



VIEWING TEST DATA FOR ONE CLASS

Teachers can easily view TAKS and benchmark data on their students to help facilitate data analysis.

Expand the class period, test type, subject, year, and grade level (by clicking on each folder) to view a test

****Note:** When selecting a grade level for a TAKS test, keep in mind that this is the grade the students were in when they took the test. You are only able to view students that you have in your current roster. So, you will select the TAKS test most recently took, not necessarily the grade level they are currently enrolled.

Once the test is selected, a list of students that took the test will appear. This should be the teacher's current roster students.

****Note:** If a student moved from another district, the TAKS scores will not appear for that student.

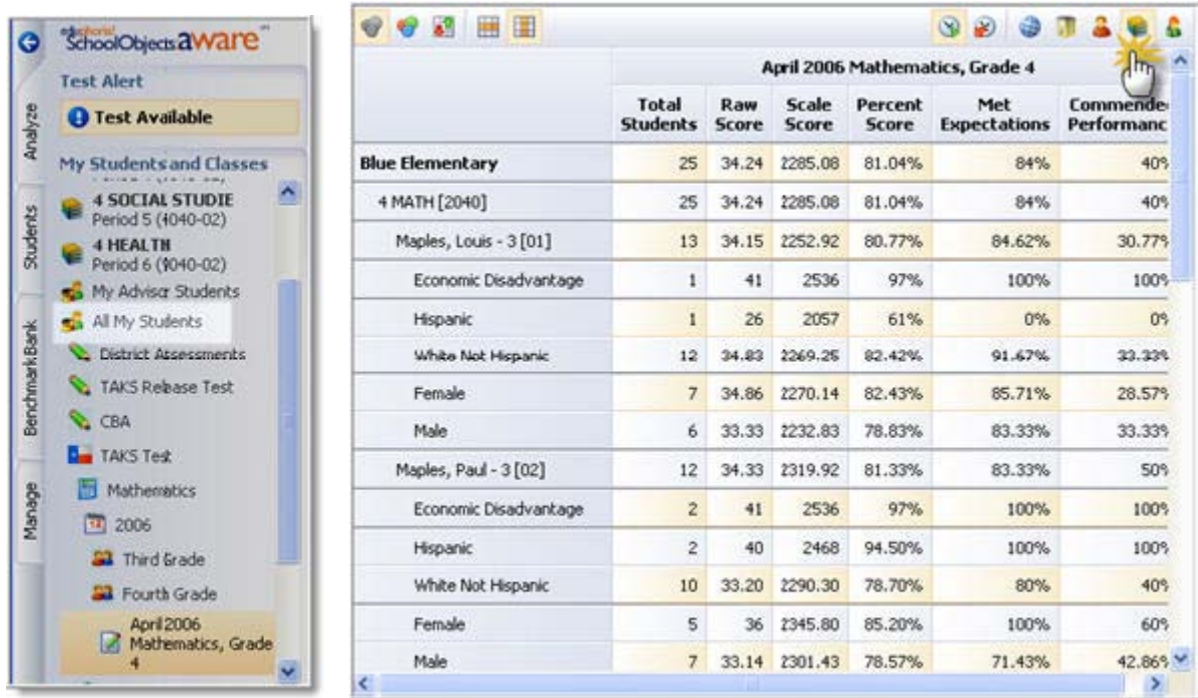


Student Name	Local ID	Economic Disadvantage	LEP	Gender	Ethnicity	Raw Score	Scale Score	Percent Score	Met Expectations	Commended Performance
Large, Randall	020447	No	Other Non-LEP Student	Male	White Not Hispanic	27	2073	64%	No	No
Larios, Elizabeth	020613	Yes	Other Non-LEP Student	Female	White Not Hispanic	41	2536	97%	Yes	Yes
Lassiter, Logan	042246	No	Other Non-LEP Student	Female	White Not Hispanic	37	2287	88%	Yes	No
LAUER, Michael	053332	No	Other Non-LEP Student	Male	White Not Hispanic	23	2011	54%	No	No
Lazaro, Melinda	062920	No	Other Non-LEP Student	Female	White Not Hispanic	39	2400	92%	Yes	Yes
Leavell, Robert	062931	No	Other Non-LEP Student	Male	White Not Hispanic	37	2287	88%	Yes	No
Leblanc, Carson	062932	No	Other Non-LEP Student	Female	White Not Hispanic	40	2433	95%	Yes	Yes
Ledesma, Danielle	062949	No	Other Non-LEP Student	Female	White Not Hispanic	33	2182	78%	Yes	No

VIEW ALL STUDENTS

To view all students for a test, expand *All My Students*, test type, subject, year, grade level, and test. All the students who took the test will be displayed.

To view students by course and section, select the **Course and Section** level icon. The course and sections will be grouped so that the average scores for each section can be compared. To see the students for a section, drill down by double clicking on the teacher's name and section.



