



**Hawai'i**

Statewide Assessment Program



# Enhanced AIRWays Reporting System User Guide

*Summative, Interim, and Benchmark Assessments*

2018–2019

Published May 1, 2019

*Prepared by the American Institutes for Research®*



## Table of Contents

<b>Introduction to the User Guide .....</b>	<b>1</b>
<b>Navigating Reports .....</b>	<b>2</b>
<b>Navigating Reports for Summative, Interim, and Benchmark Tests .....</b>	<b>2</b>
Understanding Report Data .....	2
Understanding Items and Security .....	3
Comparing Students' Performance with That of Larger Groups .....	3
How can I compare students' performance with that of my state, complex area, complex, school, and/or total associated students? .....	4
Viewing Overall Summative, Interim, and Benchmark Test Results .....	5
How can I access all my aggregate test results by test? .....	5
How can I compare my students' performance with that of my state, complex area, and/or school? .....	6
How can I learn more about what score and performance levels are? .....	6
Viewing Test Results for Class Groups (Rosters) on a Particular Summative, Interim, or Benchmark Test .....	7
How can I access test results for all my students' class groups (rosters) or all a school's class groups? .....	8
How can I see which class groups (rosters) performed best on this assessment? .....	8
How can I see which class groups (rosters) had the highest test completion rates? .....	8
How can I access test results for a class group (roster)? .....	9
How can I see how well students in the class group (roster) performed in each area on the test? .....	9
For Teachers: Viewing Test Results for All Your Students Who Completed a Particular Summative, Interim, or Benchmark Test .....	10
How can I access test results for all my students? .....	10
How can I see which students performed best on this assessment? .....	10
How can I see how well my students performed in each area on the test? .....	11
Viewing Summative, Interim, and/or Benchmark Test Results for an Individual Student .....	11
How can I access test results for a student? .....	11
How can I see how well the student performed in each area on the test? .....	12
How can I view a report for all the assessments a student has completed over time? .....	12
How can I compare a student's performance with that of my state, complex area, complex, school, and/or total associated students? .....	13
How can I view a student's performance on tests taken in a previous school year or years? .....	13
How can I see how a student performed on their most recent assessments? .....	13
Generating and Printing Individual Student Reports (ISR) per Test Opportunity .....	14
How can I generate and print Individual Student Reports? .....	14

For School- and Complex Area-Level Users: Viewing Test Results for a School on a Particular Summative, Interim, or Benchmark Test.....	17
How can I access test results for a school?.....	17
How can I see which teachers' class groups (rosters) performed best on this assessment? .....	17
How can I see how well students in the school performed in each area on the test? .....	18
For Complex Area-Level Users: Viewing Test Results for Your Complex Area on a Particular Summative, Interim, or Benchmark Test.....	18
How can I access test results for the complex area? .....	18
How can I see which schools in the complex area performed best on this assessment? .....	18
How can I see how well students in the complex area performed in each area on the test?.....	19
Viewing Test Results on a Particular Summative, Interim, or Benchmark Test, Broken Down by Demographic Sub-Groups.....	19
How can I view test results broken down by demographic sub-groups?.....	19
How can I analyze test results based on demographic sub-groups? .....	21
How can I view test results for a particular demographic combination? .....	21
How can I analyze test results for a particular demographic combination?.....	21
<b>Navigating Reports for Interim and Benchmark Tests .....</b>	<b>22</b>
Understanding Report Data on Individual Items (Questions on a Test).....	22
Navigating Item-Level Data .....	22
How can I see which items students performed on the best or struggled with the most in test results for a particular test?.....	22
How can I see more details about an individual test item?.....	22
How can I see actual student responses to each item on the test? .....	23
<b>Setting Up Your Reports So They Make Sense .....</b>	<b>24</b>
<b>Setting Up Your Reports for Summative, Interim, and Benchmark Tests So They Make Sense .....</b>	<b>24</b>
Viewing Data from a Previous Point in Time .....	24
How can I view data from a previous point in time? .....	24
Viewing Test Opportunities by Test Reason (Category) .....	25
How can I filter reports by test reason? .....	25
Working with Class Groups (Rosters) .....	26
Creating and Managing Class Groups (Rosters).....	26
Adding a New Class Group (Roster) .....	26
How can I add a class group (roster)?.....	27
Modifying an Existing Class Group (Roster) .....	28
How can I modify a class group (roster)?.....	28
Uploading Class Groups (Rosters).....	29

How can I upload class groups (rosters)? .....	29
For Teachers: Filtering by Class Groups (Rosters) .....	31
How can I filter reports by class groups (rosters)? .....	31
For Teachers: Viewing Only the Tests You're Interested In.....	32
How can I filter tests to suit my preferences? .....	32
For School- and Complex Area-Level Users: Filtering Class Groups (Rosters) by Teacher Preferences .....	33
How can I select which class groups (rosters) to display? .....	33
<b>Setting Up Your Reports for Interim and Benchmark Tests So They Make Sense .....</b>	<b>34</b>
Assigning Test Reasons (Categories) to Interim and Benchmark Test Opportunities.....	34
How can I assign test reasons in the Enhanced AIRWays Reporting System?.....	34
Filtering Interim and Benchmark Test Results by Standards and Standard Categories.....	35
How can I filter reports by standards or standard categories? .....	35
<b>Accessing Items on Interim and Benchmark Tests .....</b>	<b>37</b>
How can I view an item? .....	37
How can I navigate to other items from the Item View window?.....	39
How can I view another student's response to the current item? .....	39
How can I close the Item View window? .....	39
<b>Tracking Student Performance.....</b>	<b>40</b>
How can I access a Longitudinal Report comparing related assessments? .....	40
How can I view students' overall performance data on the assessments over time? .....	41
How can I switch between score data and performance data? .....	42
How can I see students' performance in different areas over time? .....	42
How can I close the Longitudinal Report window? .....	43
<b>Exporting and Printing Data .....</b>	<b>44</b>
<b>Exporting and Printing Data on Summative, Interim, and Benchmark Tests.....</b>	<b>44</b>
How can I print or export a report I'm viewing without item-level data?.....	44
How can I export an assessment report directly from the dashboard without item-level data? .....	45
<b>Exporting and Printing Data, Including Item-Level Data, on Interim and Benchmark Tests .....</b>	<b>46</b>
How can I print or export a report I'm viewing with item-level data? .....	46
How can I export an assessment report directly from the dashboard with item-level data? .....	48
<b>Scoring Items on Interim and Benchmark Tests .....</b>	<b>50</b>
<b>Modifying Scores for Items.....</b>	<b>50</b>
How can I review and modify scores?.....	50

<b>Appendix</b> .....	<b>53</b>
<b>C</b> .....	<b>53</b>
Condition Codes for Interim and Benchmark Test Items .....	53
<b>H</b> .....	<b>54</b>
Help .....	54
How can I access the online user guide? .....	54
<b>I</b> .....	<b>54</b>
Inbox .....	54
How can I use the Inbox?.....	54
How can I view additional table rows? .....	55
<b>L</b> .....	<b>55</b>
Logging in to the System .....	55
How can I log in to the Enhanced AIRWays Reporting System? .....	55
<b>N</b> .....	<b>57</b>
Non-Scorable Test Opportunities .....	57
<b>P</b> .....	<b>58</b>
Passwords and Usernames.....	58
<b>R</b> .....	<b>59</b>
Report Tables .....	59
How can I sort a table? .....	59
How can I specify the number of rows displayed?.....	59
How can I view additional table rows? .....	59
How can I view additional table columns? .....	59
How can I expand all accordion sections?.....	59
<b>S</b> .....	<b>60</b>
Student Visual Settings Display for Interim and Benchmark Test Items.....	60
How can I adjust my student visual display settings? .....	60
<b>T</b> .....	<b>60</b>
Test Resources .....	60
How can I access additional information on the assessment? .....	60
<b>U</b> .....	<b>61</b>
User Support .....	61

## List of Figures

<b>Figure 1. My Students' Performance on Test Report: Performance by Roster Table: Comparison Rows</b> .....	<b>4</b>
--------------------------------------------------------------------------------------------------------------	----------

<b>Figure 2. Dashboard Assessments Table</b> .....	<b>5</b>
<b>Figure 3. Teacher View: Dashboard Assessments Table with Expanded Comparison Rows</b> .....	<b>6</b>
<b>Figure 4. Dashboard Assessments Table: More Information Buttons</b> .....	<b>6</b>
<b>Figure 5. Average Score Legend</b> .....	<b>7</b>
<b>Figure 6. Performance Distribution Legend</b> .....	<b>7</b>
<b>Figure 7. My Students’ Performance on Test Report: Performance by Roster Tab</b> .....	<b>8</b>
<b>Figure 8. Roster Performance on Test Report</b> .....	<b>9</b>
<b>Figure 9. Roster Performance on Test Report: Topic Sections</b> .....	<b>9</b>
<b>Figure 10. Dashboard Assessments Table: Test Names</b> .....	<b>10</b>
<b>Figure 11. My Students’ Performance on Test Report: Performance by Student Tab</b> .....	<b>10</b>
<b>Figure 12. My Students’ Performance on Test Report: Performance by Student Tab: Scale Score and Performance Columns</b> .....	<b>10</b>
<b>Figure 13. My Students’ Performance on Test Report: Performance by Student Table: Topic Sections</b> .....	<b>11</b>
<b>Figure 14. Teacher View: Student Performance on Test Report: Topic Section</b> .....	<b>12</b>
<b>Figure 15. Student Portfolio Report</b> .....	<b>12</b>
<b>Figure 16. Teacher View: Student Portfolio Report with Expanded Comparison Rows</b> .....	<b>13</b>
<b>Figure 17. Student Portfolio Report: Filters Menu</b> .....	<b>13</b>
<b>Figure 18. Student Portfolio Report: Date Taken Column</b> .....	<b>14</b>
<b>Figure 19. ISR Generator Window: Select Test Reasons Section</b> .....	<b>15</b>
<b>Figure 20. ISR Generator Window: Select Assessments Section</b> .....	<b>15</b>
<b>Figure 21. Teacher View: ISR Generator Window: Select Students Section</b> .....	<b>16</b>
<b>Figure 22. School Performance on Test Report: Performance by Roster Tab</b> .....	<b>17</b>
<b>Figure 23. School Performance on Test Report: Performance by Roster Table Sorted by Teacher</b>	<b>17</b>
<b>Figure 24. School Performance on Test Report: Performance by Roster Table: Topic Sections</b> ....	<b>18</b>
<b>Figure 25. District Performance on Test Report</b> .....	<b>18</b>
<b>Figure 26. District Performance on Test Report: Average Scale Score and Performance Distribution Columns</b> .....	<b>19</b>
<b>Figure 27. District Performance on Test Report: Topic Sections</b> .....	<b>19</b>
<b>Figure 28. Breakdown Attributes Window</b> .....	<b>20</b>
<b>Figure 29. District Student Attribute Breakdown by Enrolled Grade, Gender, and Special Education Status</b> .....	<b>20</b>
<b>Figure 30. Demographic Combination Breakdown (from District Performance on Test Report)</b> .....	<b>21</b>
<b>Figure 31. School Performance on Test Report: 5 Items on Which Students Performed the Best and Worst Accordion Sections</b> .....	<b>22</b>
<b>Figure 32. Item View Window</b> .....	<b>23</b>
<b>Figure 33. Student Performance on Test Report: Topic Section: Item Score Link</b> .....	<b>23</b>
<b>Figure 34. Item View Window with Student Response</b> .....	<b>23</b>
<b>Figure 35. Reporting Date Window</b> .....	<b>25</b>

<b>Figure 36. Dashboard Assessments Table: Test Reasons Column</b>	<b>25</b>
<b>Figure 37. Opened Teacher Dashboard Filters Menu</b>	<b>26</b>
<b>Figure 38. Row of Filter Details</b>	<b>26</b>
<b>Figure 39. Add Roster Form</b>	<b>27</b>
<b>Figure 40. Roster Name Field and Teacher Name Drop-Down List</b>	<b>27</b>
<b>Figure 41. Lists of Available and Selected Students</b>	<b>28</b>
<b>Figure 42. View/Edit/Export Roster Form</b>	<b>28</b>
<b>Figure 43. List of Retrieved Rosters</b>	<b>29</b>
<b>Figure 44. Add Students to the Roster Panel</b>	<b>29</b>
<b>Figure 45. Upload Rosters: Upload Page</b>	<b>30</b>
<b>Figure 46. Filled-Out Roster Upload Template</b>	<b>30</b>
<b>Figure 47. Upload Rosters: Preview Page</b>	<b>30</b>
<b>Figure 48. Upload Rosters: Validate Page</b>	<b>30</b>
<b>Figure 49. Upload Rosters: Confirmation Page</b>	<b>31</b>
<b>Figure 50. Opened Teacher Dashboard Filters Menu</b>	<b>32</b>
<b>Figure 51. Row of Filter Details</b>	<b>32</b>
<b>Figure 52. Select Tests to Display Window</b>	<b>33</b>
<b>Figure 53. Select Roster Preferences</b>	<b>33</b>
<b>Figure 54. Test Reason Manager Window</b>	<b>34</b>
<b>Figure 55. Test Reason Manager Window: Select Test Opportunities</b>	<b>35</b>
<b>Figure 56. Opened Test Results Filters Menu</b>	<b>36</b>
<b>Figure 57. Row of Filter Details</b>	<b>36</b>
<b>Figure 58. Report Table: Item Number Link and Item Score Link</b>	<b>37</b>
<b>Figure 59. Item View Window: Item &amp; Score Tab</b>	<b>37</b>
<b>Figure 60. Item View Window: Item &amp; Score Tab: Scoring Assertion Table and Item</b>	<b>38</b>
<b>Figure 61. Toggle to Show/Hide Student Visual Settings</b>	<b>38</b>
<b>Figure 62. Item View: Rubric &amp; Resources Tab</b>	<b>38</b>
<b>Figure 63. Frequency Distribution of Student Responses Section</b>	<b>39</b>
<b>Figure 64. Longitudinal Report for a Single Student</b>	<b>40</b>
<b>Figure 65. Longitudinal Report Options Page</b>	<b>41</b>
<b>Figure 66. Longitudinal Report for a Single Student: Overall Performance Line Graph Showing Scores</b>	<b>41</b>
<b>Figure 67. Longitudinal Report for Multiple Students: Overall Performance Distribution Bars</b>	<b>42</b>
<b>Figure 68. Longitudinal Report: Overall Section of Table</b>	<b>42</b>
<b>Figure 69. Toggle Bar to Show Score and Performance Level Data</b>	<b>42</b>
<b>Figure 70. Longitudinal Report: Topic Graphs</b>	<b>43</b>
<b>Figure 71. Longitudinal Report Opened Filters Menu</b>	<b>43</b>

<b>Figure 72. Print Menu.....</b>	<b>44</b>
<b>Figure 73. Print Preview Page.....</b>	<b>44</b>
<b>Figure 74. Print Preview Page Controls.....</b>	<b>45</b>
<b>Figure 75. Complex area-Level User View: Export Report for [Assessment Name] Window .....</b>	<b>46</b>
<b>Figure 76. School-Level User or Teacher View: Export Report for [Assessment Name] Window ...</b>	<b>46</b>
<b>Figure 77. Print Menu.....</b>	<b>47</b>
<b>Figure 78. Print Preview Page.....</b>	<b>47</b>
<b>Figure 79. Print Preview Page Controls.....</b>	<b>47</b>
<b>Figure 80. Complex area-Level User View: Export Report for [Assessment Name] Window .....</b>	<b>48</b>
<b>Figure 81. School-Level User or Teacher View: Export Report for [Assessment Name] Window ...</b>	<b>49</b>
<b>Figure 82. Performance by Student Table: Item with Editable Score and Item Score Link .....</b>	<b>50</b>
<b>Figure 83. Item View Window: Rubric &amp; Resources Tab .....</b>	<b>50</b>
<b>Figure 84. Item View Window: Item &amp; Score Tab with Editable Score .....</b>	<b>51</b>
<b>Figure 85. Item View Window: Item &amp; Score Tab with Score Being Edited .....</b>	<b>51</b>
<b>Figure 86. Inbox Window.....</b>	<b>55</b>
<b>Figure 87. User Role Cards .....</b>	<b>56</b>
<b>Figure 87. System Card .....</b>	<b>56</b>
<b>Figure 88. Login Page.....</b>	<b>56</b>
<b>Figure 88. Enter Code Page .....</b>	<b>57</b>
<b>Figure 89. Select Role Window.....</b>	<b>57</b>
<b>Figure 90. Students with Other Test Statuses Window .....</b>	<b>58</b>
<b>Figure 91. Reset Your Password Page .....</b>	<b>58</b>
<b>Figure 92. Test Resources Window .....</b>	<b>60</b>

## List of Tables

<b>Table 1. Overview of Condition Codes .....</b>	<b>53</b>
---------------------------------------------------	-----------

## Introduction to the User Guide

This user guide gives instructions on using the Enhanced AIRWays Reporting System. In this system you can do the following:

- View student performance on summative, interim, and benchmark assessments.
- Edit the scores on student responses to non-secure, non-public items (questions) on interim and benchmark assessments.

