



# Online Reporting System

## User Guide

2018–2019

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# Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), which provides score reports for each student who takes a South Dakota Smarter Balanced Assessment Program test.

This section describes the structure and organization of the user guide and the stylistic features used in the document.

## Organization of this User Guide

This user guide includes the following sections:





- [Section I, Overview of the Online Reporting System](#), provides an introduction to the ORS and describes its available user roles.
- [Section II, Accessing the ORS](#), includes instructions for logging in and out of the ORS and switching between different South Dakota Smarter Balanced Assessment Program systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS interface.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the available score reports.
- [Section V, Viewing Reports & Files](#), describes how to download student results and view test statistics.
- [Section VI, Working with Student Rosters](#), provides instructions for creating and managing student rosters.
- [Section VII, Searching for a Student's Score Reports](#), explains how to search for score reports for particular students in the ORS.
- [Appendix A, Scale Score Ranges by Achievement Levels](#), provides a table of scale score ranges by achievement levels.
- [Appendix B, Printing Reports in the ORS](#), explains how to print reports in the ORS.
- [Appendix C, Viewing State at a Glance Reports \(State-Only\)](#), provides information about the State at a Glance reports available to state-level users.
- [Appendix D, User Support](#), provides Help Desk information.



## Document Conventions

[Table 1](#) describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding actions that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Warning:</b> This symbol accompanies important information regarding actions that may cause fatal errors.
	<b>Tip:</b> This symbol accompanies useful information on how to perform a task.

## Intended Audience

This user guide is intended for district and school personnel involved in administering South Dakota Smarter Balanced Assessment Program assessments to students.

You should be familiar with using a web browser to retrieve data and fill out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

## Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, see the relevant *Test Administration Manual*.
- For information about which operating systems and browsers are supported, see the *System Requirements*.
- For information about student and user management, see the *TIDE User Guide*.
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.

The above resources are available on the South Dakota Smarter Balanced Assessment Program portal [www.sd.portal.airast.org](http://www.sd.portal.airast.org).

## Section I. Overview of the Online Reporting System

The ORS contains two major features: Score Reports and Reports & Files.

- **Score Reports:** Provide performance data for South Dakota Smarter Balanced Assessment Program tests. These reports allow you to compare performance data between students, rosters, and other institutions. Score reports in the ORS provides information about student performance on the overall test subject, as well as the content categories within a subject (such as claims).
- **Reports & Files:** Provides summary statistics (counts and percentages) of students who tested in a selected subject and grade level. You can also download student data files containing test scores and demographic information.

The ORS also enables you to create and manage rosters for analyzing score data for specific student groups.



**Note:** The dynamic data in the ORS can be used to gauge students' achievement on various assessments but should not be used for official accountability purposes.

### Understanding User Roles and Permissions

Access to the ORS reports and features depends on your user role. You can only view data for your associated entity (such as a district or school) and the students, rosters, and entities that belong to it.

For a list of user roles that can perform this task, see the document User Roles and Access for South Dakota Smarter Balanced Assessment Systems, available in the Resources section of the SD Smarter Balanced portal, [www.sd.portal.airast.org](http://www.sd.portal.airast.org).

## Section II. Accessing the ORS

This section explains how to log in and out of the ORS and switch between different systems.

### Logging in to the ORS

To log in to the ORS, you must have an authorized username and password.



**Warning:** Do not share your login information with anyone. All South Dakota Smarter Balanced Assessment Program systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to ORS:

1. Navigate to the South Dakota Smarter Balanced Assessment Program portal ([www.sd.portal.airast.org](http://www.sd.portal.airast.org)).
2. Select **Test Administrators**.

Figure 1. User Cards on Portal



3. Click **Online Reporting System (ORS)**. The **Login** page opens.

Figure 2. ORS Card on Portal



4. Enter your email address and password.
5. Click **Secure Login**.
  - a. If 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 click **Submit** within five minutes of receiving the email. (If the code has expired, click **Resend Code** to request a new code.)

Figure 3. Login Page

The ORS **Welcome** page appears.

## About Usernames and Passwords

Your username is the email address associated with your account in TIDE. 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.

- **If your first temporary link expired:**

In the activation email you received, click the second link provided and request a new temporary link.

- **If you forgot your password:**

On the **Login** page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional Help**

If you are unable to log in, contact the South Dakota Smarter Balanced Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the [Appendix D, User Support](#) section of this user guide.

## Switching Between South Dakota Smarter Balanced Assessment Program Online Systems

When you are logged in to any South Dakota Smarter Balanced Assessment Program online system, you can switch between systems without having to log in again.



**Note:** Your access to systems depends on your user role. Though you can navigate to TDS, the navigation menu does not appear in TDS, in order to prevent you from accidentally closing a session.

*To switch between the South Dakota Smarter Balanced Assessment Program systems:*

1. Select a system from the system name drop-down list in the upper-left corner of the ORS.

Figure 4. System Name Drop-Down List



## Logging out of the ORS

When you finish using the ORS, be sure to log out so that unauthorized users do not access students' personally identifying information.



**Warning:** Logging out of the ORS logs you out of all South Dakota Smarter Balanced Assessment Program systems. If you log out of the ORS while administering a test using the TA Interface, your test session stops and all students in the session are logged out of their tests. ORS has a timeout feature that automatically logs you out after 20 minutes of inactivity.

*To log out of the ORS:*

- Click **Log Out** in the upper-right corner of the page.

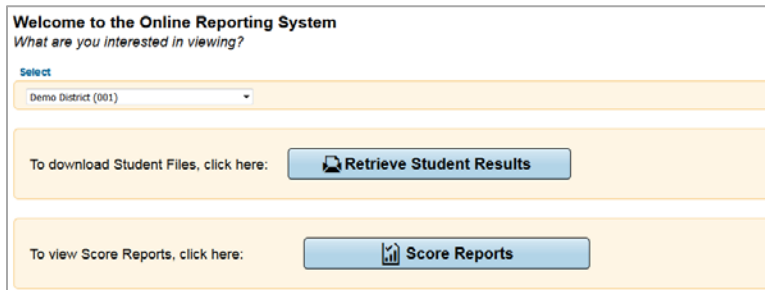
## Section III. Understanding the ORS Interface

This section describes the ORS features and layout.

### ORS Welcome Page

When you log in to the ORS, the **Welcome** page appears. From here, you can select the report you want to view.

Figure 5. Welcome Page



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

Select  
Demo District (001)

To download Student Files, click here: [Retrieve Student Results](#)

To view Score Reports, click here: [Score Reports](#)

To view the ORS reports:

1. If you are associated with multiple roles or entities, the **Select** drop-down list appears. From this drop-down list, select the district or school whose reports you want to view.
2. Do one of the following:
  - o To view score reports, click **Score Reports**.
  - o To download student results, click **Retrieve Student Results**.

### Using the ORS Banner

The banner provides links to all the ORS reports and features.



**Alert:** Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser's back button.

Figure 6. ORS Banner



- **Score Reports** links to the **Homepage Dashboard** (see [Figure 7](#)). For more information, see [Viewing Score Reports](#).

- The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see [Viewing Reports & Files](#).
  - Summary Statistics
  - Retrieve Student Results
- The **State at a Glance** button appears for state-level users, providing access to the **State at a Glance** page, which generates state-level reports. For more information, see Appendix C.
- If additional languages are available, the **Language** drop-down list allows you to specify which language to display on the page you are viewing.
- **Inbox** opens the **Inbox** window, where you can access student performance data files. For more information, see [Accessing Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for students to access their test results. For more information, see [Searching for a Student's Score Reports](#).
- Each of the following roster links only appears for authorized users (for more information, see [Working with Student Rosters](#)).
  - **Add Rosters** opens the **Add Roster** page, where you can create student rosters.
  - **View/Edit Rosters** opens the **View/Edit Roster** page, where you can view and edit student rosters.
  - **Upload Rosters** opens the **Upload Roster** page where, you can upload roster files.
- **Help** opens the online version of this user guide.
- **Print** allows you to print the data on the current page. For more information, see [Appendix B](#).
- **Export** allows you to export the data displayed on the page. The data is exported as a Microsoft Excel (.xls) file.
- **Definitions** opens a pop-up window that provides definitions for terms on the report you are viewing.

## Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions for accessing the different score reports.

### Overview of Score Reports

Score reports display data for district, school, teacher, roster, and student performance on South Dakota Smarter Balanced Assessment Program tests. The Online Reporting System provides score reports for the overall subject of a test, as well as the content categories within a subject (such as claims).

You can use these reports to identify areas where students are performing well and where student performance can be improved. You can view performance trends to see if overall performance is improving over time. Data can be compared with the overall state and district averages for the test you are analyzing.

All score report data are based on the number of students with scored tests. Students who completed but did not submit their tests for scoring are excluded from these reports.



**Alert:** Since ORS presents data as students complete and submit their online tests, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

If a test includes hand-scored items, all items must be scored before the test's data appears in ORS reports. For tests without hand-scored items, the ORS presents data as soon as students submit them.



**Note:** For the ICAs and Summative Assessments, students must complete both the Computer-Adaptive Test (CAT) and Performance Task (PT) within a subject to receive a score report.

If students continue to complete tests over the course of the testing window, the data may change constantly. Users should exercise caution when comparing aggregate data before all scores are available in the ORS.

- For instance, if a test coordinator tests the low-performing students before testing the high-performing students, the school's average scores may be lower at the start of the testing window. Thus, any comparisons made between an individual student's scores relative to the school's average scores early in the testing window may not be entirely accurate.

You can view score report data at various levels. For example, you can view a Grade 5 ELA report for a roster, for all of a teacher's students, for an entire school, or for a district.



[Table 2](#) provides an overview of the types of score reports available and the levels of aggregation at which they can be viewed. Score reports provide data for the administration you select from the **Homepage Dashboard**.

Table 2. Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
<b>Homepage Dashboard</b> Summary of performance across grades and subjects.	✓	✓	✓		
<b>Subject Detail</b> Subject-level performance data within a particular grade or course.	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>• <b>Claim Level Detail (ICA and Summative)</b></li> <li>• <b>Block Level Detail (IAB)</b></li> </ul> Claim/Block-level performance data for a subject within a particular grade or course.	✓	✓	✓	✓	
<b>Target Level Detail</b> Relative strengths and weaknesses by target for a subject within a particular grade or course.	✓	✓	✓	✓	
<b>Item Level Detail</b> Item level performance data for a subject within a particular grade or course.	✓	✓	✓	✓	
<b>Trend</b> Longitudinal comparison of scores for a selected administration over time.	✓	✓	✓	✓	✓
<b>Student Listing</b> Performance data for the individual students who belong to a school, teacher, or roster.	✓	✓	✓	✓	

<p><b>Student Detail</b> Detailed information about a selected student's performance in a specified subject or course (and claims, if applicable).</p>				✓
--	--	--	--	---

## Accessing Score Reports

The **Homepage Dashboard** displays a summary of the overall score data and testing progress for your associated entity. From this page, you can define the students whose scores you want to view and navigate to more detailed score reports.

