

Jump\$tart Online

Participation Reports User Guide

Field Test – Spring 2011

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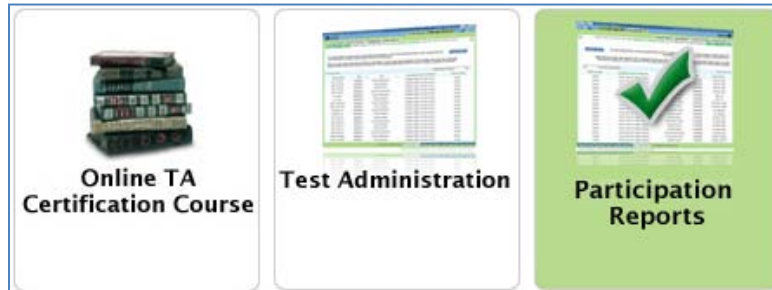
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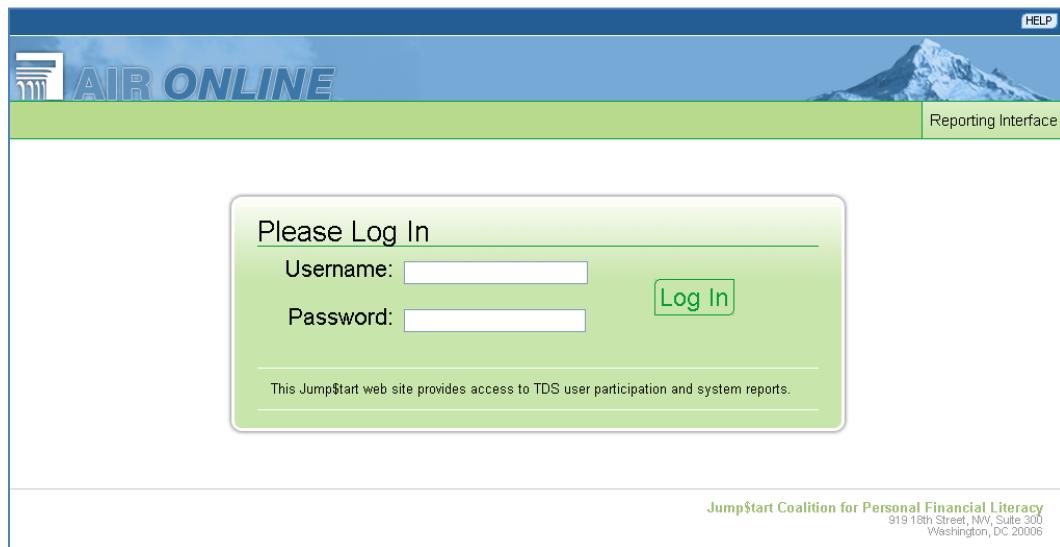
Section I. Logging into Participation Reports

The Jump\$start portal (<http://js.portal.airast.org/>) provides authorized users with access to Jump\$start Online applications. To access the Participation Reports via the Jump\$start portal, go to <http://js.portal.airast.org>.

1. Click the [**Participation Reports**] button.



2. You will be directed to the Login screen. Enter your Username and Password in the respective fields. Click [**Log In**]. You will be directed to the home/default page for the system that you selected.

The screenshot shows the 'AIR ONLINE' Reporting Interface. At the top, there is a blue header with the 'AIR ONLINE' logo and a 'HELP' button. Below the header is a green bar with the text 'Reporting Interface'. The main content area is white and contains a green-bordered box with the text 'Please Log In'. Inside this box are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a green 'Log In' button. Below the input fields, there is a small line of text: 'This Jump\$start web site provides access to TDS user participation and system reports.' At the bottom right of the page, there is a footer with the text 'Jump\$start Coalition for Personal Financial Literacy' and the address '913 18th Street, NW, Suite 300, Washington, DC 20006'.

Reminder: Your username is the e-mail address you received from Jump\$start.

Section II. Generating a Participation Report

Upon logging in, you will be directed to the **Participation Reports: User Reports** screen, where you can generate a Participation Report.

The Participation Reports application allows you to generate customized reports showing your students' activity in the online testing system. Note that an additional tab (Performance Reports) is also visible from this screen. To learn about Performance Reports, refer to the DCAS Performance Reports User Guide.

