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Introduction

The following guidelines detail scenarios for running reports which will be helpful to administrators and principals in making curriculum and instruction decisions. Though EIMS does produce subgroup reports, the user is cautioned that it is not intended to generate the AYP status or SOL accreditation ratings for a school or division.

Authorized users will be able to run the following reports:

- Longitudinal Performance Reports
- Comparison of Achievement
- Advanced Placement
- SAT
- Student Record Collection Reports
- Economically Disadvantaged
- PALS
- ACT

This Procedure Guide for Reporting provides a step-by-step process for completing distinct tasks within Virginia EIMS Reporting. Each of these tasks is identified in the Table of Contents.

Authorization to View Data

Access to the various reporting functions described in this guide is based on the authorizations that are assigned to you.

Overview of EIMS

EIMS, Educational Information Management System, is the state level management system designed to help the state and divisions, on curriculum and instruction decision-making. The system allows divisions not only to submit information for state data collections but stores
assessment results to help divisions and school personnel to make informed educational decisions based on accurate and timely information.

The system features: Decisions Support Tools for Division Administrators, Principals and Teachers, Ability to Pre-identify students for state assessments, standard and ad-hoc reporting and a secure web-based data transfer.

Login Procedures

1. To access the Virginia EIMS home page, go to www.virginiaeims.com.
2. Click Login to PearsonAccess in the lower left-hand side of the page.
3. You will be prompted to enter your assigned user name and password. User rights to the system are established by the EIMS Project Manager in each division. If you do not already have a login and password, please contact your school principal or EIMS Project Manager to obtain an NNPS EIMS Access Request form. If you have a username but forgot your password, click **Forgot your user name or password?**

Beginning August 12, 2009, when you log into PearsonAccess, there will be a one-time prompt requiring you to read and accept the 2009-2010 Confidentiality Agreement. When the 2009-2010 Confidentiality Agreement appears, read the guidelines and click the **Accept** button to continue. There is also a link on the screen that allows you to print a copy of the 2009-2010 Confidentiality Agreement.
**Student Data Management**

**Student Search**
The student search interface is provided so that a user can determine if a student already exists in EIMS. This interface will allow the user to search a student's **State Test Identifier (STI)** or on a student’s last name. Other demographic information is provided to narrow the search.

1. Under the column titled **Student Data**, select the **Manage EIMS Data** link.
   - Your Account | Administrative Management | Support | Logout

   **Home** | **Student Data** | **Test Setup** | **Test Results**

   Current organization: NEWPORT NEWS CITY

2. Click the **Manage EIMS Student Data** link to access the **Student Search** functionality.
3. To search for students, enter the student’s STI or Last Name and click on the **Search** button.

4. To search based on multiple STI’s, enter STI’s separated by commas in the STI field and then click on the **Search** button.

5. After a successful search has been completed, a table in the lower part of the screen will display containing all records matching the search criteria.
1. **Student Details**

The “Student Details” interface is provided so that users with appropriate security role are allowed to view student details within EIMS.

1. **Student Details**

   After the user has performed a search, the user can only access student details for which they have security access to, by clicking the student name link of the student. Please note that if the student results do not correlate to the security access of the user, the student name link will not be active. This interface will show student demographic information.
2. **Enrollment Data:**
   This tab returns a student’s record of which Virginia schools they have attended.

3. **Transaction History:**
   This tab returns a list with each transaction from a division, via SIF or file upload, which have been sent to EIMS for an update of the student’s record.

4. **Assessment History:**
   This tab returns a student’s entire Virginia testing history for each division they have been enrolled.
a. **Export to PDF icon:**
   This icon provides users with the ability to view and print a report of the selected student’s Assessment History. Click on the Export to PDF icon.

![Student Details](image)

The PDF version of this report (see example below) is returned.

![Student Report](image)

b. **Sort data in Assessment History tab:**
   Each column of data can be sorted by clicking on the column headers. Once data has been sorted, an arrow will appear reflecting the sort order.

![Sorted Data](image)
EIMS Reports

Under the column titled Test Results, select the EIMS Reports link to access all of the assessment reports available in EIMS.
## EIMS Reports

