



RIDE Rhode Island
Department
of Education

Guide to Reviewing Reports in the RICAS Portal

2025 RICAS Test Administrations

Important Contact Information and Resources

Contact:	RICAS Service Center
For questions on:	<ul style="list-style-type: none">• general test administration support• RICAS Portal and RICAS Student Kiosk such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ student registration process and loading files○ viewing student data○ scheduling tests• locating resources• shipments of materials
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	ricas.onlinehelp.cognia.org
Email:	ricasservicecenter@cognia.org
Telephone:	855-222-8936

Contact:	RIDE Office of Instruction, Assessment, and Curriculum
For questions on:	Contact RIDE with any questions on policy or accommodations. Questions regarding student registration data should be directed to the district’s data manager.
Web:	www.ride.ri.gov/ricas
Email:	assessment@ride.ri.gov
Telephone:	401-222-8478

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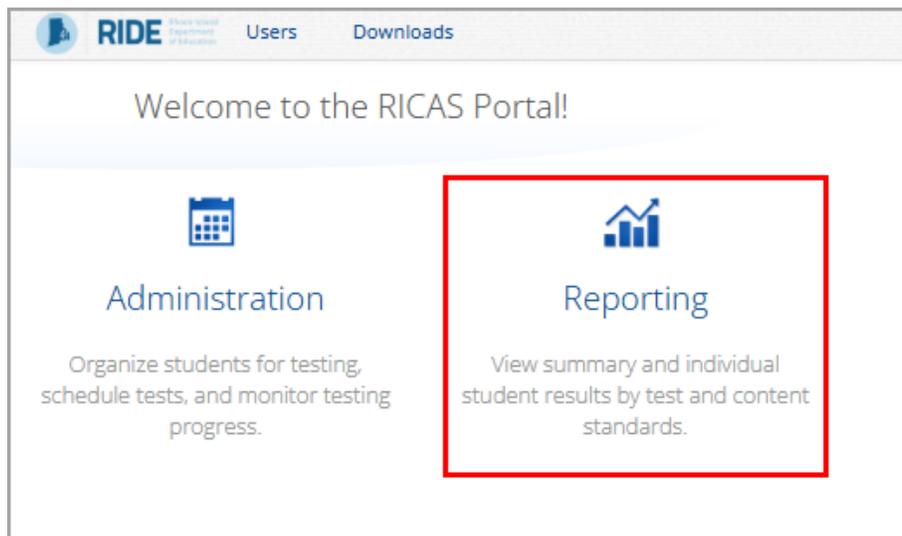
I. Introduction

This document is intended to provide instructions for navigating the Reporting section of the RICAS Portal to view individual student reports, static reports, and historical administration information.

II. Reporting

In the RICAS Portal, district test coordinators, school test coordinators, and reports access only users can view and download individual student reports, static reports, and historical admin roster reports in the Reporting section.

To access the Reporting section in the RICAS Portal, select the **Reporting** icon from the portal homepage.

