

Online Reporting System

User Guide

2020–2021

Published July 28, 2020

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), which provides score reports for each student who takes a Oregon Statewide Assessment System (OSAS) test.

This section describes the structure and organization of the user guide.

Organization of this User Guide

This user guide includes the following sections:

- [Overview of the Online Reporting System](#), provides an introduction to the ORS and describes its available user roles.
- [Accessing the ORS](#), includes instructions for logging in and out of the ORS and switching between different OSAS systems.
- [Understanding the ORS Interface](#), describes the layout and key features of the ORS interface.
- [Viewing Score Reports](#), includes an in-depth overview of the available score reports.
- [Viewing Reports & Files](#), describes how to download student results and view test statistics.
- [Working with Student Rosters](#), provides instructions for creating and managing student rosters.
- [Searching for a Student's Score Reports](#), explains how to search for score reports for particular students in the ORS.
- [Appendix A, Scale Score Ranges by Achievement Levels](#), provides a table of scale score ranges by achievement levels.
- [Appendix B, Printing Reports in the ORS](#), explains how to print reports in the ORS.
- [Appendix C, User Support](#), provides Helpdesk information.

Overview of the Online Reporting System

The ORS contains two major features: Score Reports and Reports & Files.

- **Score Reports:** Provide performance data for OSAS tests. These reports allow you to compare performance data between students, rosters, and other institutions. Score reports in the ORS provides information about student performance on the overall test subject, as well as the content categories within a subject (such as claims).
- **Reports & Files:** Provides summary statistics (counts and percentages) of students who tested in a selected subject and grade level. You can also download student data files containing test scores and demographic information.

The ORS also enables you to create and manage rosters for analyzing score data for specific student groups.



Note: The dynamic data in the ORS can be used to gauge students' achievement on various assessments but should not be used for official accountability purposes.

Understanding User Roles and Permissions

Access to the ORS reports and features depends on your user role. You can only view data for your associated entity (such as a district or school) and the students, rosters, and entities that belong to it.

[Table 1](#) explains which reports and features are accessible to each user role within the ORS.

Table 1. User Roles and Access in the Online Reporting System

Access Level and Roles*	District			School		
	DTC	DLU	DRV	STC	TA	SRV
Score Reports						
School Listing	✓	✓	✓	✓	✓	✓
Personnel Listing	✓	✓	✓	✓	✓	✓
Roster Listing	✓	✓	✓	✓	✓	✓
Student Listing	✓	✓	✓	✓	✓	✓
Individual Student Score Report	✓	✓	✓	✓	✓	✓
Reports & Files						
Summary Statistics	✓	✓	✓	✓	✓	✓
Retrieve Student Results	✓	✓	✓	✓	✓	✓
Rosters						
Add Rosters	✓	✓		✓	✓	

Online Reporting System

Access Level and Roles*	District			School		
	DTC	DLU	DRV	STC	TA	SRV
Edit Rosters	✓	✓		✓	✓	
Upload Rosters	✓	✓		✓	✓	
Search Students	✓	✓	✓	✓	✓	✓

* DTC–District Administrator; DLU–District Level User; DRV–District Report Viewer; STC–School Test Coordinator; TA–Test Administrator; SRV–School Report Viewer

Accessing the ORS

This section explains how to log in and out of the ORS and switch between different systems.

How to Log in to the ORS

To log in to the ORS, you must have an authorized username and password.



Warning: Do not share your login information with anyone. All OSAS systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to ORS:

1. Navigate to the OSAS portal (<https://osasportal.org/>).
2. Select your user role.

Figure 1. User Cards on Portal



3. Click **Online Reporting System (ORS)**. The **Login** page opens.

Figure 2. ORS Card on Portal



4. Enter your email address and password.

Online Reporting System

Figure 3. Login Page

The screenshot shows a login form with two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button labeled 'Secure Login'.

5. Click **Secure Login**.

- a. If the **Enter Code** page appears, an authentication code is automatically emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within fifteen minutes of receiving the email. (If the code has expired, click **Resend Code** to request a new code.)

The ORS **Welcome** page appears.

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When your account is created, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes of receiving this email.

- **If your first temporary link expired:**

In the activation email you received, click the second link provided and request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional Help**

If you are unable to log in, contact the OSAS Helpdesk for assistance. You must provide your name and email address. Contact information is available in the [Appendix C, User Support](#) section of this user guide.

Switching Between OSAS Online Systems

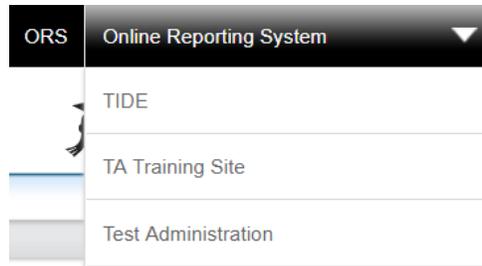
When you are logged in to any OSAS online system, you can switch between systems without having to log in again.

Online Reporting System



Note: Your access to systems depends on your user role. Though you can navigate to TDS, the navigation menu does not appear in TDS, in order to prevent you from accidentally closing a session.

Figure 4. System Name Drop-Down List



To switch between the OSAS systems:

1. Select a system from the system name drop-down list in the upper-left corner of the ORS.

Logging out of the ORS

When you finish using the ORS, be sure to log out so that unauthorized users do not access students' personally identifying information.



Warning: Logging out of the ORS logs you out of most other OSAS systems as well. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions. ORS has a timeout feature that automatically logs you out after 20 minutes of inactivity.

To log out of the ORS:

- Click **Log Out** in the upper-right corner of the page.

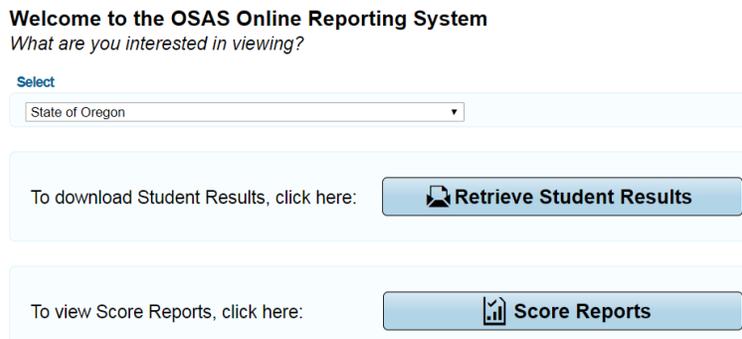
Understanding the ORS Interface

This section describes the ORS features and layout.

ORS Welcome Page

When you log in to the ORS, the **Welcome** page appears. From here, you can select the report you want to view.

Figure 5. Welcome Page



How to view the ORS reports:

1. If you are associated with multiple roles or entities, the **Select** drop-down list appears. From this drop-down list, select the district or school whose reports you want to view.
2. Do one of the following:
 - To view score reports, click **Score Reports**.
 - To download student results, click **Retrieve Student Results**.

Using the ORS Banner

The banner provides links to all the ORS reports and features.



Alert: Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser's back button.

Figure 6. ORS Banner



- **Score Reports** links to the **Home Page Dashboard** (see [Figure 7](#)). For more information, see [Viewing Score Reports](#).
- The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see [Viewing Reports & Files](#).
 - Summary Statistics

Online Reporting System

- Retrieve Student Results
- **Inbox** opens the *Inbox* window, where you can access student performance data files. For more information, see [Accessing Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for students to access their test results. For more information, see [Searching for a Student's Score Reports](#).
- Each of the following roster links only appears for authorized users (for more information, see [Working with Student Rosters](#)).
 - **Add Rosters** opens the *Add Roster* page, where you can create student rosters.
 - **View/Edit Rosters** opens the *View/Edit Roster* page, where you can view and edit student rosters.
 - **Upload Rosters** opens the *Upload Roster* page where, you can upload roster files.
- **Help** opens the online version of this user guide.
- **Print** allows you to print the data on the current page. For more information, see [Appendix B](#).
- **Export** allows you to export the data displayed on the page. The data is exported as a Microsoft Excel (.xls) file.

Viewing Score Reports

This section describes score reports and their features. It also provides instructions for accessing the different score reports.

Overview of Score Reports

Score reports display data for district, school, personnel, roster, and student performance on OSAS tests. The Online Reporting System provides score reports for the overall subject of a test, as well as the content categories within a subject (such as claims).

You can use these reports to identify areas where students are performing well and where student performance can be improved. You can view performance trends to see if overall performance is improving over time. Data can be compared with the overall state and district averages for the test you are analyzing.

All score report data are based on the number of students with scored tests. Students who completed but did not submit their tests for scoring are excluded from these reports.



Alert: Since ORS presents data as students complete and submit their online tests, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

If a test includes hand-scored items, all items must be scored before the test's data appears in ORS reports. For tests without hand-scored items, the ORS presents data as soon as students submit them.

If students continue to complete tests over the course of the testing window, the data may change constantly. Users should exercise caution when comparing aggregate data before all scores are available in the ORS.

- For instance, if a test coordinator tests the low-performing students before testing the high-performing students, the school's average scores may be lower at the start of the testing window. Thus, any comparisons made between an individual student's scores relative to the school's average scores early in the testing window may not be entirely accurate.

You can view score report data at various levels. For example, you can view a Grade 5 ELA report for a roster, for all of a teacher's students, for an entire school, or for a district.

[Table 2](#) provides an overview of the types of score reports available and the levels of aggregation at which they can be viewed. Score reports provide data for the administration you select from the **Home Page Dashboard**.

Table 2. Available Score Reports

Report	District Level	School Level	Personnel Level	Roster Level	Student Level
Home Page Dashboard	✓	✓	✓		

Report	District Level	School Level	Personnel Level	Roster Level	Student Level
Summary of performance across grades and subjects.					
Subject Detail Subject-level performance data within a particular grade or course.	✓	✓	✓	✓	
Claim Level Detail (ELA and Math) Claim/Block-level performance data for a subject within a particular grade or course.	✓	✓	✓	✓	
Reporting Category Level Detail Reporting category-level performance data for a subject within a particular grade or course.	✓	✓	✓	✓	
Domain Level Detail Domain-level performance data for a subject within a particular grade or course.	✓	✓	✓	✓	
Target Level Detail Relative strengths and weaknesses by target for a subject within a particular grade or course.	✓	✓	✓	✓	
Content Standard Level Detail Relative strengths and weaknesses by content standards for a subject within a particular grade or course.	✓	✓	✓	✓	
Trend Longitudinal comparison of scores for a selected administration over time.	✓	✓	✓	✓	✓
Student Listing Performance data for the individual students who belong to a school, teacher, or roster.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course (and claims, if applicable).					✓

Accessing Score Reports

The **Home Page Dashboard** displays a summary of the overall score data and testing progress for your associated entity. From this page, you can define the students whose scores you want to view and navigate to more detailed score reports.

Figure 7. Home Page Dashboard

Home Page Dashboard

Select Test and Year

Test: OSAS

Administration: 2019-2020

Scores for students who were mine at the end of the selected administration
 Scores for my current students
 Scores for students who were mine when they tested during the selected administration

Select

State of Oregon

Select a district and then click on a grade and subject to view more information.

Overall Performance on the OSAS test, by Subject, Grade: State of Oregon, 2019-2020

English Language Arts			Mathematics		
Grade	Percent of Students Proficient	Percent of Students Tested	Grade	Percent of Students Proficient	Percent of Students Tested
Grade 3	42%	0%	Grade 3	60%	0%
Grade 4	13%	0%	Grade 4	4%	0%
Grade 5	50%	0%	Grade 5	22%	0%
Grade 6	35%	0%	Grade 6	19%	0%
Grade 7	37%	0%	Grade 7	17%	0%
Grade 8	47%	1%	Grade 8	6%	0%
High School	67%	8%	High School	40%	4%

To view the Home Page Dashboard:

- If you are on the **Welcome** page, select the required entity from the **Select** drop-down list (if available) and then click **Score Reports**.
- If you are on any other page of the ORS, click **Score Reports** in the banner .

How to Define the Student Population

From the **Home Page Dashboard**, you can specify the test, administration, and student group whose data you wish to view. To watch a tutorial for making selections on the **Home Page Dashboard**, see <https://guides.cambiumast.com/ORS/tutorials/DefiningStudentPopulation.mp4>.

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To specify the score report parameters:

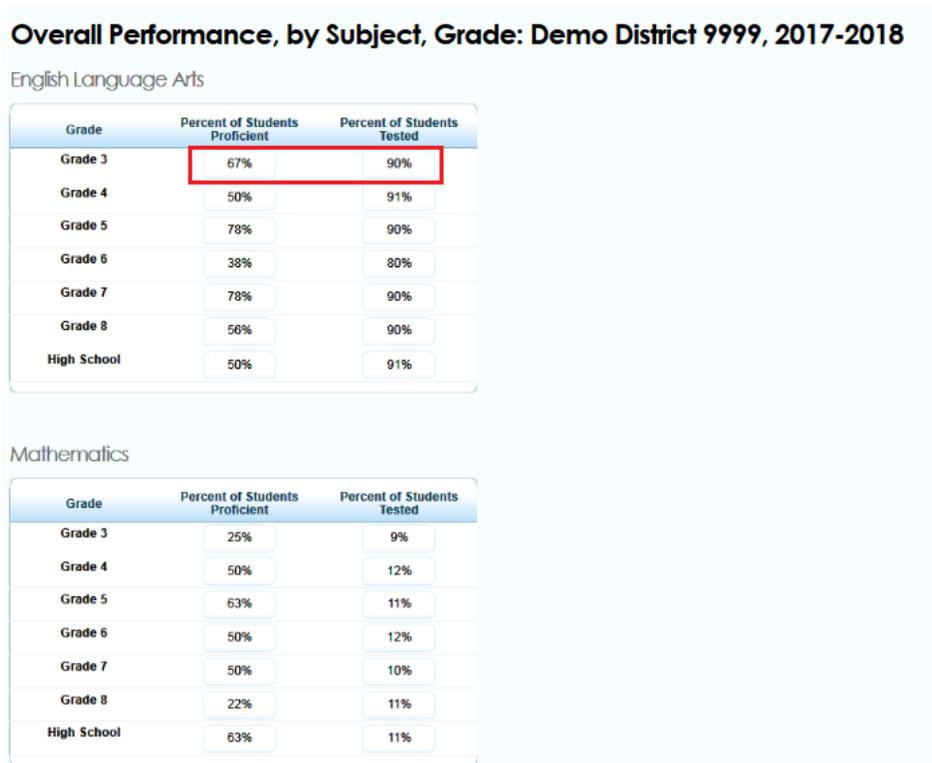
1. From the **Test** drop-down list, select a type of assessment.
2. From the **Administration** drop-down list, select the administration period (such as 2020-2021).
3. Select the radio button for the group of students whose scores you wish to view:
 - **Scores for students who were mine at the end of the selected administration**—Displays scores only for students associated with your school or district who were associated with your rosters at the end of the selected administration. The reports will exclude scores of students who have been removed from TIDE or left your rosters prior to the end of the administration.
 - **Scores for my current students**—Displays scores for students associated with your current rosters, even if they were enrolled in a different school or district during the selected administration. This would include students who moved to your school or district from out of state (assuming they completed the selected test).
 - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster at the time when they completed the selected test during the selected administration. This option includes students who transferred away or were removed from TIDE after testing.

