



# Maine Analysis and Reporting System User and Training Manual January 2012

**Audience: All users of the  
Maine Analysis and Reporting System**

Measured Progress - Maine  
800-431-8901, ext. 2378

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# Maine Analysis and Reporting System (MeARS)

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# Introduction

The Maine Analysis and Reporting System is a Web-based reporting system which supports the interactive disaggregation of data into subgroups of students and/or items; provides tabular and graphic displays of results; and permits users to export data in a variety of formats.

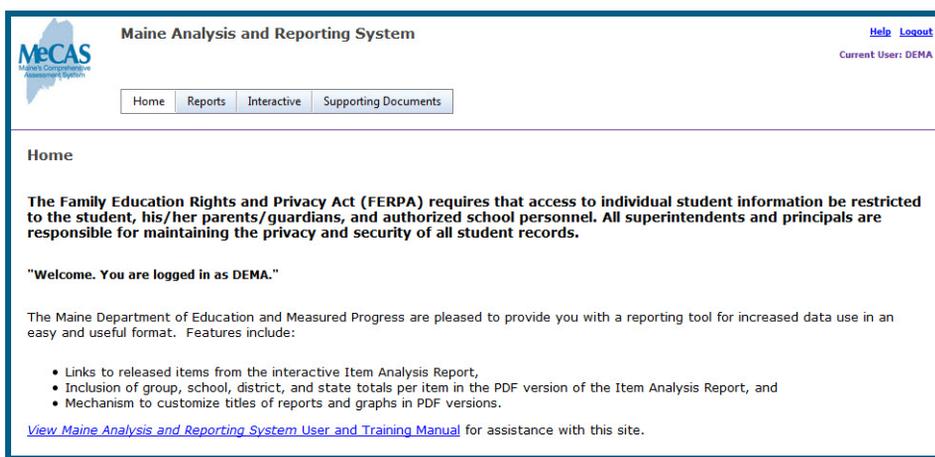


FIGURE 1. Maine Analysis and Reporting System Home Page



This document does not contain any confidential student information. Any figures including student-level data have been created using artificial student names.

## About the Manual / User Assistance

This manual is designed to guide you through the basic procedures for using the Maine Analysis and Reporting System Application.

**Table 1:** Typographic conventions used in this manual

Format	Meaning
<b>Bold font</b>	In procedural text, denotes items on the screen such as the names of fields, buttons, and windows.
<i>Italic font</i>	In procedures indicates text which needs to be entered by the user such as 'Enter your <i>user name</i> and <i>password</i> .'
UPPERCASE	Indicates a key to press on the keyboard such as 'Press the ENTER key.'
	Indicates important information.
	Indicates a note of interest.

## User Assistance

For user assistance, please contact Measured Progress:

**Toll-free:** 800-431-8901, ext. 2378

## Technical Requirements

	<b>Windows</b>	<b>Macintosh®</b>
<b>Operating System</b>	Windows XP® SP3 or Windows Vista® SP2	OS X® 10.4 or 10.5
<b>RAM</b>	Windows XP SP3: 512 MB or greater Windows Vista: SP2 1 GB or greater	OS X 10.4: 256 MB or greater OS X 10.5: 512 MB or greater
<b>Processor</b>	Pentium® III 1.33 GHz or greater	G4 867 MHz or greater
<b>Hard Drive</b>	100 MB	100 MB
<b>Internet Browser</b>	Internet Explorer® 7.x or 8.x Firefox® 3.5.x	Safari® 3.1.2 to 3.2.3 Firefox 3.5.x
<b>Keyboard/Mouse</b>	Standard	
<b>Monitor</b>	32-bit color or greater, 1024 x 768 resolution or greater	

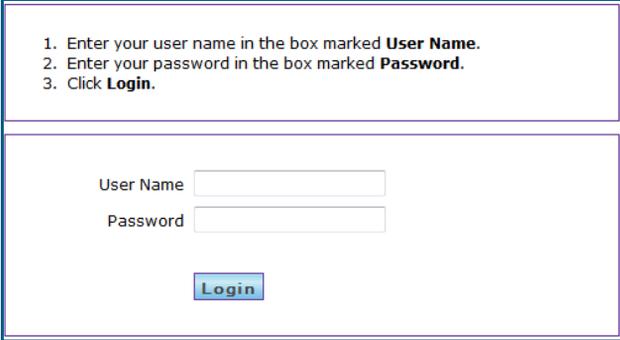


Technical Specifications are subject to change pending release of new browsers or operating systems. Please contact Measured Progress at 800-431-8901, ext. 2378 for more information.

## Log in to the Maine Analysis and Reporting System

### Access the Maine Analysis and Reporting System:

1. Open your Web browser.
2. Enter the URL,  
*http://iservices.measuredprogress.org*  
and press the ENTER or RETURN key.
3. Select **Maine** from the drop-down list and click the **Enter** button.
4. Click the link on the left for **Maine Reports**.
5. Enter your *User Name* and *Password* in the specified fields of the **Login** page.
6. Click the **Login** button.



