

Testwiz Introductory Training

FERPA Reminder: This data management system allows you to see testing data for students in the district. Do not violate FERPA laws. All information must remain confidential.

If you need access to Testwiz information but do not have a password, or have forgotten your password, contact Melissa Stone or Jerry LaVanture

<https://testwiz.net>

Home Page Overview:

Blue Bar across the top:

- Tests – give you a listing of all of the tests in our system
- Reports – Use later to send reports to your files
- Printable Reports – Allows you to print or save reports
- Utilities – Don't use this
- Log Out – Always log out otherwise you may have difficulty logging in
- Help – Searchable help information

Along the left side:

- Reference Guides – Instruction manual. Use this on-line but please don't print it out.
- Sample Reports – gives you an idea of the reports that can be produced with an explanation of who would want those reports and their uses
- Steps for Creating Customized Reports – gives you step by step instructions for different reports.

Activities:

Activity 1 – Choosing a test:

1. Select Tests from Blue Bar at the top
2. Filter by grade, year or name of test.
3. Start out by selecting Any Grade and Any Year then hit filter.
4. Toggle along the bottom by hitting the number (1, 2 or 3)
5. Note: MEAP and MAP (MAP is Measures of Academic Progress aka NWEA)

Activity 2 – Item Analysis

Part A – Item Analysis List

1. Select a MEAP test by clicking on the test that you want to use. This will take you to the CREATE REPORTS screen.
2. Reporting Group at the top – I usually use Student for individual information, Class for specific group information, or District for whole group information. Stay away from School – this can get confusing because of the way the State sorts the students.
3. Select the District radio button.

4. Click on the drop down arrow to look at the variety of reports you can access – for right now we want to select Item Analysis
5. Select Subtests bar at the lower section on the left. Items listed in the left box are not included in your report, items listed in the right are. Double arrow moves everything. Single arrow moves what you have highlighted. Another way to move items back and forth is to double click on them. Move everything over to the left. Then move just one type of test to the right (i.e. math, reading, ela, science, social studies...) Move the Multiple Choice of the subject to the right. Click ok.
6. Select Gap Score Bar and select the comparison group.
7. Now select Preview Report (I have noticed that there are times when even though I have selected just one piece, I get more than what I asked for when I look at the report.)
8. You now have a report that lists the item number, how our students scored, how the stated scored, the different in those scores, the percentage of students that selected each answer (the one in bold is the correct answer) and the Content Expectation.
9. If you click on the blue item number now it will show you the actual question.

Part B – Item Analysis Graph

1. Go back to the Create Reports Screen and select the Item Analysis Graph from the drop down Report Type.
2. Select Preview Report again. Same information in a different format. If you want to see the actual item – double click on the content expectation at the bottom of the graph.

Activity 3 – Objective Summary

1. Go to Report Type and select the Objective Summary – This can help to identify the area in which we are having difficulty.
2. Select Preview Report.

Activity 4 – Creating Ranked Lists of Students

1. Go to Create Reports main screen and select Student List from Report Type
2. Go to your Subtests button and select the tests you would like to view. This usually works best with a specific strand or a Total subject area score. But you can select the scores you want to see.
3. Select Scores and choose the type of score you would like to see.
 - Raw Score – strictly how many they answered correctly
 - Percent Correct – just as described
 - Scaled Score – calculation upon which cut scores are set
 - Performance Category – 1, 2, 3 or 4
 - Met Standard – yes or no
 - Comments – almost always empty, except sometimes available on constructed response items.

4. Rank Order Bar – Select the Subtest you want to sort by, Select the Score you want to use (You must have also included this in the Scores you selected in Step 3 above). Select the Order (top to bottom or bottom to top). Hit OK.
5. Preview report. If it isn't what you want, go back and select something different.

Part B

6. Go back to the Select Reports menu and select Objectives under the Report Type.
7. Now do Preview Report.

Part C

8. To look at the group of students you selected as a whole, select the Class radio dial at the top. Preview Report – Mean information at the bottom of the screen.

***You can always select the Clear Parameters button to start with Report Parameters clean.

Activity 6: Digging into Specific information such as Constructed Response.

Part A – Constructed Response for Individuals

1. You can do this with individuals, whole groups or with selected groups.
2. At the Create Reports page Select the Subtests – move all to the left then double click on the Constructed Response choices available in more than just writing. Under Report Type select the Item Analysis.
3. Choose Preview Report
4. Actual comments the students received are sometimes not available in Testwiz.

Part B – Class Instructional Grouping

1. Select Class radio button
2. Choose Preview Report

Activity 7: Student History

1. District Radio button.
2. Report Type: History
3. Student: Select students.
4. Choose History. Add More tests - this will give you some choices of other tests this student may have taken. Select the ones you want to look at. Testwiz narrows this down for you to select but sometimes doesn't make complete sense. You have to think a little and chose the tests you think that student would have taken. Select OK when you are happy.
5. Under History you can select by each test which subtests and scores you wish to view.
6. Under History it will tell you one less test than you have selected.
7. Preview Report.

Activity 8: Selecting Students and Customization

1. Under Student bar at the bottom select the students you wish to be in your group. Move from page to page by clicking the page number at the bottom. When you are done, click ok.
2. Chose the Manage Customizations bar. Name the group of students.
3. This customization only saves within the test it does not carry through to other tests. You can use it though to create historical reports and pulling other tests into the main one.

Activity 9: How to save or Print a Report.

1. While you are in Preview Report mode looking at a report you need to decide if you want a PDF exactly as you see, a Word Document or an Excel Document. Word and Excel documents can be manipulated and formatted when you select them. PDF gives you documents exactly as you see them.
2. To create graphs, etc. you should dump the information into Excel but creating graphs, etc. is another class.
3. So, select Word or PDF.
4. A yellow message comes up and you can click on Printable Reports at the top. Under Status it should say either Processing or Download. If it is still Processing you need to wait until it says Download.
5. When it says Download, click on Download. Then Open or Save to your directory.

PLEASE, PLEASE, PLEASE don't go print crazy!

6. If you choose Open you can edit the report then save it, if you click Save, you can save it and then edit it later.
7. If you absolutely must print, you can do so after you have edited your report in Word.

Please **Always** Log-Out when you are done!