Online Reporting System
User Guide for California

Winter/Spring 2015

Smarter Balanced Summative Assessments
for English Language Arts/Literacy and Mathematics
California Standards Tests for Science
California Modified Assessment for Science
California Alternate Performance Assessment for Science
Standards-based Tests in Spanish for Reading/Language Arts

The data available in the CAASPP ORS represent partial and preliminary results that are not appropriate for public release. As a real-time system, results will change as additional data are received and relevant appeals and rescores are processed. These changes may result in final scores being higher or lower than the preliminary results posted to this system. The California Department of Education recommends that data from the ORS only be released publically following the state-level release of assessment data that occurs in August.

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Prepared by the American Institutes for Research© (AIR)
California customization prepared by Educational Testing Service®

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Caution Regarding Releasing Preliminary Results to the Public

The data available in the CAASPP Online Reporting System (ORS) represent partial and preliminary results that are not appropriate for public release. As a real-time system, results will change as additional data are received and relevant appeals and rescoring are processed. These changes may result in final scores being higher or lower than the preliminary results posted to this system. The California Department of Education (CDE) recommends that data from the ORS only be released publicly following the state-level release of assessment data that occurs in August.
Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a Web-based system that displays preliminary student and organizational score reports and completion data for each student who participates in the following California Assessment of Student Performance and Progress (CAASPP) tests:

- Smarter Balanced Summative Assessments for English Language Arts/Literacy (ELA) or Mathematics
- California Standards Tests (CSTs) for Science
- California Modified Assessment (CMA) for Science
- California Alternate Performance Assessment (CAPA) for Science
- Standards-based Tests in Spanish (STS) for Reading/Language Arts

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 preliminary 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 the ORS**, includes instructions on how to log on and log off the ORS and switch between different California systems connected by a Single Sign-on.
- **Section III, Understanding the ORS Interface**, describes the layout and key features of the ORS.
- **Section IV, Viewing Preliminary Score Reports**, includes an in-depth overview of the preliminary score reports available in the ORS.
- **Section V, Viewing the Test Management Center**, describes how to generate different types of test participation reports.
- **Section VI, Working with Rosters of Students**, includes instructions on how to search for preliminary score reports for particular students in the ORS.
- **Appendix A: Technical Support**, provides additional information including Help Desk information.

Document Conventions

Table 1 describes the key icons and elements used in this user guide.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Important" /></td>
<td><strong>Important:</strong> This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information about the topic.</td>
</tr>
</tbody>
</table>
Introduction to the User Guide

Intended Audience
This user guide is intended for local educational agency (LEA) and school personnel involved in administering the following assessments to students:

- Smarter Balanced Summative Assessments for ELA or Mathematics
- CSTs for Science
- CMA for Science
- CAPA for Science
- STS for Reading/Language Arts

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 CAASPP Smarter Balanced Online Test Administration Manual.
- For information about user management, see the Test Operations Management System (TOMS) 2015 Adding and Managing Users Guide.
- For information about operating system support, network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the Technical Specifications Manual.

These resources are linked on the CAASPP Instructions and Manuals Web page at http://caaspp.org/administration/instructions/.
Section I. Overview of the Online Reporting System

The ORS provides access to two important CAASPP functions: Score Reports and the Test Management Center.

- **Score Reports**: Provides preliminary score data for each administered test available in the reporting system. You can compare score data between individual students and the school or LEAs. The ORS also provides information about performance on Smarter Balanced claims.

- **Test Management Center**: Provides completion data for students taking tests available in the reporting system. You can determine which students need to complete testing and which students need to start testing. A detailed overview of accessing and using student completion reports is provided in the Completion Status Reports User Guide, which is linked on the CAASPP Instructions and Manuals Web page at http://caaspp.org/administration/instructions/. Users may also view a summary statistics report and download student data files.

The 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 federal and state accountability purposes.

Understanding User Roles and Permissions

The ORS operates in a secure, role-based structure. Your access to reports and data in the system depends upon your user role in TOMS, as well as your school- and/or LEA-level associations. For example, LEA users can view data for all schools students in their LEA; school users can view school data for their school.

Table 2 describes the user roles within the ORS and the reports and features that are accessible to each user role.

<table>
<thead>
<tr>
<th>Report Types</th>
<th>Access Level and Roles *</th>
<th>LEA</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DC</td>
<td>SC</td>
</tr>
<tr>
<td>Preliminary Score Reports</td>
<td>School Listing</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Preliminary Student Results Report</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary Statistics</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retrieve Student Results</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Plan and Manage Testing</td>
<td>Plan and Manage Testing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Test Completion Rates</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Search Students</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

* Roles are as follows:

DC—LEA CAASPP Coordinator
SC—CAASPP Test Site Coordinator
TA—Test Administrator
Section II. Accessing the ORS

This section explains how to log on to the ORS, switch between different systems, and log off.

Logging On to the ORS

To log on to the ORS, you must have an authorized username and password for the Single Sign-On system. This is your current TOMS user account that is also used to access the Test Administrator Interface and Interim Assessment Systems, among others. If you have not yet received your logon information, contact your LEA CAASPP Coordinator; LEA CAASPP Coordinators should contact the California Technical Assistance Center (CalTAC).

