

## Quick Guide for Paper Comprehensive Interim Assessments (Paper CIAs) Reports

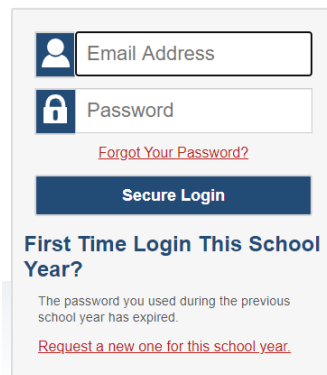
Important: For teachers to view reports, the principal/school coordinator must create rosters to associate students to a teacher. Please use the **Quick Guide for How Principals Create and Manage Rosters in TIDE** available on the [WV Assessment Portal](#).

1. On the [West Virginia Assessments Portal](#) (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **Reporting** card. The log in page appears.

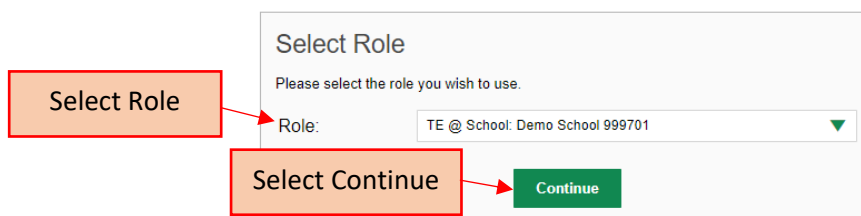


2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The Reporting site appears.

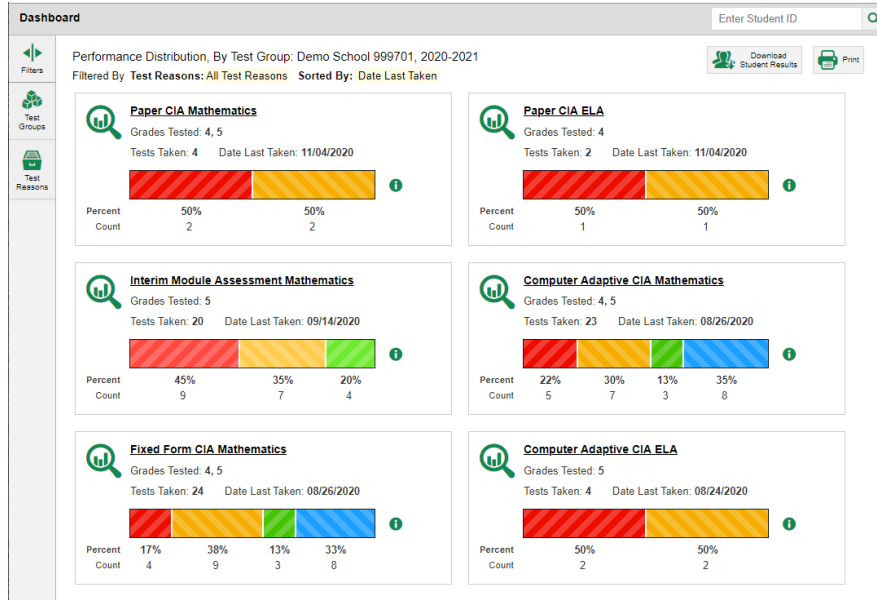
### Login

A login form with a white background and a grey border. It contains an "Email Address" input field with a person icon, a "Password" input field with a lock icon, and a "Forgot Your Password?" link. Below these is a dark blue "Secure Login" button. Underneath the button is the heading "First Time Login This School Year?" followed by a message: "The password you used during the previous school year has expired." and a red link: "Request a new one for this school year."

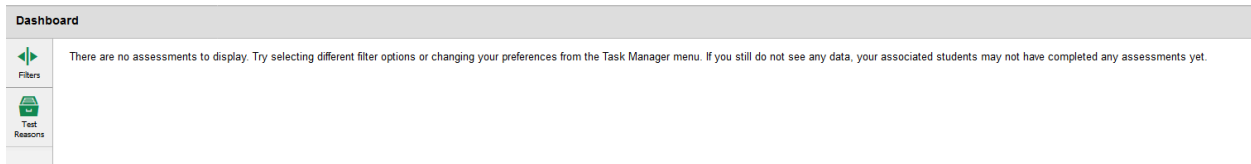
3. Select your **Role**. Select **Continue**. The teacher-view Dashboard appears.

A "Select Role" form with a white background and a grey border. It has the heading "Select Role" and the instruction "Please select the role you wish to use." Below this is a "Role:" label and a dropdown menu showing "TE @ School: Demo School 999701". A red box labeled "Select Role" has an arrow pointing to the dropdown. Below the dropdown is a red box labeled "Select Continue" with an arrow pointing to a green "Continue" button.

4. After you click **Continue**, the **Dashboard** appears



Dashboard **Paper CIA** data appears for teachers, **if the teachers have rosters and if rostered students have completed a Paper CIA**. If these two conditions have not been met, teachers will see this message.



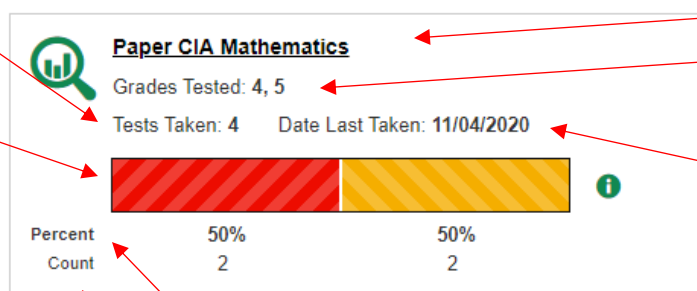
Contact your principal and/or district test coordinator if you have administered a Paper CIA and receive this **Dashboard** message.

