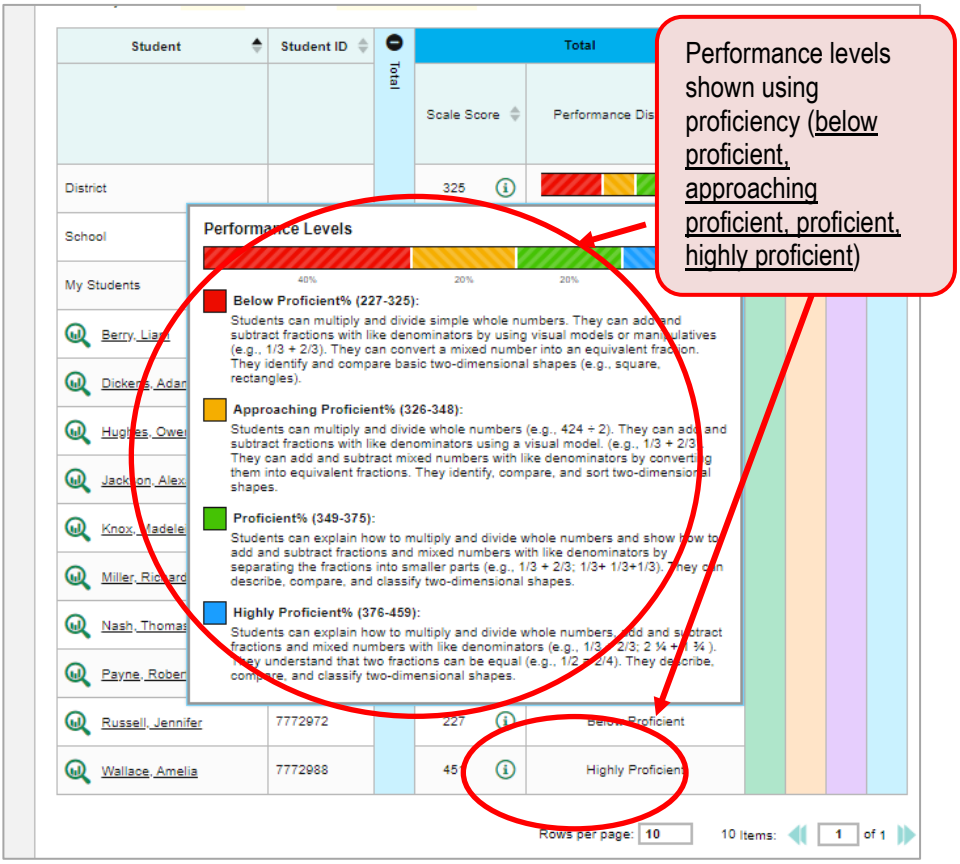
Figure 164. My Students' Performance on Summative Assessment Report: Performance by Student Tab



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

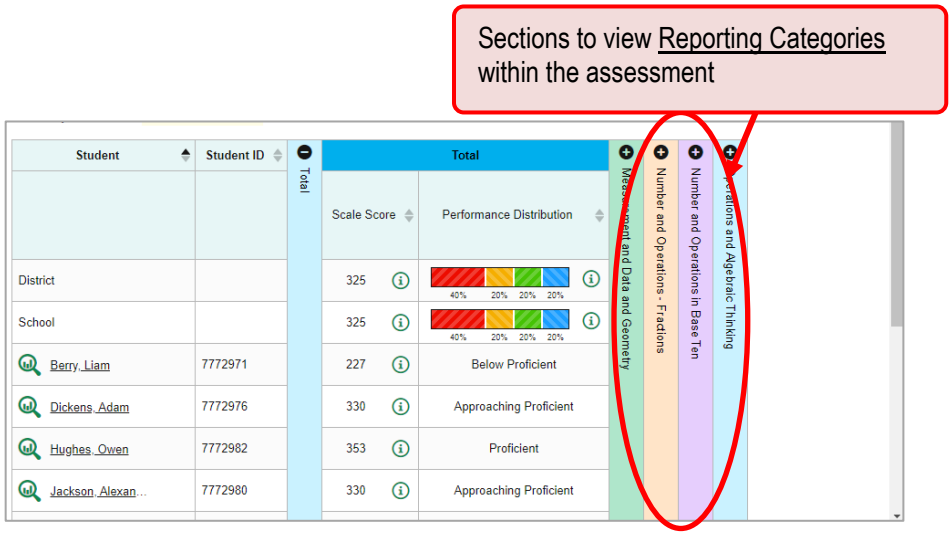
- Scores are shown as scale scores; a scale score makes it possible to compare one student's score to another student's score, even if they didn't respond to the same questions.
- Performance distribution is given using proficiency (view Figure 165 on the following page). Proficiency levels describe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



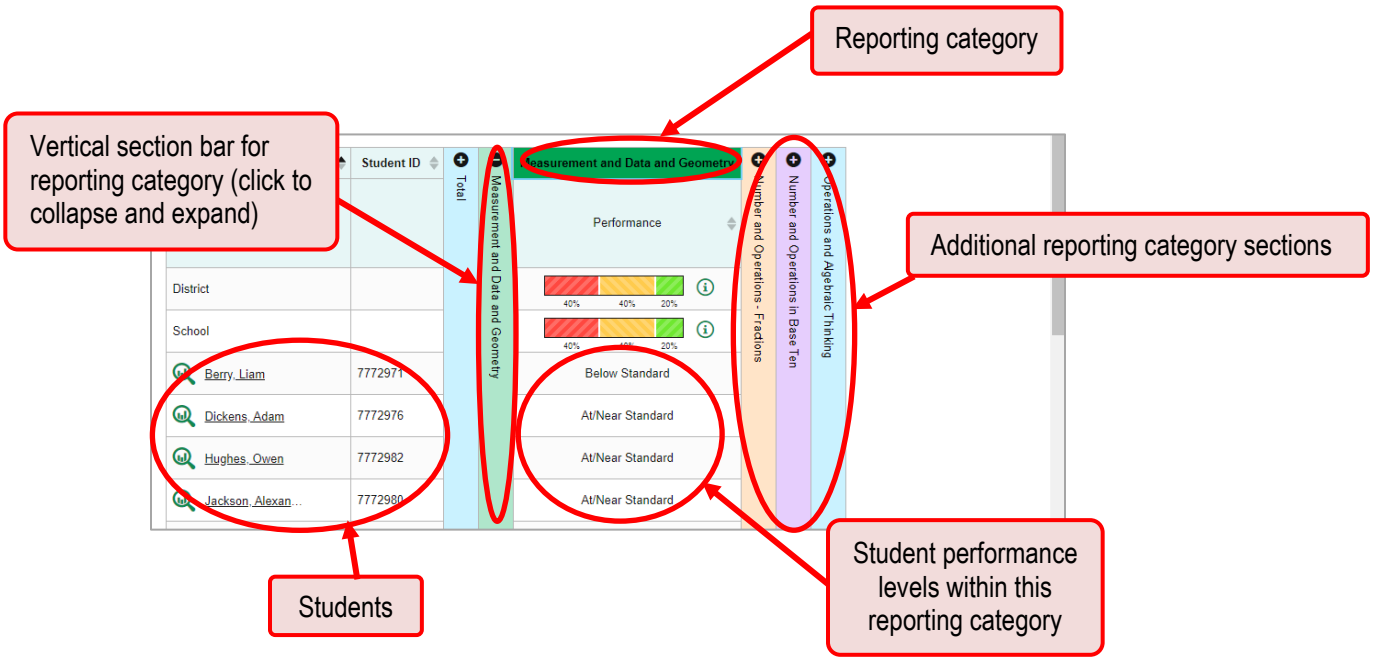
For Summative assessments, in addition to the Total section, there are sections to view the Reporting Categories within that assessment (view Figure 166).

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.

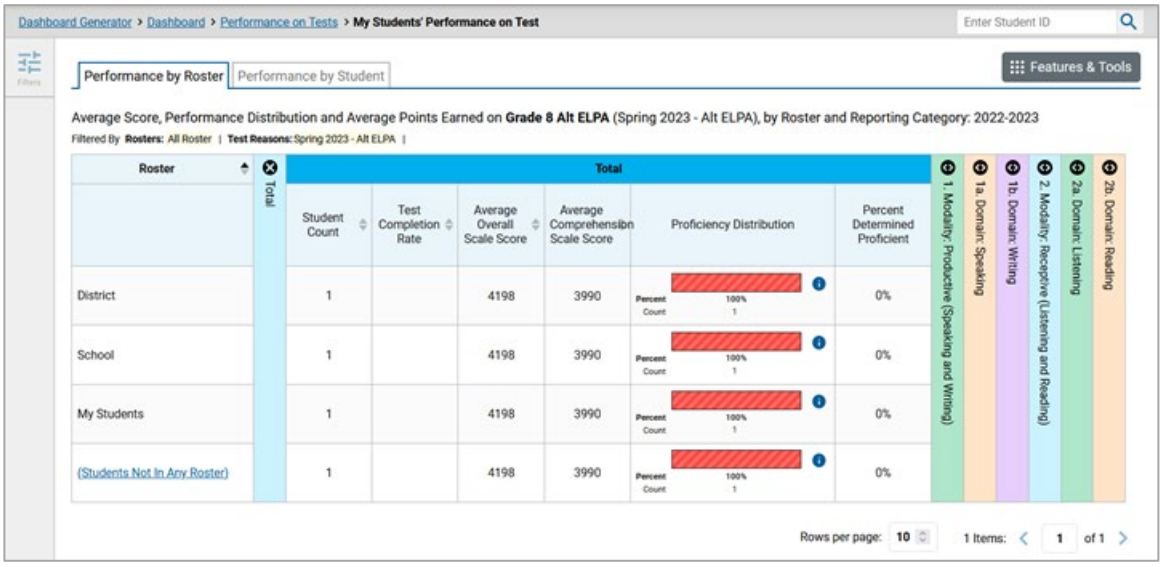
- **LEA-level users** can view all rosters in a school. To do so, follow these instructions:

  a. 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.

  b. 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

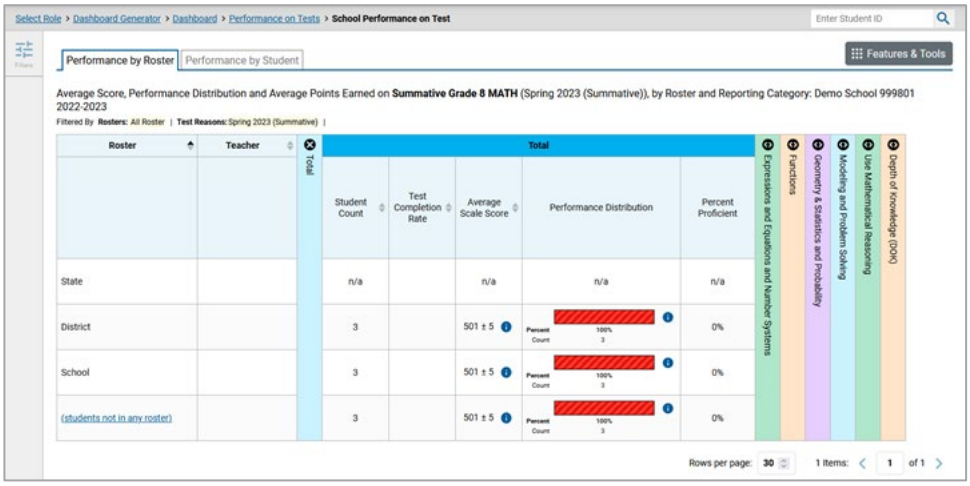


## How can I view which rosters performed best on a specific Summative assessment?

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



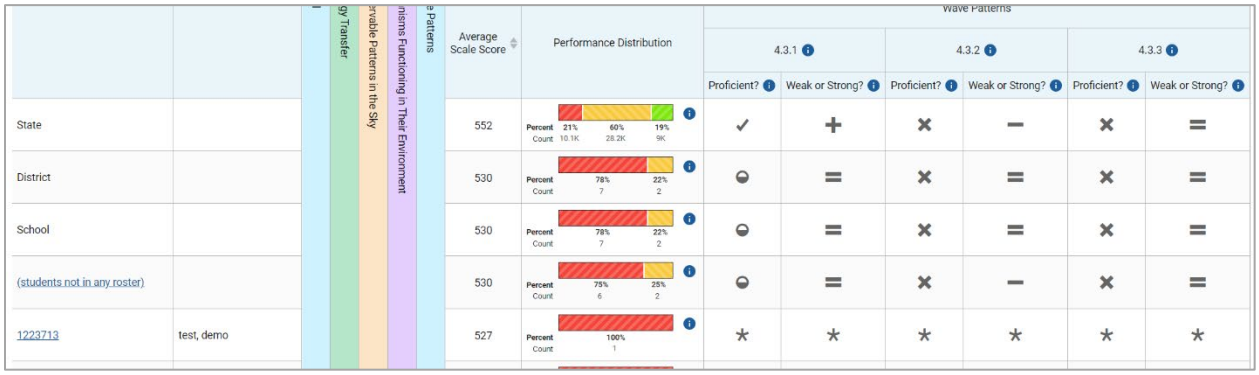

## How can I view which rosters had the highest test completion rates on a Summative assessment?

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




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.

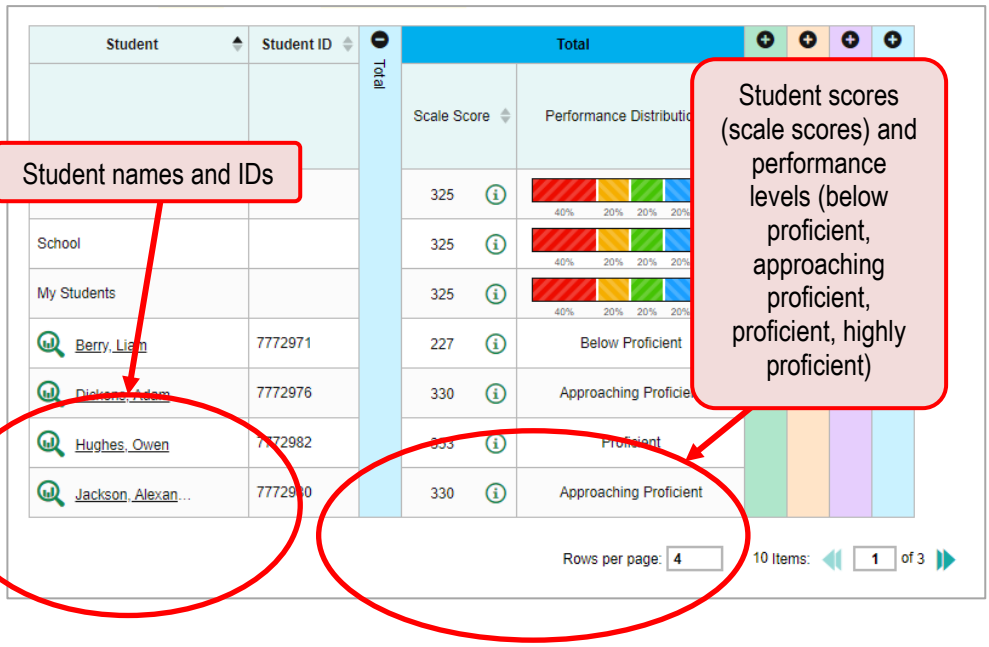
The strength and weakness designations compare an individual student's performance on a specific standard with their performance on the test. On each line, the comparison is relative to the individual student and utilizes various symbols to provide a quick overview of performance.

- 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).

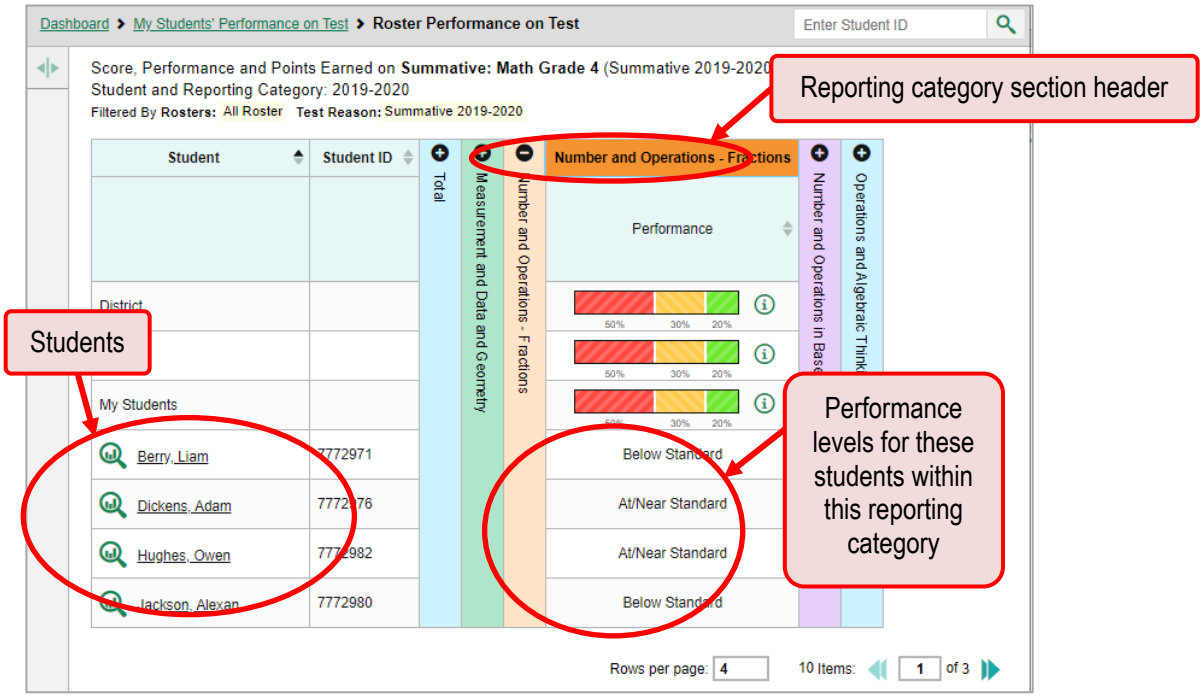
Figure 171. Teacher View: Roster Performance on Summative Assessment Report



## 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?

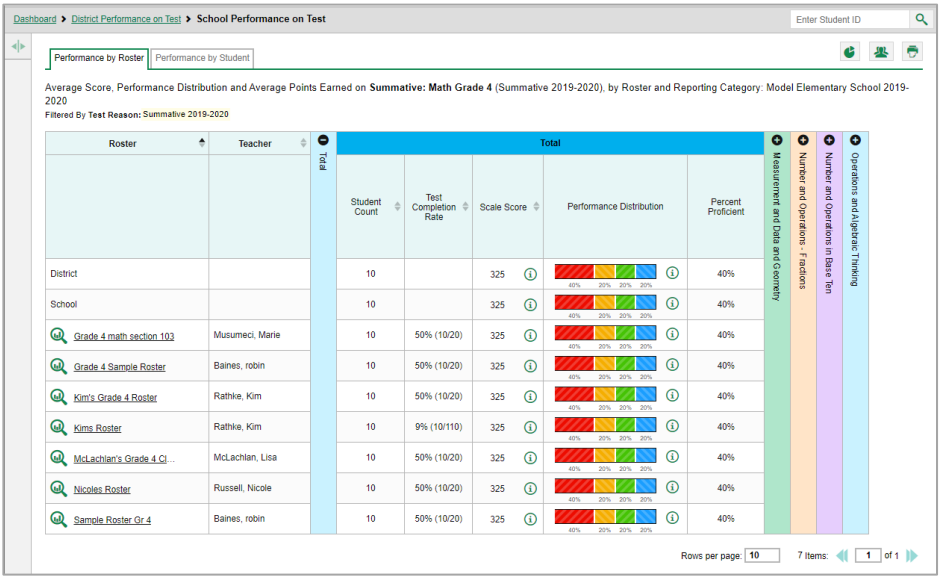
- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the assessment.
- **LEA-level users:**

  a. Starting at the dashboard that appears when you log in, click the name of the assessment. A table listing assessment results by school appears.

  b. 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.

