



AIR Ways Reporting User Guide

2017-2018

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Introduction to the User Guide

This user guide provides instructions and support for users viewing test results in AIR Ways Reporting. This section describes the contents of this user guide.

Organization of the User Guide

This user guide includes the following sections:

- [Overview of AIR Ways Reporting](#): Provides information about the structure of AIR Ways Reporting and explains the students, assessments, and data included in reports.
- [Accessing AIR Ways Reporting](#): Provides instructions for logging in to AIR Ways Reporting.
- [Overview of the Dashboard and Reports](#): Provides descriptions of the **Dashboard** page and the reports available in AIR Ways Reporting.
- [Working with AIR Ways Report Tables](#): Provides instructions for customizing AIR Ways report tables and previewing items.
- [Global Features in AIR Ways Reporting](#): Provides instructions for managing rosters, updating test preferences, updating student setting preferences, switching user roles, printing reports, using the inbox, and managing test reasons.
- The [Appendices](#) provide additional information about non-scorable assessments and user support.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Example: This symbol accompanies examples that illustrate a concept or procedure.

Intended Audience

This user guide is intended for complex staff, school principals, test coordinators, and teachers who will be viewing reports in AIR Ways Reporting. To use this system, you should be familiar with using a web browser to retrieve data, fill out web forms, and print documents.

Additional Resources

The following publications provide additional information:

- For information about supported operating systems and browsers, see the *System Requirements* document.
- For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.
- For information about administering online tests, see the *Guide to Navigating the Online HSAP Administration*.
- For information about hand-scoring questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network, internet, and software requirements, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the Hawaii State Assessment Program Portal (<https://www.alohahsap.org>).

Section I. Overview of AIR Ways Reporting

AIR Ways Reporting provides student performance reports for Interim assessments. AIR Ways Reporting consists of a **Dashboard** page and various Assessment Reports. The **Dashboard** provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments. For more information, see the section [Overview of the Dashboard and Reports](#).

Assessment Reports are available at various levels within a district. Access to each Assessment Report depends on your user role. For more information, see the section [About User Roles](#).

AIR Ways Reporting also includes various global features that allow you to manage the data and reports you view. For more information, see the section [Global Features in AIR Ways Reporting](#).

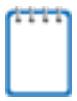


Note: AIR Ways Reporting does not replace the reports available for Interim Assessments in the Online Reporting System (ORS).

About User Roles

Access to the Assessment Reports available in AIR Ways Reporting depends on your user role in TIDE. All users may access the Student Portfolio Report.

- Teachers can access the Teacher Assessment Report and Student Assessment Report.
- Principals and Test Coordinators can access the School Assessment Report, Roster Assessment Report, and Student Assessment Report.
- Complex Staff users can access the District Assessment Report, School Assessment Report, Roster Assessment Report, and Student Assessment Report.



Note: For the purpose of AIR Ways, the terms "Complex" and "District" are used interchangeably.

The assessments and features available on the **Dashboard** also vary by user level. For more information, see the section [Overview of the Dashboard and Reports](#).



Alert: AIR Ways Reporting only displays data for one institution and user at a time. If you have multiple user roles or you are associated with multiple institutions, you must change your user role in AIR Ways Reporting in order to access the **Dashboard** and reports for each role and institution. For more information, see the section [Changing User Roles](#).

About the Students in AIR Ways Reporting

Reports display data only for your associated students. The students associated with you depend on your user role:

- For Teachers, your associated students may include the following:
 - All the students who are members of your rosters.
 - All the students who have completed an assessment in your test sessions.
- For school principals and Test Coordinators, your associated students are all the students who have completed assessments in your school.
- For complex staff users, your associated students are all the students who have completed assessments in your complex.

About the Assessments in AIR Ways Reporting

AIR Ways Reporting includes data for the following Interim assessments:

- Interim Comprehensive Assessments (ICAs)
- Interim Assessment Blocks (IABs)

You can only view reports for assessments that were completed by your associated students.



Note: You can modify your settings to exclude specified assessments or rosters from your reports in AIR Ways Reporting. For more information, see the section [Updating Display Preferences](#).

Understanding the Data in AIR Ways Reporting

Reports provide student performance data for a particular assessment or set of assessments. The type of data that appears in these reports depends on how the assessment is scored. Depending on the assessment, a report may display one or both of the following types of student performance data:

- **Score Data:** This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in reports:
 - **Score:** The Score column in reports displays an individual student's score for an assessment or topic (reporting category) within an assessment.

- **Average Score:** The Average Score column in reports displays the sum of assessment scores for a particular institution divided by the student count for that institution. An institution may be a district, school, roster, or other specified group of students, depending on the report.
- **Performance Level Data:** This type of data is used for tests with performance levels (proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. The following columns involving performance level data may appear in reports:
 - **Performance Level:** The Performance Level column in reports displays an individual student's performance level for an assessment or topic (reporting category) within an assessment.
 - **Performance Distribution:** The Performance Distribution column in reports displays an infographic that includes a colored region for each performance level in the assessment. The number below each colored region indicates the percentage of students in a particular institution who performed at that level. An institution may be a district, school, roster, or other specified group of students, depending on the report.



Note: 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 in reports for that assessment.

If an information icon

 appears next to student performance data in a report, you can click the icon to learn more about how the assessment is scored.

Section II. Accessing AIR Ways Reporting

This section describes how to log in to AIR Ways Reporting.

To access AIR Ways Reporting:

1. Navigate to the HSAP Portal (<https://www.alohahsap.org>).
2. Select your user role.
3. Click **AIR Ways Reporting** (see [Figure 1](#)). The login page appears (see [Figure 2](#)).

Figure 1. Accessing AIR Ways Reporting



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

Figure 2. Login Page

The login page interface consists of three main input fields: a blue placeholder box labeled "Email Address" with a person icon, a blue placeholder box labeled "Password" with a lock icon, and a red "Forgot Your Password?" link below them. At the bottom is a large blue "Secure Login" button.

5. Click **Secure Login**.
 - a. If your account is associated with multiple roles or 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 user role after logging in; see the section [Changing User Roles](#)).

The **Dashboard** for your user role appears.

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the Click here to request one link in the First Time User section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forget your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). Enter the answer for your selected security question and click **Submit**. You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an account activation or password reset email:**

Emails containing the account activation or password reset link come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not see the email, contact your Test Coordinator to make sure you are added in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Section III. Overview of the Dashboard and Reports

This section describes the following pages and reports in AIR Ways Reporting:

- [**Dashboard**](#): This page lists the assessments completed by your associated students.
- [**Assessment Reports**](#): These reports provide detailed student performance data for an individual assessment at various institution and user levels.
 - [**Longitudinal Report**](#): This report accompanies a Student Assessment Report and provides additional information about how the student performed on related assessments.
- [**Student Portfolio Report**](#): This report provides performance data for all the assessments completed by an individual student.

For more information about interpreting the data that appear in these reports, see the section [Understanding the Data in AIR Ways Report](#).

Overview of the Dashboard

The **Dashboard** is the landing page for AIR Ways Reporting users. This page displays the Assessments table, which lists the Interim assessments completed by your associated students. For more information about your associated students and assessments, see the sections [About the Students in AIR Ways Report](#) and [About the Assessments in AIR Ways Report](#).



Note: The **Dashboard** for Teachers also includes a table listing all your associated students. For more information, see the section [About the My Students Table](#).

You can only view the **Dashboard** for one institution and user role at a time. To view the **Dashboard** for a different institution or user role, you must change your user role. For more information, see the section [Changing User Roles](#).

About the Assessments Table

The Assessments table on the **Dashboard** displays a row of data for each assessment completed by your associated students.

This table allows you to access the corresponding Assessment Report for each assessment listed by clicking next to an assessment name. The report that you access from the Assessments table depends on your user role:

- Teachers access the [Teacher Assessment Report](#).
- Principals and Test Coordinators access the [School Assessment Report](#).

- Complex staff access the [District Assessment Report](#).

You can return to the **Dashboard** at any point by clicking **Dashboard** in the upper-left corner.



Note: The data that appear in this table depend on the options you select from the **Filter by** drop-down lists on the **Dashboard**. For more information, see the section [Filtering Tables](#).

