Hawai'i Statewide Assessment Program

Centralized Reporting User Guide

For Summative Assessments

2022–2023

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Cambium Assessment

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Introduction to the User Guide

This user guide gives instructions on using the Centralized Reporting System for accessing summative assessment data.

It includes the following sections:

- How to Navigate Reports
- How to Set Up Your Reports
- How to Export and Print Data

There is also an appendix with additional information and instructions.

Login Process

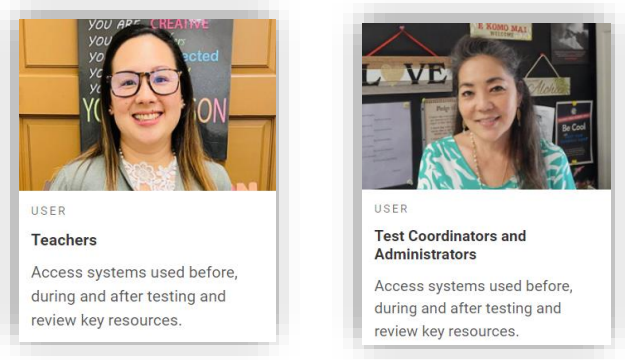
This section describes how to log in to the Centralized Reporting System.

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

How to Log In to the Centralized Reporting System

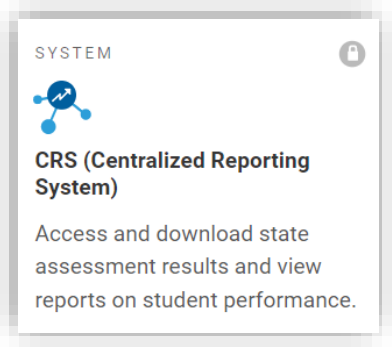
1. Navigate to the HSAP portal at alohahsap.org and select your assessment program.
2. Select your user role from the cards displayed (see Figure 1).

Figure 1. User Role Cards



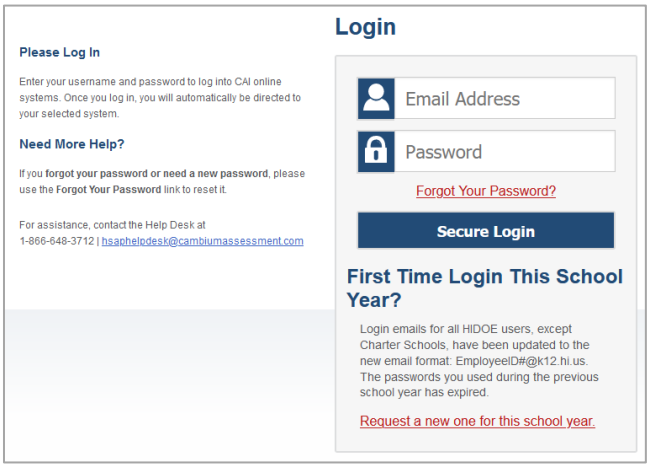
3. Under the **After Testing** section, click the **Centralized Reporting System** card (see Figure 2). The login page appears.

Figure 2. Centralized Reporting System Card



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

Figure 3. Login Page

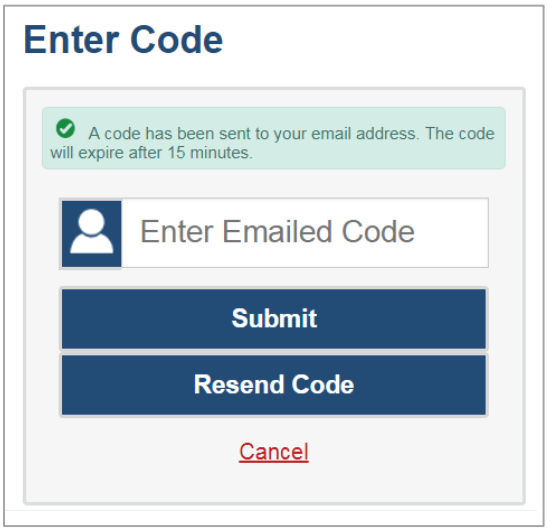


a. Click **Secure Login**.

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

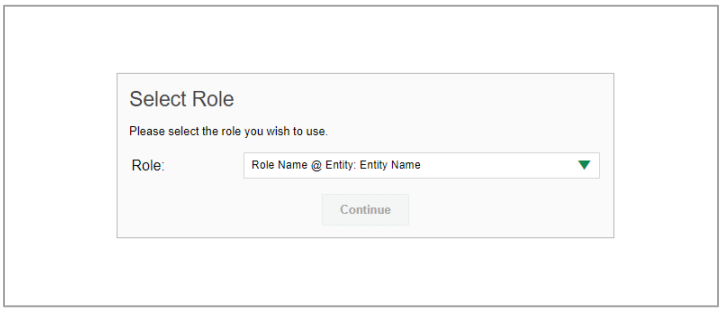
   – If the authentication code has expired, click **Resend Code** to request a new code.

Figure 4. Enter Code Page



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

Figure 5. Select Role Window



The dashboard for your user role appears.

How to Set or Reset Your Password

Your username is the email address associated with your account in Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from DoNotReply@cambiumast.com that contains a link to the ***Reset Your Password*** page (see Figure 6). To activate your account, you must set your password within 15 minutes.

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

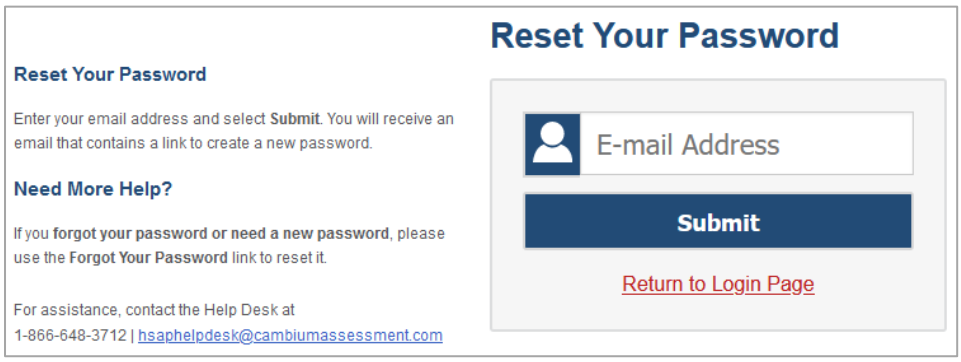
- **If your first temporary link expired:**

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

- **If you forgot your password:**

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

Figure 6. Reset Your Password Page



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

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

- **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.

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand Which Students Appear in Your Reports

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

Note: For Hawaii, "district-level users" refer to HIDOE users who are in the TIDE system with the Complex user role. Please see the *TIDE User Guide* on the alohsahsap.org portal page for additional information about user roles.

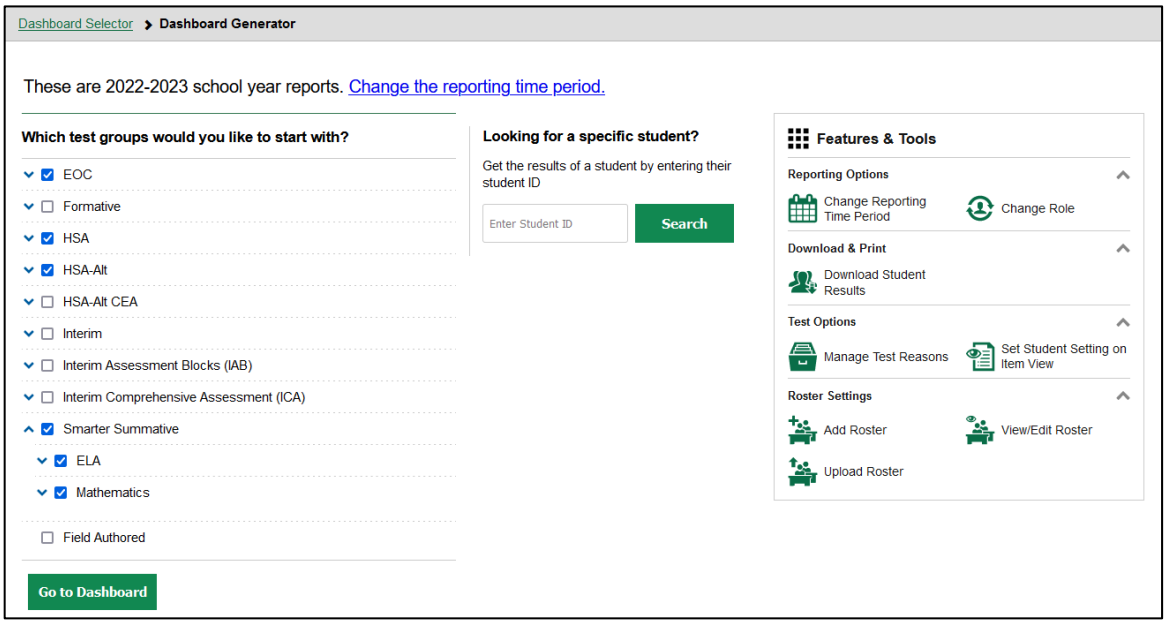
How to Start Viewing Reports

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

How to Use the Dashboard Generator Page

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

Figure 7. Dashboard Generator Page



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

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

1. *Optional*: To change the test groups listed in the Dashboard Generator, change the reporting time period.
2. Select the tests you want to view, expanding the test groups as needed.
3. *Optional*: To save your selections, mark the checkbox **Make these my default selections**. These selections will be set in the Dashboard Generator whenever you log in. You can change the defaults at any time.
4. Click **Go to Dashboard**. The dashboard appears, displaying any data available for your selections.

How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the third card shown in Figure 8 is for Summative ELA).

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

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

Note: many images in this user guide that show examples of the Centralized Reporting System will include numbered red boxes that focus on a particular part of the image. A key explaining the numbering shown in an image is included in the table directly below that image.

For example, the table directly below Figure 8 explains that the portion of the image labeled as "1" shows the test group aggregation card.

The table will be present for any figures that include numbered sections.

Figure 8. Dashboard

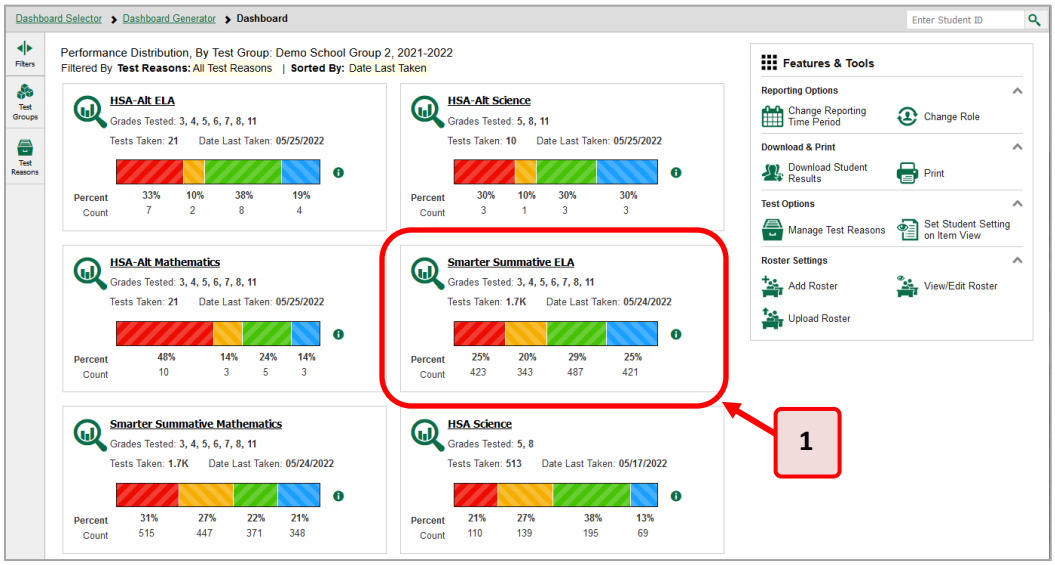


Table 1. Teacher View: Dashboard

#	Element
1	Test group aggregation card

If a message appears saying “There are no assessments to display,” you may not have any students who have taken tests in your selected test groups in the selected time period. You can change the reporting time period; for more information, refer to How to View Data from a Previous Point in Time.

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

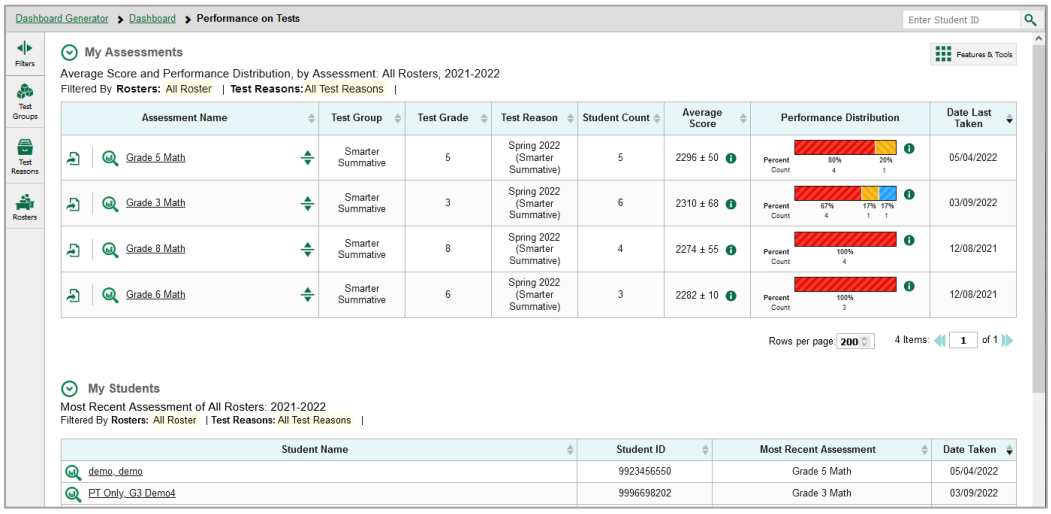
How to View More Detailed Data on a Particular Test Group

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

In the Performance on Tests report, teachers see two tables, as in Figure 9:

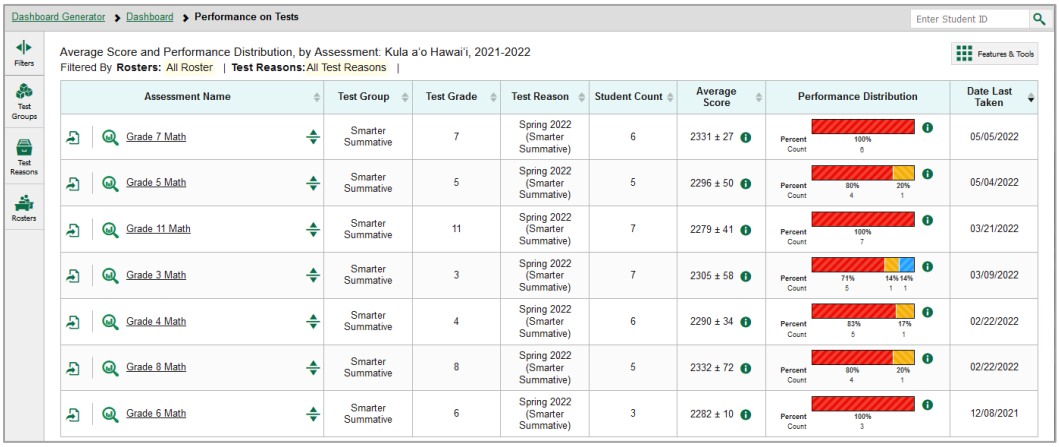
- The My Assessments table, listing all the assessments in the filtered test group or groups.
- The My Students table, listing all your students who took the assessments.

Figure 9. Teacher View: Performance on Tests Report



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

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



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

Figure 11. Teacher View: Performance on Tests Report

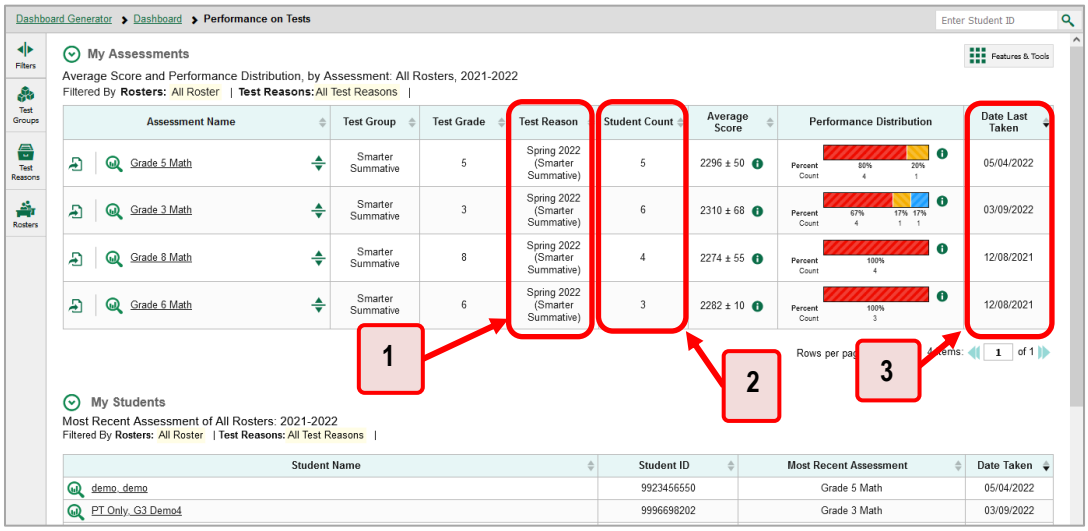


Table 2. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (test windows)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

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

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

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

The **Performance by Student** tab displays test results for each of your students across classes (rosters). In order to see the results for all your students, follow the instructions below.

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the assessments table at the top of the page, as shown in Figure 11.

3. In the report that appears, select the **Performance by Student** tab, as in Figure 12. You will see results listing all your students. The first few rows also show aggregate performance data for your state, complex area, complex, school, and/or total students.

Figure 12. School Performance on Test Report: Performance by Student Tab

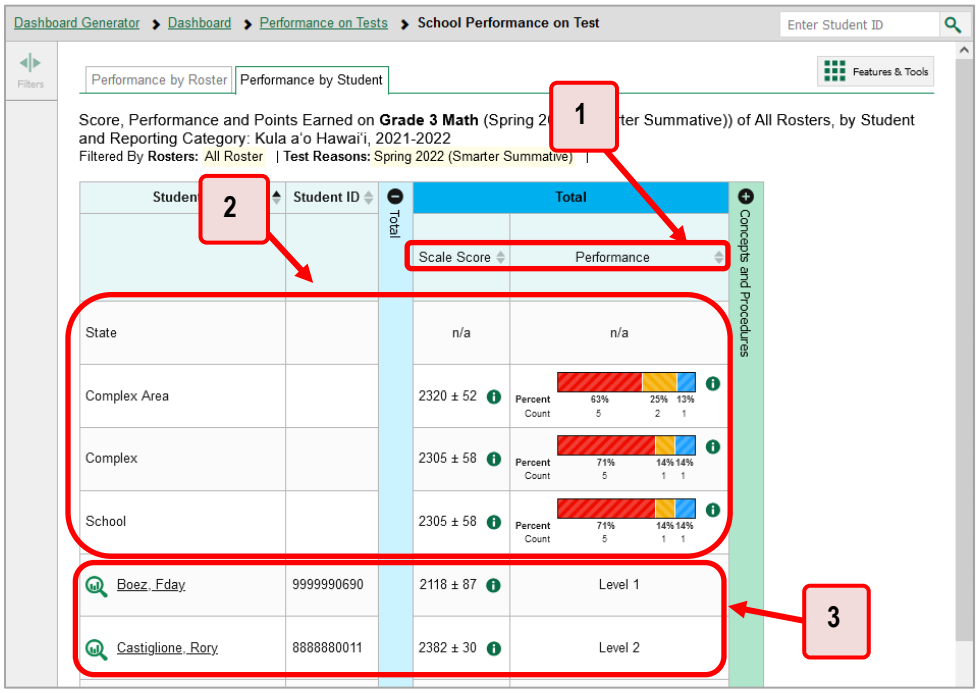


Table 3. School Performance on Test Report: Performance by Student Tab Elements

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

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

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

Figure 13. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

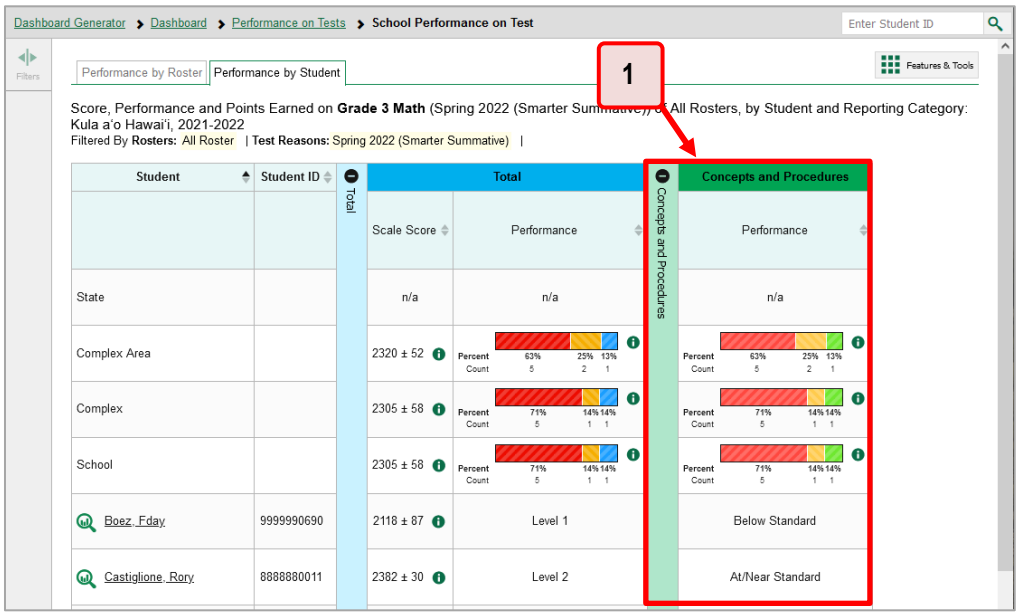


Table 4. School Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section (expanded)

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

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

How to Access Test Results for All Your Classes (Rosters)

The **Performance by Roster** tab (Figure 14) displays test results for each class (roster). To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the table of assessments, as shown in Figure 11. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

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

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the table of assessments, as shown in Figure 12. A page of district test results appears, listing schools within the district.

