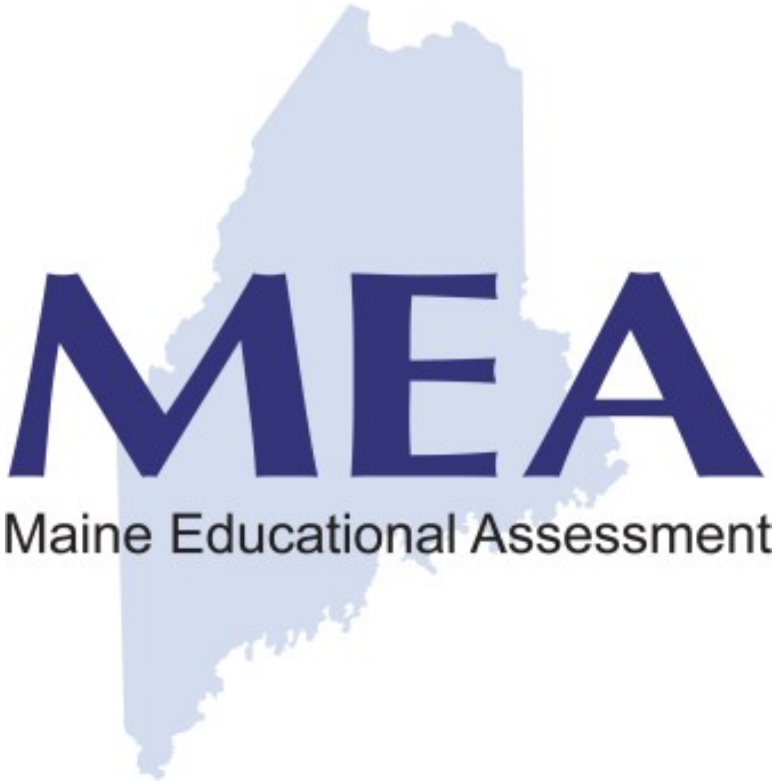
MAARS

Confidential Reporting Guide

Maine Assessment & Accountability Reporting System

Release 2.1



MAARS Support Site:
https://focalpointk12.zendesk.com/hc/en-us/categories/201877166-Maine-Assessment-Accountability
Help Desk Number: (866) 377-4265 ext. 1

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This section introduces the MAARS system and how to access the components.

1 INTRODUCTION

The Maine Assessment & Accountability Reporting System (MAARS) is a web-based reporting application that provides interactive access to student assessment data. The application provides the ability to disaggregate the information by various student subgroups, offers dashboard and tabular views, provides 'click-thru' drilling into details, and supports exporting data to PDF and/or Excel.

1.1 ACCESSING THE SYSTEM

The Confidential Reporting module provides secured access (user ID and password) to more detailed assessment data with the ability to drill to rosters and individual student results. The scope of this user guide is to document the MAARS Confidential Reporting module.

1.2 CONFIDENTIAL REPORTING

The Confidential Reporting module requires a predefined user ID and password, and is accessible through the following link:

https://lms.backpack.education

This section describes the user roles and permissions available in the application.

2 USER ROLES

MAARS provides four (4) roles for users of the MAARS application:

