



District Administrator User Guide

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Introduction to the User Guide

This user guide describes the features of the Swun Math Assessment System, and provides detailed instructions for common scenarios that encompass related features.

Document Conventions

Text

- **Bold Text** refers to a page element, such as a menu, page name, or field name
- **Bordered Blue Text** refers to a selectable button
- [Underlined Blue Text](#) refers to a live link (can be clicked to jump to the linked location)

Asides

The content blocks below will be used to call attention to a tip, note, caution, or warning that will help users maximize the usefulness of the Test and Item Management System.

Tip



Tip: This symbol appears next to text that contains a helpful tip.

Note



Note: This symbol appears next to text that contains helpful information or reminders.

Caution



Caution: This symbol appears next to text that contains important information regarding a task.

Warning



Warning: This symbol appears next to text that contains extremely important information regarding actions that may cause errors.

Overview of the System

The Swun Math Assessment System comprises several applications while district administrators will be focused mostly on the Administration and Registration Tools (ART), and Reporting and Data Warehouse (RDW).

To manage users and students, use the Administration and Registration Tools by going to <https://art.tests.swunmath.com>.



View students' test results for your school in the Reporting application. After a student completes a test, results are automatically sent to the Reporting application and are available within a minute or two. To view student test results, go to <https://reporting.tests.swunmath.com/home>.

User Roles and Permissions

The Swun Math Assessment System only allows users to perform a restricted set of operations based on their role. Swun Math staff will work with users to help them understand what parts of the system are intended to be used based on their role.

Browser Requirements

The Swun Math Assessment System operates in modern browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Apple Safari. The applications are intended to be accessed from a computer.



Accessing the System

This section explains how to log in and out, and the Single Sign On (SSO) feature.

Logging In

To log in, users must have an authorized district email address and password. (Note: You should have received an email from the Swun Math Assessment System with your login information.)

Users who do not have login credentials should contact the appropriate administrator.



Warning: Do not share login credentials with anyone. Assessment item information is restricted.

1. Open the web browser and navigate to the Administration and Registration Tools (ART) URL (<https://art.tests.swunmath.com>).
2. Enter username (email address) and password.
3. Select the **Log In** button.
 - a. If the login credentials are correct, users are redirected to the ART system dashboard.
 - b. If login credentials are incorrect, a notification appears.



Note: Select the **Forgot Your Password?** link to reset a password.

Logging Out

Users may log out by following the steps below:

1. Select **Your Name** in the upper right corner.
2. Click on the **Logout** link that appears.
3. The log in page will appear.



SWUN MATH

Reporting System

[User Guide](#)[Interpretive Guide](#)[My Reports](#)

Jeff Treuting ▾

Logout

Administrator Tools

Single Sign On (SSO)

The system uses an integrated Single Sign On (SSO) system that allows users to log in one time and access all applications for which they are authorized.



Administration and Registration Tools (ART)

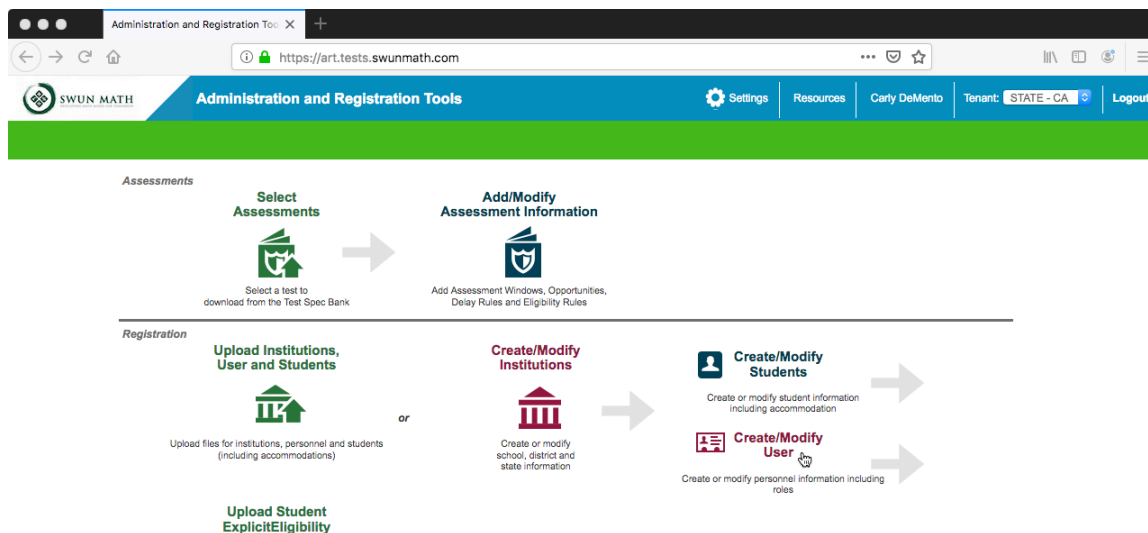
The purpose of the Administration and Registration Tools (ART) system is to help you manage users (including teachers, principals, and administrators), students, and tests. The ART system will also allow you to upload students and users in bulk rather than individually. To navigate to the ART system, click here: <https://art.tests.swunmath.com>. Use the instructions below to complete the following tasks.

Managing User(s)

Learn how to create users and select roles for each user in this section. Users include teachers, principals, and administrators.

To Create a User Record

1. From the ART home screen, click **Create/Modify User**.



2. From the **User Search** screen, click **Add New User**.



Administration and Registration Tools

User Search

Search Filters

First Name: Search... Last Name: Search...

Email Address: Search... District Name: Search...

Institution Name: Search... Role: Select...

State Abbreviation: Select... Show Users with Errors: Select...

First Name	Last Name	Email Address	Telephone Number	Role Associations			State Abbreviation	
				Role	Associated Entity Name	Responsible Entity Type		
California	Administrator	ca.admin@swunmath.com		Administrator	CALIFORNIA	STATE	CA	
Carly	DeMento	cdemento@fairwinds.net		Administrator	CALIFORNIA	STATE	CA	

- On the **Add User Information** screen, enter the information for the user record in the provided fields.
- To associate the user with a role, do the following:
 - Click [] in the **Role Associations** section.
 - Select options from the drop-down menus provided in this section. Roles to choose from include teacher, principal, or administrator.
 - Repeat steps a-b to add additional roles as necessary.
- Optional:* To ensure the user's information is current across the Single Sign On System, in the **Actions** section click **Sync**.
- Optional:* To reset user's password, click **Reset Password**.
- Optional:* To prohibit a user from logging in, click **Lock User**.
- Optional:* Click **Save**.

To Modify a User Record

- From the ART home screen, click **Create/Modify User**.
- On the **User Search** screen, search for a user record.
- On the search results table, click [] for a user record.



