



New Meridian

**MasteryGuide™**  
**Assessment**

# Interactive Reporting User Guide



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# Platform Basics

## Required Software

Please ensure your system meets these requirements to utilize the full capabilities of the MasteryGuide™ Educator Platform.

### Supported Operating Systems:

- Microsoft Windows: Windows 11

ChromeOS\*

\*The MasteryGuide™ Educator Platform supports the **current version and the two previous versions** of Chrome OS.

### Supported Browsers:

- Google Chrome
- Microsoft Edge
- Firefox

The platform supports the **current version and the two previous versions** of each supported browser.

### Additional Requirements:

- An active internet connection is required for full platform functionality.
- Ensure that JavaScript is enabled in the browser.
- Screen resolution of 1024x768 or higher is recommended for optimal viewing experience.

For further assistance, refer to the help section of your operating system or browser to check for updates and configuration details.

## Account Setup

Each user on the MasteryGuide™ Educator Platform has a personal account that provides access to features and reports based on their assigned role and organization.

User accounts are created by an administrator within the organization. Accounts may be created individually or provisioned in bulk, depending on the organization's setup. When an account is created, the user receives an email invitation with instructions to complete account setup.

The invitation email includes a **temporary password** and a link to the platform. When logging in for the first time, users will be prompted to change their password.

If you do not see the invitation email, check your spam or junk folder. You may also search your email for a message sent from **noreply@newmeridian.org**.

## Passwords & Unlock User Account

Your password is essential for accessing the MasteryGuide™ Educator Platform securely. Follow these guidelines for creating a strong password:

- Use at least 8 characters.
- Include a mix of uppercase and lowercase letters, numbers, and special characters.
- Avoid using easily guessable information such as your name or birthdate.

If you forget your password, you can reset it by following these steps:

- Go to the MasteryGuide™ Educator Platform login page at <https://www.newmeridian.io/>.
- Click on the 'Forgot Your Password' link below the login fields.
- Enter your registered email address and click 'Submit'.
- Check your email for a code to enter on the MasteryGuide™ Educator Platform site along with your new password.

If you do not receive the password reset email, check your spam or junk folder, or contact support for further assistance. If your account becomes locked due to too many unsuccessful login attempts, contact [help@newmeridian.org](mailto:help@newmeridian.org).

## Logging In

To log in to the MasteryGuide™ Educator Platform, follow these steps:

- Go to the MasteryGuide™ Educator Platform login page at <https://www.newmeridian.io/>.
- Enter your registered email address and password.
- Click 'Log In' to access your dashboard.

If you encounter any issues during the login process, ensure that you have entered the correct email address and password. If the problem persists, use the 'Forgot Password' option to reset your password or contact support for assistance.

## Contact Support

If you need help or encounter any issues while using the MasteryGuide™ Educator Platform, you can contact our support team:

- Email: [help@newmeridian.org](mailto:help@newmeridian.org)

## Introduction to Interactive Reporting

Interactive Reporting provides educators and coordinators with access to student performance data at multiple levels of aggregation. Reports are designed to support instructional decision-making by presenting performance levels, standards-based results, and other information in a clear, consistent format.

Interactive reports offer a **snapshot of student performance** for a specific testlet. Results are most effective when used alongside other instructional evidence, such as classroom observations, formative assessments, and professional judgment.

The interactive reports display the same core information as downloadable PDF reports, with additional functionality that allows users to sort, filter, and drill down into results directly within Waypoint.

This guide focuses on **accessing, navigating, and interacting with reports** in Waypoint. Guidance on interpreting performance levels, standards, and misconceptions is provided in separate interpretive resources.

### Report Types Overview

Current Interactive Reporting views are **Testlet Reports**, meaning reports are generated for a specific testlet administered to students. Reports are available at four levels. Availability of each report type depends on the user's assigned role.

- **Student Reports** – Performance data for an individual student. Teachers can view reports only for students assigned to their classrooms. School and district coordinators can view reports for students within their organizations.
- **Classroom Reports** – Aggregated performance data for a classroom. Available to teachers for their own classrooms and to school and district coordinators for classrooms within their organizations.
- **School Reports** – Aggregated performance data for a school. Available to school coordinators and district coordinators.
- **District Reports** – Aggregated performance data across an entire district. Available only to district coordinators.

## Subject Areas

Reports are available for both **Math** and **English Language Arts (ELA)**. The overall structure and workflow of reports are consistent across subjects, though the standards and content reflected will differ.

