# ACHIEVEMENT IMPROVEMENT MONITOR

# 2002 Trend Data Reporting Guide

# English and Mathematics Assessment Program
# Year 7

**This publication should be used in conjunction with the
AIM 2002 Year 7 Reporting Guide**

**Achievement Improvement Monitor**
Classroom Assessment
Comprehensive Reporting
Homework Guidelines
Learning Improvement
Statewide Testing

**AIM**

# AIM 2002 Year 7 Trend Data English and Mathematics Assessment Program Reporting Guide

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# Section 1: Downloading AIM Trend Data Results

## Overview

The AIM 2002 Year 7 Reports were delivered on a CD-ROM which schools could install on their own school PCs. In 2001 and 2002 the Year 7 Reports contained only the results for the current year.

Those schools which have participated in the AIM Testing for 2001 and 2002 can now download Trend Data Reports.

These Reports are:

Report 6: Single-year Group Summary – this report displays State, 'like' schools and school results for the specified school year.

Report 7: Five-year Trend Data – this report displays trend data for Year 7 students for 2001 and 2002 in Reading, Writing, Spelling and Mathematics.

Schools can use the AIM Online Assessment website to download this application. The website automatically includes the data specific to your school.

## About this section

This section provides technical information for Principals and their delegates, in using the AIM Online application to download Year 7 Trend Data school results.

## Requirements

To obtain the AIM 2002 Trend Data Results for your school you will need the following:

- a PC with Internet Explorer 5.01, SP1 or later with Internet connection as well as Microsoft Access 2000
- a blank floppy disk for Disk Authentication purposes
- an AIM Online user ID and password (supplied in school specific letter)
- a Statewide Results Unique Key – the 2002 CD key.

## Glossary

| Term | Meaning of term … |
| --- | --- |
| Download Statewide Results | Download the Statewide Results application along with the data for your school. The files are downloaded to your PC and can be used from there. |
| PKSFX | The software used to automatically unzip the application and data (licenced by the VCAA) onto your PC. |

| Term | Meaning of term … |
|------|-------------------|
| Disk Authentication | A security mechanism employed by AIM Online. A floppy disk-based key is created unique to your user ID. Some AIM Online features, such as Statewide Results, are only accessible via the use of this disk. Each user has an authentication disk specifically for them. These disks contain a 'rolling password' for the user, so called because they change each time a user logs into the system. |
| AIM Online User ID and Password | The user ID and password supplied to you by the VCAA that is used to log in to the AIM Online central system at www.aimonline.vic.edu.au where you can access the Statewide Results. |
| Statewide Results Unique Key | The password, unique to your school, that is used to login to the Trend Data application once it has been installed on your PC. |

## AIM help desk

The VCAA has established a HelpDesk for schools to gather information, clarify procedures, seek advice or receive assistance with AIM Online specific issues. This HelpDesk can be accessed using a free-call telephone service.

The HelpDesk operates from 8:30 am to 5:00 pm each business day. The telephone number of the help desk is **1800 623 681**.

### Before calling the telephone service

- It is essential that a user tries to isolate and diagnose any problem before calling the telephone service.

- Before calling the telephone service, please ensure all facts and details are gathered, including:

  - whether the problem is to do with downloading results, producing results reports, interpreting those reports, or with individual students' results

  - error messages

  - events preceding the problem

  - description of the problem

  - details of the environment in which the PC is running, e.g. type of computer, version of Microsoft Internet Explorer.

Schools experiencing difficulties with their Internet connections should contact their Internet Service Provider (ISP).

Schools experiencing difficulties with hardware or non-AIM Online website software should pursue their normal help channels.

## Computer check

To successfully access the AIM Online application, a PC with Microsoft Internet Explorer version 5.01, SP1 or later is required.

Once downloaded, in order to view and print school reports, the PC must be capable of running Microsoft Access 2000. Prior to downloading school results, it is essential that the version of Microsoft Access the PC has installed is known.

The logged user on the PC must have appropriate administrative access rights to download and install the reporting application.

## Browser check

To determine the version of Microsoft Internet Explorer version on the PC:

1. Double click on the Internet Explorer icon. The Microsoft Internet Explorer screen will appear such as the example in Figure 1.1.



*Figure 1.1 Microsoft Internet Explorer screen*

2. Select **Help** in the top left side of the screen.

3. Select **About Internet Explorer**. The About Internet Explorer pop-up box will appear (see Figure 1.2).
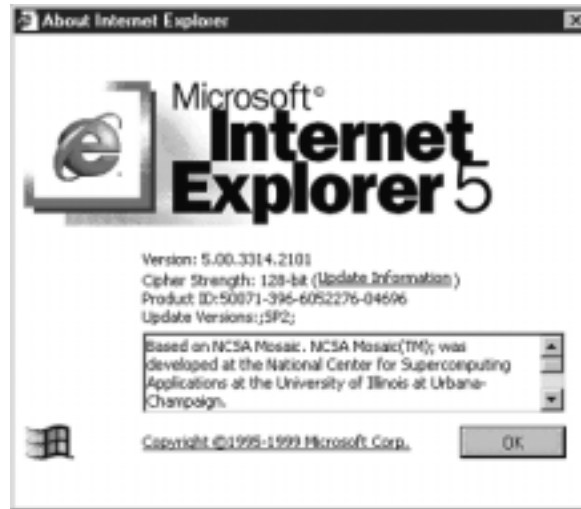
Figure 1.2: About Internet Explorer pop-up box

4. Check that the version number begins with '5.00.3314' or later. If the version number does not begin with this number or a later version, Microsoft Internet Explorer must be upgraded.

