

# Online Reporting System

## User Guide

2015–2016

Published January 28, 2016

*Prepared by the American Institutes for Research®*



# Table of Contents

<b>Section I. Introduction to the User Guide</b> .....	<b>1</b>
Organization of this User Guide .....	1
Document Conventions .....	2
Intended Audience .....	2
Additional Resources .....	2
<b>Section I. Overview of the Online Reporting System</b> .....	<b>4</b>
Understanding User Roles and Permissions .....	4
<b>Section II. Accessing ORS</b> .....	<b>5</b>
Logging in to ORS .....	5
About Usernames and Passwords .....	6
Switching Between MontCAS Applications .....	7
Logging out of ORS .....	7
<b>Section III. Understanding the ORS Interface</b> .....	<b>8</b>
ORS Welcome Page .....	8
ORS Banner .....	9
General Tools .....	10
<b>Section IV. Viewing Score Reports</b> .....	<b>11</b>
Overview of Score Reports .....	11
Accessing Score Reports .....	14
Defining the Student Population .....	15
Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports .....	16
Understanding the Score Report Layout and Features .....	17
Navigating between Score Reports using the Exploration Menu .....	19
Understanding Score Reports Dimensions .....	19
Viewing Scores based on Demographic Subgroup .....	21
Viewing Scores based on Test Accommodation .....	23
Showing and Hiding a Report's Columns .....	25
Sorting Data in a Report .....	25
Showing and Hiding Comparison Data .....	25
Viewing Subject Detail Score Reports for Summative and ICA Tests .....	27
Viewing School Listing Report .....	28
Viewing Teacher Listing Report .....	29
Viewing Roster Listing Report .....	30
Viewing Student Listing Report .....	31

Viewing Individual Student Report .....	34
Viewing Claims Score Reports .....	38
Viewing Strengths and Weaknesses by Targets Report .....	41
Viewing Item Level Reports .....	43
Viewing Trend Reports .....	46
Understanding Trend Report Features .....	48
Select Administrations to Plot .....	48
Choose Who to Graph .....	48
Viewing Data by Demographic Subgroup .....	48
Dimensions .....	48
Choose What to Graph .....	48
Dropped Students .....	49
Hiding Trend Lines .....	49
Zoom Feature .....	50
Viewing District Trend Report .....	51
Viewing Teacher Trend Report .....	52
Viewing Roster Trend Report .....	53
Viewing Student Listing Trend Report .....	55
Viewing Interim Assessment Block Reports .....	57
Viewing School Listing IAB Report .....	57
Viewing School Listing IAB Report by Block .....	59
Viewing Student Listing IAB Report by Block .....	62
Viewing Individual Student IAB Report .....	64
<b>Section V. Viewing Test Management Center .....</b>	<b>67</b>
Generating a Summary Statistics Report .....	67
Retrieving Student Results .....	70
Selecting Data File Parameters .....	71
Accessing Student Data Files and PDF Reports from the Inbox .....	72
Generating a Plan and Manage Testing Report .....	75
Selecting Plan and Manage Testing Report Parameters .....	76
Understanding the Plan and Manage Testing Report .....	79
Online Testing Progress Report .....	79
TA Report .....	81
Generating a Test Completion Rates Report .....	83
Selecting Test Completion Rates Report Parameters .....	83
Generating a Test Status Report .....	85
<b>Section VI. Working with Rosters of Students .....</b>	<b>87</b>

Adding a New Roster ..... 87

Viewing a Roster..... 90

Modifying a Roster..... 91

Deleting a Roster ..... 91

Printing a Roster ..... 92

**Section VII. Searching for Specific Student’s Score Reports ..... 93**

    Understanding Student Search Results and Selecting a Test ..... 94

    Viewing a Selected Student’s Test Results ..... 95

**Appendix A. Scale Score Ranges by Achievement Levels..... 96**

**Appendix B. Printing Reports in the ORS ..... 97**

**Appendix A. User Support ..... 103**

## Table of Figures

Figure 1. User Cards on Portal .....	5
Figure 2. ORS Card on Portal .....	5
Figure 3. Login Page .....	5
Figure 4. Welcome Page .....	8
Figure 5. General Tools .....	10
Figure 6. Sample Definitions Window .....	10
Figure 7. Home Page Dashboard Page .....	14
Figure 8. Home Page Dashboard Aggregation Tables (Summative and ICAs) .....	16
Figure 9. Sample Subject Detail Report .....	17
Figure 10. Annotated Subject Detail Score Report .....	18
Figure 11. Exploration Menu .....	19
Figure 12. Sample Score Report with Breakdown By Gender .....	21
Figure 13. Sample Score Report with Breakdown By Language .....	23
Figure 14. List of Score Report Columns .....	25
Figure 15. Sample Score Report with Comparison On .....	26
Figure 16. Sample Score Report with Comparison Off .....	26
Figure 17. Sample School Listing Report .....	28
Figure 18. Teacher Listing Report .....	29
Figure 19. Roster Listing Report .....	30
Figure 20. Sample Student Listing Report .....	31
Figure 21. PDFs of ISRs in Inbox .....	33
Figure 22. Sample Individual Student Report (Smarter Summative) .....	34
Figure 23. Sample Individual Student Report (ICA) .....	35
Figure 24. Sample School Listing Claims Report .....	39
Figure 25. Sample Student Listing Reporting Categories Report .....	40
Figure 26. Sample Strengths and Weaknesses by Target .....	41
Figure 27. Sample District Level Item Report .....	44
Figure 28. Sample District Trend Report .....	47
Figure 29. Sample Trend Line Box .....	49
Figure 30. Sample District Trend Report .....	51
Figure 31. Sample Teacher Trend Report .....	52
Figure 32. Sample Roster Trend Report .....	53
Figure 33. Sample Student Listing Trend Report .....	55
Figure 34. Home Page Dashboard Aggregation Tables (IABs) .....	57
Figure 35. School Listing IAB Report .....	58

Figure 36. School Listing IAB Report by Block .....	60
Figure 37. Student Listing IAB Report (partial view) .....	62
Figure 38. Individual Student IAB Report.....	65
Figure 39. Summary Statistics Page.....	68
Figure 40. Retrieve Student Results Page.....	70
Figure 41. Inbox .....	72
Figure 42. Zip File of PDFs of Individual Student Reports.....	73
Figure 43. Manifest File with PDF References .....	74
Figure 44. Plan and Manage Testing Page .....	75
Figure 45: Online Testing Progress Report .....	79
Figure 46. TA Report.....	81
Figure 47. Test Completion Rates Page.....	83
Figure 48. Sample Test Completion Rates Report for All Schools in Demo District .....	84
Figure 49. Test Status Report Page .....	85
Figure 50. Test Status Report.....	86
Figure 51. Manage Rosters Pop-up Window .....	88
Figure 52. Manage Rosters: Roster Settings Pop-up Window .....	89
Figure 53. Manage Rosters: View Roster .....	90
Figure 54. Printer-Friendly Version of a Roster .....	92
Figure 55. Student Search Pop-up Window.....	93
Figure 56. Student Search Results Page.....	94
Figure 57. Score Report for a Selected Student's Test from Previous Administration .....	95
Figure 58. Sample Mozilla Firefox Print Dialog Box .....	97
Figure 59. Printed Report: Home Page Dashboard Page .....	98
Figure 60. Print Popup Window (ICA, IAB - Multiple Opportunities).....	99
Figure 61. Print Popup Window (Summative - Single Opportunity).....	99
Figure 62. Sample Student Listing Page: Printed Report .....	99
Figure 63. Inbox: PDF Report of ISRs .....	100
Figure 64. ISR Print Popup Window (Summative - Single Opportunity).....	101
Figure 65. ISR Print Popup Window (ICA, IAB - Multiple Opportunities).....	101
Figure 66. Sample PDF of ISR .....	102

## List of Tables

Table 1. Key Symbols and Elements .....	2
Table 2. Available Score Reports .....	12
Table 3: Score Reports Dimensions .....	20
Table 4. Demographic Subgroups .....	22
Table 5. Accommodation Tools .....	24
Table 6. Subject Detail Report Columns.....	27
Table 7: Claims Score Report Columns.....	38
Table 8. Target Level Legend Descriptions .....	42
Table 9. Columns in the District Level Item Report .....	45
Table 10. Columns in the School Listing IAB Report.....	58
Table 11. Columns in the School Listing IAB Report by Block .....	60
Table 12. Columns in the Student Listing IAB Report by Block.....	63
Table 13. Icons Associated with Block-Level Performance .....	63
Table 14. Columns in the Individual Student IAB Report.....	65
Table 15. Summary Statistics Column Descriptions .....	69
Table 16. Test Status Definitions .....	78
Table 17. Participation Report Column Attribute Definitions.....	80
Table 18. TA Report Columns.....	82
Table 19. TA Report Icons .....	82
Table 20. Test Completion Rates Report Columns .....	84
Table 21. Test Status Report Columns.....	86
Table 22. Smarter Balanced Scale Score Ranges by Achievement Levels .....	96

# Section I. 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 and participation data for each student who takes a Montana Comprehensive Assessment System (MontCAS) test.

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

## Organization of this User Guide

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

This user guide is organized as follows:

- Section I, Overview of the Online Reporting System, provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- Section II, Accessing ORS, includes instructions on how to log in and log out of the ORS and switch between different MontCAS systems.
- Section III, Understanding the ORS Interface, describes the layout and key features of the ORS.
- Section IV, Viewing Score Reports, includes an in-depth overview of the score reports available in the ORS.
- Section V, Viewing Test Management Center, 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 Student's Score Reports, includes instructions on how to search for score reports for particular students in the ORS.
- Appendix A, Scale Score Ranges by Achievement Levels, is a table of scale score ranges by achievement levels.
- Appendix B, Printing Reports in the ORS, provides detailed instructions on how to print reports in the ORS.

- **Error! Reference source not found., Error! Reference source not found.** 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
	<b>Alert:</b> This symbol accompanies important information regarding actions that may cause errors.
	<b>Note:</b> This symbol accompanies helpful information or reminders.
<b>Text</b>	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.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.
	<b>Tip:</b> This symbol accompanies useful information on how to perform a task.

## Intended Audience

This user guide is intended for system and school personnel involved in administering MontCAS assessments to students.

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

## Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, see the *Test Administration Manual*.
- For information about which operating systems and browsers are supported, see the *System Requirements*.

- For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.
- For information about scoring hand-scored items for the interim tests, see the *Teacher Hand Scoring User Guide*.
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.

The above resources are available on the MontCAS portal <http://mt.portal.airast.org>.

# Section I. Overview of the Online Reporting System

ORS contains two major features: Score Reports and the Test Management Center.

- **Score Reports:** Provides score data for each Montana Comprehensive Assessment System test. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on claims.
- **Test Management Center:** Provides participation data for students taking MontCAS tests. You can determine which students need to complete testing and which students need to start testing. You can view participation summary statistics (count and percentages) of students who tested in a selected subject and grade level. You can also download student data files.

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

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 school, teachers, rosters, and students in their district; school users can view data only for teachers, rosters, and students in their school.

For a list of user roles and the tasks they can perform, see the document *User Roles and Access for Systems*, available in the Resources section of the MontCAS portal, <http://mt.portal.airast.org>.

## Section II. Accessing ORS

This section explains how to log in to ORS, switch between different 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 Assessment Administrator 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 MontCAS systems provide access to student information, which must be protected in accordance with federal privacy laws.

*To log in to ORS:*

1. Open your web browser and navigate to the MontCAS portal (<http://mt.portal.airast.org>).

Figure 1. User Cards on Portal



2. Select your user role.

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

Figure 2. ORS Card on Portal



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

Figure 3. Login Page

The login page contains the following elements:

- An input field for "Email Address" with a person icon on the left.
- An input field for "Password" with a lock icon on the left.
- A red link labeled "Forgot Your Password?" below the password field.
- A dark blue button labeled "Secure Login" at the bottom.

## 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 Smarter-DoNotReply@airast.org that contains a temporary password and a link to log in to MontCAS 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, select the **Click here to request one** link in the *First Time User* section of the **Login** page to request a new temporary password. Enter your email address in the *Email Address* field and click **Next**. You will receive another email containing a new temporary password, which also expires in 30 days.

#### Did you forget your password?

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Next**. Enter the answer for your selected security question and click **OK**. You will receive 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 Smarter-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 Assessment Administrator 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 MontCAS Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the **Error! Reference source not found.**, **Error! Reference source not found.** section of this user guide.

## Switching Between MontCAS Applications

When you are logged in to any MontCAS application, you can switch between applications without signing in to each system separately. Access to these systems and their features depends on your user role. The Single Sign On (SSO) feature integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Test Administrator (TA) Training Interface
- Test Administrator (TA) Interface
- Online Reporting System
- Teacher Hand Scoring System



**Note:** Access to these 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 MontCAS systems:*

1. Navigate to the drop-down list on the top left corner of your browser that displays the MontCAS applications you can access.
2. Select the system you want to use from this menu. You will be directed to the selected application and will not have to log in again.

## Logging out of ORS

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

*To log out of ORS:*

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



**Note:** ORS has a timeout feature that automatically logs you out 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. You can select the report you want to view from this page.

Figure 4. Welcome Page

The screenshot shows the 'Welcome to the SAGE Online Reporting System' page. At the top, it asks 'What are you interested in viewing?' and features a 'Select' dropdown menu with 'Utah' selected. Below this are two main options: 'To view Participation Reports, click here:' with a button labeled 'Plan and Manage Testing' (accompanied by a lock icon), and 'To view Score Reports, click here:' with a button labeled 'Score Reports' (accompanied by a bar chart icon).

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 associated with more than one school or district. 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 view score reports, click **Score Reports**.
  - To view participation data, click **Plan and Manage Testing**.

ORS displays the page corresponding to your selection.



**Note:** The **Welcome** page is not displayed if:

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

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

## ORS Banner

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

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 7). For information about score reports, see Viewing Score Reports.
- The *Test Management Center* drop-down menu provides access to the Test Management Center report options listed below. For information about participation reports, see Viewing Test Management Center.
  - Summary Statistics
  - Retrieve Student Results
  - Plan and Manage Testing
  - Test Completion Rates
  - Test Status Report
- **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 Student's 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 5. 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.
- **Definitions** displays a pop-up window that provides definitions for terms specific to the report you are viewing (see Figure 6).

Figure 6. Sample Definitions Window

### Definitions X

This report includes a listing of all students under the user-selected parameters, including the following columns and any descriptions that may occur within each column:

**Name** – Student’s legal name (*Last Name, First Name*)

**SID** – Student’s 10-digit State Student Identification Number.

**Enrolled Grade** – The grade in which a student is enrolled.

**Test** – Test name for this student record (e.g., “Grade 8 FSA ELA Writing Field Test”).

**TA Name** – The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).

#### Test Statuses Available in the Drop-Down Definitions Table

Status	Definitions
Invalidated	The test result has been invalidated.
Paused	The student’s test is currently paused as a result of one of the following: <ul style="list-style-type: none"> <li>The student paused his or her test by clicking the <b>Pause</b> button.</li> <li>The Test Administrator paused the session.</li> <li>The Test Administrator paused the individual student’s test.</li> </ul>

## 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 MontCAS tests. You can use these reports to determine strategies that may improve teaching and learning. You can view performance trends and determine whether overall performance is increasing. Data can be compared with the overall state and district average for the test you are analyzing.

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

The Summative Assessments, Interim Comprehensive Assessments (ICAs), and Interim Assessment Blocks (IABs) include both computer-scored components (scored immediately) and hand-scored components.

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

For the Interim Assessments (ICAs and IABs), hand-scored components are scored at the local level by district-level or school-level staff and entered directly into the Teacher Hand Scoring System (THSS). Once these scores have been submitted in THSS, they will be available for viewing in ORS.



**Note:** For the ICAs and Summative assessments, a student must have completed both the CAT and Performance Task (PT) within a subject to receive a score report. All hand-scored components of the ICA CAT and PT must be completed and submitted in THSS before the test score appears in ORS.