The screenshot shows a login interface with a blue border. At the top, there are three numbered instructions: 1. Enter your user name in the box marked **User Name**. 2. Enter your password in the box marked **Password**. 3. Click **Login**. Below the instructions are two input fields: 'User Name' and 'Password', each with a text box. At the bottom center is a blue 'Login' button.

FIGURE 2. Login Screen

### Account Types

- ❑ District/SAU: This account is for the district level user and allows access to all reports including static and interactive.

- ❑ **School**: This account is intended for the school principal. One school principal account exists for each school. This account has full access to the respective school data, including account management.
- ❑ **Teacher**: This account is intended for school teachers who will see only the students to whom they have been assigned via the Student Assignment option. If a teacher needs access to multiple groups of students they will need a separate account for each group. See "Assign students to a user account:" on page 32.

### **Password Assistance:**

Use the following list to determine whom to contact for assistance with your User Name and Password:

- ❑ **Superintendents**: Contact Measured Progress at 800-431-8901, ext 2378.
- ❑ **Principals**: Contact Measured Progress at 800-431-8901, ext 2378.
- ❑ **Teachers**: Contact the school principal.

## Maine Analysis and Reporting System Home Page

The home page contains a menu for accessing standard reports and interactive reports, as well as account management functions.

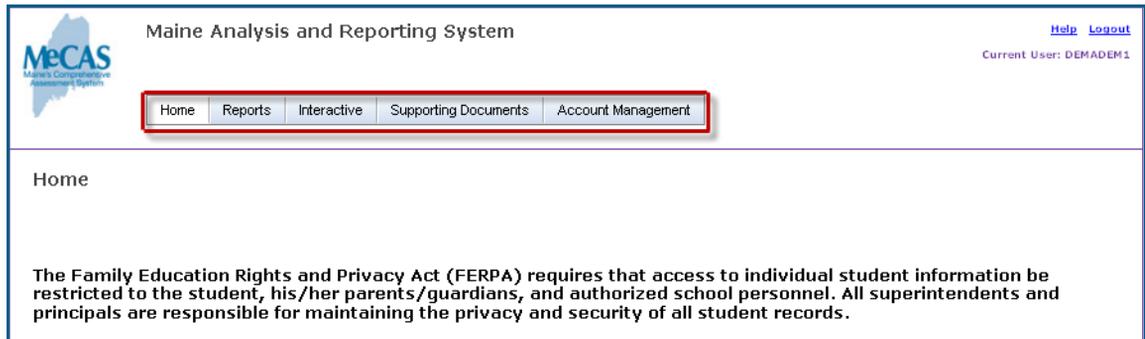


FIGURE 3. Home Page Menu for the School Account

## Teacher Roster with User IDs and Passwords Report:

Once accounts have been created, a list of teacher user names and passwords is available on the home page when logged in at the School Principal level via the **Download Teacher Roster with User IDs and Passwords Report** link.

To create a teacher account, See "Account Management Menu" on page 27.

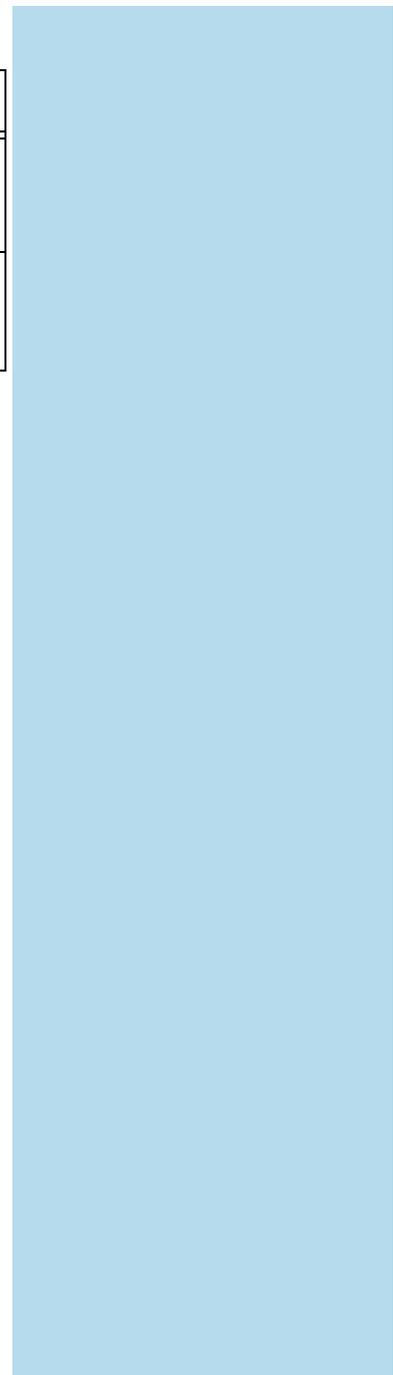


The Account Management menu is available to school principals only. This menu does not appear at the district or teacher levels.