## Downloading and installing reports

### Logging onto the central server

1. Open your browser.

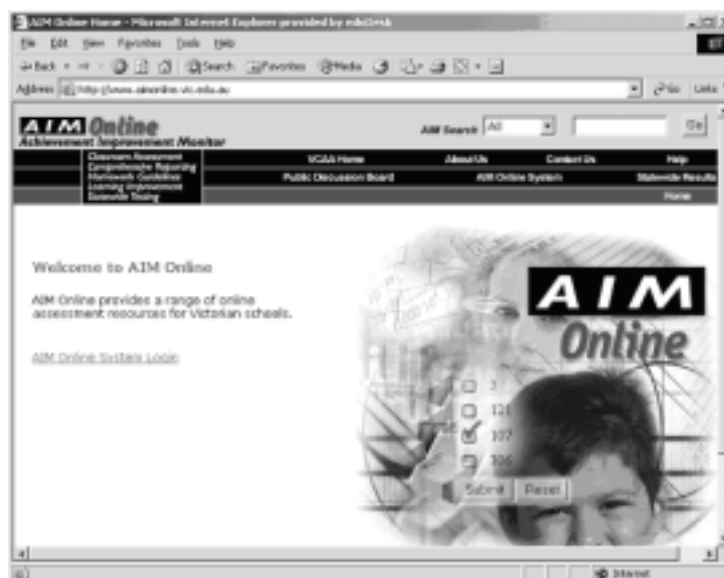2. Enter the URL www.aimonline.vic.edu.au and you will be presented with the window shown in Figure 2.1.



Figure 2.1 AIM Online main window

3. Click on 'AIM Online System Login' link. Depending on your browser security setting, you may see the security alert shown in Figure 2.2. Click **Yes** to the warning to continue.



*Figure 2.2 Security alert*

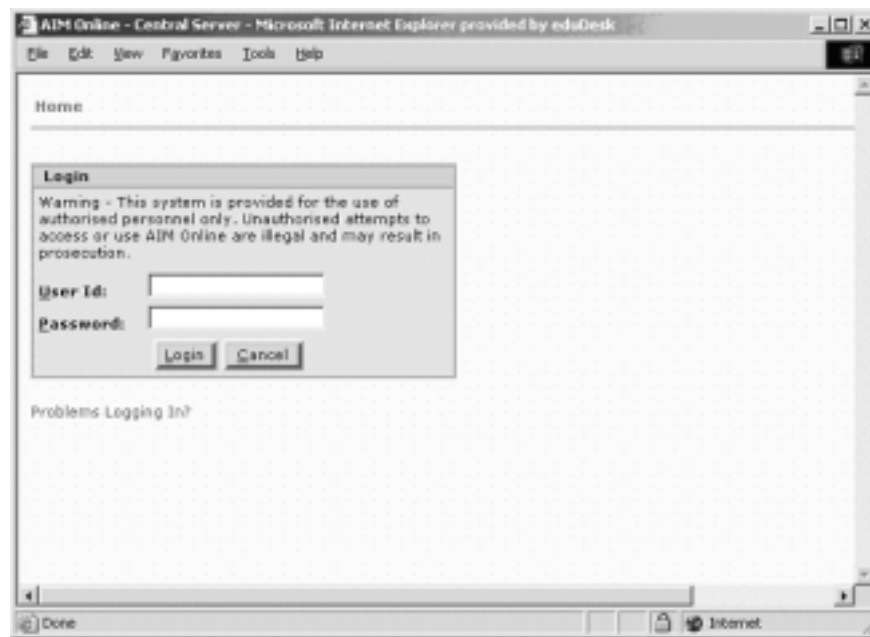4. You will be presented with the Login window shown in Figure 2.3.



*Figure 2.3 Login window*

5. Enter your AIM Online User Id and password:

| In this field … | Enter this information … | Mandatory? |
| --- | --- | --- |
| User Id | Username, e.g. jsmith | Yes |
| Password | User's password | Yes |

6. Click on the **Login** button.

AIM Results

If your login has been successful you will be presented with the application menu which is similar to Figure 2.4.
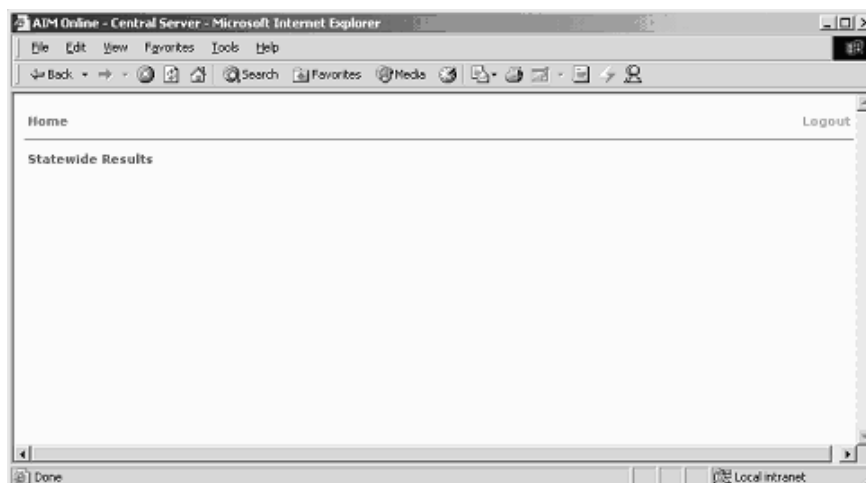