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

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

Table 2 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 2. Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
<b>Home Page Dashboard</b> Summary of performance (to date) across grades and subjects or courses for the current administration.	✓	✓	✓		
<b>Subject Detail</b> Data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Claim (ICA and Summative)/Block (IAB) Level Detail</b> Claim/Block-level percentage at each performance level for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Reporting Category Level Detail</b> Reporting category-level percent at each performance level for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Target Level Detail</b> Relative strengths and weaknesses by target for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Content Standard Level Detail</b> Relative strengths and weaknesses by content standards for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Item Level Detail</b> Item level detail by claims for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	
<b>Trend</b> Longitudinal comparison of scores for a selected administration (across time).	✓	✓	✓	✓	✓

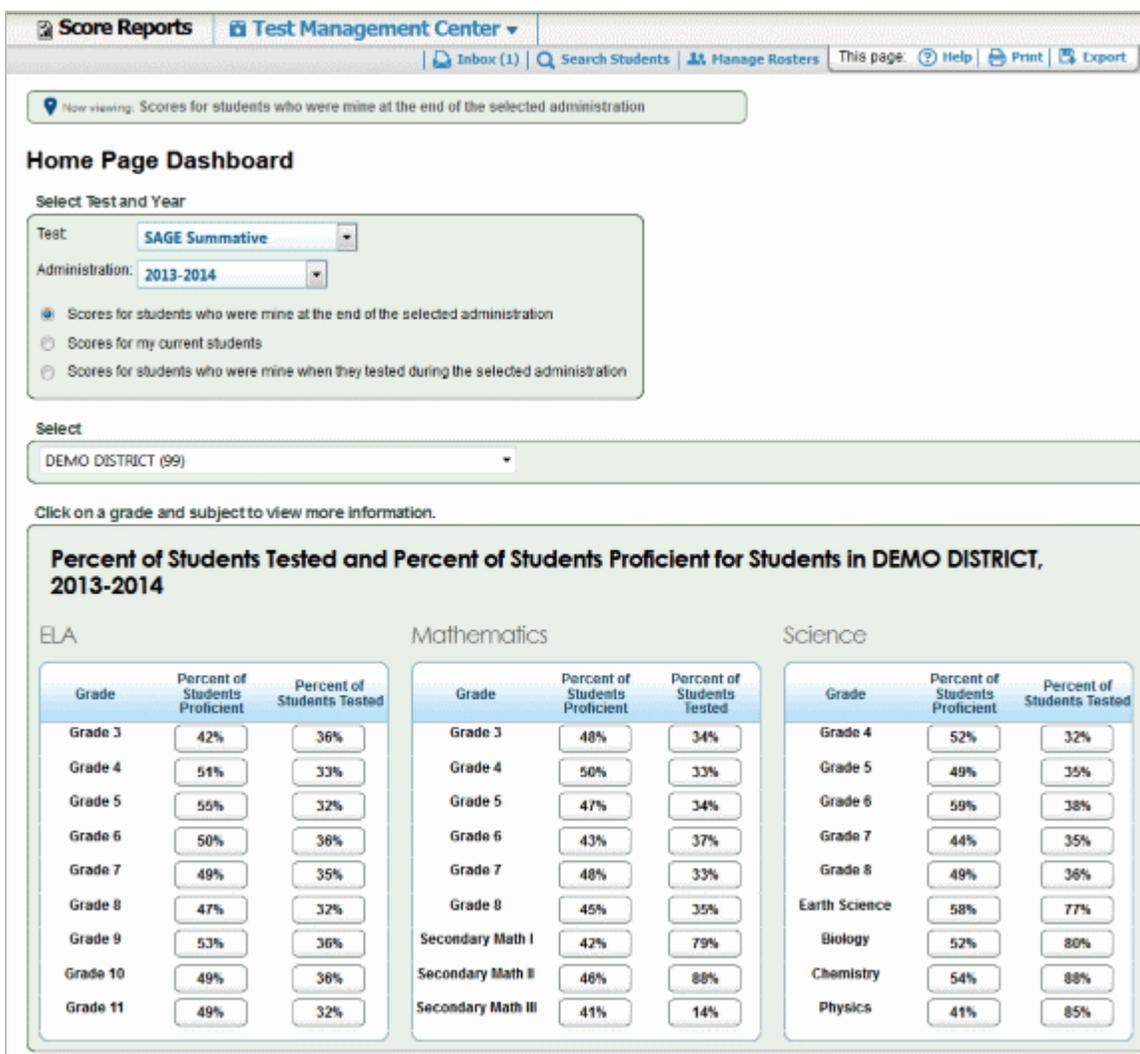
Report	District Level	School Level	Teacher Level	Roster Level	Student Level
<p><b>Student Listing</b> List of all students who belong to a school, teacher, or roster with their associated subject or course (and claim, if applicable) scores for the current administration.</p>	✓	✓	✓	✓	
<p><b>Student Detail</b> Detailed information about a selected student's performance in a specified subject or course (and claim, if applicable).</p>					✓

## Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

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

Figure 7. Home Page Dashboard Page



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

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

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

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

## Defining the Student Population

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

To select the test and administration:

1. From the *Test* drop-down list, select a test category (e.g., Smarter Summative).
2. From the *Administration* drop-down list, select an administration (e.g., Spring 2016).
3. Select the appropriate radio button for the category of students whose scores you wish to view.
  - **Scores for students who were mine at the end of the selected administration**—Displays scores only for those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration.
  - **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. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. Examples include students who moved to your 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.

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

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

Aggregation tables 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 8. Home Page Dashboard Aggregation Tables (Summative and ICAs)

Number of Students Tested and Percentage of Students Proficient in Demo District, 2014-2015					
ELA/Literacy			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	5,500	65%	Grade 3	5,500	65%
Grade 4	5,650	65%	Grade 4	5,650	65%
Grade 5	5,585	68%	Grade 5	5,585	68%
Grade 6	5,725	66%	Grade 6	5,725	66%
Grade 7	5,400	65%	Grade 7	5,400	65%
Grade 8	5,480	68%	Grade 8	5,480	68%
Grade 11	4,875	60%	Grade 11	4,875	60%

For ICAs and Smarter Summative tests, the columns appearing in this report are:

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

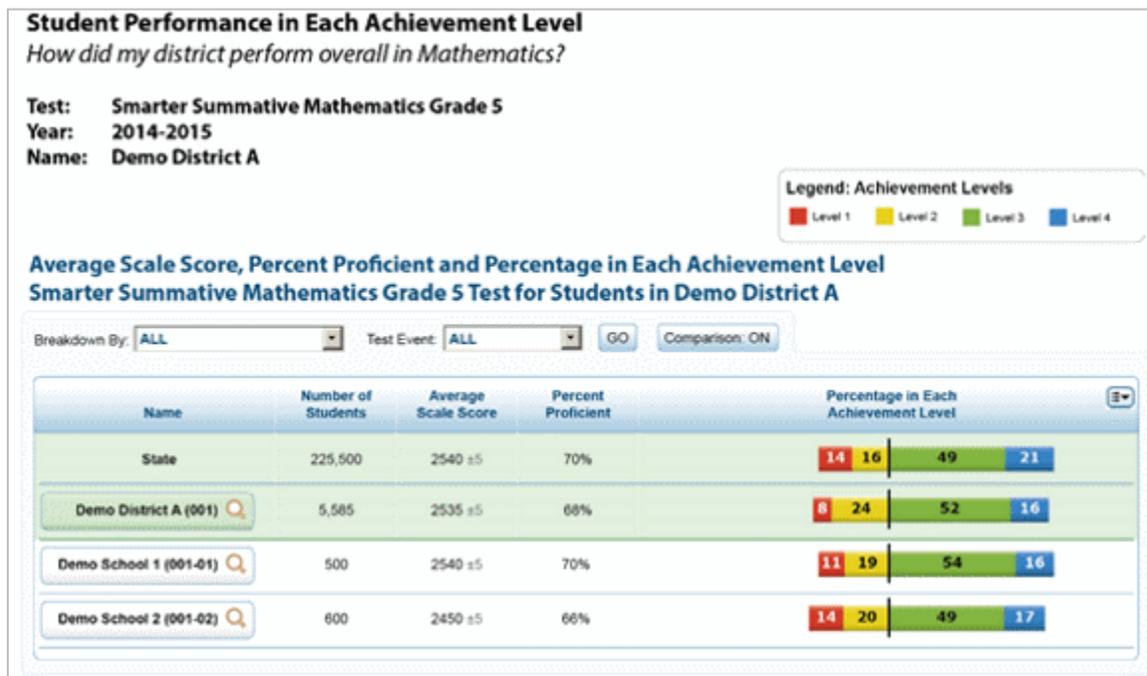
For IAB tests, the column appearing in this report is:

- **Number of Students Tested at Least One Block**—This column displays the number of students to date who have completed tests and have been scored for at least one block.

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

- From the *Home Page Dashboard* page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the Smarter Summative subject detail report for Grade 5 Mathematics, click the grade-subject button highlighted in Figure 8. The corresponding Subject Detail Report appears. See Figure 9.

Figure 9. Sample Subject Detail Report

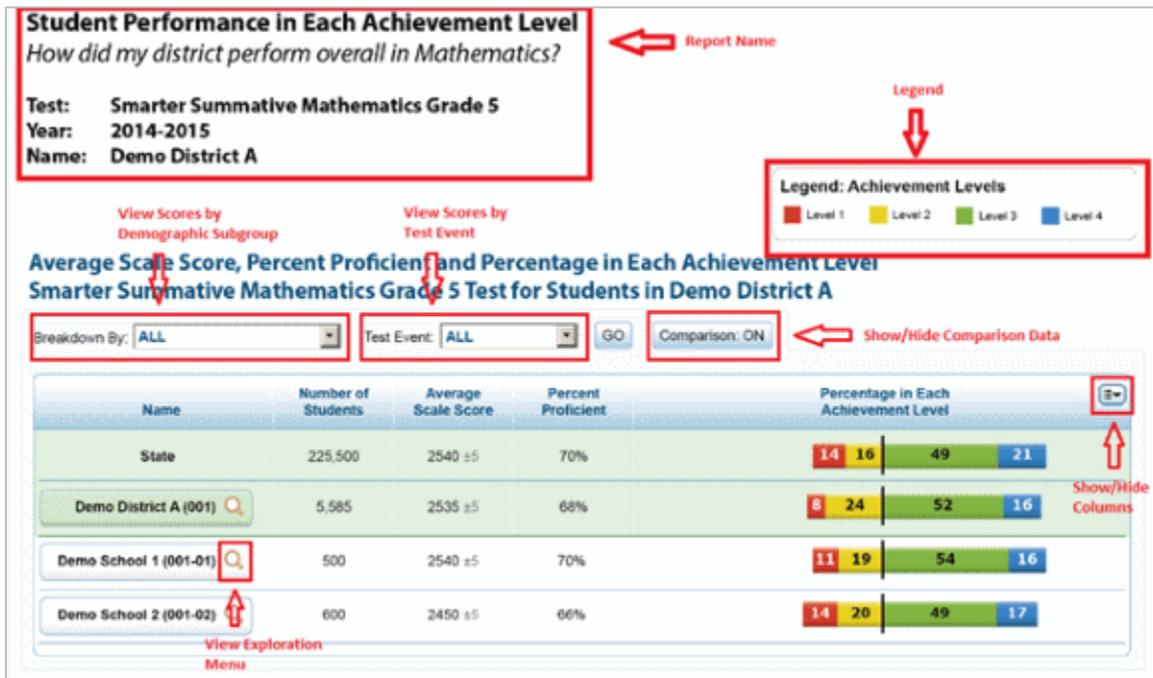


## Understanding the Score Report Layout and Features

Most score reports share similar features. Figure 10 illustrates some of the common features of score reports, which are:

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

Figure 10. Annotated Subject Detail Score Report



In addition, score reports allow for:

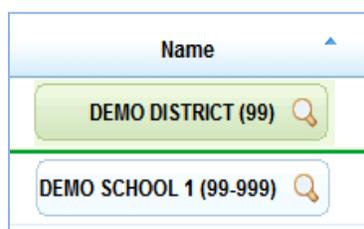
- Navigating between Score Reports using the Exploration Menu
- Viewing Scores based on Demographic Subgroup
- Viewing Scores based on Test Accommodation
- Showing and Hiding a Report's Columns
- Sorting Data in a Report
- Showing and Hiding Comparison Data

## Navigating between Score Reports using the Exploration Menu

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

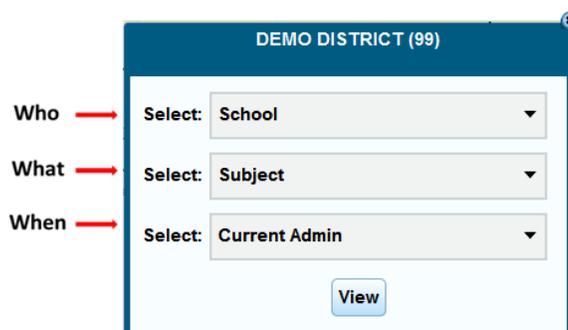
*To navigate between score reports:*

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



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

Figure 11. Exploration Menu



3. Click **View**.

### Understanding Score Reports Dimensions

For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school or roster), content type (e.g., subject or claim), or period of time (trend). Table 3 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 for Summative and ICA Tests). While viewing the School Listing Report (see Figure 17), 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.

Table 3: 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).	School Teacher Roster Student
What	Displays data by claims, blocks, and targets/items within the selected subject.	Subject Claims/Blocks Targets/Items
When	Displays data either as a snapshot of performance in the current test window or as a historical trend (for the subject/content area you are viewing).	Trend Current Admin

## Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in Figure 12.

To view score reports by a demographic subgroup:

4. From the *Breakdown By* drop-down list (see Figure 12), select the required demographic subgroup. See Table 4 for the available subgroups.
5. Click **Go**.

Figure 12. Sample Score Report with Breakdown By Gender

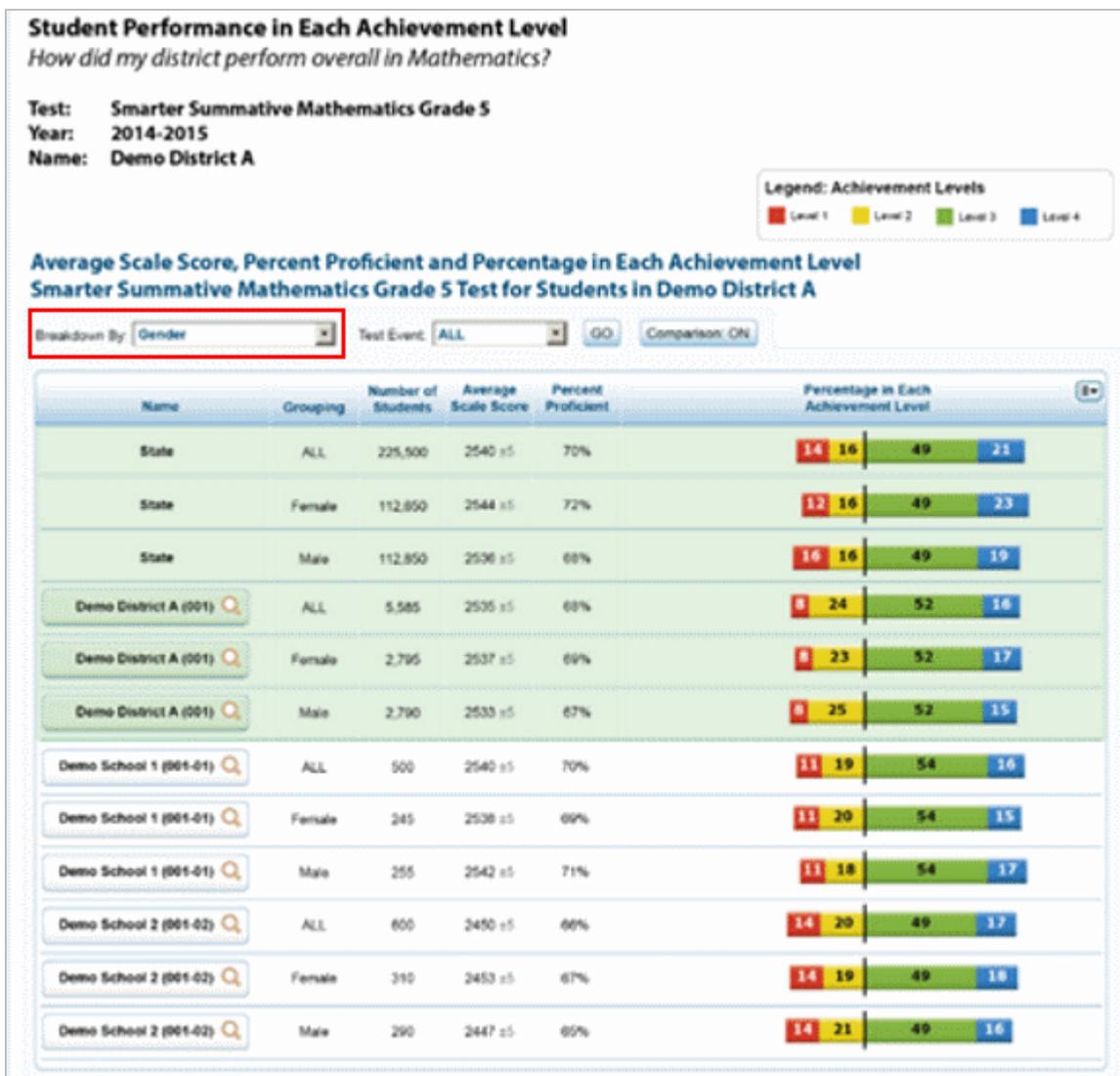


Table 4 lists the available demographic subgroup categories.

Table 4. Demographic Subgroups

Subgroup	Description	Possible Values
Limited English Proficiency Status	Student's LEP status.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Sex	Student's gender.	<ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>
Section 504 Status	Student's 504 status.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
IDEA Indicator	Student's Special Education program status.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Enrolled Grade	Grade in which student is enrolled during the test administration.	<ul style="list-style-type: none"> <li>• Kindergarten</li> <li>• Grade 01 through Grade 13</li> <li>• Postsecondary</li> </ul>
Economic Disadvantage Status	Indicates student's disadvantage economic status.	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Race/Ethnicity	Student's ethnicity code.	<ul style="list-style-type: none"> <li>• Asian</li> <li>• Black or African American</li> <li>• American Indian or Alaska Native</li> <li>• White</li> <li>• Hispanic or Latino Ethnicity</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• Two or More Races</li> </ul>

## Viewing Scores based on Test Accommodation

You can use the *Test Event* filter to disaggregate score data by a test accommodation. When you select an accommodation, the report expands to display data for each accommodation category. For example, you can select the accommodation Language to display the data disaggregated by All, English, and Spanish as shown in Figure 13. This filter is available on the Subject Detail Report, Claims Detail Report and Student Listing Report. The Individual Student Report also displays a table listing the accommodations a student had for the test.

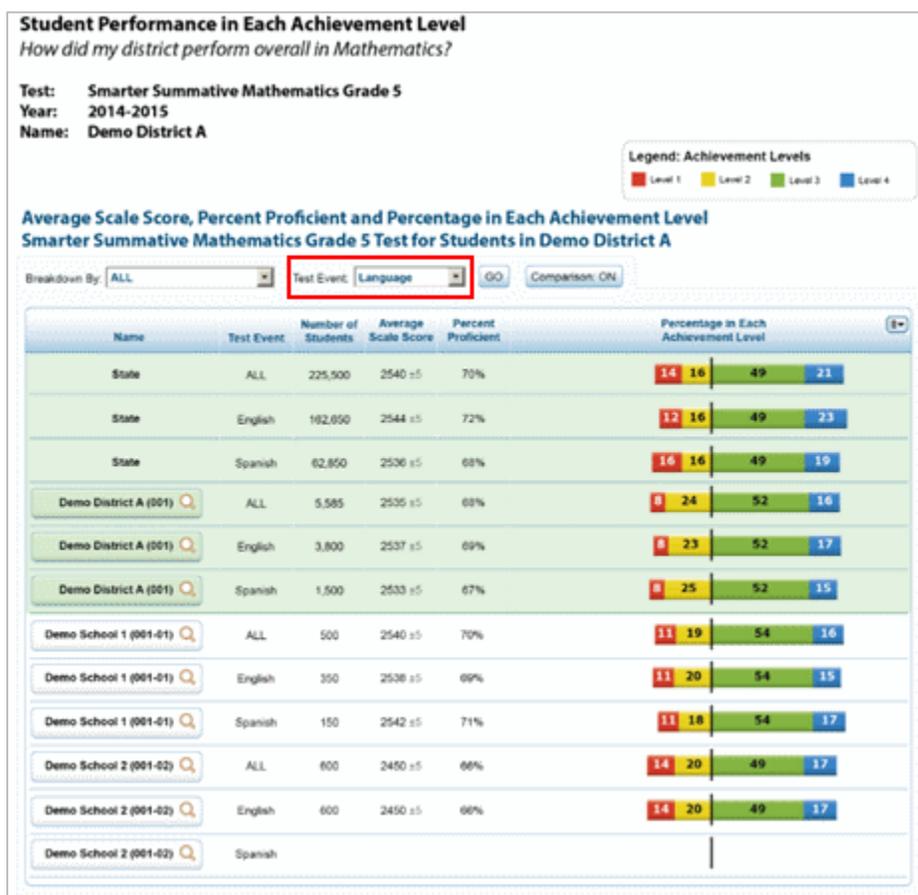


**Note:** This feature will be available only after the Smarter Summative scores are released in the Spring.

To view score reports by a test event:

1. From the *Test Event* drop-down list (see Figure 13), select the required test accommodation.
2. Click **Go**.

Figure 13. Sample Score Report with Breakdown By Language





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

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

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

Table 6 lists the available accommodations.

