



AIRWays Reporting System User Guide

2019–2020

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Introduction to the User Guide

This user guide provides instructions and support for users viewing test results in AIR Ways Reporting. This section describes the organization of this user guide and provides an overview of AIR Ways Reporting.

Organization of the User Guide

This document is color-coded by topic for ease of reference and includes the following sections:

- **Section I. How to Access AIR Ways**
- **Section II. How to Navigate Reports**
- **Section III. How to Set Up Your Reports**
- **Section IV. How to Export and Print Data**
- **Appendix**

Overview of AIR Ways Reporting

AIR Ways Reporting provides student performance reports for Interim assessments. AIR Ways Reporting consists of a Dashboard page and various Assessment Reports. The Dashboard provides a summary of all the assessments associated with a particular user or institution, and the Assessment Reports provide detailed performance data for each of those assessments.

Assessment Reports are available at various levels within a district. Access to each Assessment Report depends on your user role.

Section I. How to Access AIR Ways

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

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

How to log in to the AIRWays Reporting System

1. Navigate to the Wyoming Portal (<https://wyoassessment.org/>).

Figure 1. User Role Cards



2. Select your user role from the cards displayed.

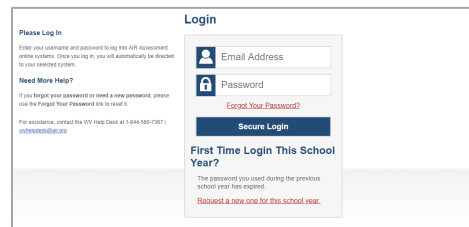
3. Click the **AIRWays Reporting** card. The login page appears.

Figure 2. AIRWays Reporting Card



4. On the login page, enter the email address and password you use to access all AIR systems.

Figure 3. Login Page



5. Click **Secure Login**.

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

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

The dashboard for your user role appears.

Figure 4. Enter Code Page

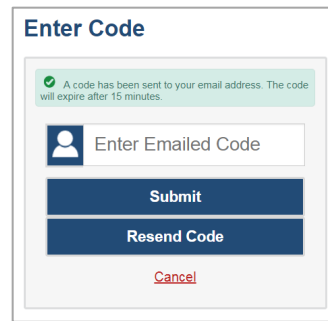
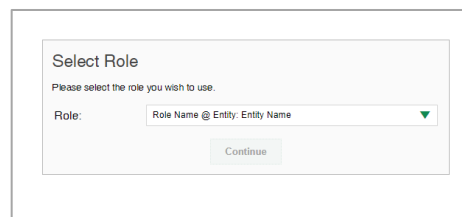


Figure 5. Select Role Window



How to reset your password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes.

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

If your first temporary link expired:

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

If you forgot your password:

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

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

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

Additional help:

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

Section II. How to Navigate Reports

This section explains how to navigate your reports.

How to Understand the AIRWays Reporting Dashboard

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

How to use the dashboard to view overall test results

On the dashboard, teachers see two tables, as in [Figure 6](#):

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

Figure 6. Teacher View: Dashboard

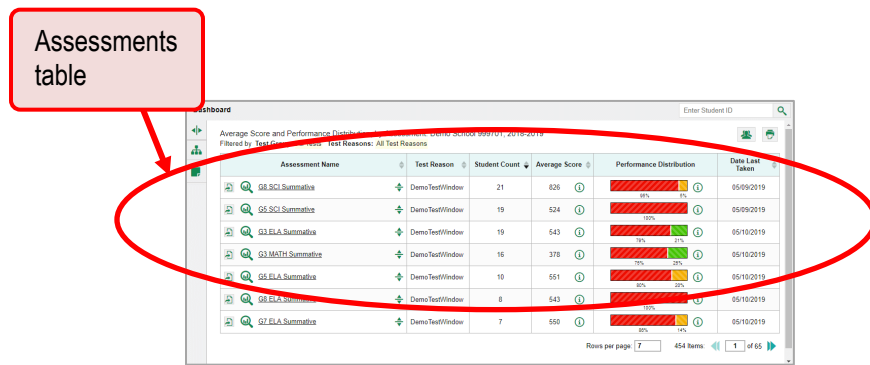
The screenshot displays the AIRWays Reporting Dashboard. The top section, titled 'My Assessments', shows a table with columns for Assessment Name, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. The bottom section, titled 'My Students', shows a table with columns for Student Name, Student ID, Most Recent Assessment, and Date Taken. Red callouts from external boxes point to these two tables.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
GS_SCI Summative	DemoTestWindow	4	520	35% 30% 30% 15%	05/20/2019
GS_MATH Summative	DemoTestWindow	1	349	30% 20% 20% 30%	05/08/2019
GS_ELA Summative	DemoTestWindow	1	523	100%	03/26/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Student_Demo	990010163	GS_SCI Summative	05/20/2019
Doe_John	130108892	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
Doe_Jane	130109032	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
LastName_FirstName	999968743	Module: Writing Grade 8 Argumentative-8	05/09/2019
LastName_O'Connor	991006901	GS_SCI Summative	05/20/2019

District- and school-level users see just one table, as in [Figure 7](#). Like the first table on the teacher dashboard, this table lists all your assessments.

Figure 7. School-Level User View: Dashboard



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

Figure 8. Teacher View: Dashboard



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

You can view all of your students across rosters.

How to view a list of all students and their performance on a particular test

The **Performance by Student** tab (Figure 9) displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.


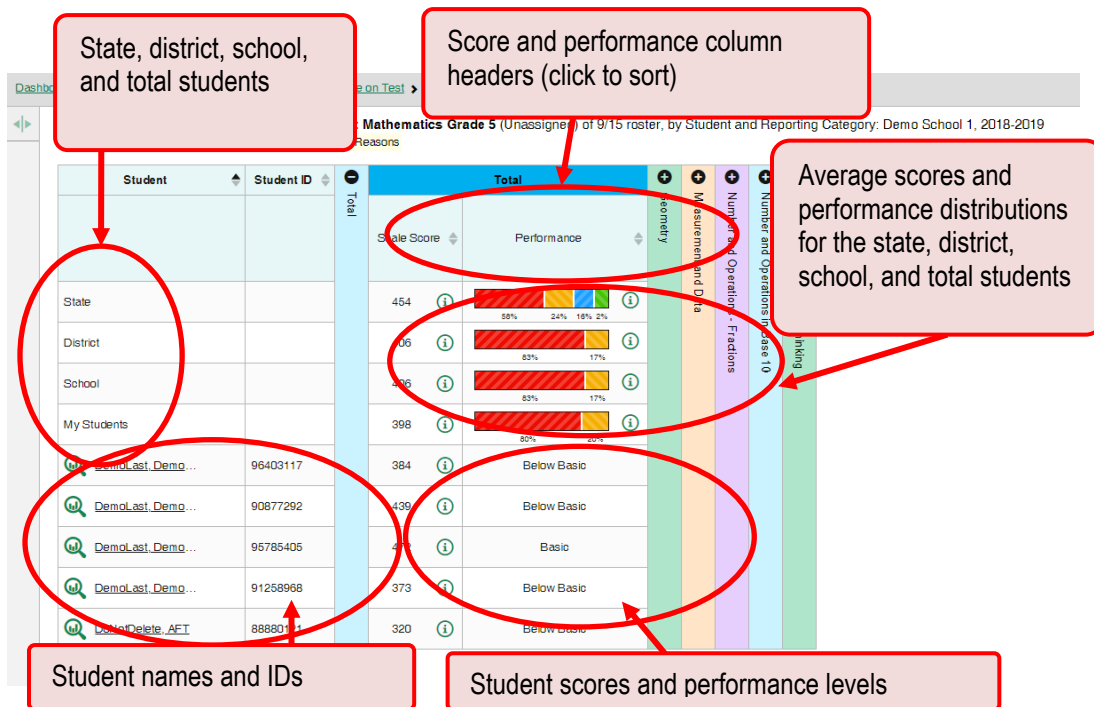
1. Starting from the dashboard that appears when you log in, click a test name (or  beside it) in the table at the top of the page.
2. In the report that appears, select the **Performance by Student** tab. You will see results for all your students. The first few rows also show aggregate performance data for your state, district, school, and/or total students.

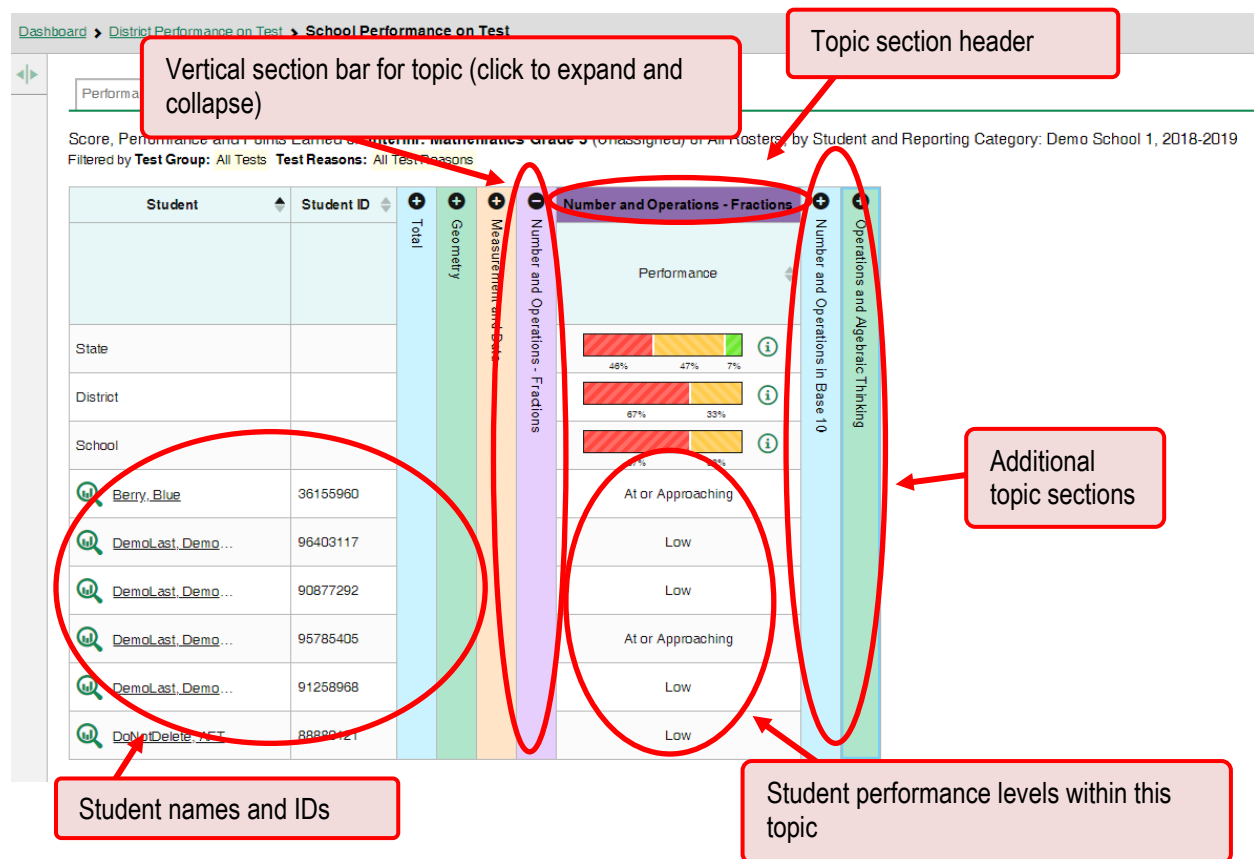
Figure 9. My Students' Performance on Test Report: Performance by Student Tab



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

You can view your students' performance in each area of the test by clicking the topic section bars to expand them.

Figure 10. My Students' Performance on Test Report: Performance by Student Tab: Topic Section




How to View Test Results for Rosters on a Particular Test



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

How to access test results for all rosters

The **Performance by Roster** tab (Figure 11) displays test results for each class roster. To view this tab, follow the instructions for your user role below.

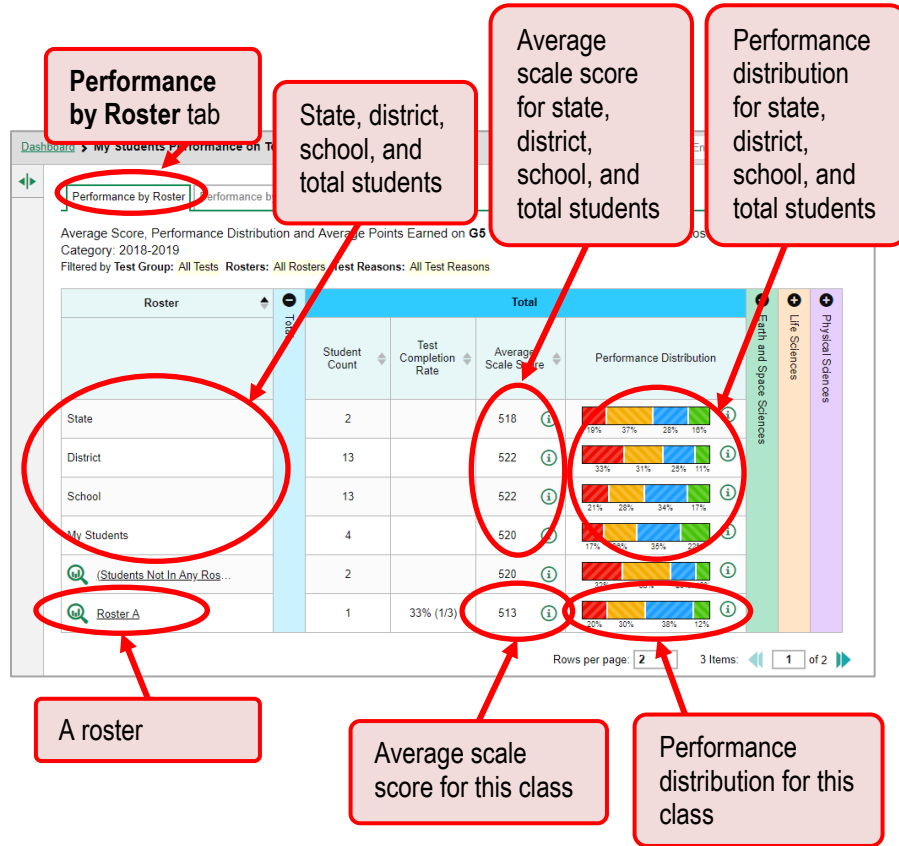
Teachers and school-level users: From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role.

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

- From the dashboard that appears when you log in, click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
- Click a school name (or  beside it). The School Performance on Test report appears.

The report shown here (Figure 11) displays a list of your rosters and each class’s performance. The first few rows also show aggregate performance data for your state, district, school, and total students.

Figure 11. My Students’ Performance on Test Report: Performance by Roster Tab

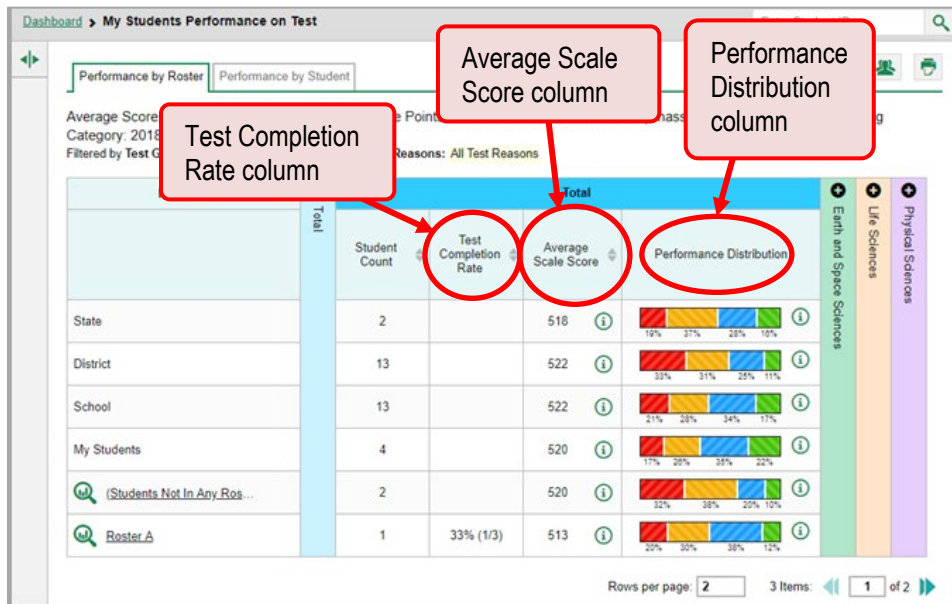


How to see which rosters performed best on this assessment

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

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

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



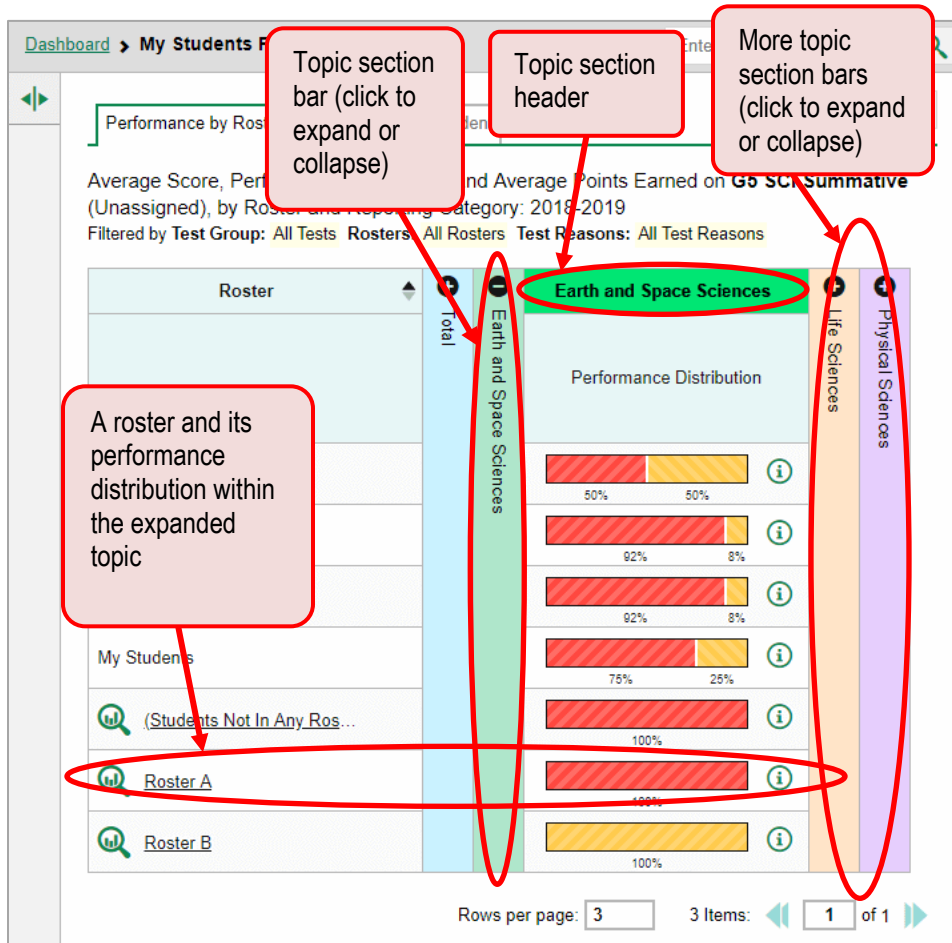
How to see which rosters had the highest test completion rates

To see which classes had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 12](#)).

How to see how well rosters performed in each area on the test

For tests with topic sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example ([Figure 13](#)), you can view a performance distribution bar for each roster under the topic Earth and Space Sciences.

Figure 13. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Topic Section



Interim tests cover multiple topics, while a benchmark test covers only one.

How to access test results for an individual roster


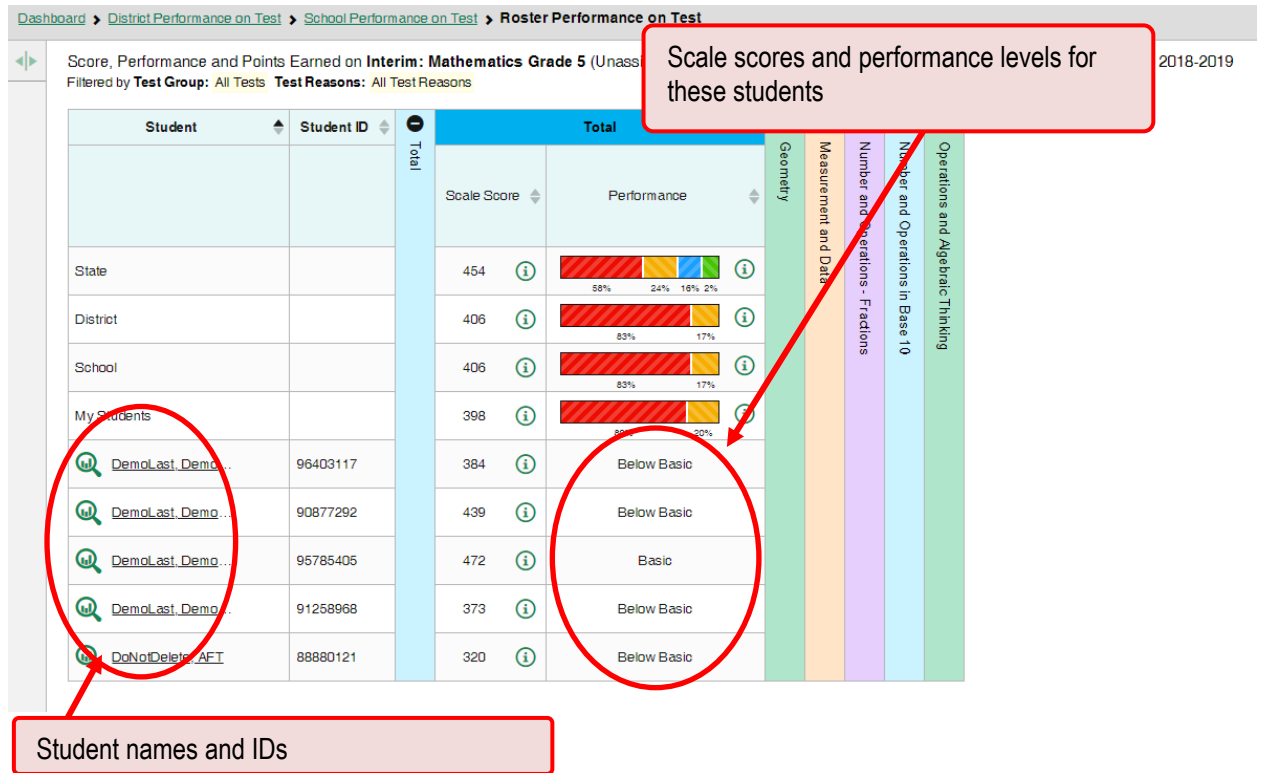
The prior section explained how to access test results for all your rosters. To view results for one specific class, click the name of a class that appears in the first column of the report (or  beside it). The class results listed by student appear ([Figure 14](#)).

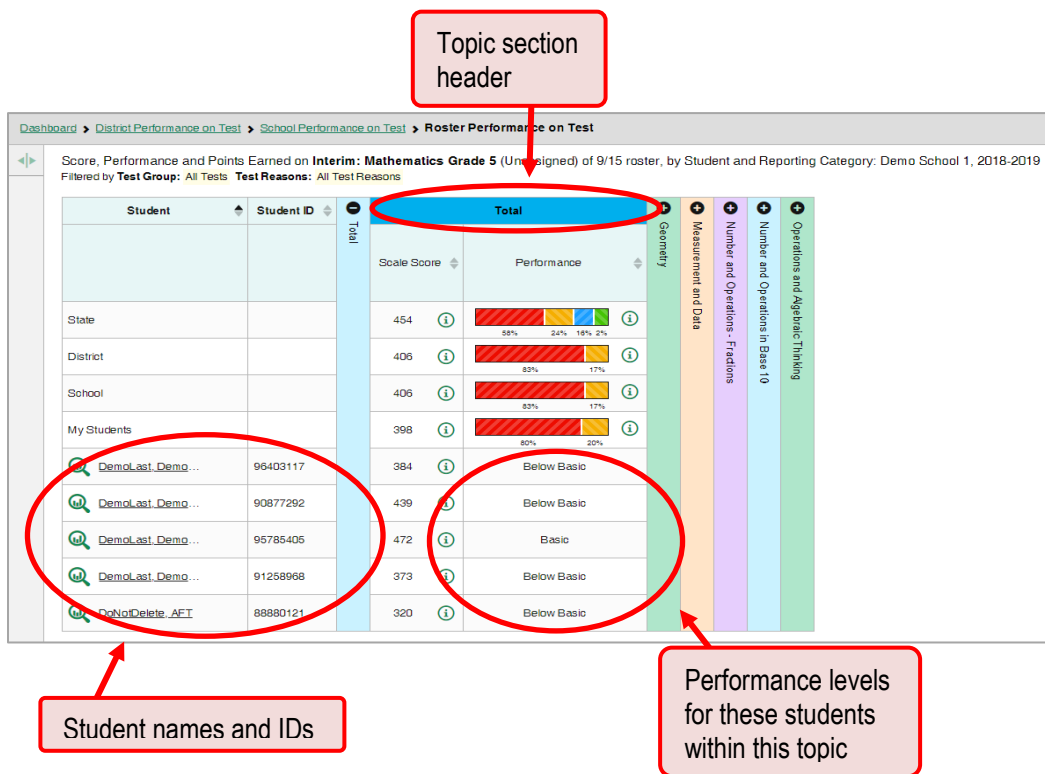
Figure 14. Teacher View: Roster Performance on Test Report



How to see how well students in a roster performed in each area on a test

You can compare the performance of your students in each area of the test using the topic sections, as shown in [Figure 15](#). Click the vertical section bar to expand each section.