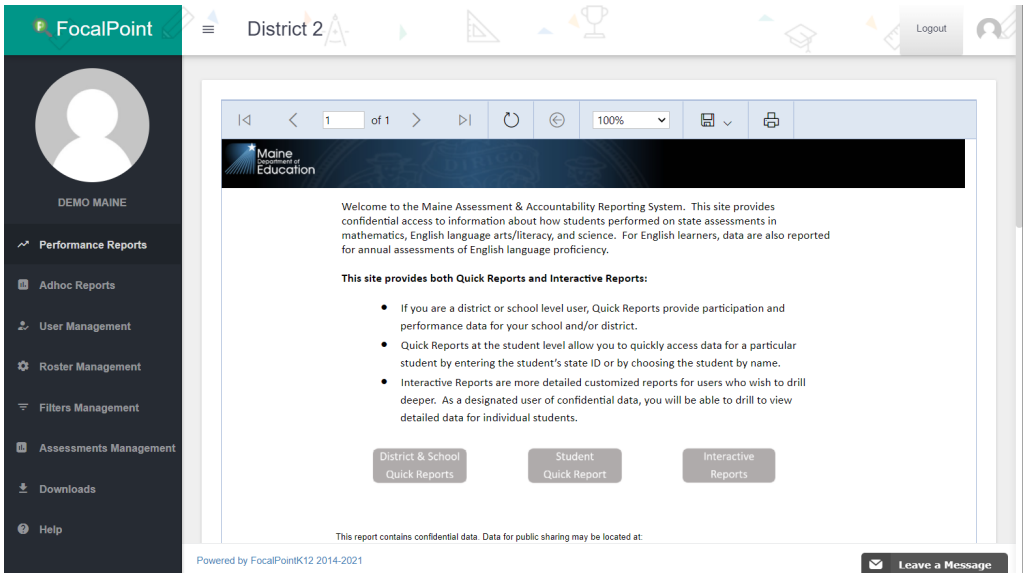
- MAARS Administrator (role = 'districtadmin')
  The District Assessment Coordinator (DAC) may choose to designate a MAARS Administrator who will be able to add and delete users within the MAARS application by adding that person with a 'districtadmin' role. In that case, both the DAC and the MAARS Administrator will be able to assign or change users within the district.
- District User (role = 'districtuser')
  The district user role provides district-wide access to all district-wide data, school-wide data and individual student data for those students with assessment results reported within the district.
- School User (role = 'schooluser')
  The school user role provides school-wide access to school-wide data, and individual student data for those students with assessment results reported within the school.
- Roster User (role = 'rosteruser')
  The roster user role provides access to individual student data for those students with assessment results assigned to a specific roster user through the upload of a separate roster file (using the Roster Management tab by the 'districtadmin' user).

2.1 ROLE DIFFERENCES

The MAARS dashboards/reports interact similarly for all roles, however there are cases where certain features/reports are available only to specific roles. This user guide will show all dashboards/reports, and will point out when a specific report is only available for one or more specific roles.

2.2 MAARS PERFORMANCE REPORTS TAB

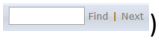
When the MAARS user logs into the application, the landing page contains a navigation panel on the left-hand side of the page with, minimally, a "Performance Reports" tab, which is the default landing page, and a "Help" tab. Other tabs are not visible to general users.



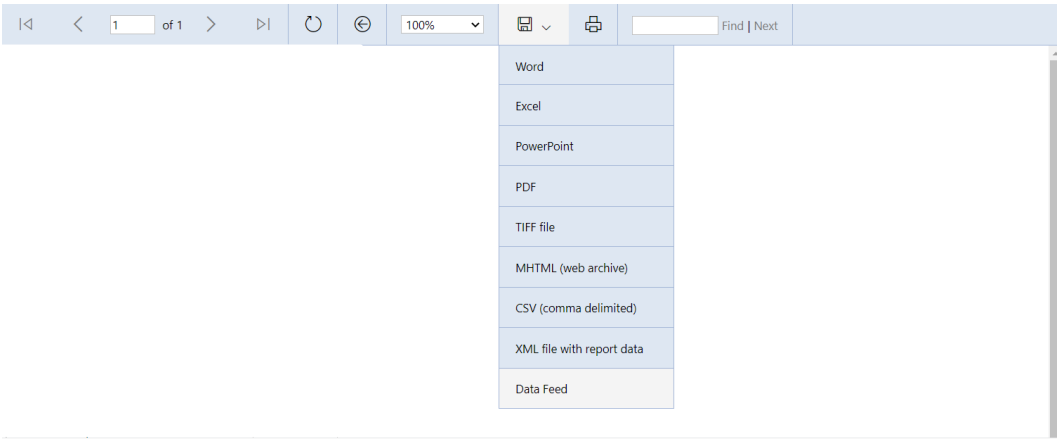
This section describes the navigation within the dashboards / reports and the toolbar and parameter selections.

