



# AIRWays Reporting User Guide

2018-2019

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*Prepared by the American Institutes for Research®*



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# Introduction to the User Guide

This user guide provides instructions and support for users viewing test results and entering or changing item scores in AIRWays Reporting. This section describes the contents of this user guide.

## Organization of the User Guide

This user guide includes the following sections:

- [Overview of AIRWays Reporting](#): Provides information about the structure of AIRWays Reporting and explains the students, assessments, and data included in reports.
- [Accessing AIRWays Reporting](#): Provides instructions for logging in to AIRWays Reporting.
- [Viewing Reports in AIRWays Reporting](#): Provides descriptions of the **Dashboard** page and the reports available in AIRWays Reporting.
- [Entering or Modifying Item Scores](#): Provides instructions for entering scores for unscored items and modifying suggested scores for machine-scored writing items.
- [Working with AIRWays Report Tables](#): Provides instructions for customizing AIRWays report tables and viewing items.
- [Global Features in AIRWays 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, condition codes, and user support.

## Document Conventions

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

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Example:</b> 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 or scoring or modifying scores in AIRWays 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 [HSAP System Requirements](#) document.
- For information about student and user management, rosters, and appeals, see the [HSAP TIDE User Guide](#).
- For information about administering online tests, see the [Guide to Navigating the Online HSAP Administration](#).
- For information about network, internet, and software requirements, see the [HSAP 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 AIRWays Reporting

AIRWays Reporting provides student performance reports for interim assessments (Smarter Balanced Interim Comprehensive Assessments and Interim Assessment Blocks, as well as NGSS Testlets). AIRWays 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 [Viewing Reports in AIRWays Reporting](#).

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](#).

Authorized users may also use AIRWays Reporting to enter scores for unscored items and modify scores for certain machine-scored items. For more information, see the section [Entering or Modifying Item Scores](#).

AIRWays 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 AIRWays Reporting](#).



**Note:** AIRWays Reporting does not replace the reports available for interim Assessments in the Online Reporting System (ORS).

## About User Roles

Access to the reports and features available in AIRWays 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 AIRWays, the terms "Complex" and "District" are used interchangeably.

**Note:** Any user with scoring permissions may also enter or modify scores for unscored items and certain machine-scored items. If a user has scoring permissions but not report-viewing permissions, that user can enter item scores for the test opportunities assigned to them, but they cannot view the reports for those opportunities or students.

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



**Alert:** AIRWays 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 AIRWays 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 AIRWays 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 AIRWays Reporting

AIRWays Reporting includes data for the following interim assessments:

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

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 AIRWays Reporting. For more information, see the section [Updating Display Preferences](#).

## Understanding the Data in AIRWays 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 reporting category (topic) 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.

You can look at the test results for a school, a roster, a teacher's associated students, or an individual student to get information on how students performed on the individual items in each reporting category, as well as to view those items.

Sometimes a report may show “n/a” instead of a score or average score. There are several possible reasons for this:

- The student may not have responded to an item.
  - The item may have been optional.
  - The student may not have finished the test within the prescribed amount of time.
- An item may be available on one form of the test and not on another. For example, a braille test may have fewer items than its non-braille equivalent.
- An item may be an item cluster, which means it appeared as separate items grouped together for certain test opportunities, but those grouped items were combined into a single item cluster for other opportunities. The students answered the same questions in both test versions, but because the number of items is technically different, the item cluster and the grouped items appear in separate columns of the report table.

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 the lowercase i button  to the right of the sub-item number.

## Section II. Accessing AIRWays Reporting

This section describes how to log in to AIRWays Reporting.



**Warning:** 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.

*To access AIRWays Reporting:*

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

Figure 1. Accessing AIRWays 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 has a header 'Login'. It contains two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the fields is a link 'Forgot Your Password?'. A large blue button at the bottom is labeled 'Secure Login'. To the right of the button is a box containing the text 'First Time Login This School Year?'. It says 'The password you used during the previous school year has expired.' and provides a link 'Request a new one for this school year.'

## 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 of receiving the email.



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

- b. 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 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](mailto: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 temporary 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 forgot 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](mailto: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. Viewing Reports in AIRWays Reporting

This section describes the following pages and reports in AIRWays 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 Reports](#): This report accompanies a Student Assessment Report and provides additional information about how the student performed on related assessments. It includes data from previous school years as well as the latest year.
- [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 AIRWays Reporting](#).

### Overview of the Dashboard

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



**Note:** The **Dashboard** for teachers also includes a table listing all your associated students. For more information, see the section [Exporting Reports](#).

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.



**Note:** If an assessment in AIRWays Reporting contains unscored items, it does not appear in this table until every item has been scored for at least one test opportunity. For more information, see the section [Entering Scores for Unscored Items](#).

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						Enter Student ID	🔍
Average Score and Performance Distribution, by Assessment: Demo inst 9999, 2017-2018 Filtered by Test Reasons: All Test Reasons						Filters	Print
Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken		
<a href="#">INTERIM: G6-ELA-JAB-LangVocab</a>	Unassigned	4	n/a	<div style="width: 100%;">100%</div>	06/26/2018	<a href="#">i</a>	
<a href="#">INTERIM: Grade 3 ELA ICA</a>	Unassigned	3	2330 <a href="#">i</a>	<div style="width: 100%;">100%</div>	06/19/2018	<a href="#">i</a>	
<a href="#">INTERIM: G6-ELA-JAB-BriefWrit</a>	Unassigned	4	n/a	<div style="width: 50%; background-color: orange;">50%</div> <div style="width: 50%; background-color: green;">50%</div>	06/15/2018	<a href="#">i</a>	
<a href="#">INTERIM: G7-ELA-JAB-BriefWrit</a>	Spring	1	n/a	<div style="width: 100%;">100%</div>	06/15/2018	<a href="#">i</a>	
<a href="#">INTERIM: G3-Math-JAB-Fractions</a>	Unassigned	3	n/a	<div style="width: 67%; background-color: red;">67%</div> <div style="width: 33%; background-color: yellow;">33%</div>	06/08/2018	<a href="#">i</a>	

Rows per page:  149 Items: [◀](#)  of 30 [▶](#)

[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 <a href="#">Managing Test Reasons</a> .
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.

Column	Description
Date Last Taken	Most recent date on which one of your associated students completed the assessment.

## Exporting Reports

Complex-level users can export reports for each assessment listed in the Assessments table.

*To export a report:*

1. In the Assessment Name column of the Assessments table, click  for the assessment whose report you wish to export. The **Export Report for [Assessment Name]** window opens.
2. Select which report to export for the assessment:
  - To export the [District Assessment Report](#) for the assessment, mark the **Overall Performance of all my Schools** radio button.
  - To export the [School Assessment Report](#) for the assessment (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all my Students for [School Name]** radio button, and then select the required school from the available drop-down list.
3. Do one 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** in the confirmation window to export the selected report in the selected format.



