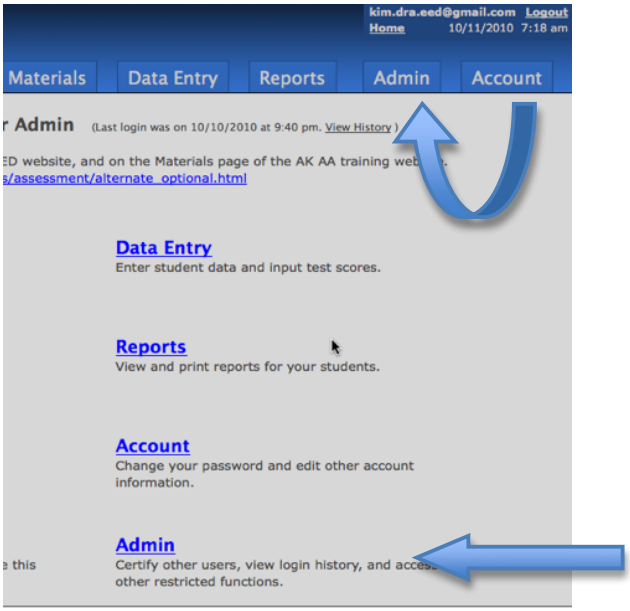
Alaska Alternate Assessment

Website Report Guidance

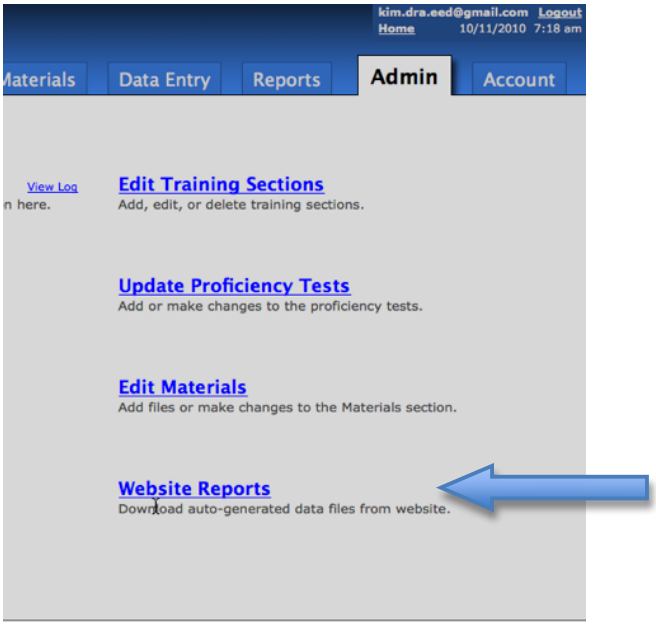
October 2014

This document details the data collected and uses of each of the reports available to mentors and state administrators on the ak.k12test.com site.

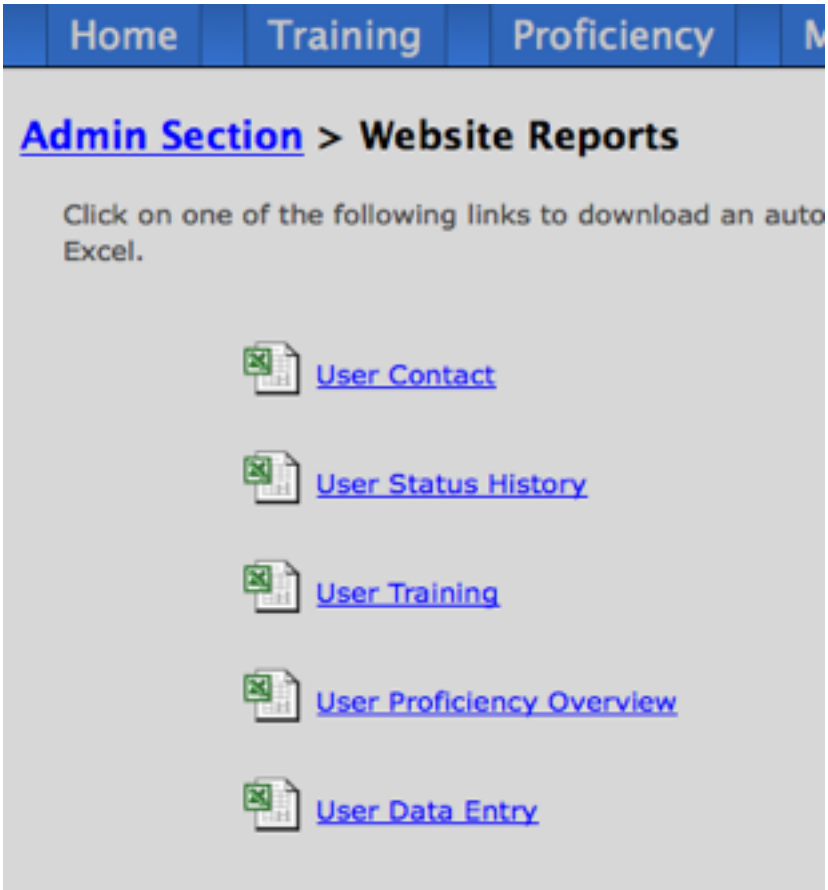
Users will find the reports under the ADMIN tab:



From within the ADMIN page, choose "Website Reports."



The reports in this document are arranged in the same order in which they appear on the ak.k12test.com website:

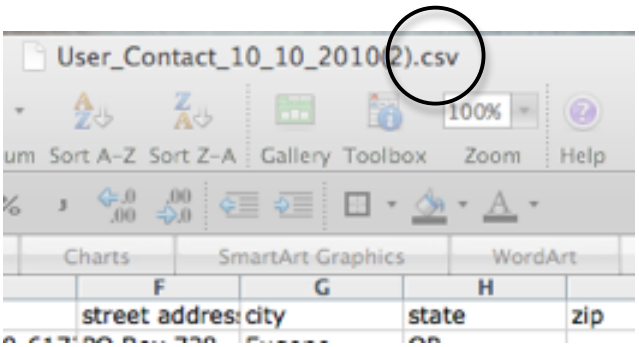


Website Reports: Guidance File Format (.csv vs .xls)

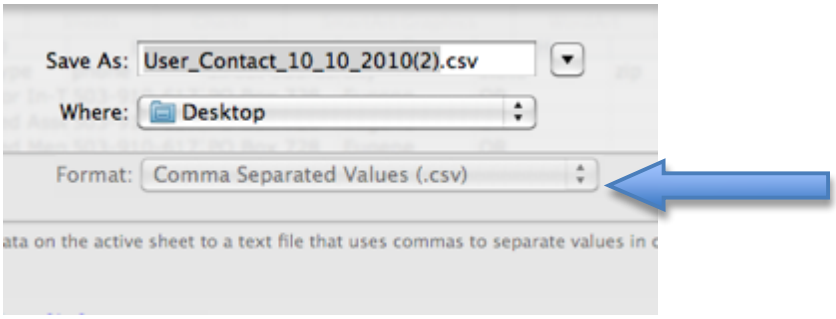
The reports available to mentors and state administrators from the ak.k12test.com site are downloaded to the user's computer as a .csv (comma separated value) file.

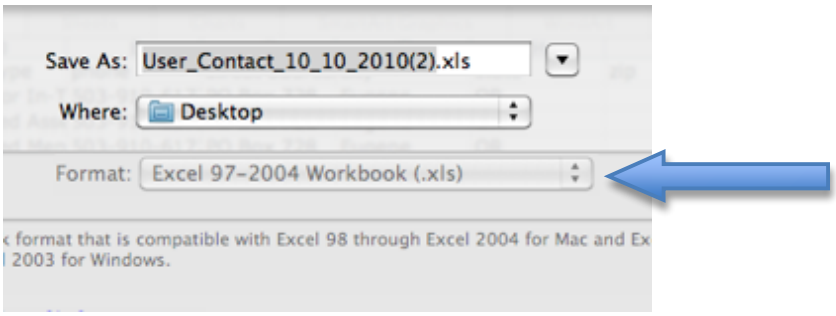
.CSV files look very much like an Excel spreadsheet, except that the suffix appended to the document is .csv.

.CSV files have no formatting: all columns are the same width, none of the text wraps within a cell, no sorting function has been applied.



Users may format the .csv file in all the ways available to users of Excel files, except that the formatting will disappear if the file is "Saved." In order to maintain the formatting after closing the document, the user must "Save As" and change the file type to Excel:





To learn more about using Microsoft Excel, or your specific database spreadsheet program, go to the program's help button (accessed while in the program).

The following pages detail the data and use of each report available on the ADMIN tab.

Report: User Contact

This report is completely generated by user input information.

If a Mentor is diligent in coaching his or her protégés to include the Mentor name in the log-in / demographic page, this report can be sorted by Mentor name to provide a complete list of that mentor's protégés and their contact information.