3 NAVIGATION & PARAMETERS

At the top of each dashboard/report, you will find a report toolbar. This provides navigation and export features for the dashboards/reports. The first section of the toolbar (on the left) are page navigation controls (

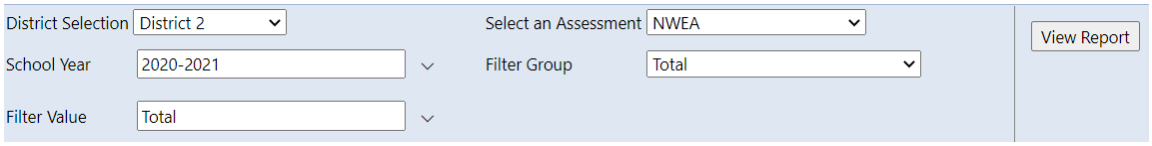
). These will be accessible when the report is a multi-page report, and allow you to navigate through the pages of the report. Next to these controls is the "Refresh" button ( ), which refreshes the current report back to the default view. The next tool is the "Go back to the parent report" button ( ). This button/back arrow will allow you to navigate back to the prior report you were on before landing on the current report. The dashboards are highly interactive, with drill down to detailed dashboards/reports, and this provides navigation back to the report you were on before you drilled down. You should always use this button to navigate back to the report you were on before you drilled down. You should always use this button to navigate back to the prior report, not the browser back button. Following this, and shown expanded in the screenshot below, is the export dropdown menu button. This allows you to export the results of the current dashboard/report. The most useful export options are PDF and Excel, which will export the current report and allow you to save the contents locally. Next is the text find/next search box (

). You can enter a search phrase and click 'Find' and the current report will be searched for the entered text. You can click 'Next' to move to the next occurrence of the searched text.



3.1 DASHBOARD/REPORT PARAMETERS

A number of the dashboards/reports allow parameters to be entered/selected to customize/filter the report based on available data options. If parameters are available for a specific dashboard/report, they will appear above the report toolbar.



Some of the parameters have default values, some cannot be changed, and some must be filled in prior to clicking the "View Report" button (on the far right-hand side of the panel). Some allow only a single selection, and others allow you to choose multiple selections in the dropdown, and some values are only available after completing/selecting a prior parameter. Once you have selected all parameters, click "View Report" to see the results of your selections.

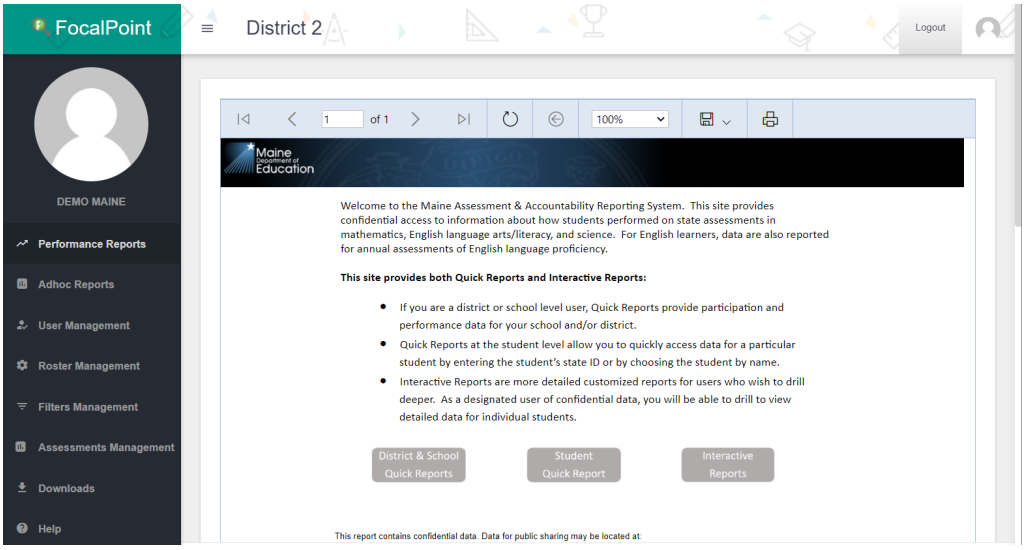
This section describes the Performance Reports Landing Page and navigation to the detailed reports / dashboards.

4 PERFORMANCE REPORTS LANDING PAGE

The Performance Reports Landing Page provides navigation to the available dashboards/reports.