**Note:** All PDF reports you generate are stored in the AIRWays Reporting Inbox available in the banner. For more information, see [About the AIRWays Reporting Inbox](#).

## 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 the Students in AIRWays Reporting](#).

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

Figure 4. My Students Table

My Students				
Most Recent Assessment of All Rosters: 2016-2017 Filtered by Rosters: All Rosters Test Reasons: All Test Reasons				
Student Name	Student ID	Most Recent Assessment	Date Taken	
 Anna, Rebekah	9999999871	INTERIM: Grade 8 MATH ICA	10/24/2016	
 Demo, Demo	WA99931167	INTERIM: Grade 8 ELA ICA	11/25/2016	
 Adams, Deniesha	WA662156	INTERIM: Grade 7 MATH ICA	09/21/2016	

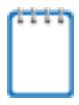
[Table 3](#) describes the columns in the My Students table.

Table 3. Overview of the My Students Table

Column	Description
Student Name	Name of the student. To view the <a href="#">Student Portfolio Report</a> 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 AIRWays 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 reporting category (topic) 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 view those items. For more information about viewing items, see the section [Viewing Items in Reports](#). If a test contains items with machine-suggested scores, you can modify a student's scores for those items directly from Assessment Reports (for more information, see the section [Modifying Scores for Machine-Scored Writing Items](#)).



**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.

Assessment Reports may also include a supplementary Longitudinal Report that compares students' performance information for related assessments. For more information, see the section [Overview of Longitudinal Reports](#).

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:** A notification  appears below the report 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 Grade 6 ELA ICA (Unassigned) Items, by Reporting Category: Odom, Deven, 2018-2019  
Filtered by Test Reasons: All Test Reasons Claim: All Claim(s)

Student	Listening	Listening										Reading	Research/Inquiry	Writing
		9	10	11	20	21	22	29	30	31				
Item Number		1	1	1	1	1	1	1	1	1				
Max Points		0	0	0	0.8	0	0	0.4	0.2	0				
Everyone		0	0	0	0.8	0	0	0.4	0.2	0				
Anna, Rebekah Student ID: 9999999871		0	0	0	1	0	0	1	0	0				
Performance: Below Standard														
Odom, Deven's Score: 2394		Roster Average: 2376 (5 students)					Odom, Deven's Performance: Level 1							

[Table 4](#) describes the columns in the Student Assessment Report. If a column header displays  for an item, you can click the score link in this column to modify the item's score (see the section [Modifying Scores for Machine-Scored Writing Items](#)). When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score. If a confidence level for a machine-suggested score is low, it means: a) that the student could have scored one of two adjacent scores, but it was too close to determine the definitive score, and/or b) that the essay is very dissimilar to other essays used to calibrate the machine scoring.

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"> <li>• <b>Item Number:</b> Displays the items in the assessment.</li> <li>• <b>Max Points:</b> Displays the maximum number of points possible for each item.</li> <li>• <b>Everyone:</b> Displays the sum of points the student's roster earned for each item divided by the number of students in the roster.</li> <li>• <b>[Student Name]:</b> Displays the number of points the student earned for each item.</li> </ul>
[Topic Name]*	<p>Displays the student's performance data for the items in each reporting category. Each [Reporting Category Name] column also displays the student's score and performance level.</p>

\*For assessments without 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 of which students completed the given assessment.



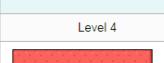
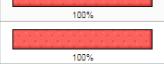
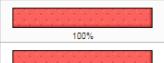
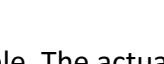
**Note:** If a student who completed the assessment is not associated with any rosters, that student's test data will appear in a row for Students Not in Any Roster.

*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

Average Score, Performance Distribution and Average Points Earned on **Grade 11 ELA ICA** (Unassigned), by Roster and Reporting Category: Kula a'o Hawai'i, 2018-2019  
Filtered by **Test Reasons:** All Test Reasons **Claim:** All Claim(s)

Roster	Teacher	Total	Total			5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Listening	Reading	Research/inquiry	Writing
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution					
Max Points					2795	Level 4					
Everyone			4		2399 	 100% 					
 18-19 Roster	HIDOE, Demo TE		1	5% (1/18)	2416 	 100% 					
 18-19 Roster	DemoUser, TEtwo		1	5% (1/18)	2416 	 100% 					
 HIDOE-Demo-TE1-Ro...	HIDOE, Demo TE		4	0% (4/2271)	2399 	 100% 					
 Test Roster 8/8	HIDOE, Demo TE		1	50% (1/2)	2416 	 100% 					

Rows per page:  4 Items:   1 of 1

[Table 5](#) describes the columns in the Performance by Roster table. The actual columns that appear in the report may vary by test.

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"> <li><b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual topic.</li> <li><b>Everyone:</b> Displays average data for all the teacher's students who completed the assessment.</li> <li><b>[Roster Name]:</b> Displays data for that individual roster.</li> </ul>

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"> <li>• <b>Student Count:</b> Number of students in the roster who completed the assessment.</li> <li>• <b>Test Completion Rate:</b> Percentage of students in the roster who completed the assessment.</li> <li>• <b>Average Score:</b> Sum of assessment scores for all the students in the roster divided by the student count.</li> <li>• <b>Performance Distribution:</b> Percentage of students in the roster who performed at each performance level.</li> </ul>
5 Items on Which Students Performed the Best	<p>When there are more than ten items, this column 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>When there are more than ten items, this column 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 reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Performance Distribution:</b> The percentage of students in the roster who performed at each performance level for the reporting category.</li> <li>• <b>[Item Number]:</b> Displays the roster's average scores for the individual items in the reporting category.</li> </ul>
<p>*For assessments without 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, Performance and Points Earned on Grade 11 ELA ICA (Unassigned) of All Rosters, by Student and Reporting Category: Kula a'o Hawai'i, 2018-2019  
Filtered by Test Reasons: All Test Reasons Claim: All Claims(%)

Student	Student ID	Total	Scale Score	Performance	5 Items on which Student Performed the Best	5 Items on which Student Performed the Worst	Listening												Writing
							8	9	10	17	18	19	20	21	22				
Max Points		2795	Level 4				1	1	1	1	1	1	1	1	1	1	1		
Everyone		2399	100%	100%			0.25	0	0.25	0	0.25	0.5	0	0.25	0				
HDOE Only_G11 Alt De..	9996691010	2416	100%	100%			1	0	1	0	0	0	0	0	0	0			
HDOE Only_G11 Alt De..	9996691010	2418	100%	100%			0	0	0	0	0	0	0	0	0	0			
HDOE Only_G11 Alt De..	9996691010	2450	100%	100%			0	0	0	0	0	0	0	0	0	0			
HDOE Only_G11 Alt De..	9996701009	2450	100%	100%			0	0	0	0	0	1	0	0	0	0			
PT Only_G11 Demo4	9999990638	2299	100%	100%			0	0	0	0	0	0	0	0	1	0			
TIDE Only_G11 Demo4	9999990656	2432	100%	100%			0	0	0	0	1	1	0	0	0	0			

Rows per page: 10 | 6 Items: 1 of 1 |

Most recent opportunity \* Opportunity is not included in calculations of average scores and performance levels

[Table 6](#) describes the columns in the Performance by Student table. The actual columns that appear in the report may vary by test. If a column header displays for an item, you can click the score links in this column to modify the item's scores (see the section [Modifying Scores for Machine-Scored Writing Items](#)). When the confidence level for a machine-suggested score is low, a warning icon displays in the cell for that score. If a confidence level for a machine-suggested score is low, it means: a) that the student could have scored one of two adjacent scores, but it was too close to determine the definitive score, and/or b) that the essay is very dissimilar to other essays used to calibrate the machine scoring.