*Figure 2.4 Application Menu*

7. Select **Statewide Results**.

8. The Statewide Results have been secured by the AIM Online standard Disk Authentication mechanism. This means you will see the Security Authentication window as shown at Figure 2.5. You will need to insert a floppy disk and use it to access the results download. Click **OK** to continue. (The first time a user logs into the system, their Authentication disk is created, i.e. they must have a blank formatted floppy disk ready for use. From then on, they must have their authentication disk whenever they wish to log into secure areas of the website.)
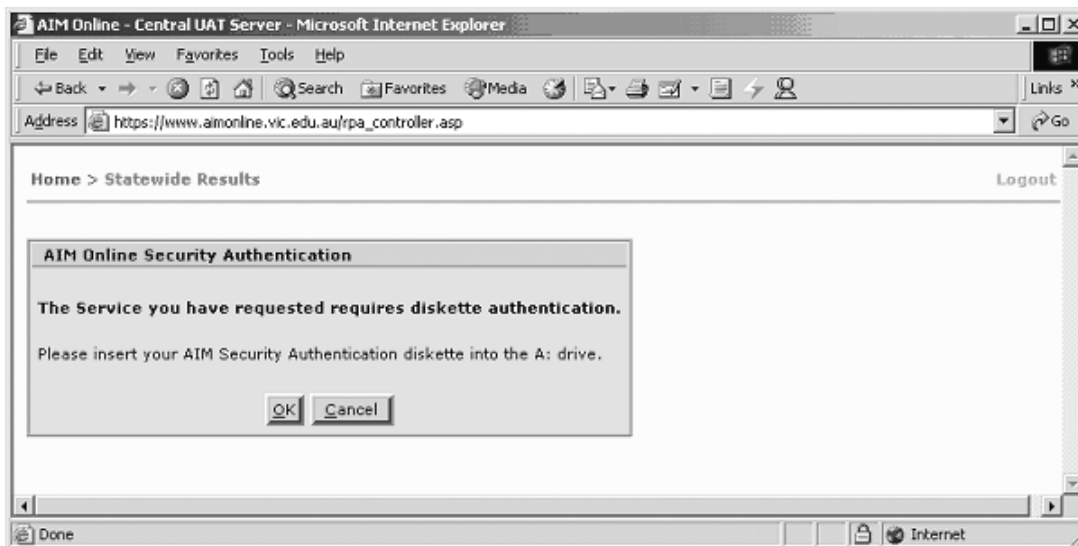


*Figure 2.5 Security Authentication*

9. Once you have been authenticated via Disk Authentication, store the floppy disk safely in case you need to download the results again.

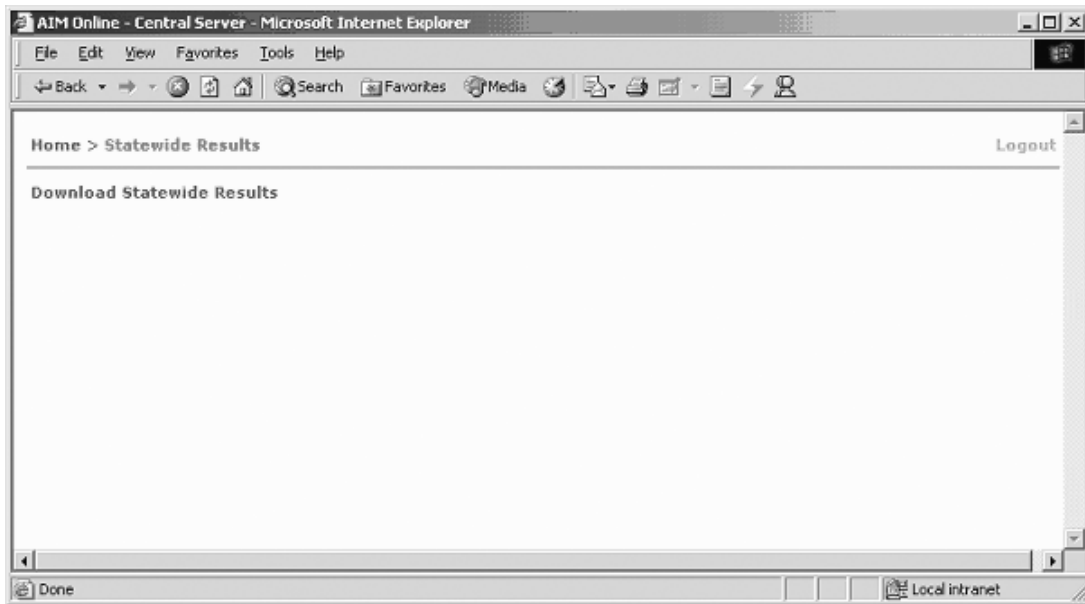10. You will now see the Statewide Results menu (Figure 2.6).



*Figure 2.6 Statewide Results Menu*

11. Select **Download Statewide Results** to commence the download.

12. If the Statewide Results files are not yet available, you will see the message displayed at Figure 2.7.
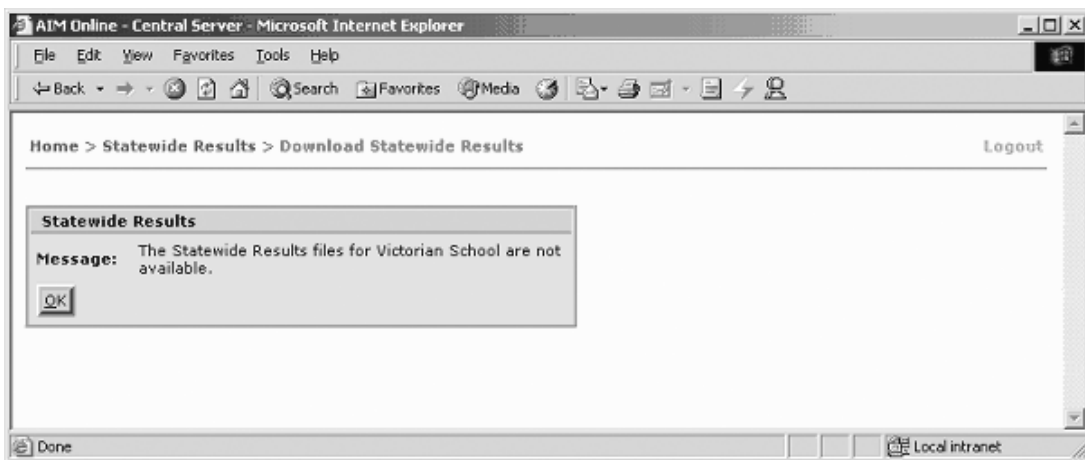


*Figure 2.7 Results Not Available*

If you get this message ring the AIM HelpDesk.