The **Home Page Dashboard** displays aggregation tables based on your selected parameters.

Understanding the Dashboard Aggregation Tables

Aggregation tables on the **Home Page Dashboard** display score data for students by grade (or grade-band) and subject. These tables provide access to more detailed score reports.

Figure 8. Home Page Dashboard Aggregation Tables



For ELA, Math, and Science assessments, aggregation tables display the following columns:

- **Percent of Students Proficient**—Displays the percentage of students from the Percent of Students Tested column who scored at Level 3 or above on each test.
- **Percent of Students Tested**—Displays the number of students to date who completed their test and have a valid score.



Note: Important Information about High School Science Scores

For High School OSAS Science tests, the Score Reports measure, “Percent of Students Tested” is based on the number of students who are in Grade 11, the grade of accountability. The measure “Percent of Students Proficient” is based on the highest score a current grade 11 student obtained from either 2020-21, 2019-20, or 2018-19, when the new NGSS-aligned High School OSAS test was first administered. The Percent at Each Performance level will be based on the highest score earned for last year or this year’s test.

If you navigate to the Reporting Category or Content Standard report for High School OSAS Science, it will show discipline level data for tests taken during the current school year. By restricting these reports to the enrolled grade, you can better assess your 11th grade students’ current instructional needs and academic strengths.

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For ELPA Summative and ELPA Screener assessments, aggregation tables display the following columns:

- **Percent Determined Proficient**—Displays the percentage of students from the Number of Students Tested column who reached the proficiency threshold on the ELPA tests.
- **Number of Students Tested**—Displays the number of students to date who completed their test and have a valid score.

Accessing Subject Detail Score Reports

To access detailed score reports for a particular subject:

- On the appropriate aggregation table, click the cell for the grade and subject whose reports you wish to view. For example, to view the subject detail report for Grade 3 ELA, you would click the cell outlined in [Figure 8](#).

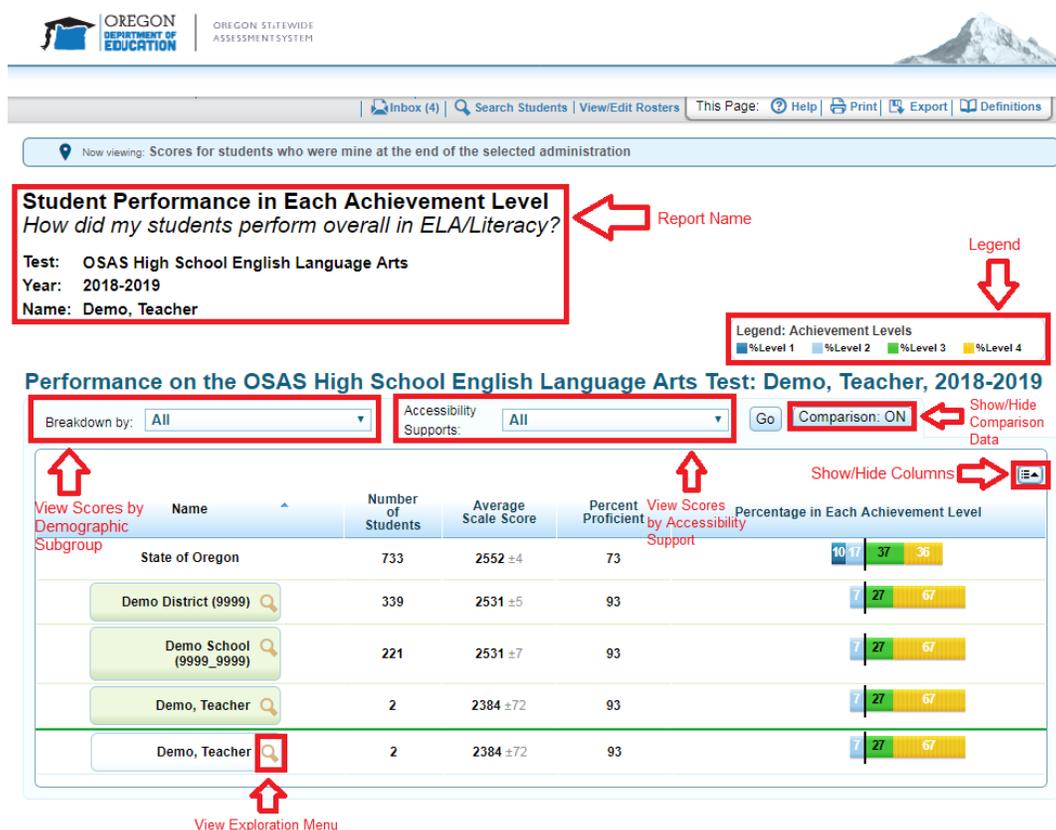
Working with Score Report Features

Most score reports in the ORS share similar features. [Figure 9](#) illustrates some of the common features of score reports.



Note: The actual features available in a report may vary. Not all features covered in this section are available for every report in the ORS.

Figure 9. Annotated Subject Detail Score Report



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Common score report features include the following:

- **Name:** The name of the score report, the test, the administration, and the entity appear above the report.
- **Report Table:** All score reports provide one or more tables depicting the performance data.
- **Student Population:** The student group parameter you selected on the *Home Page Dashboard* appears above the report. You can click the **Change your Selection** link in this label to return to the *Home Page Dashboard* and change the selected student population option, if necessary.
- **Time Stamp:** A time stamp appears at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend appears above the report to describe any color codes used to illustrate performance level data.

Other score report features allow you to do the following:

- [How to Navigate between Score Reports using the Exploration Menu](#)
- [How to View Scores Based on Demographic Subgroup](#)
- [How to View Scores Based on Test Accommodation](#)
- [How to Show and Hide a Report's Columns](#)
- [How to Sort Data in a Report](#)
- [How to Show and Hide Comparison Data](#)

How to Navigate between Score Reports using the Exploration Menu

Using the Exploration Menu (see [Figure 10](#)), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the *Home Page Dashboard*.

Figure 10. Exploration Menu

The screenshot shows a form titled "Demo District (9999)". It contains five dropdown menus and a "View" button. The dropdowns are labeled "Subject", "Grade", "Who", "What", and "When". The selected values are "Mathematics", "Grade 3", "School", "Subject", and "Current Admin" respectively.

Demo District (9999)	
Subject:	Mathematics ▼
Grade:	Grade 3 ▼
Who:	School ▼
What:	Subject ▼
When:	Current Admin ▼
<input type="button" value="View"/>	

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To navigate between score reports:

1. To open the Exploration Menu, click  beside an entity in the Name column of a report.
2. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information, see [Understanding the Exploration Menu Options](#).
3. Click **View**.

Understanding the Exploration Menu Options

The Exploration Menu allows you to navigate to different types of score reports. By default, the first two drop-down lists display the subject and grade you selected from the **Home Page Dashboard** aggregation tables.

The **Subject** and **Grade** drop-down lists allow you to navigate to score reports for a different subject or grade in the selected test, respectively. The available options depend on the test you selected from the **Home Page Dashboard**.



Note: The Exploration Menu does not allow you to navigate to a different assessment. To view score reports for a different assessment, you must return to the **Home Page Dashboard** and select the required assessment from the **Test** drop-down list. For more information, see [How to Define the Student Population](#).

The remaining drop-down lists allow you to select parameters for the type of score report you wish to view. For navigation purposes, score report parameters can be broadly categorized into three dimensions: **Who**, **What**, and **When**. The options available in these drop-down lists depend on your user role, the report you are viewing, and the entity you clicked to open the Exploration Menu. If a drop-down list shows no options, you cannot navigate any further in that dimension.



Example: Navigating with the Exploration Menu

If you are a district-level user, you can view all levels of Subject Detail Reports, such as the School Listing, Personnel Listing, Roster Listing, and Student Listing.

While viewing the School Listing Report (see [Figure 16](#)), if you open the Exploration Menu from the district level, the only available option in the **Who** drop-down list will be **School**, since you cannot view reports listing all the personnel, rosters, or students in a district.

However, if you open the Exploration Menu from the school level, you can select **Personnel**, **Roster**, or **Student** from the **Who** drop-down list to navigate to the reports for each of those entities within the selected school.

[Table 3](#) provides an overview of the Exploration Menu drop-down lists and the options available for each one.

Table 3: Exploration Menu Options

Dimension	Description	Options
Subject	Selects the subject for the score report.	[Subjects available for the selected test]
Grade	Selects the grade for the score report.	[Grades available for the selected test]
Who	Selects the groups or individuals by which the score report provides data.	<ul style="list-style-type: none"> • Institution • Personnel • Roster • Student
What	Selects the type of test data covered in the score report.	<ul style="list-style-type: none"> • Subject • Claims/Reporting Categories/Domains • Targets/Content Standards
When	Sets the report to display data for a single testing window or multiple testing windows over time.	<ul style="list-style-type: none"> • Trend • Current Admin

How to View Scores Based on Demographic Subgroup

The **Breakdown By** feature allows you to split up the score data into specific demographic subgroups (such as Race/Ethnicity subgroups).

To view score reports by a demographic subgroup:

- From the **Breakdown By** drop-down list (see [Figure 11](#)), select the required demographic subgroup. See [Table 4](#) for the available subgroups.
 - If you are working with the Student Listing Report, select a specific subgroup from the **Values** drop-down list (for example, select **Hispanic** for the subgroup **Race/Ethnicity**).
- Click **Go**, if available.

The report updates with score data for the selected subgroups.



Note: When breaking down a Student Listing Report, the report will show only the students in the subgroup you selected from the **Values** drop-down list.

Figure 11. Score Report with Breakdown by EL Flag

Performance on the Grade 5 Science Test, by EL: zzz Training District, 2017-2018

Breakdown by: **EL** Accessibility Supports: All Go Comparison: ON

Name	Grouping	Average Scale Score at This Time Last Year	Student Count	Scale Score	% Meets or Exceeds	% at Each Performance Level			% Completed			
						0	1	2	0	1	2	
State of Oregon	All	N/A	44499	228	65	11	24	51	16	0	100	23
State of Oregon	EL (No)	N/A	39955	230	71	7	22	55	16	11	89	19
State of Oregon	EL (Yes)	N/A	4544	217	16	41	43	16		90	10	4
zzz Training District (9999)	All	N/A	24	203	4	92	4	4		37	63	21
zzz Training District (9999)	EL (No)	N/A	21	203	5	95	5			45	55	16
zzz Training District (9999)	EL (Yes)	N/A	3	209	0	67	33			92	8	5
Oregon Training School (99999898)	All	N/A	24	203	4	92	4	4		37	63	21
Oregon Training School (99999898)	EL (No)	N/A	21	203	5	95	5			45	55	16
Oregon Training School (99999898)	EL (Yes)	N/A	3	209	0	67	33			92	8	5

Table 4. Demographic Subgroups

Subgroup	Description	Possible Values
Enrolled Grade	Grade in which student is enrolled during the test administration	<ul style="list-style-type: none"> Pre-Kindergarten through Grade 12
English Learner (EL) Status	Student's EL status	<ul style="list-style-type: none"> Yes No
Race/Ethnicity	Student's ethnicity code	<ul style="list-style-type: none"> African American American Indian/Alaskan Native Asian Hispanic Multi-Racial Pacific Islander White
Special Education	Student has Individual Education Plan	<ul style="list-style-type: none"> Yes No
Title 1	Student's Title 1 Status	<ul style="list-style-type: none"> Yes No

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How to View Scores Based on Test Accommodations

The **Accessibility Supports** feature allows you to split up the score data into specific subgroups based on the accommodations students used while testing (such as subgroups for students who tested with or without American Sign Language).

This feature is available on the Subject Detail Report, Claims Detail Report, and Student Listing Report.

To view score reports by an accessibility support:

- From the **Accessibility Supports** drop-down list (see [Figure 12](#)), select the required test accommodation. [Table 5](#) lists the available accommodation options you can select.
 - If you are working with the Student Listing Report, select a specific test setting from the **Values** drop-down list (for example, select **Braille** for the **Presentation** accessibility support).
- Click **Go**. The report updates with score data for the selected accessibility support.



Note: When breaking down a Student Listing Report, the filtered report will show only the students who tested with the test setting you selected from the **Values** drop-down list.

Figure 12. Score Report with Breakdown by American Sign Language

Performance on the Grade 5 Science Test, by American Sign Language: zzz AIR Training District, 2017-2018

Breakdown by: Accessibility Supports: Comparison: ON

Name	Accessibility Supports	Average Scale Score at This Time Last Year	Student Count	Scale Score	% Meets or Exceeds	% at Each Performance Level	% Completed		
							0	1	2
State of Oregon	Unknown	N/A	44499	228	65	11 24 51 15	0	100	23
State of Oregon	All	N/A	44499	228	65	11 24 51 15	0	100	23
zzz AIR Training District (9999)	Unknown	218	24	203	4	92 4 4	37	63	21
zzz AIR Training District (9999)	All	218	24	203	4	92 4 4	37	63	21
Oregon Training School (9999898)	Unknown	219	24	203	4	92 4 4	37	63	21
Oregon Training School (9999898)	All	219	24	203	4	92 4 4	37	63	21



Note: For accommodations that have multiple values (such as Braille contracted for CAT and Braille uncontracted for PT), the reports will list students separately for each value (i.e., the student will be counted toward Braille contracted as well as Braille uncontracted).

Table 5. Accessibility Support Options

Accessibility Support
American Sign Language
Closed Captioning
Color Choices
ELPA Domain Exemptions
Glossary
Line Reader
Masking
Permissive Mode
Presentation
Print on Request
Print Size
Streamlined Interface Mode
Text-to-Speech

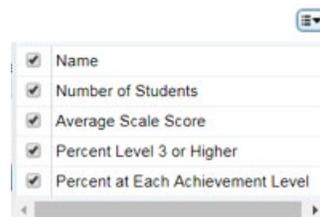
How to Show and Hide a Report's Columns

You can choose which columns to display on a score report.

To show or hide a report's columns:

1. Click  in the upper-right corner of the table. A list of the columns in the table appears.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To exit this list, move your cursor away from the arrow icon.

Figure 13. Score Report Columns



Online Reporting System

How to Sort Data in a Report

For each column in a report, you can sort data in ascending or descending order. By default, reports are sorted by Name in ascending order.

To sort the data:

1. Click the column header to sort data in ascending order.
2. Click the column header again to sort the data in descending order.



Note: The selected sort order will automatically apply to all the reports that you view while logged in to the ORS.

How to Show and Hide Comparison Data

By default, score reports display score data of the state, district, or school in the top rows above the green line. You can use this data to compare your students results to those of entities they belong to. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.



Note: The available comparison rows depend on the entity level from which you accessed the report. For example, the comparison rows will show teacher score data if you access the Roster Listing Report from the Personnel Listing Report rather than the School Listing Report.

To show or hide comparison data:

- Click the **Comparison** button above the report.
 - When **Comparison: On** shows, comparison rows display on the report (see [Figure 14](#)).
 - When **Comparison: Off** shows, comparison rows are hidden from view ([Figure 15](#)).

