

This document has been turned into a website.

Please access it here:

<https://sites.google.com/escneo.org/crsnavigationsupport/home/>

This website is a work in progress, and we truly value your feedback to make it as helpful and user-friendly as possible. If you have suggestions or ideas on how to improve navigation or make the resources more accessible for teachers and leaders across the state, we would love to hear from you!

Please send an email to alexis.volk@escneo.org with your thoughts.

Navigating the CRS & Utilizing Readiness Assessments

This document is a reference tool to review data in the Centralized Reporting System (CRS), generate reports, and assign assessments in the TA interface.

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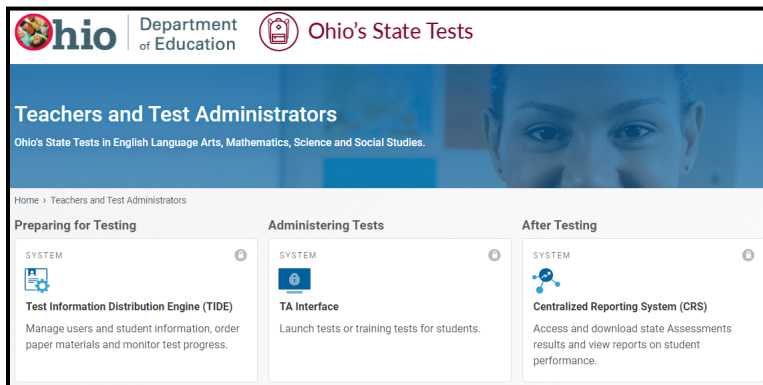
Links from ODE

- [Here](#) is a link to a video from ODE to access Readiness Assessment Data in the CRS
- [Here](#) is a link to a video from ODE for how to utilize advanced features in the CRS
- [Here](#) are links from ODE to support Assessment Authoring

Log in and Review Data in the CRS

Note: [Here](#) is a google doc with guiding questions to help find trends in the data.

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System

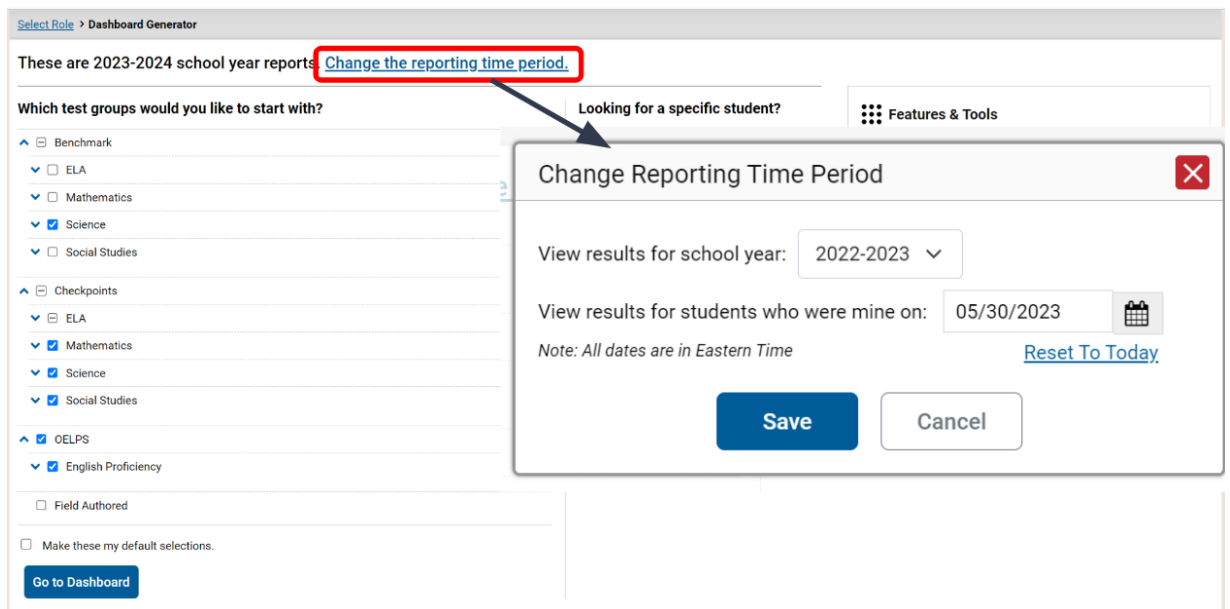


3. Review the reporting time period to ensure you access the data you want to review. When changing the reporting time period, choose the year that the student took the assessment, and the date for when they were most recently in your classroom.

Example 1: A current 7th grade teacher wants to see how her students did on their 6th grade test (taken last year): choose last school year, and pick today's date.

Example 2: A current 7th grade teacher wants to see how her students from last year did on their assessment (taken last year): choose last year, and pick a date at the end of May.

Example 3: A current 7th grade teacher assigned a Readiness Assessment and wants to review the data: choose this school year and today's date.



4. Choose the assessment you would like to look at; scroll down and click Go to Dashboard

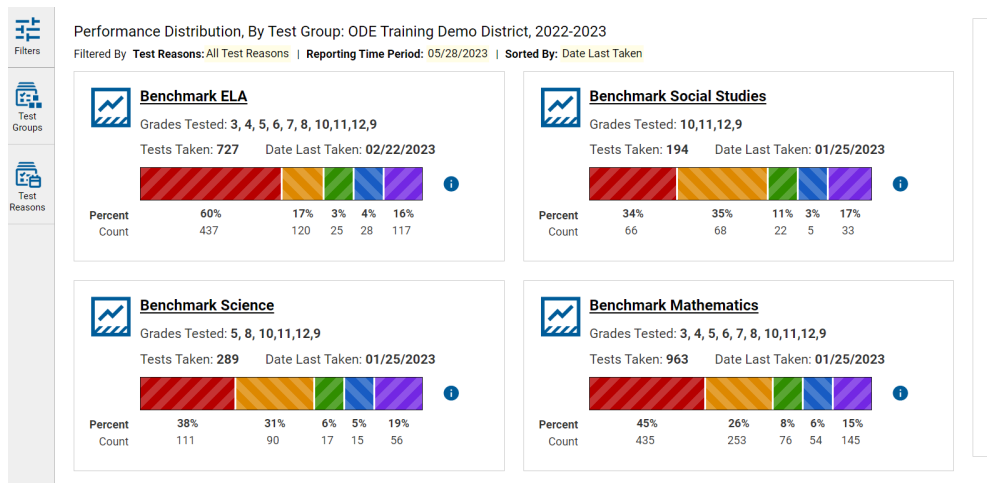
Select Role > Dashboard Generator

These are 2022-2023 school year reports. [Change the reporting time period.](#)

- ☐ Mathematics
- ☐ Science
- ☐ Social Studies
- ☒ OELPA
 - ☒ English Proficiency
- ☐ OELPS
 - ☐ English Proficiency
- ☒ Ohio's State Tests
 - ☒ ELA
 - ☒ Mathematics
 - ☒ Science
 - ☒ Social Studies
- ☐ SPIRZ Released Items
 - ☐ ELA
 - ☐ Mathematics
 - ☐ Science
 - ☐ Social Studies

[Go to Dashboard](#)

5. Click on the Card that represents the assessments data you want to look at



6. Use the gray triangles to sort data and expand each column to look for trends.

Select Role > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Test > School Performance on Test

Performance by Roster | Performance by Student

Average Score, Performance Distribution and Average Points Earned on Grade 3 English Language Arts Benchmark Tests (OH_RRA_22_23), by Roster and Reporting Category: ODE Training Dem

Filtered By: School: All Schools | Test Reasons: OH_RRA_22_23 | Reporting Time Period: 05/30/2023 | Standards Key:

Roster	Teacher	Total	Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent Proficient	5 items on which Students performed the Best	Reading Informational Text	Reading Literary Text	Writing	Writing Dimensions
State			n/a		n/a	n/a	n/a					
District			147		670		17%					
School			147		670		17%					
Geschke - School B All	Geschke, Mindy		147	12% (147/1214)	670		17%					
Gr 3 ELA Accomplished	Hirsch, Matthew		2	100% (2/2)	718		100%					
Gr 3 ELA Advanced	Hirsch, Matthew		3	100% (3/3)	777		100%					
Gr 3 ELA Basic	Hirsch, Matthew		3	100% (3/3)	682		0%					

7. Use some of these helpful tools to dig more deeply into the data.

Select Role > Dashboard Generator > Dashboard > Performance on Tests > District Performance on Tests > School Performance on Test

Performance by Roster Performance by Student

Average Score, Performance Distribution and Average Points Earned on **Grade 3 English Language Arts Benchmark Tests** (OH_RRA_22_23), by Roster and Reporting Category: ODE Training Demo School-B 2022-2023

Filtered by: School: All Schools | Test Reasons: OH_RRA_22_23 | Reporting Time Period: 05/30/2023 | Standards Keys: All

Roster		Teacher	Total	5 Items on which Students Performed the Best				
Item Numbers, Max Points and Points Earned								
			1	2	4	5	6	
			RLKID/RL.3.1	RLICS/RL.3.5	RLKID/RL.3.1	RLICS/RL.3.5	RLKID/RL.3.9	
			1 pt	1 pt	1 pt	1 pt	1 pt	
State			n/a	n/a	n/a	n/a	n/a	
District			0.63	0.73	0.65	0.55		
School			0.63	0.73	0.65	0.55		
Geographic - Sch			0.63	0.73	0.65	0.55		
Gr 3 ELA Accro			0.5	1	0.5	0.5		
Gr 3 ELA Advanced		Hirsch, Matthew	1	1	1	1	0.33	
Gr 3 ELA Basic		Hirsch, Matthew	1	0.67	0.67	1	0.33	

Domain: RL: Reading Standards for Literature

Strand: RLKID: Key Ideas and Details

Standard: RLKID/RL.3.1: Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.

Select Role | Dashboard Generator | Dashboard | Performance by Teacher | Performance by Student | School Performance on Test | Enter Student ID

Filters

- Standards
 - Domain
 - RL: Reading Standards fc ▾
 - Strand
 - RLKID: Key Ideas and De ▾
 - Standard
 - RLKID/RL.3.1: Ask and a ▾
- Clear Filters
- Apply

Average Score, Performance Distribution and Average Points Earned on Grade 3 English Language Arts Benchmark Tests (OH_RRA_22.23), by Roster and Reporting Category: ODE Training Demo School B 2022-2023
 Filtered by: School: All Schools | Test Reasons: OH_RRA_22.23 | Reporting Time Period: 05/30/2023 | Standards Key: [Legend]

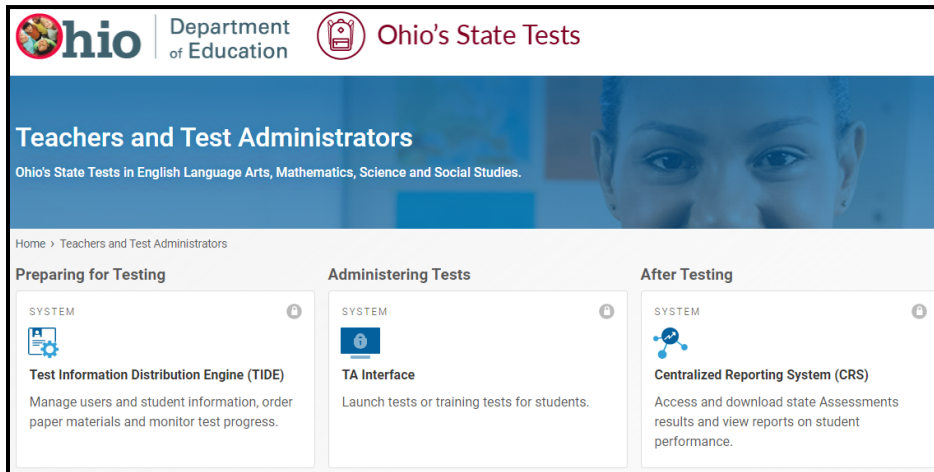
Roster	Teacher	Total	5 Items on which Students Performed the Best				
Item Numbers, Max Points and Points Earned							
			1	2	4	5	6
			RLKID/RL.3.1	RLKID/RL.3.5	RLKID/RL.3.1	RLKID/RL.3.5	RLKID/RL.3.9
			1 pt	1 pt	1 pt	1 pt	1 pt
State		n/a	n/a	n/a	n/a	n/a	n/a
District		0.8	0.63	0.73	0.65	0.55	
School		0.8	0.63	0.73	0.65	0.55	
Geschke - School B All	Geschke, Mindy	0.8	0.63	0.73	0.65	0.55	
Gr 3 ELA Accomplished	Hirsch, Matthew	1	0.5	1	0.5	0.5	
Gr 3 ELA Advanced	Hirsch, Matthew	1	1	1	1	0.33	
Gr 3 ELA Basic	Hirsch, Matthew	1	0.67	0.67	1	0.33	

Reporting Categories: 1 Writing Conventions, 2 Writing Strategy Test, 3 Reading Informational Text, 4 Items on which Students Performed the Worst, 5 Writing Dimensions

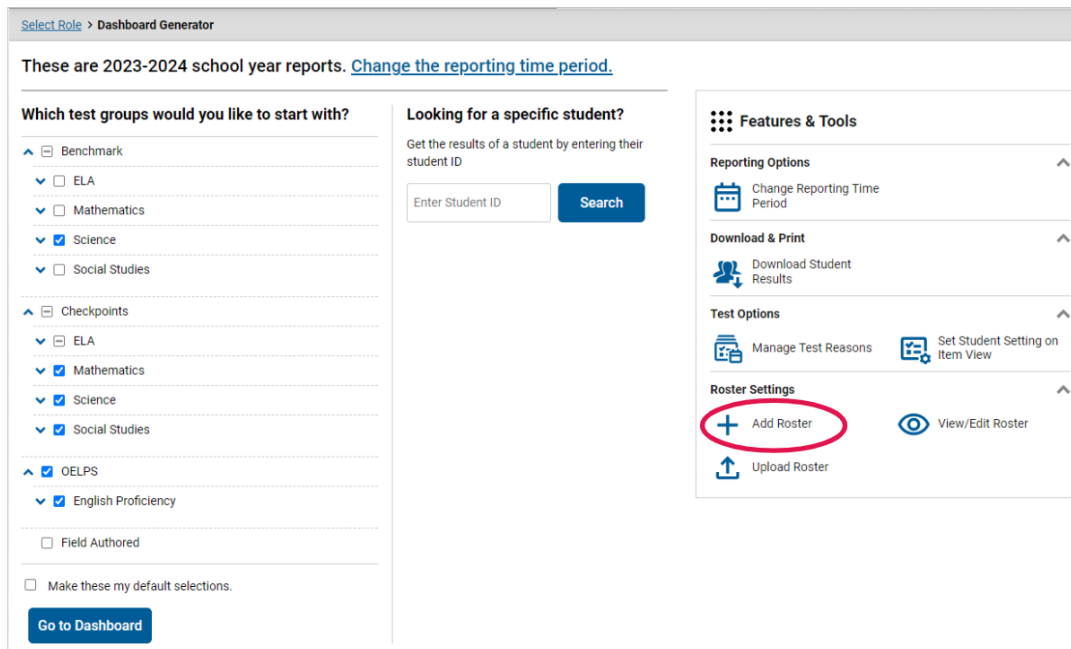
The screenshot shows the 'Performance by Student' view. The 'Breakdown by' dropdown is open, displaying a list of attributes to select up to three options. The attributes are: English Learner (EL), Enrolled Grade, Ethnicity, Gender, Gifted and Talented, IEP, Primary Disability, and Student's Migrant Status. There is also an option to 'Include unspecified values'. The 'Apply' button is highlighted in blue.

