ASSESSMENT HISTORY

PURPOSE
The Assessment History report provides a convenient way of reviewing a student’s performance on all assessments (benchmark, formative, external) and across multiple years in one place. This report presents the raw score and percent correct on all Galileo assessments that are listed. For benchmark assessments, the report also lists the student’s Developmental Level Score, and IRT percentile. The student’s scale score or any other type of score obtained on external tests (e.g., state standardized assessments) is presented on this page as well when such data has been provided by the district/charter school.

Reports based on raw scores are available immediately in Galileo when tests are administered online or once the bubble sheets are scanned using Scanline. In Arizona, reports based on Developmental Level (DL) scores are available immediately for core subjects. In other states and non-core tested subjects in Arizona, the district’s/charter school’s Galileo Administrator should contact ATI’s Research team (Research@ati-online.com) when district/charter school benchmark testing is completed so that the IRT analysis can be completed to generate DL scores.
REPORT INTERPRETATION

There is a year tab for each school year.

FORMATIVE ASSESSMENT

When run on a formative assessment this report:

- Lists all specified assessments taken.
- Shows the date the assessment was taken.
- Shows the score or the points the student earned out of the total points possible.
- Shows the student’s score as a percentage.
- Provides a link to an Individual Developmental Profile which lists the standards assessed and the student’s mastery level for each standard.
**Benchmark Assessment**
When run on a benchmark assessment, this report provides the information listed above and also:

f. Provides a risk assessment for each test or set of tests. This designation for the student represents the likelihood the student will fail to meet the standard as measured by the state standardized test. Please note, as more tests are given the risk assessment designation reflects an analysis of all tests given.

g. Provides a link to the *Student Benchmark Profile* report which lists the standards towards which instruction should be targeted to reduce the student’s risk.

h. Shows the student’s Developmental Level (DL) Score. This score indicates the student’s position in a path of development comprised of a series of capabilities or standards outlining a given developmental area. The DL score provides the foundation for setting performance levels defining standards of performance used in accountability programs.

i. Shows the student’s performance level. The performance levels are defined by cut scores set to correspond to those on the state assessment.

j. Shows the Item Response Theory (IRT) percentile of the student DL score. Its where the score falls among all DL scores for that grade level and subject

k. Provides a graphic that visually represents the Item Response Theory (IRT) percentile.
**EXTERNAL TESTS**

<table>
<thead>
<tr>
<th>2008 - 2009</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>External Test Name</td>
<td>Date</td>
<td>Score</td>
<td>Percentage</td>
<td>Developmental Level/Score</td>
</tr>
<tr>
<td>Test Level</td>
<td>03/22/09</td>
<td>8</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student Grade Level</td>
<td>03/23/09</td>
<td>8</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math (2009-JME)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math Base Score</td>
<td>03/23/09</td>
<td>60</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math Grade Score</td>
<td>03/22/09</td>
<td>572</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math Performance</td>
<td>03/22/09</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math (FSA Test)</td>
<td>03/23/09</td>
<td>Pass</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math St. Cl. 1: Number Sense &amp; Operations</td>
<td>03/22/09</td>
<td>78.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math St. Cl. 2: Numerical Operations</td>
<td>03/22/09</td>
<td>78.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

a. Lists all specified assessments taken.
b. Shows the date the assessment was taken.
c. Shows the data uploaded for the external test (e.g., the score or the points the student earned out of the total points possible).

**GENERATE REPORT**

The report can be generated from either the Teacher Dashboard page or the Reports menu.

1. Click the Dashboard icon.

![Dashboard icon](image)

2. Hover over the Dashboard menu option and select Teacher.

![Teacher option](image)

3. In the Dashboard Group Filter widget select either the Class or Intervention Group radio button. If selected the:
   a. Class radio button filter mode:

4. Select the Student. To generate the report for all students, click the...
i. And you are a District- or School-level user or a user with access to multiple schools, use the School drop-down field to select the school.

ii. Verify the Class.

b. Intervention Group radio button filter mode, select the Intervention Group Library and the Intervention Group.

