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<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAA</td>
<td>California Alternate Assessment</td>
</tr>
<tr>
<td>CAASPP</td>
<td>California Assessment of Student Performance and Progress</td>
</tr>
<tr>
<td>CalTAC</td>
<td>California Technical Assistance Center</td>
</tr>
<tr>
<td>CAPA</td>
<td>California Alternate Performance Assessment</td>
</tr>
<tr>
<td>CDE</td>
<td>California Department of Education</td>
</tr>
<tr>
<td>CMA</td>
<td>California Modified Assessment</td>
</tr>
<tr>
<td>CST</td>
<td>California Standards Test</td>
</tr>
<tr>
<td>CSV</td>
<td>comma-separated value</td>
</tr>
<tr>
<td>ELA</td>
<td>English language arts/literacy</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agency</td>
</tr>
<tr>
<td>ORS</td>
<td>Online Reporting System</td>
</tr>
<tr>
<td>SSID</td>
<td>Statewide Student Identifier</td>
</tr>
<tr>
<td>SSO</td>
<td>Single Sign-On</td>
</tr>
<tr>
<td>STS</td>
<td>Standards-based Tests in Spanish</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
</tbody>
</table>
Caution Regarding Releasing These Results to the Public

Until all testing for the current California Assessment of Student Performance and Progress (CAASPP) test administration year is completed and processed, 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 for the current CAASPP test administration year are received and relevant appeals, condition codes, and rescores are processed. These changes may result in final scores for the current CAASPP test administration year’s being different than the results posted to the ORS.
Introduction
Online Reporting System User Guide for California

This user guide describes the features of the Online Reporting System (ORS), a Web-based system that displays student and organizational score reports 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 Alternate Assessments (CAAs) for ELA or Mathematics
- Standards-based Tests in Spanish (STS) for Reading/Language Arts

Results data are also available for past administrations of the aforementioned assessments. In addition, data continue to be available from the 2015–16 administration of the following assessments that were not administered in 2016–17:

- California Standards Tests (CSTs) for Science
- California Modified Assessment (CMA) for Science
- California Alternate Performance Assessment (CAPA) for Science

What’s New for the ORS in 2016–17

<table>
<thead>
<tr>
<th>Feature</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page Dashboard</td>
<td>The radio button option <em>Scores for students who were mine at the end of the selected administration</em> is no longer available.</td>
</tr>
<tr>
<td>Demographic Breakdown</td>
<td>“Enrolled Grade” has been removed as an option for demographic report listings.</td>
</tr>
<tr>
<td>Toggle navigation</td>
<td>The user can toggle to another grade and content area while viewing test results.</td>
</tr>
<tr>
<td>User preferences</td>
<td>Users may save his or her preferences (sort order for tables, user preferences, etc.) while logged on to the ORS.</td>
</tr>
</tbody>
</table>

Intended Audience

This user guide is intended for local educational agency and school personnel for whom the test results data inform decisions to help improve student achievement and improve the educational program.

It is assumed that users are familiar with using a Web browser to retrieve data and with filling out Web forms. If users want to use the file download features, they also need to be familiar with using a spreadsheet application and working with comma-separated value files.
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>![Warning]</td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
<tr>
<td>![Caution]</td>
<td><strong>Caution:</strong> This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Note:</strong> This symbol accompanies additional information about the topic.</td>
</tr>
<tr>
<td>![Additional Resources]</td>
<td><strong>Additional Resources:</strong> This symbol accompanies a list of a linked Web pages and Web documents that are associated with the section of the manual.</td>
</tr>
<tr>
<td>[text]</td>
<td><strong>Bold text in brackets is used to indicate a link or button that is selectable.</strong></td>
</tr>
<tr>
<td>Italics</td>
<td><strong>Text in italics indicates field names.</strong></td>
</tr>
<tr>
<td>![Tip]</td>
<td><strong>Tip:</strong> This symbol accompanies user tips.</td>
</tr>
</tbody>
</table>

Overview of Manual Content

This user guide provides information about all of the ORS’s features, including instructions for viewing assessment results, test management resources, creating and editing rosters, and searching for students.

This user guide is organized as follows:

- **Introduction**, this section, provides an introduction to this manual.
- **Chapter 1, Using the Online Reporting System**, provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- **Chapter 2, Accessing the Online Reporting System**, includes instructions on how to log on and log off the ORS and switch between different California systems connected by a single sign-on.
- **Chapter 3, Understanding the Online Reporting System Interface**, describes the layout and key features of the ORS.
- **Chapter 4, Viewing Aggregate and Individual Score Reports**, includes an in-depth overview of the initial assessment results available in the ORS.
- **Chapter 5, Downloading and Retrieving Student Data Results**, provides instructions on how to download and then upload requested student data files.
- **Chapter 6, Searching for Students**, includes instructions on how to search for score reports for particular students in the ORS.
• **Chapter 7, Creating Rosters in the Online Reporting System**, includes information about using rosters in the ORS as well as a reference to where to find complete instructions.

• **Appendix A: How to Print Reports in the Online Reporting System**, provides detailed instructions on how to print reports in the ORS.

• **Appendix B: User Support**, provides additional information including information about getting assistance from the California Technical Assistance Center.
Chapter 1. Using the Online Reporting System
About the Online Reporting System

Additional Resources:


The Online Reporting System (ORS) provides access to student scores and aggregate results. Score data can be compared between individual students and the school or local educational agencies (LEAs). The ORS also provides information about performance on Smarter Balanced claims and targets.

