AIRWays Reporting System User Guide

2019–2020

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Introduction to the User Guide

This user guide gives instructions on using the AIRWays Reporting System for the following:

- Accessing interim and benchmark assessment data.
- Scoring interim and benchmark assessments.

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

This section explains how to navigate your reports.

How to Understand the AIRWays Reporting Dashboard

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

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

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

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

![Figure 1. Teacher View: Dashboard](image)

District- and school-level users see just one table, as in Figure 2. Like the first table on the teacher dashboard, this table lists all your assessments.

![Figure 2. School-Level User View: Dashboard](image)
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 3. 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 can I view a list of all my students and their performance on a particular test?

The Performance by Student tab (Figure 4) displays test results for each of your students across 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 district, school, and/or total students.

![Figure 4. My Students’ Performance on Test Report: Performance by Student Tab](image)

To see which students performed best, click the Score or Performance columns to sort them.
You can view your students’ performance in each area of the test by clicking the Reporting Category section bars to expand them.

**Figure 5. My Students’ Performance on Test Report: Performance by Student Tab: Reporting Category Section**

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**How to View Test Results for Rosters on a Particular Test**

You can view a list of rosters that have students who took a particular test. You can also view the test results for a particular roster.

**How can I access test results for all my rosters?**

The **Performance by Roster** tab (Figure 6) displays test results for each 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:
  
  a. 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.
  
  b. Click a school name (or beside it). The School Performance on Test report appears.
The report shown here (Figure 6) displays a list of your rosters and performance. The first few rows also show aggregate performance data for your district and school.

Figure 6. My Students’ Performance on Test Report: Performance by Roster Tab
How can I 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 7. School Performance on Test Report: Performance by Roster Tab

How can I 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 7).
How can I see how well rosters performed in each area on the test?

For tests with Reporting Category sections, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 8), you can view a performance distribution bar for each roster under the Reporting Category Language.

Interim tests cover multiple Reporting Categories, while a benchmark test covers only one.
How can I 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 roster, click the name of a roster that appears in the first column of the report (or  beside it). The roster results listed by student appear (Figure 9).

Figure 9. Teacher View: Roster Performance on Test Report
How can I see how well students in my roster performed in each area on the test?

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

Figure 10. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section

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

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

How can I access test results for a school?

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

- **District-level users:**
  a. 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.
  b. 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 11. School Performance on Test Report: Performance by Roster Tab](image)
How can I see which rosters performed best on this assessment?

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see Figure 12). If certain rosters performed consistently well, you could use them as a model for the classes with lower performance.

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

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

You can view test results for a district on a particular test.
How can I access test results for a district?

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

Figure 13. District Performance on Test Report

How can I see which schools in the district performed best on this assessment?

Look at the score column and/or Performance Distribution column, and click the score column to sort by it (as in Figure 14).

Figure 14. District Performance on Test Report Sorted by Score
How can I see how well schools in the district performed in each area on the test?

Click the vertical section bars to expand the Reporting Category sections.

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 can I 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 16. My Students’ Performance on Test Report**

![Figure 16. My Students’ Performance on Test Report](image)

**Figure 17. Longitudinal Report Window: Report for a Single Student**

![Figure 17. Longitudinal Report Window: Report for a Single Student](image)

- If you’re a teacher and the test results you’re looking at are for multiple students, a report options page appears (see **Figure 18**).
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.

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 can I view students’ overall performance data on the assessments over time?

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 19). 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.
Performance level data are shown either the same way or, for multiple students, in performance distribution bars.
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 can I 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 20). 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 can I see students’ performance in different areas over time?

Look at the Reporting Category graphs to the right of the overall performance graph, or look at the expandable Reporting Category sections in the table at the bottom (see Figure 21). 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 21. Longitudinal Report Window: Report for a Single Student with Multiple Reporting Categories
How can I show some test opportunities and not others in the 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.

- 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.

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 22), 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 23) to compare performance between different demographic sub-groups. This pie chart button is available for most aggregate test results.

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**How can I view test results broken down by demographic sub-groups?**

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

1. Click the pie chart button at the upper-right corner (see Figure 23).
The **Breakdown Attributes** window opens (see Figure 24).

