



Wyoming Alternate Assessment (Wy-ALT)

Online Reporting System User Guide

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that displays score reports and participation data for each student who takes a Wyoming Alternate Assessment (Wy-ALT).

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all ORS's features, including instructions for viewing score reports, test management resources, creating and editing rosters, and searching for students.





This user guide is organized as follows:

- [Section I, Overview of the Online Reporting System](#), provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- [Section II, Accessing ORS](#), includes instructions on how to log in and log out of the ORS and switch between different Wy-ALT systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.
- [Section V, Viewing Test Management Center](#), describes how to generate different types of test participation reports.
- [Section VI, Working with Rosters of Students](#), provides instructions on how to create and manage student rosters.
- [Section VII, Searching for Specific Student Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.
- [Appendix A, Performance Level Descriptors](#), provides information about the performance level descriptors and score ranges by grade-band and subject.
- [Appendix B, User Support](#), provides additional information including Help Desk information.

Document Conventions

[Table 1](#) describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

Element	Description
	Caution: This symbol accompanies important information regarding actions that may cause errors.
	Note: This symbol accompanies helpful information or reminders.
Text	Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.
Mono	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics indicates field names.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Tip: This symbol accompanies useful information on how to perform a task.

Intended Audience

This user guide is intended for district and school personnel involved in administering Wy-ALT assessments to students.

It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, see the [Directions for Administration Manual](#).
- For information about which operating systems and browsers are supported, see the [System Requirements](#) document
- For information about student and user management, rosters, and testing irregularities, see the [TIDE User Guide](#).

The above resources are available on the Wy-ALT portal <http://wyoassessment.org>.

Section I. Overview of the Online Reporting System

ORS contains two major features: Score Reports and the Test Management Center.

- **Score Reports:** Provides score data for each Wy-ALT test. You can compare score data between individual students and the school, district, or overall state average scores.
- **Test Management Center:** Provides participation data for students taking Wy-ALT tests. You can determine which students need to complete testing and which students need to start testing. You can view participation summary statistics (count and percentages) of students who tested in a selected subject and grade level. You can also download student data files.

ORS provides dynamic data that can be used to gauge students' achievement on various assessments. However, the data in this system are not to be used for official accountability purposes

Understanding User Roles and Permissions

Your access to ORS reports and data depends on your user role and your school and district associations. For example, district users can view data for all schools, teachers, classes, and students in their district; school users can view data only for teachers, classes, rosters, and students in their school.

[Table 2](#) describes the user roles within ORS and the reports and features that are accessible to each user role.

Table 2. User Roles and Access in the Online Reporting System

Access Level and Roles*	District		School		
	DTC	DA	BC	TA	SS
Score Reports					
School Listing	✓	✓			
Teacher Listing	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	

Access Level and Roles*	District		School		
	DTC	DA	BC	TA	SS
Test Management Center					
Summary Statistics	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓	
Plan and Manage Testing	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓	✓	
Search Students	✓	✓	✓	✓	

* DTC–District Test Coordinator; DA–District Administrator; BC–Building Coordinator; TA–Test Administrator; SS–Second Scorer

Section II. Accessing ORS

This section explains how to log in to ORS, switch between systems, and how to log out.

Logging in to ORS

To log into ORS, you must have an authorized username and password. If you have not yet received your login information, contact your Assessment Administrator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access ORS.



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

To log in to ORS:

1. Open your web browser and navigate to the Wy-ALT portal (<http://wyoassessment.org>).
2. Select your user role.

Figure 1. User Cards on Portal



3. Click **Online Reporting System**. The **Login** page appears.

Figure 2. ORS Card on Portal



4. Enter your email address and password.
5. Click **Secure Login**.

Figure 3. Login Page

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).



Note: Important Information Regarding Your Passwords

If you are a user who was recently added to TIDE, you should receive an email from WyAlt-DoNotReply@airast.org that contains a temporary password and a link to log in to Wy-ALT systems. You must log in with your temporary password within 30 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within 30 days of receiving the first password email and activate your account, you must contact the Wy-ALT Help Desk. You can only reset your password after you have selected a security question and answer. The Wy-ALT Help Desk will send you a new email with a different temporary password. You **MUST** log in within 30 days to activate your account.

Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Password?** button on the **Log In** page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in 30 days. (It may take up to 10 minutes to receive the new email.)

Did you not receive an email containing a temporary password?

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

Additional Help

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

Switching Between Wy-ALT Applications

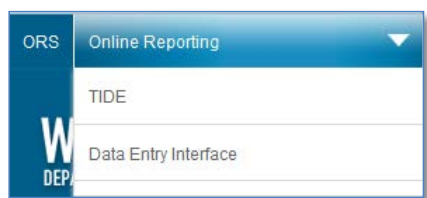
When you are logged in to any Wy-ALT application, you can switch between applications without signing in to each system separately. Access to these systems and their features depends on your user role. The Single Sign On (SSO) feature integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Online Reporting System
- Data Entry Interface

To switch between the Wy-ALT systems:

1. Navigate to the drop-down list on the top left corner of your browser that displays the Wy-ALT applications you can access.

Figure 4. SSO Drop-Down List



2. Select the system you want to use from this menu. You will be directed to the selected application and will not have to log in again.

Logging out of ORS

ORS contains students' personally identifiable information. Be sure to log out of ORS to ensure that unauthorized users do not have access to this information.

To log out of ORS:

1. Click **Log Out** on the top right hand corner of the page. A warning message appears, advising you that you will be logged out of all Wy-ALT systems.
2. Click **Logout** in the lower right corner of the warning message.



Note: ORS has an timeout feature that automatically logs you out of ORS if your session is inactive for 20 minutes.

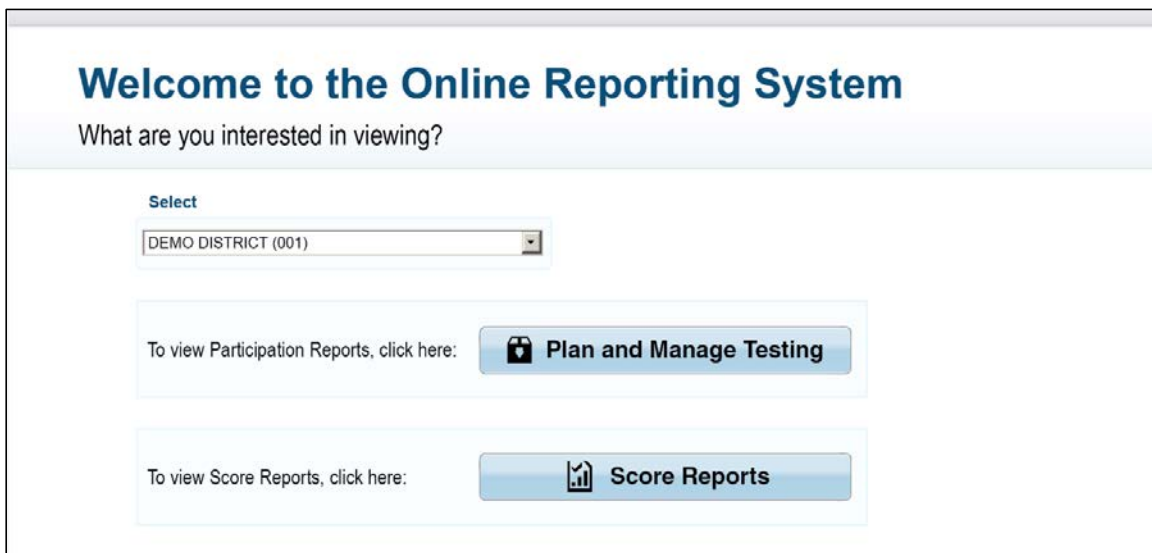
Section III. Understanding the ORS Interface

This section describes ORS's features and layouts.

ORS Welcome Page

When you first log in to ORS, the **Welcome** page appears. You can select the report you want to view from this page.

Figure 5. Welcome Page

The screenshot shows the 'Welcome to the Online Reporting System' page. At the top, it says 'Welcome to the Online Reporting System' in a large blue font, followed by 'What are you interested in viewing?'. Below this is a 'Select' dropdown menu with 'DEMO DISTRICT (001)' selected. There are two main action buttons: 'Plan and Manage Testing' (with a calendar icon) and 'Score Reports' (with a bar chart icon). The 'Plan and Manage Testing' button is highlighted with a blue border and a shadow. The 'Score Reports' button is also highlighted with a blue border and a shadow. The background is a light blue gradient.

To view ORS reports:

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are associated with more than one school or district. For example, if you are a district-level user with access to multiple districts, you will need to select the district whose reports you want to view.)
2. Do one of the following:
 - To view score reports, click **Score Reports**.
 - To view participation data, click **Plan and Manage Testing**.

ORS displays the page corresponding to your selection.

ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all ORS reports and features.

Figure 6. Wy-ALT Banner



Click the links and buttons described below to access the different ORS reports and features.

- **Score Reports** displays the **Home Page Dashboard** page (see [Figure 8](#)). For information about score reports, see [Viewing Score Reports](#).
- The **Test Management Center** drop-down menu provides access to the Test Management Center report options listed below. For information about participation reports, see [Viewing Test Management Center](#).
 - Summary Statistics
 - Retrieve Student Results
 - Plan and Manage Testing
 - Test Completion Rates
- **Inbox** displays the **Retrieve Student Results** page where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID (i.e., WISER ID) or by first or last name and access test results. For information about searching for students, see [Searching for Specific Student Score Reports](#).
- **Manage Rosters** opens a pop-up window where you can create and manage student rosters. For information about rosters, see [Working with Rosters of Students](#).

General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

Figure 7. General Tools



- **Help** displays the ORS user guide.
- **Print** displays the browser's dialog box for printing the current page.



Caution: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.



Tip: Depending on the report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use your browser's Print Preview feature.

- **Export** displays the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.

Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions on how to access the different score reports.

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for Wy-ALT tests. You can use these reports to determine strategies that may improve teaching and learning. Data can be compared with the overall state and district average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

The reporting system aggregates results in real-time. Performance data will be displayed when Test Administrators have completed and submitted scored components.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 3-5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics. See [Section VI, Working with Rosters of Students](#), for additional information.