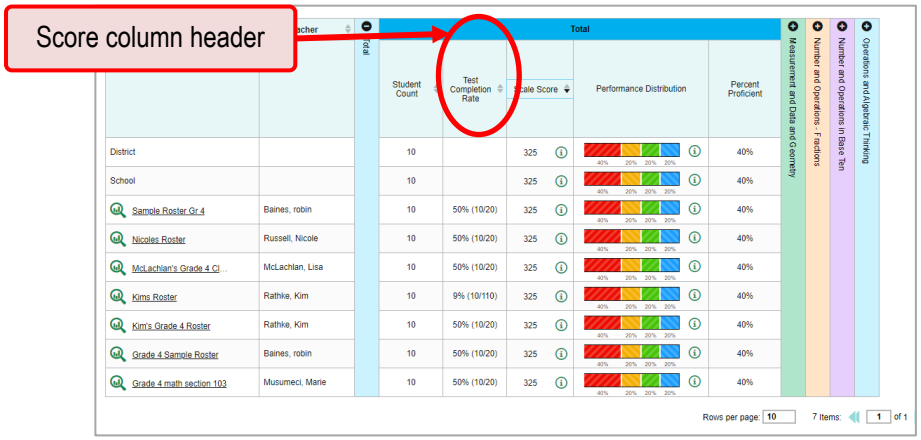
Figure 173. LEA-Level User View: School Performance on Summative Assessment Report: Performance by Roster Tab



## 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



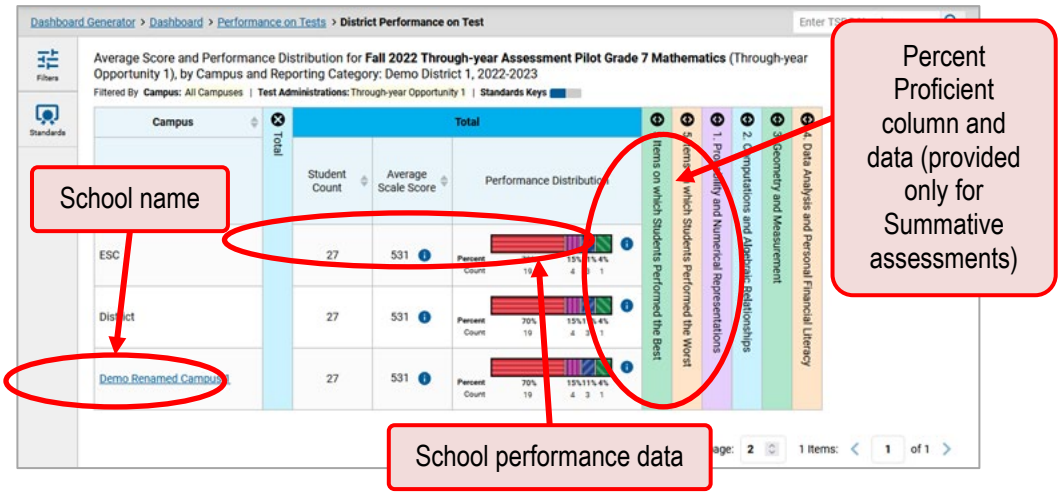

# LEA-Level Users: View Results for an LEA on a Specific Summative Assessment

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).

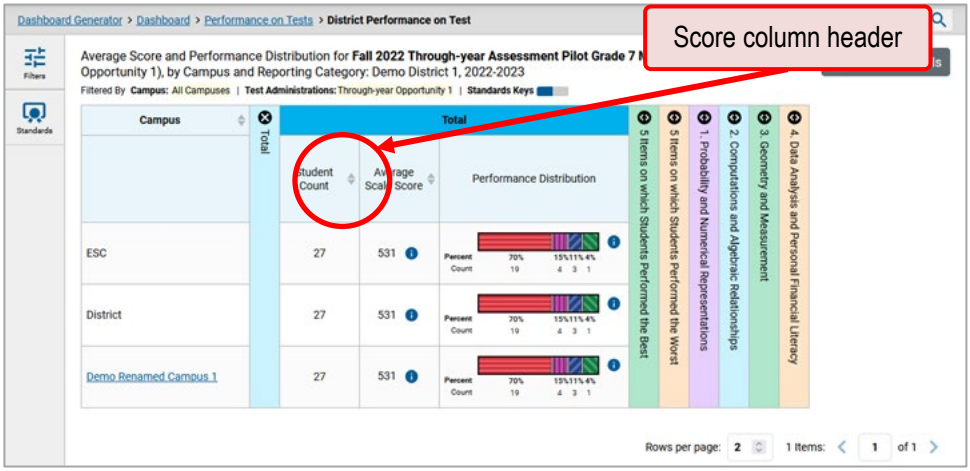
Figure 175. LEA Performance on Summative Assessment Report




## 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).

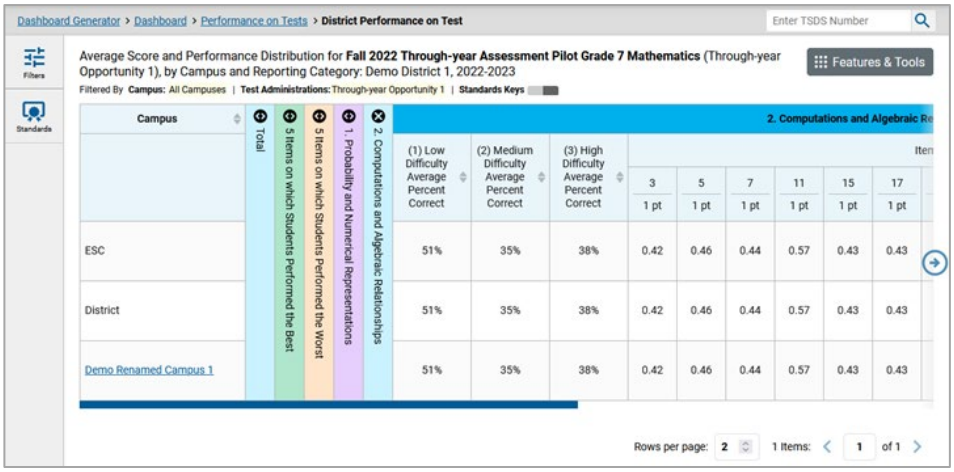
Figure 176. LEA Performance on Summative Assessment Report Sorted by Score



## 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

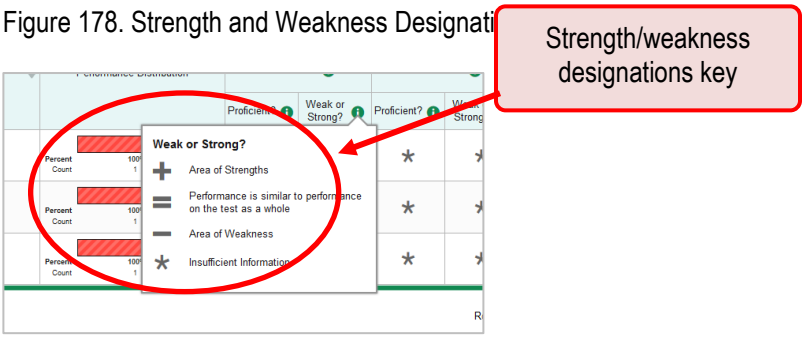



For Summative assessments, you can also view strength and weakness designations for reporting categories in the Performance by Roster tab.

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 Designati




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:**

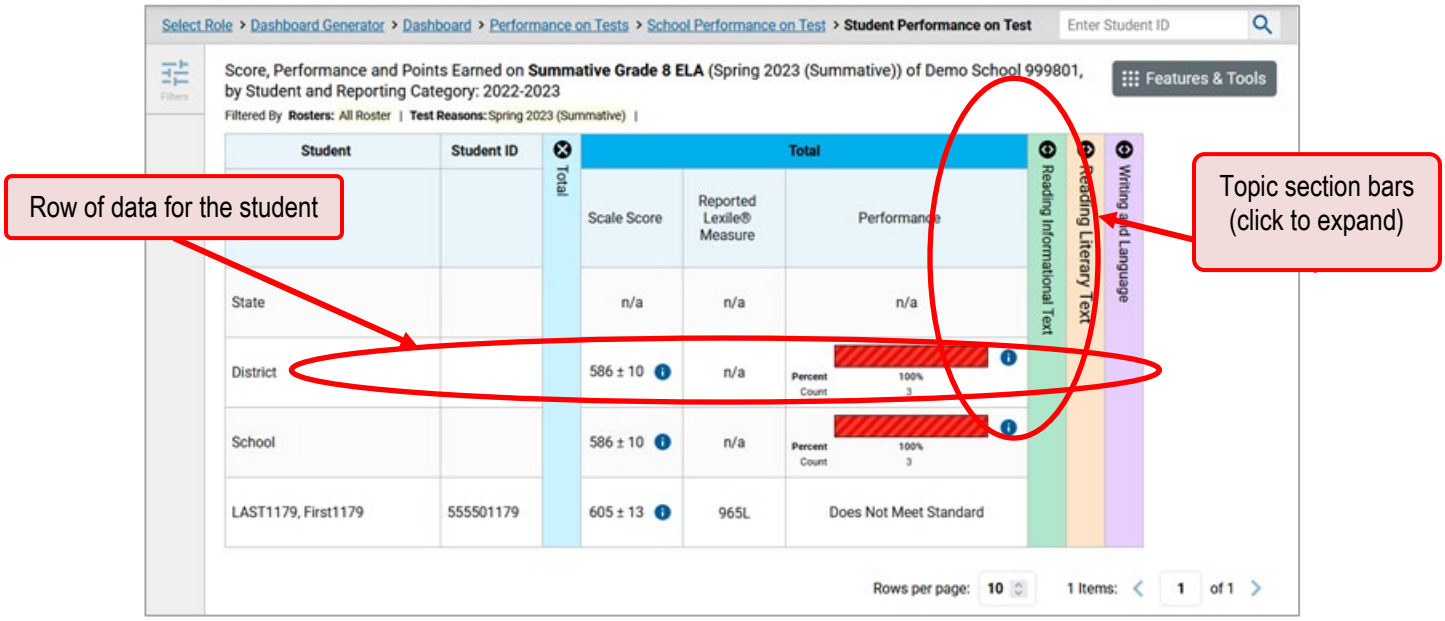
1. Go to the dashboard and click an assessment name in the table of assessments. A page of assessment results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student in the report. The Student Performance on Test report appears (view Figure 180).

**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.

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 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

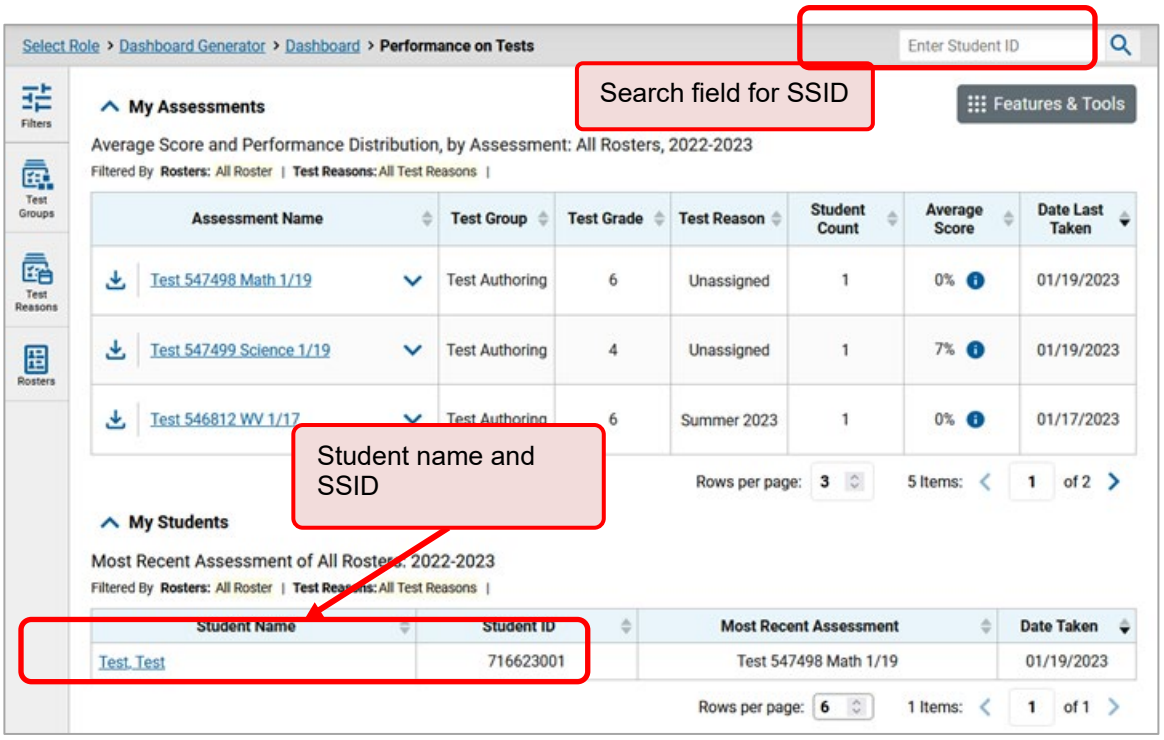


## How can I view a report for all the Summative assessments a student has completed over time?

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.

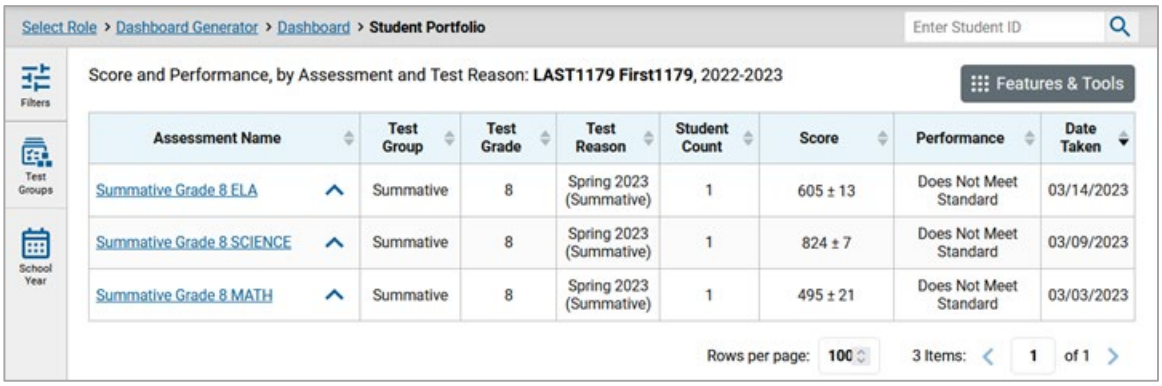
To access this report, enter the student's SSID in the search field in the upper-right corner and click (view Figure 182). The Student Portfolio Report appears (view Figure 183).

Figure 182. Teacher View: Performance on Tests Report




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

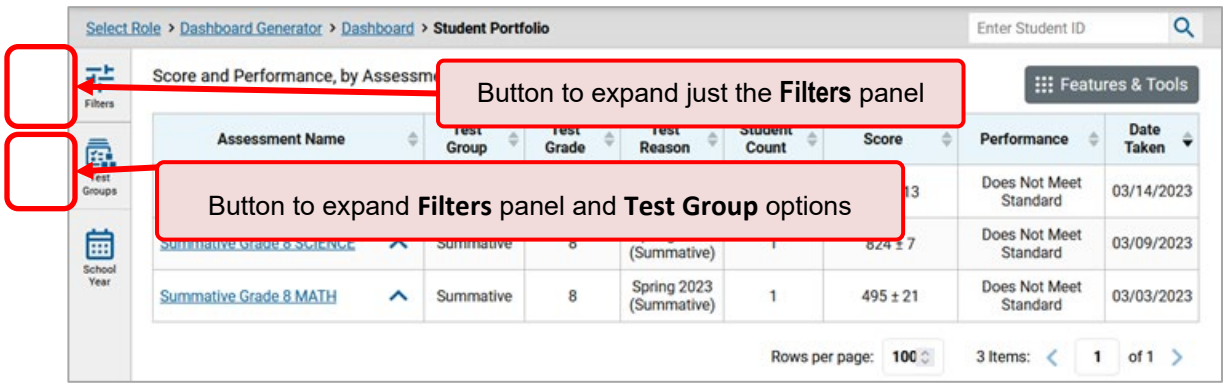



To view individual assessment results for this student, click an assessment name.

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

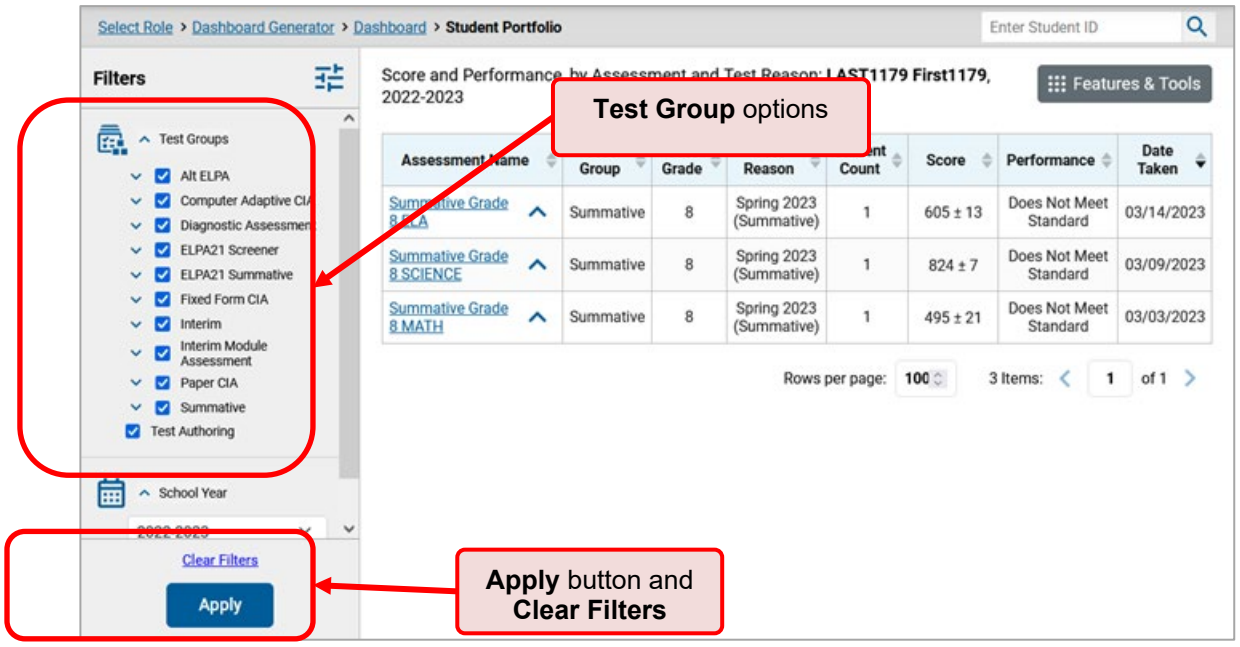
You can temporarily filter which assessment you want to view in the Student Portfolio Report (view Figure 184). For example, you may want to do this if you are an English teacher and you don't want to see a student's math scores. By default, the data for those math assessments appear in the report, but you can exclude them.

