Rhode Island Next Generation Science Assessment

AIRWays Reporting System User Guide

For Summative Assessments

2019–2020

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Introduction to the User Guide

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

The guide includes the following sections:

- How to Navigate Reports
- How to Set Up Your Reports So They Make Sense
- How to Export and Print Data
How to Navigate Reports

This section explains how to navigate your reports.

How to Understand the AIRWays Reporting Dashboard

When you log in to the AIRWays Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

How can I use the dashboard to view my overall test results?

On the dashboard, teachers see two tables, as in Figure 1:

- The My Assessments table, listing all your assessments.
- The My Students table, listing all your students.

![Figure 1. Teacher View: Dashboard](image-url)
District- and school-level users see just one table, as in Figure 2. Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 2. School-Level User View: Dashboard

For each test, the assessments table shows the test reason (the name of the test window), number of students who took the test, average score, performance distribution, and date the test was last taken. You will see similar data in other reports in the AIRWays Reporting System.

Figure 3. Teacher View: Dashboard
For Teachers and School-Level Users: How to View Student-Level Data for All Your Classes (Rosters)

You can view all of your students across classes (rosters).

How can I view a list of all my students and their performance on a particular test?

The Performance by Student tab (Figure 4) 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. Starting from the dashboard that appears when you log in, click a test name (or search) beside it in the table at the top of the page.

2. In the report that appears, select the Performance by Student tab. You will see results for all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

Figure 4. My Students’ Performance on Test Report: Performance by Student Tab

- State, district, school, and total students
- Average scores and performance distributions for the state, district, school, and total students
- Score and performance column headers (click to sort)
- Student names and IDs
- Student scores and performance levels
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 topic section bars to expand them.

Figure 5. My Students’ Performance on Test Report: Performance by Student Tab: Topic Section
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 can I access test results for all my classes (rosters)?**

The **Performance by Roster** tab (Figure 6) displays test results for each class (roster). To view this tab, follow the instructions for your user role below. Please note that District Administrators or School Coordinators will need to create rosters in order for teachers to see rosters.

- **Teachers and school-level users:** From the dashboard that appears when you log in, click a test name (or **Q** beside it) in the table of assessments. Either the My Students’ Performance on Test or the School Performance on Test report appears, depending on your role.

- **District-level users** can view all classes (rosters) in a school. To do so, follow these instructions:
  a. From the dashboard that appears when you log in, click a test name (or **Q** beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
  b. Click a school name (or **Q** beside it). The School Performance on Test report appears.

The report shown here (Figure 6) displays a list of your classes (rosters) and each class’s performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

**Figure 6. My Students’ Performance on Test Report: Performance by Roster Tab**
How can I see which classes (rosters) performed best on this assessment?

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

- Click the score column header to sort by score.
- Look at the bars in the Performance Distribution column.

Figure 7. School Performance on Test Report: Performance by Roster Tab
How can I see how well classes (rosters) performed in each area on the test?

For tests with topic 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 8), you can view a performance distribution bar for each class (roster) under the topic Physical Sciences.

Figure 8. My Students’ Performance on Test Report: Performance by Roster Tab with Expanded Topic Section
How can I access test results for an individual class (roster)?

The prior section 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 (Figure 9).

**Figure 9. Teacher View: Roster Performance on Test Report**

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

You can compare the performance of your students in each area of the test using the topic sections, as shown in Figure 10. Click the vertical section bar to expand each section.

**Figure 10. Teacher View: Roster Performance on Test Report with Expanded Topic 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.

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

- **School-level users:** Starting at the dashboard that appears when you log in, click the name of the test (orbeside it).

- **District-level users:**
  a. Starting at the dashboard that appears when you log in, click the name of the test (orbeside it). A table listing test results by school appears.
  b. Click the name of the school (orbeside it) for which you would like to see results.

The test results for the school appear. The **Performance by Roster** tab is open by default.