4. From the Roster widget, click the Student Assessment Report icon.

5. Proceed to step #9.

View Report for All Students link once the Assessment History report is generated for one student. Each student’s history is generated on a new page.

5. To view dropped students, place a checkmark in the Check box to include dropped students.

6. Check the school year(s).

7. Select Benchmark tests, Formative tests, and/or External Tests.

8. Click the Run Report button.

9. Information related to the assessment the student took will appear.
INDIVIDUAL DEVELOPMENT PROFILE
To see a list of the performance objectives assessed and the student’s mastery level for each objective click the test title link. The Individual Development Profile report will be generated.

STUDENT BENCHMARK PROFILE REPORT
If running this report on benchmark assessments, click the Risk Assessment designation link to see a list that identifies exactly for which objectives the student is at risk, and thus which objectives to target for instruction. The Student Benchmark Profile page will be generated.
DATA CHECKER-FORM INFORMATION

**PURPOSE**
The Data Checker tool allows users to check for missing or entered data in all form types. Data Checker can be used for data-entry monitoring and, if used to find entered data, as aggregate form information summaries.

The results on this report are available immediately when data is populated into a Galileo form, electronically or manually.

**REPORT INTERPRETATION**

<table>
<thead>
<tr>
<th>Form Field</th>
<th># Without Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>24</td>
</tr>
<tr>
<td>Home Language</td>
<td>24</td>
</tr>
<tr>
<td>LEAP</td>
<td>24</td>
</tr>
<tr>
<td>Economically disadvantaged</td>
<td>24</td>
</tr>
<tr>
<td>Title I, Part A</td>
<td>24</td>
</tr>
<tr>
<td>Gifted/Talented</td>
<td>24</td>
</tr>
<tr>
<td>SPED</td>
<td>24</td>
</tr>
</tbody>
</table>

©2017 Assessment Technology, Incorporated
Revised as of 02.20.17
**GENERATE REPORT**

1. Click **Reports>Monitoring>Data Checker-Form Information**.

2. Using the drop-down menu, select the desired **Form Type**.

3. If you are a District- or School-level user with access to more than one school use the drop-down menu to select the desired **School**.

4. Using the drop-down menu select the desired **Class**.

   ![Tip Image]

   *To generate for multiple classes, select the [All Classes] option.*

5. Using the drop-down menu select the desired **Form** you would like to check for data.

6. When running on student forms, select the **Enrollment Status** of students you would like included in the report.

7. *(optional)* Determine whether you would like the data checker to treat checkbox items under the same heading as a single item, and whether you would like to break out option choices into separate items. This latter option allows you to use the data checker results as a summary report when "Find entered data" is selected, replacing the previous information summary reports.

   *(Image on next page.)*
8. Select the **Find missing data** or **Find entered data** radio button.

9. *(optional)* If you wish to only view items where items have missing (or entered) data, select the desired date in the **As of This Date** field.

10. Click the **Find Data** button.

11. A list of form fields and the number of students possessing data in those fields will appear. You now have the option of:

   a. clicking the **Print Report** link.

   ![Data for 3rd Grade: Z COLE (form: Student Information Form)](image)

   **Print Report**

<table>
<thead>
<tr>
<th>Form Field</th>
<th># Without Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td>24</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>24</td>
</tr>
<tr>
<td>Home Language</td>
<td>24</td>
</tr>
<tr>
<td>LEP</td>
<td>24</td>
</tr>
<tr>
<td>Economically disadvantaged</td>
<td>24</td>
</tr>
</tbody>
</table>

   b. getting more details about the missing/entered data for each field. Click the **binoculars** icon.

   ![Data for 3rd Grade: Z COLE (form: Student Information Form)](image)

   **Print Report**

<table>
<thead>
<tr>
<th>Form Field</th>
<th># Without Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td>24</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>24</td>
</tr>
<tr>
<td>Home Language</td>
<td>24</td>
</tr>
<tr>
<td>LEP</td>
<td>24</td>
</tr>
<tr>
<td>Economically disadvantaged</td>
<td>24</td>
</tr>
</tbody>
</table>

   i. You will see a list of those entities missing/possessing data for the selected field.

   ii. Their names will be links to the form in the applicable page for you to review or edit their data if desired.