Warning: Do not share your logon information with anyone. All CAASPP systems provide access to student information, which must be protected in accordance with federal and state privacy laws.

To log on to the ORS:

1. Open your Web browser and navigate to the CAASPP portal at http://caaspp.org/, shown in Figure 1.
2. Locate the [Online Reporting System (including Completion Status)] button near the top of the screen.
3. Select the [Online Reporting System (including Completion Status)] button.

You will be directed to the Single Sign-On Web form, shown in Figure 2.

4. SSO allows you to log on to each of the online systems supporting CAASPP test administration. After logging on, you can switch between systems without having to log in and out of each system.
5. Enter your username in the Username field.
6. Enter your password in the Password field.
7. Select the [Log In] button.
About Usernames and Passwords

Alert: Important Information Regarding Your Password

If you are a user who has recently been added to TOMS, you should have received an e-mail from caaspp@ets.org which contains a temporary password and a link to sign in to CAASPP systems. You must log on with your temporary password within 30 days of receiving the e-mail in order to activate your account. You will be prompted to update your password and select a series of security questions for future password retrieval, as needed.

Did your temporary password expire?

If you did not log on within 30 days of receiving your temporary password e-mail, Test Administrators (TAs) should contact their CAASPP Test Site Coordinators, who must, in turn, contact their LEA CAASPP Coordinators. You may only self-administer a password reset after you have activated your account by logging on and configuring your security questions. You must log on within 30 days of receiving your new password in order to activate your account.

Did you forget your password?

Users who have previously activated their accounts and have forgotten their passwords may use a self-service feature to request a new password. Select the [Forgot Your Password?] link on the Single Sign-On Web form. Enter your e-mail address into the Email Address field and select [Next]. You will receive another e-mail containing a new temporary password.

What if I do not receive an e-mail containing a temporary password?

Single Sign-On e-mails are sent from caaspp@ets.org. Please check your spam folder to ensure your e-mail service provider has not categorized the message as “junk” mail. If you have checked your spam and junk folders and still do not have an e-mail, TAs should contact their CAASPP Test Site Coordinator and CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinator to make sure they were added to TOMS. Only users who have been added to TOMS will receive an account e-mail with a temporary password. LEA CAASPP Coordinators who have created new users that not receiving e-mails within 24 hours should contact CalTAC for additional assistance.

Additional Help

TAs should contact their CAASPP Test Site Coordinator and CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinator with logon issues. LEA CAASPP Coordinators experiencing difficulty creating new users should contact CalTAC using the contact information available in the Technical Support section of this user guide.

Switching Between CAASPP Systems Using Single Sign-On

All CAASPP test management and administration systems, including the ORS, use the integrated SSO system that allows you to log on to multiple systems provided by Educational Testing Service and the American Institutes for Research, and then access all available applications without having to log on to each one separately.

SSO is designed to ease the logon process and simplify navigation between systems. The applications it serves include:
Accessing the ORS

- Test Operations Management System (TOMS)
  - Student Test Settings
  - Users
  - Appeals
- Test Administrator (TA) Interface
- Practice and Training Tests and TA Practice Site
- Interim Assessment Hand Scoring System
- Online Reporting System (Score Reports and Completion Status Reports)

Note: Access to each system and its features is dependent on the access provided by your user role.

To switch between the CAASPP SSO systems:
1. Navigate to the drop-down menu on the top left corner of your browser, shown in Figure 3. The drop-down menu will list the available systems.

![Figure 3. SSO drop-down list](image)

2. Select the system you want to use or navigate to from this menu. You will be directed to the main page for that application. You will be automatically logged on.

Caution: Although navigating between systems is made easy by the Single Sign-On navigation menu, it is important to understand how the various systems operate in order to avoid some unintended consequences of switching between systems. For example, if you are using the TA Interface or TA Training Site and navigate away from an active test session, your session will stop and all students in the session will be logged off. You cannot resume your test session. You will need to create a new test session, and your students will have to log into the new test session to resume testing.

Caution: Logging off the ORS will log you off all Single Sign-On systems.

Logging Off the ORS

The ORS contains students’ personally identifiable information. For security purposes, it is important that you log off to ensure that the reports cannot be accessed by unauthorized users following your session.

To log off the ORS:
1. Select the [Log Out] button in the top right-hand corner of the screen. A warning message—shown in Figure 4—will appear, advising you that you will be logged off of all Single Sign-On applications.
2. Select the [Log Out] button in the lower right-hand corner of the warning message. This will log you off all Single Sign-On systems.

   **Note:** The ORS has a timeout feature that automatically logs you off of the ORS if your session is inactive for 30 minutes.
Section III. Understanding the ORS Interface

This section describes the ORS’s features and layouts.

The ORS Welcome Web Page

When you first log on to the ORS, the Welcome Web page, shown in Figure 5, appears. You can select the section of the application you want to view from this page.

To view ORS reports:

1. From the Select drop-down list, select the LEA or school whose reports you want to view. (This list appears only if you are associated with more than one school or LEA. For example, if you are an LEA-level user with access to multiple LEAs, you will need to select the LEA whose reports you want to view.)

2. Do one of the following:
   a. To view preliminary score reports, select [Score Reports].
   b. To view completion data, select [Plan and Manage Testing].

The ORS displays the page corresponding to your selection.