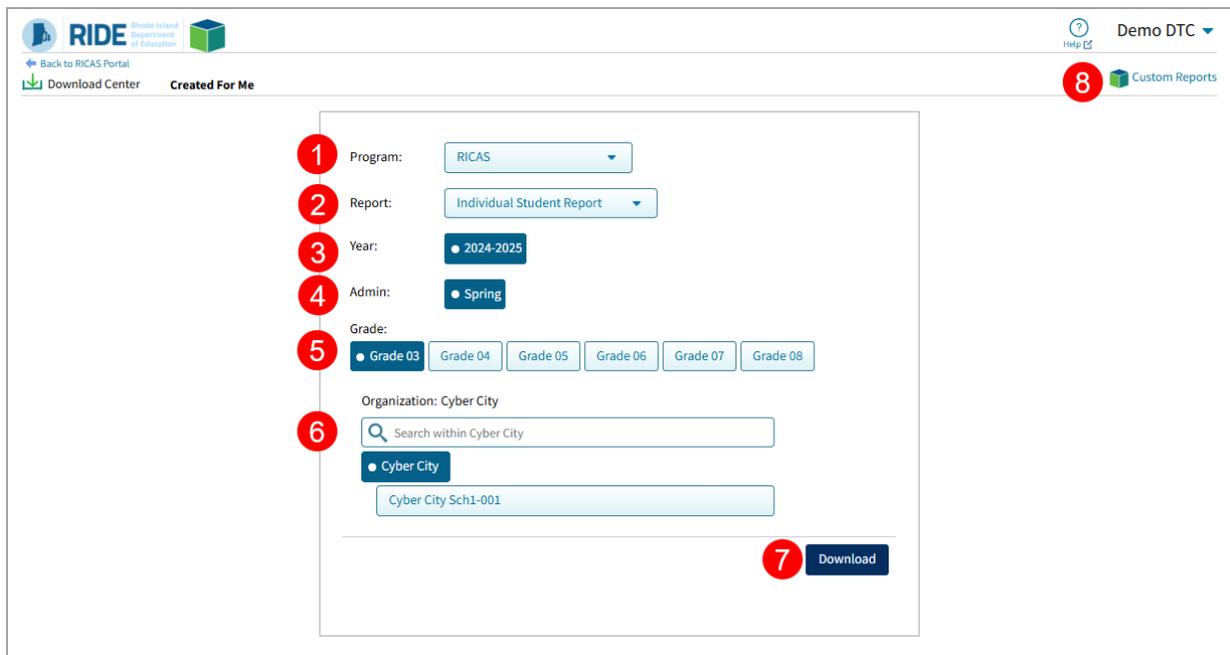


A. Reporting Homepage

In Table 1 below are descriptions of the features and sections that are available on the Reporting homepage. The Reporting homepage allows users to generate individual student reports, static reports, and access Custom Reports to view historical admin roster reports.

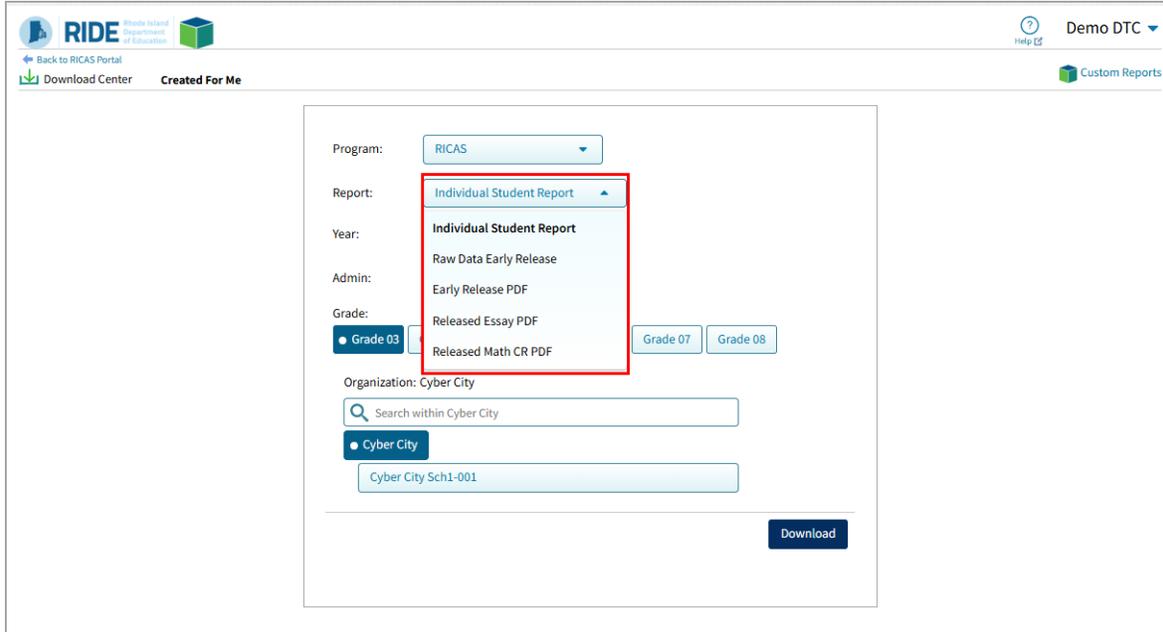
Table 1. Reporting Homepage

Icons	Description
1	Select RICAS from the Program drop-down list.
2	Select a report from the Report drop-down list. The Individual Student Report is selected by default. The other report options are the Raw Data Early Release, Early Release PDF, Released Essay PDF, and Released Math CR PDF.
3	Select the Year .
4	Select the Admin .
5	Select the Grade .
6	Use the Organization menu to select a district or school(s) to which you have access.
7	When you have finished specifying the parameters, select Download to generate your report.
8	Click Custom Reports to view Historical Admin Roster reports.