**Division:** NEWPORT NEWS CITY PUBLIC SCHOOLS

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longitudinal Performance</td>
<td>Click here: Provide a fast and easy solution for retrieving longitudinal assessment results. The Score and Performance view for viewing division, school and teacher level data by all subgroups, as well as offering graphical representations. The Student Roster and the Assessment History tabs are available to focus on a group of students or one student's assessment history.</td>
</tr>
<tr>
<td>Comparison of Achievement</td>
<td>These reports allow for the comparison of subgroup data for a specified year, grade, and subject for schools, divisions, and the state.</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>The AP division, school and demographic data are student-reported to College Board. Please be aware that record changes submitted by school divisions to the College Board may not be reflected in this data.</td>
</tr>
<tr>
<td>SAT</td>
<td>These reports retrieve the College Board's SAT assessment results for students.</td>
</tr>
<tr>
<td>Student Record Collection Reports</td>
<td>These reports retrieve data based on the Student Record Collection (SRC) submission for the end of year (E0Y) collection. This data is received from the VDOE at the close of each school year.</td>
</tr>
<tr>
<td>Economically Disadvantaged Reports</td>
<td>These reports allow for the comparison of Economically Disadvantaged subgroup data for a specified year, grade, and subject for schools, divisions, and the state.</td>
</tr>
<tr>
<td>PAL Reports</td>
<td>These reports retrieve the Phonological Awareness Literacy Screening scores for students.</td>
</tr>
<tr>
<td>ACT</td>
<td>These reports retrieve ACT assessment results for students. ACT division, school and demographic data are student-reported.</td>
</tr>
<tr>
<td>Watch List Report</td>
<td>Provides information about students who may be at risk of not being successful in school. The report identifies specific areas, including academic and non-academic areas such as attendance, that are causing challenges for individual schools, grade levels, and students. This information can be used to inform school-wide decisions that impact student instruction and support services and help ensure that interventions are tailored to students' individual needs.</td>
</tr>
<tr>
<td>Postsecondary Enrollment Data Reports</td>
<td>Provide details about enrollment in and credentials earned in postsecondary institutions.</td>
</tr>
</tbody>
</table>
1. This screen displays links and descriptions for each EIMS Report available. Reports include: Longitudinal Performance, Comparison of Achievement, Advanced Placement (AP), SAT, Student Record Collection, Economically Disadvantaged, PALS, and ACT. *Watch List and Postsecondary Enrollment Data Reports are not available at this time. Descriptions for each available report are below.

- **Longitudinal Performance** – provide a fast and easy solution for retrieving longitudinal assessment results. SOL reports include the capability of saving and later re-querying data sets. In addition, these reports allow for drilling to previously created Roster Group and student level data.
- **Comparison of Achievement** – allow for the comparison of subgroup data for a specified year, grade, and subject for schools, divisions, and the state.
- **Advanced Placement** – retrieve the College Board's Advanced Placement assessment results for students.
- **SAT** – retrieve the College Board's SAT assessment results for students.
- **Student Record Collection Reports** – retrieve data based on the Student Record Collection (SRC) submission for the end of year (EOY) collection. This data is received from the VDOE at the close of each school year.
- **Economically Disadvantaged Reports** – provide a solution for assessing subgroup performance.
- **PALS** – retrieve the Phonological Awareness Literacy scores for students.
- **ACT** – retrieve ACT assessment results for students. ACT division, school and demographic data are student-reported.
- **Watch List** – Provides information about students who may be at risk of not being successful in school. The report identifies specific areas, including academic and non-academic areas such as attendance, that are posing challenges for individual schools, grade levels, and students. This information can be used to inform school-wide decisions that impact student instruction and support services and help ensure that interventions are tailored to students' individual needs.
- **Postsecondary Enrollment Data Reports** – provide details about enrollment in and credentials earned in postsecondary institutions.

2. Below, you will see the status of each data set by testing administration.
**Longitudinal Performance Reports**  
**At-A-Glance tab**

Provides a quick view of your school’s or division’s progress including: Pass/Proficient and Pass/Advanced by Subject; Percent Pass and Percent Fail by School/Division or Teacher/School, Pass Rates by Subgroups for each Subject, and Pass/Fail Rates by Subject. This is the default tab that is presented when you click on the Longitudinal Performance link.

1. Choose an available school from the list in **Performance by School** by clicking on the school name.

**Performance by School list**

Drill up one level using the **Drill** icon.

Print and Export to Excel icons are available on data tables and graphs.
2. This returns a list of Teacher/Group names to choose from for further filtering. Only one Teacher/Group can be selected at a time.

NOTE: Click on the Drill icon to drill UP to the next level of data in the table or graph. Also available are the Export to Excel and Print icons. Please see the “Navigational Tools” section for further instructions on these tools.

3. Once you have filtered by Teacher/Group, all data in the graphs and data tables can be filtered in a number of ways:
   a. Data can be filtered to a specific Subject, Grade or Subgroup using the menus at the top left. Click on the selection or click on the arrow next to the selection name.
   b. A Cycle Arrow is also available which allows for the cycling through of data in the graphs.
   c. The graphs and tables are interactive which provides users with the capability to click directly on an information bar to further filter data. Subject or subgroup names can also be clicked on to filter down to specific information.
   d. School Year and Session (administration) can be filtered using the menus at the top of the screen. More than one of these can be selected at a time by pressing the CTRL key and clicking additional selections.
**Drill Down Menus**
Click once to use any of the following drill down tools.

