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This manual is divided into two sections:

- **Setting the Ohio Third Grade Reading Proficiency Assessment Preference**: Explains how to set the preference in Star Reading so that the assessment can be assigned to students.
- **Viewing Student Assessment Data**: Instructions on using the Reading Dashboard and New Reports Dashboard to view test scores after students have completed the assessment.

## Setting the Ohio Third Grade Reading Proficiency Assessment Preference

1. In a web browser, log in to Renaissance Place.
2. On the Home page, select **Star Reading** or **Reading Assessments**; in the pop-up menu, select **Preferences**.
3. On the Preferences page, a new district-level preference has been added: Ohio Third Grade Reading Proficiency Assessment. Select **Edit** at the end of the row to set the preference.
4. You will see your school district and the current setting of the preference. Check the Enable box to allow the assessment to be administered in your school district; remove the check mark if you don’t want teachers to be able to administer the assessment.

5. Select Save Changes.

6. Select Back at the top of the screen to return to the Star Reading Preferences page.

Once the Ohio Third Grade Reading Proficiency Assessment preference has been enabled, notify the teachers in your school district that they can begin assigning the assessment. District administrators, school administrators, and teachers can assign the assessment to students (see the Renaissance Third Grade Proficiency Assessment for Ohio: Teacher Manual).
Viewing Student Assessment Data

There are two places where you can go to view student assessment data:

- For immediate results, the Reading Dashboard (see below) can be used to view students’ Scaled Scores only following the testing session.
- For more detailed reports, use the New Reports Dashboard (see page 4) the day after the testing session; the data for the reports is compiled overnight.

Reading Dashboard

Once students have finished taking the assessment, you can immediately view their Scaled Scores by using the Reading Dashboard.

1. In a web browser, log in to Renaissance Place.
2. On the Renaissance Place Home page, select Reading Dashboard in the Dashboards and Reporting section.
3. On the Reading Dashboard Navigator page, select one of the following three reports; consult the linked help topic for instructions on viewing the dashboards:

   - Review Student Results: [https://help.renaissance.com/trkdash/30003](https://help.renaissance.com/trkdash/30003)
   - Track Student Work: [https://help.renaissance.com/trkdash/30004](https://help.renaissance.com/trkdash/30004)
   - View Assessment Data: [https://help.renaissance.com/trkdash/30005](https://help.renaissance.com/trkdash/30005)
New Reports Dashboard

The day after students have finished taking the assessment, you can view the test results on two reports available through the New Reports Dashboard: the Ohio Third Grade Reading Proficiency Assessment - Student Score Report and the Ohio Third Grade Reading Proficiency Assessment - Student Score Summary Report. The test results you can see vary depending on your position:

- District administrators: can see test results for any student in the district
- School administrators: can see test results for any student in their school
- Teachers: can see test results for their own students

**Note:** Reports link students to the school they most recently tested at. For example, Richard Mason (a student) is enrolled at East Washington Elementary, where he took the assessment at the start of the school year. Three months later, his enrollment is changed to South Washington Elementary, where he takes another assessment. Reports run after this second assessment would show Richard’s data at South Washington; when the enrollment status of a student changes from one school to another, the data is no longer available at the previous school.

**Ohio Third Grade Reading Proficiency Assessment - Student Score Report**

1. In a web browser, log in to Renaissance Place.

2. On the Renaissance Place Home page, select **New Reports** in the Dashboards and Reporting section.

3. On the New Reports Navigator page, select **Ohio Third Grade Reading Proficiency Assessment - Student Score Report**.
4. Use the drop-down lists at the top of the screen to choose which students to include on the report and the date range you want to view test results for. Some of the available options are shown here—they will vary based on your position within the school district or at a particular school.

5. When you are done choosing options, click **View Report**.

6. For each student, the report shows:
   - The student’s Scaled Score
   - The minimum score needed to pass the test
   - Whether the student passed or did not pass the test
   - An explanation of what reading skills a student should have if the student has passed the test
   - The student’s score in each of the four literacy domains

7. The second page provides more details about the four literacy domains and the focus skills related to that domain.

8. Use the controls at the top of the page to switch the view between pages, search, and save the report.
Ohio Third Grade Reading Proficiency Assessment - Student Score Summary Report

1. In a web browser, log in to Renaissance Place.

2. On the Renaissance Place Home page, select New Reports in the Dashboards and Reporting section A.

3. On the New Reports Navigator page, select Ohio Third Grade Reading Proficiency Assessment - Student Score Summary Report B.

4. Use the drop-down lists at the top of the screen C to choose which students to include on the report and any sorting/grouping options you want to use. Some of the available options are shown here—they will vary based on your position within the school district or at a particular school.

You can include results from up to four test windows in the report. Enter the start and end dates for each window D by entering them in the fields or using the calendar buttons on the right E. If you don’t need to use all four test windows, check the NULL boxes F next to the date fields you won’t use.

5. When you are done choosing options, click View Report G.
6. For each student, the report shows:

- The student’s name and ID number (followed by the school ID number).
- For each test window, you can see the date the student took the test, the student’s Pass/Fail status on that test, whether extended time limits were used in that test window, and the student’s test score. (The score required to pass the test is shown above the table.)

7. Use the controls at the top of the page to switch the view between pages (if the report is more than one page long), search, and save the report.
About Renaissance

Renaissance is the leader in K–12 learning analytics—enabling teachers, curriculum creators, and educators to drive phenomenal student growth. Renaissance’s solutions help educators analyze, customize, and plan personalized learning paths for students, allowing time for what matters—creating energizing learning experiences in the classroom. Founded by parents, upheld by educators, and enriched by data scientists, Renaissance knows learning is a continual journey—from year to year and for a lifetime. Our data-driven, personalized solutions are currently used in over one-third of U.S. schools and more than 60 countries around the world. For more information, visit www.renaissance.com.