Figure 7. Homepage Dashboard

The screenshot shows the 'Score Reports' interface. At the top, there are navigation tabs for 'Score Reports' and 'Reports & Files'. Below the tabs is a utility bar with links for 'Inbox (0)', 'Search Students', 'Upload Rosters', 'Add Roster', and 'View/Edit Rosters'. A status bar indicates 'Now viewing: Scores for students who were mine at the end of the selected administration'. The main section is titled 'Home Page Dashboard' and includes a 'Select Test and Year' section with dropdowns for 'Test: Smarter Balanced Summative' and 'Administration: 2017-2018'. There are three radio button options for student selection. Below this is a link to 'Click on a grade and subject to view more information.' The main content area is titled 'Overall Performance, by Subject, Grade: Demo District 9999, 2017-2018' and contains two tables.

English Language Arts			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	374	54%	Grade 3	376	59%
Grade 4	378	51%	Grade 4	379	48%
Grade 5	359	55%	Grade 5	359	45%
Grade 6	342	55%	Grade 6	343	54%
Grade 7	330	52%	Grade 7	331	54%
Grade 8	357	55%	Grade 8	358	53%
Grade 11	325	76%	Grade 11	325	41%

To view the Homepage Dashboard:

- If you are on the **Welcome** page, select the required entity from the **Select** drop-down list (if available) and then click **Score Reports**.
- If you are on any other page of the ORS, click **Score Reports** in the banner.

## Defining the Student Population

From the **Homepage Dashboard**, you can specify the test, administration, and student group whose data you wish to view. To watch a tutorial for making selections on the **Homepage Dashboard**, see <https://guides.airast.org/ORS/tutorials/DefiningStudentPopulation.mp4>.

To specify the score report parameters:

1. From the **Test** drop-down list, select a type of assessment.
2. From the **Administration** drop-down list, select the administration period (such as 2018-2019).
3. Select the radio button for the group of students whose scores you wish to view:
  - **Scores for students who were mine at the end of the selected administration**—Displays scores only for students associated with your school or district who were associated with your rosters at the end of the selected administration. The reports will exclude scores of students who have been removed from TIDE or left your rosters prior to the end of the administration.
  - **Scores for my current students**—Displays scores for students associated with your current rosters, even if they were enrolled in a different school or district during the selected administration. This would include students who moved to your school or district from out of state (assuming they completed the selected test).
  - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster at the time when they completed the selected test during the selected administration. This option includes students who transferred away or were removed from TIDE after testing.

The **Homepage Dashboard** displays aggregation tables based on your selected parameters.

## Understanding the Dashboard Aggregation Tables

Aggregation tables on the *Homepage Dashboard* display score data for students by grade (or grade-band) and subject. These tables provide access to more detailed score reports.

Figure 8. Homepage Dashboard Aggregation Tables (Summative and ICAs)

Click on a grade and subject to view more information.

**Overall Performance, by Subject, Grade: Demo District 9999, 2017-2018**

English Language Arts			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	374	54%	Grade 3	376	59%
Grade 4	378	51%	Grade 4	379	48%
Grade 5	359	55%	Grade 5	359	45%
Grade 6	342	55%	Grade 6	343	54%
Grade 7	330	52%	Grade 7	331	54%
Grade 8	357	55%	Grade 8	358	53%
Grade 11	325	76%	Grade 11	325	41%

For ICAs and Smarter Balanced Summative Assessments, aggregation tables display the following columns:

- **Number of Students Tested**—Displays the number of students to date who completed their test and have a valid score.
- **Percent Proficient**—Displays the percentage of students from the Number of Students Tested column who scored at Level 3 or above on each test.

For IAB tests, aggregation tables display the following column:

- **Number of Students Tested at Least One Block**—Displays the number of students to date who completed tests and were scored for at least one block.

## Accessing Subject Detail Score Reports

To access detailed score reports for a particular subject:

- On the appropriate aggregation table, click the cell for the grade and subject whose reports you wish to view. For example, to view the subject detail report for Grade 3 ELA, you would click the cell outlined in [Figure 8](#).

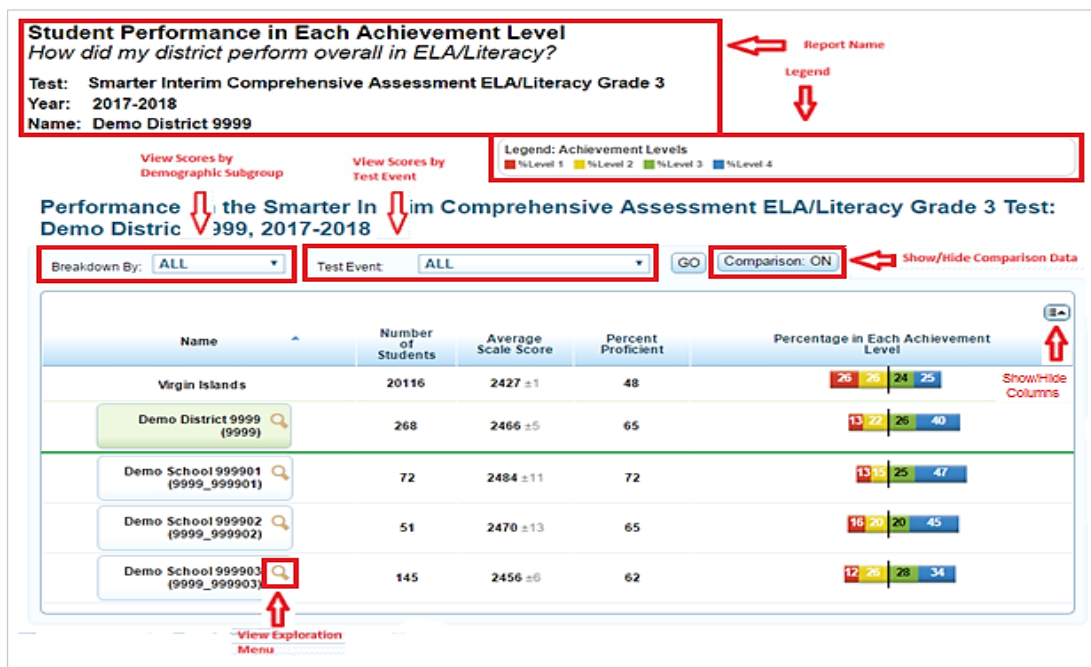
## Working with Score Report Features

Most score reports in the ORS share similar features. [Figure 9](#) illustrates some of the common features of score reports.



**Note:** The actual features available in a report may vary. Not all features covered in this section are available for every report in the ORS.

Figure 9. Annotated Subject Detail Score Report



Common score report features include the following:

- **Name:** The name of the score report, the test, the administration, and the entity appear above the report.
- **Report Table:** All score reports provide one or more tables depicting the performance data.
- **Student Population:** The student group parameter you selected on the *Homepage Dashboard* appears above the report. You can click the **Change your Selection** link in this label to return to the *Homepage Dashboard* and change the selected student population option, if necessary.
- **Time Stamp:** A time stamp appears at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend appears above the report to describe any color codes used to illustrate performance level data.

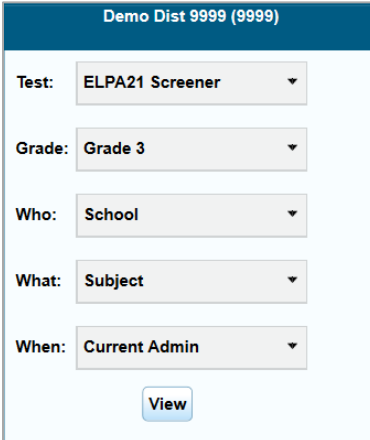
Other score report features allow you to do the following:

- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores Based on Demographic Subgroup](#)
- [Viewing Scores Based on Test Accommodation](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)

### Navigating between Score Reports using the Exploration Menu

Using the Exploration Menu (see [Figure 10](#)), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the **Homepage Dashboard**.

Figure 10. Exploration Menu




The screenshot shows a web interface titled "Demo Dist 9999 (9999)". It contains five dropdown menus for filtering data:

- Test: ELPA21 Screener
- Grade: Grade 3
- Who: School
- What: Subject
- When: Current Admin

A "View" button is positioned below the dropdown menus.

*To navigate between score reports:*

1. To open the Exploration Menu, click  beside an entity in the Name column of a report.
2. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information, see [Understanding the Exploration Menu Options](#).
3. Click **View**.

## Understanding the Exploration Menu Options

The Exploration Menu allows you to navigate to different types of score reports. By default, the first two drop-down lists display the subject and grade you selected from the **Homepage Dashboard** aggregation tables.

The **Subject** and **Grade** drop-down lists allow you to navigate to score reports for a different subject or grade in the selected test, respectively. The available options depend on the test you selected from the **Homepage Dashboard**.



**Note:** The Exploration Menu does not allow you to navigate to a different assessment. To view score reports for a different assessment, you must return to the **Homepage Dashboard** and select the required assessment from the **Test** drop-down list. For more information, see [Defining the Student Population](#).

The remaining drop-down lists allow you to select parameters for the type of score report you wish to view. For navigation purposes, score report parameters can be broadly categorized into three dimensions: **Who**, **What**, and **When**. The options available in these drop-down lists depend on your user role, the report you are viewing, and the entity you clicked to open the Exploration Menu. If a drop-down list shows no options, you cannot navigate any further in that dimension.



### Example: Navigating with the Exploration Menu

If you are a district-level user, you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Roster Listing, and Student Listing.

While viewing the School Listing Report (see [Figure 16](#)), if you open the Exploration Menu from the district level, the only available option in the **Who** drop-down list will be **School**, since you cannot view reports listing all the teachers, rosters, or students in a district.

However, if you open the Exploration Menu from the school level, you can select **Teacher**, **Roster**, or **Student** from the **Who** drop-down list to navigate to the reports for each of those entities within the selected school.

[Table 3](#) provides an overview of the Exploration Menu drop-down lists and the options available for each one.

Table 3: Exploration Menu Options

Dimension	Description	Options
Subject	Selects the subject for the score report.	[Subjects available for the selected test]
Grade	Selects the grade for the score report.	[Grades available for the selected test]

Who	Selects the groups or individuals by which the score report provides data.	<ul style="list-style-type: none"> <li>• School</li> <li>• Teacher</li> <li>• Roster</li> <li>• Student</li> </ul>
What	Selects the type of test data covered in the score report.	<ul style="list-style-type: none"> <li>• Subject</li> <li>• Claims/Blocks</li> <li>• Targets/Items</li> </ul>
When	Sets the report to display data for a single testing window or multiple testing windows over time.	<ul style="list-style-type: none"> <li>• Trend</li> <li>• Current Admin</li> </ul>

### Viewing Scores Based on Demographic Subgroup

The **Breakdown By** feature allows you to split up the score data into specific demographic subgroups (such as gender-based subgroups).