The guide includes the following sections:

- **Navigating Reports**
- **Setting Up Your Reports So They Make Sense**
- **Accessing Items on Interim and Benchmark Tests**
- **Tracking Student Performance**
- **Exporting and Printing Data**
- **Scoring Items on Interim and Benchmark Tests**

There is also an [appendix](#) with additional information and instructions.

## Navigating Reports

- [Navigating Reports for Summative, Interim, and Benchmark Tests](#)
- [Navigating Reports for Interim and Benchmark Tests](#)

### Navigating Reports for Summative, Interim, and Benchmark Tests

- [Understanding Report Data](#)
- [Viewing Overall Summative, Interim, and Benchmark Test Results](#)
- [Viewing Test Results for Class Groups \(Rosters\) on a Particular Summative, Interim, or Benchmark Test](#)
- [For Teachers: Viewing Test Results for All Your Students Who Completed a Particular Summative, Interim, or Benchmark Test](#)
- [Viewing Summative, Interim, and/or Benchmark Test Results for an Individual Student](#)
- [For School- and Complex Area-Level Users: Viewing Test Results for a School on a Particular Summative, Interim, or Benchmark Test](#)
- [For Complex Area-Level Users: Viewing Test Results for Your Complex Area on a Particular Summative, Interim, or Benchmark Test](#)
- [Viewing Test Results on a Particular Summative, Interim, or Benchmark Test, Broken Down by Demographic Sub-Groups](#)

### Understanding Report Data

Depending on your user role, you can access reports for the following:

- A complex area.
- A school.
- All your associated students.
- A specific class group (roster).
- An individual student.

Different users can view different levels of data in the Enhanced AIRWays Reporting System:

- Teachers (test administrators) can view data for all the students who are members of their class groups (rosters) and all the students who have completed assessments in their test sessions.
- School-level users can view data for all the students who have completed assessments in their school.
- Complex area-level users can view data for all the students who have completed assessments in a school in their complex area.

## Enhanced AIRWays Reporting User Guide

There are two main ways to view the data in Enhanced AIRWays Reporting:

- The first is to view results by a particular test. This is useful for understanding how your students performed on that particular subject at that particular time.
- The second is to look at multiple tests taken by a particular student. This is useful for understanding how that student performed over time and across various subjects. For example, you can use the Student Portfolio Report to compare multiple ELA tests the student took throughout the school year, or to compare the student's ELA and math performance.

Depending on the test, a report may display either or both of two types of performance data:

- Score data may be in the form of either raw scores or scale scores. Raw scores may be in the form of either percentages or fractions.
- Performance level data is used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some reports include a Performance Distribution column displaying an infographic that contains a color- and pattern-coded region for each performance level in the assessment. The number below each region indicates the percentage of students who performed at that level.

If an assessment does not use numeric scores, the Score and Average Score columns do not appear in reports for that assessment. If an assessment does not use performance levels, the Performance and Performance Distribution columns do not appear. Where results are shown for multiple assessments, those columns may be present but display "n/a" wherever score or performance level are not applicable.

When a set of test results lists students and a student completed multiple test opportunities (instances of a student taking an assessment), a row of data appears for each opportunity.  appears next to the most recent. Previous opportunities are marked with number icons , starting from the earliest one. Only data for the most recent opportunity are used to calculate the average scores and performance levels for the student's associated teachers and institutions.

### Understanding Items and Security

Different types of assessments contain different types of items (questions on a test):

- Summative tests contain secure items. The Enhanced AIRWays Reporting System does not report on individual secure items, and you cannot view the items themselves.
- Interim and benchmark tests contain non-secure, non-public items. The Enhanced AIRWays Reporting System reports on non-secure, non-public items and allows you to view the items themselves. Only authorized personnel may access these data and items.

### Comparing Students' Performance with That of Larger Groups

You can compare student performance in a report with that of the total students shown. Depending on your role and the report, you can also compare student performance with the performance of your state, complex area, complex, school, and/or total associated students. Comparison data are available in all test results except Longitudinal Reports.

**How can I compare students' performance with that of my state, complex area, complex, school, and/or total associated students?**

In test results, look at the rows at the top of the report table. For example, regardless of your user role, you will always see a State row with performance data for the state. By comparing test results with results for larger groups, you can make sure students are performing on par with their peers and take action if they're not.

Figure 1. My Students' Performance on Test Report: Performance by Roster Table: Comparison Rows

Roster	Total	Student Count	Test Completion Rate	Performance Distribution	5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Total Items
state		4		75% 25%			
Complex Area		4		75% 25%			
Complex		3		87% 33%			
School		3		87% 33%			
My Students		2		50% 50%			
DRTE1417		2	100% (2/2)	50% 50%			

The dashboard and Student Portfolio Report also show comparison data, in a slightly different form.

## Viewing Overall Summative, Interim, and Benchmark Test Results

### How can I access all my aggregate test results by test?

Start at the dashboard that appears when you log in. An assessments table displays at the top of the page. The test results in this table are aggregates of all the students for whom you can view data.

The assessments table shows a list of assessments with general information. The type of data available varies by test.

Figure 2. Dashboard Assessments Table

Description of the Data the Table Shows

Average Score and Performance Distribution Columns

Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019 Filtered by Rosters: All Rosters Test Reasons: All Test Reasons						
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution		Date Last Taken
ISAT Science Grade 7	Unassigned	20	192 <span style="color: green;">i</span>	<div style="width: 100%; height: 15px; background-color: red; border: 1px solid red;"></div> 100% <span style="color: green;">i</span>		04/22/2019
Grade 3 Mathematics ICA	Pretest	21	2364 <span style="color: green;">i</span>	<div style="width: 100%; height: 15px; background-color: red; border: 1px solid red;"></div> 100% <span style="color: green;">i</span>		04/19/2019
Grade 8 ELA Interim IAB-Research	Unassigned	18	n/a	<div style="width: 100%; height: 15px; background-color: #ccc; border: 1px solid red;"></div> 100% <span style="color: green;">i</span>		04/19/2019
ISAT Science Grade 5	Unassigned	23	192 <span style="color: green;">i</span>	<div style="width: 100%; height: 15px; background-color: red; border: 1px solid red;"></div> 100% <span style="color: green;">i</span>		04/17/2019
Grade 8 Math Interim IAB Performance Task	Unassigned	22	n/a	<div style="width: 100%; height: 15px; background-color: purple; border: 1px solid red;"></div> 100% <span style="color: green;">i</span>		04/16/2019

Rows per page:  45 Items: ◀ 1 ▶ of 9

Each row of the table gives overall results for a particular test: average score and performance distribution. You can also see the test reason (typically indicating the timeframe in which the test was taken), the number of students who took the test, and the date it was last taken.

**How can I compare my students' performance with that of my state, complex area, and/or school?**

In the assessments table, click  to the right of an assessment name. Additional rows expand below the row you clicked, showing aggregate test results. By comparing test results between your students and larger groups, you can make sure your students are performing on par with their peers and take action if they're not.

Figure 3. Teacher View: Dashboard Assessments Table with Expanded Comparison Rows

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
IAB-Grade 3 ELA Editing	Unassigned	2	n/a		04/17/2019
IAB-Grade 3 ELA Language and Vocabulary Use	Unassigned	2	n/a		04/17/2019
state IAB-Grade 3 ELA Language and Vocabulary Use	Unassigned	4	n/a		—
Complex Area IAB-Grade 3 ELA Language and Vocabulary Use	Unassigned	4	n/a		—
Complex IAB-Grade 3 ELA Language and Vocabulary Use	Unassigned	3	n/a		—
School IAB-Grade 3 ELA Language and Vocabulary Use	Unassigned	3	n/a		—
IAB-Grade 3 ELA Listen Interact	Unassigned	1	n/a		04/17/2019
Middle School Science: Earth's History and Systems	Fall	1	2/18	n/a	03/25/2019

To hide the comparison rows, click .

**How can I learn more about what score and performance levels are?**

Click  next to the Average Score and Performance Distribution columns. A legend appears (see [Figure 5](#) and [Figure 6](#)), explaining what the scores and performance levels indicate.

Figure 4. Dashboard Assessments Table: More Information Buttons

Average Score and Performance Distribution of All Rosters, by Assessment: 2018-2019  
 Filtered by Rosters: All Rosters Test Reasons: All Test Reasons

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
ISAT Science Grade 7	Unassigned	20	192 		04/22/2019
Grade 3 Mathematics ICA	Pretest	21	2364 		04/19/2019
Grade 8 ELA Interim IAB-Research	Unassigned	18	n/a		04/19/2019
ISAT Science Grade 5	Unassigned	23	192 		04/17/2019
Grade 8 Math Interim IAB Performance Task	Unassigned	22	n/a		04/16/2019

Rows per page: 5 45 Items: 1 of 9

Figure 5. Average Score Legend

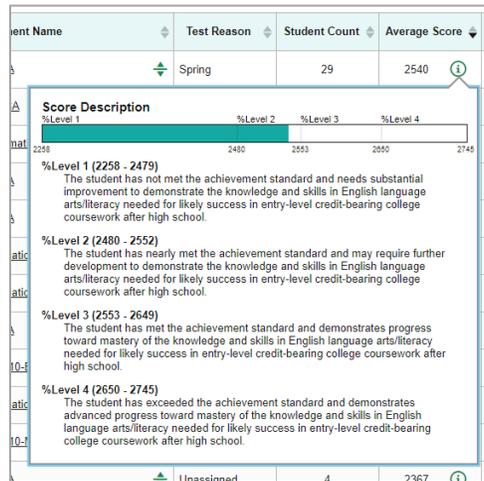
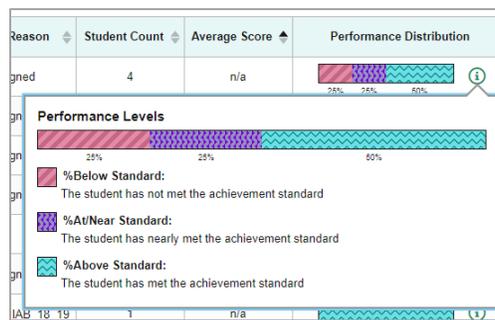


Figure 6. Performance Distribution Legend



## Viewing Test Results for Class Groups (Rosters) on a Particular Summative, Interim, or Benchmark Test

Sometimes it's most meaningful to see test results broken down by class group (roster). For example, if you are a complex area- or school-level user, you may want to compare individual teachers' classes. Or you may want to evaluate another particular group of students (for example, all students who have taken honors courses). You can use the Enhanced AIRWays Reporting System to understand how well class groups performed on a particular assessment.

## How can I access test results for all my students' class groups (rosters) or all a school's class groups?

- Teachers (test administrators) and school-level users, go to the dashboard and click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.
- Complex area-level users, go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of complex area test results appears, listing schools within the complex area. Click a school name (or  beside it). The School Performance on Test report appears.

The **Performance by Roster** tab ([Figure 7](#)) is displayed by default. The table of test results contains accordion sections that you can expand and collapse by clicking the vertical bars. Note that different tests will have different accordion sections and data in them.

Figure 7. My Students' Performance on Test Report: Performance by Roster Tab



## How can I see which class groups (rosters) performed best on this assessment?

Sort by the Average Scale Score column or look at the Performance Distribution column in the **Total** section.

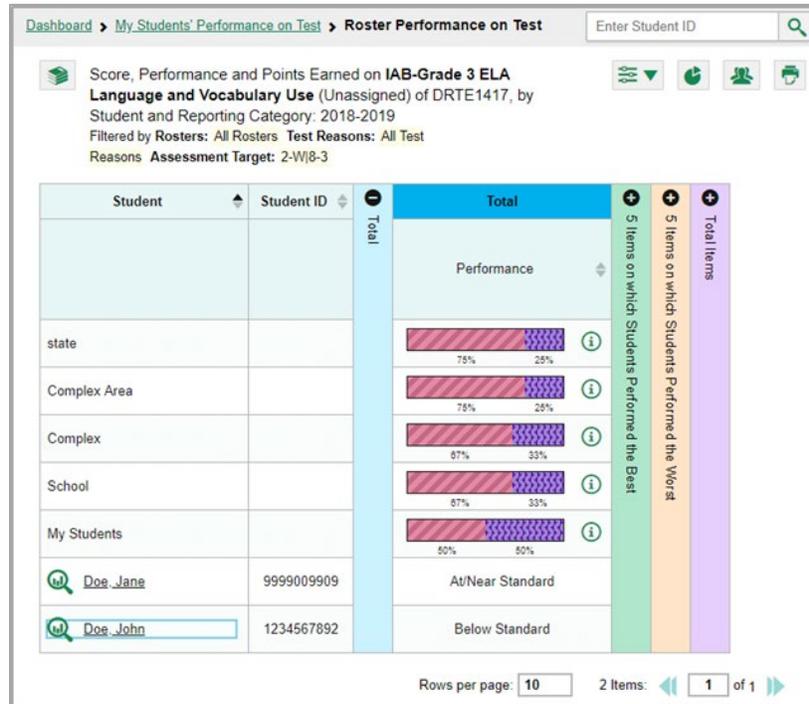
## How can I see which class groups (rosters) had the highest test completion rates?

