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AIRWays Reporting Quick Guide

The AIRWays Reporting System allows you to access your summative and screener test results.

How to Log In

How can I log in to the AIRWays Reporting System?

1. Access the IDOE login page at https://portal.ed.iowa.gov. Sign in with your Enterprise A&A account ID and password.

2. Click **Iowa ELPA21** from the menu. You will be directed to the Iowa ELPA21 assessment portal.

3. Select your user role from the cards displayed.

Figure 1. Iowa Department of Education Portal Sign-in Location

Figure 2. Welcome to the Iowa Education Portal

Figure 3. User Role Cards

4. Click the **AIRWays Reporting** card.

5. The dashboard page for your role appears.

Figure 4. AIRWays Reporting Card

Figure 5. Select Role Page

How to Find Test Results

How can I use the dashboard to view my overall test results?

When you log in to the AIRWays Reporting System, the first thing you see is the dashboard where you can view overall test results for all your tests, listed by test. Teachers can also view a list of their students.

Figure 6. Teacher View: Dashboard

To view test results, click the name of a test (or 🔍 beside it).

Figure 7. Teacher View: My Students' Performance on Test Report: Performance by Roster Tab
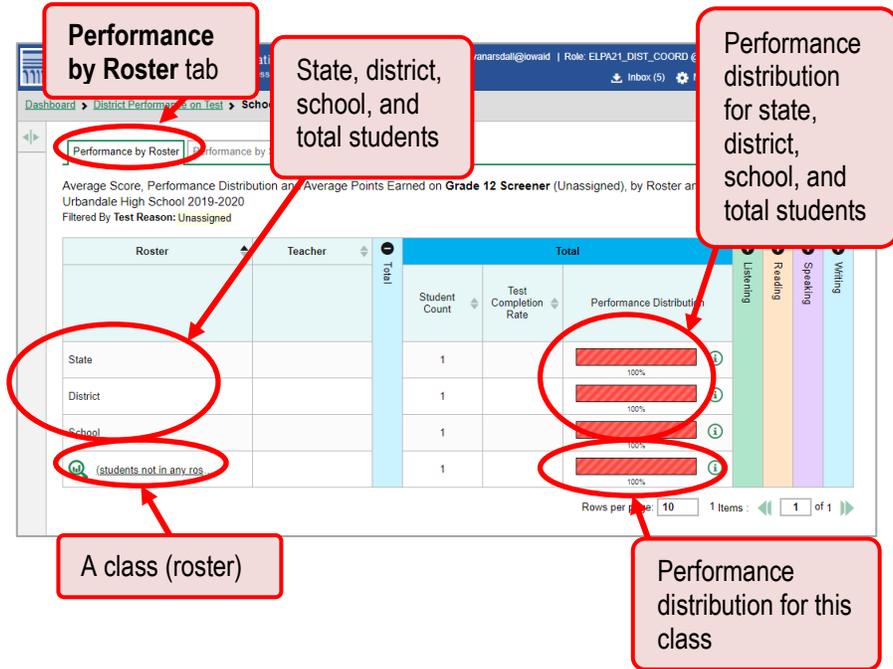
How can I see how well classes (rosters) performed in each area on the test?

You can compare the performance of your students in each area of the test using the domain sections. Click each vertical section bar to expand or collapse it.

Figure 8. Teacher View: My Students' Performance on Test Report: Performance by Roster Tab

