MCAP Government and LS MISA

DATA INTERACTION REPORTING USER GUIDE

eMetric

cognia

Version Control

Version	Date	Author	Change Description
1.0	9/01/2023	eMetric	Created support documentation per 2023-2024 requirements discussion with Cognia and MSDE.

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INTRODUCTION

MCAP Government and LS MISA reports are provided by the Data Interaction reporting platform. Users have the ability to search for, view, and analyze student records and results for both assessments.

For more information on assessments, please refer to the MCAP Government and LS MISA Help & Support page:
https://maryland.onlinehelp.cognia.org/

Users can use the search feature to find records for an individual student or look at all students within a school or LEA on a roster report. The data tools provided in Data Interaction allow a user to review common analytics such as summary statistics, distribution frequencies, and cross-tabs.

In addition to the student level results displayed in the roster and individual student reports, summary level information will be provided. In the summary reports, users will have the ability to disaggregate results and view statistics in graphical views.

TECHNICAL SUPPORT

If you experience any difficulty accessing the MCAP Government and LS MISA Portal, contact the Cognia Service Desk at LSMISA.GovHelpDesk@cognia.org or (866) 207-8804.

For questions about the test administration, reporting or other technical information	**Cognia Maryland Service Desk** Toll free: 1 (866) 207-8804 Email: LSMISA.GovHelpDesk@cognia.org
For questions or information regarding MCAP Government and LS MISA policy and testing procedures	**Maryland State Department of Education** Division of Curriculum, Accountability, and Assessment Phone: 1 (410) 767-0083

GETTING STARTED

ACCESSING REPORTING

The Reporting component can be accessed in the **MCAP Government and LS MISA Portal**.

Access to Reporting is granted based on your assigned role and organization(s). Refer to the Roles & Responsibilities table in the *Portal User Guide*, which is available on the MCAP Government and LS MISA Help & Support page:

http://maryland.onlinehelp.cognia.org

HIGH LEVEL NAVIGATION OPTIONS
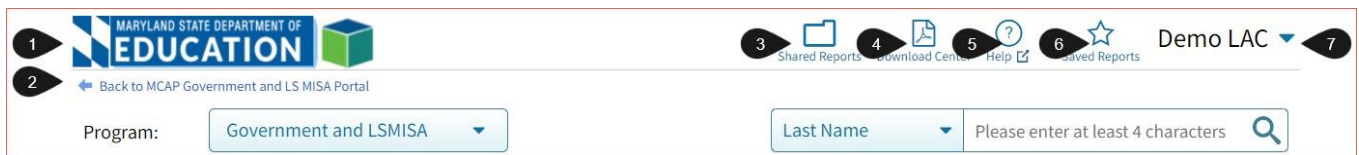
1. The MSDE icon serves as a Home link. This link will redirect you to the reporting home page.
2. The Back to Portal link will redirect you back to the MCAP Government and LS MISA Portal home page.
3. Shared Reports: This button will open the Shared Reports menu, containing any reports that have been shared with your organization(s).
4. Download Center: This button will open the Download Center, containing any queued PDFs requested and the Static PDFs.
5. Help: This button will open a new window containing the MCAP Government and LS MISA Reporting User Guide.
6. Saved Reports: This button will open the Saved Reports menu.
7. User Dropdown Menu: This button will provide access to the logout link.

The Student Search feature provides access to individual student results for all students who have tested in your LEA or school for the selected program.

From the reporting home page:

1. Select the desired program from the drop-down menu.
2. Use the Student Search drop-down menu to select Last Name, First Name, or State Student ID, and enter the search criteria in the text box provided, a list of potential matches will appear.

3. Selecting a student from the list of potential matches will take you to a cumulative list of that student's test results.

4. Click on a test event in the cumulative search report (e.g., 2023-2024, Winter, Government) to view a detailed individual student report:

Click on the **Roster** icon at the top-right of the individual student report to navigate to a roster view and continue your analysis and/or select another student.

RECENT REPORTS

Click on the **Recent** icon in the top right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title, and list of the columns last viewed will display.

Note: Recent reports are temporarily saved based on the program and report type. For example, if you view a Performance Level Summary report for LS MISA and then later view a Performance Level Summary report for MCAP Government, when you click on Recent Reports you will see only the most recent version of the Performance Level Summary report, in this case the LS MISA report. When you change the criteria on a report type, it will overwrite the previous report.

SAVED REPORTS

You can save your Report by clicking on the **Save** icon ☆ Save in the top right corner of the report. To save a report, first select a folder or add a new folder. Then, name the report and click **Save**. Clicking outside the box or on the save icon will close the window and cancel the save action.
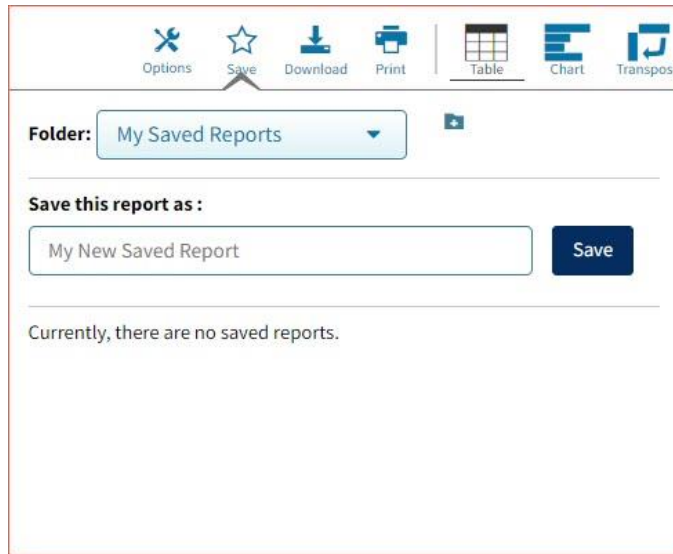
Once the report has been saved, it can be retrieved from any device if you are logged in to the portal with the same credentials. To retrieve a saved report, click on the **Saved Reports** icon button in the top right section of the page. You will see a list of saved report names; click on the report name and the desired report will open.

Note: You are also able to delete reports from the same window by clicking on the trash can icon 🗑 .