## Paper CIA Dashboard Tile

5. The **Paper CIA Dashboard Tile** has the following information and data:

**Tests Taken** is the count of the total opportunities taken on each test. The **Color Code Bar** is the performance distribution of rostered students.

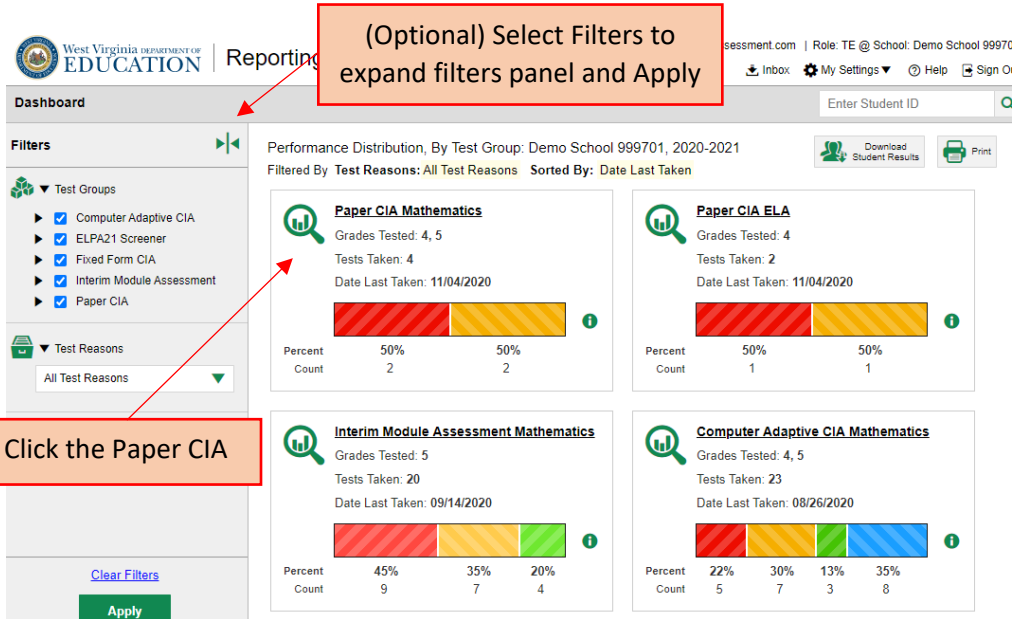
**Red** indicates Does Not Meet Standard.  
**Yellow** indicates Partially Meets Standard.  
**Green** indicates Meets Standard.  
**Blue** indicates Exceeds Standard.



**Paper CIA Name**  
**Grades Tested** is the Grade(s) of the Paper-CIA(s).  
**Date Last Taken** is the most recent date a rostered student had taken the test.

**Percent** shows the percentages of rostered students in each performance level.  
**Count** is the number of rostered students in each performance level.

6. To view more Paper CIA data and results, click the **Dashboard Tile** of the Paper CIA. *Optional:* Select **Filters** to expand the Filters panel and filter the tests on the Dashboard by Test Group or Test Reason.



(Optional) Select Filters to expand filters panel and Apply

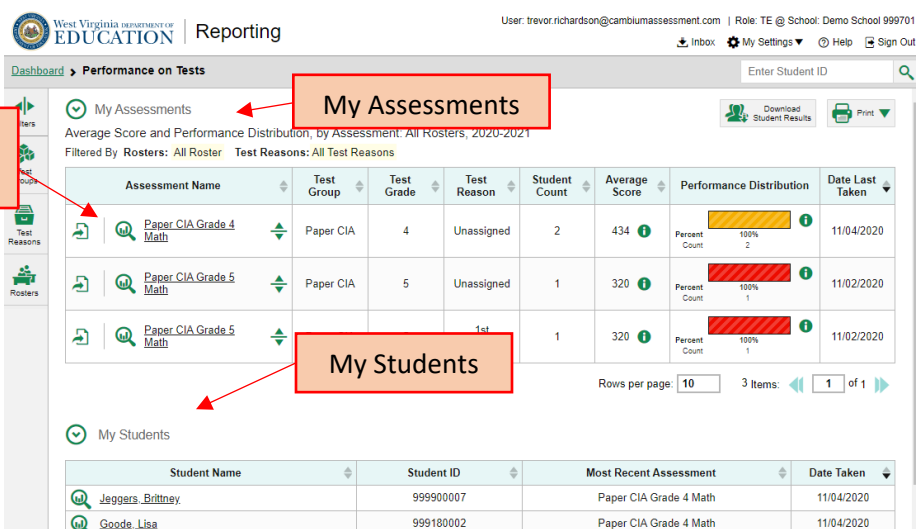
Click the Paper CIA

Performance Distribution, By Test Group: Demo School 999701, 2020-2021  
Filtered By Test Reasons: All Test Reasons Sorted By: Date Last Taken

Assessment Name	Grades Tested	Tests Taken	Date Last Taken	Percent Count
Paper CIA Mathematics	4, 5	4	11/04/2020	50% (2), 50% (2)
Paper CIA ELA	4	2	11/04/2020	50% (1), 50% (1)
Interim Module Assessment Mathematics	5	20	09/14/2020	45% (9), 35% (7), 20% (4)
Computer Adaptive CIA Mathematics	4, 5	23	08/26/2020	22% (5), 30% (7), 13% (3), 35% (8)

7. The **Performance on Tests** page appears. *Optional:* Select **Filters** to expand the Filters panel and filter the tests on the Dashboard by Test Group or Test Reason. Select the **Assessment Name** of the Paper CIA test you want to view.

Data is available at the roster level under the **My Assessments** tab. Student level data is accessed under **My Assessments** by drilling down or by clicking a student's name under the **My Students** tab. This quick guide will focus on the **My Assessments** tab.



