

# VTCAP General Assessment Reporting Training

# Agenda



**Introduction**



**VTCAP Policy Information**



**Platform Training**



**Resources**

# Housekeeping notes

- Please remain on mute and off camera when not speaking.
- Chat can be used for questions.
- The meeting is being recorded.



# Introductions

# VTCAP Policy Information

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# Sharing Results

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Individual student reports can be shared with caregivers immediately.

Data downloads can also be used internally for planning and programmatic purposes immediately.

AOE asks that you do not share aggregate results publicly until AOE does so through the State Report Card.



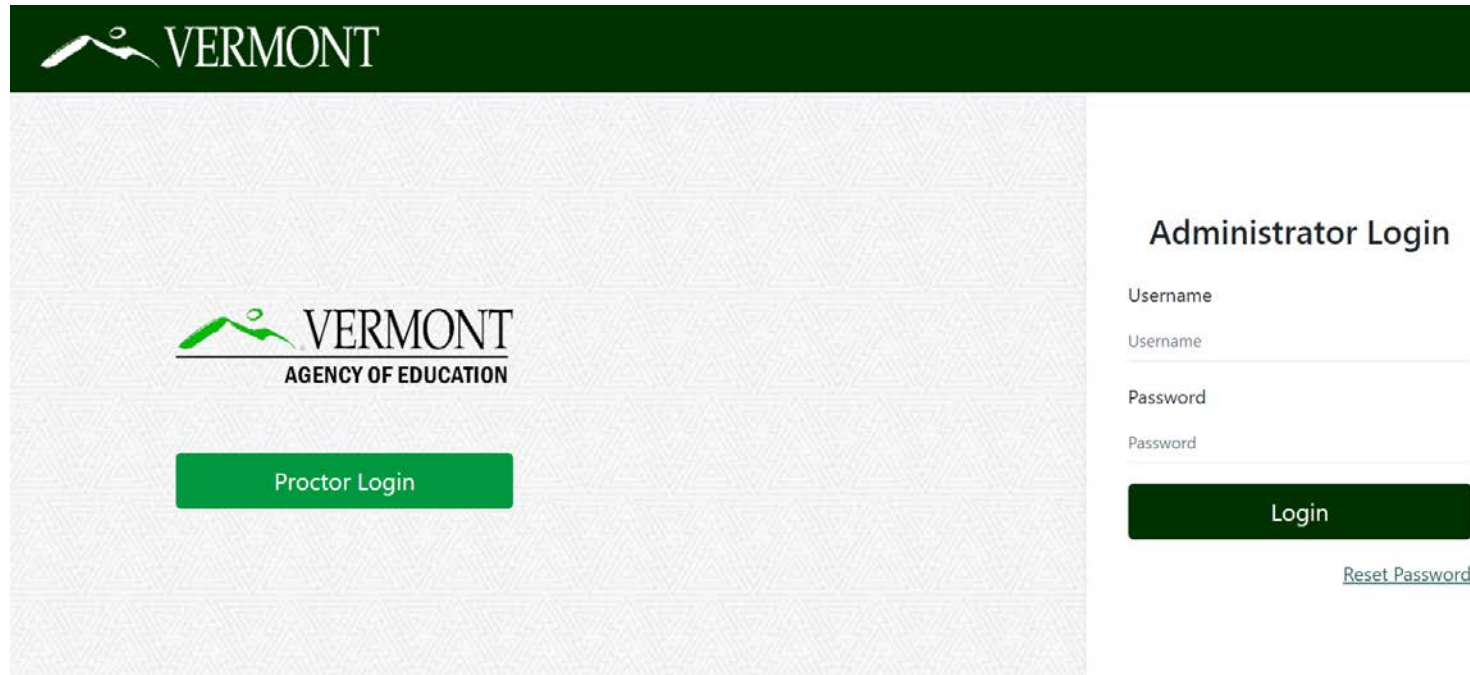
# Vermont Reporting Report Assets



# Logging in to ADAM

District Administrators, District Test Coordinators, and  
School Test Coordinators