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"> <li><b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual reporting category.</li> <li><b>Everyone:</b> Displays average data for all the teacher's students who completed the assessment.</li> <li><b>[Student Name]:</b> Displays data for that individual student.</li> </ul> <p>To access the <a href="#">Student Assessment Report</a> 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"> <li><b>Scale Score:</b> Student's score for the whole assessment.</li> <li><b>Performance:</b> Student's performance level for the whole assessment.</li> <li><b>Note:</b> NGSS testlets do not provide Scale Scores or Performance Levels. Only Raw Scores are available.</li> </ul>

Column	Description
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>
[Topic Name]*	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Performance:</b> Student's performance level for the reporting category.</li> <li>• <b>[Item Number]:</b> Displays the individual items and student scores for the reporting category.</li> </ul>

\*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.

## 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.

### School Assessment Report: 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.

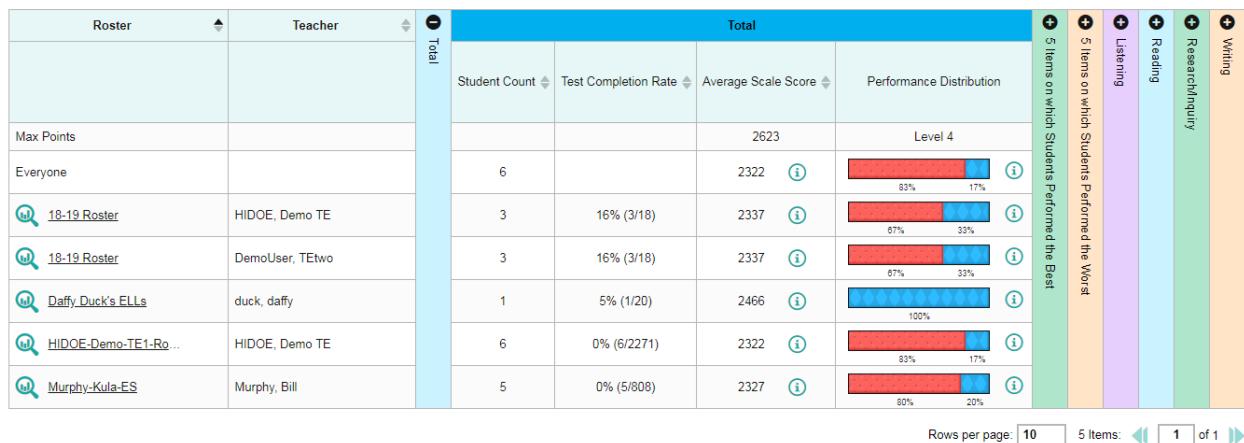
If you set your roster preferences to "Teacher Preferences," this table does not include data for any teachers who excluded the selected test from their own reports. For more information, see the section [Updating Display Preferences](#).

To access the Performance by Roster table:

- On the **Dashboard** for school-level users, 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

Average Score, Performance Distribution and Average Points Earned on **Grade 3 ELA ICA (Unassigned)**, by Roster and Reporting Category: Kula a'o Hawai'i, 2018-2019  
Filtered by **Test Reasons**: All Test Reasons **Claim**: All Claim(s)



[Table 7](#) describes the columns in the Performance by Roster table. The actual columns that appear in the report may vary by test.

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"> <li><b>Max Points</b>: Displays the maximum score possible for the whole assessment or individual reporting category.</li> <li><b>Everyone</b>: Displays average data for all of the rosters in the school of which students completed the assessment.</li> <li><b>[Roster Name]</b>: Displays data for that individual roster.</li> </ul> <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 <a href="#">Teacher Assessment Report: Performance by Student Table</a> filtered to a single roster.</p>
Teacher	Name of the teacher associated with the 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"> <li>• <b>Student Count:</b> Number of students in the roster who completed the assessment.</li> <li>• <b>Test Completion Rate:</b> Percent of students in the roster who completed the assessment.</li> <li>• <b>Average Score:</b> Sum of assessment scores for all the students in the roster divided by the student count.</li> <li>• <b>Performance Distribution:</b> The percentage of students in the roster who performed at each performance level.</li> </ul>
5 Items on Which Students Performed the Best	<p>When there are more than ten items, this column 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>When there are more than ten items, this column 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 reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Performance Distribution:</b> The percentage of students in the roster who performed at each performance level for the reporting category.</li> <li>• <b>[Item Number]:</b> Displays the roster's average scores for the individual items in the reporting category.</li> </ul>
<p>*For assessments without reporting categories, this column is labeled “Total Items” and displays data for all the items on the assessment.</p>	

## School Assessment Report: 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 school-level users, 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

Score, Performance and Points Earned on Grade 3 ELA ICA (Unassigned) of All Rosters, by Student and Reporting Category: Kula a'o Hawai'i, 2018-2019  
Filtered by Test Reasons: All Test Reasons Claim: All Claim(s)

Student	Student ID	Total	Total		Listening	Reading	Research/Writing	Research/Writing								
			Scale Score	Performance				Item Numbers and Points Earned								
								2	12	23	33	40	41			
Max Points			2623	Level 4												
Everyone			2322	63%  17%												
HIDOE Only_G3 Demo...	9996698155		2466	Level 3												
Holst_Sydney	2114234258		2328	Level 1												
jack_jill	9993002249		2296	Level 1												
PT Only_G3 Demo6	9996698204		2299	Level 1												
QA Only_G3 Demo5	9996698176		2255	Level 1												
Serz_By.vyx	9999990011		2289	Level 1												
Serz_By.vyx	9999990011*		2364	Level 1												

Most recent opportunity Opportunity is not included in calculations of average scores and performance levels

Rows per page: 10 7 Items: 1 of 1

[Table 8](#) describes the columns in the Performance by Student table. The actual columns that appear in the report may vary by test. If a column header displays for an item, you can click the score links in this column to modify the item's scores (see the section [Modifying Scores for Machine-Scored Writing Items](#)). When the confidence level for a machine-suggested score is low, a warning icon displays in the cell for that score.