The ORS provides dynamic data that can be used to gauge students’ achievement on various assessments. However, the data in this system will **not** 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 the Test Operations and Management System (TOMS), as well as your school- and/or LEA-level associations. For example, LEA users can view data for all schools and students in their LEA; test site users can view school data for their school; and test administrators and test examiners can view data for a specific roster of students.

There are two types of reports that are accessible: score reports and roster reports used for planning and managing testing.

Score reports, described starting on page 20, display aggregated scores for LEAs and schools as well as individual student performance data.

Rosters, which are lists of students associated with an individual such as a teacher, are assigned and managed by LEA CAASPP coordinators at the LEA level and by CAASPP test site coordinators at the test sites and viewed by the coordinators and individuals with “Educator” user roles. Information about setting up rosters in the ORS is available in **Chapter 7 Creating Rosters in the Online Reporting System**. See also the **Viewing the Roster Listing Report** subsection for instructions on using rosters to view student results.

Procedures used to access completion status reports are described in the **Guide to CAASPP Completion Status and Roster Management**.
Table 2 describes the user roles within the ORS and the reports and features that are accessible to each user role. See also the User Role Guidance reference sheet for more information about user roles in CAASPP systems.

<table>
<thead>
<tr>
<th>Report Types</th>
<th>Access Level and Roles *</th>
<th>Set by DC</th>
<th>Set by DC or SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score Reports</td>
<td>DC—LEA CAASPP coordinator</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>School Listing</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Listing</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Roster Listing</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Results Report</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*R Roles are as follows:
- DC—LEA CAASPP coordinator
- SC—CAASPP test site coordinator
- EDD—Educator–district
- TA—Test administrator
- TE—Test examiner
- TA & TE—Test administrator and test examiner
- EDS—Educator–test site
- EDR—Educator–roster
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Chapter 2. Accessing the Online Reporting System
How to Access the Online Reporting System

**Additional Resources:**

This section explains how to log on to the Online Reporting System (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 (SSO) 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 local educational agency (LEA) CAASPP coordinator; LEA CAASPP coordinators should contact the California Technical Assistance Center.

⚠️ **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.

**Steps to Log On to the ORS:**

Log on to the ORS either by selecting a menu item on the CAASPP Portal or through a button on TOMS. The CAASPP SSO system means you will enter your logon credentials no matter which path you choose for access.

1. Open an Internet browser.
2. Go to the CAASPP Portal, select the Test Administration menu, and then select the Online Report System option, which is circled in Figure 1.
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

3. This will open the Logon Web form, shown in Figure 2.

4. Enter your username (i.e., your e-mail address) in the username field next to the [E-mail Address] person icon and your password in the Password field next to the [Password] blue lock icon in the Logon Web form, and select the [Secure Login] button. Note that the username and password are case sensitive.

5. If you are accessing through TOMS, select the [Online Reporting System] button in TOMS’s left navigation bar. Note that you do not need to enter your logon credentials again.

**Switching Between CAASPP Systems Using SSO**

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

The applications it serves include:

- TOMS
  - Student test assignments and settings
  - Users
– Security and Test Administration Incident Reporting System form
– Appeals
– Access to initial and final Student Score Reports

• Test Administrator Interface
• Practice and Training Tests and Test Administrator Practice Site
• Interim Assessment Hand Scoring System
• Online Reporting System
• Completion Status/Roster Management/Appeals

**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:**

Navigate to the drop-down menu on the top left corner of your Web browser, shown in Figure 3. The drop-down menu will list the available systems.

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

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: 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 Test Administrator Interface or Test Administrator 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 the students will have to log on to the new test session.

Caution: Logging off the ORS will log you off all SSO 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.

Use the [Logout] button on the far right side of the application window’s header (circled in Figure 4).

Note: The ORS has a timeout feature that automatically logs you off the ORS if the session is inactive for 30 minutes.
Chapter 3. Understanding the Online Reporting System Interface
Features of the Online Reporting System Interface

Additional Resources:
- CAASPP Manuals and Instructions Web page—http://www.caaspp.org/administration/instructions

This section describes the Online Reporting System’s (ORS’s) features and layouts.

The ORS Welcome Web Page

When logging on to the ORS, the Welcome Web page appears, as shown in Figure 5. Select the section of the application you want to view from this Web page.

```
Welcome to the Online Reporting System
What are you interested in viewing?

Select
California

To download Student Results, click here: [Retrieval Student Results]

To view Score Reports, click here: [Score Reports]
```

**Figure 5. ORS Welcome Web page**

Select the [Retrieve Student Results] button to download a file containing student results. Select the [Score Reports] button to view score reports.

The ORS displays the Web page corresponding to your selection.
The ORS Banner

The banner shown in Figure 6 provides links to all of the ORS’s reports and features.

![ORS Banner](image)

**Figure 6. ORS banner**

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

- **[Score Reports]** displays the Home Page Dashboard Web page (see Figure 8). For information about score reports, see [How to Access Aggregate Score Reports](#).

- The **Reports & Files** drop-down menu provides access to the **Retrieve Student Results & My Inbox** screen, where student performance data files can be accessed. For information about downloading student data files, see [Steps for Retrieving Student Results](#).

- **[Inbox]** provides access to the **Retrieve Student Results & My Inbox** screen, where you can access student performance data files. For information about downloading student data files, see [Steps for Retrieving Student Results](#).

- **[Search Students]** opens a pop-up window that allows searching for a student by Statewide Student Identifier or by first or last name and accessing test results. For information about searching for students, see [How to Search for Specific Students’ Individual Score Reports](#).

- **[Upload Rosters]** opens a pop-up window to upload a roster of students (so long as you have access associated with your user role). Note, however, students will not be on the roster in the ORS unless they have score data available. See the [Guide to CAASPP Completion Status and Roster Management](#) for complete instructions on how to use this function.

