

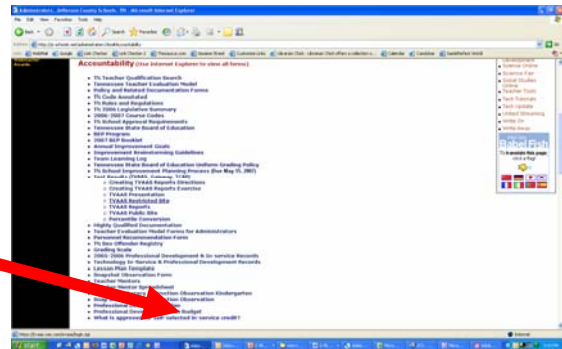


### Step 1: How do I find it?

- County website (<http://jc-schools.net>)
  - Main Menu
    - Administrators

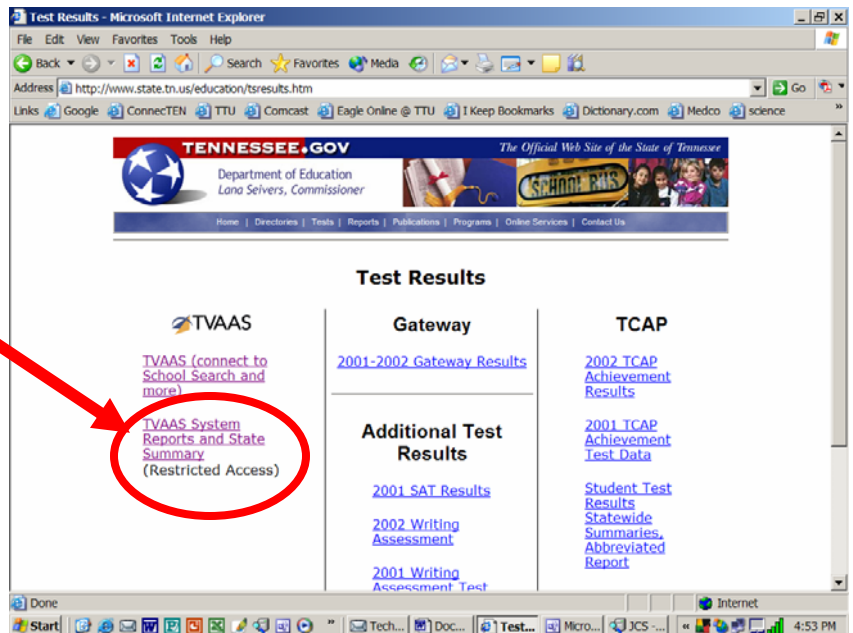


- Administrators
  - Accountability
    - TVAAS Restricted Site



### TVAAS System Reports and State Summary (Restricted Access)

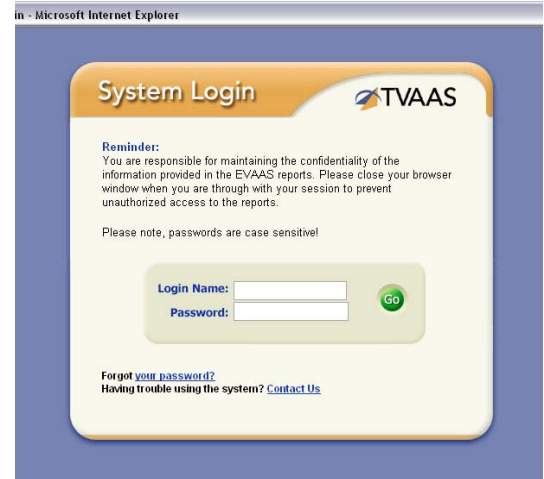
If a security alert screen appears, click **OK**.



## Step 2: Login

Type in username and password.

