



**RIDE** Rhode Island  
Department  
of Education

## **Guide to the RICAS Portal Administration Dashboard**

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2026 RICAS Test Administrations  
*Posted February 4, 2026*

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## Important Contact Information and Resources

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Contact: **RICAS Service Center**

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- 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
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Hours: 7:00 a.m.–5:00 p.m. (EST), Monday–Friday

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Web: [ricas.onlinehelp.cognia.org](http://ricas.onlinehelp.cognia.org)

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Email: [ricasservicecenter@cognia.org](mailto:ricasservicecenter@cognia.org)

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Telephone: 855-222-8936

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Contact: **RIDE Office of Instruction, Assessment, and Curriculum**

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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.

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Web: [www.ride.ri.gov/ricas](http://www.ride.ri.gov/ricas)

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Email: [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)

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Telephone: 401-222-8478

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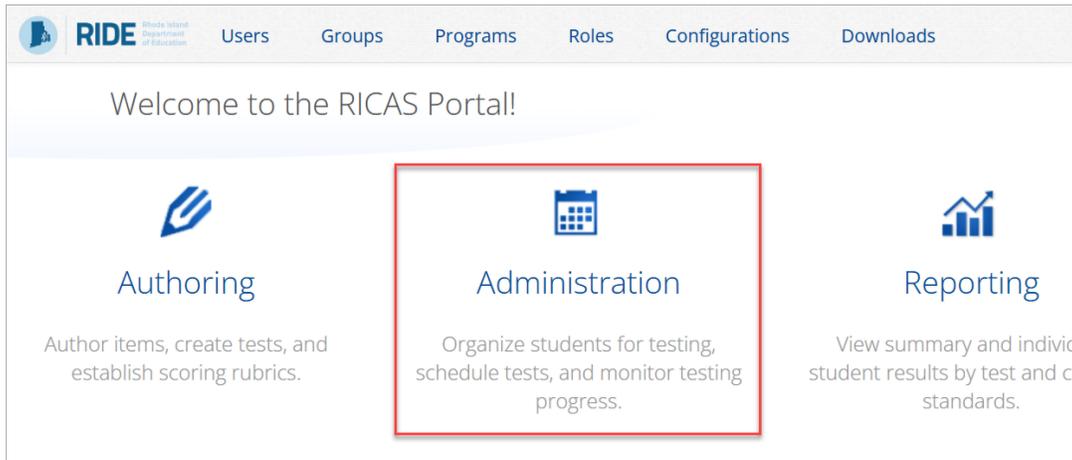
# I. Administration Dashboard

The Administration Dashboard provides at-a-glance results with links to reports for further analysis. The Dashboard allows district test coordinators, school test coordinators, and technology coordinators to view announcements, real time administration testing metrics, test progress metrics, and application monitoring metrics.

## A. Navigating the Administration Dashboard

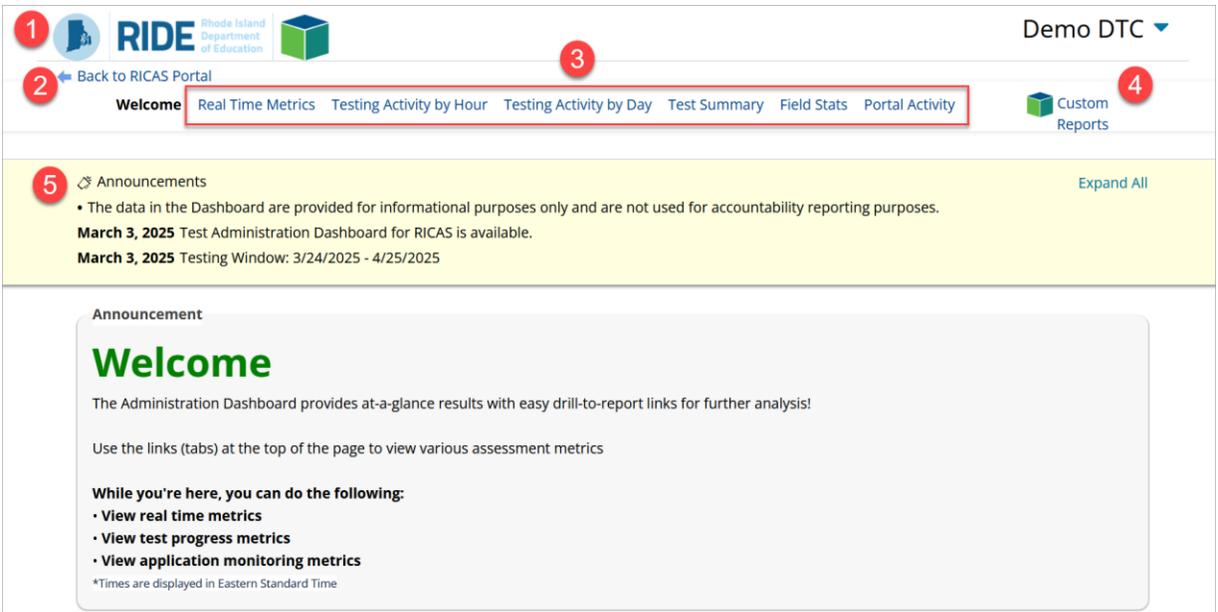
To access the Dashboard, follow the steps below:

1. Log into the [RICAS Portal](#) with your username and password.
2. On the RICAS Portal homepage, select the **Administration** icon.



3. From the top menu bar of the Administration homepage, select **Dashboard**.





In Table 1 below are descriptions of the features that are available on the Administration Dashboard page. The numbered icons listed in Table 1 are shown in the screenshot above to indicate the location of the feature.