- **[Add Roster]** opens a pop-up window to create roster of students (so long as you have access associated with your user role). Note, however, students will not be on the roster in the ORS unless they have score data available. See the [Guide to CAASPP Completion Status and Roster Management](#) for complete instructions on how to use this function.

- **[View/Edit Rosters]** to view, edit, and delete student rosters (so long as you have access associated with your user role). Note, however, students will not be on the roster in the ORS unless they have score data available. See the [Guide to CAASPP Completion Status and Roster Management](#) for complete instructions on how to use this function.
General Tools

The banner also consists of several tools. The tools that are available may vary from Web page to Web page. One such group of tools is shown in Figure 7.

![General tools](image)

- **[Help]** displays the CAASPP Manuals and Instructions Web page on the CAASPP Portal.
- **[Print]** displays the Web browser's dialog box for printing the current Web page.

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

**Caution:** The Family Educational Rights and Privacy Act 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.

**Tip:** Depending on the report, set the print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use the Web browser’s print preview feature.

- **[Export]** displays the browser’s dialog box for exporting the data displayed on the Web page. 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 viewed.
Chapter 4. Viewing Aggregate and Individual Score Reports
Overview of Aggregate Score Reports

Additional Resources:


Aggregate score reports display aggregated scores for local educational agencies (LEAs) and schools, as well as individual student performance data for the various California assessments reported in the module. These reports can be used to help inform and determine strategies that may improve teaching and learning in the classroom. Performance trends may also be observed, and data can be compared, between the LEA and its schools.

Caution: Score report data for the current CAASPP test administration year are based on the total number of currently enrolled students whose tests have been scored to date. Since the Online Reporting System (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 CAASPP data aggregation rules. Hence, ORS data are not to be used for accountability purposes.

Note: Neither the California Science Test nor the California Alternate Assessment (CAA) for Science pilot has student scores.

Tests Reported

Smarter Balanced Online Assessments

The Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics include both computer-scored components (i.e., scored immediately) and hand-scored components. Hand-scored components are scored by qualified raters, including California educators, trained and hired by the CAASPP contractor. Individual student performance data will be displayed only after students have completed computer-scored components and the hand-scored portion of their results has been scored.

California Alternate Assessments

The CAAs for ELA and mathematics include both computer-scored components and constructed-response questions that are scored by the test examiner at the time of testing. Because of extra steps that have to be taken to be able to calculate CAA for ELA and mathematics scores, individual and aggregated CAA scores will be available after August 2017.
Standards-based Tests in Spanish for Reading/Language Arts

Paper-based Assessments

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

LEAs and schools should monitor communication from the California Technical Assistance Center and/or the California Department of Education (CDE) regarding the expected test processing time, from scoring the tests to the calculation of results.

Prior-Year Results

Test results from the 2015–16 administration of the following tests are available in the ORS:

- Smarter Balanced Summative Assessments for ELA and mathematics
- CAAs for ELA and mathematics
- California Standards Tests for Science
- California Modified Assessment for Science
- California Alternate Performance Assessment for Science

Results for the 2014–15 CAASPP administration of the Smarter Balanced Summative Assessments also are available.

Report Types

All aggregate score reports data can be disaggregated into subgroups for detailed analyses. For example, a grade five mathematics report for a roster can be viewed for a school or an LEA.

Custom groups of students can be analyzed, based on shared characteristics, such as student athletes in an enrolled grade. Note, however, that only students whose tests are completed and scored will be part of the data. See the Guide to CAASPP Completion Status and Roster Management for complete instructions on how to work with rosters.

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 3. Available Types of Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Aggregation Level</th>
</tr>
</thead>
</table>
| **Home Page Dashboard**        | • LEA  
• School |
For the current or a previous test administration year:
• number of students with scores (to date) across grades and content areas.
For a previous test administration, numbers are final.

| **Subject Detail (All)**       | • LEA—Average scale score and achievement level percentages for all schools  
• School—Average scale score and achievement level percentages for the school and the LEA  
• Roster—Average scale score and achievement level percentages for the roster, the school, and the LEA |
For the current or a previous test administration year:
• number of students with scores in the cohort;  
• scale score and the associated standard error, which helps interpret the accuracy of the average scale score; and  
• percentage of students meeting each achievement level for a content area within a particular grade.

| **Claim-level Detail (Smarter Balanced)** | • LEA—Average scale score for the total test and achievement category percentages for each claim for all schools  
• School—Average scale score for the total test and achievement category percentages for each claim for the school and the LEA  
• Roster—Average scale score for the total test and achievement category percentages for each claim for the roster, the school, and the LEA |
For the current or a previous test administration year:
• number of students with scores;  
• scale score and the associated standard error, which helps interpret the accuracy of the average scale score; and  
• percentage of students meeting each achievement category for a claim in a grade or group.

| **Target-level Detail (Smarter Balanced)** | • LEA—Average scale score plus the standard error associated with the scale score for the grade level, as well as a Strength/Weakness Indicator for each assessment target  
• School—Average scale score for the total test for both the LEA and the school, as well as a Strength/Weakness Indicator for each assessment target for the school  
• Roster—Average scale score for the total test for both the LEA and the school, as well as a Strength/Weakness Indicator for each assessment target for the roster |
For the current or a previous test administration year:
• relative strengths and weaknesses by assessment target for a content area\(^1\) within a particular grade; and  
• the number of students in the report.

---

\(^1\) Assessment targets for four ELA claims and one mathematics claim are shown for each grade. (For mathematics Claims 2, 3, and 4, items are intended to emphasize the mathematics practices themselves, so items may align to the content included in several mathematics assessment targets.)