Table 5. Accommodation Tools

Tool Name	Value
American Sign Language	Show ASL Videos
Braille	Uncontracted
	Contracted
	Nemeth
Closed Captioning	Closed Captioning Available
Non-Embedded Accommodations	Abacus
	Alternate Response Options
	Calculator
	Read Aloud Stimuli
	Scribe Items (Writing)
	Speech-to-Text
	Multiplication Table
	Noise Buffers
Printed Messages/Stimuli or Items	Stimuli & Items
	Stimuli
	Items
Streamline Mode	On
Text-to-Speech	Passages

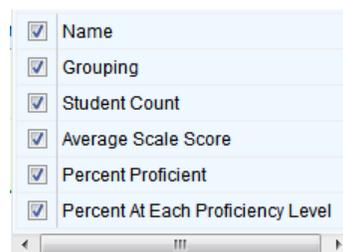
## Showing and Hiding a Report's Columns

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.



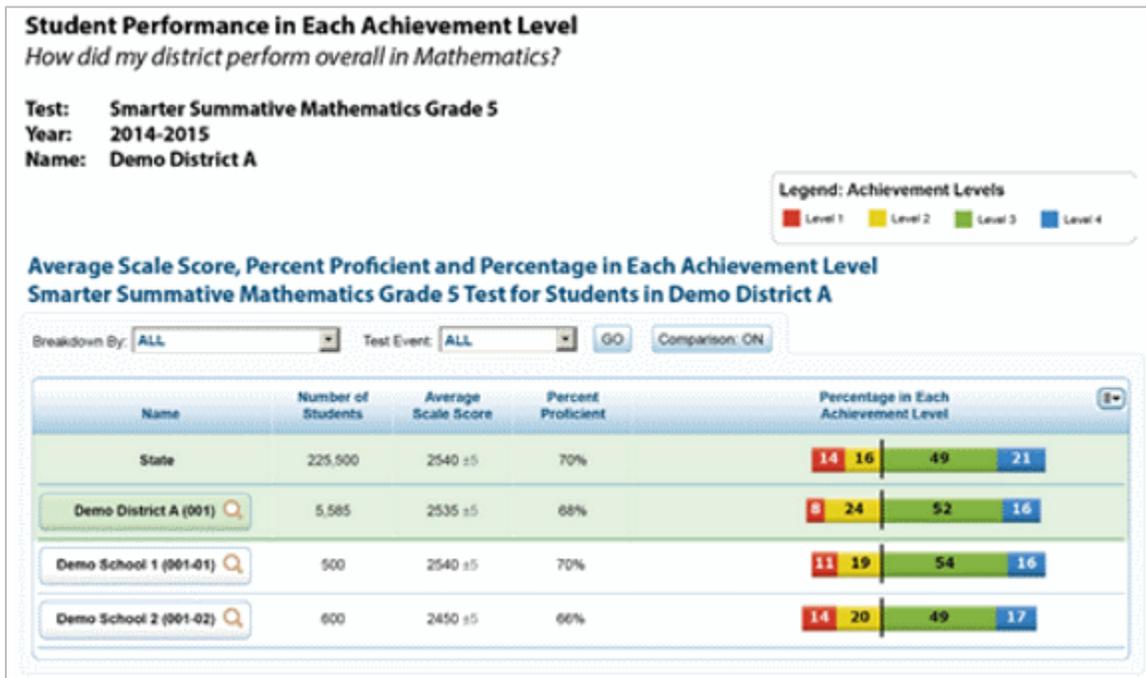
Note: Additional comparison data at the teacher and roster levels may also be displayed for some reports. However, the comparison rows that are available depend on the entity level from which the report has been accessed. For example, the comparison rows will include the overall score data of the teacher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

*To show or hide comparison data:*

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

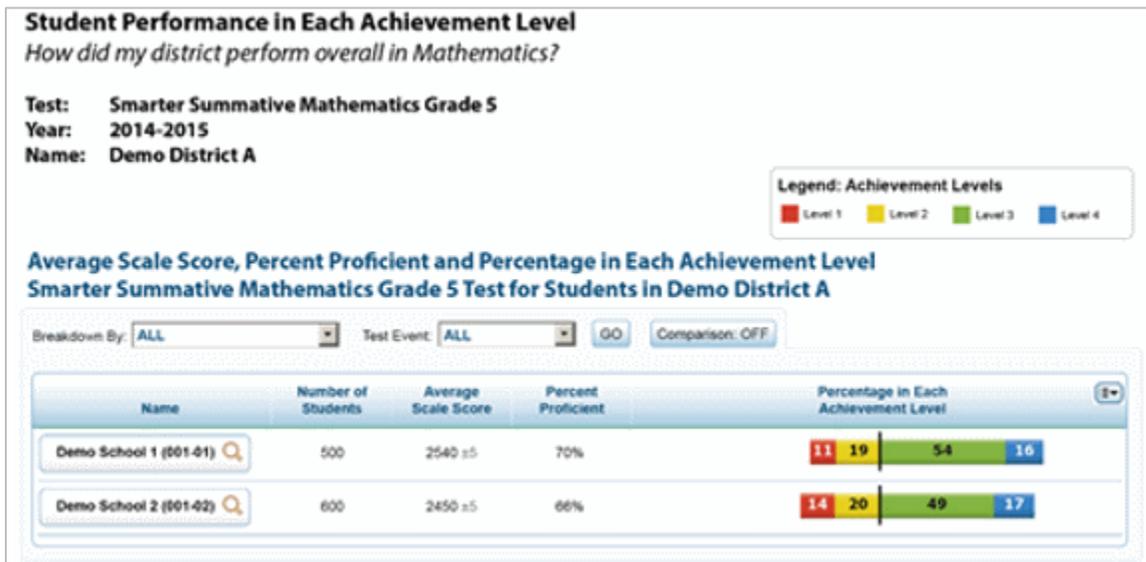
When **Comparison: On** is displayed, the comparison rows are visible on the report.

Figure 15. Sample Score Report with Comparison On



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

Figure 16. Sample Score Report with Comparison Off



## Viewing Subject Detail Score Reports for Summative and ICA Tests

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

The subject detail report name consists of the following components:

- *Student Performance At Each Proficiency Level. How did my [entity] perform overall in [Subject or Course],* where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Average Scale Score, Percent Proficient and Percentage in Each Achievement Category [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 Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. Table 6 describes the Subject Detail Reports columns.

Table 6. Subject Detail Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).
Number of Students	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The average score and standard error of the mean of students who completed the scaled tests.
Percent Proficient	The percentage of students to date who scored level 3 or above on the selected test.
Percent in Each Achievement Level	The distribution of students across each of the four achievement levels.

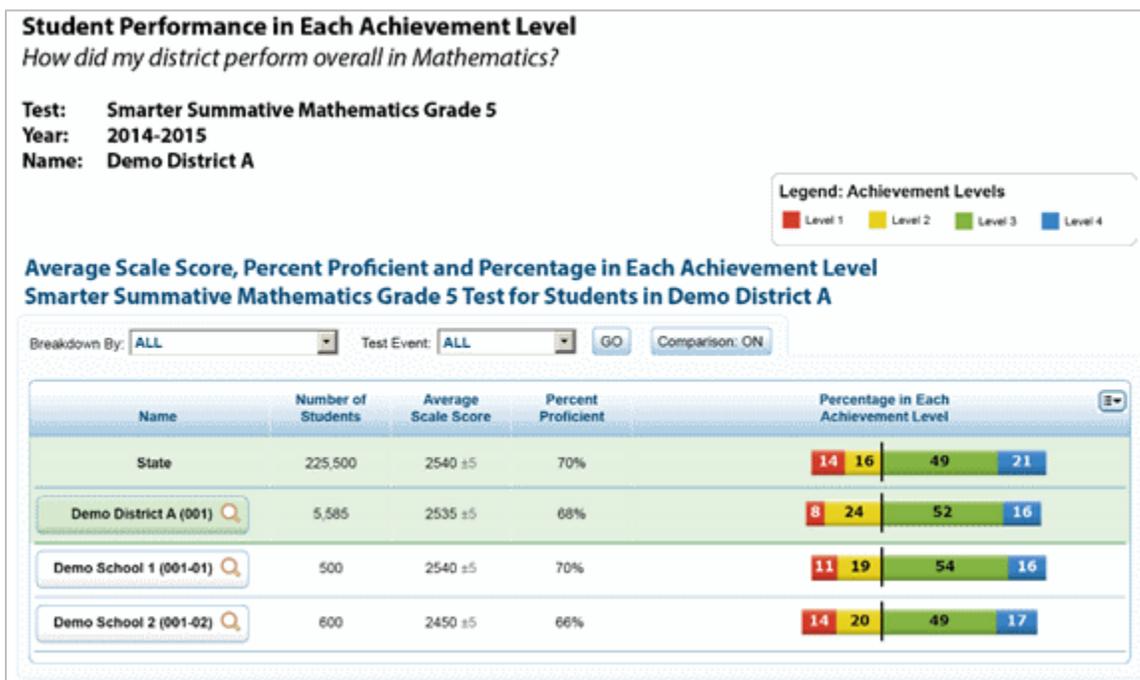
## Viewing School Listing Report

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

To generate a school listing report:

1. From the **Home Page Dashboard** page, define the student population as described in the section Defining the Student Population.
2. From the **Home Page Dashboard** page aggregate tables, click the grade-subject cell for which you want to view a school listing report. The school listing report for the selected grade-subject appears.

Figure 17. Sample 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.

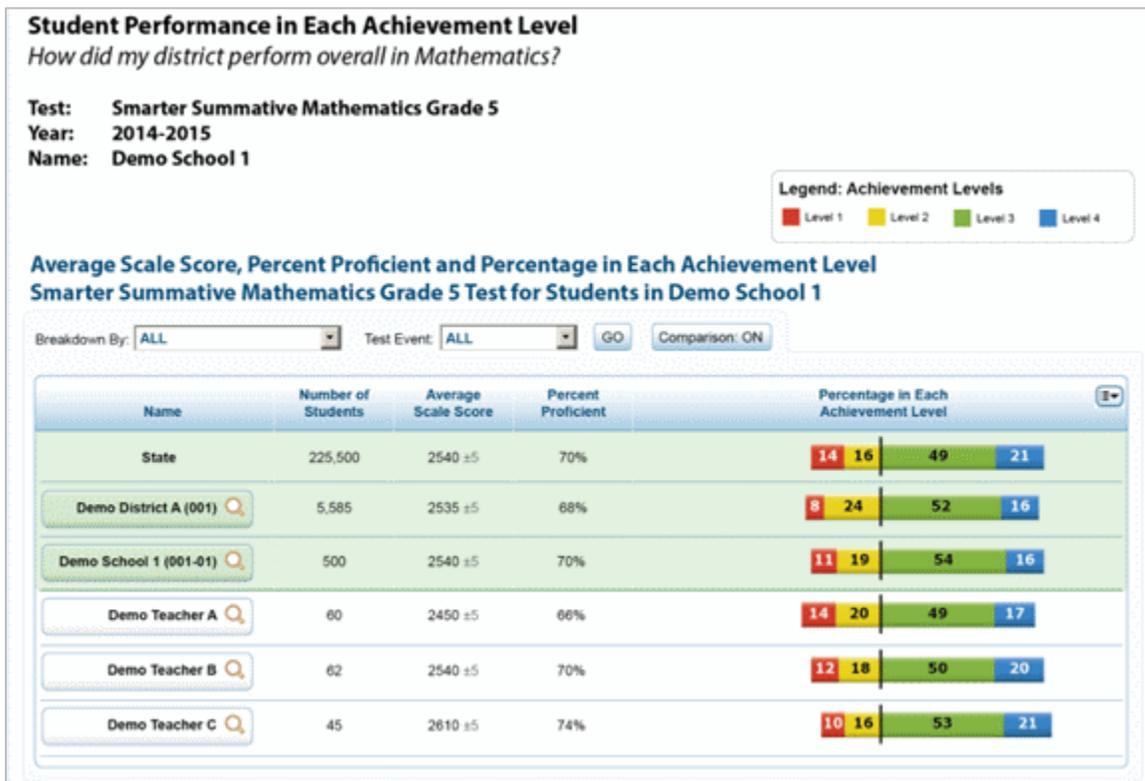
## Viewing Teacher Listing Report

The Teacher Listing Report 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 **Teacher**; from the what dimension drop-down list, select **Subject**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 18. 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.

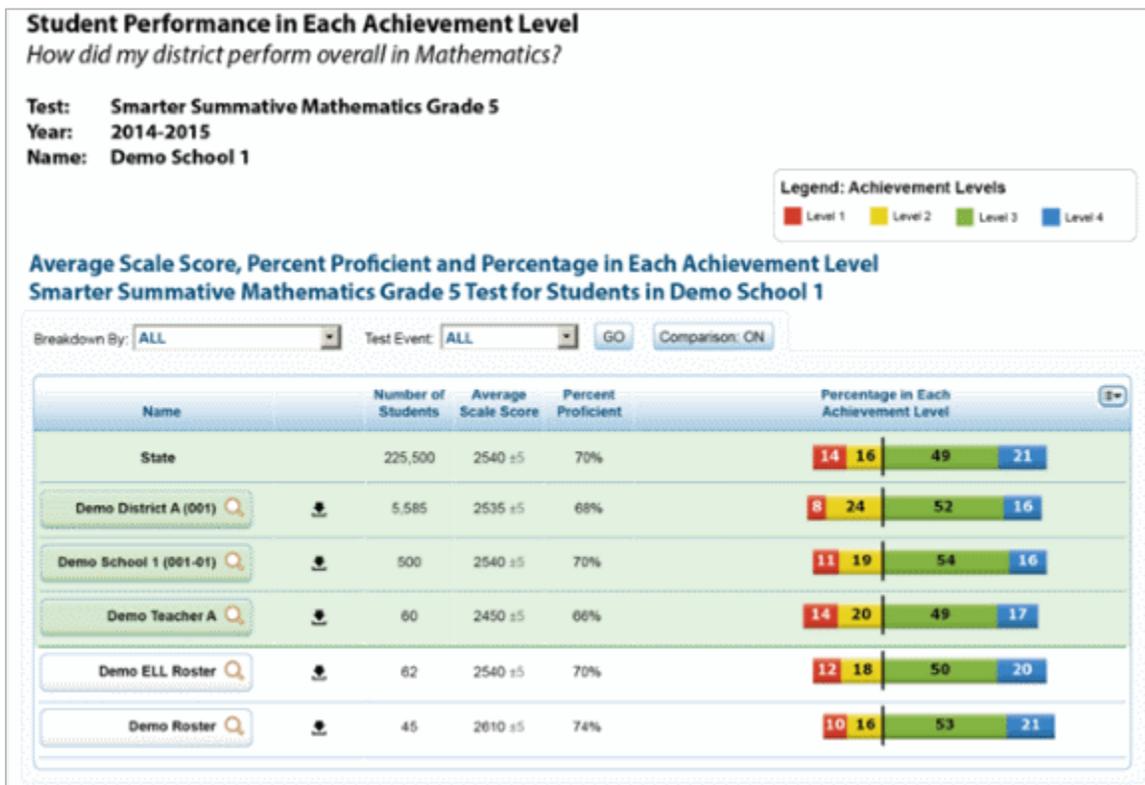
## Viewing Roster Listing Report

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. Roster 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.