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

Column	Description
Student	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li><b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual reporting category.</li> <li><b>Everyone:</b> Displays average data for all the students in the school who completed the assessment.</li> <li><b>[Student Name]:</b> Displays data for that individual student.</li> </ul>
Student ID	Student's unique identifier used for reporting purposes.

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"> <li>• <b>Scale Score:</b> Student's score for the whole assessment.</li> <li>• <b>Performance:</b> Student's performance level for the whole assessment.</li> <li>• <b>Note:</b> NGSS testlets do not provide Scale Scores or Performance Levels. Only Raw Scores are available.</li> </ul>
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 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 school, 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>
[Reporting Category Name]*	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Performance:</b> Student's performance level for the reporting category.</li> <li>• <b>[Item Number]:</b> Displays the student's scores for the individual items in the reporting category.</li> </ul>
<p>*For assessments without reporting categories, this column is labeled "Total Items" and displays data for all the items on the assessment.</p>	

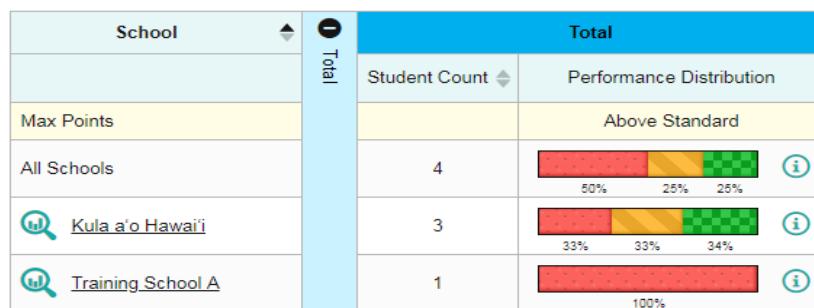
## About the District Assessment Report

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 staff, click  next to an assessment.

Figure 10. District Assessment Report



[Table 9](#) describes the columns in the Complex Assessment Report. The actual columns that appear in the report may vary by test.

Table 9. Overview of the Complex Assessment Report

Column	Description
School	<p>This column includes the following rows:</p> <ul style="list-style-type: none"> <li>• <b>Max Points:</b> Displays the maximum score possible for the whole assessment or individual reporting category.</li> <li>• <b>All Schools:</b> Displays average data for all the schools in your complex who administered the assessment.</li> <li>• <b>[School Name]:</b> Displays data for that individual school.</li> </ul> <p>To access the <a href="#">School Assessment Report</a>, 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"> <li>• <b>Student Count:</b> Number of students in the school who completed the assessment.</li> <li>• <b>Performance Distribution:</b> The percentage of students in the school who performed at each performance level.</li> </ul>

## 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 (for example, 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.



**Note:** If the report also includes additional information resources, the link to the Longitudinal Report will appear in a context menu.

2. If the Assessment Report is for a particular student, the **Longitudinal Report** window appears. If the report is for multiple students, the **Report Options** window appears (see [Figure 11](#)), in which case you should 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

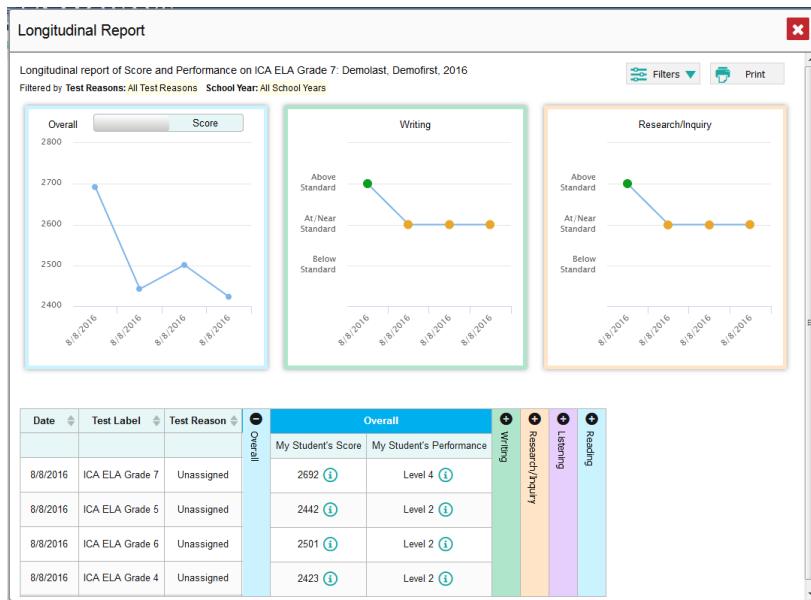
Test	INTERIM: Grade 4 MATH ICA	ICA MATH Grade 3
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Test two <input type="checkbox"/> Unassigned	<input checked="" type="checkbox"/> Test two <input checked="" type="checkbox"/> Unassigned
Demo Student A	✓ ✓	✓ ✓
Demo Student B	✓ ✓	✓ ✓
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.
  - *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 students in the report 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.

The appearance of the table and graphs in a Longitudinal Report depends on whether the report includes data for a group of students or an individual student.

For individual students, both score and performance data are depicted as a line graph. For student groups, score data are depicted as a line graph, while performance level data are depicted as a bar graph.

Each point or bar 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.
Test Reason	Testing category assigned to the test opportunity.
Overall	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Student's Score:</b> Student's score for the whole assessment.</li> <li>• <b>Student's Performance:</b> Student's performance level for the whole assessment.</li> </ul>
[Topic Name]	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Student's Score:</b> Student's score for the reporting category.</li> <li>• <b>Student's Performance:</b> Student's performance level for the reporting category.</li> </ul>

[Table 11](#) describes the columns in the Longitudinal Report table for a group of students.

Table 11. Overview of the Longitudinal Report Table for a Student Group

Column	Description
Date	The earliest date on which an opportunity of the assessment was completed.
Test Label	Name of the assessment.
Test Reason	Testing category assigned to the test opportunity.
Overall	<p>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Average Score:</b> Sum of assessment scores for all the students in the common student group divided by the student count.</li> <li>• <b>[Performance Level]:</b> The percentage of students in the student group who performed at that performance level. A sub-column appears for each performance level in the assessment.</li> </ul>
[Topic Name]	<p>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</p> <ul style="list-style-type: none"> <li>• <b>Average Score:</b> Sum of scores in the reporting category for all the students in the common student group divided by the student count.</li> <li>• <b>[Performance Level]:</b> The percentage of students in the common student group who performed at that performance level for the reporting category. A sub-column appears for each performance level in the reporting category.</li> </ul>

