

Online Reporting System

User Guide

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that provides score reports for each student who takes a Science, Social Sciences, ELPA Summative, ELPA Screener, ELA, or Math test.

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all ORS features, including instructions for viewing score reports, downloading student results, creating and editing rosters, and searching for students.





This user guide is organized as follows:

- [Section I, Overview of the Online Reporting System](#), provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- [Section II, Accessing ORS](#), includes instructions on how to log in and log out of the ORS and switch between different OAKS systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.
- [Section V, Viewing Reports & Files](#), describes how to download student results and view test statistics.
- [Section VI, Working with Student Rosters](#), provides instructions on how to create and manage student rosters.
- [Section VII, Searching for Specific Student's Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.
- [Appendix A, Scale Score Ranges by Achievement Levels](#), is a table of scale score ranges by achievement levels.
- [Appendix B, Printing Reports in the ORS](#), provides detailed instructions on how to print reports in the ORS.
- [Appendix C, User Support](#), provides additional information including Help Desk information.

Document Conventions

[Table 1](#) describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

| Element | Description |
|---|--|
|  | Alert: This symbol accompanies important information regarding actions that may cause minor errors. |
|  | Note: This symbol accompanies additional information or instructions of which users must take note. |
| Text | Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable. |
| <i>Text</i> | Bold and italicized text indicates a page name. |
| Mono | Monospace indicates text you enter from the keyboard. |
| <i>Italics</i> | Text in italics indicates field names. |
|  | Warning: This symbol accompanies important information regarding actions that may cause fatal errors. |
|  | Tip: This symbol accompanies useful information on how to perform a task. |

Intended Audience

This user guide is intended for district and school personnel involved in administering assessments to students. It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Additional Resources

The following publications provide additional information (available at oaksportal.org):

- For information about which operating systems and browsers are supported, see the *Operating System Support Plan*.
- For information about student and user management, rosters, and test windows, see the *TIDE User Guide*.
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.

Section I. Overview of the Online Reporting System

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

- **Score Reports:** Provides score data for each test. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on claims, reporting categories, and/or targets when applicable.
- **Reports & Files:** Provides summary statistics (count and percentages) of students who tested in a selected subject and grade level. Enables you to download student data files containing test scores and demographic information.

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



Note: ORS provides dynamic data that can be used to gauge students' achievement on various assessments. However, the data in this system are not to be used for official accountability purposes.

Understanding User Roles and Permissions

Your access to the ORS reports and data depends on your user role and your school and district associations. For example, district users can view data for all schools, teachers, rosters, and students in their district; school users can view data only for teachers, rosters, and students in their school; teachers can only view data for their own students.

[Table 2](#) describes the user roles within the ORS and the reports and features that are accessible to each user role.

Table 2. 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 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Teacher Listing | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Roster Listing | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Student Listing | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Individual Student Score Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| Access Level and Roles* | District | | | School | | |
|----------------------------|----------|-----|-----|--------|----|-----|
| | DTC | DLU | DRV | STC | TA | SRV |
| Reports & Files | | | | | | |
| Summary Statistics | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Retrieve Student Results | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rosters | | | | | | |
| Add Rosters | ✓ | ✓ | | ✓ | ✓ | |
| Edit Rosters | ✓ | ✓ | | ✓ | ✓ | |
| Upload Rosters | ✓ | ✓ | | ✓ | ✓ | |
| Search Students | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

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

Section II. Accessing ORS

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

Logging in to the ORS

To log in to the ORS, you must have an authorized username and password. If you have not yet received your login information, contact your Test Administrator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access the ORS.



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

To log in to ORS:

1. Open your web browser and navigate to the OAKS portal (oaksportal.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.
5. Click **Secure Login**. You will be directed to the ORS.

Figure 3. Login Page

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a link to the OAKS TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Click here to request one** link in the *First Time User* section of the **Login** page. Enter your email address in the *Email Address* field and click **Next**. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forget your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Next**. Enter the answer for your selected security question and click **OK**. You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an account activation or password reset email:**

Emails containing the account activation or password reset link come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not see the email, contact your Test Administrator to make sure you are added in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional Help**

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

Switching Between OAKS Online Systems

When you are logged in to any OAKS online system, you can switch between systems without having to log in to each system separately.

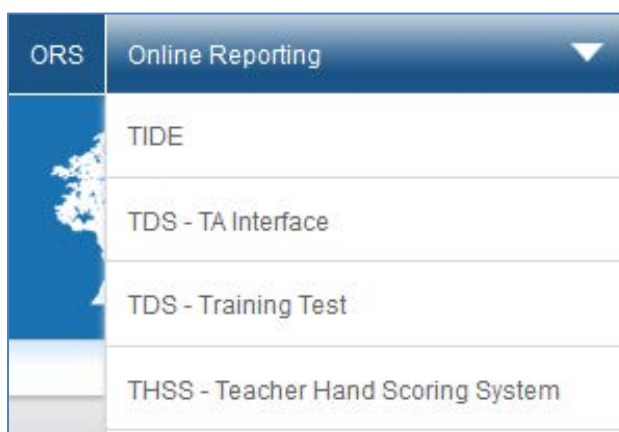


Note: Access to the systems and their features is dependent on your user role. While users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between the OAKS systems:

1. Navigate to the drop-down list on the top left corner of your browser that displays the OAKS systems you can access.

Figure 4. OAKS Systems Drop-Down List



2. Select the system you want to use. You will be directed to the selected system and will not have to log in again.

Logging out of the ORS

ORS contains students' personally identifiable information. Be sure to log out of the ORS to ensure that unauthorized users do not have access to this information.



Warning: Logging out of the ORS logs you out of all OAKS systems.

For example, if you log out of the ORS while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

To log out of ORS:

- Click **Log Out** on the top right hand corner of the page.



Warning: ORS has a timeout feature that automatically logs you out if your session is inactive for 20 minutes.

Section III. Understanding the ORS Interface

This section describes the ORS features and layouts.

ORS Welcome Page

When you first log in to the ORS, the **Welcome** page opens. You can select the report you want to view from this page.



Note: To access the ORS reports and features at any other time, click the links in the ORS banner (see [ORS Banner](#)).

Figure 5. Welcome Page

The screenshot shows the 'Welcome to the Online Reporting System' page. At the top, it asks 'What are you interested in viewing?' and has a 'Select' dropdown menu currently showing 'Demo District (001)'. Below this, there are two main action areas. The first area says 'To download Student Files, click here:' followed by a blue button labeled 'Retrieve Student Results' with a document icon. The second area says 'To view Score Reports, click here:' followed by a blue button labeled 'Score Reports' with a bar chart icon.

To view the ORS reports:

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are a district-level user associated with more than one district or a school-level user associated with more than one school. For example, if you are a school-level user with access to multiple schools, you will need to select the 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**.

The page corresponding to your selection opens.

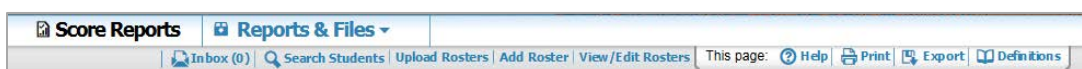
ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all the ORS reports and features. Click the links described below to access the different 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** page (see [Figure 8](#)). For information about score reports, see [Viewing Score Reports](#).
- The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For information about Reports & Files options, see [Viewing Reports & Files](#).
 - Summary Statistics
 - Retrieve Student Results
- **Inbox** links to the **Retrieve Student Results & My Inbox** page where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files and PDF Reports from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID or Temp ID (for ELPA Screener Only) and access his or her test results. For information about searching for students, see [Searching for Specific Student's Score Reports](#).
- **Add Rosters** links to the **Add Roster** page where authorized users can create student rosters. For information about rosters, see [Working with Student Rosters](#).
- **View/Edit Rosters** links to the **View/Edit Roster** page where authorized users can view and edit student rosters. For information about rosters, see [Working with Student Rosters](#).
- **Upload Rosters** links to the **Upload Roster** page where authorized users can upload roster files. For information about rosters, see [Working with Student Rosters](#).



Note: The links for adding, viewing and editing, and uploading rosters are displayed on the basis of your user role. For example, if you are not authorized to upload rosters, the **Upload Rosters** link is not displayed in the banner.

General Tools

The banner also consists of the tools listed below. The tools that are available may vary from page to page.

Figure 7. General Tools



- **Help** links to the ORS User Guide.
- **Print** opens the browser's dialog box for printing the current page.



Note: Additional printing options are displayed when you click **Print** on the Student Listing Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, see [Appendix B, Printing Reports 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.

- **Export** opens the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.

Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions on how to access the different score reports.

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for tests. You can use these reports to determine strategies that may improve teaching and learning. You can view performance trends and determine whether overall performance is improving. Data can be compared with the overall state and district average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Students who completed but did not submit their tests for scoring are not included in these reports. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

The Smarter Balanced Summative Assessments include both computer-scored components (scored immediately) and hand-scored components.

For the Summative Assessments, hand-scored components are scored by pre-approved subcontractors. Once these fully processed scores have been received, they are entered into the system and may be available for viewing in the ORS.



Note: For the Summative Assessments, a student must have completed both the Computer-Adaptive Test (CAT) and Performance Task (PT) within a subject to receive a score report.

For assessments that include both computer-scored components (scored immediately) and hand-scored components, a student must have completed both the computer-scored and hand-scored components within a subject and the scores must have been entered into the relevant systems before the test score appears in the ORS.

With the exception of tests containing items that need to be hand-scored, data presented in the ORS are in real time, i.e., individual student and aggregate data are updated as students complete assessments or exams. Since students may complete tests throughout the testing window, the aggregate data are constantly changing. Because of the dynamic nature of the data, users should use caution when comparing aggregate data. For example, a test coordinator in School A might decide to test all low-performing students first and then test the high-performing students. Because the reporting system is in real time, an individual student's scale score might be higher than the school average score. However, this should not be interpreted as the student performing higher than the school average score. It should be interpreted as the

student performing higher than the school average score based on the specific students who have been tested at that point in time.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics, such as student athletes in an enrolled grade. See [Working with Student Rosters](#) for additional information.

[Table 3](#) provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

Table 3. Available Score Reports

| Report | District Level | School Level | Teacher Level | Roster Level | Student Level |
|--|----------------|--------------|---------------|--------------|---------------|
| Home Page Dashboard Summary of performance (to date) across grades and subjects or courses for the current administration. | ✓ | ✓ | ✓ | | |
| Subject Detail Data for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| Claim (Smarter Balanced) Level Detail Claim/Block-level percentage at each performance level for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| Reporting Category Level Detail Reporting category-level percent at each performance level for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| Domain Level Detail Domain-level percent at each performance level for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| Target Level Detail Relative strengths and weaknesses by target for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |

| Report | District Level | School Level | Teacher Level | Roster Level | Student Level |
|--|----------------|--------------|---------------|--------------|---------------|
| Content Standard Level Detail Relative strengths and weaknesses by content standards for a subject within a particular grade or course for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| Trend Longitudinal comparison of scores for a selected administration (across time). | ✓ | ✓ | ✓ | ✓ | ✓ |
| Student Listing List of all students who belong to a school, teacher, or roster with their associated subject or course (and claims, if applicable) scores for the current administration. | ✓ | ✓ | ✓ | ✓ | |
| 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** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

The score data that you see are dependent on your role; for example, a school administrator only sees his or her school's aggregate data.

Figure 8. Home Page Dashboard Page



*To view the **Home Page Dashboard** page immediately after logging in to ORS:*

- From the *Select* drop-down list (if available) on the **Welcome** page, select the entity whose scores you want to view and then click **Score Reports**. For information about the **Welcome** page, see [ORS Welcome Page](#).

*To view the **Home Page Dashboard** page at any other time:*

- Click **Score Reports** on the banner at the top of the web page.

Defining the Student Population

From the **Home Page Dashboard** page, you can select the test and administration for which you want to view score data and select the group of students whose data you wish to view. For a tutorial on how to make selections on the **Homepage Dashboard** page, see <https://guides.airast.org/ORS/tutorials/DefiningStudentPopulation.mp4>.

To select the test and administration:

1. From the *Test* drop-down list, select an assessment (e.g., Smarter Summative).
2. From the *Administration* drop-down list, select an administration (e.g., 2017-2018).
3. Select the appropriate radio button for the category 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 those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration. The aggregate will not include scores of students who have been removed from TIDE.
 - **Scores for my current students—** Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. For example, if a student tests at School A but is currently enrolled at School B, School B will be able to see the student's scores. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. This would include students who moved to your school or district from out of state.

- **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 when they were tested in the selected test and administration. For example, if a student tested at School A but transferred to School B, School A will be able to see the student's scores. If a student was active in TIDE when the test was completed, the student's score will be included in the aggregate, even if the student has since been removed from TIDE.

The **Home Page Dashboard** page aggregation tables display data based on your selections. See [Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

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

Figure 9. Home Page Dashboard Aggregation Tables

Overall Performance on the OAKS/Smarter test, by Subject, Grade: Demo District 9999, 2017-2018

English Language Arts

| Grade | Percent of Students Proficient | Percent of Students Tested |
|-------------|--------------------------------|----------------------------|
| Grade 3 | 67% | 90% |
| Grade 4 | 50% | 91% |
| Grade 5 | 78% | 90% |
| Grade 6 | 38% | 80% |
| Grade 7 | 78% | 90% |
| Grade 8 | 56% | 90% |
| High School | 50% | 91% |

Mathematics

| Grade | Percent of Students Proficient | Percent of Students Tested |
|-------------|--------------------------------|----------------------------|
| Grade 3 | 25% | 9% |
| Grade 4 | 50% | 12% |
| Grade 5 | 63% | 11% |
| Grade 6 | 50% | 12% |
| Grade 7 | 50% | 10% |
| Grade 8 | 22% | 11% |
| High School | 63% | 11% |

For Smarter Balanced Summative Assessments, the columns appearing in this report are:

- **Percent of Students Tested**—This column displays the percent of students to date who have completed their test and have a valid score.
- **Percent Level 3 or above**—This column displays the percentage of students to date who have scored at Level 3 or above on each test. The percentage is a ratio of the number of students that scored at Level 3 or above on the test to the number of students that took the test. Data in this table are organized by grade level or course depending on the test.

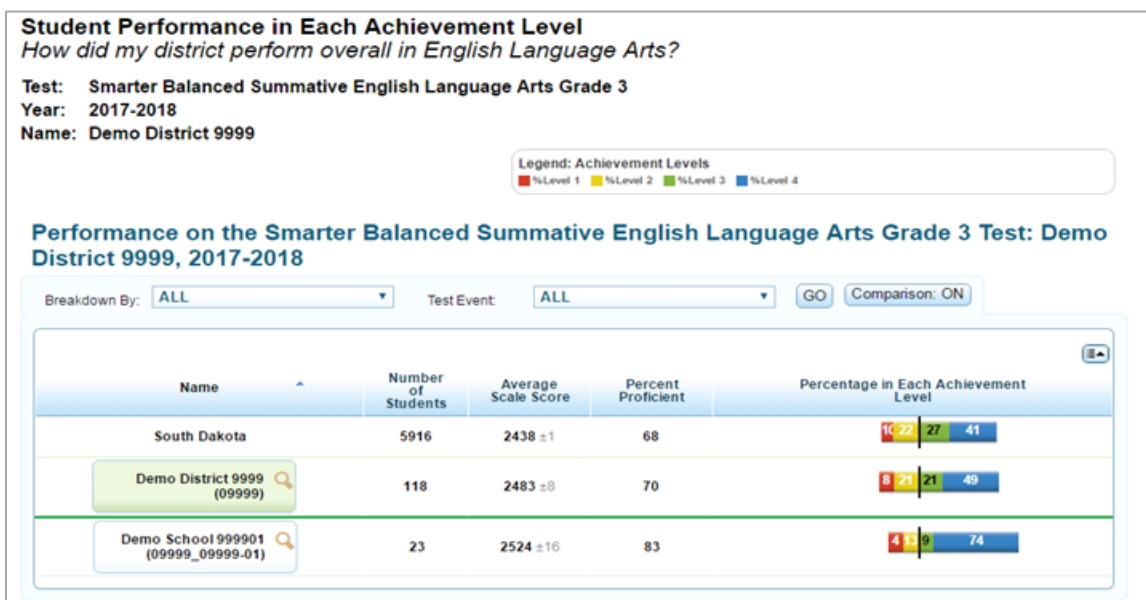
For ELPA Summative and ELPA Screener tests, the columns appearing in this report are:

- **Number of Students Tested**—This column displays the number of students to date who have completed their test and have a valid score.
- **Percent Determined Proficient**—This column displays the percentage of students who have reached the proficiency threshold on the ELPA tests. The percentage is a ratio of the number of students who have scored in the proficient ranges to the number of students who took the test. Data in this table are organized by grade level or course depending on the test.

To access detailed score reports for a particular subject:

- From the **Home Page Dashboard** page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the Smarter Summative subject detail report for Grade 3 ELA, click the grade-subject button highlighted in [Figure 9](#). The corresponding Subject Detail Report opens. See [Figure 10](#).

Figure 10. Sample Subject Detail Report



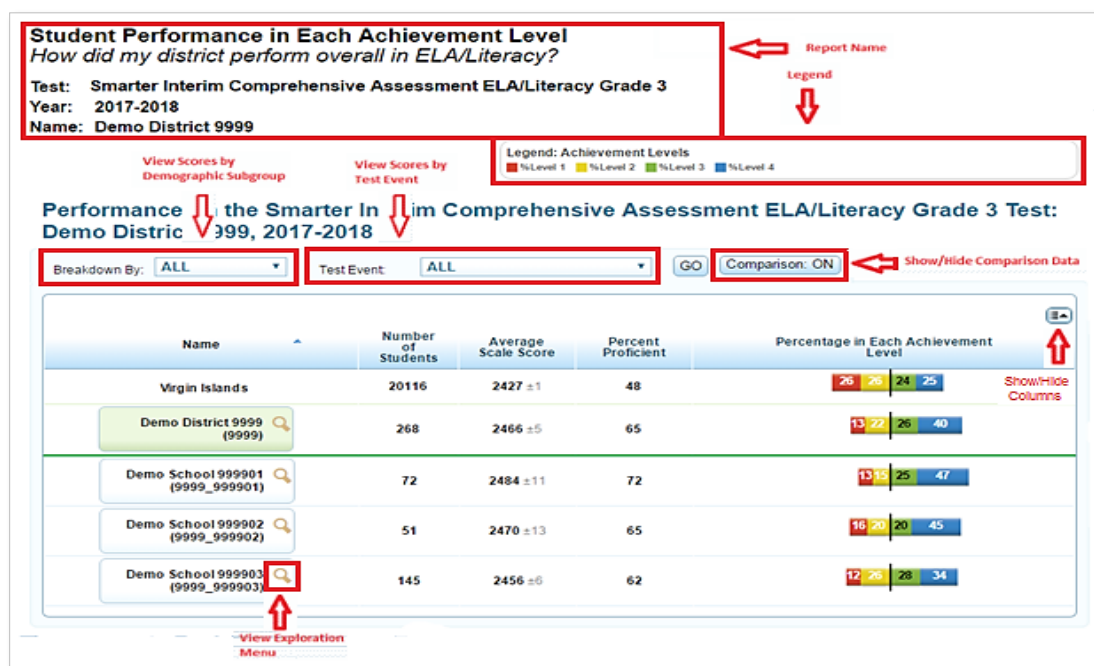
Understanding the Score Report Layout and Features

Most score reports share similar features. [Figure 11](#) illustrates some of the common features of score reports, which are:

- **Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.

- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.
- **Student Population:** The category of students whose score data you are viewing is displayed on the top of the report. The student category corresponds to the radio button selected on the *Home Page Dashboard* page.
- **Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports.)

Figure 11. Annotated Subject Detail Score Report



In addition, score reports allow:


- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores Based on Demographic Subgroup](#)

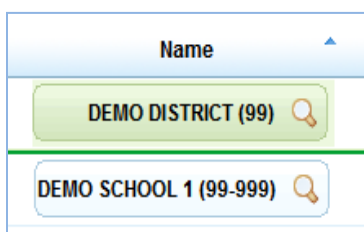
- [Viewing Scores Based on Test Accommodation](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)

Navigating between Score Reports using the Exploration Menu

Using the Exploration Menu, you can navigate between score reports belonging to different subjects, grades, and dimensions within the assessment selected on the **Home Page Dashboard**.