Sort by the Test Completion Rate column in the **Total** section. Test completion rate is shown only at the roster level.

## How can I access test results for a class group (roster)?

Click the name of a class group (roster) that appears in the first column of the report (or  beside it). The class group test results by student appear (the Roster Performance on Test report).

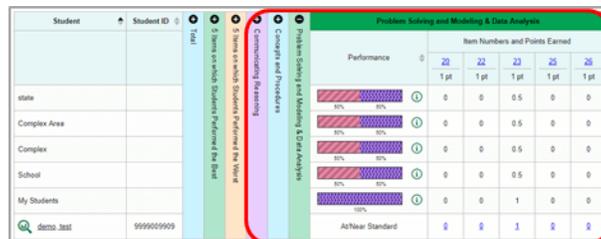
Figure 8. Roster Performance on Test Report



## How can I see how well students in the class group (roster) performed in each area on the test?

If a test has multiple topics, you can compare the performance in each of the expandable accordion sections. In this example, the first two students in the class group (roster) both performed Above Standard in Research/Inquiry.

Figure 9. Roster Performance on Test Report: Topic Sections



Some tests cover only one topic, while others cover many. For example, an ELA test may include Listening and Reading.

## For Teachers: Viewing Test Results for All Your Students Who Completed a Particular Summative, Interim, or Benchmark Test

In addition to viewing test results for a particular class group (roster) of students, teachers can also view the results for all the students they are associated with (regardless of which class groups they belong to).

### How can I access test results for all my students?

If you're a teacher, go to the dashboard and click a test name (or  beside it) in the table of assessments.

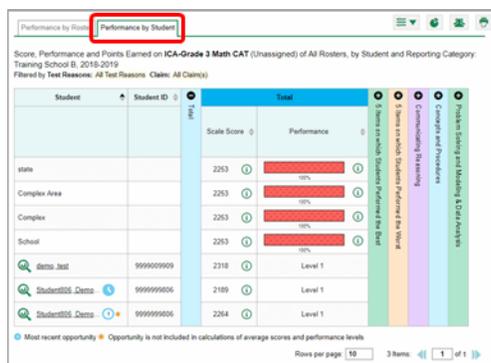
Figure 10. Dashboard Assessments Table: Test Names



Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Test Last Taken
Grade 3 Science-Grade 2	Unassigned	21	192	100%	04/22/2019
Grade 3 Mathematics-ICA	Passed	21	284	100%	04/19/2019
Grade 3 ELA-Interim-IB Research	Unassigned	18	n/a	100%	04/19/2019
Grade 3 Science-Grade 5	Unassigned	23	192	100%	04/17/2019
Grade 3 Math-Interim-IB Performance Test	Unassigned	22	n/a	100%	04/16/2019

Select the **Performance by Student** tab on the report that appears.

Figure 11. My Students' Performance on Test Report: Performance by Student Tab

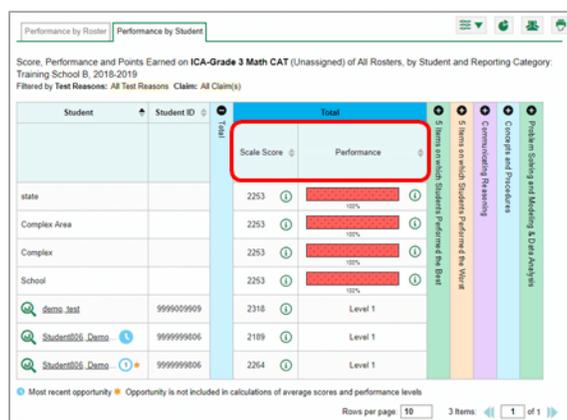


Student	Student ID	Total	Scale Score	Performance
state		2253		100%
Complex Area		2253		100%
Complex		2253		100%
School		2253		100%
demo_test	999999999	2318		Level 1
Student005_Demo	999999806	2189		Level 1
Student005_Demo	999999806	2264		Level 1

### How can I see which students performed best on this assessment?

In the expandable **Total** section, sort the report by the Scale Score column or Performance column.

Figure 12. My Students' Performance on Test Report: Performance by Student Tab: Scale Score and Performance Columns



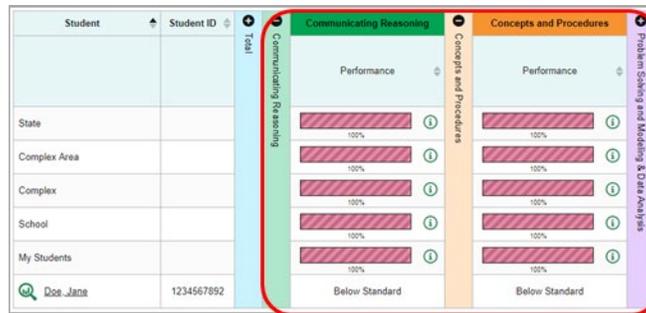
Student	Student ID	Total	Scale Score	Performance
state		2253		100%
Complex Area		2253		100%
Complex		2253		100%
School		2253		100%
demo_test	999999999	2318		Level 1
Student005_Demo	999999806	2189		Level 1
Student005_Demo	999999806	2264		Level 1

## How can I see how well my students performed in each area on the test?

If expandable topic sections appear in the accordion table, as in [Figure 13](#) below, compare the scores and/or performance levels in each of the topics.

Some tests cover only one topic, while others cover many. For examples of topics, an ELA test may include Listening, Reading, Research/Inquiry, and Writing.

Figure 13. My Students' Performance on Test Report: Performance by Student Table: Topic Sections



## Viewing Summative, Interim, and/or Benchmark Test Results for an Individual Student

You can also use the Enhanced AIRWays Reporting System to find out how well individual students understand the material covered on a specific completed assessment. For example, you can look at student-level performance, and for non-summative assessments, you can see actual student responses to each item on the test.

## How can I access test results for a student?

For teachers and school-level users:

1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of test results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears.

For complex area-level users:

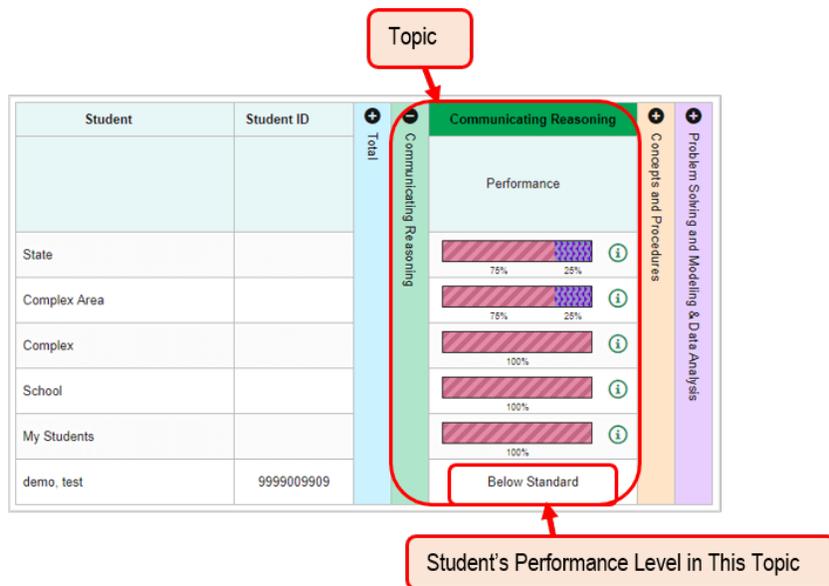
1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of complex area test results appears (the District Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step [2](#). The Student Performance on Test report appears.

**How can I see how well the student performed in each area on the test?**

If expandable topic sections appear in the accordion table, look at the scores and the overall performance details at the bottom of each of the topics.

Some tests cover only one topic, while others cover many. As examples of topics, a Math test may include Communicating Reasoning and Concepts and Procedures.

Figure 14. Teacher View: Student Performance on Test Report: Topic Section



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

You can also see all the tests taken by an individual student, including those taken in previous school years.

To do so, enter the student's SSID in the search field in the upper-right corner and click the search button. The Student Portfolio Report appears.

Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or beside it).

Figure 15. Student Portfolio Report

The screenshot shows a table with columns for Assessment Name, Test Reason, Student Count, Score, Performance, and Date Taken. The table lists various assessments and their results.

Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
Grade 7 ELA ICA Performance Task	Unassigned	1	n/a	Insufficient to score	08/30/2018
Grade 7 ELA ICA CAT	Unassigned	1	n/a	Insufficient to score	08/30/2018
Grade 7 ELA ICA	Unassigned	1	2540	Level 2	08/30/2018
Grade 6 ELA ICA Performance Task	Unassigned	1	n/a	Insufficient to score	08/30/2018
Grade 6 ELA ICA CAT	Unassigned	1	n/a	Insufficient to score	08/30/2018
Grade 6 ELA ICA	Unassigned	1	2494	Level 2	08/30/2018
Grade 5 ELA ICA CAT	Unassigned	1	n/a	Insufficient to score	08/31/2018
Grade 5 ELA ICA	Unassigned	1	n/a	Insufficient to score	08/31/2018
Grade 4 ELA Interim IAB: Benchmark	Unassigned	1	n/a	Above Standard	01/03/2019
Grade 4 ELA ICA Performance Task	Unassigned	1	n/a	Insufficient to score	08/30/2018

**How can I compare a student’s performance with that of my state, complex area, complex, school, and/or total associated students?**

In the Student Portfolio Report, click  to the right of an assessment name. Additional rows expand below the row you clicked, showing aggregate test results for larger groups of students. By comparing test results between a student and larger groups, you can make sure that student is performing on par with their peers and take action if they’re not.

Figure 16. Teacher View: Student Portfolio Report with Expanded Comparison Rows

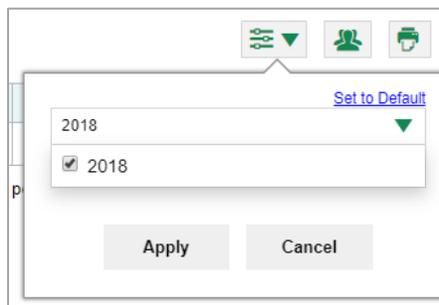
Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
 SUMMATIVE: G3-MATH	Unassigned	1	2312	Level 1	04/12/2019
state SUMMATIVE: G3-MATH	Unassigned	4	2206 	 	—
Complex Area SUMMATIVE: G3-MATH	Unassigned	4	2206 	 	—
Complex SUMMATIVE: G3-MATH	Unassigned	3	2251 	 	—
School SUMMATIVE: G3-MATH	Unassigned	3	2251 	 	—
My Students SUMMATIVE: G3-MATH	Unassigned	2	2259 	 	—
SUMMATIVE: G3-ELA	Unassigned	1	n/a	Insufficient to score	04/12/2019
 Middle School Science: Earth's History and Systems	Fall	1	2	n/a	03/25/2019
 ICA-Grade 3 Math CAT	Unassigned	1	2318	Level 1	03/25/2019
ICA-Grade 3 ELA CAT	Unassigned	1	n/a	Insufficient to score	04/12/2019

To hide the comparison rows, click .

**How can I view a student’s performance on tests taken in a previous school year or years?**

In the Student Portfolio Report, click the filters menu  and select a year or years from the drop-down that appears, then click **Apply**. Note that years are not calendar years. “2018” refers to the 2018–2019 school year.

Figure 17. Student Portfolio Report: Filters Menu



To switch back to the current year, open the filters menu again and click **Set to Default**, then click **Apply**.

**How can I see how a student performed on their most recent assessments?**

Sort the Student Portfolio Report by the Date Taken column. If you know what the performance levels on the various tests mean, you can even get a rough idea of how the student is performing over time.

Figure 18. Student Portfolio Report: Date Taken Column

Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
Grade 8 ELA Interim IAB: Research	Unassigned	1	n/a	Below Standard	04/15/2019
Grade 8 Math Interim IAB Performance Task	Unassigned	1	n/a	At/Near Standard	04/15/2019
Grade 8 Math Interim IAB-EE	Unassigned	1	n/a	Below Standard	04/15/2019
Grade 8 Math ICA Performance Task	Unassigned	1	n/a	Insufficient to score	04/15/2019
Grade 8 Math ICA CAT	Unassigned	1	n/a	Insufficient to score	04/15/2019

### Generating and Printing Individual Student Reports (ISR) per Test Opportunity

If you want to generate and print an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), you can do so using the ISR Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by topic. You can select any combination of test reasons, assessments, and students in order to generate and print multiple ISRs at once.

You may want to use the ISR Generator to generate and print large numbers of ISRs that you can share with students and their parents.

### How can I generate and print Individual Student Reports?

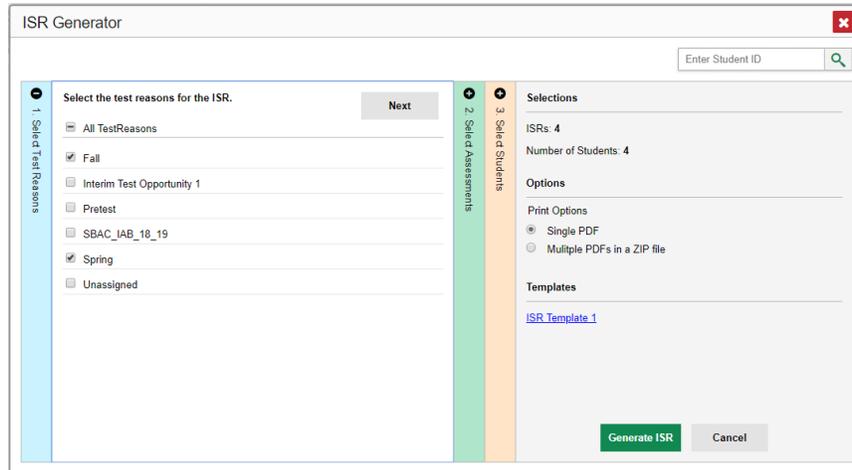
1. Navigate to the dashboard, the Student IAB Portfolio Report, or any set of test results.
2. Click  in the upper-right corner of the page. The **ISR Generator** window opens.

Depending what page you open the ISR Generator from, the options available to you may be prepopulated or preselected. For example, if you open the ISR Generator from a page of school test results (the School Performance on Test report), the test reason and assessment are preselected. (The filters applied to the page have no effect, however.) You can change the selections. Options are also prepopulated based on two global settings available in the **My Settings** menu: [reporting date](#) and [teacher test display preferences](#).

