



## Plan and Manage Tests (PMT) – HAVE NOT STARTED – How To

A. Background of Identified Issue .....	2
B. Examples of PMT report selections and results.....	2
C. To View More Results Easier and Faster.....	6
D. To Make a Pivot Table to View Results.....	7

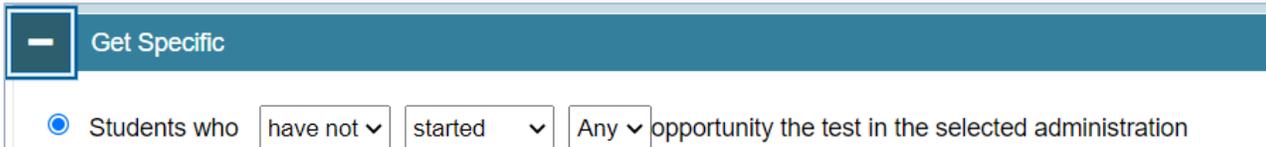
## A. Background of Identified Issue

What does this impact?

- TIDE: Plan and Manage Testing (PMT) reports using “have not” criteria (see below)
- Tests: All PMT reports for Interim Assessments and Auto-Scored Writing Checkpoint Assessments

### Explanation

If you run the Plan and Manage Testing (PMT) report for Interim Assessments or Auto-Scored Writing Checkpoint Assessment and with the following criteria selected under the GET SPECIFIC area:



Get Specific

Students who have not started Any opportunity the test in the selected administration

You **will receive 1 or 2 rows per student per test**. This is an **error** at this time, but there is a way to work around this, directions included in this document. What does one vs two rows mean?

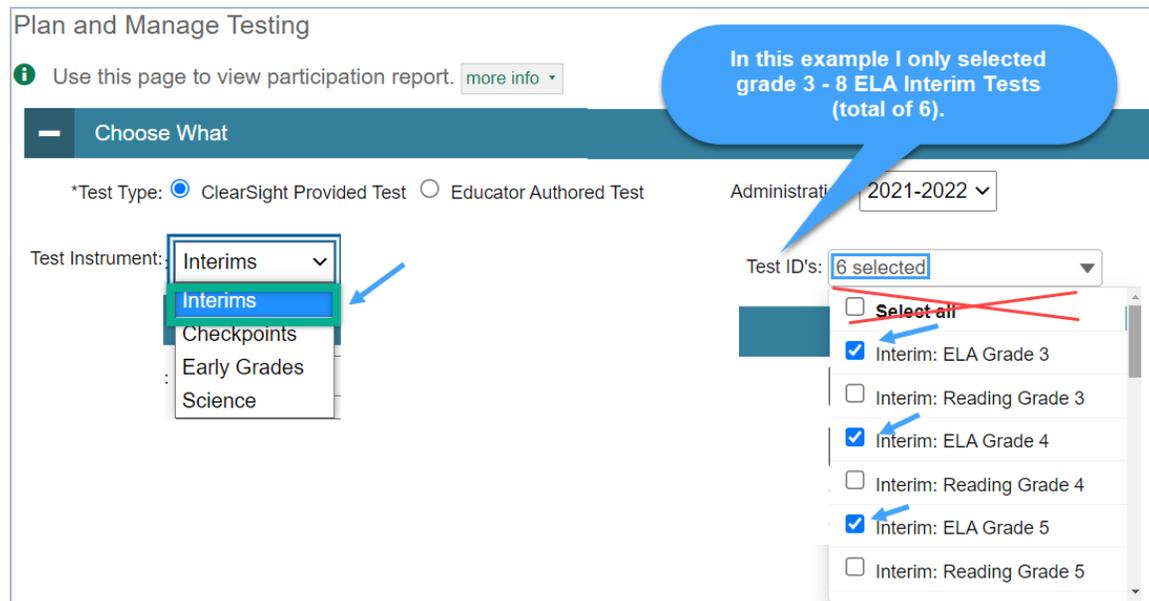
- One row means a student has started the test.
- Two rows will mean they **HAVE NOT** started the test.

