Online Reporting System User Guide for CAASPP

2018–19 Administration

Smarter Balanced for English Language Arts/Literacy and Mathematics Summative Assessments
California Alternate Assessments for English Language Arts/Literacy, Mathematics, and Science
California Science Test
California Spanish Assessment

Posted June 2019.
Prepared by Educational Testing Service ©
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Acronyms and Initialisms Used in the *Online Reporting System User Guide for CAASPP*

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<thead>
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<th>Abbreviation</th>
<th>Term</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>RLA</td>
<td>Reading/Language Arts</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>
Cautions Regarding Releasing These Results to the Public

1. 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) represents partial and preliminary results that are not appropriate for public release.

2. As a real-time system, results will change as additional data for the current CAASPP test administration year is received and relevant appeals, condition codes, and rescores are processed. These changes may result in final scores for the current CAASPP test administration year being different than the results posted to the ORS.

3. Enrollment and demographics are based on the grade assessed and may be different from the values collected in the local educational agency’s demographic snapshot taken on the day after the last day of the selected testing window.
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 aggregate results and individual 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 (starting with the 2014–15 administration)
- California Alternate Assessments (CAAs) for ELA or mathematics (starting with the 2015–16 administration)
- California Science Test (CAST) available starting December 2019
- California Spanish Assessment (CSA) available starting October 2019

Results data are also available for past administrations of the aforementioned assessments. In addition, data continues to be available for assessments that were last administered during the CAASPP 2014–15, 2015–16, 2016–17, or 2017–18 administrations:

- 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

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
## What’s New for the ORS in 2018–19

<table>
<thead>
<tr>
<th>Feature</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Login and two factor authentication</td>
<td>If this is the first use of TOMS using a particular web browser, the Enter Code page appears, an authentication code is automatically emailed to you. You must enter this code in the Enter Emailed Code field and select [Submit] within five minutes of receiving the email. (If the code has expired, select [Resend Code] to request a new code.)</td>
</tr>
<tr>
<td>Temporary Links</td>
<td>When your account is created, you receive an activation email containing a temporary link to the Reset Your Password page. To activate your account, you must set your password within 15 minutes of receiving this email.</td>
</tr>
<tr>
<td>Location of Inbox</td>
<td>The Inbox is now accessible from the banner at the top of every page.</td>
</tr>
<tr>
<td>Retrieve Student Results</td>
<td>This page has been separated from the Inbox.</td>
</tr>
<tr>
<td>Help</td>
<td>Selecting [Help] navigates directly to the online user guide for ORS.</td>
</tr>
<tr>
<td>Change your Selection</td>
<td>On the Score Reports page, the student group parameter you selected on the Homepage Dashboard appears above the report. You can select the [Change your Selection] link in this label to return to the Homepage Dashboard and change the selected student population option, if necessary. You can also select [Change your Selection] on the Search Students pop-up window.</td>
</tr>
<tr>
<td>Downloading select Tested Grades</td>
<td>When generating a student data file or PDF of Individual Student Reports, the Tested Grade selection has been improved to allow easier selection of multiple grades. Also, when downloading, the button has changed to [Export to Inbox].</td>
</tr>
<tr>
<td>Ability to filter and archive Inbox files</td>
<td>You can now filter and archive files from your Inbox.</td>
</tr>
</tbody>
</table>
### What's New for the ORS in 2018–19

<table>
<thead>
<tr>
<th>Feature</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printing ISRs from the Student Search Results</strong></td>
<td>You can print PDF files of a student’s Individual Student Reports (ISR) directly from the Student Search Results page. You can either print a single ISR for a student or generate a .zip file of multiple ISRs for a single student. From the Student Search Results page, if you mark the checkbox beside a test name, it selects that test for printing. Select [Print Selected Tests] to open the Print Options window.</td>
</tr>
<tr>
<td><strong>Demographic student group categories, deletions</strong></td>
<td>The following demographic student group category has been removed: Gender</td>
</tr>
<tr>
<td><strong>California Spanish Assessment (CSA) and California Science Test (CAST)</strong></td>
<td>CSA data will be reported starting in October 2019, and CAST data will be reported starting in December 2019.</td>
</tr>
</tbody>
</table>
Intended Audience