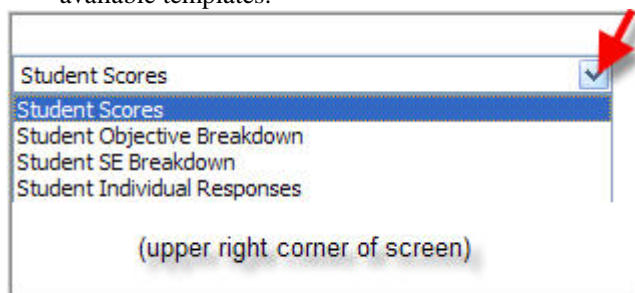
April 2006 Mathematics, Grade 4						
	Total Students	Raw Score	Scale Score	Percent Score	Met Expectations	Commended Performance
Blue Elementary	25	34.24	2285.08	81.04%	84%	40%
4 MATH [2040]	25	34.24	2285.08	81.04%	84%	40%
Maples, Louis - 3 [01]	13	34.15	2252.92	80.77%	84.62%	30.77%
Economic Disadvantage	1	41	2536	97%	100%	100%
Hispanic	1	26	2057	61%	0%	0%
White Not Hispanic	12	34.83	2269.25	82.42%	91.67%	33.33%
Female	7	34.86	2270.14	82.43%	85.71%	28.57%
Male	6	33.33	2232.83	78.83%	83.33%	33.33%
Maples, Paul - 3 [02]	12	34.33	2319.92	81.33%	83.33%	50%
Economic Disadvantage	2	41	2536	97%	100%	100%
Hispanic	2	40	2468	94.50%	100%	100%
White Not Hispanic	10	33.20	2290.30	78.70%	80%	40%
Female	5	36	2345.80	85.20%	100%	60%
Male	7	33.14	2301.43	78.57%	71.43%	42.86%

CHANGING TEMPLATES

There are four default templates that display different information about the test, such as Objective and SE information. District or campus administrators may create different templates that will appear in the list to provide more ways to analyze the test data.

- Click on the drop-down menu to choose a pre-created template. The template will be applied to the selected test.

Note: If the district or campus level personnel has shared a template with you, it will appear in the list of available templates.



Template Descriptions

Below is a list of information each default template will display when applying it to a test.

Student Scores	TAKS Objectives	TEKS Student Expectations	Student Responses/ Item Analysis
<ul style="list-style-type: none"> Raw score Scale score Vertical Scale Score Percent score Met expectations Commended performance 	<ul style="list-style-type: none"> Objectives – % score Raw score Scale score Vertical Scale Score Percent score Met expectations Commended performance 	<ul style="list-style-type: none"> SE – % score Raw score Scale score Vertical Scale Score Percent score Met expectations Commended performance 	<ul style="list-style-type: none"> Shows percent correct/incorrect for each question/objective/SE Raw score Scale score Percent score Met expectations Commended performance

