Montana Analysis and Reporting System (MARS)

User Guide

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measured progress

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Introduction

The Montana Comprehensive Assessment System (MontCAS) is designed to provide parents and teachers valid, useful information to help all students succeed. The Montana Analysis and Reporting System (MARS) is a web-based reporting system that provides the following access to the test assessment data:

- Supports interactive disaggregation of data into subgroups of students and/or items.
- Provides tabular and graphic displays of results.
- Permits users to export data in a variety of formats.

For additional questions relating to test administration, contact the MARS Help Desk at MARShelp@measuredprogress.org or toll-free at 866-632-7764.

User Accounts

Users include system and school personal who are authorized to access student information. MARS is available to authorized users with one of the following accounts.

Account Type	Description
System User	The System User has full access to school data for all the schools within the system, including account management.
School Principal	One School Principal account exists for each school. The school principal user has full access to the respective school data, including account management.
Teacher	The Teacher has full reporting access for the students and test administrations assigned to them. For more information, see Change student and test assignments.

Technical Requirements

The following table lists the technical requirements for MARS.

	Microsoft Windows®	Macintosh®
Operating System®	▪ Windows 7 SP1 ▪ Windows XP® SP_3	10.7 Lion®
RAM	Windows 7 SP_1 ▪ 2 GB or greater Windows XP SP_3 ▪ 1 GB or greater	2 GB or greater

	Microsoft Windows®	Macintosh®
Processor	Core 2 Duo or greater	Core 2 Duo or greater
Hard Drive	100 MB	100 MB
Internet Browser®	▪ Internet Explorer® 8.*x*, ▪ Firefox® 24.*x* ESR[1]	▪ Safari® 6.*x* ▪ Firefox 24.*x* ESR[1]

[1]Measured Progress has tested and certified its applications using Firefox 24 ESR (Extended Support Release). Firefox 24 ESR provides a version of the Firefox browser designed for mass deployment and management. For more information on Firefox 24 ESR, see the Firefox Extended Support FAQ.

Important: Technical requirements are subject to change pending release of new browsers or operating systems. The information contained in the requirements conforms to current quality assurance testing at the time of publication. For more information, contact Measured Progress Technical Product Support at 877-934-8378.

Getting Started

Access to the MARS analysis and reporting tools is determined by the privileges associated with your user account. Authorized users can do the following:

- Work with reports
- Work with interactive reports
- Access supporting documents
- Manage user accounts (System Users and School Principals only)

Logging In

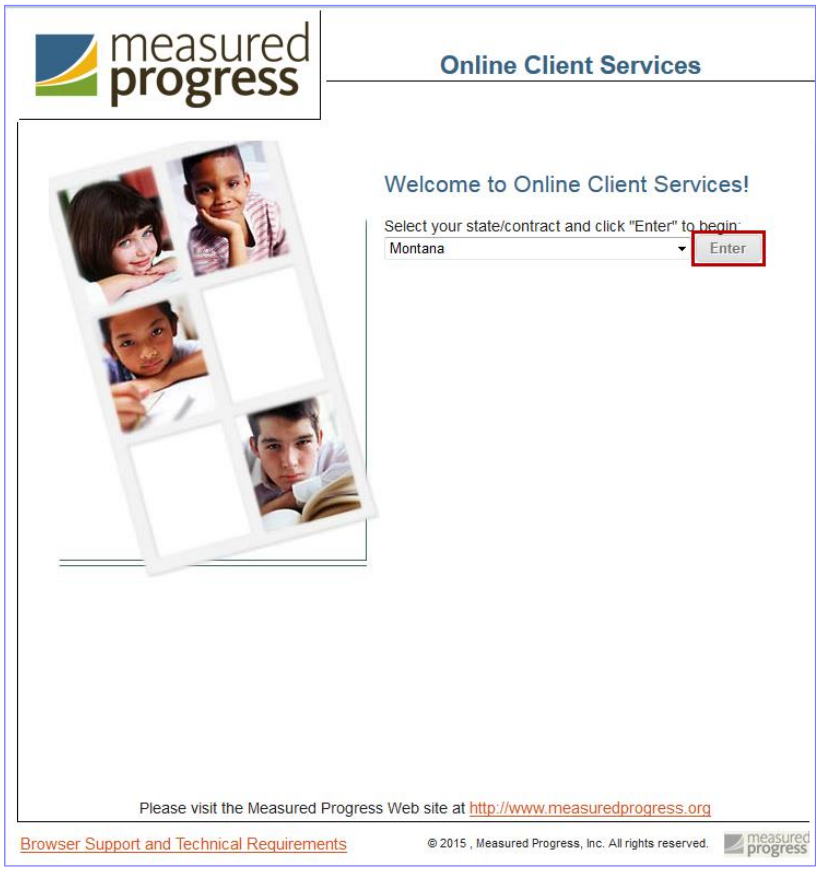
The log-in credentials (user name and password) are provided by the MARS Help Desk.

Note: If you do not have valid log-in credentials, contact the MARS Help Desk at MARShelp@measuredprogress.org or 866-632-7764.

To log in to the Analysis and Reporting System:

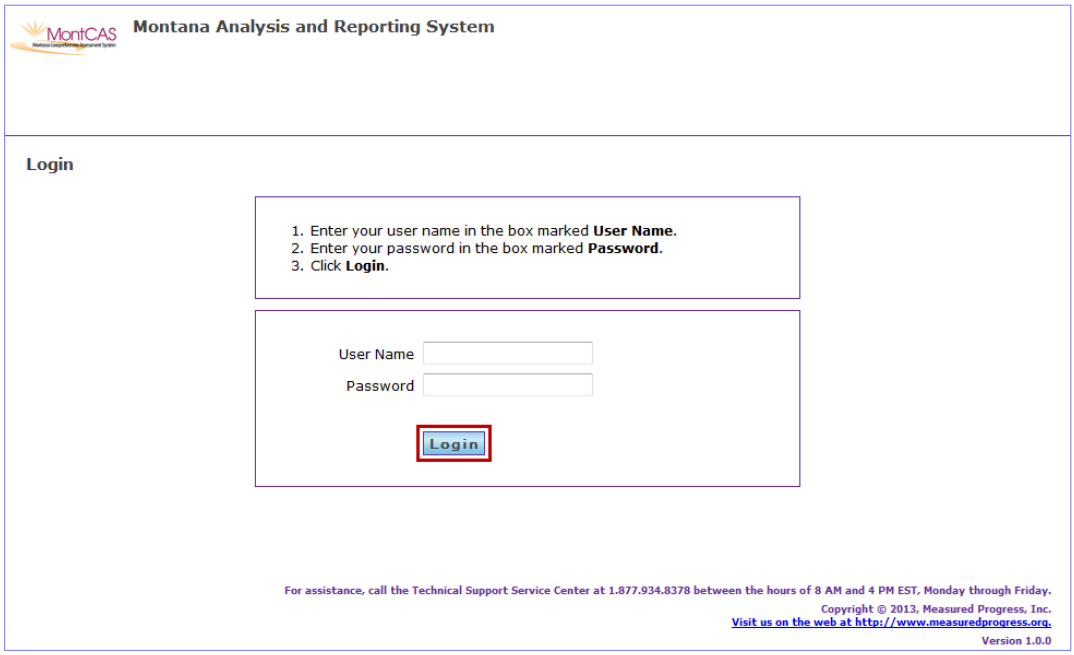
1. Go to the iServices portal: http://iservices.measuredprogress.org.

   The iServices Welcome page appears.



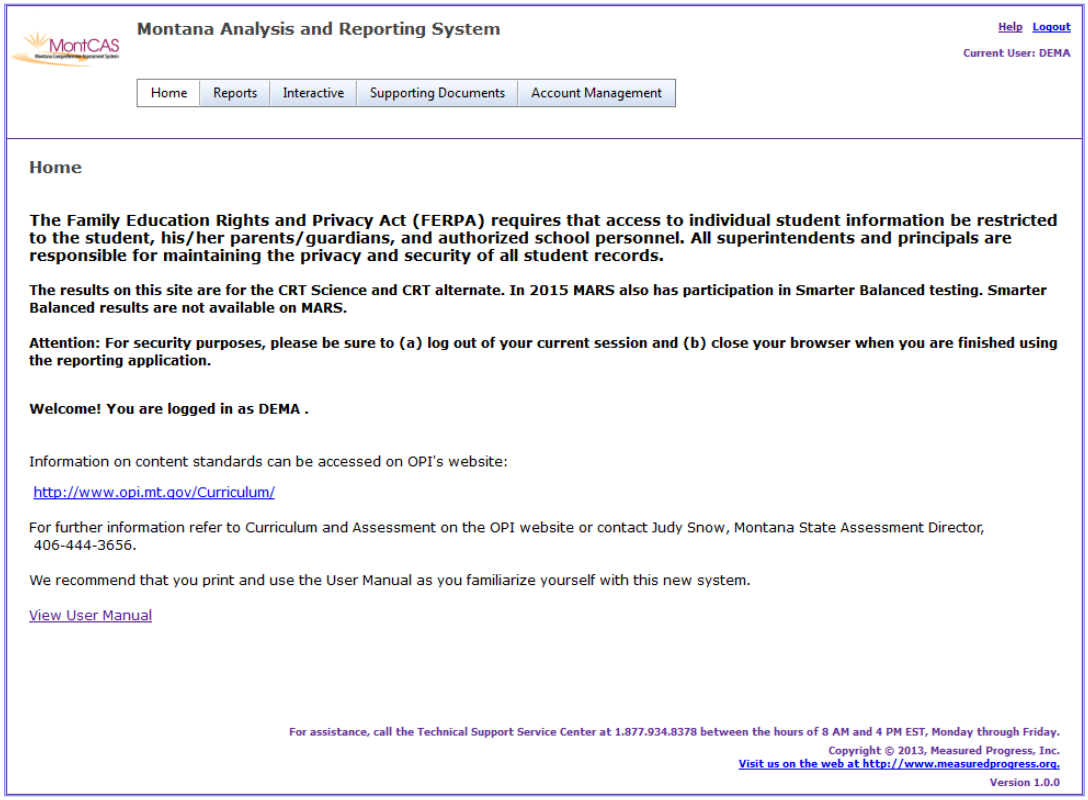
2. Select **Montana** from the list, and then click **ENTER**.
3. On the left of the page, click **MARS**.