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

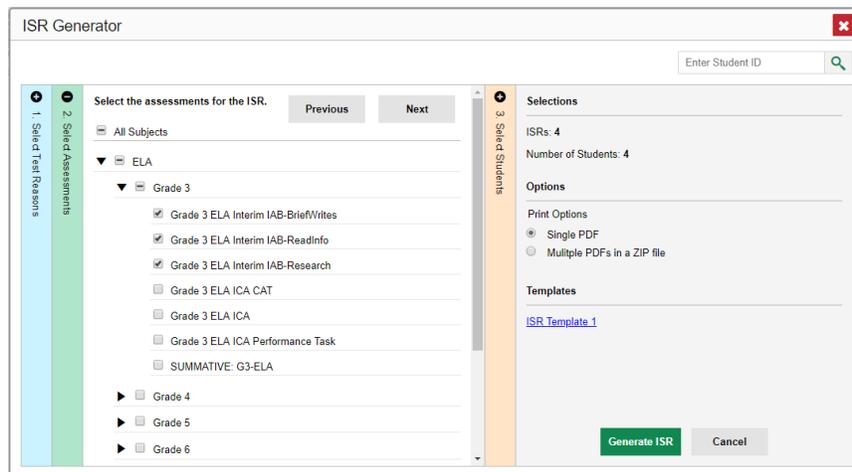
- a. In the **Select Test Reasons** section (Figure 19 below), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

Figure 19. ISR Generator Window: Select Test Reasons Section



- b. The **Select Assessments** section (Figure 20 below) groups tests by subject and grade. Click the arrow ► next to a category to expand or collapse it. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**. The expandable **Select Students** section is now populated with only the students who have completed the selected tests.

Figure 20. ISR Generator Window: Select Assessments Section



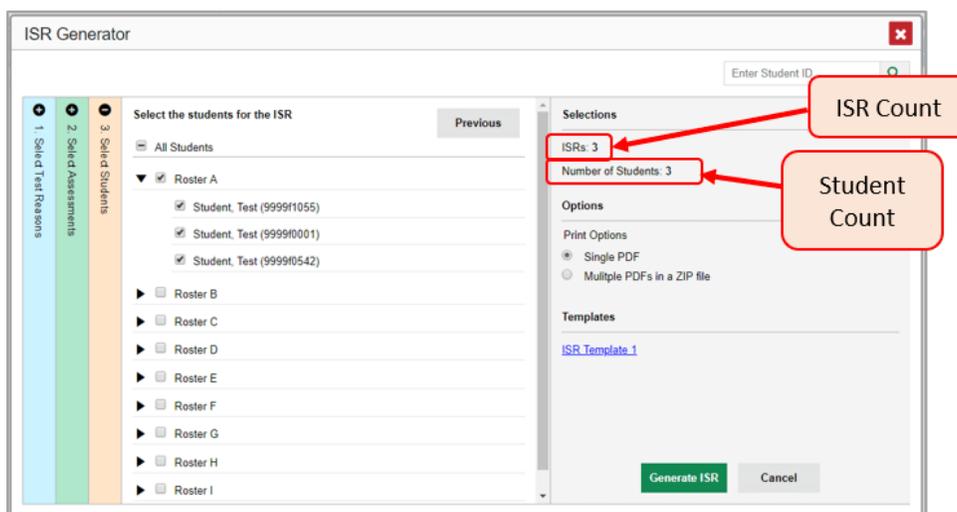
- c. The **Select Students** section (Figure 21 below) contains a list of schools (if you're a complex area-level user) or class groups (rosters) (if you're a school-level user or teacher). Expand a school or class group to show all the students in it. Mark the checkboxes for the schools, class groups, and/or individual students you want to include in the ISRs. At least one ISR will be generated for each student in the selections.
  - Depending on what page you opened the ISR Generator from, the **Select Students** section may be prepopulated and preselected with only a subset of students. For example, if you opened the ISR

## Enhanced AIRWays Reporting User Guide

Generator from the Student Portfolio Report, only one student is prepopulated and preselected. To view all students who took the selected tests with the selected test reasons, click **More Students**.

- If you're a school-level user or teacher, any student who belongs to multiple class groups (rosters) is listed under each class group. Marking the checkbox for a student in one class group also marks it for that student in all their class groups, and clearing the checkbox clears it for that student in all their class groups.
- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The **Select Students** section expands with that student prepopulated and preselected. In the sections to the left, all the student's associated test reasons and assessments are preselected too. Searching for a student clears all your previous selections.
- Long lists may be paginated. You can navigate paginated lists the same way you navigate report tables. If the list of students in a school or class group (roster) spans multiple pages, marking the checkbox for that school or class group selects all those students.

Figure 21. Teacher View: ISR Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of ISRs that will be generated (one for each selected test opportunity), as well as a count indicating the total number of students for whom ISRs will be generated.

4. If you're generating multiple ISRs, two PDF options display. Choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.
5. Click **Generate ISR**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

To view an example of an ISR PDF (containing sample data) in a new browser tab, click the **[Template Name]** link in the *ISR Generator* window. Review it to learn how your ISR(s) will appear. Depending on the assessment, your ISR(s) may not include all the sections that appear in the template.

To cancel and close the *ISR Generator* window, click **Cancel**, click  at the upper-right corner, or press the **Esc** key.

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 an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with number icons in reports ①.

## For School- and Complex Area-Level Users: Viewing Test Results for a School on a Particular Summative, Interim, or Benchmark Test

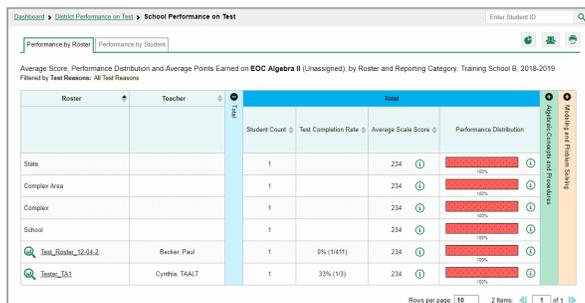
This section will explain how school- and complex area-level users can view test results for all students in a school (the School Performance on Test report).

### How can I access test results for a school?

- School-level users, go to the dashboard and click the name of the test (or  beside it) to view school-wide results for that test.
- Complex area-level users, go to the dashboard and click the name of the test (or  beside it) to view complex area-wide results for that test. A table showing test results by school appears. Click the name of the school for which you would like to see results.

The test results for that school appear (the School Performance on Test Report). The **Performance by Roster** tab is open by default.

Figure 22. School Performance on Test Report: Performance by Roster Tab

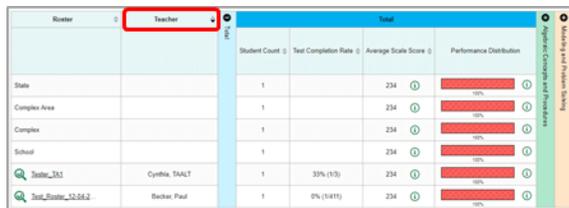


Roster	Teacher	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution
State		1		234	100%
Complex Area		1		234	100%
Complex		1		234	100%
School		1		234	100%
Test_Roster_12-26-2	Becker, Paul	1	0% (1/411)	234	100%
Test_151	Cynthia, TRALT	1	33% (1/3)	234	100%

### How can I see which teachers' class groups (rosters) performed best on this assessment?

In the **Performance by Roster** tab, sort the table by the Teacher column (see [Figure 23](#)). If a certain teacher's class groups (rosters) performed consistently well, you could use that teacher's instructional methods as a model for the teachers whose class groups had lower scores.

Figure 23. School Performance on Test Report: Performance by Roster Table Sorted by Teacher



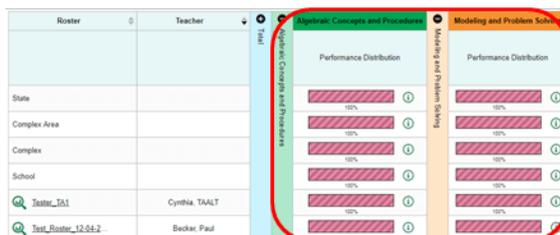
Roster	Teacher	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution
State		1		234	100%
Complex Area		1		234	100%
Complex		1		234	100%
School		1		234	100%
Test_151	Cynthia, TRALT	1	33% (1/3)	234	100%
Test_Roster_12-26-2	Becker, Paul	1	0% (1/411)	234	100%

**How can I see how well students in the school performed in each area on the test?**

In either the **Performance by Roster** or **Performance by Student** tab, if expandable topic sections are present, compare the performance in each of the topic sections in the accordion table.

Some tests cover only one topic, while other tests cover many. As examples of topics, a science test may include Biology and Physical Science.

Figure 24. School Performance on Test Report: Performance by Roster Table: Topic Sections



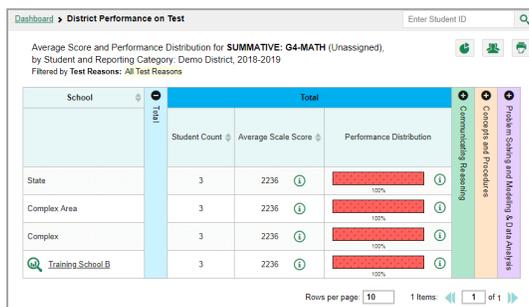
**For Complex Area-Level Users: Viewing Test Results for Your Complex Area on a Particular Summative, Interim, or Benchmark Test**

You can use the Enhanced AIRWays Reporting System to find out how well the students in your complex area understand the material covered on each of their completed assessments. The layout of the reports may vary by test.

**How can I access test results for the complex area?**

On the complex area-level dashboard, click the name of a test (or  beside it). The test results for the schools in that complex area appear (the District Performance on Test report).

Figure 25. District Performance on Test Report



**How can I see which schools in the complex area performed best on this assessment?**

In the **Total** section, look at the Average Scale Score column and/or Performance Distribution column. Sort by the Average Scale Score column. If a certain school performed consistently well, you could use that school’s instructional methods as a model for the schools whose students had lower scores.

Figure 26. District Performance on Test Report: Average Scale Score and Performance Distribution Columns

School	Total	Average Scale Score	Performance Distribution
State	1	234	100%
Complex Area	1	234	100%
Complex	1	234	100%
Training School B	1	234	100%

**How can I see how well students in the complex area performed in each area on the test?**

If expandable topic sections appear in the accordion table, compare the performance in each of the topics. Some tests cover only one topic, whereas others cover many.

Figure 27. District Performance on Test Report: Topic Sections

School	Algebraic Concepts and Procedures	Modeling and Problem Solving
State	100%	100%
Complex Area	100%	100%
Complex	100%	100%
Training School B	100%	100%

**Viewing Test Results on a Particular Summative, Interim, or Benchmark Test, Broken Down by Demographic Sub-Groups**

In test results for multiple students, you can use  at the upper-right corner to compare performance between different demographic sub-groups. You may want to do this, for example, in order to identify sub-groups that need more instructional support.

After viewing test results by demographic sub-groups, you can view specific demographic combinations to get an in-depth look at sub-groups of students that interest you. For example, you may want to determine which teachers or schools are most successful at teaching boys with limited English proficiency.

If you prefer, you can view a snapshot of students’ past demographic data, including enrolled grade, by [selecting a reporting date](#).

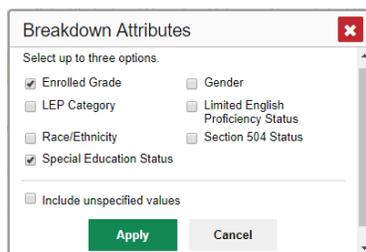
**How can I view test results broken down by demographic sub-groups?**

- Navigate to one of the following test results pages:
  - If you’re a complex area-level user, go to your complex area test results (the District Performance on Test report).
  - If you’re a complex area- or school-level user, go to a set of school test results (the School Performance on Test report).
  - If you’re a teacher, go to your associated students’ test results (the My Students’ Performance on Test report).

Enhanced AIRWays Reporting User Guide

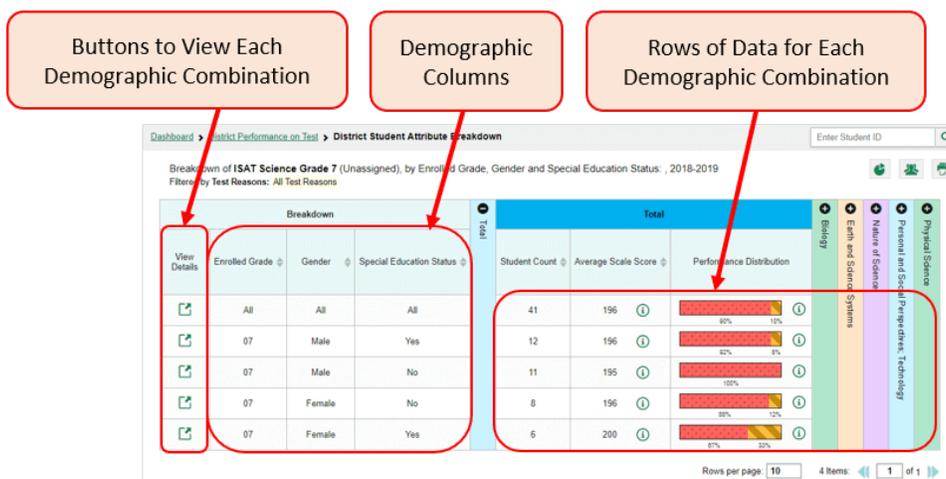
- Regardless of your user role, go to a set of test results for a class group (the Roster Performance on Test report).
2. Click  at the upper-right corner. The **Breakdown Attributes** window opens (see [Figure 28](#)). Select up to three student demographic categories.

Figure 28. Breakdown Attributes Window



- a. *Optional:* To treat unspecified demographics as separate sub-groups, mark the **Include unspecified values** checkbox. If you do this, a student whose demographic information is not specified in TIDE will still be included in the results; if you don't do this, such a student will be excluded. You may want to include unspecified values to get a full picture of student performance. Or you may want to exclude them in order to focus on particular demographic sub-groups, for example, to compare girls' and boys' test results.
3. Click **Apply**. Demographic columns appear, one for each category. These columns replace the columns to the left of the **Total** section. A row appears for each possible combination of demographic groups in the selected categories. If there are no students in a particular combination, no row appears for that combination.

Figure 29. District Student Attribute Breakdown by Enrolled Grade, Gender, and Special Education Status



Longitudinal Reports cannot be viewed by demographic sub-groups.

## How can I analyze test results based on demographic sub-groups?

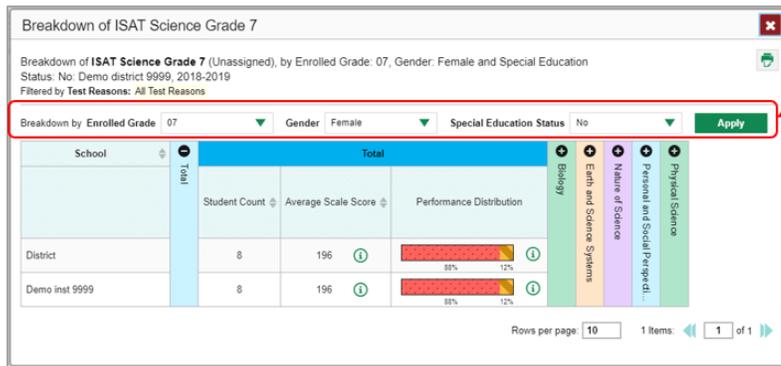
Do either of the following:

- Sort by any one of the demographic categories on the left. You may want to do this to compare different demographic group combinations, such as third-grade boys and girls.
- Use the same techniques you used to analyze the original test results. Techniques may include sorting by average score, sorting by test completion rate, expanding the **5 Items on Which Students Performed the Best** and **Worst** accordion sections (if they're present), and expanding the topic accordion sections (if they're present).