- District & School Quick Reports – Provides a quick snapshot of district or school results for a specified tested subject and year.
- Student Quick Report – Provides a quick snapshot of an individual student's performance across all tested subjects in a specified year.
- Interactive Reports – Provides access to interactive, drillable charts/tables of disaggregated and detailed performance by year, assessment, and subgroup.

To access the specific report, click on the desired link. Roster users, a role described earlier in this document, only have access to the "Interactive Reports" link, which provides access to their assigned rosters and individual students.

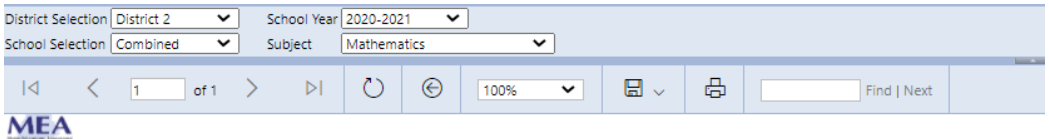


This section describes the District & School Quick Report.

5 District & School Quick Reports

The District & School Quick Report provides a quick snapshot of district or school results for a specified tested subject and year. The user is prompted to select a school year, a school (selecting "Combined" provides a district-level snapshot for district users), and selecting a tested subject. Then click "View Report" View Report on the far right-hand side of the parameter toolbar.

The report provides a summary of test participation and performance information for the specified parameters. To return to the Performance Reports Landing Page, click the circled back arrow in the report toolbar.



MEA

Subject: **Mathematics**
Year: 2020-2021
District: **District 2**
District Code: 1452

Participation

Enrollment on May 15, 2021	792
Special Considerations	1
Eligible to Test	791
Participated General (NWEA)	722
Participated Alternate (MSAA)	3
Total Participants	725
Participation Rate	91.66%
Percent of Participants Who Took Alternate	0.41%
Not Tested	66

Performance

	Participants	Well Below State Expectations	
	Number	Number	Percent
MSAA	3	3	100.00%
Total District Student Count	**725**	**3**	**0.41%**

	Participants	Low		LoAvg		Avg		HiAvg		High	
	Number	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
NWEA	722	200	27.70%	185	25.62%	161	22.30%	110	15.24%	66	9.14%
Total District Student Count	**725**	**200**	**27.59%**	**185**	**25.52%**	**161**	**22.21%**	**110**	**15.17%**	**66**	**9.10%**

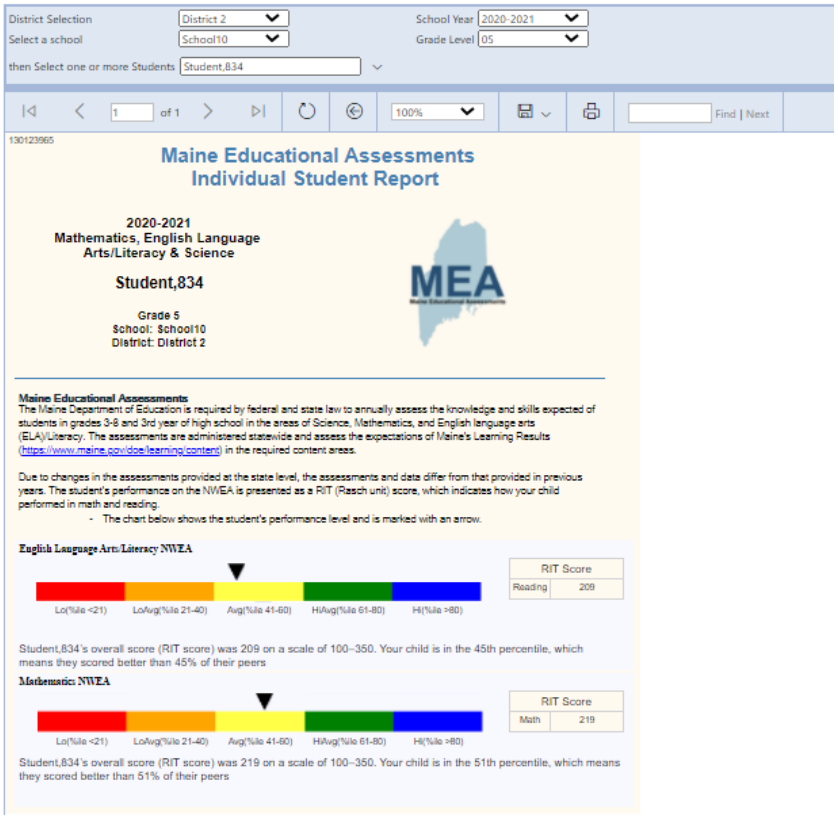
Most students in grades 3-8 and 3rd year of high school were assessed on Science, Mathematics, and English language arts (ELA)/Literacy. The assessments are administered statewide. More information about these assessments can be found here: https://www.maine.gov/doe/Testing_Accountability/MECAS/supports

