AIRWays Reporting System User Guide

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Introduction to the User Guide

This user guide provides instructions and support for users viewing Interim Assessment performance reports in the AIRWays Reporting System.

Organization of the User Guide

This user guide includes the following sections:

- **Overview of the AIRWays Reporting System**: Provides information about the interim assessment reporting components of the AIRWays Reporting System and explains the students, assessments, and data included in reports.

- **Accessing the AIRWays Reporting System**: Provides instructions for logging in to the AIRWays Reporting System.

- **Overview of the Dashboard and Reports**: Provides descriptions of the Dashboard and the interim assessment reports available in the AIRWays Reporting System.

- **Entering or Modifying Item Scores**: Provides instructions for entering scores for unscored items and modifying suggested scores for machine-scored writing items.

- **Working with the AIRWays Reporting System Report Tables**: Provides instructions for customizing the AIRWays Reporting System report tables and previewing items.

- **Global Features in the AIRWays Reporting System**: Provides instructions for managing rosters, updating test preferences, switching user roles, printing reports, and using the Secure Inbox.

- The **Appendices** provide additional information about non-scorable assessments, include user support information, and include a change log.

Document Conventions

Table 1 describes the conventions appearing in this guide.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td><strong>Alert</strong>: This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
</tbody>
</table>

Note: “SSID” is used as the designation in all AIR systems for “SASID,” the State Assigned Student Identifier. These two acronyms—SSID and SASID—refer to the same 10-digit unique student identification number.
<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note</td>
<td>This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td>Example</td>
<td>This symbol accompanies examples that illustrate a concept or procedure.</td>
</tr>
<tr>
<td>Text</td>
<td>Boldface text is used to indicate a link or button that is clickable.</td>
</tr>
<tr>
<td>Page</td>
<td>Boldface and italics text is used to indicate the name of a system page.</td>
</tr>
</tbody>
</table>

**Intended Audience**

This user guide is intended for district- and school-level users viewing Smarter Balanced Interim Assessment performance reports in the AIRWays Reporting System. To use this system, you should be familiar with using a web browser to retrieve data, fill out web forms, and print documents.

**Additional Resources**

The following publications provide additional information:

- For information about supported operating systems and browsers, see the [System Requirements for Online Testing](#) document.

- For information about student and user management, rosters, and appeals, see the [Test Information Distribution Engine (TIDE) User Guide](#).

- For information about administering online tests, see the [Test Administrator (TA) User Guide](#).

- For information about network, internet, and software requirements, see the [Technical Specifications Manual for Online Testing](#).

- For information about installing secure browsers, see the [Secure Browser Installation Manual](#).

The above resources are available on the [Connecticut Comprehensive Assessment Program Portal](#).
Section I. Overview of the AIRWays Reporting System

The AIRWays Reporting System provides student performance reports for Smarter Balanced Interim Assessments. The AIRWays Reporting System consists of a Dashboard page and various assessment reports. The Dashboard provides a summary of all the Interim Assessment Blocks (IABs) completed by a particular student, class, school, and district, and the assessment reports provide detailed performance data for each of those IABs. For more information, see the section Overview of the Dashboard and Reports.

Assessment reports are available at various levels within a district. Access to each assessment report depends on your user role. For more information, see the section About User Roles.

The AIRWays Reporting System also includes various global features that allow you to manage the data and reports you view. For more information, see the section Global Features in the AIRWays Reporting System.

Note: The AIRWays Reporting System does not replace the reports available for Smarter Balanced Interim Assessments in the Online Reporting System (ORS). Users may access score reports, including Individual Student Reports for the Interim Comprehensive Assessments (ICAs), in the ORS.

About User Roles

Access to the assessment reports available in the AIRWays Reporting System depends on your user role in TIDE.

- Teachers can access the Teacher Assessment Report and Student Assessment Report.
- School-level users can access the School Assessment Report, Teacher Assessment Report, and Student Assessment Report.
- District-level users can access the District Assessment Report, School Assessment Report, Teacher Assessment Report, and Student Assessment Report.

The assessments and features available on the Dashboard also vary by user level. For more information, see the section Overview of the Dashboard and Reports.

Alert: The AIRWays Reporting System only displays data for one institution and user at a time. If you have multiple user roles or you are associated with multiple institutions, you must change your user role in the AIRWays Reporting System in order to access the Dashboard and reports for each role and institution. For more information, see the section Changing User Roles.
About the Students in the AIRWays Reporting System

Reports in the AIRWays Reporting System display data only for your associated students. The students associated with you depend on your user role:

- For teachers, your associated students include the following:
  - All the students who are members of your rosters.
  - All the students who have completed an assessment in your test sessions.

- For school-level users, your associated students are all the students who have completed assessments in your school.

- For district-level users, your associated students are all the students who have completed assessments in your district.

About the Assessments in the AIRWays Reporting System

The AIRWays Reporting System includes data for the following Smarter Balanced Interim Assessments:

- Any Interim Assessment Blocks (IABs) administered.
- Any Interim Comprehensive Assessments (ICAs) administered.

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

**Note:** You can modify your settings to exclude specified assessments or classes from your reports in the AIRWays Reporting System. For more information, see the section Updating Display Preferences.
Understanding the Data in the AIRWays Reporting System

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

- **Score Data**: This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in the AIRWays Reporting System:
  - **Score**: The Score column in the AIRWays Reporting System displays an individual student’s score for an assessment or reporting category within an assessment.
  - **Average Score**: The Average Score column in the AIRWays Reporting System displays the sum of assessment scores for a particular institution divided by the student count for that institution. An institution may be a district, school, class, roster, or other specified group of students, depending on the report and user level.

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

**Note**: An institution may be a district, school, class, roster, or other specified group of students, depending on the report and user level. The system will automatically default to display the highest institution level to which you have access. For example, if you are a School Coordinator, data for your entire school will be visible, and if you are a teacher, you will see only the data for your students.

**Note**: If an assessment does not use numeric scores, the Score and Average Score columns in reports for that assessment display “n/a.” If an assessment does not use performance levels, the Performance Distribution column in reports for that assessment display “n/a.”
If an information icon ᵊ appears next to student performance data in a report, you can click the icon to view the score description. This includes a chart indicating what performance level the student achieved and the description of each performance level.

