Reporting

User Guide

COGNIA ASSESSMENTS

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Introduction

Purpose

This document is intended for teachers responsible for accessing reports in the Cognia™ Assessments online assessment platform for Cognia Formative Assessments.

This document covers the types or reports that are available and how to access the different reports.

Support

All user guides and supporting documents are available on the Formative Resources tab of the Vermont Help and Support site.

Cognia Client Care representatives are available to answer any questions about the Cognia Assessments online assessment platform and student test delivery system. Please use the email and phone numbers listed below to contact Cognia Client Care for support.

Email: vtservicecenter@cognia.org

Phone: (800) 215-8975

Browser Requirements

Users may access the online assessment platform at any time during an administration. The online assessment platform is accessible to institutional users on desktops and laptops via the following browsers:

- Chrome™ 92 or newer
- Firefox® 89 or newer
- Safari® 14 or newer

Overview

Formative Assessments

Cognia Formative Assessments provide item sets designed to help teachers quickly gauge students' understanding of key concepts and skills that are emphasized by college and career readiness standards. The item sets support formative assessment practices and provide evidence of student understanding. Educators may administer the items as frequently as they like to engage students in the learning and quickly generate data that can be used to inform instruction. Student performance is provided through overall raw scores and scores by standard-level.

For more information about the Cognia Formative Assessments item sets, refer to the Formative Resources tab of the Vermont Help and Support site.

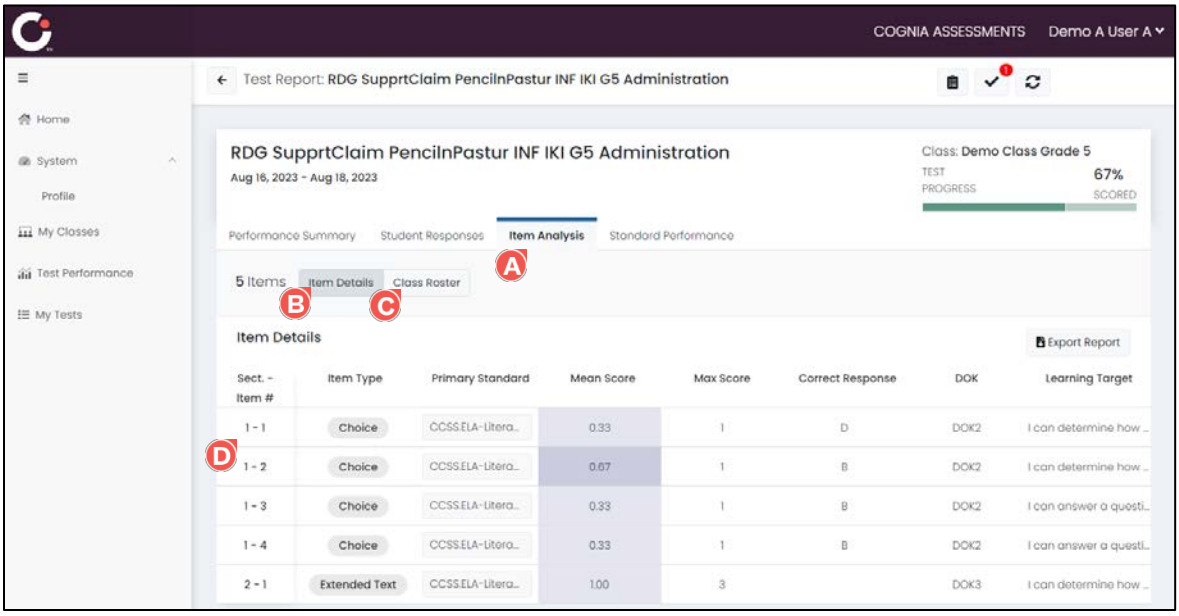
Reporting

Formative Assessments – Response and Scoring Preview

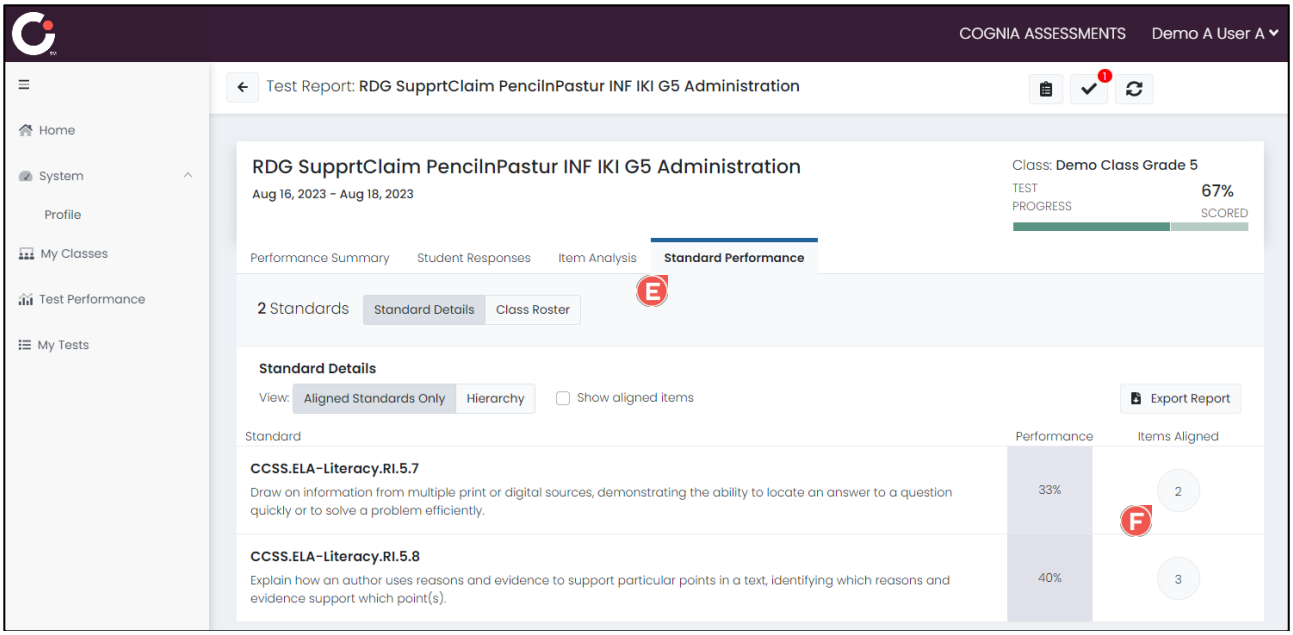
When viewing the Item Analysis report for a formative assessment, clicking on the section/item number in the report opens a preview of the item question and response information and scoring information. Also, when viewing the Standard Performance report for a formative assessment, the response and scoring preview can be opened by clicking on the number of items aligned to a standard.