SORTING COLUMNS

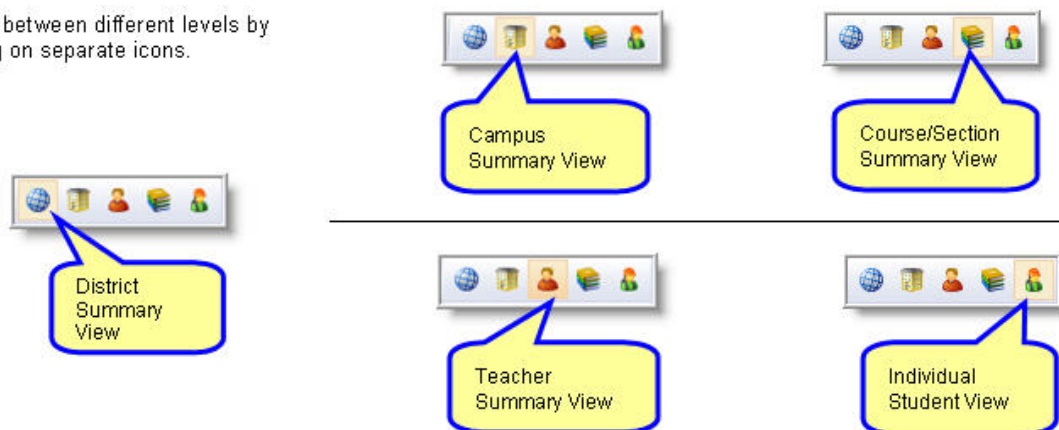
To help facilitate data analysis, information can be sorted in ascending or descending order. To sort a column in ascending order, click on the column heading. To sort in descending order, click on the column heading again.

**To sort within a sort, click on the first column to sort, and then click on the second column.

5th grade science benchmark # 1	
Raw Score	Percentile Score
25.25	84.18
25.25	84.18
24.72	82.36
25.35	84.54
25.65	85.58

VIEWS

Toggle between different levels by clicking on separate icons.



DRILLING DOWN

Drilling down on data will display the results for a particular group. To view results for students grouped together on a view, **double-click** on the row title in the blue area of the screen. Drilling down on a student will display the student's profile. In the example below, double-clicking on 'Hispanic' will display the Hispanic students for Blue Elementary that took this test.

	April 2006 Mathematics, Grade 4					
	Total Students	Raw Score	Scale Score	Percent Score	Met Expectations	
					Yes	No
Blue Elementary	25	34.24	2285.08	81.04%	84%	16%
Hispanic	3	35.33	2331	83.33%	66.67%	33.33%
White Not Hispanic	22	34.09	2278.82	80.73%	86.36%	13.64%
Female	12	35.33	2301.67	83.58%	91.67%	8.33%
Male	13	33.23	2269.77	78.69%	76.92%	23.08%
Green Elementary	24	35.58	2329.79	84.21%	83.33%	16.67%
Black	1	34	2204	80%	100%	0%
Hispanic	3	35	2368.67	83%	66.67%	33.33%
White Not Hispanic	20	35.75	2330.25	84.60%	85%	15%
Female	11	36.45	2390.91	86.27%	81.82%	18.18%
Male	13	34.85	2278.08	82.46%	84.62%	15.38%

Click the left **green arrow to go "back" a level. (upper-left corner of the screen)

COLOR CODING

Test data can be color coded to make data stand out and examine trends. To view **color coding**, click the **Color Results** icon in the upper-left corner.



The data will be color coded according to the following scale:

90-100 = Green	>2400 = Green
80-89 = Yellow	2201-2399 = Yellow
76-79 = Orange	2100-2200 = Orange
<76 = Red	<2100 = Red

DATA PIVOT

Data pivoting allows data to be viewed not only within a group, but also vertically across tests.

When a test is initially viewed, by default it will be displayed across groups. Click the **Compare Across Tests** icon in the upper-left corner to flip the column titles so that the titles are viewed across tests. To compare across groups again, click the **Compare Across Groups** icon and the view will change back.



