

2026 VTCAP Reporting Training Transcript

This document is a transcript for the Zoom Training Webinar that occurred on July 23, 2026

Total Length: 36m 51s

Welcome & Introduction 0:00-0:14

Lauren Copp | Cognia

Good morning, everybody, and welcome to the reporting training for the VTCAP Administration for 2026. Okay, so looking at the agenda, we have an hour and a half scheduled today. First item on the agenda will be a quick introduction on who's on the call today from Cognia, AOE, and Pearson. We'll go over VTCAP policy information specific to reporting and share some updates that were made to the individual student reports this year. The primary focus of today's training is on navigating the reporting system in ADAM. And then we'll end our training looking at resources and support, and answer as many questions as we can.

Okay, so welcome again. Thanks for being here today. My name's Lauren Copp, and I'm a program manager at Cognia that supports the VTCAP General Assessment. With me from Cognia is Julie DiBona, the Vice President of Program Management. And I also see Sarah McCain, our IT project manager. From AOE, we have Mabika Goma, who's the VTCAP assessment coordinator. Heidi Jo Bartlett, the Assessment Coordinator for English Learners. We also have Amanda Haas, the Assessment Coordinator for Special Populations. And I'd also like to welcome Grace Fischer, who is the new Director of Assessment for Vermont.

And I'll pass it over to Grace to introduce herself to you all.

Grace Fischer | Vermont Agency of Education

Hi, everyone. Thanks, Lauren, for the introduction. I'm very excited to be here and have the opportunity to work with all of you. I've only been in the role for about a month, but I'm excited to get to know many of you in the months ahead and thank you very much for joining us today.

Lauren Copp

Great. Thank you, Grace.

Okay, wrapping up our introductions on the call with Pearson, our platform vendor for VTCAP. We have Catherine Simone and Stephanie Ada, who are our senior project managers and support the VTCAP administration. Catherine will be facilitating the

majority of today's training, so you'll hear from her in a minute. Vidyasagar Sankara, who's a technical project manager. And I think that wraps up the Pearson introductions. Okay, I'm going to pass it back over to Grace to go over VTCAP policy.

VTCAP Policy 2:34-3:37

Grace Fischer

Thanks, Lauren. So, now that results are available, just a quick reminder of what can be shared. So, the individual student reports can be shared with caregivers immediately, and districts can also use the data downloads and ADAM reporting right away for internal planning and program decisions. We just ask that districts wait to publicly share the aggregate results until we are able to release them through the Vermont Education Dashboard. This just ensures that the data reflects final enrollment and demographic information, and that student privacy protections are in place, including things like suppression rules and things of that nature. So, we want to ensure that they've been applied consistently across the state. So, thank you in advance for helping us to ensure accurate, consistent, and secure public reporting. And Lauren, I will pass it back over to you.

Individual Student Report (ISR) Updates 2026 3:37-5:38

Lauren Copp

Great! Thanks. Okay, so we have some updates to share regarding the 2026 VTCAP Individual Student Reports. So, some updates that you may notice when looking at the ISRs this year are that the horizontal orders have changed from gold to green. This aligns closer to the Vermont branding colors. And then on the top right, where the school and district names are displayed, those are now in uppercase. And the state-level scale score average has been added to that performance chart that's on the ISR, and that's called out here on the slide in that red rectangle.

Also new this year to the ISR, we have included a note that will appear on the bottom left of any of the ELA reports for the students who had their ELA test reset. If your student did not have their test reset, they won't see this note on their ISR, so where you see that arrow on the screen that will be blank. And then students who had their tests reset will have the following note: "During the testing window, your student's ELA assessment was reset and restarted. This may occur for a variety of reasons, such as correcting testing accommodation settings, or allowing a student to complete a test section that was unintentionally submitted. The score shown on this report is based on your student's second attempt on the assessment and is an accurate reflection of the performance

demonstrated on that assessment. For additional information, please contact your student's school."

And so that note was reviewed and approved by AOE. So we just wanted to give you all a heads up that that might be on some of your students' reports.

So next, I'll pass it over to Catherine, who will go over all things ADAM.