- **Score Band** – chart with data
- **Subject-Test** – chart with data
- **Test-Category** – bar graph
- **Reporting Category** – chart with data
- **Subgroup** – chart with data
- **School Year** – line graph

*NOTE: to select any of the reports within the tabs, you must double click the report title.*

**Score Analysis**
Score Analysis returns a report that will display data based on six options, denoted by the buttons across the top. (Score Band, Subject-Test, Test-Category, Reporting Category, Subgroup, and School Year) When users first open this screen, the initial report that will display is the Score Band option. Notice below that when one of the options is selected, it is removed from the button selection and the report is displayed.

- By selecting one of the six report buttons, assessment data can be displayed.
NOTE: Once in a report, data can be filtered from column headers within the table of data or from the menu selection of variables at the far left. In addition, the data itself may be selected by double clicking. This will allow drilling down to a narrower data set.

Notice that each report has a set of tools in the upper right corner that allows the data set to be printed, sent to excel for further aggregation, and in some cases graphed. Please see the “Navigational Tools” section for further instructions.

1. **Score Band** returns pass/fail data broken down by each score band, along with number of tests, percentage of tests within each range, and average scaled score.

**Score Analysis page/ Score Band Table**

![Score Band Table](image)

Print and Export to Excel icons are available.
2. **Subject-Test** returns subject level data along with number of tests, percentage of tests in each category and average scaled score.

**Subject-Test table**

<table>
<thead>
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</tr>
</tbody>
</table>

**Note:** The table above shows the subject test results for different school years, subjects, and performance categories.
3. **Test-Category** returns data in a bar graph format. This report shows graphically the number of students in the data set.

**Test-Category table**
4. **Reporting Category** returns a table with tests broken down by reporting category information.

**Reporting Category table**
5. **Subgroup** returns subject level data for all subgroups.

**Subgroup table**

Simply change the subgroup data by selecting the arrow to the right of your choice OR by right-clicking on the circular arrow to the left of the subgroup column header to change the subgroup selection.
6. **School Year** displays a line graph to show progress over time.

**School Year line graph**

Performance Analysis

Performance Analysis displays data based on six options, denoted by the buttons across the top. (Test Results, School Year, Subject/Test/Grade/Test Level, Organization, Performance, and Subgroup) When users first open this screen, the initial report that will display is the Test Results option in which pass/fail data is broken down by **subgroups**. Notice below that when one of the options is selected it is removed from the button selection and the report is displayed.

By selecting one of the six buttons, one of these reports can be displayed:
- Test Results – chart with data
- School Year – bar graph
- Subject, Test, Grade, Test Level – chart with data
- Organization – bar graph
- Performance – chart with data
- Subgroup – bar graph
1. **Test Results** provides subject and grade level test data by one subgroup. Number of tests, passed and failed, and percentage passed and failed is shown.

Subgroups can be changed from the menu selection to the left of the table or the circular drill in the column header.

**Test Results table**
The subgroup column can also be changed by right-clicking on the circular arrow to the left of the subgroup column header.

**Test Results subgroups**

![Test Results subgroups](image1)

2. **School Year** returns a bar graph that compares pass rates from year to year as below. Data can be further filtered from the menu selections on the far left.

**School Year bar graph**

![School Year bar graph](image2)
3. **Subject, Test, Grade, Test Level** returns a chart with data that compares subject, test, grade or test pass rates based on your selections. Data sets can be selected using the menus at the far left.

**Subject, Test, Grade, Test Level results**

![Graph showing subject test grade results]
4. **Organization** returns a bar graph with pass rate comparisons. An organization is defined as physical testing locations such as a division or school.

**Organization bar graph**
5. **Performance** returns a table of data with pass rates for up to three subgroups. The menu selections on the far left can be used to filter data OR right-click on any circular arrow to the left of the column header to change a subgroup.

**Performance data table**
6. **Subgroup** returns a bar graph for comparison of subgroup performance. Different subgroups can be chosen by using the menu selection or the circular arrow at the bottom right of the graph.

**Subgroup bar graph**
Student Roster
Student Roster returns data based on previous selections made from the Score Analysis or Performance Analysis Tabs. Once the report has been drilled to the detail desired, selecting the Student Roster tab will return the list of students for the requested data set.

1. Student Roster report returns a list of students based on drill down selections made under the Score Analysis and/or Performance Analysis tabs. Test administration, Pass/Fail data, raw score, and scaled score are shown for each test the students have taken.

Student Roster data table

From here, drilling to a specific teacher or group is accomplished by choosing from the drop down menu at the far left. The Session selections above the roster can be used to further define a roster by a specific test administration.

Drilling to specific Teacher/Group
**Student Roster by Category** returns a list of students based on previous drill down selections in Score Analysis and/or Performance Analysis. Each student’s data is broken down by test name and category.

**Student Roster by Category data table**

![Student Roster by Category data table](image)

The menu selections above and to the left of the roster can be used to further define a roster.