	Mathematics	Reading/LA	Science
White Intermediate School			
Total Students	252	295	250
Raw Score	37.83	35.21	33.75
Scale Score	2349.81	2263.87	2277.26
Percent Score	85.55%	83.33%	84.12%
Quantile Measure	0Q		
Met Expectations	97.22%	95.29%	82.8%
Commended Performance	40.87%	22.75%	33.2%
Little Measure		905.53L	
White Intermediate School - Economic Disadvantage			
Total Students	68	68	67
Raw Score	16.19	14.96	11.74

PRINTING

Any data view can be exported to Excel or as a PDF. Click **Print to Excel** to export the test information to Excel. Click **Print to PDF** to export the test information as a PDF.



RECEIVED VIEWS

The sent view can be viewed by the teacher on the Analyze tab under *Received Views*. The teacher can print the view; however, they will not be able to edit or drill down on demographic data. The sent view is viewed exactly as it is shared unless they already have rights to view the students' data.

		April 2006 Mathematics, Grade 7				
		Total Students	Scale Score	Percent Score	Met Expectations	Commended Performance
Orange Middle School		375	2261.95	75.90%	85.07%	21.33%
At Risk		45	2255.60	75.44%	82.22%	17.78%
Economic Disadvantage		16	2336.44	79.31%	81.25%	37.5%
African American		45	2189.16	69.33%	73.33%	8.89%
American Indian/Alaskan Native		3	2210.67	71%	66.67%	0%
Asian/Pacific Islander		19	2308.21	80.26%	89.47%	26.32%
Hispanic		62	2207.15	70.23%	79.03%	14.52%
White Not Hispanic		246	2286.13	78.26%	88.62%	25.2%

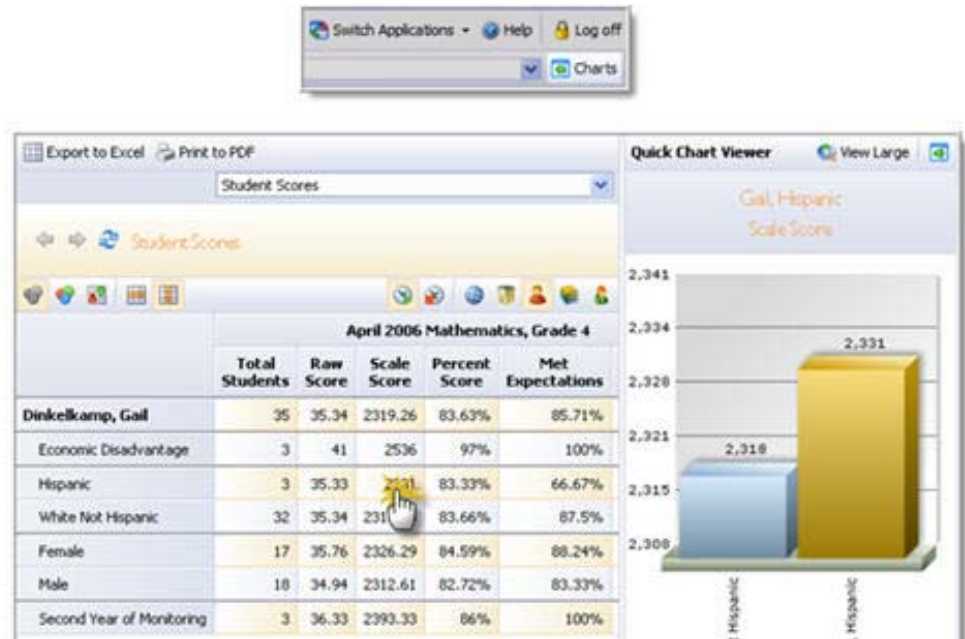
CHARTING

The charting feature allows you to save a chart as an image, print in color, and smart charts. Smart charting will automatically chart information as a bar or line graph when applicable and auto adjust the scale on the chart according to the values being graphed.