To open the response and scoring preview for an item:

1. Do one of the following:
   a. On the **Item Analysis** (A) report for a formative test administration, select the **Item Details** (B) or **Class Roster** (C) tab. Click on a **section - item number** (D) within the report table to open the preview for the items on the test.

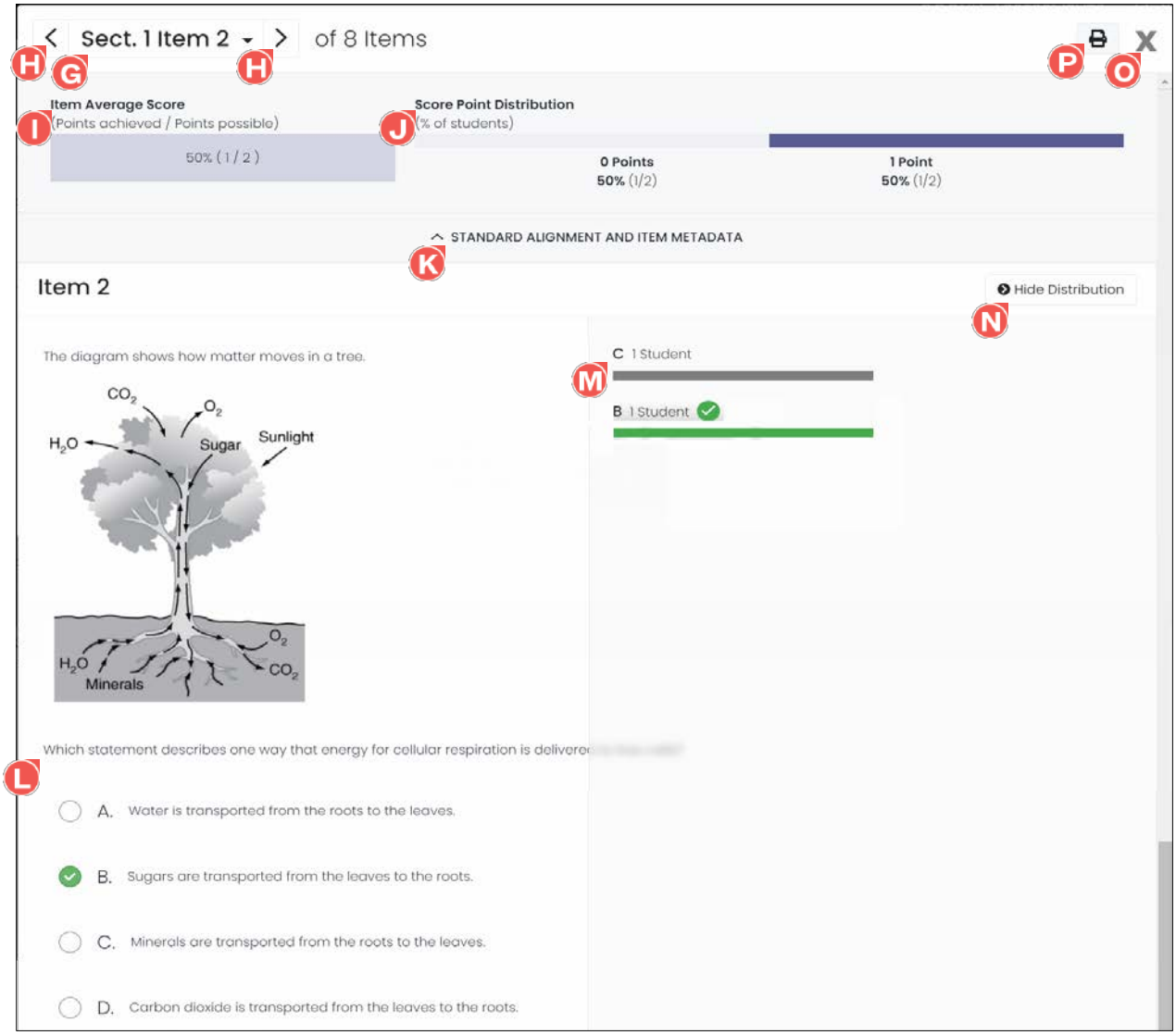


   b. On the **Standard Performance** (E) report for a formative test administration, click the **number of items aligned** (F) to a standard to open the preview for all items aligned to that standard.