**Table 1. Administration Dashboard**

Icons	Description
1	Select the <b>RIDE logo</b> in the top left corner to return to the Administration Dashboard homepage.
2	Select the blue <b>Back to RICAS Portal</b> link to return to the RICAS Portal homepage to exit the RICAS Administration Dashboard.
3	Available reports will be listed across the top of the RICAS Administration Dashboard homepage; selecting a link to be directed to that report.
4	To view the Administration Dashboard reports with selected parameters, <b>select Custom Reports</b> .
5	Announcements will be listed in the middle of the Administration Dashboard homepage.

**B. Administration Dashboard Reports**

Administration Dashboard reports available in the RICAS Portal are as follows: Real Time Metrics, Testing Activity by Hour, Testing Activity by Day, Test Summary, Field Stats, Portal Activity, and Custom Report. Each of these is described below.

District and school test coordinators may want to use these reports to help monitor the test administration and their district and/or their school’s progress toward test completion.

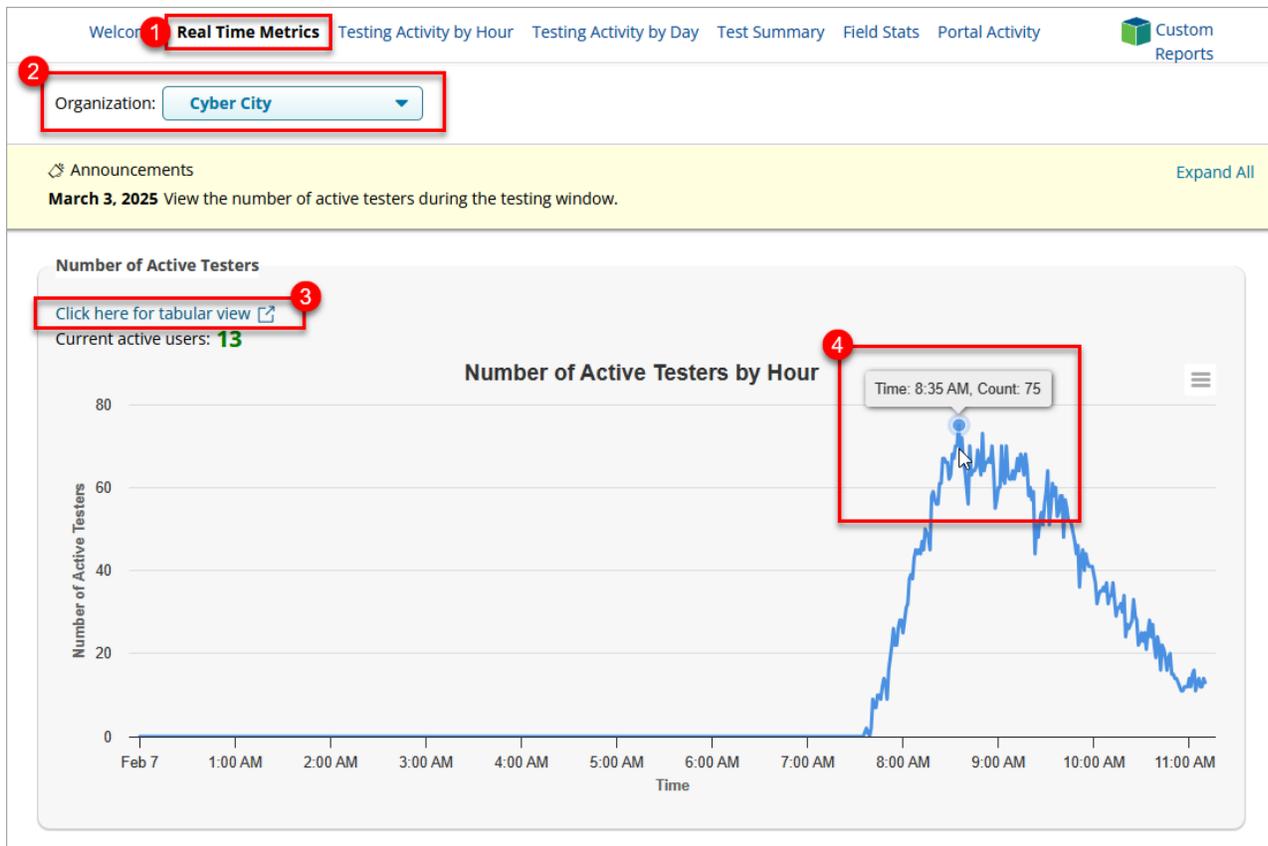
## Real Time Metrics

Real Time Metrics displays a graph of the number of students actively testing by hour for the program and organization selected. District test coordinators will be able to view real-time metrics for the district as a whole or select a school using the organization drop-down.

To view Real Time Metrics, follow the steps below:

1. On the Administration Dashboard page, select **Real-time Metrics** from the top menu bar.
2. To filter the report by school or district use the organization drop-down menu.
3. To view the report as a table, select **Click here for tabular view**.
4. Hover the mouse pointer over data points on the chart to view the number of students testing for that timestamp, as illustrated in the screenshot below.

The Real Time Metrics report displays students actively testing at the time that the report is generated and includes a range of hours before the current time. It is refreshed every 2 minutes.



Within the report, select **Click here to view details** to view the report as a table.


