Centralized Reporting

User Guide

2023-2024

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Prepared by Cambium Assessment, Inc.

Table of Contents

Introduction to the User Guide

This user guide provides instructions and support for users viewing test results in Centralized Reporting. This section describes the organization of this user guide and provides an overview of Centralized Reporting.

This user guide gives instructions on using Centralized Reporting to access summative, interim, and modular assessment data.

This user guide includes the following sections:

- Section I. How to Access Centralized Reporting
- Section II. How to Navigate Reports
- Section III. How to Set Up Your Reports
- Section IV. How to Export and Print Data
- Section V. How to access Interim and Modular Data

There is also an Appendix A. Roster Managementwith additional information.

Overview of Centralized Reporting

- Centralized Reporting provides student performance reports for summative, interim, and modular assessments. Centralized Reporting consists of a Dashboard page and various Assessment Reports. The Dashboard provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments.

- Assessment Reports are available at various levels within a district. Access to each Assessment Report depends on your user role.

Section I. How to Access Centralized Reporting

This section describes how to log in to Centralized Reporting.

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

How to Log In to Centralized Reporting

1. Navigate to the Wyoming Assessment portal (https://wyoassessment.org/).

2. Select your user role from the cards displayed (see Figure 1).

Figure 1. User Role Cards
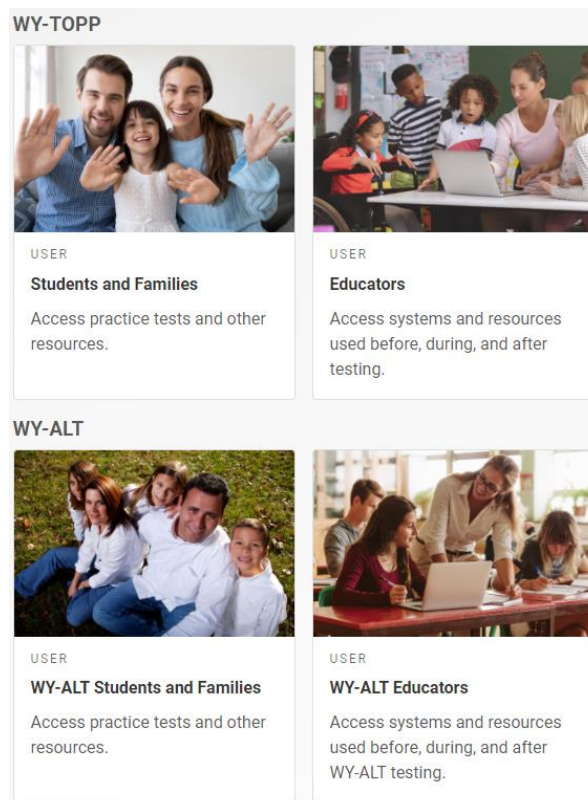
3. Click the **Centralized Reporting System** card (see Figure 2). The login page appears.

Centralized Reporting User Guide

Figure 2. Centralized Reporting Card

Figure 2. Centralized Reporting Card
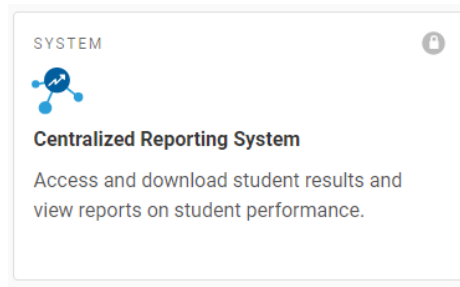
4. On the login page (see Figure 3), enter the email address and password you use to access all CAI systems.

Figure 3. Login Page

Figure 3. Login Page
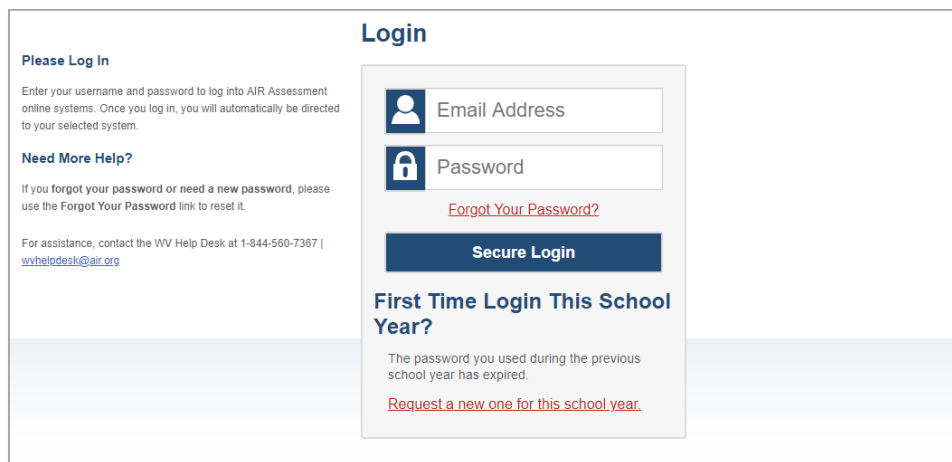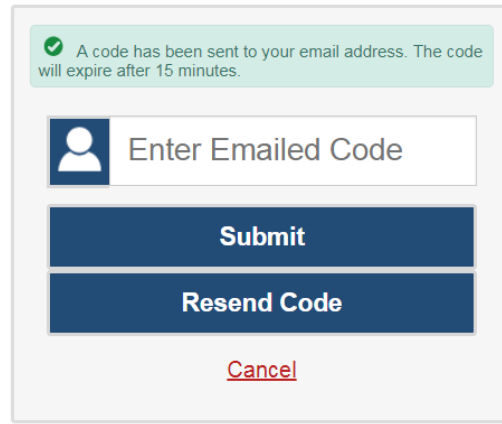
Click **Secure Login**.

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

– If the authentication code has expired, click **Resend Code** to request a new code.
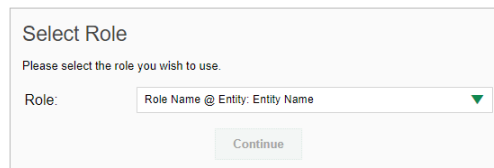
Figure 4. Enter Code Page

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

Figure 5. Select Role Window

The dashboard for your user role appears.

How to Set or Reset Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the ***Reset Your Password*** page (see Figure 6). To activate your account, you must set your password within 15 minutes.

All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

Figure 6. Reset Your Password Page
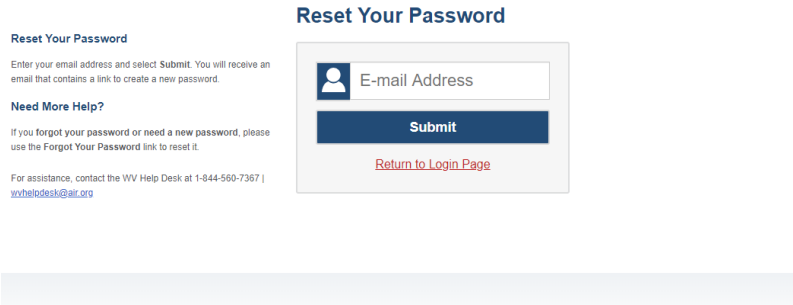
- **If your first temporary link expired**: In the activation email you received, click the second link provided and request a new temporary link.

- **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.

- **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 Building or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help**: If you are unable to log in, contact the Wyoming Helpdesk for assistance. You must provide your name and email address.

Section II. How to Navigate Reports

This section explains how to navigate your reports for both summative and interim assessments.

How to Understand Which Students Appear in Your Reports

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

How to Start Viewing Reports

How to Use the Dashboard Generator Page

When you log in to Centralized Reporting, the Dashboard Generator page appears (Figure 7). The controls on the left let you select from the groups of tests that have been processed for the selected school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Test types may include Teacher- Authored, which comprises tests created in the Authoring system. The Field Authored type does not list subjects or grades as subcategories. If a field-authored test opportunity requires hand scoring for any item, it will not appear in reports until educators have provided scores for all items in the hand scoring module.

Figure 7. Dashboard Generator Page
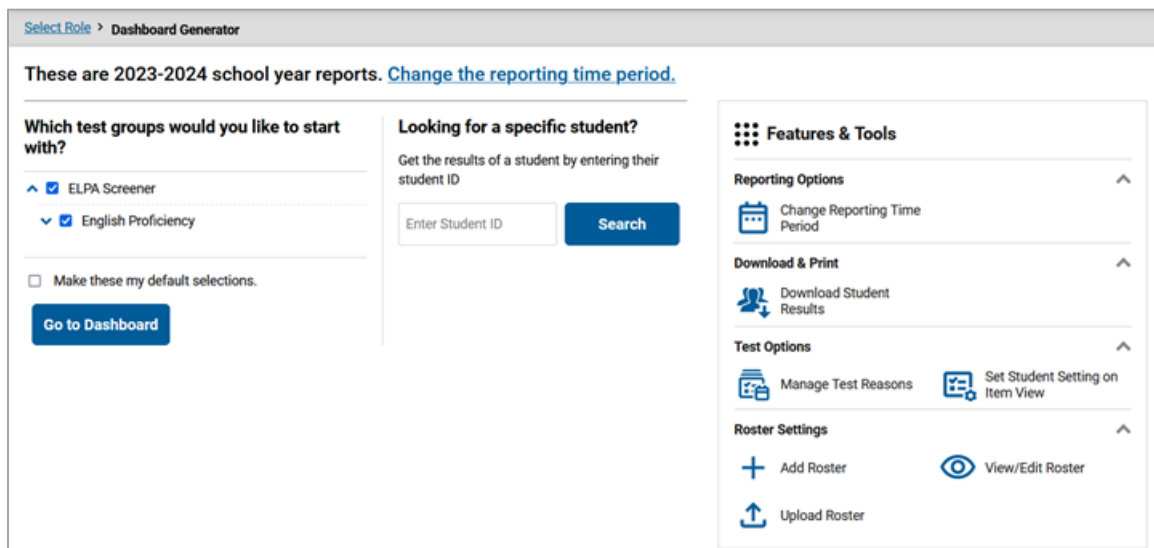
To the right of the dashboard generation controls are some other useful features. The *Looking for a specific student?* section allows you to use student ID to view all that student's test results. The **Features & Tools** menu appears on the right side of this page and in reports and offers multiple features that are described elsewhere in this guide.

If the Dashboard Generator shows a message saying there are no data, that means no test opportunities are available for this school year.

1. *Optional*: To change the test groups listed in the Dashboard Generator, change the reporting time period.

2. Select the tests you want to view, expanding the test groups as needed.

3. *Optional*: To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.

4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to Use the Dashboard to View Aggregate Test Results

All users except state-level users can view the standard dashboard (Figure 8). It displays aggregation cards representing test groups.

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

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

Figure 8. Dashboard
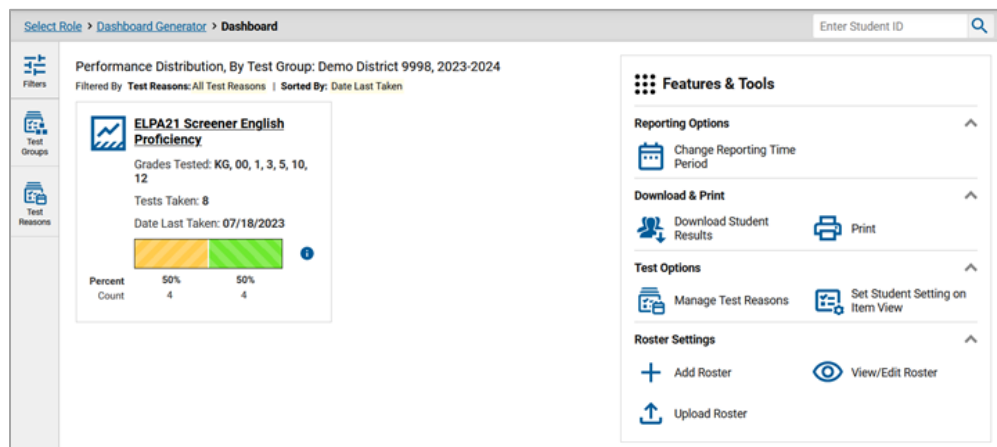
If a message appears saying "There are no assessments to display," you may not have any students who have taken tests in your selected test groups in the selected time period. You can change the reporting time period. If you are a teacher, you may also be able to view more students' data by managing your rosters.

Centralized Reporting User Guide

To change the test groups and test reasons that appear, use the **Filters** panel on the left. For more information on filtering, see Section III. How to Set Up Your Reports. You can also backtrack to the Dashboard Generator using the link in the path at the upper-left corner and change your test group selections there.

How to View More Detailed Data on a Particular Test Group

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

In the Performance on Tests report, teachers see two tables (see Figure 9):

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

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

Figure 9. Teacher View: Performance on Tests Report

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

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

For each test, the assessments table (see Figure 11) shows the test group, grade, test reason (the name of the test window of a summative assessment, or a category assigned to an interim assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 11. Teacher View: Performance on Tests Report

Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (set in TA interface when administering tests)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments. For more information on filtering, see How to Set Up Your Reports for Summatives and Interims and How to Set Up Your Interim and Modular Reports.

If a message appears saying "There are no assessments to display" or "There are no students to display", you may have filtered out all data.

For Teachers and School-Level Users: How to View Student-Level Data for All Your Students

The **Performance by Student** tab of the My Students' Performance on Test report displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.

1. Generate a dashboard and click a test group name.

2. Click a test name in the assessments table at the top of the page.

3. In the My Students' Performance on Test report that appears, select the **Performance by Student** tab, as in Figure 12. The results that appear list all your students. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 12. My Students' Performance on Test Report: Performance by Student Tab

Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school
3	Student data

To find out which students performed best, click the score or Performance columns to sort them.

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in (see Figure 13).

Figure 13. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section
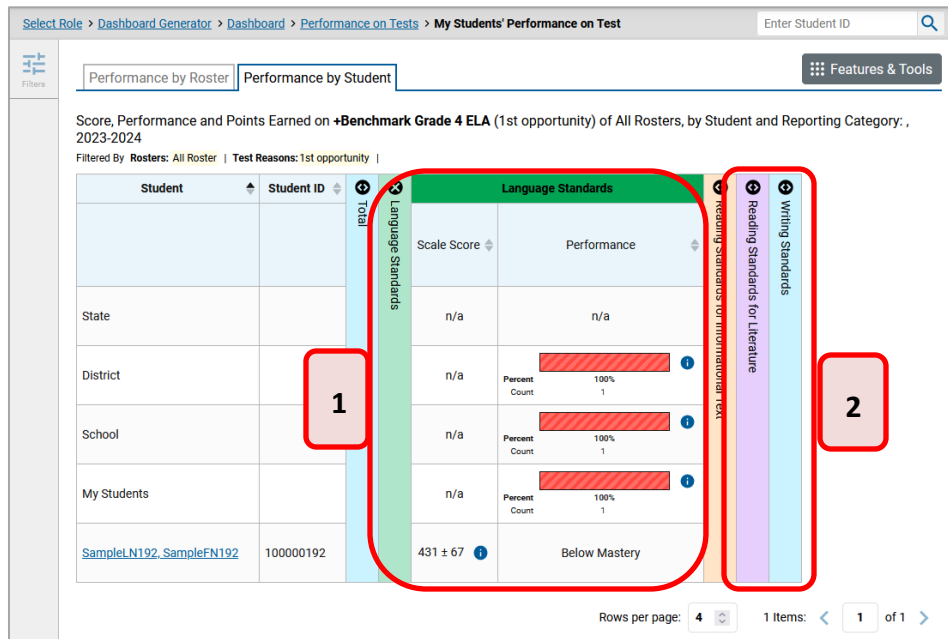
Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)

How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test, and you can also view the test results for a particular class.

How to Access Test Results for All Your Rosters

The **Performance by Roster** tab (see Figure 14. My Students' Performance on Test Report: Performance by Roster Tab) displays test results for each roster. To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. Generate a dashboard and click a test group name.

2. Click a test 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.

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

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. A page of district test results appears, listing schools within the district.

3. Click a school name. The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in Figure 14 displays a list of your rosters and the performance of each class. The first few rows also show aggregate performance data for your state, district, school, and total students.

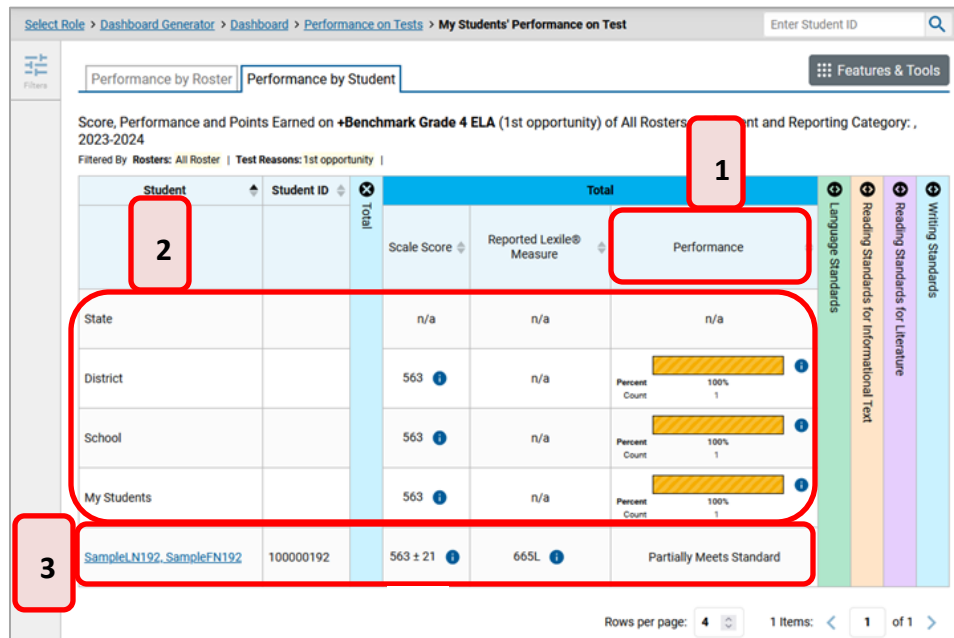Figure 14. My Students' Performance on Test Report: Performance by Roster Tab
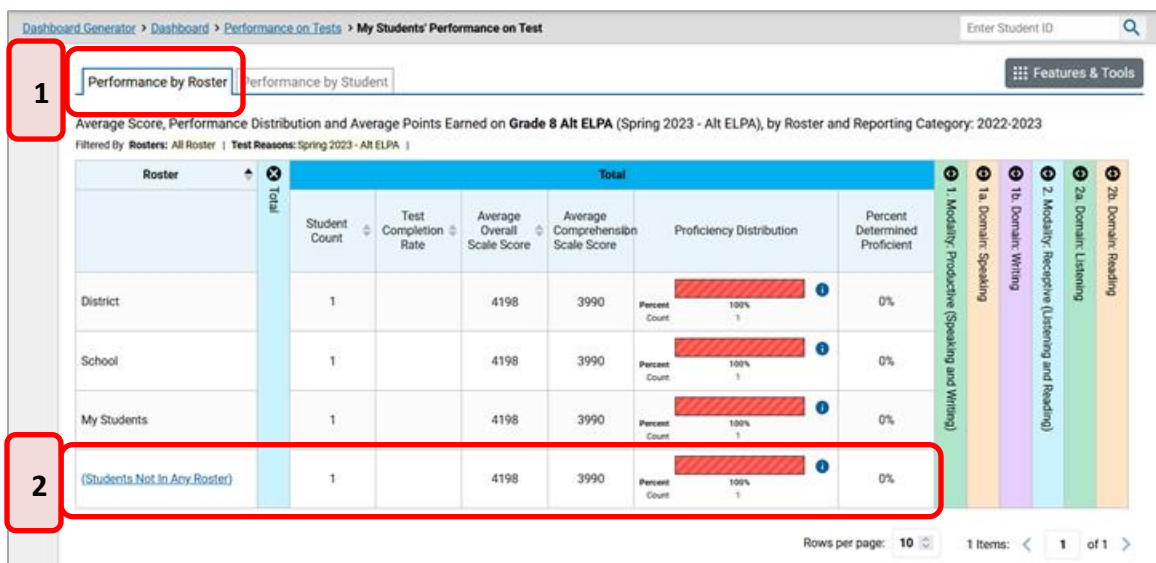
Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a roster

How to See Which Rosters Performed Well on This Assessment

To see which classes performed best on the test, do either of these things (see Figure 15):

● Click the score column header to sort by score and look for rosters with high average scores.

● Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

Figure 15. My Students' Performance on Test Report: Performance by Roster Tab
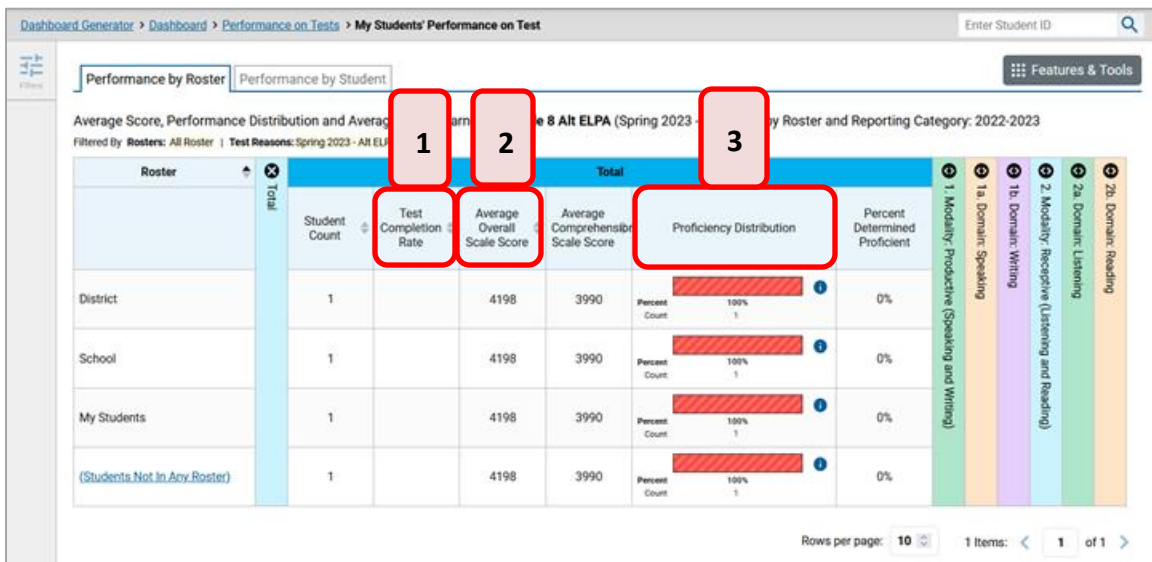
Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Test Completion Rate column (click to sort)
2	Scale Score column (click to sort)
3	Performance Distribution column

How to See Which Rosters Had the Highest Test Completion Rates

To see which rosters had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 15).

How to See How Well Rosters Performed in Each Area on the Test

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 16), you can view average score and a performance distribution bar for each roster under the reporting category 2b. Domain: Reading.

Figure 16. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section
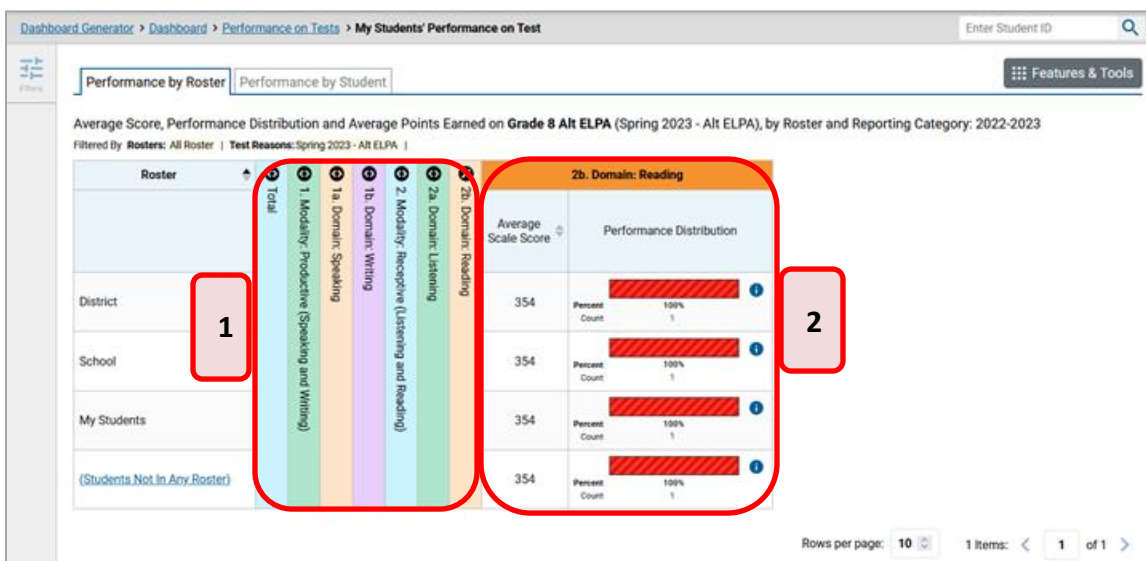
Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section bars (click to expand)
2	Reporting Category Section

Summative and interim tests cover multiple reporting categories, while a modular test covers only one.

How to View and Interpret Writing Dimension Measures

Test results for some assessments may also include a **Writing Dimensions** section to the right of the expandable sections in the report table. You can expand it by clicking the vertical bar, just as with the reporting category sections. This section helps you understand how students performed on different aspects of writing.

The **Writing Dimensions** section (see Figure 17) contains the following under the Essay header:

- **Essay type**. For example, Informative, Explanatory, Opinion, and Argumentative.
    - **Writing dimension** within the essay type, as listed in item rubrics. For example, Statement of Purpose/Focus and Organizations, Evidence/Elaboration and Conventions/Editing.

- **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.

Figure 17. District Performance on Test Report with Expanded Writing Dimensions Section

Table 7. District Performance on Test Report Elements

#	Element
1	Essay type header
2	Writing dimension header
3	Point value

To learn about the highlighting and arrow icons, click the more info button 🛈 in the Essay header. A legend expands, as in [Figure 18](#).

Figure 18. District Performance on Test Report with Expanded Writing Dimensions Section and Expanded Legend
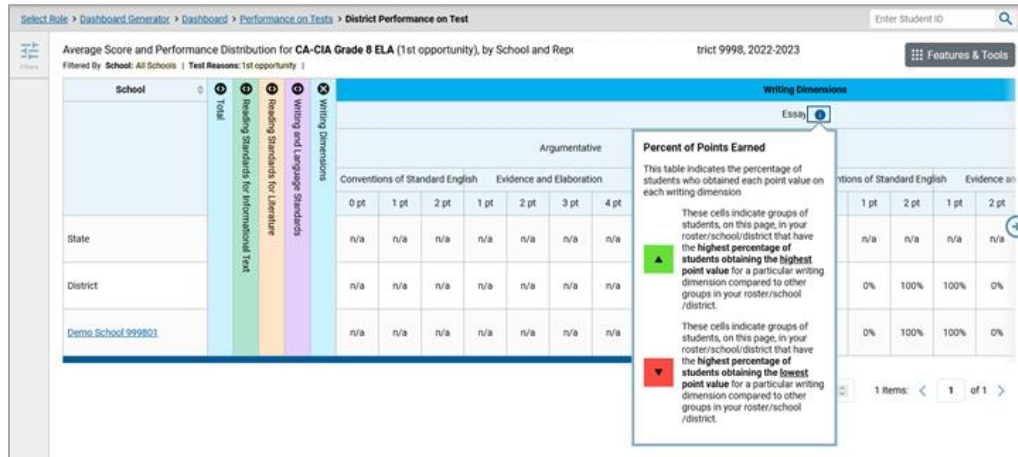
How to Access Test Results for an Individual Roster

Prior sections explained how to access test results for all your rosters. To view results for one specific roster, click the name of a roster that appears in the first column of the report. The roster results listed by student appear (see [Figure 19](#)).

Figure 19. School-Level User: Roster Performance on Test Report
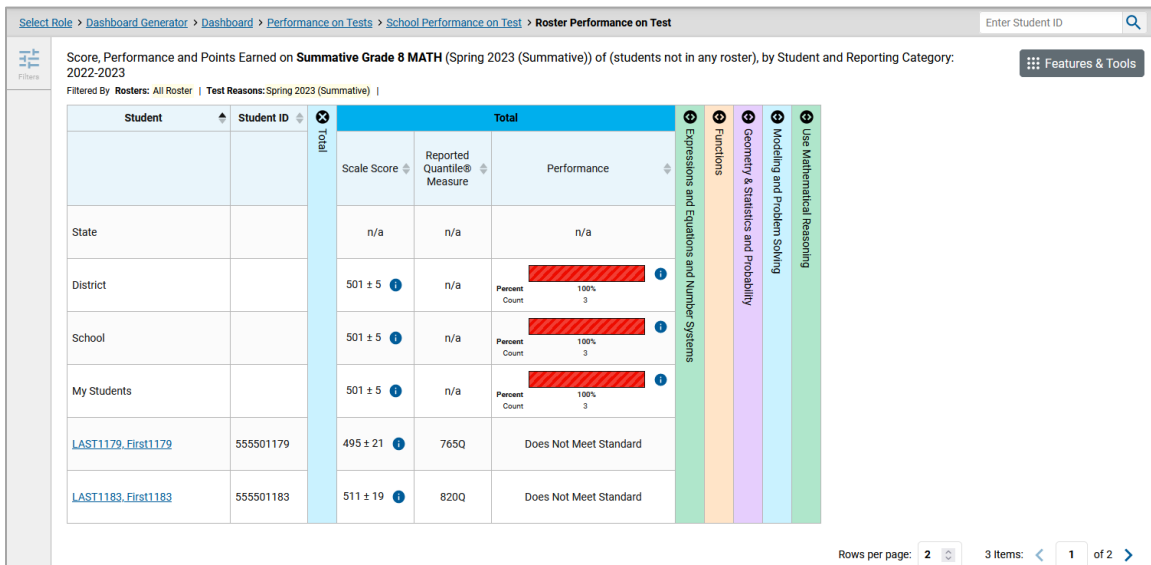
How to See How Well Students in Your Roster Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in Figure 20. Click the vertical section bar to expand each section.

Figure 20. School-Level User View: Roster Performance on Test Report with Expanded Reporting Category Section
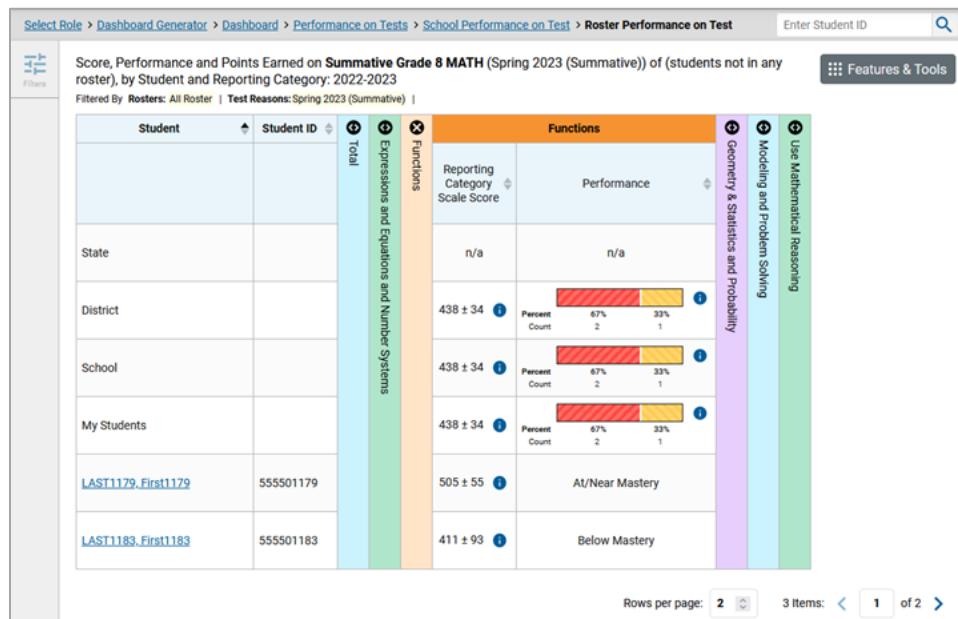
For School- and District-Level Users: How to View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users:

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. The School Performance on Test report appears.

District-level users:

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. A table listing test results by school appears.

3. Click the name of the school for which you would like to view results. The test results for the school appear.

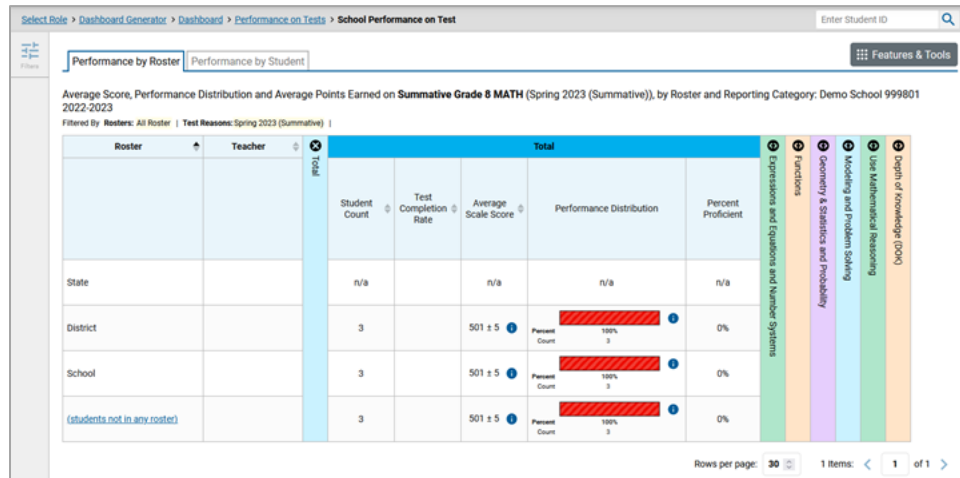Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in Figure 21.

Figure 21. School Performance on Test Report: Performance by Roster Tab

How to See Which Rosters Performed Well on This 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. Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain rosters performed consistently well, you could use them as a model for the classes with lower performance.

For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. The District Performance on Test report appears, listing schools in the district (Figure 22).

Figure 22. District Performance on Test Report
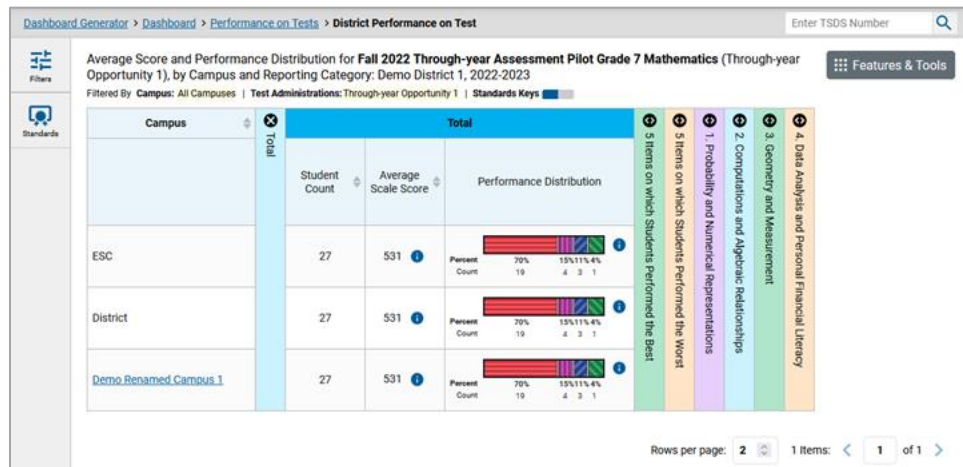
How to See Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column, and click the score column to sort by it.

How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (see Figure 23).

Figure 23. District Performance on Test Report with Expanded Reporting Category Section
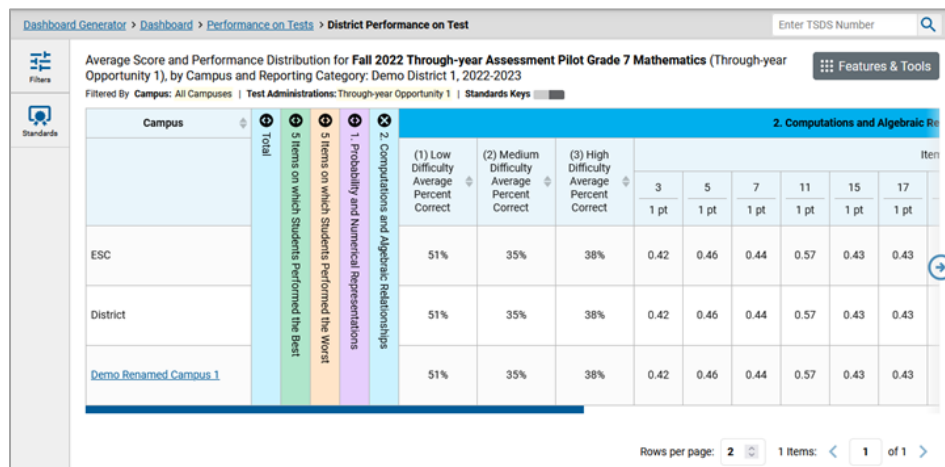
How to View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button in the **Features & Tools** menu to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

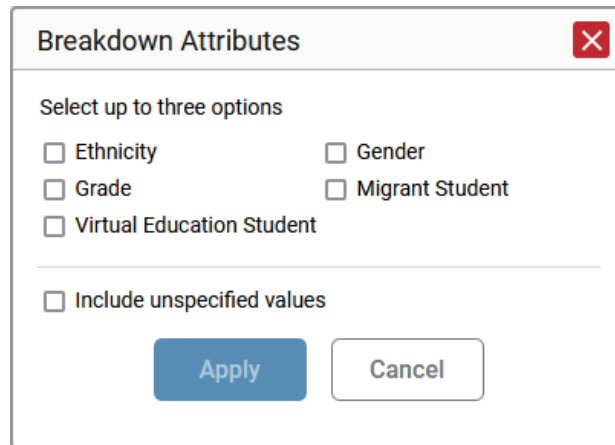## How to View Test Results Broken Down by Demographic Sub-Groups

1. Click **Breakdown By** in the **Features & Tools** menu. The *Breakdown Attributes* window opens (Figure 24).

Figure 24. 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 tests 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.

