Synergy™
Student Information System

Synergy SIS©
Test History
User Guide

Edupoint™

This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

TABLE OF CONTENTS

ABOUT THIS GUIDE

DOCUMENT HISTORY

Date	Volume	Edition	Revision	Content
August 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Update to include changes from the November 2009 release and the February and March 2010 patches
May 2011	1	1	3	Update to include changes from November 2010 release and subsequent patches
April 2013	1	1	4	Update to include changes from the March 2013 release of Synergy SIS 8.0

CONVENTIONS USED IN THIS GUIDE

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.

Tip – Suggests advanced techniques or alternative ways of approaching the subject.

Note – Provides additional information or expands on the topic at hand.

Reference – Refers to another source of information, such as another manual or website

Caution – Warns of potential problems. Take special care when reading these sections.

NAVIGATION

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Test History > Student Test**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Test History** (if necessary to open it), and then **Student Test**.

Synergy SIS Navigation Tree

If the Navigation Tree pane itself is not open, click the Tree button.

Tree Button

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers and extra toolbars in the browser before logging in to any Edupoint product.

Chapter One:
TESTS

This chapter covers:

► Screening student test results

► Editing & adding student test results

► Screening the class test analysis

This user guide covers the Test History module, where the results of student tests can be recorded. Any test can be recorded here, from state-mandated test to college entrance exams or school-created tests. The setup of the Test History screens is explained in the companion guide, *Synergy SIS – Test History Administrator Guide*.

VIEWING STUDENT TEST RESULTS

You attach test results to a student's record using **Synergy SIS > Test History > Student Test**.

To find a student's test record, there are two methods: Scroll and Find mode. To scroll through the student records to find the student:

1. Click the Next button at the top of the screen to advance to the first student's record. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.
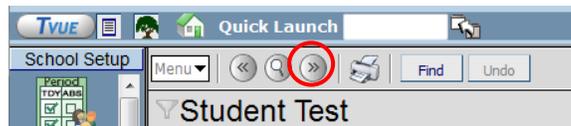

Figure 1.1 – Next Button

2. To scroll in reverse alphabetical order, click the Previous button.
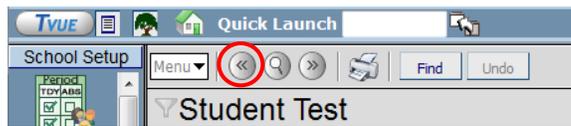

Figure 1.2 – Previous Button

3. Continue clicking these scroll buttons until the desired student record appears.

To switch to Find mode to look for the student records:

1. Click the Find mode button.

Figure 1.3 – Find Mode Button

2. Enter either the entire last name or the first part of the last name of the student in the **Last Name** box.
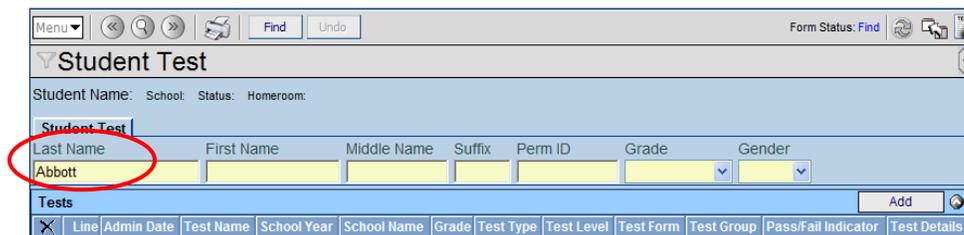

Figure 1.4 – Finding By Last Name

3. Click the **Find** button or press the **Enter** key. The first student with the last name entered into the **Find** screen appears. Then use the scroll buttons if needed to find the exact student.

> **Note:** In Find mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria entered. To select a student, click on the name, and the student record appears in the **Student Test** screen. Close the window after selecting the record. For more about finding students in any screen, see to the *Synergy SIS – Student Information User Guide*.

The **Student Test** tab of the **Student Test** screen shows all tests recorded for the student, including the **Admin Date**, or the date the test was taken, as well as **Test Name**, **School Year**, **School Name** at which the test was taken, and the student's **Grade** level when the test was taken.

Figure 1.5 – Student Test Screen, Student Test Tab

A **Student Test ID** and a **Test Sequence** can also be shown, depending on district setup. **Student Test ID** is a unique Identifier for a student test instance, and **Test Sequence** tracks the order in which a student has taken multiple instances of a test on the same date.

The **Test Type, Test Level, Test Form,** and **Test Group** can also be shown. These are district-specific values that indicate the type of test, the level of the test such as AP, the form used if multiple forms are available, and a group for the test to be used for test comparisons.

The overall pass/fail status of the test is shown in the **Pass/Fail Indicator** column if the test measures passing or failing.

More details are available. To view the setup of the test, click the link in the **Test Name** column.

To view additional details about each test, click the **Show Details** link in the **Test Details** column. The **Student Test Detail** screen opens. In addition to the information shown in the main screen, the **Basic Information** tab shows a **Test Description**, **Test Def Code**, **Test Total**, **SOL Recovery**, and number of **Retakes** the student has done. The SOL (Standards of Learning) Recovery is used in some districts to indicate if this is a test retaken as part of an SOL recovery program.

The **School Name Selection** section indicates whether the test was taken at an in-district school (**School Name** field) or a non-district school.
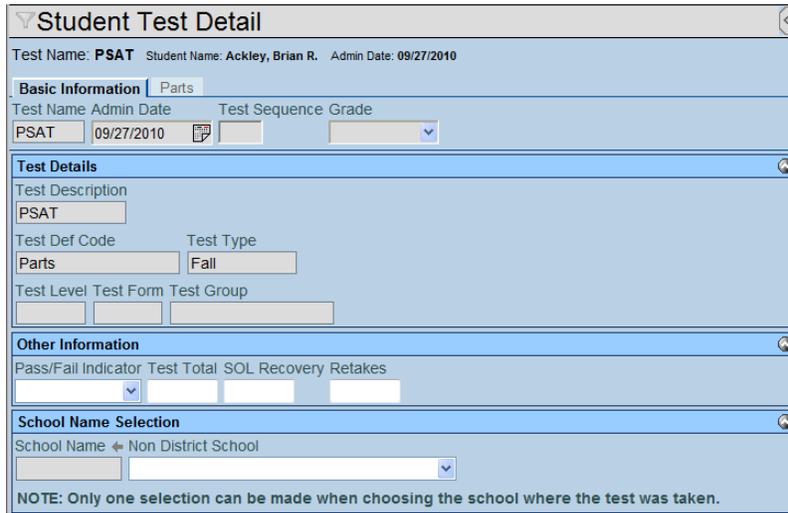