Demo DTC ▾

[← Back to RICAS Portal](#) | [Back to Custom Reports](#)

**Number of Active Testers by Hour: RICAS Grades 3-8, Cyber City**

[Options](#)
[Download](#)

Group	Date	Time	Active Testers
Cyber City	03/06/2025	07:32 AM	1
Cyber City	03/06/2025	07:34 AM	2
Cyber City	03/06/2025	07:35 AM	1
Cyber City	03/06/2025	07:36 AM	7
Cyber City	03/06/2025	07:37 AM	2
Cyber City	03/06/2025	07:38 AM	3
Cyber City	03/06/2025	07:39 AM	3
Cyber City	03/06/2025	07:40 AM	5
Cyber City	03/06/2025	07:41 AM	3
Cyber City	03/06/2025	07:42 AM	7
Cyber City	03/06/2025	07:43 AM	7
Cyber City	03/06/2025	07:44 AM	9
Cyber City	03/06/2025	07:45 AM	11
Cyber City	03/06/2025	07:46 AM	13
Cyber City	03/06/2025	07:47 AM	10

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Jump to:

### Testing Activity by Hour

Testing Activity by Hour will display three charts: **Tests Started by Hour**, **Tests Completed by Hour**, and **Tests Paused by Hour** for the organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Hour report updates hourly on the hour.

To view Testing Activity by Hour, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Hour** from the top menu bar.
2. To filter the report by school or district use the organization drop-down menu.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.

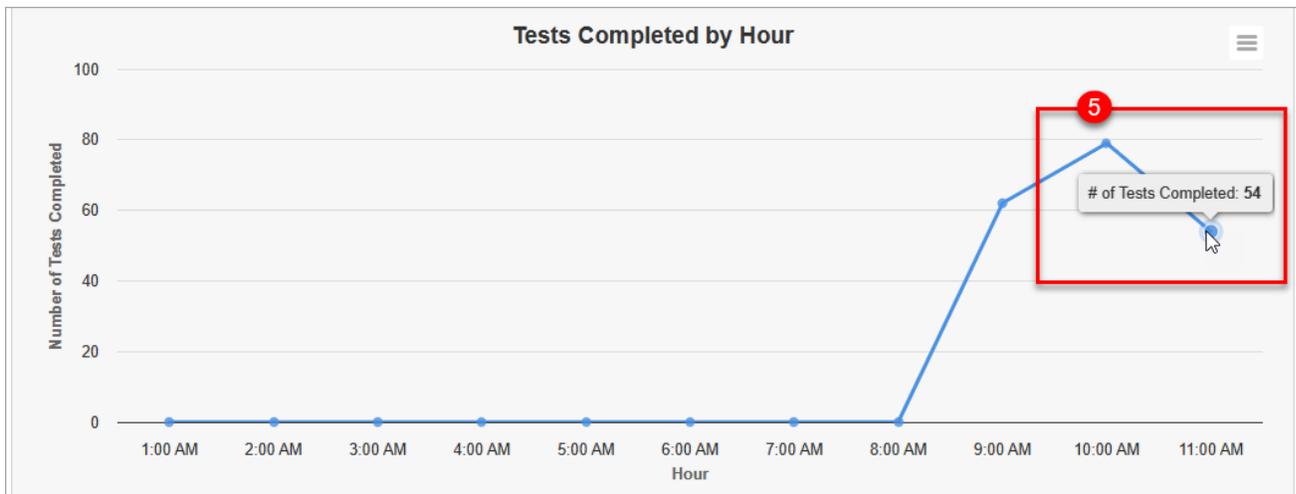
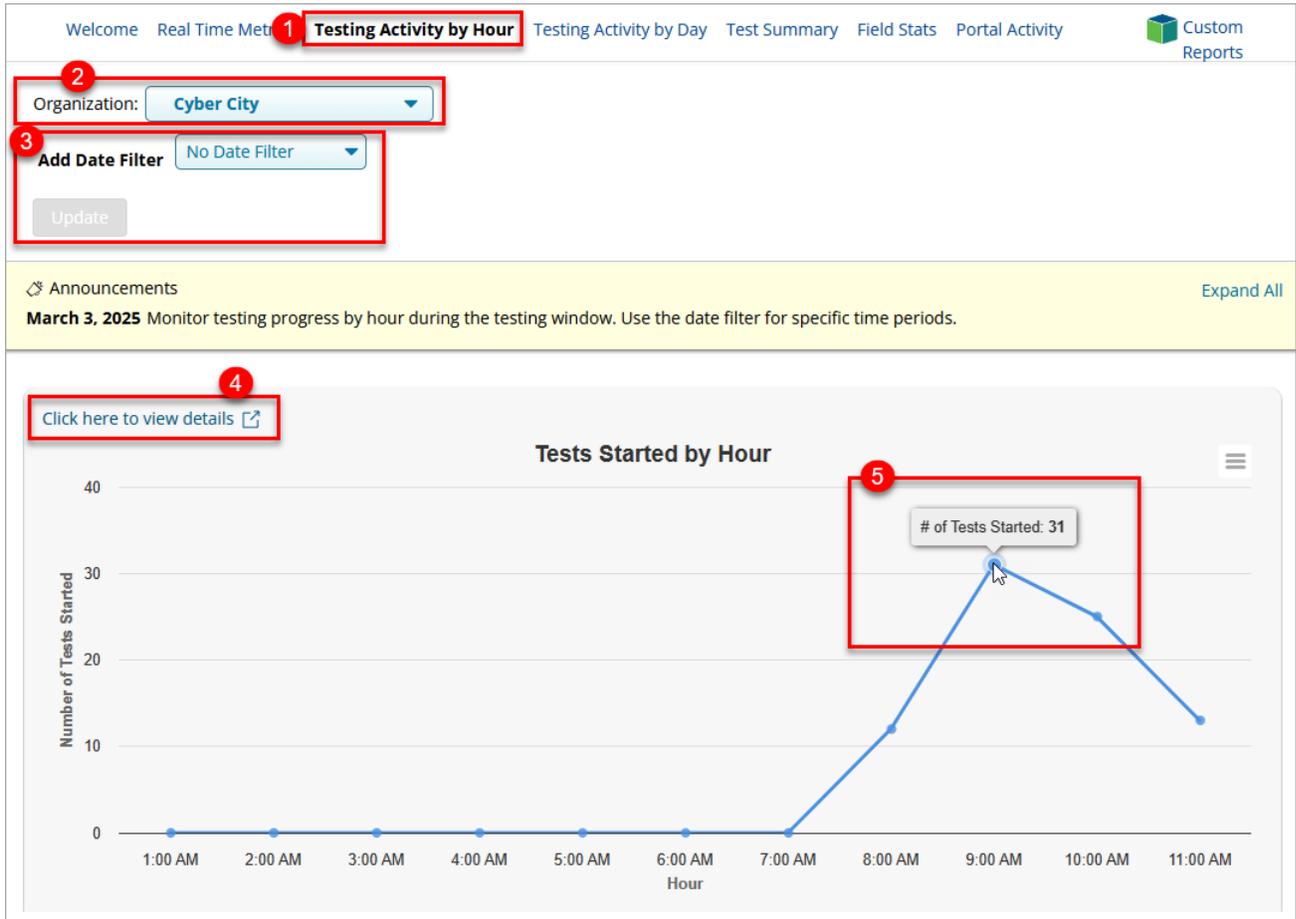
Organization: Rhode Island ▾