SHARED REPORTS

Reports can be shared with users within the organization(s) to which you have access. To share a report, navigate to any report and customize it as desired, for example, you can add scores and/or fields and disaggregate a Summary Report, as shown in the example below:
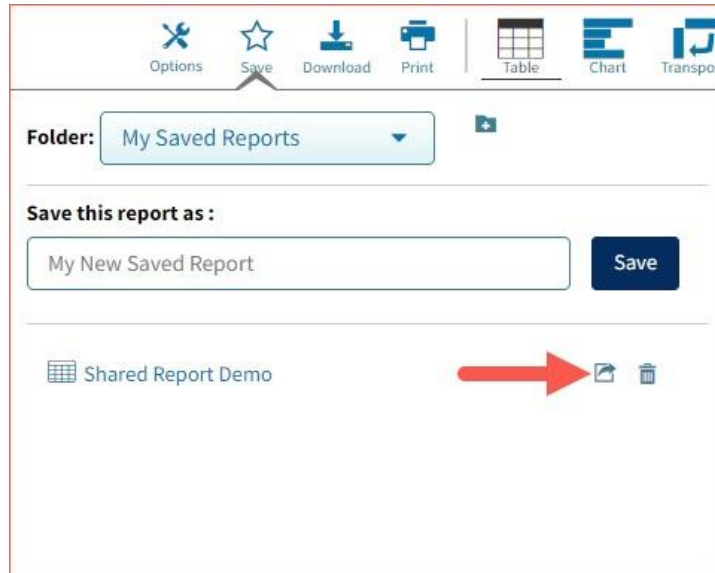
Save the report as described in the section above. From the **Saved Reports** window, click on the **share icon**.

A window will open showing organizations with whom you can share the saved report. Choose any or all **organizations** with whom you want to share the report and click **Share**.
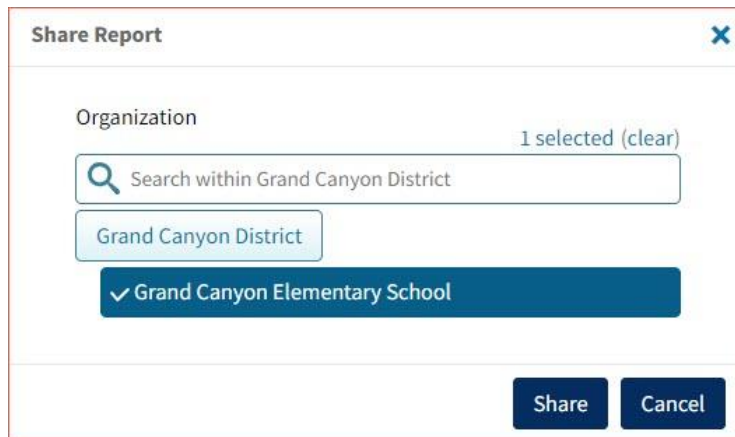

Note: A success message will display once a report has been shared

ACCESSING SHARED REPORTS

Once the report has been shared, users within the organizations you shared with will be able to access the report.

Once a user logs in, they can access reports shared with their organization(s) by clicking on in the upper right-hand corner of the header. Upon clicking, a box will open that provides a list of reports that have been shared with the user's organization(s). The desired report may be retrieved by clicking on the report name.
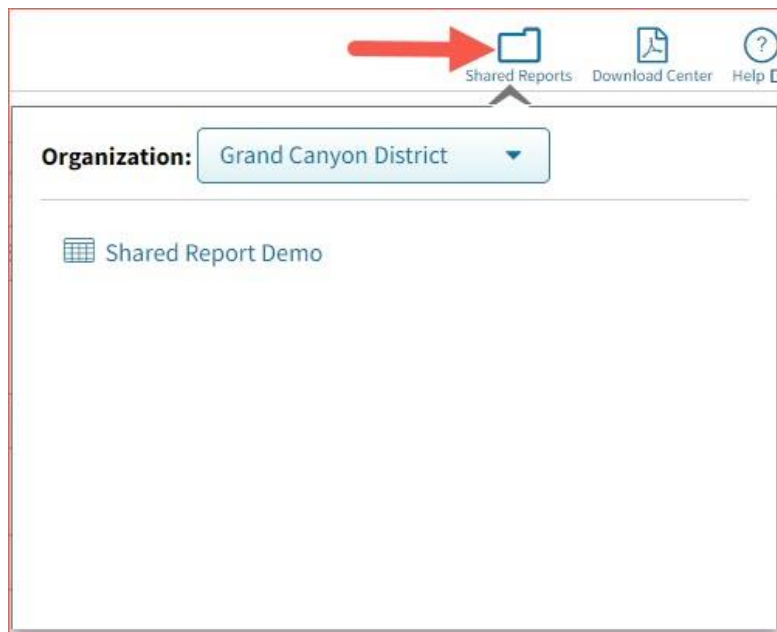
DOWNLOAD REPORTS

To download a report, click on the **Download** icon ⬇ Download at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.
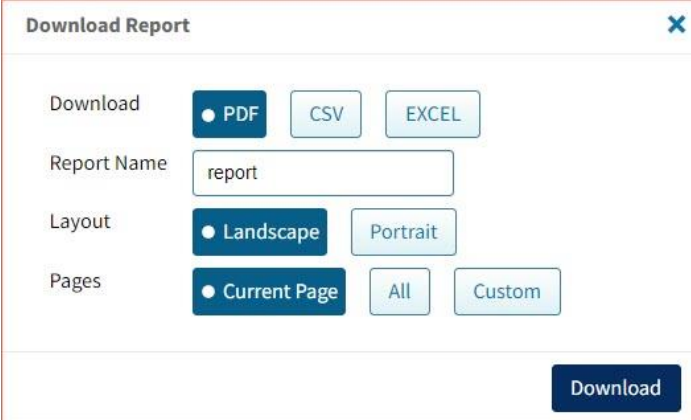

PRINT REPORTS

To print a report, click on the **Print** icon 🖨 Print at the top of the report. The print dialog screen will appear based on your browser.

Report information will be printed as displayed in the print preview. If many columns are selected, the printed report may be difficult to read. If so, reduce the number of columns in the report.

