Slide 1	Welcome to the Online Reporting System presentation. This presentation is designed to help you navigate ORS and understand its features. The *Idaho Assessment Systems Manual – AIR Systems User Guide* located on the ISAT portal contains additional information about features of ORS in *The Online Reporting System* chapter.
Slide 2	After viewing this presentation, you should understand how to: ▪ Navigate the system ▪ View score reports ▪ Generate and export summary statistics and student results ▪ Search for specific students ▪ Create, view, and edit student rosters
Slide 3	The ORS is designed to provide you with assessment data and tools you need to understand the performance of your students. Data presented in the system is interactive, allowing you to apply filters and break down results to better understand student performance. Because ORS can aggregate results in real-time, the system is able to rapidly provide current and reliable reporting information. Student data can be securely viewed and downloaded for districts, schools, and teachers. However, note that students must be registered in the Test Information Distribution Engine, or TIDE, for them to be included in ORS. For more information about adding students into TIDE, consult *The Test Information Distribution Engine* chapter of the *Idaho Assessment Systems Manual – AIR Systems User Guide* on the ISAT portal.
Slide 4	There are some key differences between the ORS and the AIR Ways Reporting systems. ORS may be used to access score reports for any assessment. This system is used for high-level student, roster, school, and district score reporting. Users may export student score data for all tested grades contained in one spreadsheet. Individual Student Reports for all end-of-year tests may be viewed or printed from ORS. The AIR Ways Reporting system produces detailed, item-level reports for the ISAT Interim Assessments, allowing users to view individual items and students' actual responses. It is specifically for gauging student performance on the Interim Assessment Blocks (IABs) and Interim Comprehensive Assessments (ICAs). Item-level data from AIR Ways may be used as a valuable tool and source of guidance to tailor classroom instruction based on students' individual performance on IABs and ICAs.

Slide 5	To log in to ORS, you must have an authorized email address and password, which is the same as the one you use for TIDE and the TA Interface. Contact your School Administrator if you do not have a TIDE account. ORS is a secure, role-based system. Your access to reports and data in the system depends upon your user role and your district and school associations. As a reminder, users do not need to have multiple roles in a single district. The higher role can do everything the lower role can do and more. For example, users do not need a Test Administrator (TA) role to proctor an assessment if they already have any other role in the system. To log in to ORS, go to the ISAT portal (http://idaho.portal.airast.org/). Click the **ELA/Literacy & Math Assessments, Science & End of Course Assessments** or **Alternate Assessment ELA & Math** card. On the next page, click the **ORS** system card. Enter your username and password, and then click **Secure Login**.
Slide 6	The Welcome page appears when you first log in to the ORS and asks you to select the type of report you want to view. Note that you can navigate to a different report at any time within ORS. **Retrieve Student Results** allows you to download student data for a district, school, teacher, or roster. The data includes students' personal information and their performance on the selected test and administration. **Score Reports** provide test score data. You can compare score data between individual students and the school, district, or overall state average scores. Information on strengths and weaknesses in a specified field is also available by claim.
Slide 7	The ORS banner that is displayed near the top of each page consists of buttons or "Global Tools" for accessing the different reports and performing different tasks. - The **Score Reports** button takes you to the Home Page Dashboard that provides overall score data for your district, school, or students. - The **Reports & Files** button provides access to test summary statistics and the Retrieve Student Results page where you can download large files of student results. **Inbox** takes you to the Inbox section of the Retrieve Student Results page that lists the student data files you have requested. **Search Students** lets you search for student information by using the student's name or EDUID number. **Upload Rosters** allows you to create multiple rosters at once by uploading a spreadsheet. **Add Roster** allows you to create custom rosters of your students for data analysis. Rosters can also be created in TIDE. For TE users, you can only create rosters within the group of students that have been assigned to you. **View/Edit Rosters** allows you to view existing rosters and add or remove students from them as desired. - The **Help** button is where users may find useful information and step-by-step instructions for performing tasks in ORS. **Print** provides options to print the data displayed on the page. **Export** exports the data displayed on the page as an Excel file.

