assessTrax
student performance reporting

Quick Reference Guide for Teachers

Analyzing Assessment Results

Cobb County Public Schools#

September 2011

Step 1: Log into your computer and navigate in your web browser to the Cobb County School District AssessTrax web site: http://edutrax.cobbk12.org. The login/home page will be displayed as below:

Authorized Cobb Users May Log In Here

User ID: XXX12345

Password: ●●●●●●●●●

login ►   reset ►

**Step 2:** Key in your CCSD login ID and password as indicated. Click the "login" button.

Note: ☞ If you receive an invalid login message, please return to the login page and retry. Make sure your Caps Lock key is not pressed. If you continue to receive a login error page, your user ID may not be configured. Please contact your local school technology liaison for assistance if this occurs.

Once you have successfully logged in, the AssessTrax "Welcome Screen" will appear as shown below:
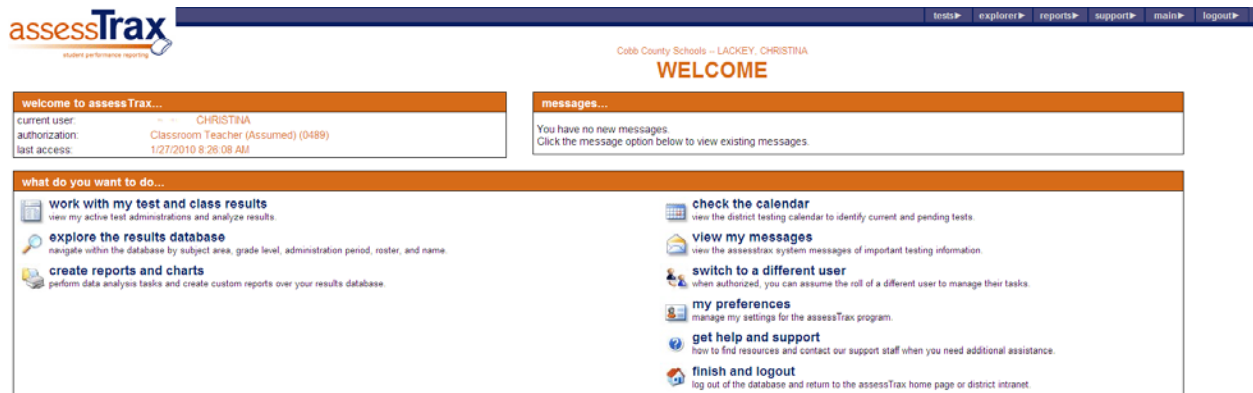
Step 3: From the main welcome menu, click **"work with my test and class results"** link in the left column of the main menu options.
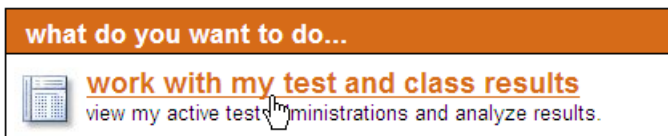
A page titled **"MANAGE MY TESTS"** will appear. Assessments assigned to your teacher ID number will be grouped here under three categories:

- **Active assessments**

- **Pending assessments**

- **Completed assessments**

This guide will focus on the "completed assessments" choice. All completed assessments will be listed showing the start date of the test, test id, description and the class that took the test.

Note: ☞ Assessments that are listed in the "active assessment" section HAVE NOT had scores posted. If you administered a test in the iRespond program and the scores are not available within fifteen minutes, there was an issue with the processing of the scoring file generated by iRespond. You should contact your school technology liaison for assistance.
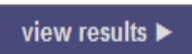
Step 4: Click the radio button next to the test that you wish to analyze.

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completed assessments

Sel	Start Date	Test ID	Description
⦿	12/2/2009	10000003	Gr5 Science Benchmark 2

Step 5: Click the "view results" button in the options navigation bar

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Options: **view results ▶**

CLASS-LEVEL RESULTS DATA

Once "view results" is selected, the summary information for the class will appear on the screen as shown below:

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Selected Test Information	
Test:	10000003 -- Gr5 Science Benchmark 2
Admin:	2009-10 -- Term 1 -- 12/2/2009
School:	POWDER SPRINGS ELEMENTARY SCHOOL

View: summary level ▶ detail level ▶

Group By: class schedule ▶ teacher ▶ teacher and period ▶

Sel	Class	Average %Score	Classes	Students
○	[...] FY_B1_P2_SCI 5_41.0160000-4	80.6	1 of 1	23 of 24

The average score for the test results will be displayed as well as the number of students that took the test.