[Table 3](#) provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

Table 3. Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Home Page Dashboard Summary of performance (to date) across grade-bands and subjects or courses for the current administration.	✓	✓	✓		
Subject Detail Data for a subject within a particular grade-band or course for the current administration.	✓	✓	✓	✓	

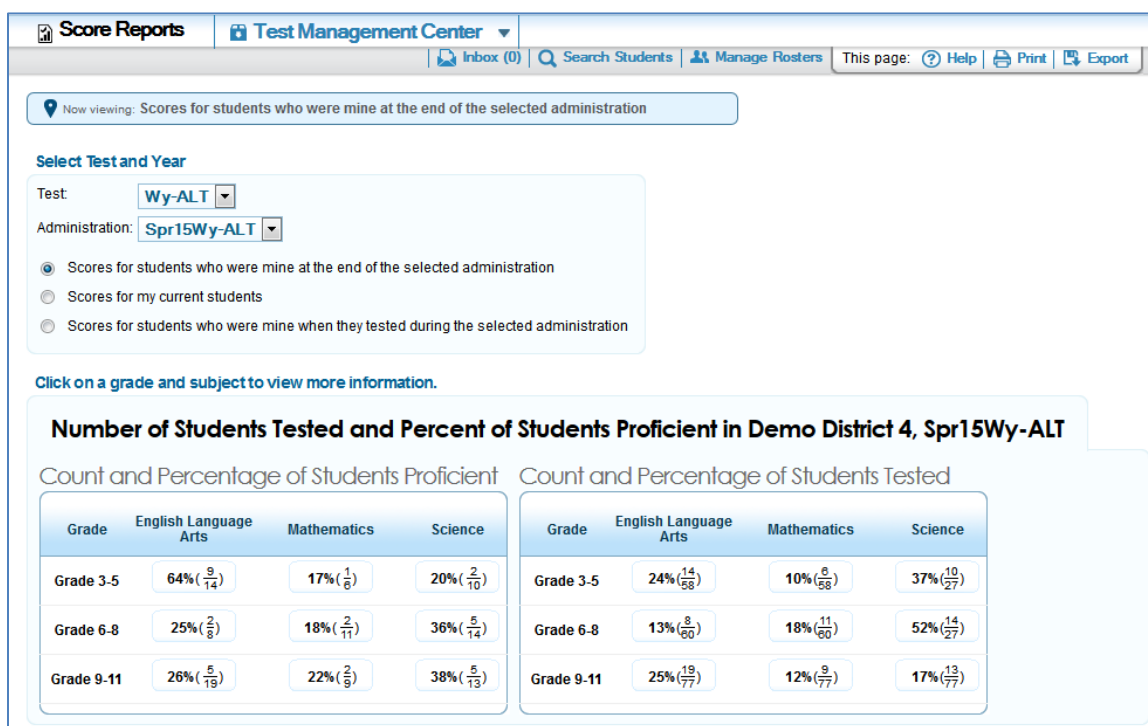
Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Student Listing Roster of all students who belong to a school, teacher, or class with their associated subject for the current administration.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course.					✓

Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

The score data you see are dependent on your role; for example, a school administrator only sees that school's aggregate data.

Figure 8. Home Page Dashboard Page



To view the **Home Page Dashboard** page immediately after logging in to ORS:

- From the *Select* drop-down list (if available) on the **Welcome** page, select the entity whose scores you want to view and then click **Score Reports**. For information about the **Welcome** page, see [ORS Welcome Page](#).

To view the **Home Page Dashboard** page at any other time:

- Click **Score Reports** on the banner.

Selecting the Test and Administration

From the **Home Page Dashboard** page, you can select the test and administration for which you want to view score data.

To select the test and administration:

1. From the *Test* drop-down list, select a test.
2. From the *Administration* drop-down list, select an administration.
3. Select the appropriate radio button for the category of students whose scores you wish to view.
 - **Scores for students who were mine at the end of the selected administration—**Displays scores only for those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration.
 - **Scores for my current students—**Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. Examples include students who moved to your school or district from out of state.
 - **Scores for students who were mine when they tested during the selected administration—**Displays scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration.

The **Home Page Dashboard** page aggregation tables display scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration. See [Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

Aggregation tables appear on the **Home Page Dashboard** page that display score data for students by grade (or grade-band where applicable) and subject and provide access to more detailed subject score reports.

Figure 9. Home Page Dashboard Aggregation Tables

[Click on a grade and subject to view more information.](#)

Number of Students Tested and Percent of Students Proficient in Demo District 4, Spr15Wy-ALT

Count and Percentage of Students Proficient				Count and Percentage of Students Tested			
Grade	English Language Arts	Mathematics	Science	Grade	English Language Arts	Mathematics	Science
Grade 3-5	64% ($\frac{9}{14}$)	17% ($\frac{1}{6}$)	20% ($\frac{2}{10}$)	Grade 3-5	24% ($\frac{14}{58}$)	10% ($\frac{6}{58}$)	37% ($\frac{10}{27}$)
Grade 6-8	25% ($\frac{2}{8}$)	18% ($\frac{2}{11}$)	36% ($\frac{5}{14}$)	Grade 6-8	13% ($\frac{8}{60}$)	18% ($\frac{11}{60}$)	52% ($\frac{14}{27}$)
Grade 9-11	26% ($\frac{5}{19}$)	22% ($\frac{2}{9}$)	38% ($\frac{5}{13}$)	Grade 9-11	25% ($\frac{19}{77}$)	12% ($\frac{9}{77}$)	17% ($\frac{13}{77}$)

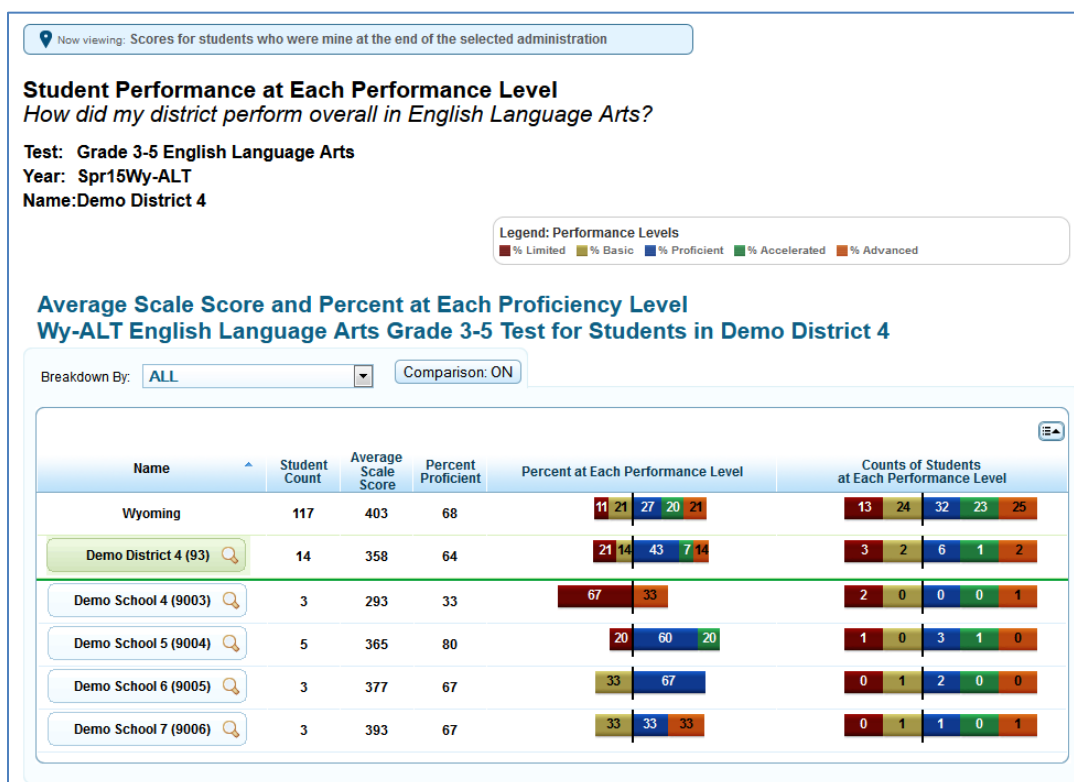
The columns appearing in this report are:

- **Count and Percentage of Students Proficient**—This table displays the percentage of students to date who have scored proficient or above on each Wy-ALT test. The percentage is a ratio of the number of students that scored proficient or above on the test to the number of students that took the test.
- **Count and Percentage of Students Tested**—This table displays the number of students to date who have completed their test and have a valid score.

To access detailed score reports for a particular subject:

- From the **Home Page Dashboard** page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the Wy-ALT subject detail report for Grade 3-5 English Language Arts, click the grade-subject button highlighted in [Figure 9](#). The corresponding Subject Detail Report appears. See [Figure 10](#).

Figure 10. Sample Subject Detail Report



Understanding the Score Report Layout and Features

Most score reports share similar features, which are:

- **Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.
- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.
- **Student Population:** The category of students whose score data you are viewing is displayed on the top of the report. The student category corresponds to the radio button selected on the **Home Page Dashboard** page.
- **Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports.)

In addition, score reports allow for:

- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores based on Demographic Subgroup](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)


Navigating between Score Reports using the Exploration Menu

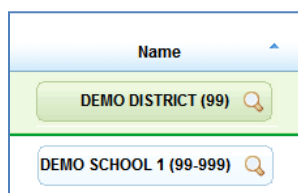
You can navigate from one score report to another using the Exploration Menu. The Exploration Menu allows users to navigate between reports on the basis of reporting groups, such as school, personnel, roster, or student. The reports can be accessed in a hierarchical order from the Exploration Menu. For example, a district-level user is first taken to the school list report. He can then use the Exploration Menu on the school roster report to view the personnel list report for a particular school. The personnel list report enables you to view the rosters associated with the selected personnel. Finally, the Exploration Menu on the roster report enables you to view the students associated with the roster and allows you to access individual student reports.

The section below, describing the Subject Detail Reports, illustrates how the Exploration Menu allow users to drill down to more detail for each report.



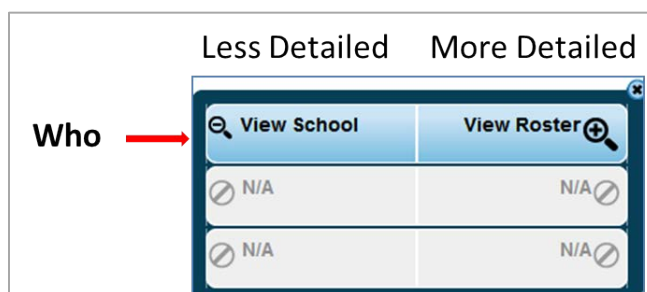
To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (e.g., school or teacher). The Exploration Menu appears displaying the score reports that are available to you.