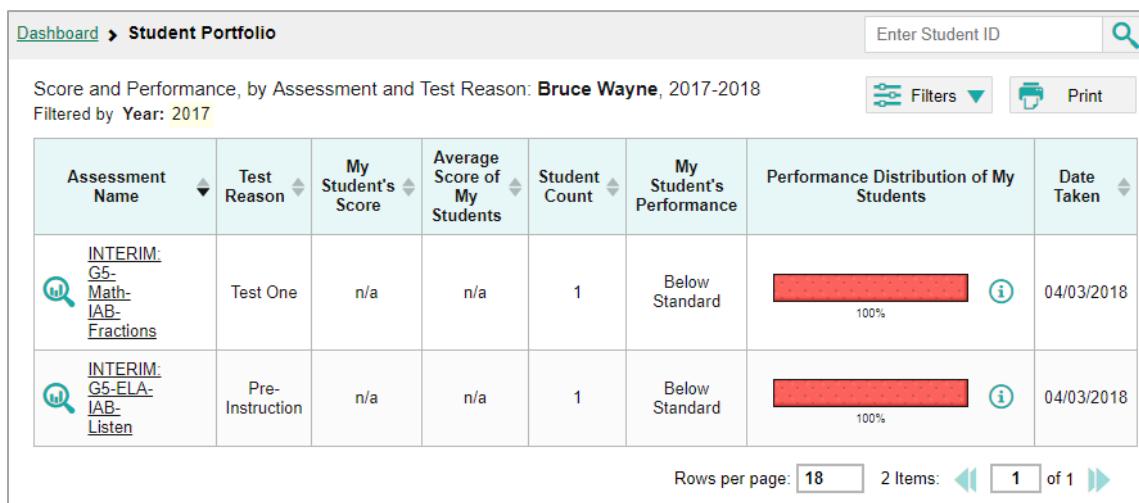
## About the Student Portfolio Report

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 AIRWays Reporting, enter a student's SSID in the search field and click .

Figure 13. Student Portfolio Report



[Table 12](#) provides an overview of the columns in the Student Portfolio Report.

Table 12. Overview of the Student Portfolio Report

Column	Description
Assessment Name	Name of the test. To access the <a href="#">Student Assessment Report</a> for an assessment, click  in this column.
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.
Student Count	Number of your associated students who completed the assessment with the given test reason.
My Student's Performance	Individual student's performance level for the assessment.

Column	Description
Performance Distribution of My Students	Percentage of the teacher's students who performed at each performance level.
Date Taken	Date on which the student most recently completed this assessment.

## **Section IV. Entering or Modifying Item Scores**

AIRWays Reporting allows you to enter or modify scores for two types of test items:



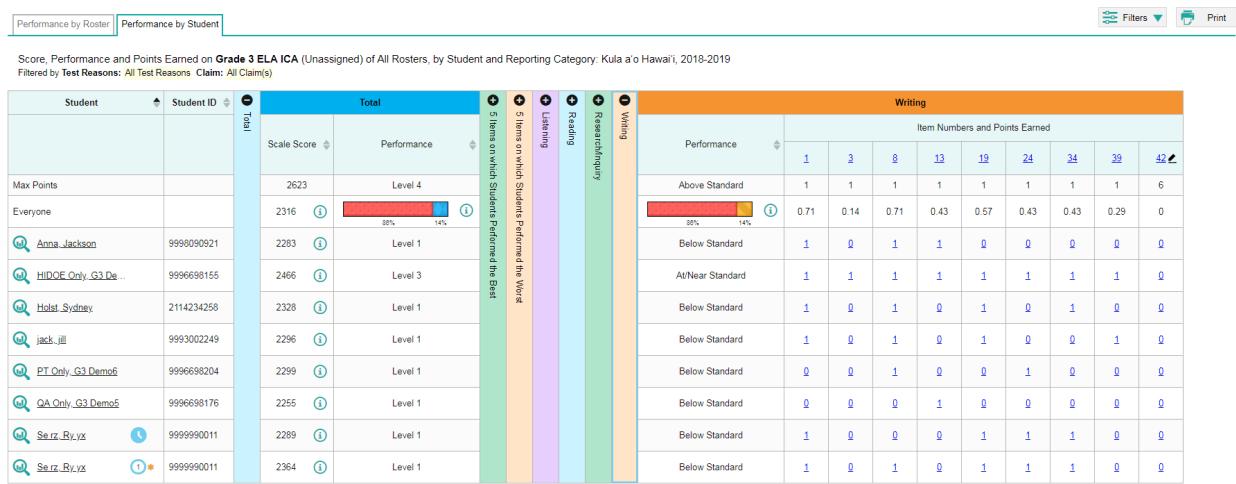
**Note:** Depending on user level, users may score items that are waiting to be handscored. Users will not be able to see their student's final score for a test unless their students are listed in a roster assigned to the user.

- **Machine-Scored Writing Items:** These are items with written responses that typically require hand scoring, but arrive in AIRWays Reporting with automated scores suggested by the machine-scoring system. For more information, see [Modifying Scores for Machine-Scored Writing Items](#).
  - **Unscored Items:** These are items that require hand scoring and arrive in AIRWays Reporting without any suggested scores. For more information, see [Entering Scores for Unscored Items](#).

## Modifying Scores for Machine-Scored Writing Items

You can modify the scores suggested for machine-scored writing items directly from the **Item View** window on available Assessment Reports. A test's Assessment Reports display  in the column headers for each item with editable scores (see [Figure 14](#)).

Figure 14. Assessment Report with Editable Item Scores



Most recent opportunity \* Opportunity is not included in calculations of average scores and performance levels



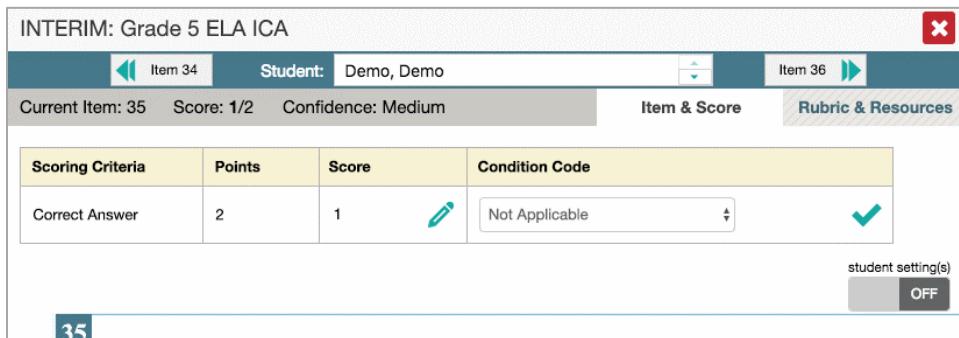
**Alert:** Each machine-suggested essay score has an associated confidence level. When the confidence level for a machine-suggested score is low, a warning icon  displays in the cell for that score. A user review is highly recommended for item scores with low confidence.