Figure 1.6 – Student Test Detail Screen

Score details are displayed on one or more of three types of tabs on the **Student Test Detail** screen, depending on the type of test. Tests can be parts-based, objectives-based, or both. On the **Parts** tab, all parts of tests are shown with the performance level and score attained by the student. The type of score listed depends on the setup of the test.
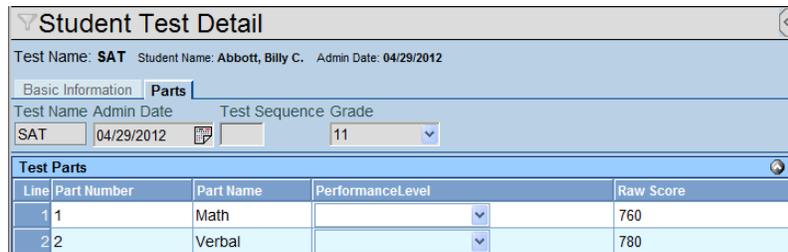
Figure 1.7 – Student Test Detail Screen, Parts Tab

The **Objectives** tab lists all objectives assigned to the test. For each objective, the number of questions the student answered correctly is in the **Raw Score** column. Also listed is the **Performance Level** achieved based on the number of correct questions answered. This information can be manually entered, or it can be calculated based on the information entered on the **Questions** tab. Click a link in the **Objective Description** column to see details of the objective.
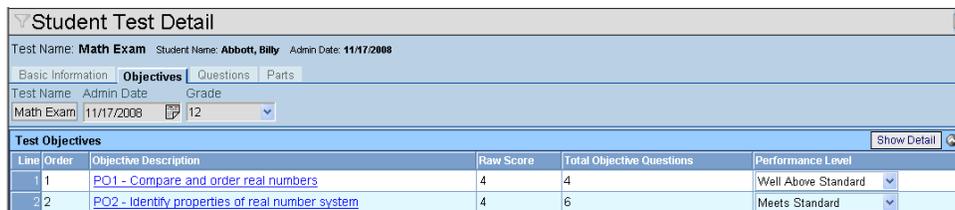

Figure 1.8 – Student Test Detail Screen, Objectives Tab

To see the questions for an objective, click its **Line** number and then the **Show Detail** button. A detail screen appears on the right and lists the questions that calculate the

student's performance on the objective, the student's answer for each question, and the correct answer. It also shows the total results for the student and the percent of questions answered correctly.
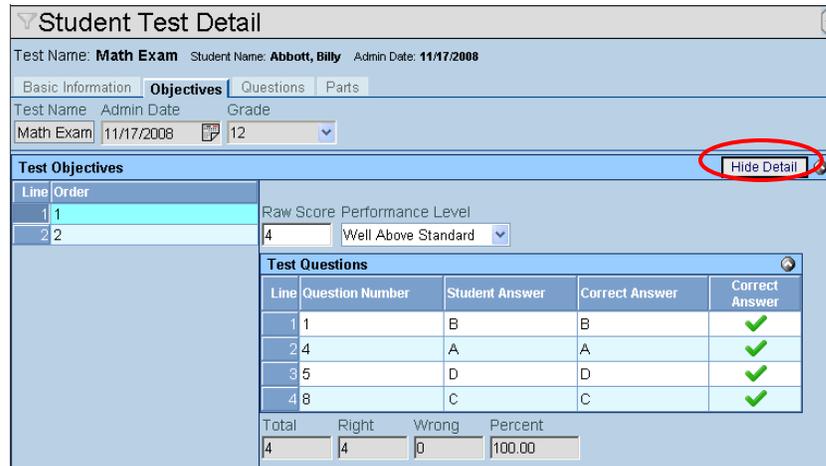

Figure 1.9 – Student Test Detail Screen, Objectives Tab, Detail Screen

To see the results for another objective, click its **Line** number on the left side of the screen. To return to the main screen, click on the **Hide Detail** button.

The **Questions** tab lists the questions on the test for an objectives-based test, the student's answer, and the correct answer. At the bottom of the tab are the total results for the student and the percentage of questions answered correctly.
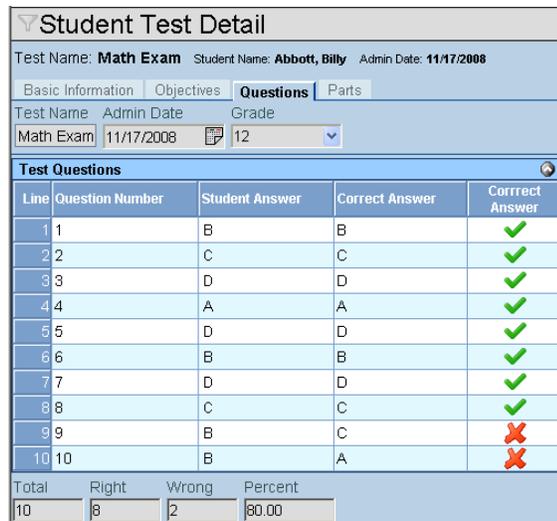
Figure 1.10 – Student Test Detail Screen, Questions Tab

The **Waiver** tab of the **Student Test** screen lists the tests and test parts for which a student has applied for a waiver or exemption. Include are the test name, the part if any, the date of application, whether the **Application Type** is waiver or exemption, the **Outcome Code** (whether the application was granted), the date when the outcome was decided, and comments.
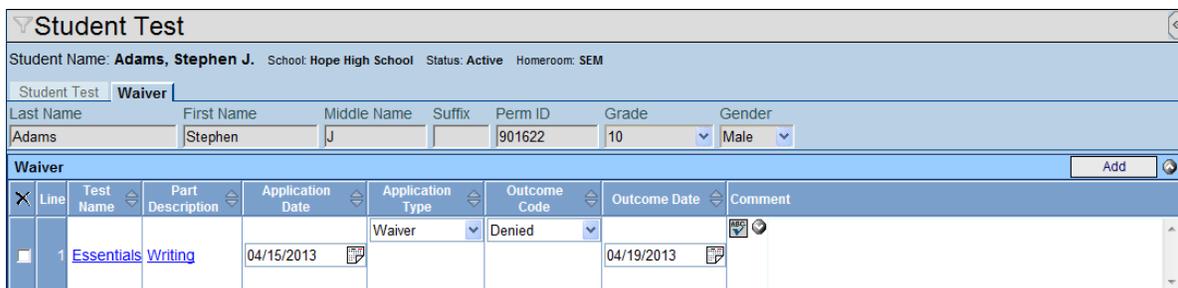
Figure 1.11 – Student Test Screen, Waiver Tab

Click a link in the **Test Nam**e or **Part Description** column for more information.