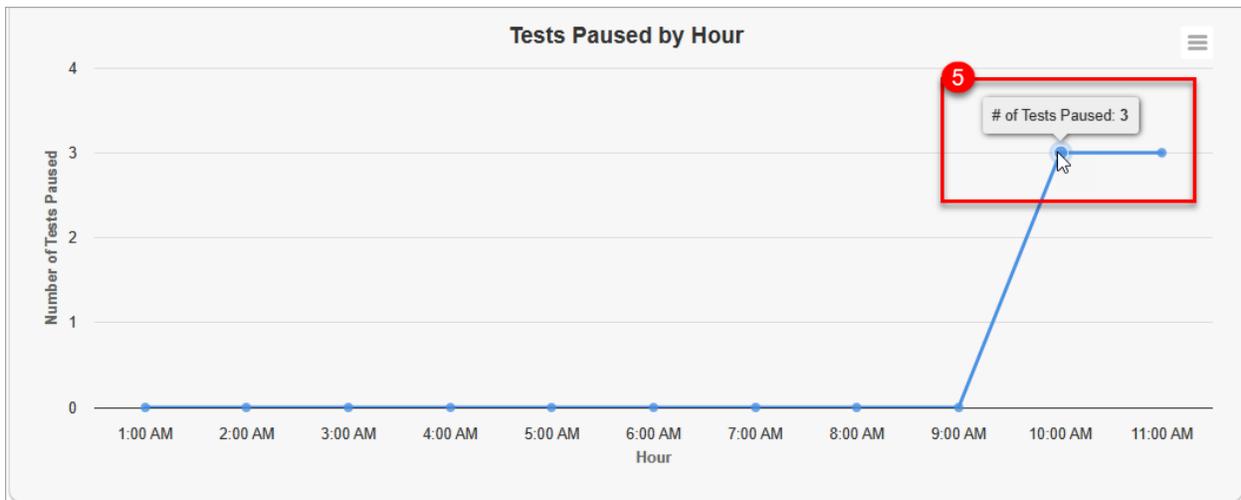
**Add Date Filter**
Day ▾
From: 01/21/2026

Update

4. To view the report as a table, select **Click here to view details**.

5. Hover the mouse pointer over data points on each of the three charts to view the number of tests that were started, completed, or paused for a particular data point.





Within the report, select **Click here to view details** to view the report as a table.

Rhode Island Department of Education
 Cyber DTC ▾

[← Back to RICAS Portal](#) | [Back to Custom Reports](#)  
**Test by Hour: RICAS Grades 3-8, Cyber City**

  
 Options Download

Date Filter: Day is from 02/07/25

Group	Date	Day	Hour	Active Testers	Number of Tests Started	Number of Tests Paused	Number of Tests Completed
Cyber City	02/07/25	Friday	8:00 AM	37	12	0	0
Cyber City	02/07/25	Friday	9:00 AM	150	31	0	62
Cyber City	02/07/25	Friday	10:00 AM	151	25	3	79
Cyber City	02/07/25	Friday	11:00 AM	87	13	3	54

### Testing Activity by Day

Testing Activity by Day will display a chart of the **Tests Started** and **Completed by Day** for organization and date selected (when a date is selected using the Date Filter). The Testing Activity by Day report is updated hourly.

To view Testing Activity by Day, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Day** from the top menu bar.
2. To filter the report by school or district use the organization drop-down menu.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.
4. To view the report as a table, select **Click here to view details**.
5. Hover the mouse pointer over data points on the chart to view the number of tests started or completed for that data point.

- To view only the Number of Tests Started, select **Number of Tests Completed** in the chart legend to de-select that data from the chart view. To view only the Number of Tests Completed, select **Number of Tests Started** in the chart legend to remove that data instead.

**Notes:**

- If a student completes all sessions started on that day, this student is counted in the 'Completed' number.
- If a student starts but does not complete a test session on that day, this student is **not** counted in the 'Completed' number.