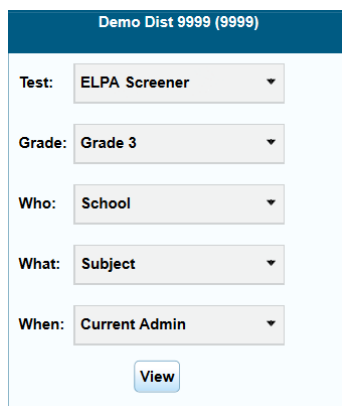
To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (e.g., school or teacher). The Exploration Menu opens.



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 about the different categories of score reports, see [Understanding the Exploration Menu Options](#).

Figure 12. Exploration Menu

A screenshot of a form titled 'Demo Dist 9999 (9999)'. The form contains five dropdown menus: 'Test' with 'ELPA Screener' selected, 'Grade' with 'Grade 3' selected, 'Who' with 'School' selected, 'What' with 'Subject' selected, and 'When' with 'Current Admin' selected. Below these dropdowns is a 'View' button.

3. Click **View**.

Understanding the Exploration Menu Options

The Exploration Menu lets you navigate to different types of score reports for a selected subject and grade. By default, the first two drop-down lists display the subject and grade cell you selected from the **Home Page Dashboard** aggregation tables to access the score reports. You can navigate to a different grade within the same subject or navigate to a different subject, if available for the selected assessment, by selecting the required values from the relevant drop-down lists.



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 about selecting an assessment, see [Defining the Student Population](#).

Table 4. Subject and Grade Selection Fields

| Field | Description |
|---------|--|
| Subject | Displays the subjects available for the selected assessment. |
| Grade | Displays the grades available for the selected assessment. |

The remaining three drop-down lists on the Exploration Menu let you select the type of score report that you wish to view. For navigation purposes, score reports can be broadly categorized into three dimensions: *Who*, *What*, and *When*. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school, teacher, or roster), content type (e.g., subject or claims and reporting categories), or period of time (trend). [Table 5](#) describes these dimensions.

Using the Exploration Menu, you can navigate to any report by making different selections from the *Who*, *What*, and *When* drop-down lists. However, the options that are available in the drop-down lists depend on your user role, the report you are viewing, and the entity level where you have opened the Exploration Menu. If a drop-down list displays N/A or does not show any options, it means that you cannot navigate any further up or down in that dimension.

For example, as a district level user you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Roster Listing, and Student Listing. (For information on these different reports, see [Viewing Subject Detail Score Reports for Summative Tests](#)). While viewing the School Listing Report (see [Figure 18](#)), if you open the Exploration Menu from the district level, the only available option in the *Who* drop-down list will be **School** since it is not possible to view aggregates for all the teachers, rosters, or students belonging to a district. However, if you open the Exploration Menu from the school level, you will be able to select **Teacher**, **Roster**, or **Student** from the *Who* drop-down list to navigate to the required aggregation report for the selected school.

Table 5: Score Reports Dimensions

| Dimension | Description | Categories/Reports |
|-----------|---|--|
| Who | Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students). | <ul style="list-style-type: none"> • School • Teacher • Roster • Student |
| What | Displays data by claims/reporting categories, and targets as applicable within the selected subject. | <ul style="list-style-type: none"> • Subject • Claims/Reporting Categories/ Domains/Strands • Targets |
| When | Displays data either as a snapshot of performance in the current test window or as a historical trend (for the subject/content area you are viewing). | <ul style="list-style-type: none"> • Trend • Current Admin |

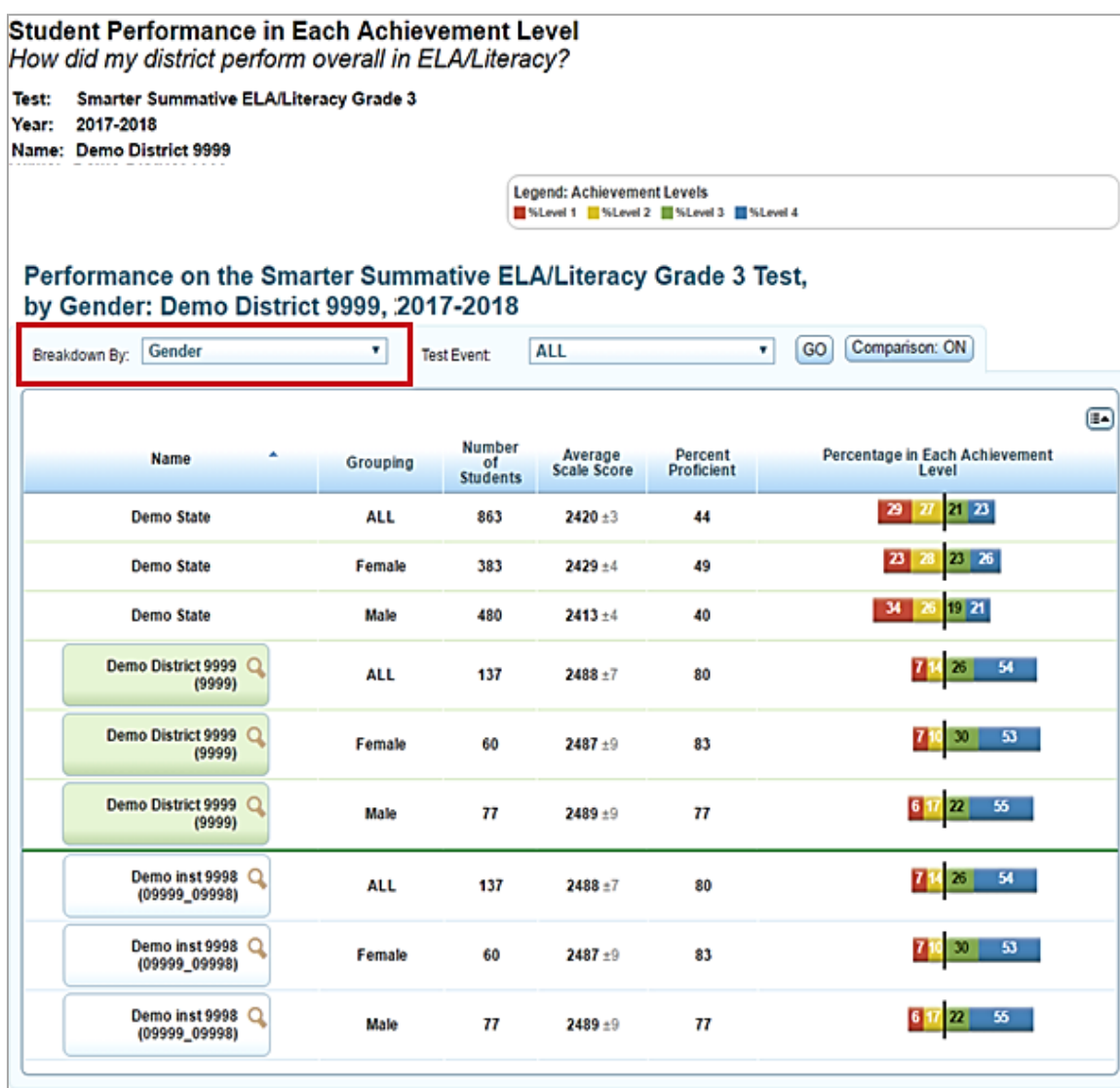
Viewing Scores Based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in [Figure 13](#).

To view score reports by a demographic subgroup:

1. From the *Breakdown By* drop-down list (see [Figure 13](#)), select the required demographic subgroup. See [Table 6](#) for the available subgroups.
2. Click **Go**, if available. An updated report appears with score data displayed in the selected subgroups.

Figure 13. Sample Score Report with Breakdown by Gender



[Table 6](#) lists the available demographic subgroup categories.

Table 6. Demographic Subgroups

| Subgroup | Description | Possible Values |
|--|---|---|
| Enrolled Grade | Grade in which student is enrolled during the test administration | <ul style="list-style-type: none"> Kindergarten Grade 01 through Grade 13 Postsecondary |
| Limited English Proficiency (LEP) Status | Student's LEP status | <ul style="list-style-type: none"> Yes No |
| Race/Ethnicity | Student's ethnicity code | <ul style="list-style-type: none"> Asian Black or African American American Indian or Alaska Native White Hispanic or Latino Ethnicity Native Hawaiian or Other Pacific Islander Two or More Races |
| Special Education | Student has Individual Education Plan | <ul style="list-style-type: none"> Yes No |
| Title 1 | Student Title 1 status | <ul style="list-style-type: none"> Yes No |

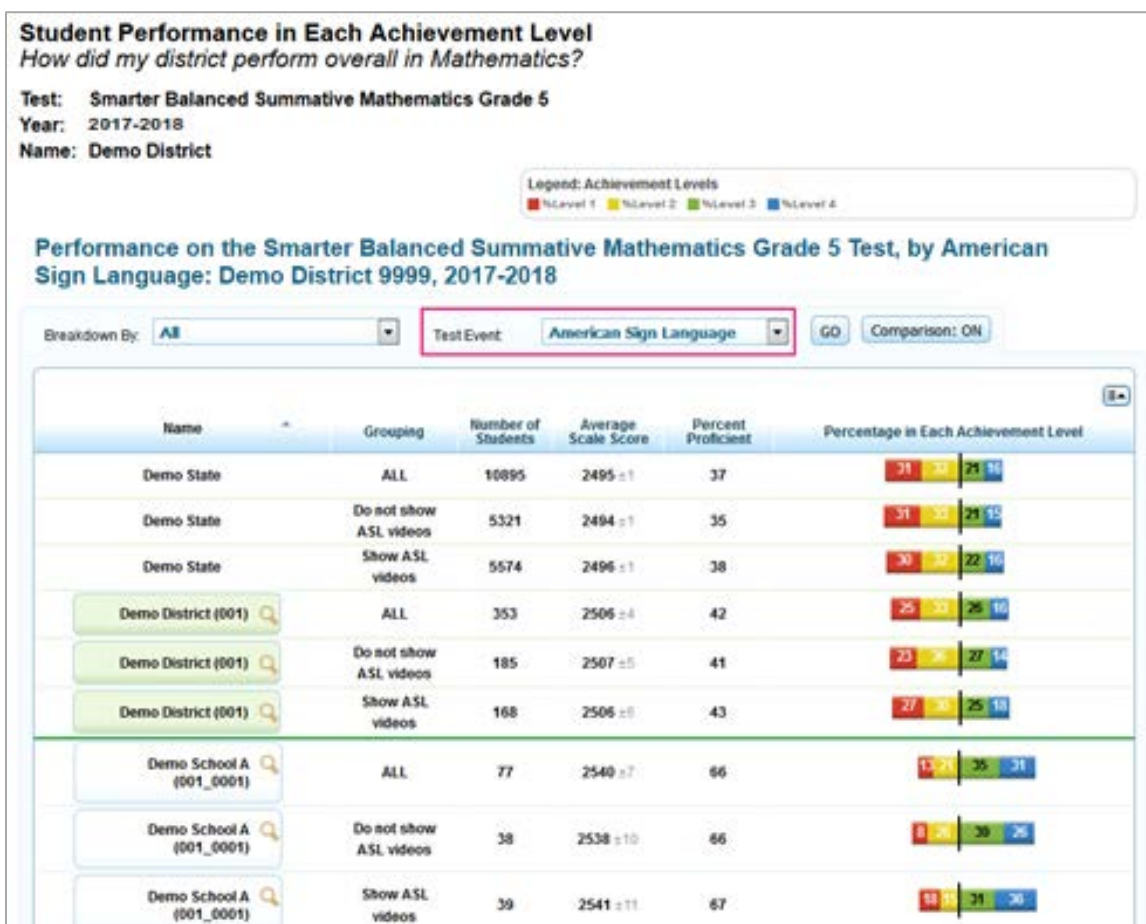
Viewing Scores Based on Test Accommodation

You can use the *Test Event* filter to disaggregate score data by a test accommodation. When you select an accommodation, the report expands to display data for each accommodation category. For example, you can select the accommodation American Sign Language to display the data disaggregated by All, Do not show ASL videos, and Show ASL videos as shown in [Figure 14](#). This filter is available on the Subject Detail Report, Claims Detail Report, and Student Listing Report.

To view score reports by a test event:

1. From the *Test Event* drop-down list (see [Figure 14](#)), select the required test accommodation.
2. Click **Go**.

Figure 14. Sample Score Report with Breakdown by American Sign Language



Note: For accommodations that are only represented as ON or OFF, if the accommodation was ON during any segment of the test, it is considered as ON in the disaggregation.

Table 7 lists the available accessibility supports.

Table 7. Accessibility Supports

| Tool Name |
|----------------------------|
| American Sign Language |
| Closed Captioning |
| Color Choices |
| ELPA Domain Exemptions |
| Glossary |
| Item Type Exclusion |
| Line Reader |
| Masking |
| Permissive Mode |
| Presentation |
| Print on Request |
| Print Size |
| Streamlined Interface Mode |
| Suppress Score |
| Text-to-Speech |

Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report.

To show or hide a report's columns:


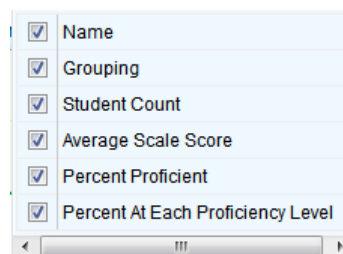
1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view, move your cursor away from the arrow icon.

Figure 15. List of Score Report Columns



Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

To sort the data:

1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.



Note: The selected sort order is automatically applied to all the reports that you view while logged in to the ORS. However, if you log out of the ORS, the sort order automatically reverts to the default.

Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. 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.



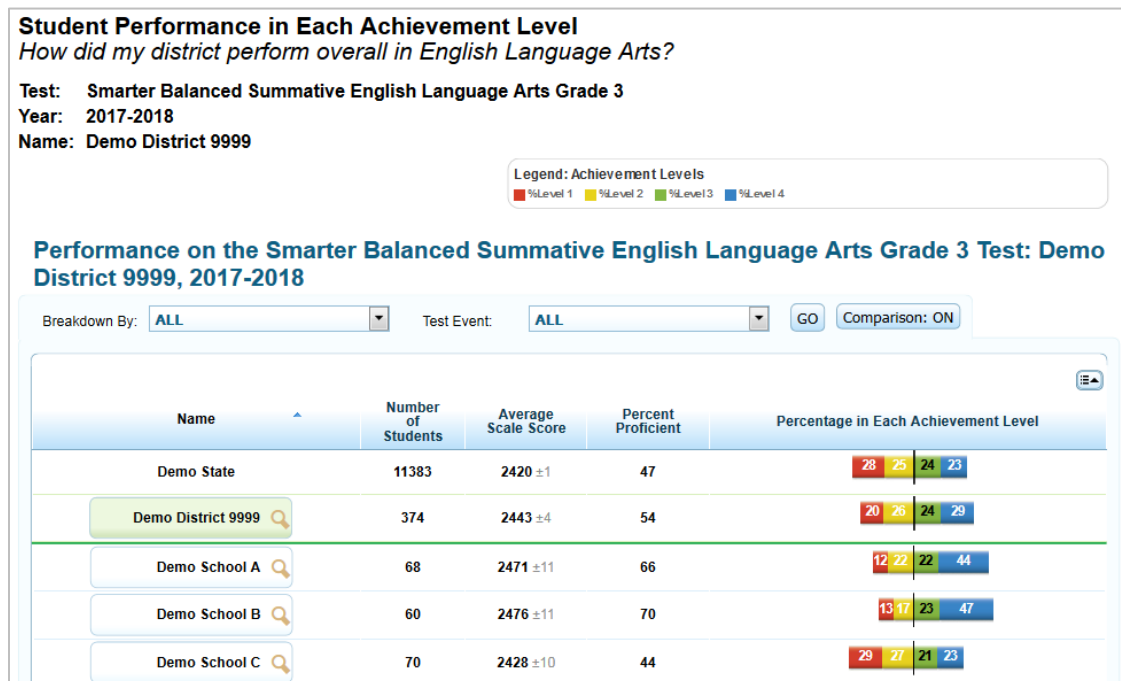
Note: Additional comparison data at the teacher and roster levels may also be displayed for some reports. However, the comparison rows that are available depend on the entity level from which the report has been accessed. For example, the comparison rows will include the overall score data of the teacher if you access the Roster Listing Report from the Teacher Listing Report and not from the School Listing Report.

To show or hide comparison data:

- Click the **Comparison** button above the report.

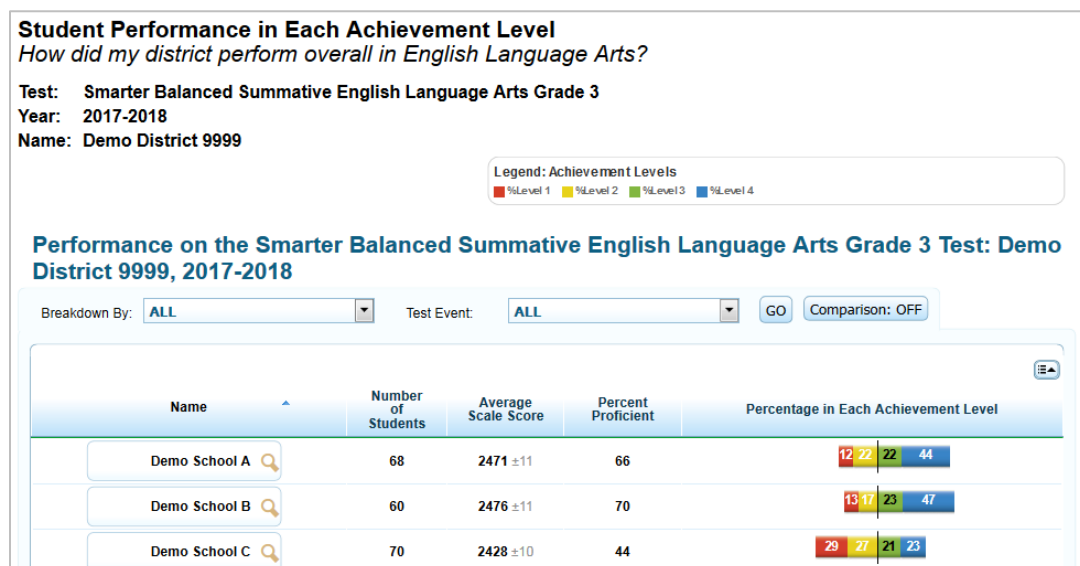
When **Comparison: On** is displayed, the comparison rows are visible on the report.

Figure 16. Sample Score Report with Comparison On



When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Figure 17. Sample 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** page and provides access to other score report categories.

The subject detail report name consists of the following components:

- *Student Performance in Each Proficiency Level. How did my [entity] perform overall in [Subject or Course],* where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. [Table 8](#) describes the Subject Detail Reports columns for Smarter Balanced Summative Assessments, while Table 8 describes the Subject Detail Report Columns for ELPA tests.

Table 8. Subject Detail Report Columns (Smarter Balanced)

| Column | Description |
|-----------------------------------|---|
| Name | The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student). |
| Number of Students | The number of students to date who submitted the selected test for scoring. |
| Average Scale Score | The average score and standard error of the mean of students who completed the scaled tests. |
| Percent Proficient | 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 9. Subject Detail Report Columns (ELPA)

| Column | Description |
|-----------------------------------|--|
| Name | The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student). |
| Number of Students | The number of students to date who submitted the selected test for scoring. |
| Average Overall Scale Score | The mean overall scale score of students who have taken a test in a given administration. |
| Average Comprehension Scale Score | The mean comprehension scale score that includes reading and listening scores of students who have taken a test in a given administration. |
| Percent Determined Proficient | Percent of students who have taken a test in a given administration and who have scores in the Proficient ranges. |

Viewing School Listing Subject Detail Report

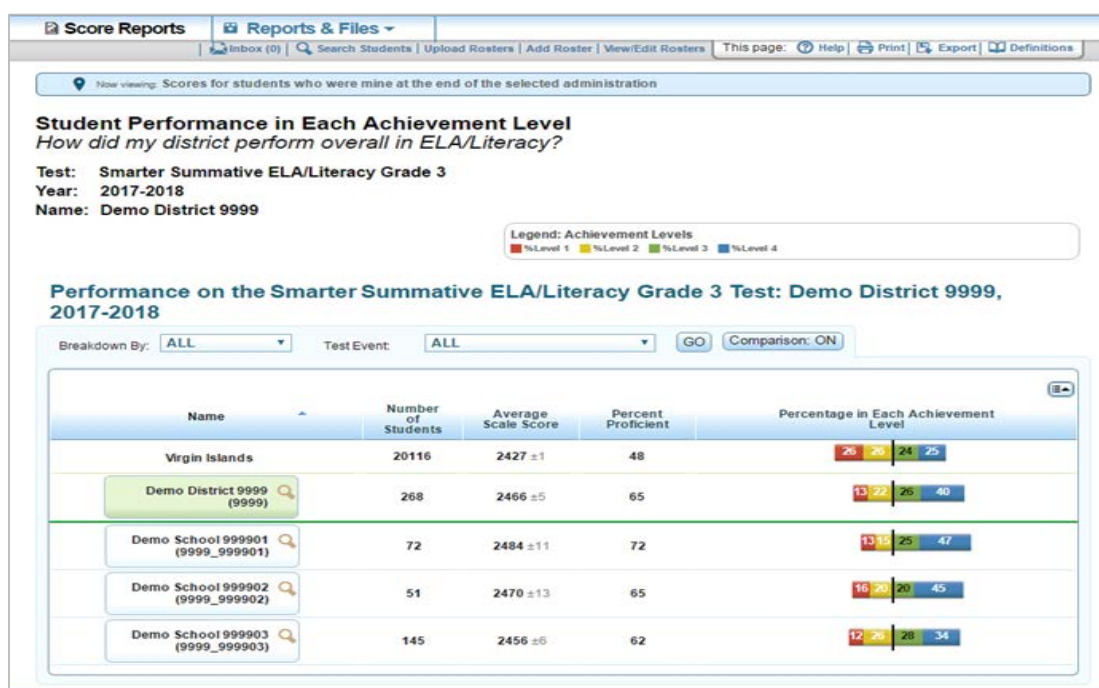
The School Listing Subject Detail Report is the default displayed report for district-level users. A school's performance data in the selected grade and subject is displayed together with the associated district's and state's performance for the purpose of comparison. You can view the data for each school in the selected district.