EDITING STUDENT TEST RESULTS

To edit the information for a test:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Figure 1.12 – Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Figure 1.13 – Edit Button

3. Change the **Admin Date** or **Grade**. The rest of the information on the main screen is linked to the test definition and cannot be changed on this screen.
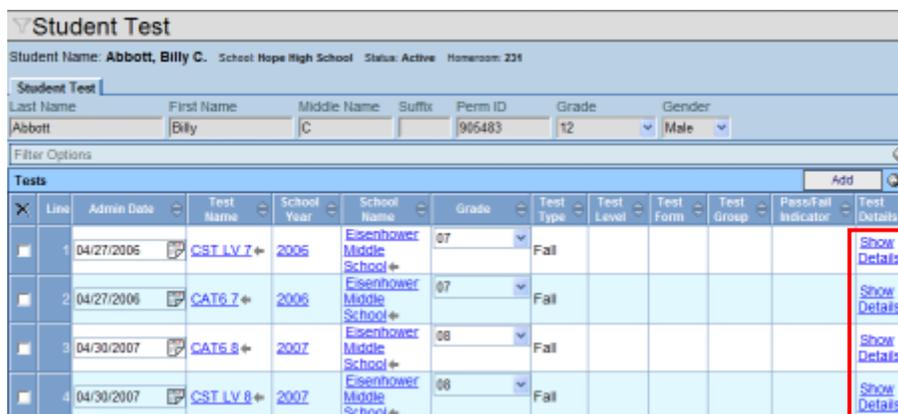
Figure 1.14 – Student Test Screen

4. Click the **Save** button at the top of the screen.

5. To edit the additional details about a test, including the student test scores, click the **Show Details** link in the **Test Details** column. The **Student Test Detail** screen opens.

6. Change the **Pass/Fail Indicator**, the **Test Total**, the **SOL Recovery**, or the number of **Retakes**. SOL (Standards of Learning) Recovery is used in some districts to indicate if this is a test retaken as part of the SOL recovery program. You can also change the school at which the student took the test.

Figure 1.15 – Student Test Detail Screen, Basic Information Tab

7. Click the **Save** button.

8. The actual test scores are edited on one or more of three tabs, depending on the type of test. Tests can be parts-based, objectives-based, or both.

- On the **Parts** tab, the **Performance Level** and the **Score** for each part can be modified. The type of score listed depends on the setup of the test.

Figure 1.16 – Student Test Detail Screen, Parts Tab

- The **Objectives** tab lists the objectives assigned to the test. For each objective, the number of questions the student answered correctly is in the **Raw Score** column, and the **Performance Level** achieved is based on the number of correct questions answered. This information can also be calculated based on the information entered on the **Questions** tab.

Figure 1.17 – Student Test Detail Screen, Objectives Tab

> **Note** – To calculate the values on the **Objectives** tab for all students, based on the questions answered correctly, find the test in the **Test Definition** screen and click **Calculate Objective Scores**.
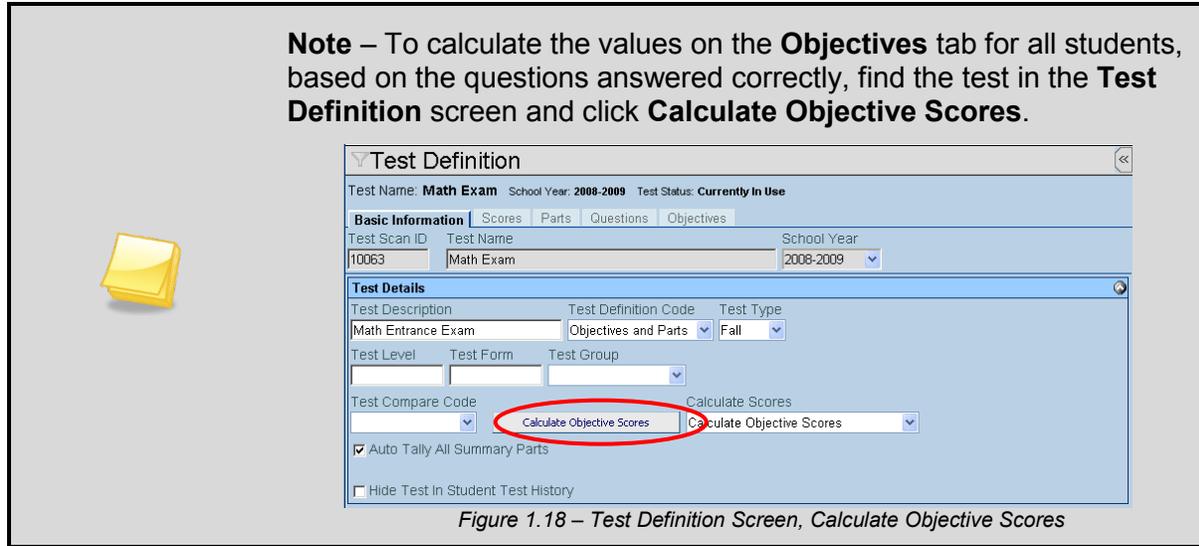>
>
>
> *Figure 1.18 – Test Definition Screen, Calculate Objective Scores*

To edit the student's answers to the questions for each objective, click the **Show Detail** button. Select the objective to edit by clicking the **Line** number.
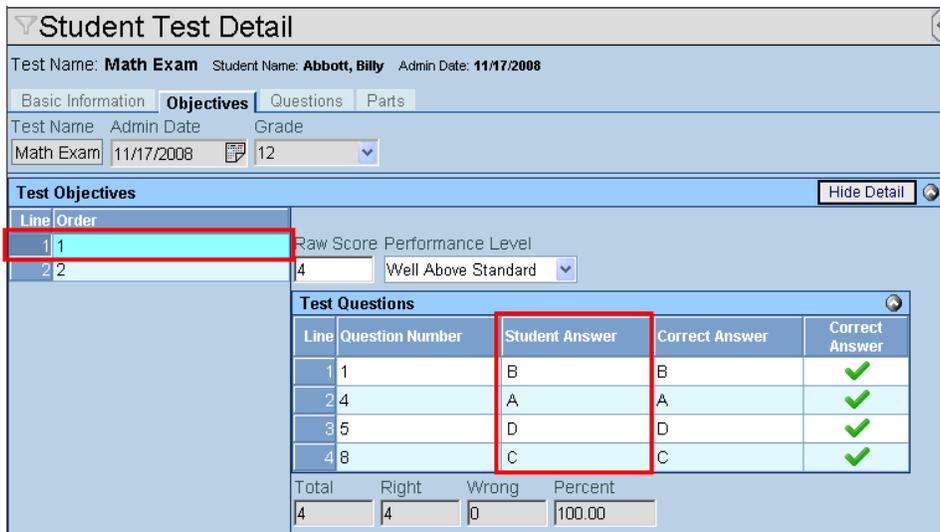

Figure 1.19 – Student Test Detail Screen, Objectives Tab, Detailed Screen

The **Student Answers** can be edited for each objective. These answers can also be edited on the **Questions** tab.

