

Assessment Portal Reports Job Aid

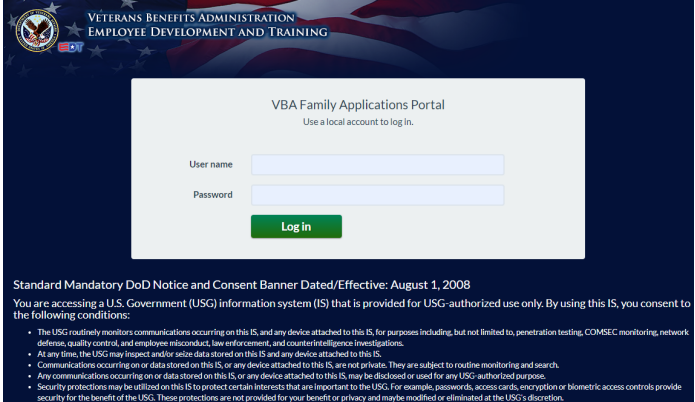
VIP VSR eCase Assessment and Survey Reports

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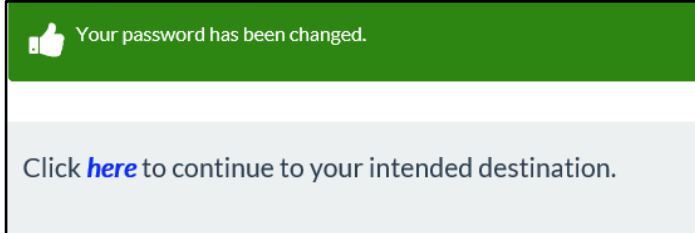
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The Assessment Portal Reports Job Aid will assist you with receiving immediate feedback on student test performance and survey responses. Follow the steps below to log in and run these reports. The most-requested report names are discussed in this job aid, and VSR VIP eCase assessment names are provided for convenience.

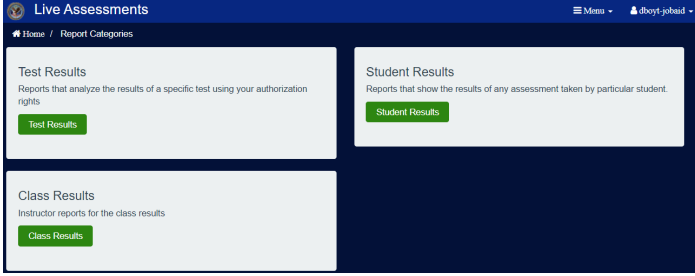
Navigate to the Assessment Portal

<i>What you do ...</i>	<i>What the system does ...</i>
<p>Navigate to the Assessment Portal login page using this URL: https://vba-tpss.vbatraining.org/Assess/</p>	<p>Displays the <i>VBA Family Applications Portal</i> log in screen</p>  <p>Standard Mandatory DoD Notice and Consent Banner Dated/Effective: August 1, 2008 You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions:</p> <ul style="list-style-type: none"> The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations. At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS. Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search. Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose. Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.

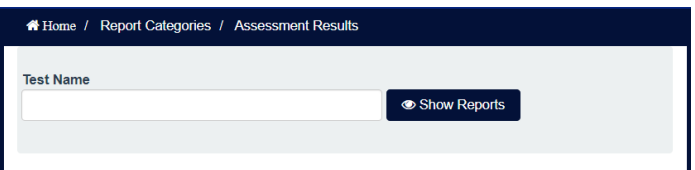
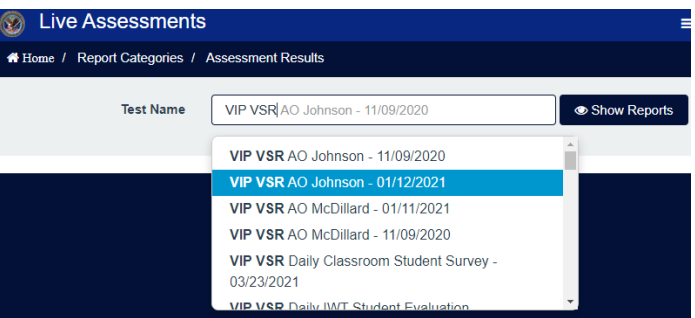
First Time: Change Temporary Password

