

1) When you first login to Inform, it looks like below:

Test Results | Reports | Students | Strategy | Setup | Mansfield Public SD | doylear [Exit]

Test Results

Selected Items: 0 (Max: 10) | Students enrolled: Today

	Year	Session	Test	Test Date	Subject	Score Type	Below Standard	Above Standard	Tested Students	Tested Skills
1	13-14	Fall	DSA-01	11/01/2013	Reading	Raw Score	51.6	48.4	<a href="#">31</a>	
2	13-14	Fall	PAST-00	11/01/2013	Reading	Raw Score	75.0	25.0	<a href="#">8</a>	<a href="#">10</a>
3	13-14	Fall	PAST-01	11/01/2013	Reading	Raw Score		100.0	<a href="#">15</a>	<a href="#">10</a>
4	13-14	Unit1	Math-Unit-Test-Grade3	10/01/2013	Mathematics	% Correct	37.5	62.5	<a href="#">16</a>	
5	13-14	NCB	NC-Grade3	09/01/2013	Mathematics	% Correct	50.0	50.0	<a href="#">22</a>	
6	13-14	NCB	NC-Grade4	09/01/2013	Mathematics	% Correct	92.3	7.7	<a href="#">13</a>	
7	12-13	Spr	DRA2-00	06/01/2013	Reading	Raw Score	18.6	81.4	<a href="#">43</a>	<a href="#">3</a>
8	12-13	Spr	DRA2-01	06/01/2013	Reading	Raw Score	20.5	79.5	<a href="#">44</a>	<a href="#">3</a>
9	12-13	Spr	DRA2-02	06/01/2013	Reading	Raw Score	12.5	87.5	<a href="#">40</a>	<a href="#">3</a>
10	12-13	Spr	DRA2-03	06/01/2013	Reading	Raw Score	24.2	75.8	<a href="#">31</a>	<a href="#">3</a>

2) Optional: If you type PAST in the white box under "Text", then it will only show you the PAST assessment (makes it easier to find them)

	Year	Session	Test	Test Date	
	Filtered	Unfiltered	PAST		Unfil
1	13-14	Fall	PAST-00	11/01/2013	Reac
2	13-14	Fall	PAST-01	11/01/2013	Reac
3	12-13	Spr	PAST-00	05/01/2013	Reac

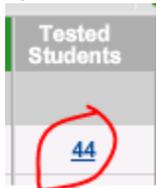
3) In the column on the far right side that says "Tested Skills", click on the blue underlined number for the row of the test that you want. For example, you could pick the row for "12-13 Spr PAST-00", which are the 2013-2013 Spring Kindergarten PAST scores.

Tested Skills
<a href="#">10</a>

4) It now displays the overall test scores for each sub-test from that session.

Test Results		Skill Results		Students enrolled: Today						Below Standard	Above Standard	Tested Students
Skill	Description	Year	Session	Test	Test Date	Subject	Score Type					
1	Syl Del	Syl Del (PAST Subtest 6)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	9.1	90.9	44	
2	Rhyme Recog	Rhyme Recog (PAST Subtest 2)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	2.3	97.7	44	
3	Rhyme Prod	Rhyme Prod (PAST Subtest 3)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	6.8	93.2	44	
4	Syl Blend	Syl Blend (PAST Subtest 4)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	2.3	97.7	44	
5	Syl Seg	Syl Seg (PAST Subtest 5)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	4.5	95.5	44	
6	Wd Discr	Wd Discr (PAST Subtest 1)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	11.4	88.6	44	
7	Init Con	Init Con (PAST Subtest 7)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	2.3	97.7	44	
8	Fin Con	Fin Con (PAST Subtest 8)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	9.1	90.9	44	
9	Phonl Seg	Phonl Seg (PAST Subtest 9)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score	18.2	81.8	44	
10	Phonl Blend	Phonl Blend (PAST Subtest 10)	12-13	Spr	PAST-00	05/01/2013	Reading	Raw Score		100.0	43	

5) To see individual scores for each student, click on the blue underlined number in the “Tested Students” column for the row of the subtest that you want.



6) You now see each student’s individual score. Make sure there is a check mark in the “View Scores” box. It also shows other data (i.e. is the student ELL, Title I, etc.)

Test Results		Skill Results		Student Drilldown													
Student Id	Student	Grade	School (Current)	[Spr 12-13] PAST-00 Syl Del	CT_ELL	CT_Gift ed_Ta...	CT_Spa c_Ed	CT_Title I_Stu	Gender	Grade Level	Impa...	Primary Language	View Scores				
10795	Ai	1	Southeast Elementary School	3	N	01	N		Female	1	SE	063	<input checked="" type="checkbox"/>				
10796	Bi	1	Southeast Elementary School	5	N	01	N		Female	1	SE	001					
10797	Bi	1	Southeast Elementary School	4	N	01	N		Female	1	SE	001					

7) Use the tabs on the left side of the page to return to the list of all sub-scores (sub-tests) or to return to the list of all test overall scores.

### Student Drilldown: Test: [Spr 12-13] |



#### Extra Tips:

- Click on the pull down menu next to “Students enrolled” on the main page to choose whether you want to view student who are still in the Mansfield Schools “Today” (default choice) or change to “At Time of Test” to also see the scores of students who have since left the Mansfield Schools as well.



- You can view scores from students across the District, or just your school (i.e. your grade level), or just your class. You can control this using the Context Navigator function. See the next pages for how to use the Context Navigator.

### C) The Current Context (Context Navigator):

The data you are looking at under any of the tab sections is governed by the “context”. When you select the context you are choosing what student group you are looking at. Choosing the context allows staff to look at data from various levels from district wide to individual classes. In some cases the context a staff member can choose in restricted by the role they have in the school or district.

The examples below show how the context changes the student data you will look at. Using a Middle School teacher as an example, possible contexts include:

Five examples of context selection in the software interface, each with a red arrow pointing to the context name and a red text label explaining the scope:

- Example 1:** CURRENT CONTEXT [Icon] Dickinson, Nora (1/0509.15) ← **Only one class section (middle school only).**
- Example 2:** CURRENT CONTEXT [Icon] Dickinson, Nora (Science 5) ← **Only your students in a course (middle school only).**
- Example 3:** CURRENT CONTEXT [Icon] Mansfield Middle School (Dickinson, Nora) ← **Only your students.**
- Example 4:** CURRENT CONTEXT [Icon] Mansfield Middle School ← **Only your school.**
- Example 5:** CURRENT CONTEXT [Icon] Mansfield Public SD ← **The entire District.**

1. To select or change the context click on the context icon (it looks like a little chart):

Screenshot of the software interface showing the 'CURRENT CONTEXT' dropdown menu. A red circle highlights the context icon (a small chart) next to 'Mansfield Public SD'. The interface also shows navigation tabs for 'Test Results', 'Reports', 'Students', 'Strategy', and 'Setup', and the Pearson Inform logo.

2. Click the gray triangles to expand the choices. To select the desired context remember to **Double-click** on it. The program will reset the context to your choice. To change to a different context just repeat the steps. The example below is PK-4 and MMS staff will have additional context choices for courses and sections of courses.

Screenshot of the 'Context Navigator' window showing a tree view of context options. Red circles and arrows point to specific levels:

- Mansfield Public SD** (The whole district.)
- Annie E. Vinton School** (Your school (or grade levels).)
- Teachers** (Expanded view)
- Csere, Deborah** (Expanded view)
- Homeroom 3** (Only your students.)