RIDE Rhode Island Department of Education

Guide to Reviewing Reports in the RICAS Portal

2026 RICAS Test Administrations

Important Contact Information and Resources

Contact:	**RICAS Service Center**

For questions on:	• general test administration support
	• RICAS Portal and RICAS Student Kiosk such as
	  ○ 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. (EST), 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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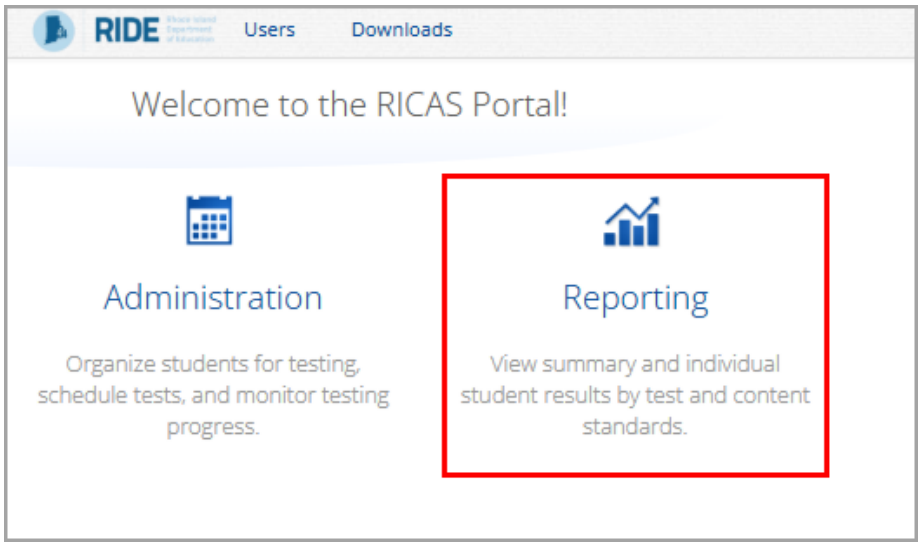
I. Introduction

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.

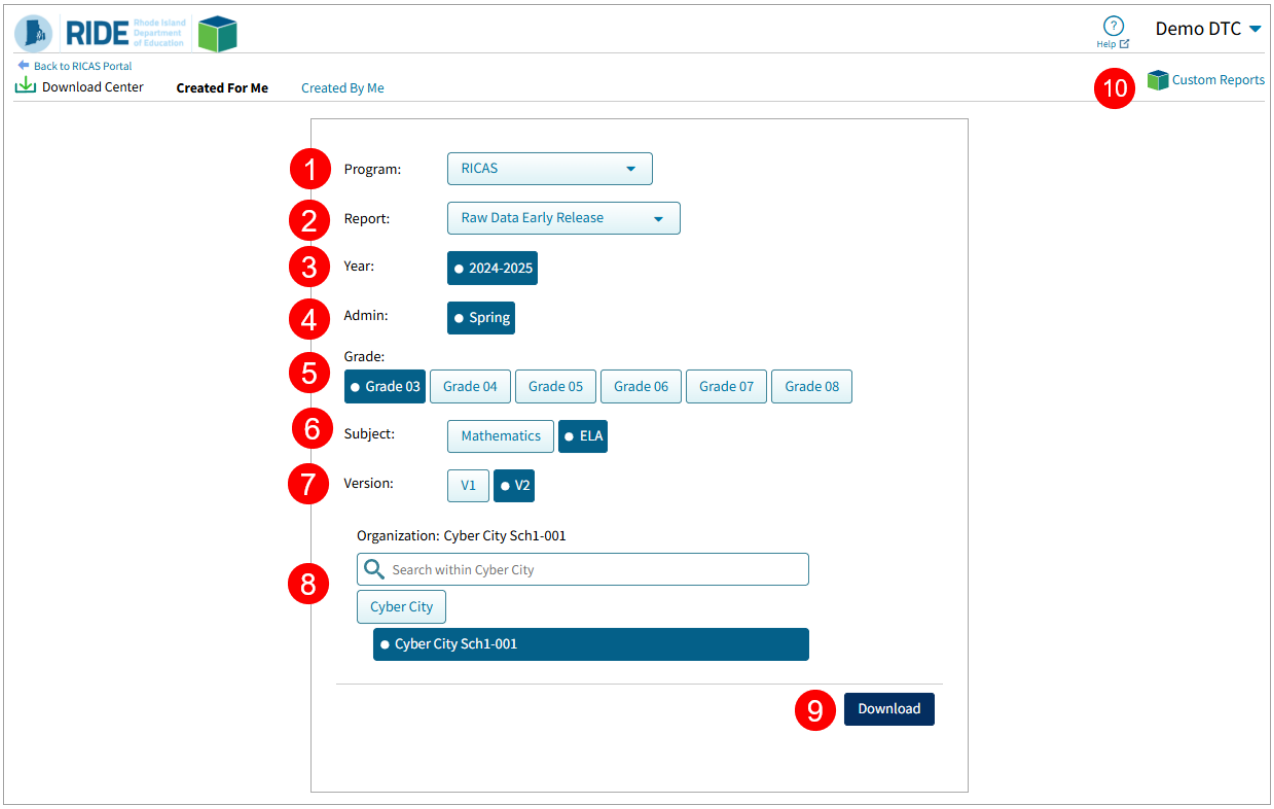


A. Reporting Homepage

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.