Figure 15. Teacher View: Roster Performance on Test Report with Expanded Topic Section




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


You can view test results for all the students in a school on a particular test.

How to access test results for a school

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

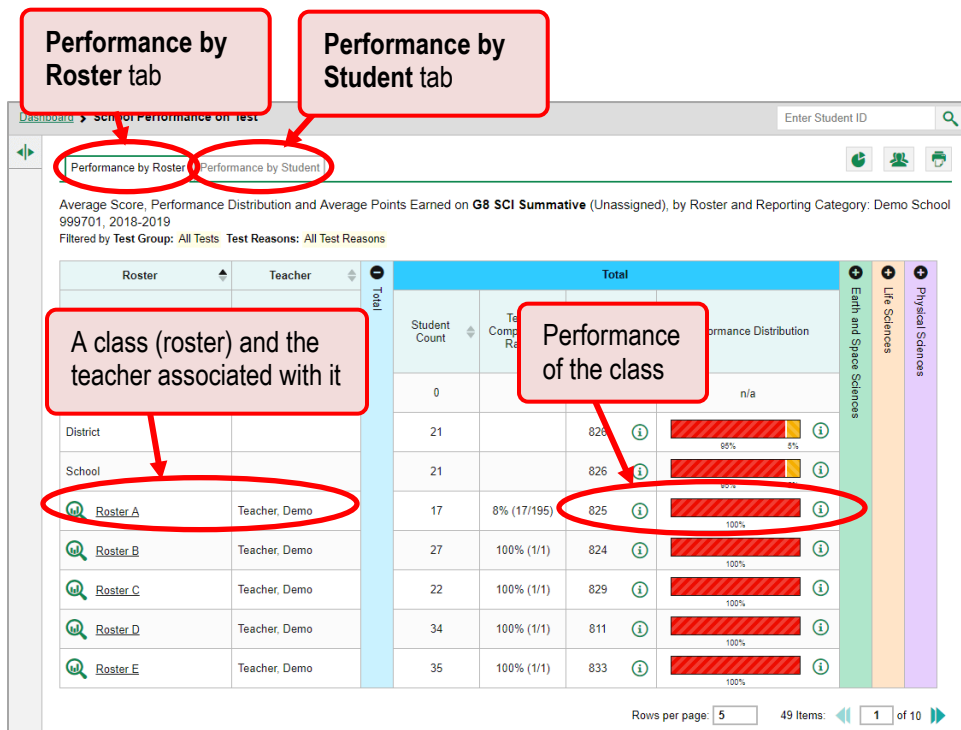
District-level users:

Starting at the dashboard that appears when you log in, click the name of the test (or  beside it). A table listing test results by school appears.

- Click the name of the school (or  beside it) for which you would like to see results.

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

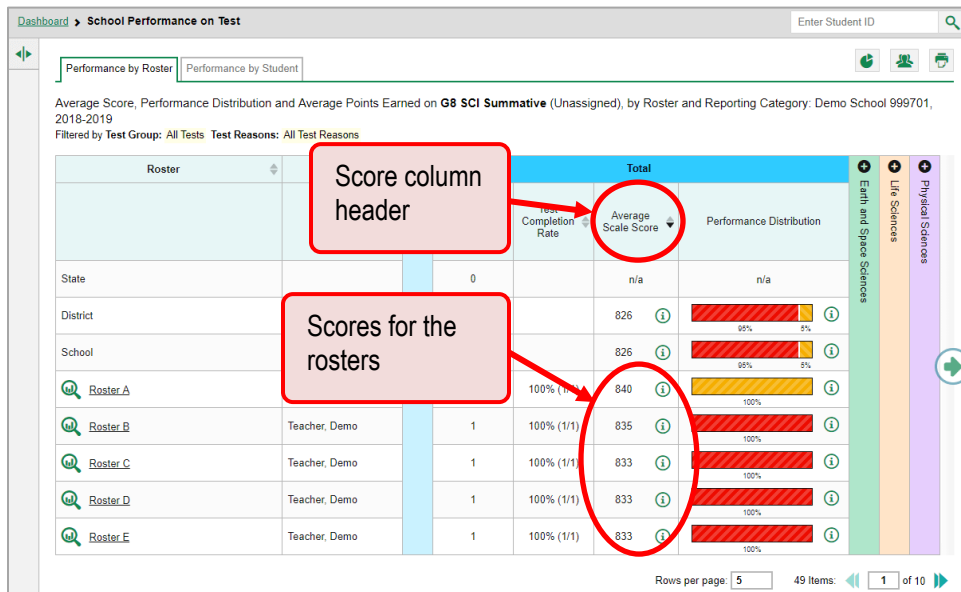
Figure 16. School Performance on Test Report: Performance by Roster Tab



How to see which rosters performed best on an assessment

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see [Figure 17](#)). If certain rosters performed consistently well, you could use them as a model for the classes with lower performance.

Figure 17. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



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

You can view test results for a district on a particular test.

How to access test results for a district


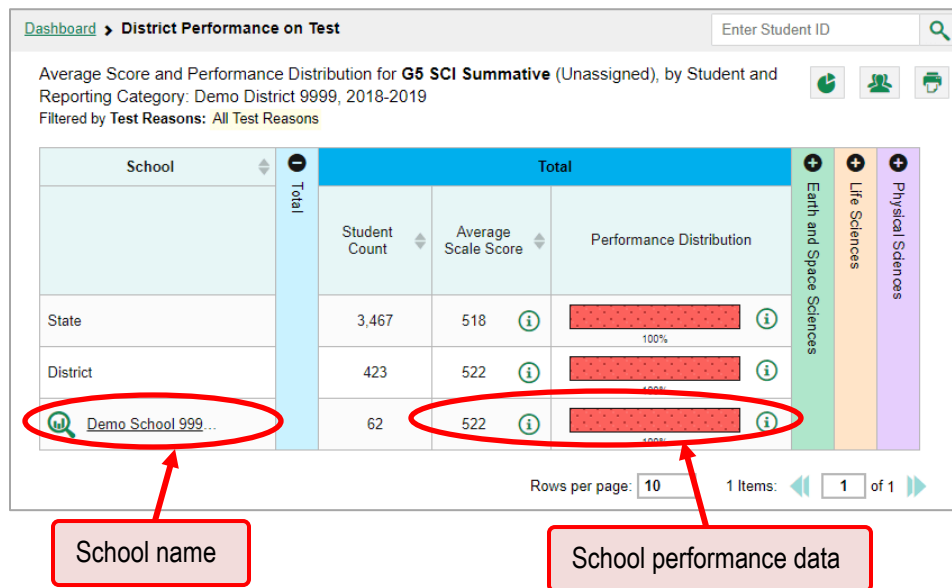
On the dashboard that appears when you log in, click the name of a test (or  beside it). A list of the schools in your district appears, with data.

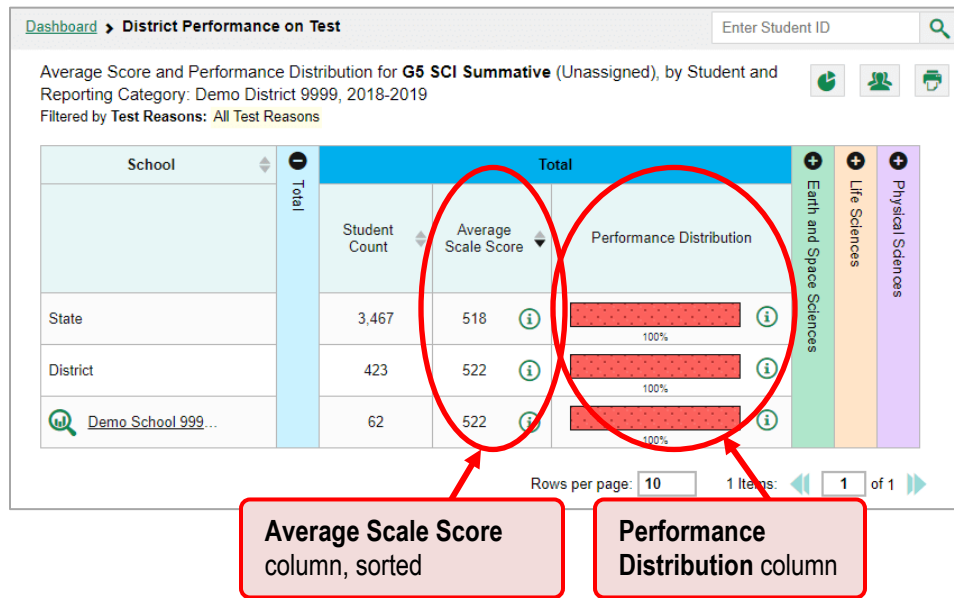
Figure 18. District Performance on Test Report



How to see which schools in the district performed best on an assessment

Look at the score column and/or Performance Distribution column, and click the score column to sort by it (as in [Figure 19](#)).

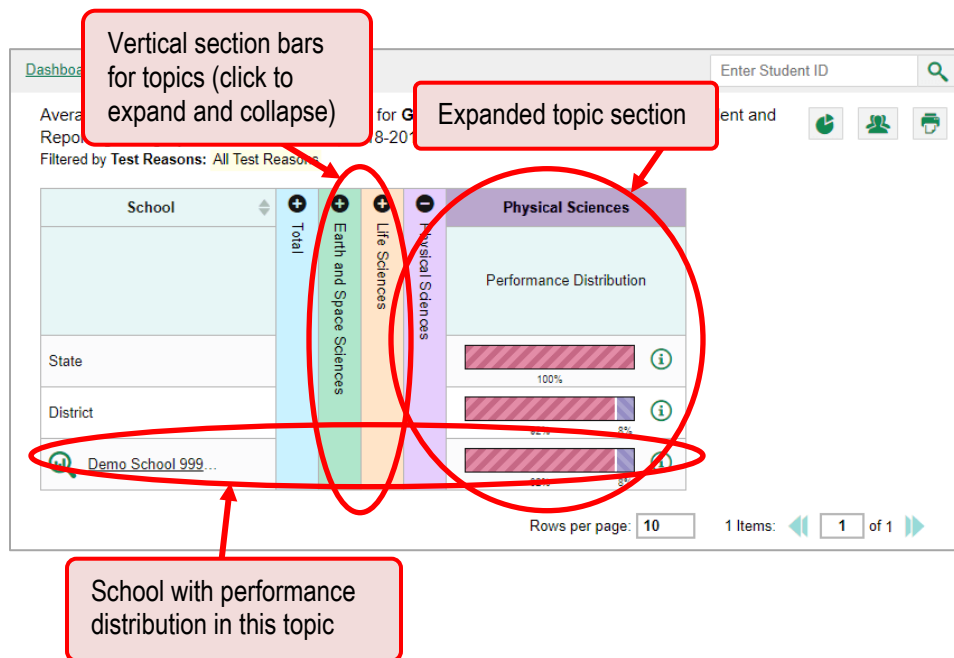
Figure 19. District Performance on Test Report Sorted by Score



How to see how well schools in the district performed in each area on a test

Click the vertical section bars to expand the topic sections.

Figure 20. District Performance on Test Report with Expanded Topic Section



How to Track Student Performance Over Time

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined. Each Longitudinal Report displays performance data for one of the following:

- A group of students who completed every assessment available in the report.
- An individual student.

How to access a Longitudinal Report comparing related assessments

When the student(s) in your test results have completed multiple related assessments, a Longitudinal Report is available in the reports for each of those assessments.


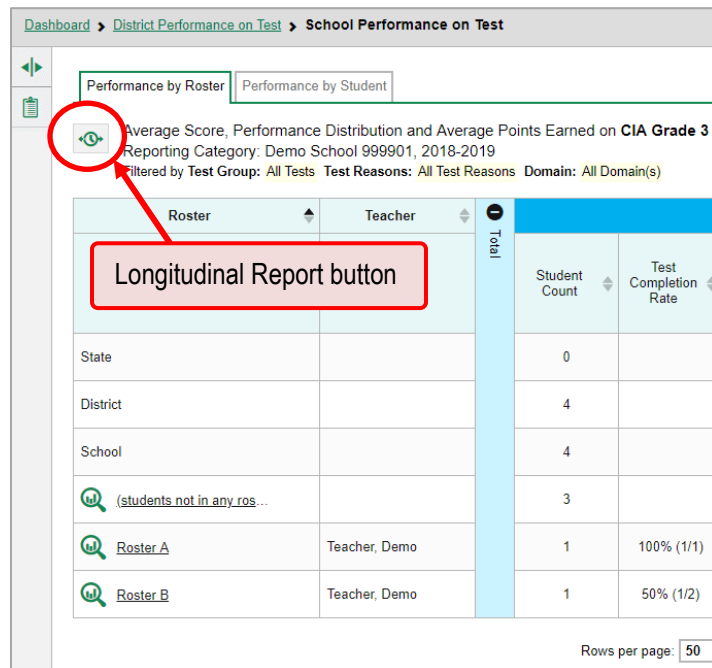
On a page of test results, click the clock button  in the upper-left corner.




Figure 21. School Performance on Test Report



Dashboard > District Performance on Test > School Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on **CIA Grade 3 E**
Reporting Category: Demo School 999901, 2018-2019
Filtered by Test Group: All Tests Test Reasons: All Test Reasons Domain: All Domain(s)

Roster	Teacher	Total	Student Count	Test Completion Rate
State			0	
District			4	
School			4	
 (students not in any ros...			3	
 Roster A	Teacher, Demo		1	100% (1/1)
 Roster B	Teacher, Demo		1	50% (1/2)

Rows per page: 50

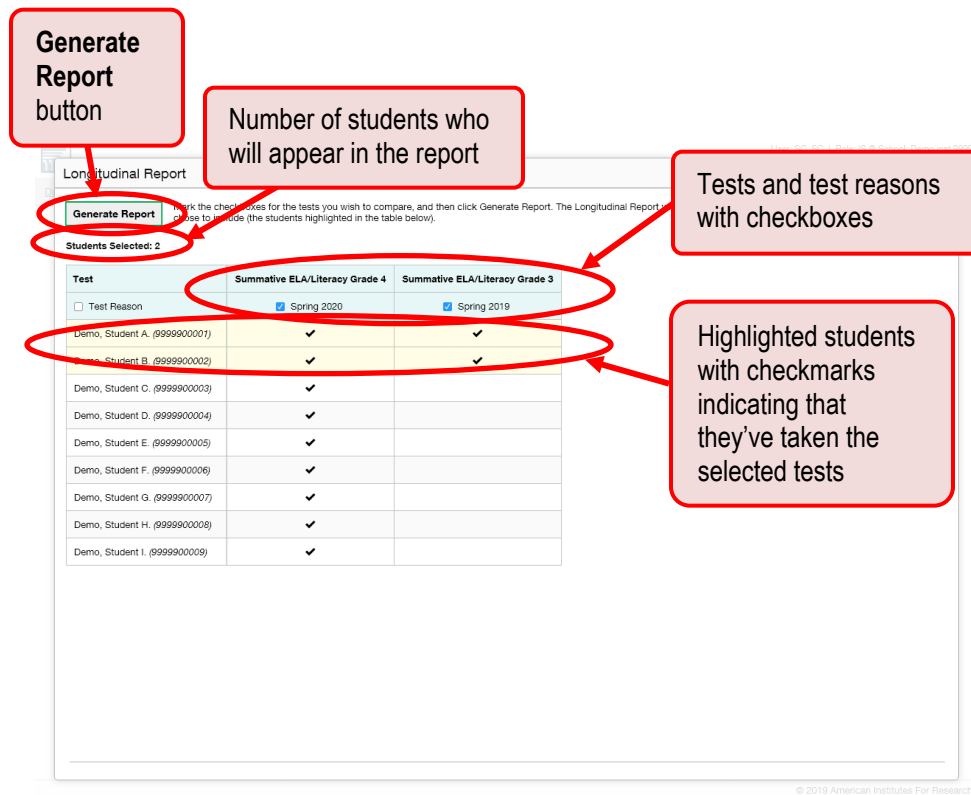
In most cases, the Longitudinal Report appears immediately.


Figure 22. Longitudinal Report Window: Report for a Single Student



- If you're a teacher and the test results you're looking at are for multiple students, a report options page appears (see [Figure 23](#)).
 - The report options page 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 (categories of tests), a column appears for each test reason.

Figure 23. Longitudinal Report Window: Report Options Page



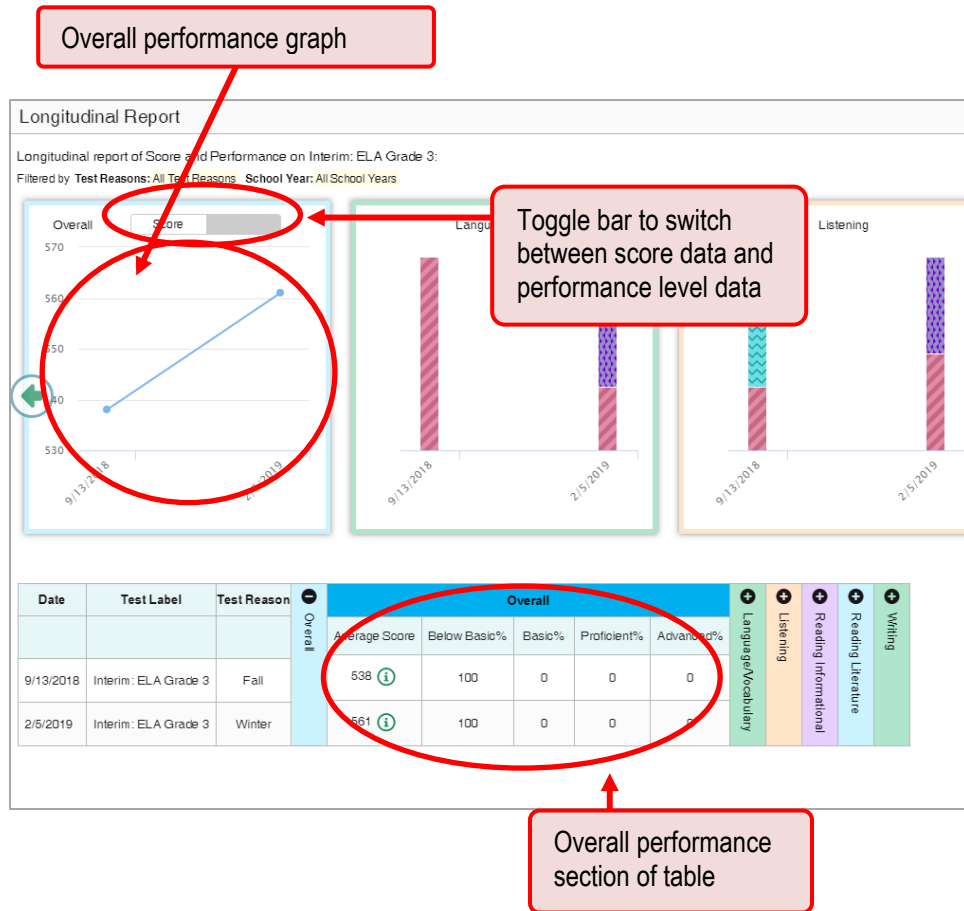
- Mark the checkbox for each test and test reason you wish to include. Note that only tests taken by all the students will be included in the report. Click **Generate Report** to view the Longitudinal Report. You can always modify your selections by clicking the **Report Options** button  in the upper-right corner of the report.

How to view students' overall performance data on an assessment

Look at the graph in the upper-left corner of the Longitudinal Report. It shows the scores or performance levels of the student or students each time they took the test.

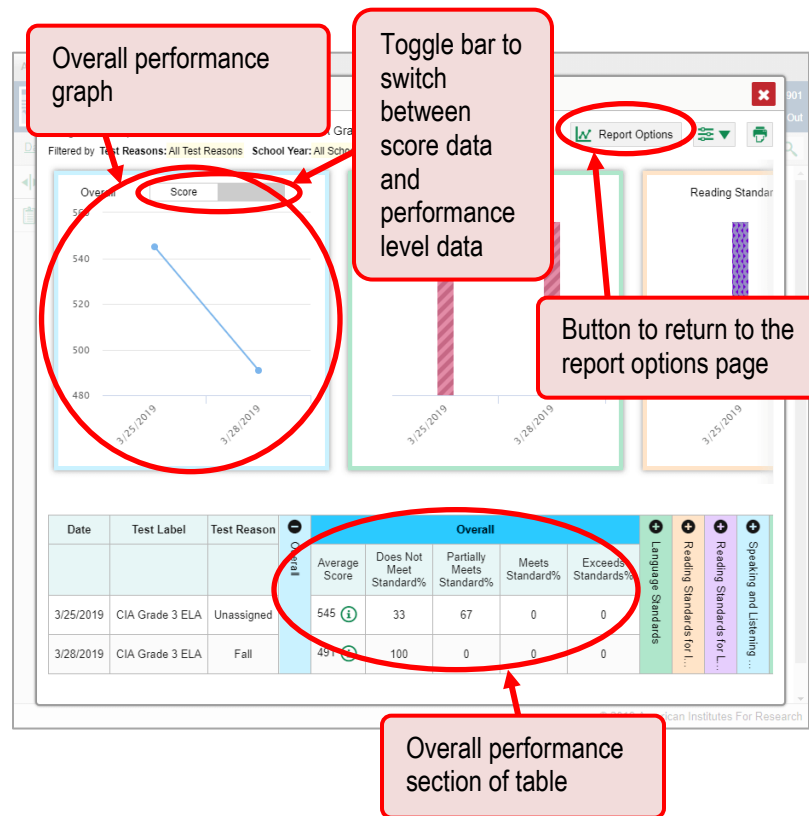
Score data are plotted along a line with the dates on the x axis and the scores on the y axis (see [Figure 24](#)) A slope inclining upwards indicates improvement, a slope downwards indicates a decline in performance, and a flat line shows that performance has remained roughly the same.

Figure 24. Longitudinal Report Window: Report for a Single Student with Multiple Topics



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

Figure 25. Teacher View: Longitudinal Report Window: Report for Multiple Students with Multiple Topics



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

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

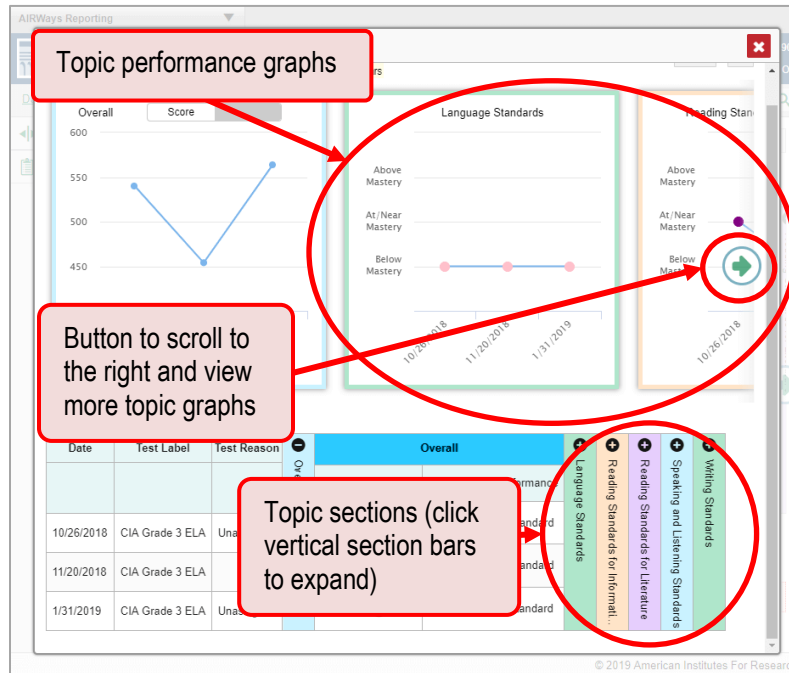
How to switch between score data and performance-level data

When a graph offers both score and performance level data, a toggle bar appears at the top of it (see [Figure 25](#)). Click the toggle bar to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data. Sometimes a test includes only one type of data.

How to see students' performance in different areas over time

Look at the topic graphs to the right of the overall performance graph, or look at the expandable topic sections in the table at the bottom (see [Figure 26](#)). Here, you can see at a glance how students are improving or declining in each area, and you can compare their trajectories in different areas.