   The Log-in page appears.



4. Enter the user name and password provided to you, and then click **Login**.

   The MARS home page appears.

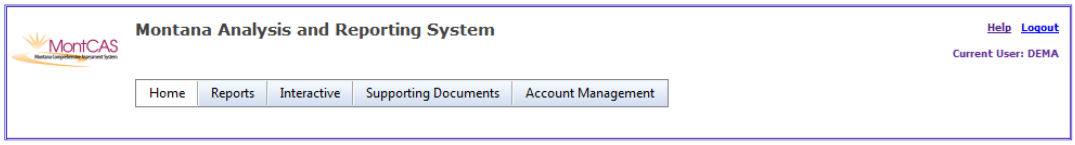


5. Read the Family Education Rights and Privacy Act (FERPA) statement. You must be authorized to access student information in order to use the Analysis and Reporting System.

Important: If you are not authorized to access student information, click **Logout** in the top-right corner to exit MARS.

Navigating the Montana Analysis and Reporting System

The title bar and main menu are available from anywhere in the application.



The application title appears in the top-left corner of the page. The following links are in the top-right corner:

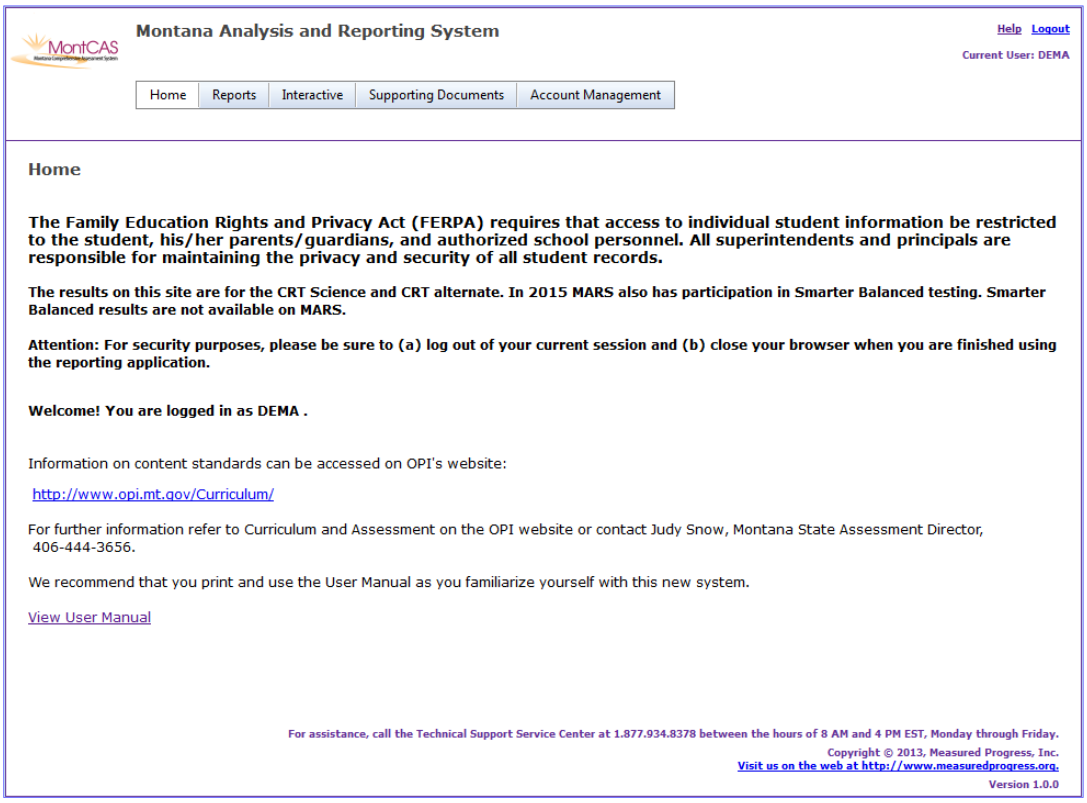
- **Help**: Open the online Help system.
- **Logout**: Exit MARS.
- **Current User**: Verify that your user name is correct. If it is not, click **Logout** to exit MARS and then contact the MARS Help Desk at MARShelp@measuredprogress.org or 866-632-7764.

The following analysis and reporting tools are available from main menu, which is available from every page:

Menu Option	Description
Home	Return to the MARS home page from anywhere in the application.
Reports	Generate reports available to you, based on your level of access to a system, school, and students.
Interactive	Access interactive report options available to you: • Roster • Performance Level Summary • Item Analysis • Longitudinal Data
Supporting Documents	Download manuals and released items for the test administrations available to you.
Account Management	(System Users and School Principals only) Manage Teacher accounts: • Create a new account • Download teachers' credentials • Make changes to an existing account

Home page

The home page displays a welcome message and other options that are available to you.



For further assistance:

- Click the **OPI** link to open the Montana Office of Public Instruction's Curriculum & Assessment website.
- Click **View User Manual** to open an online copy of this guide.
- Read the Support Service Center information in the lower-right corner of the page.

Note: School Principals can download the teacher roster from the home page. For more information, see Download Teachers' Credentials.

Logging Out

For security purposes, when you are finished, be sure to log out of MARS and exit your browser.

To exit MARS:

1. Click **Logout** in the top-right corner of the page.

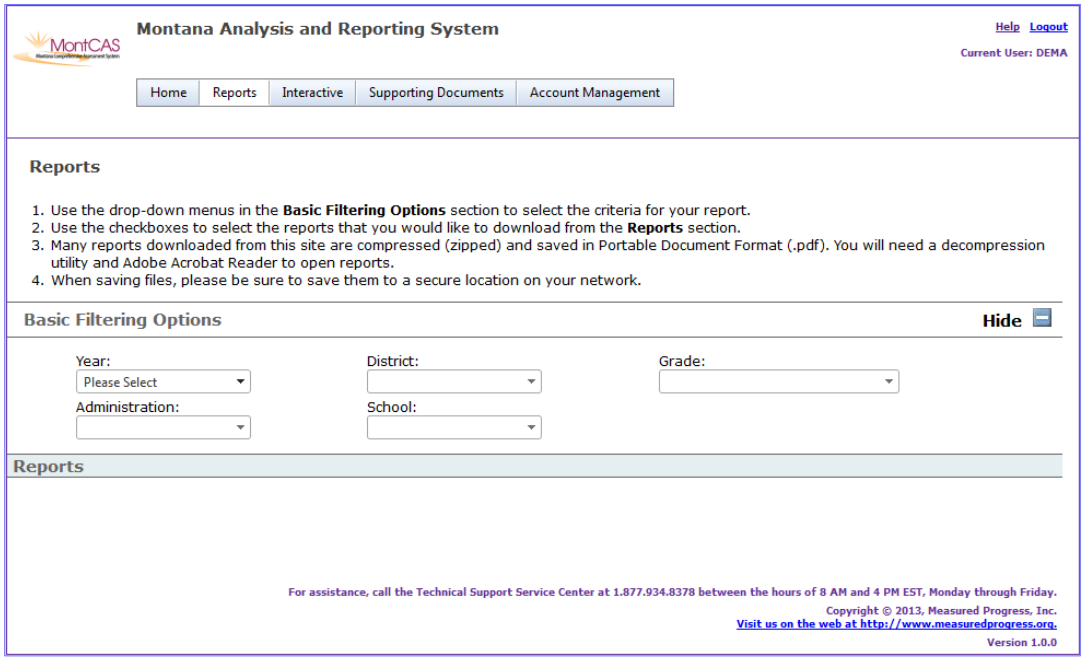
   You are logged out of the reporting system and return to the iServices Welcome page.
2. To exit your browser, click the **Close** button.

Working with Reports

Reports provide secure, accurate, up-to-date data, filtered by level of access: System Users have access to all data in the district, or system; School Principals and Teachers have access only to data for the school(s) assigned to them.