The ORS Banner

The banner, which appears on all pages except for the Welcome page, provides links to all ORS reports and features. The banner is shown in Figure 6.

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

- [Score Reports] displays the Home Page Dashboard page (see Figure 8). For information about preliminary score reports, see Viewing Preliminary 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 the Test Management Center.

  – Summary Statistics
  – Retrieve Student Results
  – Plan and Manage Testing
  – Test Completion Rates

• [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 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 Working with Rosters of Students.

• [Manage Rosters] opens a pop-up window where you can follow the directions to view, add, edit, and delete student rosters. For more information about creating 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. One such group of tools is shown in Figure 7.

![General tools](Figure 7. General tools)

• [Help] displays the CAASPP Online Reporting System User Guide.

• [Print] displays the browser's dialog box for printing the current page.

  **Note:** Additional printing options are displayed when you select [Print] on the Student Listing Report and Individual Student Report pages that enable you to generate different preliminary score reports in PDF format. For more information, see Viewing Student Listing Report.

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

  **Tip:** Depending on the preliminary report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the preliminary 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 are 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.
Section IV. Viewing Preliminary Score Reports

This section describes the preliminary score reports provided by the ORS and their features. It also provides instructions for accessing the various preliminary score reports.

Overview of Preliminary Score Reports

Preliminary score reports display aggregated scores for LEAs and schools, as well as individual student performance data for the various California assessments reported in the module. You can use these reports to help inform and determine strategies that may improve teaching and learning in the classroom. You can also view performance trends and determine whether overall performance is increasing. Data can be compared between your LEA and its schools.

Caution: All preliminary score report data are based on the total number of currently enrolled students whose tests have been scored to date. Since the 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 are preliminary and may not be used for accountability purposes.

Smarter Balanced Online Assessments

The Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics include both computer-scored components (scored immediately) and hand-scored components. Hand-scored components are scored by pre-approved contractors. Individual student performance data will be displayed only after students have completed computer-scored components and the hand-scoring portion of their results have been processed and received.

CST/CMA/CAPA for Science and STS for RLA Paper-based Assessments

Paper-based assessments must be collected from local sites and processed; results will not be immediately available in the ORS. Preliminary score reports for these assessments will be displayed as soon as the tests have been scored and the results returned for display in the module.

LEAs and schools should monitor communication from CalTAC and/or the California Department of Education (CDE) for information regarding the length of time test processing—from scoring submitted tests to the calculation of results—is expected to take.

All aggregate preliminary score reports data can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 5 Mathematics report for an entire school or for an LEA.

Table 3 provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

<table>
<thead>
<tr>
<th>Report</th>
<th>LEA Level</th>
<th>School Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page Dashboard</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Summary of performance (to date) across grades and subjects or courses for the current administration.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Subject Detail</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Data for a subject within a particular grade or course for the current administration.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
### Accessing Preliminary Score Reports

The Home Page Dashboard Web page, shown in Figure 8, displays the overall summary of score data and testing progress for your state, LEA, 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 preliminary score reports from the Home Page Dashboard Web page.

**Note:** State- and county-level aggregates will be suppressed in the ORS until formally released by the CDE.

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

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

1. From the Select drop-down list on the Welcome page, select the LEA whose scores you want to view.
2. Select the [Score Reports] button.
3. For information about the Welcome page, see The ORS Welcome Web Page.

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

1. Select Score Reports on the banner.

<table>
<thead>
<tr>
<th>Report</th>
<th>LEA Level</th>
<th>School Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim-level Detail (Smarter Balanced)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Claim/Block-level percentage at each performance level for a subject within a particular grade or course for the current administration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Roster of all students who belong to a school, teacher, or class with their associated subject or course (and claim, if applicable) scores for the current administration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Detail</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Detailed information about a selected student’s performance in a specified subject or course (and claim, if applicable).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
2. From the Administration drop-down list, select a test administration.
3. For the 2014–15 school year, the selection will default to the radio button in the following category:

   The Home Page Dashboard page aggregation tables display data based on your selections.
Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Preliminary Score Reports

Aggregation tables like those shown in Figure 9 appear on the Home Page Dashboard Web page that display score data for students by grade and subject and provide access to more detailed subject preliminary score reports.

![Home Page Dashboard Aggregation Tables](image)

Figure 9. Home Page Dashboard aggregation tables

The columns appearing in this report are as follows:

- **Number of Students Tested**—This column displays the number of students to date who have completed the content-area test and have a valid score.

- **Percent of Students Tested**—This column displays the percentage of students to date who have completed the content-area test and have a valid score.

To access detailed preliminary score reports for a particular subject:

1. From the Home Page Dashboard page shown in Figure 9, select the corresponding grade-subject cell in the Number of Students Tested or Percent of Students Tested column in the appropriate table. For example, if you want to view the subject detail report for Grade 5 ELA/Literacy, select one of the number-tested buttons (like the one indicated in Figure 9). The corresponding Subject Detail Report—shown in Figure 10 and described in the next section, Understanding the Preliminary Score Report Layout and Features—appears.

   a. The sample Subject Detail Report shown in Figure 10 lists the following information for LEAs and schools:

      - LEA and school name(s)
      - Number of students
      - Average scale scores for the students tested
      - Error band that shows the standard error of measurement (the number after the scale score)
      - Percentage of students in each achievement level band; the percentage of students within the “Standard Not Met” and “Standard Nearly Met” achievement levels are on the left of the vertical line; to the right of this line is the percentage of students at the “Standard Met” and “Standard Exceeded” levels
Understanding the Preliminary Score Report Layout and Features

Most preliminary score reports share similar features. Figure 11 illustrates some of the common features found in preliminary score reports. Among the most common preliminary score report features are the following:

- **Name**: The name of the preliminary score report, the test, the administration, and the entity (e.g., LEA, school, or student) are displayed on the top of the report.