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

The report shown in Figure 14 displays a list of your classes (rosters) and each class's performance. The first few rows also show aggregate performance data for your state, complex area, complex, school, and total students.

Figure 14. School Performance on Test Report: Performance by Roster Tab

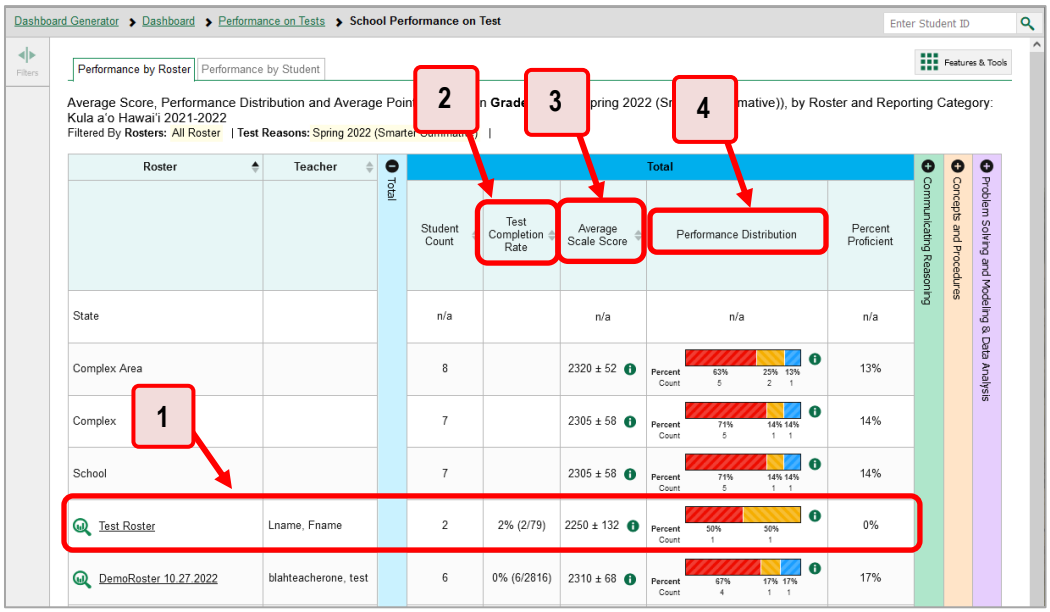


Table 5. School Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Class (roster) performance data
2	Test Completion Rate column (click to sort)
3	Scale Score column (click to sort)
4	Performance Distribution column

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

To see which classes performed best on the test, do either of these things (see Figure 14):

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

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

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see Figure 14).

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

For tests with reporting category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 15), you can view average score and a performance distribution bar for each class (roster) under the reporting category Communicating Reasoning.

Figure 15. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

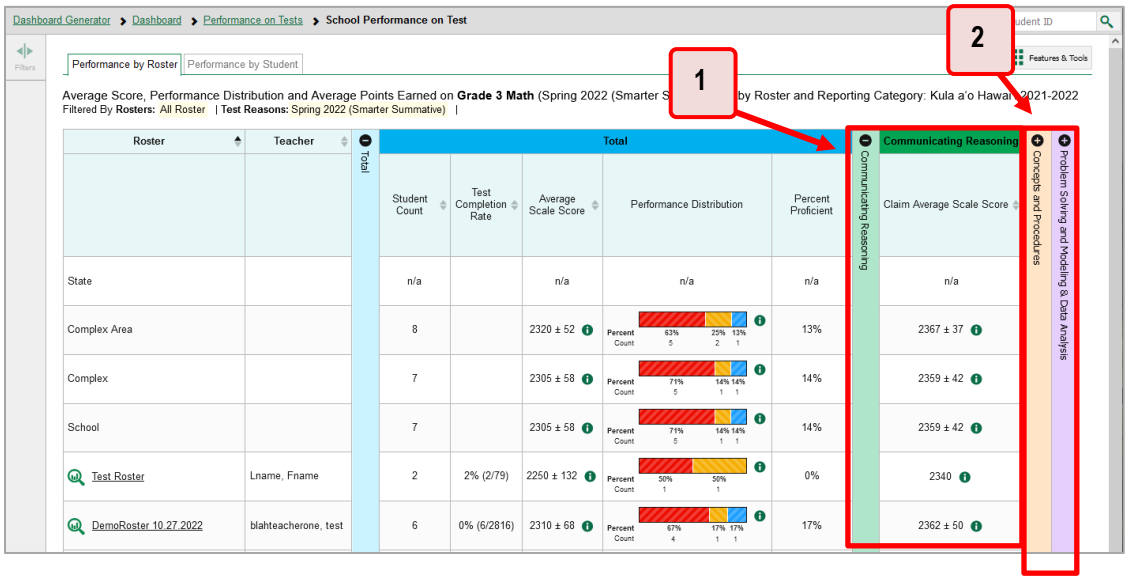


Table 6.School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

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

How to View and Interpret Standard Measures Within Reporting Category Sections

Aggregate test results for adaptive tests may include detailed performance measures within standards within reporting categories. Please note, the information in this section applies to all Hawaii assessments except for the Hawaii Statewide Alternate Assessment (HSA-Alt) which only reports an overall scale score.

For the Smarter Balanced Summative Assessment, an educational standard, sometimes called an assessment target, describes at a more granular level than claim, the expectations of the knowledge, skills, and/or abilities assessed by the items and tasks within each claim. Standards are nested within clusters (groups of standards). A target can be aligned to one or more standards. For Smarter Balanced Summative Assessments, target reports are available for ELA/L claims 1 and 2, and Mathematics claim 1 only.

> **Note**: Due to the constraints of the SY 2022-2023 shortened summative blueprint for the Smarter Balanced ELA and Math assessments in Hawaii, claim information will be available at the individual student level for claim 1 for Math and claims 1 and 2 for ELA. However, target reports are only available at the roster level for all reported claims for ELA but only in claim 1 for Math. This user guide provides instructions and figures (examples) showing how to access this information for SY 2022-2023 aggregates, and for all claims in past years' Smarter Balanced summative assessments at the student level, such as SY 2018-2019.

The Standards sub-section (shown in Figure 16) contains the following:

- **Clusters** within the reporting category.
  - **Standards** within each cluster.
    - **Measures** within each standard, such as "Proficient" and "Weak or Strong?"

To learn more about each standard for a particular test, or to learn more about the measures reported for each standard, click the more information button to the right of the standard name and/or the measure.

Figure 16. School Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

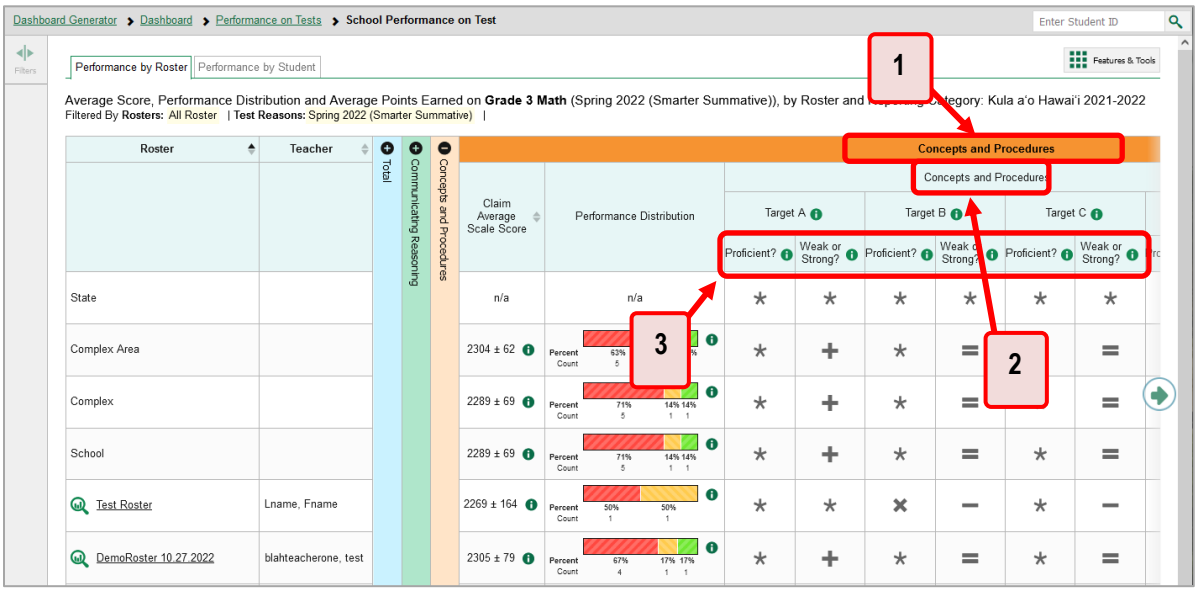


Table 7. School Performance on Test Report: Performance by Roster Tab: Reporting Category Section Elements

#	Element
1	Cluster header within a reporting category
2	Standard header within the cluster column
3	Proficient and Weak or Strong? measures within the standard

Each standard column consists of sub-columns displaying performance measures:

- **Proficient:** This column displays icons indicating whether students have on average attained proficiency in the standard.
- **Weak or Strong?:** You may want to identify strengths and weaknesses in different standards within the reporting category so you can focus instruction on very specific areas where improvement is needed. This column displays icons indicating how students' average performance on the standard compares with their average performance on the overall test. Note that these icons indicate only relative performance and not proficiency.

Legend for "Proficient?" Column:

✓	Performance is above the Proficiency Standard.
⊖	Performance is near the Proficiency Standard.

✖	Performance is below the Proficiency Standard.
*	Insufficient Information (this indicates there are not enough student responses within the roster/school/etc to calculate meaningful data for a target).

Legend for "Weak or Strong?" Column:

+	Performance is better than on the rest of the test as a whole.
=	Performance is similar to performance on the test as a whole.
−	Performance is worse than on the rest of the test as a whole.
*	Insufficient Information (this indicates there are not enough student responses within the roster/school/etc to calculate meaningful data for a target).

Note: The most granular level of target reporting is at the roster level. A target report of a roster with less than 10 students could be generated but may display insufficient information (*) for a majority of the targets. Having at least 10 students in a roster is recommended to generate meaningful results, although insufficient information (*) may still be displayed for some targets.

To learn more about these measures and the symbols they use, click the more information button ⓘ to the right of each measure. Additional information specifically for Smarter Balanced Summative Assessment target reports is also found in the *Smarter Balanced Target Report Fact Sheet*, available in the Reporting Resources section on the AlohaHSAP.org portal.

How to View and Interpret Writing Dimension Measures

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

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

- **Essay type**. For example, Informational, Narrative, and Opinion.
  - **Writing dimension** within the essay type, as listed in item rubrics. For example, Conventions, Evidence/Elaboration, and Organization/Purpose.
    - **Point value**. A sub-column for each possible item point value for the writing dimension. Each point value sub-column displays the percentage of students who earned that number of points.

For each dimension, the lowest ▼ and highest ▲ point values are sometimes highlighted and marked with arrow icons in the rows with the highest percentages. This allows you to quickly identify groups of students who are performing well and those who may need additional support.

Note that highlighting and arrow icons do not appear where they are not useful. A report containing only one row of data does not have them, and neither does a row in which the percentages are "n/a" or are all the same.

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

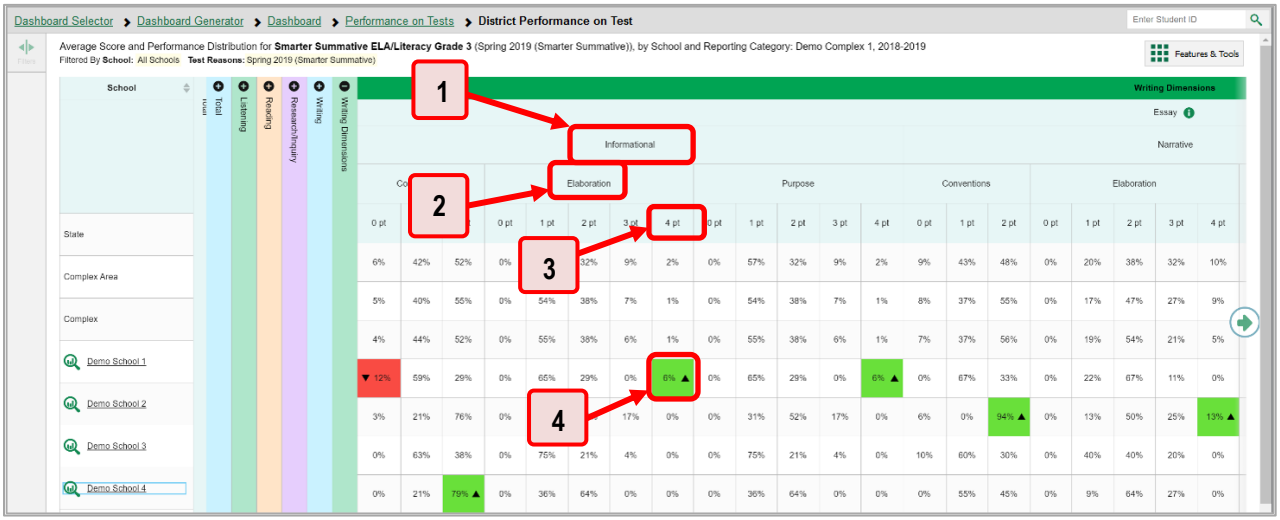
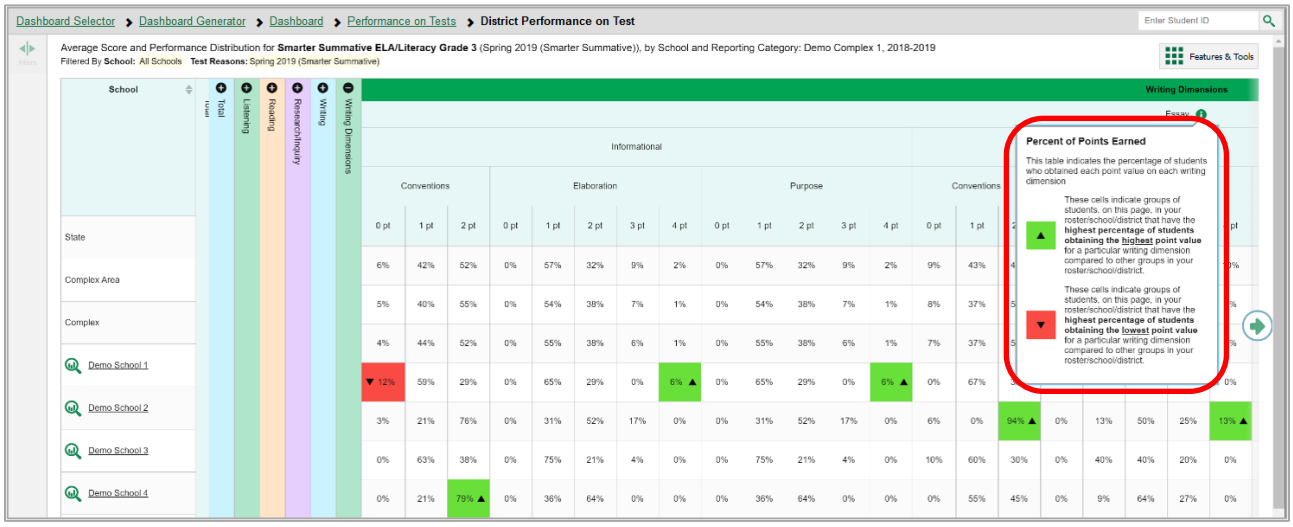


Table 8. District Performance on Test Report Elements

#	Element
1	Essay type header
2	Writing dimension header
3	Point value
4	Cell with the highest percentage earning the highest point value for this dimension

To learn about the highlighting and arrow icons, click the more information button in the Essay header. A legend expands, as in Figure 18.

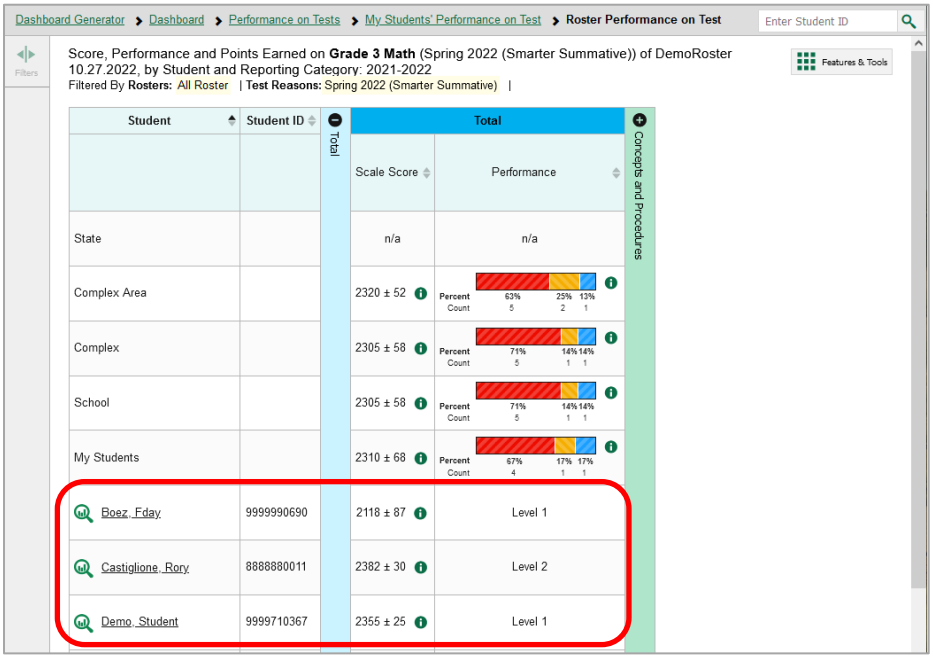
Figure 18. District Performance on Test Report with Expanded Writing Dimensions Section and Expanded Legend



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

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

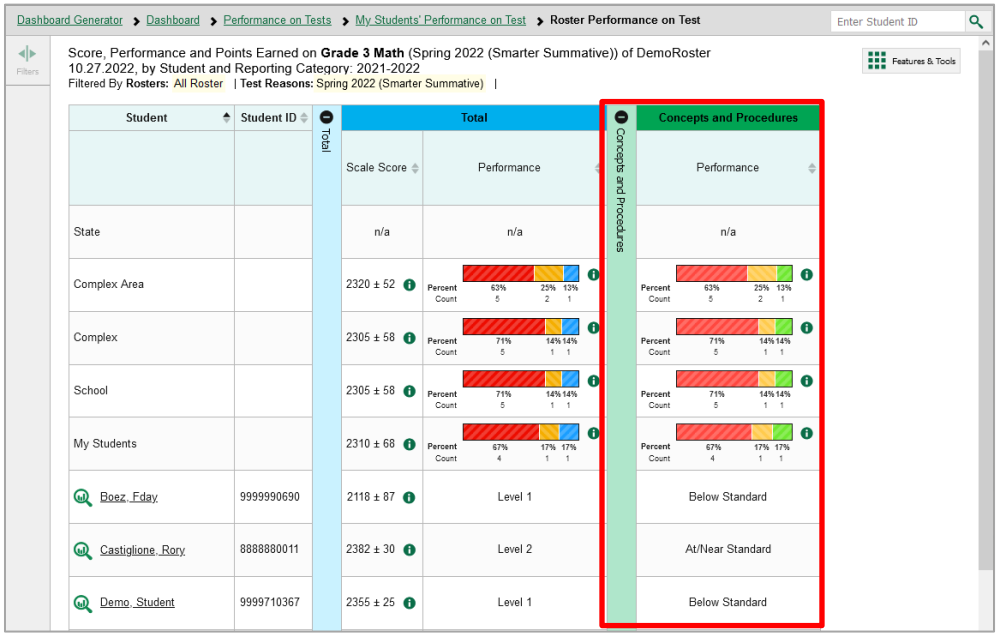
Figure 19. School-Level User View: Roster Performance on Test Report



How to See How Well Students in Your Class (Roster) Performed in Each Area of the Test

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

Figure 20. School-Level User View: Roster Performance on Test Report with Expanded Reporting Category Section



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

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

How to Access Test Results for a School

School-level users:

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.
2. Click a test name (or beside it) in the table of assessments, as shown in Figure 11. The School Performance on Test report appears.

District-level users:

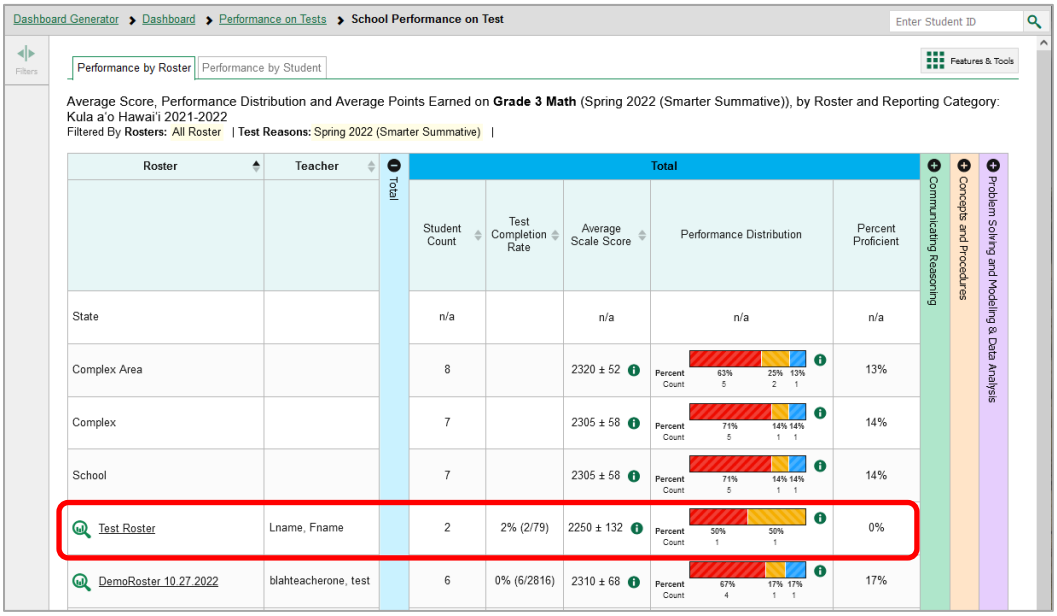
1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.
2. Click a test name (or beside it) in the table of assessments, as shown in Figure 12. A table listing test results by school appears.