To return to the main screen, click the **Hide Detail** button.

- On the **Questions** tab, the student's answer for each question can be edited. The rest of the information on this tab is automatically calculated when the tab is saved.

Figure 1.20 – Student Test Detail Screen, Questions Tab

9. Click the **Save** button at the top of the screen.

ADDING STUDENT TEST RESULTS

To add a new test result:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Figure 1.21 – Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Figure 1.22 – Edit Button

3. Click the **Add** button in the **Tests** grid.
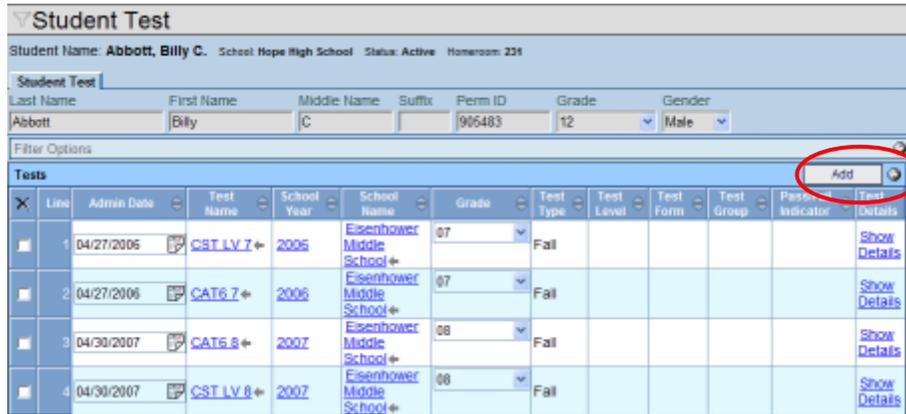
Figure 1.23 – Student Test Screen, Add Button

4. The **Find: Test** screen opens. Enter all or part of the **Test Name**, **Test Type, Test Level, Test Form, Test Group** and/or **School Year**, and click the **Find** button.
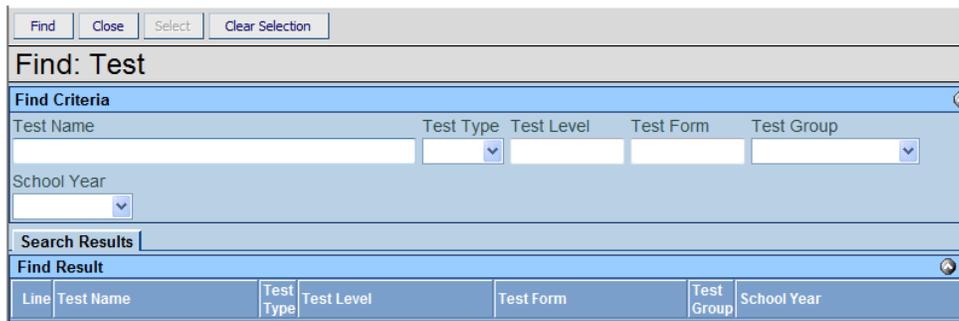

Figure 1.24 – Find: Test Screen

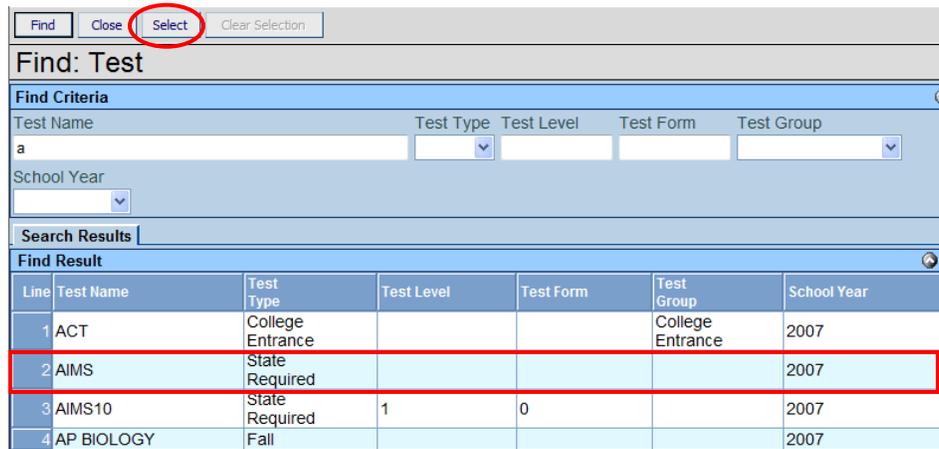5. Click the desired test's name, and click the **Select** button at the top of the scree.

Figure 1.25 – Find Test Screen, Search Results

6. Enter the date on which the student took the test in the **Admin Date** column.
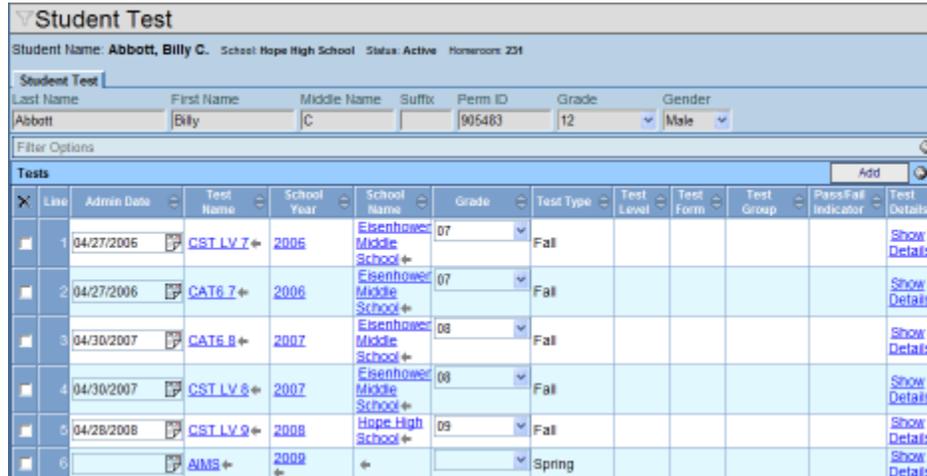
Figure 1.26 – Student Test Screen, Adding a Record

7. n the **Grade** column, select the grade level of the student at the time of taking the test.