Figure 24. 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 25).

**Figure 25. Demographic Breakdown of a My Students’ Performance on Test Report**

How can I view test results for a particular demographic sub-group or combination?

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see Figure 25).

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 26.

**Figure 26. 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.
How to Navigate Reports

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

How to View Test Results for Individual Students

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

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

Teachers and school-level users:

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

2. Select the Performance by Student tab.

3. Click the name of an individual student (or beside it) in the report. The Student Performance on Test report appears (Figure 27).

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

**How can I 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 SSID in the search field in the upper-right corner and click (see Figure 28). The Student Portfolio Report appears (see Figure 29).

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).

How can I use the Student Portfolio Report to view only the tests I’m interested in?

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don’t want to see a student’s math scores. By default, the data for those math assessments appear in the report, but you can exclude them.
1. On the left side of the Student Portfolio Report, click either the expand button or the test group button. The filter panel expands.

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 32. Student Portfolio Report Filtered by Selected Tests

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

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

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

Figure 33. Student Portfolio Report
2. Under **Year**, select a year or years.

![Figure 34. Student Portfolio Report with Opened Filter Panel](image)

2. Click **Apply**.

To switch back to the current year:

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

**How can I 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 35. Student Portfolio Report Sorted by Date Taken Column](image)
How to Generate and Export Individual Student Reports (ISR)

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

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

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

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

Figure 36. Detail of Individual Student Report (ISR): ELA Interim
Figure 37. Detail of Individual Student Report (ISR): Math Interim

Student's performance in each topic
Figure 38. Second Page of Individual Student Report (ISR) with Item-Level Data: ELA
How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR) for a test opportunity (an instance of a student taking a test), use the Student Results Generator. Each ISR shows a student’s overall performance on their test plus a breakdown of performance by Reporting Category. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

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

ISRs can be generated from almost any AIRWays Reporting page.

1. Click the student results button in the upper-right corner of the page (see Figure 40).

![Figure 40. Student Portfolio Report](image)
The **Student Results Generator** window opens (Figure 41).

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

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

   a. In the **Select Test Reasons** section (Figure 41), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are categories for tests.

   Figure 41. Student Results Generator Window: Select Test Reasons Section

   ![Select Test Reasons Section](image)

   List of test reasons (categories), two of which are selected

   Button to proceed to next section (**Select Assessments**)

   b. The **Select Assessments** section (Figure 42) 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 42. Student Results Generator Window: Select Assessments Section

Button to proceed to next section (Select Students)

Subjects, grades, and tests
c. The **Select Students** section (Figure 43) 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 ISRs.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.

- Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

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

Figure 43. Teacher View: Student Results Generator Window: Select Students Section

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

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

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

iii. Click Apply.

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

Figure 44. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open
3. From the two Report Type options in the panel on the right, select ISR. The Selections section shows the number of ISRs to be generated, and more options appear below (see Figure 45).

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

4. If you’re generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.

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

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

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

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

How to Generate and Export Student Data Files

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

How can I generate and export student data files?

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

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

   ![Student Portfolio Report](image)

   **Figure 46. Student Portfolio Report**

2. The *Student Results Generator* window opens (see *Figure 47*).

   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.
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**.
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.

− Sometimes a list of students is truncated. You can display the entire list by clicking Click to Load More.

− Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

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

Figure 49. 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 50).

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 50. 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 51. 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 District, School, and/or Total Students**

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

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

On the dashboard that appears when you log in, click ![button](image) to the right of a test name.

![Figure 52. Teacher View: Dashboard](image)
Rows containing data for the district, and/or school appear below.

**Figure 53. Teacher View: Dashboard with Expanded Comparison Rows**

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

![Diagram of AIRWays Reporting User Guide](image)
How can I compare a student’s performance on any of their tests with that of my 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 district, school, and/or total students. To do so, follow the instructions below:

1. Enter the student’s SSID in the search field in the upper-right corner and click (see Figure 54). 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 54. Teacher View: Dashboard**

2. Click to the right of a test name.

   **Figure 55. Student Portfolio Report**
How to Navigate Reports

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

Figure 56. 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 can I view item scores?