This section describes the Student Quick Report.

6 STUDENT QUICK REPORT

The Student Quick Report provides a quick snapshot of an individual student's performance across all tested subjects in a specified year. The user is prompted to select a school year, school, grade level and then student(s) from the available dropdown list. Click "View Report" on the far right-hand side of the parameter toolbar to load the report.

The report provides an overview of each subject the student was tested in for the selected year. The bar chart shows a breakdown of the statewide achievement results, and the arrow represents the student's achievement level. The right-hand side shows the student score.

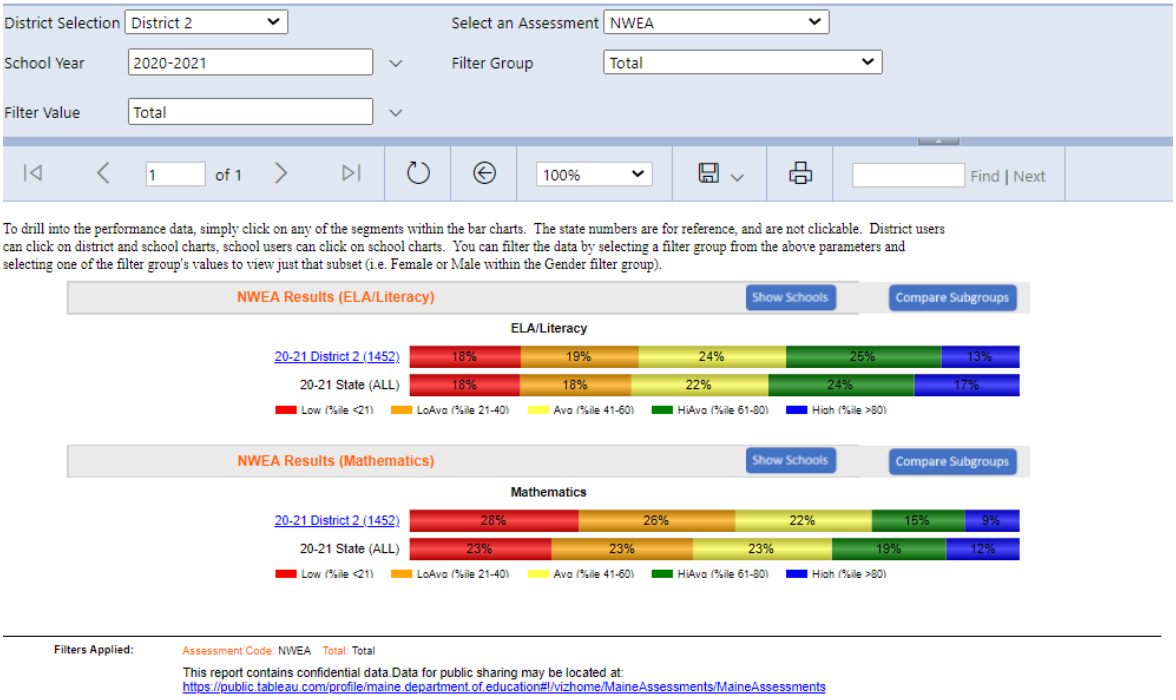


This section describes the Interactive Reports page / dashboard.

7 INTERACTIVE REPORTS

The Interactive Reports link provides access to interactive, drillable charts based on the selected assessment, school year(s), filter group and filter value(s). District users, a role described earlier in this document, have access to the “Show Schools” link at the top of each chart, which when clicked, adds a row for each school to the chart. Selecting a filter group, then selecting one or more filter values, allows you to view the results for only the selected subgroup of students. You can compare results by subgroup by clicking the “Compare Subgroups” link at the top of each chart.