## User Roles and Report Access

Access to report types depends on the user's assigned role and organization. Users can view reports only for students, classrooms, and schools within their assigned scope.

- **Teachers**
  - Student Reports
  - Classroom Reports
- **School Coordinators**
  - Student Reports
  - Classroom Reports
  - School Reports
- **District Coordinators**
  - Student Reports
  - Classroom Reports
  - School Reports
  - District Reports

## Reporting Workflow Overview

Interactive Reporting follows a consistent workflow across all report types:

1. Select a reporting level.
2. Select the student, classroom, or school you want to view results for.
3. Select a testlet.
4. Review and interpret results.

Subsequent sections of this guide walk through this workflow in detail for each report type, beginning with Student Reports.

## Accessing Reports

Interactive Reporting is accessed from the **Reporting** option in the left-hand navigation menu. Selecting **Reporting** opens the Reporting main page, which serves as the starting point for all reports.

## Reporting Main Page Overview

The Reporting main page displays the report types available to you based on your assigned role. Each report type is presented as a separate tile, allowing you to quickly access reports at different levels.

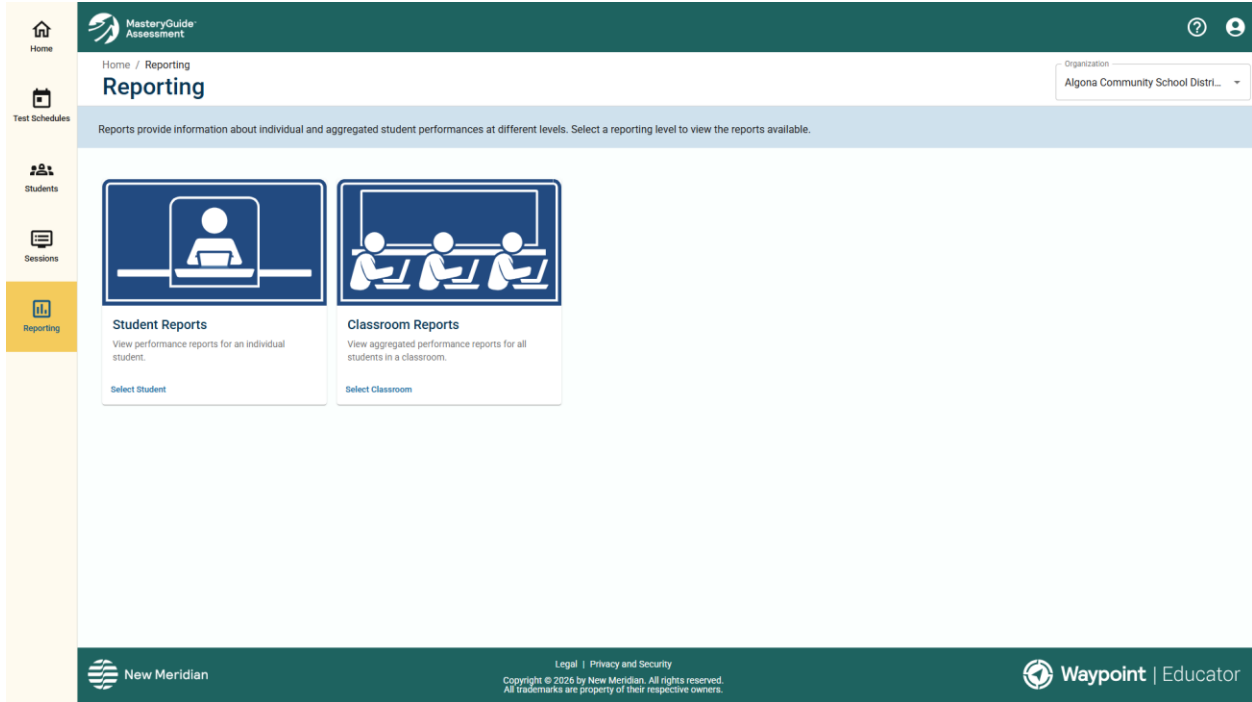


Figure 1: Teacher view of Reporting Main Page.

The following report entry points may appear on the main page:

1. **Student Reports** – View reports for individual students
2. **Classroom Reports** – View reports that summarize results for a classroom
3. **School Reports** – View aggregated reports for schools
4. **District Reports** – View aggregated reports across a district

If a report type is not visible, it is not available for your role.