Reports in ADAM 5:38-9:43

Catherine Simone | Pearson

Good morning, everyone, and welcome. We're going to be reviewing the reports in ADAM today, so let's get started. To begin, there are four types of reports available in ADAM. We have a program report, performance report, both of which are accessed through the performance dashboard. We also have individual student reports, ISRs, and student results data files. Both of these are accessed from the Reports Assessments page. Just a reminder that ADAM accounts are removed at the end of November to prepare for the spring administration. And reports will remain in ADAM and be available once new accounts are created in January.

Who can access the reports in ADAM? There are 5 user roles that can access reports. Three at the district level, the DA, DC, and superintendents. These three roles all have access to reports assigned to their district. School test coordinators can access all reports for their assigned school. And finally, teachers: access requires an assignment to a class of students. And teachers can view the performance dashboard for their assigned class or classes. Teacher access remains available until classes are cleared prior to the next administration. Note, teachers do not have access to report assets.

Pause for a moment, if there's any questions.

Rene Sanchez

Yeah, I didn't see a principal option there. How do principals have access to their reports in ADAM?

Lauren Copp

That would be based on the user role that you have in ADAM. Do you have a district... a school coordinator account, district admin account, or district coordinator account?

Rene Sanchez 8:04All of the above, so does that mean that we would have multiple... we would have multiple people holding the same account?

Lauren Copp

I'm not sure I understand the question. So if you have a DA-level account, you'll be able to access almost everything.

Rene Sanchez

Yes, but I guess what I'm trying to say is if a campus has both a testing coordinator and a principal, do they both have that campus testing coordinator account?

Catherine Simone

That's unique to the upload of the users. We could look into your role to see what your exact permissions are.

Rene Sanchez

Well, I'm the superintendent, so I have access to everything, but I just wanted to make sure that if, I was speaking with a principal about this yesterday, so I assumed there was a principal login, or a principal administrative role. But if there's not, then I need to make sure that they have access to this in some capacity.

Lauren Copp

Yeah, I don't believe there's the principal role. If you want to send me a chat and give me their exact name, I could look them up quickly for you, but if they have an ADAM login, it will tell them up in their profile what their role is, and that will depend on what level they can access for reporting. If you want to change that level for any reason, you can just reach out and we can make that update.

Rene Sanchez

Okay, thank you.

Logging into ADAM 9:43-10:55**Catherine Simone**

Alright, moving on, logging into ADAM. So we've had an ADAM update this summer, and there is a new link. Please note and bookmark this link, here on this slide. DAs, DCs, SCs, and teachers, if applicable. Enter username and password, which you will receive via email, and click the login. If for any reason you forgot your password, you can reset your password by clicking Forgot Password. If you are a new DA, please contact AOE to have a new account created.

Okay. After logging in to ADAM, you'll be taken to the new ADAM 2.0 dashboard, where you'll find current announcements. Navigation has been updated and is now located on the left side of the screen for quick access to system features.

ADAM Report Assets 10:55-12:46

Now we'll get started with some report assets in ADAM. Once again, navigation is on the left-hand side of the screen. Go to Reporting, click the drop-down arrow, and click Report Assets.

The Report Assets page will display a list of your assigned organizations. Each organization will have the number of files available for download listed under the org name. Click the eye icon to view the files for the scope. Districts will have one zip file and one zip file per school. This includes district student results data file, ISRs by grade for any students in non-district placements. Schools will have one school zip file. This includes the school student results data file, individual ISRs for each student, and grade level ISRs. Click the vertical ellipsis to download a file. Note, ISRs for students in independent schools will only be available if your district was selected as the reporting org in the student's profile in ADAM.

Pause there if there's any outstanding questions we need to go through.

Okay.

Performance Dashboard 12:46-16:23

Moving on to the performance dashboard.

Once again, we're going to go over to Reporting, click the drop-down, and go to Performance. The performance dashboard is used to access the performance report, and from the performance report, users can access the program report. In each screen of the reporting, you will see a filter menu. You can open the filter, always on the left-hand side, to select program, content area, grade, or test window. For the performance report, you can use the program filter, and it will display the most recent administration by default. You can also use the search field to search for a specific test.