Note: ☞ You can toggle between a summary view of the results (as shown) or more detailed information, including a scoring distribution, by clicking on the "detail level" or "summary level" buttons on the "View" navigation bar.

Note: ☞ You can also toggle between three grouping options of the data by using the buttons on the "Group By" menu bar. Class schedule view will list each individual course and section, teacher view will summarize all of your classes into one set of data, and teacher and period view will summarize by period of the day.

Step 6: Select the radio button next to the class selected for further analysis.

Sel	Class	Average %Score	Classes	Students
◉	[...] FY_B1_P2_SCI 5_41.0160000-4	80.6	1 of 1	23 of 24

STUDENT-LEVEL RESULTS

Step 7: To generate a list of the students and their individual test results, click the student level results tab on the navigation bar.

Sel	Class	Average %Score	Classes	Students
⊙	FY_B1_P2_SCI 5_41.0160000-4	▰▰▰▰▰ 80.6	1 of 1	23 of 24

Navigation: **student level results ▶** **return to test management ▶**

This action will generate a list such as that shown below displaying each student's individual results for the selected assessment. Further analysis can be obtained on individual students by selecting the radio button next to the student's name, and clicking the desired analysis button at the bottom of the list.

Sel	Student	Grd	Percentage Score	Std Pts	Tot Pts
○		05	▰▰▰▰▰ 100	24	24
○		05	▰▰▰▰ 88	21	24
⊙		05	▰▰▰▰ 88	21	24
○		05	▰▰▰▰▰ 100	24	24
○		05	▰▰▰ 75	18	24
○		05	▰▰▰▰ 83	20	24
○		05	▰▰ 54	13	24
○		05	▰▰ 63	15	24

Note: ☞ You can toggle between a listing of students who were actually tested (i.e. a "snapshot" of the class), or a listing of students based on that day's student roster by using the "List View" navigation bar.

List View: **tested students ▶** **current roster students ▶** save this setting

At this point, analysis can be done on for an individual student's performance or you can return to the "class-level" page for analysis by objectives, answers, cohort or demographics. At this point in the guide, we will return to the "class-level" results for analysis.

Navigation: **return to class level results ▶** **return to test management ▶**

OBJECTIVE ANALYSIS

> **Step 8:** Make sure the class is still selected on the initial results page. By clicking the "objectives" button, analysis will be generated to provide the results by objective as shown below:

Analysis: | objectives ► | answers ► | cohort ► | demographics ►
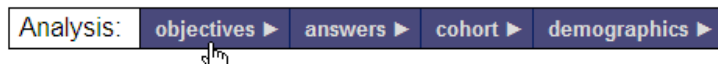
| Objective		#Ques	Avg Percentage Score	Pts Scored	Pts Poss	Stds Tested
GPS E.1.a	Identify surface features caused by constructive processes.	1	87.0	20	23	23
GPS E.1.b	Identify and find examples of surface features caused by destructive processes.	1	95.7	22	23	23
GPS E.1.c	Relate the role of technology and human intervention in the control of constructive and destructive processes.	1	91.3	21	23	23
GPS P.1.a	Demonstrate that the mass of an object is equal to the sum of its parts by manipulating and measuring different objects made of various parts.	3	58.0	40	69	23
GPS P.2.a	Investigate physical changes by separating mixtures and manipulating (cutting, tearing, folding) paper to demonstrate examples of physical change.	11	85.4	216	253	23
GPS P.2.b	Recognize that the changes in state of water (water vapor/steam, liquid, ice) are due to temperature differences and are examples of physical change.	1	95.7	22	23	23
GPS P.2.c	Investigate the properties of a	6	75.4	104	138	23

The objective analysis page will display how the entire class performed for each objective covered by the assessment. Data included on this summary page includes:

- **The number of test questions for each objective**

- **The average percentage score of the class for each objective tested**

- **The number of points scored out of total possible points by objective**

- **The number of students tested**

By default, objectives will appear on the page at the "element" (lowest) level. However, sorting at both the "standard" or "domain" level is possible by clicking the drop down box and selecting the desired level.
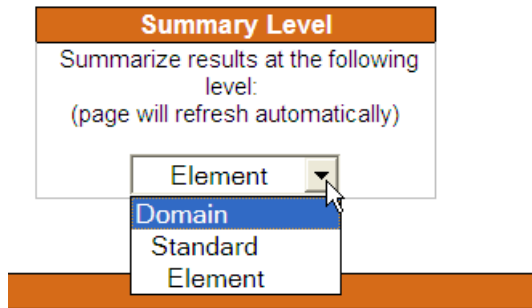
Step 9: To view the list of questions for an objective, select the radio button next to the objective, then click the question analysis button on the navigation bar.
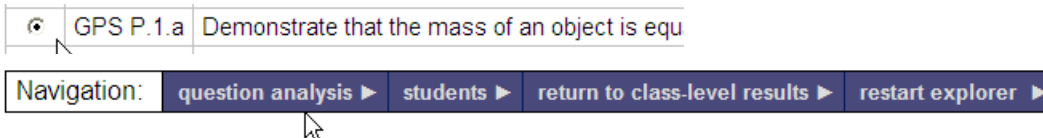
This action will create a listing of the questions for that objective.

Sel	Num	Question
●	4	The mass of a solid object stays the same until
○	5	Two bags each have pebbles and seeds inside. The table
○	6	A log weighing 14 kilograms is cut in half. How much do the

Navigation: view question ► students ► return to objective analysis ► restart explorer ►

> **Step 10:** Select the radio button next to the question for further analysis. Then click the "view question" button.

Sel	Num	Question
⦿	4	The mass of a solid object stays the same until
○	5	Two bags each have pebbles and seeds inside. The table
○	6	A log weighing 14 kilograms is cut in half. How much do the

Navigation: view question ▶ | students ▶ | return to objective analysis ▶ | restart explorer ▶

Selecting "view question" will provide the test question as well as selected curriculum information about the question.

> **The selected question is displayed.**

Question Image
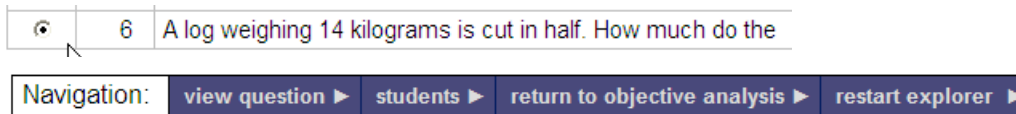
4.   The mass of a solid object stays the same until

       A. it is put into orbit in space.

       B. it changes volume by expanding or contracting.

       C. matter is added to or taken away from the object.

       D. the object is taken to another planet where the force of gravity is different.

> **Selected Curriculum Information is also displayed.**

	Selected Curriculum Information
Curriculum:	GA-GPS Georgia Performance Standards
Subject:	SC. Science
Grade:	5. Grade Five
Domain:	P. Physical Science
Standard:	1. Students will verify that an object is the sum of its parts.
Element:	a. Demonstrate that the mass of an object is equal to the sum of its parts by manipulating and measuring different objects m

From the "Question Analysis" page, a listing of each student's results for a particular question can also be viewed.

Step 11: Select the radio button next to the question and click "students" on the navigation bar to obtain a list of the students and how they answered the question. Select a student's name and navigate to "student profile" to obtain the student's score for the entire test.

| ⊙ | 6 | A log weighing 14 kilograms is cut in half. How much do the |

Navigation: view question ▶   students ▶   return to objective analysis ▶   restart explorer ▶

Student	Grd
⬚	05
⬚	05
⬚	05

The list of students that took the test will appear.

Score	Ques
100.0	1
100.0	1
0.0	1

On the same line as the student's name the results for that question will appear. At the student level, a 100.0 score (green) is "correct" and a 0.0 score is "incorrect" (red).

Step 12: To view a complete student profile of all tests in the database, you can select a student, and then click the "student profile" page. This will allow a year-long view of the various assessments a student was administered.

Note: ☞ the "Student Profile" option is available on any web page that lists individual students.

