# Table of Contents

Introduction to the User Guide .................................................................................................................. 1
  Organization of this User Guide .............................................................................................................. 1
  Document Conventions .......................................................................................................................... 1
  Intended Audience ................................................................................................................................. 2
  Additional Resources ............................................................................................................................. 2

Section I. Overview of the Online Reporting System .............................................................................. 3
  Understanding User Roles and Permissions ......................................................................................... 3

Section II. Accessing the ORS ................................................................................................................... 5
  How to Log in to the ORS ..................................................................................................................... 5
  About Usernames and Passwords .......................................................................................................... 6
  Switching Between Ohio Online Assessment Online Systems ............................................................ 7
  Logging out of the ORS ........................................................................................................................ 7

Section III. Understanding the ORS Interface .......................................................................................... 8
  ORS Welcome Page ................................................................................................................................. 8
  How to view the ORS reports: .............................................................................................................. 8
  Using the ORS Banner ........................................................................................................................... 8

Section IV. Viewing Score Reports ......................................................................................................... 10
  Overview of Score Reports .................................................................................................................... 10
  Accessing Score Reports ....................................................................................................................... 12
    How to Define the Student Population ............................................................................................... 12
    Understanding the Dashboard Aggregation Tables ........................................................................... 13
    Accessing Subject Detail Score Reports ............................................................................................ 14
  Working with Score Report Features .................................................................................................... 14
    How to Navigate between Score Reports using the Exploration Menu ............................................. 15
    How to View Scores Based on Demographic Subgroup ................................................................... 17
    How to Show and Hide a Report’s Columns ....................................................................................... 19
    How to Sort Data in a Report .............................................................................................................. 19
    How to Show and Hide Comparison Data ........................................................................................ 19
  Viewing Subject Detail Score Reports .................................................................................................... 20
    Viewing School Listing Subject Detail Reports ............................................................................... 21
    Viewing Teacher Listing Subject Detail Reports ................................................................................. 22
    Viewing Roster Listing Subject Detail Reports .................................................................................. 23
    Viewing Student Listing Subject Detail Reports ............................................................................... 24
    Viewing Individual Student Reports .................................................................................................. 26
Viewing Reporting Category Score Reports ................................................................. 33
Viewing School Listing Reporting Categories Reports .............................................. 34
Viewing Student Listing Reporting Categories Report ............................................. 35
Viewing Item Level Reports ...................................................................................... 36
Viewing Trend Reports .............................................................................................. 38
Understanding Trend Report Features .................................................................... 39
How to Select the Type of Trend Data to Plot ......................................................... 40
How to Select Which Administrations to Plot ......................................................... 40
How to Choose Who to Graph .................................................................................. 40
How to View Data by Demographic Subgroup ....................................................... 40
How to Hide Trend Lines ......................................................................................... 41
How to Use Zoom Features ..................................................................................... 42
Viewing School Listing Trend Reports ................................................................... 42
Viewing Teacher Listing Trend Reports .................................................................. 43
Viewing Roster Listing Trend Reports .................................................................... 44
Viewing Student Listing Trend Report ................................................................... 45
Viewing Individual Student Trend Report .............................................................. 46

Section V. Viewing Reports & Files ................................................................................. 48
Retrieving Student Results ....................................................................................... 48
How to Generate a Data File or PDF of Individual Student Reports ....................... 48
Accessing Files from the Inbox ................................................................................ 50

Section VI. Working with Student Rosters ................................................................. 51
How to Add a New Roster ......................................................................................... 51
How to Create Rosters Through File Uploads ......................................................... 53
How to View and Modify a Roster ............................................................................ 56
How to Delete a Roster ............................................................................................. 58
How to Print a Roster ............................................................................................... 58

Section VII. Searching for a Student's Score Reports ................................................ 59

Appendix A. Printing Reports in the ORS ................................................................. 61
How to Print a Report Page .................................................................................... 61
Printing Reports from the Student Listing Report Page ......................................... 62
How to Print a Student Listing Report ................................................................. 62
How to Print PDFs of ISRs from the Student Listing Report Page ......................... 62
How to Print Reports from the Individual Student Report Page ........................... 63
How to Print ISRs from the Student Search Results Page .................................... 64
Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), which provides score reports for each student who takes an Ohio’s State Tests (OST), Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), Ohio English Language Proficiency Assessment (OELPA), Ohio English Language Proficiency Screener (OELPS), or an Ohio Graduation Tests (OGT) online assessment.

This section describes the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide includes the following sections:

- **Section I, Overview of the Online Reporting System**, provides an introduction to the ORS and describes its available user roles.
- **Section II, Accessing the ORS**, includes instructions for logging in and out of the ORS and switching between different Ohio Online Assessment systems.
- **Section III, Understanding the ORS Interface**, describes the layout and key features of the ORS interface.
- **Section IV, Viewing Score Reports**, includes an in-depth overview of the available score reports.
- **Section V, Viewing Reports & Files**, describes how to download student results and view test statistics.
- **Section VI, Working with Student Rosters**, provides instructions for creating and managing student rosters.
- **Section VII, Searching for a Student's Score Reports**, explains how to search for score reports for particular students in the ORS.
- **Appendix A, Printing Reports in the ORS**, explains how to print reports in the ORS.
- **Appendix B, User Support**, provides Help Desk information.

Document Conventions

Table 1 describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alert" /></td>
<td><strong>Alert:</strong> This symbol accompanies important information regarding actions that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
</tbody>
</table>
Online Reporting System

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tip</td>
<td>Tip: This symbol accompanies useful information on how to perform a task.</td>
</tr>
</tbody>
</table>

**Intended Audience**

This user guide is intended for district and school personnel involved in administering Ohio Online Assessment to students.

You should be familiar with using a web browser to retrieve data and fill 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:

- For policies and procedures that govern secure and valid test administration, see the relevant *Test Administration Manual (TAM)*.
- For information about which operating systems and browsers are supported, see the *Quick Guide for Setting Up Your Online Testing Technology*.
- For information about student and user management, 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 *Quick Guide for Setting Up Your Online Testing Technology*.

The above resources are available on the Ohio Online Assessment portal [*oh.portal.cambiumast.com*](http://oh.portal.cambiumast.com).
Section I. Overview of the Online Reporting System

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

- **Score Reports**: Provide performance data for Ohio Online Assessment tests. These reports allow you to compare performance data between students, rosters, and other institutions. Score reports in the ORS provides information about student performance on the overall test subject, as well as the content categories within a subject (such as reporting category).

- **Reports & Files**: 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 score data for specific student groups.

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

Understanding User Roles and Permissions

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

Table 2 explains which reports and features are accessible to each user role within the ORS.