---

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

<table>
<thead>
<tr>
<th>Report</th>
<th>Aggregation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Listing for Scored Tests</strong></td>
<td>• LEA</td>
</tr>
<tr>
<td>For the current or a previous test administration year:</td>
<td>• School</td>
</tr>
<tr>
<td>• rosters per school or grade with their associated content area or claim;</td>
<td>• Roster</td>
</tr>
<tr>
<td>• scale score and the associated standard error, which helps interpret the accuracy of the average scale score; and</td>
<td>• Student</td>
</tr>
<tr>
<td>• achievement level.</td>
<td></td>
</tr>
<tr>
<td>If viewing claims, the Claim Achievement Category is shown.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Detail for Scored Tests</strong></td>
<td></td>
</tr>
<tr>
<td>For the current or a previous test administration year:</td>
<td></td>
</tr>
<tr>
<td>• selected student’s performance in a specified content area or claim;</td>
<td></td>
</tr>
<tr>
<td>• scale score and the associated standard error, which helps interpret the accuracy of the average scale score; and</td>
<td></td>
</tr>
<tr>
<td>• achievement level for the assessment.</td>
<td></td>
</tr>
</tbody>
</table>
How to Access Aggregate Score Reports

The Home Page Dashboard Web page, shown in Figure 8, displays the overall summary of score data and testing progress for California, the selected local educational agency (LEA), or the selected school. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the Home Page Dashboard Web page (Figure 8).

Note: State-level aggregates will be suppressed in the Online Reporting System (ORS) until formally released by the California Department of Education.

Note: The score data available to view are dependent on your role; for example, a test site coordinator sees only the school’s aggregate data.

Viewing the Home Page Dashboard Web Page Immediately after Logging On to the ORS

1. From the Select drop-down list on the Welcome Web page, select the LEA.
2. Select the [Score Reports] button.

For information about the Welcome Web page, see the subsection The ORS Welcome Web Page.

Viewing the Home Page Dashboard Web Page at Any Other Time

1. Select [Score Reports] on the banner.

Defining the Student Population

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

Selecting the Test and Administration Year:

1. From the Test drop-down list, select a test.
2. From the Administration drop-down list, select a test administration year.
3. Select the appropriate radio button for the category of students whose scores you wish to view:

- **Scores for my current students**—*This is the default selection.* Displays scores for students enrolled at the current LEA, even if they were previously enrolled in a different school or LEA at the time of the test. However, students who did not test in the selected test and administration year will not have any data. Examples include students who moved to the test site or LEA from out of state.

- **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your LEA, school, or roster when they were tested in the selected test and administration year. For this selection, “administration” refers to the end of the statewide administration year and not the end of the LEA’s selected testing window.

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

Aggregation tables, like those shown in Figure 9, display the number of students that have completed testing and have scores reported in the **Number of Students Tested** column by grade and subject, and provide access to more detailed subject score reports.

![Figure 9. Home Page Dashboard aggregation tables](image-url)
Accessing Detailed Aggregated Score Reports for a Particular Subject

Select the cell of interest in the Number of Students Tested column (see Figure 9). This will generate the Sample Subject Detail report (shown in Figure 10), which will contain: 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 horizontal band, containing the following:
  - Left of the vertical line: “Standard Not Met” and “Standard Nearly Met”
  - Right of the vertical line: “Standard Met” and “Standard Exceeded”
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Understanding the Score Report Layout and Features

Figure 11 illustrates some of the common features found in the California Assessment of Student Performance and Progress (CAASPP) score reports. Among the most common score report features are the following:

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

- **Report Format**: All score reports, except individual student reports, are in table format with the first column displaying the name or entity, such as the LEA or school, to which 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. The default is *Scores for my current students*.

- **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.

![Figure 11. Annotated Subject Detail score report](image)

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Functions that can be performed by users in most score reports include:

- Navigating Between Score Reports Using the Exploration Menu
- Showing and Hiding Columns
- Sorting Data
- Showing and Hiding Comparison Data

Navigating Between Score Reports Using the Exploration Menu

Navigate from one aggregated or individual score report to another using the Exploration menu.

Navigating between Score Reports:

1. In the Name column of a score report, select the [Exploration Menu] magnifying glass icon that appears next to each entity (e.g., school, shown in Figure 12). The Exploration menu, shown in Figure 13, will display the available score reports.

2. From the drop-down list on the Exploration menu (Figure 13) select one of the following options:
   - Content area within the same assessment (if viewing results for Smarter Balanced assessments, you cannot navigate to view results for a California Alternate Assessment)
   - Grade
   - Group level
   - Data level (claims or targets)
   - Test administration

3. To close the Exploration menu, select anywhere off of the menu. For information about the different categories of score reports, see the next subsection, Understanding Score Reports Dimensions.

Understanding Score Reports Dimensions

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 the viewing of data that can be analyzed in different ways, depending on the testing group (i.e., group, roster, student) or content type (e.g., content area, claims, target).

Not all dimension categories are available at all times. Available categories depend on the user role and the report type/level. A Select list that will not drop down indicates that you cannot navigate any further within a particular dimension.
Table 4. Score Reports Dimensions

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Categories/Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td>Displays data as a snapshot of performance in the current test window for the subject/content area you are viewing.</td>
<td>• View testing window (default)</td>
</tr>
<tr>
<td>Who</td>
<td>Displays data for schools and groups (LEA level, school level, roster level, and individual students)</td>
<td>• View group [school] (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View roster</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View student</td>
</tr>
<tr>
<td>What</td>
<td>Displays data by claims within the selected subject</td>
<td>• View subject (default)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View claims</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View targets</td>
</tr>
</tbody>
</table>

Showing and Hiding Columns

You can choose the columns that you want to display on a score report.