Navigation: | student profile ▶ | return to demographic summary ▶ | restart explorer ▶

	Selected Student Information
Student:	⎯⎯⎯⎯⎯⎯⎯
School:	POWDER SPRINGS ELEMENTARY SCHOOL
Grade:	05

Sel	Year	Test	TestID	Subj	Gr/Crs	Percentage Score	Pts	Poss
○	2009-10	Gr5 Science Benchmark 2	10000003	Science	05	87.5	21	24

Step 13: Use the "return" buttons found on each web page navigation bar to return to the objective analysis page OR you can return one step further to the class-level analysis page.

Note: ☞ it is strongly recommended that you navigate strictly using the buttons provided on each web page, especially when returning to prior pages. Although it is tempting to use the browser's "back" button, this may lead to unexpected results in some cases based on the type of web browser being used. You can also quickly navigate between parts of the program by using the navigation bar at the top of each page.

From the "**CLASS RESULTS**" page, or any of the specific analysis page(s), data can also be generated for item analysis, cohort comparisons to other groupings, and demographics.

ANSWER / ITEM ANALYSIS

Step 14: From the class analysis page, select the radio button next to the class, and click the "answers" button on the analysis bar to obtain an answer frequency grid. You can also click the "answers" button from any other analysis page. This data will provide you with information on each question and how the students responded. The tested objective is also indicated.

Sel	Class	Average %Score	Classes	Students
⊙	FY_B1_P2_SCI 5_41.0160000-4	▬▬▬▬ 80.6	1 of 1	23 of 24

Analysis: | objectives ▶ | answers ▶ | cohort ▶ | demographics ▶ |

Ques	Tot Std	NR/0	A/1	B/2	C/3	D/4	E/5+	PtsPos	PtsSco	Objective
1	23	0.0	87.0	0.0	0.0	13.0	--	23	20	E.1.a - Identify surface fea
2	23	0.0	0.0	91.3	4.3	4.3	--	23	21	E.1.c - Relate the role of t
3	23	0.0	4.3	0.0	0.0	95.7	--	23	22	E.1.b - Identify and find ex
4	23	0.0	13.0	4.3	65.2	17.4	--	23	15	P.1.a - Demonstrate that t
5	23	0.0	0.0	52.2	0.0	47.8	--	23	12	P.1.a - Demonstrate that t
6	23	0.0	30.4	56.5	4.3	8.7	--	23	13	P.1.a - Demonstrate that t
7	23	0.0	82.6	8.7	4.3	4.3	--	23	19	P.2.c - Investigate the pro
8	23	0.0	0.0	87.0	4.3	8.7	--	23	20	P.2.a - Investigate physica

A demographic filter is also available on this page. To switch from all students to a particular demographic group, simply click the drop down box and select the choice for analysis.

Demographic Filter

Display results for the following sub-group:
(page will refresh automatically)

ALL STUDENTS ▼

ALL STUDENTS
Female
Male
White
Black

Sel	Ques	Tot Std	NR/0	A/1	B/2	C/3	D/4	E/5+	PtsPos	PtsSco	Objecti
○	1	23	0.0	87.0	0.0	0.0	13.0	--	23	20	E.1.a - Id
⊙	2	23	0.0	0.0	91.3	4.3	4.3	--	23	21	E.1.c - R
○	3	23	0.0	4.3	0.0	0.0	95.7	--	23	22	E.1.b - Id

Navigation: | view question ▶ | students ▶ | return to class-level results ▶ | restart explorer ▶

Step 15: To get further information on a particular question, select the radio button next to the question and navigate to "view question" or "students".

Clicking "view question" will display the actual question as presented on the test.

Question Image

2.   Technology can help to control the natural force of
           A. volcanoes
           B. water
           C. earthquakes
           D. plate techtonics

Clicking "students" will provide a grid of all of the students and how they responded to the selected question. A "green" X would indicate a correct response, a "red" X an incorrect response.

Sel	Student		NR	A	B	C	D	CR
○					X			
○					X			
○					X			
○					X			
○					X			
○					X			
○					X			
○					X			
			X					

As before, you can get more in-depth student information by selecting a student and using the "student profile" button.

We will continue our analysis by looking at cohort information. You can either return to the item analysis page, or the class results page to start this analysis option.