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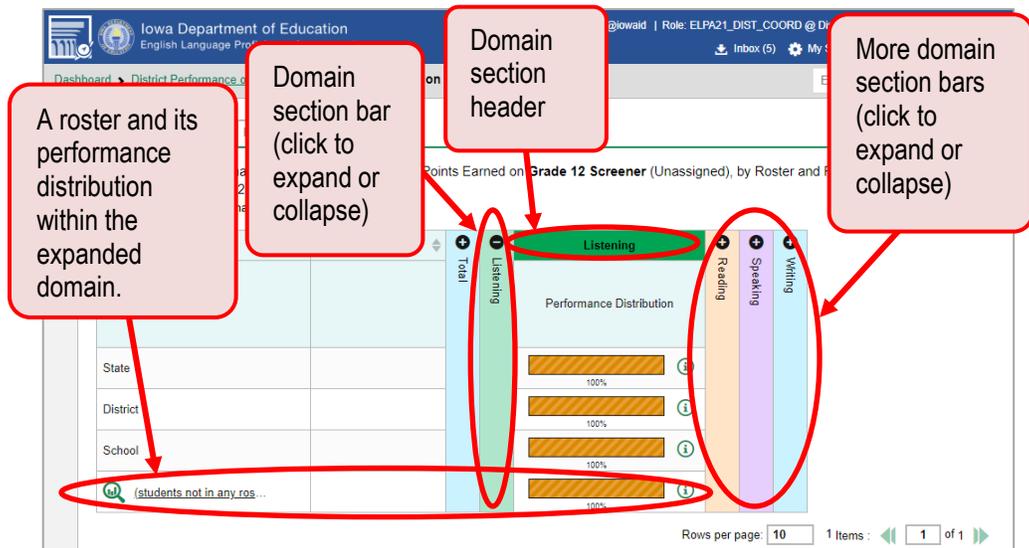
How can I access test results for an individual student on a particular test?

Teachers and school-level users:

1. Go to the dashboard and click a test name (or 🔍 beside it) in the table of assessments. A page of test results appears.

2. Select the **Performance by Student** tab.

3. Click the name of an individual student (or 🔍 beside it) in the report. The Student Performance on Test report appears.

District-level users:

1. Go to the dashboard and click a test name (or 🔍 beside it) in the table of assessments. A page of district test results appears (the District Performance on Test report).

2. Click a school name (or 🔍 beside it). The School Performance on Test report appears.

3. Follow the same steps as teachers and school-level users, starting with step 2.

Figure 9. Teacher View: Student Performance on Test Report
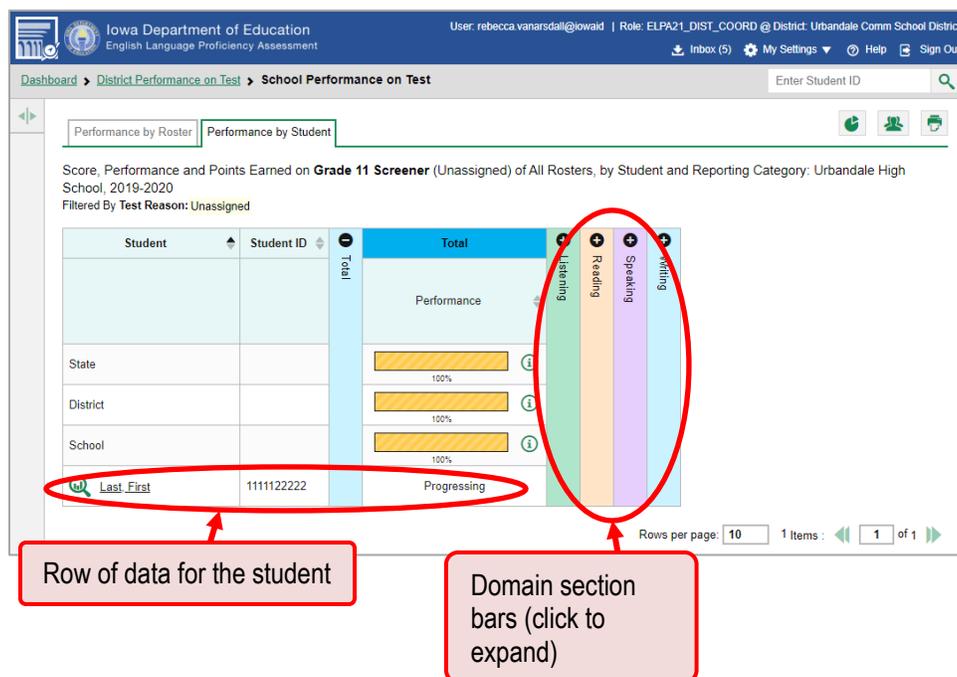
How can I view a report for all the assessments a student has completed over time?