**Note:** Some reports in the AIRWays Reporting System display data for classes. Classes in the AIRWays Reporting System are determined by roster membership. For more information about rosters, see the section [Managing Rosters](#).
Section II. Accessing the AIRWays Reporting System

This section describes how to login to the AIRWays Reporting System.

To access the AIRWays Reporting System:

1. Navigate to the Connecticut Comprehensive Assessment Program Portal.

2. Click on the Smarter Balanced Assessment program card (see Figure 1).

3. Click on the AIRWays Reporting card (see Figure 2). The secure login page appears.

4. On the Login page (see Figure 3), enter the e-mail address and password associated with your TIDE account.
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.

   b. If your account is associated with multiple roles or institutions, a pop-up window prompts you to select a role. From the Role drop-down list, select the role and institution combination you wish to use (you can also change your user role after logging in; see the section Changing User Roles).

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

6. The AIRWays Reporting System Dashboard page appears.
About System Login Credentials

Your login information includes the email address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an email containing a temporary link to the Reset Your Password page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question within 15 minutes of receiving this email.

- **If your temporary password reset link expired or if you forgot your password:**

  On the TIDE login page, click the **Forgot Your Password?** link and then enter your email address in the *Email Address* field. You will receive an email (from **AIRAST-DoNotReply@airast.org**) that contains a new link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

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

  Check your spam folder to make sure your email program did not categorize the email from **AIRAST-DoNotReply@air.org** as junk mail. If you still do not have 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 the Connecticut Comprehensive Assessment Program Help Desk for assistance. You must provide your name and email address. For Help Desk contact information, see the **User Support** section of this user guide.
Section III. Overview of the Dashboard and Reports

This section describes the following pages and reports in the AIRWays Reporting System:

- **Dashboard**: This page lists the assessments completed by your associated students.

- **Assessment Reports**: These reports provide detailed student performance data for an individual assessment at various institution and user levels.

- **Overview of Longitudinal Reports**: Each of these reports accompanies a Student Assessment Report or multiple Student Assessment Reports. This report provides additional information about how students performed on related assessments. This report includes data from previous school years as well as the latest year.

- **Student Portfolio Report**: This report provides performance data for all the assessments completed by an individual student.

For more information about interpreting the data that appear in these reports, see the section Understanding the Data in the AIRWays Reporting System.

Overview of the Dashboard

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

**Note**: The **Dashboard** for teachers also includes a table listing all students associated with that teacher roster or test session. For more information, see the section About My Students Table.

You can only view the **Dashboard** for one institution and user role at a time. To view the **Dashboard** for a different institution or user role, you must change your user role. For more information, see the section Changing User Roles.
About the Table of Assessments

The table of assessments on the Dashboard (Figure 5) displays a row of data for each Interim Assessment Block completed by your associated students.

Note: If an assessment in the AIRWays Reporting System either contains a Short-Answer item type that has not been scored, the assessment will not appear in the Table of Assessments until every item has been scored for at least one test opportunity. For more information, see the section Entering Scores for Unscored Items.

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

- Teachers access the Teacher Assessment Report.
- School-level users, access the School Assessment Report.
- District-level users, access the District Assessment Report.

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

Note: The data that appear in the Table of Assessments depend on the options you select from the Filter by drop-down lists on the Dashboard. For more information, see the section Filtering Tables.

Figure 5. Table of Assessments (School-Level Users)

Table 2 describes the columns in the Table of Assessments.

Table 2. Overview of the Table of Assessments

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Name</td>
<td>Name of the interim assessment. To view the corresponding report for an assessment, click in this column.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Test Reason</td>
<td>Test reason assigned to the test opportunity. If the same test was completed with different test reasons, a separate row appears for each test reason. If no test reason was assigned to the opportunity, this column displays Unassigned. For more information about test reasons, see the section Managing Test Reasons.</td>
</tr>
<tr>
<td>Student Count</td>
<td>Number of your associated students who completed the assessment with the given test reason.</td>
</tr>
<tr>
<td>Average Score</td>
<td>Sum of assessment scores for all your associated students divided by the student count.</td>
</tr>
<tr>
<td>Performance Distribution</td>
<td>The percentage of your associated students who performed at each performance level.</td>
</tr>
<tr>
<td>Date Last Taken</td>
<td>Most recent date on which one of your associated students completed the assessment.</td>
</tr>
</tbody>
</table>

### About the My Students Table

The Dashboard for Teachers also includes the My Students table (Figure 6), which provides a summary of the interim assessments your students have recently taken. This table displays a row of data for each of your associated students. For more information about your associated students, see the section About User Roles.

This table also allows you to access the Student Portfolio Report for each student listed.

![Figure 6. My Students Table](image)

**Table 3** describes the columns in the My Students table.

### Table 3. Overview of the My Students Table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Name of the student. To view the Student Portfolio Report for a student, click 🔍 in this column.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student ID</td>
<td>Student's State Assigned Student Identifier (SASID) used for reporting purposes.</td>
</tr>
<tr>
<td>Most Recent Assessment</td>
<td>Name of the latest assessment the student completed.</td>
</tr>
<tr>
<td>Date Taken</td>
<td>Date on which the student completed the most recent assessment.</td>
</tr>
</tbody>
</table>

**Overview of the Assessment Reports**

The Assessment Reports in the AIRWays Reporting System provide detailed information about how the students associated with a user or institution performed on an individual assessment. Assessment Reports display a column of student performance data for the assessment as a whole and for each reporting category in the assessment.

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

Assessment Reports are available for each interim assessment completed at various levels within the district:

- The **Student Assessment Report** provides information about how an individual student performed on the assessment.
- The **Teacher Assessment Report** provides information about how a teacher’s associated students performed on the assessment.
  - The Roster Assessment Report is similar to the Performance by Student table of the Teacher Assessment Report, except it displays data for a single roster.
- The **School Assessment Report** provides information about how a school performed on the assessment, by class and by student.
- The **District Assessment Report** provides information about how a district performed on the assessment, by school.