## How can I view test results for a particular demographic combination?

When viewing test results by demographic sub-groups, go to the row for the demographic combination you want to view and click  in the View Details column on the left. A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it by sub-groups.

Figure 30. Demographic Combination Breakdown (from District Performance on Test Report)



School	Total	Student Count	Average Scale Score	Performance Distribution
District		8	196	89% 12%
Demo inst 9999		8	196	89% 12%

Filter Menus  
and Apply  
Button

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 teachers or schools are most successful at teaching girls in the first grade.

To close the window, click  at the upper-right corner or press the **Esc** key.

## How can I analyze test results for a particular demographic combination?

Use the same techniques you used to analyze the original test results. Techniques may include sorting by average score, sorting by test completion rate, expanding the **5 Items on Which Students Performed the Best** and **Worst** accordion sections (if they're present), and expanding the topic accordion sections (if they're present).

## Navigating Reports for Interim and Benchmark Tests

- [Understanding Report Data on Individual Items \(Questions on a Test\)](#)
- [Navigating Item-Level Data](#)

### Understanding Report Data on Individual Items (Questions on a Test)

On interim and benchmark assessments, the test results for a complex area, a school, your total associated students, a class group (roster), or an individual student may show student performance on the individual non-secure, non-public items in each topic (reporting category or skill area), as well as allowing you to view non-secure, non-public items. Note that reports for adaptive assessments show item-level data only at the individual student level.

Some items are broken down into multiple sub-items in the report, 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”. To view a scoring assertion, click ⓘ to the right of the sub-item number.

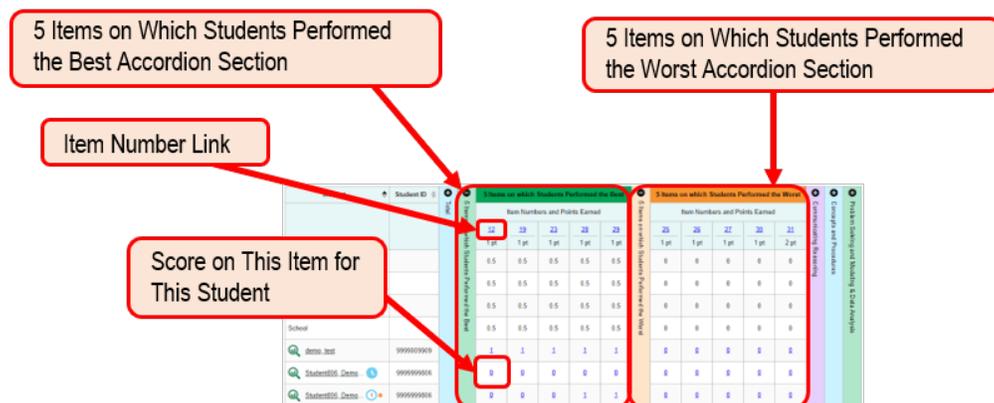
You may sometimes see “n/a” instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test. In other cases, the item belongs to an item cluster, which means it appeared as separate items grouped together for certain test opportunities, but appeared as a single item cluster for other opportunities.

### Navigating Item-Level Data

**How can I see which items students performed on the best or struggled with the most in test results for a particular test?**

If a non-adaptive interim or benchmark test includes more than 10 items, you will be able to see the items and their scores in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst**. These appear as separate expandable sections in the accordion table.

Figure 31. School Performance on Test Report: 5 Items on Which Students Performed the Best and Worst Accordion Sections



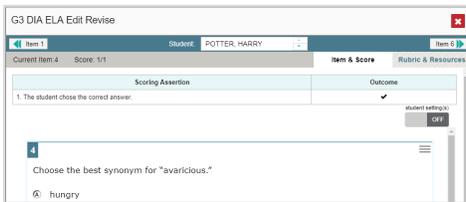
**How can I see more details about an individual test item?**

If a report shows item-level data, click the item links in the **Total Items** section, the **5 Items on Which My Students Performed the Best** and **Worst** sections, or the topic sections.

Enhanced AIRWays Reporting User Guide

An **Item View** window opens, showing the actual item. The **Rubric & Resources** tab in this window also shows the standard to which the item is aligned and the rubric.

Figure 32. Item View Window



**How can I see actual student responses to each item on the test?**

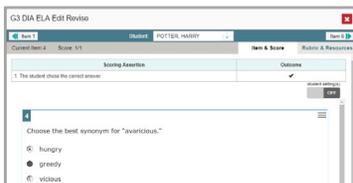
In a report that gives test results by student, click the student's score for an individual item.

Figure 33. Student Performance on Test Report: Topic Section: Item Score Link

Student	Student ID	Communicating Reasoning									
		Performance		Item Numbers and Points Earned							
				9	12	15	18	19	20		
				1 pt	1 pt	1 pt	1 pt	1 pt	1 pt		
State		80%	90%	0	0.5	0	0	0.5	0.5		
Complex Area		80%	90%	0	0.5	0	0	0.5	0.5		
Complex		80%	90%	0	0.5	0	0	0.5	0.5		
School		80%	90%	0	0.5	0	0	0.5	0.5		
demo_test	999999999	At/Near Standard		0	1	0	0	1	1		

An **Item View** window opens, showing the actual item with the student response. The **Rubric & Resources** tab in this window also shows the standard to which the item is aligned and the rubric.

Figure 34. Item View Window with Student Response



Reviewing a student's response in this window can help you understand your student's reasoning. For example, if you notice that the student did not follow the order of operations in a math item, you may need to spend more time with the student on this skill.

You could also pay attention to what types of items a student struggles with. For example, if a student consistently performs better on multiple choice items than on text response items, it may be a sign that the student should spend more time developing writing skills.

## Setting Up Your Reports So They Make Sense

- [Setting Up Your Reports for Summative, Interim, and Benchmark Tests So They Make Sense](#)
- [Setting Up Your Reports for Interim and Benchmark Tests So They Make Sense](#)

### Setting Up Your Reports for Summative, Interim, and Benchmark Tests So They Make Sense

There are several ways you can set up your reports to make them more useful:

- [Viewing Data from a Previous Point in Time](#)
- [Viewing Test Opportunities by Test Reason \(Category\)](#)
- [Working with Class Groups \(Rosters\)](#)
- [For Teachers: Viewing Only the Tests You're Interested In](#)
- [For School- and Complex Area-Level Users: Filtering Class Groups \(Rosters\) by Teacher](#) Preferences

#### Viewing Data from a Previous Point in Time

Selecting a reporting date allows you to view test results from a previous point in time. When you set the reporting date to a date in the past, the reports show data for the students who were associated with you *as of that date*, including their enrollment information, demographic information, and completed test opportunities as of that date. If any data for a student's test opportunity was changed *after* the selected reporting date, the report will display the current data.

If you don't select a reporting date, or if you reset it to the default, all the reports show test opportunities only for the current school year (except for the Longitudinal Report and the Student Portfolio Report, which always retain the ability to show multiple years), with current student data.

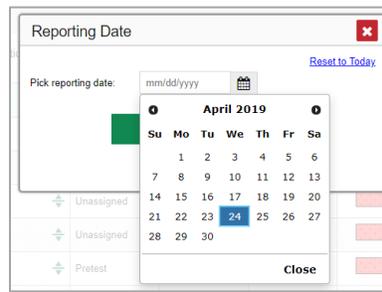
You may find that switching between past data and more recent data is useful for comparing performance over time. For example, you may want to compare a previous school year with the current one. Or, if you're a complex area- or school-level user, you may want to compare students' performance in their current classes with their performance in previous ones.

#### How can I view data from a previous point in time?

1. From the **Settings** menu in the banner, choose **Set Reporting Date**. The **Reporting Date** window appears.
2. Use the calendar tool in the *Pick reporting date* field to select a date, or enter it in the format mm/dd/yyyy.

In some cases, a drop-down list of school years appears. Select the year you want to view data for.

Figure 35. Reporting Date Window



4. Click **Save**. All reports are now filtered to show data as of that date. The header of each report shows the reporting date.
5. *Optional:* To go back to viewing the current data, open the **Reporting Date** window again, click **Reset to Today** in the upper-right corner, then click **Save**. The reporting date also resets when you log out.
6. To cancel and close the **Reporting Date** window, click **Cancel** or **✕**.

## Viewing Test Opportunities by Test Reason (Category)

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 focus on specific groups of tests.

Figure 36. Dashboard Assessments Table: Test Reasons Column

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
End Of Course Biology	Fall	60	170	80% 2%	12/01/2018
End Of Course Chemistry	Fall	59	167	90%	12/01/2018
ISAT Science Grade 5	Spring	18	199	90% 20%	04/22/2019
ISAT Science Grade 7	Spring	41	196	80% 10%	04/22/2019
Grade 11 ELA Interim IAS-Brief/Notes	Unassigned	7	n/a	80% 10%	04/03/2019

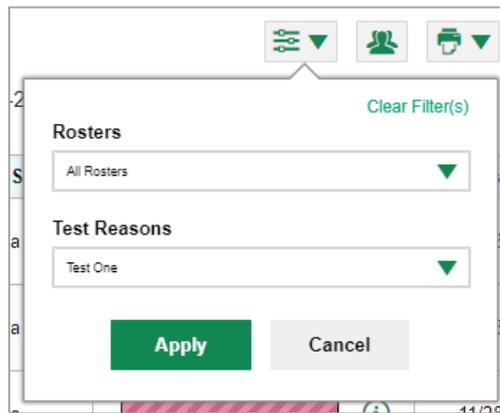
When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side, but not a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards for teachers, school-level users, and complex area-level users, as well as in Longitudinal Reports.

### How can I filter reports by test reason?

1. Click the filters menu  above the report.
2. Make a selection from the **Test Reason** drop-down list.
3. Click **Apply**. The affected report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the filters menu  and click **Clear Filter(s)**. Click **Apply**.

Figure 37. Opened Teacher Dashboard Filters Menu



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

The row of filter details below the table header ([Figure 38](#)) shows the test reason selected, if any.

Figure 38. Row of Filter Details

Filtered by Rosters: All Rosters Test Reasons: All Test Reasons

## Working with Class Groups (Rosters)

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. The rosters in AIRWays Reporting are the same rosters in TIDE, so any changes to the rosters in either system will appear in both AIRWays Reporting and TIDE.

- **Creating and Managing Class Groups (Rosters):** Teachers, school-level users, and district-level users can add, edit, and delete rosters.
- **For Teachers: Filtering by Class Groups (Rosters):** Teachers can filter by rosters on the dashboard. You may find that filtering makes it easier to focus on a particular class's performance. And by switching filters, you can easily compare it with another class. If you don't filter by roster, the reports default to showing data for all rosters, and the data will not be disaggregated. You may find disaggregated data easier to understand. Besides the rosters associated with you, you can also select **My Proctored Students**, which automatically includes all the students you've proctored.

All users can view roster test results in the Roster Performance on Test report and in the **Performance by Roster** tabs in other reports. Teachers can filter by roster.

### Creating and Managing Class Groups (Rosters)

- [Adding a New Class Group \(Roster\)](#)
- [Modifying an Existing Class Group \(Roster\)](#)
- [Uploading Class Groups \(Rosters\)](#)

### Adding a New Class Group (Roster)

You can create new class groups (rosters) from students associated with your school or complex area.

## How can I add a class group (roster)?

- From the **My Settings** menu in the banner, select **Add Roster**. The **Roster Manager** window appears, showing the Add Roster form.

Figure 39. Add Roster Form

- In the *Search for Students to Add to the Roster* panel, do the following:
  - If you are a complex area-level user, then in the **School** drop-down list, select the school for the roster.
  - 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.
  - Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
  - Optional:* In the *Advanced Search* panel, select additional criteria:
    - From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
    - In the related fields, select the additional criteria.
    - Click **Add**.
    - Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
  - Click **Search**. The *Add Students to the Roster* panel appears, with settings, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
- In the *Add Students to the Roster* panel, do the following:
  - In the *Roster Name* field, enter the roster name.
  - From the **Teacher Name** drop-down list, select a teacher.

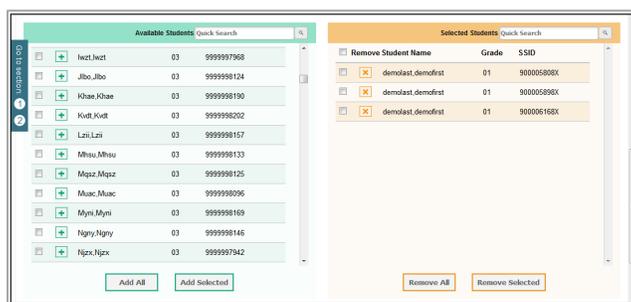
Figure 40. Roster Name Field and Teacher Name Drop-Down List

- 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**.

## Enhanced AIRWays Reporting User Guide

- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
- d. **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**.

Figure 41. Lists of Available and Selected Students



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

To cancel and close the **Roster Manager** window, click  at the upper-right corner or press the **Esc** key.

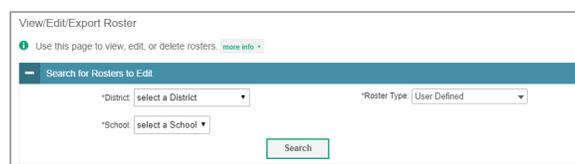
### Modifying an Existing Class Group (Roster)

You can modify a class group (roster) by changing its name, changing its associated teacher, adding students, or removing students.

#### How can I modify a class group (roster)?

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The **Roster Manager** window appears, showing the View/Edit/Export Roster form.

Figure 42. View/Edit/Export Roster Form



2. In the *Search for Rosters to Edit* panel, select the school and roster type for the roster you wish to edit.
3. Click **Search**. A list of retrieved rosters appears.

Figure 43. List of Retrieved Rosters

Note: For multiple roster selection, you may print 1000 students at a time.

Number of rosters found: 4 Enter search terms to filter search results

	Edit	Roster Name	Teacher	Grades In Roster	Number Of Students
<input type="checkbox"/>		8/27 roster 1	DemoUser, TE11	08	1
<input type="checkbox"/>		AM Roster 8-16	DemoUser, TE11	08	1
<input type="checkbox"/>		DemoR1	DemoUser, TE11	08	1
<input type="checkbox"/>		DemoR2	DemoUser, TE11	08	1

4. In the list of retrieved rosters, click  for the roster whose details you want to view. The *Add Students to the Roster* panel appears.