2. Click the appropriate cell on the Exploration Menu to navigate to a report. For information about the different categories of score reports, see [Understanding Score Reports Dimensions](#).

Figure 11. Exploration Menu



Understanding Score Reports Dimensions

The scores reports available in the ORS can be categorized as belonging to the “who” dimension since this feature allows you to view data that can be analyzed appropriately, depending on the focus of the testing group (e.g., school or roster). [Table 4](#) describes the reports available in the “who” dimension. .

Not all dimension categories are available at all times. Available categories are dependent on your user role and the report level you are viewing. A grayed out cell with N/A means that you cannot navigate any further up or down in that dimension.

Table 4: Score Reports Dimension

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).	View School View Personnel View Roster View Student

Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category or a cross-section of two subgroups. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in [Figure 12](#).

To view score reports by a demographic subgroup:

1. From the *Breakdown By* drop-down list, select the required demographic subgroup. See [Table 5](#) for the available subgroups.
2. Click **Go**.

Figure 12. Sample Score Report with Breakdown By Gender

Breakdown By: Gender Comparison: ON

Name	Grouping	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level				Counts of Students at Each Performance Level					
Demo District 1 (90)	ALL	88	382	61	16	23	19	17	25	14	20	17	15	22
Demo District 1 (90)	Female	14	395	57	43	21	7	29		6	0	3	1	4
Demo District 1 (90)	Male	74	380	62	11	27	19	19	24	8	20	14	14	18
Demo School 1 (9000)	ALL	88	382	61	16	23	19	17	25	14	20	17	15	22
Demo School 1 (9000)	Female	14	395	57	43	21	7	29		6	0	3	1	4
Demo School 1 (9000)	Male	74	380	62	11	27	19	19	24	8	20	14	14	18

[Table 5](#) lists the available demographic subgroup categories.

Table 5. Demographic Subgroups

Subgroup	Description	Possible Values
Gender	Student's gender.	<ul style="list-style-type: none"> Female Male
Enrolled Grade	Grade in which student is enrolled during the test administration.	<ul style="list-style-type: none"> Grade 03 through Grade 11

Subgroup	Description	Possible Values
Migrant Student	Indicates student's migrant status.	<ul style="list-style-type: none"> Yes No
Race/Ethnicity	Student's ethnicity code.	<ul style="list-style-type: none"> Multi-racial American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian Hispanic or Latino Black or African American White

You can also select cross-sections of groups, such as Ethnicity by Gender.

The available cross-sections are Enrolled Grade by Ethnicity, Enrolled Grade by Migrant Student, Enrolled Grade by Gender, Ethnicity by Gender, and Gender by Migrant Student.

Breakdown By:	Gender	Comparison: ON
ALL		
Enrolled Grade		
Enrolled Grade by Ethnicity		
Enrolled Grade by Gender		
Enrolled Grade by Migrant Student		
Ethnicity		
Ethnicity by Gender		
Gender		
Gender by Migrant Student		
Migrant Student		

Na	Average Scale Score	Percent Proficient
Demo Dist	382	61
Demo Dist	395	57
Demo District 1 (90)	74	380
Male	62	

Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report.

To show or hide a report's columns:


1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view, move your cursor away from the arrow icon.

Figure 13. List of Score Report Columns

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Grouping
<input checked="" type="checkbox"/>	Student Count
<input checked="" type="checkbox"/>	Average Scale Score
<input checked="" type="checkbox"/>	Percent Proficient
<input checked="" type="checkbox"/>	Percent At Each Proficiency Level

Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

To sort the data:

1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.

Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

To show or hide comparison data:

- Click the **Comparison** button above the report.

When **Comparison: On** is displayed, the comparison rows are visible on the report.

Figure 14. Sample Score Report with Comparison On

Breakdown By: **ALL** Comparison: ON

Name	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level	Counts of Students at Each Performance Level
Wyoming	117	403	68	11 21 27 20 21	13 24 32 23 25
Demo District 4 (93)	14	358	64	21 14 43 7 14	3 2 6 1 2
Demo School 4 (9003)	3	293	33	67 33	2 0 0 0 1
Demo School 5 (9004)	5	365	80	20 60 20	1 0 3 1 0
Demo School 6 (9005)	3	377	67	33 67	0 1 2 0 0
Demo School 7 (9006)	3	393	67	33 33 33	0 1 1 0 1

When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Figure 15. Sample Score Report with Comparison Off

Breakdown By: ALL Comparison: OFF

Name	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level	Counts of Students at Each Performance Level
Demo School 4 (9003)	3	293	33	67 33	2 0 0 0 1
Demo School 5 (9004)	5	365	80	20 60 20	1 0 3 1 0
Demo School 6 (9005)	3	377	67	33 67	0 1 2 0 0
Demo School 7 (9006)	3	393	67	33 33 33	0 1 1 0 1

Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Home Page Dashboard** page. It belongs to the “who” dimension of score report categories.

The subject detail report name consists of the following components:

- The score report name is *Student Performance At Each Performance Level. How did my [entity] perform overall in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Average Scale Score and Percent at Each Proficiency Level [Test] [Subject or Course] [Grade] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

All the Subject Detail Reports for display the following columns.

Table 6: Subject Detail Report Columns

Column	Description
Name	The name of the entity you are viewing (e.g., district, school, personnel, roster, student).
Student Count	The number of students who have a valid score for the grade, subject, and administration selected. The student count does not include records with a condition code, such as invalidated (INV) records.
Average Scale Score	The average scale of students who have completed the selected test.
Percent Proficient	The percentage of students who were proficient or above in the selected test.
Percent at Each Performance Level	The distribution of students across the Wy-ALT performance levels based on their scaled scores.
Counts of Students at each Performance Level	The actual counts of students at each Wy-ALT performance level.

The different subject detail reports are discussed in the following sections.

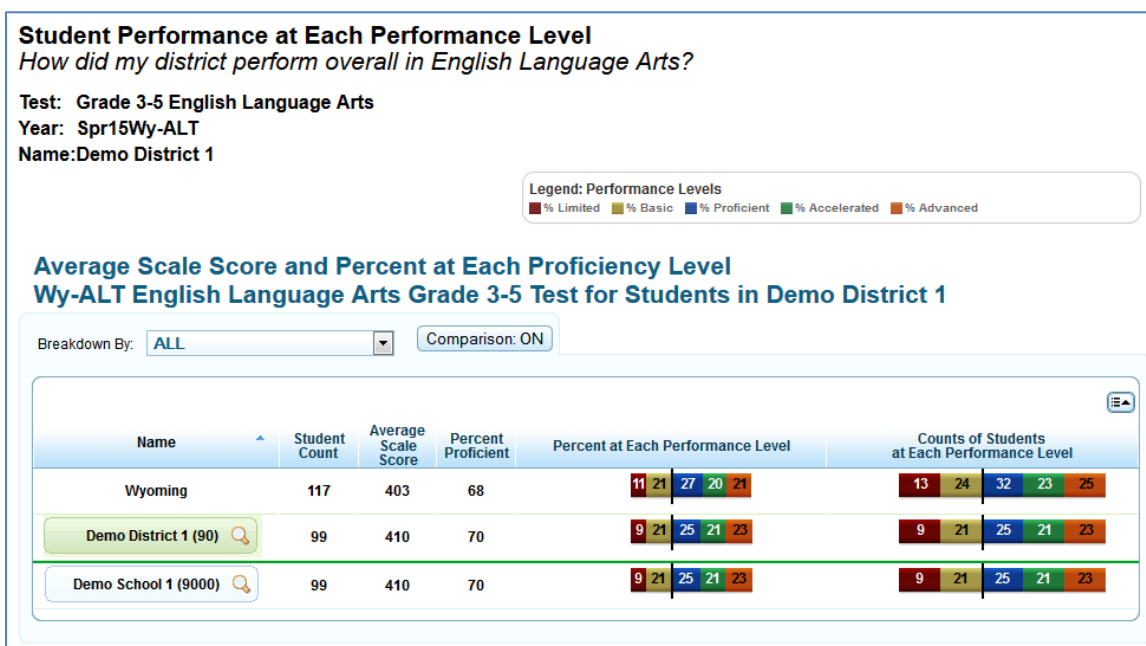
Viewing School Listing Report

The School Listing Report is the default for district-level users and shows data for the grade and subject selected on the **Home Page Dashboard** page. A school's performance data in the selected grade and subject is displayed together with the associated district and state's performance in the selected grade and subject for the purpose of comparison. Authorized district-level users can view the data for each school in their district.

To generate a school listing report:

1. From the **Home Page Dashboard** page, define the student population as described in the section [Selecting the Test and Administration](#).
2. From the Count and Percentage of Students Proficient or Count and Percentage of Students Tested tables, click the grade-subject cell for which you want to view a school listing report. The school listing report for the selected grade-subject appears.

Figure 16: Subject Detail Report: School Listing Report



You can continue to lower levels of this report and view data at the teacher, roster and student levels using the Exploration Menu. For information about navigating between reports and other features, see [Understanding the Score Report Layout and Features](#).

Viewing Teacher Listing Report

The Teacher Listing Report is the default for school-level users and teachers and shows data for the grade and subject selected on the **Home Page Dashboard** page. The Teacher Listing Report displays data for all the teachers in the selected school whose students have completed the selected test.