Figure 3. Assessments Table (School-Level Users)

Dashboard						
Average Score and Performance Distribution, by Assessment: Walkerville Elementary, 2016-2017						Enter SSID <input type="text"/>
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken	
Smarter ICA ELA	Fall 1 - ICA	5	2495	9% 38% 35% 18%	10/12/2016	
Grade 3 Additions	Fall - Additions	7	54	35% 65%	10/12/2016	
Smarter IAB Grade 3 - Read Literary Texts	Fall 2 - IAB	19	n/a	18% 64% 18%	10/12/2016	
Smarter IAB Grade 3 - Read Literary Texts	Fall 1 - IAB	12	n/a	12% 53% 35%	10/12/2016	
Grade 5 Reading Comprehension	Fall - Reading	7	32	n/a	10/12/2016	

Rows per page: 27 Items: 1 of 6

[Table 2](#) describes the columns in the Assessments table.

Table 2. Overview of the Assessments Table

Column	Description
Assessment Name	Name of the test. To view the corresponding report for an assessment, click in this column.
Test Reason	Testing category assigned to the test opportunity. If the same test was completed in separate test reasons, a separate row appears for each test reason. For more information about test reasons, see the section Managing Test Reasons .
Student Count	Number of your associated students who completed the assessment with the given test reason.
Average Score	Sum of assessment scores for all your associated students divided by the student count.
Performance Distribution	The percentage of your associated students who performed at each performance level.
Date Last Taken	Most recent date on which one of your associated students completed the assessment.

About the My Students Table

The **Dashboard** for Teachers also includes the My Students table, which provides a summary of the assessments your students have taken. This table displays a row of data for each of your associated students. For more information about your associated students, see the section [About User Roles](#).

This table also allows you to access the [Student Portfolio Report](#) for each student listed.

Figure 4. My Students Table

My Students				
My Students' Most Recent Assessment: 2016-2017				
Student	Student ID	Most Recent Assessment	Date Taken	
 Bruce Wayne	99999991	Grade 3 Additions	11/13/2016	
 Peter Parker	99999995	Grade 3 Number Reasoning	9/24/2016	
 Janet Van Dyne	99999999	Grade 3 Additions	8/12/2016	

[Table 3](#) describes the columns in the My Students table.

Table 3. Overview of the My Students Table

Column	Description
Student	Name of the student. To view the Student Portfolio Report for a student, click  in this column.
Student ID	Student's unique identifier used for reporting purposes.
Most Recent Assessment	Name of the latest assessment the student completed.
Date Taken	Date on which the student completed the most recent assessment.

Overview of the Assessment Reports

The Assessment Reports in AIR Ways Reporting provide detailed information about how the students associated with a user or institution performed on an individual assessment.

Assessment Reports display a column of student performance data for the assessment as a whole and for each topic (reporting category) in the assessment.



Note: If a test does not consist of individual reporting categories, the last column of the Assessment Report displays data for all the items on the test.

Assessment Reports are available for each assessment at various levels within the complex:

- The [Student Assessment Report](#) provides information about how an individual student performed on the assessment.

- Student Assessment Reports may also include a supplementary Longitudinal Report that compares the student's performance information for related assessments. For more information, see the section [Overview of Longitudinal Reports](#).
- The [Teacher Assessment Report](#) provides information about how a teacher's associated students performed on the assessment.
- The Roster Assessment Report is similar to the Performance by Student table of the Teacher Assessment Report, except it displays data only for a single roster.
- The [School Assessment Report](#) provides information about how a school performed on the assessment, by roster and by student.
- The [District Assessment Report](#) provides information about how a complex performed on the assessment, by school.

All of these reports (excluding the District Assessment Report) also provide information about how students responded to the individual items in each assessment topic and allow you to preview those items. For more information about previewing items, see the section [Previewing Items in Reports](#).



Note: If a student completed multiple opportunities for a given assessment, the report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon  appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student's associated teachers and institutions.

Authorized users can navigate from a higher-level Assessment Report to a lower level Assessment Report for institutions and their members. For example, complex-level users can access the School Assessment Report for each school listed in their District Assessment Report.



Note: Reports display a notification if a student's test opportunity for an assessment could not be scored. For more information about non-scorable test opportunities, see [Appendix A](#).

About the Student Assessment Report

The Student Assessment Report provides information about how an individual student performed on an individual assessment.

The information below this report displays the student's score, the roster's average score, and the student's performance level for the whole assessment.

To access the Student Assessment Report:

- On the [Teacher Assessment Report](#) click  next to a student's name.
- On the [Student Portfolio Report](#), click  next to an assessment's name.

- Authorized users can access this report from the School Assessment Report by clicking  next to a student name in the [Performance by Student table](#).

Figure 5. Student Assessment Report

Points Earned on ICA ELA Grade 3 (SBAC_ICA_16_17) Items, by Reporting Category: Demo Student, 2016-2017														
Student	Item Number	Writing	Research/Inquiry						Listening	Reading				
			2	12	24	36	43	44						
			1	1	1	1	1	1						
			0	0	1	0	0	0						
			0	0	1	0	0	0						
Performance: At/Near Standard														
Demo Student's Score: 2359 / 2623			Roster Average: 2359 (1 students)			Demo Student's Performance:  Level 1								

[Table 4](#) describes the columns in the Student Assessment Report.

Table 4. Columns in the Student Assessment Report

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Item Number: Displays the items in the assessment. Max Points: Displays the maximum number of points possible for each item. Everyone: Displays the sum of points the student's roster earned for each item divided by the number of students in the roster. [Student Name]: Displays the number of points the student earned for each item.
[Topic Name]*	Displays the student's performance data for the items in each topic (reporting category). Each [Topic] column also displays the student's score and performance level.
*For assessments without topics (reporting categories), this column is labeled "Total Items" and displays data for all the items on the assessment.	

Some Student Assessment Reports also include a Longitudinal Report. For more information, see the section [Overview of Longitudinal Reports](#).

About the Teacher Assessment Report

The Teacher Assessment Report consists of two tables:

- [Performance by Roster Table](#): This table provides information about how a teacher's rosters performed on the given assessment.
- [Performance by Student Table](#): This table provides information about how a teacher's students performed on the given assessment.

An information bar above these tables displays the assessment's average scores and/or performance distribution levels for the school and for the teacher's associated students.

Teacher Assessment Report: Performance by Roster Table

The Performance by Roster table of the Teacher Assessment Report displays a row of data for each of a teacher's rosters that completed the given assessment.

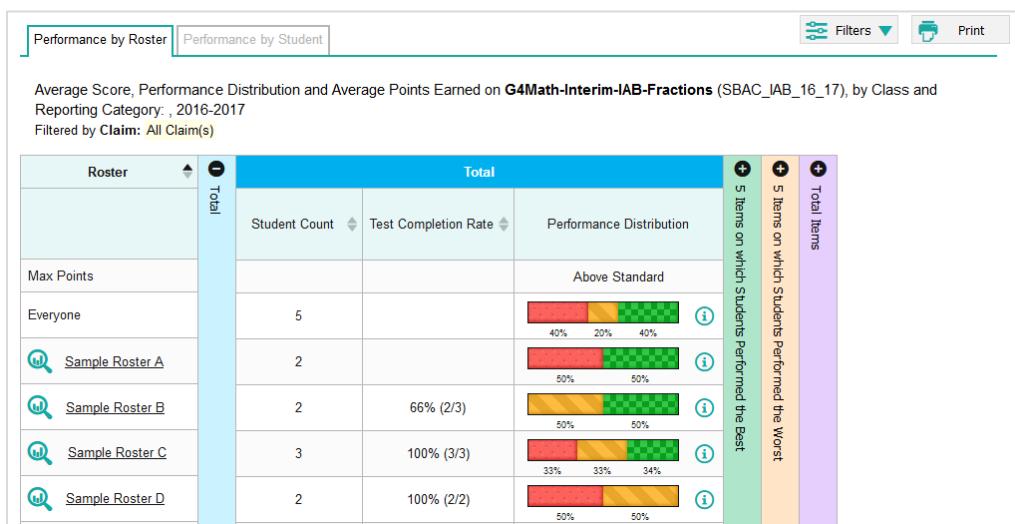


Note: If a student who completed the assessment is not associated with any rosters, that student's test data will appear in a row for Students Not in Any Roster.

To access the *Performance by Roster* table:

- On the **Dashboard** for teachers, click next to an assessment.

