



# Waypoint Interactive Reporting FAQ

## Getting Started

### What software do I need to use the platform?

You need Windows 11 or ChromeOS with one of these browsers: Google Chrome, Microsoft Edge, or Firefox. The platform supports the current version and two previous versions of each browser. JavaScript must be enabled, and a screen resolution of 1024×768 or higher is recommended.

### How do I set up my account?

Your administrator creates your account. You'll receive an email from [noreply@newmeridian.org](mailto:noreply@newmeridian.org) with a temporary password and a link to the platform. Log in and you'll be prompted to create a new password. If you don't see the email, check your spam or junk folder.

### I forgot my password. How do I reset it?

Go to [newmeridian.io](https://newmeridian.io), click Forgot Your Password, enter your email, and click Submit. You'll receive a code by email to use with your new password. If your account is locked after too many attempts, contact [help@newmeridian.org](mailto:help@newmeridian.org).

### How do I contact support?

Email the support team at [help@newmeridian.org](mailto:help@newmeridian.org).

## Reports and Access

### What types of reports are available?

There are four report types, all based on individual testlets: Student Reports (individual performance), Classroom Reports (class-level summary), School Reports (school-wide by grade), and District Reports (district-wide by grade). Teachers will only have access to Student and Classroom Reports for rosters that they are associated with. Reports are available for both Math and ELA.

### Which reports can I access based on my role?

Teachers can access Student and Classroom reports for their own classrooms. School Coordinators can access Student, Classroom, and School reports. District Coordinators can access all four report types. If a report tile isn't visible on the main page, it's not available for your role.

### How do I access reports?

Click Reporting in the left-hand navigation menu. On the Reporting main page, select the report type you want, then follow the prompts to choose a student, classroom, school, or testlet.

## Working with Reports

### What information is included in a Student Report?

A Student Testlet Report shows the student's performance level, standards or clusters assessed, misconceptions (Math only), and question-level details for the selected testlet.

### Can I filter or group students in a Classroom Report?

Yes. You can group students by performance level (click a level in the Summary Results section) and, for Math, by misconception (click the student count next to a misconception). These filters can be combined. Remove filters by clicking the X next to each active criterion above the Student Details table.

#### What do School and District Reports show?

These reports aggregate performance across an entire school or district for a specific grade and testlet. They include performance level summaries, standards or cluster averages, common misconceptions (Math), and breakdowns by classroom (School) or by school (District).

#### Can I download or print a report?

Yes. Open any report and click the Download button in the top right corner. A PDF or an excel version can be generated that you can save or print using your browser's options. The PDF and excel file contains the unfiltered information from the report.

#### How do I search for a specific student?

In the Select Student window, use the search field and enter at least three characters of the student's name or ID. Then select the arrow icon next to the student's name.