To generate a report:

1. From the main menu, click **Reports**.



   The Reports page displays the filtering options for generating reports from the most current assessment data available.

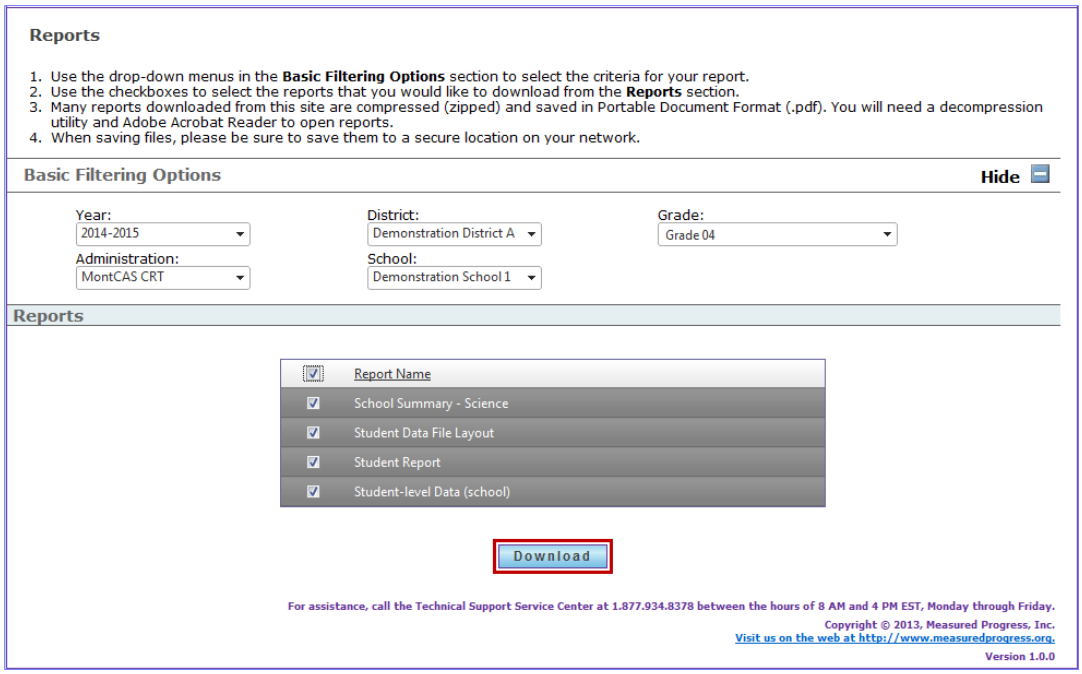
   Tip: To remove the Basic Filtering Options panel from view, click **Hide** in the top-right corner. To restore the panel, click **Show**.

   Important: You can see only those options that are available to you, based on your level of access.

2. Select the filtering options for the report data you need:
   - **Year**: Select the year when the assessment(s) were given.
   - **Administration**: Select the name of the test administration.
   - **District**: Select one or more districts (systems) in the state.
   - **School**: Select one or more schools in the district(s).
   - **Grade**: Select one or more grades in the school(s).

   Note: Your filters remain selected for the next report you generate.

   The **Reports** section displays the list of generated reports (in PDF, XLS, or CSV format) automatically.



3. To download report data, select the check box next to one or more reports in the list.

   Tip: To select all reports, select the **Report Name** check box in the top row.

4. Click **Download**.

   The selected report(s) are copied to the **Downloads** folder on your hard drive.

5. If the report does not download automatically:
   - Click **Open With** and select a program to use, and then click **OK**.
   - Click **Save File** and specify a directory on your local drive, and then click **OK**.

Working with Interactive Reports

Interactive reports can be customized according to the options you specify.

Note: The School Principal has access to all student data for the school. Teachers have access only to those students to whom they have been assigned. For more information, see Change student and test assignments.

Important: You can see only those options that are available to you, based on your level of access.

To generate an interactive report:

1. From the main menu, point to **Interactive Reports** and then select a report type:
   - **Roster**
   - **Performance Level Summary**
   - **Item Analysis**
   - **Longitudinal Data**

   The roster, performance level summary, and item analysis report pages display two sets of filtering options (basic and advanced) for generating reports from the most current assessment data available.

   Tip: To remove a filtering panel from view, click **Hide** in the top-right corner. To restore the filtering panel, click **Show**.
2. Select the basic filtering options for the report data you need:
3. (Optional) For roster, performance level summary, and item analysis reports, select the advanced filtering options, and then click **Submit**.

   Important: Your filters remain selected for the next roster, performance level summary, and item analysis report you generate. Filters are not shared with longitudinal data reports.

   The report is generated automatically and appears in the report pane.
4. To export the report data, click an export option in the report pane.

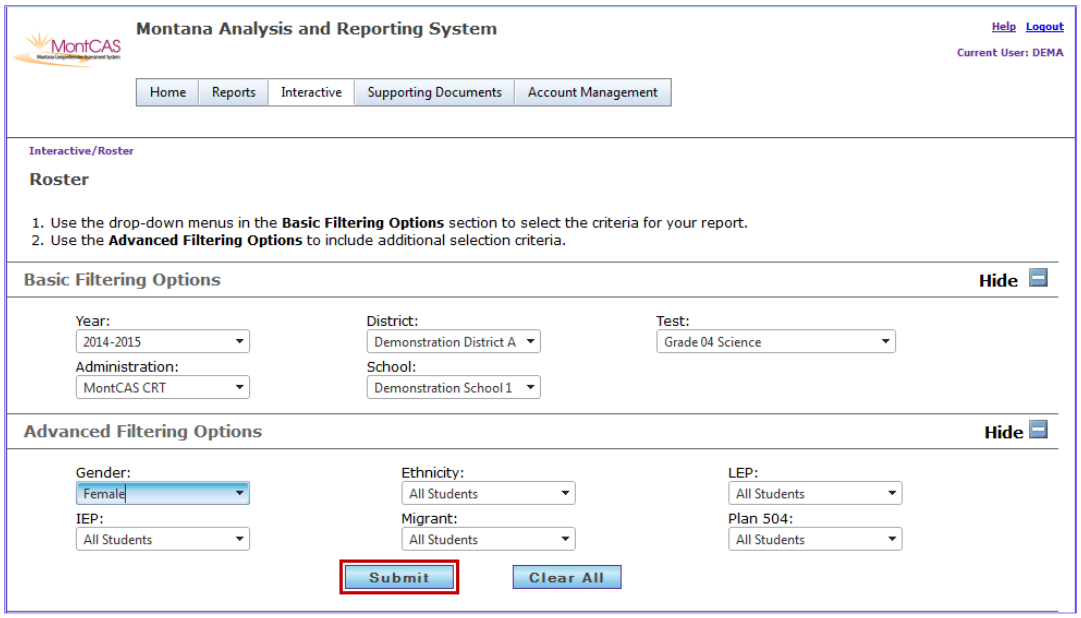
Roster

The roster report is a detailed class listing of students registered to take a specific test.

To generate a student roster report:

1. In the Basic Filtering Options pane, select all of the following options:

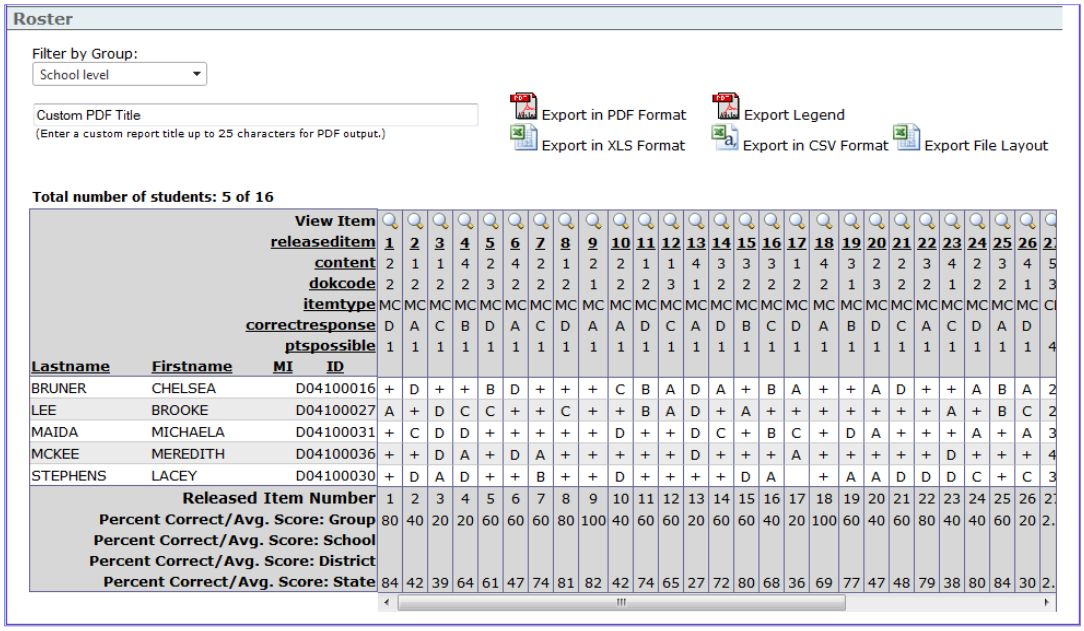
   The Roster page displays two sets of filtering options (basic and advanced) for generating reports from the most current assessment data available.