This user guide is intended for local educational agency and school personnel for whom the test results data informs 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><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td><strong>Caution:</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>
<tr>
<td><img src="image" alt="Additional Resources" /></td>
<td><strong>Additional Resources:</strong> This symbol accompanies a list of linked web pages and web documents that are associated with the section of the manual.</td>
</tr>
<tr>
<td><img src="image" alt="Bold Text" /></td>
<td>[text] Bold text in brackets is used to indicate a link or button that is selectable.</td>
</tr>
<tr>
<td><img src="image" alt="Italics" /></td>
<td><strong>Italics</strong> Text in italics indicates field names.</td>
</tr>
<tr>
<td><img src="image" alt="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, Understanding the Online Reporting System Interface**, provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- **Chapter 2, Viewing Aggregate and Individual Score Reports**, includes an in-depth overview of the initial assessment results available in the ORS.
- **Chapter 3, Generating and Downloading the Student Data Results File**, provides instructions on how to download and then upload requested student data files.
- **Chapter 4, Searching for Students**, includes instructions on how to search for score reports for particular students in the ORS.
- **Chapter 5, 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: Understanding User Roles and Permissions**, discusses the user roles associated with the ORS.
- **Appendix B: How to Access the Online Reporting System**, provides the steps necessary to log on to the ORS.
- **Appendix C: How to Print Reports in the Online Reporting System**, provides detailed instructions on how to print reports in the ORS.
- **Appendix D: User Support**, provides additional information including information about getting assistance from the California Technical Assistance Center.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Chapter 1: 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.

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 Test Operations Management System 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.

Refer to Appendix A: Understanding User Roles and Permissions for a discussion of user roles associated with the ORS and Appendix B: How to Access the Online Reporting System for detailed instructions on how to log on to the ORS.

The ORS Welcome Web Page

When logging on to the ORS, the Welcome web page appears, as shown in Figure 1. Select the section of the application you want to view from this web page.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Welcome to the Online Reporting System
What are you interested in viewing?

To download Student Results, click here: Retrieve Student Results

To view Score Reports, click here: Score Reports

Figure 1. 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 for students.
The ORS displays the web page corresponding to your selection.

The ORS Banner
The banner shown in Figure 2 provides links to all of the ORS’s reports and features.

Figure 2. ORS banner

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

- [Score Reports] displays the Home Page Dashboard web page (refer to Figure 5). For information about score reports, refer to How to Access Aggregate Score Reports.
- The Reports & Files drop-down menu provides access to the Retrieve Student Results screen, where student performance data files can be accessed and downloaded. For information about downloading student data files, refer to Steps for Retrieving Student Results.
- [Inbox] provides access to the Inbox screen, where you can access student performance data files. For information about downloading student data files, refer to 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.
• **[Search Students]** opens a pop-up window that allows searching by administration year as well as searching for a student by either Statewide Student Identifier or first or last name and accessing the student’s test results. For information about searching for students, refer to [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, that students will not be on the roster in the ORS unless they have score data available. Refer to 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 a roster of students (so long as you have access associated with your user role). Note, however, that students will not be on the roster in the ORS unless they have score data available. Refer to the [Guide to CAASPP Completion Status and Roster Management](#) for complete instructions on how to use this function.

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

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
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 3.

Figure 3. General tools

- [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, refer to 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, destroyed, or both.

**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 is exported as a Microsoft Excel (.xls) file.
- [Definitions] displays a pop-up window that provides definitions for terms specific to the report viewed.
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).

![Figure 4. Logout button](image)

**Note:** The ORS has a timeout feature that automatically logs you off the ORS if the session is inactive for 30 minutes.
Chapter 2: Viewing Aggregate and Individual Score Reports
Overview of Aggregate Score Reports

Additional Resources:
- *Guide to California Assessment of Student Performance and Progress (CAASPP) Completion Status and Roster Management* web document—

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 is 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 is not to be used for accountability purposes.**

**Note:** The California Alternate Assessment (CAA) for Science field test does not have student scores available in the ORS.

Tests Reported

Smarter Balanced Online Assessments
The Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics include both computer-scored components that are scored immediately and hand-scored components that 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 there are extra steps that have to be taken to be able to calculate CAA for ELA and mathematics, Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
mathematics scores, individual and aggregated CAA scores will be available by September 2019.

**California Spanish Assessment**

The California Spanish Assessment includes computer-scored components only. Aggregate and individual score reports for the CSA will be available as soon as the online assessments have been scored and the results returned for display in the ORS in October 2019.

**California Science Test**

The California Science Test includes both computer-scored components that are scored immediately and hand scored components that are scored by qualified raters, including California educators, trained and hired by the CAASPP contractor. Aggregate and individual score reports for the CAST will be displayed as soon as the online assessments have been scored and the results returned for display in the ORS in December 2019.

**Report Types**

All aggregate score reports data can be disaggregated into student groups 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 students enrolled in the same class. Note, however, that only students whose tests are completed and scored will be part of the data. Refer to the *Guide to CAASPP Completion Status and Roster Management* for complete instructions on how to work with rosters.