13. If the Results files are available …

   You will be asked whether you wish to Open or Save the results file. Figure 2.8 shows what this message looks like with Internet Explorer Version 6.0 (it will look different in other versions).
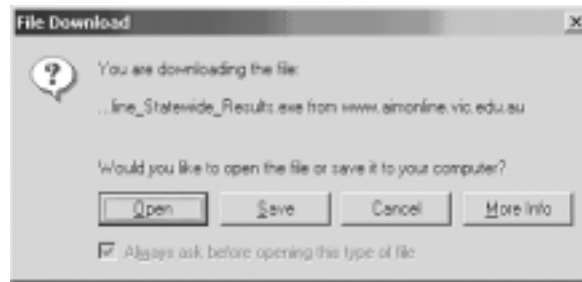


*Figure 2.8 Download Window (Internet Explorer 6)*

14. Select **Open** (if using IE6) or 'Run this program from its current location' (if using IE5.x.).

15. Depending on your browser's security settings, you may see one or two security warnings such as the one displayed in Figure 2.9. Confirm that you wish to install and run the Statewide Results file by clicking **Yes** to the warning/s.
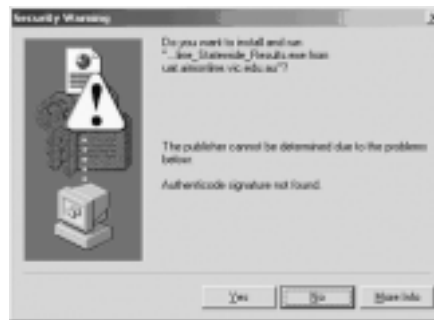


*Figure 2.9 Security Warning*

16. The download of the results will now commence. A progress indication dialogue box shown in Figure 2.10 will be displayed. This may take between three and twenty minutes depending on network speed. The file is around 2.5Mb in size.
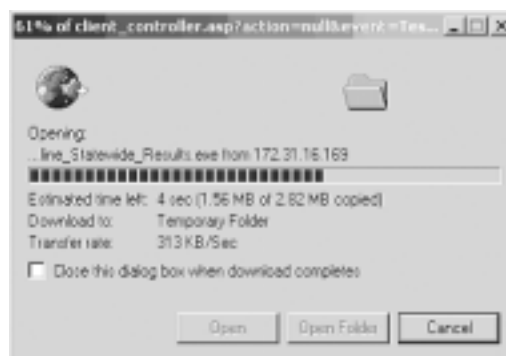


*Figure 2.10*
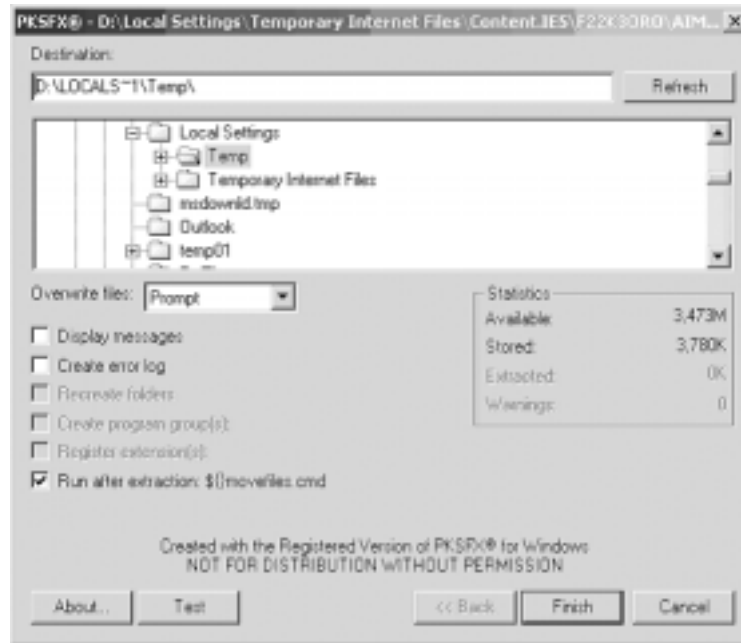
17. You will see Figure 2.11, click **Finish**.



*Figure 2.11*

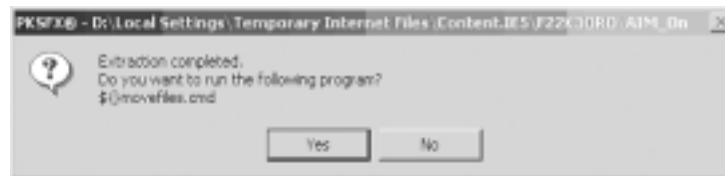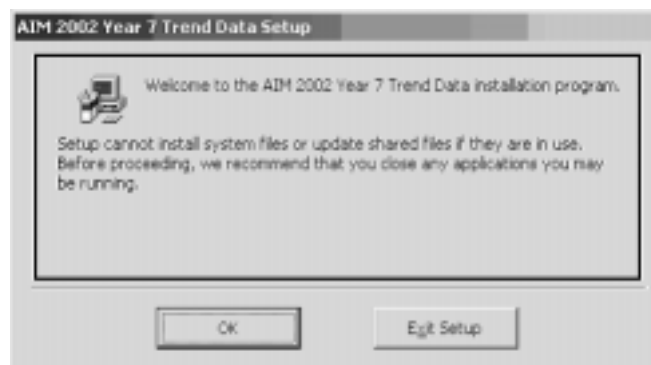18. You will see Figure 2.12, click **Yes**.