Figure 44. Add Students to the Roster Panel

Add Students to the Roster

\*Roster Name: AM Roster 8-16

\*Teacher Name: DemoUser, TE11

Select Students from "Available Students" List below to add to the Roster

Available Students (0)				Selected Students (1)			
Add	Student Name	Grade	Reporting ID	Remove	Student Name	Grade	Reporting ID
<input type="checkbox"/>				<input type="checkbox"/>	LN, FN	08	AI-9999-14

5. *Optional:* In the *Add Students to the Roster* panel, do the following:
- In the *Roster Name* field, enter a new name for the roster.
  - From the **Teacher Name** drop-down list, select the roster's new teacher.
  - 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**.
  - 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**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

To cancel and close the *Roster Manager* window, click  at the upper-right corner or press the **Esc** key.

### Uploading Class Groups (Rosters)

If you have many classes or 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.

## How can I upload class groups (rosters)?

- From the **My Settings** menu in the banner, select **Upload Rosters**. The *Roster Manager* window appears, showing the Upload Rosters: Upload page.

Figure 45. Upload Rosters: Upload Page



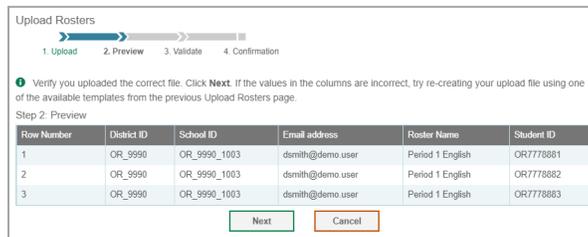
2. On the Upload Rosters: Upload page, click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Fill out the template and save it.

Figure 46. Filled-Out Roster Upload Template

	A	B	C	D	E
1	District ID	School ID	Email Address	Roster Name	SSID
2	OR_9990	OR_9990_1003	dsmith@demo.user	Period 1 English	OR7778881
3	OR_9990	OR_9990_1003	dsmith@demo.user	Period 1 English	OR7778882
4	OR_9990	OR_9990_1003	dsmith@demo.user	Period 1 English	OR7778883

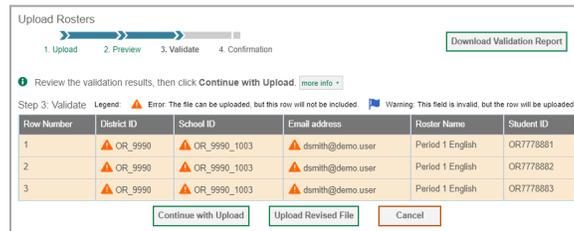
5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The Upload Rosters: Preview page appears (see [Figure 47](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 47. Upload Rosters: Preview Page



7. Click **Next** to validate the file. Any errors or warnings are displayed on the Upload Rosters: Validate page. 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 48. Upload Rosters: Validate Page



- *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 Enhanced AIRWays Reporting System processes it offline and sends you a confirmation email when complete. While the Enhanced AIRWays Reporting System is validating the file, do not press **Cancel**, as some of the records may have already started processing.

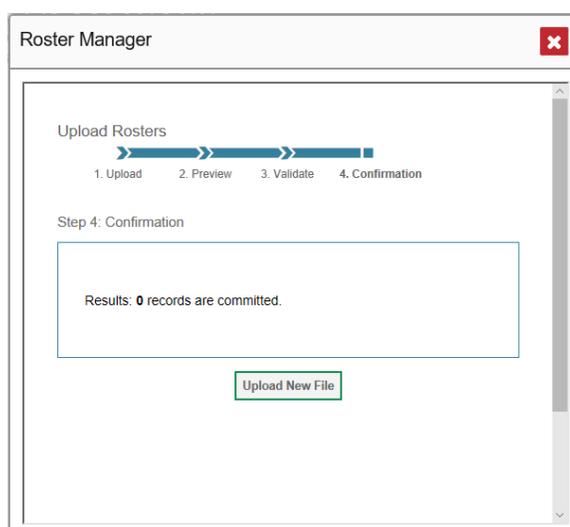
**8.** Do one of the following:

- Click **Continue with Upload**. The Enhanced AIRWays 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** to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message that summarizes how many records were committed and excluded.

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

Figure 49. Upload Rosters: Confirmation Page



To cancel and close the **Roster Manager** window, click  at the upper-right corner or press the **Esc** key.

### For Teachers: Filtering by Class Groups (Rosters)

On the dashboard, teachers can filter by class groups (rosters).

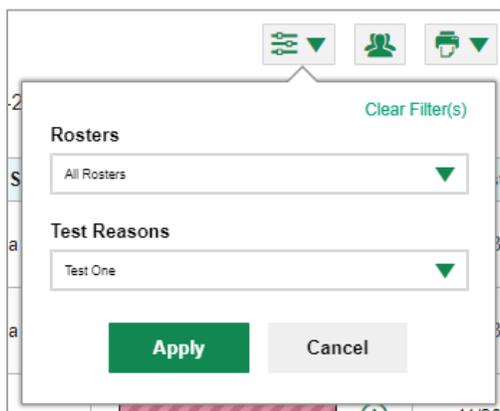
Filtering by class groups (rosters) is different from viewing test results for a roster or rosters. When you filter, you eliminate students not in the selected roster from the data you're viewing. You may want to do this if you want to view a single class's list of assessments on the dashboard. If you don't filter, all rosters will appear. You may find it easier to filter down to a single roster.

### How can I filter reports by class groups (rosters)?

1. Click the filters menu  above the report.

2. Make a selection from the **Rosters** drop-down list.
3. Click **Apply**. The affected report updates to show only data for that class or roster.
4. *Optional:* To revert all filters to their defaults, open the filters menu  and click **Clear Filter(s)**. Click **Apply**.

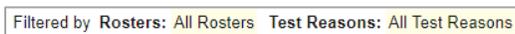
Figure 50. Opened Teacher Dashboard Filters Menu



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

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

Figure 51. Row of Filter Details



## For Teachers: Viewing Only the Tests You're Interested In

Teachers can filter which tests they want to see in their 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. You can set your test preferences to exclude all math assessments.

Once you've set your test preferences, higher-level users will have the option of using them too.

### How can I filter tests to suit my preferences?

Open the **My Settings** menu and choose **Select Tests to Display**. A window appears (see [Figure 52](#)), showing tests organized hierarchically by subject, grade, and assessment name. Select the checkboxes beside the tests or groups of tests you want to display. Click **Save & Close**.

Figure 52. Select Tests to Display Window

## For School- and Complex Area-Level Users: Filtering Class Groups (Rosters) by Teacher Preferences

School- and complex area-level users can also narrow down their data based on class group (roster). To do so, update your preferences to specify which class groups appear in your reports. You can choose between the following options:

- **All Rosters:** If you select this option, all data for all class groups appear in your reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment. This option can be useful when you want to exclude classes a teacher didn't teach.

For example, suppose Teacher A and Teacher B are both associated with a student who took a Grade 7 ELA assessment. Teacher A updated their test preferences to exclude all ELA assessments. If you are a school-level user and you update your roster preferences to Teacher Preferences, you will see data for Teacher B in the test results for your school for Grade 7 ELA, but you will not see data for Teacher A on this report.

### How can I select which class groups (rosters) to display?

1. From the **My Settings** drop-down list in the banner, select **Update My Roster Preferences**. The **Select Roster Preferences** window appears.

Figure 53. Select Roster Preferences

2. Mark the radio button for your preferred roster option.
3. Click **Save & Close**.

## Setting Up Your Reports for Interim and Benchmark Tests So They Make Sense

- [Assigning Test Reasons \(Categories\) to Interim and Benchmark Test Opportunities](#)
- [Filtering Interim and Benchmark Test Results by Standards and Standard Categories](#)

### Assigning Test Reasons (Categories) to Interim and Benchmark Test Opportunities

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

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the Enhanced AIRWays Reporting System to assign a different test reason to an interim or benchmark test opportunity after the test is completed. Summative test reasons cannot be reassigned.

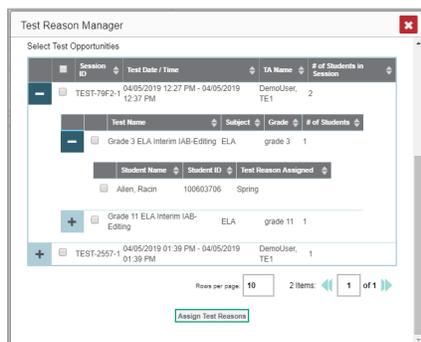
#### How can I assign test reasons in the Enhanced AIRWays Reporting System?

1. From the **Task Manager** drop-down list in the banner, select **Manage Test Reasons**. The **Test Reason Manager** window opens.

Figure 54. Test Reason Manager Window

2. To search for the test opportunities you wish to categorize, do either of the following:
  - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.
  - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.
4. A list of retrieved test sessions appears under the heading **Select Test Opportunities**. 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 55. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.
7. In the confirmation window, select a new test reason to assign to the selected opportunities and click **Confirm**.

To close the **Test Reason Manager** window, click  at the upper-right corner or press the **Esc** key.

## Filtering Interim and Benchmark Test Results by Standards and Standard Categories

An educational standard, sometimes called an assessment target, 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 set of standards. When you’re in a view that shows individual items, you can filter by the standard to which items are aligned. That way you can view your students’ performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don’t filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students’ abilities better.

Standard filters are available in the following reports when item-level data are displayed:

- School test results (the School Performance on Test report).
- Class group (roster) test results (the Roster Performance on Test report).
- Individual student test results (the Student Performance on Test report).

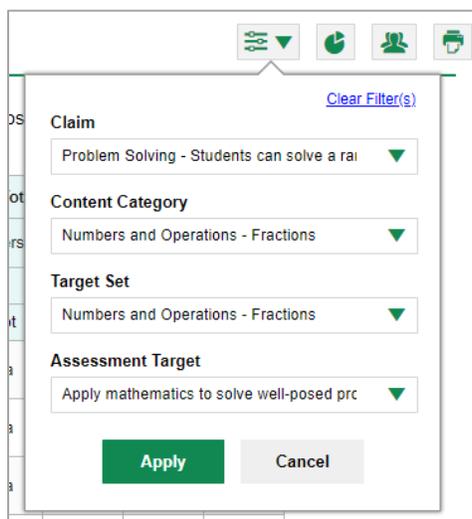
You can filter by the standard category, standard sub-categories, and/or the standard itself. The available standards and categories vary by assessment.

### How can I filter reports by standards or standard categories?

1. Click the filters menu  above the report.
2. Make a selection from the **[Standard Category]** drop-down list. The next **[Standard Category]** drop-down list appears below it.

3. *Optional:* Make a selection from the second and/or third **[Standard Category]** drop-down list. The **Standard** drop-down list appears below it.
4. *Optional:* Select a standard.
5. Click **Apply**. The affected report updates to show only data for that standard.
6. *Optional:* To revert all filters to their defaults, open the filters menu  and click **Clear Filter(s)**. Click **Apply**.

Figure 56. Opened Test Results Filters Menu



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

The row of filter details below the table header shows the standard categories and/or standard selected, if any.

Figure 57. Row of Filter Details



## Accessing Items on Interim and Benchmark Tests

The Enhanced AIRWays Reporting System also allows you to view the non-secure, non-public items on interim and benchmark assessments and the student responses to those items. Note that test results for summative assessments do not include any item-level data, and test results for adaptive assessments include item-level data only on the individual student level.

You can find links to individual items in several of the expandable accordion table sections: **Total Items**, **5 Items on Which Students Performed Best** and **Worst** (which appear only for aggregate test results, not for individual students'), and the topic sections.

### How can I view an item?

Do either of the following:

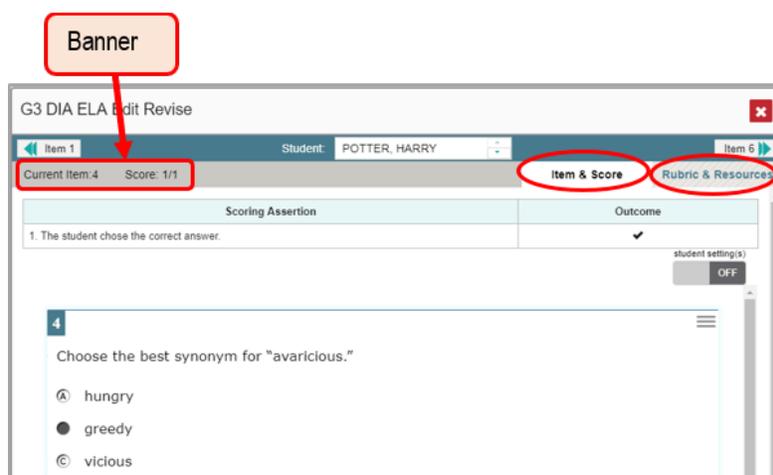
- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student’s response to the item, find that student’s name in the Student column on the left. Then click the score the student obtained on that item.

Figure 58. Report Table: Item Number Link and Item Score Link

Performance	Item Numbers and Points Earned					
	1 pt	2	3	4	5	6
State	0	0.5	0	0	0.5	0.5
Complex Area	0	0.5	0	0	0.5	0.5
Complex	0	0.5	0	0	0.5	0.5
School	0	0.5	0	0	0.5	0.5
Items Test	1	1	0	0	1	1

The **Item View** window appears. It consists of an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number, score, and confidence level (when a machine-suggested score has a low confidence level). The example shown in [Figure 59](#) is an item with a particular student’s response.

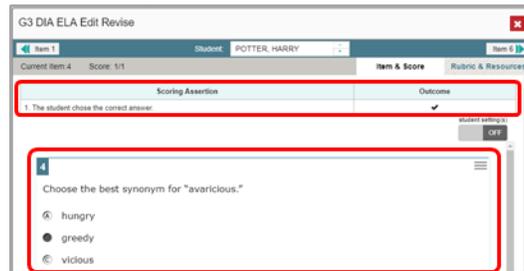
Figure 59. Item View Window: Item & Score Tab



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

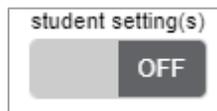
- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores. Note that for some items, a second Scoring Criteria table appears, displaying transformed scores.