All of these reports (excluding the District Assessment Report) also provide information about how students responded to the individual items in each assessment reporting category and allow you to preview those items. For more information about previewing items, see the section [Previewing Items in Reports](#). If a test contains items with machine-suggested scores, you can modify a student’s scores for those items directly from Assessment Reports (for more information, see the section [Modifying Scores for Items](#)).
**Note:** If a student completed multiple opportunities for a given assessment, the report includes a row of data for each opportunity. A number icon in the first column indicates which opportunity the row represents. A clock icon appears next to the most recent opportunity. Only data for the most recent opportunity is used to calculate the average scores and performance levels for the student’s associated teachers and institutions.

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

Authorized users can navigate from a higher-level assessment report (e.g., at the district level) to a lower-level assessment report (e.g., at the school level) for users who are members of their institution. For example, district-level users can access the School Assessment Report for each school listed in their District Assessment Report.

**Note:** If a student’s test opportunity for a given assessment could not be scored, a notification appears below the report. For more information about non-scorable test opportunities, see [Appendix A](#).
About the Student Assessment Report

The Student Assessment Report (Figure 7 and Figure 8) provides information about how an individual student performed on an individual assessment.

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

To access the Student Assessment Report:

- On the Teacher Assessment Report, click next to a student’s name.
- On the Student Portfolio Report, click next to an assessment’s name.
- Authorized users can access this report from the School Assessment Report by clicking next to a student name in the Performance by Student Table.

![Figure 7. Student Assessment Report for an IAB](image)

![Figure 8. Student Assessment Report for an ICA](image)
Table 4 describes the columns in the Student Assessment Report. If a column header displays 🖌️ for an item, you can click the score link in this column to modify the item’s score (see the section **Modifying Scores for Items**). When the confidence level for a machine-suggested score is low, a warning icon ⚠️ displays in the cell for that score.

### Table 4. Columns in the Student Assessment Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td>This column includes the following rows:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Item Number</strong>: Displays the items in the assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Max Points</strong>: Displays the maximum number of points possible for each item.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Everyone</strong>: Displays the sum of points the student’s class earned for each item divided by the number of students in the class.</td>
</tr>
<tr>
<td></td>
<td>• <strong>[Student Name]</strong>: Displays the number of points the student earned for each item.</td>
</tr>
<tr>
<td><strong>Total Items – Specific to IABs</strong></td>
<td>Displays the student’s performance data for each item on the assessment.</td>
</tr>
<tr>
<td></td>
<td>This column will only appear when viewing a Student Assessment Report for the Interim Assessment Blocks (IABs).</td>
</tr>
<tr>
<td><strong>[Reporting Category Name] – Specific to ICAs</strong></td>
<td>Displays the student’s performance data for the items in each reporting category. Each [Reporting Category Name] column also displays the student's score and performance level (IABs).</td>
</tr>
<tr>
<td></td>
<td>This column will only appear when viewing a Student Assessment Report for the Interim Comprehensive Assessments (ICAs).</td>
</tr>
</tbody>
</table>

### About the Teacher Assessment Report

The Teacher Assessment Report consists of two tables:

- **Teacher Assessment Report: Performance by Roster Table**: This table provides information about how a teacher’s rosters performed on the given assessment.

- **Teacher Assessment Report: Performance by Student Table**: This table provides information about how a teacher's students performed on the given assessment.

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

#### Teacher Assessment Report: Performance by Roster Table

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

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

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

Figure 9. Teacher Assessment Report: Performance by Roster

Table 5 describes the columns in the Performance by Roster table.

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster</td>
<td>This column includes the following rows:</td>
</tr>
<tr>
<td></td>
<td><strong>Max Points</strong>: Displays the maximum score possible for the whole assessment or individual reporting category.</td>
</tr>
<tr>
<td></td>
<td><strong>Everyone</strong>: Displays average data for all of the teacher’s students who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td><strong>[Roster Name]</strong>: Displays data for that individual roster.</td>
</tr>
<tr>
<td>Total</td>
<td>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td><strong>Student Count</strong>: Number of students in the roster who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td><strong>Test Completion Rate</strong>: Percent of students in the roster who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td><strong>Average Score</strong>: Sum of assessment scores for all the students in the roster divided by the student count.</td>
</tr>
<tr>
<td></td>
<td><strong>Performance Distribution</strong>: The percentage of students in the roster who performed at each performance level.</td>
</tr>
<tr>
<td>5 Items on Which Students Performed the Best</td>
<td>Displays the five assessment items with the highest average score for the teacher's students, ordered by their sequence in the test. For each roster in the report, this column displays the average number of points that roster earned for each item.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Items on Which Students Performed the Worst</td>
<td>Displays the five assessment items with the lowest average score for the teacher’s students, ordered by their sequence in the test. For each roster in the report, this column displays the average number of points that roster earned for each item.</td>
</tr>
</tbody>
</table>
| [Reporting Category Name] – Specific to ICAs | Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:  
  - **Average Score**: Sum of scores in the reporting category for all the students in the roster divided by the student count.  
  - **Performance Distribution**: The percentage of students in the roster who performed at each performance level for the reporting category.  
  - **[Item Number]**: Displays the roster’s average scores for the individual items in the reporting category.  
  This column will only appear when viewing a Teacher Assessment Report for the Interim Comprehensive Assessments (ICAs). |
| Total Items – Specific to IABs              | Displays the student’s performance data for each item on the assessment. This column will only appear when viewing a Teacher Assessment Report for the Interim Assessment Blocks (IABs).                                      |

### Teacher Assessment Report: Performance by Student Table

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

*To access the Performance by Student table:*

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

**Note:** This Performance by Student table is similar to the Roster Assessment Report accessed from the School Assessment Report by clicking next to a roster name. However, the Roster Assessment Report displays data only for a single roster.
Table 6 describes the columns in the Assessment Report. The actual columns that appear in the report may vary by test. If a column header displays 🆕 for an item, you can click the score links in this column to modify the item’s scores (see the section Modifying Scores for Items). When the confidence level for a machine-suggested score is low, a warning icon ⚠ displays in the cell for that score.

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

If you access this report by clicking ⬅️ next to a class name in the School Assessment Report, the Teacher Assessment Report only displays data for that class.