**Home Page Options:**

Menu Option	Access Level	Description
Home	District/SAU School Teacher	Returns the user to the home page from anywhere within the application.
Reports	District/SAU School Teacher	Access static reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> District and School Results Reports</li> <li><input type="checkbox"/> District and School Summary Reports</li> <li><input type="checkbox"/> District and School Student Data Files</li> <li><input type="checkbox"/> Parent/Guardian Reports</li> </ul>
Interactive	District/SAU School Teacher	Access interactive reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> Item Analysis Report</li> <li><input type="checkbox"/> Achievement Level Summary</li> <li><input type="checkbox"/> Released Items Summary Data</li> <li><input type="checkbox"/> Longitudinal Data</li> </ul>
Supporting Documents	District/SAU School Teacher	<ul style="list-style-type: none"> <li><input type="checkbox"/> Guides &amp; Report Shells</li> <li><input type="checkbox"/> Released Items Documents</li> </ul>
Account Management	School	Manage Teacher accounts including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Create New User</li> <li><input type="checkbox"/> User Accounts</li> </ul>

Links	Access Level	Description
Help	District/SAU School Teacher	Access this manual
Logout	District/SAU School Teacher	Exit the system



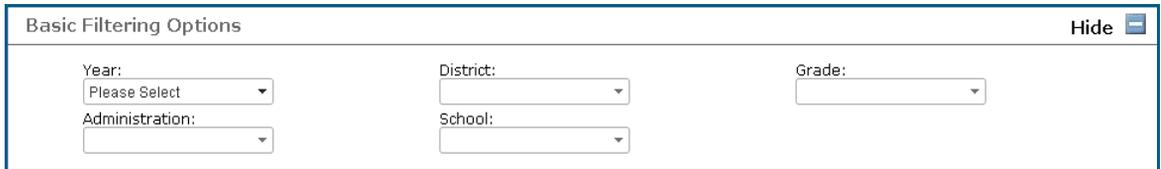
## Filtering Options in the Reports and Interactive Menus

### Basic Filtering:

The **Basic Filtering Option** panel is shown by default when selecting either the **Report** menu or any of the selections from the Interactive menu drop-down list. Select **Show +** or **Hide -** to expand or collapse the filtering options.

Use the **Basic Filtering Options** panel to set the following filters. Once filters have been set, the report will display in the lower portion of the window.

- Year
- Administration
- District
- School
- Grade/Test



The screenshot shows a panel titled "Basic Filtering Options" with a "Hide" button in the top right corner. The panel contains five dropdown menus arranged in two rows. The first row contains "Year:" (set to "Please Select"), "District:" (empty), and "Grade:" (empty). The second row contains "Administration:" (empty) and "School:" (empty).

FIGURE 4. Basic Filtering Options

### Advanced Filtering:

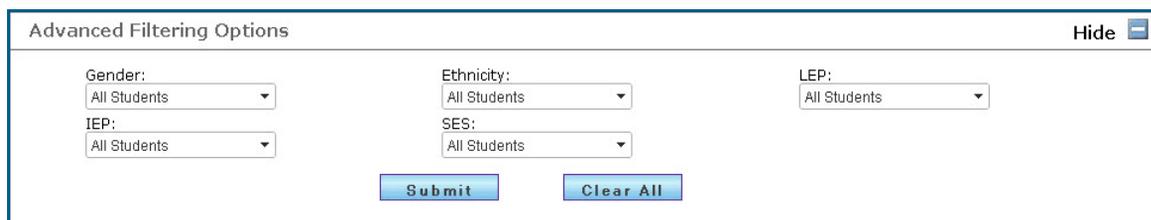
The **Advanced Filtering Options** panel is hidden by default when selecting a report from the **Interactive** menu. Select **Show +** at the right of the window to display the filtering options.

Use the **Advanced Filtering Options** panel to select a subgroup of the students in a report. Select the **Submit** button after specifying filter options. The following options are available:

Gender	Ethnicity	LEP
IEP	SES	

### Clear the Advanced Filtering Options:

Click the **Clear All** button in the **Advanced Filtering Options** panel to default options back to **All Students**.



The screenshot shows a panel titled "Advanced Filtering Options" with a "Hide" button in the top right corner. Inside the panel, there are four dropdown menus arranged in a 2x2 grid. The top row contains "Gender:", "Ethnicity:", and "LEP:". The bottom row contains "IEP:" and "SES:". Each dropdown menu currently displays "All Students". Below the dropdown menus are two buttons: "Submit" and "Clear All".

FIGURE 5. Advanced Filtering Options

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## **Sorting Data in the Interactive Reports**

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Reports available in a table format can be sorted by field.

### **To Sort Data in a Report:**

1. Select the column heading to sort by that field.
2. Select the column heading a second time to reverse the sort order of the field.

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## Export an Interactive Report

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After data has been filtered and sorted to your specifications, interactive reports from the **Interactive** menu can be exported as PDF files. In addition, the Achievement Level Summary report from the **Interactive** menu can also be exported as a JPG file.

