

# BIE MSAA, Science, & Benchmark Science Assessment

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DATA INTERACTION REPORTING USER GUIDE

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### Version Control

Version	Date	Author	Change Description
1.0	08/18/2023	eMetric	Created support documentation per requirements discussion with Cognia and BIE.

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**INTRODUCTION**

BIE Science Assessment and MSAA (Multi-State Alternate Assessment) reports are provided by the Data Interaction reporting platform. Users have the ability to search for, view, and analyze student records and results.

Users can use the search feature to find records for an individual student or use the roster view to look at all students within a school. The data tools provided in Data Interaction allows a user to review common analytics such as summary statistics, distribution frequencies, cross-tabs, and scatterplots.

In addition to the student level results displayed in the roster and individual student reports, summary level information will be provided. In the summary reports, users will have the ability to disaggregate results and view statistics in graphical views.

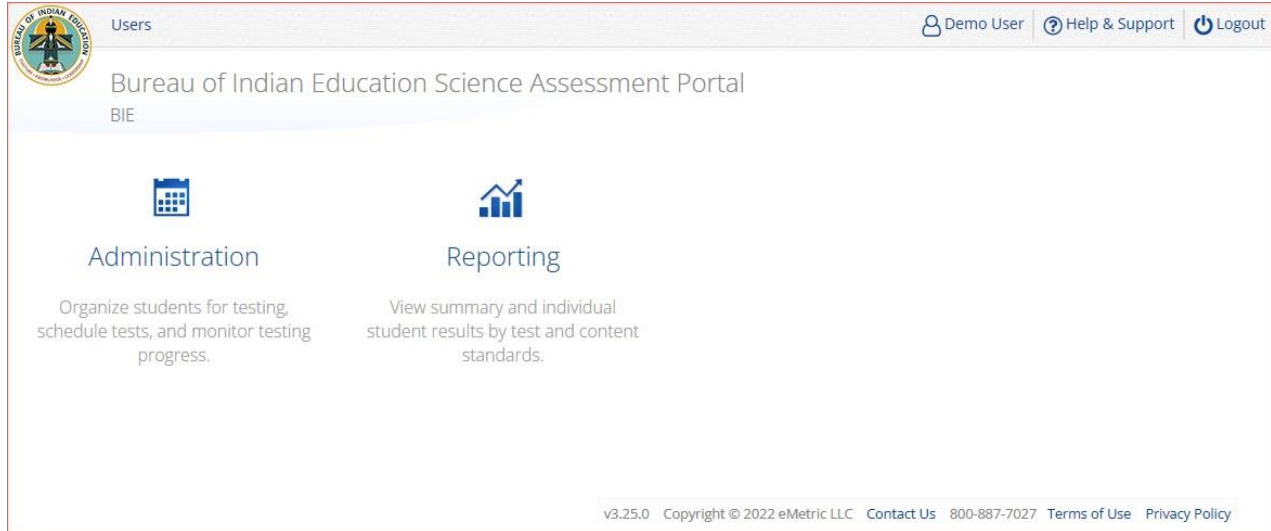
**TECHNICAL SUPPORT**

If you experience any difficulty using the portal, contact Cognia Technical Support at [bietechsupport@cognia.org](mailto:bietechsupport@cognia.org) or (800) 887-7027 or use the live chat link on the Cognia BIE [Help and Support Site](#).

<p>For technical questions about the installation of the kiosk</p>	<p><b>Cognia Technical Support</b>                  Toll free: 1 (800) 887-7027                  Email: <a href="mailto:bietechsupport@cognia.org">bietechsupport@cognia.org</a></p>
<p>For questions about the test administration or other technical information</p>	<p><b>Cognia Help Desk</b>                  Toll free: 1 (800) 887-7027                  Email: <a href="mailto:bietechsupport@cognia.org">bietechsupport@cognia.org</a></p>
<p>For questions or information regarding BIE Science Assessment policy and testing procedures</p>	<p><b>Bureau of Indian Education: U.S. Department of the Interior</b>                  Email: <a href="mailto:aurelia.shorty@bie.edu">aurelia.shorty@bie.edu</a>                  Website: <a href="https://www.bie.edu">https://www.bie.edu</a></p>

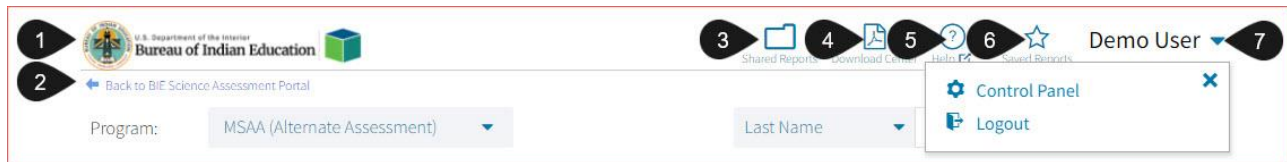
## ACCESSING REPORTING

Data Interaction can be accessed by selecting the Reporting component in **BIE Science Assessment Portal**.




Access to Reporting is granted based on your assigned role and organization(s). Refer to the Roles & Responsibilities table in the *Portal User Guide*, which is available on the BIE Assessments Help & Support page: <https://bie.onlinehelp.cognia.org>

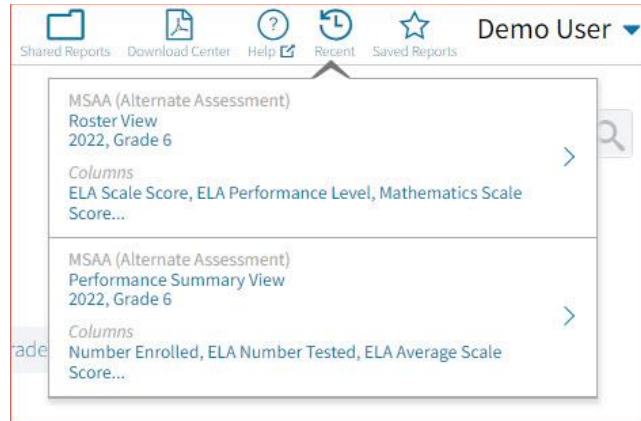
## HIGH LEVEL NAVIGATION OPTIONS



1. The BIE icon serves as a Home link. This link will redirect you to the reporting home page.
2. The “Back to Portal” link will redirect you back to the BIE Science Assessment Portal home page.
3. Shared Reports: This button will open Shared Reports, containing any reports shared with your organization.
4. Download Center: This button will open the Download Center, containing pre-loaded pdf files of paper Individual Student Reports and other large pdf files that have been processed for download to your workstation (“queued pdfs”).
5. Help: This button will open a new window containing the BIE MSA and Science Assessment Reporting User Guide.
6. Saved Reports: This button will open the Saved Reports menu.
7. User Dropdown Menu: This button will provide access to the Control Panel and the logout link.


RECENT REPORTS

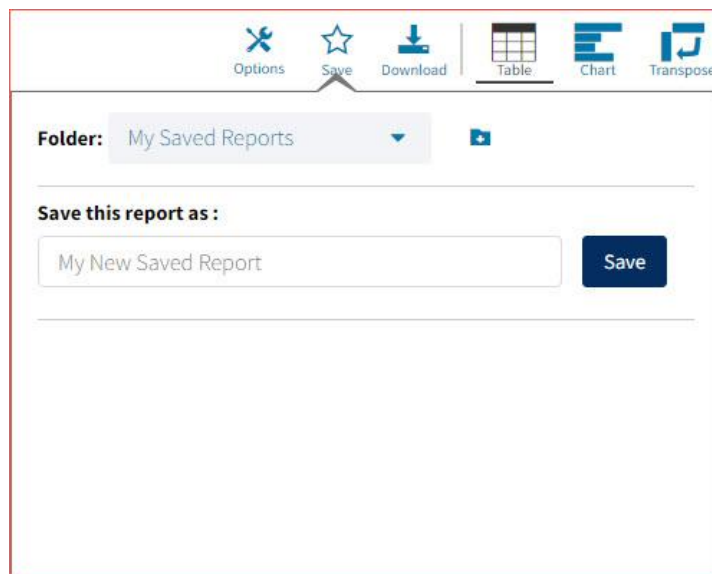
Click on the **Recent** icon  in the top right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title, and list of the columns last viewed will display.



**Note:** Recent reports are temporarily saved based on the program and report type. For example, if you view a Roster View report for Grade 6 and then later view a Roster View report for Grade 7, when you click on Recent Reports you will see only the most recent version of the Roster View report, in this case the Grade 7 Roster View report. When you change the criteria (grade) on a report type, it will overwrite the previous report.


SAVED REPORTS

You can save your Report by clicking on the **Save** icon  in the top right corner of the report. To save a report, first select a folder or add a new folder. Then, name the report and click **Save**. Clicking outside the box or on the save icon will close the window and cancel the save action.



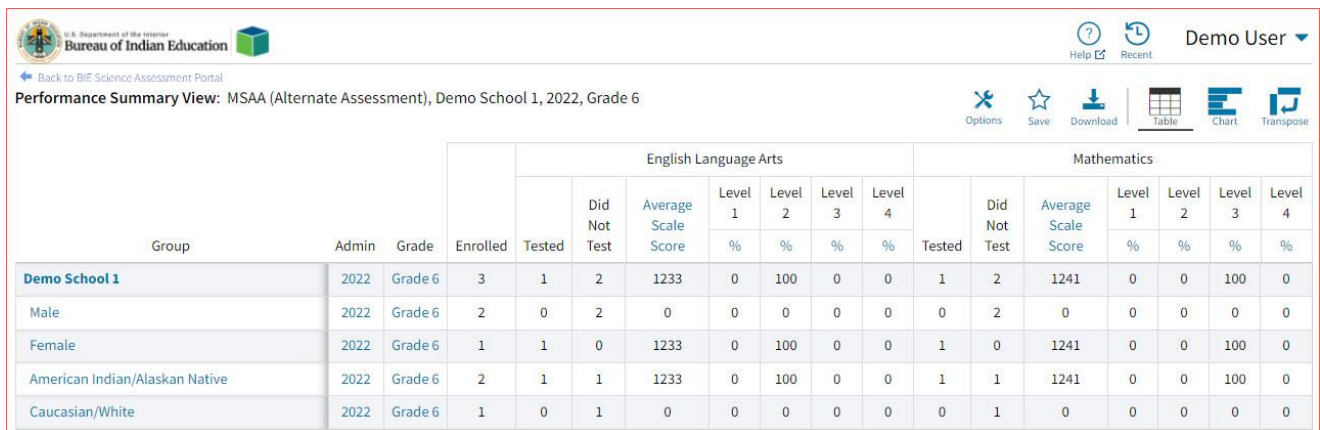


Once the report has been saved, it can be retrieved from any device if you are logged in to the portal with the same credentials. To retrieve a saved report, click on the **Saved Reports** icon button in the top right section of the page. You will see a list of saved report names; click on the report name and the desired report will open.

**Note:** You are also able to delete reports from the same window by clicking on the trash can icon  .

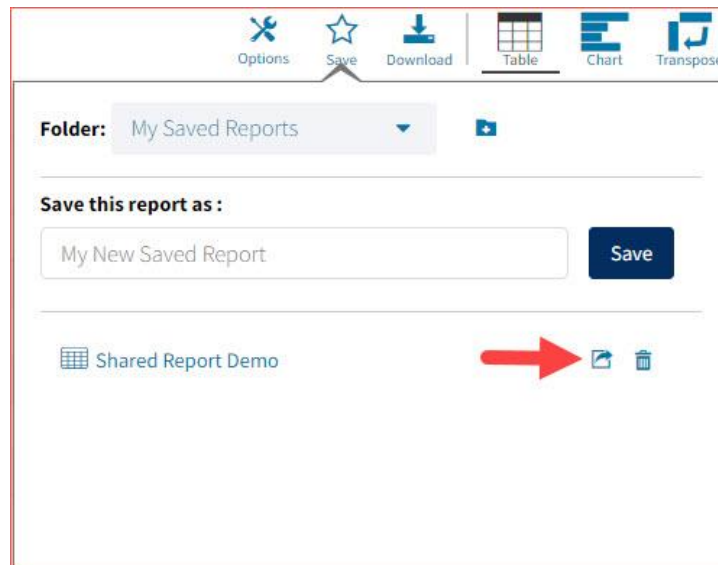
**SHARED REPORTS**

Reports can be shared with users within the organization(s) to which you have access. To share a report, navigate to any report and customize it as desired, for example, you can add statistics and/or fields and disaggregate a Summary Report, as shown in the example below:

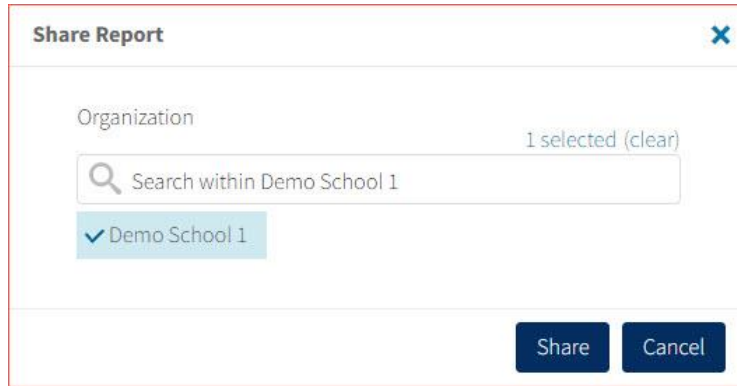


Group	Admin	Grade	Enrolled	English Language Arts								Mathematics							
				Tested	Did Not Test	Average Scale Score	Level 1	Level 2	Level 3	Level 4	Tested	Did Not Test	Average Scale Score	Level 1	Level 2	Level 3	Level 4		
							%	%	%	%				%	%	%	%		
<b>Demo School 1</b>	2022	Grade 6	3	1	2	1233	0	100	0	0	1	2	1241	0	0	100	0		
Male	2022	Grade 6	2	0	2	0	0	0	0	0	2	0	0	0	0	0	0		
Female	2022	Grade 6	1	1	0	1233	0	100	0	0	1	0	1241	0	0	100	0		
American Indian/Alaskan Native	2022	Grade 6	2	1	1	1233	0	100	0	0	1	1	1241	0	0	100	0		
Caucasian/White	2022	Grade 6	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0		

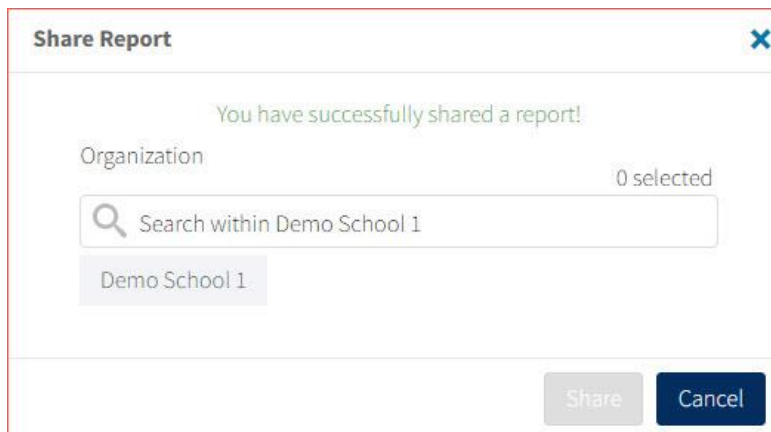
Save the report as described in the section above. From the **Saved Reports** window, click on the **share** icon.



A window will open showing organizations with whom you can share the saved report. Choose any or all **organizations** with whom you want to share the report and click **Share**.