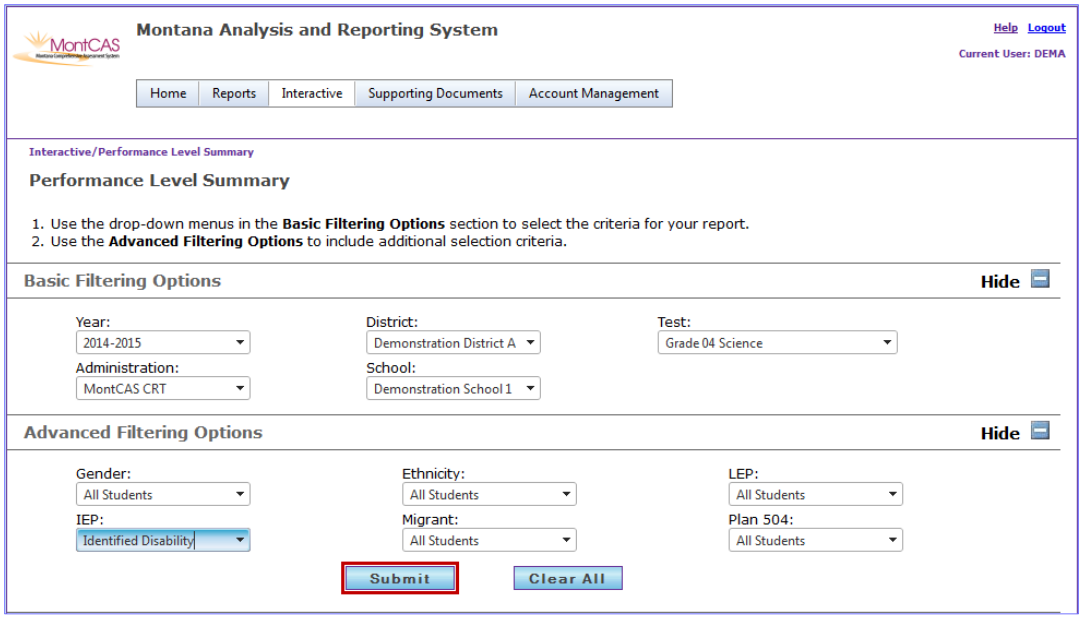
2. In the Basic Filtering Options pane, select all of the following options:
   - **Year**: Select the year when the assessment(s) were given.
   - **Administration**: Select the name of the test administration.
   - **District**: Select one or more districts (systems) in the state.
   - **School**: Select one or more schools in the district(s).
   - **Test**: Select one or more tests administered.
3. (Optional) To view the Advanced Filtering Options panel, click **Show**, and then select the student demographic and accommodation options. When you are done, click **Submit**.

   Note: To clear your selections in the Advanced Filtering Options panel, click **Clear All**.
4. (School Principal only) To further filter the report data, select a group from the drop-down list.

   The report appears in the Roster pane.


Roster
Filter by Group:
School level
Custom PDF Title
(Enter a custom report title up to 25 characters for PDF output.)
Export in PDF Format
Export Legend
Export in XLS Format
Export in CSV Format
Export File Layout
Total number of students: 5 of 16

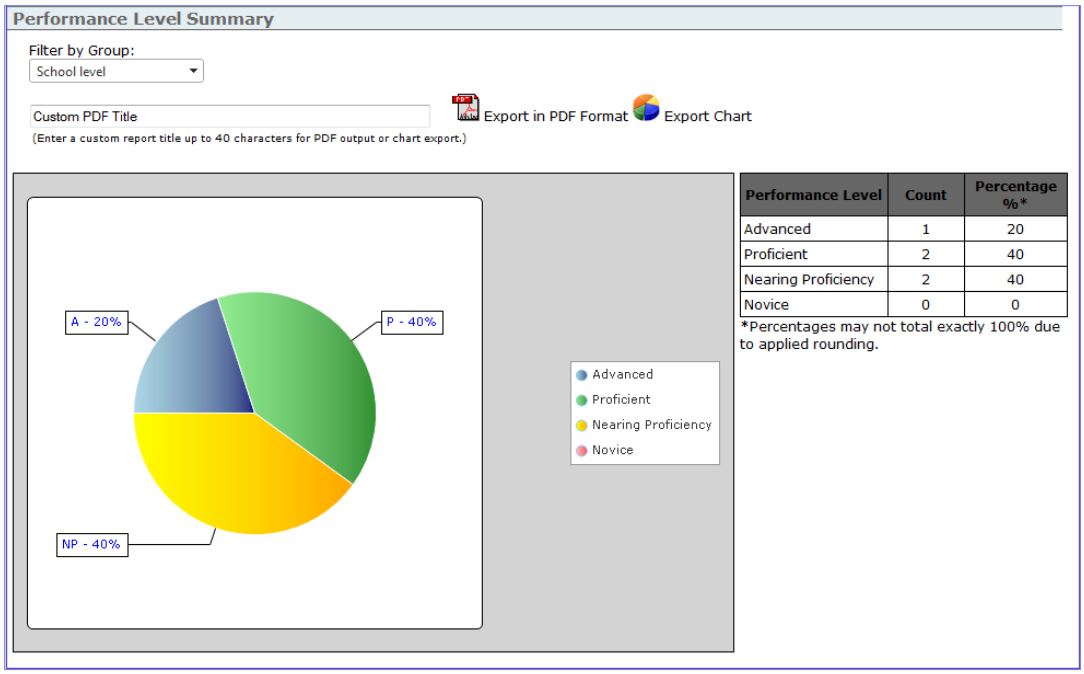
| View Item | | |



2. In the Basic Filtering Options pane, select all of the following options:
   - **Year**: Select the year when the assessment(s) were given.
   - **Administration**: Select the name of the test administration.
   - **District**: Select one or more districts (systems) in the state.
   - **School**: Select one or more schools in the district(s).
   - **Test**: Select one or more tests administered.
3. (Optional) To view the Advanced Filtering Options panel, click **Show**, and then select the student demographic and accommodation options. When you are done click **Submit**.

   Note: To clear your selections in the Advanced Filtering Options panel, click **Clear All**.
4. (School Principal only) To further filter the report data, select a group from the drop-down list.

   The pie chart and table report appears in the Performance Level Summary pane.



5. To export performance level summary report data:
    1. Enter a report title in the custom title field below the **Filter by Group** field.
    2. Click an export option (**PDF** or **JPG**).

       The selected report is copied to a compressed (.zip) file to your **Downloads** folder on your local drive.
    3. If the report does not download automatically:
        - Click **Open With** and select a program to use, and then click **OK**.
        - Click **Save File** and specify a directory on your local drive, and then click **OK**.

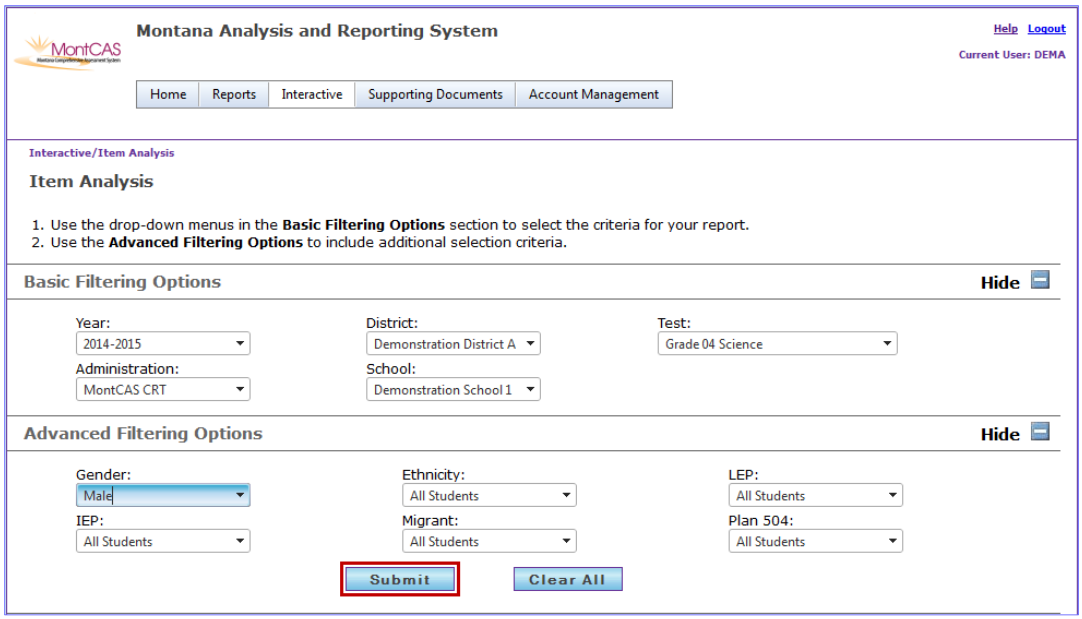
Item Analysis

The item analysis report is a table listing detailed performance results for each item on a specified test.