- **Report Format**: All preliminary score reports except individual preliminary student reports are in table format, such that the first column displays the name or entity, such as the LEA or school 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 Web page. In 2014–15, this is set to Scores for students who were mine at the end of the selected administration.

- **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 within each report to describe the color codes that correspond to each test-specific performance level. These indicators can help you understand the data presented on the report.
Common functions that can be performed by users in most preliminary score reports include:

- Navigating between Preliminary Score Reports Using the Exploration Menu
- Viewing Scores Based on Demographic Subgroup
- Showing and Hiding a Preliminary Report’s Columns
- Sorting Data in a Report
- Showing and Hiding Comparison Data

Navigating between Preliminary Score Reports Using the Exploration Menu
You can navigate from one preliminary score report to another using the Exploration menu.

To navigate between preliminary score reports:
1. In the Name column of a preliminary score report, select the [Exploration Menu] icon \(\text{探索} \) that appears next to each entity (e.g., school, shown in Figure 12). The Exploration menu appears, displaying the preliminary score reports that are available to you.
2. Select the appropriate cell on the Exploration menu, shown in Figure 13, to navigate to a report. To close the Exploration menu, select the “x” in the menu’s upper-right corner. For information about the different categories of preliminary score reports, see the next section, Understanding Preliminary Score Reports Dimensions.

Understanding Preliminary Score Reports Dimensions
Preliminary score reports use three “dimension” categories as the primary means of navigating between report levels: Who, What, and When. Table 4 describes these dimensions. This feature allows you to view data that can be analyzed in different ways, depending on whether the focus is on the testing group (e.g., school), content type (e.g., subjects or claims), or period of time (trend).
Viewing Preliminary Score Reports | Understanding the Preliminary Score Report Layout and Features

Not all dimension categories are available at all times. Available categories depend on your user role and the report type/level you are viewing. A grayed out cell that says “N/A” indicates that you cannot navigate any further within a particular dimension.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Categories/Reports</th>
</tr>
</thead>
</table>
| **Who**   | Displays data for schools and groups (LEA-level, school-level, and individual students). | • View School  
• View Student |
| **What**  | Displays data by claims within the selected subject. | • View Subject  
• View Claims |
| **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). | • View Trend (unavailable)  
• View Testing Window (default) |

**Viewing Scores Based on Demographic Subgroup**

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category (either enrolled grade, gender, or race/ethnicity). When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a preliminary score report by enrolled grade to see the associated score data for students in each reported grade level as shown in Figure 14.

![Figure 14. Sample preliminary score report with breakdown by enrolled grade](image-url)
Table 5 lists the available demographic subgroup categories.

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Student's gender</td>
<td>• Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Male</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>Grade in which the student is enrolled during the test administration</td>
<td>• Grades K–12</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Student’s ethnicity code</td>
<td>• Black or African American</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• American Indian or Alaska Native</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Asian</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Two or more races</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unknown</td>
</tr>
</tbody>
</table>

To view preliminary score reports by a demographic subgroup:
1. From the Breakdown By drop-down list, select the required demographic subgroup. See Table 5 for the available subgroups.

Showing and Hiding a Preliminary Report’s Columns
You can choose the columns that you want to display on a preliminary score report.

To show or hide a preliminary report’s columns:

1. Select the [Show/Hide Columns] button in the top right corner of the table; this button is circled in Figure 14. 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 (shown in Figure 15).
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.

Sorting Data in a Report
You can sort data in ascending or descending order for each of the columns. The default sort is by Name, in ascending order.

To sort the data:
1. Select the column header to sort data in ascending (A–Z; 1–10) order.
2. Select 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 preliminary score reports provides overall preliminary score data for the LEA or school that appears in the top rows of data above the green line indicated by an arrow in Figure 16. This can be used to compare your location’s results to a parent entity (e.g., compare a school to its LEA). 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: State level aggregates will be suppressed in the ORS until formally released by the CDE.

To show or hide comparison data:
1. Select the [Comparison] button above the report.
2. When Comparison: ON is displayed, as it is in the sample in Figure 16, the comparison rows showing data for the LEA and a school are visible on the report.

3. When Comparison: OFF is displayed, as it is in the sample in Figure 17, the comparison rows are hidden from view.

Viewing Subject Detail Preliminary Score Reports
The Subject Detail Report is the first preliminary score report that you can access from the Home Page Dashboard Web page by selecting a grade-subject cell in the Number of Students Tested or Percent of Students Tested column in the appropriate table. It belongs to the “who” dimension of preliminary score report categories and provides access to other preliminary score report categories.