Select Assessment Name

My Assessments

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Paper CIA Grade 4 Math	Paper CIA	4	Unassigned	2	434	100% (2)	11/04/2020
Paper CIA Grade 5 Math	Paper CIA	5	Unassigned	1	320	100% (1)	11/02/2020
Paper CIA Grade 5 Math	Paper CIA	5	Test	1	320	100% (1)	11/02/2020

My Students

Student Name	Student ID	Most Recent Assessment	Date Taken
Jaggers, Britney	999900007	Paper CIA Grade 4 Math	11/04/2020
Goode, Lisa	999180002	Paper CIA Grade 4 Math	11/04/2020

8. After you click on the Paper CIA, the **My Students' Performance on Test** page loads. This page has the **Average Score, Performance Distribution, and Average Points Earned**. The **Performance by Roster** tab is organized by extendable columns. Click on the + to extend and the - to close the columns. Each column has reporting category data of the Paper CIA, and the first two columns include the 5 items on which students performed the best and worst. Roster data that can be viewed and analyzed: **Student Count, Test Completion Rate, Scale Score average, Performance Distribution, Best/Worst Items, Reporting Category data**.

Dashboard > Performance on Tests > My Students' Performance on Test

Enter Student ID

Average Score, Performance Distribution and Average Points Earned on **Paper CIA Grade 4 Math** (Unassigned), by Roster and Reporting Category:  
2020-2021  
Filtered By Rosters: All Roster Test Reasons: Unassigned Standards Keys

Roster	Total	Total			5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Measurement, Data, and Geometry	Number and Operations in Base Ten and Fractions	Operations and Algebraic Thinking
		Student Count	Test Completion Rate	Scale Score					
State		n/a		n/a					
District		3		417	Percent Count: 33% 1, 67% 2				
School		3		417	Percent Count: 33% 1, 67% 2				
My Students		2		434	Percent Count: 100% 2				
Demo Roster		2	18% (2/11)	434	Percent Count: 100% 2				

5 Items Students Performed the Best/Worst

Reporting Category Data

9. Click on the **Roster Name** to view the individual student data.

Dashboard > Performance on Tests > My Students' Performance on Test

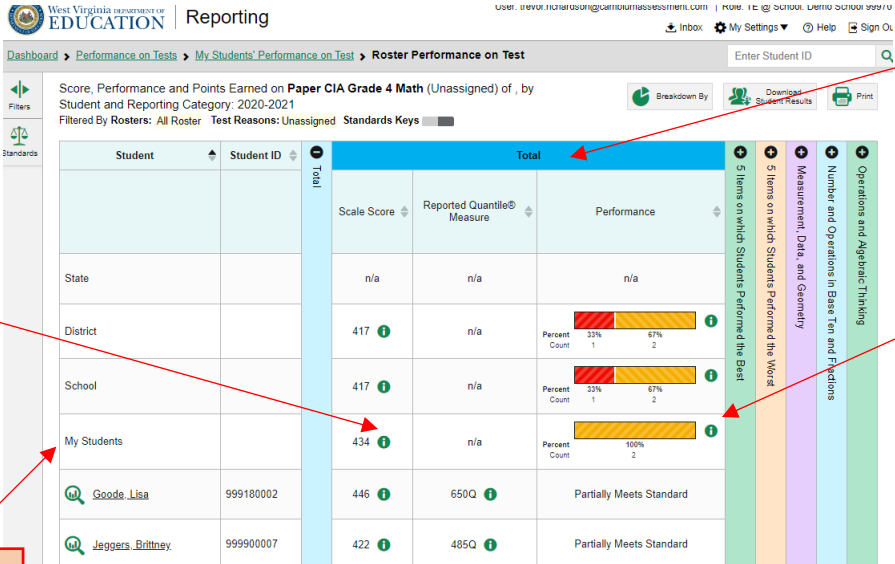
Enter Student ID

Average Score, Performance Distribution and Average Points Earned on **Paper CIA Grade 4 Math** (Unassigned), by Roster and Reporting Category:  
2020-2021  
Filtered By Rosters: All Roster Test Reasons: Unassigned Standards Keys

Roster	Total	Total			5 Items on which Students Performed the Best	5 Items on which Students Performed the Worst	Measurement, Data, and Geometry	Number and Operations in Base Ten and Fractions	Operations and Algebraic Thinking
		Student Count	Test Completion Rate	Scale Score					
State		n/a		n/a					
District		3		417	Percent Count: 33% 1, 67% 2				
School		3		417	Percent Count: 33% 1, 67% 2				
My Students		2		434	Percent Count: 100% 2				
Demo Roster		2	18% (2/11)	434	Percent Count: 100% 2				

Select the appropriate roster

10. On the **Roster Performance on Test** page, navigate to the **Total** panel to view average Scale Score and the Performance Distribution for the roster. Select the **i** icons to view descriptions of the average Scale Score and Performance Distribution for the roster. Students in the selected roster will appear under **My Students**.



The screenshot shows the 'Reporting' interface for 'Paper CIA Grade 4 Math'. The 'Total' panel is expanded, showing a table with columns for 'Scale Score', 'Reported Quantile Measure', and 'Performance'. Below this, a list of students is shown under the 'My Students' section. Callouts point to the 'Total' panel, the 'i' icons in the performance distribution bars, and the student list.