### Selecting a Reporting Level

To begin, select the report type you want to view by choosing the corresponding option on the Reporting Main Page. Depending on the type of report, you will be prompted to select a student, classroom, or school, followed by a testlet.

## Student Reports

Student Reports provide detailed performance information for an individual student on a specific testlet. These reports are available to teachers, school coordinators, and district coordinators. Teachers can view reports only for students assigned to their classrooms.

### Accessing Student Reports

To view a Student Testlet Report, follow these steps:

1. Click **Reporting** on the main navigation menu.
2. From the Reporting main page, select **Student Reports**.
3. In the **Select Student** window, locate the student you want to view.
  - a. Use the search field to find a student by entering at least three characters of a student's name or ID.
4. Select the arrow icon next to the student's name.
5. From the Student Results page, select the testlet you want to view.

The Student Testlet Report for the selected student and testlet will open.

## Student Testlet Report Overview

The Student Testlet Report displays detailed information about a student’s performance on a single testlet. The report is organized into sections that provide context, summary performance information, and detailed results.

The screenshot shows the 'Student Testlet Report' interface. At the top, it identifies the student as Javier Aguilera (100014) in the subject of Probability, assessed by Mr. Anderson's Math Class. A 'Download' button is visible. The 'Performance' section features a progress bar with three levels: Level 1 (pink), Level 2 (orange, highlighted with an upward arrow), and Level 3 (green). Below this, text explains that Level 2 indicates a partial understanding and that additional support may be needed. The 'Misconceptions' section lists two items: 'CA.7' (Made negative sign error while performing a calculation) and 'DS.6.b' (Made error indicating whether a given probability represents a likely or unlikely event). The 'Testlet Summary' section is partially visible at the bottom.

Figure 2: Student Testlet Report.

The Student Testlet Report is organized into the following sections:

- Testlet and student information
- Performance level summary
- Standards or clusters assessed (depending on subject)
- Misconceptions (Math only, when identified)
- Question-level details

A download option is available to save a PDF version of the report for offline review or sharing. See **Downloading Reports** for instructions on saving or printing reports.

## Classroom Reports

Classroom Reports provide aggregated performance information for students in a specific classroom on a selected testlet. These reports are available to teachers for their own classrooms and to school and district coordinators for classrooms within their organizations.

### Accessing Classroom Reports

To view a Classroom Testlet Report, follow these steps:

1. Click **Reporting** on the main navigation menu.
2. From the Reporting main page, select **Classroom Reports**.
3. In the **Select Classroom** window, locate the classroom you want to view. Use the available search or filter options to narrow the list, if needed.
4. Select the arrow icon next to the classroom name.
5. From the Classroom Results page, select the testlet you want to view.

The Classroom Testlet Report for the selected classroom and testlet will open.

## Classroom Testlet Report Overview

The Classroom Testlet Report summarizes how students in the selected classroom performed on a single testlet.