Search Filters

First Name: Search... Last Name: Search...

Email Address: Search... District Name: Search...

Institution Name: Search... Role: Select...

State Abbreviation: Select... Show Users with Errors: Select...

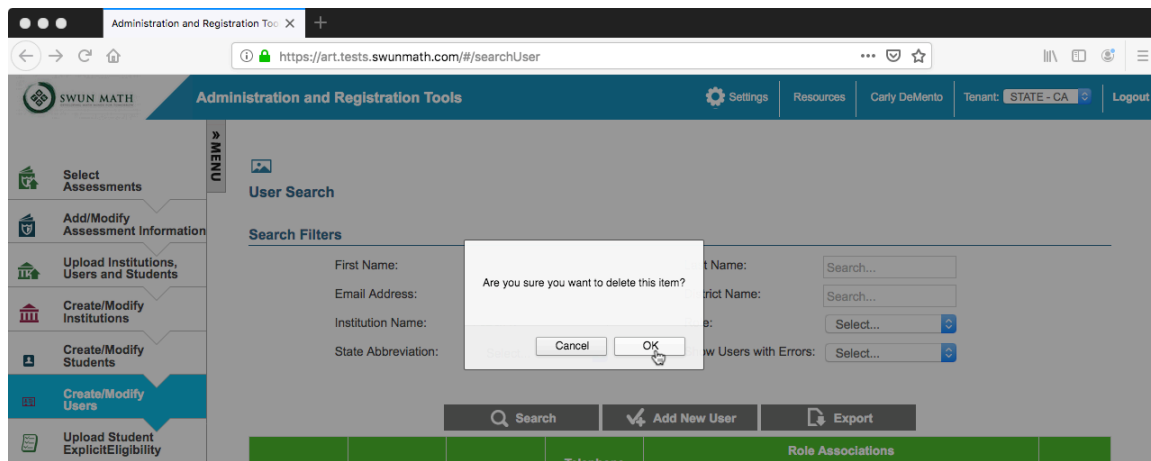
Search **Add New User** **Export**

First Name	Last Name	Email Address	Telephone Number	Role Associations				
				Role	Associated Entity Name	Responsible Entity Type	State Abbreviation	
DistrictAdmin_test	Test	JOJO@test.com		Administrator	Test Eric District	DISTRICT	CA	
California	Administrator	ca.admin@swunmath.com		Administrator	CALIFORNIA	STATE	CA	
Carly	DeMento	cdemento@fairwaytech.com		Administrator	CALIFORNIA	STATE	CA	
				Administrator	CALIFORNIA	STATE	CA	
				iat_AccessibilityReview	CALIFORNIA	STATE	CA	

- On the **Edit User Information** screen, modify the information for the user in the provided fields.
- To associate the user with a role, do the following:
 - Click [] in the **Role Associations** section.
 - Select options from the drop-down menus provided in this section.
 - To remove a role association, click [] next to that role.
- Optional:* To ensure the user's information is current across the Single Sign On System, in the **Actions** section click **Sync**.
- Optional:* To reset user's password, click **Reset Password**.
- Optional:* To prohibit the user from logging in, click **Lock User**.
- Optional:* Click **Save**.



To Delete a User Record

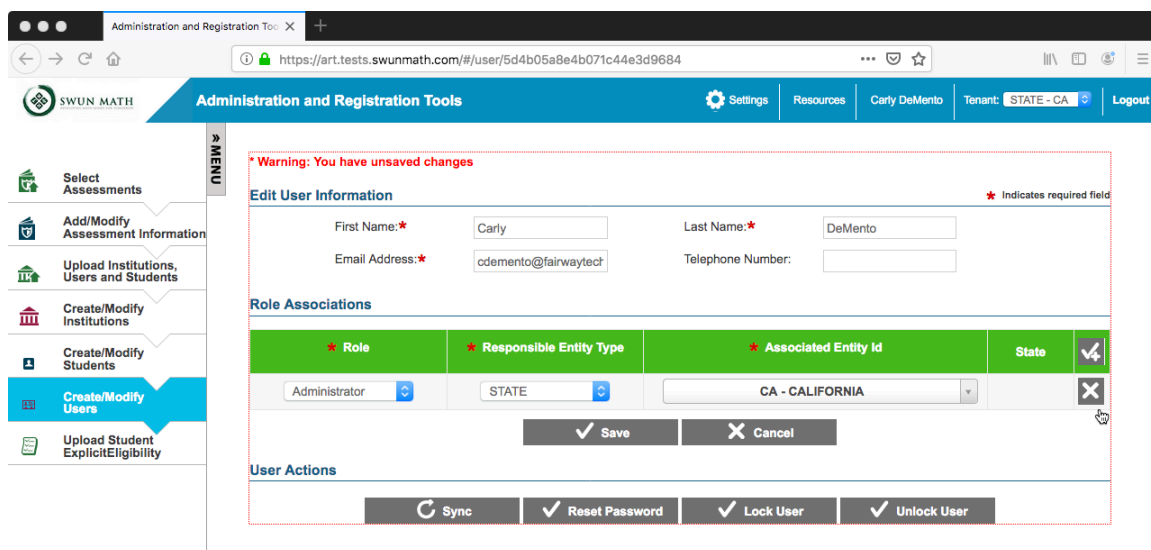
- On the **User Search** screen, search for a user record.
- On the search results table, click [] for the record you want to delete.
- A warning box pops up. Click **Ok**.



To Delete a User Role

To delete a user role, follow these instructions:

1. On the **User Search** screen, search for a user record.
2. On the search results table, click [] for a user record.
3. On the search results table, click [] for the record you want to delete.



Bulk Uploading Users

Follow these instructions when you would like to add, modify, or delete a list of users.

To upload a user file:

1. Download the User template, following the instructions provided in the Download File Templates section on p. 11.
2. Enter a row of information for each user you want to add, modify, or delete.
 - a. To modify an existing user record, enter the information for the new record in its own row. The old record will be replaced upon uploading the file.



- b. To delete an existing user, enter “DELETE” in the Delete column.
3. On the ART home screen, click [Upload Institutions, Users, and Students](#).
4. Upload the user file, following the instructions provided in the Uploading Files section on p. 12.

Managing Student(s)

After adding schools to ART, you can add students. Students must be associated with a school. Once students are added to ART, any student who meets the implicit eligibility criteria for an assessment already added to ART will automatically be registered for that assessment.