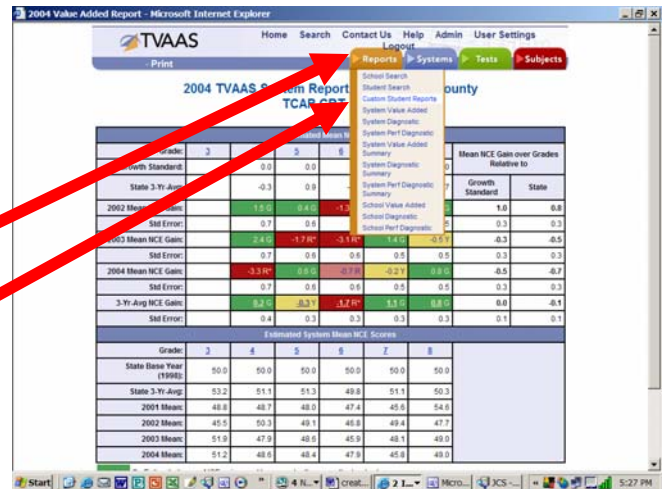
**Warning:** The login is case sensitive, so you must use capital letters if your password has capital letters. Click **Go**.



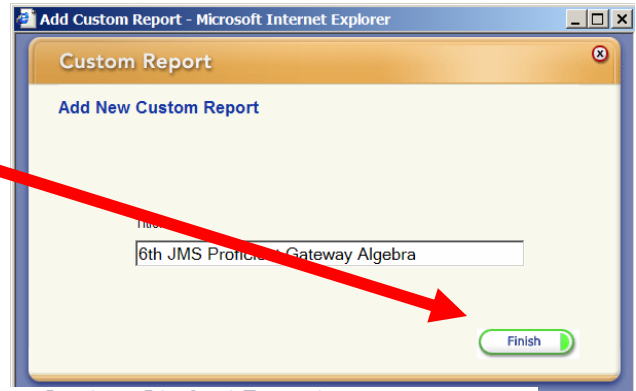
## Step 3: Creating Custom Reports

From this page, you will be able to create and save customized reports. These reports will include only those students who meet the criteria you define.

1. Click the **Reports** tab.
2. In the report list, click **Custom Student Reports**.
3. Click the **Create Report** button.



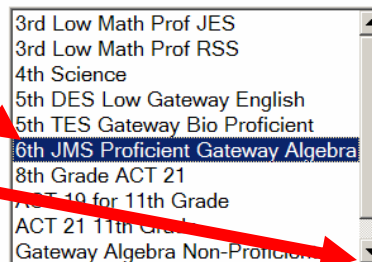
4. Click in the box, then type a name for your report, and click **Finish**.



5. Your new report will appear in the list.

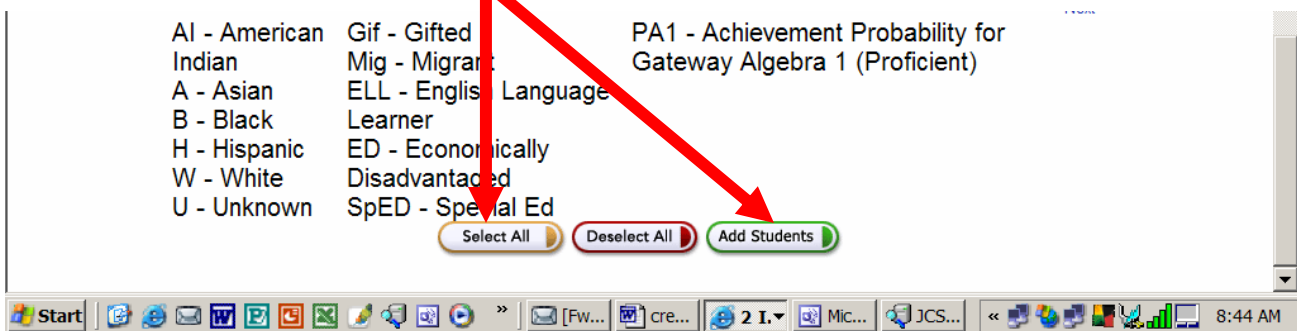
### Adding Students to a Custom Report

1. Click the report name from the list.
2. Click the **View/Edit Report** button. If you have just created this custom report, it will be blank.



- To add students, click the **Add Students** button. This will take you to the Student Search page, where you can define the criteria for this report.
- Chose **Select All...Add Students**

No students found



- If there is more than one page of students who met your criteria, scroll to the bottom of the next screen, choose **Add Students**. This will return you to the search definition page which should retain the criteria for your search. Click **Search...Click Next** (at the top right corner of the screen) to view the next page of student names, click **Select All...Add Students**. Continue this process until all student names have been added to the report.

