

Online Reporting System User Guide

2016-2017

Revised May 31, 2017

Prepared by the American Institutes for Research®



Table of Contents

Introduction to the User Guide	1
Organization of this User Guide	1
Document Conventions	2
Intended Audience	2
Additional Resources	2
Section I. Overview of the Online Reporting System	4
Understanding User Roles and Permissions	4
Section II. Accessing ORS	6
Logging in to ORS	6
About Usernames and Passwords	7
Switching Between Online Systems	8
Logging out of ORS	8
Section III. Understanding the ORS Interface	9
ORS Welcome Page	9
ORS Banner	10
General Tools	11
Section IV. Viewing Score Reports	12
Overview of Score Reports	12
Accessing Score Reports	14
Selecting the Test and Administration	15
Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports	16
Understanding the Score Report Layout and Features	18
Navigating between Score Reports using the Exploration Menu	19
Understanding the Exploration Menu Options	20
Understanding Score Reports Dimensions	21
Viewing Scores based on Demographic Subgroup	21
Showing and Hiding a Report's Columns	23
Sorting Data in a Report	23
Showing and Hiding Comparison Data	23
Viewing Subject Detail Score Reports	25
Viewing School Listing Report	26
Viewing Teacher Listing Report	27
Viewing Roster Listing Report	28
Viewing Student Listing Report	29

Viewing Individual Student Report	31
Viewing Reporting Categories Report	34
Viewing Item Level Reports	37
Viewing Trend Reports	40
Understanding Trend Report Features	41
Choose Who to Graph	41
Viewing Data by Demographic Subgroup	41
Dimensions	42
Dropped Students	42
Hiding Trend Lines	42
Zoom Feature.....	43
Viewing District Trend Report.....	44
Viewing Teacher Trend Report	45
Viewing Roster Trend Report	46
Viewing Student Listing Trend Report.....	47
Section V. Reports & Files	48
Generating a Summary Statistics Report	48
Retrieving Student Results	50
Selecting Data File Parameters.....	51
Accessing Student Data Files and PDF Reports from the Inbox	52
Understanding the PDF of Individual Student Reports Zip File.....	52
Section VI. Working with Rosters of Students.....	54
Adding a New Roster.....	54
Viewing a Roster.....	57
Editing a Roster	57
Deleting a Roster	58
Printing a Roster	59
Section VII. Searching for Specific Students Score Reports	61
Understanding Student Search Results and Selecting a Test	62
Viewing a Selected Student's Test Results	63
Appendix A. Printing Reports in the ORS	64
Appendix B. User Support	69

Table of Figures

Figure 1. Portal.....	6
Figure 2. User Cards on Portal	6
Figure 3. ORS Card on Portal	6
Figure 4. Login Page.....	7
Figure 5. Ohio Online Assessment Systems Drop-Down List	8
Figure 6. Welcome Page.....	9
Figure 7. Ohio Online Assessment Banner.....	10
Figure 8. General Tools	11
Figure 9. Home Page Dashboard Page (Ohio's State Tests).....	14
Figure 10. Home Page Dashboard Aggregation Tables (Ohio's State Tests).....	16
Figure 11. Sample Subject Detail Report.....	17
Figure 12. Exploration Menu	19
Figure 13. Sample Score Report with Breakdown by Gender	22
Figure 14. List of Score Report Columns	23
Figure 15. Sample Score Report with Comparison On.....	24
Figure 16. Sample Score Report with Comparison Off.....	24
Figure 17: Subject Detail Report: School Listing Report	26
Figure 18: Subject Detail Report: Teacher Listing Report	27
Figure 19: Subject Detail Report: Roster Report	28
Figure 20: Subject Detail Report: Student Listing Report	29
Figure 21. Individual Student Report (AASCD).....	31
Figure 22. Individual Student Report (Ohio's State Tests)	32
Figure 23. Sample School Listing Reporting Categories Report	35
Figure 24. Sample Student Listing Reporting Categories Report.....	36
Figure 25. Sample District Level Item Report	38
Figure 26. Sample District Trend Report	41
Figure 27. Sample Trend Line Box	42
Figure 28. Sample District Trend Report	44
Figure 29. Sample Teacher Trend Report	45
Figure 30. Sample Roster Trend Report.....	46
Figure 31. Sample Student Listing Trend Report	47
Figure 32. Summary Statistics Page.....	48
Figure 33. Retrieve Student Results Page.....	50
Figure 34. Inbox	52
Figure 35. Zip File of PDFs of Student Reports	53

Figure 36. Manifest File with PDF References	53
Figure 37 Add Rosters	55
Figure 38. Add/Remove Students to Roster Panel.....	56
Figure 39. View/Edit Roster	57
Figure 40. Printer-Friendly Version of a Roster	60
Figure 41. Student Search Pop-up Window.....	61
Figure 42. Student Search Results Page.....	62
Figure 43. Score Report for a Selected Student's Test	63
Figure 44. Print Tool.....	64
Figure 45. Sample Mozilla Firefox Print Dialog Box	64
Figure 46. Printed Report: Home Page Dashboard Page	65
Figure 47. Print Popup Window	65
Figure 48. Sample Student Listing Page: Printed Report	66
Figure 49. Inbox: PDF Report of ISRs	67
Figure 50. ISR Print Popup Window	67
Figure 51. Sample PDF of ISR	68

List of Tables

Table 1. Key Symbols and Elements	2
Table 2. User Roles and Access in the Online Reporting System.....	4
Table 3. Available Score Reports	12
Table 4. Subject and Grade Selection Fields.....	20
Table 5: Score Reports Dimensions	21
Table 6. Demographic Subgroups	22
Table 7: Subject Detail Report Columns.....	25
Table 8: Report Categories Report Columns.....	34
Table 9. Columns in the District Level Item Report	39
Table 10. Summary Statistics Column Descriptions	49

Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that displays score reports for each student who participates in Ohio's State Tests, Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) or the Ohio English Language Proficiency Assessment (OELPA).

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, reports & file 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 Ohio Online Assessment 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, Reports & Files](#), 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.
- [Appendix A, Printing Reports in the ORS](#), provides detailed instructions on how to print reports in the ORS.
- [Appendix B, User Support](#), provides additional information including Help Desk information.

Document Conventions

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

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding actions that may cause errors.
	Note: This symbol accompanies helpful information or reminders.
Text	Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.
Mono	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics indicates field names.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Tip: This symbol accompanies useful information on how to perform a task.

Intended Audience

This user guide is intended for district and school personnel involved in administering Ohio's State Tests, OELPA and AASCD to students.

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

Additional Resources

The following publications provide additional information:

- For policies and procedures that govern test administration, see each administration-specific *Test Administration Manual*.
- For information about which operating systems and browsers are supported, see the *Online System Requirements* documents.
- For information about student and user management, rosters, participation reports and test status requests, see the *TIDE User Guide*.

- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual*.

The above resources are available on the Ohio Online Assessment systems portal (oh.portal.airast.org). Select the **Ohio's State Tests Portal** card for resources related to the state English language arts, mathematics, science and social studies tests. The Ohio's State Test Portal also includes resources related to the OELPA. Select the **Ohio Alternate Assessment Portal** for resources related to the AASCD tests.

Section I. Overview of the Online Reporting System

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

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

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

Understanding User Roles and Permissions

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

[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 Online Reporting System

Access Level and Roles*	District				School				
	DTC	DA	DRU	EC	BTC	BRU	TE	TA	SR
Score Reports									
School Listing	✓	✓	✓	✓					
Teacher Listing	✓	✓	✓	✓	✓	✓	✓		
Roster Listing	✓	✓	✓	✓	✓	✓	✓		
Student Listing	✓	✓	✓	✓	✓	✓	✓		
Individual Student Score Report	✓	✓	✓	✓	✓	✓	✓		

Access Level and Roles*	District				School				
	DTC	DA	DRU	EC	BTC	BRU	TE	TA	SR
Retrieve Student Results									
Summary Statistics	✓	✓	✓	✓	✓	✓	✓		
Retrieve Student Results	✓	✓	✓	✓	✓	✓			
Manage Rosters	✓	✓	✓		✓	✓	✓		
Search Students	✓	✓	✓		✓	✓	✓		

* DTC–District Test Coordinator; DA–District Administrator; DRU–District Reporting User; EC– EMIS Coordinator; BTC–Building Test Coordinator; BRU–Building Reporting User; TE–Teacher; TA–Test Administrator; SR–Second Rater

Section II. Accessing ORS

This section explains how to log in to ORS, switch between 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 Test Coordinator 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 Ohio Online Assessment systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to ORS:

1. Open a supported Web browser and navigate to the Ohio Assessment Systems Portal
(<http://oh.portal.airast.org>).
2. Select either the Ohio's State Tests Portal or Ohio Alternate Assessment Portal.

Figure 1. Portal



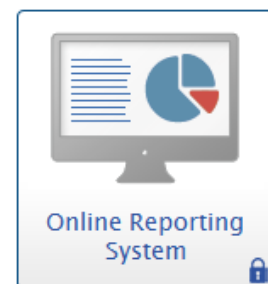
3. Click either the **Teachers/Test Administrators** or **Test Coordinators** card.

Figure 2. User Cards on Portal



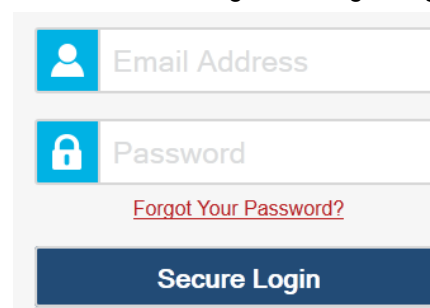
4. Click **Online Reporting System (ORS)**.
The **Login** page appears.

Figure 3. ORS Card on Portal



5. Enter your email address and password.
6. Click **Secure Login**. You will be directed to ORS.

Figure 4. Login Page



The login page features a light gray background. At the top, there is a blue header bar. Below the header, there are two input fields: the first is labeled 'Email Address' with a blue icon of a person, and the second is labeled 'Password' with a blue icon of a padlock. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).



Note: Important Information Regarding Your Passwords

If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a temporary password and a link to log in to Ohio Online Assessment systems. You must log in with your temporary password within 30 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within 30 days of receiving the first password email and activate your account, click **Click here to request one?** link on the **Login** page. The Password Reset page will appear. Enter your email address into the *Email Address* field and then click **Next**. You will receive another email containing a new temporary password. (It may take up to 10 minutes to receive the new email.) You **MUST** log in within 30 days to activate your account.

Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Your Password?** button on the **Login** page and then enter your email address in the *Email Address* field and click **Next**. The **Password Question** page will open displaying the security question you had set up when you first accessed TIDE. Enter the answer to the security question and click **OK**. You will receive another email containing a new temporary password, which also expires in 30 days. (It may take up to 10 minutes to receive the new email.)

Did you not receive an email containing a temporary password?

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

Additional Help

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

Switching Between Online Systems

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

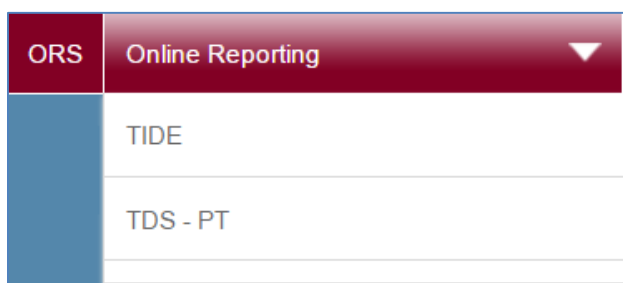


Note: Access to the systems and their features is dependent on your user role. While users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between the Ohio Online Assessment systems:

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

Figure 5. Ohio Online Assessment Systems Drop-Down List



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

Logging out of 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 your session is inactive for 20 minutes.

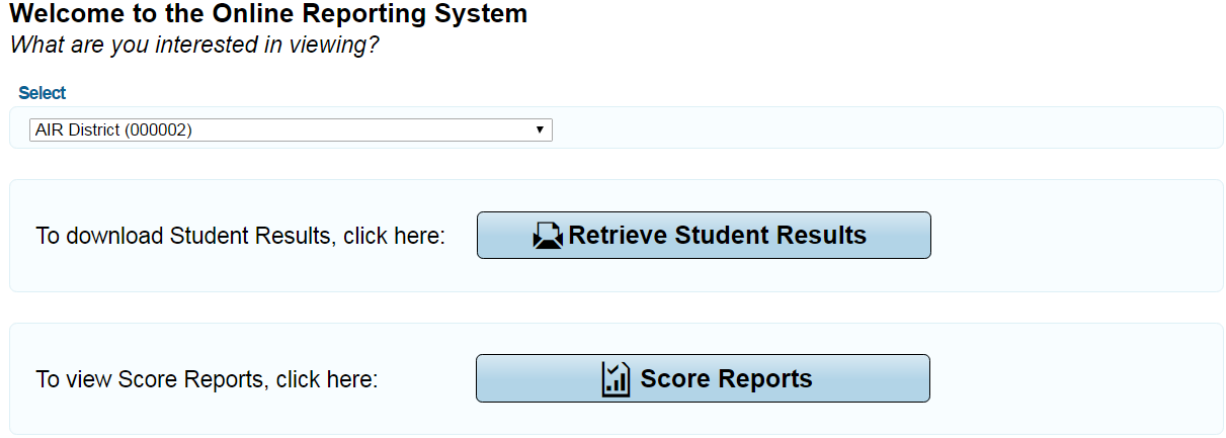
Section III. Understanding the ORS Interface

This section describes ORS's features and layouts.

ORS Welcome Page

When you first log in to ORS, the **Welcome** page appears. From this page you can select how you wish to view results.

Figure 6. Welcome Page



The screenshot shows the 'Welcome to the Online Reporting System' page. It features a heading 'Welcome to the Online Reporting System' followed by the question 'What are you interested in viewing?'. Below this is a 'Select' dropdown menu currently showing 'AIR District (000002)'. There are two main action areas: one for downloading student results with a 'Retrieve Student Results' button, and another for viewing score reports with a 'Score Reports' button. Each button is preceded by a small icon (a document for the first, a bar chart for the second).

To view ORS reports:

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are a district-level user associated with more than one district or a school-level user associated with more than one school. For example, if you are a district-level user with access to multiple districts, you will need to select the district whose reports you want to view.)
2. Do one of the following:
 - To download student results, click **Retrieve Student Results**.
 - To view score reports, click **Score Reports**.

ORS displays the page corresponding to your selection.



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

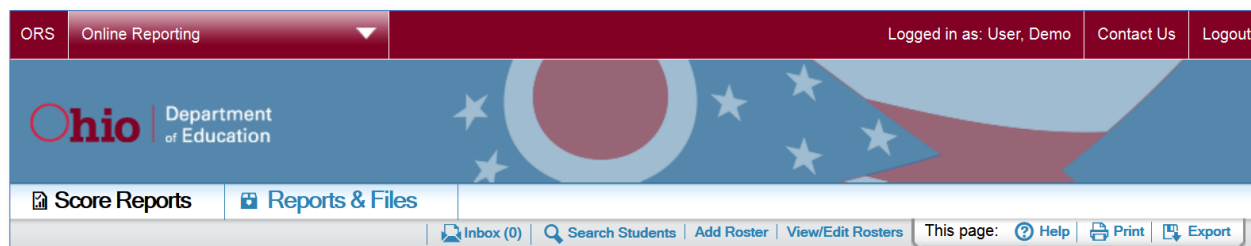
- You are associated with only one entity, and
- You have privileges to view either Score Reports or the Retrieve Student Results Reports, but not both.