Figure 25. Demographic Breakdown of a School Performance on Test Report
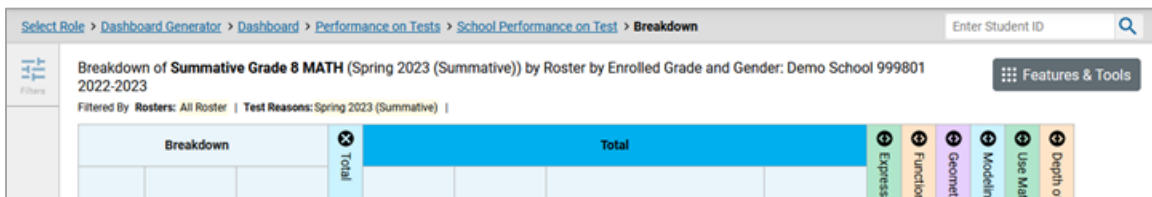
View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test 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 (Figure 25).

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 (Figure 26).

Figure 26. Demographic Combination Breakdown Window (from School Performance on Test Report)
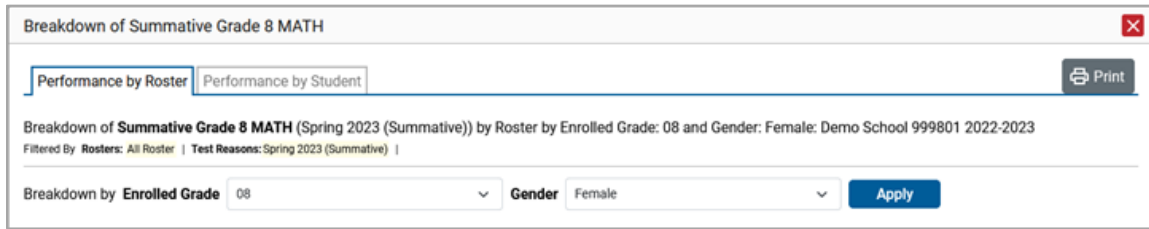
At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to view and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which rosters have the highest-performing girls in the first grade.

How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined.

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

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the

related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons

● An individual student (see Figure 27).

Figure 27. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories
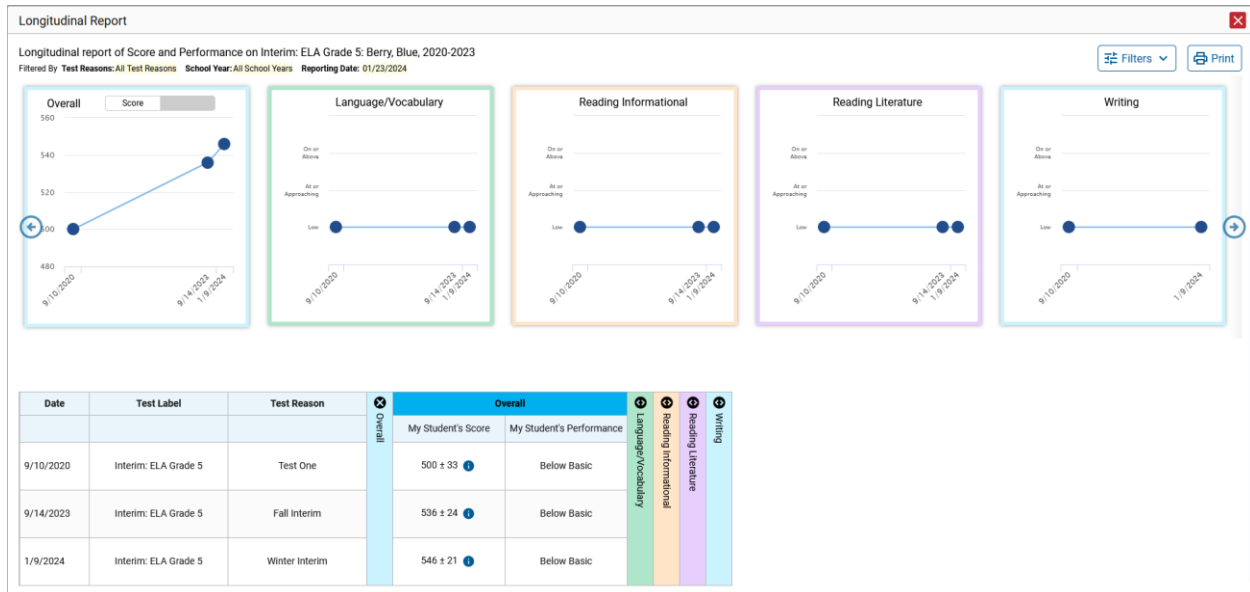
How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Report** 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.

Click the **Build Longitudinal Report** button in the **Features & Tools** menu.

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

▪ If you are viewing a Longitudinal Report for which both interims and summatives are available, the **Progression** drop-down list (Figure 28 and Figure 29) appears. Use it to select which test

types to view in the Longitudinal Report: summative, interim, or a combination. This drop-down list does not appear when only one test type is available.

Figure 28. District-Level User View: Longitudinal Report Window: Report Options Page with Progression Drop-Down List Only
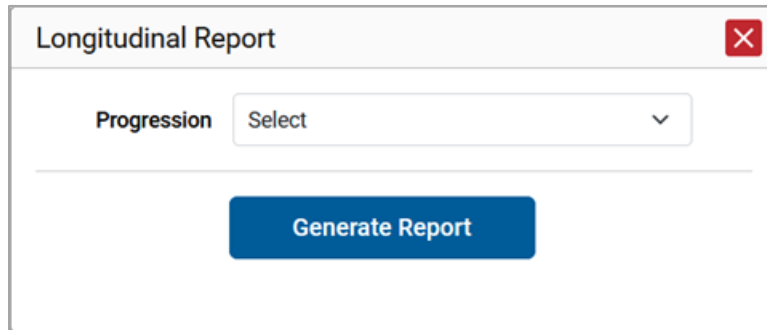
- **Teachers only**: If the test results you're looking at are for multiple students, a table appears with a column for each test (see Figure 29). This table does not appear if you're looking at an individual student.

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

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

Figure 29. Teacher View: Longitudinal Report Window: Detailed Report Options Page
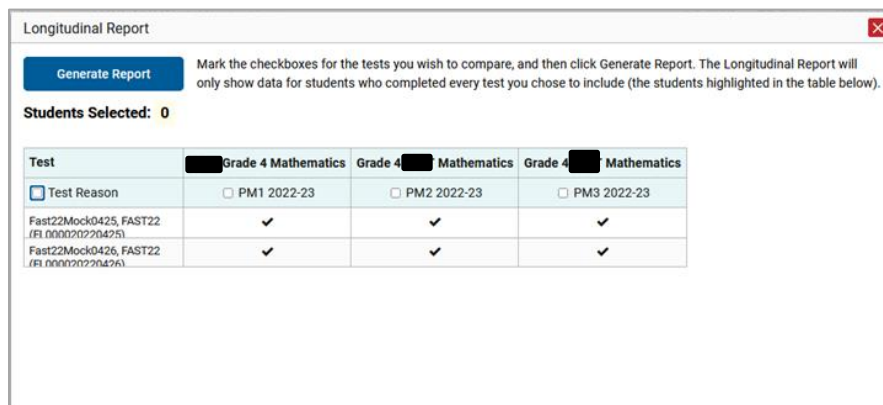
    - Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

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

How to View Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 30). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 30. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories
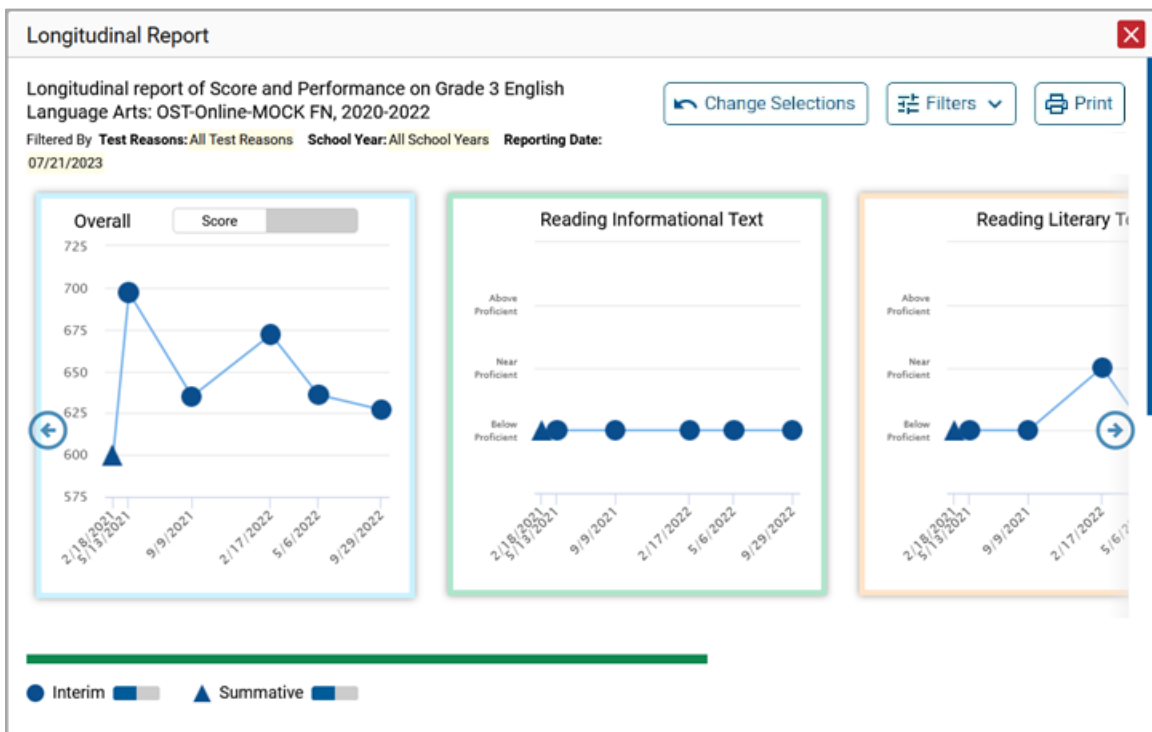
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

Mouse 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.

How to Switch Between Score Data and Performance-Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it. 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 a test includes only one type of data.

How to See Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom. Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Distinguish Different Types of Tests in the Graphs

A symbol appears on each data point. When multiple test types are present, refer to the legend immediately below the graphs (see Figure 30) to find out which symbols correspond to which types.

How to Modify the Test Groupings You've Selected

If you generated the report from the report options page, click the **Change Selections** button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test type or types and, if you are a teacher viewing multiple students, your selection of tests and test reasons as well.

Alternatively, if your report contains multiple test types, click the test type toggles in the legend immediately below the graphs (see Figure 30) to hide and show data for each one. Note that these toggles do not affect report printouts or exports.

How to Filter Test Opportunities to Show Some and Not Others

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

Note that filtering tests 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.

    ▪   You may want to filter by a particular school year or years. Note that years are not calendar years (i.e. 2023 refers to the 2023-2024 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 tests.

    ▪   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 tests taken in the spring. For summative assessments, test reasons are the same as test windows and are not useful.

    ▪   Finally, you may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don't want to see.

2. Click **Apply**.

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

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

How to Switch Between Score Data and Performance Level Data

When a graph offers both score data and performance level data, a toggle bar appears at the top of it. Click the toggle to switch between data. 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 tests include only one type of data.

How to Modify the Test Reasons You've Selected

Click the **Change Selections** button in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of test reasons. Click **Generate Report** again.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

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

Teachers and school-level users:

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. A page of test results appears.

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

4. Click the name of an individual student in the report. The Student Performance on Test report appears ([Figure 31](#)).

District-level users:

1. Generate a dashboard and click a test group name.

2. Click a test name in the table of assessments. A page of test results by school appears.

3. Click a school name. The School Performance on Test report appears.

Centralized Reporting User Guide

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

Figure 31. Teacher View: Student Performance on Test Report
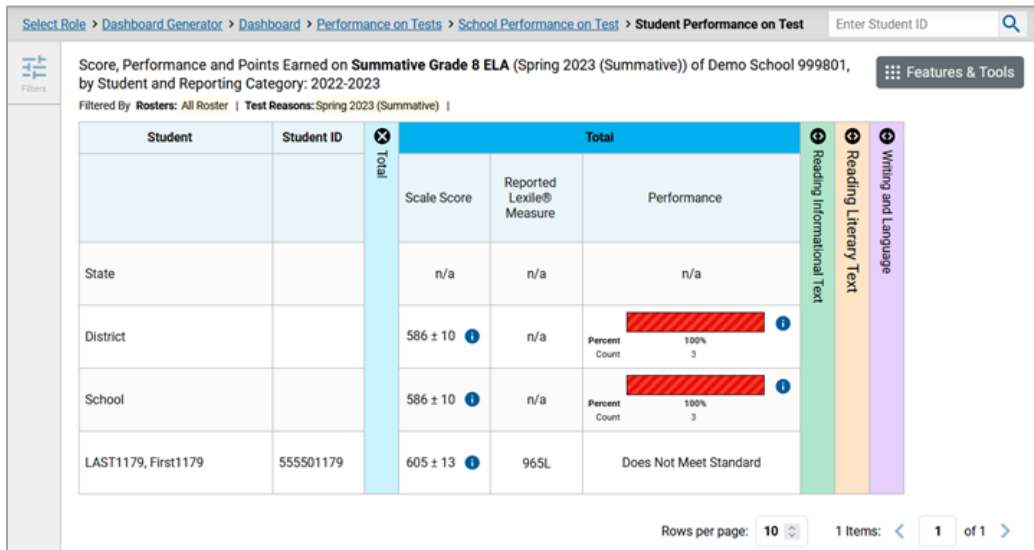
You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand.

How to View a Report for All the 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 tests that have multiple opportunities, and for interim tests 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 the search button. (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears (Figure 32).

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.

Figure 32. Student Portfolio Report

To view individual test results for this student, click a test name.

How to Use the Student Portfolio Report to View Only the Tests You're Interested In

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

1. In the **Filters** panel on the left side of the Student Portfolio Report, click the **Test Groups** button. The **Filters** panel expands (Figure 33).

2. Mark as many selections as you like in the **Test Groups** section of the **Filters** panel. Tests are organized by test type, subject, and grade.

3. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.

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.

Figure 33. Student Portfolio Report with Expanded Filters Panel

How to View a Student's Performance on Tests Taken in a Previous School Year or Years

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio 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 a current student's performance on last year's sixth-grade tests.

1. On the left side of the page, click the **School Year** button. The **Filters** panel expands.

Figure 34. Student Portfolio Report with Expanded Filters Panel

2. Under **School Year**, select a year or years (see [Figure 34](#)).

3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.

2. Click **Clear Filters**.

3. Click **Apply**.

How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a student's test. If a student took tests multiple times, an ISR will be available for each test opportunity (an instance of a test the student took). ISRs are useful for sharing performance information with students and their parents and guardians and may be generated in English or Spanish.

What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that shows test results for a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in [Figure 38](#), [Figure 39](#), and [Figure 40](#).

- At the top of each ISR are the student name and WISER ID, the name of the test, district, school, and any other relevant information.

- Below that is a summary of the student's performance. An ISR for a scale-scored test 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 state, district, and/or school.

- Many ISRs include a table detailing the student's performance in each reporting category (as in Figure 36).

- Some ISRs include longitudinal graphs (as in Figure 37).

Figure 35. Detail of Individual Student Report (ISR): Math Interim
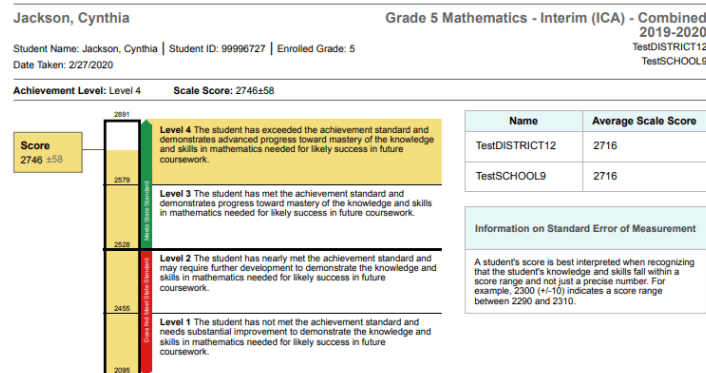
Figure 36. Detail of Individual Student Report (ISR): Math Interim with Reporting Categories
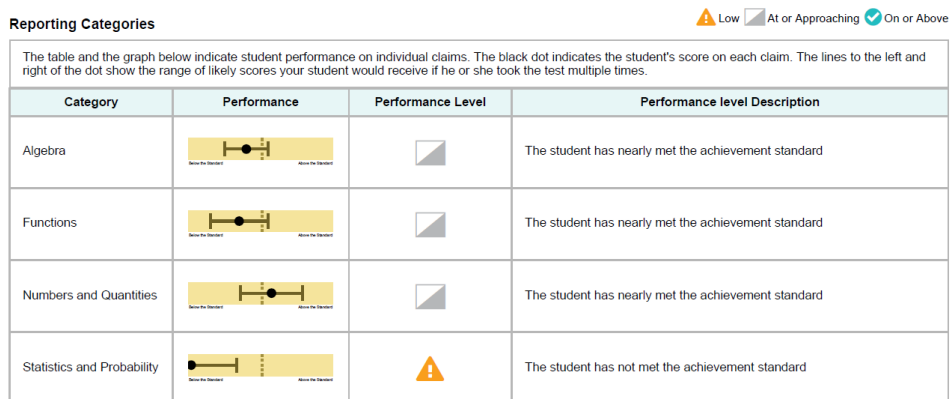
Figure 37. Detail of Individual Student Report (ISR): Math Interim with Longitudinal Graph

Jackson, Cynthia

Student Name: Jackson, Cynthia | Student ID: 99996727 | Enrolled Grade: 5
Date Taken: 2/27/2020

Grade 5 Mathematics - Interim (ICA) - Combined
2019-2020
TestDISTRICT12
TestSCHOOL9

Achievement Level: Level 4   **Scale Score:** 2746±58

Trend Report

Date	Test Reason	Test Label	Scale Score	Performance Level
8/17/2018 12:00:00 AM	Unassigned	Grade 3 MATH -COMBINED	2314	Level 1
2/27/2020 12:00:00 AM	Unassigned	Grade 5 Mathematics - Interim (ICA) - Combined	2746	Level 4

How to Generate and Export Individual Student Reports (ISRs)

To generate and export an Individual Student Report (ISR)that details a student's performance, use the Student Results Generator. You can select any combination of a test reason, assessments within a subject, 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 Centralized Reporting page.