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>This column includes the following rows:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Max Points</strong>: Displays the maximum score possible for the whole assessment or individual reporting category.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Everyone</strong>: Displays average data for all of the teacher’s students who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>[Student Name]</strong>: Displays data for that individual student.</td>
</tr>
<tr>
<td></td>
<td>To access the <strong>Student Assessment Report</strong> for a student, click ⬅️ next to the student name in this column.</td>
</tr>
<tr>
<td>Student ID</td>
<td>Student’s State Assigned Student Identifier (SASID) used for reporting purposes.</td>
</tr>
<tr>
<td>Total</td>
<td>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Score</strong>: Student’s score for the whole assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Performance</strong>: Student’s performance level for the whole assessment.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5 Items on Which Students Performed the Best</td>
<td>Displays the five assessment items with the highest average score for the students shown, in order from highest average score to lowest average score.</td>
</tr>
<tr>
<td>5 Items on Which Students Performed the Worst</td>
<td>Displays the five assessment items with the lowest average score for the students shown, in order from lowest average score to highest average score.</td>
</tr>
</tbody>
</table>
| [Reporting Category Name] – Specific to ICAs | Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:  
  - **Score**: Student’s score for the reporting category.  
  - **Performance**: Student’s performance level for the reporting category.  
  - **[Item Number]**: Displays the individual items and scores for the reporting category.  
  This column will only appear when viewing a Teacher Assessment Report for the Interim Comprehensive Assessments (ICAs). |
| Total Items – Specific to IABs              | Displays the performance data for each item on the assessment.  
  This column will only appear when viewing a Teacher Assessment Report for the Interim Assessment Blocks (IABs). |

### About the School Assessment Report

The School Assessment Report consists of two tables:

- **About the Performance by Roster Table**: This table provides information about how each roster in the school performed on the given assessment.

- **About the Performance by Student Table**: This table provides information about how each student in the school performed on the given assessment.

**Note**: If a student who completed the assessment is not associated with any class, that student’s test data will appear in the Performance by Student table, but not in the Performance by Class table.
About the Performance by Roster Table

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

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

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

To access the Performance by Roster table:

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

- Authorized users can access this report from the About the District Assessment Report by clicking next to a school name.

![Figure 11. School Assessment Report: Performance by Class](image)

Table 7 describes the columns in the Performance by Roster table.
Table 7. Overview of the School Assessment Report: Performance by Roster Table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>This column includes the following rows:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Max Points</strong>: Displays the maximum score possible for the whole assessment or individual reporting category.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Everyone</strong>: Displays average data for all of the classes in the school who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>[Roster Name]</strong>: Displays data for that individual roster.</td>
</tr>
<tr>
<td></td>
<td>To access the <a href="#">Teacher Assessment Report</a> for a roster, click <img src="#" alt="next to the roster name in this column. The Roster Assessment Report is essentially the Teacher Assessment Report: Performance by Student Table" /> filtered to a single roster.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Name of the teacher associated with the roster.</td>
</tr>
<tr>
<td>Total</td>
<td>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student Count</strong>: Number of students in the roster who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Test Completion Rate</strong>: Percent of students in the roster who completed the assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Average Score</strong>: Sum of assessment scores for all the students in the roster divided by the student count.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Performance Distribution</strong>: The percentage of students in the roster who performed at each performance level.</td>
</tr>
<tr>
<td>5 Items on Which Students Performed the Best</td>
<td>Displays the five assessment items with the highest average score for the school, ordered by their sequence in the test. For each roster in the report, this column displays the average number of points that roster earned for each item.</td>
</tr>
<tr>
<td>5 Items on Which Students Performed the Worst</td>
<td>Displays the five assessment items with the lowest average score for the school, ordered by their sequence in the test. For each roster in the report, this column displays the average number of points that roster earned for each item.</td>
</tr>
<tr>
<td>[Reporting Category Name] – specific to ICAs</td>
<td>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Average Score</strong>: Sum of scores in the reporting category for all the students in the roster divided by the student count.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Performance Distribution</strong>: The percentage of students in the roster who performed at each performance level for the reporting category.</td>
</tr>
<tr>
<td></td>
<td>• <strong>[Item Number]</strong>: Displays the roster’s average scores for the individual items in the reporting category.</td>
</tr>
<tr>
<td></td>
<td>This column will only appear when viewing a School Assessment Report for the Interim Comprehensive Assessments (ICAs).</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Total Items – Specific to IABs</td>
<td>Displays the performance data for each item on the assessment. This column will only appear when viewing a School Assessment Report for the Interim Assessment Blocks (IABs).</td>
</tr>
</tbody>
</table>

**About the Performance by Student Table**

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

*To access the Performance by Student table:*

- On the **Dashboard** for school-level users, click next to an assessment, and then click the **Performance by Student** tab.
- Authorized users can access this report from the District Assessment Report by clicking next to a school name and then clicking the **Performance by Student** tab.

![Figure 12. School Assessment Report: Performance by Student](image)

**Table 8** describes the columns in the Performance by Student table. The actual columns that appear in the report may vary by test. If a column header displays 🖼 for an item, you can click the score links in this column to modify the item’s scores (see the section **Modifying Scores for Items**). When the confidence level for a machine-suggested score is low, a warning icon 🚸 displays in the cell for that score.
Table 8. Overview of the School Assessment Report: Performance by Student Table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| Student | This column includes the following rows:  
  - **Max Points**: Displays the maximum score possible for the whole assessment or individual reporting category.  
  - **Everyone**: Displays average data for all the students in the school who completed the assessment.  
  - **[Student Name]**: Displays data for that individual student. |
| Student ID | Student’s State Assigned Student Identifier (SASID) used for reporting purposes. |
| Total | Displays student performance data for the entire assessment. This column consists of multiple sub-columns:  
  - **Score**: Student’s score for the whole assessment.  
  - **Performance**: Student’s performance level for the whole assessment. |
| 5 Items on Which Students Performed the Best | Displays the five assessment items with the highest average score for the school, in order from highest average score to lowest average score. For each student in the report, this column displays the number of points that student earned for each item. |
| 5 Items on Which Students Performed the Worst | Displays the five assessment items with the lowest average score for the school, in order from lowest average score to highest average score. For each student in the report, this column displays the number of points that student earned for each item. |
| [Reporting Category Name] – Specific to ICAs | Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:  
  - **Score**: Student’s score for the reporting category.  
  - **Performance**: Student’s performance level for the reporting category.  
  - **[Item Number]**: Displays the student’s scores for the individual items in the reporting category.  
  This column will only appear when viewing a School Assessment Report for the Interim Assessment Blocks (IABs). |
| Total Items – Specific to IABs | Displays the performance data for each item on the assessment.  
  This column will only appear when viewing a School Assessment Report for the Interim Assessment Blocks (IABs). |
About the District Assessment Report

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

To access the District Assessment Report:

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

![District Assessment Report](image)

Table 9 describes the columns in the District Assessment Report.