Figure 184. Student Portfolio Report




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




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.

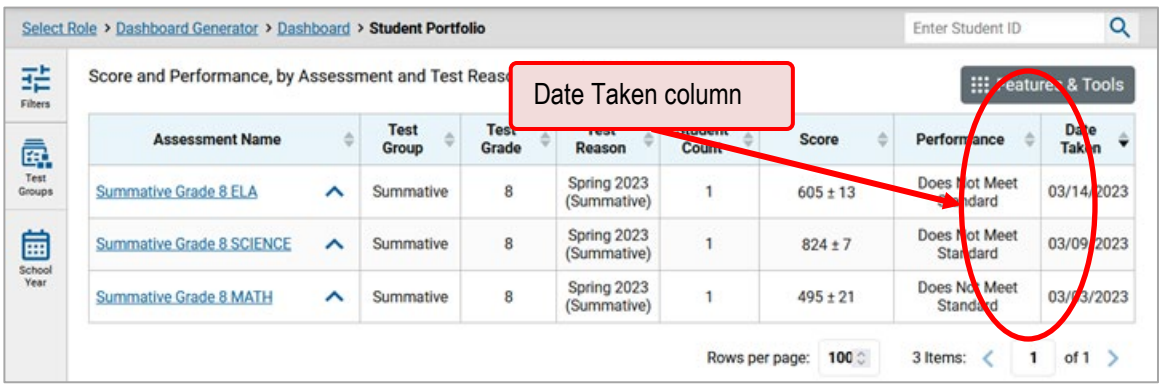
   *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

## 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.

Please note: If you are administering a Summative Writing test and its score does not immediately show up in the Reporting System upon completion, it was routed to be hand scored and will be reported within 5 business days.

Figure 186. Student Portfolio Report Sorted by Date Taken Column



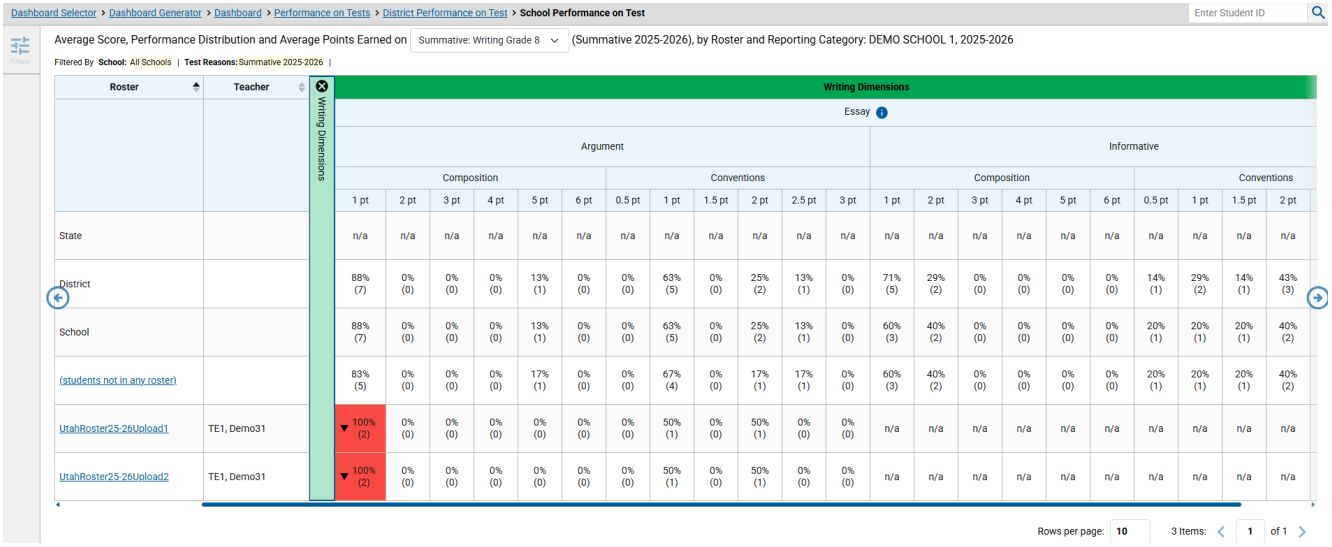
## How do I interpret Summative Writing Scores?

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




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

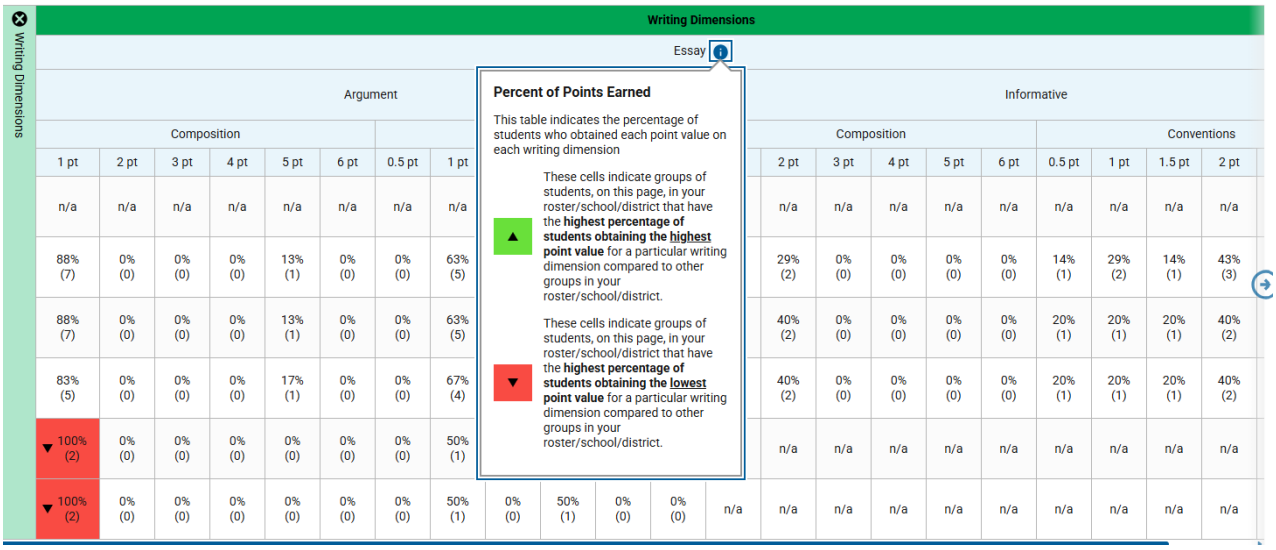
- **Essay type**. Either Informative or Argumentative.
  - **Writing dimension** within the essay type, as listed in item rubrics. Composition and Conventions are the two dimensions..
    - **Point value**. A sub-column for each possible item point value for the writing dimension. Each point value sub-column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

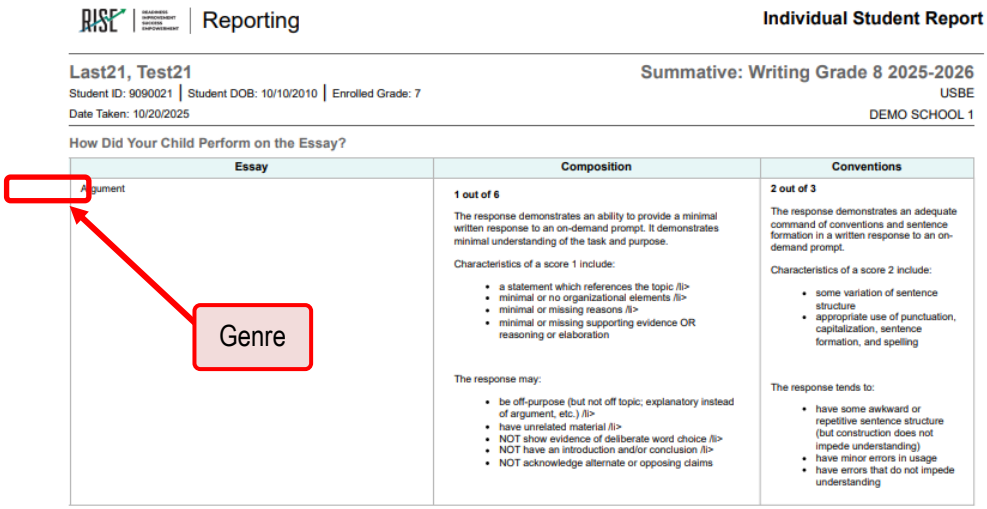
To learn about the highlighting and arrow icons, click the more info button in the Essay header. A legend expands, as in Figure 188.

Figure 188. Essay Header Legend (Expanded)



## 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.




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.

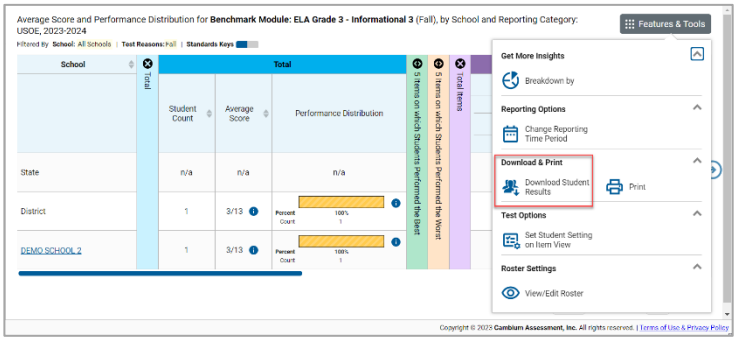
| Condition Code | Machine or Human | Description |
|---|---|---|
| Blank | Machine | Student did not enter a response. |
| Insufficient Text (Duplicated Text) | Machine | The response contains a significant amount of text repeated over and over. |
| Insufficient Text (Too Few Words) | Machine | The 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.<br>An off-purpose response addresses the topic of the task but not the purpose of the task.<br>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.<br>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).

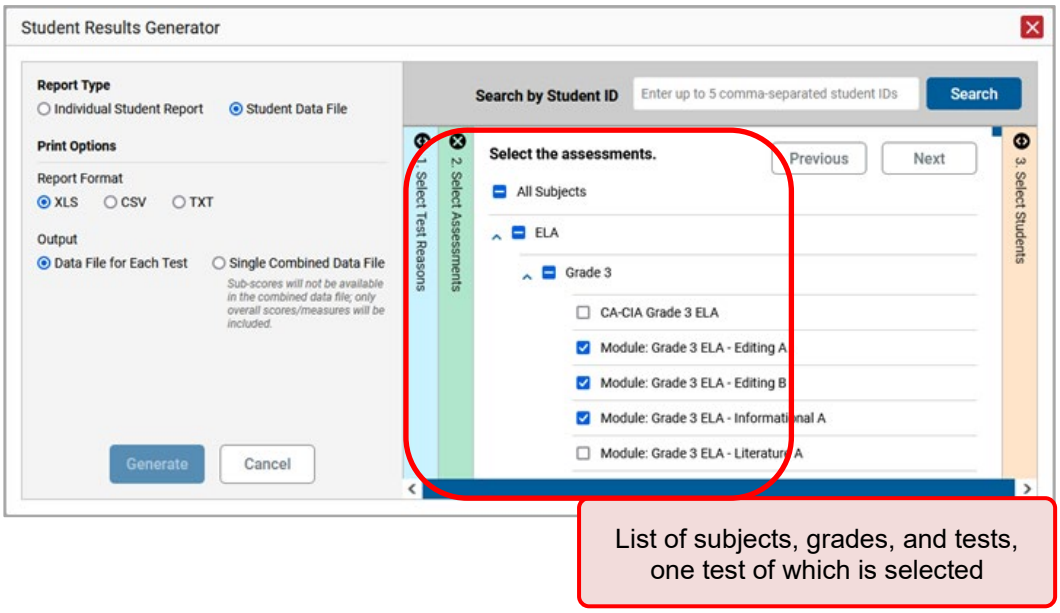
Figure 189. Teacher View: Performance on Tests Report




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.

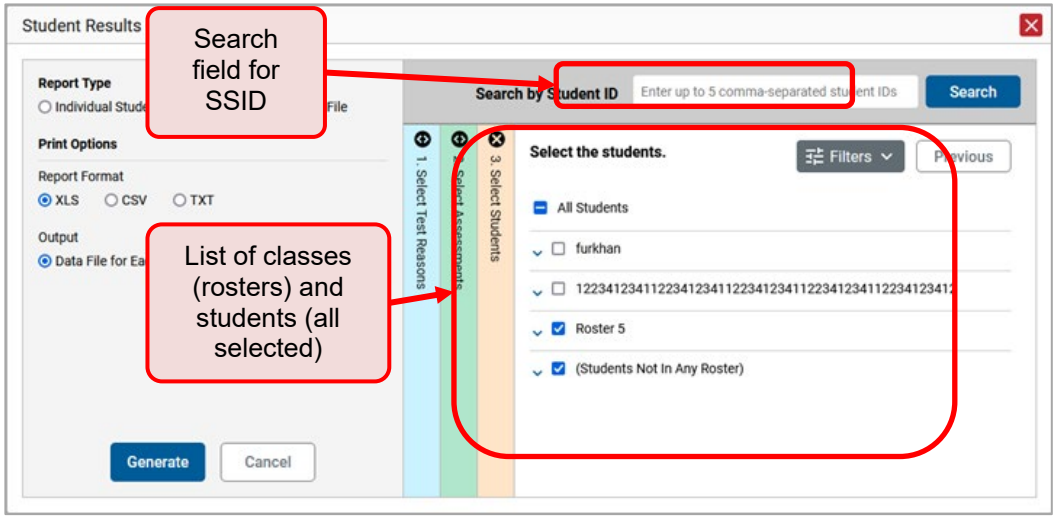
Figure 190. Student Results Generator Window: Select Assessments Section




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.

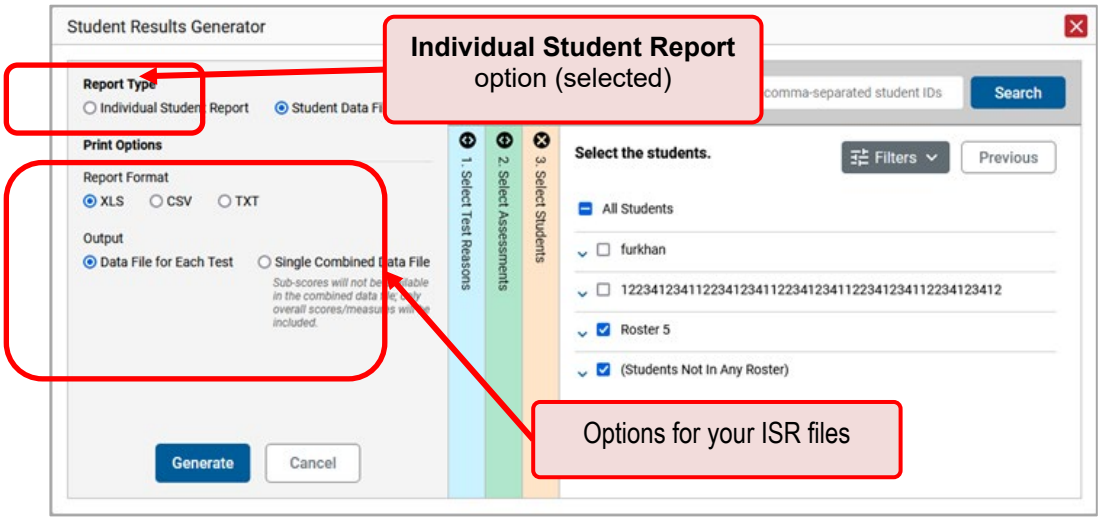
Figure 191. Teacher View: Student Results Generator Window: Select Students Section




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

2. 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




3. 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.

4. Under PDF Type, select either a simple or a detailed PDF.

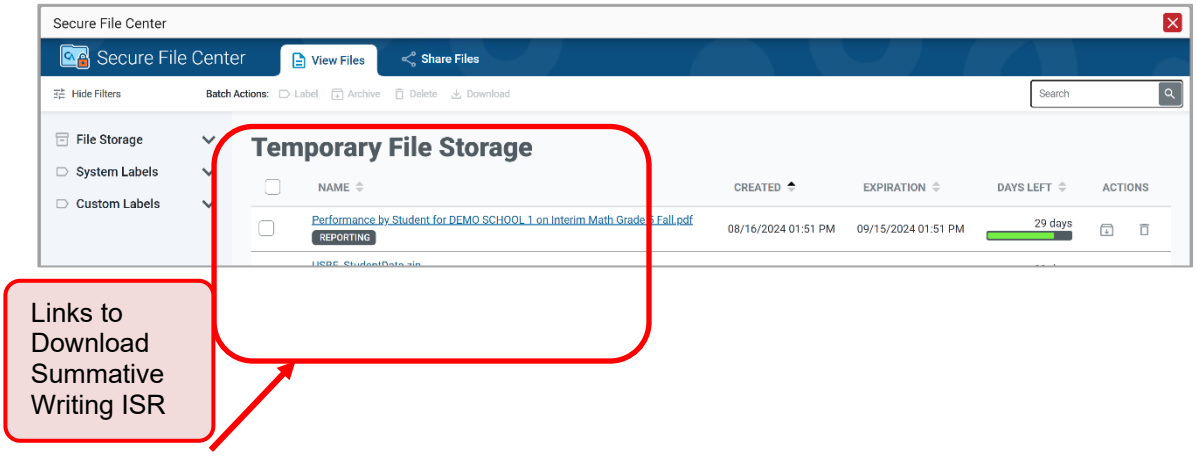
5. Click **Generate**. Once ISR generation is finished, the Secure File Center contains the Summative Writing ISR(s) available for download. You can then view the Summative Writing ISR(s) and download or print as desired from the Secure File Center.

6. 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.