Figure 6. Teacher Assessment Report: Performance by Roster



[Table 5](#) describes the columns in the Performance by Roster table.

Table 5. Overview of the Teacher Assessment Report: Performance by Roster Table

Column	Description
Roster	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual topic (reporting category). Everyone: Displays average data for all of the teacher's students who completed the assessment. [Roster Name]: Displays data for that individual roster.

Column	Description
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Student Count: Number of students in the roster who completed the assessment. • Test Completion Rate: Percent of students in the roster who completed the assessment. • Average Score: Sum of assessment scores for all the students in the roster divided by the student count. • Performance Distribution: The percentage of students in the roster who performed at each performance level.
5 Items on Which Students Performed the Best	<p>Displays the five assessment items with the highest average score for the teacher's students, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>Displays the five assessment items with the lowest average score for the teacher's students, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
[Topic Name]*	<p>Displays student performance data for each topic (reporting category). Each [Topic] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Average Score: Sum of scores in the topic (reporting category) for all the students in the roster divided by the student count. • Performance Distribution: The percentage of students in the roster who performed at each performance level for the topic (reporting category). • [Item Number]: Displays the roster's average scores for the individual items in the topic (reporting category).
<p>*For assessments without topics (reporting categories), this column is labeled "Total Items" and displays data for all the items on the assessment.</p>	

Teacher Assessment Report: Performance by Student Table

The Performance by Student table of the Teacher Assessment Report displays a row of data for each of a teacher's students who completed the given assessment.

To access the Performance by Student Table:

- On the **Dashboard** for teachers, click  next to an assessment, and then click the **Performance by Student** tab.



Note: This Performance by Student table is similar to the Roster Assessment Report accessed from the School Assessment Report by clicking  next to a roster name. However, the Roster Assessment Report displays data only for a single roster.

Figure 7. Teacher Assessment Report: Performance by Student

Score and Performance on Grade 3 Additions, by Student and Reporting Category: 2016-2017										Rows per page:	<input type="button" value="5"/>		
Student	Student ID	Total	Total		+ 5 Items on which Students Performed the Best	+ 5 Items on which Students Performed the Worst	Working with Manipulations				+ Using Whole numbers	+ Combining 3-digit Numbers	+ Adding Fractions
			Score	Performance			Performance	Item Numbers and Points Earned	9	13	3	11	
Max Points			60	Above Standard			Above Standard	1	2	1	3		
Everyone			51.8	Above Standard			Above Standard	1	1.5	.8	2.4		
 Bruce Wayne *	999999999		54	Above Standard			Above Standard	1	2	1	3		
 Peter Parker	999999999		57	Above Standard			Above Standard	1	2	1	3		
 Janet Van Dyne	999999999		52	Above Standard			Above Standard	1	2	1	3		
 Diana Prince	999999999		48	Above Standard			Above Standard	1	2	1	3		
 Tony Stark	999999999		59	Above Standard			Above Standard	1	2	1	3		

[Table 8](#) describes the columns in the Performance by Student table.

Table 6. Overview of the Teacher Assessment Report: Performance by Student Table

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual topic (reporting category). Everyone: Displays average data for all of the teacher's students who completed the assessment. [Student Name]: Displays data for that individual student. <p>To access the Student Assessment Report for a student, click  next to the student name in this column.</p>
Student ID	Student's unique identifier used for reporting purposes.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> Score: Student's score for the whole assessment. Performance: Student's performance level for the whole assessment.
5 Items on Which Students Performed the Best	<p>Displays the five assessment items with the highest average score for the students shown, ordered by their sequence in the test.</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>Displays the five assessment items with the lowest average score for the students shown, ordered by their sequence in the test.</p> <p>For each student in the report, this column displays the number of points that student earned for each item.</p>

Column	Description
[Topic Name]*	<p>Displays student performance data for each topic (reporting category). Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student's score for the topic (reporting category). • Performance: Student's performance level for the topic (reporting category). • [Item Number]: Displays the individual items and student scores for the topic (reporting category). <p>*For assessments without topics (reporting categories), this column is labeled "Total Items" and displays data for all the items on the assessment.</p>

About the School Assessment Report

The School Assessment Report consists of two tables:

- [Performance by Roster Table](#): This table provides information about how each roster in the school performed on the given assessment.
- [Performance by Student Table](#): This table provides information about how each student in the school performed on the given assessment.

About the Performance by Roster Table

The Performance by Roster table of the School Assessment Report displays a row of data for each roster in the school that completed the given assessment.



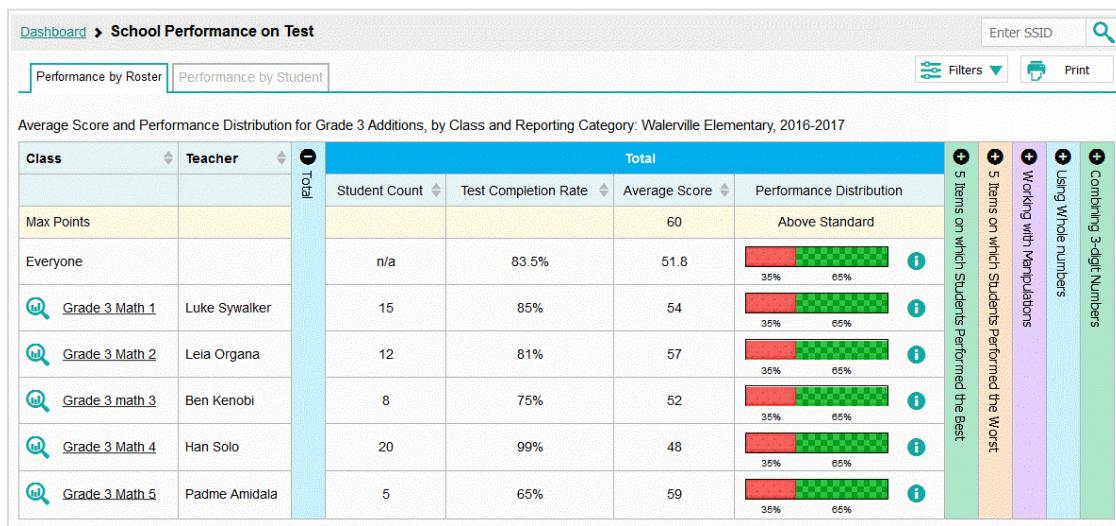
Note: If a student who completed the assessment is not associated with any rosters, that student's test data will appear in a row for Students Not in Any Roster. If a student belongs to multiple rosters, that student's data is used to calculate average scores for each roster, but it is only counted once when calculating the average scores for the school.

If you set your roster preferences to "Teacher Preferences," this table does not include data for any teachers who excluded the selected test from their own reports. For more information, see the section [Updating Display Preferences](#).

To access the Performance by Roster table:

- On the **Dashboard** for Principals and Test Coordinators, click next to an assessment.
- Authorized users can access this report from the [District Assessment Report](#) by clicking next to a school name.

Figure 8. School Assessment Report: Performance by Roster



[Table 7](#) describes the columns in the Performance by Roster table.

Table 7. Overview of the School Assessment Report: Performance by Roster Table

Column	Description
Roster	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual topic (reporting category). Everyone: Displays average data for all of the rosters in the school who completed the assessment. [Roster Name]: Displays data for that individual roster. <p>To access the Roster Assessment Report for a roster, click next to the roster name in this column. The Roster Assessment Report is essentially the Teacher Assessment Report: Performance by Student Table filtered to a single roster.</p>
Teacher	Name of the teacher associated with the roster.
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> Student Count: Number of students in the roster who completed the assessment. Test Completion Rate: Percent of students in the roster who completed the assessment. Average Score: Sum of assessment scores for all the students in the roster divided by the student count. Performance Distribution: The percentage of students in the roster who performed at each performance level.

Column	Description
5 Items on Which Students Performed the Best	<p>Displays the five assessment items with the highest average score for the school, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
5 Items on Which Students Performed the Worst	<p>Displays the five assessment items with the lowest average score for the school, ordered by their sequence in the test.</p> <p>For each roster in the report, this column displays the average number of points that roster earned for each item.</p>
[Topic Name]*	<p>Displays student performance data for each topic (reporting category). Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Average Score: Sum of scores in the topic (reporting category) for all the students in the roster divided by the student count. • Performance Distribution: The percentage of students in the roster who performed at each performance level for the topic (reporting category). • [Item Number]: Displays the roster's average scores for the individual items in the topic (reporting category).

