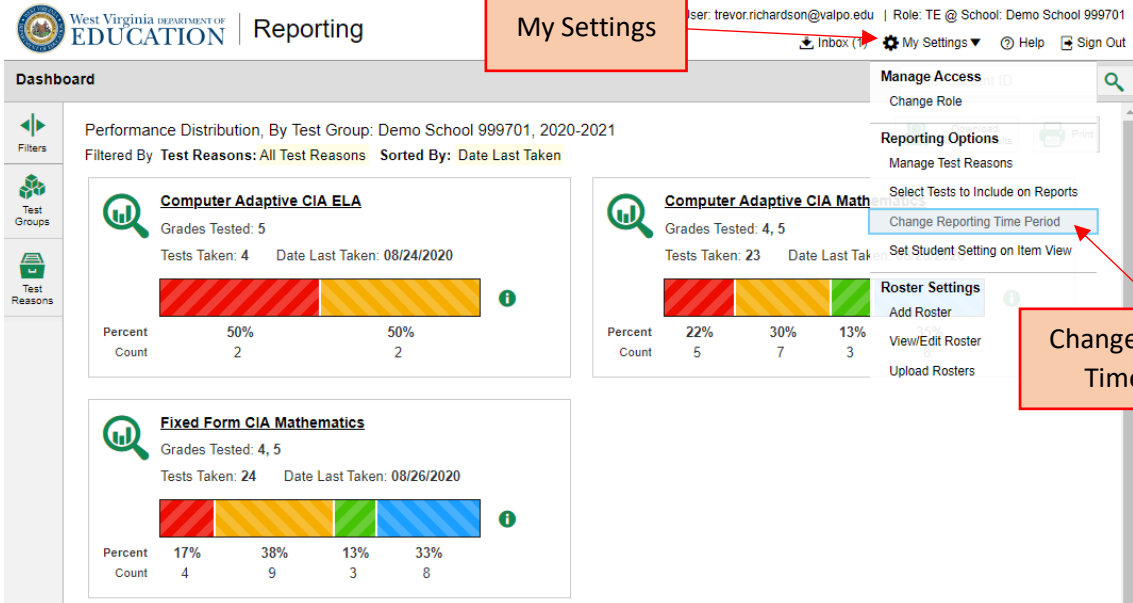


Quick Guide on How to Access Prior Year Interim Results in Reporting

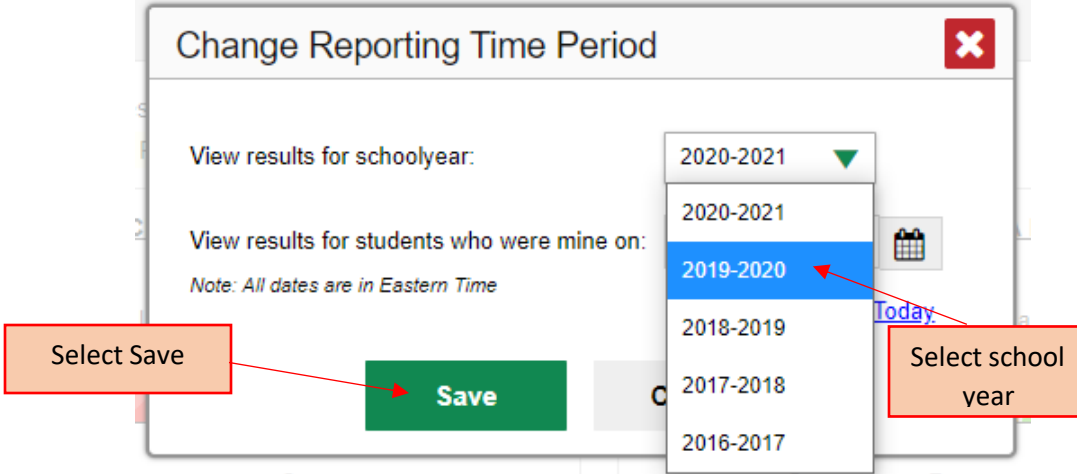
1. On the **Dashboard**, navigate to **My Settings**. From the drop-down menu, select **Change Reporting Time Period**. The Change Reporting Time Period pop-up box appears.



The screenshot shows the Reporting Dashboard interface. At the top, the user is logged in as 'trevor.richardson@valpo.edu' with the role 'TE @ School: Demo School 999701'. The 'My Settings' menu is highlighted with a red box, and a red arrow points to the 'Change Reporting Time Period' option in the Reporting Options sub-menu. The dashboard displays performance distribution charts for three test groups:

Test Group	Grades Tested	Tests Taken	Date Last Taken
Computer Adaptive CIA ELA	5	4	08/24/2020
Computer Adaptive CIA Math	4, 5	23	08/24/2020
Fixed Form CIA Mathematics	4, 5	24	08/26/2020

2. In the pop-up box, navigate to the **View results for schoolyear** drop-down menu. Select the school year for which you want to view a student's Interim results. Select **Save**. The **Dashboard** appears for the selected school year.