Student	Student ID	Scale Score	Reported Quantile Measure	Performance
State		n/a	n/a	n/a
District		417	n/a	Percent Count: 33% (1), 67% (2)
School		417	n/a	Percent Count: 33% (1), 67% (2)
My Students		434	n/a	Percent Count: 100% (2)
Goode, Lisa	999180002	446	650Q	Partially Meets Standard
Jeggors, Brittnay	999900007	422	485Q	Partially Meets Standard

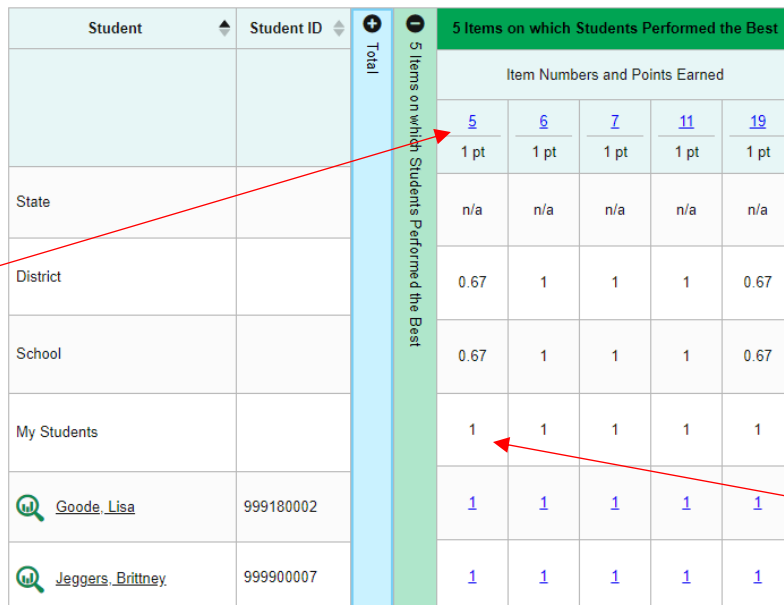
Select i icon

Total panel

List of students in roster

Select i icon

11. On the **Roster Performance on Test** page, navigate to the **5 Items on which Students Performed the Best** and the **5 Items on which Students Performed the Worst** panels to view student item scores and items in the applicable category. Select the **+** icon to expand the appropriate panel. Select the **-** icon to contract the appropriate panel.



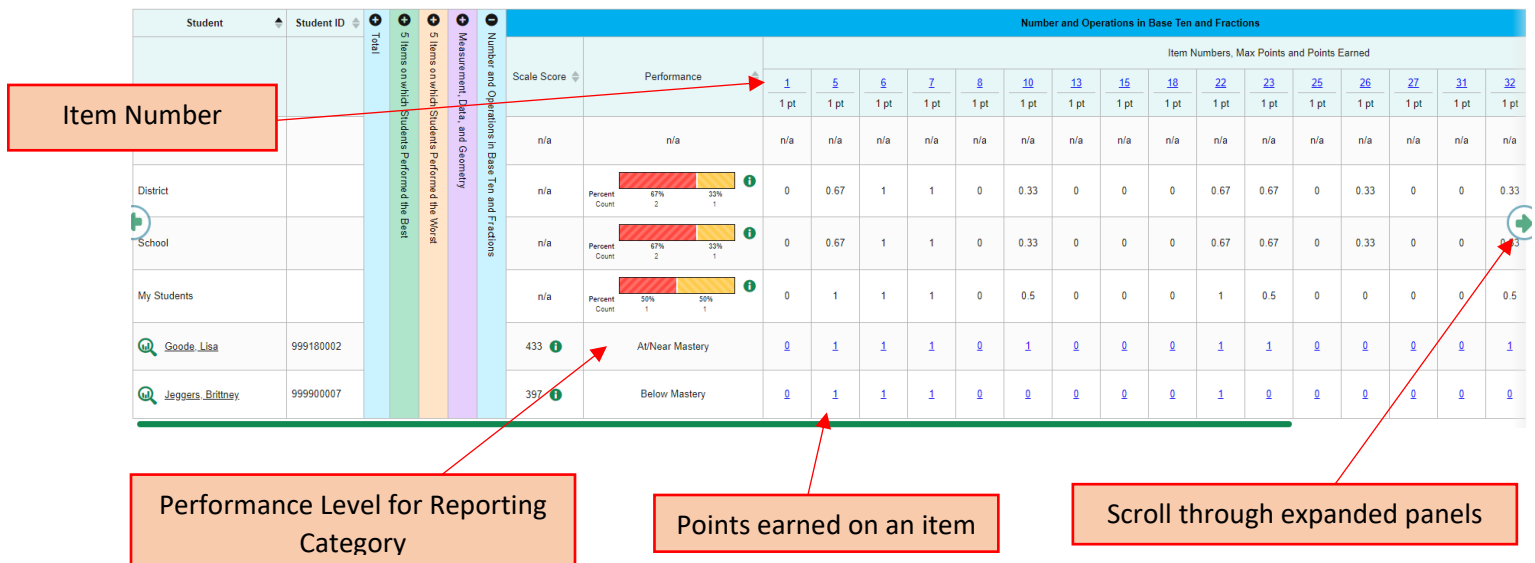
The screenshot shows the '5 Items on which Students Performed the Best' panel. It displays a table with columns for item numbers (5, 6, 7, 11, 19) and points earned. Callouts point to an item number and the points earned on that item.

Student	Student ID	5	6	7	11	19
State		n/a	n/a	n/a	n/a	n/a
District		0.67	1	1	1	0.67
School		0.67	1	1	1	0.67
My Students		1	1	1	1	1
Goode, Lisa	999180002	1	1	1	1	1
Jeggors, Brittnay	999900007	1	1	1	1	1