DOWNLOAD CENTER

Queued PDF is a feature that allows the user to download several PDFs at a single time. When the download report icon is selected after generating a report, the Download Report box will appear.

When downloaded, if the number of records is greater than 200 for a Roster report, or greater than 100 for Individual Student Reports, you will receive a message like the one below.

CREATED BY ME

To access the report, click on the [Download Center] button in the upper right corner of the portal home page to navigate to the **Download Center**. The **Created By Me** table will appear.

Download	Report Name	Status	Date	Pages
🗎	report	**Ready**	09/01/2023 16:44:13	35

Click the 🗎 button to download the generated PDFs to your computer. Open the downloaded file to view your PDFs.

CREATED FOR ME

In the **Download Center**, the **Created For Me** tab will provide several reports available to download based on your user role, including the LEA Summary of Schools, LEA Performance Level Summary, School Performance Level Summary, Student Roster, Student Labels, and a Student Report. To access, click the **Created For Me** tab in the **Download Center** and the following report table will appear.

After selecting your report parameters, click on **Download**. A message will appear indicating that the download will begin automatically, and the report will be downloaded to your computer. Open the downloaded file to view the PDFs. The example below is of the LEA Summary of Schools report.

CONTROL PANEL

The **Control Panel** provides access to Data Interaction user activity reports. These reports allow users to see who at their organization has been accessing online reporting and the number and types of reports they are viewing for a given time period. To navigate to the **Control Panel**, select the user drop-down in the top right corner of the page and click **Control Panel**.
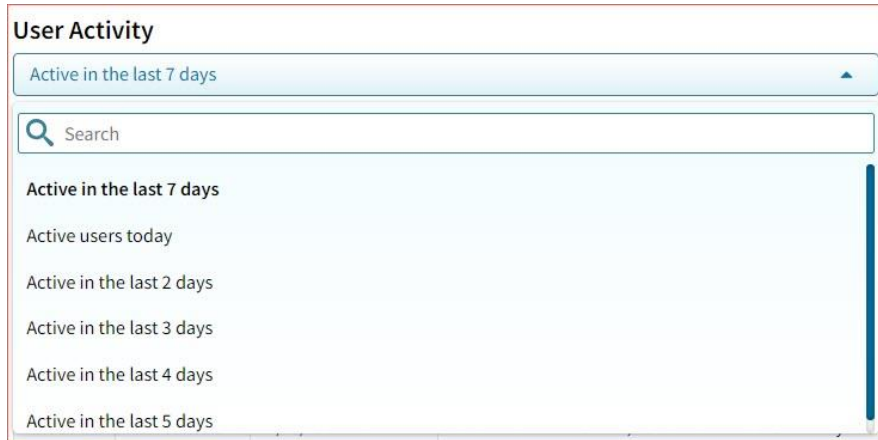

USER ACTIVITY

View user activity by clicking on the **User Activity** link. By default, user activity for the previous 7 days will be shown. User activity details include username, IP address, time stamp, and module visited.

To view user activity details for a different period of time, click on the drop-down menu and make a different time window selection.

USER ACTIVITY (SUMMARY)

The **User Activity (Summary)** report shows summary-level data for user activity within the reporting component. There are four tabs within the report: Summary, By User, By Report, and By Organization.

Summary
The Summary tab shows three metrics:
- **# of Unique Logins**: The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will be counted once.
- **# of Total Logins**: The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed**: The total number of reports that were accessed for a given time period.

Additionally, users are able to select one of four displays for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. Users can mouse hover on the bars within the Daily and Weekly view to see exact numbers.

By User

The **By User** tab allows users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages.

By Report

The **By Report** tab gives users insight into which reports are most commonly created at their organization(s). The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g., roster, summary, etc.)
- Count: the number of times this report was generated

Users also have the option to select the **Disaggregate by Page Views** checkbox to add the report views that the user was accessing, such as chart view versus table view.

By Organization

The **By Organization** tab allows users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the data provided in the View column.

WORKING WITH SUMMARY REPORTS

There are two types of summary reports available in the reporting component for MCAP Government and LS MISA.

1. **Performance Level Summary** provides school, LEA, and state group performance data in a table or graphical format and allows customization using various summary statistics. (e.g., number of students tested, average scale score, etc.)
2. **Performance Level Summary By Window** provides the same data as the Performance Level Summary report but allows the user to specify the testing window.

GENERATING A SUMMARY REPORT

To generate a report:
1. Select a program from the **Program** drop-down list.
2. Select an available report type from the **Report** drop-down list.
3. Select an administration for which test data is available.
4. Select a Subject.
5. Use the **Organization** menu to select a District or School(s) to which you have access.
6. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The report page displays the report data. The selected parameters appear at the top of the page.

VIEWING OPTIONS

Select one of the available buttons to change to a chart or transpose view of your selected data options. (*Note*: Table is the default view shown above).
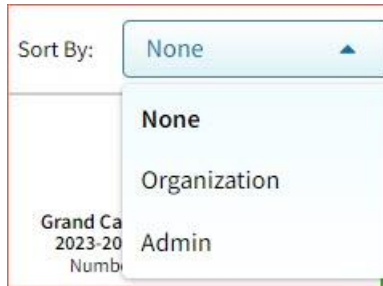

Chart View

Select the Chart button to view a graphical representation of the selected data:

Note: When in Chart View, you can choose to sort the table by Organization or Admin using the **Sort By:** drop-down menu.