Figure 26. Longitudinal Report Window: Report for a Single Student with Multiple Topics



How to show some test opportunities and not others in a report

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


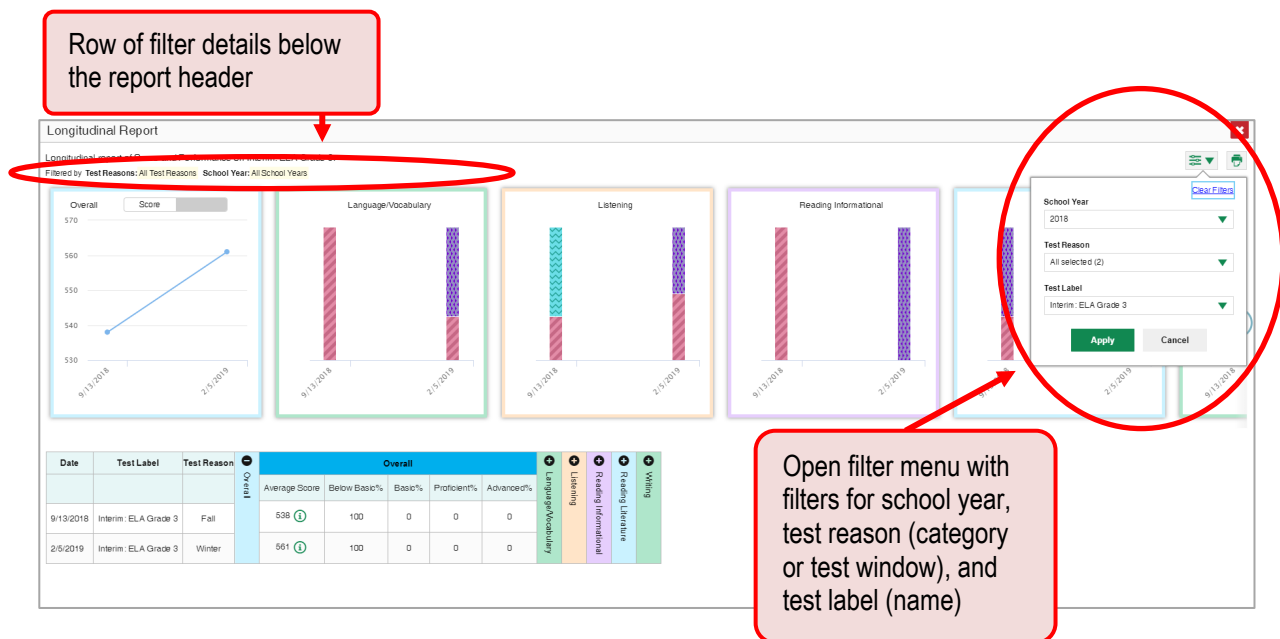
1. Open the filter menu  at the upper-right corner and select the filter options you prefer from the drop-down lists.

Figure 27. Longitudinal Report Window: Report for a Single Student with Multiple Topics




- You may want to filter by a particular school year or years. Note that years are not calendar years. “2019” refers to the 2019–2020 school year. By default, Longitudinal Reports show data for all years.

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

- You may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data. For example, you may want to narrow the report down to show only tests taken in the spring.
- Finally, you may find that certain tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don’t want to see.

2. Click **Apply**. Filtering tests may affect the set of students whose data is included in the report.

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

A row of filter details appears below the report header (see [Figure 27](#)), showing the test reasons and school years included in the report.

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


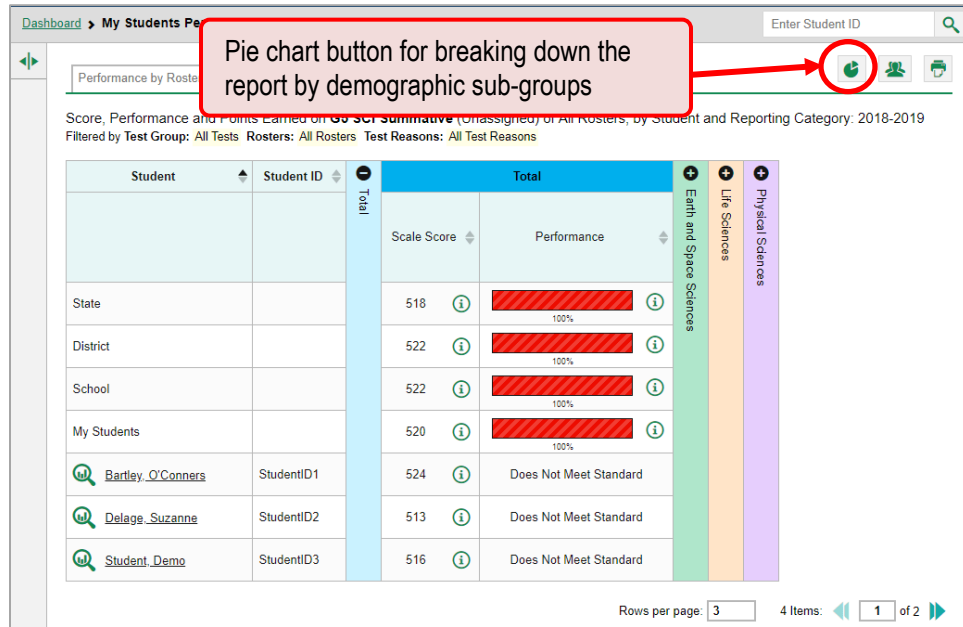

You can use the pie chart button  at the upper-right corner of a report (see [Figure 28](#)) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

Figure 28. My Students' Performance on Test Report



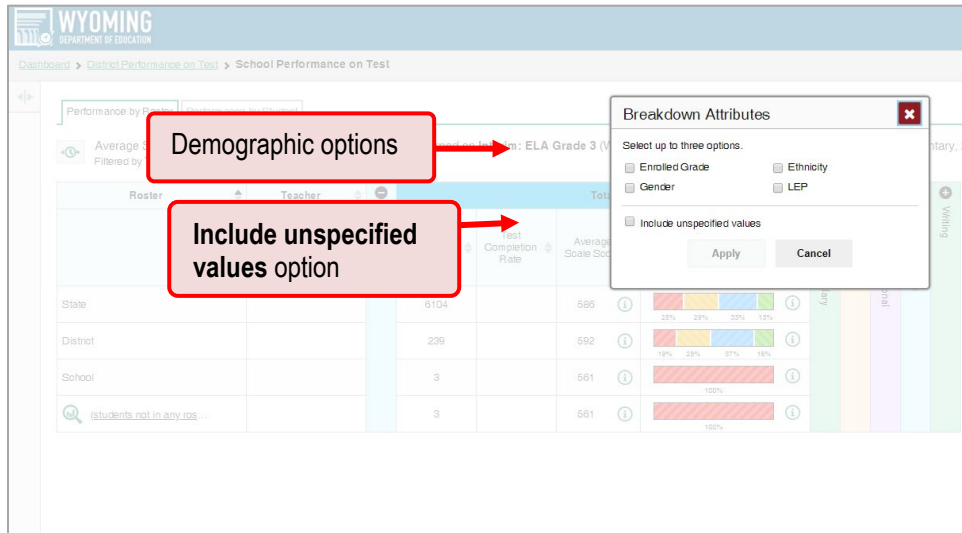
How to view test results broken down by demographic sub-groups

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

1. Click the pie chart button  at the upper-right corner (see [Figure 28](#)).

The **Breakdown Attributes** window opens (see [Figure 29](#)).

Figure 29. Breakdown Attributes Window



2. Select up to three student demographic categories.

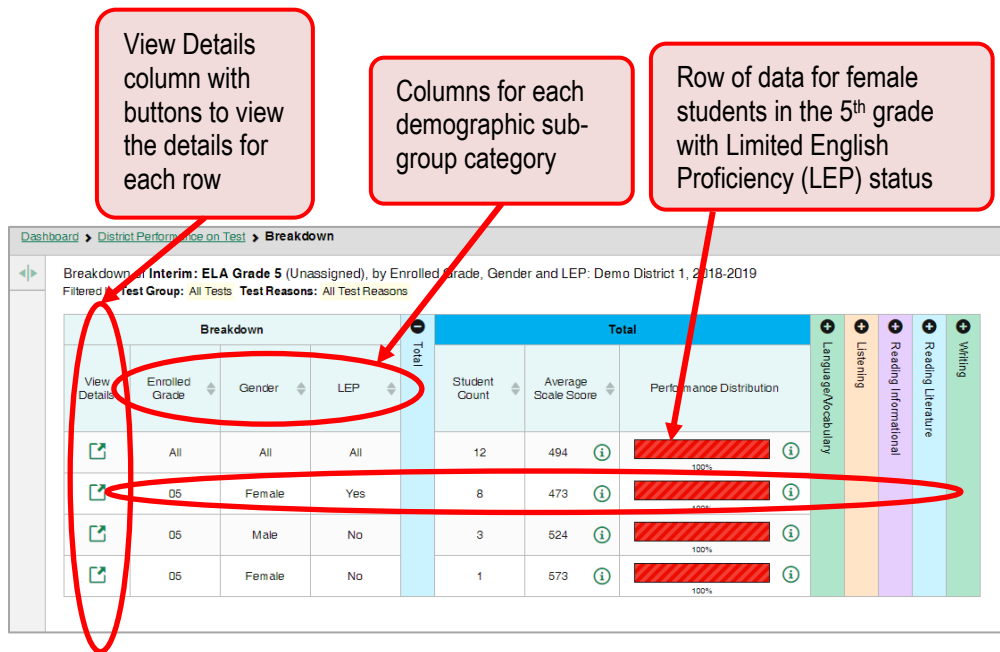
There is also an **Include unspecified values** checkbox, explained below:

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


3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 30](#)).

Figure 30. Demographic Breakdown of a My Students' Performance on Test Report

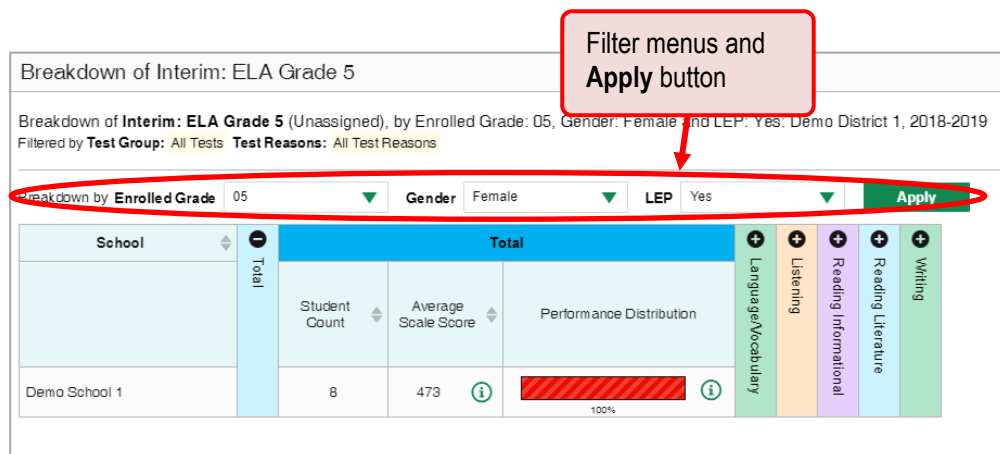


How to view test results for a particular demographic sub-group or combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button  in the View Details column on the left (see [Figure 30](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups. See [Figure 31](#).

Figure 31. Demographic Combination Breakdown Window (from School Performance on Test Report)



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



You can use this window to get an in-depth look at specific groups of students. For example, you may want to determine which schools are most successful at teaching girls in the first grade.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken. And you can generate and export both Individual Student Reports (ISRs) and student data files.

How to access test results for an individual student on a particular test

Teachers and school-level users:

1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of test results appears.
2. Select the **Performance by Student** tab.
3. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears ([Figure 32](#)).

District-level users:



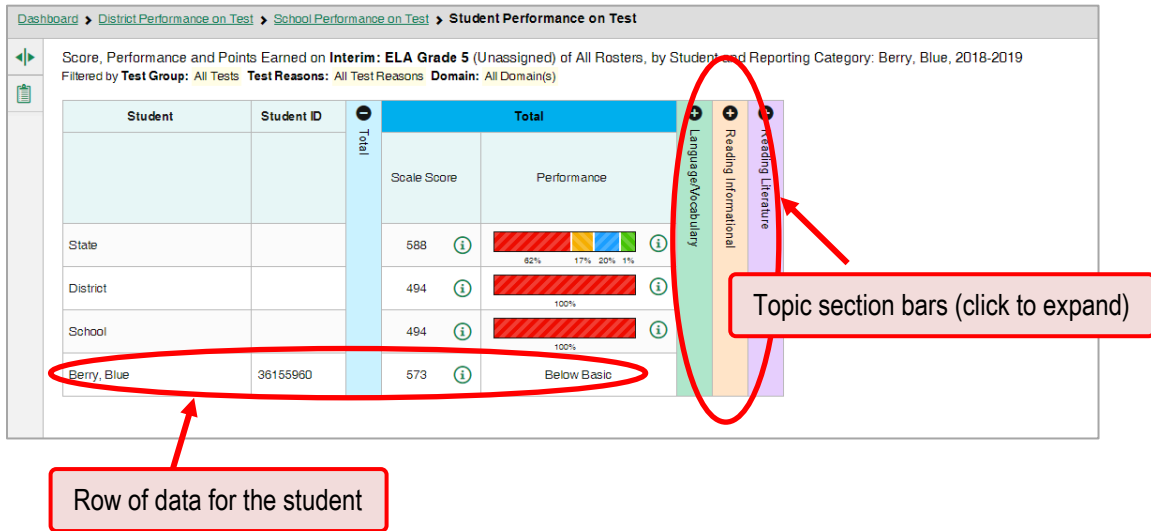
1. Go to the dashboard and click a test name (or  beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).
2. Click a school name (or  beside it). The School Performance on Test report appears.
3. Follow the same steps as teachers and school-level users, starting with step [2](#).

Figure 32. Teacher View: Student Performance on Test Report



You can view the student’s performance in each area of the test using the topic sections, which you can click to expand.

How to view a report for all the assessments a student has completed over time

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for interim tests that were administered multiple times throughout the year.


To access this report, enter the student's WISER ID in the search field in the upper-right corner and click  (see [Figure 33](#)). The Student Portfolio Report appears (see [Figure 34](#)).

Figure 33. Teacher View: Dashboard

The screenshot shows the 'My Assessments' section with a table of assessment results. A callout box labeled 'Search field for student ID' points to the search bar at the top right. Another callout box labeled 'Student name' points to the 'Student Name' column in the 'My Students' table below.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
G5 SCI Summative	DemoTestWindow	4	520	20% 30% 38% 12%	05/20/2019
G5 MATH Summative	DemoTestWindow	1	349	32% 38% 20% 10%	05/08/2019
G5 ELA Summative	DemoTestWindow	1	523	100%	03/26/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Student_Demo	990010163	G5 SCI Summative	05/20/2019
Doe_John	130108692	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
Doe_Jane	130109032	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
LastName_FirstName	999968743	Module: Writing Grade 8 Argumentative-B	05/09/2019
Bartley_OConnors	991006901	G5 SCI Summative	05/09/2019

Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or beside it).

Figure 34. Student Portfolio Report

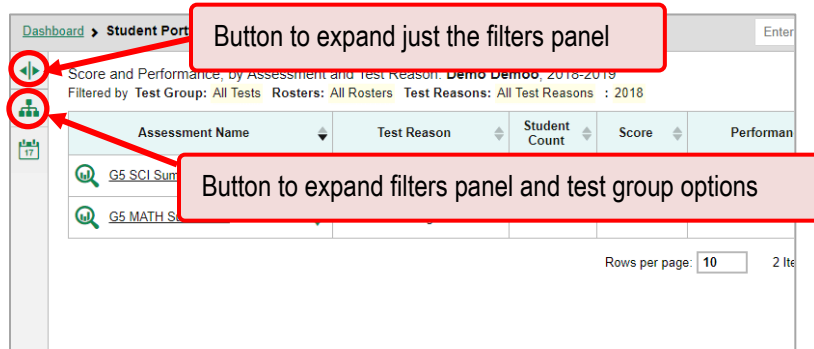
The screenshot shows the 'Student Portfolio' report for 'Demo Demo, 2018-2019'. Callouts identify the filter panel button, the assessment names, the student's scores and performance levels, and the test dates.

Assessment Name	Test Reason	My Student's Score	Average Score of My Students	Student Count	Date Taken
Interim - Reading Grade 2 (Spring)	Fall	31%	31%	1	04/11/2019
Interim - Mathematics Grade 2 (Spring)	Fall	20%	20%	1	04/11/2019

How to use the Student Portfolio Report to view specific tests

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

Figure 35. Student Portfolio Report





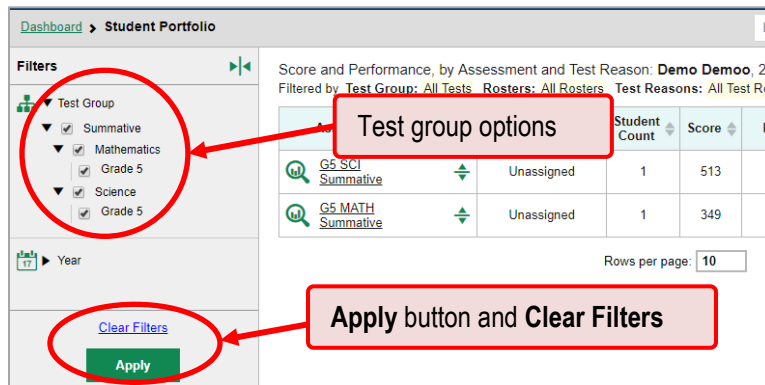
1. On the left side of the Student Portfolio Report, click either the expand button  or the test group button . The filter panel expands.

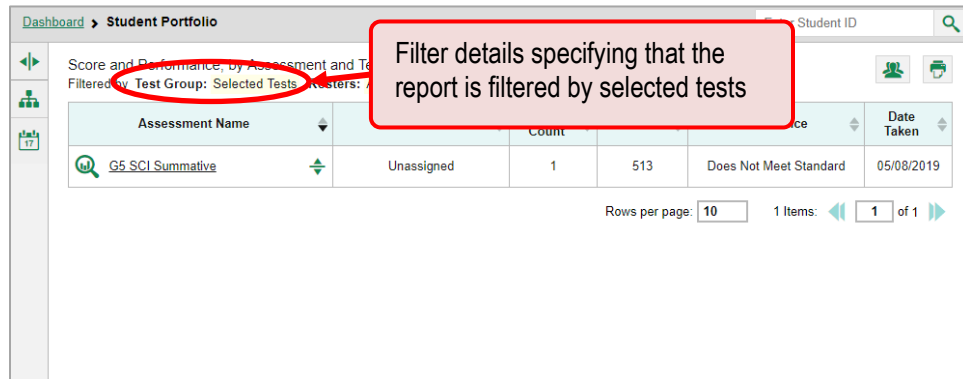
Figure 36. Student Portfolio Report with Expanded Filter Panel



2. Mark as many selections as you like in the **Test Group** section of the filters panel. Tests are organized by test type, subject, and grade.
3. Click **Apply**. The dashboard updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

The row of filter details below the table header reads “Selected Tests” when the table is filtered by test.

Figure 37. Student Portfolio Report Filtered by Selected Tests

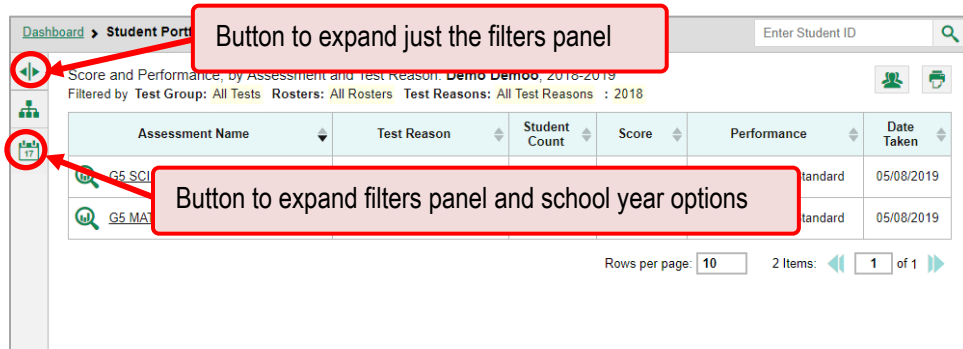


How to view a student’s performance on tests taken in a previous school year or years

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

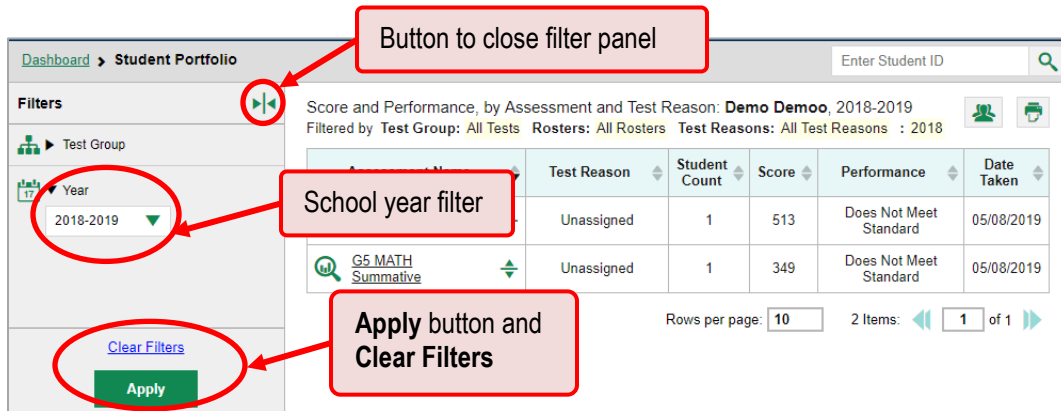
1. On the left side of the page, click either the expand button or the school year button . The filter panel expands.

Figure 38. Student Portfolio Report



- Under **Year**, select a year or years.

Figure 39. Student Portfolio Report with Opened Filter Panel



- Click **Apply**.

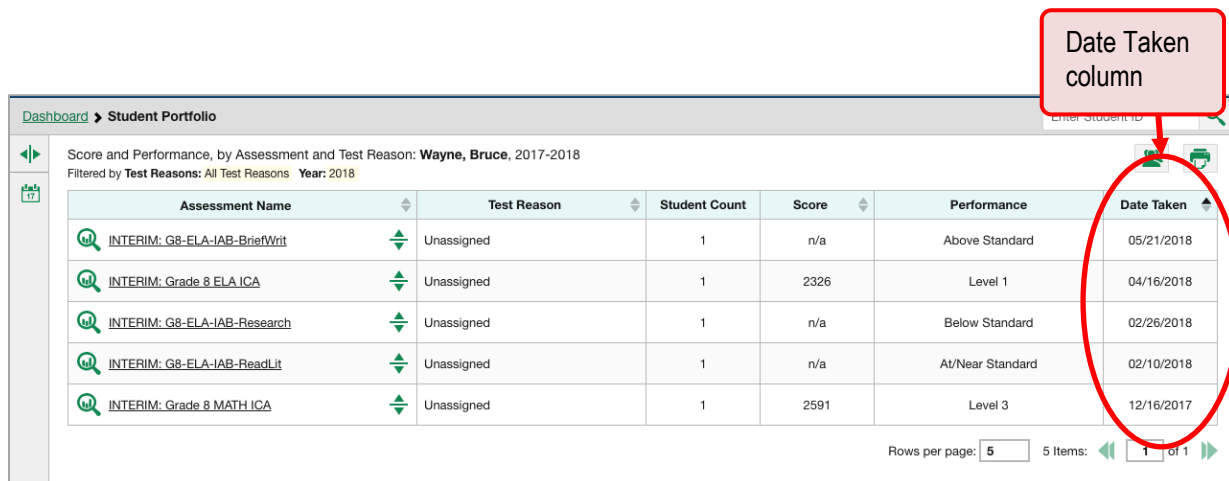
To switch back to the current year:

- Open the filters panel again.
- Click **Clear Filters**.
- Click **Apply**.

How to see how a student performed on their most recent assessments

In the Student Portfolio Report, click the Date Taken column header to sort by date. If you know what the performance levels on the various tests mean, you can even get a rough idea of how the student is performing over time.

Figure 40. Student Portfolio Report Sorted by Date Taken Column



How to Generate and Export Student Data Files

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

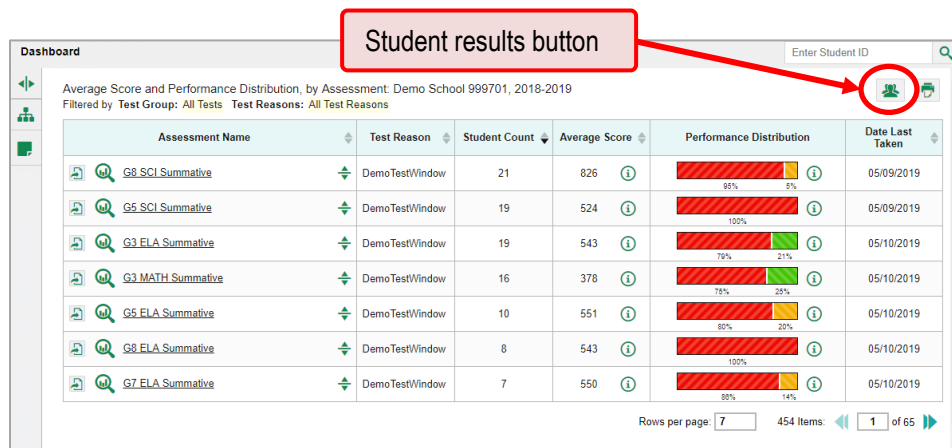
How to generate and export student data files

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

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

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

Figure 41. Student Portfolio Report

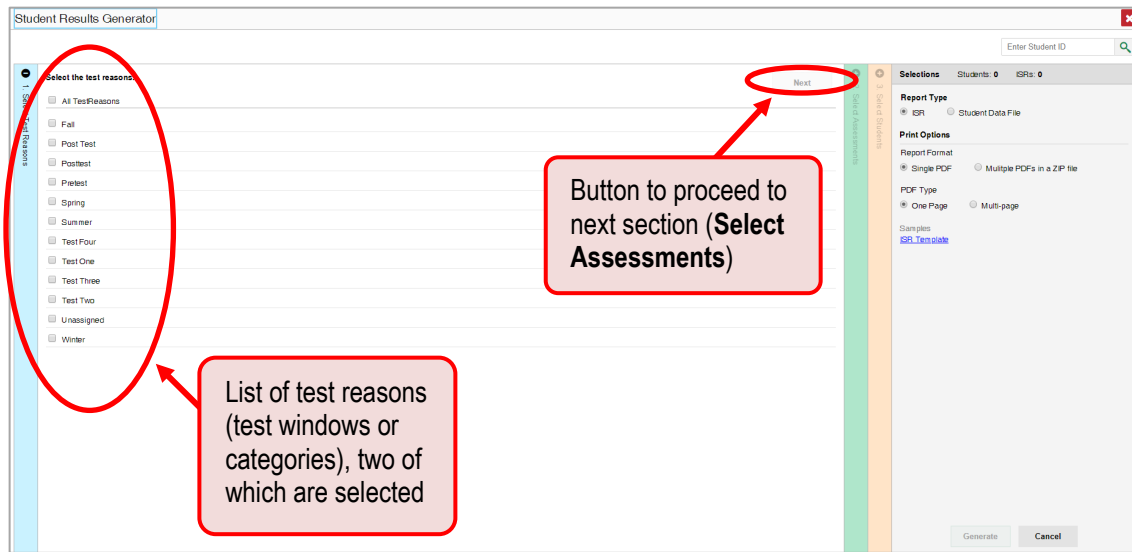


2. The **Student Results Generator** window opens (see [Figure 42](#)).

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

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests.