1. Click the **Download Student Results** button in the **Features & Tools** menu. The *Student Results Generator* window opens ([Figure 38](#)).

    Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect, however.) You can change the selections.

    Figure 38. Student Results Generator Window as Opened from Performance on Tests Report
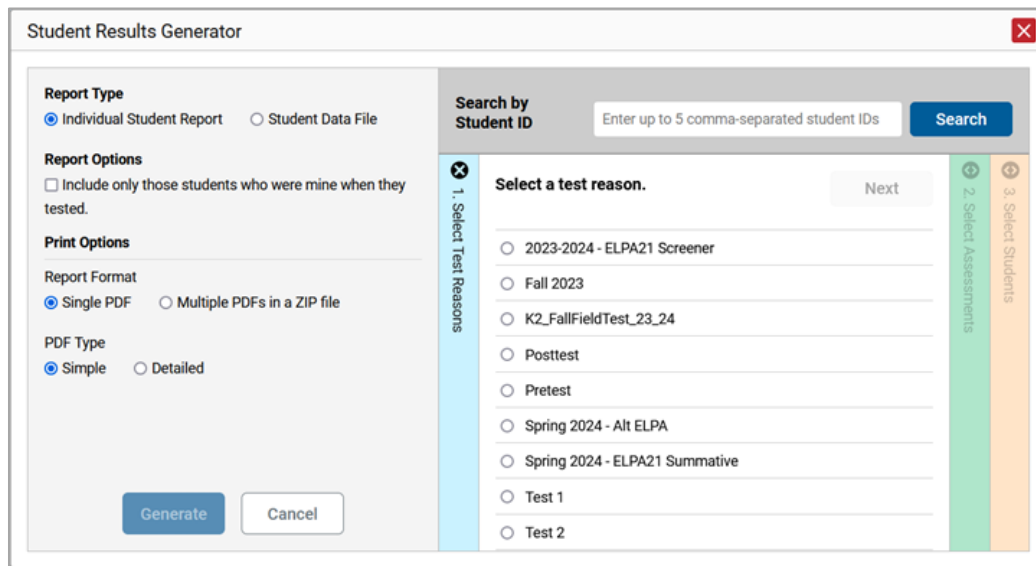
2. In the panel on the left, select **Individual Student Report**. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

3. Optional: Select **Include only those students who were mine when they tested**. This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.

    This option appears only if the reporting school year and time are set to the present in the **Change Reporting Time Period**.

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 detailed PDF.

6. *Optional*: If supplemental materials are available, such as a cover page or addendum, select **Include** under Supplemental Materials.

7. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

- Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in Figure 39. To deselect and clear results, click **Clear Search Results**.

Figure 39. Student Results Generator Window: Student Search Results

- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

    i. In the **Select Test Reason** accordion section (Figure 40), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 40. Student Results Generator Window: Select Test Reason Section
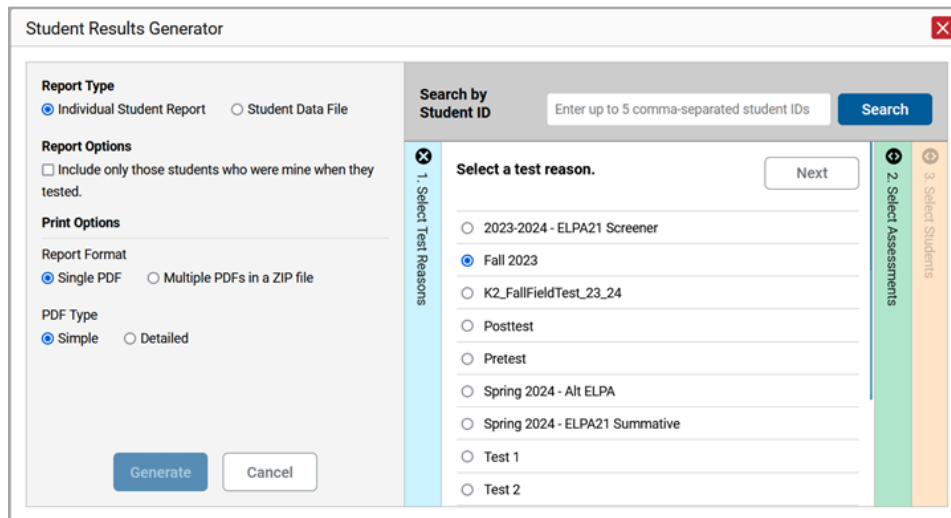
ii. In the **Select Assessments** section ([Figure 41](#)), choose any number of tests or grade levels within a single subject.

Figure 41. Student Results Generator Window: Select Assessments Section
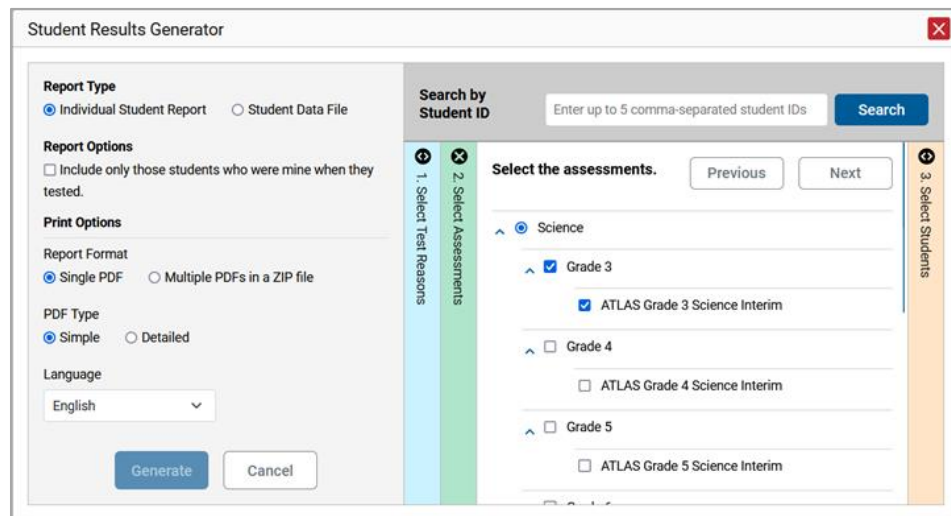
iii. In the **Select Students** section ([Figure 42](#)), choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

36

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Note that 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.

Figure 42. Test Administrator-Level User View: Student Results Generator Window: Select Students Section
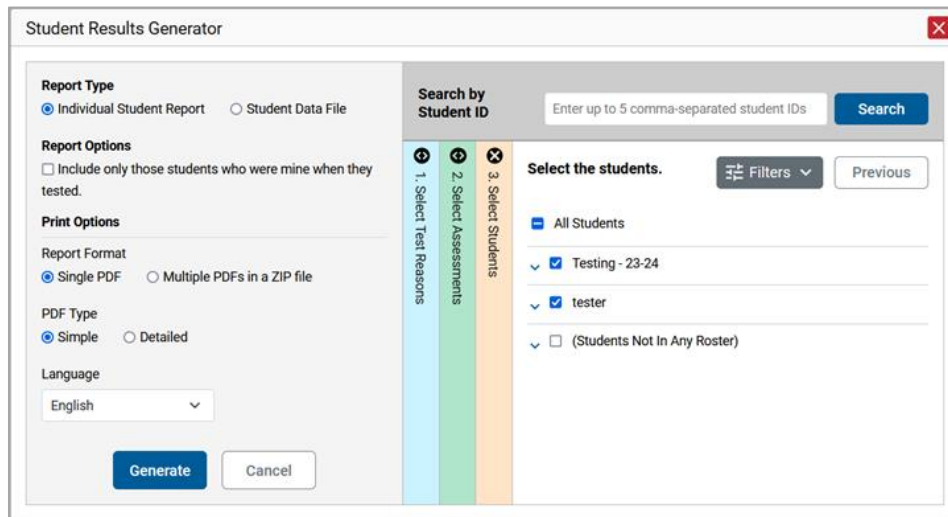
7. *Optional*: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

   a. Open the **Filters** menu. The menu displays two date fields, as in Figure 43.

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

   c. Click **Apply**.

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

Note that processing date is not always the same as the date a test was taken.

Figure 43. Test Administrator-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
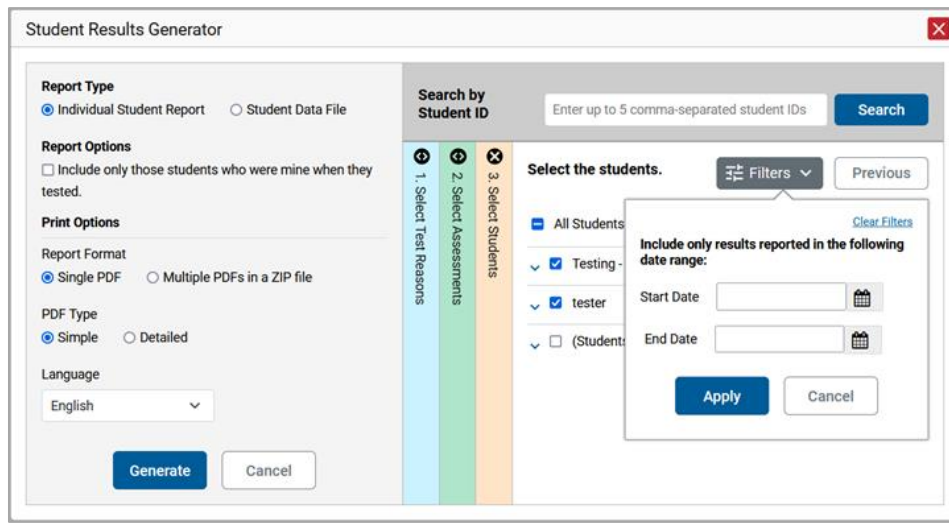
8. From the **Language** drop-down list, select a language for the ISR.

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

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only one test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers ① in reports, starting with the earliest.

How to Generate and Export Student Data Files

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

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

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

1. Click the **Download Student Results** button in the **Features & Tools** menu.

2. The *Student Results Generator* window opens (see Figure 44).

   Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected; for example, the Student Portfolio Report prepopulates a

single student, and the Student Performance on Test report preselects a single test opportunity. (The filters applied to the page have no effect.) You can change the selections.

3. In the panel on the left, select **Student Data File,** as in Figure 58. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 44. Student Results Generator Window

4. Optional: Select **Include only those students who were mine when they tested**. This setting allows you to include students who were associated with you at the time of testing (regardless of their current associations). If you mark this checkbox, students who were not associated with you at the time of testing are excluded.
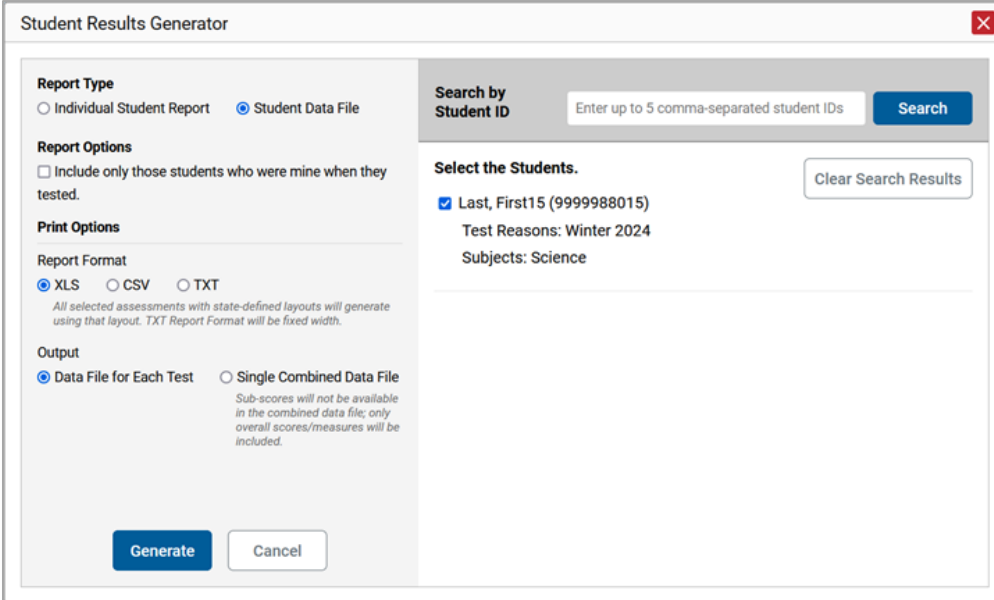
   This option appears only if the reporting school year and time are set to the present in **Change Reporting Time Period**.

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

6. Under Output, select either **Data File for Each Test** or **Single Combined Data File**. Note that a single combined file does not include reporting categories. Large files may be split by school.

7. If the test opportunity options are not preselected, or if you want to change them, there are two ways to make selections:

   ▪ Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've taken will replace any previous selections, as in Figure 45. To deselect and clear results, click **Clear Search Results**.

   Figure 45. District-Level User View: Student Results Generator Window: Student Search Results

   ▪ Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:

      i. In the **Select Test Reason** section (Figure 46), choose a test reason. Test reasons are either test windows or categories for tests.

Figure 46. Student Results Generator Window: Select Test Reason Section
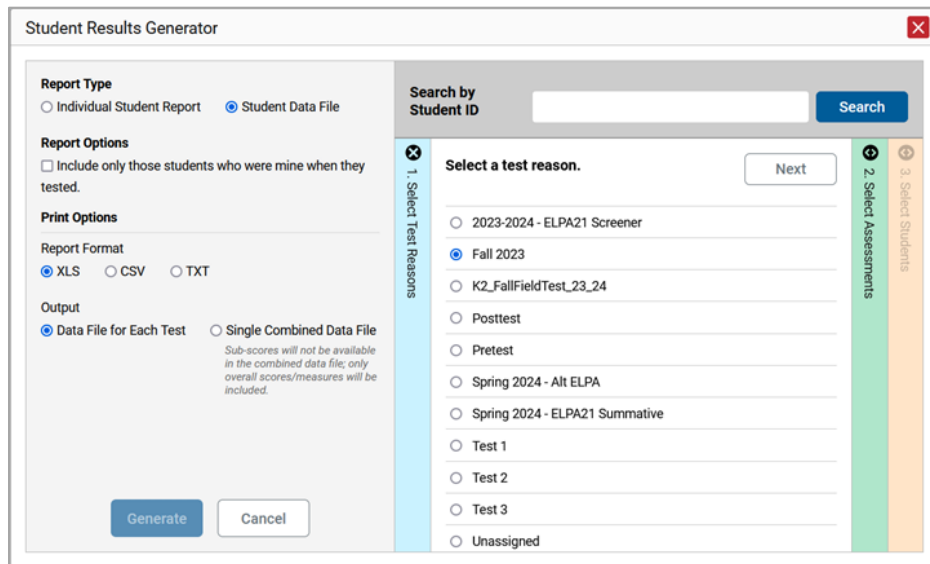
ii.   The **Select Assessments** section (Figure 47) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

Figure 47. Student Results Generator Window: Select Assessments Section
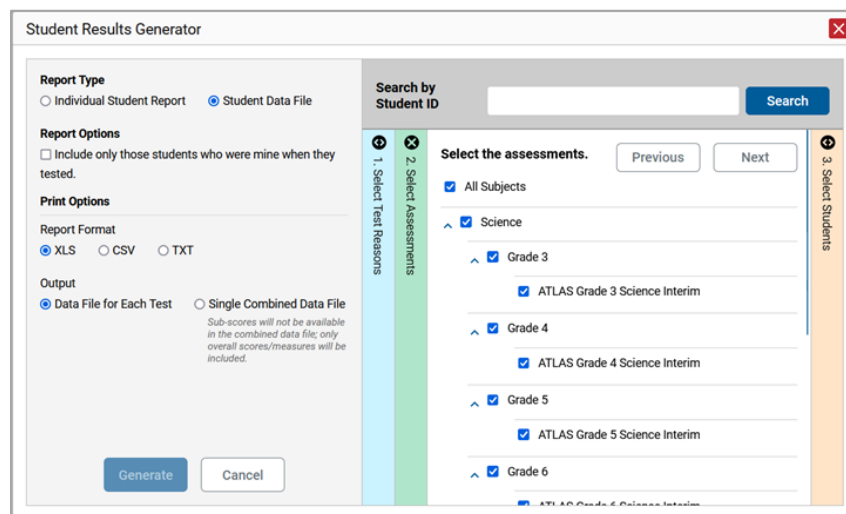
iii.   In the **Select Students** section (Figure 48), select any number of students from the expandable school and/or roster options.

- 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.

Figure 48. School-Level User View: Student Results Generator Window: Select Students Section
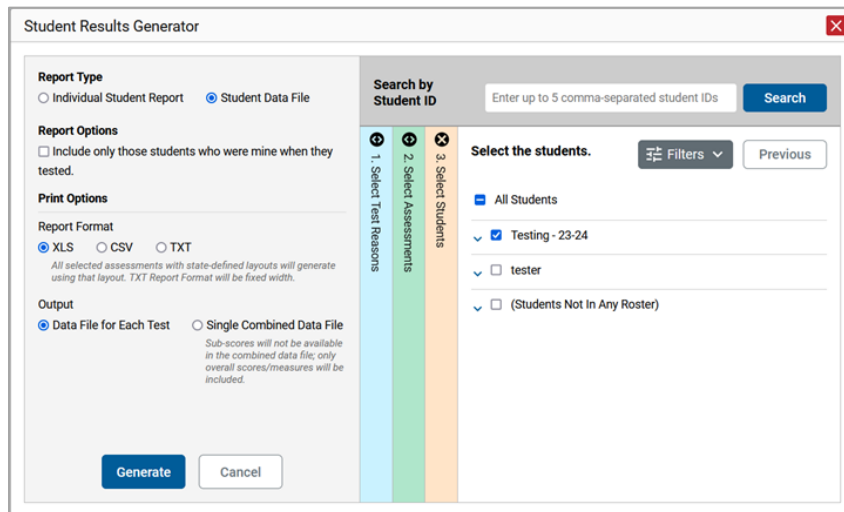
7. *Optional*: If you used the accordion sections to make your selections, then to set a range of processing dates for which to generate results, use the filter menu as follows:

   a. Open the **Filters** menu (see). The menu displays two date fields.

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

   c. Click **Apply**.

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

   Note that processing date is not always the same as the date a test was taken.