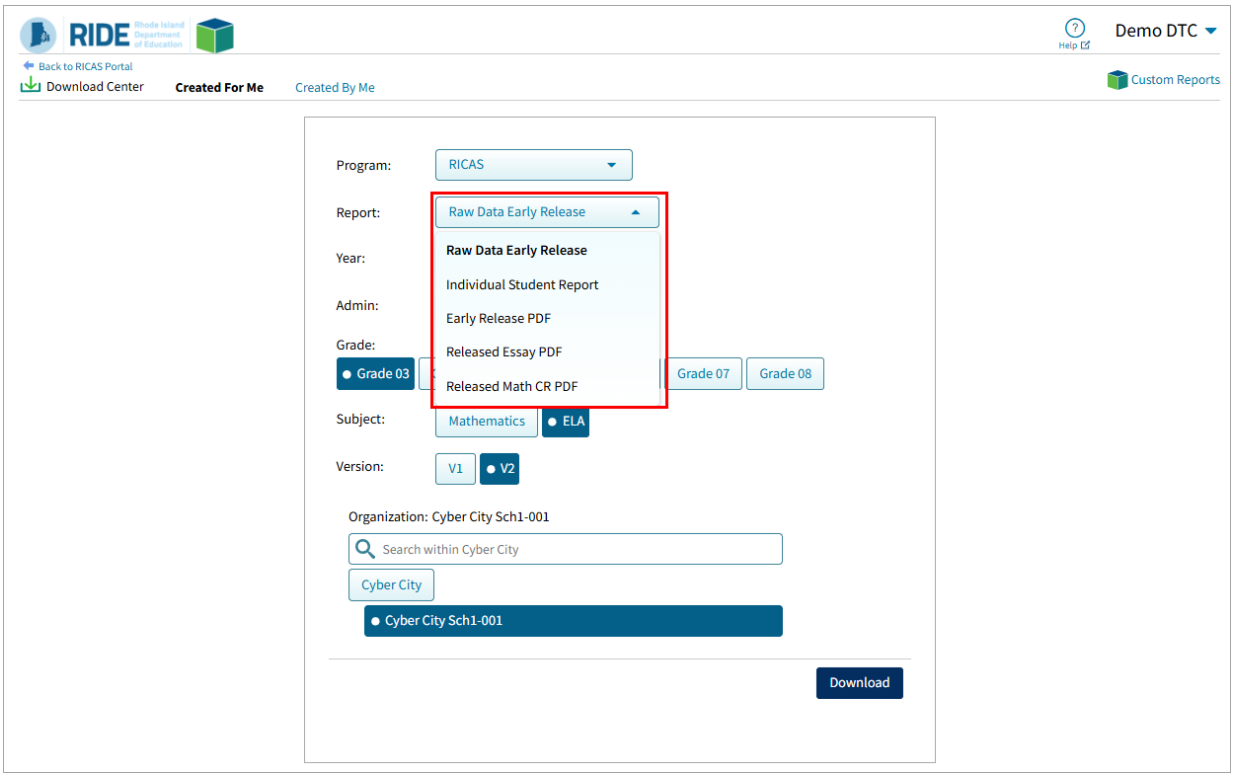
Table 1. Reporting Homepage

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

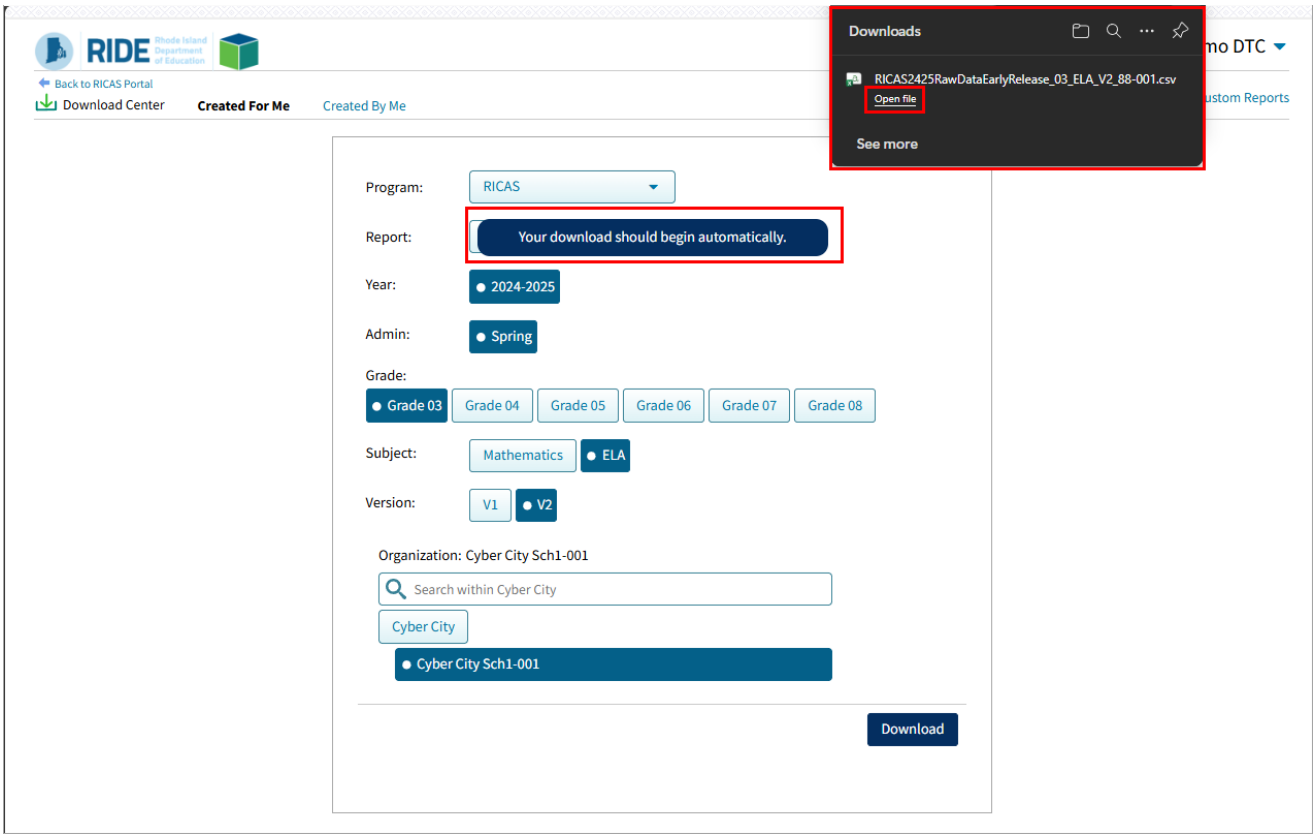


B. Generate Reports

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