To show or hide a report’s columns:

1. Select the [Show/Hide Columns] button [ ] in the top right corner of the table; this button is circled in Figure 24. A list of the kinds of columns is displayed.
2. To select columns, mark or clear the checkboxes next to the columns (shown in Figure 14).
3. To remove the list from view, move the cursor away from the arrow icon.

Sorting Data

Each of the columns can be sorted. 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, aggregated score reports provide overall aggregated score data for the LEA or school that appears in the top row of data, above the green line indicated by an arrow in Figure 15. This can be used to compare your location’s results to a parent entity (e.g., compare a school to its LEA). The comparison feature can be turned off.

Note: State-level aggregates will be suppressed in the ORS until formally released by the California Department of Education.
To show or hide comparison data:

1. Select the [Comparison] button above the report to toggle it on and off.
2. When **Comparison: ON** is displayed (Figure 15), the comparison rows showing data for the LEA and a school are visible.

![Figure 15. Sample aggregated score report with Comparison ON](image)

3. When **Comparison: OFF** is displayed (Figure 16), the comparison rows are hidden from view.

![Figure 16. Sample aggregated score report with Comparison OFF](image)
How to View Subject Detail Aggregated Score Reports

The Subject Detail Report is the first aggregated score report that can be accessed from the Home Page Dashboard Web page by selecting a grade-subject cell in the Number of Students Tested column. It belongs to the “who” dimension of aggregated score report categories and provides access to other 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 year, and the entity (e.g., local educational agency [LEA], school) for whom the report has been generated.

- The title of the aggregated 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 17, 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.
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

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Online Reporting System User Guide for CAASPP  
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Viewing Aggregate and Individual Score Reports
How to View Subject Detail Aggregated Score Reports

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Generating 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 table, select the grade-subject cell. The School Listing Report for the selected grade-subject appears (shown in Figure 18).

![Figure 18. 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 Score Report Layout and Features.

Viewing the Group Listing Report

A group is the next level in the ORS hierarchy. An LEA’s groups are its schools, and a school’s groups are its roster owners. A school with rosters will have roster owners as its groups; a school with no rosters will have “Students with no group (Group)” as its default. Accessing the Group Listing Report is required to drill down to student-level data.

Accessing the Group Listing Report from the School Listing Report

1. On the School Listing Report (Figure 18), select the [Exploration Menu] icon [ ] next to a school name. The Exploration menu (shown in Figure 13) appears.
2. Select Group in the first Select: field; the Group Listing Report, shown in Figure 19, appears.
Viewing Aggregate and Individual Score Reports
How to View Subject Detail Aggregated Score Reports

Viewing Aggregate and Individual Score Reports
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

How to View Subject Detail Aggregated Score Reports

Figure 19. Group Listing Report

If there are rosters present, the roster owners will be listed instead of “Students with no group (Group).”

Navigate to lower or higher levels of this report or switch to other 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 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.

Accessing the Roster Listing Report from the Group Listing Report

1. On the Group Listing Report (Figure 19), 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 the Group Listing Report.)
2. Select Roster in the third Select: field to see the Roster Listing Report, shown in Figure 20.
Navigate to lower or higher levels of this report or switch to other 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.

Accessing the Student Listing Report from the Roster Listing Report

1. On the Roster Listing Report (Figure 20), 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.)

   Note: California users will see a single roster category of ungrouped students.

2. Select Student in the third Select: field to see the Student Listing Report, shown in Figure 21.
Tip: To view all of the students in a school or all of 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 Student in the first Select: field.

Navigate to lower or higher levels of this report or switch to other score report dimensions using the Exploration menu. For information about navigating between reports and other features, see Understanding the Score Report Layout and Features.

About the Student Listing Report
The Student Listing Report differs from the Subject Detail Reports in several key ways.

- The student’s Statewide Student Identifier 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 score reports. To disaggregate score data by demographic subgroup:
  - From the Breakdown By drop-down list that is circled in Figure 21, select the required group.
  - From the Values drop-down list, select a specific subgroup value. For example, select “Male” for the subgroup “Gender.” (See the list of subgroups and their associated values in Table 6 on page 43.)
– Select [Go]. The new list only includes students whose subgroup matches the specified value.

• [Export] on the ORS banner atop the Student Listing Report exports the data in the Student Listing Report to a Microsoft Excel spreadsheet.

• [Print] on the ORS banner atop the Student Listing Report prints the current Web page and also generates a PDF file of individual 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 Steps for Retrieving Student Results.

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

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

• 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: Until all testing for the current California Assessment of Student Performance and Progress (CAASPP) test administration year is completed and processed, the data available in the CAASPP ORS represent partial results that are not appropriate for public release. As a real-time system, results will change as additional data for the current test administration year are received and relevant appeals, condition codes, and rescores are processed. These changes may result in final scores for the current test administration year being different than the results posted to this system. They are not appropriate for public release (that is, for release outside of LEA or school staff). The Individual Student Reports do not replace the paper Student Score Reports that are sent to LEAs for distribution to parents/guardians (and are also available for download from the Test Operations Management System). Preliminary results should not be shared with students or their parents/guardians.

Viewing the Student Results Report

The Student Results Report displays the breakdown of an individual student’s scale score; achievement level for the selected subject; and performance and claim description for each claim. It also displays average scale scores for the LEA and school for comparison purposes.

