



Reporting System User Manual

For Assessments in ClearSight

2023-2024

Published October 25, 2023

Prepared by Cambium Assessment, Inc.

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Table of Contents

Reporting System User Manual	1
Introduction to the User Guide	1
How to Navigate Reports.....	2
How to Understand Which Students Appear in Your Reports.....	2
How to Start Viewing Reports.....	2
How to Use the Dashboard Generator Page	2
How to Use the Dashboard to View Aggregate Test Results	3
How to View More Detailed Data on a Particular Test Group	3
For Teachers and School-Level Users: How to View Student-Level Data for All Your Students.....	5
How to View Test Results for Classes (Rosters) on a Particular Test	7
How to Access Test Results for All Your Classes (Rosters)	7
How to See Which Classes (Rosters) Performed Well on This Assessment.....	8
How to See Which Classes (Rosters) Had the Highest Test Completion Rates.....	9
How to Determine How Well Classes (Rosters) Performed in Each Area on the Test...	10
How to View and Interpret Writing Dimension Measures	10
How to Access Test Results for an Individual Class (Roster)	12
How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test.....	12
For School- and District-Level Users: How to View Test Results for a School on a Particular Test.....	13
How to Access Test Results for a School.....	13
How to See Which Classes (Rosters) Performed Well on This Assessment.....	14
For District-Level Users: How to View Test Results for a District on a Particular Test.....	14
How to Access Test Results for a District.....	14
How to See Which Schools in the District Performed Well on This Assessment	15
How to See How Well Schools in the District Performed in Each Area of the Test.....	16
How to Track Student Performance Over Time	16
How to Access a Longitudinal Report Comparing Related Assessments	17
How to View Students' Overall Performance on These Assessments Over Time	19
How to Switch Between Score Data and Performance Level Data	19
How to See Students' Performance in Different Areas Over Time	20
How to Modify the Test Groupings You've Selected	20
How to Filter Test Opportunities to Show Some and Not Others.....	20

How to View Test Results Broken Down by Demographic Sub-Groups	22
How to View Test Results Broken Down by Demographic Sub-Groups	22
How to View Test Results for a Particular Demographic Sub-Group or Combination....	23
Track Student Performance Over Time.....	24
How to View Test Results for Individual Students.....	24
How to Access Test Results for an Individual Student on a Particular Test	24
How to View a Report for All the Assessments a Student Has Completed Over Time ..	26
How to Use the Student Portfolio Report to View Only the Tests You’re Interested In ..	27
How to View a Student’s Performance on Tests Taken in a Previous School Year or Years	28
What It Means When an Item Score Reads “n/a”	30
How to Use Individual Student Reports (ISR).....	30
What an Individual Student Report (ISR) Looks Like and How to Read It	31
How to Generate and Export Individual Student Reports (ISR).....	33
How to Generate and Export Student Data Files	38
How to Compare Students’ Data with Data for Your District, School, and/or Total Students.....	43
How to Access Item-Level Data.....	43
How to View Item Scores	44
How to Find Out Which Items Students Performed on the Best or Struggled with the Most.....	44
How to View Standards for Each Item.....	45
How to View an Item	46
How to View Items with and Without the Students’ Visual Settings	49
What It Means When a Student Response Contains Highlighted Text.....	50
How to Navigate to Other Items from the Item View Window.....	50
How to View Another Student’s Response to the Current Item	50
What It Means When Items Are Labeled “1-1”, “1-2”, and So On.....	51
What It Means When an Item Score Reads “n/a”	51
How To Setup Reports to Suit Your Needs.....	52
How to Filter Tests to Display	52
For Teachers and School-Level Users: How to Filter Classes (Rosters) to Display	54
For District-Level Users: How to Filter Schools to Display.....	56
How to View Data from a Previous Point in Time.....	57
How to Assign Test Reasons (Categories).....	59

How to Filter by Test Reason (Category)	61
How to Filter Item-Level Data by Standards and Clusters of Standards	64
How to Export and Print Data.....	67
How to Export or Print a Report You're Viewing	67
How to Export an Assessment Report Directly from the Performance on Tests Report.....	69
How to Score Items.....	72
How to Score Unscored Items.....	72
How to Submit Scored Test Opportunities for Processing.....	75
How to Modify Scores for Items.....	75
Appendix	78
C.....	78
Class (Roster) Management.....	78
How to Add a Class (Roster)	78
How to Modify a Class (Roster)	81
How to Upload Classes (Rosters)	84
Condition Codes	88
H.....	89
Help	89
How to Access the Online User Guide	89
I.....	90
Secure File Center.....	90
How to Access and Manage Files in the Secure File Center.....	90
How to Use the Secure File Center to Send Files to Other Users' Secure File Centers	92
L.....	94
Login Process.....	94
How to Log In to the Reporting System	95
How to Set or Reset Your Password.....	96
M.....	98
Multiple Interim Test Opportunities.....	98
P.....	98
Performance Data.....	98
R.....	101
Report Tables.....	101

- How to Sort a Table 101
- How to Specify the Number of Rows Displayed 101
- How to View Additional Table Rows 101
- How to View Additional Table Columns 102
- How to Expand All Accordion Sections in a Table 102
- U.....102
 - User Role Change102
- User Support.....103
- Change Log104

Introduction to the User Guide

This user guide gives instructions on using the Reporting System for the following:

- [Accessing interim and benchmark assessment data.](#)
- [Scoring interim and benchmark assessments.](#)

It includes the following sections:

- [How to Navigate Reports](#)
- [How to Score Items](#)

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand Which Students Appear in Your Reports

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

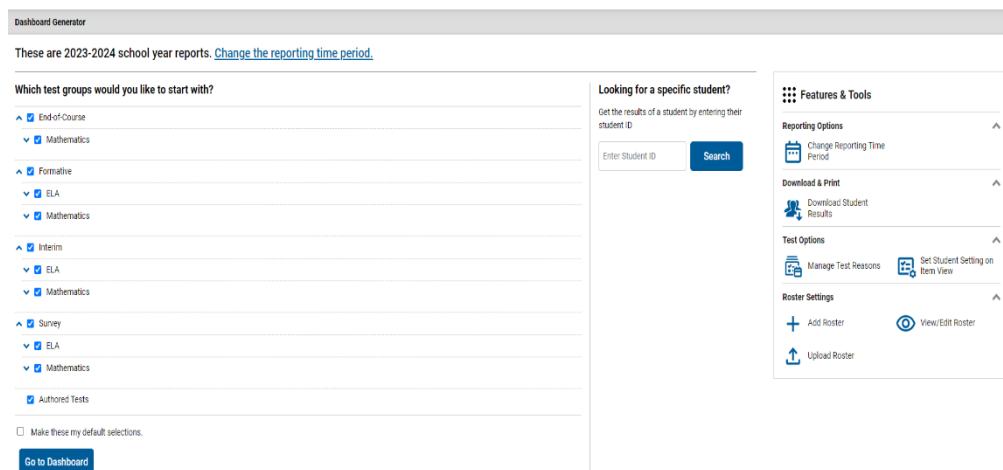
How to Start Viewing Reports

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

How to Use the Dashboard Generator Page

When you log in to the Reporting System, the Dashboard Generator page appears ([Figure 1](#)). The controls on the left let you select from the groups of tests that have been processed in your district for the school year. Typically, you may choose test types, subjects within the test types, and grades within the subjects.

Figure 1. 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.

Reporting System User Guide

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 can view the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the first card shown in [Figure 2](#) is for ClearSight Formative ELA).

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.


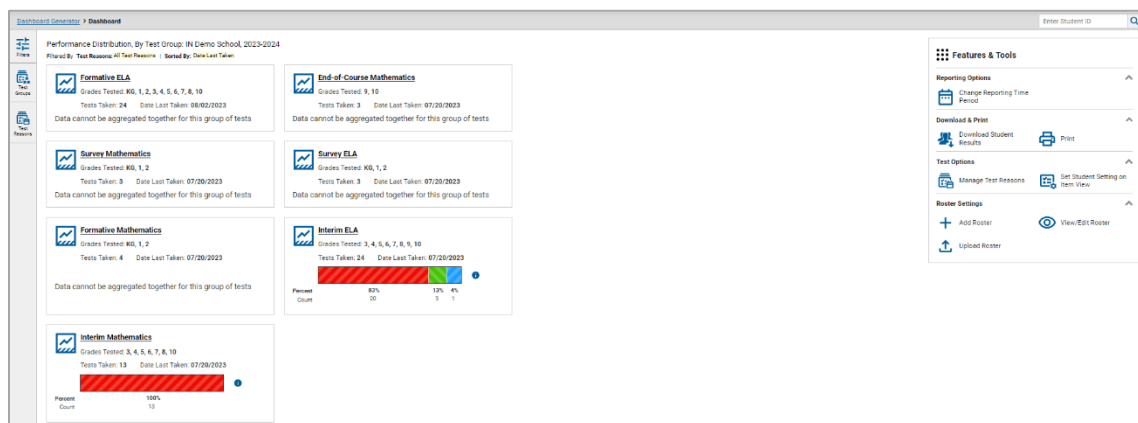
Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 2. Teacher View: Dashboard



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

How to View More Detailed Data on a Particular Test Group

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

Reporting System User Guide

In the Performance on Tests report, teachers see two tables, as in [Figure 3](#):

- 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 3. Teacher View: Performance on Tests Report

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2023-2024
Filtered By: Roster: All Roster | Test Reasons: All Test Reasons |

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
ClearSight Formative Writing Grade 2 Domain (Educator Score)...	Formative	2	Test One	1	65%	08/02/2023
ClearSight Formative Writing Grade 2 Domain (Educator Score)...	Formative	2	Test One	1	100%	08/02/2023
ClearSight Formative Writing Grade 2 Informative (Educator Score)...	Formative	2	Test One	1	90%	08/02/2023
ClearSight Formative Writing Grade 1 Domain (Educator Score)...	Formative	1	Test One	1	93%	08/02/2023
ClearSight Formative Writing Grade 1 Informative (Educator Score)...	Formative	1	Test One	1	90%	08/02/2023
ClearSight Formative Writing Grade 1 Informative (Educator Score)...	Formative	1	Test One	1	90%	08/02/2023
ClearSight Formative ELA Grade KG Foundational...	Formative	KG	Test One	1	78%	07/20/2023
ClearSight Formative ELA Grade 2 Literature...	Formative	2	Test One	1	80%	07/20/2023
ClearSight Formative ELA Grade 2 Language...	Formative	2	Test One	1	67%	07/20/2023
ClearSight Formative ELA Grade 1 Informational...	Formative	1	Test One	1	90%	07/20/2023

Rows per page: 10 | 24 Items: 1 | of 3

My Students
Most Recent Assessment of All Rosters: 2023-2024
Filtered By: Roster: All Roster | Test Reasons: All Test Reasons |

Student Name	Student ID	Most Recent Assessment	Date Taken
Last Edit	0649999-12345678	ClearSight Formative Writing Grade 2 Domain (Educator Score) - 2	08/02/2023

District- and school-level users see just one table, as in [Figure 4](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.

Figure 4. School-Level User View: Performance on Tests Report

Performance on Tests
Average Score and Performance Distribution, by Assessment: IN Demo District, 2023-2024
Filtered By: School: All Schools | Test Reasons: All Test Reasons |

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim ELA Grade 5	Interim	5	Test Three	1	171	Percent Count: 100% (1)	09/08/2023
Interim ELA Grade 3	Interim	3	Test One	4	241 ± 61	Percent Count: 75% (3), 25% (1)	08/08/2023
Interim ELA Grade 6	Interim	6	Test One	1	334	Percent Count: 100% (1)	08/03/2023
Interim ELA Grade 5	Interim	5	Test One	1	259	Percent Count: 100% (1)	08/03/2023
Interim ELA Grade 4	Interim	4	Test One	2	338 ± 47	Percent Count: 50% (1), 50% (1)	08/03/2023
Interim ELA Grade 4	Interim	4	Unassigned	2	183 ± 34	Percent Count: 100% (2)	08/03/2023
Interim ELA Grade 3	Interim	3	Unassigned	2	184 ± 33	Percent Count: 100% (2)	08/02/2023
Interim Reading Grade 10	Interim	10	Test One	1	180	Percent Count: 100% (1)	07/20/2023
Interim ELA Grade 10	Interim	10	Test One	1	237	Percent Count: 100% (1)	07/20/2023
Interim Reading Grade 3	Interim	3	Test One	2	351 ± 86	Percent Count: 50% (1), 50% (1)	07/20/2023

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For each test, the assessments table (see [Figure 5](#)) shows the test group, grade, test reason (a category assigned to an assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 5. Teacher View: Performance on Tests Report

The screenshot displays the 'Performance on Tests' report. The main table has the following data:

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

The 'My Students' section shows the following data:

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

Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons
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 Filter Tests to Display](#)).

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 displays test results for each of your students across classes (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 report that appears, select the **Performance by Student** tab, as in [Figure 6](#). You will see results listing all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 6. School Performance on Test Report: Performance by Student Tab

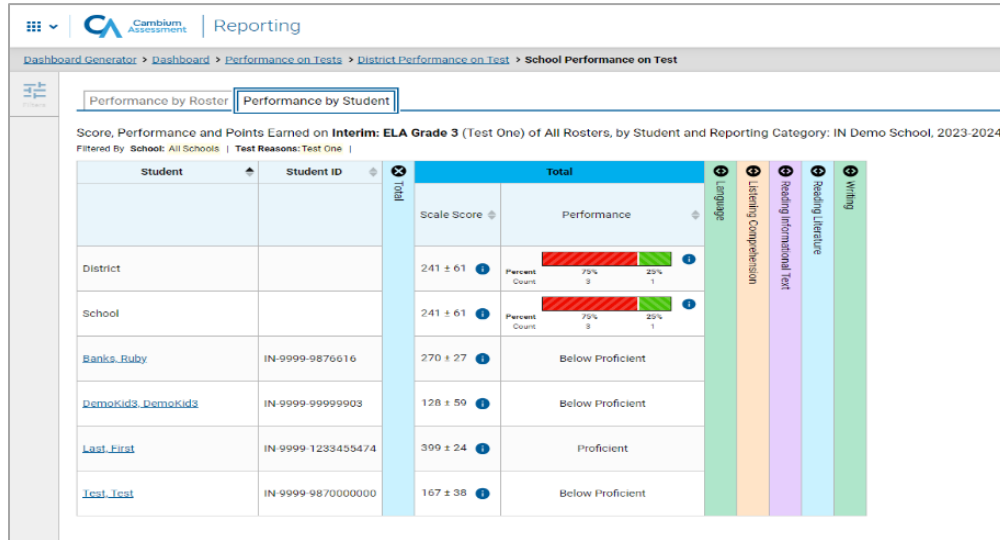


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school (state data not available)
3	Student data

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

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in [Figure 7](#).

Figure 7. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

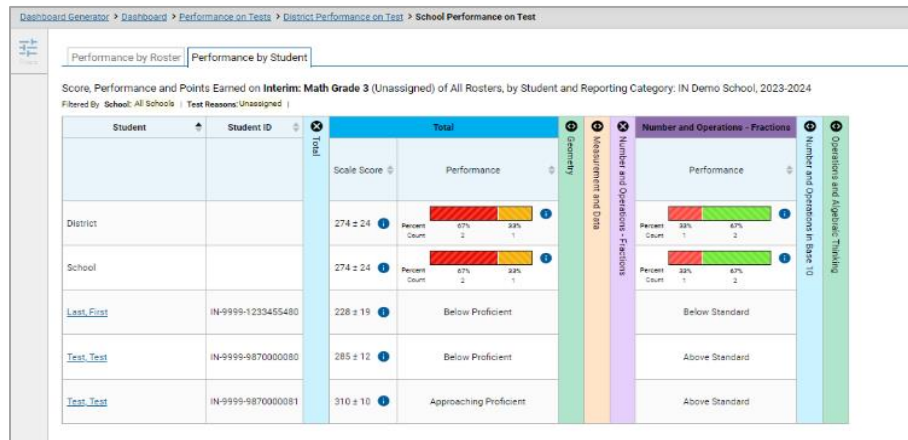


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

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

How to View Test Results for Classes (Rosters) on a Particular Test

You can view a list of classes (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 Classes (Rosters)

The **Performance by Roster** tab ([Figure 8](#)) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. 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 appear, 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 8](#) displays a list of your classes (rosters) and each class’s performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 8. My Students’ Performance on Test Report: Performance by Roster Tab

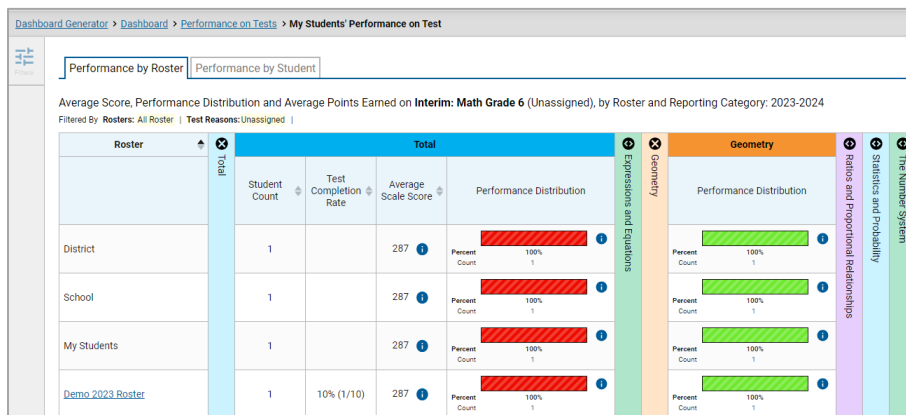


Table 4. My Students’ Performance on Test Report: Performance by Roster Tab Elements

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

How to See Which Classes (Rosters) Performed Well on This Assessment

To see which classes performed best on the test, do either of these things (see [Figure 9](#)):

- 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 9. My Students' Performance on Test Report: Performance by Roster Tab

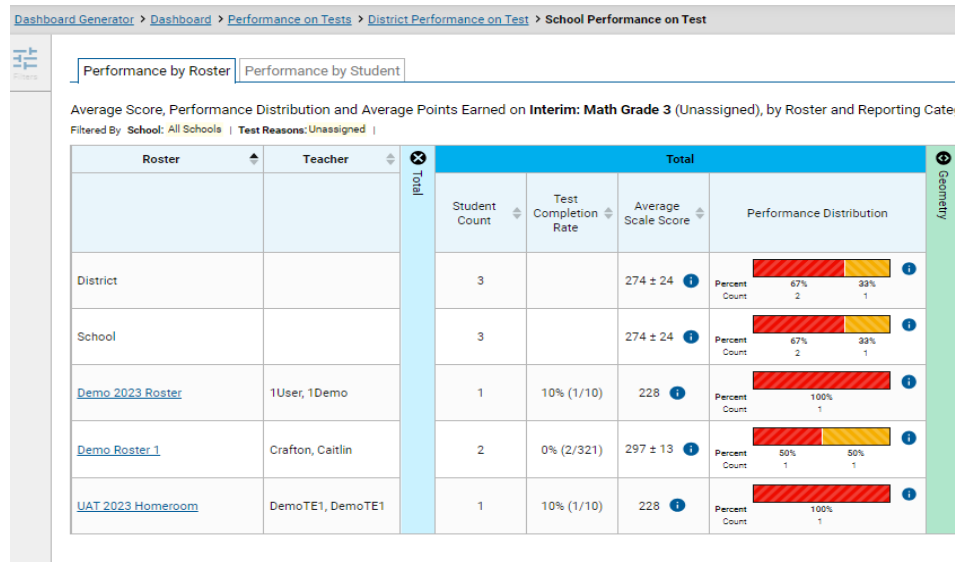


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

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

How to See Which Classes (Rosters) Had the Highest Test Completion Rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 9](#)).

How to Determine How Well Classes (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 10), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 10. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

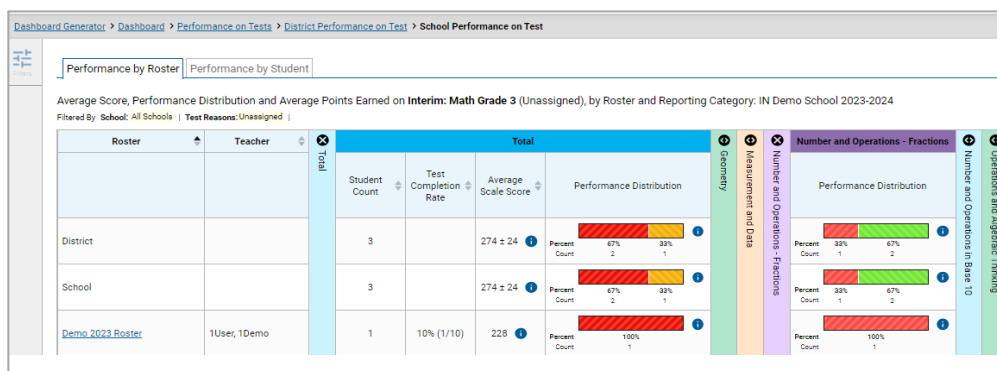


Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

Interim tests cover multiple reporting categories, while a ClearSight Formative test covers only one.

How to View and Interpret Writing Dimension Measures

Aggregate 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 11) contains the following under the Essay header:

- **Essay type.** For example, Informative/Explanatory, and Argumentative.
 - **Writing dimension** within the essay type, as listed in item rubrics. For example, Purpose, Focus, and Organization; Evidence and Elaboration; and Conventions of Standard English.
 - **Point value.** A sub-column for each possible item point value for the writing dimension. Each point value sub-column displays the percentage 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 11. District Performance on Test Report with Expanded Writing Dimensions Section

School	Total	Writing Dimensions								
		Opinion			Conventions of Standard English		Evidence and Elaboration		Purpose, Focus, and Organization	
	Student Count	Average Percent Correct	Average Score	0 pt	1 pt	2 pt	1 pt	2 pt	1 pt	2 pt
District	10	81%	7/8	n/a	n/a	n/a	n/a	n/a	n/a	n/a
IN Demo School	10	81%	7/8	n/a	n/a	n/a	n/a	n/a	n/a	n/a

To learn about the highlighting and arrow icons, click the more information button in the Essay header. A legend expands, as in [Figure 12](#).

Figure 12. District Performance on Test Report with Expanded Writing Dimensions Section and Expanded Legend

Writing Dimensions

Essay

Argumentative				Informative-Explanatory					
Conventions of Standard English		Evidence and Elaboration		Conventions of Standard English		Evidence and Elaboration		Purpose, Focus, and Organization	
0 pt	1 pt	2 pt	1 pt	2 pt	3 pt	4 pt	1 pt	2 pt	3 pt
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Percent of Points Earned

This table indicates the percentage of students who obtained each point value on each writing dimension.

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

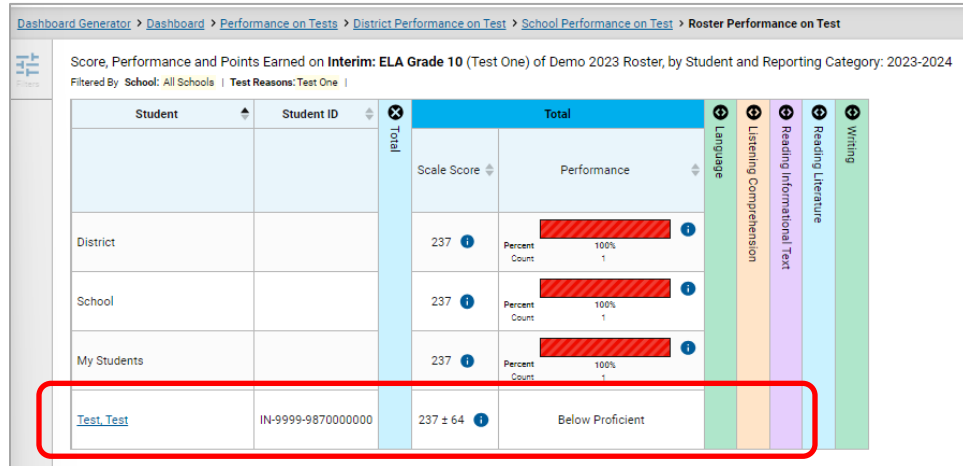
These cells indicate groups of students, on this page, in your roster/school/district that have the **highest percentage of students obtaining the lowest point value** for a particular writing dimension compared to other groups in your roster/school/district.

Rows per page: 10 1 items: 1 of 1

How to Access Test Results for an Individual Class (Roster)

Prior sections explained how to access test results for all your classes (rosters). To view results for one specific class, click the name of a class that appears in the first column of the report. The class results listed by student appear (see [Figure 13](#)).

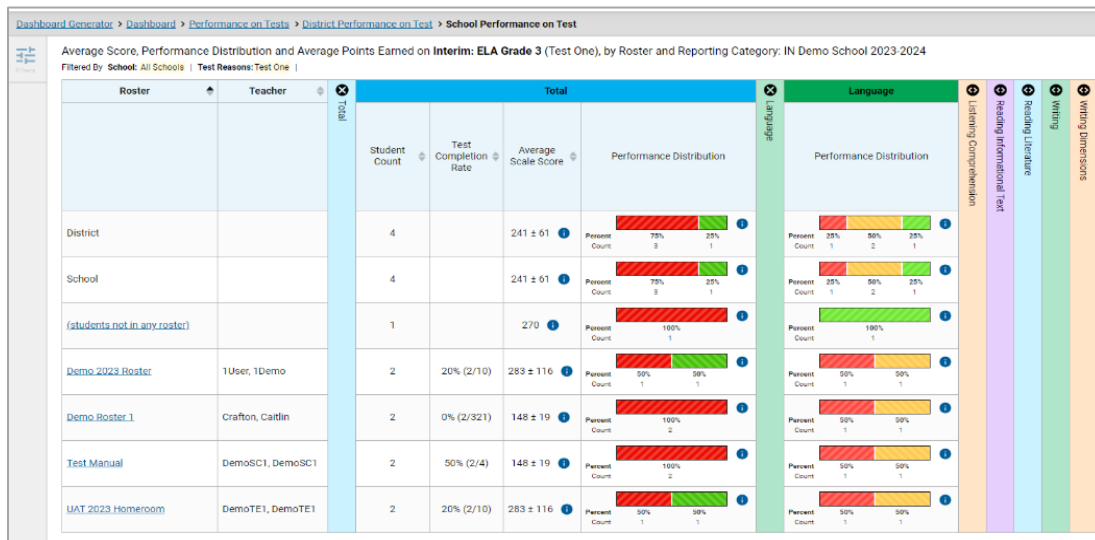
Figure 13. School-Level User View: Roster Performance on Test Report



How to See How Well Students in Your Class (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 14](#). Click the vertical section bar to expand each section.

Figure 14. 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.