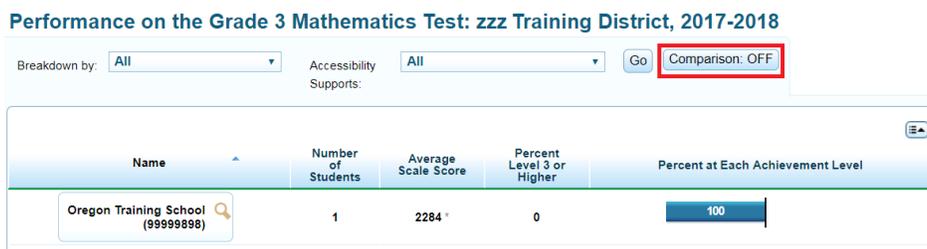
Figure 14. Score Report with Comparison On

Performance on the Grade 3 Mathematics Test: zzz Training District, 2017-2018

Breakdown by: Accessibility Supports: Go

Name	Number of Students	Average Scale Score	Percent Level 3 or Higher	Percent at Each Achievement Level
State of Oregon	42076	2427 ±0	47	29 24 27 20
zzz Training District (9999)	1	2284 *	0	100
Oregon Training School (99999999)	1	2284 *	0	100

Figure 15. Score Report with Comparison Off



Viewing Subject Detail Score Reports for Summative Tests

The Subject Detail Report is the first score report that you can access from the *Home Page Dashboard*.

The Subject Detail Reports display overall student performance for the selected test subject. [Table 6](#) describes the Subject Detail Reports columns for ELA and Math assessments, [Table 7](#) describes the Subject Detail Report Columns for ELPA Summative and ELPA Screener assessments, and [Table 8](#) describes the Subject Detail Report Columns for Science assessments.

Table 6. Subject Detail Report Columns (ELA and Math)

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Number of Students	The number of students to date who submitted the test for scoring.
Average Scale Score	The average score and standard error of the mean for students who completed the scaled tests.
Percent Level 3 or Higher	The percentage of students to date who scored level 3 or above on the selected test.
Percent in Each Achievement Level	The distribution of students across each of the four achievement levels.

Table 7. Subject Detail Report Columns (ELPA Summative and ELPA Screener)

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Number of Students	The number of students to date who submitted the test for scoring.
Percent Determined Proficient	Percent of students who completed a test in the given administration whose scores are in the Proficient ranges.

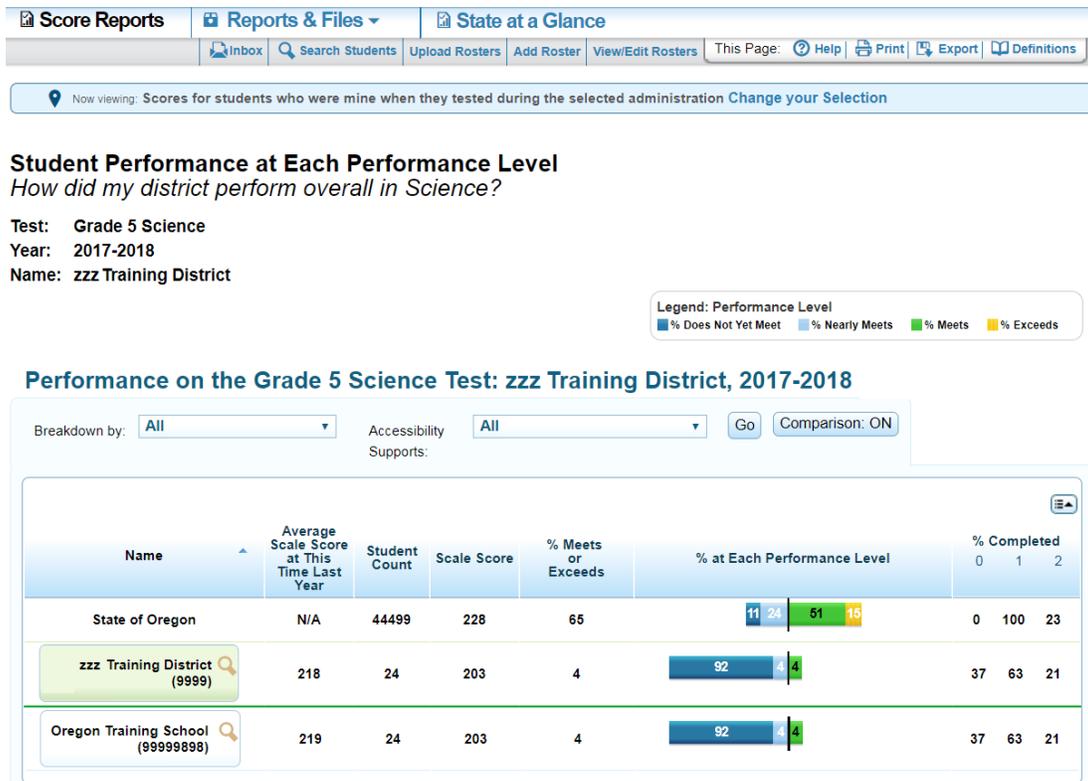
Table 8. Subject Detail Report Columns (Science)

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Student Count	The number of students to date who submitted the test for scoring.
Average Scale Score	The average score and standard error of the mean for students who completed the scaled tests.
Percent Proficient	Percent of students who completed a test in the given administration whose scores are in the Proficient ranges.
Percent of Students in Each Achievement Level	The distribution of students across each of the four achievement levels.

Viewing School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the district performed on the selected grade and subject. Comparison data for the district and state also appear in this report. This report is available to district-level users.

Figure 16. School Listing Subject Detail Report



Online Reporting System

To access a school listing subject detail report from the **Home Page Dashboard**:

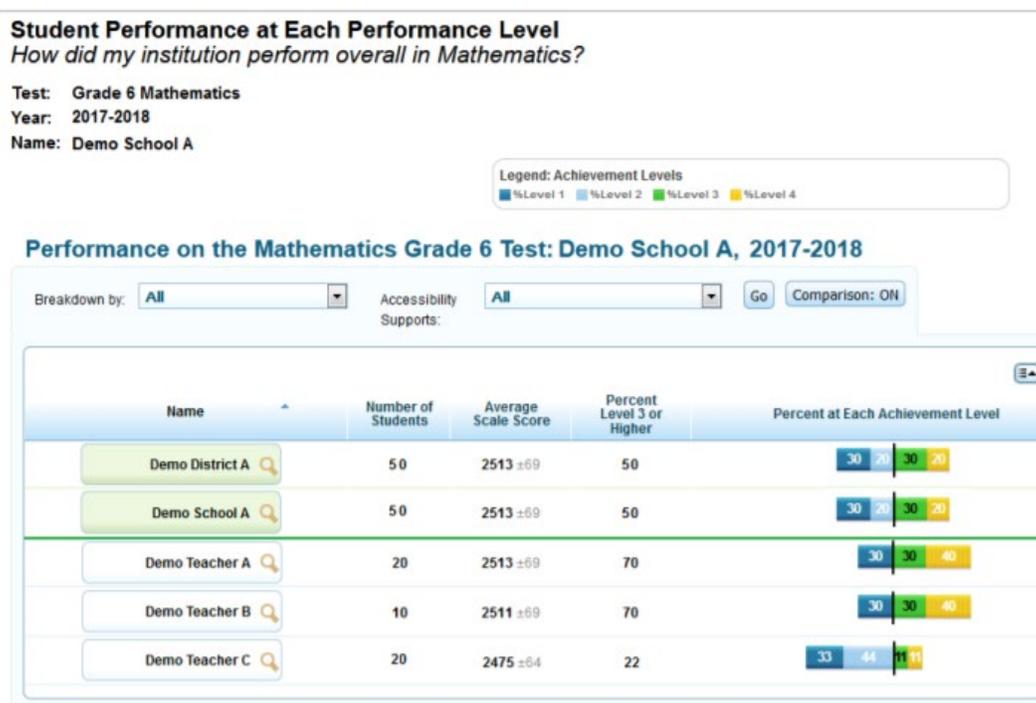
1. From the **Home Page Dashboard**, define the student population as described in the section [How to Define the Student Population](#).
2. On the **Home Page Dashboard** aggregate tables, click the grade-subject cell for the report you wish to view. The School Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Personnel Listing Subject Detail Reports

The Personnel Listing Subject Detail Report displays data for all the teachers in a selected school whose students completed the selected test grade and subject. It is available to district- and school-level users.

Figure 17. Personnel Listing Subject Detail Report



To navigate to the Personnel Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 16](#)), click  next to a school name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - b. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - c. From the **Who** drop-down list, select **Personnel**.

Online Reporting System

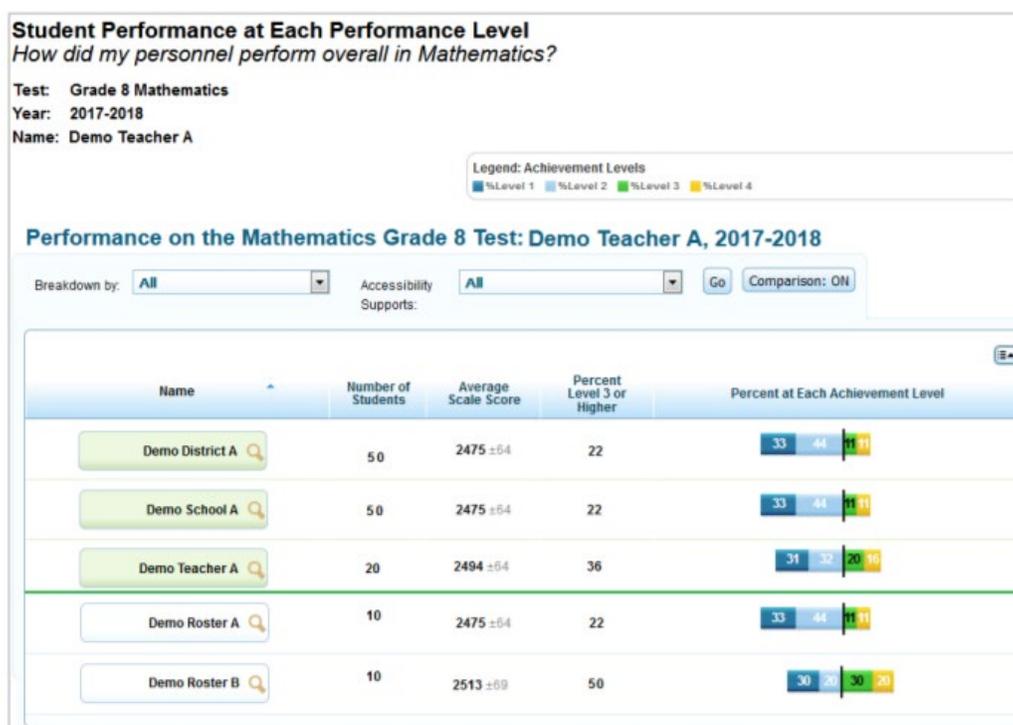
- d. From the **What** drop-down list, select **Subject**.
 - e. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Personnel Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Roster Listing Subject Detail Reports

The Roster Listing Subject Detail Report displays data for all the rosters associated with a selected school or teacher whose students completed the selected test. For more information about rosters, see [Working with Student Rosters](#).

Figure 18. Roster Listing Subject Detail Report



To navigate to the Roster Listing Subject Detail Report:

1. On the Personnel Listing Subject Detail Report ([Figure 17](#)), click  next to a teacher's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Roster**.
 - c. From the **What** drop-down list, select **Subject**.

Online Reporting System

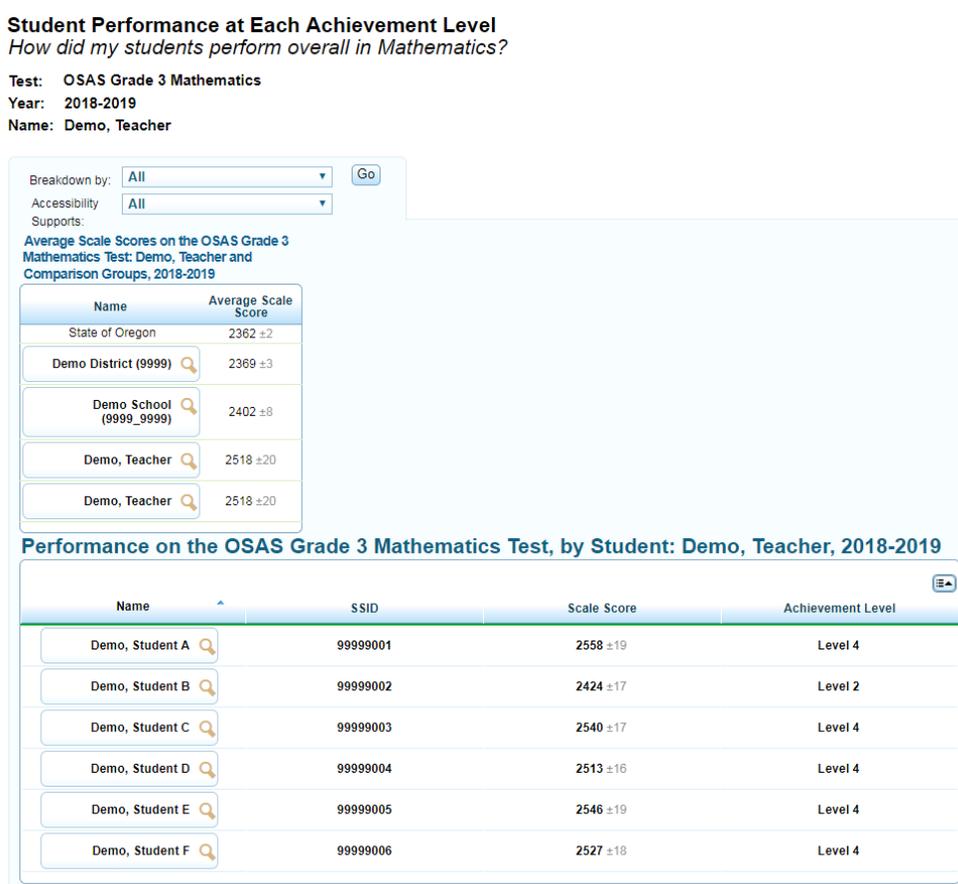
- d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Student Listing Subject Detail Reports

The Student Listing Subject Detail Report displays data for all the students associated with the selected school, teacher, or roster who have completed the selected test. For an explanation of the report columns, see [Table 9](#).

Figure 19. Student Listing Report



Important Information about High School Scores

For High School Science, the Student Listing Subject Detail Report will show results for students enrolled in Grades 9, 10, 11, or 12 for the selected school year. It will display these students' highest scoring opportunity from High School OSAS Science tests administered 2020-21, 2019-20, or 2018-19, when the new NGSS-aligned OSAS Science test was first administered.

If you wish to only view students in a specific grade, use the *Breakdown By* feature at the top of the table to sort by Enrolled Grade.

Online Reporting System

To navigate to the Student Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report ([Figure 18](#)), click  next to a roster's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select **Subject**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Subject Detail Report for the selected grade-subject opens.