   *(Image on next page.)*
DATA UPLOAD PLANNER

PURPOSE
The Data Upload Planner tool contains any information related to your importation. The Data Upload Planner will also generate e-mails when the status of your district's/charter school's upload changes.

District-level users may run access this tool

ACCESS
1. Click Setup>Data Setup>Data Upload Planner.

2. E-mails are generated whenever information is added to your upload planner. Therefore, it is important to verify and keep updated the e-mail address(es) for notification.

Keep the e-mail address(es) updated. Use the “Add Email” button to add an e-mail address; use the trashcan icon to remove an e-mail address.
**DIALOG MONITORING**

**PURPOSE**
The *Dialog Monitoring* page allows users to monitor student progress on a Dialog while the Dialog is in session. This page automatically refreshes every ten seconds, providing the users up-to-date information on how students are answering the questions.

**REPORT INTERPRETATION**
Each student is listed with the following information:

- **Questions Correct** - out of the total number of questions in the Dialog the total number of questions that are correct
- **Questions Incorrect** - out of the total number of questions in the Dialog, the total number of questions that are incorrect
- **Unanswered Questions** - out of the total number of questions in the Dialog, the total number of unanswered questions
- **Slide Number** – student’s answer for the dialog question (green the answer is correct; red the answer is incorrect)

At the bottom of the page, the following information is listed about the class.

<table>
<thead>
<tr>
<th>Dialog Type</th>
<th>Questions Correct Total</th>
<th>Questions Incorrect Total</th>
<th>Unanswered Questions Total</th>
<th>Percentage Of Students That Correctly Answered The Question</th>
<th>Questions Correct Total</th>
<th>Questions Incorrect Total</th>
<th>Unanswered Questions Total</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 of 33</td>
<td>11 of 33</td>
<td>14 of 33</td>
<td>1 2 3 4 5</td>
<td>8 of 33</td>
<td>11 of 33</td>
<td>14 of 33</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24.24%</td>
<td>33.33%</td>
<td>42.42%</td>
<td>--- --- 27% 27% 18%</td>
<td>24.24%</td>
<td>33.33%</td>
<td>42.42%</td>
<td></td>
</tr>
</tbody>
</table>

- **Questions Correct Total** - out of all the questions that can be answered (total number of currently answered questions *X* total number of students in the class or intervention group taking the Dialog), the total that are correct
- **Questions Incorrect Total** - out of all the questions that can be answered (total number of currently answered questions *X* total number of students
in the class or intervention group taking the Dialog), the total that are incorrect

- **Unanswered Questions Total**: out of all the questions that can be answered (total number of currently answered questions \( \times \) total number of students in the class or intervention group taking the Dialog), the total that are unanswered

- **Percentage of Students that Correctly Answered the Question**: for each question in the Dialog, percentage of students who answered it correctly

**For a student to be included in the class/intervention group Total they must have answered at least one question in the Dialog.**

## GENERATE REPORT

The report can be generated from either the **Curriculum** or the **Reports** menu.

1. Click **Curriculum>Instructional Dialog>Dialog Monitoring**.
2. Determine whether you wish to run the report in **Default** or **Intervention Group** mode by clicking in the desired radio button.

### Filter Mode

- Default
- Intervention Group

3. If you selected the:
   - **Default** mode, select the **School** (if you are a District- or School-level user) and **Class**.

   ![Select a class and a dialog](image-url)
b. **Intervention Group** mode, select the Intervention Group **Library** and the **Intervention Group**.

4. Click the **Click to select a dialog** link. You will see all Dialogs that have been scheduled.

5. Click in the radio button of the **Dialog** whose results you would like to monitor.

6. *(optional)* The table can automatically refresh with the real-time data, every 10 seconds, if you select the **Refresh Page Every 10 Seconds**.