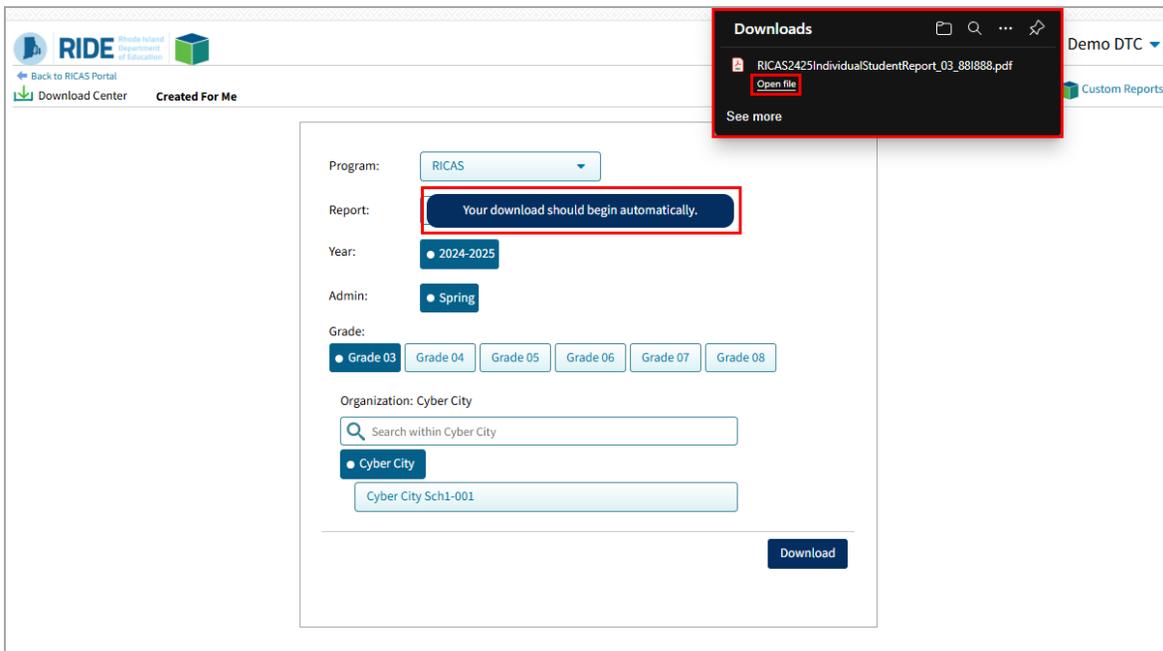


B. Generate Reports

The Reporting homepage provides users with the ability to download the Individual Student Report, Raw Data Early Release report, Early Release PDF, Released Essay PDF, and Released Math CR PDF



After selecting your report parameters listed in Table 1, select **Download**. A message will appear indicating that the download will begin automatically, and the report will be downloaded locally to your device. Once downloaded, open the downloaded file to view the PDFs.



C. Historical Admin Roster Report

The Historical Admin Roster Report allows schools and districts to view school-level data that has been removed from the RICAS Portal after a testing administration has closed, such as class, test, and accommodation information for each student in each administration. To access the Historical Admin Roster Report, select **Custom Reports** from the Reporting homepage.

The screenshot shows the RICAS Reporting homepage. The top navigation bar includes the RIDE logo, a 'Back to RICAS Portal' link, a 'Download Center' link, and a 'Created For Me' link. On the right, there is a 'Demo DTC' dropdown menu and a 'Custom Reports' link highlighted with a red box. The main content area features a form with the following filters: Program (RICAS), Report (Individual Student Report), Year (2024-2025), Admin (Spring), Grade (Grade 03 selected), and Organization (Cyber City). A search bar is present for the organization, and a 'Download' button is located at the bottom right of the form.

Generating a Report

In Table 2 below are descriptions of the features and sections that are available for generating the Historical Admin Roster Report.

Table 2.

Icons	Description
1	Select RICAS from the Program drop-down list.
2	The Historical Admin Roster is selected by default from the Report drop-down list.
3	Select the Year .
4	Select the Admin .

Icons	Description
5	Select the Grade .
6	Select the Subject .
7	Use the Organization menu to select a school to which you have access. The report can only be generated at the school-level.
8	When you have finished specifying the parameters, select Get Report to generate your report.