*To review and modify machine-suggested scores:*

1. On an Assessment Report with machine-scored items, 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.
3. 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 15. Item View: Scoring Criteria Table



The screenshot shows the 'INTERIM: Grade 5 ELA ICA' Item View window. At the top, it displays 'Item 34' and 'Student: Demo, Demo' on the left, and 'Item 36' on the right. Below this, the 'Current Item: 35' is shown with a score of '1/2' and 'Confidence: Medium'. There are two tabs: 'Item & Score' (selected) and 'Rubric & Resources'. The main area is a 'Scoring Criteria' table:

Scoring Criteria	Points	Score	Condition Code
Correct Answer	2	1 	<input type="button" value="Not Applicable"/> 

At the bottom right of the table, there is a 'student setting(s)' button with 'OFF' selected. The number '35' is visible at the bottom left of the window.

4. Do one of the following:
  - To enter a score for the response, manually enter a numerical score in the *Score* field. The score cannot exceed the value in the *Points* column.
  - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list. For more information about condition codes, see [Appendix B](#).
5. If the item consists of multiple scoring criteria, repeat step 4 for each criterion.
6. Click **Save Score**. Any average scores or performance distributions on the Assessment Report update automatically when you close the **Item View** 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.

For more information about navigating the **Item View** window, see the section [Viewing Items in Reports](#).

## Entering Scores for Unscored Items

If a test in AIRWays Reporting contains unscored items, its performance data is excluded from your **Dashboard** and Assessment Reports until you or another user enter scores for all the unscored items in at least one opportunity of that test.

When you have tests awaiting item scoring, a **Tests to Score** notification appears in the banner (see [Figure 16](#)).

Figure 16. Tests to Score Notification



Clicking the **Tests to Score** notification opens the **Scoring Mode** window (see [Figure 17](#)), where you can enter scores for unscored.

Figure 17. Scoring Mode Window

Assessment Name	Test Reason	Student Count	Items To Score	Date Last Taken
INTERIM: G3-ELA-IAB-BriefWrit	Unassigned	3	7	02/21/2018
INTERIM: HS-ELA-IAB-Listen	Unassigned	4	12	02/21/2018
INTERIM: G3-ELA-IAB-Listen	Post-Instruction	1	1	02/09/2018
INTERIM: Grade 3 ELA ICA	Unassigned	9	27	01/11/2018
INTERIM: G7-ELA-IAB-LangVocab	Unassigned	3	0	12/08/2017
INTERIM: HS-ELA-IAB-PTExp	Unassigned	4	8	12/05/2017

To enter scores for unscored items:

1. In the banner, click **Tests to Score**. The **Scoring Mode Dashboard** window opens, displaying a list of tests with unscored items (see [Figure 17](#)).



**Note:** The table on the **Scoring Mode Dashboard** indicates how many test opportunities and unscored items are available for each test. You can filter and navigate this table just like the Assessments table on your **Dashboard**.

2. Click next to the name of the test you wish to score. The **Test Scoring** page appears, displaying a list of students and items awaiting scoring for the selected test (see [Figure 18](#)).

Figure 18. Test Scoring Page

**ICA-Grade 6 ELA PT (Unassigned) to score for All Rosters, 2018-2019**

Student	Student ID	Items To Score
		Item Numbers
		1
Max Points		2
HIDOE Only, G6 Demo9	8888880168	<a href="#">score</a>
HIDOE Only, G6 Demo8	8888880167	<a href="#">score</a>

3. To enter scores for an item, click the **Score** link for the required item in the required student's row. The **Item View** window opens (see [Figure 19](#)).

Figure 19. Item View: Scoring Criteria Table

Scoring Criteria	Max Points	Points Earned	Condition Code
Correct Answer	2	Not Scored	<a href="#">Edit</a> None

4. On the **Rubric & Resources** tab, review the item's rubric and available resources, if necessary.
5. On the **Item & Score** tab, review the student's entered response and do one of the following:
- To enter a score for the response, manually enter a numerical score in the *Score* field. The score cannot exceed the value in the *Points* column.
  - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list. For more information about condition codes, see [Appendix B](#).
6. If the item consists of multiple scoring criteria, repeat step 5 for each criterion.
7. Click **Save Score**.
8. To continue scoring items, do one of the following:

- To view another unscored item for the same student, use the arrow buttons at the top of the **Item View** window.
  - To view the same unscored item for another student, select the required student from the *Student* field at the top of the **Item View** window.
  - To return to the **Test Scoring** page and select another item manually, click **X** in the upper-right corner of the **Item View** window.
9. Repeat steps [3–8](#) until you have entered scores for all the unscored items for the test.
10. To exit the **Scoring Mode** window, click **X** in the upper-right corner.

Note that for some items, two Scoring Criteria tables appear, with the top one allowing you to set scores and the bottom one displaying transformed scores. When you set 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.



**Note:** After you enter scores for all the unscored opportunities of a test, that test is removed from the **Scoring Mode** window. However, you can still modify the item scores on that test directly from its Assessment Reports by following the procedure in the section [Modifying Scores for Machine-Scored Writing Items](#).

## Section V. Working with AIRWays Report Tables

This section provides instructions for customizing report tables, viewing items in report tables, and accessing additional report information.

### Customizing Report Tables

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

### Filtering Tables

A **Filters** menu appears in the upper-right corner of the **Dashboard** and each report page in AIRWays 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 report 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 13](#) provides an overview of the filters available in AIRWays Reporting.

Table 13. Overview of AIRWays Reporting Filters

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

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

## 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 will be 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.

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

*To 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 expandable columns in the table expand.
2. *Optional:* To collapse all columns again, navigate back to the table. When the "Hide Accessible Table" message appears, press the **Enter** key. All expandable columns in the table collapse, except the **Total** column.

## Viewing Items in Reports

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

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



**Note:** Adaptive tests do not allow for item view except when viewing an individual student. In adaptive test results for multiple students, only reporting categories will be shown in aggregate.

Figure 20. Item View Window: Item & Score

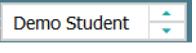
Scoring Criteria	Max Points	Points Earned	Condition Code
Conventions	2	0	None
Evidence/Elaboration	4	0	None
Organization/Purpose	4	0	None

*To view 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 view opens in a pop-up window.

2. To navigate to other items from the **Item View** 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 response for the current item, click the arrows beside the *Student* field  at the top of the window.



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

*To exit item view:*

Click the **X** button at the upper-right corner of the **Item View** window. Alternatively, press the **Esc** key.

## About the Item View Window

The **Item View** window 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 (for machine-scored writing items only).

The **Item & Score** tab includes the following sections (see [Figure 20](#)).

- **Scoring Criteria:** When you're viewing a student's response and the item has multiple scoring criteria, the Scoring Criteria table appears, listing the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for certain items. Note that for some items, a second Scoring Criteria table appears, displaying transformed scores. For more information, see the section [Entering or Modifying Item Scores](#).
- **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 you're viewing a student's response and 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. For more information, see the section [Set Student Settings Display](#).