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for screener tests that were administered previously.

To access this report, enter the student's ID in the search field in the upper-right corner and click 🔍 . The Student Portfolio Report appears. Teachers can also access this report from the dashboard by going to the My Students table below the main assessments table and clicking a student's name (or 🔍 beside it).
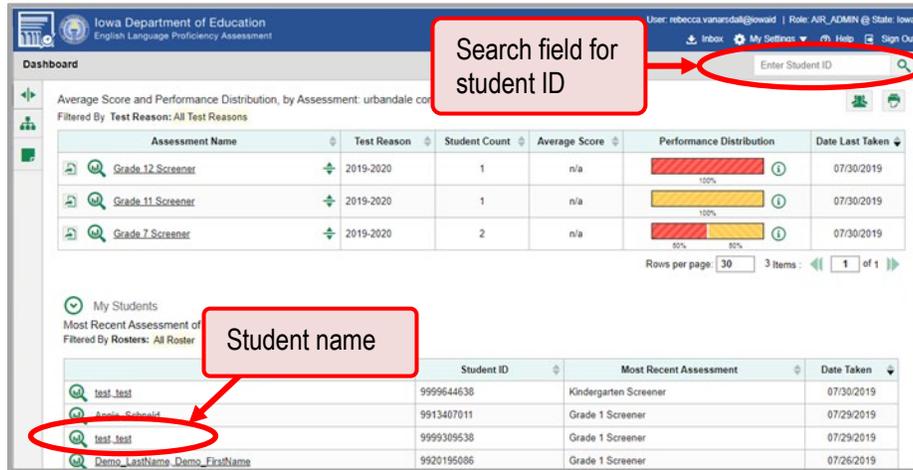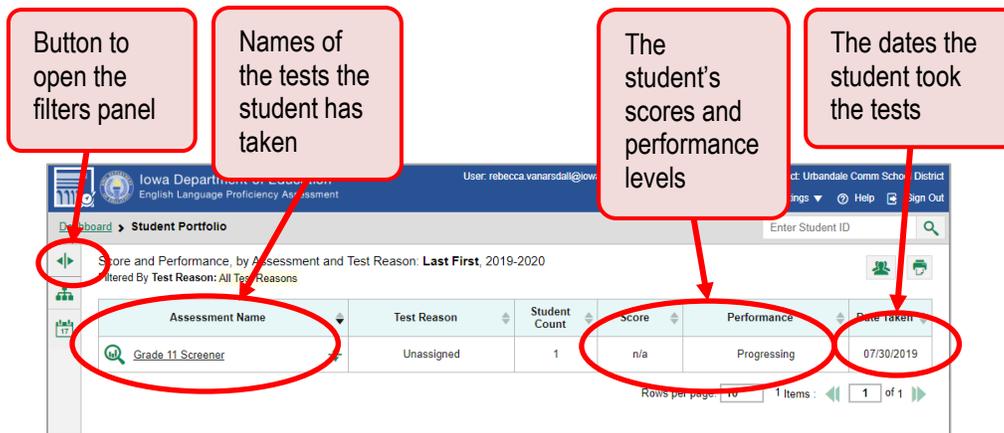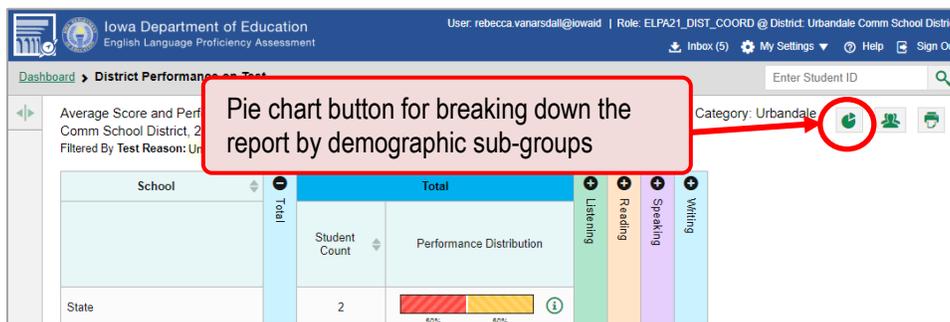
Figure 10. Teacher View: Dashboard