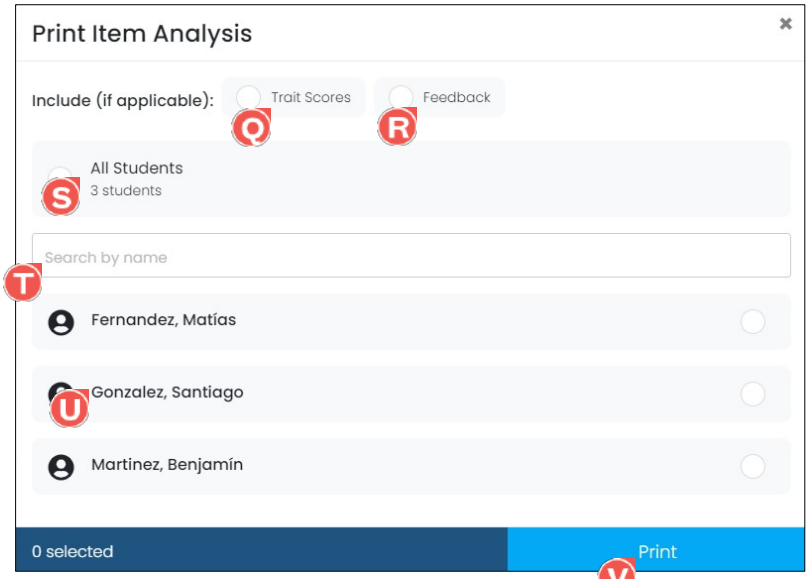
The preview displays the following options and information:

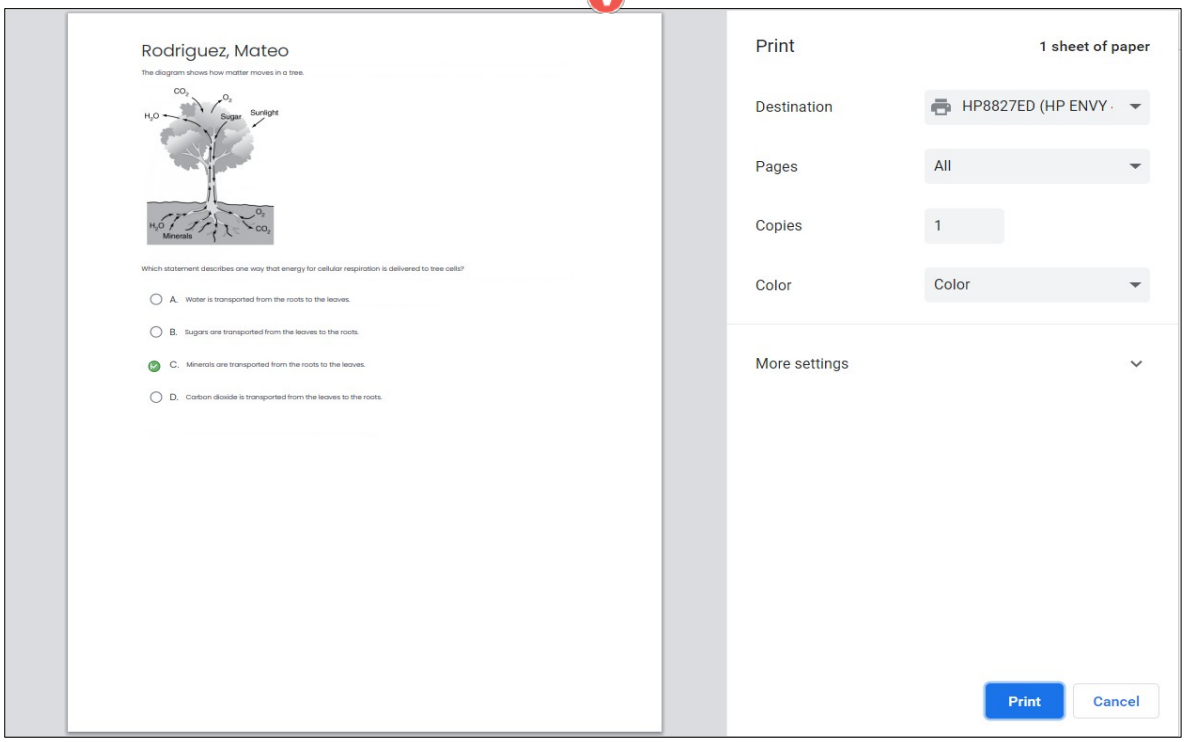
- Section and item number you are currently viewing. Click on the **section and item number** G drop-down to select a specific item to view.
- Use the **navigation arrows** H to view the different items on the test.
- **Item average score** I information and **score point distribution** J.
- Select the **Standard Alignment and Item Metadata** K drop-down to view additional information about the item, including the max score, learning target, and standard alignment.
- The **item question** and **answer options** with **correct response** L.
- The **distribution of student responses** M. (Click the **Hide Distribution** N button located in the upper right of the item to hide the distribution.)
- Click the **X** O icon located in the upper right of the preview to close the preview.
- Click the **Print** P icon located in the upper right of the preview to print the item analysis for the item currently displayed. This opens a Print Item Analysis window.



In the Print Item Analysis window:

- Disregard the **Trait Scores** Q and **Feedback** R options, these are not applicable.
- Select **All Students** S to print the item for all students.
- Begin entering a full or partial student name in the **Search** T field to automatically narrow the list to display only the students that match the entered criteria.
- Select an individual **student name** U to print the item for only specific students.
- Once you've selected the students(s), click the **Print** V button. This opens the item analysis for the specific item and student(s) in a print window, displaying the question and item response for each student on a separate page. Proceed to print or save as a PDF.