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

The **Rubric & Resources** tab includes the following sections, which you can expand and collapse by clicking and , respectively (see [Figure 21](#)).

Figure 21. Item View Window: Rubric & Resources

- **Details:** May include the following sub-sections:
  - **Topic:** Reporting Category or skill to which the item belongs.
  - **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.

- **Content Alignment:** Describes the standard and claim aligned to the item.
- **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 perfect response.

## Accessing Additional Report Information

Some Assessment Reports in AIRWays Reporting include supplementary information that you can access, such as resources that HSAP provided for the assessment.

*To access additional information on the assessment:*

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 VI. Global Features in AIRWays Reporting

This section explains how to perform tasks involving the global features in AIRWays Reporting. You can access most of the global features from the banner (see [Figure 22](#)). Access to specific global features is dependent on your user role.

Figure 22. AIRWays Reporting Banner



The following global features and tasks are available in AIRWays Reporting:

- [AIRWays 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](#)



**Note:** When you have tests awaiting item scoring, a **Tests to Score** notification also appears in the banner. For more information, see the section [Entering Scores for Unscored Items](#).

### About the AIRWays Reporting Inbox

The Inbox in the AIRWays Reporting banner stores any PDF or CSV versions of reports you print from a report page. These files automatically expire after a designated period unless you archive them.



**Note:** The Inbox also stores any file exports you create in TIDE or ORS, as well as secure files uploaded by admin users. You can also access the Inbox from the HSAP portal (<https://www.alohahsap.org>).

Figure 23. AIRWays Reporting Inbox

Name	Viewed	Creation Date	Expire Date	Days Available	Actions
Points_Earned_on_Grade_5_ELA_ICA_(Unassigned)_Items_by_Reportin...		8/14/2018 8:18 AM	9/13/2018 8:18 AM	31 days	
Points_Earned_on_Grade_11_ELA_ICA_(Unassigned)_Items_by_Reportin...	✓	8/14/2018 8:11 AM	9/13/2018 8:11 AM	31 days	
Points_Earned_on_Grade_11_ELA_ICA_(Unassigned)_Items_by_Reportin...	✓	8/14/2018 8:05 AM	9/13/2018 8:05 AM	31 days	
Average_Score_Performance_Distribution_and_Average_Points_Earn...	✓	8/14/2018 8:02 AM	9/13/2018 8:02 AM	31 days	
Average_Score_Performance_Distribution_and_Average_Points_Earn...	✓	8/14/2018 7:59 AM	9/13/2018 7:59 AM	31 days	
Average_Score_Performance_Distribution_and_Average_Points_Earn...	✓	8/14/2018 7:53 AM	9/13/2018 7:53 AM	31 days	

To access reports in the **Inbox**:

1. In the banner, click **Inbox**. The **Inbox** window appears, listing the available files (see [Figure 23](#)).
2. Select a file from the available tabs:
  - **Dashboard:** Displays all the files except for those that you have archived.
  - **Recent Files:** Displays files that were created recently.
  - **View Archives:** Displays files that you archived.
3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files and click .
4. Do one of the following:
  - To download a file, click **Download**.
  - To archive a file, click .



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

## 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 AIRWays Reporting to modify an opportunity's assigned test reason.



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

*To associate test opportunities with a test reason:*

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

Figure 24. Search Test Sessions for Test Reason Panel

The screenshot shows a search interface titled "Search Test Sessions for Test Reason". It includes a "Session ID" input field with placeholder text "Please Type a Session ID", a "Test Reason Filter" dropdown menu set to "Select a Test Reason", and two date selection fields for "Session Start Date" and "End Date". A note states "Please select a date range no more than 7 days." A green "Search" button is at the bottom right.

2. To search for available test opportunities, do one of the following in the *Search Test Sessions for Test Reason* panel (see [Figure 24](#)):
  - 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 seven days.
3. Click **Search**.
4. A list of retrieved test sessions appears (see [Figure 25](#)).
  - Optional:* You can click next to a session to expand the list of tests administered in that session.
  - Optional:* You can click next to a test name to expand the list of students who completed that test opportunity in that session.

Figure 25. Test Reason Search Results

Session ID	Test Date / Time	TA Name	# of Students in Session
UAT-ETB2-3	08/01/2018 09:32 PM - 08/01/2018 10:15 PM	DemoUser, TA	10
UAT-D2B6-3	08/01/2018 03:50 PM - 08/01/2018 04:33 PM	HIDOE, Demo TA-ALT	10
Test Name	Subject	Grade	# of Students
IAB-Grade 3 Math Number and Operations in Base Ten	Mathematics	grade 3	10
Student Name	Student ID	Test Reason Assigned	
Hopk, Lsxb	9999990023	Unassigned	
Serz, Ry yx	9999990011	Opportunity 1	
HIDOE Only, G3 Demo8	9996698161	Unassigned	
HIDOE Only, G3 Demo7	9996698160	Unassigned	
HIDOE Only, G3 Demo6	9996698159	Unassigned	
HIDOE Only, G3 Demo5	9996698158	Unassigned	

5. 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.

6. Click **Assign Test Reasons** below the list of retrieved sessions. The **Confirm Test Reason and Assign Opportunities** window appears (see [Figure 26](#)).

Figure 26. Confirm Test Reason and Assign Opportunities Window

10/1/2016      Date: 10/7/2016

Please Select a Test Reason: Fall

Rows per page:

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

2 Items: < 1 of 1 >

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

8. Click **Confirm**.



**Alert:** The ELA Interim Comprehensive Assessments (ICAs) consist of two test components that are combined into a single assessment for AIRWays 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 AIRWays Reporting display preferences to specify which assessment data to include in your reports. By default, AIRWays Reporting displays data for all the assessments associated with a user or institution (for more information, see the section [About the Assessments in AIRWays Report](#)).

### Selecting Tests to Display

These instructions apply to teachers and Test Administrators.

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 27. Select Tests to Display Window

Select Tests to Display

Save & Close

Select the assessments you wish to display on the dashboard.

<input checked="" type="checkbox"/> ELA	<span style="color: red;">NEW!</span>
<input checked="" type="checkbox"/> Grade 3	
<input checked="" type="checkbox"/> Grade 4	
<input checked="" type="checkbox"/> Grade 5	
<input checked="" type="checkbox"/> Grade 6	
<input checked="" type="checkbox"/> Grade 7	
<input checked="" type="checkbox"/> IAB-Grade 7 ELA Editing	
<input checked="" type="checkbox"/> IAB-Grade 7 ELA Read Literary	
<input checked="" type="checkbox"/> Grade 7 ELA ICA	
<input checked="" type="checkbox"/> Grade 8	
<input checked="" type="checkbox"/> Grade 11	<span style="color: red;">NEW!</span>
<input checked="" type="checkbox"/> Mathematics	

*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 27](#)).
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.

