



Quick Guide to Participation Reports for Test Coordinators

The Hawai'i State Assessment (HSA) Online field test Participation Reports application allows Test Coordinators (TCs) to track students' testing progress. As a Test Coordinator, you can generate reports that show which students have started and completed testing, and which students have not yet begun testing. This Quick Guide provides an overview of how to monitor participation using the Participation Reports application. You can use this information to update your principal and plan for additional test sessions if needed. For more detailed information, including screen shots, refer to the Participation Reports User Guide at http://www.alohahsa.org/online/resources/HSA_Participation_Reports_User_Guide_Spring2010.pdf.

1 Log into the Participation Reports application

Go to <http://www.alohahsa.org/online/testcoordinator.html> and click on the link for HSA Online Participation Reports. Log in using the same username and password you use to access other HSA Online systems.

2 Select your report parameters

Upon logging in, you will be automatically directed to the Participation Reports: User Reports screen, where you can generate a Participation Report. The screen shows three steps:

1. Select a Report

Only participation reports are available for spring 2010 since no scores are available for the online field tests. "Participation Report" will already be displayed as the default selection. No action is needed.

2. Select a Complex Area and School

Your Complex Area and School should already be displayed as the default selections in the drop-down menus. No action is needed.

3. Choose a Report Filter

You can use the Report Filter function to include or exclude students from your report. Click the radio button for the row that has the parameters you wish to use, and then select the filters from the drop-down menu(s). For example, you may wish simply to view all students in your school who have not yet started any tests.

3 Generate your participation report

Once you have selected your report parameters, click **[Generate Report]** to view the results on your screen. You can also click **[Export Report]** to open your results in an Excel spreadsheet

4 Sort and analyze your data

After you have generated your on-screen Participation Report, you can sort the results by clicking on the column headers, hide columns, print the report, or export results. Click the **[Definitions]** button to view definitions of column headers and student status.

5 Log out of the Participation Reports application

After you have saved or analyzed your report, log out of the Participation Reports application by clicking the **[Logout]** button at the top right of your screen.

6 Arrange for make-up testing as needed

Make testing arrangements for any students who have not yet tested or who may need to complete a test by the end of the testing window (May 26, 2010 for the spring 2010 field test).