Item Number

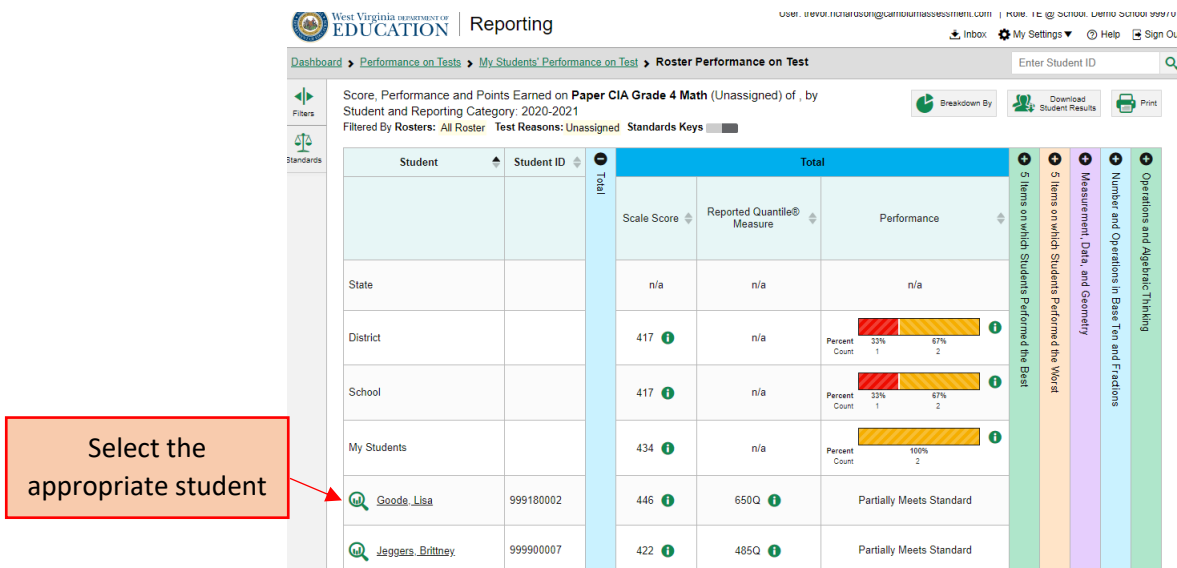
Points earned on item

12. On the **Roster Performance on Test** page, navigate to the Reporting Category panels to view student performance level, item scores, and items in the selected Domain. Select the + icon to expand the appropriate panel. Select the – icon to contract the appropriate panel. Scroll through expanded panels by select the forward and backward arrows.



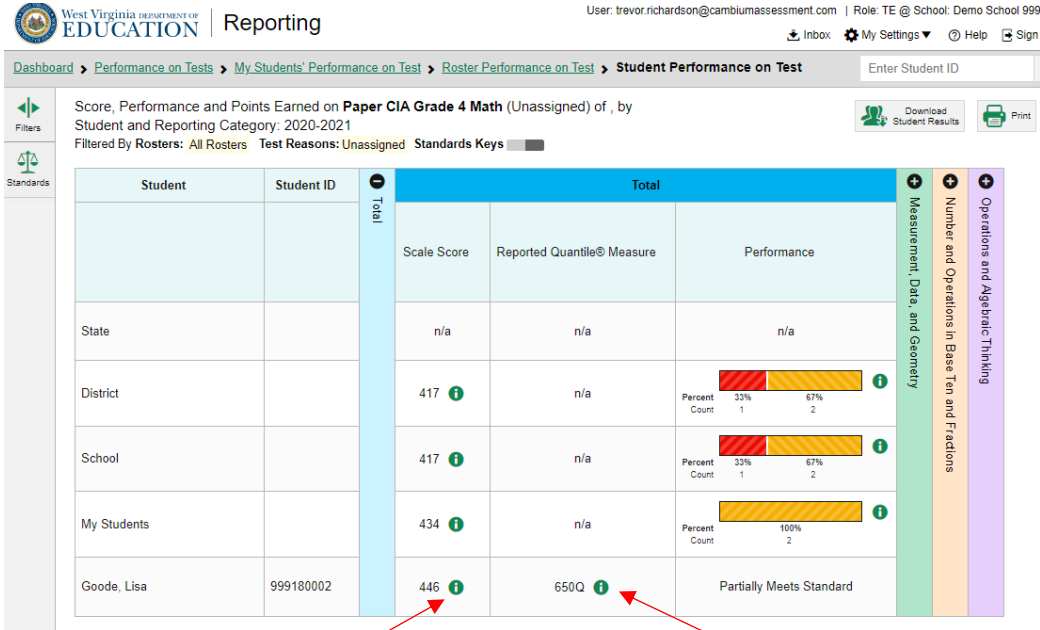
The screenshot shows a table with columns for Student, Student ID, Total, Scale Score, Performance, and Item Numbers (1-32). The Performance column shows levels like 'At/Near Mastery' and 'Below Mastery'. The Item Numbers column shows points earned for each item. Callouts point to specific elements: 'Item Number' points to the item number column, 'Performance Level for Reporting Category' points to the Performance column, 'Points earned on an item' points to the points earned in the Item Numbers column, and 'Scroll through expanded panels' points to the expand/collapse icons on the right side of the table.

13. Select the name of the student you would like to view the report for. The **Student Performance on Test** page appears.



The screenshot shows the 'Reporting' page for 'Paper CIA Grade 4 Math (Unassigned)'. It features a table with columns for Student, Student ID, Total, Scale Score, Reported Quantile Measure, and Performance. The Performance column shows levels like 'Partially Meets Standard'. A callout points to the 'Goode, Lisa' student entry in the Student column, with the text 'Select the appropriate student'.

14. On the **Student Performance on Test** page, navigate to the **Total** panel. Select the **i** icon next to the **Scale Score** to view the score description for the student's score. View the Quantile/Lexile measure reported for that student.



Score, Performance and Points Earned on **Paper CIA Grade 4 Math** (Unassigned) of , by Student and Reporting Category: 2020-2021  
Filtered By Rosters: All Rosters Test Reasons: Unassigned Standards Keys

Student	Student ID	Total	Scale Score	Reported Quantile Measure	Performance
State			n/a	n/a	n/a
District			417 <b>i</b>	n/a	Percent Count: 35% (1), 67% (2)
School			417 <b>i</b>	n/a	Percent Count: 35% (1), 67% (2)
My Students			434 <b>i</b>	n/a	Percent Count: 100% (2)
Goode, Lisa	999180002		446 <b>i</b>	650Q <b>i</b>	Partially Meets Standard

Select **i** icon

Select **i** icon

15. On the **Student Performance on Test** page, navigate to the Reporting Categories to view a student's performance level, points earned on the item, and the item number. Select the **+** icon to expand the appropriate panel. Select the **-** icon to contract the appropriate panel. Scroll through expanded panels by select the forward and backward arrows.