****Note:** Only group data can be graphed. Group data includes district, campus, and teacher levels.

Charting Test Data

- Select a test
- Switch to district, campus, or teacher level
- Click the **Charts** icon, located in the upper right corner of the screen (below the Log off button)
- Click on the number in the column to chart



Labeling, Printing, and Saving a Chart

To title, print, or save a chart, click the **View Large** button, located at the top of the chart.

- 1 Highlight the current tile and rename it.
- 2 Right click on the chart and choose to print or save the image.



INDIVIDUAL STUDENT RECORDS

Drill down to the student profile by double-clicking on the student's name from data view.

OR

- Click on the *Students* Tab on the left side of the screen
- Enter the search criteria:

Search on any of the following:

- Student's Name
 - ID#
 - Grade Level
 - Campus
 - Gender
 - Ethnicity
 - Student Program
- Click **Search**

To clear the search criteria, click the **Clear button.

**If a campus is selected, you can search on a course or teacher name.

Student Name	Local ID	Gender
Litke, Ana	093425	F
Looney, Luis	086670	
Mcclellan, Kalen	089779	F

The screenshot shows the 'SchoolObjectsAware' interface. On the left, there are tabs for 'Analyze', 'Students', 'Benchmark Bank', and 'Manage'. The 'Students' tab is selected. The 'General' section has fields for 'Name or ID' (set to 'Any'), 'Grade' (set to 'Any'), 'Monitor List' (set to 'Any'), and 'Campus' (set to 'Any'). The 'Advanced' section has fields for 'Gender' (set to 'Any'), 'Ethnicity' (set to 'Any'), and 'Student Program' (set to 'Any'). There is a checkbox for 'Include Un-enrolled Students' which is unchecked. A 'Search' button is at the bottom right of the search criteria. On the right, a list of students is displayed, with 'Abadia, Reggie' selected at the top. Other students listed include Abadia, Rogelo R., Abadia, Samantha A., Abarca, Kristin K., Abban Mensah, Jonathan A., Abban Mensah, Yaritza R., Abbaspour, Jesse M., Abbaspour, Jonathan K., Abbaspour, Omar, Abbe, Kai Byrom, Abbe, Kase A., Abbe, Kyra McKee, Abdo, Ramez Galal, Abdo, Rawan, Abdo, Reem, and Abdul-shaheed, Nicholas V.

General Tab

The *General* Tab displays the student's current schedule and whether or not the student is coded for any programs such as special education, ESL, economically disadvantaged, etc.

The screenshot shows the student profile for 'Abell, Raven Elisabeth'. The profile includes a student photo, 'Student ID: 21658', 'Grade Level: Tenth', 'Campus: Red High School', 'Date of Birth: 5/2', 'Ethnicity: White', and 'Gender: Female'. Below the profile information are tabs for 'General', 'Tests and Scores', 'Forms', 'Journal', and 'Items'. The 'General' tab is selected. There are buttons for 'Print' and 'Reset Password'. Below these are sections for 'Student Codes' (stating 'This student is not coded for any programs.') and 'Current Schedule'. The current schedule lists three courses: 1. TH ARTS 1 (Harlan, Michael), 2. GEOM (Carroll, Kent), and 3. CH TREBLE 2 (Carroll, Kent).

Tests and Scores Tab

All student performance data including TAKS, local assessments, imported assessments, and student inventories are viewed on the *Tests and Scores* Tab.