To generate an item analysis report:

1. From the main menu, point to **Interactive Reports** and then select **Item Analysis**.

   The Item Analysis page displays two sets of filtering options (basic and advanced) for generating reports from the most current assessment data available.



2. In the Basic Filtering Options pane, select all of the following options:
   - **Year**: Select the year when the assessment(s) were given.
   - **Administration**: Select the name of the test administration.
   - **District**: Select one or more districts (systems) in the state.
   - **School**: Select one or more schools in the district(s).
   - **Test**: Select one or more tests administered.
3. (Optional) To view the Advanced Filtering Options panel, click **Show**, and then select the student demographic and accommodation options. When you are done, click **Submit**.

   Note: To clear your selections in the Advanced Filtering Options panel, click **Clear All**.
4. (School Principal only) To further filter the report data, select a group from the drop-down list.

   The report appears in the Item Analysis Data pane.

Item Analysis Data

Filter by Group:
School level

Custom PDF Title
(Enter a custom report title up to 40 characters for PDF output.)

Export in PDF Format Export Legend

Multiple Choice

Count Percent

View Item	Released Item	Standard	Correct (#)	A (#)	B (#)	C (#)	D (#)	IR (#)	Correct Response
	1	2	8	1	0	0	8	0	D
	2	1	4	4	0	2	3	0	A
	3	1	6	2	0	6	1	0	C
	4	4	7	0	7	1	1	0	B
	5	2	5	0	2	2	5	0	D
	6	4	5	5	0	1	3	0	A
	7	2	6	2	0	6	1	0	C
	8	1	8	1	0	0	8	0	D
	9	2	8	8	1	0	0	0	A
	10	2	3	3	0	3	3	0	A
	11	1	4	0	5	0	4	0	D
	12	1	4	4	0	4	1	0	C
	13	4	5	5	1	1	2	0	A
	14	3	7	0	0	2	7	0	D
	15	3	8	0	8	0	1	0	B
	16	3	6	2	0	6	1	0	C
	17	1	1	4	1	3	1	0	D
	18	4	8	8	0	1	0	0	A
	19	3	6	0	6	1	2	0	B
	20	2	4	2	0	3	4	0	D
	21	2	6	1	1	6	1	0	C
	22	3	8	8	1	0	0	0	A
	23	4	4	2	0	4	3	0	C
	24	2	7	1	0	1	7	0	D
	25	3	7	7	1	0	1	0	A
	26	4	4	2	2	1	4	0	D

Constructed Response

View Item	Released Item	Standard	Point Value	Avg Score
	27	5	4	1.6

5. To sort report data:
   - Click an underlined column heading to sort the report by that field.
   - To reverse the sort order, click the column heading again.
6. To review item content:
   1. Locate the item number to review.
   2. Click **View Item**.

      The selected item is copied to a PDF file to your **Downloads** folder on your local drive.
   3. If the item does not download automatically:
      - Click **Open With** and select a program to use, and then click **OK**.
      - Click **Save File** and specify a directory on your local drive, and then click **OK**.
7. To export roster report data:
   1. Enter a report title in the custom title field below the **Filter by Group** field.
   2. Click a PDF export option.

The selected report is copied to a compressed (.zip) file to your **Downloads** folder on your local drive.

3. If the report does not download automatically:
   - Click **Open With** and select a program to use, and then click **OK**.
   - Click **Save File** and specify a directory on your local drive, and then click **OK**.

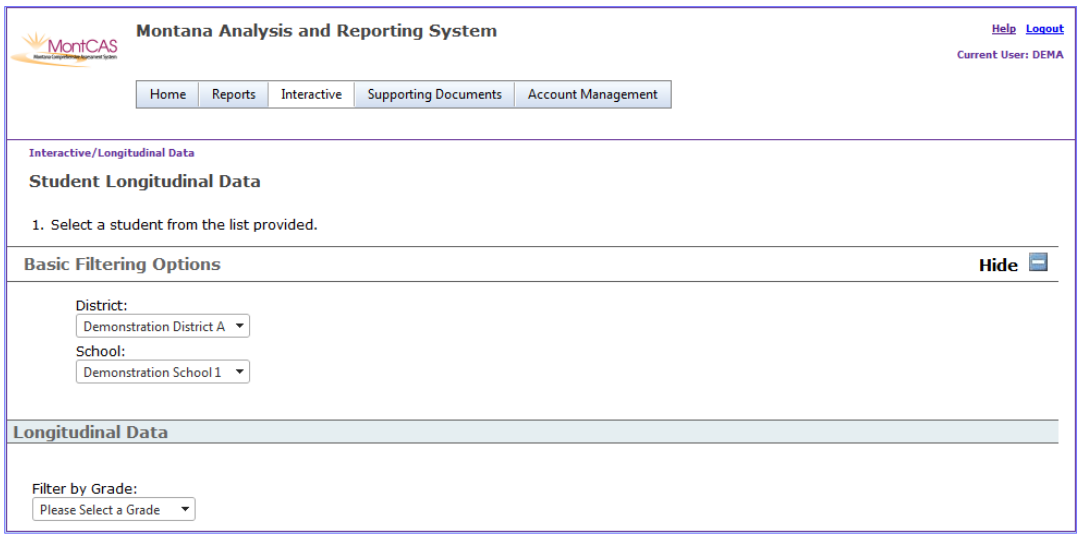
Longitudinal Data

The longitudinal data report provides test results for individual students in a specified grade.

To generate a longitudinal data report:

1. From the main menu, point to **Interactive Reports** and then select **Longitudinal Data**.

   The Longitudinal Data page displays the basic filtering options for generating reports from the most current assessment data available.

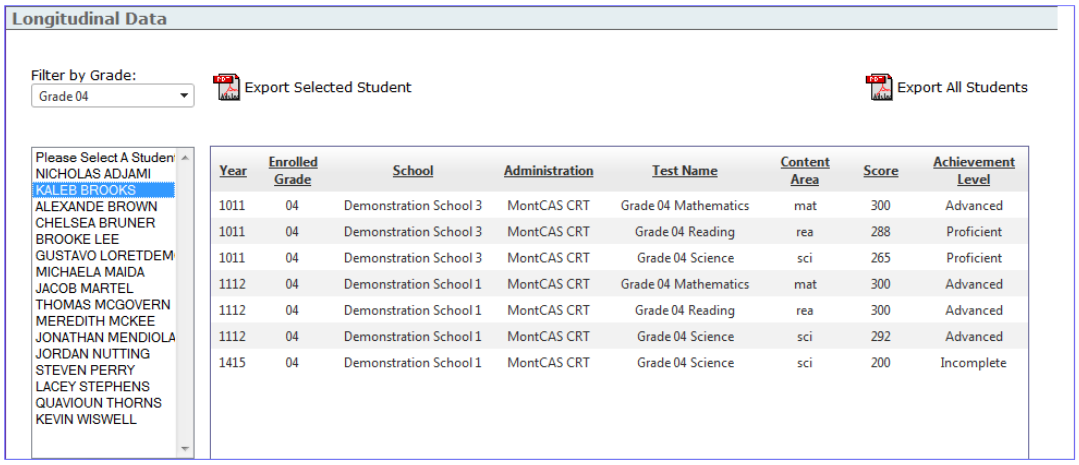


2. In the Basic Filtering Options pane, select all of the following options:
   - **District**: Select one or more districts (systems) in the state.
   - **School**: Select one or more schools in the district(s).

   Important: Your filters for the longitudinal data report are not shared with the other report types

3. In the Longitudinal Data pane, select a grade from the **Filter by Grade** drop-down list.

   A selection list displays the names of students in the selected grade.



Year	Enrolled Grade	School	Administration	Test Name	Content Area	Score	Achievement Level
1011	04	Demonstration School 3	MontCAS CRT	Grade 04 Mathematics	mat	300	Advanced
1011	04	Demonstration School 3	MontCAS CRT	Grade 04 Reading	rea	288	Proficient
1011	04	Demonstration School 3	MontCAS CRT	Grade 04 Science	sci	265	Proficient
1112	04	Demonstration School 1	MontCAS CRT	Grade 04 Mathematics	mat	300	Advanced
1112	04	Demonstration School 1	MontCAS CRT	Grade 04 Reading	rea	300	Advanced
1112	04	Demonstration School 1	MontCAS CRT	Grade 04 Science	sci	292	Advanced
1415	04	Demonstration School 1	MontCAS CRT	Grade 04 Science	sci	200	Incomplete

4. To display test results for an individual student, click the student's name.

   The longitudinal data report displays all of the test results for the student.

5. To sort report data:
   - Click an underlined column heading to sort the report by that field.
   - To reverse the sort order, click the column heading again.

6. To export a longitudinal data report:

   1. Click a PDF export option:
      - **Export Selected Student**
      - **Export All Students**

      The selected report is copied to your **Downloads** folder on your local drive.

   2. If the report does not download automatically:
      - Click **Open With** and select a program to use, and then click **OK**.
      - Click **Save File** and specify a directory on your local drive, and then click **OK**.