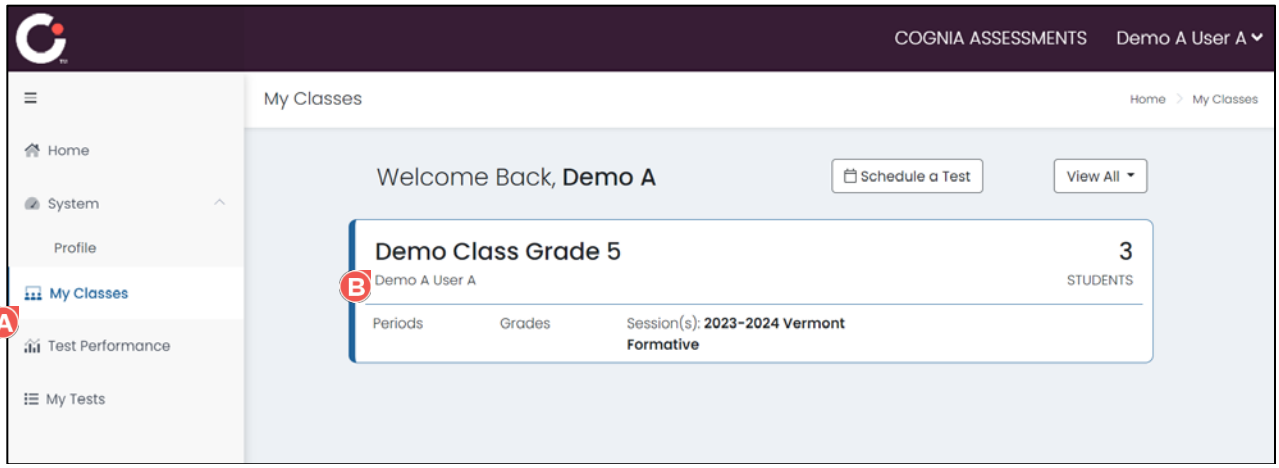

Print Item Analysis
Include (if applicable):
Trait Scores
Feedback
Q
R
All Students
3 students
S
Search by name
T
Fernandez, Matías
Gonzalez, Santiago
U
Martinez, Benjamín
0 selected
Print
V


Rodriguez, Mateo
The diagram shows how matter moves in a tree.
Sugar
Sunlight
Minerals
Which statement describes one way that energy for cellular respiration is delivered to tree cells?
A. Water is transported from the roots to the leaves.
B. Sugars are transported from the leaves to the roots.
C. Minerals are transported from the roots to the leaves.
D. Carbon dioxide is transported from the leaves to the roots.
Print
1 sheet of paper
Destination
HP8827ED (HP ENVY
Pages
All
Copies
1
Color
Color
More settings
Print
Cancel

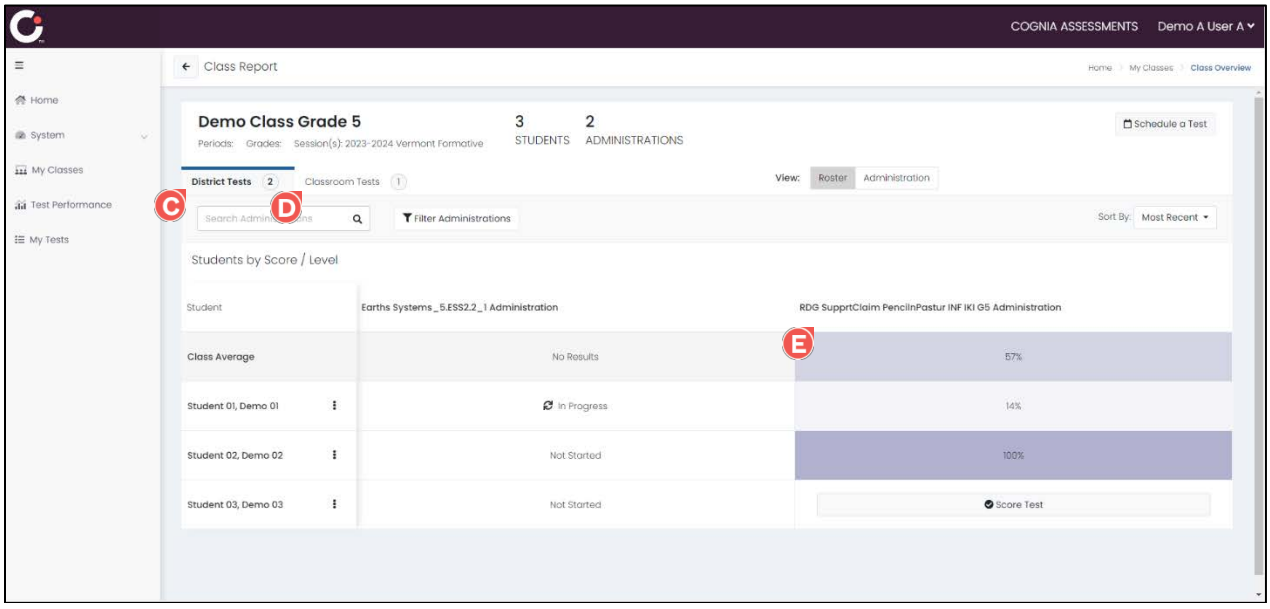
Standard Performance Report

To access a Standard Performance report:

1. Select the **My Classes** A menu located on the left side of the page. This opens your list of classes.
2. Click the desired **class name** B. This opens the Class Report page for that class.