Step 16: From the class analysis page, select the radio button next to the class, and click the "cohort" button on the analysis bar to obtain a cohort comparison. You can also click the "cohort" button from any other analysis page. Use cohort analysis to obtain a comparison of your class results compared to the others "groups" that took that particular test.

Sel	Class	Average %Score	Classes	Students
⊙	L............. .... FY_B1_P2_SCI 5_41.0160000-4	80.6	1 of 1	23 of 24

Analysis: answers ▶ | cohort ▶ | demographics ▶

COHORT DATA ANALYSIS

Selected Test Information	
Test:	10000003 -- Gr5 Science Benchmark 2
Admin:	2009-10 -- Term 1 -- 12/2/2009

Analysis Group		Average Score	Classes	Students
District	Cobb County Schools	58.2	24 of 34	454 of 549
Area	Area 6	57.7	11 of 15	223 of 272
School	POWDER SPRINGS ELEMENTARY SCHOOL	69.5	6 of 10	128 of 178
Class	.........., ... FY_B1_P2_SCI 5_41.0160000-4	80.6	1 of 1	23 of 24

Note: ☞ The cohort list will always include the current level of analysis as the bottom entry, as well as every level "above" that in the database hierarchy. Student-level results, therefore, will show the largest comarison listing.

We will continue our analysis by looking at demographic information. You can either navigate from the cohort analysis page, or the class results page to start this analysis option.

Step 17: From the class analysis page, select the radio button next to the class, and click the "demographics" button on the analysis bar. You can also click the "demographics" button from any other analysis page. Use demographics analysis to obtain a list of the various demographic groups available and the tests results for each group. Select a particular demographic group or "all students" and navigate to "students not passing" to generate of listing of the students that did not pass for the desired group.

DEMOGRAPHIC DATA ANALYSIS

Analysis:	objectives ▶	answers ▶	cohort ▶	demographics ▶
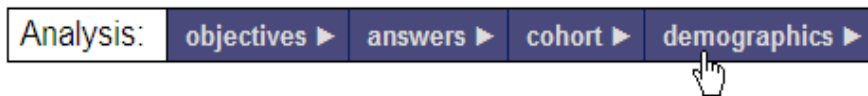
Selecting the "demographics" button will analyze how the various demographic groups performed based on data provided by the district for each student.

Sel	Demographic Group	Passed	Stds Tested	Num Passed
⦿	ALL STUDENTS	82.6	23	19
○	Female	75.0	12	9
○	Male	90.9	11	10
○	White	100.0	5	5
○	Black	76.5	17	13

To view a list of the "students not passing" within a particular demographic group, select the group and click "students not passing" on the navigation bar.

| Navigation:	students not passing ▶	return to class-level results ▶	restart explorer ▶
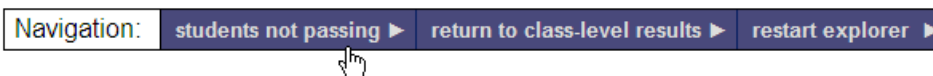
A listing of all students in that demographic group that did not pass will be displayed. A choice to list all students not passing in all demographic groups is also available by selecting the "ALL STUDENTS" group.

Student	School	GrdLvl	Percent Score
	POWDER SPRINGS ELEMENTARY SCHOOL	05	66.7
	POWDER SPRINGS ELEMENTARY SCHOOL	05	62.5
	POWDER SPRINGS ELEMENTARY SCHOOL	05	62.5
	POWDER SPRINGS ELEMENTARY SCHOOL	05	54.2
	POWDER SPRINGS ELEMENTARY SCHOOL	05	0.0

REPORTING OVERVIEW

AssessTrax provides several reporting features and the flexibility to download data for teachers to create their own reports in a format of their preference. Every analysis page within the program allows the data displayed to be printed or downloaded to your computer by using the appropriate button on the "Reporting" menu bar.

In addition, teachers can utilize the "class reports" tab for standard, pre-defined reports.

Reporting: print listing ▶ download this data ▶ class reports ▶
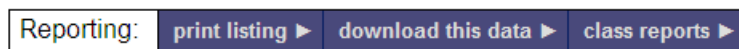
ADOBE REPORTS

As mentioned, the "print listing" button will generate an Adobe PDF file on any of the analysis pages than can be printed, saved, or emailed.