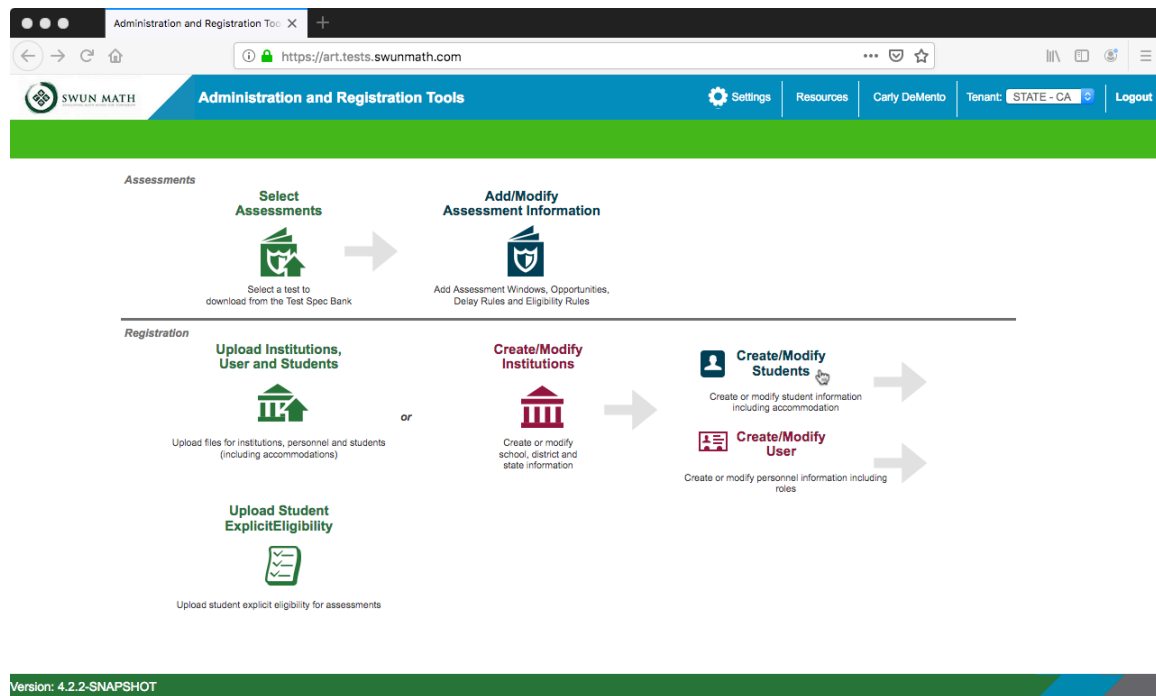
Create or Modify a Student Record

The screenshot shows the 'Administration and Registration Tools' interface. On the left is a sidebar menu with options: Select Assessments, Add/Modify Assessment Information, Upload Institutions, Users and Students, Create/Modify Institutions, **Create/Modify Students** (highlighted), Create/Modify Users, and Upload Student Explicit Eligibility. The main content area is titled 'Student Search' and includes search filters for State Abbreviation, Institution Identifier, Last Name, Grade Level When Assessed, District Identifier, SSID, and First Name. Below the filters are buttons for Search, Add New Student, and Export. A table displays a list of students with columns for SSID, Organization Name, Name of Institution, State Abbreviation, Last Name, First Name, Middle Name, Sex, Birth Date, Grade Level When Assessed, and action icons (edit and delete).

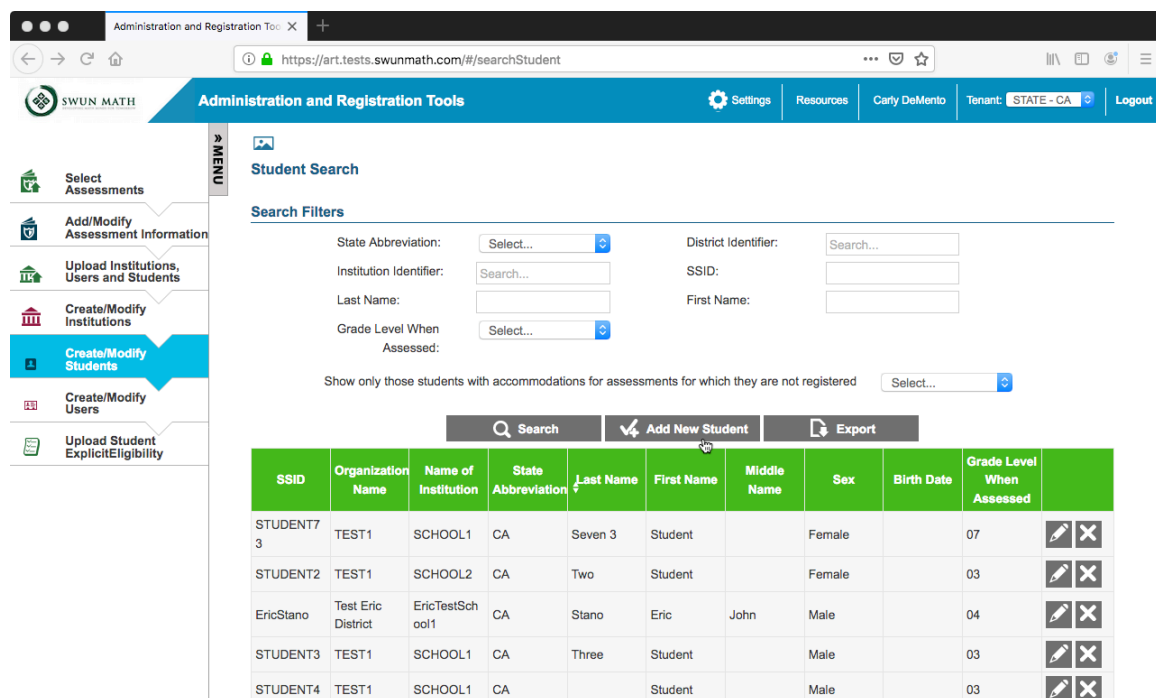
SSID	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Grade Level When Assessed	
STUDENT73	TEST1	SCHOOL1	CA	Seven 3	Student		Female		07	
STUDENT2	TEST1	SCHOOL2	CA	Two	Student		Female		03	
EricStano	Test Eric District	EricTestSchool1	CA	Stano	Eric	John	Male		04	
STUDENT3	TEST1	SCHOOL1	CA	Three	Student		Male		03	

To create a student record:

1. On the ART home screen, click [Create/Modify Students](#).




2. On the **Student Search** screen, click **Add New Student**.




3. On the **Add Student Information** screen, enter the information for the student.
4. Click **Save**.

**To modify a student record:**

1. On the ART home screen, click [Create/Modify Students](#).
2. On the **Student Search** screen, search for a student record.
3. In the search results table, click [] for a student record.
4. On the **Edit Student Information** screen, modify the information for the student in the provided fields .
5. Click [Save](#).

To delete a student record:

1. On the ART home screen, click [Create/Modify Students](#).
2. On the **Student Search** screen, search for a student record.
3. In the search results table, click [] for a student record.
4. In the warning box that pops up, click [Ok](#).