The Subject Detail Report title fields consist of the following components, which are variable depending upon the entity and test selected.
• Report descriptor: *Student Performance In Each Achievement Level. How did my [entity] perform overall in [Subject],* 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), the administration, and the entity (e.g., LEA, school) for whom the report has been generated.

• The title of the preliminary score report table is a variable descriptor: *Average Scale Score and Percentage in Each 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 Subject Detail Report, shown in Figure 18, displays 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.

![Sample Subject Detail Report](image)

**Figure 18.** Sample Subject Detail Report

Table 6 describes the Subject Detail Report columns.

**Table 6. Subject Detail Report Columns**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity/individual you are viewing (e.g., LEA, school, student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who submitted the selected test for scoring.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The average scale score and standard error of the mean—the error band—of students who completed the scaled tests. A scale score is a mathematical transformation of a raw score using a statistical process. The standard error (of measurement) is a statistic that shows the random variation in individual scores.</td>
</tr>
<tr>
<td>Percent in Each Achievement Level</td>
<td>The distribution of students across each of the achievement levels.</td>
</tr>
</tbody>
</table>

**Viewing the School Listing Report**

The School Listing Report is the default for state- and LEA-level users. This report shows data for the grade and subject selected on the *Home Page Dashboard* Web page. A school's performance data in the selected grade and subject is displayed together with the associated LEA'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 LEA.

**Note:** State level aggregates will be suppressed in the ORS until formally released by the CDE.

**To generate a school listing report:**

1. From the *Home Page Dashboard Web* page, define the student population as described in the section *Defining the Student Population*.

2. From the *Home Page Dashboard Web* page aggregate tables, select the grade-subject cell for which you want to view the report. The school listing report for the selected grade-subject appears (shown in Figure 19).

![Average Scale Score and Percentage in Each Achievement Level](image)

**Average Scale Score and Percentage in Each Achievement Level**

**Smarter Summative ELA/Literacy Grade 5 Test for Students in Demo District 9999**

**Breakdown By:** ALL  
**Comparison:** ON

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Students</th>
<th>Average Scale Score</th>
<th>Percentage in Each Achievement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo District 9999 (9999)</td>
<td>85</td>
<td>2417 ± 10</td>
<td>31 34 35</td>
</tr>
<tr>
<td>Demo inst 9999 (9999999)</td>
<td>85</td>
<td>2417 ± 10</td>
<td>31 34 35</td>
</tr>
</tbody>
</table>

**Figure 19. Sample School Listing Report**

You may continue to drill down to the lower levels of this report and view data at the student level using the Exploration menu (select the [Exploration Menu] icon [🔍] that appears next to each entity). You can also switch to the Claims report. For information about navigating between reports and other features, see *Understanding the Preliminary Score Report Layout and Features*.

**Viewing Group Listing Report**

The Group Listing Report displays data for “Students with no group (Group).” Accessing the Group Listing Report is required to drill down to student-level data.

**To navigate to the Group Listing Report from the School Listing Report:**

1. On the School Listing Report (Figure 19), select the [Exploration Menu] icon [🔍] next to a school name. The Exploration menu (shown in Figure 13) appears.

2. Select [View Group]; the Group Listing Report, shown in Figure 20, appears.
You can navigate to lower or higher levels of this report or switch to other preliminary score report dimensions using the Exploration menu (select the [Exploration Menu] icon [ ] that appears next to each entity). For information about navigating between reports and other features, see Understanding the Preliminary Score Report Layout and Features.

Viewing the Roster Listing Report

The Roster Listing Report displays the selected group’s created rosters; these rosters include students who have completed the selected test. Users will navigate to the Roster Listing Report en route to student-specific data. Students not placed into a custom user-created roster will default to a “Students with no group (Roster)” cell.

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

1. On the Group Listing Report (Figure 20), select the [Exploration Menu] icon [ ] next to the group name. The Exploration menu (shown in Figure 13) appears. (For information about how to access the Group Listing Report, see Viewing Group Listing Report.)

2. Select [View Roster] to see the Roster Listing Report, shown in Figure 21.
Viewing Preliminary Score Reports | Viewing Subject Detail Preliminary Score Reports

**Student Performance in Each Achievement Level**
*How did my group perform overall in Mathematics?*

Test: Smarter Summative Mathematics Grade 5  
Year: 2014-2015  
Name: Students with no group (Group)

Legend: Achievement Levels  
- % Standard Not Met  
- % Standard Nearly Met  
- % Standard Met  
- % Standard Exceeded

**Average Scale Score and Percentage in Each Achievement Level**  
Smarter Summative Mathematics Grade 5 Test for Students in Students with no group (Group)

 Breakdown By: ALL Comparison: ON

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Students</th>
<th>Average Scale Score</th>
<th>Percentage in Each Achievement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo District 9999 (9999)</td>
<td>89</td>
<td>2463 ±14</td>
<td>45</td>
</tr>
<tr>
<td>Demo inst 99999 (999999999)</td>
<td>89</td>
<td>2463 ±14</td>
<td>45</td>
</tr>
<tr>
<td>Students with no group (Group)</td>
<td>89</td>
<td>2463 ±14</td>
<td>45</td>
</tr>
<tr>
<td>Students with no group (Rostered)</td>
<td>89</td>
<td>2463 ±14</td>
<td>45</td>
</tr>
</tbody>
</table>

**Figure 21. Roster Listing Report**

You can navigate to lower or higher levels of this report or switch to other preliminary score report dimensions using the Exploration menu (select the [Exploration Menu] icon [ ] that appears next to each entity). For information about navigating between reports and other features, see Understanding the Score Report Layout and Features.