1. Go to: <https://vt.adamexam.com/>
2. Enter username and password
3. Click **Login**



VERMONT

VERMONT  
AGENCY OF EDUCATION

Proctor Login

Administrator Login

Username

Username

Password

Password

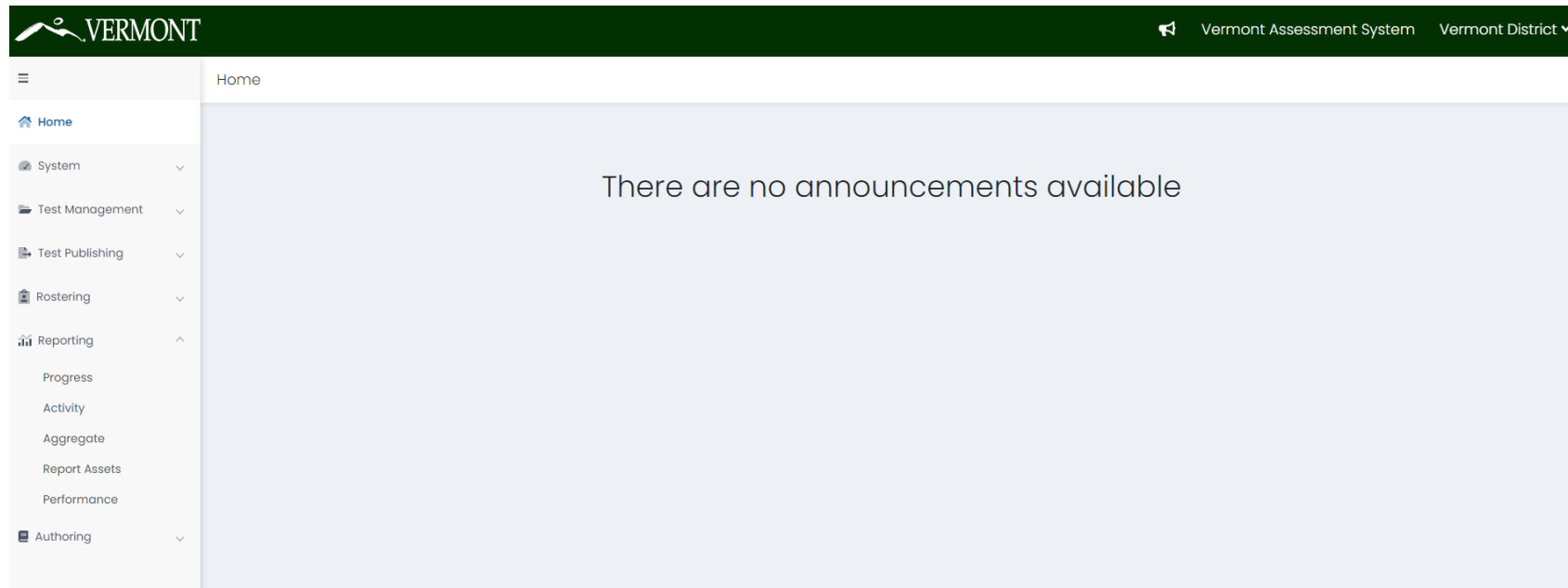
Login

[Reset Password](#)




# Logging in to ADAM

Once logged in to ADAM you will see the main dashboard screen. From here you can navigate to **Reporting** to view the Performance Reports and the Report Assets.



# Report Assets – Districts



Vermont Assessment SystemVermont District

Home

System

Test Management

Test Publishing

Rostering

Reporting

Progress

Activity

Aggregate

Report Assets

Performance

Authoring

Report Assets

Find and download reports published to you.

My ScopesFiles

Customer - Vermont

498 Files

Vermont AOE

444 Files

ST JOHNSBURY SD

2 Files

WHITE RIVER VALLEY SU

11 Files

Okemo Mountain School Dist

0 Files

Maple Street School Dist

2 Files

Orchard Valley Waldorf School Dist

0 Files

Kindle Farm Dist

2 Files

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# Report Assets – Districts


Click the download icon to download the District and School ISR packages; and the CSV file packages. Once downloaded you can open the folders and view the individual ISR PDFs, and the CSV files.

The screenshot displays the 'Report Assets' interface within the Vermont Assessment System. The left sidebar contains navigation links: Home, System, Test Management, Test Publishing, Rostering, Reporting (selected), Progress, Activity, Aggregate, Report Assets, Performance, and Authoring. The main content area is titled 'Report Assets' and includes a sub-header 'Find and download reports published to you.' Below this, there are tabs for 'My Scopes' and 'Files', with 'Files' selected. A dropdown menu shows 'WINDHAM NORTHEAST SU X'. To the right, there is a search bar labeled 'Search Files' and a dropdown for 'All Report Types'. A table lists the report assets, with columns for Name, Report Type, and Scope Type. Each row has a download icon (a blue square with a white download symbol) in the rightmost column.