Student	Student ID	Total	Scale Score	Performance	Number and Operations in Base Ten and Fractions									
					Item Numbers, Ma									
					1	5	6	7	8	10	13	15	18	22
					1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt
State			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
District			n/a	Percent Count: 67% (2), 33% (1)	0	0.67	1	1	0	0.33	0	0	0	0.67
School			n/a	Percent Count: 67% (2), 33% (1)	0	0.67	1	1	0	0.33	0	0	0	0.67
My Students			n/a	Percent Count: 50% (1), 50% (1)	0	1	1	1	0	0.5	0	0	0	1
Goode, Lisa	999180002		433 <b>i</b>	At/Near Mastery	0	1	1	1	0	1	0	0	0	1

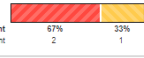
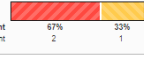

Item Number

Performance Level for Reporting Category

Points earned on an item

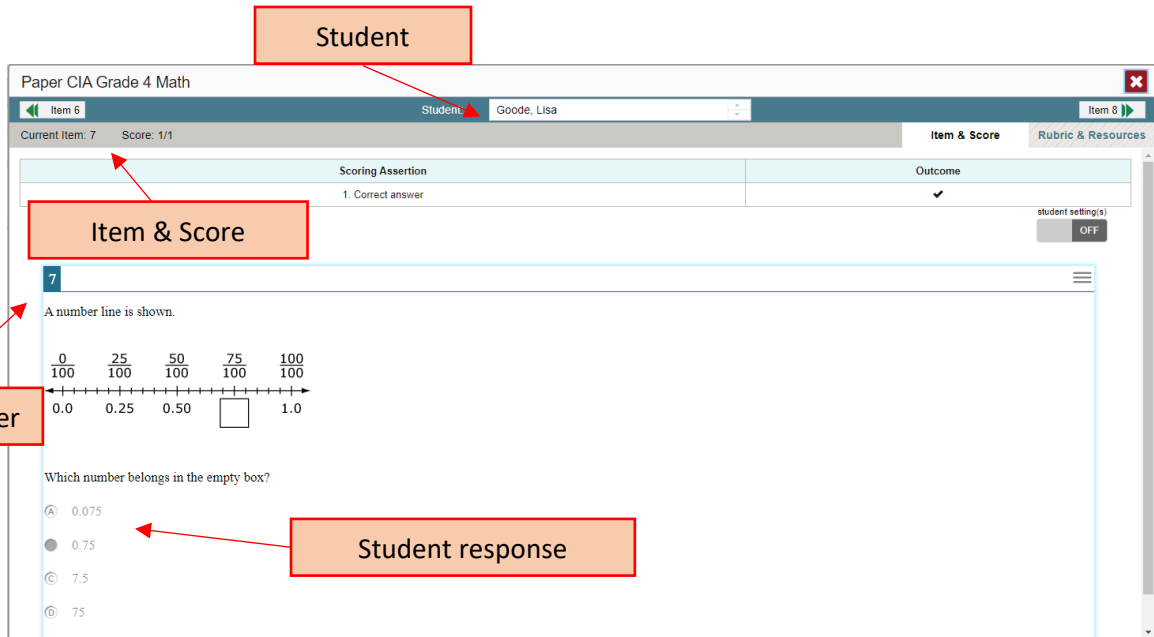
Scroll through expanded panels

16. Click on the blue hyperlink points earned to see item-level information for that student.

Student	Student ID	Total	Measurement, Data, and Geometry	Number and Operations in Base Ten and Fractions	Scale Score	Performance	Number and Operations in Base Ten and Fractions									
							Item Numbers, Mastery									
							1	5	6	7	8	10	13	15	18	22
		1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt	1 pt		
State					n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
District					n/a	 Percent Count: 67% 2, 33% 1	0	0.67	1	1	0	0.33	0	0	0	0.67
School					n/a	 Percent Count: 67% 2, 33% 1	0	0.67	1	1	0	0.33	0	0	0	0.67
My Students					n/a	 Percent Count: 50% 1, 50% 1	0	1	1	1	0	0.5	0	0	0	1
Goode, Lisa	999180002				433	At/Near Mastery	<a href="#">0</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">1</a>

Points earned on an item

17. The Item opens to show the item and score. Teachers can view the item and the student response.



Student

Item & Score

Item number

Student response

Scoring Assertion

Outcome

1. Correct answer

7

A number line is shown.

0/100 25/100 50/100 75/100 100/100

0.0 0.25 0.50 1.0

Which number belongs in the empty box?

(A) 0.075

(B) 0.75

(C) 7.5

(D) 75



18. Next, click on the Rubric & Resources tab. Teachers can view the content standard and the rubric. To close the Item, click on the Red X.