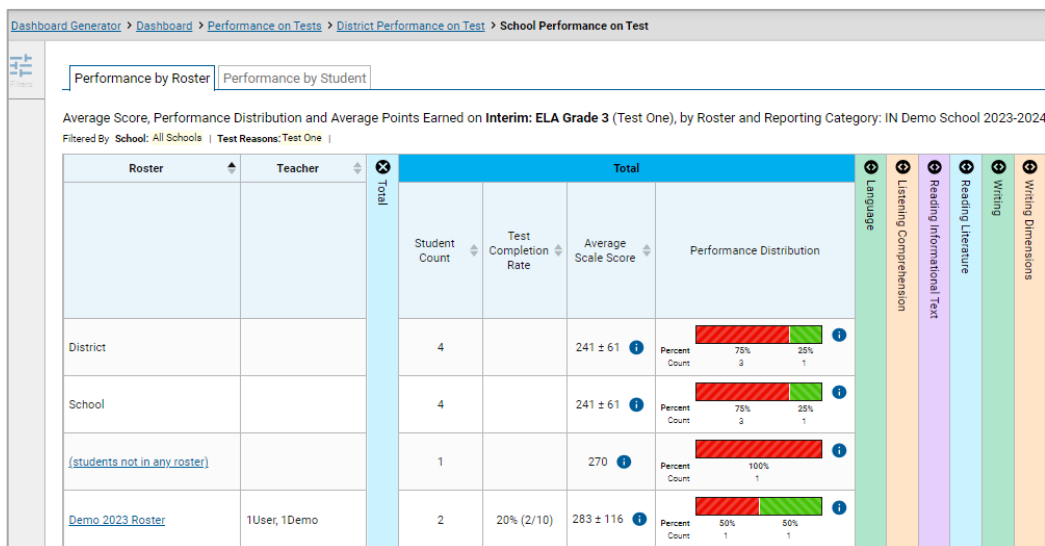
District-level users:

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 see 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 15](#).

Figure 15. School Performance on Test Report: Performance by Roster Tab



How to See Which Classes (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 (see [Figure 16](#)). 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 classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 16. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score

Roster	Teacher	Total	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution
District			4		241 ± 61	Percent Count: 75% (3), 25% (1)
School			4		241 ± 61	Percent Count: 75% (3), 25% (1)
(students not in any roster)			1		270	Percent Count: 100% (1)

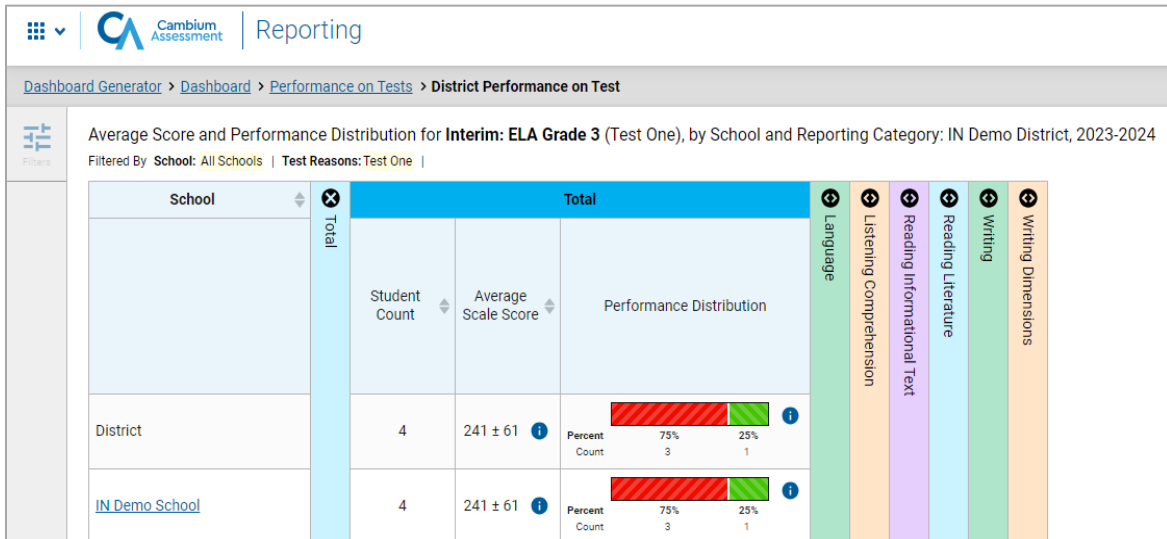
For District-Level Users: How to View Test Results for a District on a Particular Test

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 (see [Figure 17](#)).

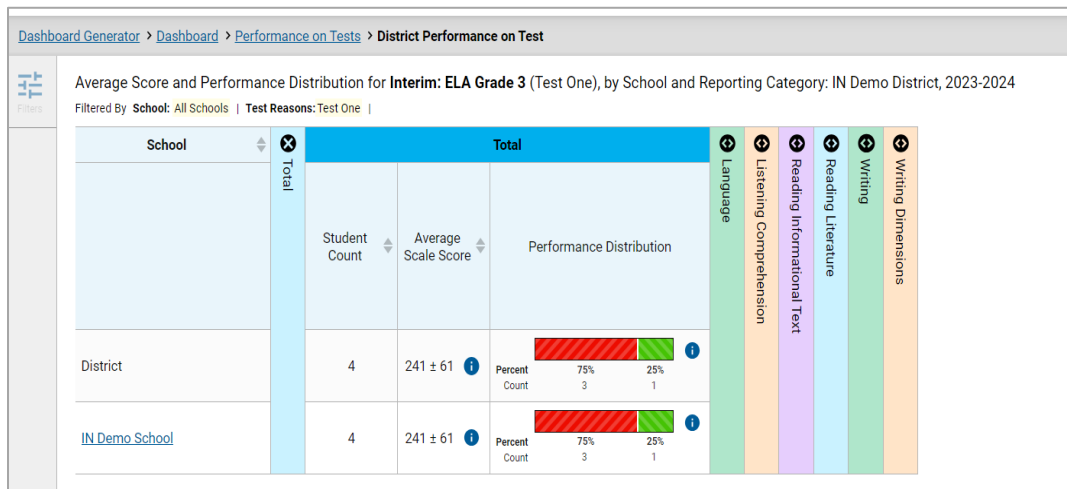
Figure 17. District Performance on Test Report



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 (as in [Figure 18](#)).

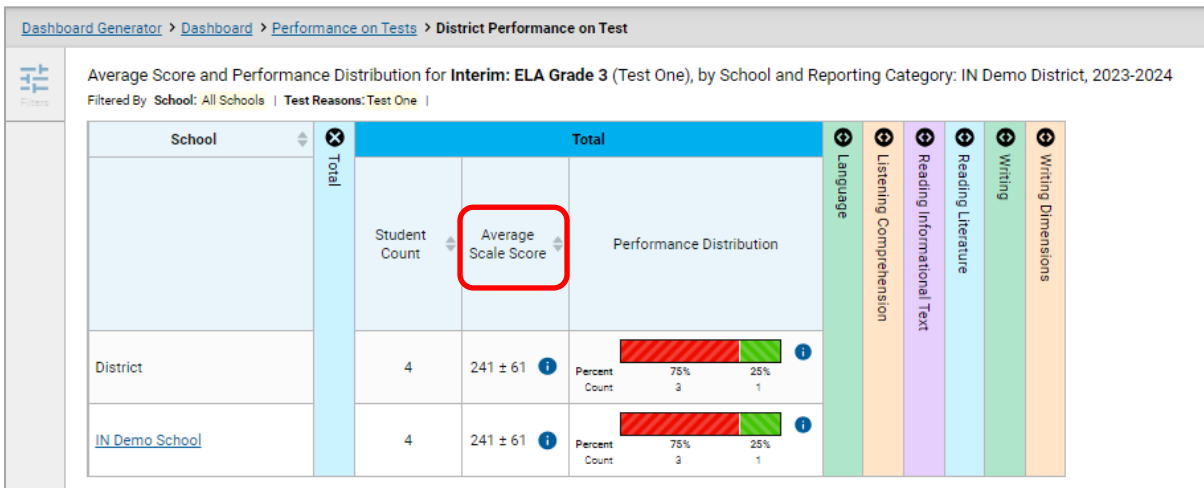
Figure 18. District Performance on Test Report Sorted by Score



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 (as in [Figure 19](#)).

Figure 19. District Performance on Test Report with Expanded Reporting Category Section



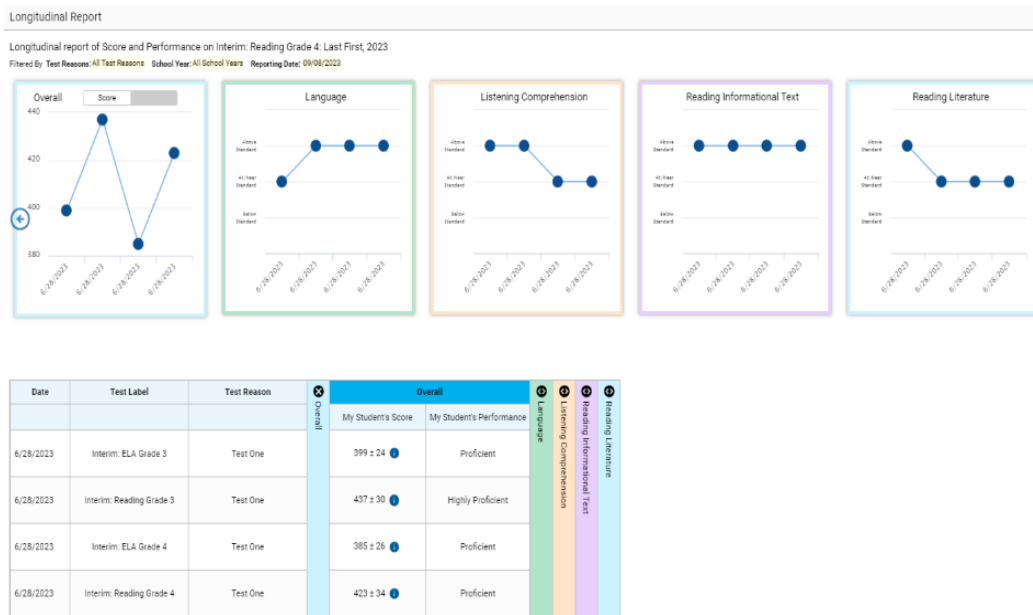
How to Track Student Performance Over Time

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 20](#)).

Figure 20. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category



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.

- **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 21](#)). 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).
 - The cells in the columns display checkmarks to indicate which students completed which test/test reason combinations.

Figure 21. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report
✕

Generate Report

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 4

Test	Module: Grade 3 Math - Operations and Algebraic Thinking A	
<input checked="" type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> 2019-2020 Year	<input checked="" type="checkbox"/> Posttest
Bartley, O'Connors (9910050...)	✓	✓
Doe, John (991005263)	✓	✓
Delage, Suzanne (991006826)	✓	
Doe, Jane (120230013)	✓	✓
Student, Demo (998100170)	✓	✓

- 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 22](#)). 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 22. Longitudinal Report Window: Report for a Single Student with a Single Reporting Category

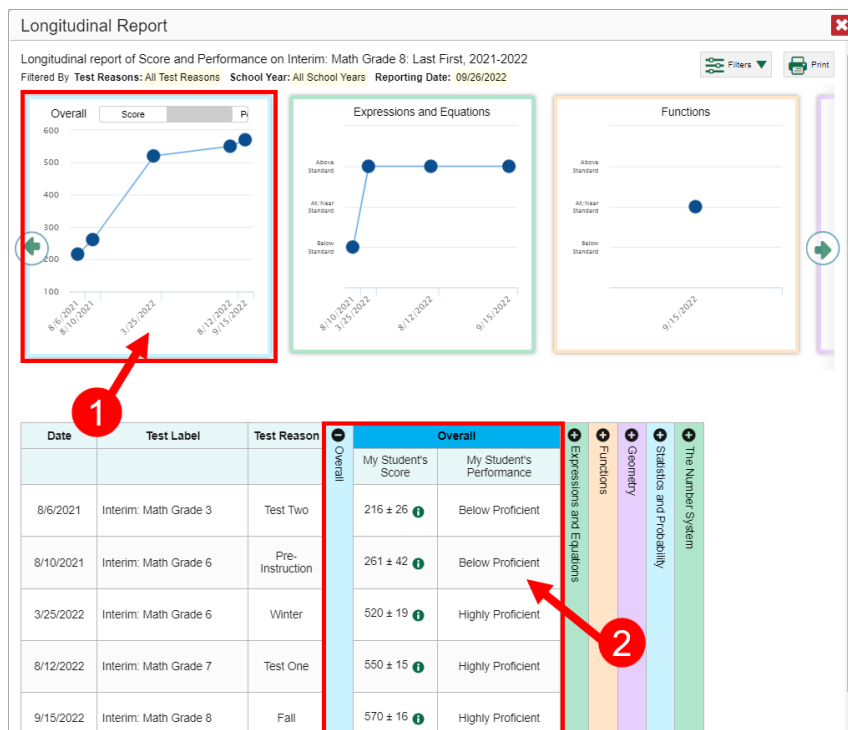


Table 7. Longitudinal Report Window Elements

#	Element
1	Overall performance graph
2	Overall performance section of table

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

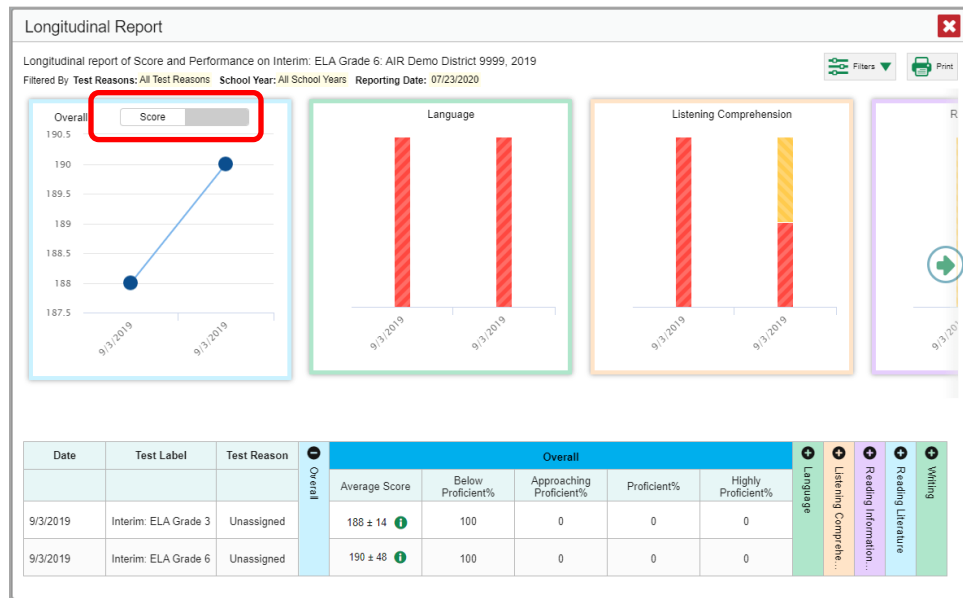
Mouse over the data points in a line graph or the sections in a bar to get more information.

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, as in [Figure 23](#). 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.


Figure 23. Longitudinal Report Window: Report for Multiple Students with Multiple Reporting Categories



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 (see Figure 23). 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 Modify the Test Groupings You've Selected

If you are a teacher and 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 your selection of tests and test reasons.

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.

Reporting System User Guide

1. Open the **Filters** menu at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 24](#)).

Figure 24. Longitudinal Report Window: Report for Multiple Students with a Single Reporting Category and with Expanded Filter Menu

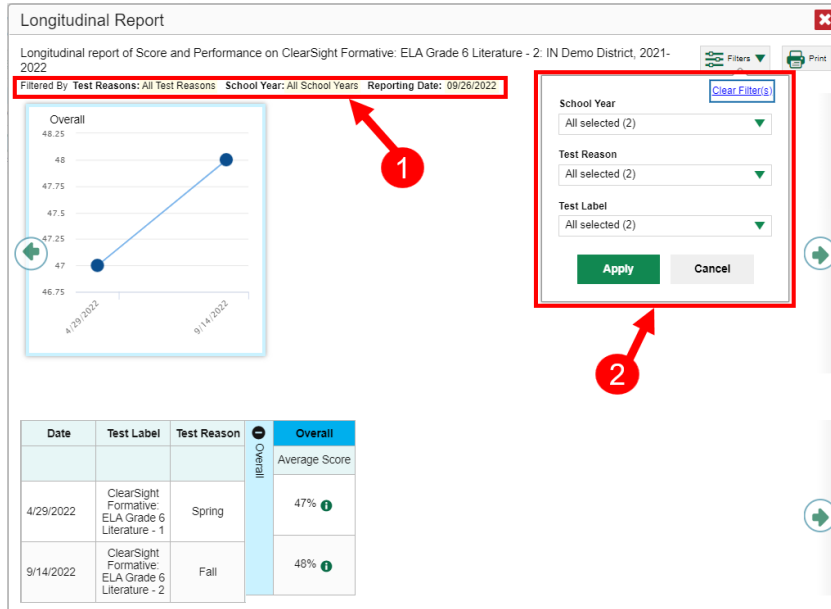


Table 8. Longitudinal Report Window Elements

#	Element
1	Row of filter details below the report header
2	Open filter menu with filters for school year, test reason (category of test), and test label (name)

- You may want to filter by a particular school year or years. Note that years are not calendar years. “2021” refers to the 2021–2022 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.

- 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.
- 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, as in [Figure 24](#), showing the test reasons and school years included in the report.

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

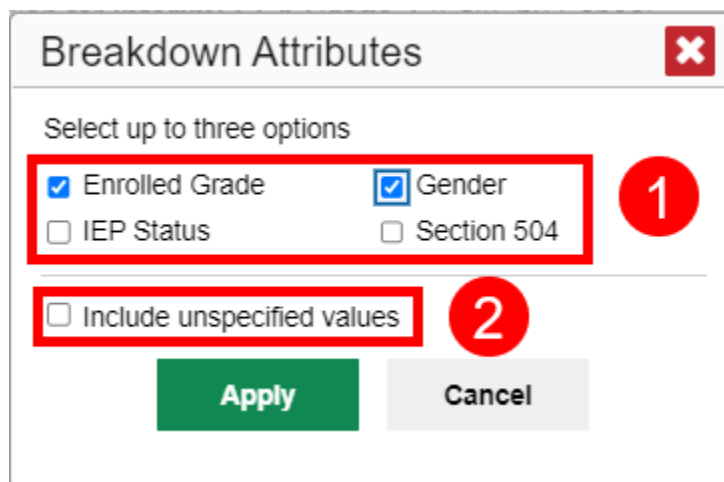
You can use the **Breakdown By** button in the **Features & Tools** menu to compare performance between different demographic sub-groups. This button is available for most aggregate test results.

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

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

1. Click **Breakdown By** in the **Features & Tools** menu. The **Breakdown Attributes** window opens (see [Figure 25](#)).

[Figure 25](#). My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window



[Table 9](#). Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

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

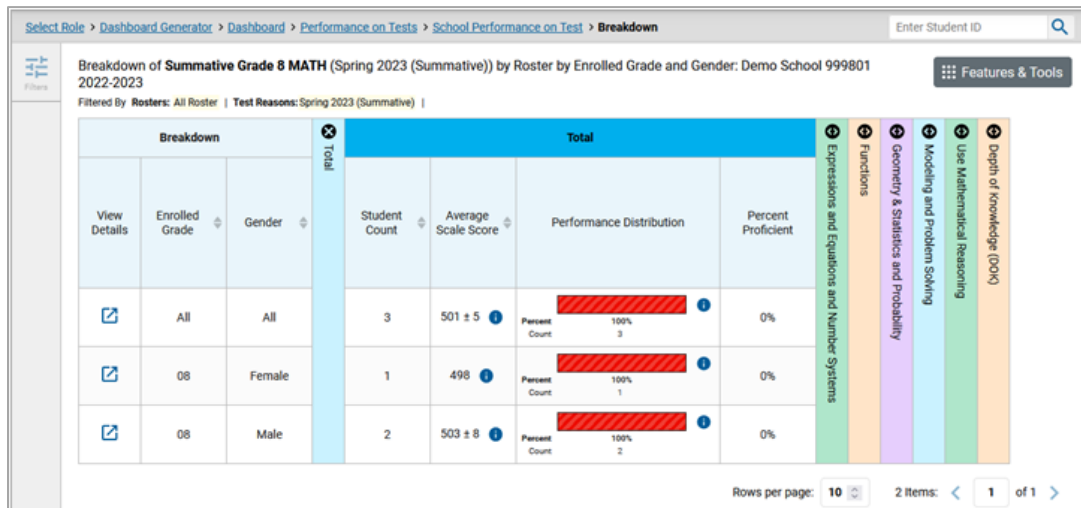
- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.

- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 26](#)).

Figure 26. Demographic Breakdown of a My School Performance on Test Report

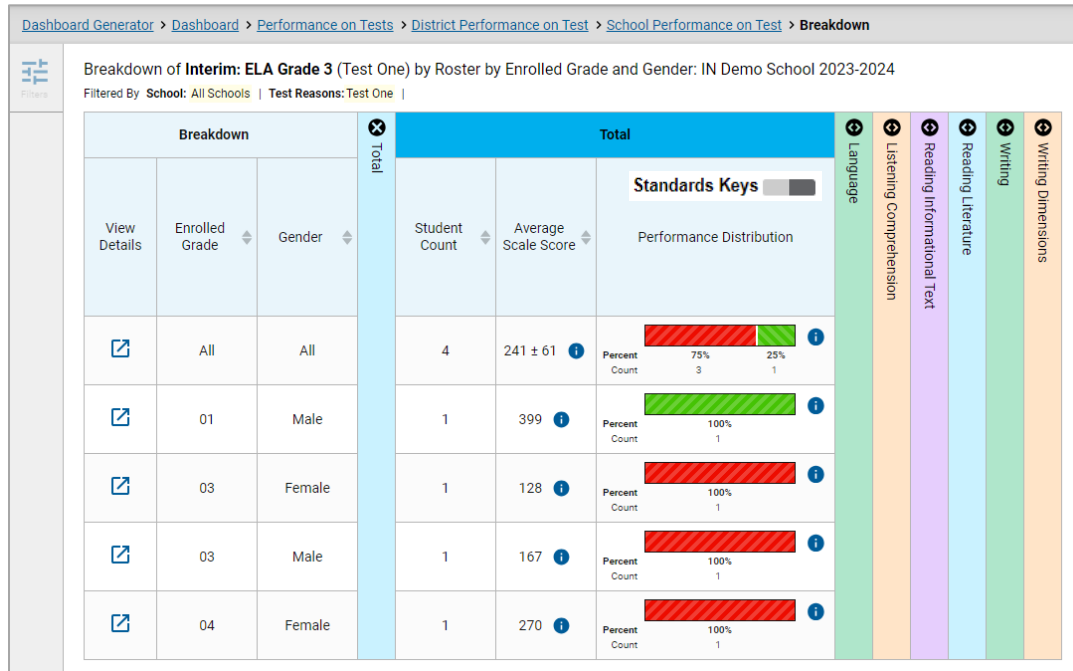


How to View Test Results for a Particular Demographic Sub-Group or Combination

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 (see [Figure 26](#)).

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 (see [Figure 27](#)).

Figure 27. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see 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 classes (rosters) have the highest-performing girls in the first grade.

Track Student Performance Over Time

You can view your students' performance over time across interim assessments or across multiple test opportunities. This lets you understand 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.

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:

Reporting System User Guide

Generate a dashboard and click a test group name.

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

Select the **Performance by Student** tab.

1. Click the name of an individual student in the report. The Student Performance on Test report appears (see [Figure 28](#)).

2. **District-level users:**

- 3.
4.
 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.
 4. Perform the same steps as teachers and school-level users, starting at step [3](#).

Figure 28. School Level User View: Student Performance on Test Report

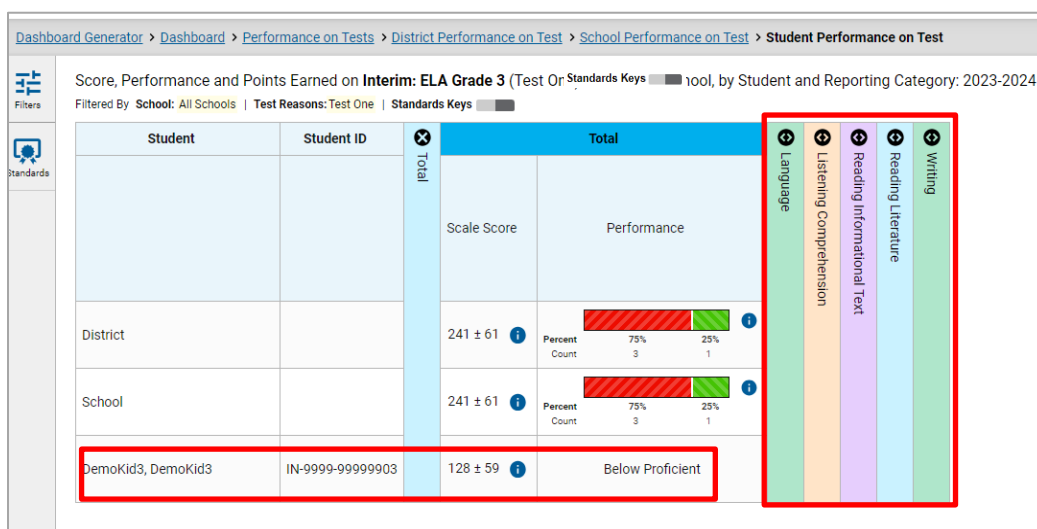


Table 10. Teacher View: Student Performance on Test Report Elements

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

You can view the student’s performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 28](#)).

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 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  (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 (see [Figure 30](#)).

Figure 29. Teacher View: Performance on Tests Report

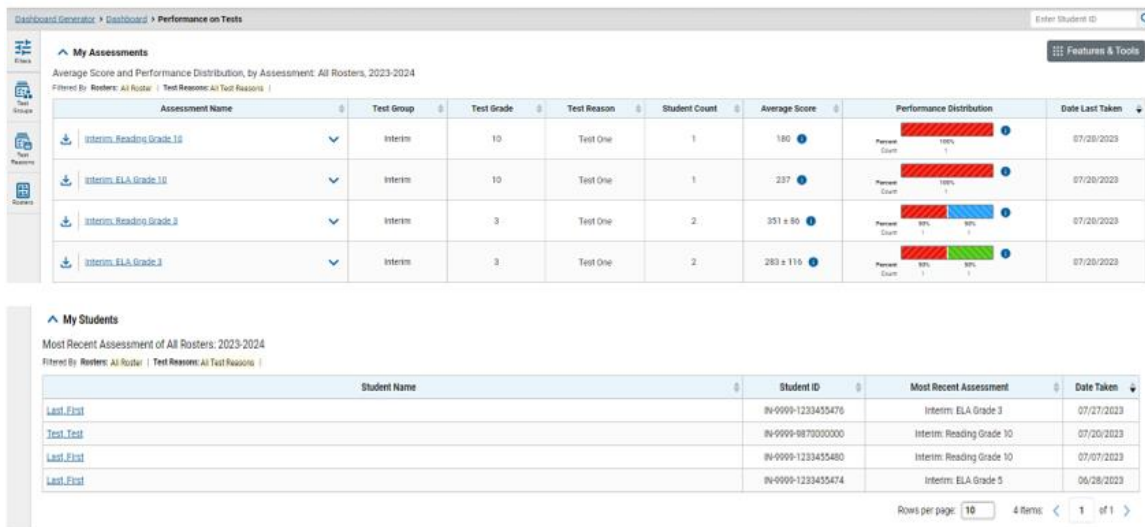
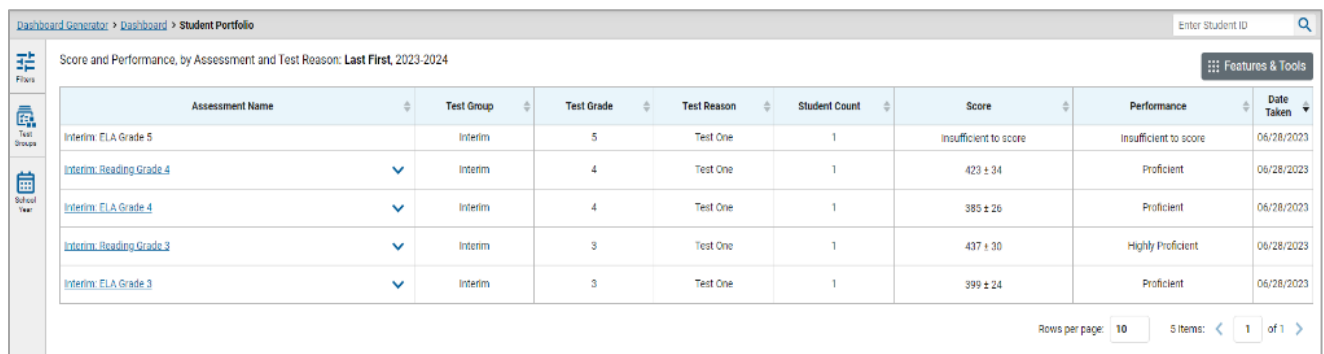


Table 11. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for SSID
2	Student name and SSID

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name, also shown in [Figure 29](#).