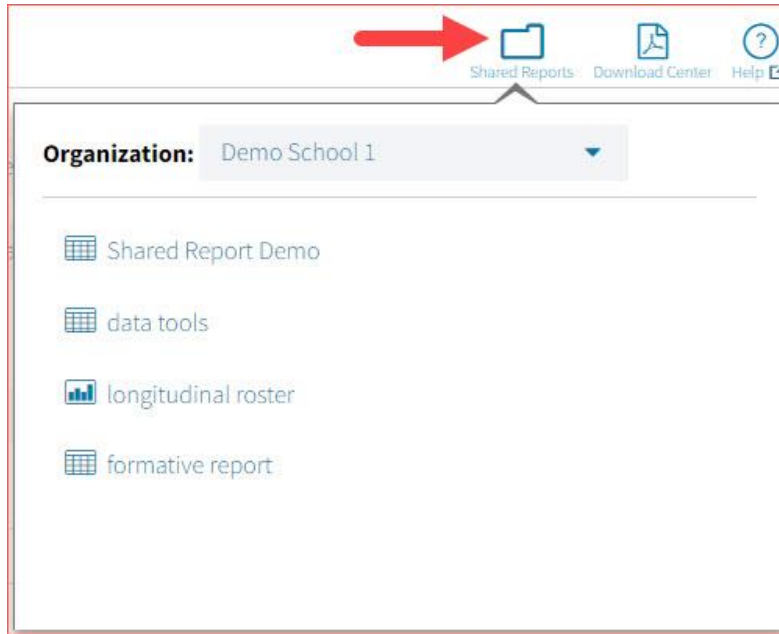
*Note:* A success message will display once a report has been shared




### ACCESSING SHARED REPORTS

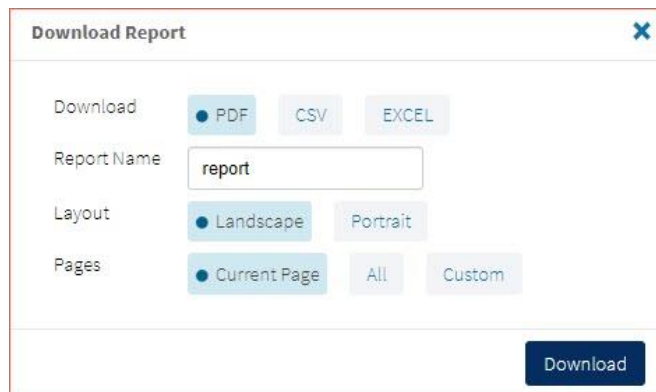
Once the report has been shared, users within the organizations you shared with will be able to access the report.

Once a user logs in, they can access reports shared with their organization(s) by clicking on  Shared Reports in the upper right-hand corner of the header. Upon clicking, a box will open that provides a list of reports that have been shared with the user's organization(s). The desired report may be retrieved by clicking on the report name.



**DOWNLOAD REPORTS**

To download a report, click on the **Download** icon  at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.




DOWNLOAD CENTER

**Queued PDF** is a feature that allows the user to download several PDFs at a single time. When the download report icon is selected after generating a report, the Download Report box will appear.


When downloaded, if the number of records is greater than 200 for a Roster report, or greater than 100 for Individual Student Reports, you will receive a message like the one below.




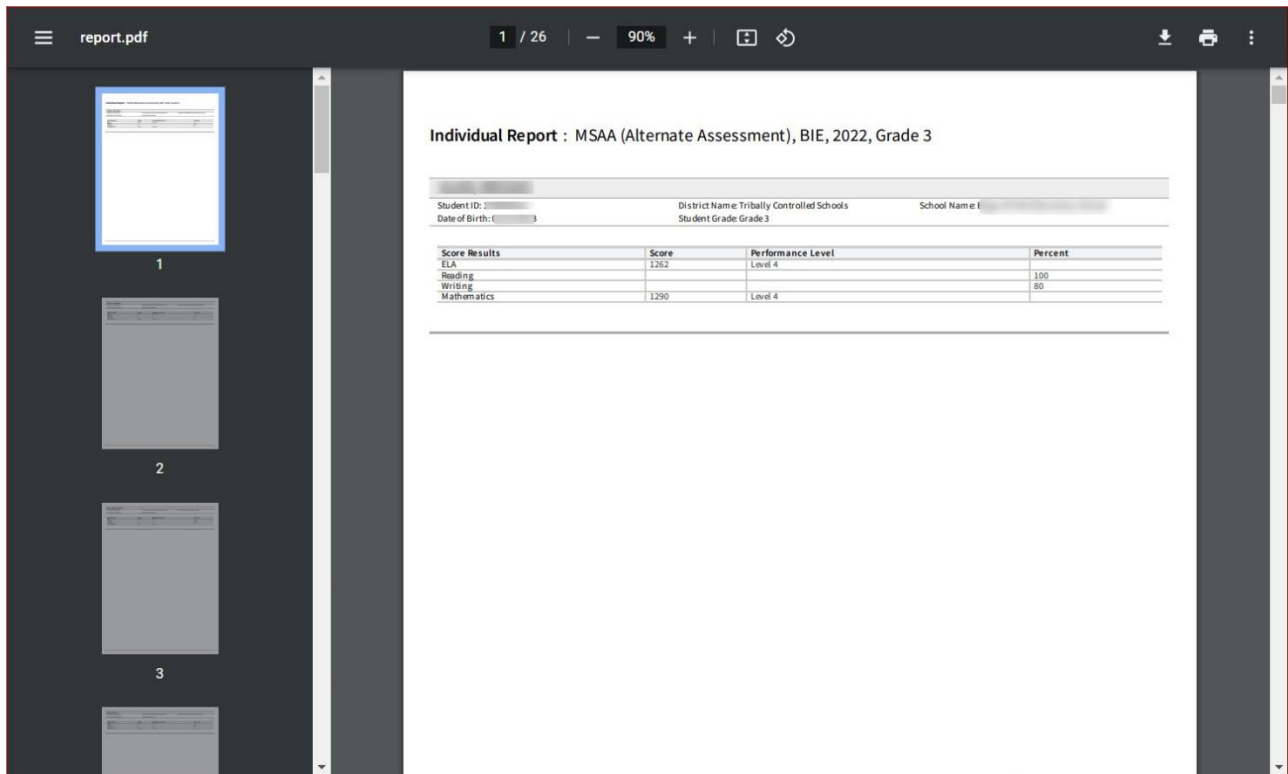
CREATED BY ME

To access the report, click on the  [Download Center](#) button in the upper right corner of the portal home page to navigate to the **Download Center**. The **Created By Me** table will appear.

[Back to BIE Science Assessment Portal](#)

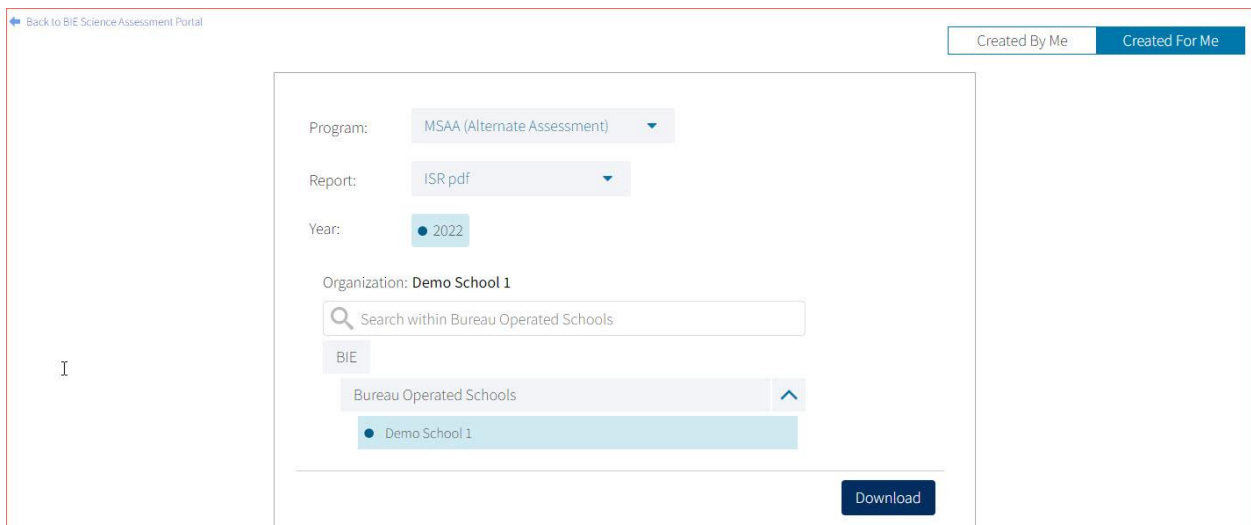
		Created By Me	Created For Me	
	Report Name	Status	Date	Pages
	report	finished	05/24/2022 17:43:58	26

Click the  button to download the generated PDFs to your computer. Open the downloaded file to view your PDFs.

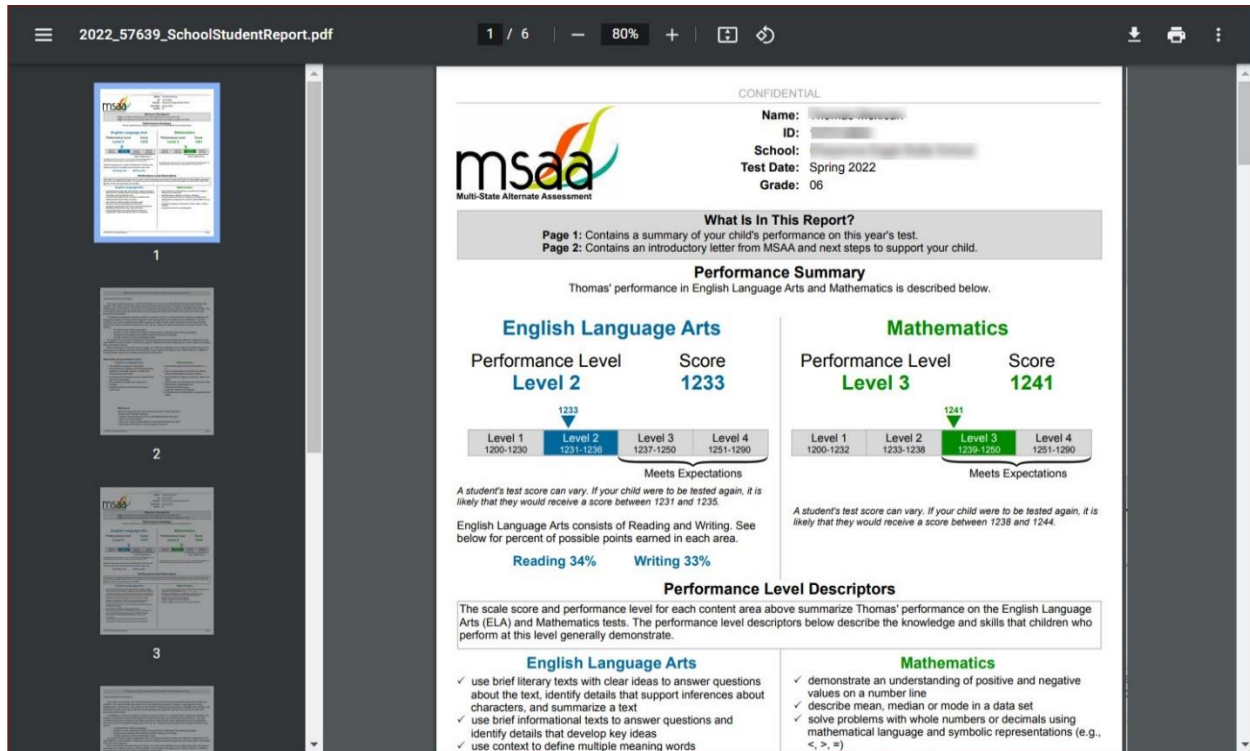


**CREATED FOR ME**

In the **Download Center**, the **Created For Me** tab will provide ISR pdfs available to download at the school level for all students. To access, click the **Created For Me** tab in the **Download Center** and the following report table will appear.

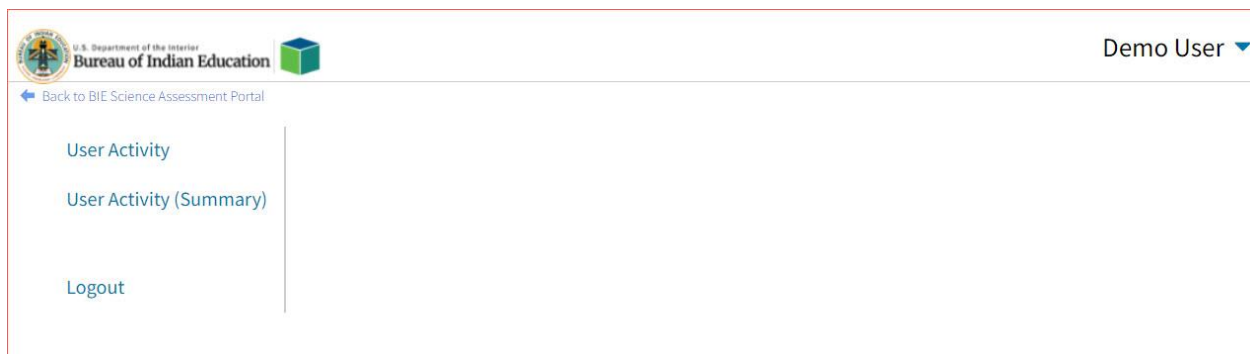
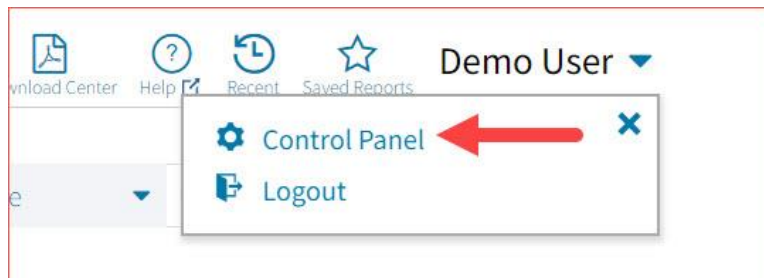


After selecting your report parameters, click on **Download**. A message will appear indicating that the download will begin automatically, and the report will be downloaded to your computer. Open the downloaded file to view the pdfs.



## CONTROL PANEL

The **Control Panel** provides access to Data Interaction user activity reports. These reports allow users to see who at their organization has been accessing online reporting and the number and types of reports they are viewing for a given time period.. To navigate to the **Control Panel**, select the user drop-down in the top right corner of the page and click **Control Panel**.

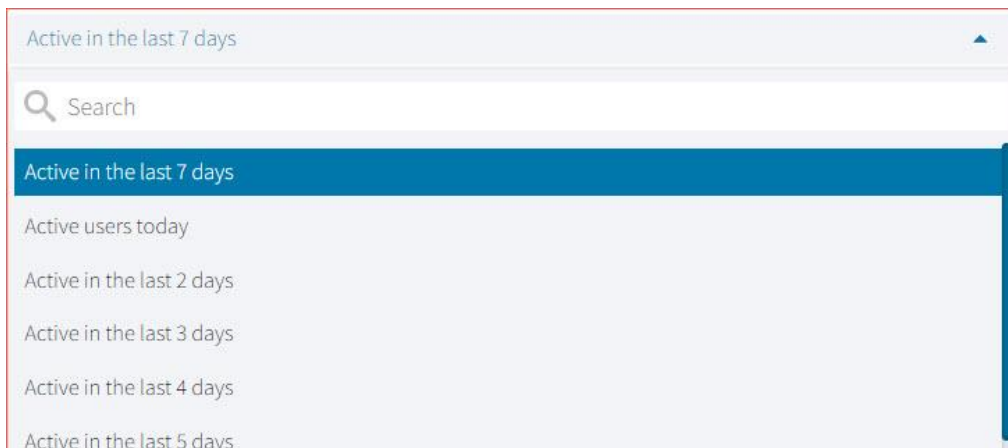


**USER ACTIVITY**

View user activity by clicking on the **User Activity** link. By default, user activity for the previous 7 days will be shown. User activity details include username, IP address, time stamp, and module visited.

Username	IP Address	Time Stamp	Module
Demo User	13.83.106.33	06/29/22 9:11:33 AM	User Activity
Demo User	13.83.106.33	06/29/22 9:07:31 AM	Main Page
Demo User	13.83.106.33	06/29/22 9:05:39 AM	Main Page
Demo User	13.83.106.33	06/29/22 9:00:11 AM	MSAA (Alternate Assessment), Roster View
Demo User	13.83.106.33	06/29/22 8:59:38 AM	MSAA (Alternate Assessment), Roster View
Demo User	13.83.106.33	06/29/22 8:49:40 AM	MSAA (Alternate Assessment), Roster View
Demo User	13.83.106.33	06/29/22 8:49:33 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:49:28 AM	Other
Demo User	13.83.106.33	06/29/22 8:49:28 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:49:28 AM	Login Page
Demo User	13.83.106.33	06/29/22 8:25:14 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:23:21 AM	MSAA (Alternate Assessment), Performance Summary
Demo User	13.83.106.33	06/29/22 8:19:20 AM	MSAA (Alternate Assessment), Performance Summary
Demo User	13.83.106.33	06/29/22 8:03:16 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:03:11 AM	MSAA (Alternate Assessment), Roster View
Demo User	13.83.106.33	06/29/22 8:03:08 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:02:22 AM	MSAA (Alternate Assessment), Performance Summary
Demo User	13.83.106.33	06/29/22 8:02:13 AM	Main Page
Demo User	13.83.106.33	06/29/22 8:02:09 AM	Other

To view user activity details for a different period of time, click on the drop-down menu and make a different time window selection.