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

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

For an explanation of the report columns, see [Table 8](#).

Figure 18. Sample School Listing Subject Detail Report




From the School Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores Based on Demographic Subgroup](#).
- Disaggregate the report by test accommodation; see [Viewing Scores Based on Test Accommodation](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Viewing Teacher Listing Subject Detail Report

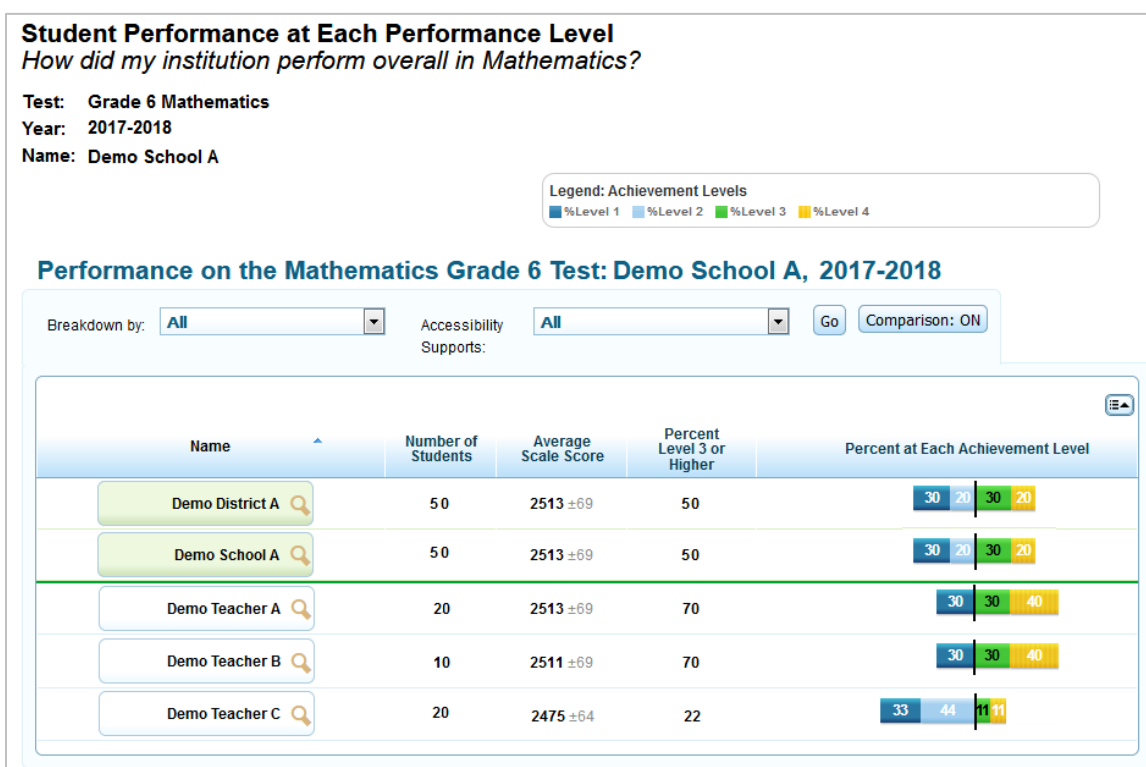
The Teacher Listing Subject Detail Report is available to district- and school-level users and displays data for all the teachers in the selected school whose students have completed the selected test.

To navigate to the Teacher Listing Subject Detail Report from the School Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 18](#)), click  next to a school name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Teacher**; from the *What* drop-down list, select **Subject**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For an explanation of the report columns, see [Table 8](#).

Figure 19. Teacher Listing Subject Detail Report




From the Teacher Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores Based on Demographic Subgroup](#).
- Disaggregate the report by test accommodation; see [Viewing Scores Based on Test Accommodation](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Viewing Roster Listing Subject Detail Report

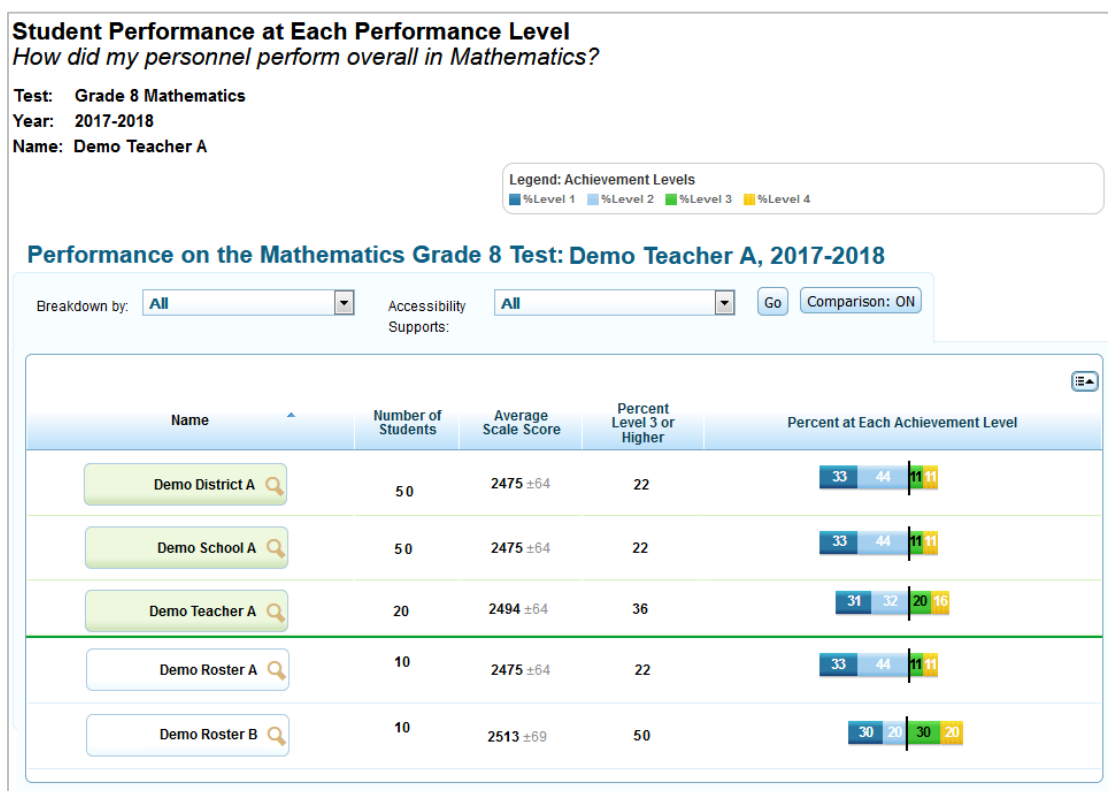
The Roster Listing Subject Detail Report displays the selected school's or teacher's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, see [Working with Student Rosters](#).

To navigate to the Roster Listing Subject Detail Report from the Teacher Listing Subject Detail Report:

1. On the Teacher Listing Subject Detail Report ([Figure 19](#)), click  next to a teacher's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Roster**; from the *What* drop-down list, select **Subject**; 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 an explanation of the report columns, see [Table 8](#).

Figure 20. Roster Listing Subject Detail Report



Note: Important Information about High School Scores

For High School OAKS Online Science and Social Sciences tests, these aggregated figures are for students who are in Grade 11. They also include the highest scores from the selected school year or the previous three school years in which a High School test was taken to account for the fact that the students may have demonstrated proficiency in that test. The Scale Score is the average of the highest scores earned by 11th grade students in their 9th, 10th, or 11th grade year. Similarly, the Percent at Each Performance level will be based on the highest score earned in any of those previous school years. (Note: If any students took a high school test in 8th grade (as “target up” students), then their scores would also factor into these aggregated data.)

If you navigate to the Reporting Category or Content Standard report for High School OAKS Science or Social Sciences, it will show data only for the selected school year for the 11th grade students. By restricting these reports to the selected school year, you can better assess your 11th grade students' current instructional needs and academic strengths.

From the Roster Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).


- Disaggregate the report by demographic subgroup; see [Viewing Scores Based on Demographic Subgroup](#).
- Disaggregate the report by test accommodation; see [Viewing Scores Based on Test Accommodation](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Viewing Student Listing Subject Detail Report

The Student Listing Subject Detail Report displays all the students associated with the selected school, teacher, or roster who have completed the selected test.

The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, by Student: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

To navigate to the Student Listing Subject Detail Report from the Roster Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report ([Figure 20](#)), click  next to a roster's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Student**; from the *What* dimension drop-down list, select **Subject**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Subject Detail Report for the selected grade-subject opens.

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

Figure 21. Sample Student Listing Report

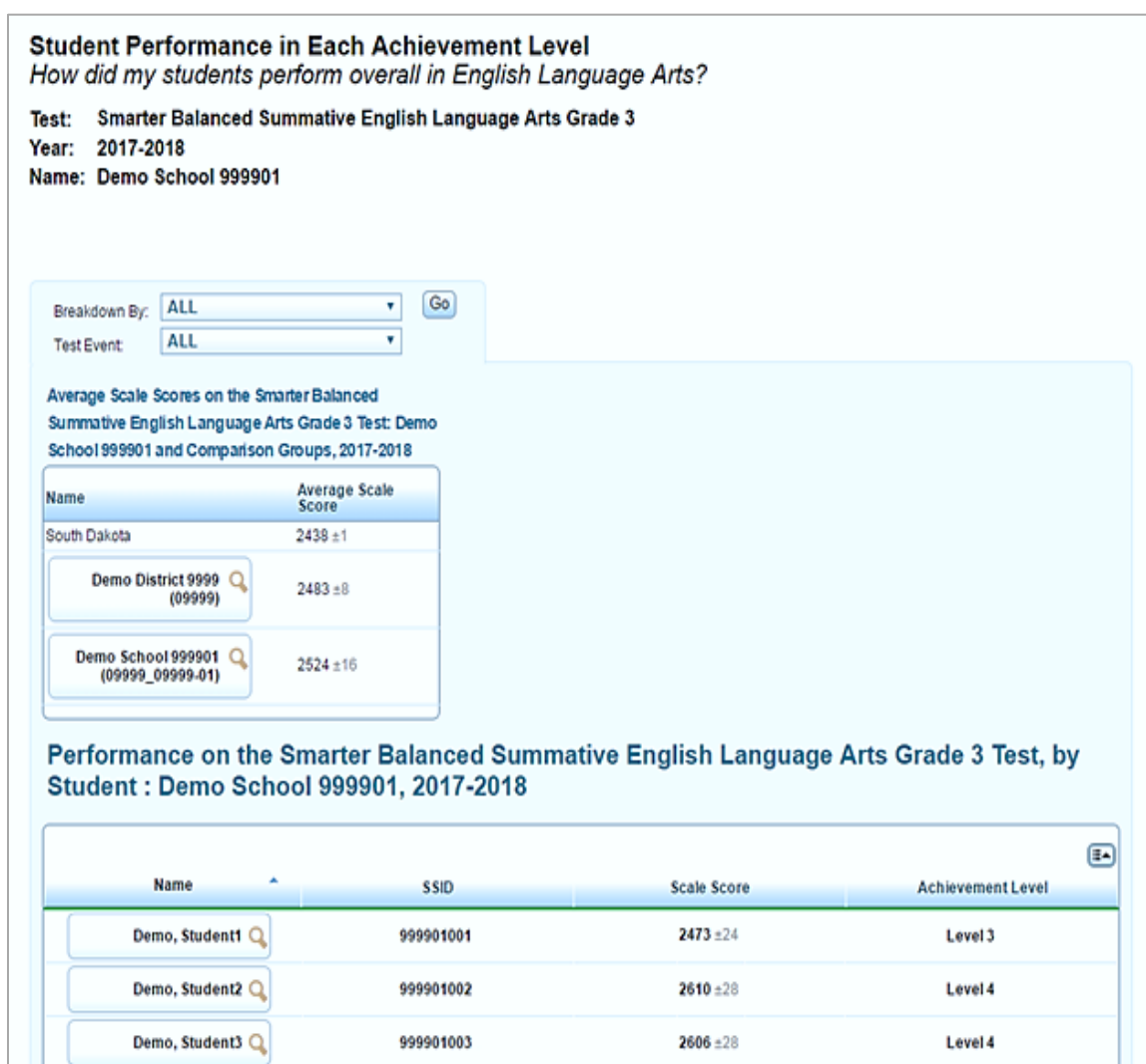


Table 10. Student Listing Report Subject Detail Report Columns

| Column | Description |
|---------------------|---|
| Name | The name of the student. |
| SSID | The student's unique identifier. |
| Opportunities Taken | The number of opportunities taken by a student for the selected assessment. This column is only displayed for assessments that allow more than one opportunity. |
| Scale Score | The student's scale score and standard error of the mean. |
| Achievement Level | The achievement level associated with the student's score. |

**Note:** About the Scale Scores Column on the Student Listing Score Report

In normal circumstances, the scale scores column on the Student Listing Report displays the overall test score for each student and allows you to access Individual Student Reports for additional details. However, you may not be able to view scores or access a student's ISR in the following cases:

- If a student did not attempt the test, the Student Listing Report will display “Not Attempted” in the scale score column and you will not be able to access the student's ISR.
- If a student's score cannot be displayed due to the participation code specified for the student, the Student Listing Report will display “Participated” in the scale score column and you will not be able to access the student's ISR.

From the Student Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup or test accommodation; see Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup or Test Accommodations.
- Show or hide the columns and sort data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the Student Listing Subject Detail Report or Individual Student Reports (ISRs) of all the students listed on the report; see [Printing Reports from the Student Listing Report Page](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup or Test Accommodations

Similar to the other score reports, you can disaggregate the data displayed on the **Student Listing Report** page by demographic subgroups or test accommodations. However, the procedure for disaggregating and viewing the data is different from the higher level reports.

To disaggregate score data by a subgroup or test accommodation:

1. From the *Breakdown By* or *Test Event* drop-down list, select the required group or accommodation.

2. From the *Values* drop-down list, select a specific subgroup or test event value. For example, select **Yes** for the subgroup **Title 1**.
3. Click **Go**. The new list only includes students that match the specified value.



Important Information about High School Scores

For High School Science and Social Sciences, the Student Listing Subject Detail Report will show results for students enrolled in Grades 9, 10, 11, and 12 for the selected school year. It will also display these students' highest scoring opportunity from High School OAKS tests administered in the previous three years.

To distinguish between scores from previous school years and the current school year, you can see the test delivery date in the Test Date column. The Opportunities Taken column will also indicate if the score was from a test administered during a previous school year.

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.

Showing or Hiding Test Opportunities

By default, all the test opportunities taken by a student are displayed on the page. You can choose to show or hide the opportunities.



Note: This is only applicable for assessments that allow multiple opportunities.

To show or hide comparison data:

- Click the **Show All Opportunities** button on the report. The button is only available for assessments that allow multiple opportunities.

When **Show All Opportunities: On** is displayed, all the opportunities are visible on the report.

When **Show All Opportunities: Off** is displayed, the report is configured to display the most recent opportunity or the opportunity in which the student scored highest.




Note: The opportunity that is displayed in aggregations is the test opportunity where students scored the highest.

Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score; achievement level for the selected subject; as well as performance and claim description at each claim. It also displays average scale scores for the state, district, and school for comparison purposes. The report may also include a trend graph that plots the student's scale scores at each point in time and visually depicts his or her performance over time.

To navigate to the Individual Student Report from the Student Listing Report:

1. On the Student Listing Report ([Figure 21](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Student**; from the *What* drop-down list, select **Subject**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The Individual Student Report opens.

For information about the features of the Individual Student Report page, see About the Individual Student Report.

Figure 22. Sample Individual Student Report Partial View (Smarter Summative)