7. *(optional)* The table displays the student information. If you want to have the Student IDs instead of names, click the **Show student IDs** checkbox.
8. (optional) If you would like to view only questions and not slides, uncheck the Show Slides box.

9. (optional) If you would like to see the Dialog, click the Preview Dialog link.

10. (optional) If you would like to score the Dialog, click the Score Dialog link.

11. Analyze the results.

INTERVENTION GROUP SCHEDULED EVENTS

Educators may find it helpful to view a list of all events scheduled for an Intervention Group. School- and District-level users can view, edit, and delete scheduled test for an intervention group from the Class Calendar page. All users can view, edit, and delete a test from the Teacher Dashboard page. It is recommended that Class-level view, edit, and delete a test using the Teacher Dashboard page.

1. Click the Dashboard icon.

2. Hover over the Dashboard menu option and select Teacher.

1. Click either:
   a. Setup>School Information> Intervention Groups.
   b. Setup>Intervention Groups.
3. In the Dashboard Group Filter widget select Intervention Group radio button.


5. From the Roster widget, click the Intervention Groups icon.

6. Click the Intervention Group Scheduled Events link in the Related Options box.

7. Select the Library that houses the Intervention Group you would like to view events.

8. Select the Intervention Group.

9. The list of assessments displays along with the date/time, and completion rate.
STATUS PAGE

The Status Page can be checked by all users at any time and it relays real-time information about Galileo current performance, scheduled maintenance, and recent past performance. Incident reports are posted promptly on the page and displays information about both the incident and the real-time stage of resolution.

INTERPRETATION

The following performance levels could be displayed on this page.

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational</td>
<td>The component is functioning as expected and in a timely manner.</td>
</tr>
<tr>
<td>Degraded Performance</td>
<td>Degraded Performance means the component is working but is slow or otherwise impacted in a minor way. An example of this would be if ATI is experiencing an unusually high amount of traffic and the component was taking longer to perform its job than normal.</td>
</tr>
<tr>
<td>Partial Outage</td>
<td>Partial Outage indicates completely broken for a subset of customers. An example of this would be if some subset of customer's data lived in a specific data center that was down. The component might be broken for that subset of customers but is working for the rest and thus there is a Partial Outage.</td>
</tr>
<tr>
<td>Major Outage</td>
<td>This displays when the program is completely unavailable.</td>
</tr>
<tr>
<td>Under Maintenance</td>
<td>The component is currently being worked on.</td>
</tr>
</tbody>
</table>

Incidents have one of four distinct statuses. When creating or updating an incident you will specify which of the states the incident is currently in.

<table>
<thead>
<tr>
<th>Incident Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigating</td>
<td>ATI is seeing the symptoms of an issue but are unaware what the root cause.</td>
</tr>
<tr>
<td>Identified</td>
<td>ATI has found the root cause of the incident and are working on a fix.</td>
</tr>
</tbody>
</table>
INCIDENT STATUS

**Definition**

**Monitoring**  
ATI believes we have successfully fixed the issue and are waiting for the symptoms to subside.

**Resolved**  
The root cause of the issue has been eliminated and the systems are back to 100% performance.

ACCESS PAGE

**GALILEO K-12 LOGIN PAGE**

ONLINE HELP

**Status Page**

**Purpose**

The Status Page can be checked by all users at any time and it relays real-time information about Galileo current performance, scheduled maintenance, and recent past performance. Incident reports are posted promptly on the page and displays information about both the incident and the real-time stage of resolution.

**Access**

1. Galileo K-12 Login page — Look under the "Announcements" section.
2. Tech Support page within the application -- Click on the "Click here" for the Online Support. Once on the Contact Us page, click the "Online Service Status" link on the left side of the page.

**Performance Levels**

The following performance levels could be displayed on this page:

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Definition</th>
</tr>
</thead>
</table>
The Test Monitoring page allows users to monitor student progress on an online test and lock or unlock a student’s test to prevent or provide access. This page can automatically refresh every minute, providing the users up-to-date information on how students are answering the test items. Test Monitoring also functions as a report once students have finished taking the test or once the assessment has been scanned into Galileo. Test Monitoring also allows users to enter points earned for a test item, so long as test library permissions are provided.