### Export an interactive report using Internet Explorer®:

1. Select the **Export in PDF Format, Export Legend** or **Export Chart** icon and the **File Download** dialog box opens.
2. Select **Save** to open the **Save As** dialog box.
3. Enter a file name in the **File Name** field or use the default name provided.
4. Browse to the location where you would like to save the file.
5. Select **Save** to complete the export process.

### Export an interactive report using Safari®:

1. Select the **Export in PDF Format, Export Legend** or **Export Chart** icon.
2. If the file does not open automatically select the file from the **Download** dialog box when download is complete.



Sortable fields vary across interactive reports. See "Sorting Data in the Interactive Reports" on page 13.

### Export an interactive report using Firefox®:

1. Select the **Export in PDF Format**, **Export Legend** or **Export Chart** icon and the **File Download** dialog box opens.
2. Select **Save to Disk** and the file is saved to your default download directory.
3. Select the file from the **Downloads** dialog box when download is complete. Select CTRL-J to open the **Downloads** dialog box if it has closed automatically.

### Reports Menu

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District and School level reports from the **Reports** menu can be exported as PDF files.

View Static Reports:

1. Select the menu option **Reports** and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options for the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 11.

3. To access district results, select **District-Level** from the **District** drop-down list.

To access school results, select the school name from the **School** drop-down list.

4. A list of available reports will be shown below the **Filtering Options** panel. Select the check-box next to the reports to be exported.
5. Select the **Download** button to export the reports.



All reports from the Reports menu will be exported in a compressed ZIP format and can be extracted using your operating system's compression utility.

## Interactive Menu

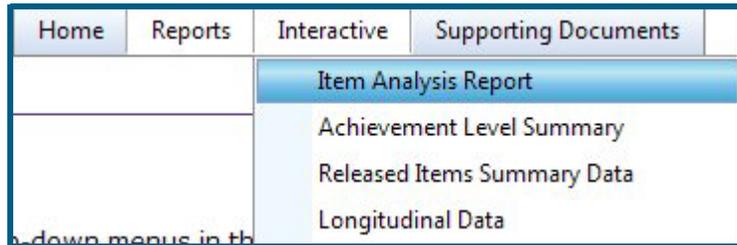


FIGURE 6. Interactive Menu

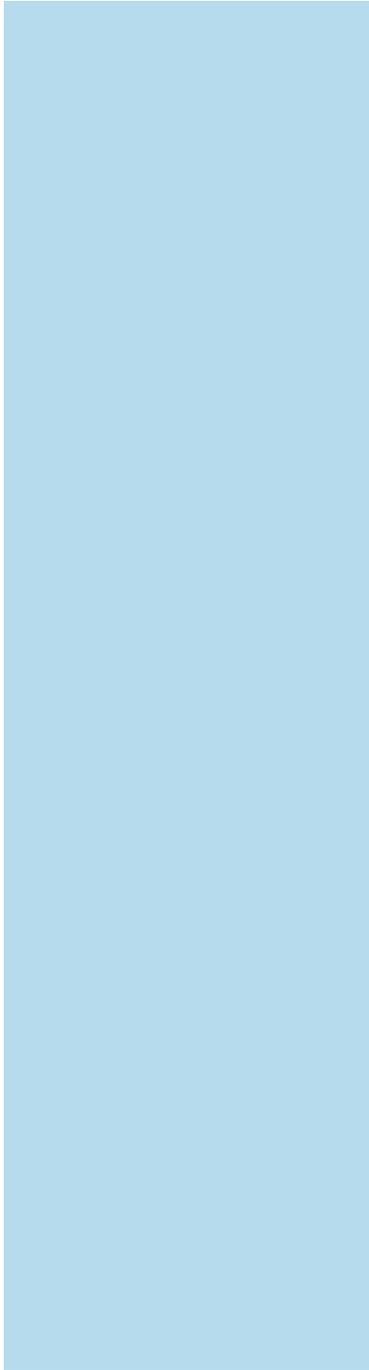


Teachers may want to focus on these items: Item Analysis Report, Released Items Summary Data, and Longitudinal Data.

### The Interactive menu offers the following items:

- ❑ **Item Analysis Report:** Provides individual student performance data on the released items and total test results.
- ❑ **Achievement Level Summary:** Provides a visual display of the percentage of students in each of the four achievement levels.
- ❑ **Released Items Summary Data:** Provides a summary of student responses to the released items.
- ❑ **Longitudinal Data:** Provides performance data for an individual student for multiple test administrations.





5. Released Item Summary data is seen at the bottom of the last page of the report.
6. Click **Export Legend** for definitions of row and column headings.

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## Achievement Level Summary (Interactive Menu)

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### View an Achievement Level Summary:

1. Select the menu option **Achievement Level Summary** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering and advanced filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 11.

