

Quick Guide to Printing Individual Student Reports

General Information

- This quick guide will provide guidance on the steps required to print reports for ISAT Summative, End-Of-Course, ISAT Science, ID-AA, Interim Block, and Interim Comprehensive assessments.
- Reports can be printed for an entire district or school by a DA, DC, or SC.
- Teachers can print reports for their students only (as assigned via rosters).
- Reports can be downloaded in a single PDF with one ISR per page, or as a Zip file with separate PDFs for each ISR.
- Users can print the reports one subject at a time from the [Student Listing Report](#), or both subjects at a time from the [Retrieve Student Results](#) page.

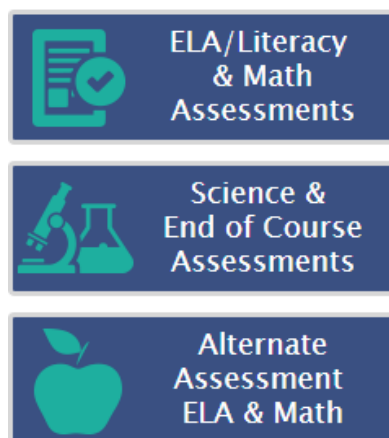
Please take note:

- For Summatives, wait until all scores for your district are reported to get accurate comparison scores.

Printing from the Student Listing Report

1. Open your web browser and navigate to the ISAT portal at <http://idaho.portal.airast.org/>.
2. Click the **ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math** cards (see [Figure 1](#)).

Figure 1. Assessment Cards



3. Click the **Online Reporting System (ORS)** card (see [Figure 2](#)).
The login page appears (see [Figure 3](#)).
4. Enter your email address and password.
5. Click **Submit**. You will be directed to the ORS Welcome Page (see [Figure 4](#)).

Figure 2. Online Reporting System Card



Figure 3. Login Page

6. Once logged in to ORS, click **Score Reports** (see [Figure 4](#)).

Figure 4. Welcome Page

7. On the **Home Page Dashboard**, select the desired test (*Smarter Summative, End-Of-Course, ISAT Science, ID-AA, Smarter IAB, and Smarter ICA*) from the test drop-down menu, along with the correct administration and the student population you wish to view (see [Figure 5](#)).

Figure 5. Home Page Dashboard

8. On the bottom of the Dashboard, select the grade and content area by clicking on the *Number of Students Tested* or *Percent Proficient* cell (see [Figure 6](#)).

Figure 6. Aggregate Data

ELA/Literacy		
Grade	Number of Students Tested	Percent Proficient
Grade 3	735	54%
Grade 4	673	54%

9. On the **School Listing Report**, select a school by left-clicking on the magnifying glass (see [Figure 7](#)).

10. Then, select **Teacher** on the Exploration Menu and click View (see [Figure 8](#)). The Teacher Listing Report appears.

***NOTE:** DA, DC, and SC users can select Student from the first drop-down menu to show a list of all students in a school.

Figure 7. School Listing Report

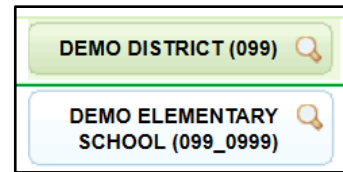
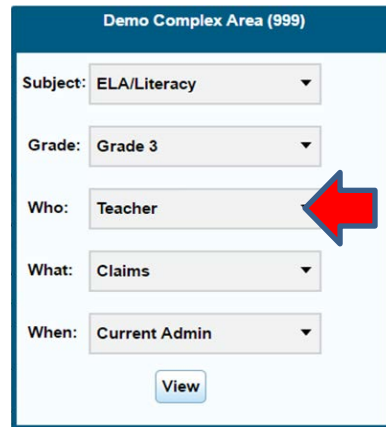


Figure 8. Exploration Menu



11. On the **Teacher Listing Report**, select a teacher by left-clicking on the magnifying glass (see [Figure 9](#)).

12. Then, select **Roster** in the Exploration Menu and click View (see [Figure 10](#)). The Roster Listing Report appears.