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

Figure 57. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section
How can I view item scores within a particular Reporting Category?

Look in the Reporting Category sections. You can click the vertical section bars to expand them, just like the Total Items section. This section appears only on interim tests.

Figure 58. My Students’ Performance on Test Report: Performance by Student Tab with Reporting Category Section Expanded
How can I find out which items students performed on the best or struggled with the most?

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. This section appears only on Benchmark tests.

Figure 59. My Students’ Performance on Test Report: Performance by Student Tab with Expanded 5 Items on Which Students Performed the Best and Worst Sections

How can I view an item?

You can view the actual items themselves, along with student responses to those items.
Figure 60. My Students’ Performance on Test Report: Performance by Student Tab with Expanded Total Items Section

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.
How to Navigate Reports

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 61 includes a particular student’s response.

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

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.
• **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 63).

  Figure 63. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table

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

**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.

**Frequency Distribution of Student Responses**: The table in this section provides a breakdown of how many students earned each possible point value available for the item. It appears in two cases:
How to Navigate Reports

- If you’re a teacher, the table displays data for all your students.
- If you navigated to this item from school test results, the table displays data for all the students in the school.

**How can I 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.

![Dashboard with Set Student Test Settings Display Window Open](image)

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 66. Item View Window: Item & Score Tab with Student Response](image)

**What does it mean when a student response contains highlighted text?**

When a student’s text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

**How can I 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 can I 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.

**What does it mean when an item score reads “n/a”?**

You may sometimes see “n/a” instead of a score for an item. In some cases, the student did not respond to the item, or the item was not included in that form of the test.
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 to Display

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

1. Open the My Settings menu and choose Select Tests to Display. A window appears (see Figure 67), showing tests organized hierarchically by subject, grade, and assessment name.

   Figure 67. 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 to Display

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 can I set preferences for rosters to display?

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

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 to Display

How can I 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.
How to Set Up Your Reports

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

   Figure 69. 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 70. 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.
For Teachers: How to Filter Rosters to Display

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

**How can I 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 group’s performance. And by switching filters, you can easily compare it with another groups. If you don’t filter by roster, the reports default to showing data for all classes.
1. On the left side of the page, click either the expand button or the roster button. The filter panel expands.

   Figure 72. Teacher View: Dashboard

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

   Figure 73. 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 74. Teacher View: Dashboard Filtered by All Rosters

How to View Data from a Previous Point in Time

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

- When you set a school year for which to view tests, the reports show data for test opportunities completed in the selected school year.
- When you set a date for which to view students, the reports show data only for the students who were associated with you as of the selected date. Students’ enrollment and demographic information is all given as of the selected date as well. You can use this setting to view students who have left your rosters, school, or district.

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

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 you may want to compare students’ performance in their current classes with their performance in previous ones.

### How can I view data from a previous point in time?

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

   ![Change Reporting Time Period Window](image)

   Figure 75. Change Reporting Time Period Window

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

3. In the View results for students who were mine on field, use the calendar tool to select a date, or enter it in the format mm/dd/yyyy. You will be viewing all the students who were associated with you on that date, and only those students.
   - To view your current students' past performance, keep the date set to today.
   - To view the performance of your former students, set the date to a day when those students were associated with you and had started testing.

4. Click Save. All reports are now filtered to show only data for the selected school year and date. All other filters are cleared.

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

### How to Assign Test Reasons (Categories) 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.
How to Set Up Your Reports

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 can I assign test reasons in the AIRWays Reporting System?

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

   Figure 76. Test Reason Manager Window

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.
   
   OR

   - 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 77. 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 78. Confirm Test Reason and Assign Opportunities Window

How to Filter by Test Reason (Category)

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.
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. This will allow you to compare multiple test reasons side by side rather than a single test reason. If you don’t filter, you’ll see data for all different test reasons.

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

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

   ![Figure 81. Teacher View: Dashboard with Filter Panel Expanded](image)

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 82](image)) shows the test reason selected, if any.