*To view score reports by a demographic subgroup:*

1. From the **Breakdown By** drop-down list (see [Figure 11](#)), select the required demographic subgroup. See [Table 4](#) for the available subgroups.
  - a. If you are working with the Student Listing Report, select a specific subgroup from the **Values** drop-down list (for example, select **Male** for the subgroup **Gender**).
2. Click **Go**, if available.

The report updates with score data for the selected subgroups.



**Note:** When breaking down a Student Listing Report, the report will show only the students in the subgroup you selected from the **Values** drop-down list.



Figure 11. Score Report with Breakdown by Gender

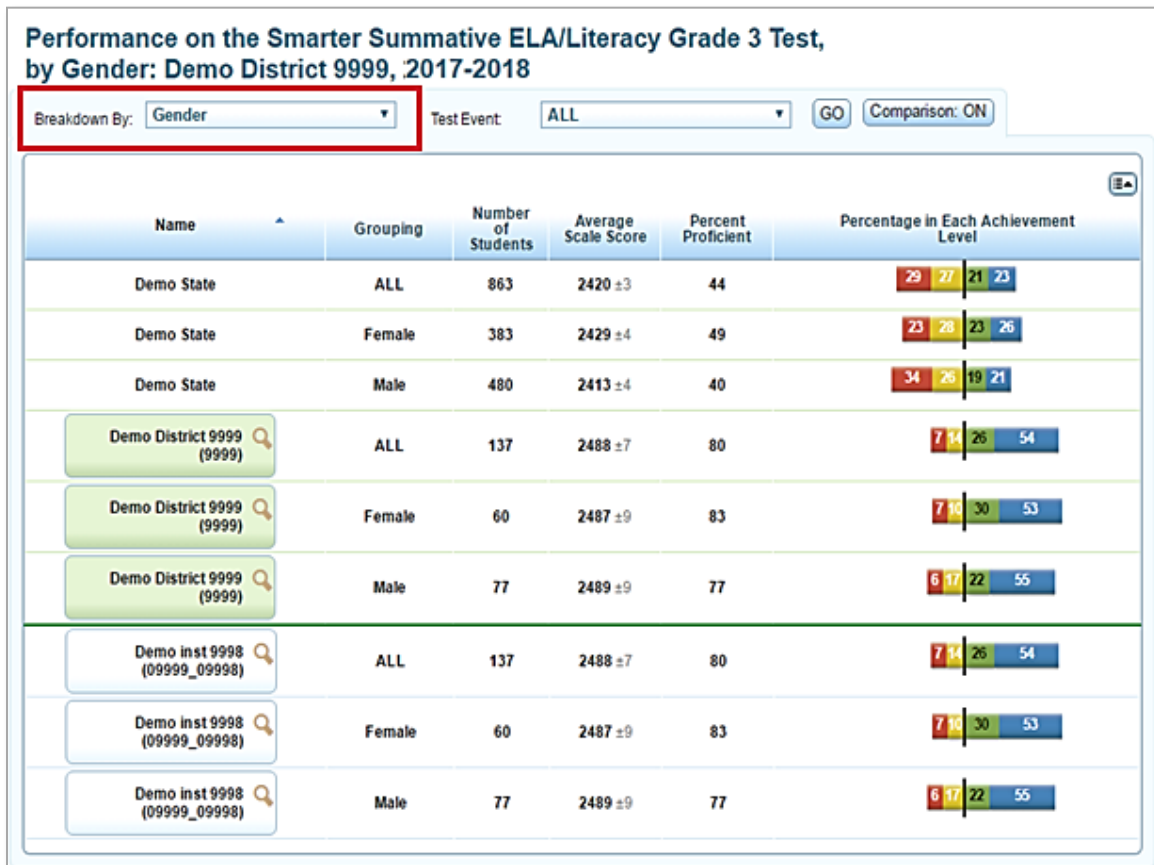


Table 4. Demographic Subgroups

Subgroup	Description	Possible Values
Limited English Proficiency Status	Student's LEP status	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Gender	Student's gender	<ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>
Section 504 Status	Student's Section 504 status	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
IDEA Indicator	Student's Special Education program status	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Enrolled Grade	Grade in which student is enrolled during the test administration	<ul style="list-style-type: none"> <li>• Kindergarten</li> <li>• Grade 01 through Grade 13</li> <li>• Postsecondary</li> </ul>

Race/Ethnicity	Student's ethnicity code	<ul style="list-style-type: none"> <li>• Asian</li> <li>• Black or African American</li> <li>• American Indian or Alaska Native</li> <li>• White</li> <li>• Hispanic or Latino Ethnicity</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• Two or More Races</li> </ul>
----------------	--------------------------	---

### Viewing Scores Based on Test Accommodations

The **Test Event** feature allows you to split up the score data into specific subgroups based on the accommodations students used while testing (such as subgroups for students who tested with or without American Sign Language).

This feature is available on the Subject Detail Report, Claims Detail Report, and Student Listing Report.

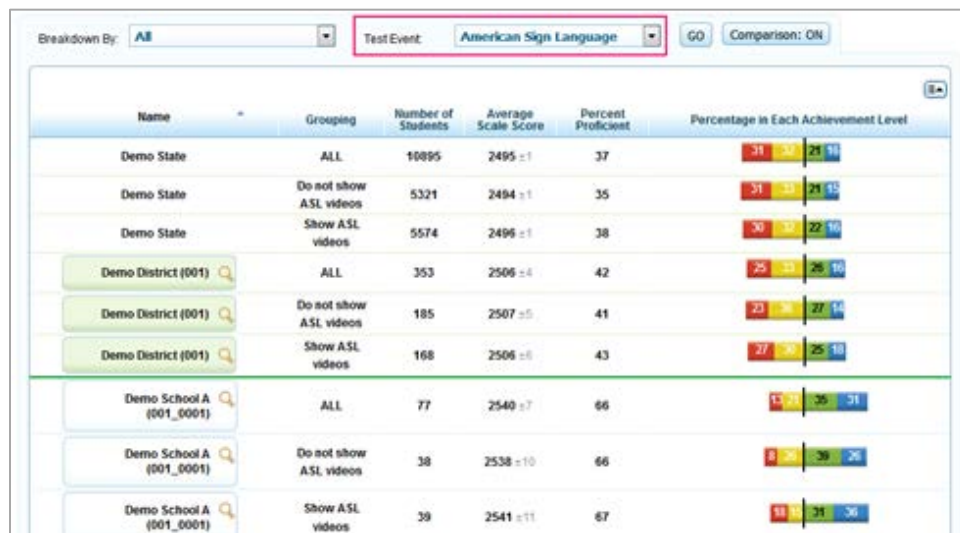
*To view score reports by a test event:*

1. From the **Test Event** drop-down list (see [Figure 12](#)), select the required test accommodation. [Table 5](#) lists the available accommodation options you can select.
  - a. If you are working with the Student Listing Report, select a specific test setting from the **Values** drop-down list (for example, select **Nemeth** for the **Braille** test event).
2. Click **Go**. The report updates with score data for the selected test events.



**Note:** When breaking down a Student Listing Report, the filtered report will show only the students who tested with the test setting you selected from the **Values** drop-down list.

Figure 12. Score Report with Breakdown by American Sign Language



**Note:** For accommodations that are only represented as ON or OFF, if the accommodation was ON during any segment of the test, it is considered as ON in the disaggregation.

For accommodations that have multiple values (such as Braille contracted for CAT and Braille uncontracted for PT), the list students separately for each value (i.e., the student will be counted toward Braille contracted as well as Braille uncontracted).

Table 5. Test Event Options

Test Event	Value
American Sign Language	Show ASL Videos
	Do not show ASL videos
Braille	Uncontracted
	Contracted
	Nemeth
Closed Captioning	Closed Captioning Available
	Closed Captioning Not Available
Non-Embedded Accommodations	Abacus
	Alternate Response Options
	Braille – Paper (EBAE Contracted)
	Braille – Paper (EBAE Uncontracted)
	Braille – Paper (UEB Contracted with Nemeth Math)
	Braille – Paper (UEB Contracted with UEB Math)

	Braille – Paper (EBAE Uncontracted)
	Braille – Paper (UEB Uncontracted with Nemeth Math)
	Braille – Paper (UEB Uncontracted with UEB Math)
	Calculator
	Multiplication Table
	Speech to text
	Word Prediction
	100s Number Table
Printed Messages/Stimuli or Items	Stimuli & Items
	Stimuli
	Items
	None
	Off
Text-to-Speech	Passages
	No Passages

### Showing and Hiding a Report’s Columns

You can choose which columns to display on a score report.

*To show or hide a report’s columns:*


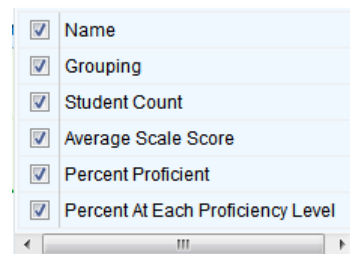
1. Click  in the upper-right corner of the table. A list of the columns in the table appears.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To exit this list, move your cursor away from the arrow icon.

Figure 13. Score Report Columns



## Sorting Data in a Report

For each column in a report, you can sort data in ascending or descending order. By default, reports are sorted by Name in ascending order.

*To sort the data:*

1. Click the column header to sort data in ascending order.
2. Click the column header again to sort the data in descending order.



**Note:** The selected sort order will automatically apply to all the reports that you view while logged in to the ORS.

## Showing and Hiding Comparison Data

By default, score reports display score data of the state, district, or school in the top rows above the green line. You can use this data to compare your students results to those of entities they belong to. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.



**Note:** The available comparison rows depend on the entity level from which you accessed the report. For example, the comparison rows will show teacher score data if you access the Roster Listing Report from the Teacher Listing Report rather than the School Listing Report.

*To show or hide comparison data:*

- Click the **Comparison** button above the report.
  - When **Comparison: On** shows, comparison rows display on the report (see [Figure 14](#)).
  - When **Comparison: Off** shows, comparison rows are hidden from view ([Figure 15](#)).

Figure 14. Score Report with Comparison On

Name	Number of Students	Average Scale Score	Percent Proficient
Demo State	11383	2420 ±1	47
Demo District 9999	374	2443 ±4	54
Demo School A	68	2471 ±11	66
Demo School B	60	2476 ±11	70
Demo School C	70	2428 ±10	44

Figure 15. Score Report with Comparison Off

Name	Number of Students	Average Scale Score	Percent Proficient
Demo School A	68	2471 ±11	66
Demo School B	60	2476 ±11	70
Demo School C	70	2428 ±10	44

## Viewing Subject Detail Score Reports for Summative and ICA Tests

The Subject Detail Report is the first score report that you can access from the **Homepage Dashboard**.

The Subject Detail Reports display overall student performance for the selected test subject. [Table 6](#) describes the Subject Detail Reports columns for Smarter Balanced Summative Assessments and ICAs.