Performance reports can be used to view data about performance by grade and content area. To view the performance report for a specific test, click on the test name in the performance dashboard.

Once the test is open, you can click Score Group Details for additional detail on the number of students in each performance level, and overall proficiency for that test. You

can hover over the performance level bar to display a tooltip that shows the range, percentage, and number of students in that performance level.

For district users, At the bottom of the performance report, you can see a comparison across your organizations.

From the performance dashboard, you can also access the program report by clicking the program button in the top right corner. Program reports provide access to assessment results and demographic information across grade levels and content areas. The program report displays the number of students tested, percent of students who were proficient, and the distribution of student performance levels, including distribution across reporting categories.

Check Show Score Groups as Table to view a table of the percent and number of students at each performance level.

Click Edit Report Settings to disaggregate the reporting data.

Select from the drop-down list to see performance for a subset of students. Click the plus sign next to a specific demographic to add that column to the program report.

And we'll pause there for a moment for questions.

Class Reporting: Teachers 16:23-20:00

Alright, class reporting for teachers. ADAM 2.0 for teachers. Teachers who have assigned classes in ADAM will have access to their student scores. Note, This ADAM 2.0 view and navigation is different than previous years. It no longer includes a dedicated My Classes page. Instead, the class information and related functionality have been redistributed across the dashboard, Student Assignments and Student Performance page for more streamlined experience. The Student Assignments section is primarily for test management, while student performance is primarily for reporting. The reports provided in previous years, Class Report and Test Report, are now merged within the Student Performance tab for teachers. Once again, only for teachers who had classes created in ADAM.

Once logged in, the teacher's landing page will display the new dashboard. Classes assigned to the teacher will be displayed on the dashboard. Each class card will display the following information: class name, Course name, number of students, session, grade, or grades, and number of assessments assigned to the class.

Bulletins that were previously displayed on the homepage will now display to the right of the dashboard. The sun icon at the top right allows toggling between light and dark mode.

From the left side navigation, the classroom dropdown will provide the teacher with access to student assignments and student performance. Student assignments, primarily, again, for test management, and performance for reporting.

Let's take a look at student assignments. With the new update, Student Assignments now replaces My Classes for session management and proctoring. Just a reminder, this is applicable only to students who had classes created in ADAM during the administration.

The student performance for teachers with created classes, will now provide access to student scores through the Student Performance tab. Performance reports can be used to view data about performance by grade and content. Hover over the average scale score performance bar to see statistics for each level, including number of students, percentage of students, and score range.

Click on a test to display the scale score, performance level, and reporting category performance level for each student.

And we'll pause there.

Questions 20:00-32:22

Lauren Copp

I had some questions in the chat about scrolling. Oh yeah, I've scrolled back up, Rick, to your original question. So, you're in the Report Assets menu as a DA, and you noted the white screen does not scroll down, so you could not access all the files. Looks like you used the icon... So, Catherine, do you know if there's supposed to be a scroll bar, or I'm thinking in the Report Assets page, if you have a long list of schools, you would just need to go to either filter for more schools. Do you see that drop-down, Rick, where you can go to 50 or 100?

I don't know if you're talking.

Rick Dustin-Eichler

Sorry, I don't see that. In the filters?

Lauren Copp

Are you on the Report Assets menu?

Rick Dustin-Eichler

Yeah? Yes.

Lauren Copp

Yes, so right now I'm looking at the school zip files, so if you click into the arrow, and then the eye icon... If you look over to the right, there's a page navigation, where you can have a view of 10, 20, 50, or 100 zip files. Does that help get you what you're looking for? I don't think there is supposed to be a scroll on this.

Catherine Simone

There is. If you click on the files and not My Scopes, there is a scroll bar. Possibly your screen is not open all the way?

Rick Dustin-Eichler

Yeah, that's the trick. If you're in the My Scopes, they seem to run off the page, and then you can't access the ones on the bottom.

Catherine Simone

Oh, no, the My Scopes does not have a scroll bar. Just the files. For My Scopes, use the filter and then you can choose the school.

Lauren Copp

I think he's saying, you're on the Files tab, is that right, Rick?