![Figure 82. Teacher View: Dashboard](image)
How to Filter Item-Level Data by Standards and Standard Categories

An educational standard describes the skill the item measures. An example of a math standard is “At later grades, determine conditions under which an argument does and does not apply. (For example, area increases with perimeter for squares, but not for all plane figures.)”

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 can I 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 83. 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 84. 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 85. My Students’ Performance on Test Report: Performance by Roster Tab Filtered by Standard
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 can I export or print a report I’m viewing?

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

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.

![Print Preview Page](image)

2. 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.

![Print Preview Page with Summary and Item Scores Option Selected](image)
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 can I export an assessment report directly from the dashboard?**

1. Click **[Export button]** to the left of the assessment whose report you wish to export.

![Image of the Teacher View: Dashboard with Export button highlighted.](image-url)
2. Select which report to export for the assessment.

   ▪ District-level users:

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

      – To export 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.

      – 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.
School-level users and teachers:

- To export results for all your students (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students**. radio button.

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

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.
How to Score Items

The AIRWays Reporting System allows authorized users to score certain items on interim and benchmark tests.

- Some items that require hand scoring arrive in the AIRWays Reporting System without any scores. For example, open text items from Authoring require hand scoring. If a test contains unscored items, its performance data is excluded from your dashboard and test results until an authorized user scores all the unscored items in at least one opportunity of that test. This feature is available to teacher and school level users only.

- Other items arrive in the AIRWays Reporting System with automated scores suggested by the machine scoring system, which authorized users can override if necessary. For example, all full write items have machine-suggested scores that can be overridden.
How to Score Unscored Items

When you have tests with unscored items, a Tests To Score notification appears in the banner.

Figure 92. Teacher View: Dashboard with Tests To Score Notification

How can I enter scores for unscored items?

1. In the banner, click Tests To Score (see Figure 92). The Scoring Mode window opens, displaying a list of tests with unscored items. The table on the Scoring Mode dashboard indicates how many test opportunities and unscored items are available for each test. You can navigate this table just as you would any table of assessments.

Figure 93. Scoring Mode Window: Dashboard
2. Click the name of the test you wish to score (or beside it). The Test Scoring page appears, displaying a list of students and items awaiting scoring for the selected test. You can navigate this table the same way as the previous one.

![Score links](image1.png)

Figure 94. Scoring Mode Window: Test Scoring Page

3. To enter scores for an item, click the score link for the required item in the required student’s row. The Item View window opens.

4. In the Rubric & Resources tab (see Figure 95), review the item’s rubric and available resources, if necessary.

![Rubric section](image2.png)

Figure 95. Item View: Rubric & Resources Tab
5. In the Item & Score tab (see Figure 96), click the edit button in the Scoring Criteria table at the top of the window.

6. Review the student’s entered response and do one of the following:
   - To enter a score, select the appropriate score from the Points Earned drop-down list.
   - To assign a condition code to the response, select the appropriate option from the Condition Code drop-down list.

Figure 96. Item View: Item & Score Tab

7. If the item has multiple scoring criteria, repeat step 6 for each criterion.

8. Click Save.
9. To continue scoring items, do one of the following:

- To view another unscored item for the same student, use the buttons labeled with the previous and next item numbers at the upper corners of the Item View window.
- To view the same unscored item for another student, click the up or down arrows on the right side of the Student field at the top of the window.
- To return to the Scoring Mode window and select another item manually, close the Item View window.

![Figure 97. Item View: Item & Score Tab](image)

10. Repeat steps 4–9 until you have entered scores for all the unscored items for the test.

After you enter scores for all the unscored opportunities of a test, that test is removed from the Scoring Mode window. You can still modify the item scores on that test directly from the reports by following the procedure in the section How to Modify Scores for Items.

How to Modify Scores for Items

You can modify scores for some items directly from the Item View window.

Reports display a pencil icon in the column header for each item with a modifiable score.

When a machine-suggested score has a low confidence level, or when a condition code of Non-Specific or Uninterpretable Language has been assigned by machine, displays next to the score. It is highly recommended that you review items flagged with this icon.
How can I review and modify scores?