**USER ACTIVITY (SUMMARY)**

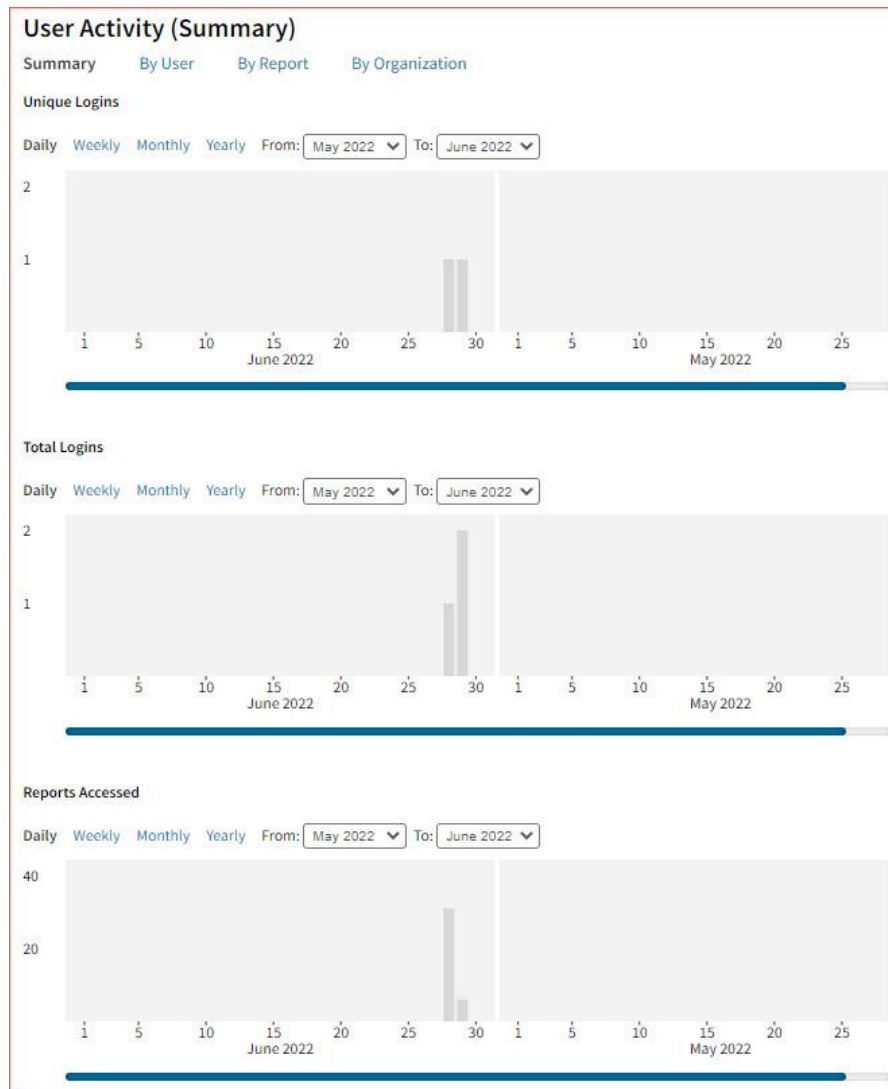
The **User Activity (Summary)** report shows summary-level data for user activity within the reporting component. There are four tabs within the report: Summary, By User, By Report, and By Organization.

**Summary**

The Summary tab shows three metrics:

- **# of Unique Logins:** The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will be counted once.
- **# of Total Logins:** The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed:** The total number of reports that were accessed for a given time period.

Additionally, users are able to select one of four displays for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. Users can mouse hover on the bars within the Daily and Weekly view to see exact numbers.





### By User

The **By User** tab allows users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages.

### By Report

The **By Report** tab gives users insight into which reports are most commonly created at their organization(s). The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g., roster, summary, etc.)
- Count: the number of times this report was generated

Users also have the option to select the **Disaggregate by View** checkbox to add the report views that the user was accessing, such as chart view versus table view.

**User Activity (Summary)**

Summary **By User** By Report By Organization

Program: Any Report: Any Date Range: 06/14/2022 to 06/29/2022

Disaggregate by Page Views

Program	Report	Report Type	Report View	Count
MSAA (Alternate Assessment)	Performance Summary View	summary	chart	1
MSAA (Alternate Assessment)	Performance Summary View	summary	table	6
MSAA (Alternate Assessment)	Roster View	roster	isr	5
MSAA (Alternate Assessment)	Roster View	roster	roster	8
MSAA (Alternate Assessment)	Data Tools	analyze	crosstab	3
MSAA (Alternate Assessment)	Data Tools	analyze	distribute	3
MSAA (Alternate Assessment)	Data Tools	analyze	plot	3
MSAA (Alternate Assessment)	Data Tools	analyze	summarize	3
MSAA (Alternate Assessment)	Student Search	search	usearch	4
MSAA (Alternate Assessment)	Student Search Cumulative Report	cumulative	cumulative	1

Page 1 of 1  
Displaying 1-10 of 10

Jump to: 1 Go

### By Organization


The **By Organization** tab allows users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the data provided in the View column.

**User Activity (Summary)**

Summary By User By Report **By Organization**

View: Total Login Date Range: 06/14/2022 to 06/29/2022 Type: All

Organization	Type	Login	
Demo School 1	School	3	

Page 1 of 1  
Displaying 1-1 of 1

Jump to: 1 Go

**MULTI-STATE ALTERNATE ASSESSMENT (MSAA)**

The Multi-State Alternate Assessment (MSAA) is a comprehensive assessment system designed to promote increasing higher academic outcomes for students with significant cognitive disabilities in preparation for a broader array of post-secondary outcomes. MSAA is currently administered in the areas of ELA and Math in Grades 3-8 and 11 and Science in grades 5, 8 and 11.

**MSAA (ALTERNATE ASSESSMENT) REPORTS**

There are three types of reports available from the Reporting home page for MSAA (Alternate Assessment) Performance Summary View, Roster View, and Data Tools.

The **Performance Summary View** report provides school performance data in a table or graphical format and allows customization using various summary statistics.

Group	Admin	Grade	Enrolled	Tested	English Language Arts				Mathematics						
					Average Scale Score	Level 1	Level 2	Level 3	Level 4	Average Scale Score	Level 1	Level 2	Level 3	Level 4	
						%	%	%	%		%	%	%	%	%
Demo School 1	2022	Grade 6	3	2	1238	0	50	50	0	2	1238	0	50	50	0

The **Roster View** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

Last Name	First Name	English Language Arts	Mathematics
		Performance Level	Performance Level
Student001	Demo	Incomplete	Incomplete
Student002	Demo	Level 3	Level 3
Student003	Demo	Level 2	Level 2

Through the **Roster View** report, users can access an **Individual Report** that provides individual results for each student.

U.S. Department of the Interior  
Bureau of Indian Education

Help Recent Demo User

Back to BIE Science Assessment Portal

Individual Report : MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Options Save Download Roster Student

Demo002, Student

Student ID: 123456789 District Name: Bureau Operated Schools School Name: Demo School 1  
Date of Birth: 11/09/2007 Student Grade: Grade 6

Score Results	Score	Performance Level	Percent
ELA	1239	Level 3	
Reading			59
Writing			47
Mathematics	1239	Level 3	

**Data Tools** provides the ability to create summary statistics, frequency distributions, cross-tab, and scatter plots. These tools are also available within specific reports by clicking on column headers.



## GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

U.S. Department of the Interior  
Bureau of Indian Education

Shared Reports Download Center Help Recent Saved Reports Demo User

Back to BIE Science Assessment Portal

1 Program: MSAA (Alternate Assessment) Last Name Please enter at least 4 characters

2 Report: Roster View

3 Admin: 2022

4 Grade: Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 11

Organization: Demo School 1

5 Search within Demo School 1 Demo School 1

6 Get Report

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a grade.
5. Use the **Organization** menu to select a School(s) to which you have access.
6. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

To customize the report, see the [Customization Options](#) section.

## NAVIGATING A REPORT

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. Additional fields and score data can be added by selecting **Fields** in or **Scores** (see the “Fields” and “Stats” in the “Customization Options” section at the end of the user guide for more information). Data can be filtered or isolated by using the **Search** or **Filter** menus (see “Search” and “Filter” in the “Customization Options” section at the end of the user guide for more information).
5. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING STUDENT REPORTS

On a **Roster View** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.) Once on an Individual Report, you can return to the roster list by clicking again on the Roster button.

**Roster**

Last Name	First Name	English Language Arts	Mathematics
		Performance Level	Performance Level
Student001	Demo	Incomplete	Incomplete
Student002	Demo	Level 3	Level 3
Student003	Demo	Level 2	Level 2

**Student (Individual Report)**

**Demo, Student**

Student ID: 123456789      District Name: Bureau Operated Schools      School Name: Demo School 1  
 Date of Birth: 12/31/2009      Student Grade: Grade 6

Score Results	Score	Performance Level	Percent
ELA	1233	Level 2	
Reading			34
Writing			33
Mathematics	1241	Level 3	

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	English Language Arts
		Performance Level
Demo001	Student	Incomplete
Demo002	Student	Level 3
Demo003	Student	Level 2

[← Back to BIE Science Assessment Portal](#)

**Individual Report : MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6**

Drill To Selection: Students whose Last Name is Demo, First Name is Student

---

**Demo, Student**

Student ID: 12345678	District Name: Bureau Operated Schools
Date of Birth: 12/31/2009	Student Grade: Grade 6

**USING STUDENT SEARCH**

You can quickly create a report for an individual student by searching for the student. In the **Student Search** field, search for the student by their Last Name, First Name, or Student ID. A list of potential matches will appear.

Click on a student in the list of potential matches to generate a list of their testing history. Click the “more results” link to see a detailed list of the potential matches based on the criteria you entered.

Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results (testing history). Selecting/clicking a student name from the “more results” view will also take you to the student’s cumulative results.

[← Back to BIE Science Assessment Portal](#)

**Student Search Cumulative Report**  
MSAA (Alternate Assessment)

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**Demo002, Student**

**Student ID:** 134687002

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2022, Grade 6	<b>District Name:</b> Bureau Operated Schools <b>School Name:</b> Demo School 1	<b>ELA Scale Score:</b> 1239 <b>ELA Performance Level:</b> Level 3 <b>Mathematics Scale Score:</b> 1239 <b>Mathematics Performance Level:</b> Level 3
---------------	--	--

Clicking on a test event in the cumulative search report (e.g., 2022, Grade 6) will give you a detailed individual report.

← Back to BIE Science Assessment Portal

**Individual Report** : MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Drill To Selection: Students whose Last Name is Demo002, First Name is Student

 Options  
  Save  
  Download  
  Roster  
  Student

**Demo002, Student**

Student ID: 123456789      District Name: Bureau Operated Schools      School Name: Demo School 1  
 Date of Birth: 11/09/2007      Student Grade: Grade 6

Score Results	Score	Performance Level	Percent
ELA	1239	Level 3	
Reading			59
Writing			47
Mathematics	1239	Level 3	

Clicking on the **Roster** button above the top right of the Individual Student Report will navigate you to a roster view where you can continue your analysis and/or select other students.

## VIEWING DATA TOOLS REPORTS

**Data Tools** reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics, cross-tabulation and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, cross-tab, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



## SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button. Using the Summarize tool will provide a classroom summary report providing the mean, minimum, and maximum score. As an Admin, the Summarize feature will provide the same report for students in the selected grade level, school, or district organization who have taken the item set.



Back to BIE Science Assessment Portal

Summary Statistics: MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Options Save Download Summarize Distribute Cross-Tab Plot

ELA Scale Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
3	1	1233.0		1233	1233

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

Options Save Download Summarize Distribute Cross-Tab Plot

Organization Stats **Disaggregate** Search Filter

Subgroups

Gender Ethnicity

Cancel Update

## DISTRIBUTE

Generate a frequency distribution for a score by clicking on the **Distribute** button on the Data Tools report.

Back to BIE Science Assessment Portal

Frequency Distribution: MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Options Save Download Summarize **Distribute** Cross-Tab Plot

ELA Scale Score

ELA Scale Score	Frequency	Cum. Frequency	Percent	Cum. Percent
2022, Grade 6 ( 1200 - 1290 )	1233	1	100.0	100.0

0 50 100

0 50 100

You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

Options Save Download Summarize **Distribute** Cross-Tab Plot

Organization Stats **Disaggregate** Search Filter

Subgroups

Gender Ethnicity

Cancel Update

**CROSS TABULATION**

Generate a cross tabulation based on achievement level, subscore achievement level, demographics, or various test information by clicking on the **Cross-Tab** button from the Data Tools report.

Back to BIE Science Assessment Portal  
 Cross-Tab: MSA (Alternate Assessment), Demo School 1, 2022, Grade 6

Options Save Download Summarize Distribute Cross-Tab Plot

ELA Performance Level by Mathematics Performance Level

Number Tested

Mathematics Performance Level	ELA Performance Level				Total
	Level 1	Level 2	Level 3	Level 4	
Level 1	0	0	0	0	0
Level 2	0	0	0	0	0
Level 3	0	1	0	0	1
Level 4	0	0	0	0	0
Total	0	1	0	0	1

If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score or field) to view a cross-tab report.

Options Save Download Summarize Distribute Cross-Tab Plot

Organization Stats Fields Search Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

✓ Scores

Cancel Update

You can also change the cross-tab selection in the **Stats** and/or **Fields** tabs listed under the **Options** button or filter the results shown on the Cross-Tab report using the **Filter** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with new selections.

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

ELA Performance Level by Mathematics Performance Level

Percent of Total

Number Tested

Percent of Total

Percent of Mathematics Performance Level Total

Percent of ELA Performance Level Total

Level 4

Back to BIE Science Assessment Portal  
**Cross-Tab:** MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Options Save Download Summarize Distribute Cross-Tab Plot

**ELA Performance Level by Mathematics Performance Level**

Percent of Total

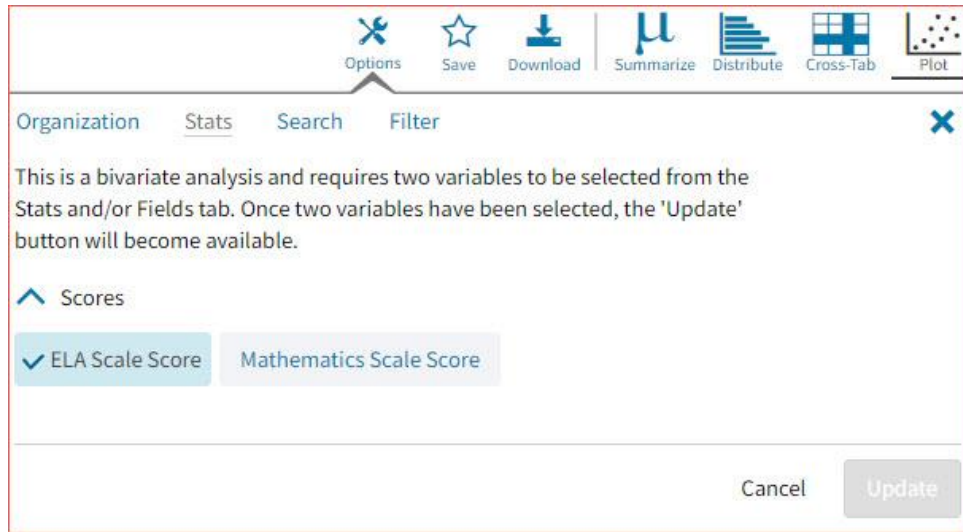
Mathematics Performance Level	ELA Performance Level				Total
	Level 1	Level 2	Level 3	Level 4	
Level 1	0.0	0.0	0.0	0.0	0.0
Level 2	0.0	0.0	0.0	0.0	0.0
Level 3	0.0	100.0	0.0	0.0	100.0
Level 4	0.0	0.0	0.0	0.0	0.0
Total	0.0	100.0	0.0	0.0	100.0

**SCATTER PLOT**

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.