The screenshot shows the AIR ONLINE Reporting Interface. At the top, it says "Jump\$tart" and "Logged in as: DemoTA7@air.org" with "HELP" and "LOGOUT" links. The main header is "AIR ONLINE" with a mountain image. Below that is a green bar with "Reporting Interface". The interface is divided into two tabs: "User Reports" (selected) and "Student Lookup".

Step 1: Select a Report
A dropdown menu shows "Participation Report".

Step 2: Specify a District/School for your Report
A dropdown menu shows "Demo School A (1001)" and a checkbox for "View schools only".

Step 3: Choose a Report Filter
Five radio button options are listed:
1. Display all students who have completed any test
2. Display all students who have started at least their 1st opportunity
3. Display all students whose current opportunity will expire in [] days
4. Display all students who have started but have not completed their test
5. Display students in any on their 1st opportunity, and have a status of approved

Buttons for "Generate Report" and "Export Report" are visible. A note at the bottom says: "You can also [export all school data](#), but this may take several minutes."

At the bottom right, it says: "Jump\$tart Coalition for Personal Financial Literacy, 919 18th Street, NW, Suite 300, Washington, DC 20006"

Selecting Parameters for Your Report

Step 1: Select a Report

The Participation Report will already be displayed in the box marked “Step 1: Select a Report.”

Step 2: Specify a District/School for your Report

For most users, the school you are associated with will already be displayed in the drop-down list. Verify that it is accurate.

For users who are associated with more than one school and/or district, you will need to verify and/or select the district from the first drop-down menu. Once the district is selected, the list of associated schools you have access to will populate in the second drop-down menu. Select the school you want to generate a participation report for.

Step 3: Choose a Report Filter

Select the Report Filter option that best matches your needs. 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) in that row. For example, you may wish simply to view all students in your school who have not yet started any tests.

You have five Report Filter options available. Each filter will generate a report containing the information you've selected.

- **Display [All/Grade #] students who [have/have not] [completed/started] [any/TestName] test**
 - This filter allows you to determine which students have started testing.
 - This filter allows you to determine which students have not started testing.
 - This filter allows you to determine which students have completed testing.
 - This filter allows you to determine which students have not completed testing.
- **Display [All/Grade #] students who [have/have not] started at least their [1st]* opportunity**
 - This filter allows you to determine which students have started their first test opportunity.
 - This filter allows you to determine which students have not yet started their first test opportunity.
- **Display [All/Grade #] students whose recent opportunity will expire in [##] days**
 - This filter allows you to determine which students who are currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.
- **Display [All/Grade #] students who have started but have not completed their test**
 - This allows you to determine which students are currently testing (and have not completed their tests).
- **Display students in [any/TestName] on their [1st]* opportunity and have a status of [studentteststatus]**
 - This allows you to determine which students have a specified test status for the selected test opportunity. Please refer to the test status definitions in Table 3 on page 13.

When you are done selecting your report parameters from the filter drop-down menus, click [**Generate Report**] to view the results on your screen (see Figure 4 in the next section).

Information displayed in the Participation Report reflects data current as of the time you clicked [**Generate Report**]. To update the information displayed in your report, you must generate a new report. Do NOT use your Web browser's “Refresh” button.

** The Jump\$tart field tests only allows one test opportunity per student.*

Section III. Understanding Your Participation Report

Upon clicking [**Generate Report**], the Participation Report displays data based on your selected parameters. Each report includes a list of all students who meet your selected parameters (if no students are listed, this means that no students matched your report criteria).

User Reports
Student Lookup

[Definitions](#)
[Export Data](#)
[Print This Page](#)

FERPA prohibits the release of any personally identifiable information. Excel files should not be shared electronically and should not be stored on computers accessible to individuals who are not authorized to view confidential student information.

This report shows those students who have been entered in the system for the selected test administration and their status for each test opportunity.

Type of Report: Participation Report
District:
School: Demo School A (1001)
Filtered by: all students who have started at least their 1st opportunity

Hide/Show Columns

Student Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language	Opportunity	TA Name
STUDENT A	9999999258	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT B	9999999544	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT C	9999999732	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT D	9999999825	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT E	9999999273	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT F	9999999116	10	--	--	JumpStart_JS- Personal Finance- NA_2010-2011	English	1	DEMO TA
STUDENT G	9999999195	10	--	--	JumpStart_JS- Personal Finance-	English	1	DEMO TA

[Back to Selection Page](#)

Please note that students may be listed multiple times; each opportunity is counted as a single record. For example, if a student has taken two assessments so far, that student's name will appear twice, if both records meet your report parameters.