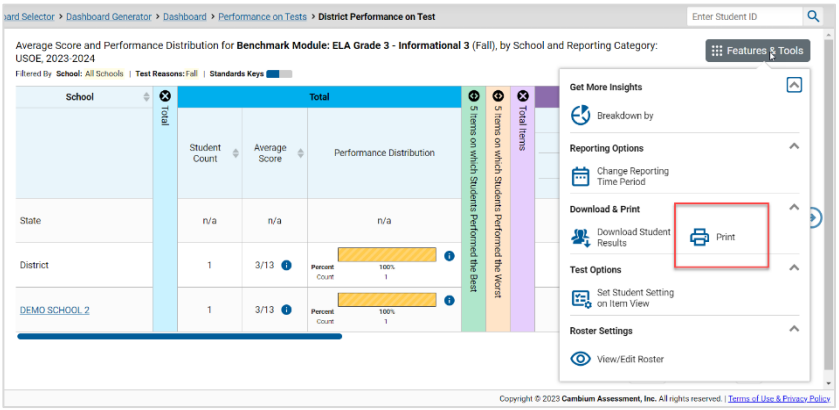
## How can I export or print a report I'm viewing for Summative assessments?

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).

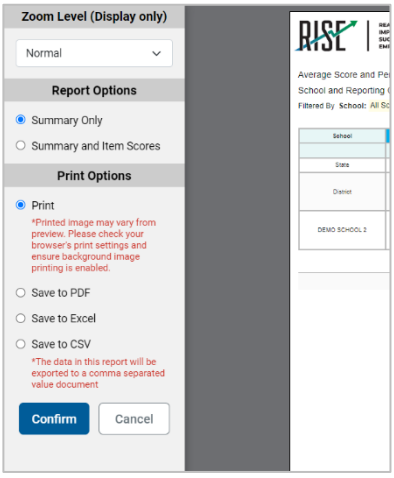
Figure 195. Teacher View: Performance on Tests Report with Expanded Print Menu




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



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:

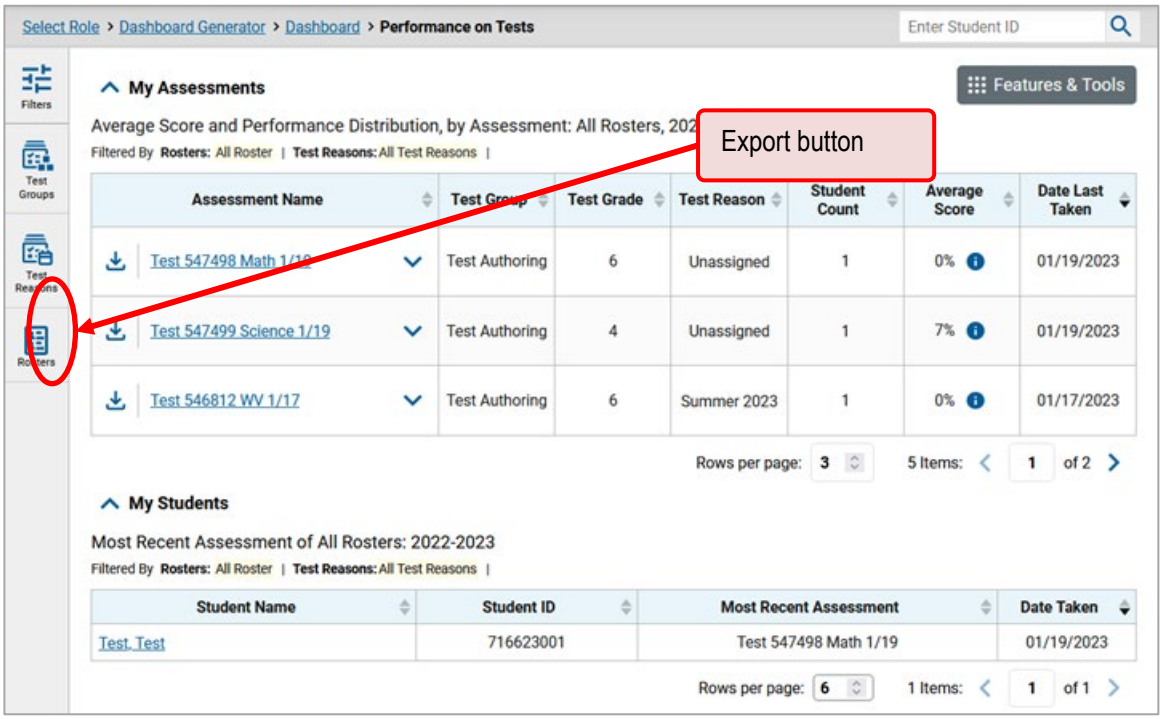
   - To print the report, select the **Print** radio button.
   - To download a PDF version of the report, select **Save to PDF**.
     - *Optional*: If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes 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

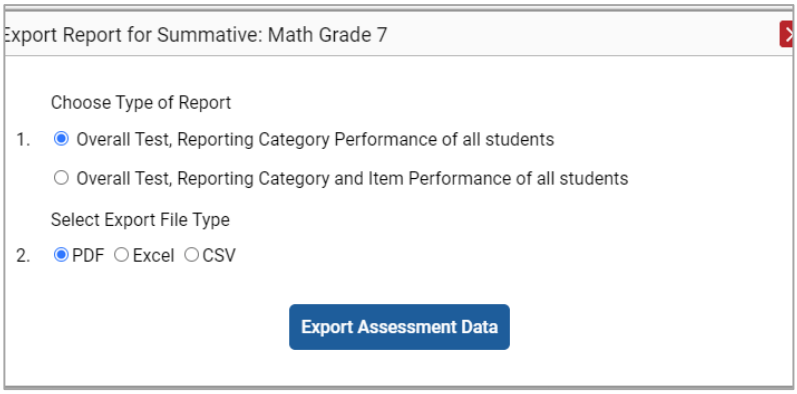


The ***Export Report*** window opens (view Figure 198). The options in this window vary according to your user role.

**2.** Select which report to export for the assessment.

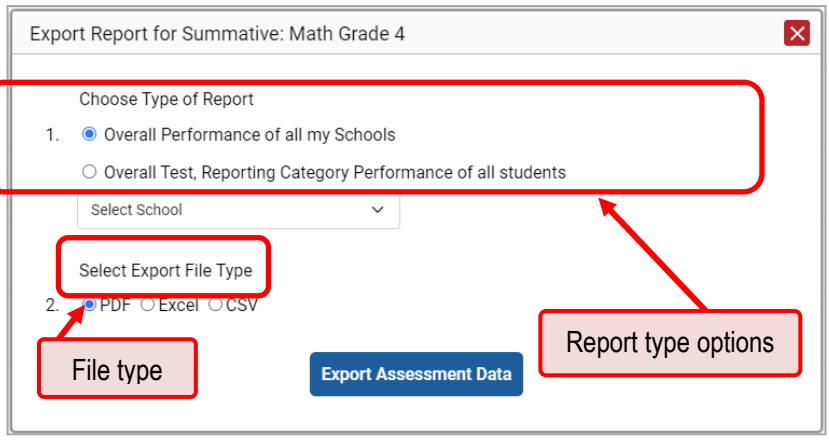
- **School-level users and teachers** (Figure 198):
  - To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students** radio button. (This is either the My Students' Performance on Test report or the 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

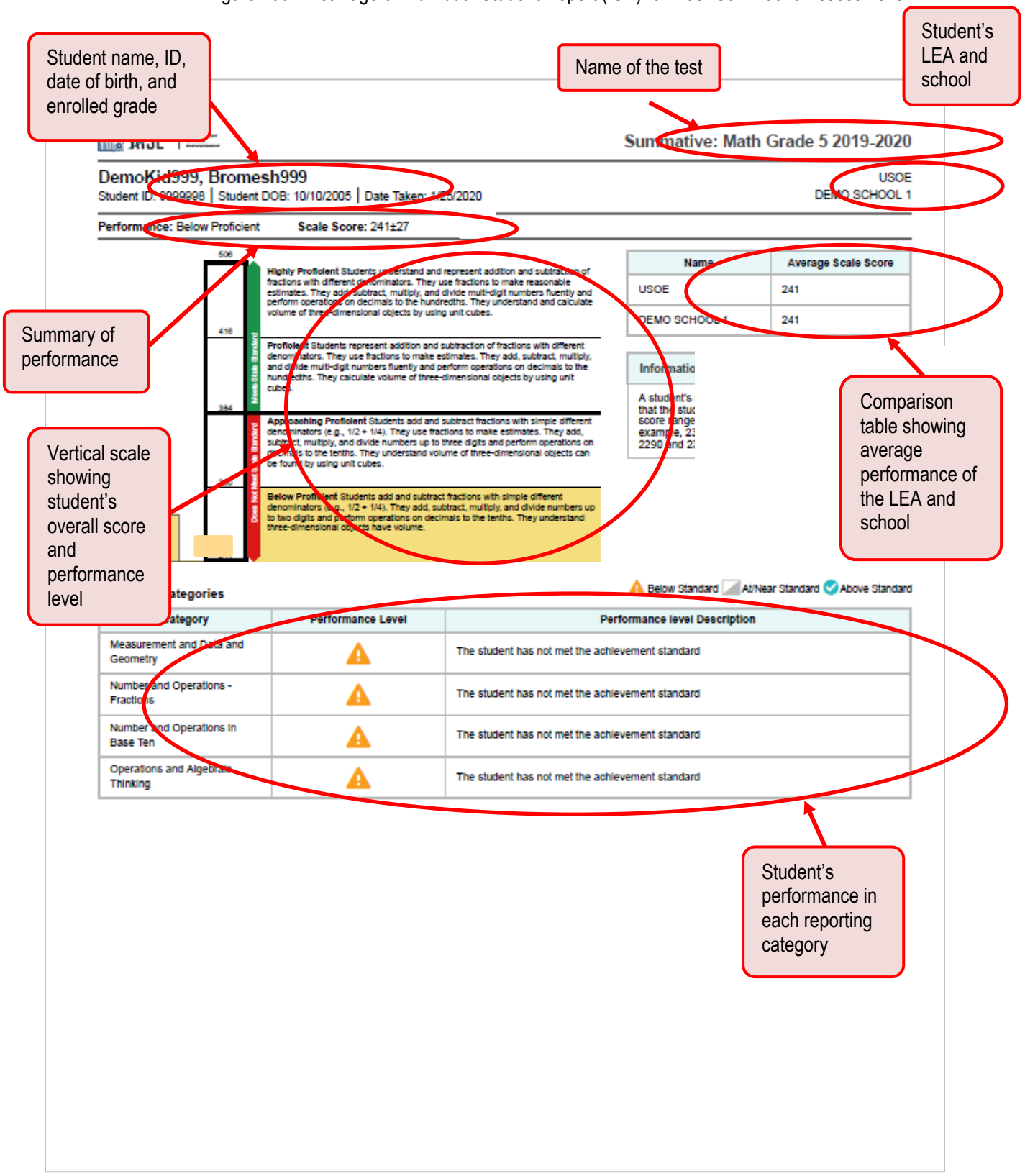


Figure 201. First Page of Individual Student Report (ISR) for ELA Summative Assessment

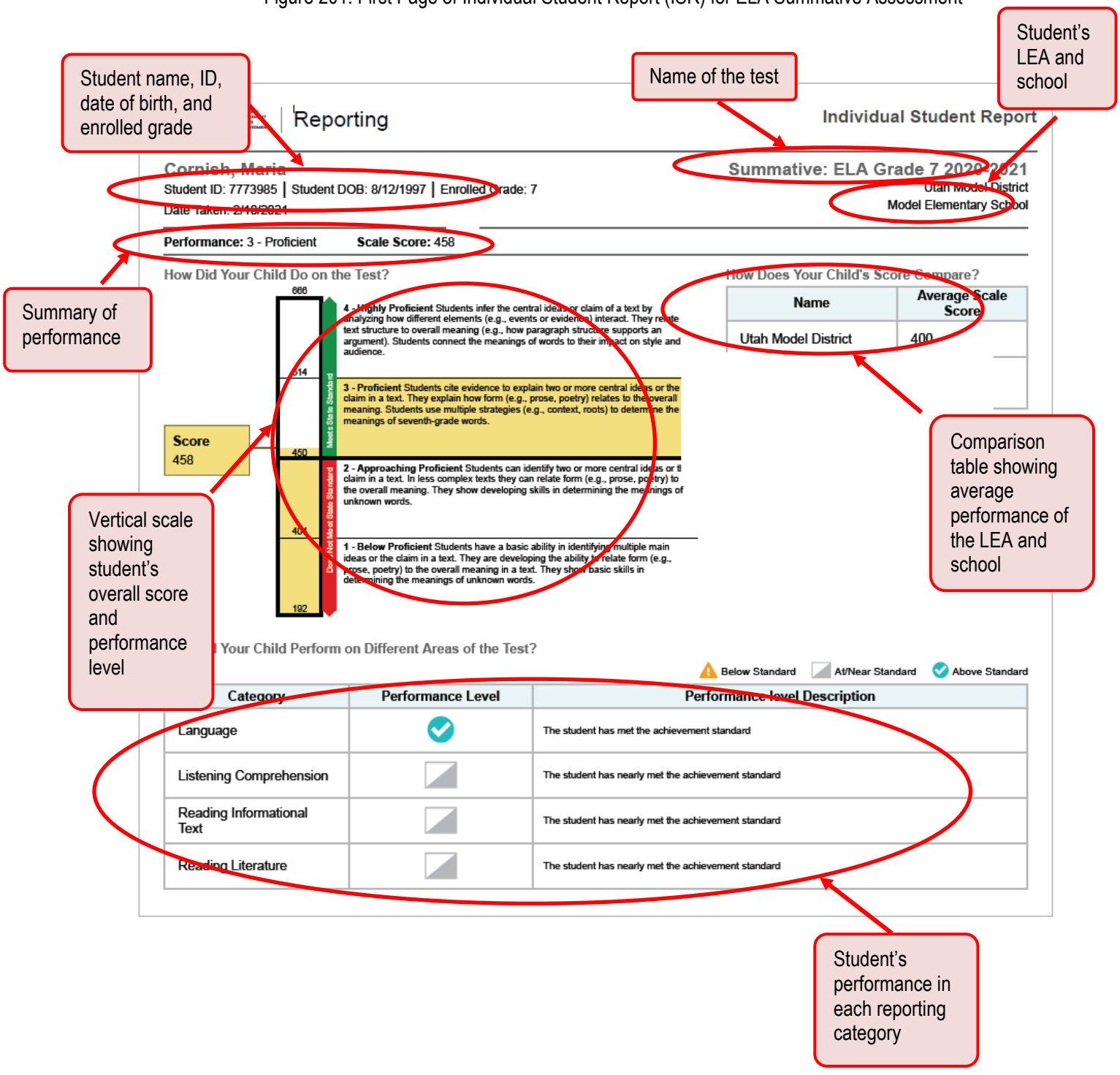


Figure 202. First Page of Individual Student Report (ISR) for Writing Summative Assessment

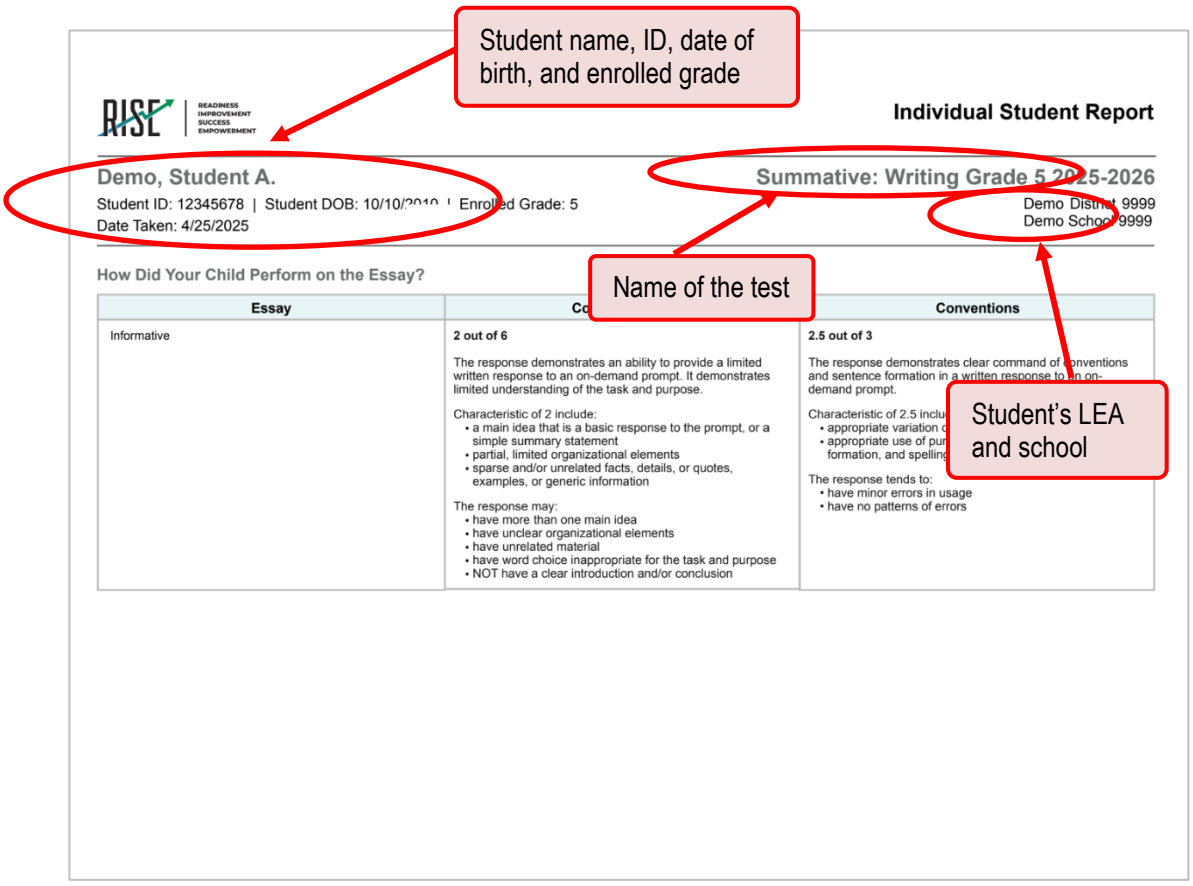
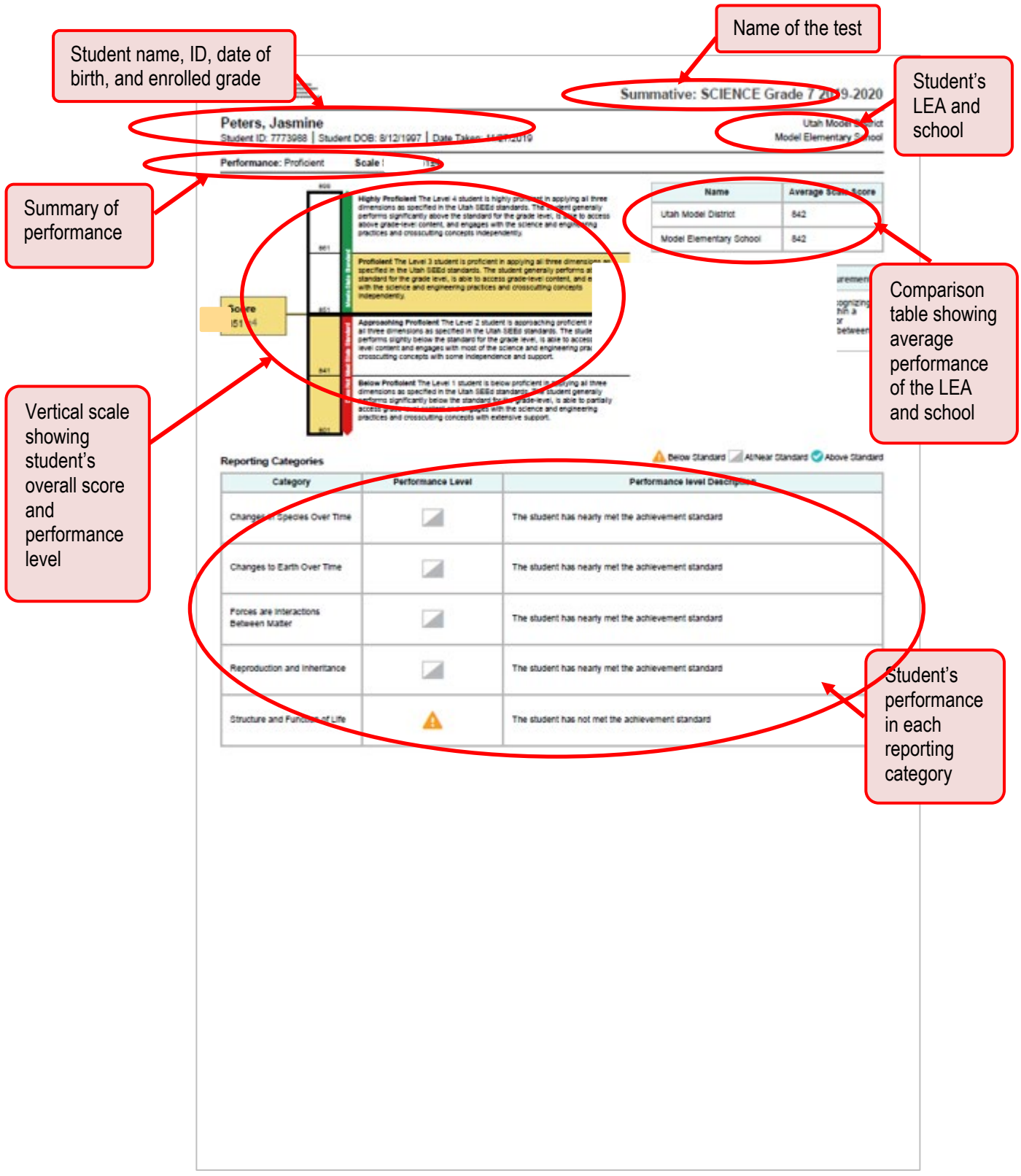