The bar charts will show more information about that specific row & achievement level when you hover over a specific color band in the chart. You can also click on any color band within your district/school/roster (depending on your role), and the dashboard will drill to a student list within the selected row/achievement level.



This section describes the Compare Subgroups report / dashboard.

8 Compare Subgroups Page

The Compare Subgroups dashboard provides the ability to compare results across the various values of a specified subgroup. The user selects from the available list of subgroups and clicks "View Report" on the far right-hand side of the parameter toolbar.

The top half of the dashboard provides a drillable chart show each value of the specified subgroup and how the student's within that group performed. The color-coded achievement bars are drillable to the student list within that row and achievement level. The bottom half of the report shows the same information in table format, with district users having an additional feature of being able to click the plus sign "+" to the left of a specific value to view a breakdown by school. The percentages displayed in the table are drillable to the student list within that row and achievement level.

NWEA Results by Grade Level

School Year	Subject	Grade Level	School Name	Low (%ile <21)	LoAvg (%ile 21-40)	Avg (%ile 41-60)	HiAvg (%ile 61-80)	High (%ile >80)
2020-2021	ELA/Literacy	⊞03		25.3%	8.9%	25.3%	24.1%	16.5%
		⊞04		15.8%	21.1%	21.1%	28.1%	14.0%
		⊞05		15.2%	15.2%	26.7%	21.9%	21.0%
		⊞06		20.7%	21.6%	26.1%	24.3%	7.2%
		⊞07		21.7%	21.7%	18.9%	29.2%	8.5%
		⊞08		12.4%	25.7%	28.3%	22.1%	11.5%
		⊞11					100.0%	
		⊞HS		18.2%	17.2%	23.2%	27.3%	14.1%
		Combined		18.1%	19.2%	24.2%	25.4%	13.0%

Filters Applied: Assessment - NWEA - ELA/Literacy Group By: Grade Level

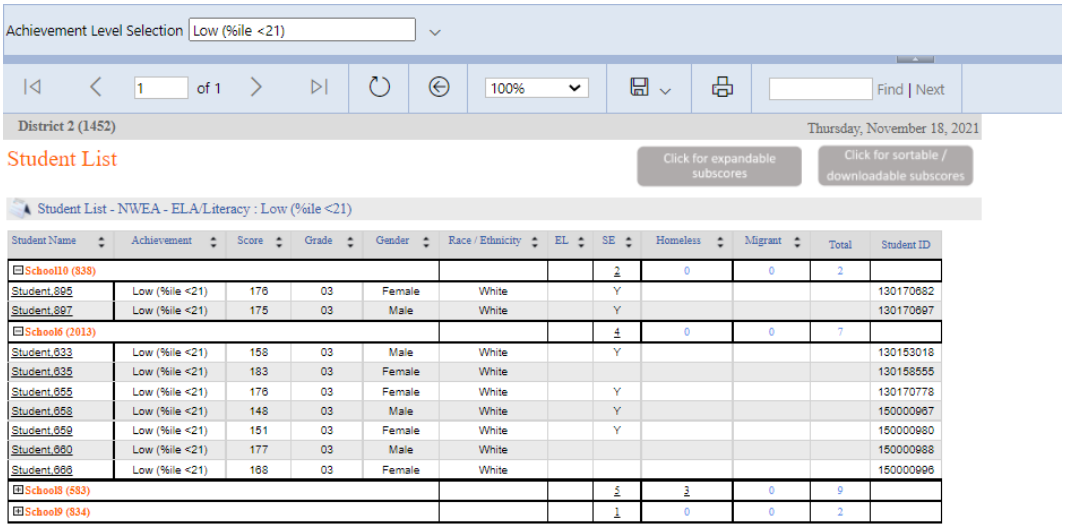
This report contains confidential data.Data for public sharing may be located at:
https://public.tableau.com/profile/maine.department.of.education#!/vizhome/MaineAssessments/MaineAssessments

This section describes the Student List Report.