To navigate to the Teacher Listing Report from the School Listing Report:


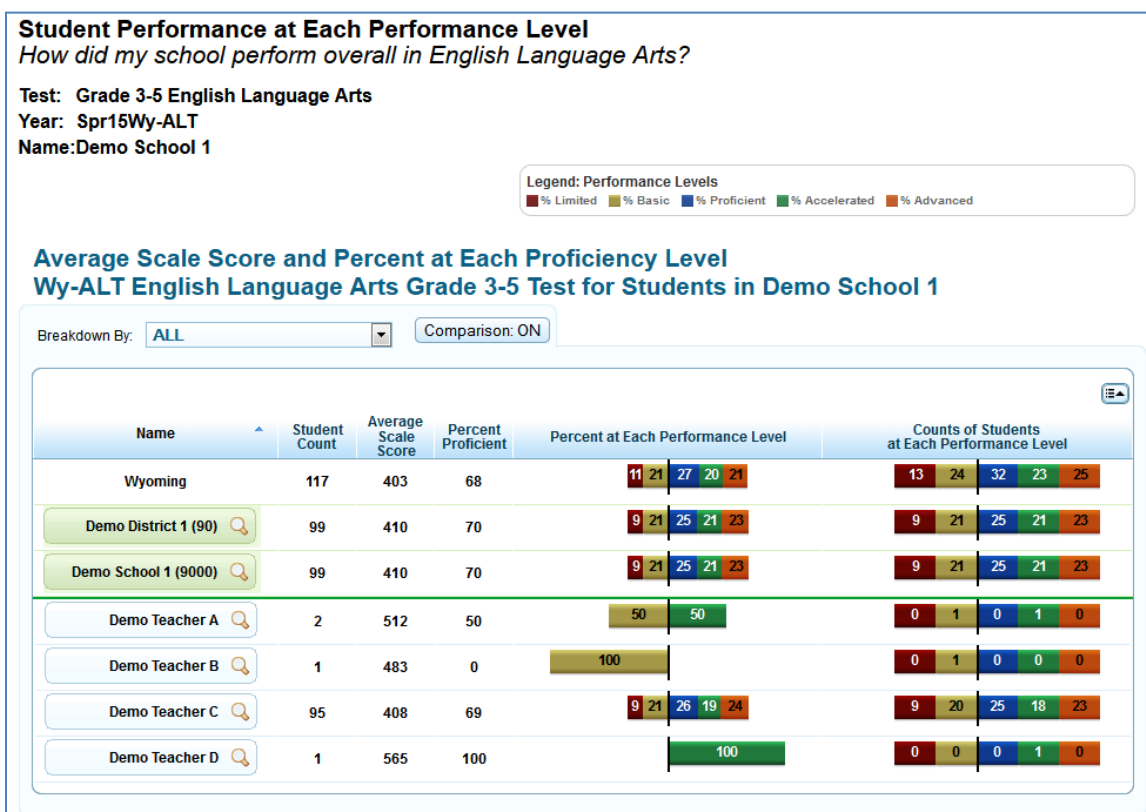
1. On the School Listing Report ([Figure 16](#)), click  next to a school name. The Exploration Menu appears.
2. Click **View Personnel**.

Figure 17: Subject Detail Report: Teacher Listing Report




You can navigate to lower or higher levels of this report using the Exploration Menu. For information about navigating between reports and other features, see [Understanding the Score Report Layout and Features](#).

Viewing Roster Listing Report

The Roster Listing Report displays the selected teacher's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, see [Section VI, Working with Rosters of Students](#).

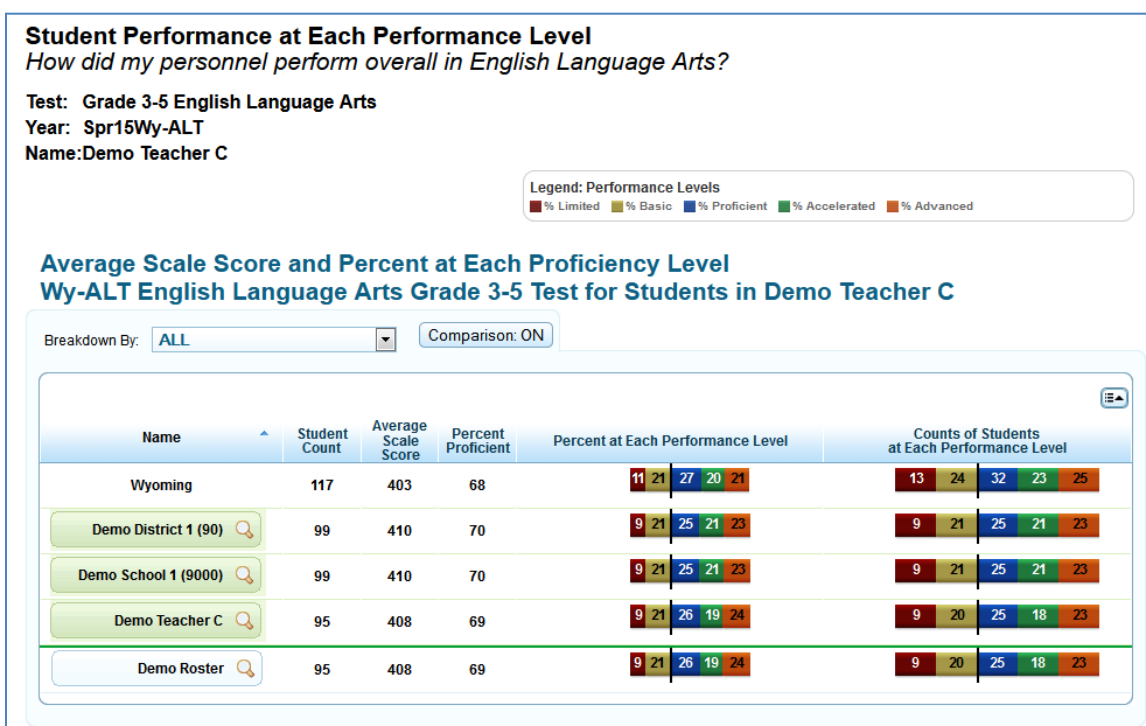
To navigate to the Roster Listing Report from the Teacher Listing Report:

1. On the Teacher Listing Report ([Figure 17](#)), click  next to a teacher's name. The Exploration Menu appears. (For information about how to access the Teacher Listing Report, see [Viewing Teacher Listing Report](#)).
2. Click **View Roster**.



Tip: To view all the rosters in a school, click the magnifying glass next to the school's name and click **View Roster**.

Figure 18: Subject Detail Report Screen: Roster Report




You can navigate to lower or higher levels of this report using the Exploration Menu. For information about navigating between reports and other features, see [Understanding the Score Report Layout and Features](#).

Viewing Student Listing Report

The Student Listing Report displays all the students in the selected roster who have completed the selected test in addition to any students who were assigned a condition code, such as invalidated (INV).

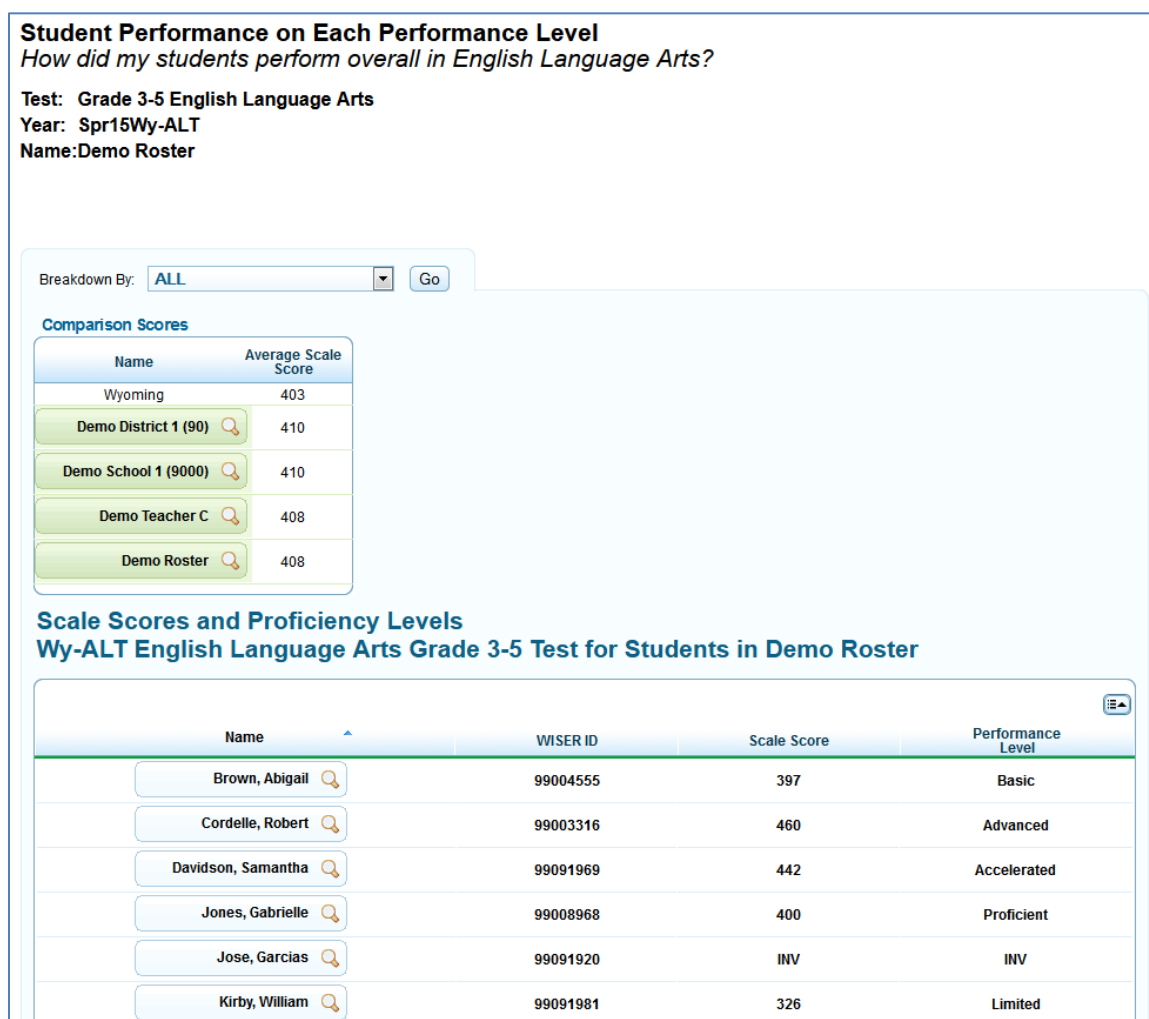
To navigate to the Student Listing Report from the Roster Listing Report:

1. On the Roster Listing Report ([Figure 18](#)), click  next to a roster's name. The Exploration Menu appears. (For information about how to access the Roster Listing Report, see [Viewing Roster Listing Report](#)).
2. Click **View Student**.



Tip: To view all the students in a school or all the students associated with a teacher, click the magnifying glass next to the school's name or teacher's name as applicable, and then click **View Student**.

Figure 19: Subject Detail Report: Student Listing Report



About the Student Listing Report

The Student Listing Report differs from the Subject Detail Reports in several key ways.