Bulk Uploading Students

Follow these instructions when you would like to add, modify, or delete a list of students.

To upload a student file:

1. Download the Student template, following the instructions provided in the Download File Templates section on p. 11.
2. Enter a row of information for each student you want to add, modify, or delete.
 - a. To modify an existing student record, enter the information for the new record in its own row. The old record will be replaced upon uploading the file.
 - b. To delete an existing student, enter “DELETE” in the Delete column.
3. On the ART home screen, click [Upload Institutions, Users, and Students](#).
4. Upload the student file, following the instructions provided in the Uploading Files section on p. 12.

Download File Templates

To create upload files for the various types of records, use one of the available file templates. These templates organize records into tables, and you enter data into the tables—one row for each record. Using the template reduces the risk of errors and helps to ensure that your file upload is successful.

Templates are available in CSV, XLSX, TAB, and XLS formats.

To download file templates:

1. In the ART banner at the top of the screen, select **Download Templates** from the Resources drop-down list.
2. Mark the checkboxes corresponding to the templates you want to download. For example, if you want to download templates for districts or students, mark the District or Student checkboxes.



- Also, mark the checkboxes corresponding to the format you want to download. For example, if you want to download templates in the CSV format, mark the CSV checkbox at the bottom of the screen. The **Download** button will appear.

The screenshot shows a web browser window with the URL <https://art.tests.swunmath.com/#/downloadTemplate>. The page title is "Administration and Registration Tools". Below the title bar, there is a navigation menu with "Settings", "Resources", "Carly DeMento", "Tenant: STATE - CA", and "Logout". The main content area is titled "Download Templates" and includes the instruction "Download file by selecting the file:". Below this is a table with a green header row labeled "Entity Name". The table contains the following rows:

Entity Name
<input type="checkbox"/> District
<input checked="" type="checkbox"/> GroupOfDistricts
<input type="checkbox"/> Institution
<input type="checkbox"/> GroupOfInstitutions
<input checked="" type="checkbox"/> Student
<input type="checkbox"/> StudentGroup
<input type="checkbox"/> User
<input type="checkbox"/> DesignatedSupportsAndAccommodations
<input type="checkbox"/> ExplicitEligibility

Below the table, there are radio buttons for the file format: ☒ CSV, ☐ XLSX, ☐ TAB, and ☐ XLS. At the bottom, there is a "Download" button with a checkmark icon.

- Click **Download**. Your browser will download the files. Depending on your browser's configuration, the files will open in the appropriate application or are stored on your computer.

Upload Files

Creating an Upload File

Each template consists of columns appropriate for the record type you selected. The top row in the template contains the data columns for which you enter the appropriate information. You enter the information for each record in the subsequent rows.



Caution: Validation Errors. Editing values in the top row of a template file results in validation errors when uploading the file. Do not edit values in the top row of a template file.

Multiple Entries in a Data Cell. For fields where multiple entries are permitted (i.e. Non-Embedded Designated Supports and Accommodations) each entry should be separated with a semicolon (e.g. NEDS_CC; NEDS_TArabic).

To create an upload file:



1. After downloading the appropriate template, open the file in Microsoft Excel or a compatible spreadsheet program.
2. Enter each record's information in a separate row.
Note: Upload templates are case-sensitive. Data must be entered as standard text. Any formatting, such as boldface, highlighting, or italics, will be lost during the upload.
 - a. To delete an existing record, enter "DELETE" in the Delete column for that record.
 - b. To modify an existing record, enter the new information for that record. The old record will be replaced upon uploading the file. To modify the key value of a record (e.g., the email address of a user record), you must delete the original record and create a new one. *Note: Some record types cannot be deleted or modified via the file upload task. You must delete or modify those records from the Create/Modify screen for that record type.*
3. Save the upload file in one of the following file formats: CSV, XLS, XLSX, or TXT. After the file is saved, you can upload it to ART.

Uploading Files

The file upload process has four main steps: (1) Choose File, (2) Preview File, (3) Validate File, and (4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors. When uploading a file, you must use the correct upload screen for that record type.

Step 1: Upload the File

1. From the ART home screen, navigate to the appropriate file upload screen for the record type.
2. Select the record upload type from the *Entity* drop-down list on the **Upload File** screen.

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Administration and Registration Tools

Settings Resources Carly DeMento Tenant: STATE - CA Logout

Upload File

Upload file by selecting the file or drag file if you have a modern browser:

Entity: Select... Select File: Choose File

File Name	File Size
No files to upload.	



3. Click **Choose File** and select the saved file on your computer. The file name and the file size appears on the screen. *Note: If you are using a modern browser, you may also click and drag the file directly into the table provided on the upload screen.*
4. Verify that the name of the file is correct and then click **Upload**.

Step 2: Preview File

1. To ensure that you uploaded the correct file, you can preview the file you selected in the table on this screen. *Note: Only the first few records in the file are visible on this preview screen.*
2. To begin the file validation process, click **Validate**.



Caution: If your file is large, uploading it may take a long time. DO NOT cancel the upload and try again, because ART may have already begun processing some of the records. If your file is too large to upload while you are online, you can minimize the file by separating it into smaller files. Smaller file uploads can be processed simultaneously in separate browser tabs with one upload per tab.

Step 3: Validate File

If the file passes validation, a message appears, indicating that no validation errors were found. You can click **Save** to proceed to the final step.

If the file contains records with errors, an error message appears. Depending on the severity of the error, either the entire file will fail or just the records with errors will fail.

Files with data that are not in the correct format as shown in the template will generate error messages by row, identifying the errors in the file.

Understanding Error Types

- If the entire file fails, note the errors and the corresponding record numbers. Click **Cancel**, update your file, and then restart the upload process from Step 1: Choose File.
- If the file contains record errors, these records will not be committed to ART. The records that passed validation can be committed. You may elect to fix the errors in your file and re-upload it, or to add these records individually on the appropriate Create/Modify [Record] screen.
- If the file contains record warnings, these records will be saved to ART. However, you are strongly encouraged to review the associated records. You may edit these records using the appropriate Create/Modify [Record] screen.

Step 4: Confirmation

After you click **Save**, the accepted records will be uploaded to ART. A table appears, confirming the type of records upload, the number of records deleted, and the number of records inserted.



Reporting

The purpose of the Reporting system is to allow you to view and export your district's assessment scores. The following sections will detail how to export district data to load into other systems and how to create custom aggregate reports that will help you compare results across all schools in your district.

View Specific Class Results

In the reporting application, you can view results for a class in multiple ways. You can look at all students or analyze scores by question. You will also be able to see recent results vs. older results and view a key/distractor analysis in order to assess which answers students are having trouble with.

View Recent Results vs. Older Results

1. From the reporting application home screen, choose the class you would like to view in the **Search by Classroom** area. By default, you will see the most recent assessment given.
2. To view all assessment results for this class, you have two options:
 - i. Click the **[+]** next to the drop-down menu in the **Selected Assessments** box (circled in red).