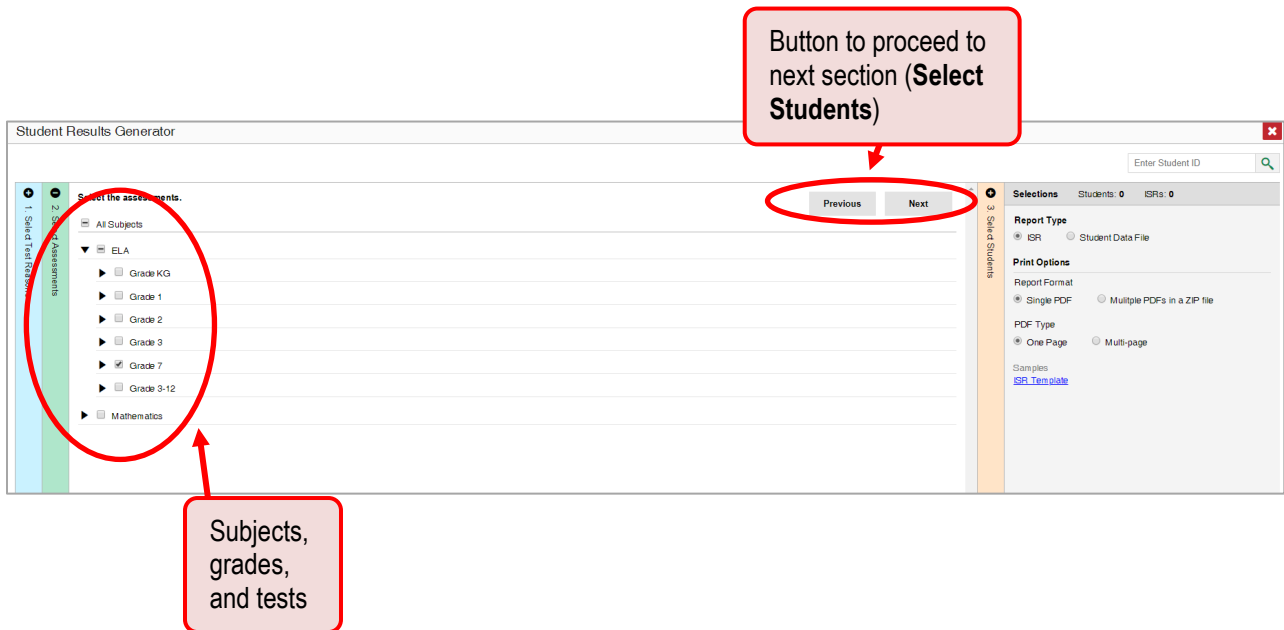
Figure 42. Student Results Generator Window: Select Test Reasons Section



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

- b. The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

Figure 43. Student Results Generator Window: Select Assessments Section




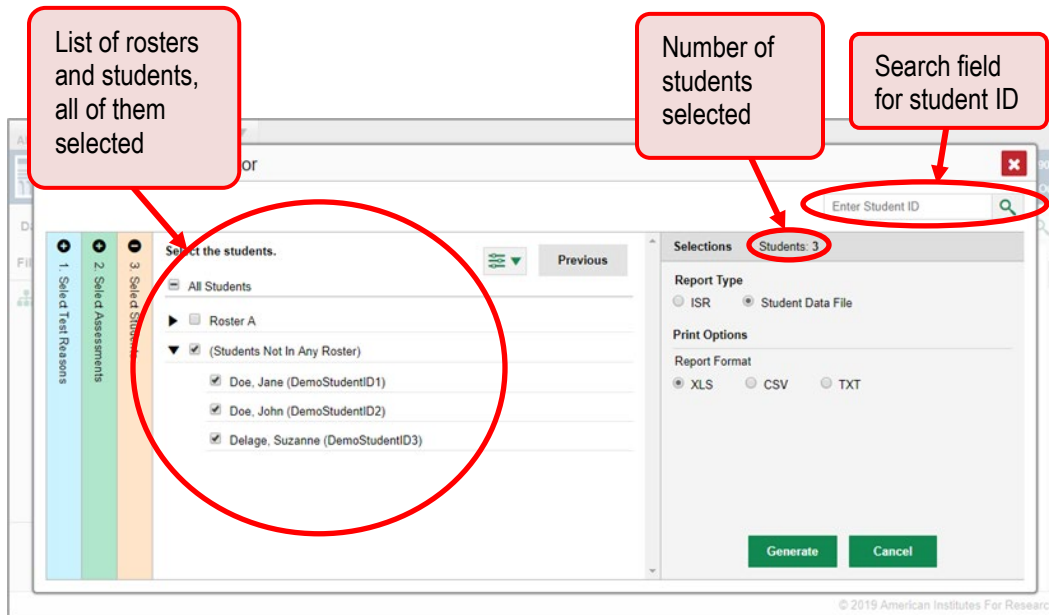
- c. The **Select Students** section contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the results.
 - i. Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - ii. Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - iii. To search for a particular student, enter their WISER ID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 44. School-Level User View: Student Results Generator Window: Select Students Section



The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.


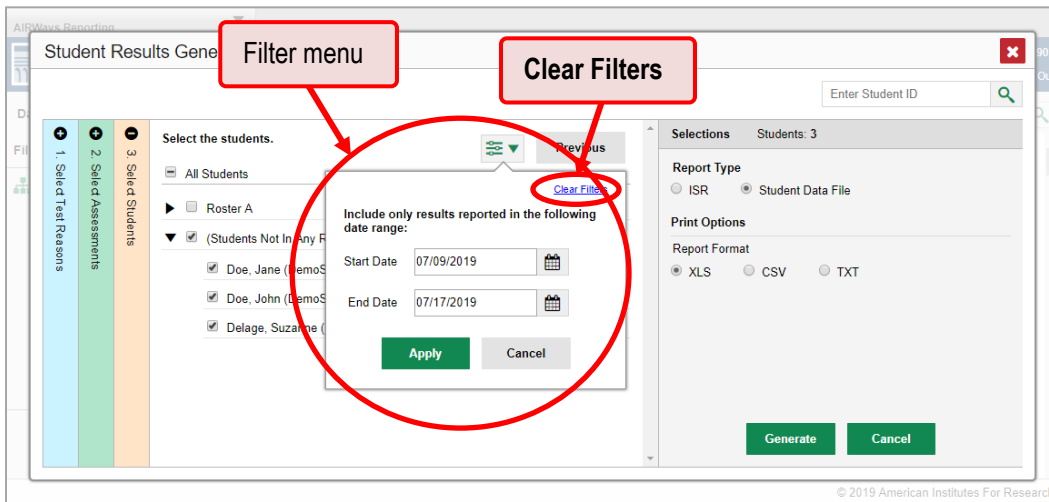
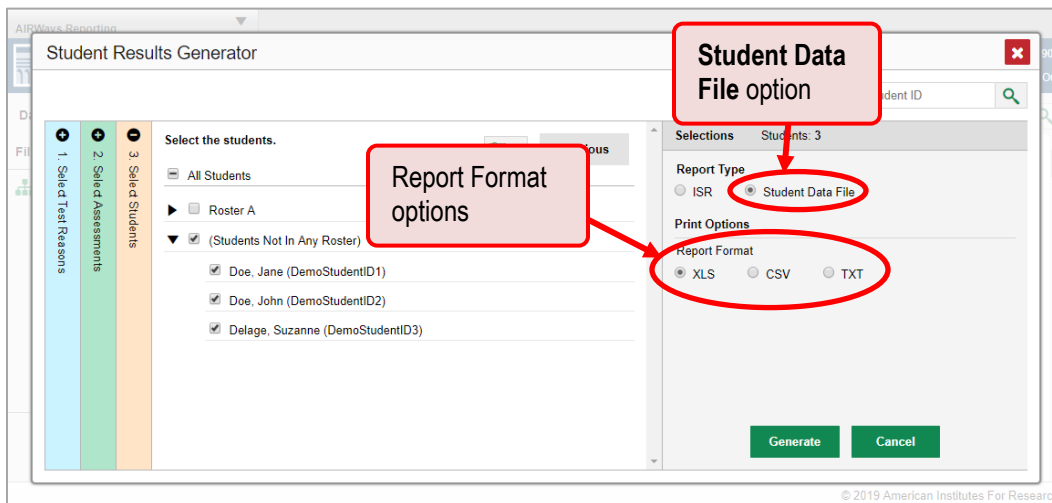
- d. *Optional*: To set a date range for which to generate results, use the filter menu as follows:
 - i. Click the filter menu button . The filter menu opens, displaying two date fields ([Figure 45](#)).
 - ii. Use the calendar tools to select dates, or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**.
 - iv. *Optional*: To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 45. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Opened



4. From the two Report Type options in the panel on the right, select **Student Data File**. More options appear below.

Figure 46. Teacher View: Student Results Generator Window: Select Students Section



5. Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
6. Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file(s) available for download.

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

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

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

How to compare students' performance data


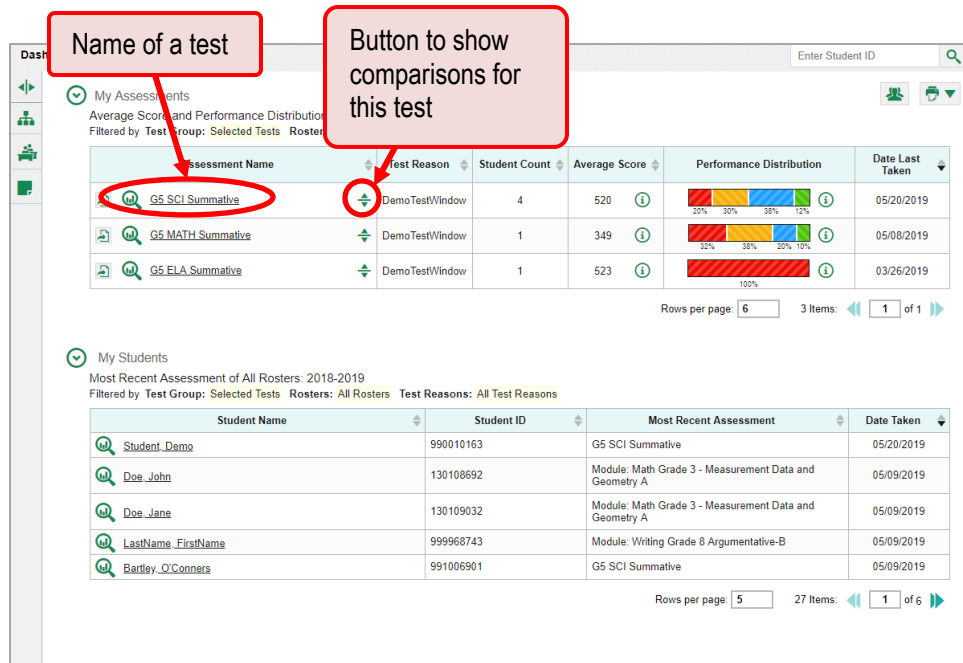
On the dashboard that appears when you log in, click  to the right of a test name.

Figure 47. Teacher View: Dashboard



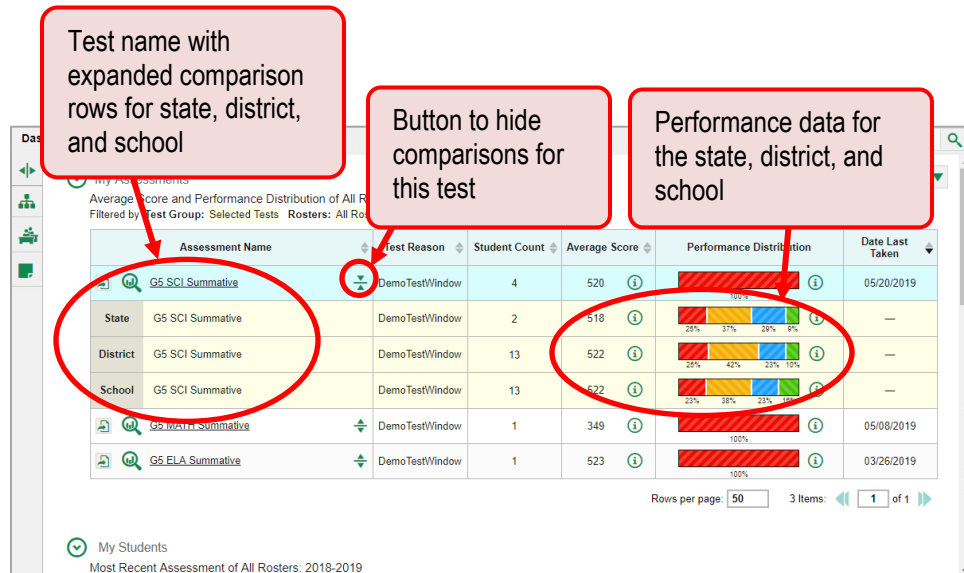
The screenshot shows the 'My Assessments' section of the dashboard. It features a table with columns for Assessment Name, Test Reason, Student Count, Average Score, Performance Distribution, and Date Last Taken. The first row is highlighted with a red circle around the 'G5 SCI Summative' assessment name and another red circle around the comparison icon (two arrows pointing towards each other) in the Test Reason column. A red box with an arrow points to the 'G5 SCI Summative' name, and another red box with an arrow points to the comparison icon. Below the table, there is a 'My Students' section with a table listing student names, IDs, most recent assessments, and dates taken.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
G5 SCI Summative	DemoTest/Window	4	520	25% 30% 30% 15%	05/20/2019
G5 MATH Summative	DemoTest/Window	1	349	22% 38% 20% 10%	05/08/2019
G5 ELA Summative	DemoTest/Window	1	523	100%	03/26/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Student_Demo	990010163	G5 SCI Summative	05/20/2019
Doe_John	130108692	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
Doe_Jane	130109032	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
LastName_FirstName	999968743	Module: Writing Grade 8 Argumentative-B	05/09/2019
Bartley_OConnors	991006901	G5 SCI Summative	05/09/2019

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


Figure 48. Teacher View: Dashboard with Expanded Comparison Rows



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

How to compare a student's performance on any of their tests with that of my state, district, school, and/or total students

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

1. Enter the student's WISER ID in the search field in the upper-right corner and click  (see [Figure 49](#)). The Student Portfolio Report appears.


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

Figure 49. Teacher View: Dashboard

The screenshot shows the 'My Assessments' section with a table of assessment results. A search field for 'Enter Student ID' is highlighted with a red box and labeled 'Search field for student ID'. Below it, the 'My Students' section shows a table of students. The first student, 'Student_Demo', is circled in red and labeled 'Student name in My Students table'.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
G5 SCI Summative	DemoTestWindow	4	520	20% 30% 38% 12%	05/20/2019
	DemoTestWindow	1	349	32% 38% 25% 10%	05/08/2019
	DemoTestWindow	1	523	100%	03/26/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Student_Demo	990010163	G5 SCI Summative	05/20/2019
Doe_John	1301008692	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
Doe_Jana	130109032	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019
LastName_FirstName	999968743	Module: Writing Grade 8 Argumentative-B	05/09/2019
Bartley_OConnors	991006901	G5 SCI Summative	05/09/2019


2. Click  to the right of a test name.

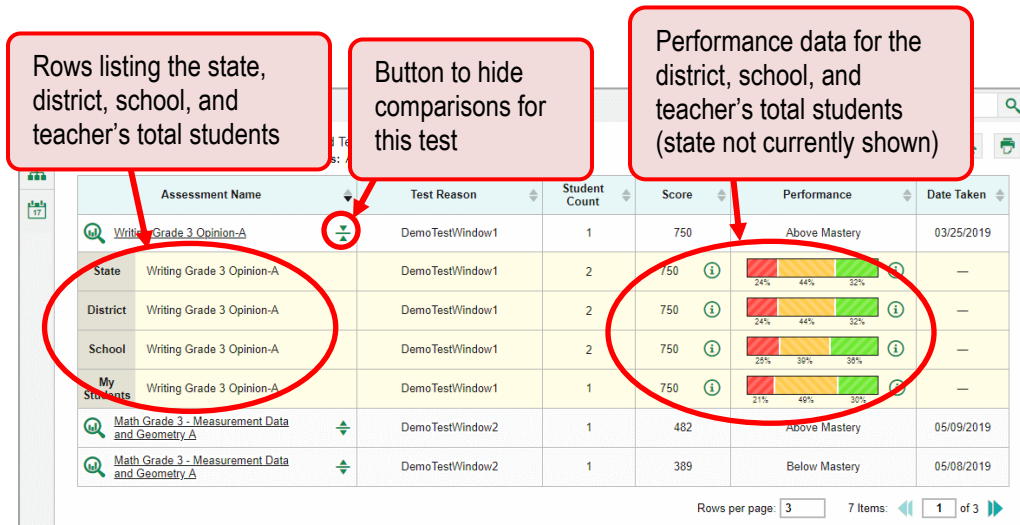
Figure 50. Student Portfolio Report

The screenshot shows the 'Score and Performance, by Assessment' section. A table lists assessments for a student. The first row, 'Writing Grade 3 Opinion-A', is circled in red. A red box points to the dropdown arrow next to the test name, labeled 'Name of a test'. Another red box points to the same dropdown arrow, labeled 'Button to show comparisons for this test'.

Assessment Name	Test Reason	Student Count	Score	Performance	Date Taken
Writing Grade 3 Opinion-A	DemoTestWindow1	1	750	Above Mastery	03/25/2019
Math Grade 3 - Measurement Data and Geometry A	DemoTestWindow2	1	482	Above Mastery	05/09/2019
Math Grade 3 - Measurement Data and Geometry A	DemoTestWindow2	1	389	Below Mastery	05/08/2019

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

Figure 51. Teacher View: Student Portfolio Report with Expanded Comparison Rows



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

How to Access Item-Level Data

Reports for specific tests include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

Test results for adaptive assessments include item-level data only on the individual student level.

How to view item scores

To expand sections containing item data, such as the **Total Items** section, click the vertical section bars.

Figure 52. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

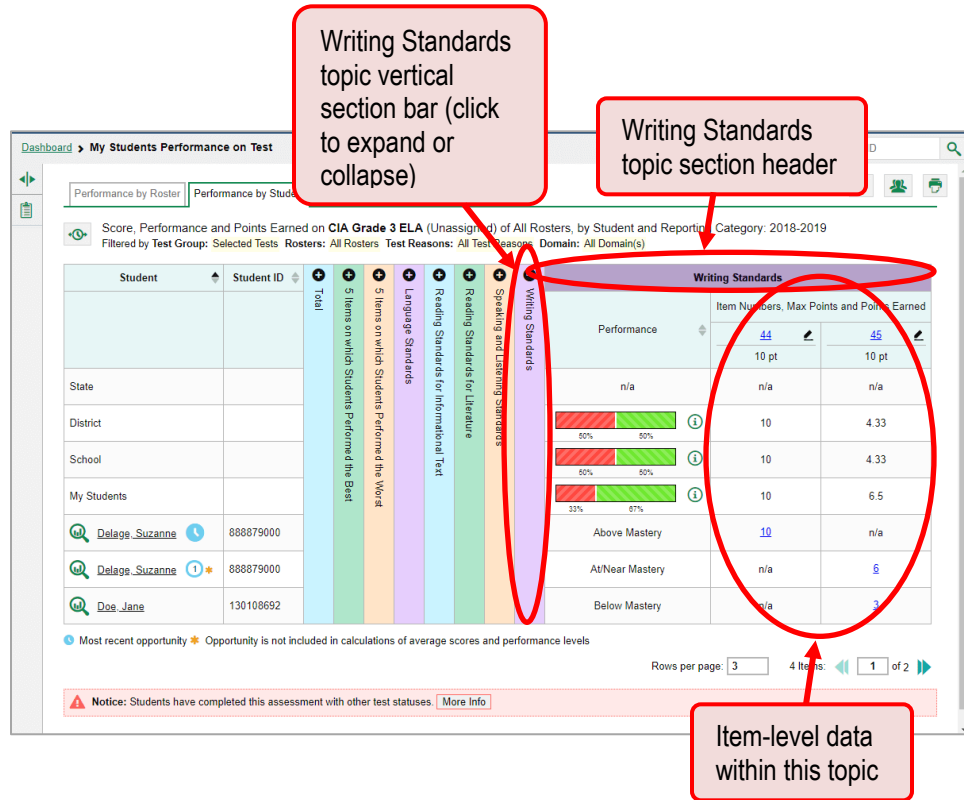
The screenshot shows a web interface for 'My Students Performance'. The main table has columns for 'Student', 'Student ID', 'Total', and 'Total Items'. The 'Total Items' column is expanded to show a sub-table with columns for 'Item Numbers, Max Points and Points Earned'. The sub-table has four columns labeled 7, 8, 9, and 10. The data rows show points earned for each item. A red circle highlights the 'Total Items' section header and the sub-table. A red box highlights the 'Total Items vertical section bar' on the left. Another red box highlights the 'Total Items section header' at the top of the sub-table. A third red box highlights the 'Item-level data' in the sub-table. At the bottom, there are controls for 'Rows per page: 3' and '2 Items: 1 of 1'.

Student	Student ID	Total	Total Items			
			Item Numbers, Max Points and Points Earned			
			7	8	9	10
			1 pt	1 pt	1 pt	2 pt
State			n/a	n/a	n/a	n/a
District			0.5	1	1	0
School			0.5	1	1	0
My Students			0.5	1	1	0
Student_Demo	StudentID1		1	1	1	0
Doe, John	StudentID2		0	1	1	0

How to view item scores within a particular topic

Look in the topic sections. You can click the vertical section bars to expand them, just like the **Total Items** section.

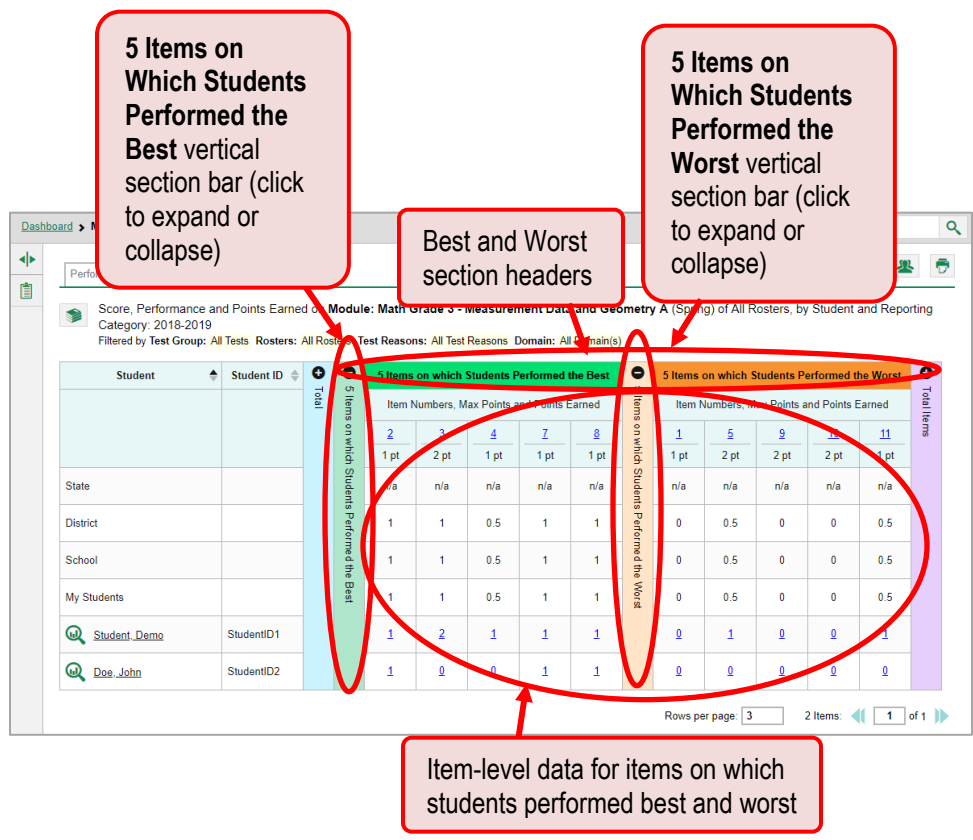
Figure 53. My Students' Performance on Test Report: Performance by Student Tab with Topic Section Expanded



How to find out which items students performed on the best or the worst

Look in the sections **5 Items on Which Students Performed the Best** and **5 Items on Which Students Performed the Worst**. You can click the vertical section bars to expand them, just like other sections.

Figure 54. My Students' Performance on Test Report



How to view an item

You can view the actual items themselves, along with student responses to those items.

Do either of the following:

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student’s response to the item, find that student’s name in the Student column on the left. Then click the score the student obtained on that item.

The **Item View** window appears. It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number, score (when the item includes the student’s response), and confidence level (when a machine-suggested score has a low confidence level).