Show All Tests

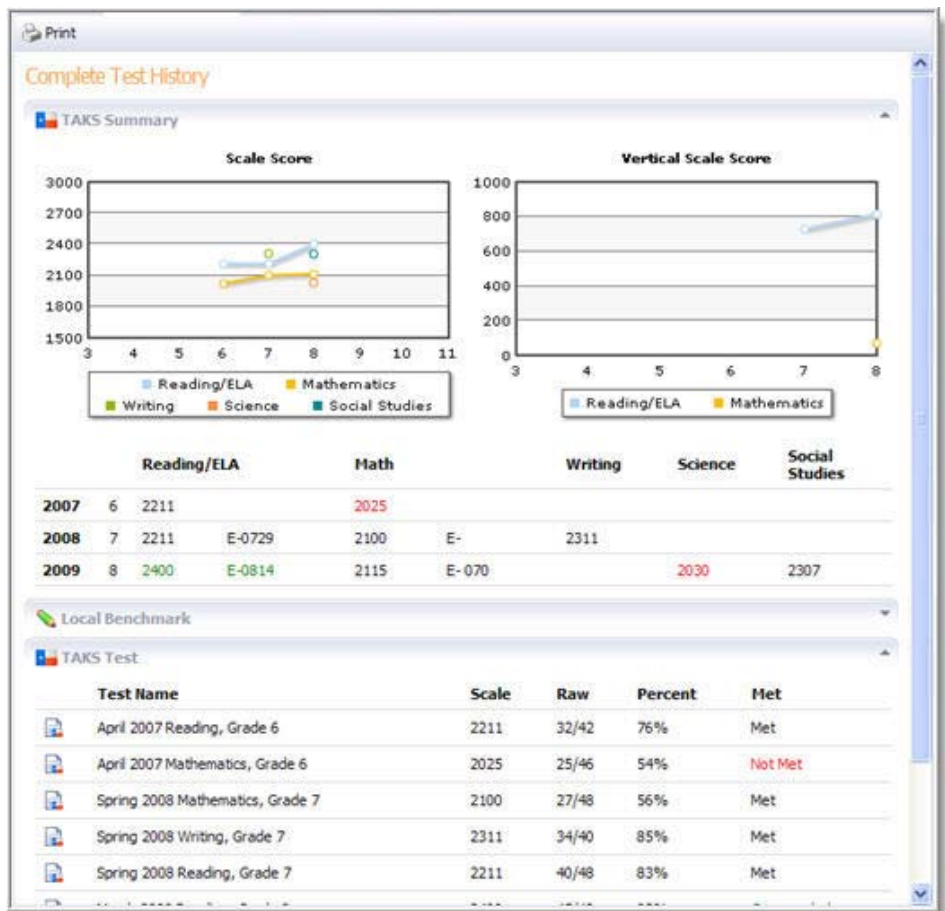
There are two ways to access the complete test history:

- Drilling down on a specific student from a specific test and then clicking on *Show All Tests* in the upper-right corner
- Searching for the student from the *Students* Tab and clicking on the *Tests* Tab

**Printing from this screen will print a complete test history for the student.

Each type of assessment or data set has its own section within the tab. Items like TAKS also have Summary sections which appear on top. Students with historical data have their scores

displayed in a color coded line graph with the actual values displayed below. The actual sections, not summaries, are the same list of scores below. You can double click on the scores within the summary and items within the lower sections to view specific information about a test or assessment.



Test Details

There are two ways to access the test details:

- Drilling down on the student from a specific test
- Searching for the student from the *Students* Tab, clicking the *Tests and Scores* Tab, and double-clicking on a specific test

Comparison Histogram: Shows a distribution of scale (or percent) scores for the campus and district. The X axis represents the scale scores. The Y axis represents the percentage of students who fell within that group. The dot represents where the student fell.

Objective Performance Chart: Shows how the student performed on each objective, compared to the campus and district.



TAKS Objectives and Student Expectations: Shows the number of objectives/SE's correct out of the total number of objectives/SE's on the test.

Individual Question Response: Shows exactly what the student bubbled on the answer document, as well as the objective and SE for each question.

**Printing from this screen will print a detailed item analysis for the test.

Forms Tabs

The *Forms* Tab contains all forms for a student.