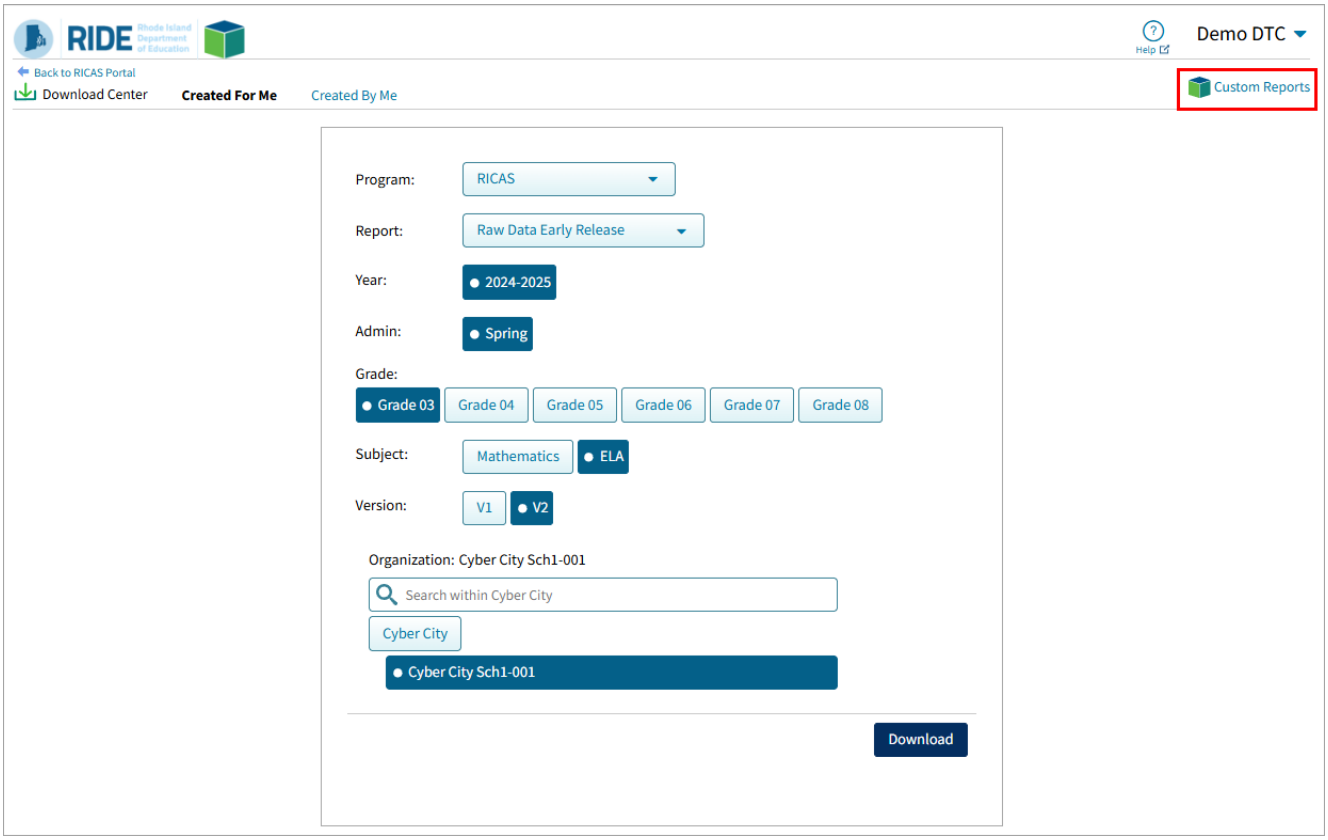


After selecting the report parameters listed in Table 1, select **Download**. A message will appear indicating that the download will begin automatically, and the report will be downloaded locally to your device. Once