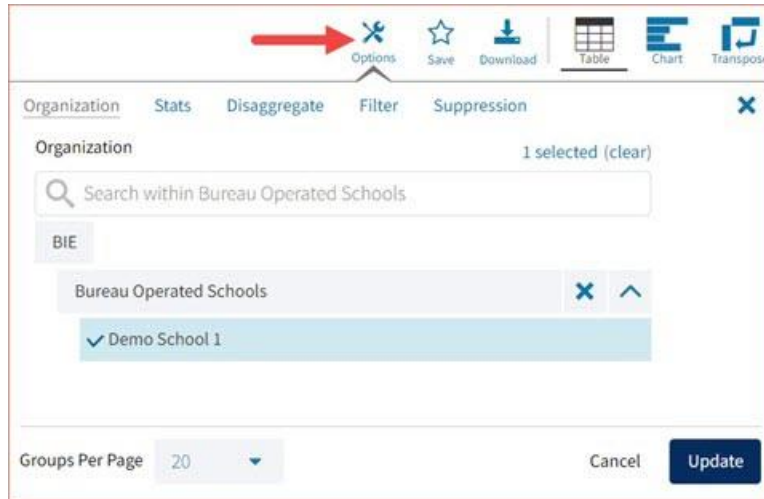


1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Roster Report** in the top right corner of the graph to drill to a Roster View report for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

CUSTOMIZATION OPTIONS

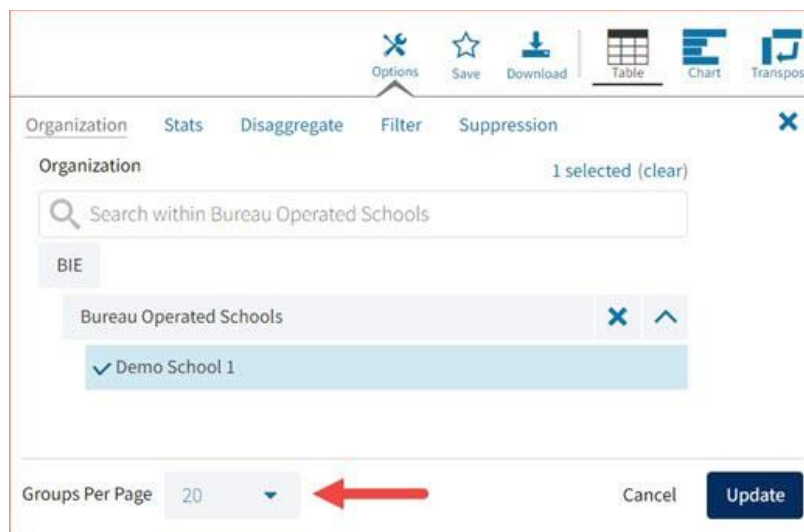
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.



- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

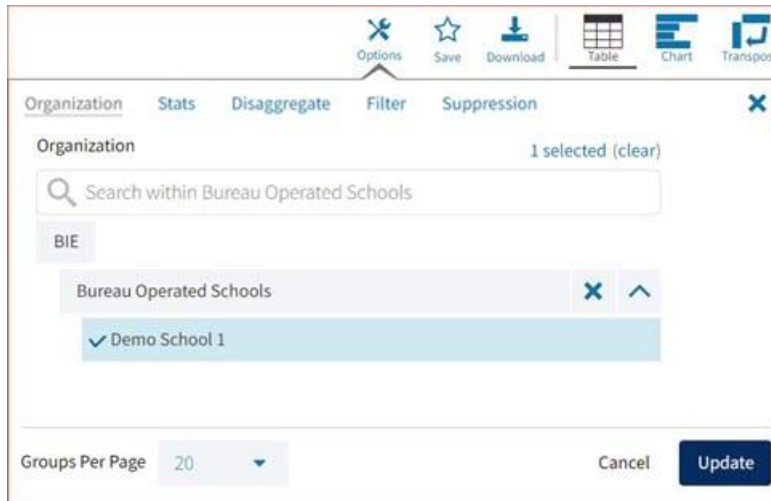
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing a number from the menu next to **Groups Per Page** and click **Update** on any tab of the Options menu.



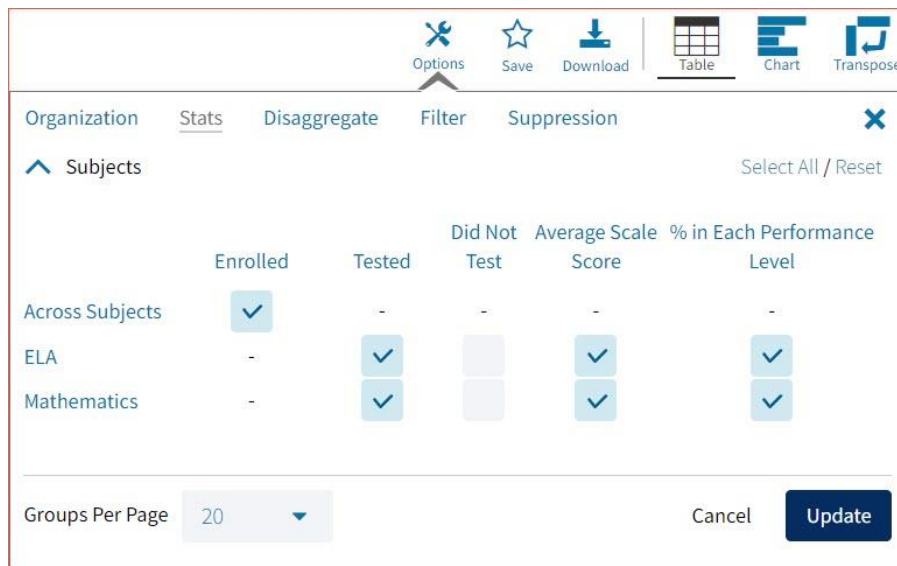
**ORGANIZATION**

The **Organization** tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.

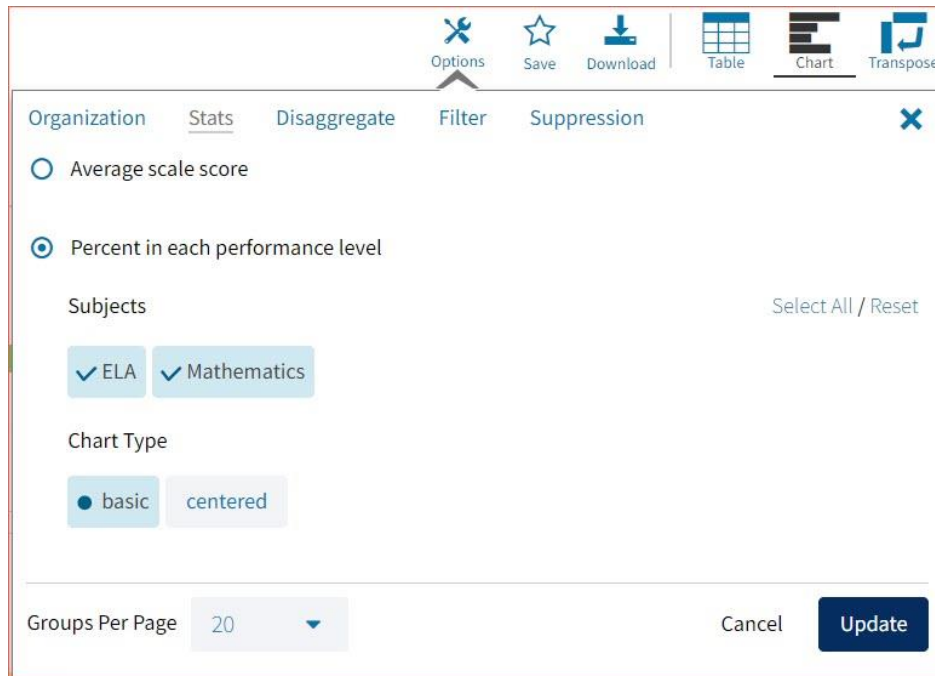


**STATS**

The **Stats** tab (available in the Performance Summary View report only) can be used to select stats or scores to view on the report. Select a button to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click **Update** to view the selections in the report.

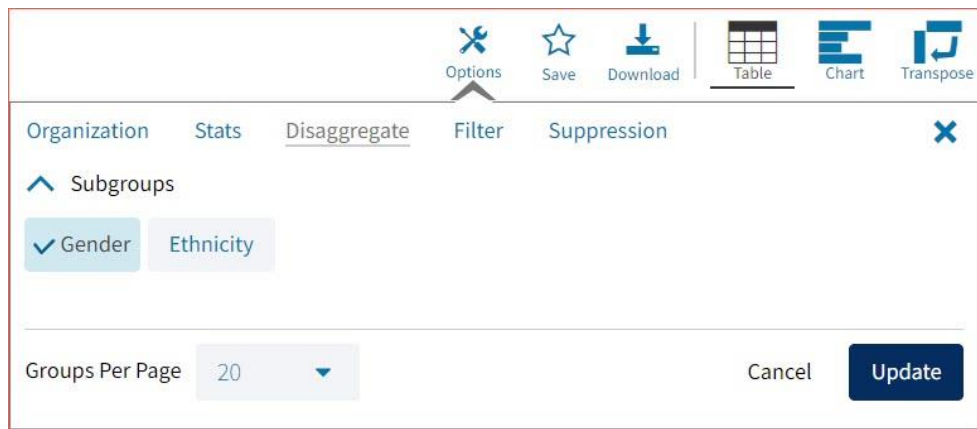


**Note:** The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the option to adjust the stats graphed as well as the chart type.



DISAGGREGATE

The **Disaggregate** tab (available in the Performance Summary View report only) allows you to disaggregate the report by different subgroups.

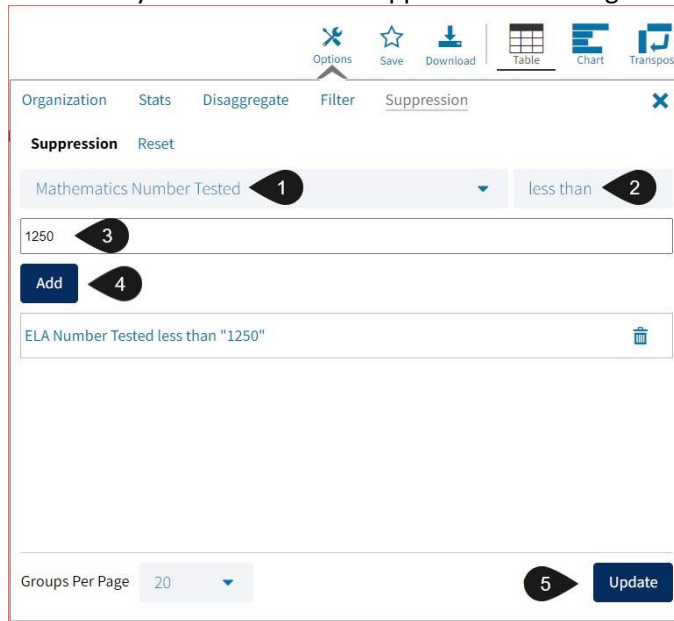


SUPPRESSION

The **Suppression** feature allows you apply dynamic data suppression when viewing data on the Achievement Summary Report.

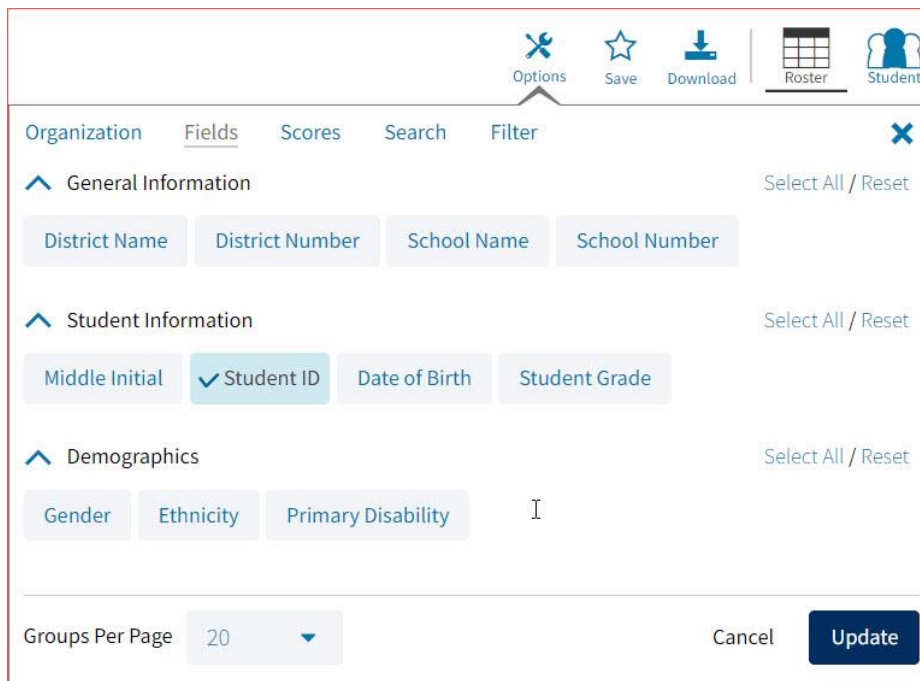
1. Click on the desired variable from the drop-down list to select the number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.

3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click Add to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.



## FIELDS

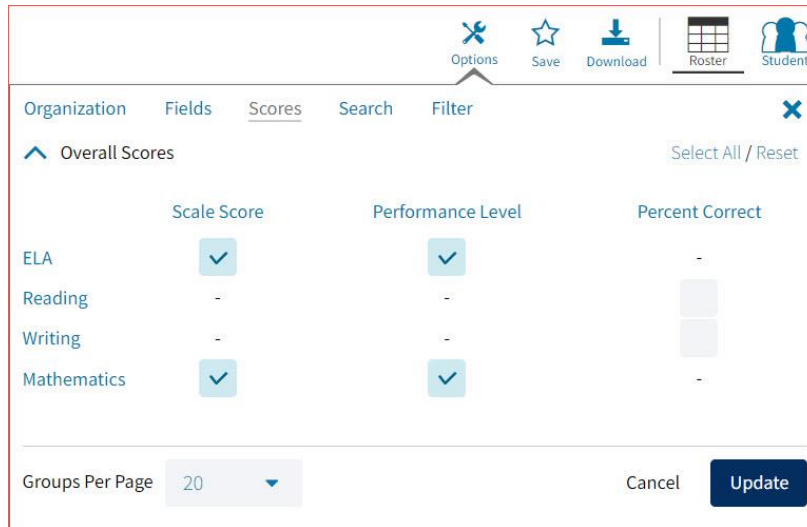
The **Fields** tab (available in the Roster View report only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.





**SCORES**

The **Scores** tab (available in the Roster View report only) can be used to select scores to view on the report. Select checkboxes for Scale Score, Performance Level or Percent Correct. To view all scores in one section, click the blue header. To view all available scores, click the **Select All** link. Checkboxes can be deselected to remove specific scores. Click **Update** to view the selections in the report.

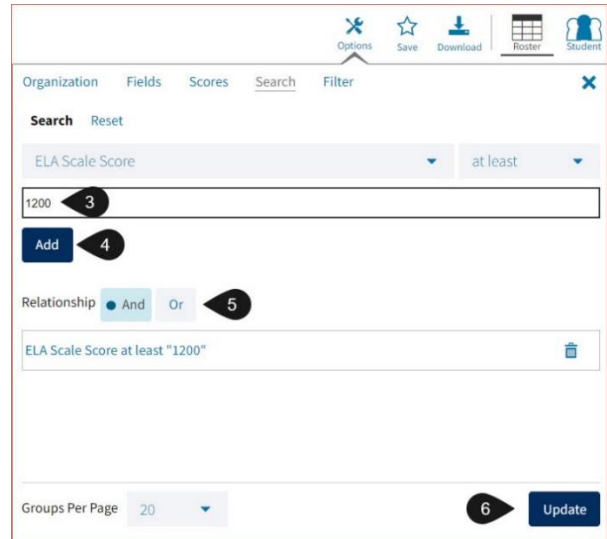
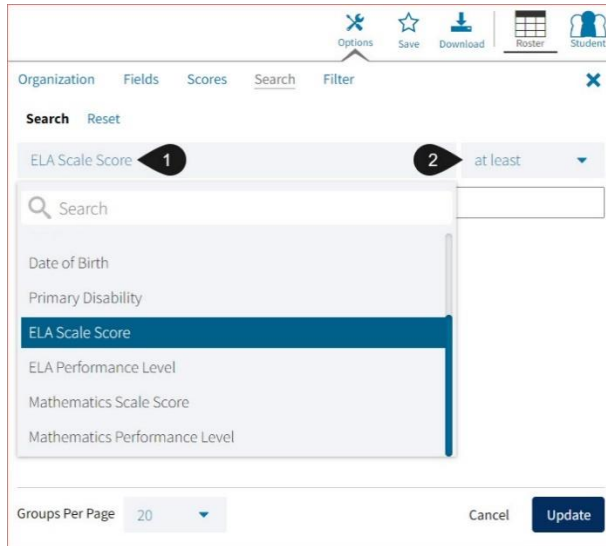


To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

**SEARCH**

The **Search** feature (available in the Roster View report only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the **Roster View** report with an ELA Scale Score of at least a 1200:



1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (1200) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

← Back to BIE Science Assessment Portal

**Roster View:** MSAA (Alternate Assessment), Demo School 1, 2022, Grade 6

Search: ELA Scale Score at least 1200

		English Language Arts	
Last Name	First Name	Scale Score	Performance Level
Demo	Student	1233	Level 2

**FILTER**

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.