**HINTS:** When making the selection in the GET SPECIFIC area, as shown above,

- Remember **every** student will show up in the Plan and Manage Test results. If they show up once, they **HAVE STARTED** that test. If they show up twice the **HAVE NOT STARTED** that test.
- Narrow the selection of Test ID's in CHOOSE WHAT area as much as possible.
- Narrow the selections in the SEARCH STUDENTS area as much as possible.

## B. Examples of PMT report selections and results

1. In the CHOOSE WHAT area, select only the TEST ID's that you are interested in at the time:



Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

\*Test Type:  ClearSight Provided Test  Educator Authored Test

Administrative Year: 2021-2022

Test Instrument: Interims

Test ID's: 6 selected

In this example I only selected grade 3 - 8 ELA Interim Tests (total of 6).

- Select all
- Interim: ELA Grade 3
- Interim: Reading Grade 3
- Interim: ELA Grade 4
- Interim: Reading Grade 4
- Interim: ELA Grade 5
- Interim: Reading Grade 5

2. Choose your relevant filters in SEARCH STUDENTS and GET SPECIFIC areas (next page).

- Search Students

\*State: AI - AI AST v

\*District: AI\_9999 - AST Demo Dist v

\*School: All selected (2) v

\*Teacher: -All- v

StudentID:

Student's Last Name:

Student's First Name:

Grade: 6 selected v

- Advanced Search

Search Fields: -- Select -- v

Add

Remove All

Remove Selected

This selection indicates that only students in grades 3 - 8 will be in my results

03

04

05

06

07

08

09

- Get Specific

Students who have not v started v Any v opportunity the test in the selected administration

Students whose most recent SessionID v was SessionID (optional) between 09/20/2021 v and 09/20/2021 v

*Note: If no TA or Session ID is specified, date range cannot exceed 15 days*

students whose current opportunity will expire in  days.

Students on their Any v opportunity who have a status of None selected v in the selected administration

Search student(s) by SSID v : Enter up to 20 SSID(s) separated by commas

Generate Report

Export Report

3. After you select the GENERATE REPORT button, you will be able to choose to either VIEW RESULTS or EXPORT RESULTS. I always choose VIEW RESULTS first. Here is something like what you will see.

Number of students found: 33985

Enter search terms to filter search results

Name	District Name	School Name	SSID	Enrolled Grade	Test	Language	Opportunity
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 3		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 4		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 5		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 6		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 7		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 8		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 3		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 4		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 5		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 6		
batch, batch+A1	AST Demo District 9999	AST Demo School 9999	AI-9999-00613443	08	Interim: ELA Grade 7		

- a. For every TEST ID selected back in step 1, if a student shows up
  - i. ONE time, that means they **HAVE STARTED** the test. (RED)
  - ii. TWO times, that means they **HAVE NOT STARTED** that test. (BLUE)

4. A second example of results:

- a. Here is a Test Status Code report that provides information about 6 students and their status on the tests shown.

Name	SSID	Opportunity	TestName	TestStatus	Date Started	Special Code
Bradley, Michael	AI-9990-9999990925	1	Interim: Math Grade 4	reported	09/20/2021	
Student3038, Student3038	AI-9990-9999993038	1	Interim: Math Grade 3	paused 2/32	08/25/2021	
Student3102, Student3102	AI-9990-9999993102	1	Interim: Reading Grade 4	paused 9/31	09/20/2021	
Student3127, Student3127	AI-9990-9999993127	1	Interim: ELA Grade 4	reported	09/20/2021	
Student3127, Student3127	AI-9990-9999993127	1	Interim: Math Grade 4	paused 8/34	09/20/2021	

- b. This criteria is selected:
  - i. I selected 6 tests in "CHOOSE WHAT area: Interim: ELA Grade 3, Interim: ELA Grade 4, Interim: Math Grade 3, Interim Math Grade 4, Interim: Reading Grade 3, Interim Reading Grade 3.
  - ii. I selected all Schools and all grades in SEARCH STUDENTS area
  - iii. I selected the following in the GET SPECIFIC area.