Create a Roster in the CRS

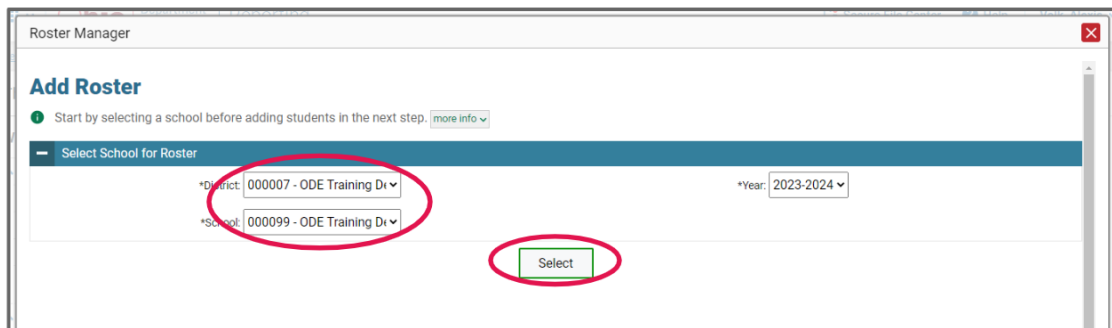
1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System



3. Click "Add Roster"



4. Choose District and School, and hit Select.



5. Choose the “Student Search” tab, and select the enrolled grade from the drop down. Name the roster (i.e. 1st period math) and choose your name from the drop down. Click Search.

Add Roster

School Details
You are adding the roster to the School listed below. To add a roster to a different School, click [Change School](#).
District: 000007 - ODE Training Demo District
School: 000099 - ODE Training Demo School-A

Find and Select Students
Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

Student Search Quick Roster

SSID:

Student's Last Name: Student's First Name:

Enrolled Grade:
None selected

+ Additional Fields
Search by groups of students.

Roster Details
*Roster Name:
*Teacher Name: -- Select --

Selected Students (0)
Show more information Filter students
X REMOVE ALL STUDENT NAME ENROLLED GRADE REPORTING ID DAT
Use Student Search or Quick Roster to add students.

Search

6. Name the roster (i.e. 1st period math) and choose your name from the drop down. Keep “Current and Past Students” selected if you are making a roster for this year’s students. Select “Current Students” if you are making a roster for last year.

7. Add the students to the roster by clicking the + sign. Be sure to hit save when you are done.

Add Roster

Search Results
Enrolled Grade: Kindergarten, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, Adult High School, Proficiency Only
A roster works best with about 30 students, although you can have up to 500 active students on each roster.

[Change Search](#)

Available Students (389)
Show more information Filter students
STUDENT NAME ENROLLED GRADE REPORTING ID DATE ADD ALL +
Demo, Demo 03 DEMO00003 +
Demo, Demo 03 DEMO00005 +
LN, FN 03 DEMO08008 +
LN, FN 03 DEMO08009 +
LN, FN 03 DEMO08010 +
LN, FN 03 DEMO08011 +

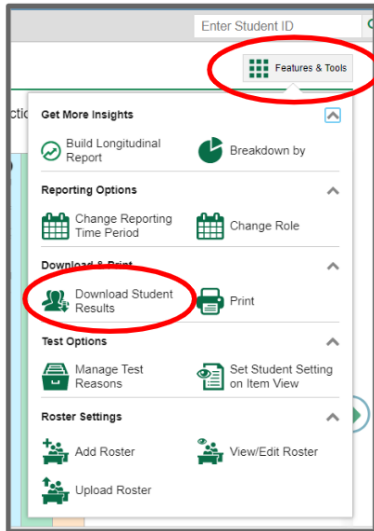
Roster Details
*Roster Name: Sample
*Teacher Name: Volk, Alexis

Selected Students (3)
Show more information Filter students
X REMOVE ALL STUDENT NAME ENROLLED GRADE REPORTING ID DAT
X Demo, demo 03 DEMO08118
X Demo, Demo 03 DEMO00004
X LN, FN 03 DEMO08007

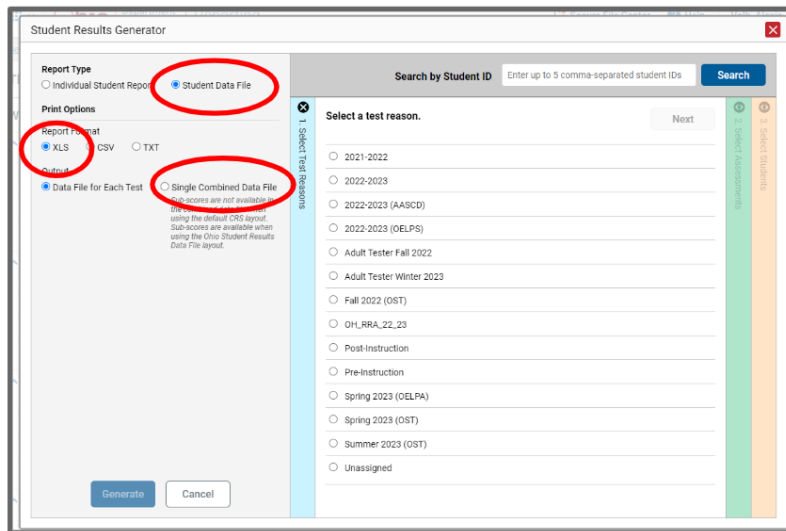
Save Cancel

Download Results to a Spreadsheet

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System
3. When you are on the Dashboard, click “Download Student Results” in the Features & Tools



4. In the window that pops up, have the following checked: “Student Data”, “XLS”, and “ Single-Combined Data File”



5. In #1, Choose the test reason (i.e. Fall 2022 OST)
6. In #2, choose the assessment (i.e ELA Grade 3)
7. In #3, click the arrow next to the school you want to see the rosters for. This will drop down all rosters created for that building. Choose the rosters from that list that correspond to the kids you want to see data for.

8. Click Generate in the bottom left of the window

The screenshot shows the 'Student Results Generator' window. On the left, there are settings for 'Report Type' (Individual Student Report or Student Data File), 'Print Options' (Report Format: XLS, CSV, or TXT; Output: Data File for Each Test or Single Combined Data File), and 'Language' (English). On the right, there are three vertical bars labeled '1. Select Test Reasons', '2. Select Assessments', and '3. Select Students'. At the bottom left, the 'Generate' button is circled in red, next to a 'Cancel' button.

8. The spreadsheet will not pop up right away, rather it will go to your Secure File Center. This is at the top of the window.

The screenshot shows the Ohio Department of Education Reporting dashboard. The top navigation bar includes the Ohio Department of Education logo, 'Reporting', and a 'Secure File Center' link circled in red. Below the navigation bar, there is a 'Select Role > Dashboard Generator' section. The main content area displays 'These are 2022-2023 school year reports. [Change the reporting time period.](#)'

9. Once you click on your inbox. The data sheets you created will be listed. After you open the Excel File, you can sort the data to align with what you are looking for (i.e. gifted, scale score, etc.).

The Excel file is quite lengthy. Here are some helpful columns:

- Column BR is the overall score
- Column BS is the performance level
- Columns CU through CY give the raw score for each reporting category.
- Columns CZ through DB give the rubric score for the writing passage on day 1
- Columns DC through DE give the rubric score for the writing passage on day 2

10. If you are looking at the condition codes for any student that scores a 0 on the writing, here is the key:

BR = Blank Response

ND = Not Enough Data

NO = Not Enough Original Text

RT = Repetitive Text

FR = Foreign Language Response

UR = Unreadable Response

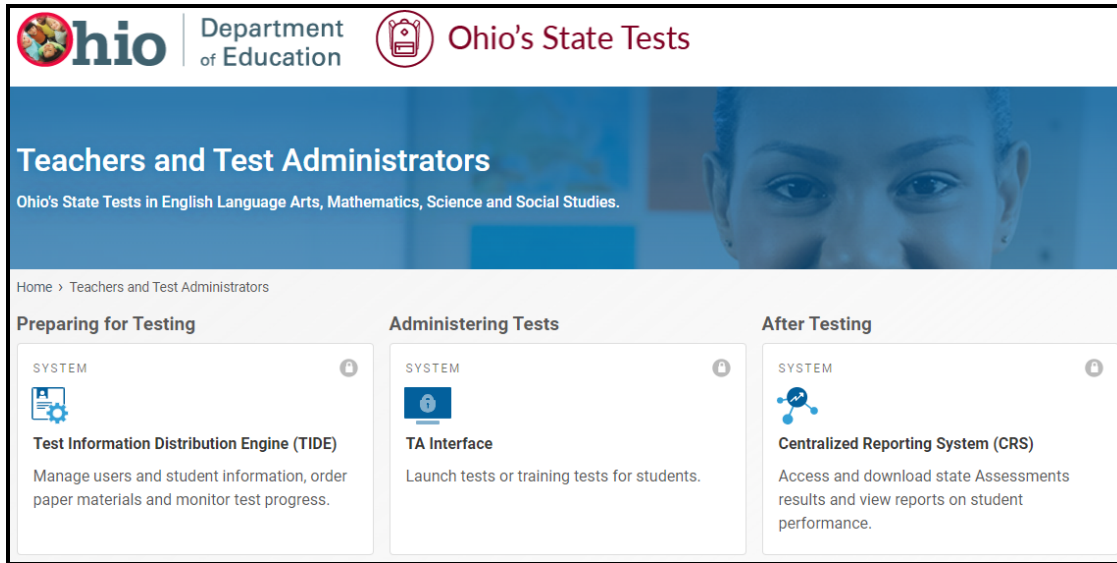
TR = Off Topic Response

Blank Cell = Blank Response

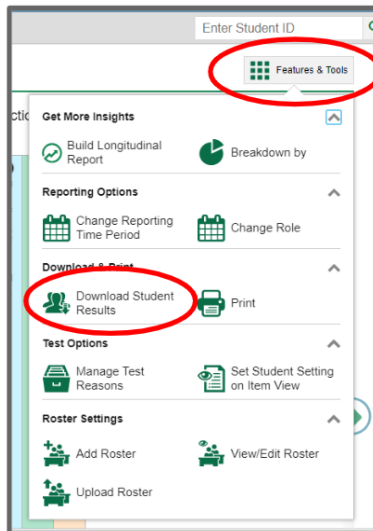
Individual Detailed Student Report

These directions will walk you through how to print a student report with a breakdown of exactly how the student did on each question.

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System



3. When you are on the Dashboard, click "Download Student Results" in the Features & Tools



4. In the window that pops up, have the following checked: “Individual Student Report File”, ”Multiple PDFs in a ZIP file”, and “ Detailed”

The screenshot shows the 'Student Results Generator' window. On the left, under 'Report Type', 'Individual Student Report' is selected. Under 'Print Options', 'Multiple PDFs in a ZIP file' and 'Detailed' are selected. The main area is titled 'Select a test reason.' and lists various test reasons. 'Spring 2022 (OST)' is selected. A 'Next' button is visible. On the right, a vertical sidebar shows the progress: '1. Select Test Reasons' (active), '2. Select Assessments', and '3. Select Students'.

5. In #1, Choose the test reason (i.e. Fall 2022 OST)
6. In #2, choose the assessment subject, then check the grade (i.e ELA Grade 3). NOTE: you can download a report in a different language.

The screenshot shows the 'Student Results Generator' window at the 'Select the assessments.' step. On the left, 'Individual Student Report' is selected. Under 'Print Options', 'Multiple PDFs in a ZIP file' is selected. Under 'PDF Type', 'Detailed' is selected. A red circle highlights the 'Language' dropdown menu, which is set to 'English'. The main area lists assessment subjects: 'ELA' (selected) and 'Mathematics'. Under 'ELA', 'Grade 3' and 'Grade 3 English Language Arts' are checked. Other grades (4, 5, 6, 7, 8, 10) and 'English Language Arts I' and 'II' are listed but not checked. A vertical sidebar on the left shows the progress: '1. Select Test Reasons', '2. Select Assessments' (active), and '3. Select Students'.

7. In #3, click the black triangle next to the rosters the student is in. This will drop down all students in the roster. Select the kid/kids you want a report for.

8. Click Generate in the bottom left of the window

Student Results Generator

Report Type
☐ Individual Student Report ☒ Student Data

Print Options
Report Format
☒ XLS ☐ CSV ☐ TXT
Output
☐ Data File for Each Test ☒ Single Combined Data File
Language
English

Sub-scores are not available in the combined data file when using the default CRS layout. Sub-scores are available when using the Ohio Student Results Data File layout.

Generate Cancel

Select the students.