Table 9. Student Listing Subject Detail Report Columns

Column	Description
Name	The name of the student.
SSID/Student ID	The student's unique identifier.
Scale Score/SEM	The student's scale score and standard error of the mean.
Achievement Level/Subject Performance Level	The achievement level associated with the student's score.
Proficiency Status	The student's subject proficiency status.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

Online Reporting System

Viewing Individual Student Reports

The Individual Student Report (ISR) (see [Figure 20](#)) provides more specific details about a particular student's performance on an assessment.

To navigate to the Individual Student Report:

1. On the Student Listing Report ([Figure 19](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select **Subject**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Individual Student Report opens.

For information about the data on the Individual Student Report page, see [About the Individual Student Report](#).

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [How to Print Reports from the Individual Student Report Page](#), and [Using the ORS Banner](#).

Figure 20. Individual Student Report Partial View (ELA)

Individual Student Report

How did my student perform on the English Language Arts test?

Test: OSAS Grade 6 English Language Arts

Year: 2018-2019

Name: Demo, Student A.

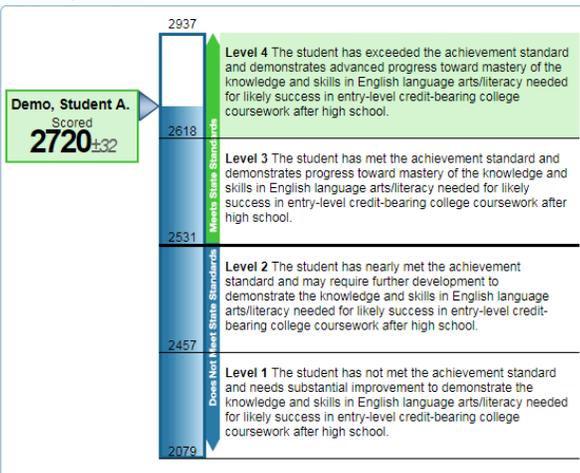
Legend: Achievement Levels

- 1 Level 1
- 2 Level 2
- 3 Level 3
- 4 Level 4

Overall Performance on the OSAS Grade 6 English Language Arts Test: Demo, Student A., 2018-2019

Name	SSID	Scale Score	Achievement Level	
Demo, Student A.	#1 4/9/2018	99999999	2720 ±32	Level 4

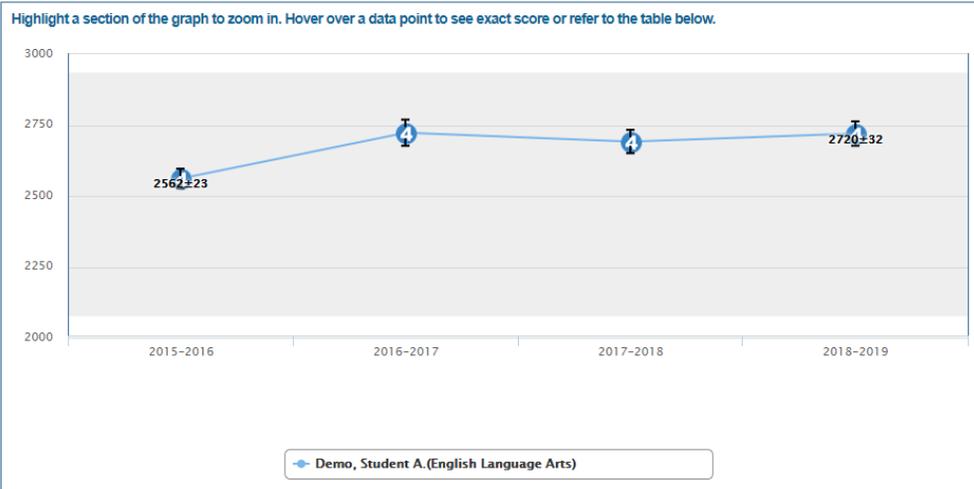
Scale Score and Performance on the OSAS Grade 6 English Language Arts Test: Demo, Student A., 2018-2019



Average Scale Scores on the OSAS Grade 6 English Language Arts Test: Demo School and Comparison Groups, 2018-2019

Name	Average Scale Score
State of Oregon	2529 ±1
Demo District (9999)	2523 ±6
Demo School (99999991)	2531 ±10

Performance Over Time on the English Language Arts Test: Demo, Student A.



The table and the graph below indicate student performance on individual claims. The black line indicates the student's score on each claim. The green rectangle shows the range of likely scores your student would receive if he or she took the test multiple times.

Performance on the OSAS Grade 6 English Language Arts Test, by Claim: Demo, Student A., 2018-2019

Claim	Claim Scale Score	Claim Performance	Claim Description
Reading	2757	✔ Above the Standard	Student can read closely and analytically to comprehend a range of increasingly complex literary and informational texts.

Online Reporting System

About the Individual Student Report

The information included in the Individual Student Report may vary based on the selected assessment and subject. A student's performance data is divided into separate tables, often with accompanying descriptions of the report data.

The Individual Student Report provides the following information:

- *Overall Performance on the [Test Name and Details] Test: [Student Name], [Administration]*— This table may include the following:
 - The student's name and student identification number.
 - The student's overall scale score for a test opportunity.
 - The achievement level or proficiency status associated with the student's score for a test opportunity.
 - The student's date of birth, for the ELPA Screener only.
- *Scale Score and Performance on the [Test Name and Details] Test: [Student Name], [Administration]*—This barrel chart depicts the student's achievement level based on their overall scale score. It also depicts the Highest Obtainable Scale Score (HOSS) and the Lowest Obtainable Scale Score (LOSS) for the test.
- *Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration]*—This table includes average scale scores for the student's associated state, district, and school.



Note: The average scale score for the state is only available after all state testing has completed.

- *Percent Determined Proficient on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration]* — This table includes the percentage of students determined proficient for the student's associated state, district, and school.
- *Performance Over Time on the [Test Name] Test: [Student Name]*—This trend graph shows a student's progress by plotting the scale scores for the student across test administrations and school years.



Note: About the Trend Graph

- The trend graph is only available for ELA and Math assessments.
 - The line may be broken if data is not available for a particular test administration.
- *Performance on the [Test Name and Details] Test by Claim: [Student Name], [Administration]*—This table includes:

Online Reporting System

- A graph displaying the student’s score on each claim. The black line in the graph indicates the student’s score on a claim while the dark green rectangle represents the range of likely scores the student would receive if they took the test multiple times.
- The student’s performance level in each of the claims for their test opportunity with the highest overall performance. A legend at the top of the report explains the symbols used.
- Interpretations of the student’s results along with recommendations on the next steps to be taken to improve the student’s performance based on these claim scores.



Note: About the *Performance by Claims* table:

- The graph indicating the student’s score on each claim is only available for ELA and Math assessments.
 - The claim scale score and standard error of measurement are included in the student data files that you can download from the **Retrieve Student Results** page. For more information, see [Retrieving Student Results](#).
 - If a student did not respond to at least the minimum of the CAT items, only the overall subject score is reported. The claims table displays “Incomplete” for each claim. The student data files also display “Incomplete” for the claims.
-
- *Performance on the [Test Name and Details] Test, by Reporting Categories:* [Student Name], [Administration] – This table displays the student’s scale score and standard error of measurement for each reporting category.
 - *Performance on the [Test Name and Details] Test by Domain:* [Student Name], [Administration]— This table includes:
 - The name of the domain, as well as the student’s scale score and standard error of measurement for each domain.
 - The student’s performance level in each of the domains.
 - The domain description.
 - *Information on the Standard Error of Measurement*—This text box provides a description of the standard error of measurement.

Viewing Claims Score Reports

The Claims report shows the percentage of your students in each Claims achievement category for the selected test subject and grade.



Note: Claims reports are available for ELA and Math assessments only.

[Table 10](#) describes the Claims Score Report columns.

Table 10: Claims Score Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Number of Students	The number of students who have a valid score for the grade, subject, and administration selected.
Average Scale Score	The mean subject scale score and standard error of the mean for students who completed the selected test.
Percent Level 3 or Higher	The percentage of students who scored at Level 3 or above in the selected test.
Claim	The claims available in the selected subject.
Claim Average Scale Score	The mean claim scale score and standard error of the mean for students who completed the selected test.
Percent at Each Claim Achievement Category	Percent of students at each claim proficiency level who took the selected test.

Viewing School Listing Claims Reports

The School Listing Claims Report (see [Figure 21](#)) is available for district-level users. For each school in the district, the report displays performance data on each claim within the assessment, along with the associated district's and state's performance data for comparison.

Figure 21. School Listing Claims Report

District Performance for Each Claim

What are my district's strengths and weaknesses in Mathematics?

Test: Grade 5 Mathematics

Year: 2017-2018

Name: zzz Training District

Legend: Claims Achievement Category
 ■ %Below Standard ■ %AtNear Standard ■ %Above Standard

Performance on the Grade 5 Mathematics Test, by Claim: zzz Training District, 2017-2018

Breakdown by: Accessibility Supports: Comparison:

Name	Number of Students	Average Scale Score	Percent Level 3 or Higher	Claim	Claim Average Scale Score	Percent at Each Claim Achievement Category
				Mathematics	2499 ±0	
State of Oregon	43728	2499 ±0	40	Concepts and Procedures	2500 ±0	43% Below Standard, 30% At Near Standard, 27% Above Standard
				Problem Solving and Modeling & Data Analysis	2494 ±0	33% Below Standard, 45% At Near Standard, 22% Above Standard
				Communicating Reasoning	2491 ±1	33% Below Standard, 46% At Near Standard, 21% Above Standard
				Mathematics	2370 *	
zzz Training District (9999)	1	2370 *	0	Concepts and Procedures	2354 *	100% Below Standard
				Problem Solving and Modeling & Data Analysis	2367 *	100% Below Standard
				Communicating Reasoning	2433 *	100% At Near Standard
				Mathematics	2370 *	
Oregon Training School (99999998)	1	2370 *	0	Concepts and Procedures	2354 *	100% Below Standard
				Problem Solving and Modeling & Data Analysis	2367 *	100% Below Standard
				Communicating Reasoning	2433 *	100% At Near Standard

To access the School Listing Claims Report:

- On the School Listing Subject Detail Report ([Figure 16](#)), click  next to the district name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
 - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - From the **Who** drop-down list, select **Institution**.
 - From the **What** drop-down list, select **Claims**.
 - From the **When** drop-down list, select **Current Admin**.
- Click **View**. The School Listing Claims Report opens.

For an explanation of the report columns, see [Table 10](#).

Online Reporting System

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Student Listing Claims Report

The Student Listing Claims Report (see [Figure 22](#)) displays claims performance data for all the students associated with the selected school, teacher, or roster who have completed the selected test. Each report also displays comparison data for the state, district, and school in a separate table (as applicable).

To access the Student Listing Claims Report:

1. On the School Listing Claims Report ([Figure 21](#)), click  next to an entity's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select **Claims**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Claims Report opens.

The Student Listing Claims Report shows a student's name, ID, overall subject scale score, overall subject achievement level, and the achievement category classification associated with the student's claim scores. Refer to the legend above the report to understand the data represented.

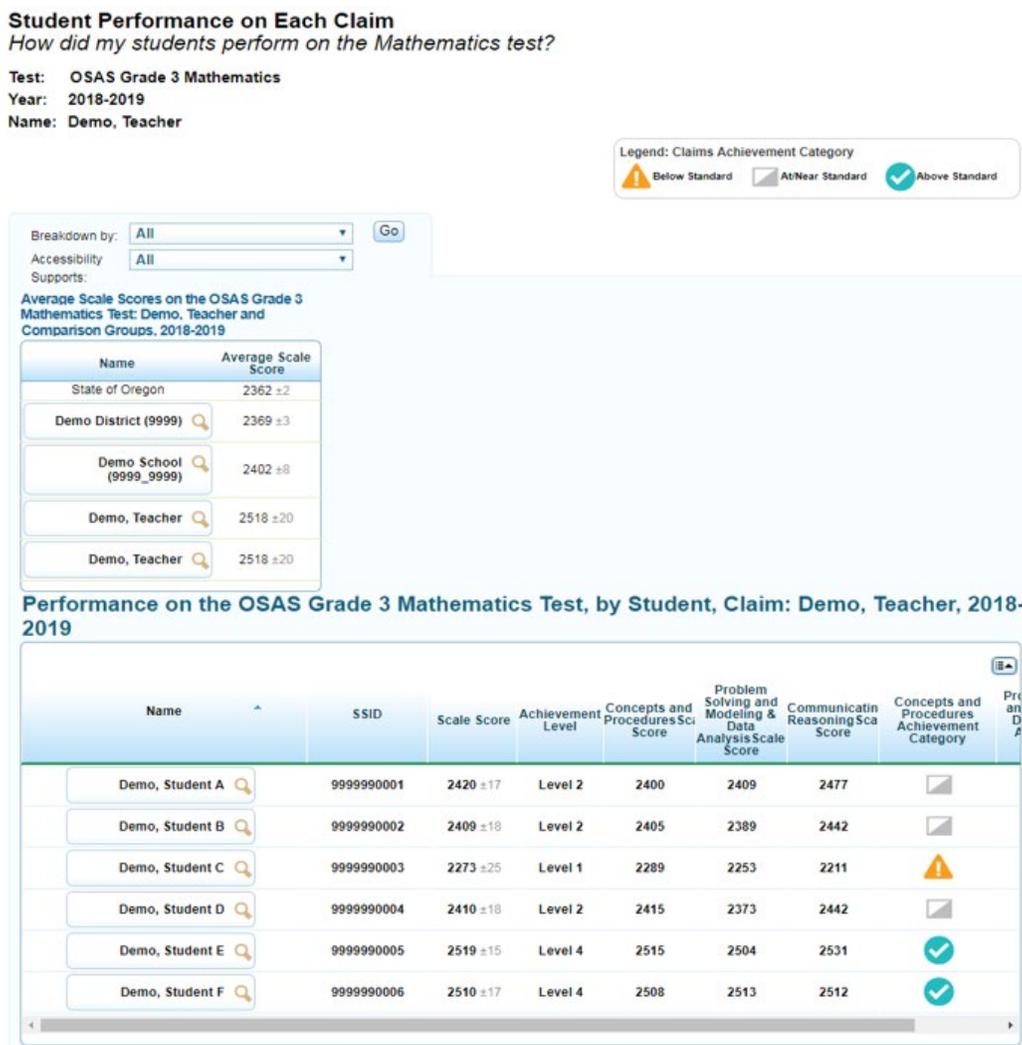


Note: About Overall Scale Scores and Claims Scores on the Student Listing Claims Score Report

You may not be able to view complete score data for a student or access a student's ISR from this report in the following cases:

- If a student responded to at least one item but did not respond to at least the minimum of the CAT items:
 - The overall score columns on this report display the score.
 - The claims columns on this report display "Incomplete".
- If a student logged in to the CAT but did not respond to any items, the Student Listing Report displays "Participated" in the scale score and claims score columns.

Figure 22. Student Listing Claims Report



For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

Viewing Discipline Score Reports

The Discipline Score Report shows the percentage of your students in each Discipline for the selected test grade and subject.



Note: Discipline reports are available for Science assessments only.

[Table 11](#) describes the Discipline Score Report columns.