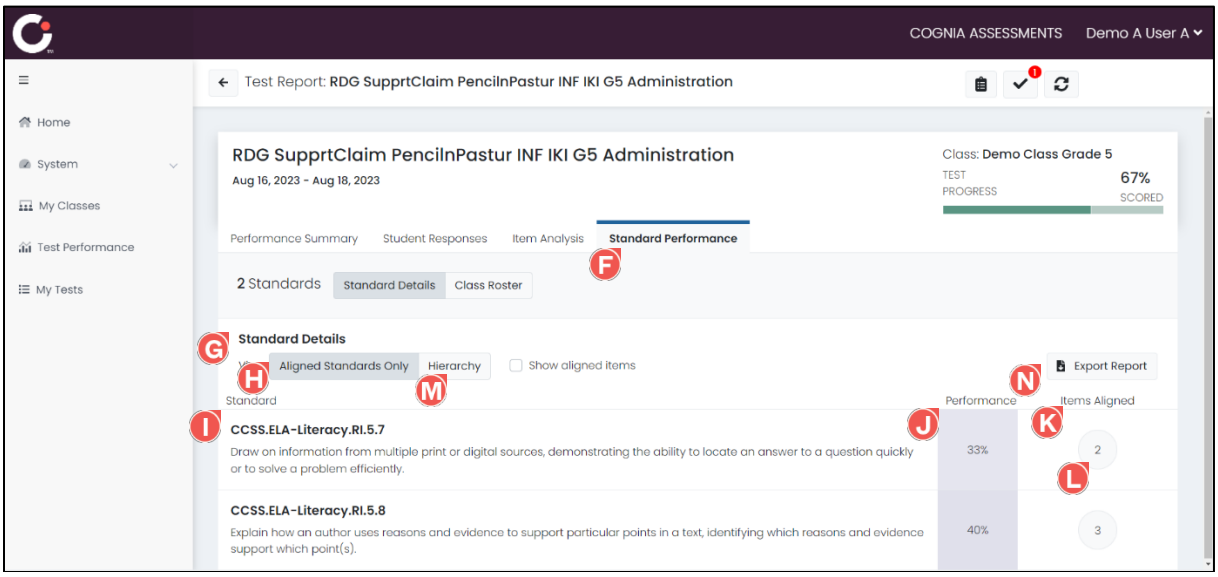
5. Select the desired tests tab.
   - The **District Tests** C tab is selected by default.
   - The **Classroom Tests** D tab displays the administrations for teacher created formative tests.
6. Click the desired **administration name** E in the report table. This opens the Test Report page for that test and the Performance Summary report tab is displayed by default.



3. Select the **Standard Performance** F tab. The Standard Details subtab is displayed by default.

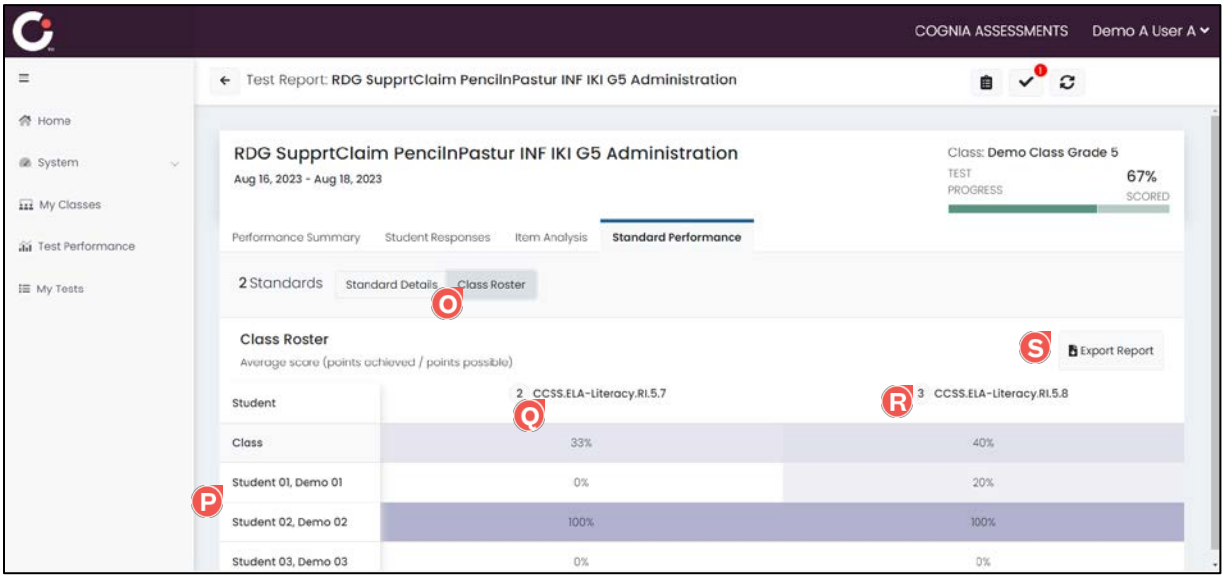
   The **Standard Details** G subtab displays the following options and information:

- The **Aligned Standards Only** (H) view shows a **report table** (I) with the specific standard and **Performance** (J) and number of **Items Aligned** (K) to that standard. For formative test administrations, you can click the **number of items aligned** (L) to a standard to open a preview of the item question and response information and scoring information. [See the section Formative Assessments – Response and Scoring Preview for more information.]
- The **Hierarchy** (M) view shows a report table with the expanded hierarchy of standards and the performance and number of items aligned to each standard in the hierarchy.
- Click the **Export Report** (N) button located above the upper right of the report table to export a .csv file with the data currently displayed on the page.