The screenshot shows the RIDE RICAS Portal interface for generating a report. The interface includes a header with the RIDE logo, navigation links (Shared Reports, Download Center, Help, Saved Reports), and a user profile (Demo DTC). Below the header, there are several form fields and buttons, each with a red numbered callout:

- 1** Program: RICAS (dropdown menu)
- 2** Report: Historical Admin Roster (dropdown menu)
- 3** Year: 2024-2025 (radio button)
- 4** Admin: Spring (radio button)
- 5** Grade: Grade 03 (selected), Grade 04, Grade 05, Grade 06, Grade 07, Grade 08 (checkboxes)
- 6** Subject: Mathematics, ELA (radio buttons)
- 7** Organization: Cyber City Sch3-003 (text field with search icon and dropdown menu showing search results for Cyber City)
- 8** Get Report (button)

Navigating a Report

1. Upon generating a report, the selected parameters appear at the top of the page and the content of the report is displayed below **(1)**.



 Demo DTC ▼

[← Back to RICAS Portal](#)
Historical Admin Roster: RICAS, Cyber City Sch3-003, 2024-2025, Spring, Grade 03, ELA

 
Options Download

1

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
DemoOne	Salome	1000000001	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoOne	Salome	1000000001	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoTwo	Marline	1000000002	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoTwo	Marline	1000000002	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoThree	Kahlil	1000000003	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoThree	Kahlil	1000000003	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoFour	Ives	1000000004	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoFour	Ives	1000000004	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoFive	Letitia	1000000005	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoFive	Letitia	1000000005	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoSix	Whitney	1000000006	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoSix	Whitney	1000000006	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoSeven	Phoebe	1000000007	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoSeven	Phoebe	1000000007	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoEight	Jayne	1000000008	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoEight	Jayne	1000000008	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoNine	Elita	1000000009	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoNine	Elita	1000000009	Grade 03	ELA03S2	RICAS Grade 3 ELA
DemoTen	Grissel	1000000010	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoTen	Grissel	1000000010	Grade 03	ELA03S2	RICAS Grade 3 ELA

Page 1 of 3
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 Jump to:

2. To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically (2).

[← Back to RICAS Portal](#)
Historical Admin Roster: RICAS, Cyber City Sch3-003, 2024-2025, Spring, Grade 03, ELA

2

Last Name	First Name	SASID	Student Grade
DemoOne		1000000001	Grade 03
DemoOne		1000000001	Grade 03
DemoTwo	Marline	1000000002	Grade 03
DemoTwo	Marline	1000000002	Grade 03
DemoThree	Kahlil	1000000003	Grade 03

- To change the number of records shown on each page of the report, select the **Options** icon in the upper right above the report, and then select a number from the menu next to **Groups Per Page** and select **Update** (3).

Historical Admin Roster: RICAS, Cyber City Sch3-003, 2024-2025, Spring, Grade 03, ELA

Last Name	First Name	SASID	Student Grade
DemoOne	Salome	1000000001	Grade 03
DemoOne	Salome	1000000001	Grade 03
DemoTwo	Marline	1000000002	Grade 03
DemoTwo	Marline	1000000002	Grade 03
DemoThree	Kahlil	1000000003	Grade 03
DemoThree	Kahlil	1000000003	Grade 03
DemoFour	Ives	1000000004	Grade 03
DemoFour	Ives	1000000004	Grade 03
DemoFive	Letitia	1000000005	Grade 03
DemoFive	Letitia	1000000005	Grade 03

Options menu: Organization: Cyber City Sch3-003, Search within Cyber City, Rhode Island, Cyber City, Cyber City Sch3-003, Groups Per Page: 20, Cancel, Update

- To download the report, click the download button in the upper right above the report (4). The Download Report menu will appear, select the desired criteria and click Download.