- The student's WISER ID is displayed.
- The scores are for individual students and are not mean scores.
- The procedure for viewing score data by demographic subgroup is different from other score reports. To disaggregate score data by demographic subgroup:
 - a. From the *Breakdown By* drop-down list, select the required group or accommodation.
 - b. From the *Values* drop-down list, select a specific subgroup or test event value. For example, select **Male** for the subgroup **Gender**.
 - c. Click **Go**. The new list only includes students that match the specified value.
- **Print** on the Student Listing Report prints the current page and generates a PDF file of individual student reports of all the students in the roster. When you click **Print** on the Student Listing Report, a pop-up window appears for specifying specify the report to print.
 - To print the data displayed on the page, click **Print this Page**.
 - To generate a PDF report of all the listed students, click **Student report for all students in this group**. The PDF reports can be accessed from the *Inbox* section of the **Retrieve Student Results** page. For more information, see [Accessing Student Data Files from the Inbox](#).
- Scores are not color coded and no legends are displayed.
- For the purpose of comparison, scaled scores are displayed for the district, school, teacher and roster. However, unlike other reports, the comparison data cannot be hidden from view.

Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score and achievement level for the selected subject. The report includes a graphical representation of a student's performance. Text explaining what the achieved performance level means and possible next steps is also provided. The report includes average scale scores for the state and district for comparison purposes.

To navigate to the Individual Student Report from the Student Listing Report:


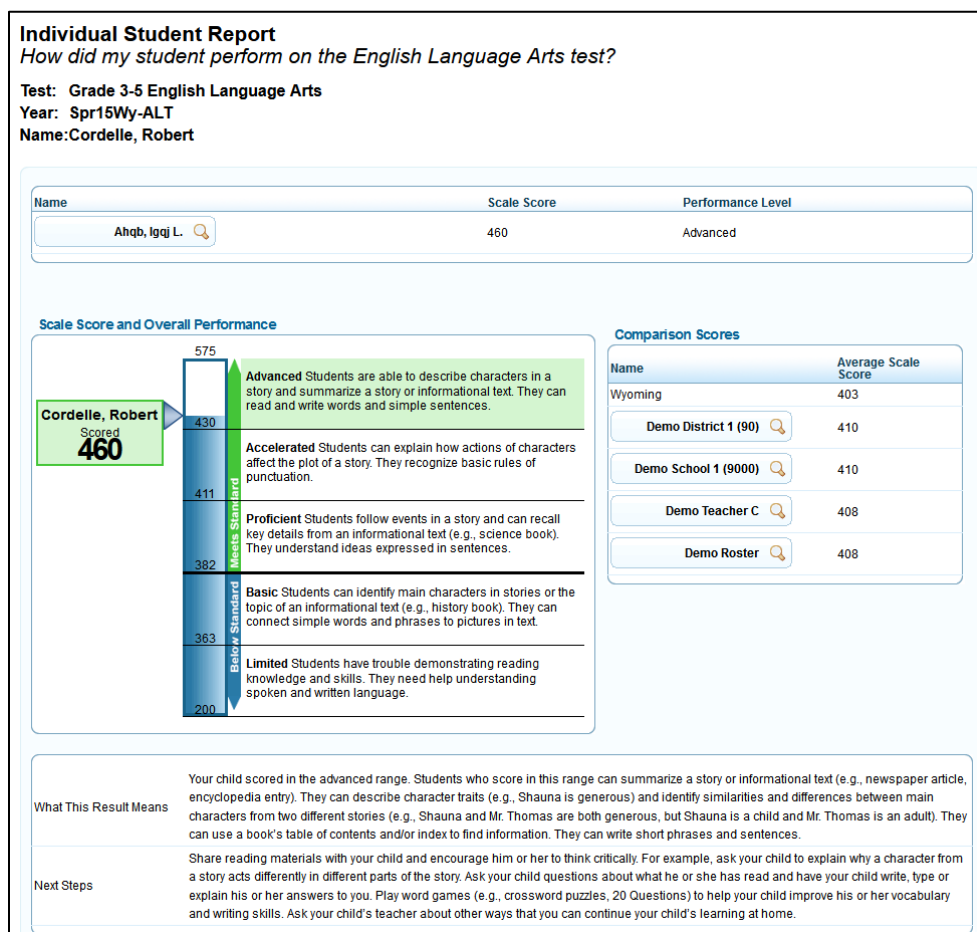
1. On the Student Listing Report ([Figure 19](#)), click  next to a student's name. The Exploration Menu appears. (For information about how to access the Student Listing Report, see [Viewing Student Listing Report](#)).
2. Click **View Student**.

Figure 20. Individual Student Report



Section V. Viewing Test Management Center

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, view summary statistics, retrieve student results, and check test completion rates by school, grade, and subject.

This section provides instructions on how to generate and view the available reports.

Generating a Summary Statistics Report

The Summary Statistics report displays the statistics for students who have tested for a selected assessment type, administration and test window, and test name, and have a valid score.

To generate a summary report:

1. From the *Test Management Center* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see [Figure 21](#)).

Figure 21. Summary Statistics Page

Summary Statistics

Step1: Choose What

Test: **Wy-ALT**
Administration: **Spr15Wy-ALT**
Test Name: **Grade 3-5 English Language**

Generate Report

Grade 3-5 English Language Arts Statistics and Proficiency Level of Students in Demo District 1
Wy-ALT: Spr15Wy-ALT

Legend
0 - not tested 1 - tested **bold** - % **[]** - count

Name	% Tested & Count	% Proficient
Demo District 1 (90)	0 88% [729]	70
	1 12% [99]	
Demo School 1 (9000)	0 88% [729]	70
	1 12% [99]	

2. From the *Test*, *Administration*, and *Test Name* drop-down lists, select the parameters for your report.
3. Click **Generate Report**.

[Table 7](#) describes the columns available in the **Summary Statistics** page.

Table 7. Summary Statistics Column Descriptions

Data Column	Description
% Tested and count	This column displays the total percent of students who have or have not been tested in the test window. 0 – the % of students who have not been tested 1 – the % of students who have been tested
[#]–Student count	Shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.
% Proficient	Displays the percentage of students who have met or exceeded proficiency in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.

Retrieving Student Results

You can download student data for a selected test window by district, school, teacher, or roster. The data includes students' personal information, including enrolled school and district, grade level, and the selected test scores.

To generate a student data file:

1. From the *Test Management Center* drop-down list, select **Retrieve Student Results**. The **Retrieve Student Results** page appears.

Figure 22. Retrieve Student Results Page

Retrieve Student Results & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

Step 1: Choose What

Test:

Administration: [Date Range](#)

Tested Grade:

Download Format:

Filter By:

[Download Roster](#)

Step 2: Choose Who

District:

School:

My Inbox

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (1000001)	Student Data	CSV	School	Wy-ALT	Spr15Wy-ALT	All	4/21/2015 1:38 PM	Download

2. Select the parameters for your file. For more information about how to select parameters, see [Selecting Data File Parameters](#).
3. Click **Download Roster**. A confirmation message appears to inform you that your request has been queued and that you will be informed via e-mail once the file is ready.
4. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

Selecting Data File Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Test* drop-down list, select an assessment.
2. From the *Administration* drop-down list, select a test window.
3. *Optional*: From the *Tested Grade* drop-down list, select the grade or grade band for which you want to generate the report. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a Zip file.
4. *Optional*: Select a date range for when students were tested. To specify a date range, click **Date Range** and select the start and end dates from the pop-up calendar.
5. From the *Download Format* drop-down list, select a download file format. The default is an Excel (.xls) spreadsheet file.
6. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup. You may also select **All**, which is the default.
 - If you do select a demographic subgroup, a *Values* field will be displayed. You can select the required filter criteria from the options available for the specified subgroup. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.

1. From the *District* drop-down list, select a district if applicable.
2. From the *School* drop-down list, select a school if applicable. The drop-down list displays all the schools with which you are associated. You can also select **All** to generate a report that includes all your schools.
3. *Optional*: If a school was selected, choose a teacher from the *Personnel* drop-down list. The default is set to **All** and includes all teachers associated with the school.
4. *Optional*: If a teacher was selected, choose a roster from the *Roster* drop down list. The default is set to **All** and includes all rosters associated with the selected teacher.

Accessing Student Data Files from the Inbox

This section of the **Retrieve Student Results** page lists the data files that you requested. You can also retrieve batch PDF files of individual student reports that you generated from the **Student Listing Report** page.

To access the Inbox:

- Do one of the following:
 - From the *Test Management Center* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner. The number in parenthesis next to **Inbox** displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to **Inbox**.

Figure 23. Inbox

My Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (1000001)	Student Data	CSV	School	Wy-ALT	Spr15Wy-ALT	All	4/21/2015 1:38 PM	Download

The files in the Inbox display the following information:

- The entity name (e.g., district, school, teacher, or roster)
- The type of data file you requested (e.g., Student ISR, Student Data)
- The file format
- The test type
- The test name
- The administration or test window
- The grade level of the students in the data file
- The date and time the data file was created
- The status of the request

To access a data file:

- Click **Download** in the Status column.

Generating a Plan and Manage Testing Report

You can generate customized participation reports showing your testing activity. You can determine which students have completed testing and which students have yet to begin or complete a test opportunity.

To generate a plan and manage testing report:

1. From the *Test Management Center* drop-down list, select **Plan and Manage Testing**. The **Plan and Manage Testing** page appears.

Figure 24. Plan and Manage Testing Page

Plan and Manage Testing

Step 1: Choose What

Test: **Wy-ALT** ▼

Administration: **Spr15Wy-ALT** ▼

Test Name: **All** ▼

Enrolled Grade: **All** ▼

Filter By: **ALL** ▼

Step 2: Choose Who

District: **Demo District 1 (90)** ▼

School: **Demo School 1 (9000)** ▼

Personnel: **All** ▼

Step 3: Get Specific

☒ students who **have** ▼ **completed** ▼ **Any** ▼ opportunity in the selected administration

☐ students on their **Any** ▼ opportunity in the selected administration, and have a status of **any** ▼

☐ students whose most recent **SessionID** ▼ was **SessionID (optional)** between **02/19/2015** and **02/19/2015**

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

☐ search student(s) by **SSID** ▼ : **Enter up to 20 SSID(s) separated by comma**

Generate Report or **Export Report**

2. Select the parameters for your report. For more information about how to select parameters, see [Selecting Plan and Manage Testing Report Parameters](#).
3. Click **Generate Report** to view the report on the page. Alternatively, you can click **Export Report** to open the report in Microsoft Excel.



Note: The displayed information reflects current data as of the time you generated the report. To update the information displayed in your report, you must generate a new report.