Figure 203. First Page of Individual Student Report (ISR) for Science Summative Assessment



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

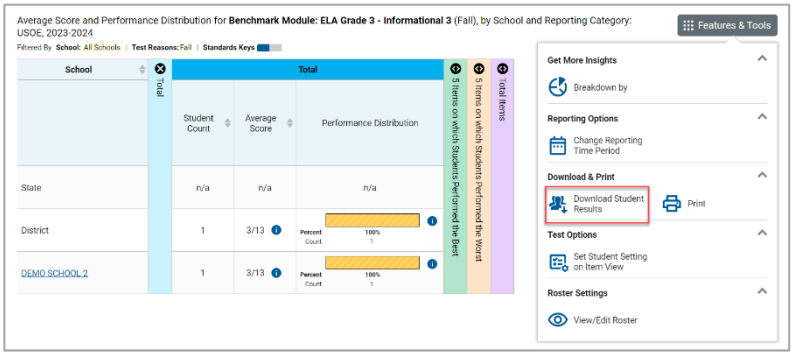
To generate and export an Individual Student Report (ISR) for an assessment, use the Student Results Generator. Each ISR shows a student's overall performance on their assessment plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students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



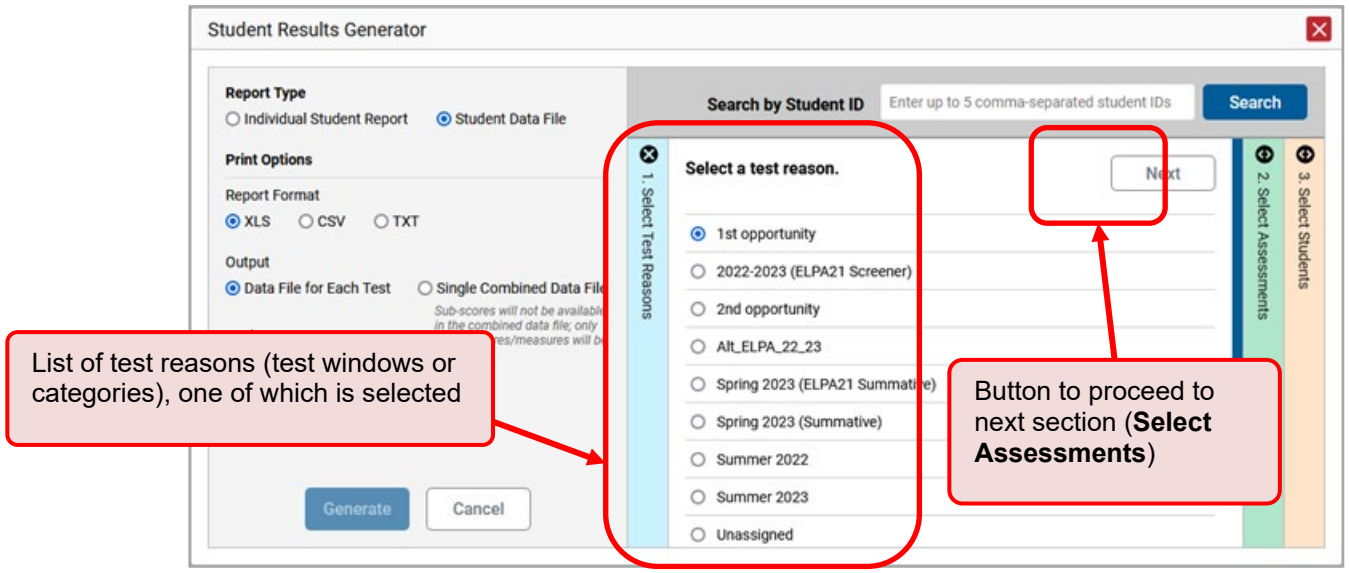

The ***Student Results Generator*** window opens (Figure 205).

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.

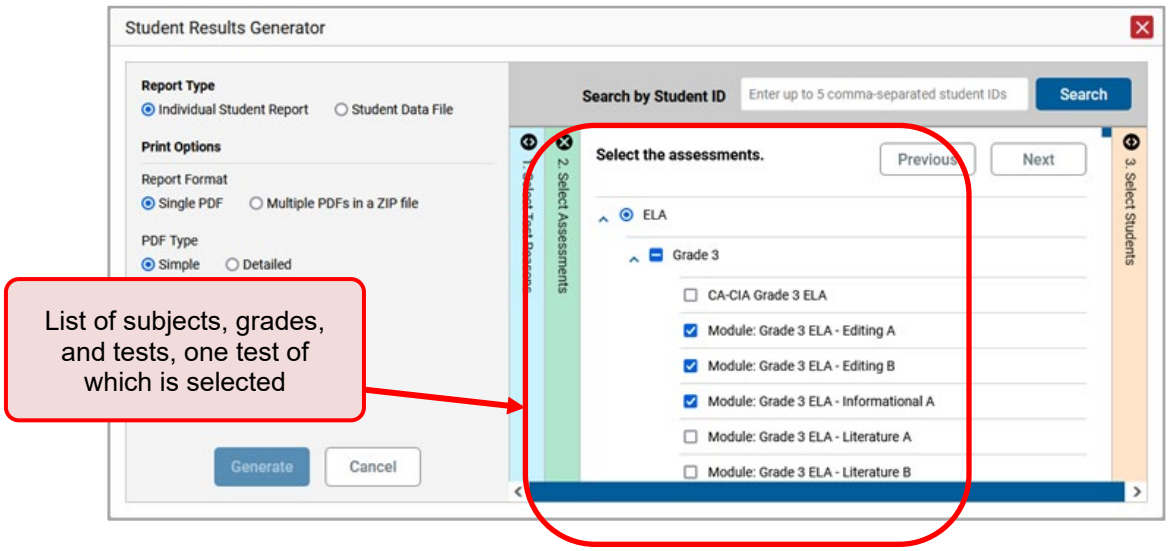
a. In the Select Test Reasons section (Figure 201), mark the checkbox for each test reason you want to include in the report. Test reasons are either test windows or categories for assessments. NOTE: Users can include only one test reason when generating ISRs.

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




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.).

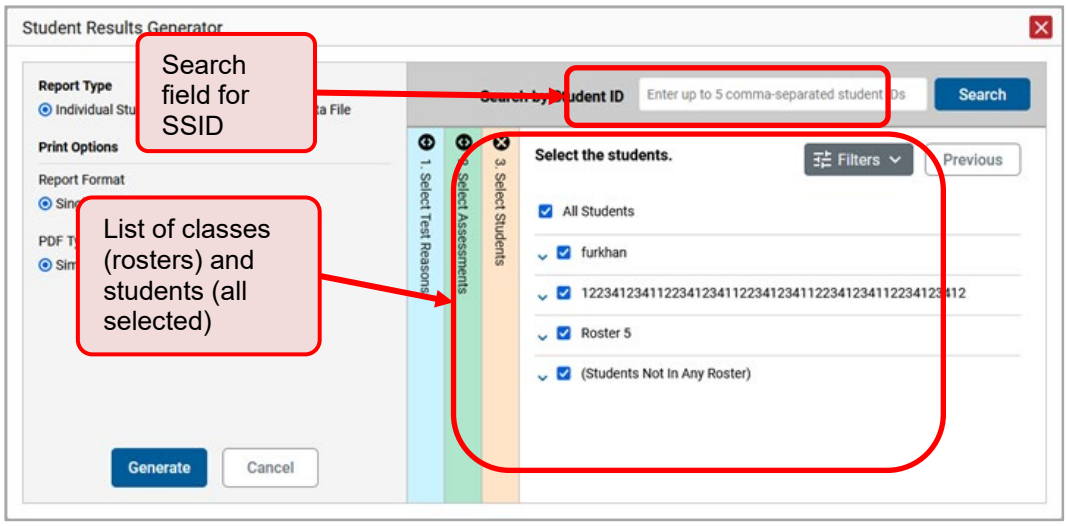
Figure 206. Student Results Generator Window: Select Assessments Section




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:

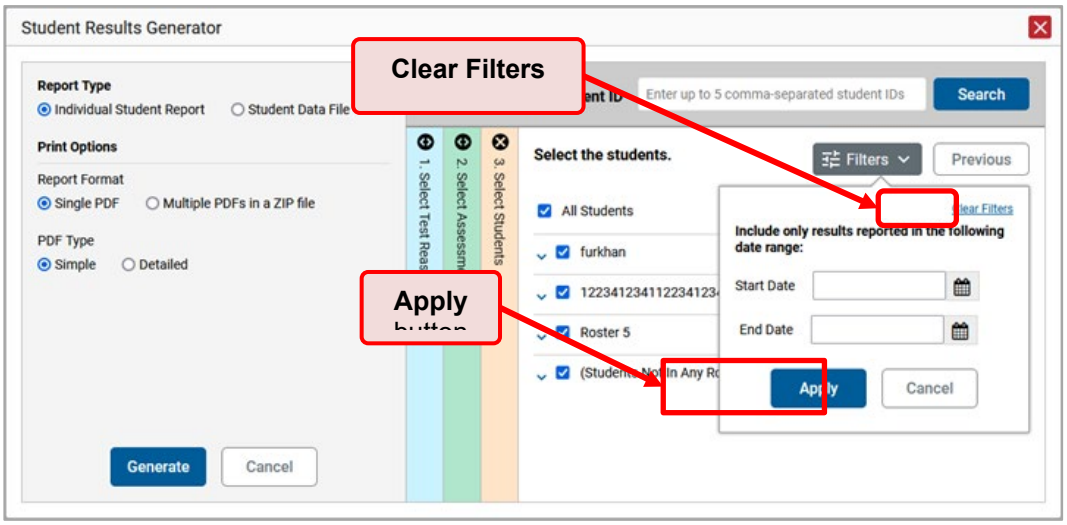
ix. Open the **Filters** menu. The menu displays two date fields, as in Figure 208.

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.

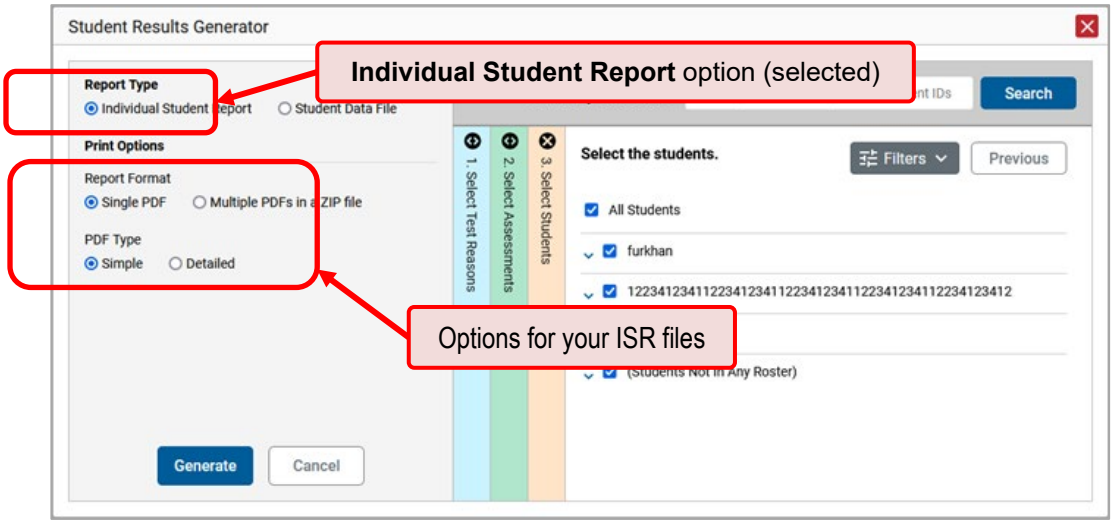
xii. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 208. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open




3. 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




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

5. Under PDF Type, select either a simple or a detailed PDF.

6. *Optional*: If you selected a detailed ISR, then to add any supplemental materials that are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

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 (1) 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:

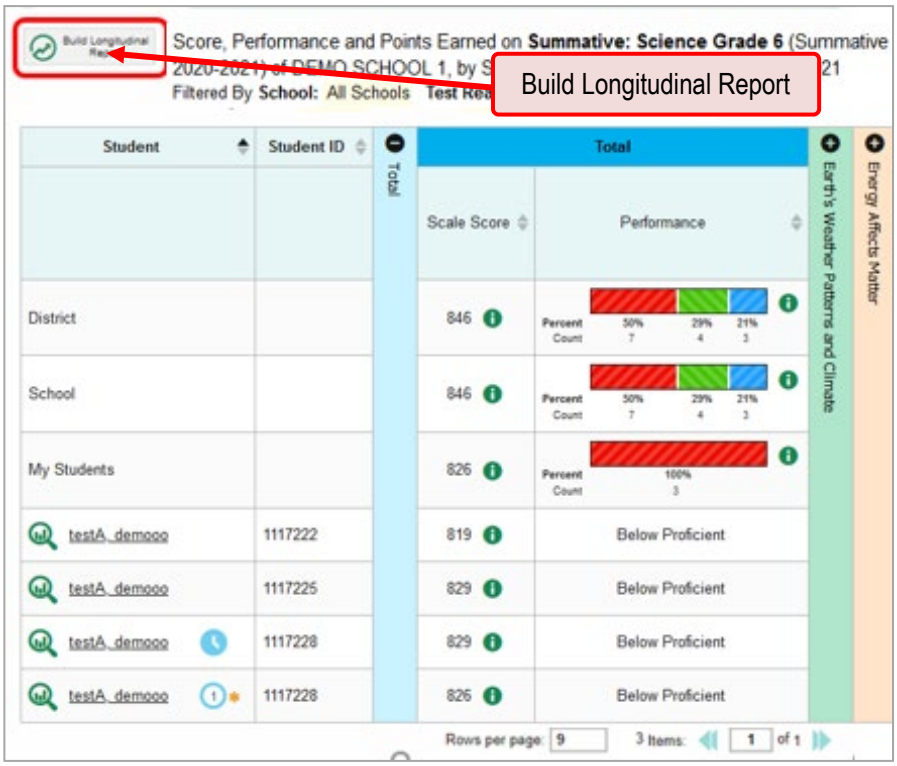
- A group of students who completed every assessment available in the report.
- An individual student.