The screenshot shows the 'Forms' tab for student Elizabeth A. Larios (Student ID: 020613, Grade Level: Fourth, Campus: Blue Elementary). The student's profile information is at the top. Below the tabs, there is an 'Add Form' button. The main content area lists two forms: '504 Accommodation' and 'Primary PGP Form'. Each form entry includes a description, the assigned person (Jones, Bobby), and the date (9/3/2009). A 'View' button is next to each form entry.

Journal Tab

The *Journal* Tab displays any journal actions added to the student profile. The types of journal actions can be customized on the *Manage* Tab. Teachers will only be able to view journal actions they actually add. Principals can see all journal actions added to the student profile.

- To add a journal action:
 - Click **Add Action Item**
 - Choose the action item
 - Enter the text for the journal action
 - Click **Add Item**
 - To print journal actions, click the **Print** button
 - To delete a journal action, click the **Delete** button

The screenshot shows the 'Journal' tab for student Elizabeth A. Larios. The student's profile information is at the top. Below the tabs, there is an 'Add Action Item' button with a dropdown menu showing options: Note, Phone Call, Email, Parent Meeting, Discipline, Reward, and Note. A 'Print' button is also visible. The main content area is currently empty, showing only the date and time (Thu 7:24 PM).

**Any journal action added will display the title, who added the action item, and the date.

MONITOR LISTS

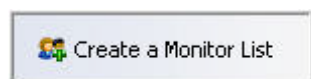
Monitor Lists are typically created by teachers that need to be able to see students that are not in their current roster. For example, a teacher tutors students after school from another campus or from another class and needs to be able to see their profiles. By creating a monitor list and having the principal approve it, the teacher will be able to view all information on the students; profiles.

****Note:** If an employee currently has no Aware rights, the campus principal must place a request for the individual to have Aware rights before the employee may create a monitor list.

Monitor Groups are created by campus or district level administrators. When a monitor group of target students is created, the teachers who have students in the group will be able to automatically view the target group.

CREATING A MONITOR LIST

- Select *Create a Monitor List* in the lower left corner
- Follow the creation wizard to create a list
- On the third step, enter a name for the monitor list and click **Next**

A screenshot of the "Create a Monitor List" wizard. The title is "Create a Monitor List". The main heading is "What do you want to call this list?". Below it, a subtext says "Select a name for this list. The name should be distinctive". There are two input fields: "Monitor list name:" with the text "Tutoring" entered, and "Description:" which is empty.

Search for a student by typing in the student's last or first name, or ID#

- Press **Enter** or click **Search**
- Select the student from the list and click **Add** so that the name appears in the box on the right
- Repeat the process until all students are added and click **Next** and **Finish**

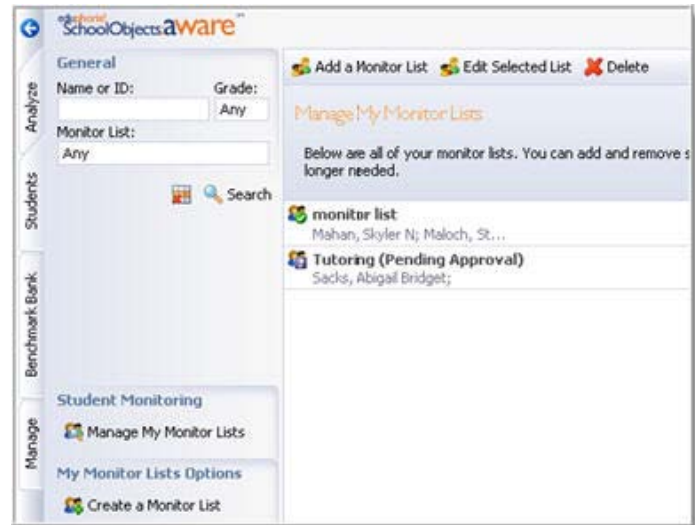
A screenshot of the "Create a Monitor List" wizard, step 2. The title is "Create a Monitor List". The main heading is "Add students and classes". Below it, a subtext says "Here you can add either an entire class, or individual students to the monitor list. To add a class you will need a class number. You will not see the students who are enrolled until after the monitor list has been approved. To add individual students, just search for them by name. Select the students from the list and click the add button." There are two main sections. The left section is titled "Student Name or ID Number or Course Code:" and contains a search box with "sacks" entered, a "Search" button, and a list of results: "Sacks, Jordan Matthew (82882)". A red dashed arrow points from this list to the "Add" button. The right section is titled "Monitor List Students and Classes:" and contains a list of results: "Sacks, Abigail Bridget (26642)". A red dashed arrow points from the "Add" button to this list.