Selecting Plan and Manage Testing Report Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Test* drop-down list, select an assessment.
2. From the *Administration* drop-down list, select a test window.
3. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.
4. *Optional*: From the *Enrolled Grade* drop-down list, select the grade for which you want to generate the report. The default is set to **All**.
5. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup to filter the report if required. The default is set to **All**.
 - If you do select a demographic subgroup, a *Values* field will be displayed. You can select the required filter criteria from the options available for the specified subgroup. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.

1. From the *District* drop-down list, select a district if applicable.
2. From the *School* drop-down list, select a school if applicable. The drop-down list displays all the schools with which you are associated.
3. *Optional*: If a school was selected, choose a teacher from the *Personnel* drop-down list. The default is set to **All** and includes all teachers associated with the school.

Step 3: Get Specific

Select the report filter option that best matches your needs. Each filter will generate a report containing students whose information matches the parameters you have selected.

To select the parameters in this section:

1. Click the radio button for the row that has the parameters you wish to use.
2. Specify the values for the available parameters.

The different report filter options are listed below. The values in braces {} are the parameter values that are available for selection. The report options and available parameter values may vary depending on the assessment type selected in Step 1: Choose What.

- **students who {have/have not} {completed/started} the {1st} opportunity in the selected administration.** This filter allows you to
 - determine which students have completed testing; or
 - determine which students have or have not started testing.
- **students on their {1st} opportunity in the selected administration, and have a status of {student test status}.** This filter allows you to
 - determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, see [Table 8](#).
- **students whose most recent {Session ID/TA Name} was _____ between {start date} and {end date}.** This filter allows you to
 - search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report:
 - *Optional:* Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the Test Administrator's Session ID or name as applicable.
 - Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.
- **search student(s) by {SSID/Name}: _____.** This filter allows you to
 - search for specific names by their SSIDs (i.e., WISER IDs) or names. To view this report:
 - Specify whether you wish to search by WISER ID or Name.
 - If you select **SSID**, enter up to 20 WISER IDs. If you select **Name**, you must enter the student's first or last name or both exactly as it is spelled on the reports in the ORS. No results will be returned if you enter a partial name or use wildcard characters. An exact match is required.

Table 8. Test Status Definitions

Status	Wy-ALT
Pending	This status does not apply to the Wy-ALT.
Approved	The TA has completed the login process for the student's test session, but has not yet started or resumed score entry.

Status	Wy-ALT
Started (##)	The TA has started the test and is actively entering the student's scores.
Review	The TA has completed entering the student's score data and is reviewing the data before submitting the test for scoring. A test with a status of Review is not considered complete.
Paused	The student's test is currently paused because: The TA idled for too long and the test was automatically paused. The TA paused the individual student's test. The TA's browser or computer shut down.
Suspended	This status does not apply to the Wy-ALT.
Completed	The TA has completed entering the student's score data. No additional action can be taken by the TA.
Scored	The system has verified that scores have been entered for all items. No additional action can be taken by the TA.
Submitted	The test has been submitted for quality assurance review and scoring. No additional action can be taken by the TA.
Reported*	All required steps for the student's record in the subject listed have been successfully completed in the DEI. The record has been passed on to the reporting system and will be available when score reports are released. No additional action can be taken by the TA.
Denied	This status does not apply to the Wy-ALT.
Expired	The student's test has not been completed and cannot be resumed because the test has expired. Tests that are not submitted by the close of the test window will expire. No further action can be taken on expired tests.
Invalidated	The test result has been invalidated.

*Building coordinators will search by the "Reported" status to determine which tests have been successfully submitted during the administration window and will be included in district reporting data.

**Test administrator (TA) is used generically to refer to personnel entering scores; this may include users with Test Administrator (TA) or Second Scorer (SS) user roles.

Understanding the Plan and Manage Testing Report

The plan and manage testing report displays data based on your selected parameters. Each report includes a list of all students who meet your selected parameters. If no students are listed, then no students matched your report criteria.

Students may be listed multiple times since each opportunity is counted as a single record. For example, if a student has taken two assessments so far, that student's name will appear twice if both records meet your report parameters.

You can generate the following two types of reports from the **Plan and Manage Testing** page:

- [Online Testing Progress Report](#)
- [TA Report](#)

Online Testing Progress Report

The Online Testing Progress Report is generated when you select any of the first two radio buttons or the last radio button in Step 3: Get Specific section of the **Plan and Manage Testing** page.

Figure 25: Online Testing Progress Report

Plan and Manage Testing							
School: Demo School 1 (9000) Test: Wy-ALT Test Name: All Administration: Spr15Wy-ALT Filter By: ALL Filter: students who have completed 1st opportunity.							
Name	WISER ID	Enrolled Grade	Test	Results ID	Date Started	Date Completed	
Borges, Max	99008645	07	Wy-ALT Math Grades 6-8	341	02/24/2015	02/24/2015	
Brown, Abigail	99002293	07	Wy-ALT Math Grades 6-8	153	02/20/2015	02/20/2015	
Cordelle, Robert	99002293	07	Wy-ALT ELA Grades 6-8	343	02/24/2015	02/24/2015	
Christian, Scarlett	99004555	05	Wy-ALT Math Grades 3-5	242	02/20/2015	02/20/2015	

The features of the Online Testing Progress Report are as follows:

- The search results table consists of 12 columns. To view all the data, you will need to use the horizontal scroll bar at the bottom of the report. The constituent columns are described in [Table 9](#).
- Similar to score reports, you can show or hide columns in the table; see [Showing and Hiding a Report's Columns](#).
- You can also sort data in ascending or descending order for all the columns; see [Sorting Data in a Report](#).

- The Online Testing Progress Report also provides you with access to General Tools that include Help and Print. For information about the functionality of each of these tools, see [General Tools](#).
- You can return to the ***Plan and Manage Testing*** page by clicking **Back** at the bottom of the report.

Table 9. Participation Report Column Attribute Definitions

Attribute	Description
Name	Student's legal name (Last Name, First Name).
WISER ID	Student's 8-digit WISER ID (State Student Identification Number).
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record (e.g., Wy-ALT ELA Grades 3–5).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Date Started	The date when the TA started entering the student's score data or when the first test item was presented to the student for that opportunity.
Date Completed	The date when the TA or student submitted the test for scoring.
TA Name	The Test Administrator who created the session in which the student's score is being entered or the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (see Table 8 for status definitions).
Restarts	The total number of times a TA or student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three "Restarts").
Last Activity	The date of the last activity for that opportunity/record. A completed test can still have activity as it goes through the QA and reporting process.

TA Report

The TA Report is generated if you select the third radio button in Step 3: Get Specific section of the **Plan and Manage Testing** page. The TA Report provides information about the test sessions that match the specified parameters, the name of the Test Administrator for the sessions, and the number of students associated with each of those sessions.

Figure 26. TA Report

Plan and Manage Testing					
School:	Demo School 1 (9000)				
Test:	Wy-ALT				
Test Name:	All				
Administration:	Spr15Wy-ALT				
Filter By:	ALL:				
Filter:	students with most recent sessions between 02/05/2015 and 02/19/2015				
Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session		
Jajx, Rdub	TEST-4C73-1	1	1		
Jajx, Rdub	TEST-7AB8-1	2	1		
Jajx, Rdub	TEST-B218-1	1	1		
Jajx, Rdub	TEST-E54C-1	1	1		
Mrad, Aahm	TEST-6661-1	1	1		
Mrad, Aahm	TEST-912D-1	1	1		

The features of the TA Report are as follows:

- The search results table consists of 4 columns. The constituent columns are described in [Table 10](#).
- You can generate or export the Online Testing Progress Report for the selected TA and session. For more information, see [Table 11](#).
- Similar to the Online Testing Progress Report, you can show or hide columns in the table; see [Showing and Hiding a Report's Columns](#).
- You can also sort data displayed in the columns in ascending or descending order; see [Sorting Data in a Report](#).



The TA Report also provides you with access to General Tools that include Help and Print. For information about the functionality of each of the tools, see [General Tools](#).

Table 10. TA Report Columns

Column	Description
Test Administrator Name	Test Administrator's name (first name, last name).
Session ID	The session ID to which the tests are linked.

Column	Description
# of Students in Session	The number of students testing or tested in the specified session.
# of Test IDs in Session	The number of test IDs that have been generated for the session.

Table 11. TA Report Icons

Icon	Description
	Generates the Online Testing Progress Report for the selected TA and session. For information about the Online Testing Progress Report, see Online Testing Progress Report .
	Exports the Online Testing Progress Report for the selected TA and session.

Generating a Test Completion Rates Report

District-level and school-level users can create an Excel spreadsheet file showing the number of students who have completed each test. District-level users can create a file either for a specific school or for the whole district. You can also generate this report for all tests or for one specific test. These files can be viewed in Excel or uploaded into most data analysis programs. See [Table 12](#) for descriptions of the columns in the file. The columns may vary depending on the report type.

To generate a test completion rates report:

1. From the *Test Management Center* drop-down list, select **Test Completion Rates**. The **Test Completion Rates** page appears.

Figure 27. Test Completion Rates Page

Test Completion Rates

Download an activity and progress summary for each test.

Report: District Test Completion R

District: Demo District 1 (90)

Test Name: Grades 3 - 5 ELA

Export Report

2. Select the parameters for your report. For more information about how to select parameters, see [Selecting Test Completion Rates Report Parameters](#).
3. Click **Export Report**. A pop-up window appears.
4. Specify whether you want to open or save the Test Completion Rates Report.

Selecting Test Completion Rates Report Parameters

Select the variables for generating your report.

1. From the *Report* drop-down list, select the report that you wish to generate. The reports available to you are determined by your user role. When you select a report, additional fields are displayed on the page based on your selection.
2. From the *District* drop-down list, select the required district. This is only applicable if you are associated with more than one district. You can select a particular district or all the districts that you are associated with.
3. *Optional:* From the *School* drop-down list, select the required school. This is only applicable if you are associated with more than one school. You can select a particular school or all the schools that you are associated with.

4. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.