9 Student List Report

The Student List Report provides a detailed roster of students for the assessment that was drilled on from either the Interactive Reports dashboard or the Compare Subgroups dashboard. By default, the page displays students performing within the achievement level that was drilled on in the prior report. The user can select a different achievement level, or multiple achievement levels by clicking the Achievement Level Selection drop down in the parameter toolbar at the top of the report and clicking "View Report" on the far right-hand side of the parameter toolbar. A district user may see a collapsed report of schools (depending on what they clicked on the prior report to get to this page). The district user can expand the report by clicking the plus sign "+" to the left of a specific school. Other roles will see the list of students without needing to click the plus sign.

The user can click on a student's name to view the Student Quick Report. Additionally, the report footer has a plus sign "+" that can be expanded to view the achievement level descriptors and cut scores (where applicable).



Student Name	Achievement	Score	Grade	Gender	Race / Ethnicity	EL	SE	Homeless	Migrant	Total	Student ID
School10 (838)							2	0	0	2	
Student,895	Low (%ile <21)	176	03	Female	White		Y				130170682
Student,897	Low (%ile <21)	175	03	Male	White		Y				130170697
School6 (2013)							4	0	0	7	
Student,633	Low (%ile <21)	158	03	Male	White		Y				130153018
Student,635	Low (%ile <21)	183	03	Female	White						130158555
Student,655	Low (%ile <21)	176	03	Female	White		Y				130170778
Student,658	Low (%ile <21)	148	03	Male	White		Y				150000967
Student,659	Low (%ile <21)	151	03	Female	White		Y				150000980
Student,660	Low (%ile <21)	177	03	Male	White						150000988
Student,666	Low (%ile <21)	168	03	Female	White						150000996
School8 (583)							5	3	0	9	
School9 (834)							1	0	0	2	

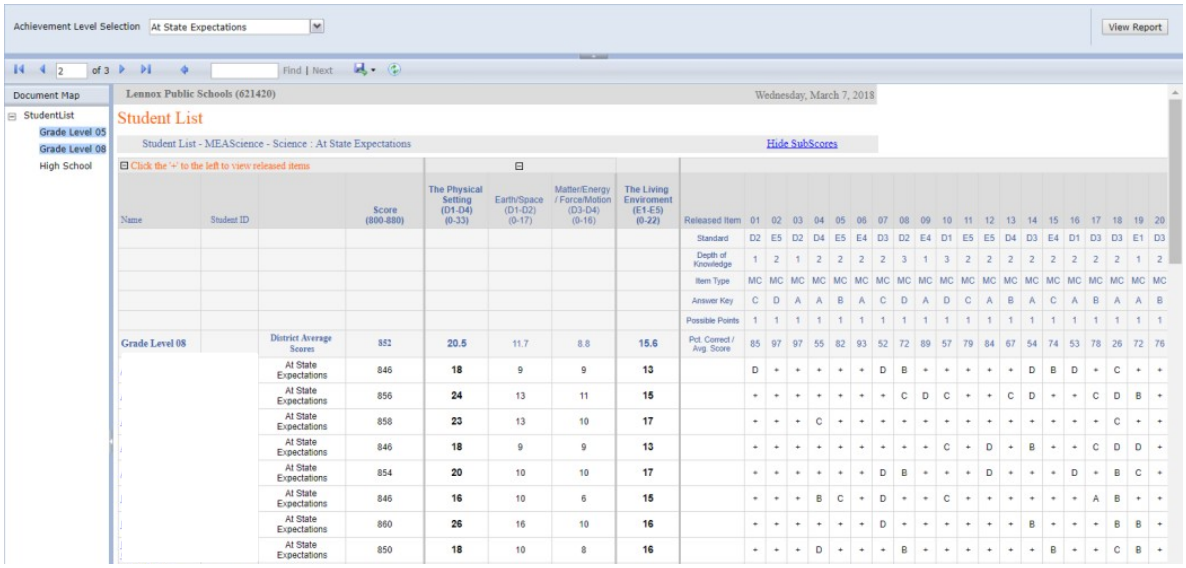
This section describes the Show SubScores features of the Student List Report.

10 Student List Report – Show SubScores

Clicking the "Show SubScores" link at the top right of the Student List report displays the available subscores for the specific assessment. This provides a multi-page report grouped by grade level. The user can navigate between pages by using the page navigation features of the report toolbar, or by clicking on the grade level in the Document Map provided on the left-hand side of the report. Clicking the "Hide SubScores" link removes the subscores.

