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Mid-Hudson Regional Information Center

BARS on the Web User Guide



BARS on the Web

BOCES Assessment Reporting System

With BARS on the Web, you can locally produce virtually all of the test scoring reports you need. You can export data, filter the reports to disaggregate on subgroups, and perform data comparisons at your own desktop. Almost immediately, you will have four years worth of data available for instant analysis and reporting.

BARS on the Web is an ever-evolving tool and new data is continually added to provide comprehensive and up- to-date information. This is the same software used by the experts at the Mid-Hudson Regional Information Center. All new reports and data will be added to your system as new tests are administered and results become available. Reports for all state assessments are available. Training by MHRIC staff, and phone support can be provided. Put this powerful reporting software at your fingertips!

Contact: Testing Services, testcontacts@mhric.org

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Login to BARS on the Web

Open your web browser and navigate to: <http://bars.mhric.org/>.

You can also access through our website, www.mhric.org >Data Warehouse > BARS on the Web

- ❖ Enter your assigned username in the “Username” field
- ❖ Enter you assigned password in the “Password” field
- ❖ Click the “Login” button

http://bars.mhric.org/BARS/WebModules/Accounts/Login.aspx

File Edit View Favorites Tools Help

BARS on the Web.

BARS BARS BARS BARS BARS BARS BARS BARS BARS

MID-HUDSON
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Welcome to the BOCES Assessment Reporting System!
Please log in below by supplying your username and password.

Username:

Password:

Login Clear

[Home](#) | [FAQ](#) | [Support](#) | [Student Confidentiality](#) | [Mid-Hudson Regional Information Center](#) | [Student Services](#)

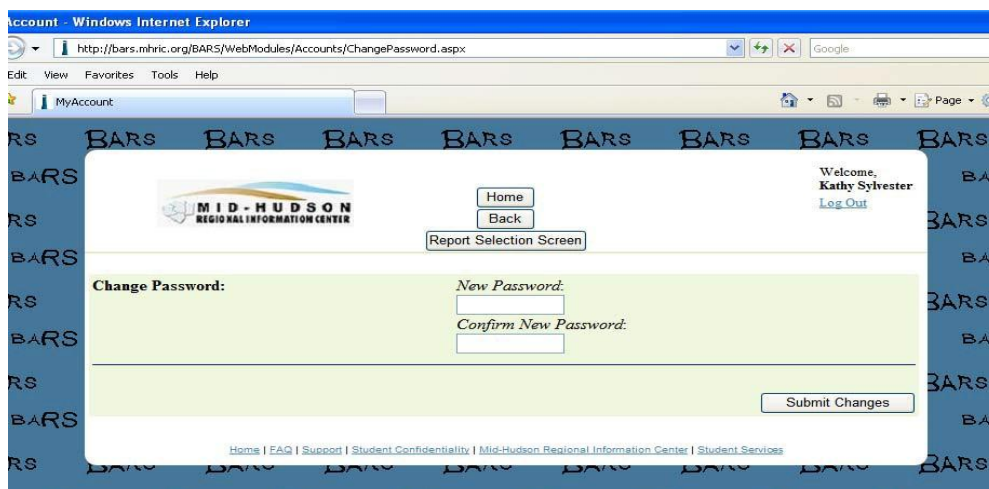
After logging in, the Welcome screen appears where you will have an opportunity to change your password and select a school year.



Changing your Password

Follow the steps below to change your password.