Figure 11. Student Portfolio Report

How to View Test Results Broken Down by Demographic Sub-Groups

Figure 12. Teacher View: My Students' Performance on Test Report: Performance by Student Tab

How can I view test results broken down by demographic sub-groups?

To view test results broken down by demographic sub-groups, do the following:
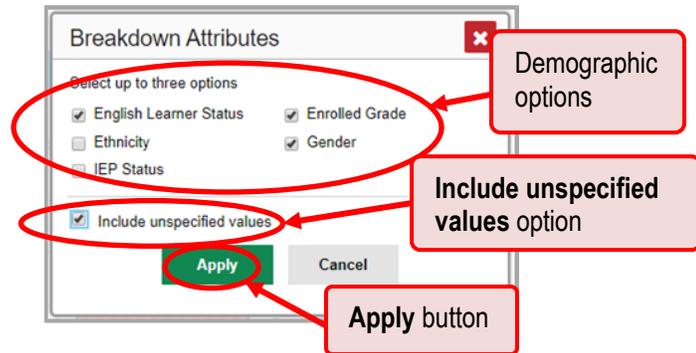
1. Click the pie chart button 🥧 at the upper-right corner.

    The *Breakdown Attributes* window opens.

2. Select up to three student demographic categories.

    There is also an **Include unspecified values** checkbox, explained below:

Figure 13. Breakdown Attributes Window

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.

- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report.

Figure 14. Demographic Sub-Group Breakdown Report
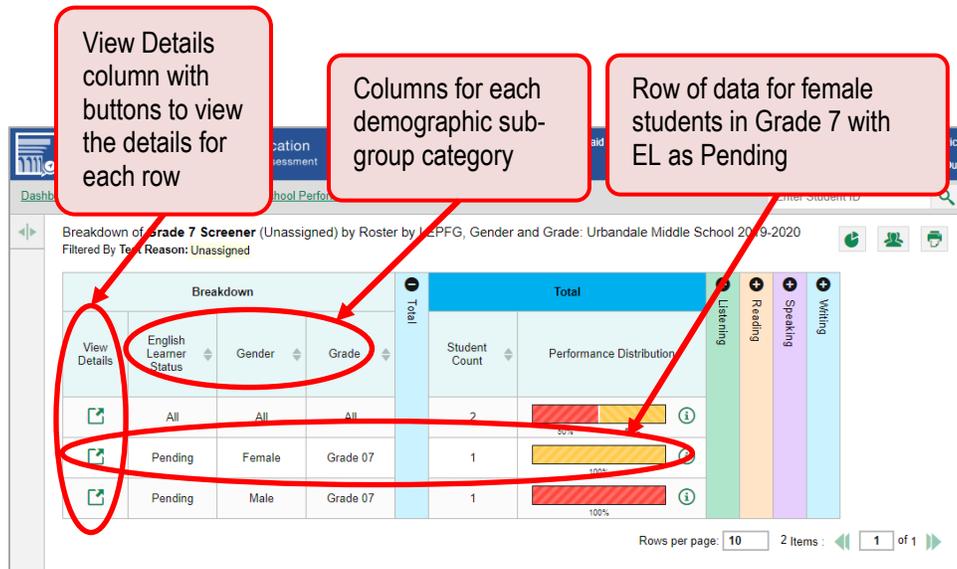
How can I view test results for a particular demographic sub-group or combination?