Figure 49. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
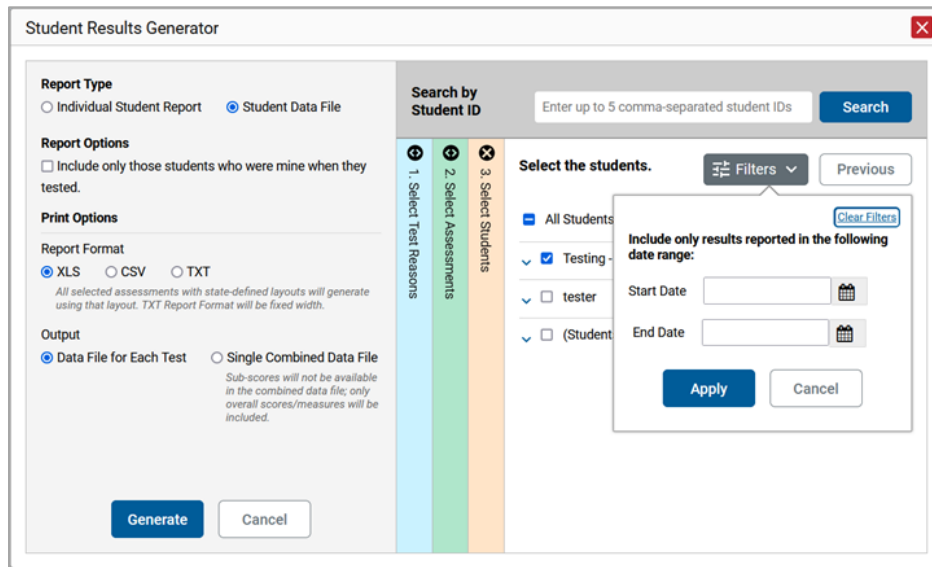
8. Click **Generate**. Once data file generation is finished, the Secure File Center contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.
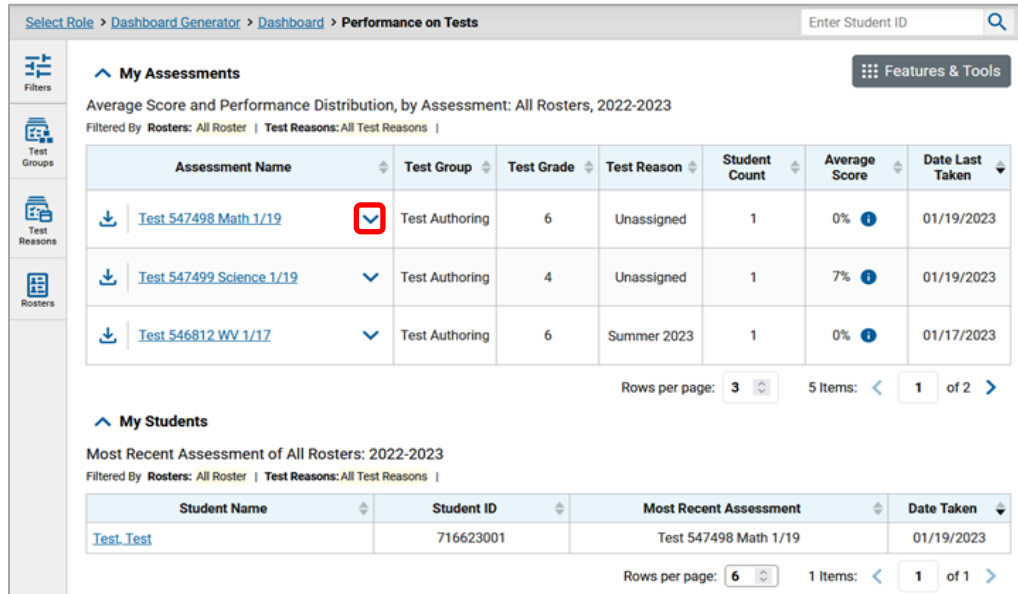
How to Compare Students' Data with Data for Your State, District, School, and/or Total Students

In the Performance on Tests report and the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

How to Compare All Your Students' Performance on Any Test with Larger Groups

In the Performance on Tests report (see Figure 50), click ⌄ to the right of a test name.

Figure 50. Teacher View: Performance on Tests Report

Rows containing data for the state, district, and/or school appear below, as in Figure 51.

Figure 51. Teacher View: Performance on Tests Report with Expanded Comparison Rows

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

How to Compare a Student's Performance on Any of Their Tests with Larger Groups

In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, district, school, and/or total students.

1. Enter the student's WISER ID in the search field in the upper-right corner and click the search button. (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) 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.
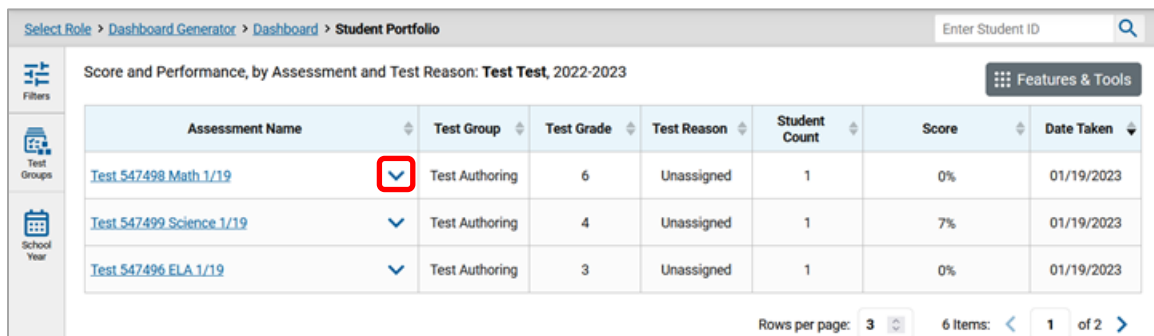
2. Click ⌄ to the right of a test name (see Figure 52).
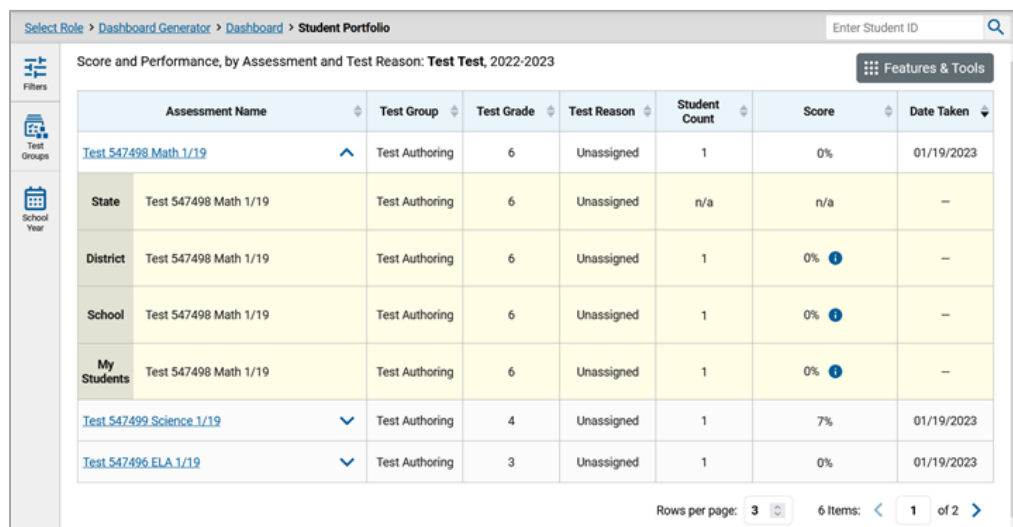
Figure 52. Student Portfolio Report

Rows containing data for your state, district, school, and/or total students appear below, as in Figure 53.

Figure 53. Student Portfolio Report with Expanded Comparison Rows

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

Section III. How to Set Up Your Reports for Summatives and Interims to Suit Your Needs

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

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

How to Filter Tests to Display

You can temporarily filter which tests 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.

Filtering tests to display begins on the Dashboard Generator page. This is where you can select the test groups you want to view on the dashboard and, as an option, set those selections as defaults. You can also temporarily filter the tests that appear in the reports you are currently viewing, as described below.

1. On the left side of the dashboard or the Performance on Tests report, click the **Test Groups** button. The **Filters** panel expands ([Figure 54](#)).

2. Mark as many selections as you like in the **Test Groups** section of the filters panel ([Figure 54](#)). Tests are organized by test type, subject, and grade.

Figure 54. District-Level User View: Dashboard with Expanded Filters Panel
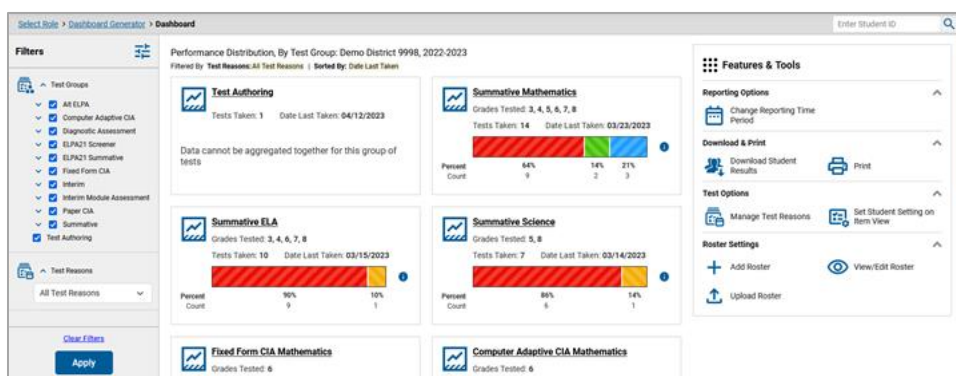
3. Click **Apply**. The report updates to show only data for those tests.

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

For Teachers and School-Level Users: How to Filter Rosters to Display

Rosters usually represent classes, but can represent any group that's meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in Centralized Reporting, see Class (Roster) Management.

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected class from the data you're viewing.

Filtering by roster makes it easy to focus on the performance of a particular class. By switching filters, you can easily compare one class to another. 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 understand.

1. On the left side of the Performance on Tests report, click the **Rosters** button. The **Filters** panel expands (Figure 55).

2. Make a selection from the drop-down list in the **Rosters** section.

    ▪ If you're a school-level user, you must first select a teacher from the drop-down list, and then select a particular roster from the second drop-down list that appears. By default, the first class listed is selected.

Figure 55. Teacher View: Performance on Tests Report with Expanded Filters Panel

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

47

The row of filter details below each table header shows the rosters you're viewing (see Figure 73).

For District-Level Users: How to Filter Schools to Display

Filtering the Performance on Tests report by school makes it easy to focus on a particular school's performance. By switching filters, you can easily compare it with another school. If you don't filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Performance on Tests report, click the **Schools** button. The **Filters** panel expands (Figure 56).

2. Make a selection from the drop-down list in the **Schools** section (see Figure 56).

Figure 56. District-Level User View: Performance on Tests Report with Expanded Filters Panel
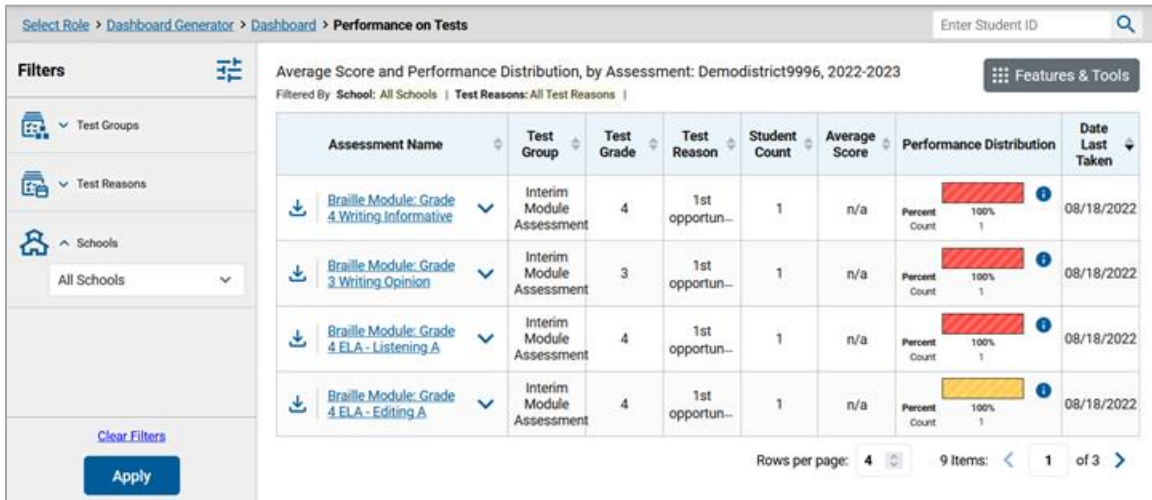
3. Click **Apply**. The report updates to show only data for that school.

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.

If you click the name of a test when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you're viewing.

How to View Data from a Previous Point in Time

Changing the reporting time period allows you to view test results from a previous point in time. There are two time-period settings:
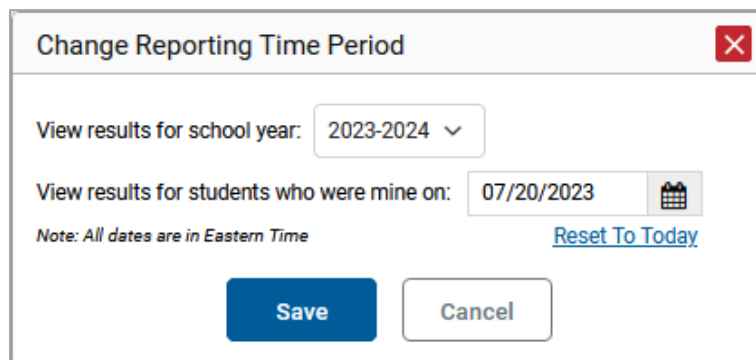
● When you set a school year for which to view tests, the reports show data for test opportunities completed *in the selected school year*.

● When you set a date for which to view students, the reports show data only for the students who were associated with you on the selected date and only for tests taken as of that same 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 district. You can even view students who have left your state.

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

Some examples of how you can use this feature:

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

● You may want to view the past 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 tested, and set the school year to the same time. Then switch back to the present to compare.

1. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, click **Change the reporting time period.** The dashboard also offers this link when no assessments are available to display.) The ***Change Reporting Time Period*** window appears ([Figure 57](#)).

Figure 57. Change Reporting Time Period Window

2. From the school year drop-down list, select a school year (see [Figure 57](#)). This is the year for which you will view test results.

3. In the *View results for students who were mine on* field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you and had tested on that date, and only those students.

   ▪ To view your current students' past performance, keep the date set to today.

   ▪ To view the past performance of your former students, set the date to a day when those students were associated with you and had tested.

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.

Section IV. How to Export and Print Data

You can export or print any data you see in Centralized Reporting. 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. Different options will be available depending on the report you are viewing.

How to Export or Print a Report You're Viewing

1. Select the print button from the **Features & Tools** menu, or, in some reports, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons appear.

   A print preview page opens (see Figure 58).

   ▪ 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 58. Print Preview Page

2. If an aggregate report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in Figure 59, the printed report includes data for the individual assessment items. Printouts of the Student Performance on Test report always include item data if available.

Figure 59. Print Preview Page with Summary and Item Scores Option Selected
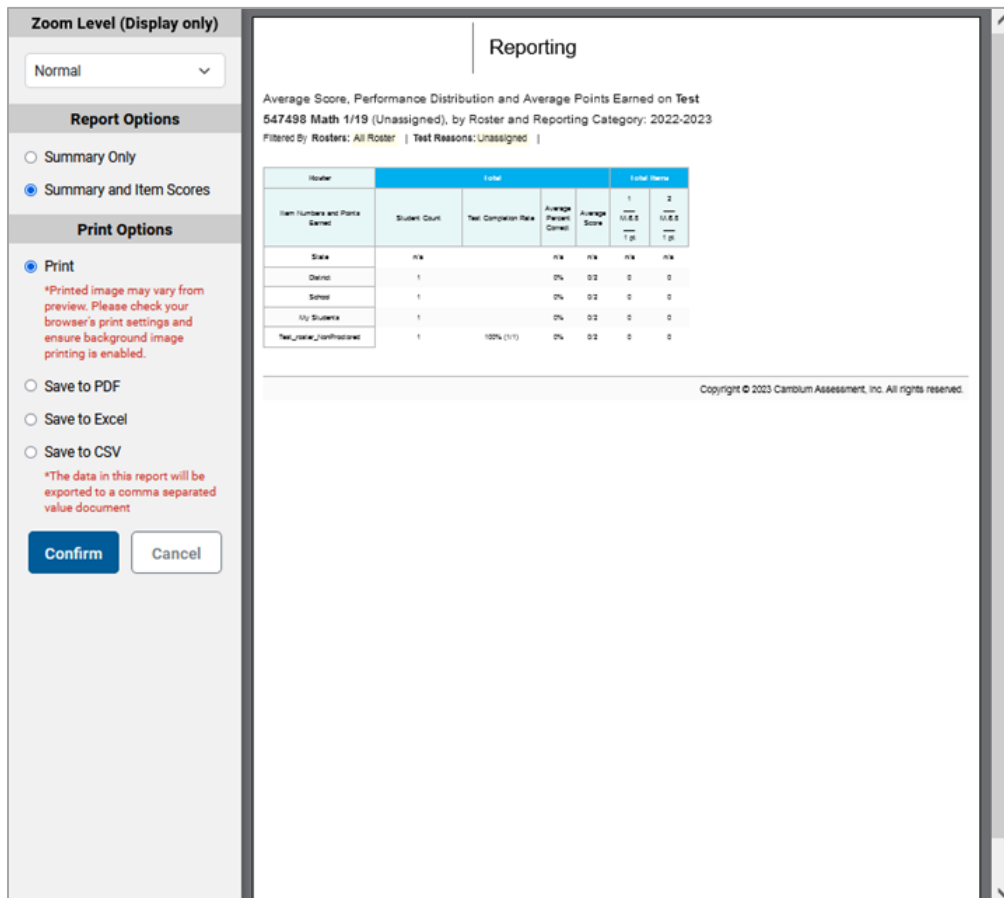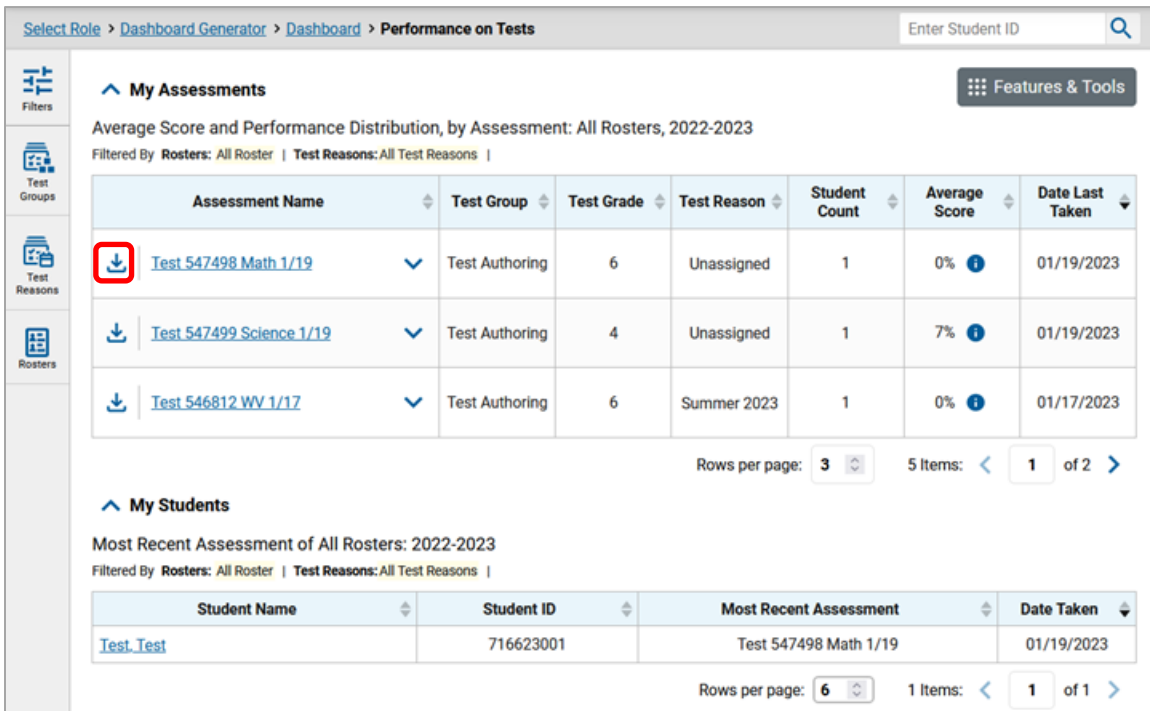
3. To print the report, select the **Print** radio button. To download it, select **Save to PDF**, **Save to Excel** (XLSX), or **Save to CSV** (comma-separated values).

