

VCAT User Guide for FNWSU

Compiled by Judy Walls, FNWSU Student Information Coordinator*

PART 1: GETTING YOUR DATA ENTERED

The Vermont Comprehensive Assessment Tool (VCAT) will make recording and analyzing student proficiency easier. Really! After you start using the program, entering assessment scores will be quick and easy, and you can then generate reports to support your efforts to provide appropriate instruction for every student.

VCAT is web-based. You can access it anywhere you can access the internet.

Step One: Logging in

1. Open a browser window— Explorer,  , Firefox  , or whatever you use, by double clicking the icon.



2. Type fnwsu.vcat.us (the URL/address for VCAT) in the browser window and press the Enter key. There are also links on www.fnwsu.org and some school web sites. You should see this login screen next:

FNWSU Comprehensive Assessment Tool

User ID:

Password:

Use of this site is limited to authorized members of FNWSU .
For system information, go to vcat.us

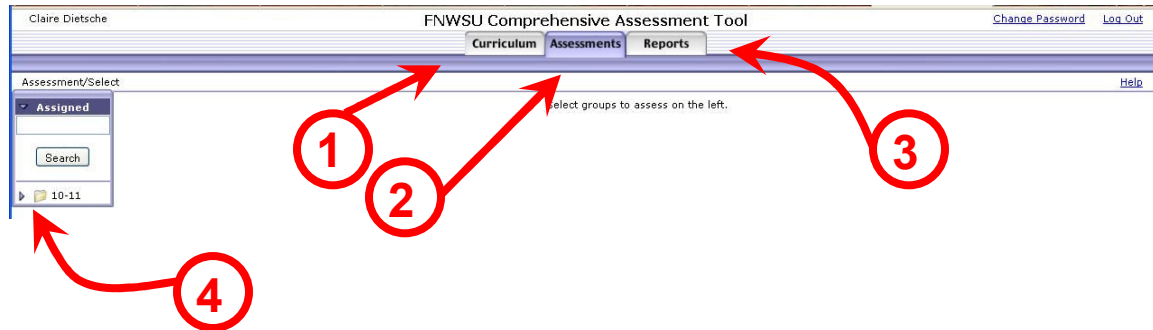
3. Type in your User ID: first initial and last name, all lower case, no spaces.
4. Type in your Password. Create and guard a unique combination of letters, numbers, and characters for a strong password that you can remember. This password keeps your student data confidential, so safeguard it accordingly! *(Your “accounts” are created with a temporary password which must be changed before you begin to use VCAT. If you forget your password, contact the Student Information Coordinator to get another temporary password.)*

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Step 2 – Navigating (Getting Around) in VCAT

Here's what you will see after you have logged in and VCAT has opened:



You'll see 3 major **tabs** in VCAT. When you highlight any of those tabs by clicking on it, you will see the **sub-tabs** for that tab.

1. Curriculum – contains the associated descriptions, supporting material and rubrics for the various assessments FNWSU is utilizing.
2. Assessments – is where you will enter the data for each assessment and student.
3. Reports – is where you go to review, analyze and print the assessment data.

The Side Bar contains the folders you will use to get to assessments.

4. "OPEN" and folder by clicking on any twisty (blue triangle), which will turn the twisty and reveal the folders/files inside that folder.

DO NOT use the **browser** "Back" arrow; VCAT has its own (blue) **back** feature that appears when available.

Note on file folders in VCAT:

Each unit (Assessment) name begins with a three-part number.

The first number is the grade: K-12.

The second number is the trimester: 1=Fall; 2=Winter; 3=Spring.

The third number is assigned to the unit name (to keep the units in a desired order).

So, going backward from the last number to the first, K.1.2 is the second of a list of assessments given in the Fall Trimester to Kindergarten students. 3.2.4 is the fourth of a list of assessments given in the Winter Trimester to third graders, and so on.

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Step 3 – Locating the Assessment You Want to Enter

Click on the twisty to open year 10-11, then to open (Your) Elementary School, then to open your grade folder, then to open the classroom folder, then to open the folder for the Assessments in that grade. In the example below, we then **selected** the FNWSU Reading Grade One folder. "SELECT" that folder name by clicking on the name (versus on the triangular "twisty"), which highlights that folder name and creates the list of Assessments you will see on the right.

twisties

Year	School	Course	Section	Curriculum Course	Unit	Format
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.1.1 F&P Text Level	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.1.2 F&P Letter Recognition	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.1.3 F&P Letter Sound Recognition	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.1.4 F&P 50 High Frequency Words	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.2.1 F&P Text Level (optional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.2.2 F&P Letter Recognition (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.2.3 F&P Letter Sound Recognition (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.2.4 F&P 50 High Frequency Words (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.2.5 F&P Phonograms Word List 2	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.3.1 F&P Text Level	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.3.2 F&P Letter Recognition (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.3.3 F&P Letter Sound Recognition (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.3.4 F&P 50 High Frequency Words (conditional)	Standard Curriculum Page with Variable Point Rubric
10-11	Highgate Elementary School	Grade 1	DIETSCH	FNWSU Reading Grade 1	1.3.5 F&P Phonograms Word List 2 (conditional)	Standard Curriculum Page with Variable Point Rubric

Clicking on the [underlined blue unit name](#) will open the assessment you've selected, so you can enter data.