Name	Report Type	Scope Type
VTCAP2223 District SU047	22-23 VTCAP District Zip	District
VTCAP2223 District CSV SU047	22-23 VTCAP District CSV Zip	District
VTCAP2223 School PS025	22-23 VTCAP School Zip	School
VTCAP2223 School CSV PS025	22-23 VTCAP School CSV Zip	School
VTCAP2223 School PS120	22-23 VTCAP School Zip	School
VTCAP2223 School CSV PS120	22-23 VTCAP School CSV Zip	School
VTCAP2223 School PS260	22-23 VTCAP School Zip	School
VTCAP2223 School CSV PS260	22-23 VTCAP School CSV Zip	School

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# Report Assets – Schools

Vermont Assessment SystemVermont District ▾

≡

Home

System ▾

Test Management ▾

Test Publishing ▾

Rostering ▾

**Reporting** ▴

Progress

Activity

Aggregate

**Report Assets**

Performance

Authoring ▾

Report Assets

▾ WINDHAM NORTHEAST SU14 Files

BELLOWS FALLS UHS #272 Files

ATHENS/GRAFTON JOINT CONTRACT SCHOOL2 Files

SAXTONS RIVER ELEM SCHOOL2 Files

BELLOWS FALLS MIDDLE SCHOOL2 Files

CENTRAL ELEMENTARY SCHOOL2 Files

WESTMINSTER SCHOOLS2 Files

> Green Mt Valley School0 Files

> Fay Honey Knopp Memorial Sch Dist2 Files

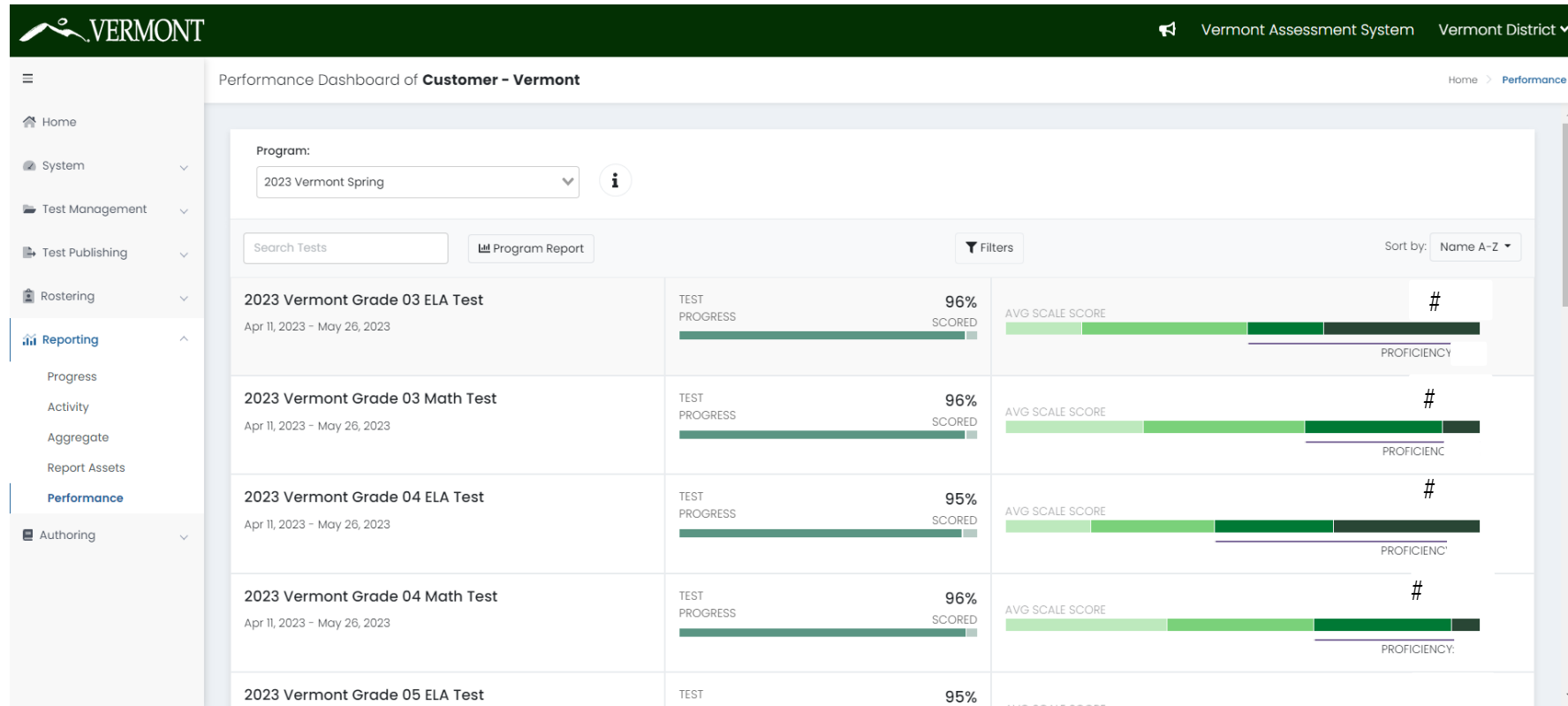
> WINDHAM SOUTHEAST SU10 Files

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# Vermont Reporting Performance Reports



# Performance Dashboard



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# Performance Dashboard Filters