By default, the Participation Report displays 18 columns. To view all the data, you will need to use the horizontal scroll bar that is provided at the bottom of the report

- *Table 2* identifies all the columns in a participation report and provides a description of each one.
- *Table 3* identifies the definitions for each test status (listed in the status column).

Table 2. Column Attribute Definitions

Attribute	Description
Student Name	A generic name created for the purposes of the project.
SSID	This is not applicable to the Jump\$start project. A generic State Student Identification Number was created for the purposes of the project. This is not the correct SSIN because the test is not tied to individual students' SSIN.
Enrolled Grade	All students are automatically marked as Grade 10. They will select their correct grade during the test.
Restricted Subjects	This is not applicable to the Jump\$start project. The subject(s) the student is restricted (blocked) from taking tests in.
Current LEP	This is not applicable to the Jump\$start project. Indicates whether the student is categorized as Limited English Proficient.
Test	Test name for this student record.
Language	The language setting that was assigned to the student. The Jump\$start tests are only available in English.
Opportunity	The opportunity number for that student's specific record. (The Jump\$start field tests allows only one test opportunity per student.)
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (<i>see Table 3 for status definitions</i>).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused two times and the student has resumed the opportunity after each pause, this column will show 2 "Restarts"). (This includes <i>Restarts Within Grace Period</i> —see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused and the student last answered a question (e.g., if a test has been paused two times and the student resumed the opportunity within 20 minutes of one pause but 30 minutes after the second pause, then this column will show 1 "Restarts Within Grace Period").
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring. (<i>The Jump\$start field tests will not be scored.</i>)
Last Activity	The date of the last activity for that opportunity/record. A "completed" test can still have activity (as it goes through the QA and reporting process).
Expiration Date	The date the test opportunity expires.

Table 3: Test Status Definitions

Status	Definition
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s opportunity has not been completed and cannot be resumed because the test opportunity has expired. <i>(For the Jump\$start project, opportunities at the end of the field test window.)</i>
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> -The student paused his or her test by clicking the [Pause] button. -The Test Administrator paused the session. -The Test Administrator paused the individual student’s test. -The student’s browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student’s score for the completed test has been submitted to the reporting system.
Rescored	The test opportunity was rescored. <i>(The Jump\$start field tests will not be scored.)</i>
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test for scoring. <i>(The Jump\$start field tests will not be scored.)</i>
Scored	The test will display a scored status, followed by the student’s score. <i>(The Jump\$start field tests will not be scored.)</i>
Started	The student has been approved but has not yet received any test items.
Submitted	The test has been submitted for quality assurance review and scoring.
Suspended	The student is awaiting TA approval to resume a test opportunity.

Exporting the Report into Excel

If you want to export the results to an Excel file, click [**Export Report**] from the Participation Reports filter page OR [**Export Data**] from the results page. A pop-up window will appear asking if you would like to open or save your file. You can open the file and work with it immediately, or you can save it to your computer and open it to examine the data later.

The report data will be exported as a comma-separated values (CSV) file, which you can open and save in Microsoft Excel or another spreadsheet software.

Note: If generating a report from the filter page, you can also export results for all students in your school who are participating in online testing; however, this may take some time, depending on the amount of data involved.

Below are sample images of a report exported into Microsoft Excel.