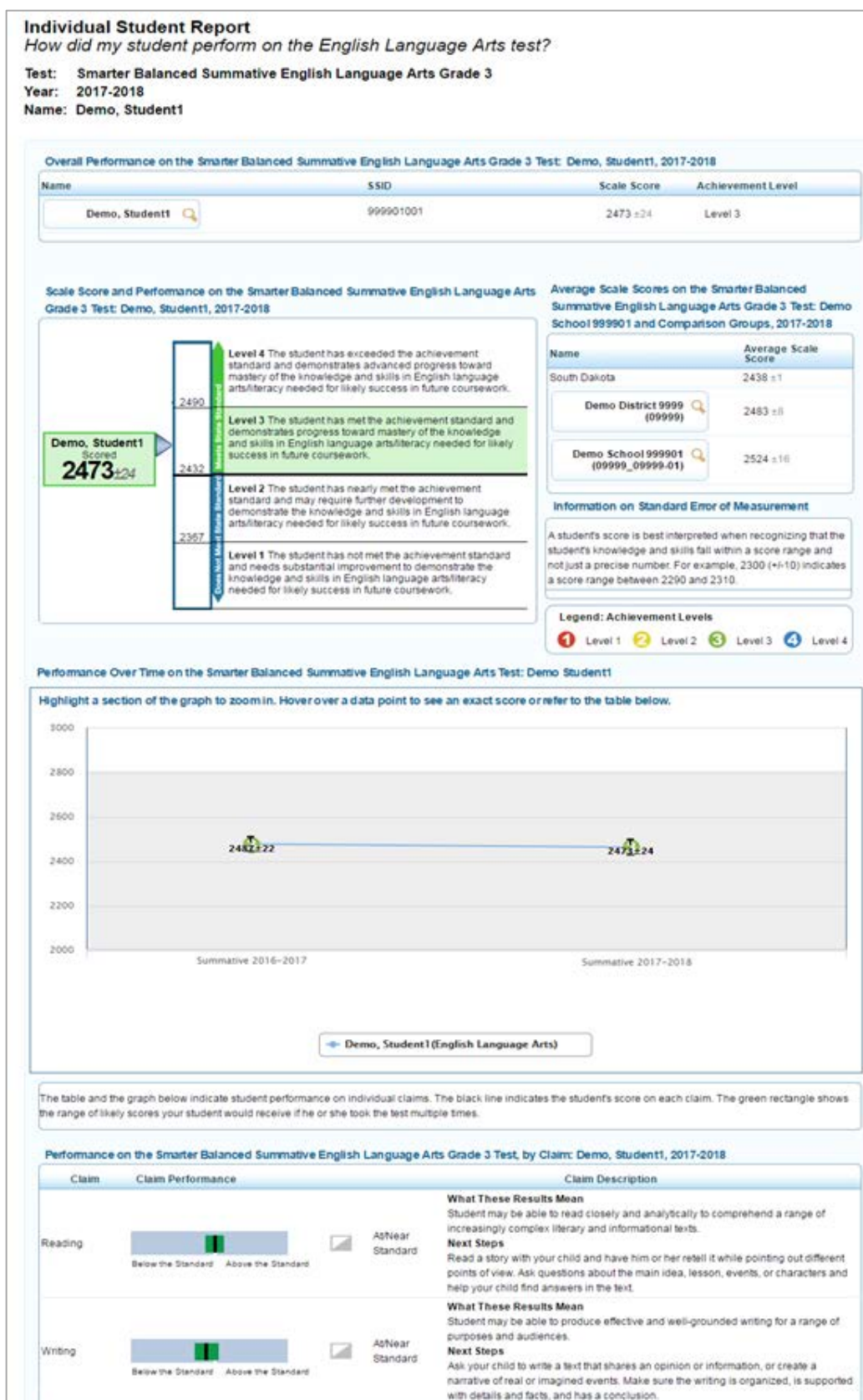
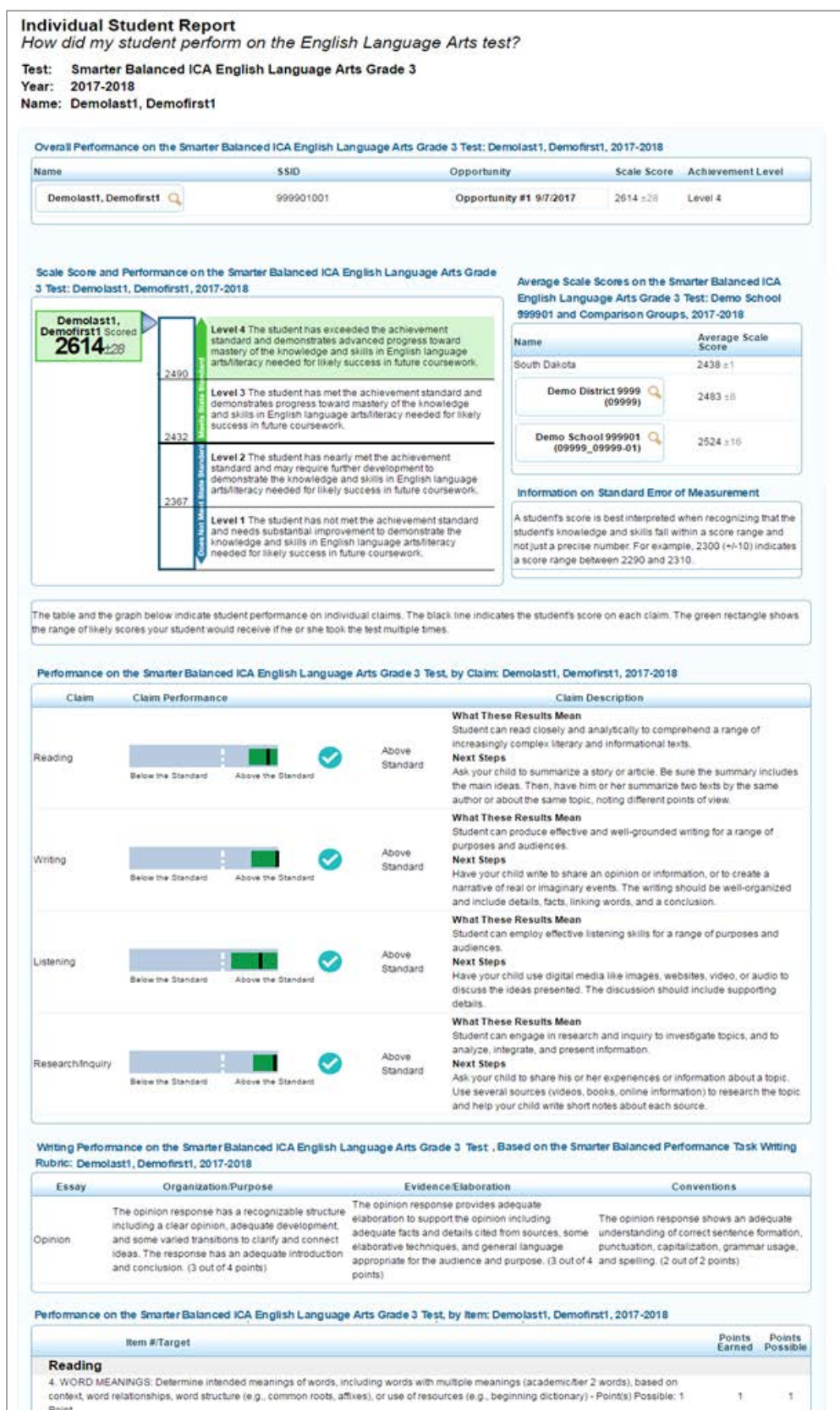


Figure 23. Sample Individual Student Report (ICA)



About the Individual Student Report

The information included in the Individual Student Report may vary based on the assessment and subject that you have selected. A student's performance data is segregated into separate tables, often with accompanying text to describe the data included on the report.

The Individual Student Report provides the following information:

- *Overall Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Student Name], [Administration]*— Depending on the assessment selected, this table may include:
 - The student's name and student identification number.
 - The test opportunity number and the date when the opportunity was completed, if applicable. You can click on an opportunity number to view the student's performance on different opportunities.
 - The student's overall scale score for a test opportunity.
 - The achievement level classification associated with the student's score for a test opportunity.
- *Scale Score and Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Student Name], [Administration]*—This barrel chart visually depicts the student's achievement level based on his or her overall scale score. It also depicts the Highest Obtainable Scale Score (HOSS) and the Lowest Obtainable Scale Score (LOSS) values for the test at the top and bottom of the chart.
- *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test by Claim: [Student Name], [Administration]*—This table includes:
 - A graph that indicates 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 he or she took the test multiple times.
 - The student's performance level in each of the claims for the test opportunity corresponding to the highest overall performance. The claim achievement category legend on the top of the report is provided for understanding the symbols represented.
 - Descriptions of what the student's results mean along with recommendations on the next steps to be taken to improve student's performance based on the student's claim scores.



Note: About the *Performance by Claims* table:

- The graph indicating the student's score on each claim is only available for Smarter Balanced.
 - The claim scale score along with the standard error of measurement is included in the student data files that can be downloaded from the **Retrieve Student Results and My Inbox** page. For more information, refer to [Retrieving Student Results](#).
 - If a student did not complete the test and no claim scores are available, the claims table displays "Incomplete" for each claim. The student data files also display "Incomplete" for the claims.
-
- *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test by Domain: [Student Name], [Administration]*—This table includes:
 - The name of the domain and 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 for parents and educators.
 - *Average Scale Scores on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Entity] and Comparison Groups, [Administration]*—This table includes average scale score for the state, district, and school with which the student is associated.



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

- *Writing Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, Based on the Smarter Balanced Writing Task Rubric: [Student Name], [Administration]*—This table provides information about the student's performance on the Writing test, which includes one essay.



Note: About the *Writing Performance Based on Smarter Balanced Writing Task Rubric* table:

- This table is only displayed for Smarter Balanced tests. Students are required to write an essay that is assigned different traits such as "informational," "narrative," "opinion," "argumentative," and "explanatory" based on their grade level and the PT test that they took. The table provides information on how a student scored on the three dimensions – organization/purpose, evidence/elaboration, and conventions.

- *Performance on the [Assessment Name] [Subject/Course] Over Time: [Student Name]*—This graph plots the scale scores for the student at each point in time (across test administrations both within and between school years) and visually depicts his or her performance over time.



Note: About the Trend Graph

- The trend graph is only available for Smarter Summative assessments.
- The line may be broken if data is not available for a particular test administration.

From the Individual Student Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- View scores for all the opportunities taken by the student; see Viewing a Test Opportunity.
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the Individual Student Reports available for the student; see [Printing Reports from the Individual Student Report Page](#).



Note: Depending on the information included in the Individual Student Report and the number of tables and notes that are displayed, the report may span more than one page when printed.

- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Viewing a Test Opportunity

The Student Test Performance table on the **Individual Student Report** page lists all the opportunities taken by a student. For assessments with multiple test opportunities, the opportunity number and date that the student took the opportunity is displayed. You can view details for each opportunity by selecting the required opportunity.

To select an opportunity:

- From the Student Test Performance table, click the opportunity button corresponding to the opportunity that you wish to view. The score details for the selected opportunity appear.

Viewing Claims Score Reports

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



Note: Claims reports are available for Smarter Balanced Assessments only.

The claims report name consists of the following components:

- The score report name is *[Entity] Performance on Each Claim. What are my [entity's] strengths and weaknesses in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, by Claim: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

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


Table 11: Claims Score Report Columns

| Column | Description |
|--|---|
| Name | The name of the entity you are viewing (e.g., district, school, teacher, roster, 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 of students who have completed the selected test. |
| Percent at Level 3 or Above | The percentage of students who scored at Level 3 or above in the selected test. |
| Claims | The claims constituting the selected subject. |
| Claim Average Scale Score | The mean claim scale score and standard error of the mean of students who have completed the selected test. |
| Percent at Each Claim Achievement Category | Percent of students at each claim proficiency level who have taken the selected test. |

Viewing School Listing Claims Report

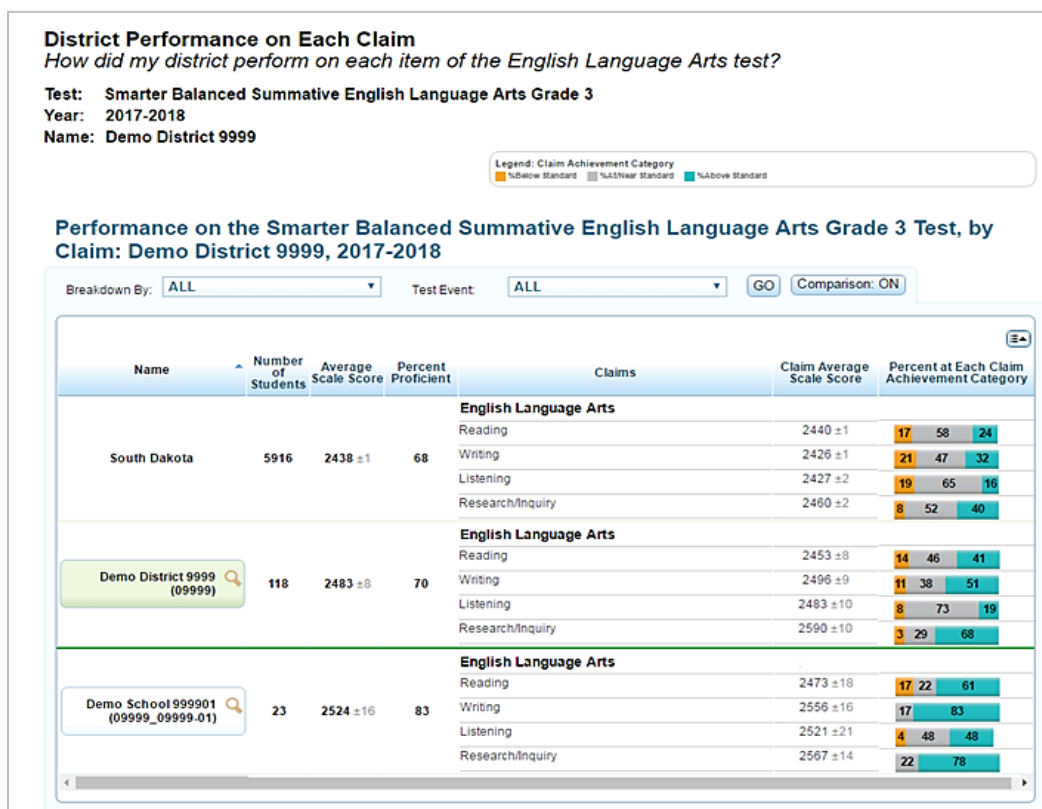
The School Listing Claims Report is available for district-level users. A school's performance data on each claim constituting the selected grade and subject is displayed together with the associated district's and state's performance for the purpose of comparison. You can view the data for each school in the selected district.

To access the School Listing Claims Report from the Subject Detail School Listing Report:

1. On the School Listing Report ([Figure 18](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *What* drop-down list, select **Claims**; from the *Who* drop-down list, select **School**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The School Listing Claims Report opens.

For an explanation of the report columns, see [Table 11](#).

Figure 24. Sample School Listing Claims Report



Similar to the subject detail score reports, from the School Listing Claims Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores Based on Demographic Subgroup](#).
- Disaggregate the report by test accommodation; see [Viewing Scores Based on Test Accommodation](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).


Viewing Student Listing Claims Report

The Student Listing Claims Report displays claims performance for all the students associated with the selected school, teacher, or roster who have completed the selected test.

The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, by Student, Claim: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

Each report also displays the average scale score for the state, district, and school as applicable. The title of the comparison's table is *Average Scale Scores on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Entity] and Comparison Groups, [Administration]*.

To access the Student Listing Claims Report from the School Listing Claims Report:

1. On the School Listing Claims Report ([Figure 24](#)), click  next to an entity's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *What* drop-down list, select **Claims**; from the *Who* drop-down list, select **Student**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Claims Report opens.

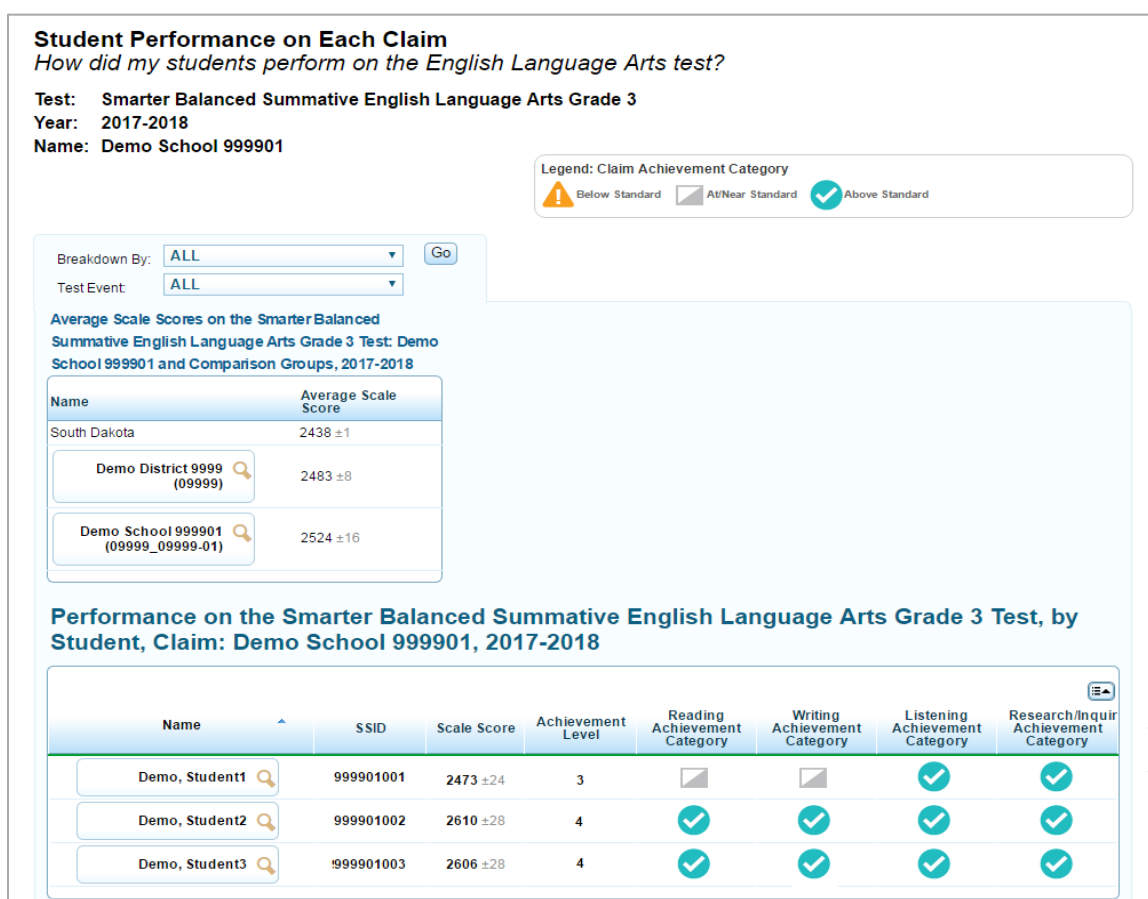
The Student Listing Claims Score Report (see [Figure 25](#)) differs from higher level claims score reports in that it reports a student's name, student identification number, overall subject scale score, and overall subject achievement level, as well as the achievement category classification associated with the student's claim scores. Refer to the legend on the top of the report to understand the data represented.

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

In normal circumstances, overall scale scores and claims scores are displayed for each student and you can access Individual Student Reports for details from the student listing report. However, you may not be able to view complete score data for a student or access a student's ISR in the following cases:

- If a student did not complete the test and no claim scores are available:
 - The claims columns on the Student Listing Report will display "Incomplete".
 - If an overall score is available, you will be able to access the ISR. However, the claims table on the ISR will display "Incomplete" for each claim to indicate that the student did not complete the test.
 - The student data files that you can download from the ***Retrieve Student Results and My Inbox*** page will also display "Incomplete" for the claims.
- If a student did not attempt the test, the Student Listing Report will display "Not Attempted" in the scale score and claims score columns and you will not be able to access the student's ISR.
- If a student's score cannot be displayed due to the participation code specified for the student, the Student Listing Report will display "Participated" in the scale score and claims score columns and you will not be able to access the student's ISR.

Figure 25. Sample Student Listing Claims Report



Similar to the Student Listing Subject Detail Score Report, you can print or export the report. You can also disaggregate the report by demographic subgroups or test accommodations. For more information, see [Viewing Student Listing Subject Detail Report](#).

Viewing Reporting Category Score Reports

The Reporting Category Score report shows the percentage of your students in each Reporting Category for the selected subject.



Note: Reporting Category reports are available for OAKS Science and Social Sciences assessments only.

The reporting category score report name consists of the following components:

- The score report name is *[Entity] Performance on Each Reporting Category. What are my [entity's] strengths and weaknesses in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.

- Each report indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test by Reporting Category: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

[Table 12](#) describes the Reporting Category Score Report columns.


Table 12: Reporting Category Score Report Columns

| Column | Description |
|--------------------------------------|--|
| Name | The name of the entity you are viewing (e.g., district, school, teacher, roster, student). |
| Student Count | The number of students who have a valid score for the grade, subject, and administration selected. |
| Reporting Category | The reporting categories constituting the selected subject. |
| Percent at Each Performance Category | Percent of students at each reporting category performance level who have taken the selected test. |

Viewing School Listing Reporting Categories Report

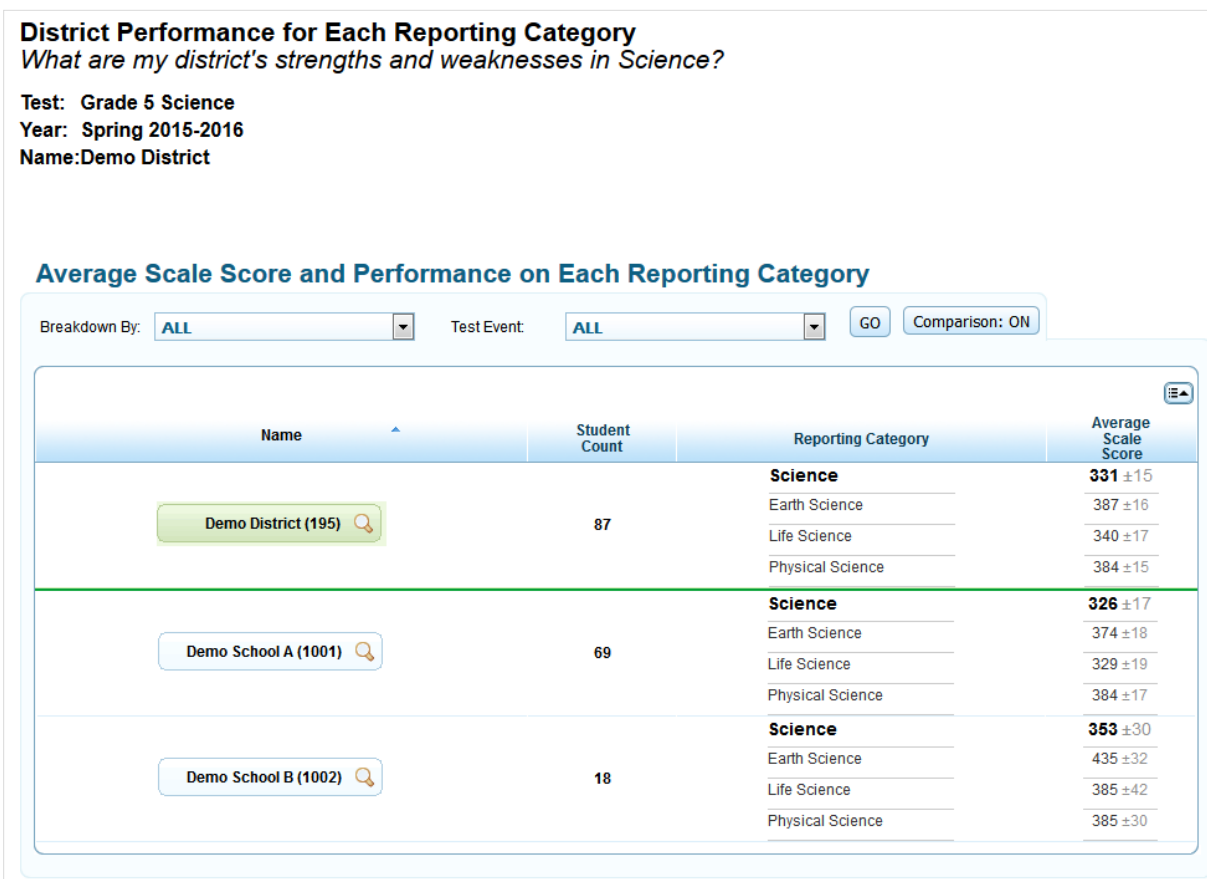
The School Listing Reporting Categories Report is available for district-level users. A school's performance data on each reporting category constituting the selected grade and subject is displayed together with the associated district's and state's performance for the purpose of comparison. You can view the data for each school in the selected district.