## Report Criteria

- Student Search** - From this page, you may search for individual students, or you may search for groups of students with similar characteristics. You may restrict the search by school, grade, race, sex, demographics, and/or projected proficiency levels. You may choose any combination of these characteristics to limit your search.

## Finding Students by Name

Enter the student's name (Last Name, First Name) in the space provided. Then click Search. You will receive a list of students whose names begin with the string of letters you entered. For example, if you enter "Smith" the list will include all students with the last name "Smithers" as well as "Smith." If you enter "Smith, John" the list will include only students named John Smith. The list also displays the district and school where each student was tested and the student(s)' demographic characteristics. To see a Student Report, click on the student's name.

## Restricting Your Search by District, School, or Grade

- To restrict your search by any of the options listed on the search page, click Yes. Once Yes has been selected, choices will be available through a dropdown menu.

Microsoft Internet Explorer

TVAAS Home Search Contact Us Help Admin User Settings Logout

Back Reports

Student Last Name: [input field]

Restrict Search by Grade?  Yes  No

All Grades [dropdown menu]

Restrict Search by District and/or School?  Yes  No

Restrict Search by Race?  Yes  No

Restrict Search by Sex?  Yes  No

Restrict Search by Demographics?  Yes  No

Restrict Search by Projected Proficiency Level?  Yes  No

Search

**NOTE:** For more information on this section, move the mouse over the question mark icon.

- To search for students within one school, choose the school's name from the drop-down menu.
- To search for students within all schools to which you have access, choose All Schools from the menu.
- To limit your search to a single grade, choose the grade from the Grade pull-down menu. Choose All Grades to search for students in all grades to which you have access.
- **NOTE:** When a student's grade was not included with his/her test data, grade has been assigned as follows:
  - EOC Math Foundations - Grade 9
  - EOC English I - Grade 9
  - Gateway Algebra I - Grade 10
  - Gateway Biology I - Grade 10
  - Gateway English II - Grade 10
  - ACT - Grade 12
- When a student had data for two or more of these tests but no grade information, the highest grade was assigned. For example, if a student with no grade information had data for both Math Foundations and Gateway English II, grade 10 was assigned.

### Restricting Your Search by Race, Sex, or Demographics

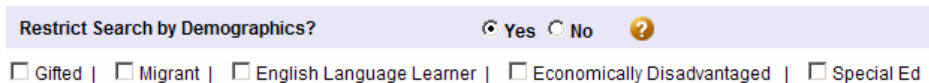
This feature finds students by shared characteristics rather than by name. The search functionalities allow you to customize your search to identify groups of students who meet your criteria.



To limit your search to students of one or more races, click the checkbox next to the race(s) you would like to include in the search.



To limit your search to students by sex, click the checkbox next to the sex you would like to include in the search.



To limit your search to students who meet certain demographic criteria, click the checkbox next to the demographics you would like to include in the search.

To limit your search to students who meet certain demographic criteria, click

You may limit your search by any combination of race, sex, and demographic characteristics. If you choose *Black*, *White*, and *Hispanic*, for example, the search results will include all students who are **either** Black, White, or Hispanic. If you also choose *Female*, the results will include only Black, White, or Hispanic girls. If you also choose *Students with Disabilities*, your results will include only Black, White, or Hispanic girls who are designated as Students with Disabilities.

### Restricting Your Search by Projected Proficiency Level

You may also search for students by their projected probability for achieving various levels of proficiency on future tests.

- Select a test from the drop-down list. Choose the subject and the proficiency level. Then, enter the range of probability for the students you want to find.

For example, to find all students with a 20% - 40% probability of being Proficient on the Gateway I Algebra test,

1. Select **Gateway** from the test list
2. Select **Algebra I (Proficient)**
3. Type in values for the range (**Lower: 20%, Upper 40%**)

You may search by multiple projected proficiency levels. To do so, click on the **--and/or--** box. If you choose **and**, your results will be limited to those students who meet the criteria for both of the tests and ranges you enter. If you choose **or**, your search will find those students who meet the criteria for either of the tests and ranges you enter. You can select up to four projected proficiency levels for each search.