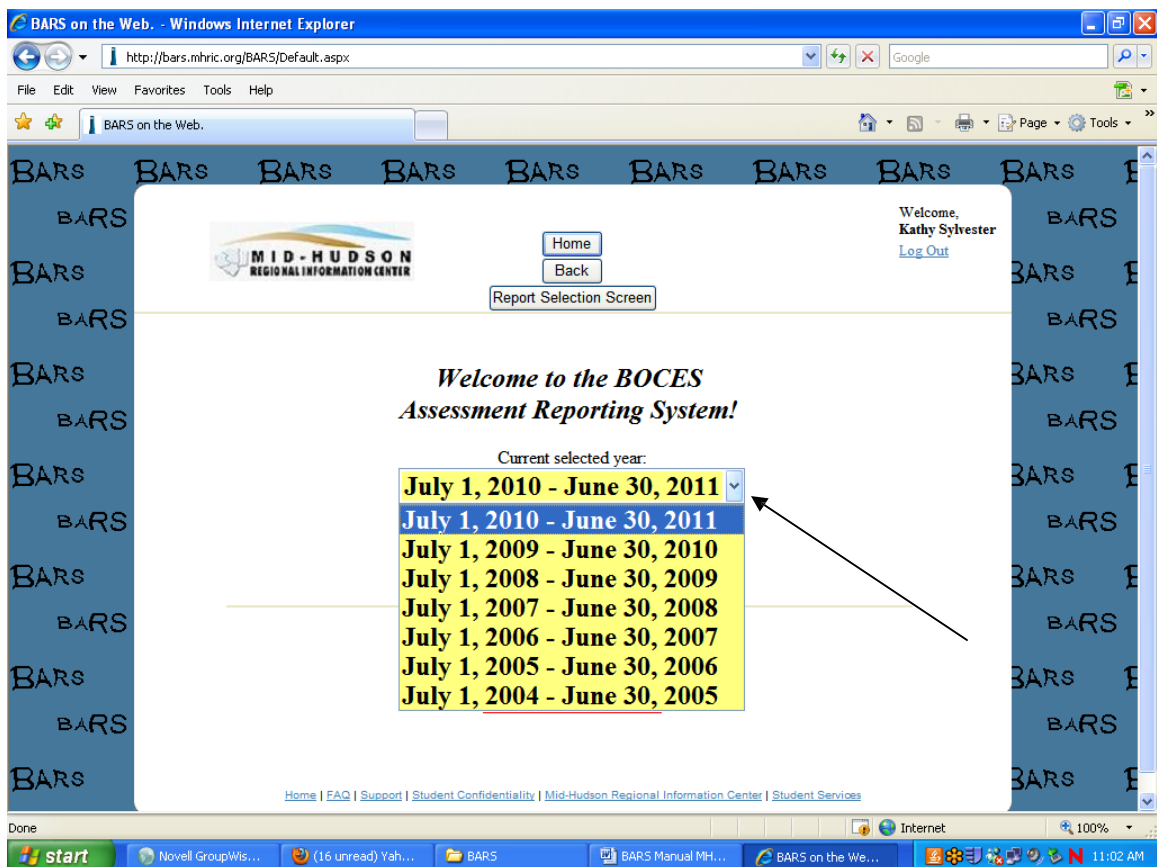
- ❖ Click on the “Change Password” button from the Welcome screen
- ❖ Type your new password in the “New Password:” box
- ❖ Retype your new password in the “Confirm New Password:” box
- ❖ Click in the “Submit Changes” box on the bottom right hand corner of the form



Setting the School Year

The current school year is the default setting. If you would like to view data from a previous school year perform the following steps.

- ❖ Click the down arrow in the “Current selected year” drop down box
- ❖ Click on the school year you would like to view
- ❖ The year you selected will then populate in the “Current selected year” box
- ❖ Click on the “View Reports” button to begin your Report Selection



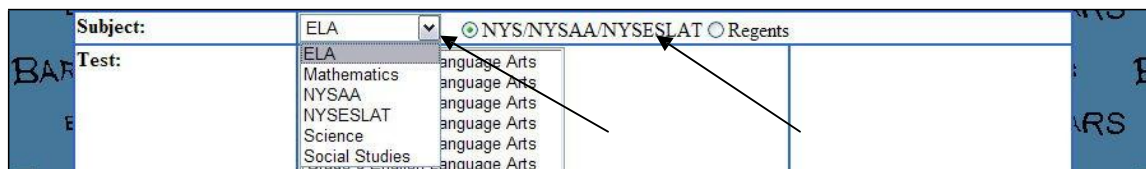
Report Selection

Report Selection			
		View Report	School Year 2014-2015
Content Area:	ELA <input checked="" type="radio"/> NYS/NYSAA/NYSESLAT <input type="radio"/> Regents		
Test:	Grade 3 English Language Arts Grade 4 English Language Arts Grade 5 English Language Arts Grade 6 English Language Arts Grade 7 English Language Arts Grade 8 English Language Arts NYSAA		
Report:	CDV p-Value Comparison Report Common Core State Standards Analysis Comparison of Performance Constructed Response Distribution of Points Awarded		
Districts:	<input checked="" type="radio"/> Public Schools <input type="radio"/> Non-Public Schools <input type="radio"/> Providers ARLINGTON CENTRAL SCHOOL DIST BEACON CITY SCHOOL DIST CHESTER UNION FREE SCH DIST CORNWALL CENTRAL SCHOOL DIST Delaware Valley Central School Dist SEVERELY FOUNDATION		
Schools:			Rooms:
Sequence:	Room: <input checked="" type="radio"/> Course-Section <input type="radio"/> Home Room <input type="checkbox"/> Student Re-sort		<input checked="" type="radio"/> District <input checked="" type="radio"/> District, School <input type="radio"/> District, School, Teacher <input type="radio"/> District, School, Room <input type="radio"/> Region Totals
	Filters: <input type="checkbox"/> SWD <input type="checkbox"/> Former SWD <input type="checkbox"/> Not SWD <input type="checkbox"/> Immigrant <input type="checkbox"/> Not Immigrant <input type="checkbox"/> Migrant <input type="checkbox"/> Not Migrant <input type="checkbox"/> Poverty <input type="checkbox"/> Not Poverty <input type="checkbox"/> Homeless <input type="checkbox"/> Not Homeless Years in U.S. school: From: <input type="text"/> To: <input type="text"/> <input type="checkbox"/> Neglected <input type="checkbox"/> Not Neglected		Race/Ethnicity: American Indian/Alaska Asian Black or African Americ Hawaiian/Other Pacific Hispanic or Latino Multiracial (2 or more ra White