Above the column headers in the report, some of the subscores may have a plus sign "+" above them, which is an indication that more detailed scores are available within this subscore category, and they can be viewed by clicking the plus sign above the specific subscore. The additional subscores can be hidden by clicking the minus sign "-" which appears after clicking the plus sign. This is an expand/collapse feature for the subscore categories that have more detailed scores available.

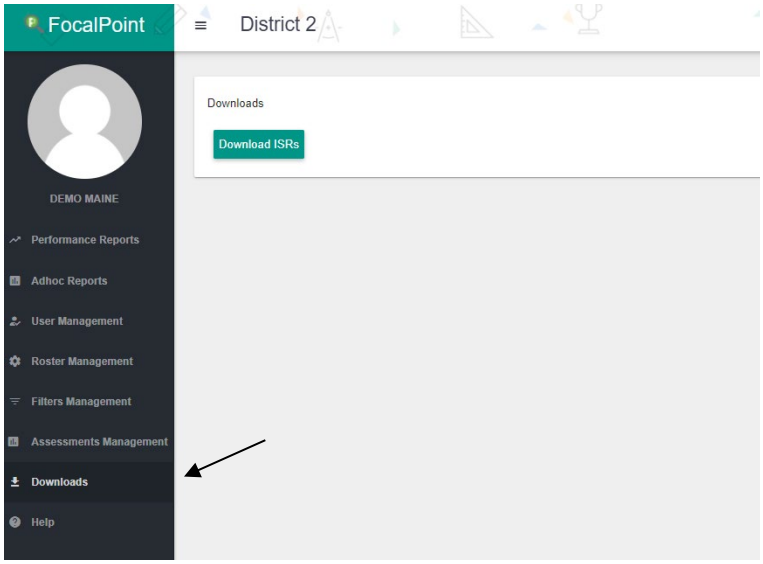
Additionally, above the column headers in the report (on the left hand side), is a plus sign labeled "**Click the '+' to the left to view released items**". This will be available on the "Show SubScores" page for those assessments that have available released items. Clicking this plus sign will display available released items by student.



This section describes ISR Downloads and Support

11 ISR Downloads

For district user and school user roles, there is a tab titled 'Downloads' on your toolbar. This provides a bulk download of the most recent Individual Student Reports (ISRs) for distribution to parents. The ISRs are stored in PDF format for printing and/or electronic distribution.



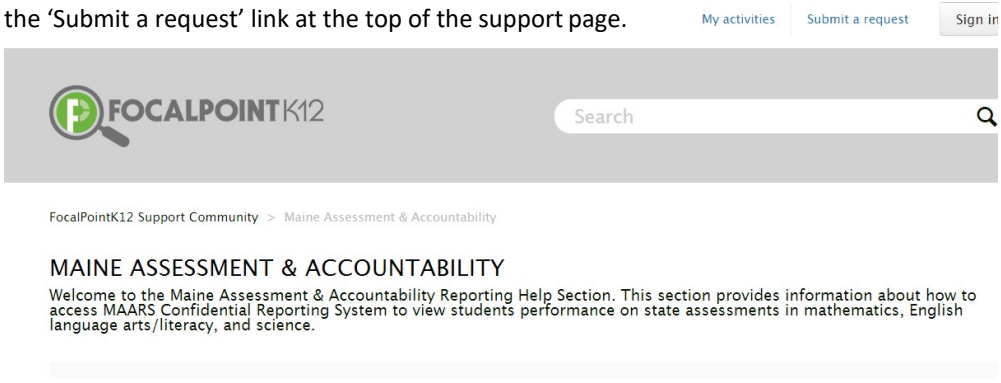
12 Support

The MAARS Support site is available at the following link:

https://focalpointk12.zendesk.com/hc/en-us/categories/201877166-Maine-Assessment-Accountability

The support site provides access to a variety of training materials, quick-start guides, and videos to assist you.

If you are unable to locate information needed, you can open a support ticket by clicking on the 'Submit a request' link at the top of the support page.



Additionally, you can call the help desk at (866) 377-4265 ext. 1