Accessing Supporting Documents

Authorized users can access the following supporting documents for test administrations available to you:

- Manuals
- Released items

Manuals

To access the available manuals:

1. From the main menu, point to **Supporting Documents** and then select **Manuals**.

   The Manuals page lists the documents available.

2. Locate the manual in the list, and then click **PDF**.

   The selected manual is copied to your **Downloads** folder on your local drive.

3. If the manual does not download automatically:
   - Click **Open With** and select a program to use, and then click **OK**.
   - Click **Save File** and specify a directory on your local drive, and then click **OK**.

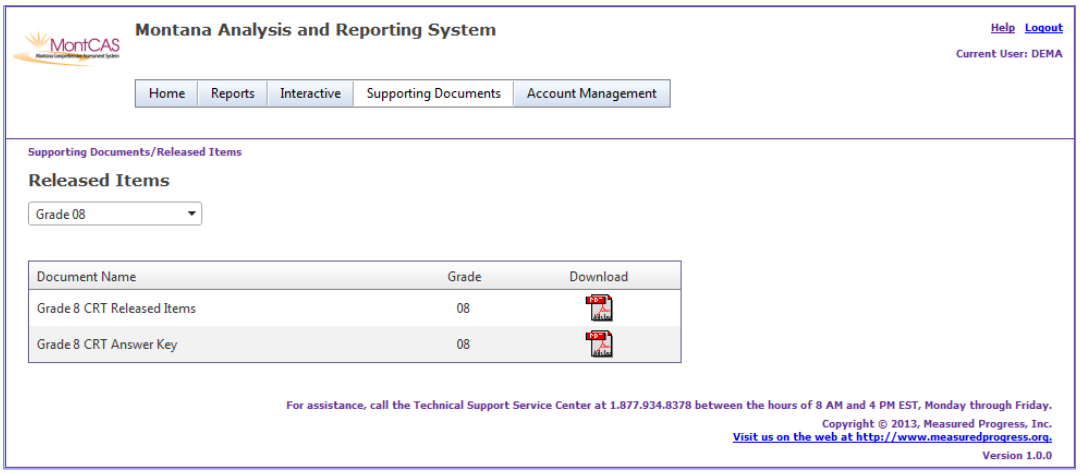
Released items

To access the available released test items and answer keys:

1. From the main menu, point to **Supporting Documents** and then select **Released Items**.

   The Released Items page lists released test items and answer keys by grade.

2. (Optional) Select a grade from the drop-down list, or select **All Grades**.



3. Locate the released test item or answer key in the list, and then click **PDF**.

   The selected document is copied to your **Downloads** folder on your local drive.

4. If the document does not download automatically:
   - Click **Open With** and select a program to use, and then click **OK**.
   - Click **Save File** and specify a directory on your local drive, and then click **OK**.

Managing User Accounts

System Users and School Principals can add and update Teacher accounts, as follows:

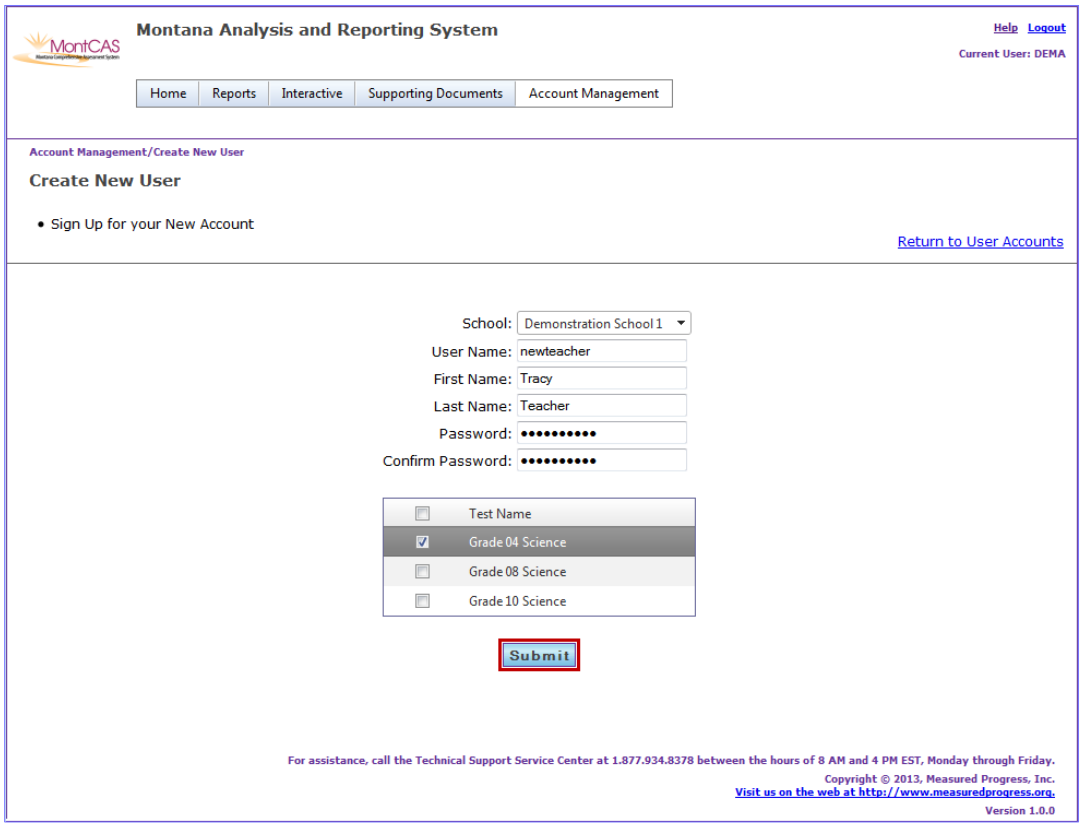
- Create a new user
- (School Principals only) Download teachers' credentials
- Make changes to user accounts

Important: If you need to add or edit a System User or School Principal account, contact the MARS Help Desk at MARShelp@measuredprogress.org or toll-free at 866-632-7764.

Create a New User

To create a new user account:

1. From the main menu, point to **Account Management** and then select **Create New User**.



2. (System Users only) Select a school from the list.
3. Enter a unique user name.

Important: A user name must be unique within the state. If a user name already exists, you will be prompted to create an account with a different user name.

4. Enter the teacher's first and last names.
5. Enter a password for the new account. Re-enter the new password to confirm.

   Note: If the two passwords do not match, an error message appears. Re-enter the password.
6. Select the check box next to each test that the teacher will administer or that will be administered to his or her class.

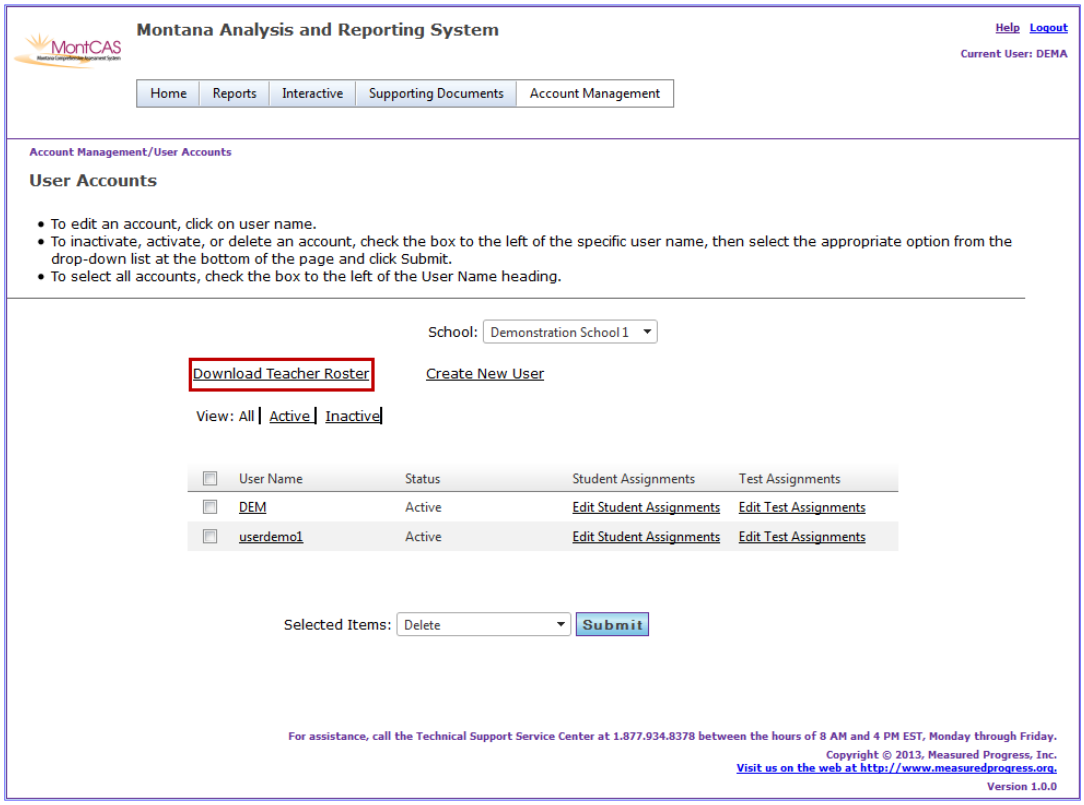
   Tip: To select all of the tests, select the **Test Name** check box in the top row.
7. When you are done, click **Submit**.