3. Click the name of the school (or beside it) for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school. See the section For District-Level Users: How to Filter Schools to Display.

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

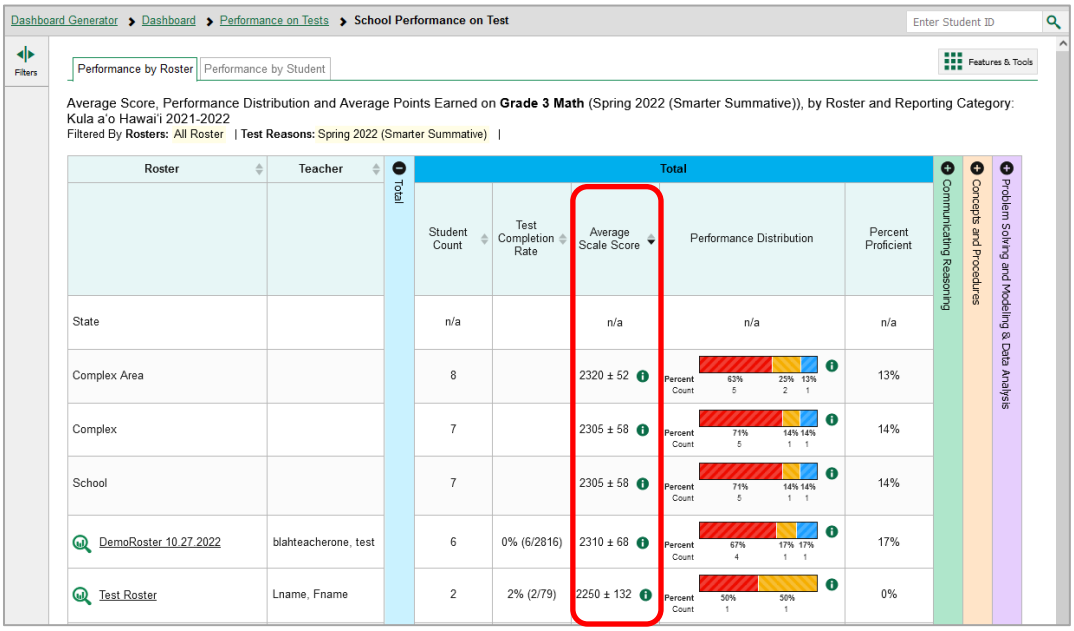
Figure 21. School Performance on Test Report: Performance by Roster Tab



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

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see Figure 22). Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 22. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



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

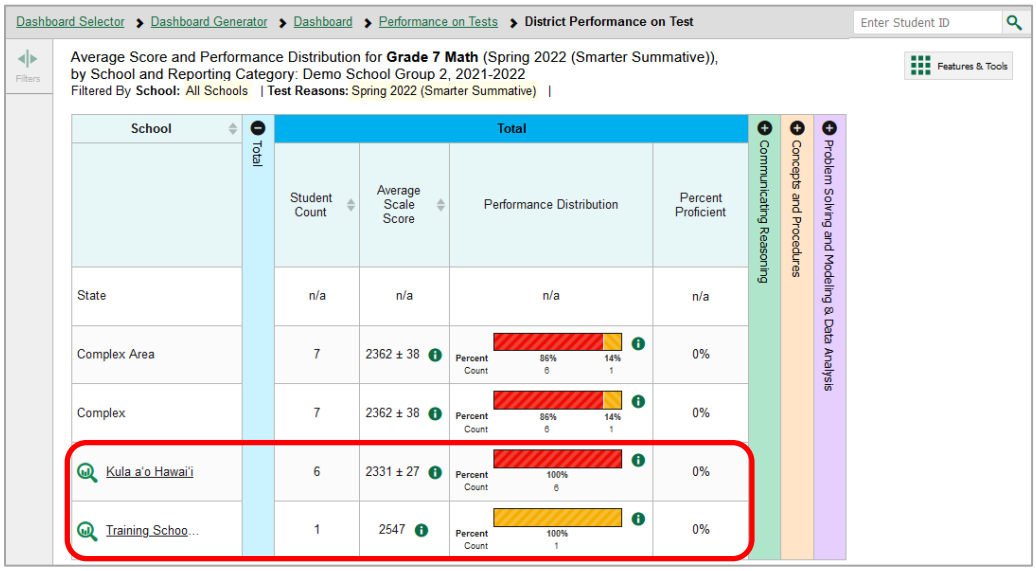
You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the table of assessments, as shown in Figure 12. The District Performance on Test report appears, listing schools in the district (see Figure 23).

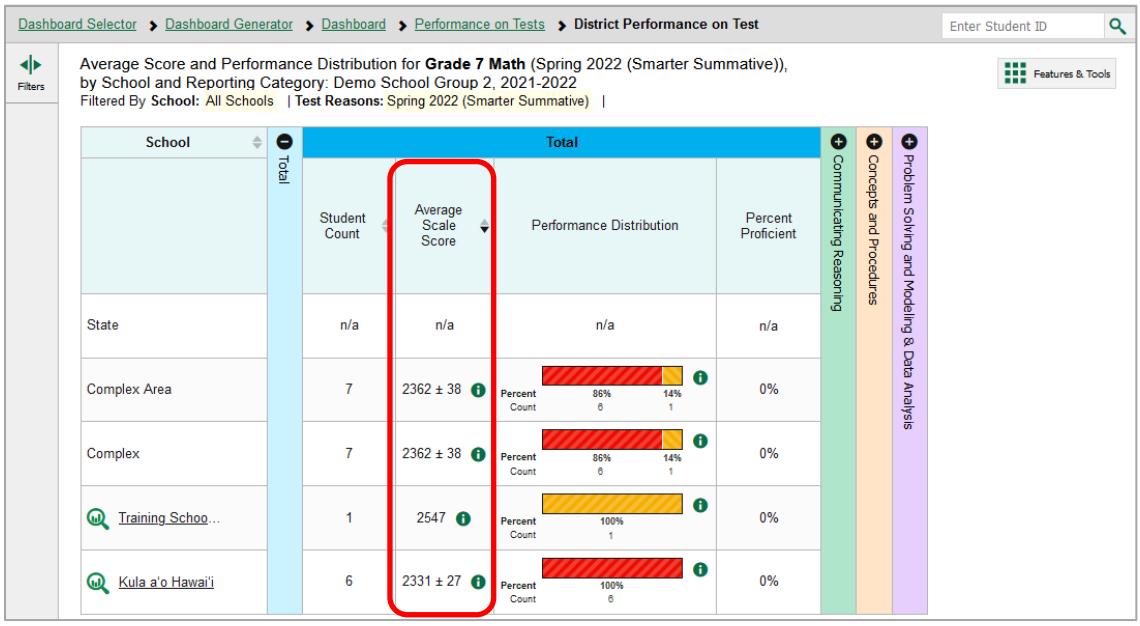
Figure 23. District Performance on Test Report



How to See Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column, and click the score column to sort by it (as in Figure 24).

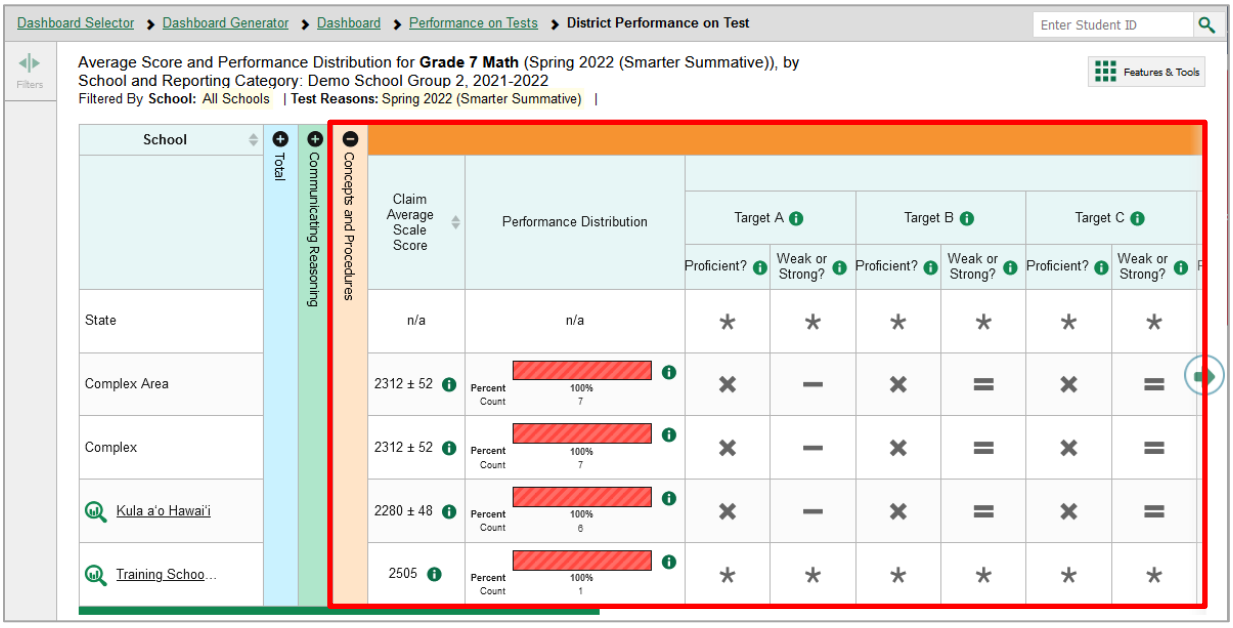
Figure 24. District Performance on Test Report Sorted by Score



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

Click the vertical section bars to expand the reporting category sections (as in Figure 25).

Figure 25. District Performance on Test Report with Expanded Reporting Category Section



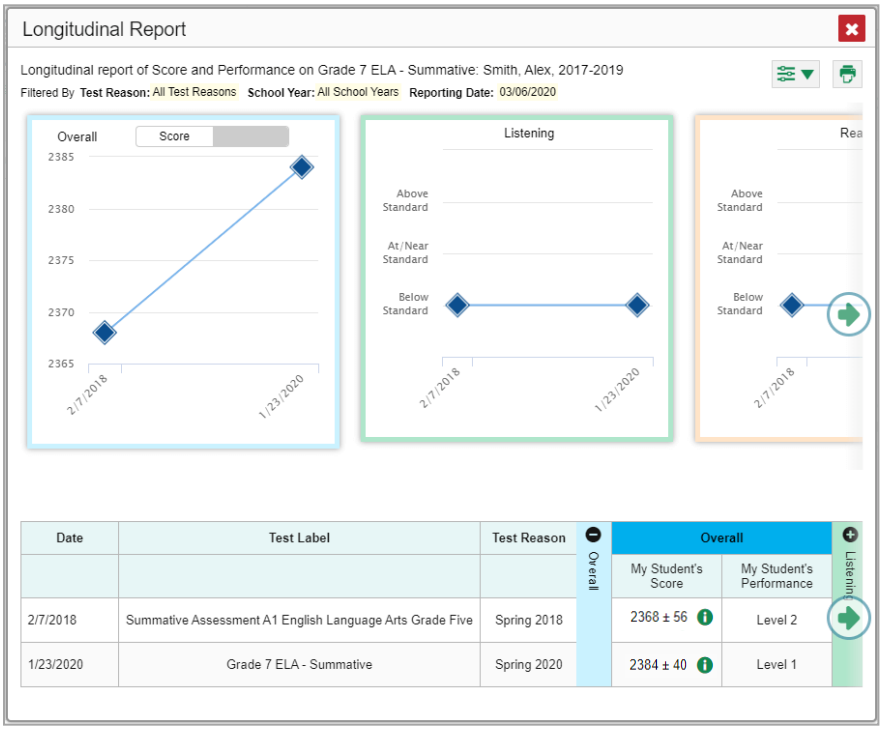
How to Track Student Performance Over Time

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

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

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
- An individual student (see Figure 26).

Figure 26. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



How to Access a Longitudinal Report Comparing Related Assessments

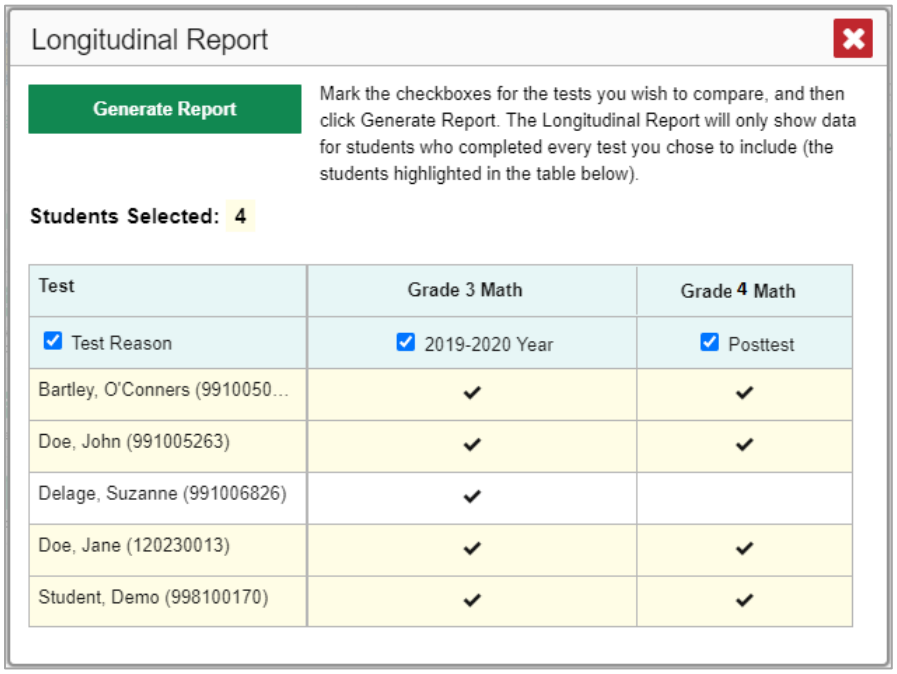
If the student(s) in your test results have completed the same assessment across consecutive years, the **Build Longitudinal Report** button allows you to access a Longitudinal Report in the reports for any of those assessments. If the students have not completed multiple related assessments, then no Longitudinal Report is available. Some examples of situations where no Longitudinal Report is available include Grade 3 students who are completing summative testing for the first time, and HSA Science students who are not tested in consecutive years.

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

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

- **Teachers only**: If the test results you're looking at are for multiple students, a table appears with a column for each test (see Figure 27). This table does not appear if you're looking at an individual student.
  - A sub-column appears for each test reason (a category of test, or, for a summative, a test window).
  - The cells in the columns display checkmarks to indicate which students completed which test/test reason combinations.

Figure 27. Teacher View: Longitudinal Report Window: Detailed Report Options Page



  - Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all, or clear it to remove all. The test opportunities that will be included are highlighted in yellow.

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

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

Look at the graph in the upper-left corner of the Longitudinal Report (see Figure 28). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 28. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories

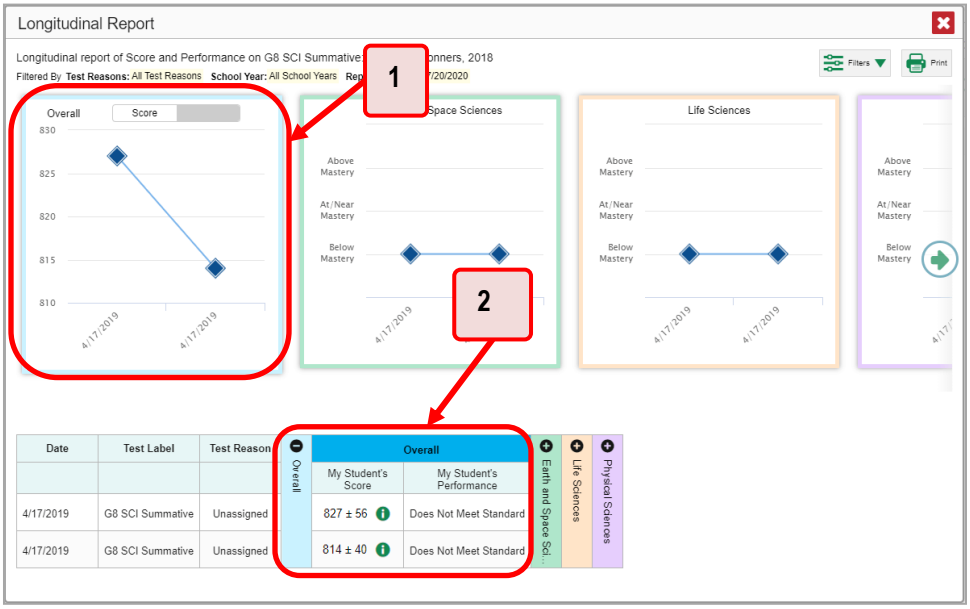


Table 9. Longitudinal Report Window Elements

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

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

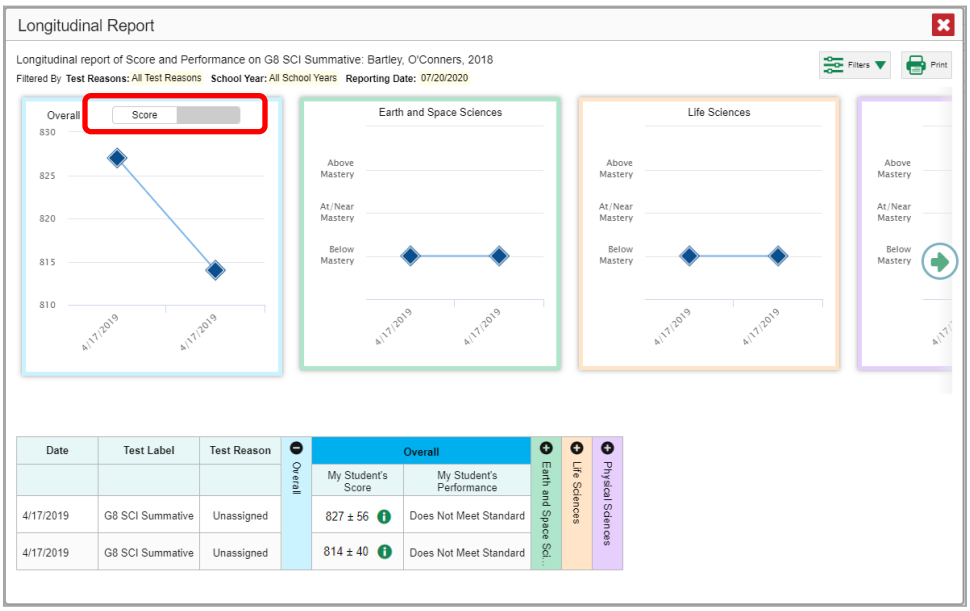
Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

How to Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in Figure 29. Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

Figure 29. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories



How to See Students' Performance in Different Areas Over Time

Look at the reporting category graphs to the right of the overall performance graph, or look at the expandable reporting category sections in the table at the bottom (see Figure 29). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

How to Modify the Test Groupings You've Selected

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

How to Filter Test Opportunities to Show Some and Not Others

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

Note that filtering tests may affect the set of students whose data are included in the report.

1. Open the **Filters** menu at the upper-right corner and select the filter options you prefer from the drop-down lists (see Figure 30).

Figure 30. Longitudinal Report Window: Summative Report for a Single Student with Multiple Reporting Categories and with Expanded Filter Menu

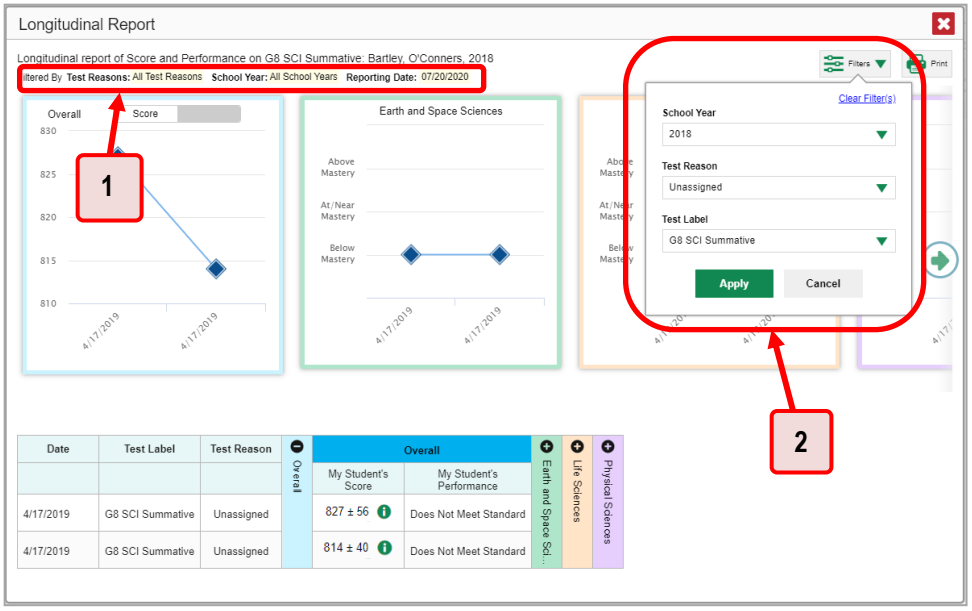


Table 10. Longitudinal Report Window Elements

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

- You may want to filter by a particular school year or years. Note that years are not calendar years. "2021" refers to the 2021–2022 school year. By default, Longitudinal Reports show data for all years.