When you've finished selecting the search criteria, click the **Search** button.

### **Success in College Courses**

The ACT cut scores you see in the **Subject (Level)** drop-down list were selected for the following reasons:

Tennessee state colleges and universities require students to have an ACT Composite Score of 19 to be admitted. The Hope Scholarship cut score is 21.

Tennessee Board of Regents requires an ACT Math score of 19 to enroll in freshman level math courses.

ACT research establishes the following cut scores for a 50/50 probability of an "A" or "B" in freshman courses at the average college or university in the country:

- College Algebra for freshman liberal arts major - ACT Math score of 23 or greater
- Freshman Math in a technical major - ACT Math score of 27 or greater
- Standard Freshman English Composition - ACT English score of 17 or greater
- Advanced English Composition - ACT English score of 22 or greater
- Biology - ACT Science Reasoning score of 23 or greater
- Chemistry - ACT Science Reasoning score of 25 or greater
- Reading, set same as state Composite requirement - ACT Reading of 19 or greater

***NOTE: Only students with projections to future academic milestones may be added to a custom report.***

### **Renaming and Deleting Reports**

Custom reports may be removed or retitled by choosing the report name from the list and clicking the appropriate button.

### **User Accounts with Custom Student Reports Access**

Users with accounts labeled Custom Student Reports Access may view the custom reports assigned by their school administrator but will not be able to modify those reports.

### **Searching for Students**

If you have just created this custom report, it will be blank. To add students, click the Add Students button. This will take you to the Student Search page, where you can define the criteria for this report. For detailed instructions on how to search for students for your custom report, see the Help file associated with the Student Search page.

## Understanding the Report

The students in your report are listed alphabetically, with demographic and other information listed by column. To see a Student Report, click on the student's name.

NOTE: When a student's grade was not included with his/her test data, grade has been assigned as follows:

EOC Math Foundations - Grade 9

EOC English I - Grade 9

Gateway Algebra I - Grade 10

Gateway Biology I - Grade 10

Gateway English II - Grade 10

ACT - Grade 12

When a student had data for two or more of these tests but no grade information, the highest grade was assigned. For example, if a student with no grade information had data for both Math Foundations and Gateway English II, grade 10 was assigned.

The following key also appears below the list of students.

AI - American Indian

A - Asian

B - Black

H - Hispanic

W - White

U - Unknown

Gif - Gifted

Mig - Migrant

ELL - English Language Learner

ED - Economically Disadvantaged

SpED - Special Ed

## Student Projections and Achievement Probabilities

	Achievement Probability
	<a href="#">100.0</a>
Mean	100.0
Std Err	0.0

The last column on the right lists each student's probability of achieving the future academic milestone currently selected. At the bottom of the report, you will see the mean probability for this list of students, along with the standard error.

*Click on the value in the Achievement Probability column to see a student's Projections report.*



*To see these students' probabilities for a different academic milestone, choose from the drop-down menu under the **Projections** tab.*

## Adding and Removing Students

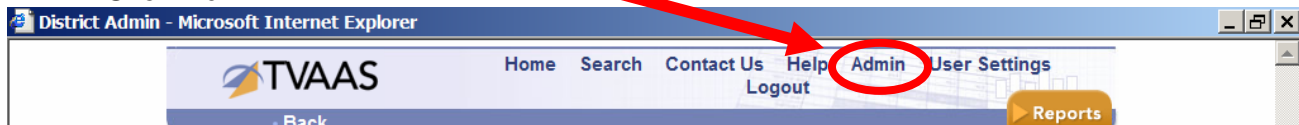
You may add students to your custom report at any time. To add students, click the **Add Students** button. This will return you to the **Student Search** page, where you can define a new set of criteria to search for additional students.

To remove students from your custom report, click the box in the Remove column next to the name of the student(s) you wish to remove. Then click the Remove Students button at the bottom of the report.