   A confirmation message appears at the top of the page.

Download Teachers' Credentials

If a teacher roster is available, School Principals can download a list of credentials (user names and passwords) and distribute them to teachers in the school.

1. From the main menu, point to **Account Management** and then select **User Accounts**.



   Tip: If a Teacher Roster file is available for your school, the **Download Teacher Roster** link is underlined.

   Note: School Principals can also download the teacher roster from the home page.
2. Click **Download Teacher Roster**.

   The teacher roster is copied to your **Downloads** folder on your local drive.

3. If the teacher roster does not download automatically:
    - Click **Open With** and select a program to use, and then click **OK**.
    - Click **Save File** and specify a directory on your local drive, and then click **OK**.

Make Changes to User Accounts

Authorized users can make the following changes to a Teacher account:

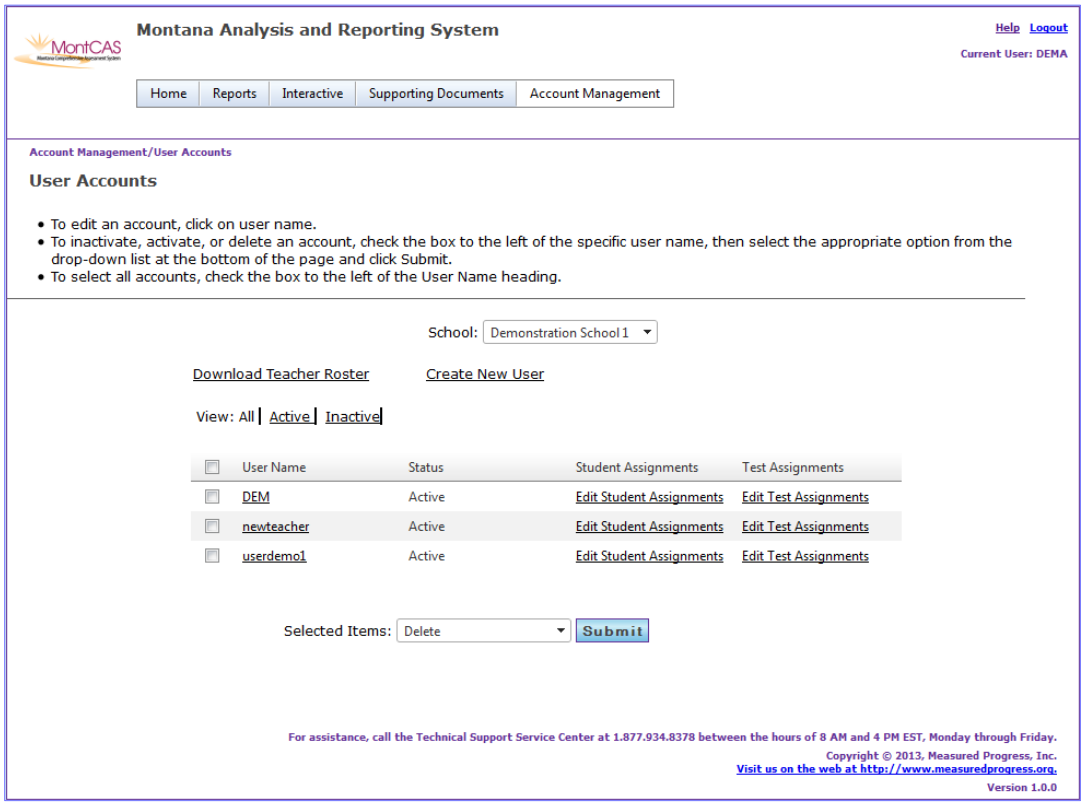
- Edit account information
- Change student and test assignments
- Activate, inactivate, and delete accounts

Edit account information

To edit a Teacher account:

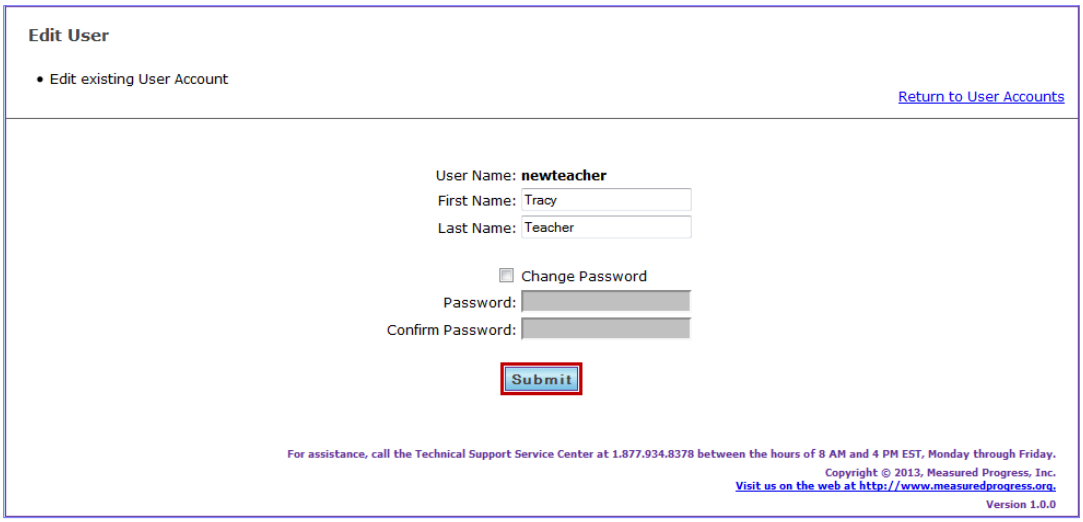
1. From the main menu, point to **Account Management** and then select **User Accounts**.
2. (System Users only) Select a school from the drop-down list.

   The User Accounts page displays a list of Teacher accounts.



3. Locate the teacher in the list, and then click his or her user name.

   The Edit User page displays the account information.



You can change the user's first name, last name, and password.

4. Edit the user's first and/or last name.
5. To change the user's password, select the **Change Password** check box. Enter a password for the new account, and then re-enter the new password to confirm.
6. When you are done, click **Submit**.

   A confirmation message appears at the top of the page.
7. To return to the User Accounts page, click **Return to User Accounts** on the right.

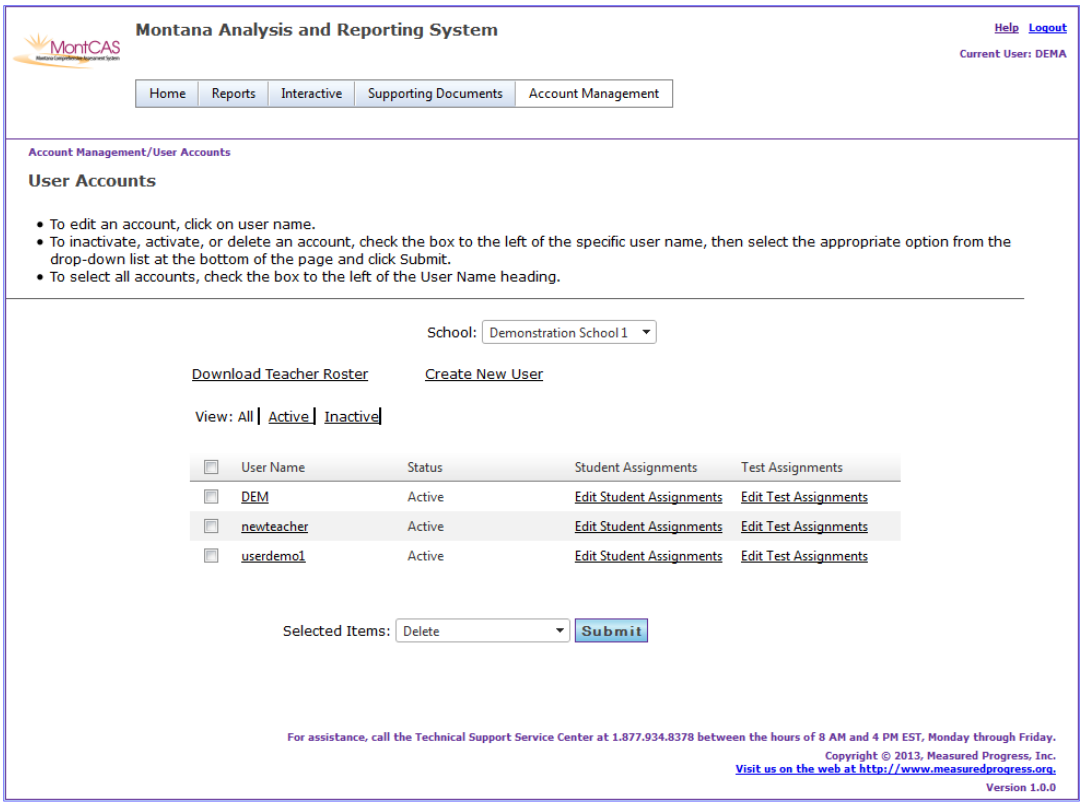
Change student and test assignments

Student and test assignments determine a teacher's access to student data.