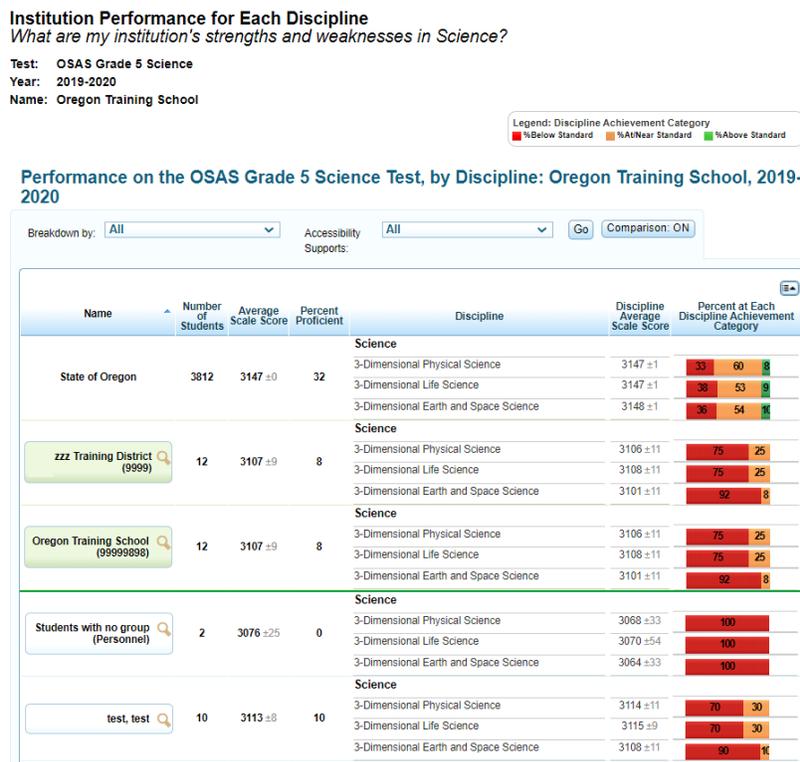
Table 11: Discipline Score Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (district, school, personnel, roster, or student).
Number of Students	The number of students who have a valid score for the grade, subject, and administration selected.
Average Scale Score	The average scale score for students in the organization selected,
Percent Proficient	The percent of students proficient for the test overall.
Discipline	The applicable disciplines within the selected subject.
Discipline Average Scale Score	The average scale score for students in the organization selected for the discipline.
Percent at Each Discipline Achievement Category	Percent of students at each discipline achievement category who took the selected test.

Viewing School Listing Discipline Report

The School Listing Discipline Report (see [Figure 23](#)) is available for district-level users. For each school in the district, the report displays performance data on each discipline within the selected grade, along with the comparison date for the district and state.

Figure 23. School Listing Discipline Report



Online Reporting System

To access the School Listing Discipline Report:

1. On the School Listing Subject Detail Report ([Figure 16](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Institution**.
 - c. From the **What** drop-down list, select **Discipline**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing Discipline Report opens.

For an explanation of the report columns, see [Table 11](#). For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Student Listing Discipline Report

The Student Listing Discipline Report (see [Figure 24](#)) displays performance data by Discipline for all the students associated with the selected school, personnel, or roster. Each report also displays comparison data for the state, district, and school in a separate table (as applicable).

Figure 24. Student Listing Discipline Report

Student Performance on Each Discipline
How did my students perform on the Science test?

Test: OSAS Grade 5 Science
Year: 2019-2020
Name: Oregon Training School

Legend: Discipline Achievement Category
 Below Standard
  At/Near Standard
  Above Standard

Breakdown by:
 Accessibility:
 Supports:

Average Scale Scores on the OSAS Grade 5 Science Test: Oregon Training School and Comparison Groups, 2019-2020

Name	Average Scale Score
State of Oregon	3147 ±0
zzz Training District (9999)	3107 ±0
Oregon Training School (9999898)	3107 ±0

Performance on the OSAS Grade 5 Science Test, by Student, Discipline: Oregon Training School, 2019-2020

Name	Student ID	Scale Score	Achievement Level	3- Dimensional Physical Science	3- Dimensional Life Science	3- Dimensional Earth and Space Science
Efqd, Tlmo O.	999992175	3050	Level 1			
Exms, Ijwj E.	999992032	3101	Level 1			
Gjhh, Debn P.	999992344	3100	Level 1			
Iojk, Ouxi O.	999992891	3093	Level 1			
Jleo, Ykdo X.	999992644	3137	Level 2			
Kthc, Bvfu E.	999992618	3141	Level 2			

Online Reporting System

To access the Student Listing Discipline Report:

1. On the School Listing Discipline Report ([Figure 23](#)), click  next to a school's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select **Discipline**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Discipline Report opens (see [Figure 22](#)).

The Student Listing Discipline Score Report displays a student's name, student identification number, overall subject scale score, overall achievement level, and an icon representing their achievement level in each discipline. The legend above the report explains the data represented.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

Viewing Strengths and Weaknesses by Target Reports

The Strengths and Weaknesses by Target Report displays performance data for all the targets in each of the claims in the selected test grade and subject.

For information about the entity levels at which target performance data is available, see [Table 2](#).



Note: Target reports are available for ELA and Math assessments only.

To navigate to the District-level Strengths and Weaknesses by Target Report:

1. On the School Listing Subject Detail Report (see [Figure 16](#)), click  next to the district. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **What** drop-down list, select **Targets**.
 - c. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The District-level Strengths and Weaknesses by Target Report opens.

For information about the targets report features, see [Understanding the Strengths and Weaknesses by Target Report](#).

Online Reporting System

Figure 25. District-level Strengths and Weaknesses by Target Report

District Performance on Each Target for the Mathematics Test*What are my district's relative strengths and weaknesses in the Mathematics Target?*

Test: Grade 3 Mathematics

Year: 2017-2018

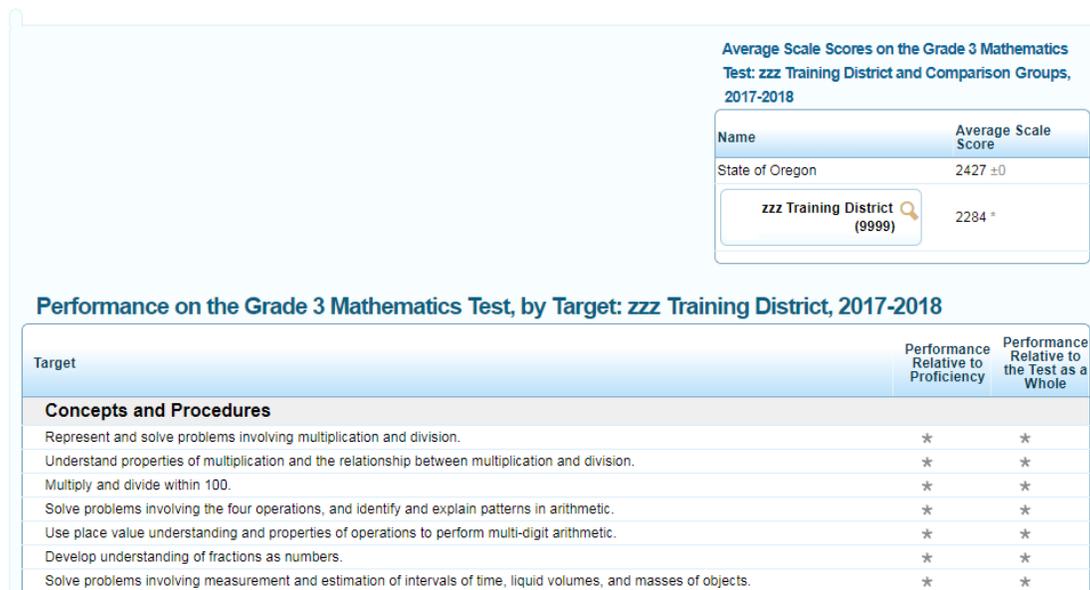
Name: zzz Training District

Legend: Performance Relative to Proficiency

- + Performance is above the Proficiency Standard
- Performance is near the Proficiency Standard
- Performance is below the Proficiency Standard
- ★ Insufficient Information

Legend: Performance Relative to the Test as a Whole

- + Performance is better than on the rest of the test
- Performance is similar to performance on the test as a whole
- Performance is worse than on the rest of the test
- ★ Insufficient Information

**Understanding the Strengths and Weaknesses by Target Report**

The Strengths and Weaknesses by Target Report shows how a group of students performed on a test's targets. The targets in this report are grouped together by claims, such as Reading, and the sub-categories within those claims, such as Informational Texts.



Note: Student-level reports are not available for Target performance, because individual students do not usually respond to enough items with the same target to generate a report of strengths and weaknesses.

The Performance Relative to the Test as a Whole column indicates the students' strengths and weaknesses at each target, relative to their performance on the test as a whole. It does not indicate the students' actual proficiency in that target.

For example, a student group may have performed well in a target, but not as well as they performed on the whole subject. Thus, a minus sign for that target would indicate that the performance on it was below the performance on the total test. Although the students are doing well, an educator may still want to focus instruction on these areas.

Online Reporting System



Note: Because the relative strengths and weaknesses for each target are computed within a specific student group, it is not appropriate to compare the target performance between groups.

The target report also provides information about a group's actual proficiency level in each target. The Performance Relative to Proficiency column displays whether the target performance is above, at, or below the proficiency levels for that test.

[Table 12](#) explains the symbols in the Performance Relative to the Test as a Whole column, while [Table 13](#) explains the symbols in the Performance Relative to Proficiency column.

Table 12. Performance Relative to the Test as a Whole

Icon	Target Level	Description
	Area of Strength	This target is a relative strength. The students performed better on items from this target than they did on the test as a whole.
	Performance is similar to performance on the test as a whole	This target is neither a relative strength nor weakness. The students performed about as well on items from this target as they did on the test as a whole.
	Area of Weakness	This target is a relative weakness. The students did not perform as well on items from this target as they did on the test as a whole.
*	Insufficient Information	Not enough information is available to determine whether this target is a relative strength or weakness.

Table 13. Performance Relative to Proficiency

Icon	Target Level	Description
	Above the Proficiency Standard	The group of students performed above the proficiency standard on this target.
	Borderline	The group of students performed near the proficiency standard on this target.
	Below the Proficiency Standard	The group of students performed below the proficiency standard on this target.
*	Insufficient Information	Not enough information is available to determine whether the performance on this target is above, near, or below the proficiency standard.

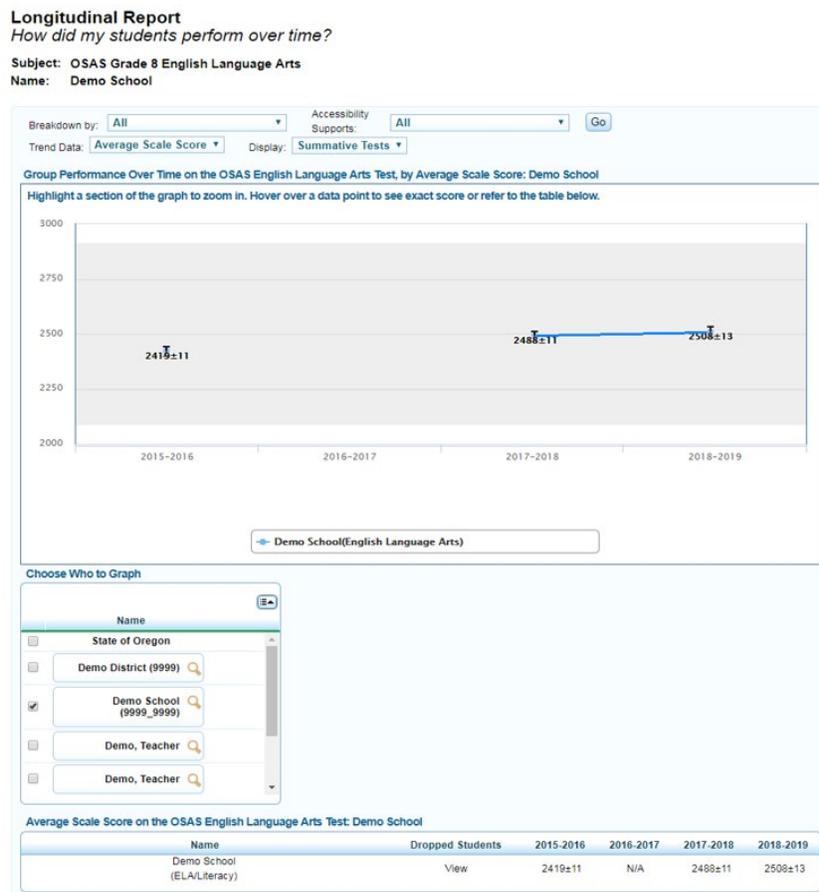
For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

Viewing Trend Reports

Trend reports display the overall performance of a student or group of students in the selected subject over time. For each testing window, the report displays either the average scale score and associated standard error or the percentage of proficient students.

Scores from previous years represent either a group's average score or a student's individual score from that year's testing window. All tests taken within the current school year are valid only for individual student trends.

Figure 26. School Listing Trend Report



Note: Trend Reports are not available for the ELPA Summative and ELPA Screener assessments.

Understanding Trend Report Features

The trend report shows the performance progress for the entity or individual you are analyzing. The graph plots the data points for the selected groups of students or individual students at each point in time (across test administrations and school years). You can see additional details by hovering over a point on the line graph.

Trend reports are interactive, allowing you to specify which data you want to plot on the graph.

Online Reporting System

This section explains some of the features specific to trend reports. For information about more general report features, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

How to Select the Type of Trend Data to Plot

By default, trend reports display average scale scores on the graph. However, you may choose to plot the percentage of students who are proficient across all aggregate levels.

To view the percentage of students who are proficient:

1. From the **Trend Data** drop-down list, select **Percent Proficient**. The trend report displays the percent of students who are proficient across time for the selected assessment and administration.

How to Select Which Administrations to Plot

By default, trend reports display summative and interim administrations on the graph, but you may choose to only plot the administration that you selected on the **Home Page Dashboard**.

To plot only the administration selected on the Home Page Dashboard:

1. From the **Display** drop-down list, select **Selected Test**.
2. Click **Go**. The trend report plots the data points for the selected administration.

How to Choose Who to Graph

You can select up to five entities or individuals to plot and compare at a time.

To select an entity to plot:

- In the *Choose Who to Graph* section, mark the checkbox for each required entity. A trend line for each selected entity appears on the graph, color-coded to indicate the achievement levels associated with the plotted score.
- You can click the magnifying glass next to each entity in the *Choose Who to Graph* panel to open the Exploration Menu and navigate to different dimensions of trend data.

How to View Data by Demographic Subgroup

You can break down the data and plot data points by demographic subgroups (such as enrolled grade).

To view data by demographic subgroup:

1. From the **Breakdown By** drop-down list, select the required subgroup.
2. Click **Go**. The *Choose Who to Graph* section displays the available options for the selected subgroup for each entity.
3. Select the combination of entities and subgroups that you want to plot by marking up to five checkboxes.

How to View Data by Test Accommodations

You can also plot data points by test accommodations (such as color choices).

Online Reporting System

To view data by test accommodations:

1. From the **Accessibility Supports** drop-down list, select the required accommodation.
2. Click **Go**. The *Choose Who to Graph* section displays the available options for the selected accommodation for each entity.
3. Select the combination of entities and accommodations that you want to plot by marking up to five checkboxes.