  Longitudinal Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view your current students' performance on last year's sixth-grade tests.

- You can filter by test reason, but for summative assessments, test reasons are the same as test windows and are not useful.

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

2. Click **Apply**.

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

A row of filter details appears below the report header, as in Figure 30, showing the test reasons and school years included in the report.

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

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

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

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

1. Click **Breakdown By** in the **Features & Tools** menu. The ***Breakdown Attributes*** window opens (see Figure 31).

Figure 31. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

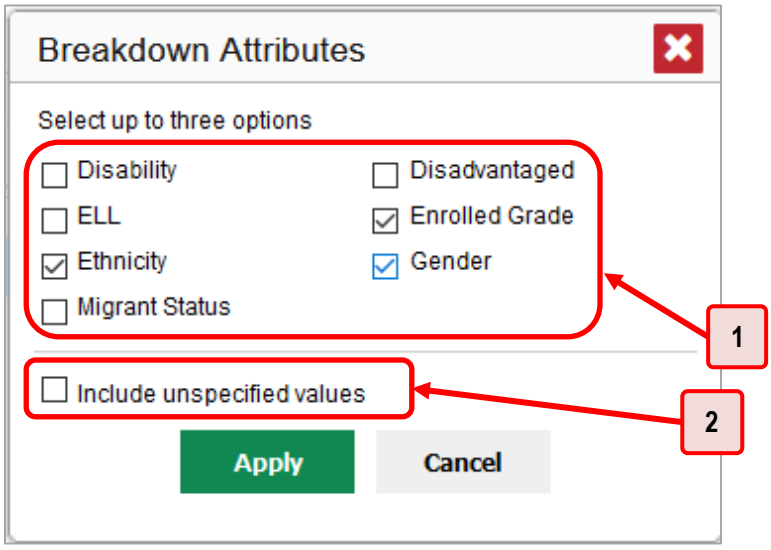


Table 11. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	**Include unspecified values** option

2. Select up to three student demographic categories.

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

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see Figure 32). Please see Table 12 for a list of the breakdown attributes and labels for the demographic sub-groups available in CRS.

Figure 32. Demographic Breakdown of a My Students' Performance on Test Report

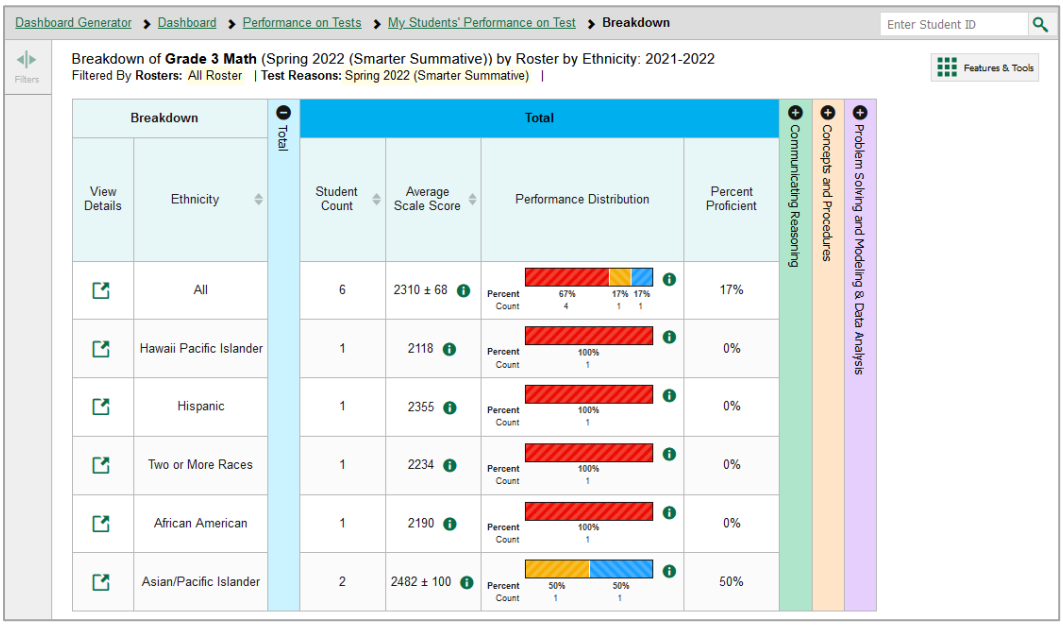


Table 12. Demographic Breakdown Attributes: Labels and Definitions

Category	Breakdown Attribute Label	Definition
Disability	01 – Autism	Autism
	02 – Deaf-Blindness	Deaf-Blindness
	03 – Deafness	Deafness
	04 – Developmental Delay (Age 3-5)	Developmental Delay (Age 3-5)
	05 – Developmental Delay (Age 6-8)	Developmental Delay (Age 6-8)
	06 – Emotional Disturbance	Emotional Disturbance
	07 – Hearing Impaired	Hearing Impaired
	08 – Mental Retardation	Mental Retardation
	09 – Multiple Disability	Multiple Disability
	10 – Orthopedic Impairment	Orthopedic Impairment

Disability (cont.)	11 – Other Health Impairment	Other Health Impairment
	12 – Specific Leaning Disability	Specific Learning Disability
	13 – Speech/Language Impairment	Speech/Language Impairment
	14 – Traumatic Brain Injury	Traumatic Brain Injury
	15 – Visual Impairment including Blindness	Visual Impairment including Blindness
	16 – Autism Spectrum Disorder	Autism Spectrum Disorder
	17 – Other Health Disability	Other Health Disability
	18 – Speech or Language Disability	Speech or Language Disability
	19 – Intellectual Disability	Intellectual Disability
	20 – Visual Disability Incl. Blindness	Visual Disability Incl. Blindness
	21 – Hard of Hearing	Hard of Hearing
	21 – Orthopedic Disability	Orthopedic Disability
Disadvantaged* (Lunch Status as related to the National School Lunch Program)	1	Free - Eligible
	2	Reduced - Eligible
	C	Certified by the Hawaii Department of Human Services
	F	Free
	R	Reduced
ELL	No	The student is not an English Language Learner.
	Yes	The student is an English Language Learner.
Enrolled Grade	Grade 00	Home Schooled
	Grade KG	Kindergarten
	Grade 01	Grade 1
	Grade 02	Grade 2
	Grade 03	Grade 3
	Grade 04	Grade 4
	Grade 05	Grade 5
	Grade 06	Grade 6
	Grade 07	Grade 7
	Grade 08	Grade 8
	Grade 09	Grade 9

Enrolled Grade (cont.)	Grade 10	Grade 10
	Grade 11	Grade 11
	Grade 12	Grade 12
	Grade 31 – 34	*Other
Ethnicity	African American	African American
	American Indian/Alaskan Native	American Indian/Alaskan Native
	Asian/Pacific Islander	Asian/Pacific Islander
	Declined to Report	Declined to Report
	Hawaii Pacific Islander	Hawaii Pacific Islander
	Hispanic	Hispanic
	Multi-Racial	Multi-Racial
	White	White
Gender	Female	Female
	Male	Male
Migrant Status	No	Student does not have migrant status.
	Yes	Student has migrant status.

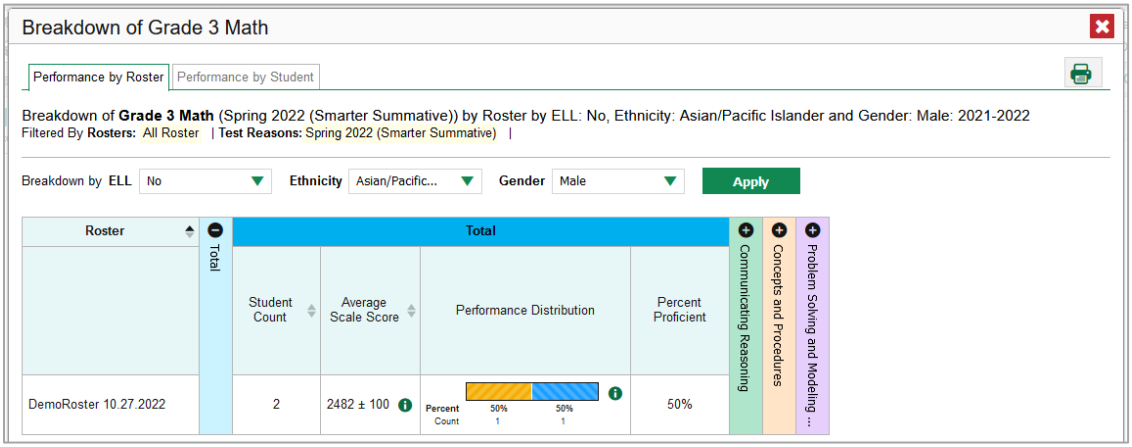
*Please contact the Assessment Section if you have any questions about the demographic breakdown attributes.

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

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see Figure 32).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see Figure 33).

Figure 33. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

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

How to View Test Results for Individual Students

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

> **Note**: Due to the constraints of the SY 2022-2023 shortened summative blueprint for the Smarter Balanced ELA and Math assessments in Hawaii, student claim or target information is only available for claim 1 results for Math and claims 1 and 2 results for ELA at the individual student level. This user guide provides instructions and figures (examples) showing how to access this information for SY 2022-2023 aggregates, and for all claims in past years' Smarter Balanced summative assessments at the student level, such as SY 2018-2019.

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

Teachers and school-level users:

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the table of assessments, as shown in Figure 11. A page of test results appears.

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

4. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears (see Figure 34).

District-level users:

1. Generate a dashboard and click a test group name (or beside it) as shown in Figure 8.

2. Click a test name (or beside it) in the table of assessments, as shown in Figure 12. A page of test results by school appears.

3. Click a school name (or beside it). The School Performance on Test report appears.

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

Figure 34. Teacher View: Student Performance on Test Report

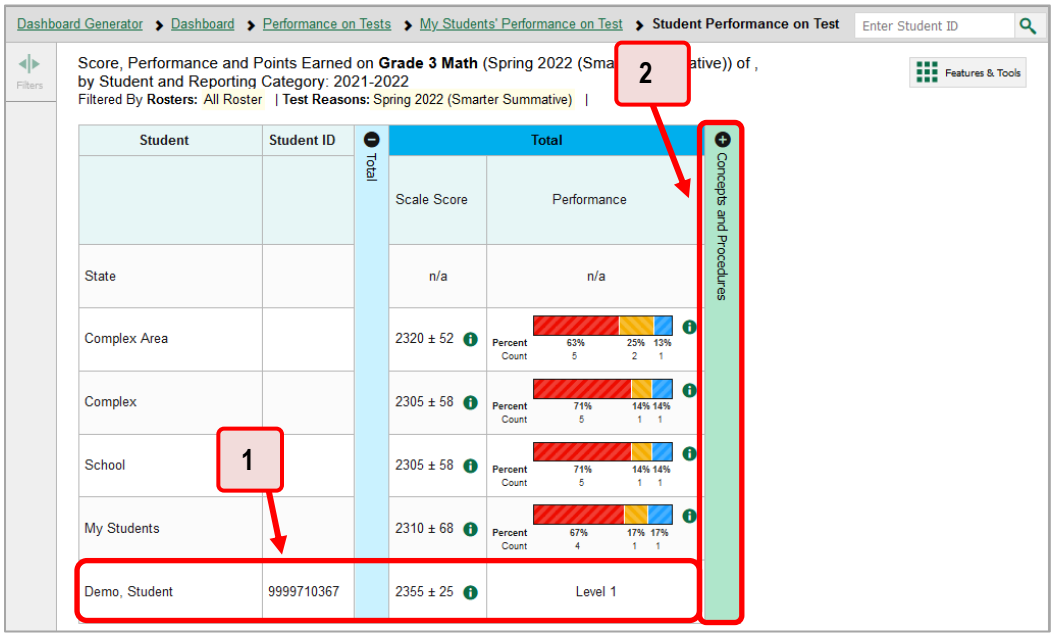


Table 13. Teacher View: Student Performance on Test Report Elements

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

You can view the student's performance in each area of the test using the reporting category sections, which you can click to expand (see Figure 34).

How to View a Report for All the Assessments a Student Has Completed Over Time

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time.

To access this report, enter the student's SSID in the search field in the upper-right corner and click (see Figure 35). (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears (see Figure 36).

Figure 35. Teacher View: Performance on Tests Report

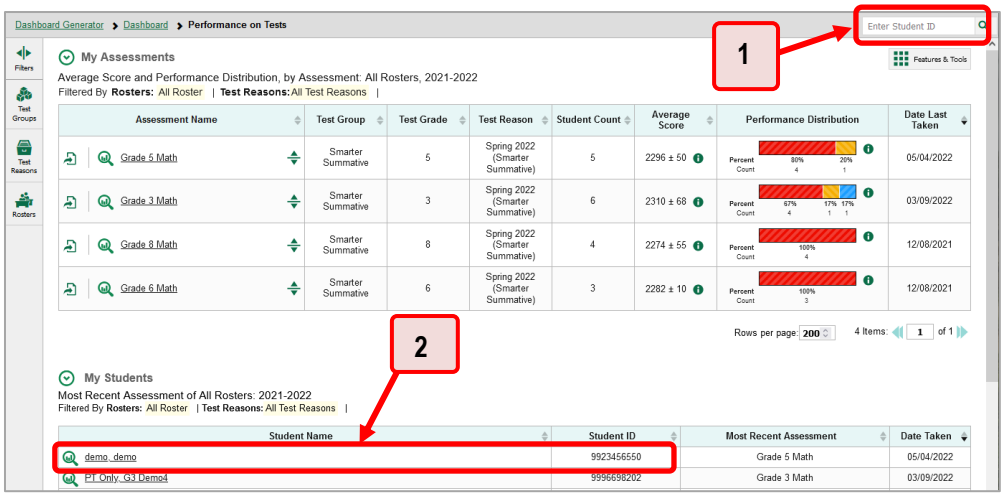
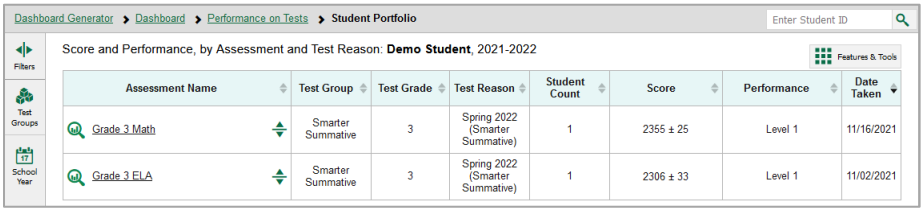


Table 14. Teacher View: Performance on Tests Report Elements

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

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or beside it), also shown in Figure 35.

Figure 36. Student Portfolio Report



To view individual test results for this student, click a test name (or beside it).

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

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

Figure 37. Student Portfolio Report

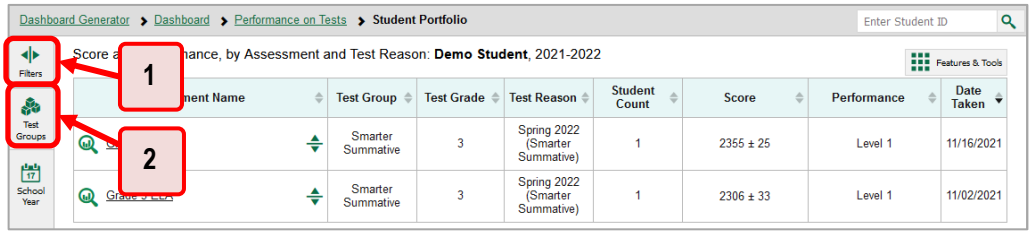


Table 15. Student Portfolio Report Elements

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

1. In the **Filters** panel on the left side of the Student Portfolio Report (see Figure 37), click either the expand button or the **Test Group** button. The **Filters** panel expands (see Figure 38).

Figure 38. Student Portfolio Report with Expanded Filters Panel

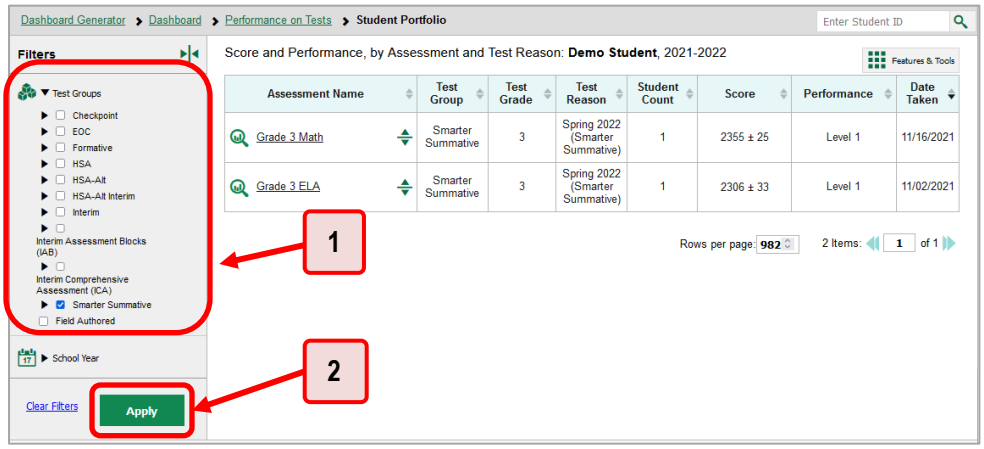


Table 16. Student Portfolio Report Elements

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

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

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

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

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

If there are multiple years of data for a student, the Student Portfolio Report can look back at previous years. This gives you a high-level look at the student's progress. Student Portfolio Reports can show student performance from a time when the students were not yet associated with you. For example, if you are a seventh-grade teacher, you can use these reports to view a current student's performance on last year's sixth-grade tests.

1. On the left side of the page, click either the **Filters** panel expand button or the school year button (see Figure 39). The **Filters** panel expands.

Figure 39. Student Portfolio Report

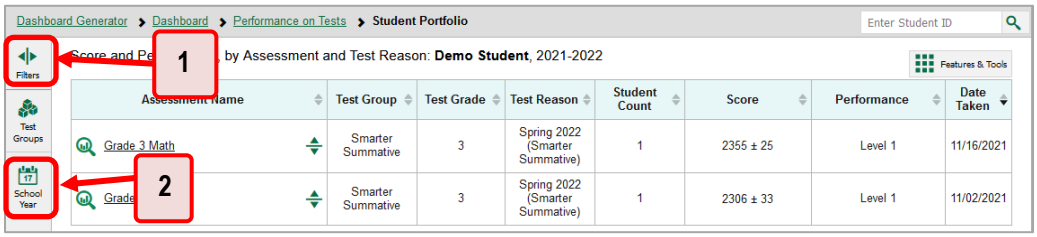


Table 17. Student Portfolio Report Elements

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

2. Under **School Year**, select a year or years (see Figure 40).

Figure 40. Student Portfolio Report with Expanded Filters Panel

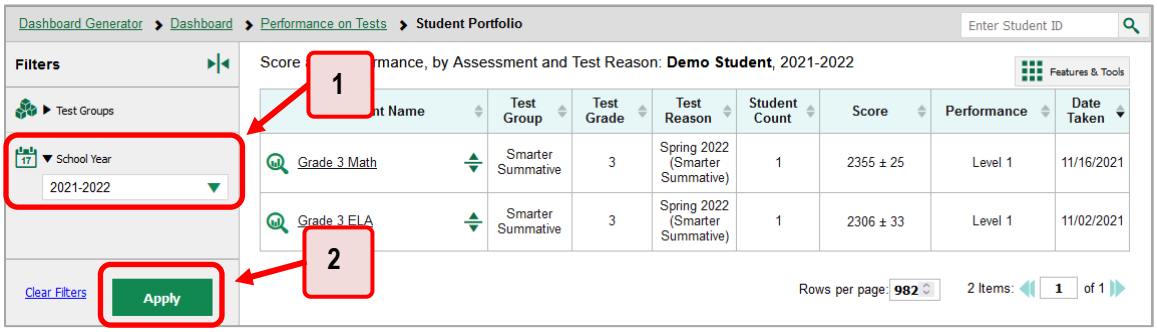


Table 18. Student Portfolio Report Elements

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

3. Click **Apply**.

To switch back to the current year:

1. Open the **Filters** panel again.
2. Click **Clear Filters**.
3. Click **Apply**.

How to Use Individual Student Reports (ISR)

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

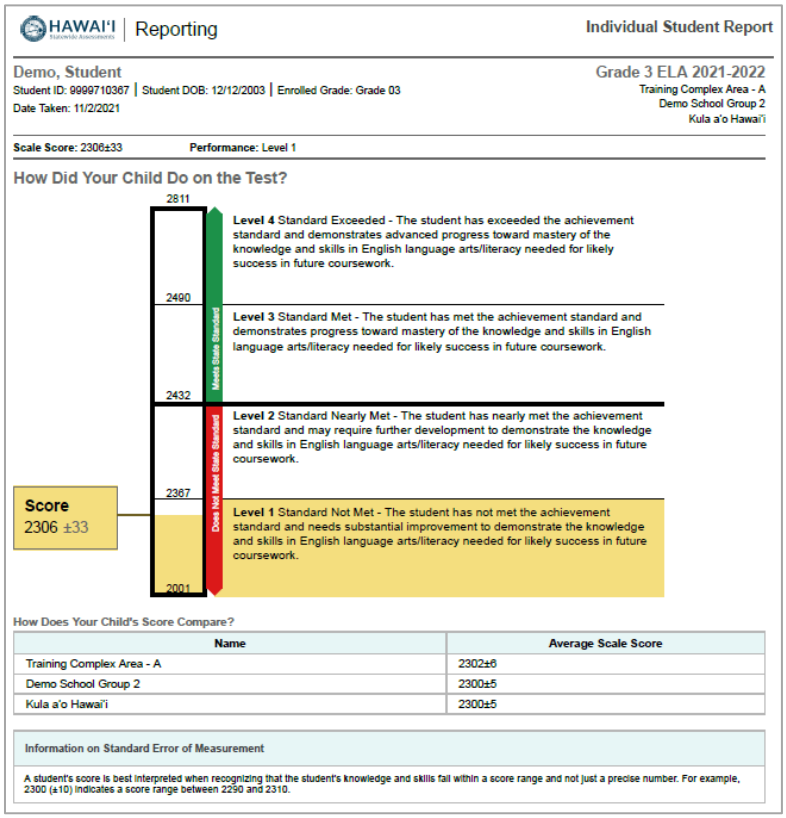
What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays test results for an instance of test that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in Figure 41, Figure 42, and Figure 43.