Figure 30. 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.

Figure 31. Student Portfolio Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Interim: ELA Grade 5	Interim	5	Test One	1	259 ± 31	Below Proficient	08/03/2023
Interim: ELA Grade 4	Interim	4	Test One	1	291 ± 26	Below Proficient	08/03/2023

Table 12. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and Test Group options

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 31](#)), click either the expand button or the **Test Group** button. The **Filters** panel expands (see [Figure 32](#)).

Figure 32. Student Portfolio Report with Expanded Filters Panel

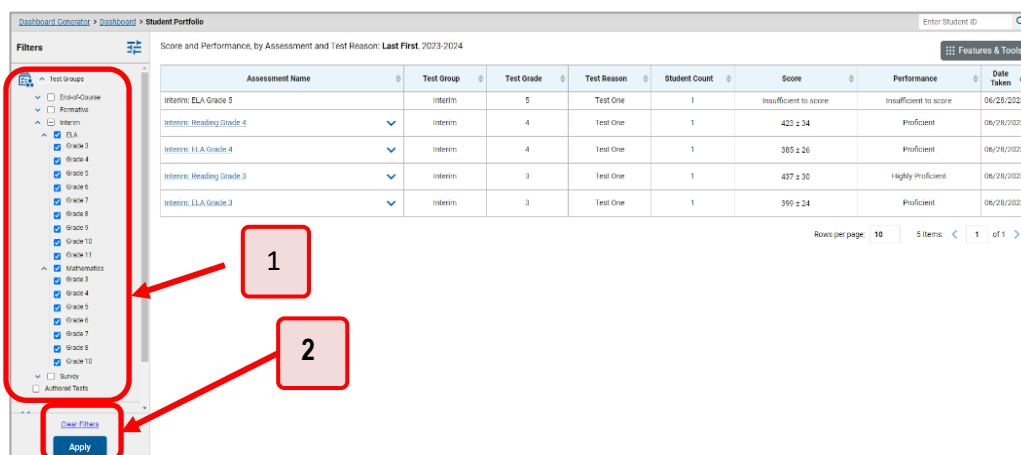


Table 13. Student Portfolio Report Elements

#	Element
1	Test Group options (all selected)
2	Apply button and Clear Filters

2. Mark as many selections as you like in the **Test Group** 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.

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.



On the left side of the page, click either the **Filters** panel expand button  or the school year button  (see [Figure 33](#)). The **Filters** panel expands.

Figure 33. Student Portfolio Report

1.

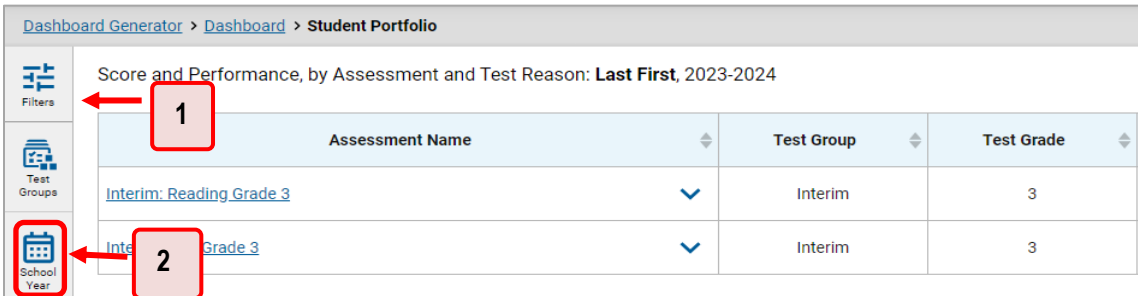


Table 14. Student Portfolio Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and school year options

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

Figure 34. Student Portfolio Report with Expanded Filters Panel

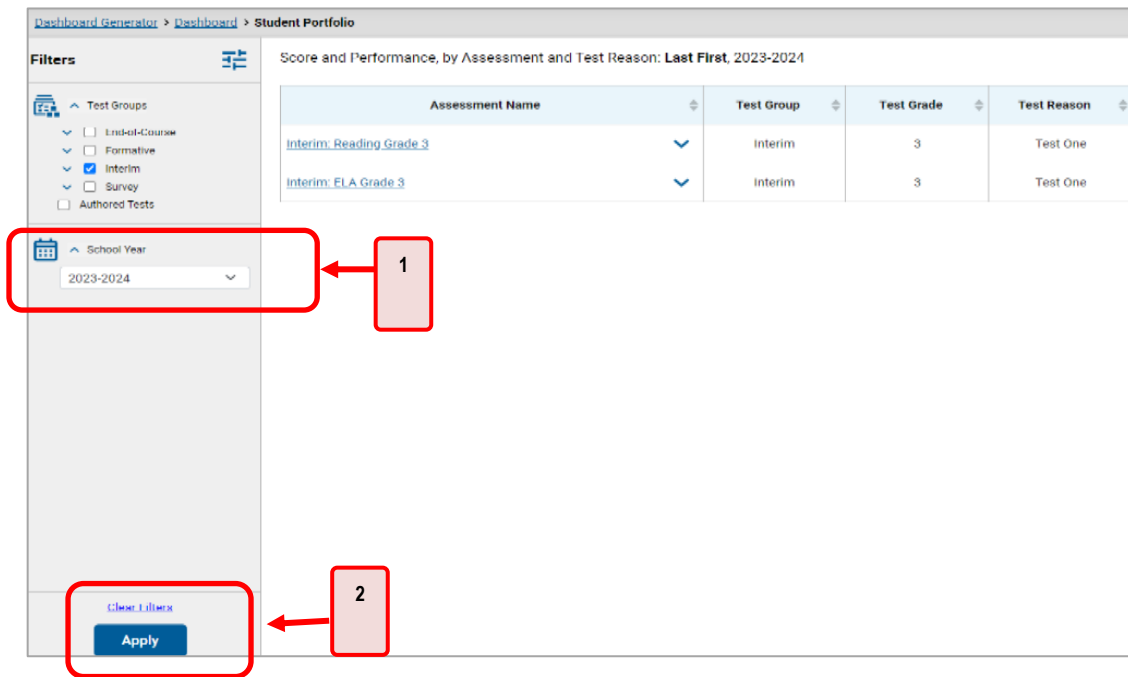


Table 15. Student Portfolio Report Elements

#	Element
1	School Year filter
2	Apply button and Clear Filters

- Click **Apply**.
- To switch back to the current year:

Open the **Filters** panel again.

- Click **Clear Filters**.

Click **Apply**.

What It Means When an Item Score Reads “n/a”

You may sometimes find “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 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.

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

An ISR is a PDF that displays test results for an instance of test that a student took. 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 35](#), [Figure 36](#), [Figure 37](#), and [Figure 38](#).

- At the top of each ISR are the student name and SSID, the name of the test, district, and 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 allows tracking of performance over time. **NOTE:** Some *ClearSight* Reporting also displays the standard error of measurement as +/- . This is a reminder that all test scores are impacted by a small amount of potential measurement error, which should be considered when scores are interpreted.
- Each ISR includes a comparison table showing the average performance of the 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 item-level data (as in [Figure 37](#)), scoring assertions, and/or scoring assertion outcomes.
- Some ISRs include longitudinal graphs (as in [Figure 38](#)).

Figure 35. Detail of Individual Student Report (ISR): Interim ELA Grade 6

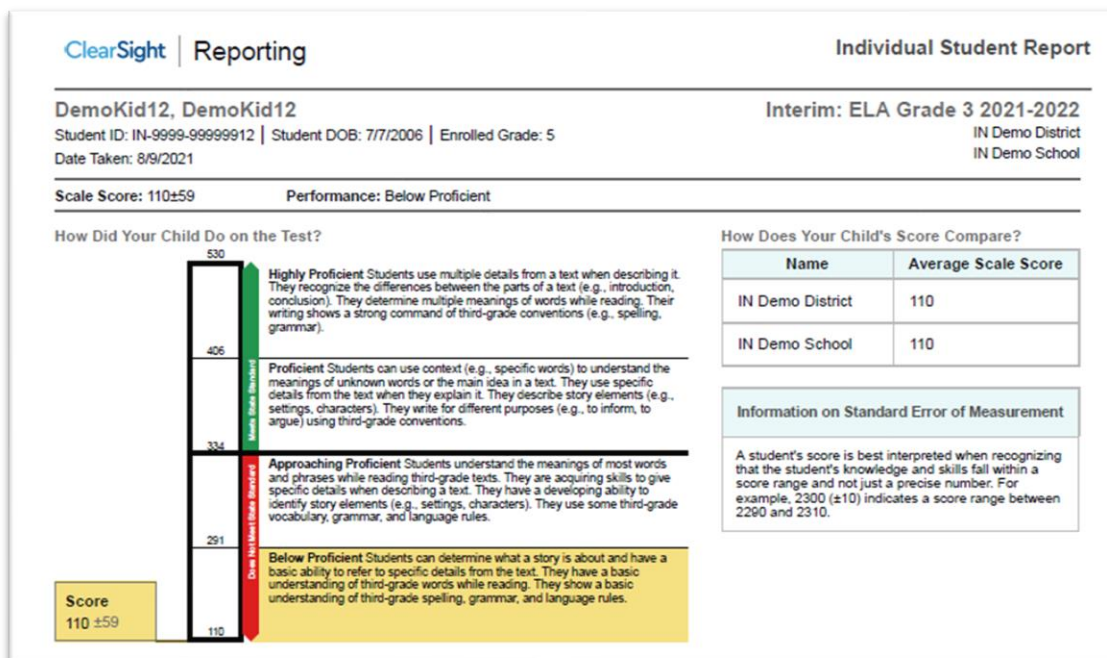


Figure 36. Detail of Individual Student Report (ISR): Interim ELA Grade 6 with Reporting Categories

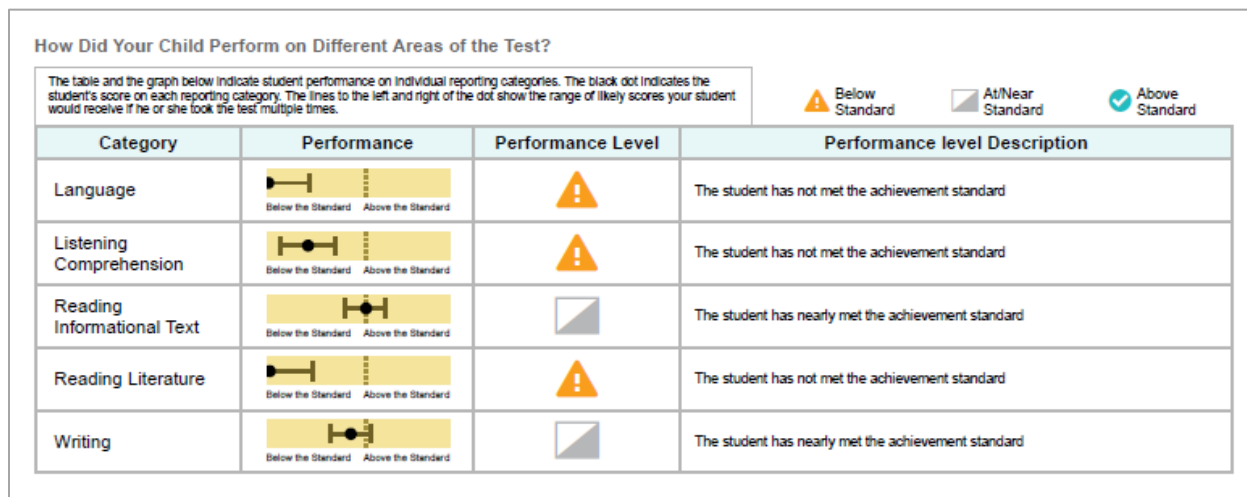


Figure 37. Detail of Individual Student Report (ISR): Interim ELA Grade 6 with Item- and Standard-Level Data

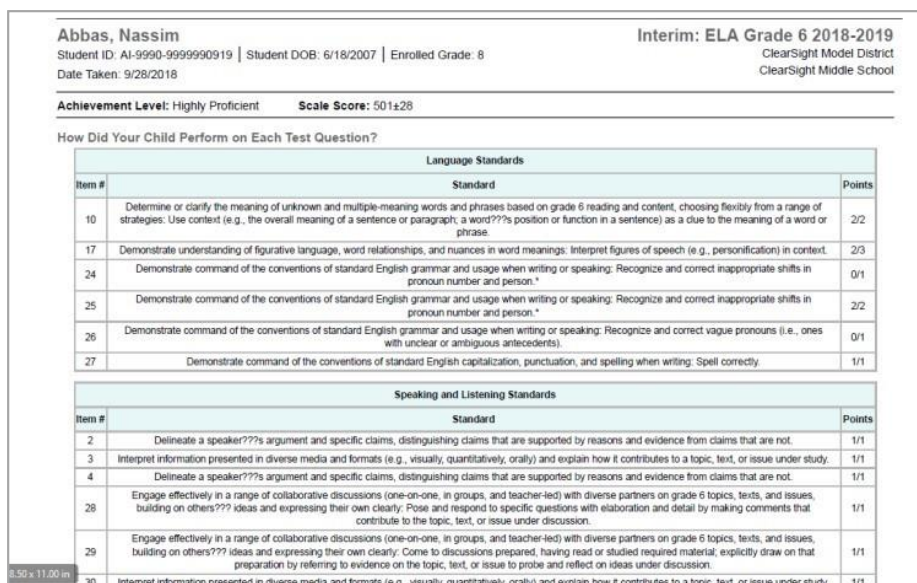
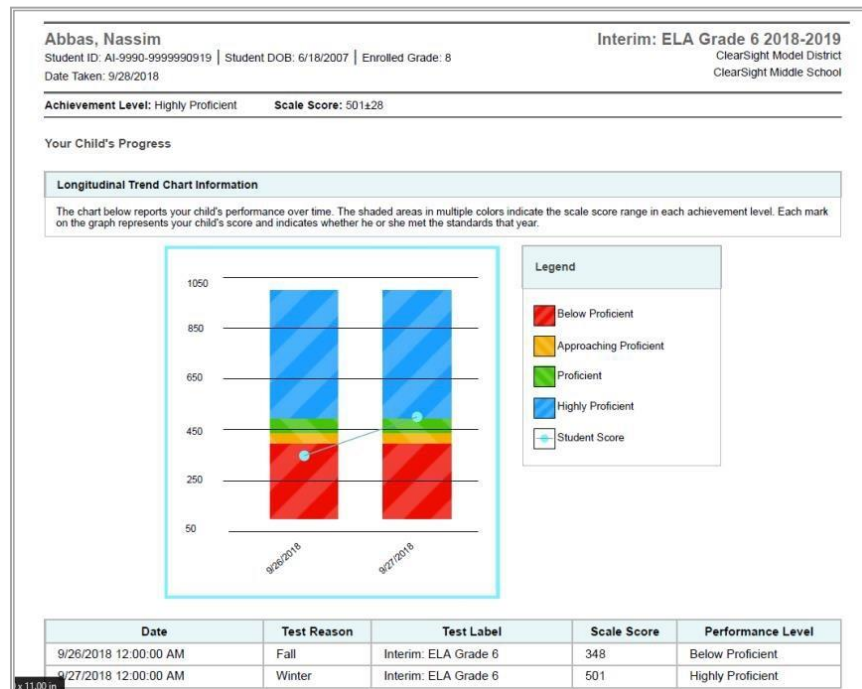


Figure 38. Detail of Individual Student Report (ISR): Interim ELA Grade 6 with Longitudinal Graph



How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) that details a student's performance on a test opportunity, 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.

1. ISRs can be generated from almost any Reporting page.

Click the **Download Student Results** button in the **Features & Tools** menu. The **Student Results Generator** window opens ([Figure 39](#)).

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 39. Student Results Generator Window as Opened from Dashboard with Default Selections

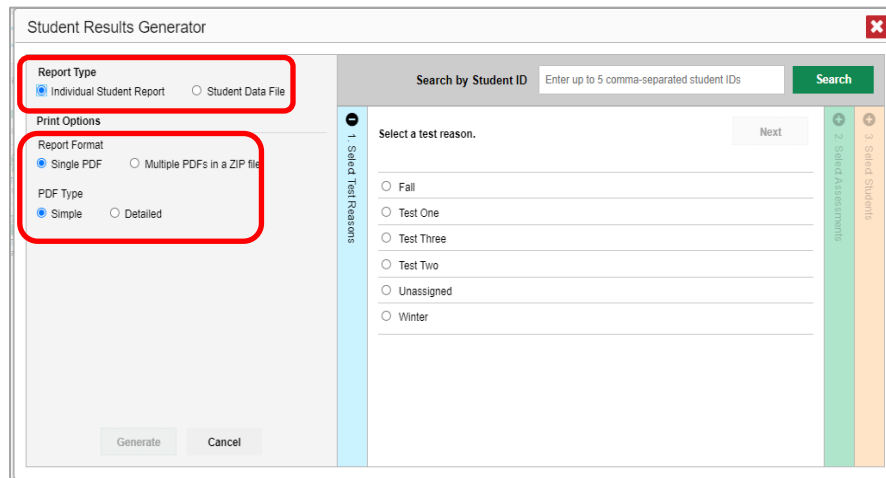


Table 16. Student Results Generator Window as Opened from Dashboard Elements

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

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. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
4. Under PDF Type, select either a simple or detailed PDF.
5. 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 40](#). To deselect and clear results, click **Clear Search Results**.

Figure 40. District-Level User View: Student Results Generator Window: Student Search Results

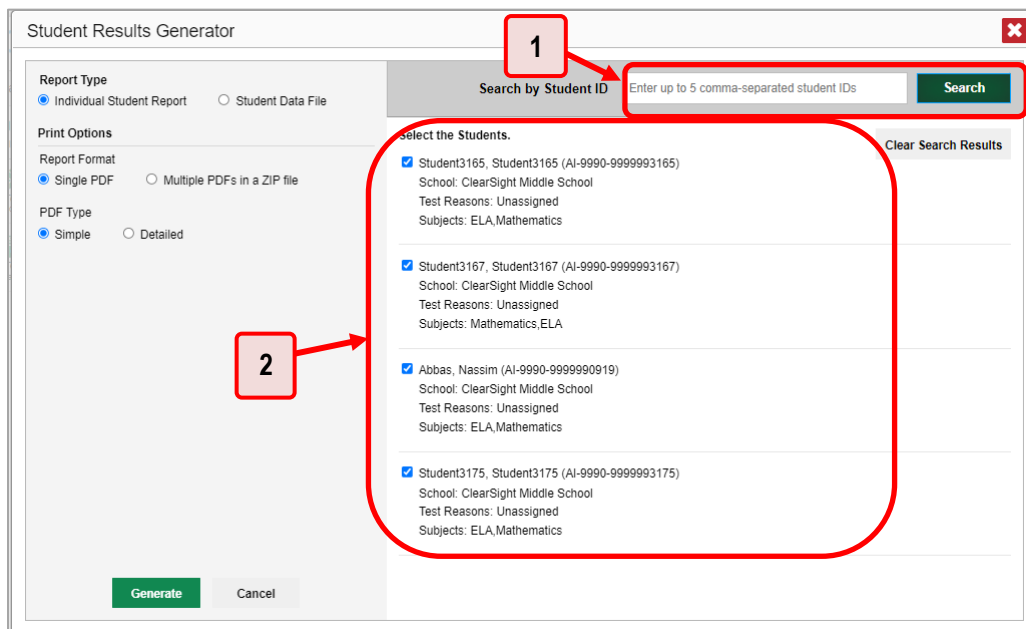
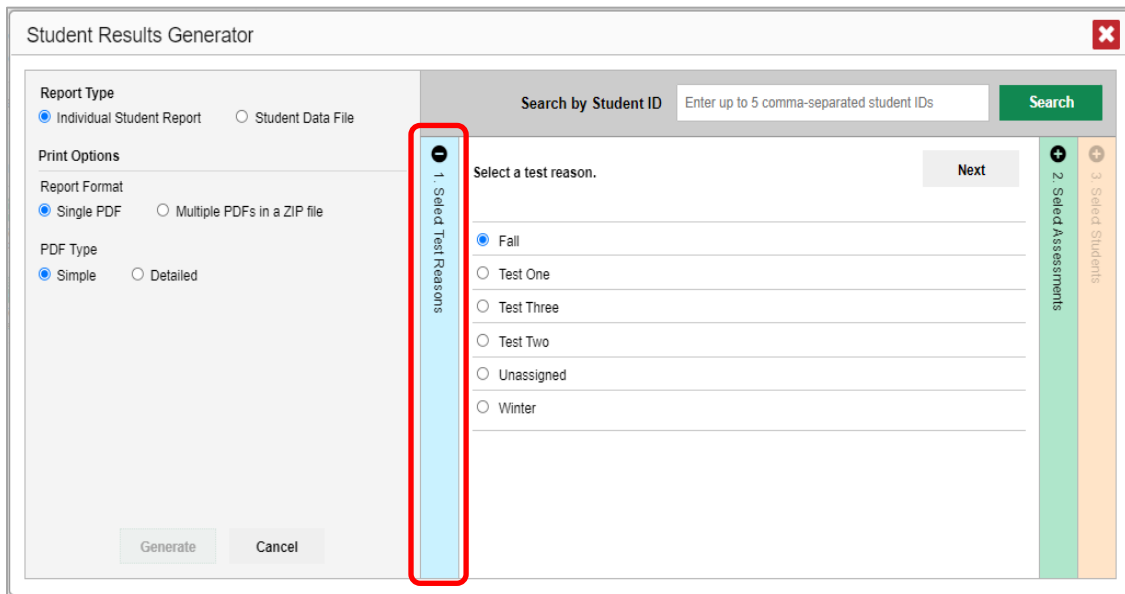


Table 17. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

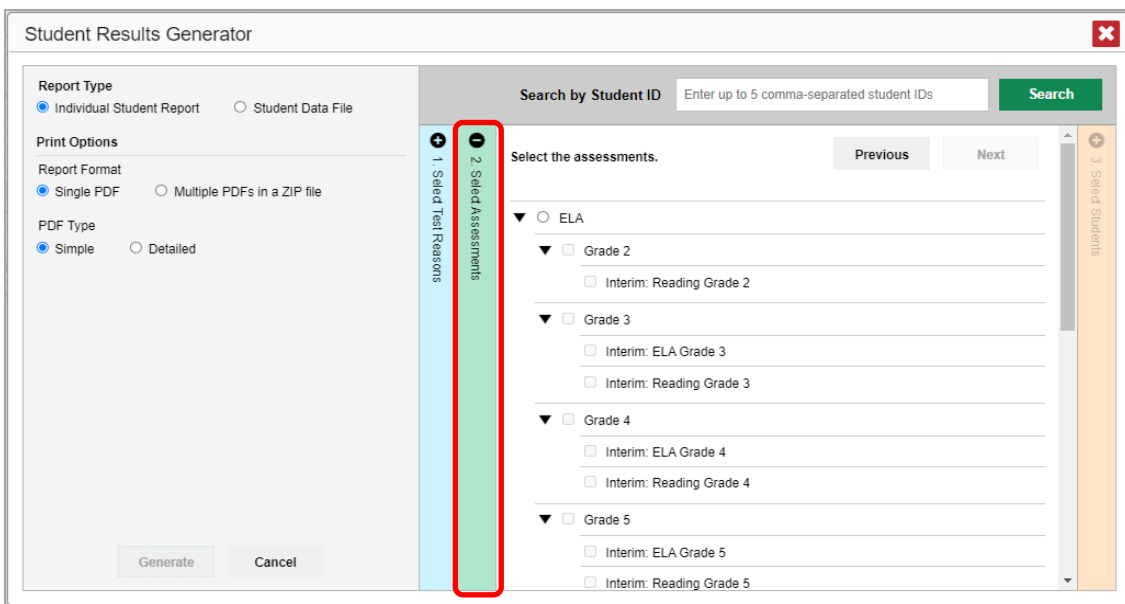
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:
 - i. In the **Select Test Reason** accordion section ([Figure 41](#)), choose a test reason. Test reasons are categories for tests.

Figure 41. Student Results Generator Window: Select Test Reason Section



- ii. In the **Select Assessments** section (Figure 42), choose any number of tests or grade levels within a single subject.

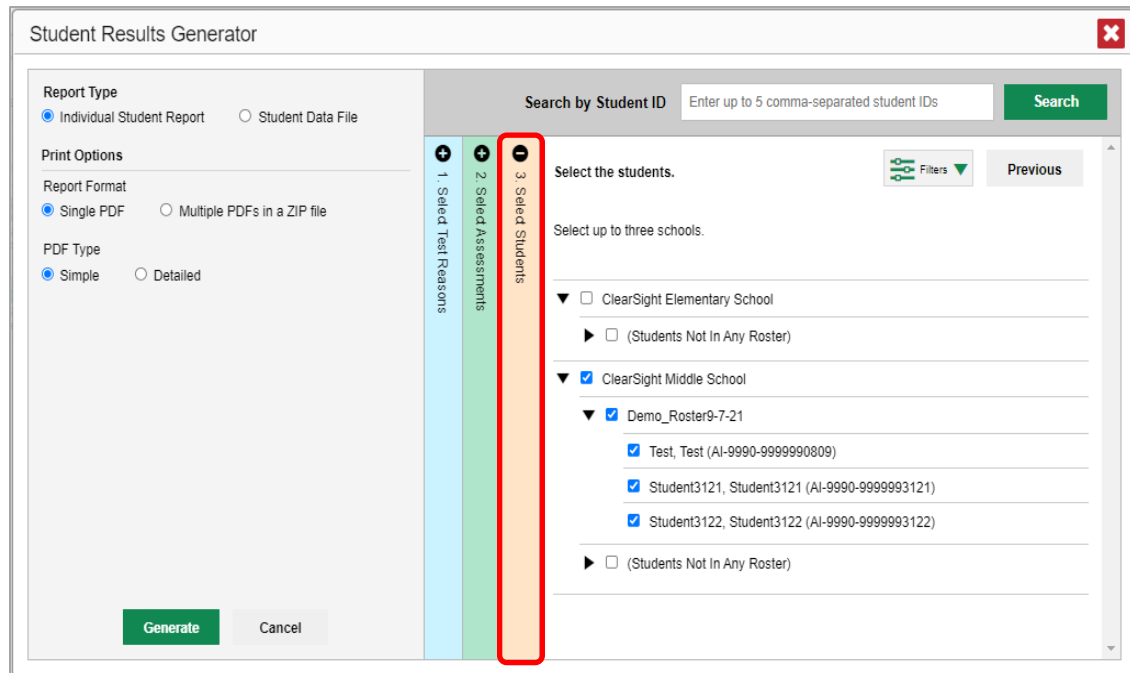
Figure 42. Student Results Generator Window: Select Assessments Section



- iii. In the **Select Students** section (Figure 43), 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.