The screenshot shows the 'Classes' section of the reporting application. At the top, there are links for 'View Unit Test Dashboard' and 'Printable Reports'. Below this, the 'Class' dropdown is set to 'Grade 3 Class 1' and the 'School Year' dropdown is set to '2019-20'. The 'Selected Assessments' box shows 'G3 Grade 3 - Unit 2' with a red circle around the '+' button next to it. The 'Advanced Filters' section has a 'Show' button with a checkbox. The 'Most Recent' button is also visible.

- ii. Or, click **Selected Assessments** in the right-hand corner of the **Selected Assessments** box (circled in red).



Classes

View Unit Test Dashboard Printable Reports

Class School Year Advanced Filters

Grade 3 Class 1 2019-20 Show

Selected Assessments

Click an assessment to remove it from the list

Grade 3 - Unit 2

Click an assessment to add or remove it from your list of selections above.

Grade 3

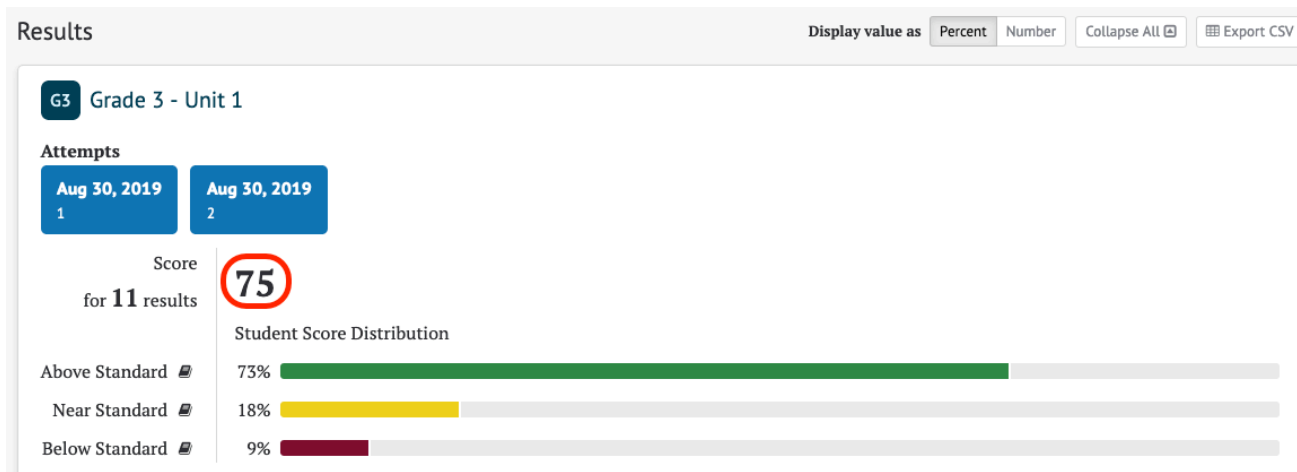
Grade 3 - Unit 1 Grade 3 - Unit 2

3. Choose the assessment you would like to view for this class. You can choose multiple assessments if you would like to.

View Results by Student

Once you have selected the desired class, scroll down the **Selected Assessment** screen to view the results for all students.

- **Aggregate Score** – View the class's average score on the assessment at the top of the test.



- **Achievement Level** – Find each student's achievement level on the assessment next to their name.



- **Sort by Score** – Sort students' scores from lowest to highest, or highest to lowest in the Scale Score column. Click the arrow to the right of the **Scale Score** field to sort from lowest to highest. Click again to sort from highest to lowest.

Select a Results View

Results By Student ▾

Instructional Resources

Student	Date	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
339, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	100
3311, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	94
333, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	88
338, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	81
3310, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
337, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
335, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Near Standard	62
334, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Near Standard	50
336, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Below Standard	19

View Results by Item (Question)

You can view results by question by selecting **Results by Item** (circled in red) from the **Select a Results View** drop-down menu above students' names.

Select a Results View

Results By Student ▾

Instructional Resources

Results By Student	Date	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
Results By Item	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	100
Key / Distractor Analysis	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	94
333, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	88
338, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	81
3310, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
337, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
335, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Near Standard	62
334, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Near Standard	50
336, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Below Standard	19

The resulting screen will show you how the whole class performed on each question.



Select a Results View

Results By Item ▾

Instructional Resources

Export

Item #	Claim/Target ⓘ	Item Difficulty ⓘ	Standard ⓘ	Full Credit ⓘ	0	1
1	Problem Solving / Target A	Moderate	3.NBT.2	91%	9%	91%
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	64%	36%	64%
3	Problem Solving / Target D	Moderate	3.NBT.2	55%	45%	55%
4	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
5	Problem Solving / Target A	Moderate	3.NBT.2	64%	36%	64%
6	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%

View Standard Performance

You can view the Common Core standard each question is associated with in the **Standard** column (circled in red).

Select a Results View

Results By Item ▾

Instructional Resources

Export

Item #	Claim/Target ⓘ	Item Difficulty ⓘ	Standard ⓘ	Full Credit ⓘ	0	1
1	Problem Solving / Target A	Moderate	3.NBT.2	91%	9%	91%
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	64%	36%	64%
3	Problem Solving / Target D	Moderate	3.NBT.2	55%	45%	55%
4	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
5	Problem Solving / Target A	Moderate	3.NBT.2	64%	36%	64%
6	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%

If you would like to see which standards/questions your class performed poorly on in order to guide your teaching, sort the **Full Credit** column by clicking on the **Full Credit** heading. The **Full Credit** column shows what percentage of your class got that question right. Because each question is associated with a standard, the **Full Credit** column also shows you how your class is performing on each standard.



SELECT RESULTS VIEW

Results By Item ▾

Instructional Resources Export

Item #	Claim/Target ⓘ	Item Difficulty ⓘ	Standard ⓘ	Full Credit ⓘ	0	1
1	Problem Solving / Target A	Moderate	3.NBT.2	91%	9%	91%
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	64%	36%	64%
3	Problem Solving / Target D	Moderate	3.NBT.2	55%	45%	55%
4	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
5	Problem Solving / Target A	Moderate	3.NBT.2	64%	36%	64%
6	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%

If you sort the **Full Credit** column by clicking on it, you can see which questions/standards your students performed poorly on.