Rick Dustin-Eichler

No, if you're in the My Scopes, the files run off the...if you do it all in the My Scopes using the down arrows, the files run off the page, and you can't see them unless you reduce the zoom on your page, but there is a scroll bar in files. So that's the trick. Use the files, not the My Scopes.

Catherine Simone

Are you trying to see them all at one time, or locate a specific school or organization?

Rick Dustin-Eichler

I was just trying to access them. But it seems like if you go through the MyFiles, not the MyScopes, you can. So, that's the workaround. Seems to be the workaround. Thank you for answering that.

Lauren Copp

Thanks, Rick.

Alright, I see a question from Amy. Can you speak more to student assignments and test management? I think at the very high level, the Student Assignments tab is really going to be used more in test management in the spring, is that right, Catherine? And then the Student Performance tab is going to be what teachers use to look at their student scores for the students that are in their assigned classes.

Catherine Simone

Correct.

Amy Truchon

Is the test management only for teachers who have been assigned classes? Because in the past, teachers really have had...haven't had specific teacher accounts or teacher management or, sorry, test management capacity at any level and have only had access, you know, if we've created classes for them to look at reporting information from their classes in the past. Just curious what that is.

Lauren Copp

So... Correct me if I'm wrong, Catherine. My assumption would be that a teacher would need the ADAM account to access student assignments, is that right? Otherwise, they are proctoring... Yeah, because you don't need ADAM to proctor a test, but... If they want to organize, or look at their student assignments and the roster through ADAM, they would just need an active ADAM account, which would be set up by a DA or a DC. Does that answer your question, Amy?

Amy Truchon

I... yeah, it starts to. Yes, thank you.

Catherine Simone

I think the student assignments, you will see more of this section when we do the administration training. We included it because it is different in ADAM 2.0, but it's not necessarily part of the reporting, if that helps to clarify.

Amy Truchon

Okay, so this is a new feature?

Catherine Simone

It's reorganized, yes. There's less clicks for the teacher with the way it's set up now, but we didn't want to leave that tab, not spoken to for this training. That's all.

Amy Truchon

Okay, got it, thank you.

Lauren Copp

Alright, and let's see what else we had. There was a question about how DAs or SCs know if teachers have assigned classes, and Sarah answered that in the chat. If you go to the left side menu, under the rostering drop-down, there's an option for classes, and this will provide you with a list of classes that were created under your org scope. Thanks, Sarah.

Catherine Simone

I think you can see the rostering tab here. This would be a district-level report.

Lauren Copp

Great. Nick Connor wants to know if there's any tagging in the raw data export that lets us know which students had an ELA reset. I will double check. I don't think so, but I will double check on that. Let me grab that so I can follow up. Alright... Thank you all for your patience while we're working through the questions.

There was a question, can you explain the at or near category? So, Julie noted student scores are shared for specific reporting categories of each subject area. These scores show whether the student is performing below standard, at near standard, or above standard for their grade, and the categories shown may vary depending on the subject. Yeah, so that at near is kind of that in-between, right in the middle.

Are we able to change or add teachers to the Classes tab through the edit feature at this point? For example, if there's a new teacher for a class this year, and we want them to be able to see the data from last year? That's a good question. I would look to Catherine or Stephanie on that one.

Catherine Simone

I think we're gonna need to take that question back, Lauren. Not 100% sure that that would work.

Lauren Copp

Yeah, I know in the past we've advised not to create classes retrospectively, just to make sure there aren't any data issues, but, yep, I'll grab that as a follow-up.

Let's see if we have any other ones I might have overlooked. Last year, Cognia sent us the ELA test reset data. Amy, was that for your org specifically? Just, like, a list of students?

Amy Truchon

I'm sorry, I should have replied directly to Mike and Nick. There's a, Nick's comment about knowing if there's tagging in the raw data export to let us know which students had an ELA reset, and we sort of discovered just kind of accidentally, as we were probing, Cognia to get more information about a particular student's test situation and score based on their ISR last fall at parent conferences and learned that, whether it's the state or Cognia, has spreadsheets of all the students who had, ELA test resets over the past however many years, because we've had, you know, hundreds of those every year. And the coding, for the reasons why it was reset, whether it was, like, not necessarily... I'm sorry, not reset, but not scored, sorry. Whether it was left blank, or incomplete, or it was copy-paste situation, so, you know, I think I was going to put in a question as well that, you know, are we going to be able to receive that information again? I mean, we can extract it from our data, but it was nice just to have that direct spreadsheet with just that list of students and the coding for that.