5. *Optional*: If a printout or PDF is for a particular student and the report includes items, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting report includes the actual items and the student's responses.

6. If you selected **Save to PDF**, choose an option from the **Page Layout** drop-down list that appears.

4. Click **Confirm**.

If you saved the report as a PDF, Excel, or CSV, the *Secure File Center* window appears, displaying the generated report.

How to Export an Assessment Report Directly from the Performance on Tests Report

1. Click ⬇ to the left of the name of the assessment whose report you wish to export (see Figure 60).

Figure 60. Teacher View: Performance on Tests Report

The **Export Report** window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.

7. **District-level users:**

   – To export the district test results, mark the **Overall Performance of all my Schools** radio button.

   – 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.

   – 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.

Figure 61. District-Level User View: Export Report Window

8. **School-level users and teachers:**

   − 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.

   − 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.

Figure 62. Teacher View: Export Report Window

3. Choose from the **PDF**, **Excel**, and **CSV** formats.

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.

This section explains Centralized Reporting features and functions that are specific to interim, modular, and teacher authored tests assessment reports. These features cannot be used with summative assessment reports.

Centralized Reporting User Guide

How to Access Item-Level Data

Reports for individual interim, modular tests, and teacher authored tests include the following:

- Item-level data.

- Access to the items themselves. (Modular and Teacher-Authored tests)

- Access to student responses to the items. (Modular and Teacher-Authored tests)

Test results for adaptive interim assessments include item-level data only on the individual student level. The item-level data for interim assessments will not include the ability to view the items or student responses.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 63](#).

Figure 63. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section
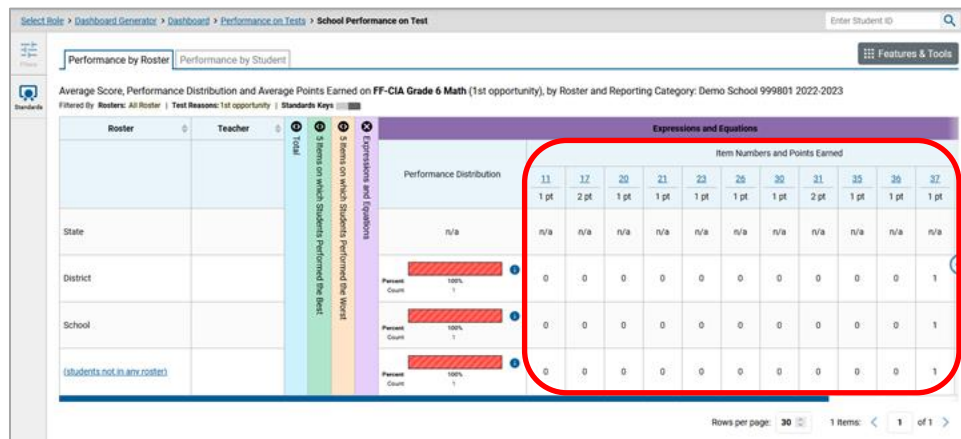
How to Find Out Which Items Students Performed on the Best or Struggled with the Most

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst** (see Figure 64). You can click the vertical section bars to expand them, just like other sections.

Figure 64. School Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

How to View Standards for Each Item

In a report displaying item-level data, you can view the standard or standards to which each item is aligned. This allows you to determine at a glance what the item measures.

To show and hide item standards, click the **Standards Keys** toggle ⬛ in the row of filter details below the report table heading. Under each item number appears a standard key or list of standard keys (see Figure 65). Note, on fixed-form assessments, the Standards Key toggle is available at the district, school, roster, and student level. For adaptive assessments, the toggle is available at the student level.

Figure 65. School Performance on Test Report with Expanded Reporting Category Section
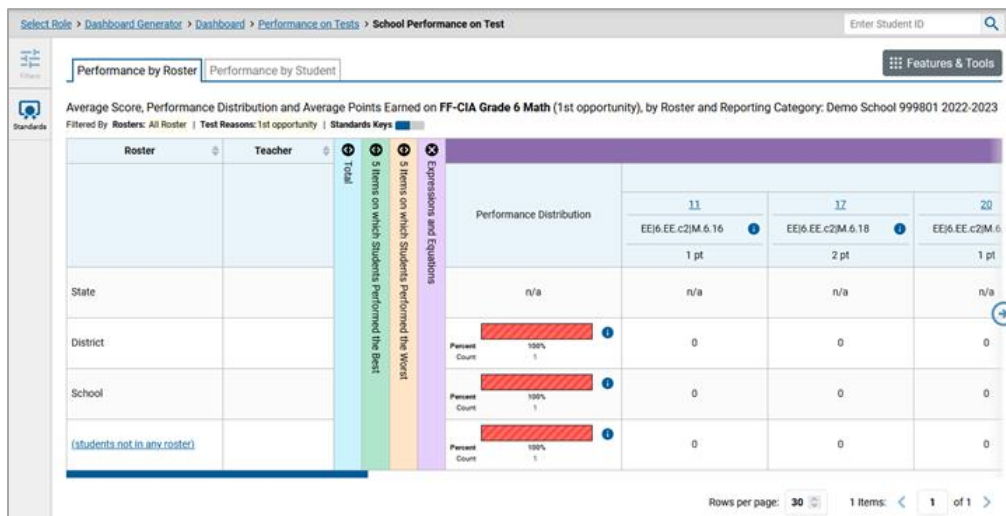
Click the more information buttons ⓘ beside the standard keys to view legends displaying the full text of each cluster (category of standards) and each standard, as in Figure 66. This full text is not included in printouts or exports.

Figure 66. School Performance on Test Report with Expanded Reporting Category Section and Expanded Legend
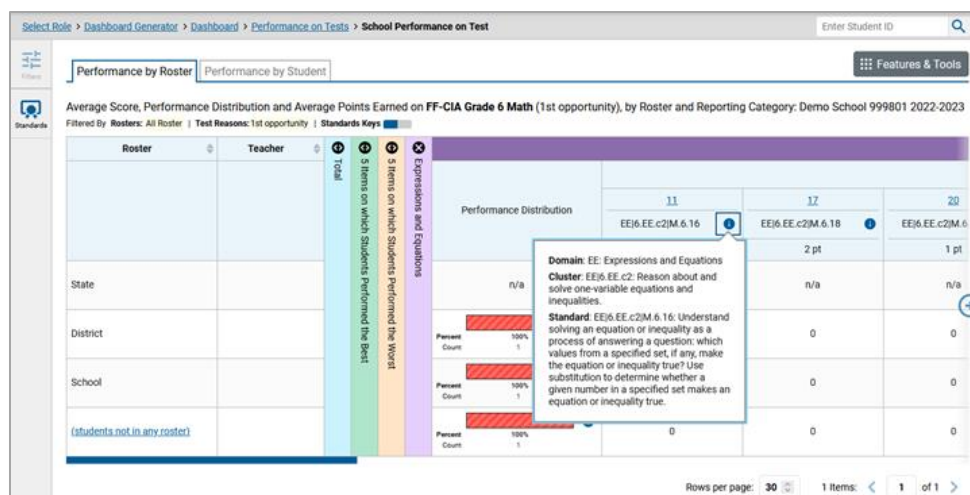
How to View an Item

For modular and teacher authored tests you can view the actual items themselves, along with student responses to those items.

Do either of the following (see Figure 86):

- 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 (see Figure 67). 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 (see Figure 67) shows the item and may include a particular student's response.

Figure 67. Item View Window: Item & Score Tab with Student Response (Item Redacted)
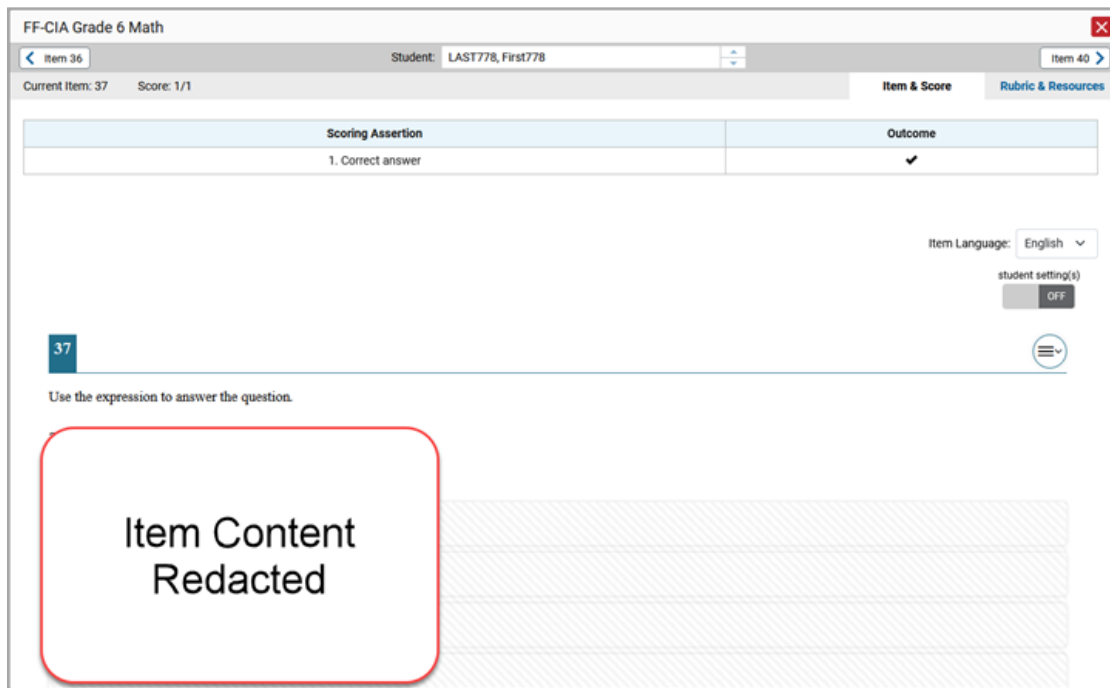
The **Item & Score** tab may include the following sections.

- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table (shown in Figure 68) lists the name, maximum points, points earned, and

condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.

Figure 68. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table

- **Scoring Assertion:** Each scoring assertion contains both a statement that provides information about what the student did in their response, and the content knowledge, skill, or ability that is evidenced by their response. When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see Figure 67).
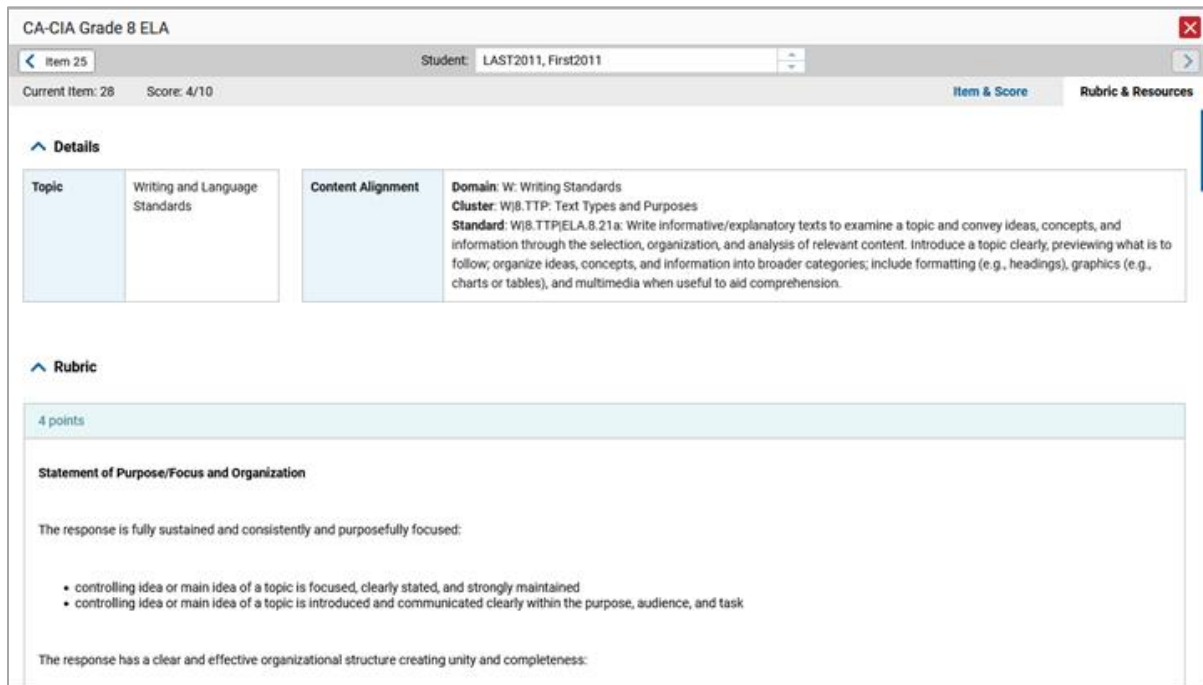
- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

- The **Rubric & Resources** tab (see Figure 69) include the following sections, which you can expand and collapse by clicking ⌄ and ⌃ , respectively.

Figure 69. Item View Window: Rubric & Resources Tab

- **Details**: May provide the following information:

  - **Topic**: Skill area to which the item belongs.

  - **Difficulty**: Indicates whether the item is intended to be easy, moderate, or difficult.

  - **Content Alignment**: Describes the standard to which the item is aligned.

- **Resources**: Provides links to any exemplars or training guides available for the item.

- **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.

- **Frequency Distribution of Student Responses**: The table in this section provides a breakdown of how many students in the school earned each possible point value available for a fixed-form test item.

How to View Items With and Without the Students' Visual Settings

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts, different color contrast, or Spanish.
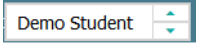
1. From the **Features & Tools** menu, select **Set Student Setting on Item View**. The *Set Student Setting on Item View* window appears.

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. This action has no effect on your global setting.

How to Navigate to Other Items from the Item View Window

Use the navigation buttons labeled with the previous and next item numbers at the upper corners of the *Item View* window.

How to View Another Student's Response to the Current Item

If you have accessed the student's response from a 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 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 70.

Figure 70. School Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

To view a scoring assertion, click the more information button 🛈 to the right of the sub-item number, as in Figure 71.

Figure 71. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section and Sub-Item Assertion

What It Means When an 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.

How to Score Items on Teacher-Authored Tests

The Centralized Reporting allows authorized users to score certain items on Teacher-Authored Tests (TAT).

- Teacher-Authored items that require hand scoring arrive in Centralized Reporting without any scores. For example, all short answer items, including field-authored ones, require hand scoring. If a Teacher-Authored test contains unscored items, its performance data are excluded from your reports until an authorized user scores all the unscored items in at least one opportunity of that test.

How to Score Unscored Items

For a student's test performance to be reported, you need to enter scores for any hand-scored item responses on that Teacher-Authored test.

When you have Teacher-Authored tests with unscored items, a **Tests To Score** notification appears in the banner.

Figure 72. Banner with Tests To Score Notification

1. In the banner, click **Tests To Score**.

2. If the *Select School* page appears, make a selection and click **Continue**.

3. On the scoring *Dashboard* ([Figure 73](#)) click the name of the Teacher-Authored test you wish to score. The *Test Scoring* page appears ([Figure 74](#)), displaying a list of students and items awaiting scoring for the selected test. This table only includes assessments completed by students in your rosters or students in your test sessions.

Figure 73. Scoring Dashboard

Figure 74. Test Scoring Page

4. To enter scores for a Teacher-Authored item response, click the **Score** link or the score number link for the required item in the required student's row. The scoring window opens to the **Item & Score** tab.

5. *Optional*: You can open the **Rubric & Resources** tab (Figure 75) to review the item's scoring rubric and any other available resources, such as an exemplar and training guide for scoring the item.

Figure 75. Item View Window: Rubric & Resources Tab
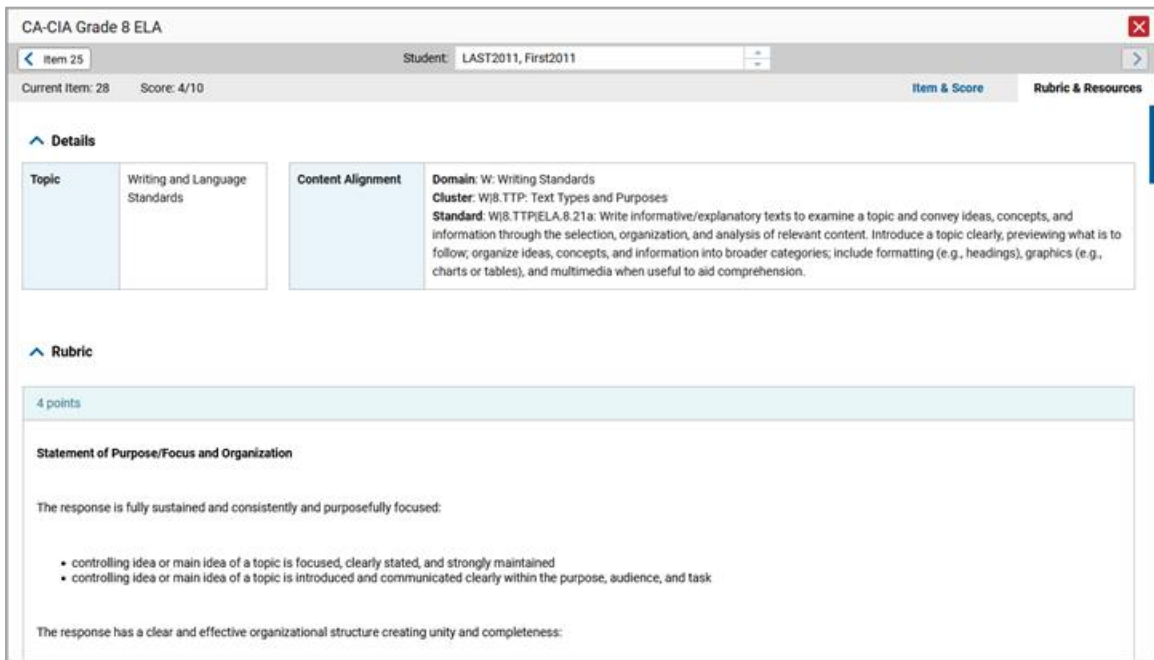
6. On the **Item & Score** tab (see), click the edit button ✎ in the Scoring Criteria table at the top of the window.