Table 2 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 2. Available Types of Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Aggregation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Page Dashboard</strong></td>
<td>• LEA</td>
</tr>
<tr>
<td>For the current or a previous test administration year:</td>
<td>• School</td>
</tr>
<tr>
<td>• number of students with scores (to date) across grades and content areas.</td>
<td></td>
</tr>
<tr>
<td>For a previous test administration, numbers are final.</td>
<td></td>
</tr>
<tr>
<td><strong>Subject Detail (All)</strong></td>
<td>• LEA—Average scale score and achievement level percentages for all schools</td>
</tr>
<tr>
<td>For the current or a previous test administration year:</td>
<td>• School—Average scale score and achievement level percentages for the school and the LEA</td>
</tr>
<tr>
<td>• Number of students with scores in the cohort</td>
<td>• Roster—Average scale score and achievement level percentages for the roster, the school, and the LEA</td>
</tr>
<tr>
<td>• Scale score and the associated standard error, which helps interpret the accuracy of the average scale score</td>
<td></td>
</tr>
<tr>
<td>• Percentage of students in each achievement level for a content area within a particular grade</td>
<td></td>
</tr>
</tbody>
</table>

**Claim-level Detail (Smarter Balanced)**

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**
- **Percentage of students in each achievement category for a claim in a grade or group**

**Aggregation Level**

- **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

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

<table>
<thead>
<tr>
<th>Report</th>
<th>Aggregation Level</th>
</tr>
</thead>
</table>
| **Target-level Detail (Smarter Balanced)**  
For the current or a previous test administration year:  
- Relative strengths and weaknesses of a group of students versus the student group performance on the test as a whole, by assessment for a content area¹ within a particular grade (previous test administration years contain only relative target strengths and weaknesses)  
- Relative Standard Met (Level 3) by assessment for a content area within a particular grade  
- The number of students in the report |  
- **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 |

| **Student Listing for Scored Tests**  
For the current or a previous test administration year:  
- Rosters per school or grade with their associated content area or claim  
- Scale score and the associated standard error, which helps interpret the accuracy of the average scale score  
- **Achievement level**  
If viewing claims, the Claim Achievement Category is shown. |  
- **LEA**  
- **School**  
- **Roster** |

---

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.
### Overview of Aggregate Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Aggregation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Detail for Scored Tests</strong></td>
<td>• Student</td>
</tr>
<tr>
<td>For the current or a previous test</td>
<td></td>
</tr>
<tr>
<td>administration year:</td>
<td></td>
</tr>
<tr>
<td>• Selected student’s performance in a</td>
<td></td>
</tr>
<tr>
<td>specified content area or claim</td>
<td></td>
</tr>
<tr>
<td>• Scale score and the associated</td>
<td></td>
</tr>
<tr>
<td>standard error, which helps interpret</td>
<td></td>
</tr>
<tr>
<td>the accuracy of the average scale score</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 5, displays the overall summary of score data and testing progress for California, the selected 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.

![Home Page Dashboard](image)

**Figure 5. Home Page Dashboard web page**

**Note:** The score data available to view is dependent on your role; for example, a test site coordinator views 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.

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

For information about the Welcome web page, refer to 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. The Home Page Dashboard, shown in Figure 5, appears.

Defining the Student Population: Selecting the Test and Administration Year

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

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. Refer to the subsection Scenarios for Selecting Student Cohorts of My Current Students for a discussion on viewing data for students during a previous administration.
   - 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 on July 15, and not the end of the LEA’s selected testing window.

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Online Reporting System User Guide for CAASPP
July 2019
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Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

Aggregation tables, like those shown in Figure 6, display the number of students who 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 6. Home Page Dashboard aggregation tables](https://example.com/figure6.png)

**Accessing Detailed Aggregated Score Reports for a Particular Subject**

Select the cell of interest in the *Number of Students Tested* column (refer to Figure 10). This will generate the Sample Subject Detail report (shown in Figure 7), which will contain 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.
### Scenarios for Selecting Student Cohorts of My Current Students

Here is a scenario to explain how to use the [Scores for my current students] and radio buttons:

You represent a high school that wants to know how your current students performed in middle school. These are new students with whom your school is not familiar, so you want to provide the information to the instructional coach and teachers, who will then analyze the summative assessment results to look for ways to improve learning on data trends.
1. Select *Scores for my current students* and choose the 2014–15 administration year, as shown in Figure 8.

![Home Page Dashboard](image)

**Home Page Dashboard**

**Select Test and Year**

- Test: Smarter Summative
- Scores for my current students
- Scores for students who were mine when they tested during the selected administration

**Select**

Sample Unified (000000000000)

Click on a grade and subject to view more information.

**Number of Students Tested in Sample Unified, 2014-2015**

<table>
<thead>
<tr>
<th>ELA/Literacy</th>
<th>Number of Students Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>525</td>
</tr>
<tr>
<td>Grade 4</td>
<td>552</td>
</tr>
<tr>
<td>Grade 5</td>
<td>548</td>
</tr>
<tr>
<td>Grade 6</td>
<td>639</td>
</tr>
<tr>
<td>Grade 7</td>
<td>677</td>
</tr>
<tr>
<td>Grade 8</td>
<td>629</td>
</tr>
<tr>
<td>Grade 11</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Number of Students Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>526</td>
</tr>
<tr>
<td>Grade 4</td>
<td>554</td>
</tr>
<tr>
<td>Grade 5</td>
<td>553</td>
</tr>
<tr>
<td>Grade 6</td>
<td>640</td>
</tr>
<tr>
<td>Grade 7</td>
<td>675</td>
</tr>
<tr>
<td>Grade 8</td>
<td>630</td>
</tr>
<tr>
<td>Grade 11</td>
<td>1</td>
</tr>
</tbody>
</table>

**Figure 8. Example for Scores for my current students radio button**

2. Select Grade 7 in the *Number of Students Tested* column since a grade 11 student would have been in grade 7 in 2014–15.

3. The search result, shown in Figure 9, shows the high schools for the students who were in grade seven in 2014–15.
Student Performance in Each Achievement Level

How did my District perform overall in ELA/Literacy?

Test: Smarter Summative ELA/Literacy Grade 7
Year: 2014-2015
Name: Sample Unified

Average Scale Score and Percentage in Each Achievement Level

Smarter Summative ELA/Literacy Grade 7 Test for Students in Sample Unified

<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>Sample Unified</td>
<td>677</td>
<td>2582 ±4</td>
<td>55</td>
</tr>
<tr>
<td>Sample High</td>
<td>495</td>
<td>2096 ±5</td>
<td>211</td>
</tr>
<tr>
<td>Sample Standard</td>
<td>48</td>
<td>2647 ±9</td>
<td>18</td>
</tr>
<tr>
<td>Example School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instance School for Girls</td>
<td>1</td>
<td>2568</td>
<td>100</td>
</tr>
<tr>
<td>Sample Junior/Senior High</td>
<td>212</td>
<td>2544 ±7</td>
<td>25</td>
</tr>
</tbody>
</table>

Figure 9. Example for scores results screen

Here is another example:

1. Select the 2015–16 administration year, as shown in Figure 10.
Viewing Aggregate and Individual Score Reports | How to Access Aggregate Score Reports

Figure 10. Example for the Scores for my current students radio button

2. Select the number in the Number of Students Tested column.
3. The results displayed in Figure 11, for the Grade 8 row, show the students’ current schools. The scores are from when they were in grade eight.
### Viewing Aggregate and Individual Score Reports

**How to Access Aggregate Score Reports**

![Image](image_url)

**Student Performance in Each Achievement Level**

*How did my District perform overall in Mathematics?*

**Test:** Smarter Summative Mathematics Grade 8  
**Year:** 2015-2016  
**Name:** Sample Unified

**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 8 Test for Students in Sample Unified*

<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>Sample Unified (00000000000000)</td>
<td>688</td>
<td>2592 ±4</td>
<td>21 22 26 21</td>
</tr>
<tr>
<td>Sample High (11111111111111)</td>
<td>409</td>
<td>2667 ±5</td>
<td>25 30 33 33</td>
</tr>
<tr>
<td>Sample Standard Example School (22222222222222)</td>
<td>47</td>
<td>2890 ±10</td>
<td>5 23 68</td>
</tr>
<tr>
<td>Instance School for Girls (33333333333333)</td>
<td>1</td>
<td>2535 ±</td>
<td>100</td>
</tr>
<tr>
<td>Sample Junior/Senior High (44444444444444)</td>
<td>224</td>
<td>2549 ±8</td>
<td>35 51 35 20</td>
</tr>
</tbody>
</table>

**Figure 11. Example of the scores results screen**

Table 3 shows what grade a sample student, enrolled in grade seven for the 2018–19 California Assessment of Student Performance and Progress administration, could be in during different administration years. The sample student could have several years of data at the same or different schools.

**Table 3. Sample Student Grades in Different Administration Years**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Administration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2014–15</td>
</tr>
<tr>
<td>4</td>
<td>2015–16</td>
</tr>
<tr>
<td>5</td>
<td>2016–17</td>
</tr>
<tr>
<td>6</td>
<td>2017–18</td>
</tr>
<tr>
<td>7</td>
<td>2018–19</td>
</tr>
</tbody>
</table>

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Figure 12 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:

- **Report Name:** The name of the score report, the test, the administration year, and the entity (e.g., 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 radio button is Scores for my current students. To change the student population easily, select the [Change your Selection] link.