downloaded, open the downloaded file to view the PDFs.



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.



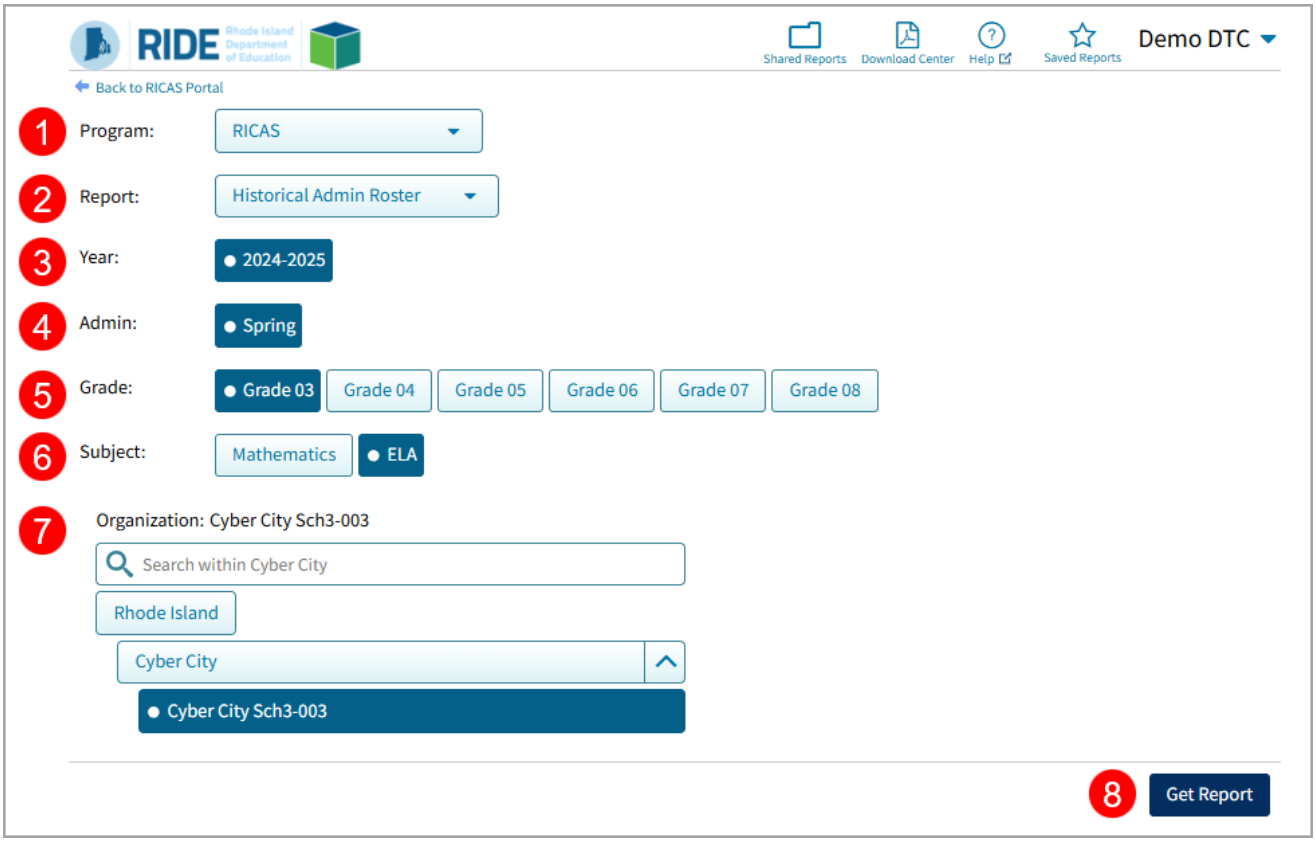
Generating a Report

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

Table 2.