Figure 9. Teacher Listing Report

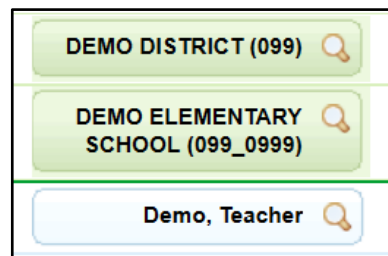
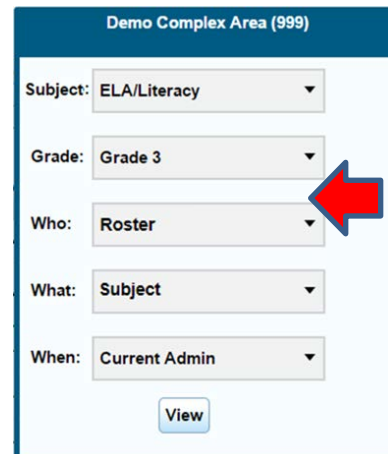


Figure 10. Exploration Menu



13. On the **Roster Listing Report**, select a roster by left-clicking on the magnifying glass (see [Figure 11](#)).

14. Then, select Student in the Exploration Menu and click View (see [Figure 12](#)). The Student Listing Report appears listing all students in the roster.

Figure 11. Roster Listing Report

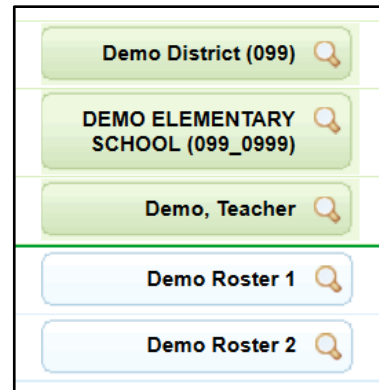
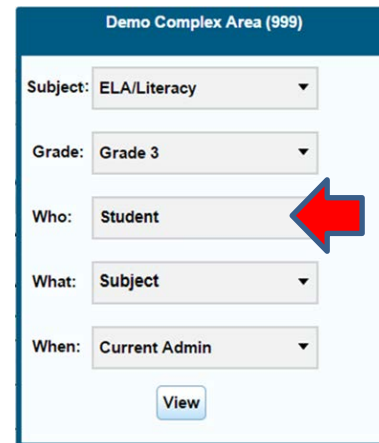
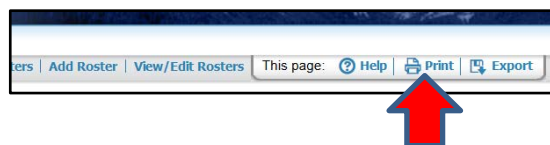


Figure 12. Exploration Menu



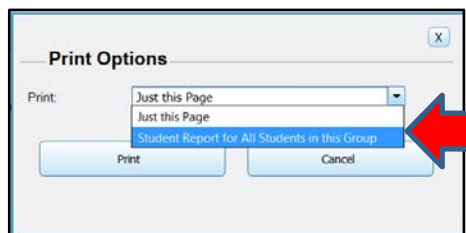
15. On the **ORS banner**, click Print (see [Figure 13](#)).

Figure 13. ORS Banner



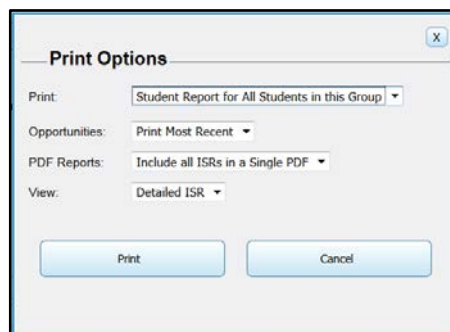
16. On the pop-up menu, select **Student Report for All Students in this Group** (see [Figure 14](#)).

Figure 14. Print Pop-Up Menu



17. Additional options will appear. Select **Print Most Recent**, and then the PDF format and type of ISR (*Detailed ISR or Simple ISR*) you wish to download (see [Figure 15](#)).