The **Class Roster** O subtab displays a report table with the following options and information.

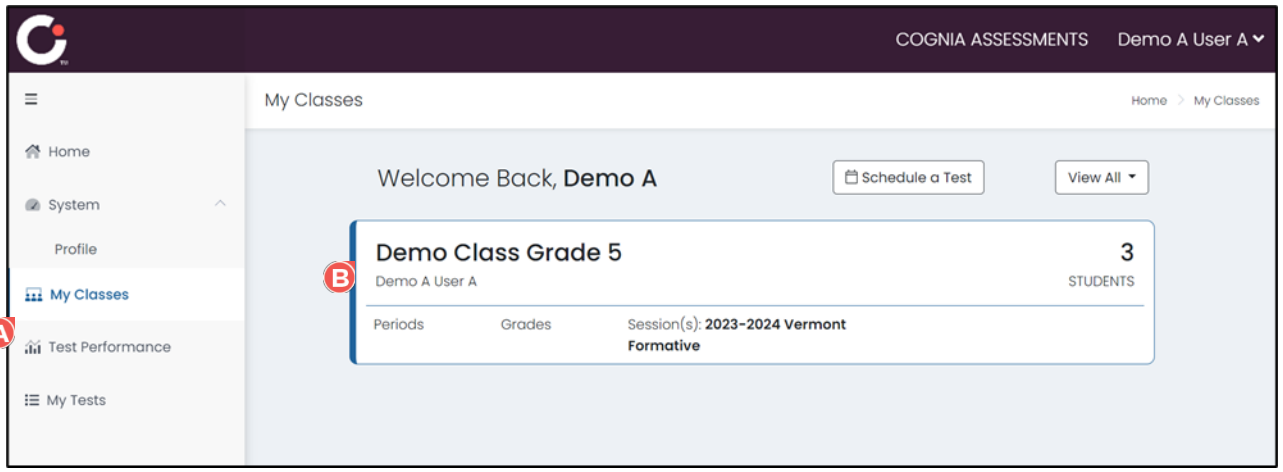
- The list of **students** P with the average score for **each standard** Q on the test (hover over the field to display a tooltip with the complete standard). For formative test administrations, you can click the **number of items aligned** R to a standard to open a preview of the item question and response information and scoring information. [See the section Formative Assessments – Response and Scoring Preview for more information.]
- Click the **Export Report** S button located above the upper right of the report table to export a .csv file with the data currently displayed on the page.

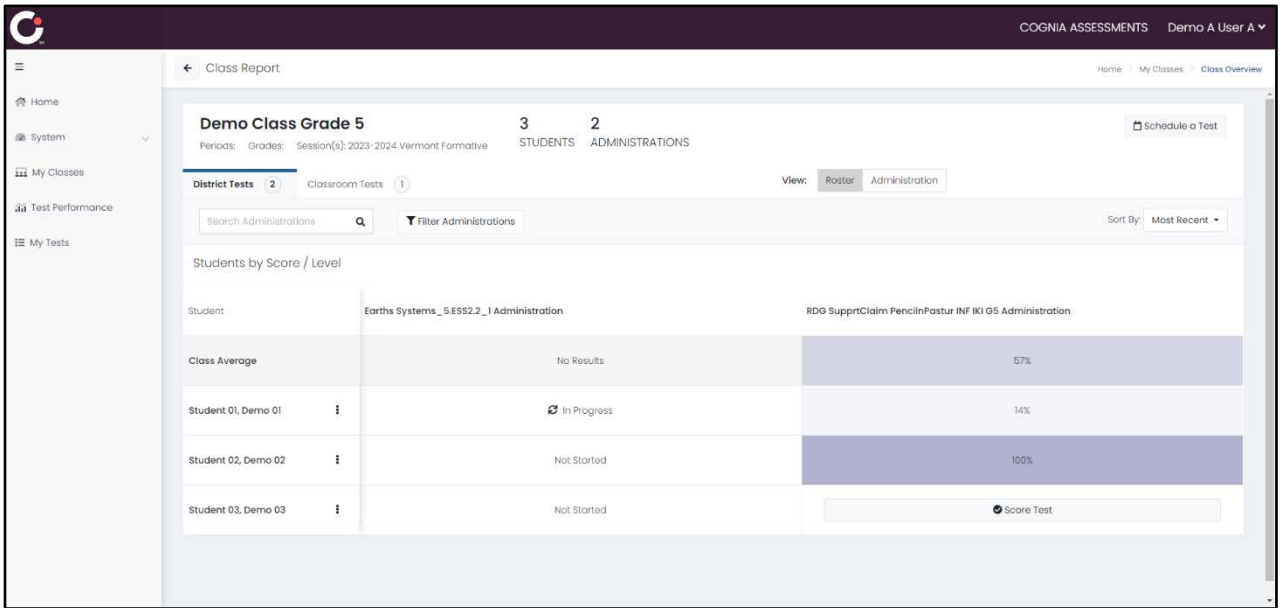


Class Report

To access a Class Report:

1. Select the **My Classes** (A) menu located on the left side of the page. This opens your list of classes.
2. Click the desired **class name** (B). This opens the Class Report page for that class.