Table 2. User Roles and Access in the Online Reporting System

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>District</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTC</td>
<td>DA</td>
</tr>
<tr>
<td><strong>Score Reports</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Listing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Personnel Listing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Roster Listing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Student Score Report</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Reports &amp; Files</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retrieve Student Results</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manage Rosters</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search Students</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Online Reporting System

* DTC–District Test Coordinator; DA–District Administrator; DRU–District Reporting User; EC–EMIS Coordinator; BTC–Building Test Coordinator; BRU–Building Reporting User; TE–Teacher; TA–Test Administrator
Section II. Accessing the ORS

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

How to Log in to the ORS

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

**Warning:** Do not share your login information with anyone. All Ohio Online Assessment 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 Ohio Online Assessment portal ([https://oh.portal.cambiumast.com/](https://oh.portal.cambiumast.com/)).

2. Select the required assessment card.

3. Select your user role.

4. Click **Online Reporting System (ORS)**. The **Login** page opens.
5. Enter your email address and password.

6. Click **Secure Login**.

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

The ORS **Welcome** page appears.

---

**About Usernames and Passwords**

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

- **If your first temporary link expired:**
  
  In the activation email you received, click the second link provided and request a new temporary link.

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

- **If you did not receive an email containing a temporary link or authentication code:**
  
  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional Help**
  
  If you are unable to log in, contact the Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the **Appendix B, User Support** section of this user guide.
Switching Between Ohio Online Assessment Online Systems

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

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

To switch between the Ohio Online Assessment systems:

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

Logging out of the ORS

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

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

To log out of the ORS:

- Click Log Out in the upper-right corner of the page.
Section III. Understanding the ORS Interface

This section describes the ORS features and layout.

ORS Welcome Page

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

How to view the ORS reports:

1. If you are associated with multiple roles or entities, the Select drop-down list appears. From this drop-down list, select the district or school whose reports you want to view.

2. Do one of the following:
   - To download student results, click Retrieve Student Results.
   - To view score reports, click Score Reports.

Using the ORS Banner

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

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

- **Score Reports** links to the *Homepage Dashboard* (see Figure 8). For more information, see *[Viewing Score Reports]*.
- The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see *[Viewing Reports & Files]*.
  - Retrieve Student Results
- **Inbox** opens the *Inbox* window, where you can access student performance data files. For more information, see *[Accessing Files from the Inbox]*.
- **Search Students** opens a pop-up window where you can search for students to access their test results. For more information, see *[Searching for a Student’s Score Reports]*.
- Each of the following roster links only appears for authorized users (for more information, see *[Working with Student Rosters]*).
  - **Add Rosters** opens the *Add Roster* page, where you can create student rosters.
  - **View/Edit Rosters** opens the *View/Edit Roster* page, where you can view and edit student rosters.
  - **Upload Rosters** opens the *Upload Roster* page where you can upload roster files.
- **Help** opens the online version of this user guide.
- **Print** allows you to print the data on the current page. For more information, see *[Appendix A]*.
- **Export** allows you to export the data displayed on the page. 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 for accessing the different score reports.

Overview of Score Reports

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

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

All score report data are based on the number of students with scored tests.

⚠️ **Alert:** ORS does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

If a test includes hand-scored items, all items must be scored before the test’s data appears in ORS reports.

ℹ️ **Note:** For additional information about when scores are made available in ORS, please refer to the documentation available on the Ohio Online Assessment portal oh.portal.cambiumast.com.

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

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

**Table 3** provides an overview of the types of score reports available and the levels of aggregation at which they can be viewed. Score reports provide data for the administration you select from the **Homepage Dashboard**.
### Table 3. Available Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>District Level</th>
<th>School Level</th>
<th>Personnel Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homepage Dashboard</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of performance (to date)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>across grades and subjects or courses for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subject Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Data for a subject within a particular grade or course for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reporting Category Level Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reporting category-level percent at each performance level for a subject within a particular grade or course for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Only applies to OST, AASCD and OGT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Domain Level Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Domain-level percent at each performance level for a particular grade or grade band for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Only applies to OELPA and OELPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Item Level Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Summary of performance on each operational item for a specified subject for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Only applies to OST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trend</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Longitudinal comparison of scores for a selected administration (across time).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Not available for all tests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Listing</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>List of all students who belong to a school, teacher, or roster with their associated subject or course scores for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Detailed information about a selected student’s performance in a specified subject or course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Online Reporting System

Accessing Score Reports

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

![Figure 8. Homepage Dashboard](image)

To view the **Homepage Dashboard**:

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

### How to Define the Student Population

From the **Homepage Dashboard**, you can specify the test, administration, and student group whose data you wish to view. To watch a tutorial for making selections on the **Homepage Dashboard**, see the ORS Tutorial: Data Selection, Tools and Features on the [Online Systems Resources – Tutorials](#) page of the portal.
To specify the score report parameters:

1. From the **Test** drop-down list, select a type of assessment.
2. From the **Administration** drop-down list, select the administration period (such as Spring 2019).
3. Select the radio button for the group of students whose scores you wish to view:
   - **Scores for students who were mine at the end of the selected administration**—Displays scores only for students associated with your school or district who were associated with your rosters at the end of the selected administration. The reports will exclude scores of students who have been removed from TIDE or left your rosters prior to the end of the administration.
   - **Scores for my current students**—Displays scores for students associated with your current rosters, even if they were enrolled in a different school or district during the selected administration.
   - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster at the time when they completed the selected test during the selected administration. This option includes students who transferred away or were removed from TIDE after testing.

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

**Understanding the Dashboard Aggregation Tables**

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

![Figure 9. Homepage Dashboard Aggregation Tables (OST)](image)

For OST, AASCD, and OGT aggregation tables display the following columns:

- **Number of Students Tested**—Displays the number of students to date who completed their test and have a valid score.
- **Percent Proficient**—Displays the percentage of students from the Number of Students Tested column who scored proficient or above on each test.
For OELPA and OELPS tests, aggregation tables display the following columns:

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

**Accessing Subject Detail Score Reports**

*To access detailed score reports for a particular subject:*

- On the appropriate aggregation table, click the cell for the grade and subject whose reports you wish to view. For example, to view the subject detail report for Grade 3 ELA, you would click the cell outlined in [Figure 9](#).

**Working with Score Report Features**

Most score reports in the ORS share similar features. Figure 10 illustrates some of the common features of score reports.

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

Common score report features include the following:

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

Other score report features allow you to do the following:

- [How to Navigate between Score Reports using the Exploration Menu](#)
- [How to View Scores Based on Demographic Subgroup](#) You can also select cross-sections of groups, such as Ethnicity by Gender.
- The available cross-sections are Enrolled Grade by Ethnicity, Enrolled Grade by Migrant Student, Enrolled Grade by Gender, Ethnicity by Gender, and Gender by Migrant Student.
- [How to Show and Hide a Report’s Columns](#)
- [How to Sort Data in a Report](#)
- [How to Show and Hide Comparison Data](#)

---

**How to Navigate between Score Reports using the Exploration Menu**

Using the Exploration Menu (see Figure 11), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the *Homepage Dashboard*.

![Figure 11. Exploration Menu](#)
Online Reporting System

To navigate between score reports:

1. To open the Exploration Menu, click beside an entity in the Name column of a report.

2. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information, see Understanding the Exploration Menu Options.

3. Click View.

Understanding the Exploration Menu Options

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

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

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

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

Example: Navigating with the Exploration Menu

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

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

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

Table 4 provides an overview of the Exploration Menu drop-down lists and the options available for each one.
Table 4: Exploration Menu Options

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Selects the subject for the score report.</td>
<td>[Subjects available for the selected test]</td>
</tr>
<tr>
<td>Grade</td>
<td>Selects the grade for the score report.</td>
<td>[Grades available for the selected test]</td>
</tr>
</tbody>
</table>
| Who       | Selects the groups or individuals by which the score report provides data. | • School  
• Teacher  
• Roster  
• Student |
| What      | Selects the type of test data covered in the score report. | • Subject  
• Reporting Categories/Domains/Content Standards  
• Items |
| When      | Sets the report to display data for a single testing window or multiple testing windows over time. | • Trend  
• Current Admin |

How to View Scores Based on Demographic Subgroup

The Breakdown By feature allows you to split up the score data into specific demographic subgroups (such as gender-based subgroups).

To view score reports by a demographic subgroup:

1. From the Breakdown By drop-down list (see Figure 12), select the required demographic subgroup. See Table 5 for the available subgroups.
   a. If you are working with the Student Listing Report, select a specific subgroup from the Values drop-down list (for example, select Male for the subgroup Gender).

2. Click Go, if available.

The report updates with score data for the selected subgroups.

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

Figure 12. Score Report with Breakdown by Gender

Table 5. Demographic Subgroups

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Student’s gender</td>
<td>• Female&lt;br&gt;• Male</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>Grade in which student is enrolled during the test administration</td>
<td>• Kindergarten (22)&lt;br&gt;• Grade 01 through Grade 14</td>
</tr>
<tr>
<td>Migrant Student</td>
<td>Indicates student’s migrant status</td>
<td>• Yes&lt;br&gt;• No</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Student’s ethnicity code</td>
<td>• Two or more races&lt;br&gt;• American Indian or Alaska Native&lt;br&gt;• Native Hawaiian or Other Pacific Islander&lt;br&gt;• Asian&lt;br&gt;• Hispanic or Latino&lt;br&gt;• Black or African American&lt;br&gt;• White&lt;br&gt;• Other/Unknown</td>
</tr>
</tbody>
</table>

You can also select cross-sections of groups, such as Ethnicity by Gender.

The available cross-sections are Enrolled Grade by Ethnicity, Enrolled Grade by Migrant Student, Enrolled Grade by Gender, Ethnicity by Gender, and Gender by Migrant Student.
How to Show and Hide a Report's Columns

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

To show or hide a report's columns:

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

How to Sort Data in a Report

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

To sort the data:

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

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

How to Show and Hide Comparison Data

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

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

To show or hide comparison data:

- Click the Comparison button above the report.
  - When Comparison: On shows, comparison rows display on the report (see Figure 14).
  - When Comparison: Off shows, comparison rows are hidden from view (see Figure 15).
Viewing Subject Detail Score Reports

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

The Subject Detail Reports display overall student performance for the selected test subject. Table 6 describes the Subject Detail Reports columns for OST, AASCD and OGT, while Table 7 describes the Subject Detail Report Columns for OELPA.

Table 6. Subject Detail Report Columns (OST, AASCD, and OGT)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity/individual you are viewing (e.g., district, school, personnel, roster, student).</td>
</tr>
<tr>
<td>Student Count</td>
<td>The number of students who have a valid score for the grade, subject, and administration selected. The student count does not include records with a condition code, such as invalidated (INV) or did not attempt (DNA) records.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The average scale score of students who have completed the selected test.</td>
</tr>
<tr>
<td>Percent Proficient</td>
<td>The percentage of students who were proficient or above in the selected test.</td>
</tr>
<tr>
<td>Percent at Each Performance Level</td>
<td>The distribution of students across the performance levels based on their scaled scores.</td>
</tr>
<tr>
<td>Counts of Students at each Performance Level</td>
<td>The actual counts of students at each performance level.</td>
</tr>
</tbody>
</table>

Table 7. Subject Detail Report Columns (OELPA and OELPS)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity/individual you are viewing (district, school, teacher, roster, or student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who submitted the test for scoring.</td>
</tr>
<tr>
<td>Average Overall Scale Score</td>
<td>The mean overall scale score for students who completed a test in the given administration.</td>
</tr>
<tr>
<td>Average Comprehension Scale Score</td>
<td>The mean comprehension scale score that includes reading and listening scores for students who completed a test in the given administration.</td>
</tr>
<tr>
<td>Percent Determined Proficient</td>
<td>Percent of students who completed a test in the given administration whose scores are in the proficient ranges.</td>
</tr>
</tbody>
</table>
Viewing School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the district performed on the selected grade and subject. Comparison data for the district and state also appear in this report. This report is available to district-level users. For an explanation of the report columns, see Table 6.

Figure 16. School Listing Subject Detail Report

To access a school listing subject detail report from the Homepage Dashboard:

1. From the Homepage Dashboard, define the student population as described in the section How to Define the Student Population.

2. On the Homepage Dashboard aggregate tables, click the grade-subject cell for the report you wish to view. The School Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
**Viewing Teacher Listing Subject Detail Reports**

The Teacher Listing Subject Detail Report displays data for all the teachers in a selected school whose students completed the selected test grade and subject. It is available to district- and school-level users. For an explanation of the report columns, see Table 6.

![Teacher Listing Subject Detail Report](image)

**Figure 17. Teacher Listing Subject Detail Report**

To navigate to the Teacher Listing Subject Detail Report:

1. On the School Listing Subject Detail Report (Figure 16), click next to a school name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:

   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 information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
Online Reporting System

Viewing Roster Listing Subject Detail Reports

The Roster Listing Subject Detail Report displays data for all the rosters associated with a selected school or teacher whose students completed the selected test. For more information about rosters, see Working with Student Rosters. For an explanation of the report columns, see Table 6.

Figure 18. Roster Listing Subject Detail Report

To navigate to the Roster Listing Subject Detail Report:

1. On the Teacher Listing Subject Detail Report (Figure 17), click next to a teacher’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Roster.
   c. From the What drop-down list, select Subject.
   d. From the When drop-down list, select Current Admin.

3. Click View. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
Viewing Student Listing Subject Detail Reports

The Student Listing Subject Detail Report displays data for all the students associated with the selected school, teacher, or roster who have completed the selected test. For an explanation of the report columns, see Table 8.

Figure 19. Student Listing Report

To navigate to the Student Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report (Figure 18), click next to a roster’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Student.
   c. From the What drop-down list, select Subject.
   d. From the When drop-down list, select Current Admin.

3. Click View. The Student Listing Subject Detail Report for the selected grade-subject opens.
### Table 8. Student Listing Subject Detail Report Columns for OST, AASCD, and OGT

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the student.</td>
</tr>
<tr>
<td>SSID</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>Scale Score</td>
<td>The student’s overall subject scale score.</td>
</tr>
<tr>
<td>Performance Level</td>
<td>The performance level associated with the student’s score.</td>
</tr>
</tbody>
</table>

### Table 9. Student Listing Subject Detail Report Columns for OELPA and OELPS

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the student.</td>
</tr>
<tr>
<td>SSID</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>Proficiency Status</td>
<td>The student’s proficiency status</td>
</tr>
<tr>
<td>Overall Scale Score</td>
<td>The student’s overall scale score and standard error of the mean.</td>
</tr>
<tr>
<td></td>
<td>The OELPS does not include overall scale scores.</td>
</tr>
<tr>
<td>Comprehension Scale Score</td>
<td>The student’s comprehension score (combined scores) for Reading and Listening and standard error of the mean.</td>
</tr>
<tr>
<td></td>
<td>The OELPS does not include comprehension scale scores.</td>
</tr>
</tbody>
</table>

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

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

To navigate to the Individual Student Report:

1. On the Student Listing Report (Figure 19), click next to a student’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Student.
   c. From the What drop-down list, select Subject.
   d. From the When drop-down list, select Current Admin.

3. Click View. The Individual Student Report opens.

For information about the data on the Individual Student Report page, see About the Individual Student Report.

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

Viewing Score Reports

Figure 20. Individual Student Report Partial View (OST)

Individual Student Report
How did my student perform on the Mathematics test?

Text: Grade 3 Mathematics
Year: Spring2017

Overall Performance on Grade 3 Mathematics Test, LastName, FirstName M., Spring2017

<table>
<thead>
<tr>
<th>Name</th>
<th>SSID</th>
<th>Scale Score</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>LastName, FirstName M.</td>
<td>Z35000233</td>
<td>734</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

Scale Score and Performance on Grade 3 Mathematics Test, LastName, FirstName M., Spring2017

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Text</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplication and Division</td>
<td>Advanced A student with a score of Advanced chooses the best ways to multiply and divide, solves multi-step word problems about measurement, finds the area of complex shapes, and compares fractions.</td>
<td>Above Proficient</td>
</tr>
<tr>
<td></td>
<td>Accelerated A student with a score of Accelerated can use efficient strategies to multiply and divide, solves two-step word problems about measurement, finds the properties of geometric objects and solves problems with fractions.</td>
<td>Near Proficient</td>
</tr>
<tr>
<td></td>
<td>Proficient A student with a score of Proficient can solve problems with two or three operations (a + b - c) and word problems about measurement, solves two-step word problems with fractions and represents and compares factors to solve problems.</td>
<td>Near Proficient</td>
</tr>
<tr>
<td></td>
<td>Basic A student with a score of Basic can solve addition or subtraction problems, multiplies using whole groups of objects, solves word problems involving whole numbers, and represents and compares common fractions.</td>
<td>Basic</td>
</tr>
<tr>
<td></td>
<td>Limited A student with a score of Limited can solve simple problems using basic addition, subtraction and multiplication facts, finds perimeter by adding and area by counting unit squares, and represents common fractions with pictures.</td>
<td>Limited</td>
</tr>
</tbody>
</table>

Average Scale Scores on the Grade 3 Mathematics Test: AIR District and Comparison Groups, Spring2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Average Scale Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR District (009060)</td>
<td>603</td>
</tr>
<tr>
<td>AIR School (009060)</td>
<td>603</td>
</tr>
</tbody>
</table>

Performance on the Grade 3 Mathematics Test, by Reporting Category: LastName, FirstName M., Spring2017

<table>
<thead>
<tr>
<th>Reporting Category</th>
<th>Performance</th>
<th>What These Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplication and Division</td>
<td>Above Proficient</td>
<td>Your child multiplies and divides to solve problems in different ways, e.g. he or she solves problems using the operations. Your child estimates and uses mental computation without writing down numbers to solve problems and interpret answers.</td>
</tr>
<tr>
<td></td>
<td>Next Steps</td>
<td>With your child, practice solving equations with an unknown number like 3x + 2 = 11 or 5x - 4 = 21, using visual models or diagrams when needed. Discuss how a division problem like 12 ÷ 3 is the same as dividing, what times 3 equals 12.</td>
</tr>
<tr>
<td></td>
<td>What These Mean</td>
<td>Your child adds and subtracts to solve problems including measuring length, liquid volume, and area (e.g. solve a single step up). He or she solves problems using picture and bar graphs and uses graphs to solve problems.</td>
</tr>
<tr>
<td>Numbers and Operations</td>
<td>Near Proficient</td>
<td>Your child adds and subtracts to solve problems including measuring length, liquid volume, and area (e.g. solve a single step up). He or she solves problems using picture and bar graphs and uses graphs to solve problems.</td>
</tr>
<tr>
<td></td>
<td>Next Steps</td>
<td>With your child, look for everyday situations that can be solved with first steps and represent them as equations. For example, how many oranges are in 3 equal groups of 5 oranges? Pick 4-2x = 7. Multiply 3 x 12 = 3 then add 27, get 45.</td>
</tr>
<tr>
<td></td>
<td>What These Mean</td>
<td>Your child uses fractions to solve problems. He or she uses fractions to solve problems.</td>
</tr>
<tr>
<td>Fractions</td>
<td>Above Proficient</td>
<td>Your child understands that the same fractional parts (like 1/4) of different sized pieces are equal in size.</td>
</tr>
<tr>
<td></td>
<td>Next Steps</td>
<td>With your child, divide paper plates of the same size into different number of equal pieces (like 4 and 6) and color in 2 pieces each. Ask your child to compare the fractions. Ask your child to compare the fractions. Ask your child to compare the fractions.</td>
</tr>
<tr>
<td></td>
<td>What These Mean</td>
<td>Your child uses fractions to solve problems. He or she uses fractions to solve problems.</td>
</tr>
<tr>
<td>Geometry</td>
<td>Near Proficient</td>
<td>Your child solves problems with perimeter (distance around a shape) and area (the space inside a shape) by using regular shapes with their sides and angles. He or she uses fractions to name figures that are partially shaded.</td>
</tr>
<tr>
<td></td>
<td>Next Steps</td>
<td>With your child, draw shapes made of non-overlapping rectangles (like a shapes) on grid paper. Ask your child to separate the shape into separate rectangles and color each one. Then find the area (e.g. solve a single shape of each rectangle).</td>
</tr>
<tr>
<td></td>
<td>What These Mean</td>
<td>Your child solves problems with perimeter (distance around a shape) and area (the space inside a shape) by using regular shapes with their sides and angles. He or she uses fractions to name figures that are partially shaded.</td>
</tr>
<tr>
<td>Modeling and Reasoning</td>
<td>Above Proficient</td>
<td>Your child uses math symbols and models to represent and solve non-routine problems. Your child's thinking focuses on the mathematical principles.</td>
</tr>
</tbody>
</table>

Performance on the Grade 3 Mathematics Test, by Item: LastName, FirstName M., Spring2017

<table>
<thead>
<tr>
<th>Item</th>
<th>Content Statement</th>
<th>Points Possible</th>
<th>Points Earned</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multiplication and Division 1</td>
<td>1 Point Possible</td>
<td>1 Point Earned</td>
<td>1 Point Possible</td>
</tr>
<tr>
<td>2</td>
<td>Multiplication and Division 2</td>
<td>1 Point Possible</td>
<td>1 Point Earned</td>
<td>1 Point Possible</td>
</tr>
</tbody>
</table>
Figure 21. Individual Student Report (AASCD 2019 and prior)

**Individual Student Report**

**How did my student perform on the Mathematics test?**

**Test:** Grade 6-8 Mathematics  
**Year:** Spring 2017  
**Name:** Demo, Student

### Overall Performance on Grade 6-8 Mathematics Test, Demo, Student, Spring 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Scale Score</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student</td>
<td>482</td>
<td>Accelerated</td>
</tr>
</tbody>
</table>

### Scale Score and Performance on Grade 6-8 Mathematics Test, Demo, Student, Spring 2017

- **Advanced:** Students can model real-world situations using equations and determine equations of linear/non-linear functions. They can use ratios and proportions to solve problems.
- **Accelerated:** Students understand the concept of absolute value and effects of multiplying or dividing by negative numbers. They can compute the mean, median and mode of a data set.
- **Proficient:** Students can solve problems involving positive and negative numbers. They can solve simple linear equations and add and subtract fractions without models.
- **Basic:** Students can apply properties of arithmetic to solve problems involving whole numbers but struggle with decimals. They can add and subtract fractions using models.
- **Limited:** Students have trouble demonstrating math knowledge and skills. They struggle to add and subtract even when using concrete objects. They can match polygons.

### What This Result Means

Your child scored in the advanced range. Students who score in this range can model real-world situations using equations (e.g., $3x = 12$ can be used to find how many packs of these are needed to have 12 total). They can determine equations of linear and non-linear functions, construct linear graphs from a table, use ratios and proportions to solve problems and determine unknown quantities (e.g., if two 2 hours to drive 40 miles, how fast did she drive?) and demonstrate effects of reflections (flips) and re-arranging figures.

### Next Steps

Work on fractions, decimals and percents with your child. Expand your child's understanding of multiplication and division to the concepts of ratios and proportions. For example, ask your child to decide which store offers the greater discount or how much an item will cost after the discount. Help your child figure out how much more of each ingredient is needed to expand a recipe to serve a larger group of people. Ask your child's teacher about other ways that you can continue your child's learning at home.
Online Reporting System

Figure 22. Individual Student Report (OELPA)

![Individual Student Report](image)

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 520 (±10) indicates a score range between 510 and 530.
Figure 23. Individual Student Report (OELPS)
Online Reporting System

Figure 24. Individual Student Report (OGT)

About the Individual Student Report

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

The Individual Student Report provides the following information, depending on administration (OST, AASCD, OELPA, or OGT):

- **Overall Performance on the [Test Name and Details] Test: [Student Name], [Administration] —** This table may include the following:
  - The student’s name and SSID.
  - The student’s overall scale score (except for the OELPS).
  - The performance level (OST, AASCD and OGT) or proficiency status (OELPA and OELPS) associated with the student’s score.
Online Reporting System

- The reading subscale score and Third Grade Reading Guarantee promotion score met (grade 3 English language arts OST only).
- Comprehension scale score (OELPA only)
- Date tested (OELPS only)

- **Scale Score and Performance on the [Test Name and Details] Test: [Student Name], [Administration]—**This barrel chart depicts the student’s achievement level based on their overall scale score. It also depicts the Highest Obtainable Scale Score (HOSS) and the Lowest Obtainable Scale Score (LOSS) for the test. Available on OST, AASCD, and OGT reports.

- **Performance on the [Test Name and Details] Test by Reporting Category/Content Standard: [Student Name], [Administration]—**This table includes:
  - The student’s performance level in each of the reporting categories or content standards. A legend at the top of the report explains the symbols used. Available on OST and OGT reports.
  - Interpretations of the student’s results along with recommendations on the next steps. Available on OST reports.

- **Performance on the [Test Name and Details] Test by Domain: [Student Name], [Administration]—**This table includes:
  - The name of the domain, as well as the student’s scale score and standard error of measurement for each domain.
  - The student’s performance level in each of the domains.
  - The domain description.
  - Available on OELPA and OELPS reports.

- **Information on the Standard Error of Measurement—**This text box provides a description of the standard error of measurement. Available on OELPA and OELPS reports.

- **Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration]—**This table includes average scale scores for the student’s associated state, district, and school. Not available on OELPS reports.

- **Information on What These Results Mean and Next Steps. Available on OST and AASCD reports.**

- **Information on Proficiency Determination.** This includes descriptions of each proficiency level. Available on OELPS Screener reports.

- **Performance on the [Test Name and Details] Test, by Item: [Student Name], [Administration]—**This table includes:
  - Item number and content statement for each item included for the reporting category. A content statement may be repeated since a test may include more than one item associated with the same standard.
  - The number of points earned on an item.
  - The number of points possible for an item.
  - Available on OST reports.
Online Reporting System

**Viewing Reporting Category Score Reports**

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

**Note:** Reporting Category reports are available for OST only. The OGT has Content Standard reports which are identical except they replace “Reporting Category” with “Content Standard.”

Table 10 describes the Reporting Category Score Report columns.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity you are viewing (e.g., district, school, teacher, roster, or student).</td>
</tr>
<tr>
<td>Students Count</td>
<td>The number of students who have a valid score for the grade, subject, and administration selected.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The mean scale score of students who have completed the selected test.</td>
</tr>
<tr>
<td>Percent Proficient</td>
<td>The percentage of students who were proficient or above in the selected test.</td>
</tr>
<tr>
<td>Reporting Category</td>
<td>The reporting categories constituting the selected subject.</td>
</tr>
<tr>
<td>Percent at Each Performance Category Performance Level</td>
<td>Percent of students at each reporting category performance level who took the selected test.</td>
</tr>
</tbody>
</table>
The School Listing Reporting Categories Report (see Figure 25) is available for district-level users. For each school in the district, the report displays performance data on each reporting category within the selected grade, along with the comparison date for the district and state.

Figure 25. School Listing Reporting Categories Report

To access the School Listing Reporting Categories Report:

1. On the School Listing Subject Detail Report (Figure 16), click next to the district name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select School.
   c. From the What drop-down list, select Reporting Category.
   d. From the When drop-down list, select Current Admin.

Online Reporting System

For an explanation of the report columns, see Table 10.

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

Viewing Student Listing Reporting Categories Report

The Student Listing Reporting Categories Report (see Figure 26) displays reporting category performance data for all the students associated with the selected school, teacher, or roster. Each report also displays comparison data for the state, district, and school in a separate table (as applicable).

To access the Student Listing Reporting Categories Report:

1. On the School Listing Reporting Categories Report (Figure 25), click next to a school’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Student.
   c. From the What drop-down list, select Reporting Category.
   d. From the When drop-down list, select Current Admin.

3. Click View. The Student Listing Reporting Categories Report opens (see Figure 26).

The Student Listing Reporting Categories Score Report displays a student’s name, SSID, overall subject scale score, and their performance level for each reporting category. The legend above the report explains the data represented.
For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports from the Student Listing Report Page, and Using the ORS Banner.

### Viewing Item Level Reports

The Item Level Report summarizes the district’s, school’s, teacher’s, or roster’s performance on each item in a test subject and grade. You can view a listing of all items in a subject sorted by target or block, as well as the selected entity’s performance data for those items.

> **Note:** These reports are only available for OST for Mathematics, Science and Social Studies beginning with the Spring 2017 administration and for English Language Arts beginning with the Fall 2017 administration. Report data is not available for all data sets in an administration.

**To access the District-Level Item Report:**

1. On the School Listing Subject Detail Report (Figure 16), click next to the district name. The Exploration Menu opens.
Online Reporting System

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **What** drop-down list, select **Items**.
   c. From the **When** drop-down list, select **Current Admin**.

3. Click **View**. The District-Level Item Report opens.

Figure 27. District-Level Item Report
Table 11 lists the columns appearing in the Item Report.

Table 11. Columns in the Item Report

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #/Content Statement</td>
<td>Item number and description of the content statement for each item included for the standard.</td>
</tr>
<tr>
<td></td>
<td>The content statement may be repeated since a test may include more than one item associated with the same standard.</td>
</tr>
<tr>
<td></td>
<td>The item numbers may not appear chronologically.</td>
</tr>
<tr>
<td>Percent 0 Points Earned</td>
<td>The percentage of students who did not earn any points on the item.</td>
</tr>
<tr>
<td>Percent 1 Point Earned</td>
<td>The percentage of students who earned exactly one point on the item.</td>
</tr>
<tr>
<td>Percent [Number of Points] Points Earned*</td>
<td>The percentage of students who earned the corresponding number of points on the item, if applicable.</td>
</tr>
</tbody>
</table>

* The amount of Percent Points Earned columns that appear in the report depend on the item with the highest possible points in the selected subject. If the maximum number of points a student can score for English Language Arts is 4, then the report will display columns up to Percent 4 Points Earned.

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

Viewing Trend Reports

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

Scores from previous years represent either a group’s average score or a student’s individual score from that year’s testing window. All tests taken within the current school year are valid only for individual student trends.
Note: Trend Reports are only available for AASCD ELA and mathematics tests and grades 3-8 OST in ELA and mathematics.

Understanding Trend Report Features

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

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

This section explains some of the features specific to trend reports. For information about more general report features, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
How to Select the Type of Trend Data to Plot

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

To view the percentage of students who are proficient:

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

How to Select Which Administrations to Plot

By default, trend reports display spring administrations on the graph. For grade 3 ELA only, an additional option is available to plot each administration within a school year (fall, spring and summer).

To plot grade 3 ELA administrations within a school year:

1. From the Display drop-down list, select Selected Test.

2. Click Go. The trend report plots the data points for the selected administration.

How to Choose Who to Graph

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

To select an entity to plot:

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

How to View Data by Demographic Subgroup

You can break down the data and plot data points by demographic subgroups (such as 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 entities and subgroups that you want to plot by marking up to five checkboxes.
About Dropped Students

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

For example, a student who took the Grade 5 Mathematics test in the current school year but not in the previous school year will be excluded from a trend report that includes both school years.

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

**Note: Why Students Are Dropped**—When viewing data for a student group over time, it is important to use the same sample of students. By excluding students who missed a testing window in the trend report, the ORS ensures that observed changes are the result of actual differences in performance and not the result of a particular student's absence. Because of this, the average score on the trend report may not always match that of the Subject Detail Report, especially if many students were dropped from the trend calculations.

How to Hide Trend Lines

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

**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 grays out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.
How to Use Zoom Features

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

![Figure 31. Zoomed-In Trend Graph](image)

**To zoom in or out of a trend graph:**

1. To zoom in, click and drag the mouse over an area of the graph that has at least one data point.
2. To zoom out and return to the full trend graph, click **Reset zoom** in the upper-left corner of the graph.

Viewing School Listing Trend Reports

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

**To view the School Listing Trend Report:**

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

Viewing Score Reports

Figure 32. School Listing Trend Report

The Teacher Listing Trend Report available to school-level users displays the average scale score trends for the selected personnel within a school. For information about the trend report features, see Understanding Trend Report Features.

To view the Teacher Listing Trend Report:

1. On the School Listing Trend Report (see Figure 32), click next to a school.

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **Who** drop-down list, select **Teacher**.
   c. From the **What** drop-down list, select the required content type.
   d. From the **When** drop-down list, select **Trend**.

3. Click **View**. The Teacher Listing Trend report opens.
Viewing Roster Listing Trend Reports

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

To view the roster listing trend report:

1. On the Teacher Listing Trend Report (see Figure 33), click next to a teacher.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Roster.
   c. From the What drop-down list, select the required content type.
   d. From the When drop-down list, select Trend.
Online Reporting System

3. Click **View**. The Roster Listing Trend report opens.

![Roster Listing Trend Report]

**Figure 34. Roster Listing Trend Report**

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

*To view the student listing trend report:*

1. On the Roster Listing Trend Report (see Figure 34), click next to a roster.

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **Who** drop-down list, select **Student**.
Online Reporting System

c. From the **What** drop-down list, select the required content type.

d. From the **When** drop-down list, select **Trend**.