The **Item & Score** tab shows the item, and the example shown in [Figure 56](#) includes a particular student’s response.

Figure 55. My Students' Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

Score, Performance and Points (Spring) of All Rosters, by Student
Filtered by Test Group: All Tests Roster: MDG3.MD.c3

Student	Student ID	Total	Total Items				
		5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst				
		Item Numbers, Max Points and Points Earned					
		6	7	8	9		
		1 pt	1 pt	1 pt	2 pt		
State		n/a	n/a	n/a	n/a		
District		0.5	1	1	0		
School		0.5	1	1	0		
My Students		0.5	1	1	0		
		1	1	1	0		
		0	1	1	0		

Rows per page: 3 2 Items: 1 of 1

Figure 56. Item View Window: Item & Score Tab with Student Response

Module: Math Grade 3 - Measurement Data and Geometry A

Student: Demo, Demoo

Current Item: 3 Score: 2/2

Item & Score Rubric & Resources

Scoring Assertion	Outcome
1. The student correctly identified a synonym of the word.	✓
2. The student correctly identified an antonym of the word.	✓

student setting(s)
ON

3
Choose the best synonym for "avaricious."

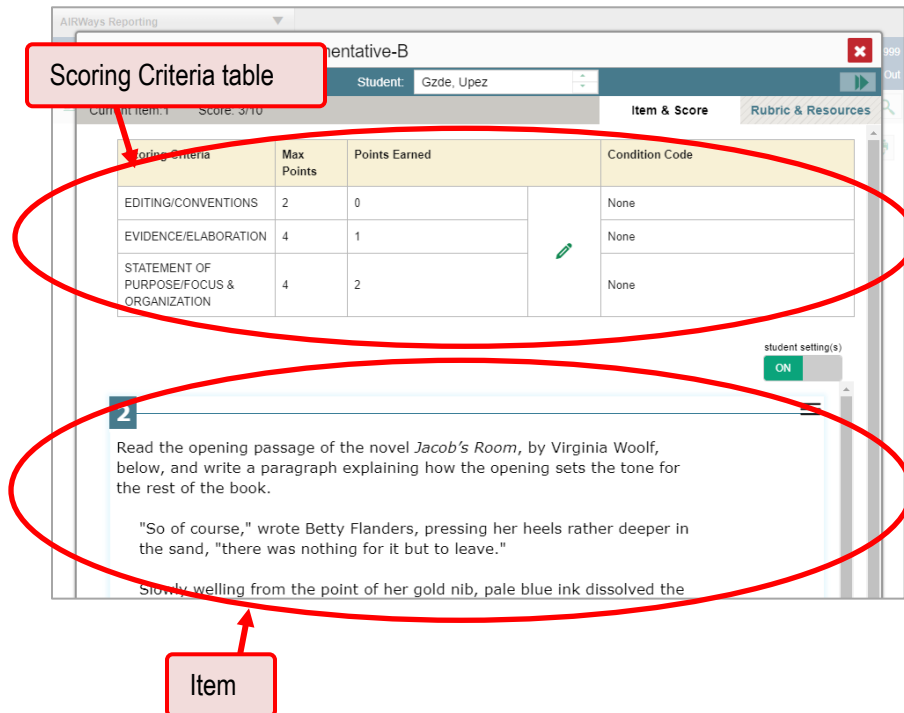
- (A) hungry
- (B) greedy
- (C) vicious

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The **Item & Score** tab may include the following sections.

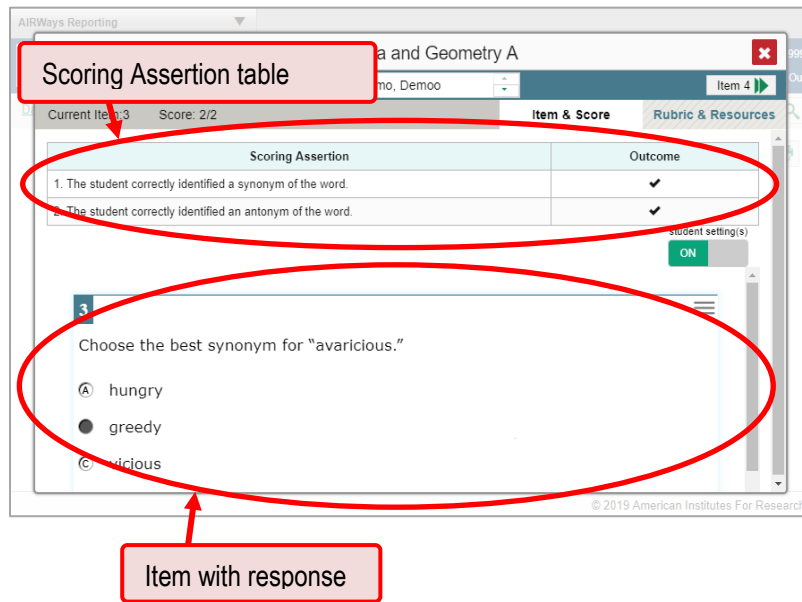
- **Scoring Criteria:** When you're viewing a student's response and the item has scoring criteria, the Scoring Criteria table lists the name, maximum points, points earned, and condition codes for each scoring criterion. This table also allows you to modify scores for items with editable scores.
- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

Figure 57. Item View Window: Item & Score Tab with Student Response and Scoring Criteria Table



- **Scoring Assertion:** When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 58](#)).

Figure 58. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table





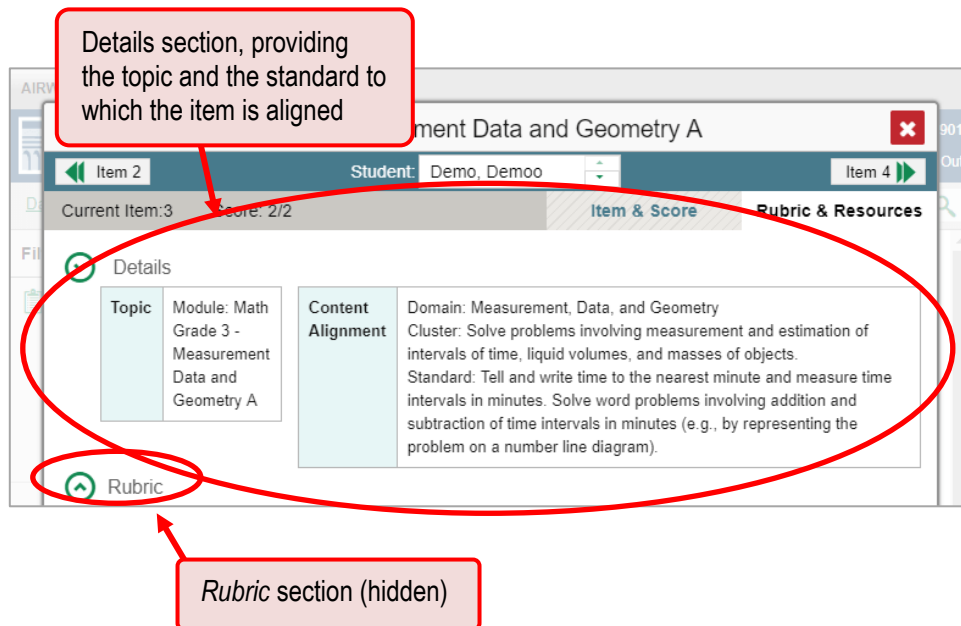
The **Rubric & Resources** tab may include the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 59. Item View: Rubric & Resources Tab



Details: Provides the following information:

- **Topic:** Skill area to which the item belongs.
- **Difficulty:** Indicates whether the item is intended to be easy, moderate, or difficult.
- **Content Alignment:** Describes the standard to which the item is aligned.

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

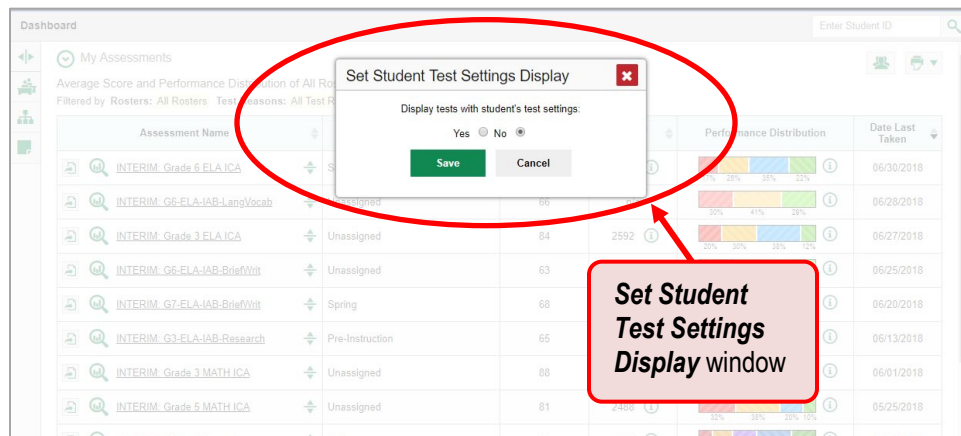
Rubric: Displays the criteria used to score the item. This section may also include a score breakdown, a human-readable rubric, or an exemplar, which provides an example of a response for each point value.

How to view items with and without the students' visual settings

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts, different color contrast, or Spanish.

1. Click the **My Settings** menu in the banner and select **Set Student Settings Display**. The **Student Test Settings Display** window appears.

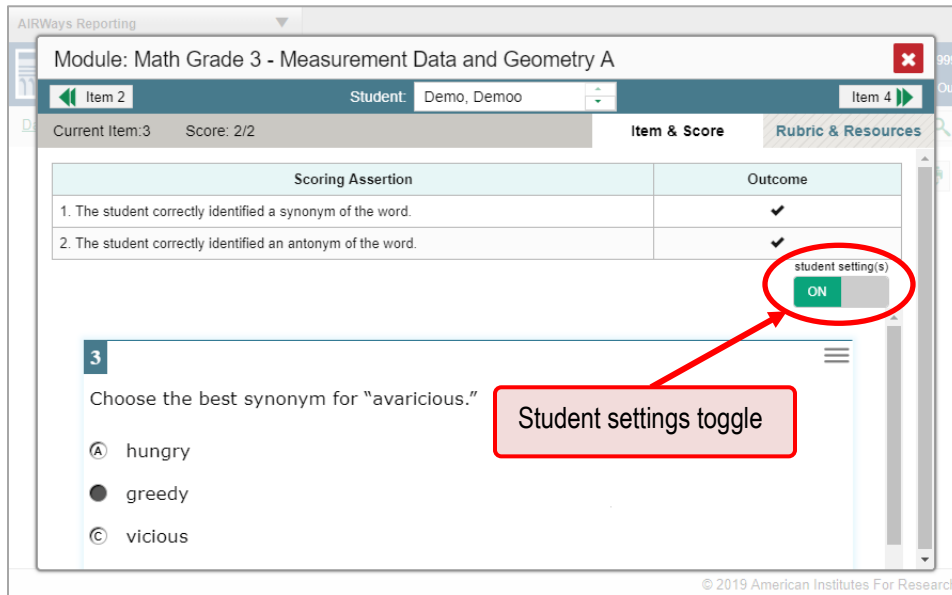
Figure 60. Dashboard with Set Student Test Settings Display Window Open



2. Select **Yes** to show students' visual settings on all items or **No** to hide them.
3. Click **Save**.

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing. This action has no effect on your global setting.

Figure 61. Item View Window: Item & Score Tab with Student Response



How to navigate to other items from the Item View window

Use the buttons ◀ ▶ labeled with the previous and next item numbers at the upper corners of the **Item View** window.

How to view another student's response to the current item

If you have accessed the student's response from a report showing multiple students, you can click the arrows beside the *Student* field at the top of the window. The students are listed in the same order in which they are sorted in the report.

Section III. How to Set Up Your Reports

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

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

For Teachers: How to Set Preferences for Tests

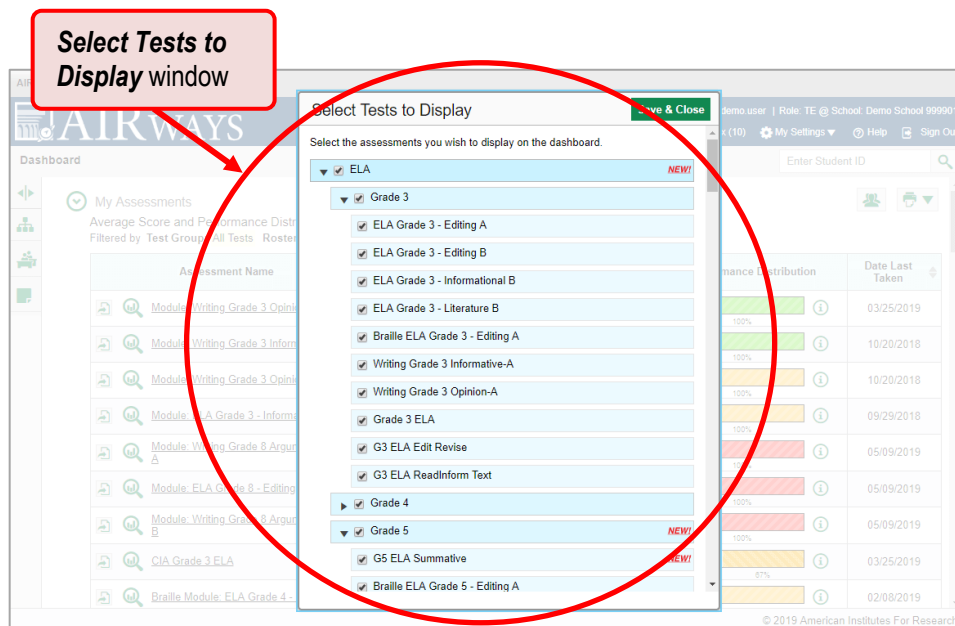
If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math scores. By default, the data for those math assessments appear in your reports, but you can exclude them.

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

How to set preferences for tests

1. Open the **My Settings** menu and choose **Select Tests to Display**. A window appears (see [Figure 62](#)), showing tests organized hierarchically by subject, grade, and assessment name.

Figure 62. Select Tests to Display Window



2. Select the checkboxes beside the tests or groups of tests you want to display.
3. Click **Save & Close** at the upper-right corner of the window.

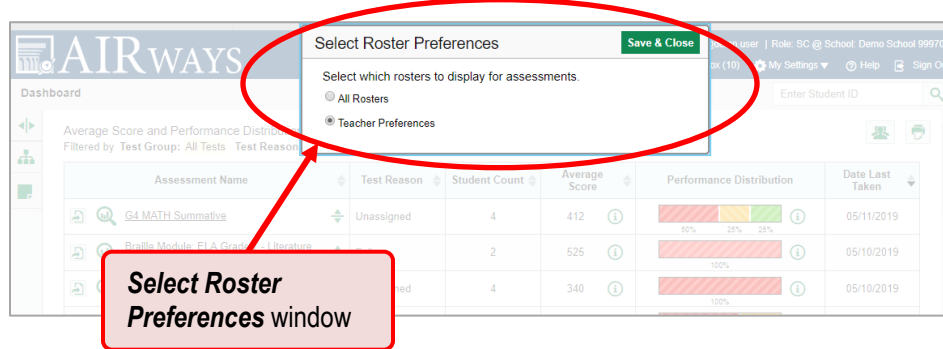
For School- and District-Level Users: How to Set Preferences for Rosters

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

How to set preferences for rosters

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

Figure 63. Select Roster Preferences Window



2. Mark one of these two options:

- **All Rosters:** This is the default option. When this option is selected, all data for all rosters appear in all your reports.
- **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment. This option can be useful when you want to exclude classes a teacher didn't teach.

For example, suppose Teacher A and Teacher B are both associated with a student who took a Grade 7 ELA assessment. Teacher A is a math teacher, so they updated their test preferences to exclude all ELA assessments. If you are a school-level user and you update your roster preferences to Teacher Preferences, you will see data for Teacher B in the test results for your school for Grade 7 ELA, but you will not see data for Teacher A's classes in this report.

3. Click **Save & Close** at the upper-right corner of the window.

How to Filter Tests

How to filter reports by test

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



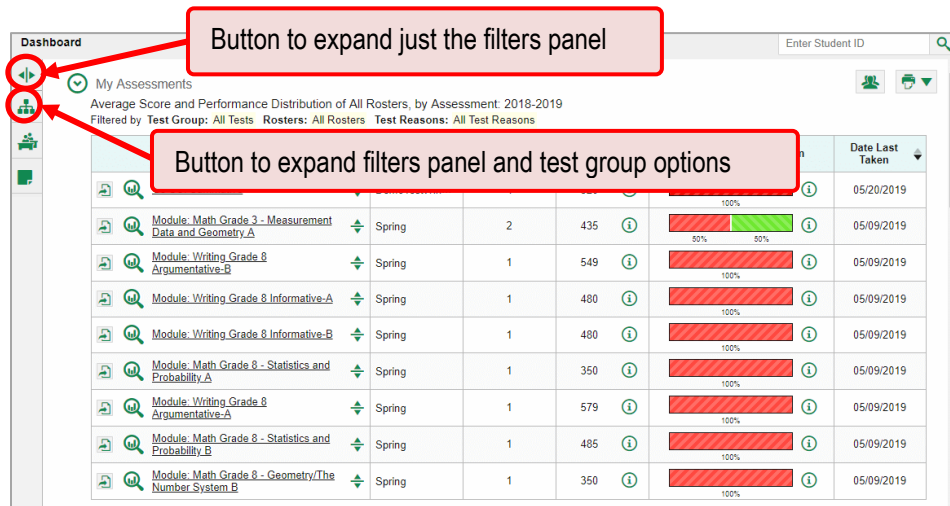
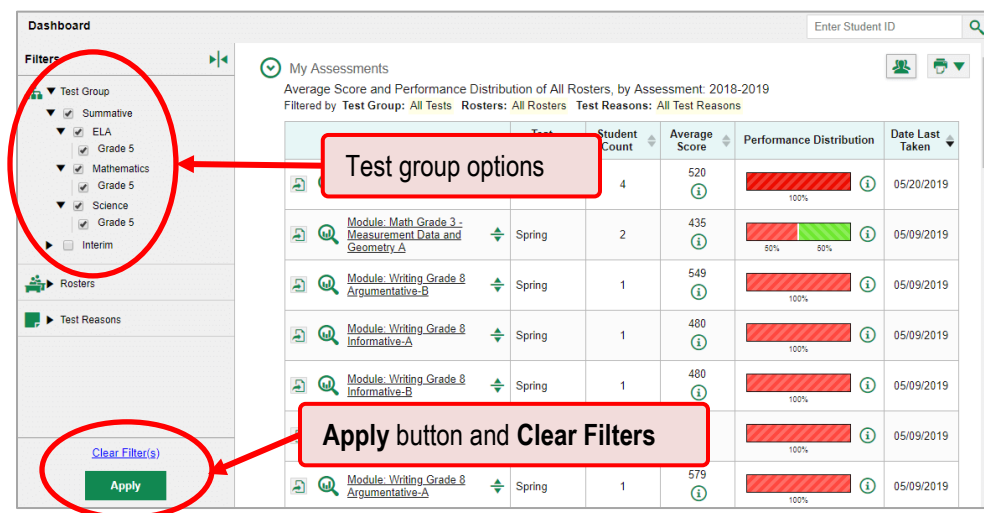
1. On the left side of the dashboard, click either the expand button  or the test group button . The filter panel expands.

Figure 64. Teacher View: Dashboard



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

Figure 65. Teacher View: Dashboard with Filters Panel Expanded

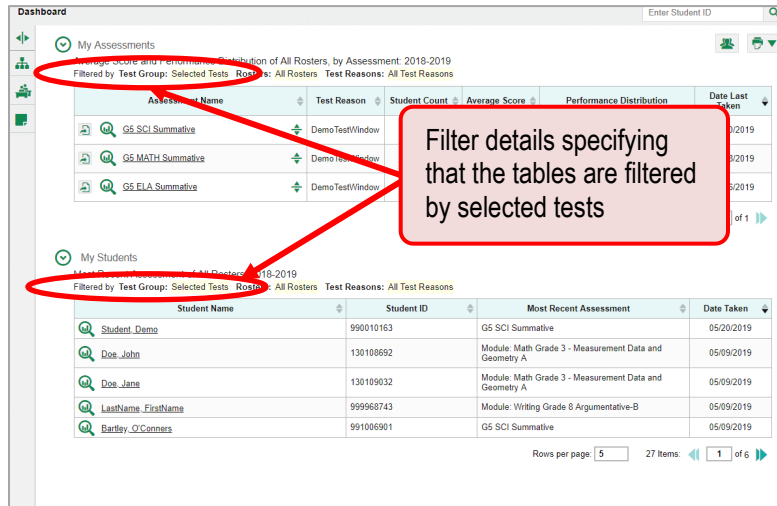


3. Click **Apply**. The dashboard updates to show only data for those tests.

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

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

Figure 66. Teacher View: Dashboard Filtered to Show Selected Tests



For Teachers: How to Filter Rosters

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. On the dashboard, teachers can filter by roster.

How to filter reports by roster

When you filter, you eliminate students not in the selected class from the data you’re viewing.

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



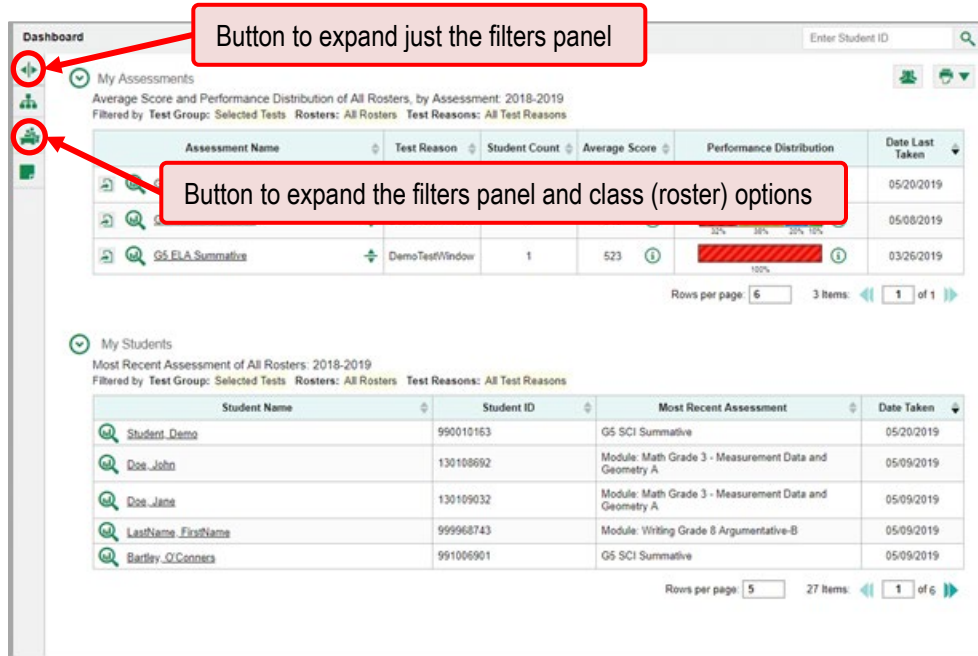
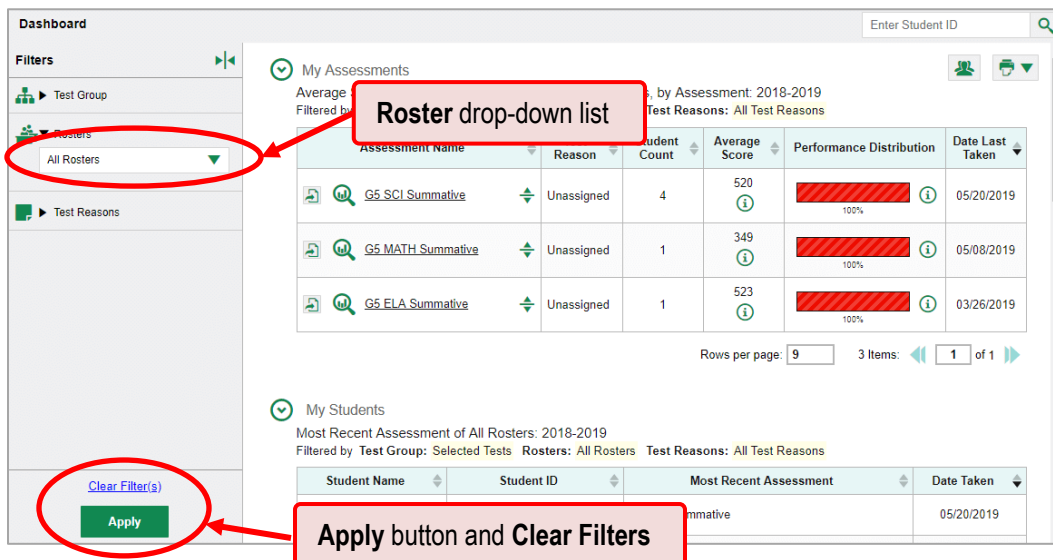
1. On the left side of the page, click either the expand button  or the roster button . The filter panel expands.

Figure 67. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Rosters** section.