Figure 60. Item View Window: Item & Score Tab: Scoring Assertion Table and Item



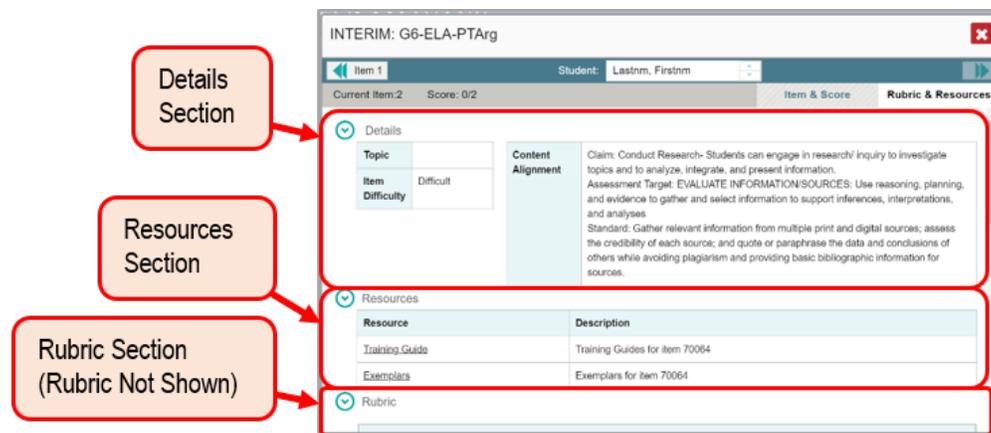
- **Scoring Assertion:** When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome.
- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.
  - If the student tested with visual test settings (such as larger font size), you can use the toggle in the upper-right corner of this section to show or hide the student's settings in the item view. (This action doesn't change your student settings preferences, which you can set using the **My Settings** drop-down list.)

Figure 61. Toggle to Show/Hide Student Visual Settings



The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking  and , respectively. The sections vary by item.

Figure 62. Item View: Rubric & Resources Tab



- **Details:** Provides 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 earned each possible point value available for the item. It appears in two cases:
  - If you're a teacher, the table displays data for all your associated students.
  - If you navigated to this item from school test results, the table displays data for all the students in the school.

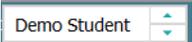
Figure 63. Frequency Distribution of Student Responses Section

Frequency Distribution of Student Responses		
	Points Earned	
	0	1
# of Student Responses for My School	15	10

### How can I navigate to other items from the Item View window?

- To view the previous test item, click the previous item number or  in the upper-left corner.
- To view the next test item, click the next item number or  in the upper-right corner.

### How can I 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' names appear in the same order in which they are sorted in the report.

### How can I close the Item View window?

Click  at the upper-right corner or press the **Esc** key.

## Tracking Student Performance

You can view your students' performance over time in multiple related assessments. This lets you see how students' performance has improved or declined.

Longitudinal Reports include either performance data for the group of common students who completed every assessment available in the report, or performance data for an individual student. They can span multiple school years, not just the latest school year.

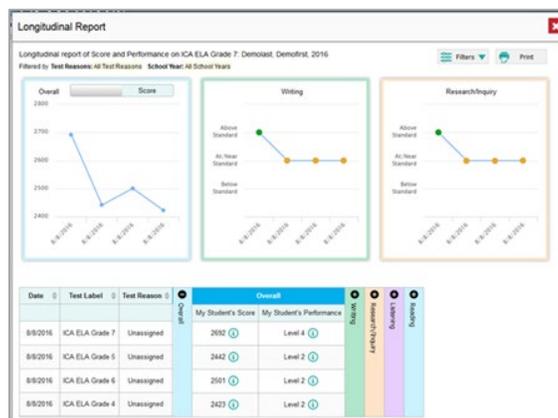
### How can I access a Longitudinal Report comparing related assessments?

When the student(s) in your test results have completed multiple related assessments, a Longitudinal Report is available in the reports for each of those assessments.

Navigate to a page of test results, either for an individual student or for multiple students. Click  in the upper-left corner (either directly on the page or within a context menu , depending on whether additional assessment resources are available).

- If the test results you're looking at are for an individual student, the Longitudinal Report appears.

Figure 64. Longitudinal Report for a Single Student



- If the test results you're looking at are for multiple students, the report options page appears (see [Figure 65](#)).
  - This page lists columns for each related test completed by students in the report. The columns display checkmarks to indicate which students completed each test.
  - If students completed the same tests with separate test reasons, a column appears for each test reason.

Figure 65. Longitudinal 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: 3**

Test	INTERIM: Grade 4 MATH ICA		ICA MATH Grade 3	
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Test two	<input type="checkbox"/> Unassigned	<input checked="" type="checkbox"/> Test two	<input checked="" type="checkbox"/> Unassigned
Demo Student A	✓	✓	✓	✓
Demo Student B	✓	✓	✓	✓
Demo Student C	✓		✓	✓

- Mark the checkbox for each test you wish to include. Note that only tests taken by all the students will be included in the report. Click **Generate Report** to view the Longitudinal Report. You can always modify your selections by clicking **Report Options** in the upper-right corner of the report.

The appearance of the table and graphs in a Longitudinal Report is also based on whether your test results are for an individual student or multiple students. For individual students, both score and performance data are shown. Data may be viewed either in a line graph showing scale score, or a bar graph showing performance data.

**How can I view students' overall performance data on the assessments over time?**

Look at the graph in the upper-left corner of the Longitudinal Report. It shows the scores or performance of the student or students each time they took the test.

Score data are plotted along a line with the dates on the x axis and the scores on the y axis. A slope inclining upwards indicates improvement, a slope downwards indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

Performance level data are shown either the same way or, for multiple students, in color- and pattern-coded bars showing performance distribution (see [Figure 67](#)).

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

Figure 66. Longitudinal Report for a Single Student: Overall Performance Line Graph Showing Scores

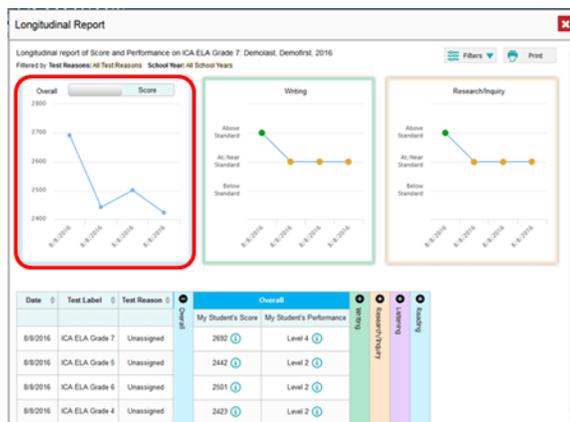
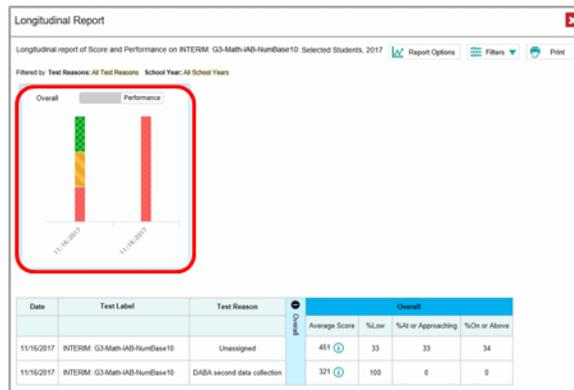
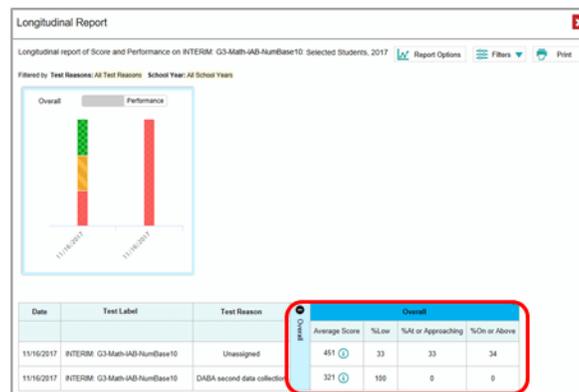


Figure 67. Longitudinal Report for Multiple Students: Overall Performance Distribution Bars



Alternatively, go to the table at the bottom of the report and look at the expandable accordion **Overall** section.

Figure 68. Longitudinal Report: Overall Section of Table



### How can I switch between score data and performance data?

When a graph offers both score and performance data, click the toggle bar at the top of it. 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.

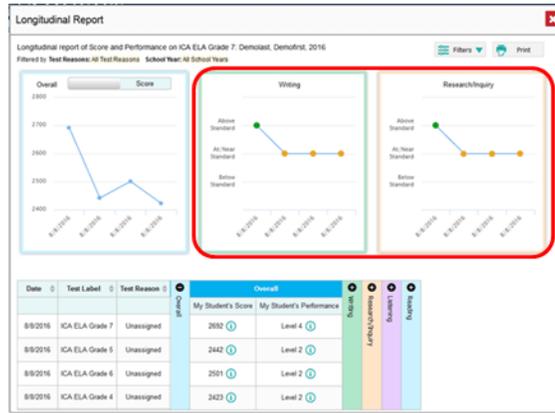
Figure 69. Toggle Bar to Show Score and Performance Level Data



### How can I see students' performance in different areas over time?

When the tests include multiple topics, look at the additional graphs at the top of the Longitudinal Report or the expandable accordion topic sections in the table at the bottom. The report includes a graph and table section for each topic the tests cover. 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.

Figure 70. Longitudinal Report: Topic Graphs



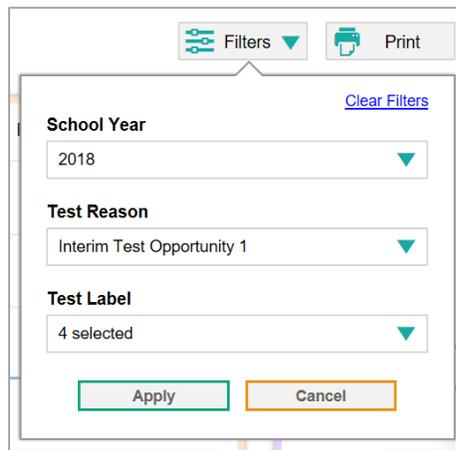
Open the filters menu  at the upper-right corner and select the filter options you prefer from the sub-menus. Filtering tests may affect the set of students whose data is included in the report.

You may wish to filter by a test reason, which means excluding all other test reasons from the data. For example, if a Longitudinal Report shows a lot of tests, you may want to narrow it down to show only tests taken in the spring.

For the same purpose, you may want to filter by a particular school year or years. Note that years are not calendar years. “2018” refers to the 2018–2019 school year.

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

Figure 71. Longitudinal Report Opened Filters Menu



### How can I close the Longitudinal Report window?

Click  at the upper-right corner or press the **Esc** key.

## Exporting and Printing Data

- [Exporting and Printing Data on Summative, Interim, and Benchmark Tests](#)
- [Exporting and Printing Data, Including Item-Level Data, on Interim and Benchmark Tests](#)

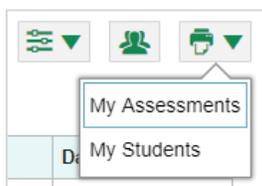
### Exporting and Printing Data on Summative, Interim, and Benchmark Tests

You can export any report you see in the Enhanced AIRWays Reporting System. You may want to do this to save a snapshot of data to consult later, or to share data. Different options will be available depending on the page you are viewing.

#### How can I print or export a report I'm viewing without item-level data?

1. Click the print button  in the upper-right corner of the report.
  - If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

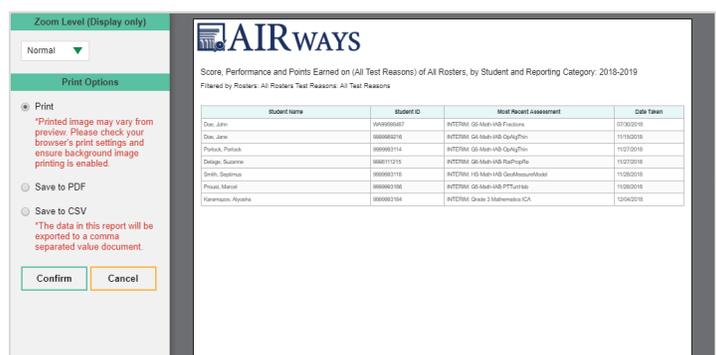
Figure 72. Print Menu



A print preview page opens.

- 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 73. Print Preview Page



2. If the report provides data for individual items, the *Report Options* section appears. Select **Summary Only**. If you select this option, the printed report does not include data for the individual assessment items.

Figure 74. Print Preview Page Controls

3. Do one of the following under the *Print Options* section:
  - To print the report, select the **Print** radio button.
  - To download a PDF version of the report, select **Save to PDF**.
    - Select an option from the **Page Layout** drop-down list that appears.
  - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
4. Click **Confirm**. Alternatively, to cancel and close the print preview page, click **Cancel**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.

### How can I export an assessment report directly from the dashboard without item-level data?

1. Click  to the left of the assessment whose report you wish to export. The **Export Report for [Assessment Name]** window opens. The options in this window vary according to your user role.
2. Select which report to export for the assessment.
  - For complex area-level users:
    - To export the complex area test results for the assessment, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
    - To export the school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

Figure 75. Complex area-Level User View: Export Report for [Assessment Name] Window

- For 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. (This is either the My Students' Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 76. School-Level User or Teacher View: Export Report for [Assessment Name] Window

3. Do either of the following:
  - To export the report in PDF format, mark the **PDF** radio button.
  - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student, unless you selected **Overall Performance of all my Schools**, in which case it lists results by school.

To cancel and close the **Export Report** window, click  at the upper-right corner or press the **Esc** key.

## Exporting and Printing Data, Including Item-Level Data, on Interim and Benchmark Tests

Some reports in the Enhanced AIRWays Reporting System can be exported with item-level data.

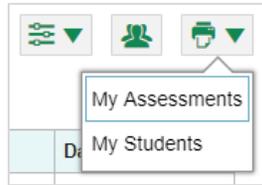
### How can I print or export a report I'm viewing with item-level data?

1. Click the print button  in the upper-right corner of the report.

## Enhanced AIRWAYS Reporting User Guide

- If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

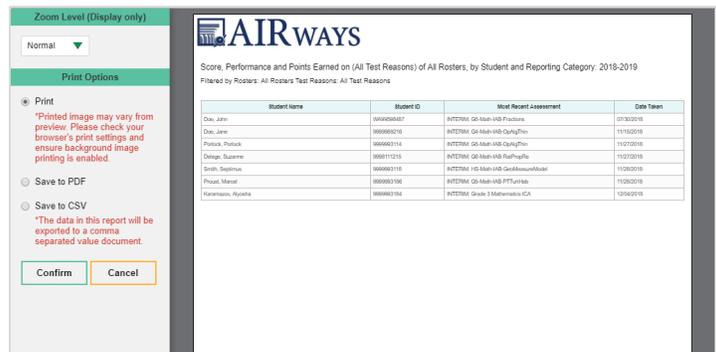
Figure 77. Print Menu



A print preview page opens.

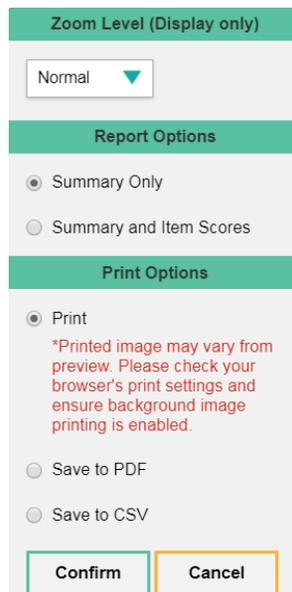
- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 78. Print Preview Page



5. If the report provides data for individual items, the *Report Options* section appears. Select **Summary and Item Scores**. If you select this option, the printed report includes data for the individual assessment items.