- At the top of each ISR are the student name and SSID, the name of the test, complex area, complex, and school, and any other relevant information.
- Below that is a summary of the student's performance. An ISR for a scale-scored test displays the student's performance on a vertical scale that includes all the cut scores and performance levels.

- Each ISR includes a comparison table showing the average performance of the state, complex area, complex, and/or school.
- Many ISRs include a table detailing the student's performance in each reporting category (as in Figure 42).
- Some ISRs include longitudinal graphs (as in Figure 43).

Figure 41. Detail of Simple Individual Student Report (ISR): Summative ELA



HAWAIʻI | Reporting — Individual Student Report

Demo, Student
Student ID: 9999710367 | Student DOB: 12/12/2003 | Enrolled Grade: Grade 03
Date Taken: 11/2/2021

Grade 3 ELA 2021-2022
Training Complex Area - A
Demo School Group 2
Kula a'o Hawai'i

Scale Score: 2306±33 **Performance:** Level 1

How Did Your Child Do on the Test?

2811
2490
2432
2367
2001

Meets State Standard
Does Not Meet State Standard

Level 4 Standard Exceeded - The student has exceeded the achievement standard and demonstrates advanced progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

Level 3 Standard Met - The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

Level 2 Standard Nearly Met - The student has nearly met the achievement standard and may require further development to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

Level 1 Standard Not Met - The student has not met the achievement standard and needs substantial improvement to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

Score
2306 ±33

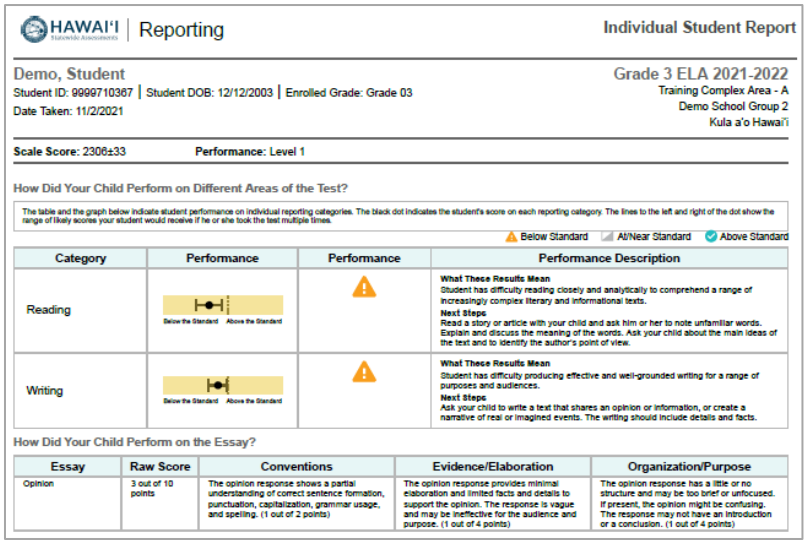
How Does Your Child's Score Compare?

Name	Average Scale Score
Training Complex Area - A	2302±6
Demo School Group 2	2300±5
Kula a'o Hawai'i	2300±5

Information on Standard Error of Measurement

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 2300 (±10) indicates a score range between 2290 and 2310.

Figure 42. Detail of Detailed Individual Student Report (ISR): Summative ELA with Reporting Categories



HAWAIʻI | Reporting — Individual Student Report

Demo, Student
Student ID: 9999710367 | Student DOB: 12/12/2003 | Enrolled Grade: Grade 03
Date Taken: 11/2/2021

Grade 3 ELA 2021-2022
Training Complex Area - A
Demo School Group 2
Kula a'o Hawai'i

Scale Score: 2306±33 **Performance:** Level 1

How Did Your Child Perform on Different Areas of the Test?

The table and the graph below indicate student performance on individual reporting categories. The black dot indicates the student's score on each reporting category. The lines to the left and right of the dot show the range of likely scores your student would receive if he or she took the test multiple times.

Below Standard | At/Near Standard | Above Standard

Category	Performance	Performance	Performance Description
Reading	Below the Standard / Above the Standard	⚠	**What These Results Mean** Student has difficulty reading closely and analytically to comprehend a range of increasingly complex literary and informational texts. **Next Steps** Read a story or article with your child and ask him or her to note unfamiliar words. Explain and discuss the meaning of the words. Ask your child about the main ideas of the text and to identify the author's point of view.
Writing	Below the Standard / Above the Standard	⚠	**What These Results Mean** Student has difficulty producing effective and well-grounded writing for a range of purposes and audiences. **Next Steps** Ask your child to write a text that shares an opinion or information, or create a narrative of real or imagined events. The writing should include details and facts.

How Did Your Child Perform on the Essay?

Essay	Raw Score	Conventions	Evidence/Elaboration	Organization/Purpose
Opinion	3 out of 10 points	The opinion response shows a partial understanding of correct sentence formation, punctuation, capitalization, grammar usage, and spelling. (1 out of 2 points)	The opinion response provides minimal elaboration and limited facts and details to support the opinion. The response is vague and may be ineffective for the audience and purpose. (1 out of 4 points)	The opinion response has a little or no structure and may be too brief or unfocused. If present, the opinion might be confusing. The response may not have an introduction or a conclusion. (1 out of 4 points)

Figure 43. Detail of Detailed Individual Student Report (ISR): Summative ELA with Longitudinal Graph

Date	Test Reason	Test Label	Scale Score	Performance Level
11/17/2014 12:00:00 AM	Spring 2015	Smarter Balanced Summative English Language Arts Grade 3	2483±18	Level 2
1/25/2017 12:00:00 AM	Spring 2017	Smarter Balanced Summative English Language Arts Grade 3	2306±18	Level 1
1/14/2019 12:00:00 AM	Spring 2019	Smarter Balanced Summative English Language Arts Grade 3	2327±18	Level 1

How to Generate and Export Individual Student Reports (ISR)

To generate and export an Individual Student Report (ISR) that details a student's performance on a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student's overall performance on their test plus a breakdown of performance by reporting category (if available for that test). You can select any combination of a test reason, assessments within a subject, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Centralized Reporting page.

1. Click the **Download Student Results** button in the **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 44).

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

Figure 44. Student Results Generator Window as Opened from Dashboard with Default Selections

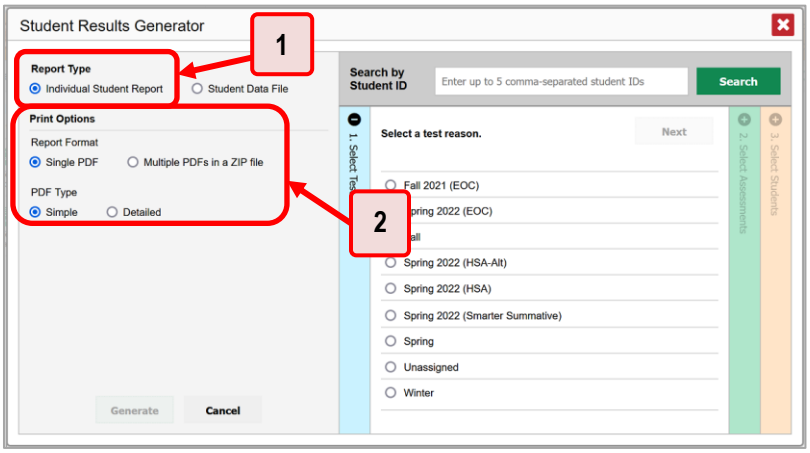


Table 19. Student Results Generator Window as Opened from Dashboard Elements

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

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

3. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.

4. Under PDF Type, select either a simple (one-page) or detailed (multiple-page) PDF.

   - The simple (one-page) ISR includes the student's overall scale score, statewide comparison data, and simplified reporting category information (if available for that assessment). See Figure 41 for additional information.

   - The detailed (multiple-page) ISR includes the same information as the simple ISR plus more detailed reporting category information (if available for that assessment) and the student's longitudinal chart (if available for that assessment and that student). See Figure 42 and Figure 43 for additional information.

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

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

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

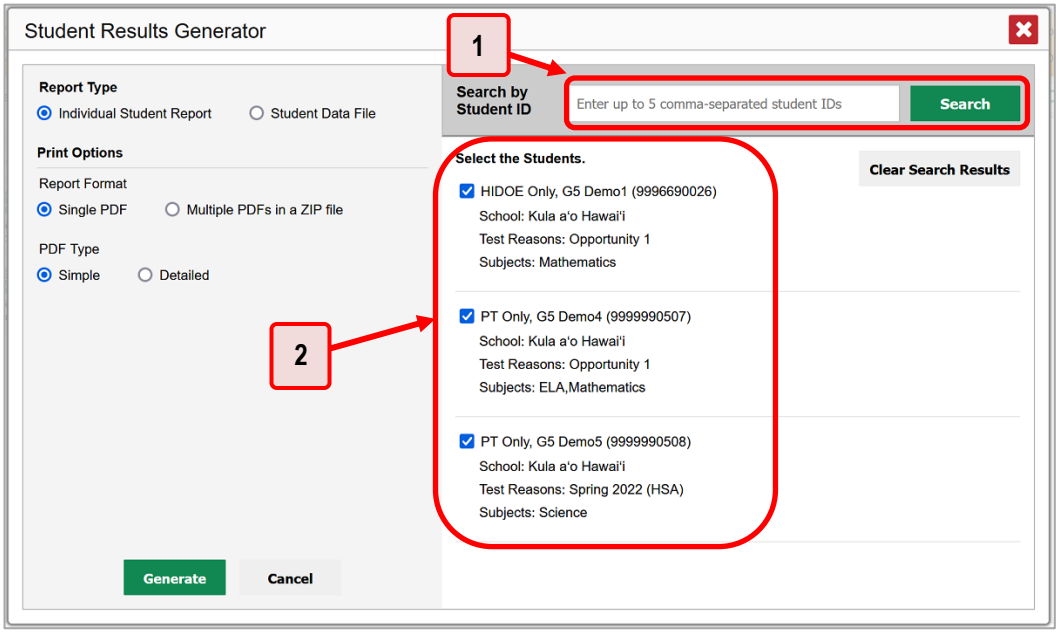


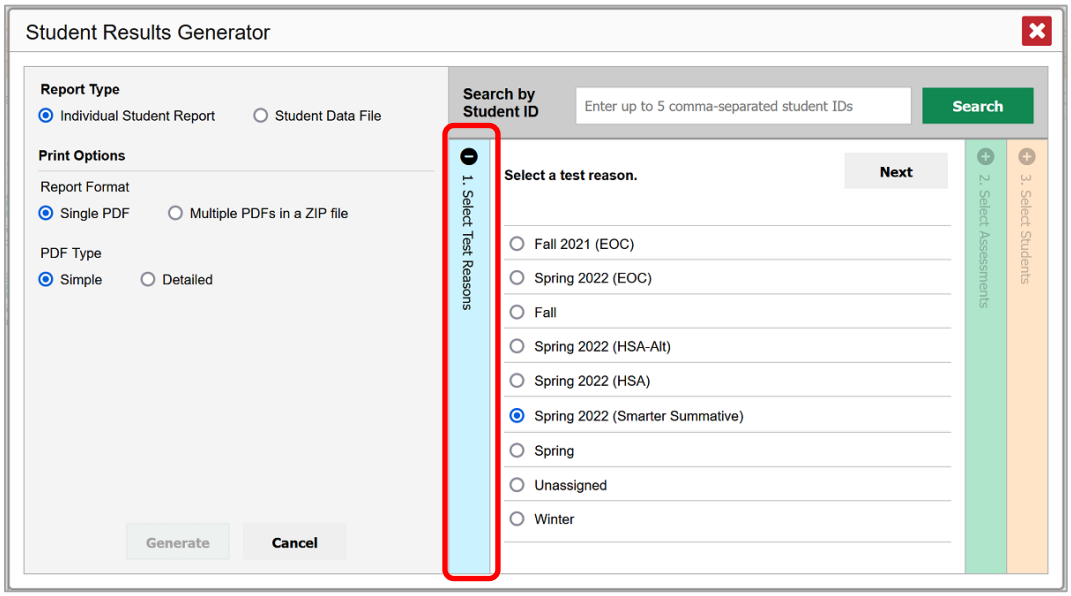
Table 20. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

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

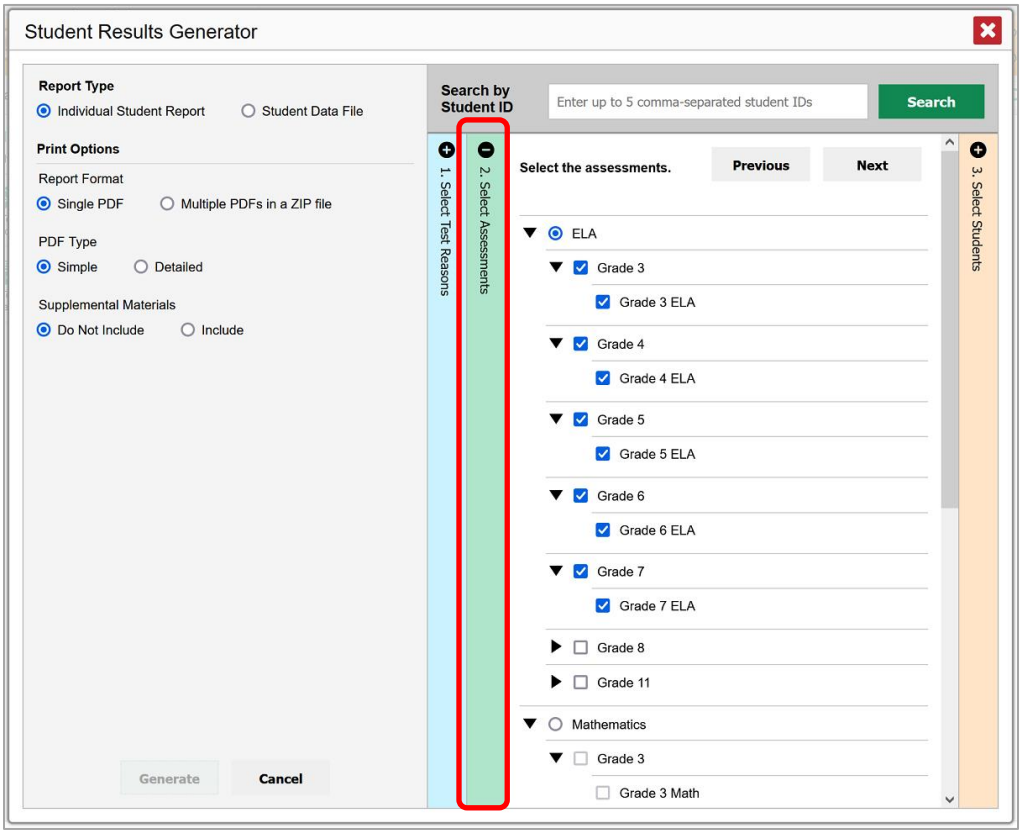
    i. In the **Select Test Reason** accordion section (Figure 46), choose a test reason. Test reasons are categories for tests.

Figure 46. Student Results Generator Window: Select Test Reason Section



ii. In the **Select Assessments** section (Figure 47), choose any number of tests or grade levels within a single subject.

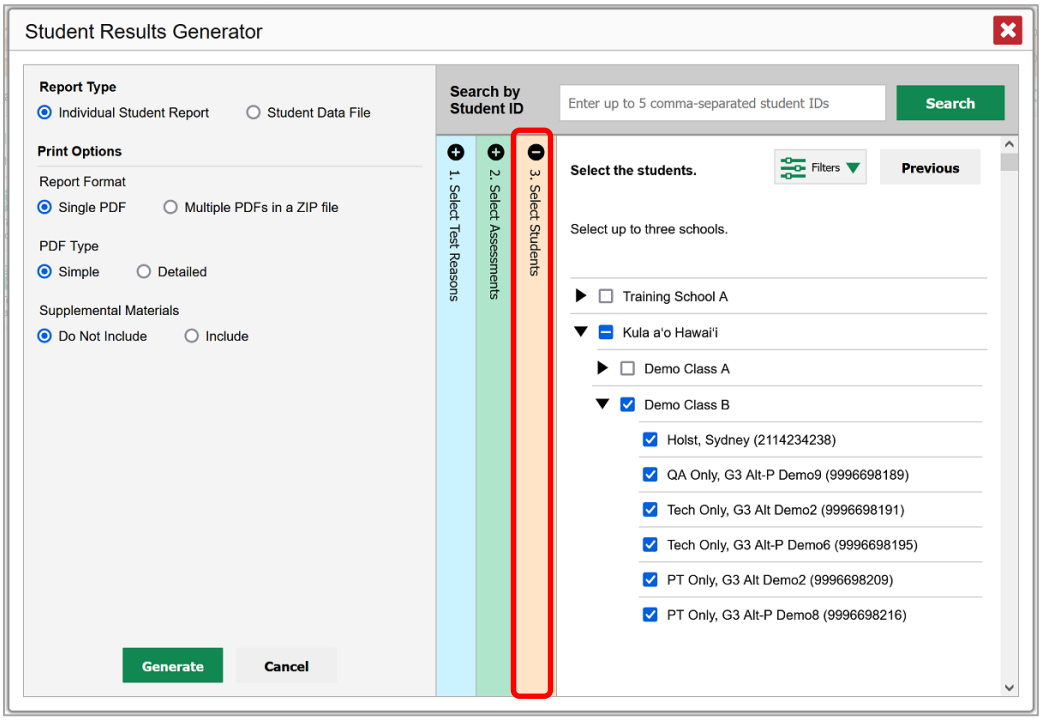
Figure 47. Student Results Generator Window: Select Assessments Section



iii. In the **Select Students** section (Figure 48), choose students from the expandable school and/or class (roster) options. If you're a district-level user, you may choose students in up to three schools.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Note that marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 48. District-Level User View: Student Results Generator Window: Select Students Section



6. *Optional*: If you used the accordion sections to make your selections, then to set a range of reporting dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu . The menu displays two date fields, as in Figure 49.

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

c. Click **Apply**.

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

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

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

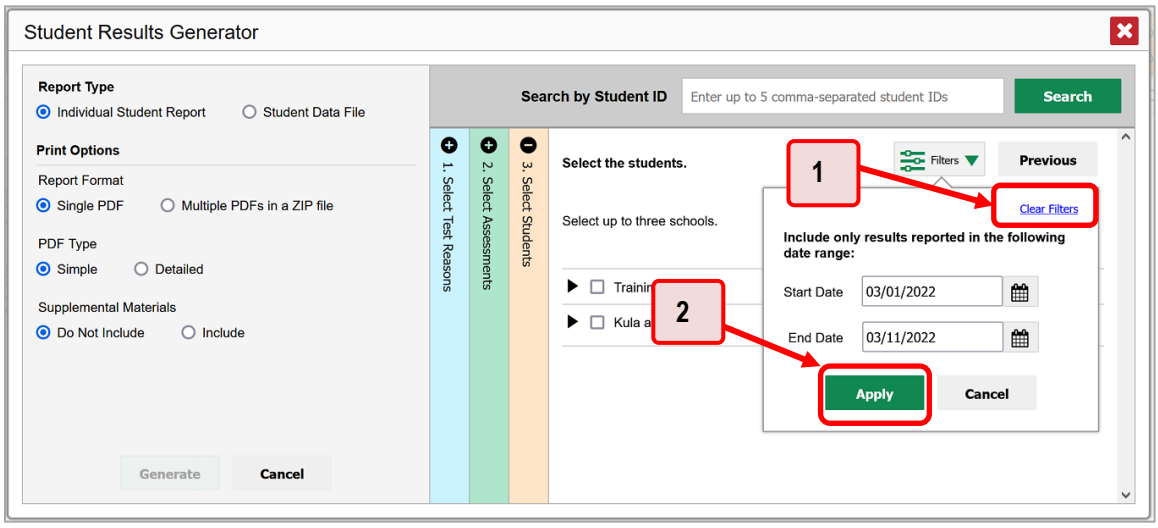


Table 21. District-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

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

8. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

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

How to Generate and Export Student Data Files

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

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

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

1. Click the **Download Student Results** button in the **Features & Tools** menu. The ***Student Results Generator*** window opens (Figure 50).

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

2. In the panel on the left, select **Student Data File**, as in Figure 50. Always do this before you make other selections. Switching between the **Individual Student Report** and **Student Data File** options may revert some selections.

Figure 50. Student Results Generator Window

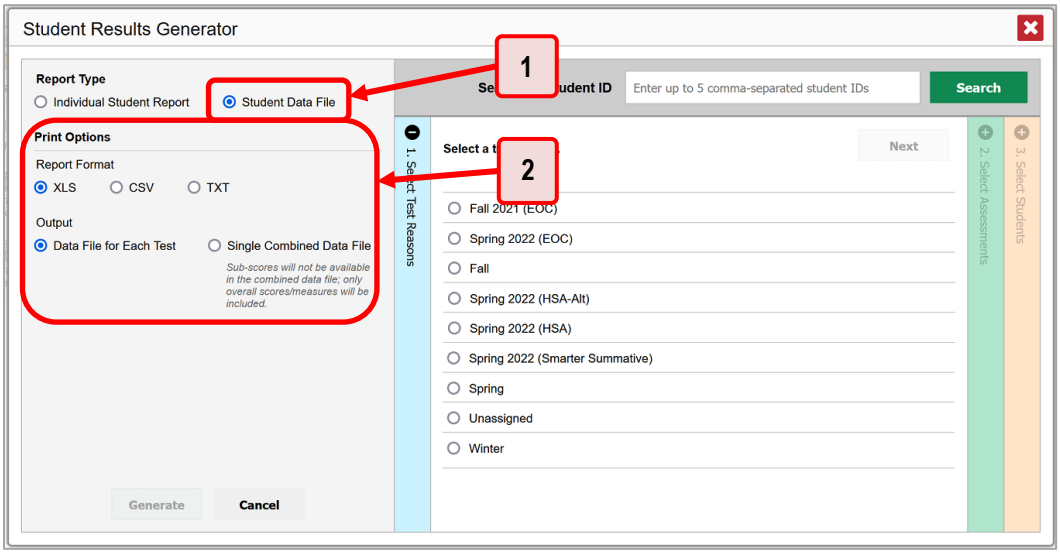


Table 22. Student Results Generator Window Elements

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

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

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

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

   - Search for students. In the search field at the upper-right corner, enter up to 5 comma-separated student IDs and click **Search**. The resulting list of students and all the tests they've

taken will replace any previous selections, as in Figure 51. To deselect and clear results, click **Clear Search Results**.