Five Results

Select a Results View

Results By Item ▾

 **Instructional Resources**

Export

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	0	1
13	Concepts and Procedures / Target A	Moderate	3.NBT.1	0%	0%	0%
3	Problem Solving / Target D	Moderate	3.NBT.2	55%	45%	55%
12	Problem Solving / Target D	Moderate	3.NBT.2	55%	45%	55%
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	64%	36%	64%
4	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
5	Problem Solving / Target A	Moderate	3.NBT.2	64%	36%	64%
6	Problem Solving / Target D	Moderate	3.NBT.2	64%	36%	64%
11	Concepts and Procedures / Target A	Moderate	3.NBT.2	64%	36%	64%
9	Concepts and Procedures / Target A	Moderate	3.NBT.2	73%	27%	73%
15	Concepts and Procedures / Target A	Moderate	3.NBT.2	73%	27%	73%
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
10	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
13	Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
1	Problem Solving / Target A	Moderate	3.NBT.2	91%	9%	91%
14	Concepts and Procedures / Target A	Moderate	3.NBT.2	91%	9%	91%
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%
16	Concepts and Procedures / Target A	Moderate	3.NBT.2	100%	0%	100%

Click the **Full Credit** column again to sort questions/standards from highest to lowest.



Expand Item to See Actual Question

Click on the **Item #** next to each question to expand the question.

Select a Results View

Results By Item ▾

[Instructional Resources](#) [Export](#)

Item #	Claim/Target ⓘ	Item Difficulty ⓘ	Standard ⓘ	Full Credit ⓘ	0	1
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%

Student Points and Responses **Item Viewer** Rubric and Exemplar Item Information

Student	Date	Attempt	Enrolled Grade	School	Student Points	Max Points	Correctness
331, Student	Aug 30, 2019	2	G3	EricTestSchool2	1	1	1.00
3310, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
3311, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
332, Student	Aug 30, 2019	2	G3	EricTestSchool2	1	1	1.00
333, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
334, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
335, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
336, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
337, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
338, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00
339, Student	Aug 30, 2019	1	G3	EricTestSchool2	1	1	1.00

16	Concepts and Procedures / Target A	Moderate	3.NBT.2	100%	0%	100%
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Click the **Item Viewer** (circled in red) tab and scroll down to see the actual question.



Hide Results ^

Select a Results View

Results By Item ▾

Instructional Resources Export

Item #	Claim/Target ⓘ	Item Difficulty ⓘ	Standard ⓘ	Full Credit ⓘ	0	1
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%

Student Points and Responses Item Viewer Rubric and Exemplar Item Information

Key: D

This is the view of the item as seen while taking the assessment. This does not include student responses.

Zoom Out Zoom In

7

Round 795 to the nearest 10.

- A 790
- B 805
- C 880
- D 800

View Key/Distractor Analysis

The key/distractor analysis will help you determine which answers on each question are confusing for your students. To go to the analysis, choose **Key/Distractor Analysis** (circled in red) from drop-down menu above the list of questions.

Hide Results

Select a Results View

Results By Item

Results By Student

Results By Item

Key / Distractor Analysis

Instructional Resources

Export

	Item Difficulty	Standard	Full Credit	0	1
Procedures / Target A	Moderate	3.NBT.1	100%	0%	100%
Procedures / Target A	Moderate	3.NBT.2	100%	0%	100%
1 Problem Solving / Target A	Moderate	3.NBT.2	91%	9%	91%
14 Concepts and Procedures / Target A	Moderate	3.NBT.2	91%	9%	91%
8 Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
10 Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
13 Concepts and Procedures / Target A	Moderate	3.NBT.1	82%	18%	82%
9 Concepts and Procedures / Target A	Moderate	3.NBT.2	73%	27%	73%

The Key/Distractor Analysis page lists the answers for each question as well as the percentage of the class that chose the answer. The responses shaded in green indicate the correct answer for each item. This chart can be used to understand which wrong answers are most commonly chosen.

Select a Results View

Key / Distractor Analysis

Instructional Resources

Export

The shaded responses below indicate the correct answer for each item.

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	A	B	C	D
1	Problem Solving / Target A	Moderate	3.NBT.2	89%	89%	0%	11%	0%
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	67%	67%	78%	22%	0%
3	Problem Solving / Target D	Moderate	3.NBT.2	44%	33%	44%	11%	11%
4	Problem Solving / Target D	Moderate	3.NBT.2	56%	11%	56%	78%	22%
5	Problem Solving / Target A	Moderate	3.NBT.2	56%	56%	22%	22%	0%
6	Problem Solving / Target D	Moderate	3.NBT.2	67%	0%	67%	33%	0%
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	100%	0%	0%	0%	100%
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	78%	22%	78%	0%	0%

You can view the question and answers associated with the items by clicking the **Item #** and then the **Item Viewer** tab.



Select a Results View

Key / Distractor Analysis ▾

[Instructional Resources](#)

[Export](#)

The shaded responses below indicate the correct answer for each item.

Item #	Claim/Target	Item Difficulty	Standard	Full Credit	A	B	C	D
1	Problem Solving / Target A	Moderate	3.NBT.2	89%	89%	0%	11%	0%
<p>Student Points and Responses Item Viewer Rubric and Exemplar Item Information</p> <p>Key: A</p> <p>This is the view of the item as seen while taking the assessment. This does not include student responses.</p> <p style="text-align: right;"> Zoom Out Zoom In </p> <p>1</p> <p>Bill practiced yoga for 123 minutes on Saturday and 189 minutes on Sunday. How many total minutes did he practice yoga over the weekend?</p> <p> <input checked="" type="radio"/> A 312 <input type="radio"/> B 66 <input type="radio"/> C 302 <input type="radio"/> D 166 </p>								
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	67%	67%	78%	22%	0%

Individual Student Results

In this section, you will learn how to find an individual student, view the student's responses for a specific test, print reports, and show the test history for a particular student.

Find a Student

There are multiple ways to view an individual student's results. You can either:

- **Search by ID** – From the Reporting application home page, you can search for a student with their ID number. This will take you to the student's assessment history page.



Access Assessment Results

Search by Student

[Search](#)

Assigned Classes 2

My Groups 2

Search by Class
[View Unit Test Dashboard](#)

Class Name	School	Subjects
Grade 3 Class 1	EricTestSchool2	All
Miss Smith Grade 3	EricTestSchool2	All

Welcome!

The [User Guide](#) describes features of the Swun Math Reporting System and instructions for using each feature.

[User Guide](#)

The [Interpretive Guide](#) is designed to help educators, parents, and other stakeholders interpret interim assessments reports for the Swun Math Reporting System.

[Interpretive Guide](#)

- **Search by Class** – From the Reporting application home page, scroll down to find your class and click on the class name (class name links are circled in red).

Access Assessment Results

Search by Student

[Search](#)

Assigned Classes 2

My Groups 2

Search by Class
[View Unit Test Dashboard](#)

Class Name	School	Subjects
Grade 3 Class 1	EricTestSchool2	All
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Welcome!

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[User Guide](#)

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[Interpretive Guide](#)

View Individual Student Responses

When you are viewing the assessment results of your classroom, you can view each student's performance in a number of ways.