8. Click the **Save** button at the top of the screen.

9. To enter the scores for the test, click the **Show Details** link in the **Test Details** column. The **Student Test Detail** screen opens.

10. On the **Basic Information** tab, enter any or all of the **Pass/Fail Indicator**, **Test Total**, **SOL Recovery**, **Retakes**, and school where the student took the test. For a district school, click the gray arrow, and find and select the school. For a **Non District School**, simply select it in the list.
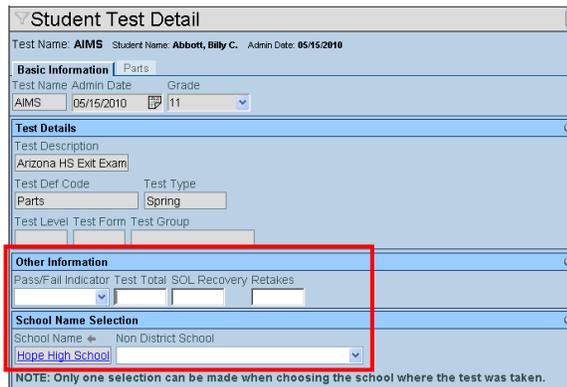
Figure 1.27 – Student Test Detail Screen, Basic Information Tab

11. To add test scores, follow the procedure below for the appropriate type of test: parts-based, objectives-based, or both.

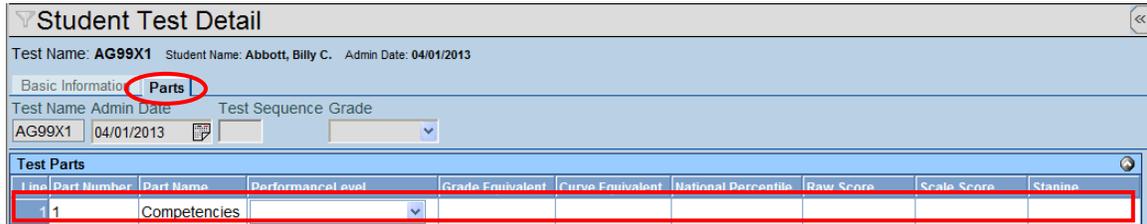## Parts-based Test

1. Click the **Parts** tab.

Figure 1.28 – Student Test Detail Screen, Parts Tab

2. Select the **Performance Level**, and enter score information. The type of score listed depends on the setup of the test.

3. Click the **Save** button.

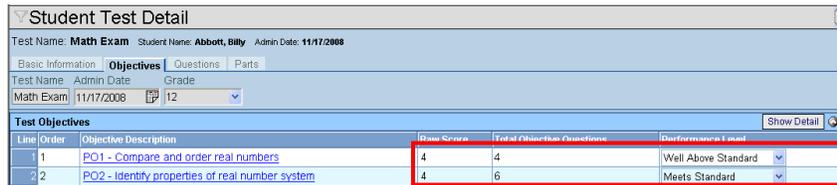## Objectives-based Test

1. Click the **Objectives** tab.

Figure 1.29 – Student Test Detail Screen, Objectives Tab

2. For each objective, enter the number of questions the student answered correctly in the **Raw Score** column, and select the **Performance Level** achieved based on the number of correct answers. This information can also be automatically calculated based on the information entered on the **Questions** tab.

> **Note** – To calculate the values on the **Objectives** tab based on the questions answered correctly, find the test in the **Test Definition** screen and click **Calculate Objective Scores**.
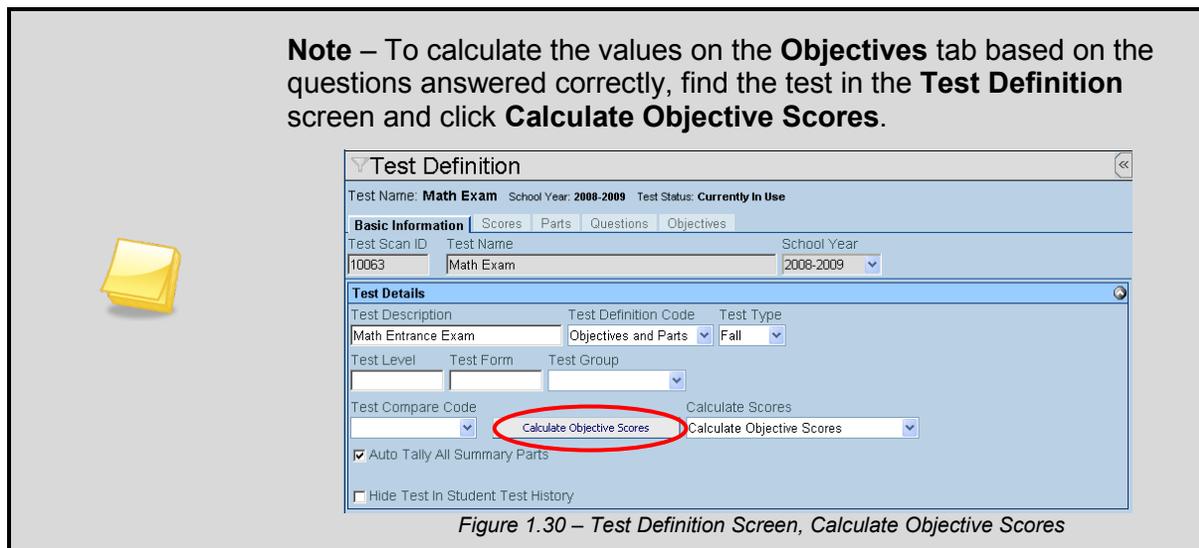>
>
>
> *Figure 1.30 – Test Definition Screen, Calculate Objective Scores*

3. Click the **Save** button.

4. To add the student's answers to the questions for each objective, click the **Show Detail** button. These answers can also be entered on the **Questions** tab for all objectives.