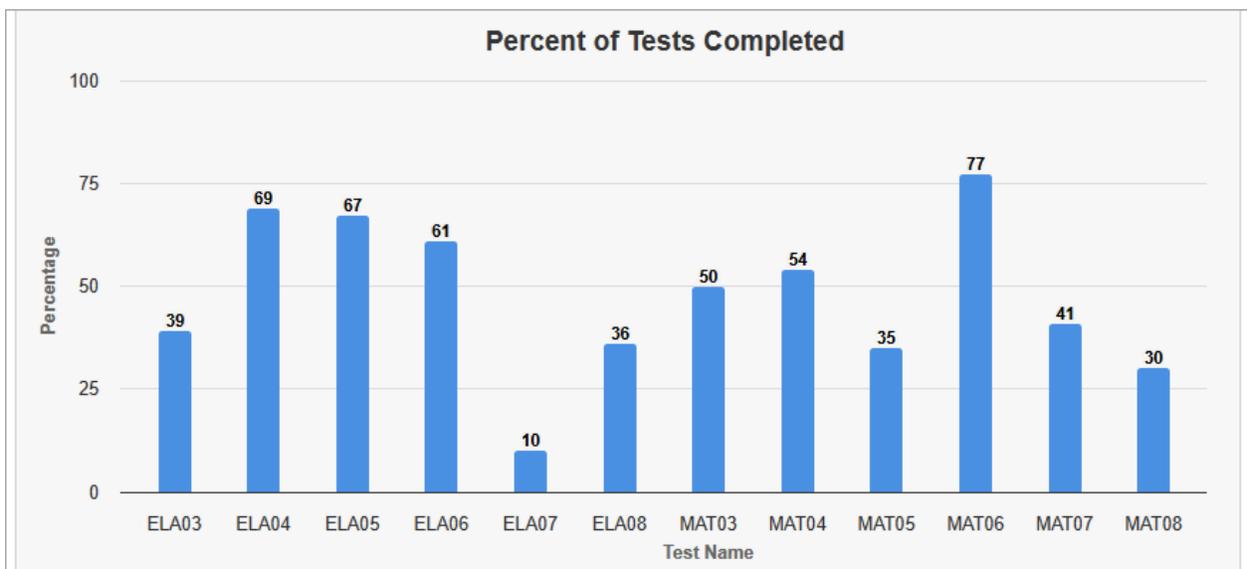
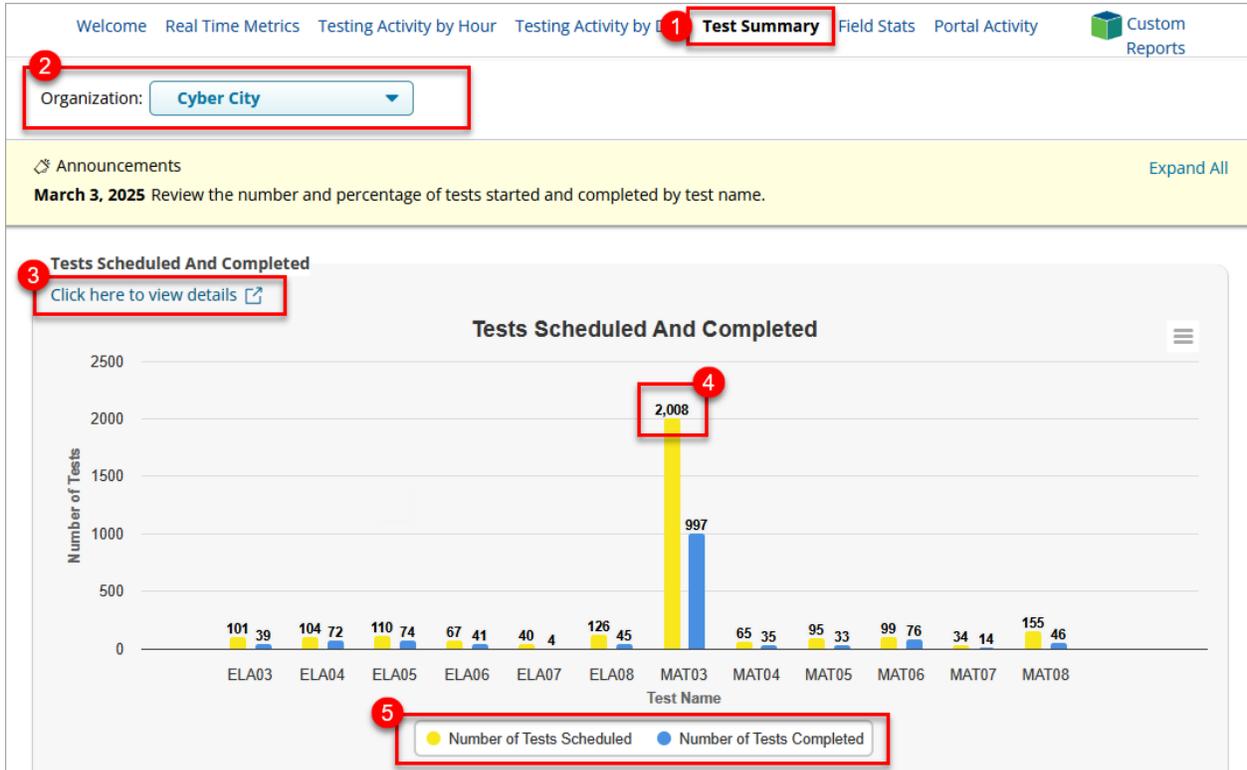
**Test Summary**

Test Summary will display two charts: **Tests Scheduled and Completed** and the **Percent of Tests Completed** for the organization selected. (The percent of tests completed is a comparison of tests scheduled and tests completed.) The Test Summary report is cumulative and is updated hourly.