How to Choose What to Graph

You may choose to plot the overall test subject data or individual claims on the trend graph.



Note: When plotting data by claims, you can only select one entity from the *Choose Who to Graph* section.

To select the content that you want to plot:

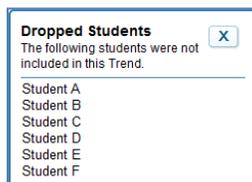
1. If the *Choose What to Graph* section does not appear on the trend report you are viewing, do the following:
 - a. From the *Choose Who to Graph* section, open the Exploration Menu for an entity.
 - b. On the Exploration Menu, do the following:
 - i. from the **What** drop-down list, select **Claims**.
 - ii. From the **Who** drop-down list, select the required entity level.
 - iii. From the **When** drop-down list, select **Trend**.
 - c. Click **View**. The *Choose What to Graph* section appears, listing the subject and individual claims.
2. Mark the relevant checkboxes for the required claims. You can choose to plot up to five claims for the selected entity.

About Dropped Students

All trend report pages include a Dropped Students column. Students are dropped from a trend report if they have not completed the selected test across all the plotted test windows.

For example, a student who took the Grade 5 Mathematics test in the fall and winter but not in the spring window will be excluded from a trend report that includes all three of those testing windows.

Figure 27. Dropped Students Window



Online Reporting System

- If the Dropped Students column contains a **View** button, it indicates that some students were excluded from the trend report. Click this button to see which students were dropped.
- If the column displays N/A, then no students were excluded from the trend report.



Note: Why Students Are Dropped—When viewing data for a student group over time, it is important to use the same sample of students. By excluding students who missed a testing window in the trend report, the ORS ensures that observed changes are the result of actual differences in performance and not the result of a particular student's absence.

Because of this, the average score on the trend report may not always match that of the Subject Detail Report, especially if many students were dropped from the trend calculations.

How to Hide Trend Lines

The label box below a graph allows you to temporarily hide a trend line to better view data.

Figure 28. Trend Line Box



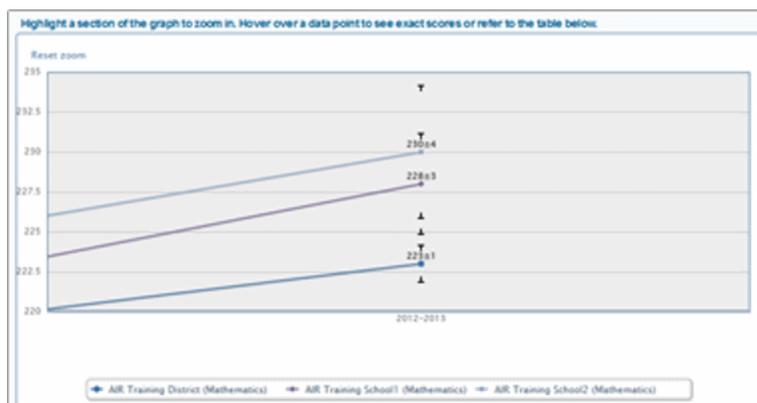
To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 28](#)).
2. Click the trends you want to hide. The selected trend grays out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

How to Use Zoom Features

Sometimes data points are plotted close together, and it can be difficult to tell which points belong to which entity or reporting category. You can use your mouse to zoom in on specified areas of the graph.

Figure 29. Zoomed-In Trend Graph



To zoom in or out of a trend graph:

1. To zoom in, click and drag the mouse over an area of the graph that has at least one data point.

Online Reporting System

- To zoom out and return to the full trend graph, click **Reset zoom** in the upper-left corner of the graph.

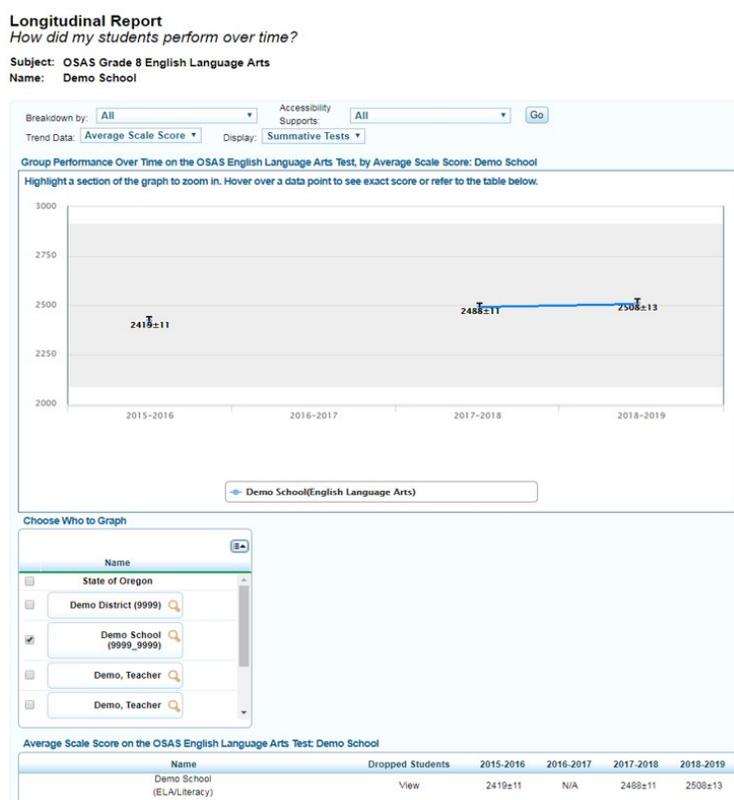
Viewing School Listing Trend Reports

The School Listing Trend report available to district-level users displays the trends for the selected schools within the district. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the School Listing Trend Report:

- On the School Listing Subject Detail Report (see [Figure 16](#)), click  next to the district. The Exploration Menu opens.
- On the Exploration Menu, do the following:
 - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - From the **Who** drop-down list, select **Institution**.
 - From the **What** drop-down list, select the required content type.
 - From the **When** drop-down list, select **Trend**.
- Click **View**. The School Listing Trend report opens.

Figure 30. School Listing Trend Report



Online Reporting System

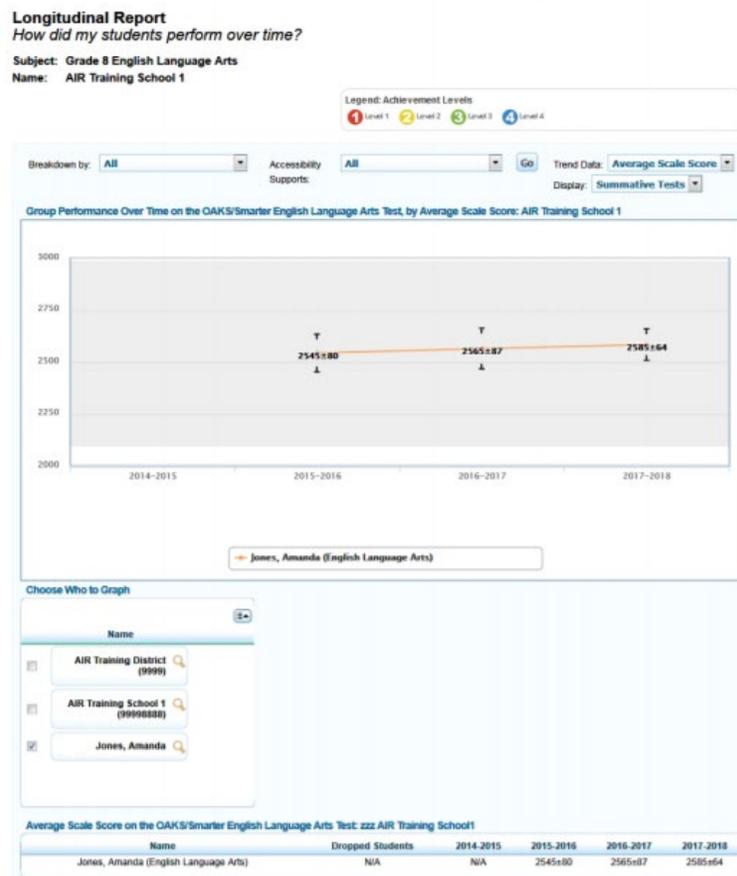
Viewing Personnel Listing Trend Reports

The Personnel Listing Trend Report available to school-level users displays the average scale score trends for the selected teachers within a school. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the Personnel Listing Trend Report:

1. On the School Listing Trend Report (see [Figure 30](#)), click  next to a school.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Personnel**.
 - c. From the **What** drop-down list, select the required content type.
 - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Personnel Listing Trend report opens.

Figure 31. Personnel Listing Trend Report



Online Reporting System

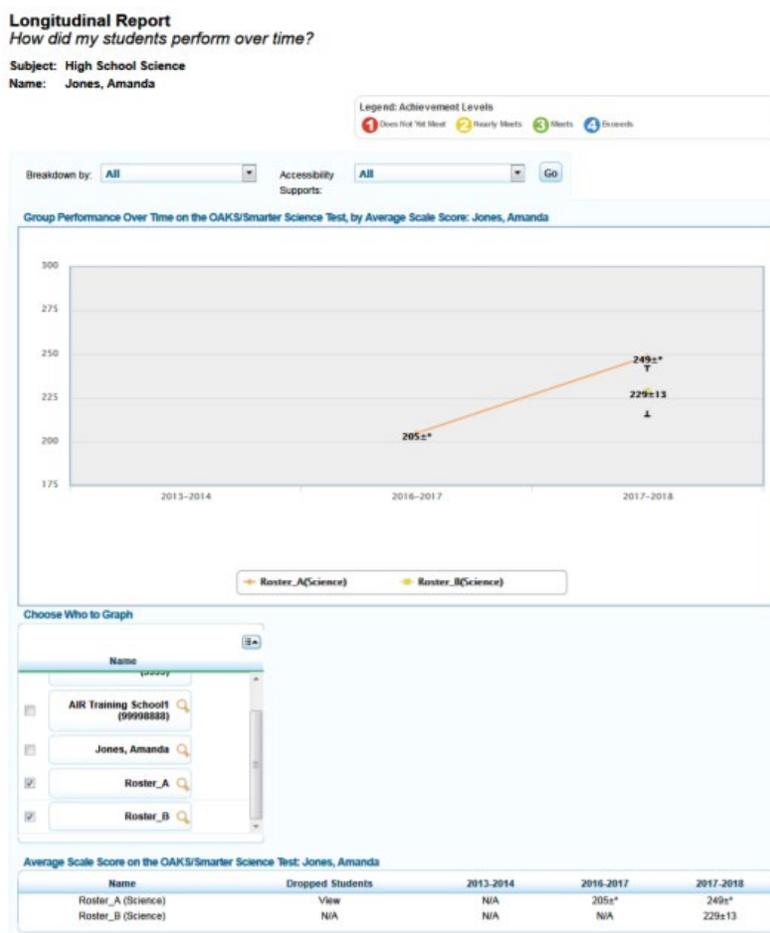
Viewing Roster Listing Trend Reports

The Roster Listing Trend report displays the average scale score trends for the selected rosters associated with a school or teacher. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the roster listing trend report:

1. On the Personnel Listing Trend Report (see [Figure 31](#)), click  next to a teacher.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Roster**.
 - c. From the **What** drop-down list, select the required content type.
 - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Roster Listing Trend report opens.

Figure 32. Roster Listing Trend Report



Online Reporting System

Viewing Student Listing Trend Report

The Student Listing Trend report displays the trends for the selected students associated with a school, teacher, or roster. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the student listing trend report:

1. On the Roster Listing Trend Report (see [Figure 32](#)), click  next to a roster.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select the required content type.
 - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Roster Listing Trend report opens.

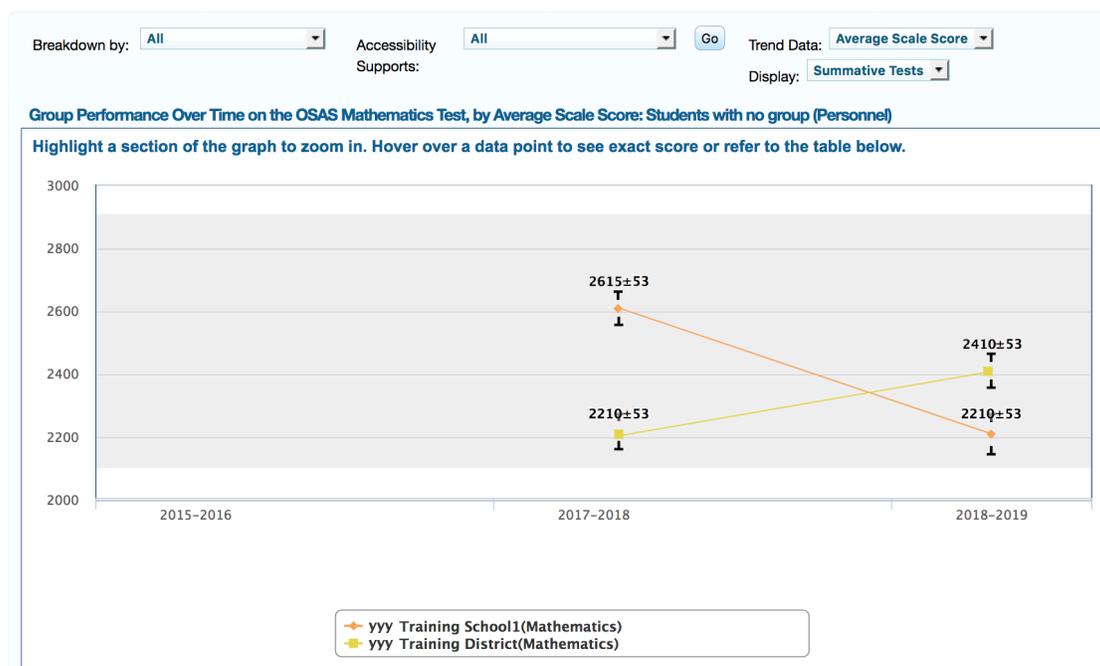
Figure 33. Student Listing Trend Report

Longitudinal Report

How did my students perform over time?