- 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 class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

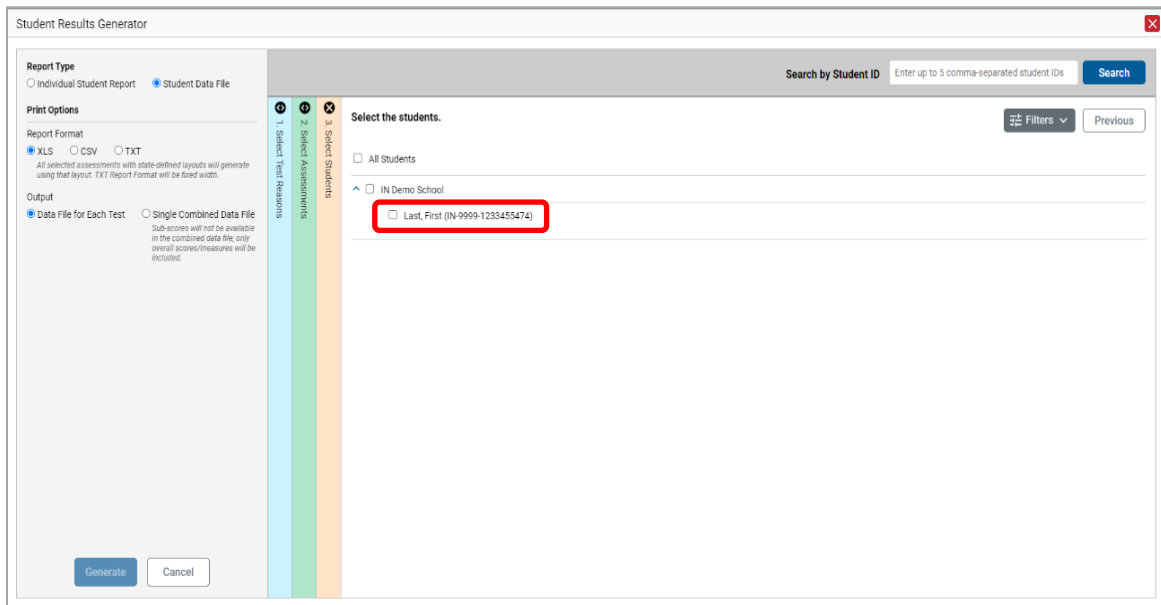
Figure 43. District-Level User View: Student Results Generator Window: Select Students Section



6. *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 44](#).
 - 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 44. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open



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

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for another test opportunity by navigating directly to the report for that opportunity. Past test opportunities are marked with numbers 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, 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. The **Student Results Generator** window opens.

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.

2. In the panel on the left, select **Student Data File**, as in [Figure 45](#). Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 45. Student Results Generator Window

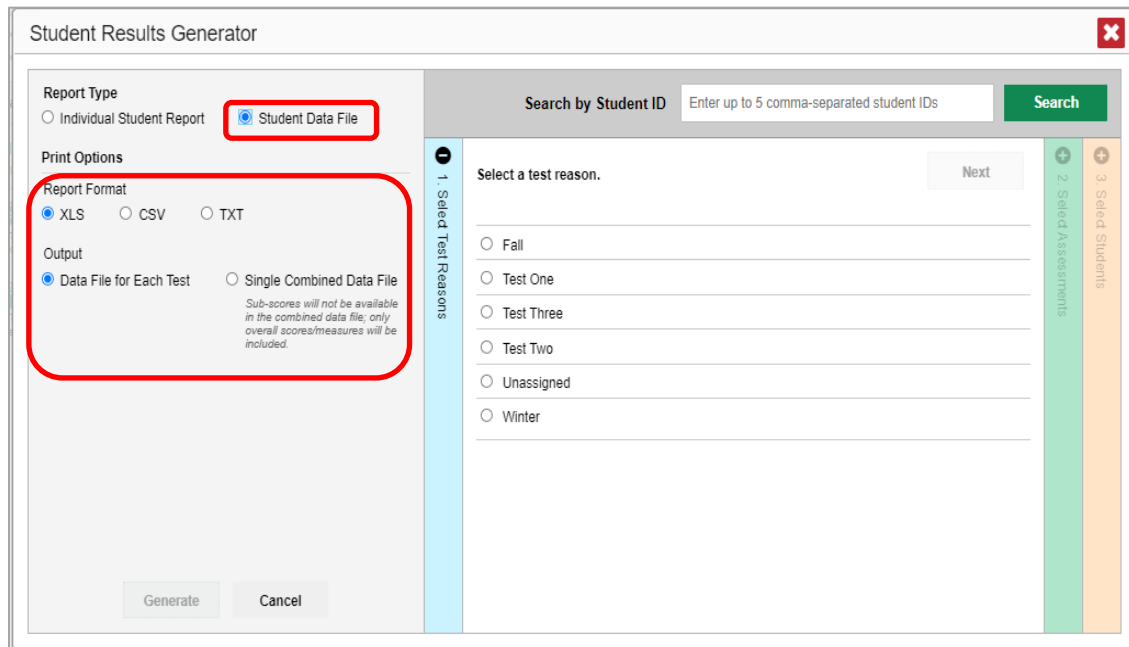


Table 18. Student Results Generator Window Elements

#	Element
1	Student Data File option (selected)
2	Report Format and Output sections

3. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
4. 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.
5. 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 46](#). To deselect and clear results, click **Clear Search Results**.

Figure 46. District-Level User View: Student Results Generator Window: Student Search Results

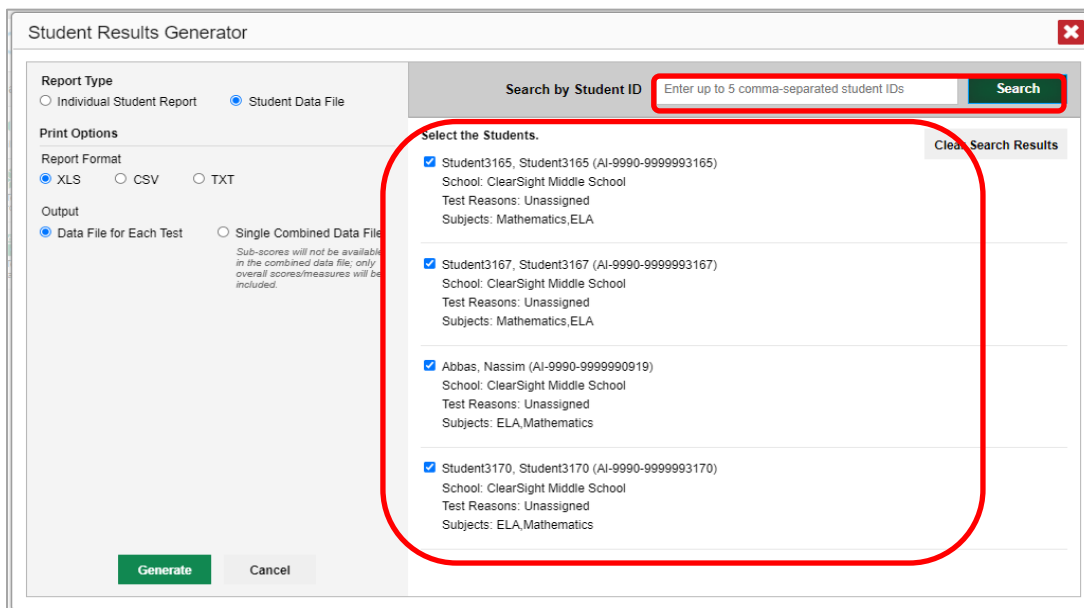
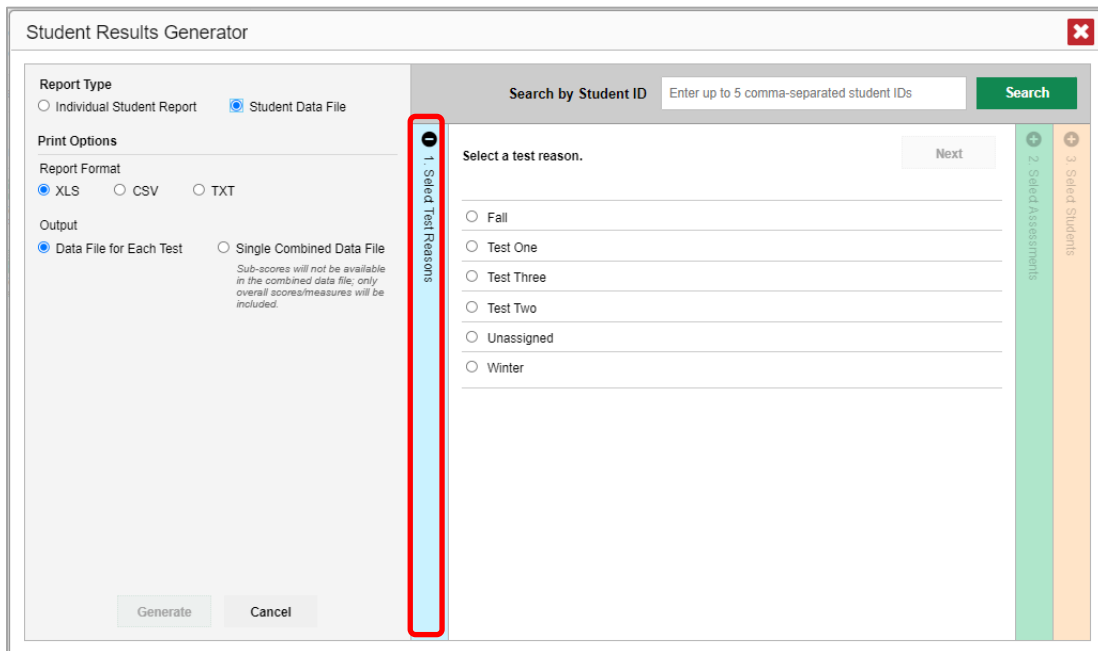


Table 19. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

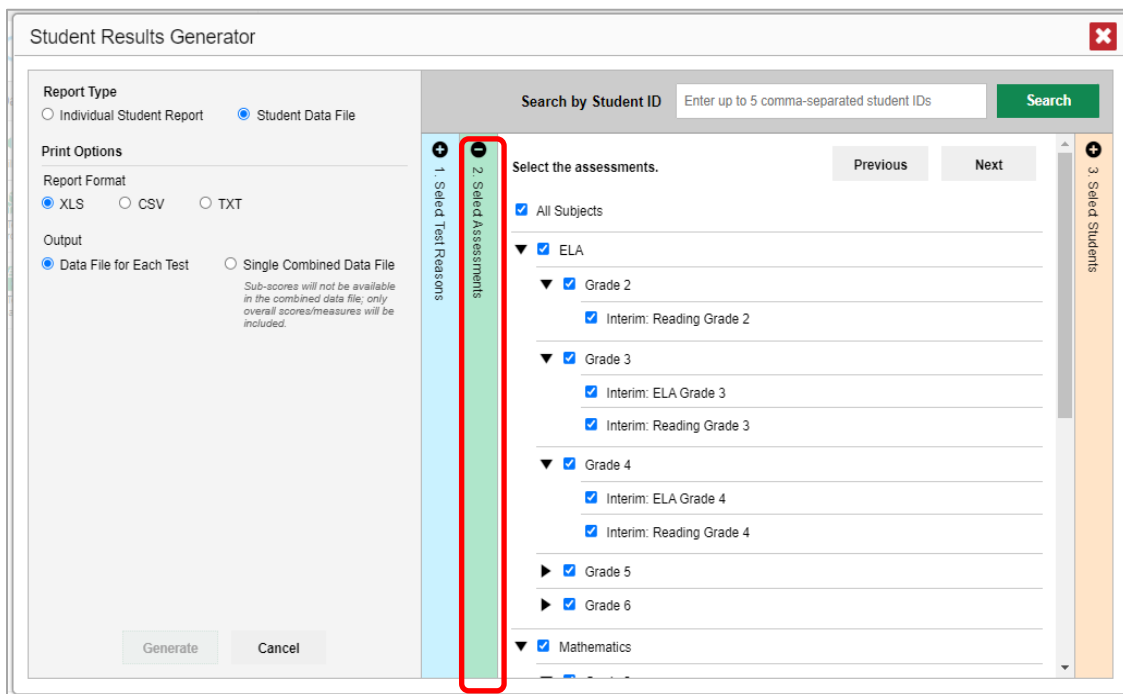
- Use the three accordion sections. (If a student is prepopulated by the Student Portfolio Report, first remove the student by clicking **Clear Search Results**.) Starting from the left, click the section bars to expand them or use the **Next** and **Previous** buttons to navigate. Within each section you must make selections using the radio buttons and checkboxes:
 - i. In the **Select Test Reason** section ([Figure 47](#)), choose a test reason. Test reasons are categories for tests.

Figure 47. Student Results Generator Window: Select Test Reason Section



- ii. The **Select Assessments** section (Figure 48) 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**.

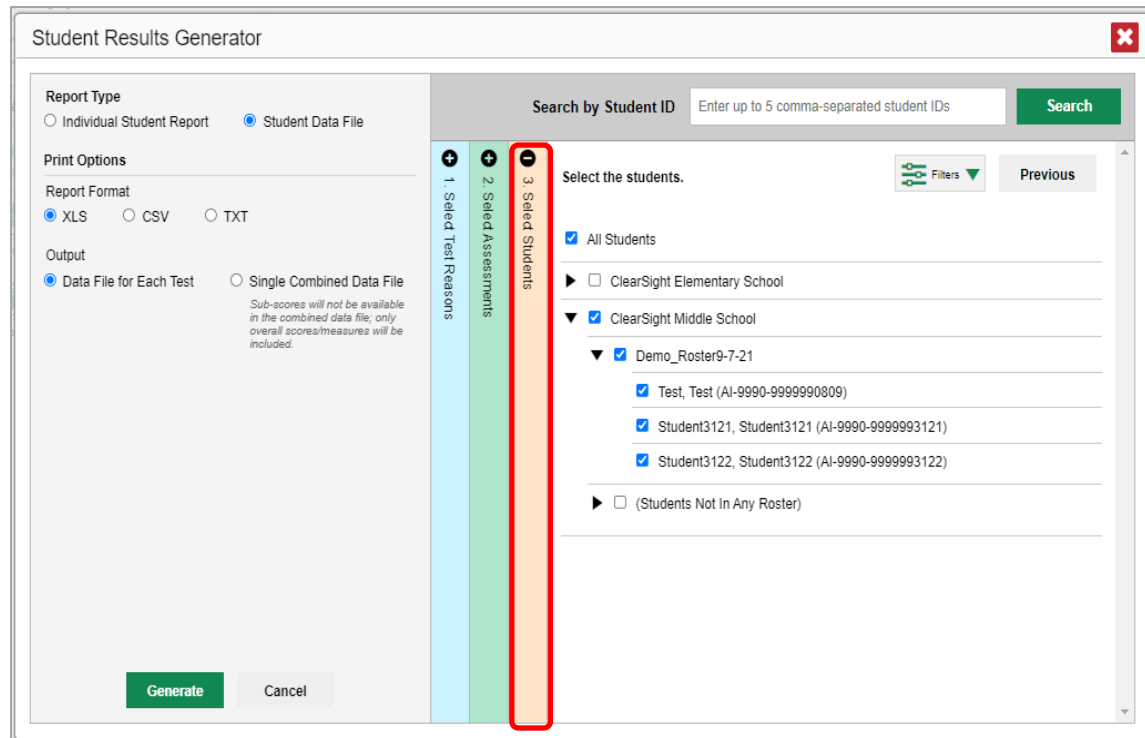
Figure 48. Student Results Generator Window: Select Assessments Section



- iii. In the **Select Students** section (Figure 49), select any number of students from the expandable school and/or class (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 class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 49. District-Level User View: Student Results Generator Window: Select Students Section



6. *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 ([Figure 50](#)). 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 50. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

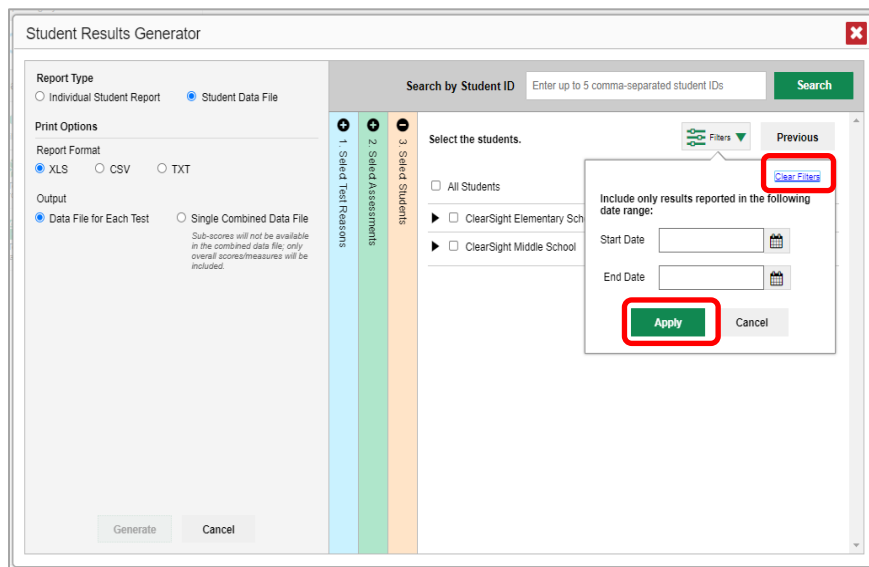


Table 20. District-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

7. 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 would include each test opportunity.

How to Compare Students' Data with Data for Your District, School, and/or Total Students

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

How to Access Item-Level Data

Interim and ClearSight Formative assessments contain non-secure, non-public items. Reports for individual interim and ClearSight Formative tests may include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

Test results for adaptive assessments include item-level data only on the individual student level.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 51](#).

Figure 51. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

Student	Student ID	Total	Reading Informational Text																	
			Performance		Item Numbers, Max Points and Points Earned															
		Scale Score	Performance		1		2		3		4		5		6		8		9	
			Percent Correct	Score	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	2 pt	2 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
District		241 ± 61	75%	25%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
School		241 ± 61	75%	25%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
My Students		283 ± 116	50%	50%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Test Test	IN-9999-9670000000	167 ± 38		Below Proficient																

How to Find Out Which Items Students Performed on the Best or Struggled with the Most

For fixed-form assessments with at least 10 items, look at the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst** (see [Figure 52](#)). You can click the vertical section bars to expand them, just like other sections.

Figure 52. My Students' Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

Student	Student ID	Total	5 Items on which Students Performed the Best					5 Items on which Students Performed the Worst					
			Item Numbers and Points Earned		Item Numbers and Points Earned			Item Numbers and Points Earned		Item Numbers and Points Earned			
		Percent Correct	Score	1	2	3	5	6	4	7	8	9	10
				1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
District		30%	3/10	0	0	1	1	1	0	0	0	0	0
School		30%	3/10	0	0	1	1	1	0	0	0	0	0
My Students		30%	3/10	0	0	1	1	1	0	0	0	0	0
Last First	IN-9999-1233455477	30%	3/10	0	0	1	1	1	0	0	0	0	0

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. For the fixed-form ClearSight Formative tests, standards information is available on any report. For the adaptive Interims, the standards information is only available at the individual student level as the questions seen on each test will vary by student.

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 53](#)). Note that this toggle does not affect printouts or exports, which always include the standard keys when they include item-level data.

Figure 53. District Performance on Test Report with Expanded Reporting Category Section

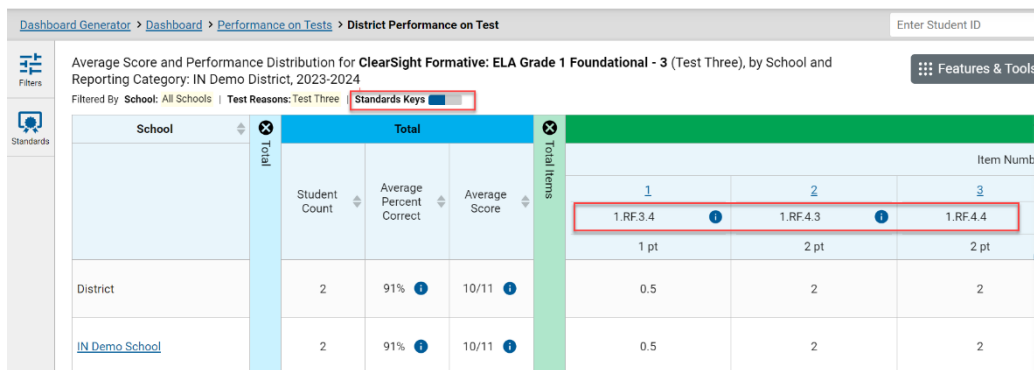
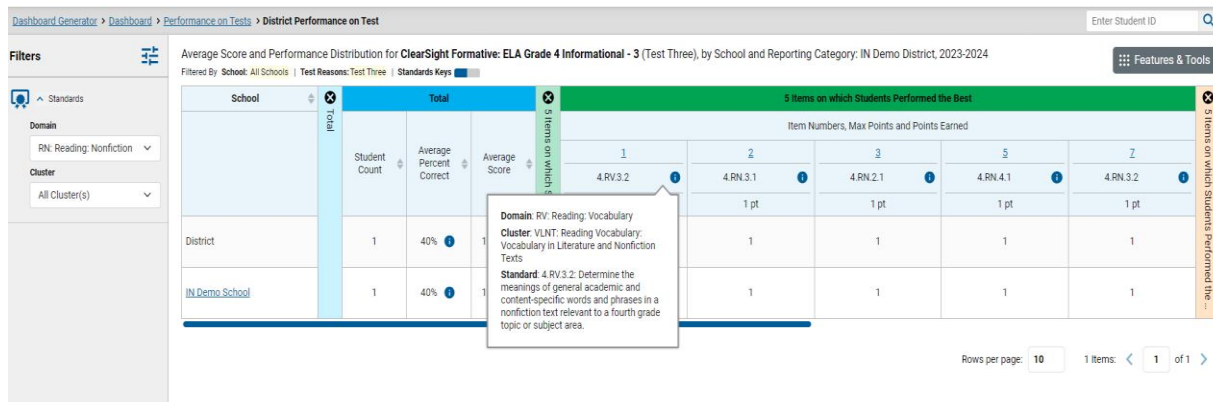


Table 21. District Performance on Test Report Elements

#	Element
1	Standards Keys toggle (on)
2	Standard keys below item numbers

Click the more information buttons **i** beside the standard keys to view legends displaying the full text of each cluster (category of standards) and each standard, as in [Figure 54](#). This full text is not included in printouts or exports.

Figure 54. District Performance on Test Report with Expanded Reporting Category Section and Expanded Legend



How to View an Item

You can view the actual items themselves, along with student responses to those items.

Figure 55. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

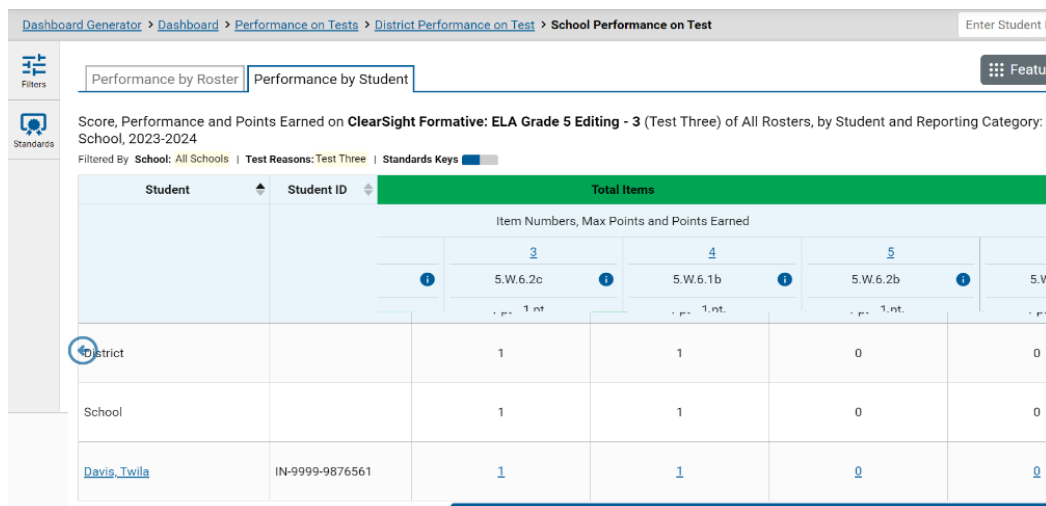


Table 22. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Item number (click to view item without student response)
2	Item score for a particular student (click to view item with student response)

Do either of the following (see [Figure 55](#)):

- 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 56](#)). It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number, score (when the item includes the student’s response), and confidence level (when a machine-suggested score has a low confidence level). The **Item & Score** tab shows the item and may include a particular student’s response.

Figure 56. Item View Window: Item & Score Tab with Student Response

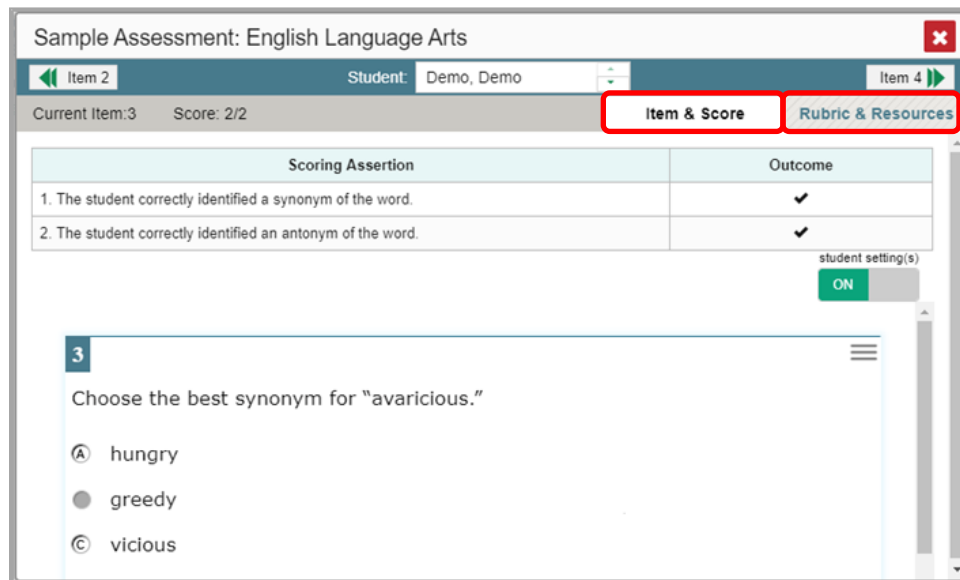


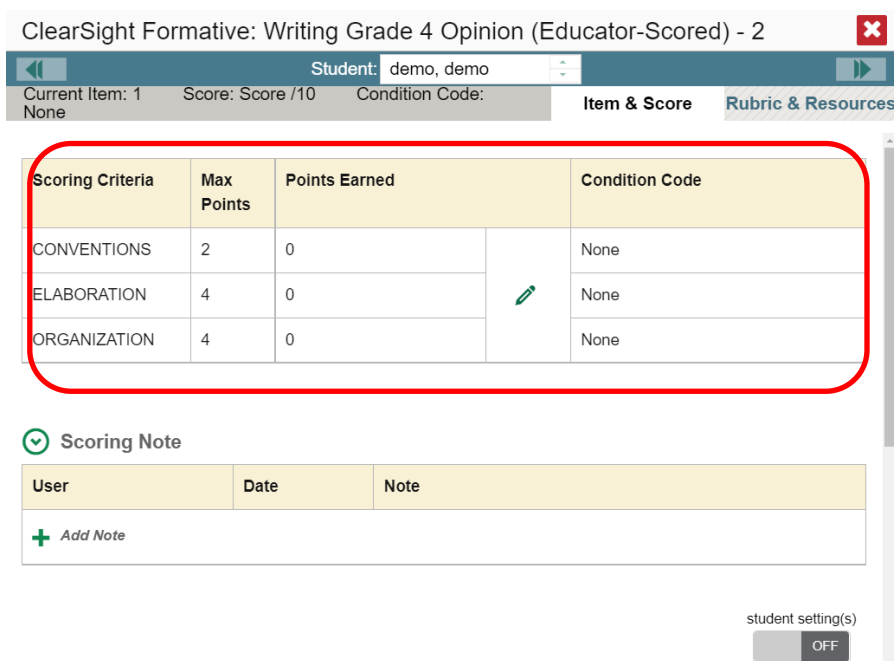
Table 23. Item View Window Elements

#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

The **Item & Score** tab may include the following sections.