To view Test Summary, follow the steps below:

- On the Administration Dashboard page, select **Test Summary** from the top menu bar.
- To filter the report by school or district use the organization drop-down menu.
- To view the report as a table, select **Click here to view details**.

4. Hover the mouse pointer over a data point on the chart to view the number of tests scheduled, tests completed, or the percentage of tests completed for that data point.
5. Number of Tests Scheduled or Number of Tests Completed can be removed from the chart by selecting one or the other in the chart legend.



Within the report, select **Click here to view details** to view the report as a table, as shown below.

Cyber DTC ▾

← Back to RICAS Portal | Back to Custom Reports

Test Summary: RICAS Grades 3-8, Cyber City

Options Download

Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30

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## Field Stats

The Field Stats tab may be most applicable for technology coordinators. Field Stats will display an **Operating Systems Summary** and **Site Readiness Information** for the organization selected.

The Operating System Summary lists all of the operating systems and versions that were used by students during testing.

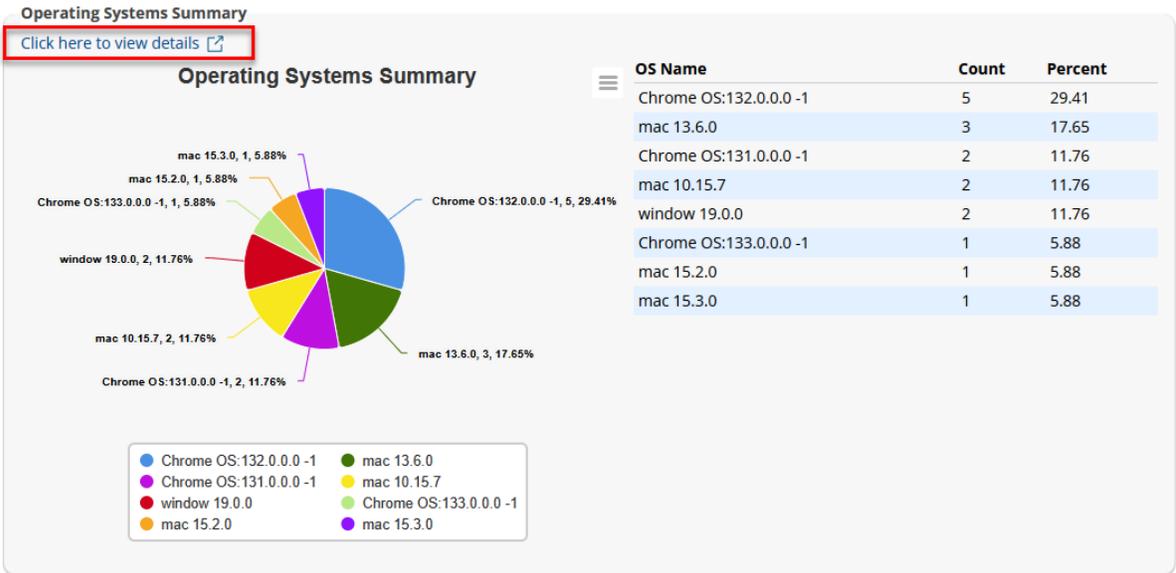
For example, in the OS Name chart below, the following types of devices were used:

- Chromebooks running different versions of ChromeOS (ChromeOS:131, ChromeOS:132, and ChromeOS:133)
- iPads (mac 10.15.7)
- MacOS (mac 13.6.0, mac 15.2.0, mac 15.3.0)
- Windows 11 devices
  - Note: Windows 11 devices will be listed in the chart below as anything above Windows 11.0.0; an example from the chart below is Windows 19.0.0.