	▪ **Definitions** provides definitions for terms specific to the report you are viewing. This tool only appears on some pages.
Slide 8	When you click **Score Reports** on the Welcome Page or from the banner, the Home Page Dashboard appears. This year, the Home Page Dashboard includes updated test labels for ISAT (Interim and Summative), Science (Grades 5 and 7 & End-of Course), and Alternate Assessments. The test labels include: ▪ Interim Comprehensive ▪ Interim Blocks ▪ ISAT Summative ▪ End-of-Course ▪ ISAT Science ▪ ID-AA This page provides data about your students, the number of students tested, and the percentage proficient for the selected test and administration. District personnel see district summaries, school personnel see school summaries, and teachers see summaries of their students.
Slide 9	From the Home Page Dashboard, you can select the test and administration for which you want to view score data. You can also specify the students whose data you wish to view using the available radio buttons. This feature is particularly helpful for school personnel who want to see how students currently assigned to the user's class roster performed in previous grades, even if students were enrolled in different schools during those previous administrations. If you currently have a student who did not test in the selected test and administration, no data will be displayed for that student. An example may be students who moved to your school from out of state.
Slide 10	**Scores for students who were mine at the end of the selected administration** allows you to see score data for those students who tested in the selected test and administration and were associated with your roster, school, or district at the end of the selected test and administration. **Scores for my current students** allows you to view score data for students assigned to your current rosters, even if they were previously enrolled in a different school or district. This view enables you to see your current students' previous strengths and weaknesses before they begin testing this year. **Scores for students who were mine when they tested during the selected administration** allows you to see score data for those students who were associated with your roster, school, or district when they were tested in the selected test and administration. On the next few slides, we will illustrate an example of how to use the three radio buttons.
Slide 11	Imagine that two of your students, Student A and Student B, took an ISAT test.
Slide 12	Immediately after testing, Student B moved to a different district.

	Then, after the test administration ended, a new student, named Student C, joined your class after taking the test in a different school.
Slide 13	Selecting the first radio button will show scores for students who were yours at the end of the selected administration. This option will include Student A. Student B will be excluded, because the student left the district before the end of the administration. Student C will also be excluded, because the student was in a different school at the end of the administration and did not become your student until later.
Slide 14	Selecting the second radio button will show scores for your current students. This option will also exclude Student B, who is no longer your student, but it will include Student C, who recently became your student.
Slide 15	Selecting the third radio button will show scores for students who were yours when they took the test. This option includes Students A and B, who were yours when they tested, and excludes Student C, who tested at another school.
Slide 16	After defining which students you wish to view, look toward the tables near the bottom of the Home Page Dashboard. These tables display aggregate data for each subject. ▪ **Grade** displays the grade to which the score data belongs. ▪ **Number of Students Tested** displays the number of students to date who have completed and submitted their tests for scoring. ▪ **Percent Proficient** displays the percentage of students to date who have scored proficient on each test. To access score reports for a particular subject and grade-based test, click a cell for the selected grade and subject. You will only see the tests administered by the selected district or school. When you click a cell, a Subject Detail Report will load for the corresponding grade and subject.
Slide 17	This example shows the information a district user will see on the Subject Detail Report. It shows the list of schools in the district and their aggregate score data. The Subject Detail Reports have been improved this year to match the new labels available on the Home Page Dashboard. You can sort the data, show or hide columns, disaggregate data by subgroups and/or test events, and show or hide comparison data. ▪ To disaggregate the score data by a specific demographic subgroup category, from the *Breakdown By* drop-down list, select a group and click **Go**. The report will expand to display the data for each subgroup. For example, you can select **Gender** to see score data for All students, Female students, and Male students. ▪ To disaggregate the score data by a specific test event, from the *Test Event* drop-down list, select an accommodation and click **Go**. The report will expand to display the data for each subgroup. If students are able to have different accommodations for different parts of the same test, these students can either be included in a separate category called "Multiple" or counted under both accommodation values.
Slide 18	To view more information about a student, roster, teacher, school, or district, click the magnifying glass icon that appears next to its name. An exploration menu will appear with the name of the entity you clicked in the title. The exploration menu is