Performance Dashboard of **Customer - Vermont**

Program:  
2023 Vermont Spring

Search Tests   Program Report   Filters

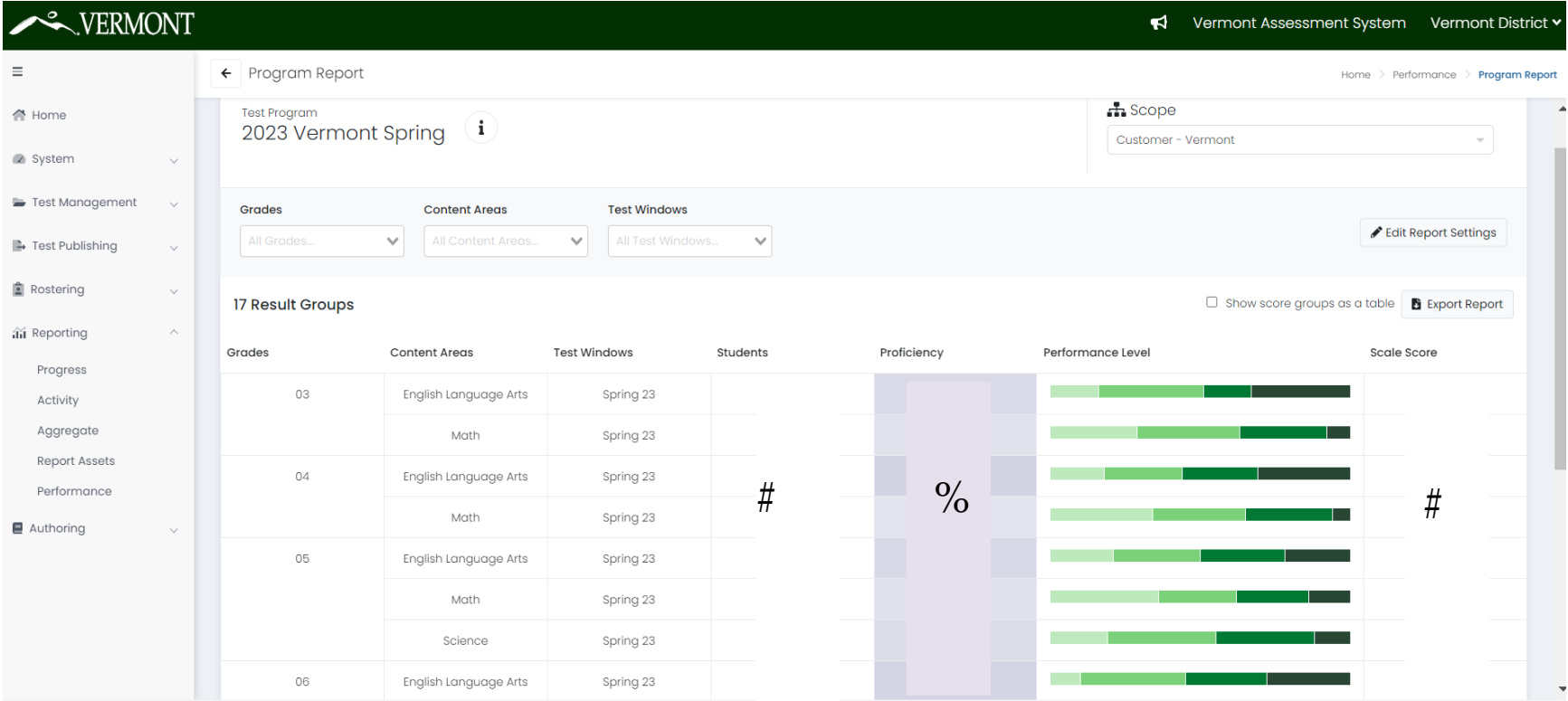
Content Area:   Grades:   Testing Windows:

Search Content Area...   Search Grades...   Search Testing Windows...