To begin your report selection, follow the steps outlined below:

Subject Selection

- ❖ Select the NYS/NYSAA/NYSESLAT or Regents radio button.
- ❖ Click on the down arrow in the Subject drop down list to view the list of assessments.
- ❖ Click on the Assessment Subject (ELA, Math, NYSA, NYSESLAT, or Science you would like to report on



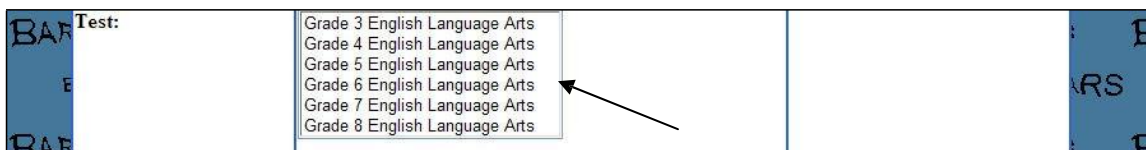
Subject: ELA ☒ NYS/NYSAA/NYSESLAT ☐ Regents

Test: ELA

Language Arts
Mathematics
NYSA
NYSESLAT
Science
Social Studies

Test Selection


- ❖ Click on the Test (grade level) you would like to select
- ❖ Multiple grade levels can be selected by holding down the “CTRL” key while making your selections
- ❖ If no selection is made, the selection will default to “All”



Test: Grade 3 English Language Arts
Grade 4 English Language Arts
Grade 5 English Language Arts
Grade 6 English Language Arts
Grade 7 English Language Arts
Grade 8 English Language Arts

Report Selection

- ❖ Use the Scroll Bar to view available reports for your selected subject and test
- ❖ Click on the report you would like to view



Report: Extended Response Analysis
Frequency Distribution
Group Item Analysis
Individual Extended Response

District Selection

- ❖ Click on your district name, which will appear in the District Selection box

BAR	Districts:	Your District Name Here		B
E				RS

School Selection

- ❖ Use the scroll bar to view available schools for your selected district
- ❖ Multiple schools can be selected by holding down the “CTRL” key while making your selections

BAR	Schools:	Location Name 18 Location Name 19 Location Name 277 Location Name 302	Rooms		B
E					RS

Sequence Selection

- ❖ Click the radio button to select either the “District”, “School” or “Room” Sort (if “room” is selected, please follow the directions directly below to make specific room selections)
- ❖ Note that if you have selected a report that does not provide County Totals, that radio button will be grayed out.

Sequence: <input checked="" type="radio"/> District <input type="radio"/> District, School <input type="radio"/> District, School, Teacher <input type="radio"/> District, School, Room <input checked="" type="radio"/> Region Totals	Room: <input checked="" type="radio"/> Course-Section <input type="radio"/> Home Room <input type="checkbox"/> Student Re-sort	Print: <input checked="" type="radio"/> Preview <input type="radio"/> XML
--	--	--

Room Selection

- ❖ With the “District, School, Room” radio button selected from the Sequence Selection, click the radio button to select either the “Home Room” or “Course/Section”
- ❖ Use the Scroll Bar to view available rooms for your selected school
- ❖ Multiple rooms can be selected by holding down the “CTRL” key while making your selections
- ❖ The Room radio button will default to “Home Room” and will not affect the data returned if the “District, School, Room” sequence is not selected

Schools:		Rooms:	
Sequence: <input type="radio"/> District <input type="radio"/> District, School <input type="radio"/> District, School, Teacher <input type="radio"/> District, School, Room <input checked="" type="radio"/> Region Totals	Room: <input checked="" type="radio"/> Course-Section <input type="radio"/> Home Room <input type="checkbox"/> Student Re-sort		Print: <input checked="" type="radio"/> Preview <input type="radio"/> XML

Filter Selection

Filter selection will allow you to focus your reports on certain student populations.