**Get Specific**

Students who have not started Any opportunity the test in the selected administration

- c. I exported the results to an excel sheet so I could filter to only see the students shown in 4.a above.
- d. In the sheet below; there is **ONE ROW per test per student** for any test that has a test status of reported or paused in 4.a above. These statuses equate to **HAS STARTED**.
- e. There are **TWO ROWS** per test per student for all the other tests because these students **HAVE NOT** Started. Some examples are boxed in red.

	Name	District Name	School Name	SSID	Enrolled Grade	Test
1	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: ELA Grade 3
2	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: ELA Grade 3
3	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: ELA Grade 4
4	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: ELA Grade 4
5	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Math Grade 3
6	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Math Grade 3
7	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Math Grade 3
8	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Math Grade 4
9	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Reading Grade 3
10	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Reading Grade 3
11	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Reading Grade 4
12	Bradley, Michael	ClearSight Model District	ClearSight Elementary School	AI-9990-9999990925	05	Interim: Reading Grade 4
13	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: ELA Grade 3
14	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: ELA Grade 3
15	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: ELA Grade 4
16	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: ELA Grade 4
17	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Math Grade 3
18	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Math Grade 4
19	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Math Grade 4
20	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Reading Grade 3
21	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Reading Grade 3
22	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Reading Grade 4
23	Student3038, Student3038	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993038	01	Interim: Reading Grade 4
24	Student3073, Student3073	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993073	03	Interim: Reading Grade 3
25	Student3073, Student3073	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993073	03	Interim: Reading Grade 3
26	Student3073, Student3073	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993073	03	Interim: Reading Grade 4
27	Student3073, Student3073	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993073	03	Interim: Reading Grade 4
28	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: ELA Grade 3
29	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: ELA Grade 3
30	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: ELA Grade 4
31	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: ELA Grade 4
32	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Math Grade 3
33	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Math Grade 4
34	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Reading Grade 3
35	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Reading Grade 3
36	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Reading Grade 4
37	Student3102, Student3102	ClearSight Model District	ClearSight Elementary School	AI-9990-9999993102	05	Interim: Reading Grade 4
38	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: ELA Grade 3
39	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: ELA Grade 3
40	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: ELA Grade 4
41	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: ELA Grade 4
42	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Math Grade 3
43	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Math Grade 3
44	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Math Grade 4
45	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Math Grade 4
46	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Reading Grade 3
47	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Reading Grade 3
48	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Reading Grade 4
49	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Reading Grade 4
50	Student3127, Student3127	ClearSight Model District	ClearSight Middle School	AI-9990-9999993127	06	Interim: Reading Grade 4

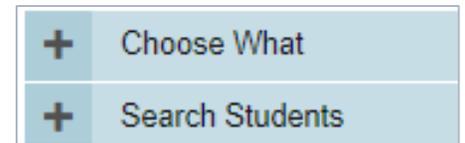
## C. To View More Results Easier and Faster

If you are able to Export/Download the Plan and Manage Testing (PMT) report results, this is still true:

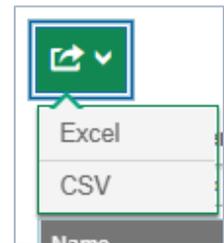
*You will receive 1 or 2 rows per student per test. This is an error at this time, but there is a way to work around this, without too much extra effort.*

- One row means a student **HAS STARTED** the test.
- Two rows will mean they **HAVE NOT STARTED** the test.