Table 9. Overview of the District Assessment Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| School   | This column includes the following rows:  
  - **Max Points**: Displays the maximum score possible for the whole assessment or individual reporting category.  
  - **All Schools**: Displays average data for all of the schools in your district who administered the assessment.  
  - **[School Name]**: Displays data for that individual school.  
  
  To access the School Assessment Report, click next to a school name in this column. |
| Total    | Displays student performance data for the entire assessment. This column consists of multiple sub-columns:  
  - **Student Count**: Number of students in the school who completed the assessment.  
  - **Average Score**: Sum of assessment scores for all the students in the school divided by the student count.  
  - **Performance Distribution**: The percentage of students in the school who performed at each performance level. |
Column | Description
--- | ---
[Reporting Category Name] – Specific to ICAs | Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:
- **Average Score**: Sum of scores in that reporting category for all the students in the school divided by the student count.
- **Performance Distribution**: The percentage of students in the school who performed at each performance level for that reporting category.
This column will only appear when viewing a District Assessment Report for the Interim Comprehensive Assessments (ICAs).

Total Items – Specific to IABs | Displays the performance data for each item on the assessment.
This column will only appear when viewing a District Assessment Report for the Interim Assessment Blocks (IABs).

**Overview of Longitudinal Reports**

Longitudinal Reports show how a student performed on related assessments over time. This report is only available when the student in an Assessment Report has completed at least one other related assessment. Usually, related assessments have the same test type and subject (e.g., ELA Informational Reading).

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

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

**To open a longitudinal report:**

1. Click in the upper-left corner of a Student Assessment Report. The Longitudinal Report opens in a pop-up window.

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

2. If the Assessment Report is for a particular student, the **Longitudinal Report** window appears. If the report is for multiple students, the **Report Options** window appears (Figure 14), in which case you should complete Steps 2. a.–.b. This window lists columns for each related test completed by students in the report. The columns display checkmarks to indicate which students completed each test. If students completed the same tests with separate test reasons, a sub-column appears for each test reason.
a. Select which tests you wish to include in the report:
   - Mark the checkbox for each test you wish to include.
   - To include all available tests, mark the Test Reason checkbox in the first column.

b. Click Generate Report. The Longitudinal Report appears, showing data for the students who completed every test you chose to include.
   - Optional: To modify the included tests, click Report Options and repeat Steps 2. a.–b.

Layout of Longitudinal Reports
Longitudinal Reports display a table at the bottom of the window and one or more graphs above it. The graphs illustrate the performance data provided in the table (Figure 15).
The table includes a row for each related assessment (including that of the original Student Assessment Report). Assessments are listed chronologically by their earliest completed opportunities.

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

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

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

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

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

Table 10 describes the columns in the Longitudinal Report table for an individual student.

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date on which the student completed the assessment.</td>
</tr>
<tr>
<td>Test Label</td>
<td>Name of the assessment.</td>
</tr>
<tr>
<td>Test Reason</td>
<td>Testing category assigned to the test opportunity.</td>
</tr>
<tr>
<td>Overall</td>
<td>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Score</strong>: Student's score for the whole assessment.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Performance</strong>: Student's performance level for the whole assessment.</td>
</tr>
<tr>
<td>[Reporting Category Name] – Specific to ICAs</td>
<td>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Score</strong>: Student's score for the reporting category.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Performance</strong>: Student's performance level for the reporting category.</td>
</tr>
</tbody>
</table>
Table 11 describes the columns in the Longitudinal Report table for a group of students.

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The earliest date on which an opportunity of the assessment was completed.</td>
</tr>
<tr>
<td>Test Label</td>
<td>Name of the assessment.</td>
</tr>
<tr>
<td>Test Reason</td>
<td>Testing category assigned to the test opportunity.</td>
</tr>
<tr>
<td>Overall</td>
<td>Displays student performance data for the entire assessment. This column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Average Score</strong>: Sum of assessment scores for all the students in the common student group divided by the student count.</td>
</tr>
<tr>
<td></td>
<td>• <strong>[Performance Level]</strong>: The percentage of students in the student group who performed at that performance level. A sub-column appears for each performance level in the assessment.</td>
</tr>
<tr>
<td>[Reporting Category Name] – Specific to ICAs</td>
<td>Displays student performance data for each reporting category. Each [Reporting Category Name] column consists of multiple sub-columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Score</strong>: Student's score for the reporting category.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Student's Performance</strong>: Student's performance level for the reporting category.</td>
</tr>
</tbody>
</table>

About the Student Portfolio Report

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

To access the Student Portfolio Report:

- On the **Dashboard** for teachers, click next to a student in the My Students table.

- In the upper-right corner of any page in the AIRWays Reporting System, enter a student’s SASID in the search field and click .
Table 12 provides an overview of the columns in the Student Portfolio Report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Name</td>
<td>Name of the test. To access the <a href="#">Student Assessment Report</a> for an assessment, click ![icon] in this column.</td>
</tr>
<tr>
<td>Test Reason</td>
<td>Testing reason assigned to the test opportunity. If no test reason was assigned to the opportunity, this column displays Unassigned by default.</td>
</tr>
<tr>
<td>My Student’s Score</td>
<td>Individual student’s score for the assessment.</td>
</tr>
<tr>
<td>Average Score of My Students</td>
<td>Sum of assessment scores for all the teacher’s students divided by the number of students in that group.</td>
</tr>
<tr>
<td>Student Count</td>
<td>Number of students in that group.</td>
</tr>
<tr>
<td>My Student’s Performance</td>
<td>Individual student’s performance level for the assessment.</td>
</tr>
<tr>
<td>Performance Distribution of My Students</td>
<td>The percentage of the teacher’s students who performed at each performance level.</td>
</tr>
<tr>
<td>Date Last Taken</td>
<td>Date on which the student completed this assessment.</td>
</tr>
</tbody>
</table>
Section IV. Entering or Modifying Item Scores

You may enter or modify scores for two types of test items in the AIRWays Reporting System:

- **Machine-Scored Writing Items**: These are items with written responses that typically require hand scoring, but arrive in the AIRWays Reporting System with automated scores suggested by the machine-scoring system. For more information, see Modifying Scores for Items.