Whole Spreadsheet View

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Student Name	SSID	Enrolled	Restricted Subjects	Current LEP	Test	Language	Opportunity	TA Name	SessionID	status	Results ID	Restarts	Restarts w	DateStarted	DateCompleted	LastActivity	Expiration Date
2	STUDENT A	999999258	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-42	paused 9/9	4000010	3	1	1/18/2011		1/20/2011	2/16/2011
3	STUDENT B	999999544	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	paused 9/9	4000008	1	0	1/18/2011		1/20/2011	2/16/2011
4	STUDENT C	999999732	10			JumpStart_JS-Personal	English	1	DEMO TA	Dist-49	paused 9/9	4000011	1	0	1/18/2011		1/21/2011	2/16/2011
5	STUDENT D	999999825	10			JumpStart_JS-Personal	English	1	DEMO TA	Dist-47	paused 7/29	4000047	0	0	1/21/2011		1/21/2011	2/19/2011
6	STUDENT E	999999273	10			JumpStart_JS-Personal	English	1	DEMO TA	Dist-26	paused 5/5	4000015	0	0	1/18/2011		1/18/2011	2/16/2011
7	STUDENT F	999999116	10			JumpStart_JS-Personal	English	1	DEMO TA	Scho-34	paused 4/9	4000030	0	0	1/19/2011		1/19/2011	2/17/2011
8	STUDENT G	999999195	10			JumpStart_JS-Personal	English	1	DEMO TA	Scho-22	paused 4/5	4000007	2	1	1/18/2011		1/18/2011	2/16/2011
9	STUDENT I	999999179	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	paused 29/29	4000039	2	2	1/20/2011		1/20/2011	2/18/2011
10	STUDENT J	999999048	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	paused 25/29	4000040	0	0	1/20/2011		1/20/2011	2/18/2011
11	STUDENT K	999999434	10			JumpStart_JS-Personal	English	1	DEMO TA	Scho-16	paused 0/0	4000004	0	0			1/18/2011	
12	STUDENT L	999999429	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-29	paused 0/0	4000019	0	0			1/19/2011	
13	STUDENT M	999999070	10			JumpStart_JS-Personal	English	1	DEMO TA	Jone-38	paused 0/0	4000037	0	0			1/21/2011	
14	STUDENT N	999999074	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	paused 0/0	4000042	0	0			1/20/2011	
15	STUDENT O	999999553	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	paused 0/0	4000038	0	0			1/20/2011	
16	STUDENT P	999999994	10			JumpStart_JS-Personal	English	1	DEMO TA	Scho-11	completed	4000002	1	1	1/13/2011	1/13/2011	1/13/2011	
17	STUDENT Q	999999292	10			JumpStart_JS-Personal	English	1	DEMO TA	Penk-37	completed	4000041	0	0	1/20/2011	1/20/2011	1/20/2011	
18	STUDENT R	999999961	10			JumpStart_JS-Personal	English	1	DEMO TA	Scho-16	completed	4000005	0	0	1/18/2011	1/18/2011	1/18/2011	

Columns A through I

	A	B	C	D	E	F	G	H	I
1	Student Name	SSID	Enrolled	Restricted Subjects	Current LEP	Test	Language	Opportunity	TA Name
2	STUDENT A	999999258	10			JumpStart_JS-Personal	English	1	DEMO TA
3	STUDENT B	999999544	10			JumpStart_JS-Personal	English	1	DEMO TA
4	STUDENT C	999999732	10			JumpStart_JS-Personal	English	1	DEMO TA
5	STUDENT D	999999825	10			JumpStart_JS-Personal	English	1	DEMO TA
6	STUDENT E	999999273	10			JumpStart_JS-Personal	English	1	DEMO TA
7	STUDENT F	999999116	10			JumpStart_JS-Personal	English	1	DEMO TA
8	STUDENT G	999999195	10			JumpStart_JS-Personal	English	1	DEMO TA
9	STUDENT I	999999179	10			JumpStart_JS-Personal	English	1	DEMO TA

Columns J through R

J	K	L	M	N	O	P	Q	R
SessionID	status	Results ID	Restarts	Restarts w	DateStarted	DateCompleted	LastActivity	Expiration Date
Penk-42	paused 9/9	4000010	3	1	1/18/2011		1/20/2011	2/16/2011
Penk-37	paused 9/9	4000008	1	0	1/18/2011		1/20/2011	2/16/2011
Dist-49	paused 9/9	4000011	1	0	1/18/2011		1/21/2011	2/16/2011
Dist-47	paused 7/29	4000047	0	0	1/21/2011		1/21/2011	2/19/2011
Dist-26	paused 5/5	4000015	0	0	1/18/2011		1/18/2011	2/16/2011
Scho-34	paused 4/9	4000030	0	0	1/19/2011		1/19/2011	2/17/2011
Scho-22	paused 4/5	4000007	2	1	1/18/2011		1/18/2011	2/16/2011
Penk-37	paused 29/29	4000039	2	2	1/20/2011		1/20/2011	2/18/2011

Section IV. Participation Report Tools

Once you have generated your Participation Report, a number of on-screen tools can help you sort, organize and analyze the data. A description of these tools follows.