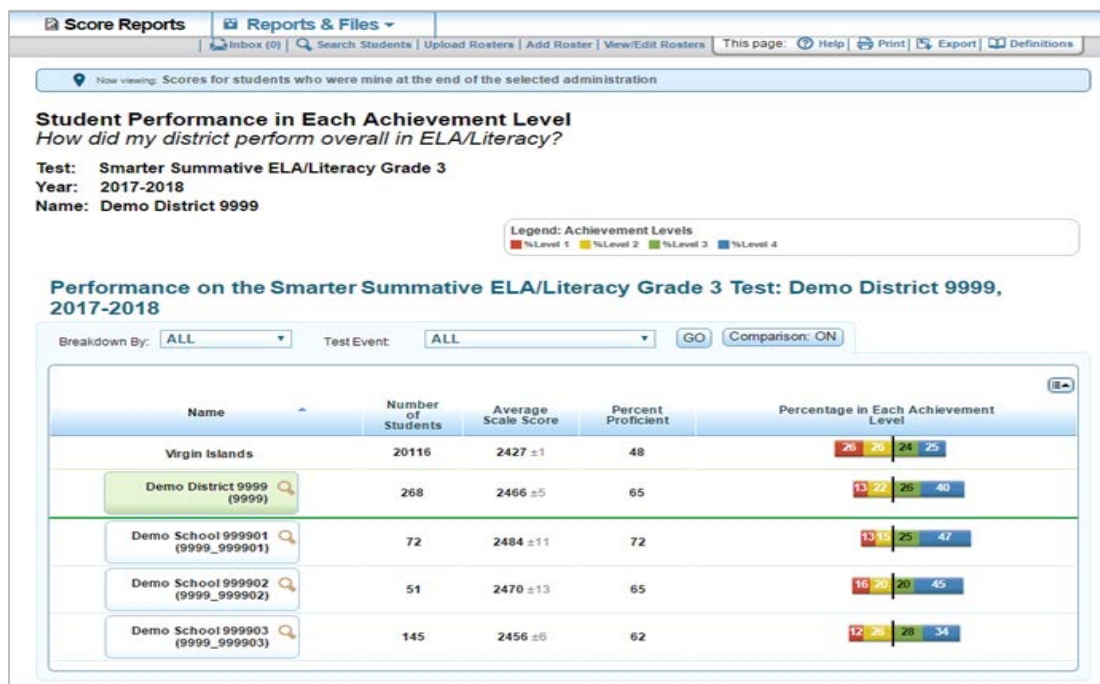
Table 6. Subject Detail Report Columns (Summative and ICAs)

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Number of Students	The number of students to date who submitted the test for scoring.
Average Scale Score	The average score and standard error of the mean for students who completed the scaled tests.
Percent Proficient	The percentage of students to date who scored level 3 or above on the selected test.
Percent in Each Achievement Level	The distribution of students across each of the four achievement levels.

## Viewing School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the district performed on the selected grade and subject. Comparison data for the district and state also appear in this report. This report is available to district-level users. For an explanation of the report columns, see [Table 6](#).

Figure 16. School Listing Subject Detail Report



To access a school listing subject detail report from the **Homepage Dashboard**:

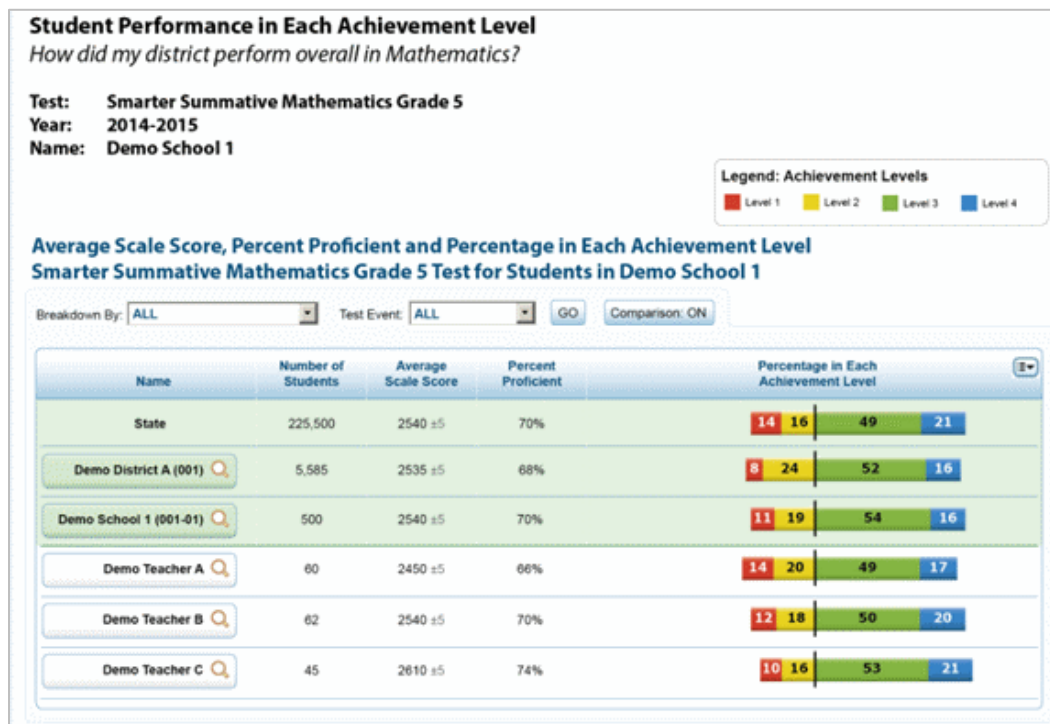
1. From the **Homepage Dashboard**, define the student population as described in the section [Defining the Student Population](#).
2. On the **Homepage Dashboard** aggregate tables, click the grade-subject cell for the report you wish to view. The School Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).


## Viewing Teacher Listing Subject Detail Reports

The Teacher Listing Subject Detail Report displays data for all the teachers in a selected school whose students completed the selected test grade and subject. It is available to district- and school-level users. For an explanation of the report columns, see [Table 6](#).

Figure 17. Teacher Listing Subject Detail Report



To navigate to the Teacher Listing Subject Detail Report:

- On the School Listing Subject Detail Report ([Figure 16](#)), click  next to a school name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Teacher**.
  - From the **What** drop-down list, select **Subject**.
  - From the **When** drop-down list, select **Current Admin**.
- Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

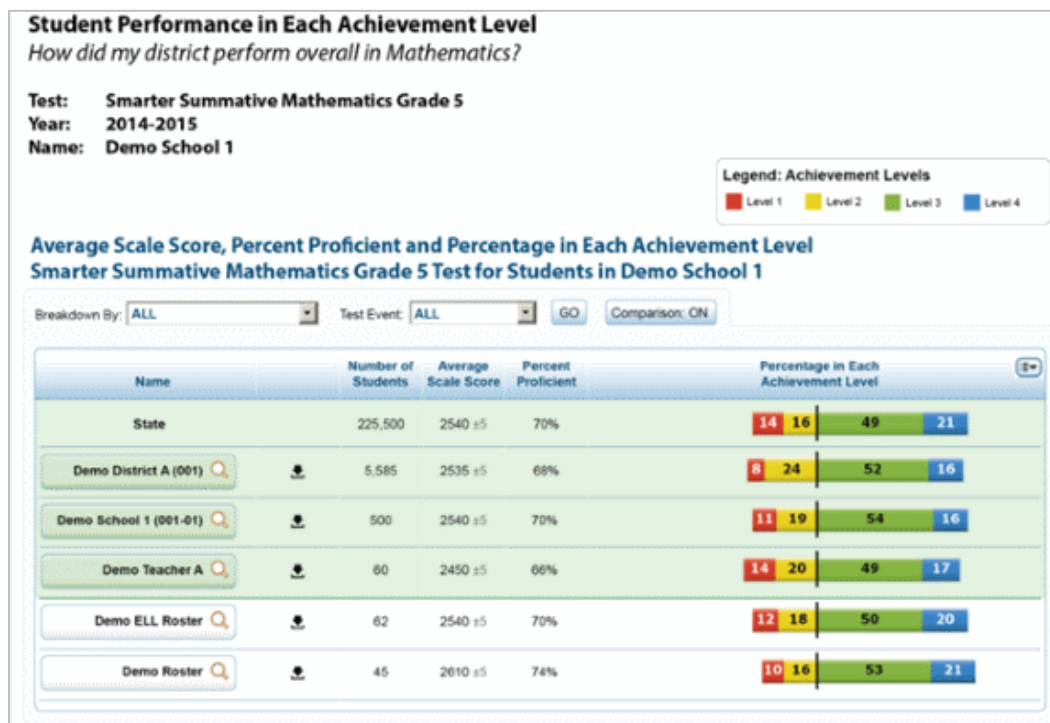
For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).




## Viewing Roster Listing Subject Detail Reports

The Roster Listing Subject Detail Report displays data for all the rosters associated with a selected school or teacher whose students completed the selected test. For more information about rosters, see [Working with Student Rosters](#). For an explanation of the report columns, see [Table 6](#).

Figure 18. Roster Listing Subject Detail Report



To navigate to the Roster Listing Subject Detail Report:

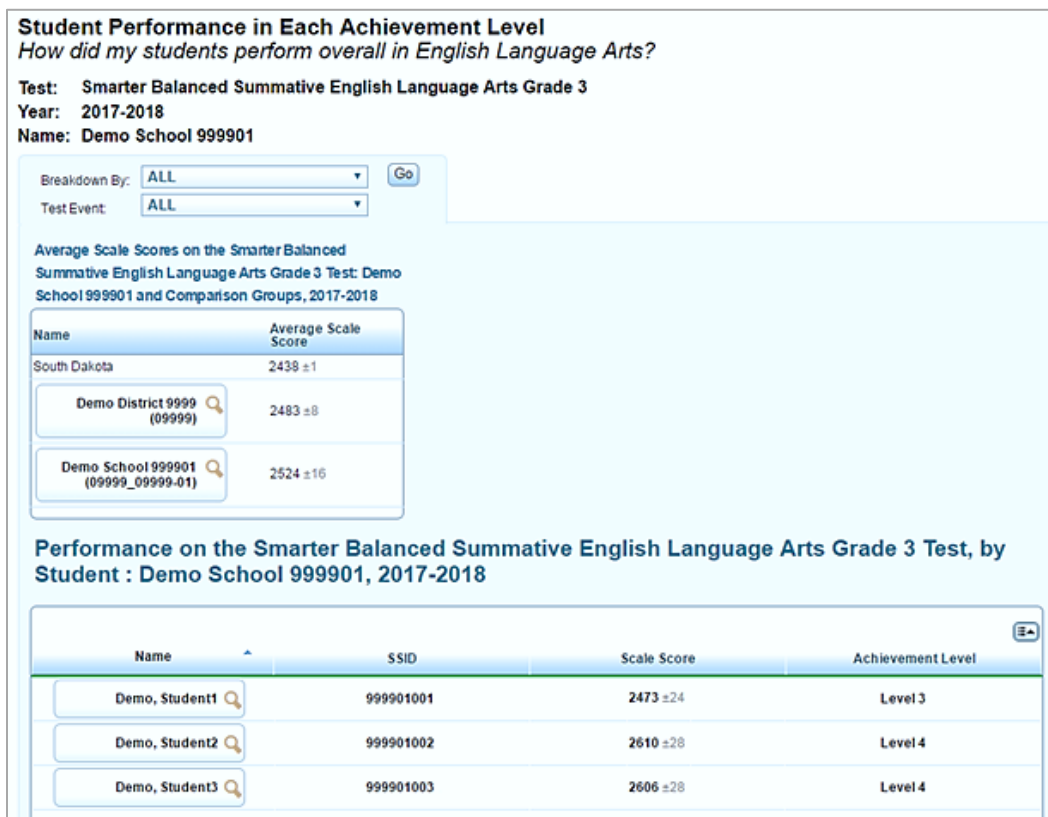
- On the Teacher Listing Subject Detail Report ([Figure 17](#)), click  next to a teacher's name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Roster**.
  - From the **What** drop-down list, select **Subject**.
  - From the **When** drop-down list, select **Current Admin**.
- Click **View**. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).