5. Select the objective to edit by clicking the **Line** number of the objective on the left side of the screen.

Figure 1.31 – Student Test Detail Screen, Objectives Tab, Detailed Screen

6. Add the **Student Answers** for each objective.

7. Click the **Save** button.

8. To return to the main screen, click the **Hide Detail** button.

9. To enter the student's answers using the **Questions** tab, click the **Questions** tab and enter the student's answer for each question.

Figure 1.32 – Student Test Detail Screen, Questions Tab

10. Click the **Save** button at the top of the screen to save any changes, and then close the window to finish adding the student test results.

> **Tip:** You can import tests in bulk using **Synergy SIS > Test History > Setup > Test Import** or the Generic Conversion tool. For information, see the *Synergy SIS – Test History Administrator Guide* and the *Synergy SIS – Data Conversion Guide*.

STUDENT TEST MENU OPTIONS

At the top of the Student Test screen, a **Menu** button provides access to additional information regarding the student's tests.
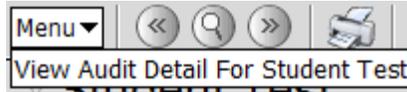

Figure 1.33 – Student Test Menu Option

The option available on the **Menu** button is:

- **View Audit Detail For Student Test** – the **Audit Trail History** screen lists all changes made to the student's records, including what was changed, who changed it, and when.

Figure 1.34 – Student Test Audit Trail History Screen

The Print button at the top of the screen prints the information on the **Student Test** screen.

Figure 1.35 – Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Figure 1.36 – Printed Student Test Screen

CLASS TEST ANALYSIS

Synergy SIS > Test History > Class Test Analysis lists all students in a section with their test results for a specific test. This provides a way for teachers and administrators to see if a particular class may need to be modified to teach the information students need to pass the test.

To find a section, there are two methods: Scroll and Find mode. To scroll through the student records to find the student:

1. Click the Next button at the top of the screen to advance to the first student's record. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.
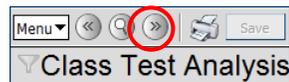

Figure 1.37 – Next Button

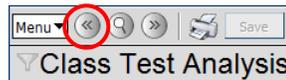2. To scroll in reverse alphabetical order, click the Previous button.

Figure 1.38 – Previous Button

3. Continue clicking these scroll buttons until the desired student record appears.

To switch to Find mode to look for the student records:

1. Click the Find mode button.

Figure 1.39 – Find Mode Button

2. Enter search criteria in any or all of the yellow fields.

Figure 1.40 – Finding

3. Click the **Find** button or press the Enter key.

Once the section's record is found, the information available through the **Class Test Analysis** screen is:

- Section information at the top of the screen: **Section ID**, **Course ID**, **Course Title**, **Staff Name**, and **Room Name**.
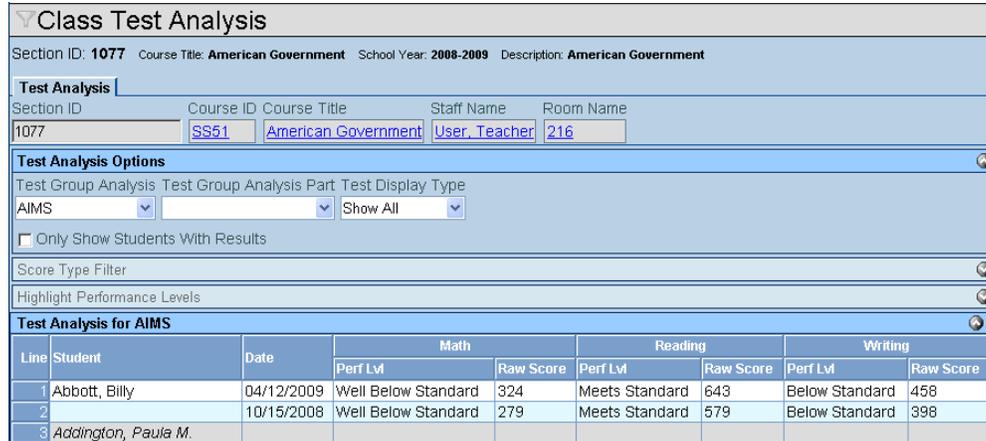

Figure 1.41 – Class Test Analysis Screen

- The **Test Analysis** grid, which lists the students enrolled in the section, and for each student, the date the student took the test, the parts or objectives of the test, and the performance level and score for each part or objective.

To select which data is shown in the **Test Analysis** grid, adjust the **Test Analysis Options**.

- Select the test in the **Test Group Analysis** list.

- To show the results for only a part of the test, select the part in the **Test Group Analysis Part** list.

- If students have taken the test more than once, select which instance to display in the **Test Display Type** list. To list all instances, select **Show All**, and each instance is shown in its own row.

Students who have not taken the test are highlighted in gray. To remove students who have not taken the test, check the **Only Show Students With Results** box.

To filter the list of students by the type of score, expand the **Score Type Filter** section by clicking the **Maximize** ⊙ button at the right side of the section. Check each **Score Type** to display, and then click the **Filter** button.
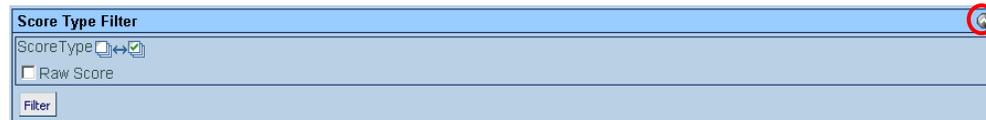

Figure 1.42 – Score Type Filter

To highlight specific performance levels in the list, expand the **Highlight Performance Levels** section by clicking the **Maximize** ⊙ button at the right side of the section.

Check each P**erformance Level** to be highlighted, and then click the **Apply** button. The levels selected are highlighted in yellow.
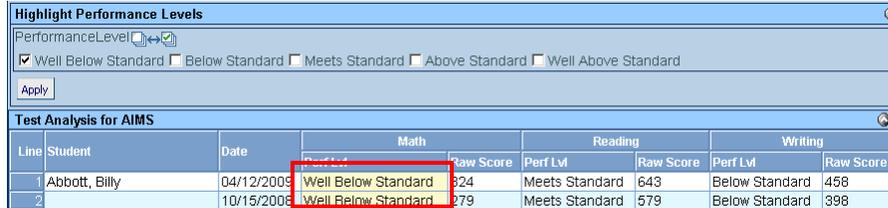

Figure 1.43 – Highlight Performance Levels

CLASS TEST ANALYSIS MENU OPTIONS

At the top of the Class Test Analysis screen, a **Menu** button provides access to additional information regarding the section's tests.
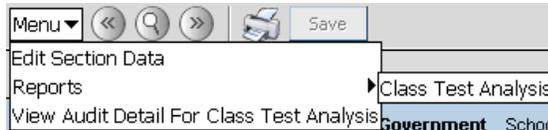

Figure 1.44 – Student Test Menu Options

The options available on the **Menu** button are:

- **Edit Section Data** – this option is for future use.