**NOTE: Only students with projections to future academic milestones may be added to a custom report.**

## Step 4: Adding Teacher Users

- Login to the TVAAS site.
- Click Admin



- Select Add a new user from the drop-down list.
- Fill out the form with the user's information (first name, last name, and email address are required fields).
- Choose School level user or Custom Student Report User (can create custom reports and view other's reports, but not edit other's custom reports already created).
- If the Notify user by email box is checked, the user will automatically receive an email message containing his or her user name and password when you create the account. If you wish to create the account without sending the user this message, click the box to uncheck it. You can return to this form and send the email message later. The email will be sent from you.
- Click Submit to create the account. If the Notify user by email box is checked, the email message will be sent at this time.

### To Modify an Existing Unregistered User:

- Select the user's name from the appropriate drop-down list.
- Update the form with the user's new information (first name, last name, and email address are required fields).
- If the **Notify user by email** box is checked, the user will automatically receive an email message containing his or her user name and password when you submit the new information.
- To undo all changes, click **Reset**.
- When all information is correct and complete, click **Submit**.

### To Delete an Existing User:

- Select the user's name from the appropriate drop-down list.
- Click **Delete User**. A dialog box will appear asking if you are sure you want to delete the user. Click **OK**. The user is now deleted from the system.

## To Send an Email to a User:

- Select the user's name from the appropriate drop-down list. Make sure the **Notify user by email** box is checked. Click **Submit**.

**Definition of User Types** There are several types of user accounts. Each one provides a different level of access to the SAS<sup>®</sup> EVAAS<sup>®</sup> web-based reports. A summary of the access given to school lever user types are listed in the table below.

User Type	Responsibilities	View State Summary Report?	View System Progress Report?	View System & School Value-Added Reports?	View System Diagnostic Reports?	View School Diagnostic Reports?	View Student-Level Reports?
<b>State Level Administrator</b>	Add/modify System Level Administrators and State Level Users	Yes	Yes	All	All	All	All
<b>State Level User</b>	Views reports only; cannot add or modify users	Yes	Yes	All	All	All	All
<b>System Level Administrator</b>	Add/modify School Level Administrators and System Level Users for their system	Yes	Yes	All	For their system only	For schools in their system only	For students in their system only
<b>System Level User - System Only</b>	Views reports only; cannot add or modify users	Yes	Yes	All	For their system only	No	No
<b>System Level User - System &amp; selected School(s) Gains by Achievement</b>	Views reports only; cannot add or modify users	Yes	Yes	All	For their system only	For schools assigned by the system administrator	No
<b>System Level User - System &amp; selected School(s), School &amp; Student Reports</b>	Views reports only; cannot add or modify users	Yes	Yes	All	For their system only	For schools assigned by the system administrator	For students in schools assigned by the system administrator
<b>System Level User - All System &amp; School Reports</b>	Views reports only; cannot add or modify users	Yes	Yes	All	For their system only	For all schools in their system	For all students in their system
<b>School Level Administrator - School Only</b>	Add/modify School Level Users for their school	Yes	Yes	All	No	For their school only	For students in their school only
<b>School Level Administrator - System Gains By Achievement</b>	Add/modify School Level Users for their school	Yes	Yes	All	Yes	For their school only	For students in their school only
<b>School Level Administrator - System and selected School Gains By Achievement</b>	Add/modify School Level Users for their school	Yes	Yes	All	Yes	For schools assigned by the system administrator	For students in their school only
<b>School Level Administrator - System and Selected School(s), School &amp; Student Reports</b>	Add/modify School Level Users for their school	Yes	Yes	All	Yes	For schools assigned by the system administrator	For students in schools assigned by the system administrator
<b>School Level User</b>	Views reports only; cannot add or modify users	Yes	Yes	All	No	For their school only	For students in their school only
<b>Custom Student Reports Access</b>	Views reports only; cannot add or modify users	Yes	Yes	All	No	No	For students in the custom reports assigned by the school administrator

# New Reports

## Student Pattern Report

### Creating and Interpreting Student Pattern Reports (TCAP CRT)

This report disaggregates progress for groups of students that you choose. The Student Pattern Report enables you to see how effective the school has been with the lowest, middle, and highest achieving students in the group you have selected. A minimum of fifteen students with two consecutive years of data must be chosen to generate a report.

On the graph, the green line represents the state growth standard. If a group is below the green line, the average student in the group fell below the state growth standard. Familiarity with curricular standards below grade level, at grade level and above grade level is critical to success for all students. The strategy should be "all students make excellent progress every year."