7. Review the student's entered response and do one of the following:

    ▪ If the student's response is scorable, select the appropriate score from the drop-down menu in the Points Earned column.

    ▪ If the student's response cannot be scored for any reason, select the appropriate condition code from the drop-down in the Condition Code column. For more information about condition codes, see .

Figure 76. Item View Window: Item & Score Tab

8. If the Teacher-Authored item has multiple scoring criteria, repeat step 7 for each criterion.

    ▪   When assigning condition codes to multiple scoring criteria, note that some related criteria may require the codes to be the same.

9. Click **Save**.

10. *Optional*: If you wish to provide an explanation for why you chose the given score(s) or condition code(s), click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**. All notes will be deleted when scores are submitted, as described in Submit Scored Test Opportunities for Processing.

11. To continue scoring Teacher-Authored items, do one of the following:

    ▪   To view another unscored item for the same student, use the buttons labeled with the previous and next item numbers at the upper corners of the scoring window.

    ▪   To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field at the top of the window.

    ▪   To return to the **Scoring Mode** window and select another item manually, close the **Item View** window using the close button at the upper-right corner.

12. Repeat these steps until you have entered scores for all the unscored items for the Teacher-Authored test.

13. *Optional*: If you need to change the entered score for a Teacher-Authored item response, you can select the score link for that item on the **Test Scoring** page and repeat steps 5–11.

Once you have entered scores for all the unscored items in a test opportunity, you may submit that opportunity for processing.
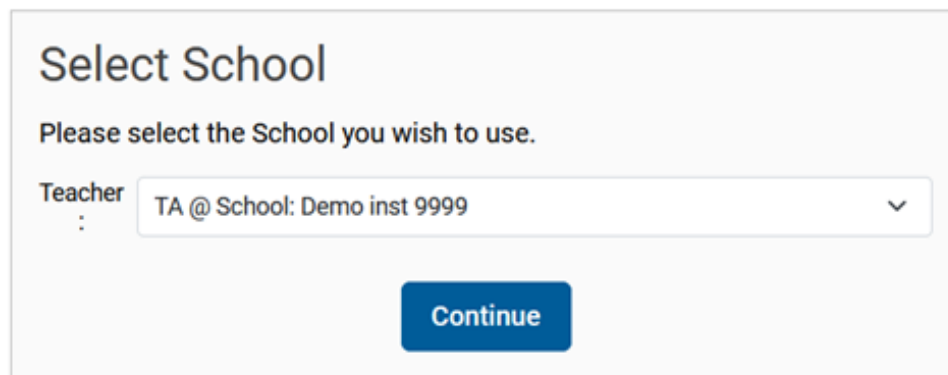
To return to reports, click the close button at the upper-right corner.

How to Change the Selected School

Scoring mode allows you to score the item responses for only one school's test opportunities at a time. If you are associated with multiple schools, you may change the selected school in order to score the test opportunities from other schools.

1. To change the selected school, click **Change School** in the top-right corner of the ***Dashboard***. The ***Select School*** page appears.

Figure 77. Select School Page

2. From the **Teacher** drop-down menu, select the school whose student responses you wish to score.

3. Click **Continue**. The ***Dashboard*** page appears, displaying the tests available for the selected school.

How to Submit Scored Test Opportunities for Processing

In order for a Teacher-Authored test opportunity's scores to be reported, you will need to submit that opportunity for processing. You may only submit an opportunity once you have entered scores or condition codes for every hand-scored item on the test.

1. To submit scored opportunities for processing, navigate to the ***Test Scoring*** page (see Figure 78) and mark the checkbox in the Submit column for each opportunity you wish to submit.

   ▪ You can mark the checkbox at the top of the Submit column all fully scored opportunities at once.

Figure 78. Test Scoring Page: Submitting an Opportunity

2. Click **Submit Score(s)** in the bottom-left corner of the page.

3. In the confirmation window that pops up, click **Continue**. The selected opportunities will be submitted for processing and reporting and removed from scoring.

To return to reports, click the close button at the upper-right corner. You can still modify the item scores on that test directly from the reports by following the procedure in the next section (How to Modify Score for Items).

How to Modify Scores for Items in Reports

You can modify scores for some items directly from the *Item View* window that opens from a report.
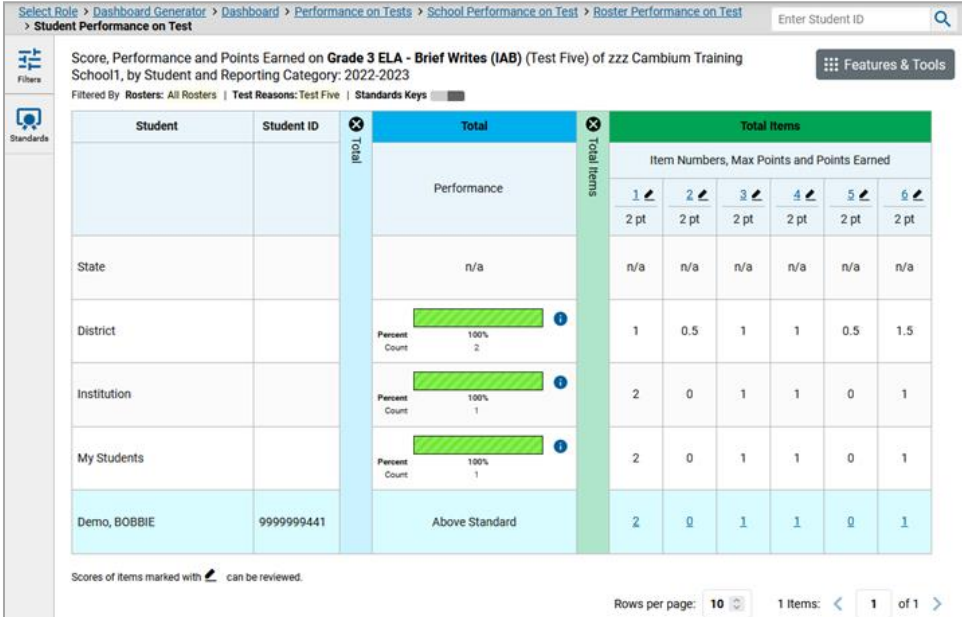
Reports display a pencil icon ✎ in the column header for each item with a modifiable score (as in Figure 79). When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine, ⚠ displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 79. Student Performance on Test Report with Expanded Total Items Section

1. On a report with modifiable scores, click the item score link in the student's row of the report. The *Item View* window opens.

2. *Optional*: You can open the **Rubric & Resources** tab ([Figure 80](#)) to review the item's scoring rubric and any other available resources, such as an exemplar and training guide for scoring the item.

Figure 80. Item View Window: Rubric & Resources Tab

3. On the **Item & Score** tab (see [Figure 81](#)), review the student's entered response and click the pencil button in the Scoring Criteria table at the top of the window. The Points Earned and Condition Code columns become editable.
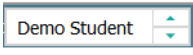
Figure 81. Item View Window: Item & Score Tab

4. Do one of the following:

    ▪ To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.

    ▪ To assign a condition code to the response, select one from the **Condition Code** drop-down list.

5. If the item has multiple scoring criteria, repeat step 4 for each criterion.

6. Click **Save**.

7. *Optional*: If you wish to provide an explanation for why you chose the given score or condition code, click **Add Note** in the *Scoring Note* section, then enter your comment and click **Save**.

8. To continue modifying scores, do one of the following:

   ▪ To view another item for the same student, use the buttons labeled with the previous and next item numbers at the upper corners of the *Item View* window.

   ▪ To view the same item for another student, use the up or down arrow buttons on the right side of the *Student* field Demo Student at the top of the *Item View* window.

The performance data in the test results update automatically when you close the *Item View* window.

How to Set Up Your Interim and Modular Reports

Interim and modular reports can be set up differently than summative reports. You can assign test reasons to modular test opportunities, filter interim and modular opportunities by test reason, and filter interim and modular tests by standard.

How to Assign Test Reasons (Categories) to Modular Test Opportunities

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

Test reasons should ideally be assigned in the Operational Test Administration Interface at the time of testing. However, you can use the Test Reason Manager in Centralized Reporting to assign a different test reason to a modular test opportunity after the test is completed. The Test Reason Manager can be used to update test reasons for opportunities taken during the current administration. You will not be able to update test reasons for opportunities taken during previous school years.

Please note, starting in the 2021-2022 administration, interim tests will be assigned specific test reasons depending on the test window in which the tests were administered: *Fall Interim*, *Winter Interim* and *Spring Interim*. You will not be able to assign test reasons for interim tests. The following steps provide additional information on how to Manage Test Reasons for Modular opportunities. Summative and Interim test reasons cannot be reassigned.

1. From the **Features & Tools** menu, select **Manage Test Reasons**. The *Test Reason Manager* window opens (Figure 82).

Figure 82. Test Reason Manager Window

2. To search for the test opportunities you wish to categorize, do either of the following:

    ▪ In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.

    ▪ Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.

3. Click **Search**.

4. A list of retrieved test sessions appears in the section *Select Test Opportunities* ([Figure 83](#)). You can click the ➕ buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

Figure 83. Test Reason Manager Window: Select Test Opportunities
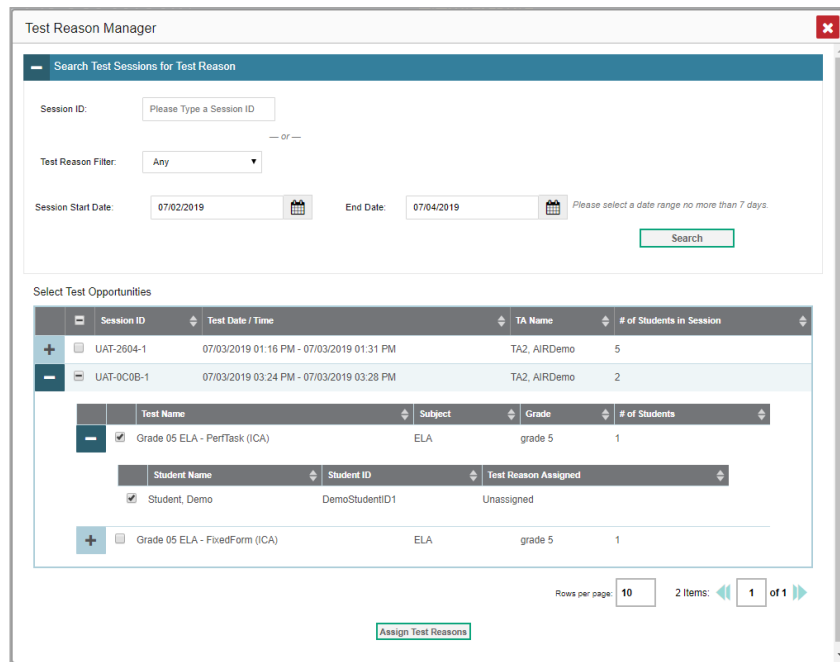
5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.

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

7. In the window that appears (see Figure 84), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 84. Confirm Test Reason and Assign Opportunities Window
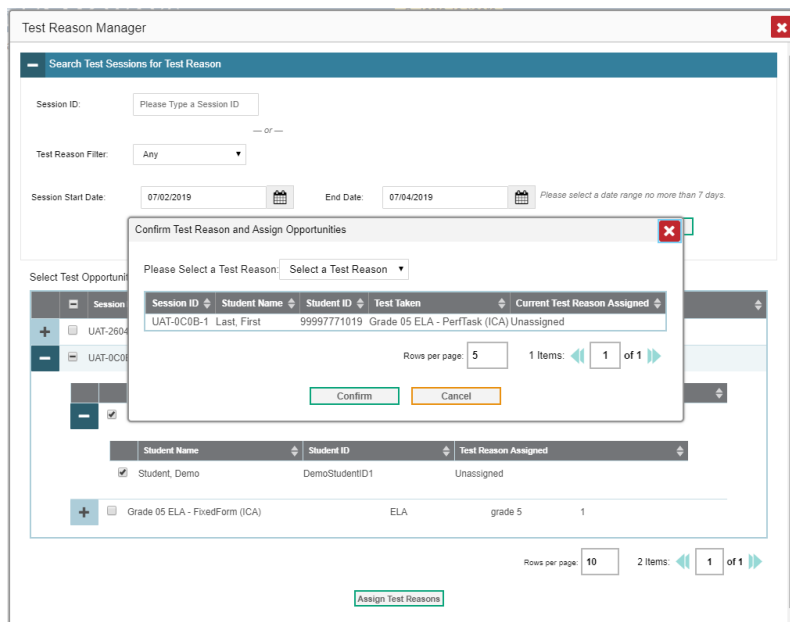
How to Filter Interim and Modular Test Opportunities by Test Reason (Category)

Test reasons (shown in Figure 85) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and modular tests were taken, and they can be a good way to focus on specific groups of tests. For summative assessments, test reasons are simply test windows and are not useful.

Figure 85. Teacher View: Performance on Tests Report

When your test opportunities 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 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 district-level users.

1. On the left side of the dashboard or Performance on Tests report, click the **Test Reasons** button. The **Filters** panel expands (Figure 86).

2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 86. District-Level User 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 shows the test reason selected, if any.

How to Filter Item-Level Data on Interims and Modulars by Standards and Clusters of Standards

You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, 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; you can then 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 switching between different sets of standard data and comparing them helps you understand students' abilities better.

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

1. On the left side of the page, click the **Standards** button. The **Filters** panel expands ([Figure 87](#)).

2. Use the drop-down list in the **Standards** section to select a cluster. An additional drop-down list appears.

3. *Optional*: Keep making selections from the drop-down lists as they appear.

Figure 87. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard.

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

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

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

How to Export and Print Data on Interims and Modulars

You can export or print any report you see in the Centralized Reporting. Some reports on individual tests 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. Different options will be available depending on the report you are viewing. Some interim and modular reports can be exported with item-level data.

Export or Print a Report You're Viewing

1. Select the print button from the **Features & Tools** menu, or, in some reports, from the upper-right corner. If there are multiple report tables on the page, multiple print buttons will appear.

   A print preview page opens ([Figure 88](#)).

   ▪ 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 88. Print Preview Page

2. If an aggregate report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, as in , the printed report includes data for the individual assessment items. Printouts of the Student Performance on Test report always include item data if available.

Figure 89. Print Preview Page with Summary and Item Scores Option Selected

3. To print the report, select the **Print** radio button. To download it, select **Save to PDF**, **Save to Excel** (XLSX), or **Save to CSV** (comma-separated values).

9. *Optional*: If a printout or PDF is for a particular student and the report includes items, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting report includes the actual items and the student's responses.

10. If you selected **Save to PDF**, choose an option from the **Page Layout** drop-down list that appears.

4. Click **Confirm**.

If you saved the report as a PDF, Excel, or CSV, the *Secure File Center* window appears, displaying the generated report.

How to Export an Assessment Report Directly from the Performance on Tests Report

1. Click ![download icon] to the left of the name of the assessment whose report you wish to export (see Figure 90).

Figure 90. Teacher View: Performance on Tests Report

The *Export Report* window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.

- **District-level users:**

  - To export the district test results, mark the **Overall Performance of all my Schools** radio button.

  - 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.

  - 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.

Figure 91. District-Level User View: Export Report Window

- **School-level users and teachers:**
  - 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.

  - 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.

Figure 92. Teacher View: Export Report Window

3. Choose from the **PDF**, **Excel**, and **CSV** formats.

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.

- Tip: If you are having difficulty accessing a report in the Secure File Center, be sure to clear your cache and cookies. If you are still having difficulty, navigate to Centralized Reporting using an Incognito Tab.

Appendix A. Roster Management

Rosters are groups of students. Each user-defined roster is associated with a teacher except when created at the district level. Each roster is associated with a teacher. Each is also associated with a single administrative year.

Teachers, school-level users, and district-level users can add, edit, and delete user-defined rosters. 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 students.

How to Add a Roster

You can create new rosters from students associated with your school or district.

1. From the **Features & Tools menu**, select **Add Roster**. The **Roster Manager** window appears, showing the Add Roster form (see Figure 93).

Figure 93. Roster Manager Window: Add Roster Form

2. If necessary, select the district and school for the roster from the drop-down lists.

3. Add a roster name and select a teacher.

4. Decide how you want to add students:

    11. **Quick Roster** tab (search adds students automatically, manually remove students to edit)

        – Use the **Quick Roster** tab to create a roster from a group of students. Once you select the search criteria, all students who meet those criteria are automatically added to the roster after you select **Create Quick Roster**. You can remove students manually by selecting ✕ next to individual students or select **Remove All** from the top of the grid. Selecting **Save** creates your roster.

    12. **Student Search** tab (search finds students that you add and remove manually)

- Use the **Student Search** tab for a more traditional search function, including the option to find specific students by ID or name. After you return results, select ➕ to add individuals or select **Add All** from the top of the grid.

⏩ **Tip**: To return fewer students, limit your search by adding more criteria. Expand the *Additional Fields* section to add student information criteria as available.

5. *Optional*: After results appear under *Selected Students*, change the information that displays about students.

13. **Show more information** drop-down: Select or clear additional columns under Available/Selected Students grids.

14. Use the *Filter* field to limit students to those who match the text you enter.

This keyword search only finds text in the grid. Be aware if you enter 11 to find students in 11th grade, any content with the text "11" will display. This could potentially pull in results you did not intend to find.

6. After you save, rosters may be changed from the Edit Rosters screen.

How to Modify a Roster

You can modify a user-defined roster by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **Features & Tools menu**, select **View/Edit Roster**. The ***Roster Manager*** window appears, showing the View/Edit/Export Roster form (see Figure 95).