### 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.

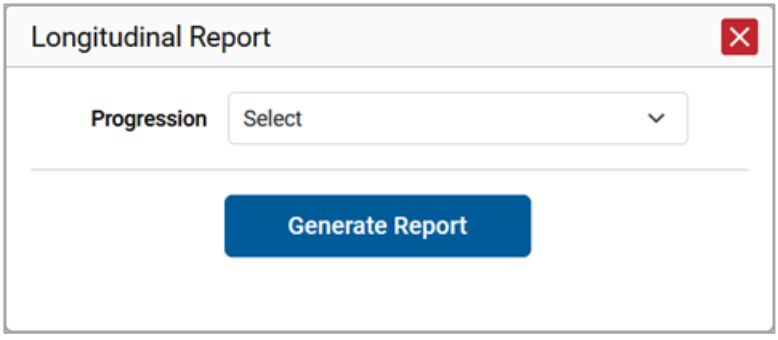
Figure 210. My Students' Performance on Test Report: Performance by Roster Tab




**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.

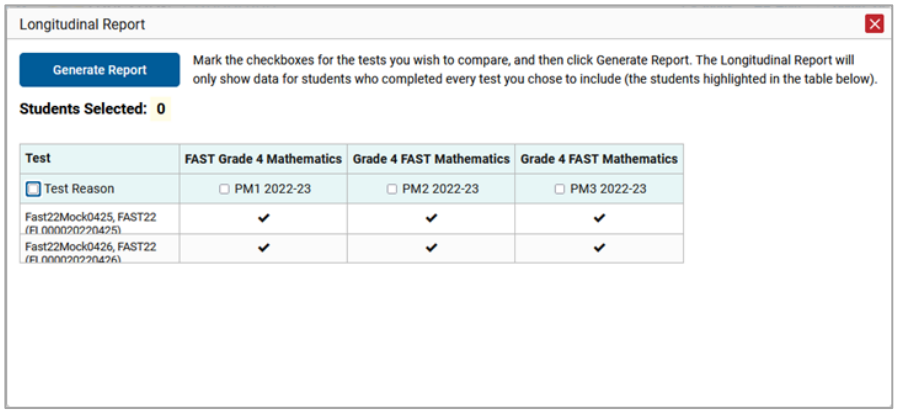
- If you are viewing a Longitudinal Report for which benchmark modules, interims and summatives are available, the **Progression** drop-down list (view Figure 211) appears. Use it to select which assessments to view in the Longitudinal Report: benchmark modules, interim, summative, or a combination. 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



- **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



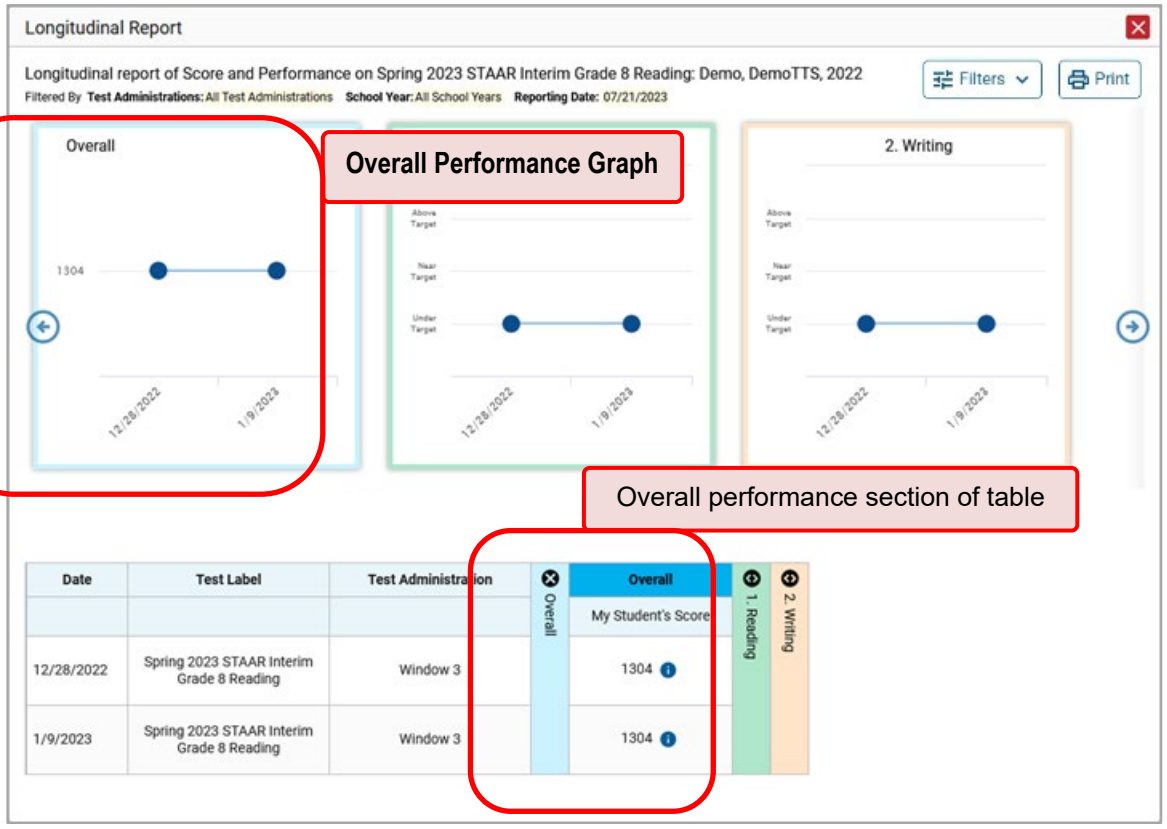

  - Mark the checkbox for each assessment/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The assessments that will be included are highlighted in yellow.
  - If you're viewing report options, click **Generate 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



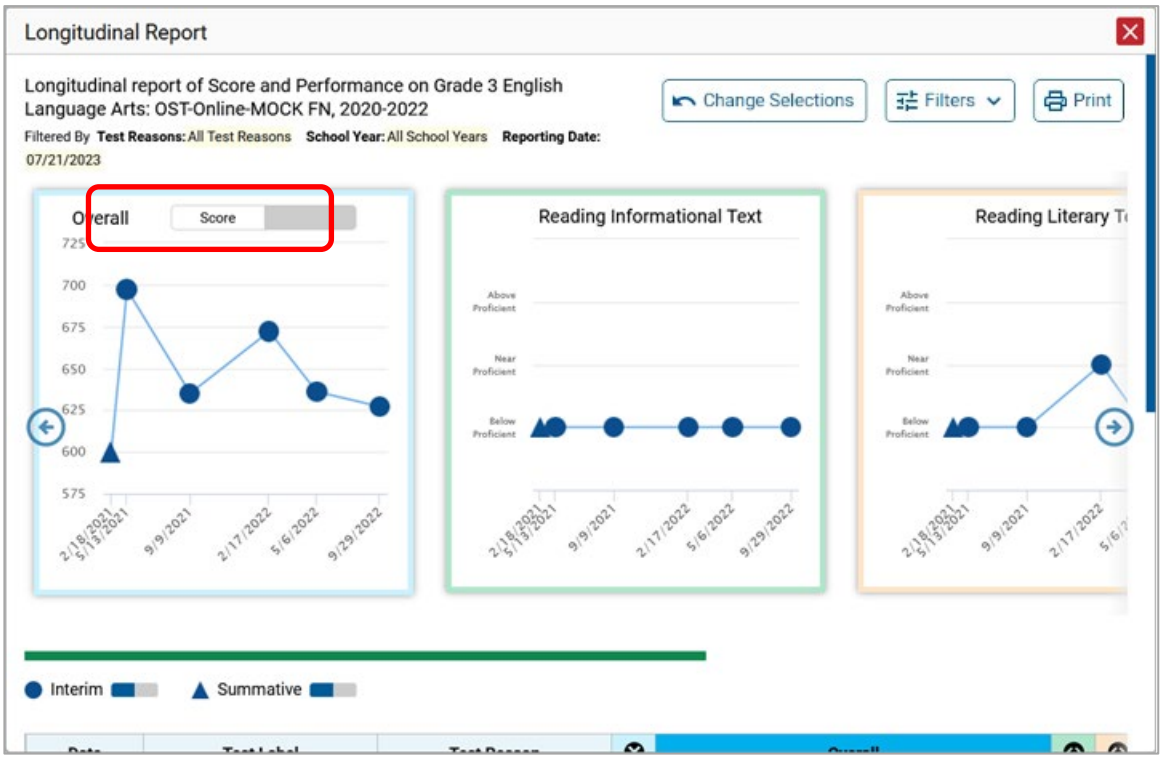

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

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.

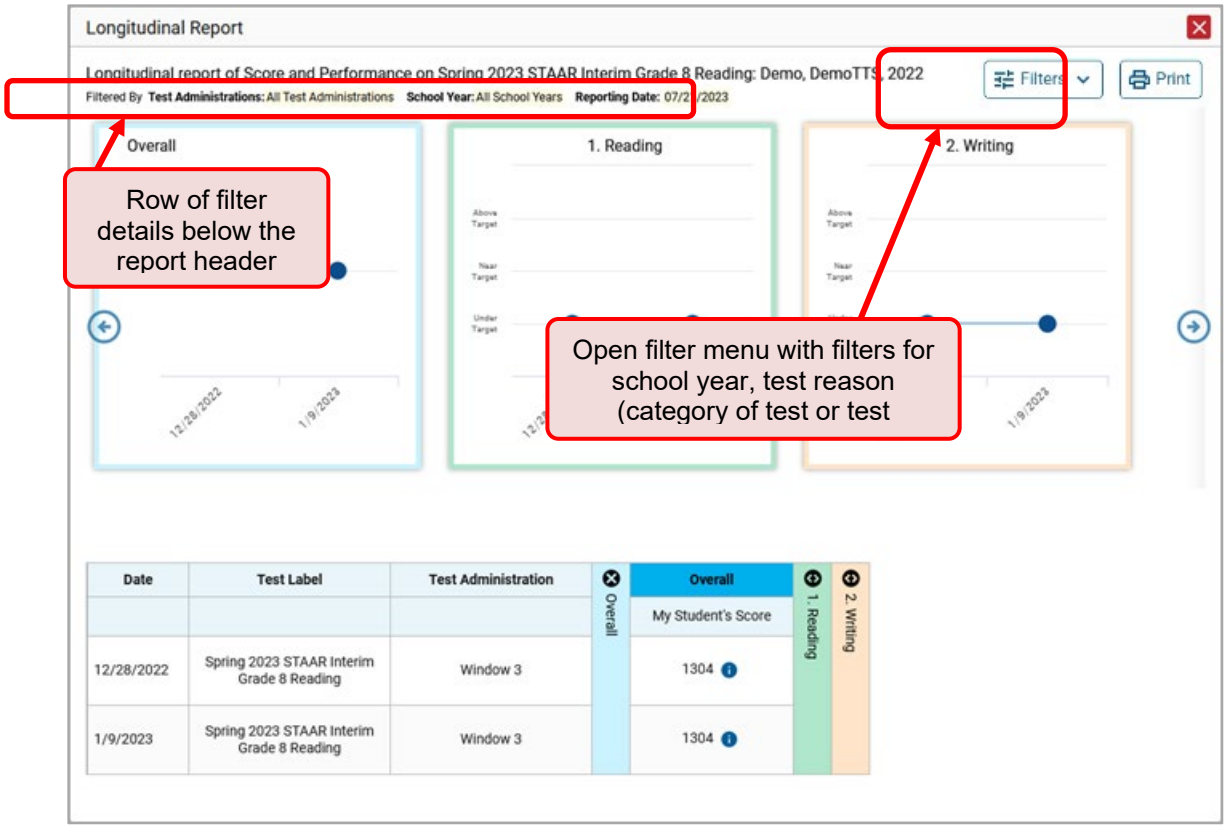
## How can I show some assessments and not others in the report?

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**.

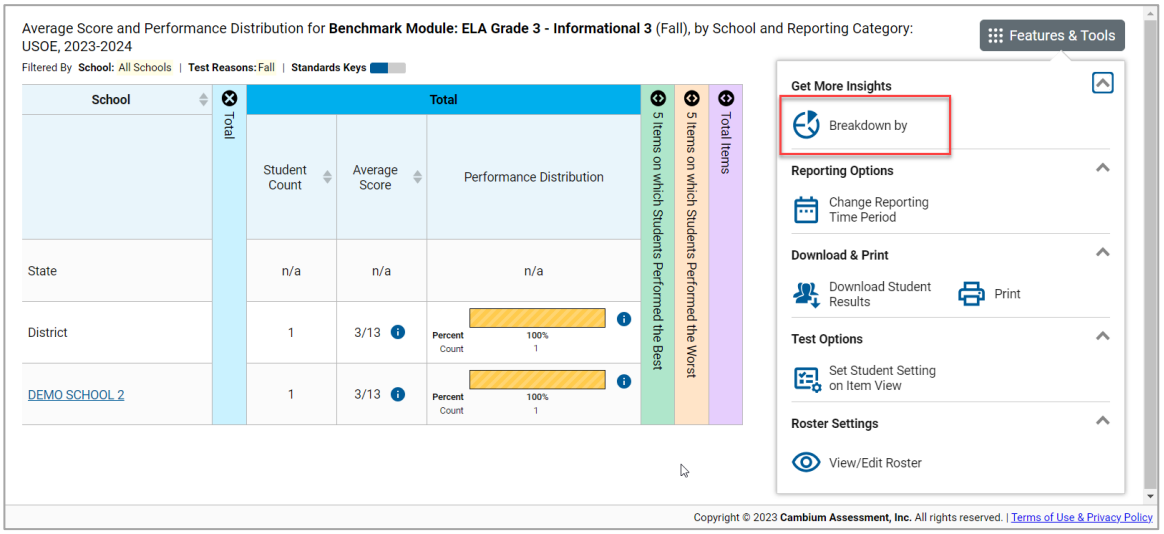
3. *Optional*: To revert all filters to their defaults, open the **Filters** menu again and click **Clear Filters**. Click **Apply**.

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

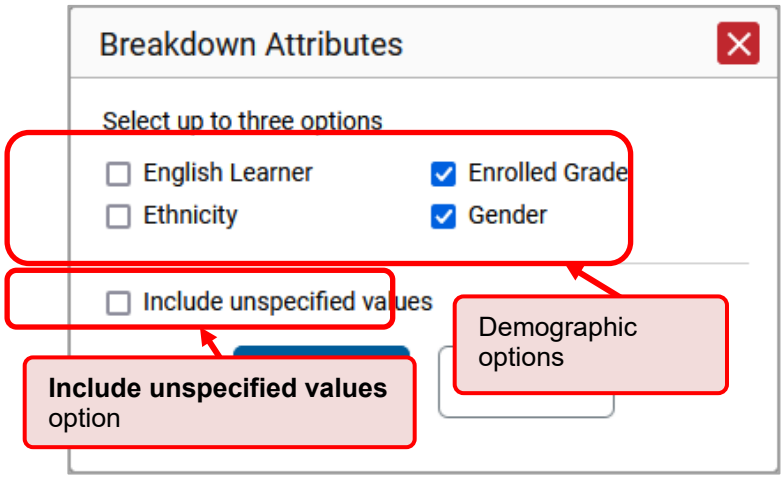



To view assessment results broken down by demographic sub-groups, do the following:

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




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.

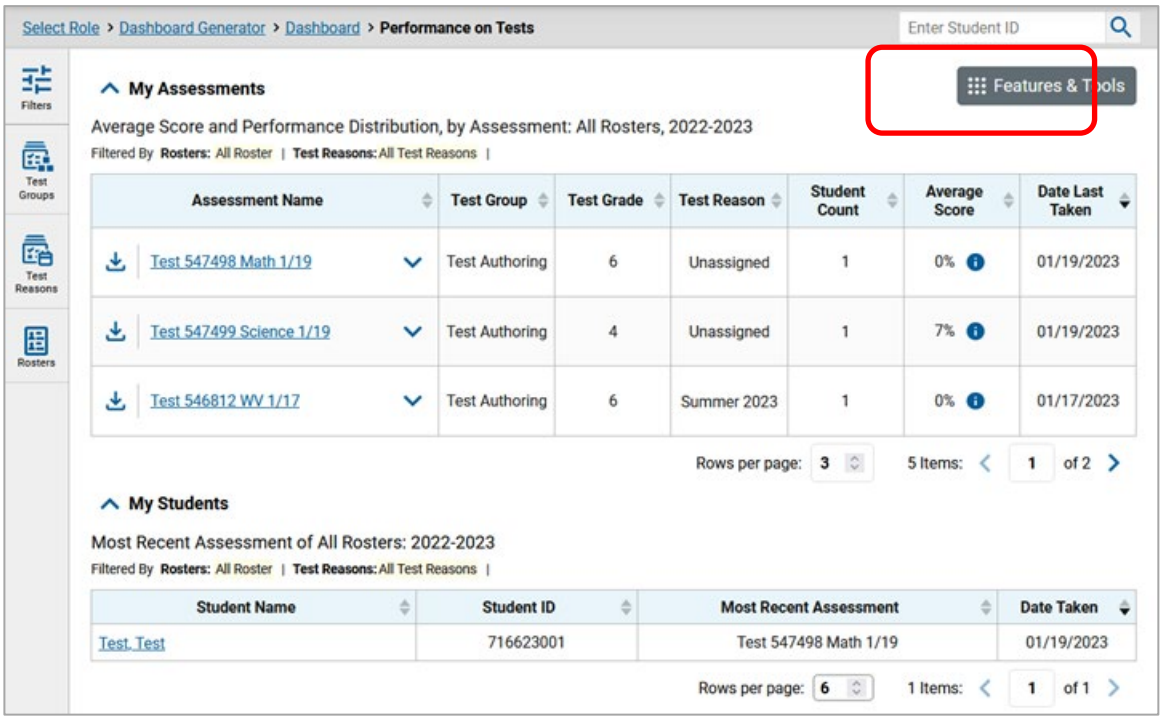
## How can I generate and export student data files?

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



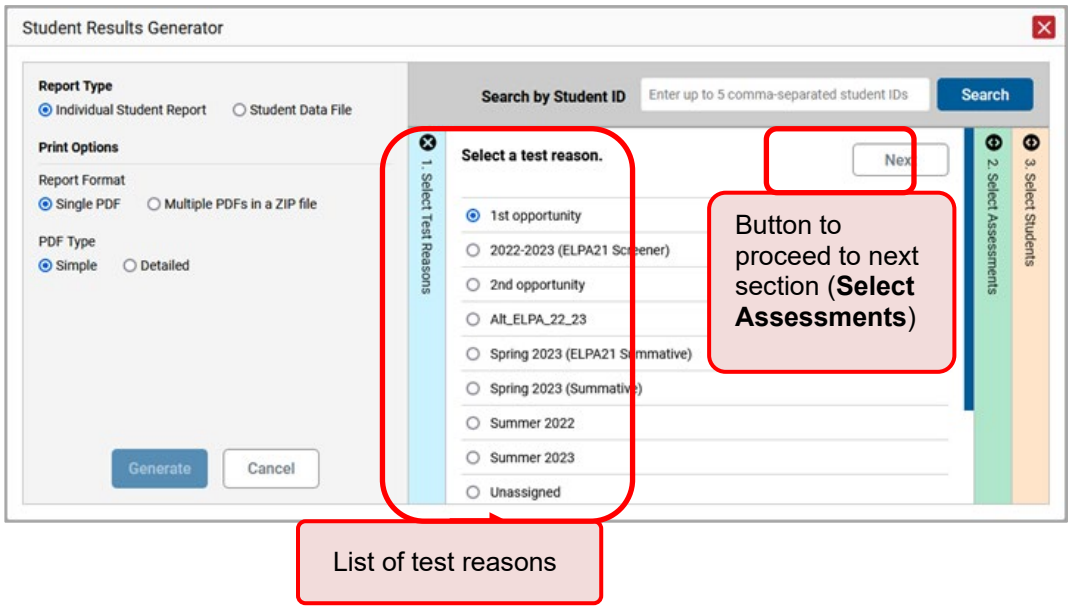

**2.** The ***Student Results Generator*** window opens (view Figure 220).

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.