The results on this report are available immediately in Galileo when tests are administered online or once the bubble sheets are scanned using Scanline.
REPORT INTERPRETATION
Clicking on the **Expand to View Settings** bar provides users with the ability to display the **Filter Mode**, test library information, de-activate (or re-activate) the **Auto Refresh** command, and the ability to display **Student IDs**.

After 30 minutes of computer or Galileo-supported mobile device inactivity, a user is prompted if they are still monitoring the page. If answer “yes” the Auto Refresh command remains on; if “no”, then Auto Refresh command is de-activated.

A pie chart indicates the filter’s **average** and the bar chart indicates the **Average Percent Scored** for each test item.

Hovering the mouse over the test number’s column, the average percent displays.
The table expands by clicking on the **Click to expand table** icon.

<table>
<thead>
<tr>
<th>Name</th>
<th>Earned Points</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amets, Mary</td>
<td>36/45 = 80.00%</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Cash, John</td>
<td>23/45 = 51.11%</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Einstein, Albert</td>
<td>45/45 = 100.00%</td>
<td>B</td>
<td>C</td>
</tr>
</tbody>
</table>

The **printer** icon allows users to generate a printed version of this report.
The middle of the page is each student is listed with the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Earned Points</th>
<th>Correct Answer</th>
<th>Incorrect Answer</th>
<th>Partial Credit</th>
<th>Ready for Scoring</th>
<th>Not Yet Answered</th>
<th>Answered All Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchorage</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, John</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown, John</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis, Albert</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgeworth, Dwight</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evans, John</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, John</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middleton, Sam</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin, Joe</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanchez, James</td>
<td>12/12 = 100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Lock All/Unlock All** – ability to lock all students’ tests or a specific student’s test, thus preventing them from accessing the test during the scheduled testing time.

  You must have “Write” or “Read-Only” permission to the test library in order to lock/unlock students. Users with “Results Only” permission cannot lock/unlock the student’s test, thus the locks do not display.

- **Name** – student’s name. The checkmark indicates that the student has answered all the test items.

- **Earned Pts.** – the total number of points the student has earned out of the total number of points possible. The Earned Points percent is calculated.

- **Number** – displays how the student answered the test item or the points the student earned for that test item. Each cell is color coded to reflect the: Correct Answer, Incorrect Answer, Partial Credit, Ready for Scoring, and Not Answered.

Hover the mouse over the test item # to display the standard as a tooltip.
Click the test item # link to display the students’ answer, scoring rubrics, and test item.

<table>
<thead>
<tr>
<th>Name</th>
<th>Earned Pts.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amaris, Mary</td>
<td>18/45 = 40.00%</td>
<td>A</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash, John</td>
<td>4/5 = 8.89%</td>
<td>C</td>
<td>C</td>
<td>---</td>
<td>0/1</td>
<td>1/1</td>
</tr>
</tbody>
</table>

You must have “Write” or “Read-Only” permission to the test library in order to access this information. Users with “Results Only” permission cannot access this information.

The selected test item appears in a new window. Depending on the test library permissions, the test item may be viewed and/or Earned Points may be entered. Open response answers may be printed using the printer icon.

You must have “Write” or “Read-Only” permission to the test library in order to view and/or enter Earned Points for the test item. Users with “Results Only” permission cannot view the test item.
**GENERATE REPORT**

This report can be run from the *Teacher Dashboard* and the *Reports* pages.

1. Click the **Dashboard** icon.

2. Hover over the **Dashboard menu option** and select **Teacher**.

3. In the **Dashboard Group Filter** widget select either the **Class** or **Intervention Group** radio button. If selected the:
   a. **Class** radio button filter mode:
      i. And you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.
      ii. Verify the **Class**.
   b. **Intervention Group** radio button filter mode, select the Intervention Group **Library** and the **Intervention Group**.