Figure 68. Teacher View: Dashboard with Filters Panel Expanded

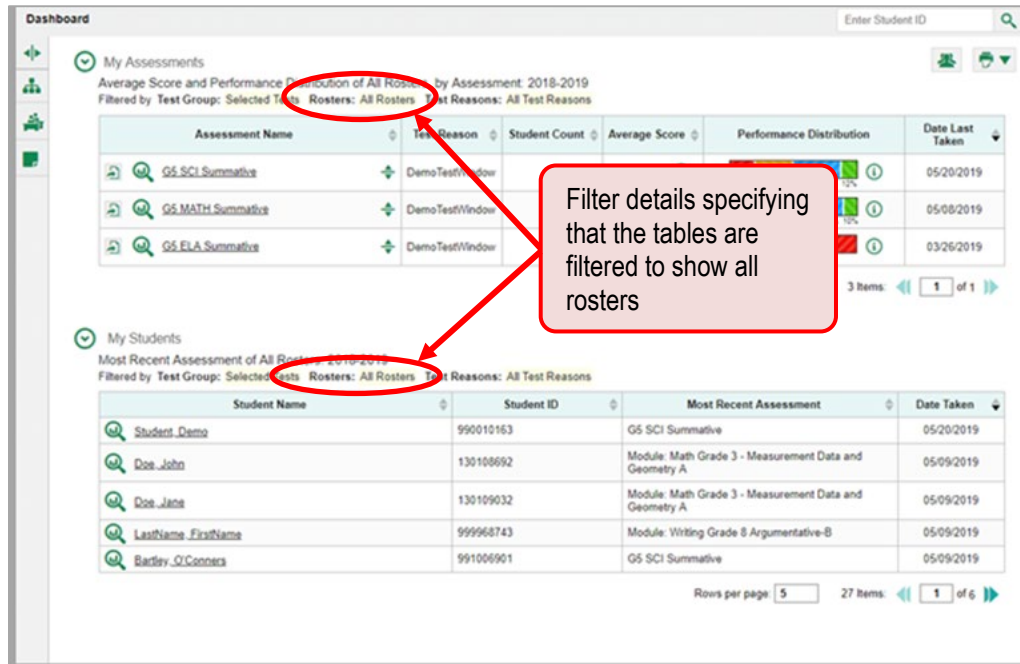


3. Click **Apply**. The affected report updates to show only data for that roster.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

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

The row of filter details below the table header shows the rosters you're viewing.

Figure 69. Teacher View: Dashboard Filtered by All Rosters



How to View Data from a Previous Point in Time

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

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

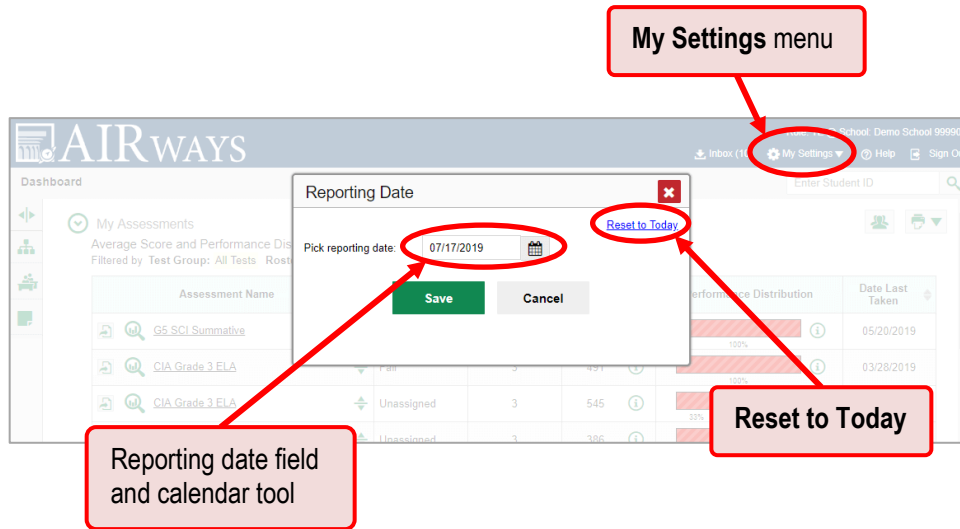
If you don't select a reporting date, or if you reset it to the default, all the reports show test opportunities only for the current school year (except for the Longitudinal Report and the Student Portfolio Report, which always retain the ability to show multiple years), with current student data.

You may find that switching between past data and more recent data is useful for comparing performance over time. For example, you may want to compare a previous school year with the current one. Or, if you're a district- or school-level user, you may want to compare students' performance in their current classes with their performance in previous ones.

How to view data from a previous point in time

1. From the **My Settings** menu in the banner, choose **Set Reporting Date**. The **Reporting Date** window appears (see [Figure 70](#)).

Figure 70. Reporting Date Window

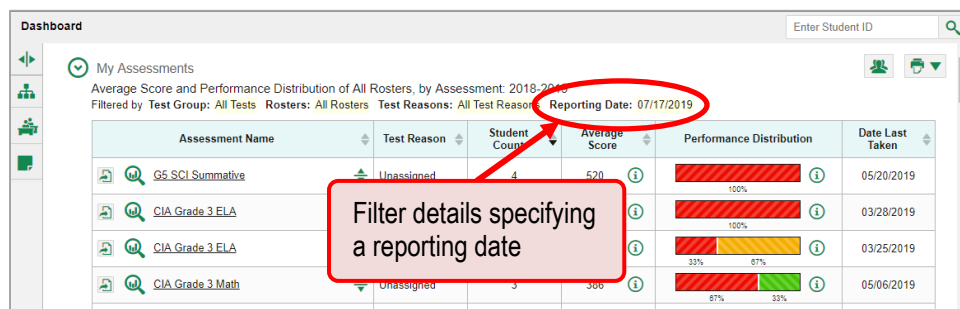


2. Use the calendar tool in the *Pick reporting date* field to select a date, or enter it in the format mm/dd/yyyy.

In some cases, a drop-down list of school years appears. Select the year you want to view data for.

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

Figure 71. Row of Filter Details



4. *Optional:* To go back to viewing the current data, open the **Reporting Date** window again, click **Reset to Today** in the upper-right corner, then click **Save**. The date resets and all filters are cleared. The reporting date also resets when you log out, but persists when you switch user roles.

How to Assign Test Reasons to Test Opportunities

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups.

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the AIRWays Reporting System to assign a different test reason to an interim or benchmark test opportunity after the test is completed.

How to assign test reasons in the AIRWays Reporting System

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

Figure 72. Test Reason Manager Window

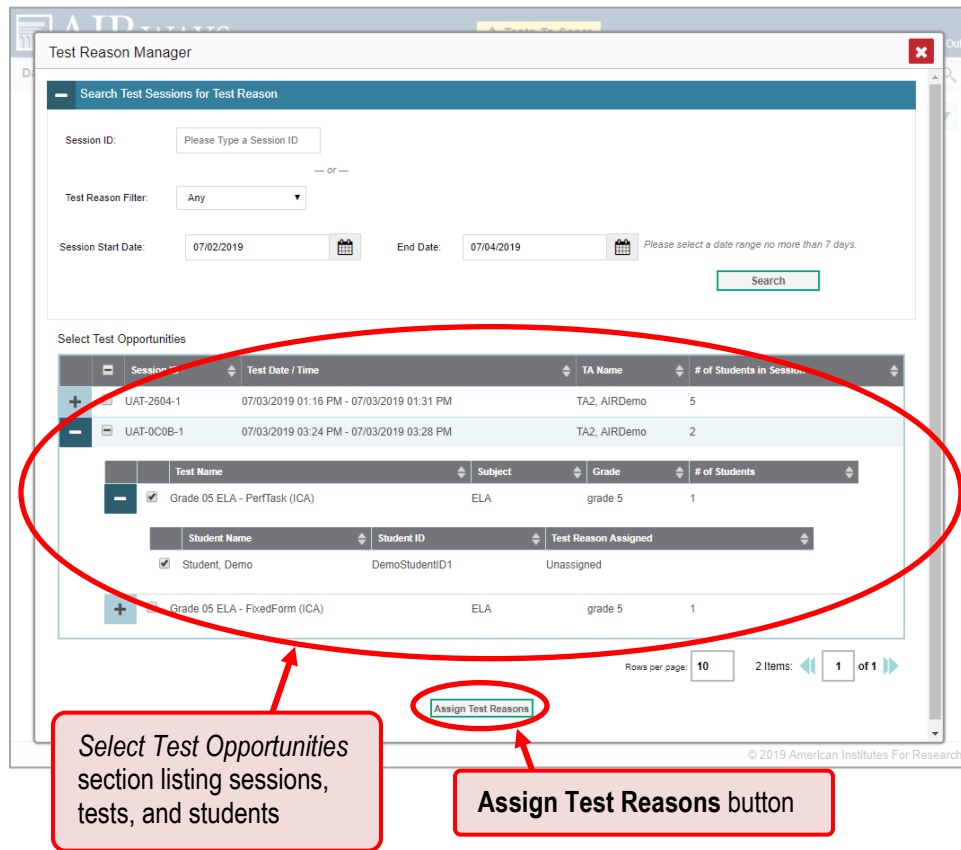
The screenshot shows the 'Test Reason Manager' window with a search interface. The window title is 'Test Reason Manager'. Below the title bar is a search bar with the text 'Search Test Sessions for Test Reason'. The search criteria include:

- Session ID field:** A text input field with the placeholder text 'Please Type a Session ID'.
- Drop-down list to select a test reason:** A dropdown menu with the text 'Select a Test Reason'.
- Fields for start and end dates:** Two date input fields labeled 'Session Start Date' and 'End Date', each with a calendar icon. Below these fields is the text 'Please select a date range no more than 7 days.'
- Search button:** A green button labeled 'Search'.

Red callout boxes with arrows point to each of these elements.

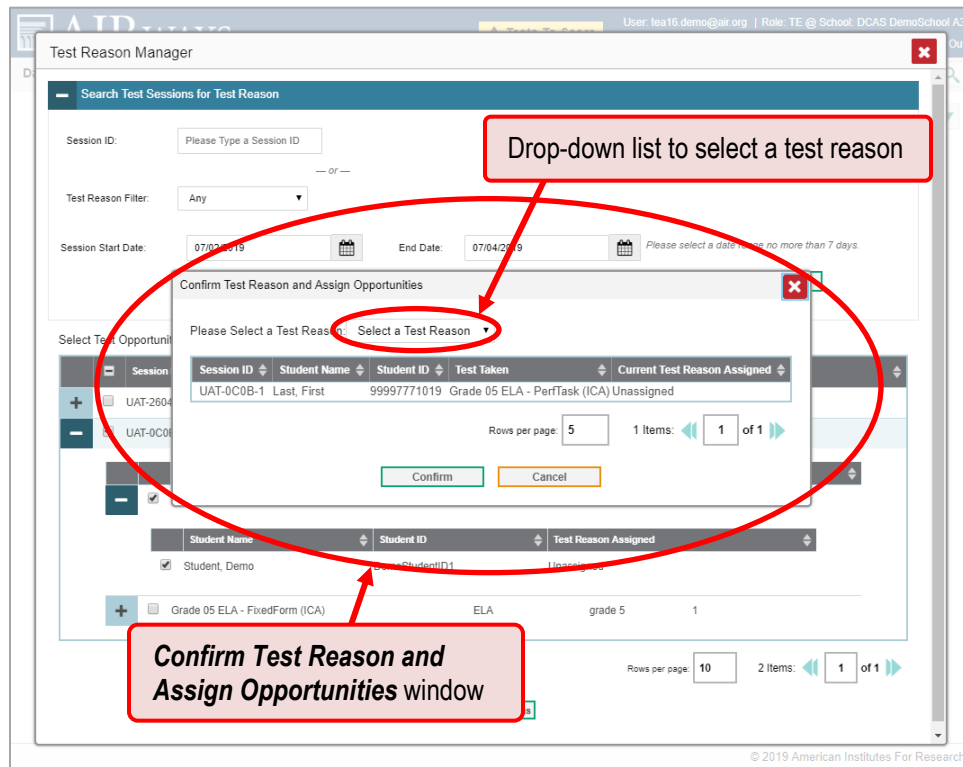
2. To search for the test opportunities you wish to categorize, do either of the following:
 - In the *Session ID* field, enter the session ID in which the opportunities were completed in TDS.
 - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.
4. A list of retrieved test sessions appears in the section *Select Test Opportunities*. You can click the **+** buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

Figure 73. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.
7. In the window that appears, select a new test reason to assign to the selected opportunities and click **Confirm**.

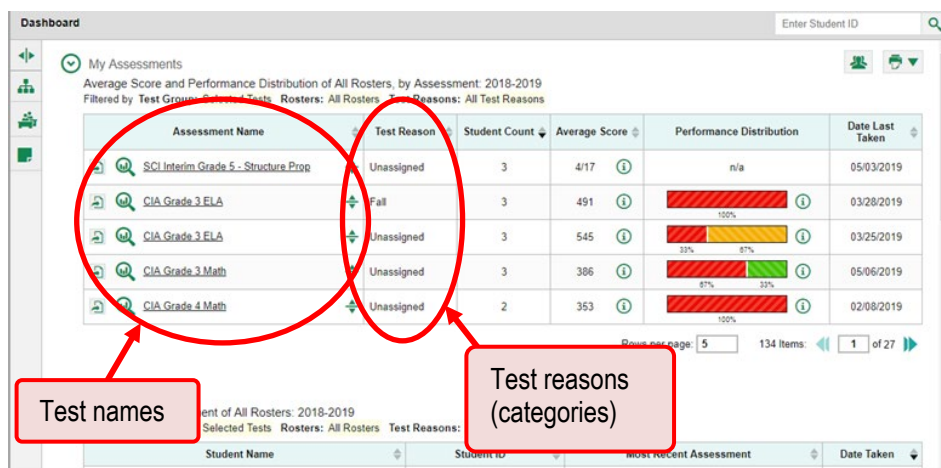
Figure 74. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which interim and benchmark tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 75. Teacher View: Dashboard



When your test opportunities have test reasons, you can filter reports by a single test reason. For example, you may want to filter by Fall and look at ELA performance, then filter by Spring and see if students have improved on ELA material. If you don't filter, you'll see data for all different test reasons.

This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reasons** filter is available on the dashboards for teachers as well as for school- and district-level users.

How to filter reports by test reason



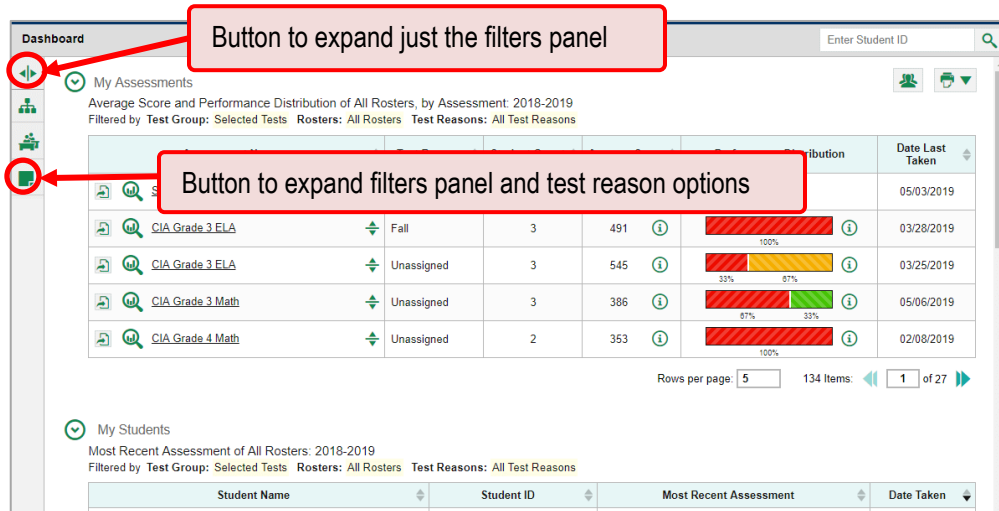
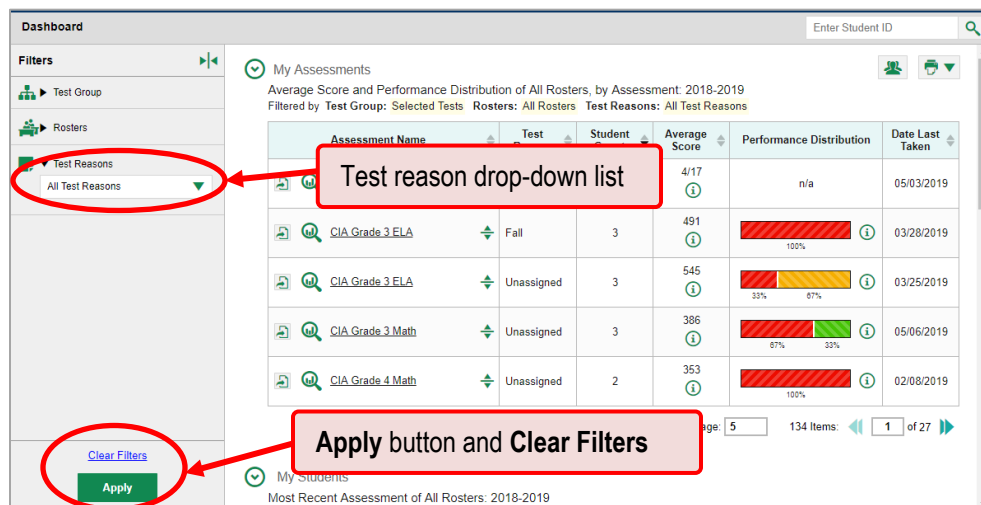
1. On the left side of the dashboard, click either the expand button  or the test reason button . The filter panel expands.

Figure 76. Teacher View: Dashboard



2. Make a selection from the drop-down list in the **Test Reasons** section.

Figure 77. Teacher View: Dashboard with Filter Panel Expanded



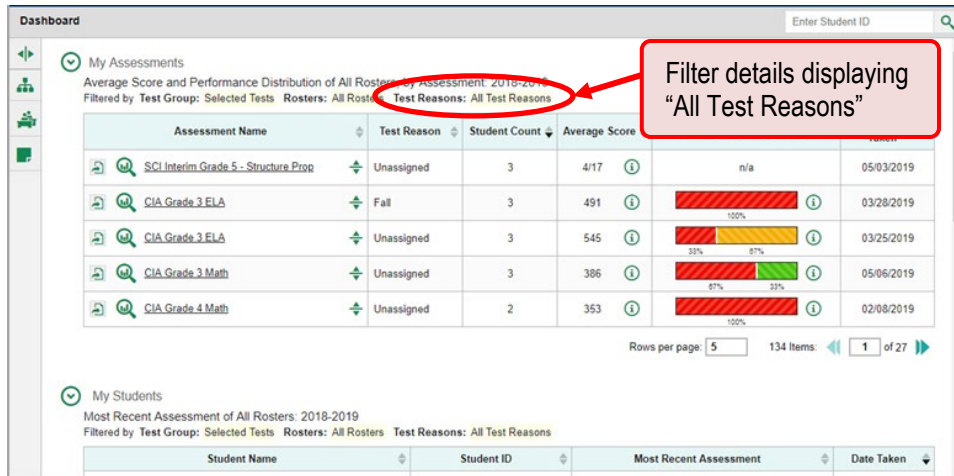
3. Click **Apply**. The affected report updates to show only data for that test reason.

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

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

The row of filter details below the table header ([Figure 78](#)) shows the test reason selected, if any.

Figure 78. Teacher View: Dashboard



How to Filter Item-Level Data by Standards and Standard Categories

You may want to see how your students performed on a particular standard or category of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students' performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don't filter by standard, the reports will show results for all standards by default. You may find that comparing different sets of standard data helps you understand students' abilities better.

Standard filters are available in any report showing item-level data for a particular test. The available standards vary by assessment.

How to filter reports by standards or standard categories



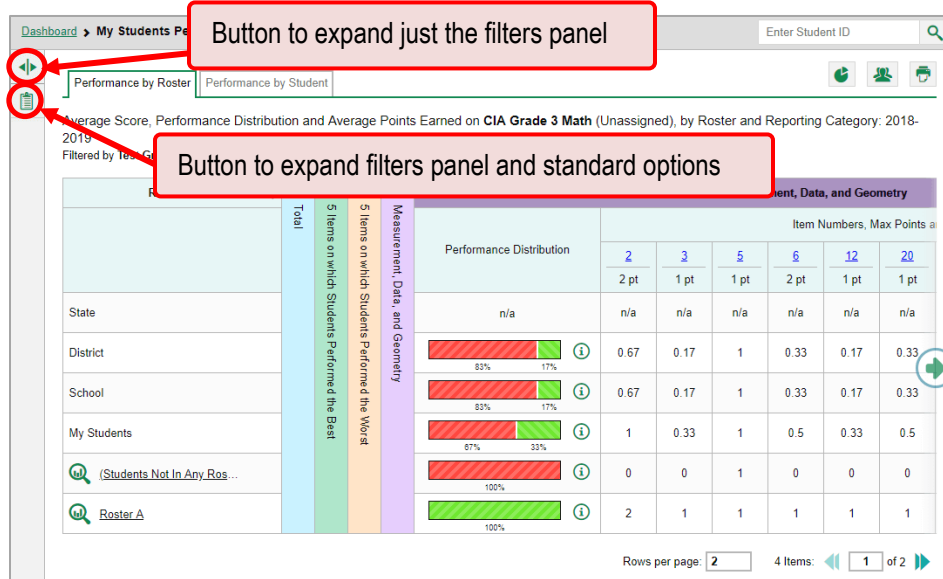
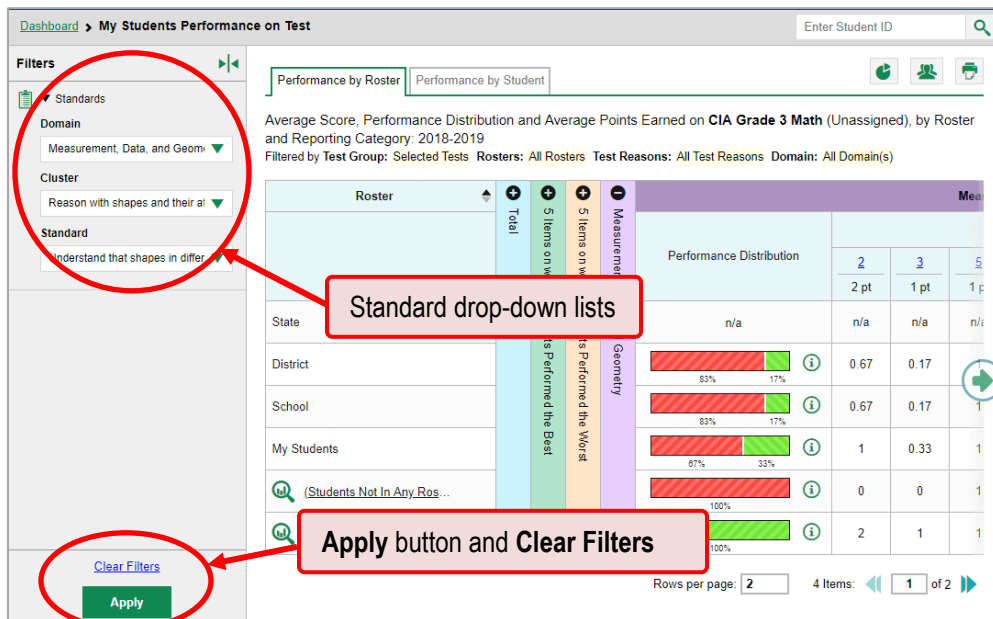
1. On the left side of the page, click either the expand button  or the standard button . The filter panel expands.

Figure 79. My Students' Performance on Test Report: Performance by Roster Tab



2. Use the drop-down list in the **Standards** section to select a top-level standard category. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 80. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Filter Panel

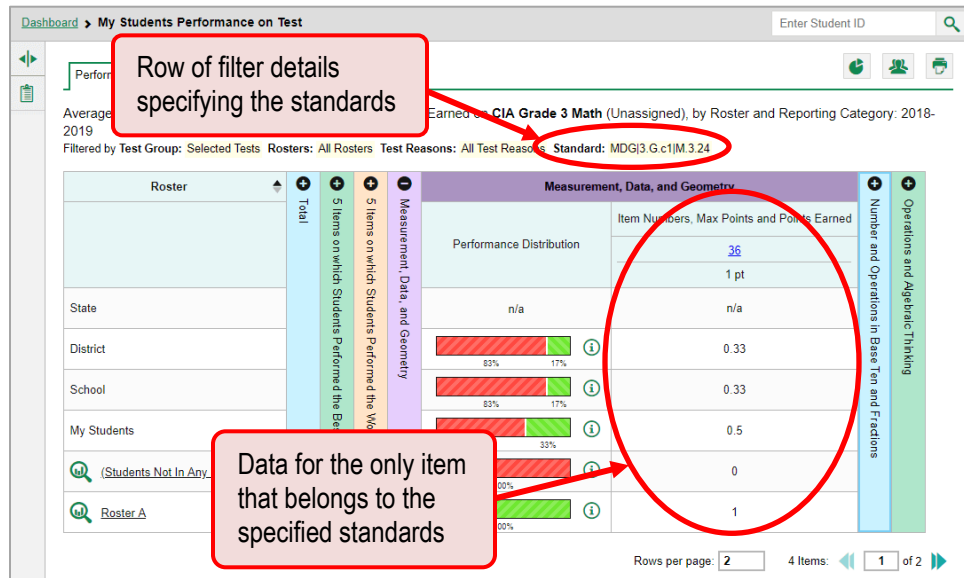


4. Click **Apply**. The affected report updates to show only the items that belong to those standards.
5. *Optional*: To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

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

The row of filter details below the table header specifies the standards selected, if any.

Figure 81. My Students' Performance on Test Report: Performance by Roster Tab Filtered by Standard



Section IV. How to Export and Print Data

You can export or print any report you see in the AIRWays Reporting System. Some can be exported directly from the dashboard. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some interim and benchmark reports can be exported with item-level data.