Paper CIA Grade 4 Math

Item 6 Student: Goode, Lisa Item 8

Current Item: 7 Score: 1/1 Item & Score Rubric & Resources

Details

Topic	Number and Operations in Base Ten and Fractions	Content Alignment	Domain: NF: Number and Operations - Fractions Cluster: 4.H: Understand decimal notation for fractions, and compare decimal fractions. Standard: 4.NF.6. Use decimal notation for fractions with denominators 10 or 100. For example, rewrite 0.62 as $\frac{62}{100}$ ; describe a length as 0.62 meters; locate 0.62 on a number line diagram.
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Rubric

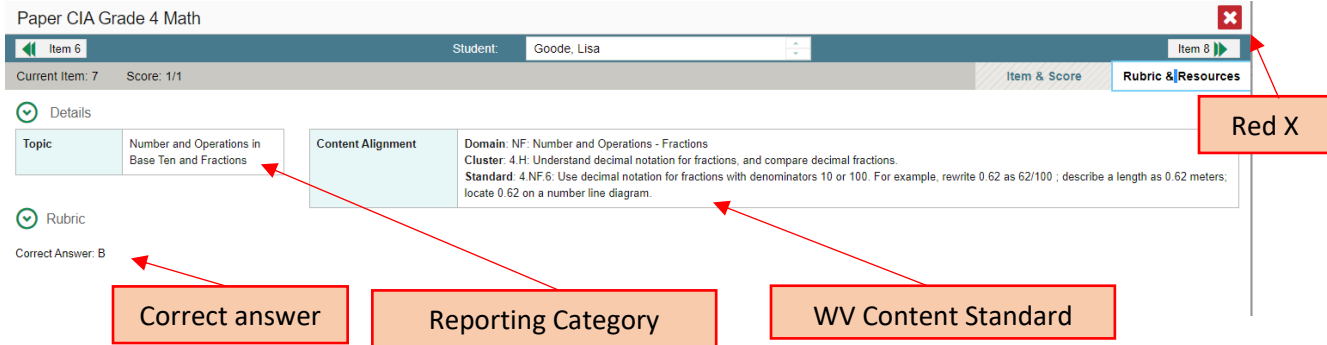
Correct Answer: B

Red X

Correct answer

Reporting Category

WV Content Standard



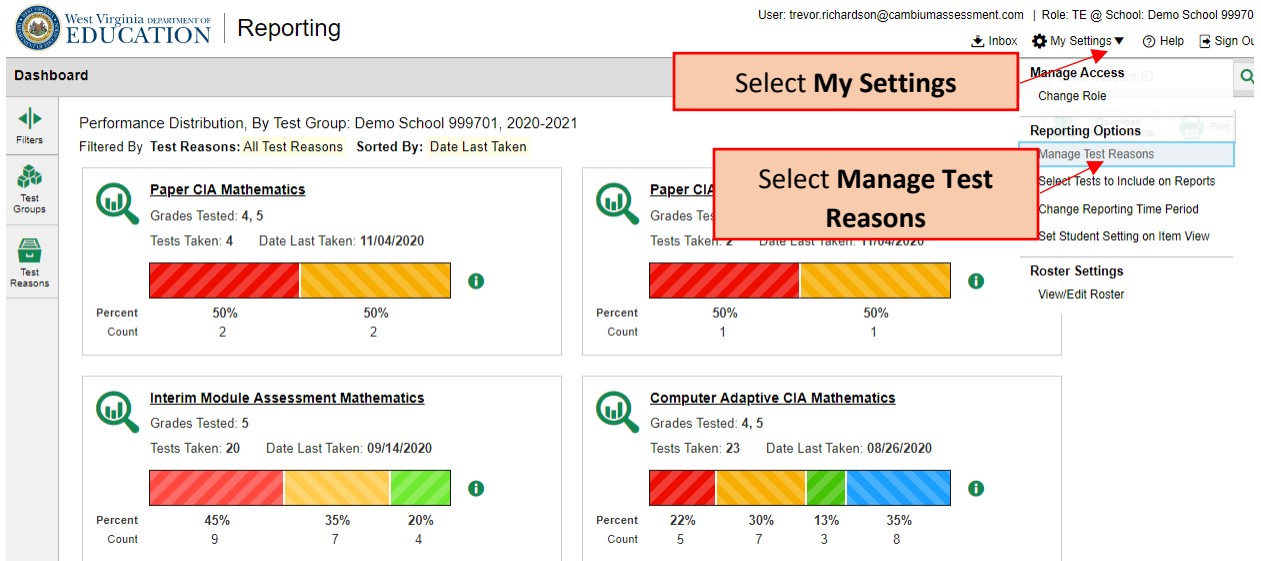
## Optional: Manage Paper CIA Test Reasons

Paper CIA data results have **Unassigned** as the default Test Reason. Paper CIAs should be administered one time since there is only one form of the test for each grade and content area.

Although it is not recommended, teachers may administer the Paper CIA more than one time. If the Paper CIA is administered a second time, the Test Reason will be Unassigned, and the second administration data results will override the first on the **Reporting Dashboard**, the **My Students' Performance on Test**, and **Roster Performance on Test**.

To disaggregate the Paper CIA administrations between the 1<sup>st</sup> Opportunity and 2<sup>nd</sup> Opportunity, use the optional directions below.

1. From the **Dashboard**, select **My Settings**. From the drop-down menu, select **Manage Test Reasons**. The **Test Reason Manager** window appears.



The screenshot shows the Reporting Dashboard interface. The top navigation bar includes the West Virginia Department of Education logo, the user's name (trevor.richardson@cambiumassessment.com), role (TE @ School: Demo School 99970), and navigation options like 'My Settings', 'Help', and 'Sign Out'. A dropdown menu is open under 'My Settings', with 'Manage Test Reasons' highlighted. Two red boxes with arrows point to 'Select My Settings' and 'Select Manage Test Reasons' in the dropdown menu.

The main content area displays performance distribution for four test groups:

Test Group	Grades Tested	Tests Taken	Date Last Taken	Percent	Count
Paper CIA Mathematics	4, 5	4	11/04/2020	50%	2
Paper CIA	4, 5	2	11/04/2020	50%	1
Interim Module Assessment Mathematics	5	20	09/14/2020	45%	9
Computer Adaptive CIA Mathematics	4, 5	23	08/26/2020	22%	5

In the **Test Reason Manager** window, you will need to enter the Session ID for the Paper CIA test opportunity you wish to assign a Test Reason. To get this information, you will need to go to **TIDE**.

Test Reason Manager

Search Test Sessions for Test Reason

You can only modify the test reason for test opportunities completed during the current school year.