*Figure 2.12*

19. You will then see Figure 2.13. Click 'OK' to start application installation.

*Figure 2.13 Installation Main window*

20. Select the computer image marked as 'Click this button to install AIM 2002 Year 7 Trend Data …'.



*Figure 2.14 Installation directory selection window*

21. Click '**Continue**'.



*Figure 2.15 Installation adding to program group window*

22. If application install was successful you will see dialogue box similar to Figure 2.16 Click **'OK'** to complete the install.
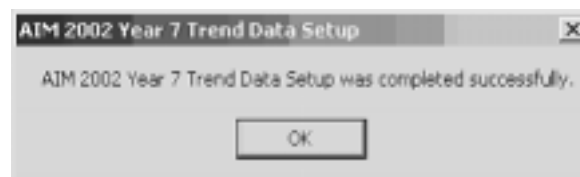


*Figure 2.16 Installation successful window*

## Logging off

To log off, simply close down the browser, or if you don't want to close down the browser, select the Logout link which is in the top right-hand corner of Figure 2.3.

If this returns you to the login screen, close this screen.

## Problems logging in

Usually when you are having trouble logging on, it is because you have forgotton your password or your user account has been deactivated for some reason. There may be some other technical difficulty which you are experiencing.

By activating the Problems Logging In link which is shown on the Figure 2.2 you will see a page similar to the one below in Figure 2.14. This will give you some information on who to call to have your problem rectified.

In the top right-hand corner you will notice information about the version of AIM Online Assessment which will be helpful for the administrator or HelpDesk operator when you call, to help them resolve your problem.
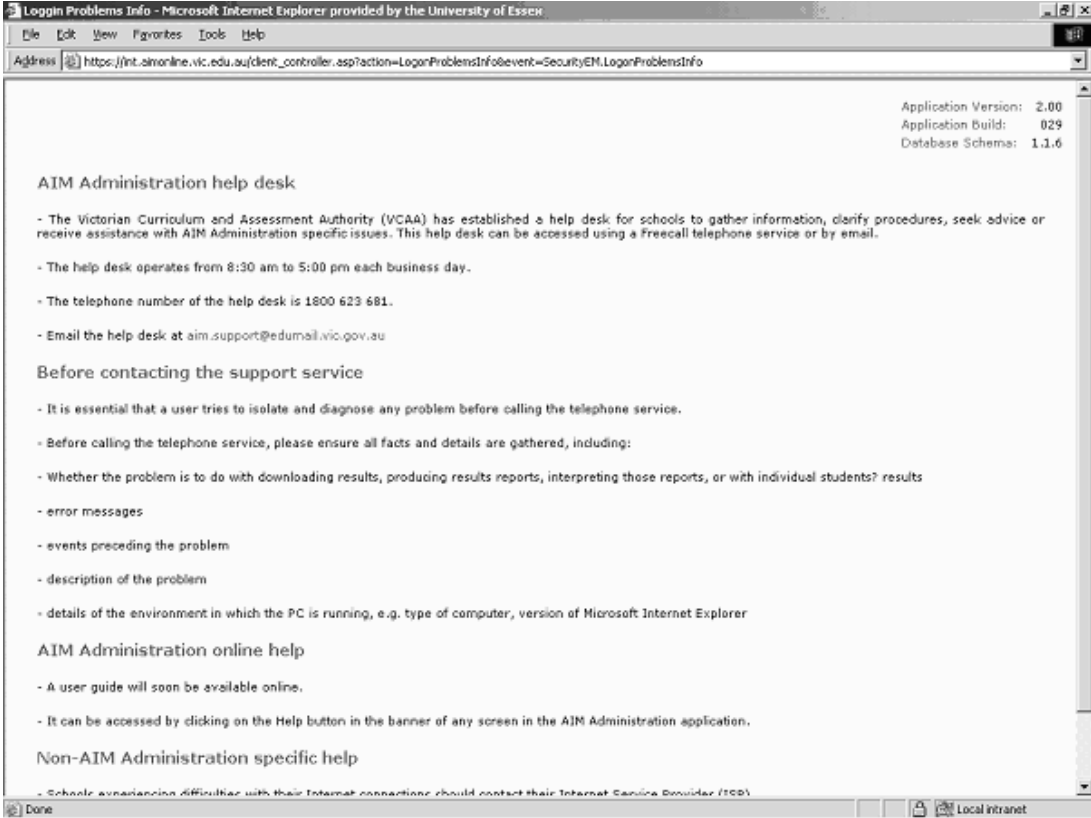


*Figure 2.17 Problems Logging in page*

# Section 2: Running the Reporting Application

## Starting the application

1. Go to **Start** ➝ **Program Files** ➝ **AIM 2002 Year 7 trend data** ➝ **AIM 2002 Year 7 trend data**.

    The password entry screen will appear.

2. Enter your password. Click the **OK** button. The Main Screen will appear.

## Screen navigation

The diagram below illustrates the navigation through the system.

The first time you enter the program you go to the Password Entry Screen. Enter your password and click the **OK** button.

The **Return** button will always return the user to the previous screen.