## Viewing Student Listing Subject Detail Reports

The Student Listing Subject Detail Report displays data for all the students associated with the selected school, teacher, or roster who have completed the selected test. For an explanation of the report columns, see [Table 7](#).

Figure 19. Student Listing Report



To navigate to the Student Listing Subject Detail Report:

- On the Roster Listing Subject Detail Report ([Figure 18](#)), click  next to a roster's name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Student**.
  - From the **What** drop-down list, select **Subject**.
  - From the **When** drop-down list, select **Current Admin**.
- Click **View**. The Student Listing Subject Detail Report for the selected grade-subject opens.

4. *Optional*: If the student completed multiple test opportunities, you can set the report to display all opportunities or only one opportunity:
- Click the **Show All Opportunities** toggle on the report. When the toggle is set to **On**, all the opportunities are visible on the report. When the toggle is set to **Off**, the report displays either the most recent opportunity or the opportunity in which the student scored highest, depending on the test.



**Note:** The opportunity used in report aggregations depends on the selected test category. For example, the aggregate results for ICAs may include a student's performance on the most recent opportunity, while state-specific test categories may include test opportunities where students have scored the highest.

Table 7. Student Listing Subject Detail Report Columns

Column	Description
Name	The name of the student.
SSID	The student's unique identifier.
Opportunities Taken	The number of opportunities taken by a student for the selected assessment. This column only appears for assessments that allow multiple opportunities.
Scale Score	The student's scale score and standard error of the mean.
Achievement Level	The achievement level associated with the student's score.
Reported Lexile Measure	A single score or score range that reflects the student's reading ability. This column is only available for ELA Summative tests.
Reported Quantile Measure	A single score or score range that reflects the student's mathematical achievement. This column is only available for Mathematics Summative tests.



**Note:** About the Scale Score Column on the Student Listing Score Report

You may not be able to view a student's overall test score in the Scale Score column or access that student's Individual Student Report in the following cases:


- If a student only logged on to a single part of the test (such as the CAT or PT, but not both), the Student Listing Report displays "Not Attempted" in the Scale Score column.
- If a student logged on to both the CAT and PT, but did not answer enough items on at least one part of the test to receive a score, the Student Listing Report displays "Participated" in the Scale Score column.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Individual Student Reports

The Individual Student Report (ISR) (see [Figure 20](#)) provides more specific details about a particular student's performance on an assessment.

*To navigate to the Individual Student Report:*

1. On the Student Listing Report ([Figure 19](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select **Subject**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Individual Student Report opens.
4. *Optional:* If the student completed multiple opportunities for the same assessment, a list of completed opportunities appears in the Student Performance table. You can select which opportunity's data you wish to view in the ISR:
  - a. In the Overall Performance table, click the button for the opportunity that you wish to view. The score details for that opportunity appear.

For information about the data on the Individual Student Report page, see [About the Individual Student Report](#).

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Individual Student Report Page](#), and [Using the ORS Banner](#).

Figure 20. Individual Student Report Partial View (Smarter Summative)

### Individual Student Report

*How did my student perform on the English Language Arts test?*

**Test:** Smarter Balanced Summative English Language Arts Grade 3  
**Year:** 2017-2018  
**Name:** Demo, Student1

---

**Overall Performance on the Smarter Balanced Summative English Language Arts Grade 3 Test: Demo, Student1, 2017-2018**

Name	SSID	Scale Score	Achievement Level
Demo, Student1	999901001	2473 ±24	Level 3

---

**Scale Score and Performance on the Smarter Balanced Summative English Language Arts Grade 3 Test: Demo, Student1, 2017-2018**

**Demo, Student1 Scored 2473 ±24**

- Level 4** The student has exceeded the achievement standard and demonstrates advanced progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.
- Level 3** The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.
- Level 2** The student has nearly met the achievement standard and may require further development to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.
- Level 1** The student has not met the achievement standard and needs substantial improvement to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

**Average Scale Scores on the Smarter Balanced Summative English Language Arts Grade 3 Test: Demo School 999901 and Comparison Groups, 2017-2018**

Name	Average Scale Score
South Dakota	2438 ±1
Demo District 9999 (09999)	2483 ±11
Demo School 999901 (09999_09999-01)	2524 ±16

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 2300 (+/-10) indicates a score range between 2290 and 2310.

**Legend: Achievement Levels**

1 Level 1 2 Level 2 3 Level 3 4 Level 4

---

**Performance Over Time on the Smarter Balanced Summative English Language Arts Test: Demo Student1**

Highlight a section of the graph to zoom in. Hover over a data point to see an exact score or refer to the table below.

Year	Score
Summative 2016-2017	2483 ±22
Summative 2017-2018	2473 ±24

---

The table and the graph below indicate student performance on individual claims. The black line indicates the student's score on each claim. The green rectangle shows the range of likely scores your student would receive if he or she took the test multiple times.

**Performance on the Smarter Balanced Summative English Language Arts Grade 3 Test, by Claim: Demo, Student1, 2017-2018**

Claim	Claim Performance	Claim Description
Reading	 Below the Standard Above the Standard	<p><b>What These Results Mean</b>            Student may be able to read closely and analytically to comprehend a range of increasingly complex literary and informational texts.</p> <p><b>Next Steps</b>            Read a story with your child and have him or her retell it while pointing out different points of view. Ask questions about the main idea, lesson, events, or characters and help your child find answers in the text.</p>
Writing	 Below the Standard Above the Standard	<p><b>What These Results Mean</b>            Student may be able to produce effective and well-grounded writing for a range of purposes and audiences.</p> <p><b>Next Steps</b>            Ask your child to write a text that shares an opinion or information, or create a narrative of real or imagined events. Make sure the writing is organized, is supported with details and facts, and has a conclusion.</p>



Figure 21. Individual Student Report (ICA)

### Individual Student Report

*How did my student perform on the English Language Arts test?*

**Test:** Smarter Balanced ICA English Language Arts Grade 3  
**Year:** 2017-2018  
**Name:** Demolast1, Demofirst1

---

**Overall Performance on the Smarter Balanced ICA English Language Arts Grade 3 Test: Demolast1, Demofirst1, 2017-2018**

Name	SSID	Opportunity	Scale Score	Achievement Level
Demolast1, Demofirst1	999901001	Opportunity #1 9/7/2017	2614 ±28	Level 4

---

**Scale Score and Performance on the Smarter Balanced ICA English Language Arts Grade 3 Test: Demolast1, Demofirst1, 2017-2018**

**Demolast1, Demofirst1 Scored 2614 ±28**

**Level 4** The student has exceeded the achievement standard and demonstrates advanced progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

**Level 3** The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

**Level 2** The student has nearly met the achievement standard and may require further development to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

**Level 1** The student has not met the achievement standard and needs substantial improvement to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in future coursework.

**Average Scale Scores on the Smarter Balanced ICA English Language Arts Grade 3 Test: Demo School 999901 and Comparison Groups, 2017-2018**

Name	Average Scale Score
South Dakota	2438 ±1
Demo District 9999 (09999)	2483 ±8
Demo School 999901 (09999_09999-01)	2524 ±16

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 2300 (+/-10) indicates a score range between 2290 and 2310.

---

The table and the graph below indicate student performance on individual claims. The black line indicates the student's score on each claim. The green rectangle shows the range of likely scores your student would receive if he or she took the test multiple times.

---

**Performance on the Smarter Balanced ICA English Language Arts Grade 3 Test, by Claim: Demolast1, Demofirst1, 2017-2018**

Claim	Claim Performance	Claim Description
Reading	Above Standard	<p><b>What These Results Mean</b> Student can read closely and analytically to comprehend a range of increasingly complex literary and informational texts.</p> <p><b>Next Steps</b> Ask your child to summarize a story or article. Be sure the summary includes the main ideas. Then, have him or her summarize two texts by the same author or about the same topic, noting different points of view.</p>
Writing	Above Standard	<p><b>What These Results Mean</b> Student can produce effective and well-grounded writing for a range of purposes and audiences.</p> <p><b>Next Steps</b> Have your child write to share an opinion or information, or to create a narrative of real or imaginary events. The writing should be well-organized and include details, facts, linking words, and a conclusion.</p>
Listening	Above Standard	<p><b>What These Results Mean</b> Student can employ effective listening skills for a range of purposes and audiences.</p> <p><b>Next Steps</b> Have your child use digital media like images, websites, video, or audio to discuss the ideas presented. The discussion should include supporting details.</p>
Research/Inquiry	Above Standard	<p><b>What These Results Mean</b> Student can engage in research and inquiry to investigate topics, and to analyze, integrate, and present information.</p> <p><b>Next Steps</b> Ask your child to share his or her experiences or information about a topic. Use several sources (videos, books, online information) to research the topic and help your child write short notes about each source.</p>

---

**Writing Performance on the Smarter Balanced ICA English Language Arts Grade 3 Test, Based on the Smarter Balanced Performance Task Writing Rubric: Demolast1, Demofirst1, 2017-2018**


Essay	Organization/Purpose	Evidence/Elaboration	Conventions
Opinion	The opinion response has a recognizable structure including a clear opinion, adequate development, and some varied transitions to clarify and connect ideas. The response has an adequate introduction and conclusion. (3 out of 4 points)	The opinion response provides adequate elaboration to support the opinion including adequate facts and details cited from sources, some elaborative techniques, and general language appropriate for the audience and purpose. (3 out of 4 points)	The opinion response shows an adequate understanding of correct sentence formation, punctuation, capitalization, grammar usage, and spelling. (2 out of 2 points)

---

**Performance on the Smarter Balanced ICA English Language Arts Grade 3 Test, by Item: Demolast1, Demofirst1, 2017-2018**

Item #/Target	Points Earned	Points Possible
<b>Reading</b>		
4. WORD MEANINGS: Determine intended meanings of words, including words with multiple meanings (academic/lier 2 words), based on context, word relationships, word structure (e.g., common roots, affixes), or use of resources (e.g., beginning dictionary) - Point(s) Possible: 1 Point	1	1

## About the Individual Student Report

The information included in the Individual Student Report may vary based on the selected assessment and subject. A student's performance data is divided into separate tables, often with accompanying descriptions of the report data. Information icons  also appear alongside the report's tables and data elements (such as the title). When you hover over these icons, additional information pops up.