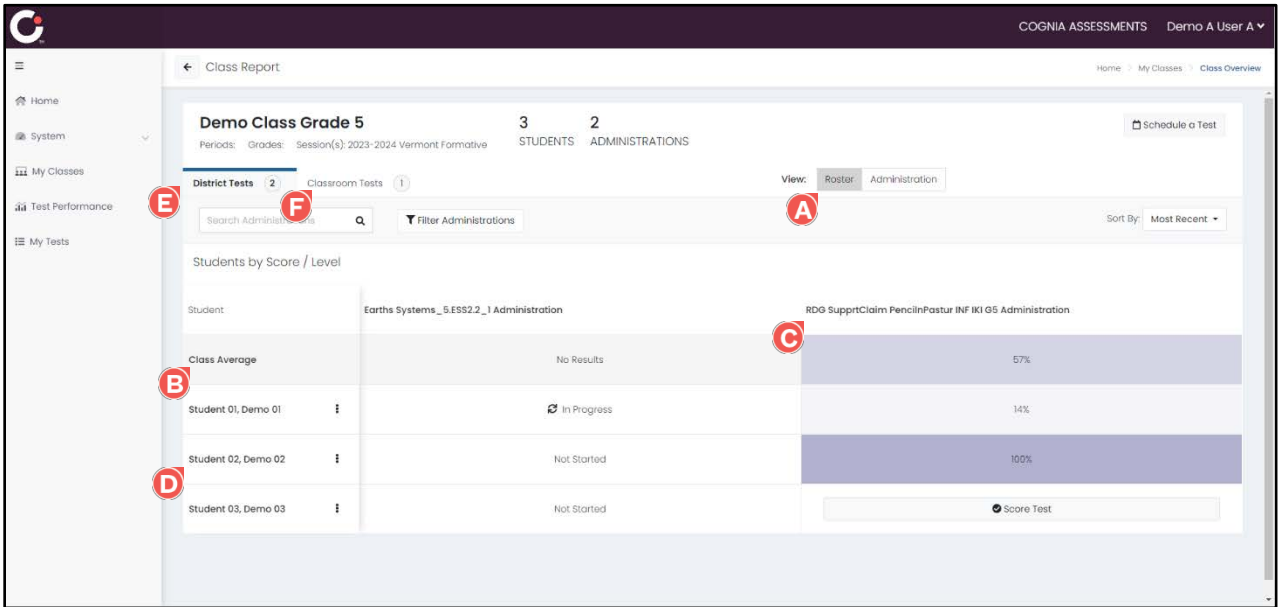
Viewing the Class Report – Roster

The following information is displayed on the **Roster** A view of a Class Report:

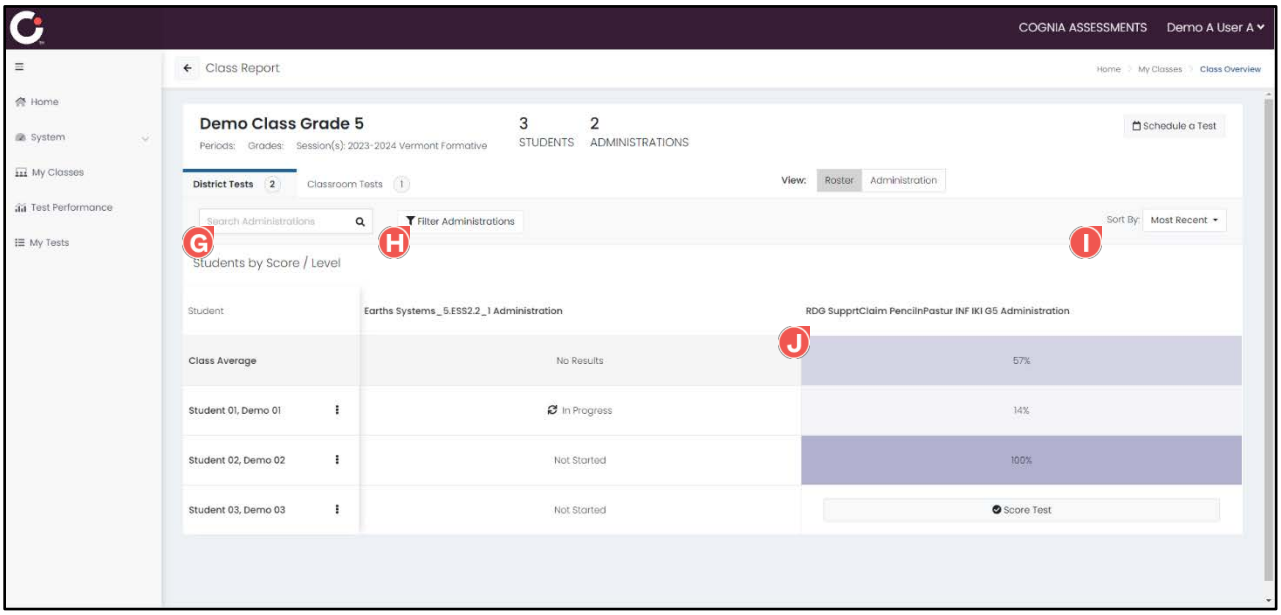
- A report table with the **class average** B score percentage and performance level for each **administration** C, and a list of **student names** D with their score percentage and performance level for each administration.

When viewing a Class Roster Report, options include:

- The **District Tests** E tab is selected by default. This tab displays the administrations for Cognia created tests.
- The **Classroom Tests** F tab displays the administrations for teacher created formative tests.



- Begin entering a full or partial administration name in the **Search Administrations** G field to automatically narrow the list to display only the administrations that match the entered criteria.
- Click the **Filter Administrations** H button to filter the list of administrations by content area, test window, and/or specific administration.
- Select the **Sort By** I drop-down to sort the report table by Most Recent (this is the default selection) or Oldest administration.
- Click an **administration name** J to open the Test Report page for that administration. From that page, you can access the Performance Summary, Item Analysis, and Standard Performance reports.