![Figure 11. School Performance on Test Report: Performance by Roster Tab](image)
How can I see which classes (rosters) performed best 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 12). If certain classes (rosters) performed consistently well, you could use them as a model for the classes with lower performance.

Figure 12. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Average Scale 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.

**How can I access test results for a district?**

On the dashboard that appears when you log in, click the name of a test (or search beside it). A list of the schools in your district appears, with data.

*Figure 13. District Performance on Test Report*
How can I see which schools in the district performed best 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 14).

**Figure 14. District Performance on Test Report Sorted by Score**

How can I see how well schools in the district performed in each area on the test?

Click the vertical section bars to expand the topic sections.

**Figure 15. District Performance on Test Report with Expanded Topic Section**
How to View Test Results Broken Down by Demographic Sub-Groups

You can use the pie chart button at the upper-right corner of a report (see Figure 16) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 16. My Students’ Performance on Test Report
How can I view test results broken down by demographic sub-groups?

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

1. Click the pie chart button at the upper-right corner (see Figure 16).

   The **Breakdown Attributes** window opens (see Figure 17).

   ![Figure 17. Breakdown Attributes Window](image)

   - **Demographic options**
   - **Include unspecified values option**
   - **Apply button**

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 18**).

**Figure 18. Demographic Breakdown of a My Students’ Performance on Test Report**

How can I 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 18**).
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 19.

Figure 19. Demographic Combination Breakdown Window (from School 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 schools are most successful at teaching 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. And you can generate and export both Individual Student Reports (ISRs) and student data files.

How can I access test results for an individual student on a particular test?

Teachers and school-level users:

1. Go to the dashboard and click a test name (or beside it) in the table of assessments. A page of test results appears.

2. Select the Performance by Student tab.

3. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears (Figure 20).
District-level users:

1. Go to the dashboard and click a test name (or beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).

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

3. Follow the same steps as teachers and school-level users, starting with step 2.

Figure 20. Teacher View: Student Performance on Test Report

You can view the student’s performance in each area of the test using the topic sections, which you can click to expand.
How to Generate and Export Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), each of which provides easy-to-read performance data on a particular test opportunity (an instance of a student taking a test). ISRs are useful for sharing performance information with students and their parents.

What does an Individual Student Report (ISR) look like and how can I read it?

An ISR is a PDF that displays data on a test opportunity. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Sample ISRs are shown below.

- At the top of each ISR are the student name and SSID, the name of the test, district, and school, and any other relevant information.
- Below that is a summary of the student’s performance. An ISR for a scale-scored test displays the student’s performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the state, district, and/or school.
- Many ISRs include a table detailing the student’s performance in each topic.
- Some ISRs include item-level data, scoring assertions, and scoring assertion outcomes.

![Sample Individual Student Report (ISR): NGSS Science](image)

- Student name and ID
- Name of the test
- Student’s district and school
- Summary of performance
- Vertical scale showing student’s overall score and performance level
- Comparison table showing average performance of the state and district
- Student’s performance in each topic

Figure 21. Sample Individual Student Report (ISR): NGSS Science
How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR) for 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 topic. You can select any combination of test reasons, assessments, 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 AIRWays Reporting page.

1. Click the student results button 📘 in the upper-right corner of the page (see Figure 22).

Figure 22. Student Portfolio Report
The Student Results Generator window opens (Figure 23).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

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

a. In the Select Test Reasons section (Figure 23), mark the checkbox for each test reason you want to include in the report, or mark All Test Reasons. Test reasons are test windows.

Figure 23. Student Results Generator Window: Select Test Reasons Section
b. The **Select Assessments** section (Figure 24) 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 Assessments**.

Figure 24. Student Results Generator Window: Select Assessments Section
c. The Select Students section (Figure 25) contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

− Sometimes the 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.

− To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 25. Teacher View: Student Results Generator Window: Select Students Section
The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated (see Figure 25).

d.  *Optional*: To set a date range for which to generate results, use the filter menu as follows:

i.  Click the filter menu button. The filter menu opens, displaying two date fields.