Figure 51. District-Level User View: Student Results Generator Window: Student Search Results

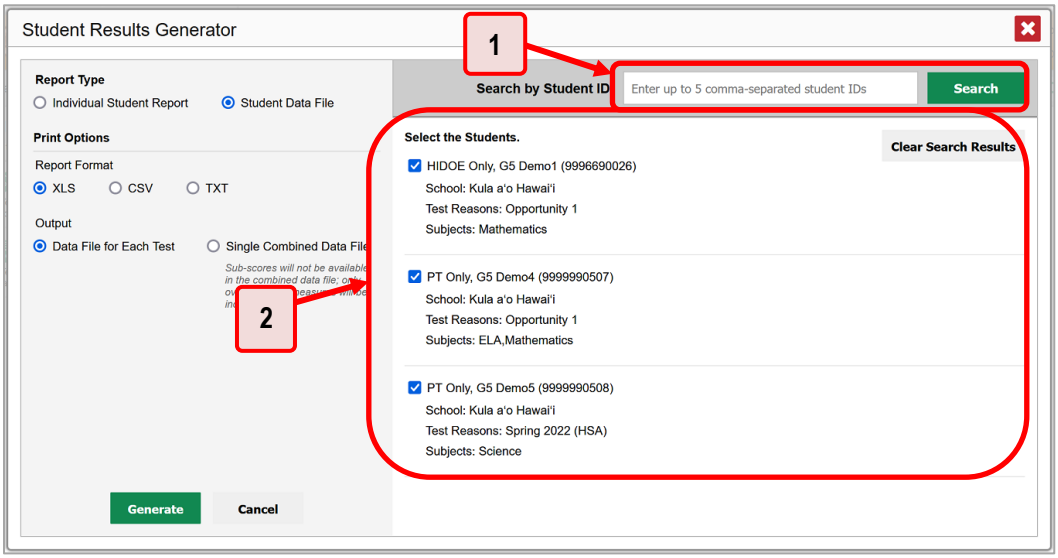


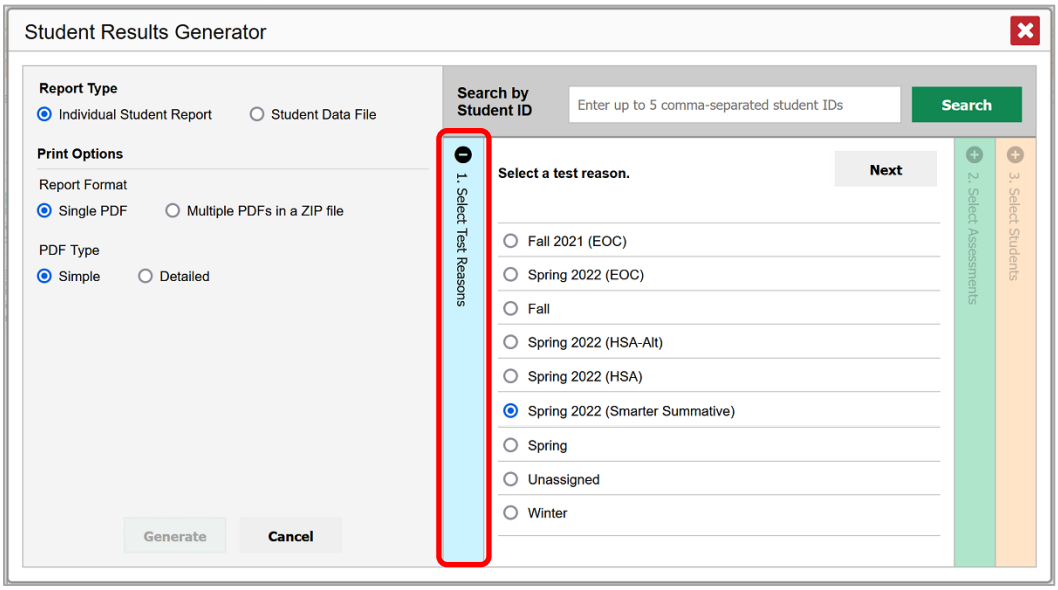
Table 23. District-Level User View: Student Results Generator Window: Student Search Results Elements

#	Element
1	Student ID search field
2	Student search results

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

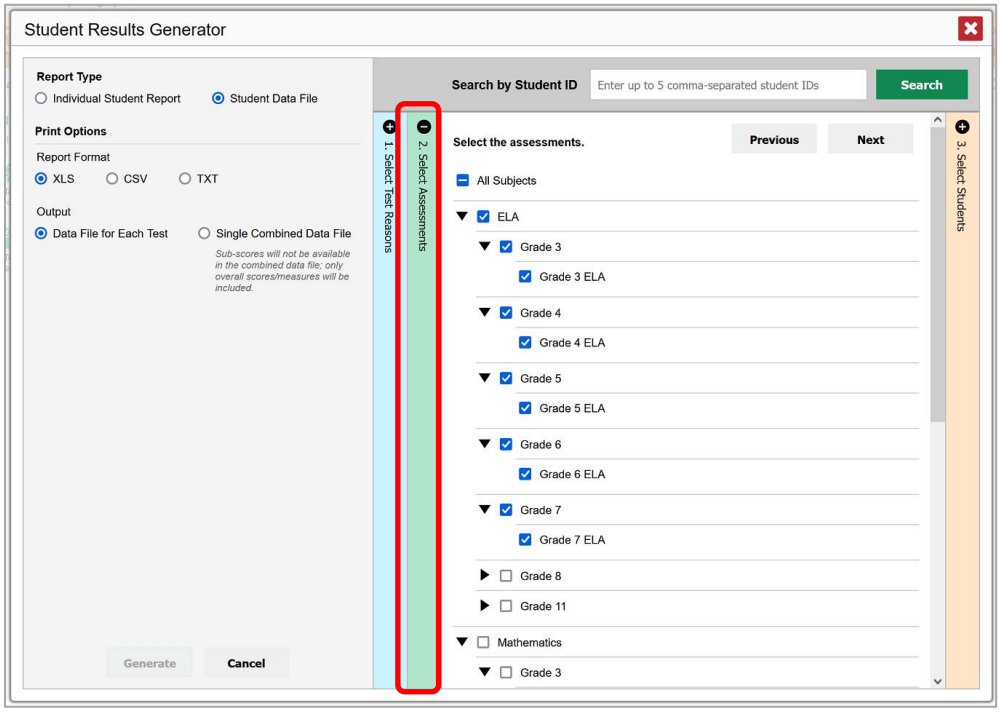
    i. In the **Select Test Reason** section (Figure 52), choose a test reason. Test reasons are categories for tests.

Figure 52. Student Results Generator Window: Select Test Reason Section



ii. The **Select Assessments** section (Figure 53) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Subjects**.

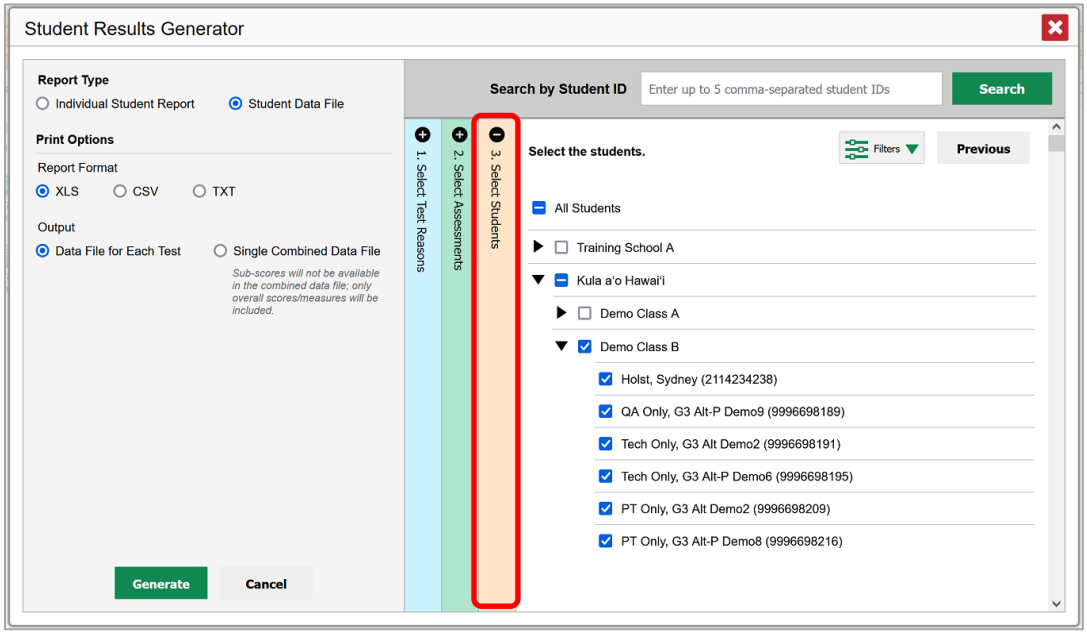
Figure 53. Student Results Generator Window: Select Assessments Section



iii. In the **Select Students** section (Figure 54), select any number of students from the expandable school and/or class (roster) options.

- Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

Figure 54. District-Level User View: Student Results Generator Window: Select Students Section



5. *Optional*: If you used the accordion sections to make your selections, then to set a range of reporting dates for which to generate results, use the filter menu as follows:

a. Open the **Filters** menu (Figure 55). The menu displays two date fields.

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

c. Click **Apply**.

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

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

Figure 55. District-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

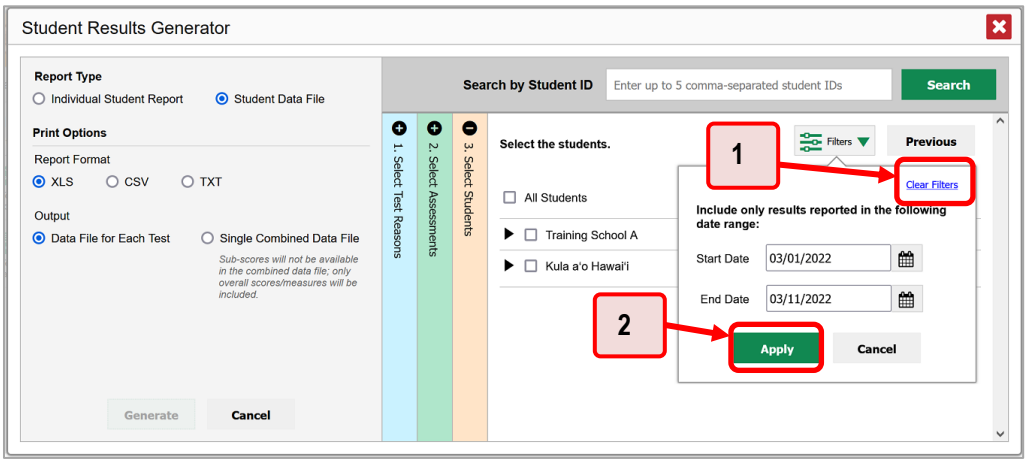


Table 24. District-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	**Clear Filters**
2	**Apply** button

6. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.

How to Compare Students' Data with Data for Your State, Complex Area, Complex, School, and/or Total Students

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

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

In the Performance on Tests report (see Figure 56), click ⇳ to the right of a test name.

Figure 56. Teacher View: Performance on Tests Report

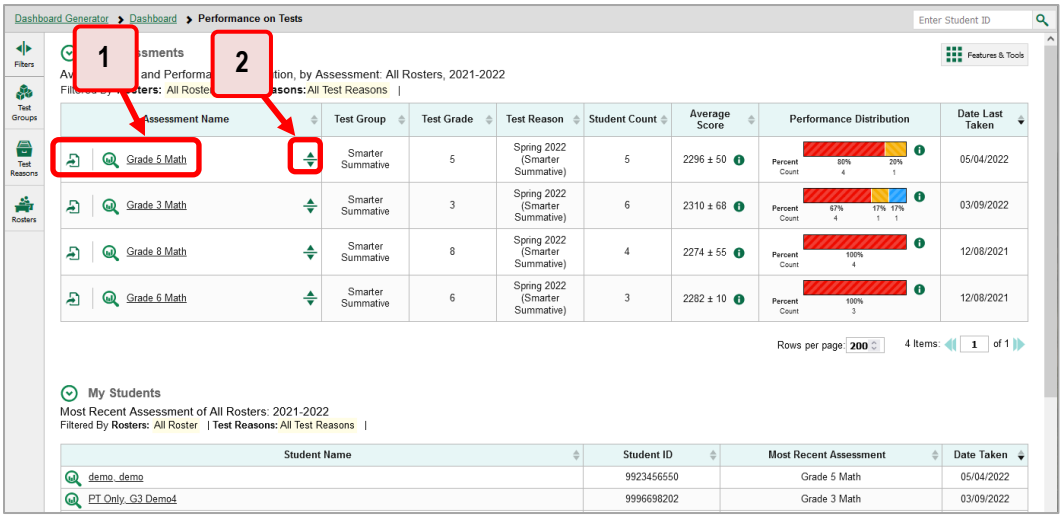


Table 25. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

Rows containing data for the state, complex area, complex, and/or school appear below, as in Figure 57.

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

Figure 57. Teacher View: Performance on Tests Report with Expanded Comparison Rows

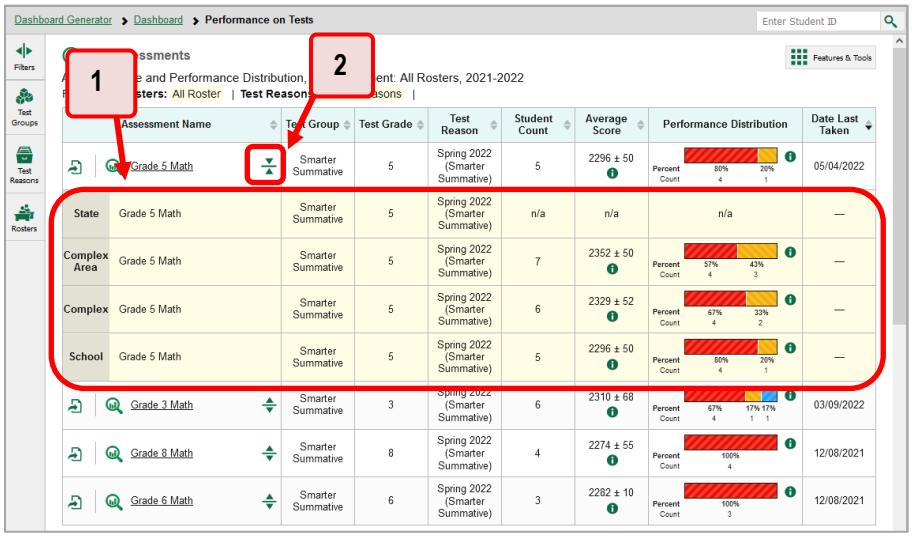


Table 26. Teacher View: Performance on Tests Report Elements

#	Element
1	Expanded comparison rows for state (no data shown), complex area, complex, and school
2	Button to hide comparisons for this test

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

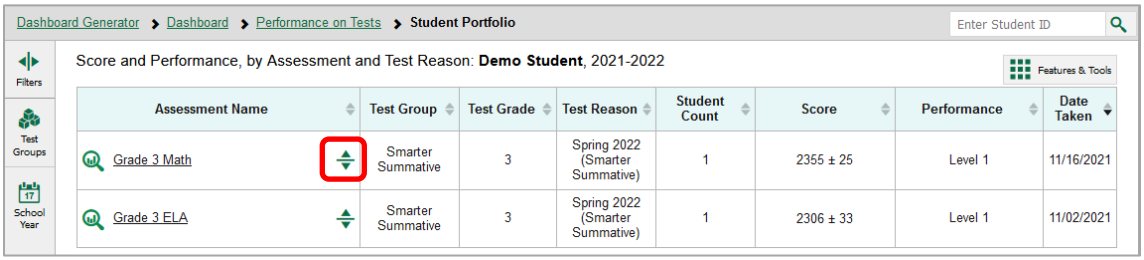
In the Student Portfolio Report, you can compare a student's performance on any test with that of your state, complex area, complex, school, and/or total students.

1. Enter the student's SSID in the search field in the upper-right corner and click 🔍 (see Figure 35). (When you are viewing the Dashboard Generator and data are available, the same field appears to the right of the dashboard generation controls.) The Student Portfolio Report appears.

   Teachers can also access this report from the Performance on Tests report by going to the My Students table at the bottom of the page and clicking a student's name (or 🔍 beside it).

2. Click ⇕ to the right of a test name (see Figure 58).

Figure 58. Student Portfolio Report



Rows containing data for your state, complex area, complex, school, and/or total students appear below, as in Figure 59.

Figure 59. Student Portfolio Report with Expanded Comparison Rows

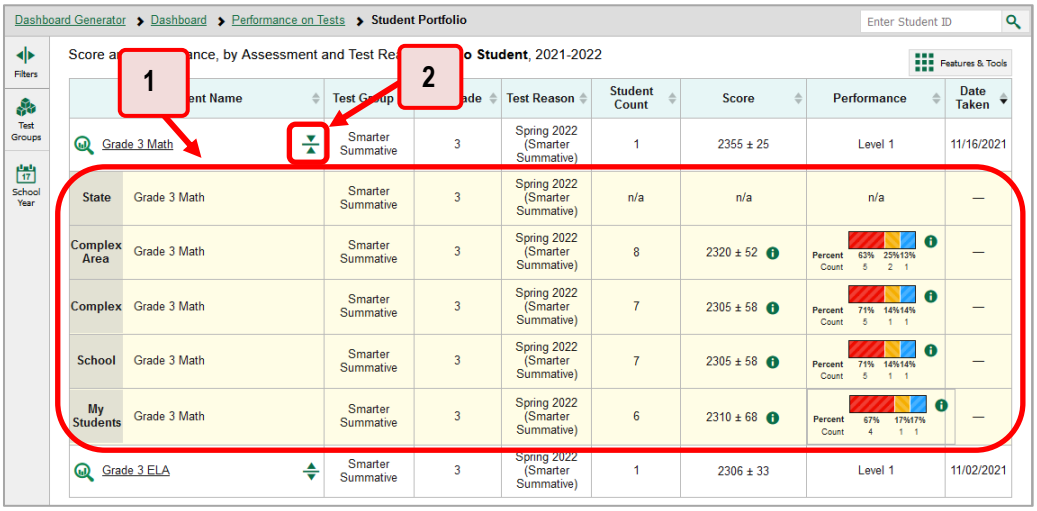


Table 27. Student Portfolio Report Elements

#	Element
1	Expanded comparison rows for state (no data shown), complex area, complex, and school
2	Button to hide comparisons for this test

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

How to Set Up Your Reports to Suit Your Needs

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

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

How to Filter Tests to Display

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports.

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

1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button or the **Test Groups** button (see Figure 60). The **Filters** panel expands (see Figure 61).

Figure 60. Teacher View: Dashboard

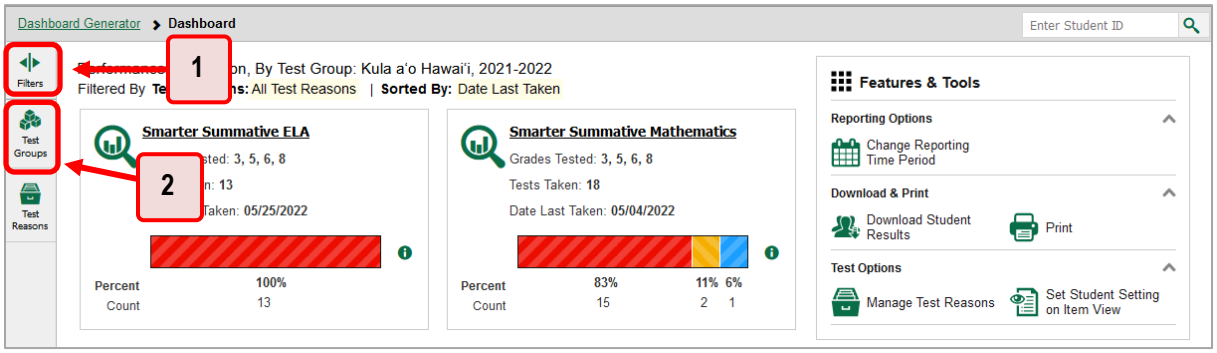


Table 28. Teacher View: Dashboard Elements

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

2. Mark as many selections as you like in the **Test Groups** section of the filters panel (see Figure 61). Tests are organized by test type, subject, and grade.

Figure 61. Teacher View: Dashboard with Expanded Filters Panel

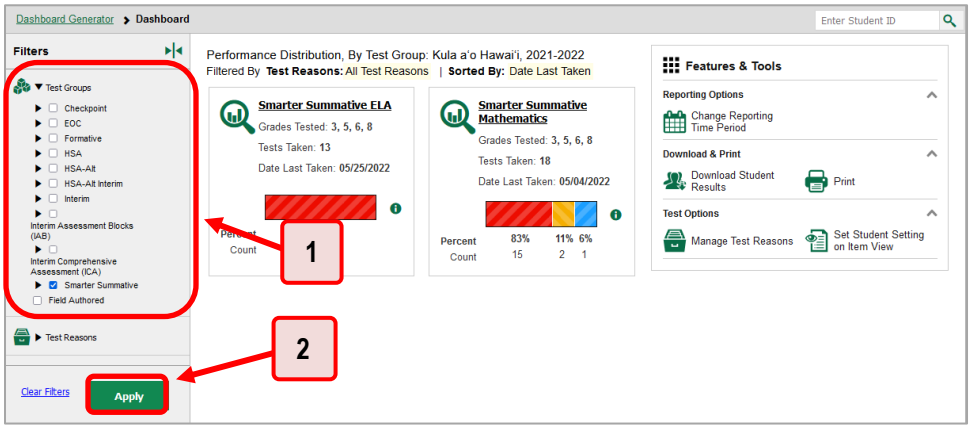


Table 29. Teacher View: Dashboard Elements

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

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

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

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

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

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

Filtering by roster makes it easy to focus on a particular class's performance. And by switching filters, you can easily compare one class with another. If you don't filter by roster, the reports default to showing data for all classes. You may find data for a single class easier to understand.