3. Select a group from the **Filter by Group** drop-down list.
4. Enter a report title in the **Custom PDF Title** field if the report is going to be exported.
5. View the report and **Export in PDF Format** or **Export Chart** in JPG format if needed. For more information on exporting reports see “Export an Interactive Report” on page 14.

Filtering and advanced filtering options remain selected when moving between the **Item Analysis Report**, the **Achievement Level Summary** and the **Released Items Summary Data**.

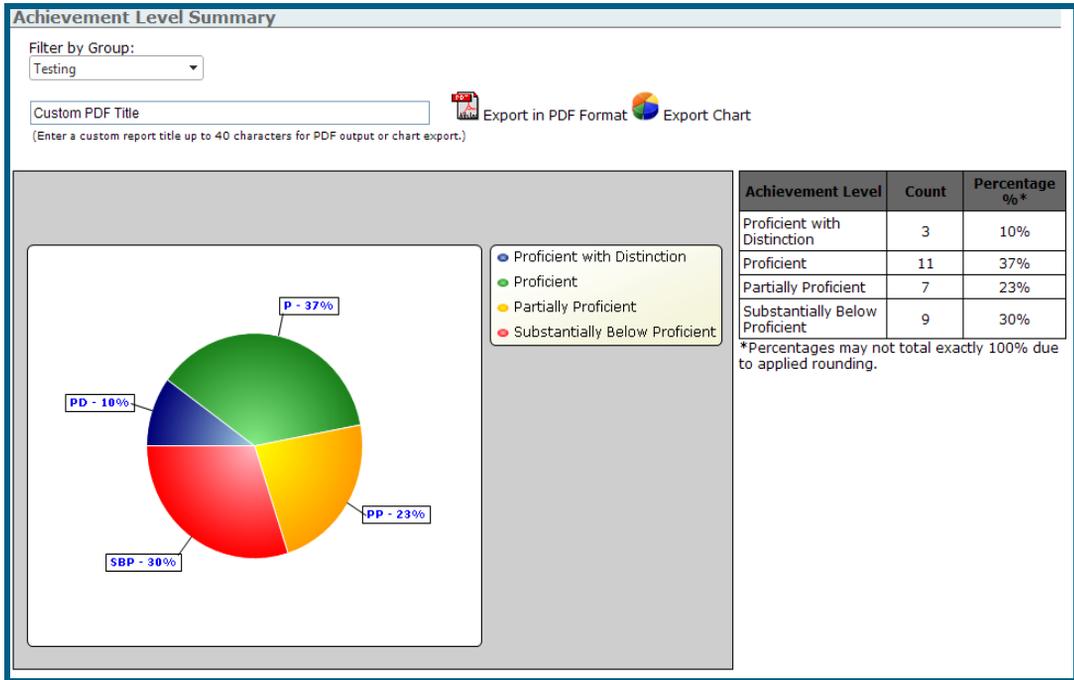


FIGURE 8. Achievement Level Summary

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## Released Items Summary Data (Interactive Menu)

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### View Released Item Summary Data:

1. Select the menu option **Released Items Summary Data** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering and advanced filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 11.

3. Enter a report title in the **Custom PDF Title** field if the report is going to be exported.
4. View the report and **Export in PDF Format** if needed. For more information on exporting reports see “Export an Interactive Report” on page 14.
5. For help on reading this report, click **Export Legend**, which defines the column headings.

Released Items Summary 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

**Open Response**

View Item	Released Item	Content Strand	Correct (#)	A (#)	B (#)	C (#)	D (#)	IR (#)	Correct Response
	1	E5	24	24	0	8	0	0	A
	2	E5	25	0	0	7	25	0	D
	3	D3	14	1	8	14	8	1	C
	4	E1	24	5	1	24	2	0	C
	5	D2	17	0	13	2	17	0	D
	6	D1	23	3	1	4	23	1	D
	7	E2	12	5	4	12	10	1	C
	8	D2	30	30	1	0	0	1	A
	9	E3	22	1	5	4	22	0	D
	10	D3	24	1	24	2	4	1	B

View Item	Released Item	Content Strand	Point Value	Avg Score
	17	D4	4	2.3
	18	E4	4	2.0

FIGURE 9. Released Items Summary Data

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## Longitudinal Data (Interactive Menu)

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### View Longitudinal Data for a Student:

1. Select the menu option **Longitudinal Data** from the **Interactive** menu and the **Basic Filtering Options** panel is displayed.
2. Set the filtering options to view the report by selecting values from the drop-down lists.

For more information on the **Filtering Options** see “Filtering Options in the Reports and Interactive Menus” on page 11.

3. Select a grade from the **Filter by Grade** drop-down list.
4. Select a student from the list of available students on the left and the report displays on the right with all available data for the selected student.
5. View the report and click **Export Selected Student** or **Export All Students** in PDF Format if needed. For more information on exporting reports see “Export an Interactive Report” on page 14.