The screenshot displays the 'Filter' configuration window in the Cognia reporting tool. At the top, navigation icons for Options, Save, Download, Roster, and Student are visible. The main area is titled 'Filter' and includes an 'Add Filter' button and a 'Reset' link. A dropdown menu shows 'Showing students who are' with a callout '1' pointing to it. Below this, the 'Relationship' section has radio buttons for 'And' (selected) and 'Or', with a callout '2' pointing to the 'Or' button. A list of filter criteria is shown, including 'Female' and 'American Indian/Alaskan Native', each with a trash can icon for removal. At the bottom, there is a 'Groups Per Page' dropdown set to 20, and 'Cancel' and 'Update' buttons, with a callout '3' pointing to the 'Cancel' button.

**SCIENCE ASSESSMENT**

**SCIENCE ASSESSMENT REPORTS**

There are three types of reports available from the Reporting home page for BIE Science Assessments. Performance Summary View, Roster View, and Data Tools.

The **Performance Summary View** report provides school performance data in a table or graphical format and allows customization using various summary statistics.

				Science				
				Tested	Novice %	Nearing Proficiency %	Proficient %	Advanced %
Demo School 1	2022	Grade 4		2	50	0	0	50

The **Roster View** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

		Science	
Last Name	First Name	Scale Score	Achievement Level
Demo001	Student	560	Advanced
Demo002	Student	510	Novice

Through the **Roster View** report, users can access an **Individual Report** that provides individual results for each student.

Drill To Selection: Students whose Last Name is Demo001, First Name is Student

**Demo 001, Student**

Student ID: 123456789      District Name: Tribally Controlled Schools      School Name: Demo School 1  
 Date of Birth: 09/29/2010      Student Grade: 04

Score Results	Scale Score	Achievement Level	Performance Indicator
Science	560	Advanced	
Physical Sciences			Above
Life Sciences			Above
Earth and Space Sciences			Above

**Data Tools** provides the ability to create summary statistics, frequency distributions, cross-tab, and scatter plots. These tools are also available within specific reports by clicking on column headers.



## GENERATING A REPORT

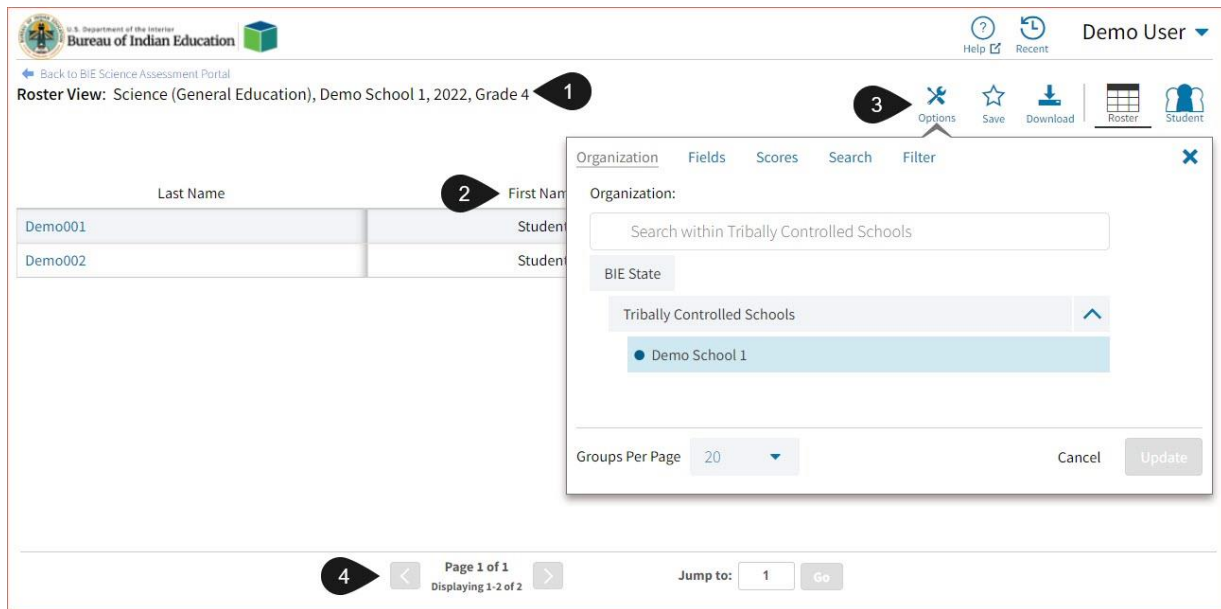
The Reporting home page displays the report types for the subject areas and test administrations available to you.

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a grade.
5. Use the **Organization** menu to select a School(s) to which you have access.
6. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT



1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. Additional fields and score data can be added by selecting **Fields** in or **Scores** (see the “Fields” and “Stats” in the “Customization Options” section at the end of the user guide for more information). Data can be filtered or isolated by using the **Search** or **Filter** menus (see “Search” and “Filter” in the “Customization Options” section at the end of the user guide for more information).
5. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING STUDENT REPORTS

On a **Roster View** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.) Once on an Individual Report, you can return to the roster list by clicking again on the Roster button.

Roster

		Science	
Last Name	First Name	Scale Score	Achievement Level
Demo001	Student	560	Advanced
Demo002	Student	510	Novice

Student (Individual Report)

Score Results	Scale Score	Achievement Level	Performance Indicator
Science	560	Advanced	
Physical Sciences			Above
Life Sciences			Above
Earth and Space Sciences			Above

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

		Science	
Last Name	First Name	Scale Score	Achievement Level
Demo001	Student	560	Advanced
Demo002	Student	510	Novice

← Back to BIE Science Assessment Portal

**Individual Report : Science (General Education), Demo School 1, 2022, Grade 4**

Drill To Selection: Students whose Last Name is Demo001, First Name is Student

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**Demo001, Student**

Student ID: 123456789	District Name: Tribally Controlled Schools
Date of Birth: 09/29/2010	Student Grade: 04

**USING STUDENT SEARCH**

You can quickly create a report for an individual student by searching for the student. In the **Student Search** field, search for the student by their Last Name, First Name, or Student ID. A list of potential matches will appear.

Click on a student in the list of potential matches to generate a list of their testing history. Click the “more results” link to see a detailed list of the potential matches based on the criteria you entered.

Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results (testing history). Selecting/clicking a student name from the “more results” view will also take you to the student’s cumulative results.

← Back to BIE Science Assessment Portal

**Student Search Cumulative Report**  
**Science (General Education)**

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**Forty, Student**

2022, Grade 5	<b>District Name:</b> Cyber Valley District-CVD <b>School Name:</b> Cyber Valley School 1-SCHCV1	<b>Science Scale Score: 548</b> <b>Science Achievement Level: Nearing Proficiency</b>
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Clicking on a test event in the cumulative search report (e.g., 2022, Grade 5) will give you a detailed individual report.



Back to BIE Science Assessment Portal

**Individual Report** : Science (General Education), Cyber Valley School 1-SCHCV1, 2022, Grade 5

Drill To Selection: Students whose Last Name is Forty, First Name is Student

Options Save Download Roster Student

**Forty, Student**

Student ID: 100000040 District Name: Cyber Valley District-CVD School Name: Cyber Valley School 1-SCHCV1  
 Date of Birth: 01/12/1999 Student Grade: Grade 5

Score Results	Scale Score	Achievement Level	Performance Indicator
Science	548	Nearing Proficiency	
Physical Sciences			Below
Life Sciences			Below
Earth and Space Sciences			Below

Clicking on the **Roster** button above the top right of the Individual Student Report will navigate you to a roster view where you can continue your analysis and/or select other students.

### VIEWING DATA TOOLS REPORTS

**Data Tools** reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view frequency distributions, summary statistics and cross-tabulation across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, cross-tab, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



### SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button. Using the Summarize tool will provide a classroom summary report providing the mean, minimum, and maximum score. As an Admin, the Summarize feature will provide the same report for students in the selected grade level, school, or district organization who have taken the item set.

Back to BIE Science Assessment Portal

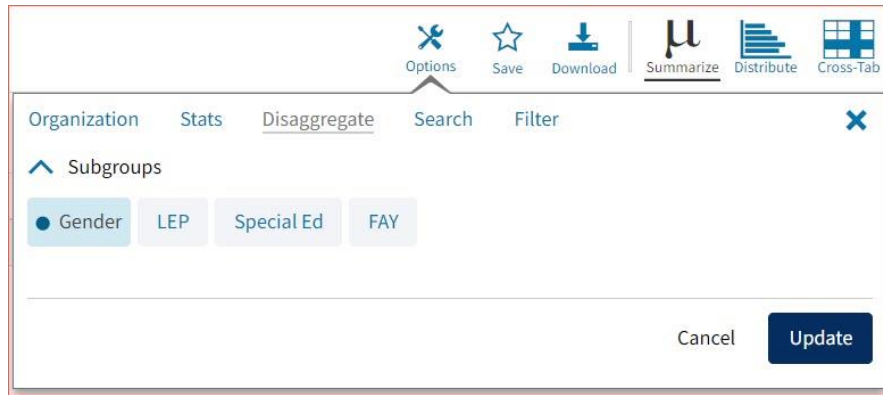
**Summary Statistics**: Science (General Education), Cyber Valley District-CVD, 2022, Grade 5

Options Save Download Summarize Distribute Cross-Tab

**Science Scale Score**

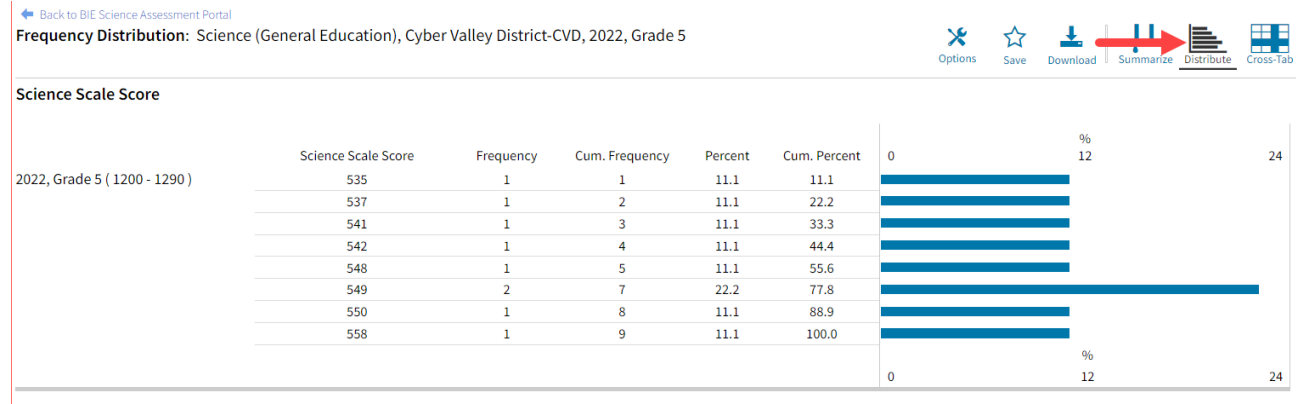
Population	Valid N	Mean	S.D.	Minimum	Maximum
9	9	545.4	7.3	535	558

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

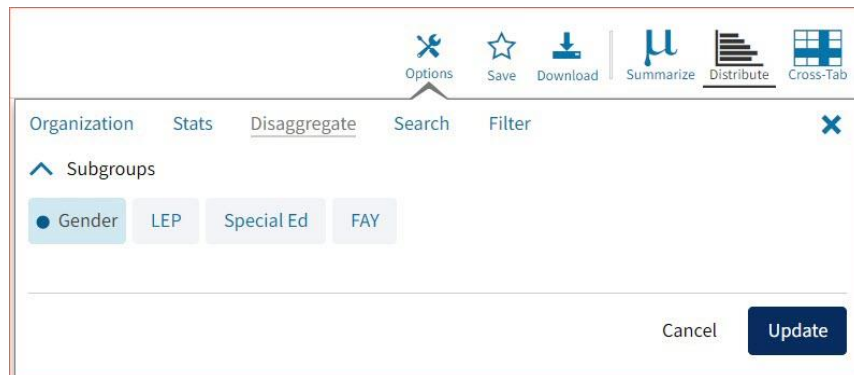


**DISTRIBUTE**

Generate a frequency distribution for a score by clicking on the **Distribute** button on the Data Tools report.



You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



**CROSS TABULATION**

Generate a cross tabulation based on achievement level, subscore achievement level, demographics, or various test information by clicking on the **Cross-Tab** button from the Data Tools report.

Back to BIE Science Assessment Portal

Cross-Tab: Science (General Education), Cyber Valley District-CVD, 2022, Grade 5

Options Save Download Summarize Distribute Cross-Tab

Science Achievement Level by Physical Sciences Performance Indicator

Number Tested

Physical Sciences Performance Indicator	Science Achievement Level				Total
	Novice	Nearing Proficiency	Proficient	Advanced	
Below	4	4	0	0	8
At/Near	0	1	0	0	1
Above	0	0	0	0	0
Total	4	5	0	0	9

If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score or field) to view a cross-tab report.

Options Save Download Summarize Distribute Cross-Tab

Organization Stats Fields Search Filter

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

✓ Scores

Cancel Update

You can also change the cross-tab selection in the **Stats** and/or **Fields** tabs listed under the **Options** button or filter the results shown on the Cross-Tab report using the **Filter** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with new selections.

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

Science Achievement Level by Physical Sciences Performance Indicator

Percent of Total

Number Tested

Percent of Total

Percent of Physical Sciences Performance Indicator Total

Percent of Science Achievement Level Total

Back to BIE Science Assessment Portal

Cross-Tab: Science (General Education), Cyber Valley District-CVD, 2022, Grade 5

Options Save Download Summarize Distribute Cross-Tab

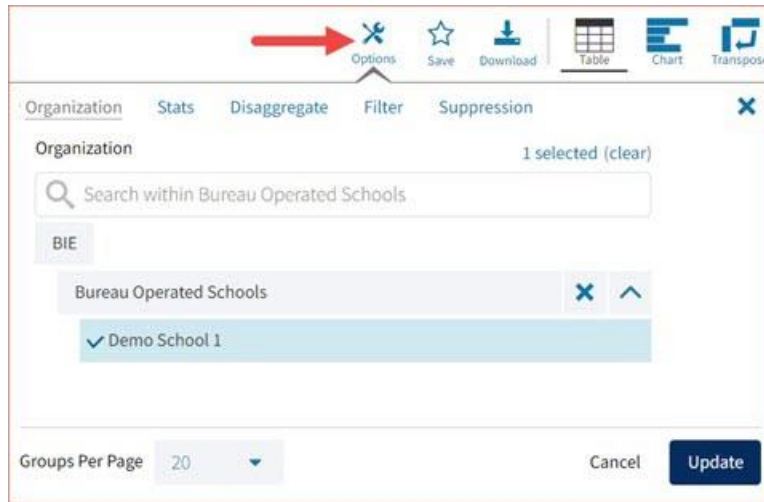
Science Achievement Level by Physical Sciences Performance Indicator

Percent of Total

Physical Sciences Performance Indicator	Science Achievement Level				Total
	Novice	Nearing Proficiency	Proficient	Advanced	
Below	44.4	44.4	0.0	0.0	88.9
At/Near	0.0	11.1	0.0	0.0	11.1
Above	0.0	0.0	0.0	0.0	0.0
Total	44.4	55.6	0.0	0.0	100.0

### CUSTOMIZATION OPTIONS

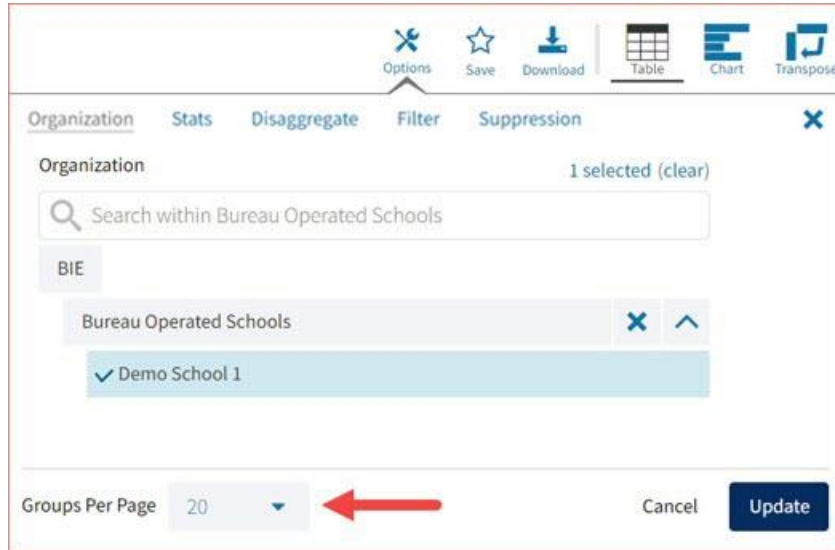
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.



- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

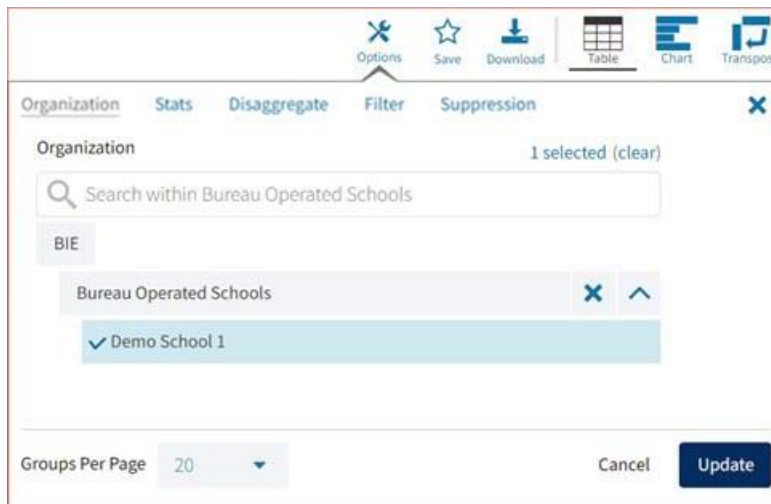
**DISPLAY**

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing a number from the menu next to **Groups Per Page** and click **Update** on any tab of the Options menu.



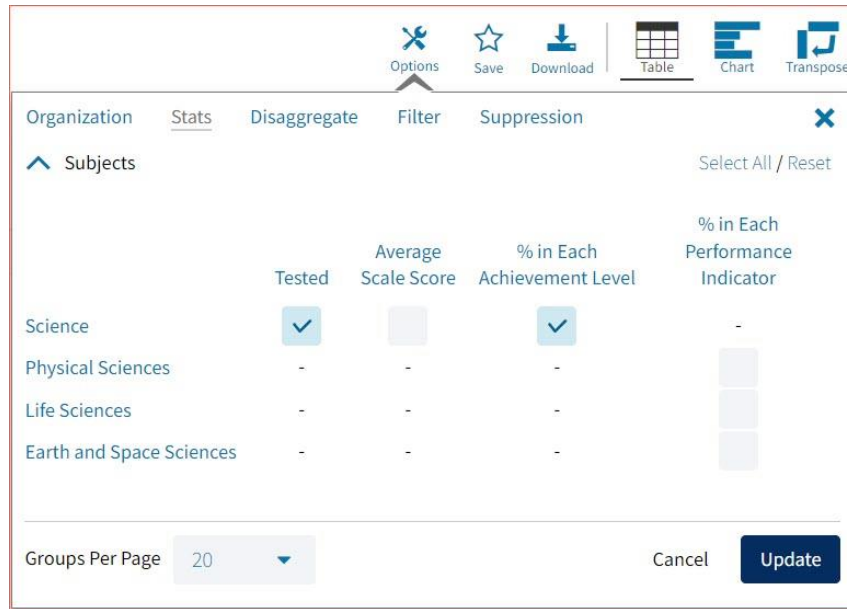
**ORGANIZATION**

The **Organization** tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.

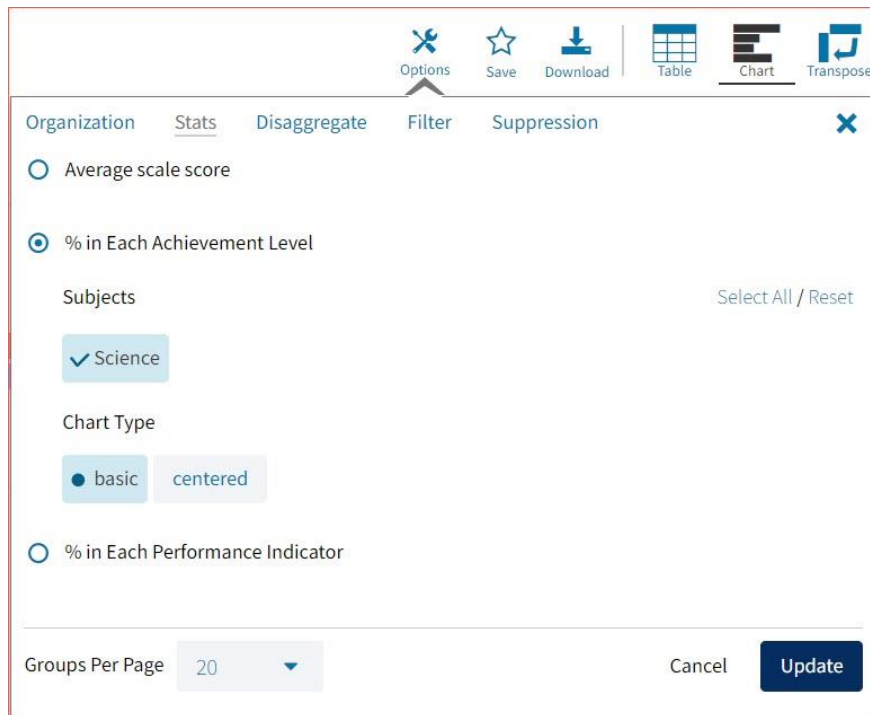


STATS

The **Stats** tab (available in the Performance Summary View report only) can be used to select stats or scores to view on the report. Select a button to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click **Update** to view the selections in the report.

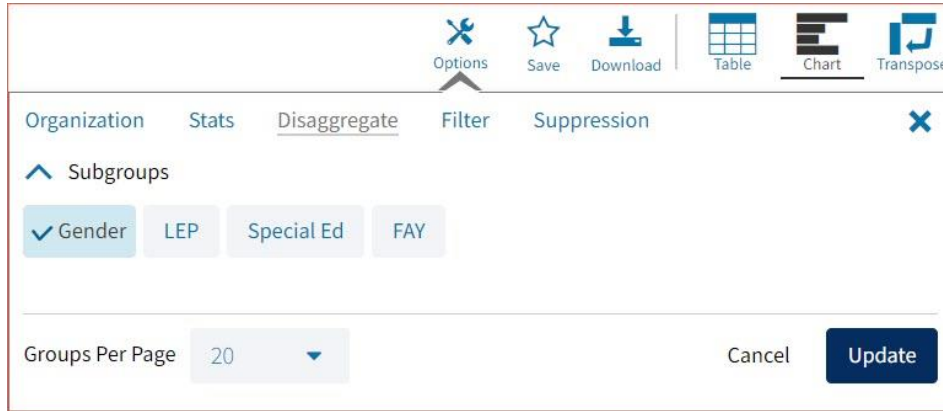


**Note:** The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the option to adjust the stats graphed as well as the chart type.



DISAGGREGATE

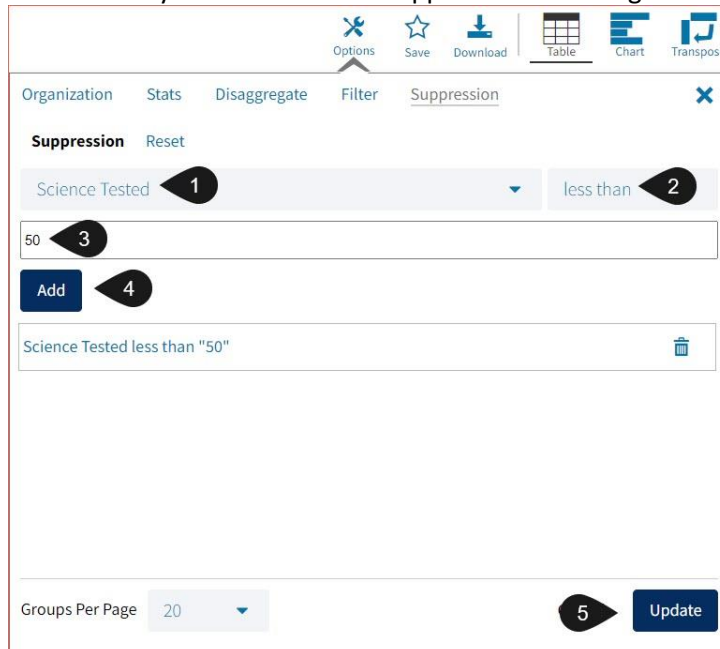
The **Disaggregate** tab (available in the Performance Summary View report only) allows you to disaggregate the report by different subgroups.



SUPPRESSION

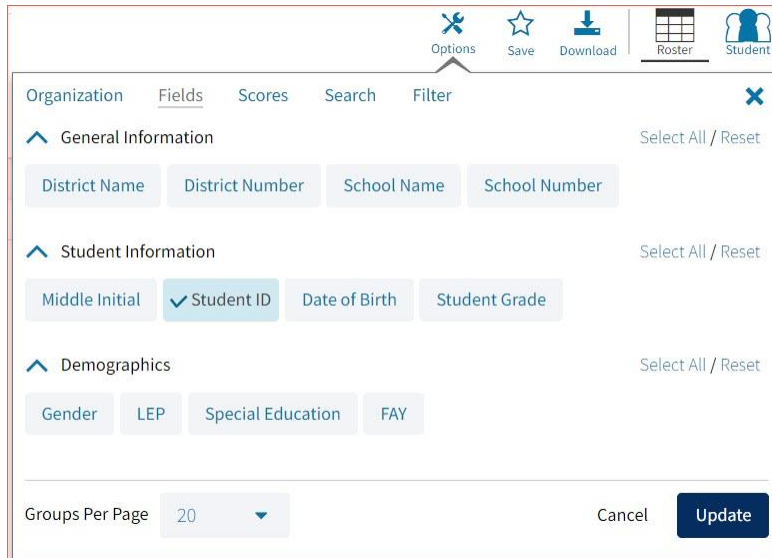
The **Suppression** feature allows you apply dynamic data suppression when viewing data on the Achievement Summary Report.

1. Click on the desired variable from the drop-down list to select the number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To**, to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click Add to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.



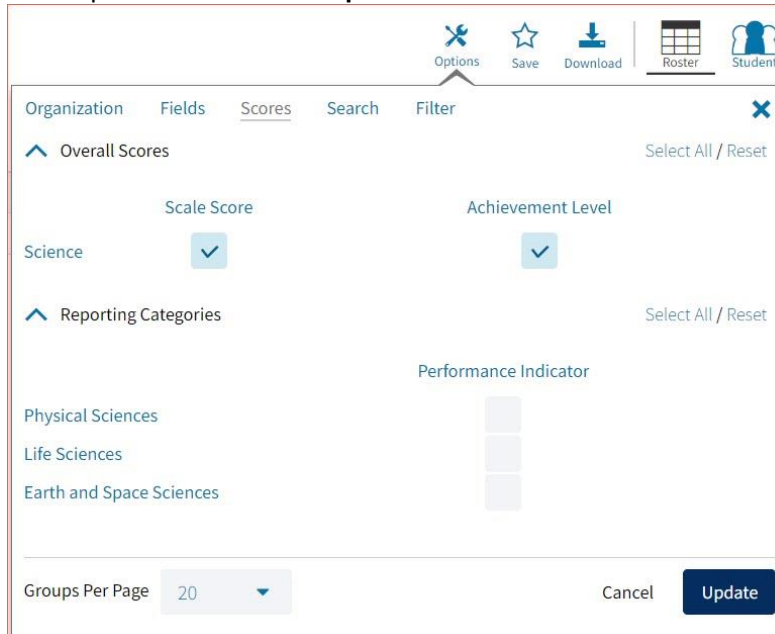
**FIELDS**

The **Fields** tab (available in the Roster View report only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.



**SCORES**

The **Scores** tab (available in the Roster View report only) can be used to select scores to view on the report. Select checkboxes for Scale Score, Performance Level or Percent Correct. To view all scores in one section, click the blue header. To view all available scores, click the **Select All** link. Checkboxes can be deselected to remove specific scores. Click **Update** to view the selections in the report.



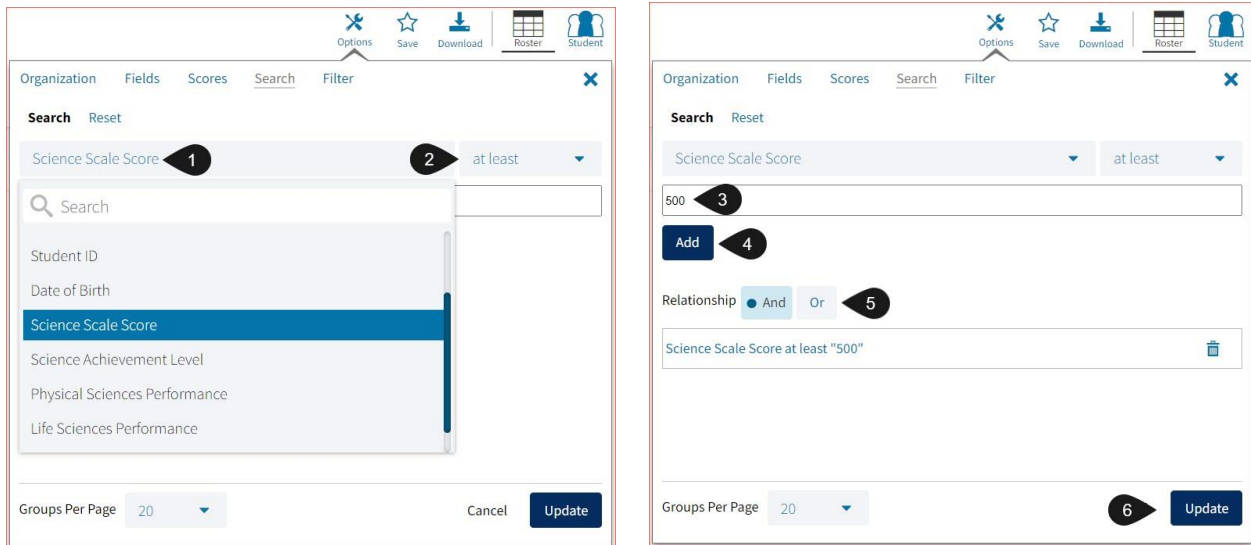


To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

**SEARCH**

The **Search** feature (available in the Roster View report only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the **Roster View** report with an ELA Scale Score of at least a 1200:



1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (500) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

← Back to BIE Science Assessment Portal

**Roster View:** Science (General Education), Demo School 1, 2022, Grade 4

Search: Science Scale Score at least 500

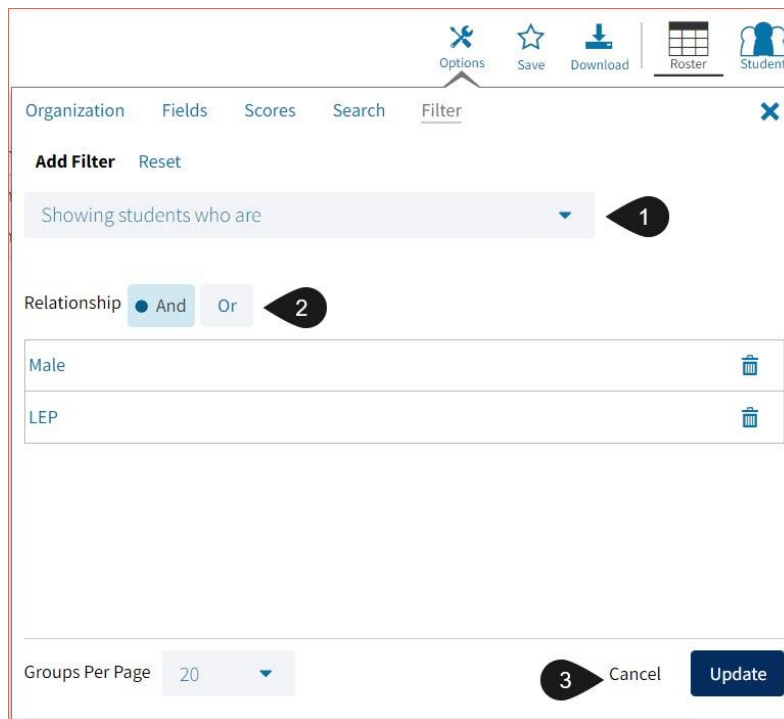
Last Name	First Name	Science	
		Scale Score	Achievement Level
Demo001	Student	560	Advanced
Demo002	Student	510	Novice

**FILTER**

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.