In this example, we selected [1.1.2 F&P Letter Recognition](#) and got this screen:

Assessment/Curriculum/FNWSU Reading/FNWSU Reading Grade 1/1.1.2 F&P Letter Recognition/Assess

Date Assessed: 10/01/2010

	Letter Recognition Fall Grade1 year (07/01/10-06/30/11)	Letter Recognition Fall Grade1 Proficiency year (07/01/10-06/30/11)
W N E A R R R P P D	-	-
M N E C E R B D	-	-
C H V R E V I E	-	-
M P C D	-	-
C M F I	-	-
H A S I I	-	-
C A C G	-	-
V H E A N E	-	-
E L T I N	-	-
C M E N U L A	-	-
L B A M A E	-	-
A X M D	-	-
K V M R	-	-
E L T E B O	-	-
C N I E D T I N	-	-

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Step 4 – Entering Assessment Data

Here's another example, with steps for entering data:

The screenshot shows the 'FNWSU Comprehensive Assessment Tool' interface. The 'Assessments' tab is selected. The sidebar on the left shows a tree view of the assessment structure, with '6.1.1 F&P Text Level' selected. The main area displays a table for entering data, with columns for 'Text Level', 'Text Type', 'Accuracy A-K', 'Comprehension A-K', 'Accuracy L-Z', and 'Comprehension L-Z'. The 'Date Assessed' is set to 10/03/2010. Red circles and arrows indicate the following steps:

1. Click the **Assessments** tab.
2. Choose your assessment in the *SideBar* by opening the correct year, school, and class, and then selecting the assessment.
3. Click on **Enter/View Data**.
4. Click **Change Date** and enter the date the assessment was given.
5. Enter your data.
6. Click **Save** often.
7. Logout when done.

- 1) Click the **Assessments** tab if it is not already highlighted.
- 2) Choose your assessment in the *SideBar* by opening the correct year, school, and class, and then selecting the assessment.
- 3) Click on **Enter/View Data** if it is not already selected.
- 4) Click **Change Date** and **enter the date the assessment was given**. Every assessment has an associated time frame, if the **Date Assessed** does not fall within that time, you cannot enter or change data — use the **Change Date** button to set the date appropriately for the desired assessment.
 - a) Some assessments have another button just below **Change Date** to choose between various forms (e.g., *Forms S* and *T* in Gates-MacGinitie).
- 5) **Enter your data**. Depending on the assessment, you might choose values from a drop-down menu, or enter numbers and notes directly into a field. Note that even with drop-down menus, you can use the tab key and just type numbers to enter data.
- 6) **Click Save often. Warning: VCAT automatically logs you off after 20 minutes of inactivity; anything not saved will be lost!**
- 7) **Logout when done — always. Note: logging out does NOT automatically save your data — save first, then logout.**

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PART 2: CREATE AND PRINT STUDENT REPORTS (GROUP AND INDIVIDUAL ACHIEVEMENT)

The VCAT tools will take you way beyond just entering and printing out assessment results. If you ask VCAT probative questions, you can generate reports that will crystallize raw test data into data that will drive a course of action to improve those scores in future assessments.

Step 5 – Generating a Report

There are many options of reports you can generate. Focus first on the reports **Type** called **Student**, which has two options: **Individual Achievement** and **Group Achievement**.

When you opened your VCAT account, the assessments tab was probably highlighted. Here is a basic run-through to generate your first report:

1. Click on the **Reports** tab.
2. Make sure the **Quick** sub-tab is highlighted. Click to highlight it if not.
3. Centered under the sub-tabs is a link to either show the names of the students in the report (**Not-confidential**) or to create random numbers to replace names with four digit numbers (**Confidential**) so that the reports can be used/shown while protecting student identification. Click to generate the report style of your choice.
4. To prepare a report on your class, click on the **Group Achievement** Report:

The screenshot shows the FNWSU Comprehensive Assessment Tool interface. At the top, there are tabs for Curriculum, Assessments, and Reports. The Reports tab is selected. Below the Reports tab, there are sub-tabs for Quick, Students, and Raw Data. The Quick sub-tab is selected. Below the sub-tabs, there is a link for Confidential - Student names are not visible in reports. Below this link is a table with three columns: Type, Report, and Description. The table has two rows: Teacher and Student. The Student row has two sub-rows: Individual Achievement and Group Achievement. Red callouts with numbers 1-4 point to the Reports tab, the Quick sub-tab, the Confidential link, and the Group Achievement report type respectively.

Type	Report	Description
Teacher	Teacher Assignments	Summary of teacher assignments and percent of completed assessments. Shows selected assignments by Teacher, Course, Section, and Curriculum. Includes link to Assessment Detail Report.
Student	Individual Achievement	Individual student assessment scores. Creates an individual report a student.
	Group Achievement	Individual student assessment scores. Creates one report for a group of students.