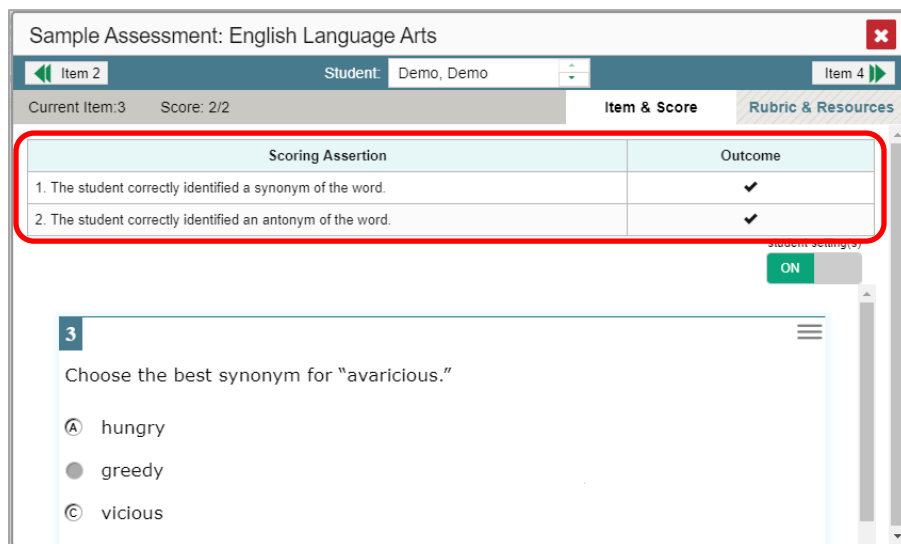
- **Scoring Criteria:** When you’re viewing a student’s response and the item has scoring criteria, the Scoring Criteria table (see [Figure 57](#)) lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.

Figure 57. 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 58).

Figure 58. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



- Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

Reporting System User Guide



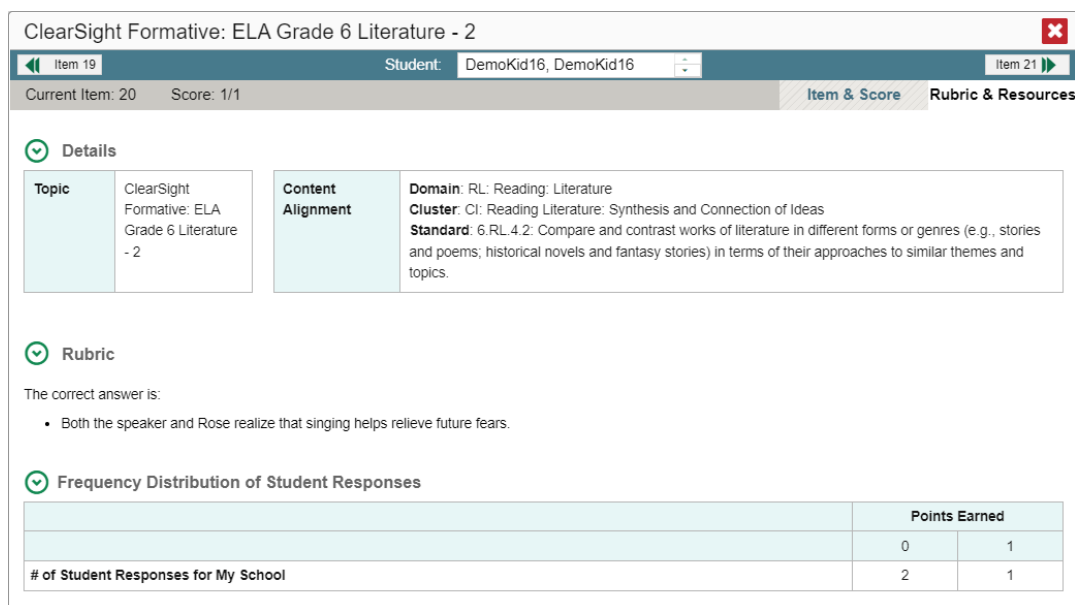
The **Rubric & Resources** tab (see [Figure 59](#)) may include the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 59. Item View Window: Rubric & Resources Tab



ClearSight Formative: ELA Grade 6 Literature - 2

Item 19 Student: DemoKid16, DemoKid16 Item 21

Current Item: 20 Score: 1/1 Item & Score Rubric & Resources

Details

Topic	ClearSight Formative: ELA Grade 6 Literature - 2	Content Alignment	Domain: RL: Reading: Literature Cluster: CI: Reading Literature: Synthesis and Connection of Ideas Standard: 6.RL.4.2: Compare and contrast works of literature in different forms or genres (e.g., stories and poems; historical novels and fantasy stories) in terms of their approaches to similar themes and topics.
--------------	--	--------------------------	---

Rubric

The correct answer is:

- Both the speaker and Rose realize that singing helps relieve future fears.

Frequency Distribution of Student Responses

	Points Earned	
	0	1
# of Student Responses for My School	2	1

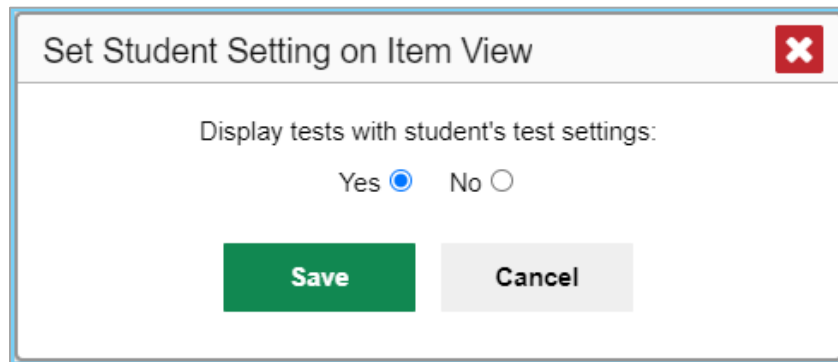
- **Details:** May provide the following information:
 - **Topic:** Skill area to which the item belongs.
 - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
 - **Content Alignment:** Describes the standard to which the item is aligned.
- **Resources:** Provides 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.

1. 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.

From the **Features & Tools** menu, select **Set Student Setting on Item View**. The **Set Student Setting on Item View** window appears (see [Figure 60](#)).

Figure 60. Set Student Setting on Item View Window



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 (see [Figure 56](#)). This action has no effect on your global setting.

What It Means When a Student Response Contains Highlighted Text

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

How to Navigate to Other Items from the Item View Window

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

How 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 61](#).

Figure 61. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

School	Total			Total Items		
	Student Count	Average Percent Correct	Average Score	Item Number	Score	Points
District	2	91%	10/11	1 1.RF.3.4	1 pt	2
IN Demo School	2	91%	10/11	0.5	2	2

Table 24. My Students’ Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Parent item with maximum number of points
2	Sub-item with maximum number of points and more information button

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 Setup Reports 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: showing only the tests you're interested in; showing only the classes (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 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 either the **Filters** panel expand button or the **Test Groups** button (see [Figure 62](#)). The **Filters** panel expands (see [Figure 63](#)).

Figure 62. Teacher View: Dashboard

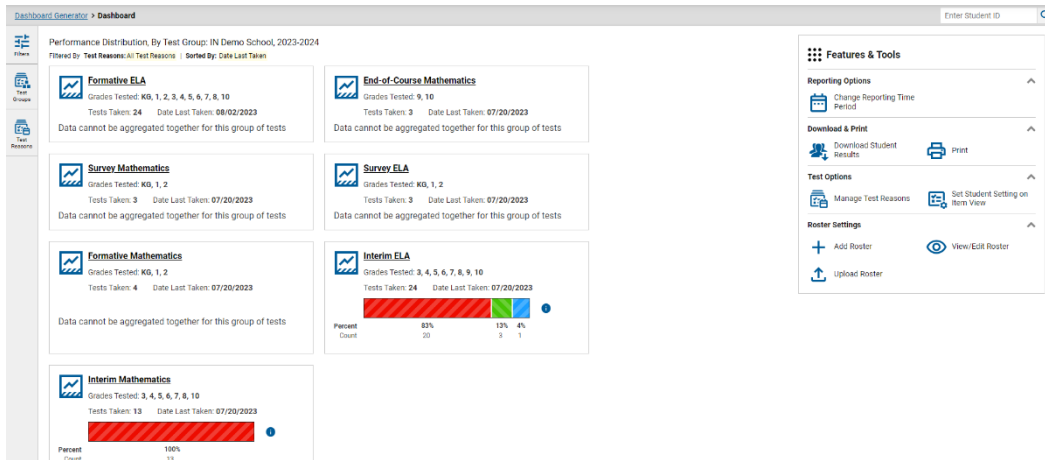


Table 25. Teacher View: Dashboard Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Test Groups filter

2. Mark as many selections as you like in the **Test Groups** section of the filters panel (see [Figure 63](#)). Tests are organized by test type, subject, and grade.

Figure 63. Teacher View: Dashboard with Expanded Filters Panel

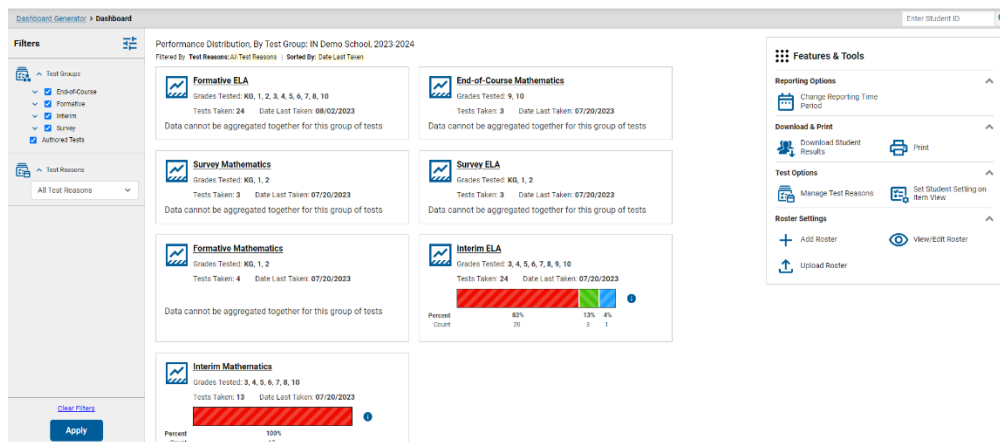


Table 26. Teacher View: Dashboard Elements

#	Element
1	Test Groups options
2	Apply button and Clear Filters

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 Classes (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 the Reporting System, see the [User Manual Test Information Distribution Engine \(TIDE\)](#), starting on page 19.

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 a particular class’s performance. And by switching filters, you can easily compare one class with 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.


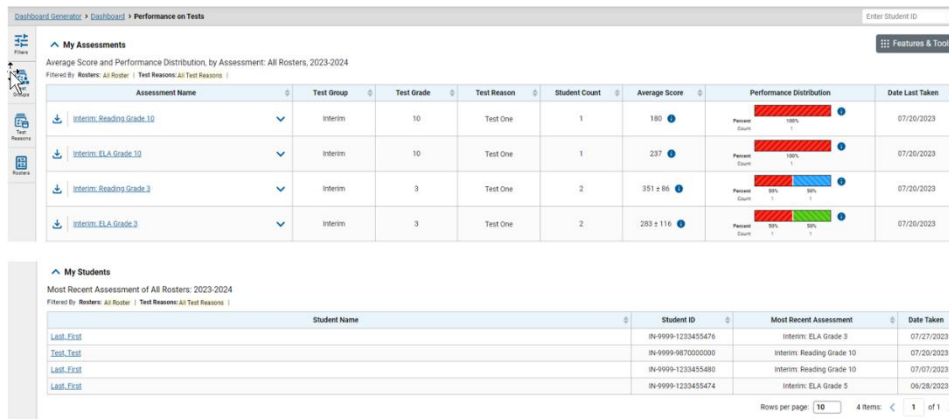
1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button  or the **Rosters** button  (see [Figure 64](#)). The **Filters** panel expands (see [Figure 65](#)).

Figure 64. Teacher View: Performance on Tests Report



The screenshot shows the 'Performance on Tests' report interface. It includes a navigation sidebar on the left with icons for 'My Assessments', 'My Students', 'Reports', and 'Rosters'. The main content area is divided into two sections: 'My Assessments' and 'My Students'. The 'My Assessments' section displays a table with columns for Assessment Name, Test Group, Test Grade, Test Reason, Student Count, Average Score, Performance Distribution (with a bar chart), and Date Last Taken. The 'My Students' section displays a table with columns for Student Name, Student ID, Most Recent Assessment, and Date Taken. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '4 items: 1 of 1'.

Table 27. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the class (roster) filter

2. Make a selection from the drop-down list in the **Rosters** section (see [Figure 65](#)).
 - If you’re a school-level user, you must first select a teacher from the drop-down list, and then select a particular class (roster) from the second drop-down list that appears. By default, the first class listed is selected.

Figure 65. Teacher View: Performance on Tests Report with Expanded Filters Panel

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim Reading Grade 10	Interim	10	Test One	1	100	100%	07/20/2023
Interim ELA Grade 10	Interim	10	Test One	1	237	100%	07/20/2023
Interim Reading Grade 3	Interim	3	Test One	2	351 ± 89	95% 95%	07/20/2023
Interim ELA Grade 3	Interim	3	Test One	2	283 ± 116	100% 97%	07/20/2023
Interim Reading Grade 10	Interim	10	Unassigned	1	369	100%	07/07/2023
Interim ELA Grade 10	Interim	10	Unassigned	1	290	100%	07/07/2023
Interim Reading Grade 9	Interim	9	Unassigned	1	296	100%	07/07/2023
Interim ELA Grade 9	Interim	9	Unassigned	1	185	100%	07/07/2023
Interim Reading Grade 8	Interim	8	Unassigned	1	290	100%	07/06/2023
Interim ELA Grade 8	Interim	8	Unassigned	1	276	100%	07/06/2023

Table 28. Teacher View: Performance on Tests Report Elements

#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

3. Click **Apply**. The report updates to show only data for that class (roster).
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

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

The row of filter details below each table header shows the classes (rosters) you're viewing (see [Figure 66](#)).

Figure 66. Teacher View: Performance on Tests Report Filtered by All Rosters

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim Reading Grade 10	Interim	10	Unassigned	1	369	100%	07/07/2023
Interim ELA Grade 10	Interim	10	Unassigned	1	290	100%	07/07/2023
Interim Reading Grade 9	Interim	9	Unassigned	1	296	100%	07/07/2023
Interim ELA Grade 9	Interim	9	Unassigned	1	185	100%	07/07/2023
Interim Reading Grade 8	Interim	8	Unassigned	1	290	100%	07/06/2023
Interim ELA Grade 8	Interim	8	Unassigned	1	276	100%	07/06/2023

Student Name	Student ID	Most Recent Assessment	Date Taken
Lead First	IN-9999-1233435476	Interim: ELA Grade 3	07/27/2023
Test Test	IN-9999-9870000000	Interim: Reading Grade 10	07/20/2023
Lead First	IN-9999-1233435480	Interim: Reading Grade 10	07/07/2023
Lead First	IN-9999-1233435474	Interim: ELA Grade 5	06/28/2023

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. And 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.



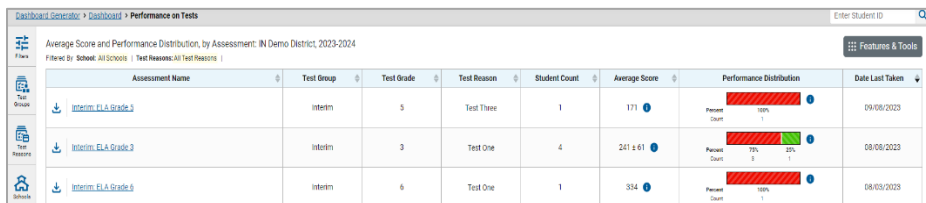
1. On the left side of the Performance on Tests report, click either the expand button  or the **Schools** button  (see [Figure 67](#)). The **Filters** panel expands (see [Figure 68](#)).

Figure 67. District-Level User View: Performance on Tests Report



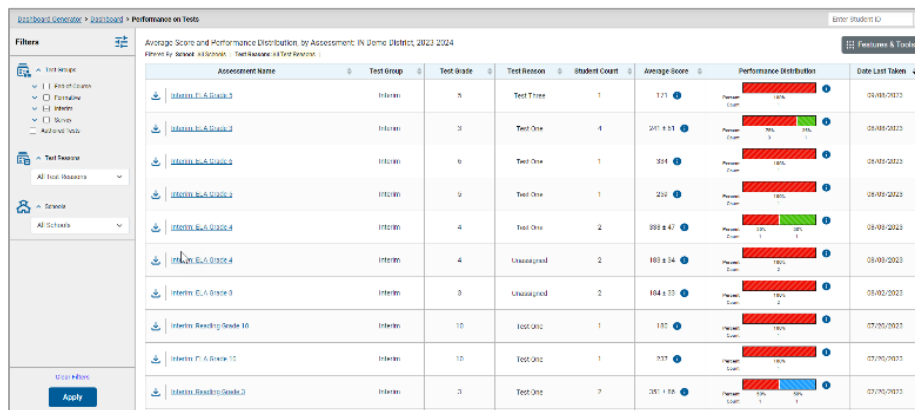
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim_ELA_Grade_3	Interim	3	Test Three	1	171	100%	09/08/2023
Interim_ELA_Grade_3	Interim	3	Test One	4	241 ± 61	75% 25%	08/08/2023
Interim_ELA_Grade_4	Interim	4	Test One	1	334	100%	08/03/2023

Table 29. District-Level User View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Schools filter

2. Make a selection from the drop-down list in the **Schools** section (see [Figure 68](#)).

Figure 68. District-Level User View: Performance on Tests Report with Expanded Filters Panel



Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim_ELA_Grade_3	Interim	3	Test Three	1	171	100%	09/08/2023
Interim_ELA_Grade_3	Interim	3	Test One	4	241 ± 61	75% 25%	08/08/2023
Interim_ELA_Grade_4	Interim	4	Test One	1	334	100%	08/03/2023
Interim_ELA_Grade_3	Interim	3	Test One	1	229	100%	08/09/2023
Interim_ELA_Grade_4	Interim	4	Test One	2	399 ± 47	100%	08/09/2023
Interim_ELA_Grade_4	Interim	4	Unassigned	2	163 ± 24	100%	08/09/2023
Interim_ELA_Grade_3	Interim	3	Unassigned	2	164 ± 33	100%	08/09/2023
Interim_Reading_Grade_10	Interim	10	Test One	1	182	100%	07/26/2023
Interim_ELA_Grade_10	Interim	10	Test One	1	337	100%	07/26/2023
Interim_Reading_Grade_3	Interim	3	Test One	7	251 ± 83	100%	07/26/2023

Table 30. District-Level User View: Performance on Tests Report Elements

#	Element
1	Schools drop-down list
2	Apply button and Clear Filters

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

Reporting System User Guide

- 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 (see [Figure 69](#)).

Figure 69. District-Level User View: Performance on Tests Report Filtered by All Schools

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim: ELA Grade 5	Interim	5	Test Three	1	171	Percent Count: 100% 1	09/08/2023
Interim: ELA Grade 3	Interim	3	Test One	4	241 ± 61	Percent Count: 75% 3, 25% 1	08/08/2023
Interim: ELA Grade 6	Interim	6	Test One	1	334	Percent Count: 100% 1	08/03/2023

How to View Data from a Previous Point in Time

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

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

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

Some examples of how you can use this feature:

- You may want to view the past performance of your current students, including new transfer students. In that case, set a school year in the past and keep the date set to today.
- You may want to view the performance of your former students in order to compare them with that of your current students. In that case, set the date to a time when your former students belonged to you and had started testing, and set the school year to the same time. Then switch back to the present to compare.

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 (see [Figure 70](#)).

Figure 70. Change Reporting Time Period Window

1.

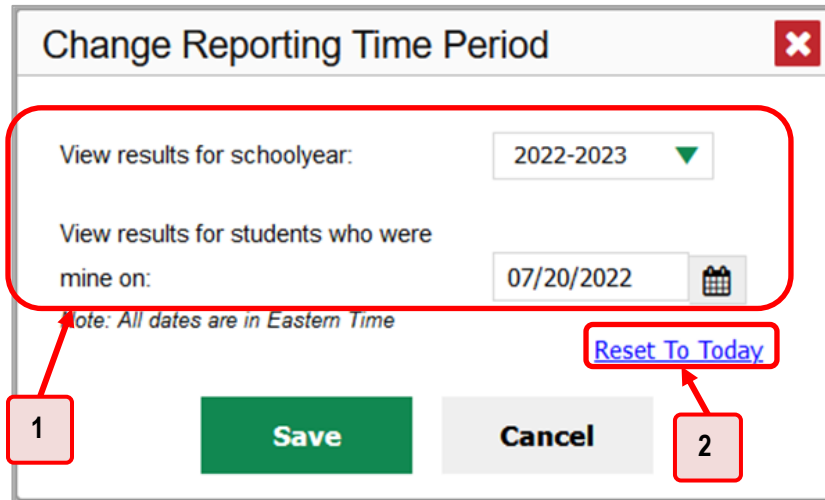


Table 31. Change Reporting Time Period Window Elements

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

2.

From the school year drop-down list, select a school year (see [Figure 70](#)). 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 on that date, and only those students.

4.

- To view your current students' past performance, keep the date set to today.
- To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

Click **Save**. All reports are now filtered to show only data for the selected school year and date. The selected date displays in the filter details below the report headings. 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.

How to Assign Test Reasons (Categories)

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 Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Reporting System to assign a different test reason to an interim or ClearSight Formative test opportunity completed in the present school year.

1. From the **Features & Tools** menu, select **Manage Test Reasons**. The *Test Reason Manager* window opens (see [Figure 71](#)).

Figure 71. Test Reason Manager Window

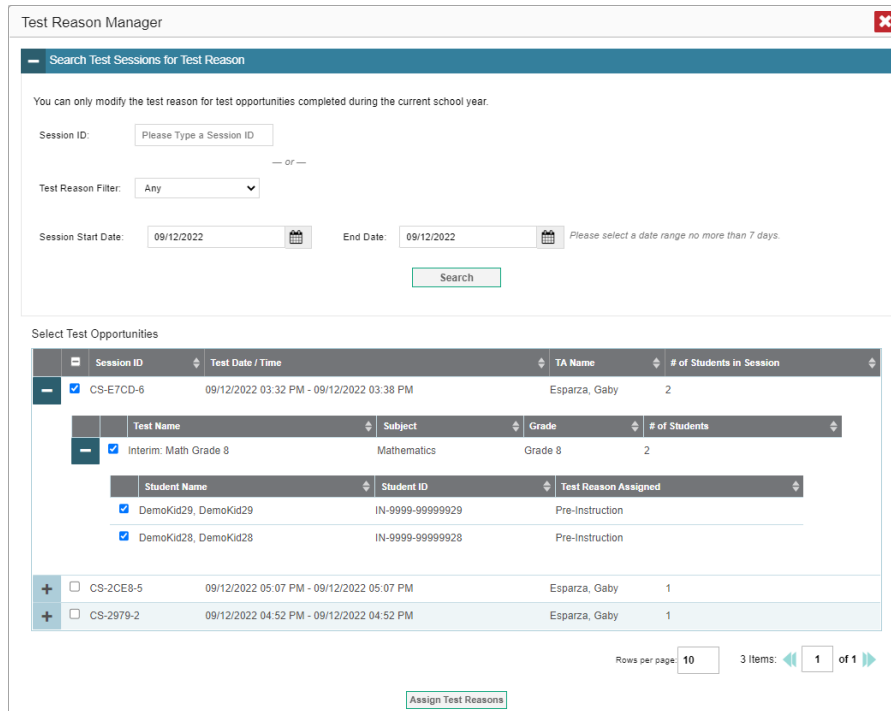
Table 32. Test Reason Manager Window Elements

#	Element
1	Session ID field
2	Drop-down list to select a test reason
3	Fields for start and end dates

2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 71](#)):
 - 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* (see [Figure 72](#)). 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.

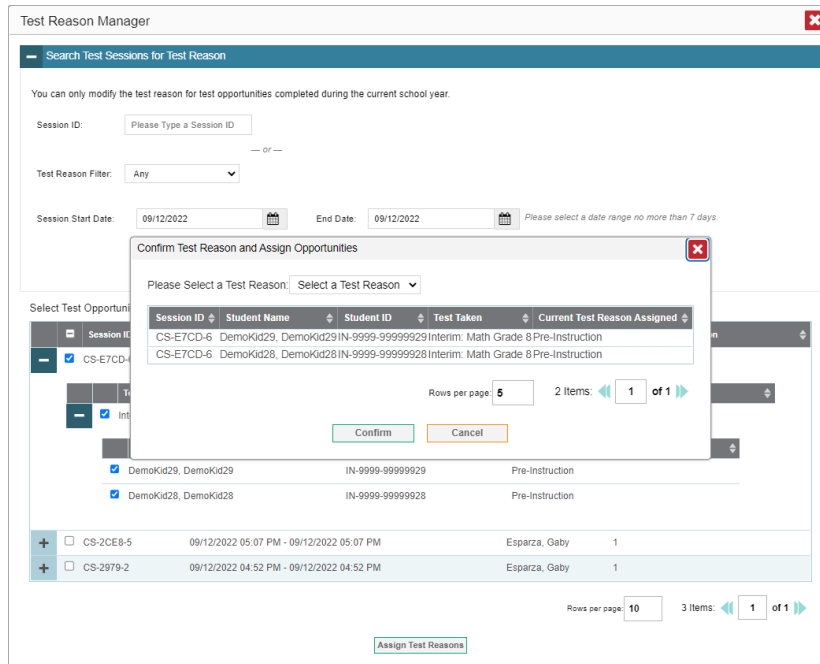
Figure 72. Test Reason Manager Window: Select Test Opportunities



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.