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

iii.  Click *Apply*.

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

Figure 26. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
3. From the two Report Type options in the panel on the right, select **ISR**. The Selections section shows the number of ISRs to be generated, and more options appear below (see Figure 27).

Figure 27. School-Level User View: Student Results Generator Window: Select Students Section

4. 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.

5. Under PDF Type, select either a one-page or a multi-page PDF.

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

To view an example of an ISR PDF (containing sample data) in a new browser tab, click the name of a sample in the **Student Results Generator** window under the PDF Type options. Depending on the assessment, your ISR(s) may not include all the sections that appear in the sample.
How to Generate and Export Student Data Files

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

**How can I generate and export student data files?**

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 student results button in the upper-right corner of the page.

![Figure 28. Student Portfolio Report](image-url)

**Student results button**
2. The Student Results Generator window opens (see Figure 29).

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

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

a. In the Select Test Reasons section, mark the checkbox for each test reason you want to include in the results, or mark All Test Reasons. Test reasons are simply test windows.

Figure 29. Student Results Generator Window: Select Test Reasons Section

The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

b. The Select Assessments section 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 Assessments.

Figure 30. Student Results Generator Window: Select Assessments Section
c. The **Select Students** section contains a list of classes (rosters) (if you’re a teacher or school-level user) or schools (if you’re a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.

- 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.

- To search for a particular student, enter their SSID in the field at the upper-right corner of the window and click **Search**. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 31. School-Level User View: Student Results Generator Window: Select Students Section

The **Selections** section displays a count indicating the total number of students for whom student data files will be generated.
d. **Optional:** To set a date range for which to generate results, use the filter menu as follows:

i. Click the filter menu button. The filter menu opens, displaying two date fields (Figure 32).

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

iii. Click **Apply**.

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

Figure 32. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Opened
4. From the two Report Type options in the panel on the right, select **Student Data File**. More options appear below.

Figure 33. Teacher View: Student Results Generator Window: Select Students Section

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

6. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.
How to Compare Students’ Data with Data for Your State, District, School, and/or Total Students

On the dashboard and in the Student Portfolio Report, you can access performance data for your state, district, school, and/or total students.

**How can I compare my students’ performance with that of my state, district, and/or school?**

On the dashboard that appears when you log in, click ☰ to the right of a test name.

![Teacher View: Dashboard](image)

Rows containing data for the state, district, and/or school appear below.

![Teacher View: Dashboard with Expanded Comparison Rows](image)

To hide the comparison rows, click ☰ to the right of the test name.
How can I compare a student’s performance with that of my state, district, school, and/or total students?

In the Student Portfolio Report, you can compare a student’s performance on any test with that of your state, district, school, and/or total students. To do so, follow the instructions below:

1. Enter the student’s SSID in the search field in the upper-right corner and click (see Figure 36). The Student Portfolio Report appears.

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

   Figure 36. Teacher View: Dashboard
2. Click ☐ to the right of a test name.

Figure 37. Student Portfolio Report

Rows containing data for your state, district, school, and/or total students appear below.

Figure 38. Teacher View: Student Portfolio Report with Expanded Comparison Rows

To hide the comparison rows, click ☐ to the right of the test name.
How to Set Up Your Reports So They Make Sense

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: filtering to show only the tests you’re interested in; filtering to show only the classes (rosters) you’re interested in; and viewing data from a previous point in time.

For Teachers: How to Set Preferences for Tests to Display

If you’re a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out.

Once you’ve set your persistent test preferences, higher-level users will have the option of using them too. That means that when you’ve excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

How can I set preferences for tests to display?

1. Open the My Settings menu and choose Select Tests to Display. A window appears (see Figure 39), showing tests organized hierarchically by subject, grade, and assessment name.

   Figure 39. Select Tests to Display Window

2. Select the checkboxes beside the tests or groups of tests you want to display.

3. Click Save & Close at the upper-right corner of the window.
For School- and District-Level Users: How to Set Preferences for Classes (Rosters) to Display

School- and district-level users can also narrow down their data based on class (roster). To do so, update your preferences to specify which classes appear in your reports.