Subject: Grade 6 Mathematics

Name: Students with no group (Personnel)



Online Reporting System

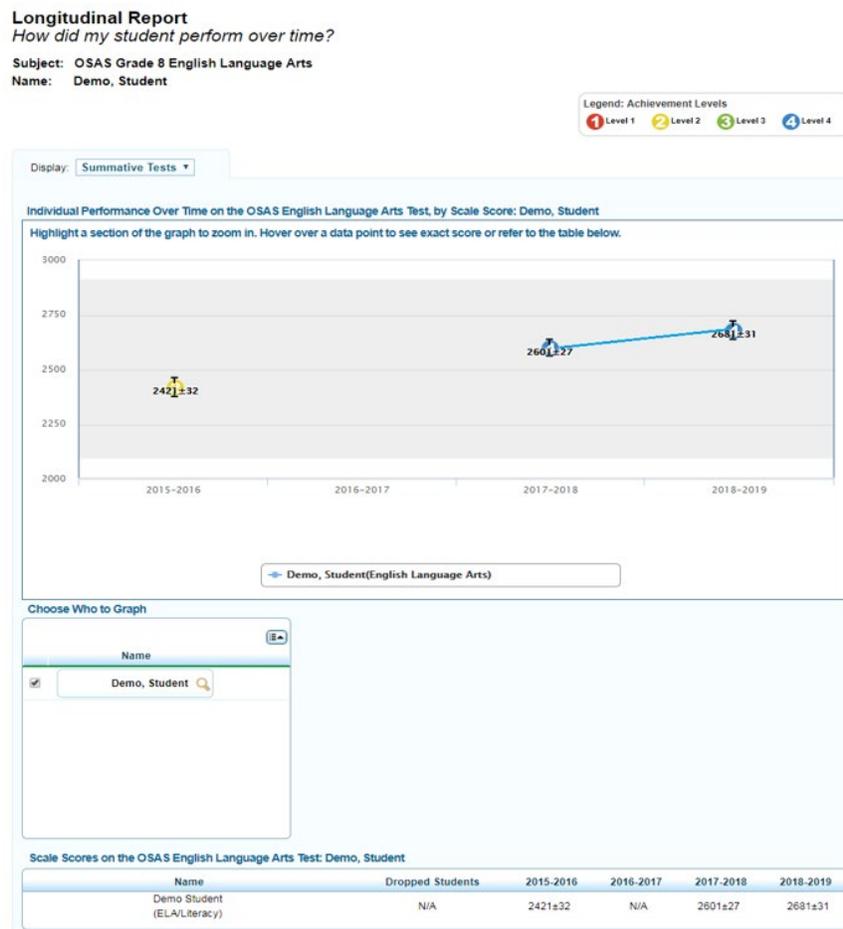
Viewing Individual Student Trend Report

The Individual Student Trend Report displays the performance trend for a student. For information about the trend report features, see [Understanding Trend Report Features](#).

To navigate to the Individual Student Trend Report:

1. On the Student Listing Trend Report ([Figure 19](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **What** drop-down list, select the required content type.
 - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Individual Student Trend Report opens.

Figure 34. Individual Student Trend Report



Viewing Reports & Files

The Reports & Files feature in the ORS provides test summary statistics and allows you to retrieve student results. This section provides instructions on how to generate and view the available reports and files.

Retrieving Student Results

You can download student data for a selected administration by district, school, teacher, or roster. The data includes students' personal information, enrolled school and district, grade level, and the selected test scores and reporting category scores (if applicable). You can also generate PDFs of Individual Student Reports in a Zip file. You can generate PDFs of Individual Student Reports in Spanish for the ELPA Screener only.

This section discusses the following:

- [How to Generate a Data File or PDF of Individual Student Reports](#)
- [Accessing Files from the Inbox](#)

How to Generate a Data File or PDF of Individual Student Reports

1. From the **Reports & Files** drop-down list in the banner, select **Retrieve Student Results**. The *Retrieve Students Results & My Inbox* page opens.

Figure 35. Retrieve Student Results Page

Retrieve Student Results & My Inbox

Create New Data File to Download

Step 1: Choose What

Report Type:	PDFs of Student Reports ▾
Test:	OSAS ▾
Administration:	2017-2018 ▾
Tested Grade:	× All Grades
Download Format:	PDF ▾
PDF Type:	One-Page ISR ▾
Report Format:	Include all ISRs in a Single Pdf ▾
Filter By:	All ▾

[Export to Inbox](#)

Step 2: Choose Who

District:	zzz Training District (9999) ▾
School:	Oregon Training School (99999) ▾
Personnel:	All ▾

2. In the *Step 1: Choose What* section, select the following report parameters:
 - a. **Report Type:** Select a report. The available options are **Student Data** and **PDF of Student Reports**.
 - b. **Language** (available for PDF of Student Reports option for the ELPA Screener assessment only): Select the language in which you wish to generate the report.

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- c. **Test:** Select an assessment category (such as OSAS).
- d. **Administration:** Select an administration period (such as 2020-2021).
- e. **Tested Grade** (optional): Select a grade. You can reopen this drop-down list to select additional grades or select **All Grades** to create a Zip file containing separate files for each selected grade. To remove a selected grade, click **X** next to that grade level.
- f. **Download Format:** Select a file format from the options available for the selected report:
 - **Student Data:** The default format is an Excel (.xls) spreadsheet file. You can select a different format, such as CSV, if available.
 - **PDF of Student Reports:** A PDF file is the only available format.



Note: The **PDF of Student Reports** option creates a Zip file that contains individual PDFs of each ISR for all the students associated with the selected entity. It also includes a manifest, which is an Excel (csv) file listing all the PDFs included in the Zip file. If multiple schools are selected, separate zip files are created for each school.

- g. **PDF Type** (available for the PDF of Student Reports option only): Select the level of detail to include on the ISR. You can select from the following options:
 - **One-Page ISR:** Includes the student's overall performance table, along with the barrel graph, comparison scores table, and performance on claims table, if available.
 - **Multi-Page ISR:** Includes all the information available on the Simple ISR along with a trend graph.
 - h. **Report Format** (available for the PDF of Student Reports option only): Select the format of the ISR. You can select from the following options:
 - i. **Include all ISRs in a Single PDF:** Includes all the ISRs in a single PDF file with each ISR listed on a separate page.
 - ii. **One PDF per ISR in a zip file:** Generates individual PDFs for each ISR.
 - i. **Filter By** (optional): Select a specific demographic subgroup.
 - If you select a demographic subgroup, a **Values** field appears. Select the required filter criteria from the available options.
3. From the *Step 2: Choose Who* section, select which entity or individual should be included in the report. For most users, your associated entity is pre-selected. Users associated with multiple districts or schools must select an entity.
- a. **District:** Select a district, if applicable.

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- b. **Institution:** Select a school, if applicable. You can also select **All** to generate a report that includes all your schools. For the Student Data report, data for all your schools is listed in a single file. For PDFs of Student Reports, separate PDF reports are generated for each of your schools.
 - c. **Personnel** (optional): If a school was selected, choose a teacher. The default setting includes all teachers associated with the school. For school-level users, the school is already selected.
 - d. **Roster** (optional): If a teacher was selected, choose a roster. The default setting includes all rosters associated with the selected teacher.
4. Click **Export to Inbox**. A confirmation message indicates that your request has been queued and you will be informed via email once the file is ready.
 5. Once the file generates, it appears in the **Inbox** window accessible from the banner. For more information, see the section [Accessing Files from the Inbox](#).

Accessing Files from the Inbox

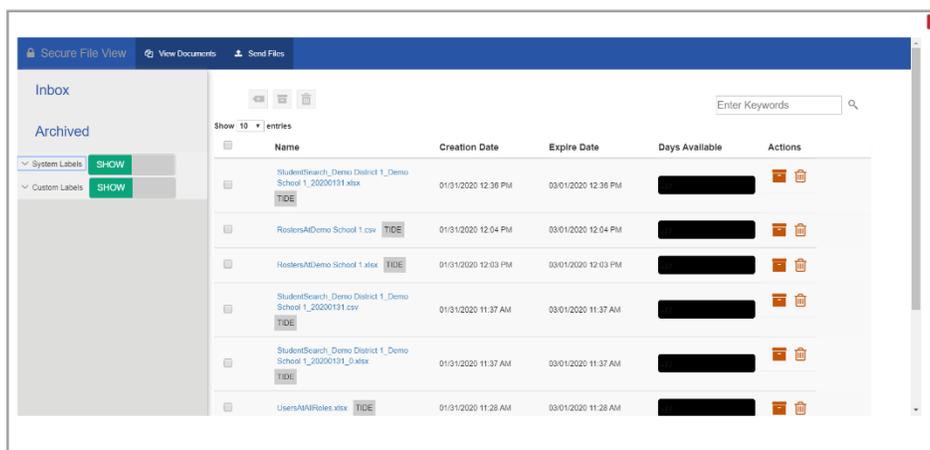
The Inbox lists the student data files and reports that you generate from the **Retrieve Student Results** page as well as the PDFs of ISRs generated on the **Student Listing Report** page and **Student Search Results** page. You will receive an email notifying you when the files you export to the Inbox are ready for download. Inbox files automatically expire after 30 days, unless you archive them. You can add custom labels to your Inbox files, which can be hidden based on your preferences. You can also use the Inbox to send files to other educators.



Note: The Inbox also stores any file exports you create in TIDE or the NextGen Reporting system, as well as secure files uploaded by admin users. The Inbox displays optional labels showing you which system each file came from.

You can also access the Inbox from the Oregon Statewide Assessment System portal (www.osasportal.org).

Figure 36. Inbox



To access files stored in the Inbox:

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see [Figure 36](#)).

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2. Select a file from the available tabs:
 - **Inbox:** Displays all the files except for those that you have archived.
 - **Archived:** Displays files that you archived.
3. To download a file, click the name of that file.
4. *Optional:* To add a custom label to an Inbox file, mark the checkbox for that file and click  at the top of the window. In the menu that appears, create or select the labels that you wish to add. You can add multiple labels to the same file.
 - a. If you need to create a new label, enter the label text in the text field and click **Save New Label**.
 - b. To apply a label to the file, mark that label's checkbox and click **Apply Label**.
5. *Optional:* To hide labels from the **Inbox** window, set the **System Labels** and **Custom Labels** toggles to **Hide**, as needed. To show these labels again, set their toggles to **Show**.
6. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. To filter the files by label, mark the checkbox for the desired labels on the left panel.
7. *Optional:* To archive a file, click  beside a file in the Inbox.



Note: You cannot archive secure documents that were uploaded to the Inbox by admin users.

Sending Files from the Inbox

Authorized users can send files from the **Inbox** window to individual recipients by email address or to groups of recipients by user role. Sent files will appear in each recipient's **Inbox** window. In order to send a file from your Inbox, you must first save it to your computer.

1. In the **Inbox** window, select the **Send Files** tab.
2. In the *Select Recipients* field, do one of the following:
 - To send files to a group of users by user role, select **By Role**.
 - To send files to a single recipient, select **By Email**. If you select this option, skip to step [5](#).
3. In the *Select Role(s)* field, choose which role group you want to receive the files, then select the specific roles from the drop-down list that appears (see [Figure 37](#)). You can click **Select all** to send files to every role in the selected role group.

Figure 37. Inbox — Sending Files

4. From the *Select Organization(s)* drop-down lists, choose which organizations will receive the files you send.
5. If you selected **By Role** in step 2, skip this step. If you selected **By Email** in step 2, enter the email address of the educator who you wish to receive the files.
6. To select a file to send, click **Browse** in the *Add File* field. Select the files you wish to send from your computer. You may send up to 10 files totaling up to 20MB at once.
7. Select **Send**.

Working with Student Rosters

Rosters are groups of students associated with a teacher or other user. Rosters can represent entire classes, individual class periods, and other groups of students within a class or program. Students can belong to multiple rosters.

Rosters allow you to easily analyze aggregate data and track students' test scores. You can use rosters to organize students into groups based on their accommodations, level of performance, and other criteria. For example, if certain students in a teacher's class are performing below the standard, that teacher may want to create a custom remedial roster for those students who need more attention.



Note: Rosters may include students from different grades, but score reports display data only for a single subject and grade at a time. If a roster includes students from multiple grades, you will only see scores of those students in the roster who have taken the test you selected on the **Home Page Dashboard**.

How to Add a New Roster

In order for teachers to view their students' performance data, the students must belong to a roster associated with that teacher. Authorized users can create rosters of students associated with their school or district. Teachers cannot create rosters for other teachers.



Note: If a group of students has the same teacher for multiple subjects, that teacher can use the same roster to view their students' performance in each subject. However, if different teachers teach each subject to the same student group, then separate rosters should be created for each teacher.

To add a roster:

1. In the banner (see [Figure 6](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 38](#)).

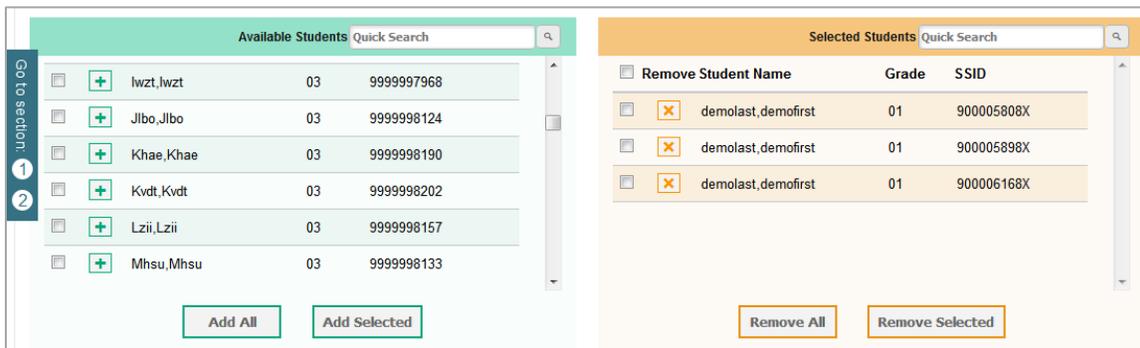
Figure 38. Add Rosters Page

2. In the *Search for Students to Add to the Roster* panel, enter the necessary search criteria to search for students.

Online Reporting System

3. *Optional:* From the *Advanced Search* panel, select values to further refine the search results:
 - a. To include the additional search criterion in the search, select it and click **Add**.
 - b. *Optional:* To delete an added search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
4. Click **Search**. The list of retrieved students appears in the *Available Students* panel.
5. In the *Available* panel (see [Figure 39](#)), do the following:
 - a. In the *Roster Name* field, enter a name for the roster.
 - b. From the **Teacher Name** drop-down list, select a teacher or a school-level user.
 - c. To add students, from the *Available Students* list, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.

Figure 39. Student Roster Panels



- d. To remove students from the *Selected Students* list, do one of the following:
 - To remove one student from the roster, click  for the student.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
 - To remove all the students from the roster, click **Remove All**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

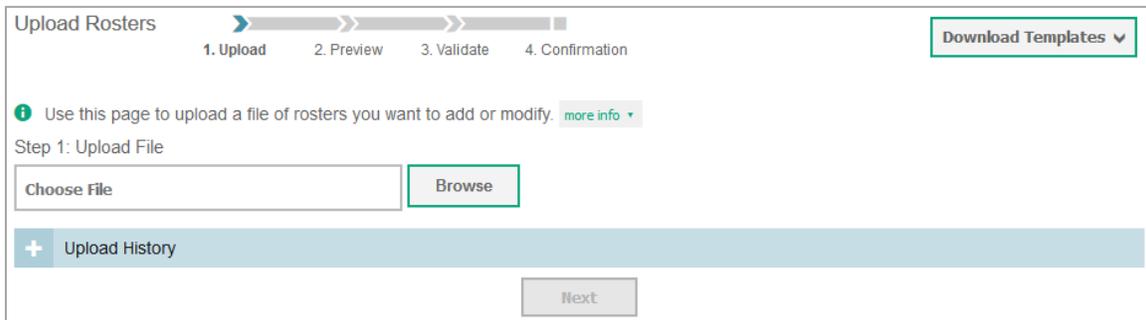
How to Create Rosters Through File Uploads

If you have many rosters to create, you can perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. In the banner (see [Figure 6](#)), click **Upload Rosters**. The **Upload Roster** page appears (see [Figure 38](#)).