Navigating the Student Results Report from the Student Listing Report

1. On the Student Listing Report (Figure 21), 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 the Student Listing Report.)
2. Select [Student] to see the individual student report, shown in Figure 22 (CAASPP Smarter Balanced) and Figure 23 (California Alternate Assessment).

Figure 22. Sample individual student report for CAASPP Smarter Balanced
About the Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. The Individual Student Report provides the following information:

- **Student Test Performance**—This table includes:
  - The student’s name and student ID.
  - The student’s overall scale score for a test opportunity.
  - The achievement level classification associated with the student’s score for a test opportunity.

- **Scale Score and Overall Performance**—This barrel chart visually depicts the student’s achievement level based on his or her overall scale score.
• **Student Performance on Claims**—(Smarter Balanced assessments only) This table includes:
  – The student’s indicator in each of the claims or reporting categories for the selected test opportunity. If a scale score is not available, the *Average Scale Score* column will display an asterisk [*].
  – A strength and/or weakness indicator for each claim. Refer to the legend on the top of the report for understanding the data represented.
How to View Scores Based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. For example, you can disaggregate a score report by gender to see the associated score data for students in each reported grade level as shown in Figure 24. If there are no results, you will see *ALL* and *Not Indicated*.

Table 6 lists the available demographic subgroup categories available for selection through the *Breakdown By* drop-down list. Note the following about demographic values:

- Values originate in the California Longitudinal Pupil Achievement Data System (CALPADS) and are extracted from the Test Operations Management System.
- CALPADS values shown represent student demographics on the final grade of enrollment in the grade and may be different from the values collected in the local reports.
educational agency’s demographic “snapshot” taken on the day after the last day of the selected testing window.

- Values are available only when selecting Students from the Exploration menu.
- Only students who have been assigned to the selected value will be shown. For example, if there are no students with the Primary Disability type Visual Impairment, this disability type will not be listed in the results.

### Table 6. Demographic Subgroups

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economically Disadvantaged Status</td>
<td>Indicates student’s disadvantaged economic status</td>
<td>• Not Indicated • Yes</td>
</tr>
<tr>
<td>English Language Proficiency Level</td>
<td>Indicates student’s English language proficiency level from the California English Language Development Test; most students have blank values</td>
<td>• Beginning • Early Intermediate • Intermediate • Early Advanced • Advanced • Unknown</td>
</tr>
<tr>
<td>Gender</td>
<td>Student’s gender</td>
<td>• Female • Male • Unknown</td>
</tr>
<tr>
<td>IDEA Indicator</td>
<td>Student’s special education program status as noted with the Individuals with Disabilities Education Act (IDEA) indicator</td>
<td>• Not Indicated • Unknown • Yes</td>
</tr>
<tr>
<td>LEP Status</td>
<td>Student’s Limited English Proficiency status</td>
<td>• Yes • Not Indicated • Unknown</td>
</tr>
<tr>
<td>Migrant Status</td>
<td>Student participates in the migrant education program</td>
<td>• Yes • No • Not Indicated • Unknown</td>
</tr>
</tbody>
</table>
Viewing Aggregate and Individual Score Reports |
How to View Scores Based on Demographic Subgroup

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

### Viewing Score Reports by a Demographic Subgroup

From the *Breakdown By* drop-down list, select the required demographic subgroup. See Table 6 for the available subgroups.

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Disability Type</strong></td>
<td>Student has a primary disability code</td>
<td>• Autism&lt;br&gt;• Deaf-Blindness&lt;br&gt;• Emotional Disturbance&lt;br&gt;• Hearing Impairment&lt;br&gt;• Intellectual Disability&lt;br&gt;• Multiple Disabilities&lt;br&gt;• Not Indicated&lt;br&gt;• Orthopedic Impairment&lt;br&gt;• Other Health Impairment&lt;br&gt;• Specific Learning Disability&lt;br&gt;• Speech or Language Impairment&lt;br&gt;• Traumatic Brain Injury&lt;br&gt;• Unknown&lt;br&gt;• Visual Impairment</td>
</tr>
<tr>
<td><strong>Race/Ethnicity</strong></td>
<td>Student’s ethnicity code</td>
<td>• African American&lt;br&gt;• American Indian/Alaska Native&lt;br&gt;• Asian (non-Filipino)&lt;br&gt;• Filipino&lt;br&gt;• Hispanic&lt;br&gt;• Multi-Racial&lt;br&gt;• Native Hawaiian/Pacific Islander&lt;br&gt;• Unknown&lt;br&gt;• White</td>
</tr>
<tr>
<td><strong>Section 504 Status</strong></td>
<td>Student’s 504 status</td>
<td>• Yes&lt;br&gt;• No&lt;br&gt;• Not Indicated&lt;br&gt;• Unknown</td>
</tr>
</tbody>
</table>
How to View Claims Score Reports

The Claims Report, which belongs to the “what” dimension of individual and aggregated score report categories, shows the percentage of your students in each claim’s achievement categories for the selected subject.

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

The title bar of the claims report consists of the following components, which are variable depending upon the entity and test selected.

- The 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 year, and the entity (e.g., local educational agency, school, teacher, or roster) that has generated the report.
- The title of the 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 18), 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 *Claims* in the second *Select:* field to see the School Listing Claims Report, shown in Figure 25.

The claims report can be accessed in a similar way from any of the Subject Detail Reports, with the exception of the Student Results Report.
As with the Subject Detail Report, 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 Score Report Layout and Features.
Chapter 5. Downloading and Retrieving Student Data Results
How to Retrieve Student Results

The Online Reporting System (ORS) provides customized participation reports to retrieve student results by school, grade, subject, and opportunity.