Historical Admin Roster: RICAS, Cyber City Sch3-003, 2024-2025, Spring, Grade 03, ELA

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Report Code	Test Session Report Code	Test Name
DemoOne	Salome	1000000001	Grade 03	ELA03S1			RICAS Grade 3 ELA
DemoOne	Salome	1000000001	Grade 03	ELA03S2			RICAS Grade 3 ELA
DemoTwo	Marline	1000000002	Grade 03	ELA03S1			RICAS Grade 3 ELA
DemoTwo	Marline	1000000002	Grade 03				RICAS Grade 3 ELA
DemoThree	Kahlil						RICAS Grade 3 ELA
DemoThree	Kahlil						RICAS Grade 3 ELA
DemoFour	Ives						RICAS Grade 3 ELA
DemoFour	Ives						RICAS Grade 3 ELA
DemoFive	Letitia						RICAS Grade 3 ELA
DemoFive	Letitia						RICAS Grade 3 ELA
DemoSix	Whitney						RICAS Grade 3 ELA
DemoSix	Whitney						RICAS Grade 3 ELA
DemoSeven	Phoebe						RICAS Grade 3 ELA
DemoSeven	Phoebe						RICAS Grade 3 ELA

Download Report menu: Download (PDF, CSV, EXCEL), Report Name: report, Layout (Landscape, Portrait), Pages (Current Page, All, Custom), Download

- Use the navigation buttons at the bottom of the report to navigate back and forth through the report pages or type a page number in the **Jump to** field, and then select **Go** (5).

Page 1 of 3
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Jump to: 1 Go

Customization Options

Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

1. Select the **Options** icon above the top right of the report to open a pop-up displaying a menu of variables that can be changed. Each category of report has its own tab (i.e., Organization, Fields, Search). These categories are described below **(1)**.
2. Select **Update** to apply the customizations **(2)**.
3. Select **Cancel** to keep the report with existing options **(3)**.
4. Select the **X** to close the window **(4)**.