- Be sure to narrow down your results by using as many filters as you can in these two areas of the PMT user interface:



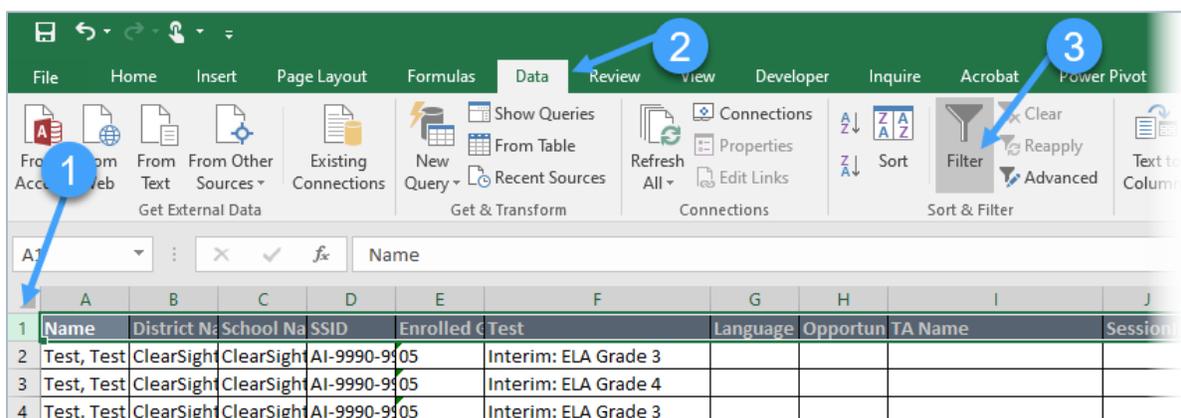
- Once you generate the report, export it to Excel using this button at the top left of the results.



- Open the Excel file and it will look something like this:

1	Name	District No	School No	SSID	Enrolled	Test	Language	Opportun	TA Name	Test Durat	Assignme	Secure Br
2	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: E						
3	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: E						
4	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: E						
5	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: E						
6	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: R						
7	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: R						
8	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: R						
9	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: R						
10	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: M						
11	Test, Test	ClearSight	ClearSight	AI-9990-9405		Interim: M						
12	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: E						
13	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: E						
14	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: E						
15	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: E						
16	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: R						
17	Bradley, N	ClearSight	ClearSight	AI-9990-9405		Interim: R						

- Select the top row (Header Row) by clicking on the 1, select the Data tab, and select Filter.

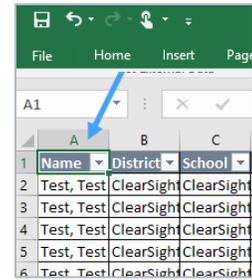


- Now you can use these filters to view only the data you want from these first columns A – F.

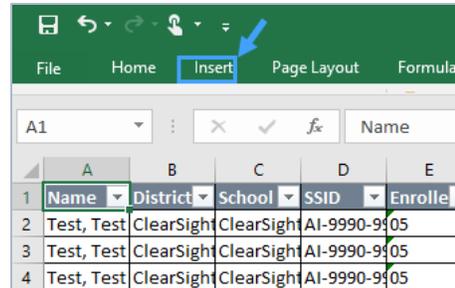
## D. To Make a Pivot Table to View Results

1. At a minimum, do steps C.1 – C.3, however you can do all of section C, it will not influence the creation of your Pivot Table.

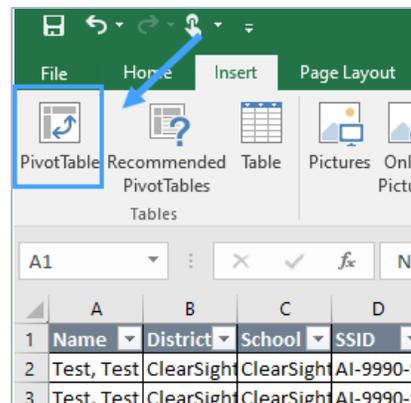
2. Select the upper most cell in the top left corner of the sheet, Cell A1.