**Password Entry Screen**
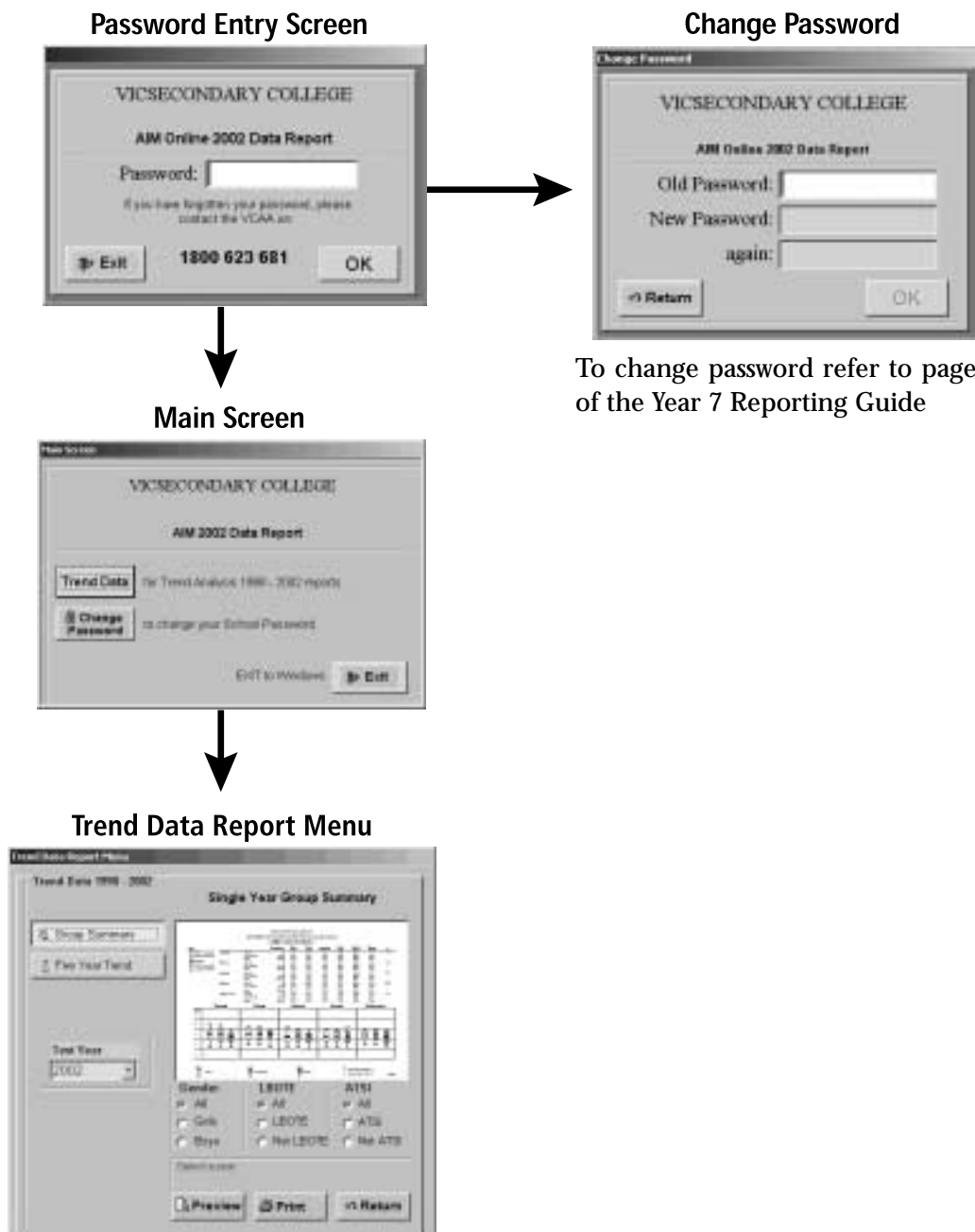
**Change Password**



To change password refer to page 12 of the Year 7 Reporting Guide

**Main Screen**



**Trend Data Report Menu**

## Password Entry Screen

This screen is required to provide security against unauthorised usage of the system.

Enter your password (Statewide Results Unique Key) in the space provided, and then click the **OK** button. This will take you to the Main Screen.

If you do not want to enter the AIM Online Data Report at this time, click the **Exit** button, and the program will close down securely.
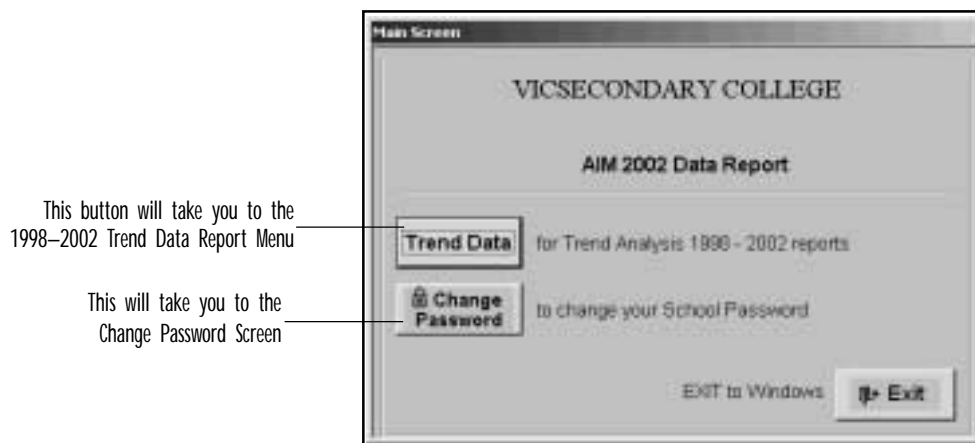


**Note**: You may change your password to something easier to remember, yet difficult for anyone else to discover. Passwords do not appear on the screen. Instead, you will see a hash (#) for every letter you type.