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button ⬈ in the View Details column on the left. A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report.

Figure 15. Demographic Combination Breakdown Report
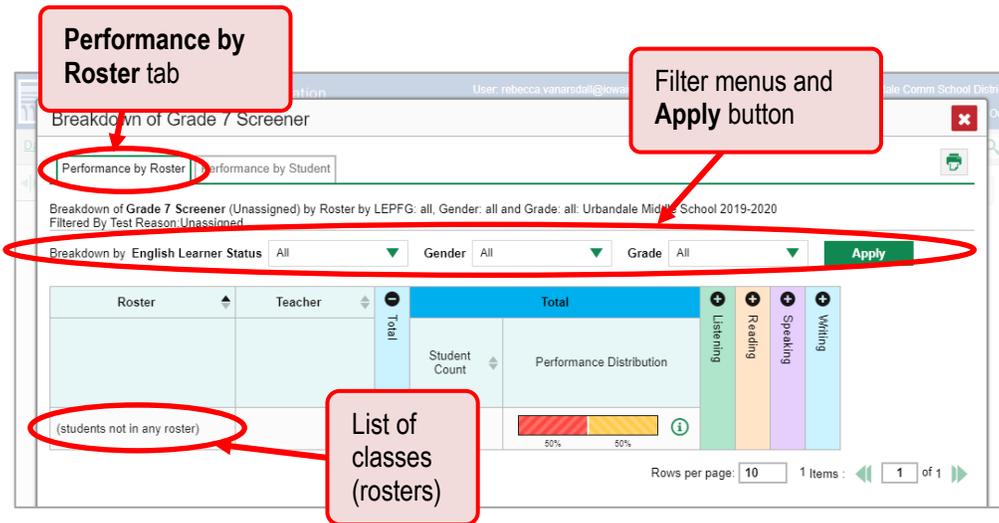
# How to Generate and Export Individual Student Reports (ISR)

How can I generate and export Individual Student Reports (ISR)?

To generate and export an Individual Student Report (ISR), use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

1. Click the student results button 👥 in the upper-right corner of the page.

Figure 16. Dashboard
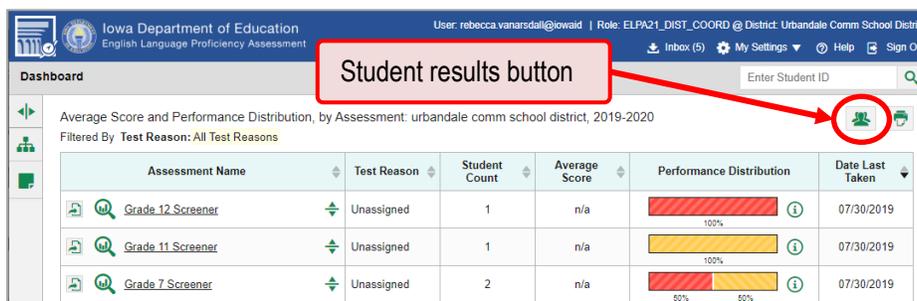
The *Student Results Generator* window opens.

Depending what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.

    a. In the **Select Test Reasons** section, mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are either test windows or categories for tests.