4. Click the **Reports view link**.

1. Click **Reports>Monitoring>Test Monitoring**.

2. Determine whether you wish to run the report in **Default** or **Intervention Group** mode by clicking in the desired radio button.

3. If you selected:
   a. **Default** mode and
      i. are a District- or School-level user with access to more than one school, select the **School** for which you want to generate a report.
      ii. Select the **Class**.
   b. **Intervention Group** radio button filter mode, select the Intervention Group **Library** and the **Intervention Group**.
5. In the *Recent Event* widget, click the **Test Monitoring** link.

4. Select the test **Library**.

5. Select the **test**.

6. Analyze the results.

**TESTING ACTIVITY REPORT**

The *Testing Activity* report allows administrators to monitor the implementation of scheduled assessments. The report displays tests administered during a selected time period. This report lists the assessments scheduled during that time period, the number of students scheduled to take the tests, and the number of students who have actually taken the test. There is a drill-down ability to get a list of schools and/or classes and the completion percentage for each.

*Tip*

**District- and School-level users may run this report on benchmark and formative assessments.**

*Data*

**The results on this report are available immediately in Galileo when tests are administered online or once the bubble sheets are scanned using Scanline.**

*Caution*

**How assessments have been scheduled will impact the report results. It is ideal to schedule assessments only for the classes in which students will take the test. Limiting who is scheduled for a test will allow for more accurate measuring of participation.**

*It is important that tests be scanned in the order they are administered: the pretest, test #1, test #2, then the posttest. Scanning should occur as close as possible to the date of the test administration. This ensures that the data is accurately reported.**

*In order for ATI to begin the IRT analysis for your district/charter school data, we need 85 percent or more of the enrolled students to have completed the test. In Arizona, reports based on DL scores are available immediately for core subjects. In other states and non-core tested subjects in Arizona, the district’s/charter school’s Galileo Administrator should contact ATI’s Research team ([Research@ati-)*
online.com) when the district’s/charter school’s benchmark testing is completed so that the IRT analysis can be completed to generate DL scores.

REPORT INTERPRETATION

Cottonwood Elementary School

Date Range: 11/04/2013 to 12/26/2013
Participation: 57.46%

Click on a test to view the participation detail by class.

<table>
<thead>
<tr>
<th>Test</th>
<th>Taken/Scheduled</th>
<th>Participation</th>
<th>Full?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13 ATI AZ-IE Posttest Science 05 Gr.</td>
<td>2 / 55</td>
<td>3.64 %</td>
<td></td>
</tr>
<tr>
<td>2013-14 ATI Demo Math 05 Gr. #1</td>
<td>21 / 24</td>
<td>87.50 %</td>
<td></td>
</tr>
<tr>
<td>2013-14 ATI Demo Math 05 Gr. #2</td>
<td>23 / 24</td>
<td>95.63 %</td>
<td></td>
</tr>
<tr>
<td>2013-14 CCSS Math 05 Gr. Adaptive</td>
<td>31 / 31</td>
<td>100.00 %</td>
<td>✔</td>
</tr>
<tr>
<td>Totals:</td>
<td>77 / 134</td>
<td>57.46 %</td>
<td></td>
</tr>
</tbody>
</table>

a. **Taken** - This is the number of students “scheduled” to take the test who actually took the test online and/or whose student answer sheets were scanned into Galileo using Scanline. Scanning should occur as close as possible to the date of the test administration thus ensuring that the data is accurately reported.

b. **Scheduled** - This is the total number of students in the school who were scheduled to take a particular test.

If all classes were scheduled to take a test regardless of grade-level, this number will not be accurate. You will want to compare this number to the number of students you know should be taking this test.

caution

caution

If all classes were scheduled to take a test regardless of grade-level, this number will not be accurate. You will want to compare this number to the number of students you know should be taking this test.


d. **Participation** - This is the percentage of students who were scheduled to take the test who actually took the test.

d. **Full?** - You will see a checkmark in this column if all students scheduled to take the test, do indeed take it.