**Use this report for diagnostic purposes only and not for accountability.**

### The Student Pattern List

The Student Pattern List is only available from school-level reporting and only to users who have access to student reports. You cannot drill to the list from district-level reports.

You can access the Student Pattern List by choosing it from the Reports Tab or by clicking on the subject name on the School Diagnostic Report Table or the School Performance Diagnostic Report Table. All students tested in the subject in the most recent year will appear in the list.

From the Student Pattern List, you can access the list for another Test, Subject, or Grade by selecting from the tabs above the current list.

Select	Student Name	2006 State NCE	2006 Percentile	Perf Level	School Name
<input type="checkbox"/>	<a href="#">MITANI, ZORA</a>	40	20	P	Dickens Middle School
<input type="checkbox"/>	<a href="#">NORDGREN, SANDI</a>	99	98	AD	Dickens Middle School

### Performance Levels:

NP - Not Proficient

P - Proficient

AD - Advanced

## Feeder Pattern Report

### Creating and Interpreting the Feeder Pattern Report

The Feeder Pattern Report allows you to observe and compare opportunities for student academic progress within specific sequences of schools. Using this report, you can assess strengths and weaknesses in educational delivery across grades and determine whether access to effective schooling is distributed equitably to students assigned to different sequences.

### Creating a Report

Choose **Feeder Pattern Report** from the Reports tab. A window will appear that allows you to choose the district and schools you wish to include in your sequence.

- The Elementary School list includes schools that tested in grades 4 or 5.
- The Middle School list includes schools that tested in grades 6, 7, or 8
- The High School list includes schools that administered a high school test

- Some schools appear in more than one list.

Click **Submit** to create the report.

You may create additional Feeder Patterns by choosing **Yes** for the **Add New Pattern** option above the table. Only systems and schools to which you have access will appear as choices for your Feeder Pattern Reports.

### The Report





The Feeder Pattern Report shows the schooling effect for the subject area chosen across all grades tested in the schools that make up the sequence. Gains are provided for TCAP-CRT tests and are expressed in State NCEs, basis 1998. Means are shown for Gateway, End of Course, Writing Assessment, and ACT tests and are expressed in Scale Score points.

Elementary School			Middle School		High School		
<a href="#">Adrian Elementary School</a>			<a href="#">Erin Middle School</a>		<a href="#">Cristobal High School</a>		
CRT			CRT	GATE	ACT	GATE	
(NCEs)			(NCEs)	(SS)	(SS)		
4	5	6	7	8	Alg1	Math	Alg1
-3.3	3.5	4.3	7.0	1.2	-0.5	-0.51	12.9




You may access the Value Added Report for the schools in the sequence by clicking on the school's name.

To see the schooling effects for another subject area, choose from the subject areas listed under the Subjects tab at the top of the report. Effects will be shown for those schools in the Feeder Pattern(s) you have created that administered a test within that subject area.

### Interpretation of Color Coding for TCAP-CRT Tests:

-  **G (Green):** students made at least a year's worth of growth (gain is above the Growth Standard). The school is effective with this grade.
-  **Y (Yellow):** students achieved somewhat less progress than expected (gain is within one standard error of the Growth Standard). The yellow shading provides a caution warning to the school.
-  **R (Light Red):** students in this school fell behind their peers in this grade (gain is within two standard errors of the Growth Standard). Light red is a stronger caution than yellow.
-  **R\* (Dark Red):** students made little progress (gain is more than two standard errors below the Growth Standard). Dark Red is the most serious of all warnings.

### Interpretation of Color Coding for Gateway, End-of-Course, Writing Assessment, and ACT Tests:

-  **Green:** students in this school made significantly more progress in this subject than students in the average school.
-  **Yellow:** the progress of students in this school was Not Detectably Different from the progress of students in the average school.
-  **R (Light Red):** students in this school made significantly less progress in this subject than students in the average school.

**For All Tests:** **White cells** indicate that the school does not have data for this subject and grade.



To remove all Feeder Pattern Reports, click the **Clear All** button above the report.



To see the report for another subject area, select from the **Subjects** tab above the graph.