To change a teacher's student and test assignments:

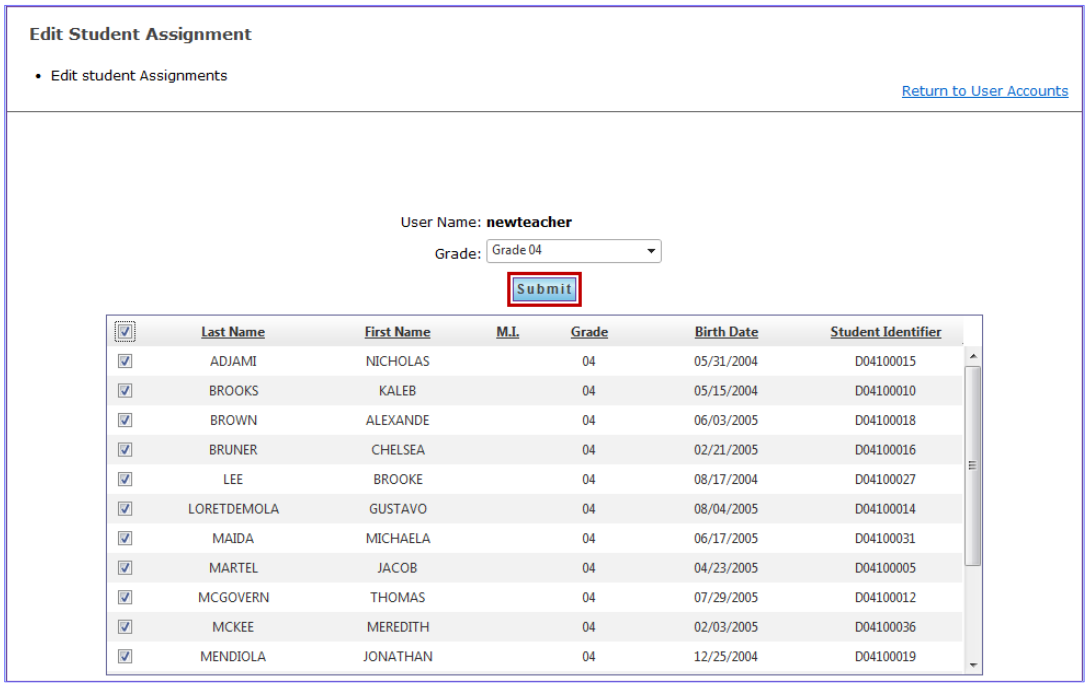
1. From the main menu, point to **Account Management** and then select **User Accounts**.
2. (System users only) Select a school from the drop-down list.

   The User Accounts page displays a list of Teacher accounts.



3. To change the teacher's student assignments:
    1. Locate the teacher in the list, and then click **Edit Student Assignments**.
    2. Select a grade from the drop-down list.

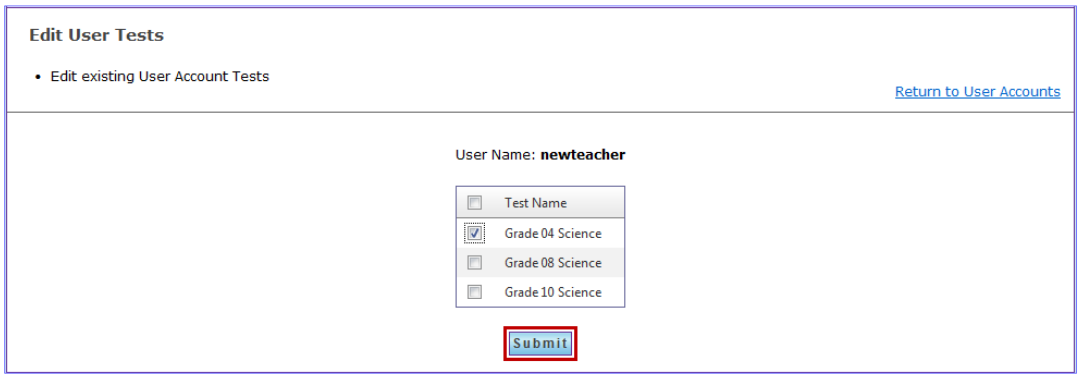
    The Edit Student Assignment page displays the students in the selected grade.



3. Review the grade list. The teacher's current assignments are selected.
    - To remove a student, clear the check box next to the student's name.
    - To add a student, select the check box next to the student's name.
    - To select all students in the list, select the check box in the top row.
4. To assign selected students to the teacher, click **Submit**.
5. To return to the User Accounts page, click **Return to User Accounts** on the right.

4. To change the teacher's test assignments:
    1. Locate the teacher in the list, and then click **Edit Test Assignments**.

       The Edit User Tests page displays a list of tests.



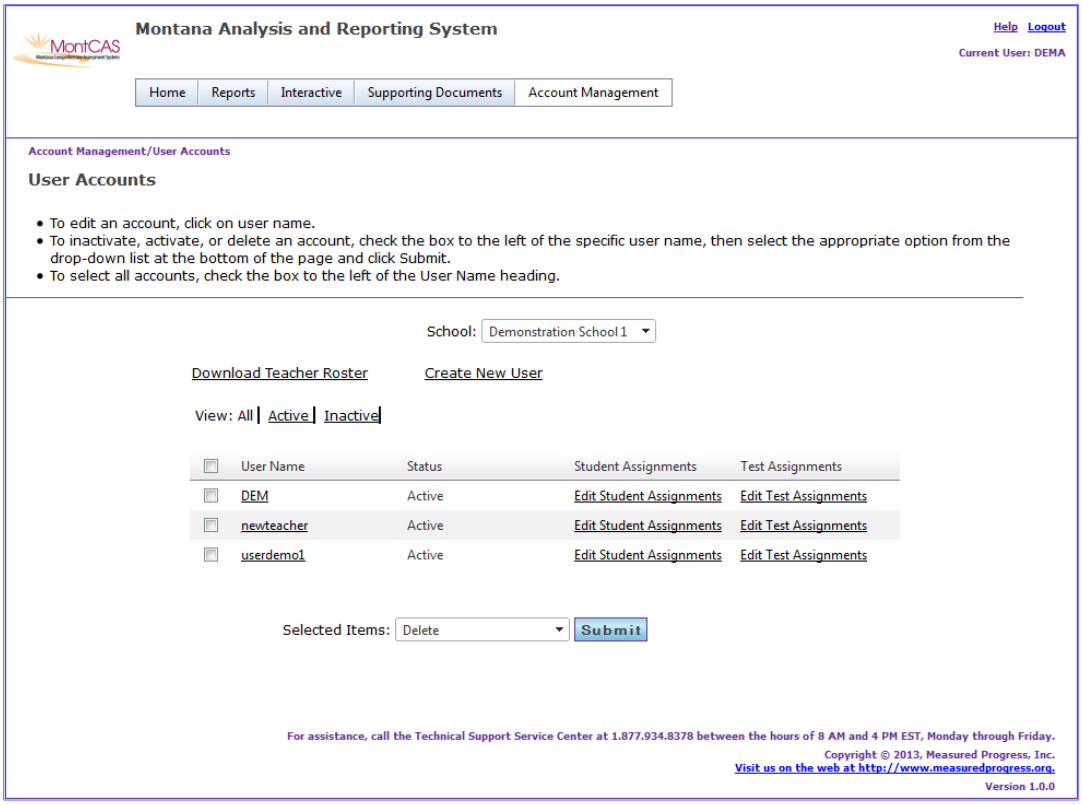
    2. Review the test list. The teacher's current assignments are selected.
        - To remove a test, clear the check box next to the test name.
        - To add a test, select the check box next to the test name.
        - To select all test in the list, select the check box in the top row.
    3. To assign selected tests to the teacher, click **Submit**.
    4. To return to the User Accounts page, click **Return to User Accounts** on the right.

Activate, inactivate, and delete accounts

To activate, inactivate, or delete one or more accounts:

1. From the main menu, point to **Account Management** and then select **User Accounts**.
2. (System Users only) Select a school from the drop-down list.

   The User Accounts page displays a list of Teacher accounts.



By default, the list displays all accounts.

3. To activate accounts:
    1. Click **Inactive** to view inactive accounts.
    2. Select the check box next to the user name of one or more accounts to activate.
    3. Select **Make Active** from the Selected Items list.
    4. When you are done, click **Submit**.
4. To inactivate accounts:
    1. Click **Active** to view active accounts.
    2. Select the check box next to the user name of one or more accounts to inactivate.

    Important: When an account is inactive, the user cannot access MARS.

    3. Select **Make Inactive** from the Selected Items list.
    4. When you are done, click **Submit**.
5. To delete an account:
    1. Select the check box next to the user name of the account to delete.

    Important: Use caution when deleting accounts. We recommend that you delete one account at a time.

    2. Select **Delete** from the Selected Items list.
    3. When you are done, click **Submit**.