- **Reports** – enables you to generate the Class Test Analysis report for the section currently displayed.

Figure 1.45 – Class Test Analysis Report

- **View Audit Detail For Class Test Analysis** – the **Audit Trail History** screen lists all changes made to the section's records, including what was changed, who changed it, and when. This is the same audit trail report available through the **Section** screen. A separate Class Test Analysis audit trail is not available, as no data is changed through this screen.

Figure 1.46 – Class Test Analysis Audit Trail History Screen

Chapter Two:
REPORTS

This chapter covers:

► Reports are available through Test History

► How to customize the reports prior to printing

The reports for Test History are found under **Synergy SIS > Test History > Report > List**.

Click the name of the report to open the report interface and select the options to be used in printing. Click the **Print** button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.

TST401 – TEST ANALYSIS BY OBJECTIVE

The Test Analysis by Objective report lists all of the students in a section and the results of an objective-based test. It shows the number of question possible, number of questions needed to pass, and the student's results for each objective. At the end of each line, it shows the number of objectives passed (Obj Psd), the total number of questions answered correctly for all objectives (Tot Sor), and the percentage of questions answered correctly (Ptg Psd). Underneath the list of students, it shows the total number of students, the number of students that passed each objective, and the percentage of students that passed each objective.

This report requires values in the **Admin Date** field and the **Valid Section** field and/or the **Staff Info** field. This report can be further customized with the following options:

Figure 2.1 – Test Analysis by Objective Report Interface

- The report can be filtered by the **School Year**, by **Test** and/or the **Date** the test was administered. Dates must be entered in MM/DD/YY format or they can be selected by clicking on the Calendar 🗓 button.

- The report can also be filtered by section by selecting either the **Section ID** or the name of the **Teacher** of the section.
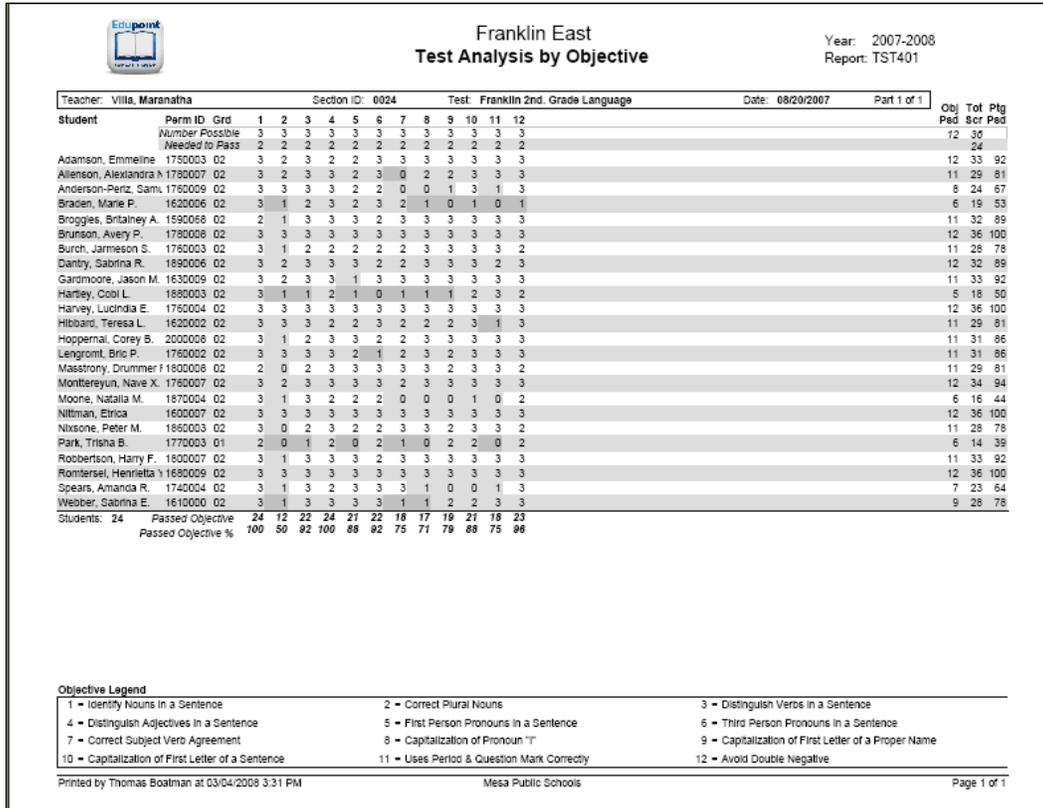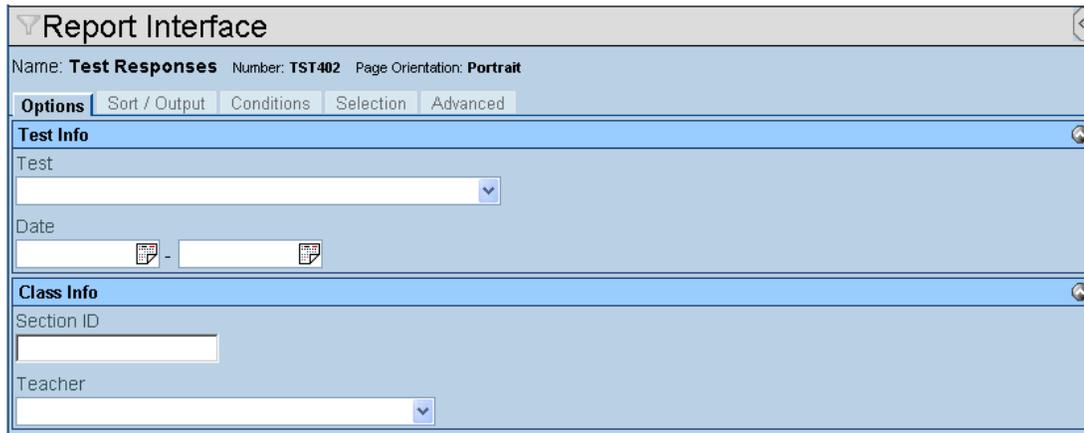
Edupoint

Franklin East
Test Analysis by Objective

Year: 2007-2008
Report: TST401

Teacher: Villa, Maranatha | Section ID: 0024 | Test: Franklin 2nd. Grade Language | Date: 08/20/2007 | Part 1 of 1