## SCIENCE BENCHMARK ASSESSMENT

The Science Benchmark Assessment tests three different levels: Grade 5, middle school, and high school. There are 4 forms per grade level and each form covers different content/standards. Each form is 12-14 items, there will be 10-12 selected response and 2 open response items. The open-ended response questions will be scored by teachers, they will be provided a scoring rubric in the scoring component of the online platform. The Science benchmark assessments are aligned to Next Generation Science Standards.

### BENCHMARK ASSESSMENT REPORTS

There are two types of reports available from the Reporting home page for Science Benchmark Assessment: Student List Report and Data Tools.

The **Student List** report provides dynamic access to assessment results and demographic information for multiple students under your current organization. Interactive tools allow users to further explore the data.

[Back to BIE Science Assessment Portal](#)  
**Student List:** Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

[Options](#)
[Save](#)
[Download](#)
[Roster](#)
[Student](#)

Last Name	First Name	Total Score			Items			
		Score	Max	%	Item 1	Item 2	Item 3	Item 4
FourFifty	Student	2	5	40	B	D	A	2
FourFiftyone	Student	2	5	40	A	B	C	1
FourFiftytwo	Student	3	5	60	A	B	D	1
FourSixtyfive	Student		5					
FourSixtyfour	Student	3	5	60	A	B	D	1
FourSixtyfour	Student	5	5	100	A	C	D	2
FourSixtyone	Student	5	5	100	A	C	D	2
FourSixtythree	Student	5	5	100	A	C	D	2
FourSixtytwo	Student	5	5	100	A	C	D	2
FourSixtytwo	Student	3	5	60	A	B	D	1
FourTwenty	Student	2	5	40	A	B	D	

Through the **Student List** report, users can access an **Individual Student Report** that provides individual results for each student.

[Back to BIE Science Assessment Portal](#)  
**Individual Student Report:** Benchmark Assessment, Cyber Valley School 1-SCHCV1, 2022-2023, Science, Test Performance Expectations 2 (09/08/2022 - 09/30/2022)

[Options](#)
[Save](#)
[Download](#)
[Roster](#)
[Student](#)

**ThreeTwentynine, Student**

Student ID: 100000329      District Name: Cyber Valley District-CVD      School Name: Cyber Valley School 1-SCHCV1  
 Date of Birth: 09/02/1999      Student Grade: Grade 08

Standards	Score Earned / Possible Points	
Science:	1 / 2	50%
Develop a model to describe that matter is made of particles too small to be seen.:	1 / 2	50%
Support an argument that plants get the materials they need for growth chiefly from air and water.:	0 / 1	0%

**Data Tools** provides the ability to create summary statistics, frequency distributions, and scatter plots. These tools are also available within specific reports by clicking on column headers.



## GENERATING A REPORT

The Reporting home page displays the report types for the subject areas and test administrations available to you.

To generate a report:

1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data are available.
4. Select a subject area.
5. Use the **Organization** menu to select a District or School(s) to which you have access.
6. Select the item set from the **Tests** drop-down.
7. When you have finished specifying the parameters, click **Get Report** to generate the report you selected. The selected report is generated with the specified parameters.

**Note:** STCs will see an **Organization** menu instead of Teacher selection to select a School(s) to which you have access.

To customize the report, see the [Customization Options](#) section.

NAVIGATING A REPORT

The screenshot displays the BIE Science Assessment Portal interface. At the top, the user is logged in as 'Demo User'. The main content area shows a 'Student List' for a benchmark assessment at Yellowstone Middle School. The list has two columns: 'Last Name' and 'First Name'. A table of student records is shown below. An 'Options' menu is open, allowing users to filter the report by various fields such as District Name, Student ID, and Demographics. Navigation controls at the bottom include page numbers and a 'Jump to' field.

Last Name	First Name
FourFifty	Student
FourFiftyone	Student
FourFiftytwo	Student
FourSixtyfive	Student
FourSixtyfour	Student
FourSixtyfour	Student
FourSixtyone	Student
FourSixtythree	Student
FourSixtytwo	Student
FourSixtytwo	Student
FourTwenty	Student

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below.
2. To rearrange the report, sort columns by clicking a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically.
3. To change the number of records shown on each page of the report, click on the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and click **Update**.
4. Use the navigation buttons at the bottom of the report to page back and forth through the reports or type a page number in the **Jump to** field, and then click **Go**.

VIEWING STUDENT REPORTS

On a **Student List** report, you can select one of the available buttons, **Roster**, or **Student**, above the report to change the view to a roster list for all student in the selected group or a set of detailed individual student reports for each student in the selected group. (The Roster view is set as the default.) Once on an Individual Student Report, you can return to the roster list by clicking again on the Roster button. Both Users (teachers) and Admins are able to generate Student Reports. Users will only see results for students within their classes, while STCs will have visibility to their assigned organizations.

**Roster**

The response under the Item Number heading within Items is the response the student answered for that item.

Back to BIE Science Assessment Portal

Student List: Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Options Save Download Roster Student

Last Name	First Name	Total Score			Items			
		Score	Max	%	Item 1	Item 2	Item 3	Item 4
FourFifty	Student	2	5	40	B	D	A	2
FourFiftyone	Student	2	5	40	A	B	C	1
FourFiftytwo	Student	3	5	60	A	B	D	1
FourSixtyfive	Student		5					
FourSixtyfour	Student	3	5	60	A	B	D	1
FourSixtyfour	Student	5	5	100	A	C	D	2
FourSixtyone	Student	5	5	100	A	C	D	2
FourSixtythree	Student	5	5	100	A	C	D	2
FourSixtytwo	Student	5	5	100	A	C	D	2
FourSixtytwo	Student	3	5	60	A	B	D	1
FourTwenty	Student	2	5	40	A	B	D	

**Item Preview**

When viewing the roster list, you can preview any of the items. To preview an item, click the item number, and then click **Item Preview**. A preview of the item will open in a new tab in your browser.

First Name	Total Score			Items			
	Score	Max	%	Item 1	Item 2	Item 3	Item 4
Student	2	5	40	E		A	2
Student	2	5	40	A		C	1
Student	3	5	60	A	B	D	1
Student		5					
Student	3	5	60	A	B	D	1
Student	5	5	100	A	C	D	2
Student	5	5	100	A	C	D	2

### Response Preview

When viewing the roster list, you can preview how a student responded to an item. To preview a student’s item response, click the response for the item number, and then click **Response Preview**. A preview of the items will open in a new tab in your browser and shows the response the student selected.

First Name	Total Score			Items			
	Score	Max	%	Item 1	Item 2	Item 3	Item 4
Student	2	5	40	E	D	A	2
Student	2	5	40	A	B	C	1
Student	3	5	60	A	B	D	1
Student		5					
Student	3	5	60	A	B	D	1
Student	5	5	100	A	C	D	2

### Response Analysis

When viewing the roster list, you can view a response analysis for a particular item. To view an item’s response analysis, click the item number, and then click **Response Analysis**.

← Back to BIE Science Assessment Portal

**Student List:** Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Options Save Download Roster Student

Last Name	First Name	Total Score			Items			
		Score	Max	%	Item 1	Item 2	Item 3	Item 4
FourFifty	Student	2	5	40			A	2
FourFiftyone	Student	2	5	40			C	1
FourFiftytwo	Student	3	5	60	A	B	D	1
FourSixtyfive	Student		5					
FourSixtyfour	Student	3	5	60	A	B	D	1
FourSixtyfour	Student	5	5	100	A	C	D	2

A response analysis of the selected item will open.

← Back to BIE Science Assessment Portal

**Response Analysis:** Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Options Save Download Chart

**Item 1: Stimulus-High**

Student's Response	Score	%
1. A	1	90.0
2. B	0	10.0

The response analysis displays a summary of how students performed on an individual item. The first column displays how the student answered while the second column indicates the score for that response. Number Tested and Percent display the number and percent of students for each response.

**Student (Individual Student Report)**

U.S. Department of the Interior  
Bureau of Indian Education

Back to BIE Science Assessment Portal

**Individual Student Report:** Benchmark Assessment, Cyber Valley School 1-SCHCV1, 2022-2023, Science, Test Performance Expectations 2 (09/08/2022 - 09/30/2022)

Options Save Download Roster **Student**

**ThreeTwenty-nine, Student**

Student ID: 100000329 District Name: Cyber Valley District-CVD School Name: Cyber Valley School 1-SCHCV1  
Date of Birth: 09/02/1999 Student Grade: Grade 08

Standards	Score Earned / Possible Points
Science:	1 / 2 <span style="float: right;">50%</span>
Develop a model to describe that matter is made of particles too small to be seen.:	1 / 2 <span style="float: right;">50%</span>
Support an argument that plants get the materials they need for growth chiefly from air and water.:	0 / 1 <span style="float: right;">0%</span>

Page 1 of 1 Jump to: 1 Go

Use the arrows at the bottom of the page to view each Individual Student Report within the selected group.

In addition to selecting the Student button to see a set of individual student reports for all students in the group, you can click on a student name in the roster view in order to access an individual report for only that student.

Last Name	First Name	Total Score		
		Score	Max	%
FourFifty	Student	2	5	40
FourFiftyone	Student	2	5	40
FourFiftytwo	Student	3	5	60

Back to BIE Science Assessment Portal

**Individual Student Report:** Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Drill To Selection: Students whose Last Name is FourFifty, First Name is Student

**FourFifty, Student**

Student ID: 100000450 District Name: Yellowstone District  
Date of Birth: 01/22/1999 Student Grade: Grade 08



VIEWING DATA TOOLS REPORTS

**Data Tools** reports can be accessed directly from the main report selections page, providing a summary statistics report intended to streamline data analysis. The Data Tools report allows you to view summary statistics, frequency distributions, and scatter plot reports across available score and field data points all within a single report.

The data tool functionality (summarize, distribute, plot) can also be accessed as options from the column headers in the Student List report.

From the **Data Tools** report, select from four analysis options indicated by the buttons at the top right of the report. Summary statistics is the default view.



SUMMARIZE

Instantly see summary statistics, such as mean and standard deviation, by clicking on the **Summarize** button. Using the Summarize tool will provide a classroom summary report providing the mean, minimum, and maximum score. As an Admin, the Summarize feature will provide the same report for students in the selected grade level or school who have taken the item set.

Back to BIE Science Assessment Portal

Summary Statistics: Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Options Save Download **Summarize** Distribute Plot

Total Score

Population	Valid N	Mean	S.D.	Minimum	Maximum
11	10	3.5	1.4	2	5

You can also view summary statistics by demographic subgroups, such as gender by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.

Options Save Download Summarize Distribute Plot

Stats Disaggregate Filter Search

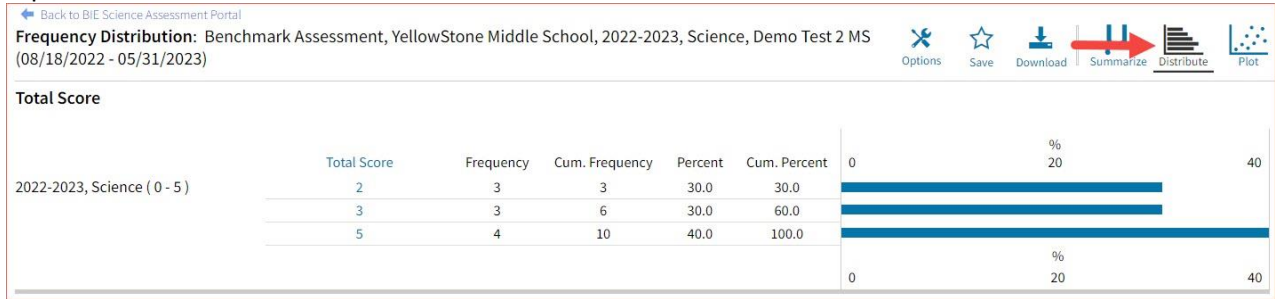
Subgroups

Gender Special Education LEP Class Name

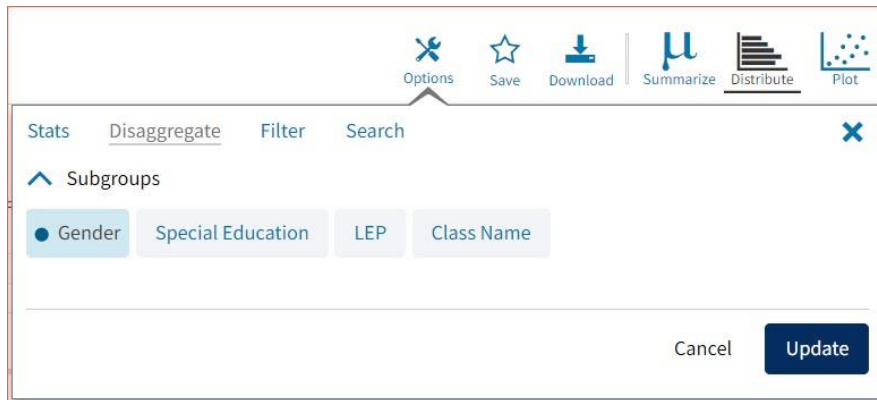
Cancel Update

**DISTRIBUTE**

Generate a frequency distribution for a score by clicking on the **Distribute** button on the Data Tools report.

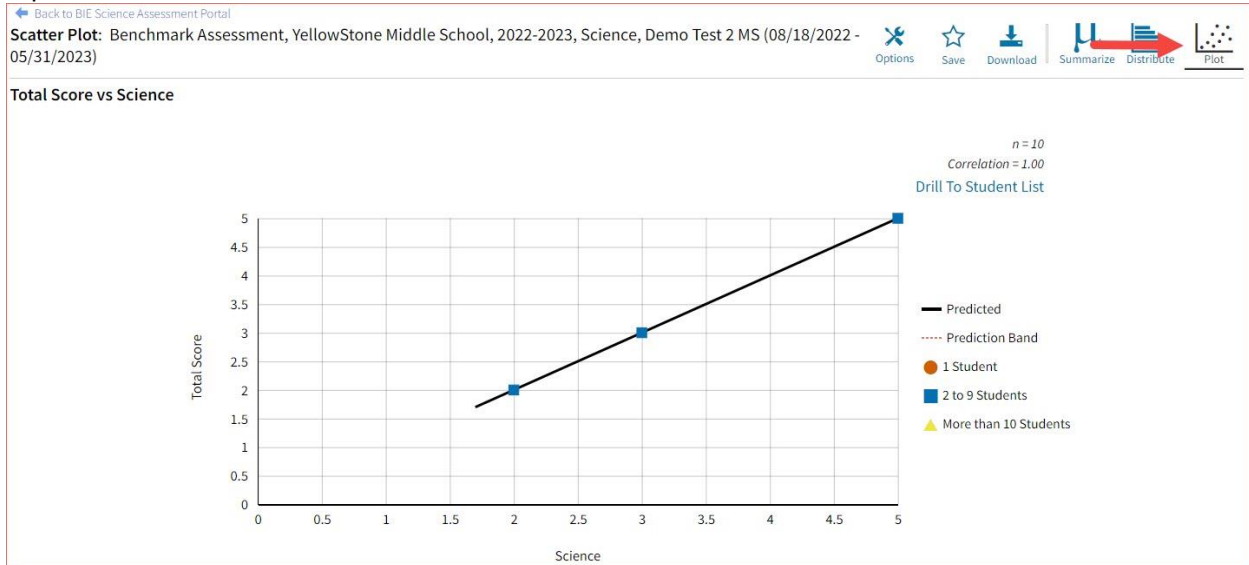


You can also view frequency distributions by demographic subgroups, such as gender, by clicking the **Options** button, selecting the **Disaggregate** tab, and then clicking on a demographic group and choosing **Update**.