5. On the next view, select the year by clicking on one of the links.
6. Select the school by clicking on the name of the school.
7. Select the course by clicking on the name of the course. For example, Grade 3.

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8. Select the section(s) by clicking on the name(s) of the teacher(s). Note that if you chose the **Confidential** feature, teachers' and students' names will appear as four digit numbers.
9. For a Group Achievement Report on the whole class, click **Check All**. (Or you can select specific students.)
10. Select Data Year or Years. For now, select the current year. (More on this later.)
11. Select Curriculum Courses. Choose the course or courses you want to see by clicking the box(es) next to the course name(s). Select the **More Detail** button.
12. From the **Criterion Summary Report**, select the criteria you want to see in your report. *Hint: less is more!* Select only the data you need to give you a clear picture of the results. "Check All" can result in an overwhelming amount of data! In the example below, we chose to examine the stanine results from the Gates-MacGinitie Reading Assessment. Select the checkboxes you want to see data for, and then click on the **Criterion Summary Report** button. You will then see a window indicating that VCAT is creating your summary report.
13. Next you will see the report you requested in the VCAT Quick Report Window:

Students	FNWSU Reading Grade 5		
	5.1.2 Gates-MacGinitie		
	Vocabulary Stanine	Comprehension Stanine	Total Stanine
	Stanine Mean	Stanine Mean	Stanine Mean
5058	4	3	4
1758	5	3	4
8159	5	4	5
2881	7	6	6
9652	6	3	4
9648	5	4	5
Mean	5.33	3.83	4.67

Criterion Summary Report

[Check All](#) [Uncheck All](#)

[Criteria with the same name are combined](#)

[Criteria without data are hidden](#)

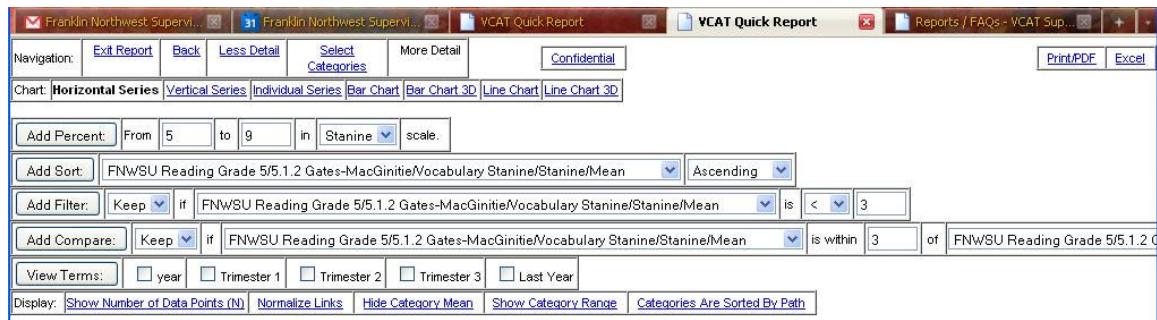
<input type="checkbox"/> Vocabulary Raw Score
<input type="checkbox"/> Comprehension Raw Score
<input type="checkbox"/> Vocabulary Normal Curve Equivalent
<input type="checkbox"/> Vocabulary Percentile Rank
<input checked="" type="checkbox"/> Vocabulary Stanine
<input type="checkbox"/> Vocabulary Extended Scale Score
<input type="checkbox"/> Vocabulary Achievement Level
<input type="checkbox"/> Comprehension Normal Curve Equivalent
<input type="checkbox"/> Comprehension Percentile Rank
<input checked="" type="checkbox"/> Comprehension Stanine
<input type="checkbox"/> Comprehension Extended Scale Score
<input type="checkbox"/> Comprehension Achievement Level
<input type="checkbox"/> Total Normal Curve Equivalent
<input type="checkbox"/> Total Percentile Rank
<input checked="" type="checkbox"/> Total Stanine
<input type="checkbox"/> Total Extended Scale Score
<input type="checkbox"/> Total Achievement Level

14. At the bottom of your report, VCAT has calculated the mean scores.
15. Now is where things get really interesting if you explore the controls you have available to you in VCAT, ask questions about your data, and use the tools to get the answers.

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Take a close look at the tools at the top of the reports page:



16. The [Navigation](#) row provides a “[Back](#)” button within VCAT which you can use to go back one step at a time and change parameters in your report. Clicking the [Less Detail](#) button will always take you back to the Unit Summary Report where you select which Assessment(s) to include in your report.
17. The [Chart](#) row gives all the options for displaying your data. Click on each to see the effect. You will find, for instance, that sometimes just switching from horizontal to vertical series will fit your data on a page better. (This is particularly true of an Individual Achievement Report.)
18. [View Scales](#) allows you to add in or remove raw and/or stanine data in your report.
19. The four [Add](#) rows provide a multitude of ways to view and analyze your data in meaningful ways. These tools allow you to create insightful data reports, and the ability to answer such questions as, “Which of my students achieved below a Grade 5 reading total stanine of 5?” and then to further ask, “Among those students scoring below a stanine of 5, which students have an issue with comprehension and which ones have a problem with vocabulary?” Make your selections in the pull down and text box options and then click the [Add](#) button to see your choices calculated.
 - a. You could first add a [Sort](#), to order the students by their total stanine mean. Note that when you do, you will see [Current Sort](#) displayed below the [Add Sort](#) row.
 - b. To look only at the students scoring below a stanine of 5, use a [Filter](#)—in this case, you will request a filter that will [Keep](#) the students if the Total Stanine Mean is [Less Than 5](#).
20. The [View Terms](#) row gives you the ability to compare student assessments from different years and trimesters. This allows, for example, comparisons of current NECAP scores and previous scores to monitor student progress over time.
21. The [Display](#) row provides more options for clarifying data. For instance, [Show Category Range](#) makes a report more meaningful when the viewer would not otherwise know the total possible score.