The Individual Student Report provides the following information:

- *Overall Performance on the [Test Name and Details] Test: [Student Name], [Administration]*— This table may include the following:
  - The student's name and student identification number.
  - The test opportunity number and the date when the opportunity was completed, if applicable. You can click each opportunity number to view the student's performance for that opportunity.
  - The student's overall scale score for a test opportunity.
  - The achievement level associated with the student's score for a test opportunity.
  - The student's reported Lexile measure, which reflects the student's reading ability (ELA tests only).
  - The student's reported quantile measure, which reflects the student's mathematical ability (mathematics tests only).
- *Scale Score and Performance on the [Test Name and Details] Test: [Student Name], [Administration]*—This barrel chart depicts the student's achievement level based on their overall scale score. It also depicts the Highest Obtainable Scale Score (HOSS) and the Lowest Obtainable Scale Score (LOSS) for the test.
- *Performance on the [Test Name and Details] Test by Claim: [Student Name], [Administration]*—This table includes:
  - A graph displaying the student's score on each claim. The black line in the graph indicates the student's score on a claim while the dark green rectangle represents the range of likely scores the student would receive if they took the test multiple times.
  - The student's performance level in each of the claims for their test opportunity with the highest overall performance. A legend at the top of the report explains the symbols used.
  - Interpretations of the student's results along with recommendations on the next steps to be taken to improve the student's performance based on these claim scores.



**Note:** About the *Performance by Claims* table:

- The graph indicating the student's score on each claim is only available for Smarter Summative and ICAs.
- The claim scale score and standard error of measurement are included in the student data files that you can download from the **Retrieve Student Results** page. For more information, see [Retrieving Student Results](#).
- If a student did not respond to at least the minimum of the CAT items and all items in the PT, only the overall subject score is reported. The claims table displays "Incomplete" for each claim. The student data files also display "Incomplete" for the claims.

- *Information on the Lexile Measure*— This text box provides a description of the Lexile measure. This text box only appears if the Lexile score is included in the Overall Performance table for Summative ELA tests.
- *Information on the Quantile Measure*— This text box provides a description of the Quantile measure. This text box only appears if the Quantile score is included in the Overall Performance table for Summative Math tests.
- *Information on the Standard Error of Measurement*—This text box provides a description of the standard error of measurement.
- *Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration]*—This table includes average scale scores for the student's associated state, district, and school.



**Note:** The average scale score for the state is only available after all state testing has completed.

- *Writing Performance on the [Test Name and Details] Test, Based on the Smarter Balanced Writing Task Rubric: [Student Name], [Administration]*—This table provides information about the student's performance on the Writing test. It only appears for Smarter Summative and ICA ELA tests, which require students to write an essay. The table provides information about how a student scored in three areas: organization/purpose, evidence/elaboration, and conventions.

If a student's writing performance cannot be scored, the table displays the reason why it could not be scored.

- *Performance on the [Assessment Name] [Subject/Course] Over Time: [Student Name]*—This trend graph shows a student's progress by plotting the scale scores for the student across test administrations and school years.



**Note:** About the Trend Graph

- The trend graph is only available for Smarter Summative assessments.
- The line may be broken if data is not available for a particular test administration.

- *Performance on the [Test Name and Details] Test, by Item: [Student Name], [Administration]*—This table includes:
  - Item number and target description for each item included for the claim.
  - The number of points earned on an item.
  - The number of points possible for an item.

**Note:** This table is only available for interim assessments.

## Viewing Claims Score Reports

The Claims report shows the percentage of your students in each Claims achievement category for the selected test subject and grade.



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

[Table 8](#) describes the Claims Score Report columns.

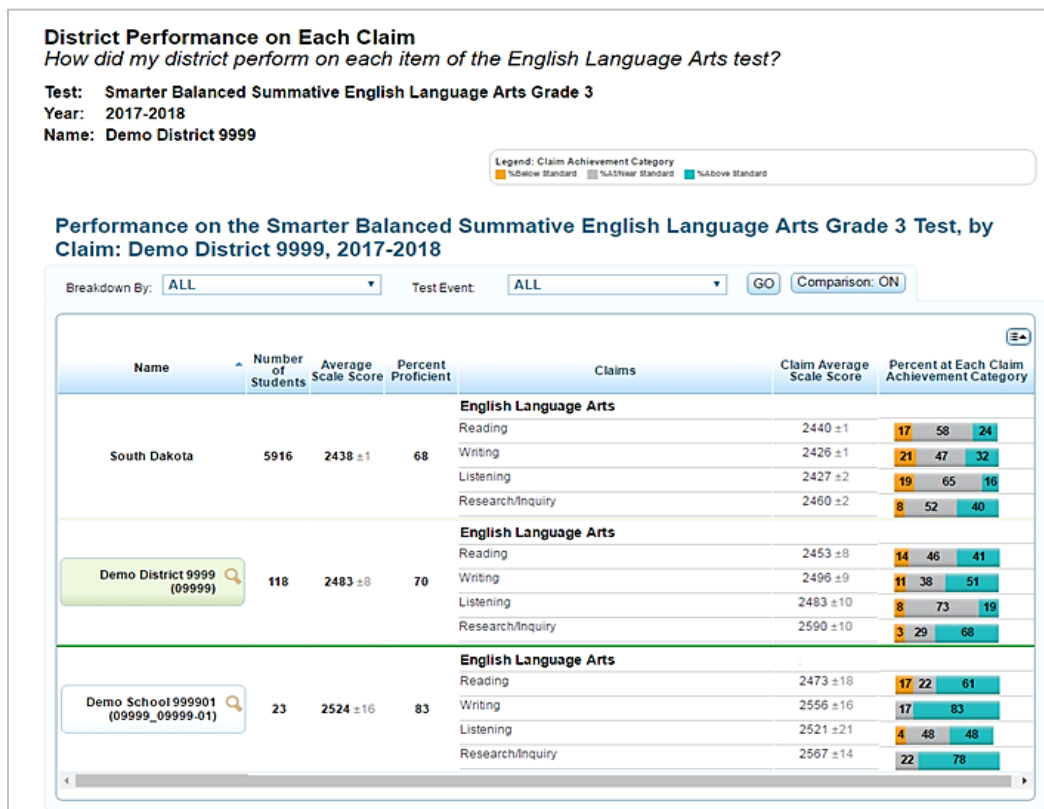
Table 8: Claims Score Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (district, school, teacher, roster, or student).
Number of Students	The number of students who have a valid score for the grade, subject, and administration selected.
Average Scale Score	The mean subject scale score and standard error of the mean for students who completed the selected test.
Percent Proficient	The percentage of students who scored at Level 3 or above in the selected test.
Claims	The claims available in the selected subject.
Claim Average Scale Score	The mean claim scale score and standard error of the mean for students who completed the selected test.
Percent at Each Claim Achievement Category	Percent of students at each claim proficiency level who took the selected test.


## Viewing School Listing Claims Reports

The School Listing Claims Report (see [Figure 22](#)) is available for district-level users. For each school in the district, the report displays performance data on each claim within the assessment, along with the associated district's and state's performance data for comparison.

Figure 22. School Listing Claims Report



To access the School Listing Claims Report:

1. On the School Listing Subject Detail Report ([Figure 16](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **School**.
  - c. From the **What** drop-down list, select **Claims**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing Claims Report opens.


For an explanation of the report columns, see [Table 8](#).

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

## Viewing Student Listing Claims Report

The Student Listing Claims Report (see [Figure 23](#)) displays claims performance data for all the students associated with the selected school, teacher, or roster who have completed the selected test. Each report also displays comparison data for the state, district, and school in a separate table (as applicable).

*To access the Student Listing Claims Report:*

1. On the School Listing Claims Report ([Figure 22](#)), click  next to an entity's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select **Claims**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Claims Report opens.

The Student Listing Claims Report shows a student's name, ID, overall subject scale score, overall subject achievement level, and the achievement category classification associated with the student's claim scores. Refer to the legend above the report to understand the data represented.

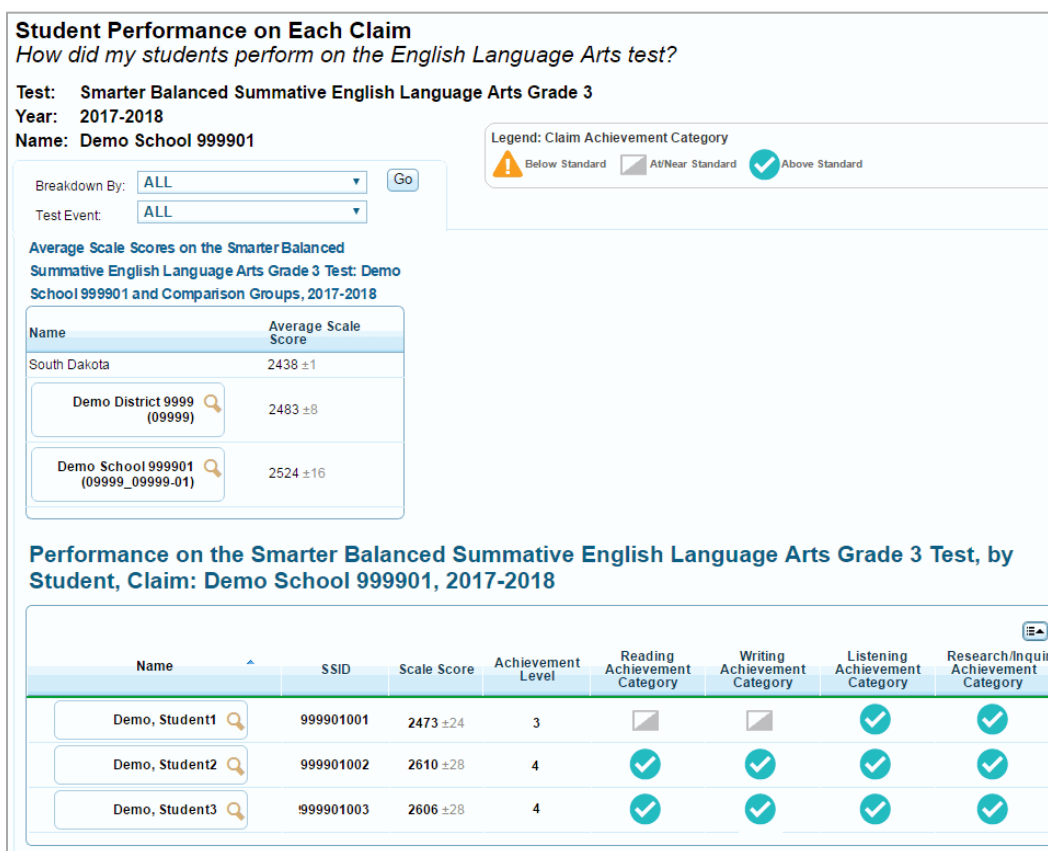


### Note: About Overall Scale Scores and Claims Scores on the Student Listing Claims Score Report

You may not be able to view complete score data for a student or access a student's ISR from this report in the following cases:

- If a student did not respond to at least the minimum of the CAT items and all PT items:
  - The overall score columns on this report display the score.
  - The claims columns on this report display "Incomplete".
- If a student only logged in to a single part of the test (such as the CAT or PT, but not both), the Student Listing Report displays "Not Attempted" in the scale score and claims score columns.
- If a student logged in to both the CAT and PT but did not answer enough items to receive a score on at least one part of the test, the Student Listing Report displays "Participated" in the scale score and claims score columns.