**NOTE:** To view a particular student’s data, click on their name in the Student Roster. The table will then be drilled down to only that student’s information.
**Student Roster by Subgroup** returns a list of students based on previous drill down selections in Score Analysis and/or Performance Analysis with three subgroup filters within the data table.

**Student Roster by Subgroup**

![Image of Student Roster by Subgroup](image)

---

<table>
<thead>
<tr>
<th>Student Full Name</th>
<th>Test</th>
<th>Grade</th>
<th>LEP Status</th>
<th>Disability Code</th>
<th>VAAP Score</th>
<th>% &amp; Score</th>
<th>VCE Score</th>
<th>VCE Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>Test1</td>
<td>Grade</td>
<td>LEP Status</td>
<td>Disability Code</td>
<td>VAAP Score</td>
<td>% &amp; Score</td>
<td>VCE Score</td>
<td>VCE Score</td>
</tr>
<tr>
<td>Student 2</td>
<td>Test2</td>
<td>Grade</td>
<td>LEP Status</td>
<td>Disability Code</td>
<td>VAAP Score</td>
<td>% &amp; Score</td>
<td>VCE Score</td>
<td>VCE Score</td>
</tr>
<tr>
<td>Student 3</td>
<td>Test3</td>
<td>Grade</td>
<td>LEP Status</td>
<td>Disability Code</td>
<td>VAAP Score</td>
<td>% &amp; Score</td>
<td>VCE Score</td>
<td>VCE Score</td>
</tr>
<tr>
<td>Student 4</td>
<td>Test4</td>
<td>Grade</td>
<td>LEP Status</td>
<td>Disability Code</td>
<td>VAAP Score</td>
<td>% &amp; Score</td>
<td>VCE Score</td>
<td>VCE Score</td>
</tr>
<tr>
<td>Student 5</td>
<td>Test5</td>
<td>Grade</td>
<td>LEP Status</td>
<td>Disability Code</td>
<td>VAAP Score</td>
<td>% &amp; Score</td>
<td>VCE Score</td>
<td>VCE Score</td>
</tr>
</tbody>
</table>

---
Assessment History
Assessment History returns a student’s entire Virginia testing history for each division they have been enrolled in. This history includes the test administration, which division the student was active in during that particular administration, their active school, which teacher/group they were assigned to, the test name, whether they passed/failed, their raw score and their scaled score. Students must have a status of active enrollment in your division to view this data.

NOTE: You can use the Assessment History tab from any other tab to search for a particular students’ historical data. Just click on the black arrow next to STI and enter the students’ STI or last name.

Assessment History tab

There are a couple of other ways to access this report as described below:

1. After drilling down to the particular reporting information you would like to see under the Score Analysis and/or Performance Analysis tabs, click on the Student Roster tab to return a list of all students related to your selections.

2. Click directly on the Assessment History tab. This will result in a screen that asks you to enter the student’s STI or last name. This will also result in the return of the Assessment History Report.

This tab offers four buttons for a variety of views for one student’s assessment history:

1. **Longitudinal** provides data of where, when and which test a student took as well as their raw and scale score.
2. **Individual** presents a table with all tests and their reporting categories.
3. **Demographics** includes student name, STI, date of birth, gender, ethnicity, LEP, and disability status.
4. **Test List** offers an entire list of this student’s assessment history with P/F status, test type, test administration and year.
To select a student:

1. Select one student from the Student Roster or enter the student’s STI.

2. Click the **Assessment History** tab.

To search for one student without accessing a Student Roster and going directly to the Individual Student Report:

1. Click on the down arrow to the right of **STI**. A drop down of possible STIs will appear.

2. Begin typing the STI or last name of the student you are searching for. A small, blue box appears and displays the numbers or letters you are entering preceded and followed by wildcard symbols (asterisks) in case you do not enter the complete STI or last name.

Select RETURN or ENTER on your keyboard and the student’s data will be returned.

**Creating a Roster Group**

Longitudinal Performance contains a filter on all reports, with the exception of the At-a-Glance tab, that allows the user to filter on a previously created Roster Group.
Rules for creating a Roster Group:
- Roster Groups must first be created in the Student Data > Student Data Information section of PearsonAccess.
- Once a Roster Group is created, it can be viewed in the Student Data > Student Data Information section OR EIMS Reports > Longitudinal Reports.
- Once a Roster Group is created, it can only be edited in the Student Data > Student Data Information section.
- Only EIMS users with rights to view EIMS Reports will have access to this feature.
- Rosters may be viewable in EIMS Reports > Longitudinal Reports the day after the roster is created.
- Rosters may be viewable in Student Data > Student Data Information immediately.
- The Roster Group names should be clear for longitudinal use. For example, ‘2009-10 Rising Ninth Graders’ is more useful than ‘Rising Ninth Graders.’