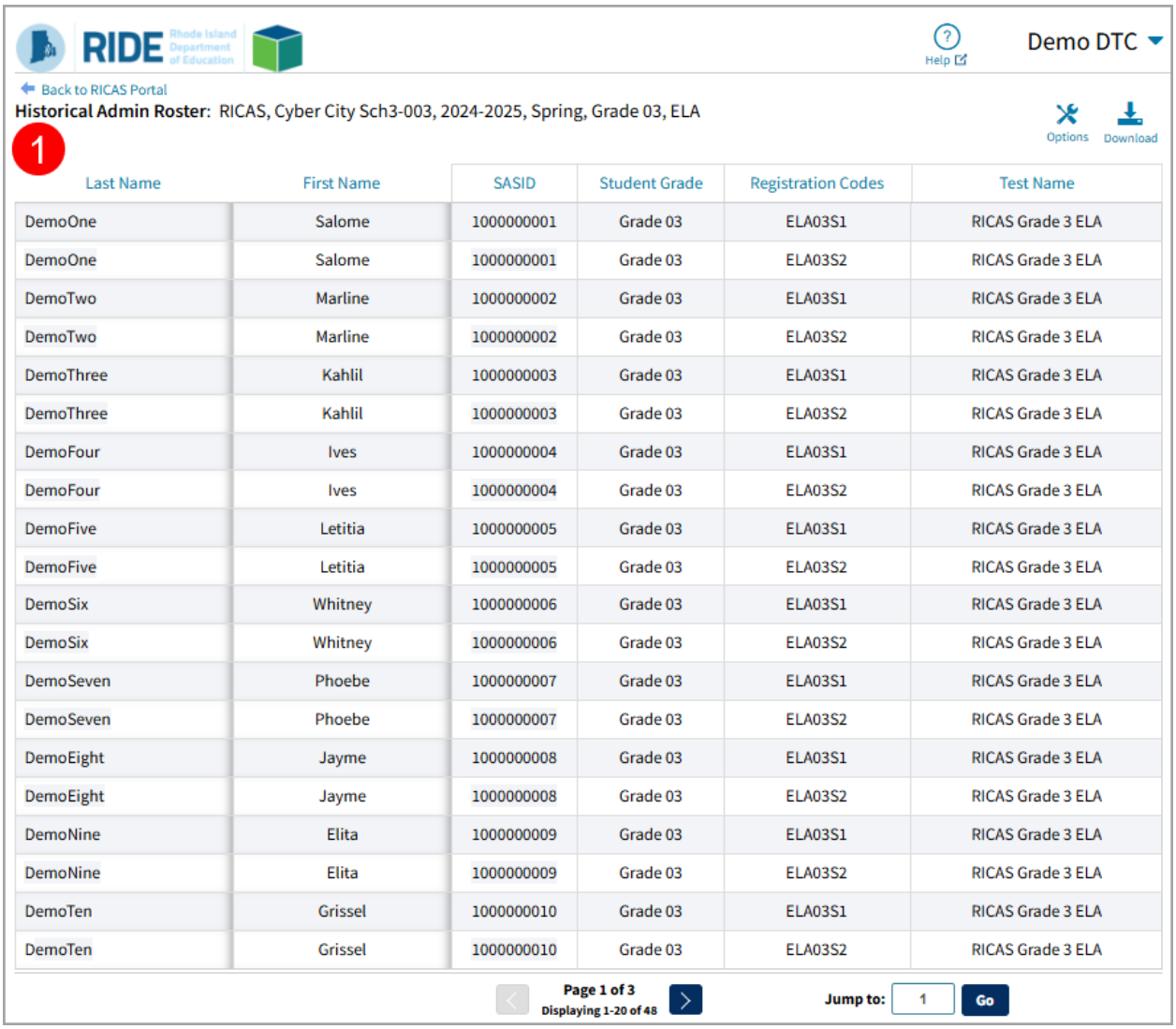
Icons	Description
1	Select **RICAS** from the **Program** drop-down list.
2	The **Historical Admin Roster** is selected by default from the **Report** drop-down list.
3	Select the **Year**.
4	Select the **Admin**.
5	Select the **Grade**.

Icons	Description
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	Once the parameters have been set, select **Get Report** to generate the report.