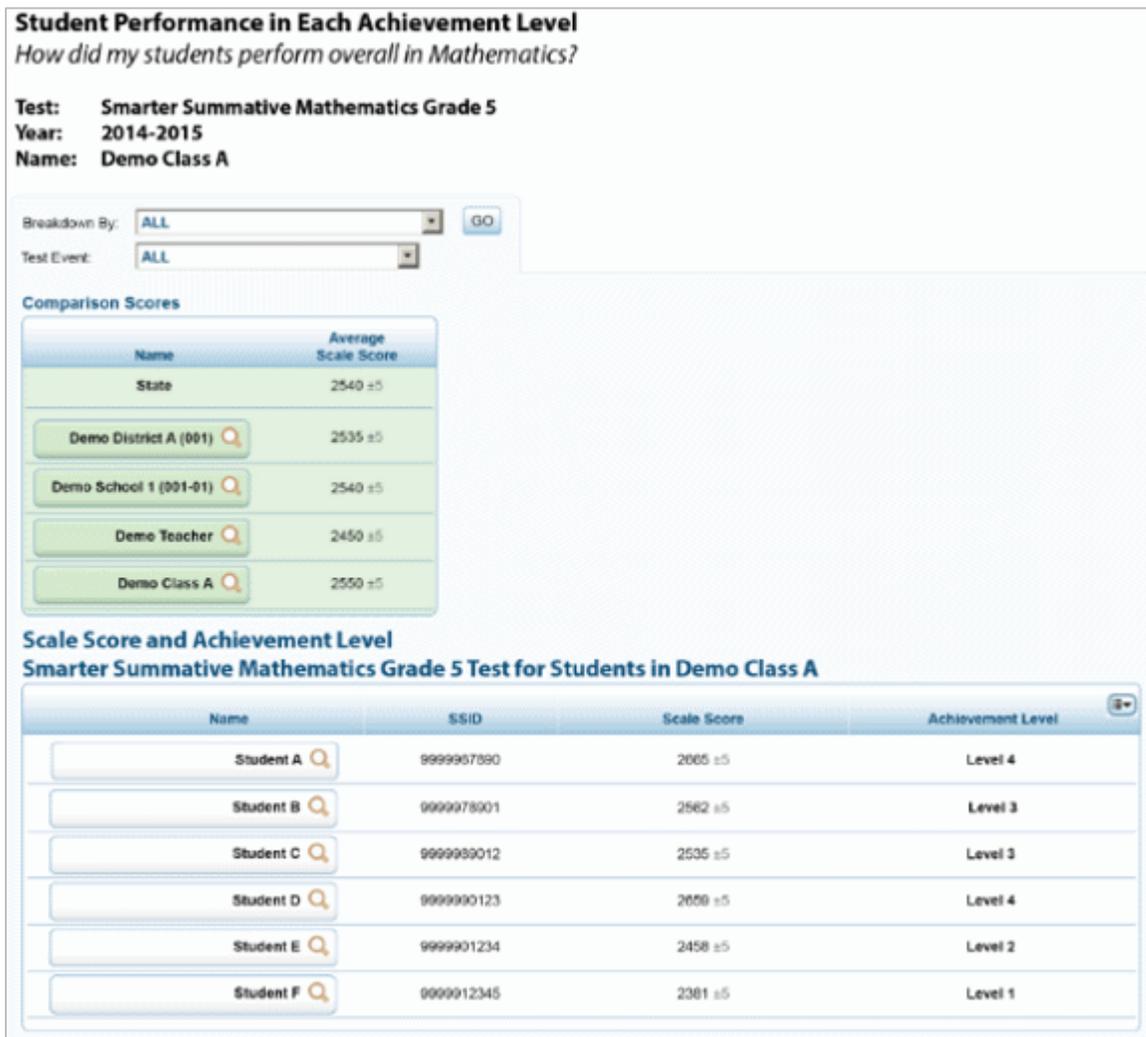
## Viewing Student Listing Report

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

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. Sample 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 Score and Achievement Level [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.
- The student's SSID is displayed.
- The scores are for individual students and are not mean scores.
- The procedure for viewing score data by demographic subgroup or test event is different from other score reports. To disaggregate score data by a subgroup:
  - a. From the *Breakdown By* or *Test Event* drop-down list, select the required group or accommodation.
  - 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.
- The number of opportunities taken by a student for the selected test is displayed in the Opportunities Taken column.
- **Show All Opportunities** on the Student Listing Report allows you to view how each student has performed on each of the test opportunities they have taken. When **Show All Opportunities: On** is displayed, all the opportunities are visible on the report. When **Show All Opportunities: Off** is displayed, the reports are configured to display the most recent opportunity or the opportunity in which the student scored highest.



Note: The opportunity that is displayed or included in the report aggregations is configurable and can vary between different test categories. For example, the aggregate results for ICAs may include a student's performance on the most recent opportunity while state-specific test categories may include test opportunities where students have scored the highest.

- **Print** on the Student Listing Report prints the current page and also generates PDF files of Individual Student Reports of all the listed students. You can choose between printing Individual Student Reports in a single PDF file, or create individual PDFs for each Individual Student Report in a batch Zip file. The PDF reports can be accessed from the *Inbox* section of the **Retrieve Student Results** page (see Figure 21). 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:
  - Select the type of PDF report:
    - To generate individual PDFs for each Individual Student Report, click **Provide an individual PDF of each ISR in a batch Zip file**.
    - To generate the reports in a single PDF file, click **Include all ISRs in a single PDF File**
  - Select the test opportunities that should be included in the PDF:
    - For the most recent test opportunities of all the students in the list, click **Most Recent Opportunities**.
    - For test opportunities where the listed students have scored the highest, click **Highest Opportunities**.
    - For all test opportunities taken by the students in the list, click **All Opportunities**.

Figure 21. PDFs of ISRs in Inbox

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

## Viewing Individual Student Report

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

*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 22. Sample Individual Student Report (Smarter Summative)

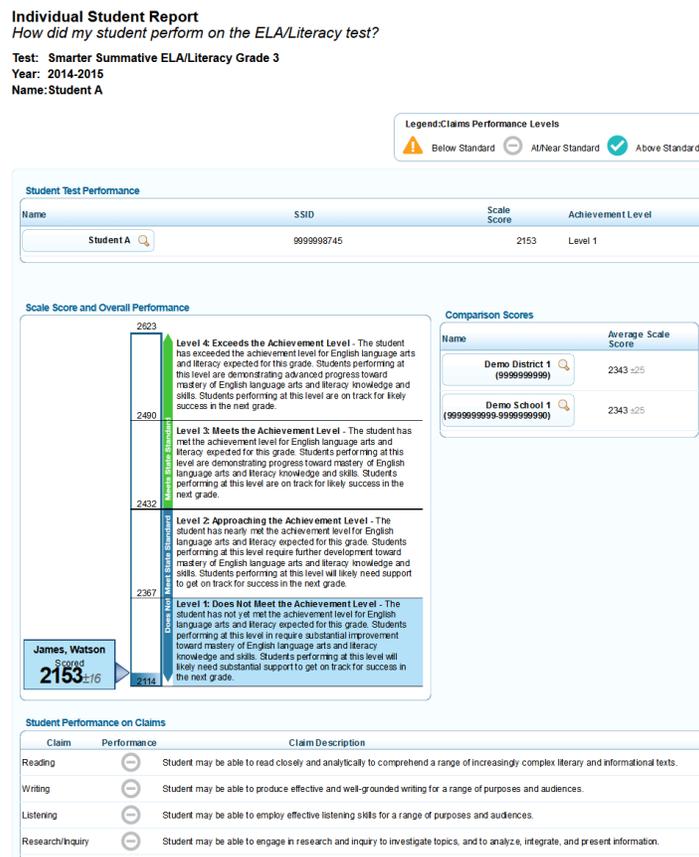


Figure 23. Sample Individual Student Report (ICA)

### Individual Student Report

*How did my student perform on the ELA/Literacy test?*

**Test:** Smarter Interim Comprehensive Assessment ELA/Literacy Grade 3  
**Year:** 2015-2016  
**Name:** Student A

**Legend: Claim Achievement Category**

Below Standard    At/Near Standard    Above Standard

#### Student Test Performance

Name	SSID	Opportunity	Scale Score	Achievement Level
Student A	9999998756	Opportunity #1 8/25/2015	2364 ±9	Level 1

#### Scale Score and Overall Performance

The chart shows a vertical scale from 2114 to 2623. Level 4 is above 2490, Level 3 is between 2432 and 2490, Level 2 is between 2367 and 2432, and Level 1 is below 2367. The student's score of 2364 is marked with a blue arrow pointing to the Level 1 boundary.

#### Comparison Scores

Name	Average Scale Score
Demo District 1 (9999999999)	2360 ±15
Demo School 1 (9999999999-9999999999)	2360 ±15

#### Student Performance on Claims

Claim	Performance	Claim Description
Reading		Student has difficulty reading closely and analytically to comprehend a range of increasingly complex literary and informational texts.
Writing		Student may be able to produce effective and well-grounded writing for a range of purposes and audiences.
Listening		Student has difficulty employing effective speaking and listening skills for a range of purposes and audiences.
Research/Inquiry		Student may be able to engage in research and inquiry to investigate topics, and to analyze, integrate, and present information.

#### Student Performance on Each Test Item Smarter ICA Test

Item #/Target	Points Earned	Points Possible
<b>Reading</b>		
4. WORD MEANINGS: Determine intended meanings of words, including words with multiple meanings (academic/tier 2 words), based on context, word relationships, word structure (e.g., common roots, affixes), or use of resources (e.g., beginning dictionary) - Point(s) Possible: 1 Point	0	1
5. KEY DETAILS: Use explicit details and information from the text to support answers or basic inferences - Point(s) Possible: 1 Point	1	1
6. CENTRAL IDEAS: Identify or summarize central ideas, key events, or the sequence of events presented in a text - Point(s) Possible: 1 Point	1	1
7. REASONING & EVIDENCE: Use supporting evidence to interpret and explain inferences about character traits, motivations, feelings; point of view, author's lesson or message - 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 test opportunity number and the date when the opportunity was completed, if applicable. You can click on an opportunity number to view the student’s performance on different opportunities.
  - The student’s overall scale score for a test opportunity.
  - The achievement level classification associated with the student’s score for a test opportunity.
- Scale Score and Overall Performance—This barrel chart visually depicts the student’s achievement level based on his overall scale score.
- Student Performance on Claims—This table includes:
  - The student’s performance level in each of the claims for the test opportunity corresponding to the highest overall performance. Refer to the claim achievement category legend on the top of the report for understanding the symbols represented.
  - Descriptions of what the student’s results mean.
- Standard Error of Measurement Text—This table provides a description of the standard error of measurement for parents and educators.
- Comparison Scores—This table includes average scale score and percent proficient for the state, district, and school with which the student is associated.



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

- Student Performance on Writing—This table provides information about the student’s performance on the Writing test, which includes two essays.



Note: This table is only displayed for ELA tests. For ELA Grades 3–5, students are required to write an “informative” and an “opinion” essay; for ELA Grades 6–11, students are required to write an “informative” and an “argumentative” essay.

- Student Performance Over Time— This graph plots the scale scores for the student at each point in time (across test administrations both within and between school years) and visually depicts his performance over time.



Note: About the Trend Graph

- The trend graph may not be available for all tests.
  - The line may be broken if data is not available for a particular test administration.
- 
- Student Performance on Each Test Item [Test Name]—This table includes
    - Item number and target description for each item included for the claim. A target description may be repeated since a test may include more than one item associated with the same target.
    - The number of points earned on an item.
    - The number of points possible for an item.

## Viewing Claims Score Reports

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



**Note:** Claims reports are available for Smarter ICAs and Smarter Summative Assessments and not for the Smarter IABs.

The claims report name consists of the following components:

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

Table 7 describes the Claims Score Report columns.

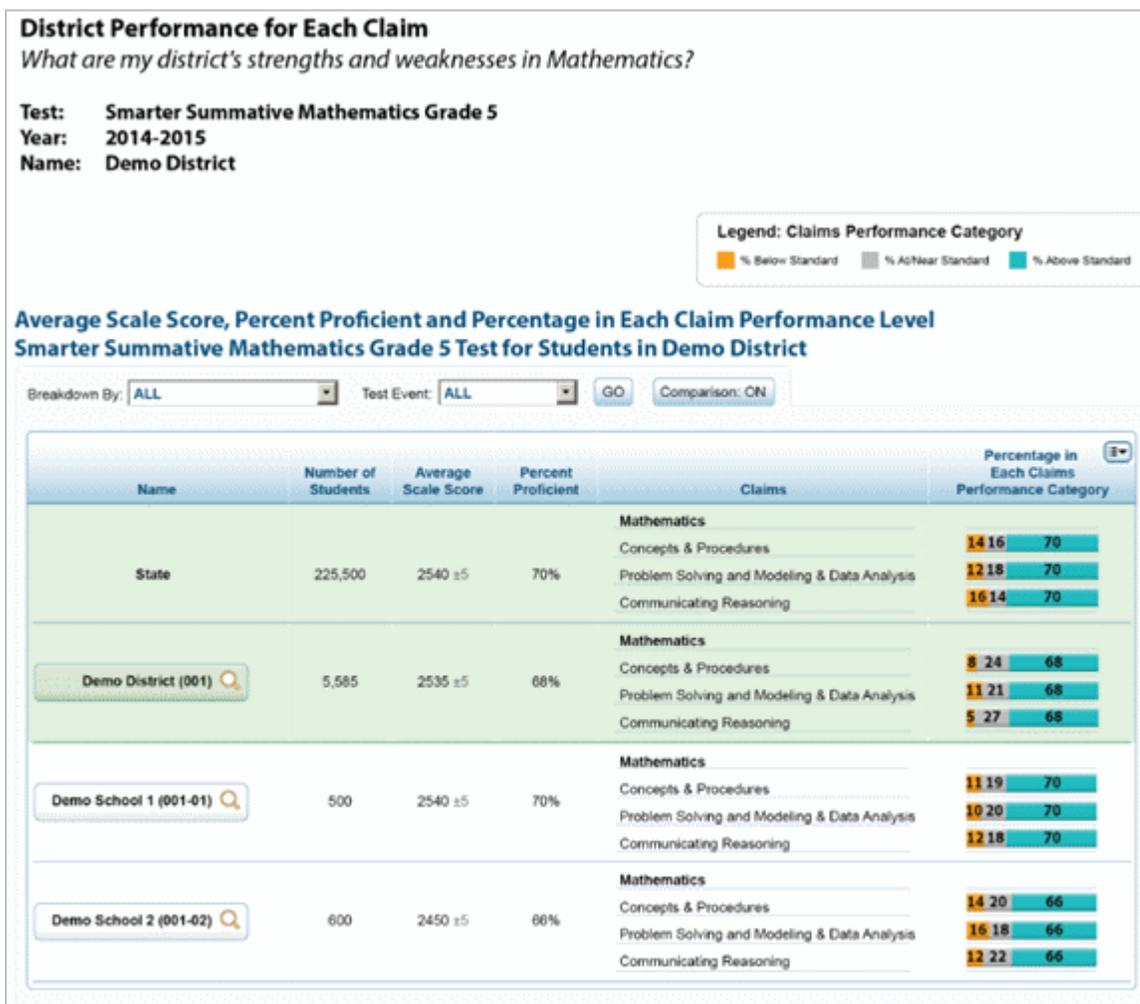
Table 7: Claims Score Report Columns

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

*To access the Claims 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 **Claims**; from the who dimension drop-down list, select the required entity level; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 24. Sample School Listing Claims Report



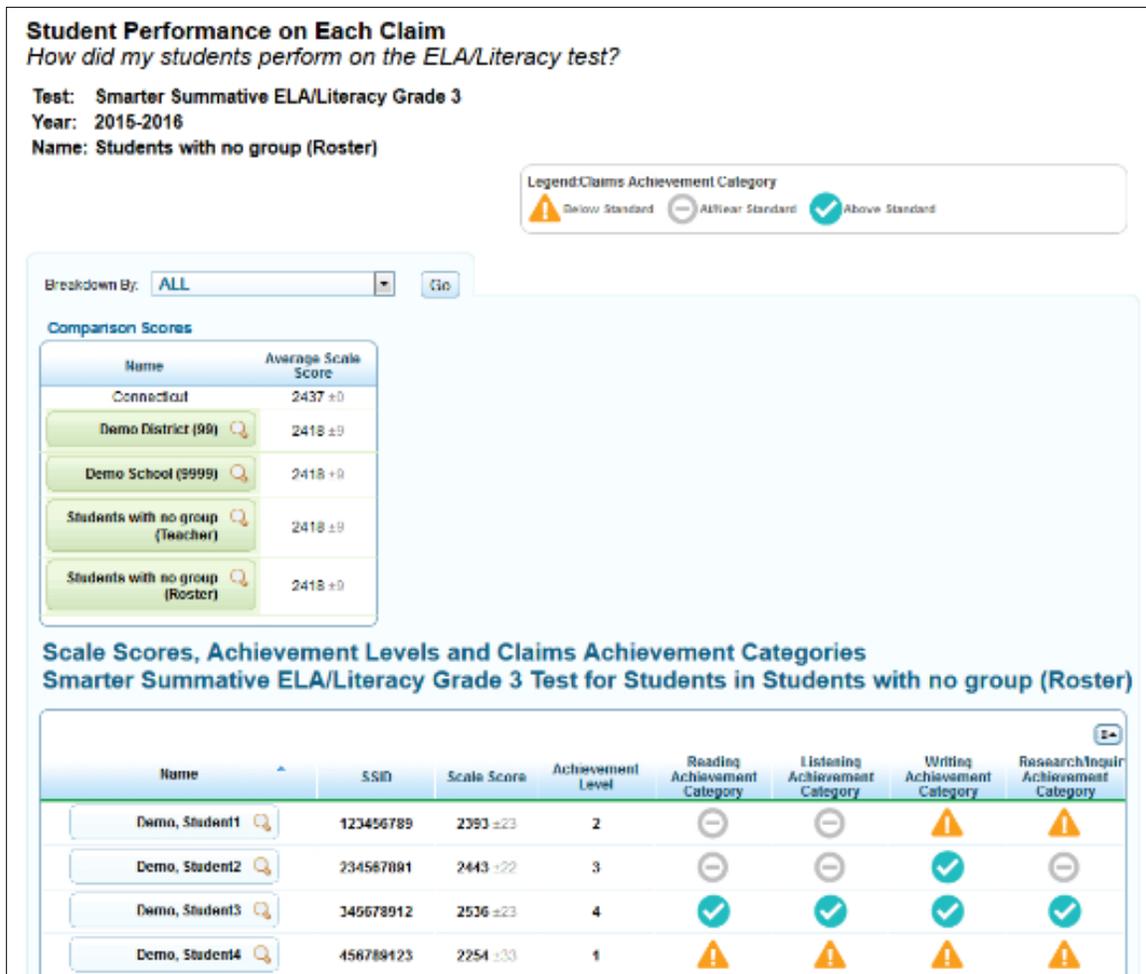
As with the Subject Detail Reports, using the Exploration Menu, you can navigate to lower levels of this report or switch to other score report dimensions. For information about navigating between reports and other features, see Understanding the Score Report Layout and Features.

### About the Student Listing Claims Score Report

The Student Listing Claims Score Report (see Figure 25) differs from higher level claims score reports in the following ways:

- The score report name and the title of the score report table is different. The score report name is *Student Performance on Each Claim. How did my students perform on the [Subject] test*, where the text within brackets indicates variables that change based on the test that you have selected. The title of the score report table is *Scale Scores, Achievement Levels, and Claims Achievement Categories, [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.
- In addition to reporting a student’s name, ID, overall subject scale score, and overall subject achievement level, this report also provides the achievement category classification associated with the student’s claim scores. Refer to the legend on the top of the report to understand the data represented.