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 7. Ohio Online Assessment Banner



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

- **Score Reports** displays the **Home Page Dashboard** page (see [Figure 9](#)). For information about score reports, see [Viewing Score Reports](#).
- The **Reports & Files** drop-down menu provides access to the Retrieve Student Results report options listed below.
 - Summary Statistics
 - Retrieve Student Results
- **Inbox** displays the **Retrieve Student Results** page where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files and PDF Reports from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID or by first or last name and access test results. For information about searching for students, see [Searching for Specific Students Score Reports](#).
- **Manage Rosters** opens a pop-up window where you can create and manage student rosters. For information about rosters, see [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 8. 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, see [Viewing Student Listing Report](#).



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



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

- **Export** 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.

Section IV. Viewing Score Reports

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

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for Ohio's State Tests, OELPA, and the AASCD. 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. ORS data is considered preliminary.

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 Science report for all of a teacher's students by gender. You can also 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	School Level	Teacher Level	Roster Level	Student Level
Home Page Dashboard Summary of performance (to date) across grades and subjects or courses for the current administration.	✓	✓			
Subject Detail Data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
Reporting Category Level Detail Reporting Category percentage at each performance level for a subject within a particular grade or course for the current administration. <i>*Only applies to Ohio's State Tests</i>	✓	✓	✓	✓	
Item Level Summary of performance on each operational item for a specified subject for the current administration. <i>*Only applies to Ohio's State Tests in Mathematics, Science and Social Studies</i>	✓	✓	✓	✓	✓

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Trend Longitudinal comparison of scores for a selected administration (across time).	✓	✓	✓	✓	✓
Student Listing Roster of all students who belong to a school, teacher, or class with their associated subject or course scores for the current administration.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course.					✓

Accessing Score Reports

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

The score data you see are dependent on your role; for example, a building test coordinator only sees that school's aggregate data.

Figure 9. Home Page Dashboard Page (Ohio's State Tests)

Now viewing: Scores for students who were mine when they tested during the selected administration

Select Test and Year

Test: Ohio State Tests

Administration: Spring2016

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

Select

AIR District (000002)

Click on a grade and subject to view more information.

Number of Students Tested and Percent Proficient in AIR District, Spring2016

English Language Arts

Grade	Number of Students Tested	Percent Proficient
Grade 3	5	0%
Grade 4	3	0%
Grade 5	5	0%
Grade 6	3	0%
Grade 7	2	0%
Grade 8	2	0%
English Language Arts I	5	0%
English Language Arts II	4	0%

Mathematics

Grade	Number of Students Tested	Percent Proficient
Grade 3	5	0%
Grade 4	2	0%
Grade 5	2	0%
Grade 6	5	0%
Grade 7	6	0%
Grade 8	7	0%
Algebra I	8	0%
Geometry	8	0%
Integrated Math I	7	0%
Integrated Math II	4	0%

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

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

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

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

Selecting the Test and Administration

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:

3. From the *Test* drop-down list, select an assessment (e.g., AASCD, Ohio's State Tests).
 4. From the *Administration* drop-down list, select an administration (e.g., Spring2017).
 5. Select the appropriate radio button for the category of students whose scores you wish to view.
- **Scores for students who were mine at the end of the selected administration**—Displays scores only for those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration. The aggregate will not include scores of students who have been removed from TIDE.
 - **Scores for my current students**—Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. For example, if a student tests at School A but is currently enrolled at School B, School B will be able to see the student's scores. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. This would include students who moved to your school or district from out of state.
 - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration. For example, if a student tested at School A but transferred to School B, School A will be able to see the student's scores. If a student was active in TIDE when the test was completed, the student's score will be included in the aggregate, even if the student has since been removed from TIDE.

The **Home Page Dashboard** page aggregation tables display scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration. See [Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

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

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

Figure 10. Home Page Dashboard Aggregation Tables (Ohio's State Tests)

Click on a grade and subject to view more information.

Number of Students Tested and Percent of Students Proficient in AIR District, Spring2015		
Science		
Grade	Number of Students Tested	Percent Proficient
Grade 5	86	46%
Grade 8	91	49%
Physical Science	91	42%
Social Studies		
Grade	Number of Students Tested	Percent Proficient
Grade 4	86	54%
Grade 6	93	52%
American History	91	48%
American Government	89	45%

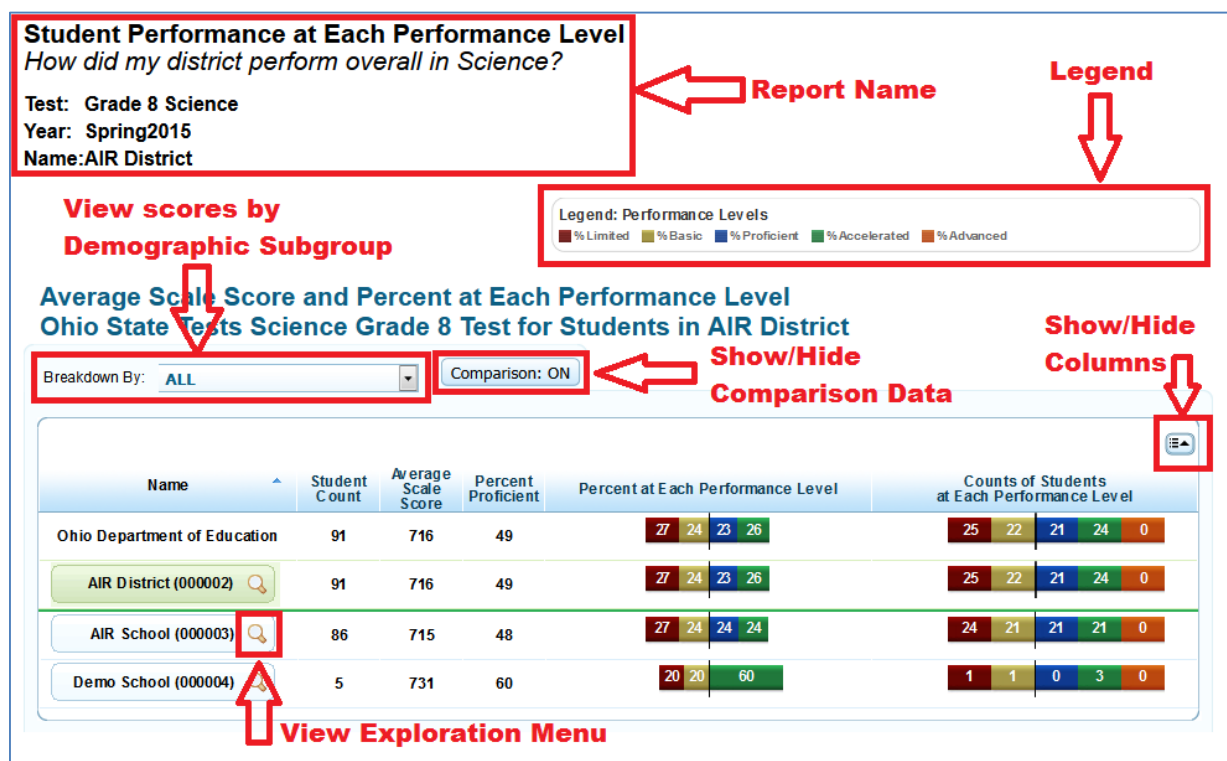
The columns appearing in this report are:

- **Number of Students Tested**—This column displays the number of students to date who have completed their test and have a valid score.
- **Percent Proficient**—This column displays the percentage of students to date who have scored proficient or above on each test. The percentage is a ratio of the number of students that scored proficient or above on the test to the number of students that took the test.

To access detailed score reports for a particular subject:

- From the **Home Page Dashboard** page, click the corresponding grade cell that contains a value from the required subject table. For example, if you want to view the Ohio State Tests subject detail report for Grade 8 Science, click the grade button highlighted in [Figure 10](#). The corresponding Subject Detail Report appears. See [Figure 11](#).

Figure 11. Sample Subject Detail Report



Understanding the Score Report Layout and Features

Most score reports share similar features, which are:

- **Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.
- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.
- **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.)


In addition, score reports allow for:

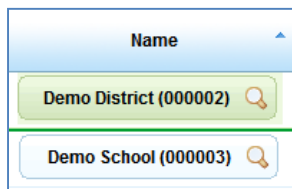
- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores based on Demographic Subgroup](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)

Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu. The Exploration Menu allows users to navigate between reports on the basis of reporting groups, such as school, personnel, roster, or student.

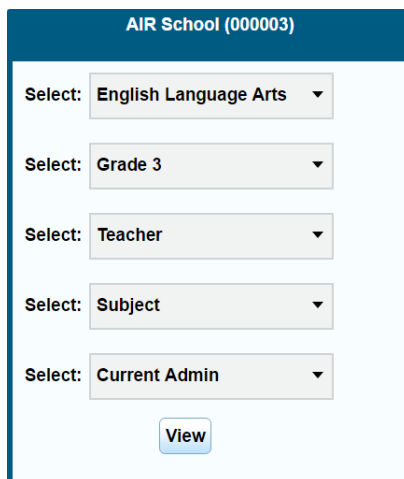
To navigate between score reports:

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



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 the Exploration Menu Options](#).

Figure 12. Exploration Menu

A screenshot of a web form titled 'AIR School (000003)'. It contains five 'Select:' dropdown menus. The first dropdown is 'English Language Arts', the second is 'Grade 3', the third is 'Teacher', the fourth is 'Subject', and the fifth is 'Current Admin'. At the bottom of the form is a 'View' button.

3. Click **View**.

Understanding the Exploration Menu Options

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



Note: The Exploration Menu does not allow you to navigate to a different administration. To view score reports for a different administration, you must return to the **Home Page Dashboard** and select the required administration from the *Test* drop-down list.

Table 4. Subject and Grade Selection Fields

Field	Description
Subject	Displays the subjects available for the selected administration.
Grade	Displays the grades available for the selected administration.

The remaining three drop-down lists on the Exploration Menu let you select the type of score report that you wish to view. For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school, teacher, or roster), content type (e.g., subject or reporting categories), or period of time (e.g., trend, current administration). [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 School Listing, Teacher Listing, Roster Listing, and Student Listing. (For information on these different reports, see [Viewing Subject Detail Score Reports](#). While viewing the School Listing Report, if you open the Exploration Menu from the district level, the only available option in the “who” dimension will be **School** since it is not possible to view aggregates for all the teachers, rosters or students belonging to a district. However, if you open the Exploration Menu from the school level, you will be able to select **Teacher**, **Roster**, or **Student** to navigate to the required aggregation report for the selected school.

Understanding Score Reports Dimensions

For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What and When. This feature allows you to view data that can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school or roster) or period of time (trend). [Table 5](#) describes these dimensions.

Table 5: Score Reports Dimensions

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).	<ul style="list-style-type: none"> School Personnel Roster Student
What	Displays data by reporting categories within the selected subject.	<ul style="list-style-type: none"> Subject Reporting Categories (Ohio's State Tests only) Item Level Reports (Ohio's State Tests only)
When	Displays data as a historical trend (for the subject/content area you are viewing).	<ul style="list-style-type: none"> Trend (Not available for OELPA) Current Admin

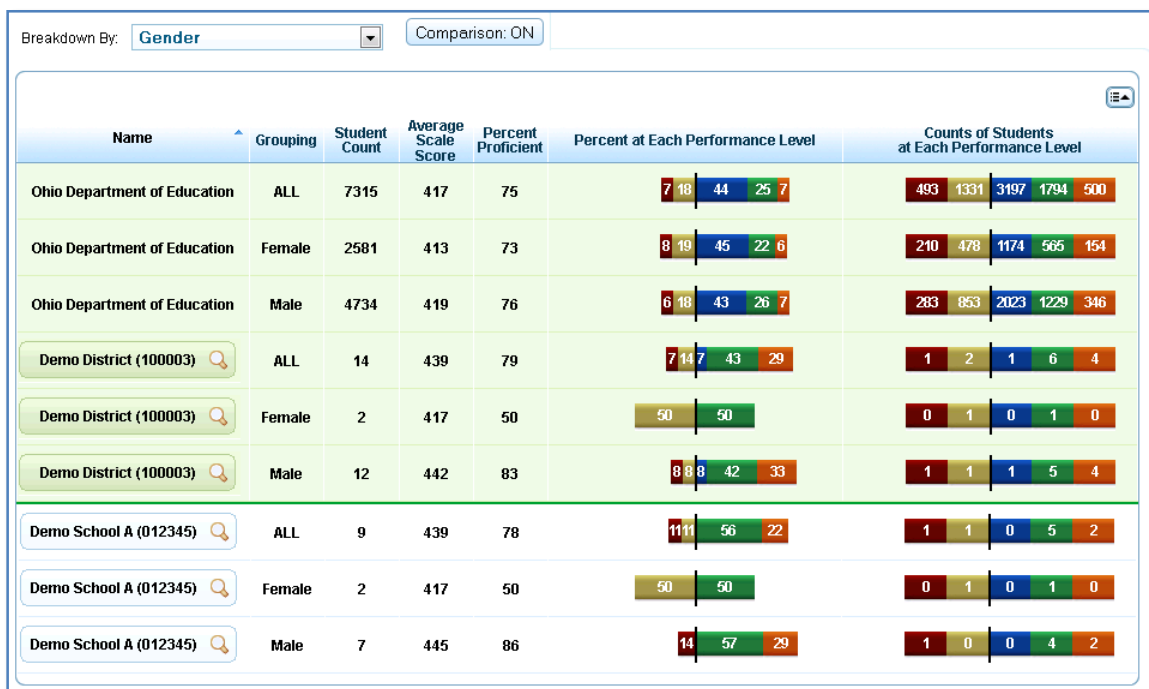
Viewing Scores based on Demographic Subgroup

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

To view score reports by a demographic subgroup:

- From the *Breakdown By* drop-down list, select the required demographic subgroup. See [Table 6](#) for the available subgroups.

Figure 13. Sample Score Report with Breakdown by Gender



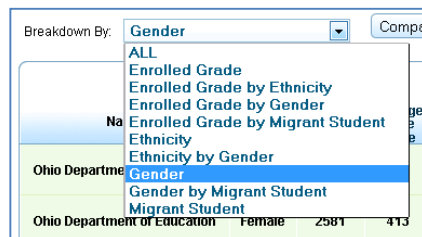
[Table 6](#) lists the available demographic subgroup categories.

Table 6. Demographic Subgroups

Subgroup	Description	Possible Values
Gender	Student's gender.	<ul style="list-style-type: none"> Female Male
Enrolled Grade	Grade in which student is enrolled during the test administration.	<ul style="list-style-type: none"> Kindergarten Grade 01 through Grade 14
Migrant Student	Indicates student's migrant status.	<ul style="list-style-type: none"> Yes No
Ethnicity	Student's ethnicity code.	<ul style="list-style-type: none"> Two or more races American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Asian Hispanic or Latino Black or African American White Other/Unknown

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

The available cross-sections are Enrolled Grade by Ethnicity, Enrolled Grade by Migrant Student, Enrolled Grade by Gender, Ethnicity by Gender, and Gender by Migrant Student.



Showing and Hiding a Report's Columns

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

To show or hide a report's columns:


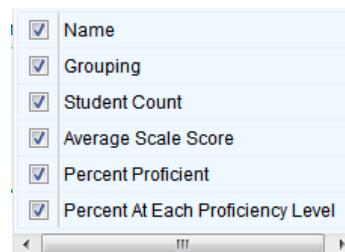
1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view,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

Figure 14. List of Score Report Columns



Sorting Data in a Report

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

To sort the data:

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

Showing and Hiding Comparison Data

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

the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.



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

To show or hide comparison data:

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

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

Figure 15. Sample Score Report with Comparison On

Breakdown By:

ALL

Comparison: ON

Name	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level	Counts of Students at Each Performance Level
Ohio Department of Education	7315	417	75	7 18 44 25 7	493 1331 3197 1794 500
Demo District (043703)	14	439	79	7 14 7 43 29	1 2 1 6 4
Demo School A (031237)	9	439	78	11 11 56 22	1 1 0 5 2
Demo School B (024190)	5	438	80	20 20 20 40	0 1 1 1 2

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

Figure 16. Sample Score Report with Comparison Off

Breakdown By:

ALL

Comparison: OFF

Name	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level	Counts of Students at Each Performance Level
Demo School A (031237)	9	439	78	11115622	11052
Demo School B (024190)	5	438	80	20202040	01112

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

All the Subject Detail Reports display the following columns.

Table 7: Subject Detail Report Columns

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

The different subject detail reports are discussed in the following sections.

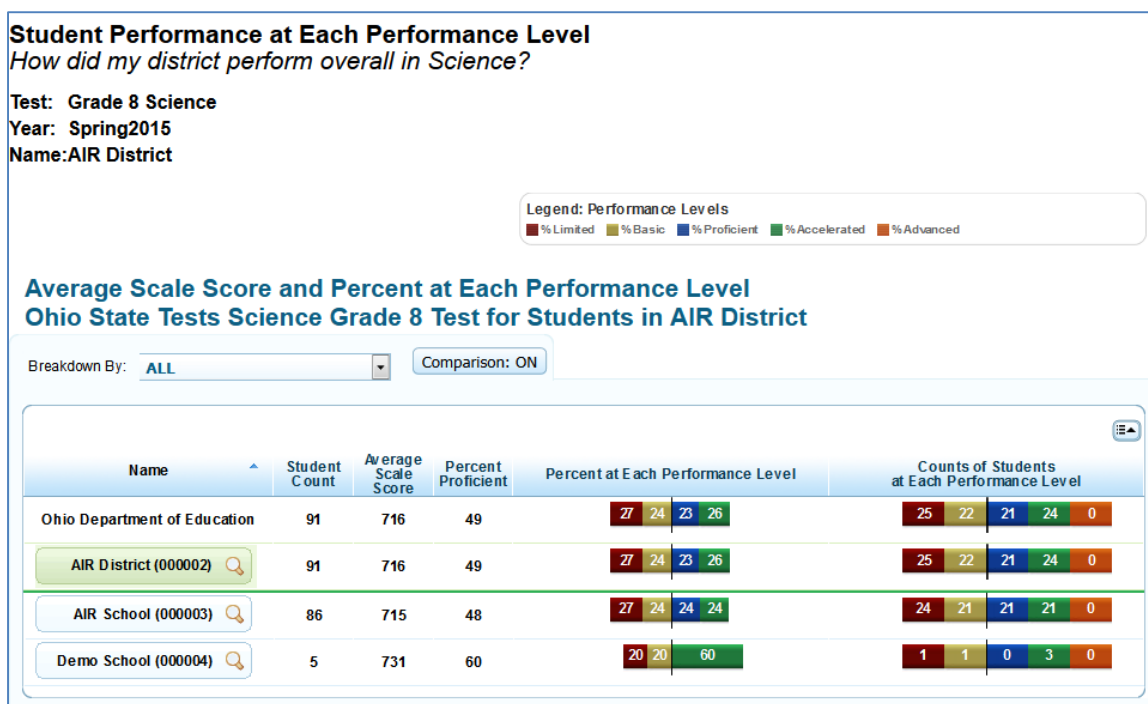
Viewing School Listing Report

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

To generate a school listing report:

1. From the **Home Page Dashboard** page, select the test and administration as described in the section [Selecting the Test and Administration](#).
2. From the **Home Page Dashboard** aggregation tables, click the grade-subject cell for which you want to view a school listing report. The school listing report for the selected grade-subject appears.

Figure 17: Subject Detail Report: School Listing Report



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, see [Understanding the Score Report Layout and Features](#).

Viewing Teacher Listing Report

The Teacher Listing Report is the default for school-level users and teachers and shows data for the grade and subject selected on the **Home Page Dashboard** page. The Teacher Listing Report displays data for all the teachers in the selected school whose students have completed the selected test.

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


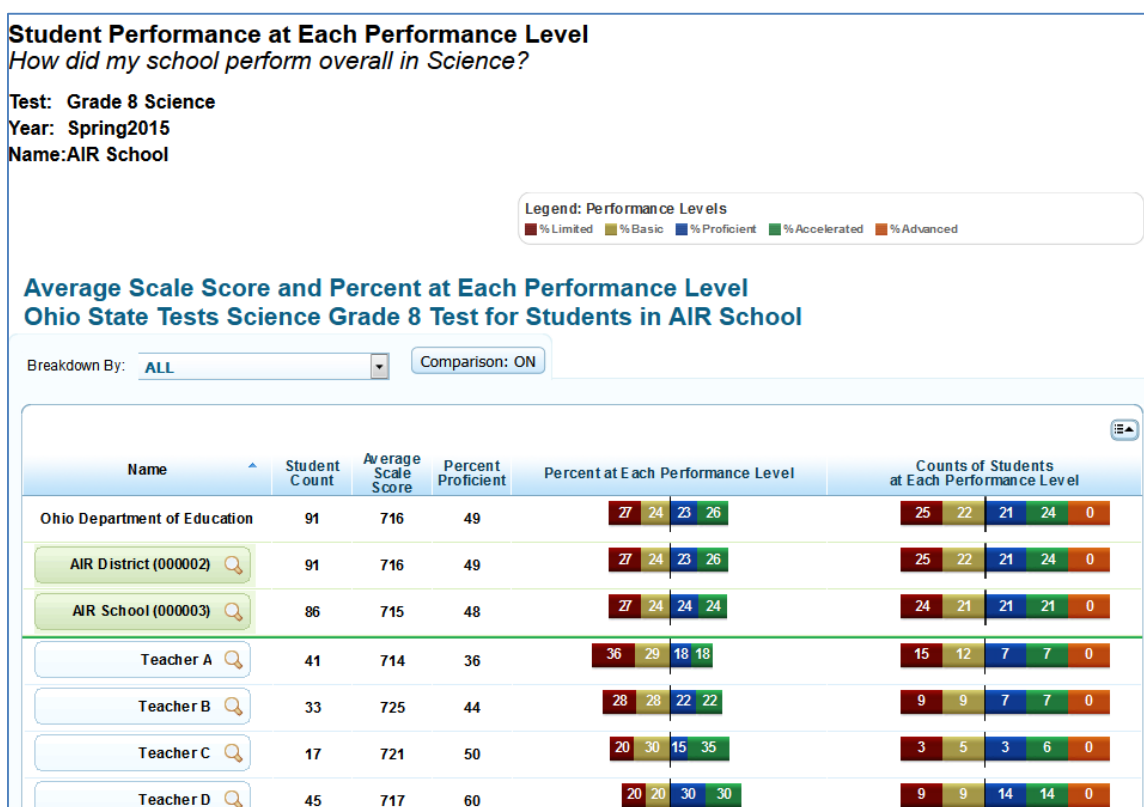
1. On the School Listing Report ([Figure 17](#)), click  next to a school name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Personnel**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 18: Subject Detail Report: Teacher Listing Report



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, see [Understanding the Score Report Layout and Features](#).

Viewing Roster Listing Report

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

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


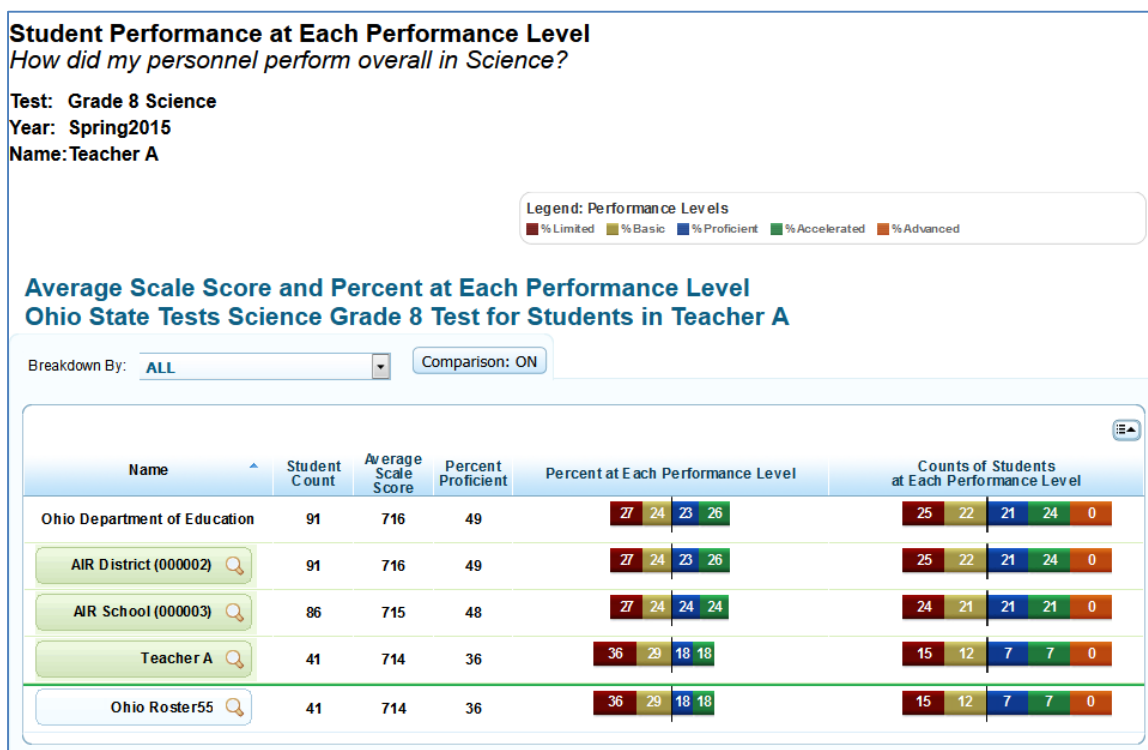
1. On the Teacher Listing Report ([Figure 18](#)), click  next to a teacher's name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Roster**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 19: Subject Detail Report: Roster Report



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

Viewing Student Listing Report

The Student Listing Report displays all the students associated with the selected school, teacher, or roster who have completed the selected test in addition to any students who were assigned a condition code, such as invalidated (INV).

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


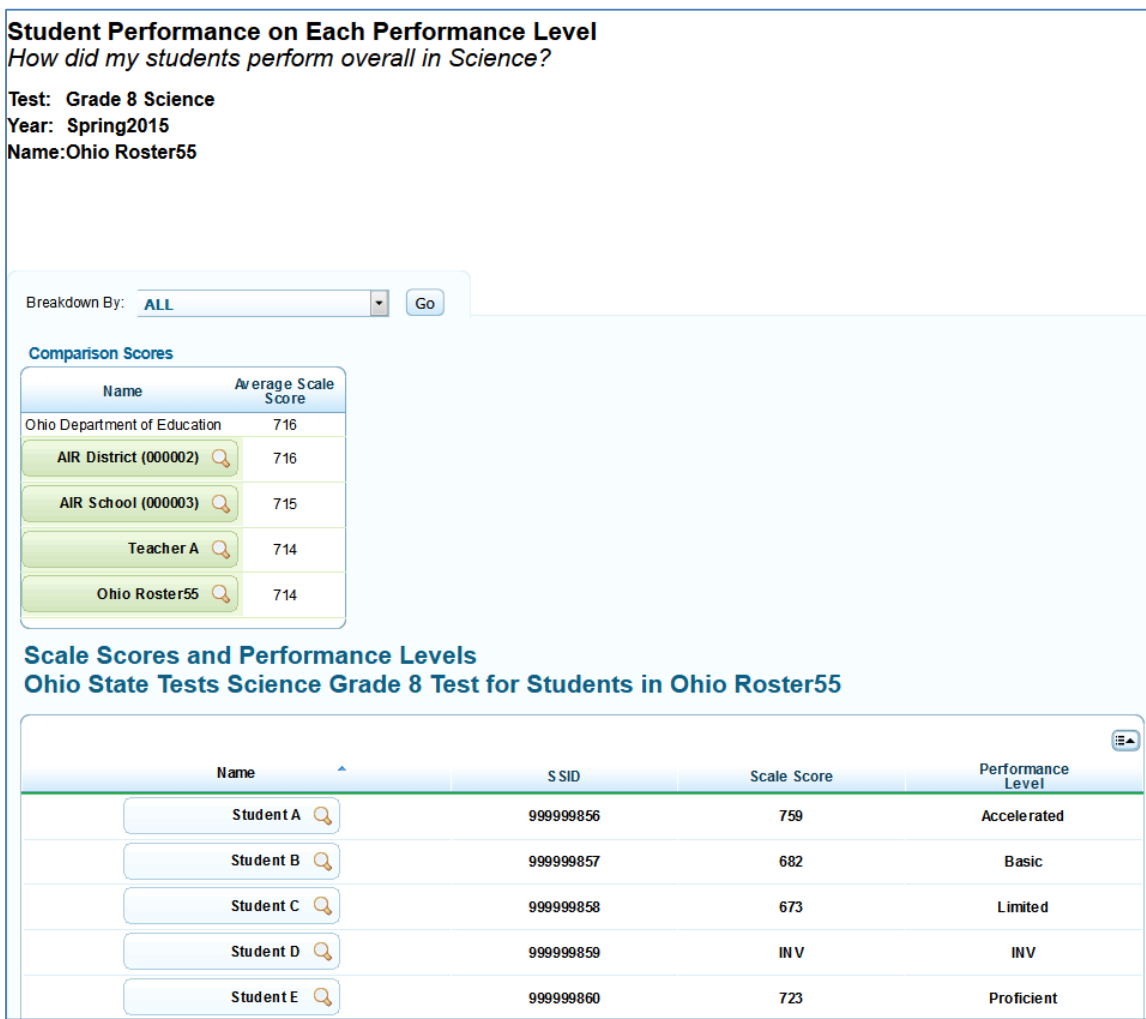
1. On the Roster Listing Report ([Figure 19](#)), click  next to a roster's name. The Exploration Menu appears.
2. On the Exploration Menu, from the who dimension drop-down list, select **Student**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 20: Subject Detail Report: Student Listing Report



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, see [Understanding the Score Report Layout and Features](#).

About the Student Listing Report

The Student Listing Report differs from the Subject Detail Reports in several key ways.

- The title of the score report table is *Scale Scores and Performance 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.
- The student's name is displayed.
- The student's SSID is displayed.
- The student's overall subject scale score and associated performance level is displayed.
- For the purpose of comparison, scaled scores are displayed for the district, school, teacher and roster. However, unlike other reports, the comparison data cannot be hidden from view.
- The procedure for viewing score data by demographic subgroup is different from other score reports. To disaggregate score data by demographic subgroup:
 - a. From the *Breakdown By* drop-down list, select the required group.
 - b. From the *Values* drop-down list, select a specific subgroup or test event value. For example, select **Male** for the subgroup **Gender**.
 - c. Click **Go**. The new list only includes students that match the specified value.
- **Print** on the Student Listing Report prints the current page and also generates PDF files of individual student reports of all the listed students. The PDF reports can be accessed from the *Inbox* section of the **Retrieve Student Results** page. For more information, see [Accessing Student Data Files and PDF Reports from the Inbox](#).

When you click Print on the Student Listing Report, a pop-up window appears to specify the report to print.

- To print the data displayed on the page, click **Print this Page**.
- To generate a PDF report of all the listed students, click **Student report for all students in this group**.

Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student's scale score and performance level for the selected subject. The report includes a graphical representation of a student's performance. Text explaining what the achieved performance level means and possible next steps is also provided. The report includes average scale scores for the state and district for comparison purposes.

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


1. On the Student Listing Report ([Figure 20](#)), click  next to a student's name. The Exploration Menu appears. (For information about how to access the Student Listing Report, see [Viewing Student Listing Report](#)).
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 21. Individual Student Report (AASCD)

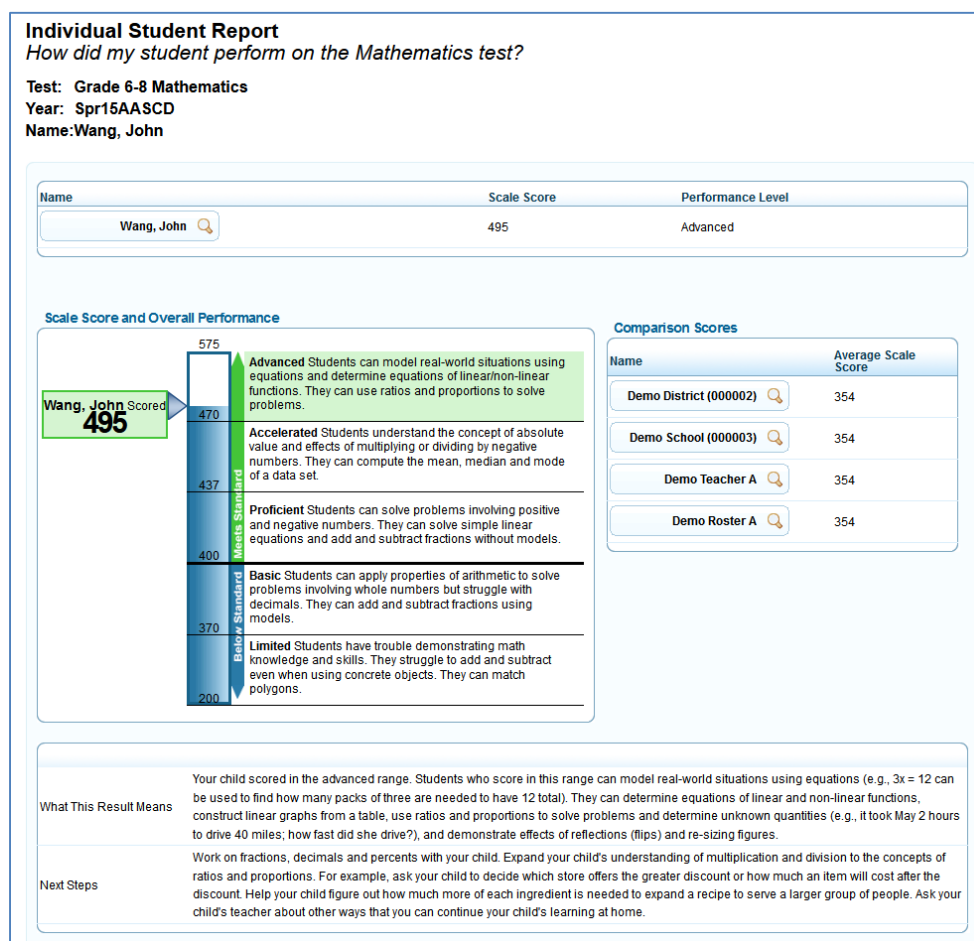





Figure 22. Individual Student Report (Ohio's State Tests)

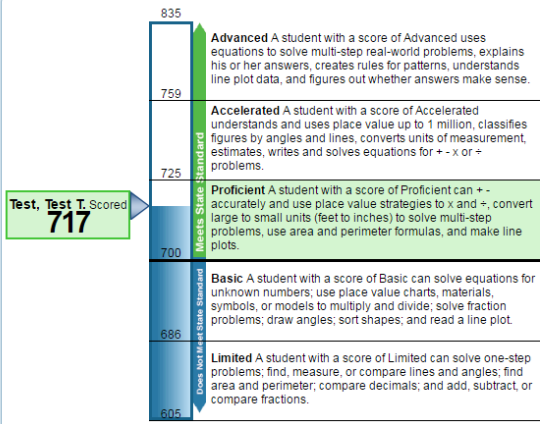
Individual Student Report
How did my student perform on the Mathematics test?

Test: Grade 4 Mathematics
Year: Spring2017
Name: Test, Test T.

Legend: Reporting Category Performance Levels
 Below Proficient
  Near Proficient
  Above Proficient

Name	SSID	Scale Score	Performance Level
Test, Test T.	SD9490041	717	Proficient





Scale Score and Overall Performance



Comparison Scores

Name	Average Scale Score
AIR District (000002)	640
AIR School (000003)	640

Reporting Category Performance

Reporting Category	Performance	What These Results Mean	Next Steps
Multiplication and Division	 Above Proficient	Your child solves multi-step word problems with equations where a letter is the unknown quantity. He or she compares numbers up to one million and solves division problems using the relationship between division and multiplication. Your child uses formulas to find area (space inside) and perimeter (distance around) in real-world situations.	Next Steps Ask your child to mentally (without writing) add, subtract, multiply, and divide answers to multi-step real-world problems. Ask your child to explain why answers make sense. Ask your child to point out properties (rules) of operations and relationship between operations when solving problems.
Fractions	 Near Proficient	What These Results Mean Your child writes equivalent fractions including for mixed numbers. He or she compares fractions with different numerators or denominators and decimals to the hundredths place using $<$, $>$, $=$. Your child adds and subtracts fractions or multiplies a fraction by a whole number to solve real-world problems. He or she uses data in a line plot.	Next Steps Ask your child to point out the parts of a mixed number (whole number and a fraction) and come up with an equal fraction with the same denominator (bottom number). Have your child use symbols to compare fractions with different numerators (top number) and denominators. Ask your child to use symbols to compare decimals based on place value.
Geometry	 Above Proficient	What These Results Mean Your child measures and draws angles with a protractor and may be able to find an unknown angle measure in a diagram using an equation. Your child classifies two dimensional figures by the properties of their lines and angles. Your child solves real-world angle problems.	Next Steps Ask your child to find the measure of an unknown angle in a word problem using a diagram and an equation giving an explanation of the process. Have your child measure or draw angles using a protractor to solve problems. Ask your child to classify 3- and 4- sided figures into a hierarchy (order) based on the properties of their lines and angles.
Modeling and Reasoning	 Above Proficient	What These Results Mean Your child uses mathematical symbols and models to solve non-routine problems. Your child's thinking focuses on the mathematical principles.	Next Steps Your child could explore mathematical ideas in sophisticated mathematical and real-world problems and provide evidence for mathematical discoveries.

Student Performance on Each Test Item

Item #/Content Statement	Points Earned	Points Possible
Multiplication and Division		
3. Interpret a multiplication equation as a comparison, e.g., interpret $35 = 5 \times 7$ as a statement that 35 is 5 times as many as 7 and 7 times as many as 5. Represent verbal statements of multiplicative comparisons as multiplication equations. - Point(s) Possible: 1 Point	1	1
10. Multiply a whole number of up to four digits by a one-digit whole number, and multiply two two-digit numbers, using strategies based on place value and the properties of operations. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models. - Point(s) Possible: 1 Point	1	1

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. The Individual Student Report provides the following information:

- **Student Test Performance**—This table includes:
 - The student's name and student ID.
 - The student's overall scale score.
 - The performance level classification associated with the student's score.
- **Scale Score and Overall Performance**—This barrel chart visually depicts the student's achievement level based on his overall scale score. It also includes a brief description of the student's performance level.
- **Comparison Scores**—This table includes average scale score and percent proficient for the state, district, and school with which the student is associated.
- **Reporting Categories**—This table includes the performance level indicators associated with the student's reporting category scores.
- **What This Result Means** and **Next Steps** text provides a detailed explanation of the student's skills based on the achieved performance level and provides guidance on advancing the student's capabilities. For Ohio's State Tests, this information is included in the Reporting Categories table.
- **Item Level Detail** – This table includes a summary of the student's performance on each operational item for a specified subject for the current administration. Only applies to Ohio's State Tests in Mathematics, Science and Social Studies.

Viewing Reporting Categories Report

The Reporting Categories report shows the percentage of your students in each Reporting Category.



Note: The report is only available for Ohio's State Tests.

The Reporting Categories report name consists of the following components:

- The score report name is *Student Performance at Each Performance Level. What are my [district's, school's, or personnel's] strengths and weaknesses in [Subject]?*, 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), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Average Scale Score, Percent Proficient and Percentage in Each Reporting Category Performance Level [Test] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

The Reporting Categories Report consists of the following columns.

Table 8: Report Categories Report Columns

Column	Description
Name	The name of the entity you are viewing (e.g., district, school, personnel, roster, student).
Student Count	The number of students who have a valid score for the grade, subject, and administration selected. The student count does not include records with a condition code, such as invalidated (INV) records.
Average Scale Score	The mean reporting category score of students who have completed the selected test.
Percent Proficient	The percentage of students who were proficient or above in the selected test.
Reporting Category	The reporting categories constituting the selected subject.
Percent at Each Reporting Category Performance Level	The distribution of students across the proficiency levels for each reporting category.

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


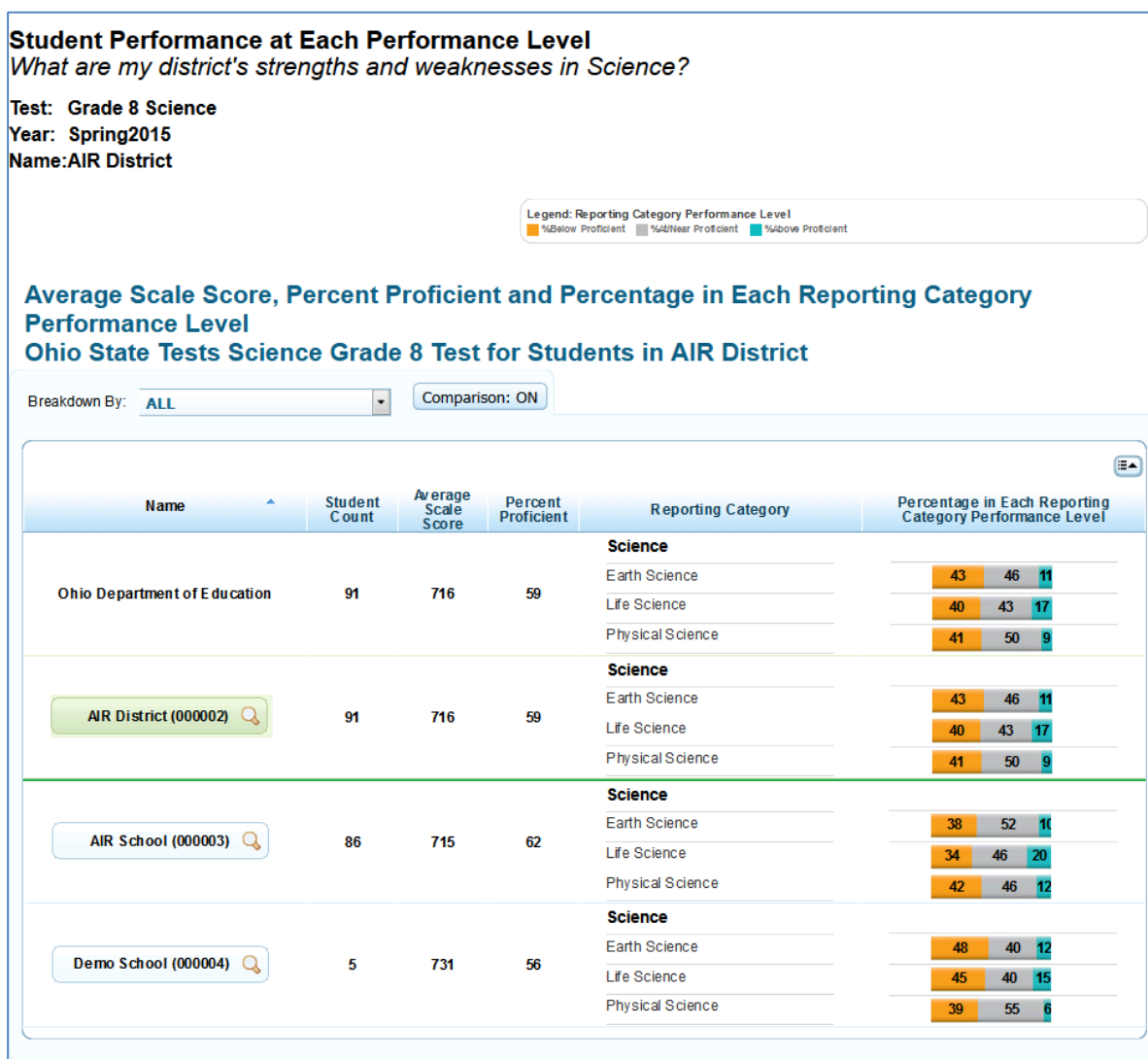
1. On the School Listing Report ([Figure 17](#)), click  next to an entity's name. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Reporting Categories**; from the who dimension drop-down list, select the required entity level; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 23. Sample School Listing Reporting Categories Report



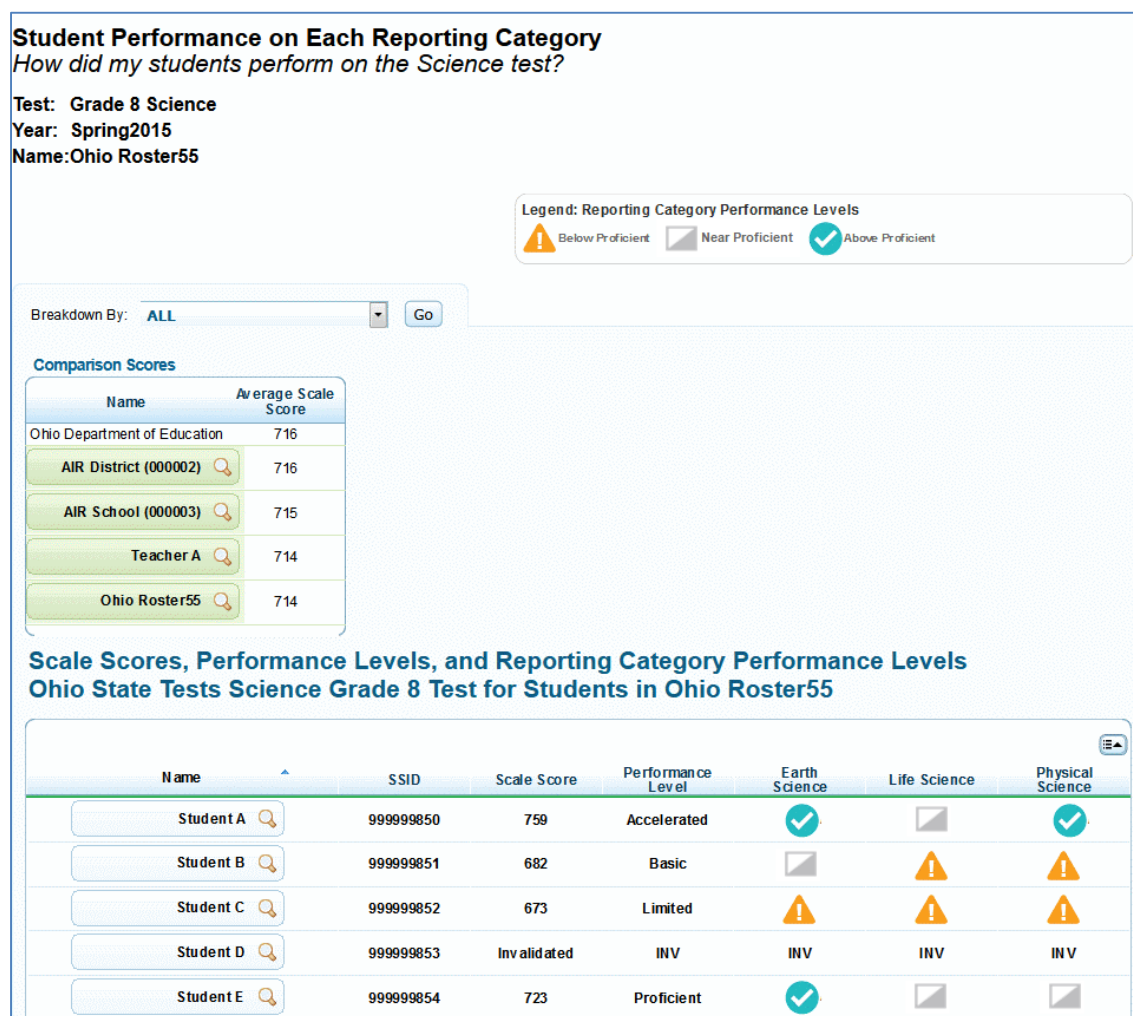
As with the Subject Detail Reports, using the Exploration Menu, you can navigate to lower levels of this report or switch to other score report dimensions. For information about navigating between reports and other features, see [Understanding the Score Report Layout and Features](#).