*For assessments without topics (reporting categories), this column is labeled “Total Items” and displays data for all the items on the assessment.

About the Performance by Student Table

The Performance by Student table of the School Assessment Report displays a row of data for each student in your school that completed the given assessment.

To access the Performance by Student Table:

- On the **Dashboard** for Principals and Test Coordinators, click  next to an assessment, and then click the **Performance by Student** tab.
- Authorized users can access this report from the [District Assessment Report](#) by clicking  next to a school name and then clicking the **Performance by Student** tab.

Figure 9. School Assessment Report: Performance by Student

Performance by Class		Performance by Student			
				Enter SSID	
				Filters	Print
Score and Performance for Grade 3 Additions, by Student and Reporting Category: Walkerville Elementary, 2016-2017					
Student	Student ID	Total	Score	Performance	Using Whole numbers
					Item Numbers and Points Earned
Max Points		60	Above Standard	Above Standard	2 10 7
Everyone		51.8	Above Standard	At Standard	1 2 .7
Bruce Wayne	999999999	54	Above Standard	Above Standard	1 2 1
Peter Parker	999999999	57	Above Standard	Above Standard	1 2 1
Janet Van Dyne	999999999	52	Above Standard	Above Standard	1 2 1
Diana Prince	999999999	48	Above Standard	Above Standard	1 2 1
Tony Stark	999999999	59	Above Standard	Above Standard	1 2 1

[Table 8](#) describes the columns in the Performance by Student table.

Table 8. Overview of the School Assessment Report: Performance by Student Table

Column	Description
Student	This column includes the following rows: <ul style="list-style-type: none"> Max Points: Displays the maximum score possible for the whole assessment or individual topic (reporting category). Everyone: Displays average data for all the students in the school who completed the assessment. [Student Name]: Displays data for that individual student.
Student ID	Student's unique identifier used for reporting purposes.
Total	Displays student performance data for the entire assessment. This column consists of multiple sub-columns: <ul style="list-style-type: none"> Score: Student's score for the whole assessment. Performance: Student's performance level for the whole assessment.
5 Items on Which Students Performed the Best	Displays the five assessment items with the highest average score for the school, ordered by their sequence in the test. For each student in the report, this column displays the number of points that student earned for each item.
5 Items on Which Students Performed the Worst	Displays the five assessment items with the lowest average score for the school, ordered by their sequence in the test. For each student in the report, this column displays the number of points that student earned for each item.

Column	Description
[Topic Name]*	<p>Displays student performance data for each topic (reporting category). Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Score: Student's score for the topic (reporting category). • Performance: Student's performance level for the topic (reporting category). • [Item Number]: Displays the student's scores for the individual items in the topic (reporting category). <p>*For assessments without topics (reporting categories), this column is labeled "Total Items" and displays data for all the items on the assessment.</p>

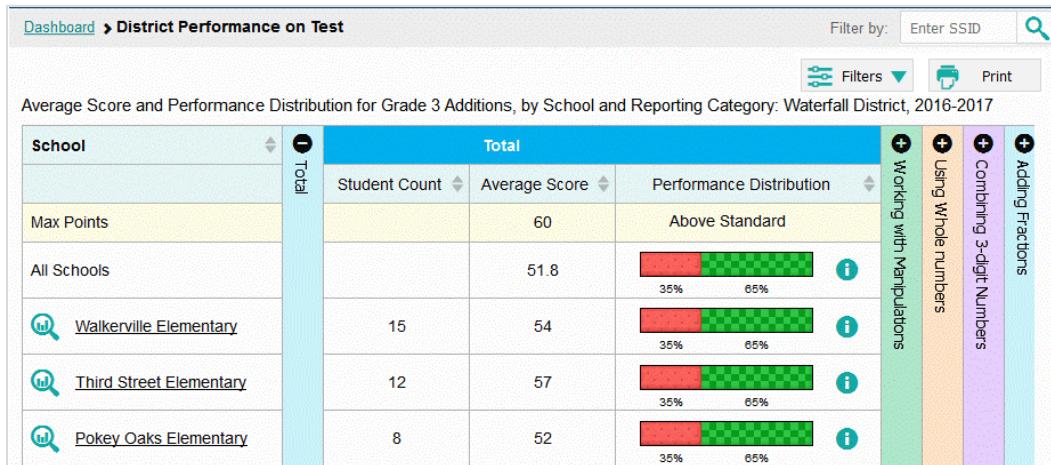
About the District Assessment Report

The District Assessment Report displays a row of data for each school in the complex that completed the given assessment.

To access the District Assessment Report:

- On the **Dashboard** for complex-level users, click  next to an assessment.

Figure 10. District Assessment Report



[Table 9](#) describes the columns in the District Assessment Report.

Table 9. Overview of the District Assessment Report

Column	Description
School	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> • Max Points: Displays the maximum score possible for the whole assessment or individual topic (reporting category). • All Schools: Displays average data for all of the schools in your district who administered the assessment. • [School Name]: Displays data for that individual school. <p>To access the School Assessment Report, click  next to a school name in this column.</p>
Total	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Student Count: Number of students in the school who completed the assessment. • Average Score: Sum of assessment scores for all the students in the school divided by the student count. • Performance Distribution: The percentage of students in the school who performed at each performance level.
[Topic Name]*	<p>Displays student performance data for each topic (reporting category). Each [Topic Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> • Average Score: Sum of scores in that topic (reporting category) for all the students in the school divided by the student count. • Performance Distribution: The percentage of students in the school who performed at each performance level for that topic (reporting category).

*For assessments without topics (reporting categories), this column is labeled “Total Items” and displays data for all the items on the assessment.

Overview of Longitudinal Reports

Longitudinal Reports show how the students in an Assessment Report performed on related assessments over time. This report is only available when the students in an Assessment Report have completed at least one other related assessment.

HSAP determines which assessments are related to each other. Usually, related assessments have the same test type and subject (e.g., ELA Informational Reading).

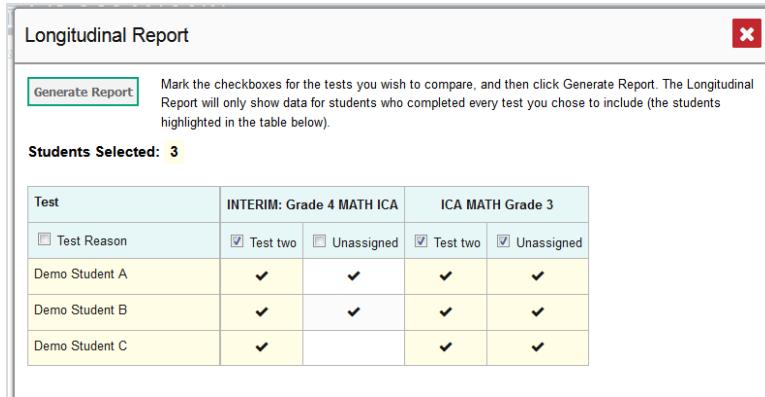
Longitudinal Reports only show data for the group of common students who completed all the related assessments included in the report. Any students from the original Assessment Report who did not complete all related assessments are excluded from the Longitudinal Report.

You can specify which related tests to include in a Longitudinal Report. Changing the selected tests may affect how many students are included in the common student group used to calculate the data in the report.

To open a longitudinal report:

1. Click  in the upper-left corner of an Assessment Report.
2. If the **Report Options** window appears (see [Figure 11](#)), complete steps [2.a–b](#). This window 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 sub-column appears for each test reason.