### Column Labels:

- Year
- Enrolled Grade
- School
- Administration
- Test Name
- Content Area
- Score
- Achievement Level

**Longitudinal Data**

Filter by Grade: Grade 05 Export Selected Student Export All Students

Year	Enrolled Grade	School	Administration	Test Name	Content Area	Score	Achievement Level
0910	05	Demonstration School 2	MEA Science 2010	Grade 05 Science	sci	548	Proficient
1011	05	Demonstration School 1	NECAP Fall 2010	Grade 05 Mathematics	mat	545	Proficient
1011	05	Demonstration School 1	NECAP Fall 2010	Grade 05 Reading	rea	540	Proficient
1011	05	Demonstration School 1	NECAP Fall 2010	Grade 05 Writing	wri	535	Partially Proficient

Please Select A Student

- Sawyer Barnes
- Micheal Bergeron
- Perla Bernal
- Joseph Birwood
- Tiana Birdwell
- Thomas Blushi
- Christop Brayton
- Bryan Calderon
- Michael Crawford
- Jacob Desrochers
- Nicholas Earney
- Lindsey Englestead
- Arianna Fisher
- Bryan Godair
- Amanda Godes
- Jessica Halstenberg
- James Hannan
- Kadeen Hanson
- Jordan Harper
- Shelby Holm
- Shane Horr
- Tamara Hoskins
- Travis Hull
- Thomas Hydrick

FIGURE 10. Longitudinal Data

## Supporting Documents Menu

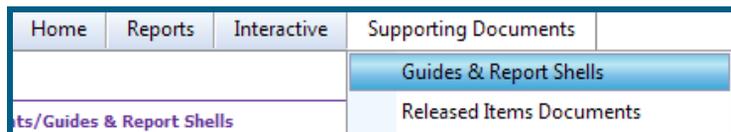


FIGURE 11. Supporting Documents Menu

### The Supporting Documents menu offers the following items:

- ❑ **Guides & Report Shells:** *Guide to Using the 2011 NECAP Reports* and *Sample Student Report Shells* in PDF format

**NOTE:** Sample Student Report Shells are blank report templates that do not contain any data.

- ❑ **Released Items Documents:** Released Items, Released Items Support Material and Student Work Samples available in PDF format



Passwords are case-sensitive and must contain a minimum of five alphanumeric characters.

## Account Management Menu

The **Account Management** menu option is only available to a School Principal. For more information on accounts see “Account Types” on page 5. Use the **Account Management** menu to create, add or delete user accounts; set active users and assign students to a specific teacher account.

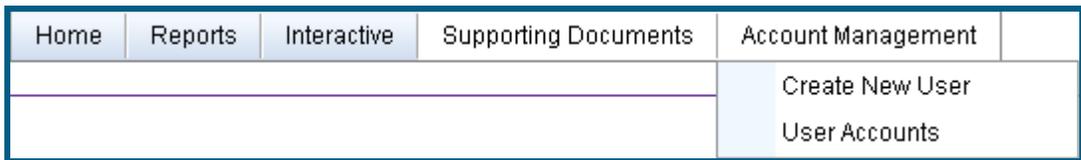


FIGURE 12. Account Management Menu

## Create New User

### Create a user:

1. Select the menu option **Create New User** from the **Account Management** menu to open the **Create User** screen.
2. Enter a **User Name**, **First Name** and **Last Name**.
3. Enter a **Password** for the new account. Re-enter the new password for verification.

You will be prompted if the two passwords do not match. Re-enter if needed.

A user name must be unique within a state. If a user name already exists you will be prompted to create a user with a different user name.

4. Select the checkbox next to each test for the teacher or select the checkbox next to **Test Name** to select all tests.

5. Click the **Submit** button.

A message will display indicating the new account has been successfully created. The user name is active and ready for student assignment.

Account Management / Create New User

### Create New User

- Sign Up for your New Account

User Name:

First Name:

Last Name:

Password:

Confirm Password:

<input type="checkbox"/> Test Name
<input type="checkbox"/> Grade 03 Mathematics
<input type="checkbox"/> Grade 03 Reading
<input type="checkbox"/> Grade 04 Mathematics
<input type="checkbox"/> Grade 04 Reading
<input type="checkbox"/> Grade 05 Mathematics
<input type="checkbox"/> Grade 05 Reading
<input type="checkbox"/> Grade 05 Science
<input type="checkbox"/> Grade 05 Writing
<input type="checkbox"/> Grade 06 Mathematics
<input type="checkbox"/> Grade 06 Reading
<input type="checkbox"/> Grade 07 Mathematics
<input type="checkbox"/> Grade 07 Reading
<input type="checkbox"/> Grade 08 Mathematics
<input type="checkbox"/> Grade 08 Reading
<input type="checkbox"/> Grade 08 Science
<input type="checkbox"/> Grade 08 Writing
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Reading
<input type="checkbox"/> Science
<input type="checkbox"/> Writing

FIGURE 13. Create User Screen

## User Accounts

Select the menu option **User Accounts** from the **Account Management** menu to display account management options.

Scrolling may be required to view an account in the User Account Management page depending upon how many accounts are in the system.