Figure 94. Roster Manager Window: View/Edit/Export Roster Form
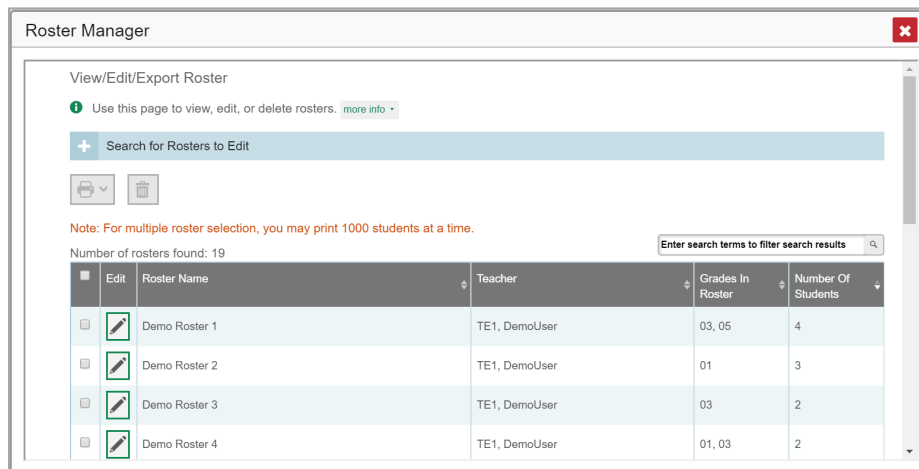
2. Select the school year, district, school, and roster type as needed for the roster you wish to edit. Optionally, select a teacher.

3. Click **Search**. Click **View Results** to view the results in your browser.

4. In the list of retrieved rosters, click the pencil button for the roster whose details you want to view The **View/Edit** window for the roster opens.

Figure 95. Roster Manager Window: View/Edit Roster Form

5. To add students, select **Find Students**. Select the **Student Search** tab to add individual students manually, or select the **Quick Roster** tab to add a group of students and then remove individual students who do not need to be on the roster. After you return results, select ➕ to add individuals or select **Add All** from the top of the grid.

   ☐ **Note**: Each user-defined roster can only be associated with one school, so the search options do not include a way to search for a school.

6. To remove students, click ✕ next to an individual student or select **Remove All** from the top of the grid.

7. Select **Save**, and in the affirmation dialog box select **Continue**.

How to Upload Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **Features & Tools menu**, select **Upload Rosters**. The **Roster Manager** window appears, showing the Upload Rosters: Upload page (see Figure 96).

5. Click **Next**. The Upload Rosters: Preview page appears ([Figure 97](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 97. Roster Manager Window: Upload Rosters: Preview Page

6. Click **Next** to validate the file.

Any errors or warnings are displayed on the Upload Rosters: Validate page (see [Figure 98](#)). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 98. Roster Manager Window: Upload Rosters: Validate Page

15. To revise the file before uploading, select **Upload Revised File**.

16. To view a list of issues with the file, select **Download Validation Report**.

17. To continue with the upload regardless of errors or warnings, select **Continue with Upload**. The confirmation screen appears (Figure 99).

Figure 99. Upload Rosters: Confirmation Page
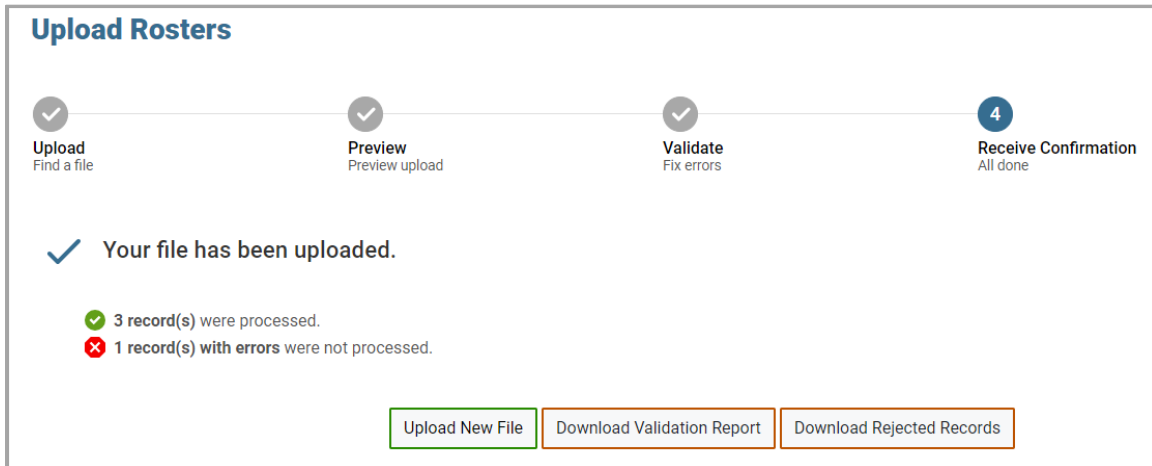
7. *Optional*: To upload another roster file, click **Upload New File**.

Table 8. Columns in the Rosters Upload File provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 8. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.

| ACTION | Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added. | Add or Delete. |

*Required field.

Appendix B. Condition Codes

Table 9 provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student's response.

Table 9. Condition Codes

Condition Code	Description
Blank	● The student did not enter a response.
Insufficient Text	● The student has not provided a meaningful response. Some examples: ▪ Random keystrokes ▪ Undecipherable text ▪ "I hate this test" ▪ "I don't know", "IDK" ▪ "I don't care" ▪ "I like pizza!" (in response to a reading passage about helicopters) ▪ Response consisting entirely of profanity ● For ELA Full Writes, use the "Insufficient Text" code for responses described above and also if ▪ The student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. ▪ The response is too brief to make a determination regarding whether it is on purpose or on topic.
Non-Scorable Language	● ELA/literacy: Language other than English. ● Mathematics: Language other than English or Spanish.
Off Purpose	● For ELA Full Writes only: ▪ A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. ▪ An off-purpose response addresses the topic of the task but not the purpose of the task. ▪ Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. ▪ Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.

Off Topic	● For ELA Full Writes only:
	  ▪ A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative).
	  ▪ Off-topic responses are generally substantial responses.

Insufficient Text (Copied Text from the Prompt)	● The response is largely composed of text copied from the prompt.
Insufficient Text (Refused to Answer)	● The response is a refusal to respond, in a form such as "idk" or "I don't know."
Non-Specific	● This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires.
Non-Scorable Language (Spanish Response)	● The response is in Spanish.
Non-Scorable Language (Uninterpretable Language)	● The response is in a language other than English or Spanish.

Appendix C. Help Guide

Centralized Reporting includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 100.](#) Help Guide within Banner), click **Help**. 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 100. Help Guide within Banner

Appendix D. Secure File Center

Centralized Reporting 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 to them and not shared among other users. Users can easily manage the files in their Secure File Centers. The files are categorized into different tabs 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. Users can archive or delete files as needed. Users can also share files by sending them to other users' Secure File Centers.

If you are having difficulty accessing a report in the Secure File Center, be sure to clear your cache and cookies. If you are still having difficulty, navigate to Centralized Reporting using an Incognito Tab. How to Access and Manage Files in the Secure File Center.

Figure 101. Secure File Center within Banner

Access and Manage Files in the Secure File Center

The files in the Secure File Center are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable. The number of days remaining until a file expires is also displayed next to a file. By default, exported files are available for 30 days while secure documents are available for the period specified by the DOE. You can access the Secure File Center from any page in Reporting to either download the file or archive the file. You can also delete the files you have exported, but not files added by admin users.

1. In the banner, click **Secure File Center**. The *Secure File Center* window appears (). By default, the Secure File Center displays the **View Documents** tab.

Figure 102. Secure File Center Window: View Documents Tab: Recent Sub-Tab
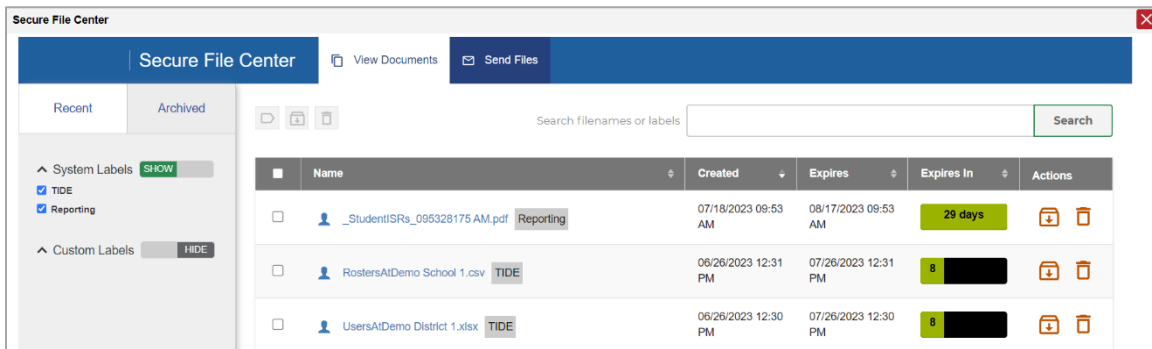
2. Choose either of the available tabs (Figure 102):

   18. **Recent**: Displays all files except those that have been archived.

   19. **Archived**: Displays files that have been archived.

3. *Optional*: To filter the files displayed, enter a search term in the text box in the upper-right corner.

4. *Optional*: To hide or display system labels, click the **System Labels** toggle.

5. *Optional*: To hide files with a particular system label, clear the checkbox for that label.

6. *Optional*: To hide or display custom labels, click the **Custom Labels** toggle.

7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label.

8. *Optional*: Do one of the following:

   20. To download a file, click the name of the file.

   21. To add a new custom label or apply an existing custom label, select ⬅.

      – To apply a new custom label, mark the checkbox, enter a new custom label in the text box, and select **Save New Label**.

      – To apply an existing custom label, mark the checkbox, enter an existing custom label in the text box, and select **Apply Label**.

   22. To archive a file, select 🗄. To unarchive a file from the **Archived** tab, select 🗄.

   23. To delete a file, select 🗑. Files exported to the Secure File Center or archived can be deleted. However, secure documents uploaded to the Secure File Center by admin users cannot be deleted.

How to Use the Secure File Center to Send Files to Other Users' Secure File Center

You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner, select **Secure File Center**. The *Secure File Center* page appears. By default, the **View Documents** tab displays.

2. Select the **Send Files** tab. The *Send Files* page appears (see Figure 103).

3. In the *Select Recipients* field, do one of the following:

    ▪ Select **By Role** to send a file or files to a group of users by user role.

    ▪ Select **By Email** to send a file or files to a single recipient by email address.

    ▪ If you select **By Email**, skip to step 7.

Figure 103. Secure File Center Window: Send Files Tab

4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.

5. From the drop-down list select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

7. If you selected **By Role** in step 3, skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.

8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.

9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.

10. Select **Send**.

Files display in the Secure File Center after you send them.

Appendix E. Multiple Modular Test Opportunities

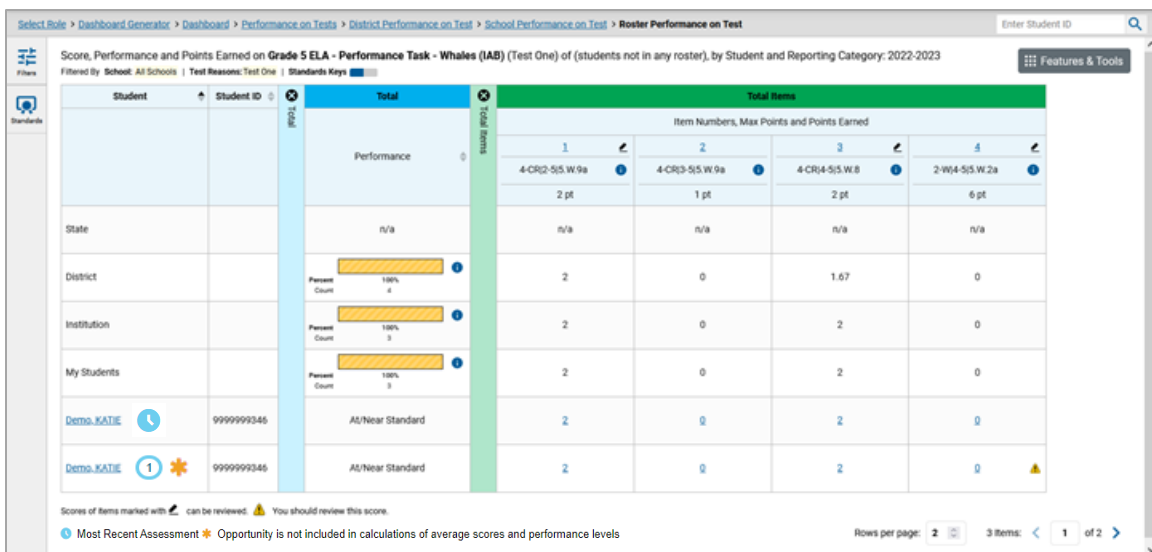Sometimes modular test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, as in Figure 104, reports display a row of data for each opportunity. A clock icon 🕐 appears next to the most recent opportunity. Previous opportunities are marked with numbers ①, starting from the earliest test taken. An asterisk icon ✳ indicates that an opportunity is not included in calculations of average scores or performance distributions.

Figure 104. Roster Performance on Test Report
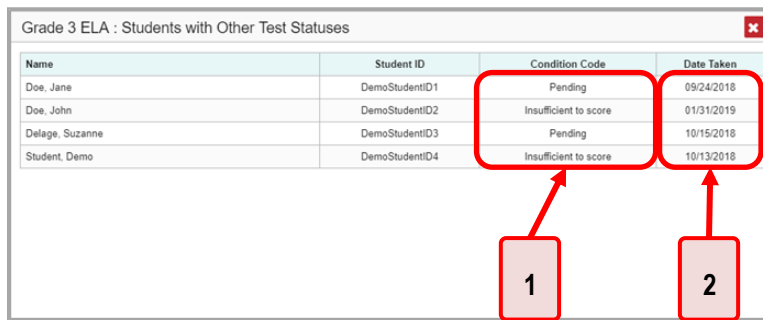
Appendix F. Non-Scorable Test Opportunities

The reports in Centralized Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidated", or when it includes blank or empty reporting categories (reporting categories without items). If a test opportunity is non-scorable, a notification ⚠️ appears below the report for that assessment.

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window (see Figure 105). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 105. Students with Other Test Statuses Window

Table 10. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

Appendix G. Performance Data

Depending on the test, a report may display different kinds of performance data:

- Score data: This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in reports:
    - Scale scores.
    - Raw scores, which may be in the form of percentages or fractions.
- Standard error: After an individual student's score, you may see a number with "±" before it. This is the standard error of measurement (SEM). A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. As an example, if a student receives a test score of 75 with an SEM of 4, that tells us that the student's knowledge and skills fall between 71 and 79. For average scores at aggregate levels, the number following "±" is the standard error of the mean.
- Performance-level data are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in Figure 106, showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.

Figure 106. District Performance on Test Report

- Measures in aggregate reports for adaptive tests may also include **Weak or Strong?**, **Proficient?**, and **% Correct**.

In a report, click the more information button ⓘ in the score or Performance Distribution columns.

A legend appears ([Figure 107](#)), explaining what the scores or performance levels indicate.

Figure 107. District Performance on Test Report with Expanded Performance Distribution Legend
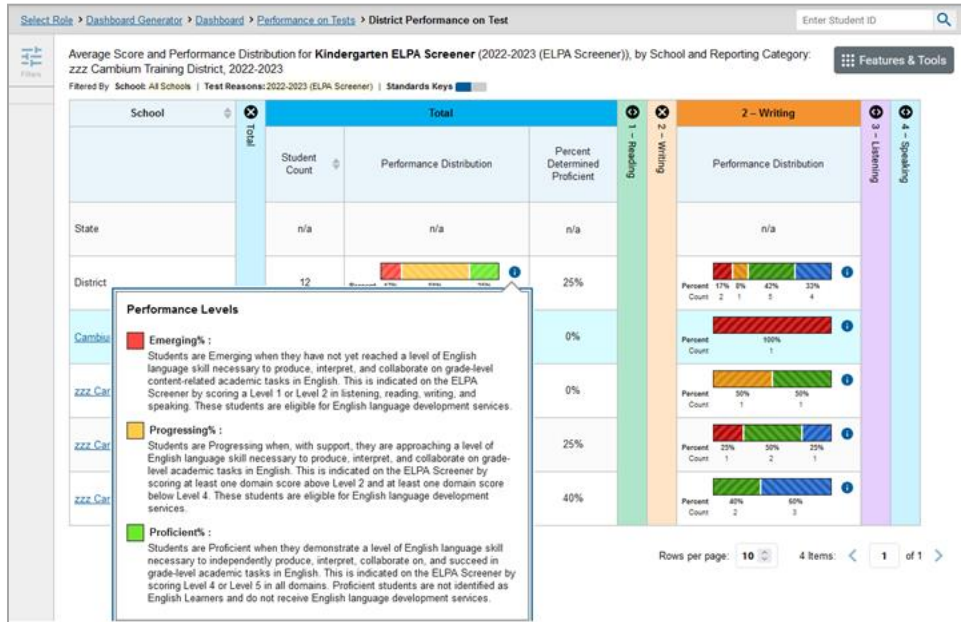
You will find similar buttons ⓘ in reports throughout Centralized Reporting.

Appendix H. Report Tables

How to 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 to Specify the Number of Rows Displayed

In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

How to 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 to 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. Alternatively, click and drag the green horizontal scrollbar at the bottom of the table.

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

How to 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 test 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.

Appendix I. Test Resources

Some test results in Centralized Reporting include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.

If additional assessment information is available, click **Get Instructional Resources** in the **Features & Tools menu.**

A window opens (see Figure 108), displaying resource links that either download or open in a new browser tab or window.

Figure 108. Test Resources Window
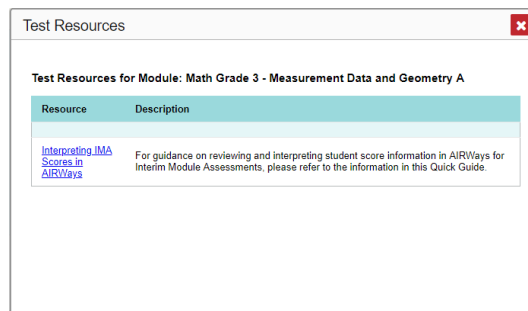
Appendix J. User Role Change

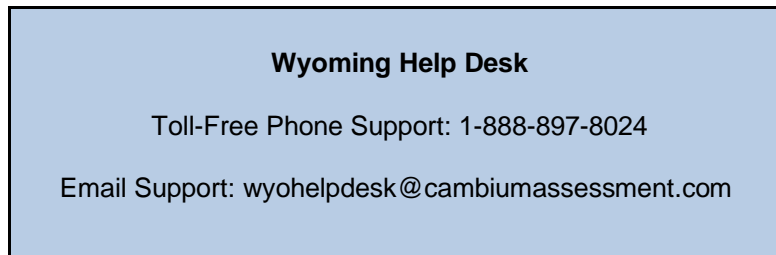If your account is associated with multiple user roles or institutions, you can switch between them.

1. From the banner menu, select **Change Role**. (Alternatively, click the **Select Role** link in the path at the upper-left corner.) The ***Change Role*** window appears.

2. From the **Role** drop-down list, select the desired role and institution (entity name) combination.

3. Click **Continue**. The window closes and the Dashboard Generator page appears.

User Support

For additional information and assistance in using Centralized Reporting, contact the Wyoming Help Desk.

The Help Desk is open Monday – Friday 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming portal).

Wyoming Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyohelpdesk@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 WISER ID and associated district 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 (21H2) and Firefox 87 or macOS 12.3 and Safari 13).