Organization Fields Search

Organization: Cyber City Sch1-001

Search within Cyber City

Rhode Island

Cyber City

Cyber City Sch QA

Cyber City Sch Supp

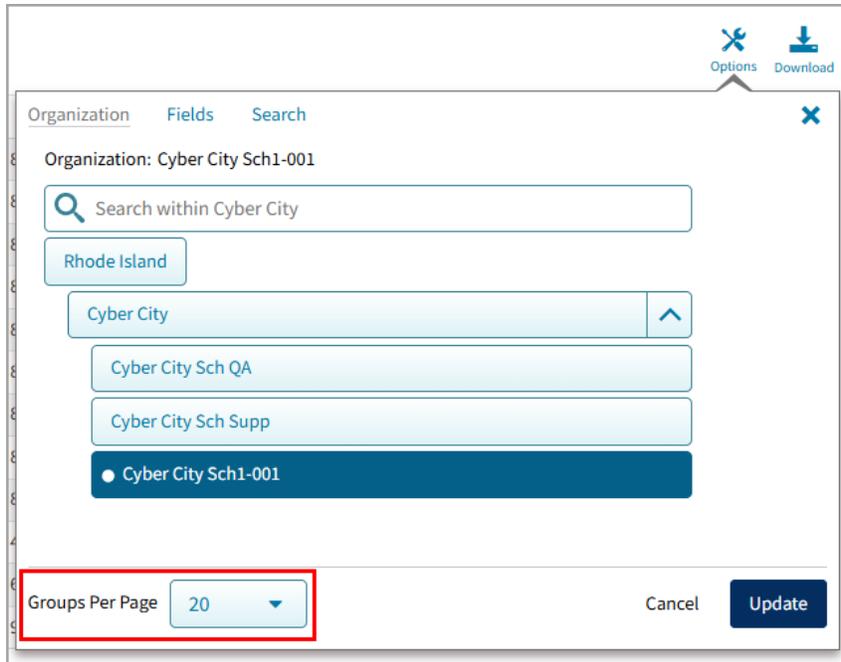
● Cyber City Sch1-001

Groups Per Page 20

Cancel Update

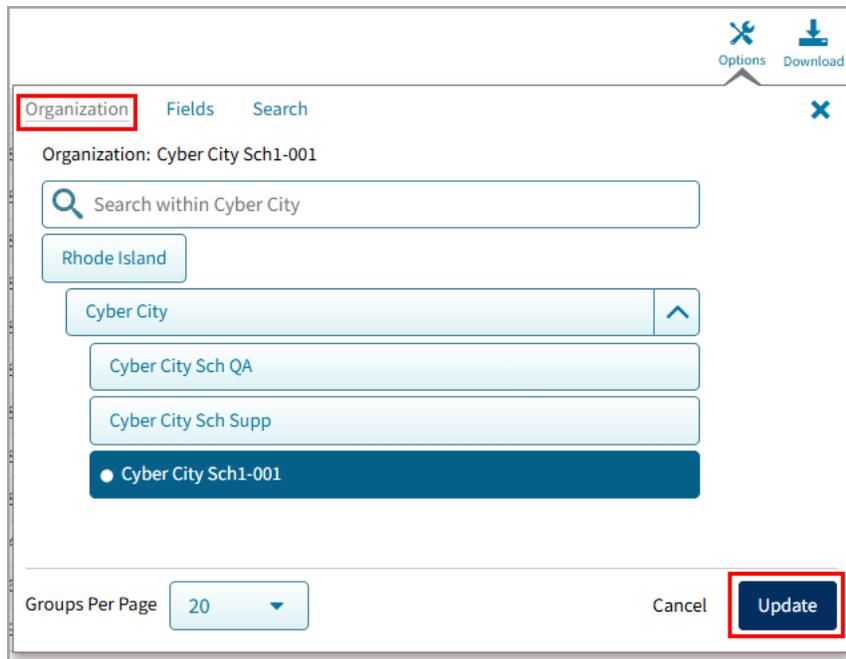
Groups per Page

Specify the number of groups to be shown per page on the report (e.g., selecting 20 means that 20 student records will display on a single page) by choosing **Groups Per Page** on any tab of the **Options** menu.



Organization

Use the **Organization** tab to update the report with data from different organizations that are available to you. Select the desired organization and click **Update** to refresh the report.



Note: This report is only available at the school level; a district cannot be selected.

Fields

Use the **Fields** tab to select which student identification information, test information, and accommodations to view on the report. After making selections, click **Update** to add these fields as columns to the report.

The screenshot displays a web-based configuration interface for selecting report fields. At the top right, there are 'Options' and 'Download' icons. The main area is titled 'Fields' and is divided into several sections, each with a 'Select All / Reset' link:

- General Information:** Includes buttons for 'District Name', 'District Number', 'School Name', 'School Number', and 'Class Name'.
- Student Information:** Includes buttons for 'Middle Initial', 'SASID', 'Student Grade', 'Date of Birth', 'Registration Codes', 'Gender', 'Test Report Code', and 'Test Session Report Code'.
- Test Information:** Includes buttons for 'Test Name', 'Form Name', 'Session Name', 'Session Start Date', and 'Session End Date'.
- Accommodations:** Includes buttons for 'Paper Test Format', 'Large Print', 'Braille', 'Mouse Pointer', 'Text to Speech Special Access', 'Speech to Text Special Access', 'Word Prediction Special Access', 'Spell Checker Special Access', 'Screen Reader', 'Compatible Assistive Technology', 'Typed Responses', 'Bilingual Dictionary and Glossary', 'Human Reader Special Access', 'Human Signer Special Access', 'Human Scribe Special Access', and 'Graphic Organizer'.

At the bottom, there is a 'Groups Per Page' dropdown menu set to '20', a 'Cancel' button, and a highlighted 'Update' button.

Search

Use the **Search** feature to search for students by name, SASID, Not Tested Reason, Test Name, Form Name, Test Format, and Accommodation.

For example, to find students who had the Calculation Device accommodation:

1. Select **Calculation Device** from the drop-down menu **(1)**.
2. Select **Yes** or **No** **(2)**.
3. Select **Add** **(3)**.
4. Choose the **Relationship** **(4)**.
 - **And** will show only students who meet all the search criteria listed.
 - **Or** will show students who meet at least one of the search criteria listed.
5. Select **Update** **(5)**.

The screenshot shows a search modal window with the following elements:

- 1**: A dropdown menu currently showing "Mouse Pointer".
- 2**: Two radio buttons labeled "Yes" (selected) and "No".
- 3**: An "Add" button.
- 4**: Two radio buttons labeled "And" (selected) and "Or".
- 5**: An "Update" button, which is highlighted with a red box.

Other visible elements include "Organization", "Fields", "Search", "Reset", "Options", "Download", "Groups Per Page" (set to 20), and "Cancel".

The report will refresh, showing only the students matching the search criteria.

← Back to RICAS Portal

Historical Admin Roster: RICAS, Cyber City Sch3-003, 2024-2025, Spring, Grade 03, ELA

Search: Mouse Pointer is one of Yes

Last Name	First Name	SASID	Student Grade	Registration Codes	Test Name
DemoOne	Salome	1000000001	Grade 03	ELA03S1	RICAS Grade 3 ELA
DemoOne	Salome	1000000001	Grade 03	ELA03S2	RICAS Grade 3 ELA

Options Download