How to export or print a report


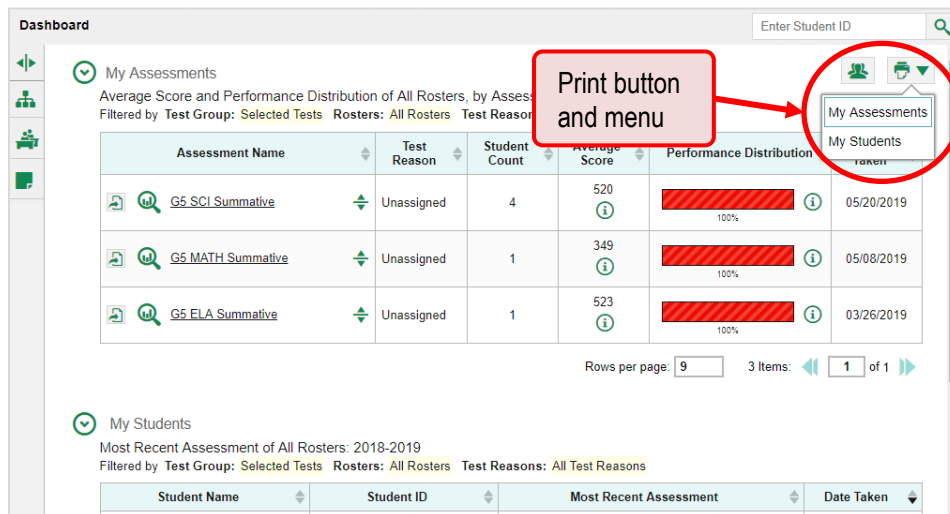
1. Click  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the menu that appears.

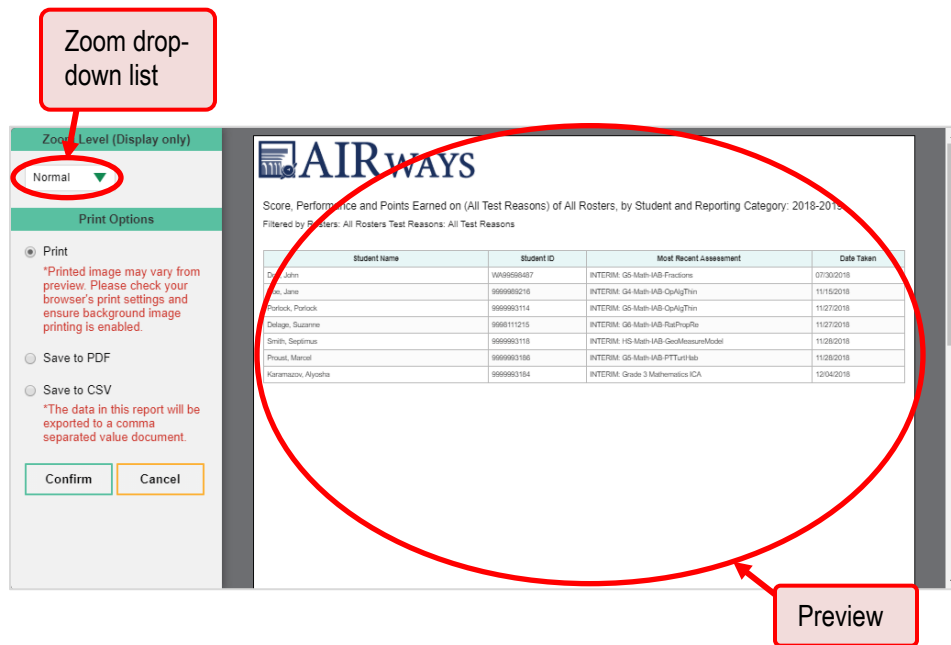
Figure 82. Teacher View: Dashboard with Expanded Print Menu



A print preview page opens.

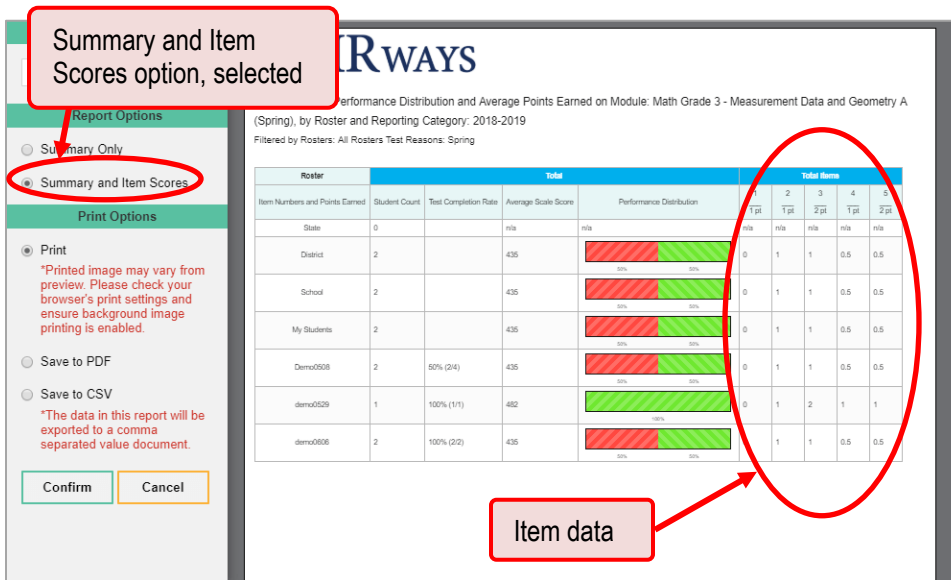
- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 83. Print Preview Page



- If the report provides data for individual items, the *Report Options* section appears. Select either **Summary Only** or **Summary and Item Scores**. If you select the latter option, the printed report includes data for the individual assessment items.

Figure 84. Print Preview Page with Summary and Item Scores Option Selected



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

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**.
 - *Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student’s responses.
 - Select an option from the **Page Layout** drop-down list that appears.
- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

4. Click **Confirm**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.

How to export an assessment report directly from the dashboard


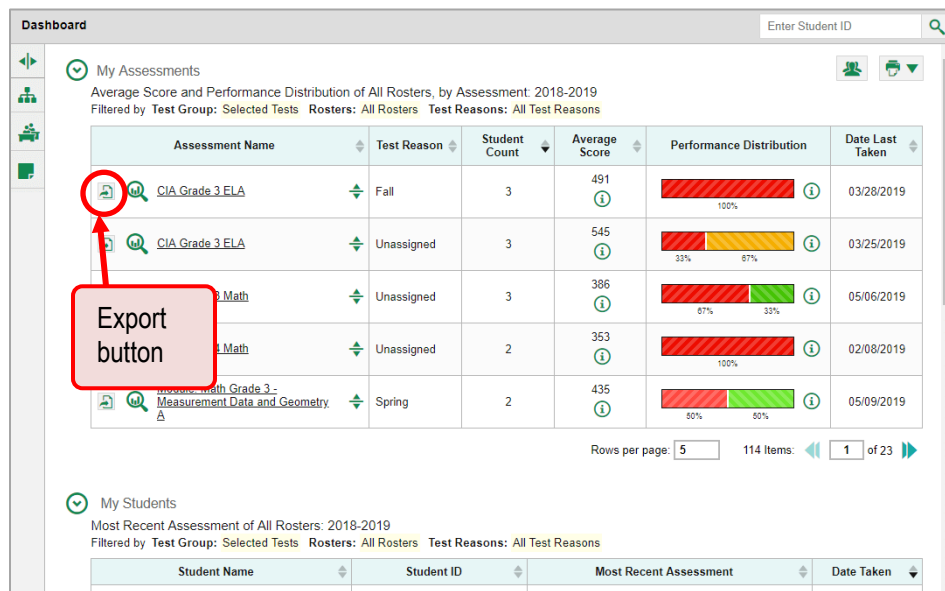
1. Click  to the left of the assessment whose report you wish to export.

Figure 85. Teacher View: Dashboard



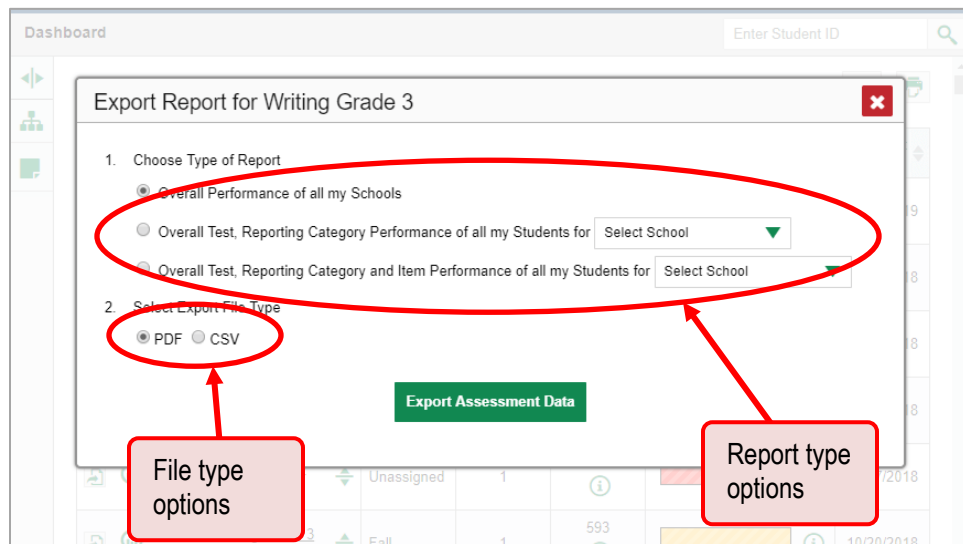
The **Export Report** window opens. The options in this window vary according to your user role.

2. Select which report to export for the assessment.

▪ **District-level users:**

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

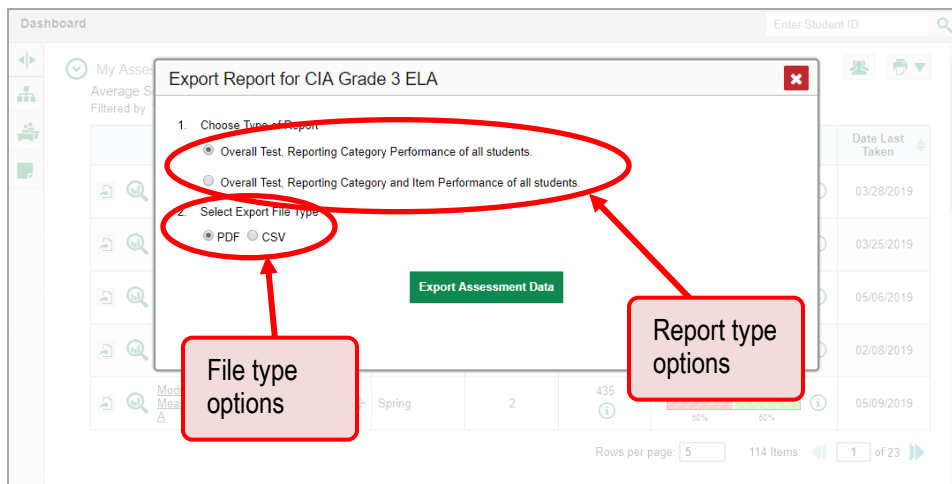
Figure 86. District-Level User View: Export Report Window



- **School-level users and teachers:**

- To export results for all your associated students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students.** radio button. (This is either the My Students' Performance on Test report or the School Performance on Test report, depending on your role.)
- To export results for all your associated students (including data for individual items), mark the **Overall Test, Reporting Category and Item Performance of all students.** radio button. (This is either the My Students' Performance on Test report or the School Performance on Test report, depending on your role.)

Figure 87. Teacher View: Export Report Window



3. Do either of the following:

- To export the report in PDF format, mark the **PDF** radio button.
- To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.

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

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

Appendix A. Help Guide

The AIRWays Reporting System includes an online user guide.

How to access the online user guide

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

Figure 88. Teacher View: Dashboard

The screenshot shows the AIRWAYS dashboard interface. At the top right, the user role is identified as 'TE @ School: Demo School 999901'. The navigation bar includes 'Inbox (10)', 'My Settings', 'Help', and 'Sign Out'. The 'Help' link is circled in red, and a red arrow points from it to a red-bordered box labeled 'Help link'. The main content area is divided into two sections: 'My Assessments' and 'My Students'. The 'My Assessments' section displays a table with columns for Assessment Name, Test Reason, Student Count, Average Score, Performance, and Date Taken. The 'My Students' section displays a table with columns for Student Name, Student ID, Most Recent Assessment, and Date Taken.

Assessment Name	Test Reason	Student Count	Average Score	Performance	Date Taken
G5 SCI Summative	DemoTestWindow	4	520	20% 30% 38% 12%	05/20/2019
G5 MATH Summative	DemoTestWindow	1	349	32% 38% 20% 10%	05/08/2019
G5 ELA Summative	DemoTestWindow	1	523	100%	03/26/2019

Student Name	Student ID	Most Recent Assessment	Date Taken
Student_Demo	990010163	G5 SCI Summative	05/20/2019
Doe_John	130108692	Module: Math Grade 3 - Measurement Data and Geometry A	05/09/2019

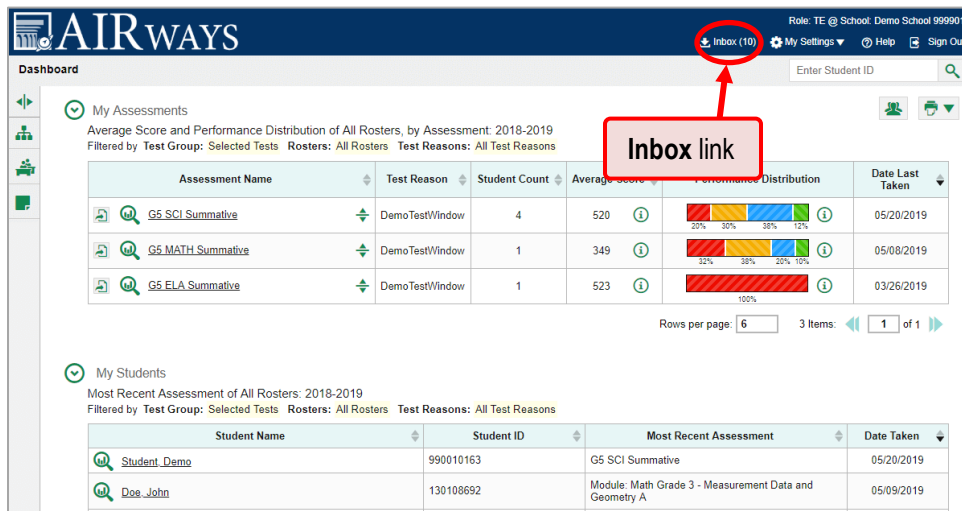
Appendix B. Inbox

How to use the Inbox

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

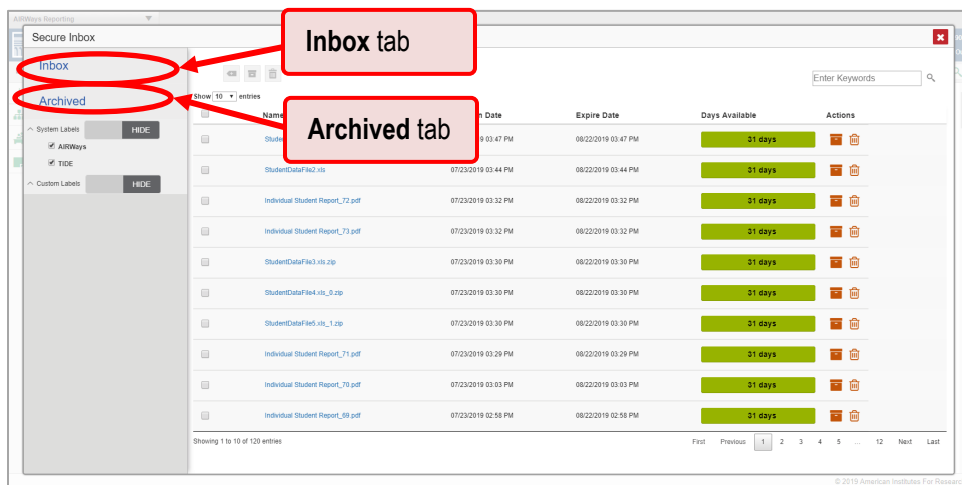
The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the portal.

Figure 89. Teacher View: Dashboard



1. In the banner, click **Inbox**. The **Secure Inbox** window appears, listing the available files (see [Figure 90](#)).

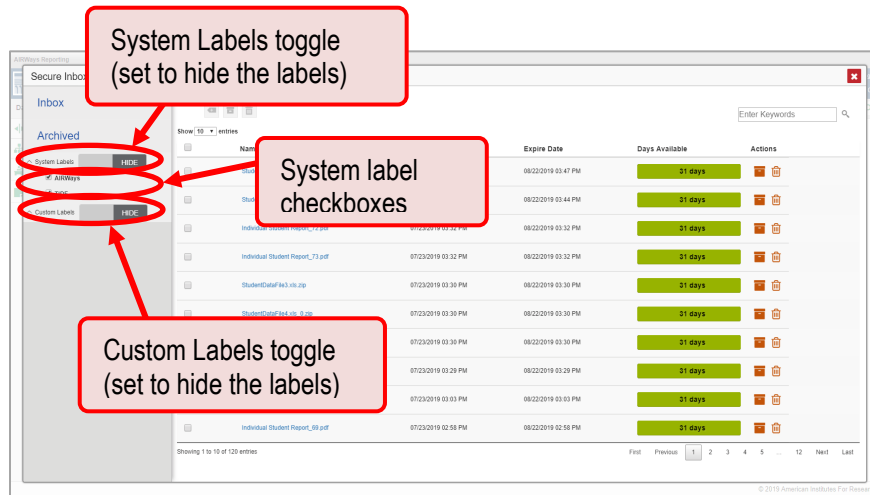
Figure 90. Secure Inbox Window: Inbox Tab



2. Choose either of the available tabs:

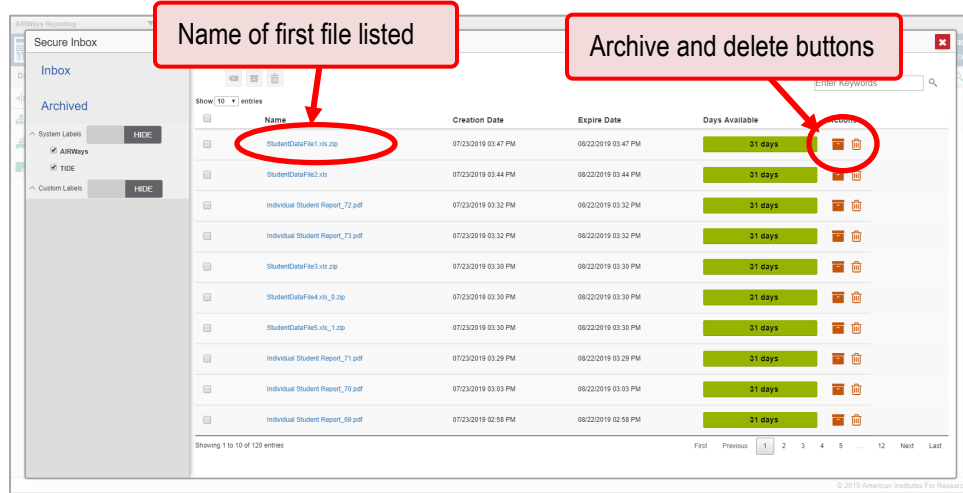
- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 91. Secure Inbox Window: Inbox Tab








3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle.
5. *Optional:* To hide files with a particular system label, unmark the checkbox for that system label.
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle.
7. *Optional:* To hide files with a custom label, unmark the checkbox for that custom label.

Figure 92. Secure Inbox Window: Inbox Tab



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

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

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

Appendix C. Multiple Test Opportunities

Sometimes test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, reports display a row of data for each opportunity. As in [Figure 93](#), a clock icon 🕒 appears next to the most recent opportunity. Previous opportunities are marked with numbers ①, starting from the earliest test taken.

Figure 93. School Performance on Test Report: Performance by Student Tab

Dashboard > My Students Performance on Test Enter Student ID 🔍

Performance by Roster | Performance by Student

Score, Performance and Points Earned on **SCI Interim Grade 5 - Structure Prop** (Unassigned) of All Rosters, by Student and Reporting Category: 2018-2019
 Filtered by Test Group: All Tests Rosters: All Rosters Test Reasons: All Test Reasons Core Idea: NGSS-5-PS|PS1

Student	Student ID	Total	Total Items
State		n/a	
District		5/17	
School			
My Students		4/17	
Bartley, O'Connors	StudentID1	3/17	
Bartley, O'Connors *	StudentID1	5/17	
Bartley, O'Connors *	StudentID1		
Bartley, O'Connors *	StudentID1	4/17	

🕒 Most recent opportunity


① First opportunity

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

Rows per page: 4 6 Items: 1 of 2

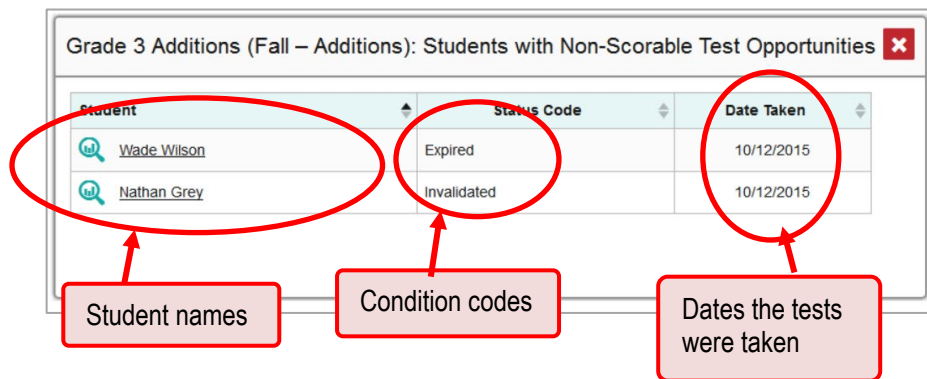
Only data for the most recent opportunity are used to calculate the average scores and performance levels.

Appendix D. Non-Scorable Test Opportunities

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

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

Figure 94. Students with Other Test Statuses Window



Student	Status Code	Date Taken
Wade Wilson	Expired	10/12/2015
Nathan Grey	Invalidated	10/12/2015

Labels below the table:

- Student names
- Condition codes
- Dates the tests were taken

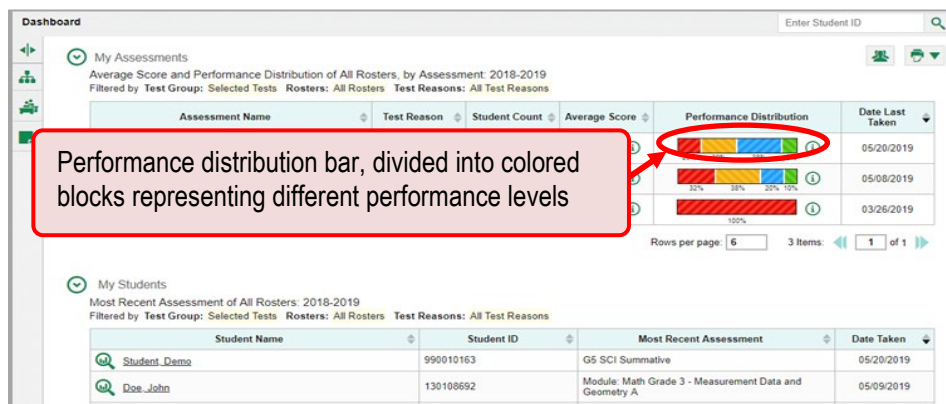
Appendix E. Performance Data

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

- **Score data:** This type of data is used for tests with numeric scores. Score data provides a quantitative measurement of student assessment performances. The following columns involving score data may appear in reports:
 - Scale scores
 - Raw scores

Performance level data, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students' proficiency in relation to a particular standard or set of standards. Some reports include performance distribution bars (see [Figure 95](#)) showing the percentage of students who achieved each performance level.

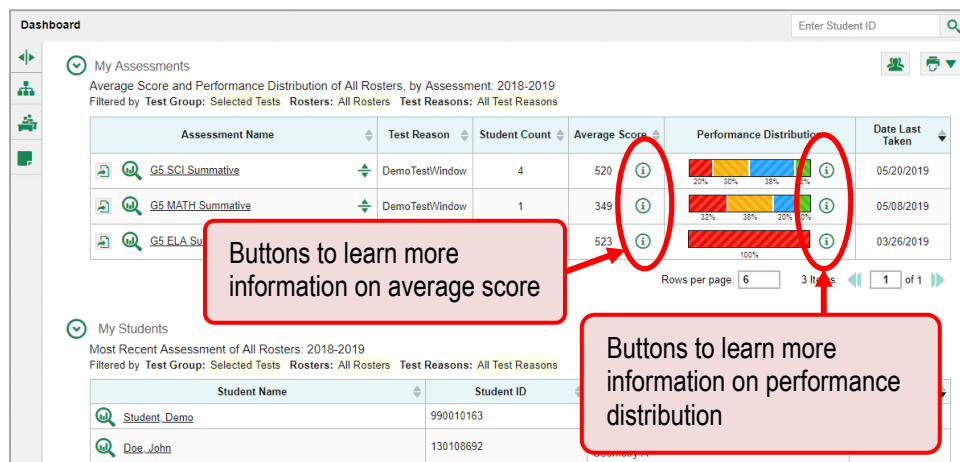
Figure 95. Teacher View: Dashboard



How to learn more about scores and performance levels

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

Figure 96. School-Level User View: Dashboard



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A legend appears (see [Figure 97](#) and [Figure 98](#)), explaining what the scores or performance levels indicate.