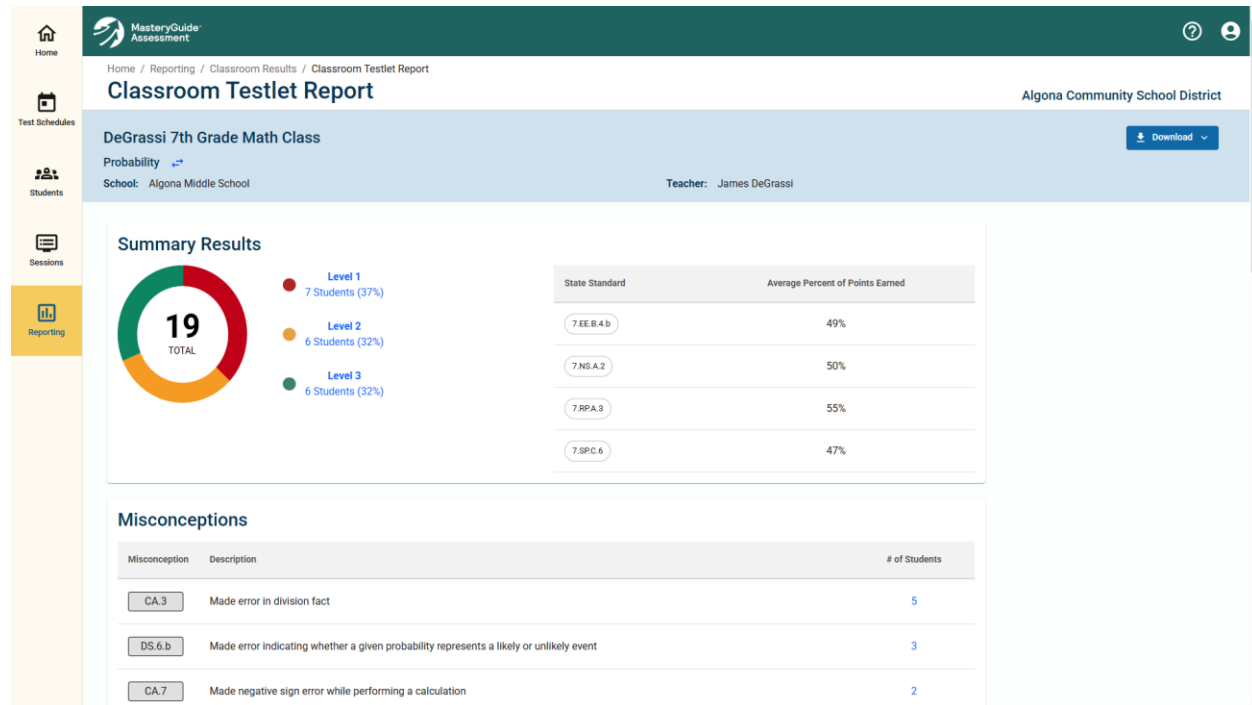


Figure 3: Classroom Testlet Report.

The Classroom Testlet Report is organized into the following sections:

- Classroom and testlet information
- A summary of performance levels for all students in the classroom
- Average performance by standard or cluster (depending on subject)
- A list of student names and individual performance levels

Common misconceptions identified across the classroom (Math only, when identified)

A download option is available to save a PDF version of the report. See **Downloading Reports** for instructions on saving or printing reports.

## Grouping Students in Classroom Reports

Classroom Reports allow you to group students by **performance level** and, for Math reports, by **misconceptions**. Grouping helps you quickly identify subsets of students who may benefit from targeted instruction or additional support.

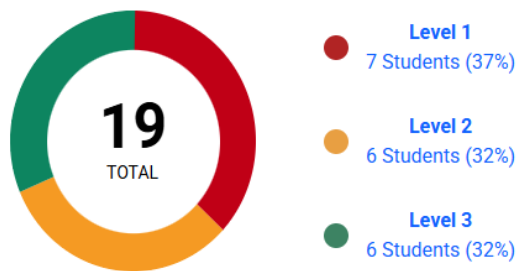
Grouping selections filter the **Student Details** table and can be applied individually or in combination.

### Grouping by Performance Level

To group students by performance level:

- Locate the **Summary Results** section at the top of the Classroom Testlet Report.
- Click one or more **performance levels** (Level 1, Level 2, and/or Level 3).

### Summary Results



*Figure 4: A partial view of the Classroom Testlet Report showing Performance Levels.*

When a performance level is selected, the Student Details table updates to show only students who scored at the selected level(s).

You may select multiple performance levels to view students across those levels.

## Grouping by Misconception (Math Reports Only)

To group students by misconception:

- Locate the **Misconceptions** section of the Classroom Testlet Report.
- Click the **number shown in the “# of Students” column** for the misconception you want to view.

### Misconceptions

Misconception	Description	# of Students
CA.3	Made error in division fact	5
DS.6.b	Made error indicating whether a given probability represents a likely or unlikely event	3

Figure 5: A partial view of the Classroom Testlet Report showing the class’s Misconceptions in Math.

When a misconception is selected, the Student Details table updates to show only students associated with that misconception.

You may select multiple misconceptions to further refine the list of students. Performance levels and misconceptions can be selected together to narrow results.

## Removing Grouping Criteria

Active grouping criteria appear above the **Student Details** table.

Filtering on CA.3  Level 2  Showing 2 of 19

Figure 6: Partial view of a Math Classroom Testlet Report showing filters currently selected.

- To remove a grouping criterion, click the **X** next to the performance level or misconception.
- The Student Details table updates immediately.
- Remove all grouping criteria to return to the full list of students in the classroom.

## School Reports

School Reports provide aggregated performance information for **all students within a selected school and grade level** on a specific testlet. These reports are available to **school coordinators and district coordinators**.

School Testlet Reports are specific to a **school, grade, and testlet**. Each grade may have multiple testlets available, depending on what has been administered.

School Reports allow users to review overall performance trends, common misconceptions, and differences across classrooms within a school. Unlike Classroom Reports, School Reports cannot be filtered by performance level or misconception.