**Viewing the Student Listing Report**

The Student Listing Report displays all the students in the selected 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 21), select the [Exploration Menu] icon [ ] next to a roster’s name. The Exploration menu (shown in Figure 13) appears. (For information about how to access the Roster Listing Report, see Viewing the Roster Listing Report).

   California users will see a single Roster category of ungrouped students)

2. Select [View Student] to see the Student Listing Report, shown in Figure 22.

   **Tip:** To view all the students in a school or all the students associated with a group, select the [Exploration Menu] icon [ ] next to the school’s name or group name as applicable, and then select [View Student].
You can navigate to lower or higher levels of this report or switch to other preliminary score report dimensions using the Exploration menu. For information about navigating between reports and other features, see Understanding the Preliminary 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 student’s SSID is displayed.
- The scale scores are for individual students and are **not** mean scale scores.
- The procedure for viewing score data by demographic subgroup is different from other preliminary score reports. To disaggregate score data by demographic subgroup:
  a. From the Breakdown By drop-down list, select the required group.
  b. From the Values drop-down list, select a specific subgroup value. For example, select “Male” for the subgroup “Gender.”
  c. Select [Go]. The new list only includes students whose subgroup matches the specified value.
• [Export] on the Student Listing Report exports the data in the Student Listing Report to an Excel spreadsheet.

• [Print] on the Student Listing Report prints the current page and also generates a PDF file of individual preliminary student results for all the students in the roster. The PDF file can be accessed from the Inbox section of the Retrieve Student Results Web page. For more information, see Accessing Student Data Files from the Inbox.

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

   a. To print the data displayed on the page, select [Print this Page].

   b. To generate a PDF report of all the listed students:

      - For the most recent test opportunities of all the students in the list, select [Most Recent Opportunities].

      - For test opportunities where the listed students have scored the highest, select [Highest Opportunities].

      - For all test opportunities taken by the students in the list, select [All Opportunities].

   Warning: The student results available in the ORS are preliminary results only; results may change if, for example, the student has an appeal resolved. They are not appropriate for public release (that is, for release outside of LEA or school staff). Preliminary student results do not replace the paper Student Score Reports that will be sent to LEAs for distribution to parents/guardians and should not be shared with students or their parents/guardians.

Viewing Preliminary Student Results Report

The Preliminary Student Results Report displays the breakdown of the student’s scale score; achievement level for the selected subject; and performance and claim description for each claim.

To navigate to the Preliminary Student Results Report from the Student Listing Report:

1. On the Student Listing Report (Figure 22), select the [Exploration Menu] icon [?] 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. Select [View Student] to see the Individual Student Report, shown in Figure 23.
Viewing Preliminary Score Reports

The Claims Report, which belongs to the "what" dimension of preliminary score report categories, shows the percentage of your students in each Claims (also called "areas") performance level for the selected subject.

Note: Claims reports are available for Smarter Balanced Summative Assessments.

The title bar of the claims report consists of the following components, which are variable depending upon the entity and test selected.
The preliminary score report name is [Entity] Performance for Each Claim. What are my [entity’s] strengths and weaknesses in [Subject], where the text within brackets indicates variables that change based on the test that you have selected.

Each report indicates the test name (subject and grade), the test administration, and the entity (e.g., LEA, school, teacher, or roster) for whom the report has been generated.

The title of the preliminary score report table is Average Scale Score 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 you selected.

To access the Claims Report from the School Listing Report:

1. On the School Listing Report (Figure 19), select the [Exploration Menu] icon [🔍] next to an entity’s name. The Exploration menu appears. (For information about how to access the School Listing Report, see Viewing the School Listing Report).

2. Select [View Claims] to see the School Listing Claims Report, shown in Figure 24.

You can access the Claims report in a similar way from any of the Subject Detail Reports, with the exception of the Preliminary Student Results Report.

![District Performance for Each Claim](image)

**Figure 24. Sample School Listing Claims Report**

As with the Subject Detail Reports, you can use the Exploration menu to view data at the group, roster, or student level. For information about navigating between reports and other features, see Understanding the Preliminary Score Report Layout and Features.
Section V. Viewing the Test Management Center

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, 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 a summary statistics report, and retrieve student results. The Completion Status Reports found in the Plan and Manage Testing and Test Completion Rate sections of the module are addressed in more detail in the Completion Status User Guide.

Generating a Summary Statistics Report

The Summary Statistics report displays the statistics for students who have completed both the computer adaptive test (CAT) and performance task (PTs) portions for a selected assessment type, administration and test window, and test name. A student must complete both the CAT and PT portions of the content-area test to receive results.

To generate a summary statistics report:

1. From the Test Management Center drop-down list, select “Summary Statistics.” The Summary Statistics Web page appears (see Figure 25).