English Language Arts  
Math  
Science

2023 Vermont Grade 03 Math Test Apr 11, 2023 - May 26, 2023	TEST PROGRESS 96% SCORED	AVG SCALE SCORE

# Program Report

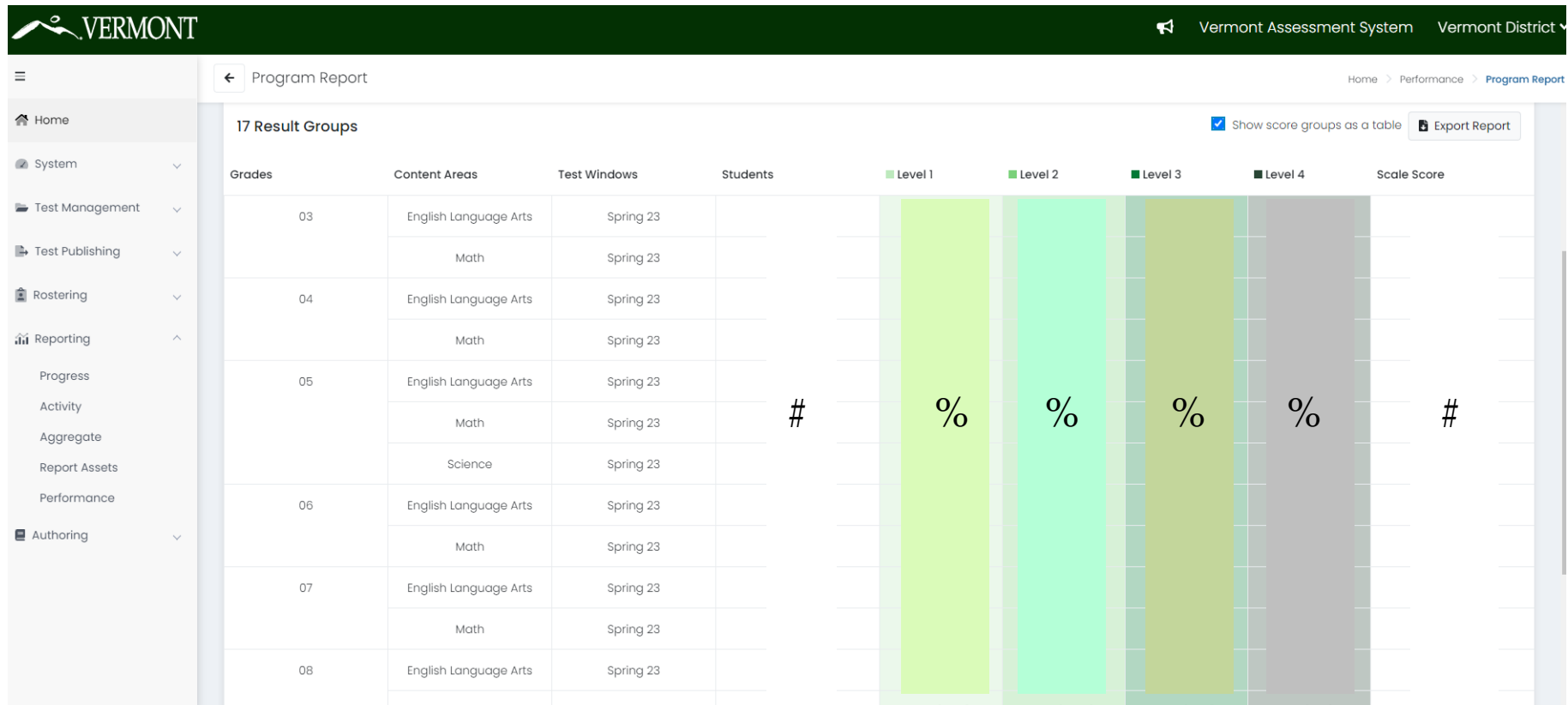


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# Program Report

Show Score Groups as a table



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# Editing Report Settings

**VERMONT**

Vermont Assessment System Vermont District

Home Performance Program Report

Program Report

Test Program  
2023 Vermont Spring

Grades  
All Grades...

17 Result Groups

Grades Content Areas Test Windows Student Demographics

03 English Language Arts Spring 23

04 English Language Arts Spring 23

04 Math Spring 23

05 English Language Arts Spring 23

05 Math Spring 23

05 Science Spring 23

Scale Score

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**Program Report Settings**

Report Columns  
Organize the report by order of columns

+ Add Column

1 Grades

2 Content Areas

3 Test Windows

Cancel

Report Filters

Grades  
All Grades...

Content Areas  
All Content Areas...

Test Windows  
All Test Windows...

Student Demographic Filters

Gender  
All Gender...

+ Add Column

✓ Save Settings

Edit Report Settings

Show score groups as a table Export Report

# Adding Demographics

### Program Report Settings

#### Report Columns

Organize the report by order of columns

+ Add Column

1

Grades

2

Content Areas

3

Test Windows

4

Gender

#### Report Filters

Grades

All Grades...

Content Areas

All Content Areas...

Test Windows

All Test Windows...