To access the School Listing Reporting Categories Report from the Subject Detail School Listing Report:

1. On the School Listing Report ([Figure 18](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *What* drop-down list, select **Reporting Categories**; from the *Who* drop-down list, select **School**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The School Listing Reporting Categories Report opens.

For an explanation of the report columns, see [Table 12](#).

Figure 26. Sample School Listing Reporting Categories Report



Similar to the subject detail score reports, from the School Listing Reporting Categories Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores Based on Demographic Subgroup](#).
- Disaggregate the report by test accommodation; see [Viewing Scores Based on Test Accommodation](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).

- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).


Viewing Student Listing Reporting Categories Report

The Student Listing Reporting Categories Report displays reporting category performance for all the students associated with the selected school, teacher, or roster who have completed the selected test.

The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, by Student, Reporting Category: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.

Each report also displays the average scale score for the state, district, and school as applicable. The title of the comparison's table is *Average Scale Scores on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Entity] and Comparison Groups, [Administration]*.

To access the Student Listing Reporting Categories Report from the School Listing Reporting Categories Report:

1. On the School Listing Reporting Categories Report ([Figure 26](#)), click  next to an entity's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *What* drop-down list, select **Reporting Categories**; from the *Who* drop-down list, select **Student**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Reporting Categories Report opens.

The Student Listing Reporting Categories Score Report (see [Figure 25](#)) differs from higher level reporting categories score reports in that it reports a student's name, student identification number, overall subject scale score, standard error of measurement, and performance level classification associated with the student's reporting category scores. Refer to the legend on the top of the report to understand the data represented.

Figure 27. Sample Student Listing Reporting Categories Report

Student Performance on Each Reporting Category*How did my students perform on the Science test?***Test:** Grade 5 Science**Year:** 2017-2018**Name:** zzz AIR Training School2

Breakdown by: **All** Show All Opportunities: OFF

Accessibility Supports: **All**

Average Scale Scores on the Grade 5 Science Test: zzz AIR Training School2 and Comparison Groups, 2017-2018

| Name | Scale Score |
|-------------------------------------|-------------|
| zzz AIR Training District (9999) | 215 |
| zzz AIR Training School2 (99998889) | 208 |

Performance on the Grade 5 Science Test, by Student, Reporting Category: zzz AIR Training School2, 2017-2018

| Name | Student ID | Opportunities Taken | Scale Score | SEM | Performance Level | Physical Science (PS) Scale Score | Life Science (LS) Scale Score | Earth and Space Science (ES) Scale Score | Structure and Function (SF) Scale Score |
|----------------|------------|---------------------|-------------|-----|-------------------|-----------------------------------|-------------------------------|--|---|
| Demo, CAROLYN | 9999999195 | 1 | 186 | 4 | Does Not Yet Meet | 190 ±7 | 187 ±6 | 192 ±8 | 182 ±8 |
| Demo, First644 | 9999999644 | 1 | 229 | 3 | Meets | 230 ±6 | 232 ±5 | 238 ±7 | 230 ±6 |

Similar to the Student Listing Subject Detail Score Report, you can print or export the report. You can also disaggregate the report by demographic subgroups or test accommodations. For more information, see [Viewing Student Listing Subject Detail Report](#).

Viewing Strengths and Weaknesses by Targets Report

This report displays all the targets for each of the claims in the selected test.




Note: Target reports are available for Smarter Summative assessments only.

The target report name consists of the following components:

- The score report name is *Performance on Each Target for the [Subject] Test. What are my [entity's] strengths and weaknesses in [Subject] targets?*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, by Target: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also displays the average scale score for the state, district, and school as applicable. The title of the comparison's table is *Average Scale Scores on the [Scale Name, which includes the assessment name, subject/course, and grade] Test: [Entity] and Comparison Groups, [Administration]*.

To navigate to the District-level Strengths and Weaknesses by Target Report from the School Listing Subject Detail Report:

1. On the School Listing Report (see [Figure 18](#)), click  next to the district. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *What* drop-down list, select **Targets**; 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.

Figure 28. Sample District-level Strengths and Weaknesses by Target Report



Understanding the Strengths and Weaknesses by Target Report

The Strengths and Weaknesses by Target Report shows how a group of students have performed on a test's targets. The targets are first organized into groups by the claims with which they are associated, such as Reading and Writing, and then into subgroups for further clarity.

For Target performance, relative strengths and weaknesses at each target are reported for aggregate level reports only (e.g., classroom, school, or district). Because an individual student responds to no items or few items within a target, the target performance is produced by aggregating all items within a target across students at an aggregate level.

The Areas of Strongest and Weakest Performance column indicates the students' strengths and weaknesses at each target relative to the test as a whole. Unlike achievement levels provided for the total test, these strengths and weaknesses for a target show how a group of students performed each target relative to their performance on the total test.

For example, a group of students may have performed very well in a subject but did not perform as well in several targets. Thus, the minus sign for a target does not imply a lack of achievement. Instead, it communicates that these students' performance on that target was below their performance on the total test, across all targets put together. Although the students are doing well, an educator may want to focus instruction on these areas.

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

The target report also provides information about a group's target performance in relation to proficiency levels. The Areas where Performance Indicates Proficiency column displays whether the target performance is above, at, or below proficiency levels. For example, a group of students may not have performed well on a target in comparison to the whole test. However, their performance may still be near or above the proficiency standard.

[Table 13](#) provides definitions for areas of strongest and weakest performance relative to the test as a whole while [Table 14](#) provides definitions for each target performance relative to proficiency level.

Table 13. Areas of Strongest and Weakest Performance









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

Table 14. Areas Where Performance Indicates Proficiency

| Icon | Target Level | Description |
|---|--------------------------------|--|
|  | Above the Proficiency Standard | The target performance is above the proficiency standard. The group of students performed above the proficiency standard on this target. |
|  | Borderline | The target performance is near the proficiency standard. The group of students performed near the proficiency standard on this target. |

| Icon | Target Level | Description |
|---|--------------------------------|--|
|  | Below the Proficiency Standard | The target performance is 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. |

From the District-level Strengths and Weaknesses by Target Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

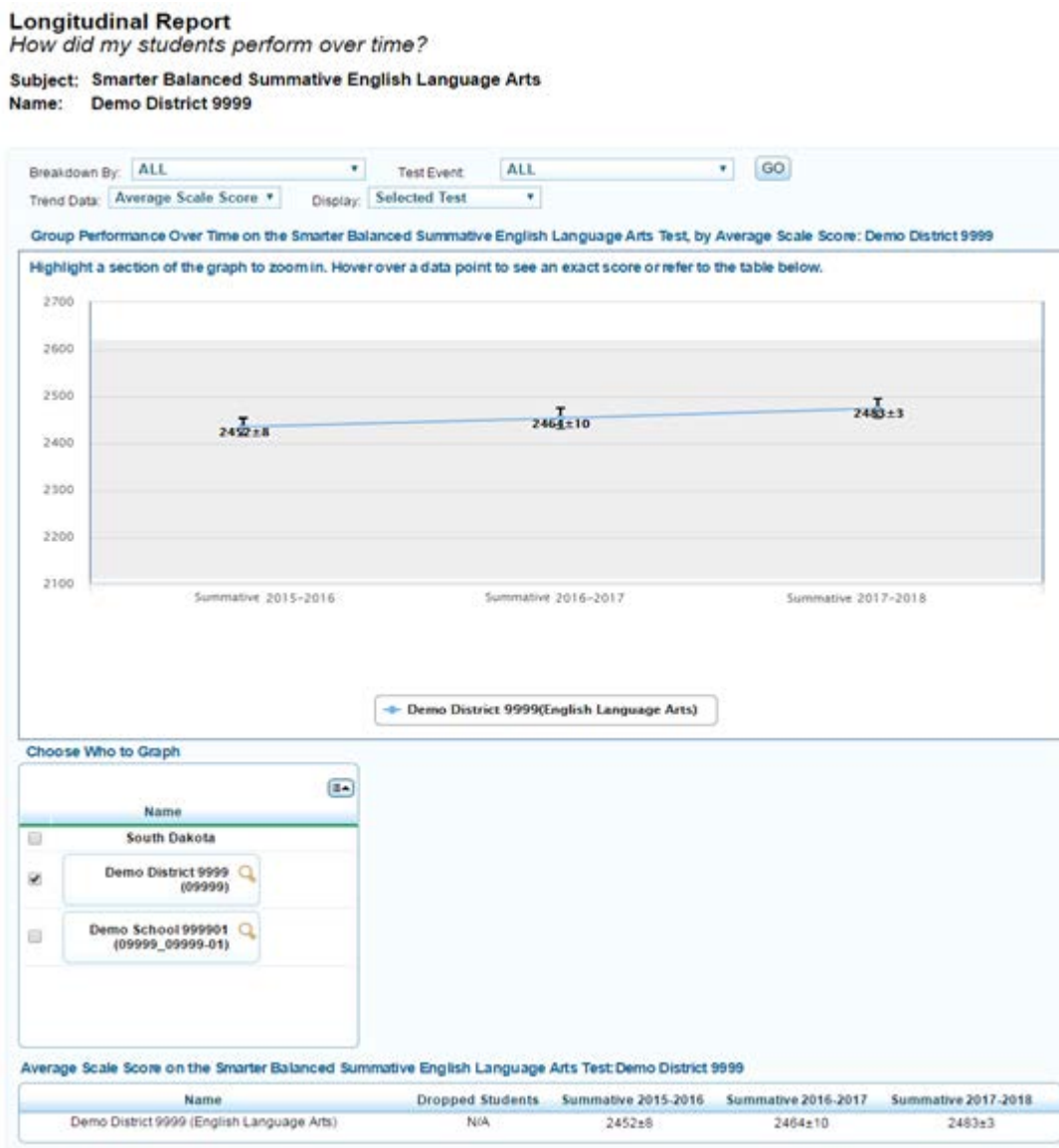
Viewing Trend Reports

Trend reports, which belong to the “when” dimension of score report categories, display the overall performance of a student or group of students in the selected subject throughout the administrations using graphs and tables. For each testing window, either the average scale score and associated standard error or the percentage of students who are proficient is plotted. Scores from previous years represent 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.

The trend report name consists of the following components:

- The score report name is *Longitudinal Report. How did my students perform over time?*
- Each report also indicates the subject or course and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Group Performance Over Time on the [Assessment Name] [Subject/Course] Test, by [Average Scale Score/Percent Proficient]: [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

Figure 29. Sample School Listing Trend Report



Understanding Trend Report Features

The trend report shows the trend of performance for the state, district, school, teacher, roster, or student 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 both within and between school years). You can see additional details by placing the mouse over a point on the line graph.

Trend reports are interactive, and you can select the data you want to plot on the historical graph using the available features. The notable trend report features are described below.

Select Type of Trend Data to Plot

By default, the trend report is set to plot the 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 will display the percent of students who are proficient across time for the selected assessment and administration.

Select Administrations to Plot

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

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

Choose Who to Graph

You can select up to five entities to plot and compare at one time. Due to space constraints, you cannot select more than five entities.

To select an entity to plot:

- In the Choose Who to Graph section, mark the relevant checkbox for the required entity. A trend line for each selected entity will appear on the graph and will be color coded to graphically display the achievement levels associated with the plotted score.

Select Dimensions

Each entity listed in the Choose Who to Graph section displays the magnifying glass icon. You can open the Exploration Menu and navigate to different levels and dimensions of trend data or other scores.

Viewing Data by Demographic Subgroup

You can disaggregate the data and plot data points by demographic subgroups, such as gender.

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 entity and subgroups that you want to plot by marking up to five checkboxes.

Viewing Data by Test Accommodations

You can also plot data points by test accommodations, such as language. To view data by test accommodations:

1. From the *Test Events* 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 entity and accommodations that you want to plot by marking up to five checkboxes.

Choose What to Graph

You may select the overall test subject data (default) or individual claims to plot on the trend graph.



Note: About the Choose What to Graph section:

- This feature may not be available for all assessments.
- When plotting data by claims you cannot select more than one entity from the Choose Who to Graph section.

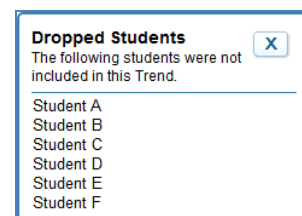
To select the content that you want to plot:

1. Verify that the Choose What to Graph section is displayed on the trend report page that you are viewing. If the section is not displayed, follow these steps to view the section:
 - a. From the Choose Who to Graph section, open the Exploration Menu for an entity.
 - b. On the Exploration Menu, from the *What* drop-down list, select **Claims**; from the *Who* drop-down list, select the required entity level; from the *When* drop-down list, select **Trend**.
 - c. Click **View**. The Choose What to Graph section will appear 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.

Dropped Students

All trend report pages include a column called Dropped Students.

- If the Dropped Students column contains a **View** button, it indicates that some students were not included in the trend report.



- If the column displays N/A, then no students were dropped or excluded from the trend report.

To see the students who were not included:

- Click **View**. A pop-up window will appear showing the names of the students.

Students in the aggregate grouping are dropped from a trend report if they have not completed the selected test across all charted 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 testing windows.

Why Students Are Dropped

When looking at data for a group of students over time, it is important to look at the same sample of students. ORS omits from mean-score calculations any student who was absent from any of the testing windows included in the report. This helps to ensure that observed changes in mean scores are the result of actual differences in performance and not the result of the absence of a student during a testing window. Because of this, the average score on the trend report may not always match what you observe in the Subject Detail Report, especially if many students were omitted from the trend calculations.

Hiding Trend Lines

After you have plotted trend lines, you may want to temporarily hide a trend line to better view data. To do so, navigate to the box below the graph that contains the legend for the trend lines.

Figure 30. Sample Trend Line Box

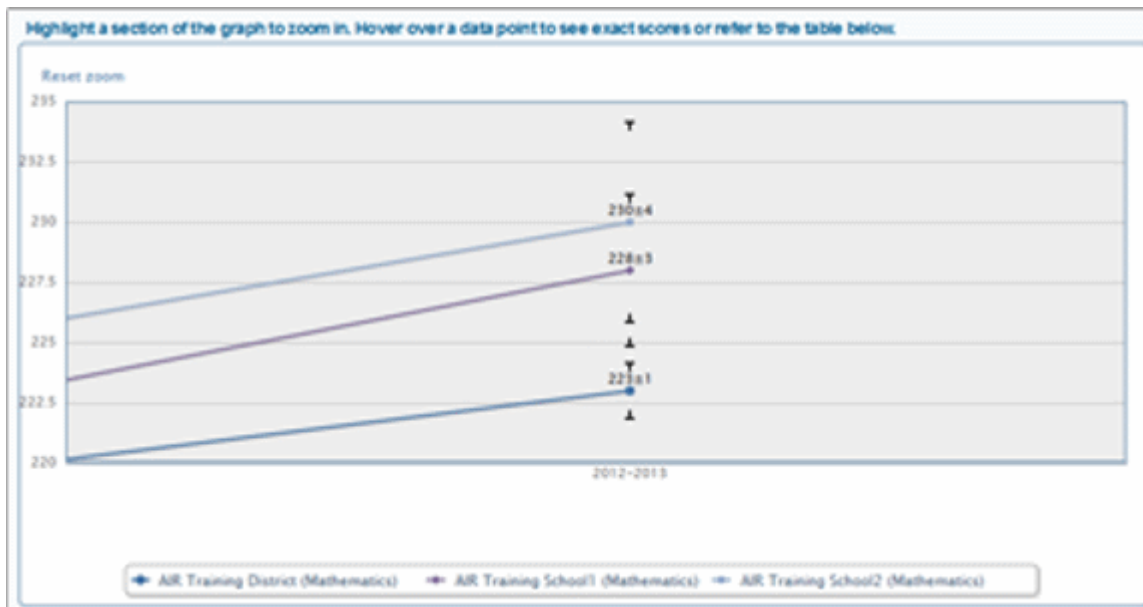


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 30](#)).
2. Click the trends you want to hide. The selected trend is grayed 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.

Zoom Feature

Sometimes data points are plotted very close to one another, and it can be difficult to discern what points belong to which entity or reporting category. You can use your computer's mouse to zoom in on different areas of the graph.



To zoom in or out of a trend graph:

1. To zoom in, click your mouse's left button and drag the mouse over an area of the graph that has at least one data point. Repeat this action until you are satisfied with the view.
2. To zoom out and return to the full trend graph, click **Reset zoom** at the upper-left corner of the graph.


In addition to the other features, similar to the other score reports, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- View the report in a different language from the *Language* drop-down list in the banner, if available; see [ORS Banner](#).
- Print the report; see [Printing Reports in the ORS](#).
- Export the report or view definitions of the terms used on the report; see [General Tools](#).

Viewing School Listing Trend Report

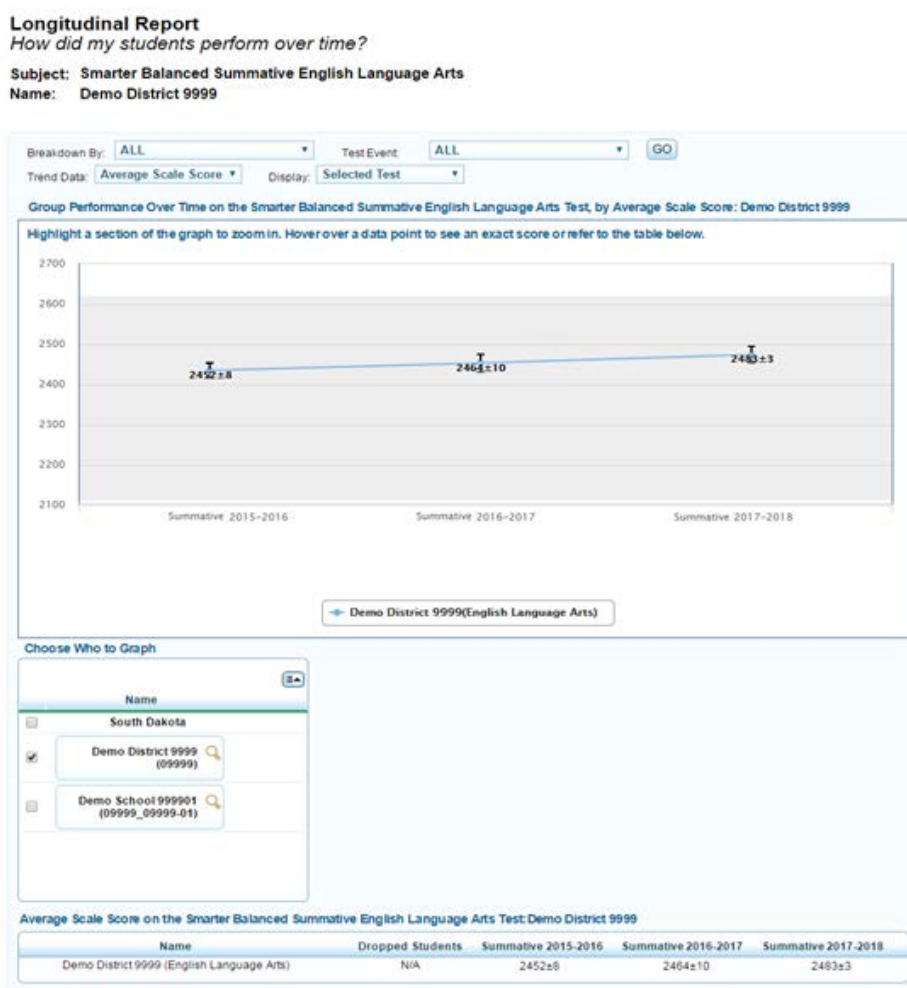
The School Listing Trend report displays the trends for the selected schools within the district and is available to district-level users.