## Setting Rosters to Display

These instructions apply to users with a school- or complex-level user role.

You can update your preferences to specify which rosters appear on your assessment reports. You can choose between the following options:

- **All Rosters:** If you select this option, data for all rosters appear in your assessment reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear on the School Assessment Report for that assessment.



**Example:** Teacher A and Teacher B are both associated with a Grade 7 ELA assessment. Teacher A updated her 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 on the School Assessment Report for Grade 7 ELA, but you will not see data for Teacher A on this report.

*To select which rosters to display:*

1. From the **My Settings** drop-down list in the banner, click **Select Roster Preferences**. The **Select Roster Preferences** window appears.
2. Mark the radio button for your preferred roster option.
3. Click **Save & Close** to close the window.

## Set Student Settings Display

Some reports in 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 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.

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

## Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Some reports in AIRWays 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 AIRWays 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 28](#)).

Figure 28. Add Roster Form

The screenshot shows the 'Add Roster' form interface. At the top, there's a teal header bar with the text 'Search for Students to Add to the Roster'. Below the header, there are three dropdown menus: 'Complex Area' (set to 'select a Complex Area'), 'Complex' (set to 'select a Complex'), and 'School' (set to 'select a School'). To the right of these dropdowns are two input fields: 'State Student Identification Number (SSID)' and 'Enrolled Grade' (set to 'None selected'). At the bottom left of the form area, there's a link labeled '+ Advanced Search' and a green 'Search' button.

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 **State Student Identification Number (SSID)** field, enter a specific SSID.
  - e. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
  - 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 those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
  - g. Click **Search**.
3. In the *Add Students to the Roster* panel (see [Figure 29](#)), 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 29. 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 28](#)).

5. *Optional:* In the **Add Students to the Roster** panel (see [Figure 29](#)), 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 30](#)).

Figure 30. 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 14](#) 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 31](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 31. File Upload Preview

The screenshot shows the 'File Upload Preview' 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 'Next' button. Below the progress bar, there is an informational message: 'Verify you uploaded the correct file. Click Next if the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Rosters page.' The main area is titled 'Step 2: Preview' and contains a table with the following data:

Row Number	SCHOOL-ID	USER-EMAIL	ROSTER-NAME	STUDENT-SSID
1	999	lskgs@email.org	Test Roster	88888844

Buttons at the bottom include 'Next' (green) and 'Cancel' (orange).

7. Click **Next** to validate the file. Any errors or warnings are displayed on the ***Validate*** page (see [Figure 32](#)).



**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 32. Sample Validation Page

Row Number	SCHOOL-ID	USER-EMAIL	ROSTER-NAME	STUDENT-SSID
1	999	⚠️ iskgs@email.org	Test Roster	⚠️ 88888844



**Note:** If your file contains a large number of records, AIRWays Reporting processes it offline and sends you a confirmation email when complete. While AIRWays 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**. AIRWays 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 14](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 14. Columns in the Rosters Upload File

Column Name	Description	Valid Values
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. 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 AIRWays Reporting.
Roster Name*	Name of the roster.	Up to 20 characters.
Student SSID*	Student's unique identifier within the complex.	Up to 30 alphanumeric characters.

\*Required field.

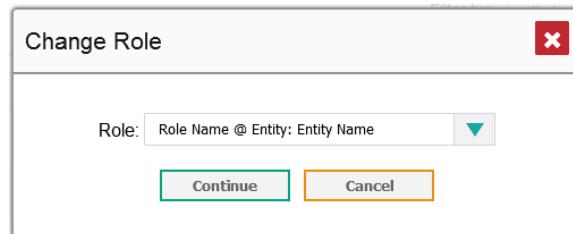
## Changing User Roles

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 33](#)).
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 33. Change Role Window



## Printing Reports

You can print any report available in AIRWays 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:
  - **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**.

- *Optional:* If the report is for a particular student, you can select the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student's responses.
- 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 AIRWays Reporting Inbox available in the banner. For more information, see [About the AIRWays Reporting Inbox](#).

## Appendix A. About Non-Scorable Test Opportunities

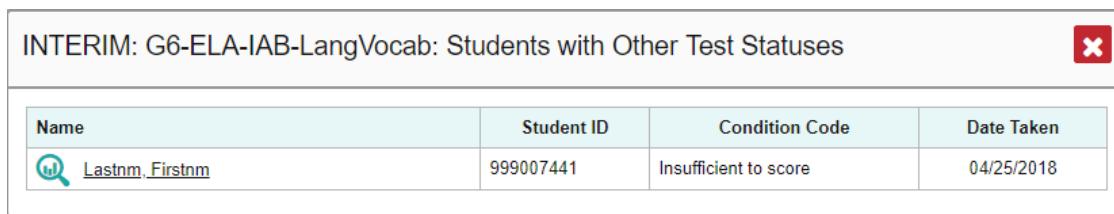
The reports in AIRWays Reporting do not include data for non-scorable test opportunities. A student's test opportunity cannot be scored when it has a test status of "Expired" or "Invalidate," or when it includes blank or empty topics (topics without items). If a student's test opportunity is non-scorable,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

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

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

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 34](#)). 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 34. Students with Other Test Statuses Window



Name	Student ID	Condition Code	Date Taken
Lastnm, Firstnm	999007441	Insufficient to score	04/25/2018

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

## Appendix B. About Condition Codes

This appendix provides an overview of the various condition codes you can enter for a machine- or hand-scored item when you cannot enter a traditional score for the student's response.

Table 15. 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.</li> </ul>
Off Topic	<ul style="list-style-type: none"> <li>For ELA Full Writes Only:</li> <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>
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>

## Appendix C. User Support

If this document does not answer your questions, please contact the AIRWays 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

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](http://alohahsap.org) portal website in the **Resources >> Technology** section.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- SSIDs of affected students
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure Browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

## 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 in Printing Reports.	Section VI. Global Features in AIRWays Reporting	9/12/18
Updated information in Viewing Items in Reports.	Section V. Working with AIRWays Reporting Tables	9/14/18
Added information to About the Student Assessment Report.	Section III. Viewing Reports in AIRWays Reporting	9/17/18
Updated note on NGSS Testlets only providing Raw Score information for Tables 6 and 8.	Section III. Viewing Reports in AIRWays Reporting	1/15/19
Added instructions for two accessibility features: how to exit an Item View window with the Esc key and how to expand all accordion sections in a report.	Section V. Working with AIRWays Report Tables	1/15/19
Added new information on "n/a" scores.	Section I. Overview of AIRWays Reporting	1/15/19
Added an explanation of transformed scores and of the second Scoring Criteria table that appears on some items.	Section IV. Entering or Modifying Item Scores Section V. Working with AIRWays Report Tables	2/19/19
Cropped the screenshots for Figure 15 and Figure 20.	Section IV. Entering or Modifying Item Scores	1/14/20