<i>What you do ...</i>	<i>What the system does ...</i>
<p><i>When you log in the first time, you will be asked to change your temporary password.</i> Enter the username and temporary password you were sent in the User name and Password textboxes then select the Log in button</p>	<p>Displays the <i>Change Password</i> screen with Current password, New password, and Confirm new password textboxes and a Change password button</p>
<p>Enter your temporary password in the Current password textbox and a new password in the New password and Confirm new password textboxes then select the Change password button</p>	<p>Displays the message "Your password has been changed" with a link to continue to your intended destination</p> 
<p>Select the link to go to the log in screen</p>	<p>Displays the VBA Family Applications Portal log in screen</p>

Log In

<i>What you do ...</i>	<i>What the system does ...</i>
<p>Enter your username and password into the User name and Password textboxes then select the Log in button</p>	<p>Displays the Live Assessments screen with Test Results, Class Results, and Student Results buttons</p> 

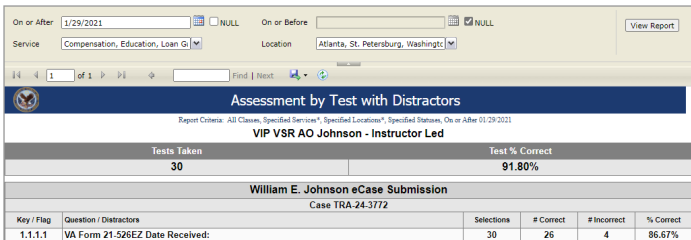
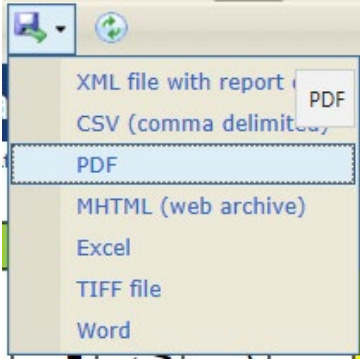
Run eCase Assessment Reports

<i>What you do ...</i>	<i>What the system does ...</i>
<p>Select the Test Results button</p>	<p>Displays the Assessments Results screen with a Test Name textbox and a Show Reports button</p> 
<p>Begin entering one of these assessment names in the Test Name textbox:</p> <ul style="list-style-type: none"> IN Cornblatt eCase Assessment IN Heinz eCase Assessment NGRV Millstone eCase Assessment AO Johnson eCase Assessment AO McDillard eCase Assessment IN Collins eCase Assessment IN Feinstein eCase Assessment IN Richards eCase Assessment NO Andrews eCase Assessment NO Ludlum eCase Assessment PTSD Barrett eCase Assessment PTSD Baxter eCase Assessment SubDev Collins eCase Assessment SubDev Cornblatt eCase Assessment SWA Brown eCase Assessment SWA Burnheim eCase Assessment IU Hamilton eCase Assessment IU Stevens eCase Assessment Pre VSR IWT Test Pre VSR Final Exam 	<p>Displays a list of assessments with the dates when they were published</p> 

What you do ...	What the system does ...
<p>Select the assessment for the date you need for the report then select the Show Reports button.</p> <p><i>Choose the most recent publication date that is relevant for your cohort.</i></p>	<p>Displays the Test Summary with two tabs: Test Reports and Comparison Reports</p>