### Accessing a School Testlet Report

To view a School Testlet Report, follow these steps:

1. Click **Reporting** on the main navigation menu.
2. From the Reporting Main Page, locate the **School Reports** tile.
3. In the School Reports tile, click **Select School**.
4. In the **Select School** window, locate the school you want to view and select the arrow icon next to the school name.

The **School Results** page will open.

5. Select the **subject tab** (Math or ELA).
6. Review the available grades and testlets listed on the page. All reports for all grades and testlets with available results for the selected school are displayed.
7. Select the testlet you want to view.

The School Testlet Report for the selected **school, grade, and testlet** will open.

## School Testlet Report Overview

The School Testlet Report summarizes how all students across the selected school and grade performed on a single testlet.

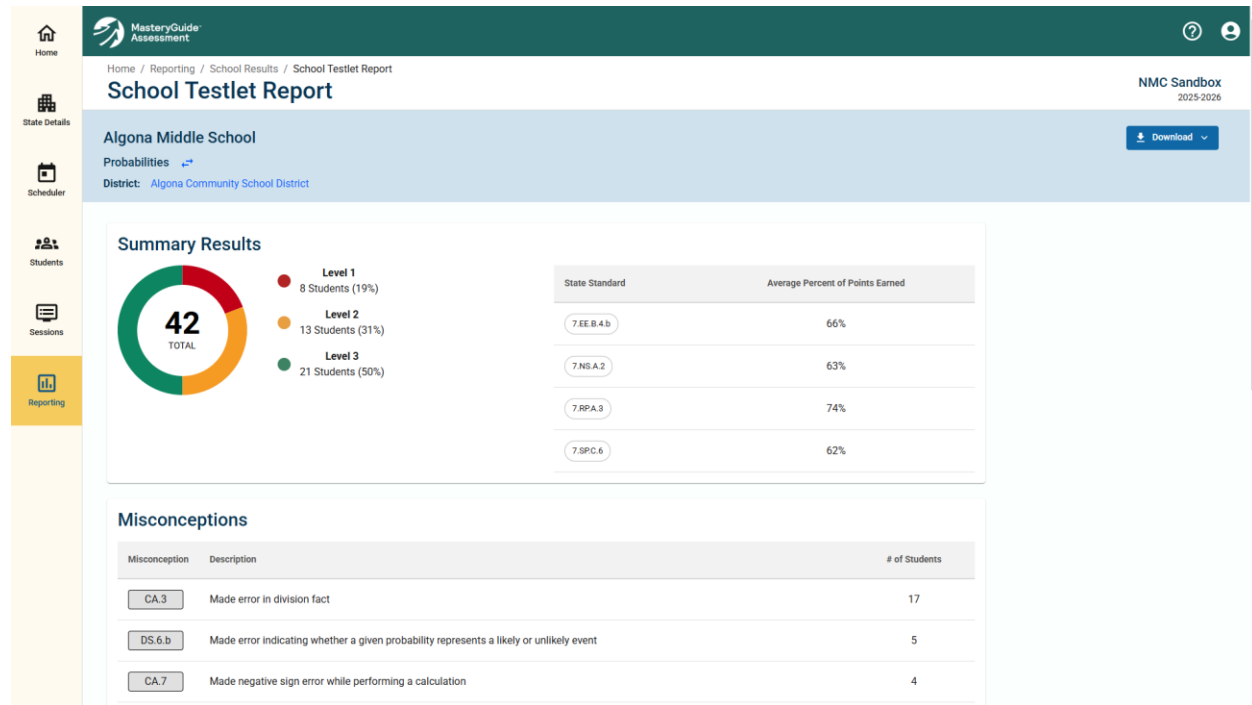


Figure 7: School Testlet Report (available to only School, District, and State Coordinators).

The School Testlet Report is organized into the following sections:

- School, grade, and testlet information
- A summary of performance levels for all students
- Average performance by standard or cluster (depending on subject)
- Common misconceptions identified across the school (Math only, when identified)
- A breakdown of results by classroom

A download option is available to save a PDF version of the report. See **Downloading Reports** for instructions on saving or printing reports.

## District Reports

District Reports provide aggregated performance information for **all students across a district**, organized by **grade level and testlet**. These reports are available **only to district coordinators**.

District Testlet Reports are specific to a **district, grade, and testlet**. Each grade may have multiple testlets available, depending on what has been administered.

District Reports allow district coordinators to review overall performance trends, common misconceptions, and differences across schools within the district.