Figure 28. Sample Test Completion Rates Report for All Schools in Demo District

A	B	C	D	E	F	G	H	I	J
Date	TestName	DistrictNAME	DistrictID	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2/19/2015 13:34	Grade 8 Science	Demo District 1	90	1	83	1	1	1.20%	1.20%
2/19/2015 13:34	Grades 3 - 5 ELA	Demo District 1	90	1	243	4	3	1.65%	1.23%
2/19/2015 13:34	Grades 3 - 5 Mathematics	Demo District 1	90	1	243	2	2	0.82%	0.82%
2/19/2015 13:34	Grades 3 - 5 Mathematics	Demo District 1	90	1	243	2	2	0.82%	0.82%
2/19/2015 13:34	Grades 6 - 8 ELA	Demo District 1	90	1	245	2	1	0.82%	0.41%
2/19/2015 13:34	Grades 6 - 8 Mathematics	Demo District 1	90	1	245	1	1	0.41%	0.41%
2/19/2015 13:34	Grades 6 - 8 Mathematics	Demo District 1	90	1	245	1	1	0.41%	0.41%

Table 12. Test Completion Rates Report Columns

Column	Description
Date	The date and time that the file was generated.
Test Name	The grade, test, and subject that are being reported.
District Name	The name of the reported district.
District ID	The identification number of the reported district.
Opportunity	The test opportunity number that is being reported.
School Name	The name of the reported school.
School ID	The identification number of the reported school.
Total Student	The number of students with an active relationship to the school or district and administration in TIDE.
Total Student Started	The number of students who have started the test or who have had some data entered in the Data Entry Interface.
Total Student Completed	The number of students who have finished the test and submitted the test for scoring or the number of students who have data submitted in the Data Entry Interface.
Percent Started	The percentage of students who have started the test/data entry out of the total number of students with an active relation to the school or district and administration in TIDE.
Percent Completed	The percentage of students who have completed the test out of the total number of students with an active relation to the school or district and administration in TIDE.

Section VI. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. For example, ORS can generate a report of all of a teacher's students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested. You can also create a custom list of students receiving special instruction or who belong to a program to track their performance as a group.

This feature is accessible at all times except when TIDE is unavailable as a result of scheduled maintenance.

Adding a New Roster

You can create rosters of students associated with your school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

Rosters may also include students from different grade bands. However, the score reports display data only for a single subject and grade band at one time. If a roster includes students from multiple grade bands, you will see only the roster-level data that correspond to the subject and grade band you selected on the **Home Page Dashboard** page. For example, if a roster includes students from grade bands 6 – 8 and 9 – 11 , and you select a 9 – 11 ELA test, you will see data only for the students who tested in grade 9 – 11.

To add a roster:

1. From the banner (see [Figure 6](#)), click **Manage Rosters**. The Manage Rosters pop-up window appears (see [Figure 29](#)).

Figure 29. Manage Rosters Pop-up Window

Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **ADD NEW ROSTER**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
3. Click **Next**.

* State : Wyoming - 000000

* District : Demo District 4 - 93

* School : Demo School 4 - 9003

* Roster : - Select a roster -

- Select a roster -

- ADD NEW ROSTER

2. From the *District* drop-down list, select your district. The drop-down list shows only the districts with which you are associated. ORS pre-selects the district for most users.
3. From the *School* drop-down list, select your school. The drop-down list shows only the schools with which you are associated. ORS pre-selects the school for most users.
4. From the *Roster* drop-down list, select **ADD NEW ROSTER**.
5. Click **Next**. The Manage Rosters: Roster Settings pop-up window appears.

Figure 30. Manage Rosters: Roster Settings Pop-up Window

Manage Rosters

Use this page to add or modify an existing roster.

1. To add or change the roster's name, in the **Roster Name** field, enter the new name.
2. To add or change the roster's teacher, from the **Teacher Name** drop-down list, select the new teacher.
3. To add students to the roster, do the following:
 - a. In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the Available Students list.
 - b. Select one or more of the students, and click **Move In**.
4. To remove students from the roster, do the following:
 - a. In the Students in This Roster list, select the students you want to remove.
 - b. Click **Move Out**.
5. Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

Roster Name: **Teacher Name:** - Select A Teacher -

Select Grade

☐ Grade 03 ☐ Grade 04 ☐ Grade 05 ☐ Grade 06 ☐ Grade 07 ☐ Grade 08 ☐ Grade 09
☐ Grade 10 ☐ Grade 11

Available Students

Students in This Roster

Move In >>
<< Move Out

Save **Back**

6. In the *Roster Name* field, enter a name for the roster. The roster name must be between five and 100 characters.
7. From the *Teacher Name* drop-down list, select a teacher. The drop-down list only displays personnel who are identified as teacher users within the selected school.
8. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.
9. From the Available Students list, select the students you want to include in the roster.
 - To select a range of students (inclusive), select the first student and last student you want to include while holding down the **Shift** key. All students between the first and last student selected will be highlighted.
 - To select multiple individual students (not in a range), select the first student and then hold down the **Ctrl** key on your keyboard as you select additional students.
10. Click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.
11. To save the roster, click **Save**.


Viewing a Roster

You can view rosters associated with your district or school.

To view a roster:

1. From the banner (see [Figure 6](#)), click **Manage Rosters**. The Manage Rosters pop-up window appears (see [Figure 29](#)).
2. From the *District* drop-down list, select your district. The drop-down list shows only the districts with which you are associated. ORS pre-selects the district for most users.
3. From the *School* drop-down list, select your school. The drop-down list shows only the schools with which you are associated. ORS pre-selects the school for most users.
4. From the *Roster* drop-down list, select the roster you want to view. The Manage Rosters: View Roster pop-up window appears, showing a list of students in the selected roster and the associated teacher (see [Figure 31](#)).

Figure 31. Manage Rosters: View Roster



Manage Rosters

Use this page to add or modify an existing roster.

1. To add or change the roster's name, in the **Roster Name** field, enter the new name.
2. To add or change the roster's teacher, from the **Teacher Name** drop-down list, select the new teacher.
3. To add students to the roster, do the following:
 - a. In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the Available Students list.
 - b. Select one or more of the students, and click **Move In**.
4. To remove students from the roster, do the following:
 - a. In the Students in This Roster list, select the students you want to remove.
 - b. Click **Move Out**.
5. Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

Print

Roster Name: DemoRoster2 **Teacher Name:** DEMO, BC

Select Grade

☒ Grade 03 ☒ Grade 04 ☒ Grade 05 ☒ Grade 06 ☒ Grade 07 ☒ Grade 08 ☒ Grade 09
☒ Grade 10 ☒ Grade 11

Available Students ([Grade][Student's Last Name][Student's First Name][Reporting ID])

[03][Gardner][Steven][32559512]
[03][Houston][Jay][56218686]
[04][Paul][Hannah][99999604]
[04][Paul][Hannah][99999613]
[04][Silva][Travis][70451818]
[04][Stevenson][Heather][99285412]
[04][Tucker][Mable][38503171]

Move In >>
<< Move Out

Students in This Roster ([Grade][Student's Last Name][Student's First Name][Reporting ID])

[03][Paul][Hannah][99999612]
[03][Pratt][Terrence][93589714]
[03][Summers][Erica][59790351]
[03][Wells][Esther][82705679]
[03][Wright][Laurence][99588875]
[04][Hampton][Patsy][85496600]
[04][Holmes][Harriet][34003283]

Save Delete Back

Modifying a Roster

You can modify existing rosters by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

1. View the roster that you want to modify. For information about how to view rosters, see [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 31](#)), change the roster's name and associated teacher as required.
3. To add students to the roster, do the following:
 - a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
 - b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
4. To remove students from the roster, do the following:
 - a. From the Students in this Roster list, select the students you want to remove.
 - b. Click **<< Move Out**.
5. Click **Save**.

Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from TIDE.



Caution: This action cannot be undone. Use caution when deleting rosters.

To delete a roster:

1. View the roster that you want to delete. For information about how to view rosters, see [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 31](#)), click **Delete**. A pop-up message appears to verify that you want to delete the roster.
3. To delete the roster, click **OK**.

Printing a Roster

You can print a roster.

To print a roster:

1. View the roster that you want to print. For information about how to view rosters, see [Viewing a Roster](#).
2. From the Manage Rosters: View Roster pop-up window (see [Figure 31](#)), click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 32. Printer-Friendly Version of a Roster

Print

School ID : 9000

School Name: Demo School 1

Teacher Name: DEMO TEACHER C

Roster Name: Demo Roster

Student's Last Name	Student's First Name	Reporting ID
Allison	Danielle	30504755
Anna	Rebekah	99999922
Baldwin	Guillermo	18978398
Caldwell	Ryan	61300416
Fitzgerald	Rick	78427366

Section VII. Searching for Specific Student Score Reports

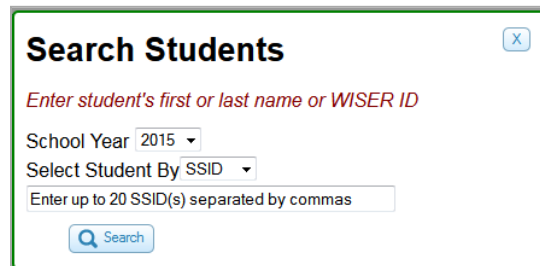
The ORS includes a feature to search for students by SSID (i.e., WISER ID), first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

To search for students:

1. From the banner (see [Figure 6](#)), click **Search Students**. The Student Search pop-up window appears.

Figure 33. Student Search Pop-up Window

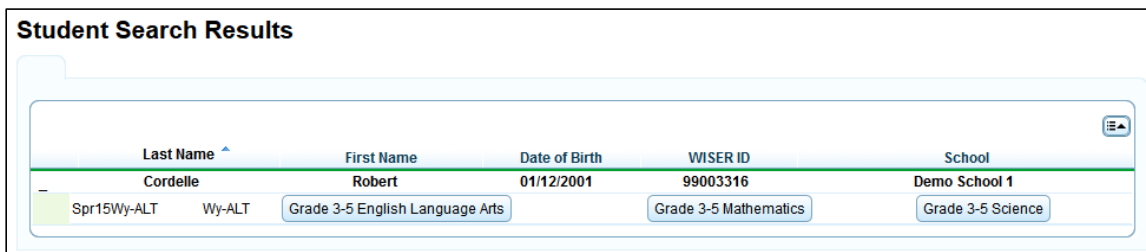


2. From the *School Year* drop-down list, select the school year you want to limit your search to.
3. Enter the appropriate search criteria:
 - If searching for students by SSID (i.e., WISER ID), enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
 - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.
4. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 34](#)).

Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single SSID (i.e., WISER ID) for an active student, this student will be the only one displayed.

Figure 34. Student Search Results Page



The screenshot shows a web interface titled "Student Search Results". It contains a table with the following columns: Last Name, First Name, Date of Birth, WISER ID, and School. Below the table, there are buttons for selecting tests: "Grade 3-5 English Language Arts", "Grade 3-5 Mathematics", and "Grade 3-5 Science".