Student Demographic Filters

Gender

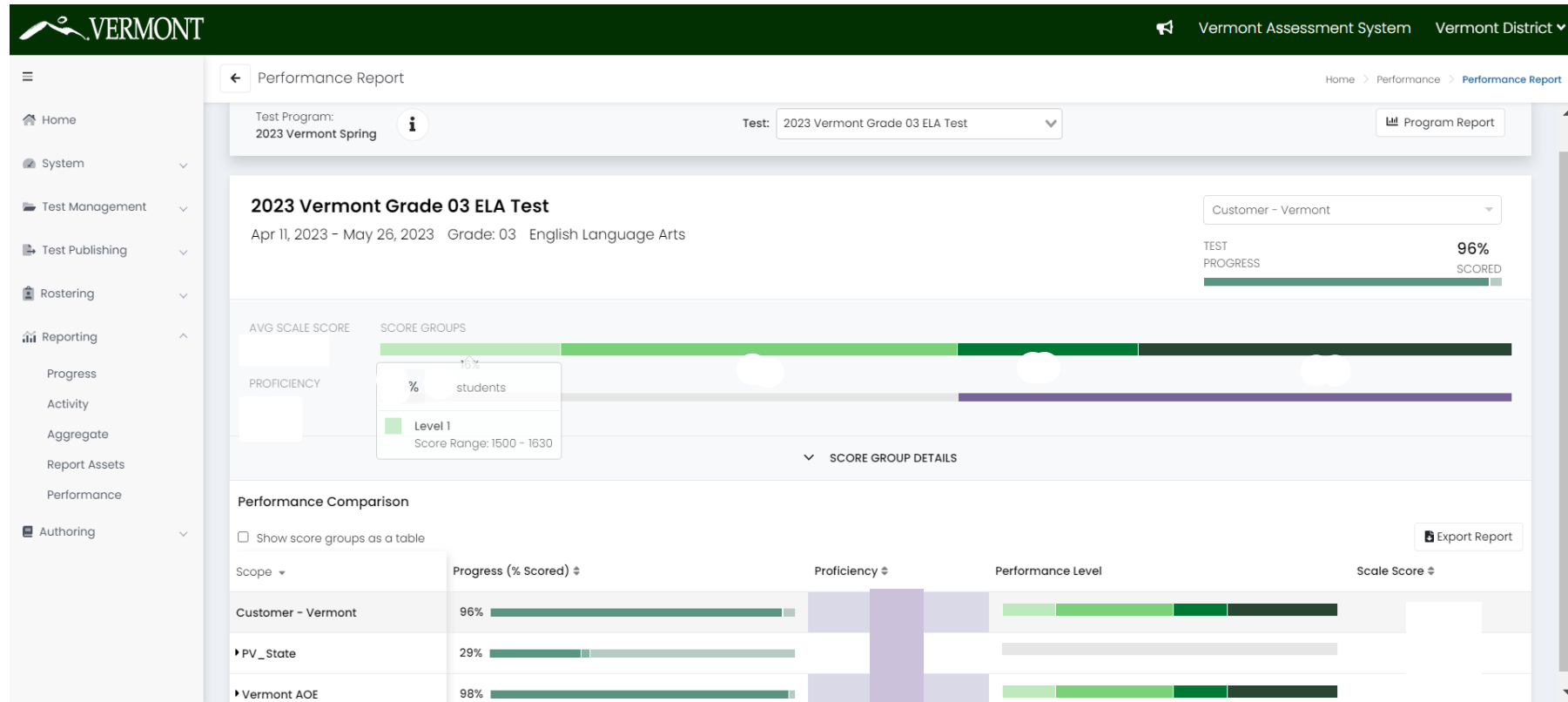
All Gender...