Transpose View

Select the Transpose button to view a transposed view of your selected data options (columns rearrange to rows):


← Back to MCAP Government and LS MISA Portal

Performance Level Summary: Government and LSMISA, 2023-2024, LSMISA

| | | | | | % in each Performance Level | | | |
					Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner
Group	Subject	Admin	Number Valid	Average Scale Score	%	%	%	%
Grand Canyon District	LSMISA	2023-2024	4	700	25	25	25	25
Grand Canyon Elementary School	LSMISA	2023-2024	4	700	25	25	25	25

GENERAL FUNCTIONALITY

- Clicking on a group's name will allow you to disaggregate the group or drill to a roster report.
  - Disaggregate By: This functionality allows you to disaggregate a specific group by the different demographic variables.
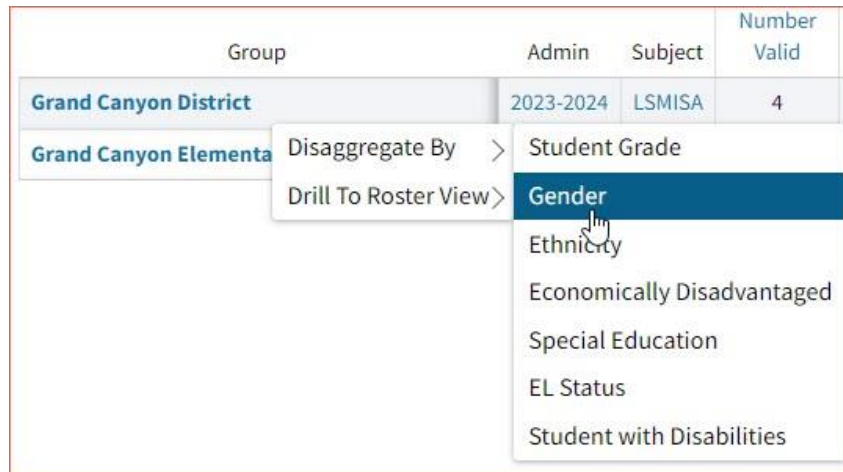
Group	Admin	Subject	Number Valid	Average Scale Score	Level 1 Beginning Learner %	Level 2 Developing Learner %	Level 3 Proficient Learner %	Level 4 Distinguished Learner %
Grand Canyon District	2023-2024	LSMISA	4	700	25	25	25	25
No Gender Information Specified	2023-2024	LSMISA	1	700	0	0	0	100
Male	2023-2024	LSMISA	1	700	0	0	100	0
Female	2023-2024	LSMISA	1	700	0	100	0	0
Non-Binary	2023-2024	LSMISA	1	700	100	0	0	0

o   From the Chart view, clicking the bar(s) will reveal the option to Disaggregate By:
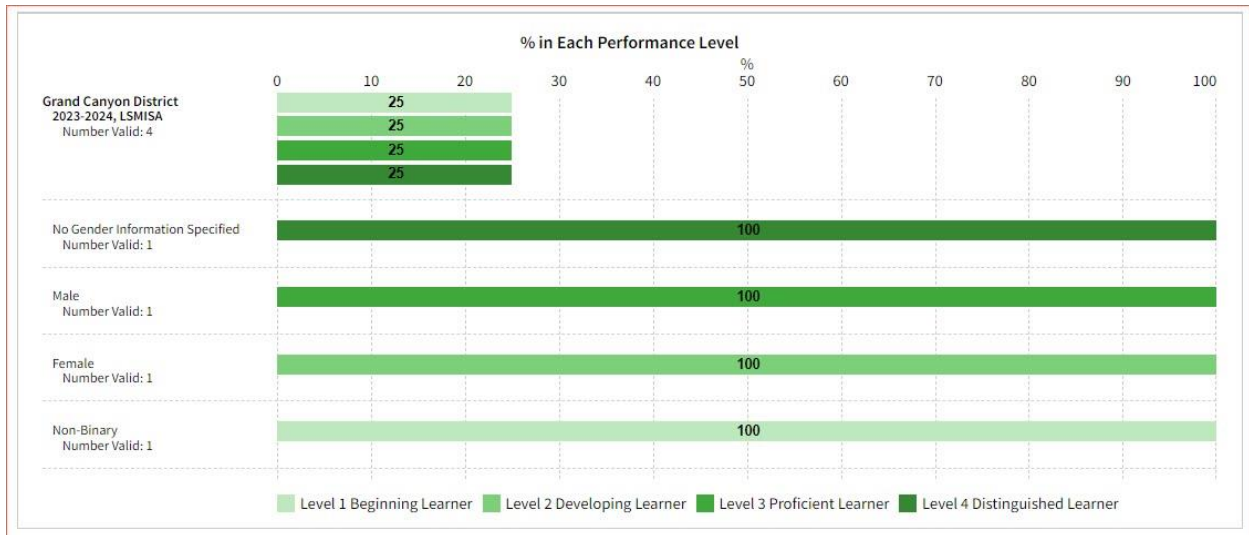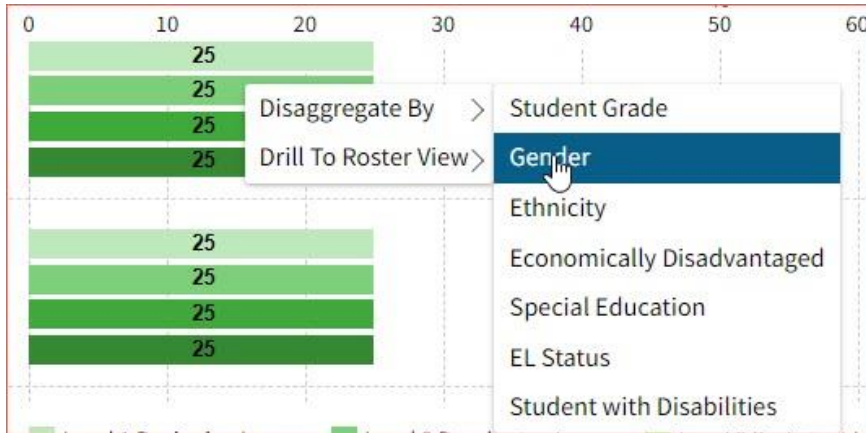
- Drill to Roster View: Clicking on a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Student Reports for that group/test/content area combination.

- Download: Clicking on the download button ^{Download} allows you to download the Performance Level Summary report as a PDF, CSV, or Excel file.

- Print: Click on the print button Print at the top of the report to print. Information will be printed as displayed in the print preview.

- Sort: Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

CUSTOMIZE YOUR SUMMARY REPORT

Click the **Options** icon Options in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Organization
The Organization tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click Update to refresh the report.