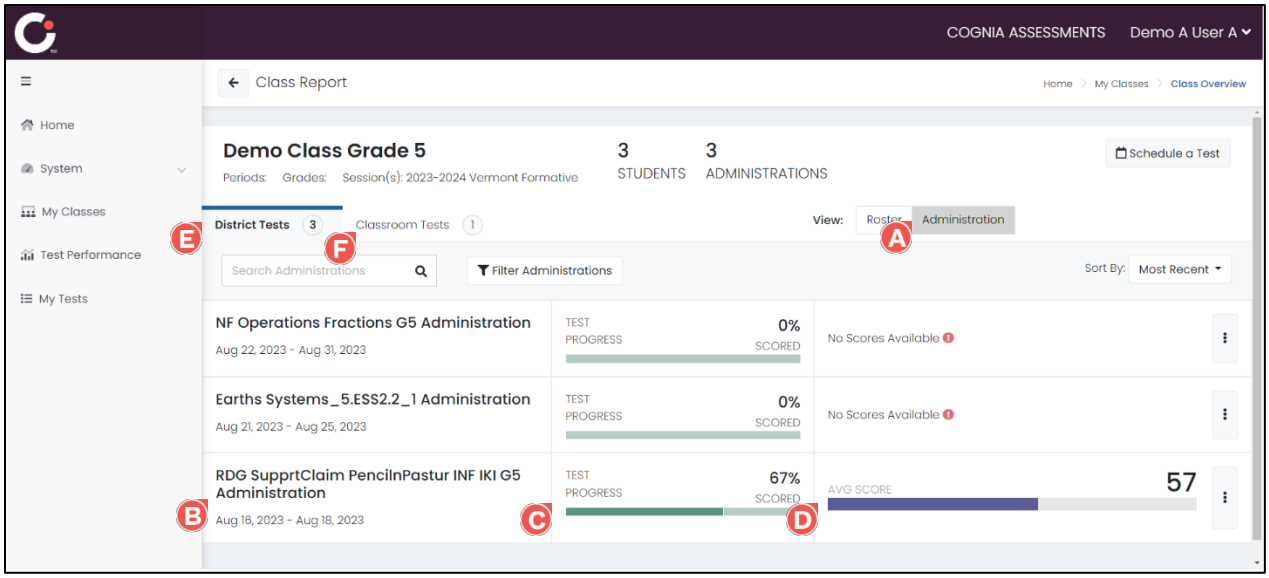
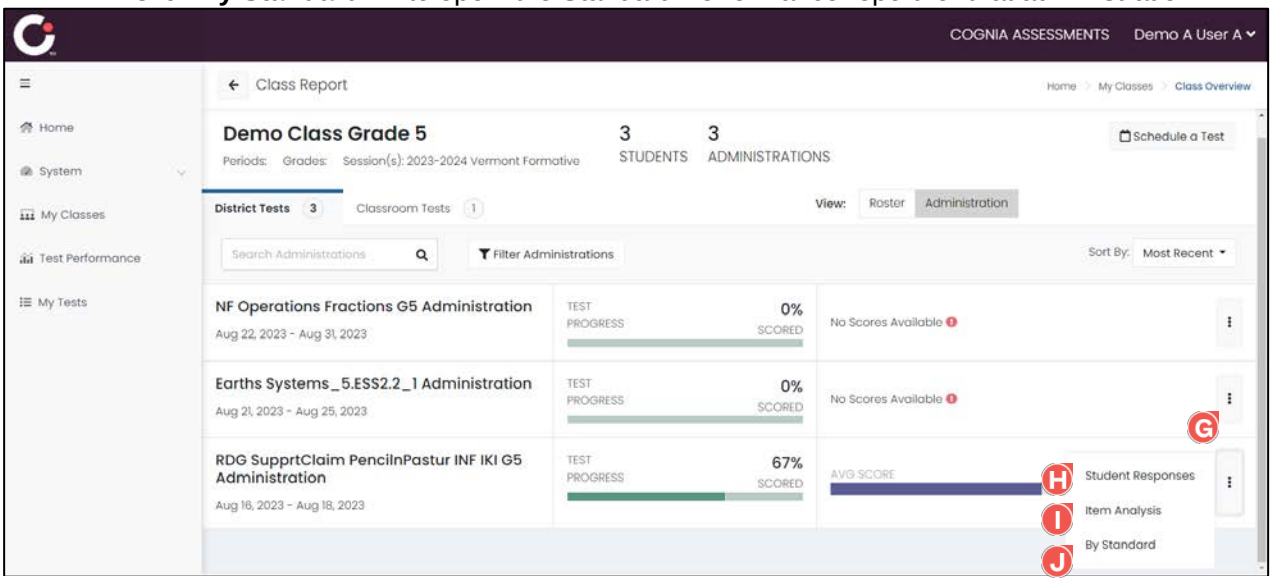
Viewing the Class Report – Administration

The following information is displayed on the **Administration** A view of a Class Report:

- A report table with the **administrations** B and **test progress** C and **score information** D for each administration.

When viewing a Class Administration Report, options include:

- The **District Tests** E tab is selected by default. This tab displays the administrations for Cognia created tests.
- The **Classroom Tests** F tab displays the administrations for teacher created formative tests.



- Select the **ellipses** G located to the right of an administration.
  - Click **Student Responses** H to view student responses by item.
  - Click **Item Analysis** I to open the Item Analysis report for that administration.
  - Click **By Standard** J to open the Standard Performance report for that administration.