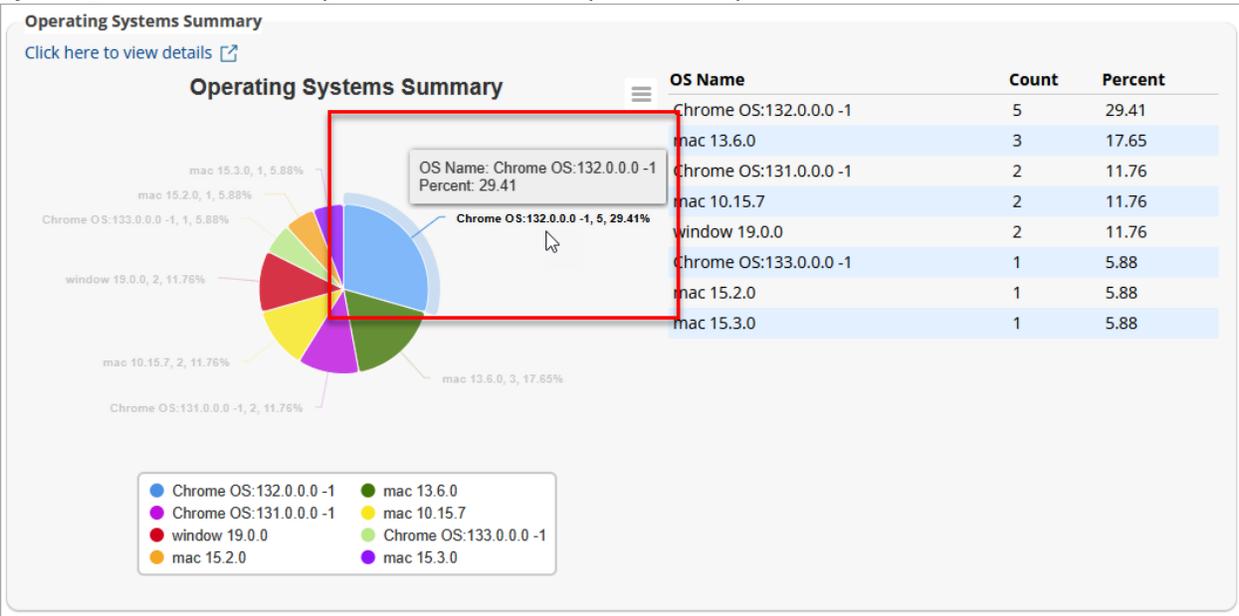
Organization: Cyber City


**Announcements**
[Expand All](#)

**March 3, 2025** Summary of operating systems used during the administration window.  
**March 3, 2025** Site readiness information is also provided as organizations prepare for testing.

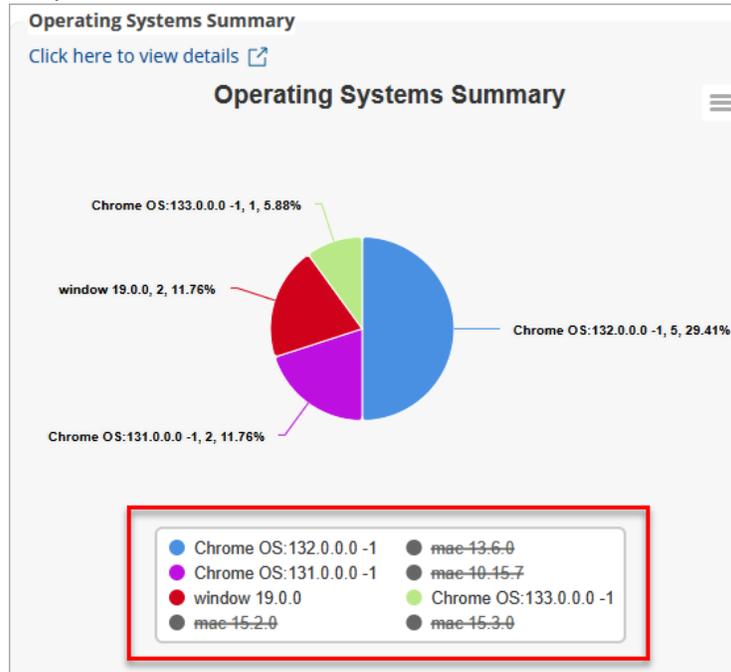


To focus on a specific operating system and percentage of devices that used that operation system, hover the mouse pointer over the data point in the pie chart.



To focus on certain operating systems in the pie chart, remove operating systems from the pie chart by selecting the operation system in the pie chart legend. Once selected in the legend, they

will be crossed out and removed from the chart. In the example below, all macOS versions have been removed from the pie chart.



Within the report, select **Click here to view details** to view the report as a table.

**Operating Systems Summary: RICAS Grades 3-8, Cyber Valley Sch4-004**

Group	OS Name	Count	Percent
Cyber Valley Sch4-004	Chrome OS:132.0.0.0 -1	5	29.41
Cyber Valley Sch4-004	mac 13.6.0	3	17.65
Cyber Valley Sch4-004	Chrome OS:131.0.0.0 -1	2	11.76
Cyber Valley Sch4-004	mac 10.15.7	2	11.76
Cyber Valley Sch4-004	Windows 19.0.0	2	11.76
Cyber Valley Sch4-004	Chrome OS:133.0.0.0 -1	1	5.88
Cyber Valley Sch4-004	mac 15.2.0	1	5.88
Cyber Valley Sch4-004	mac 15.3.0	1	5.88

The Site Readiness Information will display the total number of organizations, whether they participated in Site Readiness, and if Site Readiness was certified. Note that Site Readiness completed on iPads will not appear in this table.

**Site Readiness Information**  
[Click here to view details](#)

Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
4	3	3

Within the report, select **Click here to view details** to view the report as a table.

Rhode Island Department of Education
 Cyber DTC ▾

[← Back to RICAS Portal](#) | [Back to Custom Reports](#)

**Site Readiness Information:** RICAS Grades 3-8, Cyber City
 
[Options](#)
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Group	Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
Cyber City	4	3	3

### Portal Activity

Portal Activity will display the Number of Portal Users by Day for the selected organization and by date (if selecting a date using the Date Filter). Schools and districts may want to view this report to determine how many staff are using the RICAS Portal each day. The Portal Activity report is updated hourly. Within the report, select **Click here to view details** to view the report as a table.

[Welcome](#)
[Real Time Metrics](#)
[Testing Activity by Hour](#)
[Testing Activity by Day](#)
[Test Summary](#)
[Field Stats](#)
Portal Activity
 Custom Reports

Organization: Rhode Island ▾

Add Date Filter: No Date Filter ▾

Update

Announcements [Expand All](#)

**March 3, 2025** Review the number of portal users for specific dates.

**Number Of Portal Users by Day**

[Click here to view details](#)

#### Number of Portal Users by Day

Date	Number of Portal Users
03/13/25	2
03/12/25	5
03/11/25	4
03/10/25	5
03/07/25	5
03/06/25	5
03/05/25	5
03/04/25	3
03/03/25	3
02/28/25	4
02/27/25	3
02/26/25	2
02/25/25	6
02/24/25	3
02/21/25	2
02/20/25	2

## Custom Reports

Use Custom Reports to generate a specific Administration Dashboard report and view it as a tabular report. Custom Reports can then be sorted, customized, and downloaded as needed.