Session ID:  ← **Session ID needed**

— or —

Test Reason Filter:

Session Start Date:   Please select a date range no more than 7 days.

2. Sign in to **TIDE**. Enter the SSID of the student for which you are assigning a test reason. The SSID is available next to the student's name in Reporting. The **View and Edit Student** page appears.

West Virginia DEPARTMENT OF EDUCATION

Administration: West Virginia 2020-2021 | User: Richardson, Trevor (TE)

General Resources Help Inbox Manage Account Log Out

999180002

**Preparing for Testing**

- Test Settings and Tools
- Students
- Rosters
- Test Windows

**Administering Tests**

- Appeals / Invalidations
- Monitoring Test Progress
  - Plan and Manage Testing
  - Test Completion Rates
  - Participation Search by SSID
  - Test Session Status Report
- Print Testing Tickets

**Enter SSID and search.** →

- From the **View and Edit Student** page in TIDE, scroll down to **Student Participation**. Locate the name of the test for which you are assigning a test reason. The Session ID is located to the right under the **Session ID** column.

View and Edit Student

Black or African American:  Yes  No

Student Participation

Test	Opportunity	TA Name	Session ID	Status	Results ID	Date Started	Date Completed	Last Activity	Test Duration	Force Complete Date
FF-CIA Grade 5 Math	2	Richardson, Trevor	WV-0C8F-27	reported	6594207	08/25/2020	08/25/2020	08/25/2020	00:15:11	
Module: ELA Grade 5 - Literature A	1	Demo, T2	WV-646F-30	paused 2/22	6602382	09/23/2020		09/23/2020	00:28:43	
FF-CIA Grade 5 Math	1	Richardson, Trevor	WV-E94A-27	reported	6594179	08/21/2020	08/21/2020	08/21/2020	00:24:02	
Module: Math Grade 5 - Measurement Data and Geometry C	1	Richardson, Trevor	WV-649F-28	reported	6594512	09/14/2020	09/14/2020	09/14/2020	00:04:36	
Module: Math Grade 5 - Measurement Data and Geometry C	2	Richardson, Trevor	WV-01AB-32	reported	6594513	09/14/2020	09/14/2020	09/14/2020	00:00:43	
CA-CIA Grade 5 ELA - Writing	1	Richardson, Trevor	WV-67A8-26	reported	6594193	08/24/2020	08/24/2020	08/24/2020	00:07:23	
Paper CIA Grade 5 Math	1	Richardson, Trevor	WV-5C8B-30	reported	6666800	11/02/2020	11/02/2020	11/02/2020	00:03:12	
CA-CIA Grade 5 ELA - Reading	1	Richardson, Trevor	WV-67A8-26	reported	6594192	08/24/2020	08/24/2020	08/24/2020	00:01:28	
Module: ELA Grade 4 - Editing A	1	Demo, T2	WV-646F-30	paused 4/8	6602374	09/23/2020		09/23/2020	00:02:29	
Module: Math Grade 5 - Measurement Data and Geometry A	2	Umubyeyi, Adeline	WV-FDA9-31	reported	6594255	09/01/2020	09/01/2020	09/01/2020	00:03:43	
Paper CIA Grade 4 ELA	1	Umubyeyi, Adeline	WV-0572-28	reported	6668544	11/04/2020	11/04/2020	11/04/2020	00:43:03	
Paper CIA Grade 4 Math	1	Umubyeyi, Adeline	WV-0572-28	reported	6668722	11/04/2020	11/04/2020	11/04/2020	01:05:39	

Test Name

Session ID

- Write down the Session ID and go back to **Reporting**. Enter the Session ID in the **Test Reason Manager** and select **Search**. **Select Test Opportunities** appears in the window. Click the check box next to the Session ID and then select **Assign Test Reason**. The **Confirm Test Reason and Assign Opportunities** window appears.

Test Reason Manager

Search Test Sessions for Test Reason

You can only modify the test reason for test opportunities completed during the current school year.

Session ID:  **Enter Session ID**

Test Reason Filter:

Session Start Date:  End Date:  Please select a date range no more than 7 days.

**Select Search**

Select Test Opportunities

Session ID	Test Date / Time	TA Name	# of Students in Session
<input checked="" type="checkbox"/> WV-0572-28	11/04/2020 11:59 AM - 11/04/2020 12:42 PM	Umubyeyi, Adeline	2

Rows per page:  1 Items:  of 1

**Select Assign Test Reason**

**Click Check Box**

- In the **Confirm Test Reason and Assign Opportunities** window, select 1<sup>st</sup> opportunity from the drop-down menu if the student has completed the Paper CIA one time. Select **Confirm**. The window closes and the **Test Reason Manager** window appears.

\*If you entered responses in the Date Entry Interface (DEI) for another test for the same student during that session, that test will also appear in the window. Any Test Reason you assign will apply to the other test(s) as well.

Confirm Test Reason and Assign Opportunities

Please Select a Test Reason:  **Select 1<sup>st</sup> Opportunity**

Session ID	Student Name	Student ID	Test Taken	Current Test Reason Assigned
WV-0572-28	Goode, Lisa	999180002	Paper CIA Grade 4 ELA	Unassigned
WV-0572-28	Goode, Lisa	999180002	Paper CIA Grade 4 Math	Unassigned

Rows per page:  2 Items:  of 1

**Select Confirm**

6. In the **Test Reason Manager** window, a message appears at the bottom of the window indicating that the test reason was successfully assigned to the selected opportunity/opportunities. Click the Red X to close out of the **Test Reason Manager Window**.

Test Reason Manager ✕

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Search Test Sessions for Test Reason

You can only modify the test reason for test opportunities completed during the current school year.

Session ID:  — or —

Test Reason Filter:

Session Start Date:   Please select a date range no more than 7 days.

 **Notice:** The selected test reason was successfully assigned to the selected opportunities.

Red X

Message