Steps for Retrieving Student Results

**Warning:** Until all testing for the current California Assessment of Student Performance and Progress (CAASPP) test administration year is completed and processed, 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 for the current test administration year are received and relevant appeals, condition codes, and rescores are processed. These changes may result in final scores for the current test administration year being different than the results posted to this system. They are *not* appropriate for public release (that is, for release outside of local educational agency [LEA] or school staff). These student results do not replace the paper Student Score Reports that are sent to LEAs for distribution to parents/guardians (and are also available for download from the Test Operations Management System) and should not be shared with students or their parents/guardians.

Download student data for a selected test window by LEA, school, group, or roster. The data include student information, including enrolled school and LEA, grade level, and the selected test scores and reporting category scores (if applicable). Included results are for students who completed testing and were scored and *not* students who were enrolled and did not test.

**Caution:** The Family Educational Rights and Privacy Act 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.
Generating a Student Data File:

1. From the Reports & Files drop-down list in the ORS banner at the top of the ORS Web page, select Retrieve Student Results. The Retrieve Student Results & My Inbox Web page appears (see Figure 26).

![Figure 26. Retrieve Student Results & My Inbox Web page](image)

2. Select the parameters for your file. Downloads in the “Step 1: Choose What” and “Step 2: Choose Who” sections are listed in Table 7.

Table 7. Options for Data Download

<table>
<thead>
<tr>
<th>Drop-Down List Name</th>
<th>List Options</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Report Type         | • Student Data  
|                     | • PDFs of Student Reports | Selecting a test that is not available in the current administration, such as CAPA, will update the Administration drop-down list to show past years only. |
| Test                | • CAA  
|                     | • CAPA  
|                     | • CMA  
|                     | • CST  
|                     | • Smarter Summative | The Test drop-down list will show only those assessments available during the selected administration. |
| Administration      | • 2014–2015  
|                     | • 2015–2016  
|                     | • 2016–2017 | |

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Downloading and Retrieving Student Data Results

How to Retrieve Student Results

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

<table>
<thead>
<tr>
<th>Drop-Down List Name</th>
<th>List Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tested Grade</td>
<td>• All Grades</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grades 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grade 11</td>
<td></td>
</tr>
</tbody>
</table>

Options in this list are dependent on the test selected. For example, selecting Smarter Summative from the Test drop-down list causes this list to populate with only those grades taking that assessment.

<table>
<thead>
<tr>
<th>Download Format</th>
<th>List Options</th>
<th>Notes</th>
</tr>
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<td></td>
<td>• Excel</td>
<td></td>
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<td></td>
<td>• CSV (Comma Separated Values)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Filter By</th>
<th>List Options</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td>• All</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Economically Disadvantaged Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• English Language Proficiency Level</td>
<td></td>
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<tr>
<td></td>
<td>• Gender</td>
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<td></td>
<td>• IDEA Indicator</td>
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<td></td>
<td>• LEP Status</td>
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<td></td>
<td>• Migrant Status</td>
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<td></td>
<td>• Primary Disability Type</td>
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<td></td>
<td>• Race/Ethnicity</td>
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<td></td>
<td>• Section 504 Status</td>
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</table>

<table>
<thead>
<tr>
<th>District</th>
<th>–</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>–</td>
<td>Notes</td>
</tr>
</tbody>
</table>

This option is available only if your user role as an LEA CAASPP coordinator is associated with multiple LEAs.

This option lists the schools associated with the LEA.

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. Download the data file by selecting the [Download] link for the data file. Each file will be available for 30 calendar days.
Chapter 6. Searching for Students
How to Search for Specific Students’ Individual Score Reports

The Online Reporting System 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 individual score reports but do not know the student’s grade or school. This feature searches for individual 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 local educational agency (LEA). These 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.

Conducting a Search

1. From the banner (see Figure 6), select [Search Students]. The Search Students pop-up window, shown in Figure 27, appears.

2. From the School Year drop-down list, select a school year to limit your search. Select the current administration year to see all results associated with the student; select a past administration to see just the results from that administration year.

3. Enter the appropriate search criteria:
   a. Enter a single student’s SSID.
   b. If searching for students by SSID, enter full SSIDs for up to 20 students. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
   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 28).
Understanding Student Search Results and Selecting a Test

The Student Search Results Web page seen in Figure 28 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.

![Student Search Results Web page]

- 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 Student Results Web page for the selected test appears.

When selecting a test, be sure to note the test administration year 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 year than the one that was selected on the Home Page Dashboard Web page, you will be prompted with a message, shown in Figure 29, asking you to confirm that you want to change test administration years. Select [OK] to continue. The student’s Results Report will load.

![Change Administration dialog box]
Viewing a Selected Student’s Test Results

The Student Results report displays the student’s score results for the test you selected. This is shown in Figure 30.

- For information about the Individual Student Report, see Viewing the Student Results Report.
- To return to the search results Web page, select the [Back to search results] link.
Chapter 7. Creating Rosters in the Online Reporting System
How to Work with Rosters of Students in the Online Reporting System (ORS)

Additional Resources:


Rosters can be used for analyzing aggregate score data and tracking students’ test scores easily. For example, the Online Reporting System (ORS) can generate a report of all of a teacher’s students who have been tested in a given grade and subject or course. 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. However, when you are using a roster in the ORS, a student will not be listed until his or her scores are available.

This feature is accessible at all times except during periods of scheduled maintenance. See the **Guide to CAASPP Completion Status and Roster Management** for complete instructions on how to use the Roster Management module.

**Accessing Roster Management in the ORS**

You can create rosters of students associated with your school or local educational agency (LEA). Students can be included in multiple rosters. You cannot create rosters for users outside of your organization.