Figure 15. Print Pop-Up Options

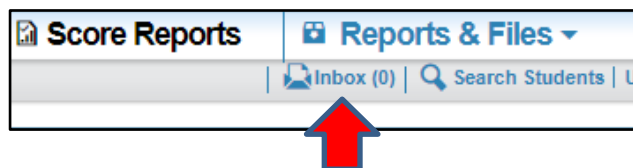


18. Your request will be queued. When the file is ready it will appear in your Inbox.

***NOTE:** The *Opportunities* field will only appear for tests that have more than one opportunity (ICAs and IABs).

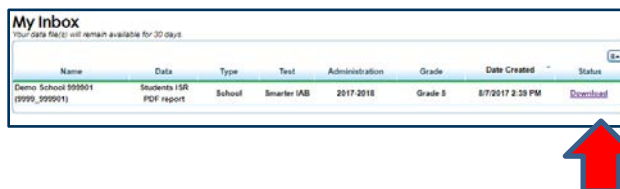
19. To retrieve the file, click on **Inbox** in the banner (see [Figure 16](#)).

Figure 16. Inbox



20. On the **Retrieve Student Results & My Inbox** page, you will find a list of downloads. Click Download for the file you wish to retrieve (see [Figure 17](#)).

Figure 17. Retrieve Student Results & My Inbox

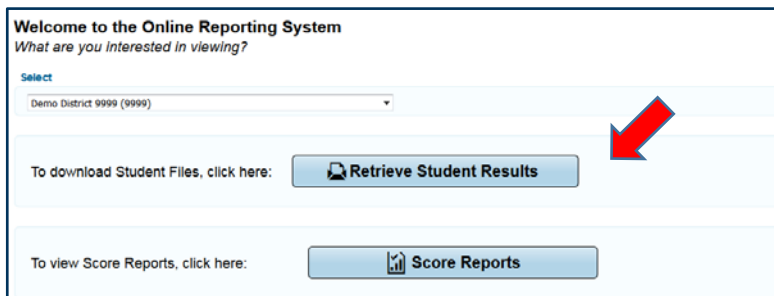


***NOTE:** Please be sure to follow safety protocol when printing these reports, as they contain secure and personal information.

Printing from the Retrieve Student Results Page

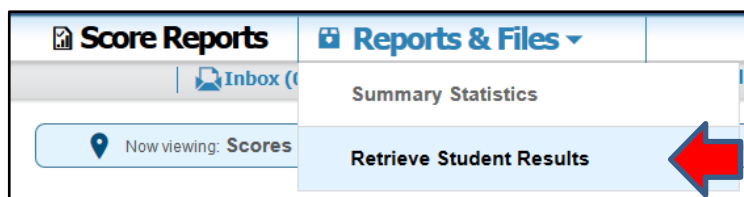
1. Follow steps 1-5 in [Printing from the Student Listing Report](#) to log into ORS. Once logged in, click **Retrieve Student Results** on the Welcome Page (see [Figure 18](#)).

Figure 18. Welcome Page



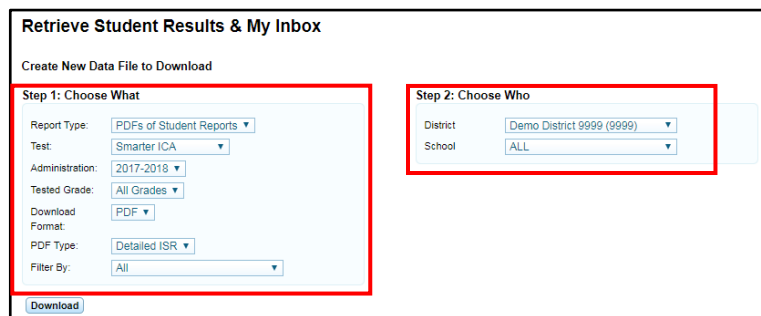
2. From the **Reports & Files** dropdown menu, select **Retrieve Student Results** (see [Figure 19](#)).

Figure 19. Reports & Files



3. On the **Retrieve Student Results & My Inbox** page, make the appropriate selections in Steps 1 & 2. Then click **Download** (see [Figure 20](#)).

Figure 20. Retrieve Student Results & My Inbox



4. Below, under **My Inbox**, click **Download** for the file you wish to retrieve (see [Figure 21](#)).

Figure 21. My Inbox

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

Name	Data	Type	Test	Administration	Grade	Date Created	Status
Demo School 999901 (9999_999901)	Students ISR PDF Zip report	School	Smarter Summative	2016-2017	All	2/8/2017 9:29 AM	Download

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