Figure 40. Upload Roster Page



2. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type.
3. Open the template file in a spreadsheet application.
4. Using [Table 14](#) as a reference, fill out the template and save it.
5. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
6. Click **Next**. The **Preview** page appears (see [Figure 41](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 41. File Upload Preview

Step 2: Preview

Row Number	8 Digit District School ID	User Email	Roster Name	SSID	Action
1	99998888	OR-TA1@demo.user	Summer	ORT-664	Add
2	99998888	OR-TA1@demo.user	Summer	ORT-729	Add

7. Click **Next** to validate the file. Any errors (🚨) or warnings (🚩) are displayed on the **Validate** page (see [Figure 42](#)).



Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

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Figure 42. Validation Page

Upload Rosters [Download Validation Report](#)

1. Upload 2. Preview 3. **Validate** 4. Confirmation

i Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	8 Digit District School ID	User Email	Roster Name	SSID	Action
2	▲ 9999888	▲ OR-TA1@demo.user	Summer	ORT-729	Add

Continue with Upload
Upload Revised File
Cancel



Note: If your file contains a large number of records, the ORS processes it offline and sends you a confirmation email when complete. While the ORS is validating the file, do not press **Cancel**, as ORS may have already started processing some of the records.

8. Do one of the following:

- Click **Continue with Upload**. The ORS commits those records that do not have errors.
- Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 14](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 14. Columns in the Rosters Upload File

Column Name	Description	Valid Values
8 Digit District School ID*	District and school ID associated with the roster.	District and school ID that exists in TIDE. Four-digit numerical district ID followed by the four-digit numerical school ID.
User Email*	Email address of the teacher associated with the roster.	Email address of a user existing in the ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 10 alphanumeric characters.
Action	Action column to add or delete students from roster.	Add – adds student to roster Delete – deletes student from roster
*Required field.		

How to View and Modify a Roster

Authorized users can view and modify rosters associated with their district or school.

To view or modify a roster:

1. From the banner (see [Figure 6](#)), click **View/Edit/Export Rosters**. The **View/Edit/Export Rosters** page opens (see [Figure 43](#)).

Figure 43. View/Edit/Export Rosters Page

View/Edit/Export Roster

Use this page to view, edit, or delete rosters. [more info](#)

Search for Rosters to Edit

*District: *Roster Type:

*School: Teacher Name:

2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 44](#)).

Figure 44. Retrieved Rosters (Partial View)

Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 1000

<input type="checkbox"/>	Edit	Roster Name	Grades In Roster	Number Of Students
<input type="checkbox"/>		AugRoster1	05	1
<input type="checkbox"/>		AugRoster1	13	1

4. *Optional:* To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click . ORS displays only those rosters containing the entered value.
5. Click for the roster whose details you want to view. The **Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see [Figure 38](#)).
6. You can change the roster's name and associated teacher as required.
7. To add students to the roster, do the following:
 - a. In the *Search for Students to Add to the Roster* panel, enter the necessary search criteria to search for students.
 - b. Click **Search**. The list of retrieved students appears in the *Add Students to the Roster* panel.

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- c. From the *Available Students* list, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
8. To remove students from the roster, from the *Selected Students* list, do one of the following:
 - To remove one student from the roster, click  for the student.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
 - To remove all the students from the roster, click **Remove All**.
9. Click **Save**, and in the affirmation dialog box click **Continue**.

How to Delete a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) The roster will be deleted from ORS and TIDE. Deleting a roster will not delete the student records in that roster.



Alert: This action cannot be undone. Use caution when deleting rosters.

To delete a roster:

1. In the banner (see [Figure 6](#)), click **View/Edit/Export Rosters**. The *View/Edit/Export Rosters* page opens (see [Figure 43](#)).
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 44](#)).
4. Select the rosters that you wish to delete:
 - Mark the checkbox next to each roster you wish to delete.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

How to Print a Roster

You can print one or more rosters.

To print a roster:

1. In the banner (see [Figure 6](#)), click **View/Edit/Export Rosters**. The **View/Edit/Export Rosters** page opens (see [Figure 43](#)).
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 44](#)).
4. Select the rosters that you wish to print. To select rosters, do one of the following:
 - Mark the checkbox next to each roster you wish to print.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to print the selected rosters.

Searching for a Student's Score Reports

The ORS allows you to search for students by their SSID. This is useful if you need to find a student's score reports but do not know the student's grade or school. You cannot view students who are not associated with you.

To search for students:

1. Verify that the radio button selected on the **Home Page Dashboard** page includes the student or students whose data you are searching for.



Note: If the student you are looking for does not belong to the student population you selected on the **Home Page Dashboard**, ORS cannot locate the student. You can click the **Change Your Selection** link on the **Search Students** window to return to the **Home Page Dashboard** and select a different student population. For more information, see [How to Define the Student Population](#).

2. In the banner (see [Figure 6](#)), click **Search Students**. The **Search Students** window opens.

Figure 45. Student Search Pop-up Window

6. From the **School Year** drop-down list, select the school year you want to limit your search to.
7. Enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma.
8. Click **Search**. If the search results in a match, the students' information appears on the **Student Search Results** page (see [Figure 46](#)).

Figure 46. Student Search Results Page

Student Search Results

Print Selected Tests

Last Name	First Name	Date of Birth	SSID	School
Kyle	Selina	02/02/2002	9999999002	Demo School 1
<div style="display: flex; justify-content: space-between;"> 2017-2018 ELPA Summative <input type="checkbox"/> Kindergarten ELPA Summative <input type="checkbox"/> Grade 11 ELPA Summative <input type="checkbox"/> Grade 12 ELPA Summative </div>				

9. To view the tests a student has taken, click **+** in the first column. The student row expands.
10. To view the student's ISR for a test, click the test name.

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- If you mark the checkbox beside a test name, it selects that test for printing. For information about printing ISRs directly from the student search results, see the section [How to Print ISRs from the Student Search Results Page](#).



Note: When selecting a test from a different administration than that selected on the **Home Page Dashboard**, you must confirm that you want to change test administrations.

- For information about the Individual Student Report, see [Viewing Individual Student Reports](#).
- To return to the search results page, click **Back to search results**.

Appendix A. Scale Score Ranges by Achievement Levels

This appendix provides an overview of the scale score ranges used in ORS score reports.

Table 15. ELA and Math Scale Score Ranges by Achievement Levels

Grade	Content Area	Achievement Level			
		Level 1	Level 2	Level 3	Level 4
3	ELA/Literacy	2114–2366	2367–2431	2432–2489	2490–2623
	Mathematics	2189–2380	2381–2435	2436–2500	2501–2621
4	ELA/Literacy	2131–2415	2416–2472	2473–2532	2533–2663
	Mathematics	2204–2410	2411–2484	2485–2548	2549–2659
5	ELA/Literacy	2201–2441	2442–2501	2502–2581	2582–2701
	Mathematics	2219–2454	2455–2527	2528–2578	2579–2700
6	ELA/Literacy	2210–2456	2457–2530	2531–2617	2618–2724
	Mathematics	2235–2472	2473–2551	2552–2609	2610–2748
7	ELA/Literacy	2258–2478	2479–2551	2552–2648	2649–2745
	Mathematics	2250–2483	2484–2566	2567–2634	2635–2778
8	ELA/Literacy	2288–2486	2487–2566	2567–2667	2668–2769
	Mathematics	2265–2503	2504–2585	2586–2652	2653–2802
11	ELA/Literacy	2299–2492	2493–2582	2583–2681	2682–2795
	Mathematics	2280–2542	2543–2627	2628–2717	2718–2862

Appendix B. Printing Reports in the ORS

The **Print** tool in the banner (see [Figure 6](#)) allows you to print any report available in the ORS.



Alert: The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored or destroyed.



Tip: Depending on the report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use your browser's Print Preview feature.

How to Print a Report Page

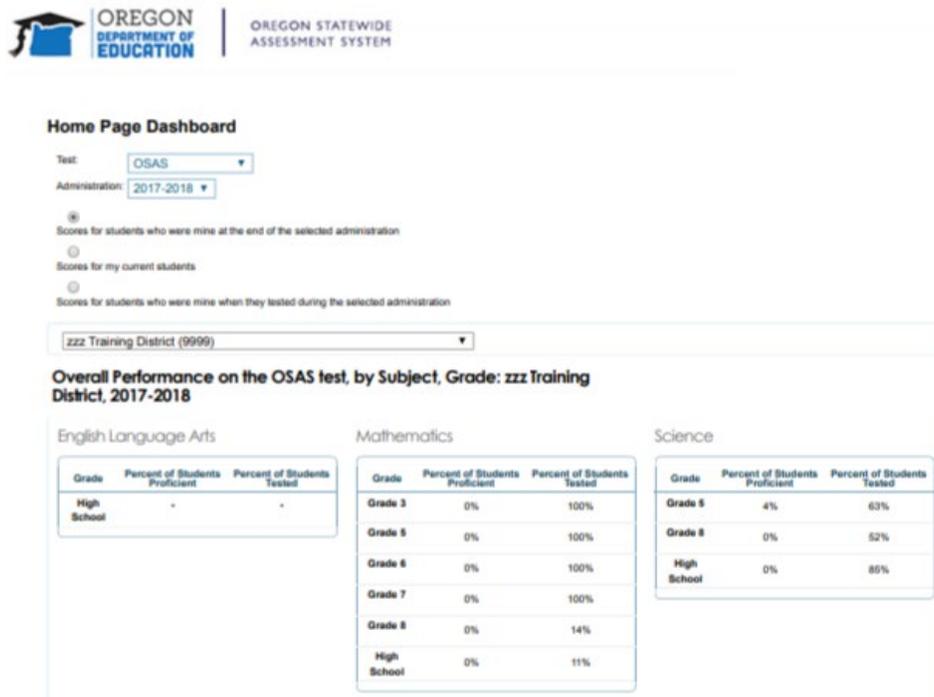
1. From the banner, click **Print**. A print dialog window appears.



Note: When printing from the **Student Listing Report** page (see [Figure 19](#)), the **Individual Student Report** page (see [Figure 20](#)), or the **Student Search Results** page (see [Figure 46](#)), you must specify additional print options before printing.

2. From the print dialog window, select the required print settings.
3. Print the page. The printed report will include the data displayed on the page (see [Figure 47](#) for a sample printout of the **Home Page Dashboard**).

Figure 47. Printed Report: Home Page Dashboard



Printing Reports from the Student Listing Report Page

The **Print** tool on the *Student Listing Report* page (see [Figure 19](#)) opens a print pop-up window that allows you to do the following:

- Print the Student Listing Report
- Print PDFs of ISRs

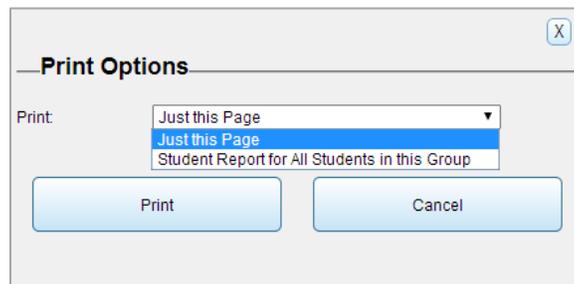
How to Print a Student Listing Report

You can print the data displayed on the *Student Listing Report* page.

To print the Student Listing Report page:

1. In the banner, click **Print**. The print pop-up window opens (see [Figure 48](#)).
2. From the **Print** drop-down list, select **Just this Page**.
3. Click **Print**. The print dialog window opens.

Figure 48. Student Listing Report Print Window



4. Specify the print settings and print the *Student Listing Report* page.

How to Print PDFs of ISRs from the Student Listing Report Page

On the *Student Listing Report*, you can use the print tool to generate PDFs of individual student reports for all the students listed on the report.

To print PDFs of ISRs from the Student Listing Report page:

1. In the banner, click **Print**. The print options window opens (see [Figure 49](#)).
2. From the **Print** drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.
3. *Optional:* If the **Language** drop-down list is available, select the language in which you wish to print the reports. The **Language** drop-down list is available for the ELPA Screener test only.

Figure 49. Student Listing Report Print Options

5. From the **PDF Reports** drop-down list, select the type of PDF report you want to generate:
 - To generate individual PDFs for each ISR, select **One PDF per ISR in a zip file**.
 - To include all the ISRs in a single PDF file with each ISR listed on a separate page, select **Include all ISRs in a Single PDF**.
6. If the **PDF Type** drop-down list is available, select the level of detail you want to include:
 - **One-Page ISR**: Includes the student’s overall performance table, barrel graph, comparison scores table, performance on claims table.
 - **Multi-Page ISR**: Includes all the information available on the Simple ISR, as well as a trend graph.
7. Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.
8. After receiving the email, click **Inbox** in the banner.
9. Locate the required file in the Inbox and click the file name to download it.

How to Print Reports from the Individual Student Report Page

The **Print** tool on the *Individual Student Report* page (see [Figure 20](#)) allows you to generate a PDF file of the student’s ISR for the selected test opportunities.

To print reports from the Individual Student Report page:

1. In the banner, click **Print**. The print options window opens (see [Figure 50](#)).
2. If the **Language** drop-down list is available, select the language in which you wish to print the report. The **Language** drop-down list is available for the ELPA Screener test only.

Figure 50. ISR Print Options



10. If the **PDF Type** drop-down list is available, select the level of detail you want to include:
 - **One-Page ISR:** Includes the student’s overall performance table, barrel graph, comparison scores table, performance on claims table.
 - **Multi-Page ISR:** Includes all the information available on the Simple ISR, as well as a trend graph.
11. Click **Print**.

How to Print ISRs from the Student Search Results Page

You can print PDF files of a student’s Individual Student Reports directly from the **Student Search Results** page (see [Figure 46](#)). You can either print a single ISR for a student or generate a Zip file of multiple ISRs for a single student.

To print ISRs for a student in the search results:

1. After performing a successful search, click + in the first column of the student whose ISR you wish to print.



Note: If there are multiple students listed in the search results, you can only print ISRs for one student at a time.

2. Mark the checkbox for each test whose ISR you wish to print.
3. Click **Print Selected Tests** above the search results. The **Print Options** window appears.
4. Select the required print options from the available drop-down lists (for descriptions of the available options, see the section [How to Print PDFs of ISRs from the Student Listing Report Page](#)).



Note: If you select multiple tests to print, and the ISRs for those tests have different print options, then the print options you select will apply only to the ISRs that support those options. For example, if you print 10 ISRs, of which only two support other languages, then the option you select from the **Language** menu will apply only to the two ISRs that support that setting.

If the language options are different for each test, and you choose an option that is not supported for all the selected tests, then any ISRs that do not support that option will print with the default option.

5. Click **Print**.

For more information about performing searches, see [Searching for a Student's Score Reports](#).

Appendix C. User Support

The OSAS Helpdesk will be open during the following hours:

- Regular Hours: Monday–Friday from 7:00 a.m. to 5:00 p.m. PT (except holidays)

OSAS Helpdesk

Toll-Free Phone Support: 1-866-509-6257

Email Support: osashelpdesk@cambiumassessment.com

Chat Support: <https://osasportal.org/chat.shtml>

Emails to the Helpdesk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Helpdesk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred

Change Log

Change	Date