- In the window that appears (see [Figure 73](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

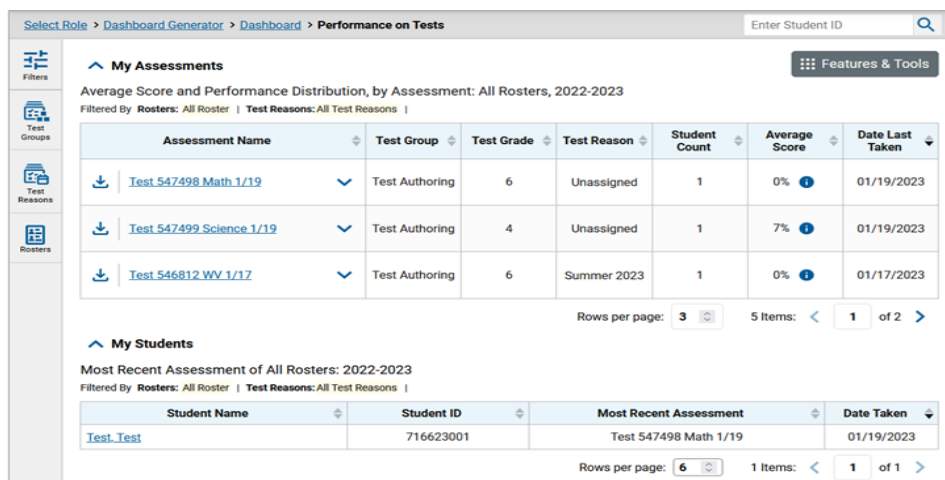
Figure 73. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 74](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and ClearSight Formative tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 74. 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.

Reporting System User Guide

This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you’re viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards 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 either the **Filters** panel expand button or the **Test Reasons** button (see [Figure 75](#)). The **Filters** panel expands (see [Figure 76](#)).

Figure 75. Teacher View: Performance on Tests Report

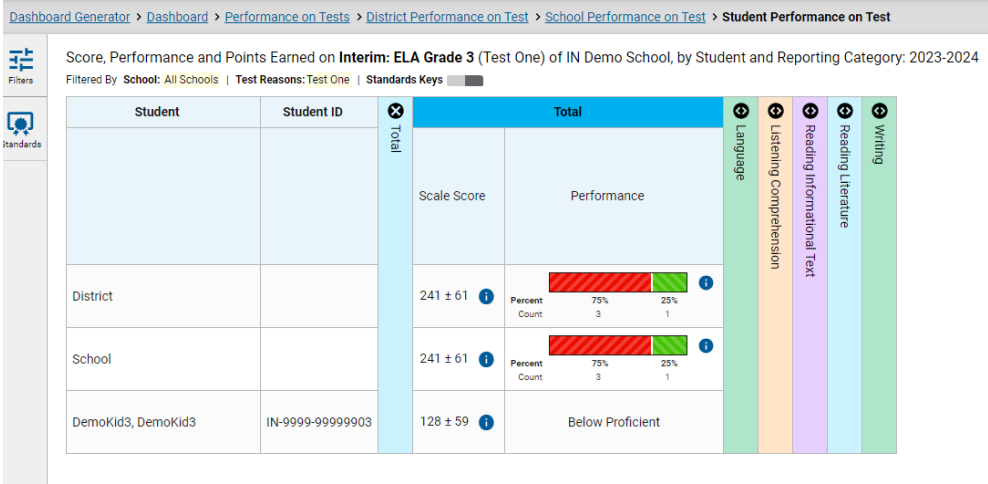


Table 33. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Test Reasons filter

Reporting System User Guide

2. Make a selection from the drop-down list in the **Test Reasons** section (see [Figure 76](#)).

Figure 76. Teacher View: Performance on Tests Report with Expanded Filters Panel

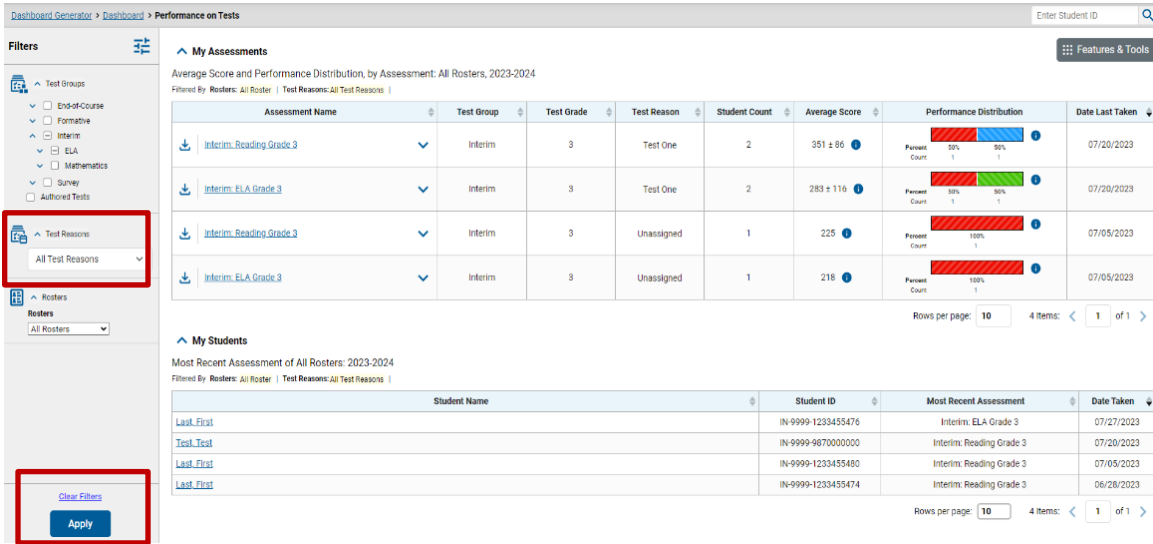


Table 34. Teacher View: Performance on Tests Report Elements

#	Element
1	Test Reasons drop-down list
2	Apply button and Clear Filters

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 (see [Figure 77](#)) shows the test reason selected, if any.

Figure 77. Teacher View: Performance on Tests Report

Dashboard Generator > Dashboard > Performance on Tests

Enter Student ID

My Assessments

Average Score and Performance Distribution, by Assessment: All Rosters, 2023-2024

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

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Interim: Reading Grade 10	Interim	10	Test One	1	180		07/20/2023
Interim: ELA Grade 10	Interim	10	Test One	1	237		07/20/2023
Interim: Reading Grade 3	Interim	3	Test One	2	351 ± 86		07/20/2023
Interim: ELA Grade 3	Interim	3	Test One	2	283 ± 116		07/20/2023

My Students

Most Recent Assessment of All Rosters: 2023-2024

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

Student Name	Student ID	Most Recent Assessment	Date Taken
Last_First	IN-9999-1233455476	Interim: ELA Grade 3	07/27/2023
Test_Test	IN-9999-9870000000	Interim: Reading Grade 10	07/20/2023
Last_First	IN-9999-1233455480	Interim: Reading Grade 10	07/07/2023
Last_First	IN-9999-1233455474	Interim: ELA Grade 5	06/28/2023

Rows per page: 10 | 4 items | 1 of 1

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

An educational standard describes the skill the item measures. An example of a math standard is “At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)”

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. Then you can switch filters to compare it with their performance in another skill. If you don’t filter by standard, the reports will show results for all standards by default. You may find that 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.

Reporting System User Guide

1. On the left side of the page, click either the **Filters** panel expand button or the **Standards** button (see [Figure 78](#)). The **Filters** panel expands (see [Figure 79](#)).

Figure 78. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

The screenshot shows a dashboard for 'My Students' Performance on Test Report'. It features a 'Performance by Roster' tab and a 'Performance by Student' sub-tab. The main data table is titled 'Average Score, Performance Distribution and Average Points Earned on ClearSight Formative: Math Grade 2 Measurement & Data - 4 (Test One), by Roster and Reporting Category 2023-2024'. The table is filtered by 'Rosters: All Roster' and 'Test Reasons: Test One'. The table has columns for 'Roster', 'Total' (Student Count, Test Completion Rate, Average Percent Correct, Average Score), and '5 Items on which Students Performed the Worst' (Item Numbers, Max Points and Points Earned). The 'Total' section shows 1 student for District, School, and My Students, with a 20% completion rate and 2/10 average score. The '5 Items' section shows 0 points for all items (MDJ2.GJ2.MD.5, MDJ2.FJ2.MD.4, MDJ2.IJ2.MD.10, MDJ2.GJ2.MD.9, MDJ2.HJ2.MD.8).

Table 35. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Standards filter

2. Use the drop-down list in the **Standards** section (as in [Figure 79](#)) to select a cluster. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 79. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filters Panel

The screenshot shows the same dashboard as Figure 78, but with the 'Filters' panel expanded on the left. The 'Standards' section is active, showing a 'Domain' dropdown set to 'INMD: Measurement and' and a 'Cluster' dropdown set to 'All Cluster(s)'. The main data table is the same as in Figure 78, but the '5 Items on which Students Performed the Worst' section is expanded to show 'Item N' with columns for '1' and '2'. The '1' column shows 1 point for MDJ2.FJ2.MD.1, and the '2' column shows 1 point for MDJ2.HJ2.MD.8.

Table 36. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Standards drop-down lists
2	Apply button and Clear Filters

- Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see [Figure 8](#)).
- Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

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

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

Figure 80. My Students' Performance on Test Report: Performance by Student Tab Filtered by Standard

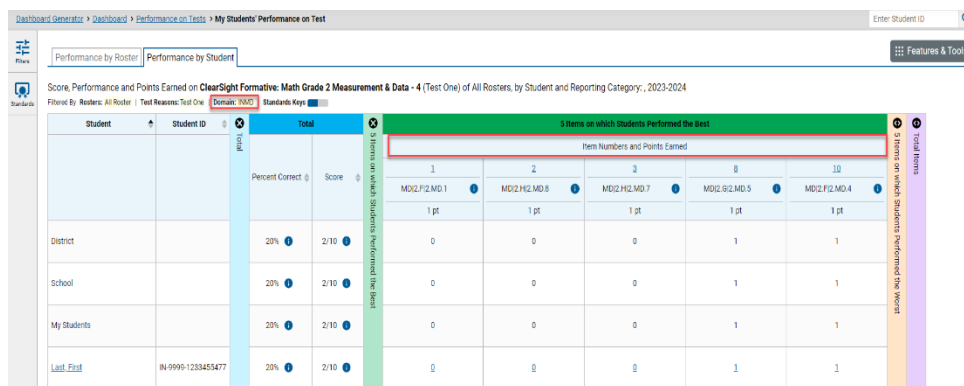


Table 37. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Row of filter details specifying the standards
2	Data for items that belong to the specified standards

How to Export and Print Data

You can export or print any data you see in the Reporting System. 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 reports can be exported with item-level data.

How to Export or Print a Report You're Viewing

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

Figure 81. Features & Tools Menu with Multiple Print Options

The screenshot shows a vertical menu with the following sections and options:

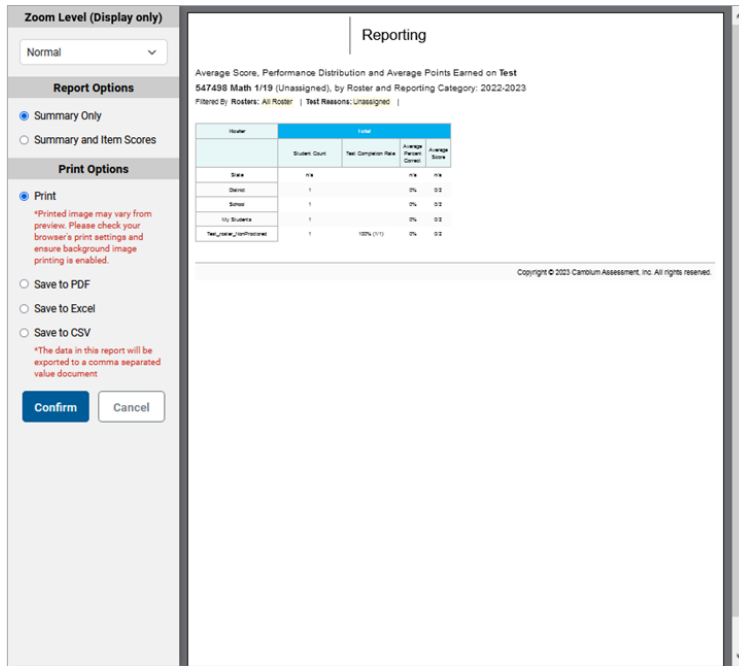
- Zoom Level (Display only)**: A dropdown menu currently set to "Normal".
- Report Options**:
 - Summary Only
 - Summary and Item Scores
- Print Options**:
 - Print
 - *Printed image may vary from preview. Please check your browser's print settings and ensure background image printing is enabled.
 - Save to PDF
 - Save to Excel
 - Save to CSV
 - *The data in this report will be exported to a comma separated value document

At the bottom of the menu are two buttons: **Confirm** (in a blue box) and **Cancel** (in a white box with a grey border).

A print preview page opens (see [Figure 82](#)).

- 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 82. Print Preview Page



- 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 83](#), 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 83. Print Preview Page with Summary and Item Scores Option Selected

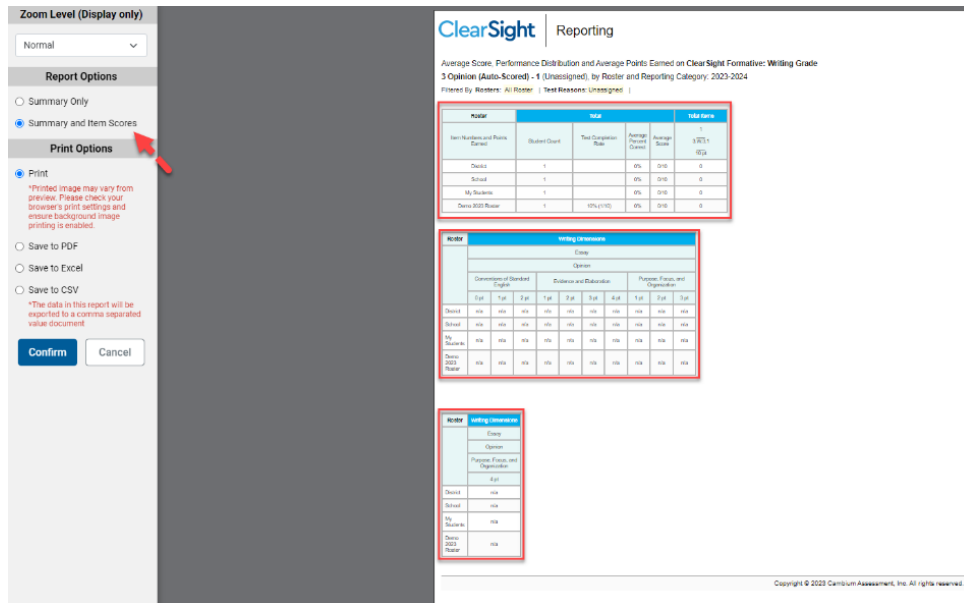


Table 38. Print Preview Page Elements

#	Element
1	Summary and Item Scores option (selected)
2	Item data

- To print the report, select the **Print** radio button. To download it, **Save to PDF**, **Save to Excel** (.xlsx), or **Save to CSV** (comma-separated values).
 - Optional:* If a printout or PDF is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student’s responses.
 - If you selected **Save to PDF**, choose an option from the **Page Layout** drop-down list that appears.
- Click **Confirm**.

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



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

- Click  to the left of the name of the assessment whose report you wish to export (see [Figure 84](#)).

Figure 84. Teacher View: Performance on Tests Report

Dashboard Generator > Dashboard > Performance on Tests

My Assessments
Average Score and Performance Distribution, by Assessment: All Rosters, 2023-2024
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons |

Assessment Name	Test Group
 ClearSight Formative: Writing Grade 3 Opinion (Auto-Scored) - 1	Formative
 ClearSight Formative: Writing Grade 3 Informative (Auto-Scored) - 1	Formative

My Students
Most Recent Assessment of All Rosters: 2023-2024
Filtered By **Rosters:** All Roster | **Test Reasons:** All Test Reasons |

Student Name
Test, Test

The **Export Report** window opens (see [Figure 85](#) and [Figure 86](#)). 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 85. District-Level User View: Export Report Window

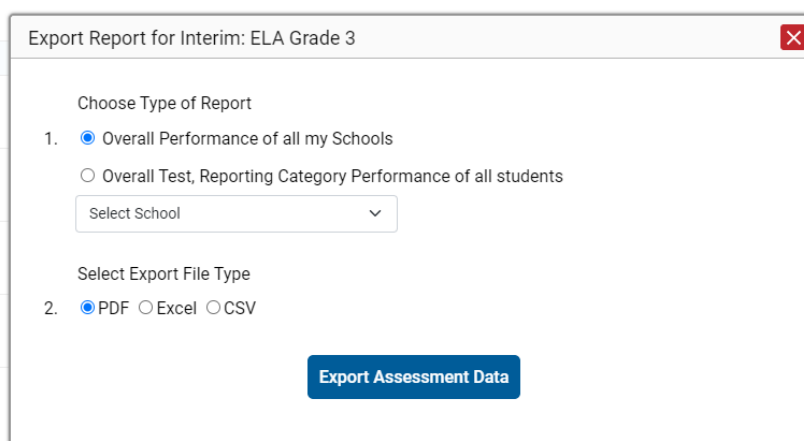


Table 39. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

▪ **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 86. Teacher View: Export Report Window

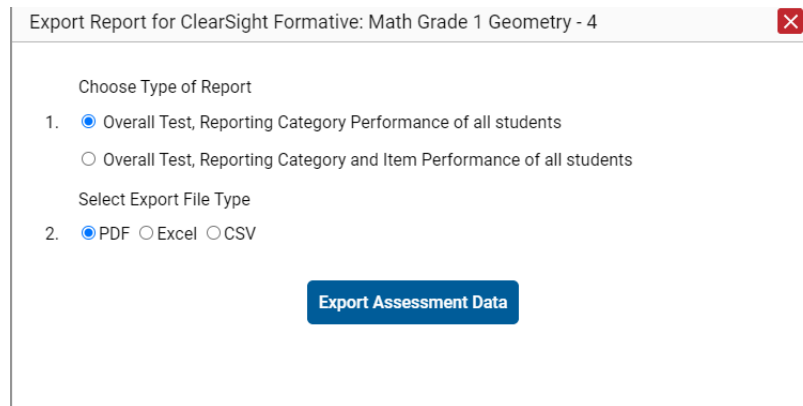


Table 40. Teacher View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

3. Choose from the **PDF**, **Excel**, and **CSV** formats.
4. Click **Export Assessment Data**. A confirmation window appears.
5. 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.

How to Score Items

The Reporting System allows authorized users to score certain items on interim and ClearSight Formative tests.

- Some items that require hand scoring arrive in the Reporting System without any scores. These would come from educator-authored tests, or certain writing ClearSight Formatives. If a test contains unscored items, its performance data is excluded from your reports until an authorized user scores all the unscored items in at least one opportunity of that test.
- Other items arrive in the Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary. For example, the auto-scored Writing ClearSight Formative Forms and the Writing portion of ELA Interims have machine provided scores that can be overridden.

How to Score Unscored Items

When you have tests with unscored items, a **Tests To Score** notification appears in the banner (see [Figure 87](#)).

Figure 87. Banner with Tests To Score Notification



1. In the banner, click **Tests To Score** (see [Figure 87](#)). The **Scoring Mode** window opens (see [Figure 88](#)), displaying a list of tests with unscored items. The table on the **Scoring Mode** dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 88. Scoring Mode Window: Dashboard

Assessment Name	Test Reason	Student Count	Items to Score	Items to Submit	Date Last Taken
INTERIM_HS-ELA-FocusedIAB-WriteReviseExplanatory	School/District Conversation	1	1	0	07/13/2023
INTERIM_G5-ELA-FocusedIAB-WriteReviseNarratives	School/District Conversation	1	1	0	07/13/2023
INTERIM_G5-ELA-FocusedIAB-WriteReviseInformational	School/District Conversation	1	2	0	07/13/2023
INTERIM_G3-Math-IAB-PTOrderForm	School/District Conversation	1	4	0	07/07/2023
INTERIM_G6-ELA-FocusedIAB-WriteReviseArgumentative	School/District Conversation	1	2	0	07/07/2023
INTERIM_G9-ELA-ICA-CAT	Classroom	1	3	0	11/30/2022
INTERIM_G11-ELA-ICA-PT	Classroom	1	1	1	11/30/2022
INTERIM_G11-ELA-ICA-CAT	Classroom	1	3	0	11/30/2022
INTERIM_G10-ELA-ICA-PT	Classroom	1	1	1	11/30/2022
INTERIM_G10-ELA-ICA-CAT	Classroom	1	2	1	11/30/2022

Rows per page: 100 10 Items: 1 of 1

2. Click the name of the test you wish to score. The **Test Scoring** page appears (see [Figure 89](#)), displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

Figure 89. Scoring Mode Window: Test Scoring Page

Dashboard > Test Scoring

Change School

INTERIM: HS-ELA-Focused/AB-WriteReviseExplanatory (School/District Conversation) to score for Demo inst 9999, 2022-2023

<input type="checkbox"/>	Submit	Student	Student ID	Date Taken	Items to Score
					Item Numbers and Max Points
					3
					2 pt
<input type="checkbox"/>		Firstnm, Lastnm	1111222315	7/13/2023 4:30:00 PM	Score

Rows per page: 16 1 Items: 1 of 1

Submit Score(s)

- To enter scores for an item, click the **score** link or score number for the required item in the required student's row (see [Figure 89](#)). The scoring window opens to the **Item & Score** tab.
- Optional:* You can open the **Rubric & Resources** tab (see [Figure 90](#)) to review the item's rubric and available resources.

Figure 90. Item View: Rubric & Resources Tab

Interim: Math Grade 3

Item 8 Currently Showing

Item 8

Item & Score Rubric & Resources

Details

Topic	Content Alignment
Geometry	Standard: 3.G.4. Partition shapes into parts with equal areas. Express the area of each part as a unit fraction of the whole (1/2, 1/3, 1/4, 1/6, 1/8).

Rubric

Exemplar:

- any 2 columns shaded

Other Correct Responses:

- any 2 rows shaded

For this item, a full-credit response includes:

- a correctly shaded region (1 point).

- In the **Item & Score** tab (see [Figure 91](#)), click the edit button in the Scoring Criteria table at the top of the window.
- 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 [Condition Codes](#).

Figure 91. Item View: Item & Score Tab

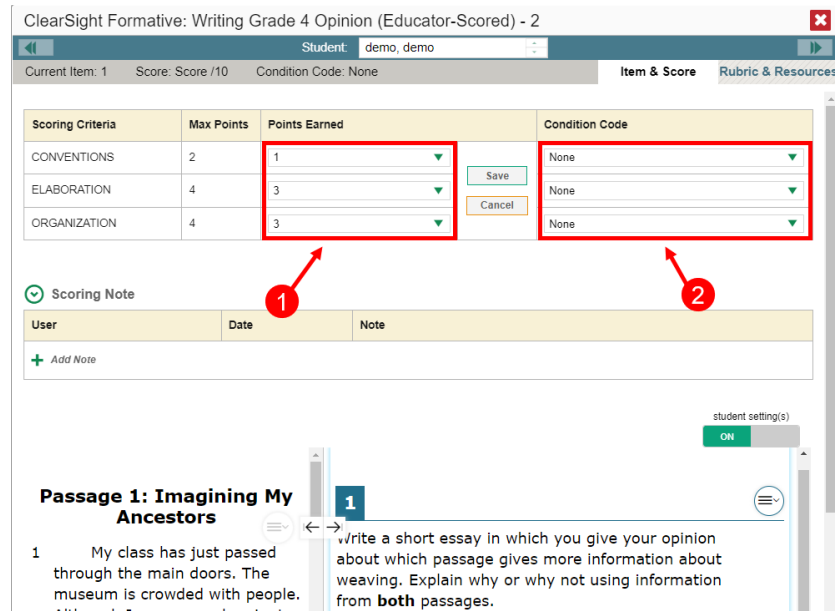


Table 41. Item View: Item & Score Tab Elements

#	Element
1	Points Earned drop-down list
2	Condition Code drop-down list

7. If the item has multiple scoring criteria, repeat step 6 for each criterion.
8. Click **Save**.
9. *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**.
10. To continue scoring 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 *Item View* window.
 - To view the same unscored item for another student, click the up or down arrows on the right side of the *Student* field Demo Student at the top of the window.
 - To return to the *Scoring Mode* window and select another item manually, close the *Item View* window.
11. Repeat steps 4–10 until you have entered scores for all the unscored items for the test.
12. *Optional:* If you need to change the entered score for an item response, you can select the score link for that item on the *Test Scoring* page and repeat steps 4–10.

Once you have entered scores for all the unscored items in a test opportunity, you may [submit that opportunity](#) for processing.

How to Submit Scored Test Opportunities for Processing

In order for a 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.

- To submit scored opportunities for processing, navigate to the **Test Scoring** page (see [Figure 92](#)) and mark the checkbox for each opportunity you wish to submit.
 - You can mark the checkbox at the top of the Submit column to select all fully scored opportunities at once.

Figure 92. Test Scoring Page: Submitting an Opportunity

The screenshot shows a web interface titled "Scoring Mode" with a breadcrumb "Dashboard > Test Scoring". Below the breadcrumb is a "Change School" button. The main content area displays the test title "ClearSight Formative: Writing Grade 4 Opinion (Educator-Scored) - 2" and the subtitle "(Test One) to score for IN Demo School, 2022-2023". A table with the following columns is shown: "Student", "Student ID", "Date Taken", and "Item To Score". The "Item To Score" column is further divided into "Item Numbers and Max Points". The table contains one row with a checked checkbox in the first column, and the following data: "demo, demo" for Student, "IN-9999-2000" for Student ID, "8/7/2022 8:25:27 PM" for Date Taken, and "1 / 10 pt" for Item To Score. Below the table, there is a "Rows per page: 10" and "1 Items: 1 of 1" with navigation arrows. A green "Submit Score(s)" button is located at the bottom left of the interface.

<input type="checkbox"/>	Student	Student ID	Date Taken	Item To Score
				Item Numbers and Max Points
				1 10 pt
<input checked="" type="checkbox"/>	demo, demo	IN-9999-2000	8/7/2022 8:25:27 PM	1

- Click **Submit Score(s)** in the bottom-left corner of the page.
- 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 Scores for Items](#)).

How to Modify Scores for Items

You can modify scores for some items directly from the **Item View** window.



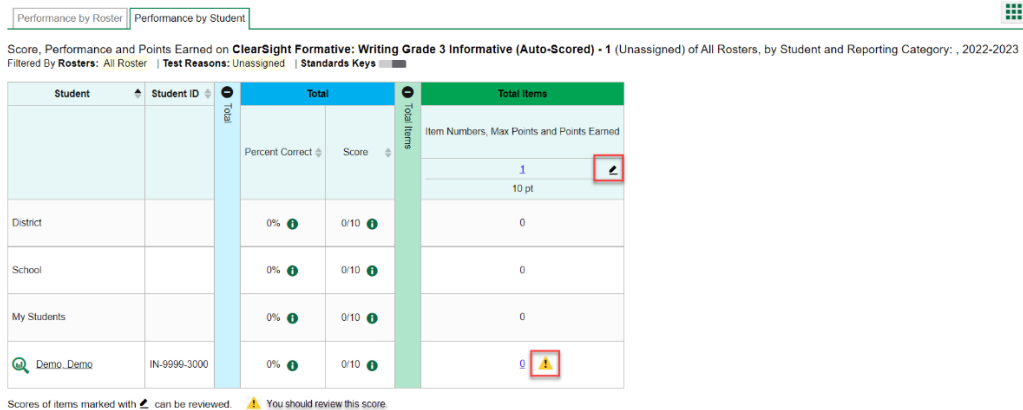
Reports display a pencil icon  in the column header for each item with a modifiable score (see [Figure 93](#)). When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific has been assigned by machine,  displays next to the score. It is highly recommended that you review items flagged with this icon.