1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button or the **Rosters** button (see Figure 62). The **Filters** panel expands (see Figure 63).

Figure 62. Teacher View: Performance on Tests Report

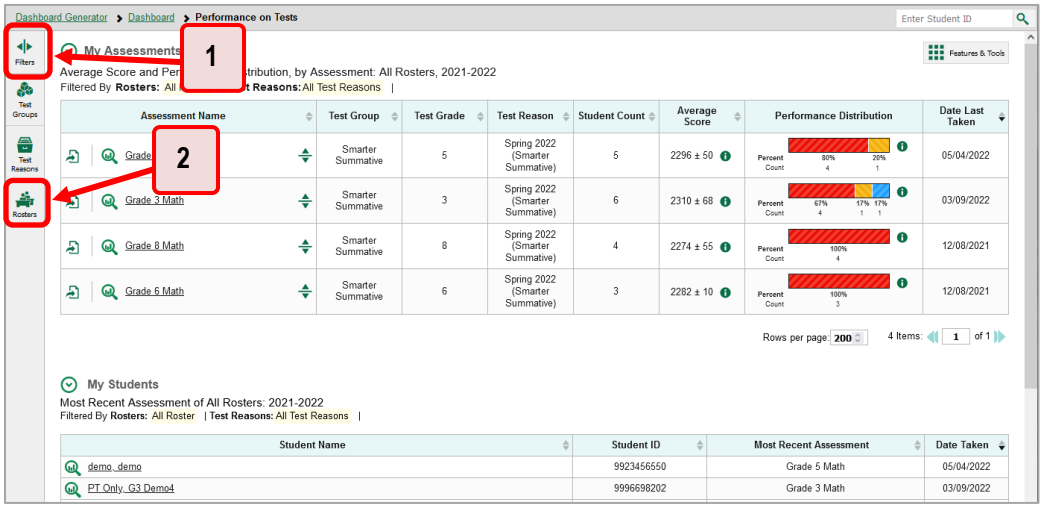


Table 30. Teacher View: Performance on Tests Report Elements

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

2. Make a selection from the drop-down list in the **Rosters** section (see Figure 63).

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

Figure 63. Teacher View: Performance on Tests Report with Expanded Filters Panel

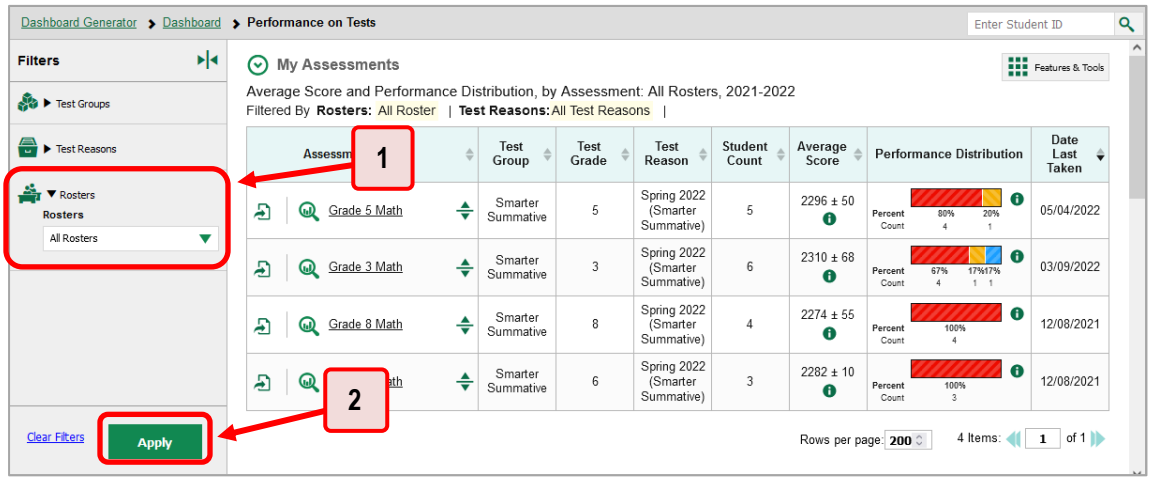


Table 31. Teacher View: Performance on Tests Report Elements

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

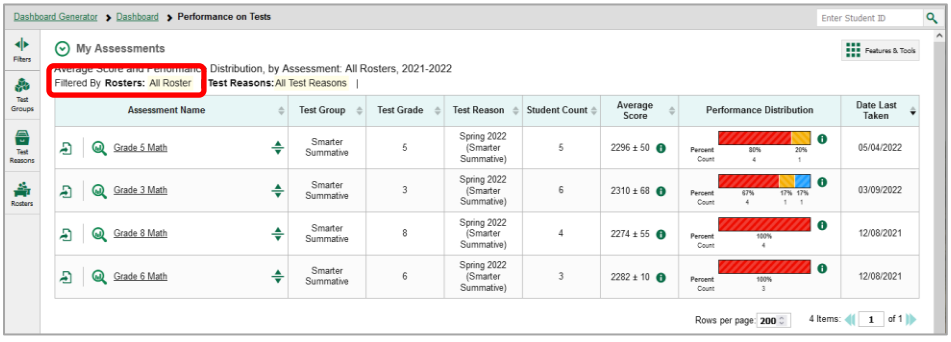
3. Click **Apply**. The report updates to show only data for that class (roster).

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

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

The row of filter details below each table header shows the classes (rosters) you're viewing (see Figure 64).

Figure 64. Teacher View: Performance on Tests Report Filtered by All Rosters



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

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

1. On the left side of the Performance on Tests report, click either the expand button or the **Schools** button (see Figure 65). The **Filters** panel expands (see Figure 66).

Figure 65. District-Level User View: Performance on Tests Report

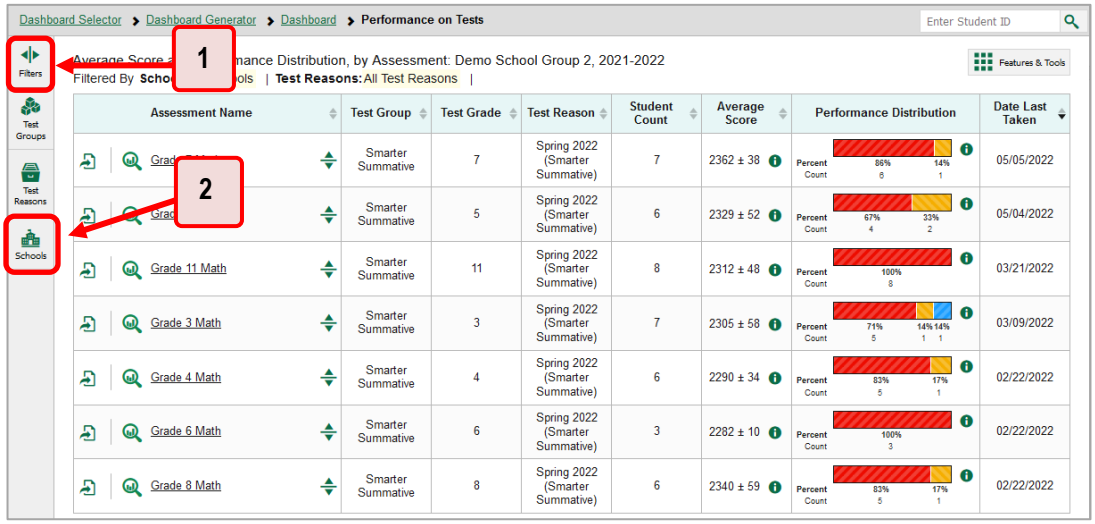


Table 32. District-Level User View: Performance on Tests Report Elements

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

2. Make a selection from the drop-down list in the **Schools** section (see Figure 66).

Figure 66. District-Level User View: Performance on Tests Report with Expanded Filters Panel

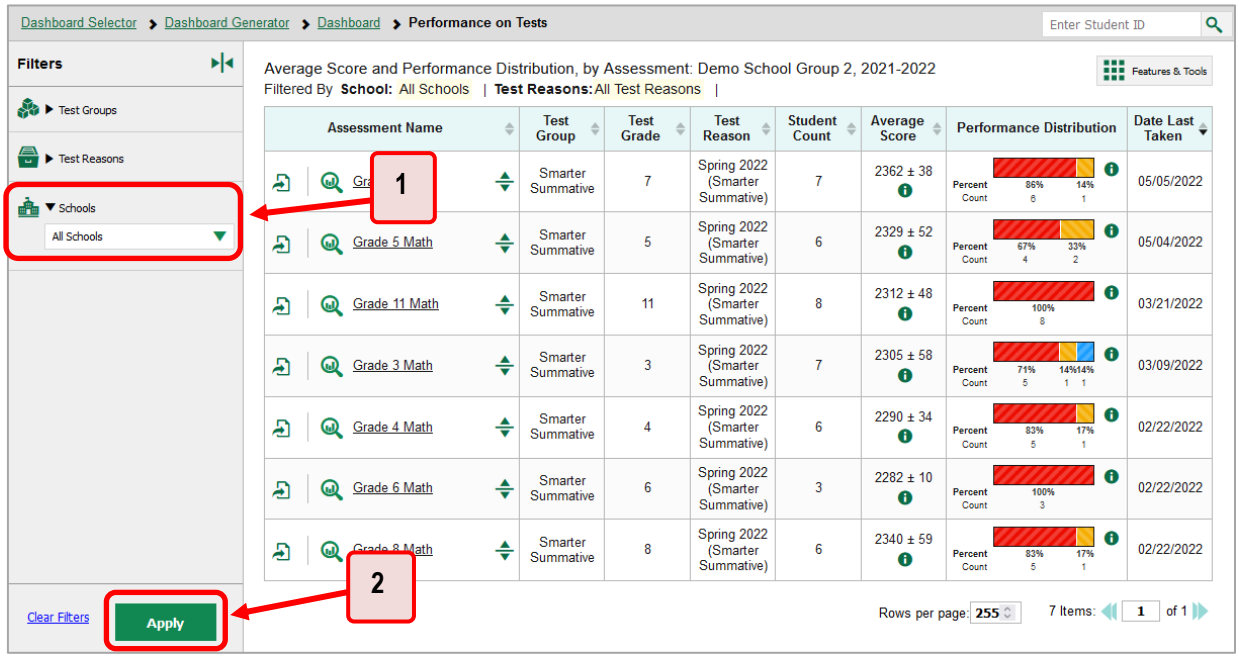


Table 33. District-Level User View: Performance on Tests Report Elements

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

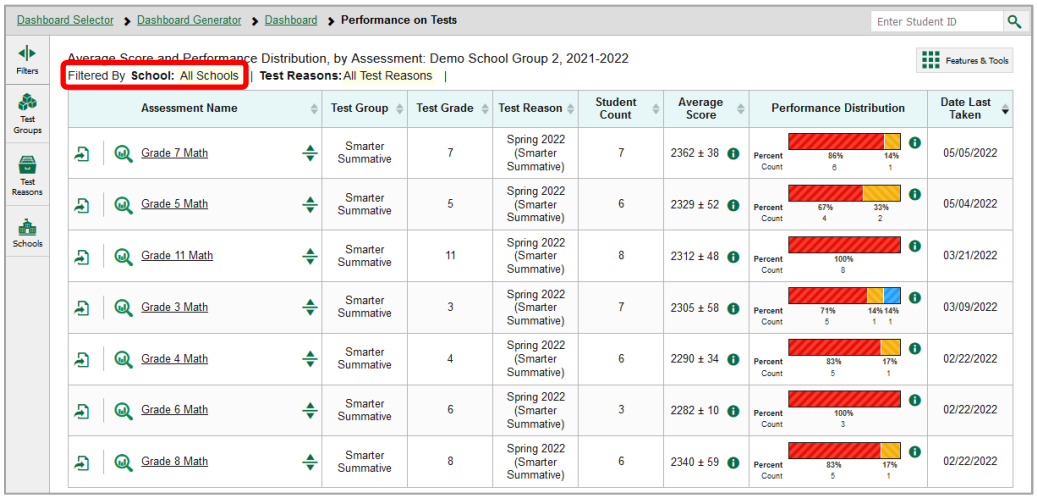
3. Click **Apply**. The report updates to show only data for that school.

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

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

The row of filter details below the table header shows the schools you're viewing (see Figure 67).

Figure 67. District-Level User View: Performance on Tests Report Filtered by All Schools



How to View Data from a Previous Point in Time

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

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

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

Some examples of how you can use this feature:

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

1. From the **Features & Tools** menu, select **Change Reporting Time Period**. (If you're viewing the Dashboard Generator page, click **Change the reporting time period.** The dashboard also offers this link when no assessments are available to display.) The ***Change Reporting Time Period*** window appears (see Figure 68).

Figure 68. Change Reporting Time Period Window

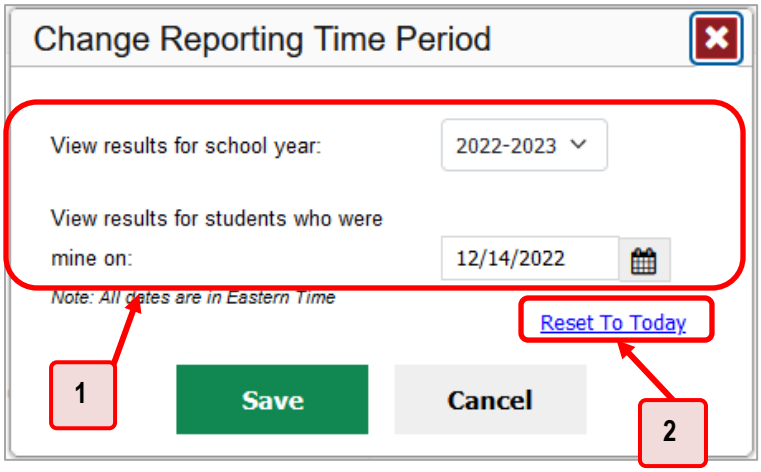


Table 34. Change Reporting Time Period Window Elements

#	Element
1	**School Year** and **View results for students who were mine on** drop-down lists
2	**Reset to Today** button

2. From the school year drop-down list, select a school year (see Figure 68). This is the year for which you will view test results.

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

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

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

5. *Optional*: To go back to viewing the latest data, open the ***Change Reporting Time Period*** window again, click **Reset To Today** in the lower-right corner, then click **Save**. The date resets and all filters are cleared. The reporting time period also resets when you log out, but persists when you switch roles.

How to Export and Print Data

You can export or print any data you see in the Centralized Reporting System. Some can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing.

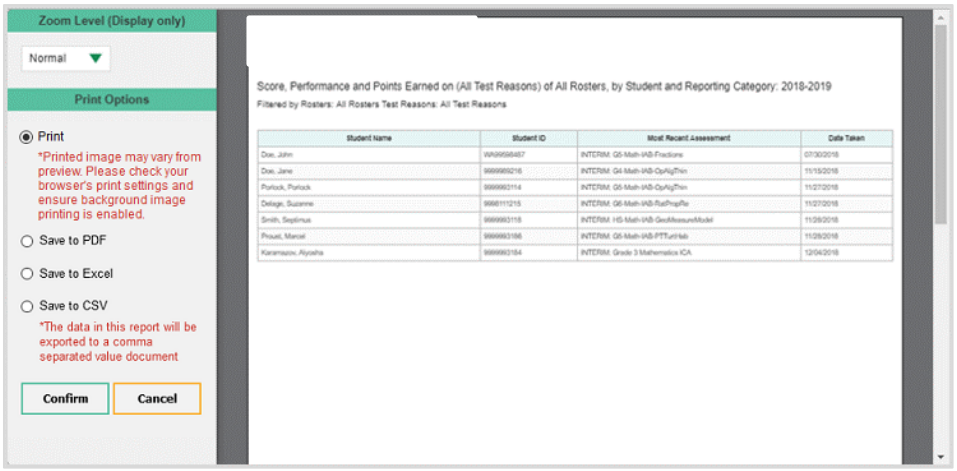
How to Export or Print a Report You're Viewing

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

   A print preview page opens (see Figure 69).

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

Figure 69. Print Preview Page



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

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

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

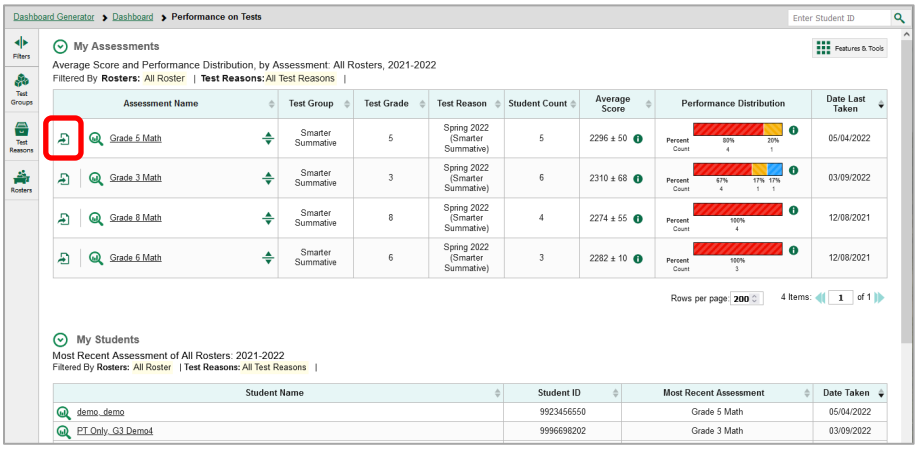
3. Click **Confirm**.

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

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

1. Click the export button to the left of the name of the assessment whose report you wish to export (see Figure 70).

Figure 70. Teacher View: Performance on Tests Report



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

2. Select which report to export for the assessment.

   - **District-level users:**

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

     – To export school test results (excluding data for individual items), mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

     – To export school test results (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list.

Figure 71. District-Level User View: Export Report Window

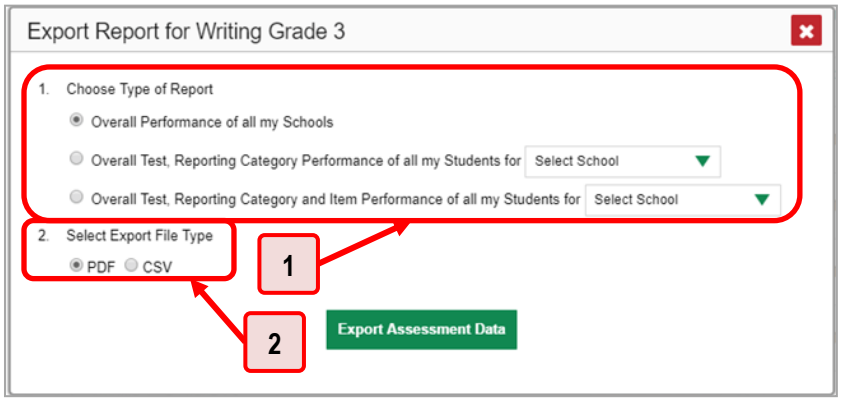


Table 35. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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

Figure 72. Teacher View: Export Report Window

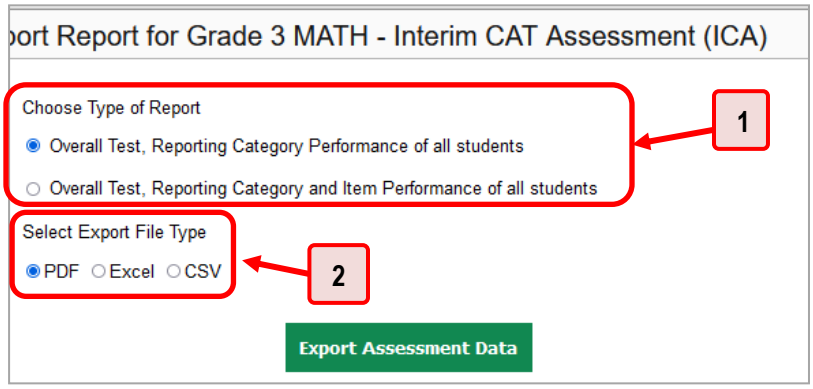


Table 36. Teacher View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

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

4. Click **Export Assessment Data**. A confirmation window appears.

5. Click **Yes** to export or **No** to return to the ***Export Report*** window. When you've exported a file, the ***Inbox*** window appears with the generated file available for download.

Appendix

Appendix sections are alphabetized for your convenience.

C

Class (Roster) Management

Classes (rosters) are groups of students. Each class is associated with a teacher. Each is also associated with a single administrative year.

School-level users can add, edit, and delete classes. Classes are a great way to organize students, allow teachers to view their students' performance, and allow other users to compare the performance of different classes.

Please see the *HSAP TIDE User Guide* for detailed instructions on how to add, edit, and delete classes (rosters) in the TIDE system. The *HSAP TIDE User Guide* is available on the AlohaHSAP.org portal website.

Condition Codes

Table 37 provides an overview of the various condition codes that may be applied to students' Smarter Balanced summative ELA Performance Task long write (essay) responses.

Table 37. Condition Codes

Source of Code	Condition Code	Description
Human	Blank	• The student did not enter a response.
Human	Insufficient Text	• The student has not provided a meaningful response. Some examples: ▪ Random keystrokes ▪ Undecipherable text ▪ "I hate this test" ▪ "I don't know", "IDK" ▪ "I don't care" ▪ "I like pizza!" (in response to a reading passage about helicopters) ▪ Response consisting entirely of profanity • The "Insufficient Text" code is used for responses described above and also if: ▪ The student's original work is insufficient to make a determination whether the student is able to organize, cite evidence/elaborate, and use conventions as defined in the rubrics. ▪ The response is too brief to make a determination regarding whether it is on purpose or on topic.