Figure 25. Sample Student Listing Reporting Categories Report



## Viewing Strengths and Weaknesses by Targets Report

This report displays all the targets for each of the claims in the selected test. The data shown in the Comparison Scores table are the average subject scale scores for the state, district, school, teacher, and roster.

To navigate to the Strengths and Weaknesses by Target Report from the Claims Report:

1. On the Claims Report (Figure 24), click  next to an entity. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Targets**; from the who dimension drop-down list, select the required entity level; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 26. Sample Strengths and Weaknesses by Target



## Understanding the Strengths and Weaknesses by Target Report

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

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

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

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

Table 8 provides definitions for each performance level.

Table 8. Target Level Legend Descriptions

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

## 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 target or block and the performance of the selected entity on those items.



**Note:** Item Level reports are available for Smarter ICAs and IABs, but not Smarter Summative Assessments.

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 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 *Item Number with Associated Target 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 Report:*

1. On the School Listing Report (Figure 17), click  next to the district name. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Items**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 27. Sample District Level Item Report

**Performance on Each Item for ELA/Literacy**  
*How did my district perform on each item of the ELA/Literacy Test?*

**Test:** Smarter Interim Comprehensive Assessment ELA/Literacy Grade 3  
**Year:** 2015-2016  
**Name:** Demo District 1

**Item Number with Associated Target and Performance on Each Test Item**  
**Smarter Interim Comprehensive Assessment ELA/Literacy Grade 3 Test for Students in Demo District 1**

Comparison Scores

Name	Average Scale Score
Demo District 1 (999999999)	2360 ±15

Item #/Target	Percent 0 Points Earned	Percent 1 Point Earned	Percent 2 Points Earned	Percent 3 Points Earned	Percent 4 Points Earned
<b>Reading</b>					
4. WORD MEANINGS: Determine intended meanings of words, including words with multiple meanings (academic/tier 2 words), based on context, word relationships, word structure (e.g., common roots, affixes), or use of resources (e.g., beginning dictionary) - Point(s) Possible: 1 Point	25	26	0	0	0
5. KEY DETAILS: Use explicit details and information from the text to support answers or basic inferences - Point(s) Possible: 1 Point	21	28	0	0	0
6. CENTRAL IDEAS: Identify or summarize central ideas, key events, or the sequence of events presented in a text - Point(s) Possible: 1 Point	32	16	0	0	0
7. REASONING & EVIDENCE: Use supporting evidence to interpret and explain inferences about character traits, motivations, feelings; point of view, author's lesson or message - Point(s) Possible: 1 Point	32	25	0	0	0
14. WORD MEANINGS: Determine intended meanings of words, including domain-specific (tier 3) words and academic (tier 2) words with multiple meanings, based on context, word relationships, word structure (e.g., common roots, affixes), or use of resources (e.g., beginning dictionary, glossary) - Point(s) Possible: 2 Points	27	23	22	0	0
41. CENTRAL IDEAS: Identify or summarize central ideas/ key events, or procedures and details that support them. - Point(s) Possible: 1 Point	31	23	0	0	0
<b>Writing</b>					
1. EDIT/CLARIFY: Apply or edit grade-appropriate grammar usage and mechanics to clarify a message and edit narrative, informational, and persuasive/opinion texts - Point(s) Possible: 1 Point	25	29	0	0	0
3. EDIT/CLARIFY: Apply or edit grade-appropriate grammar usage and mechanics to clarify a message and edit narrative, informational, and persuasive/opinion texts - Point(s) Possible: 1 Point	19	24	0	0	0
8. LANGUAGE & VOCABULARY USE: Strategically use language and vocabulary (including academic or domain-specific vocabulary) appropriate to the purpose and audience when revising or composing texts - Point(s) Possible: 1 Point	24	28	0	0	0

Using the Exploration Menu, you can navigate to aggregate item level reports for an entire school, teacher, or roster. You can also 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.

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

Table 9. Columns in the District Level Item Report

Column	Definition
Item #/Targets	<p>Item number and description of the target for each item included for the claim.</p> <p>The target description may be repeated since a test may include more than one item associated with the same target.</p> <p>Also, the item numbers may not appear chronologically as they are organized on the basis of the claims with which they are associated.</p>
Percent 0 Point Earned	<p>The percentage of students who have not scored on the item.</p>
Percent 1 Point Earned	<p>The percentage of students who have scored one point on the item.</p>
Percent <2> Point Earned	<p>The percentage of students who have scored two points on the item, if applicable.</p> <p>The Percent Point 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 ELA/Literacy is 3, then the report will display columns up to Percent 3 Point Earned.</p>

## Viewing Trend Reports

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



**Note:** Trend Reports will not be available for the Smarter IABs.

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 and Achievement Levels 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 28. Sample District Trend Report



## Understanding Trend Report Features

The trend report shows the trend of performance for the state, district, school, teacher, class, 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.

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

### Select Administrations to Plot

By default, the trend report is set to plot summative and interim administrations on the graph. However, you may choose to only plot the administration selected on the **Home Page Dashboard** page.

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

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

### Choose Who to Graph

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 claims 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

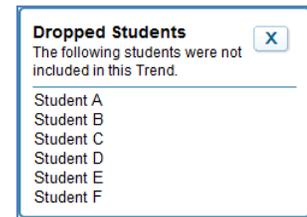
Each entity listed in this box also displays the magnifying glass icon. You can elect to drill down and view trend data at the teacher, roster, or student levels.

### Choose What to Graph

In this section, you may select the overall test subject data (default) or individual claims to plot. This table may not be available for all tests.

## Dropped Students

All trend report pages include a column called Dropped Students. A **View** button in the Dropped Students column indicates that some students were not included in the trend report. If the column displays N/A, then no students were dropped or excluded from the trend report. 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 29. Sample Trend Line Box

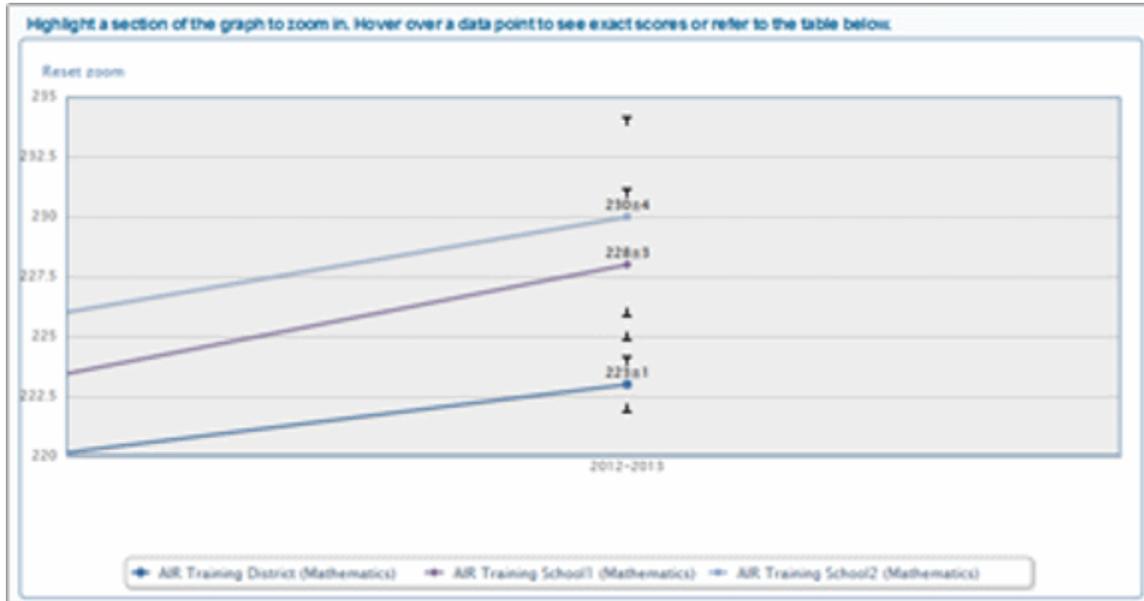


*To hide/unhide the trend lines:*

1. Locate the box listing the trend lines for the report (see Figure 29).
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 30. 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 30), 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 31. Sample Teacher Trend Report



## Viewing Roster Trend Report

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

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

1. On the Teacher Trend Report (see Figure 31), 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 32. Sample Roster Trend Report



## Viewing Student Listing Trend Report

The student listing trend report displays the trends for the selected students associated with a school, teacher, or roster.

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

1. On the Roster Trend Report (see Figure 32), 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 33. Sample Student Listing Trend Report

### Longitudinal Report

*How did my students perform over time?*

**Subject:** Smarter Summative Mathematics  
**Name:** Demo Class

Breakdown By: ALL    Display: Interim and Summative  
 Interim and Summative  
 Selected Test    Go

#### Student Performance Over Time

Highlight a section of the graph to zoom in. Hover over a data point to see exact score or refer to the table below.

Student	Interim 1 2014-2015	Interim 2 2014-2015	Summative 2014-2015
Demo Student A (Mathematics)	2540 ±25	2475 ±25	2598 ±25
Demo Student B (Mathematics)	2272 ±25	2358 ±25	2499 ±25

Choose Who to Graph

Name

- Demo Student A
- Demo Student B
- Demo Student C
- Demo Student D
- Demo Student E

#### Student Scale Scores and Achievement Levels on Mathematics Test Over Time

Name	Dropped Students	Interim 1 2014-2015	Interim 2 2014-2015	Summative 2014-2015
Demo Student A (Mathematics)	N/A	2540 ±25	2475 ±25	2598 ±25
Demo Student B (Mathematics)	N/A	2272 ±25	2358 ±25	2499 ±25

## Viewing Interim Assessment Block Reports

Interim assessment block (IAB) reports focus on small sets of related concepts within a test. An example of an IAB report is a student's performance on the fractions block within a mathematics test.

You can access IAB reports that provide summary information for student participation by grade (Figure 34) from the **Home Page Dashboard** page.

Figure 34. Home Page Dashboard Aggregation Tables (IABs)

Number of Students Tested at Least One Block in Demo District, 2014-2015			
ELA/Literacy		Mathematics	
Grade	Number of Students Tested at Least One Block	Grade	Number of Students Tested at Least One Block
Grade 3	5,500	Grade 3	5,500
Grade 4	5,650	Grade 4	5,650
Grade 5	5,585	Grade 5	5,585
Grade 6	5,725	Grade 6	5,725

Number of Students Tested at Least One Block shows the number of students who completed tests and have been scored for at least one block. For example, referring to Figure 34, within the Demo district, 5,500 third-grade students completed an IAB ELA/Literacy test with at least one completed block.

## Viewing School Listing IAB Report

The School Listing IAB report provides summary information for student participation by school. The report name consists of the following components:

- The score report name is *Overall [Entity] Performance. How did my [entity] perform overall?*
- 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 *Number of Students Tested at Least One Block [Test Name] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

To view School Listing IAB reports:

1. From the **Home Page Dashboard** page, define the student population as described in the section Defining the Student Population.
2. From the Number of Students Tested at Least One Block column (see Figure 35), click the grade-subject cell for which you want to view a report. The school listing IAB report appears (Figure 35).

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.

Figure 35. School Listing IAB Report

Name	Number of Students Tested at Least One Block	Average Number of Blocks Students Completed	Average Number of Blocks Students Performed Above Standard
State	225,500	4.2	3.8
Demo District A (001)	5,585	5.1	4.2
Demo School 1 (001-01)	500	5.5	4.5
Demo School 2 (001-02)	600	4.7	3.6

Table 10 lists the columns appearing in the school listing IAB report.

Table 10. Columns in the School Listing IAB Report

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Average Number of Blocks Students Completed	The average number of blocks each student completed, computed over all students' most recent test opportunity..
Average Number of Blocks Students Performed Above Standard	The average number of blocks each student completed for which the score was above the Smarter standard, computed over all students' most recent test opportunity.

For example, referring to Figure 35, within Demo School 1 in the Demo District:

- 500 fifth-grade students submitted an IAB mathematics test with at least one completed block.
- Of those completed tests, students completed an average of 5.5 blocks.
- Of those completed tests, students scored above-standard on 4.5 of those blocks.
- Both results for Demo School 1 are a bit higher compared to the district-wide and state-wide results.

### Viewing School Listing IAB Report by Block

School Listing IAB Report by Block provides summary information for school performance by block.

The report name consists of the following components:

- The score report name is *[Entity] Performance on Each Block. How did my [entity] perform on each block?*
- 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 *Percentage in Each Block Achievement Category [Test Name] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

*To access the School Listing IAB Report by Block from the School Listing IAB Report:*

1. On the School Listing IAB Report (Figure 35), click  next to the district name. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Blocks**; from the who dimension drop-down list, select **School**; from the when dimension, select **Current Admin**.
3. Click **View**.

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

Figure 36. School Listing IAB Report by Block

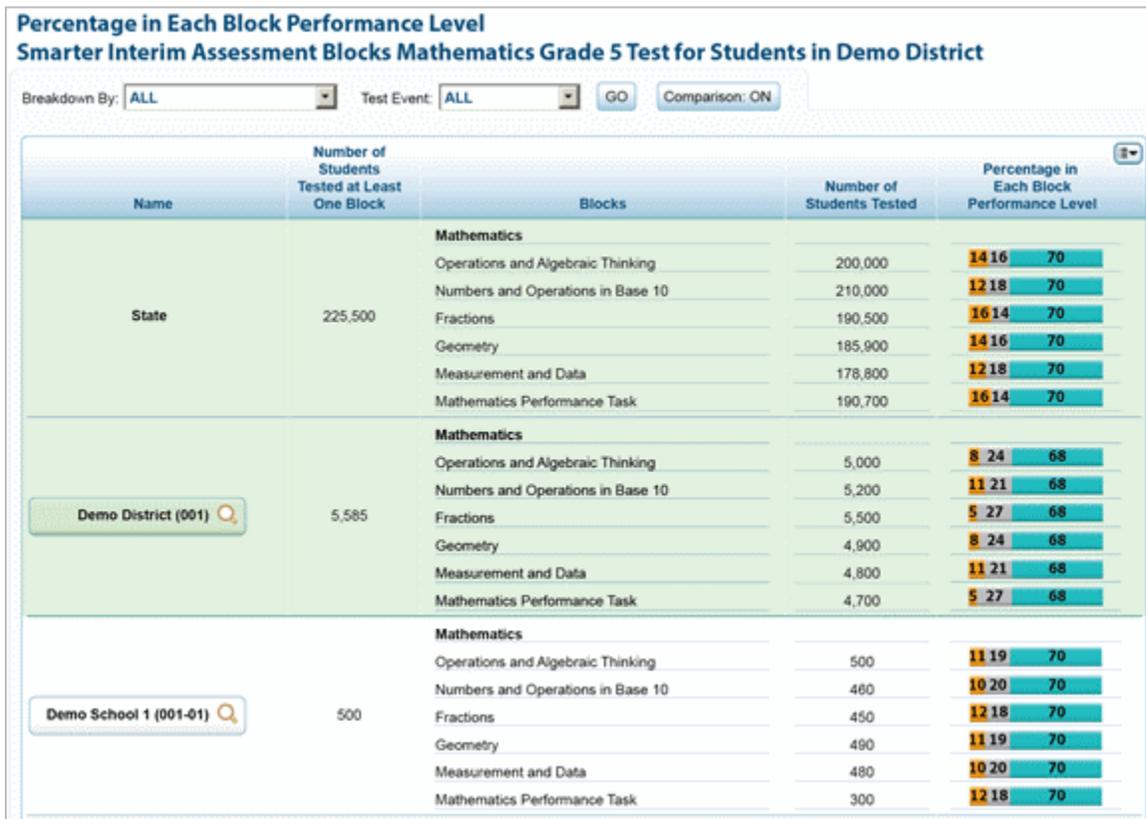


Table 11 lists the columns appearing in the School Listing IAB report by Block.

Table 11. Columns in the School Listing IAB Report by Block

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Blocks	A block for the selected subject. For example, in Figure 36, Fractions and Geometry are blocks within the Mathematics subject.
Number of Students Tested	The number of students tested in the block computed over all students most recent test opportunity.'
Percentage in Each Block Achievement Category	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunity.

For example, referring to Figure 36, within Demo School 1 in the Demo District:

- 500 fifth-grade students completed a Mathematics test with at least one completed block.
- Of those completed tests, 500 students submitted a test with a completed Operations and Algebraic Thinking block.
- Of those 500 tests containing the Operations and Algebraic Thinking block:
  - 11% of the students scored below standard.
  - 19% scored at or near standard.
  - 70% scored above standard.
- The results for Demo School 1 in the Operations and Algebraic Thinking block are comparable to the district level and the state level:
  - 11% of Demo School 1's students had below-standard performance, compared to 8% at the district level and 14% at the state level.
  - 19% of Demo School 1's students had at-standard performance, compared to 24% at the district level and 16% at the state level.
  - 70% of Demo School 1's students had above-standard performance, compared to 68% at the district level and 70% at the state level.

## Viewing Student Listing IAB Report by Block

The Student Listing IAB Report by Block provides summary information about student performance on each assessed block for students associated with a roster, teacher, or school.

The report name consists of the following components:

- The score report name is *Student Performance on Each Block. How did my students perform on each block?*
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Number of Blocks Tested and Block Achievement Categories [Test Name] Test for Students in [Entity]*, where the text within brackets changes depending on your selections.

To navigate to the Student Listing IAB Report by Block from the School Listing IAB Report by Block:

1. On the School Listing IAB Report by Block (Figure 36), click  next to the school name. The Exploration Menu appears.
2. On the Exploration Menu, from the what dimension drop-down list, select **Blocks**; from the who dimension drop-down list, select **Student**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 37. Student Listing IAB Report (partial view)

Individual Student Score and Performance Level								
Smarter Interim Assessment Blocks Mathematics Grade 5 Test for Students in Demo Class A								
Name	SSID	Opportunities Taken	Number of Blocks Tested	Number of Blocks Above Standard	Operations & Algebraic Thinking Performance Level	Numbers & Operations in Base 10 Performance Level	Fractions Performance Level	Geometry Performance Level
Student A 	9999967890	2	6	4				
Student B 	9999978901	1	6	2				

You can view a student's performance on all test opportunities by using the **Show All Opportunities** button on the student listing page or referring to the individual student report.



Note: The opportunity that is displayed or included in the report aggregations is configurable and can vary between different test categories. For example, the aggregate results for IABs may include a student's performance on the most recent opportunity while state-specific test categories may include test opportunities where students have scored the highest.

Using the Exploration Menu, you can go to higher or 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](#).

Table 12 lists the columns appearing in the Student Listing IAB Report by Block.

Table 12. Columns in the Student Listing IAB Report by Block

Column	Definition
Name	Name of student.
SSID	Student's State Student Identification Number.
Opportunities Taken	Number of test opportunities student submitted at least one block.
Number of Blocks Tested	Number of blocks student tested on the most recent test opportunity.
Number of Blocks Above Standard	Number of blocks the student scored above standard on the most recent test opportunity.
<Block Names>	Indication of student's performance for the block. See Table 13 for an explanation of the icons in this column.

Table 13 lists the icons associated with block-level performance.

Table 13. Icons Associated with Block-Level Performance

Icon	Definition
	Student scored below-standard.
	Student scored at/near-standard.
	Student scored above-standard.
N/A	Student did not submit the block.

For example, referring to Figure 37, within Demo Class A:

- Student A took at least one block in Grade 5 Mathematics tests twice; Student B took at least one block in Grade 5 Mathematics tests once.
- Student A took submitted six blocks in the most recent test opportunity.; Student B took six blocks in the only test opportunity.
- Student A scored above-standard in four of the six blocks in the most recent test opportunity; Student B scored above-standard in 2 of the six blocks in the only test opportunity.

## Viewing Individual Student IAB Report

The Individual Student IAB report provides detailed information for an individual student's performance. You can access this report from both the Student Listing IAB Report and Student Listing IAB Report by Block.

*To navigate to the Individual Student IAB Report from the Student Listing Report IAB Report by Block:*

1. On the Student Listing IAB Report by Block (Figure 37), click  next to a student's name. The Exploration Menu appears. (For information about how to access the Student Listing IAB Report by Block, see Viewing Student Listing IAB Report by Block).
2. On the Exploration Menu, from the what dimension drop-down list, select **Block**; from the who dimension drop-down list, select **Student**; from the when dimension, select **Current Admin**.
3. Click **View**.

Figure 38. Individual Student IAB Report

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

**Test:** Smarter Interim Assessment Blocks ELA/Literacy Grade 3  
**Year:** 2015-2016  
**Name:** Student B

**Legend: Blocks Performance Categories**  
 Below Standard   
  At/Near Standard   
  Above Standard

**Student Information**

Name	SSID	Opportunity
Student B	9999995689	Opportunity #1 8/25/2015

**Student Performance on Claims**

Block	Achievement Category
Read Literary Texts	
Read Informational Texts	
Edit/Revise	
Brief Writes	
Listen/Interpret	
Research	
Opinion Performance Task	

**Student Performance on Each Test Item Smarter IAB Test**

Item #/Target	Points Earned	Points Possible
<b>Read Literary Texts</b>		
1. CENTRAL IDEAS: Identify or summarize central ideas, key events, or the sequence of events presented in a text - Point(s) Possible: 1 Point	0	1
2. TEXT STRUCTURES & FEATURES: Relate knowledge of text structures or text features (e.g., illustrations) to gain, interpret, explain, or connect information - Point(s) Possible: 1 Point	1	1
3. REASONING & EVIDENCE: Use supporting evidence to interpret and explain inferences about character traits, motivations, feelings; point of view, author's lesson or message - Point(s) Possible: 2 Points	2	2

Table 14 lists the columns appearing in the Individual Student IAB report.

Table 14. Columns in the Individual Student IAB Report

Column	Definition
Name	Name of student.
SSID	Student's State Student Identification Number.
Opportunity	Test opportunity number and the date the opportunity was completed.
Block	Name of block.
Achievement Category	Indication of student's performance for the block on the most recent test opportunity. See Table 13 for an explanation of the icons.

Column	Definition
Item#/Target	<p>Item number and target description for each item included for the block.</p> <p>A target description may be repeated since a test may include more than one item associated with the same target.</p> <p>Unlike the ICAs, the item numbers are listed chronologically as the items included in a block are associated with the same reporting category.</p>
Points Earned	The number of points earned on an item.
Points Possible	The number of points possible for an item.

For example, referring to Figure 38, for Jane Doe:

- She took two test opportunities for the Grade 5 Mathematics test (test name not shown in Figure 38).
- On the selected test opportunity (in this case Opportunity #1), for the blocks Operations and Algebraic Thinking, Number and Operations in Base 10, and Fractions, she scored above-standard.
- On the selected test opportunity (in this case Opportunity #1), she did not submit a test that included the block Geometry or Measurement and Data.
- On the selected test opportunity (in this case Opportunity #1), she scored at-standard on the block Mathematics Performance Task.

## Section V. Viewing Test Management Center

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, view students' test statuses, view summary statistics, retrieve student results, and check test completion rates by school, grade, subject, and opportunity.

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

### Generating a Summary Statistics Report

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

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



**Note:** The Summary Statistics Report will not be available for the Smarter IABs.

*To generate a summary report:*

1. From the *Test Management Center* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see Figure 39).

Figure 39. Summary Statistics Page

### Summary Statistics

**Step1: Choose What**

Test: SAGE Summative

Administration: Summative 2015-2016

Test Name: ELA Grade 3

Generate Report

**Step2: Choose Who**

LEA: DEMO DISTRICT (99)

### ELA Grade 3 Statistics of Students in DEMO DISTRICT

SAGE Summative: Summative 2015-2016

**Legend**

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

Name	% Tested at each Opportunity & Count		% Proficient
DEMO DISTRICT (99)	0	<b>100%</b> [1818]	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">50</span>
	1	0% [2]	
DEMO SCHOOL 1 (99-999)	0	<b>100%</b> [1793]	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">50</span>
	1	0% [2]	

2. From the available drop-down lists, select the parameters for your report:
  - *Test*: Select the test category (e.g., Smarter Summative, Smarter ICA).
  - *Administration*: Select an administration (e.g., Spring 2016).
  - *Test Name*: Select a test name (e.g., ELA Grade 3).
3. Click **Generate Report**.

Table 15 describes the columns available in the *Summary Statistics* page.

Table 15. Summary Statistics Column Descriptions

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

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

## Retrieving Student Results

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



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

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

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

Figure 40. Retrieve Student Results Page

Name	Data	Type	Test	Administration	Grade	Date Created	Status
DemoSchoolC (99-100)	Student Data	School	SAGE Summative	Summative 2015-2016	Grade 5	8/10/2015 1:24 PM	Active
DEMO DISTRICT (99)	Student Data	LEA	SAGE Summative	Summative 2015-2016	All	8/14/2015 12:18 PM	<a href="#">Download</a>
Demo SchoolA (99-099)	Students ISR PDF report	Class	SAGE Summative	Summative 2015-2016	Grade 4	8/11/2015 12:11 PM	<a href="#">Download</a>
DEMO DISTRICT DIV1 (03)	Student Data	LEA	SAGE Summative	Summative 2015-2016	All	8/11/2015 12:11 PM	<a href="#">Download</a>
Demo Academy (83-700)	Students ISR PDF Zip report	School	SAGE Summative	Summative 2015-2016	All	8/8/2015 4:07 PM	<a href="#">Download</a>

2. Select the parameters for your file. For more information about how to select parameters, see *Selecting Data File Parameters*.

3. Click **Download Roster**. A confirmation message appears to inform you that your request has been queued and you will be informed via e-mail once the file is ready.
4. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

## Selecting Data File Parameters

### Step 1: Choose What

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

1. From the *Report Type* drop-down list, select a report (e.g., Student Data, PDF of Individual Student Reports).
2. From the *Test* drop-down list, select a test category (e.g., Smarter Summative, Smarter ICA).
3. From the *Administration* drop-down list, select an administration (e.g., Spring 2016).
4. *Optional:* From the *Tested Grade* drop-down list, select a grade or grade band. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a Zip file.
5. *Optional:* Select a date range for when students were tested. To specify a date range, click **Date Range** and select the start and end dates from the pop-up calendar.
6. From the *Download Format* drop-down list, select a file format. This is only applicable for student data files. The default is an Excel (.xls) spreadsheet file.
7. *Optional:* From the *Filter By* drop-down list, select a demographic subgroup. You may also select **All**, which is the default.
  - If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.

### 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. For Student Data report, data for all your schools is listed in a single file. For PDFs of Individual Student Reports, separate PDF reports are generated for each of your schools.
3. *Optional:* If a school was selected, choose a teacher from the *Teacher* drop-down list. The default is set to **All** and includes all teachers associated with the school.
4. *Optional:* If a teacher was selected, choose a roster from the *Roster* drop-down list. The default is set to **All** and includes all rosters associated with the selected teacher.

### Accessing Student Data Files and PDF Reports from the Inbox

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

The files in the Inbox are listed in the order in which they were generated or uploaded. While custom-generated reports and files are available for 30 days, system-uploaded files are available for the duration specified by the DOE.

To access the Inbox:

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

Figure 41. Inbox

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

To download a particular file:

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

### About the PDF of Individual Student Reports

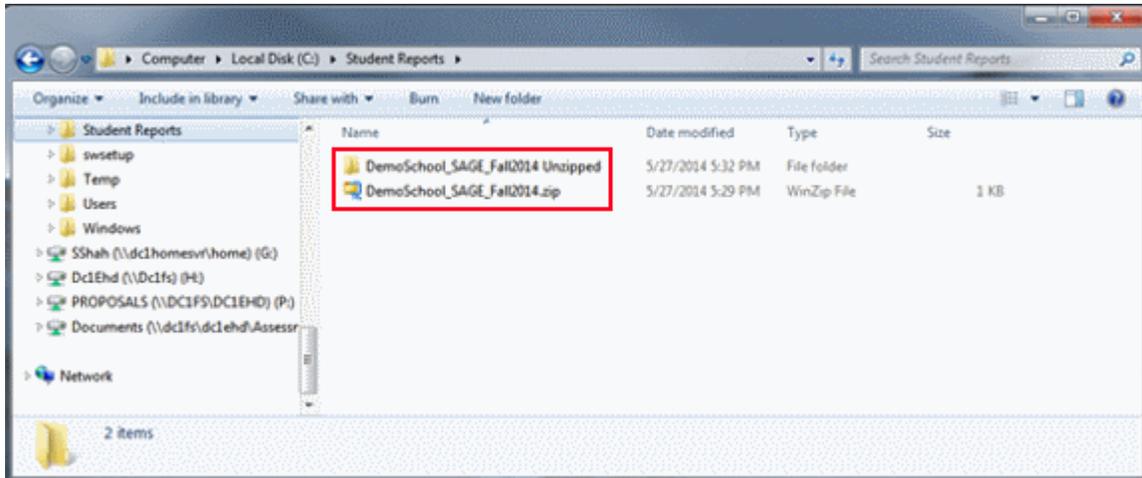
The PDF of Individual Student Reports option on the **Retrieve Student Results** page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected school. It also includes a manifest, which is an Excel (csv) file that lists all the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



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

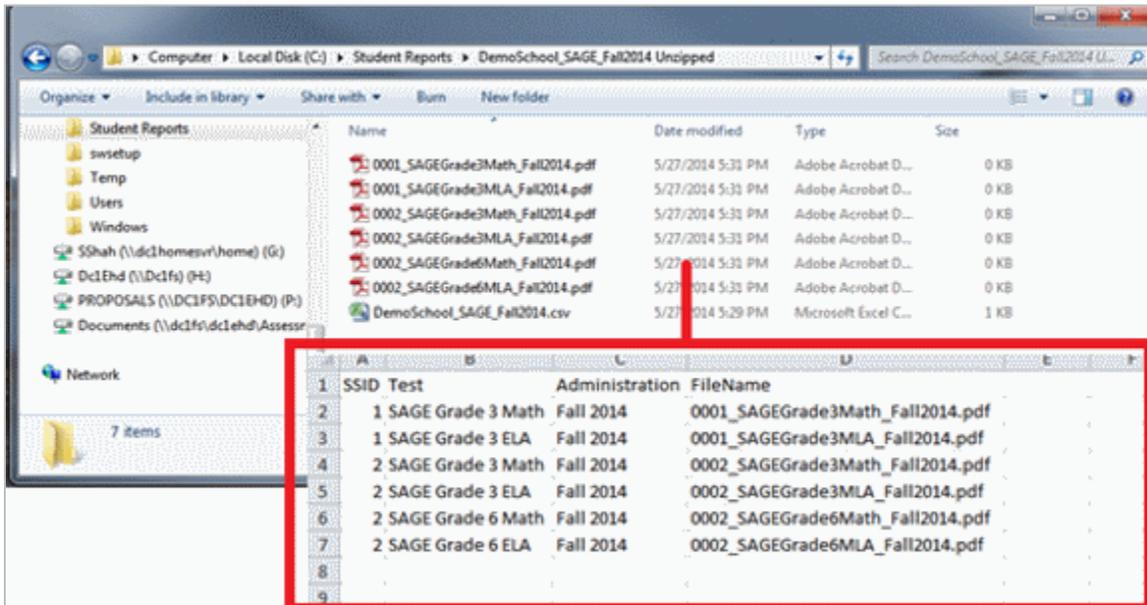
You can unzip the file (see Figure 42) after you have downloaded the file on your computer.

Figure 42. Zip File of PDFs of Individual Student Reports



The Zip file also contains a manifest, which is an Excel (csv) file that lists all the PDFs included in the Zip file as shown in Figure 43.

Figure 43. Mainfest File with PDF References



## Generating a Plan and Manage Testing Report

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

To generate a plan and manage testing report:

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

Figure 44. Plan and Manage Testing Page

The screenshot displays the 'Plan and Manage Testing' interface, organized into three main steps:

- Step 1: Choose What**
  - Test: Smarter Summative
  - Administration: 2014-2015
  - Test Name: All
  - Enrolled Grade: All
  - Filter By: ALL
- Step 2: Choose Who**
  - District: Demo District 9999 (9999)
  - School: Demo School 999901 (9999-99)
  - Teacher: All
- Step 3: Get Specific**
  - Selected option:  students who **have** **completed** **Any** opportunity in the selected administration
  - Other options:
    - students whose current opportunity will expire in  days.
    - students on their **Any** opportunity in the selected administration, and have a status of **any**
    - students whose most recent **SessionID** was **SessionID (optional)** between **06/30/2015** and **06/30/2015**
  - Note: If no TA or Session ID is specified, date range cannot exceed 15 days

At the bottom, there are two buttons: **Generate Report** and **Export Report**.

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



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

## Selecting Plan and Manage Testing Report Parameters

### Step 1: Choose What

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

1. From the *Test* drop-down list, select a test category (e.g., Smarter Summative, Smarter ICA).
2. From the *Administration* drop-down list, select an administration (e.g., Spring 2016).
3. *Optional*: From the *Test Name* drop-down list, select the test for which you want to generate the report. The default is set to **All**.



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

At this time it is not possible to generate a single report that combines both the CAT and Performance Task tests. Although you can select the combined test from the *Test Name* drop-down list, no data will be displayed.

4. *Optional*: From the *Enrolled Grade* drop-down list, select a grade. The default is set to **All**.
5. *Optional*: From the *Filter By* drop-down list, select a specific demographic subgroup to filter the report. The default is set to **All**.
  - If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.
6. *Optional*: From the *Test Settings* drop-down list, select a specific test accommodation to filter the report. The default is set to **All**.
  - If you select a test accommodation, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.

### Step 2: Choose Who

Select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with will be pre-selected and the drop-down lists will be grayed out. Verify that the selections are accurate. District- and 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. The drop-down list displays all the schools with which you are associated.

3. *Optional:* If a school was selected, choose a teacher from the *Teacher* drop-down list. The default is set to **All** and includes all teachers associated with the school.

### Step 3: Get Specific

Select the report filter option that best matches your needs. Each filter generates a report containing students whose information matches the selected parameters.

*To select the parameters in this section:*

1. Click the radio button for the row that has the required parameters.
2. Specify the values for the available parameters.

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

- **students who {have/have not} {completed/started} the {1st/2nd/Any} opportunity in the selected administration.** This filter allows you to
  - determine which students have completed testing; or
  - determine which students have or have not started testing.
- **students whose current opportunity will expire in {##} days.** This filter allows you to
  - determine which students who are currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.
- **students on their {1st/2nd/Any} opportunity in the selected administration, and have a status of {student test status}.** This filter allows you to
  - determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, see or click **Definitions** on the *Plan and Manage Testing* page.
- **students whose most recent {Session ID/TA Name} was \_\_\_\_\_ between {start date} and {end date}.** This filter allows you to
  - search for students who were in a specific session and view their current test status. This report returns the most recent participation data for students who have taken the selected test. To view this report:
    - *Optional:* Specify whether you wish to search by Session ID or Test Administrator (TA) and enter the Test Administrator’s Session ID or name as applicable.

- Click the date fields to view the calendar and select the time frame. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.
- **search student(s) by {SSID/Name}: \_\_\_\_\_.** This filter allows you to
  - search for students by their SSIDs or names. To view this report:
    - Specify whether you wish to search by SSID or Name.
    - If you select **SSID**, enter up to 20 SSIDs. If you select **Name**, you must enter the student's first name, last name, or both exactly as it is spelled on the reports in the ORS. No results will be returned if you enter a partial name.

Table 16. Test Status Definitions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to "Pending" until the TA approves or denies the student.
Expired	The student's test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused (as a result of one of the following): <ul style="list-style-type: none"> <li>• The student paused his or her test by clicking the <b>Pause</b> button.</li> <li>• The student idled for too long (more than 20 minutes) and the test was automatically paused.</li> <li>• The Test Administrator stopped the session the student was testing in.</li> <li>• The Test Administrator paused the individual student's test.</li> <li>• The student's browser or computer shut down or crashed.</li> </ul>
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.

Status	Definitions
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

## Understanding the Plan and Manage Testing Report

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

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

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

- Online Testing Progress Report
- TA Report

### Online Testing Progress Report

The Online Testing Progress Report is generated when you select any of the filters except for the Session ID or TA Name in Step 3: Get Specific section of the **Plan and Manage Testing** page.

Figure 45: Online Testing Progress Report

The screenshot shows the 'Plan and Manage Testing' interface. At the top, there are filter settings: School: Demo School (99-1234), Test: Smarter Summative, Test Name: G5MathSummativePerfTask, Administration: 2014-2015, Filter By: ALL, and Filter: students who have completed 1st opportunity in the selected administration. Below the filters is a table with the following columns: Name, SSID, Enrolled Grade, Restricted Subjects, Current ELL, Test, and Language. The table contains five rows of student data.

Name	SSID	Enrolled Grade	Restricted Subjects	Current ELL	Test	Language
Student, Demo A.	9999912345	05		N	G5 Mathematics	English
Student, Demo B.	9999923456	05		N	G5 Mathematics	English
Student, Demo C.	9999934567	05		N	G5 Mathematics	English
Student, Demo D.	9999945678	05		N	G5 Mathematics	English
Student, Demo E.	9999956789	05		N	G5 Mathematics	English

At the bottom left of the table area is a 'Back' button.

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

- The search results table consists of 18 columns. To view all the data, you need to use the horizontal scroll bar at the bottom of the report. The constituent columns are described in Table 17.
- Similar to score reports, you can show or hide columns in the table; see *Showing and Hiding a Report's Columns*.
- You can also sort data in ascending or descending order for all the columns; see *Sorting Data in a Report*.
- The Online Testing Progress Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of these tools, see *General Tools*.
- You can return to the ***Plan and Manage Testing*** page by clicking **Back** at the bottom of the report.

Table 17. Participation Report Column Attribute Definitions

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's State Student Identification Number.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record.
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Opportunity	The opportunity number for that student's specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.
Current ELL	Indicates whether the student is an English Language Learner.
Language	The language setting that was assigned to the student (English or Spanish).
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (see Table 15 for status definitions).

Attribute	Description
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three “Restarts”). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 30 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 30 minutes of two pauses but 35 minutes after the third pause, then this column will show 2 Restarts Within Grace Period).  A student has a grace period of 30 minutes to pause the test and return to the test item he or she was on. However, if a test is paused for more than 30 minutes, the test session will expire and the student will not be able to review any of his or her previous answers.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

### TA Report

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

Figure 46. TA Report

**Participation Report**

School: Demo School (99-1234)  
 Test: FSA ELA Mathematics  
 Test Name: Grade 5 FSA Mathematics  
 Administration: Spring 2015  
 Filter: students with most recent sessions between 04/13/2015 and 04/20/2015

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session		
Teacher A	Teacher-132	12	1		
Teacher B	Teacher-134	7	1		
Teacher C	Teacher-135	10	1		

[Back](#)

The features of the TA Report are as follows:

- The search results table consists of 4 columns. The constituent columns are described in Table 18.
- You can generate or export the Online Testing Progress Report for the selected TA and session. For more information, see Table 19.
- Similar to the Online Testing Progress Report, you can show or hide columns in the table; see Showing and Hiding a Report's Columns.
- You can also sort data displayed in the columns in ascending or descending order; see Sorting Data in a Report.
- The TA Report also provides you with access to General Tools that include Help, Print, and Definitions. For information about the functionality of each of the tools, see General Tools.

Table 18. TA Report Columns

Column	Description
Test Administrator Name	Test Administrator's name (first name, last name).
Session ID	The session ID to which the tests are linked.
# of Students in Session	The number of students testing or tested in the specified session.
# of Test IDs in Session	The number of test IDs that have been generated for the session.

Table 19. TA Report Icons

Icon	Description
	Generates the Online Testing Progress Report for the selected TA and session. For information about the Online Testing Progress Report, see Online Testing Progress Report.
	Exports the Online Testing Progress Report for the selected TA and session.

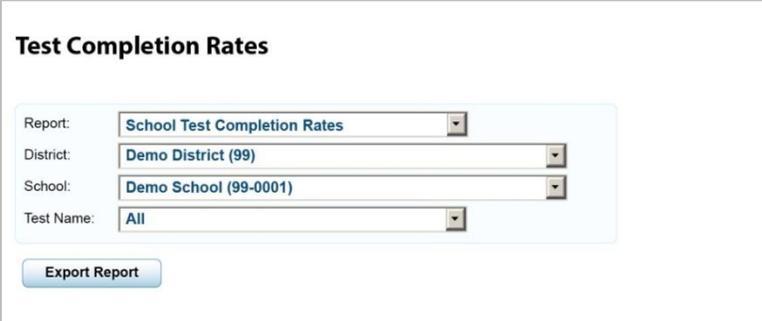
## Generating a Test Completion Rates Report

District-level and school-level users can create an Excel file showing the number of students who have completed each test. District-level users can create a file either for a specific school or for the whole district. You can also generate this report for all tests or for one specific test. These files can be viewed in Excel or uploaded into most data analysis programs. See Table 20 for descriptions of the columns in the file. The columns may vary by report type.

To generate a test completion rates report:

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

Figure 47. Test Completion Rates Page



The screenshot shows a web form titled "Test Completion Rates". It contains four dropdown menus for selection: "Report" (set to "School Test Completion Rates"), "District" (set to "Demo District (99)"), "School" (set to "Demo School (99-0001)"), and "Test Name" (set to "All"). Below the dropdowns is a blue button labeled "Export Report".

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

## Selecting Test Completion Rates Report Parameters

Select the variables for generating your report.

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

4. *Optional:* From the *Test Name* drop-down list, select the required test. The default is set to **All**.

Figure 48. Sample Test Completion Rates Report for All Schools in Demo District

	A	B	C	D	E	F	G	H	I	J
1	Date	TestName	DistrictNAME	DistrictID	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
2	#####	G11ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
3	#####	G11ELAICAPERfTask	Demo District	195	1	1	1	1	100.00%	100.00%
4	#####	G11MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
5	#####	G11MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
6	#####	G3ELAICAFixedForm	Demo District	195	1	2	1	1	50.00%	50.00%
7	#####	G3ELAICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
8	#####	G3MathICAFxdForm	Demo District	195	1	3	2	2	66.67%	66.67%
9	#####	G3MathICAPERfTask	Demo District	195	1	3	3	1	100.00%	33.33%
10	#####	G4ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
11	#####	G4ELAICAPERfTask	Demo District	195	1	1	1	1	100.00%	100.00%
12	#####	G4MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
13	#####	G4MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
14	#####	G5ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
15	#####	G5ELAICAPERfTask	Demo District	195	1	1	1	1	100.00%	100.00%
16	#####	G5MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
17	#####	G5MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
18	#####	G6ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
19	#####	G6ELAICAPERfTask	Demo District	195	1	1	1	1	100.00%	100.00%
20	#####	G6MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
21	#####	G6MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
22	#####	G7MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
23	#####	G7MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%
24	#####	G8ELAICAFixedForm	Demo District	195	1	1	1	1	100.00%	100.00%
25	#####	G8ELAICAPERfTask	Demo District	195	1	1	1	1	100.00%	100.00%
26	#####	G8MathICAFxdForm	Demo District	195	1	2	1	1	50.00%	50.00%
27	#####	G8MathICAPERfTask	Demo District	195	1	2	2	1	100.00%	50.00%

Table 20. Test Completion Rates Report Columns

Column	Description
Date	The date and time that the file was generated.
Test Name	The grade, test, and subject that are being reported.
Opportunity	The test opportunity number that is being reported.
District Name	The name of the reported district.
District ID	The identification number of the reported district.
School Name	The name of the reported school.
School ID	The identification number of the reported school.
Total Student	The number of students with an active relationship to the school in TIDE.
Total Student Started	The number of students who have started the test.
Total Student Completed	The number of students who have finished the test and submitted it for scoring.
Percent Started	The percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	The percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

## Generating a Test Status Report

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

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

*To generate a Test Status Report:*

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

Figure 49. Test Status Report Page

2. From the *Test* drop-down list, select a test category (e.g., Smarter Summative, Smarter ICA).
3. From the *Administration* drop-down list, select an administration (e.g., Spring 2016).
4. Click either **Generate Report** or **Export Report**. See Figure 50 for an example of the Test Status report. Table 21 describes the Test Status Report columns.



### Note: About Exporting Data

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

Figure 50. Test Status Report

The screenshot shows a web interface titled "Test Status Report". At the top, there are two dropdown menus: "Test" set to "SAGE Summative" and "Administration" set to "Summative 2014-2015". Below these are two buttons: "Generate Report" and "Export Report". The main part of the interface is a table with the following data:

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
AAN, Addison	7777770014	Math Grade 4 Summative	reported	11/20/2014		99-996	Training school 2
AAN, Addison	7777770014	Writing Grade 3 Summative				99-996	Training school 2
AAO, Kylie	7777770015	Math Grade 4 Summative	reported	11/20/2014		99-996	Training school 2
AAO, Kylie	7777770015	Science Grade 4 Summative	expired 28:59	11/20/2014		99-996	Training school 2
AAO, Kylie	7777770015	Writing Grade 4 Summative	reported	11/20/2014		99-996	Training school 2
AAP, Emma	7777770016	ELA Grade 4 Summative	expired 0:55	11/20/2014		99-996	Training school 2
AAP, Emma	7777770016	Math Grade 4 Summative	expired 16:60	11/20/2014		99-996	Training school 2
AAP, Emma	7777770016	Writing Grade 10				99-996	Training school

Table 21. Test Status Report Columns

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

## 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

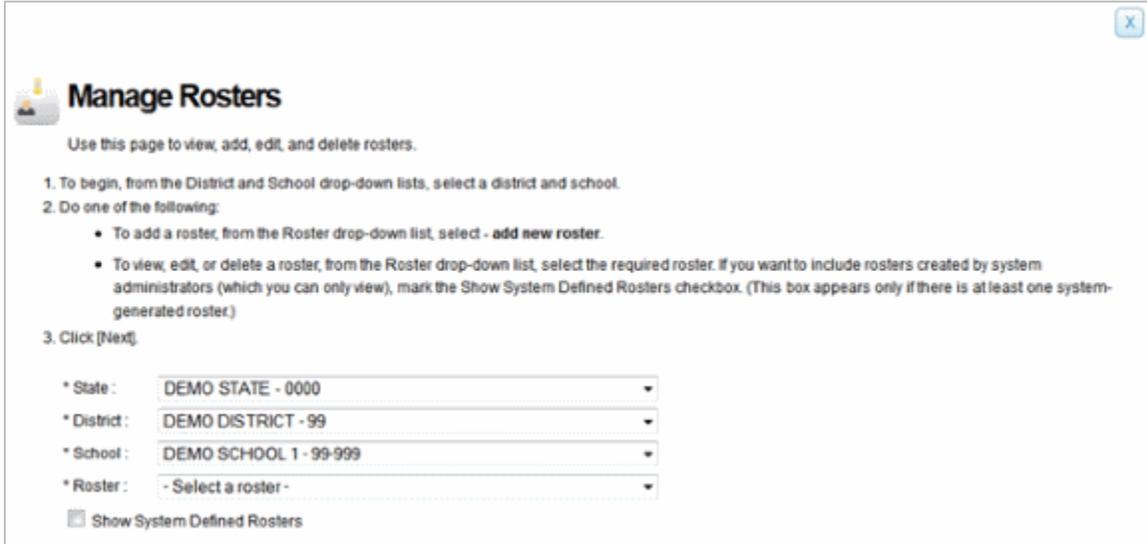
You can create rosters of students associated with your school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

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 3 and 4, and you select a Grade 3 Math test, you will see data only for the students who tested in grade 3.

To add a roster:

1. From the banner, click **Manage Rosters**. The **Manage Rosters** pop-up window appears (see Figure 51).

Figure 51. Manage Rosters Pop-up Window



**Manage Rosters**

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

1. To begin, from the District and School drop-down lists, select a district and school.
2. Do one of the following:
  - To add a roster, from the Roster drop-down list, select - **add new roster**.
  - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster. If you want to include rosters created by system administrators (which you can only view), mark the Show System Defined Rosters checkbox. (This box appears only if there is at least one system-generated roster.)
3. Click [Next].

\* State : DEMO STATE - 0000

\* District : DEMO DISTRICT - 99

\* School : DEMO SCHOOL 1 - 99-999

\* Roster : - Select a roster -

Show System Defined Rosters

2. 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.
3. 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.
4. From the *Roster* drop-down list, select **ADD NEW ROSTER**.
5. Click **Next**. The Manage Rosters: Roster Settings pop-up window appears.

Figure 52. Manage Rosters: Roster Settings Pop-up Window

**Manage Rosters**

Use this page to add or modify an existing roster.

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

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

Roster Name:  Teacher Name: - Select A Teacher -

Select Grade

Grade 01  Grade 02  Grade 03  Grade 04  Grade 05  Grade 06  Grade 07  
 Grade 08  Grade 09  Grade 10  Grade 11  Grade 12  Grade 13  Grade KG  
 Grade PS

Available Students Students in This Roster

Move In >>  
<< Move Out

Save Back

6. In the *Roster Name* field, enter a name for the roster. The roster name must be between five and 100 characters.
7. From the *Teacher Name* drop-down list, select a teacher. The drop-down list only displays personnel who are identified as teacher users within the selected school.
8. Mark the checkboxes for all the grades from which you wish to build the roster. The names of all the available students in the selected grades appear in the Available Students list.
9. From the Available Students list, select the students you want to include in the roster.
  - To select a range of students (inclusive), select the first student and last student you want to include while holding down the **Shift** key. All students between the first and last student selected will be highlighted.
  - To select multiple individual students (not in a range), select the first student and then hold down the **Ctrl** key on your keyboard as you select additional students.
10. Click **Move In >>**. The students you selected move from the Available Students list to the Students in This Roster list.
11. To save the roster, click **Save**.

## Viewing a Roster

You can view rosters associated with your district or school.

To view a roster:

1. From the banner, click **Manage Rosters**. The **Manage Rosters** pop-up window appears (see Figure 51).
2. 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.
3. 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.
4. *Optional*: If you want to view system generated rosters in the *Roster* drop-down list, mark the checkbox for *Show System Defined Rosters*. The checkbox is only displayed if system-defined rosters are available for the school.
5. From the *Roster* drop-down list, select the roster you want to view. The **Manage Rosters: View Roster** pop-up window appears, showing a list of students in the selected roster and the associated teacher (see Figure 53).

Figure 53. Manage Rosters: View Roster

**Manage Rosters**

Use this page to add or modify an existing roster.

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

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

**Print**

Roster Name: AIRRoster-03      Teacher Name: Demo, TE

**Select Grade**

Grade 01     Grade 02     Grade 03     Grade 04     Grade 05     Grade 06     Grade 07  
 Grade 08     Grade 09     Grade 10     Grade 11     Grade 12     Grade 13     Grade KG  
 Grade PS

**Available Students** ((Grade Level When Assessed))[Last Name][First Name][Reporting ID]

**Students in This Roster** ((Grade Level When Assessed))[Last Name][First Name][Reporting ID]

Move In >>    << Move Out

Save    Delete    Back

## Modifying a Roster

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

*To modify a roster:*

1. View the roster that you want to modify. For information about how to view rosters, see Viewing a Roster.
2. From the **Manage Rosters: View Roster** pop-up window (see Figure 53), change the roster's name and associated teacher as required.
3. To add students to the roster, do the following:
  - a. Mark the checkbox for the appropriate grade. The students associated with the grade appear in the Available Students list.
  - b. From the **Available Students** list, select the students you want to add to the roster, then click **Move In >>**.
4. To remove students from the roster, do the following:
  - a. From the Students in this Roster list, select the students you want to remove.
  - b. Click **<< Move Out**.
5. Click **Save**.

## Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from 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. From the **Manage Rosters: View Roster** pop-up window (see Figure 53), click **Delete**. A pop-up message appears to verify that you want to delete the roster.
3. To delete the roster, click **OK**.

## Printing a Roster

You can print a roster.

*To print a roster:*

1. View the roster that you want to print. For information about how to view rosters, see Viewing a Roster.
2. From the **Manage Rosters: View Roster** pop-up window (see Figure 53), click **Print**. A printer-friendly version of the roster appears in your browser.

Figure 54. Printer-Friendly Version of a Roster

<input type="button" value="Print"/>		
School ID: 99-999		
School Name: DEMO SCHOOL 1		
Teacher Name: Demo, TE		
Roster Name: AAIRRoster03		
Student Last Name	Student First Name	Student Identifier (SSID)
Anderson	Arty	9849367
Hall	Tyler	9999997
Martin	Jennifer	9999990
Walker	Thomas	9999991

## Section VII. Searching for Specific Student's Score Reports

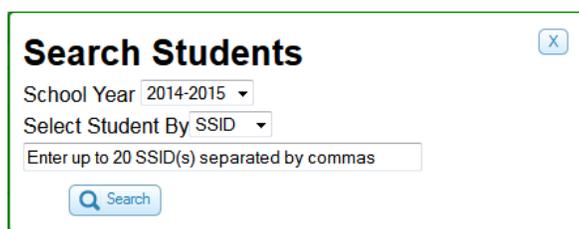
The ORS includes a feature to search for students by SSID, first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for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

Figure 55. Student Search Pop-up Window



2. From the *School Year* drop-down list, select the school year you want to limit your search to.
3. Enter the appropriate search criteria:
  - If searching for students by SSID, enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
  - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.
4. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see Figure 56).