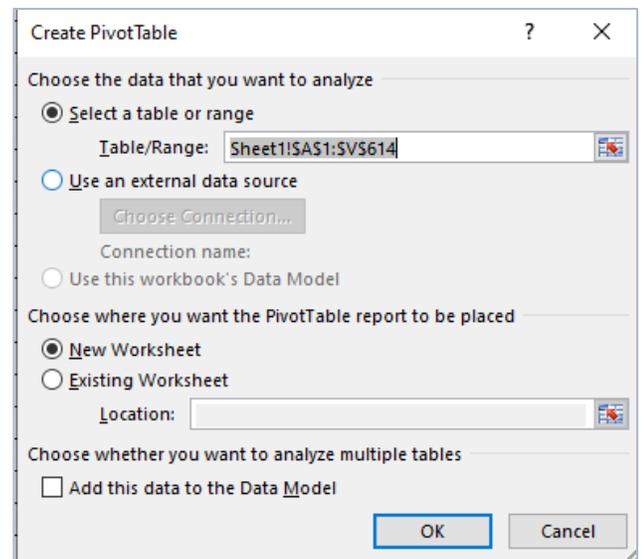
3. Select the Insert Tab



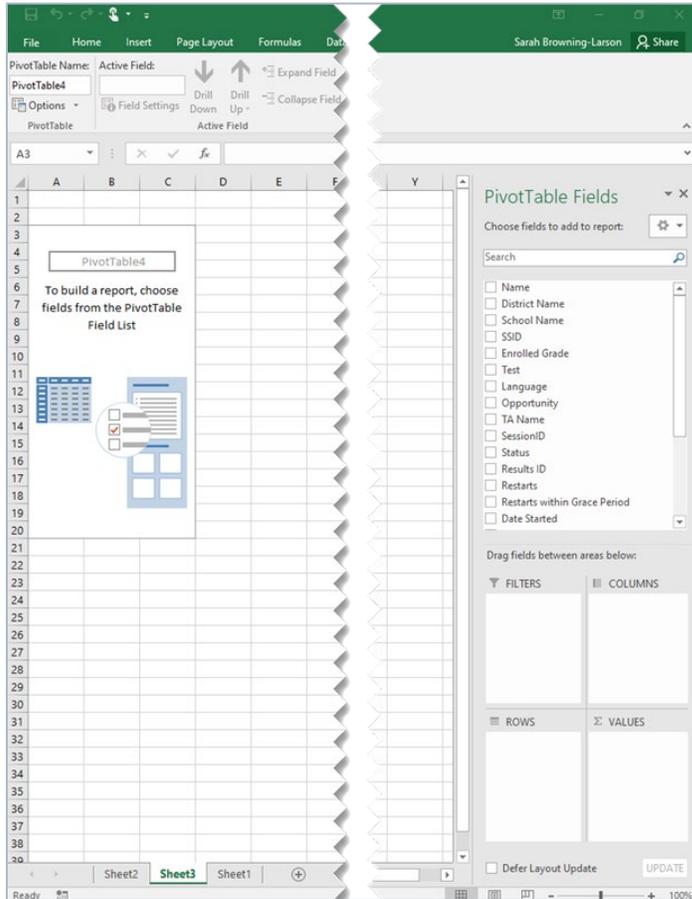
4. Select Pivot Table



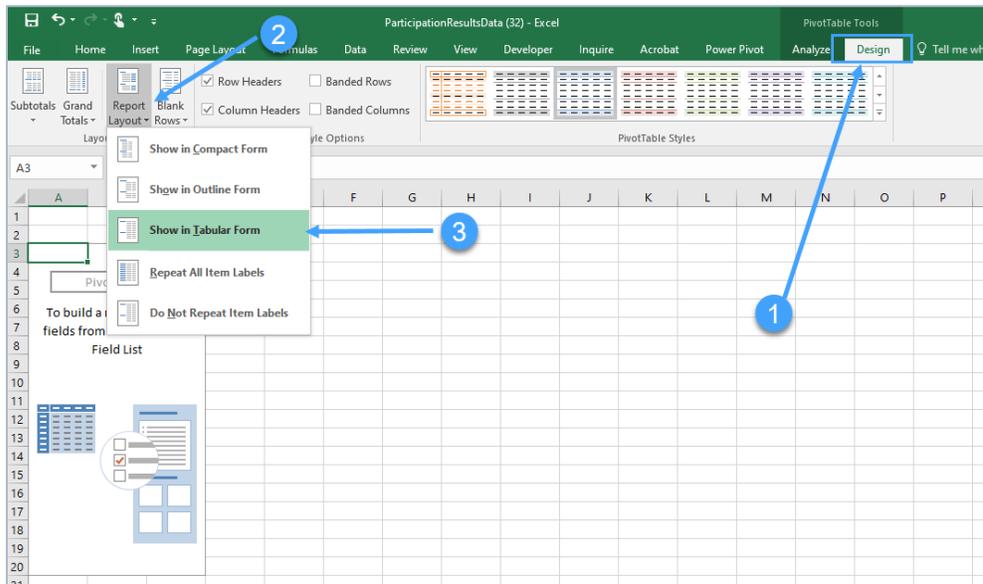
5. This pop-up will appear, make sure "New Worksheet" is selected and click OK