2. From the Test, Administration, and Test Name drop-down lists, select the parameters for your report.


4. Table 7 describes the columns available in the Summary Statistics page.
Table 7. Summary Statistics Column Descriptions

<table>
<thead>
<tr>
<th>Data Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Tested at each opportunity &amp; count</td>
<td>Displays the percent of students whose tests are in “reported” status for the corresponding opportunity.</td>
</tr>
<tr>
<td></td>
<td>0 Percent of students whose tests have not yet reached “Reported” status. (This includes students who have not started the test opportunity.)</td>
</tr>
<tr>
<td></td>
<td>1 Percent of students whose tests have reached completed (reported) status during the first test opportunity.</td>
</tr>
<tr>
<td></td>
<td>For the Smarter Balanced Summative Assessments, students will have only one opportunity in each content area.</td>
</tr>
<tr>
<td>[#]–Student count</td>
<td>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.</td>
</tr>
</tbody>
</table>

Students taking Smarter Balanced Summative Assessments will have only one opportunity in each content area.

Retrieving Student Results

**Warning:** The student results available in the ORS are preliminary results only; results may change if, for example, the student has an appeal resolved. They are not appropriate for public release (that is, for release outside of LEA or school staff). Preliminary student results do not replace the paper Student Score Reports that will be sent to LEAs for distribution to parents/guardians and should not be shared with students or their parents/guardians.

You can download student data for a selected test window by LEA, school, group, or roster. The data include students’ personal information, including enrolled school and LEA, grade level, and the selected test scores and reporting category scores (if applicable).

**Caution:** The FERPA prohibits the release of any personally identifiable information. Printed reports and exported reports that contain personally identifiable student data must be securely stored and/or destroyed.

**To generate a student data file:**
1. From the Test Management Center drop-down list, select “Retrieve Student Results.” The Retrieve Student Results & My Inbox Web page appears.
2. Select the parameters for your file. For more information about how to select parameters, see Selecting Data File Parameters.

3. Select [Download Roster]. A confirmation message appears to inform you that your request has been queued and that you will be informed via e-mail once the file is ready.

4. Once the file has been generated, it will be displayed in the “Inbox” section on the Retrieve Student Results & Inbox Web page. You can download the data file by selecting the [Download] link for the data file. Each file will be available for 30 calendar 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 Test drop-down list, select an assessment.
2. From the Administration drop-down list, select a testing window.
3. Optional: From the Tested Grade drop-down list, select the grade or grade band for which you want to generate the report. Alternatively, select “All Grades” to create a separate file for each available tested grade. These files will be provided in a .zip file.
4. Optional: Select a date range for when students were tested. To specify a date range, select “Date Range” and select the start and end dates from the pop-up calendar.
5. From the Download Format drop-down list, select a download file format. The default is an Excel (.xls) spreadsheet file; the other option is a CSV (comma separated values) file.
6. Optional: From the Filter By drop-down list, select a specific demographic subgroup. You may also select “All,” which is the default.

If you do select a demographic subgroup, a Values field will be displayed. You can select the required filter criteria from the options available for the specified subgroup. The Values field does not have an “All” option.

Step 2. Choose who.

Select which LEA, school, and group should be included in the report. For most users, the LEA or school you are associated with will be preselected and the drop-down lists will be grayed out. Verify
that the selections are accurate. LEA- and school-users with access to multiple LEAs or schools will need to select the LEA or school for which they wish to access data.

1. From the District drop-down list, select an LEA, 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. You can also select “All” to generate a report that includes all of your schools.

3. Optional: If a school was selected, choose a group from the Group drop-down list. The default is set to “All” and includes all groups associated with the school, where applicable (“Students with no Group” will be the default category for 2014–15).

4. Optional: If a group 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 group. In 2014–15, “Students with no Group (Roster)” will be the default choice where Roster selections are presented.

**Accessing Student Data Files from the Inbox**

This section of the *Retrieve Student Results & My Inbox* Web page lists the data files that you requested. You can also retrieve batch PDF files of individual student reports that you generated from the *Student Listing Report* Web page.

**To access the Inbox, do one of the following:**

1. From the Test Management Center drop-down list, select “Retrieve Student Results.”
   or
   Select the [Inbox] button on the ORS banner. The number in parenthesis next to [Inbox] displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to [Inbox].

2. The Inbox, shown in Figure 27, is the bottom half of the *Retrieve Student Results & My Inbox* Web page.

   ![Figure 27. Inbox](image)

The files in the Inbox display the following information:

- The entity name (e.g., LEA, school, group, or roster)
- The type of data contained in the file (e.g., student data)
- The type of data file you requested (e.g., LEA, school)
- The test type (e.g., Smarter Summative)
- The administration or testing window
- The grade level of the students in the data file
- The date and time the data file was created
- The status of the request

**To access a data file:**

1. Select [Download] in the Status column.
Section VI. Working with Rosters of Students

Rosters can be used for analyzing aggregate score data and tracking students’ test scores easily. For example, the 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. All rosters are locally created, and locally controlled.

This feature is accessible at all times except during periods of scheduled maintenance.

Adding a New Roster

You can create rosters of students associated with your school or LEA. Students can be included in multiple rosters. You cannot create rosters for other users of the ORS.

**Important:** Rosters may also include students from different grades. However, the preliminary score reports display data only for a single subject and grade at one time. If a roster includes students from multiple grades, you will see only the roster-level data that correspond to the subject you selected on the Home Page Dashboard Web page. For example, if a roster includes students from grades three and four, and you select a Grade 3 Math test, you will see data only for the students who tested in grade three.