Add Column

Cancel

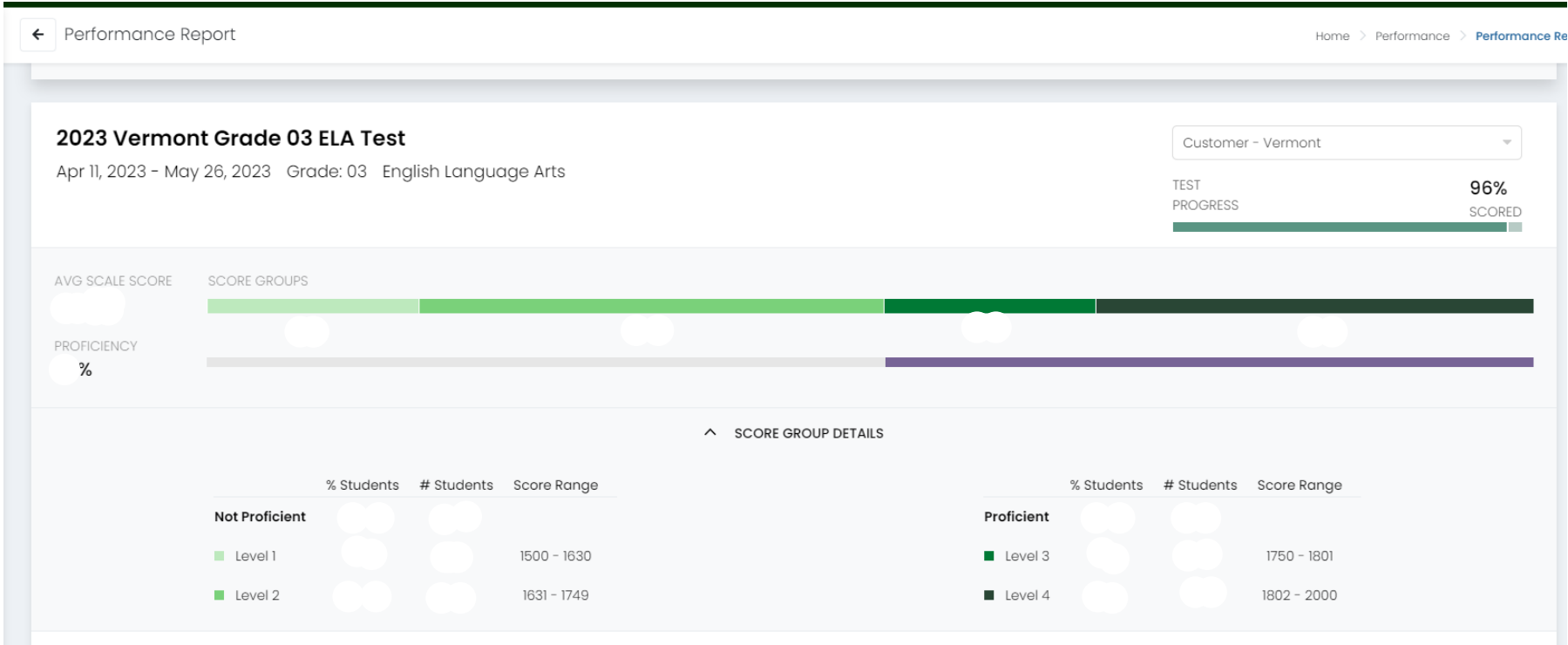
✓ Save Settings

# Test Program Report



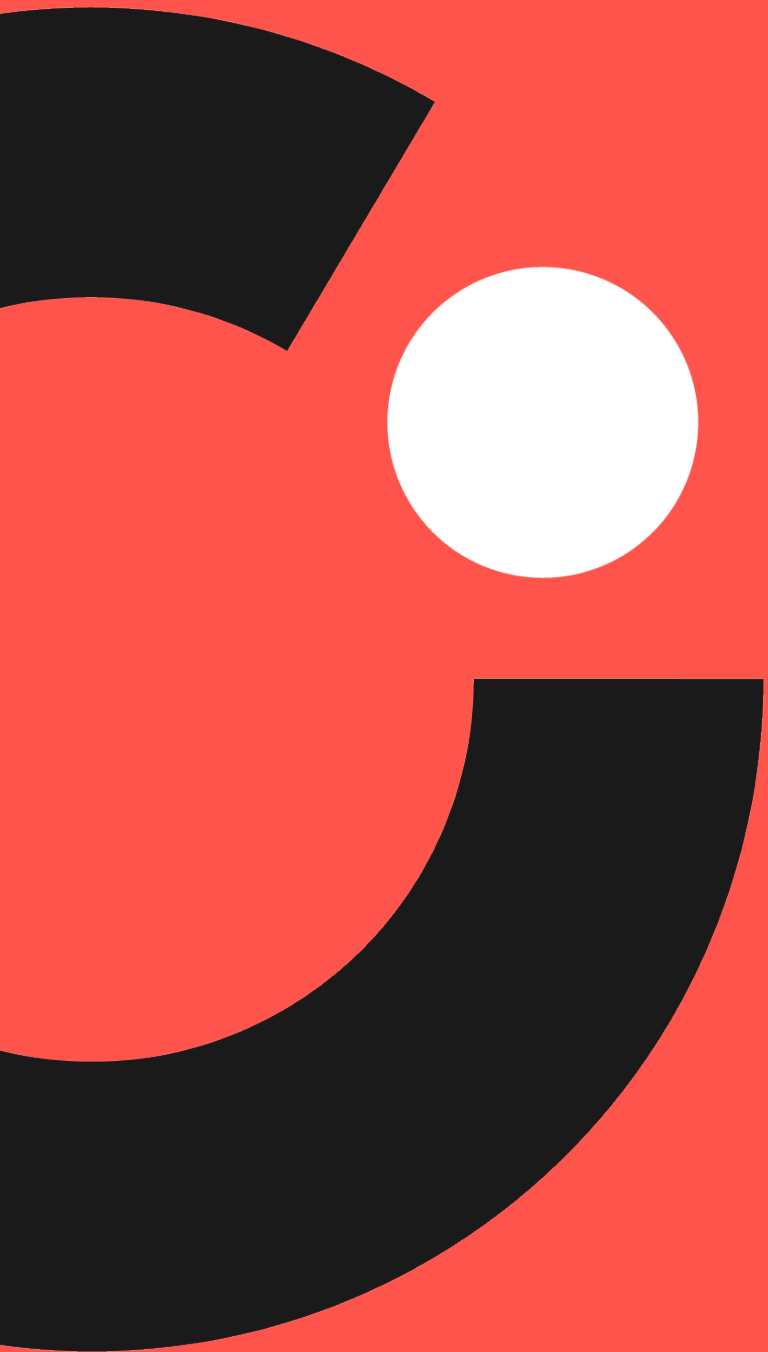
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# Score Group Details