Figure 11. Report Options Window



The screenshot shows a modal window titled "Longitudinal Report". It contains a "Generate Report" button and a note: "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)." Below this is a table with the following data:

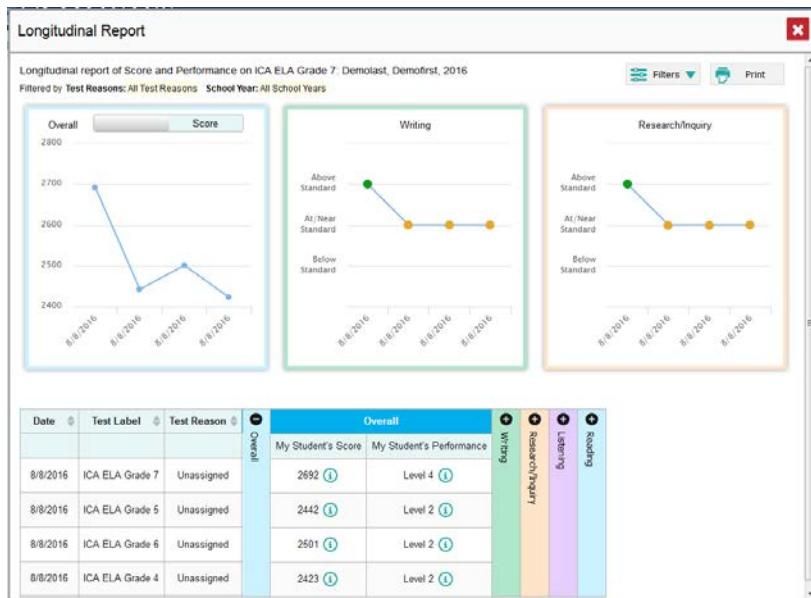
Test	INTERIM: Grade 4 MATH ICA	ICA MATH Grade 3
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Test two <input type="checkbox"/> Unassigned	<input checked="" type="checkbox"/> Test two <input checked="" type="checkbox"/> Unassigned
Demo Student A	✓ ✓	✓ ✓
Demo Student B	✓ ✓	✓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

- a. Select which tests you wish to include in the report:
 - Mark the checkbox for each test you wish to include.
 - To include all available tests, mark the **Test Reason** checkbox in the first column.
- b. Click **Generate Report**. The Longitudinal Report appears, showing data for the students who completed every test you chose to include.
3. *Optional:* To modify the included tests, click **Report Options** and repeat steps [2.a–b](#).

Layout of Longitudinal Reports

Longitudinal Reports display a table at the bottom of the window and one or more graphs above it. The graphs illustrate the performance data provided in the table (see [Figure 12](#)).

Figure 12. Longitudinal Report



The table includes a row for each related assessment (including that of the original Student Assessment Report). Assessments are listed chronologically by their earliest completed opportunities.



Note: If the student completed the same assessment with separate test reasons, a separate row is provided for each test reason.

The first graph and first panel of data in the table provide the overall performance information for the related assessments. Each additional graph and table panel provide the performance information for an individual topic (reporting category) in those assessments.

Score and performance data are depicted as a line graph. Each point on a graph represents a row from the table. If an assessment uses both score and performance level data, a toggle button allows you to switch between the data displayed.

[Table 10](#) describes the columns in the Longitudinal Report table for an individual student.

Table 10. Overview of the Longitudinal Report Table for an Individual Student

Column	Description
Date	Date on which the student completed the assessment.
Test Label	Name of the assessment.

Column	Description
Test Reason	Testing category assigned to the test opportunity.
Overall	Displays student performance data for the entire assessment. This column consists of multiple sub-columns: <ul style="list-style-type: none"> • Student's Score: Student's score for the whole assessment. • Student's Performance: Student's performance level for the whole assessment.
[Topic Name]	Displays student performance data for each topic (reporting category). Each [Topic Name] column consists of multiple sub-columns: <ul style="list-style-type: none"> • Student's Score: Student's score for the topic (reporting category). • Student's Performance: Student's performance level for the topic (reporting category).

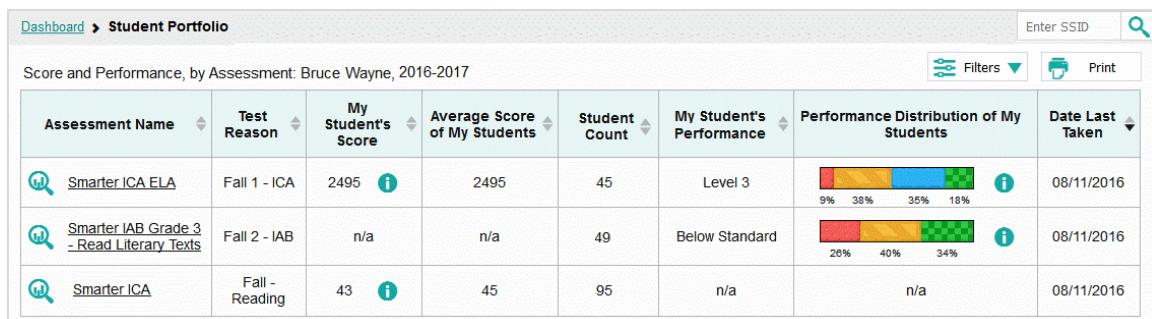
About the Student Portfolio Report

The Student Portfolio Report includes a row of data for each assessment that an individual student completed.

To access the Student Portfolio Report:

- On the **Dashboard** for Teachers, click  next to a student in the My Students table.
- In the upper-right corner of any page in AIR Ways Reporting, enter a student's SSID in the search field and click .

Figure 13. Student Portfolio Report



[Table 11](#) provides an overview of the columns in the Student Portfolio Report.

Table 11. Overview of the Student Portfolio Report

Column	Description
Assessment Name	Name of the test. To access the Student Assessment Report for an assessment, click  in this column.

Column	Description
Test Reason	Testing category assigned to the test opportunity.
My Student's Score	Individual student's score for the assessment.
Average Score of My Students	Sum of assessment scores for all the teacher's students divided by the number of students in that group.
My Student's Performance	Individual student's performance level for the assessment.
Performance Distribution of My Students	The percentage of the teacher's students who performed at each performance level.
Date Last Taken	Date on which the student most recently completed this assessment.

Section IV. Working with AIR Ways Report Tables

This section provides instructions for customizing report tables and previewing items in report tables.

Customizing Report Tables

This section provides instructions for customizing the structure and appearance of report tables in AIR Ways Reporting.

Filtering Tables

A **Filters** menu appears in the upper-right corner of the **Dashboard** and each report page in AIR Ways Reporting. The options available in the **Filters** menu depend on which report you are currently viewing.

To apply filters to a report:

1. Click the **Filters** menu above the report.
2. Select the required options from the available filter drop-down lists.
3. Click **Apply**. The affected reports updates to reflect the data in the selected filters. When filters are applied to a report, a row of filter details appear below the table header for that report.
4. *Optional:* To remove the applied filters, open the **Filters** menu and click **Clear Filters**.



Note: When you select an option from the **Filters** menu, the selected filter affects the data for all the reports and tables accessible from the page on which you set the filter.

For example, if you filter a Teacher Assessment Report by a particular standard, and then navigate directly to the Student Assessment Report for a student listed in the table, the Student Assessment Report is also filtered by the selected standard.

[Table 12](#) provides an overview of the filters available in AIR Ways Reporting.

Table 12. Overview of AIR Ways Reporting Filters

Filter Option	Filter Options	Available Reports
Roster	<ul style="list-style-type: none"> • All Rosters: Sets reports to display data for all students in your rosters and test sessions. • My Proctored Students: Sets reports to display data only for students who were in your test sessions. • [Roster Name]: Sets reports to display data only for the specified roster. This drop-down list includes a filter option for each roster associated with you. 	<ul style="list-style-type: none"> • Teacher Dashboard

Filter Option	Filter Options	Available Reports
Test Reason	<ul style="list-style-type: none"> All Test Reasons: Sets reports to include assessments for every test reason. [Test Reason]: Sets reports to only include assessments associated with the selected test reason. 	<ul style="list-style-type: none"> Teacher Dashboard School Dashboard District Dashboard Longitudinal Reports
Claims	<ul style="list-style-type: none"> All Standards: Sets reports to include items for every standard. [Claims]: Sets reports to only include items aligned with claims in the selected category. <ul style="list-style-type: none"> [Targets/Content Category]: Sets reports to only include items aligned with the selected target or content category (depending on the assessment). <p>To filter reports by a specific target or content category, you must first select the claim that the target or content category belongs to.</p> <p>The available claims, targets, and content categories depend on the assessment.</p> 	<ul style="list-style-type: none"> School Assessment Report Teacher Assessment Report Student Assessment Report
School Year	<ul style="list-style-type: none"> All School Years: Sets reports to include assessments from all available school years. [School Year]: Sets reports to only include assessments completed during the selected school year. 	<ul style="list-style-type: none"> Student Portfolio Report Longitudinal Reports

Sorting Tables

Some tables allow you to sort the data by various columns. Sortable columns display a set of arrows  in the column header.