- **Unscored Items**: These are items that require hand scoring and arrive in the AIRWays Reporting System without any suggested scores. For more information, see Entering Scores for Unscored Items.

Modifying Scores for Items

School-level users can modify the scores for certain items on tests that have been assigned to you for scoring or for student’s tests associated to you by school directly from the Item View window on available Assessment Reports. Assessment Reports for each test display in the column headers for each item with editable scores (Figure 17).

**Figure 17. Assessment Report with Editable Item Scores**

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

**To review and modify scores:**

1. On an Assessment Report with modifiable items, click the item score link in the student’s row of the report. The Item View window opens.
2. On the **Rubric & Resources** tab, review the item’s rubric and available resources, if necessary.

3. On the **Item & Score** tab, review the student’s entered response and click ✏️ in the Scoring Criteria table at the top of the window (see Figure 18).

![Figure 18. Item View: Scoring Criteria Table](image)

4. Do one of the following:
   - To enter a score for the response, manually select a numerical score from the **Score** drop-down list.
   - To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list. For more information about condition codes, see [About Non-Scorable Test Opportunities](#).

5. If the item consists of multiple scoring criteria, repeat Step 4 for each criterion.

6. Click **Save**. Any average scores or performance distributions on the Assessment Report update automatically when you close the **Item View** window.

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

### Entering Scores for Unscored Items

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

When you have tests awaiting item scoring, a **Tests to Score** notification appears in the banner (see Figure 19).
Clicking the **Tests to Score** notification opens the **Scoring Mode** window (see Figure 20), where you can enter scores for unscored items.

**Figure 20. Scoring Mode Window**

### To enter scores for unscored items:

1. In the banner, click **Tests to Score**. The **Scoring Mode** window opens, displaying a list of tests with unscored items (see Figure 20).

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

2. Click ⌁️ next to the name of the test you wish to score. The **Test Scoring** page appears, displaying a list of students and items awaiting scoring for the selected test (see Figure 21).
3. To enter scores for an item, click the **Score** link for the required item in the required student’s row. The **Item View** window opens (see **Figure 22**).

![Figure 22. Item View: Scoring Criteria Table](image)

4. On the **Rubric & Resources** tab, review the item’s rubric and available resources, if necessary.

5. On the **Item & Score** tab, review the student’s entered response and do one of the following:
   - To enter a score for the response, manually select a numerical score in the **Score** field.
To assign a condition code to the response, select the appropriate option from the **Condition Code** drop-down list. For more information about condition codes, see [About Non-Scorable Test Opportunities](#).

6. If the item consists of multiple scoring criteria, repeat Step 5 for each criterion.

7. Click **Save**.

8. To continue scoring items, do one of the following:
   - To view another unscored item for the same student, use the arrow buttons at the top of the **Item View** window.
   - To view the same unscored item for another student, select the required student from the **Student** field at the top of the **Item View** window.
   - To return to the **Test Scoring** page and select another item manually, click X in the upper-right corner of the **Item View** window.

9. Repeat Steps 3–8 until you have entered scores for all the unscored items for the test.

10. To exit the **Scoring Mode** window, click X in the upper-right corner.

**Note:** After you enter scores for all the unscored opportunities of a test, that test is removed from the **Scoring Mode** window. However, you can still modify the item scores on that test directly from its Assessment Reports by following the procedure in the section [Modifying Scores for Items](#).
Section V. Working with the AIRWays Reporting System Report Tables

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

Customizing Report Tables

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

Filtering Tables

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

To apply filters to a report:

11. Click the Filters menu above the report.

12. Select the required options from the available filter drop-down lists.

13. Click Apply. The affected report updates to reflect the data in the selected filters. When filters are applied to a report, a row of filter details appear below the table header for that report.

14. Optional: To remove the applied filters, open the Filters menu and click Clear Filters.

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

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

Table 13 provides an overview of the filters available in the AIRWays Reporting System.
Table 13. Overview of the AIRWays Reporting System Filters

<table>
<thead>
<tr>
<th>Filter Option</th>
<th>Filter Options</th>
<th>Available Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Rosters</td>
<td>Sets reports to display data for all students in your rosters and test sessions.</td>
<td>Teacher Dashboard</td>
</tr>
<tr>
<td>My Proctored Students</td>
<td>Sets reports to display data only for students who were in your test sessions.</td>
<td></td>
</tr>
<tr>
<td>[Roster Name]</td>
<td>Sets reports to display data only for the specified roster. This drop-down list includes a filter option for each roster associated with you.</td>
<td></td>
</tr>
<tr>
<td>Test Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Test Reasons</td>
<td>Sets reports to include assessments for every test reason.</td>
<td>Teacher Dashboard</td>
</tr>
<tr>
<td>[Test Reason]</td>
<td>Sets reports to only include assessments associated with the selected test reason.</td>
<td>School Dashboard, District Dashboard, Longitudinal Reports</td>
</tr>
<tr>
<td>Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Standards</td>
<td>Sets reports to include items for every standard.</td>
<td>School Assessment Report, Teacher Assessment Report, Student Assessment Report</td>
</tr>
<tr>
<td>[Standard Category]</td>
<td>Sets reports to only include items aligned with standards in the selected category.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Standard]</td>
<td>Sets reports to only include items aligned with the selected standard.</td>
</tr>
<tr>
<td>To filter reports by a specific standard, you must first select the category and sub-categories that the standard belongs to.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The available standards and categories depend on the assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All School Years</td>
<td>Sets reports to include assessments from all available school years.</td>
<td>Student Portfolio Report, Longitudinal Reports</td>
</tr>
<tr>
<td>[School Year]</td>
<td>Sets reports to only include assessments completed during the selected school year.</td>
<td></td>
</tr>
</tbody>
</table>

Sorting Tables

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

To sort a table:

1. Click the header of the column you wish to sort by. The top arrow in the header is shaded darker when the column is sorted in ascending order.