To view the School Listing Trend Report from the School Listing Subject Detail Report:

1. On the School Listing Subject Detail Report (see [Figure 18](#)), click  next to the district. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **School**; from the *What* drop-down list, select the required content type.
3. Click **View**. The School Listing Trend report opens.

For information about the trend report features, see [Understanding Trend Report Features](#).


Figure 31. Sample School Listing Trend Report



Viewing Teacher Listing Trend Report

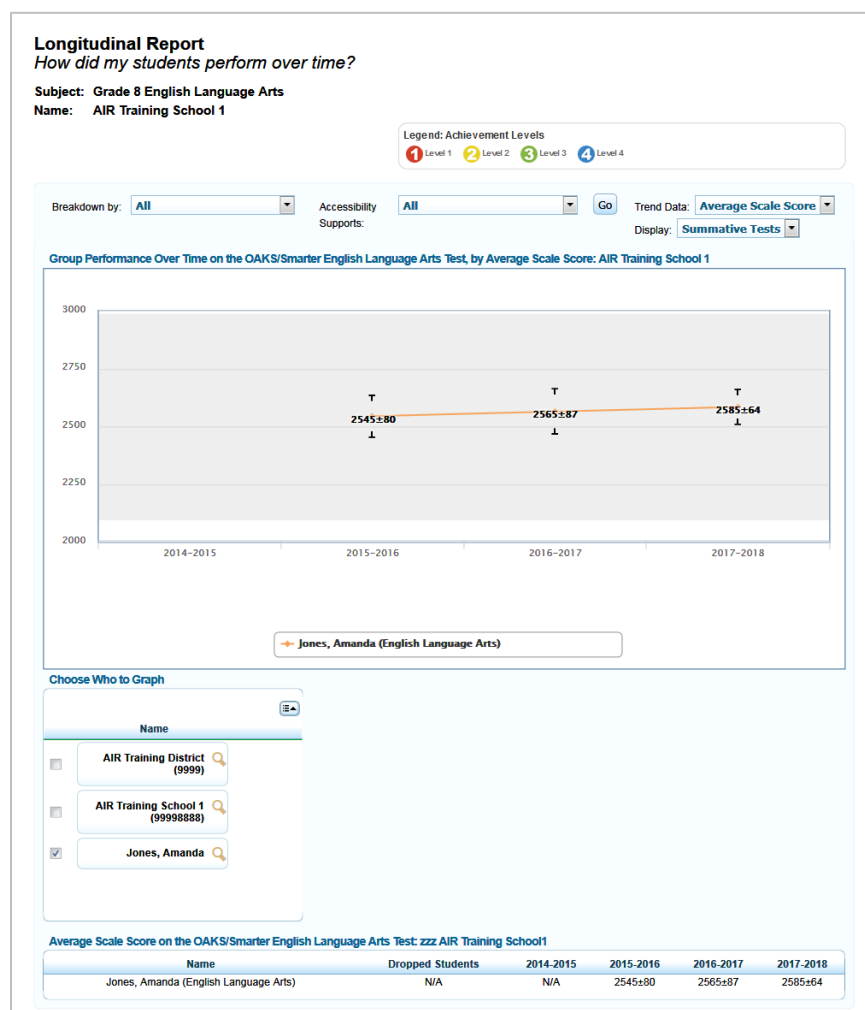
The Teacher Listing Trend Report displays the trends for the selected teachers within a school and is available for school-level users. The data shown are the average scale scores for the selected school.

To view the Teacher Listing Trend Report from the School Listing Trend Report:

1. On the School Listing Trend Report (see [Figure 31](#)), click  next to a school. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Teacher**; from the *What* drop-down list, select the required content type.
3. Click **View**. The Teacher Listing Trend report opens.

For information about the trend report features, see [Understanding Trend Report Features](#).


Figure 32. Sample Teacher Listing Trend Report



Viewing Roster Listing Trend Report

The Roster Listing Trend report displays the trends for the selected rosters associated with a school or teacher. The data shown are the average scale scores of all rosters for the selected school or teacher.

To view the roster listing trend report from the teacher listing trend report:

1. On the Teacher Listing Trend Report (see [Figure 32](#)), click  next to a teacher. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Roster**; from the *What* drop-down list, select the required content type.
3. Click **View**. The Roster Listing Trend report opens.

For information about the trend report features, see [Understanding Trend Report Features](#).


Figure 33. Sample Roster Listing Trend Report



Viewing Student Listing Trend Report

The Student Listing Trend report displays the trends for the selected students associated with a school, teacher, or roster.

To view the student listing trend report from the roster listing trend report:

1. On the Roster Listing Trend Report (see [Figure 33](#)), click  next to a roster. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and grade drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Student**; from the *What* drop-down list, select the required content type.
3. Click **View**. The Roster Listing Trend report opens.

For information about the trend report features, see [Understanding Trend Report Features](#).


Figure 34. Sample Student Listing Trend Report



Viewing Individual Student Trend Report

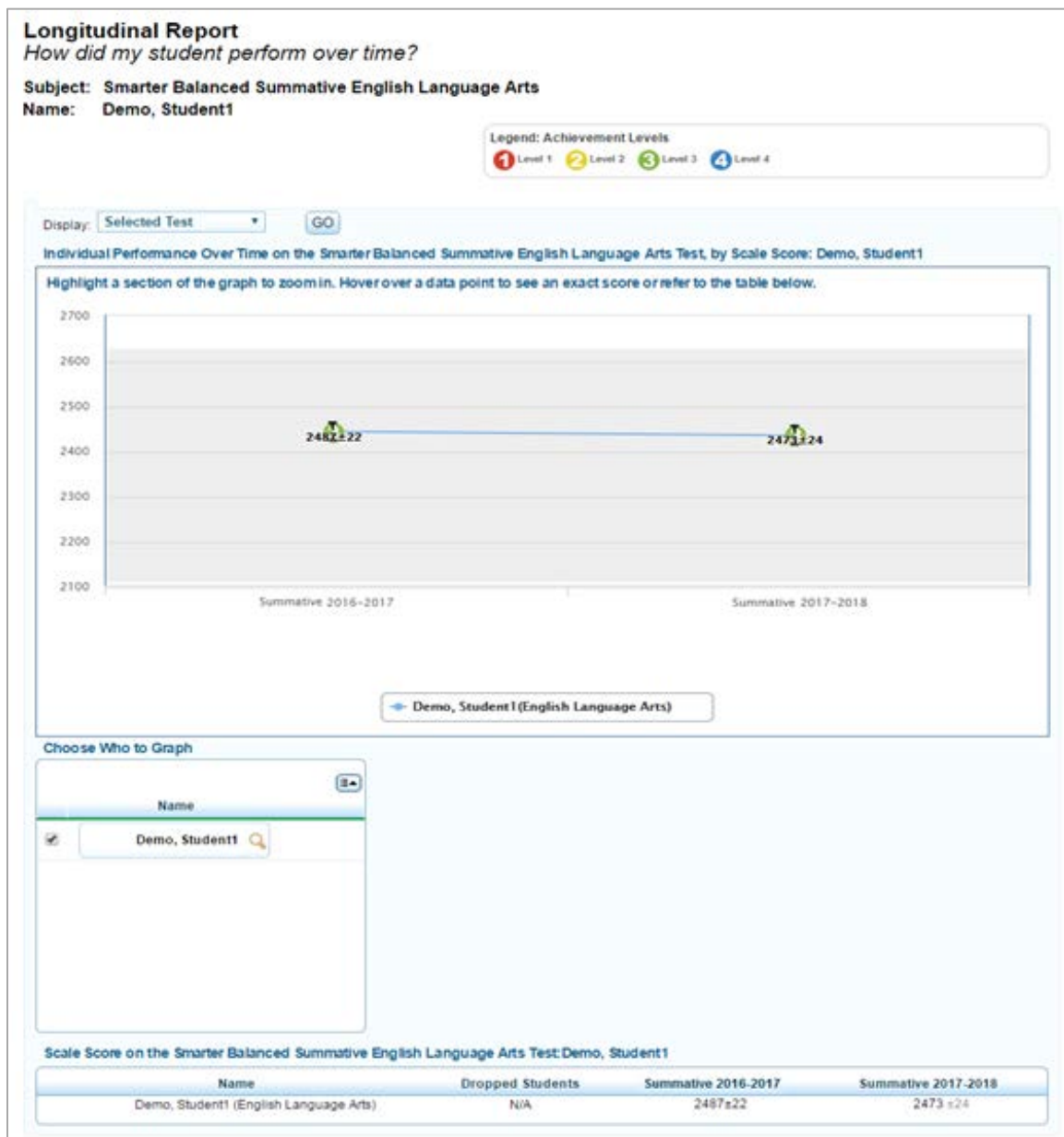
The Individual Student Trend Report displays the performance trend for a student.

To navigate to the Individual Student Trend Report from the Student Listing Trend Report:

1. On the Student Listing Trend Report ([Figure 21](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, from the *Subject* and *Grade* drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Student**; from the *What* drop-down list, select the required content type.
3. Click **View**. The Individual Student Trend Report opens.

For information about the trend report features, see [Understanding Trend Report Features](#).

Figure 35. Sample Individual Student Trend Report



Section V. Viewing Reports & Files

The Reports & Files feature provides test summary statistics and enables you to retrieve student results.

This section provides instructions on how to generate and view the available reports.

Generating a Summary Statistics Report

The **Summary Statistics** page (see [Figure 36](#)) displays the statistics for students who have tested at each opportunity for a selected assessment, administration, and test name and have a valid score.

The report includes the actual number of opportunities taken by students instead of the fixed number of opportunities configured for an assessment. For example, if students are allowed to take up to 99 opportunities for an assessment, but the maximum number of opportunities taken by any student is 20, the Summary Statistics Report will be calculated based on 20 opportunities.

To generate a summary report:

1. From the *Reports & Files* drop-down list, select **Summary Statistics**. The **Summary Statistics** page opens (see [Figure 36](#)).

Figure 36. Summary Statistics Page

Summary Statistics**Step 1: Choose What**

Test: **OAKS/Smarter** ▼
 Administration: **2017-2018** ▼
 Test Name: **Grade 5 Social Science** ▼

Generate Report**Step 2: Choose Who**

District: **zzz AIR Training District (9999)** ▼

Performance on the Grade 5 Social Science Test: zzz AIR Training District, 2017-2018**Legend**

0 - not scored 1/2/3 - scored **bold** - % [] - count

| Name | | % Reported at each Opportunity & Count | % Proficient by Opportunity | % Proficient across Opportunity |
|--------------------------------------|---|--|-----------------------------|---------------------------------|
| zzz AIR Training District (9999) | 0 | 86% [54] | N/A | 78 |
| | 1 | 14% [9] | 78 | |
| yyy AIR Training School1 (99998888) | 0 | 65% [17] | N/A | 78 |
| | 1 | 35% [9] | 78 | |
| zzz AIR Training District (99999999) | 0 | 100% [8] | N/A | * |
| zzz AIR Training School2 (99998889) | 0 | 100% [27] | N/A | * |

- From the available drop-down lists, select the parameters for your report:
 - Test*: Select the assessment (e.g., Smarter Summative).
 - Administration*: Select an administration (e.g., 2017-2018).
 - Test Name*: Select a test name (e.g., Grade 3 ELA).
- Click **Generate Report**. The report is displayed at the bottom of the **Summary Statistics** page. [Table 15](#) describes the report columns.

Once the report is generated, you can also do the following:

- To print the report, click **Print** from the banner. For more information, see Printing Reports in the ORS.
- To export the report, click **Export** from the banner.

Table 15. Summary Statistics Report Column Descriptions

| Data Column | Description |
|---|--|
| % Tested at each Opportunity & Count | <p>Displays the percent of students whose tests are in “scored” status for the corresponding opportunity.</p> <p>0—Percent of students whose tests have not yet reached “Reported” status. (This includes students who have not started the test opportunity.)</p> <p>1—Percent of students whose tests have reached completed (scored) status during the first test opportunity.</p> <p>2—Percent of students whose tests have reached completed (scored) status during the second test opportunity.</p> <p>For example, the value next to opportunity number “2” indicates the percentage of students whose tests are in “scored” status for the second opportunity.</p> <p>Table lists the number of tests available for each assessment.</p> |
| [#]—Student count | <p>Shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.</p> <p>For tests with multiple opportunities, students are only reported at the most recently completed opportunity. For example, students who have completed the first and second opportunity are only reported at the second opportunity.</p> |
| % Level 3 or Above by Opportunity | <p>Displays the percentage of students who above in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.</p> |
| % Level 3 or Above Across Opportunities | <p>Displays the total percentage of students who are at level 3 or above in any of the available opportunities in the testing window. This calculation is based on the number of tests that have been completed and scored.</p> |

The values in the Summary Statistics table are cumulative within a test window. Therefore, the percentage of students who have completed the first opportunity will include both the students who have only taken their first opportunity as well as those students who have taken the first opportunity and gone on to take a second opportunity. Similarly, the percentage of students proficient by opportunity will display the pass rate for all students who took that specific opportunity, regardless of whether they went on to take the second opportunity. For example, if two students completed opportunity 1, they will both be included in the calculations for opportunity 1. If only one student goes on to complete opportunity 2, only that student will be considered in the calculations for opportunity 2.

Table 16. Test Opportunities Available Per Assessment

| Assessment Name | Allowed Opportunities |
|-----------------------------------|----------------------------------|
| ELPA Summative, ELPA Screener | 1 |
| OAKS (Science and Social Science) | 2 (Grade 3–8) 3 (High School) |
| Smarter Summative | 1 |

Retrieving Student Results

You can download student data for a selected administration by district, school, teacher, or roster. The data includes students' personal information, including enrolled school and district, grade level, and the selected test scores and reporting category scores (if applicable).

This section discusses the following:

- Generating a Data File or PDF of Individual Student Reports
- Accessing Student Data Files and PDF of Individual Student Reports from My Inbox
- Understanding the PDF of Individual Student Reports Zip File

Generating a Data File or PDF of Individual Student Reports

To generate a student data file or PDF of Individual Student Reports:

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

Figure 37. Retrieve Student Results & My Inbox Page

Retrieve Student Results & My Inbox

Create New Data File to Download

Step 1: Choose What

Report Type: **Student Data**

Test: **OAKS/Smarter**

Administration: **2017-2018**

Tested Grade: **All Grades**

Download Format: **Excel**

Filter By: **All**

Download

Step 2: Choose Who

District: **zzz AIR Training District**

Institution: **ALL**

My Inbox

Your data file(s) will remain available for 30 days.

| Name | Data | Type | Test | Administration | Grade | Date Created | Status |
|--|--------------|-------------|-------------|----------------|---------|-------------------|--------------------------|
| zzz AIR Training School2 (99998889) | Student Data | Institution | ELPA21/ELPA | 2017-2018 | Grade 1 | 12/7/2017 9:27 AM | Download |

2. From the Step 1: Choose What section, select the report, test, grades, and other variables:
 - a. *Report Type*: Select a report. The available options are **Student Data** and **PDF of Student Reports**.

- b. *Test*: Select an assessment (e.g., Smarter Summative).
 - c. *Administration*: Select an administration (e.g., 2017-2018).
 - d. *Tested Grade: Optional*: Select a grade. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a Zip file.
 - e. *Download Format*: Select a file format from the options available for the selected report:
 - **Student Data**: The default is an Excel (.xls) spreadsheet file. You can select a different format, such as csv, if available.
 - **PDF of Student Reports**: The report is generated as a PDF, which is the only available format.
 - f. *PDF Type*: This drop-down list is only displayed for PDF of Student Reports and lets you select the level of detail that should be included on the ISR, if this feature is available for the selected assessment. If the feature is available, you can select from the following options:
 - **One-Page ISR**: Includes only the student's overall performance table, along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only).
 - **Multi-Page ISR**: Includes all the information available on the One-Page ISR along with detailed claim description that includes the next steps recommended for a student based on his or her claim score, the trend graph to show the student's performance over time.
 - g. *Filter By: Optional*: Select a specific demographic subgroup. You may also select **All**, which is the default.
 - If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.
3. From the Step 2: Choose Who section, select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with is pre-selected and the drop-down lists are grayed out. Verify that the selections are accurate. District users and school-users with access to multiple districts or schools will need to select a district or school.
- a. *District*: Select a district if applicable.

- b. *School*: Select a school if applicable. You can also select **All** to generate a report that includes all your schools. For 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. *Teacher: Optional*: If a school was selected, choose a teacher. The default is set to **All** and includes all teachers associated with the school. For teacher-level users, the school will already be selected.
 - d. *Roster: Optional*: If a teacher was selected, choose a roster. The default is set to **All** and includes all rosters associated with the selected teacher.
4. Click **Download**. A confirmation message is displayed to inform you that your request has been queued and you will be informed via email once the file is ready.
5. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results & My Inbox** page. You can download the file by clicking the **Download** link for the file. Your files will be available for 30 days.

Accessing Student Data Files and PDF Reports from the Inbox

The Inbox lists the student data files and PDFs that you generated from the **Retrieve Student Results & My Inbox** page (see [Understanding the PDF of Individual Student Reports Zip File](#)) as well as the PDF files of individual student reports generated from the **Student Listing Report** page (see [Print PDFs of ISRs from the Student Listing Report Page](#)).

The files in the Inbox are listed in the order in which they were generated or uploaded.

To access the Inbox:

- Do one of the following:
 - From the *Reports & Files* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner. The number in parentheses next to **Inbox** displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to **Inbox**.

Figure 38. Inbox

| Inbox | | | | | | | |
|-------------------------|-------------------------|--------|----------------|---------------------|---------|--------------------|--------------------------|
| Name | Data | Type | Test | Administration | Grade | Date Created | Status |
| DemoSchoolC (99-100) | Student Data | School | SAGE Summative | Summative 2015-2016 | Grade 5 | 8/18/2015 1:24 PM | Active |
| DEMO DISTRICT (99) | Student Data | LEA | SAGE Summative | Summative 2015-2016 | All | 8/14/2015 12:18 PM | Download |
| Demo SchoolA (99-099) | Students ISR PDF report | Class | SAGE Summative | Summative 2015-2016 | Grade 4 | 8/11/2015 12:11 PM | Download |
| DEMO DISTRICT DIV1 (03) | Student Data | LEA | SAGE Summative | Summative 2015-2016 | All | 8/11/2015 12:11 PM | Download |

To download a particular file:

- Click **Download** in the Status column.

Understanding the PDF of Individual Student Reports Zip File

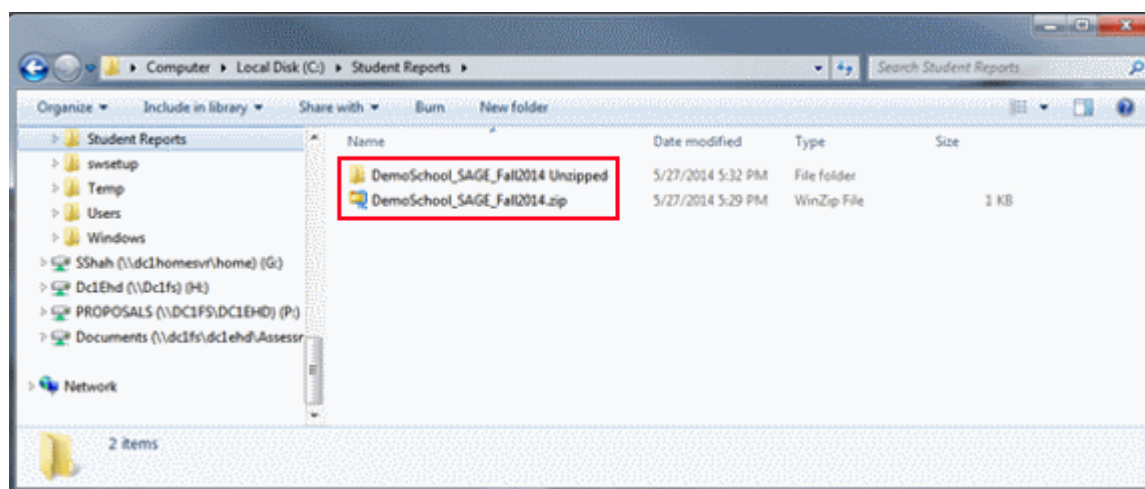
The **PDF of Student Reports** option on the *Retrieve Student Results & My Inbox* page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity. It also includes a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file. If multiple schools are selected, separate zip files are created for each school.