**How can I set preferences for classes (rosters) to display?**

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

   ![Select Roster Preferences Window](image)

   **Figure 40. Select Roster Preferences Window**

2. Mark one of these two options:

   - **All Rosters**: This is the default option. When this option is selected, all data for all classes (rosters) appear in all your reports.
   - **Teacher Preferences**: If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.

   Click *Save & Close* at the upper-right corner of the window.
How to Filter Tests to Display

**How can I filter reports by test?**

You can temporarily filter which tests you want to see in your reports.

1. On the left side of the dashboard, click either the expand button or the test group button. The filter panel expands.

   ![Figure 41. Teacher View: Dashboard](image)

   **Button to expand just the filters panel**
   **Button to expand filters panel and test group options**

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.

   ![Figure 42. Teacher View: Dashboard with Filters Panel Expanded](image)

   **Test group options**
   **Apply button and Clear Filters**
3. **Click Apply.** The dashboard 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.

When a table is filtered by test, the row of filter details below the table header reads “Selected Tests”.

![Figure 43. Teacher View: Dashboard Filtered to Show Selected Tests](image)

**For Teachers: 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. On the dashboard, teachers can filter by roster. Please note that District or School Level users need to create rosters for teachers to be able to see scores.

**How can I filter reports by class (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 it with another class. 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 page, click either the expand button or the roster button. The filter panel expands.

Figure 44. Teacher View: Dashboard
2. Make a selection from the drop-down list in the Rosters section.

Figure 45. Teacher View: Dashboard with Filters Panel Expanded

3. Click Apply. The affected 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 the table header shows the rosters you’re viewing.

**Figure 46. Teacher View: Dashboard Filtered by All Rosters**

---

**How to View Data from a Previous Point in Time**

You can select a reporting date to view test results from a previous point in time.

When you set the reporting date to a date in the past, the reports show data for the students who were associated with you as of that date, including their enrollment information, demographic information, and completed test opportunities as of that date.

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

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, if you’re a district- or school-level user, you may want to compare students’ performance in their current classes with their performance in previous ones.
How can I view data from a previous point in time?

1. From the My Settings menu in the banner, choose Change Reporting Time Period. The Reporting Time Period window appears (see Figure).

   Figure 47. Reporting Time Period Window

2. Use the calendar tool in the Pick reporting date field to select a date, or enter it in the format mm/dd/yyyy.

3. Click Save. All reports are now filtered to show data as of that date. The row of filter details under the header of each report shows the reporting date. All other filters are cleared.

   Figure 48. Row of Filter Details

4. Optional: To go back to viewing the current data, open the Reporting Time Period window again, click Reset to Today, then click Save. The date resets and all filters are cleared. The reporting date also resets when you log out, but persists when you switch user roles.
How to Export and Print Data

You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. 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 can I export or print a report I’m viewing?

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

Figure 49. Teacher View: Dashboard with Expanded Print Menu
How to Export and Print Data

A print preview page opens (see Figure).

- 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 50. Print Preview Page**

2. Do one of the following under the **Print Options** section:

- To print the report, select the **Print** radio button.

- To download a PDF version of the report, select **Save to PDF**. Then select an option from the **Page Layout** drop-down list that appears.

- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

3. Click **Confirm**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.
How can I export an assessment report directly from the dashboard?

1. Click the export button to the left of the assessment whose report you wish to export.

   Figure 51. Teacher View: Dashboard

   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 for the assessment, mark the **Overall Performance of all my Schools** radio button. (This is the District Performance on Test report.)
  
  - To export the school test results, mark the **Overall Test & Reporting Category Performance of all my Students for [School Name]** radio button, then select a school from the drop-down list. (This is the School Performance on Test report.)