PARTICIPATION RATE

In order for ATI to begin the IRT analysis for your district/charter school data, we need 85 percent or more of enrolled students to have completed the test. The Testing Activity report allows administrators to check the progress of testing across each individual school. ATI can then run the IRT analysis on your district’s/charter school’s data using the current participation rate; however, participation rates that are less than 85 percent may affect the accuracy of the performance levels in some cases.
In Arizona, reports based on DL scores are available immediately for core subjects. In other states and non-core tested subjects in Arizona, the district’s/charter school’s Galileo Administrator should contact ATI’s Research team (Research@ati-online.com) when the district’s/charter school’s benchmark testing is completed so that the IRT analysis can be completed to generate DL scores.

Once ATI has the necessary participation rate, the IRT analysis of your district’s/charter school’s data is conducted. Districts/charter schools should allow at least ten (10) business days for completion of this analysis.

**GENERATE REPORT**

1. Click **Reports>Monitoring>Testing Activity**.

2. Select the **School** or [All Schools] whose testing activity you would like to see.

3. *(optional)* Use the down arrow on **Filter by grade level** and then select the desired **grade level**.

   *(Image on next page.)*
4. Using the calendar, set the dates between which you would like to view activity.

5. Select the desired radio button – All Tests, Only include benchmark tests, or Only include formative tests.

6. Click the Run Report button.

7. A list of all of the tests scheduled during the specified time frame will appear.

8. You now have the option:
   a. To preview or print this information, click the View Report link.

   b. To see more details about a test, click the name of the test link.

   (Image on next page.)
c. You will see a list of those classes that were scheduled to take this test, the number of students in each class, the number of students who actually took the test, the percentage of students who took the test, and whether it was full participation.

*You may consult this list of classes to determine which class or classes neglected to schedule and have students take a particular assessment.*
9. Click the **class** link to see a list of the students and their test status.

![User Activity Report](image)

**USER ACTIVITY REPORT**

The *User Activity* report displays a list of users along with the number of logins for each user during the selected time period. Drill-down capabilities are available to see the date and time of each login for each user.

**District- and School-level users may run this report.**

**REPORT INTERPRETATION**
GENERATE REPORT

1. Click Reports>Monitoring>User Activity.

2. Use either the:
   a. default date range of Last 60 days, Last 30 days, or Last Two Weeks link.
   b. calendar icon or enter the date range of activity you would like to view.

3. If you are a District- or a School-level user with access to more than one school, select the School for which you wish to generate a report.

   To generate a district-level or multi-school aggregate report, select the [Check All] option.

4. (optional) Click the Only show users with login activity.

5. Click the Show System Activity button.
6. A list of **users** and the **number of logins** will appear.

<table>
<thead>
<tr>
<th>School</th>
<th>Full Name</th>
<th>User Level</th>
<th>Login</th>
<th>Number Of Logins</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert Elementary School</td>
<td>Andrin, Adam</td>
<td>Class</td>
<td>7Adam</td>
<td>9</td>
<td>View Details</td>
</tr>
<tr>
<td>Desert Elementary School</td>
<td>K school, Heidi</td>
<td>School</td>
<td>myschool</td>
<td>1</td>
<td>View Details</td>
</tr>
<tr>
<td>Desert Elementary School</td>
<td>Poppins, Mary</td>
<td>Class</td>
<td>mpoppins</td>
<td>33</td>
<td>View Details</td>
</tr>
<tr>
<td>Desert Elementary School</td>
<td>Story, Steven</td>
<td>Class</td>
<td>7Steven</td>
<td>17</td>
<td>View Details</td>
</tr>
</tbody>
</table>

7. To print the report, click the **Print Report** link.

8. To view more information about each user’s logins click the **View Details** link.

**ADDITIONAL RESOURCES**

There are various reports that can be generated to help you utilize and interpret the Galileo data.

Additional reports can be found in the “Generating Reports and Using Data” manual. The “Data Setup” manual and the “Galileo® Administrator Manual” are provided to the district/charter school Galileo Administrator during Galileo implementation. An additional manual can be found in the online help files on the “How do I Manage Data?” page.