Click the "print listing" button at the bottom of the page to generate a report of the current data being viewed.

Reporting: print listing ▶ download this data ▶

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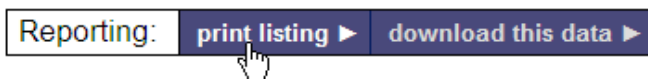
The "PRINT REPORT" page will be displayed, indicating your report has been produced.

PRINT REPORT

The assessment information you were working with has been converted into an Adobe Acrobat PDF document that you can view, print, save to your computer, email, etc. If you do not have the Adobe this page to obtain the free download.

Click the button below to retrieve the printout. Depending on your Adobe settings, the document may appear in your current browser window, or an additional window will open.

When you have completed working with the Adobe file, use the "Back" button in your browser to return to this page, or close the additional window that the Adobe program opened.
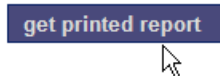
get printed report

Click the button below when you are finished with your printing tasks.

finished with printing

Get Adobe Reader   Click this icon to obtain a free copy of Adobe Acrobat Reader (or upgrade your current program).

Click the "get printed report" button.   This action will generate a PDF report of the data displayed from the analysis page.

get printed report

Note: ☞ depending on your browser settings, the PDF file either display within the browser window, or in a new Adobe Reader window.

Test: 10000003 -- Gr5 Science Benchmark 2
Subject: Science Objective P.2.c--Investigate the properties of a
TestID: 10000003
Term: 2010 Term Term 1

Num	Question	Pts	%Score	Tot Resp
7	Burning is considered a chemical change because	1	82.6	23
10	Which of the following is chemical change?	1	91.3	23
11	mark mixed a powder and a liquid together in a test tube.	1	73.9	23
14	A _____ always produces a new substance.	1	60.9	23
15	Which is not an example of a chemical change?	1	87.0	23
21	David added a little baking soda to a beaker that containe	1	56.5	23

DATA DOWNLOADS

To download data to a desktop program, click the "download this data" button on the Reporting menu bar. The "DOWNLOAD REPORT DATA" page will be displayed.

DOWNLOAD REPORT DATA

The data from the previous report has been saved and is available for you to download to your computer for use in other programs such as MS Excel, MS Access, MS Powerpoint, etc. You will need to select f the data formatted.

Sel	Data Separator **
○	Tab Delimiter
○	Dollar Sign ($)
◉	Comma
○	Equal Sign (=)

Sel	Report Headings
◉	Include
○	Do Not Include

Sel	Column Headings
◉	Include
○	Do Not Include

On this page you will be asked to make selections for data formatting.

Once the formatting selections are made, click the "download report data" button. Depending on your options and browser settings, the data may appear in your current browser window or you may receive a "Save As" dialog box. In either case you will be able to save the data file to the desired location on your computer.

    download report data ▶

When you have completed saving the data file, click the button below to continue.

    finished with data ▶

Note: ☞ the default pre-selected format settings will generate a comma-delimited file that is suitable to import into Microsoft Excel.

TEACHER CLASS REPORTS

On the Class Results Page, teachers will also have an option on the reporting bar for "class reports". Selecting the "class reports" option will bring up a page with several delivered reporting options.

Click the radio button next to the report choice and select "continue" to generate the report.

If you want to view a sample of the report prior to producing the report, click "view sample" report and a view of a formatted example will be displayed.

Follow the on-screen directions to generate the reports. In most cases, you will need to select from the list of students in the class to be included. Click the continue button to proceed. As with the PDF analysis reports, you will also be taken to a report completion page. Just click the "get report" button to view the completed report.

Note: ☞ report pages that require a selection of students to include will always contain a "select all" button to quickly check all of the students listed, as well as an "unselect all" button to quickly remove the check marks from all students in the list.

HELP AND SUPPORT

On any page within the program, you can click on the support link on the top menu bar. This page will provide you with a list of contact information, help topics, documentation, etc.

LOGGING OUT AND ENDING THE PROGRAM

Because of the secure nature of student results and teacher performance issues, it is strongly recommended that you always end the program when you have completed working with your results. You can click the logout button found on the top menu bar of every page, or just close your browser by clicking on the "X" in the upper right corner of the window.