- ❖ Click the box for the filter you would like to apply
- ❖ Multiple filters can be applied to the same report by just checking additional boxes
- ❖ If your district has a SMS that is supported by the MHRIC, or your district provides us with the file, then we will create a Student Re-sort file, and import it into BARS. Usually, this is done in August/September.
- ❖ Depending on your permissions, you will be able to use certain filters; such as, Homeless and Poverty.

Filters:

☐ Disabled ☐ Former SWD ☐ Not Disabled

☐ Immigrant ☐ Not Immigrant ☐ Poverty ☐ Not Poverty

☐ Migrant ☐ Not Migrant ☐ Homeless ☐ Not Homeless

Years in U.S. school: From: To:

☐ Neglected ☐ Not Neglected

☐ Section 504 ☐ Not Section 504

☐ Male ☐ Female

☐ LEP ☐ Former LEP ☐ Never

LEP Duration: From: To:

Mobility:

☐ Continuously enrolled in building

☐ Continuously enrolled in district, but not the same bldg.

☐ Not continuously enrolled

Race/Ethnicity:

American Indian/Alaskan Native

Asian

Black or African American

Hawaiian/Other Pacific Islander

Hispanic or Latino

Multiracial (2 or more races)

White

Performance Levels:

01

02

03

04

Grade Levels:

K

01

02

03

Scale Score Range:

From:

To:

Ethnicity Selection

- ❖ Click on the Ethnicity selection that you would like to filter by
- ❖ Multiple selections can be made by holding down the “CTRL” key while making your selections

Filters:

☐ Disabled ☐ Former SWD ☐ Not Disabled

☐ Immigrant ☐ Not Immigrant ☐ Poverty ☐ Not Poverty

☐ Migrant ☐ Not Migrant ☐ Homeless ☐ Not Homeless

Years in U.S. school: From: To:

☐ Neglected ☐ Not Neglected

☐ Section 504 ☐ Not Section 504

☐ Male ☐ Female

☐ LEP ☐ Former LEP ☐ Never

LEP Duration: From: To:

Mobility:

☐ Continuously enrolled in building

☐ Continuously enrolled in district, but not the same bldg.

☐ Not continuously enrolled

Race/Ethnicity:

American Indian/Alaskan Native

Asian

Black or African American

Hawaiian/Other Pacific Islander

Hispanic or Latino

Multiracial (2 or more races)

White

Performance Levels:

01

02

03

04

Grade Levels:

K

01

02

03

Scale Score Range:

From:

To:

Performance, Grade Selections

- ❖ Click on the Performance Level you would like to filter by
- ❖ Click on the Grade Level you would like to filter by
- ❖ Multiple selections can be made by holding down the “CTRL” key while making your selections

Filters:

☐ Disabled ☐ Former SWD ☐ Not Disabled

☐ Immigrant ☐ Not Immigrant ☐ Poverty ☐ Not Poverty

☐ Migrant ☐ Not Migrant ☐ Homeless ☐ Not Homeless

Years in U.S. school: From: To:

☐ Neglected ☐ Not Neglected

☐ Section504 ☐ Not Section504

☐ Male ☐ Female

☐ LEP ☐ Former LEP ☐ Never

LEP Duration: From: To:

Mobility:

☐ Continuously enrolled in building

☐ Continuously enrolled in district, but not the same bldg

☐ Not continuously enrolled

Race/Ethnicity:

American Indian/Alaskan Native

Asian

Black or African American

Hawaiian/Other Pacific Islander

Hispanic or Latino

Multiracial (2 or more races)

White

Performance Levels:

01

02

03

04

Grade Levels:

K

01

02

03

Scale Score Range:

From:

To:

Scale Score Range Selection

- ❖ Click in the “From” box and enter the beginning score value
- ❖ Click in the “To” box and enter the ending score value
- ❖ Note: Both boxes need to be populated in order for the scale score range selection to generate a result

Filters:

☐ Disabled ☐ Former SWD ☐ Not Disabled

☐ Immigrant ☐ Not Immigrant ☐ Poverty ☐ Not Poverty

☐ Migrant ☐ Not Migrant ☐ Homeless ☐ Not Homeless

Years in U.S. school: From: To:

☐ Neglected ☐ Not Neglected

☐ Section504 ☐ Not Section504

☐ Male ☐ Female

☐ LEP ☐ Former LEP ☐ Never

LEP Duration: From: To:

Mobility:

☐ Continuously enrolled in building

☐ Continuously enrolled in district, but not the same bldg

☐ Not continuously enrolled

Race/Ethnicity:

American Indian/Alaskan Native

Asian

Black or African American

Hawaiian/Other Pacific Islander

Hispanic or Latino

Multiracial (2 or more races)

White

Performance Levels:

01

02

03

04

Grade Levels:

K

01

02

03

Scale Score Range:

From:

To:

View Report

- ❖ Once all selections have been made click on the “View Report” button

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Welcome,
Guest User
[Log Out](#)

[Home](#)
[Back](#)
Report Selection Screen

Report Selection

[View Report](#) *School Year 2007-2008*

Subject:	ELA	<input checked="" type="radio"/> NYS/NYSAA/NYSES/LAT <input type="radio"/> Regents
Test:	Grade 3 English Language Arts Grade 4 English Language Arts Grade 5 English Language Arts Grade 6 English Language Arts Grade 7 English Language Arts Grade 8 English Language Arts	
Report:	Extended Response Analysis Frequency Distribution Group Item Analysis Individual Extended Response	
Districts:	Your District Name Here	
Schools:	Location Name 18 Location Name 19 Location Name 277 Location Name 302	Rooms

Sequence: <input type="radio"/> District <input checked="" type="radio"/> District, School <input type="radio"/> District, School, Room <input type="radio"/> Region Totals	Room: <input checked="" type="radio"/> Home Room <input type="radio"/> Test Room <input type="checkbox"/> Student Re-sort	Print: <input checked="" type="radio"/> Preview <input type="radio"/> XML
	Filters: <input type="checkbox"/> Disabled <input type="checkbox"/> Former SWD <input type="checkbox"/> Not Disabled <input type="checkbox"/> Immigrant <input type="checkbox"/> Not Immigrant <input type="checkbox"/> Poverty <input type="checkbox"/> Not Poverty <input type="checkbox"/> Migrant <input type="checkbox"/> Not Migrant <input type="checkbox"/> Homeless <input type="checkbox"/> Not Homeless Years in U.S. school: From: <input type="text"/> To: <input type="text"/> <input type="checkbox"/> Neglected <input type="checkbox"/> Not Neglected <input type="checkbox"/> Section 504 <input type="checkbox"/> Not Section 504 <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> LEP <input type="checkbox"/> Former LEP <input type="checkbox"/> Never LEP Duration: From: <input type="text"/> To: <input type="text"/> Mobility: <input type="checkbox"/> Continuously enrolled in building <input type="checkbox"/> Continuously enrolled in district, but not the same bldg. <input type="checkbox"/> Not continuously enrolled	Race/Ethnicity: American Indian/Alaskan Native Asian Black or African American Hawaiian/Other Pacific Islander Hispanic or Latino Multiracial (2 or more races) White Performance Levels: 01 02 03 04 Grade Levels: K 01 02 03 Scale Score Range: From: <input type="text"/> To: <input type="text"/>

[Clear Filters](#) [View Report](#)

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Report Generation

Each report will have a cover page containing the following information:

- ❖ District Name
- ❖ Subject
- ❖ Report Title
- ❖ Sequence Sort
 - ❖ Filters – Any filters selected will be indicated in red and will specify which filter has been selected

English Language Assessment	
<i>Common Core Strand Analysis</i>	
Grade(s): ELA 04	
<i>Sorted by School</i>	
Filters	Selection
Disabled	All
Poverty	All
Homeless	All
Migrant	All
Immigrant	All
Years in US School	None selected
Neglected	All
Section504	All
Gender	All
Grades	All
Levels	All
LEP	All
LEP Duration	None selected
Scale Score Range	None selected
Mobility	All
Ethnicity	All

Definitions Page

Any newly created reports will include a definitions page.

This is extremely helpful for new users.