To add a roster:

1. From the banner menu, select [Manage Rosters]. The Manage Rosters pop-up window appears (see Figure 28).

![Manage Rosters pop-up window](image)

2. From the District drop-down list, select your LEA. The drop-down list shows only the organizations with which you are associated. ORS preselects the LEA 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 preselects the school for most users.

4. From the Roster drop-down list, select “ADD NEW ROSTER.”
5. **Select [Next]**. The *Manage Rosters: Roster Settings* pop-up window, shown in Figure 29, appears.

6. In the *Roster Name* field, enter a name for the roster. The roster name must be between 5 and 100 characters. (Special characters are allowed in the roster name.)

7. From the *Teacher Name* drop-down list, select the TOMS user the roster will be associated to. The drop-down list only displays personnel who are associated within the selected school in TOMS.

8. Mark the check boxes 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.
   a. 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.
   b. 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. Select [Move In >>]. The students you selected move from the *Available Students* list to the *Students in This Roster* list.

11. To save the roster, select [Save].
Viewing a Roster

You can view rosters associated with your LEA or school.

To view a roster:

1. From the banner menu, select [Manage Rosters]. The Manage Rosters pop-up window appears (see Figure 28).
2. From the District drop-down list, select your LEA. The drop-down list shows only the LEAs with which you are associated. The ORS preselects the LEA 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. The ORS preselects the school for most users.
4. 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.

Modifying a Roster

You can modify existing rosters by adding students or removing students.

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 30), change the roster’s name and associated TOMS user 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, and then select [Move In >>].
Working with Rosters of Students | Deleting a Roster

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. Select [<< Move Out].

5. Select [Save].

Deleting a Roster
Users have the ability to delete a roster if required.

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

Note: A roster is only a list that is used to sort or filter students into groups; deleting this list does not delete student records or results.

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 30), select [Delete]. A pop-up message appears to verify that you want to delete the roster.
3. To delete the roster, select [OK].

Printing a Roster
You can also print a roster as needed for tracking or record-keeping purposes.

Caution: The FERPA prohibits the release of any personally identifiable information. Printed rosters that contain personally identifiable student data must be securely stored and/or destroyed.

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 30), select [Print]. A printer-friendly version of the roster appears, such as the one shown in Figure 31, in your browser.
### Figure 31. Printer-friendly version of a roster

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Student First Name</th>
<th>Student Identifier (SSID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Amy</td>
<td>9849367</td>
</tr>
<tr>
<td>Hall</td>
<td>Tyler</td>
<td>9999997</td>
</tr>
<tr>
<td>Martin</td>
<td>Jennifer</td>
<td>99999990</td>
</tr>
<tr>
<td>Walker</td>
<td>Thomas</td>
<td>99999991</td>
</tr>
</tbody>
</table>
Section VII. Searching for Specific Students’ Preliminary Score Reports

The ORS includes a feature that allows you to search for students by Statewide Student Identifier (SSID), first name, last name, or full name. This is especially useful if you need to find a student’s preliminary score reports but do not know the student’s grade or school. This feature searches for preliminary 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 LEA.

To search for students:

1. From the banner (see Figure 6), select [Search Students]. The Student Search pop-up window, shown in Figure 32, appears.

![Student Search pop-up window](image)

2. From the School Year drop-down list, select a school year to limit your search (only current year is available in 2014–15).

3. Enter the appropriate search criteria:
   a. Enter a single student’s SSID. SSIDs must be preceded by “CA-” (e.g., CA-9999990099).
   b. 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., CA-9999990005, CA-9999990007).
   c. If searching for students by name, enter a student’s exact first name, exact last name, or both in the text boxes provided.

4. Select [Search]. If the search results in a match, those students’ information will be displayed on the Student Search Results Web page (see Figure 33).

Understanding Student Search Results and Selecting a Test

The Student Search Results Web page seen in Figure 33 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.
• To view the tests a student has taken, select [+] in the first column (if present). This will expand the student row.
• To view the student’s score results for a test, select the test name button (e.g., ELA Grade 6). The Preliminary Student Results page for the selected test appears.

When selecting a test, be sure to note the test administration for the test 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 Web page, you will be prompted with a message, shown in Figure 34, asking you to confirm that you want to change test administrations. Select [OK] to continue. The student’s preliminary results report will load.

![Figure 34. Change Administration dialog box](image)
**Viewing a Selected Student’s Test Results**

The Preliminary Student Results report displays the student’s preliminary score results for the test you selected. This is shown in Figure 35.

![Preliminary Student Results](image)

**Figure 35. Preliminary Score Report for a selected student’s test**

- For information about the Individual Student Report, see [Viewing Preliminary Student Results Report](#).
- To return to the search results page, select [Back to search results](#).
Appendix A: Technical Support

If this document does not answer your questions, Test Administrators and/or CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinators, who will contact the California Technical Assistance Center (CalTAC).

California Technical Assistance Center (CalTAC) for LEA CAASPP Coordinators

CalTAC Help Desk
Toll-Free Phone Support: 800-955-2954
E-mail Support: caltac@ets.org
Web site: http://caaspp.org