****** The monitor list will be pending approval until an administrator approves it.

MANAGING MONITOR LISTS

Monitor Lists can be created, edited, and deleted on the Students Tab.

- From the Students tab, select *Manage My Monitor Lists*
- Select the list and either edit or delete the list by using the buttons on the toolbar.
- Any changes made to a monitor list requesting additional rights must be resubmitted to a campus principal before the rights are granted.



VIEWING A GROUP OR LIST

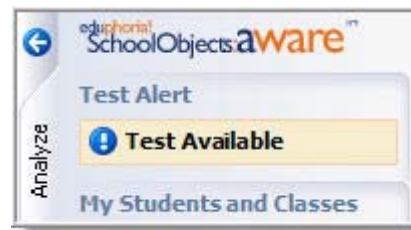
Once a Monitor List is approved, the teacher can search for the student from the Students Tab or view the student's profiles from the Analyze tab. To view a monitor group or list, select *My Student Groups* from the Analyze Tab. Select the student to see the student's profile.



BENCHMARKING

Teachers have the option to print answer documents for their classes all at once, administer a test using CPS, and administer tests online. This section will cover how to print answer documents.

- Click **Test Available** on the Analyze tab



- Select the test from the list of available tests



- Choose each class period to print answer documents; click on the class again to de-select
- Click **Print Answer Sheets** located in the lower right corner
- Select **Open** to view the answer documents as a PDF and click the Printer icon to print



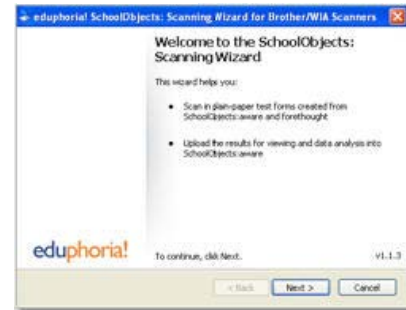
eduphoria! Aware

Before answer documents can be scanned, the scanning application needs to be installed on the computer connected to the scanner. Download and install the Brother scanning application at www.schoolobjects.com/scannersetup.zip.

- Double-click on the **SchoolObjects Scanner** icon on the desktop



- Click **Next**



- Enter your district username and password
- The first time the scanning application is used, your district eduphoria address: <https://eduphoria.abileneisd.org> will need to be entered
- Click **Next**



- Place the test forms on the scanner
- Click **Next**



- Click **OK**



- Click **Upload data** or **Scan additional tests**
- Click **Next**

The tests will be uploaded.

Once the answer documents are uploaded, there are two options available:

- Click the **Finish** button to complete the process OR
- Click **View Bubble Sheets** to see available view options on scanned answer documents

Unreadable - see any unreadable answer documents that were scanned

Not uploaded - see any answer documents that were not uploaded

All - view all answer documents that were scanned successfully. The first image will display a copy of the image that was scanned. Roll the mouse over the image to see how the scanner read the answer choices. **Green** is what the student bubbled in. **Red** is a possible choice available, but the answer choice was not selected by the scanner based on the darkness and how much of the bubble was filled in.

Click the arrow on the right side of the window to scroll through the answer documents. Click **Close** to return to the previous window and click **Finish**.