Definitions
<p>The Common Data Views p-Value Comparison Report is designed to provide an overview of a population's performance by question. Comparisons can be made between Region and District. This report can be generated by order of difficulty, item-number or standard. The data for this assessment is summarized in a bar graph into an expanded view of aggregated student performance. The second bar graph in this report illustrates the District to Region p-Value Gap.</p> <p>The report encompasses: the question number, identifying each as multiple-choice or constructed response, the percent of students who earned full-credit (MC) and the percent of points earned (CR).</p> <p>Additional information: The Common Data Views p-Value Comparison Report also indicates the percentage of Level 3 and 4 students within the Region who achieved proficiency on a NYS assessment. L3+ combines student performance Levels 3 & 4 to illustrate proficiency. Level 4 is the percentage of students who achieved mastery on the specific assessment.</p>


Each subsequent page will have a header containing the following information:

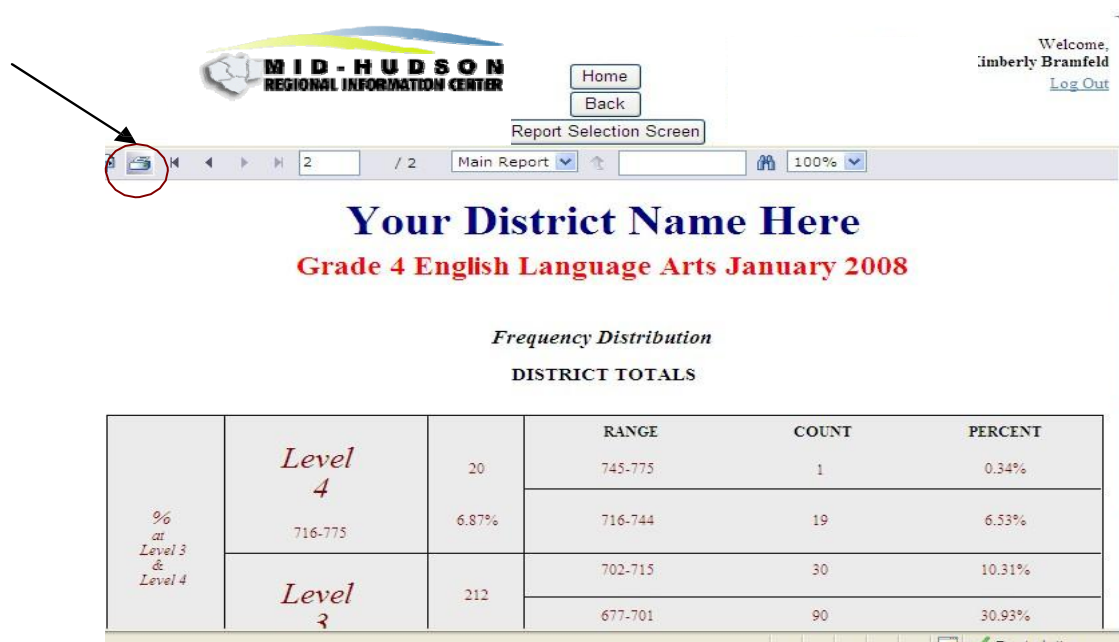
- ❖ District Name
- ❖ Subject, Test, and Month/Year
- ❖ School Name
- ❖ Report Title
- ❖ Sequence Sort
- ❖ Note: If the report has been filtered, the word “**Filtered**” will appear in the page header. The specifics of the filters will only appear on the cover page

Your District Name Here	
Grade 3 English Language Arts January 2008	
Location Name 18	
<i>Student Ranking List</i>	
<i>Sorted by School</i>	
<i>Filtered</i>	
4	780 Lastname 21816, Firstname 21816
4	720 Lastname 21633, Firstname 21633
4	720 Lastname 21734, Firstname 21734
4	720 Lastname 22524, Firstname 22524
4	720 Lastname 22923, Firstname 22923
4	720 Lastname 23059, Firstname 23059

Printing Reports

After running a report, perform the following steps to begin working with assessment reports:

- ❖ Make sure you turn off any popup blockers.
- ❖ Click the Printer icon  at the top left on the Navigation Bar
- ❖ Choose a Page Range and Click OK
- ❖ Click the Printer icon at the top left and choose your printing option



Mid-Hudson Regional Information Center

Welcome, Kimberly Bramfeld
[Log Out](#)