Figure 17. Student Results Generator Window: Select Test Reasons Section
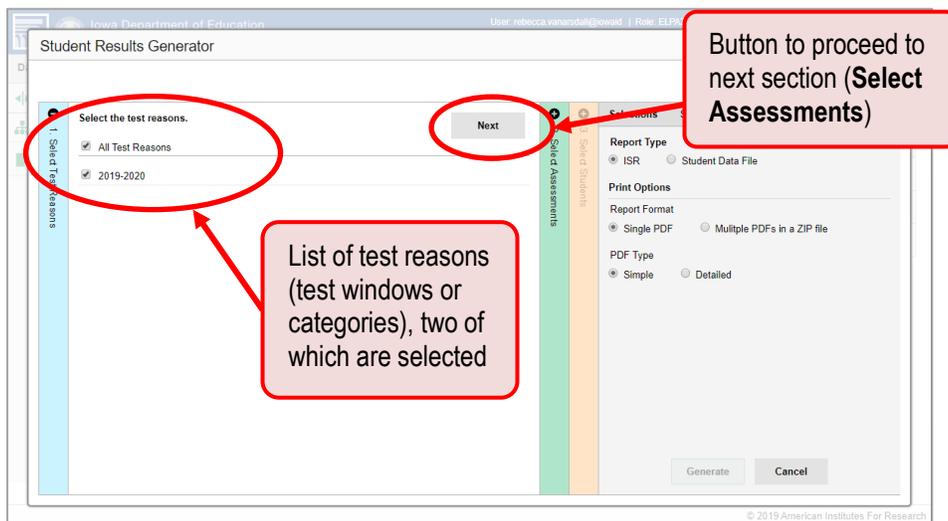
    b. The **Select Assessments** section groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report, or mark **All Assessments**.

Figure 18. Student Results Generator Window: Select Assessments Section
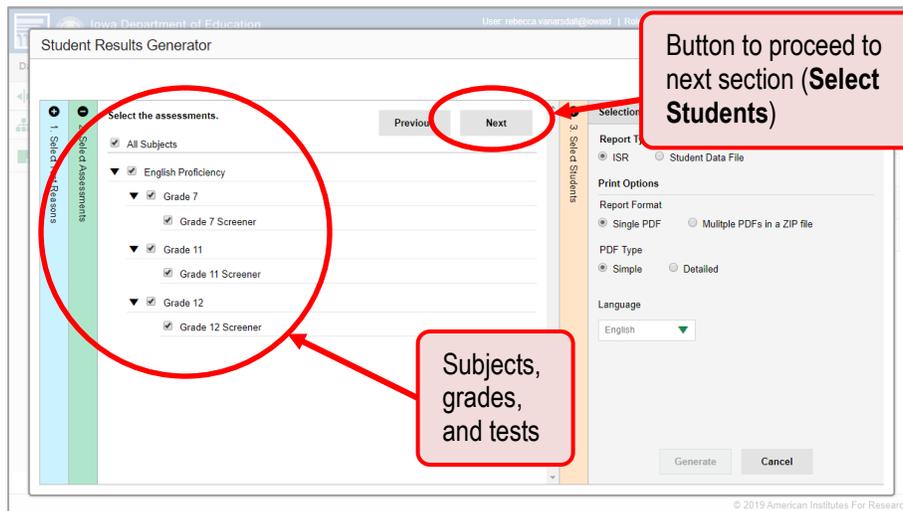
c.   The **Select Students** section contains a list of classes (rosters) (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, classes, and/or individual students you want to include in the ISRs.

- Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.

- Marking the checkbox for a student in one class (roster) or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.