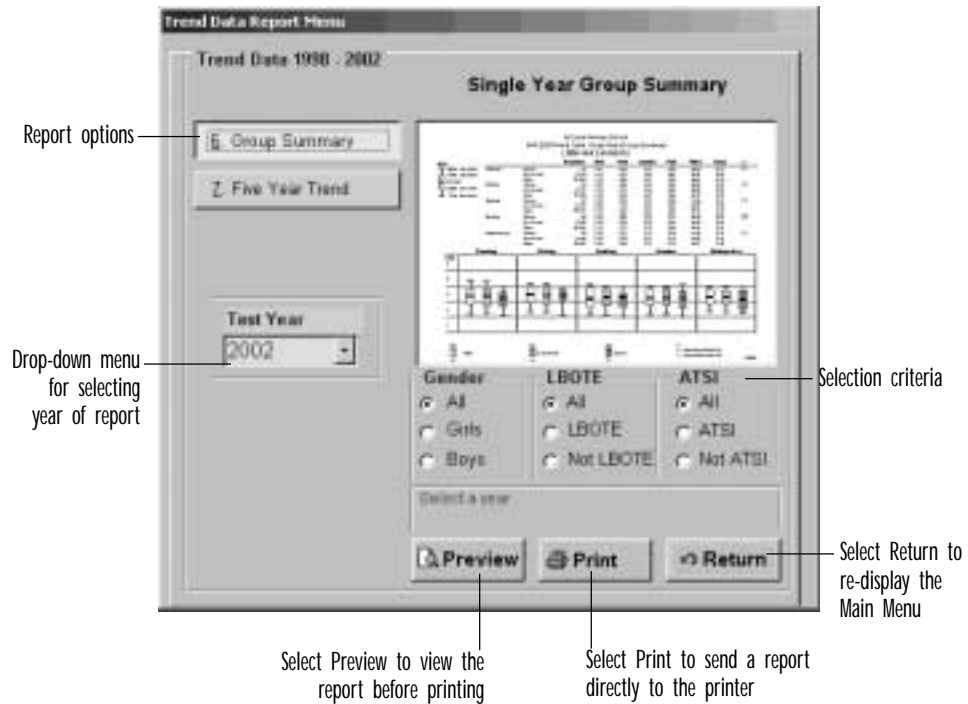## The Main Screen

From the Main Screen, you may:
*   go to the Trend Data Report Menu
*   go to the Change Password Screen
*   EXIT the AIM Data Report Program.

To generate reports for Trend Data 2001–2002, use the Trend Data Report Menu.

The Trend Data Report Menu consists of two main buttons (top left) to select the report type (labelled 6–7), and options buttons to select options for each report.

**Trend Data Report Menu**



Report options

Drop-down menu for selecting year of report

Selection criteria

Select Return to re-display the Main Menu

Select Preview to view the report before printing

Select Print to send a report directly to the printer

- **Report 6:** **Single-year Group Summary** – this report displays results for Year 7 students in 2001 or 2002 across all available strands.

- **Report 7:** **Five-year Trend Data: 1998, 1999, 2000, 2001, 2002** – this report displays trend data for Year 7 students for 2001 and 2002 in Reading, Writing, Spelling and Mathematics.

# Trend Data Reports Summary

| Report Name | Report Function | Reporting Criteria | Possible Use |
|---|---|---|---|
| **6. Single-year Group Summary** | Displays State, 'like' school, and school results for a specified calendar year and year level. | • Year 7 students<br>• 2001 or 2002<br>• all students or<br>• groups of students such as boys, girls, LBOTE or ATSI students<br>• Reading, Writing, Spelling and Mathematics | • compare the performance of Year 7 students in a specific year relative to students in the State and students in 'like' schools<br>• compare the performance of students in any one strand relative to their performance in other strands |
| **7. Five-year Trend Data: 2001, 2002** | Displays State, 'like' school, and school results across the years 2001 and 2002. Also displays the difference between the school's mean score and the mean for students in 'like' schools. | • Year 7 students<br>• all students or<br>• groups of students such as boys, girls, LBOTE or ATSI students<br>• Reading, Writing, Mathematics and Number | • compare the performance of different cohorts of students in any one strand over a five-year period (i.e. how did the performance of Year 7 students in 2002 compare to Year 7 students in 2001)<br>• investigate how the school's performance, relative to 'like' schools, is changing over time |

## Report 6. Single-year Group Summary Data

This report shows summary results for students in 2001 and 2002. The report shows data for the school, 'like' schools and the State. This type of data reflects single point-in-time results and is useful for comparing the performance of a specific group of students in a school relative to all other similar students in the State and/or 'like' schools. Alternatively, this type of data is useful for comparing the performance of a specific group of students in any one strand relative to their performance in other strands.

Data is available in Reading, Writing, Spelling and Mathematics.