- **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.
Functions users can perform in most score reports include:

- Navigating Between Score Reports Using the Exploration Menu;
- Showing and Hiding Columns;
- Sorting Data; and
- 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 13).
2. The Exploration menu, shown in Figure 14, will display the available score reports. From the drop-down list on the Exploration menu, select one or more options from the following lists:

- 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 (Group, Roster, or Student)
- Data level (Subject, Claims or Target)
- Test administration (Current Admin is the only option)

3. To close the Exploration menu, select anywhere off of the menu. For information about the different categories of score reports, refer to 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 or 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 or 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) • View roster • View student</td>
</tr>
<tr>
<td>What</td>
<td>Displays data by claims within the selected subject</td>
<td>• View subject (default) • View claims • 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 12. 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 15).
Viewing Aggregate and Individual Score Reports | Understanding the Score Report Layout and Features

| Name | Number of Students | Average Scale Score | Percentage in Each Achievement Level |

Figure 15. Sample score report columns

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 16. 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 are suppressed in the Online Reporting System (ORS)

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 16), the comparison rows showing data for the LEA and a school are visible.
3. When **Comparison: OFF** is displayed (Figure 17), the comparison rows are hidden from view.

Figure 16. Sample aggregated score report with comparison on

Figure 17. Sample aggregated score report with comparison off
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 18, displays overall student performance for the selected test. All data is based on the total number of students who have taken and completed the test and have been scored.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Table 5 describes the Subject Detail Report columns.

Table 5. 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 or individual you are viewing (e.g., LEA, school, or student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who completed the selected test and have been scored.</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 using a statistical process. The standard error (of measurement) is a statistic that shows the degree to which the student’s score might have been slightly higher or slightly lower.</td>
</tr>
</tbody>
</table>
Viewing Aggregate and Individual Score Reports | How to View Subject Detail Aggregated Score Reports

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percent in Each Achievement Level</strong></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 LEA-level users. This report shows data for the grade and subject selected.

**Note:** State-level aggregates will be suppressed in the ORS until formally released by the California Department of Education.

**Generating a School Listing Report**

1. From the Home Page Dashboard web page, define the student population as described in the subsection [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 19).

![Sample School Listing Report](image)

**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, refer to [Understanding the Score Report Layout and Features](#).

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Viewing Aggregate and Individual Score Reports | How to View Subject Detail Aggregated Score Reports

**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 19), select the [Exploration Menu] icon next to a school name. The Exploration menu (shown in Figure 14) appears.
2. Select Group in the first Select: field; the Group Listing Report, shown in Figure 20, appears.

![Figure 20. Group Listing Report](image)

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...
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 and have been scored. 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 20), select the [Exploration Menu] icon next to the group name. The Exploration menu (shown in Figure 14) appears. (For information about how to access the Group Listing Report, refer to Viewing the Group Listing Report.)

2. Select Roster in the third Select: field to access the Roster Listing Report, shown in Figure 21.
Navigating Aggregate and Individual Score Reports
How to View Subject Detail Aggregated Score Reports

**Figure 21. Roster Listing Report**

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, refer to *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 21), select the [*Exploration Menu*] icon next to a roster’s name. The *Exploration* menu (shown in Figure 14) appears. (For information about how to access the Roster Listing Report, refer to *Viewing the Roster Listing Report*.)
Note: Users will observe a single roster category of ungrouped students.

2. Select Student in the third Select: field to access the Student Listing Report, shown in Figure 22.

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.

![Sample Student Listing Report](image)

Figure 22. Sample Student Listing Report

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, refer to Understanding the Score Report Layout and Features.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
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 student group is different from other score reports. To disaggregate score data by demographic student group:
  - From the Breakdown By drop-down list that is circled in Figure 22, select the required group.
  - From the Values drop-down list, select a specific student group value. For example, select Asian for the student group Ethnicity. (Refer to the list of student groups and their associated values in Table 6 in the section How to View Scores Based on Demographic Student Groups.)
  - Select [Go]. The new list only includes students whose student group 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, refer to How to Retrieve 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 [Just this page].
- To generate a PDF report of all the listed students, select [Student Report for All Students in this Group], and then select the [Print] button.

Warning: Until all testing for the current CAASPP test administration year is completed and processed, the data available in the CAASPP ORS represents 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 is 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 or electronic Student Score Reports that are sent to LEAs for distribution to parents or guardians (and are also available for download from the Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.)
Viewing the Individual Student Report

The Individual Student 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 Individual Student Report from the Student Listing Report

1. On the Student Listing Report (Figure 22), select the button containing the [Exploration Menu] icon and a student’s name. The Exploration menu appears. (For information about how to access the Student Listing Report, refer to Viewing the Student Listing Report.)

2. Select [Student] to access the individual student report. Figure 23 shows a report for a CAASPP Smarter Balanced test.
Figure 23. Sample individual student report for CAASPP Smarter Balanced

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Figure 24 shows a report for a California Alternate Assessment.

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 following:
  - The student’s name and student ID
  - The student’s overall scale score for a test opportunity
Viewing Aggregate and Individual Score Reports | How to View Subject Detail Aggregated Score Reports

- Smarter Balanced assessments only: the associated standard error, which helps interpret the accuracy of the average scale score
- 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.

**Performance on Each Assessment Subject**—(Smarter Balanced assessments only) This table includes the following:
- The student’s strength or weakness 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 “NS.”)

**Writing Extended Response**—(Smarter Balanced ELA assessments for the 2016–17, 2017–18, and 2018–19 administrations only) This table includes the following:
- Information on how a student scored on the three dimensions—organization/purpose, evidence/elaboration, and conventions—for an essay
- The student’s score for ELA performance tasks that provide additional information about full-write response
- Not present if the student left the response blank or the response was not able to be scored

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
How to View Scores Based on Demographic Student Groups

The Breakdown By filter disaggregates the score data by a specific demographic student group category. For example, you can disaggregate a score report by ethnicity to reveal the associated score data for students in each reported grade level as shown in Figure 25. If there are no results, you will receive a notification of ALL and Not Indicated.

![Sample score report with breakdown by ethnicity](image)

Figure 25. Sample score report with breakdown by ethnicity
Table 6 lists the demographic student group 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 grade assessed and may be different from the values collected in the local 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 Student Groups**

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Status</td>
<td>Indicates student’s disability status</td>
<td>• Students with Disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students with No Reported Disability</td>
</tr>
<tr>
<td>Economic Status</td>
<td>Indicates student’s disadvantaged economic status</td>
<td>• Economically Disadvantaged</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not Economically Disadvantaged</td>
</tr>
<tr>
<td>EL Status</td>
<td>Indicates whether student is an English learner</td>
<td>• English Learner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Non-English Learner</td>
</tr>
<tr>
<td>English-Language Fluency</td>
<td>Indicates the student’s English language</td>
<td>• English Learner (EL)</td>
</tr>
<tr>
<td></td>
<td>acquisition status</td>
<td>• English Only – (EO)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Initial-Fluent English Proficient (IFEP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reclassified Fluent English Proficient (RFEP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To Be Determined (TBD)</td>
</tr>
</tbody>
</table>

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
### Student Group Description Possible Values

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td>Indicates student’s ethnicity</td>
<td>• American Indian or Alaska Native</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Asian</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Black or African American</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Filipino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hispanic or Latino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Native Hawaiian or 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>
<tr>
<td></td>
<td></td>
<td>• White</td>
</tr>
<tr>
<td>Migrant</td>
<td>Indicates whether student participates in the migrant education program</td>
<td>• Migrant Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No Migrant Education</td>
</tr>
<tr>
<td>Primary Disability Type</td>
<td>Indicates whether student has a primary disability code</td>
<td>• Autism</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Deaf-Blindness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Developmental Delay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Emotional Disturbance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hearing Impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Intellectual Disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Multiple Disabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not Indicated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Orthopedic Impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other Health Impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Specific Learning Disability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Speech or Language Impairment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Traumatic Brain Injury</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visual Impairment</td>
</tr>
<tr>
<td>Section 504 Status</td>
<td>Indicates student’s 504 status</td>
<td>• No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Yes</td>
</tr>
</tbody>
</table>
Viewing Score Reports by a Demographic Student Group

From the Breakdown By drop-down list, select the required demographic student group. Refer to Table 6 for the available student groups.
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 category 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., LEA, 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.

Accessing 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, refer to Viewing the School Listing Report.)
2. Select *Claims* in the fourth *Select:* field to access the School Listing Claims Report, shown in Figure 26.

The Claims Report can be accessed in a similar way from any of the Subject Detail Reports, with the exception of the Individual Student Report.
Viewing Aggregate and Individual Score Reports | How to View Claims Score Reports

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, refer to Understanding the Score Report Layout and Features.

Understanding Target Scores

Targets are learning objectives that are tied directly to California standards. Target reports provide educators with detailed feedback about student performance on objectives that is reliable and actionable. Educators can use target reports to determine the areas of strength and weakness of a student group, versus the student group performance on the test as a whole, relative to the Standard Met achievement level.

Caution should be taken when using target scores. Given the adaptive nature of the test, the number of items administered within each target varies across students; the majority of target scores are based on two or fewer items per student. Target scores are reported only at the group level for this reason and are neither reliable enough nor generalized enough to support inferences for individual students.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
The target score report shown in Figure 27 shows a sample student’s target score report, including a legend providing the definition for each target score.

Figure 27. Sample target score report

The first column in the target performance section at the bottom of the screen is *Strength/Weakness Indicator*. The column displays how a group of students performed on each target relative to its performance on the test as a whole.

The second column, *Areas Where Performance Indicates Standard Met*, displays whether the group’s target performance is above or below the Standard Met (level 3) achievement level.

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

Figure 28 details the definition for each target score.

Figure 28. Target score report legend
Chapter 3: Generating and Downloading the Student Data Results File
How to Retrieve Student Results

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

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 represents 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 is 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. These student results do not replace the paper or electronic Student Score Reports that are sent to LEAs for distribution to parents or guardians (and are also available for download from the Test Operations Management System) and should not be shared with students or their parents or guardians.

Download student data for a selected test window by LEA, school, group, or roster. The data includes student information, including enrolled school and LEA, grade level, and 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, destroyed, or both.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Generating and Downloading the Student Data Results File | How to Retrieve Student Results

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 web page appears (refer to Figure 29).

![Retrieve Student Results web page](image)

Figure 29. Retrieve Student Results web page

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>
<tbody>
<tr>
<td>Report Type</td>
<td>• Student Data&lt;br&gt;• PDFs of Student Reports</td>
<td>(No note)</td>
</tr>
<tr>
<td>Test</td>
<td>• CAA&lt;br&gt;• CAPA&lt;br&gt;• CMA&lt;br&gt;• CST&lt;br&gt;• STS&lt;br&gt;• Smarter Summative&lt;br&gt;• CAST&lt;br&gt;• CSA</td>
<td>Selecting a test that is not available in the current administration, such as CAPA (California Alternate Performance Assessment), will update the Administration drop-down list to show past years only. Note that CSA and CAST options will not be available until that data is released in fall 2019.</td>
</tr>
</tbody>
</table>

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
## How to Retrieve Student Results

<table>
<thead>
<tr>
<th>Drop-Down List Name</th>
<th>List Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>2014–2015</td>
<td>The Test drop-down list will show only those assessments available during the selected administration.</td>
</tr>
<tr>
<td></td>
<td>2015–2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2016–2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2017–2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2018–2019</td>
<td></td>
</tr>
<tr>
<td>Tested Grade</td>
<td>All Grades</td>
<td>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. Multiple grades can be selected using the CTRL or Shift keys.</td>
</tr>
<tr>
<td></td>
<td>Grade 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>
<tr>
<td></td>
<td>Grade 12</td>
<td></td>
</tr>
<tr>
<td>Download Format</td>
<td>Excel</td>
<td>(No note)</td>
</tr>
<tr>
<td></td>
<td>CSV (Comma Separated Values)</td>
<td></td>
</tr>
<tr>
<td>Filter By</td>
<td>All</td>
<td>(No note)</td>
</tr>
<tr>
<td></td>
<td>Disability Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economic Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EL Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English-Language Fluency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethnicity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Migrant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary Disability Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 504 Status</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Drop-Down List Name</th>
<th>List Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>NA</td>
<td>This option is available only if your user role as an LEA CAASPP coordinator is associated with multiple LEAs.</td>
</tr>
<tr>
<td>School</td>
<td>NA</td>
<td>This option lists the schools associated with the LEA.</td>
</tr>
</tbody>
</table>

3. Select [Export to Inbox]. A confirmation message appears to inform you that your request has been queued and that you will be informed via email once the file is ready.

4. Once the file has been generated, it will be displayed in the Inbox page (refer to Figure 30). Download the data file by selecting the link with the name of the data file. Each file will be available for 31 calendar days.

![Figure 30. Inbox](image)

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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This page is left blank intentionally.
Chapter 4. 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).

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

Conducting a Search

1. From the banner (refer to Figure 2), select [Search Students]. The Search Students pop-up window, shown in Figure 31, appears.

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

   **Figure 31. Search Students pop-up window**

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

3. Enter one of the search criteria:
   a. Enter a single student’s SSID.
b. If searching for multiple students by SSID, enter full SSIDs for up to 20 students. When doing so, separate each SSID with a comma (e.g., 9999999005, 9999999007).

4. Select [Search]. If the search results in a match, those students’ information will be displayed on the Student Search Results web page (refer to Figure 32).

Understanding Student Search Results and Selecting a Test

The Student Search Results web page shown in Figure 32 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 Student Results web page for the selected test appears.

You can print PDF files of a student’s Individual Student Reports (ISR) directly from the Student Search Results page. You can either print a single ISR for a student or generate a .zip file of multiple ISRs for a single student. From the Student Search Results page, if you mark the checkbox beside a test name, it selects that test for printing. Select [Print Selected Tests] to open the Print Options window.
Searching for Students | How to Search for Specific Students’ Individual Score Reports

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 33, asking you to confirm that you want to change test administration years. Select [OK] to continue. The student’s Results Report will load.