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Step 6 – Printing a Report

1. To print your report, go to the top right corner and click on the [Print/PDF](#) link. Select the [Open with](#) (Adobe Reader) radio button, and click [OK](#). (You will need a current version of Adobe Reader on your computer—if you don't have it, you will need to put in a ticket to have the software installed by your school's tech.)
2. You can either go to [File, Print](#) and Click [OK](#) in the Print Dialog window, or click on the icon of a printer in the upper left corner of the screen.
3. You also have the option of exporting the report into Excel. Click the [Excel](#) link next to the [PDF/Print](#) link (top right corner of the page). A window will open and you can choose [Open with](#) or [Save file](#), and click the [OK](#) button. You can then work with your data in an Excel spreadsheet.
4. To Exit a report PDF, simply click the red **X** in the upper right corner. To exit the report you've just printed in VCAT, click the [Exit Report](#) Link in the Navigation row.
5. You will be returned to the Quick Reports page where you can build a new report or [log out](#) of VCAT.

TIPS AND TRICKS

1. You can't "break" anything by playing around with the tools in VCAT. Experiment with your options! Your starting point should always be a clear and very specific question.
2. Remember that all the tables and charts you create in a VCAT report are graphics that you can save to use in other documents.
 - a. Right click on the graphic, click the "save image as" option, and then simply name the graphic and save in the file of your choosing.
 - b. You can also "drag and drop" the image file right onto the desktop of your computer.
3. Get clear on the distinction in VCAT between the Grade Level choices on the Student side and on the data side. You will first select the year of the students you are looking at. Later, when you encounter the [Select Data Years](#) window, you are telling VCAT what year(s) of assessment data you want to examine. (You may think you can assume that because you are, for instance, looking at Grade 5 students, that you are automatically going to be looking at Grade 5 assessments, but not necessarily so. VCAT does not know until you specify.)
4. In general, it is better to look for less than more—be very specific. (You can always add more data later.)
5. If a student has been held back, and has taken an assessment twice, by default, VCAT will show you everything by taking an average of the two scores. If you were to click on the [Display: Show number of Data Points \(N\)](#) option, for that student you would see two N values instead of one.

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6. When you create a filter, you will notice a “Reset” button to the right of that filter. Clicking [Reset](#) removes the filter.
7. Always protect your password and always log out (after saving your work) whenever you walk away from your computer. Doing so assures the confidentiality of your student information and avoids loss of work.

Resources

1. An overview, explanation of functions, and other information about VCAT is available at the web site: www.vcat.us
2. To directly access the resources being built for both end users such as yourself and the "programmers" like your Student Information Coordinator, go to the new VCAT WIKI: <http://wiki.vcat.us>
3. VCAT's original “how to” help links can be accessed through <http://support.vcat.us> (link provided on www.vcat.us). Click on the [Knowledge Base/FAQ](#) link and you will find a series of articles which will walk you through different reports you may wish to generate.

[Support Home](#) | [Public Discussion](#) | [Knowledge Base / FAQ](#) | [Go to VCAT →](#)

[Log in or Create a profile](#)



SEARCH

4. Use the **SEARCH** window on <http://support.vcat.us> to search for specific topics/questions.
5. All State Standards are available through VCAT at: <http://www.vcat.us/cgi-bin/WebObjects/standards.woa>
6. Contact your Student Information Coordinator if you need one-on-one assistance, would like to set up additional trainings, would like my presence at meetings, need reports advice, or anything VCAT. I'm here to help!

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(next topic = Cohort Reports)

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PART 3: CREATE AND PRINT COHORT REPORTS (GRADE LEVEL OR LARGER EVALUATION)

Cohort reports provide statistics on groups. The smallest group that can be selected for a cohort report is a grade level report. So, Cohort Reports are useful for monitoring overall progress and comparing student groups. To start creating a Cohort Report, click the Reports tab / Quick sub-tab (default) / and select the Cohort Achievement report. You will then get the first screen shown in the example below. Notice that there are three major areas to configure:

- **Cohort:** the group of students to be analyzed
- **Data:** the data to be analyzed
- **Term:** the data subsets; used to filter or limit the data more specifically. For example, students held back a year may have taken the same NECAP twice, so the Data Year can be used to limit the data to a specific selected year.