To run a Custom Report, follow the steps below:

1. Select the **Program**: RICAS Grades 3–8.
2. Select an Administration Dashboard Report from the report drop-down.
3. Select the Organization(s).
4. Select **Get Report** to view the report.

The screenshot displays the RIDE (Rhode Island Department of Education) Custom Reports interface. At the top left, there is a 'Back to RICAS Portal' link. The top right shows a 'Recent' icon and 'Demo DTC' with a dropdown arrow. The main content area is divided into three numbered steps:

- Step 1:** 'Program:' dropdown menu with 'RICAS Grades 3-8' selected.
- Step 2:** 'Report:' dropdown menu with 'Site Readiness Information' selected.
- Step 3:** 'Organization' section with '1 selected (clear)'. It includes a search box 'Search within Rhode Island' and a list of organizations with dropdown arrows: 'Rhode Island' (checked), 'Achievement First Rhode Island-41', 'Action Based Enterprises-D39333', 'Barrington-01', 'Beacon Charter School-58', and 'Blackstone Valley Prep - A.P.I. Mayoral Academy-47'.

At the bottom right, there is a 'Get Report' button with a red circle containing the number '4' next to it.

The report will then be shown. Below is the Test Summary Report for Cyber City for RICAS Grades 3–8 program.

RIDE Rhode Island Department of Education Cyber DTC

Back to RICAS Portal | Back to Custom Reports

Test Summary: RICAS Grades 3-8, Cyber City

Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30

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### Sorting Reports

To sort the report, select any of the blue column headings within the report and then select **Sort Ascending** or **Sort Descending**.

Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
ELA04	192173	157	Sort >	Sort Ascending Sort Descending	157	133	85
ELA03	192173	104	39	38	104	39	38

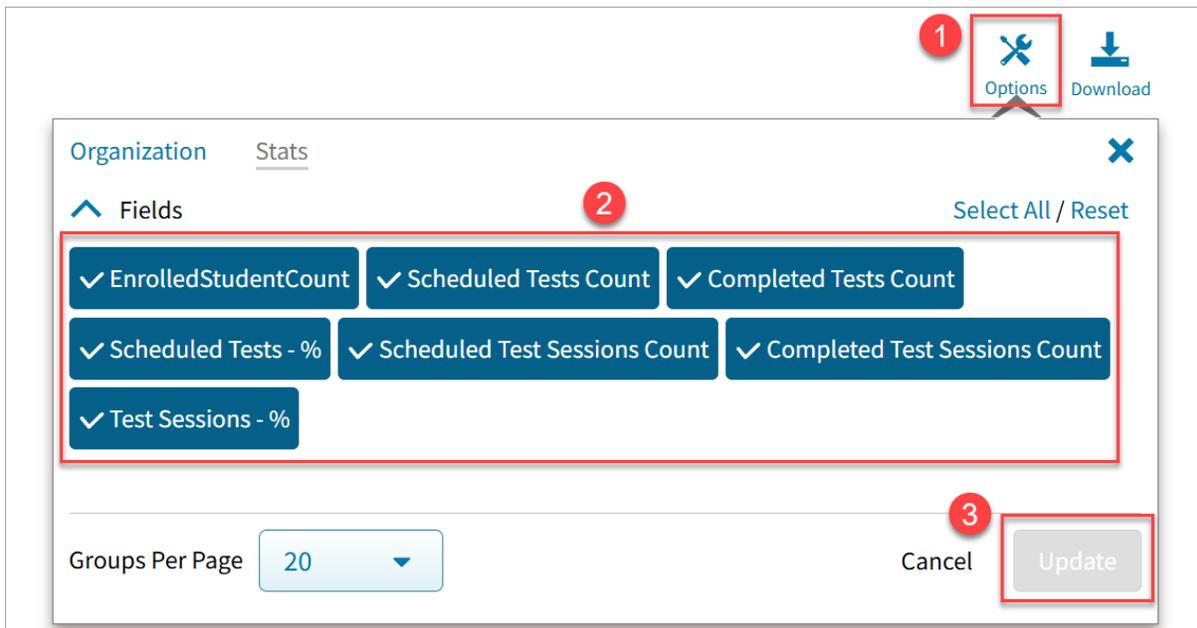
To clear the sort and return to the original report, select the blue **Arrow** in the column.

Completed Tests Count	Scheduled Tests - %
4	10

## Customize Reports

To customize the report, follow the steps below:

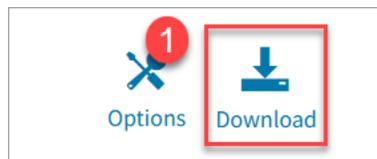
1. Select the **Options** icon on the top right-hand side of the report.
2. On the pop-up window, de-select or select fields to include in the report. The options available on the Options tab will vary depending on which report is selected.
3. Once the selections have been made, select **Update** to update the report.
4. **Note:** Groups Per Page is the number of students that will display on a single page once the report is updated.



## Downloading Reports

To download the report, follow the steps below:

1. Select the **Download** icon on the top right-hand side of the report.



2. On the pop-up window, select the download file type, add a report name, select the layout for the download, and select the pages.
3. Select **Download** to download the report.

**Download Report** ✕

**2**

Download  PDF  CSV  EXCEL

Report Name

Layout  Landscape  Portrait

Pages  Current Page  All  Custom

**3**

**Download**