![Figure 52. District-Level User View: Export Report Window](image)
School-level users and teachers: Mark the Overall Test, Reporting Category Performance of all students radio button. (This is either the My Students’ Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 53. Teacher View: Export Report Window

3. Do either of the following:
   - To export the report in PDF format, mark the PDF radio button.
   - To export the report in comma-separated values (CSV) format, mark the CSV radio button.

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

5. Click Yes to export or No to return to the Export Report window. When you’ve exported a file, the Inbox window appears with the generated file available for download. The file lists results by student, unless you selected Overall Performance of all my Schools, in which case it lists results by school.
Appendix

Appendix A

Class (Roster) Management

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

How can I add a class (roster)?

You can create new classes (rosters) from students associated with your school or district.

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

   Figure 54. Roster Manager Window: Add Roster Form

2. In the Search for Students to Add to the Roster panel, do the following:

   a. If you are a district-level user, then in the School drop-down list, select the school for the roster.

   b. Optional: In the SSID, Student’s First Name, and/or Student’s Last Name fields, enter information about a particular student you want to add.
c. *Optional*: In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.

d. *Optional*: In the **Advanced Search** panel, select additional criteria:

i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

ii. In the related fields, select the additional criteria.

iii. Click **Add**.

iv. *Optional*: To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 55. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

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

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

   b. From the Teacher Name drop-down list, select a teacher.

   c. Optional: To include former students in the Add Roster form, mark the Current and Past Students radio button. The Available Students list will include students who have left the selected school.

   Figure 56. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

   d. To add students, do one of the following in the list of available students:

      – To move one student to the roster, click beside that student’s name.

      – To move all the students in the Available Students list to the roster, click Add All.

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

   e. To remove students, do one of the following in the list of students in this roster:

      – To remove one student from the roster, click beside that student’s name.

      – To remove all the students from the roster, click Remove All.
To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click Remove Selected.

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

**How can I modify a class (roster)?**

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

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

   Figure 57. Roster Manager Window: View/Edit/Export Roster Form

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

4. A list of retrieved rosters is generated.

Figure 58. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters

5. In the list of retrieved rosters, click the **Edit** button for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
6. Optional: To find students to add to the roster, use the Search for Students to Add to the Roster panel as follows:

a. If you are a district-level user, then in the School drop-down list, select the school for the roster.

b. Optional: In the SSID, Student’s First Name, and/or Student’s Last Name fields, enter information about a particular student you want to add.

c. Optional: In the Enrolled Grade drop-down list, select the grade levels for the students in the roster.

d. Optional: In the Advanced Search panel, select additional criteria:

   i. From the Search Fields drop-down list, select a criterion type. A set of related criteria for that criterion type appear.

   ii. In the related fields, select the additional criteria.

   iii. Click Add.

   iv. Optional: To remove the added criteria, mark the checkboxes for those criteria and click Remove Selected. To remove all additional criteria, click Remove All.

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

Figure 59. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel

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

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

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

**How can I upload classes (rosters)?**

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

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

   ![Figure 60. Roster Manager Window: Upload Rosters: Upload Page](image)

2. On the Upload Rosters: Upload page, click **Download Templates** in the upper-right corner and select the appropriate file type (either Excel or CSV).

3. Open the template file in a spreadsheet application.

4. Fill out the template and save it.

   ![Figure 61. Filled-Out Roster Upload Template](image)
5. On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.

6. Click **Next**. The Upload Rosters: Preview page appears (see Figure). Use the file preview on this page to verify you uploaded the correct file.

   **Figure 62. Roster Manager Window: Upload Rosters: Preview Page**

7. Click **Next** to validate the file. Any errors ▶️ or warnings 🚸 are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

   **Figure 63. Roster Manager Window: Upload Rosters: Validate Page**
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- Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.

- Optional: Click Download Validation Report in the upper-right corner to view a text file listing the validation results for the upload file.

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

8. Do one of the following:

- Click Continue with Upload at the bottom of the page. The AIRWays Reporting System commits those records that do not have errors. If there are too many errors, you won’t be able to do this.

- Click Upload Revised File at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears, displaying a message about how many records (rows) were committed.