Notice that some of the column headers have an asterisk at the end, indicating “*Optional”) so these can be left blank.

The default in VCAT is to use all the data associated with the students in the Cohort Group.

There are four buttons to configure and create Cohort Reports on this first screen:

- **Add:** creates another blank configuration frame. This allows users to define another cohort to compare with previous cohort(s). VCAT creates each new cohort in a different color code and will match the graphs in the report to these colors.
- **Copy:** creates another configuration frame with the same settings checked as the current one.
- **More Detail:** takes the user to a screen where specific data/problems on an assessment can be selected for evaluation.
- **View Report:** creates the data and charts for the report configured.

Here’s a walk through the process.

Example: Analyzing Summative Assessments in VCAT

Starting with a class level assessment, click through: **Assessments tab/10-11/School/Grade/Class/FNWSU Math/Summative** to view scores. *(This is where you will see if data is missing for any students. In rubrics where we are not using the proficiency component of VCAT, we won’t see students without data represented in the statistics. In this case, by looking at the assessments tab, I noticed that one student on the roster does not have any data. There are 23 students listed on the roster.)* Then, click on Reports tab, and select Type: Cohort/Report: **Cohort Achievement**. You should see a table like below. Check the appropriate boxes: (In this example, I am looking at the summative results for Grade 6 in Franklin.) And then click on **More Detail**.

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This screen, where you configure a basic report, is known as the **Select Categories or Cohort Configuration Screen**:

[View Report](#)

	Cohort				Data				Term		
Add	Year	School*	Grade	Demographic*	Type	Grade	Subject	Data Year*	Term*	More Detail ->	
Copy	<input checked="" type="checkbox"/> 10-11 <input type="checkbox"/> 09-10 <input type="checkbox"/> 08-09 <input type="checkbox"/> 07-08 <input type="checkbox"/> 06-07 <input type="checkbox"/> 05-06 <input type="checkbox"/> DEMO Year (10-11)	<input checked="" type="checkbox"/> Franklin Elementary School <input type="checkbox"/> Highgate Elementary School <input type="checkbox"/> Missisquoi Valley UHS <input type="checkbox"/> Sheldon Elementary School <input type="checkbox"/> Swanton Elementary School	<input type="checkbox"/> PPK <input type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> PHS	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Free/Reduced Lunch <input type="checkbox"/> IEP <input type="checkbox"/> Abenaki Logic: <input type="checkbox"/> NOT <input type="radio"/> OR <input checked="" type="radio"/> AND	<input checked="" type="checkbox"/> Local <input type="checkbox"/> NECAP <input type="checkbox"/> NECAP Released <input type="checkbox"/> Report Card <input type="checkbox"/> Demo <input type="checkbox"/> Forms	<input type="checkbox"/> PPK <input type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> PHS	<input type="checkbox"/> Personal Development <input type="checkbox"/> Reading <input type="checkbox"/> Writing <input checked="" type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Physical Education <input type="checkbox"/> Art <input type="checkbox"/> Music <input type="checkbox"/> Foreign Language <input type="checkbox"/> Information Technology <input type="checkbox"/> Placement <input type="checkbox"/> Accommodation Plan <input type="checkbox"/> Attendance	<input type="checkbox"/> 10-11 <input type="checkbox"/> 09-10 <input type="checkbox"/> 08-09 <input type="checkbox"/> 07-08 <input type="checkbox"/> 06-07 <input type="checkbox"/> 05-06 <input type="checkbox"/> DEMO Year (10-11)	<input type="checkbox"/> year <input type="checkbox"/> Trimester 1 <input type="checkbox"/> Trimester 2 <input type="checkbox"/> Trimester 3 <input type="checkbox"/> Last Year		

*Optional

Note: When you click on [More Detail](#), you will get the list of all the math assessment questions in the data period you asked for. Naturally, for a full summative report, you will check all the summative questions. Realize though that since, in the summative, they are labeled with abbreviations for the standard each question represents, you could assess results for one standard by checking only the questions in that standard, such as geometry. Of course, for the full report, check all of the summative questions.

The first report you get will look something like this:

Date: 01-14-11

Criterion Summary

Year	School	Grade	FIWSU Math Grade 6								
			6.2.2 Summative								
			1 (H&O)	2 (H&O)	3 (A)	4 (A)	5 (H&O)	6 (H&O)	7a (D)	7b (H&O)	7c (H&O)
			Raw	Raw	Raw	Raw	Raw	Raw	Raw	Raw	Raw
				Mean	Mean	Mean	Mean	Mean	Mean	Mean	
10-11	Franklin Elementary School	6	2.55	2.55	2.64	2.14	2.55	2.23	2.45	2.45	2

This report doesn't tell us anything but the average score across the grade per question. Use the rows of controls (just as can be done with Student Reports (Part 2) to specify, organize and present more detailed data. As is the case with Student Reports, some of the controls appear or disappear depending on the data selected.