MCAP Government and LS MISA
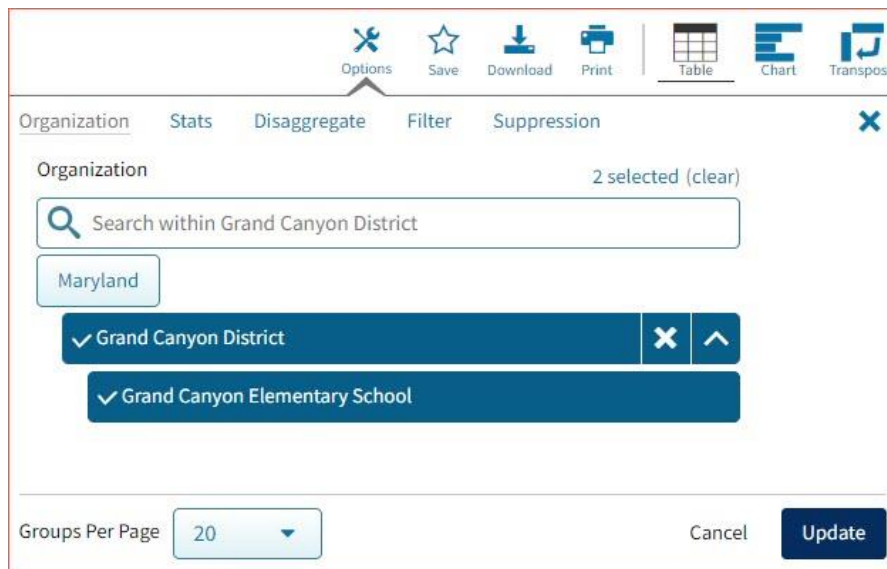
Stats

The Stats tab can be used to select stats or scores to view on the report. Select a checkbox to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click Update to view the selections in the report.
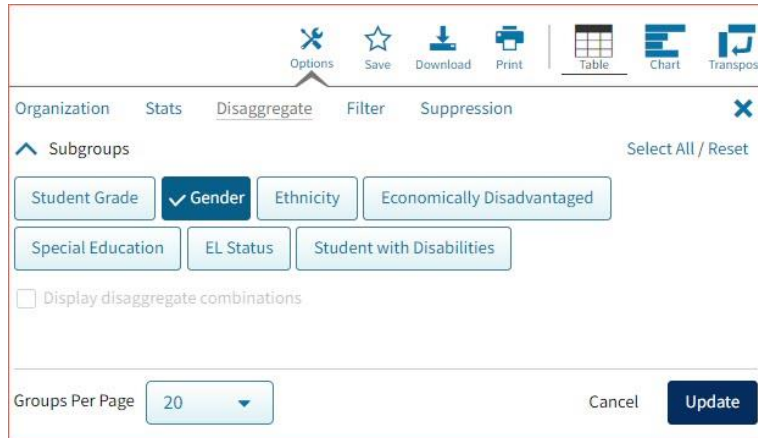

Note: The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the option to adjust the stats graphed as well as the chart type.

Disaggregate

Use this tab to disaggregate the report by different subgroups.

Filter

The Filter tab can be used to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Click on the word "And" or "Or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under all selected characteristics, whereas "Or" will show students who fall under any one or more of the selected characteristics.
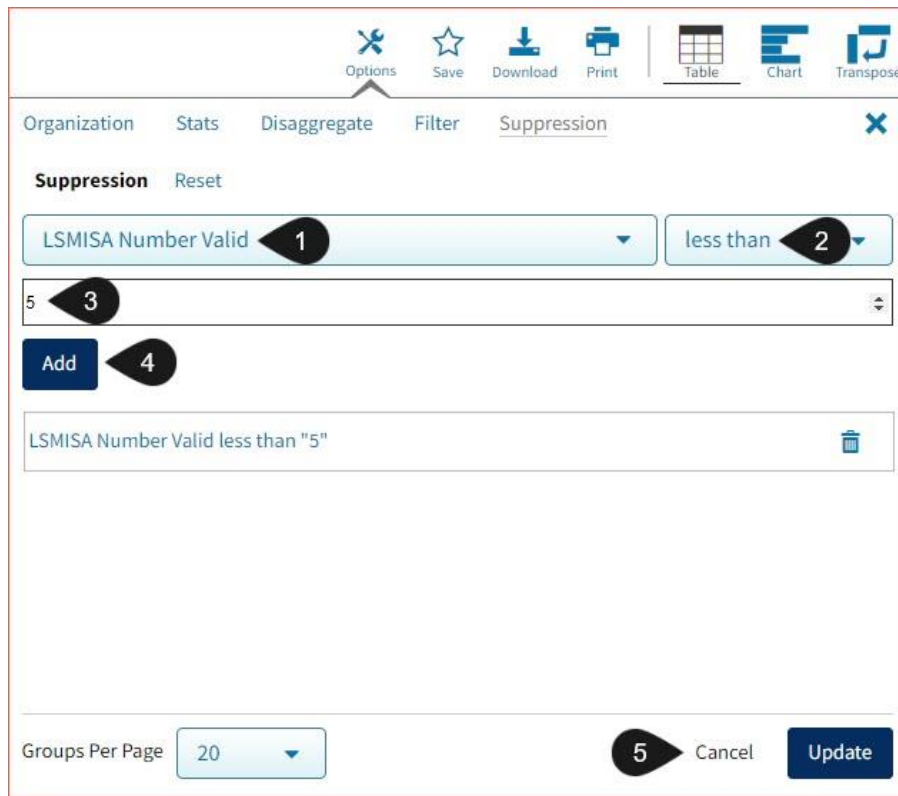
For example, to view students who are either Hispanic or Female, select Female and Hispanic. Then, click "Or" link and Update.
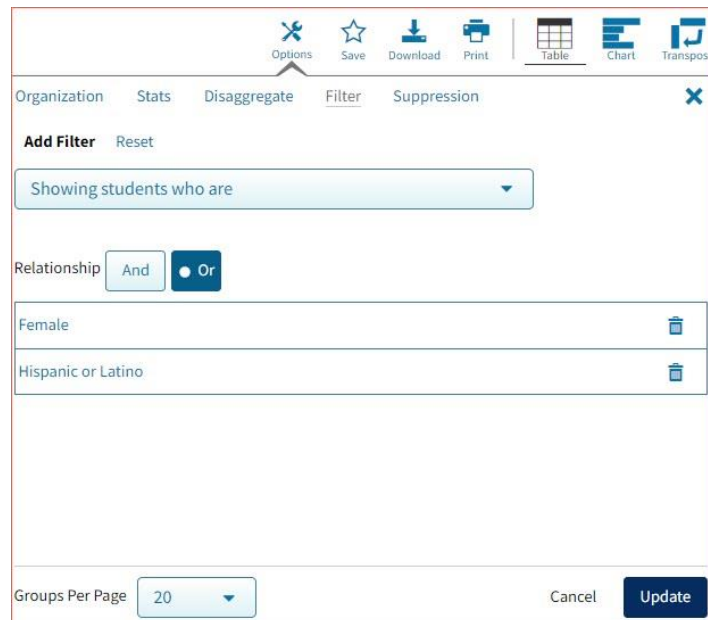
Selections display as boxes under "Showing students who are". Click on the trash can icon displayed to remove the selection.