To sort a table:

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

Customizing Table Rows

You can specify the number of rows each table displays at a time.

To specify the number of rows displayed:

1. In the *Rows Per Page* field below a table (*Rows per page:*  3), enter the number of rows you want the table to display per page. Your specifications persist for each table.

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

Navigating to Additional Rows and Columns

If a table has more rows than can be displayed on a single page, the table data is paginated. The number in the lower-right corner of a table indicates how many rows are in the table. The buttons to the right of this number allow you to navigate to additional rows.

To 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 () .

If a table has more columns than can be displayed on a single page, a set of arrow buttons appears on the table margins.

To 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.



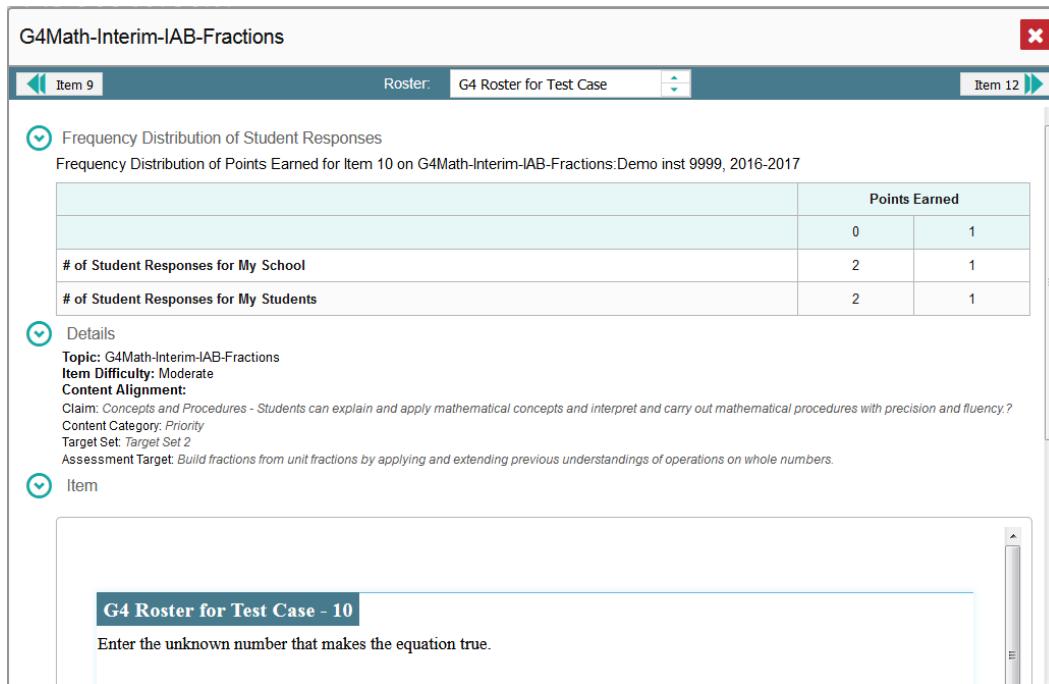
Note: If a table contains collapsible columns, you can also click  and  in the column headers to manage how many columns appear expanded at a time.

Previewing Items in Reports

Any report table that displays scores for individual items also allows you to preview the items as they appear in the assessment. You can preview items in a blank state or with a student's entered response. Item previews are available for the following reports:

- [Teacher Assessment Report](#)
- [Student Assessment Report](#)
- [School Assessment Report](#)

Figure 14. Item Preview Window



To preview an item:

1. Click an item link in the report table:
 - To view an item in a blank state, click the item link in the first row of the table.
 - To view an item with the student's response, click the item link in the student's row of the report.

The item preview opens in a pop-up window.

2. To navigate to other items from the **Item Preview** window:
 - To view the previous test item for the selected student or roster, click the left arrow button (◀) in the upper-left corner.
 - To view the next test item for the selected student or roster, click the right arrow button (▶) in the upper-right corner.
 - To view another student's or roster's response for the current item, click the arrows beside the *Student or Roster* field (Demo Student ▲▼) at the top of the window.



Note: The Performance by Roster table of the School Assessment Report only allows you to preview items in a blank state.

About the Item Preview Window

The **Item Preview** window consists of the following sections, which you can expand and collapse by clicking  and , respectively:

- **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.
 - When viewing the item preview from the Teacher Assessment Report, this table displays data for students in the given roster.
 - When viewing the item preview from the School Assessment Report, this table displays data for students in the given school.
- **Details:** Provides the following information:
 - **Topic:** Reporting category to which the item belongs.
 - **Content Alignment:** Describes the standard aligned to the item.
 - **Item Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
- **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 preview. For more information, see the section [Set Student Settings Display](#).
 - To expand the item, click  in the upper-right corner of this section.



Note: If you toggle test settings on or off from the **Item Preview** window, it does not change your student settings preferences selected from the **My Settings** drop-down list.

- **Item Dimensions:** When an item has multiple scoring dimensions, the Item Dimensions table appears, listing the name, points earned, maximum points, and any selected condition codes for each scoring dimension.
- **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 perfect response.

Accessing Additional Report Information

Some Assessment Reports in AIR Ways Reporting include supplementary information that you can access, such as resources that State Assessment Program provided for the assessment.

To access additional information for a report:

1. If additional assessment information is available, click  in the upper-left corner of the report table.
2. A pop-up window opens, displaying links to the available resources.



Note: If an Assessment Report also includes a Longitudinal Report, the links to additional information will appear in a context menu.

Section V. Global Features in AIR Ways Reporting

This section explains how to perform tasks involving the global features in AIR Ways Reporting. You can access most of the global features from the banner (see [Figure 15](#)). Access to specific global features is dependent on your user role.

Figure 15. AIR Ways Reporting Banner



The following global features and tasks are available in AIR Ways Reporting, dependent on your user role:

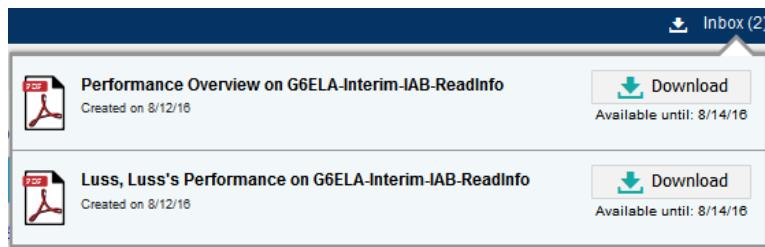
- [AIR Ways Reporting Inbox](#)
- [Managing Test Reasons](#)
- [Select Tests to Display](#)
- [Set Student Settings Display](#)
- [Manage Rosters](#)
 - [Add Roster](#)
 - [View/Edit Roster](#)
 - [Upload Roster](#)
- [Change Role](#)
- [Printing Reports](#)

About the AIR Ways Reporting Inbox

The Inbox in the AIR Ways Reporting banner stores any PDF versions of reports you print from a report page. A notification next to the inbox indicates how many new reports are available.

For more information, see the section [Printing Reports](#).

Figure 16. AIR Ways Reporting Inbox



To access reports in the inbox:

1. In the banner, click **Inbox**. A menu appears, listing the available reports (see [Figure 16](#)).
2. To download a report, click **Download**.

Managing Test Reasons

Test reasons are categories used to classify test opportunities for reporting purposes. Test reasons are initially assigned to opportunities in TDS, and you can use the Test Reason Manager in AIR Ways Reporting to modify an opportunity's assigned test reason.



Note: This task is only available for Principals, Test Coordinators, and teachers in AIR Ways Reporting.

To associate test opportunities with a test reason:

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

Figure 17. Search Test Sessions for Test Reason Panel

The screenshot shows the 'Search Test Sessions for Test Reason' panel. It features a search bar with placeholder text 'Please Type a Session ID', a dropdown menu for 'Test Reason Filter' labeled 'Select a Test Reason', and date selection fields for 'Session Start Date' and 'End Date'. Below the date fields is a note: 'Please select a date range no more than 90 days.' A large green 'Search' button is at the bottom.