Figure 93. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section



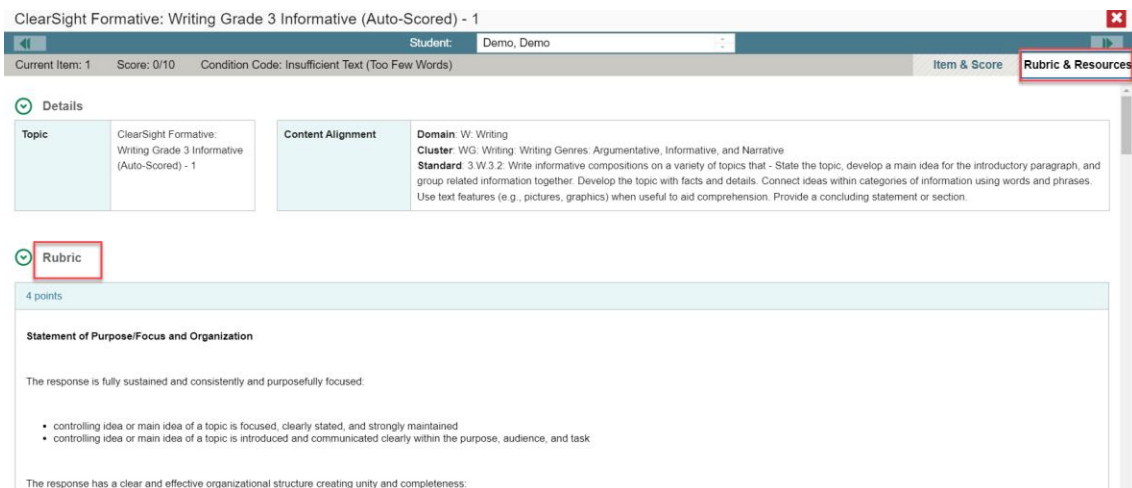
Student	Student ID	Total	Total Items
		Percent Correct	Score
		0%	0/10
District		0%	0/10
School		0%	0/10
My Students		0%	0/10
Demo_Demo	IN-9999-3000	0%	0/10

Table 42. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Pencil icon indicating that the item has modifiable scores
2	Item score link for a student, with alert icon

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. On the **Rubric & Resources** tab (see [Figure 94](#)), review the item's rubric and available resources, if necessary.

Figure 94. Item View Window: Rubric & Resources Tab (Resources)



ClearSight Formative: Writing Grade 3 Informative (Auto-Scored) - 1

Student: Demo, Demo

Current Item: 1 | Score: 0/10 | Condition Code: Insufficient Text (Too Few Words) | Item & Score | **Rubric & Resources**

Details

Topic ClearSight Formative: Writing Grade 3 Informative (Auto-Scored) - 1

Content Alignment Domain: W. Writing
 Cluster: WG. Writing. Writing Genres: Argumentative, Informative, and Narrative
 Standard: 3.W.3.2 Write informative compositions on a variety of topics that - State the topic, develop a main idea for the introductory paragraph, and group related information together. Develop the topic with facts and details. Connect ideas within categories of information using words and phrases. Use text features (e.g., pictures, graphics) when useful to aid comprehension. Provide a concluding statement or section.

Rubric

4 points

Statement of Purpose/Focus and Organization

The response is fully sustained and consistently and purposefully focused.

- controlling idea or main idea of a topic is focused, clearly stated, and strongly maintained
- controlling idea or main idea of a topic is introduced and communicated clearly within the purpose, audience, and task

The response has a clear and effective organizational structure creating unity and completeness:

Reporting System User Guide


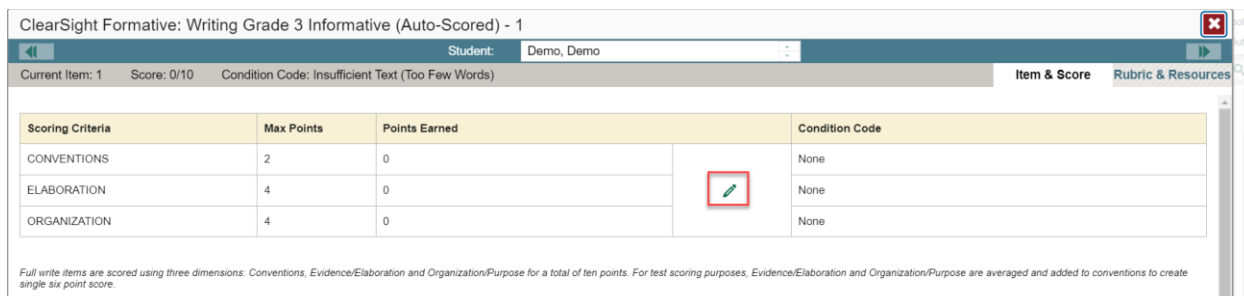
- On the **Item & Score** tab (see [Figure 95](#)), review the student's entered response and click  in the Scoring Criteria table at the top of the window. The Points Earned and Condition Code columns become editable, as in [Figure 96](#).

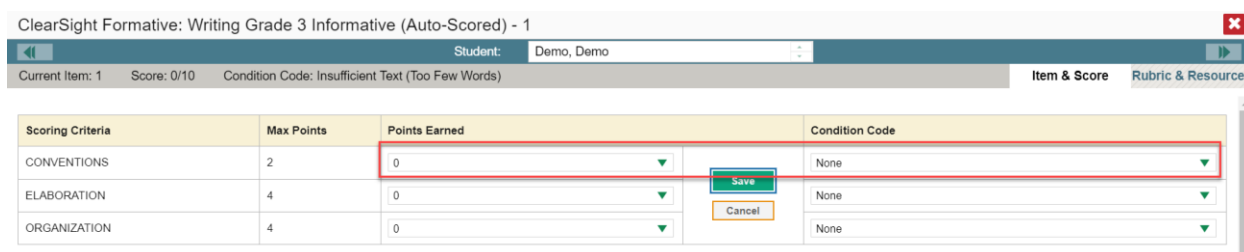
Figure 95. Item View Window: Item & Score Tab



Scoring Criteria	Max Points	Points Earned	Condition Code
CONVENTIONS	2	0	None
ELABORATION	4	0	None
ORGANIZATION	4	0	None



Full write items are scored using three dimensions: Conventions, Evidence/Elaboration and Organization/Purpose for a total of ten points. For test scoring purposes, Evidence/Elaboration and Organization/Purpose are averaged and added to conventions to create single six point score.

Figure 96. Item View Window: Item & Score Tab



Scoring Criteria	Max Points	Points Earned	Condition Code
CONVENTIONS	2	0	None
ELABORATION	4	0	None
ORGANIZATION	4	0	None

Save
Cancel

- Do one of the following (see [Figure 96](#)):
 - 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.
- If the item has multiple scoring criteria, repeat step 4 for each criterion.
- Click **Save**.
- 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**.
- 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 at the top of the **Item View** window.

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

Appendix

Appendix sections are alphabetized for your convenience.

C

Class (Roster) Management

Classes (rosters) are groups of students. Except when created at the district level, each class 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 classes. Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

How to Add a Class (Roster)

You can create new classes (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 97](#)).

Figure 97. Roster Manager Window: Add Roster Form

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The form is divided into two main sections: 'Search for Students to Add to the Roster' and 'Add Students to the Roster'. The search section includes dropdown menus for 'District' (Demo District 9999 - 9999) and 'School' (Demo School 999901 - 9999), along with text input fields for 'Student's First Name', 'Student's Last Name', and 'SSID'. There are also dropdown menus for 'Grade' (None selected) and '*Year' (2019-2020). An 'Advanced Search' section with a 'Search' button is located below the search fields. The 'Add Students to the Roster' section includes a text input for '*Roster Name', a dropdown for '*Teacher Name' (-Select-), and radio buttons for '*Students to display' (Current Students or Current and Past Students). At the bottom, there are two tables: 'Available Students (0)' and 'Selected Students (0)'. The 'Available Students' table has columns for 'Add', 'Student Name', 'Grade', 'Reporting ID', and 'Left School'. The 'Selected Students' table has columns for 'Remove Student Name', 'Grade', 'Reporting ID', and 'Left Roster'.

2. In the *Search for Students to Add to the Roster* panel (see [Figure 98](#)), do the following:

Reporting System User Guide

- If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
- b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - a. c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the *Advanced Search* panel (see [Figure 98](#)), select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 98. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot shows the 'Roster Manager' window with the 'Add Roster' form. The 'Advanced Search' panel is highlighted with a red border. In this panel, 'Search Fields' is set to 'Gender', and 'Gender: Male' is selected. Under 'Additional Criteria Chosen', 'Gender: Female' is checked. There are 'Add', 'Search', 'Remove All', and 'Remove Selected' buttons in this panel. The main form has fields for District (Demo District 9999 - 999), School (Demo School 999901 - 9), SSID, Student's First Name, Student's Last Name, Grade (None selected), and Year (2019-2020). There are 'Save' and 'Cancel' buttons at the top. Below the Advanced Search panel is the 'Add Students to the Roster' panel with fields for Roster Name, Teacher Name, and a radio button for 'Students to display' (Current Students and Current and Past Students).

- a. e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.

3. In the *Add Students to the Roster* panel (see [Figure 99](#)), do the following:

In the *Roster Name* field, enter the roster name.

- b. From the **Teacher Name** drop-down list, select a teacher.
- c. *Optional:* To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

Figure 99. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

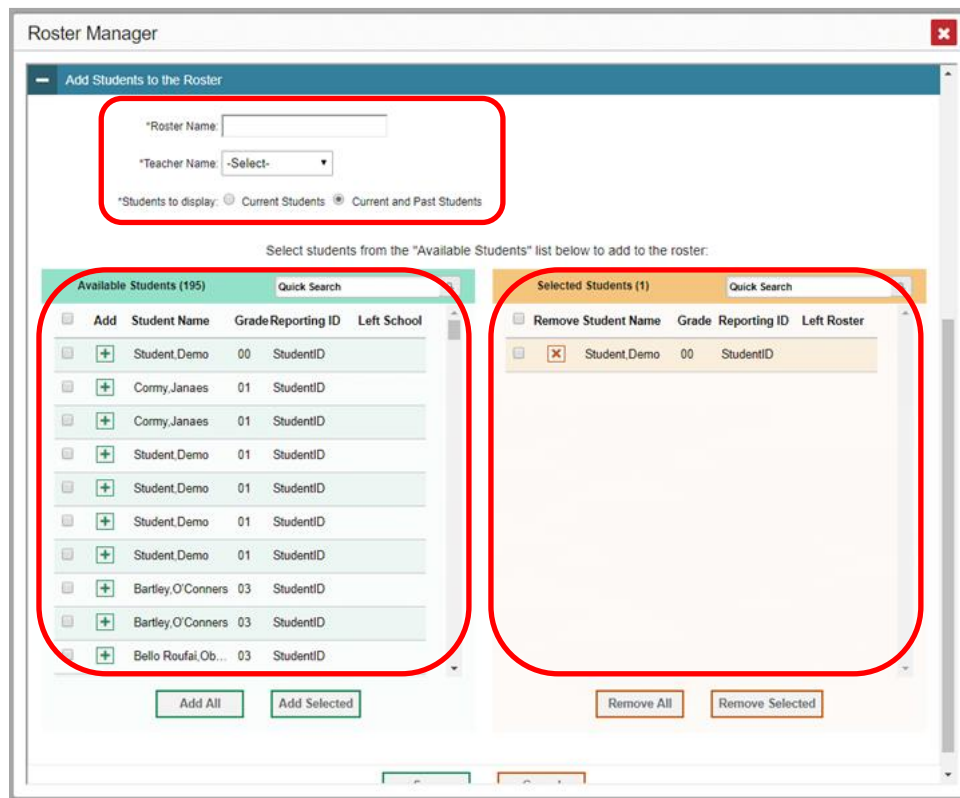



Table 43. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added

- d. **To add students**, do one of the following in the list of available students:
 - To move one student to the roster, click + beside that student's name.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Reporting System User Guide

- e. **To remove students**, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

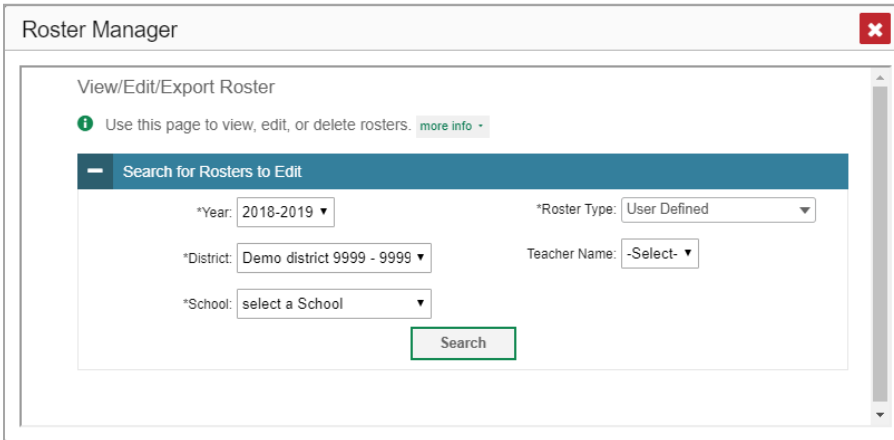
4. Click **Save**, and in the affirmation dialog box click **Continue**.

How to Modify a Class (Roster)

You can modify a class (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 100](#)).

Figure 100. Roster Manager Window: View/Edit/Export Roster Form



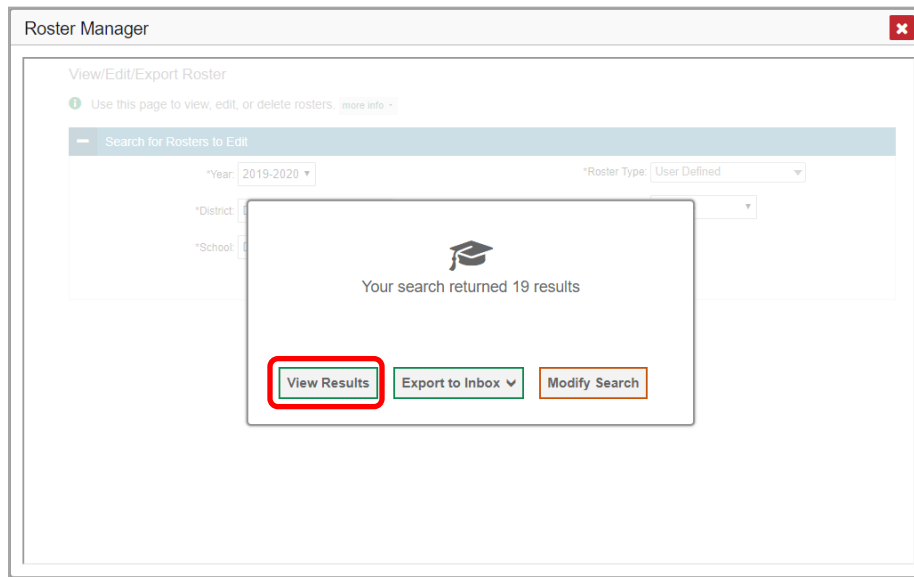
The screenshot shows a window titled "Roster Manager" with a close button in the top right corner. Inside the window, the title "View/Edit/Export Roster" is displayed above an information icon and a link to "more info". Below this is a section titled "Search for Rosters to Edit" with a minus sign icon. The search form contains the following fields:

- *Year: 2018-2019 (dropdown)
- *Roster Type: User Defined (dropdown)
- *District: Demo district 9999 - 9999 (dropdown)
- Teacher Name: -Select- (dropdown)
- *School: select a School (dropdown)

A "Search" button is located at the bottom right of the search form.

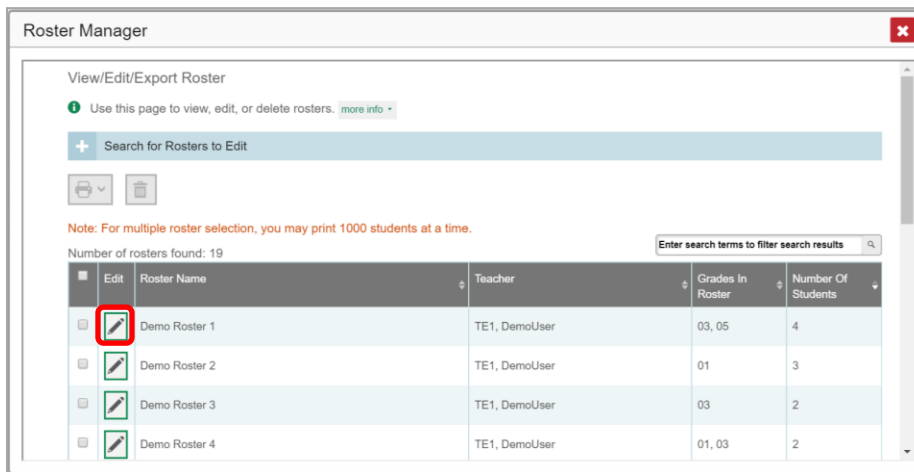
2. In the *Search for Rosters to Edit* panel (see [Figure 100](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 101](#)). Click **View Results** to view the results in your browser.

Figure 101. Roster Manager Window: Search Results Pop-Up



4. A list of retrieved rosters is generated (see [Figure 102](#)).

Figure 102. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



5. In the list of retrieved rosters, click for the roster whose details you want to view. The
 - a. **View/Edit/Export Roster** window opens.
6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
 - If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the *SSID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.

Reporting System User Guide

- c. *Optional:* In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the *Advanced Search* panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
 - e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (Available Students), and a blank Selected Students list.
7. Scroll down to view the *Add Students to the Roster* panel, as in [Figure 103](#).

Figure 103. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

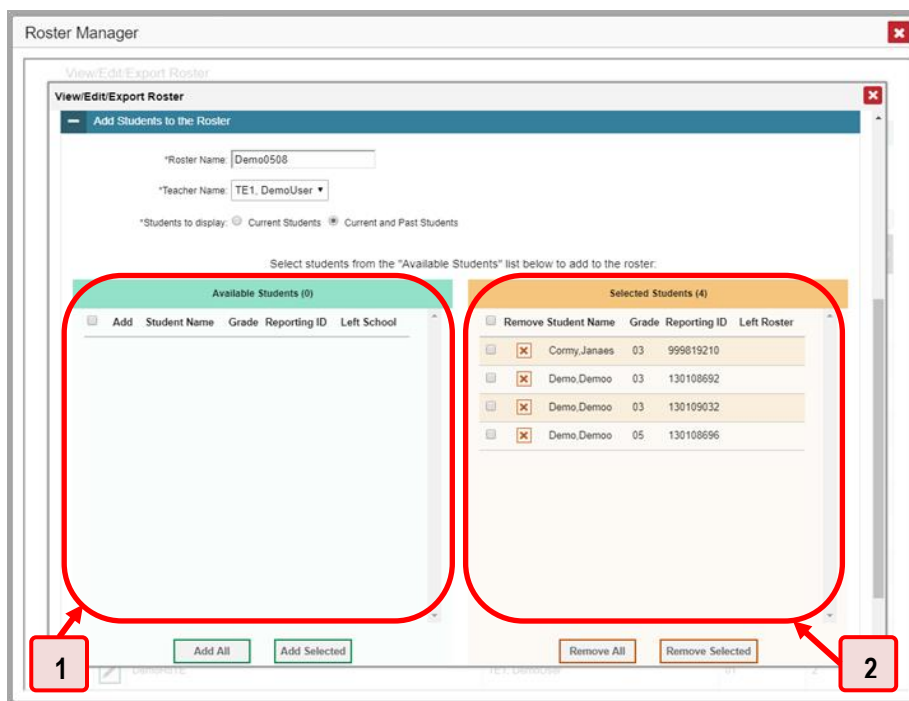




Table 44. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster (currently empty, because no search has been entered)
2	List of students belonging to the roster

8. *Optional:* In the *Add Students to the Roster* panel, do the following:

In the *Roster Name* field, enter a new name for the roster.

- b. From the **Teacher Name** drop-down list, select the roster's new teacher.
- a. c. *Optional:* To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
- d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  beside that student's name.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
- e. To remove students, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

How to Upload Classes (Rosters)

If you have many classes (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 Roster**. The *Roster Manager* window appears, showing the Upload Rosters: Upload page (see [Figure 104](#)).

Figure 104. Roster Manager Window: Upload Rosters: Upload Page

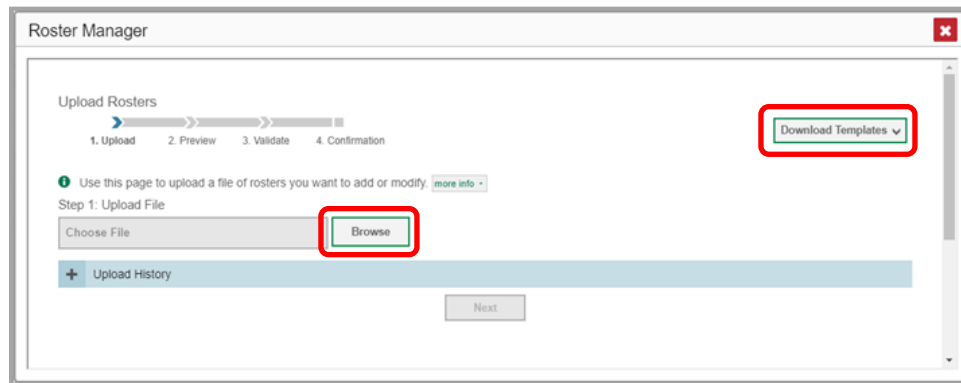
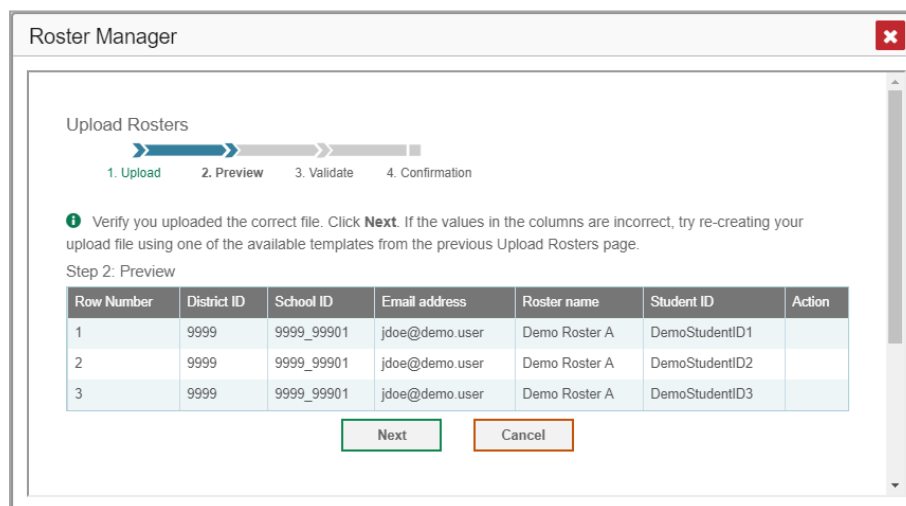


Table 45. Roster Manager Window: Upload Rosters: Upload Page Elements

#	Element
1	Download Templates menu button
2	Browse button

- On the Upload Rosters: Upload page (see [Figure 104](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
- Open the template file in a spreadsheet application.
- Fill out the template and save it.
- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 105](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 105. Roster Manager Window: Upload Rosters: Preview Page



Reporting System User Guide

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



Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 106](#)). 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 106. Roster Manager Window: Upload Rosters: Validate Page

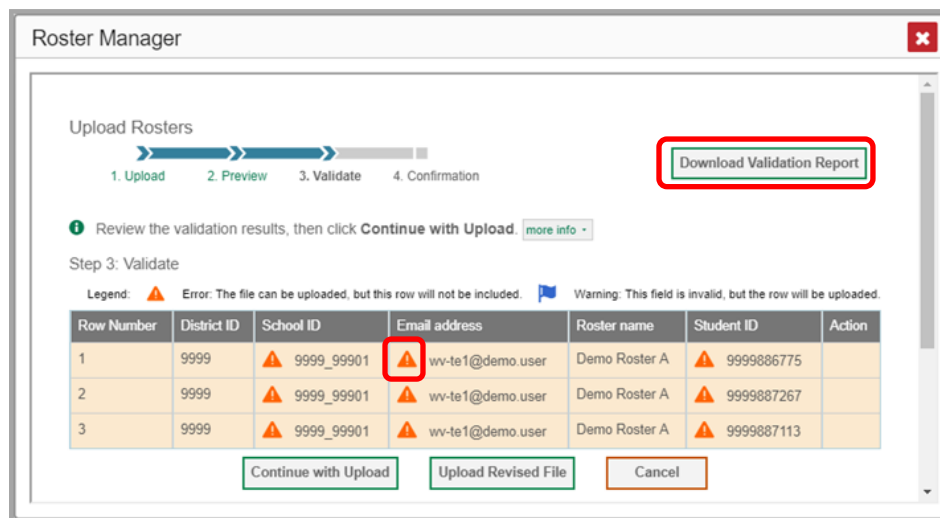


Table 46. Roster Manager Window: Upload Rosters: Validate Page Elements

#	Element
1	Download Validation Report button
2	Error symbol (click for more information)

- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

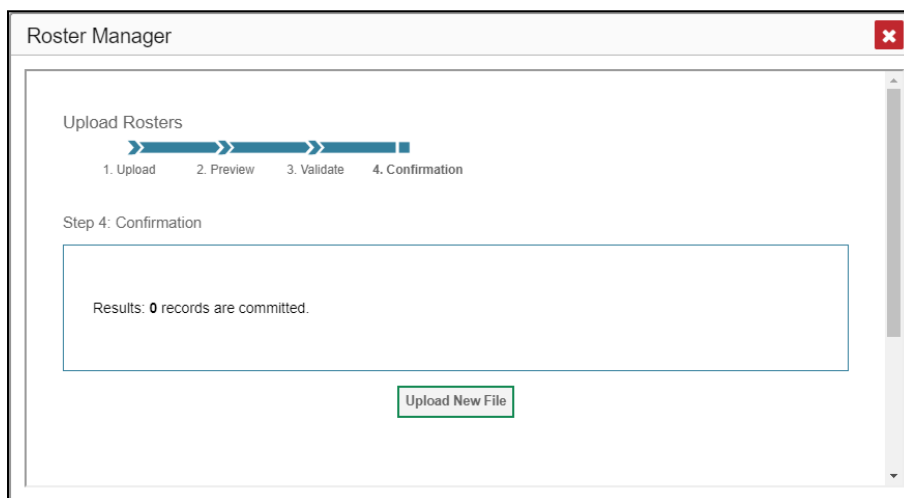
If your file contains a large number of records, the Reporting System processes it offline and sends you a confirmation email when it's complete. While the Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

- Do one of the following:
 - Click **Continue with Upload** at the bottom of the page. The Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
 - Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

Reporting System User Guide

The Confirmation page appears (see [Figure 107](#)), displaying a message about how many records (rows) were committed.

Figure 107. Upload Rosters: Confirmation Page



9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 47](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 47. 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.
Teacher's 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.
Student Identification*	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.

Condition Codes

[Table 48](#) 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 48. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Human	Insufficient Text	<ul style="list-style-type: none"> The student has not provided a meaningful response. Some examples: <ul style="list-style-type: none"> 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
Human	Non-Scorable Language	<ul style="list-style-type: none"> ELA/literacy: Language other than English. Mathematics: Language other than English or Spanish.
Human	Off Purpose	<ul style="list-style-type: none"> 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.
Human	Off Topic	<ul style="list-style-type: none"> 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.
Machine	Blank	<ul style="list-style-type: none"> The student did not enter a response.
Machine	Insufficient Text (Duplicated Text)	<ul style="list-style-type: none"> The response contains a significant amount of text repeated over and over.