Last Name	First Name	Date of Birth	WISER ID	School
Cordelle	Robert	01/12/2001	99003316	Demo School 1

Buttons below the table:

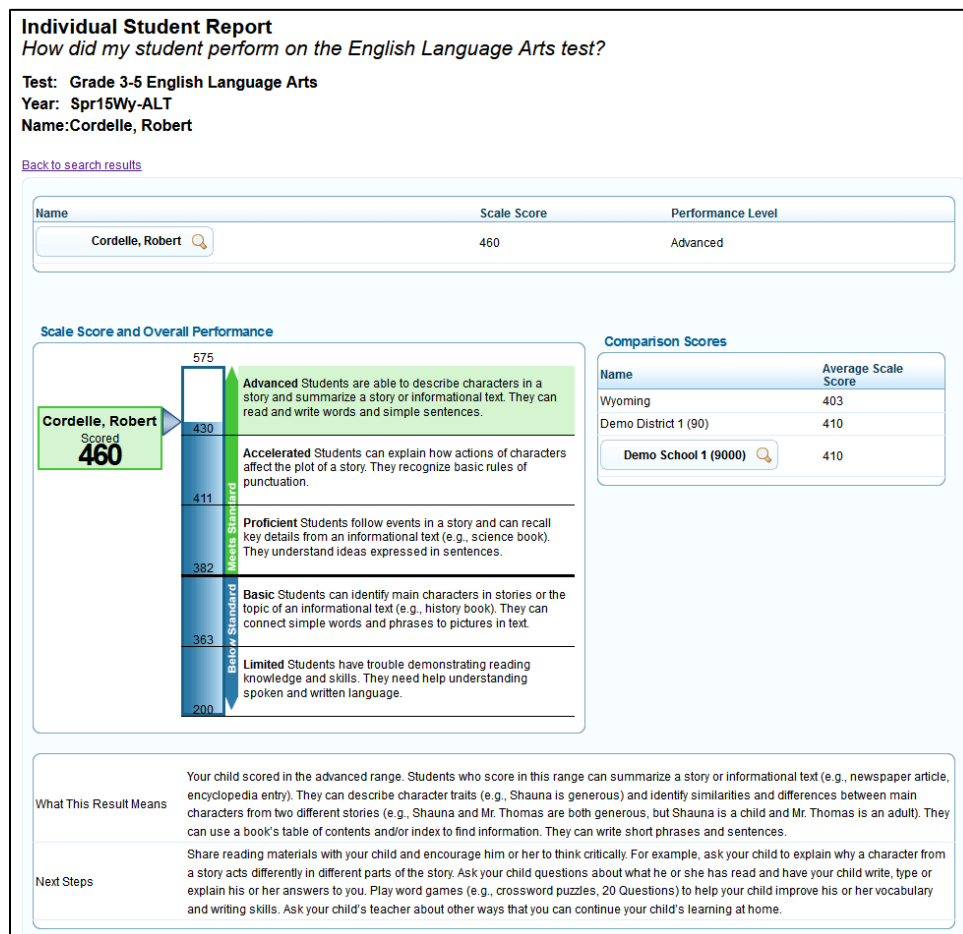
- Spr15Wy-ALT
- Wy-ALT
- Grade 3-5 English Language Arts
- Grade 3-5 Mathematics
- Grade 3-5 Science

- To view the tests a student has taken, click + in the first column. This will expand the student row.
- To view the student's score results for a test, click the test name button (e.g., Grade 3-5 ELA). The **Individual Student Report** page for the selected test appears.

Viewing a Selected Student's Test Results

The Individual Student Score report displays the student's score results for the test that you selected.

Figure 35. Score Report for a Selected Student's Test



- For information about the Individual Student Report, see [Viewing Individual Student Report](#).
- To return to the search results page, click **Back to search results**.

Appendix A. Performance Level Descriptors

Subject	Grade	Online Reporting Performance Level Descriptors (PLDs)	
ELA	3-5	Advanced (430-575)	Students are able to describe characters in a story and summarize a story or informational text. They can read and write words and simple sentences.
		Accelerated (411-429)	Students can explain how actions of characters affect the plot of a story. They recognize basic rules of punctuation.
		Proficient (382-410)	Students follow events in a story and can recall key details from an informational text (e.g., science book). They understand ideas expressed in sentences.
		Basic (363-381)	Students can identify main characters in stories or the topic of an informational text (e.g., history book). They can connect simple words and phrases to pictures in text.
		Limited (200-362)	Students have trouble demonstrating reading knowledge and skills. They need help understanding spoken and written language.
	6-8	Advanced (449-575)	Students can summarize key points in a nonfiction text (e.g., science report) or main events in a story. They can write texts that include introductions and conclusions.
		Accelerated (422-448)	Students can identify the problem and solution in a story and explain the purpose of a text. They can write short paragraphs on a given topic.
		Proficient (400-421)	Students can locate a chapter in a book and recognize relevant information in a text. They can select a source to answer a question.
		Basic (377-399)	Students can identify simple details in a story or nonfiction text. They can participate in shared writing activities.
		Limited (200-376)	Students have trouble demonstrating reading knowledge and skills. They struggle to recognize written language as a form of communication.
	9-11	Advanced (456-575)	Students can explain how character development affects plot development and analyze connections among events. They can generate and support a written position.
		Accelerated (437-455)	Students can identify a story's theme or an essay's central idea and provide support from the text. They can generate written text on a topic, citing reasons and facts.
		Proficient (413-436)	Students can recognize similarities among cultural experiences in stories and describe an author's point of view. They can generate a cohesive paragraph.
		Basic (393-412)	Students can sequence main events in a story and steps in a process in a text. They can identify real-life connections between words and their use.

Subject	Grade	Online Reporting Performance Level Descriptors (PLDs)	
		Limited (200-392)	Students have trouble demonstrating reading knowledge and skills. They struggle to use words acquired through learning experiences.
Math	3-5	Advanced (448-575)	Students can apply properties of arithmetic to solve problems including numeric fractions. They can use multiplication to find area and generate numeric patterns.
		Accelerated (427-447)	Students can apply properties of arithmetic to solve problems involving whole numbers and add and subtract decimals. They can find perimeter when given side lengths.
		Proficient (390-426)	Students can apply properties of arithmetic to solve problems involving whole numbers. They can identify polygons and understand concepts of area, perimeter and volume.
		Basic (360-389)	Students can solve addition and subtraction problems but struggle with multiplication and division problems. They can compare numbers and sort polygons.
		Limited (200-359)	Students have trouble demonstrating math knowledge and skills. They struggle with tasks that involve numerals but can work with those involving objects and models.
	6-8	Advanced (470-575)	Students can model real-world situations using equations and determine equations of linear/non-linear functions. They can use ratios and proportions to solve problems.
		Accelerated (437-469)	Students understand the concept of absolute value and effects of multiplying or dividing by negative numbers. They can compute the mean, median and mode of a data set.
		Proficient (400-436)	Students can solve problems involving positive and negative numbers. They can solve simple linear equations and add and subtract fractions without models.
		Basic (370-399)	Students can apply properties of arithmetic to solve problems involving whole numbers but struggle with decimals. They can add and subtract fractions using models.
		Limited (200-369)	Students have trouble demonstrating math knowledge and skills. They struggle to add and subtract even when using concrete objects. They can match polygons.
	9-11	Advanced (477-575)	Students can justify solutions for equations. They can verify that two shapes are similar and evaluate whether a data set matches a data-generating process.
		Accelerated (445-476)	Students can interpret expressions and use factoring to create equivalent expressions. They can determine the likelihood of outcomes numerically.
		Proficient (406-444)	Students can create equations to solve problems. They can identify equivalent numeric expressions and use words to determine the likelihood of outcomes.

Subject	Grade	Online Reporting Performance Level Descriptors (PLDs)	
Science		Basic (392-405)	Students have trouble solving equations involving variables and transformations. They can use number sentences to solve real-world problems and can identify angles.
		Limited (200-391)	Students have trouble demonstrating math knowledge and skills. They can determine when a line is increasing or decreasing and match shapes in different positions.
	4	Advanced (460-575)	Students are able to build a model of the solar system and classify matter into three states. They can describe how an animal's behavior helps it to survive.
		Accelerated (425-459)	Students can compare objects in the solar system and identify forms of energy. They can match a physical trait to its function.
		Proficient (400-424)	Students can identify objects in the solar system. They can identify a survival behavior that parents teach their offspring. They can identify properties of matter.
		Basic (376-399)	Students recognize that the sun is a star. They can match animal offspring to their parents. They can identify an object as being either a solid or a liquid.
		Limited (200-375)	Students have trouble demonstrating science knowledge and skills. They need help recognizing organisms or objects.
	8	Advanced (465-575)	Students can sort minerals by their properties and identify ways to change the energy of an object. They can compare the structures and functions of different cell types.
		Accelerated (429-464)	Students can classify rocks by type and identify organelles in a cell. They recognize that potential energy is based on height and kinetic energy is based on speed.
		Proficient (400-428)	Students can classify an object as a mineral or a rock and identify plant and animal cells. They can identify examples of kinetic and potential energies.
		Basic (373-399)	Students are able to identify a rock-forming mineral and can recognize what a cell is. They can change the direction or speed of an object.
		Limited (200-372)	Students have trouble demonstrating science knowledge and skills. They struggle to make objects interact or identify oxygen as what is needed to breathe.
	9-11	Advanced (467-575)	Students can explain why a species is considered endangered and can categorize cells by the functions they perform. They can demonstrate Newton's Third Law.
		Accelerated (437-466)	Students recognize that momentum is conserved in a collision and can describe forms of alternative energy. They can match organelles to their related processes.

Subject	Grade	Online Reporting Performance Level Descriptors (PLDs)	
		Proficient (400-436)	Students can describe how people use energy and can classify a species as endangered or non-endangered. They recognize that photosynthesis takes place in cells.
		Basic (380-399)	Students are able to identify different types of energy and alternative energy sources. They can identify endangered species.
		Limited (200-379)	Students have trouble demonstrating science knowledge and skills. They struggle to identify inherited traits or to identify types of pollution.

Appendix B. User Support

The Wy-ALT Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from 7:00 a.m. to 5:00 p.m. Mountain Time (except holidays or as otherwise indicated on the Wy-ALT Assessment Portal)

Wy-ALT Help Desk

Customer Support Phone: 888-897-8024

Customer Support Email: wyalthelpdesk@air.org

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred