

## Ohio's State Tests Downloadable Data Files

The purpose of this document is to provide district test coordinators with the steps for downloading district student results data from the Online Reporting System.

1. Select the Online Reporting System icon on the Test Coordinator's page of the [portal](#).



The Online Reporting System (ORS) is the gateway to viewing student results.

2. After signing in, click the Retrieve Student Results icon on the Online Reporting System homepage.

**Welcome to the Online Reporting System**  
*What are you interested in viewing?*

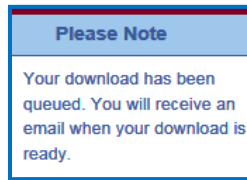
Select

Ohio Department of Education ▼

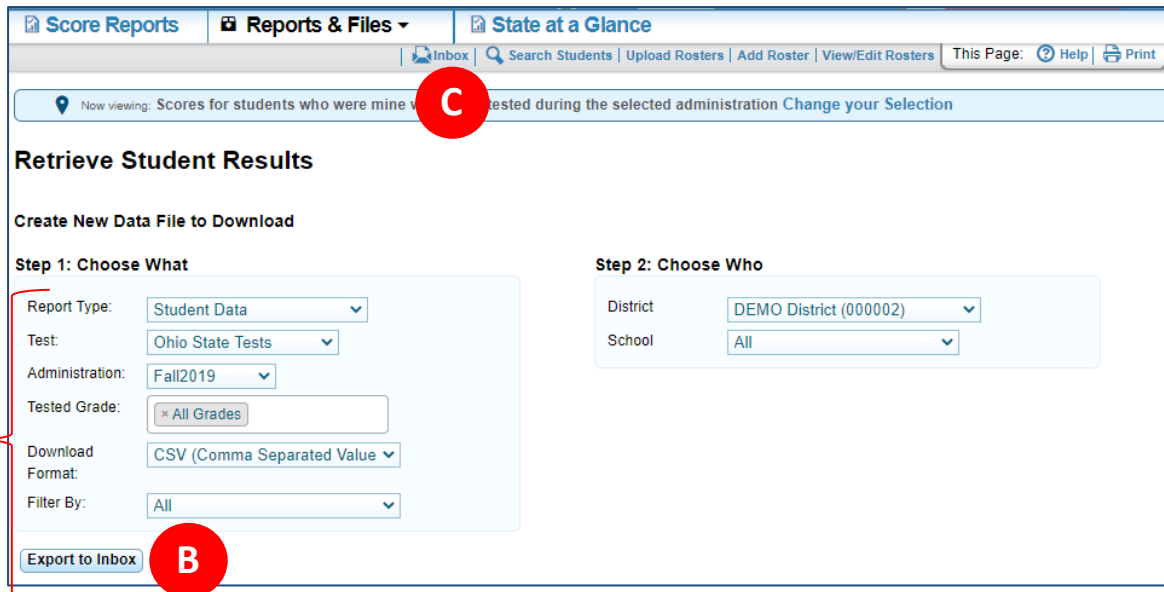
To download Student Results, click here: **Retrieve Student Results** ←

To view Score Reports, click here: **Score Reports**

- On the Retrieve Student Results & My Inbox screen, make selections about which data to download (A). For example, to download district-wide results for the fall 2019 Ohio's State Tests, select the following:
  - Report Type: Student Data
  - Test: Ohio State Tests
  - Administration: Fall2019
  - Tested Grade: All Grades
  - Download Format: Fixed Width or Comma Separate Values (CSV)
  - Filter By: optional filters, such as enrolled grade, are available; select "ALL" for all records
  - Select district and school(s) as appropriate
- Click [Export to Inbox] (B). You will receive a message on-screen that your request is being processed, and once the file is generated, you will receive an email that your file is ready.



- After the system generates the file, the file appears within the Inbox. The Inbox can be accessed via the banner (C) or by clicking on the Inbox icon (D) on the Test Coordinator's page of the portal.



- Click on the file name from within the Inbox (E). Visit the [ORS Support Documents](#) page on the portal for additional information about ORS and results data files. For additional information about the Inbox, consult the TIDE User Guide on the [TIDE Support Documents](#) page of the portal.