Machine	Insufficient Text (Too Few Words)	<ul style="list-style-type: none"> The response contains too few words to be considered a valid attempt.
Machine	Insufficient Text (Copied Text from the Prompt)	<ul style="list-style-type: none"> The response is largely composed of text copied from the prompt.
Machine	Insufficient Text (Refused to Answer)	<ul style="list-style-type: none"> The response is a refusal to respond, in a form such as “idk” or “I don’t know.”
Machine	Non-Specific	<ul style="list-style-type: none"> 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.
Machine	Non-Scorable Language (Spanish Response)	<ul style="list-style-type: none"> The response is in Spanish.
Machine	Non-Scorable Language (Uninterpretable Language)	<ul style="list-style-type: none"> The response is in a language other than English or Spanish.

H

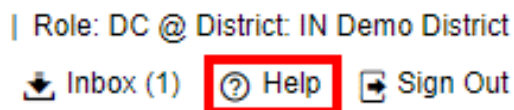
Help

The Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 108](#)), 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 108. Banner



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Secure File Center

The Reporting System allows you to access a Secure File Center feature 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 Center. 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. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users’ Secure File Centers.

How to Access and Manage Files in the Secure File Center

Figure 109. Banner (with Secure File Center) Highlighted



1. In the banner (see [Figure 109](#)), click **Secure File Center**. The **Secure File Center** window appears (see [Figure 110](#)). By default, the Secure File Center window displays the **View Documents** tab.

Figure 110. Secure File Center Window: View Documents Tab: Secure File Center Sub-Tab

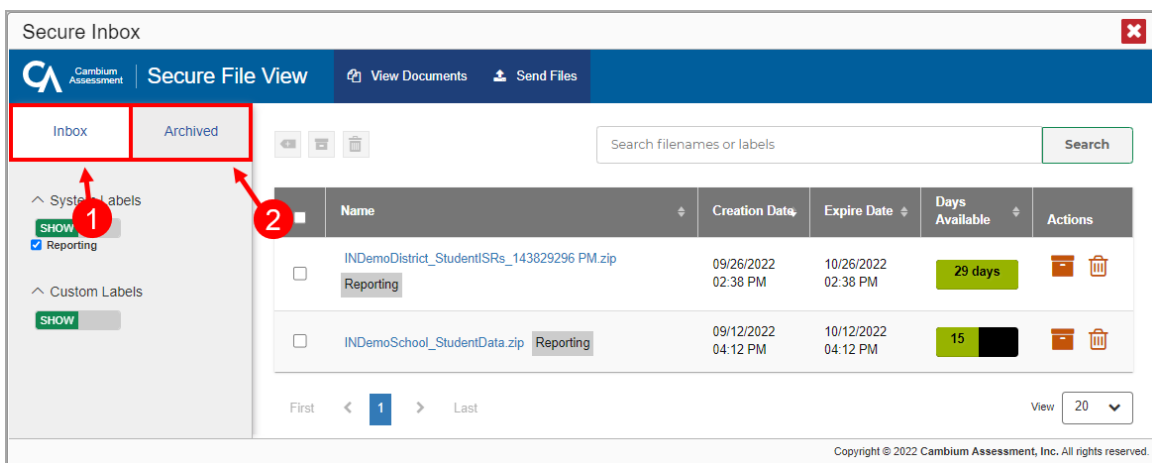


Table 49. Secure File Center Window: View Documents Tab Elements

#	Element
1	Secure File Center sub-tab
2	Archived sub-tab

Reporting System User Guide

2. Choose either of the available tabs (see [Figure 110](#)):
 - **Secure File Center:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
 - **Archived:** Displays files that have been archived. Includes the same columns as the main **Secure File Center** tab.

Figure 111. Secure File Center Window: View Documents Tab: Secure File Center Sub-Tab

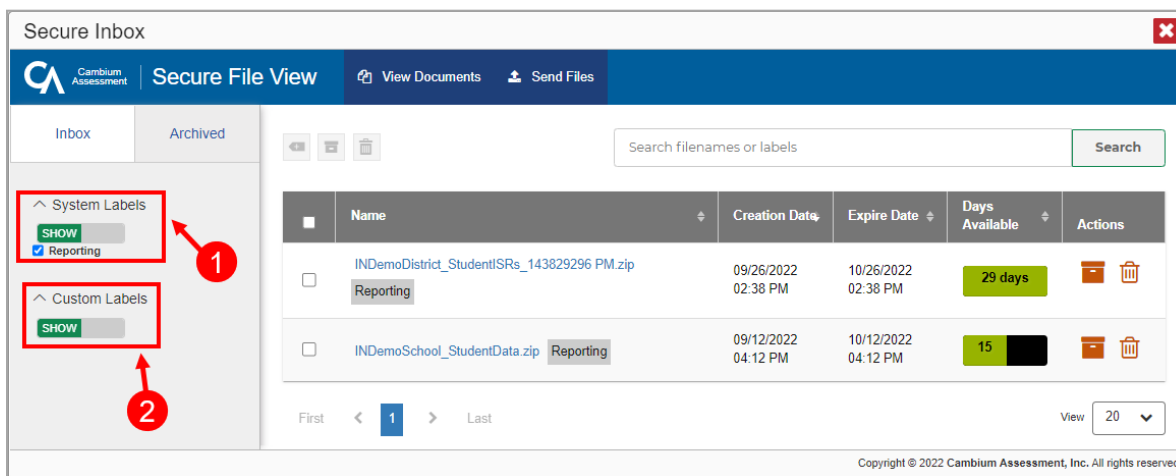


Table 50. Secure File Center Window: View Documents Tab: Secure File Center Sub-Tab Elements

#	Element
1	System Labels toggle (set to show the labels) and checkboxes
2	Custom Labels toggle (set to show the labels) and checkboxes


3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
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.

Figure 112. Secure File Center Window: View Documents Tab: Secure File Center Sub-Tab

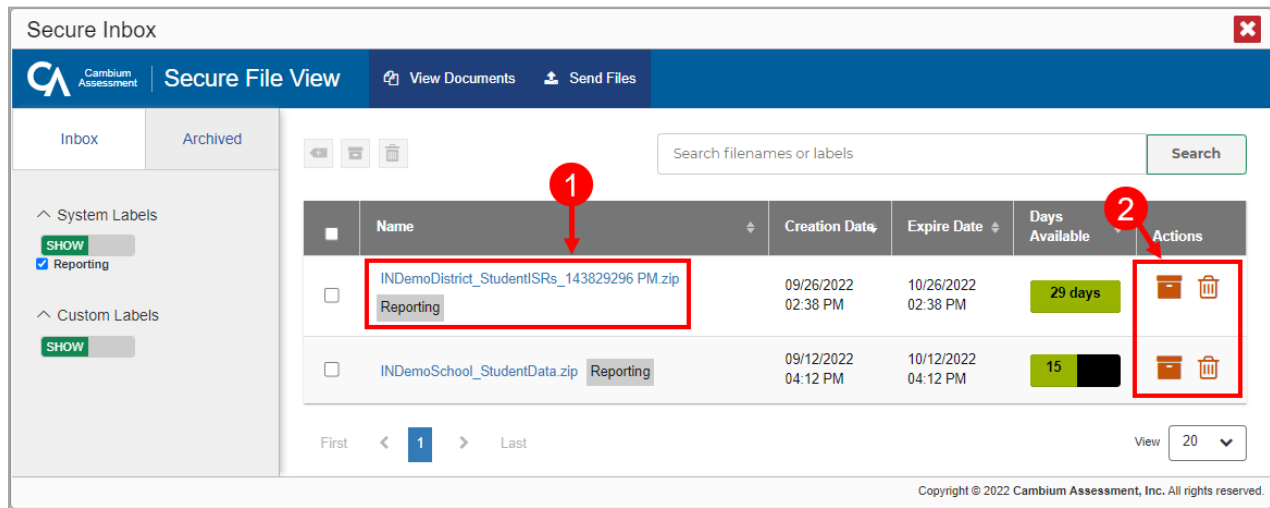







Table 51. Secure File Center Window: View Documents Tab: Secure File Center Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

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

- To download a file, click the name of the file (see [Figure 112](#)).
- To apply a custom label, follow these instructions:
 - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
 - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click .
- To unarchive a file, click . The file is moved back to the main Secure File Center.
- To delete a file, click .

You cannot delete or archive secure documents uploaded to the Secure File Center by admin users.

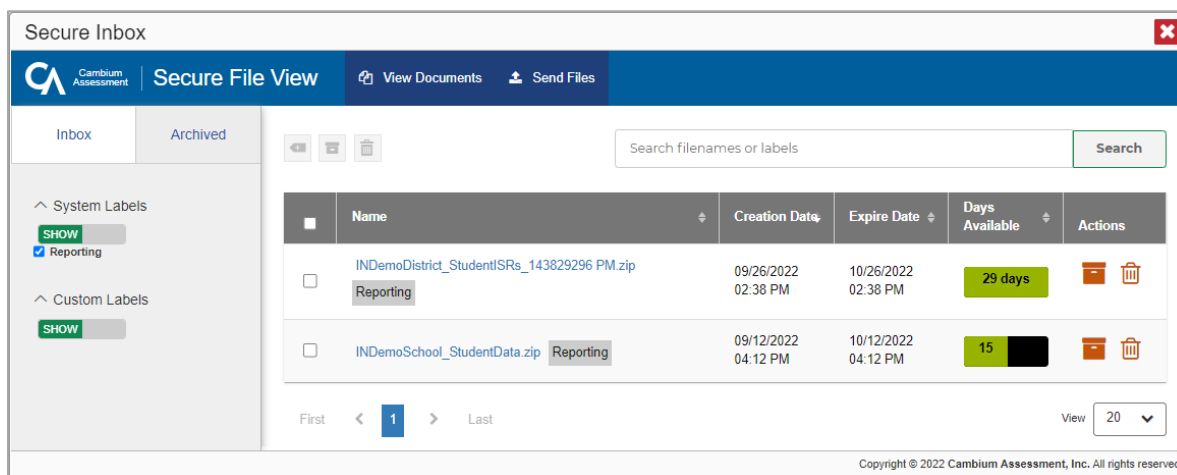
How to Use the Secure File Center to Send Files to Other Users' Secure File Centers

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

Reporting System User Guide

1. From the banner, select **Secure File Center**. The **Secure File Center** page appears (see [Figure 113](#)). By default, the *View Documents* tab displays.

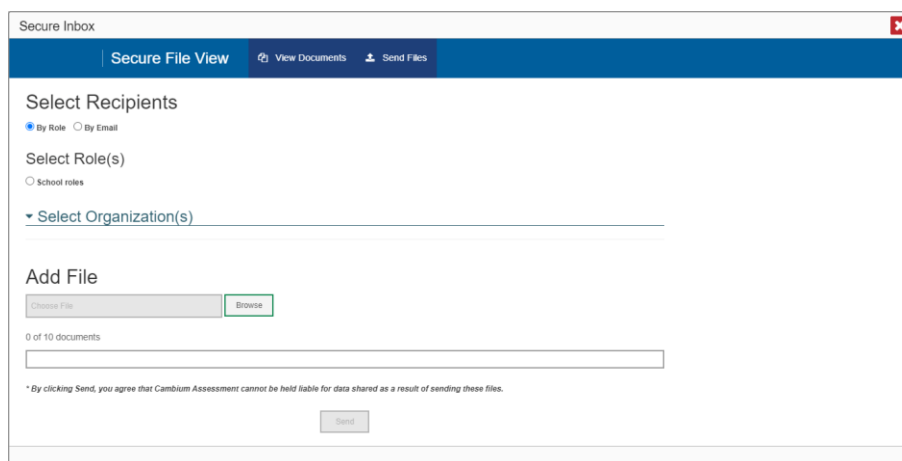
Figure 113. Secure File Center Window: View Documents Tab



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 114](#)).
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.

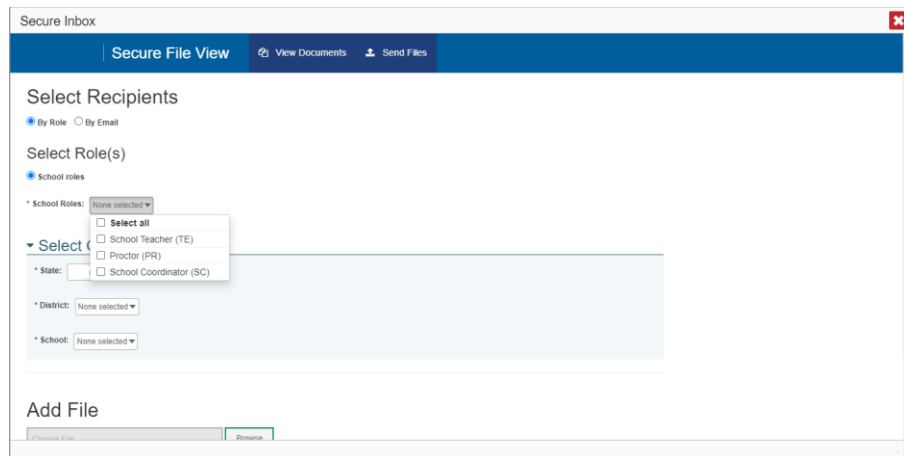
If you select **By Email**, skip to step [7](#).

Figure 114. Secure File Center Window: Send Files Tab



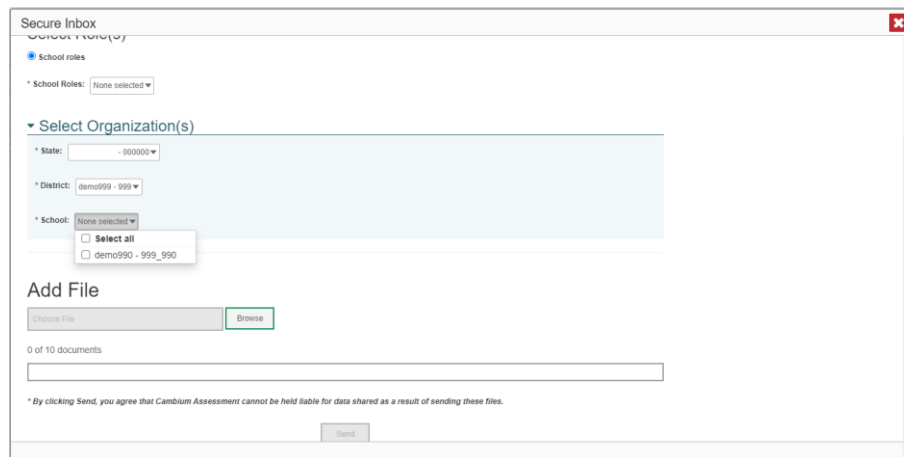
4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 115](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 115. Secure File Center Window: Send Files Tab



- From the *Select Organization(s)* drop-down lists (see [Figure 116](#)), 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.

Figure 116. Secure File Center Window: Send Files Tab



- 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.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

L

Login Process

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

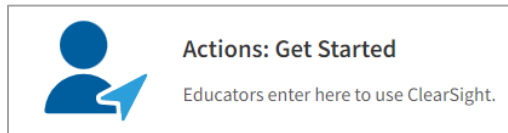
Reporting System User Guide

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

How to Log In to the Reporting System

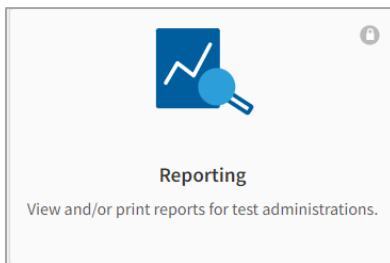
1. Navigate to the [portal](#).
2. Select the Actions: Get Started card (see [Figure 117](#)).

Figure 117. Actions: Get Started Card



3. Click the **Reporting** card (see [Figure 118](#)). The login page appears.

Figure 118. Reporting Card



4. On the login page (see [Figure 119](#)), enter the email address and password you use to access all CAI systems.

Figure 119. Login Page

Please Log In

Enter your username and password to log into AIR Assessment online systems. Once you log in, you will automatically be directed to your selected system.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Login

Email Address

Password

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

a.

Click **Secure Login**.

Reporting System User Guide

If the Enter Code page appears (see [Figure 120](#)), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click Submit within 15 minutes.

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

b.

Figure 120. Enter Code Page

- c. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 121](#). 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 121. 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 122](#)). 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.

Reporting System User Guide

- If your first temporary link expired:

In the activation email you received, click the second link provided and request a new temporary link.

- If you forgot your password:

On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 122. Reset Your Password Page

Reset Your Password

Enter your email address and select **Submit**. You will receive an email that contains a link to create a new password.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Reset Your Password

Submit

[Return to Login Page](#)

- If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- Additional help:

If you are unable to log in, contact your Helpdesk for assistance. You must provide your name and email address.

M

Multiple Interim Test Opportunities

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

When a student completes multiple test opportunities for a single assessment, as in [Figure 123](#), 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, 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 123. School Performance on Test Report: Performance by Student Tab

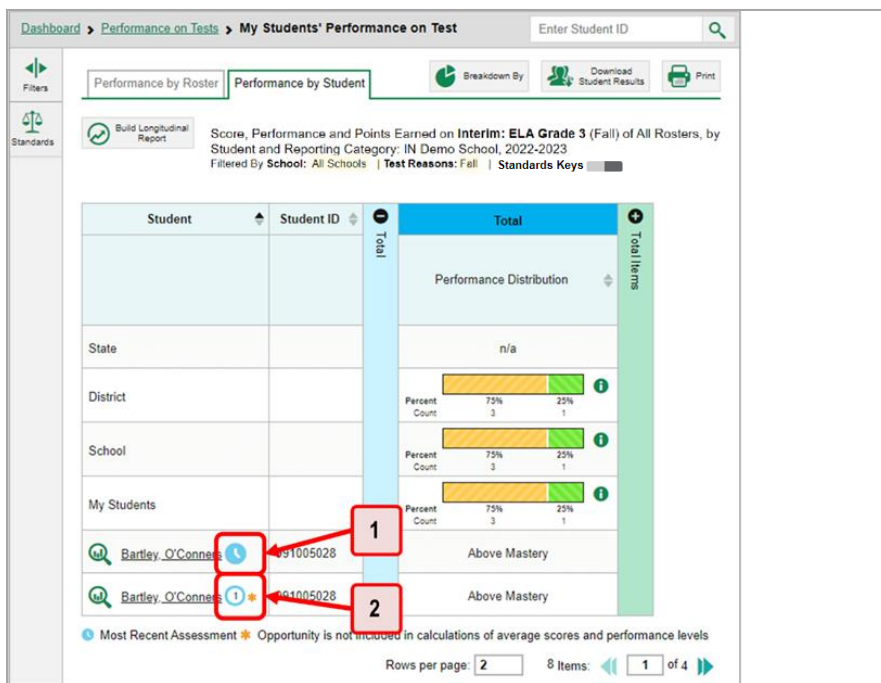


Table 52. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

P

Performance Data

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

- Score data:
 - Scale scores.

Reporting System User Guide

- 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 scale score of 375 with an SEM of 4, that tells us that the student’s knowledge and skills fall between 371 and 379. For average scores at aggregate levels, the number following “±” is the standard error of the mean.
- Performance level data 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 124, 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.
- Percent proficient, also shown in some aggregate reports (see Figure 124), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.

Figure 124. School-Level User View: School Performance on Test Report: Performance by Roster Tab

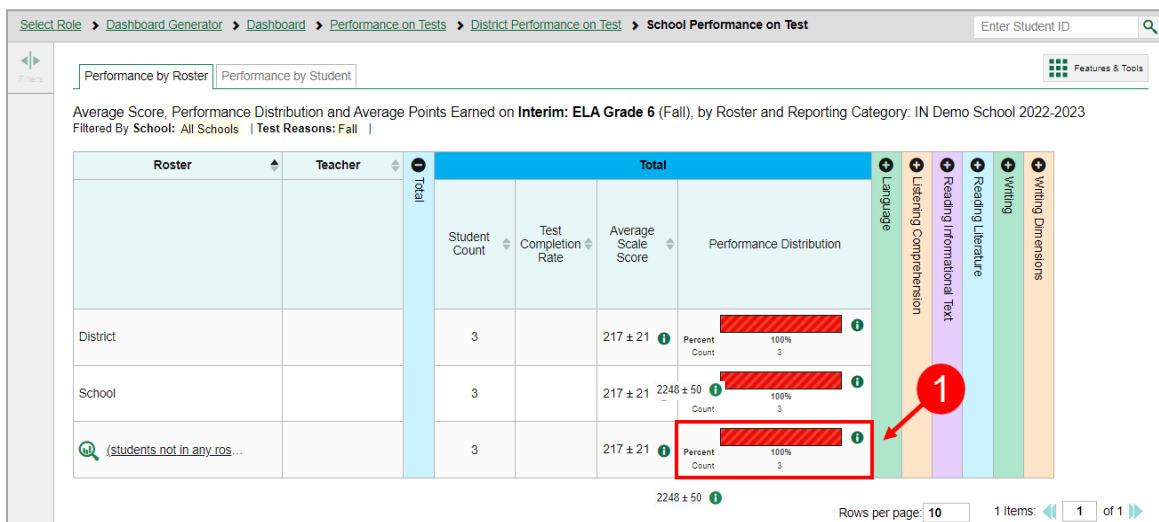


Table 53. School-Level User View: School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels
2	Percent proficient

Table 54. School-Level User View: School Performance on Test Report Elements

#	Element
1	Buttons to learn more information on average score
2	Buttons to learn more information on performance distribution

A legend appears (see [Figure 125](#) and [Figure 126](#)), explaining what the scores or performance levels indicate.

Figure 125. My Students' Performance on Test Report with Expanded Scale Score Legend

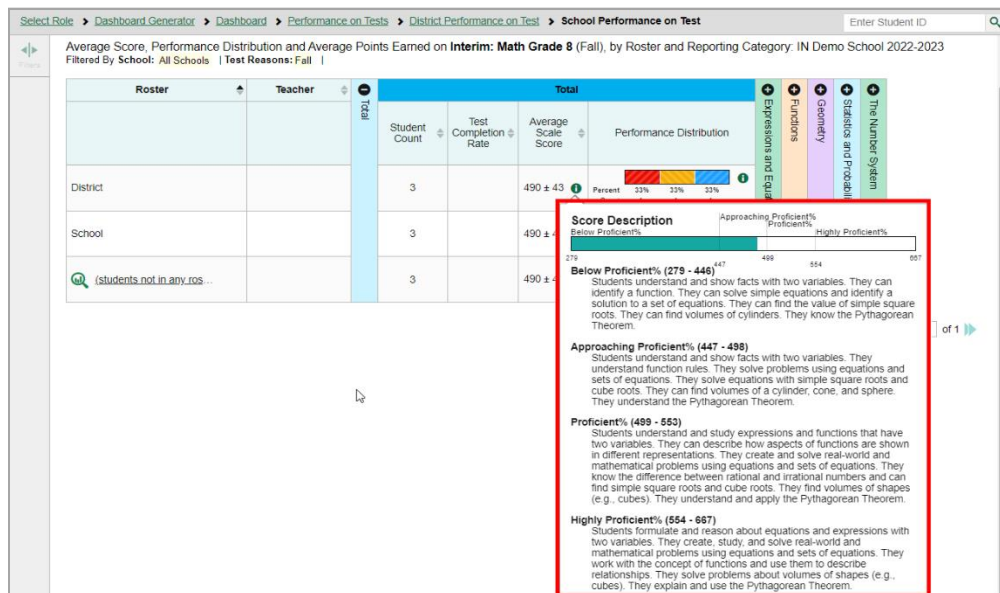
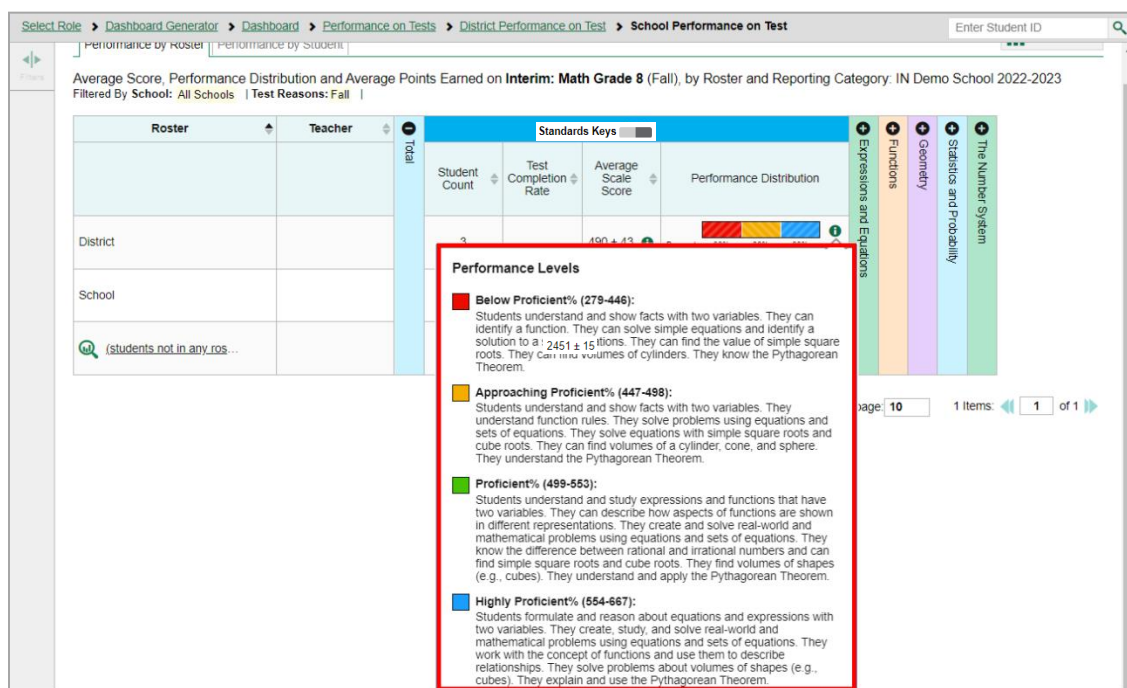


Figure 126. My Students' Performance on Test Report with Expanded Performance Distribution Legend





You will find similar buttons  in reports throughout the Reporting System.

R

Report Tables

1. How to Sort a Table

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  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 or  and  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.

U

User Role Change

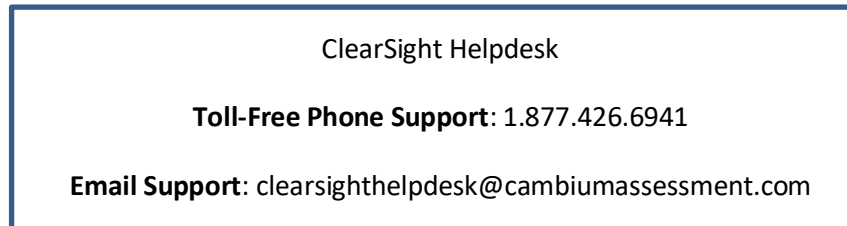
If your account is associated with multiple user roles or institutions, you can switch between them at any time to view the dashboard and reports for your other roles and institutions.

1. From the **Features & Tools** 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 the Reporting System, contact the ClearSight Helpdesk.

The Helpdesk is open 7 am - 6 pm ET (except holidays or as otherwise indicated on the ClearSight portal).



Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's SSID and associated 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 and Firefox 87 or macOS 12.3 and Safari 13).

Change Log

Location	Change	Date
Throughout	Updated for 2023–2024 school year.	9/15/2023