**SCATTER PLOT**

Generate a scatter plot based on available scores by clicking on the **Plot** button from the **Data Tools** report.



If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will appear instructing you to add a second variable (score) to view a scatter plot report.

This is a bivariate analysis and requires two variables to be selected from the Stats and/or Fields tab. Once two variables have been selected, the 'Update' button will become available.

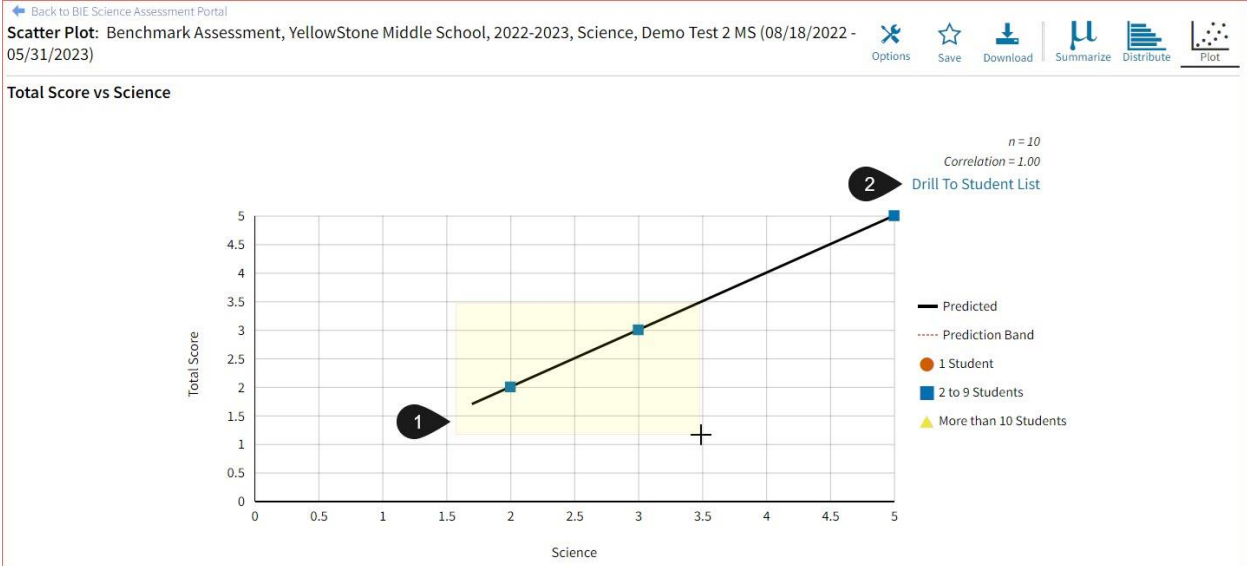
Overall Scores

- Total Score

Standards

- Science
- Stimulus-High
- SCI.K-2.NOS.1.1.1.1
- SCI.K-2.STSE.1
- SCI.3-5.STSE.1

Cancel Update

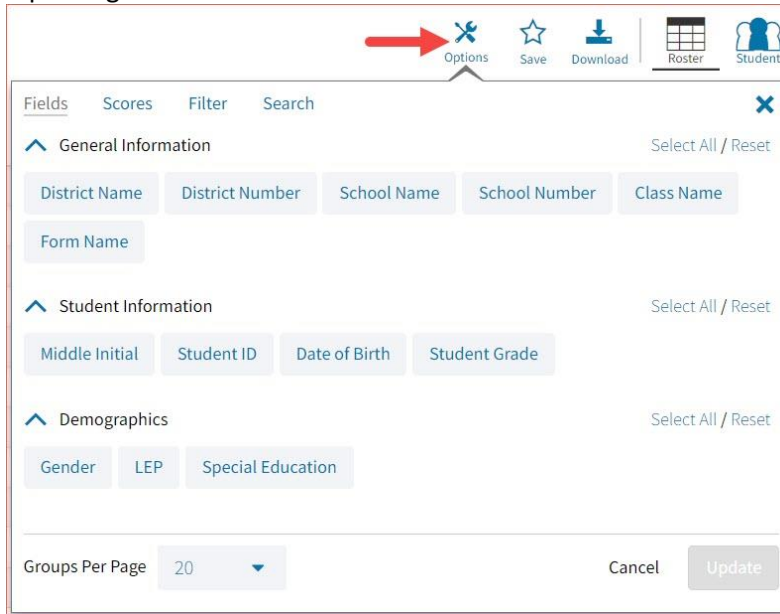


1. You may enlarge sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to enlarge.
2. You can click **Drill to Student List** in the top right corner of the graph to drill to a Student List report view for the students shown in the current scatter plot view.

You can also change scatter plot sections in the **Stats** tab under the **Options** button and search the results shown on the scatter plot report using the **Search** tab. You can make selections among various tabs before clicking **Update** to refresh the report view with the new selections.

CUSTOMIZATION OPTIONS

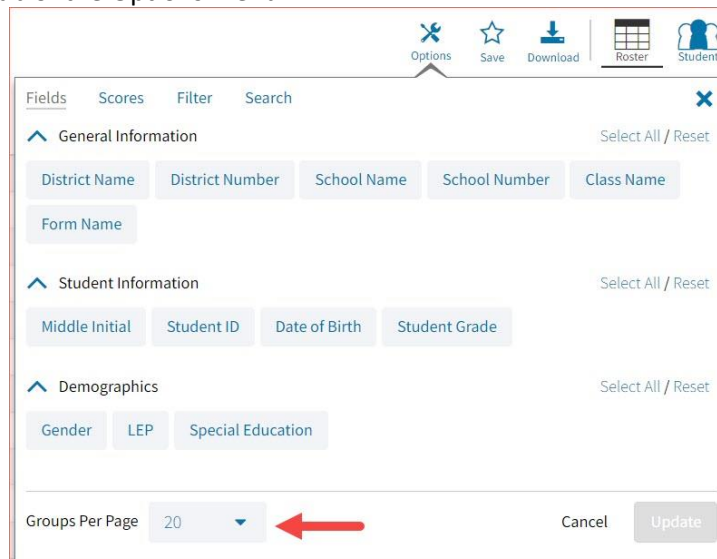
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.



- For any report, clicking the **Options** button above the top right of the report will open a pop-out module with a menu of variables that can be changed. Each category of report has its own tab menu described below.
- Clicking **Update** will apply the customizations.
- Clicking **Cancel** will keep the report with existing options.
- Clicking the **x** will close the window.

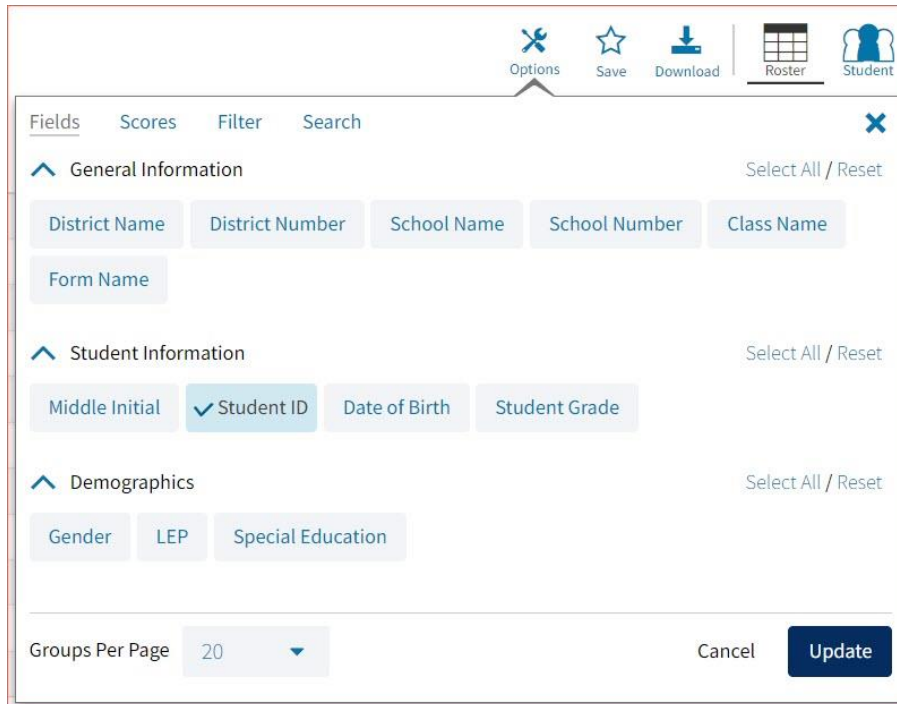
DISPLAY

On any report, specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing a number from the menu next to **Groups Per Page** and click **Update** on any tab of the Options menu.



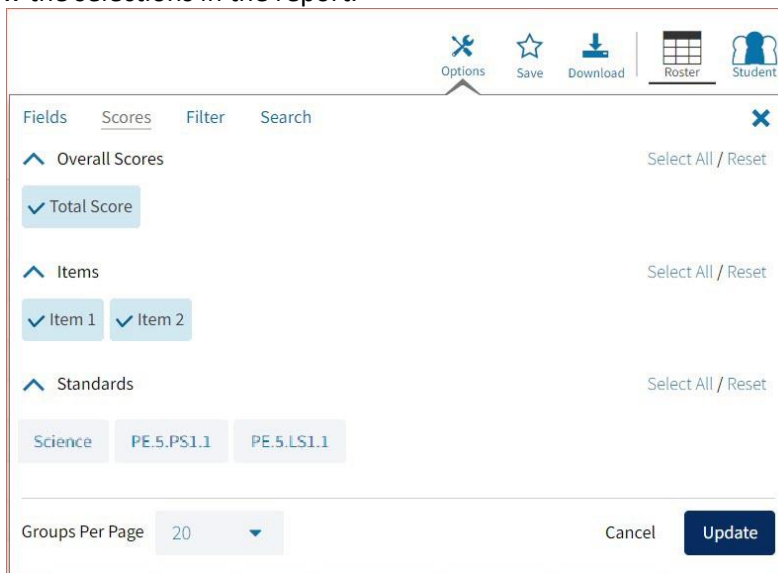
**FIELDS**

The **Fields** tab (available in Student List reports only) allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click **Update** to add these fields as columns to the report.



**SCORES**

The **Scores** tab (available in Student List reports only) can be used to select scores to view on the report. Select checkboxes for Items and/or Standards. To view all items and standards, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections in the report.



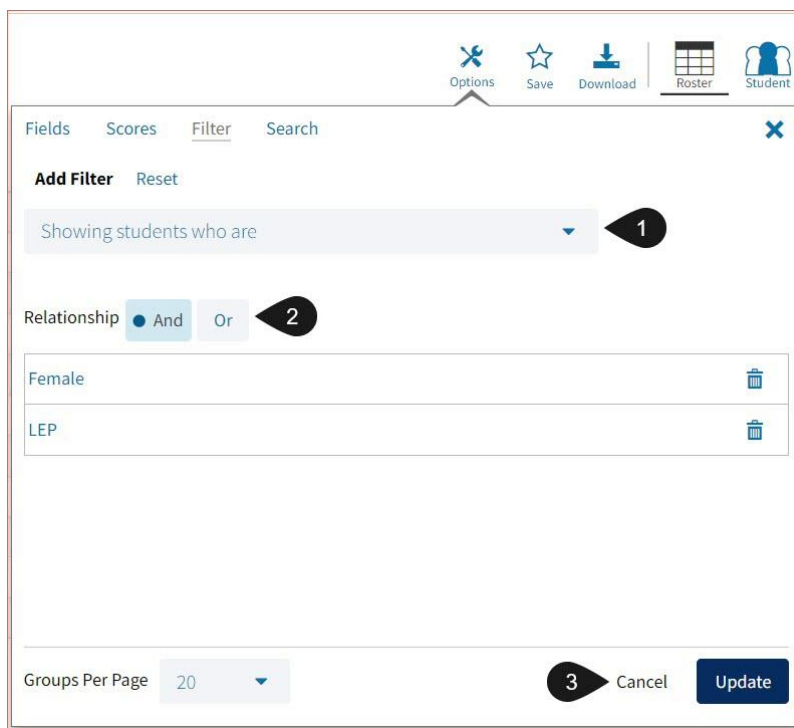
To view all scores and reporting categories, click the **Select All** link within each section. Checkboxes can be deselected to remove specific scores or reporting categories. Click **Update** to view the selections of the report.

**FILTER**

The **Filter** feature (available in all reports) allows you to include or exclude students based on demographic variables.

1. Click on the desired demographic variable from the drop-down list to select a subgroup. Click on another demographic variable to select more than one subgroup.
2. Choose the **Relationship**, by selecting **And** or **Or** to specify the logical relationship between the subgroups selected.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
3. Click **Update**.

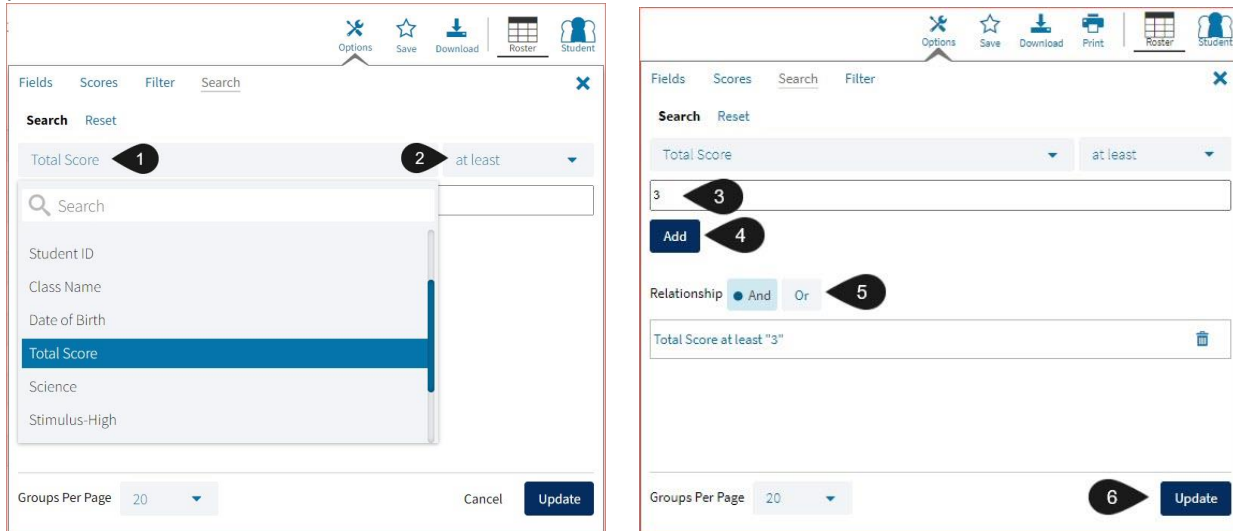
Selections display s boxes under **Relationship**. Click on the trash can icon displayed to remove the selection.



**SEARCH**

The **Search** feature (available in Student List reports only) allows you to search for students by name, Student ID, date of birth, scores, or other options.

For example, to find students in the school **Student List** report with a total score of at least a 3 on a particular item set:



1. Select the subject area option from the drop-down menu to capture the total score.
2. Select **At Least**, **At Most**, or **Equal to**.
3. Enter the score value (3) in the text box.
4. Click **Add**.
5. Choose the **Relationship**.  
**And** will show only students who fall under all the selected characteristics, whereas **Or** will show students who fall under at least one of the selected characteristics.
6. Click **Update**

The report will refresh showing only students matching the search criteria.

← Back to BIE Science Assessment Portal

**Student List:** Benchmark Assessment, Yellowstone Middle School, 2022-2023, Science, Demo Test 2 MS (08/18/2022 - 05/31/2023)

Search: Total Score at least 3

Last Name	First Name	Total Score			Item 1
		Score	Max	%	
FourFiftytwo	Student	3	5	60	A
FourSixtyfour	Student	3	5	60	A
FourSixtyfour	Student	5	5	100	A