Suppression

The Suppression tab allows you to apply dynamic data suppression when viewing data on the summary report.
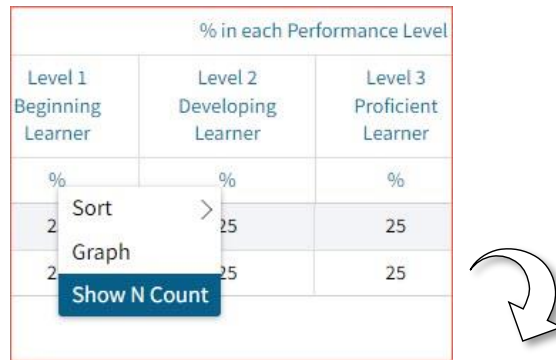

1. Click on the desired variable from the drop-down list to select the valid number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click **Add** to add the Suppression rule.
5. Click **Update**. The summary level data will be suppressed according to the rule selected.

DATA TOOLS FEATURES

Access data tool options by clicking on any blue text within the column headers.

Show N Count for Percentages
To view how many students scored in each performance level under a particular subject, ensure that % in Each Performance Level is shown on the report. Click the % column header and select Show N Count.

		% in each Performance Level							
Number Valid	Average Scale Score	Level 1 Beginning Learner		Level 2 Developing Learner		Level 3 Proficient Learner		Level 4 Distinguished Learner	
		N	%	N	%	N	%	N	%
4	700	1	25	1	25	1	25	1	25
4	700	1	25	1	25	1	25	1	25

Graph

View a graph by clicking on the header of a score column of interest, then on Graph. This will display the chart view, allowing further analysis and customization as desired.

Note: When viewing the Chart view, you will have the option to adjust the stats graphed as well as the chart type in the Stats tab.

WORKING WITH ROSTER REPORTS

The **Roster View** report provides dynamic access to individual student results. Interactive data tools features allow users to dig deeper into the data.

GENERATE A ROSTER REPORT

To generate a report:
1. Select the desired program.
2. Select **Roster View** from the Report drop-down menu.
3. Select the administration from the Admin section.
4. Select a testing window from the Window section.
5. Select **LS MISA** or **Government** from the Subject section.
6. Use the organization menu to choose an LEA or School, depending on your level of access. Choose a single organization to view a roster report for that organization.
7. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The selected parameters appear at the top of the page.

Back to MCAP Government and LS MISA Portal
Roster View: Government and LSMISA, Grand Canyon District, 2023-2024, Spring, LSMISA

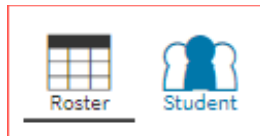| Last Name	First Name	Scale Score	Performance Level	Test Grade Conversion Scale Score	Letter Grade Equivalent
STUDENT 101	DEMO	733	Level 2 Developing Learner	61	D
STUDENT 102	DEMO	741	Level 2 Developing Learner	66	D
STUDENT 105	DEMO	732	Level 2 Developing Learner	60	D
STUDENT 106	DEMO	716	Level 1 Beginning Learner	57	F
STUDENT 107	DEMO	733	Level 2 Developing Learner	61	D
STUDENT 108	DEMO	753	Level 3 Proficient Learner	77	C
STUDENT 109	DEMO	740	Level 2 Developing Learner	66	D
STUDENT 11	DEMO	738	Level 2 Developing Learner	64	D
STUDENT 111	DEMO	743	Level 2 Developing Learner	68	D
STUDENT 113	DEMO	756	Level 3 Proficient Learner	80	B
STUDENT 117	DEMO	748	Level 2 Developing Learner	72	C
STUDENT 118	DEMO	739	Level 2 Developing Learner	65	D
STUDENT 119	DEMO	726	Level 1 Beginning Learner	59	F
STUDENT 122	DEMO	727	Level 1 Beginning Learner	59	F
STUDENT 125	DEMO	724	Level 1 Beginning Learner	59	F
STUDENT 126	DEMO	740	Level 2 Developing Learner	66	D
STUDENT 127	DEMO	729	Level 1 Beginning Learner	59	F
STUDENT 128	DEMO	727	Level 1 Beginning Learner	59	F
STUDENT 13	DEMO	691	Level 1 Beginning Learner	45	F
STUDENT 131	DEMO	670	Level 1 Beginning Learner	25	F

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VIEWING OPTIONS

Select one of the available buttons to change the view to a set of individual reports or a view a roster list for all students in the selected group.

Note: Table view is the default view.

Individual Report View
Select the Student button to view a detailed student report for each student in the Roster View report.

- From the Individual Report view, use the navigation arrows at the bottom of the report to page through each report. You may also jump to a specific page/report.
- Utilize the Search and Filter tables to refine the group of individual reports being viewed based on score and/or demographic criteria. (See the "Customize your Roster Report" section of this guide for further details.

- Download one or more individual reports as PDF files. Select the **Download** icon ⬇Download at the top of the page and enter the download criteria as desired:

- Clicking on the **Print** icon 🖨Print at the top of the report to print. Information will be printed as displayed in the print preview.

