AIRWays Reporting Quick Guide

The AIRWays Reporting System allows you to access your summative and interim test results.

How to Log In

**How can I log in to the AIRWays Reporting System?**

1. Navigate to the South Dakota Assessments Gateway.
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.
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.

### How to Find Test Results

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

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.

![Figure 4. Enter Code Page](image)

**Figure 4. Enter Code Page**

![Figure 5. Select Role Page](image)

**Figure 5. Select Role Page**
To view test results, click the name of a test (or the open toolbar beside it).

Figure 7. Teacher View: My Students’ Performance on Test Report: Performance by Roster Tab

- **Performance by Roster tab**
- **State, district, school, and total students**
- **Average scale score for state, district, school, and total students**
- **Performance distribution for state, district, school, and total students**
- **A class (roster)**
- **Average scale score for this class**
- **Performance distribution for this class**
How can I see how well classes (rosters) performed in each area on the test?

You can compare the performance of your students in each area of the test using the topic sections. Click each vertical section bar to expand or collapse it.

Figure 8. Teacher View: My Students’ Performance on Test Report: Performance by Roster Tab

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 the icon 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 the icon beside it) in the report. The Student Performance on Test report appears.

District-level users:

1. Go to the dashboard and click a test name (or the icon 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 the icon 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 9. Teacher View: Student Performance on Test Report**

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 ID in the search field in the upper-right corner and click the . The Student Portfolio Report appears. 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 the beside it).

**Figure 10. Teacher View: Dashboard**
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.

**How can I view students’ performance data on assessments over time?**

On a page of test results, click in the upper-left corner under the table header (either directly on the page or within a context menu).

Figure 11. Student Portfolio Report

Figure 12. District-Level User View: School Performance on Test Report: Performance by Roster Tab
• In most cases, the Longitudinal Report appears immediately.

Figure 13. 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.
  ▪ Mark the checkbox for each test 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.

Figure 14. Teacher View: Longitudinal Report Window: Report Options Page
Figure 15. Longitudinal Report Window: Report for a Single Student

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

Figure 16. Teacher View: My Students’ Performance on Test Report: Performance by Student Tab
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.

   The **Breakdown Attributes** window opens.

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.

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Figure 17. Breakdown Attributes Window

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Figure 18. Demographic Sub-Group Breakdown 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. A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report.

Figure 19. Demographic Combination Breakdown Report

How to Generate and Export Individual Student Reports (ISR)

How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR), use the Student Results Generator. 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.

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

Figure 20. Dashboard
The **Student Results Generator** window opens.

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, mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows or categories for tests.

   ![Figure 21. Student Results Generator Window: Select Test Reasons Section](image)

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

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
- To search for a particular student, enter their ID in the field at the upper-right corner of the window and click the **Search**. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

**Figure 23. 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.
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.

Figure 24. 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.