- To search for a particular student, enter their ID in the field at the upper-right corner of the window and click 🔍. The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 19. Student Results Generator Window: Select Students Section
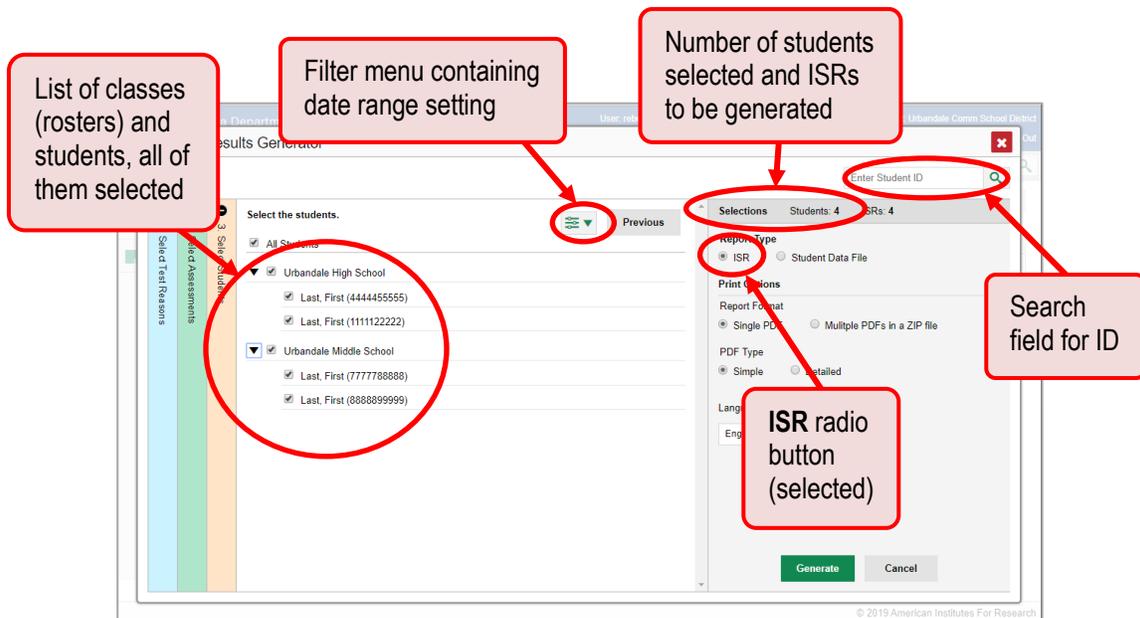
The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

3. From the two Report Type options in the panel on the right, select **ISR**. The *Selections* section shows the number of ISRs to be generated, and more options appear below.

Figure 20. Student Results Generator Window: Select Students Section
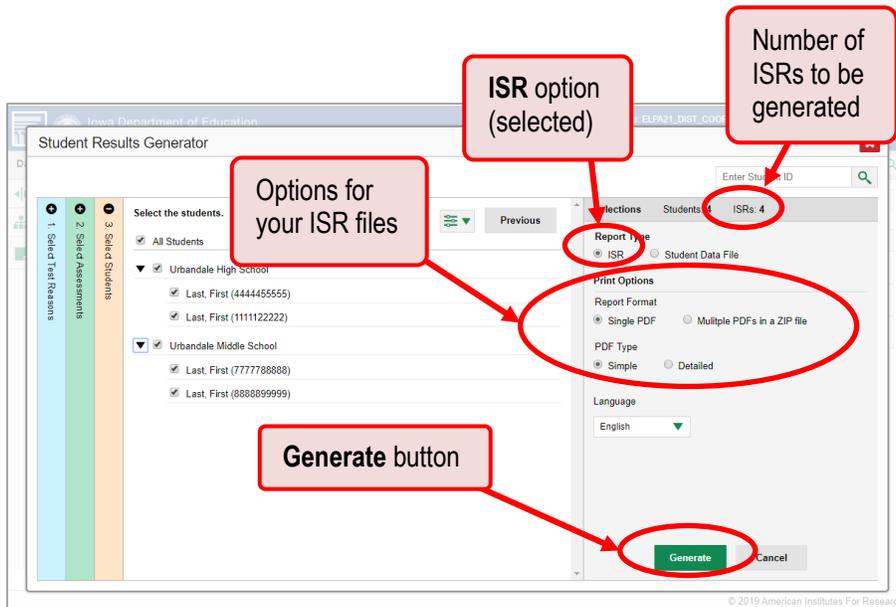
4. If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one.

5. Under PDF Type, select either a one-page or a multi-page PDF.

6. Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.