☒ All Students

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ [Redacted]

☒ (Students Not In Any Roster)

9. The spreadsheet will not pop up right away, rather it will go to your Secure File Center. This is at the top of the window.

Ohio Department of Education Reporting

Secure File Center Help Volk, Alexis

Select Role > Dashboard Generator

These are 2022-2023 school year reports. [Change the reporting time period.](#)

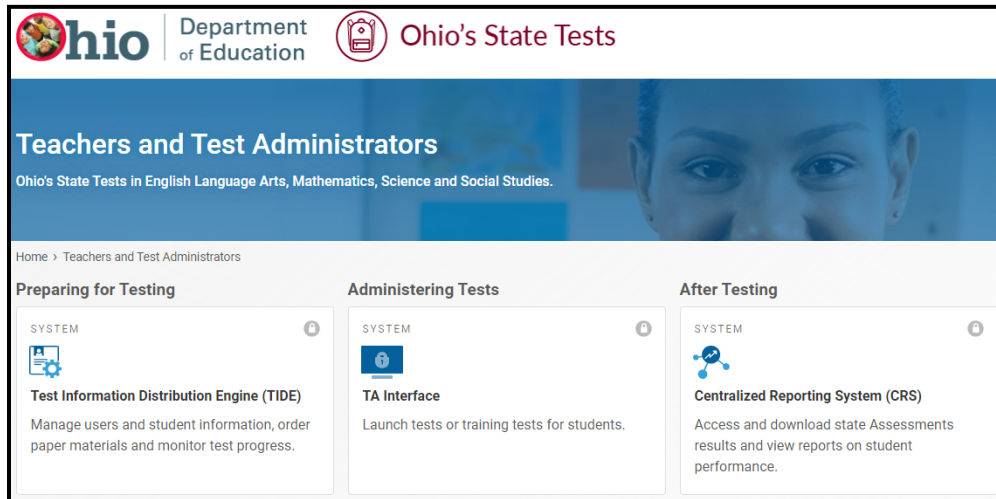
10. When you open the file in your Inbox, it will be a zipped folder. You will need to click “Extract All” to open the files. Each student report will be about 4 pages. There will be a breakdown of if the student got each question right or wrong; this data is broken down by reporting category.

Longitudinal Report: Student

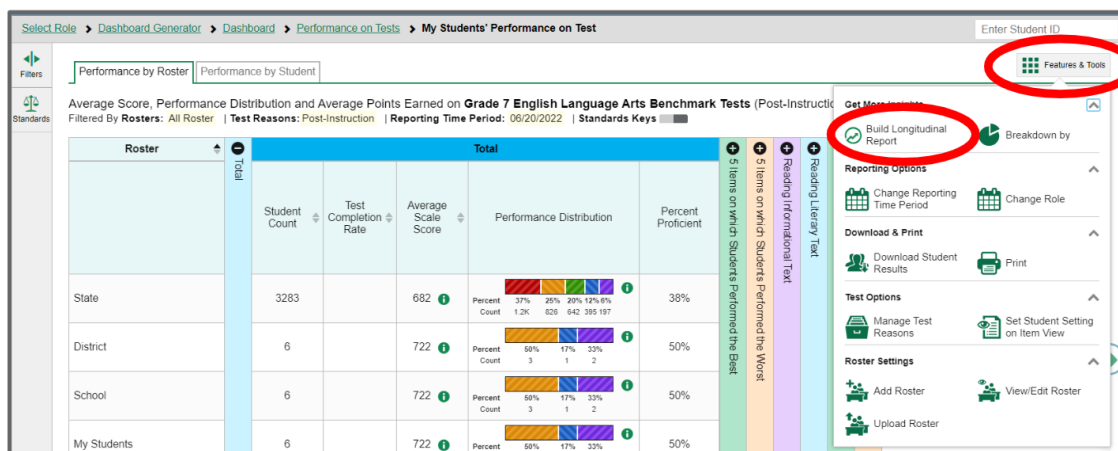
These directions will walk you through how to view the performance history of an individual student.

Note: This report is not available for 3rd grade Math or EOCs

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System



3. When you are on the Dashboard Generator, select the assessment you want the longitudinal report for. Click the green “Go to Dashboard” button at the bottom.
4. Click on the Card that represents the assessment you want the report for.
5. Choose the Assessment you want to see the report for
6. In the “Performance by Roster” view, find the student you want the report for by choosing the correct roster, then picking the name from the list. In the “Performance by Student” view, choose the student from the list (which is in alphabetical order by Last Name). In the top right corner, click Features & Tools. Then select “Build Longitudinal Report”

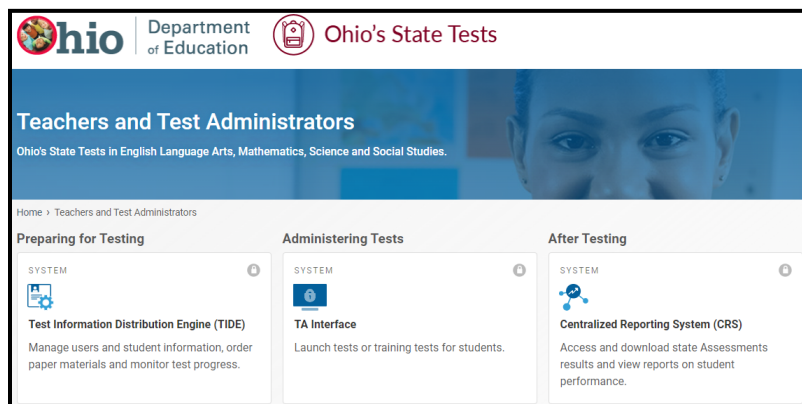


Longitudinal Report: Cohort

These directions will walk you through how to view the performance history of a cohort of students.

Note: This report is not available for 3rd grade Math or EOCs

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System

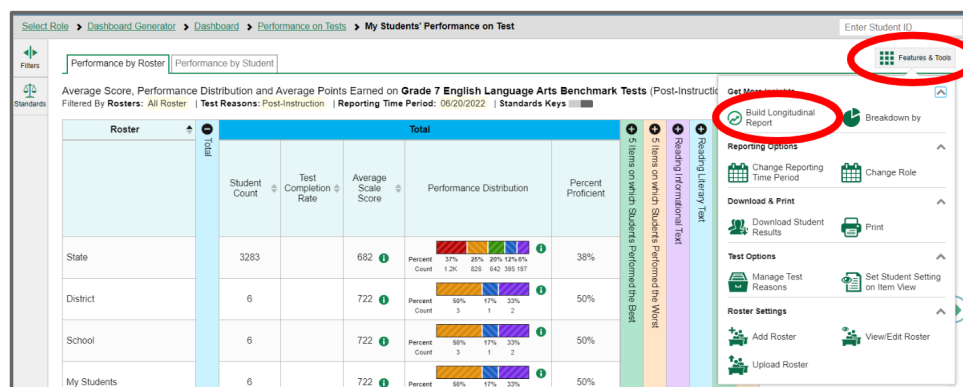


3. When you are on the Dashboard Generator, select the assessment you want the longitudinal report for. Click the green “Go to Dashboard” button at the bottom.
4. Click on the Card that represents the assessment you want the report for.
5. Choose the Assessment you want to see the report for

Filtered By: Rosters: All Roster | Test Reasons: All Test Reasons | Reporting Time Period: 05/30/2022

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Algebra I	Ohio's State Tests	10	Spring 2022 (OST)	145	765	Percent: 8% 26% 58% Count: 8 38 99	05/06/2022
Grade 8 Mathematics	Ohio's State Tests	8	Spring 2022 (OST)	311	718	Percent: 8% 5% 47% 34% 7% Count: 25 14 145 108 21	05/04/2022
Grade 7 Mathematics	Ohio's State Tests	7	Spring 2022 (OST)	268	732	Percent: 7% 6% 22% 44% 22% Count: 19 15 58 117 50	05/03/2022

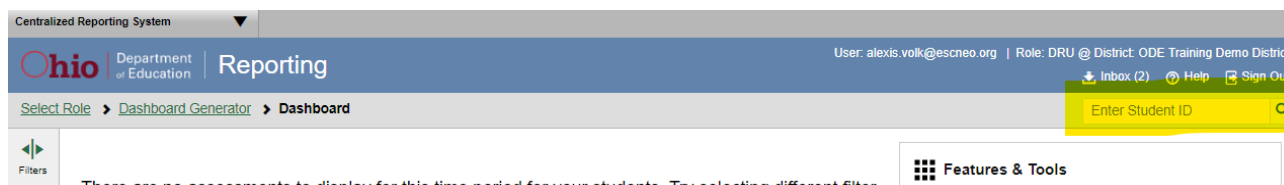
6. In the top right corner, click Features & Tools. Then select “Build Longitudinal Report”



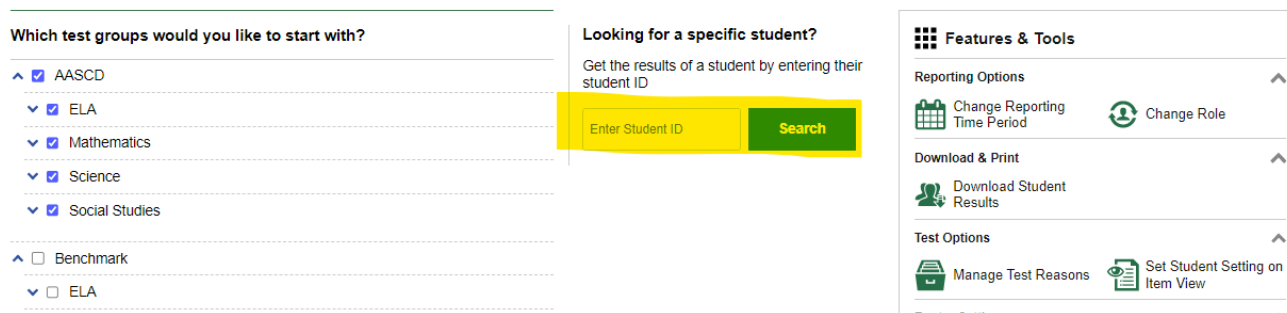
Student Portfolio Report

These directions will walk you through how to print a student report with a breakdown of exactly how the student did on each question.

1. Go to the Centralized Reporting System
2. If you **know the Student ID** number, enter it in the top right corner.



Or find it here on the “Dashboard Generator”



3. If you **don't know the Student ID** number, here is how to find it from the Dashboard Generator:
 - a. Select an assessment the student has taken. Click the green “Go to Dashboard” button at the bottom.
 - b. Click on the Card that represents an assessment the student took.
 - c. Choose the Assessment Name.

Filtered By: **Rosters:** All Roster | **Test Reasons:** All Test Reasons | **Reporting Time Period:** 05/30/2022

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Algebra I	Ohio's State Tests	10	Spring 2022 (OST)	145	765	 Percent: 6% 26% 68% Count: 8 38 99	05/06/2022
Grade 8 Mathematics	Ohio's State Tests	8	Spring 2022 (OST)	311	718	 Percent: 6% 5% 47% 24% 7% Count: 25 14 149 105 21	05/04/2022
Grade 7 Mathematics	Ohio's State Tests	7	Spring 2022 (OST)	268	732	 Percent: 7% 6% 22% 44% 22% Count: 19 15 68 117 59	05/03/2022

- d. In the “Performance by Roster” view, find the student you want the report for by choosing the correct roster, then picking the name from the list. In the “Performance by Student” view, choose the student from the list (which is in alphabetical order by Last Name).
- e. Copy the Student ID number and paste it into the top right corner.

- The Student Portfolio will generate. YOu can toggle open the arrows to see the comparison of the student to the school, district, and state.

Centralized Reporting System

Ohio Department of Education

Reporting

User: mandy.geschke@deschool.org | Role: TE @ School: ODE Training Demo School-A

Inbox (1)

My Settings

Help

Sign Out

Dashboard

Performance on Tests

Student Portfolio

Enter Student ID

Filters

Test Groups

School Year

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken		
Grade 7 English Language Arts Benchmark Tests	Benchmark	7	Post-Instruction	1	696	Basic	05/03/2022		
Grade 7 English Language Arts Benchmark Tests	Benchmark	7	Pre-Instruction	1	646	Limited	04/13/2022		
Grade 7 Mathematics Benchmark Test	Benchmark	7	Pre-Instruction	1	741	Accelerated	04/13/2022		
State	Grade 7 Mathematics Benchmark Test	Benchmark	7	Pre-Instruction	8288	686	50% 4.2K 17% 1.4K 18% 1.5K 11% 888 4% 367 Percent Count		—
District	Grade 7 Mathematics Benchmark Test	Benchmark	7	Pre-Instruction	6	719	33% 2 50% 3 17% 1 Percent Count		—
School	Grade 7 Mathematics Benchmark Test	Benchmark	7	Pre-Instruction	6	719	33% 2 50% 3 17% 1 Percent Count		—
My Students	Grade 7 Mathematics Benchmark Test	Benchmark	7	Pre-Instruction	6	719	33% 2 50% 3 17% 1 Percent Count		—
Grade 7 English Language Arts Writing Checkpoint	Checkpoints	7	2021-2022	1	9/22	n/a	04/12/2022		