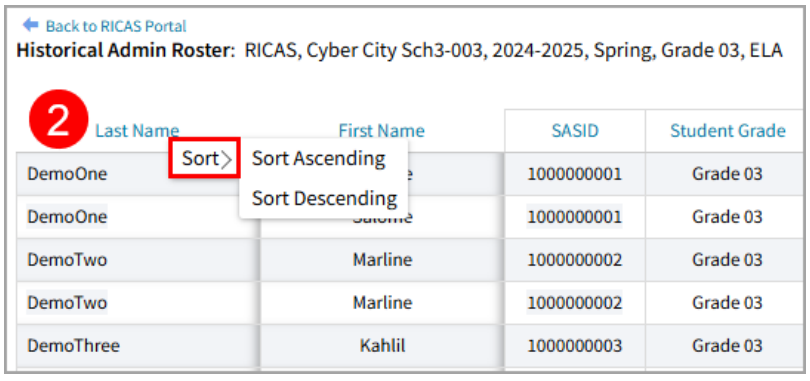


Navigating a Report

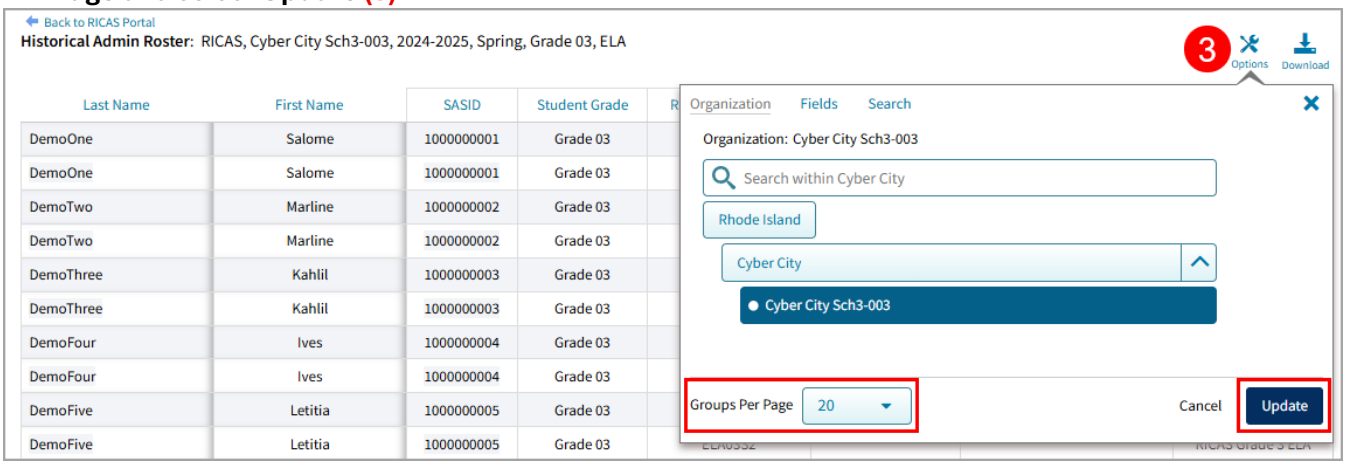
1. Upon generating a report, the selected parameters appear at the top of the page, and the content of the report is displayed below **(1)**.



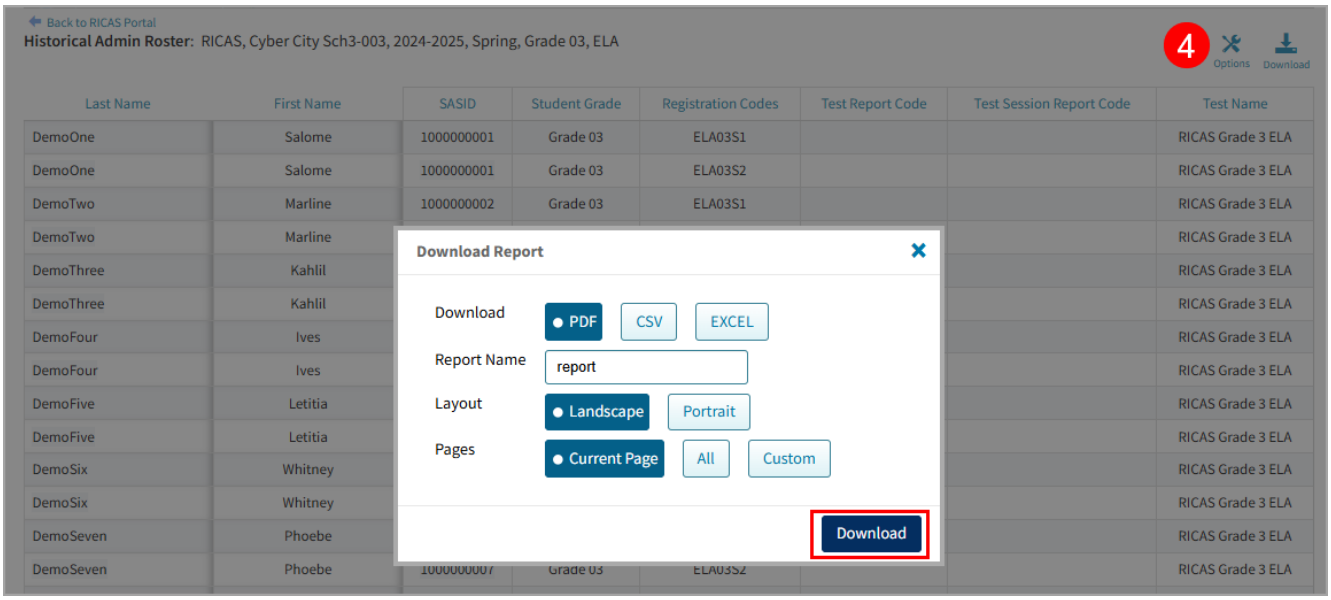
2. To rearrange the report, sort columns by selecting a column header and selecting **Sort**. The data can be sorted into ascending or descending order, numerically or alphabetically **(2)**.



