How to View Scores in the Online Reporting System

2. Select the **Test Operations Management System (TOMS)** button.
3. Log on to the TOMS system.
4. Select the **Online Reporting System (ORS)** button on the left side of the screen.
5. Select your local educational agency (LEA) from the **Select** drop-down.
6. Select the **Score Reports** button.
7. Select Smarter Summative from the **Test** drop-down.
8. Select the test administration year from the **Administration** drop-down.
9. Select the student status for the records to be viewed. For example, if grade 5 is selected:
   - **Scores for my current students** will show scores for students currently associated with the LEA.
   - **Scores for students who were mine when they tested** will show students associated with the LEA at the time of testing.
10. Select the content area and grade to be viewed.
11. Select an option from the Breakdown Status drop-down to view data by subgroup.
12. Select the button with the LEA name to be viewed in the **Name** column.
13. From the pop-up box, make selections in the **Who** and **What** drop-downs based on the information to be viewed.
14. Select the **View** button.
15. Make sure the **Comparison** button is selected as On.
16. Print and Export buttons are available at the top of the page.