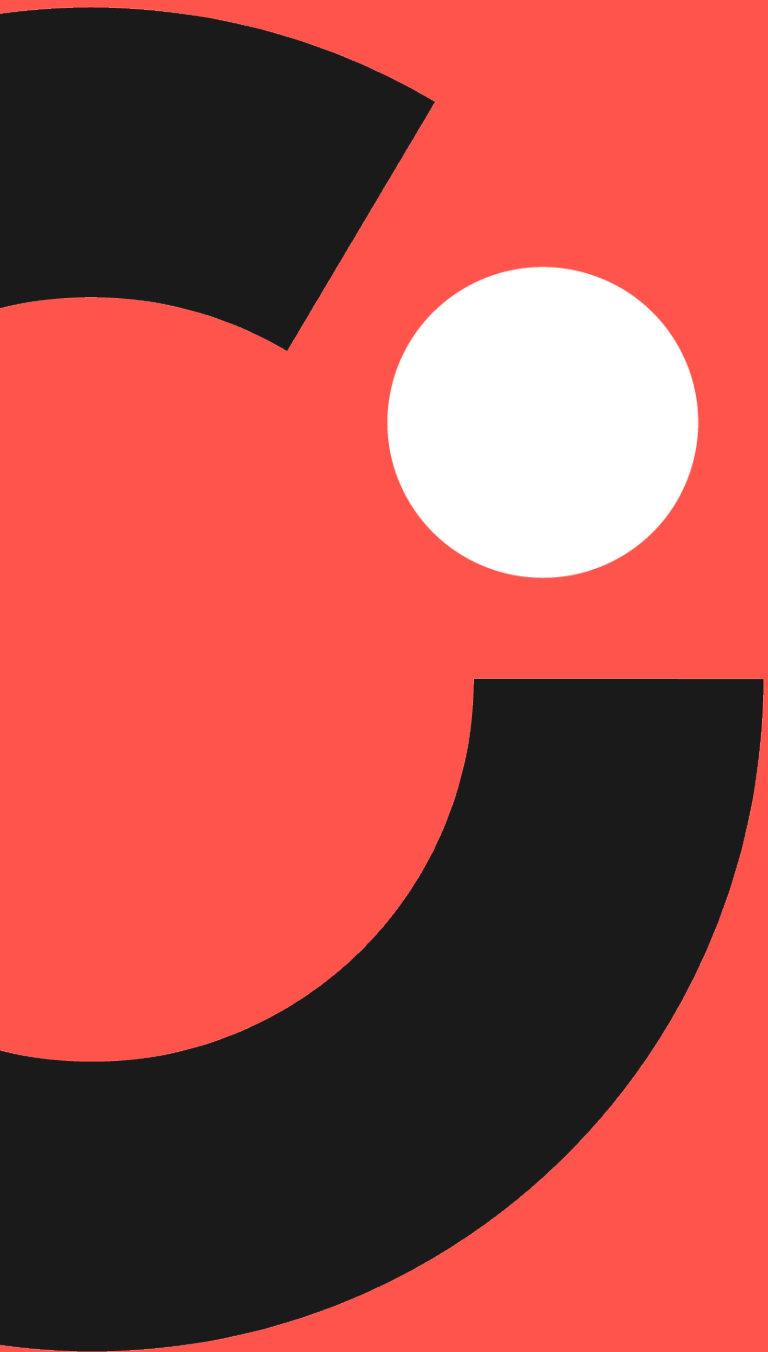


# Performance Comparison – Schools





Demo



# Resources



# Reporting Resources

<https://vermont.onlinehelp.cognia.org/reporting/>

- Spring 2023 Results File Layout
- ADAM User Guide for Reporting
  - Technical documentation to access reports
- Score Interpretation Guide for Educators
  - Designed to help educators know what reports are available and their purpose.
- Family Interpretation Guide
  - Can be sent home with ISRs to explain the report to families
- Translated Report Samples (coming soon)

# Vermont Service Center

- Hours
  - Monday–Friday from 7:00 a.m.–5:00 p.m. (ET)
- Contact information
  - Phone: 800-215-8975
  - Email: [VTServiceCenter@cognia.org](mailto:VTServiceCenter@cognia.org)

A person wearing a blue long-sleeved shirt is pointing their right index finger towards a whiteboard. Their left hand is holding a black pen. The whiteboard is covered with several colorful sticky notes in shades of green, yellow, and pink. The background shows a window with a view of a city skyline. The word "Questions?" is written in a large, white, serif font across the center of the image.

Questions?