Rows per page: 104 Items

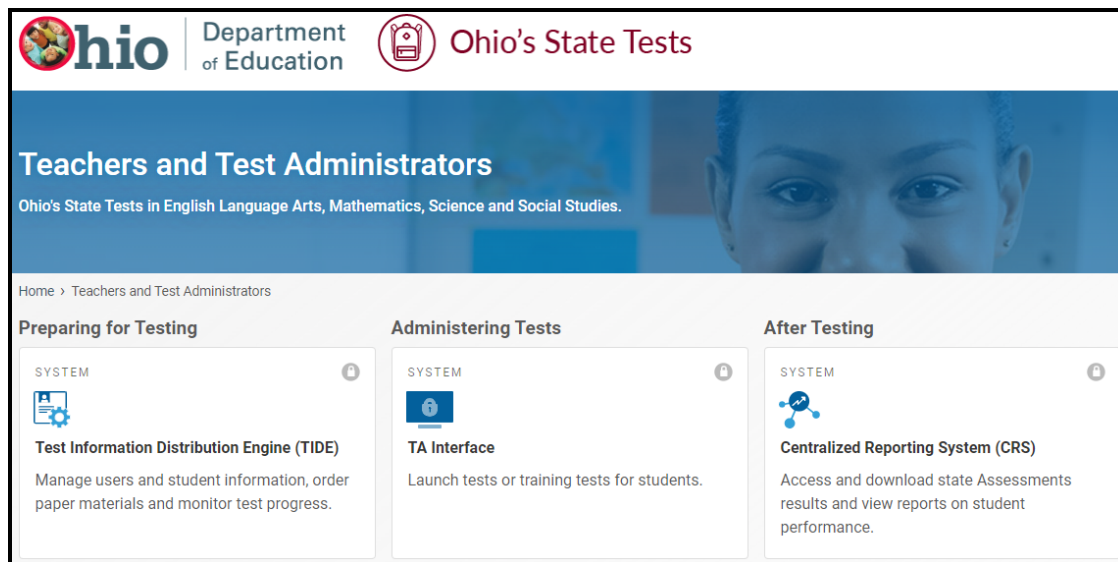
1 of 1

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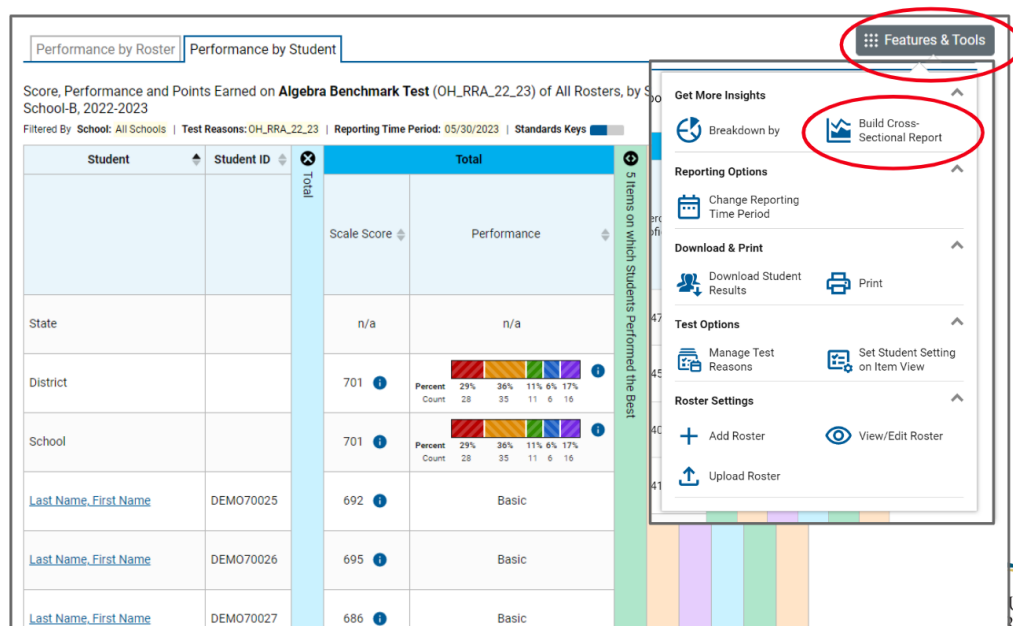
Build a Cross-Sectional Report

These directions will walk you through how to build a report to compare the impact of instruction on up to 3 test administrations. This report is only available for users with building or district level access.

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Centralized Reporting System



3. Go to the test you would like to build the report for (i.e. 3rd grade ELA).
4. Make sure you are in the "Performance by Roster" or "Performance by Student" view. Click on Features & Tools and select "Build Cross-Sectional Report"



5. Choose up to 3 administrations that you would like to compare, then click Generate Report

Assessment Types, Helpful Tips, & Discussion Protocol

Readiness Assessment Types:

What do all Readiness Assessments have in common:

- Assigned in the TA Interface
- Taken in the Student Site (Students needs Testing Tickets with SSID numbers)
- Can be paused for up to 7 days
- All questions are released items
- All assessments are graded by the computer - yes, even essays!
- Can be taken twice

Types of Readiness Assessments:

Benchmark Assessment

- Assigned in the TA Interface
- Full length OST that can be given 2 times a year
- All questions on the assessment are released test questions

Checkpoint Assessment

- Assigned in the TA Interface
- 6 to 10 questions that can be assigned by reporting category
- Each reporting category has 2 different checkpoint assessments
- Each checkpoint can be given twice
- All questions on the assessments are released test questions

Author Your Own Assessment

- These are created by a teacher - see page 26 for directions

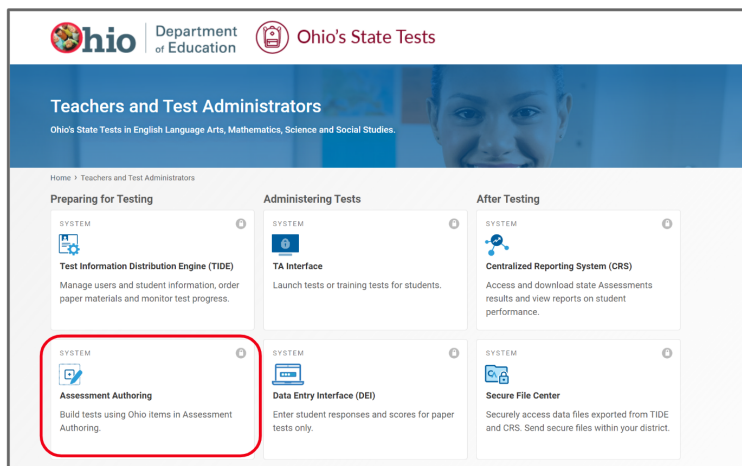
Discussion Protocol:

- Use [this one](#) after a Benchmark Assessment
- Use [this one](#) after a Checkpoint Assessment
- Use [this one](#) for OST Data - Leader Version
- Use [this one](#) for OST Data - Teacher Version

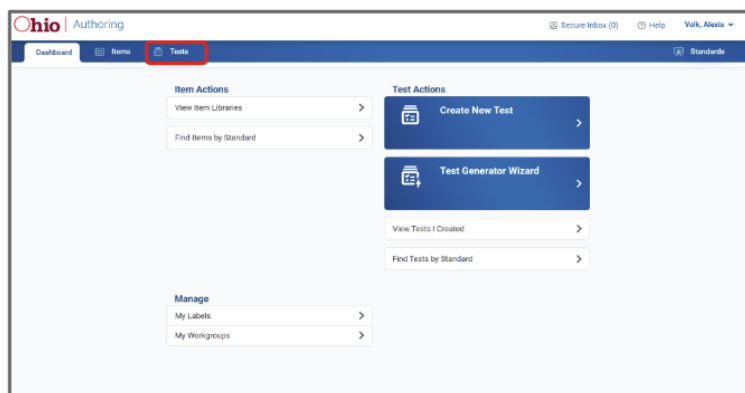
Viewing Readiness Assessment Questions Prior to Assigning

Step 1: Go to the State Testing Site: <https://oh-ost.portal.cambiumast.com/teachers.html>

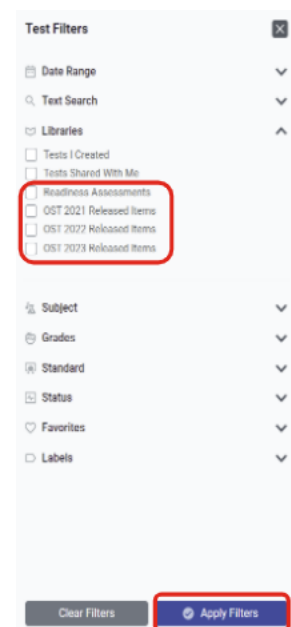
Step 2: Click on Assessment Authoring



Step 3: Click on “Tests”



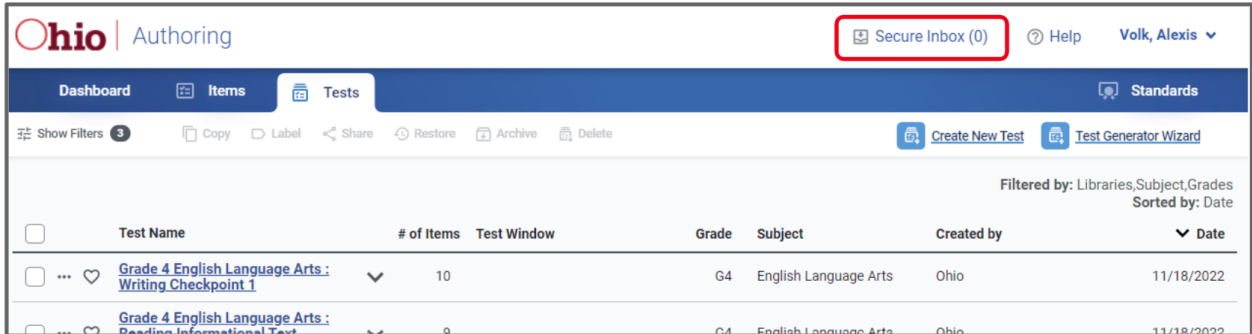
Step 4: When the filters open, drop down the “Libraries” tab and choose “Readiness Assessments” If you want to view released items by year, you can also check these options. Drop down the “Subject” and “Grade” tabs and choose the options you want.



Step 6: All of the Benchmark and Checkpoint Assessments for your selection will populate. Click on the 3 dots next to the assessment for Test Actions. From here, you can select to preview the assessment. You can also select “Build Booklet” to generate a PDF of the assessment to print. This will go to your Secure File Center.

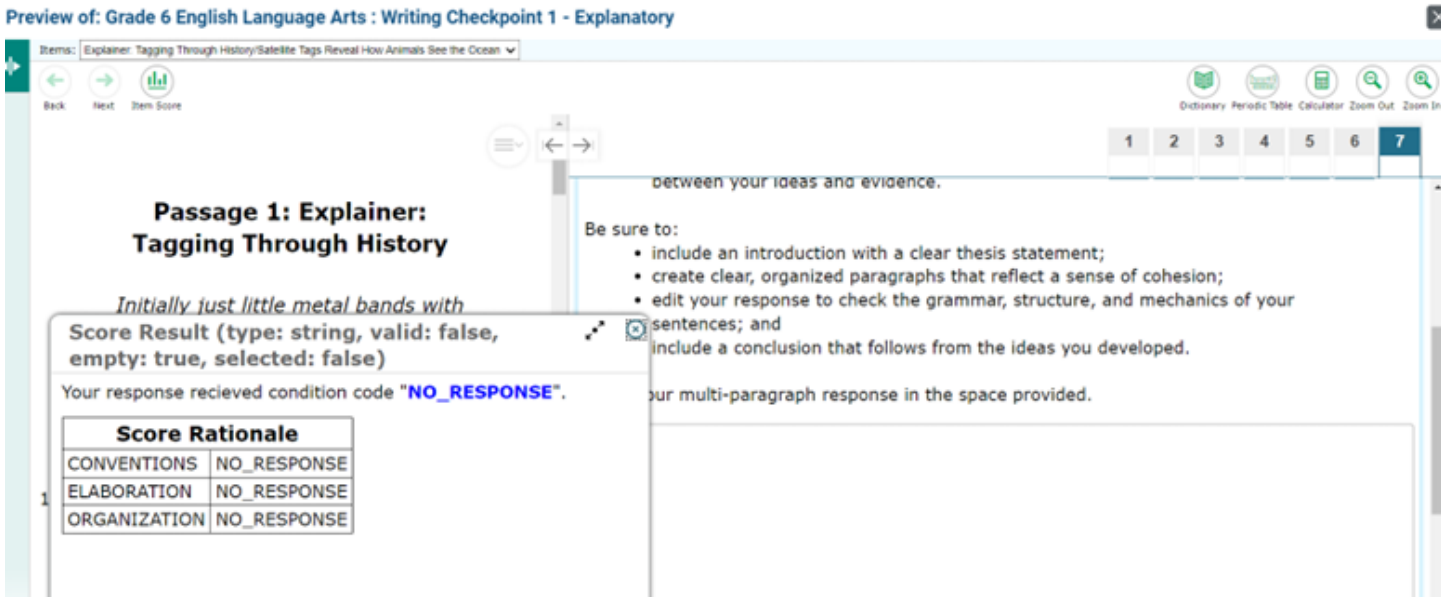


The Secure Inbox is located at the top of this screen



Cool Feature for Essays:

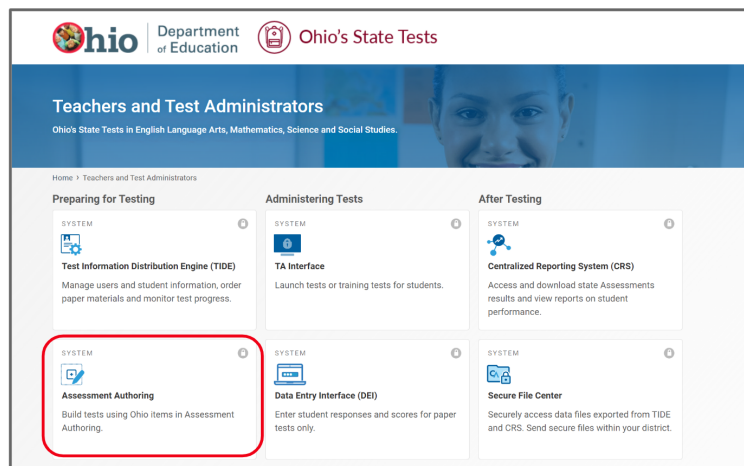
When you preview the assessment as outlined in Step 6 above you can see how the computer grades the essay. When you are on the writing passage, you can type a sample essay, then hit “Item Score” and it will give you a writing score. Then if you type more and/or change it, it will update your score.