Click the desired student's name.



Student	Date	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
3310, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
3311, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	94
Student's Responses Student's Test History Print Student's Full Unit Test Report		N/A	G3	EricTestSchool2	Standardized	Above Standard	88
		N/A	G3	EricTestSchool2	Standardized	Near Standard	50
		N/A	G3	EricTestSchool2	Standardized	Near Standard	62
336, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Below Standard	19
337, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75

To view individual responses on this assessment, click **Responses**.

G3 Grade 3 - Unit 1

Aug 30, 2019

Item #	Claim/Target	Item Difficulty	Standard	Student Points	Max Points	Correctness
1	Problem Solving / Target A	Moderate	3.NBT.2	1	1	1.00
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	1	1	1.00
3	Problem Solving / Target D	Moderate	3.NBT.2	1	1	1.00
4	Problem Solving / Target D	Moderate	3.NBT.2	1	1	1.00
5	Problem Solving / Target A	Moderate	3.NBT.2	1	1	1.00
6	Problem Solving / Target D	Moderate	3.NBT.2	1	1	1.00
7	Concepts and Procedures / Target A	Moderate	3.NBT.1	1	1	1.00
8	Concepts and Procedures / Target A	Moderate	3.NBT.1	1	1	1.00
9	Concepts and Procedures / Target A	Moderate	3.NBT.2	1	1	1.00
10	Concepts and Procedures / Target A	Moderate	3.NBT.1	1	1	1.00
11	Concepts and Procedures / Target A	Moderate	3.NBT.2	1	1	1.00
12	Problem Solving / Target D	Moderate	3.NBT.2	0	1	0.00

Sort by **Student Points** to see which questions the student performed best and worst on.



G3 Grade 3 - Unit 1							Aug 30, 2019	
Item #	Claim/Target	Item Difficulty	Standard	Student Points	Max Points	Correctness		
12	Problem Solving / Target D	Moderate	3.NBT.2	0	1	0.00		
1	Problem Solving / Target A	Moderate	3.NBT.2	1	1	1.00		
2	Concepts and Procedures / Target A	Moderate	3.NBT.1	1	1	1.00		
3	Problem Solving / Target D	Moderate	3.NBT.2	1	1	1.00		
4	Problem Solving / Target D	Moderate	3.NBT.2	1	1	1.00		
5	Problem Solving / Target A	Moderate	3.NBT.2	1	1	1.00		

Test History for a Specific Student

View each student's test history by clicking **Test History** next to their name when viewing your classroom.

Student	Date	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
3310, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
3311, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	94
Student's Responses Student's Test History Print Student's Full Unit Test Report	N/A	N/A	G3	EricTestSchool2	Standardized	Above Standard	88
	N/A	N/A	G3	EricTestSchool2	Standardized	Near Standard	50
	N/A	N/A	G3	EricTestSchool2	Standardized	Near Standard	62
336, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Below Standard	19
337, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
338, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	81

The **Test History** screen will show you a view of all of the assessments and scores the student has taken.



3311, Student **STUDENT3311**

Export CSV

Printable Reports

School Year

2019-20

Subject

All

Assessment Type

All

Advanced Filters

Show

Student Test History Report

Units

Collapse

G3

Grade 3 - Unit 1

Aug 30, 2019

Above Standard

1 result

Print Reports

There are two types of printed reports you can choose from. The next section will detail how to download a copy of these reports.

Unit Test Reports

The Unit Test Report will include a report of all units a student has taken. Once you have chosen an IAB assessment, from the classroom screen, click a student's name and select **Print Full Unit Test Report**. Click [Create Report](#).

Student	Date	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
3310, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	75
3311, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Above Standard	94
Student's Responses		N/A	G3	EricTestSchool2	Standardized	Above Standard	88
Student's Test History		N/A	G3	EricTestSchool2	Standardized	Near Standard	50
Print Student's Full Unit Test Report		N/A	G3	EricTestSchool2	Standardized	Near Standard	62
336, Student	Aug 30, 2019	N/A	G3	EricTestSchool2	Standardized	Below Standard	19



Create Student's 2020 Units Unit Test Printable Report

Report Name
3311, Student

School Year
2019-20

Assessment Type
Unit Test

Subject
Units

Student Accommodations ⓘ
Show Hide

Cancel

Create Report

You will be taken to the **My Reports** screen. This screen shows the status of all of your reports. The status will change to Completed when your report is ready.

My Reports

Saved Queries

When the status of the report is "Completed," click on the report name to view the report or the report query, or to download the report data.

Name	Report Type	Assessment Type	Subject	School Year	Status	Date
3311, Student	Student Report	Unit Test	Units	2019-20	Completed	Sep 2, 2019, 8:51:50 PM

Download Report Data

View Report Query

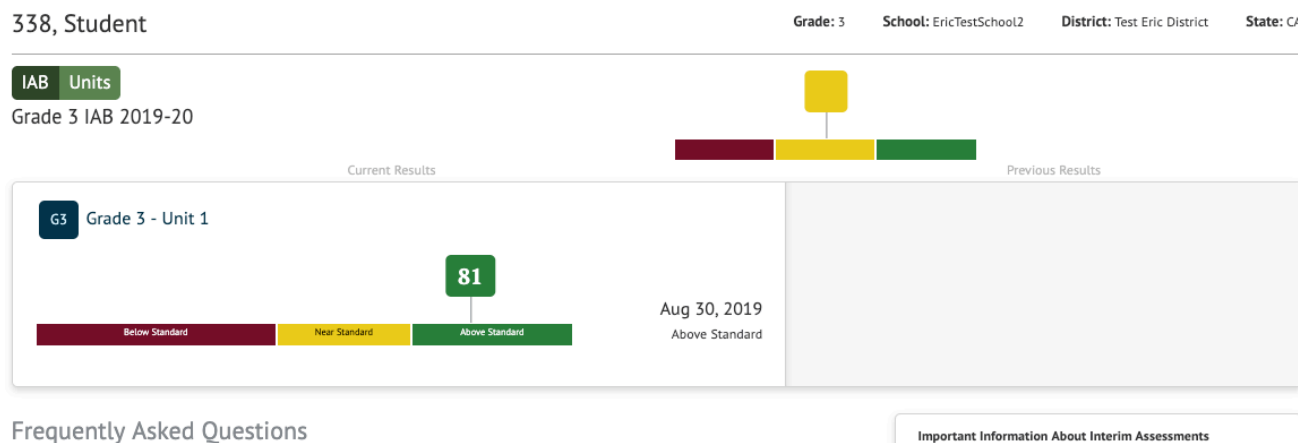
Save Report Query

Delete Report



Click the student's name to download when the report is complete.