Lauren Copp

Yeah, I think that would be a question for AOE, if they also have access to a tracker, and so if that was something Danielle shared last year. Grace, I know you're just joining, so I can certainly show you where that is, and if you need help following up with folks, I'm happy to do that.

Grace Fischer

Yeah, thanks, Lauren, and thank you for the question. Yeah, we certainly want you all to have, access to the data that will make your jobs and lives a little bit easier, so I will certainly take a look and see what we can do.

Lauren Copp

Right. Alright, is there a way to get a total number of students from our district who did not submit their essay?

Julie DiBona

Cognia and AOE can do is take, kind of, the reset data questions as one chunk, take them offline, and we can work on a process to get this information to folks in an efficient way that makes the most sense, because I know this really does help out your instruction and things for this year.

Lauren Copp

Jen notes that she's seeing a 9th grade student appear on the progress report. Why would this occur if we are a K-8 SU? It looks like only one 9th grade student, and it says that student's test was not started. Yeah, Jen, if you can reach out to the service center, we can look into that for you. My first thought is thinking it could have been a student who was transferred to another school, maybe they were originally uploaded in ADAM, but I would have to take a closer look. But if you reach out to the Vermont Service Center, we can start a ticket and look into that, so you have that information.

Jen O'Neill

Thank you.

Lauren Copp

Yeah, no problem.

Resources 20:00-32:22

All right. So, any resources or support materials that you'll want to reference during reporting will be found on the Vermont Help and Support site. So that's linked in the screen up at the top. And then the 6 resources that we have listed here, those are specifically on the VTCAP page on that site, and then it's in the After Testing section. So the Spring 2026 results file layout will give you that bridge, so that way you can interpret

your student results files. That ADAM user guide for reporting will go into a bit greater detail with screenshots of the new ADAM 2.0 and help you navigate through ADAM.

The Score Interpretation Guide is a resource that's for educators on how to interpret the different types of data and student scores that's provided.

The Family Interpretation Guide is something that you can share with parents and guardians on how to interpret their child's score report. That's also translated, a sample of the Family Interp Guide is translated into 5 languages as well as the sample student report. So we have the English version, and then the five translation versions available to download and provide to families if needed. And then those 5 languages for the resources are the same 5 languages that were available during testing, so that's going to be Arabic, Chinese, French, Spanish, and Swahili.

And you'll see at the bottom, number 6, that teacher reporting view. It's not linked here on the slide, but it will be linked before we upload this to the Help and Support site. And I did want to just put the site in the chat for you all, in case that's helpful to bookmark.

And then looking at MSAA reporting, this was the VTCAP general assessment reporting training, but in case any of you also support the alternate assessment and reporting activities, there is a training that was recorded and support materials have been uploaded to the Vermont Help and Support site. Specifically, to that MSAA reporting tab that you can kind of see outlined in this red rectangle on screen. And then there is also reporting information on the Vermont AOE website, which is that bottom link down below.

And then, as always, if you have any questions regarding resources, your account in ADAM, or if you're not sure who to direct your question to, a great starting point is the Vermont Service Center. They're open Monday through Friday from 7 a.m. to 5 p.m. Eastern. And their phone and email are up on screen. And if you end up reaching out to them, and it's something that needs to be redirected to AOE, they'll certainly let you know that. But for any policy-related questions, please email the aoe.statewideassessment@vermont.gov email address and they can assist you as well. I'll put that email in the chat.

And then lastly, just a reminder for sharing results. We looked at this in the beginning of the training, as Grace had, shared. You can absolutely share the individual student reports immediately. But the data downloads and the ADAM reporting should be used internally for any planning or programmatic purposes. And then, AOE will let you know when it's appropriate to share the aggregate results publicly.

But I want to thank you all again for your time and participation for this training, and I hope you all have a great rest of the summer.