**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 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.

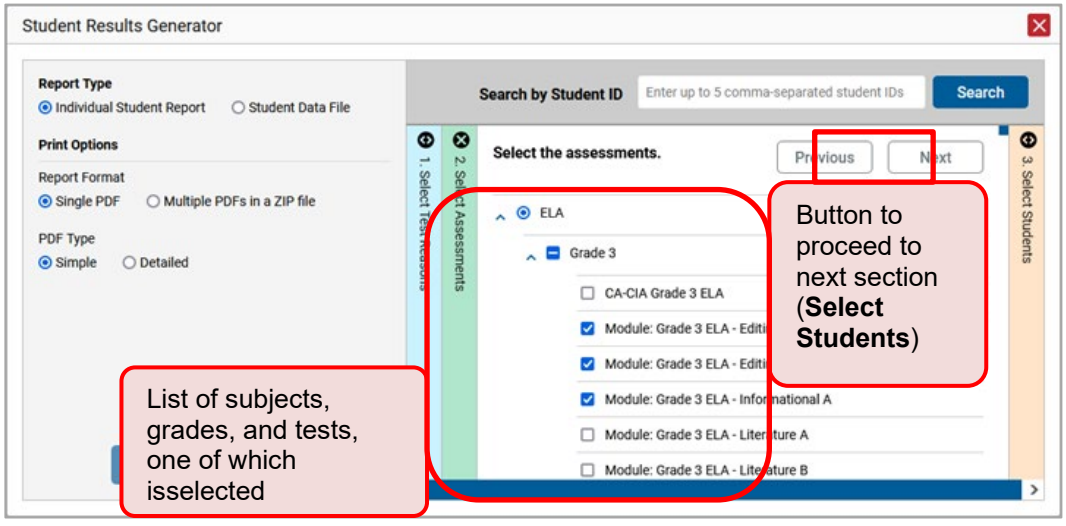
Figure 220. Student Results Generator Window: Select Test Reasons Section




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**.

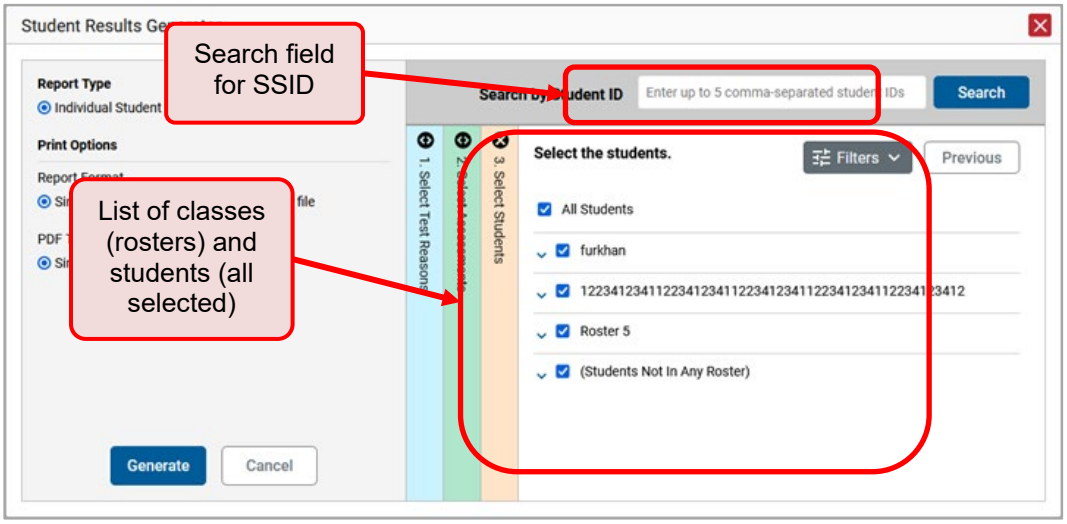
Figure 221. Student Results Generator Window: Select Assessments Section



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.

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

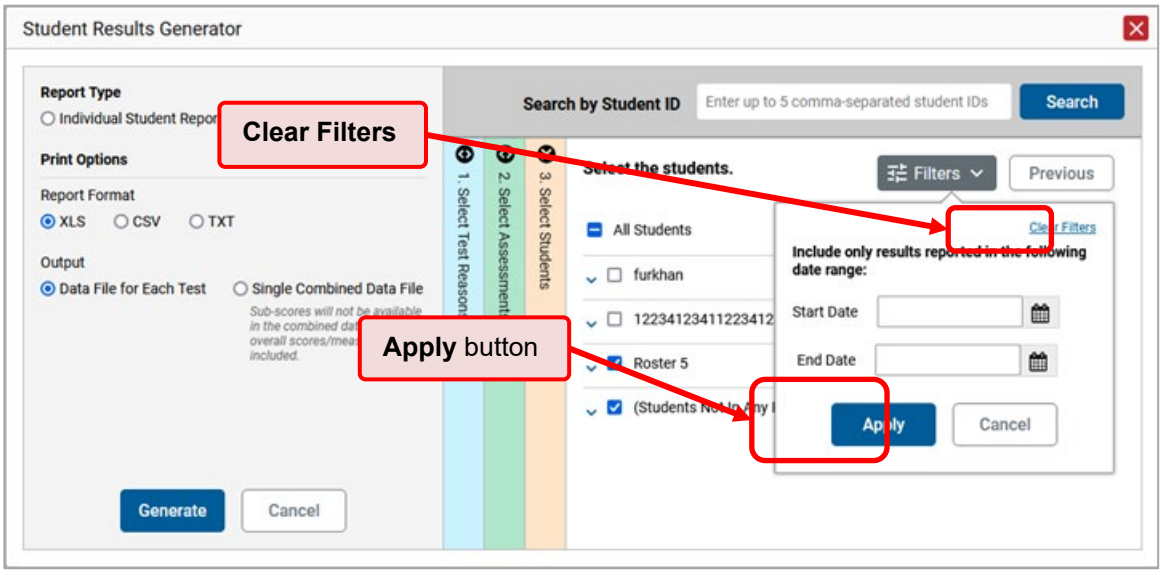
i. Open the **Filters** menu (View Figure 219). The menu displays two date fields.

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

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

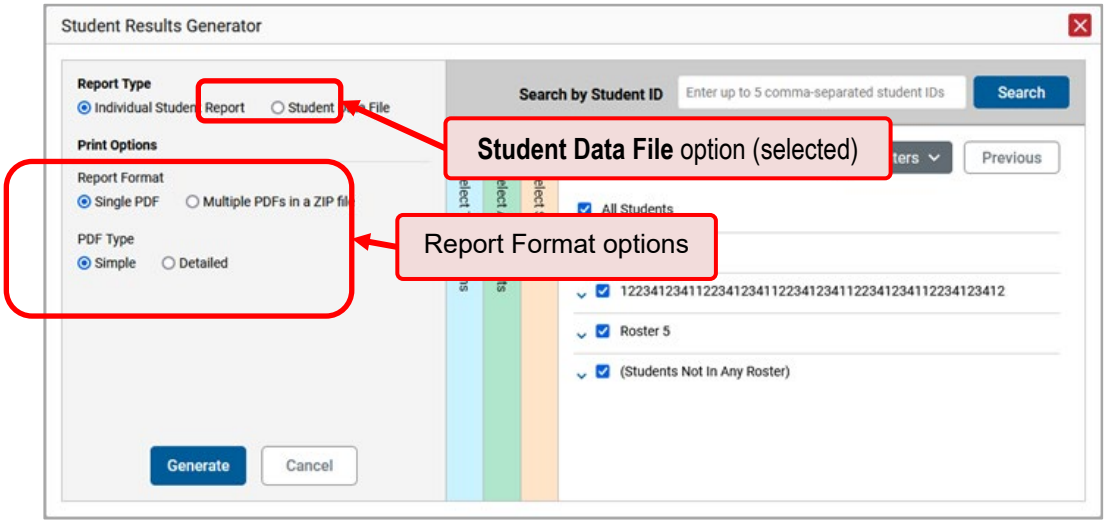
iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 223. 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 224), select **Student Data File**. More options appear below.

Figure 224. 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.

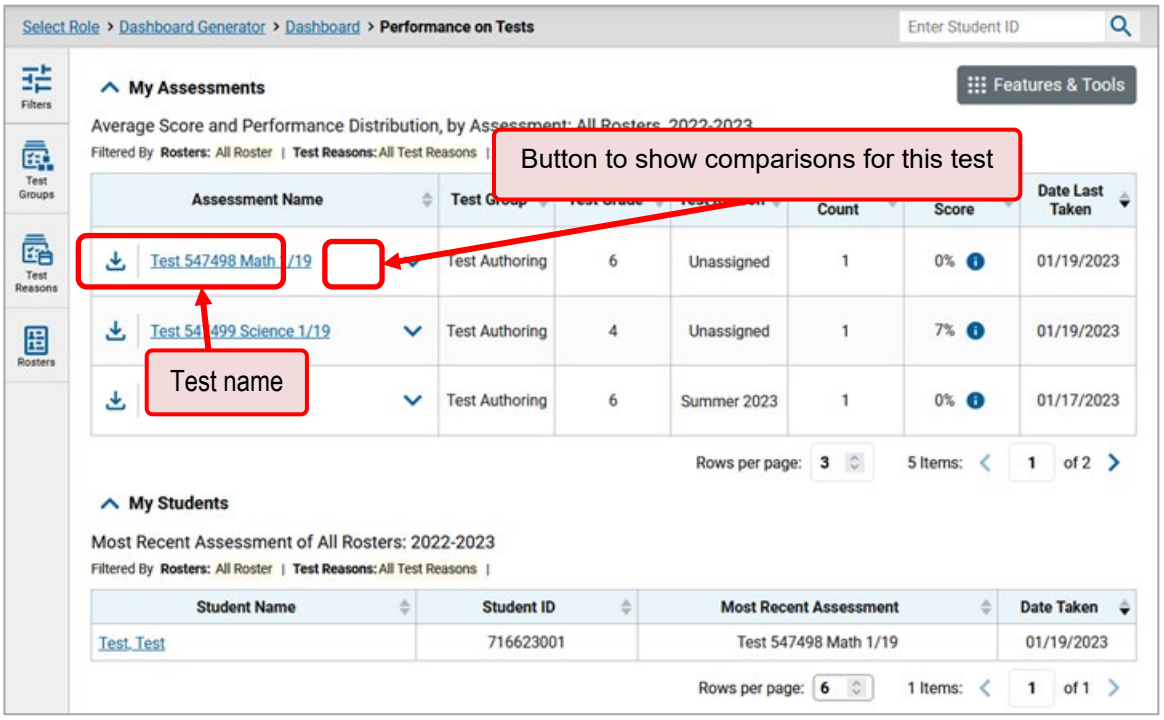
## All Users: Compare Students' Summative Assessment Data with Data for Your LEA, School, and/or Total Students

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?

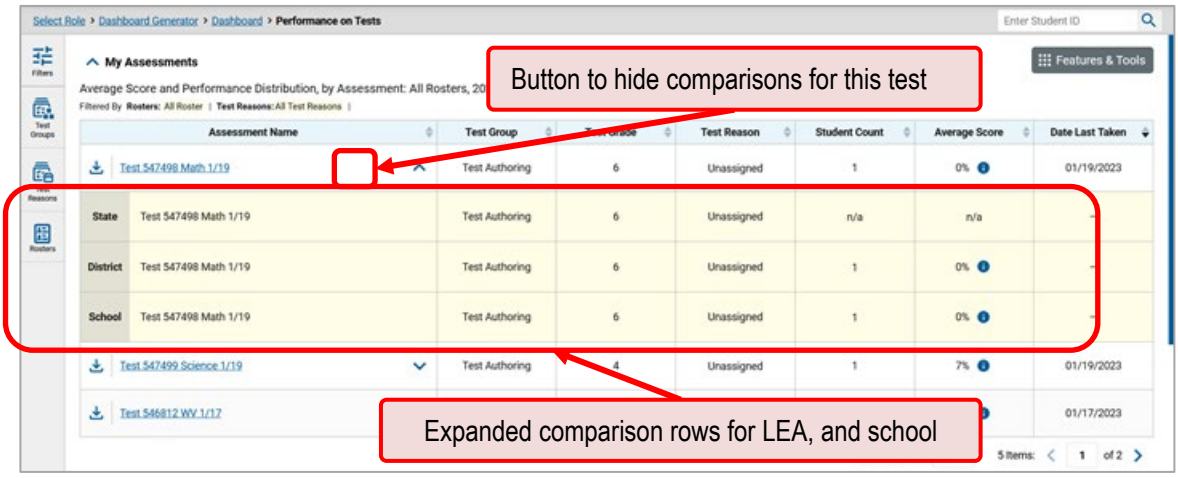
In the Performance on Tests report (View Figure 225), click ⌄ to the right of an assessment name.

Figure 225. Teacher View: Performance on Tests Report



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




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

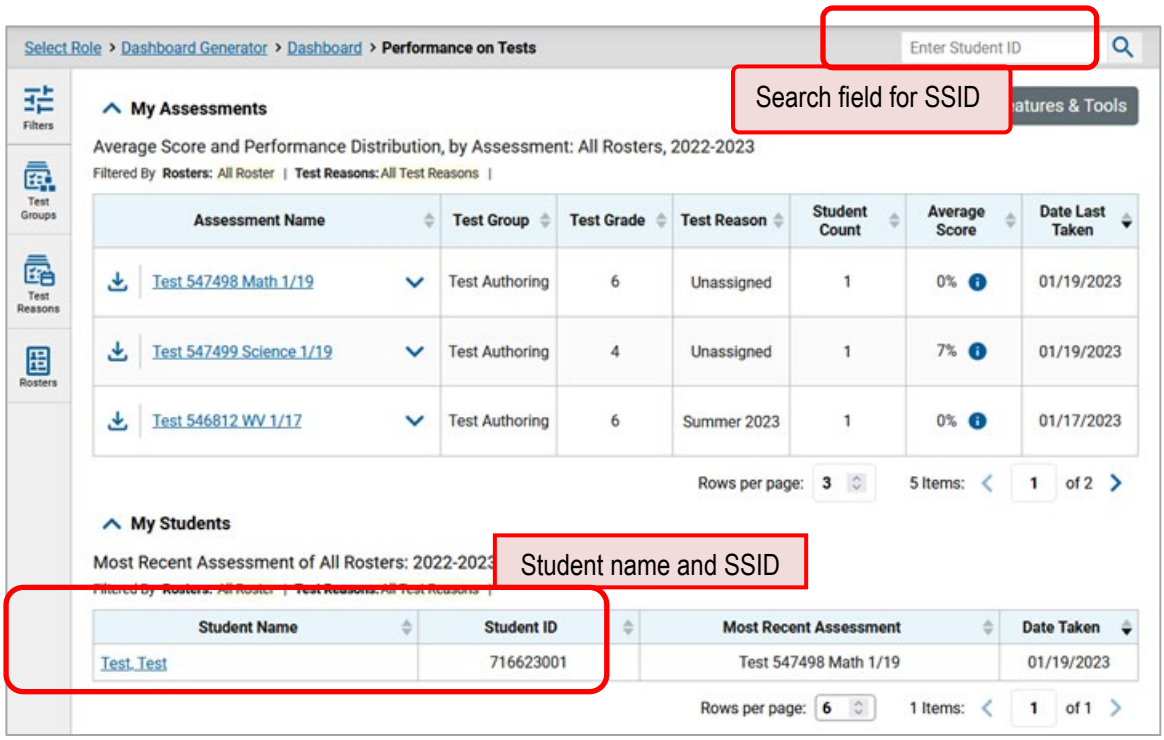
## How can I compare a student's performance on their Summative assessments with that of my LEA, school, and/or total students?

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.

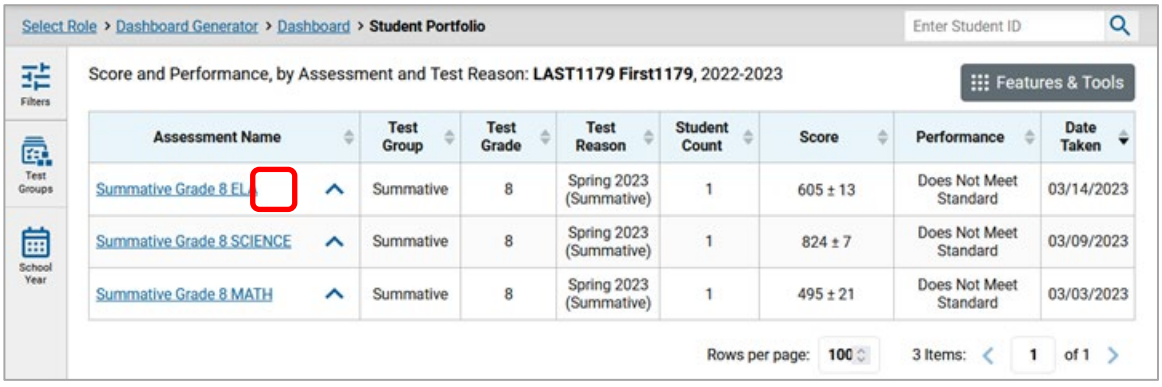
   Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name.

Figure 227. Teacher View: Performance on Tests Report



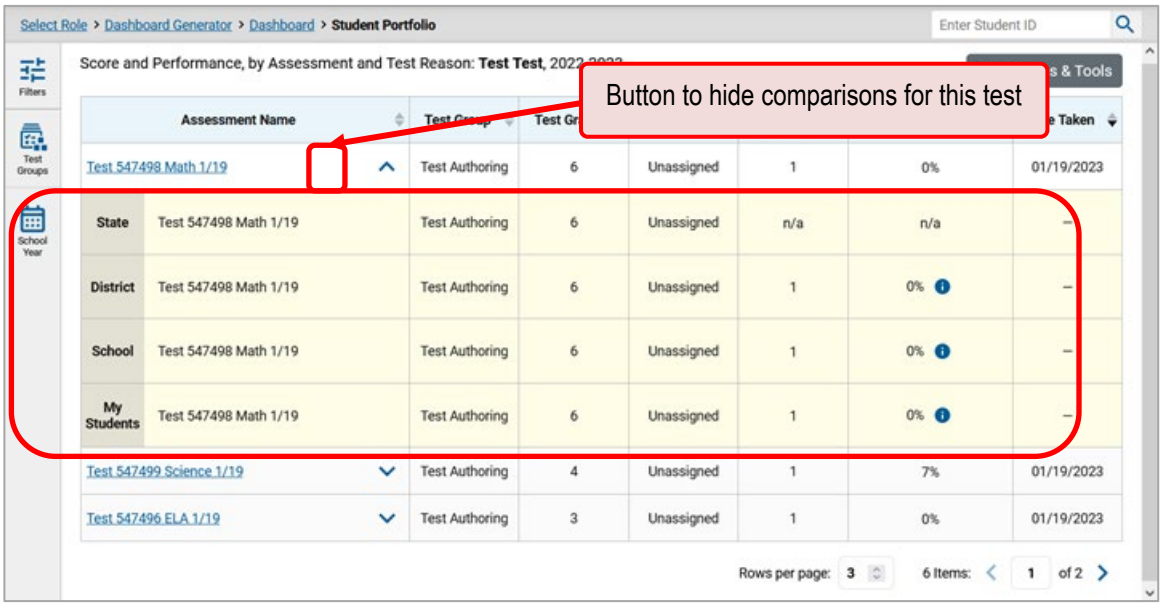

2. Click to the right of an assessment name (view Figure 228).

Figure 228. Student Portfolio Report



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




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.<br>An off-purpose response addresses the topic of the task but not the purpose of the task.<br>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.<br>Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.<br>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

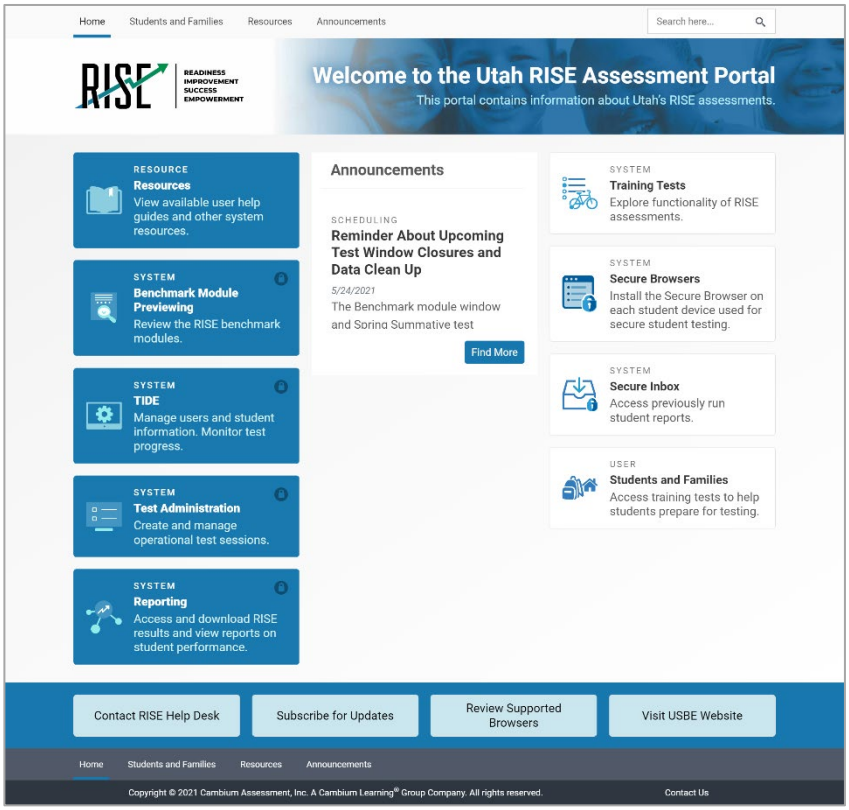



# L

## Login Process

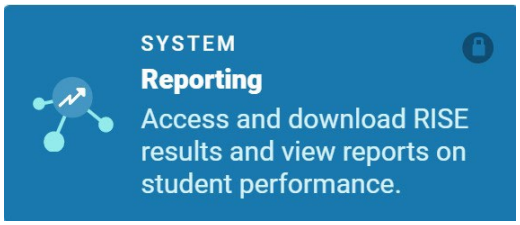
1. Navigate to the RISE Portal (view Figure 231) at UtahRISE.org.