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GENERAL FUNCTIONALITY

- In addition to selecting the Individual Report view button to see a set of individual reports for all students in the group, you can click on a student name in the roster report in order to view an individual report for only that student.

Last Name	First Name	Scale Score
Demo	Student_470	Withdrew before test completion
Demo	Student_471	700
Demo	Student_472	700
Demo	Student_473	700
Demo	Student_474	700

⬅ Back to MCAP Government and LS MISA Portal

Individual Report : Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

Drill To Selection: Students whose Last Name is Demo, First Name is Student_470

Demo, Student_470

State Student ID: 1000000470   District Name: Grand Canyon District

Date of Birth: 01/22/2000   Student Grade: Grade 10

- Click the **Download** icon ⬇ Download to download a Roster View report as a PDF, CSV, or Excel file.

Download Report ✕

Download: ● PDF | CSV | EXCEL

Report Name: report

Layout: ● Landscape | Portrait

Pages: ● Current Page | All | Custom

Download

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- Clicking on the **Print** icon at the top of the report to print. Information will be printed as displayed in the print preview.

- Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

<div style="border: 1px solid red; padding: 5px;">

CUSTOMIZE YOUR ROSTER REPORT

</div>

Click the **Options** icon ⚒️ Options in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Organization

The **Organization** tab allows you to update the report with data from different organizations that are available to you and provides the ability for you to view only data for a selected class. Select the desired organization and click Update to refresh the report.
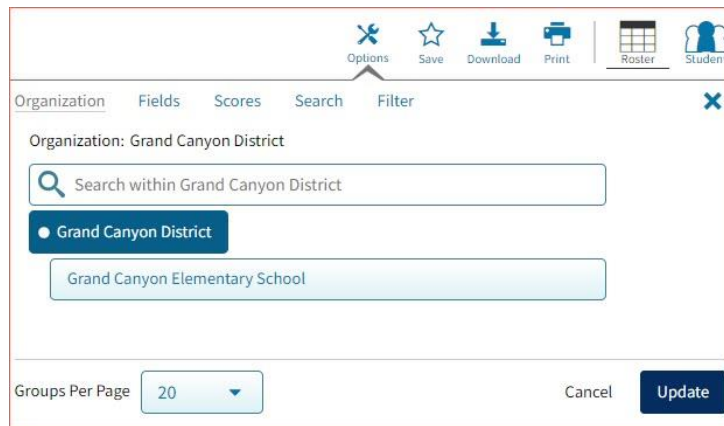
Fields

The **Fields** tab allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click update to add these fields as columns to the report.
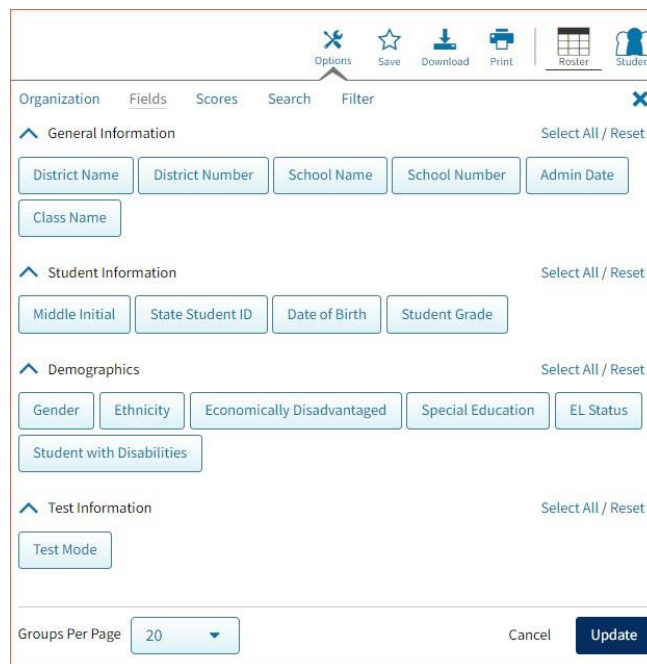
Scores

The **Scores** tab can be used to select scores to view on the report. Select checkboxes for Scale Scores, Performance Level, Test Grade Score, Letter Grade and/or Reporting Categories. To view all scores and reporting categories, click the Select All link. Click Update to view the selections in the report.

Search

The **Search** tab allows you to search for students by name, Student ID, scores, or other research options. For example, to find students in the LEA or school Roster View report with a specific LSMISA Performance Level, select (1) the LSMISA Performance Level from the drop-down menu, then (2) select the desired performance level, (2) click Add, and finally (4) choose the relationship if selecting more than one variable, and click Update. The report will refresh showing only the students matching the search criteria.

Filter

The **Filter** tab allows you to include or exclude students based on demographic statistics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Then, click "And" or "Or" to specify the logical relationship between the subgroups selected. "And" will only show students who fall under all selected characteristics, whereas "Or" will show students who fall under any one of more of the selected characteristics.