Home
Back

Report Selection Screen

2 / 2 Main Report 100%

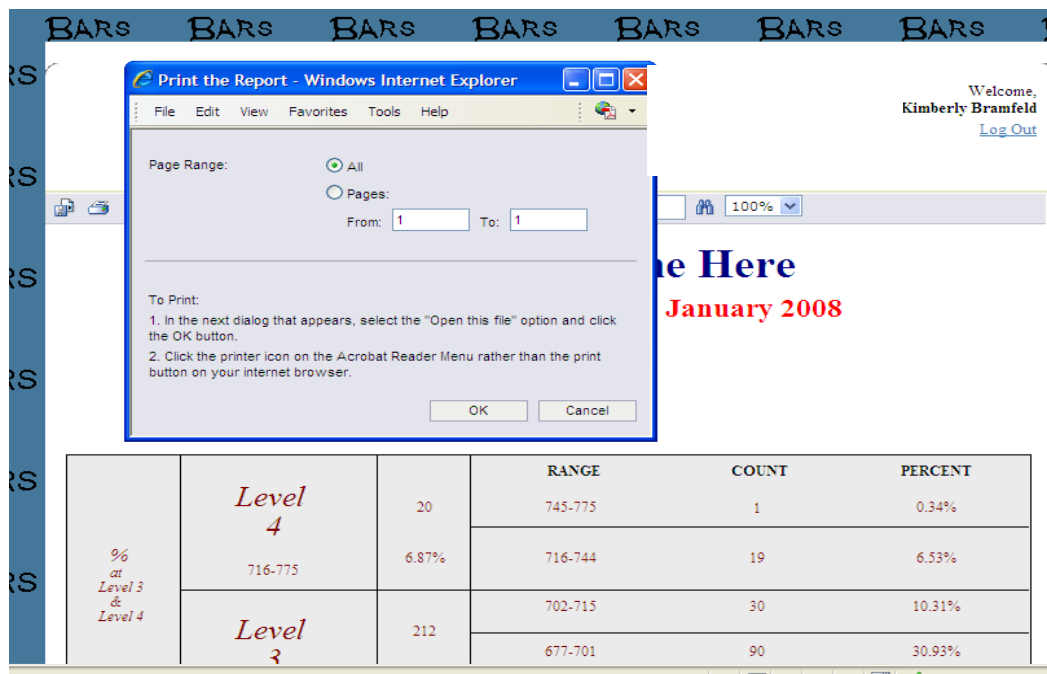
Your District Name Here

Grade 4 English Language Arts January 2008

Frequency Distribution

DISTRICT TOTALS

			RANGE	COUNT	PERCENT
% at Level 3 & Level 4	Level 4	20	745-775	1	0.34%
		6.87%	716-744	19	6.53%
	Level 3	212	702-715	30	10.31%
			677-701	90	30.93%