Source of Code	Condition Code	Description
Human	Non-Scorable Language	• ELA/literacy: Language other than English.
Human	Off Purpose	• A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task. • An off-purpose response addresses the topic of the task but not the purpose of the task. • Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose. • Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose.
Human	Off Topic	• A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative). • Off-topic responses are generally substantial responses.

H

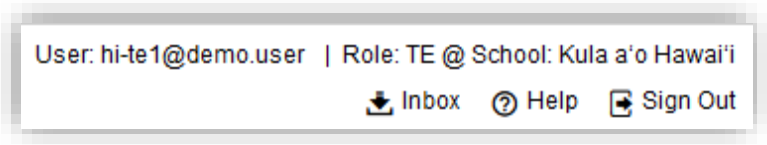
Help

The Centralized Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see Figure 73), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 73. Banner



I

Inbox

The Centralized Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

How to Access and Manage Files in the Inbox

1. In the banner (see Figure 73), click **Inbox**. The ***Secure Inbox*** window appears (see Figure 74). By default, the Inbox window displays the ***View Documents*** tab.

Figure 74. Secure Inbox Window: View Documents Tab: Secure Inbox Sub-Tab

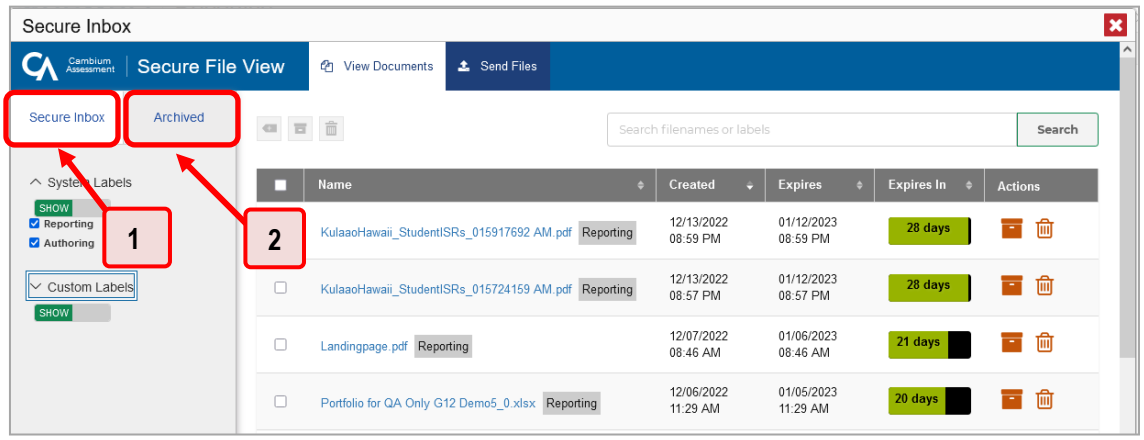


Table 38. Secure Inbox Window: View Documents Tab: Secure Inbox Sub-Tab Elements

#	Element
1	**Secure Inbox** sub-tab
2	**Archived** sub-tab

2. Choose either of the available tabs (see Figure 74):

- **Secure Inbox**: Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived**: Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 75. Secure Inbox Window: View Documents Tab: Secure Inbox Sub-Tab

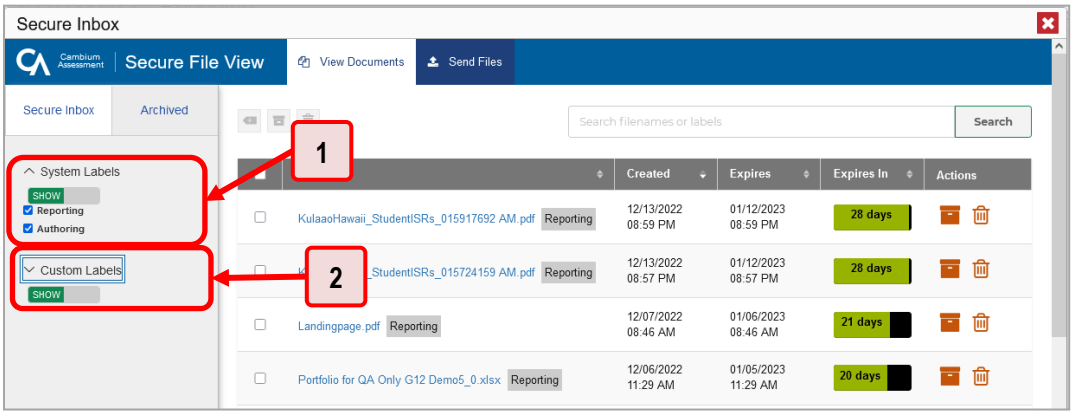


Table 39. Secure Inbox Window: View Documents Tab: Secure Inbox Sub-Tab Elements

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

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

4. *Optional*: To hide or display system labels, click the System Labels toggle (see Figure 75).

5. *Optional*: To hide files with a particular system label, clear the checkbox for that label (see Figure 75).

6. *Optional*: To hide or display custom labels, click the Custom Labels toggle (see Figure 75).

7. *Optional*: To hide files with a particular custom label, clear the checkbox for that label (see Figure 75).

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

   - To download a file, click the name of the file (see Figure 76).
   - To apply a custom label, follow these instructions:
     - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
     - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
   - To archive a file, click (see Figure 76).

- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click (see Figure 76).

Figure 76. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

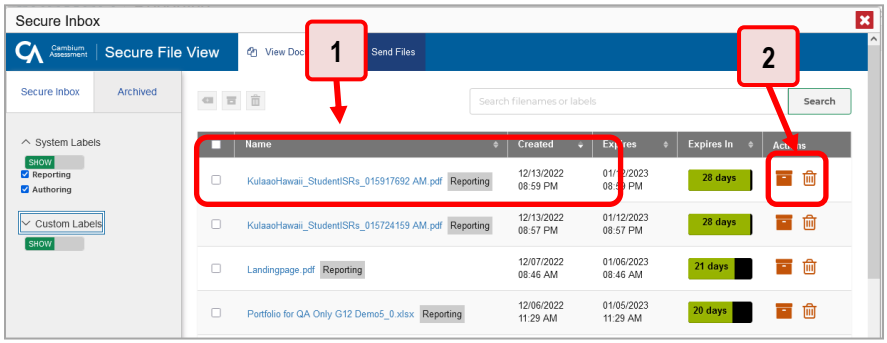


Table 40. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

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

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

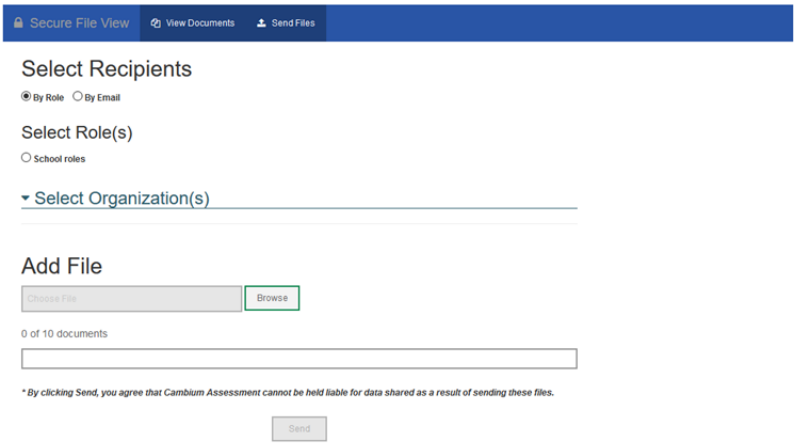
How to Use the Inbox to Send Files to Other Users' Inboxes

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

1. From the banner (see Figure 73), select **Inbox**. The ***Secure Inbox*** page appears (see Figure 74). By default, the ***View Documents*** tab displays.
2. Select the **Send Files** tab. The ***Send Files*** page appears (see Figure 77).
3. In the *Select Recipients* field, do one of the following:
   - Select **By Role** to send a file or files to a group of users by user role.
   - Select **By Email** to send a file or files to a single recipient by email address.

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

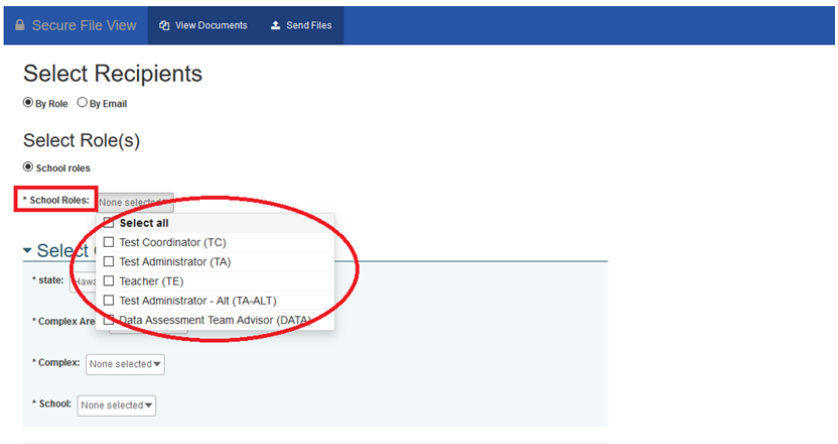
Figure 77. Secure Inbox Window: Send Files Tab



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

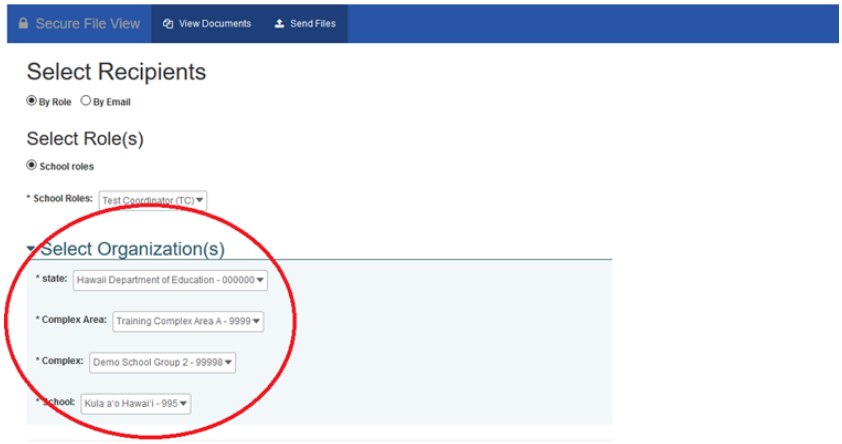
5. From the drop-down list (see Figure 78), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

Figure 78. Secure Inbox Window: Send Files Tab



6. From the *Select Organization(s)* drop-down lists (see Figure 79), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 79. Secure Inbox Window: Send Files Tab



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

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

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

10. Select **Send**.

N

Non-Scorable Test Opportunities

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

You can click **More Info** on the notification to view the ***Students with Other Test Statuses*** window (see Figure 80). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 80. Students with Other Test Statuses Window

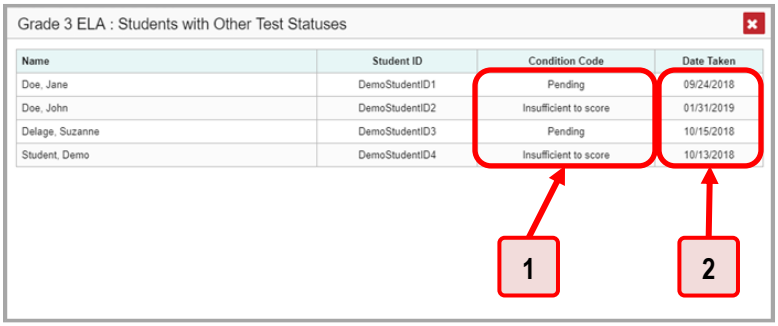


Table 41. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

P

Performance Data

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

- Score data:
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.
- Standard error: After an individual student's score, you may see a number with "±" before it. This is the standard error of measurement (SEM). A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. As an example, if a student receives a test score of 75 with an SEM of 4, that tells us that the student's knowledge and skills fall between 71 and 79. For average scores at aggregate levels, the number following "±" is the standard error of the mean.

- Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in Figure 81, showing the percentage and number of students who achieved each performance level. These bars are color-coded, with three performance levels being coded red-yellow-green, four being coded red-yellow-green-blue, and five being coded red-yellow-green-blue-purple.
- Percent proficient, also shown in some aggregate reports (see Figure 81), represents the total percentage of students who achieved proficiency. It typically includes those who fell into the top one to three performance levels.
- Measures in aggregate reports for adaptive tests may also include **Proficient** and **Weak or Strong?**.

Figure 81. School Performance on Test Report: Performance by Roster Tab

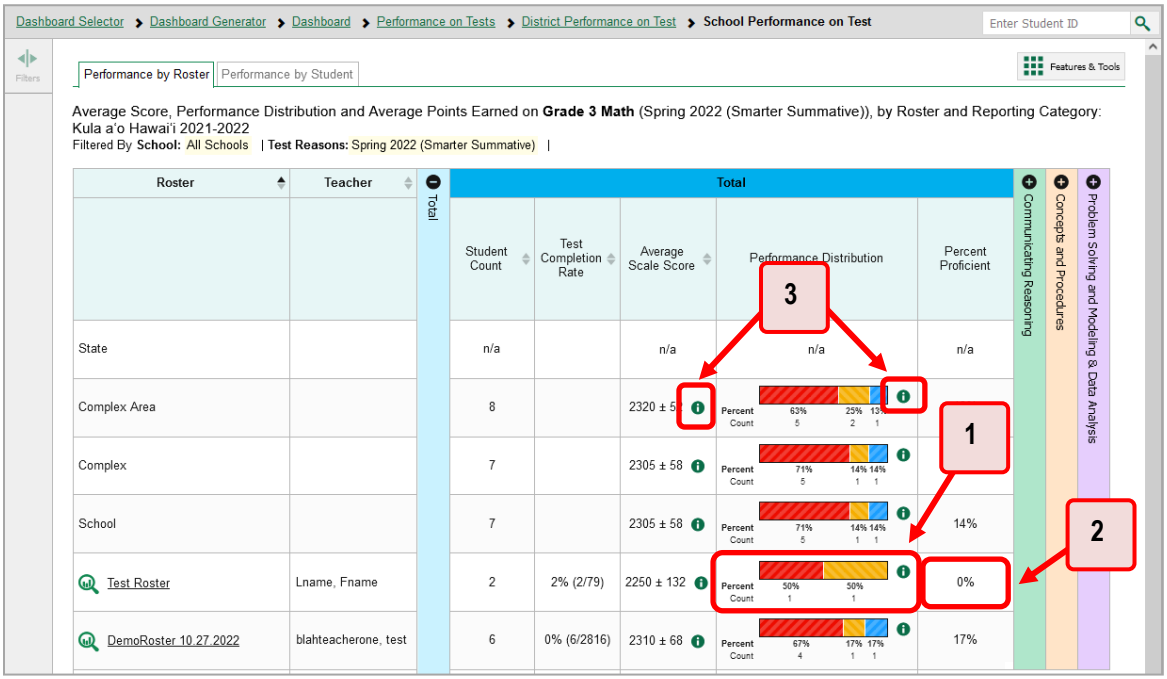


Table 42. School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels
2	Percent proficient
3	Buttons to learn more information

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

A legend appears (see Figure 82 and Figure 83), explaining what the scores or performance levels indicate.

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

Figure 82. School Performance on Test Report with Expanded Scale Score Legend

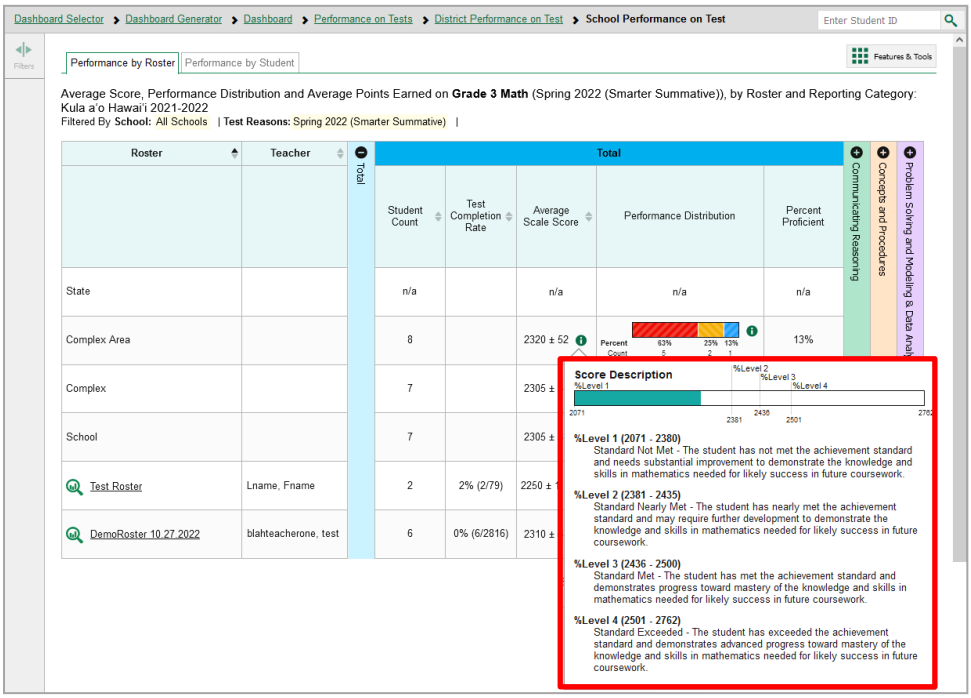
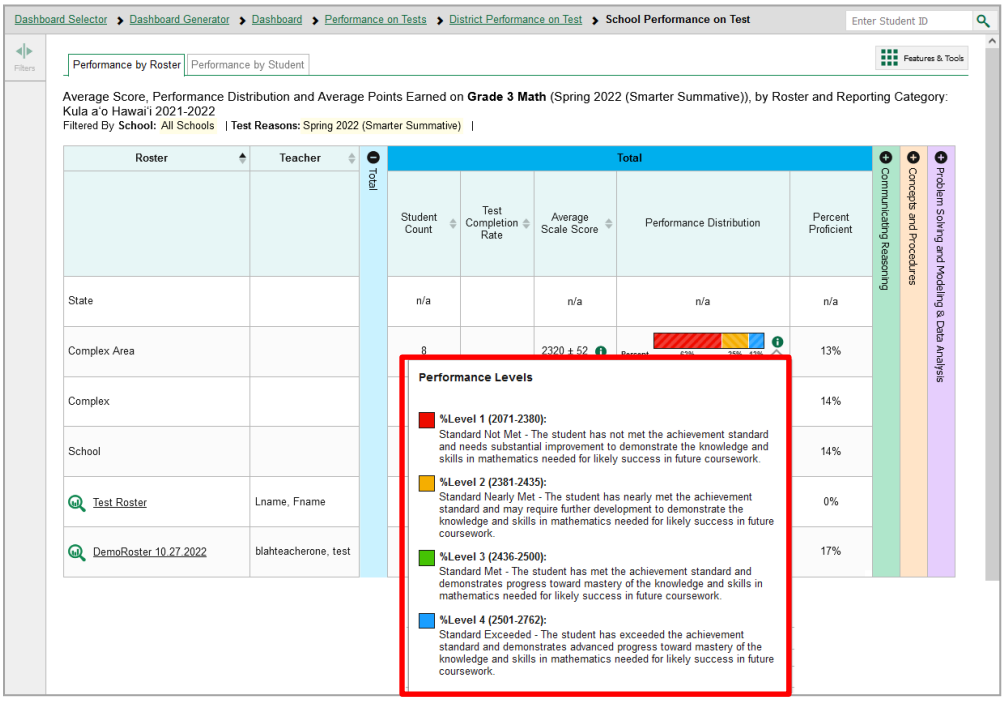


Figure 83. School Performance on Test Report with Expanded Performance Distribution Legend



R

Report Tables

How to Sort a Table

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

2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker when the column is sorted in ascending order.

How to Specify the Number of Rows Displayed

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

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

How to View Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field 1 at the lower-right corner of the table.

How to View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons on the right and left sides of the table. Alternatively, click and drag the green horizontal scrollbar at the bottom of the table.

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

How to Expand All Accordion Sections in a Table

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

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.

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

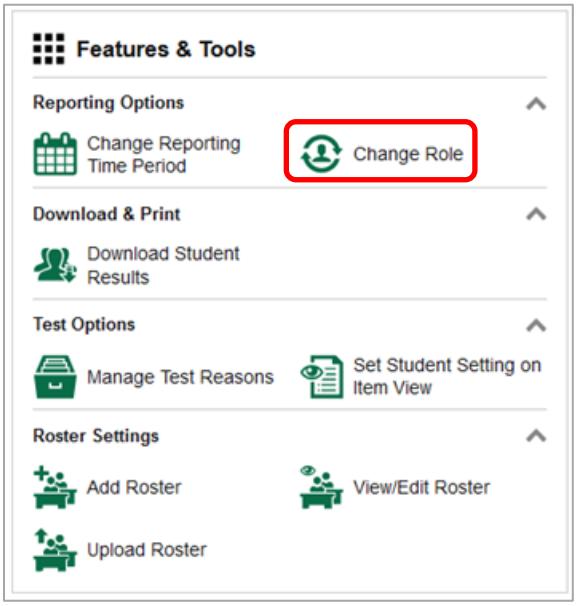
U

User Role Change

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

1. From the **Features & Tools** menu, select **Change Role**. The ***Change Role*** window appears.

Figure 84. Features and Tools Menu



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

3. Click **Continue**. The window closes and the dashboard page for the selected role and institution appears.

User Support

For additional information and assistance in using the Centralized Reporting System, contact the HSAP Helpdesk.

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

HSAP Helpdesk

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

Email Support: hsaphelpdesk@cambiumassessment.com

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology** section.

- If the issue pertains to a student, provide the student's SSID and associated school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 10 and Firefox 101 or Mac OS 12.4 and Safari 15).

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.

Location	Change	Date