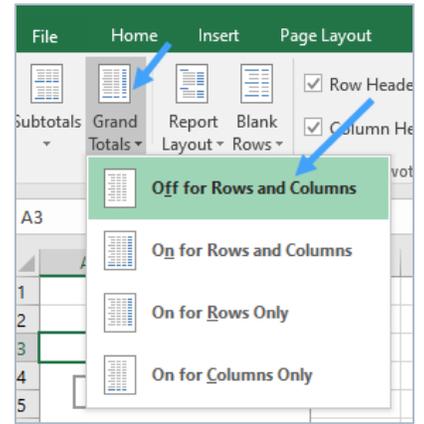
6. This worksheet will appear – don't worry, your data is still back on the other sheet.



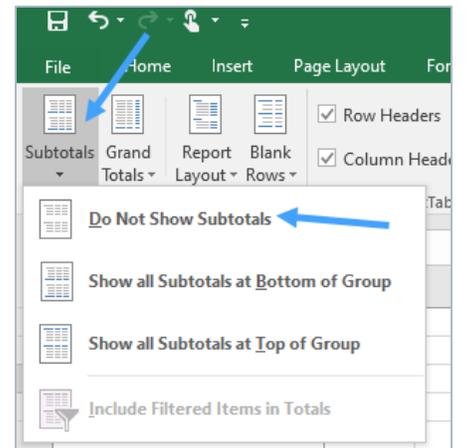
7. Select the Design Tab, in the Report Layout dropdown select "Show in Tabular Form"



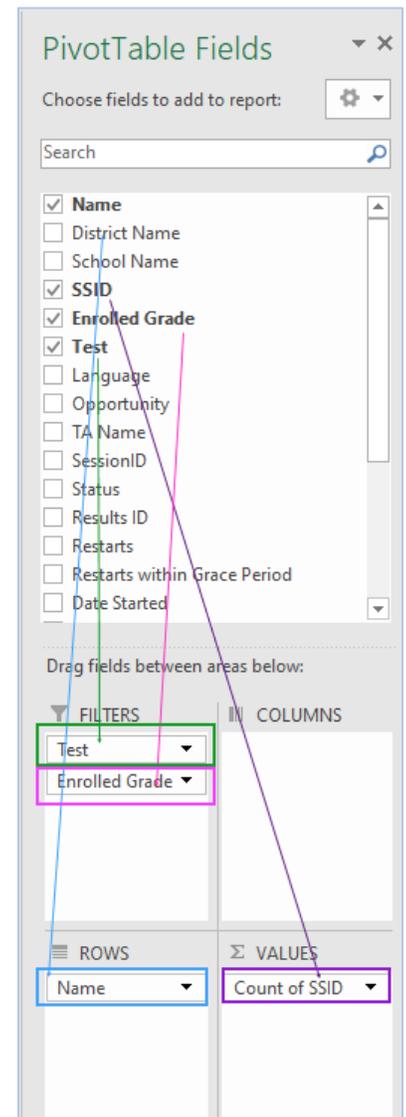
8. In the Grand Totals dropdown, select **“Off for Rows and Columns”**