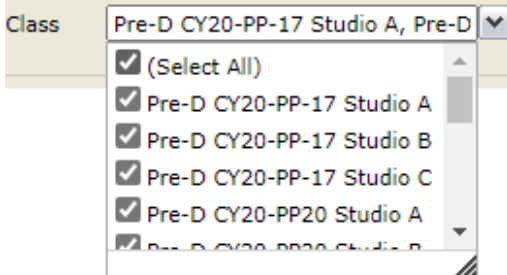
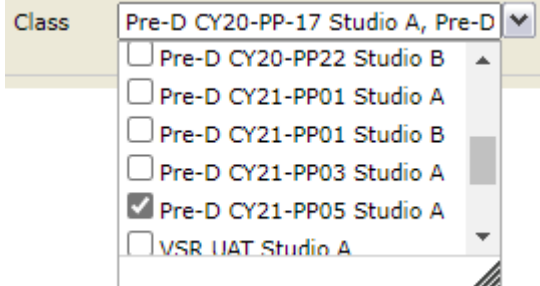
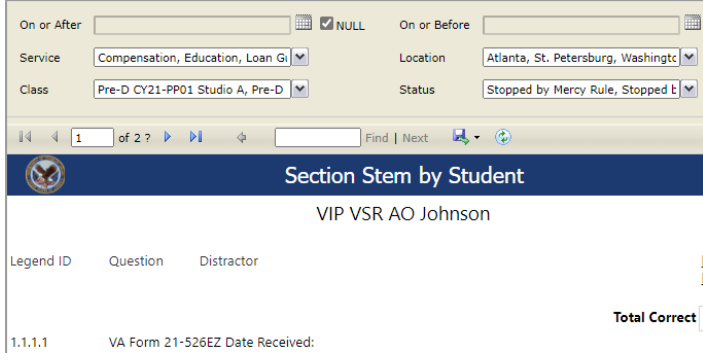
Launch the *Assessment by Test with Distractors* Report

The **Assessment by Test with Distractors** report provides a summary view of each question and distractors along with the percentage of students selecting each distractor. Correct distractors are highlighted for easy viewing, and the date range allows you to limit the data to a specific cohort.

What you do ...	What the system does ...
<p>Select the Assessment by Test with Distractors link</p>	<p>Displays the report criteria selection in a new window with On or after and On or before date textboxes with NULL checkboxes, Service and Location drop-down lists, and a View Report button</p>
<p>Enter a date in the On or after textbox then select the View Report button.</p> <p>Changing the other filters, like Service and/or Location, will impact the results. Each time you change the filter, select the View Report button to apply the change.</p>	<p>Displays the report data for the entered On or after date</p> 
<p>To export the report to a local file, select the Export icon (a floppy disk with a green arrow).</p>	<p>Displays the menu of Export options</p> 
<p>Select an Export option (e.g., Excel) to begin the export process.</p>	<p>Saves the report to your local computer</p>

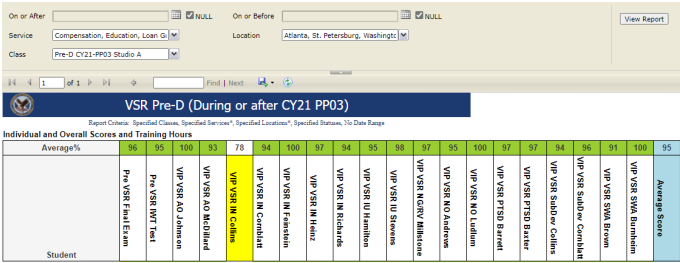
Launch the *Section Stem by Student* Report

The **Section Stem by Student** report provides student response details oriented as questions in the first column (Y axis) and student names across the top row (X axis). The correct distractors are highlighted for easy viewing. Each student’s response to the question is marked with a checkmark (correct) or an asterisk (incorrect). The date range allows you to limit the report to a specific cohort.

