

OAKS Online

Online Reporting System User Guide

2015–2016

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that displays student score reports, performance data, and participation information for each student who participates in the OAKS Online Science and Social Sciences assessments; Smarter Balanced ELA and Mathematics assessments; and ELPA21/ELPA.

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

Organization of this User Guide

This user guide provides information about all ORS's features, including instructions for viewing score reports, test management resources, creating and editing rosters, and searching for students.





This user guide is organized as follows:

- [Section I, Overview of the Online Reporting System](#), provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- [Section II, Accessing ORS](#), includes instructions on how to log in and log out of the ORS and switch between different OAKS systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.
- [Section V, Viewing Test Management Center Participation Reports](#), describes how to generate different types of test participation reports.
- [Section VI, Working with Rosters of Students](#), provides instructions on how to create and manage student rosters.
- [Section VII, Searching for Specific Students Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.

Document Conventions

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

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding actions that may cause errors.
	Note: This symbol accompanies helpful information.
	Policy: This symbol accompanies important information that is guided by policy decisions.
Text	Bold text is used to indicate a link, button, drop-down list value, or keyboard control that is clickable.
<i>Mono</i>	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics is used to indicate field names.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Intended Audience

This user guide is intended for district and institution personnel involved in administering OAKS Online Science and Social Sciences assessments; Smarter Balanced ELA and Mathematics Summative assessments; and ELPA21/ELPA to students.

It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Section I. Overview of the Online Reporting System

ORS contains two major features:

- **Score Reports:** Provides score data for each online test. You can compare score data between individual students and the institution, district, or overall state average scores. ORS also provides information about content standard strengths and weaknesses by reporting category or target strengths and weaknesses by claims as applicable.
- **Test Management Center:** Provides participation data for students taking online tests. You can determine which students need to complete testing. For OAKS Online Science and Social Sciences, you can determine which students may need to take another test opportunity. You can view participation summary statistics (count and percent) of students who tested in a selected subject and grade level. You can generate test status reports to view the tests that a student is eligible to take. You can also download student data files.

In addition, the ORS enables you to create rosters for analyzing aggregate score data for specific groups of students.



Note: Reminder about ORS Data

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

ORS does not track participation in the Extended Assessment or Kindergarten Assessment or report Extended Assessment or Kindergarten Assessment scores.

Understanding User Roles and Permissions

Your access to ORS reports and data depends on your user role and your institution and district associations. For example, district users can view data for all institutions, personnel, classes, and students in their district; institution users can view data only for personnel, classes, rosters, and students in their institution. [Table 2](#) describes the user roles within ORS and the reports and features that are accessible to each user role.

Table 2: User Roles and Access in the ORS

Access Level and Roles*	District			Institution			
	DTC	DLU	DRV	STC	SRV	TA	TT
Score Reports							
Institution Listing	✓	✓	✓				

Access Level and Roles*	District			Institution			
	DTC	DLU	DRV	STC	SRV	TA	TT
Personnel Listing	✓ (all institutions in district)	✓ (all institutions in district)	✓ (all institutions in district)	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	✓	✓	
Test Management Center							
Summary Statistics	✓	✓	✓	✓	✓	✓	✓
Retrieve Student Results	✓	✓	✓	✓	✓	✓	
Plan and Manage Testing	✓	✓	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓	✓	✓
Test Status Code	✓	✓	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓	✓	✓	✓	✓
Search Students	✓	✓	✓	✓	✓	✓	

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

Updates to ORS

New Assessment Names

The test names for which ORS provides score reports have changed. To view score reports and participation reports for ELPA, select **ELPA21/ELPA**. For more information, refer to the [Defining the Student Population](#) and [Viewing Test Management Center Participation Reports](#) sections.

Exploration Menu: Updated Widget

The Exploration Menu that is used to navigate between score reports has been updated to facilitate easier navigation between different entity levels and report types. Instead of having to drill down to an entity level in a hierarchical fashion, you can navigate to the entity level and report you wish to view by making the appropriate selections from the Exploration Menu drop-down lists. For more information, refer to Navigating between Score Reports using the Exploration Menu.

Batch Printing Student ISRs: Batch Zip file of Individual PDFs

In addition to printing Individual Student Reports (ISRs) in a single PDF file, the batch print feature on the student listing report now allows you to generate a Zip file containing individual PDFs for each ISR of the students in the list. For more information, refer to **Error! Reference source not found..**

Retrieve Student Results: PDF of Individual Student Reports

District and institution-level users can download a Zip file of Student ISRs along with a manifest file, which is an Excel spreadsheet that lists all the PDFs that are included in the Zip file. For more information, refer to **Error! Reference source not found..**

Test Management Center: Test Status Code

An additional report option to search for students by their test statuses has been added to the Test Management Center. For more information, refer to the [Generating a Test Status Report](#) section.

Section II. Accessing ORS

This section explains how to log in to ORS, switch between different OAKS Online systems, and how to log out.

Logging in to ORS

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



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

To log in to ORS:

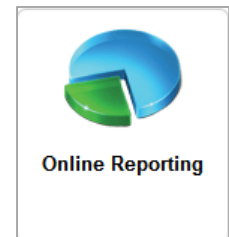
1. Open your web browser and navigate to the OAKS portal (<http://oaksportal.org/>).
2. Select your user role.

Figure 1. User Cards on Portal



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

Figure 2. ORS Card on Portal



4. Enter your e-mail address and password.
5. Click **Secure Login**. You will be directed to the ORS.

Figure 3. Login Page

About Usernames and Passwords



Note: Important Information Regarding Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email from AIRAST-DoNotReply@airast.org containing a temporary password and a login link for the OAKS systems. To activate your account, you must log in within 30 days of receiving the email. You must update your password and set a security question.

Did your first temporary password expire?

Select **Click here to request one** on the **Login** page to request a new temporary password. Enter your email address in the *Email Address* field. The TIDE system will send you a new email with a new temporary password.

Did you forget your password?

Select **Forgot Your Password?** on the **Login** page and then enter your email address in the *Email Address* field. The TIDE system will send you an email with a new temporary password.

Did you not receive an email containing a temporary password?

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 OAKS Help Desk for assistance. You must provide your name and e-mail address.

Switching between OAKS Online Systems

When you are logged in to any OAKS Online system, you have the ability to switch between most systems without needing to sign in to each system separately. The Single Sign On (SSO) feature integrates the following systems:

- Test Administrator (TA) Interface
- Test Information Distribution Engine (TIDE)
- Online Reporting System (ORS)
- TA Training Site

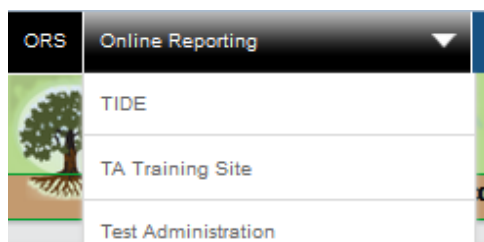


Note: Access to these systems and their features is dependent on your user role. While users will be able to navigate to TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between the OAKS Online systems:

1. Navigate to the drop-down menu on the top left corner of your browser that lists the systems discussed above.

Figure 4. Single Sign On Drop-Down Menu



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

Logging out of ORS

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

To log out of ORS:

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



Note: ORS has a timeout feature that automatically logs you out of ORS if you are inactive for 20 minutes.

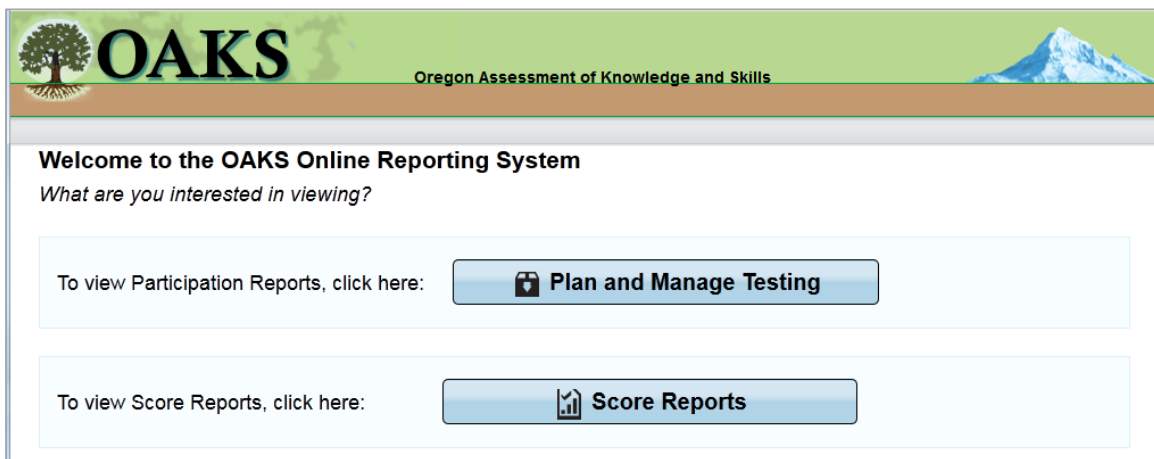
Section III. Understanding the ORS Interface

This section describes ORS's features and layouts.

ORS Welcome Page

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

Figure 5. Welcome Page



To view ORS reports:

1. From the *Select* drop-down list, select the district or institution whose reports you want to view. (This list appears only if you are associated with more than one institution or district. For example, if you are an institution-level user with access to multiple institutions, you will need to select the institution whose reports you want to view.)
2. Do one of the following:
 - To view score reports, click **Score Reports**.
 - To view participation data, click **Plan and Manage Testing**.

ORS displays the page corresponding to your selection.



Note: The **Welcome page** is not displayed if the following conditions are met:

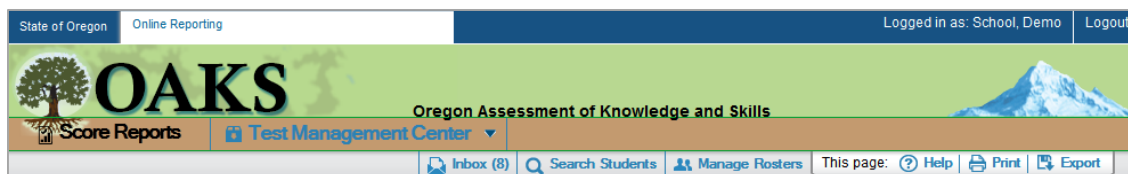
- You are associated with only one entity, and
- You have privileges to view either Score Reports or the Plan and Manage Testing Report, but not both.

If the **Welcome page** is not displayed, you will be taken directly to the report you have privileges to.

ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all ORS reports and features.

Figure 6. ORS Banner



Click the links and buttons described below to access the different ORS reports and features.

- **Score Reports** links to the **Home Page Dashboard** page (see [Figure 9](#)). For information about score reports, refer to [Viewing Score Reports](#).
- The **Test Management Center** drop-down menu provides access to the Test Management Center report options listed below. For information about participation reports, refer to [Viewing Test Management Center Participation Reports](#).
 - Summary Statistics
 - Retrieve Student Results
 - Plan and Manage Testing
 - Test Completion Rates
 - Test Status Report
- **Inbox** links to the **Retrieve Student Results** page where you can access student performance data files. For more information, refer to [Accessing Student Data Files and PDF Reports from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID or by first or last name and access test results. For more information, refer to [Searching for Specific Students Score Reports](#).
- **Manage Rosters** opens a pop-up window where you can create and manage student rosters. For more information, refer to [Working with Rosters of Students](#).

General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

Figure 7. General Tools



- **Help** displays the ORS user guide.
- **Print** displays the browser's dialog box for printing the current page.



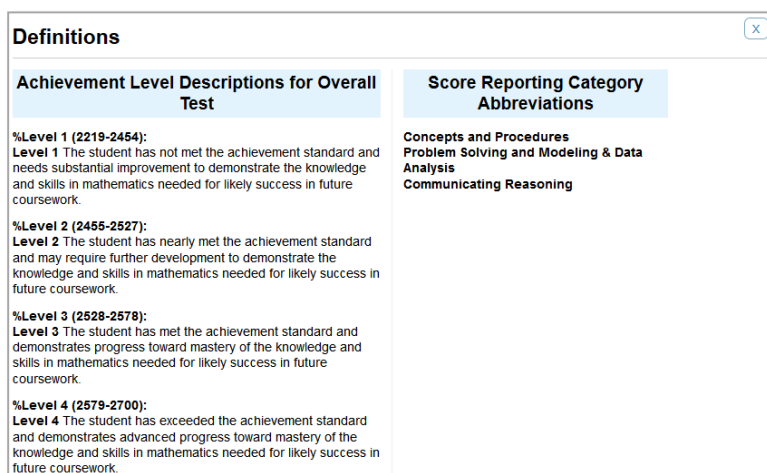
Note: Additional printing options are displayed when you click **Print** on the Student Listing Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, refer to [Viewing Student Listing Report](#) and [Viewing Individual Student Report](#).



Caution: 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 in accordance with the Test Administration Manual.

- **Export** displays the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.
- **Definitions** displays a pop-up window that provides definitions for terms specific to the report you are viewing (see [Figure 8](#)).

Figure 8. Sample Definitions Window (Smarter Summative Grade 5 Mathematics)



Section IV. Viewing Score Reports

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

Overview of Score Reports

Score reports display aggregated scores for districts, institutions, personnel, and rosters, as well as individual student performance data for OAKS Online Science and Social Sciences; Smarter Balanced ELA and Mathematics assessments; and ELPA21/ELPA. You can use these reports to determine strategies that may improve teaching and learning. You can view performance trends and determine whether overall performance is increasing. Data can be compared with the overall state and district average for the test you are analyzing. (State averages are not available for comparison until all statewide testing is completed).

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

The Summative Assessments include both computerized scoring components (scored immediately) and hand-scoring components. Performance data will be displayed when students complete scored components and the hand-scoring portion results have been processed.

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



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

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

Table 3. Available Score Reports

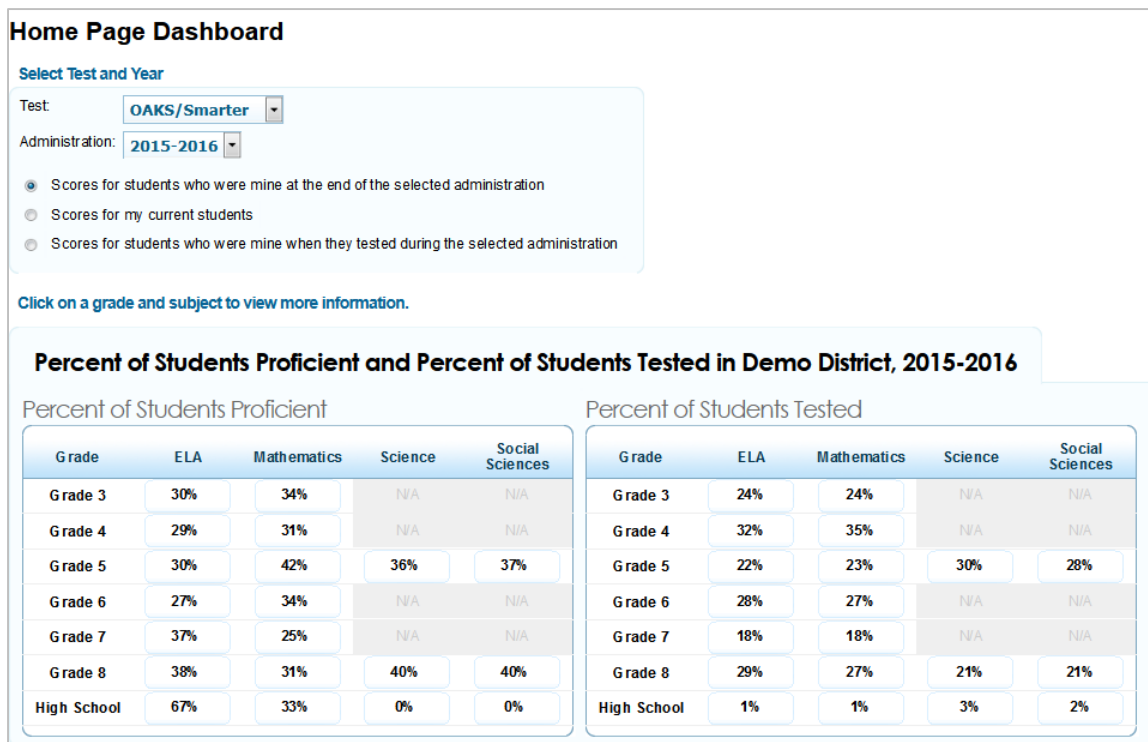
Report	District Level	Institution Level	Personnel Level	Roster Level	Student Level
Home Page Dashboard Summary of performance (to date) across grades and subjects or courses for the current administration.	✓	✓	✓	✓	
Subject Detail Data for a subject within a particular grade or course for the current administration, presented in roster format.	✓	✓	✓	✓	
Reporting Category Level/ Claim Level Detail Reporting category-level or claim level percent at each performance level for a subject within a particular grade or course for the current administration, presented in roster format.	✓	✓	✓	✓	
Content Standards Level/ Target Detail Relative strengths and weaknesses by content standards/ target for a subject within a particular grade or course for the current administration, presented in roster format.	✓	✓	✓	✓	
Trend Longitudinal comparison of scores for a selected administration (across time).	✓	✓	✓	✓	✓
Student Listing Roster of all students who belong to an institution, personnel, or roster with their associated subject or course (and strand, if applicable) scores for the current administration.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course (and strand, if applicable).					✓

Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your district or institution, and is the starting point for data analysis. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

The score data you see are dependent on your role; for example, an institution administrator only sees that institution's aggregate data.

Figure 9. Home Page Dashboard Page



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

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

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

- Click **Score Reports** on the banner.

Defining the Student Population

From the **Home Page Dashboard** page, you can select the test and administration for which you want to view score data.

To select the test and administration:

1. From the *Test* drop-down list, select a test. The available tests are OAKS/Smarter and ELPA21/ELPA.



Note: You will no longer be able to view score data for Grade 12 Retests through the ORS.

2. From the *Administration* drop-down list, select an administration (year). By default, the current administration (2015-2016) is selected.



Note: ORS allows you to view score data for the last five years. Thus, you can view data starting from 2011-2012.

3. Select the appropriate radio button for the category of students whose scores you wish to view.
 - **Scores for students who were mine at the end of the selected administration—**Displays scores only for those students who tested in the selected test and administration and were associated with your institution or district at the end of the selected test and administration.
 - **Scores for my current students—**Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different institution or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. Examples include students who moved to your institution or district from out of state.
 - **Scores for students who were mine when they tested during the selected administration—**Displays scores for students who were associated with your district, institution, or roster when they were tested in the selected test and administration.

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

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

Aggregation tables appear on the **Home Page Dashboard** page that display score data for students by grade and subject and provide access to more detailed subject score reports.

Figure 10. Home Page Dashboard Aggregation Tables

Percent of Students Proficient and Percent of Students Tested in Demo District, 2015-2016									
Percent of Students Proficient					Percent of Students Tested				
Grade	ELA	Mathematics	Science	Social Sciences	Grade	ELA	Mathematics	Science	Social Sciences
Grade 3	30%	34%	N/A	N/A	Grade 3	24%	24%	N/A	N/A
Grade 4	29%	31%	N/A	N/A	Grade 4	32%	35%	N/A	N/A
Grade 5	30%	42%	36%	37%	Grade 5	22%	23%	30%	28%
Grade 6	27%	34%	N/A	N/A	Grade 6	28%	27%	N/A	N/A
Grade 7	37%	25%	N/A	N/A	Grade 7	18%	18%	N/A	N/A
Grade 8	38%	31%	40%	40%	Grade 8	29%	27%	21%	21%
High School	67%	33%	0%	0%	High School	1%	1%	3%	2%

The two tables are:

- **Percent of Students Proficient**—This table displays the percent of students to date who have scored proficient (Meets or Exceeds in Science and Social Sciences or scored at or above Level 3 in ELA and Mathematics) on each test. Data in this table are by grade level.
- **Percent of Students Tested**—This table displays the percent of students to date who have completed and submitted their test for scoring. The percent of students who tested is calculated out of the total number of students who are currently associated with your institution or district and are eligible to take the specified test. (This table is not available if you select **Show scores for my current students.**)

To access detailed score reports for a particular subject:

- From the **Home Page Dashboard** page, click the grade-subject cell that contains a percent value from either of the tables. For example, if you want to view the subject detail report for Grade 8 Science, click the grade-subject button highlighted in [Figure 10](#). The corresponding OAKS Subject Detail Report appears (see [Figure 11](#)).
- If you want to view the subject detail report for Smarter Balanced Summative Math Grade 8, click the appropriate grade-subject button, and the corresponding Smarter Balanced Summative Math test Subject Detail Report appears (see [Figure 12](#)).



Note: The reports shown in Figure 11 and Figure 12 have two distinctly different formats. The Science and Social Sciences tests are OAKS tests. The ELA and Mathematics tests are Smarter Balanced Summative tests.

Figure 11. Sample Subject Detail Report (OAKS)

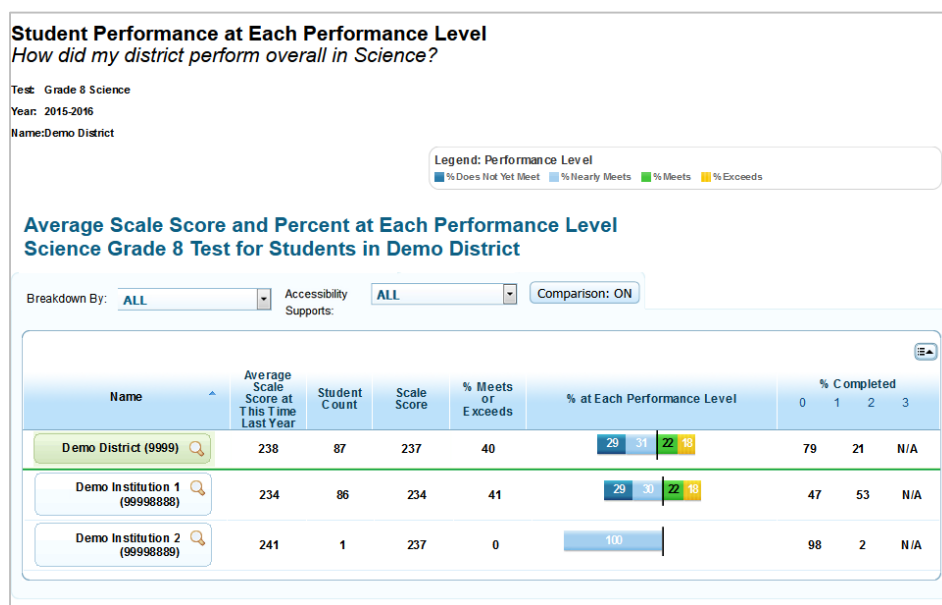
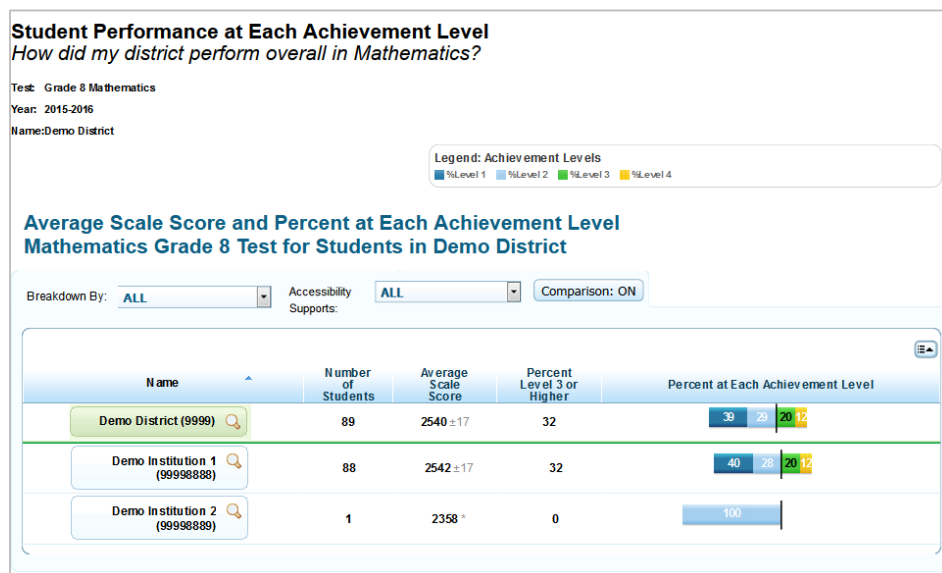


Figure 12. Sample Subject Detail Report (Smarter Balanced Summative)



Understanding the Score Report Layout and Features

Most score reports share similar features. Both [Figure 13](#) and [Figure 14](#) illustrate some of the common features of score reports, which are:

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

- **Report Format:** All score reports except individual student reports are in table format where the first column displays the name or entity, such as district, institution, or personnel, to whom the scores belong.
- **Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports. For example, the Subject Detail Student Listing Report does not display a legend.)

Figure 13. OAKS Grade 8 Science Annotated Subject Detail Score Report

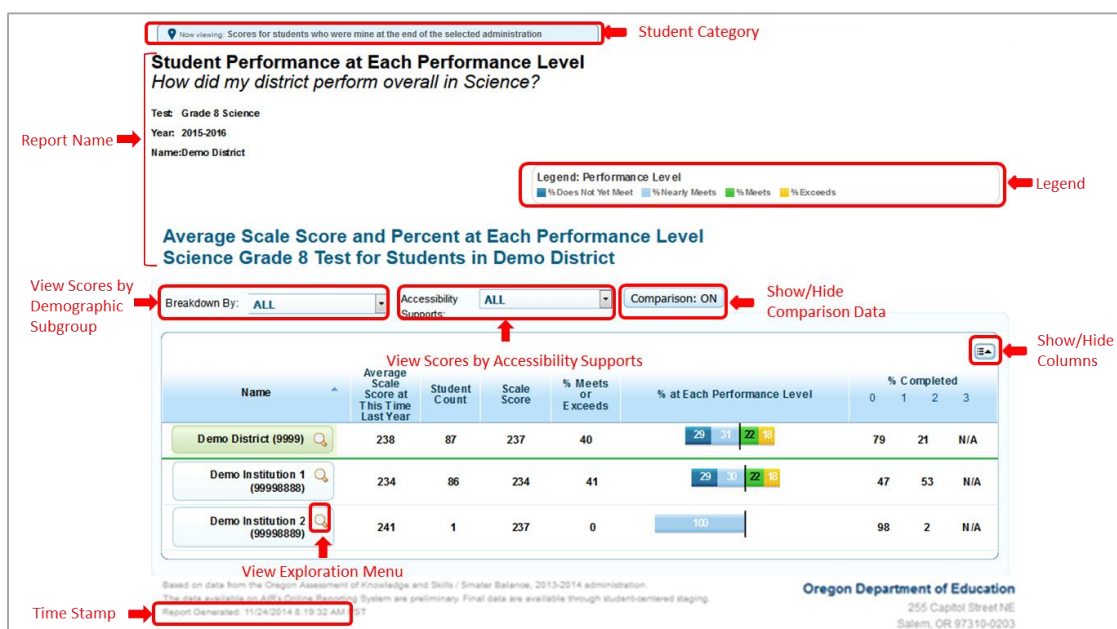
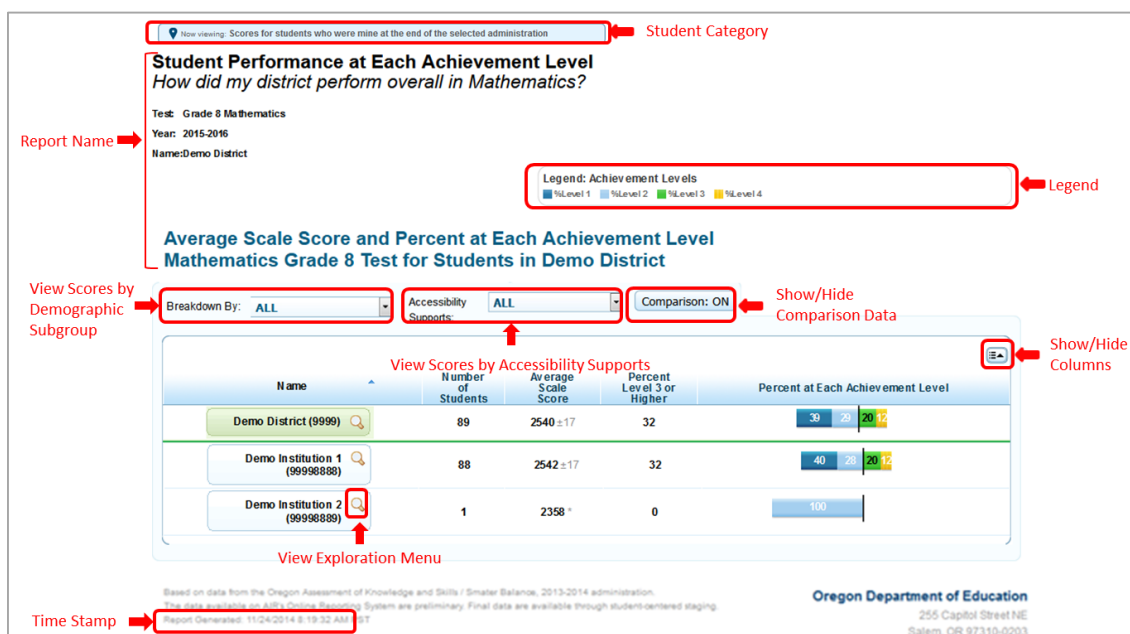


Figure 14. Smarter Balanced Summative Mathematics Annotated Subject Detail Score Report




In addition, score reports allow for:

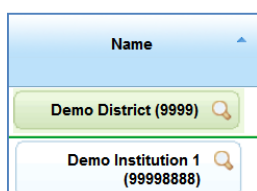
- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores based on Demographic Subgroup](#)
- [Viewing Scores based on Accessibility Supports](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)

Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu.

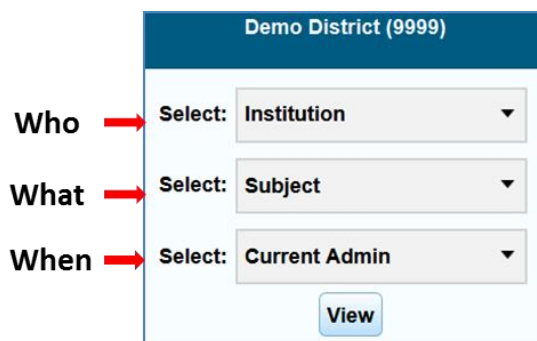
To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (e.g., institution or personnel).



2. From the Exploration Menu drop-down lists, select the report that you wish to view. The report options that are available may vary. For information about the different categories of score reports, see [Understanding Score Reports Dimensions](#).

Figure 15. Exploration Menu



3. Click **View**.

Understanding Score Reports Dimensions

For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., institution or roster), content type (e.g., subjects or claims), or period of time (trend). [Table 4](#) describes these dimensions.

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

For example, as a district level user you can view all levels of Subject Detail Reports, such as the Institution Listing, Personnel Listing, Roster Listing, and Student Listing. (For information on

these different reports, see [Viewing Subject Detail Score Reports](#)). While viewing the Institution Listing Report (see [Figure 22](#)), if you open the Exploration Menu from the district level, the only available option in the “who” dimension will be **Institution** since it is not possible to view aggregates for all the personnel, rosters or students belonging to a district. However, if you open the Exploration Menu from the institution level, you will be able to select **Personnel**, **Roster**, or **Student** to navigate to the required aggregation report for the selected institution.

Table 4: Score Reports Dimensions

Dimension	Description	Categories/Reports
Who	Displays data for institutions and groups (district-level, institution-level, personnel-level, roster-level, and individual students).	Institution Personnel Roster Student
What	Displays data by reporting categories/claims and content standards/targets within the selected subject/content area.	Subject Reporting Categories (for OAKS, ELPA21/ELPA) Claims (for Smarter Balanced Summative) Content Standards (for OAKS) Targets (for Smarter Balanced Summative)
When	Displays data either as a snapshot of performance in the current administration or as a historical trend (for the subject/content area you are viewing).	Trend (for OAKS, Smarter Balanced Summative) Current Admin

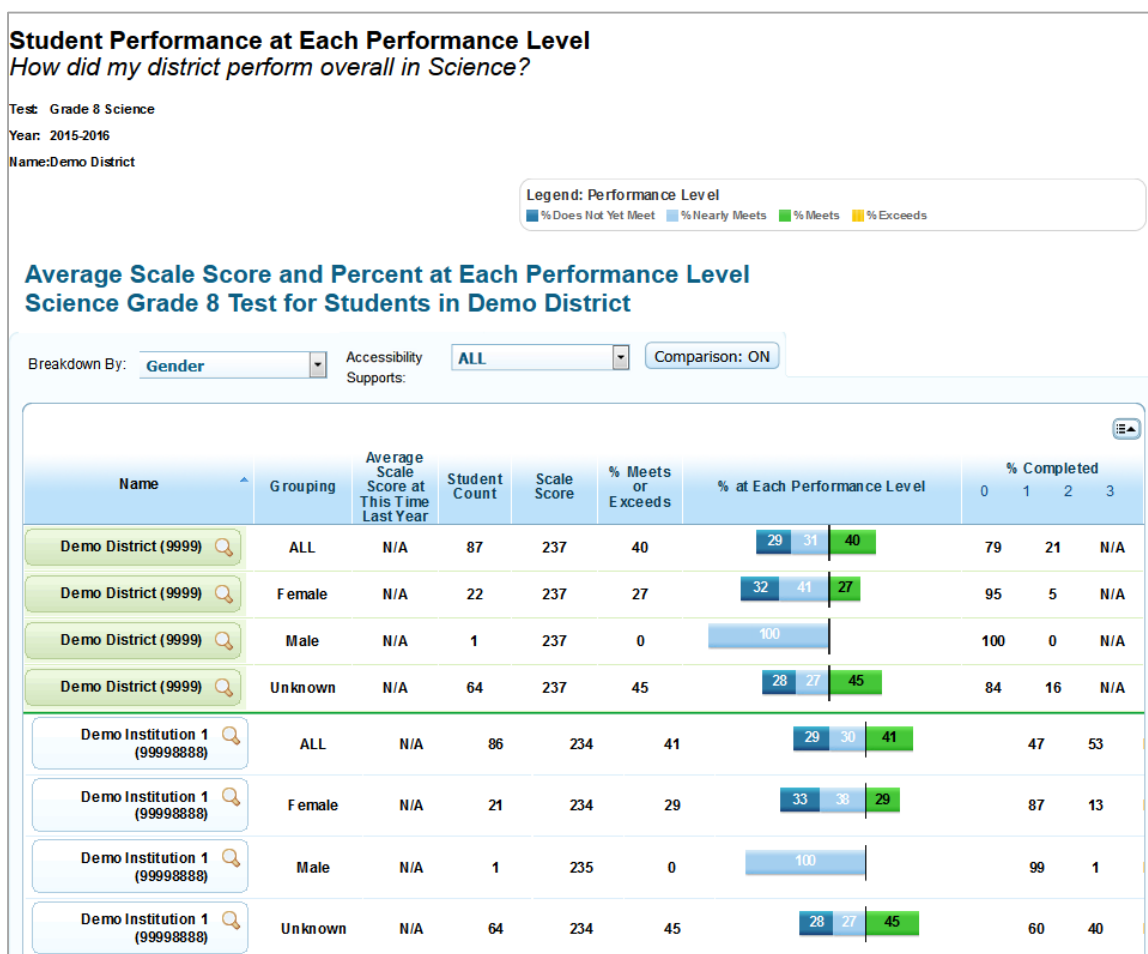
Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter allows you to disaggregate the score data by a specific demographic subgroup category or a cross-section of two subgroups. When you select a filter, the report expands to display the data for each subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in [Figure 16](#) for OAKS and [Error! Reference source not found.](#) for Smarter Balanced Summative.

To view score reports by a demographic subgroup:

1. From the *Breakdown By* drop-down list, select the required demographic subgroup. See [Table 5](#) for the available subgroups.
2. Click **Go**.

Figure 16. Sample Score Report with Breakdown By Gender (OAKS)



[Table 5](#) lists the available demographic subgroup categories.

Table 5. Demographic Subgroups

LEP	Ethnicity	Enrolled Grade	Gender	Special Education	Title 1
LEP Not LEP	African American American Indian/Alaskan Native Asian/Pacific Islander Hispanic Multi-Racial White	K – 12	Male Female	Special Education Not Special Education	Title I Not Title I

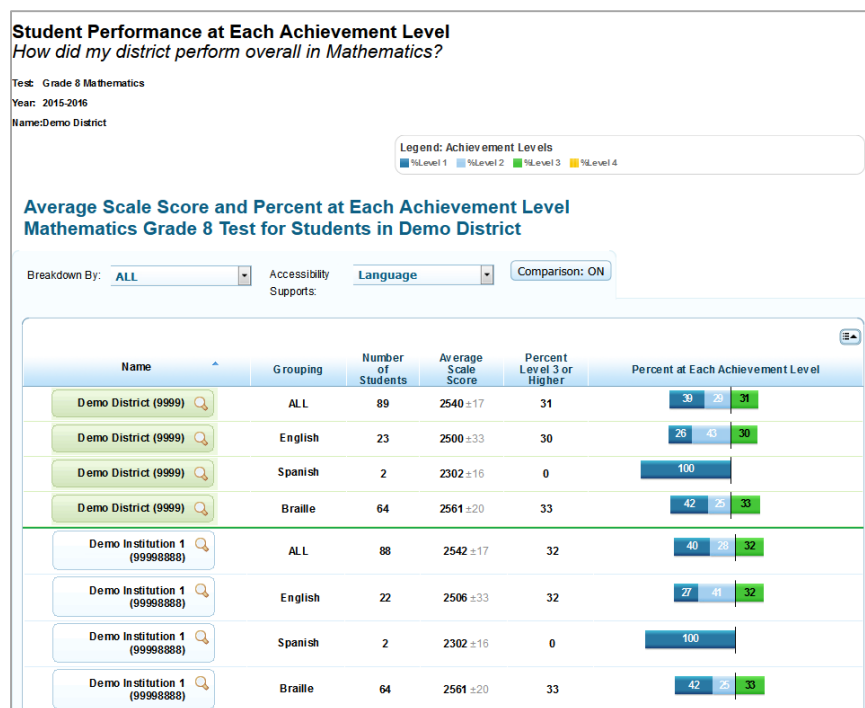
Viewing Scores based on Accessibility Supports

You can use the *Accessibility Supports* filter to disaggregate score data by an accessibility support. When you select an accessibility support, the report expands to display data for each accessibility support category. For example, you can select the accessibility support Language to display the data disaggregated by All, English, Spanish, and Braille as shown in [Figure 17](#). This filter is available on the Subject Detail Report, Claims/Reporting Category Detail Report and Student Listing Report.

To view score reports by an accessibility support:

1. From the *Accessibility Support* drop-down list (see [Figure 17](#)), select the required accessibility support.
2. Click **Go**.

Figure 17. Sample Score Report with Breakdown By Language (Smarter Balanced Summative)



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

For accessibility supports that have multiple values (i.e., braille contracted for CAT and braille uncontracted for PT), the reports are configured to be disaggregated in one of two ways:

- Disaggregate students who were given multiple values into a category called “Multiple”
- Disaggregate students into both values (i.e., the student will be counted toward braille contracted as well as braille uncontracted).

[Table 6](#) lists the available accessibility supports.

Table 6. Accessibility Supports

Tool Name	Value
American Sign Language	Show ASL Videos
	Do not show ASL Videos
Closed Captioning	Closed Captioning Available
	Closed Captioning Not Available
Printed Messages/Stimuli or Items	Stimuli & Items
	Stimuli
	Items
	None
Streamline Mode	On
	Off
Text-to-Speech	Passages
	None
Color Choices	Black on Blue
	Black on Yellow
	Black on Rose
	Yellow on Blue
	Reverse Contrast
	Black on Cream
	Medium Gray on Light Gray
	Black on White
Word List (Glossary)	English Glossary
	No Glossary
	Arabic Glossary
	Cantonese Glossary
	Filipino Glossary
	Korean Glossary
	Mandarin Glossary
	Punjabi Glossary
	Russian Glossary

Tool Name	Value
	Spanish Glossary
	Ukrainian Glossary
	Vietnamese Glossary
	Arabic & English Glossary
	Cantonese & English Glossary
	Filipino & English Glossary
	Korean & English Glossary
	Mandarin & English Glossary
	Punjabi & English Glossary
	Russian & English Glossary
	Spanish & English Glossary
	Ukrainian & English Glossary
	Vietnamese & English Glossary
Item Types Exclusion	Grid Items
	None
Language	English
	Spanish
	Braille
Masking	Masking Available
	Masking Not Available
Permissive Mode	Permissive Mode Enabled
	Permissive Mode Disabled

Showing and Hiding a Report's Columns

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

To show or hide a report's columns:


1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, check the boxes next to the columns that you wish to see. By default, all the columns are checked.
3. To hide columns, uncheck the boxes next to the columns that you wish to hide. This will remove the columns from view.
4. To remove the list from view, move your cursor away from the arrow icon.

Figure 18. List of OAKS Online Score Report Columns

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Average Scale Score at This Time Last Year
<input checked="" type="checkbox"/>	Student Count
<input checked="" type="checkbox"/>	Scale Score
<input checked="" type="checkbox"/>	% Meets
<input checked="" type="checkbox"/>	or
<input checked="" type="checkbox"/>	Exceeds
<input checked="" type="checkbox"/>	% at Each Performance Level

Figure 19. List of Smarter Balanced Score Report Columns

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Number of Students
<input checked="" type="checkbox"/>	Average Scale Score
<input checked="" type="checkbox"/>	Percent Level 3 or Higher
<input checked="" type="checkbox"/>	Percent at Each Achievement Level

Sorting Data in a Report

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

To sort the data:

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

Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, and institution that are displayed in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data are displayed in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

To show or hide comparison data:

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

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

Figure 20. Sample OAKS Score Report with Comparison On

**Average Scale Score and Percent at Each Performance Level
Science Grade 8 Test for Students in Demo District**

Breakdown By: **ALL** Accessibility Supports: **ALL** Comparison: **ON**

Name	Average Scale Score at This Time Last Year	Student Count	Scale Score	% Meets or Exceeds	% at Each Performance Level	% Completed
						0 1 2 3
Demo District (9999) 🔍	238	87	237	40	29 31 22 18	79 21 N/A
Demo Institution 1 (99998888) 🔍	234	86	234	41	29 30 22 18	47 53 N/A
Demo Institution 2 (99998889) 🔍	241	1	237	0	100	98 2 N/A

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

Figure 21. Sample OAKS Score Report with Comparison Off

**Average Scale Score and Percent at Each Performance Level
Science Grade 8 Test for Students in Demo District**

Breakdown By: **ALL** Accessibility Supports: **ALL** Comparison: **ON**

Name	Average Scale Score at This Time Last Year	Student Count	Scale Score	% Meets or Exceeds	% at Each Performance Level	% Completed
						0 1 2 3
Demo Institution 1 (99998888) 🔍	234	86	234	41	29 30 22 18	47 53 N/A
Demo Institution 2 (99998889) 🔍	241	1	237	0	100	98 2 N/A

Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Home Page Dashboard** page and provides access to other score report categories.

The subject detail report name consists of the following components:

- The score report name is *Student Performance at Each [Performance or Achievement] Level. How did my [entity] perform overall in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, institution, personnel, or roster) for whom the report has been generated.
- The title of the score report table is *Average Scale Score and Percent at Each [Performance or Achievement] Level [Test] [Subject] [Grade] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

These Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. [Table 7](#) and [Table 7](#) describe the Subject Detail Reports columns.

Table 7. Subject Detail Report Columns (OAKS, ELPA21/ELPA)

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, institution, personnel, roster, student).
Average Scale Score at This Time Last Year	The average scale score (at this point in time the previous year) for students who tested in this grade and subject.
Student Count	The number of students to date who have completed at least one opportunity of the selected test in the selected institution year. (Students must have submitted the test for scoring to be included in this count.)
Scale Score	The average scale score of those students who have completed at least one opportunity of the test in the selected grade and subject (these data are based on the students' highest attained scale score).
Percent (%) Meets or Exceeds	The percent of students who scored at the Meets or Exceeds levels for the selected test.
Percent (%) at Each Performance Level	The distribution of students across Oregon performance levels. These data are based on the students' highest attained scale scores.
Percent (%) Completed*	The percent of students that have taken at least one test in the selected grade and subject who have completed one, two, or three opportunities of the test in that grade and subject. This column is not available for ELPA21/ELPA administrations.

*ORS displays the maximum number of opportunities available for each test. For those tests that do not have a second or third opportunity available to students, N/A will be displayed. N/A will also be displayed if the selected subject test has no completed tests for an eligible second or third opportunity.

Table 8. Subject Detail Report Columns (Smarter Balanced Summative)

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, institution, personnel, roster, student).
Number of Students	The number of students to date who have completed the selected test and have submitted the test for scoring.
Average Scale Score	The average scale score of those students who have completed the test in the selected grade and subject.
Percent Level 3 or Above	The percent of students to date who scored level 3 or above on the selected test.
Percent (%) at Each Achievement Level	The distribution of students across each of the four achievement levels.

Viewing Institution Listing Report

The Institution Listing Report is the default for state- and district-level users and shows data for the grade and subject selected on the **Home Page Dashboard** page. An institution's performance data in the selected grade and subject is displayed together with the associated district's and state's performance in the selected grade and subject for the purpose of comparison. You can view the data for each institution in the selected district.

To generate an institution listing report:

1. From the **Home Page Dashboard** page, select the test and administration as described in the section [Defining the Student Population](#).
2. From the aggregate tables displayed, click the grade-subject cell for which you want to view an institution listing report. The institution listing report for the selected grade-subject appears.

Figure 22. Sample Institution Listing Report (OAKS, ELPA21/ELPA)

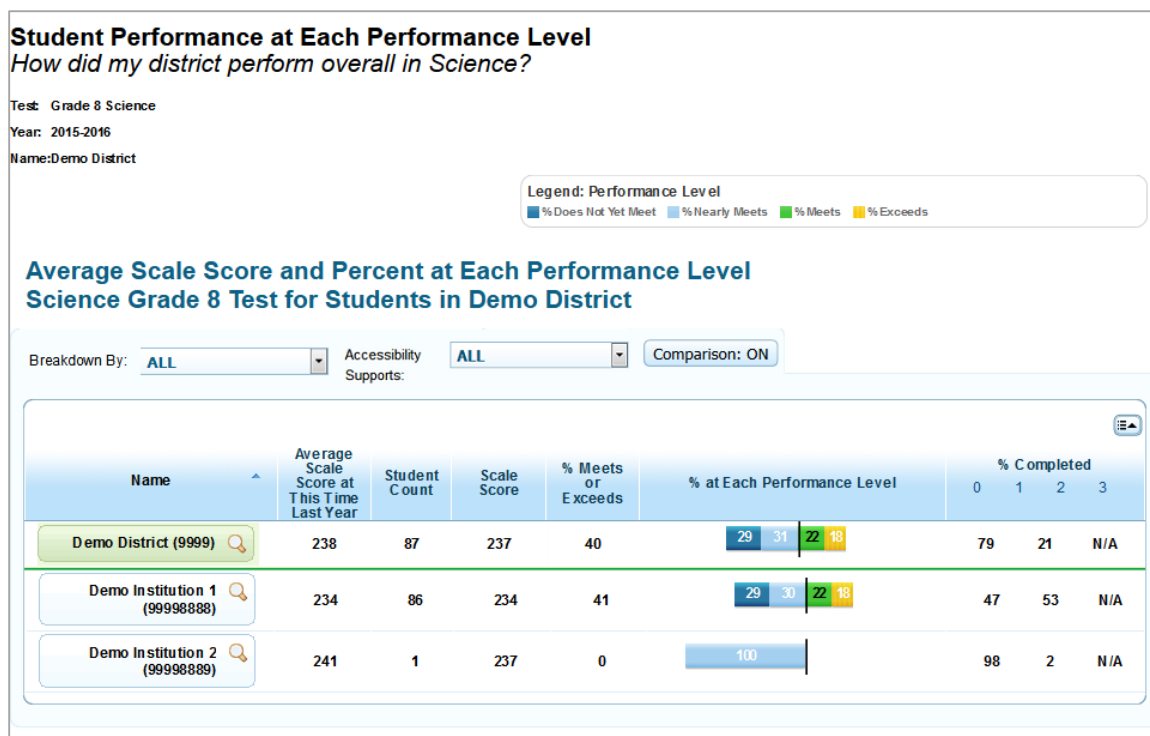
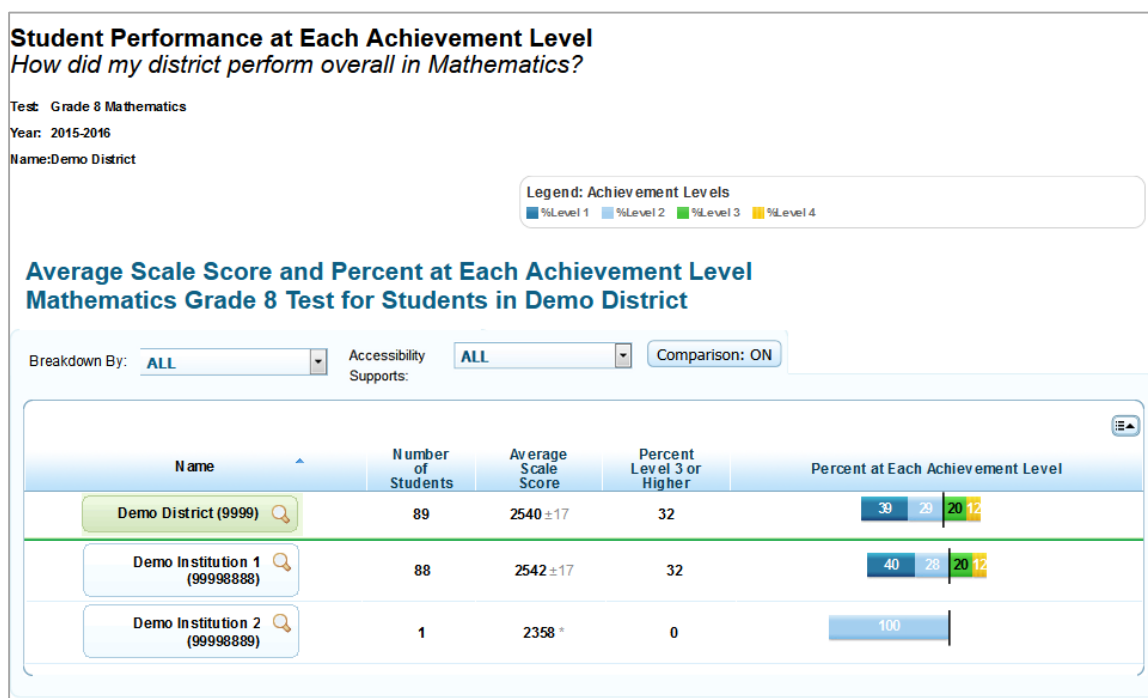


Figure 23. Sample Institution Listing Report (Smarter Balanced Summative)



Using the Exploration Menu, you can go to lower levels of this report or switch to other score report dimensions by making appropriate selections for the who, what, and when dimensions. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Personnel Listing Report

The Personnel Listing Report displays data for all the personnel in the selected institution whose students have completed the selected test.

It is the default for institution-level users and can be accessed from the **Home Page Dashboard** page in the same way as the institution listing report. Refer to [Viewing Institution Listing Report](#).

To navigate to the Personnel Listing Report from the Institution Listing Report:


1. On the Institution Listing Report (see [Figure 22](#) and [Figure 23](#)), click  next to an institution name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Personnel**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 24. Personnel Listing Report (OAKS, ELPA21/ELPA)

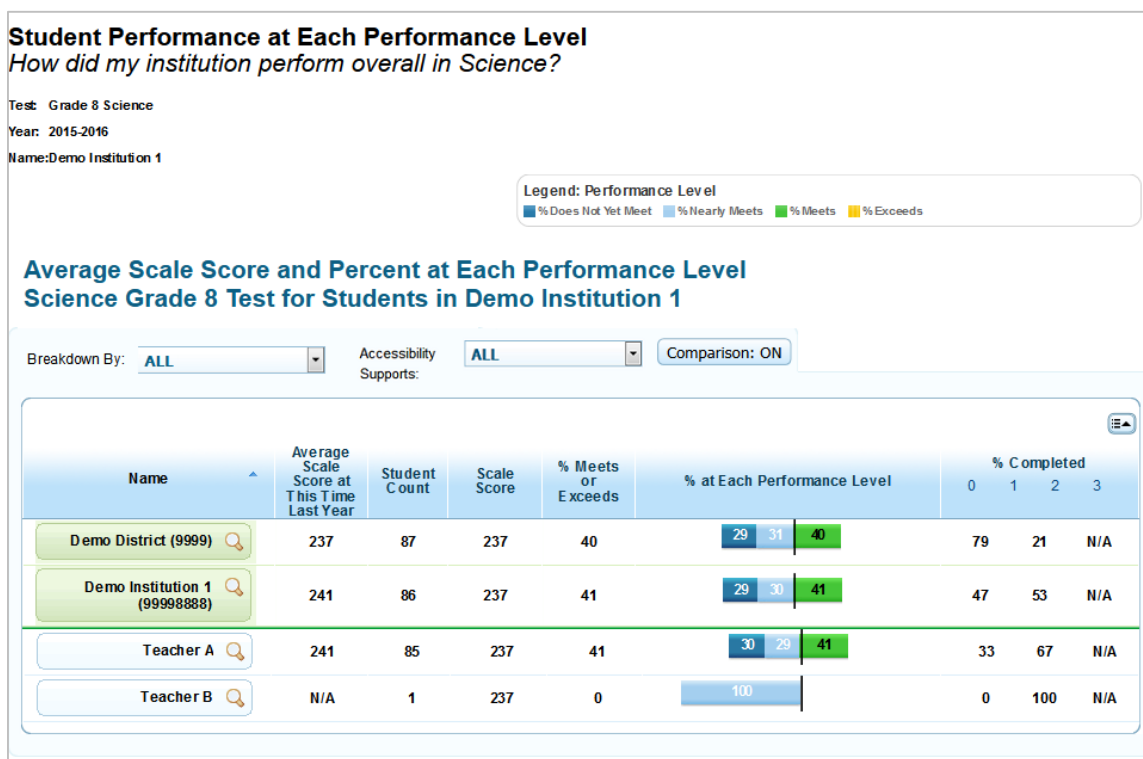
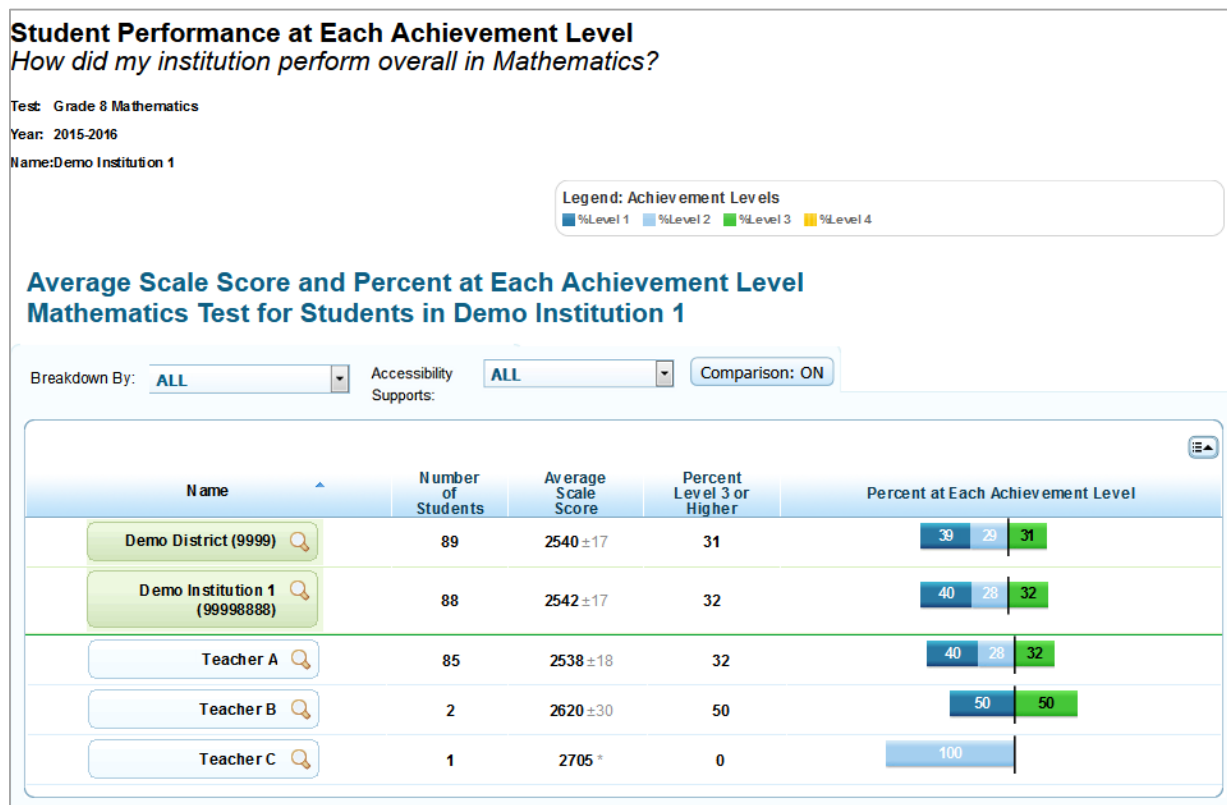


Figure 25. Personnel Listing Report (Smarter Balanced Summative)



Using the Exploration Menu, you can navigate to lower or higher levels of this report or switch to other score report dimensions. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Viewing Roster Listing Report

The Roster Listing Report displays the selected institution's or personnel member's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, refer to [Working with Rosters of Students](#).

To navigate to the Roster Listing Report from the Personnel Listing Report:


1. On the Personnel Listing Report (see [Figure 25](#) and [Figure 26](#)), click  next to a personnel member's name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Roster**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 26. Roster Listing Report (OAKS, ELPA21/ELPA)

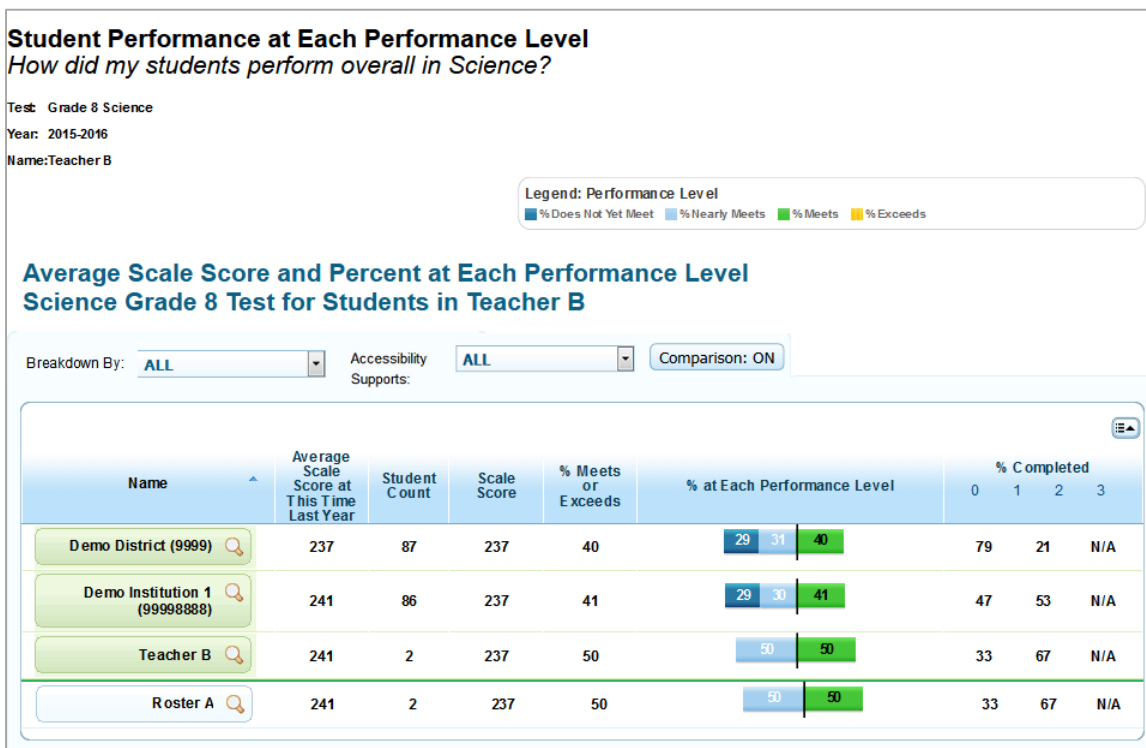
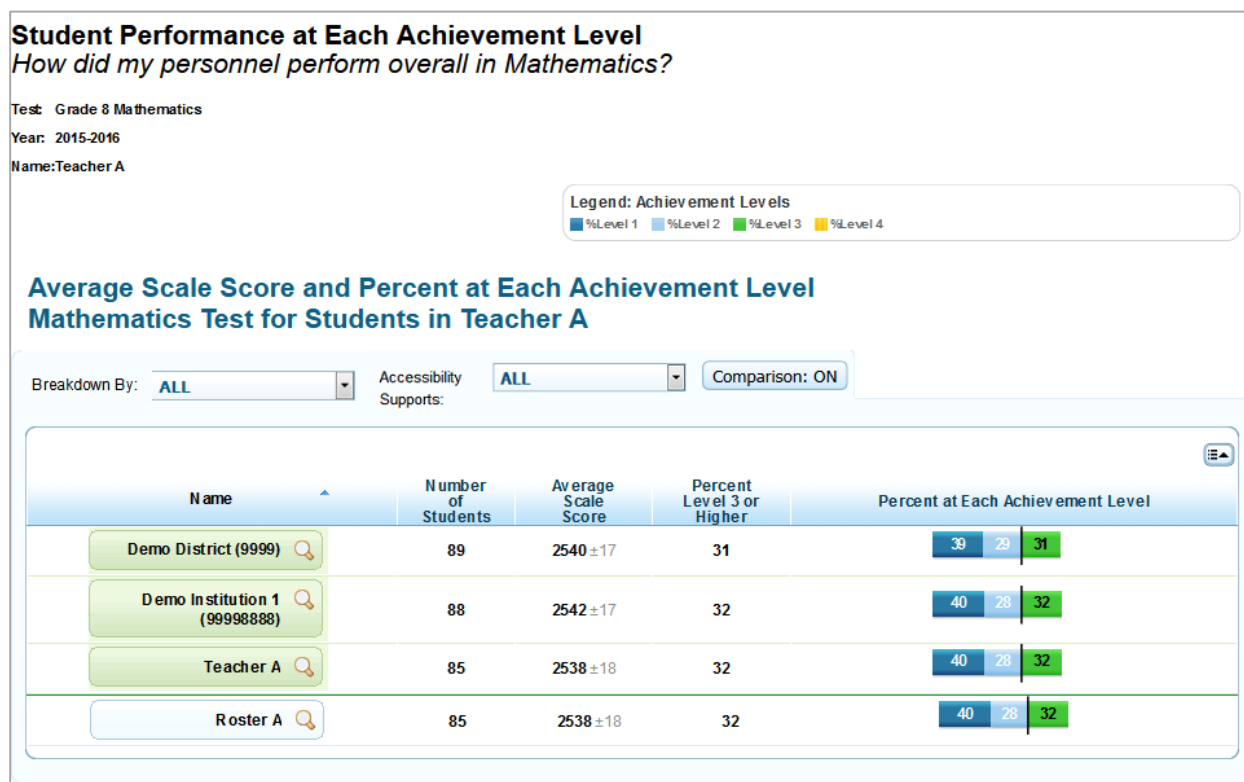


Figure 27. Roster Listing Report (Smarter Balanced Summative)



Using the Exploration Menu, you can navigate to lower or higher levels of this report or switch to other score report dimensions. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).



Note: Important Information about High School Scores

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

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

Viewing Student Listing Report

The Student Listing Report displays all the students associated with the selected institution, personnel, or roster who have completed the selected test.

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


1. On the Roster Listing Report (see [Figure 26](#) and [Figure 27](#)), click  next to a roster's name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Student**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 28. Sample Student Listing Report (OAKS, ELPA21/ELPA)

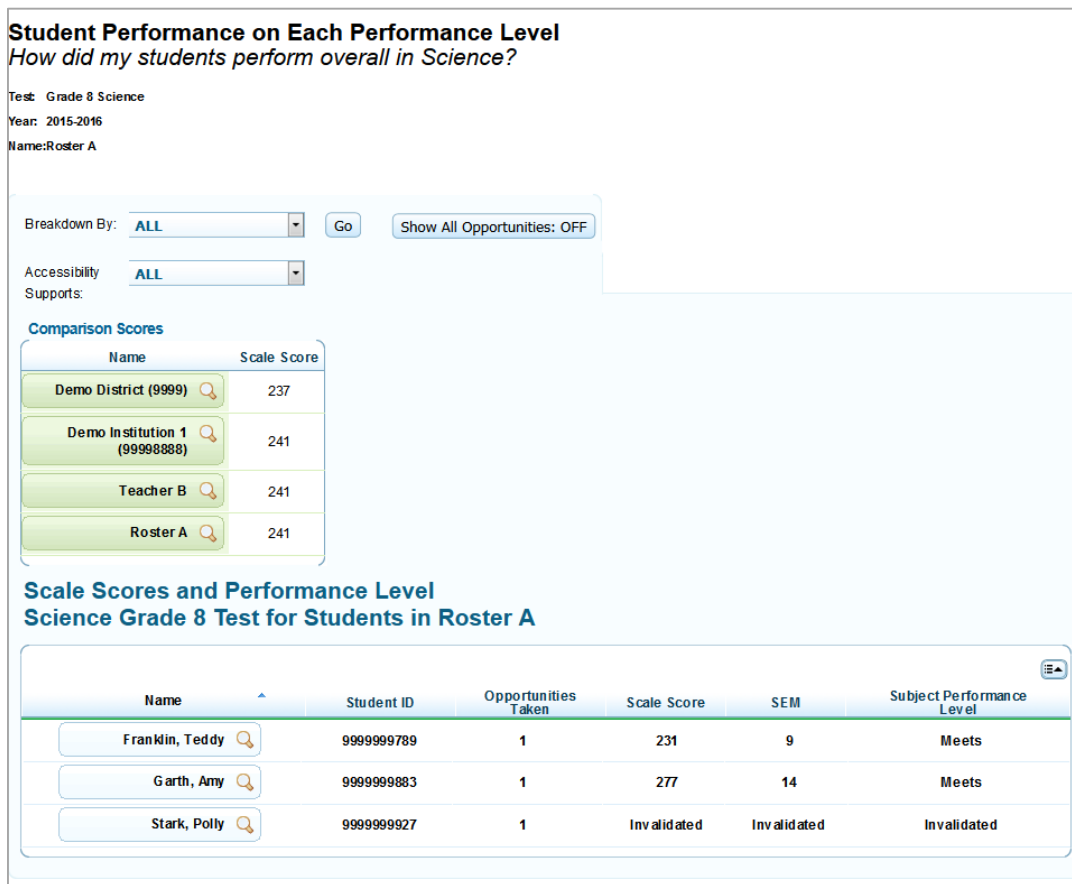
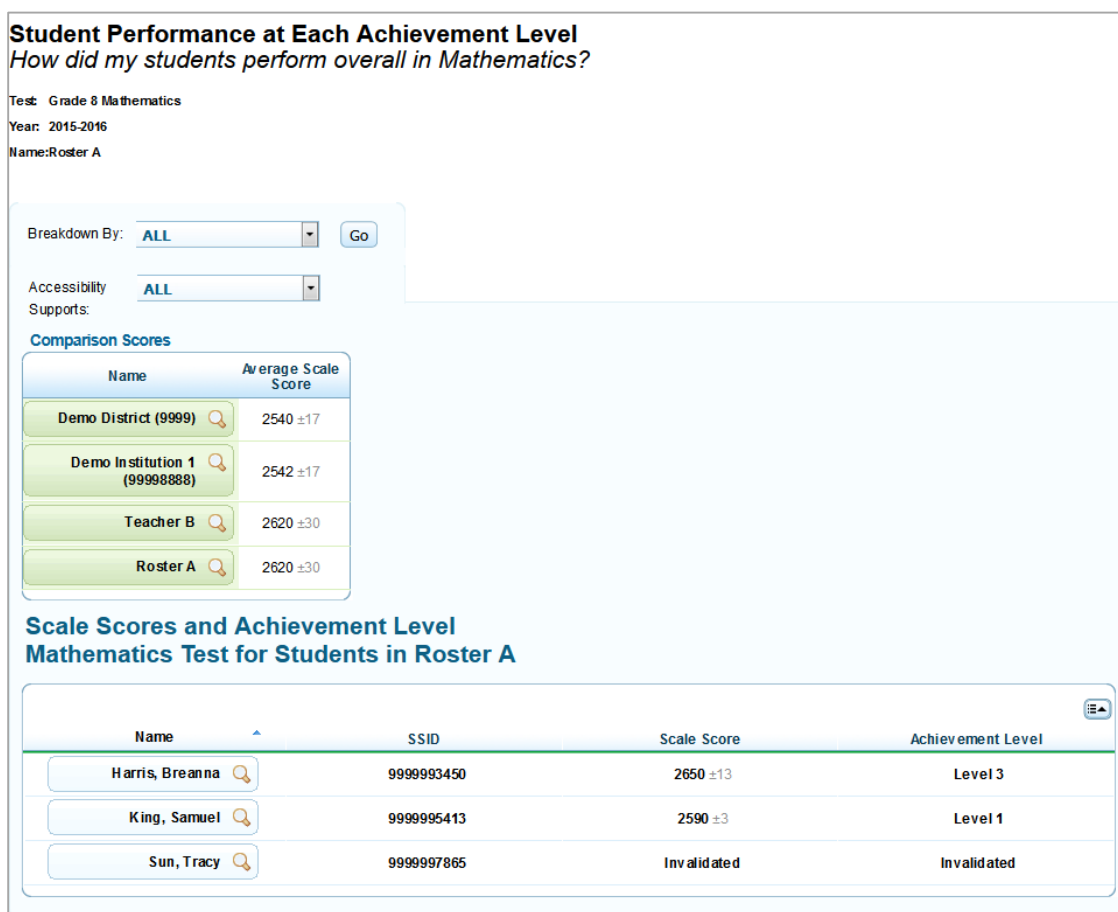


Figure 29. Sample Student Listing Report (Smarter Balanced Summative)



Using the Exploration Menu, you can navigate to lower or higher levels of this report or switch to other score report dimensions. For information about navigating between reports, and other features of the report, refer to [Understanding the Score Report Layout and Features](#).

About the Student Listing Report

The Student Listing Report provides details about each student that includes the following information:

- The student name and student's SSID.
- The number of test opportunities that the student has taken. This applies to OAKs and ELPA21/ELPA only.
- The student scale score. If a student has taken more than one opportunity, the highest score is displayed and the opportunity number to which the score belongs is displayed in bold.
- The SEM (standard error of measurement) describes the precision of the score. A student's test score can vary if the test is taken several times. If the student tested again (without learning more), it is likely that the student's score would fall within plus or minus one SEM.
- The performance or achievement level associated with the student score.

The Student Listing Report has several key differences from the higher-level subject detail reports:

- The title of the score report table is *Scale Score and [Performance or Achievement] Level [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Students' SSIDs are displayed.
- The scores displayed are for individual students, and are not mean scores.
- The procedure for viewing score data by demographic subgroup or accessibility supports is different from other score reports. To disaggregate score data by demographic subgroup or accessibility support:
 - a. From the *Breakdown By* or *Accessibility Supports* drop-down list, select the required group or accessibility support.
 - b. From the *Values* drop-down list, select a specific subgroup or accessibility support value. For example, select **Male** for the subgroup **Gender**.
 - c. Click **Go**. The new list only includes students that match the specified value.
- You can click **Show All Opportunities** to toggle between showing all opportunities for each student, or turning that off and displaying only the opportunity that corresponds with each student's highest score. This is only applicable for OAKS and ELPA21/ELPA.

- **ON:** The report will display a separate row for each student's test opportunities. (If a student has completed three opportunities for the selected test, three rows will display for that student.)
- **OFF:** The report contains only one row for each student, and the opportunity with each student's highest score will be displayed. (The corresponding test opportunity is indicated in bold type.)
- **Print** on the Student Listing Report allows you to print the current page and also allows you to generate a PDF file of individual student reports of all the listed students. You can choose between printing Individual Student Reports in a single PDF file, or create individual PDFs for each Individual Student Report in a batch Zip file. The PDF reports can be accessed from the *Inbox* section of the **Retrieve Student Results** page. For more information, refer to [Accessing Student Data Files and PDF Reports from the Inbox](#).

When you click **Print** on the Student Listing Report, a pop-up window is displayed that enables you to specify the report you wish to print. The buttons that are available on the pop-up window vary depending on the test that you have selected.

Figure 30. Print Popup Window (OAKS)

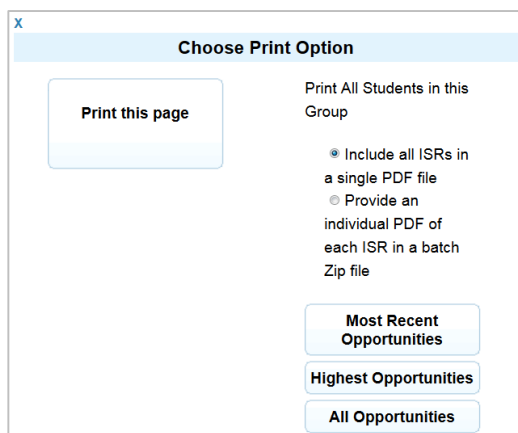
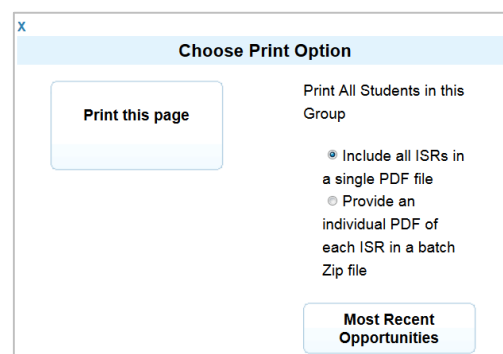


Figure 31. Print Popup Window (Smarter Summative)



- To print the data displayed on the page, click **Print this Page**.
- To generate a PDF report of all the listed students:
 - i. Select the type of PDF report:
 - To generate individual PDFs for each Individual Student Report, click **Provide an individual PDF of each ISR in a batch Zip file**.
 - To generate the reports in a single PDF file, click **Include all ISRs in a single PDF File**

- ii. Select the test opportunities that should be included in the PDF:
 - For OAKS Online Science and Social Sciences and ELPA21/ELPA:
 - For the most recent test opportunities of all the students in the list, click **Most Recent Opportunities**.
 - For test opportunities where the listed students have scored the highest, click **Highest Opportunities**.
 - For all test opportunities taken by the students in the list, click **All Opportunities**.
 - For Smarter Balanced Summative:
 - For test opportunities of all the students in the list, click **Most Recent Opportunities**.

Figure 32. PDFs of ISRs in Inbox

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

Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo Institution 1 (99998888)	Students ISR PDF report	Institution	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 12:25 PM	Download
Demo Institution 2 (99998888)	Students ISR PDF Zip report	Institution	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 12:25 PM	Download
Demo District (9999)	Student Data	District	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 11:32 AM	Download
Demo District (9999)	Student Data	District	OAKS/Smarter	2015-2016	All	12/4/2015 11:31 AM	Download



Important Information about High School Scores

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

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

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

Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score, the standard error of measurement, performance for each reporting category or claim, and performance level descriptors for the selected test, grade, and subject. The report displays scores from all opportunities that student has completed for the selected test

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


1. On the Student Listing Report, click  next to a student's name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Student**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 33. Sample Individual Student Report (OAKS, ELPA21/ELPA)

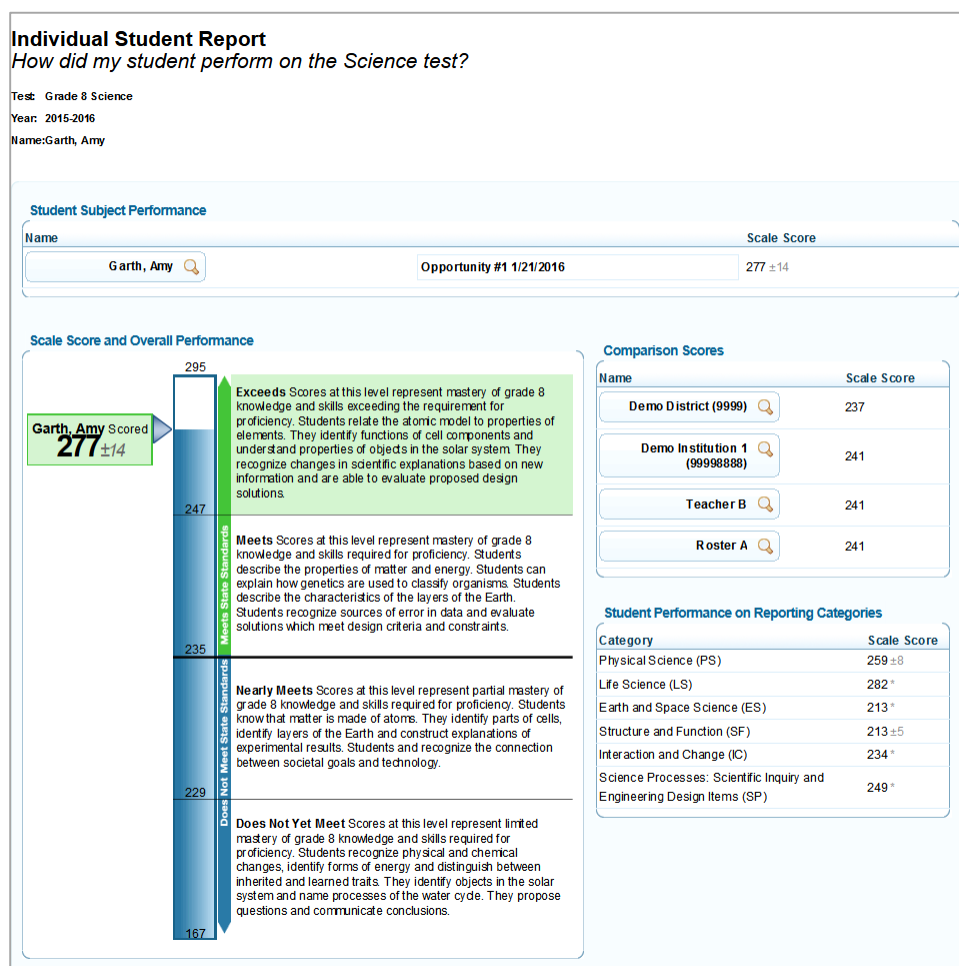
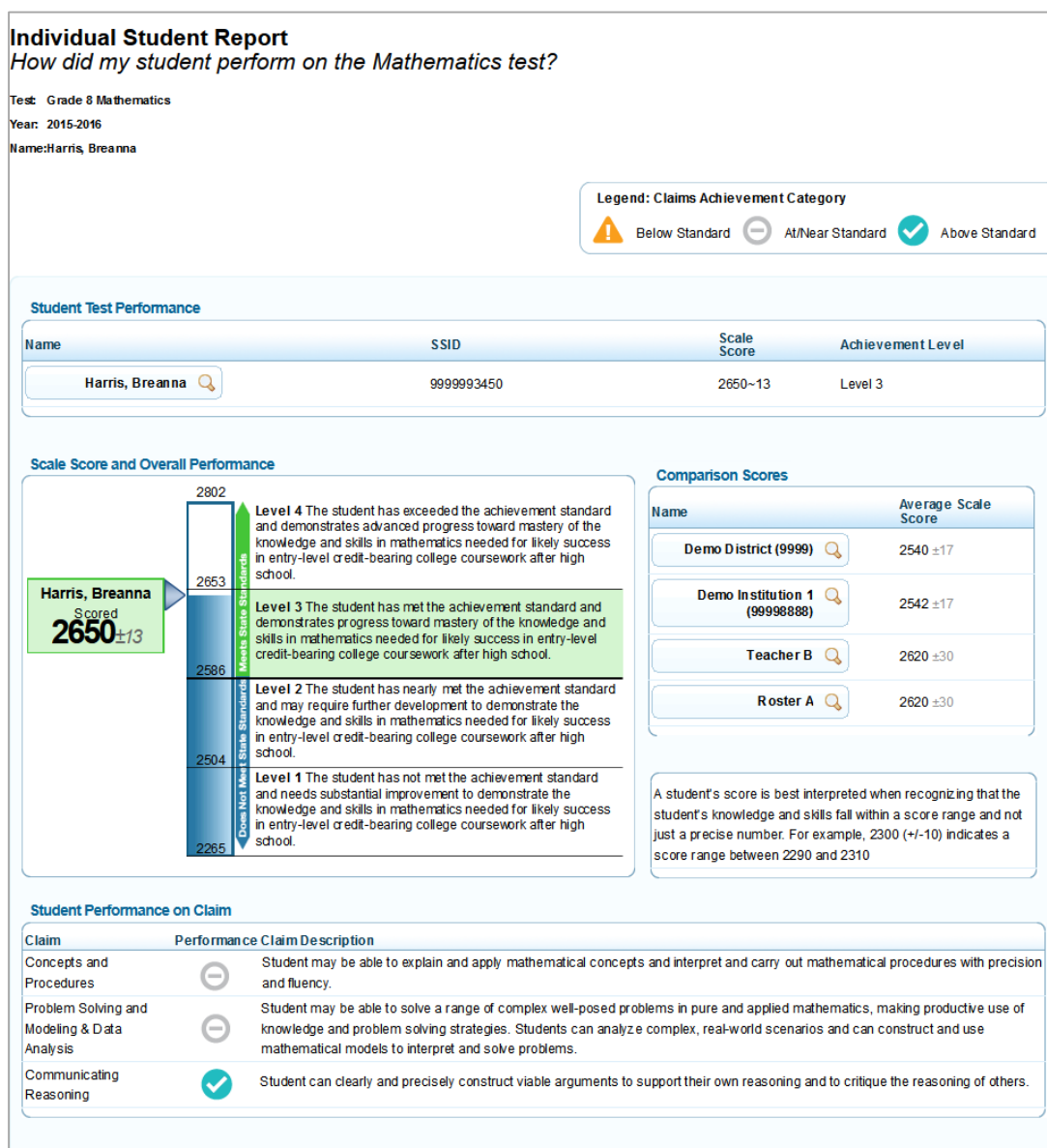


Figure 34. Sample Individual Student Report (Smarter Balanced Summative)



About the Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. For tests with multiple opportunities, you can generate a PDF report of the student's recent opportunity, the opportunity with the highest score, and all opportunities. Click **Print** on the banner and specify the report you wish to print on the print pop-up window. The available print options vary between tests.

Choose Print Option

We recommend selecting the print option when printing student reports.

Print for this student:

The current opportunity

The highest opportunity

All opportunities

The report is downloaded to your computer in a browser-specific manner. You can view the file or save it on your computer for future use.

The Individual Student Report provides the following information:

- **Student Subject/Test Performance**—This table includes:
 - For OAKS:
 - The student's name.
 - The test opportunity number and the date when the opportunity was completed. You can click on an opportunity number to view the student's performance on different opportunities.
 - The student's overall scale score for a test opportunity.
 - For Smarter Balanced Summative:
 - The student's name.
 - The student SSID.
 - The student's overall scale score for a test opportunity.
 - The achievement level classification associated with the student's score for a test opportunity.
- **Scale Score and Overall Performance**—This barrel chart visually depicts the student's performance or achievement level based on his overall scale score.
- **Student Performance on Reporting Categories/Claims**—This table includes:
 - The student's scale score in each of the reporting categories or claims for the selected test opportunity.
 - A strength and weakness indicator for each claim. Refer to the legend on the top of the report for understanding the data represented.
 - A description of the claim achievement.
- **Standard Error of Measurement Text**—This table provides a description of the standard error of measurement for parents and educators. This is available for Smarter Balanced Summative only.
- **Comparison Scores**—This table includes average scale score for the state, district, and institution with which the student is associated.



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

Viewing Reporting Category/Claims Score Reports

The Reporting Categories/Claims report, which belongs to the “what” dimension of score report categories, show the overall performance of your students in each of the reporting categories or the percent of your students in each Claims performance level for the selected subject. This report displays the number of students who have completed the test (student count), the mean scale score of these students in each reporting category/claim, and the percent of students in each performance level.

The reporting category/claim report name consists of the following components:

- The score report name is *[Entity] Performance for Each [Reporting Category or Claim]. What are my [entity's] strengths and weaknesses in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, institution, personnel, or roster) for whom the report has been generated.
- The title of the score report table for OAKS and ELPA21/ELPA is *Average Scale Score and Performance on Each Reporting Category [Test Name] Test for Students in [Entity]*. The title of the score report table for Smarter Summative is *Average Scale Score, Percent Level 3 or Higher and Performance at Each Claim Achievement Category [Test Name] Test for Students in [Entity]*.

[Table 10](#) describes the Reporting Category Report columns.

Table 9: Reporting Category Report (OAKS, ELPA21/ELPA) Columns

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

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

Table 10: Claims Score Report (Smarter Summative) Columns

Column	Description
Name	The name of the entity you are viewing (e.g., district, institution, personnel, roster, student).
Number of Students	The number of students who have a valid score for the grade, subject, and administration selected.
Average Scale Score	The mean subject scale score and standard error of the mean of students who have completed the selected test.
Percent at Level 3 or Above	The percentage of students who scored at Level 3 or above in the selected test.
Claim	The claims constituting the selected subject.
Claim Average Scale Score	The mean claim scale score and standard error of the mean of students who have completed the selected test.
Percent at Each Claim Achievement Category	Percent of students at each claim achievement category who have taken the selected test.

To access the Reporting Categories/Claim Report from the Institution Listing Report:


1. On the Institution Listing Report (see [Figure 22](#) and [Figure 23](#)), click  next to a personnel member's name. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Reporting Categories/Claims**; from the who dimension drop-down list, select the required entity level; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 35. Sample Reporting Categories Report (OAKS, ELPA21/ELPA)

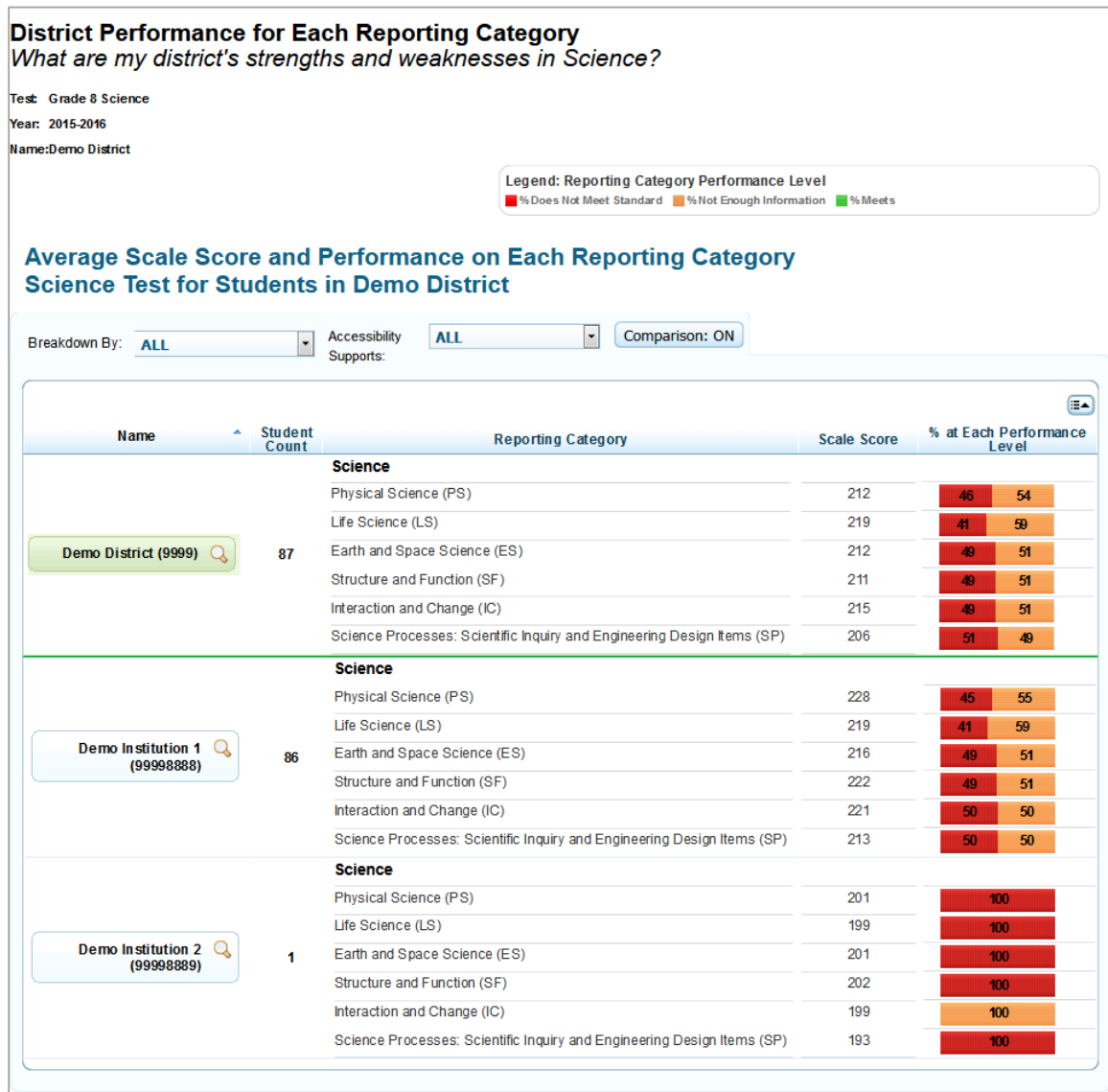
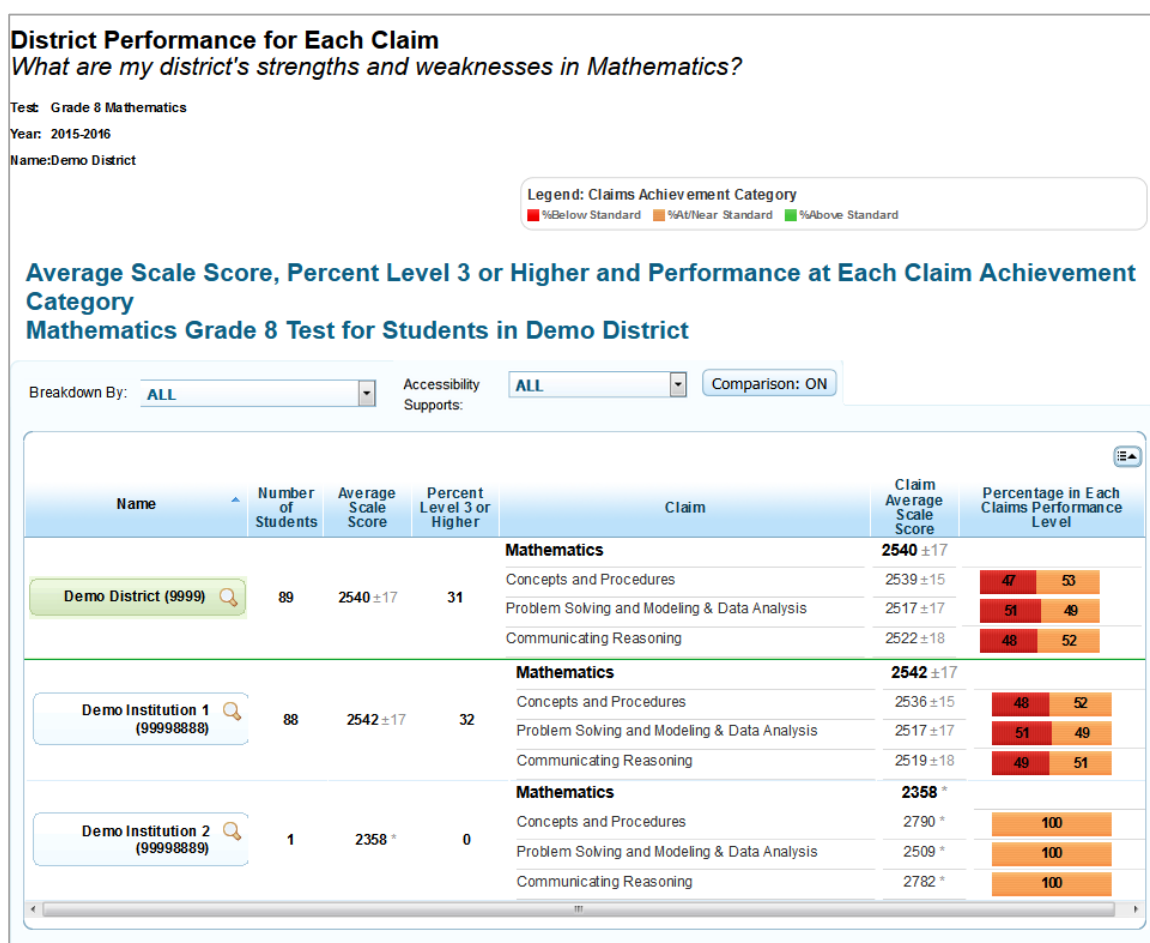


Figure 36. Sample Claims Report (Smarter Balanced Summative)



As with the Subject Detail Reports, using the Exploration Menu, you can navigate to lower levels of this report or switch to other score report dimensions. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

About the Student Listing Reporting Categories/Claims Score Report

The Student Listing Reporting Categories/Claims Score Report (see [Figure 37](#)) differs from higher level reporting category/claims score reports in the following ways:

- The score report name and the title of the score report table is different. The score report name is *Student Performance on Each Reporting Category/Claim. How did my students perform on the [Subject] test*, where the text within brackets indicates variables that change based on the test that you have selected. The title of the score report table is *Scale Scores and Performance/Achievement Levels, [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

- In addition to reporting a student's name, ID, overall subject scale score, and overall subject performance/achievement level, this report also provides the performance/achievement category classification associated with the student's reporting category/claim scores. Refer to the legend on the top of the report to understand the data represented.

Figure 37. Sample Student Listing Reporting Categories Report

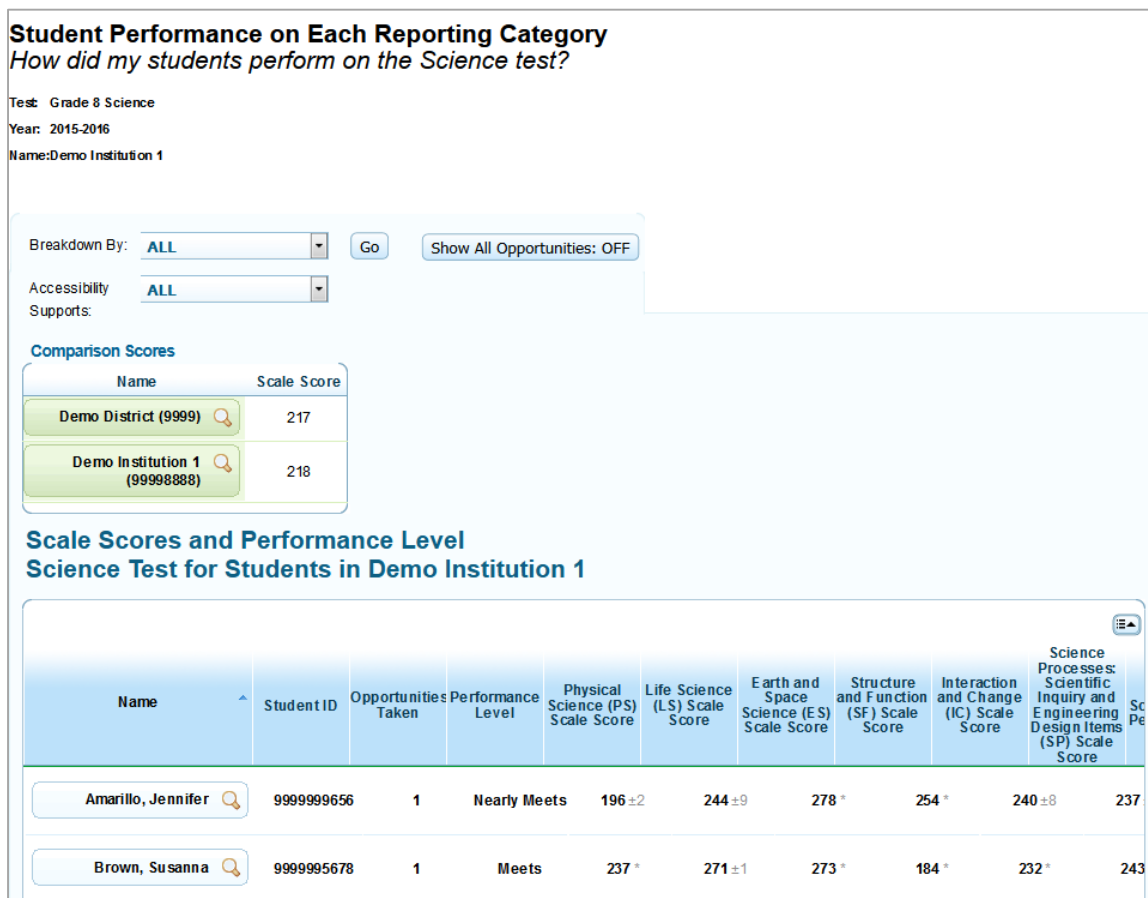


Figure 38. Sample Claims Report: Student Listing (Smarter Balanced Summative)

Student Performance on Each Claim
How did my students perform on the Mathematics?




Test: Grade 8 Mathematics
 Year: 2015-2016
 Name: Roster A

Breakdown By: **ALL**

Accessibility: **ALL**

Supports:







Legend: Claims Achievement Category

 Below Standard  At/Near Standard  Above Standard

Comparison Scores

Name	Average Scale Score
Demo District (9999)	2540 ± 17
Demo Institution 1 (99998888)	2542 ± 17
Teacher B	2620 ± 30
Roster A	2620 ± 30

Scale Scores and Achievement Level
Mathematics Grade 8 Test for Students in Roster A

Name	SSID	Claim Average Scale Score	Achievement Level	Concepts and Procedures Scale Score	Problem Solving and Modeling & Data Analysis Scale Score	Communicative Reasoning Scale Score	Concepts and Procedures Achievement Category	Problem Solving and Modeling & Data Analysis Achievement Category	Communicative Reasoning Achievement Category
Harris, Breanna	9999993450	2650 ± 13	3	2739 ± 7	2451 ± 3	2800 ± 0			
King, Samuel	9999995413	2590 ± 3	1	2406 *	2797 ± 9	2401 ± 2			
Sun, Tracy	9999997865	Invalidated	Invalidated	Invalidated	Invalidated	Invalidated	Invalidated	Invalidated	Invalidated

Viewing Strengths and Weaknesses by Content Standard/Target Report

This report displays all the content standards/targets for each of the reporting categories/claims in the selected test. The data shown in the Comparison Scores table are the average subject scores for the state, district, institution, personnel, and roster.

To navigate to the Strengths and Weaknesses by Content Standards/Target Report from the Reporting Categories/Claims Report:


1. On the Reporting Categories/Claims Report, click  next to an entity. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Content Standards/Targets**; from the who dimension drop-down list, select the required entity level; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 39. Sample Strengths and Weaknesses by Content Standards (OAKS, ELPA21/ELPA)

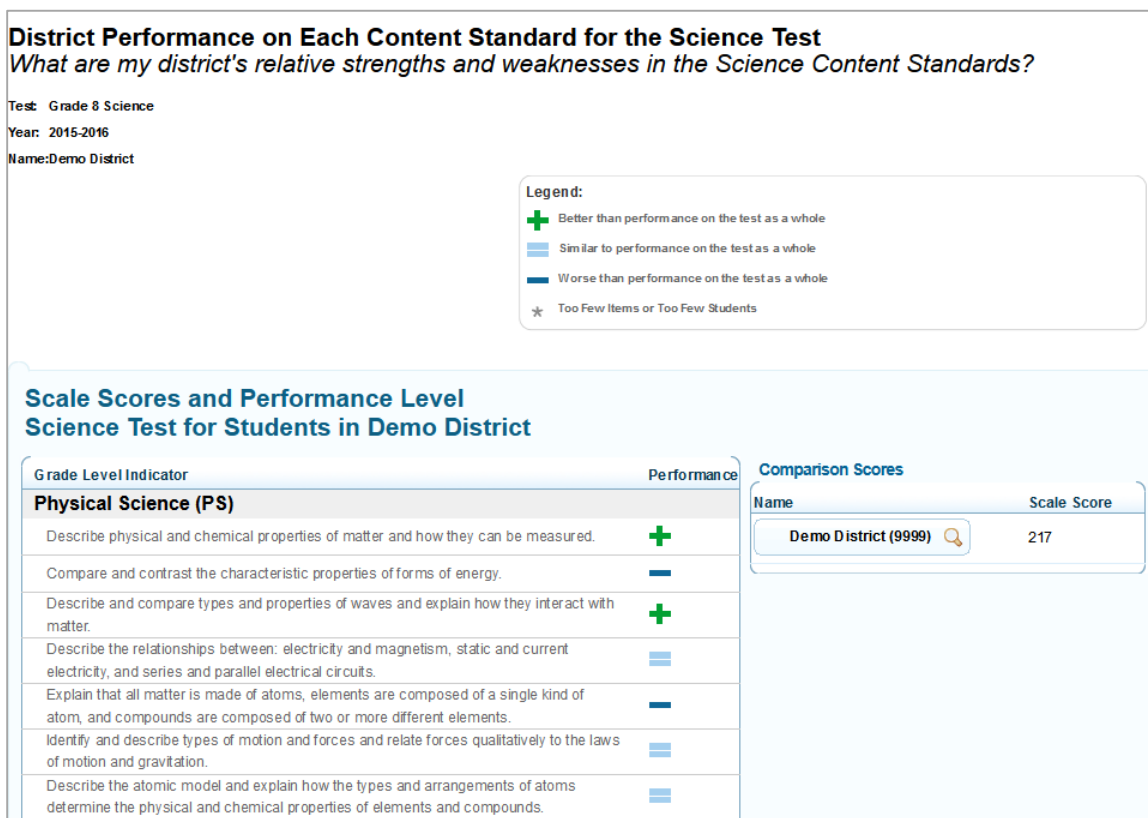
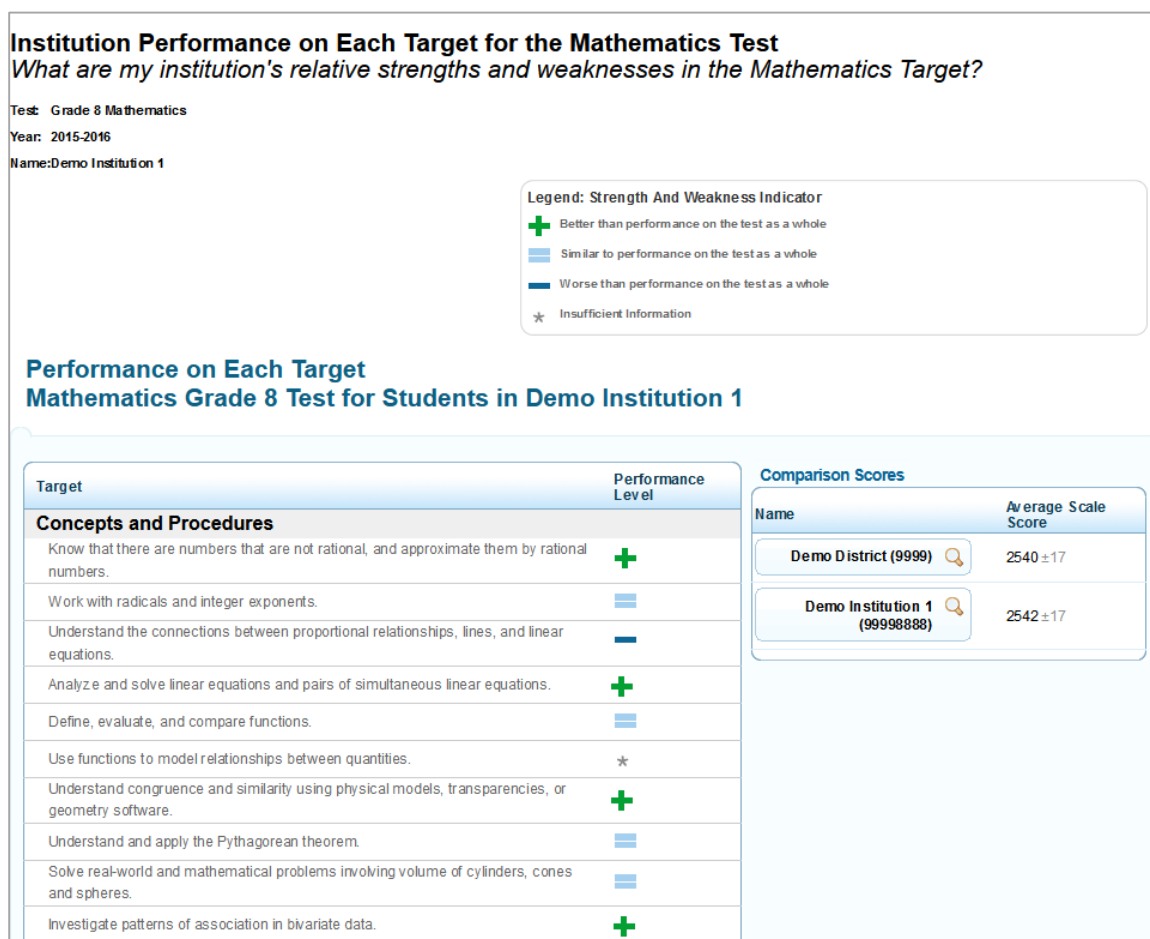


Figure 40. Sample Strengths and Weaknesses by Targets (Smarter Balanced Summative)



Understanding the Strengths and Weaknesses by Content Standards/Target Report

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

The strengths and weaknesses at each content standard/target indicated on this report are relative to the test as a whole. Unlike performance/achievement levels provided for the total test, these strengths and weaknesses for a content standard/target show how a group of students performed each content standard/target relative to their performance on the total test.





For example, a group of students may have performed very well in a subject, but not performed as well in several content standard/targets. Thus, the minus sign for a content standard/target does not imply a lack of performance/achievement. Instead, it communicates that these students' performance on that content standard/target was below their performance on the

total test, across all content standard/targets put together. Although the students are doing well, an educator may want to focus instruction on these areas.

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

[Table 11](#) provides definitions for each performance level.

Table 11. Content Standard/Target Level Legend Descriptions

Icon	Content Standard/ Target Level	Description
	Better than performance on the test as a whole	This content standard/target is a relative strength. The group of students performed better on items from this content standard/target than they did on the rest of the test as a whole.
	Similar to performance on the test as a whole	This content standard/target is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this content standard/target as they did on the rest of the test as a whole.
	Worse than performance on the test as a whole	This content standard/target is a relative weakness. The group of students did not perform as well on items from this content standard/target as they did on the rest of the test as a whole.
	Too Few Items or Too Few Students/Insufficient Information	Not enough information is available to determine whether this content standard/target is a relative strength or weakness.

Viewing Trend Reports

Trend reports, which belong to the “when” dimension of score report categories, display the overall performance of a student or group of students in the selected subject throughout the administrations using graphs and tables. The average scale score and associated standard error for each testing window is plotted. Scores from previous years represent a group’s average score or a student’s individual score from that year’s testing window. All tests taken within the current institution year are valid only for individual student trends.

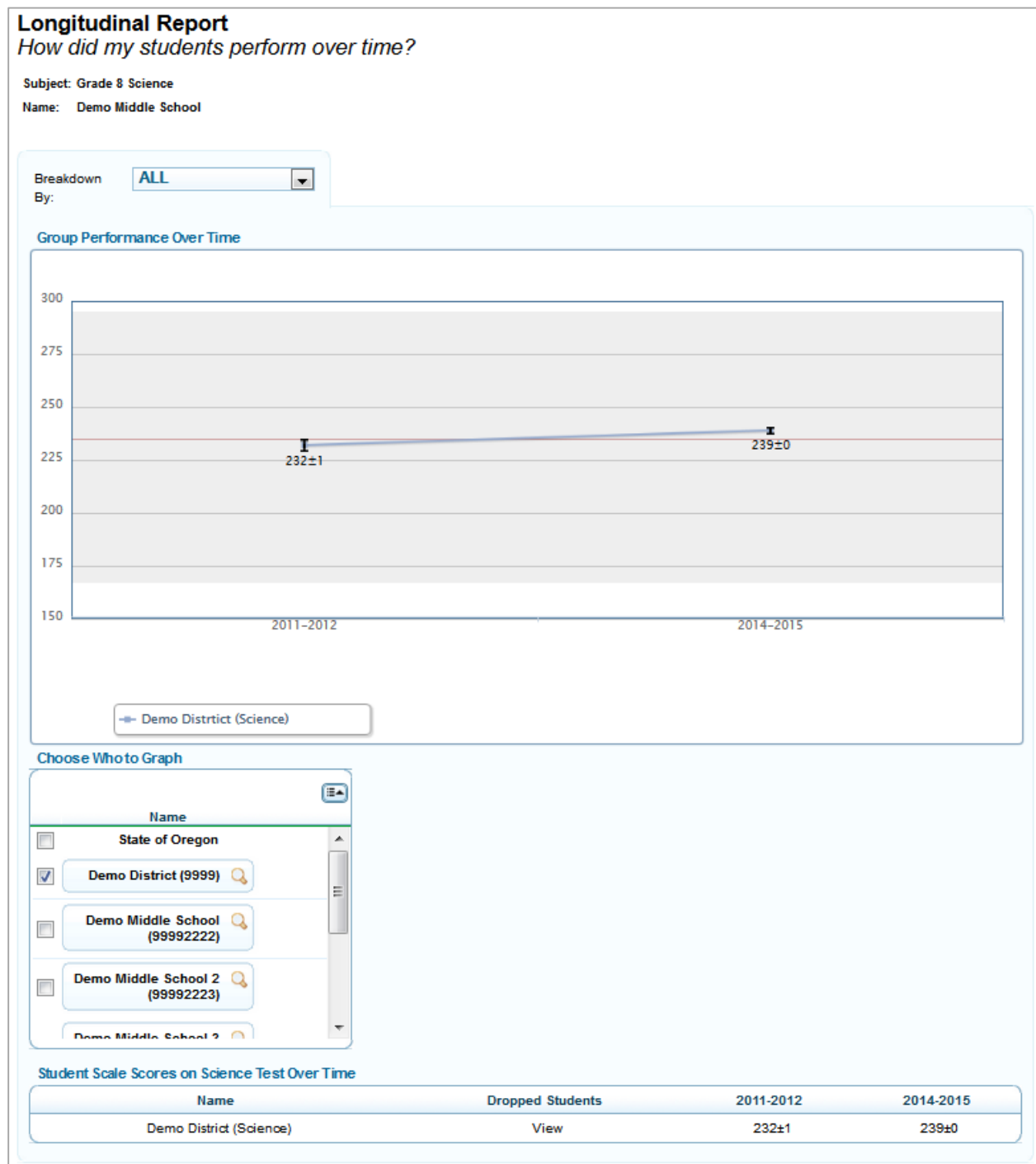


Note: Trend reports will be available for Smarter Summative ELA and Math beginning with the 2015-2016 administration.

The trend report name consists of the following components:

- The score report name is *Longitudinal Report. How did my students perform over time?*
- Each report also indicates the subject or course and the entity (e.g., district, institution, personnel, or roster) for whom the report has been generated.
- The title of the score report table is *Student Scale Scores on [Subject or Course] Test Over Time*, where the text within brackets indicates variables that change based on the test that you have selected.

Figure 41. Sample District Trend Report



Understanding Trend Report Features

The trend report shows the trend of performance for the district, institution, personnel, roster, or student you are analyzing. The graph plots the data points for the selected groups of students or individual students at each point in time (across test administrations both within and between school years). The red line in the graph is the performance level for the current grade. You can see details of a score by placing the mouse over a point on the line graph.

Trend reports are interactive. You can use the Choose Who to Graph and What to Graph, if available, features to plot specific data on the historical graph. The notable trend report features are described below.

Choose Who to Graph

In this section, you may select up to five entities to compare at one time. Due to space constraints, you cannot select more entities. A trend line for each selected entity will appear on the graph and will be color coded.

Viewing Data by Demographic Subgroup

As with the subject and reporting categories reports, you may also choose to plot data points by subgroup, for example, gender. When a subgroup is selected, the Choose Who to Graph box will display the options for each entity. Select the combination of entity and subgroups that you want to plot.

Dimensions

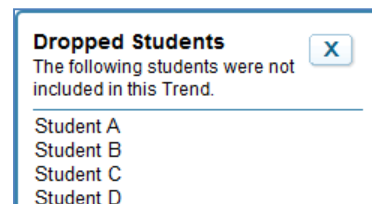
Each entity listed in this box also displays the magnifying glass icon. You can elect to drill down and view trend data at the personnel, roster, or student levels.

Choose What to Graph

In this section, you may select the overall test subject data (default) or individual reporting categories to plot. This is only available for OAKs and not Smarter Summative tests.

Dropped Students

All trend report pages include a column called Dropped Students. A **View** button in the Dropped Students column indicates that some students were not included in the trend report. If the column displays N/A, then no students were dropped or excluded from the trend report.



Students in the aggregate grouping are dropped from a trend report if they have not completed the selected test across all charted test windows. For example, a student who took the Grade 5 Social Sciences test in 2013-2014, but not 2014-2015, is excluded from the trend report that includes both school years. To see the students who were not included, click **View**. A pop-up window will appear showing the names of the students.

Why Students Are Dropped

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

Hiding Trend Lines

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

Figure 42. Sample Trend Line Box

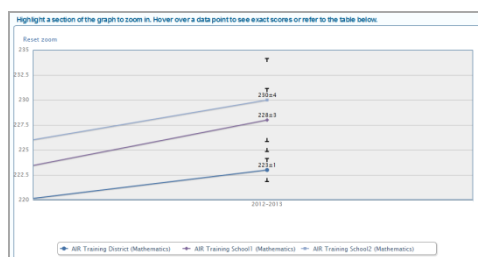


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 42](#)).
2. Click the trends you want to hide. The trend you have selected will become grayed out and the line will disappear from the graph.
3. To display the trend line, click the trend name again. The line will reappear on the graph.

Zoom Feature

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




To zoom in or out of a trend graph:

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

Viewing District Trend Report

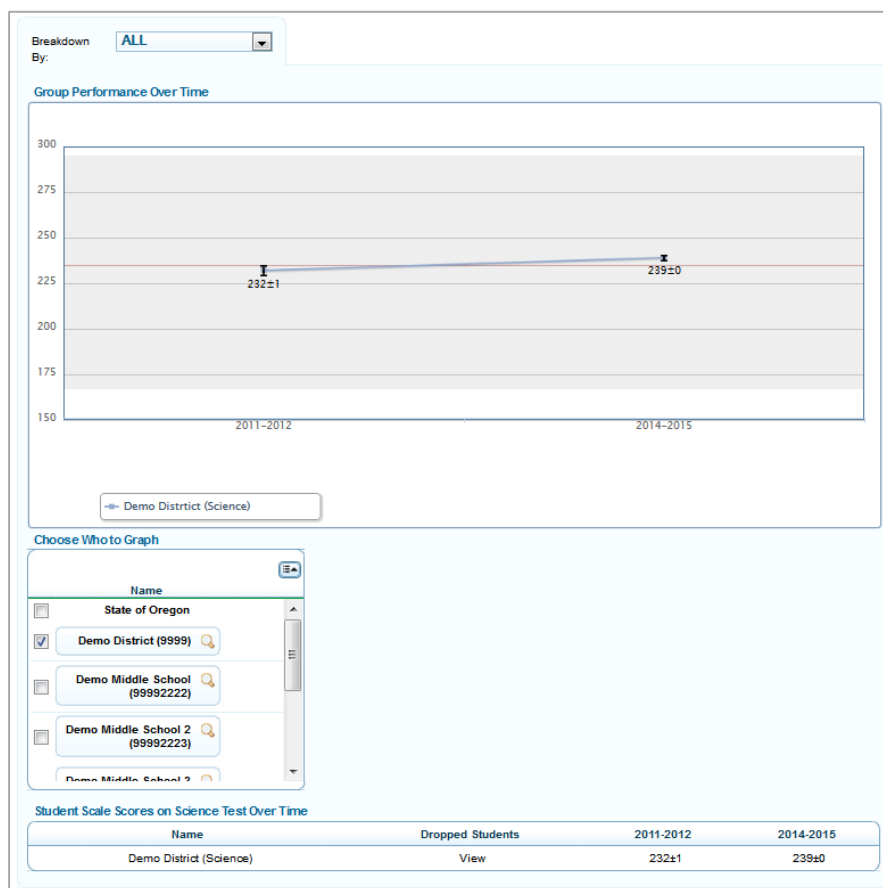
The District Trend report displays the trends for the selected institutions within the district.

To view the District Trend report:

1. On the Institution Listing Report, click  next to the district. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Institution**; from the what dimension, select the required content type.
3. Click **View**.

Using the Exploration Menu, you can go to lower levels of this report or switch to other score report dimensions by making appropriate selections for the who, what, and when dimensions. For information about navigating between reports and other features, refer to [Understanding the Score Report Layout and Features](#).

Figure 43. Sample District Trend Report



Viewing Personnel Trend Report

The Personnel Trend Report displays the trends for the selected personnel within an institution. The data shown are the average scale scores for the selected institution.

To view the Personnel Trend Report from the District Trend Report:


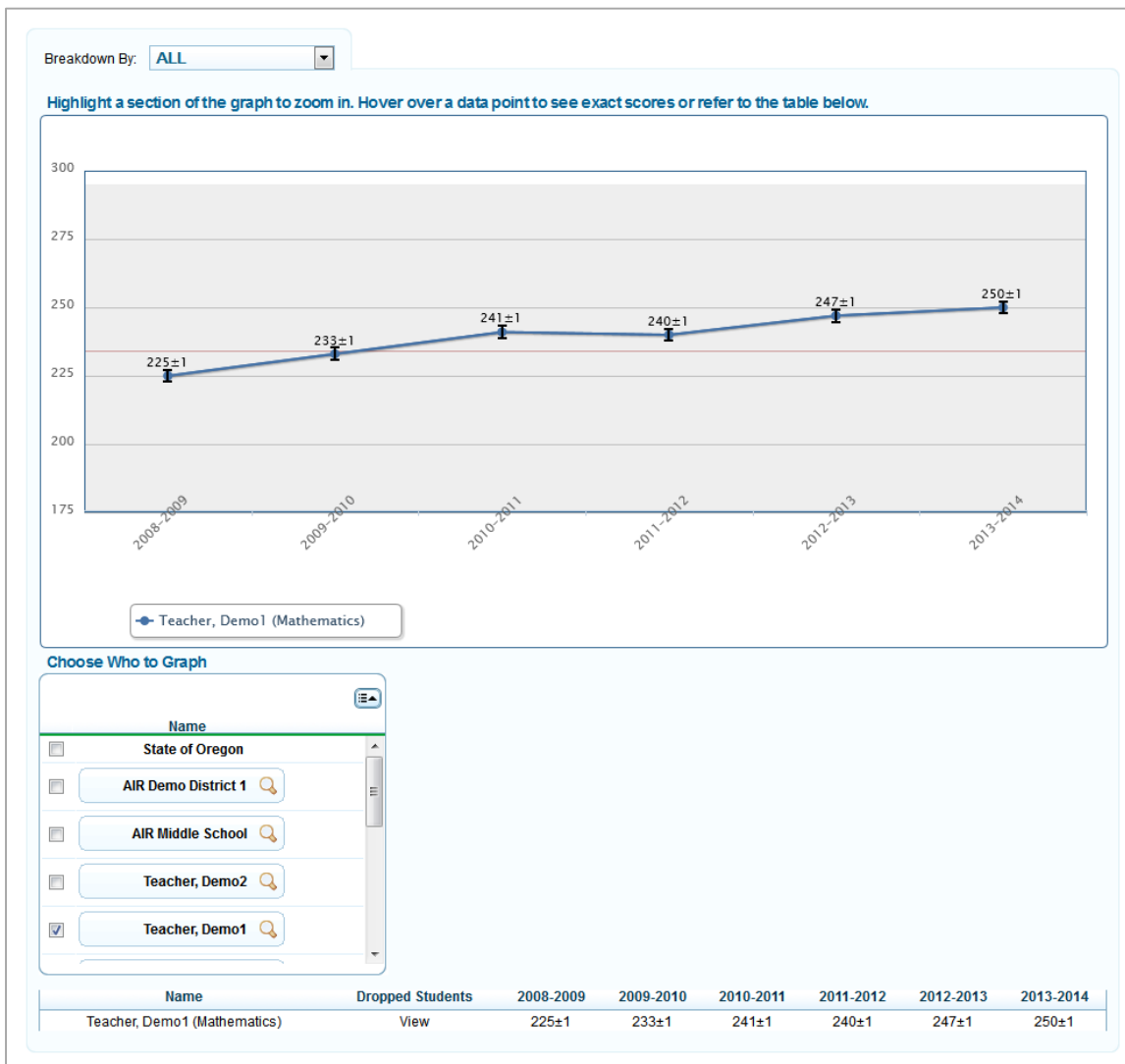
1. On the District Trend Report (see [Figure 43](#)), click  next to an institution. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Personnel**; from the what dimension, select the required content type.
3. Click **View**.

Figure 44. Sample Personnel Trend Report



Viewing Roster Trend Report

The Roster Trend Report displays the trends for the selected rosters associated with an institution or personnel. The data shown are the average scale scores of all rosters for the selected institution or personnel.

To view the Roster Trend Report from the Personnel Trend Report:


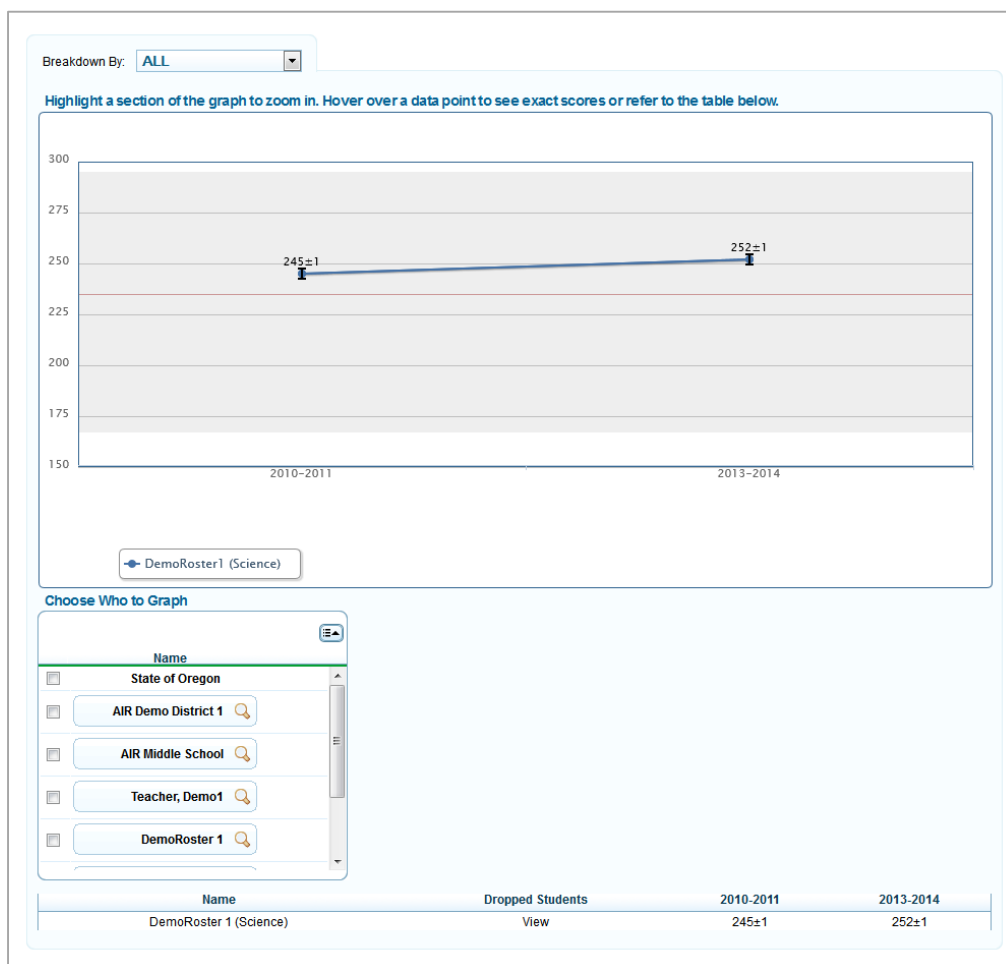
1. On the Personnel Trend Report (see [Figure 44](#)), click  next to a person. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Roster**; from the what dimension, select the required content type.
3. Click **View**.

Figure 45. Sample Roster Trend Report



Viewing Student Listing Trend Report

The Student Listing Trend report displays the trends for the selected students associated with an institution, personnel, or roster.

To view the Student Listing Trend report from the Roster Trend Report:


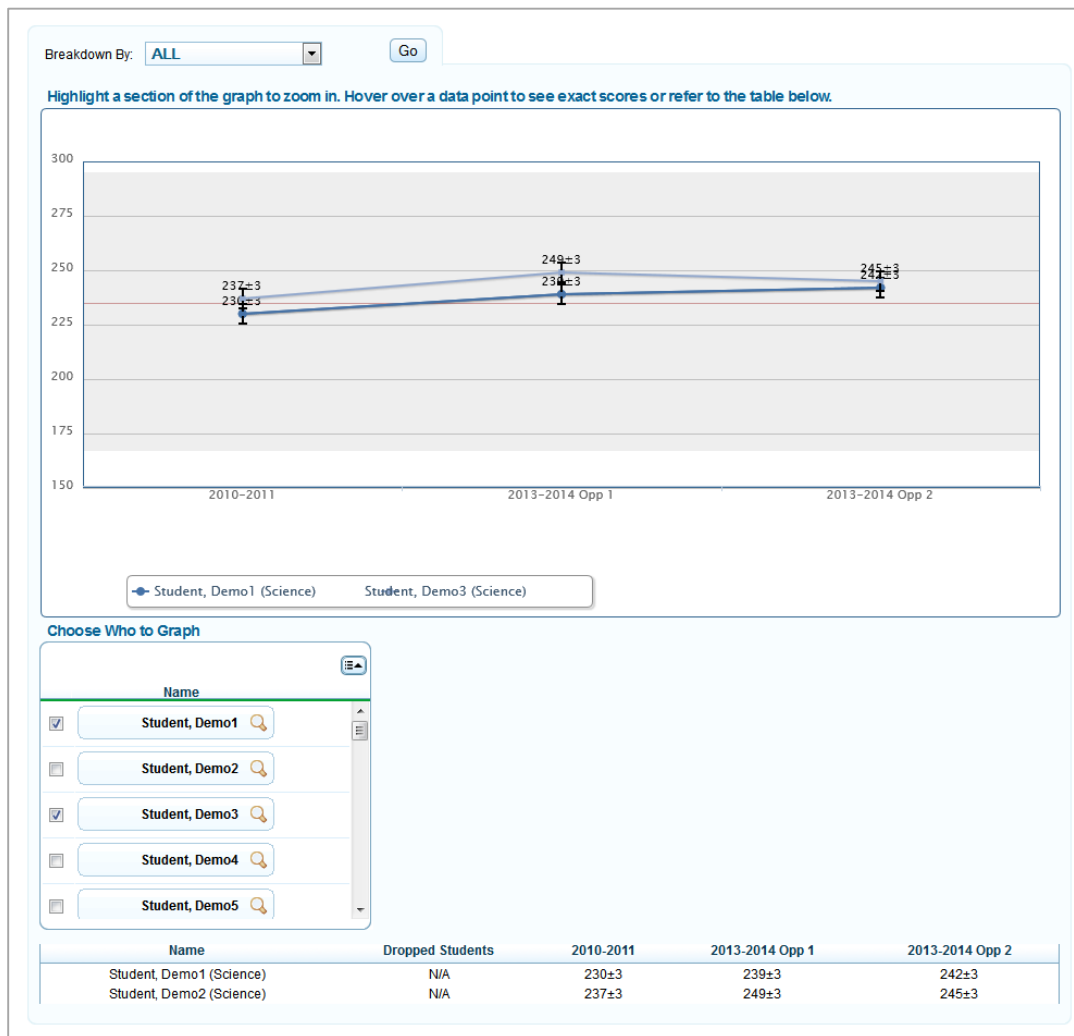
1. On the Roster Trend Report (see [Figure 45](#)), click  next to a roster. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Student**; from the what dimension, select the required content type.
3. Click **View**.

Figure 46. Sample Student Listing Trend Report



Section V. Viewing Test Management Center Participation Reports

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, view summary statistics, retrieve student results, check test completion rates by institution, grade, subject, and opportunity, and generate a test status report that includes all tests for which a student is eligible.

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

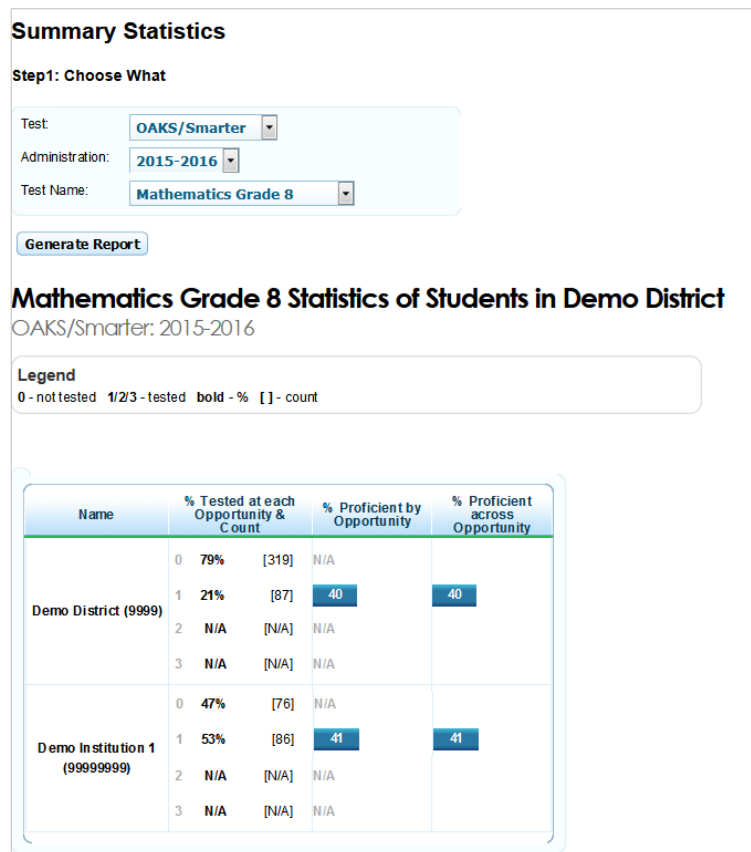
Generating a Summary Statistics Report

The Summary Statistics report displays the statistics for students who have tested at each opportunity for a selected test category, administration, and test name.

To generate a summary report:

1. From the *Test Management Center* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see [Figure 47](#)).

Figure 47: Summary Statistics Page



2. From the *Test*, *Administration*, and *Test Name* drop-down lists, select the parameters for your report.

3. Click **Generate Report**.



Note: Reminder about online test opportunities:

All online tests display a maximum three opportunities.

- Smarter Balanced Summative supports only one test opportunity per student; N/A will be displayed for opportunities 2 and 3.
- OAKS Online Science and Social Sciences support multiple test opportunities per student; for these assessments:
 - N/A will be displayed for eligible opportunities with no completed tests. (That is, no students in the selected district and/or institution have completed the test opportunity for the selected test.)
 - For grades 3–8 subject tests, which support only two test opportunities per student, N/A will be displayed next to opportunity 3.
 - For OAKS Online Social Sciences, which supports only two test opportunities per student, N/A will be displayed next to opportunity 3.

[Table 12](#) describes the columns available in the **Summary Statistics** page.

Table 12: Summary Statistics Column Descriptions

Data Column*	Description
% Tested at each opportunity and count 0—the % of students whose tests have not yet reached “Reported” status. (This includes students who have not started the test opportunity.) 1—completed (reported) first opportunity 2—completed (reported) second opportunity 3—completed (reported) third opportunity	For tests that support multiple test opportunities (OAKS Online Science and Social Sciences), this section displays the percent of students whose tests are in “reported” status for the corresponding opportunity. For example, the value next to opportunity number “2” indicates the percent of students whose tests are in “reported” status for the second opportunity.
[#]—Student count	The student count column shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.
% Proficient by Opportunity	This column displays the percent of students who have met (or exceeded) proficiency in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.

Data Column*	Description
% Proficient across Opportunity	This column displays the total percent of students who have met (or exceeded) proficiency in any of the available opportunities in the testing window. This calculation is based on the number of tests that have been completed and scored.

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

Retrieving Student Results

You can download student data for a selected test window by district, institution, personnel, or roster. The data includes students' personal information, including enrolled institution and district and grade level, and the selected test scores and content standard scores (if applicable). You can also generate PDFs of Individual Student Reports in a Zip file from the **Retrieve Student Results** page.



Note: The feature of generating PDFs of Individual Student Reports in a Zip file will be available only after the Smarter Summative scores are released.

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

1. From the *Test Management Center* drop-down list, select **Retrieve Student Results**. The **Retrieve Student Results** page appears.

Figure 48: Retrieve Student Results Page

Retrieve Student Results & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

Step 1: Choose What

Report Type: Student Data

Test: OAKS/Smarter Date Range

Administration: 2015-2016

Tested Grade: All Grades

Download Format: Excel

Filter By: ALL

Download Roster

Step 2: Choose Who

District: Demo District (9999)

Institution: ALL

My Inbox

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

Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo District (9999)	Student Data	District	OAKS/Smarter	2014-2015	Grade 8	12/4/2015 11:32 AM	Download
Demo District (9999)	Student Data	District	OAKS/Smarter	2015-2016	All	12/4/2015 11:31 AM	Download

2. Select the parameters for your file. For more information about how to select parameters, see [Selecting Data File Parameters](#).
3. Click **Download Roster**. A confirmation message appears to inform you that your request has been queued and that you will be informed via e-mail once the file is ready.
4. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

Selecting Data File Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Report Type* drop-down list, select a report (e.g., Student Data, PDF of Individual Student Reports).
2. From the *Test* drop-down list, select a test category. The available tests are OAKS/Smarter and ELPA21/ELPA.
3. From the *Administration* drop-down list, select an administration.
4. *Optional:* From the *Tested Grade* drop-down list, select the grade or grade band for which you want to generate the report. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a Zip file.
5. *Optional:* Select a date range for when students were tested. To specify a date range, click **Date Range** and select the start and end dates from the pop-up calendar.
6. From the *Download Format* drop-down list, select a download file format. This is only applicable for student data files. The default is an Excel (.xls) spreadsheet file.
7. *Optional:* From the *Filter By* drop-down list, select a specific demographic subgroup or cross-section. You may also select **All**, which is the default.
 - If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, institution, and personnel should be included in the report. For most users, the district or institution you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and institution-users with access to multiple districts or institutions will need to select a district or institution.

1. From the *District* drop-down list, select a district if applicable.
2. From the *Institution* drop-down list, select an institution if applicable. The drop-down list displays all the institutions with which you are associated. You can also select **All** to generate a report that includes all your institutions.
3. *Optional:* If an institution was selected, from the *Personnel* drop-down list, choose a person. The default is set to **All** and includes all personnel associated with the institution.
4. *Optional:* If a person was selected, from the *Roster* drop-down list, choose a roster. The default is set to **All** and includes all rosters associated with the selected person.

Accessing Student Data Files and PDF Reports from the Inbox

The Inbox lists the student data files and PDFs that you generated from the **Retrieve Student Results** page (see About the PDF of Individual Student Reports) as well as the PDF files of individual student reports that you generated from the **Student Listing Report** page (see About the Student Listing Report).

The files in the Inbox are listed in the order in which they were generated or uploaded. Custom-generated reports and files are available for 30 days.

To access the Inbox:

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

Figure 49. Inbox

My Inbox							
Your data file(s) will remain available for 30 days.							
Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo Institution 1 (99998888)	Students ISR PDF report	Institution	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 12:25 PM	Download
Demo Institution 2 (99998888)	Students ISR PDF Zip report	Institution	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 12:25 PM	Download
Demo District (9999)	Student Data	District	OAKS/Smarter	2015-2016	Grade 8	12/4/2015 11:32 AM	Download
Demo District (9999)	Student Data	District	OAKS/Smarter	2015-2016	All	12/4/2015 11:31 AM	Download

To download a particular file:

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

About the PDF of Individual Student Reports

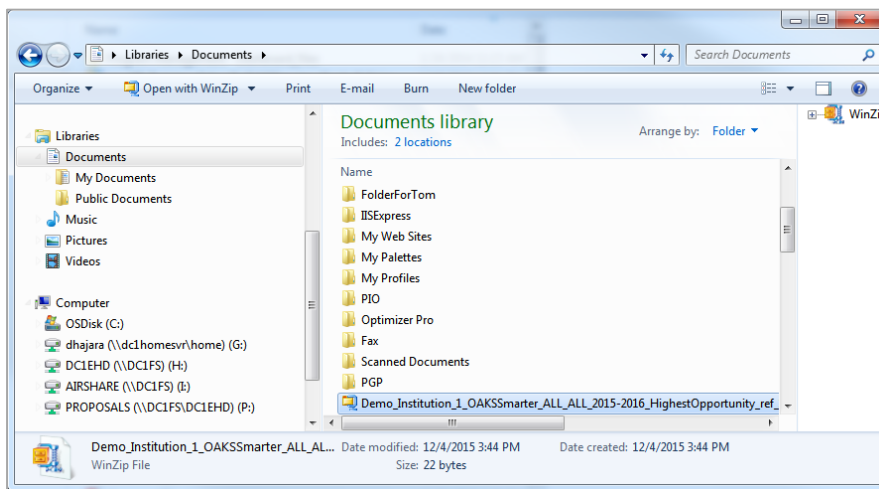
The PDF of Individual Student Reports option on the **Retrieve Student Results** page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected institution. It also includes a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file.



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

You can unzip the file (see [Figure 50](#)) after you have downloaded the file on your computer.

Figure 50. Zip File of PDFs of Individual Student Reports



The Zip file also contains a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file as shown in [Figure 51](#).

Figure 51. Mainfest File with PDF References

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Unzip Options

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Editing

Delete

Rename

New Folder

Name	Type	Modified	Size	Ratio	Packed	Path
9999999503_OAKSSmarter_High_School_Mathematics...	Adobe Acrob...	12/4/2015 3:41 PM	27,200	38%	16,788	
9999999519_OAKSSmarter_High_School_Mathematics...	Adobe Acrob...	12/4/2015 3:41 PM	23,086	30%	16,204	
9999999525_OAKSSmarter_High_School_Mathematics...	Adobe Acrob...	12/4/2015 3:41 PM	23,093	30%	16,206	
9999999527_OAKSSmarter_High_School_Mathematics...	Adobe Acrob...	12/4/2015 3:41 PM	23,090	30%	16,195	
DemoDistrict_OAKSSmarter_2015-2016.csv	Microsoft Ex...	12/4/2015 3:41 PM	247,559	95%	12,702	

	A	B	C	D	E	F	G	H	I
1	SSID	Test	Administration	FileName					
2	9999999001	OAKSSmarter_High_2015-2016		9999999503_OAKSSmarter_High_School_Mathematics_2015-2016					
3	9999999519	OAKSSmarter_High_2015-2016		9999999519_OAKSSmarter_High_School_Mathematics_2015-2016					
4	9999999525	OAKSSmarter_High_2015-2016		9999999525_OAKSSmarter_High_School_Mathematics_2015-2016					
5	9999999527	OAKSSmarter_High_2015-2016		9999999527_OAKSSmarter_High_School_Mathematics_2015-2016					

Generating a Plan and Manage Testing Report

You can generate customized participation reports showing your students' testing activity. You can determine which students have completed testing and which students have yet to begin or complete a test opportunity.

To generate a plan and manage testing report:

1. From the *Test Management Center* drop-down list, select **Plan and Manage Testing**. The **Plan and Manage Testing** page appears.

Figure 52: Plan and Manage Testing Page

Plan and Manage Testing

Step 1: Choose What

Test: **OAKS/Smarter**

Administration: **2015-2016**

Test Name: **All**

Enrolled Grade: **All**

Filter By: **ALL**

Step 2: Choose Who

District: **Demo District (9999)**

Institution: **Demo Institution 2 (999999)**

Personnel: **All**

Step 3: Get Specific

☒ students who **have** **completed** **Any** opportunity in the selected administration
☐ students who **have** **completed** **Any** opportunity in the selected administration and **are** proficient.
☐ students whose current opportunity will expire in days.
☐ students on their **Any** opportunity in the selected administration, and have a status of **any**
☐ students whose most recent **SessionID** was **SessionID (optional)** between **12/04/2015** and **12/04/2015**
Note: If no TA or Session ID is specified, date range cannot exceed 15 days
☐ search student(s) by **SSID**: **Enter up to 20 SSID(s) separated by commas**

Generate Report or **Export Report**

2. Select the parameters for your report. For more information about how to select parameters, see [Selecting Plan and Manage Testing Report Parameters](#).
3. Click **Generate Report** to view the report on the page. Alternatively, you can click **Export Report** to open the report in Microsoft Excel.



Note: The displayed information reflects current data as of the time you generated the report. To update the information displayed in your report, you must generate a new report.

Selecting Plan and Manage Testing Report Parameters

Step 1: Choose What

Select the tests, grades, and other variables for which you want to generate a report.

1. From the *Test* drop-down list, select a test category (for example, OAKS/Smarter).
2. From the *Administration* drop-down list, select an administration.
3. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.



Reminder: Smarter Balanced Summative tests are a combination of two separate tests: a Computer-Adaptive Test (CAT) and a Performance Task test. When generating a Plan and Manage Testing report for a Smarter Balanced Summative test, you will need to generate separate reports for the CAT test and the Performance Task test.

4. *Optional*: From the *Enrolled Grade* drop-down list, select the grade for which you want to generate the report. The default is set to **All**.
5. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup or cross-section. The default is set to **All**.
 - If you select a demographic subgroup, a *Values* field is displayed. You can select the required filter criteria from the available options. The *Values* field does not have an **All** option.

Step 2: Choose Who

Select which district, institution, and personnel should be included in the report. For most users, the district or institution you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and institution-users with access to multiple districts or institutions will need to select a district or institution.

1. From the *District* drop-down list, select a district if applicable.
2. From the *Institution* drop-down list, select an institution if applicable. The drop-down list displays all the institutions with which you are associated.
3. *Optional*: If an institution was selected, choose a person from the *Personnel* drop-down list. The default is set to **All** and includes all personnel associated with the institution.

Step 3: Get Specific

Select the report filter option that best matches your needs. Each filter will generate a report containing students whose information matches the parameters you have selected.

To select the parameters in this section:

1. Click the radio button for the row that has the parameters you wish to use.
2. Specify the parameter values for the available parameters.

The different report filter options are listed below. The values in braces {} are the parameter values that are available for selection. The report options and available parameter values may vary depending on the test category selected in Step 1: Choose What.

- **students who {have/have not} {completed/started} the {1st/2nd/3rd/Any} opportunity in the selected administration.** This filter allows you to:
 - determine which students have or have not completed testing.
 - determine which students have or have not started testing.

The report is based only on students who are eligible to take a specific test. For OAKS/Smarter, this includes students in the correct grade or coded to target up to the correct grade.

- **students who {have/have not} {completed/started} the {1st/2nd/3rd/Any} opportunity in the selected administration and {are/are not} proficient.** This filter allows you to
 - determine which students have completed testing and are or are not proficient; or
 - determine which students have or have not started testing.
- **students whose current opportunity will expire in {##} days.** This filter allows you to
 - determine which students who are currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.

students on their {1st/2nd/3rd/Any} opportunity in the selected administration, and have a status of {student test status}. This filter allows you to

- determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, refer to [Table 13](#).
- **students whose most recent {Session ID/TA Name} was _____ between {start date} and {end date}.** This filter allows you to

- search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report:
 - *Optional:* Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the Test Administrator's Session ID or name as applicable.
 - Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.
- **search student(s) by {SSID/Name}: _____.** This filter allows you to
 - search for specific names by their SSIDs or names. To view this report:
 - Specify whether you wish to search by SSID or Name.
 - If you select **SSID**, enter up to 20 SSIDs. If you select **Name**, you must enter the student's first or last name or both exactly as it is spelled on the reports in the ORS. No results will be returned if you enter a partial name or use wildcard characters. An exact match is required.

Table 13: Test Status Definitions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's opportunity has not been completed and cannot be resumed because the test opportunity has expired. (Opportunities expire after 45 calendar days from the date the student started the test, or at the end of the test window.)
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): The student paused his or her test by clicking Pause . The student idled for too long and the test was automatically paused. The Test Administrator stopped the session. The Test Administrator paused the individual student's test. The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test has been submitted to the reporting system.

Status	Definitions
Rescored	The test opportunity was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test for scoring. (A test with a “review” status is not considered complete.)
Scored	The test will display a scored status, followed by the student’s score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the Online Reporting System.
Suspended	The student is awaiting TA approval to resume a test opportunity.

Understanding Your Participation Report

The plan and manage testing report displays data based on your selected parameters. Each report includes a list of all students who meet your selected parameters. If no students are listed, then no students matched your report criteria.

Students may be listed multiple times since each opportunity is counted as a single record. For example, if a student has taken two assessments so far, that student’s name will appear twice if both records meet your report parameters.

You can generate the following two types of reports from the ***Plan and Manage Testing*** page:

- [Online Testing Progress Report](#)
- [TA Report](#)

Online Testing Progress Report

The Online Testing Progress Report is generated when you select any of the first four radio buttons or the last radio button in Step 3: Get Specific section of the ***Plan and Manage Testing*** page.

Figure 53: Online Testing Progress Report

Plan and Manage Testing

Institution: AIR Training School 2 (99999998)
Test: OAKS/Smarter
Test Name: All
Administration: 2015-2016
Filter By: ALL
Filter: students who have completed Any opportunity.

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language	Op
Stark, Polly	999999901	08		Y	Grade 8 Science	ENU	

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Features of the Online Testing Progress Report

The features of the Online Testing Progress Report are as follows:

- The search results table consists of 18 columns. To view all the data, you will need to use the horizontal scroll bar at the bottom of the report. The constituent columns are described in [Table 14](#).
- Similar to score reports, you can show or hide columns in the table. For more information, see [Showing and Hiding a Report's Columns](#)
- You can also sort data in ascending or descending order for all the columns. For more information, see [Sorting Data in a Report](#).
- The Online Testing Progress Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of these tools, see [General Tools](#).
- You can return to the **Plan and Manage Testing** page by clicking **Back** at the bottom of the report.

Table 14. Participation Report Column Attribute Definitions

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's eight-digit State Student Identification Number.
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subject(s) the student is restricted (blocked) from taking tests in.
Current LEP	Indicates whether the student has the Limited English Proficiency flag set to YES in TIDE. This indicator is used to identify eligibility for ELPA21/ELPA tests.
Test	Test name for this student record (e.g., Grade 8 Science).

Attribute	Description
Language	The language setting that was assigned to the student (English or Spanish).
Opportunity	The opportunity number for that student's specific record. <i>Note: The number of test opportunities varies by subject and grade.</i>
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The test session most recently associated with that test opportunity.
Status	The status for that specific opportunity (see Table 13 for status definitions).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three "Restarts"). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 30 minutes after the third pause, then this column will show 2 Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test and return to the test item he or she was on. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any of his or her previous answers.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity/record. A "completed" test can still have activity (as it goes through the QA and reporting process).
Expiration Date	The date the test opportunity expires.

TA Report

The TA Report is generated if you select the fifth radio button in Step 3: Get Specific section of the **Plan and Manage Testing** page. The TA Report provides information about the test sessions that match the specified parameters, the name of the Test Administrator for the sessions, and the number of students associated with each of those sessions.

Figure 54. TA Report

Plan and Manage Testing

Institution: Demo Institution 2 (99999998)
 Test: OAKS/Smarter
 Test Name: All
 Administration: 2015-2016
 Filter By: ALL
 Filter: students whose most recent TA Name was 'Teacher A' between 11/03/2015 and 11/20/2015

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session
Teacher A	Teacher-132.1	1	1

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Features of the TA Report

The features of the TA Report are as follows:



- The search results table consists of 4 columns. The constituent columns are described in [Table 15](#).
- You can generate or export the Online Testing Progress Report for the selected TA and session. For more information, see [Table 16](#).
- Similar to the Online Testing Progress Report, you can show or hide columns in the table. For more information, see [Showing and Hiding a Report's Columns](#).
- You can also sort data displayed in the columns in ascending or descending order. For more information, see [Sorting Data in a Report](#).
- The TA Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of the tools, see [General Tools](#).