3. 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).



4. 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.

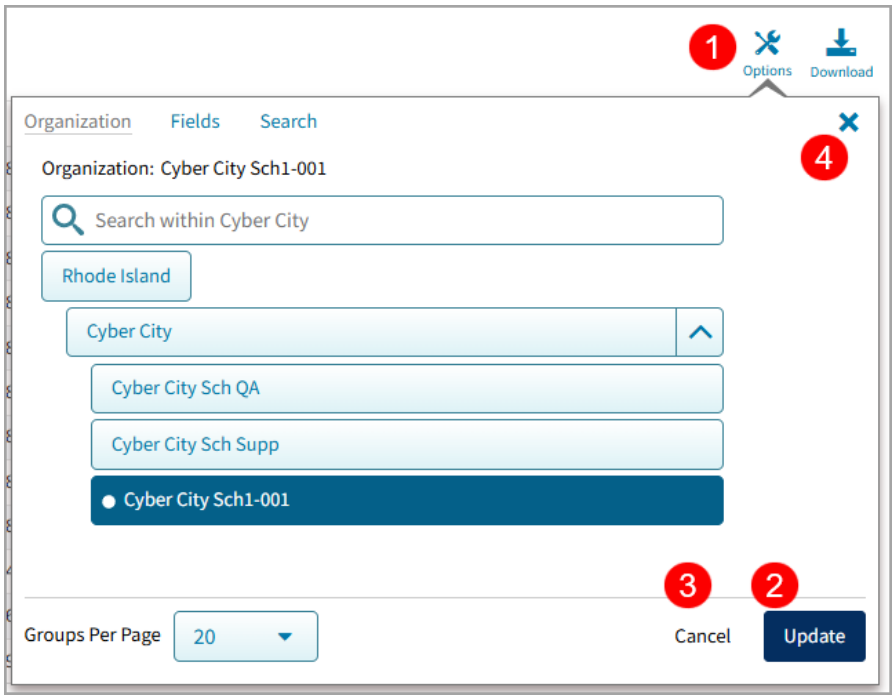


5. Use the navigation buttons at the bottom of the report to navigate back and forth through the report pages or type a page number in the **Jump to** field, and then select **Go** (5).

Customization Options

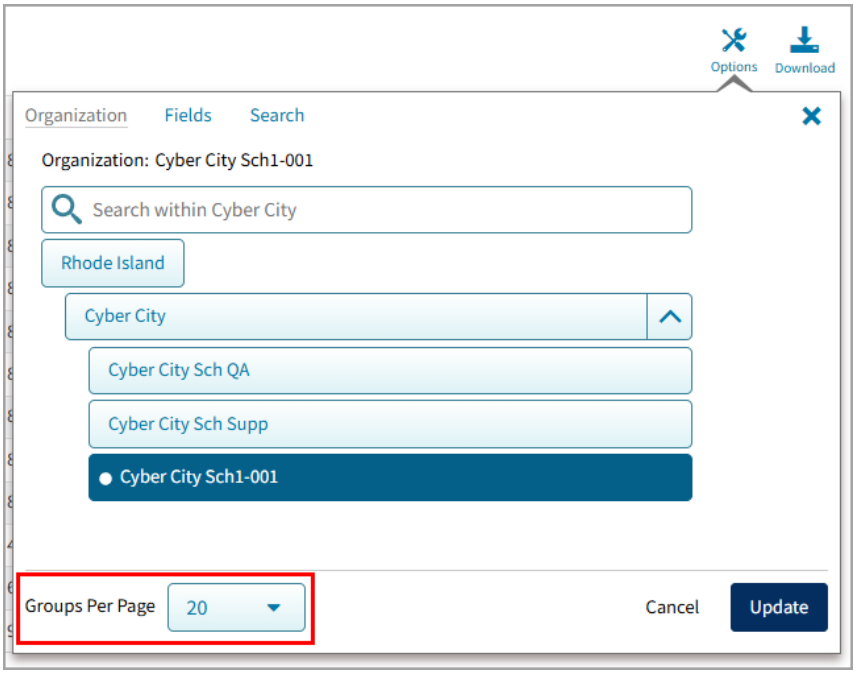
Reports can be customized by changing the options of the report. Changes may be made to multiple tabs at once before updating.