1. On a report with modifiable scores, click the item score link in the student’s row of the report (see Figure 98). The Item View window opens.

2. On the Rubric & Resources tab (see Figure 99), review the item’s rubric and available resources, if necessary.
3. On the Item & Score tab, review the student’s entered response and click ⌋ in the Scoring Criteria table at the top of the window.

Figure 100. Item View Window: Item & Score Tab

4. Do one of the following:
   - To enter a score for the response, select a numerical score from the Points Earned dropdown list.
   - To assign a condition code to the response, select one from the Condition Code drop-down list.

5. If the item has multiple scoring criteria, repeat step 4 for each criterion.
6. Click **Save**.

7. To continue modifying scores, do one of the following:

   - To view another item for the same student, use the buttons ⬅️ ➔ labeled with the previous and next item numbers at the upper corners of the **Item View** window.

   - To view the same item for another student, use the up or down arrow buttons on the right side of the **Student** field at the top of the **Item View** window.

The performance data in the test results update automatically when you close the **Item View** window.
## Appendix C

### Condition Codes

Table 1 provides an overview of the various condition codes that may be entered for a machine- or hand-scored item when a traditional score cannot be entered for the student’s response.

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Student did not enter a response.</td>
</tr>
<tr>
<td>Insufficient Original Text to Score</td>
<td>Response is largely composed of text copied from the prompt.</td>
</tr>
</tbody>
</table>
| Non-Scorable Language | • ELA/literacy: Language other than English.  
                          • Mathematics: Language other than English or Spanish. |
| Off Purpose    | For ELA Full Writes Only:  
                  • A writing sample will be judged off purpose when the student has clearly not written to the purpose designated in the task.  
                  • An off-purpose response addresses the topic of the task but not the purpose of the task.  
                  • Note that students may use narrative techniques in an explanatory essay or use argumentative/persuasive techniques to explain, for example, and still be on purpose.  
                  • Off-purpose responses are generally developed responses (essays, poems, etc.) clearly not written to the designated purpose. |
| Non-Specific   | This condition code is assigned to machine-scored responses when TDS identifies that the response requires a condition code but cannot determine which specific condition code it requires. |
| Off Topic      | For ELA Full Writes Only:  
                  • A writing sample will be judged off topic when the response is unrelated to the task or the sources or shows no evidence that the student has read the task or the sources (especially for informational/explanatory and opinion/argumentative).  
                  • Off-topic responses are generally substantial responses. |
| Student Refused to Answer | Student refused to answer. |
H

Help

The AIRWays Reporting System includes an online user guide.

How can I access the online user guide?

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

![Figure 102. Teacher View: Dashboard](image)

I

Inbox

How can I use the Inbox?

The Inbox in the AIRWays Reporting System banner stores 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.
1. In the banner, click Inbox. The **Secure Inbox** window appears, listing the available files (see Figure 104).
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.

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

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

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

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

7. **Optional**: To hide files with a custom label, unmark the checkbox for that custom label.
8. **Optional**: Do one of the following:

- To download a file, click the name of the file.

- To apply a custom label, follow these instructions:
  
  - To create a new custom label, mark the checkbox for any file, click the label button, enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.

  - To apply a custom label to a file, mark the checkbox for that file, click the label button, mark the checkbox for that label, and click **Apply Label**.

- To archive a file, click .

- To unarchive a file, click . The file is moved back to the Inbox.

- To delete a file, click .

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

**L**

**Login Process**

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

Do not share your login information with anyone. All AIRWays systems provide access to student information, which must be protected in accordance with federal privacy laws.
How can I log in to the AIRWays Reporting System?

1. Navigate to the portal.

2. Select your user role from the cards displayed.

3. Click the AIRWays Reporting card. The login page appears.
4. On the login page, enter the email address and password you use to access all AIR systems.

![Figure 109. Login Page](image)

5. Click **Secure Login**.

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

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

![Figure 110. Enter Code Page](image)

   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.

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

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

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

- **If your first temporary link expired:**
  
  In the activation email you received, click the second link provided and request a new temporary link.