To create a Rostered Group
1. Go to Student Data > Student Data Information.
2. Select “View By: Rostered Groups”.
4. Select a name for your Roster Group (keep in mind this may be used for years so take care with the name. 2009-2010 Rising 5th Graders is more useful than Rising 5th Graders).
5. Select the Organization level from which this student data will come from. Users can only assign student for whom they have security access to.
6. Rostered Grade can be identified to help define your group. This field is not required.
7. Select Save.
8. Next a list will be return for all students who can be added to the new Rostered Group.

9. Select the check box for the student(s) to be added.
10. Click Save.

To remove a rostered group
1. Go to Student Data > Student Data Information.
2. Select “View By: Rostered Groups”.
3. Select the check box for the rostered group that you would like to remove.
4. Click Delete.

To add students to a rostered group
1. Click on the group name to go to the Roster Group Details screen.
2. Click Add Student.
3. Select the check box for the student(s) to be added.
4. Click Save.

**Rostered Group Details**

To remove students from a rostered group
1. Click on the group name to go to the Roster Group Details screen.
2. Select the check box for the student(s) to be removed.
3. Click Remove.
To edit a rostered group
1. Click on the group name to go to the Roster Group Details screen.
2. Click Edit.
3. Enter or change the editable fields.
4. Click Save.

To move a student to another rostered group
1. Click on the group name to go to the Roster Group Details screen.
2. Select the check box for the student(s) to be moved.
3. Click Move.
4. Select the organization and group name on the New Rostered Group Details screen.
5. Click Move Students.
To view rostered groups outside EIMS Reports

1. Go to Student Data > Student Data Information.
2. Select “View By: Rostered Groups” to see the groups of rostered students by school and count. NOTE: only rostered groups that are tied to organizations the user is authorized to view will display.
3. Click on the group name to go to the Roster Group Details screen.
4. Select Go to Test Results in the Related Links box.
5. Click on the group name to see the test results for the rostered group.

![Rostered Group Details screenshot]

- **Rostered Group Details**
  - **View Rostered Group Details**
  - **Rostered Group Name**: 2009-2010 Rising 5th Graders
    - **Organization**: IHS 335
    - **Rostered Grade**:
  - **0 Entries Selected**
  - **Test Results**
    - **Result**: 1 to 4 of 4
    - **Name** | **SII** | **Grade**
    - 99936371790 | 9
    - 99115839024 | TT
    - 9226690016
    - 9992626757 | 9
To view rostered groups in EIMS Reports

1. Go to Test Results > EIMS Reports > Longitudinal Performance > view ANY reports in the Score Analysis, Performance Analysis, or Student Roster tabs.
2. Choose the group needed from the Roster Group filter at the top left.

NOTE: Roster Groups in EIMS can only be accessed the day after they have been created in Student Data Information.
Performing a Sort

Longitudinal Performance contains a function that allows the user to sort by ascending or descending information on any table report in flat file format. An example of this sorting function and how to access it can be found below.

1. Generate a report based on the criteria desired. For this example, we will use the most basic Score Analysis/Score Band report.

Table Icon

![Table Icon Image]

2. Click on the Table Icon in the title bar of the table to convert data to flat file format. When the data is converted, all column headers will be dark gray in color. Headers of this color can be sorted.

![Table Icon Usage Example]
Data Returned in Flat File Format

3. To change the default sort order from ascending to descending, double-click on the column header you wish to sort.
Changing the Sort Order

4. A small, triangular arrow will appear next to the name of the column you have selected to sort. The default sort is ascending which is indicated by an arrow pointing up.

Sort Arrow
5. Double-clicking the **Sort Arrow** will change the data to the opposite order. For example, if data is sorted by ascending, clicking on this arrow will change the sort to descending. The arrow will point in the corresponding direction. Clicking on the arrow a second time will return the data to its original sort.