Sample report:



Benchmark Reports

An Benchmark Report shows the results of a student on a trimester assessment. From the classroom view of an assessment, click a student's name and choose Print Benchmark Report for a volume.

This will give you a more detailed report of how this student did on the assessment. Click [Create Report](#).

You will be taken to the **My Reports** screen. This screen shows the status of all of your reports. The status will change to Completed when your report is ready.

On the **My Reports** screen, click the student's name to download the report when it is completed.

Viewing Your School's Results

To get a bird's eye view of how your school is performing on assessments, view your entire school's results.

1. From the Reporting home screen, select your school in the **Search by School** field.



Access Assessment Results

Search by Student

Enter the Statewide Student Identifier (SSID)

Search

Search by School

TestSchool1

Grade

Select

Search

EricTestSchool1

District Test Eric District

Assigned Classes 1

Search by Class

View Unit Test Dashboard

Class Name

School

Subjects

2. Select the Grade you would like to view.

Access Assessment Results

Search by Student

Enter the Statewide Student Identifier (SSID)

Search

Search by School

EricTestSchool1

Grade

✓ Select
Grade 2
Grade 3
Grade 4
Grade 5
Grade 7

Search

Assigned Classes 1

3. You can view the number of results in this grade. For example, there are 177 assessment results in the Demo Elementary school's third grade. Also, you can see the third grade's aggregate or average score on this assessment.



- To see a list of individual students' scores, click **Show Results** to expand your view.

EricTestSchool1 - Grade 3 District / School Exports Printable Reports

School: EricTestSchool1 Assessment Grade: Grade 3 School Year: 2019-20 Advanced Filters: Show ☐

Selected Assessments: G3 Grade 3 - Unit 1 + Most Recent Select Assessments

Results Display value as: Percent Number Expand All Export CSV

G3 Grade 3 - Unit 1

Score for **15** results: **93**

Student Score Distribution

Above Standard	93%	<div></div>
Near Standard	7%	<div></div>
Below Standard	0%	<div></div>

Show Results

- This will give you the option to **View Results by Student**, **View Results by Item**, or look at the **Key/Distractor Analysis**. For the complete instructions on utilizing these functions, see the View Individual Class Results section above.

Select a Results View Instructional Resources

Results By Student

	Attempt	Enrolled Grade	School	Status	Reporting Category	Score
Results By Student						
Results By Item	10, 2019	1	G3	EricTestSchool1	Standardized	Near Standard 69
Key / Distractor Analysis	16, 2019	1	G3	EricTestSchool1	Standardized	Above Standard 94
Three 21, Student	Aug 28, 2019	1	G3	EricTestSchool1	Standardized	Above Standard 94

Export District Data to Load Into Other Systems

In the reporting system, you can export your district or individual schools' data so that it can be loaded into other systems. To export district or school data:

- Click **District/School Exports** at the top of your screen.



EricTestSchool1

EricTestSchool1 - Grade 3

[District / School Exports](#) [Printable Reports](#)

School
EricTestSchool1

Assessment Grade
Grade 3

School Year
2019-20

Advanced Filters
[Show](#) ☒

Selected Assessments [Most Recent](#) [Select Assessments](#)

G3 Grade 3 - Unit 1 [+](#)

- By default, you will have access to your entire district's results as well as each school's. Select the district or school you would like to export data for.



Note: You can add multiple schools by clicking the **+Add** button.

- Click **Create Report**.

District / School Exports

Download all district or school data

Export File Name
District and School Export File

School Year
2018-19

New Students [Show](#) [Hide](#)

[Create Report](#)

Selected Organizations

Demo Elementary

- You will be taken to the **My Reports** screen while you are waiting for the report to process. When the status of the report is "Completed," click on the report name to view the report or to download the report data.

My Reports

My Reports [Saved Queries](#)

When the status of the report is "Completed," click on the report name to view the report or the report query, or to download the report data.

Name	Report Type	Assessment Type	Subject	School Year	Status	Date
District and School Export File	District / School Export	All	All	2018-19	Pending	Aug 13, 2019, 11:17:52 AM



Custom Aggregate Reports

In the Custom Aggregate Reports area, you can create a customized report of student performance. This feature will allow you to create multiple types of reports about groups of students. From the Reporting home screen, click on [Custom Aggregate Reports](#).

Schools and Districts Function

Use this function to compare your school's results with the district's.

1. As a district administrator, you have access to your district and schools' reports. Your district will automatically pop up in the **Districts** field on the Custom Aggregate Reports home screen.

The screenshot shows the 'Custom Aggregate Reports' interface. On the left is a sidebar with navigation links: 'Report Type', 'Schools and Districts', 'Assessment Attributes', 'Subgroups', 'Report Review', and 'Report Preview'. At the bottom of the sidebar is a green 'Create Report' button. The main content area has two sections. The 'Report Type' section contains two buttons: 'Yearly Report' (highlighted in blue) and 'Claim Report'. Below each button is a description: 'Compare performance by selected school years.' and 'Compare Claim-level performance on available assessments.' respectively. The 'Schools and Districts' section has a heading 'Select schools and districts to compare.' followed by a search box labeled 'Search a School or District' with the placeholder text 'Enter name'. Below the search box is a 'Schools' section with a dropdown menu showing 'EricTestSchool1'. At the bottom is an 'Include' section with four checkboxes: 'State results (Summatives only)', 'All district results', 'School results for selected district(s)', and 'District results for selected school(s)'. The 'District results for selected school(s)' checkbox is checked.

2. You can either:
 - a. Get the results for your entire district by selecting the checkbox "School results for selected district(s)."
 - b. Or, search for a specific school's scores in the **Search for a School or District** field.
3. Choose the other **Assessment Attributes** you would like in your report. You can select multiple grades.



Assessment Attributes

Assessment Type

Benchmark

Unit Test

Subjects

Assessment Grades ⓘ

* Required

2

3

4

5

6

7

8

Academic Years

* Required

2018-19

2019-20

Manner of Administration ⓘ

All

Standardized

Nonstandardized

Completeness ⓘ

All

Complete

Partial

4. Scroll down to look at the **Report Preview**. Select the [Create Report](#) button to view the actual report.



Report Name
 [Create Report](#)

Report Preview
Select the Create Report button to view the actual report.

Column Order ⓘ

Organization Assessment Grade Academic Year Subgroup

[←](#) [→](#)

Organization	Assessment Grade	Academic Year	Subgroup	Students Tested	Achievement Comparison	Average Score	Did Not Meet Standard
District District 1	3	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	4	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	5	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
School School 1	3	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	4	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	5	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
District District 2	3	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	4	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%
	5	2019-20	Overall	100	<div><div></div><div></div><div></div><div></div><div></div></div>	2500 ± 50	25%

- The generated report will allow you to compare schools in your district for the attributes you have selected.
- You can export this report as a CSV file by pressing the [Export](#) button above the report.