To access the functions of the Roster Management module in the ORS, select a button in the ORS banner (shown in Figure 31)

![Figure 31. ORS banner](image)

Table 8 describes the function and provides a link to where you can find complete instructions in the **Guide to CAASPP Completion Status and Roster Management**. Note that the links in the **Reference** column open sections of the manual that is published on caaspp.org.
### Table 8. Roster Management Functions

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
<th>Manual Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upload Rosters</td>
<td>Section III, Preparing for Testing</td>
</tr>
<tr>
<td>2</td>
<td>Add Roster</td>
<td>Section III Preparing for Testing</td>
</tr>
<tr>
<td>3</td>
<td>View/Edit Rosters</td>
<td>Section III, Preparing for Testing</td>
</tr>
</tbody>
</table>

If you have many rosters to create, it may be easier to perform those transactions through a bulk file upload.

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

You can view, edit, delete, and print an existing roster. You can edit a roster by changing its name, associated teacher (available for LEA CAASPP coordinators and CAASPP test site coordinators only), or by adding students or removing students.

You may only view or edit rosters based on your user level.
Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.

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Customization Copyright © 2017 by the California Department of Education
Appendix A: How to Print Reports in the Online Reporting System

Using the [Print] tool in the banner, you can print all the reports available in the Online Reporting System (ORS) (see Figure 32).

Except for the Student Listing Report Web page and the Individual Student Report Web page, when you select the [Print] tool from any other Web page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the Web page.

Printing a Page

1. From the banner, select [Print] (see Figure 32). A Web browser- and computer-specific print dialog box is displayed (see Figure 33).

2. From the print dialog box, select the required print settings.

3. Select the appropriate button to print the Web page. The button name may vary from one Web browser to another. For example, select [OK] on the Mozilla Firefox and [Print] on the Chrome print dialog box. The printed report will display the data displayed on the Web page.
Printing Reports from the Student Listing Report Web Page

The [Print] tool on the Student Listing Report Web page opens a print pop-up window that not only allows you to print the data displayed on the current page, but also allows you to generate a PDF file of Individual Student Reports for all the students in the roster. The PDF lists each individual student report on a separate page. You can download and print the PDF file from the Inbox section of the Retrieve Student Results & My Inbox Web page.

1. To print the data displayed on the page:
   a. Select your Web browser’s [Print] command. This will open the Print dialog box.
   b. Specify the print settings and select the appropriate button to print the report that you are viewing on the page.

2. To generate, download, and print a PDF report consisting of individual student reports for students listed on the Student Listing Report:
   a. From the ORS banner, select [Print]. The print pop-up window appears as shown in Figure 34.

   ![Print Options](image)

   Figure 34. Choose Print Option window

   b. Select the options for your report:
      - Select Just this Page to print the contents of the page through your Web browser.
      - Select Student Report for All Students in this Group; this makes two additional options available:
        – Include all ISRs in a Single PDF will create a file that includes reports for all the students listed on the page.
        – One PDF per ISR in a zip file will create a separate PDF for each individual student report; these will be consolidated into a single .zip file.
   c. A pop-up message appears above the ORS banner to let you know that your request is being processed (“Your download has been queued. You will receive an email when your download is ready.”).
Appendixes | Appendix A: How to Print Reports in the Online Reporting System

Reports in the current CAASPP test administration year are not final until all student results have been processed.


d. After receiving the e-mail, go to the Inbox by selecting the [Inbox] button or by selecting the Retrieve Student Results in the Reports & Files drop-down. The [Inbox] button will also indicate the number of requests that have been fulfilled with a number in parenthesis on the button, like this: [Inbox (4)]. Your Inbox will open as shown in Figure 35.

![Inbox: PDF Report of Individual Student Report](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Data Type</th>
<th>Test</th>
<th>Administration</th>
<th>Grade</th>
<th>Date Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Elementary (00000000000000)</td>
<td>Students ISR</td>
<td>School</td>
<td>Smarter Summative</td>
<td>2016-2017</td>
<td>Grade 6</td>
<td>3/1/2017 5:02 PM</td>
</tr>
</tbody>
</table>

Figure 35. Inbox: PDF Report of Individual Student Report

e. Locate the file in the Inbox and from the Status column, select the [Download] link next to the file (see Figure 35). The file will be downloaded to your computer in a Web browser- and computer-specific manner.

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

**Printing Reports from the Individual Student Report Web Page**

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

**Warning:** These student results do not replace the paper Student Score Reports that are sent to local educational agencies for distribution to parents/guardians and should not be shared with students or their parents/guardians.

1. Open the individual report of the student whose results you wish to print.
2. From the ORS banner, select [Print].
3. Follow your Web browser’s instructions for opening, saving, or canceling the generated PDF.
4. Print the PDF.
Appendix B: User Support

Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators should first contact your LEA technology coordinator or system administrator prior to contacting the California Technical Assistance Center (CalTAC).

Technology coordinators and CAASPP test site coordinators should contact their LEA CAASPP coordinators for assistance.

California Technical Assistance Center for LEA CAASPP Coordinators

If you must contact CalTAC, you will be asked to provide as much detail as possible about the issue(s) you encountered.

CalTAC
Hours: 7 a.m. to 5 p.m., Monday–Friday
Toll-Free Phone Support: 800-955-2954
E-mail Support: caltac@ets.org
Web site: http://www.caaspp.org/

Always include the following information:

- Information technology/network contact person and contact information
- Statewide Student Identifier(s) of affected students
- Operating system and secure browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Wired or wireless Internet network setup

Warning: Never provide any other student information, as doing so may violate Family Educational Rights and Privacy Act policies.