Student	Perm ID	Grd	1	2	3	4	5	6	7	8	9	10	11	12	Obj Psd	Tot Scr	Ptg Psd
	Number Possible		3	3	3	3	3	3	3	3	3	3	3	3	12	36	
	Needed to Pass		2	2	2	2	2	2	2	2	2	2	2	2		24	
Adamson, Emmeline	1750003	02	3	2	3	2	2	3	3	3	3	3	3	3	12	33	92
Allenson, Alexiandra N	1780007	02	3	2	3	3	2	3	0	2	2	3	3	3	11	29	81
Anderson-Periz, Samu	1760009	02	3	3	3	3	2	2	0	0	1	3	1	3	8	24	67
Braden, Marie P.	1620006	02	3	1	2	3	2	3	2	1	0	1	0	1	6	19	53
Broggies, Britalney A.	1590068	02	2	1	3	3	3	2	3	3	3	3	3	3	11	32	89
Brunson, Avery P.	1780008	02	3	3	3	3	3	3	3	3	3	3	3	3	12	36	100
Burch, Jarmeson S.	1760003	02	3	1	2	2	2	2	2	3	3	3	3	2	11	28	78
Dantry, Sabrina R.	1890006	02	3	2	3	3	2	2	3	3	3	3	2	3	12	32	89
Gardimoore, Jason M.	1630009	02	3	2	3	3	1	3	3	3	3	3	3	3	11	33	92
Hartley, Cobi L.	1880003	02	3	1	1	2	1	0	1	1	1	2	3	2	5	18	50
Harvey, Lucindia E.	1760004	02	3	3	3	3	3	3	3	3	3	3	3	3	12	36	100
Hibbard, Teresa L.	1620002	02	3	3	3	2	2	3	2	2	2	3	1	3	11	29	81
Hoppernal, Corey B.	2000008	02	3	1	2	3	3	2	2	3	3	3	3	3	11	31	86
Lengromt, Bric P.	1760002	02	3	3	3	3	2	1	2	3	2	3	3	3	11	31	86
Masstrony, Drummer F	1800008	02	2	0	2	3	3	3	3	3	2	3	3	2	11	29	81
Monttereyun, Nave X.	1760007	02	3	2	3	3	3	3	2	3	3	3	3	3	12	34	94
Moone, Natalia M.	1870004	02	3	1	3	2	2	2	0	0	0	1	0	2	6	16	44
Nittman, Etrica	1600007	02	3	3	3	3	3	3	3	3	3	3	3	3	12	36	100
Nixsone, Peter M.	1860003	02	3	0	2	3	2	2	3	3	2	3	3	2	11	28	78
Park, Trisha B.	1770003	01	2	0	1	2	0	2	1	0	2	2	0	2	6	14	39
Robbertson, Harry F.	1800007	02	3	1	3	3	3	2	3	3	3	3	3	3	11	33	92
Romtersel, Henrietta Y	1680009	02	3	3	3	3	3	3	3	3	3	3	3	3	12	36	100
Spears, Amanda R.	1740004	02	3	1	3	2	3	3	3	1	0	0	1	3	7	23	64
Webber, Sabrina E.	1610000	02	3	1	3	3	3	3	1	1	2	2	3	3	9	28	78
Students: 24	Passed Objective		24	12	22	24	21	22	18	17	19	21	18	23			
	Passed Objective %		100	50	92	100	88	92	75	71	79	88	75	96			

Objective Legend

1 = Identify Nouns in a Sentence	2 = Correct Plural Nouns	3 = Distinguish Verbs in a Sentence
4 = Distinguish Adjectives in a Sentence	5 = First Person Pronouns in a Sentence	6 = Third Person Pronouns in a Sentence
7 = Correct Subject Verb Agreement	8 = Capitalization of Pronoun "I"	9 = Capitalization of First Letter of a Proper Name
10 = Capitalization of First Letter of a Sentence	11 = Uses Period & Question Mark Correctly	12 = Avoid Double Negative

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Figure 2.2 – Test Analysis by Objective Report

TST402 – TEST RESPONSES

The Test Responses report provides a list of students who have completed a specific test within a specific section. The report contains identifying information about the section at the top of the report such as the section ID and teacher, as well as the test name and the date the test was administered. For each student, it shows the number of correct answers and the percentage of questions answered correctly. This report works only for objective-based tests.

This report requires values in the **Admin Date** field and the **Valid Section** field and/or the **Staff Info** field. This report can be further customized with the following options:

Figure 2.3 – Test Responses Report Interface

- The report can be filtered by **Test** and/or the **Date** the test was administered.

- The report can also be filtered by section by selecting either the **Section ID** or the name of the **Teacher** of the section.

Figure 2.4 – Test Responses Report

TST403 – CLASS TEST ANALYSIS

The Class Test Analysis report provides a list of students who have completed a specific test within a specific section. The section information is listed across the top of the report. For each student in the section, it lists the test performance level and score for each part or objective of the test and the date the test was administered.

To run this report, the sections to be included on the report must be chosen on the **Selection** tab of the **Report Interface** screen.

Figure 2.5 – Class Test Analysis Report Interface, Selection Tab

The **Test Analysis Group** must also be selected. This report can be further customized with the following options:

Figure 2.6 – Class Test Analysis Report Interface

- The report can show only the results for a specific part of the test by selecting the part from the **Test Analysis Group** part drop-down list.

- To select which student tests should be listed, choose Show **All**, **Show Highest Score**, or **Show Most Recent** from the **Test Display Type** drop-down list.

- To highlight specific performance levels on the report, check the boxes of the **Performance Levels** to highlight.

> **Reference :** For more information about customizing all Synergy SIS reports, see the *Synergy SIS – Query & Reporting Guide* . This chapter covers only the customizations specific to each of the reports contained in the Test History folders. More options can be set for any report printed from Synergy SIS.

Figure 2.7 – Class Test Analysis Report

TST404 – STUDENT LIST MISSING TEST

The Student List Missing Test report lists students who have not taken a specific test.

This report requires a value in the **Test List** field. This report can be further customized with the following options:

Figure 2.8 – Student List Missing Test Report Interface

This report filters by grade level range, test name, administration date range. The system can also search to see if the student took the test outside of the designated administration date range.

- Current **Grade** range of the students.

- **Admin Date** range of the test. Check the **Admin Date Falls out side of range** box to for dates outside the range instead of within it.

- Students' **Grade Level when Tested**.

Figure 2.9 – Student List Missing Report

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