Figure 231. RISE Portal Home Page



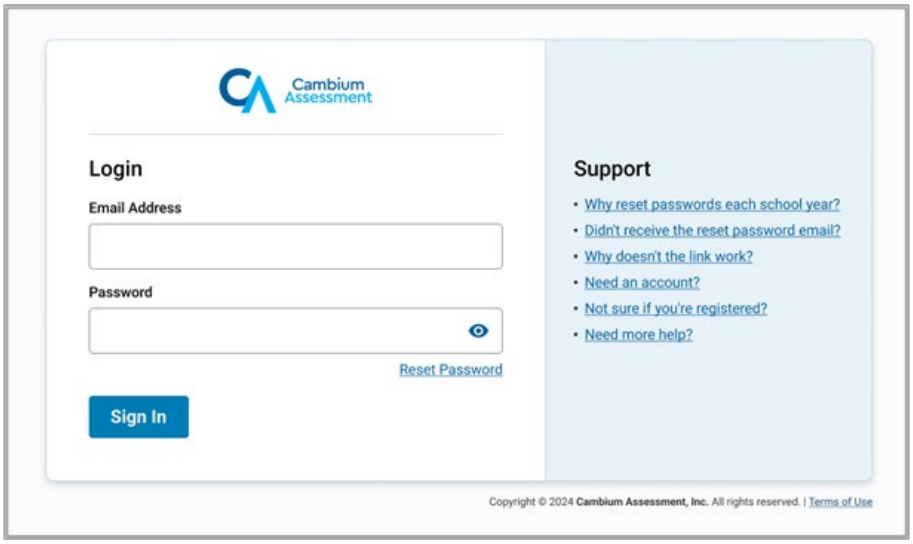

2. Click the **Reporting** card (view Figure 232). The login page appears.

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

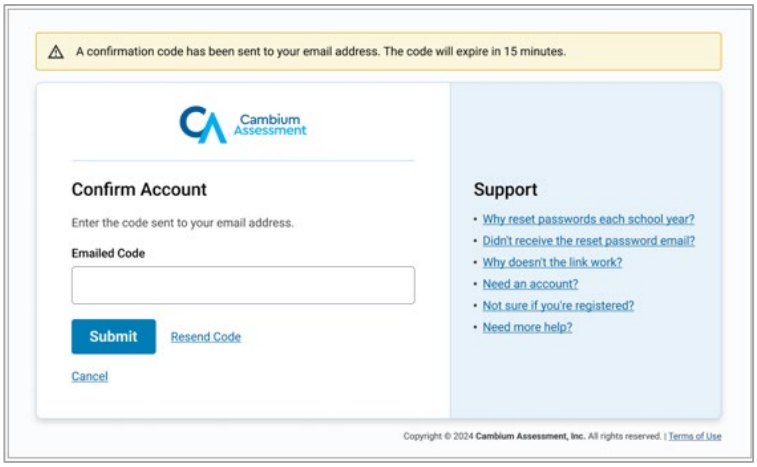



b. Click **Sign In**.

**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.

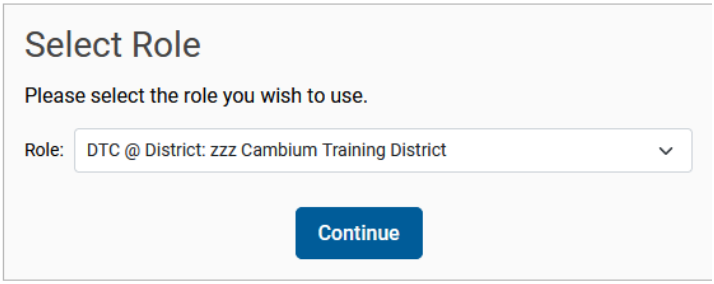
– If the authentication code has expired, click **Resend Code** to request a new code.

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.

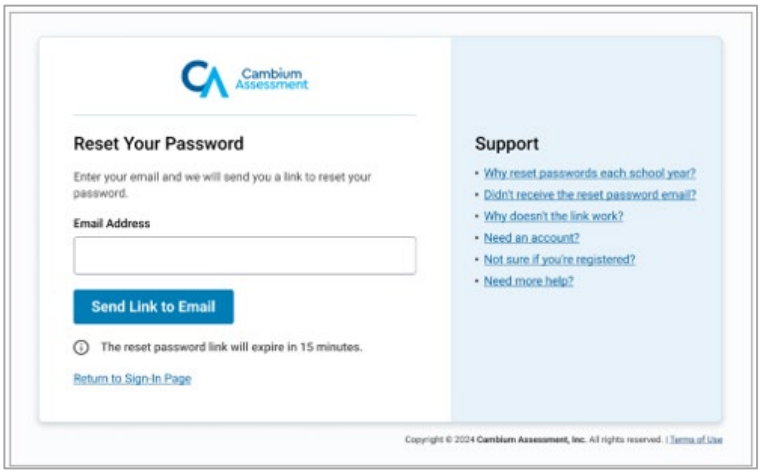
- If your first temporary link expired:

  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.

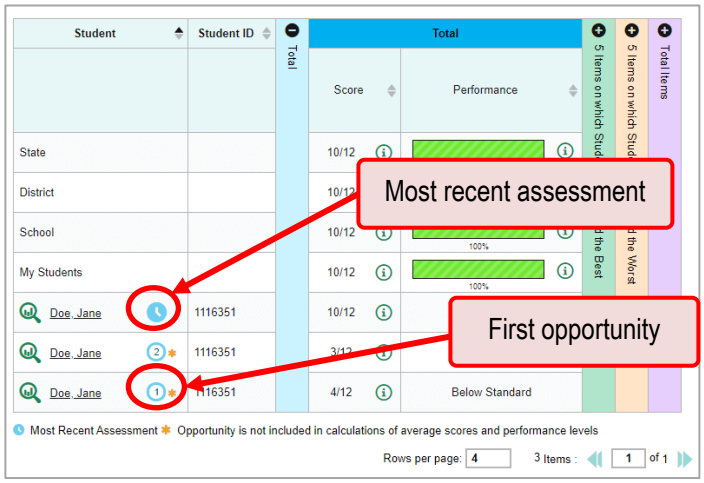
## Multiple Benchmark Module Results

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




Only data for the most recent assessment are used to calculate the average scores and performance levels.

# N

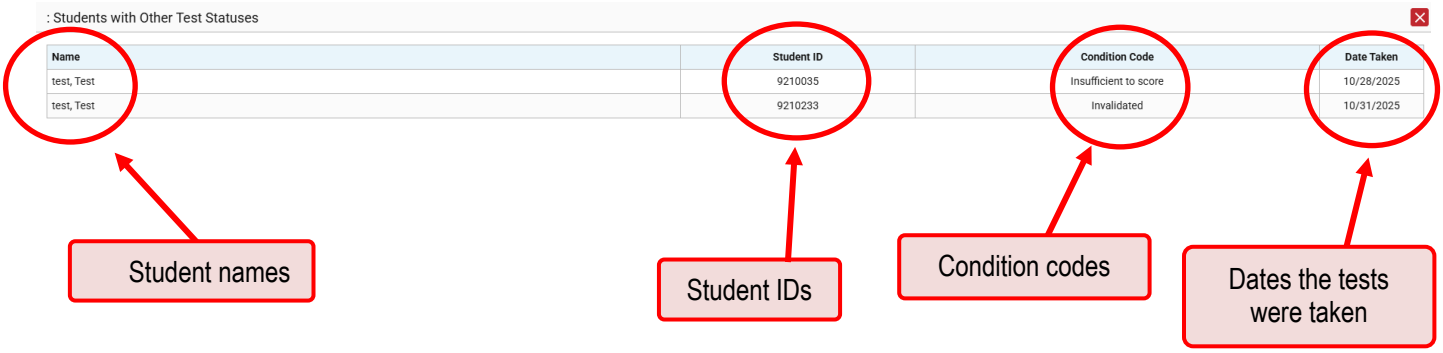
## Non-Scorable Assessments

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




# P

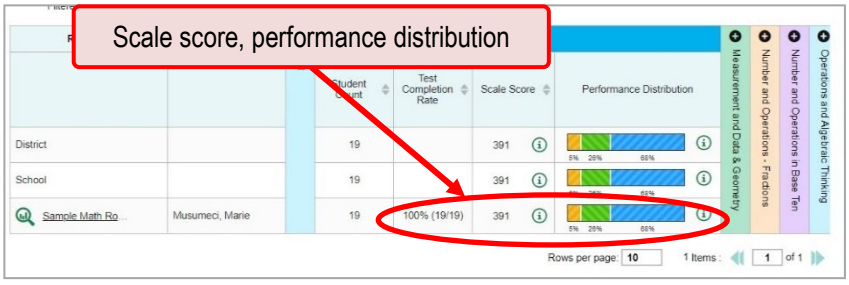
## Performance Data

### 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).

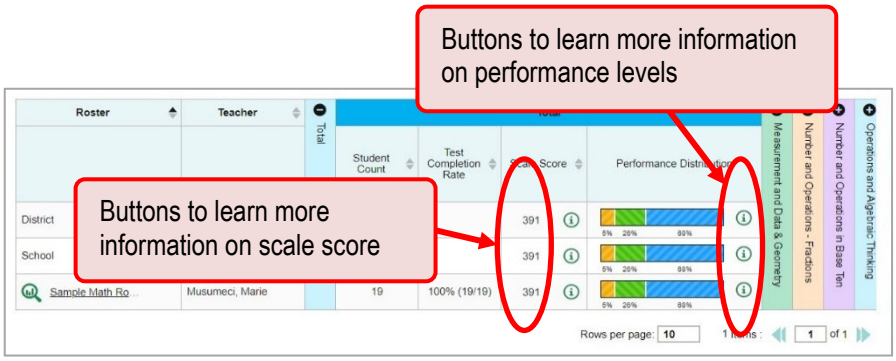
Figure 239. LEA-Level User View: School Performance on Test Report




### 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 Rows per page: 25 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 1 at the lower-right corner of the table.

### How can I view additional table columns?

To scroll the table to the right or left, click the arrow buttons on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or and to expand and collapse them.

### How can I expand all accordion sections in a table?

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most assessment results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the "Load Accessible Table" message appears, press the **Enter** key. All the accordion sections expand.

2. *Optional*: To collapse the sections again, navigate back to the table. When the "Hide Accessible Table" message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

## 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.

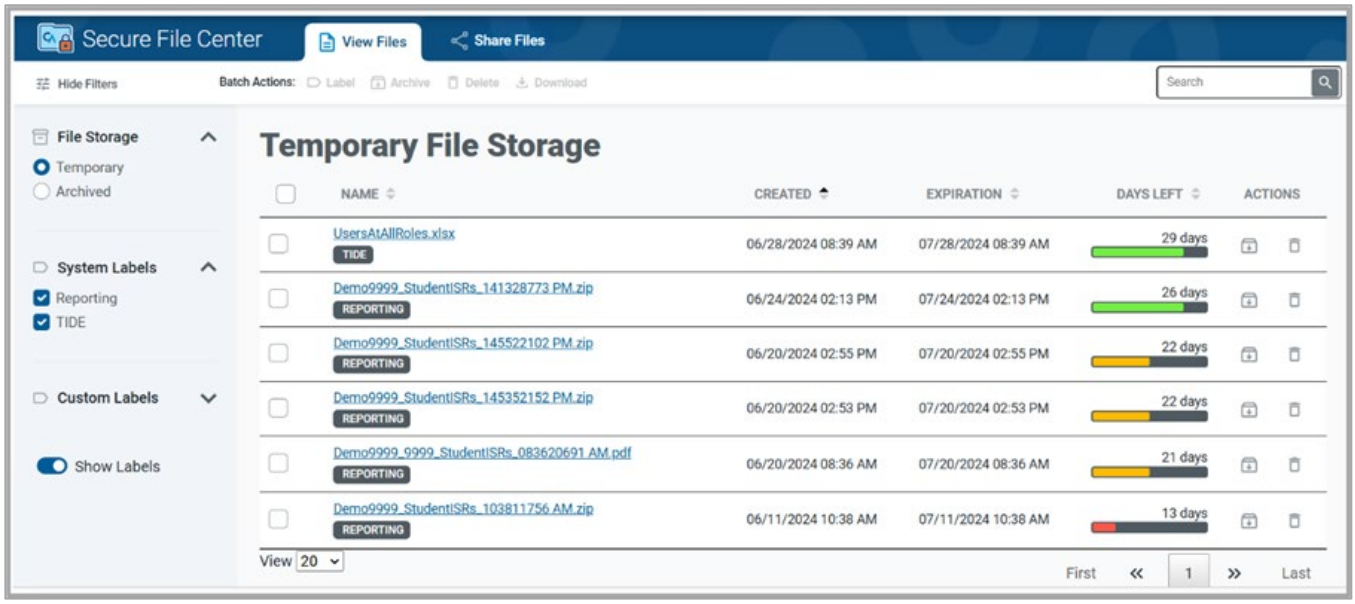
Each user's Secure File Center is personal and not shared among other users. Users can easily manage the files in their Secure File Centers. The files are categorized into different storage folders to allow users to view non-archived and archived files. Users can also search for files by keyword. Files 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**.

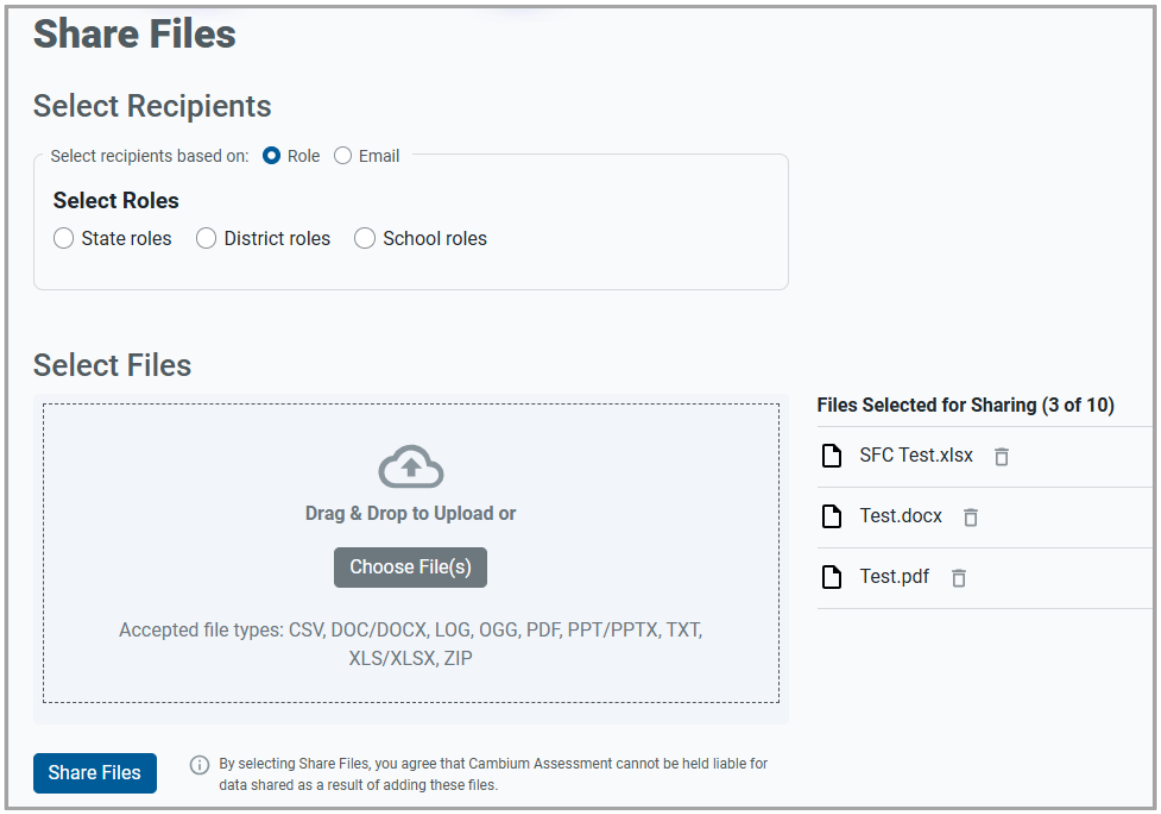
- To archive files, select the checkboxes beside them, then select **Archive**. To unarchive a file from the **Archived** folder, select .
- To delete files, select the checkboxes beside them, then select **Delete**.

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




4. In the *Select Roles* field, select the role group to which you want to share a file or files. A drop-down list appears.

5. 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.

6. 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.

7. 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.

8. 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).

- 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).