**Changing the Sort**

![Changing the Sort Diagram]
Comparison of Achievement

Comparison of Achievement Reports allow for the comparison of subgroup data for a specified year, grade, and subject for schools, divisions, and the state. To access these reports, click the Comparison of Achievement link.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longitudinal Performance</td>
<td>These reports provide a fast and easy solution for retrieving longitudinal assessment results. The At-A-Glance dashboard allows for an overview into the performance of all divisions while also offering the ability to narrow the results for a further detailed analysis. The Score and Performance Analysis tabs allow for viewing division, school and teacher level data by all subgroups, as well as offering graphical representations.</td>
</tr>
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<td>Comparison of Achievement</td>
<td>These reports allow for the comparison of subgroup data for a specified year, grade, and subject for schools, divisions, and the state.</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>The AP division, school and demographic data are student-reported to College Board. Please be aware that record changes submitted by school divisions to the College Board may not be reflected in this data.</td>
</tr>
<tr>
<td>SAT</td>
<td>These reports retrieve the College Board’s SAT assessment results for students.</td>
</tr>
<tr>
<td>Student Record Collection Reports</td>
<td>These reports retrieve data based on the Student Record Collection (SRC) submission for the end of year (EoY) collection. This data is received from the VDOE at the close of each school year.</td>
</tr>
<tr>
<td>Economically Disadvantaged Reports</td>
<td>These reports allow for the comparison of Economically Disadvantaged subgroup data for a specified year, grade, and subject for schools, divisions, and the state.</td>
</tr>
<tr>
<td>PALS Reports</td>
<td>These reports retrieve the Phonological Awareness Literacy Screening scores for students.</td>
</tr>
<tr>
<td>ACT</td>
<td>These reports retrieve ACT assessment results for students. ACT division, school and demographic data are student-reported.</td>
</tr>
<tr>
<td>Watch List Report</td>
<td>Provides information about students who may be at risk of not being successful in school. The report identifies specific areas, including academic and non-academic areas such as attendance, that are posing challenges for individual schools, grade levels, and students. This information can be used to inform school-wide decisions that impact student instruction and support services and help ensure that interventions are tailored to students’ individual needs.</td>
</tr>
<tr>
<td>Postsecondary Enrollment Data Reports</td>
<td>Provide details about enrollment in and credentials earned in postsecondary institutions.</td>
</tr>
</tbody>
</table>

School to Division to State
This selection returns reports based on drill down choice(s) of division, school, subject, session (administration), test type, grade, and/or school year. These reports show testing information (such as the number tested, percentage that passed, and percentage that failed) for a specified school and division as well as the state side by side for quick and easy comparisons.

NOTE: To view this or any other report, double-click on the corresponding report button at the top of the page. (See below)
1. **School to Division to State** provides a comparison of testing information between the school selected, the division selected and the state. This report shows the number tested and percentage passed/failed. This is the default report returned when you click on Comparison of Achievement.

### School to Division to State Report

Use any of the drill down menus available to customize the report.

**NOTE:** Once in a report, data can be filtered from the menu selection of variables at the far left. In addition, the data itself may be selected by double clicking. This will allow drilling down to a narrower data set. Please see the “Navigational Tools” section for further instructions.
2. **School to Division to State Performance** returns a report similar to the School to Division to State report. The difference is that the performance level report provides further pass/fail breakdown for the selected division, school and the state. For example, this report shows the percentage that “Meet Requirements” and percentage that “Did Not Meet Requirements.”

**School to Division to State Performance Report**

Notice that each report has a set of tools on the upper right side of the title bar that allows the data set to be printed or sent to excel for further aggregation.

**Print and Export to Excel Icons**

The Print and Export to Excel icons can be found in the upper right hand corner of the title bar.
School(s) to Division
This selection returns a report of testing information (such as the number tested, percentage that passed, and percentage that failed) for up to two schools (labeled School A and School B) and the division to provide for easy comparison.

1. **School A-School B-Division** report returns a comparison table broken down by subgroup and further by subgroup value for up to two schools and the division. Pass/Fail percentages as well as the number tested are provided in this report.

School(s) to Division Report
2. **School A- School B- Division Performance** returns a report similar to the School A- School B- Division report. The difference is that the performance level report provides further pass/fail breakdown for the selected division and school(s). For example, this report shows the percentage of students that “Meet Requirements” and percentage of students that “Did Not Meet Requirements.”

**School(s) to Division Performance Report**

The subject of tests and grade of the students can be changed by selecting from the subject or grade menu to the left of the table.
Division(s) to State
This selection returns a report of testing information (such as the number tested, percentage that passed, and percentage that failed) for up to two divisions (labeled Division A and Division B) and the state overall to provide for easy comparison.

**Division A - Division B - State** returns a data table which compares up to two divisions’ testing information with overall state testing information. The data includes number tested and pass/fail percentages for the division(s) and the state.

**Division(s) to State**
Division A - Division B - State Performance returns a report similar to the Division A - Division B - State report. The difference is that the performance level report provides further pass/fail breakdown for the selected division(s) and the state. For example, this report shows the percentage that “Meet Requirements” and percentage that “Did Not Meet Requirements.”

Division(s) to State Performance
**Advanced Placement**

**Advance Placement Reports** allow for the comparison of Advanced Placement data for a specified year, grade, administration, test type, and subject for teachers, schools, divisions, and the state. To access these reports, select the **Advanced Placement** link.
1. **Pass Rate Summary** returns a data table with pass rates for all Advanced Placement (AP) tests. The data includes number tested and pass/fail percentages for the division or school(s). Data can also be filter by various subgroups.

**Pass Rate Summary**

![Pass Rate Summary Table](image)

The subgroup can be changed by clicking on the circular arrow to the left of the subgroup column header.
2. **Score Summary** returns a data table with score values for all Advanced Placement (AP) tests. The data includes Scores 1-5, based on one subgroup, and number of tests for the division or school(s).

Score Summary
3. **Student Roster** returns a roster with each student’s: division in which they tested, the test(s) taken, their grade, date of college entrance and score.

**Student Roster**
SAT

This selection produces reports which allow for the comparison of SAT data for a specified year, grade, administration, test type, and subject for teachers, schools, divisions, and the state. To access the SAT reports, select the SAT link.
1. **Pass Rate Comparison** compares mean score and standard deviation by subgroups. The data includes reasoning tested and number of scores.

Pass Rate Comparison

Data can be filtered by school, grade level, subgroup, whether students took the PSAT, and their First Language Spoken.
2. **Score Band Summary** compares the reasoning tested by subgroups. The data includes number of scores and percent of scores.

**Score Band Summary**

Data can be filtered by school, grade level, subgroup, whether students took the PSAT, and their First Language Spoken.
3. **Student Roster** returns a roster with each student’s: division in which they tested, the administration in which the test was taken, and their Critical Reasoning, Math, and Writing scores.

**Student Roster**

Data can be filtered by school, grade level, subgroup, whether students took the PSAT, and their First Language Spoken.
**Student Record Collection Reports**

These reports retrieve data based on the Student Record Collection (SRC) submission for the end of year (EOY) collection. This data is received from the VDOE at the close of each school year. To access these reports, select the **Student Record Collection Report** link.

![Image of EIMS Reports table]

- **Longitudinal Performance**
  - These reports provide a fast and easy solution for retrieving longitudinal assessment results. The At-A-Glance dashboard allows for an overview into the performance of all divisions while also offering the ability to narrow the results for a further detailed analysis. The Score and Performance Analysis tabs allow for viewing division, school and teacher level data by all subgroups, as well as offering graphical representations.

- **Comparison of Achievement**
  - These reports allow for the comparison of subgroup data for a specified year, grade, and subject for schools, divisions, and the state.

- **Advanced Placement**
  - The AP division, school and demographic data are student-reported to College Board. Please be aware that record changes submitted by school divisions to the College Board may not be reflected in this data.

- **SAT**
  - These reports retrieve the College Board’s SAT assessment results for students.

- **Student Record Collection Reports**
  - These reports retrieve data based on the Student Record Collection (SRC) submission for the end of year (EOY) collection. This data is received from the VDOE at the close of each school year.

- **Economically Disadvantaged Reports**
  - These reports allow for the comparison of Economically Disadvantaged subgroup data for a specified year, grade, and subject for schools, divisions, and the state.

- **PALS Reports**
  - These reports retrieve the Phonological Awareness Literacy Screening scores for students.

- **ACT**
  - These reports retrieve ACT assessment results for students. ACT division, school and demographic data are student-reported.

- **Watch List Report**
  - Provides information about students who may be at risk of not being successful in school. The report identifies specific areas, including academic and non-academic areas such as attendance, that are posing challenges for individual schools, grade levels, and students. This information can be used to inform school-wide decisions that impact student instruction and support services and help ensure that interventions are tailored to students’ individual needs.

- **Postsecondary Enrollment Data Reports**
  - Provide details about enrollment in and credentials earned in postsecondary institutions.
1. The first report is a **Post-Graduate Summary Report** which provides: graduation plan, diploma, early college scholar, dual enrollment, distance learning, advanced placement, international baccalaureate, and post graduate data by division or school.

**Post-Graduate Summary Reports**
2. The second report is an **Academic Program Report Summary** which provides: early college scholar, dual enrollment, distance learning, advanced placement, and international baccalaureate data by division or school.

**Academic Program Summary**

Data can be filtered in six areas.
3. The **Transfer Student Roster** tab provides a roster of students with their STI, Exit Responsible School/Division, Exit Date, Reentry Responsible School/Division, and Reentry Date. Data can be filtered by school, grade, subgroup and entry/exit codes.

**Transfer Student Roster**
Economically Disadvantaged Report

This report allows for subgroup comparisons for a specified year, grade, and subject for schools, divisions, and the state.
This **Economically Disadvantaged Report** provides the ability to perform subgroup analysis, based on yes/no disadvantaged status, compared to two subgroups of your selection.
This # of Tests Over Time Report retrieves data on the number of economically disadvantaged students that tested over the selected time frame.
**PALS Report**

This report retrieves the Phonological Awareness Literacy Screening scores for students.
This **PALS Report** retrieves data for divisions and schools with benchmark, # screened and % below benchmark data.
**ACT**

These reports retrieve ACT assessment results for students. ACT division, school and demographic data are student-reported.
The **ACT Benchmark Summary** allows users to access subgroup ACT data based on the five subject areas with number of scores and average score data.

**ACT Benchmark Summary**

![Image of ACT Benchmark Summary]

ACT has identified the minimum score needed on each ACT test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding first-year college course.