Table 15. TA Report Columns

Column	Description
Test Administrator Name	Test Administrator's name (first name, last name).
Session ID	The session ID to which the tests are linked.

Column	Description
# of Students in Session	The number of students testing or tested in the specified session.
# of Test IDs in Session	The number of test IDs that have been generated for the session.

Table 16. TA Report Icons

Icon	Description
	Enables you to generate the Online Testing Progress Report for the selected TA and session. For information about the Online Testing Progress Report, refer to Online Testing Progress Report .
	Enables you to export the Online Testing Progress Report for the selected TA and session.

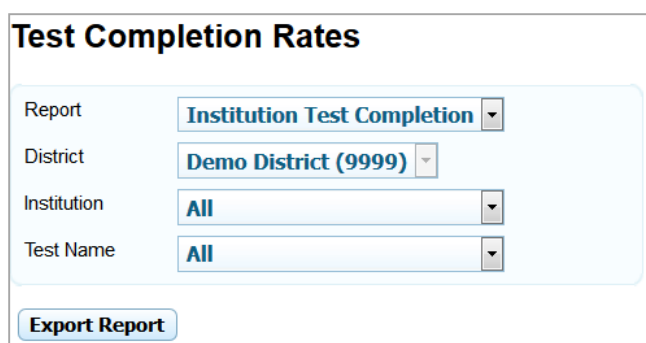
Generating a Test Completion Rates Report

District- and institution-users can create an Excel spreadsheet file showing the number of students who have completed each test. District-level users can create a file either for a specific institution or for the whole district. You can also generate this report for all tests or for one specific test. These files can be viewed in Excel or uploaded into most data analysis programs. See [Table 17](#) for descriptions of the columns in the file.

To generate a test completion rates report:

1. From the *Test Management Center* drop-down list, select **Test Completion Rates**. The **Test Completion Rates** page appears.

Figure 55. Test Completion Rates Page



The screenshot shows a web form titled "Test Completion Rates". It contains four dropdown menus arranged vertically. The first dropdown is labeled "Report" and has "Institution Test Completion" selected. The second is labeled "District" and has "Demo District (9999)" selected. The third is labeled "Institution" and has "All" selected. The fourth is labeled "Test Name" and has "All" selected. Below these dropdowns is a button labeled "Export Report".

2. Select the parameters for your report. For more information about how to select parameters, see [Selecting Test Completion Rates Report Parameters](#).
3. Click **Export Report**. A pop-up window appears.
4. Specify whether you want to open or save the Test Completion Rates Report.

Selecting Test Completion Rates Report Parameters

Select the variables for generating your report.

1. From the *Report* drop-down list, select the report that you wish to generate. The reports available to you are determined by your user role. When you select a report, additional fields are displayed on the page based on your selection.
2. From the *District* drop-down list, select the required district. This is only applicable if you are associated with more than one district. You can select a particular district or all the districts that you are associated with.
3. *Optional:* From the *Institution* drop-down list, select the required institution. This is only applicable if you are associated with more than one institution. You can select a particular institution or all the institutions that you are associated with.

4. *Optional:* From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.

Figure 56: Sample Test Completion Rates Report for All Schools in AIR Training District

	A	B	C	D	E	F	G	H	I	J
1	Date	TestName	DistrictNAME	DistrictID	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2	11/19/2014 10:32	G4-5 ELPA	AIR Training District	9999	1	1	0	0	0.00%	0.00%
3	11/19/2014 10:32	G5 OAKS SCIENCE	AIR Training District	9999	1	1	0	0	0.00%	0.00%
4	11/19/2014 10:32	G5 OAKS SOCIAL SCIENCES	AIR Training District	9999	1	1	1	1	100.00%	100.00%
5	11/19/2014 10:32	G6-8 ELPA	AIR Training District	9999	1	4	0	0	0.00%	0.00%
6	11/19/2014 10:32	G8 OAKS SCIENCE	AIR Training District	9999	1	1	0	0	0.00%	0.00%
7	11/19/2014 10:32	G8 OAKS SOCIAL SCIENCES	AIR Training District	9999	1	1	0	0	0.00%	0.00%
8	11/19/2014 10:32	GK-1 ELPA	AIR Training District	9999	1	1	0	0	0.00%	0.00%
9	11/19/2014 10:32	G12 MATH RETEST	AIR Training District	9999	1	5	0	0	0.00%	0.00%
10	11/19/2014 10:32	G12 RDG RETEST	AIR Training District	9999	1	5	0	0	0.00%	0.00%
11	11/19/2014 10:32	G12 WRI RETEST	AIR Training District	9999	1	5	0	0	0.00%	0.00%
12	11/19/2014 10:32	G2-3 ELPA	AIR Training District	9999	1	35	1	0	2.86%	0.00%
13	11/19/2014 10:32	G4-5 ELPA	AIR Training District	9999	1	10	0	0	0.00%	0.00%
14	11/19/2014 10:32	G5 OAKS SCIENCE	AIR Training District	9999	1	10	1	1	10.00%	10.00%
15	11/19/2014 10:32	G5 OAKS SOCIAL SCIENCES	AIR Training District	9999	1	12	2	1	16.67%	8.33%
16	11/19/2014 10:32	G6-8 ELPA	AIR Training District	9999	1	13	0	0	0.00%	0.00%
17	11/19/2014 10:32	G8 OAKS SCIENCE	AIR Training District	9999	1	5	0	0	0.00%	0.00%
18	11/19/2014 10:32	G8 OAKS SOCIAL SCIENCES	AIR Training District	9999	1	8	0	0	0.00%	0.00%
19	11/19/2014 10:32	G9-12 ELPA	AIR Training District	9999	1	5	1	0	20.00%	0.00%
20	11/19/2014 10:32	GK-1 ELPA	AIR Training District	9999	1	7	1	0	14.29%	0.00%
21	11/19/2014 10:32	HS OAKS SCIENCE	AIR Training District	9999	1	17	3	2	17.65%	11.76%

Table 17: Test Completion Rates Report Columns

Column	Description
Date	The date and time that the file was generated.
Test Name	The grade, test, and subject that are being reported.
District Name	The name of the reported district.
District ID	The four-digit district identification number.
School Name	The name of the reported institution.
School ID	The four-digit institution identification number.
Opportunity	The test opportunity number that is being reported.
Total Student	The number of students with an active relationship to the institution in TIDE. This may include students with end-dated SSIDs. (Students with end-dated SSIDs are inactive but still associated with the institution in which they were most recently enrolled.)
Total Student Started	The number of students who have started the test.
Total Student Completed	The number of students who have finished the test and submitted it for scoring.
Percent Started	The percent of students who have started the test out of the total number of students with an active relation to the institution in TIDE.
Percent Completed	The percent of students who have completed the test out of the total number of students with an active relation to the institution in TIDE.

Generating a Test Status Report

District and institution-level users can also generate a test status report. The report includes all tests for which a student is eligible. For each listed test, the report provides the student's information, test name, current test status, and the special code assigned, if applicable.

This report works similarly to the Test Completion Rates report. While district users can generate a report for all students in their district, institution-level users can generate a report for all students in their institution.



Note: This report is only available for the Smarter Balanced Summative test category.

To generate a Test Status Report:

1. From the *Test Management Center* drop-down list, select **Test Status Code Report**. The **Test Status Report** page appears.

Figure 57. Test Status Report Page

2. From the *Test* drop-down list, select a test category (e.g., OAKS/Smarter).
3. From the *Administration* drop-down list, select an administration (e.g., 2015-2016).
4. Click either **Generate Report** or **Export Report**. See [Figure 58](#) for an example of the Test Status report. [Table 18](#) describes the Test Status Report columns.



Note: About Exporting Data

- Generating or exporting the report may take time, depending on the amount of data included in the report.
- The report is exported as an Excel file. The file contains several columns including the student's name and SSID.

Figure 58. Test Status Report

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Franklin, Ben	9999999935	Grade 5 ELA CAT	reported	11/20/2015		99999898	Demo Institution 1
Harrison, Shelley	9999999987	Grade 5 Math CAT	reported	11/30/2015		99999898	Demo Institution 1
Mason, Margaret	9999999901	Grade 8 Science	expired 28/50	11/20/2015		99999898	Demo Institution 1

Table 18. Test Status Report Columns

Attribute	Description
Student Name	Student's legal name (Last Name, First Name).
SSID	Student's State Student Identification Number.
Test Name	Test name for this student record (e.g., ELA Grade 3).
Test Status	<p>Test status for the record (e.g., Paused 9/65). A number is displayed after the status if the student has initiated testing and the test has been paused or has expired. If no number is displayed, the student may have either not started the test opportunity or the student has completed the test opportunity and the score has been reported.</p> <ul style="list-style-type: none"> • The numerator is the number of items that the student has responded to. • The denominator is the total number of items on the test.
Date Started	The date when the first test item was presented to the student.
Special Code	When applicable, the column lists the special codes applied to a student's test record at the time of testing.
Assigned School ID	The ID number of the institution the student is enrolled in.
Assigned School Name	The name of the institution the student is enrolled in.

Section VI. Working with Rosters of Students

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

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

This feature is accessible at all times except when the Test Information Distribution Engine (TIDE) system is unavailable as a result of scheduled maintenance.

Adding a New Roster

You can create rosters of students associated with your institution or district. Students can be included in multiple rosters. Personnel cannot create rosters for other personnel.

Rosters may also include students from different grades. However, the score reports display data only for a single subject and grade at one time. If a roster includes students from multiple grades, you will only see scores of those students in the roster who have taken the test you selected on the **Home Page Dashboard** page. For example, if a roster includes students from grades 5 and 8, and you select a Grade 5 Science test, you will see data only for the students who tested in grade 5.

To add a roster:

1. From the banner (see [Figure 6](#)), click **Manage Rosters**. The **Manage Rosters** pop-up window appears (see [Figure 59](#)).

Figure 59. Manage Rosters Pop-up Window

Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the Year drop-down list, select a school year for the roster.
2. From the District and School drop-down lists, select a district and school.
3. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **ADD NEW ROSTER**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
4. Click **Next**.

* State : 000000 - State of Oregon

* District : 9999 - Demo District

* Institution : 99999999 - Demo Institution 1

* Roster : - Select a roster -

2. From the *District* drop-down list, select your district. The drop-down list will only display the districts you are associated with. ORS pre-selects the district for most users.
3. From the *Institution* drop-down list, select your institution. The drop-down list will only display the institutions you are associated with. ORS pre-selects the institution for most users.
4. From the **Roster** drop-down list, select **ADD NEW ROSTER**.
5. Click **Next**. The Manage Rosters: Roster Settings pop-up window appears.

Figure 60. Manage Rosters: Roster Settings Pop-up Window

Manage Rosters

Use this page to add or modify an existing roster.

1. To add or change the roster's name, enter the new name in the **Roster Name** field.
2. To add or change the roster's teacher, select the new teacher from the **Teacher Name** drop-down list.
3. To add students to the roster, do the following:
 - a. In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the **Available Students** list.
 - b. Select one or more of the students, and click **Move In**.
4. To remove students from the roster, do the following:
 - a. In the **Students in This Roster** list, select the students you want to remove.
 - b. Click **Move Out**.
5. Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

Roster Name: **Teacher Name:** - Select A Teacher -

Select Grade

☐ Grade 01 ☐ Grade 02 ☐ Grade 03 ☐ Grade 04 ☐ Grade 05 ☐ Grade 06 ☐ Grade 07
☐ Grade 08 ☐ Grade 09 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12 ☐ Grade K-G

Number of selected students :
Number of available students :
Available Students

Number of selected students :
Number of students in roster :
Students in This Roster

Move In >>
 << Move Out

6. In the *Roster Name* field, enter a name for the roster. The roster name must be between five and 100 characters.
7. From the *Teacher Name* drop-down list, select a person. The drop-down list only displays personnel who are identified as personnel users within the selected institution.
8. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.
9. From the Available Students list, select the students you want to include in the roster.
 - To select a range of students (inclusive), select the first student and last student you want to include while holding down the **Shift** key. All students between the first and last student selected will be highlighted.

- To select multiple individual students (not in a range), select the first student and then hold down the **Ctrl** key on your keyboard as you select additional students.
10. Click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.
 11. To save the roster, click **Save**.

Viewing a Roster

You can view rosters associated with your district or institution.

To view a roster:

1. From the banner (see [Figure 6](#)), click **Manage Rosters**. The **Manage Rosters** pop-up window appears (see [Figure 59](#)).
2. From the *District* drop-down list, select your district. The drop-down list will only display the districts you are associated with. ORS pre-selects the district for most users.
3. From the *Institution* drop-down list, select your institution. The drop-down list will only display the institutions you are associated with. ORS pre-selects the institution for most users.
4. *Optional:* If you want to view system generated rosters in the *Roster* drop-down list, mark the checkbox for *Show System Defined Rosters*. The checkbox is only displayed if system-defined rosters are available for the institution.
5. From the **Roster** drop-down list, select the roster you want to view. The **Manage Rosters: View Roster** pop-up window appears, showing a list of students in the selected roster and the associated personnel (see [Figure 61](#)).

Figure 61. Manage Rosters: View Roster

Manage Rosters

Use this page to add or modify an existing roster.

- To add or change the roster's name, enter the new name in the **Roster Name** field.
- To add or change the roster's teacher, select the new teacher from the **Teacher Name** drop-down list.
- To add students to the roster, do the following:
 - In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the **Available Students** list.
 - Select one or more of the students, and click **Move In**.
- To remove students from the roster, do the following:
 - In the **Students in This Roster** list, select the students you want to remove.
 - Click **Move Out**.
- Click **Save**.

To delete a roster, click **Delete**, and then click OK in the confirmation message.

Print

Roster Name: BBRoster-OR0222 Teacher Name: Teacher A

Select Grade

☐ Grade 01
 ☐ Grade 02
 ☒ Grade 03
 ☐ Grade 04
 ☐ Grade 05
 ☐ Grade 06
 ☐ Grade 07
☐ Grade 08
 ☐ Grade 09
 ☐ Grade 10
 ☐ Grade 11
 ☐ Grade 12
 ☐ Grade KG

Number of selected students : Number of available students : 2

Available Students ((Enrolled Grade))[Last Name][First Name][Reporting ID]
 [03][Black][Jason][9999999876]
 [03][Stark][Polly][9998975467]

Move In >> **<< Move Out**

Number of selected students : Number of students in roster : 2

Students in This Roster ((Enrolled Grade))[Last Name][First Name][Reporting ID]
 [03][Bell][Margaret][9999945784]
 [03][Reyes][Mariela][9999456324]

Save **Delete** **Back**

Modifying a Roster

You can modify existing rosters by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

- View the roster that you want to modify. For information about how to view rosters, refer to [Viewing a Roster](#).
- From the **Manage Rosters: View Roster** pop-up window (see [Figure 61](#)), change the roster's name and associated personnel as required.
- To add students to the roster, do the following:
 - Mark the checkbox for the appropriate grade. The students associated with the grade appear in the **Available Students** list.
 - From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
- To remove students from the roster, do the following:
 - From the **Students in this Roster** list, select the students you want to remove.
 - Click **<< Move Out**.
- Click **Save**.

Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from Test Information Delivery System (TIDE) and Learning Point Navigator (LPN) as well.

To delete a roster:

1. View the roster that you want to delete. For information about how to view rosters, refer to [Viewing a Roster](#).
2. From the **Manage Rosters: View Roster** pop-up window (see [Figure 61](#)), click **Delete**. A pop-up message appears to verify that you want to delete the roster.
3. To delete the roster, click **OK**.

Printing a Roster

You can print a roster.

To print a roster:

1. View the roster that you want to print. For information about how to view rosters, refer to [Viewing a Roster](#).

2. From the **Manage Rosters: View Roster** pop-up window (see [Figure 61](#)), click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 62. Printer-Friendly Version of a Roster

Print

School ID: 99-999

School Name: DEMO SCHOOL 1

Teacher Name: Demo, TE

Roster Name: AAIRRoster03

Student Last Name	Student First Name	Student Identifier (SSID)
Anderson	Amy	9849367
Hall	Tyler	9999997
Martin	Jennifer	9999990
Walker	Thomas	9999991

Section VII. Searching for Specific Students Score Reports

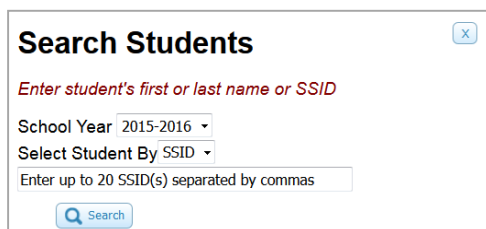
The ORS includes a feature to search for students by SSID, first name, or last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or institution. This feature searches for score report results for students, not their test statuses for the current test window.

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

To search for students:

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

Figure 63. Student Search Pop-up Window



2. From the *School Year* drop-down list, select the school year you want to limit your search to.
3. Enter the appropriate search criteria:
 - 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 (e.g., 9999999005, 9999999007).
 - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided. No results will be returned if you search on a partial name or use a wildcard character in your search. The name you enter must exactly match the students' official name as listed in the ORS.
4. Click **Search**. If the search results is a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 64](#)).

Understanding Student Search Results and Selecting a Test

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

Figure 64. Student Search Results Page

Student Search Results					
	Last Name ^	First Name	Date of Birth	SSID	School
-	Demo	Student A	06/11/1989	9999999630	AIR Training School2
	2009-2010	OAKS/Smarter	Grade 5 Science		
	2014-2015	OAKS/Smarter	Grade 8 Science		
				Grade 8 Social Science	
+	Demo	Student B	12/07/1992	9999999629	AIR Training School1

- To view the tests a student has taken, click + in the first column. This will expand the student row.
- To view the student's score results for a test, click the test name button (e.g., Grade 5 Science). The **Individual Student Report** page for the selected test appears.

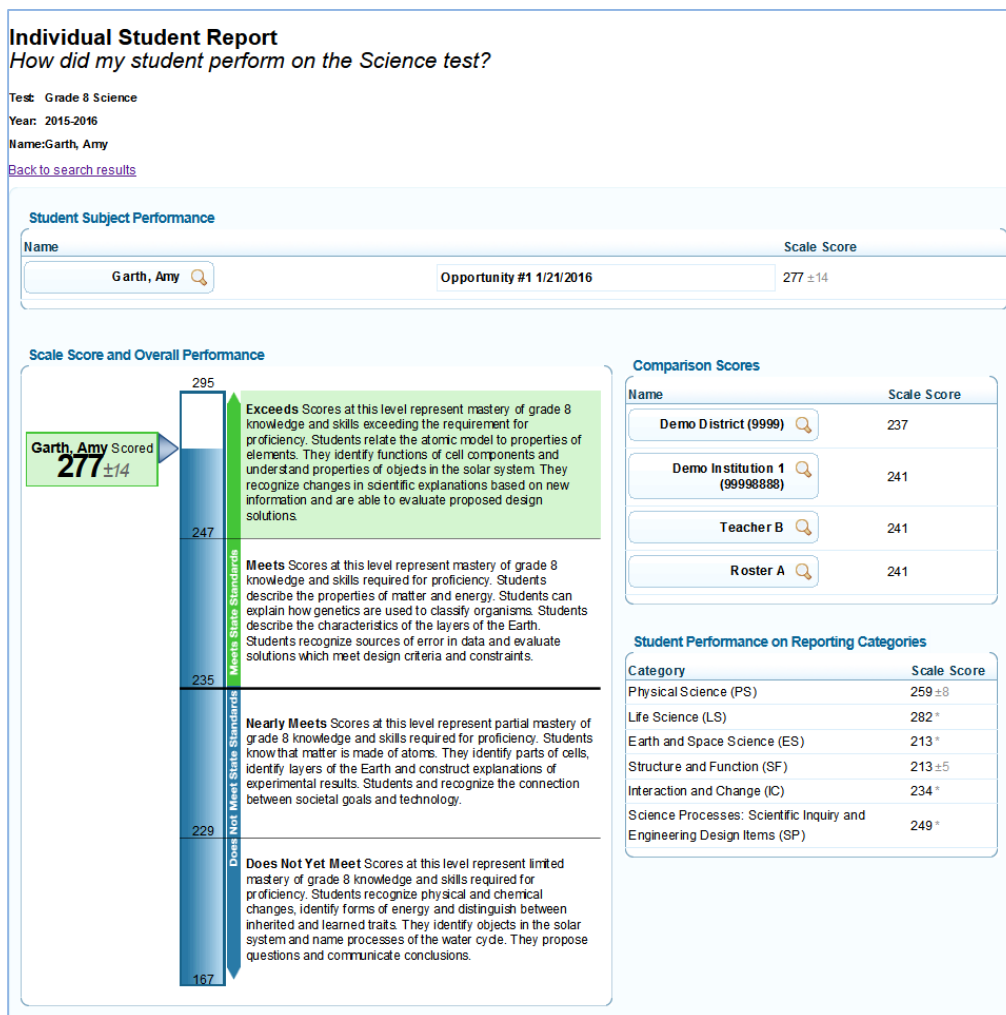
When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student's test that is from a different administration than the one that was selected on the **Home Page Dashboard** page, you will be prompted with a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

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

Viewing a Selected Student's Test Results

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

Figure 65. Score Report for a Selected Student's Test



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