	the preferred method for moving between reports and deciding which type of data you would like to view.
Slide 19	This expanded navigation menu allows users to quickly navigate ORS. To help users make the right selection on the navigation menu, the labeling has been enhanced to indicate the purpose of each drop down. The exploration menu's first two drop-down lists display the subject and grade of the report that you are viewing. You can use these menus to switch to a different subject within the same assessment or to a different grade without returning to the Home Page Dashboard. The other three drop-down lists determine the type of report that will load when you click the **View** button. To help you quickly locate the score data you need, these three drop-down lists allow you to ask three different questions: Who, What, and When. Your answers to these questions will direct ORS to provide data from that perspective. Please be aware in order to switch to a different report, you will be able to use the exploration menu to make minor changes to your selections (for example, "subject" and "when") depending on the report you are on. If you would like to go back to previous pages, we advise against using the back button on your browser. Instead, click the "Score Reports" button to return to your district's home page dashboard to newly select all options on this exploration menu.
Slide 20	This slide displays some typical examples of the selections you can make in the Who, What, and When drop-down lists. Note that the particular selections you see will depend on your user role, the report you are viewing, and which entity's magnifying glass you clicked. When you see "N/A" or no options in a drop-down list, that means you cannot navigate any further in that drop-down list. The **Who** drop-down list determines who will be listed in the report, including all students associated with the district, school, teacher, or roster that you clicked. The **What** drop-down list lets you explore the data by claims and targets within the selected subject or content area. This drop-down list includes options to view performance data by subject, claims, and targets. You may see different options in this drop-down list, depending on the test you have selected. The **When** drop-down list allows you to explore score data across multiple administrations of the same test to the same group of students. It allows you to see the data either as a snapshot of performance in the current test window, or as a historical trend. Generally, this option is only available to provide score data from multiple test administrations in ORS. For more information on using the exploration menu to navigate between score reports, consult *The Online Reporting System* chapter of the *Idaho Assessment System – AIR Systems Manual,* on the ISAT portal.
Slide 21	The navigation menu on this slide shows an example of the reporting categories when choosing an Interim Assessment Block. The "What" dimension in the

	navigation menu will display the following reporting categories: Subject, Blocks, and Items.
Slide 22	Using the exploration menu, you can view reports at different levels—districts, schools, teachers, rosters, and students. This is a sample student listing report showing student performance in each achievement level. You can access the student listing report by clicking the magnifying glass next to a school, teacher, or roster, and then selecting **Student** in the exploration menu's "Who" drop-down list.
Slide 23	On most pages in ORS, using the **Print** tool simply prints the currently displayed information. However, printing from the student listing report works a bit differently. When using the **Print** tool on the student listing report, a print pop-up window will appear, giving you the option to print just the currently displayed page, or to print a separate Individual Student Report (or ISR) for each student in the list. You can choose to include all of the ISRs in a single PDF, or you can download each ISR in a separate PDF, with the batch of PDFs contained in a ZIP file. If detailed ISRs are available for the assessment you are viewing, you can choose whether to print simple or detailed ISRs. Simple ISRs include less information but are specifically designed to fit on a single sheet of paper.
Slide 24	An Individual Student Report presents a graphic representation of proficiency, along with a parent-friendly description of what the different proficiency levels mean. It includes more detailed diagnostic information and comparison scores for the class, school, district, and state. It also includes student performance on each claim along with a description of each claim. The report may additionally include a trend graph that visually depicts student performance over time. You can access a student's ISR by clicking the magnifying glass next to any student's name, and selecting **Student** in the exploration menu's "Who" drop-down list. When printing ISR's there is an option that allows you to select the level of detail that should be included in the report. A Simple ISR includes only the student's overall performance table along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only). A Detailed ISR Includes all the information available on the Simple ISR along with detailed claim description that includes the next steps recommended for a student based on his or her claim score, the trend graph to show the student's performance over time, and item level information (for ISAT ELA & Math assessments only). If a student has taken multiple opportunities of the test, all of the test opportunities will be listed on the report, and you can toggle between the opportunities by clicking the opportunity number.