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Here's a description of each row of controls:

1. **Navigation** row
 - a) *Exit Report*: returns to the original Quick Report screen.
 - b) *Back*: returns the previous screen, useful when *More Detail* is used.
 - c) *Less Detail*: eliminates choices made in *More Detail*.
 - d) *Select Categories*: returns directly to the Cohort Frames screen.
 - e) *More Detail*: allows access to individual items on chosen assessments.
 - f) *Not Confidential* or *Confidential*: switches between using names and random numbers in the report.

2. **Chart** row
 - a) *Horizontal Series*: displays the data in table rows.
 - b) *Vertical Series*: displays the data in table columns.
 - c) *Individual Series*: displays data components in separate tables.
 - d) *Bar Chart*: displays 2D bar chart (instead of data table).
 - e) *Bar Chart 3D*: displays 3D bar chart.
 - f) *Line Chart*: displays a simple line chart.
 - g) *Line Chart 3D*: displays a line chart with 3D lines.

3. **View Scales** button
Controls which test score representation to display, Raw and/or Proficiency.

4. **Add Percent** button
Controls the segregation or grouping of the Raw and/or Proficiency data. Multiple groups are created by modifying the *From* and *To* fields, choosing the data representation, and clicking the *Add Percent* for each variation.

5. **Display** row
 - a) *Show Number of Data Points (N)*: displays number of scores used to calculate results.
 - b) *Normalize Links*: removes hyperlink formatting for printing (hyperlinks still there).
 - c) *Categories Are Sorted By Path*: switches between curriculum order and alphabetic by criterion name.
 - d) *Keep Base Value*: adds/removes the grade number prefix on NECAP scores for easier comparison.

To get a more meaningful report in this Math Summative example, go to the **Display** row of tools, and click on **Show Number of Data Points (N)**. (In this example, **(N)** is shown as 22. 22 of the 23 students enrolled in this class have scores for this assessment, so the statistics will be based on 22 raw data points.) Next go to the **Add Percent** row, ask for 3 to 3 (the raw score for a correct answer) and *then* click the **Add Percent** button. (If you click on the button before selecting a range, you won't get the result you want.) Now the report should look like this:

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View Scales:		<input checked="" type="checkbox"/> Raw						
Add Percent	From	3	to	3	in	Raw	scale.	reset
Display:	Hide Number of Data Points (N)	Normalize Links	Show Category Range	Categories Are Sorted By Path				

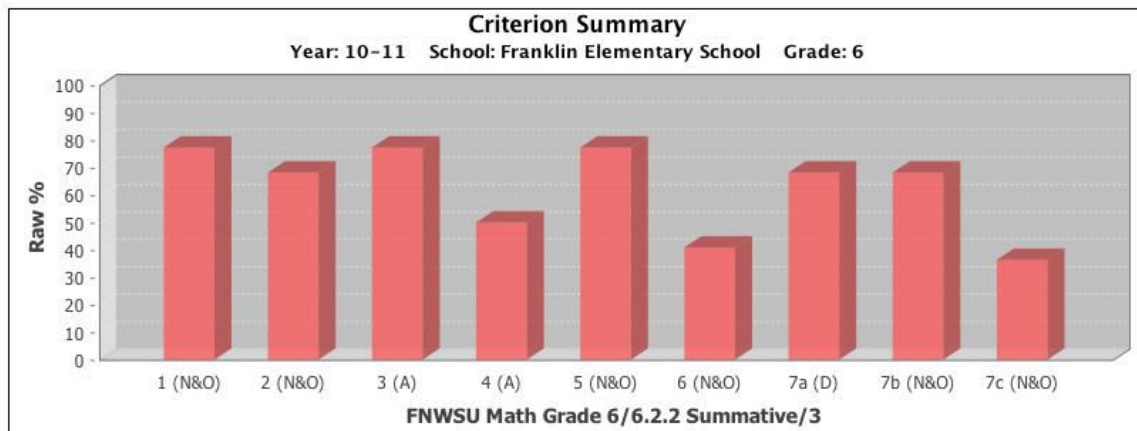
Date: 01-14-11

Criterion Summary

Year	School	Grade	FNWSU Math Grade 6																	
			6.2.2 Summative																	
			1 (H&O)		2 (H&O)		3 (A)		4 (A)		5 (H&O)		6 (H&O)		7a (D)		7b (H&O)		7c (H&O)	
			Raw	%	Raw	%	Raw	%	Raw	%	Raw	%	Raw	%	Raw	%	Raw	%	Raw	%
10-11	Franklin Elementary School	6	3		3		3		3		3		3		3		3		3	
			17	77.3	15	68.2	17	77.3	11	50	17	77.3	9	40.9	15	68.2	15	68.2	8	36.4

The report (N) number now represents how many students in this test group got the question right, and then the percentage (of the whole group of students tested) of the ones who got it right is calculated.

TIP: Click on the **Chart** row of tools, **Bar Chart 3D** for the best graphic representation of this data, because if you selected 2D, and there was a “zero” result, there would be no bar for that result. With 3D, a flat plane will show up on the graphic at the zero marker level. (Remember that you can adjust the Chart size to “air out” crowded graphics. Just enter the new numbers in the boxes and use your Enter key on your keyboard to implement the change.) To improve the readability of the chart, you can also click on the **Category** label position tool in the **Display** row, and crowded labels will change to another readout option and you can select the most readable. (Clicking multiple times will toggle through vertical, diagonal and horizontal read-out options.)