Note: The **Print** tool on the *Student Listing Report* page allows you to create a similar Zip file for all the students listed on the report. However, the manifest file is not included.

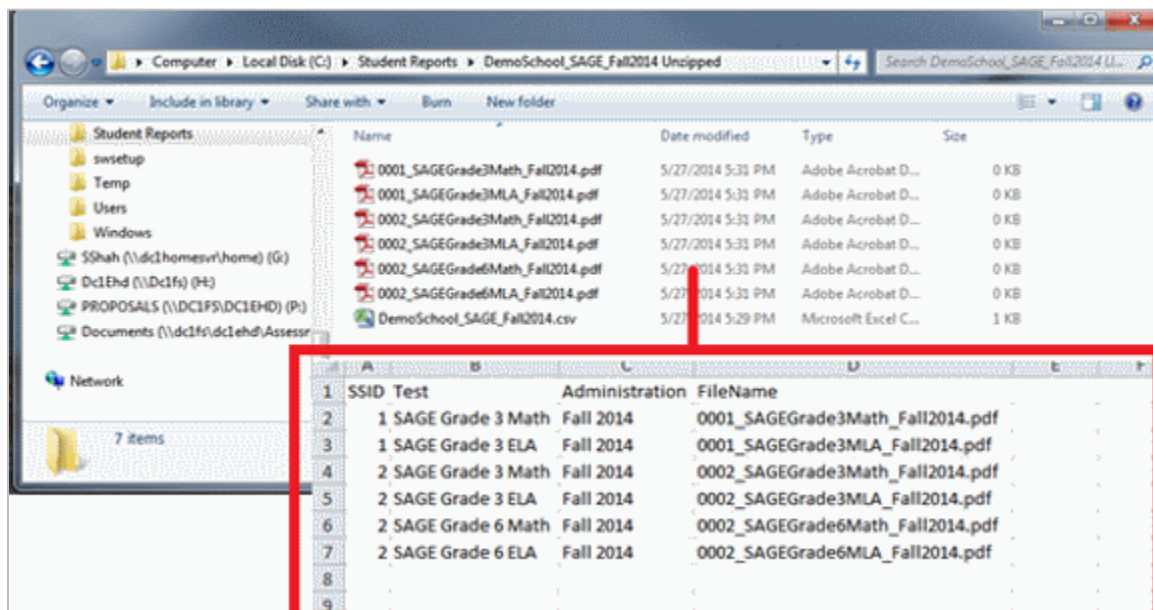
You can unzip the file (see [Figure 41](#)) after you have downloaded the file on your computer.

Figure 39. Zip File of PDFs of Student Reports



The Zip file also contains a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file as shown in [Figure 42](#).

Figure 40. Manifest File with PDF References



The screenshot shows a Windows File Explorer window with the address bar set to "Computer > Local Disk (C:) > Student Reports > DemoSchool_SAGE_Fall2014 Uncipped". The left sidebar shows the "Student Reports" folder expanded, with subfolders "swsetup", "Temp", "Users", and "Windows". The main pane displays a list of files:

| Name | Date modified | Type | Size |
|----------------------------------|-------------------|----------------------|------|
| 0001_SAGEGrade3Math_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| 0001_SAGEGrade3MLA_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| 0002_SAGEGrade3Math_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| 0002_SAGEGrade3MLA_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| 0002_SAGEGrade6Math_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| 0002_SAGEGrade6MLA_Fall2014.pdf | 5/27/2014 5:31 PM | Adobe Acrobat D... | 0 KB |
| DemoSchool_SAGE_Fall2014.csv | 5/27/2014 5:29 PM | Microsoft Excel C... | 1 KB |

An inset table, outlined in red, shows the contents of the "DemoSchool_SAGE_Fall2014.csv" file. The table has columns A, B, C, D, E, and F. The data is as follows:

| 1 | SSID Test | Administration | FileName | | |
|---|---------------------|----------------|----------------------------------|--|--|
| 2 | 1 SAGE Grade 3 Math | Fall 2014 | 0001_SAGEGrade3Math_Fall2014.pdf | | |
| 3 | 1 SAGE Grade 3 ELA | Fall 2014 | 0001_SAGEGrade3MLA_Fall2014.pdf | | |
| 4 | 2 SAGE Grade 3 Math | Fall 2014 | 0002_SAGEGrade3Math_Fall2014.pdf | | |
| 5 | 2 SAGE Grade 3 ELA | Fall 2014 | 0002_SAGEGrade3MLA_Fall2014.pdf | | |
| 6 | 2 SAGE Grade 6 Math | Fall 2014 | 0002_SAGEGrade6Math_Fall2014.pdf | | |
| 7 | 2 SAGE Grade 6 ELA | Fall 2014 | 0002_SAGEGrade6MLA_Fall2014.pdf | | |
| 8 | | | | | |
| 9 | | | | | |

Section VI. Working with Student Rosters

Rosters are groups of students associated with a teacher or other school personnel associated with a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. For example, ORS can generate a report of all of a teacher's students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested. You can also create a custom list of students receiving special instruction or who belong to an extracurricular program to track their performance as a group.

This feature is accessible at all times except when TIDE is unavailable as a result of scheduled maintenance.

Adding a New Roster

Since teachers are responsible for the growth and development of student's skill-sets, such as reading, writing, research, communication, and problem solving, it is important for a teacher to be able to analyze his students' performance data and adjust his teaching strategies accordingly. For a teacher to be able to see his students' performance data, the students must be included in a roster associated with the teacher. Hence, rosters need to be created for all teachers who are responsible for teaching an academic subject, such as ELA, Mathematics, Science, and Social Sciences. Authorized users can create rosters of students associated with their school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for ELA, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

Rosters may also include students from different grades. However, the score reports display data only for a single subject and grade at one 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** page. For example, if a roster includes students from grades 3 and 4, and you select a Grade 3 Math test, you will see data only for the students who tested in grade 3.

To add a roster:



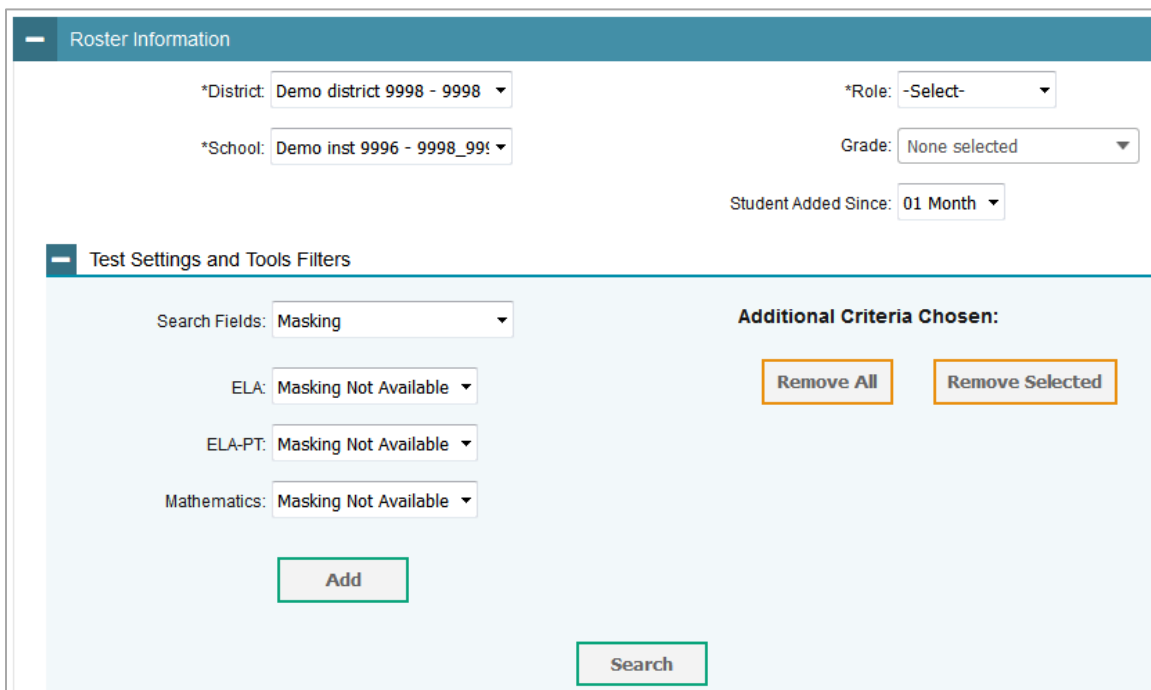
- From the banner (see [Figure 6](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 43](#)).
 - The **Add Rosters** page consists of multiple panels. You can click  in the upper-left corner of a panel to collapse it, or click  in a collapsed panel to expand it.
 - A floating *Go To section* toolbar is also available that includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Figure 41. Add Rosters Page



The screenshot shows the 'Add Rosters' page interface. It features a 'Roster Information' panel with dropdowns for District, School, Role, Grade, and Student Added Since. Below this is the 'Test Settings and Tools Filters' panel, which includes search fields for Masking, ELA, ELA-PT, and Mathematics, all currently set to 'Masking Not Available'. There are also buttons for 'Remove All' and 'Remove Selected' under 'Additional Criteria Chosen'. At the bottom of the filters panel are 'Add' and 'Search' buttons.

- In the *Roster Information* panel, enter the necessary search criteria to search for students.
- Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
 - To include the additional search criterion in the search, select it and click **Add**.















- b. *Optional*: To delete an additional 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 is displayed in the *Add/Remove Students to the Roster* panel.
5. In the *Add/Remove Students to the Roster* panel (see [Figure 44](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - 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 all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 42. Add/Remove Students to Roster Panel

| Available Students (8) | | | | Students in Roster (4) | | | | | |
|--------------------------|---------|--------------------|-------------|---|--------------------------|---------|------------|-------------|---|
| <input type="checkbox"/> | Grade 3 | Washington, George | 9990009010 |  | <input type="checkbox"/> | Grade 3 | Doe, Jane | 9990009012 |  |
| <input type="checkbox"/> | Grade 3 | Adams, John | 9990009019 |  | <input type="checkbox"/> | Grade 3 | Doe, John | 9990009011 |  |
| <input type="checkbox"/> | Grade 3 | Jefferson, Thomas | 9990009018 |  | <input type="checkbox"/> | Grade 3 | Doe, Janet | 9990009009 |  |
| <input type="checkbox"/> | Grade 3 | Madison, James | 9990009017 |  | <input type="checkbox"/> | Grade 3 | Doe, Jake | 99900090... |  |
| <input type="checkbox"/> | Grade 3 | Monroe, James | 9990009016 |  | | | | | |
| <input type="checkbox"/> | Grade 3 | Jackson, Andrew | 9990009015 |  | | | | | |
| <input type="checkbox"/> | Grade 3 | Harrison, William | 9990009014 |  | | | | | |
| <input type="checkbox"/> | Grade 3 | Taylor, Zachary | 99900090... |  | | | | | |

Add All
Add Selected
Remove All
Remove Selected

- d. To remove students, from the *Students in Roster* list, do one of the following:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

- Click **Save**, and in the affirmation dialog box click **Continue**.

Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to 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:

From the banner (see [Figure 6](#)), click **Upload Rosters**. The **Upload Roster** page appears (see [Figure 43](#)).

Figure 43. Upload Roster Page

- On the **Upload Roster** page, click **Download Templates** and select the appropriate file type (e.g., Excel or CSV).
- Open the template file in a spreadsheet application.
- Using [Table 17](#) as a reference, fill out the template and save it.
- On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
- Click **Next**. The **Preview** page appears (see [Figure 46](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 44. File Upload Preview (partial view)

| Row Number | District ID | School ID | Email address | Roster name | EDUID |
|------------|-------------|-----------|---------------|-------------|------------|
| 1 | 99 | 9999 | me@email.org | Roster A | 9999999989 |

- Click **Next** to validate the file. Any errors () or warnings () are displayed on the **Validate** page (see [Figure 47](#)).



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.

Figure 45. Sample Validation Page

Upload Upload Rosters

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

[Download Validation Report](#)

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

The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field.

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.

Enter search terms to filter search result

| Row Number | District ID | School ID | Email address | Roster name | EDUID |
|------------|-------------|-----------|---------------|-------------|------------|
| 1 | 99 | 9999 | me@email.org | Roster A | 9999999989 |

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)



Note: If your file contains a large number of records, ORS processes it offline and sends you a confirmation email when complete. While 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**. 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 (see [Figure 48](#)).

Figure 46. Confirmation Page (partial view)

i This page indicates how many records were committed or excluded. To upload another file, click **Upload New File**.

Step 4: Confirmation

Results: 11 records committed, 3 records excluded

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

[Table 17](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 17. Columns in the Rosters Upload File

| Column Name | Description | Valid Values |
|----------------|--|--|
| District ID* | District associated with the roster. | District ID that exists in TIDE. Up to 20 characters. |
| School ID | School associated with the roster. | School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters. |
| User Email ID* | Email address of the teacher associated with the roster. | Email address of a teacher existing in ORS. |
| Roster Name* | Name of the roster. | Up to 20 characters. |
| SSID* | Student's unique identifier within the district. | Up to 30 alphanumeric characters. |

*Required field.

Viewing and Modifying 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 Rosters**. The **View/Edit Rosters** page opens (see [Figure 49](#)).



Figure 47. View/Edit Roster Page

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 50](#)).

Figure 48. Retrieved Rosters (Partial View)

| Edit | Roster Name | Grades In Roster | Number Of Students |
|------|-------------|------------------|--------------------|
| | AugRoster1 | 05 | 1 |
| | 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 43](#)).
6. To modify the roster name or personnel associated with the roster, in the *Add/Remove Students to the Roster* panel, change the roster's name and associated teacher as required.
7. To add students to the roster, do the following:
 - a. In the *Roster Information* panel, enter the necessary search criteria to search for students.
 - b. *Optional*: From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
 - i. To include the additional search criterion in the search, select it and click **Add**.

- ii. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
 - c. Click **Search**. The list of retrieved students is displayed in the *Add/Remove Students to the Roster* panel.
 - d. From the *Available Students* list, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
8. To remove students from the roster, from the *Students in Roster* list, do one of the following:
- To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
9. Click **Save**, and in the affirmation dialog box click **Continue**.

Deleting a Roster


You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from both ORS and TIDE.



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

To delete a roster:

1. From the banner (see [Figure 6](#)), click **Edit Rosters**. The *Edit Rosters* page opens (see [Figure 49](#)).
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 50](#)).

4. Select the rosters that you wish to delete. To select rosters, do one of the following:
 - Mark the checkbox next to each roster you wish to select.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.


Printing a Roster

You can print one or more rosters.



Note: When printing multiple rosters simultaneously, if the total number of students included in all the selected rosters exceed 50, you will be prevented from printing the rosters. However, there is no restriction on the number of students that can be printed when printing a single roster.

To print a roster:

1. From the banner (see [Figure 6](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 49](#)).
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 50](#)).
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 select.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to print the selected rosters.

Section VII. Searching for Specific Student's Score Reports

The ORS includes a feature to search for students by SSID or Temp ID (for ELPA Screener only). This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

To search for students:

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



Note: If you do not select the correct student grouping by selecting the appropriate radio button on the **Homepage Dashboard** page, the student data you are searching for will not be retrieved. For example, if on the **Homepage Dashboard** page you select the radio button to show data for your current students only and the student you are searching for is no longer your student, no records will be retrieved. For information on selecting the desired student group, see [Defining the Student Population](#).

2. From the banner (see [Figure 6](#)), click **Search Students**. The Student Search pop-up window opens.

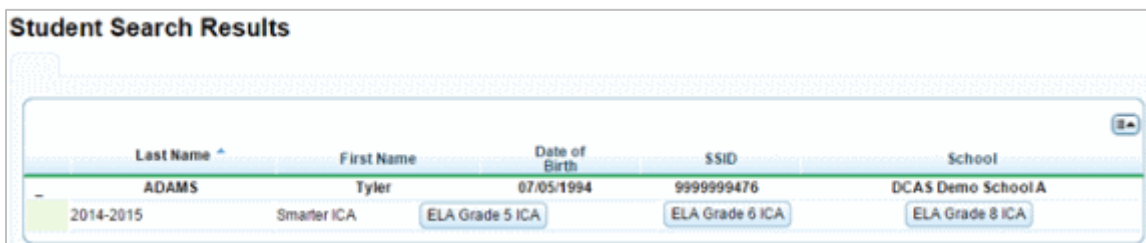
Figure 49. Student Search Pop-up Window

3. From the *School Year* drop-down list, select the school year you want to limit your search to.
4. Enter the appropriate search criteria:
 - If searching for students by SSID or Temp ID (for ELPA Screener only), enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
5. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 52](#)).

Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single SSID for an active student, this student will be the only one displayed.

Figure 50. Student Search Results Page



| Last Name ^ | First Name | Date of Birth | SSID | School |
|-------------|-------------|-----------------|-----------------|--------------------|
| ADAMS | Tyler | 07/05/1994 | 9999999476 | DCAS Demo School A |
| 2014-2015 | Smarter ICA | ELA Grade 5 ICA | ELA Grade 6 ICA | ELA Grade 8 ICA |

- To view the tests a student has taken, click + in the first column. This will expand the student row.
- To view the student's score results for a test, click the test name button (e.g., Grade 6 Math). The **Individual Student Report** page for the selected test appears.

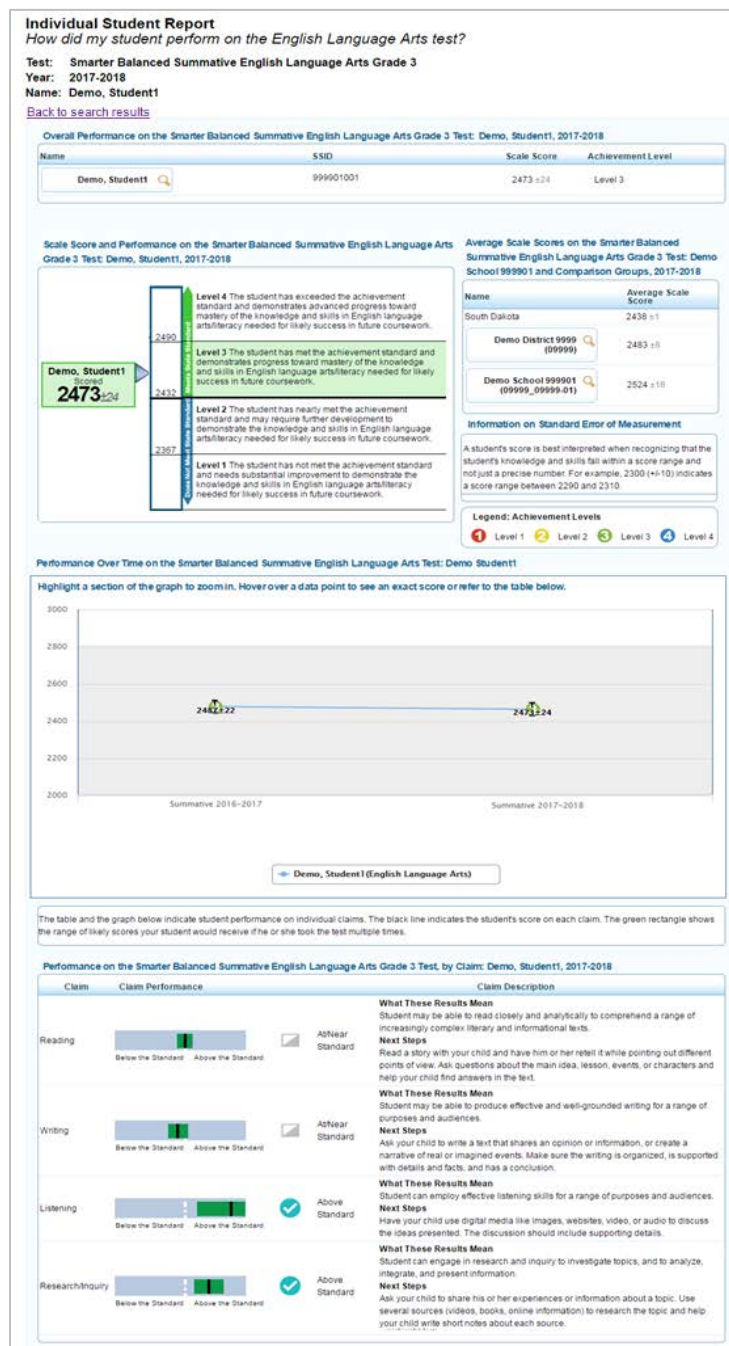
When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student's test that is from a different administration than the one that was selected on the **Home Page Dashboard** page, you will be prompted with a message asking you to confirm that you want to change test administrations. Click **OK** to continue. The student's score report will load.