About the Student Listing Reporting Categories Report

The Student Listing Reporting Categories Report (see [Figure 24](#)) differs from higher level reporting category 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*. *How did my students perform overall in [Subject]*, 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, Performance Levels, and Reporting Category Performance Levels, [Test] 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, SSID, overall subject scale score, and overall subject performance level, this report also provides the performance level classification associated with the student's reporting category scores. Refer to the legend on the top of the report to understand the data represented.

Figure 24. Sample Student Listing Reporting Categories Report



Viewing Item Level Reports

The Item Level Report provides summary information for the district's, school's, teacher's, or roster's performance on each item of a subject for the current window. You can view a listing of all items in a subject sorted by content standard and the performance of the selected entity on those items.




Note: The report is only available for Ohio's State Tests beginning with the Spring 2017 administration. This report is not available for English language arts tests. This report is not available for students testing on paper, large print, braille or breach.

The report name consists of the following components:

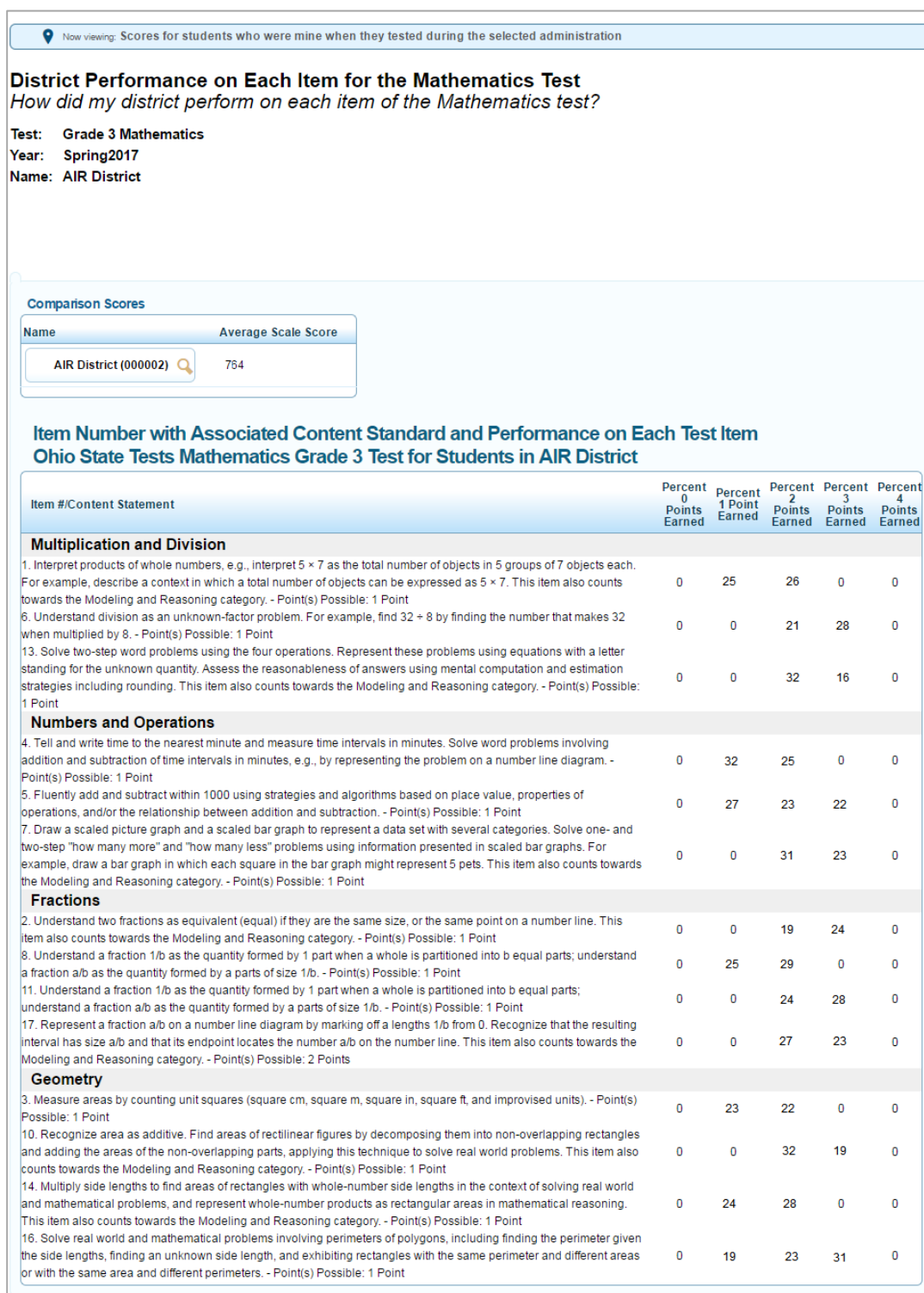
- The score report name is *Performance on Each Item for [Subject]. How did my [entity] perform on each item of the [Subject] test?*
- Each report also indicates the test name (subject and grade), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Item Number with Associated Content Standard and Performance on Each Test Item [Test Name] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

To access the District Level Item Report from the School Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 17](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the what dimension drop-down list, select **Items**; from the when dimension, select **Current Admin**.
3. Click **View**. The District Level Item Report opens.

For an explanation of the report columns, see [Table 9](#).

Figure 25. Sample District Level Item Report



[Table 9](#) lists the columns appearing in the District Level Item Report.

Table 9. Columns in the District Level Item Report

Column	Definition
Item #/Content Statement	Item number and description of the content statement for each item included for the standard. The content statement may be repeated since a test may include more than one item associated with the same standard. Also, the item numbers may not appear chronologically as they are organized on the basis of the standards with which they are associated.
Percent 0 Points Earned	The percentage of students who have not scored on the item.
Percent 1 Point Earned	The percentage of students who have scored one point on the item.
Percent <2> Points Earned	The percentage of students who have scored two points on the item, if applicable. The Percent Points Earned columns displayed on the report depend on the maximum number of points that can be scored by a student on an item for the selected subject. If the maximum number of points a student can score for Math/Fractions is 3, then the report will display columns up to Percent 3 Points Earned.

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, see [Understanding the Score Report Layout and Features](#).

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 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 school year are valid only for individual student trends.

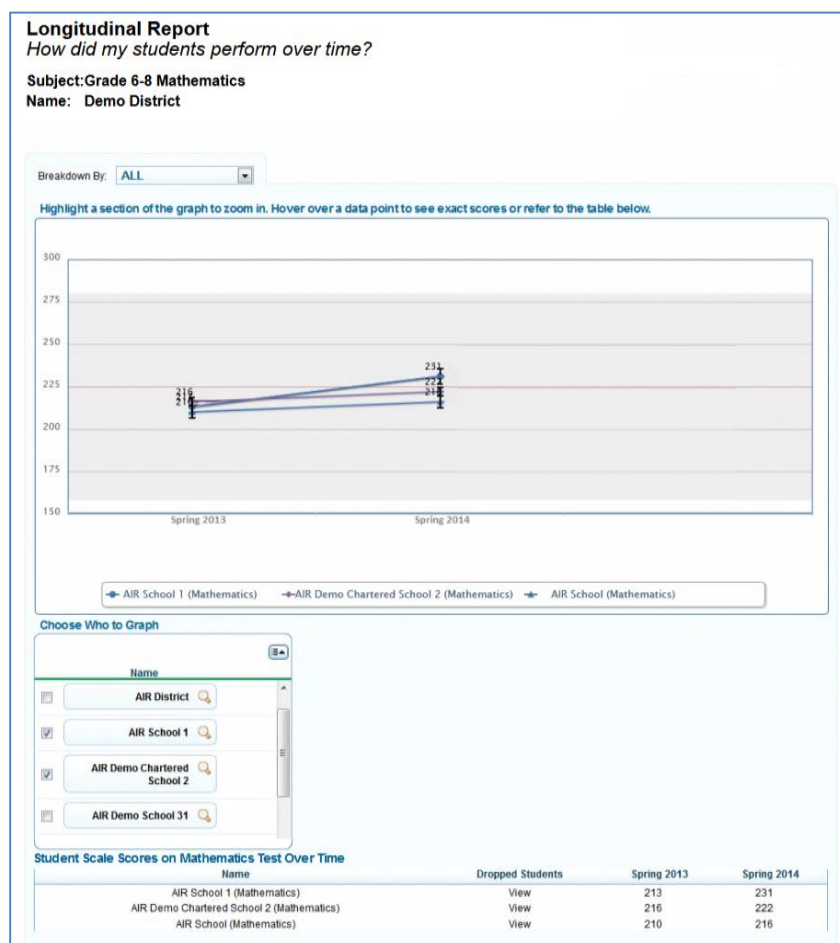


Note: Trend reports are only available for AASCD ELA and Mathematics tests and Ohio’s State Tests in ELA and Mathematics. Trend reports are not available for Ohio’s State Tests in Science or Social Studies or OELPA tests.

The trend report name consists of the following components:

- The score report name is *Longitudinal Report. How did my students perform over time?*
- Each report also indicates the subject or course and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *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 26. Sample District Trend Report



Understanding Trend Report Features

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

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

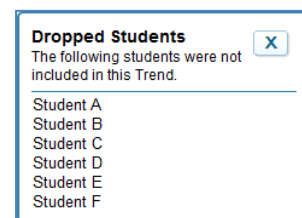
As with the subject and reporting category reports, you may also choose to plot data points by subgroup, for example, gender. When a subgroup is selected, the Choose Who to Graph box will display the options for each entity. Select the combination of entity and subgroups that you want to plot.

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 teacher, roster, or student levels.

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. To see the students who were not included, click **View**. A pop-up window will appear showing the names of the students.



Students in the aggregate grouping are dropped from a trend report if they have not completed the selected test across all charted test windows. For example, a student who took the Grade 5 Mathematics test in the fall and winter, but not in the spring window will be excluded from a trend report that includes all three testing windows.

Why Students Are Dropped

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

Hiding Trend Lines

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

Figure 27. Sample Trend Line Box

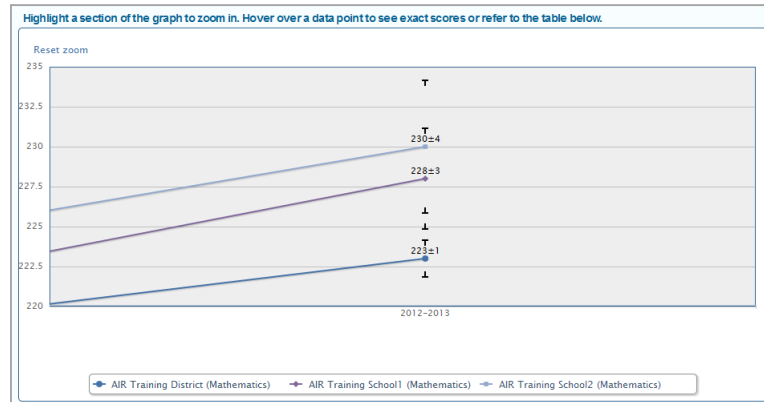


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 27](#)).
2. Click the trends you want to hide. The selected trend is grayed out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

Zoom Feature

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



To zoom in or out of a trend graph:

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

Viewing District Trend Report

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

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


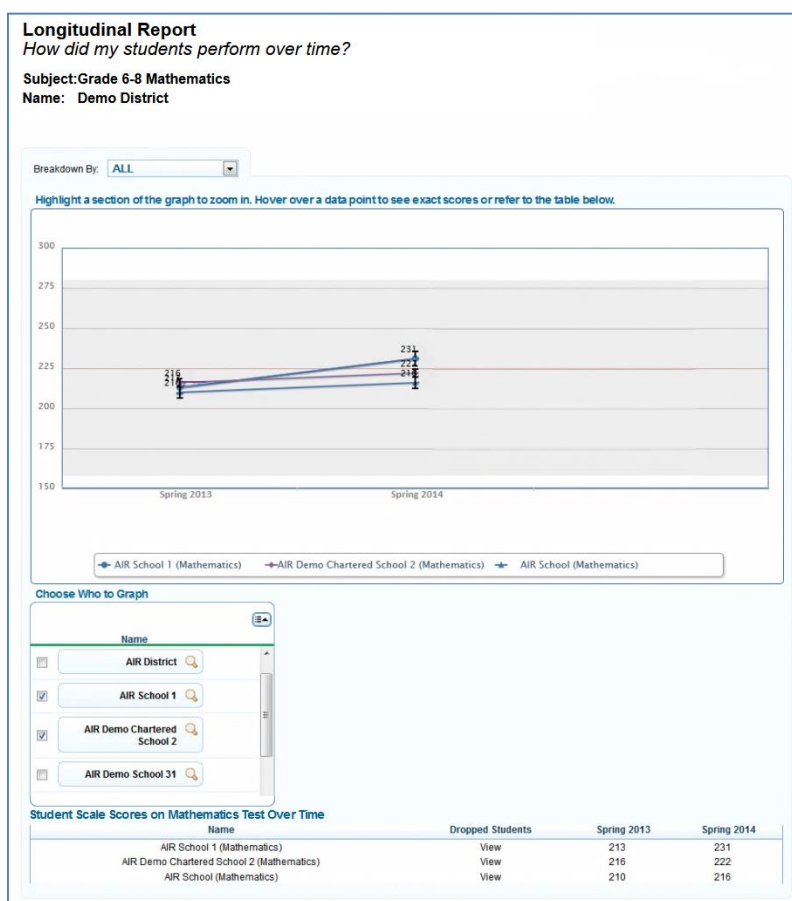
1. On the School Listing Report (see [Figure 17](#)), click  next to the district. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **School**; from the what dimension, select the required content type.
3. Click **View**.

Figure 28. Sample District Trend Report



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, see [Understanding the Score Report Layout and Features](#).

Viewing Teacher Trend Report

The Teacher Trend Report displays the trends for the selected teachers within a school. The data shown are the average scale scores for the selected school.