3. Click **View**. The Roster Listing Trend report opens.

![Student Listing Trend Report](image)

**Viewing Individual Student Trend Report**

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

**To navigate to the Individual Student Trend Report:**

1. On the Student Listing Trend Report ([Figure 19](#)), click next to a student’s name. The Exploration Menu opens.
Online Reporting System

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **Who** drop-down list, select **Student**.
   c. From the **What** drop-down list, select the required content type.
   d. From the **When** drop-down list, select **Trend**.

3. Click **View**. The Individual Student Trend Report opens.

   Figure 36. Individual Student Trend Report
Section V. Viewing Reports & Files

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

Retrieving Student Results

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

This section discusses the following:

- How to Generate a Data File or PDF of Individual Student Reports
- Accessing Files from the Inbox

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

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

   Figure 37. Retrieve Student Results Page

2. In the Step 1: Choose What section, select the following report parameters:

   **Report Type**: Select a report. The available options are Student Data and Individual Student Reports.

   **Test**: Select a test (such as Ohio State Tests).

   **Administration**: Select an administration period (such as Spring2018).

   **Tested Grade** (optional): Select a grade. You can reopen this drop-down list to select additional grades or select All Grades to create a Zip file containing separate files for each selected grade. To remove a selected grade, click X next to that grade level. District student results files can only be generated with the All Grades option.
Online Reporting System

**Download Format:** Select a file format from the options available for the selected report:

- **Student Data:** The default format is a Fixed Width (.txt) text file. You can select a different format, such as CSV (comma separated value).

- **PDF of Student Reports:** A PDF file is the only available format.

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

**PDF Type** (available for the PDF of Student Reports option only): Select the level of detail to include on the ISR. You can select from the following options:

- **Simple ISR:** Includes the student’s overall performance table, along with the barrel graph and comparison scores table.

- **Detailed ISR:** Includes all the information available on the Simple ISR along with detailed reporting category table that includes the next steps recommended for a student based on his or her performance level, and item-level information (for applicable tests only).

**Filter By** (optional): Select a specific demographic subgroup.

- If you select a demographic subgroup, a **Values** field appears. Select the required filter criteria from the available options.

3. From the **Step 2: Choose Who** section, select which entity or individual should be included in the report. For most users, your associated entity is pre-selected. Users associated with multiple districts or schools must select an entity.

**District:** Select a district, if applicable.

**School:** Select a school, if applicable. You can also select All to generate a report that includes all your schools. For the Student Data report, data for all your schools is listed in a single file. For PDFs of Student Reports, separate PDF reports are generated for each of your schools.

**Teacher** (optional): If a school was selected, choose a teacher. The default setting includes all teachers associated with the school. For teacher-level users, the school is already selected. Only available for ISR PDFs.

**Roster** (optional): If a teacher was selected, choose a roster. The default setting includes all rosters associated with the selected teacher. Only available for ISR PDFs.

4. Click **Export to Inbox**. A confirmation message indicates that your request has been queued and you will be informed via email once the file is ready.

5. Once the file generates, it appears in the **Inbox** window accessible from the banner. For more information, see the section **Accessing Files from the Inbox**.
Online Reporting System

**Accessing Files from the Inbox**

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

**Note:** You can also access the Inbox from the Ohio Online Assessment portal (oh.portal.cambiumast.com).

![Figure 38. Inbox](image)

To access files stored in the Inbox:

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see Figure 38).
2. Select a file from the available tabs:
   - **Inbox**: Displays all the files except for those that you have archived.
   - **Archived**: Displays files that you archived.
3. To download a file, click the name of that file.
4. Optional: To add a custom label to an Inbox file, mark the checkbox for that file and click **at the top of the window. In the menu that appears, create or select the labels that you wish to add. You can add multiple labels to the same file.

   If you need to create a new label, enter the label text in the text field and click **Save New Label**.

5. To apply a label to the file, mark that label's checkbox and click **Apply Label**.
6. Optional: To hide labels from the **Inbox** window, set the **System Labels** and **Custom Labels** toggles to **Hide**, as needed. To show these labels again, set their toggles to **Show**.
7. Optional: To filter the files by keyword, enter a search term in the text box above the list of files. To filter the files by label, mark the checkbox for the desired labels on the left panel.
8. Optional: To archive a file, click ** beside a file in the Inbox.

**Note:** You cannot archive secure documents that were uploaded to the Inbox by admin users.
Section VI. Working with Student Rosters

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

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

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

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

How to Add a New Roster

Authorized users can create rosters of students associated with their school or district. Teachers cannot create rosters for other teachers.

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

To add a roster:

1. In the banner (see Figure 7), click Add Rosters. The Add Rosters page opens (see Figure 39).
Online Reporting System

2. In the Roster Information panel, enter the necessary search criteria to search for students.

3. Optional: From the Advanced Search panel, select values to further refine the search results:
   To include the additional search criterion in the search, select it and click Add.
   Optional: To delete an added search criterion, select it and click Remove Selected. To delete all additional search criteria, click Remove All.

4. Click Search. The list of retrieved students appears in the Available Students panel.

5. In the Available panel (see Figure 40), do the following:
   In the Roster Name field, enter a name for the roster.
   From the Teacher Name drop-down list, select a teacher or a school-level user.
   Optional: To include former students in the Add Roster form, mark the Current and Past Students radio button. The Available Students list will include students who have left the selected school, while the Selected Students list will include students who have left the roster.
   To add students, from the Available Students list, do one of the following:
   - To move one student to the roster, click + for that student.
   - To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.
   - To move all the students in the Available Students list to the roster, click Add All.
To remove students from the *Selected Students* list, do one of the following:

- To remove one student from the roster, click **X** for the student.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
- To remove all the students from the roster, click **Remove All**.

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

### How to Create Rosters Through File Uploads

If you have many rosters to create, you can perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel. Modifying rosters via file Uploads is applicable for current year rosters only. Previous year’s rosters can be modified using the steps described in the How to View and Modify a Roster section below.

To upload rosters:

1. In the banner (see **Figure 7**), click **Upload Rosters**. The *Upload Roster* page appears (see **Figure 39**).
1. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type.

2. Open the template file in a spreadsheet application.

3. Using **Table 12** as a reference, fill out the template and save it.

4. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.

5. Click **Next**. The **Preview** page appears (see Figure 42). Use the file preview on this page to verify you uploaded the correct file.

6. Click **Next** to validate the file. Any errors (⚠️) or warnings ( بهذا ) are displayed on the **Validate** page (see Figure 43).

   **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.
7. Do one of the following:

- Click **Continue with Upload**. The ORS commits those records that do not have errors.

- Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

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

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

**Table 12** provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.
Table 12. Columns in the Rosters Upload File

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District IRN*</td>
<td>District associated with the roster.</td>
<td>District IRN that exists in TIDE. Up to 6 characters.</td>
</tr>
<tr>
<td>School IRN</td>
<td>School associated with the roster.</td>
<td>School IRN that exists in TIDE. Up to 6 characters. Must be associated with the district IRN. Can be blank when adding district-level rosters.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the user associated with the roster.</td>
<td>Email address of a user existing in TIDE.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier.</td>
<td>Up to 9 alphanumeric characters.</td>
</tr>
</tbody>
</table>

*Required field.

How to View and Modify a Roster

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

To view or modify a roster:

1. From the banner (see Figure 7), click View Rosters. The View/Edit Rosters page opens (see Figure 44).

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 45).
Online Reporting System

Figure 45. Retrieved Rosters (Partial View)

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 39).

6. You can change the roster’s name and associated teacher as required.

7. To add students to the roster, do the following:

In the Roster Information panel, enter the necessary search criteria to search for students.

Click Search. The list of retrieved students appears in the Available Students panel.

From the Available Students list, do one of the following:

- To move one student to the roster, click for that student.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click Add Selected.
- To move all the students in the Available Students list to the roster, click Add All.

8. To remove students from the roster, from the Selected Students list, do one of the following:

- To remove one student from the roster, click for the student.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click Remove Selected.
- To remove all the students from the roster, click Remove All.

9. Click Save, and in the affirmation dialog box click Continue.
How to Delete a Roster

You can delete a roster if required. The roster will be deleted from ORS, and TIDE. Deleting a roster will not delete the student records in that roster.

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

*To delete a roster:*

1. In the banner (see Figure 7), click **Edit Rosters**. The **Edit Rosters** page opens (see Figure 44).
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 45).
4. Select the rosters that you wish to delete:
   - Mark the checkbox next to each roster you wish to delete.
   - To select all records, mark the checkbox in the header row.
5. Click 🗑️ above the table of retrieved rosters to delete the selected rosters.

How to Print a Roster

You can print one or more rosters.

*To print a roster:*

1. In the banner (see Figure 7), click **Edit Rosters**. The **Edit Rosters** page opens (see Figure 44).
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 45).
4. Select the rosters that you wish to print. To select rosters, do one of the following:
   - Mark the checkbox next to each roster you wish to print.
   - To select all records, mark the checkbox in the header row.
5. Click 📄 above the table of retrieved rosters to print the selected rosters.
Online Reporting System

Section VII. Searching for a Student's Score Reports

The ORS allows you to search for students by their SSID or name. This is useful if you need to find a student’s score reports but do not know the student’s grade or school.

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 the student you are looking for does not belong to the student population you selected on the Homepage Dashboard, ORS cannot locate the student. You can click the Change Your Selection link on the Search Students window to return to the Homepage Dashboard and select a different student population. For more information, see How to Define the Student Population.

2. In the banner (see Figure 7), click Search Students. The Search Students window opens.

   Figure 46. Student Search Pop-up Window

6. From the School Year drop-down list, select the school year you want to limit your search to.

7. Enter the appropriate search criteria:

   o If searching for students by SSID, enter up to 20 students’ full SSIDs. If you are entering multiple queries, you must separate each one with a comma.

   o If searching for students by name, enter a student’s exact first name, last name, or both in the text boxes provided.

8. Click Search. If the search results in a match, the students’ information appears on the Student Search Results page (see Figure 47).

   Figure 47. Student Search Results Page

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

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

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

   - For information about the Individual Student Report, see Viewing Individual Student Reports.
   - To return to the search results page, click Back to search results.
Appendix A. Printing Reports in the ORS

The Print tool in the banner (see Figure 7) allows you to print any report available in the ORS.

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

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

How to Print a Report Page

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

   Note: When printing from the Student Listing Report page (see Figure 19), the Individual Student Report page (see Figure 20), or the Student Search Results page (see Figure 47), you must specify additional print options before printing.

2. From the print dialog window, select the required print settings.

3. Print the page. The printed report will include the data displayed on the page (see Figure 48 for a sample printout of the Homepage Dashboard).

   Figure 48. Printed Report: Homepage Dashboard
Printing Reports from the Student Listing Report Page

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

- Print the Student Listing Report
- Print PDFs of ISRs

How to Print a Student Listing Report

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

To print the Student Listing Report page:

1. In the banner, click Print. The print pop-up window opens (see Figure 49).

2. From the Print drop-down list, select Just this Page.

3. Click Print. The print dialog window opens.

11. Specify the print settings and print the Student Listing Report page.

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

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

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

1. In the banner, click Print. The print options window opens (see Figure 50).

2. From the Print drop-down list, select Student Report for All Students in this Group. Additional drop-down lists appear.

3. 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.
Online Reporting System

- 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**.

4. If the **PDF Type** drop-down list is available, select the level of detail you want to include:

- **Simple ISR**: Includes the student’s overall performance table, barrel graph, and comparison scores table.
- **Detailed ISR**: Includes all the information available on the Simple ISR, as well as detailed reporting category table that includes the next steps recommended for the student based on his or her performance level, and item level information (for applicable tests only).

5. Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.

6. After receiving the email, click **Inbox** in the banner.

7. Locate the required file in the Inbox and click the file name to download it.

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**How to Print Reports from the Individual Student Report Page**

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

**To print reports from the Individual Student Report page:**

1. In the banner, click **Print**. The print options window opens (see **Figure 51**).

2. Locate the required file in the Inbox and click the file name to download it.

3. If the **PDF Type** drop-down list is available, select the level of detail you want to include:

   - **Simple ISR**: Includes the student’s overall performance table, barrel graph, and comparison scores table.
   - **Detailed ISR**: Includes all the information available on the Simple ISR, as well as detailed reporting category table that includes the next steps recommended for a student based on his or her performance level, and item level information (for applicable tests only).

4. Click **Print**.
How to Print ISRs from the Student Search Results Page

You can print PDF files of a student’s Individual Student Reports directly from the Student Search Results page (see Figure 47). You can either print a single ISR for a student or generate a Zip file of multiple ISRs for a single student.

To print ISRs for a student in the search results:

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

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

2. Mark the checkbox for each test whose ISR you wish to print.

3. Click **Print Selected Tests** above the search results. The **Print Options** window appears.

4. Select the required print options from the available drop-down lists (for descriptions of the available options, see the section How to Print PDFs of ISRs from the Student Listing Report Page).

   **Note:** If you select multiple tests to print, and the ISRs for those tests have different print options, then the print options you select will apply only to the ISRs that support those options.

5. Click **Print**.

For more information about performing searches, see Searching for a Student’s Score Reports.
Appendix B. User Support

The Ohio 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)

<table>
<thead>
<tr>
<th>Ohio Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-877-231-7809</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:ohhelpdesk@cambiumassessment.com">ohhelpdesk@cambiumassessment.com</a></td>
</tr>
</tbody>
</table>

Emails to the Ohio 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