Figure 79. Print Preview Page Controls



## Enhanced AIRWays Reporting User Guide

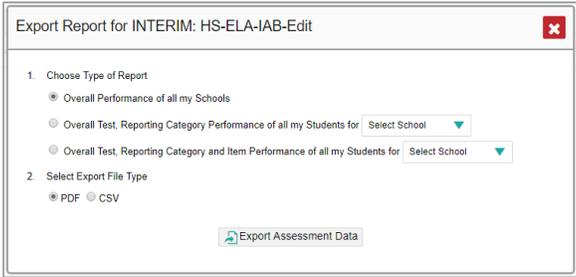
6. Do one of the following under the *Print Options* section:
  - To print the report, select the **Print** radio button.
  - To download a PDF version of the report, select **Save to PDF**.
    - *Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student's responses.
    - Select an option from the **Page Layout** drop-down list that appears.
  - To download a comma-separated value (CSV) version of the report, select **Save to CSV**.
7. Click **Confirm**. Alternatively, to cancel and close the print preview page, click **Cancel**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.

### How can I export an assessment report directly from the dashboard with item-level data?

1. Click  to the left of the assessment whose report you wish to export. The **Export Report for [Assessment Name]** window opens. The options in this window vary according to your user role.
2. Select which report to export for the assessment.
  - For complex area-level users:
    - To export the school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

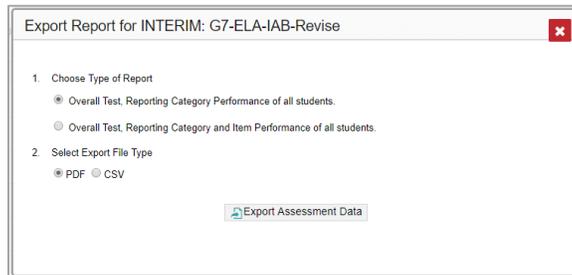
Figure 80. Complex area-Level User View: Export Report for [Assessment Name] Window



- For school-level users and teachers:
  - To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button. (This is either

the My Students' Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 81. School-Level User or Teacher View: Export Report for [Assessment Name] Window



3. Do either of the following:
  - To export the report in PDF format, mark the **PDF** radio button.
  - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
4. Click **Export Assessment Data**. A confirmation window appears.
5. Click **Yes** to export or **No** to return to the **Export Report** window. When you've exported a file, the **Inbox** window appears with the generated file available for download. The file lists results by student.

To cancel and close the **Export Report** window, click **X** at the upper-right corner or press the **Esc** key.

## Scoring Items on Interim and Benchmark Tests

The Enhanced AIRWays Reporting System allows you to modify scores for certain test items (questions) on interim and benchmark tests.

- Some items have been hand-scored.
- Some items would typically require hand scoring, but arrive in the Enhanced AIRWays Reporting System with automated scores suggested by the machine scoring system. All full write items have machine-suggested scores.

### Modifying Scores for Items

You can modify scores for some items directly from the **Item View** window on available test results.

A test's reports display  in the column headers for each item with editable scores.

If a machine-suggested score has a low confidence level,  appears next to that score number. It is highly recommended that you review low-confidence scores.

Figure 82. Performance by Student Table: Item with Editable Score and Item Score Link

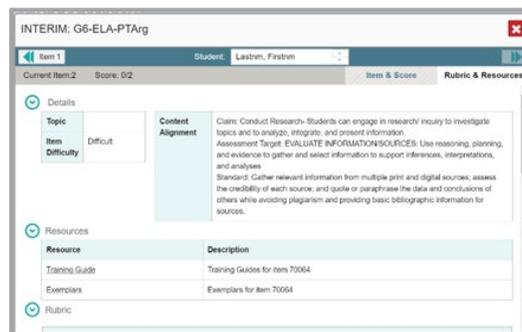


Student	Student ID	Performance	Item Numbers and Points Earned					
			1 pt	1 pt	1 pt	1 pt	1 pt	2 pt
State		0.33	0	0.33	0	1	1.67	1.33
District		0.33	0	0.33	0	1	1.67	1.33
School		0.33	0	0.33	0	1	1.67	1.33
My Students		0.5	0	0	0	1	2	2
Test_Score	9999001	1	0	0	0	1	2	2
Test_Score	9999100	0	0	0	0	1	2	2

### How can I review and modify scores?

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, review the item's rubric and available resources, if necessary.

Figure 83. Item View Window: Rubric & Resources Tab



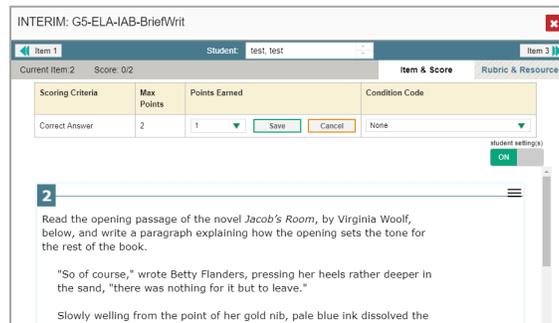
- On the **Item & Score** tab, review the student's entered response and click  in the Scoring Criteria table at the top of the window.

Figure 84. Item View Window: Item & Score Tab with Editable Score



- Do one of the following:
  - To enter a score for the response, select a numerical score from the **Points Earned** drop-down list.
  - To assign a condition code to the response, select one from the **Condition Code** drop-down list.
- If the item has multiple scoring criteria, repeat step 4 for each criterion.
- Click **Save**.

Figure 85. Item View Window: Item & Score Tab with Score Being Edited



- To continue modifying scores, do one of the following:
  - To view another item for the same student, use the buttons at the upper-left and -right corners of the **Item View** window. The buttons are labeled with the numbers of the items you can navigate to.
  - 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.
  - To return to the test results and select another item manually, click  in the upper-right corner of the **Item View** window or press the **Esc** key. The performance data in the test results update automatically when you close the window.

Note that for some items, two Scoring Criteria tables appear, with the top one having modifiable scores and the bottom one displaying transformed scores. When you modify a score, the new scores are automatically

transformed, and the transformed scores automatically appear in reports. You will need to refresh or navigate away from the item or the report before you can view the transformed scores, and there may be a delay before they appear.

## Appendix

### C

#### Condition Codes for Interim and Benchmark Test Items

[Table 1](#) provides an overview of the various condition codes you can enter for a machine- or hand-scored item when a traditional score cannot be entered for the student’s response.

Table 1. Overview of Condition Codes

Condition Code	Description
Blank	<ul style="list-style-type: none"> <li>• Student did not enter a response.</li> </ul>
Insufficient	<ul style="list-style-type: none"> <li>• Student has not provided a meaningful response. Some examples:             <ul style="list-style-type: none"> <li>▪ Random keystrokes</li> <li>▪ Undecipherable text</li> <li>▪ “I hate this test”</li> <li>▪ “I like pizza!” (in response to a reading passage about helicopters)</li> <li>▪ Response consists entirely of profanity</li> </ul> </li> <li>• For ELA Full Writes, use the “Insufficient” code for responses described above and also if:             <ul style="list-style-type: none"> <li>▪ Student’s original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics.</li> <li>▪ Response is too brief to make a determination regarding whether it is on purpose or on topic.</li> </ul> </li> </ul>
Non-Scorable Language	<ul style="list-style-type: none"> <li>• ELA/literacy: Language other than English</li> <li>• Mathematics: Language other than English or Spanish</li> </ul>
Non-Specific	<ul style="list-style-type: none"> <li>• 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. This code should not be assigned by a user.</li> </ul>
Off Topic	<ul style="list-style-type: none"> <li>• For ELA Full Writes Only:             <ul style="list-style-type: none"> <li>• 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)</li> <li>• Off-topic responses are generally substantial responses.</li> </ul> </li> </ul>

Condition Code	Description
Off Purpose	<ul style="list-style-type: none"> <li>• For ELA Full Writes Only:</li> <li>• A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.</li> <li>• An off-purpose response addresses the topic of the task but not the purpose of the task.</li> <li>• 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.</li> <li>• Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.</li> </ul>

## H

### Help

The Enhanced AIRWays Reporting System includes an online user guide.

#### How can I access the online user guide?

Click  **Help** in the banner. The guide opens in a pop-up window.

On many pages, when you click **Help**, you're automatically taken to the help page specific to that page. For example, if you click **Help** while on the dashboard, you'll see the *Overview of the Dashboard* page.

To close the guide, click  at the upper-right corner.

## I

### Inbox

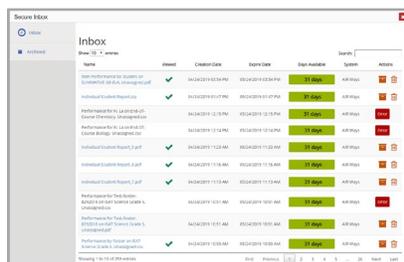
The Inbox in the Enhanced AIRWays Reporting System banner stores any PDF versions of reports you print from a report page. These files automatically expire after a designated period.

The Inbox also stores any file exports you create in the Test Information Distribution Engine (TIDE), as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

#### How can I use the Inbox?

1. In the banner, click **Inbox**. The *Inbox* window appears, listing the available files (see [Figure 86](#)).

Figure 86. Inbox Window



- Choose either of the available tabs:
  - Inbox:** Displays all the files except for those that have been archived.
  - Archived:** Displays files that have been archived.
- Optional:* To filter the files by keyword, enter a search term in the text box in the upper-right corner.
- Do one of the following:
  - To download a file, click the name of the file. A checkmark ✓ appears in the Viewed column for each file that has been downloaded.
  - To archive a file, click .
  - To unarchive a file, click . The file is moved back to the Inbox.
  - To delete a file, click .

You cannot delete or archive secure documents uploaded to the Inbox by admin users.

### How can I view additional table rows?

In the lower right-hand corner, click **Next**, **Previous**, **Last**, or **First**.

To close the **Inbox** window, click  at the upper-right corner.

## L

### Logging in to the System

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

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

### How can I log in to the Enhanced AIRWays Reporting System?

- Navigate to the portal.

## Enhanced AIRWays Reporting User Guide

2. Select your user role from the cards displayed.

Figure 87. User Role Cards



3. Click the **Enhanced AIRWays Reporting** card. The login page appears.

Figure 88. System Card



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

Figure 89. Login Page

5. Click **Secure Login**.
  - a. If the **Enter Code** page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes.
    - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 90. Enter Code Page

- b. If your account is associated with multiple institutions, a pop-up window prompts you to select a role. 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 91. Select Role Window

The dashboard for your user role appears.

## N

### Non-Scorable Test Opportunities

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

Non-scorable test opportunity notifications may appear for the following reports:

- In teachers' test results (the My Students' Performance on Test report), the **Performance by Student** tab.
- Roster test results (the Roster Performance on Test report).
- In school test results (the School Performance on Test report), the **Performance by Student** tab.

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

Figure 92. Students with Other Test Statuses Window

Grade 11 ELA ICA: Students with Other Test Statuses			
Name	Student ID	Condition Code	Date Taken
Student, Demo	900105658	Insufficient to score	08/31/2018
Doe, Jane	9999f0043	Insufficient to score	08/13/2018

To close the *Students with Other Test Statuses* window, click  at the upper-right corner.

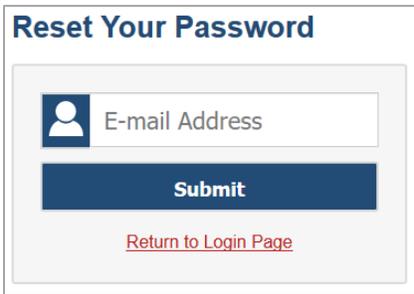
## P

### Passwords and Usernames

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

- 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 then enter your email address in the *E-mail Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

Figure 93. Reset Your Password Page



- If you did not receive an email containing a temporary link or authentication code:  
Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or Complex area Test Coordinator to make sure you are listed in TIDE.
- Additional help:  
If you are unable to log in, contact your help desk for assistance. You must provide your name and email address.

## R

### Report Tables

#### How can I sort a table?

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

#### How can I specify the number of rows displayed?

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

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

#### How can I view additional table rows?

- To move to the next page in a table, click  below the table.
- To move to the previous page in a table, click  below the table.
- To jump to a specific table page, enter the page number in the table navigation field .

#### How can I view additional table columns?

- To scroll the table to the right, click  on the right side of the table.
- To scroll the table to the left, click  on the left side 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.

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.

#### How can I expand all accordion sections?

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 all sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

## S

## Student Visual Settings Display for Interim and Benchmark Test Items

Some interim and benchmark test reports in Enhanced AIRWays Reporting allow you to view the items from a student's tests. By default, these views display the items without any visual test settings that were available to the student while testing (such as larger font size or different color contrast). You can adjust your settings to show or hide student test settings in item views by default. You can also toggle settings from the *Item View* window.

### How can I adjust my student visual display settings?

1. From the **My Settings** drop-down list in the banner, select **Set Student Settings Display**. The **Set Student Settings Display** window appears.
2. Select the required option:
  - **Yes**: Displays item views with a student's visual test settings applied.
  - **No**: Hides the student's visual test settings from item views.
3. Click **Save**.

To cancel and close the **Set Student Settings Display** window, click **Cancel**, click  at the upper-right corner, or press the **Esc** key.

## T

## Test Resources

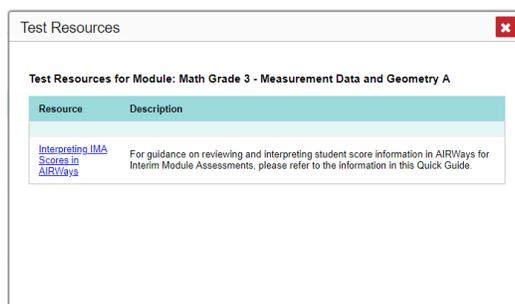
Some test results in the Enhanced AIRWays Reporting System include supplementary information that you can access, such as resources provided for the assessment in the Digital Library.

### How can I access additional information on the assessment?

If additional assessment information is available, click  in the upper-left corner of the report table. If the Assessment Report also includes a Longitudinal Report, this link will appear in a context menu . A **Test Resources** window opens. It displays resource links that open in a new browser tab or window.

To close the **Test Resources** window, click  at the upper-right corner.

Figure 94. Test Resources Window



## U

### User Support

For additional information and assistance in using the Enhanced AIRWays Reporting System, contact the HSAP Help Desk.

The Help Desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. HST (except holidays or as otherwise indicated on the HSAP portal).

<p style="text-align: center;"><b>HSAP Help Desk</b> <b>Toll-Free Phone Support:</b> 1-866-648-3712 <b>Email Support:</b> HSAPHelpDesk@air.org</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------

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

- If the issue pertains to a student, provide the student's SSID and associated complex area 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 (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).