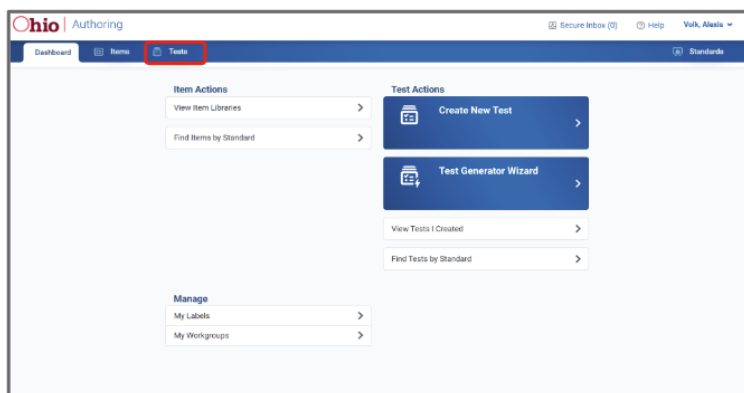
Editing a Readiness Assessment

Step 1: Go to the State Testing Site: <https://oh-ost.portal.cambiumast.com/teachers.html>

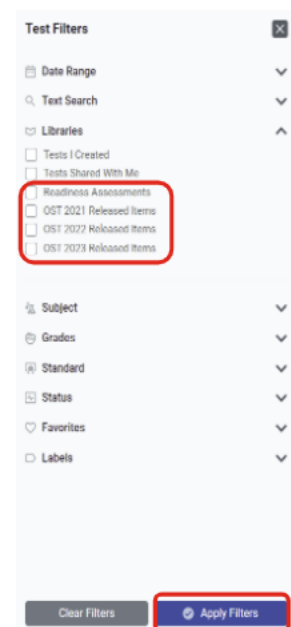
Step 2: Click on Assessment Authoring



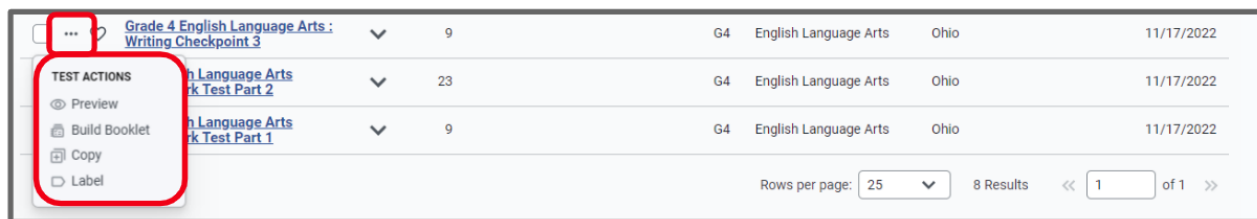
Step 3: Click on “Tests”



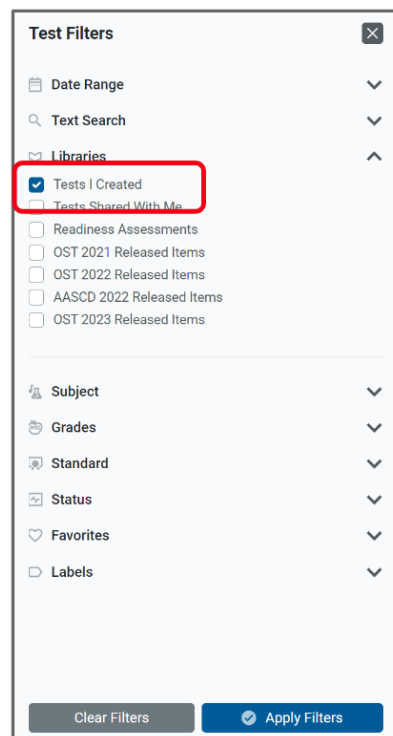
Step 4: When the filters open, drop down the “Libraries” tab and choose “Readiness Assessments” If you want to view released items by year, you can also check these options. Drop down the “Subject” and “Grade” tabs and choose the options you want.



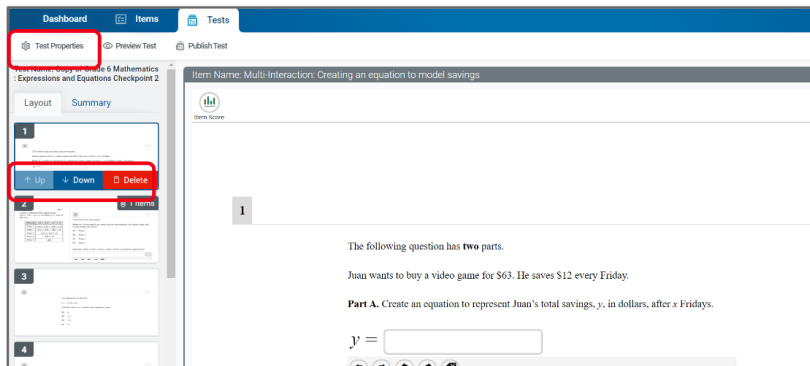
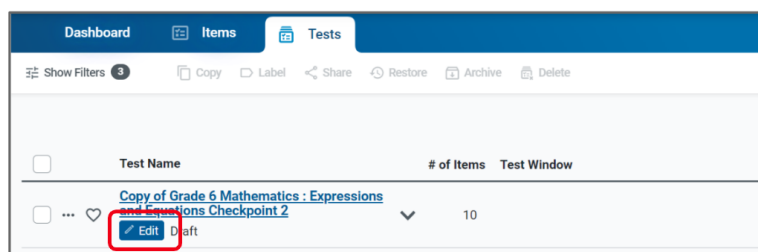
Step 6: All of the Benchmark and Checkpoint Assessments for your selection will populate. Click on the 3 dots next to the assessment for Test Actions. From here, select “Copy”.



Step 7: Once you create a copy, the assessment becomes yours (similar google). To find the assessment once you have made a copy, go to “Show Filters” in the top left and check “Tests I Created” under Libraries



Step 8: Click “Edit” to rearrange or delete questions. You will also rename the assessment under “Test Properties”



NOTES ON PAUSING THE TEST: If you want the assessment to be able to be paused and resumed on another day, you MUST choose this in the Test Properties. Once you choose test properties, scroll down to Test Tools, click on TDS Student View, and choose “Ohio’s Readiness Assessment”

Test Properties

☒ Use Grades From Items

☐ Grade 3 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6 ☐ Grade 7
☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Keywords

Security

☐ Hide Items in Reports

Test Tools

Test Tools TDS Student View

Selected TDS Student View

Ohio's Readiness Assessment

Close

Step 9: You can preview the test from this window. Once the test is ready to go, click “Publish Test”

Dashboard Items **Tests**

Show Filters Test Properties Preview Test Publish Test

Test Name: Test 1610090

Layout Summary

1 2 3

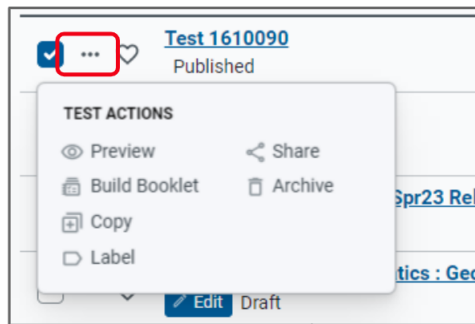
Up Down Delete

+ Add New Item

Add from Library

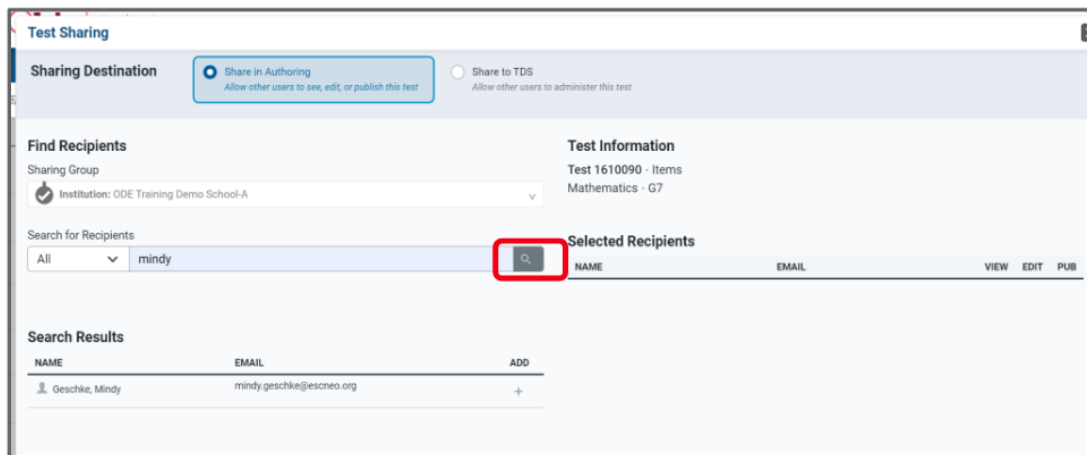
Name	Features	Item Type	Grade	Subject
+ Add Distance on Number Line	1	Grid	G7	Mathematics
+ Add Expressions For Negative Seven	1	Multiple Choice/Select	G7	Mathematics
+ Add Selecting an Equivalent Decimal Expression	1	Multiple Choice/Select	G7	Mathematics
+ Add Stretching Spring	1	Multiple Choice/Select	G7	Mathematics
+ Add Submarine Descent	1	Equation Response	G7	Mathematics

Step 10: The new published test will be at the top of the list. From here, you can share the assessment with colleagues. You can also build a booklet, this is either a paper pencil version of the assessment, but it also includes an answer key with rubric.

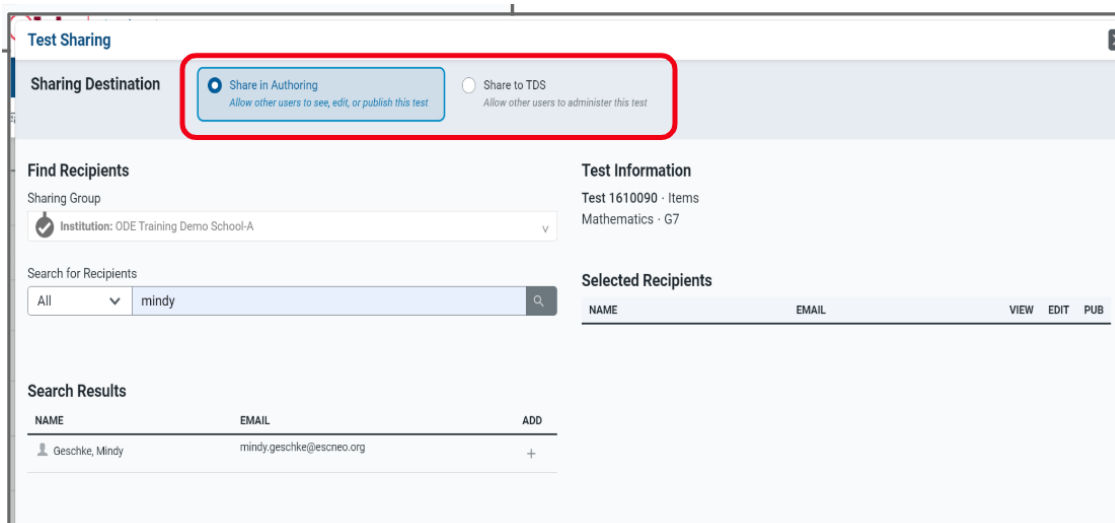


NOTES ON SHARING AN ASSESSMENT:

When you type the teacher name in, you need to hit the magnifying glass to actually search for the teacher. Clicking the “Enter” button will not search.



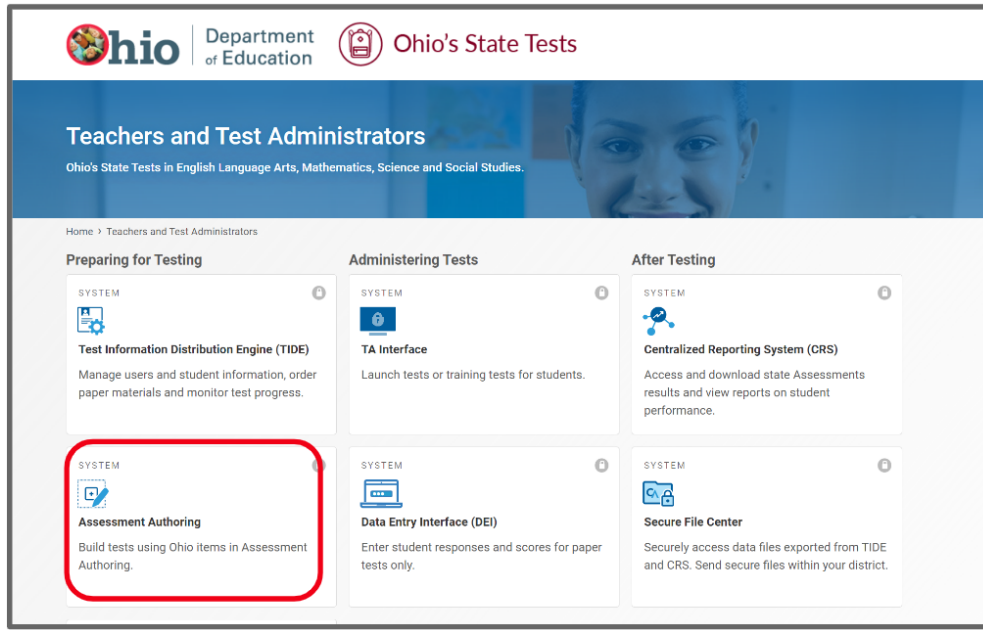
Assessment Sharing Destinations: “Share in Authoring” allows the colleague to view the assessment ahead of time and/or print a booklet. “Share in TDS” allows the colleague to assign the assessment in the TA interface. It is often helpful to share in both destinations.