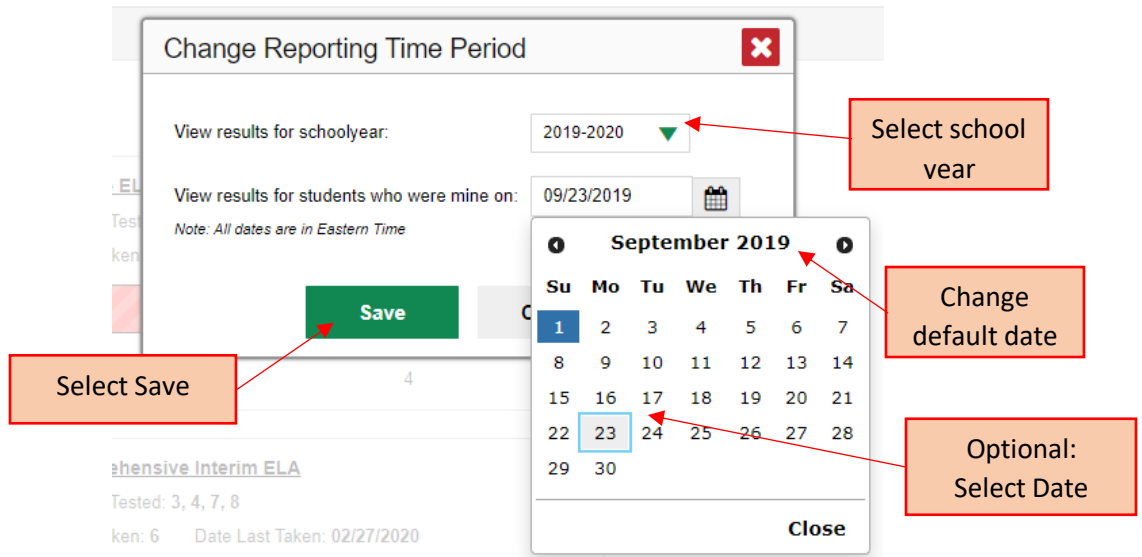


The screenshot shows the 'Change Reporting Time Period' pop-up box. The 'View results for schoolyear:' dropdown menu is open, showing a list of school years from 2020-2021 down to 2016-2017. The year '2019-2020' is selected and highlighted in blue. A red arrow points to this selection with the label 'Select school year'. At the bottom of the pop-up, a green 'Save' button is highlighted with a red arrow and the label 'Select Save'. A calendar icon is also visible next to the dropdown menu.

To view results for rostered students from **last year**: In the *View results for students who were mine on* drop down menu, you must change the default date to a calendar date from

last year. This could range from August 2019 to March 2020. *Optional:* Select the calendar icon to narrow results to students you had rostered at a specific time. Select **Save**. The **Dashboard** appears.

- To view results for rostered students from **this year**: In the View results from students who were mine on drop down menu, you do not change the default date which is set at today's date.

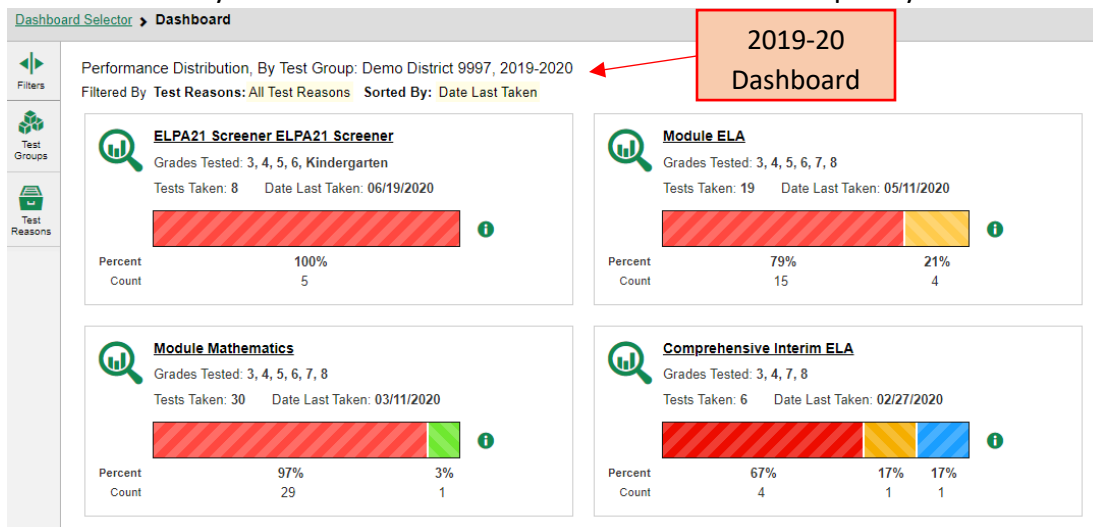


The screenshot shows a dialog box titled "Change Reporting Time Period" with a close button (X) in the top right. It contains the following elements:

- "View results for schoolyear:" with a dropdown menu showing "2019-2020". A callout box labeled "Select school year" points to this dropdown.
- "View results for students who were mine on:" with a date field showing "09/23/2019" and a calendar icon. A callout box labeled "Change default date" points to the calendar icon.
- A calendar for "September 2019" with the date "23" selected. A callout box labeled "Optional: Select Date" points to the selected date.
- A green "Save" button. A callout box labeled "Select Save" points to this button.

Below the dialog box, a snippet of the dashboard is visible, showing "Comprehensive Interim ELA" with "Tested: 3, 4, 7, 8" and "Date Last Taken: 02/27/2020".

- The **Dashboard** page loads with the chosen Reporting Time Period data. You can now review and analyze the data results for tests that were taken in prior years.



- Reporting contains prior year data from 2016-2020. For more detailed information on reports for a specific Interim test, please see the appropriate quick guides on the West Virginia Portal. These guides can be found under the [Quick Guides Resources page](#).