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)**.



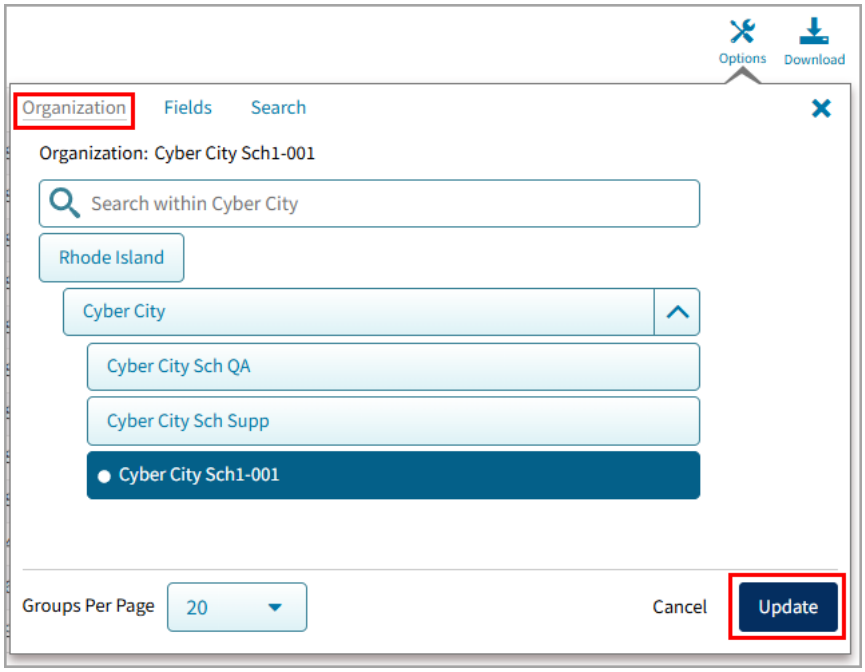
Groups per Page

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

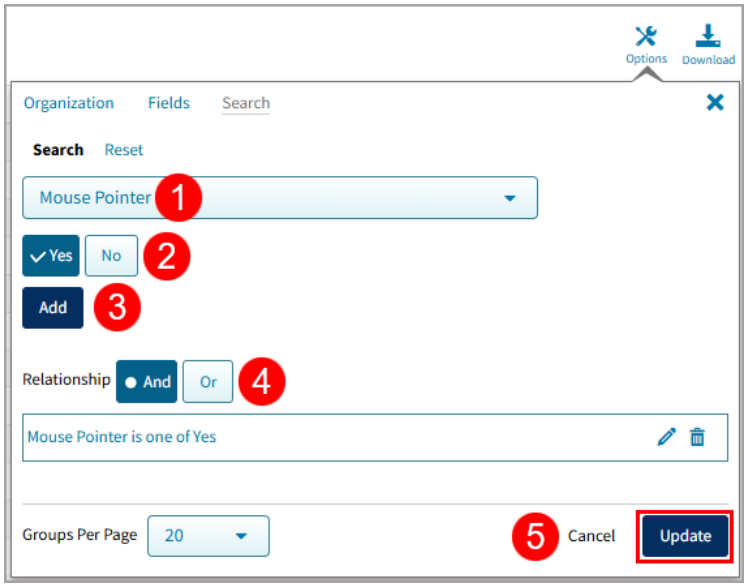
Use the **Fields** tab to select which student identification information, test information, and accommodations to view on the report. After making selections, click **Update** to add these fields as columns to the report.

Search

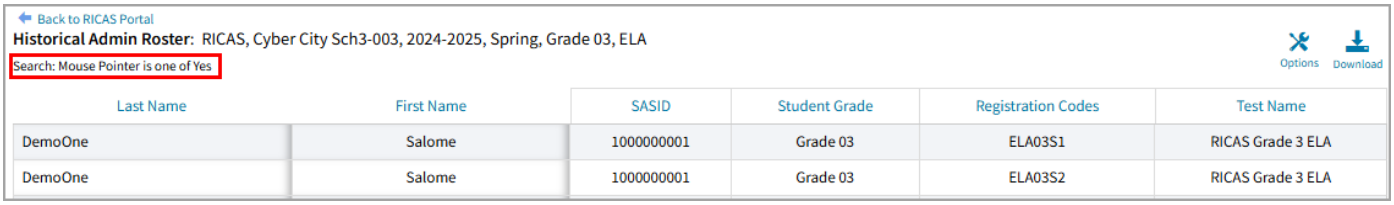
Use the **Search** feature to search for students by name, SASID, Not Tested Reason, Test Name, Form Name, Test Format, and Accommodation.

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



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