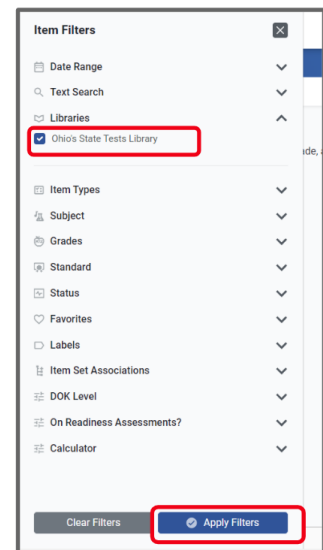
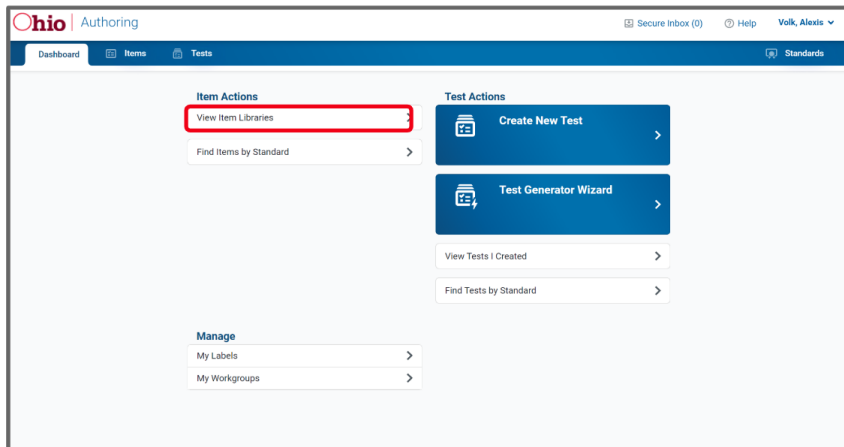
Assigning a Released Questions Assessment

NOTE: to administer a Readiness Assessment, your students need their SSID numbers. Be sure to collect them at the end of the test, as those ID numbers are secure

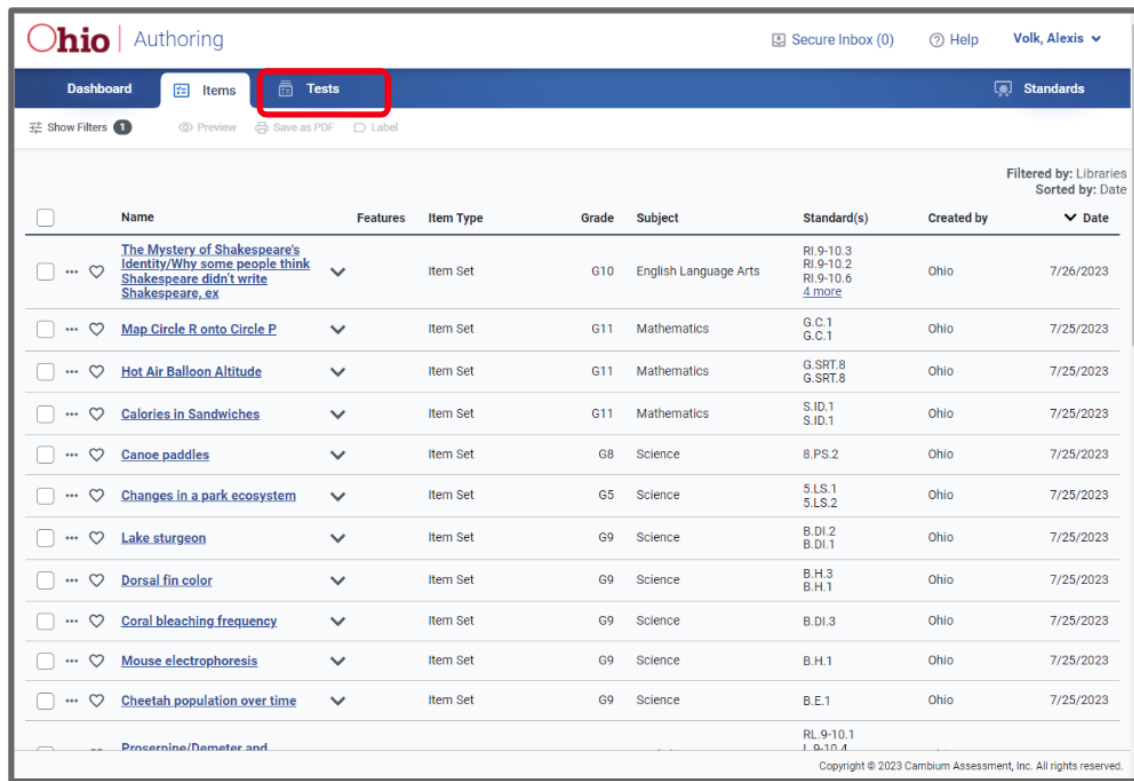
1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Assessment Authoring



3. Click on "View Item Libraries, then Select "Ohio's State Tests Library" and click "Apply Filters"



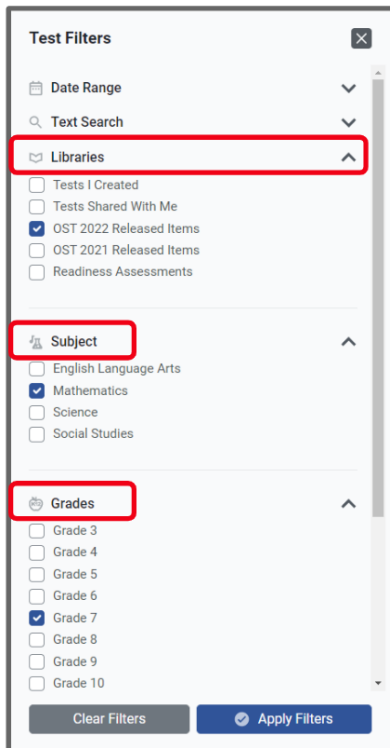
- Select the "Tests" tab.



	Name	Features	Item Type	Grade	Subject	Standard(s)	Created by	Date
☐	The Mystery of Shakespeare's Identity/Why some people think Shakespeare didn't write Shakespeare, ex	▼	Item Set	G10	English Language Arts	RI.9-10.3 RI.9-10.2 RI.9-10.6 4 more	Ohio	7/26/2023
☐	Map Circle R onto Circle P	▼	Item Set	G11	Mathematics	G.C.1 G.C.1	Ohio	7/25/2023
☐	Hot Air Balloon Altitude	▼	Item Set	G11	Mathematics	G.SRT.8 G.SRT.8	Ohio	7/25/2023
☐	Calories in Sandwiches	▼	Item Set	G11	Mathematics	S.ID.1 S.ID.1	Ohio	7/25/2023
☐	Canoe paddles	▼	Item Set	G8	Science	8.PS.2	Ohio	7/25/2023
☐	Changes in a park ecosystem	▼	Item Set	G5	Science	5.LS.1 5.LS.2	Ohio	7/25/2023
☐	Lake sturgeon	▼	Item Set	G9	Science	B.DI.2 B.DI.1	Ohio	7/25/2023
☐	Dorsal fin color	▼	Item Set	G9	Science	B.H.3 B.H.1	Ohio	7/25/2023
☐	Coral bleaching frequency	▼	Item Set	G9	Science	B.DI.3	Ohio	7/25/2023
☐	Mouse electrophoresis	▼	Item Set	G9	Science	B.H.1	Ohio	7/25/2023
☐	Cheetah population over time	▼	Item Set	G9	Science	B.E.1	Ohio	7/25/2023
☐	Procornine/Dometer and					RL.9-10.1 L.9-10.4		

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- Select the following filters: From the Libraries drop down, choose the released Items Assessment you want to assign. From the Subject and grade, choose the options that match what you want to assign.



Test Filters

☐ Date Range

☐ Text Search

Libraries

☐ Tests I Created

☐ Tests Shared With Me

☒ OST 2022 Released Items

☐ OST 2021 Released Items

☐ Readiness Assessments

Subject

☐ English Language Arts

☒ Mathematics

☐ Science

☐ Social Studies

Grades

☐ Grade 3

☐ Grade 4

☐ Grade 5

☐ Grade 6

☒ Grade 7

☐ Grade 8

☐ Grade 9

☐ Grade 10

6. The assessment(s) for that category will show on your screen. Choose the 3 dots icon, and select “Copy”

The screenshot shows a table of tests. The first two rows are highlighted. The first row is 'G7 Mathematics Spr22 Released Items Part 1' with 9 items. The second row is 'G7 Mathematics Spr22 Released Items Part 2' with 11 items. A red box highlights the three-dot menu icon for the second row. A dropdown menu is open, showing 'TEST ACTIONS' with options: 'Preview', 'Build Booklet', 'Copy' (highlighted with a red box), and 'Label'. The table has columns: Test Name, # of Items, Test Window, Grade, Subject, Created by, and Date. The table is sorted by Date. The page shows 2 Results, 1 of 1.

7. Go back to the Filters Option

The screenshot shows the top of the test list interface. The 'Show Filters' button is highlighted with a red box. The table below shows the same two rows as the previous screenshot. The table has columns: Test Name, # of Items, Test Window, Grade, Subject, Created by, and Date. The table is filtered by Libraries, Subject, Grades, Status and sorted by Date. The page shows 2 Results, 1 of 1.

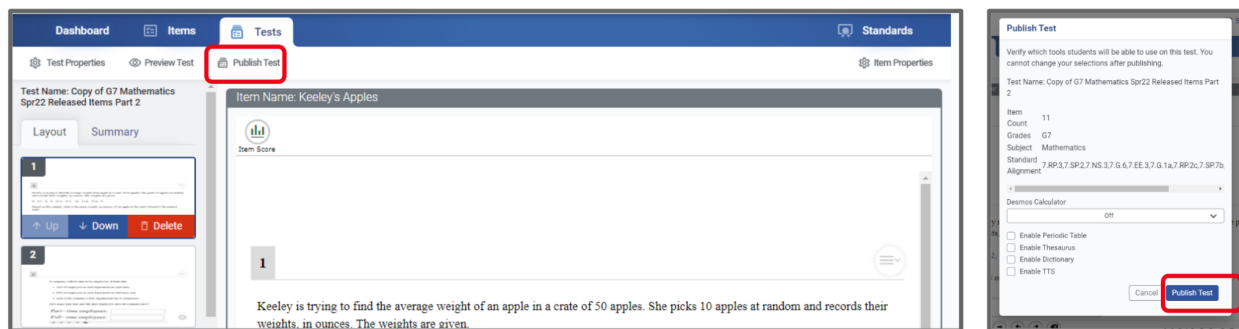
8. Unselect the Released Items, and select “Tests I Created”

The screenshot shows the 'Test Filters' dialog box. The 'Tests I Created' checkbox is selected and highlighted with a red box. Other filters include Date Range, Text Search, Libraries, Tests Shared With Me, OST 2022 Released Items, OST 2021 Released Items, and Readiness Assessments. The dialog box has a close button (X) in the top right corner.

9. Choose the “Edit” Option

The screenshot shows the test list interface after filtering. The table now shows 'Copy of G7 Mathematics Spr22 Released Items Part 1' and 'Copy of G7 Mathematics Spr22 Released Items Part 2'. The 'Edit' button for the second row is highlighted with a red box. The table has columns: Test Name, # of Items, Test Window, Grade, Subject, Created by, and Date. The table is filtered by Authors, Subject, Grades and sorted by Date. The page shows 2 Results, 1 of 1.

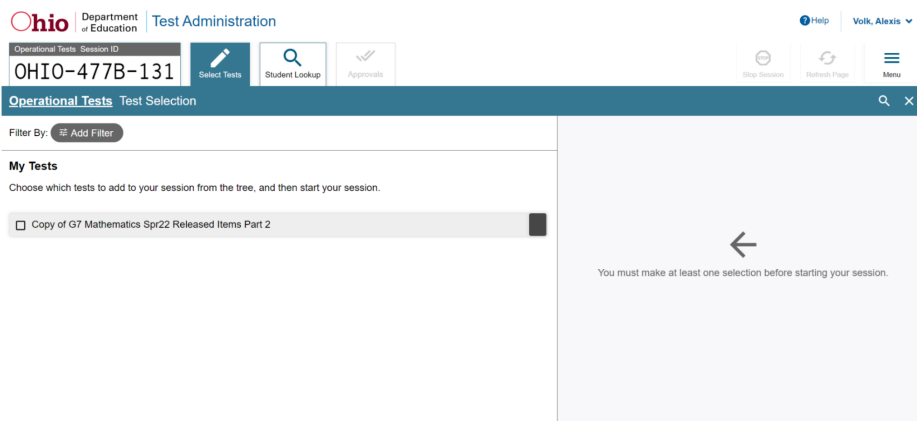
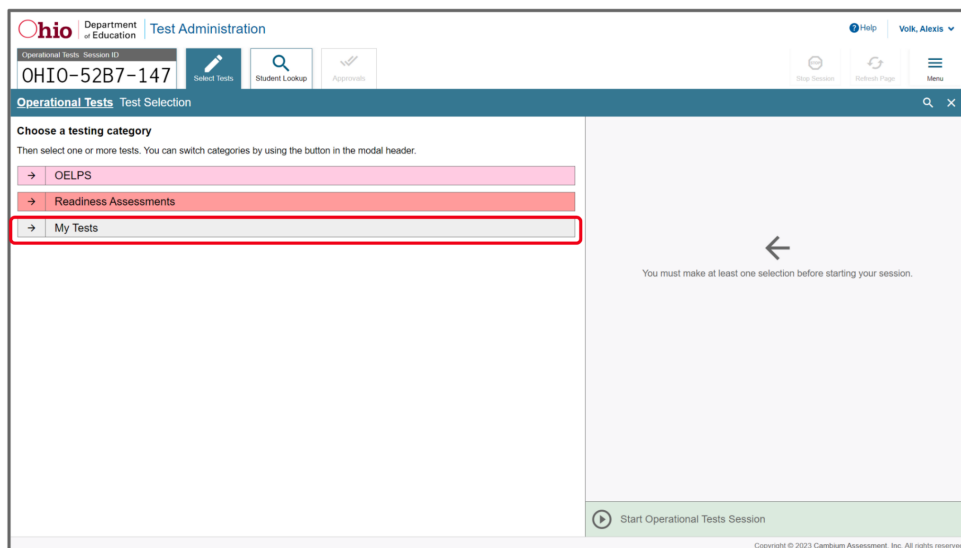
10. Click on “Publish Test”



11. You will know the test is published when it has a date under the “Test Window” column.

☐	Test Name	# of Items	Test Window	Grade	Subject	Created by	Date
☐	Copy of G7 Mathematics Spr22 Released Items Part 2	11	8/3/2023 - 7/31/2024	G7	Mathematics	Me	8/3/2023
☐	Test 1547824 Edit Draft	0				Me	8/3/2023
☐	Copy of G7 Mathematics Spr22 Released Items Part 1 Edit Draft	9		G7	Mathematics	Me	8/3/2023

12. You will need to go in the TA interface to assign the assessment after it has been published.



13. To view the student data in the CRS after, be sure to select the “Field Authored” option on the Dashboard Generator.

These are 2023-2024 school year reports. [Change the reporting time period.](#)

Which test groups would you like to start with?