Column title	Operation	Definition
userid	A 3 digit number	Assigned by system
fname	Alpha	User's first name, as entered in log on registration.
lname	Alpha	User's last name, as entered in log on registration.
email	Text	User inputs email
user_type	Text	Initially set at AIT in September prior to opening the system for training; can be updated to QA by Mentor when proficiency testing, practice tests and other required steps are completed. Can be upgraded to QT by State Administrator.
phone	Numerical	User inputs phone number
street address	Numerical and text	User inputs street address
city	Text	User inputs city
state	Text	User inputs state
zip	Numerical	User inputs zip code
email	Text	User inputs email
district	Text	User chooses district
school	Text	User chooses school
teaching_degrees	Numerical	User inputs degrees earned and/ or certifications
area_specialization	Text	User inputs area of specialization
years_teaching	Text	User inputs years teaching
years_working	Text	User inputs years working with this population of student
mentors_name	Text	User inputs Mentor's name
number of logins	Numerical	Total number of times the user has logged onto the ak.k12test.com site during the current school year
last login	Numerical	Last date that the user logged on.

Report: User Status History

This report traces the certification level of every educator who has attained Qualified Assessor status or higher since the 2004-2005 school year (the first year of the Alaska Alternate Assessment). The column <highest_status_achieved> lists the highest level of training and certification earned, while the <1011_status (current)> column shows the status of the user's training and certification for the current school year.

For any given assessor in this list, the value in the <1011_status (current)> column must be "Qualified Assessor" or higher in order for that person to administer the Alaska Alternate Assessment.

Column title	Operation	Definition
userid	A 3 digit number	Assigned by system
fname	Alpha	User's first name, as entered in log on registration.
lname	Alpha	User's last name, as entered in log on registration.
district	Number	Chosen by user at registration, can be edited by State Administrators
email	Text	User email
highest_status_ achieved	Text	Either Qualified Assessor, Qualified Mentor, or State Administrator
1011_status (current)	Text	Can be: Assessor-in-Training (hasn't completed training/proficiency and be upgraded); Qualified Assessor (upgraded by QT or State Admin); or Qualified Mentor-Trainer (upgraded by State Administrator for THIS school year); State Admin (AK EED personnel, has access to Admin tab and additional features); Super Admin (BRT personnel, access to additional maintenance features)
1011_proficiency_co mplete (current)	Text	Y if proficiency testing was completed, N if proficiency testing was not completed in this school year
<year>_status	Text	Either Qualified Assessor or Qualified Mentor-Trainer in the given school year <year>.
<year>_proficiency_ complete	Text	Y if proficiency testing was completed, N if proficiency testing was not completed in the given school year <year>.

Report: User Training

There are three cross-referenced data points to verify a user's training history.

Views: If the user opens a training page once, a numeral "1" is recorded in "views". Every subsequent time a page is viewed, the "views" count is incremented by one.

Time: When a training page is loaded in the user's browser, JavaScript code starts a 60 second timer. When the timer goes off, a message is sent to the server telling it to increment the number of minutes for the current page by 1 minute, then the timer starts again. If the user navigates away from the page sooner than 60 seconds, the time will not have been incremented, and will remain at its previous value.

Status: If the user checks the "Complete" box at the bottom of the training page, a "y" is recorded in "status." If the user does not check the "Complete" box, a "n" is recorded.

Blanks in all three of these columns means that the account (user) did not access that particular training page at all. As soon as a training page is requested by a user's browser, the website will update these database values before even sending the web page back to the client. Thus it would be impossible for an account to load a training page even once, without the view count being set to 1 and the time being set to 0. If a user has turned off "cookies" in their browser, they will not even be able to login. And if they disable JavaScript in their browser, the website would not even function (no videos, no proficiency tests, etc).

Column title	**Operation**	**Definition**
userid	A 3 digit number	Assigned by system
fname	Alpha	User's first name, as entered in log on registration.
lname	Alpha	User's last name, as entered in log on registration.
districtid	Number	Assigned by EED.
status	Y or N	User either did (y) or did not (n) check the "Complete" box at the bottom of the training page
views	Blank, or other number	If blank, user did not view the training page. If a number, represents number of times user viewed the page.
time	Blank, 0 or other number	A blank means the user did not view the training page. On the very first view, a 0 is set. Then every 60 seconds while viewing the page, the number of minutes in incremented by 1.

Report: User Proficiency Overview

This report provides an overview (and later statistical analysis) on the number of trials required to reach proficiency on either the proficiency assessments (in five topic areas: Administration, Reading, Writing, Math, and Science) or the refresher assessments (one test addresses all five topic areas).

To learn how a particular user performed on the proficiency or refresher assessments, a Mentor may view the user's submitted tests through the Upgrade Users Account Page.