### Accessing a District Testlet Report

To view a District Testlet Report, follow these steps:

1. Click **Reporting** on the main navigation menu.
2. From the Reporting Main Page, locate the **District Reports** tile.
3. In the District Reports tile, click **View Report**.

The **District Results** page will open.

4. Select the **subject tab** (Math or ELA).
5. Review the available grades and testlets listed on the page. All reports for all grades and testlets with available results for the district are displayed.
6. Select the testlet you want to view.

The District Testlet Report for the selected **district, grade, and testlet** will open.

## District Testlet Report Overview

The District Testlet Report summarizes how students across the district and grade performed on a single testlet.

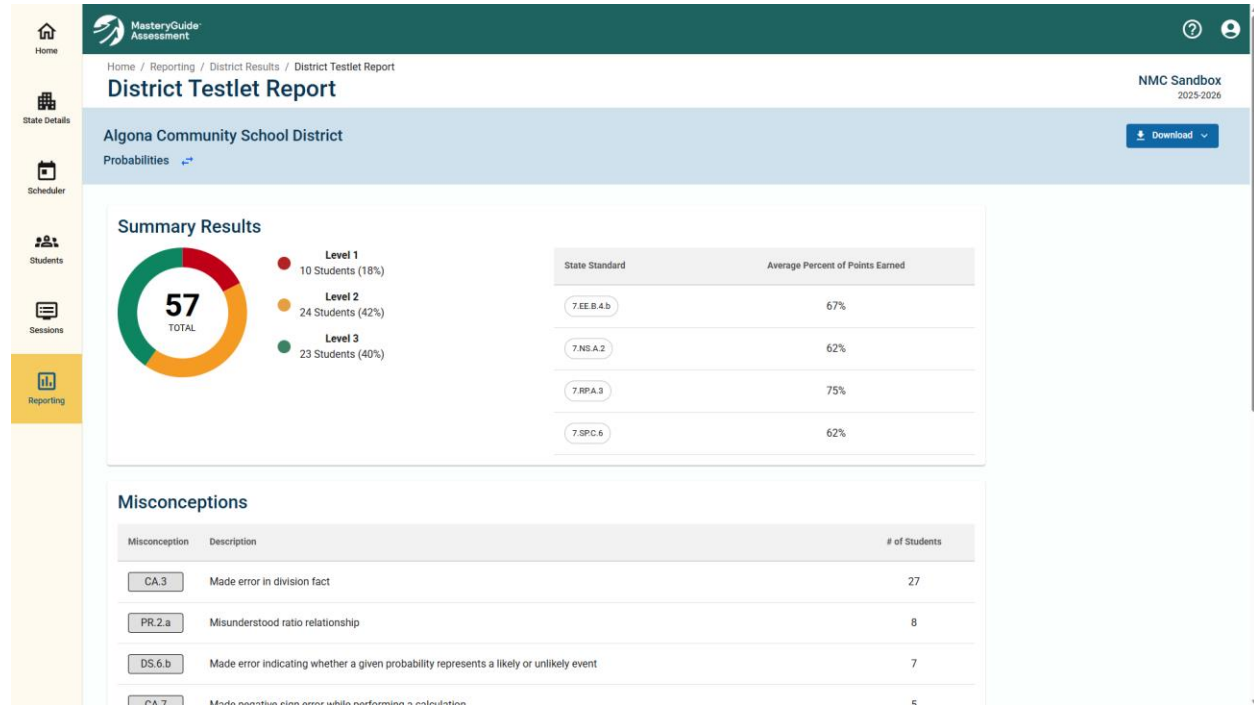


Figure 8: District Testlet Report (available only to District and State Coordinators).

The District Testlet Report is organized into the following sections:

- District, grade, and testlet information
- A summary of performance levels for all students
- Average performance by standard or cluster (depending on subject)
- Common misconceptions identified across the district (Math only, when identified)
- A breakdown of results by school

Use the scroll bar to view all sections of the report. A download option is available to save a PDF version of the report. See **Downloading Reports** for instructions on saving or printing reports.

## Downloading Reports

All Interactive Reports include a **Download** option located in the **top right corner** of the Testlet report page.

To download a report:

1. Open the report you want to save (Student, Classroom, School, or District).
2. Select **Download** in the top right corner of the page.
3. A PDF version of the report will be generated.
4. Use your browser's options to save the file to your device or print it.

The downloaded PDF contains the full report information and can be used for offline review or sharing. The PDF reflects the complete report view.