## 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.

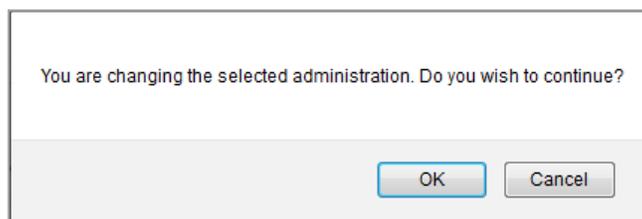
Figure 56. Student Search Results Page

Last Name	First Name	Date of Birth	SSID	School
ADAMS	Tyler	07/05/1994	9999999476	DCAS Demo School A

2014-2015   Smarter ICA   ELA Grade 5 ICA   ELA Grade 6 ICA   ELA Grade 8 ICA

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

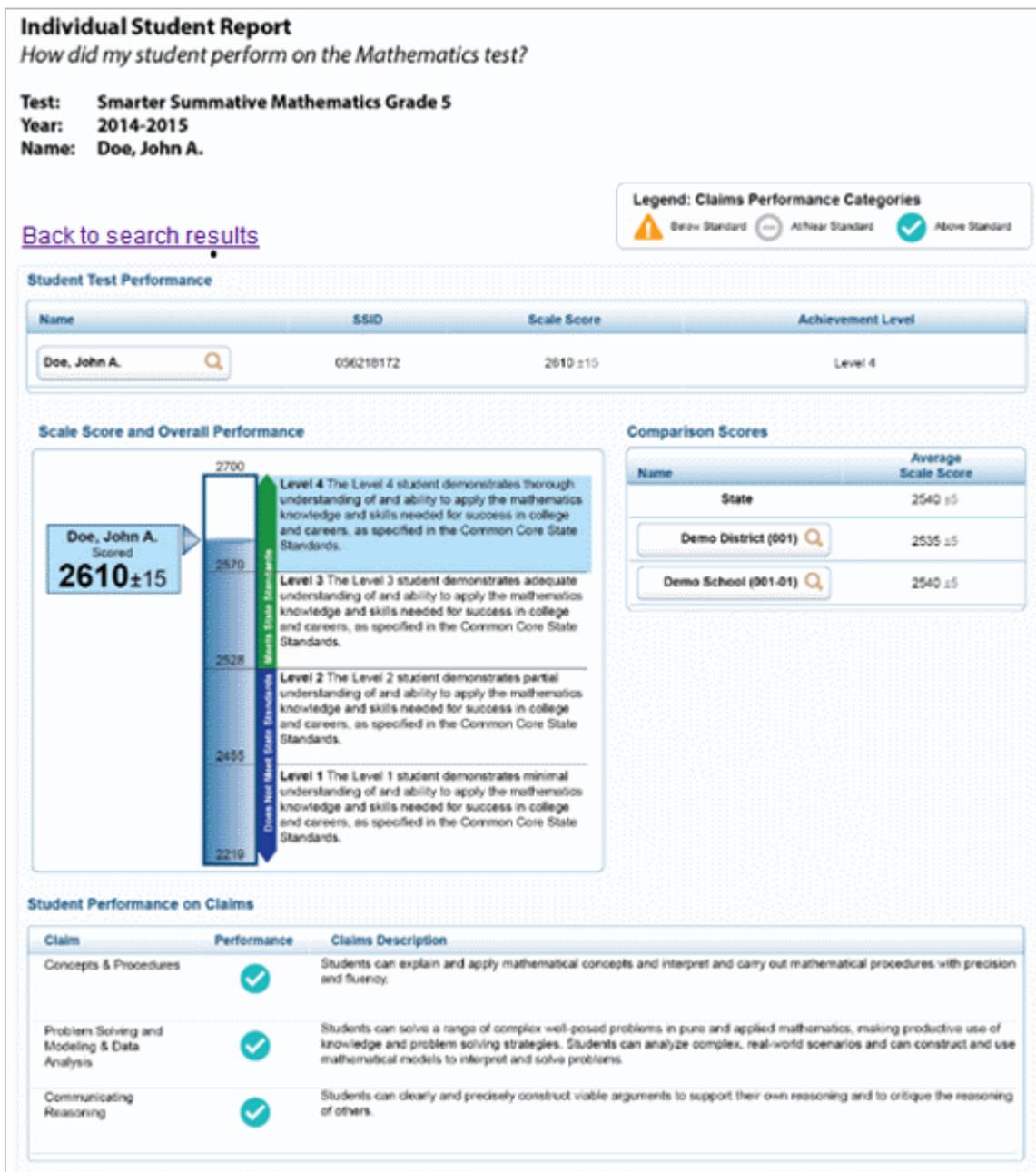
When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student's test that is from a different administration than the one that was selected on the **Home Page Dashboard** page, you will be prompted with a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



## 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 57. Score Report for a Selected Student's Test from Previous Administration



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

## Appendix A. Scale Score Ranges by Achievement Levels

Table 22. Smarter Balanced Scale Score Ranges by Achievement Levels

Grade	Content Area	Achievement Level			
		Level 1	Level 2	Level 3	Level 4
3	ELA/Literacy	2114–2366	2367–2431	2432–2489	2490–2623
	Mathematics	2189–2380	2381–2435	2436–2500	2501–2621
4	ELA/Literacy	2131–2415	2416–2472	2473–2532	2533–2663
	Mathematics	2204–2410	2411–2484	2485–2548	2549–2659
5	ELA/Literacy	2201–2441	2442–2501	2502–2581	2582–2701
	Mathematics	2219–2454	2455–2527	2528–2578	2579–2700
6	ELA/Literacy	2210–2456	2457–2530	2531–2617	2618–2724
	Mathematics	2235–2472	2473–2551	2552–2609	2610–2748
7	ELA/Literacy	2258–2478	2479–2551	2552–2648	2649–2745
	Mathematics	2250–2483	2484–2566	2567–2634	2635–2778
8	ELA/Literacy	2288–2486	2487–2566	2567–2667	2668–2769
	Mathematics	2265–2503	2504–2585	2586–2652	2653–2802
11	ELA/Literacy	2299–2492	2493–2582	2583–2681	2682–2795
	Mathematics	2280–2542	2543–2627	2628–2717	2718–2862

## Appendix B. Printing Reports in the ORS

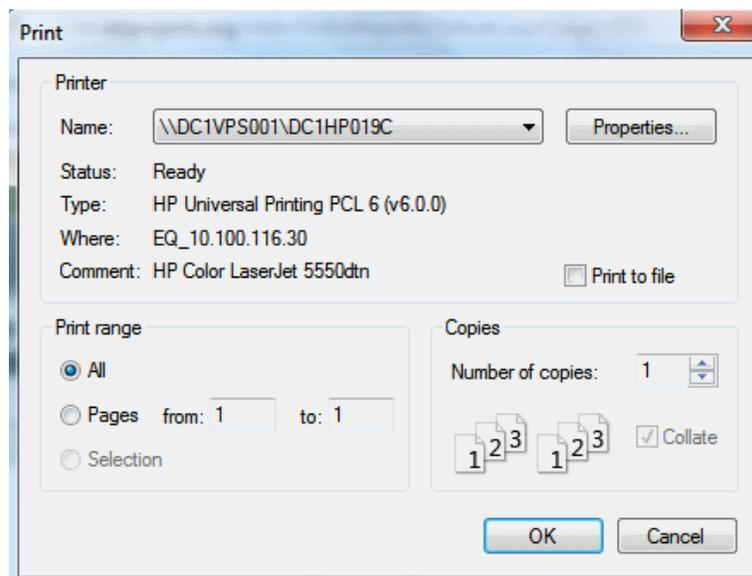
Using the **Print** tool in the banner, you can print all the reports available in the ORS.

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

*To print a page:*

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

Figure 58. 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 59 for a sample printed report of the **Home Page Dashboard** page.

Figure 59. Printed Report: Home Page Dashboard Page



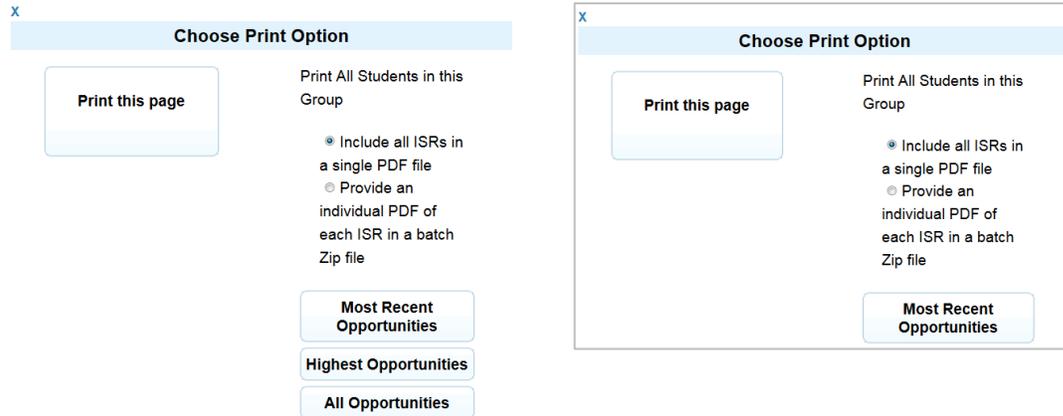
## Printing Reports from the Student Listing Report Page

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 roster. 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 40).

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

1. From the banner, click **Print**. The print pop-up window appears. The options displayed on the print pop-up window vary depending on the number of opportunities available for the selected test category (see Figure 60 and.

Figure 60. Print Popup Window (ICA, IAB - Multiple Opportunities) Figure 61. Print Popup Window (Summative - Single Opportunity)



2. Do one of the following:

- o To print the data displayed on the page:
  - i. Click Print this Page. This will bring up the print dialog box (see Figure 58).
  - ii. Specify the print settings and click the appropriate button to print the report that you are viewing on the page (see Figure 62).

Figure 62. Sample Student Listing Page: Printed Report

**Student Performance in Each Achievement Level**  
*How did my students perform overall in ELA/Literacy?*

**Test: Smarter Summative ELA/Literacy Grade 5**  
**Year: 2014-2015**  
**Name: Roster A**

Participation data is preliminary and is intended for internal use only. Students are aggregated as they are designated in TIDE. Final participation data will be provided by the state at a later date.

**Comparison Scores**

Name	Average Scale Score
Demo District 1 (999999999)	2470±10
Demo School 1 (999999999-999999999)	2470±10
Demo Teacher	2480±10
Roster A	2480±10

**Scale Score and Achievement Level**  
**Smarter Summative ELA/Literacy Grade 5 Test for Students in Roster A**

Name	SSID	Scale Score	Achievement Level
Dice, John	8794851001	2002±10	Level 1
Davidson, Allie	190055402	2444±20	Level 1
Fisher, Kitty	999999903	2533±11	Level 1
Forrester, Frank	999999933	Invalidated	Invalidated
Franklin, Scott	000000007	2081±21	Level 1
Harris, Donald	000000000	2200±10	Level 2
Scott, Mary	000000005	2680±5	Level 2
Stone, Mary	999999909	Invalidated	Invalidated

- To generate, download, and print a PDF report consisting of Individual Student Reports of students listed on the Student Listing Report:
  - iii. Select the type of PDF report:
    - To generate individual PDFs for each Individual Student Report, click **Provide an individual PDF of each ISR in a batch Zip file.**
    - To generate the reports in a single PDF file, click **Include all ISRs in a single PDF File**
  - iv. Select the test opportunities that you wish to include in the report. The options available depend on the number of opportunities available for the selected test category.
    - To include each student’s most recent test opportunity, click **Most Recent Opportunities.** For test categories with only one opportunity (e.g., Smarter Summative), each student’s lone opportunity is included. For test categories with more than one opportunity (e.g., Smarter Balanced ICA), each student’s last opportunity is included.
    - To include each student’s highest scoring test opportunity, click **Highest Opportunities.** This option is only available for test categories with more than one opportunity.
    - To include all the test opportunities taken by each student, click **All Opportunities.** This option too is only available for test categories with more than one opportunity.
  - v. A message appears to inform you that you will be notified via email once the report has been generated.
  - vi. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:
    - From the *Test Management Center* drop-down list, select **Retrieve Student Results.**
    - Click **Inbox** on the banner.

Figure 63. Inbox: PDF Report of ISRs

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

Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo Roster	Students ISR PDF report	Roster	Smarter Summative	2014-2015	Grade 3	8/30/2015 11:41 PM	<a href="#">Download</a>
Demo Roster	Student Data	Roster	Smarter Summative	2014-2015	All	8/26/2015 3:15 PM	<a href="#">Download</a>
Demo District 2 (9999999999)	Students ISR PDF report	Student	Smarter Summative	2014-2015	Grade 5	2/23/2015 4:23 PM	<a href="#">Download</a>

vii. 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.

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

### Printing Reports from the Individual Student Report Page

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

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

1. From the banner, click **Print**. The print pop-up window appears. Similar to the Student Listing Report page, the options displayed on the print pop-up window vary depending on the number of opportunities available for the selected test category (see Figure 64 and Figure 65).

Figure 64. ISR Print Popup Window (Summative - Single Opportunity)

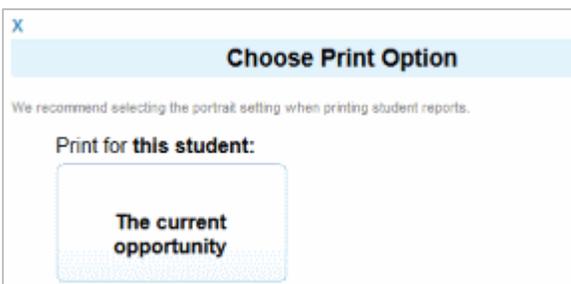
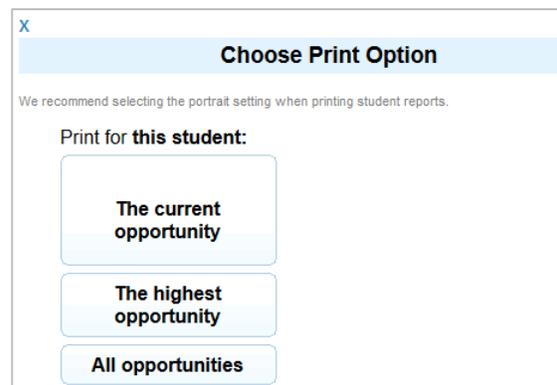
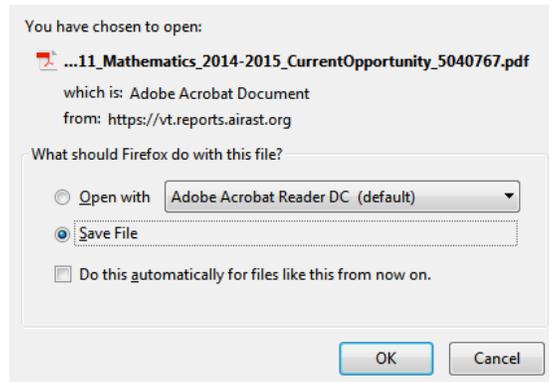


Figure 65. ISR Print Popup Window (ICA, IAB - Multiple Opportunities)



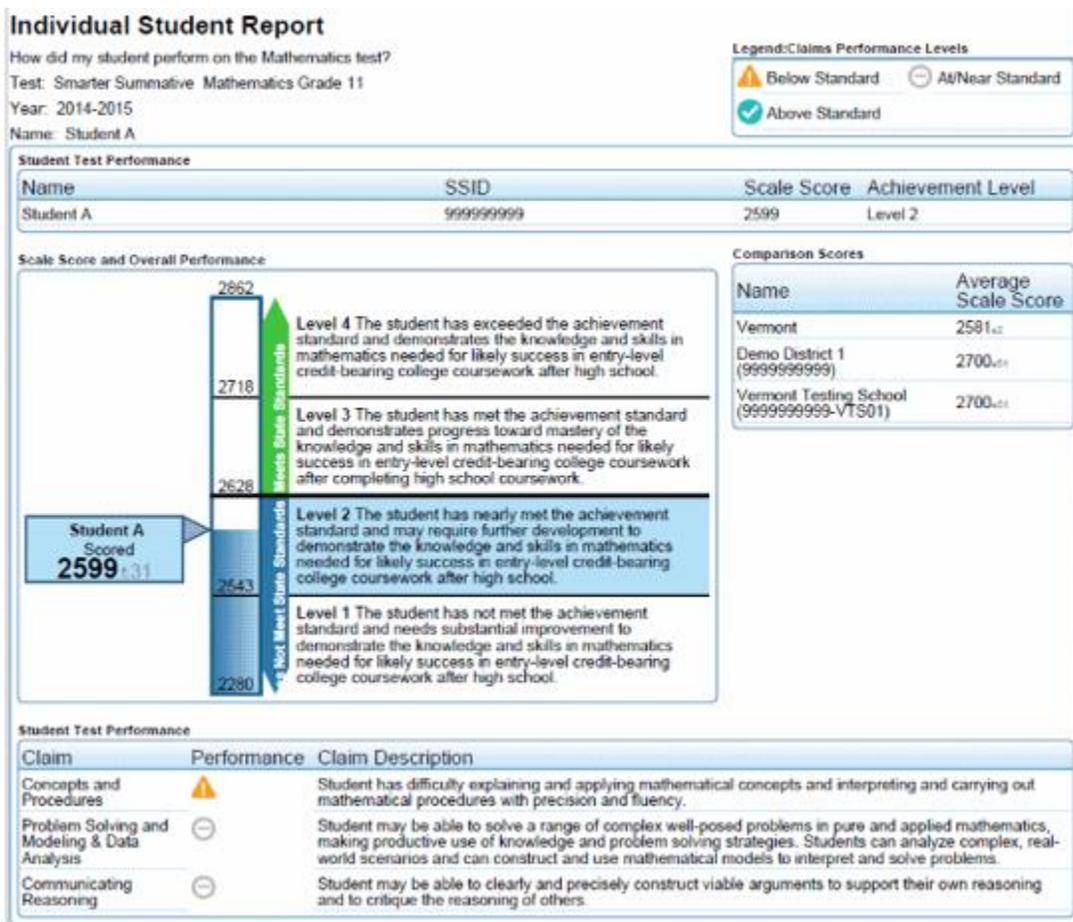
2. Select the test opportunities that you wish to include in the report. The options available depend on the number of opportunities available for the selected test category.
  - To include the test opportunity that you are viewing, click **The current opportunity**. For test categories with only one opportunity (e.g., Smarter Summative), this is the only available option.
  - To include the test opportunity where the student has scored highest, click **The highest opportunity**. This option is only available for test categories with more than one opportunity.

- To include all the test opportunities taken by the student, click **All Opportunities**. This option too is only available for test categories with more than one opportunity.
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 66 for a sample report.

Figure 66. Sample PDF of ISR



## Appendix A. User Support

For additional information and assistance in using the Online Testing System, contact the Montana Help Desk.

The Help Desk is open 6:00 A.M. to 3:00 P.M., Mountain Time (Monday – Friday) and 5:00 A.M. to 5:00 P.M., Mountain Time (Monday – Friday during the Summative Test Window).

**Montana Help Desk**

Toll-Free Phone Support: 1.888.792.2741

Email Support: [MontanaHelpDesk@measuredprogress.org](mailto:MontanaHelpDesk@measuredprogress.org)

Please provide the Help Desk with a detailed description of your problem, as well as 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