Figure 97. Dashboard with Expanded Average Score Legend

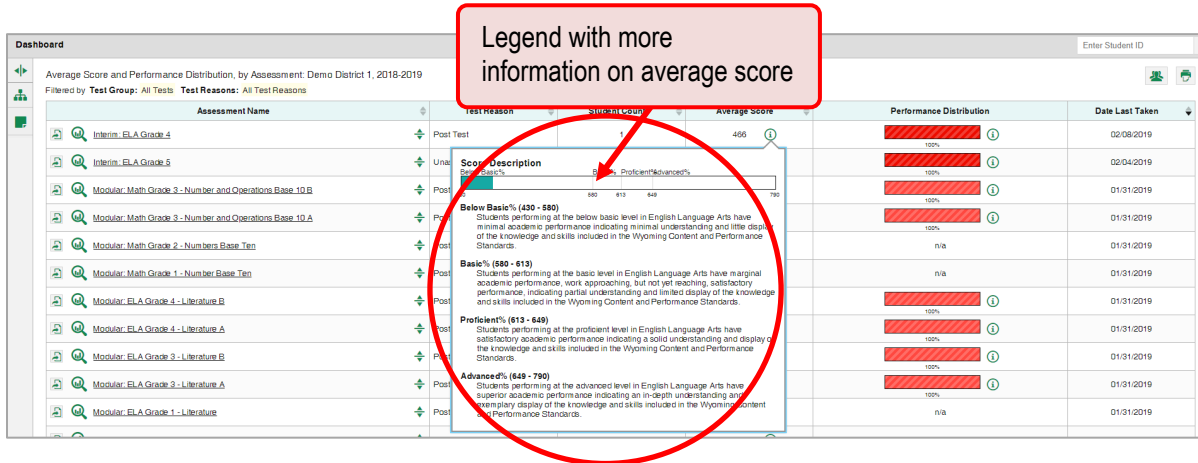
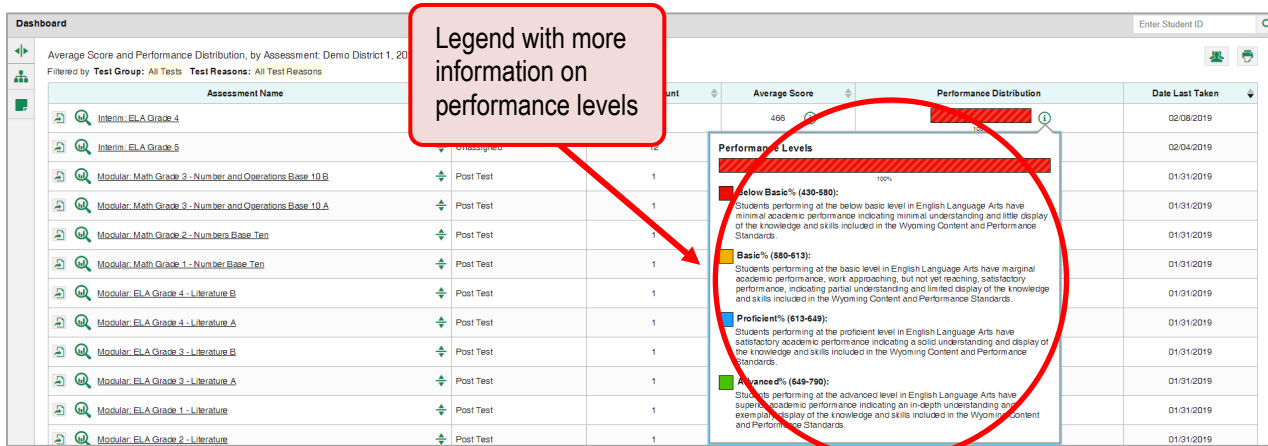





Figure 98. Dashboard with Expanded Performance Distribution Legend



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

Appendix F. Report Tables

How to sort a report table



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

How to specify the number of rows displayed

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



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



How to view additional table rows

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

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

How to view additional table columns

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table.

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

How to expand all accordion sections in a table

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

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

Appendix G. Roster Management

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

How to add a roster

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

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

Figure 99. Roster Manager Window: Add Roster Form

The screenshot shows the 'Add Roster' form in the AIRWays Reporting application. At the top, there are 'Save' and 'Cancel' buttons. The main section is titled 'Search for Students to Add to the Roster' and contains several input fields:

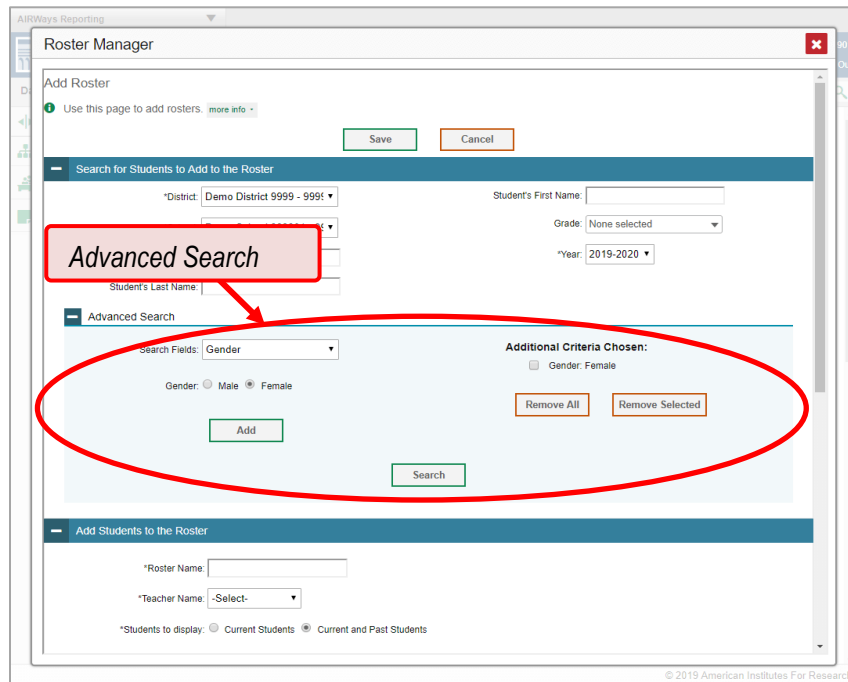
- *District: Demo District 9999 - 9999
- *School: Demo School 999901 - 99
- SSID: [empty]
- Student's First Name: [empty]
- Student's Last Name: [empty]
- Grade: None selected
- *Year: 2019-2020

 Below these fields is an 'Advanced Search' section with a 'Search' button. At the bottom of the form, there is an 'Add Students to the Roster' section with fields for 'Roster Name', 'Teacher Name' (set to '-Select-'), and radio buttons for 'Students to display' (Current Students and Current and Past Students). At the very bottom, there are two bars: 'Available Students (0)' and 'Selected Students (0)'. A red callout box points to the top of the search section, and a red oval encircles the search criteria fields.

2. In the *Search for Students to Add to the Roster* panel, do the following:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the *WISER ID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.

- d. *Optional:* In the *Advanced Search* panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 100. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use



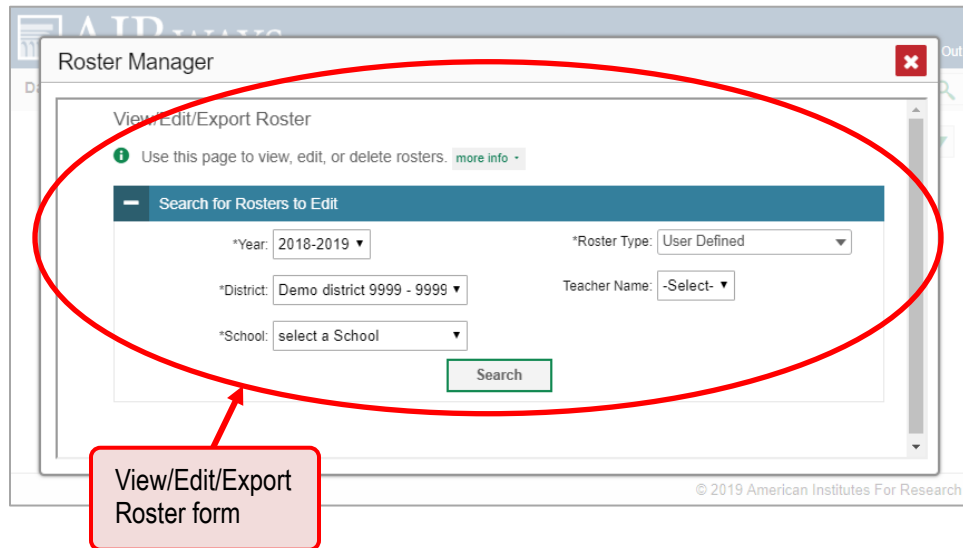
- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
3. In the *Add Students to the Roster* panel, do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the **Teacher Name** drop-down list, select a teacher.
 - c. *Optional:* To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

How to modify a roster

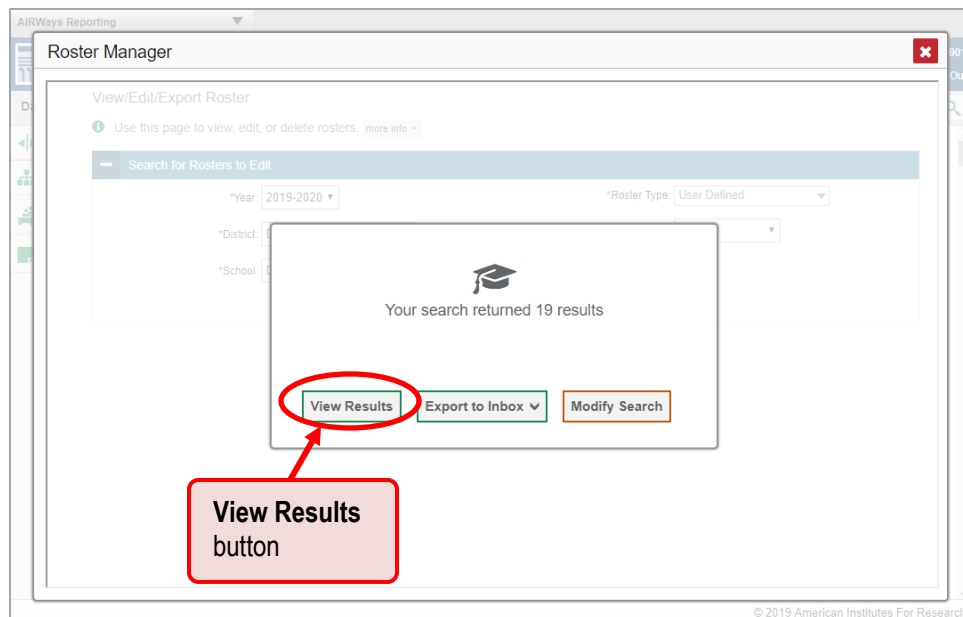
You can modify a roster by changing its name, changing its associated teacher, adding students, or removing students.

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

Figure 102. Roster Manager Window: View/Edit/Export Roster Form

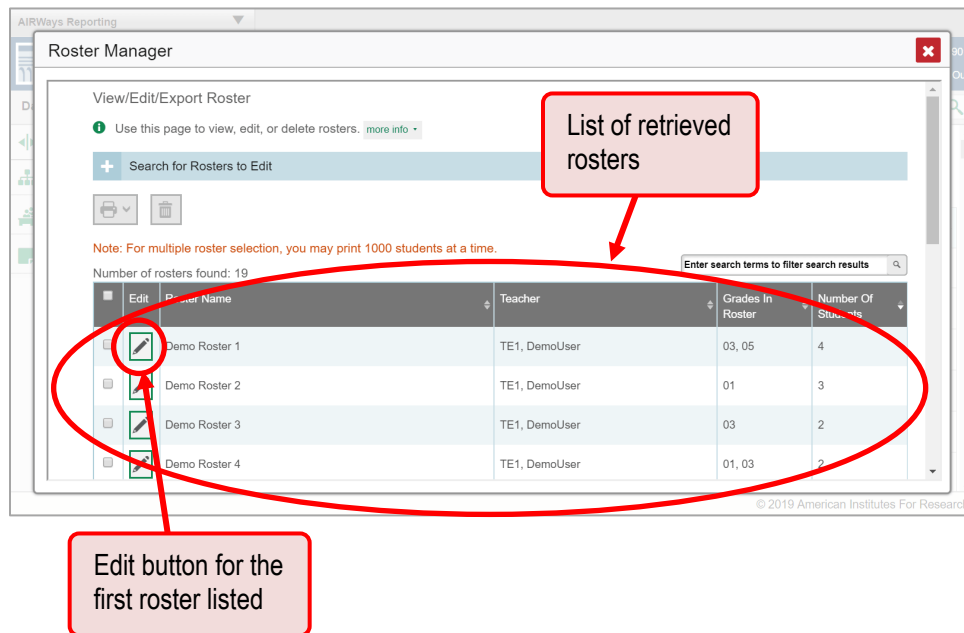


2. In the *Search for Rosters to Edit* panel, select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears. Click **View Results** to view the results in your browser.



4. A list of retrieved rosters is generated.

Figure 103. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



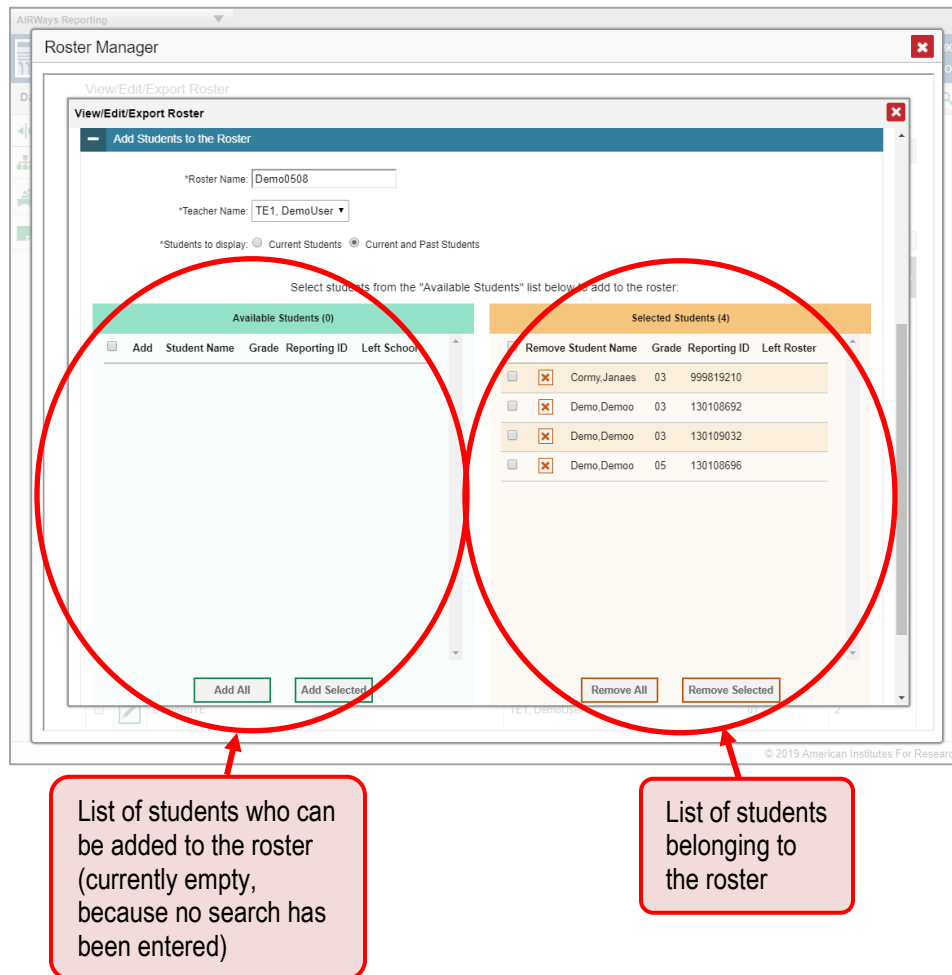
5. In the list of retrieved rosters, click for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.
6. *Optional:* To find students to add to the roster, use the **Search for Students to Add to the Roster** panel as follows:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the **WISER ID**, **Student's First Name**, and/or **Student's Last Name** fields, enter information about a particular student you want to add.
 - c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the **Advanced Search** panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

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


7. Scroll down to view the *Add Students to the Roster* panel.

Figure 104. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel



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

- a. In the *Roster Name* field, enter a new name for the roster.
- b. From the **Teacher Name** drop-down list, select the roster's new teacher.
- c. To add students, do one of the following in the list of available students:
 - i. To move one student to the roster, click  beside that student's name.
 - ii. To move all the students in the *Available Students* list to the roster, click **Add All**.
 - iii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

- d. *Optional*: To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
- e. To remove students, do one of the following in the list of students in this roster:
 - i. To remove one student from the roster, click  beside that student's name.
 - ii. To remove all the students from the roster, click **Remove All**.
 - iii. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

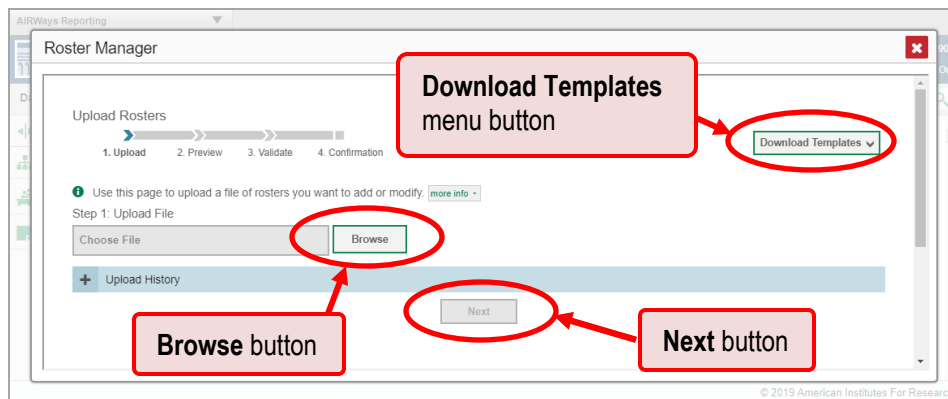
9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

How to upload rosters

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

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

Figure 105. Roster Manager Window: Upload Rosters: Upload Page



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

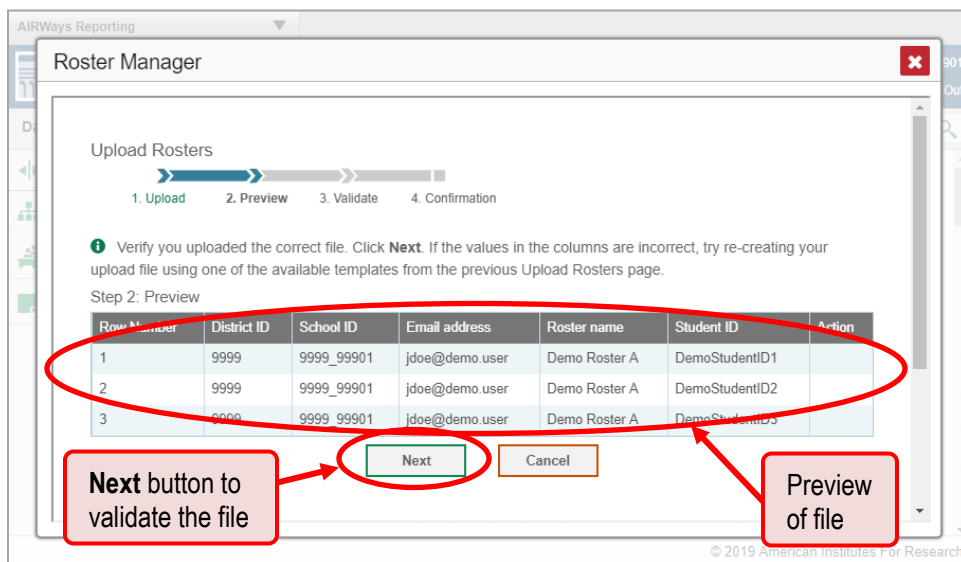
- Fill out the template and save it.

Figure 106. Filled-Out Roster Upload Template

	A	B	C	D	E	F
1	District ID	School ID	User Email ID	Roster Name	SSID	ACTION
2	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID1	Add
3	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID2	Add
4	DemoDistrictID1	DemoSchoolID1	jdoe@air.org	Demo Roster A	DemoStudentID3	Add
5						
6						
7						
8						

- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 107](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 107. Roster Manager Window: Upload Rosters: Preview Page





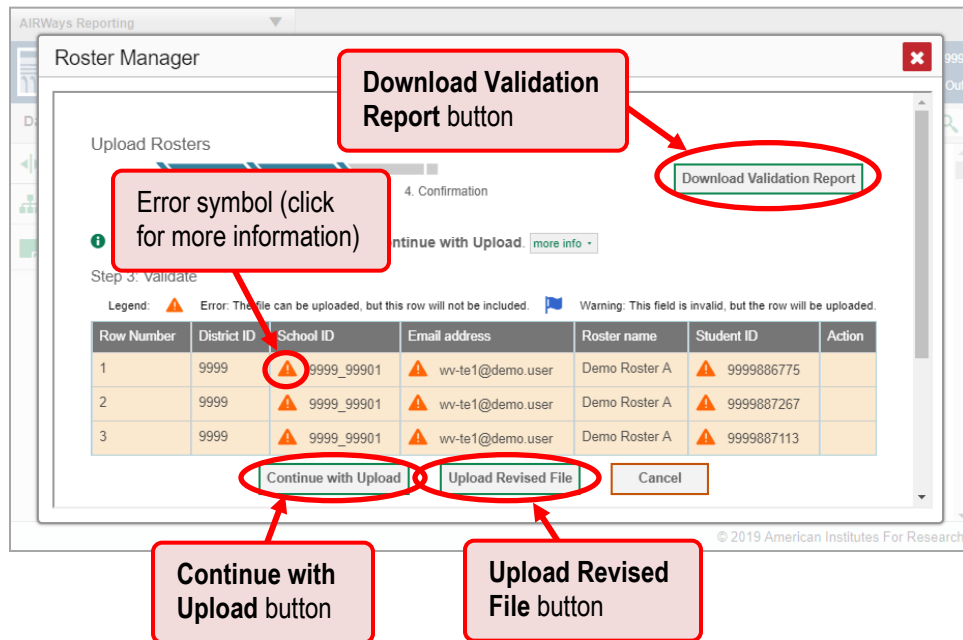
- Click **Next** to validate the file. Any errors  or warnings  are displayed on the Upload Rosters: Validate page. If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 108. Roster Manager Window: Upload Rosters: Validate Page



- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

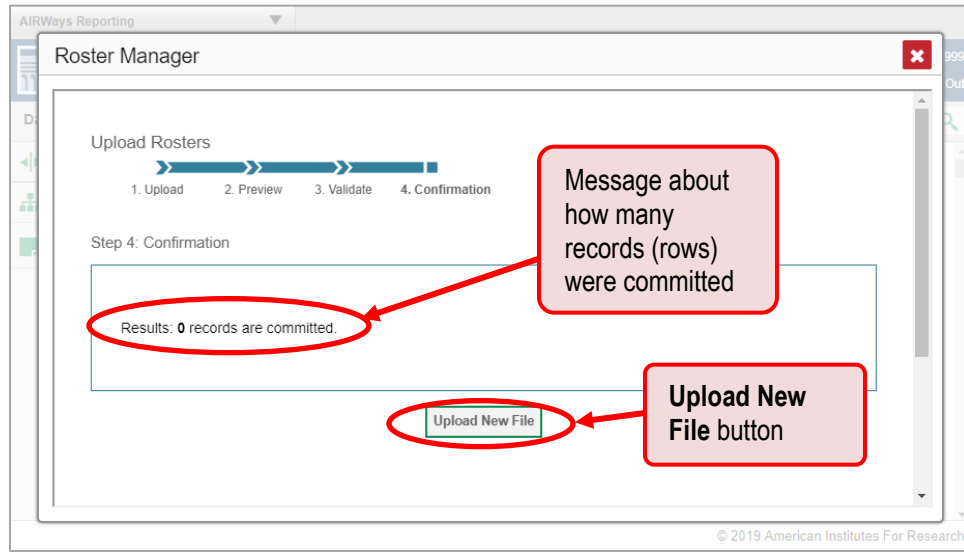
If your file contains a large number of records, the AIRWays Reporting System processes it offline and sends you a confirmation email when it's complete. While the AIRWays Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The AIRWays Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

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

Figure 109. Upload Rosters: Confirmation Page



9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 1](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 1. Columns in the Rosters Upload File

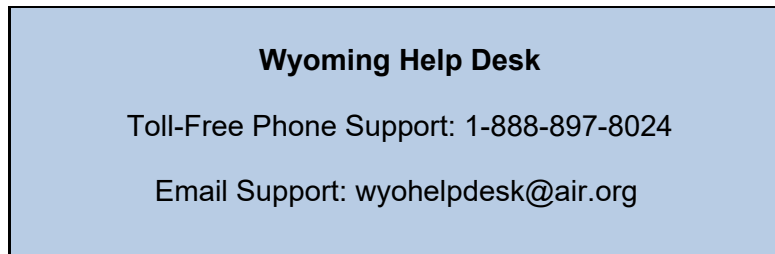
Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
ACTION	Action column to add or delete students from roster	Add – adds student to roster Delete – deletes student from roster

*Required field.

User Support

For additional information and assistance in using the AIRWays Reporting System, contact the Wyoming Help Desk.

The Help Desk is open 7:00 a.m. – 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming portal).



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

If the issue pertains to a student, provide the student's WISER ID and associated district or school. Do not provide the student's name.

If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.

Any error messages and codes that appeared, if applicable.

Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8).