If you need to get VCAT to show us the total number of students who took the assessment, add back in a percentage for the whole range of possible answers. In this case, that would be 0 to 3 in Raw scale. (Don't click reset; that would remove your 3-3, or correct answers, data.) Then click **Add Percent** again and get results like this chart:

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Criterion Summary

Date: 01-14-11

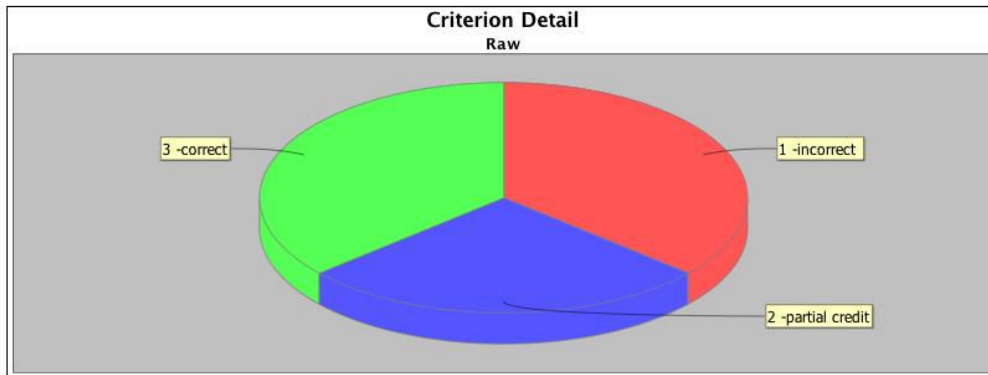
Year	School	Grade	FNWSU Math Grade 6																																			
			6.2.2 Summative																																			
			1.(H&O)			2.(H&O)			3.(A)			4.(A)			5.(H&O)			6.(H&O)			7a.(D)			7b.(H&O)			7c.(H&O)											
			Raw			Raw			Raw			Raw			Raw			Raw			Raw			Raw														
			0-3	3		0-3	3		0-3	3		0-3	3		0-3	3		0-3	3		0-3	3		0-3	3		0-3	3										
H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%	H	%									
10-11	Franklin Elementary School	6	22	100	17	77.3	22	100	15	68.2	22	100	17	77.3	22	100	11	50	22	100	17	77.3	22	100	9	40.9	22	100	15	68.2	22	100	15	68.2	22	100	8	36.4

Notice that the question numbers are blue active links. If you click on one, it will generate a report for that question, showing which students scored in which range: (The students are represented by random numbers in the example below, instead of by names, by clicking on the **Confidential** or **Not Confidential** button at the top of the report screen.)

FNWSU Math Grade 6/6.2.2 Summative/Current/7c (N&O)

0 -blank	1 -incorrect	2 -partial credit	3 -correct
	1889	1867	5149
	2274	6281	5251
	2903	6383	5255
	4030	7405	6268
	5149	8528	7387
	7418	8541	7515
	8625		8524
	8629		9762

Your tools **Chart** row now show a pie chart option. Here's the associated pie chart:



If you scroll over this pie chart screen, you see the % of students that segment of the chart represents. In this case, the green area shows (8, 36%) to indicate that 8 students got it correct, and that those 8 students represent 36% of the 22 students who took the assessment. You can note this data and add it to a report with the pie chart. Here, the blue partial credit area shows (6, 27%) and the red incorrect area shows (8, 36%).

LOOKING AT ALL SCORES ON ALL QUESTIONS

To show how many students scored in each of the scoring possibilities for each of the questions, add in all the ranges. Going back to the Criterion Summary (with a 0-3 range to show all the students, and a 3-3 range to show how many students got the question correct) simply add in the remaining ranges, clicking the **Add Percent** button after inputting *each* range: 0-0, 1-1, and 2-2.

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The resulting chart will be rather unwieldy as a **Horizontal Series**, so click on **Vertical Series** in your **Chart** tools. (In this example, the 0-3 row has been removed.)

Year		10-11				
School		Franklin Elementary School				
Grade		6				
FHWSU Math Grade 6	6.2.2 Summative	1 (H&O)	Raw	H	0	
			%	0		
			1	H	5	
				%	22.7	
				2	H	0
			%		0	
			3		H	17
				%	77.3	
				2 (H&O)	Raw	H
			%		0	
			1		H	3
					%	13.6
		2			H	4
			%		18.2	
			3		H	15
		%			68.2	
		3 (A)			Raw	H
			%		0	
			1		H	3
					%	13.6
				2	H	2
			%		9.1	
			3		H	17
				%	77.3	
				4 (A)	Raw	H
			%		4.5	
			1		H	6
					%	27.3
2	H	4				
	%	18.2				
	3	H	11			
%		50				
5 (H&O)		Raw	H		0	
	%	0				
	1	H	5			
		%	22.7			
		2	H	0		
	%		0			
	3		H	17		
		%	77.3			
		6 (H&O)	Raw	H	0	
	%		0			
	1		H	4		
			%	18.2		
2			H	9		
	%		40.9			
	3		H	9		
%			40.9			
7a (O)			Raw	H	0	
	%		0			
	1		H	5		
			%	22.7		
		2	H	2		
	%		9.1			
	3		H	15		
		%	68.2			
		7b (H&O)	Raw	H	0	
	%		0			
	1		H	5		
			%	22.7		
2			H	2		
	%		9.1			
	3		H	15		
%			68.2			
7c (H&O)			Raw	H	0	
	%		0			
	1		H	8		
			%	36.4		
		2	H	6		
	%		27.3			
	3		H	8		
		%	36.4			