What you do ...	What the system does ...
<p>Select the Section Stem by Student link</p>	<p>Displays the report criteria selection in a new window with On or after and On or before date textboxes with NULL checkboxes; Service, Location, Class, and Status drop-down lists; and a View Report button</p>
<p>Enter a date in the On or after textbox then select the View Report button</p>	<p>Displays the report data for the entered On or after date</p>
<p>If you want a studio-specific report, uncheck the (Select All) option,</p>  <p>Then select the checkbox (or checkboxes) for the class (or classes) you want to include in the report then select the View Report button.</p>  <p>Changing the other filters, like Service and/or Location, will impact the results. Each time you change the filter, select the View Report button to apply the change.</p>	<p>Displays the report with data for the class (or classes) you selected</p> 
<p>To save (export) the report, select the Export icon (a floppy disk with a green arrow)</p>	<p>Displays the menu of Export options</p>
<p>Select an Export option (e.g., Excel)</p>	<p>Saves the report to your local computer</p>

Launch the *Student Assessment Matrix* Comparison Report

The **Student Assessment Matrix** report displays a list of all students and all eCase assessments in the VIP VSR test group. For each student, the report provides their specific score on each test and an average score for all completed tests. At the top and bottom of this report, the instructors can view the overall average for each test. The assessment with the lowest average score is highlighted in yellow. The date range or class filters allow you to limit the report to a specific cohort.

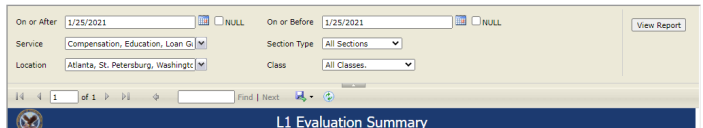
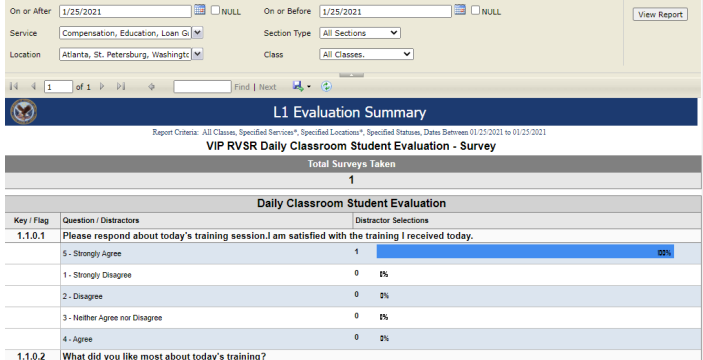
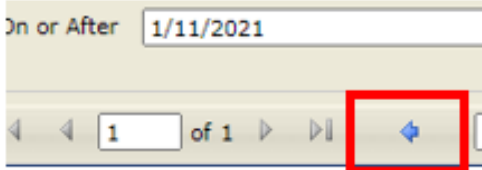
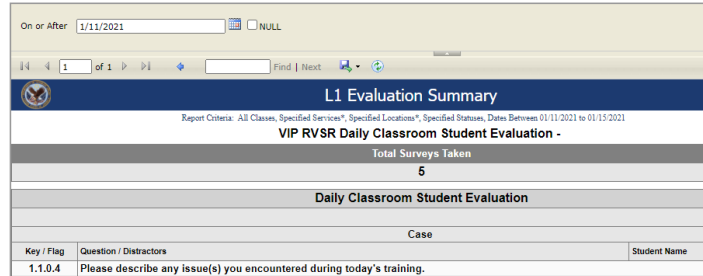
What you do ...	What the system does ...
Select the <i>Comparison Reports</i> tab	Displays the Comparison Reports tab
Select the Student Assessment Matrix link	Displays the report criteria selection in a new window with On or after and On or before date textboxes with NULL checkboxes ; Service, Location, and Class drop-down lists; and a View Report button
Enter a date in the On or after textbox then select the View Report button. Changing the other filters, like Class, Service, or Location will impact the results. Each time you change the filter, select the View Report button to apply the change.	Displays the report data for the entered On or after date  The screenshot shows the 'VSR Pre-D (During or after CY21 PP03)' report interface. It includes filter boxes for 'On or After', 'On or Before', 'Service' (set to 'Compensation, Education, Loan'), 'Location' (set to 'Atlanta, St. Petersburg, Washingt'), and 'Class' (set to 'Pre-D CY21-PP03 Studio A'). Below the filters is a table titled 'Individual and Overall Scores and Training Hours' with columns for 'Average%' and various student names. The 'Average%' column shows scores ranging from 78 to 100. The student 'VIP VSR M. Collins' has a score of 78 and is highlighted in yellow.
To save (export) the report, select the Export icon (a floppy disk with a green arrow)	Displays the menu of Export options
Select an Export option (e.g., Excel)	Saves the report to your local computer