Table 1 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

### Table 1. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student's unique identifier within the district.</td>
<td>Up to 30 alphanumeric characters.</td>
</tr>
<tr>
<td>ACTION</td>
<td>Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.</td>
<td>Add or Delete.</td>
</tr>
</tbody>
</table>

*Required field.
Appendix B

Help

The AIRWays Reporting System includes an online user guide.

How can I access the online user guide?

In the banner, 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 65. Teacher View: Dashboard
Appendix C

Inbox

How can I use the Inbox?

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

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

Figure 66. Teacher View: Dashboard
1. In the banner, click Inbox. The Secure Inbox window appears, listing the available files (see Figure).

Figure 67. Secure Inbox Window: Inbox Tab

2. Choose either of the available tabs:
   - **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 68. Secure Inbox Window: Inbox Tab
3. **Optional**: To filter the files displayed, enter a search term in the text box in the upper-right corner and click  . The search applies to both filenames and labels.

4. **Optional**: To hide or display system labels, click the System Labels toggle.

5. **Optional**: To hide files with a particular system label, unmark the checkbox for that system label.

6. **Optional**: To hide or display custom labels, click the Custom Labels toggle.

7. **Optional**: To hide files with a custom label, unmark the checkbox for that custom label.

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

   - To download a file, click the name of the file.
   - To apply a custom label, follow these instructions:
     - To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
     - To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
   - To archive a file, click  .
   - To unarchive a file, click  . The file is moved back to the Inbox.
   - To delete a file, click  .

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

Login Process

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

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

How can I log in to the AIRWays Reporting System?

1. Navigate to the portal.

2. Select the Test Administration card from the portal homepage.

   Figure 70. Test Administration Card

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

   Figure 71. AIRWays Reporting Card
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4. On the login page, enter the email address and password you use to access all AIR systems.

   Figure 72. Login Page

5. Click Secure Login.

   a. If the Enter Code page appears, an authentication code is automatically sent to your email address. You must enter this code in the Enter Emailed Code field and click Submit within 15 minutes.

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

   Figure 73. Enter Code Page
b. If your account is associated with multiple institutions, you are prompted to select a role. From the Role drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 74. Select Role Window

The dashboard for your user role appears.

**How can I set or reset my password?**

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the Reset Your Password page. 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 75. Reset Your Password Page

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

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

Additional help:

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

Non-Scorable Test Opportunities

The reports in AIRWays Reporting do not include data for non-scorable test opportunities. A student’s test opportunity cannot be scored when it has a test status of “Expired” or “Invalidated.” 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. 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 76. Students with Other Test Statuses Window
Appendix F
Performance Data

What kinds of performance data are displayed in the AIRWays Reporting System?

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.
- 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 reports include performance distribution bars (see Figure 77).

Figure 77. Teacher View: Dashboard

Performance distribution bar, divided into colored blocks representing different performance levels
How can I learn more about what scores and performance levels are?

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

Figure 78. School-Level User View: Dashboard

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

Figure 79. Teacher View: Dashboard with Expanded Average Score Legend
You will find similar buttons in reports throughout the AIRWays Reporting System.
Appendix G

Report Tables

How can I sort a table?

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

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

How can I specify the number of rows displayed?

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

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

How can I view additional table rows?

- To move to the next and previous pages in a table, click the arrow buttons ▶ ◀ at the lower-right corner of the table.

- To jump to a specific table page, enter the page number in the field ◆ at the lower-right corner of the table.

How can I 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.

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

How can I 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.
Appendix H

User Support

For additional information and assistance in using the AIRWays Reporting System, contact the Rhode Island Next Generation Science Assessment Help Desk.

The Help Desk is open Monday – Friday from 7:00 a.m. to 7:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Rhode Island Next Generation Science Assessment Portal).

<table>
<thead>
<tr>
<th>Rhode Island Next Generation Science Assessment Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-866-757-9437</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:rihelpdesk@air.org">rihelpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).