- **Sort Results by Attribute**

You may sort Participation Report data in any column. Click the column header to sort data in ascending (A-Z; 1-10) or descending (Z-A; 10-1) order. The default sort is by Student Name, in ascending order by first name.

- **View Definitions of Columns and Student Statuses**  [Definitions](#)

Click the [**Definitions**] button to view information about column attributes and other definitions relevant to your report.

- **Hide/Show Columns**

Use the [**Hide/Show Columns**] drop-down menu to select which attributes display in your report.

- **Print Report**  [Print This Page](#)

Click the [**Print**] button to print your Participation Report.

Note: Set your Print Options to Landscape mode (horizontal) to accommodate the various columns in the report. You can also try adjusting the scale of the content (using your browser's "Print Preview" feature) to fit on a printed page.

- **Export Report Data**  [Export Data](#)

Users can export their report data to a CSV file by clicking the [**Export Data**] button. CSV files can be opened using a spreadsheet application (e.g., Microsoft Excel) or a notepad application. The CSV file will display *all columns*, including those the user may have hidden on-screen. *See Appendix A for a sample exported report.*



FERPA prohibits the release of any personally identifiable information. Printed reports contain personally identifiable student data and must be securely stored and destroyed in accordance with federal law.

Excel files should not be shared electronically and should not be stored on computers accessible to individuals who are not authorized to view confidential student information.

Section V. Student Lookup

Participation Reports includes a feature to look up students by either SSID or an advanced search function. Users can access this feature by clicking the **[Student Lookup]** button, located near the upper right corner of the Participation Reports screen. This button is visible at all times. This feature is useful if you are having difficulty finding a student and need to verify the student’s district and/or school.

Quick Lookup

Search: Quick Lookup Advanced Search ✖ Close

Enter the student's full Statewide Student Identifier (SSID) and click [Submit Search] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Search Results

FIELDS, ANN
Birthday: 1/1/1994
Grade: 03
School: Training School A(9998)
District: Training District A(9999)

1. Click the **[Student Lookup]** button.
2. Enter a student’s full SSID (partial SSIDs are not allowed).
3. Click **[Submit SSID]**. If the search results in a match, that student’s information will display.

Advanced Search

Search: Quick Lookup Advanced Search ✖ Close

1. Enter Search Parameters

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

Training District A (9999)
Training School A (9998)
All Grades
First Name
Enter a First Name
Last Name
Fi

2. Search Results

Click on the binoculars to view details for that student.

More Info	SSID	Last Name	First Name	Grade
	9999999201	FIELDS	ANN	03
	9999999113	FISHER	NORMAN	03
	9999999471	FIGUEROA	CECILIA	10
	9999999417	FITZGERALD	GWENDOLYN	11

3. Student Details

FIELDS, ANN
Birthday: 1/1/1994
Grade: 03
School: Training School A(9998)
District: Training District A(9999)

1. Click the **[Lookup]** button and then click the **[Advanced Search]** tab.
2. Select your district and school from the drop-down lists.
3. Select a specific grade or “all grades.”
4. Enter a student’s first name and/or last name (required). Partial names are allowed (e.g., you can enter “Fi” into the last name field to search for students whose last name begins with “Fi”).
5. Click **[Search]**. If the search results in matches, the information will display in the second column.
6. To see more information about a student, click the binocular icon next to his or her name. A third column showing the student’s information will appear.

User Support

For information about the Jump\$Start project, please contact Megan Brown at the American Institutes for Research (mbrown@air.org.)

For technical assistance, please contact the Jump\$Start Help Desk at the American Institutes for Research (AIR). When you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared, including the message code
- operating system and browser information
- information about your network configuration
- the steps that you took up until the problem occurred

The Help Desk will be open Mondays–Fridays from **7:00 a.m. to 7:00 p.m.** ET (except holidays).

**American Institutes for Research
Jump\$Start Help Desk Contact Information:**

Phone: 877.205.7148
E-mail: JSHelpDesk@air.org