DRA and EED recommend that Mentors review their protégés answers and errors if a protégé requires resetting of assessment attempts beyond four trials, and provide targeted coaching in the area of confusion.

Column title	**Operation**	**Definition**
userid	3 digit number	Assigned by system
fname	Alpha	User's first name, as entered in log on registration.
lname	Alpha	User's last name, as entered in log on registration.
email	Text	Assigned by EED.
user_type	Text	Assessor-In-Training, Qualified Assessor, Qualified Mentor, or State or Super Administrator
administration_ passed	Y or blank	Y if the Administration test was passed; blank if not passed
administration_ attempts	Numeral	Total number of assessments attempted before passing
administration_ passing_score	Numeral	The score earned when this assessment was passed
reading_passed	Y or blank	Y if the Reading test was passed; blank if not passed
reading _attempts	Numeral	Total number of assessments attempted before passing
reading_passing_ score	Numeral	The score earned when this assessment was passed
math_passed	Y or blank	Y if the Administration test was passed; blank if not passed
math _attempts	Numeral	Total number of assessments attempted before passing
math_passing_ score	Numeral	The score earned when this assessment was passed
writing_passed	Y or blank	Y if the Writing test was passed; blank if not passed

Column title	Operation	Definition
writing _attempts	Numeral	Total number of assessments attempted before passing
writing_passing_ score	Numeral	The score earned when this assessment was passed
science_passed	Y or blank	Y if the Science test was passed; blank if not passed
science _attempts	Numeral	Total number of assessments attempted before passing
science_passing_ score	Numeral	The score earned when this assessment was passed
refresher_passed	Y or blank	Y if the refresher test was passed; blank if not passed
refresher _attempts	Numeral	Total number of refresher assessments attempted before passing
refresher_passing_ score	Numeral	The score earned when the refresher assessment was passed

Report: User Data Entry (*)

This report is of key importance to monitoring the submission of student test score data. DRA, EED, and Mentors use this report several times throughout the testing window, and an additional two or three times in the last few weeks of the testing window to ensure that all student score data are input AND submitted through "Done, submit to EED."

Column title	Operation	Definition
assessor_userid	A 3 digit number	Assigned by system
assessor_fname	Alpha	User's first name, as entered in log on registration.
assessor_lname	Alpha	User's last name, as entered in log on registration.
assessor_email	Text	User inputs email
student_aksid	Numerical	Alaska student ID number
student_sid	Numerical	An internal unique database identifier assigned by the system, similar to userid for users.
student_fname	Alpha	Student's first name, as entered in log on registration.
student_lname	Alpha	Student's last name, as entered in log on registration.
student_grade	Numerical	Student's grade, input by assessor. The student grade must be accurately input: all assessments available for score input are determined from this value. An incorrect grade input may nullify the student's test (for instance, a 5th grade student incorrectly entered as a 4th grade student would not be given the appropriate tests / grade bands). Additionally, an incorrect grade input but within the correct grade band would mean the Science test may be given inappropriately (a third grade student entered as 4th grader, would be directed to take the science test), or the Science test may not be given when it should have been (a fourth grade student entered as a third grader would not have the Science test available for score entry).
complete_record	Y or N	A "Y" value means the assessor chose the final "Done, submit to EED" button, indicating that all of the data have been entered, and the assessor has uploaded the file to EED. This step is critically important: without this final submit, the student's data are not uploaded, and the student's test scores and participation do not count for AYP. A value of "N" in this column indicates that the assessor did not choose "Done, submit to EED"

Column title	Operation	Definition
read_complete	Y or blank	Y = all scores for Reading have been entered and saved. Blank = some scores in this subject still need to be entered
readelos_complete	Y or blank	Y = all scores for Reading ELOS have been entered and saved. Blank = some scores in this subject still need to be entered OR ELOS was not administered to this student.
write_complete	Y or blank	Y = all scores for Writing have been entered and saved. Blank = some scores in this subject still need to be entered
writeelos_complete	Y or blank	Y = all scores for Writing ELOS have been entered and saved. Blank = some scores in this subject still need to be entered OR ELOS was not administered to this student.
math_complete	Y or blank	Y = all scores for Math have been entered and saved. Blank = some scores in this subject still need to be entered
mathelos_complete	Y or blank	Y = all scores for Math ELOS have been entered and saved. Blank = some scores in this subject still need to be entered OR ELOS was not administered to this student.
science_complete	Y or blank	Y = all scores for Science have been entered and saved. Blank = some scores in this subject still need to be entered
scienceelos_ complete	Y or blank	Y = all scores for Science ELOS have been entered and saved. Blank = some scores in this subject still need to be entered OR ELOS was not administered to this student.