4. To search for available test opportunities, do one of the following in the *Search Test Sessions for Test Reason* panel (see [Figure 17](#)):

- In the *Session ID* field, enter the Session ID in which the required opportunities were completed.
- From the **Test Reason Filter** drop-down list, select the test reason currently associated with the opportunities you want to edit. From the available date fields, select a range of dates during which the test session was administered. The date range cannot exceed 7 days.

5. Click **Search**.

6. A list of retrieved test sessions appears (see [Figure 18](#)).

- a. *Optional:* You can click  next to a session to expand the list of tests administered in that session.
- b. *Optional:* You can click  next to a test name to expand the list of students who completed that test opportunity in that session.

Figure 18. Test Reason Search Results

	Session ID	Test Date / Time	TA Name	# of Students in Session
	Session-ID_1234	12/12/2015 09:00AM - 12/12/2015 05:00PM	Jane Doe	20 Students
	Session-ID_1234	12/12/2015 09:00AM - 12/12/2015 05:00PM	Jane Doe	20 Students
	Test Name	Subject	Grade	# of Students
	Test ABC	Math	3	5
	Test ABC	Math	3	5
	Test ABC	Math	3	5
	Student Name	Student ID	Test Reason Assigned	
	John Doe	999999	n/a	
	John Doe	999999	n/a	
	John Doe	999999	n/a	

7. To select test opportunities to modify, do one of the following:

- To select all the test opportunities completed in a particular test session, mark the checkbox for that session.
- To select all the test opportunities completed for a particular test in a particular session, mark the checkbox for that test name.
- To select individual test opportunities, mark the checkbox for each student name.

8. Click **Assign Test Reasons** below the list of retrieved sessions. The **Confirm Test Reason and Assign Opportunities** window appears (see [Figure 19](#)).

Figure 19. Confirm Test Reason and Assign Opportunities Window

Session ID	Student Name	Student ID	Test Taken	Current Test Reason Assigned
UAT-DF12-1	Lastname, Firstname	9999990068	IAB Opinion PT - ELA Grade 3 - Beetles	Unassigned
UAT-DF12-1	Lastname, Firstname	9999990136	IAB PT - Math Grade 4 - Animal Jumping	Unassigned

Please Select a Test Reason: Fall

Rows per page: 5

2 Items: 1 of 1

Confirm Cancel

9. To assign the selected opportunities to an existing test reason, select a reason from the **Please Select a Test Reason** drop-down list.

10. Click **Confirm**.



Alert: Interim Comprehensive Assessments (ICAs) consist of two test components that are combined into a single assessment for AIR Ways Reporting. If the components of an ICA were administered in separate test sessions with different test reasons, the combined assessment uses the test reason assigned to the component that was completed last.

To change the test reason for an ICA, you must change the test reason assigned to the component that was completed last. If you do not know which component was completed last, you should change the test reason for both test components.

Updating Display Preferences

You can update your AIR Ways Reporting display preferences to specify which assessment data to include in your reports. By default, AIR Ways Reporting displays data for all the assessments associated with a user or institution (for more information, see the section [About the Assessments in AIR Ways Report](#)).

Selecting Tests to Display

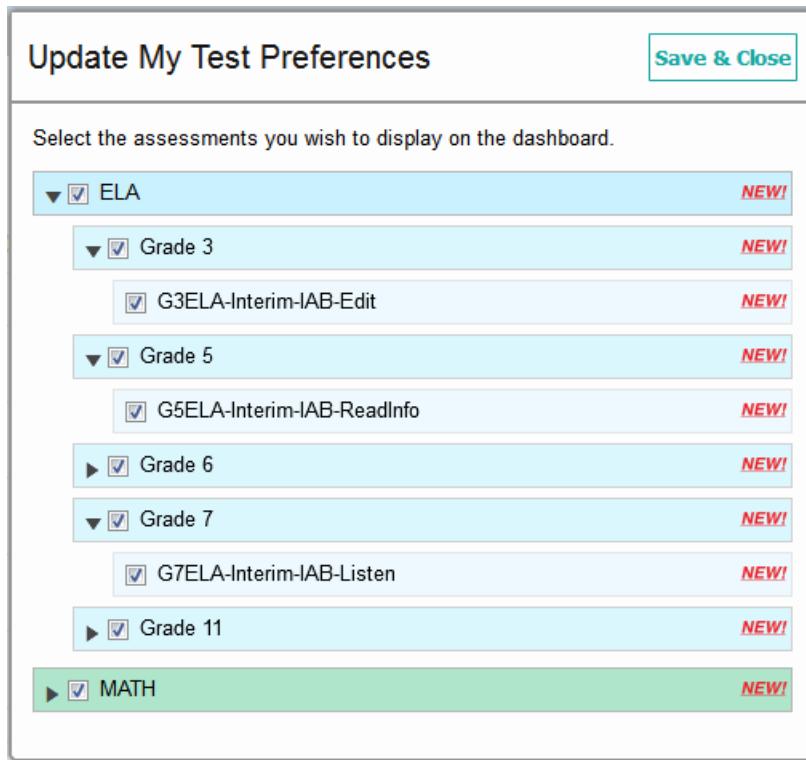
These instructions apply to Teachers.

You can update preferences to exclude data for specified assessments from your reports. If you exclude assessments from your reports, you can update your preferences at any time to include them again.



Example: If you are an ELA teacher and you proctor a test session with students who have also taken math assessments at some point, the data for those math assessments appear in your reports. Since this information may not be relevant to you, you could update your test preferences to exclude all math assessments from your reports.

Figure 20. Set Tests to Display Window



To select which tests to display:

1. From the **My Settings** drop-down list in the banner, click **Select Tests to Display**. The **Select Tests to Display** window appears (see [Figure 20](#)).
2. *Optional:* The **Select Tests to Display** window groups tests into categories based on grade and subject. You can click the arrow button next to a category to expand or collapse it. If a new test or category was added to your reports since the last time you updated your test display preferences, a “**NEW!**” label appears next to it in the window.
3. Do one of the following:
 - To exclude an entire category of tests from your reports, mark the checkbox next to that category.
 - To exclude individual tests from your reports, mark the checkbox for each test you wish to exclude.
4. Click **Save & Close** to close the window.

Set Student Settings Display

Some reports in AIR Ways Reporting allow you to preview the items from a student's tests. By default, these previews display the items with any visual test settings that were available to the

student while testing (such as larger font size or color contrast). You can adjust your settings to show or hide student test settings in item previews by default. You can also toggle settings from the **Item Preview** window.

To adjust your student 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 previews with a student's test settings applied.
 - **No:** Hides the student's test settings from item previews.
3. Click **Save**.

Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Some reports in AIR Ways Reporting provide performance data for the students within a roster or for the roster as a whole.



Note: This task is only available for Principals and Test Coordinators in AIR Ways Reporting.

Adding a New Roster

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

To add a roster:

1. From the **My Settings** menu in the banner, select **Add Roster**. The **Add Roster** form appears (see [Figure 21](#)).

Figure 21. Add Roster Form

2. In the *Search for Students to Add to the Roster* panel, do the following:
 - a. In the **Complex Area** drop-down list, select the complex area for the roster.
 - b. In the **Complex** drop-down list, select the complex for the roster.
 - c. In the **School** drop-down list, select the school for the roster.
 - d. *Optional:* In the **Grade** drop-down list, select the grade levels for the students in the roster.
 - e. *Optional:* From the **Students Added Since** drop-down list, select a timeframe in which the students for the roster were added to TIDE.
 - f. *Optional:* In the *Test Settings and Tools Filters* panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a test setting or tool. A set of related fields for that setting or tool appear.
 - ii. In the related fields, select the criteria for the test setting or tool.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkbox for that criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
3. In the *Add Students to the Roster* panel (see [Figure 22](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the **Teacher Name** drop-down list, select a teacher.
 - c. *Optional:* To include former students in the **Add Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
 - d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  for that student.
 - 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**.