Figure 33. Change Administration dialog box

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Viewing a Selected Student’s Test Results

The Individual Student Report displays the student’s score results for the test you selected. This is shown in Figure 34.

Figure 34. Score Report for a selected student’s CAASPP Smarter Balanced assessment

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Searching for Students | How to Search for Specific Students’ Individual Score Reports

- For information about the Individual Student Report, refer to Viewing the Individual Student Report.
- To return to the search results web page, select the [Back to search results] link.
Chapter 5: 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.

Refer to 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 35).

Figure 35. ORS banner

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Table 8 describes each 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 *Manual 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>Upload Rosters</td>
<td>If you have many rosters to create, it may be easier to perform those transactions through a bulk file upload.</td>
<td>Chapter 3: Roster Management</td>
</tr>
<tr>
<td>Add Roster</td>
<td>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.</td>
<td>Chapter 3: Roster Management</td>
</tr>
<tr>
<td>View/Edit Rosters</td>
<td>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.</td>
<td>Chapter 3: Roster Management</td>
</tr>
</tbody>
</table>

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.
Appendix A: Understanding User Roles and Permissions

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.

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- or LEA-level associations, or both. 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 to help inform and determine strategies that may improve teaching and learning in the classroom.

Score reports, described in the section Overview of Aggregate Score Reports, 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 the section Creating Rosters in the Online Reporting System. Refer also to 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.

Reports in the ORS for the current CAASPP test administration year are not final until all student results have been processed.
Table 9 describes the user roles within the ORS and the reports and features that are accessible to each assigned user role. Note that the LEA CAASPP coordinator has all access levels. Refer also to the User Role Guidance reference sheet for more information about user roles in CAASPP systems.

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Test Site Coordinator (set by LEA coordinator)</th>
<th>Educator-District (set by LEA coordinator)</th>
<th>Test Administrator (set by LEA and test site coordinator)</th>
<th>Test Examiner (set by LEA and test site coordinator)</th>
<th>Educator–Test Site (set by LEA and test site coordinator)</th>
<th>Educator–Roster (set by LEA and test site coordinator)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Listing</td>
<td>-</td>
<td>✓</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Roster Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Student Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Appendix B: How to Access the Online Reporting System

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) web portal—http://www.caaspp.org/

This section explains how to log on to the Online Reporting System (ORS), switch between different systems, and log off.

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 in TOMS. The CAASPP Single Sign-On (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 Reporting System option, which is circled in Figure 36.
Appendix B: How to Access the Online Reporting System

Figure 36. **Online Reporting System** menu item

3. This will open the Logon web form, shown in Figure 37.

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![Logon web form]

Figure 37. Logon web form

4. Enter your email address in the *Email Address* field.
5. Enter your password in the *Password* field.
6. Select the [Secure Logon] button. Note that the username and password are case sensitive.
7. 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.

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The applications it serves include

- TOMS;
- Test Administrator Interface;
- Test Administrator Practice and Training Test;
- Interim Assessment Hand Scoring System;
- Online Reporting System; and
- 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 38. The drop-down menu will list the available systems.

![SSO drop-down list](image)

**Figure 38. SSO drop-down list**

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.

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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 39).

Note: The ORS has a timeout feature that automatically logs you off the ORS if the session is inactive for 30 minutes.
Appendix C: 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) (refer to Figure 40).

![Figure 40. Print Tool in the ORS banner](image)

When you select the [Print] tool from any web page in the ORS other than the Student Listing Report web page and the Individual Student Report (ISR) web page, 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] (refer to Figure 40). A web browser- and computer-specific print dialog box is displayed (refer to Figure 41).

![Figure 41. Sample Mozilla Firefox Print dialog box](image)

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 print dialog box 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 ISRs for all the students in the roster. The PDF lists each ISR on a separate page. You can download and print the PDF file from the 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 ISRs for students listed on the Student Listing Report:
   a. From the ORS banner, select [Print]. The Print Options pop-up window appears as shown in Figure 42.

![Figure 42. Print Options window]
Appendix C: How to Print Reports in the Online Reporting System

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 ISR; 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.”).

d. After receiving the email, go to the Inbox by selecting the [Inbox] button or by selecting 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 43.

![Figure 43. Inbox: PDF Report of Individual Student Report](image)

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   e. Locate the file in the Inbox and from the Name column, select the link that is the file name (refer to Figure 43). 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 ISR 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 or guardians and should not be shared with students or their parents or 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 D: 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. Only LEA CAASPP Coordinators and Superintendents should contact CalTAC.

California Technical Assistance Center for LEA CAASPP Coordinators and Superintendents

If you an LEA CAASPP Coordinator or Superintendent, and 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
Email Support: caltac@ets.org
Website: 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.

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