- ☐ Benchmark
 - ☐ ELA
 - ☐ Mathematics
 - ☒ Science
 - ☐ Social Studies
- ☐ Checkpoints
 - ☐ ELA
 - ☒ Mathematics
 - ☒ Science
 - ☒ Social Studies
- ☒ OELPS
 - ☒ English Proficiency
- ☐ Field Authored

☐ Make these my default selections.

[Go to Dashboard](#)

Looking for a specific student?

Get the results of a student by entering their student ID

Enter Student ID [Search](#)

Features & Tools

Reporting Options

[Change Reporting Time Period](#)

Download & Print

[Download Student Results](#)

Test Options

[Manage Test Reasons](#) [Set Student Setting on Item View](#)

Roster Settings

[Add Roster](#) [View/Edit Roster](#)

[Upload Roster](#)

Filters

Test Groups

Test Reasons

Performance Distribution, By Test Group: ODE Training Demo District, 2023-2024

Filtered By **Test Reasons:** All Test Reasons | **Sorted By:** Date Last Taken

**Field Authored**

Tests Taken: 1 Date Last Taken: 08/03/2023

Data cannot be aggregated together for this group of tests

Average Score and Performance Distribution, by Assessment: ODE Training Demo District, 2023-2024

Filtered By **School:** All Schools | **Test Reasons:** All Test Reasons

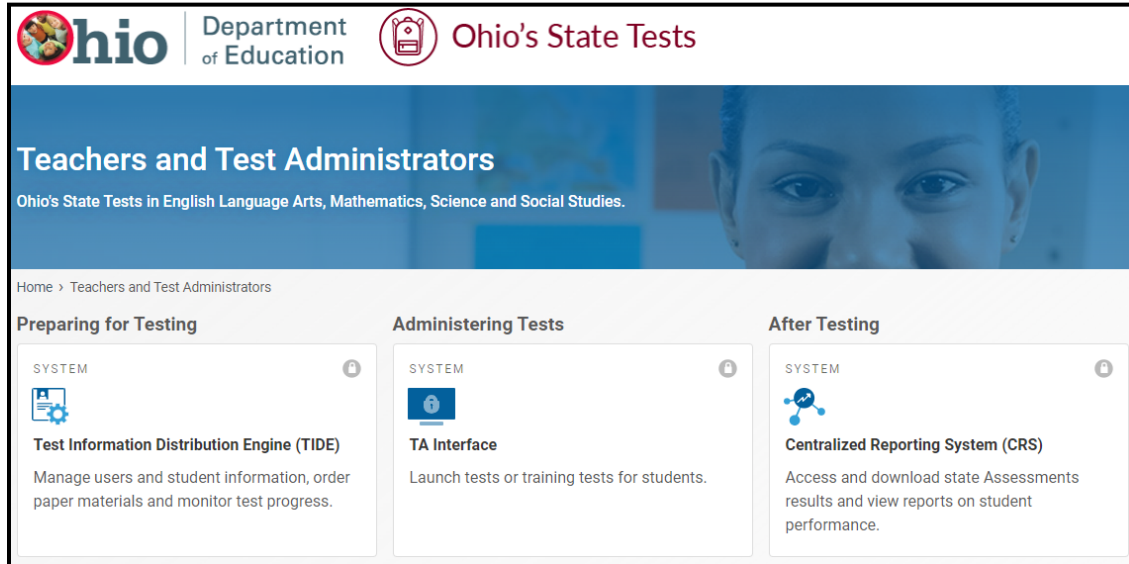
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Date Last Taken
Copy of G7 Mathematics Spr22 Released Items Part 2	Field Authored	7	2023-2024	1	50% 	08/03/2023

Rows per page: 10 1 Items: 1 of 1

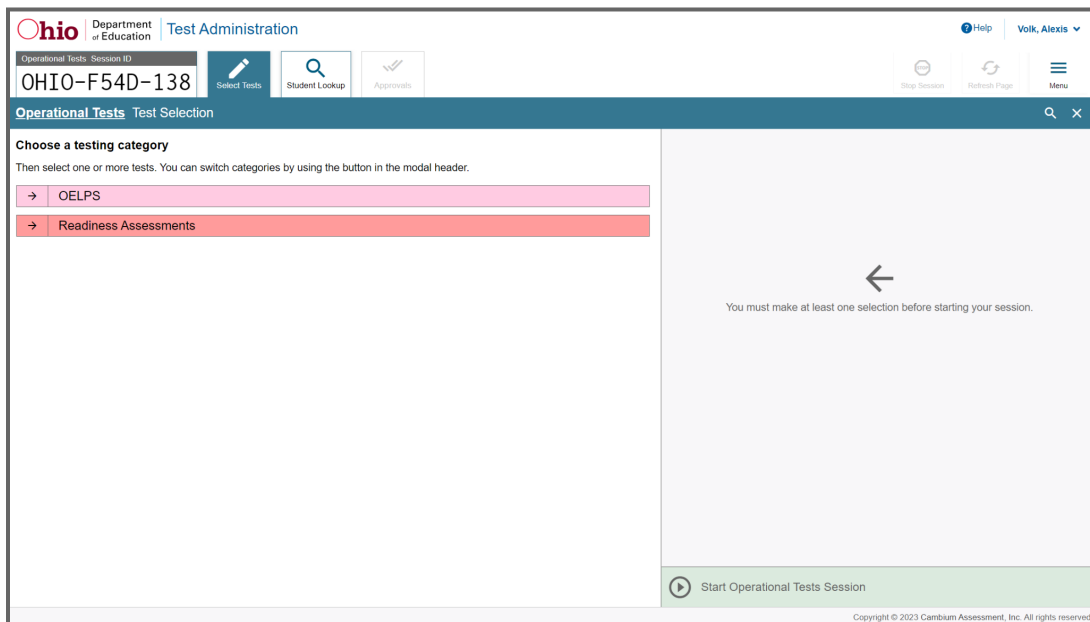
Assign Readiness Assessments

NOTE: to administer a Readiness Assessment, your students need their SSID numbers. Be sure to collect them at the end of the test, as those ID numbers are secure

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the TA Interface



3. Choose "Readiness Assessments".



4. Select the assessments from the drop down list

Operational Tests Session ID
OHIO-749C-139

Select Tests Student Lookup Approvals

Stop Session Refresh Page Menu

Operational Tests Test Selection

Filter By: Add Filter

1 Tests Selected Clear All

Choose which tests to add to your session from the tree, and then start your session.

- ☐ English Language Arts Benchmark Test
- ☒ Mathematics Benchmark Test
 - ☐ G3 Mathematics Benchmark Test
 - ☒ G4 Mathematics Benchmark Test
 - ☐ G5 Mathematics Benchmark Test
 - ☐ G6 Mathematics Benchmark Test
 - ☐ G7 Mathematics Benchmark Test
 - ☐ G8 Mathematics Benchmark Test
 - ☐ Algebra Benchmark Test
 - ☐ Geometry Benchmark Test
 - ☐ Integrated Mathematics I Benchmark Test
 - ☐ Integrated Mathematics II Benchmark Test

Readiness Assessments
G4 Mathematics Benchmark Test

Session Settings
Select Test Reason

Back

Start Operational Tests Session

5. Choose the Test Reason

2023-2024
Pre-Instruction
Post-Instruction

Back

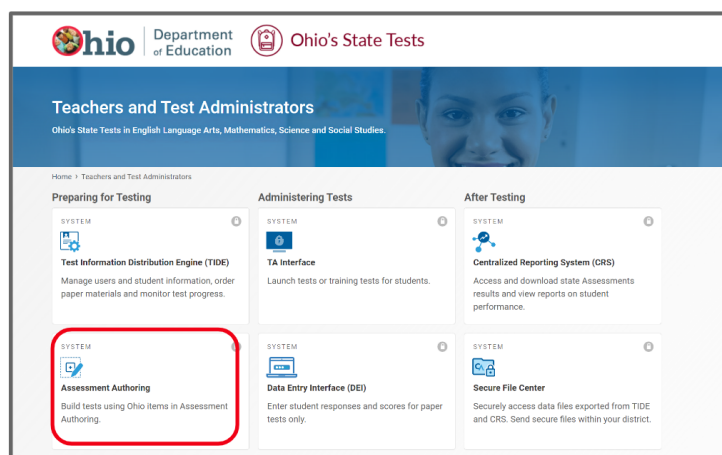
Start Operational Tests Session

6. Click Start Operational Test Session

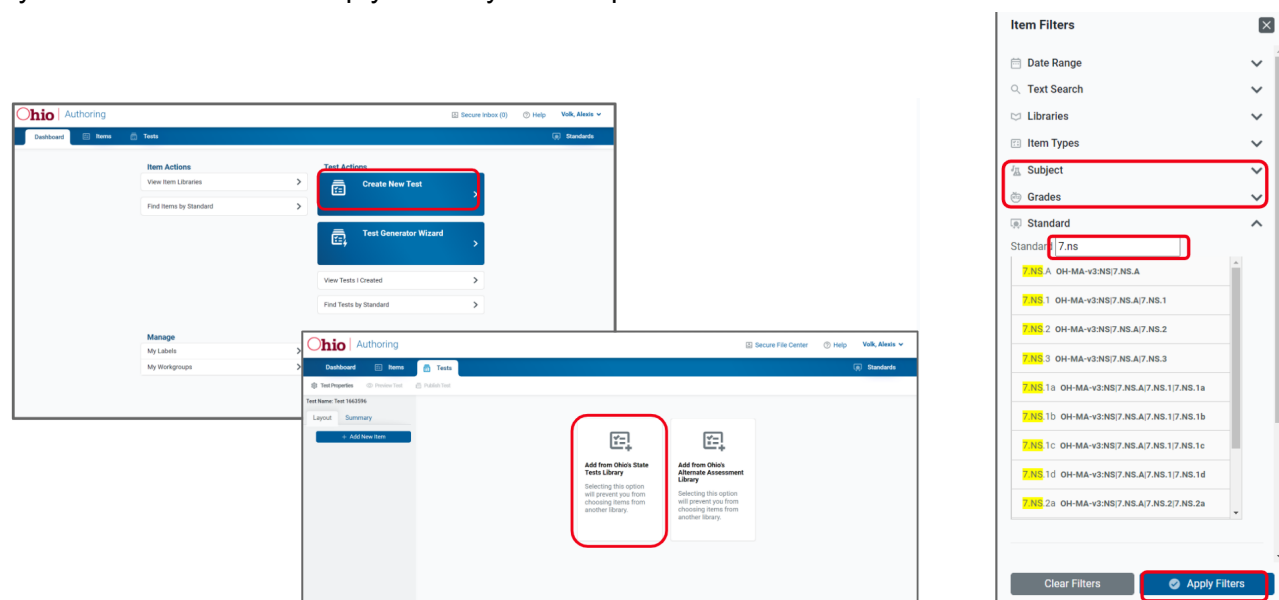
Authoring an Assessment

NOTE: to administer a Readiness Assessment, your students need their SSID numbers. Be sure to collect them at the end of the test, as those ID numbers are secure

1. Go to <https://oh-ost.portal.cambiumast.com/teachers.html>
2. Click on the Assessment Authoring



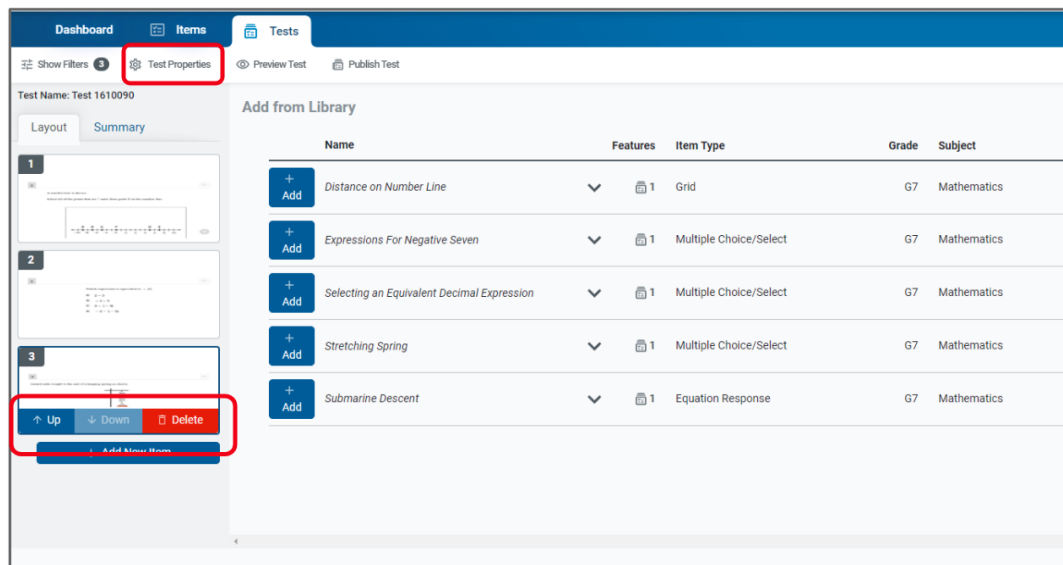
3. Click on "Create New Test" then pick the subject and grade to align with the class you are making an assessment for. Note: from here you can search by standard, or you can leave the standards portion blank and all assessment questions for that grade and subject will show up. From here, you can sort by standards. This will help you easily see all questions related to the sub-standards.