Slide 25	A new feature offered this year, is the option to print the ISRs in Spanish. There are two ways to print ISRs. One option is to drill down to an individual student's score through the "Score Reports" section of ORS and select the "Print" button near the top of the screen. The second option is to navigate to the "Retrieve Student Results" page, select "PDFs of Student Reports" in the "Report Type" drop-down, along with your additional search criteria. From either location, you can choose English or Spanish in the "Language" drop-down menu. Please note that the Spanish versions of the ISRs are only available in PDF format. When the PDF file or ZIP file is ready, you can download your file by clicking **My Inbox** in the ORS banner.
Slide 26	New this year, Writing Condition Codes are available in the Individual Student Reports (ISRs). The Writing Condition Codes will be displayed under the "**Writing Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, Based on the Smarter Balanced Writing Task Rubric** for ISAT Summative and ICA ELA/Literacy tests only. Students are required to write an essay that is assigned different traits such as "informational," "narrative," "opinion," "argumentative," and "explanatory" based on their grade level and the Performance Task test that they took. The table provides information on how a student scored on the three dimensions – organization/purpose, evidence/elaboration, and conventions. If a student's writing performance cannot be scored, the table displays the reason for which the essay could not be scored. The possible reasons are: ▪ Blank Response ▪ Insufficient or directly copied from the source material ▪ In a language other than English or Spanish ▪ Off-topic ▪ Off-purpose ▪ Non-specific
Slide 27	New this year, we will be reporting Lexile data in ORS. Lexile measures reflect the student's reading ability. Lexile information will be included in both the Student listing page and the Individual Student Report (ISR) pages as a single number or a range that would fit into two columns. On the ISR, a text box explaining the Lexile measure will be included.
Slide 28	Also new this year, we will be reporting Quantile data in ORS. Quantile measures reflect student's mathematical achievement. Quantile information will be included in both the Student listing page and the Individual Student Report (ISR) pages as a single number or a range that would fit into two columns. On the ISR, a text box explaining the Quantile measure will be included.
Slide 29	Using the **Print** tool, you can generate a PDF report of the student's score report. You can choose to print the current opportunity, the opportunity where the student scored the highest, or all the opportunities taken by the student. You may also choose to print a detailed ISR or a simple ISR.

	For more information about printing ISR's, consult the *ORS Printing Student Reports Quick Guide* available in the resources section of the ISAT portal.
Slide 30	You can view more content detail for a group of students by clicking the magnifying glass next to a school, teacher, or roster, and then selecting **Claim** in the exploration menu's "What" drop-down list. This is a sample district Claim Detail Report, which includes a scale score for each claim in the selected subject. The Claims report shows the percentage of your students in each Claims achievement category for the selected subject.
Slide 31	The Student Listing Claims Report displays claims performance for all the students associated with the selected school, teacher, or roster who have completed the selected test. The Student Listing Claims Score Report differs from higher level claims score reports in that it reports a student's name, student identification number, overall subject scale score, and overall subject achievement/proficiency level. For the Claims Score Report, it also reports 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.
Slide 32	Please be aware that these target report images have changed from the versions presented at the Roadshow. For ISAT Summative assessments, which report targets, you can view even more specific content detail by selecting **Target** in the exploration menu's "What" drop-down list. This is a sample district Target Detail Report, which shows how a group of students performed on each target compared to the test as a whole and compared to the proficiency standard.
Slide 33	This table explains the meaning of each icon in the column named **Performance Relative to Proficiency**. **Above the Proficiency Standard** means the target performance is above the proficiency standard. The group of students performed above the proficiency standard. **At/Near Proficiency Standard** means the target performance is near to the proficiency standard. The group of students performed near the proficiency standard. **Below the Proficiency Standard** means the target performance is below the proficiency standard. The group of students performed below the proficiency standard. **Insufficient Information** means not enough information is available to determine whether the performance on this target is above, near, or below the proficiency standard.