Checking the checkbox in the heading row of the list of user accounts selects all displayed user accounts.

Maine Analysis and Reporting System [Help](#) [Logout](#)  
 Current User: DEMADEM1

Home Reports Interactive Supporting Documents Account Management

Account Management/User Accounts

User Accounts

- To edit an account, click on user name.
- To inactivate, activate, or delete an account, check the box to the left of the specific user name, then select the appropriate option from the drop-down list at the bottom of the page and click Submit.
- To select all accounts, check the box to the left of the User Name heading.

[Download Teacher Roster](#) [Create New User](#)

View: All | **Active** | Inactive

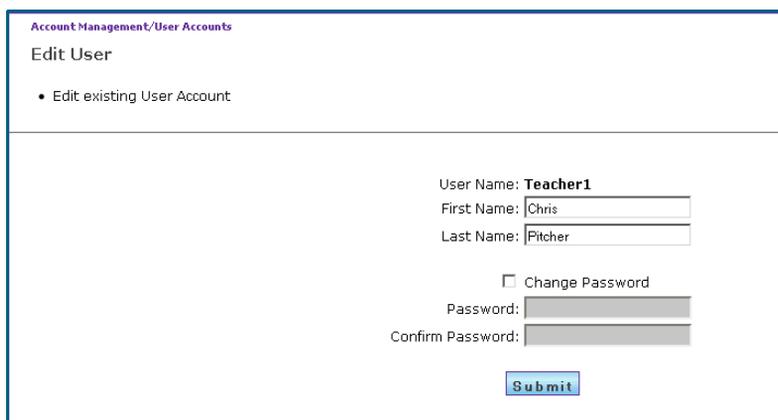
<input type="checkbox"/> User Name	Status	Student Assignments	Test Assignments
<input type="checkbox"/> Teacher1	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/> Teacher2	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/> Teacher3	Active	<a href="#">Edit Student Assignments</a>	<a href="#">Edit Test Assignments</a>
<input type="checkbox"/> Teacher4	Inactive		
<input type="checkbox"/> Teacher5	Inactive		
<input type="checkbox"/> Teacher6	Inactive		

Selected Items: **Make Inactive**

FIGURE 14. User Account Management

### Edit a user account:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **User Name** of the user to modify.
3. Change the First Name and Last Name as needed.
4. Click **Submit**.
5. Click the **Return to User Accounts** link to return to the User Accounts page.



The screenshot shows a web interface for editing a user account. At the top, there is a breadcrumb trail: "Account Management / User Accounts". Below this, the page title is "Edit User". A sub-header indicates the action: "• Edit existing User Account". The form contains the following fields and options:

- User Name: **Teacher1** (text label)
- First Name:  (text input)
- Last Name:  (text input)
- Change Password (checkbox)
- Password:  (password input)
- Confirm Password:  (password input)
- (submit button)

FIGURE 15. Edit User

### Change a user's password:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **User Name** of the user to modify.
3. Check the **Change Password** checkbox.
4. Enter a new Password.  
Passwords are case-sensitive and must contain a minimum of five alpha-numeric characters.
5. Confirm the new Password.
6. Click **Submit**.

7. Click the **Return to User Accounts** link to return to the User Accounts page.

### Delete a user:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Check the checkbox next to the user(s) to be deleted from the **User Name** list.
3. Select **Delete** from the **Selected Items** drop-down list box.

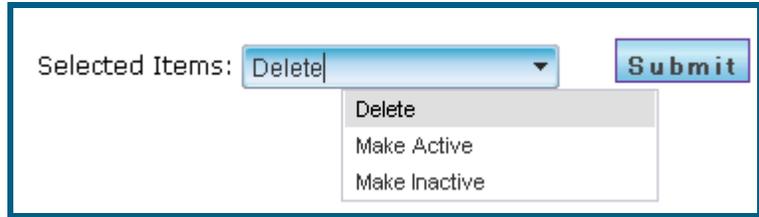


FIGURE 16. **Selected Items** Drop-down List

4. Click the **Submit** button.

### Make Users Active or Inactive

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Check the checkbox next to the user(s) to make active or inactive from the **User Name** list.
3. Select **Make Active** or **Make Inactive** from the **Selected Items** drop-down list box.
4. Click the **Submit** button.

When a user name is set inactive, the user is unable to log in to the system and receives a message stating, "Your login attempt was not successful. Please try again."

## Assign students to a user account:

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **Edit Student Assignments** link in the **Student Assignments** column in the row for the user account to modify.
3. Select a grade from the **Grade** drop-down list.
4. Select the checkbox to add (or remove) a student assignment. If the checkbox in the heading row is selected, all students are assigned to the user.
5. The student list can be sorted; select the column heading to sort by that field. Select the column heading a second time to reverse the sort order of the field.

Students may be assigned to multiple users.

6. This process may be repeated for users who are assigned multiple groups of students. Each group must be identified with a unique user name.
7. Click the **Submit** button to save the changes.
8. Click the **Return to User Accounts** link to return to the User Accounts page.