Run Survey / Evaluation Reports

What you do ...	What the system does ...
Select the Test Results button	Displays the Assessments Results screen with a Test Name textbox and a Show Reports button
Begin entering the assessment name in the Test Name textbox: <ul style="list-style-type: none"> VIP VSR Daily Classroom Student Survey 	Displays a list of assessments with the dates when they were completed
Select the assessment for the date you need for the report then select the Show Reports button	Displays the Test Summary with two tabs: Test Reports and Comparison Reports

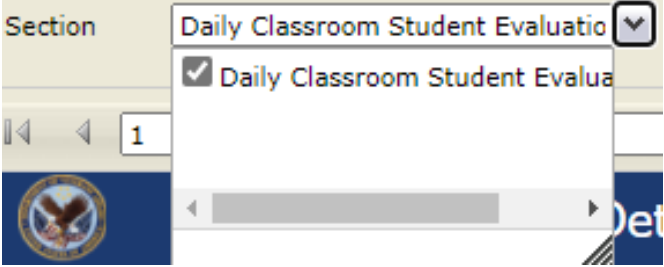
Launch the *Distractor Bar Graph* Report

The **Distractor Bar Graph** report provides a visual display of percentage of student responses per distractor. The date range allows you to limit the report to a specific cohort.

What you do ...	What the system does ...
<p>Select the Distractor Bar Graph link</p>	<p>Displays the report criteria selection in a new window with On or after and On or before date textboxes with NULL checkboxes, Service and Location drop-down lists, and a View Report button</p> 
<p>The report defaults to today's date. If you want to view results from a different date, enter a date in the On or after textbox then select the View Report button. (Changing the other criteria, like Service and/or Location, will impact the results.)</p>	<p>Displays the report data for the entered On or after date</p> 
<p>Text responses to open-ended questions may be viewed by clicking the words Click to View Text Responses</p> <p>Select the return arrow to return to the top report.</p> 	<p>Displays a sub-report with the text responses for that question.</p> 
<p>To save (export) the report, select the Export icon (a floppy disk with a green arrow)</p>	<p>Displays the menu of Export options</p>
<p>Select an Export option (e.g., Excel)</p>	<p>Saves the report to your local computer</p>

Launch the *Section Details Matrix* Report

The **Section Details Matrix** report provides student response details oriented as student names in the first column (Y axis) and questions across the top row (X axis). Each student's response to the question is indicated and their full text comments are provided. The date range allows you to expand the report to include additional days in a specific cohort.

What you do ...	What the system does ...
Select the Section Details Matrix link	Displays the report criteria selection in a new window with On or after and On or before date textboxes with NULL checkboxes ; Service, Location, Class, Status , and Section drop-down lists; and a View Report button
Select the Section drop-down list to expand it then select the appropriate section's checkbox (Changing the other criteria, like Service and/or Location , will impact the results.)	
Select the View Report button	Displays the report data for the selected Section
To save (export) the report, select the Export icon (a floppy disk with a green arrow)	Displays the menu of Export options
Select an Export option (e.g., Excel)	Saves the report to your local computer