<table>
<thead>
<tr>
<th>ACT Test</th>
<th>ACT Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>18</td>
</tr>
<tr>
<td>Mathematics</td>
<td>22</td>
</tr>
<tr>
<td>Reading</td>
<td>21</td>
</tr>
<tr>
<td>Science</td>
<td>24</td>
</tr>
</tbody>
</table>
The Score Band Summary retrieves ACT established score band data with filters on gender and ethnicity. Data is available for five subject areas. Note the footnote at the bottom left of each screen for further information on ACT score bands.

**ACT Score Band Summary**
Navigational Tools

The following subsections are very useful resources to help you navigate the Longitudinal Performance reports.

To Make Selections
Click on the data value you want to know more about. The selected data value then turns green. Values compatible with the selection are white and unrelated are gray. Gray means that there is not any data associated with the filters that have been applied. When highlighted Green, it means this data has been selected or filtered for that value.
To select more than one item in the same menu box, hold the CTRL key down while dragging and selecting additional values.

To Clear Selections
Click on the eraser button in the top right corner of the selection box to clear the selection box or in the tool bar to clear all selection boxes.

To Choose a Report
Double-click on the button title of the report you wish to select.
To Cycle and Drill
Throughout the menu selections, right-click on the Cycle button to display a pop up box to select different variables.

To quickly change
To switch a graph to a table, click on the table icon. Selecting graph icon will change the table back to a graph.

To Print or Export
To print or export your report, select the corresponding icon at the top, right of the data table. The Print icon will export the data to HTML for printing. The XL icon will export the data to an Excel file.

Note: Tables cannot be changed to a graph without exporting to Excel.

Note: If you are using a Firefox Browser, adjust your Firefox Settings to open in ‘a new window’ rather than ‘a new tab’. This can be done by choosing Tools->Options->Tabs->Choose ‘a new window’.
Bookmarks

Bookmarks allow you to make selections and save the settings for future use. Once bookmarked, a report can be re-run at a future date with new data. First, select the Add bookmark icon.

A new screen will open asking you to name your report. Enter the report title and click OK.

The report has now been saved and can be re-queried in the future by selecting the report title name from the Bookmarks dropdown selection. When the bookmarked report is re-queried, it will be populated with the most current data available. The original data is not saved; the query selections are saved and then applied to the available data.

NOTE: Saving a report with the bookmark feature is computer specific, not user specific. This means you must use the same computer to access saved reports. In addition, bookmarking saves your field selections; it DOES NOT save the exact report. We recommend including the report name in the Bookmark title if you will always want to quickly return to the same report.


**Sorting Information**

Longitudinal Performance contains a function that allows the user to sort information by ascending or descending order on some table reports in flat-file format. An example of this sorting function and how to access it follows.

1. Generate a report based on the criteria desired. For this example, we will use the Score Analysis/Score Band report. On select table reports, you can click once on the **Table Icon** in the title bar of the table to convert data to flat-file format. (This is also a useful tool in the Student Roster Report.)

2. When the data is converted, all column headers will be **dark gray** in color. Headers of this color can be sorted.

3. Double-click on the dark gray column header of the column you wish to sort.
4. After double-clicking on the column header in the previous step, a small, triangular arrow will appear next to the name of the column you have selected to sort. The default sort is ascending order which is indicated by an arrow pointing up.

```
<table>
<thead>
<tr>
<th>Organization</th>
<th>Test Level</th>
<th>P/F</th>
<th>Score Band</th>
<th># of Tests</th>
<th>% of Tests</th>
<th>Avg Scaled Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Schools 11</td>
<td>Failed</td>
<td>Range 0 to 349</td>
<td>5</td>
<td>1.5%</td>
<td>408.9</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 500 to 600</td>
<td>9</td>
<td>4.5%</td>
<td>534.8</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 400 to 424</td>
<td>50</td>
<td>25.6%</td>
<td>408.5</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 375 to 399</td>
<td>48</td>
<td>24.8%</td>
<td>388.5</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 350 to 374</td>
<td>40</td>
<td>20.5%</td>
<td>368.4</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 300 to 314</td>
<td>9</td>
<td>4.6%</td>
<td>348.2</td>
<td></td>
</tr>
<tr>
<td>Public Schools 11</td>
<td>Passed</td>
<td>Range 0 to 148</td>
<td>3</td>
<td>1.5%</td>
<td>310.0</td>
<td></td>
</tr>
</tbody>
</table>
```

The Sort Arrow appears when Sort is selected. Data is sorted in ascending order by default.

5. Double-clicking the Sort Arrow will sort the data in the opposite order. For example, if data is sorted by ascending order, double-clicking on this arrow will change the sort to descending order. The arrow will point in the corresponding direction. Double-clicking on the arrow a second time will return the data to its original sort order.

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Double-clicking on the Sort Arrow will arrange the data in the opposite order. The Sort Arrow also changes direction.