Notes about EOC's: to find standards for high school assessments, use the following grades:

- Biology - GRADE 9
- English Language Arts 2 - GRADE 10
- American History - GRADE 10
- American Government - GRADE 11
- Algebra, Geometry - GRADE 11

- Clicking on the “Add” button will allow you to preview the question. From there, choose either “Add Item to Test” or “Cancel”
- Once you have all of the questions you want to use, you can reorder them with the navigation on the left. The test properties is where you can rename the test to whatever you want it to be



- NOTES ON PAUSING THE TEST:** If you want the assessment to be able to be paused and resumed on another day, you MUST choose this in the Test Properties. Once you choose test properties, scroll down to Test Tools, click on TDS Student View, and choose “Ohio’s Readiness Assessment”

Test Properties

☒ Use Grades From Items

☐ Grade 3
☐ Grade 4
☒ Grade 5
☐ Grade 6
☐ Grade 7

☐ Grade 8
☐ Grade 9
☐ Grade 10
☐ Grade 11
☐ Grade 12

Keywords

Security

☐ Hide Items in Reports

Test Tools

Test Tools

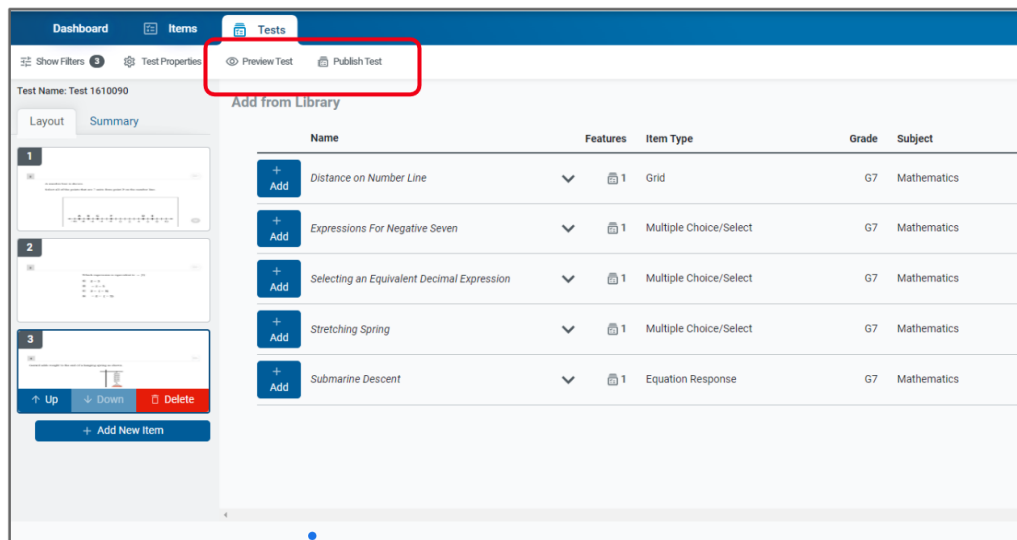
TDS Student View

Selected TDS Student View

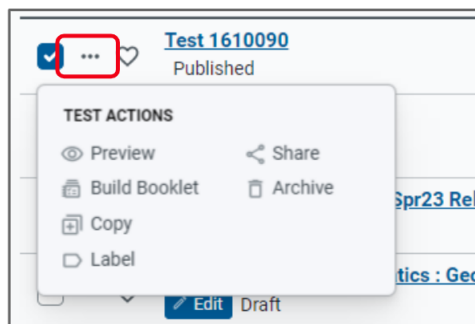
Ohio's Readiness Assessment

Close

7. You can preview the test from this window. Once the test is ready to go, click “Publish Test”

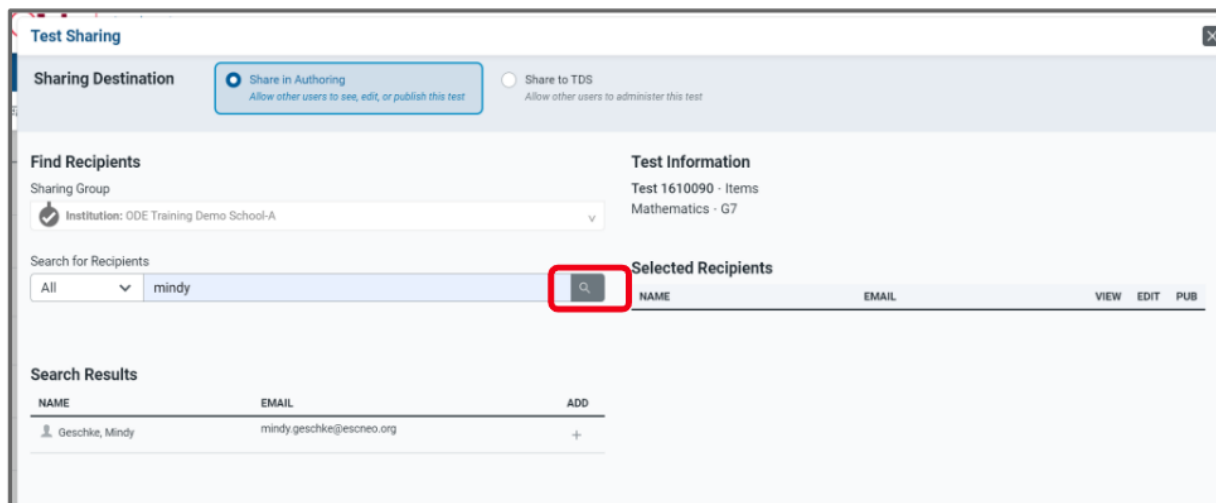


8. The new published test will be at the top of the list. From here, you can share the assessment with colleagues. You can also build a booklet, this is either a paper pencil version of the assessment, but it also includes an answer key with rubric.

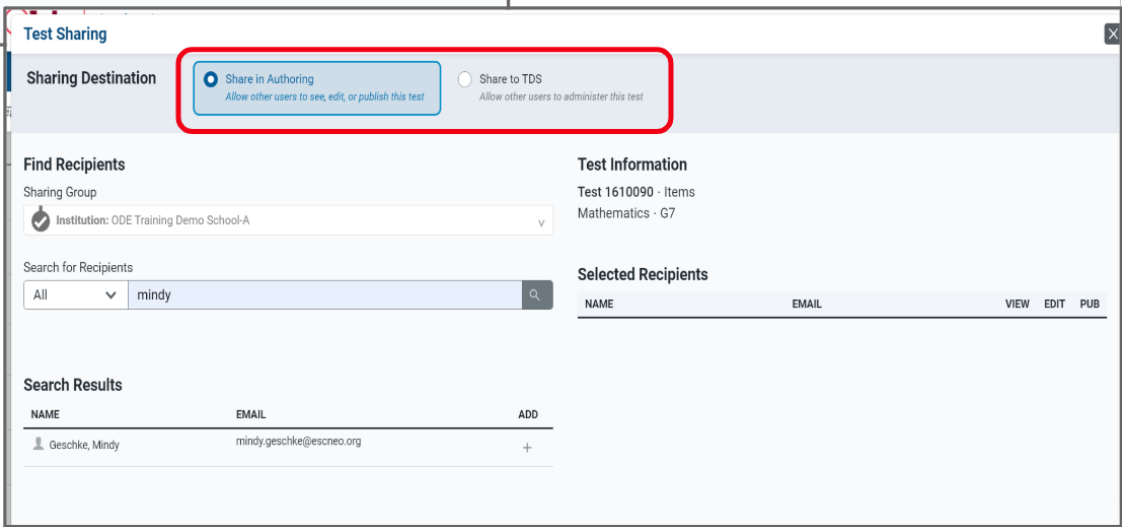


9. NOTES ON SHARING AN ASSESSMENT:

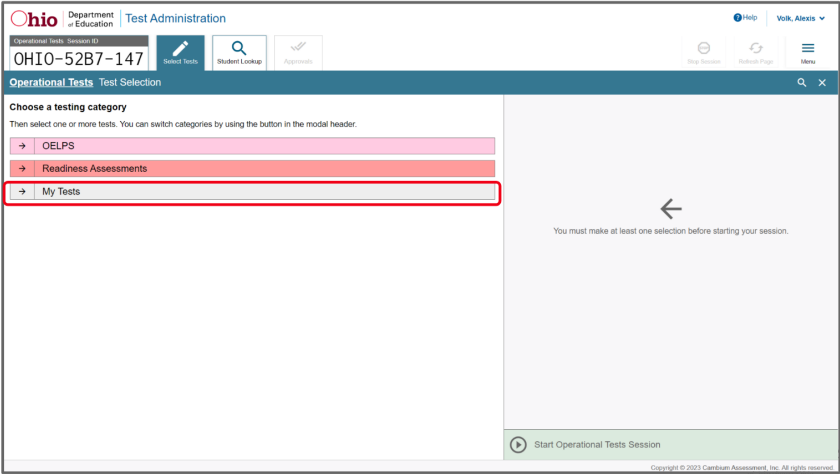
When you type the teacher name in, you need to hit the magnifying glass to actually search for the teacher. Clicking the “Enter” button will not search.



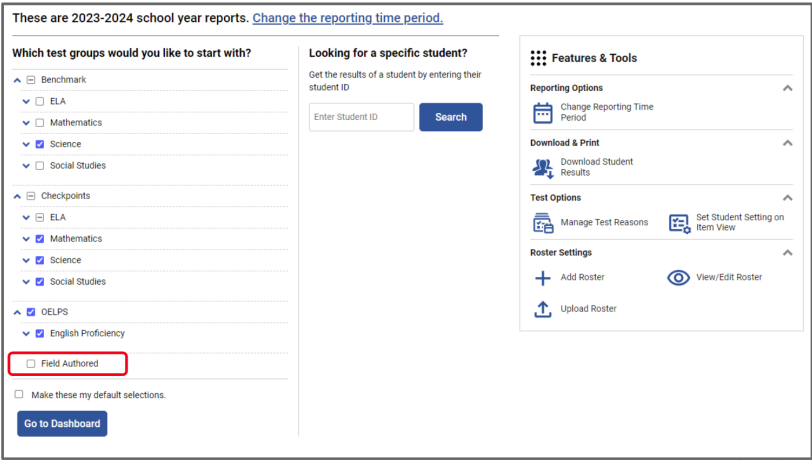
Assessment Sharing Destinations: “Share in Authoring” allows the colleague to view the assessment ahead of time and/or print a booklet. “Share in TDS” allows the colleague to assign the assessment in the TA interface. It is often helpful to share in both destinations.



10. Go to the TA interface to assign your published test. The test will show up in the Gray box “My Tests”



11. Review testing data in the CRS. Be sure to check “Field Authored” as the assessment you would like to view data for.



Helpful Tips for Writing Tips for OSTs and Readiness Assessments

Note: The OST and Readiness Assessment Writing sections are autoscored. There are several auto scoring “tips.” ELA teachers and Test Administrators should share prior to each assessment. These “tips” will assist in removing artificial barriers that may impact accurately analyzing data to inform instruction.

Tip #1: Teachers should explicitly instruct students to double space between each written paragraph for both essays in OST/RAs. The essay section does not enable students to indent. Students can practice this process when taking the Readiness Benchmark and Writing Checkpoint Assessments. *Double spacing between paragraphs will ensure the auto scoring recognizes paragraph separation.

Tip #2: Teachers should explicitly reinforce the use of quotation marks when citing evidence from a text.

Tip #3: Teachers should explicitly instruct students that 30% or more of the written essay must contain their original thought. Autoscoring is looking for text citation and original student thought.

Students can practice this process when taking the Readiness Benchmark and Writing Checkpoint Assessments. These diagnostic opportunities allow teachers to provide students with explicit feedback on how to further develop their writing.

Here are documents from the **Ohio Department of Education & Workforce** regarding **scoring**:

- [Ohio's State Tests: How can a student earn a zero on a written response question?](#)
- [Machine Scoring Questions and Answers](#)

If you are looking at the **condition codes** for any student that scores a 0 on the writing, here is the key:

BR = Blank Response

ND = Not Enough Data

NO = Not Enough Original Text

RT = Repetitive Text

FR = Foreign Language Response

UR = Unreadable Response

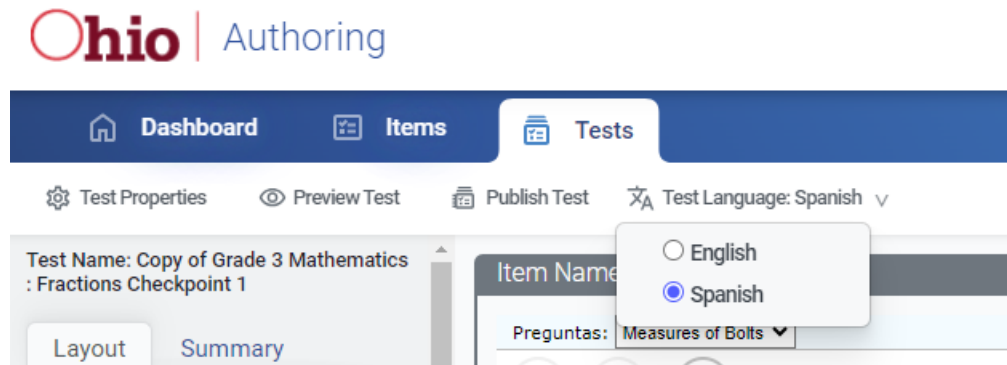
TR = Off Topic Response

Blank Cell = Blank Response

If you would like **practice** looking at sample writing samples from checkpoints and decide **how to impact instruction**, check out [this google folder](#) with resources!

Assign the Spanish Version of a Readiness Assessment

1. **Select the Assessment:** In Assessment Authoring, choose the assessment you want to assign in Spanish.
2. **Make a Copy:** Create a copy of the assessment.
3. **Edit the Copy:** Open the copied assessment.
4. **Set the Test Language:** In the top toolbar, select "Test Language" and choose "Spanish."



- **Rename the Assessment:** In Test Properties, rename the test to indicate that it is the Spanish version.
- **Publish the Assessment:** Complete the publishing process for the assessment.
- **Assign the Assessment:** In the TA Interface, assign both the original and Spanish versions of the assessment. When the session starts, students can choose which version to take. Make sure each student knows which version they should select.