For example, to view students who are either Hispanic or Female, select Female and Hispanic/Latino, then, click the "Or" button and click Update.
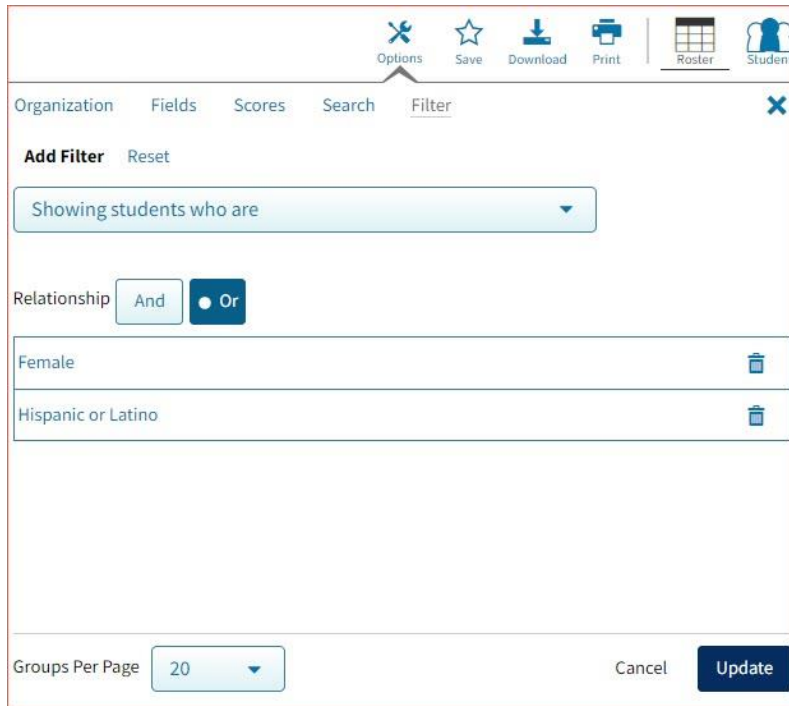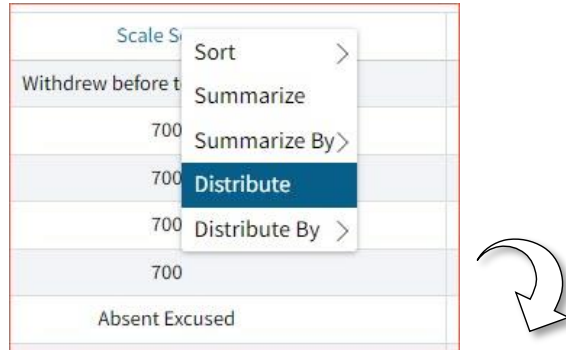

Selections display as boxes under "Showing students who are". Click on the trash can icon displayed to remove the selection.

DATA TOOLS AND FEATURES

Click on column headers in the Roster Report to reveal data tool options or choose to view the Data Tools report from the main selections page. Both options will provide a special view intended to streamline data analysis. The Data Tools report view displays the roster of students within a selected organization/group and allows you to view frequency distributions, summary statistics, and cross-tab reports across available score and field data point all within a single report view.

Data Tools Report View

Navigate to the Data Tools view by selecting an analysis option from the Roster View, such as Distribute.

Alternatively, you can navigate directly to the Data Tools report from the main selections page. Selection options are the same as the Roster View selections. (See Generate Roster View report for further details).

From the Data Tools report view, select from three analysis options indicated by the buttons below:

1. Summarize:
   Instantly see summary statistics, such as mean and standard deviation, by clicking on the Summarize button or by selecting Summarize or Summarize By from the Roster View report.

or

You can also view summary statistics by demographic subgroups, such as gender and ethnicity by clicking the **Options** icon , selecting the Disaggregate tab and then clicking on a demographic group and choosing Update,
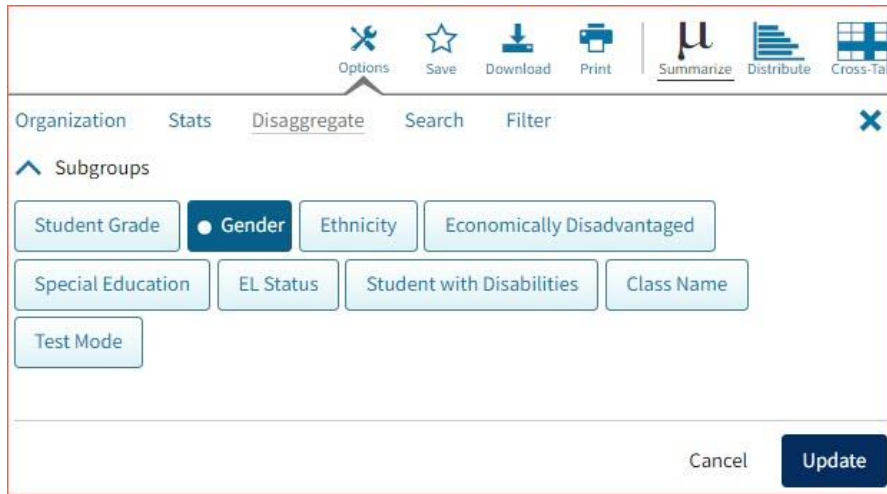
Or from the Roster View report by clicking on a demographic under Summarize By:

Summary Statistics: Government and LSMISA, Grand Canyon District, 2023-2024, Winter, LSMISA

LSMISA Scale Score

Gender	Population	Valid N	Mean	S.D.	Minimum	Maximum
Not Specified	4	1	700.0		700	700
Male	5	1	700.0		700	700
Female	7	1	700.0		700	700
Non-Binary	4	1	700.0		700	700

2. Distribute:
   Generate a frequency distribution for a score or performance level by clicking on the Distribute button in the Data Tools report view, or by clicking on a column header in the Roster Report view and selecting Distribute or Distribute By.

or

View a frequency distribution by demographic subgroups by clicking on a demographic group in the Disaggregate tab, or from the Roster View report by clicking on a demographic option under Distribute By.

or

3. Cross-Tab:
   Generate a Cross-Tab report based on subject standards or demographics by selecting the Cross-Tab button from the Data Tools report view or by clicking Cross-Tab and the desired variables from the Roster View report. Licking any of the blue number links in the cross-tab will display the corresponding roster of students.

LSMISA Performance Level by Investigating Practices

Investigating Practices	LSMISA Performance Level				Total
	Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner	
Beginning	1	0	0	0	1
Developing	0	1	0	0	1
Distinguished and Proficient	0	0	1	1	2
Total	1	1	1	1	4

Note: If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score or field) in order to view a cross-tab report.

From the Roster Report view, choose Cross-Tab and the desired score and/or demographic variables for which to view a cross-tab report:

LSMISA Performance Level by Investigating Practices

Number Tested

Investigating Practices	LSMISA Performance Level				
	Level 1 Beginning Learner	Level 2 Developing Learner	Level 3 Proficient Learner	Level 4 Distinguished Learner	Total
Beginning	1	0	0	0	1
Developing	0	1	0	0	1
Distinguished and Proficient	0	0	1	1	2
Total	1	1	1	1	4

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

You can also change cross-tab selections in the Stats and/or Fields tabs listed under the **Options** ⚒ Options . Filter the results shown on the Cross-Tab report using the Filter tab.

Note: You can make selections among various tabs before clicking Update to refresh the report with new selections.