Figure 22. Add Students to Roster Panel

Available Students				Selected Students			
	Student Name	Grade	SSID		Remove Student Name	Grade	SSID
<input type="checkbox"/>	Iwzt,Iwzt	03	9999997968	<input type="checkbox"/>	demolast,demofirst	01	900005808X
<input type="checkbox"/>	Jlbo,Jlbo	03	9999998124	<input type="checkbox"/>	demolast,demofirst	01	900005898X
<input type="checkbox"/>	Khae,Khae	03	9999998190	<input type="checkbox"/>	demolast,demofirst	01	900006168X
<input type="checkbox"/>	Kvdt,Kvdt	03	9999998202				
<input type="checkbox"/>	Lzii,Lzii	03	9999998157				
<input type="checkbox"/>	Mhsu,Mhsu	03	9999998133				
<input type="checkbox"/>	Mqsz,Mqsz	03	9999998125				
<input type="checkbox"/>	Muac,Muac	03	9999998096				
<input type="checkbox"/>	Myni,Myni	03	9999998169				
<input type="checkbox"/>	Ngny.Ngny	03	9999998146				
<input type="checkbox"/>	Njzx,Njzx	03	9999997942				

- e. To remove students, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying an Existing Roster

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

To modify a roster:

1. From the **My Settings** menu in the banner, select **View/Edit Rosters**. The **Edit Roster** form appears.
2. In the *Search for Rosters to Edit* panel, select the complex area, complex, school, and roster type for the roster you wish to edit.
3. Click **Search**. A list of retrieved rosters appears.
4. In the list of retrieved rosters, click  for the roster whose details you want to view. The **Edit Roster** form appears. This form is similar to the form used to add rosters (see [Figure 21](#)).

5. *Optional:* In the **Add Students to the Roster** panel (see [Figure 22](#)), do the following:
 - a. In the **Roster Name** field, enter a new name for the roster.
 - b. From the **Teacher Name** drop-down list, select the roster's new teacher.
 - c. *Optional:* To include former students in the **Edit Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
 - d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - e. To remove students, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  for the student.
 - 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**.

Uploading Rosters

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

To upload rosters:

1. From the **My Settings** menu in the banner, select **Upload Rosters**. The **Upload Roster** page appears (see [Figure 23](#)).

Figure 23. Upload Roster Page

The screenshot shows the 'Upload Rosters' page with a progress bar at the top indicating four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. A green box highlights the 'Download Templates' button. Below the progress bar, there is an informational message: 'Use this page to upload a file of rosters you want to add or modify.' A 'more info' link is provided. The main area is titled 'Step 1: Upload File' and contains a 'Choose File' input field, a 'Browse' button, and a 'Next' button. A 'Upload History' section is also visible.

2. On the ***Upload Roster*** page, click **Download Templates** and select the appropriate file type (either **Excel** or **CSV**).
3. Open the template file in a spreadsheet application.
4. Using [Table 13](#) as a reference, fill out the template and save it.
5. On the ***Upload Roster*** page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The ***Preview*** page appears (see [Figure 24](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 24. File Upload Preview

The screenshot shows the 'Step 2: Preview' page. At the top, there is a search bar labeled 'Enter search terms to filter search result'. Below the search bar is a table with six columns: Row Number, District ID, School ID, Email address, Roster name, and EDUID. The table has one data row: Row Number 1, District ID 99, School ID 9999, Email address me@email.org, Roster name Roster A, and EDUID 9999999989. At the bottom of the page are 'Next' and 'Cancel' buttons.

7. Click **Next** to validate the file. Any errors (⚠) or warnings (🚩) are displayed on the ***Validate*** page (see [Figure 25](#)).



Note: 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.

- *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 PDF file listing the validation results for the upload file.

Figure 25. Sample Validation Page

The screenshot shows a validation process for a roster file. At the top, there's a progress bar with four steps: 1. Upload (green), 2. Preview (blue), 3. Validate (grey), and 4. Confirmation (grey). A green button on the right says "Download Validation Report". Below the progress bar, a note says: "Review the validation results, then click Continue with Upload." A "more info" link is next to it. A red-bordered box contains a warning: "The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field." Under "Step 3: Validate", there's a legend: a yellow triangle for "Error: The file can be uploaded, but this row will not be included." and a blue flag for "Warning: This field is invalid, but the row will be uploaded." A search bar says "Enter search terms to filter search result". A table shows validation results for one row:

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	⚠️ 9999	⚠️ me@email.org	Roster A	⚠️ 9999999989

At the bottom are three buttons: "Continue with Upload" (grey), "Upload Revised File" (green), and "Cancel" (orange).



Note: If your file contains a large number of records, AIR Ways Reporting processes it offline and sends you a confirmation email when complete. While AIR Ways Reporting 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**. AIR Ways Reporting commits those records that do not have errors.
- 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**.

[Table 13](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 13. Columns in the Rosters Upload File

Column Name	Description	Valid Values
School-ID*	School associated with the roster.	School ID that exists in TIDE. Must be associated with the complex ID. Can be blank when adding complex-level rosters.
User-Email*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster-Name*	Name of the roster.	Up to 20 characters.

Column Name	Description	Valid Values
Student-Error! Unknown document property name.*	Student's unique identifier within the state.	Up to 10 alphanumeric characters.
School-ID*	School associated with the roster.	School ID that exists in TIDE. Must be associated with the complex ID. Can be blank when adding complex-level rosters.
*Required field.		

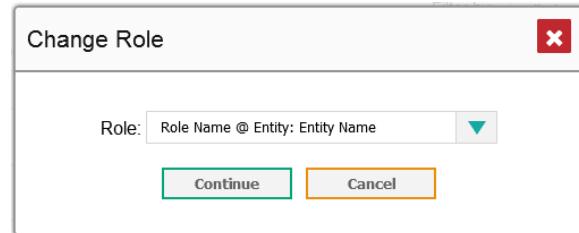
Changing User Roles

If your TIDE account is associated with multiple user roles or institutions, you can switch roles at any point to view the **Dashboard** and reports for your other roles and institutions.

To change your role:

1. From the **My Settings** menu in the banner, click select **Change Role**. The **Change Role** window appears (see [Figure 26](#)).
2. From the **Role** drop-down list, select the required role and institution combination.
3. Click **Continue**. The window closes and the **Dashboard** for the selected role appears.

Figure 26. Change Role Window



Printing Reports

You can print any report available in AIR Ways Reporting. If the report you wish to print provides data about individual assessment items, you can choose to include or exclude this information from the printed report.

To print a report:

1. Click **Print**  in the upper-right corner of the report page. A **Print Preview** page opens, displaying a printer-friendly version of the report.
 - a. If there are multiple report tables on the page, select the table you wish to print from the menu that appears.
2. If the report provides data for individual assessment items, select one of the following print options:
 - o **Summary Only:** If you select this option, the printed report does not include data for the individual assessment items.

- **Summary and Item Scores:** If you select this option, the printed report includes data for the individual assessment items.
3. Do one of the following:
- To print the report, click **Print**.
 - To download a PDF version of the report, click **Save to PDF**.
 - Select a page layout option from the drop-down list that appears.
 - To download a CSV version of the report, click **Download CSV File**.



Note: All PDF reports you generate are stored in the AIR Ways Reporting Inbox. For more information, see the section [About the AIR Ways Reporting Inbox](#).

Appendix A. About Non-Scorable Test Opportunities

The reports in AIR Ways 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." 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:

- [Teacher Assessment Report](#)
- [School Assessment Report: Performance by Student table](#)

You can click **More Info** on the notification to view the **Students with Non-Scorable Test Opportunities** window (see [Figure 27](#)). 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 27. Students with Non-Scorable Test Opportunities

Grade 3 Additions (Fall – Additions): Students with Non-Scorable Test Opportunities 		
Student	Status Code	Date Taken
 Wade Wilson	Expired	10/12/2015
 Nathan Grey	Invalidated	10/12/2015

You can also click  next to a student's name in this window to view the [Student Portfolio Report](#) for that student.

User Support

For additional information and assistance in using AIR Ways Reporting, contact the HSAP Help Desk.

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

HSAP Help Desk

Toll-Free Phone Support: 1-866-648-3712

Email Support: HSAPHelpDesk@air.org

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

- If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology Coordinators** section.
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name.
- If the issue pertains to a 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).

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Updated instructions for setting and resetting TIDE passwords	Section II. Accessing AIR Ways Reporting About Usernames and Passwords	12/14/17
Updated information about Longitudinal Reports for student groups	Overview of Longitudinal Reports	1/20/18
Added information about the expand button	Previewing Items in Reports About the Item Preview Window	2/18/18
Added pg. 31 “Accessing Additional Report Information”.	Section IV. Working with AIR Ways Report Tables.	4/16/18
Added optional steps in Managing Rosters pg. 40 & 41	Section V. Global Features in AIRWays Reporting.	4/16/18