Slide 34	This table explains the meaning of each icon in the column named **Performance Relative to the Test as a Whole**. **Better than performance on the test as a whole** means 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** means 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** means 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** means not enough information is available to determine whether this target is a relative strength or weakness. This could be due to too few items or too few students available to create a report.
Slide 35	When viewing reports for Interim Assessment Blocks, you may view how the state, district, school, teacher, and rosters performed on each of the blocks by selecting **Blocks** in the exploration menu's "What" drop-down list. This report shows the number of students tested by block and the percentage in each block performance level.
Slide 36	For Interim Assessment Blocks or the Interim Comprehensive Assessment, you may view how the district, school, teacher, and rosters performed on each item of the test by selecting **Items** in the exploration menu's "What" drop-down list. Items are grouped by the claim categories to which they belong and may not be listed in the same order in which they appeared on the test. Each row displays the target number that indicates the target number the item on the test was associated with; a description of the item's associated target; the maximum points possible for the item; and, in separate columns, the percentage of students who scored at each possible point level.
Slide 37	You can explore student performance over time by clicking the magnifying glass next to a school, teacher, roster, or student; and then selecting **Trend** in the exploration menu's "When" drop-down list. This is a sample district trend report. In addition to displaying the average scale score and achievement level, you can now choose to view the percentage of students proficient in a roster, school, or district by selecting **Percent Proficient** in the **Trend Data** drop-down list and then clicking **Go**. You can use the "Who," "What," and "When" drop-down lists together to show different kinds of data in a graph across time. The trend report is set to plot summative and interim administrations on the graph by default. However, you may choose to plot only the currently selected test by choosing **Selected Test** from the **Display** drop-down list, and then clicking **Go**.

Slide 38	Trend reports are interactive. You can choose the tests, entities, and categories that should be plotted on the graph.
	• You may select up to five entities to compare at one time by checking the required boxes from the Choose Who to Graph section. A trend line for each selected entity will appear on the graph and will be color coded.
	• You may also choose to plot data points for a subgroup, such as ethnicity, by using the **Breakdown By** drop-down list near the top of the report.
	• You may select the overall test subject data (which is selected by default) or individual reporting categories to plot from the Choose What to Graph section.
	• Finally, you may temporarily hide a trend line to better view data. Click the trends you want to hide from the trend reports legend box below the graph. The trend you have selected will become grayed out and the line will disappear from the graph. To display the trend line again, click the trend name again.
Slide 39	The **Reports & Files** drop-down menu provides access to additional reports through the Summary Statistics and Retrieve Student Results pages.
	We will discuss how these pages function in more detail on the following slides.
Slide 40	The Summary Statistics section displays statistics for students who have tested for a selected test by administration year and test name.
	To generate a summary statistics report, click on the **Reports & Files** drop-down list and select **Summary Statistics**. In Step 1: Choose What, select the test, administration, and test name for your report. For state and district users, proceed to Step 2: Choose Who, select the district. Finally, click **Generate Report** to view the report on your screen.
	The report will show the number of students at each opportunity, as shown in this sample report. For example, students at "Opportunity 0" have not taken the test, students at "Opportunity 1" have taken the test once, and so on.
Slide 41	From the Retrieve Student Results section, you can download a ZIP file containing individual PDFs of each Individual Student Report for all the students associated with the selected school. The ZIP file will include a CSV manifest that lists all the PDFs included in the ZIP file.
	You can also download student data files for a selected test window by district, school, teacher, or roster. The data file contains students' personal information, including enrolled school and grade level, and the selected test scores and claim scale scores, if applicable. You can download the data file in Excel or CSV format.
	To generate a report, click the **Reports & Files** drop-down list and select **Retrieve Student Results**. Next, select a report from the **Report Type** drop-down list. You may download either **Student Data** or **PDFs of Student Reports**. Finally, select the parameters for your file from the available drop-down lists and click **Download**. You will be informed via email once the file is ready. When your file is ready, click **Inbox** on the banner to access your file. Click the **Download** link in the inbox to save the file to your computer. Your file will continue to be available for 30 days in ORS.