Figure 23. Student Listing Claims Report



For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Strengths and Weaknesses by Target Reports

The Strengths and Weaknesses by Target Report displays performance data for all the targets in each of the claims in the selected test grade and subject.

For information about the entity levels at which target performance data is available, see Table 2.



**Note:** Target reports are available for Smarter Summative assessments only.

*To navigate to the District-level Strengths and Weaknesses by Target Report:*

1. On the School Listing Subject Detail Report (see [Figure 16](#)), click next to the district. The Exploration Menu opens.
2. On the Exploration Menu, do the following:

- a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **What** drop-down list, select **Targets**.
  - c. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The District-level Strengths and Weaknesses by Target Report opens.

For information about the targets report features, see Understanding the Strengths and Weaknesses by Target Report.

Figure 24. District-level Strengths and Weaknesses by Target Report



### Understanding the Strengths and Weaknesses by Target Report

The Strengths and Weaknesses by Target Report shows how a group of students performed on a test’s targets. The targets in this report are grouped together by claims, such as Reading and Writing, and the sub-categories within those claims, such as Informational Texts.



**Note:** Student-level reports are not available for Target performance, because individual students do not usually respond to enough items with the same target to generate a report of strengths and weaknesses.

The Areas of Strongest and Weakest Performance column indicates the students' strengths and weaknesses at each target, relative to their performance on the test as a whole. It does not indicate the students' actual proficiency in that target.

For example, a student group may have performed well in a target, but not as well as they performed on the whole subject. Thus, a minus sign for that target would indicate that the performance on it was below the performance on the total test. Although the students are doing well, an educator may still want to focus instruction on these areas.



**Note:** Because the relative strengths and weaknesses for each target are computed within a specific student group, it is not appropriate to compare the target performance between groups.

The target report also provides information about a group's actual proficiency level in each target. The Areas where Performance Indicates Proficiency column displays whether the target performance is above, at, or below the proficiency levels for that test.

[Table 9](#) explains the symbols in the Areas of Strongest and Weakest Performance column, while [Table 10](#) explains the symbols in the Areas where Performance Indicates Proficiency column.

Table 9. Areas of Strongest and Weakest Performance








Icon	Target Level	Description
	Area of Strength	This target is a relative strength. The students performed better on items from this target than they did on the test as a whole.
	Performance is similar to performance on the test as a whole	This target is neither a relative strength nor weakness. The students performed about as well on items from this target as they did on the test as a whole.
	Area of Weakness	This target is a relative weakness. The students did not perform as well on items from this target as they did on the test as a whole.
*	Insufficient Information	Not enough information is available to determine whether this target is a relative strength or weakness.

Table 10. Areas Where Performance Indicates Proficiency

Icon	Target Level	Description
	Above the Proficiency Standard	The group of students performed above the proficiency standard on this target.
	Borderline	The group of students performed near the proficiency standard on this target.
	Below the Proficiency Standard	The group of students performed below the proficiency standard on this target.
	Insufficient Information	Not enough information is available to determine whether the performance on this target is above, near, or below the proficiency standard.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

## Viewing Item Level Reports

The Item Level Report summarizes the district's, school's, teacher's, or roster's performance on each item in a test subject and grade. You can view a listing of all items in a subject sorted by target or block, as well as the selected entity's performance data for those items.



**Note:** Item Level reports are available for Smarter ICAs and IABs.

*To access the District-Level Item Report:*


1. On the School Listing Subject Detail Report ([Figure 16](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **What** drop-down list, select **Items**.
  - c. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The District-Level Item Report opens.



Figure 25. District-Level Item Report

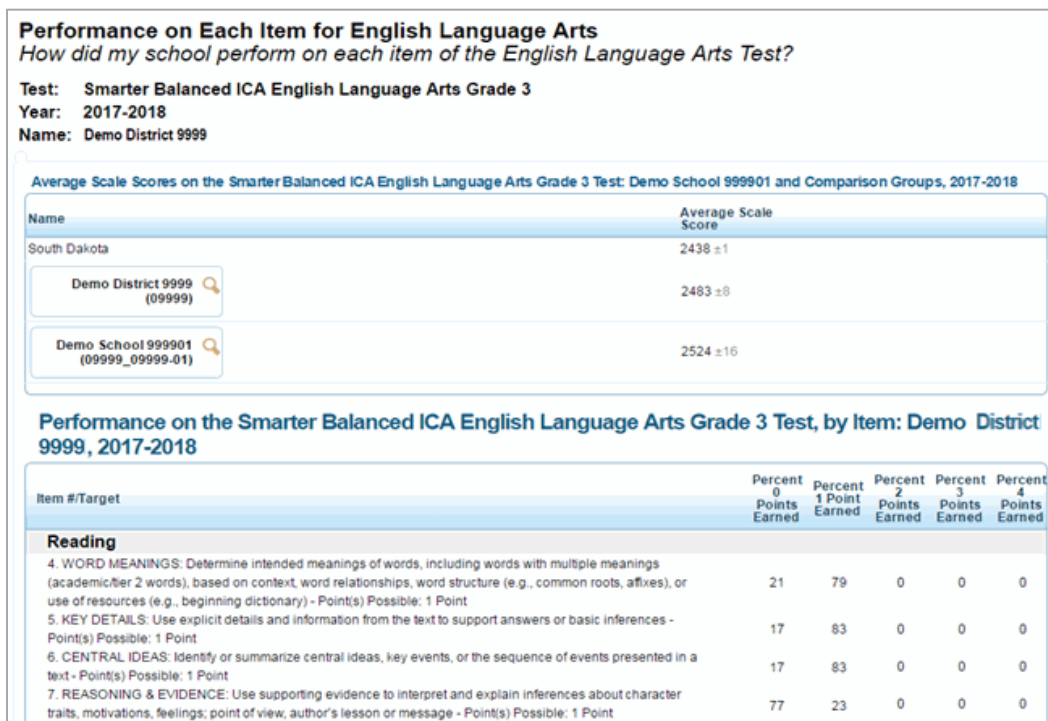


Table 11 lists the columns appearing in the Item Report.

Table 11. Columns in the Item Report

Column	Definition
Item #/Target	Item number and description of the target for each item in the claim. The item numbers may not appear chronologically.
Percent 0 Points Earned	The percentage of students who did not earn any points on the item.
Percent 1 Point Earned	The percentage of students who earned exactly one point on the item.
Percent [Number of Points] Points Earned*	The percentage of students who earned the corresponding number of points on the item, if applicable.
* The amount of Percent Points Earned columns that appear in the report depend on the item with the highest possible points in the selected subject. If the maximum number of points a student can score for ELA/Literacy is 6, then the report will display columns up to Percent 6 Points Earned.	

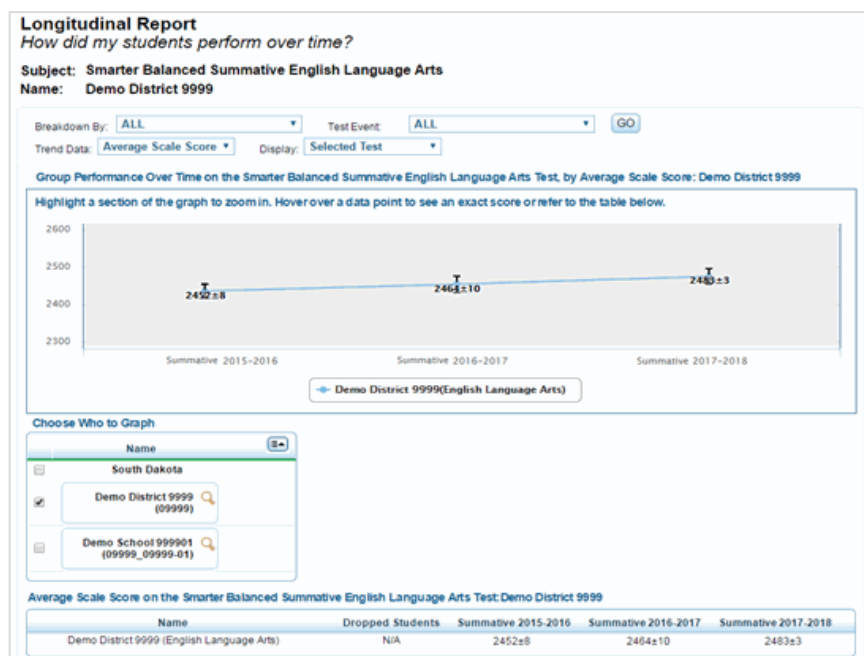
For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

## Viewing Trend Reports

Trend reports display the overall performance of a student or group of students in the selected subject over time. For each testing window, the report displays either the average scale score and associated standard error or the percentage of proficient students.

Scores from previous years represent either a group's average score or a student's individual score from that year's testing window. All tests taken within the current school year are valid only for individual student trends.

Figure 26. School Listing Trend Report



**Note:** Trend Reports are not available for the Smarter IABs.

## Understanding Trend Report Features

The trend report shows the performance progress for the entity or individual you are analyzing. The graph plots the data points for the selected groups of students or individual students at each point in time (across test administrations and school years). You can see additional details by hovering over a point on the line graph.

Trend reports are interactive, allowing you to specify which data you want to plot on the graph.

This section explains some of the features specific to trend reports. For information about more general report features, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

### Selecting the Type of Trend Data to Plot

By default, trend reports display average scale scores on the graph. However, you may choose to plot the percentage of students who are proficient across all aggregate levels.

*To view the percentage of students who are proficient:*

1. From the **Trend Data** drop-down list, select **Percent Proficient**. The trend report displays the percent of students who are proficient across time for the selected assessment and administration.

### Selecting Which Administrations to Plot

By default, trend reports display summative and interim administrations on the graph, but you may choose to only plot the administration that you selected on the **Homepage Dashboard**.

*To plot only the administration selected on the Homepage Dashboard:*

1. From the **Display** drop-down list, select **Selected Test**.
2. Click **Go**. The trend report plots the data points for the selected administration.

### Choose Who to Graph

You can select up to five entities or individuals to plot and compare at a time.