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


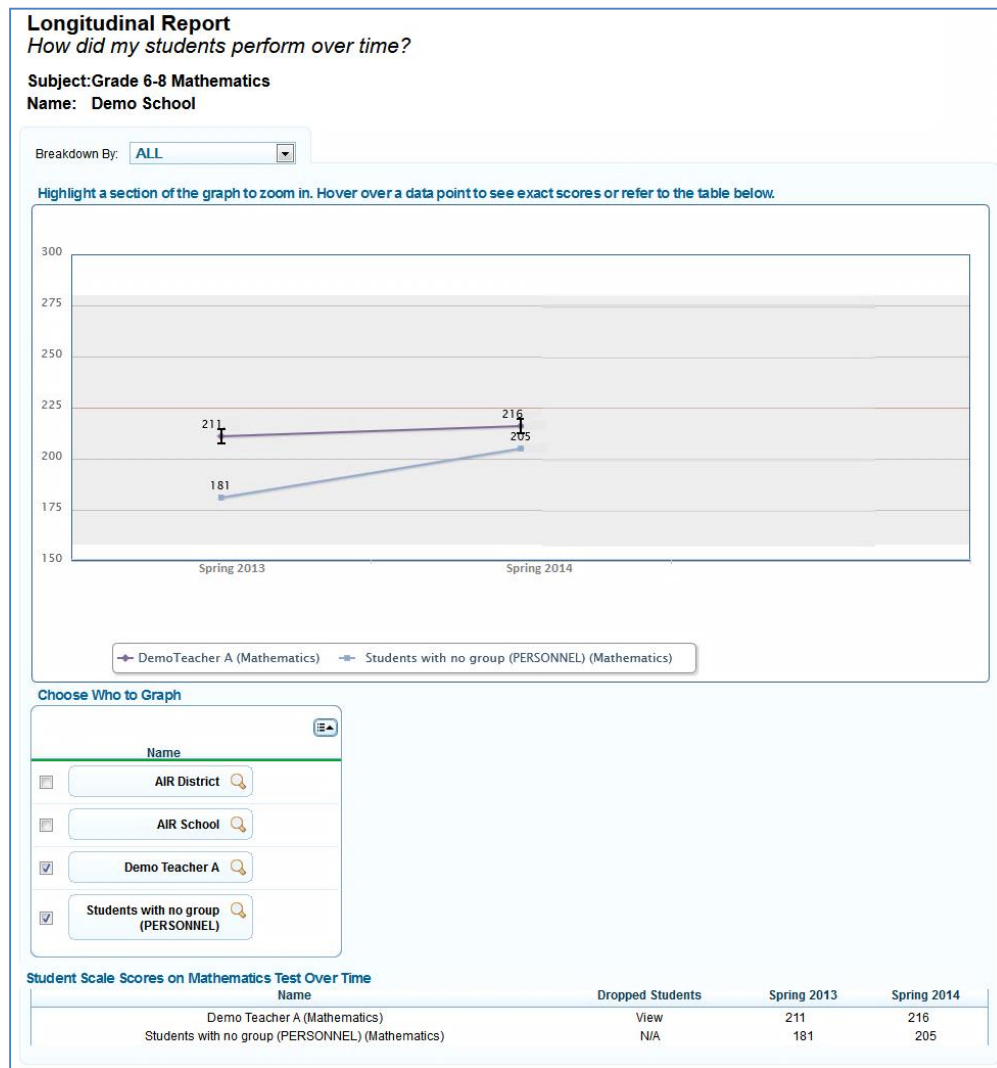
1. On the District Trend Report (see [Figure 28](#)), click  next to a school. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Teacher**; from the what dimension, select the required content type.
3. Click **View**.

Figure 29. Sample Teacher Trend Report



Viewing Roster Trend Report

The roster trend report displays the trends for the selected rosters associated with a teacher. The data shown are the average scale scores of all rosters for the selected teacher.

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


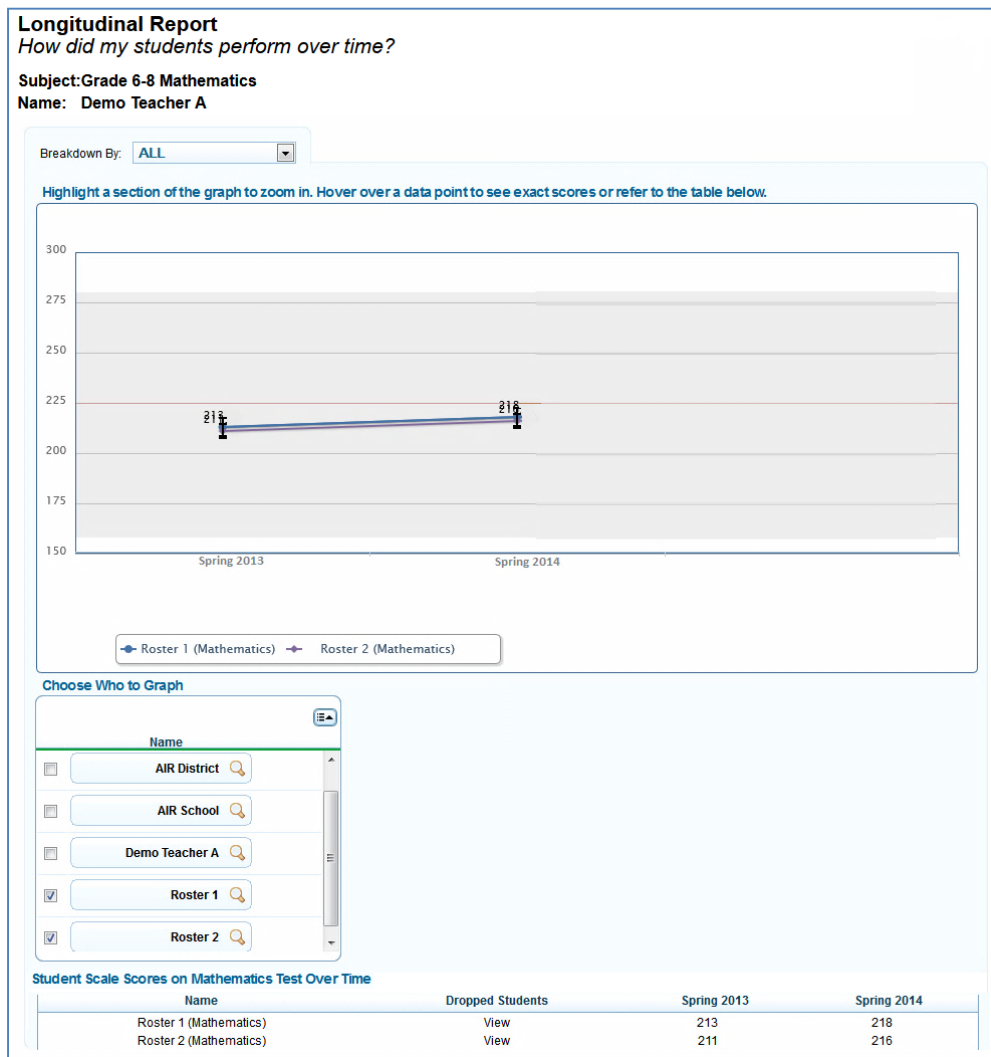
1. On the Teacher Trend Report (see [Figure 29](#)), click  next to a teacher. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Roster**; from the what dimension, select the required content type.
3. Click **View**.

Figure 30. Sample Roster Trend Report



Viewing Student Listing Trend Report

The student listing trend report displays the trends for the selected students within a roster.

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


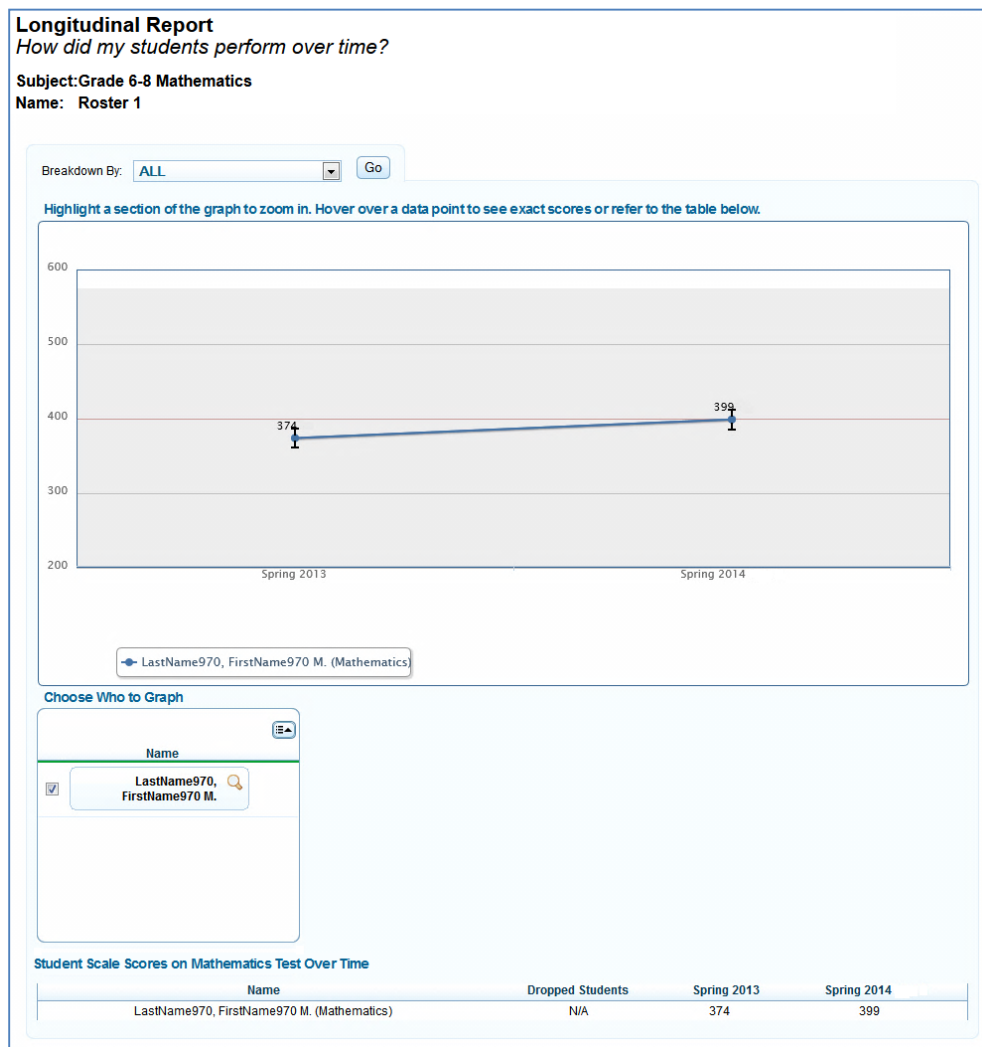
1. On the Roster Trend Report (see [Figure 30](#)), click  next to a roster. The Exploration Menu appears.
2. On the Exploration Menu, from the when dimension drop-down list, select **Trend**; from the who dimension drop-down list, select **Student**; from the what dimension, select the required content type.
3. Click **View**.

Figure 31. Sample Student Listing Trend Report



Section V. Reports & Files

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

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

Generating a Summary Statistics Report

The **Summary Statistics** report displays the statistics for students who have tested for a selected test, administration and test window, and test name, and have a valid score.

To generate a summary report:

1. From the *Reports & Files* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see [Figure 32](#)).

Figure 32. Summary Statistics Page

Summary Statistics

Step1: Choose What

Test: **Ohio State Tests** ▾

Administration: **Spring2015** ▾

Test Name: **Grade 5 Science** ▾

Generate Report

Grade 5 Science Statistics of Students in Demo District
Ohio State Tests: Spring2015

Legend
0 - not tested 1 - tested **bold** - % [] - count

Name	% Tested & Count			% Proficient
Demo District (000002)	0	53%	[110]	45
	1	47%	[99]	
Demo School (000003)	0	53%	[110]	45
	1	47%	[99]	

2. From the available drop-down lists, select the parameters for your report:

- *Test*: Select the test category (e.g., AASCD, Ohio State Tests).
- *Administration*: Select an administration (e.g., Spring2015).
- *Test Name*: Select a test name (e.g., Grade 5 Science).

3. Click **Generate Report**.

[Table 10](#) describes the columns available in the **Summary Statistics** page.

Table 10. Summary Statistics Column Descriptions

Data Column	Description
Name	The name of the entity you are viewing (e.g., district, school).
% Tested and count	This column displays the total percent of students who have or have not been tested in the test window. 0 – the % of students who have not been tested 1 – the % of students who have been tested
[#]–Student count	The student count displayed for “1” shows the number of students who have completed each test in brackets. The student count displayed for “0” is the number of students who have not yet started the first opportunity.
% Proficient	Displays the percentage 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.

Retrieving Student Results

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

To generate a student data file:

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

Figure 33. Retrieve Student Results Page

Now viewing: Scores for students who were mine when they tested during the selected administration

Retrieve Student Results & My Inbox

Create New Data File to Download

Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

Download

Step 2: Choose Who

District:

School:

My Inbox

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

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
AIR District (000002)	Student Data	Fixed Width	District	Ohio State Tests	Fall2016	All	5/22/2017 1:33 PM	Download

2. Select the parameters for your file. For more information about how to select parameters, see [Selecting Data File Parameters](#).
3. Click **Download**. 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 **Student Data**.
2. From the *Test* drop-down list, select a test category (e.g., AASCD, Ohio State Tests).
3. From the *Administration* drop-down list, select an administration.
4. From the *Tested Grade* drop-down list, select **All Grades**.
5. From the *Download Format* drop-down list, select a file format. Files may be downloaded in either Fixed Width or Comma Separate Values (CSV).
6. *Optional:* From the *Filter By* drop-down list, select a demographic subgroup. You may also select **All**, which is the default.
 - 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, school, and teacher should be included in the report. For most users, the district or school you are associated with is pre-selected and the drop-down lists are grayed out. Verify that the selections are accurate. District- and school-users with access to multiple districts or schools will need to select a district or school.

1. From the *District* drop-down list, select a district if applicable.
2. From the *School* drop-down list, select a school if applicable. You can also select **All** to generate a report that includes all your schools.
3. *Optional:* If a school was selected, choose a teacher from the *Personnel* drop-down list. The default is set to **All** and includes all teachers associated with the school.

Accessing Student Data Files and PDF Reports from the Inbox

The Inbox lists the student data files that you generated from the **Retrieve Student Results** page as well as the PDF files of individual student reports generated from the **Student Listing Report** page (see [Figure 20](#)).

The files in the Inbox are listed in the order in which they were generated and are available for 30 days.

To access the Inbox:

- Do one of the following:
 - From the *Reports & Files* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner. The number in 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 34. Inbox

My Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
AIR School (000003)	Students ISR PDF report	PDF	SCHOOL	AASCD	Spr15AASCD	Grade 3-5	11/16/2015 1:08 PM	Download
AIR School (000003)	Student Data	C SV	SCHOOL	AASCD	Spr15AASCD	All	11/16/2015 1:07 PM	Download
AIR District (000002)	Student Data	Fixed Width	DISTRICT	Ohio State Tests	Spring2015	All	11/16/2015 12:52 PM	Download

To access a data file:

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

Understanding the PDF of Individual Student Reports Zip File

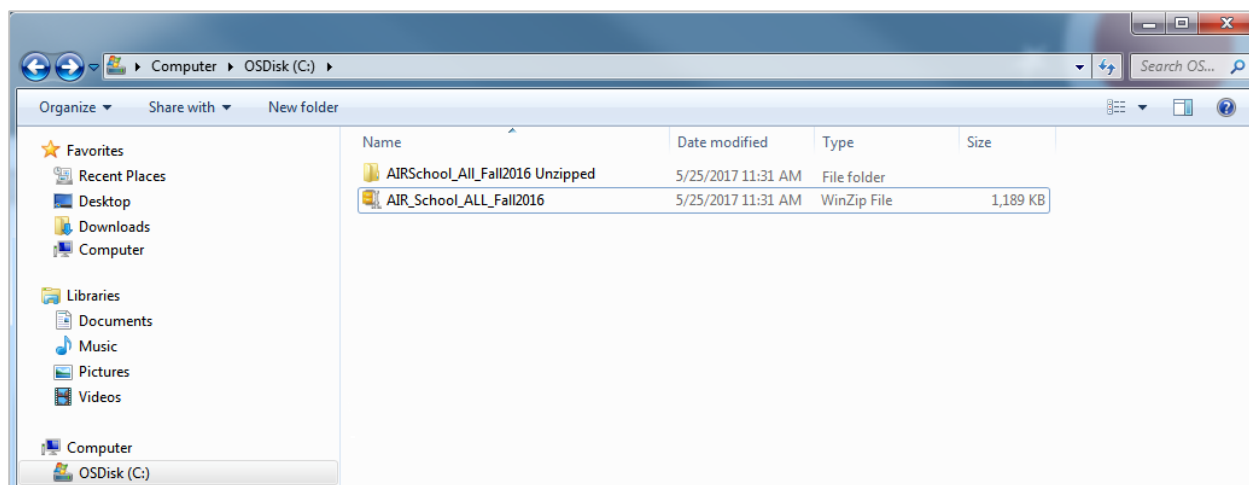
The **Individual Student Reports** option on the **Retrieve Student Results & My Inbox** page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity. It also includes a manifest, which is an Excel (csv) file that lists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



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

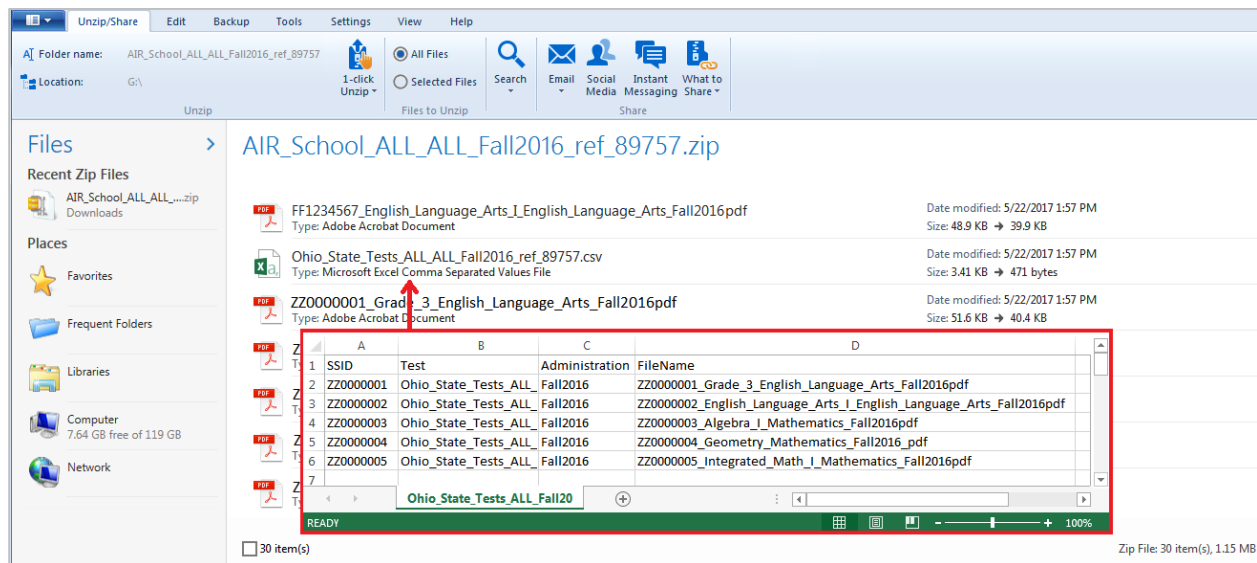
You can unzip the file (see [Figure 35](#)) after you have downloaded the file on your computer.

Figure 35. Zip File of PDFs of Student Reports



The Zip file also contains a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file as shown in [Figure 36](#).

Figure 36. Manifest File with PDF References



Section VI. Working with Rosters of Students

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

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

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

Adding a New Roster



You can create rosters of students associated with your school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

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 4 and 5, 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:

From the banner (see [Figure 7](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 37](#)).

Figure 37. Add Rosters

- The **Add Rosters** page consists of multiple panels. You can click  in the upper-left corner of a panel to collapse it, or click  in a collapsed panel to expand it.
- 4. In the *Roster Information* panel, enter the necessary search criteria to search for students.
- 5. *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
 - a. To include the additional search criterion in the search, select it and click **Add**.
 - b. *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
- 6. Click **Search**. The list of retrieved students is displayed in the *Add/Remove Students to the Roster* panel.
- 7. In the *Add/Remove Students to the Roster* panel (see [Figure 38](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Teacher Name* drop-down list, select a teacher or a school-level user.


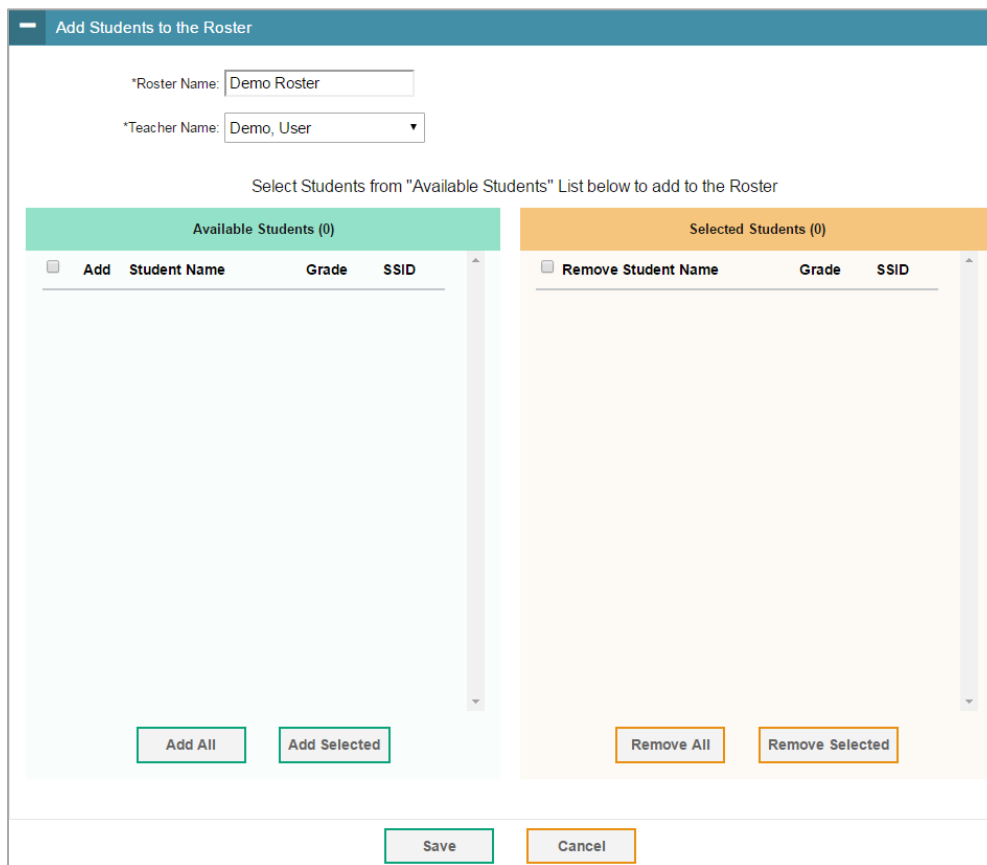
- c. To add students, from the *Available Students* list, do one of the following:
- To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes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

Figure 38. Add/Remove Students to Roster Panel



Add Students to the Roster

*Roster Name:

*Teacher Name:


Select Students from "Available Students" List below to add to the Roster

Available Students (0)

<input type="checkbox"/>	Add	Student Name	Grade	SSID
--------------------------	-----	--------------	-------	------

Selected Students (0)

<input type="checkbox"/>	Remove Student Name	Grade	SSID
--------------------------	---------------------	-------	------

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

Viewing a Roster

You can view rosters associated with your district or school.

To view a roster:

1. From the banner (see [Figure 7](#)), click **View/Edit Rosters**. The View/Edit Rosters pop-up window appears (see [Figure 39](#)).
2. From the *Year* drop-down list, select the school year.
3. From the *Role* drop-down list, select the role.
4. From the *District* drop-down list, select your district. The drop-down list shows only the districts with which you are associated. ORS pre-selects the district for most users.
5. From the *School* drop-down list, select your school. The drop-down list shows only the schools with which you are associated. ORS pre-selects the school for most users.
6. From the *Roster Type* drop-down list, select the roster type you want to view.

Figure 39. View/Edit Roster

View/Edit Rosters

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

Search for Rosters to Edit

*Year: 2016-2017 ▼

*District: 000002 - AIR District ▼

*Role: Teacher (TE) ▼

*School: 000003 - AIR School ▼

*Roster Type: User Defined ▼


Search



7. Click **Search**. The list of retrieved rosters appears.

Editing a Roster

You can modify existing rosters by adding students or removing students

To edit a roster:

1. View the roster that you want to modify. For information about how to view rosters, see [Viewing a Roster](#).
2. Click  for the roster whose details you want to view. The **View/Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see [Figure 37](#)).

3. To modify the roster name or personnel associated with the roster, in the *Add Students to the Roster* panel, change the roster's name and associated teacher as required.
4. To add students to the roster, do the following:
 - a. In the *Roster Information* panel, enter the necessary search criteria to search for students.
 - b. *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
 - i. To include the additional search criterion in the search, select it and click **Add**.
 - ii. *Optional:* To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
 - c. Click **Search**. The list of retrieved students is displayed in the *Available Students* list.
 - d. From the *Available Students* list, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
5. To remove students from the roster, from the *Selected Students* list, do one of the following:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.


Deleting a Roster

You can delete a roster if required. Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from TIDE.



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

To delete a roster:

1. View the roster that you want to delete. For information about how to view rosters, see [Viewing a Roster](#).
2. In the *Search for Rosters to Edit* panel (see [Figure 39](#)), enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears.
4. Select the rosters that you wish to delete. To select rosters, do one of the following:
 - Mark the checkbox next to each roster you wish to select.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

Printing a Roster


You can print a roster.

To print a roster:

1. View the roster that you want to print. For information about how to view rosters, see [Viewing a Roster](#).
2. In the *Search for Rosters to Edit* panel (see [Figure 39](#)), enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears.
4. Select the rosters that you wish to print. To select rosters, do one of the following:
 - Mark the checkbox next to each roster you wish to select.
 - To select all records, mark the checkbox in the header row.

5. Click  above the table of retrieved rosters to print the selected rosters.

Figure 40. Printer-Friendly Version of a Roster

		
Roster Student List		
School ID: 000003		
School Name: AIR School		
Teacher Name: DemoUser, TE		
Roster Name: AIR		
Student Name	Grade	SSID
Garcia,Devone	01	AC1291491
Jackson,Hannah	01	ZZ9995116
Joan,Babika	01	ZZ9427766

Section VII. Searching for Specific Students Score Reports

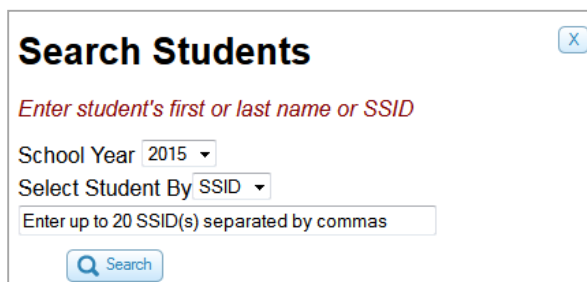
The ORS includes a feature to search for students by SSID, first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for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

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

To search for students:

1. From the banner (see [Figure 7](#)), click **Search Students**. The Student Search pop-up window appears.

Figure 41. 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., AA1234567, AA1234568).
 - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.
4. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 42](#)).

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 42. Student Search Results Page

Now viewing: Scores for students who were mine when they tested during the selected administration

Student Search Results

Last Name ^		First Name	Date of Birth	SSID	School
–	LastName	FirstName	03/28/1999	ZZ9901285	AIR School
Spring2016	Ohio State Tests	Grade 8 English Language Arts		Grade 8 Mathematics	Grade 8 Science

- 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 8 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.

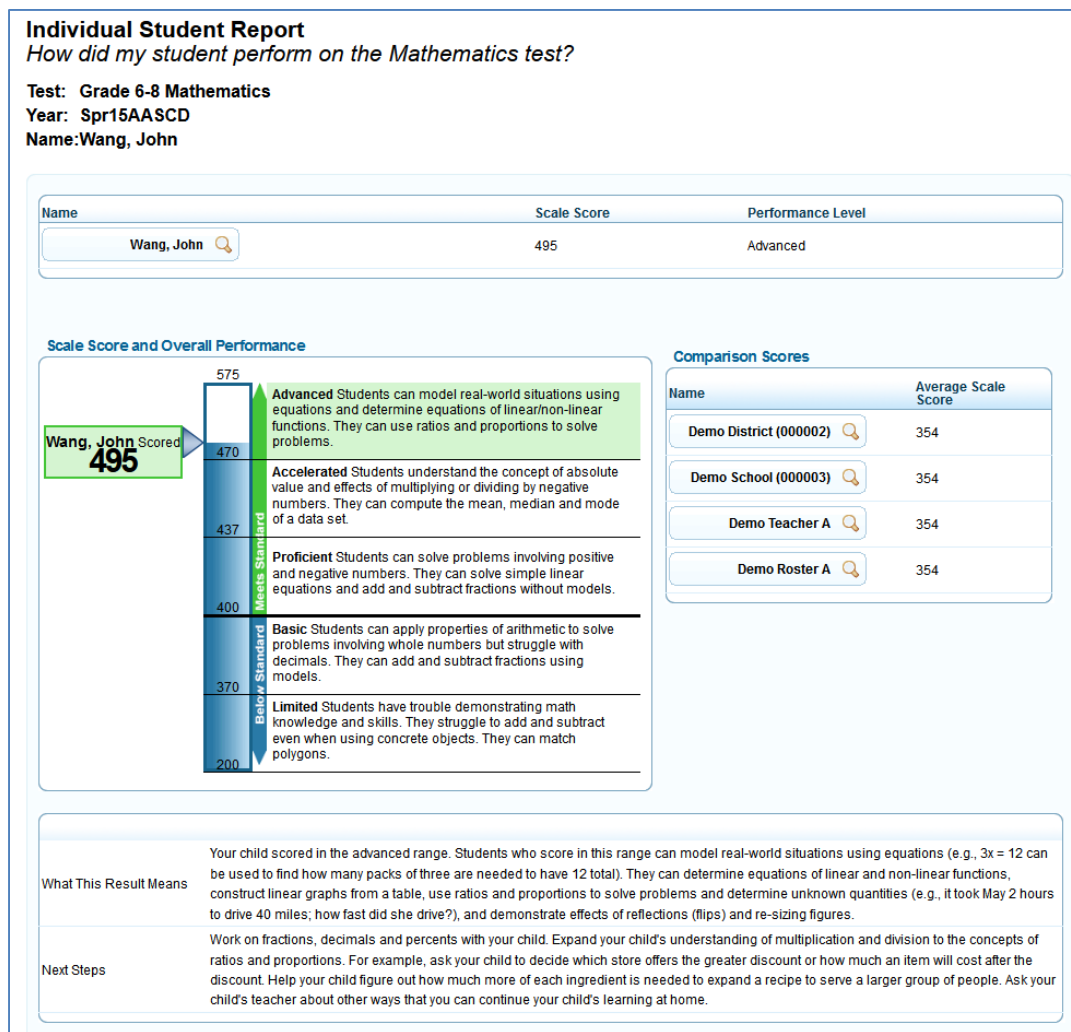
You are changing the selected administration. Do you wish to continue?