Slide 42	You can search for a student's score reports by their student EDUID. This is especially useful if you need to find a student's score reports, but do not know the student's grade or school. To search for multiple students at once, you can enter up to 20 EDUID numbers separated by commas on the search field.
Slide 43	The Student Search Results page will show a list of students who match your search. ▪ To view all tests taken by a student, click the plus sign. ▪ To view a student's score report for a particular test, click the test name.
Slide 44	On the next few slides we will discuss adding, viewing, and editing rosters. A roster is a collection of students sharing a similar characteristic who are assigned to a specific teacher. Rosters typically represent classrooms but can also be used to group students with special needs or students participating in particular activities or programs. You can view how a roster of students performed on a test by selecting **Roster** in the "Who" drop-down list in the Score Reports exploration menu. Based on your user role, you may be able to create and edit rosters, which can be done in TIDE, in ORS, and in AIR Ways Reporting. As a reminder, district- or school-level users will need to assign students to Teachers via this roster feature before TEs can view student reporting data in ORS. Once an original list of students is associated to TEs, the TE can make smaller subgroupings of rosters with those students.
Slide 45	You may wish to create a new roster to see how a particular group of students performed. School-level users can create a roster of all students in a specific grade who have tested. You can create a custom list of students receiving special instruction or who belong to an extracurricular program to track their performance as a group. Click the **Add Roster** tool to create a new student roster. When creating rosters, it is recommended to follow the guidelines below: • Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data. • One or more rosters may need to be created depending on the subjects taught by a teacher. For example, if a group of Grade 3 students have the same teacher for Reading, Mathematics, and Science, then separate rosters do not need to be created for each subject. However, if different teachers are responsible for teaching different subjects then separate rosters need to be created for each teacher and subject. • When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.

Slide 46	When searching for existing rosters, you may print or delete rosters by selecting them and clicking the **Print** or **Delete** button above the search results.
	Click the pencil icon next to a roster to view or edit its details.
	When you click the pencil icon next to a roster, a new pop-up window will appear, allowing you to edit that roster's name, teacher name, and students in the roster.
	A list of students will appear in the **Add Students to the Roster** section near the bottom of the pop-up window. Students in the left column are available to be added to the roster, and students in the right column are currently in the roster.
	To add students to the roster, select the necessary search criteria in the section titled, **Search for Students to Add to the Roster**. Click **Search** to display a list of students matching your criteria in the **Available Students** column.
Slide 47	A second way to add new rosters is to use the **Upload Rosters** tool to compose an upload file in Excel or CSV format and then upload that file. Please note that only DAs, DCs, SCs and TEs can upload rosters to ORS.
	This method is easiest if you need to create many rosters and you don't want to add them one at a time.
	The easiest way to compose an upload file is to download an available template by clicking **Download Templates**.
	Additional details and instructions on how to create/edit/upload rosters can be found in *The Test Information Distribution Engine* and *The Online Reporting System* chapters of the *Idaho Assessment Systems Manual – AIR Systems User Guide*
Slide 48	Here are a few things to remember: ▪ The Online Reporting System provides the data so that teachers can explore questions about how students are performing, and as a result, improve teaching and learning; ▪ The magnifying glass icon displays the exploration menu, which is used to explore the different dimensions and levels of score data; ▪ All reports can be printed and exported; ▪ The **Help** button is available on every page of ORS; and ▪ You can use ORS to generate individual student reports to share with parents. ▪ AIR Ways Reporting is another data tool that can be used to view data pertaining to the Interim Assessments. Please see the AIR Ways Training Module in the *System Information – Training Modules* folder on the ISAT portal.

Slide 49	You can find *The Online Reporting System* chapter of the *Idaho Assessment Systems Manual – AIR Systems User Guide* and other helpful resources on the ISAT portal. However, if you still require assistance with troubleshooting a technical issue, you may also contact the Idaho Help Desk. When contacting the Idaho Help Desk, please be ready to provide the following information: ▪ Any error messages that are appearing (including codes) ▪ Your operating system and browser information ▪ Your network configuration information ▪ Your contact information for follow-up by phone or email ▪ Any other relevant information, such as test names or content areas, student EDUIDs, session IDs, and search criteria For questions about test administration or policy issues, please contact your District Test Coordinator.
Slide 50	No notes available on this slide.