Print the Report - Windows Internet Explorer

File Edit View Favorites Tools Help

Page Range: ☒ All ☐ Pages: From: 1 To: 1

To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

OK Cancel

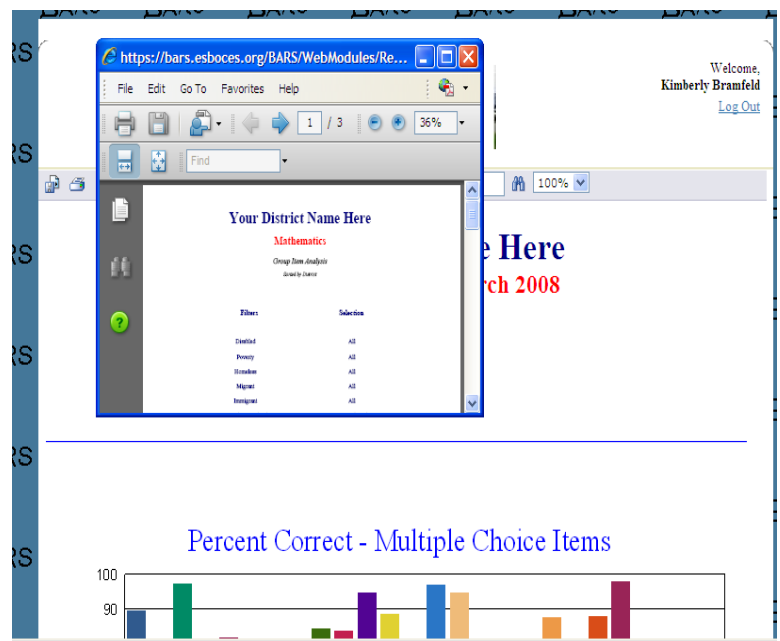
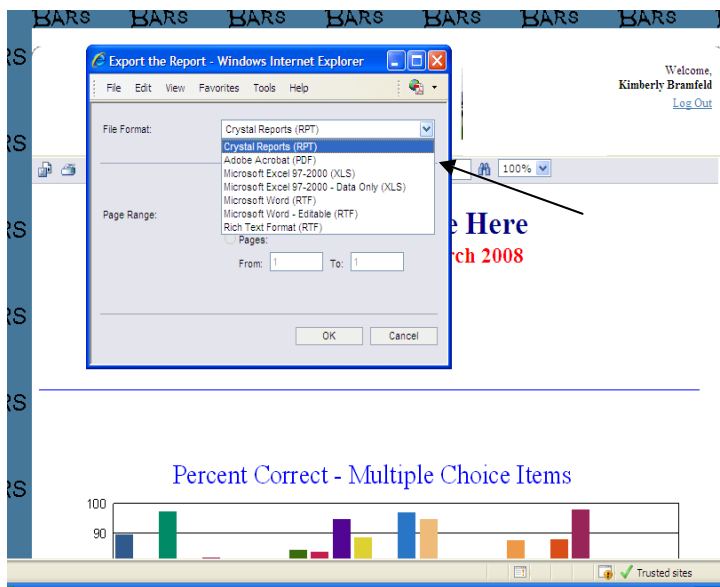
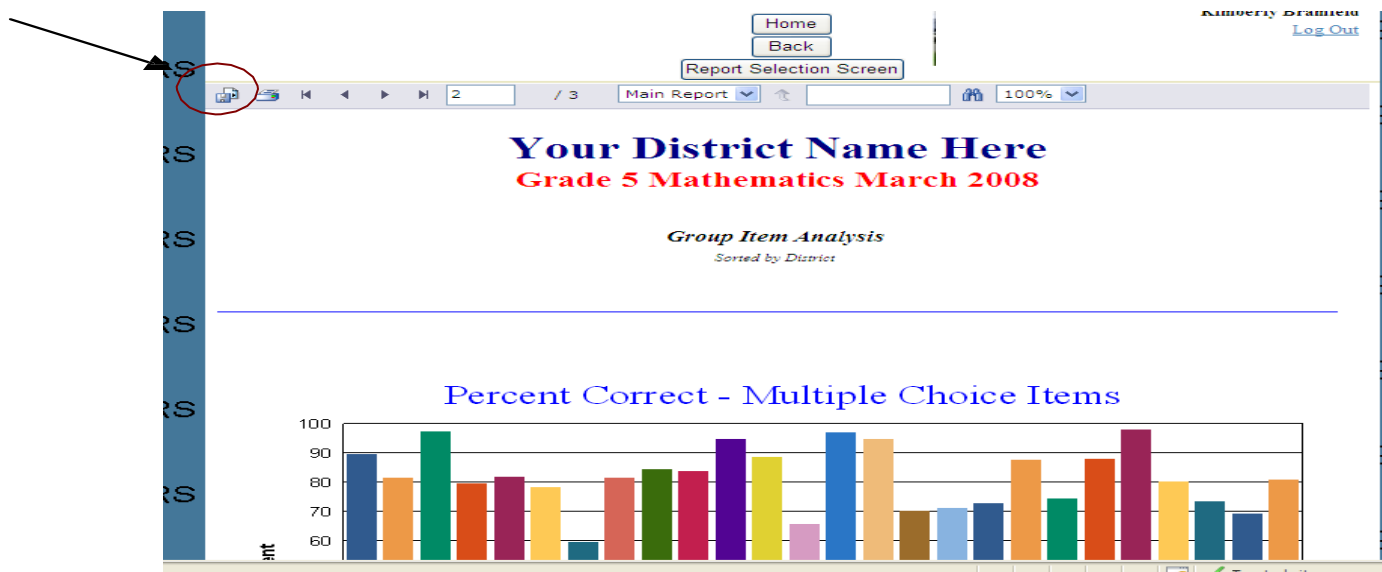
			RANGE	COUNT	PERCENT
% at Level 3 & Level 4	Level 4	20	745-775	1	0.34%
		6.87%	716-744	19	6.53%
	Level 3	212	702-715	30	10.31%
			677-701	90	30.93%

Exporting Data

You may wish to export one of the reports into another application such as Microsoft Excel, Word, pdf, or html. When you export a report, you can customize it to your needs.

To export a report:

- ❖ Open the report you would like to export
- ❖ Click the Export icon as shown in the image to the left. The Export icon appears in the upper left corner next to the Printer icon.
- ❖ The "Export" window will appear
- ❖ Select the format (Word, Excel, etc.) using the drop-down menu and Click OK
- ❖ Click to Save the Report
- ❖ Select the destination (open application or save to file) and Click OK



Exit BARS

It is important for users to completely exit BARS on the Web when finished working with reports to ensure that unauthorized people will not view confidential information. Completely follow the steps below to fully exit BARS on the Web.

To exit BARS on the Web:

- ❖ Click Logout