OK Cancel

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 43. Score Report for a Selected Student's Test

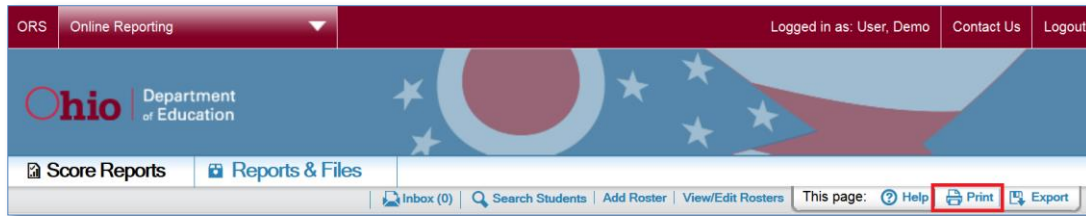


- For information about the Individual Student Report, see [Viewing Individual Student Report](#).
- To return to the search results page, click **Back to search results**.

Appendix A. Printing Reports in the ORS

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

Figure 44. Print Tool

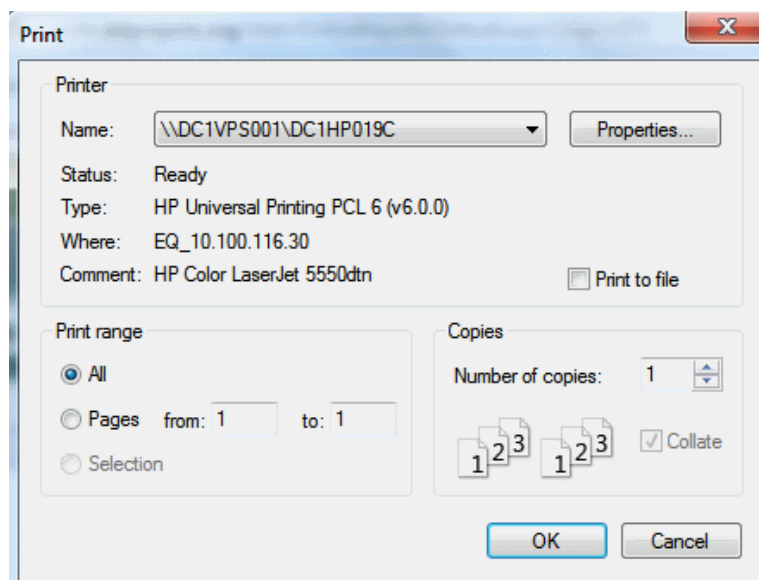


Except for the Student Listing Report page (see [Figure 20](#)) and the Individual Student Report page (see [Figure 21](#) and [Figure 22](#)), when you click the **Print** tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

To print a page:

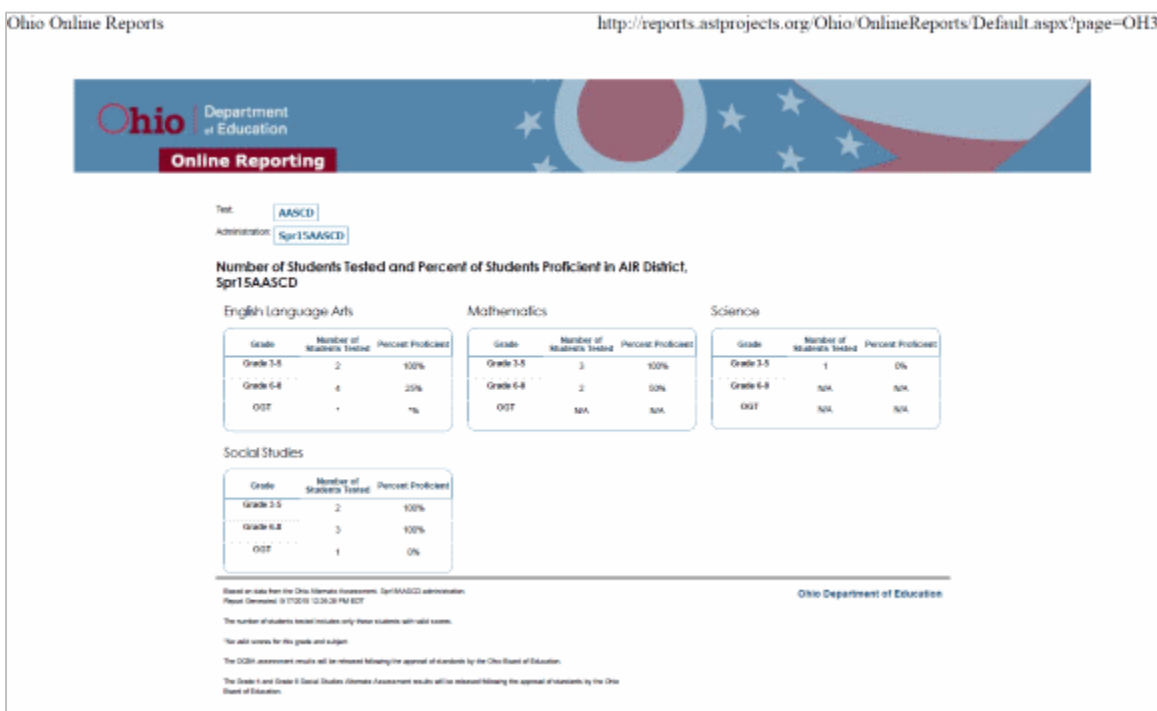
1. From the banner, click **Print**. A browser- and computer-specific print dialog box is displayed.

Figure 45. Sample Mozilla Firefox Print Dialog Box



2. From the print dialog box, select the required print settings.
3. Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see [Figure 46](#) for a sample printed report of the **Home Page Dashboard** page.

Figure 46. Printed Report: Home Page Dashboard Page



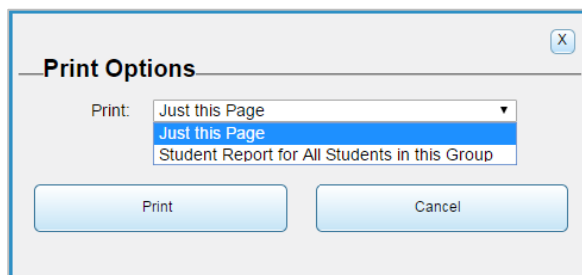
Printing Reports from the Student Listing Report Page

The **Print** tool on the Student Listing Report page (see [Figure 20](#)) opens a print pop-up window that not only allows you to print the data displayed on the current page, but also allows you to generate a PDF file of individual student reports of all the students in the listing. The PDF lists each Individual Student Report on a separate page. You can download and print the PDF file from the *Inbox* section of the **Retrieve Student Results** page (see [Figure 33](#)).

To print reports from the Student Listing Report page:

1. From the banner, click **Print**. The print pop-up window appears (see [Figure 47](#)).

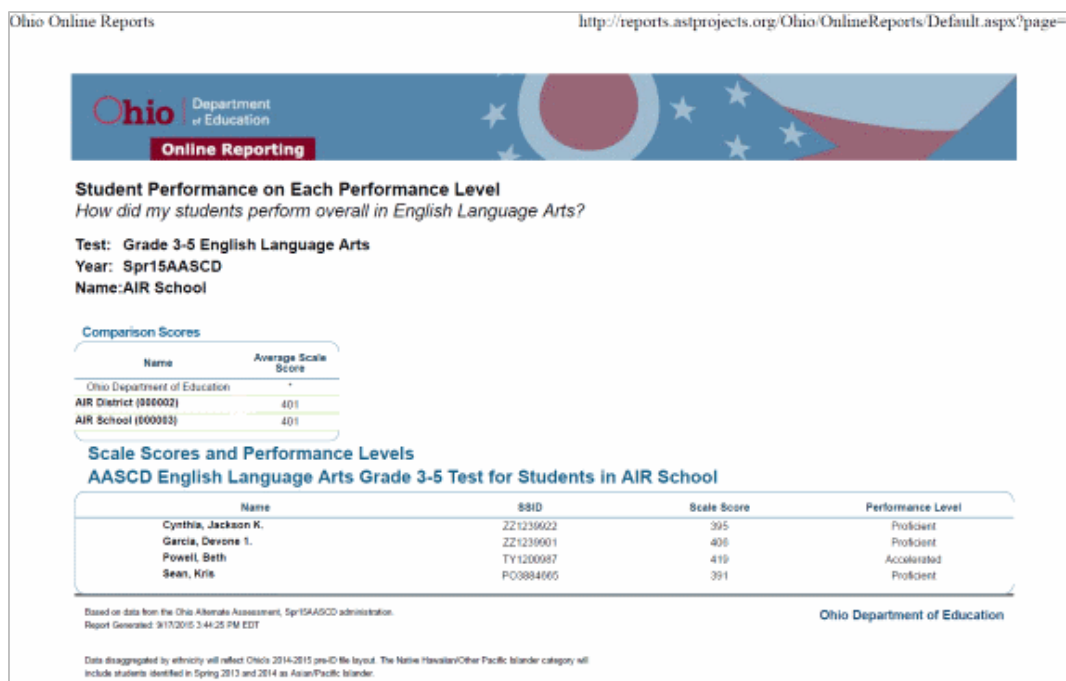
Figure 47. Print Popup Window



2. Do one of the following:
 - To print the data displayed on the page:

- i. Select **Just this Page**. This will bring up the print dialog box (see [Figure 45](#)).
- ii. Specify the print settings and click the appropriate button to print the report that you are viewing on the page (see [Figure 48](#)).

Figure 48. Sample Student Listing Page: Printed Report



- To generate, download, and print a PDF report consisting of Individual Student Reports of students listed on the Student Listing Report:
 - i. Select Student Report for All Students in this Group.
 - ii. Under PDF Reports, select either Include all ISRs in a single PDF or Once PDF per ISR in a zip file.
 - iii. Under View select either Detailed ISR or Simple ISR. A detailed ISR includes the student's Reporting Category and Performance details. A simple ISR will exclude the Reporting Category and Performance details.
 - iv. A message appears to inform you that you will be notified via email once the report has been generated.
 - v. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:
 - From the *Reports & Files* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner.

Figure 49. Inbox: PDF Report of ISRs

My Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
AIR District (000002)	Student Data	CSV	DISTRICT	Ohio State Tests	Spring2015	All	10/7/2015 12:47 AM	Download
AIR District (000002)	Student Data	CSV	DISTRICT	Ohio State Tests	Spring2015	All	10/1/2015 11:49 AM	Download
AIR District (000002)	Student Data	Fixed Width	DISTRICT	Ohio State Tests	Spring2015	All	10/1/2015 11:09 AM	Download
AIR School (000003)	Student Data	Fixed Width	SCHOOL	Ohio State Tests	Spring2015	All	10/1/2015 11:09 AM	Download
AIR School (000003)	Students ISR PDF report	PDF	SCHOOL	Ohio State Tests	Spring2015	Grade 4	10/1/2015 11:05 AM	Download

vi. Locate the file in the Inbox and from the Status column, click the **Download** link next to the file. The file will be downloaded to your computer in a browser- and computer-specific manner.

vii. Locate the file on your computer and open the file to view or print.

Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Listing Report page, the **Print** tool on the Individual Student Report page (see [Figure 21](#) and [Figure 22](#)) opens a print pop-up window that allows you to generate a PDF file of the student's score report for the selected test opportunities. However, unlike the Student Listing Report page, you can access the file immediately without having to go to the Inbox.

To print reports from the Individual Student Report page:

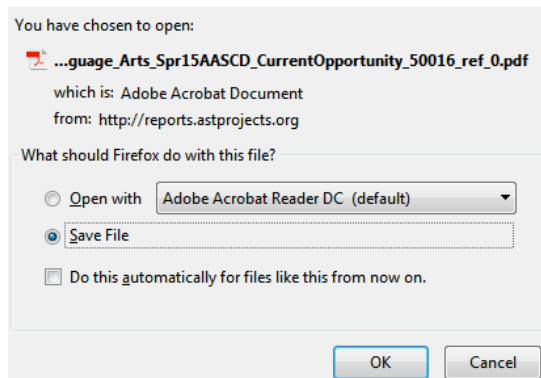
1. From the banner, click **Print**. The print pop-up window appears (see [Figure 50](#)).

Figure 50. ISR Print Popup Window

The image shows a 'Print Options' dialog box. It has a title bar with a close button (X). Inside, there is a label 'View:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Detailed ISR' (selected), 'Detailed ISR', and 'Simple ISR'. Below the dropdown are two buttons: 'Print' and 'Cancel'.

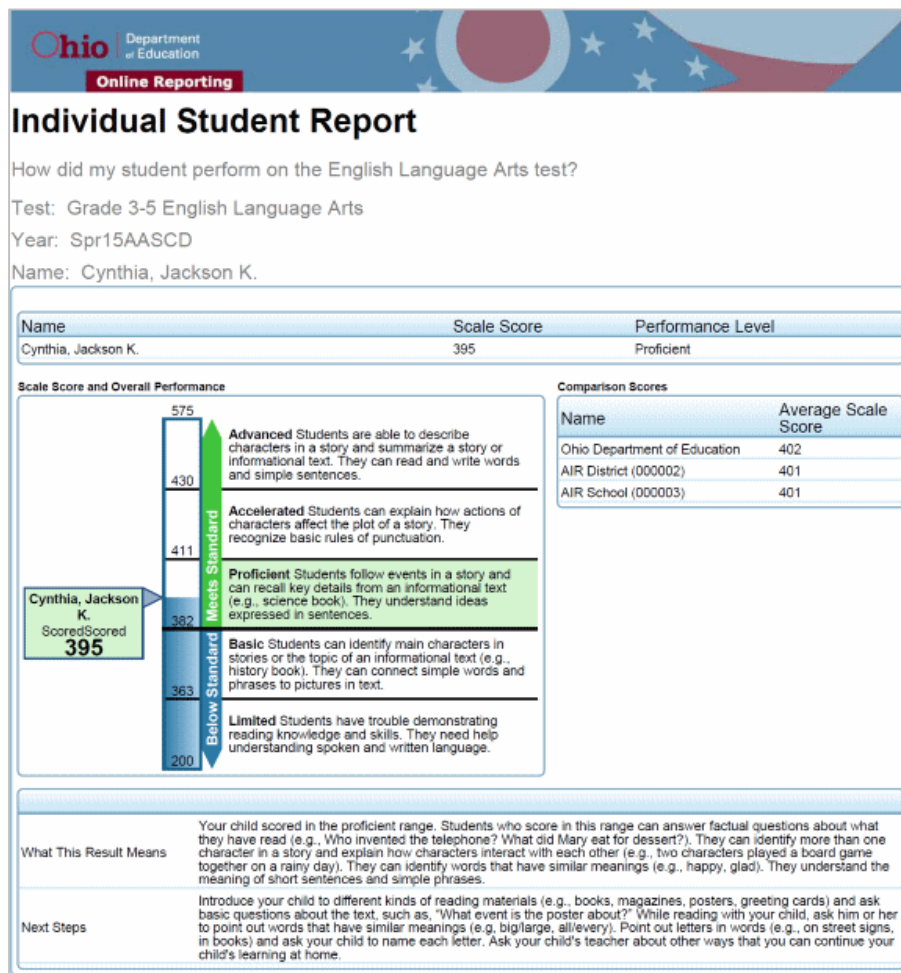
2. Under View select either Detailed ISR or Simple ISR. A detailed ISR includes the student's Reporting Category and Performance details. A simple ISR will exclude the Reporting Category and Performance details.

3. A browser-specific dialog box appears where you can specify whether to open or save the file.



4. View and print the report; see [Figure 51](#) for a sample report.

Figure 51. Sample PDF of ISR



Appendix B. User Support

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

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

Ohio Help Desk

Toll-Free Phone Support: 1-877-231-7809

Email Support: OHhelpdesk@air.org

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

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

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