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SAVING AND PRINTING RESULTS

You can use the Export and Print buttons in Cohort Reports just like in Group and Individual Reports. As always, all the graphics can be right clicked and saved. Horizontal, vertical or individual charts can be copied and pasted into Excel.

In this Excel chart the results were tweaked by re-arranging to place a 0-3 row for each question above the 0-0 range, as the program will always put 0-0 above 0-3.

Of course a myriad of possible manipulations exist within Excel or other spreadsheet programs, but below is a simple printout from Excel:

Click [Exit Report](#) when you're done.

10-11	FNWSU Math Grade 6 T-2 FRANKLIN 23 students enrolled- 22 students tested	6.2.2 Summative	1 (N&O)	Raw	0-3	N	22
						%	100
					0	N	0
						%	0
					1	N	5
						%	22.7
			2	N	0		
				%	0		
			3	N	17		
				%	77.3		
			2 (N&O)	Raw	0-3	N	22
						%	100
					0	N	0
						%	0
					1	N	3
						%	13.6
			2	N	4		
				%	18.2		
			3	N	15		
				%	68.2		
			3 (A)	Raw	0-3	N	22
						%	100
					0	N	0
						%	0
1	N	3					
	%	13.6					
2	N	2					
	%	9.1					
3	N	17					
	%	77.3					
4 (A)	Raw	0-3	N	22			
			%	100			
		0	N	1			
			%	4.5			
		1	N	6			
			%	27.3			
2	N	4					
	%	18.2					

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				3	N	<u>11</u>
					%	<u>50</u>
		5 (N&O)	Raw	0-3	N	<u>22</u>
					%	<u>100</u>
				0	N	<u>0</u>
					%	<u>0</u>
				1	N	<u>5</u>
					%	<u>22.7</u>
				2	N	<u>0</u>
					%	<u>0</u>
				3	N	<u>17</u>
					%	<u>77.3</u>
		6 (N&O)	Raw	0-3	N	<u>22</u>
					%	<u>100</u>
				0	N	<u>0</u>
					%	<u>0</u>
				1	N	<u>4</u>
					%	<u>18.2</u>
				2	N	<u>9</u>
					%	<u>40.9</u>
				3	N	<u>9</u>
					%	<u>40.9</u>
		7a (D)	Raw	0-3	N	<u>22</u>
					%	<u>100</u>
				0	N	<u>0</u>
					%	<u>0</u>
				1	N	<u>5</u>
					%	<u>22.7</u>
				2	N	<u>2</u>
					%	<u>9.1</u>
				3	N	<u>15</u>
					%	<u>68.2</u>
		7b (N&O)	Raw	0-3	N	<u>22</u>
					%	<u>100</u>
				0	N	<u>0</u>
					%	<u>0</u>
				1	N	<u>5</u>
					%	<u>22.7</u>
				2	N	<u>2</u>
					%	<u>9.1</u>
				3	N	<u>15</u>
					%	<u>68.2</u>
		7c (N&O)	Raw	0-3	N	<u>22</u>
					%	<u>100</u>
				0	N	<u>0</u>
					%	<u>0</u>
				1	N	<u>8</u>
					%	<u>36.4</u>

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					2	N	6
						%	27.3
					3	N	8
						%	36.4

MORE EXAMPLES OF COHORT REPORTS

Cohort Reports have many uses, and VCAT has prepared a number of examples. To view these examples, go to <http://support.vcat.us/kb> and follow the links. You will find Cohorts especially useful to compare NECAP data from year to year for a cohort of students.

- [Look at Historical Data on an Individual Student](#)
- [Look at Historical Data on Current Students](#)
- [Look at Current Data on Former Students](#)
- [Multiple Cohort Report](#)
- [Identify subjects and areas individual students are strongest in](#)
- [Identify individual students that have and have not made significant progress](#)
- [Identify NECAP released items for which individual students were successful and unsuccessful](#)
- [Compare individual proficiency levels \(1, 2, 3, 4\) in Math and Reading](#)
- [Change over time of a cohort of students](#)
- [Comparison of change, over time, of a cohort of students, based on specific demographics](#)

HINTS

As you step through reports in VCAT, pay attention to the blue underlined categories and data within the reports. Those are active links to more detailed data “underneath.” The only way to find out what is there, and its usefulness to you, is to click and go there. Have fun!

(last revised 10.25.2011)