2. To sort by descending order, click the column header again. The bottom arrow in the header is shaded darker when the column is sorted in descending order.
Customizing Table Rows

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

To specify the number of rows displayed:

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

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

Navigating to Additional Rows and Columns

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

To view additional table rows:

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

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

To view additional table columns:

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

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

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

- Teacher Assessment Report
- Student Assessment Report
- School Assessment Report

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

Figure 23. Item Preview: Item & Score
To preview an item:

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

   The item preview opens in a pop-up window.

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

   **Note:** The Performance by Roster Table of the School Assessment Report only allows you to preview items in a blank state.
About the Item Preview Window

The **Item Preview** window consists **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number, score, and confidence level (for machine-scored writing items only).

The **Item & Score** tab may include the following sections (Figure 23).

- **Scoring Criteria**: When you are viewing a student’s response and the item has multiple scoring criteria, the Scoring Criteria table appears, listing the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for certain items. For more information, see the section Entering or Modifying Item Scores.

- **Scoring Assertion**: When you are viewing a student’s response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome.

- **Item**: Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.
  - If the student tested with visual test settings (such as larger font size), you can use the toggle in the upper-right corner of this window to show or hide the student’s settings from the item preview. For more information, see the section Updating Student Settings Display Preferences.

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

The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking 📖 and 📖, respectively (see Figure 24).

![Figure 24. Item View Window: Rubric & Resources](image)

---

**Interim: Grade 5 ELA/ICA**

- **Details**
  - **Topic**: Listening
  - **Difficulty**: Moderate

- **Correct Answer**: A

- **Rubric**: Clarify, Write Effectively - Students can produce effective and well-grounded writing for a range of purposes and audiences.

- **Frequency Distribution of Student Responses**

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>0</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Student Responses for My School</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
• **Details:** Provides the following information:
  
  o  **Topic:** Indicates the interim assessment administered in which this item appears.
  
  o  **Item Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
  
  o  **Content Alignment:** Identifies the claim associated with the item.

• **Resources:** Provides links to any exemplars or training guides available for the item.

• **Rubric:** Displays the criteria used to score the item. This section may also include an exemplar, which provides an example of a scored anchor response.

• **Frequency Distribution of Student Responses:** The table in this section provides a breakdown of how many students earned each possible point value available for the item.
  
  o  When viewing the item preview from the Teacher Assessment Report, this table displays data for students in the given class.
  
  o  When viewing the item preview from the School Assessment Report, this table displays data for students in the given school.
Accessing Additional Report Information

Some Assessment Reports in the AIRWays Reporting System include supplementary information that you can access, such as Digital Library Playlists.

To access additional information for a report:

1. If additional assessment information is available, click 📚 in the upper-left corner of the report table.

2. A pop-up window opens, displaying links to the available resources (Figure 25).

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

![Figure 25. Test Resources in the AIRWays Reporting System](image)
Section VI. Global Features in the AIRWays Reporting System

This section explains how to perform tasks involving the global features in the AIRWays Reporting System. You can access most of the global features from the banner at the top of each page (Figure 26).

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

- **The Secure Inbox**
- **Managing Test Reasons**
- **Updating Display Preferences**
- **Updating Student Settings Display Preferences**
- **Managing Rosters**
  - Add Roster
  - View/Edit Roster
- **Changing User Roles**
- **Printing Reports**

**The Secure Inbox**

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

>Note: The Secure Inbox also stores any file exports you create in TIDE or ORS, as well as secure files uploaded by admin users.
To access reports in the Secure Inbox:

1. In the banner, click **Inbox**. A menu appears, listing the available reports (see **Figure 27**).

2. Select a file from the available tabs:
   - **Inbox**: Displays all the files except for those that you have archived.
   - **Archived**: Displays files that you have archived.

3. **Optional**: To filter the files by keyword, enter a search term in the text box above the list of files.

4. Do one of the following:
   - To download a file, click the name of the file.
   - To archive a file, click ![archive_icon].
   - To delete a file, click ![delete_icon].

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

Managing Test Reasons

Test reasons are categories used to classify test opportunities for reporting purposes in the AIR Ways Reporting System. Test reasons are initially assigned to test opportunities in the Test Administration (TA) Interface. You can use the Test Reason Manager in AIR Ways Reporting System to modify an opportunity's assigned test reason.

**Note**: This task is only available for school- and district-level users in the AIRWays Reporting System.
To associate test opportunities with a test reason:

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

![Figure 28. Search Test Sessions for Test Reason Panel](image)

2. To search for available test opportunities, do one of the following in the Search Test Sessions for Test Reason panel (Figure 28):

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

3. Click Search.

4. A list of retrieved test sessions appears (Figure 29).

   a. Optional: You can click next to a session to expand the list of tests administered in that session.
   
   b. Optional: You can click next to a test name to expand the list of students who completed that test opportunity in that session.
5. To select test opportunities to modify, do one of the following:
   o To select all the test opportunities completed in a particular test session, mark the checkbox for that session.
   o To select all the test opportunities completed for a particular test in a particular session, mark the checkbox for that test name.
   o To select individual test opportunities, mark the checkbox for each student name.

6. Click Assign Test Reasons below the list of retrieved sessions. The Confirm Test Reason and Assign Opportunities window appears (Figure 30).

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

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

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

Updating Display Preferences

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

Updating Test Preferences

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

Example: If you are an ELA teacher and you proctor a test session with students who have also taken math assessments at some point, the data for those math assessments appear in your reports. Since this information is irrelevant to you, you could update your test preferences to exclude all mathematics assessments from your reports.
To update your test preferences:

1. From the **My Settings** drop-down list in the banner, click **Select Tests to Display**. The **Select Tests to Display** window appears (Figure 31).

2. Optional: The **Select Tests to Display** window groups tests into categories based on grade and subject. You can click the arrow button next to a category to expand or collapse it. If a new test or category was added to your reports since the last time you updated your test preferences, a “NEW!” label appears next to it in the window.

3. Do one of the following:
   
   o To exclude an entire category of tests from your reports, mark the checkbox next to that category.
   
   o To exclude individual tests from your reports, mark the checkbox for each test you wish to exclude.

