

# 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.

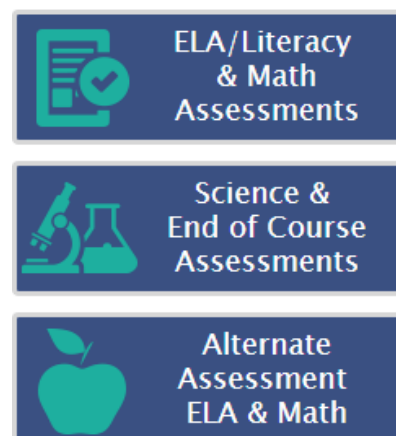
## Please take note:

- 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

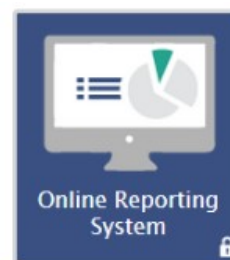


Figure 3. Login Page

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

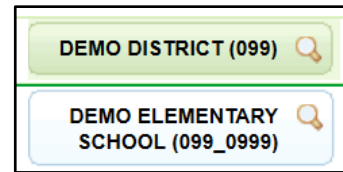
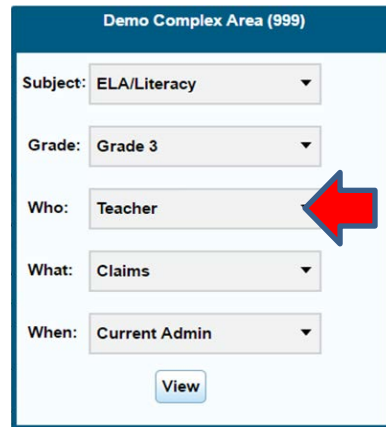


Figure 8. Exploration Menu



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

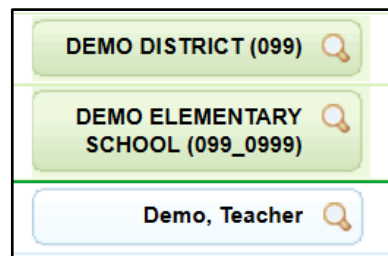
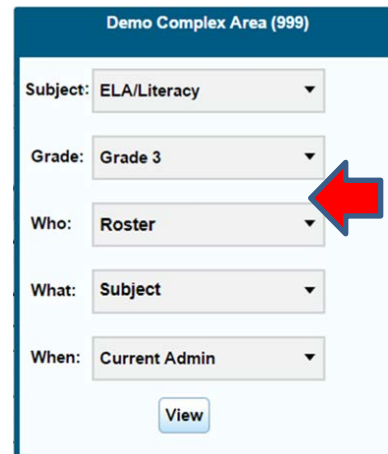


Figure 10. Exploration Menu



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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

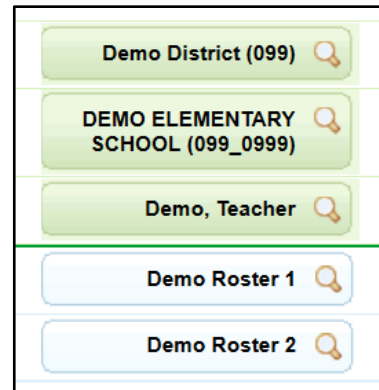
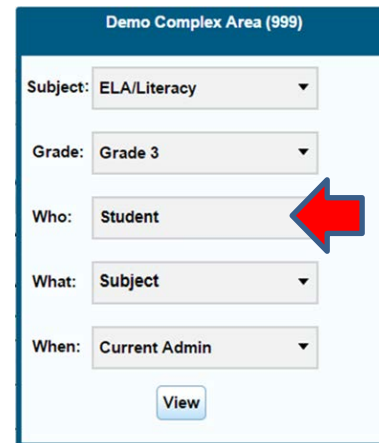
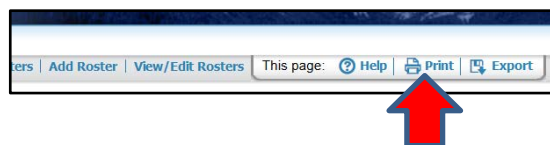


Figure 12. Exploration Menu



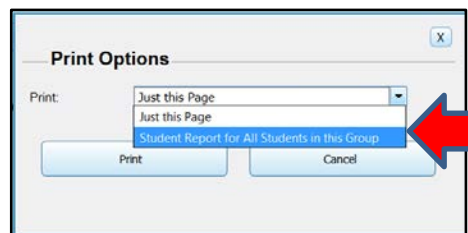
15. On the **ORS banner**, click Print (see [Figure 13](#)).

Figure 13. ORS Banner



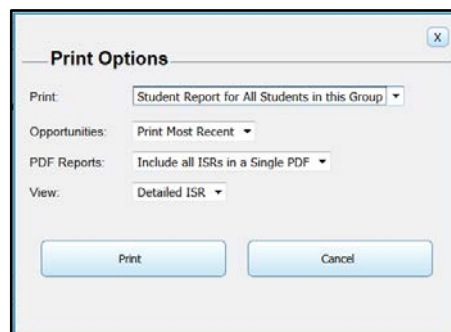
16. On the pop-up menu, select **Student Report for All Students in this Group** (see [Figure 14](#)).

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

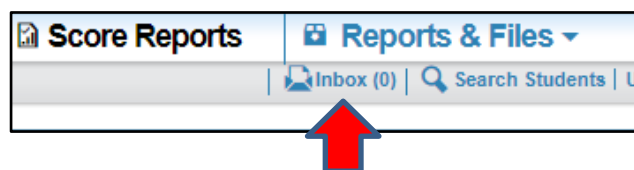


18. Your request will be queued. When the file is ready it will appear in your Inbox.

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

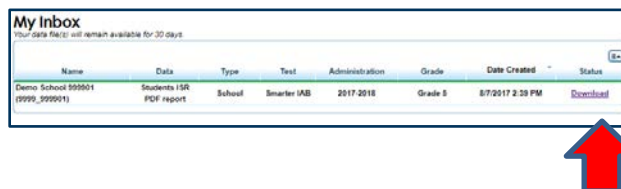
19. To retrieve the file, click on **Inbox** in the banner (see [Figure 16](#)).

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

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	<a href="#">Download</a>

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