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

- **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 the AIR Ways help desk for assistance. You must provide your name and email address.

**Multiple Test Opportunities**

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

What does it mean when test results 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 113, a clock icon 🕒 appears next to the most recent opportunity. Previous opportunities are marked with numbers 🕒, starting from the earliest test taken.

Figure 113. School Performance on Test Report: Performance by Student Tab

Only data for the most recent opportunity are used to calculate the average scores and performance levels.
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 Reporting Categories (Reporting Categories without items). If a test opportunity is non-scorable, a notification appears below the report for that assessment.

You can click More Info on the notification to view the Students with Other Test Statuses window. 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 114. Students with Other Test Statuses Window](image)

Performance Data

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

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

- **Score data:**
  - Scale scores.
  - Raw scores, which may be in the form of percentages or fractions.

- **Performance level data**, which are used for tests with performance levels (also known as proficiency levels). Performance levels provide qualitative measurements of students’ proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars showing the percentage of students who achieved each performance level.
How can I learn more about what scores and performance levels are?

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

A legend appears, explaining what the scores or performance levels indicate.
Roster Management

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

How can I add a 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 119. Roster Manager Window: Add Roster Form

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

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

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

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

Figure 120. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

Figure 120. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

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

   Figure 121. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

   d. **To add students,** do one of the following in the list of available students:
      
      − To move one student to the roster, click \( \Rightarrow \) beside that student’s name.
      
      − To move all the students in the *Available Students* list to the roster, click **Add All**.
      
      − To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected.**

   e. **To remove students,** do one of the following in the list of students in this roster:
      
      − To remove one student from the roster, click \( \times \) beside that student’s name.
      
      − To remove all the students from the roster, click **Remove All.**
To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

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

### How can I 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 122. Roster Manager Window: View/Edit/Export Roster Form](image)

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.

   ![Figure 123. Roster Manager Window: Search Results Pop-Up](image)

4. A list of retrieved rosters is generated.

   ![Figure 124. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters](image)

5. In the list of retrieved rosters, click **Edit button for the first roster listed** for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.

6. **Optional**: To find students to add to the roster, use the **Search for Students to Add to the Roster** panel as follows:

   a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
b. **Optional:** In the **SSID, Student’s First Name,** and/or **Student’s Last Name** fields, enter information about a particular student you want to add.

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

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

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

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

iii. Click **Add**.

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

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

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

Figure 125. Roster Manager Window: View/Edit/Export Roster Window Scrolled Down to the Add Students to the Roster Panel
AIRWays Reporting User Guide

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

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

### How can I 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.
From the My Settings menu in the banner, select Upload Rosters. The Roster Manager window appears, showing the Upload Rosters: Upload page.

Figure 126. Roster Manager Window: Upload Rosters: Upload Page

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

Open the template file in a spreadsheet application.

Fill out the template and save it.

On the Upload Rosters: Upload page, click Browse and select the file you created in the previous step.
6. Click **Next**. The Upload Rosters: Preview page appears (see Figure 128). Use the file preview on this page to verify you uploaded the correct file.

![Figure 128. Roster Manager Window: Upload Rosters: Preview Page](image)

7. Click **Next** to validate the file. Any errors ![error symbol](image) or warnings ![warning symbol](image) 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 129. Roster Manager Window: Upload Rosters: Validate Page](image)
Optional: Click the error and warning icons in the validation results to view the reason a field is invalid.

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

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

8. Do one of the following:

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

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

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

Table 2 provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

### Table 2. Columns in the Rosters Upload File

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

*Required field.

### Report Tables

#### How can I sort a table?

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

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

#### How can I specify the number of rows displayed?

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

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

#### How can I view additional table rows?

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

**How can I view additional table columns?**

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

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

**How can I expand all accordion sections in a table?**

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

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

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

**User Support**

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

The Help Desk is open 8am - 7pm (except holidays or as otherwise indicated on the AIRWays portal).

- **AIRWays Help Desk**
- **Toll-Free Phone Support:** 1.877.426.6941
- **Email Support:** airwayshelpdesk@air.org

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

- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a 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).