SAMPLE

This table shows the distribution of results across CSF levels for the school, 'like' schools and the State in numerical form.
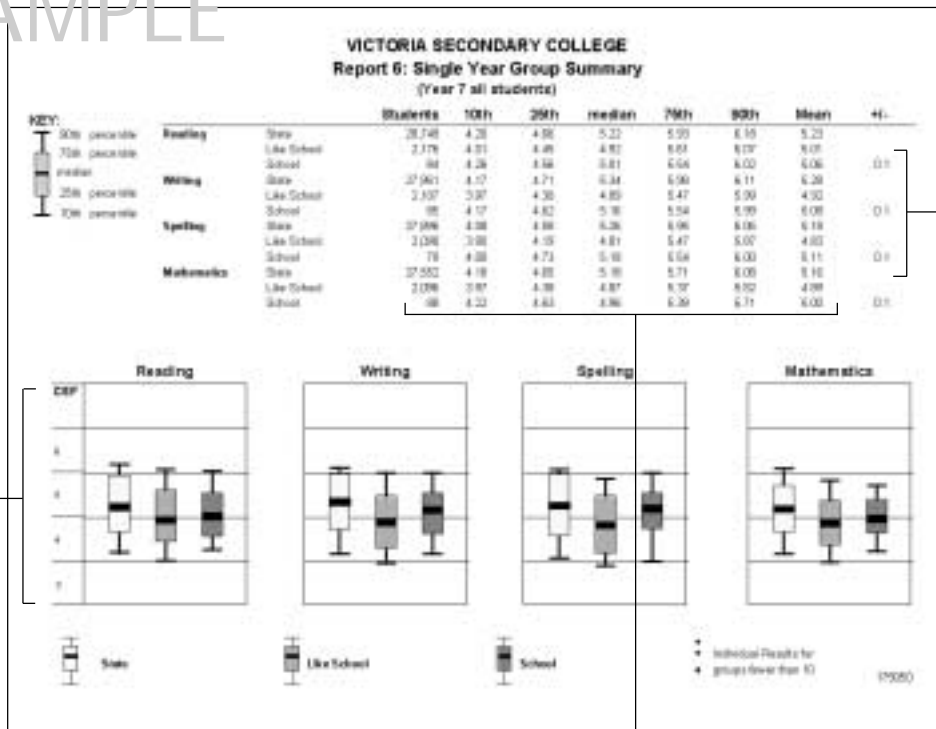
These graphs show the distribution of results across CSF levels for the State, 'like' schools and the school.

The numbers used for median and percentile levels indicate the CSF level as shown on the graphs below.
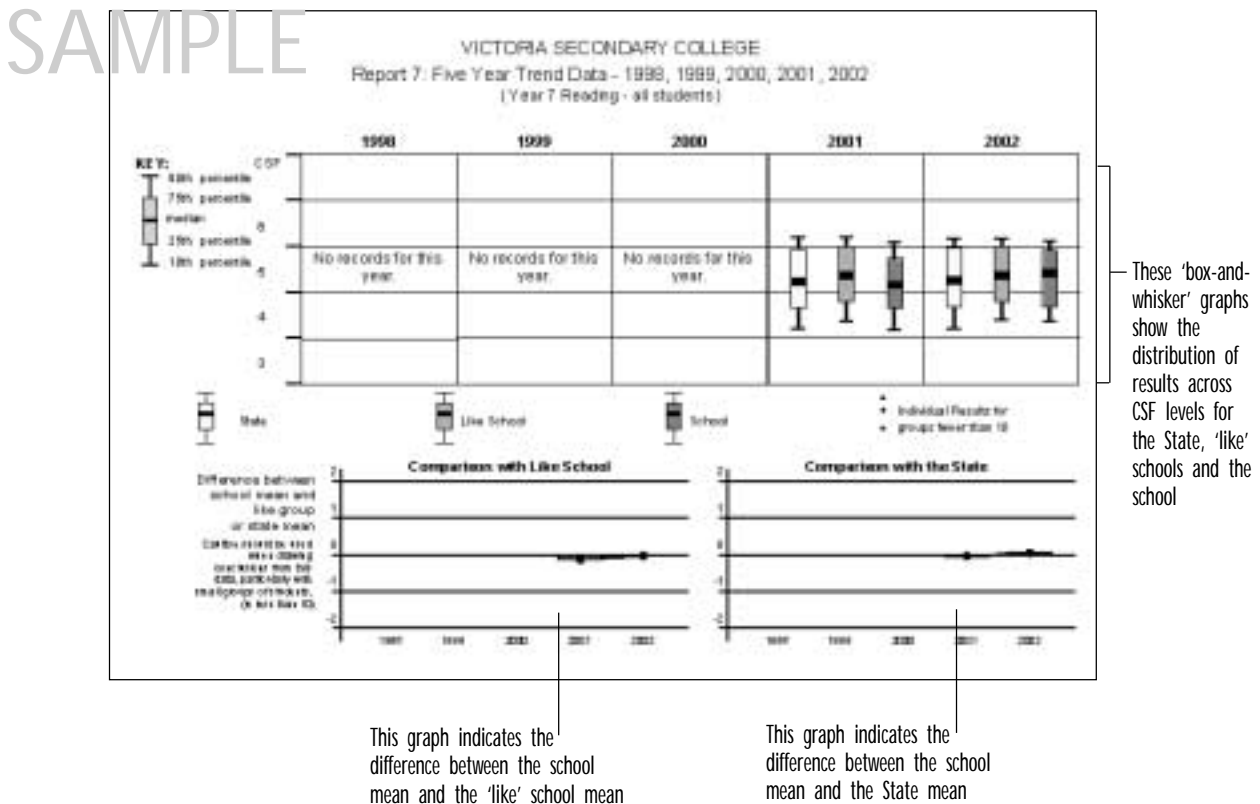
**Note:** Where there are fewer than ten students in the selected group, the 'box-and-whisker' presentation is replaced by a series of dots. Each dot represents a specific student, except when there are students who receive the same result.

## Report 7: Five-year Trend Data: 1998, 1999, 2000, 2001, 2002

This report shows summary results for students in Year 7 in the areas of Reading, Writing, Spelling and Mathematics. The report shows data for the school, 'like' schools and the State. Data in this report also shows, for each year:

- the difference between a school's mean result and the mean of other schools in the school's 'like' school grouping and

- the difference between a school's mean result and the State's mean result.

This type of data reflects trends in results over time and is useful for comparing the performance of different cohorts of students in any one strand over a five year period (i.e. how did the performance of Year 7 students in 2001 compare to Year 7 students of 2002?) Alternatively, this type of data is useful for investigating how the school's performance, relative to 'like' schools, is changing over time.



**Note:** Where there are fewer than ten students in the selected group, the 'box-and-whisker' presentation is replaced by a series of dots. Each dot represents a specific student except where there are students who receive the same result.