Account Management / User Accounts

Edit Student Assignment

• Edit student Assignments [Return to User Accounts](#)

User Name:

Grade:

<input type="checkbox"/>	Last Name	First Name	M.I.	Grade	Birth Date	Student Identifier
<input type="checkbox"/>	Cashen	Nicholas		03	09/17/2001	G14621263
<input type="checkbox"/>	Caudill	Bridget	D	03	04/11/2001	F10671254
<input type="checkbox"/>	Clark	Christopher	W	03	04/03/2000	D32761216
<input type="checkbox"/>	Clickner	Meagan	R	03	03/06/2001	N87721247
<input type="checkbox"/>	Gibson	Haley		03	12/01/2000	F86311300

FIGURE 17. Student Assignment Screen



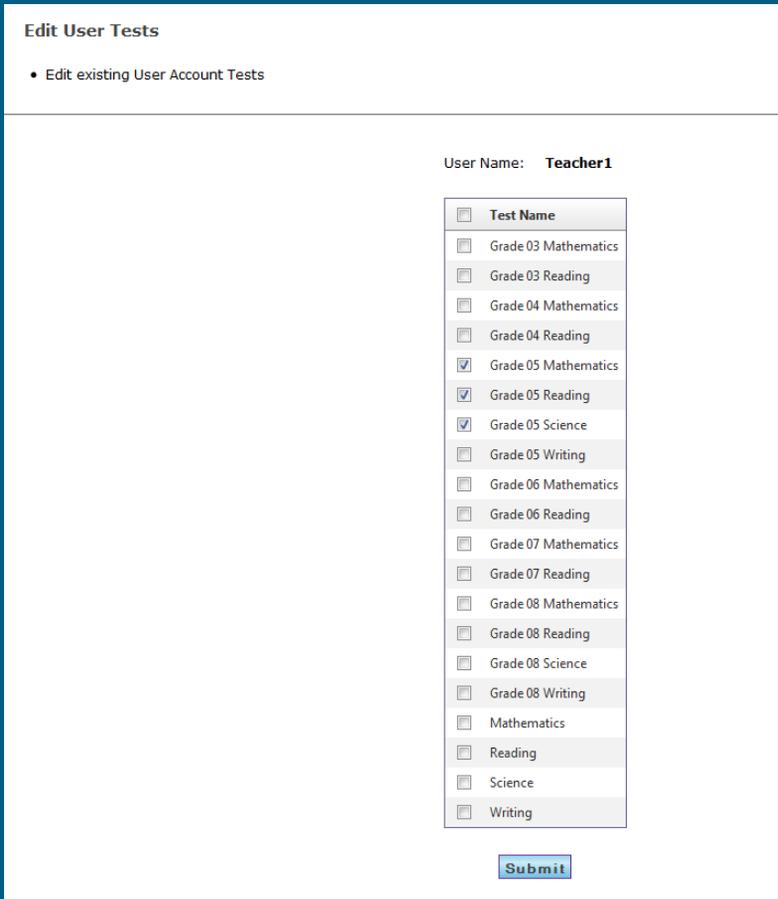
Users do not need to create a new user account to access additional tests. Use the following procedure to assign tests to an existing user account.

Once accounts have been created, a list of teacher user names and passwords is available on the home page via **Download Teacher Roster with User IDs and Passwords Report** link.

#### **Assign tests to a user account:**

1. Select the menu option **User Accounts** from the **Account Management** menu.
2. Click the **Edit Test Assignments** link in the **Test Assignments** column in the row for the user account to modify.
3. Select the checkbox to add (or remove) a test assignment. If the checkbox in the heading row is selected, all tests are assigned to the user.

4. Click the **Submit** button to save the changes.



**Edit User Tests**

- Edit existing User Account Tests

User Name: **Teacher1**

<input type="checkbox"/> Test Name
<input type="checkbox"/> Grade 03 Mathematics
<input type="checkbox"/> Grade 03 Reading
<input type="checkbox"/> Grade 04 Mathematics
<input type="checkbox"/> Grade 04 Reading
<input checked="" type="checkbox"/> Grade 05 Mathematics
<input checked="" type="checkbox"/> Grade 05 Reading
<input checked="" type="checkbox"/> Grade 05 Science
<input type="checkbox"/> Grade 05 Writing
<input type="checkbox"/> Grade 06 Mathematics
<input type="checkbox"/> Grade 06 Reading
<input type="checkbox"/> Grade 07 Mathematics
<input type="checkbox"/> Grade 07 Reading
<input type="checkbox"/> Grade 08 Mathematics
<input type="checkbox"/> Grade 08 Reading
<input type="checkbox"/> Grade 08 Science
<input type="checkbox"/> Grade 08 Writing
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Reading
<input type="checkbox"/> Science
<input type="checkbox"/> Writing

**Submit**

FIGURE 18. Edit User Tests

5. Click the **Return to User Accounts** link to return to the User Accounts page.