9. In the Subtotals dropdown, select **“Do Not Show Subtotals”**



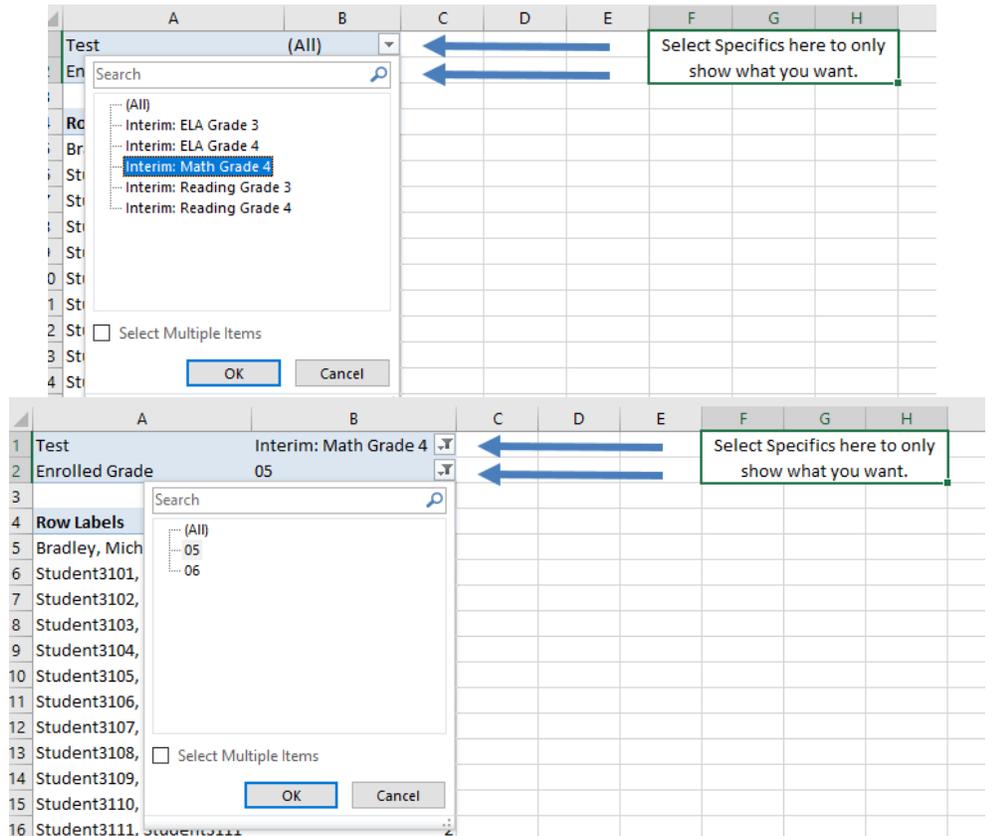
10. In the PivotTable Fields area, on the right of the screen, you will select data to put in the four windows in the bottom half of that area. Select and hold the fields to drag them to the 4-areas as shown.



11. You will see something like this on the left:

	A	B	C
1	Test	(All)	
2	Enrolled Grade	(All)	
3			
4	Row Labels	Count of SSID	
5	Bradley, Michael		10
6	Student3101, Student3101		10
7	Student3102, Student3102		11
8	Student3103, Student3103		10
9	Student3104, Student3104		10
10	Student3105, Student3105		10
11	Student3106, Student3106		10
12	Student3107, Student3107		10
13	Student3108, Student3108		10
14	Student3109, Student3109		10
15	Student3110, Student3110		10

- Use the Test and Enrolled Grade filters to narrow down what you are seeing to only 1 test and only the students in the grades that you want to see.



- Now you should have a more simplified view of the students who have started vs. not started.

Row Labels	Count of SSID
Test	Interim: Math Grade 4
Enrolled Grade	(All)
Bradley, Michael	1
Student3038, Student3038	2
Student3073, Student3073	2
Student3102, Student3102	2
Student3127, Student3127	1
<b>Grand Total</b>	<b>8</b>

- To view different tests or students, just change the Test and Enrolled Grade filters.