You are changing the selected administration. Do you wish to continue?

Viewing a Selected Student's Test Results

The Individual Student Score report displays the student's score results for the test that you selected.

Figure 51. Score Report for a Selected Student's Test



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

Appendix A. Scale Score Ranges by Achievement Levels

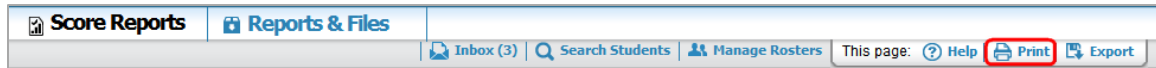
Table 18. Smarter Balanced Scale Score Ranges by Achievement Levels

| 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

Using the **Print** tool in the banner, you can print all the reports available in the ORS.

Figure 52. Print Tool

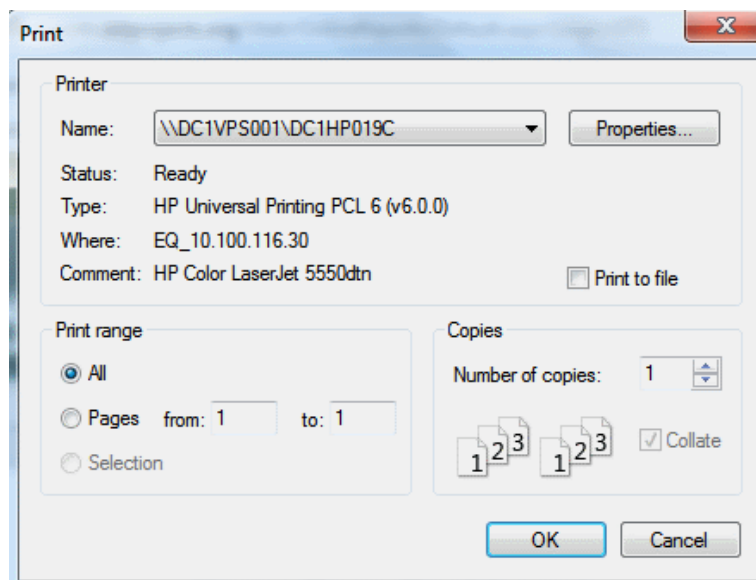


Except for the **Student Listing Report** page (for a sample report, see [Figure 21](#)) and the **Individual Student Report** page (for a sample report, see [Figure 22](#)), when you click the **Print** tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

To print a page:

1. From the banner, click **Print**. A browser- and computer-specific print dialog box is displayed.


Figure 53. Sample Mozilla Firefox Print Dialog Box



2. From the print dialog box, select the required print settings.
3. Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see [Figure 56](#) for a sample printed report of the **Home Page Dashboard** page.

Figure 54. Printed Report: Home Page Dashboard Page

Oregon Online Reports <https://reports-uat.airast.org/Oregon/Default.aspx?page=OR>



Home Page Dashboard

Test: **OAKS/Smarter**

Administration: **2017-2018**

☐ 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

zzz AIR Training District (9999)

Overall Performance on the OAKS/Smarter test, by Subject, Grade: zzz AIR Training District, 2017-2018

Science

| Grade | Percent of Students Proficient | Percent of Students Tested |
|-------------|--------------------------------|----------------------------|
| Grade 5 | 43% | 13% |
| Grade 8 | 0% | 13% |
| High School | 9% | 3% |

Social Sciences

| Grade | Percent of Students Proficient | Percent of Students Tested |
|-------------|--------------------------------|----------------------------|
| Grade 5 | 17% | 11% |
| Grade 8 | 0% | 8% |
| High School | 8% | 3% |

Based on data from the Oregon Assessment of Knowledge and Skills / Smarter Balance, 2017-2018 administration.
Report Generated: 1/3/2018 3:34:09 PM PST

*No valid scores for this grade and subject

The radio buttons located directly below the administration drop-down allow you to view score data in three different ways. The first button allows you to view data for students who were associated with you at the end of a selected administration. The second radio button allows you to view data for students who are associated to your current rosters, even if those students were previously enrolled in a different district or school. The third radio button allows you to view data for any students who were associated with you when they started a test (e.g., students who transferred out of your district/school). For more information on the radio button options, please refer to the ORS user guide accessible via the Help button.

Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310-0203

Printing Reports from the Student Listing Report Page

The **Print** tool on the **Student Listing Report** page (for a sample report, see [Figure 21](#)) opens a print pop-up window that allows you to do the following:

- Print the Student Listing Report; see Print Student Listing Report.
- Print PDFs of ISRs; see Print PDFs of ISRs from the Student Listing Report Page.

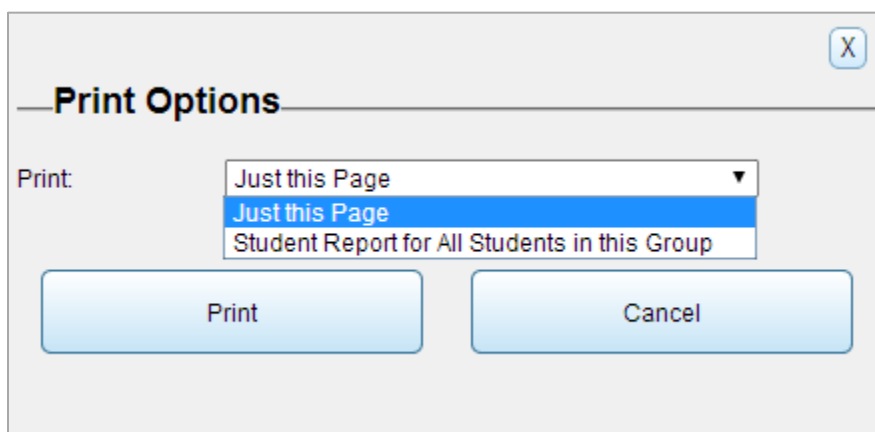
Print Student Listing Report

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

To print the Student Listing Report page:

1. From the banner, click **Print**. The print pop-up window opens (see [Figure 57](#)).

Figure 55. Student Listing Report Page Print Pop-up Window



2. From the *Print* drop-down list, select **Just this Page**.
3. Click **Print**. This will bring up the print dialog box (see [Figure 55](#)).
4. Specify the print settings and click the appropriate button to print the **Student Listing Report** page (see [Figure 58](#)).

Figure 56. Sample Student Listing Page: Printed Report

Oregon Online Reports https://reports-uat.airast.org/Oregon/Default.aspx?page=OR4

OAKS
Oregon Assessment of Knowledge and Skills

Student Performance on Each Performance Level
How did my students perform overall in Science?

Test: High School Science
Year: 2017-2018
Name: zzz AIR Training School1

Average Scale Scores on the High School Science Test: zzz AIR Training School1 and Comparison Groups, 2017-2018

| Name | Scale Score |
|-------------------------------------|-------------|
| zzz AIR Training District (9999) | 220 |
| zzz AIR Training School1 (99998888) | 220 |

Performance on the High School Science Test, by Student: zzz AIR Training School1, 2017-2018

| Name | Student ID | Opportunities Taken | Scale Score | SEM | Subject Performance Level |
|---------------------|---------------------------------------|---------------------|-------------|-------------|---------------------------|
| Demo, TERRI T. | 9999999359 | 1 | Expired | Expired | Expired |
| Demo, PEARL T. | 9999999377 | 1 | Expired | Expired | Expired |
| Demo, ROSEMARY T. | 9999999357 | 1 | No Score | No Score | No Score |
| Demo, JOANNA T. | 9999999477 | 1 | Expired | Expired | Expired |
| Demo, student112 T. | 9999999612 | 1 | No Score | No Score | No Score |
| Demo, PATSY T. | 9999999415 | 1 | Expired | Expired | Expired |
| Demo, student094 T. | 9999999594 | 1 | Invalidated | Invalidated | Invalidated |
| Borelis, Celeste | celeste.borelis@hermiston.k12.or.us 1 | | Invalidated | Invalidated | Invalidated |
| Demo, MARGUERITE T. | 9999999467 | 1 | No Score | No Score | No Score |
| Demo, BECKY T. | 9999999440 | 1 | Expired | Expired | Expired |

Print PDFs of ISRs from the Student Listing Report Page

Using the **Print** tool, you can generate PDFs of individual student reports for all the students listed on the **Student Listing Report** page. You can then download and print the PDFs from the **Inbox** section of the **Retrieve Student Results & My Inbox** page (see [Figure 60](#)).

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

1. From the banner, click **Print**. The print pop-up window opens (see [Figure 59](#)).
2. From the *Print* drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear (see [Figure 59](#)).



Note: The options displayed on the print pop-up window vary depending on the number of opportunities available for the selected assessment and the level of detail you want to include on the Individual Student Reports.

Figure 57. Student Listing Report Page Print Pop-up Window Options for Printing ISRs

Print Options

Print: Student Report for All Students in this Group

Language: English

PDF Reports: Include all ISRs in a Single PDF

Print Cancel

3. From the *Opportunities* drop-down list, if available, select the test opportunities that you wish to include. For assessments with only one opportunity (e.g., Smarter Summative), the drop-down list is not available and each student's lone opportunity is printed by default. For assessments with more than one opportunity (e.g., OAKS Science), select from the following options:
 - To include each student's last opportunity, select **Print Most Recent**.
 - To include each student's highest scoring test opportunity, select **The Highest Opportunity**.
 - To include all the test opportunities taken by each student, select **All Opportunities**.
4. 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**.
5. From the *PDF Type* drop-down list, if available, select the level of detail you want to include for the ISRs. For assessments that do not have a Multi-Page ISR, this drop-down list will not be displayed. For assessments with Multi-Page ISRs, select from the following options:
- To include only the student's overall performance table, along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only), select **One-Page ISR**.
 - To include all the information available on the One-Page ISR along with detailed claim description that includes the next steps recommended for a student based on his or her claim score, the trend graph to show the student's performance over time, select **Multi-Page ISR**.
6. Click **Print**.
7. A message is displayed to inform you that you will be notified via email once the report has been generated.
8. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:
- From the *Reports and Files* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner.

Figure 58. Inbox: PDF Report of ISRs

| Name | Data | Type | Test | Administration | Grade | Date Created | Status |
|-------------------------|-----------------------------|----------|----------------|---------------------|---------|--------------------|--------------------------|
| DEMO DISTRICT (99) | Student Data | District | SAGE Summative | Summative 2015-2016 | All | 8/14/2015 12:18 PM | Download |
| Demo SchoolC (99-999) | Students ISR PDF report | Roster | SAGE Summative | Summative 2015-2016 | Grade 4 | 8/11/2015 12:11 PM | Download |
| TRAINING DISTRICT (03) | Student Data | District | SAGE Summative | Summative 2015-2016 | All | 8/11/2015 12:11 PM | Download |
| Training School 1 (999) | Students ISR PDF Zip report | School | SAGE Summative | Summative 2015-2016 | All | 8/8/2015 4:07 PM | Download |

9. Locate the file in the Inbox and from the Status column, click the **Download** link for the file. The file will be downloaded to your computer in a browser- and computer-specific manner.
10. Locate the file on your computer and open the file to view or print.

Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Listing Report page, the **Print** tool on the **Individual Student Report** page (see [Figure 22](#)) opens a print pop-up window that allows you to generate a PDF file of the student's score report for the selected test opportunities. However, unlike the **Student Listing Report** page, you can access the file immediately without having to go to the Inbox.

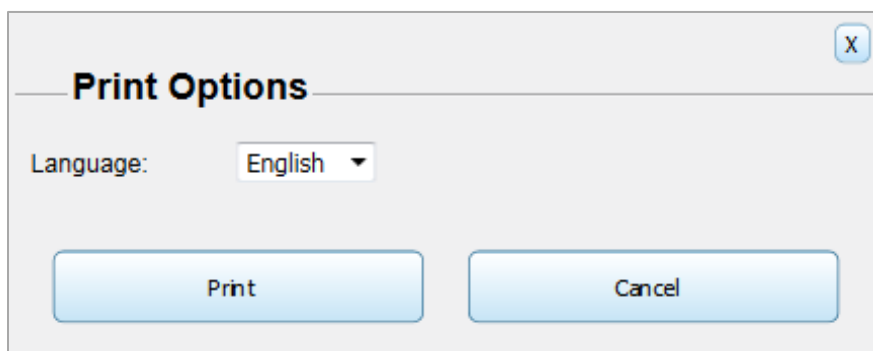
To print reports from the Individual Student Report page:

1. From the banner, click **Print**. The print pop-up window opens (see [Figure 61](#)).



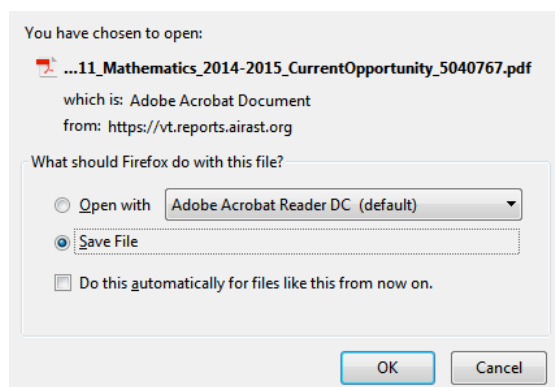
Note: Similar to the **Student Listing Report** page, the options displayed on the print pop-up window vary depending on the number of opportunities available for the selected assessment and the level of detail you want to include on the Individual Student Report.

Figure 59. Individual Student Report Page Print Pop-up Window



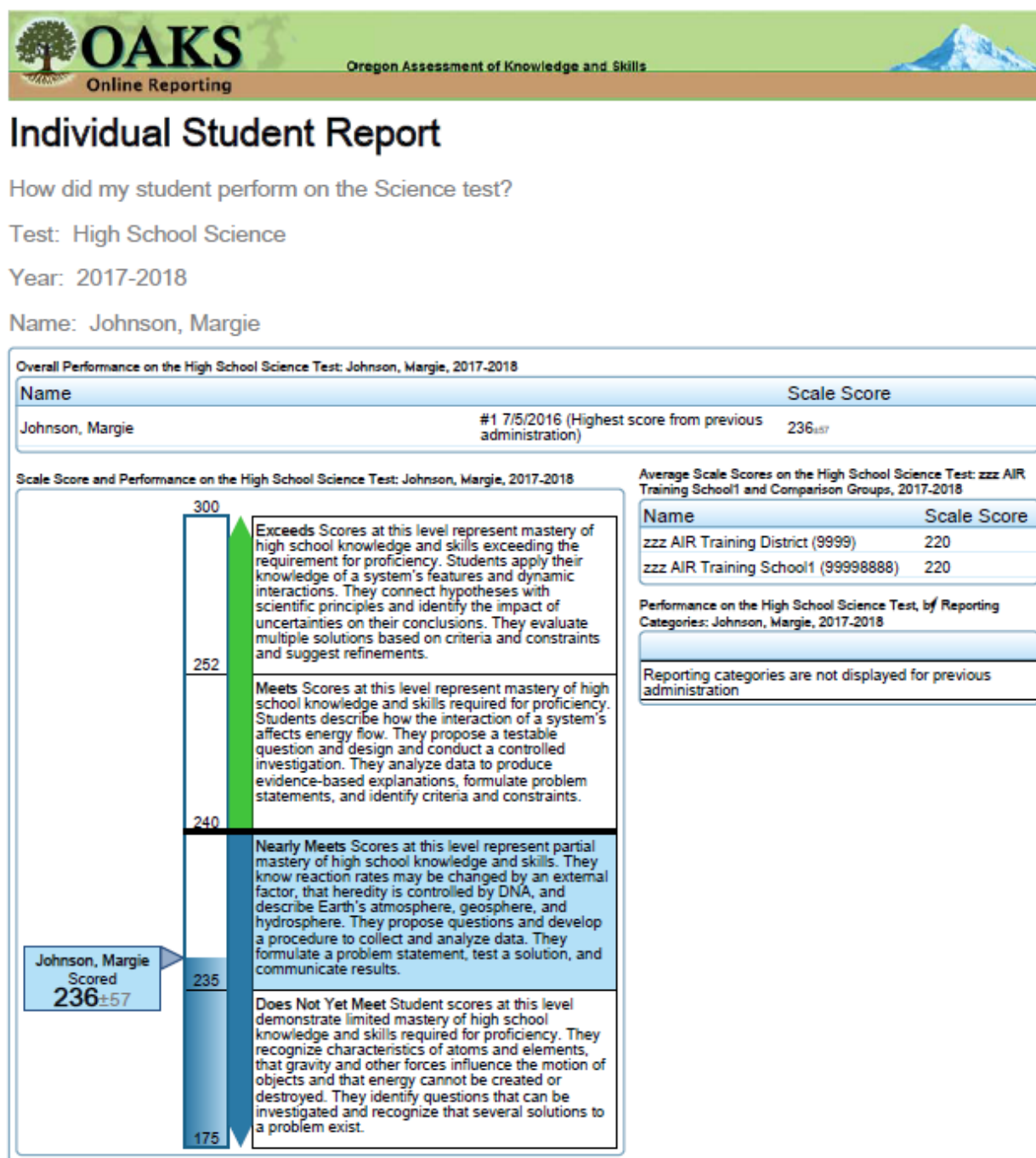
2. From the *Opportunities* drop-down list, if available, select the test opportunities that you wish to print. For assessments with only one opportunity (e.g., Smarter Summative), the drop-down list is not available and each student's lone opportunity is printed by default. For assessments with more than one opportunity (e.g., Smarter Balanced ICA), select from the following options:
 - To print the test opportunity that you are currently viewing, select **Print The Current Opportunity**.
 - To print the student's last test opportunity, select **Print Most Recent**.
 - To include all the test opportunities taken by the student, select **All Opportunities**.
3. From the *PDF Type* drop-down list, if available, select the level of detail you want to include for the ISRs. For assessments that do not have a Multi-Page ISR, this drop-down list will not be displayed. For assessments with Multi-Page ISRs, select from the following options:

- To include only the student's overall performance table, along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only), select **One-Page ISR**.
 - To include all the information available on the One-Page ISR along with detailed claim description that includes the next steps recommended for a student based on his or her claim score, the trend graph to show the student's performance over time, select **Multi-Page ISR**.
4. Click **Print**.
 5. A browser-specific dialog box opens where you can specify whether to open or save the file.



6. View and print the report; see [Figure 62](#) for a sample report.

Figure 60. Sample PDF of ISR



Appendix C. User Support

The OAKS Help Desk will be open during the following hours:

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

OAKS Help Desk

Toll-Free Phone Support: 1-866-509-OAKS (6257)

Email Support: oaks.helpdesk@air.org

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

If you contact the Help Desk, 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

| Location | Change | Date |
|--|---|------------|
| Entire Guide | 2017-2018 Product Guide | 07/27/2017 |
| Introduction to the User Guide (pg. 1) | Added ELPA Screener to list of tests | 7/6/2018 |
| Intended Audience (pg. 2) | Removed "OAKS" as description for all assessments | 7/6/2018 |
| Overview of the Online Reporting System, Section I (pg. 3) | Removed "OAKS" as description for all assessments | 7/6/2018 |
| ORS Banner, Section III (pg. 9) | Added Temp ID as way to search students | 7/6/2018 |
| Overview of Score Reports, Section IV (pg. 11) | Removed "OAKS" as description for all assessments | 7/6/2018 |
| Understanding the Home Page..., Section IV (pg. 18) | Listed ELPA Screener with ELPA Summative | 7/6/2018 |
| Navigating between Score Reports using the Exploration Menu, Section IV (pg. 20) | Updated Figure 12 to reflect new ELPA test labeling (removing 21) | 7/6/2018 |
| Viewing Scores Based on Test Accommodations, Section IV (pg. 26) | Updated the ELPA Domain Exception tool name in Table 7 | 7/6/2018 |
| Generating a Summary Statistics Report, Section V (pg. 73) | Listed ELPA Screener with ELPA Summative | 7/6/2018 |
| Searching for Specific Student Student's Score Reports, Section VII (pg. 88) | Added Temp ID as a way to search students | 7/6/2018 |
| Searching for Specific Student Student's Score Reports, Section VII (pg. 88) | Removed reference to ability to search for students by first or last name | 7/6/2018 |
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