4. Click **Save & Close** to close the window.
Updating Roster Preferences

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

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

- **All Classes**: If you select this option, data for all rosters appear in your assessment reports.

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

  **Example**: Teacher A and Teacher B are both associated with a Grade 7 ELA assessment. Teacher A updated her test preferences to exclude all ELA assessments. If you are a school-level user and you update your class preferences to “Teacher Preferences,” you will see data for Teacher B on the School Assessment Report for Grade 7 ELA, but you will not see data for Teacher A on this report.

To update your roster preferences:

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

2. Mark the radio button for your preferred roster option.

3. Click Save & Close to close the window.

Updating Student Settings Display Preferences

Some reports in the AIRWays Reporting System allow you to preview the items from a student's tests. By default, these previews display the items with any visual test settings that were available to the student while testing (such as larger font size or color contrast). You can adjust your settings to show or hide student test settings in item previews by default. You can also toggle settings from the Item Preview window.

To adjust your student display settings:

4. From the My Settings drop-down list in the banner, select Set Student Settings Display. The Student Test Settings Display window appears.

5. Select the required option:
   - **Yes**: Displays item previews with a student's test settings applied.
   - **No**: Hides the student's test settings from item previews.

6. Click Save.
Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Some reports in the AIRWays Reporting System provide performance data for individual students within a roster or performance aggregates every student in a particular roster.

Adding a New Roster

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

**Note:** The ability to add a new roster is based on the same user permissions that exist in TIDE. If your user role does not permit adding a new roster this feature will not be present. All users have the ability to View Rosters (see Modifying an Existing Roster).

To add a roster:

1. From the My Settings menu in the banner, select Add Rosters. The Add Roster form appears (Figure 32).

2. In the Search for Students to Add to the Roster panel, do the following:
   a. In the District drop-down list, select the district for the roster.
   b. In the School drop-down list, select the school for the roster.
   c. Optional: In the Grade drop-down list, select the grade levels for the students in the roster.
   d. Optional: From the Students Added Since drop-down list, select a timeframe in which the students for the roster were added to TIDE.
   e. Optional: In the Test Settings and Tools Filters panel, select additional criteria:
      i. From the Search Fields drop-down list, select a test setting or tool. A set of related fields for that setting or tool appear.
ii. In the related fields, select the criteria for the test setting or tool.

iii. Click Add.

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

f. Click Search.

3. In the Add Students to the Roster panel (Figure 33), 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. To add students, do one of the following in the list of available students:
   - To move one student to the roster, click + for that student.
   - To move all the students in the Available Students list to the roster, click Add All.
   - To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.

   ![Figure 33. Add Students to Roster Panel](image)

   d. To remove students, do one of the following in the list of students in this roster:
      - To remove one student from the roster, click ✗ for the student.
      - To remove all the students from the roster, click Remove All.
To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

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

**Modifying an Existing Roster**

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

*To modify a roster:*

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

2. In the **Search for Rosters to Edit** panel, select the district, school, and roster type for the roster you wish to edit.

3. Click **Search**. A list of retrieved rosters appears.

4. In the list of retrieved rosters, click for the roster whose details you want to view. The **View/Edit Roster** form appears. This form is similar to the form used to add rosters (**Figure 32**).

5. **Optional:** In the **Add Students to the Roster** panel (**Figure 33**), 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. To add students, do one of the following in the list of available students:
      - To move one student to the roster, click + for that student.
      - To move all the students in the **Available Students** list to the roster, click **Add All**.
      - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
   d. To remove students, do one of the following in the list of students in this roster:
      - To remove one student from the roster, click ✗ for the student.
      - To remove all the students from the roster, click **Remove All**.
      - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

**Note:** If you have many rosters to create, it may be easier to perform those transactions through file uploads. Rosters should be uploaded in TIDE. See the instructions provided in the *Understanding and Creating Rosters* brochure available on the *Connecticut Comprehensive Assessment Program Portal* for more information.

### Changing User Roles

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

**To change your role:**

1. From the **My Settings** menu in the banner, click **Change Role**. The **Change Role** window appears (**Figure 34**).

2. From the **Role** drop-down list, select the required role and institution combination.

3. Click **Continue**. The window closes and the **Dashboard** for the selected role appears.

### Printing Reports

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

**To print a report:**

1. Click **Print** in the upper-right corner of the report page. A **Print Preview** page opens, displaying a printer-friendly version of the report.

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

2. If the report provides data for individual assessment items, select one of the following print options:

   o **Summary Only**: If you select this option, the printed report does not include data for the individual assessment items.
3. Do one of the following:

   - To print the report, click **Print**.
   - To download a PDF version of the report, click **Save as PDF**.
     - Select a page layout option from the drop-down list that appears.
   - To download a CSV version of the report, click **Download CSV File**.

**Note:** All PDF reports you generate are stored in the AIRWays Reporting System Inbox. For more information, see the section **The Secure Inbox**.
Appendix A. About Non-Scorable Test Opportunities

The reports in the AIRWays Reporting System do not include data for non-scorable test opportunities. A student’s test opportunity cannot be scored when it has a status of “Expired” or “Invalidated.” If a student’s interim test opportunity is non-scorable, a notification (⚠️) appears below the report for that assessment.

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

- **Teacher Assessment Report**
- **School Assessment Report: Performance by Student Table**

You can click More Info on the notification to view the Students with Non-Scorable Test Opportunities window (Figure 35). This window displays the students who have non-scorable test opportunities for the IAB or ICA, as well as the status code and completion date for each.

![Figure 35. Students with Non-Scorable Test Opportunities](image)

You can also click 🔍 next to a student’s name in this window to view the Student Portfolio Report for that student.
Appendix B. User Support

For additional Smarter Balanced Interim Assessment Resources, please visit the Connecticut Comprehensive Assessment Program Portal. For additional information and assistance in using the AIRWays Reporting System, contact the Connecticut Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

Connecticut Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1-844-202-7583
Email Support: cthelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

- If the issue pertains to a student, provide the student’s SASID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (e.g., Windows 8 and Firefox 52 or Mac OS 10.13 and Chrome 67).
## Appendix C. Change Log

<table>
<thead>
<tr>
<th>Change</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>