*To select an entity to plot:*

- In the *Choose Who to Graph* section, mark the checkbox for each required entity. A trend line for each selected entity appears on the graph, color-coded to indicate the achievement levels associated with the plotted score.
- You can click the magnifying glass next to each entity in the *Choose Who to Graph* panel to open the Exploration Menu and navigate to different dimensions of trend data.

### Viewing Data by Demographic Subgroup

You can break down the data and plot data points by demographic subgroups (such as gender).

*To view data by demographic subgroup:*

1. From the **Breakdown By** drop-down list, select the required subgroup.
2. Click **Go**. The *Choose Who to Graph* section displays the available options for the selected subgroup for each entity.
3. Select the combination of entities and subgroups that you want to plot by marking up to five checkboxes.

## Viewing Data by Test Accommodations

You can also plot data points by test accommodations (such as language).

*To view data by test accommodations:*

1. From the **Test Events** drop-down list, select the required accommodation.
2. Click **Go**. The Choose Who to Graph section displays the available options for the selected accommodation for each entity.
3. Select the combination of entities and accommodations that you want to plot by marking up to five checkboxes.

## Choosing What to Graph

You may choose to plot the overall test subject data or individual claims on the trend graph.



**Note:** About the *Choose What to Graph* section:

- This feature may not be available for all assessments.
- When plotting data by claims, you can only select one entity from the *Choose Who to Graph* section.

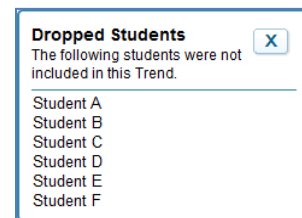
*To select the content that you want to plot:*

1. If the *Choose What to Graph* section does not appear on the trend report you are viewing, do the following:
  - a. From the *Choose Who to Graph* section, open the Exploration Menu for an entity.
  - b. On the Exploration Menu, do the following:
    - i. from the **What** drop-down list, select **Claims**.
    - ii. From the **Who** drop-down list, select the required entity level.
    - iii. From the **When** drop-down list, select **Trend**.
  - c. Click **View**. The *Choose What to Graph* section appears, listing the subject and individual claims.
2. Mark the relevant checkboxes for the required claims. You can choose to plot up to five claims for the selected entity.

## About Dropped Students

All trend report pages include a Dropped Students column. Students are dropped from a trend report if they have not completed the selected test across all the plotted test windows.

For example, a student who took the Grade 5 Mathematics test in the fall and winter but not in the spring window will be excluded from a trend report that includes all three of those testing windows.



- If the Dropped Students column contains a **View** button, it indicates that some students were excluded from the trend report. Click this button to see which students were dropped.
- If the column displays N/A, then no students were excluded from the trend report.



### Note: Why Students Are Dropped

When viewing data for a student group over time, it is important to use the same sample of students. By excluding students who missed a testing window in the trend report, the ORS ensures that observed changes are the result of actual differences in performance and not the result of a particular student's absence.

Because of this, the average score on the trend report may not always match that of the Subject Detail Report, especially if many students were dropped from the trend calculations.

## Hiding Trend Lines

The label box below a graph allows you to temporarily hide a trend line to better view data.

Figure 27. Trend Line Box



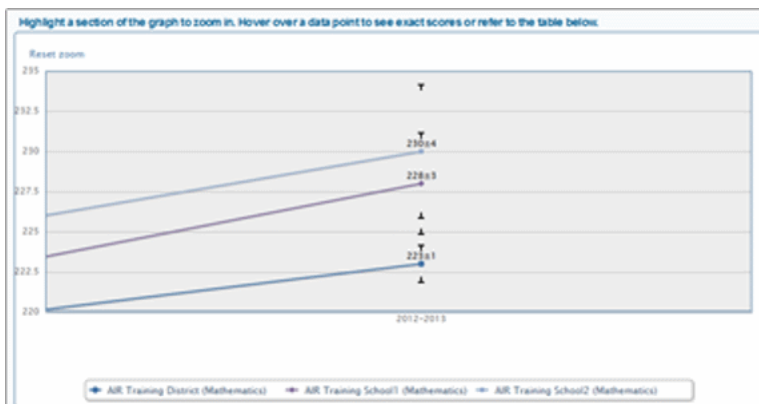
*To hide/unhide the trend lines:*

1. Locate the box listing the trend lines for the report (see [Figure 27](#)).
2. Click the trends you want to hide. The selected trend grays out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

## Zoom Feature

Sometimes data points are plotted close together, and it can be difficult to tell which points belong to which entity or reporting category. You can use your mouse to zoom in on specified areas of the graph.

Figure 28. Zoom Feature



*To zoom in or out of a trend graph:*

1. To zoom in, click and drag the mouse over an area of the graph that has at least one data point.
2. To zoom out and return to the full trend graph, click **Reset zoom** in the upper-left corner of the graph.

## Viewing School Listing Trend Reports

The School Listing Trend report available to district-level users displays the trends for the selected schools within the district. For information about the trend report features, see [Understanding Trend Report Features](#).

*To view the School Listing Trend Report:*


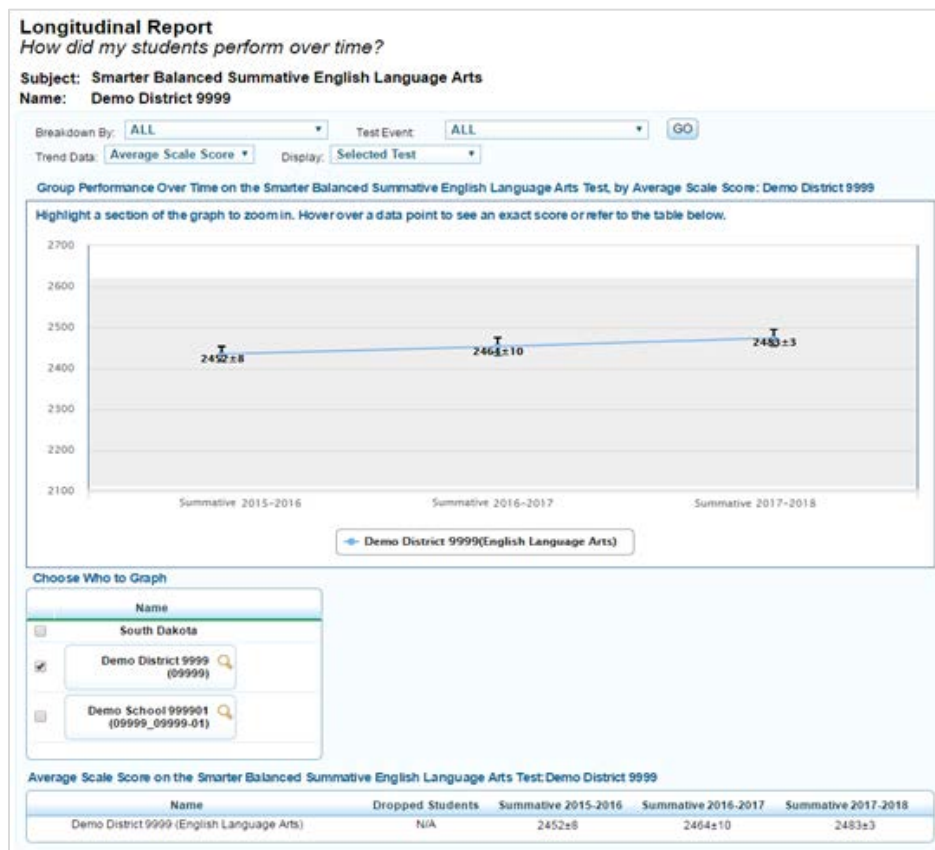
1. On the School Listing Subject Detail Report (see [Figure 16](#)), click  next to the district. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **School**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The School Listing Trend report opens.

Figure 29. School Listing Trend Report



## Viewing Teacher Listing Trend Reports

The Teacher Listing Trend Report available to school-level users displays the average scale score trends for the selected teachers within a school. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the Teacher Listing Trend Report:


- On the School Listing Trend Report (see [Figure 29](#)), click  next to a school.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Teacher**.
  - From the **What** drop-down list, select the required content type.
  - From the **When** drop-down list, select **Trend**.
- Click **View**. The Teacher Listing Trend report opens.

Figure 30. Teacher Listing Trend Report



## Viewing Roster Listing Trend Reports

The Roster Listing Trend report displays the average scale score trends for the selected rosters associated with a school or teacher. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the roster listing trend report:


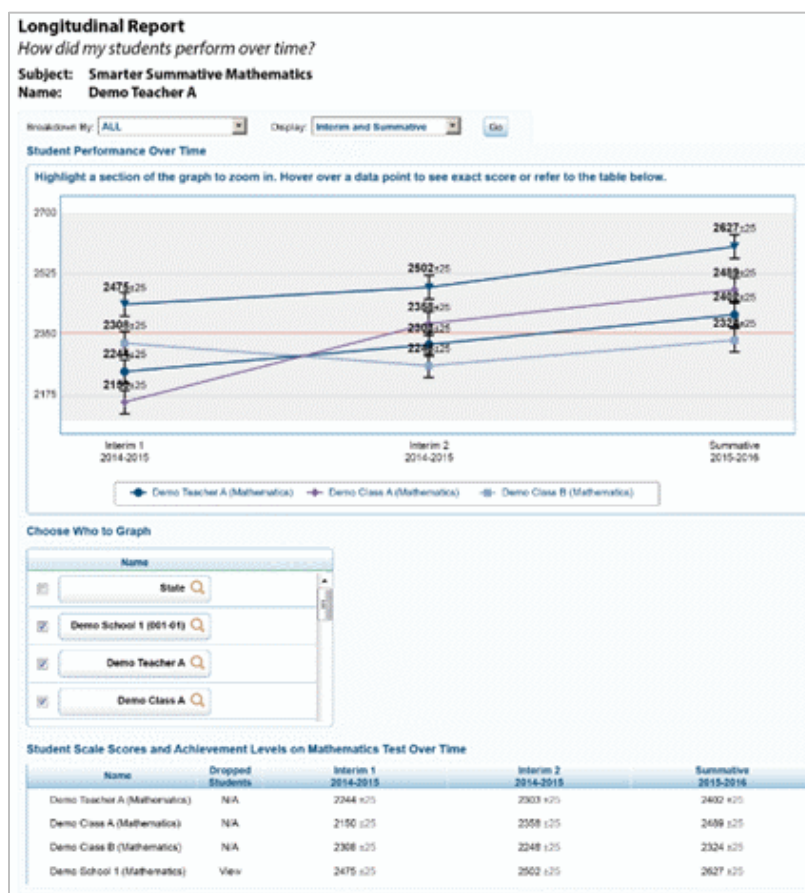
- On the Teacher Listing Trend Report (see [Figure 30](#)), click  next to a teacher.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Roster**.
  - From the **What** drop-down list, select the required content type.
  - From the **When** drop-down list, select **Trend**.
- Click **View**. The Roster Listing Trend report opens.



Figure 31. Roster Listing Trend Report



## Viewing Student Listing Trend Report

The Student Listing Trend report displays the trends for the selected students associated with a school, teacher, or roster. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the student listing trend report:


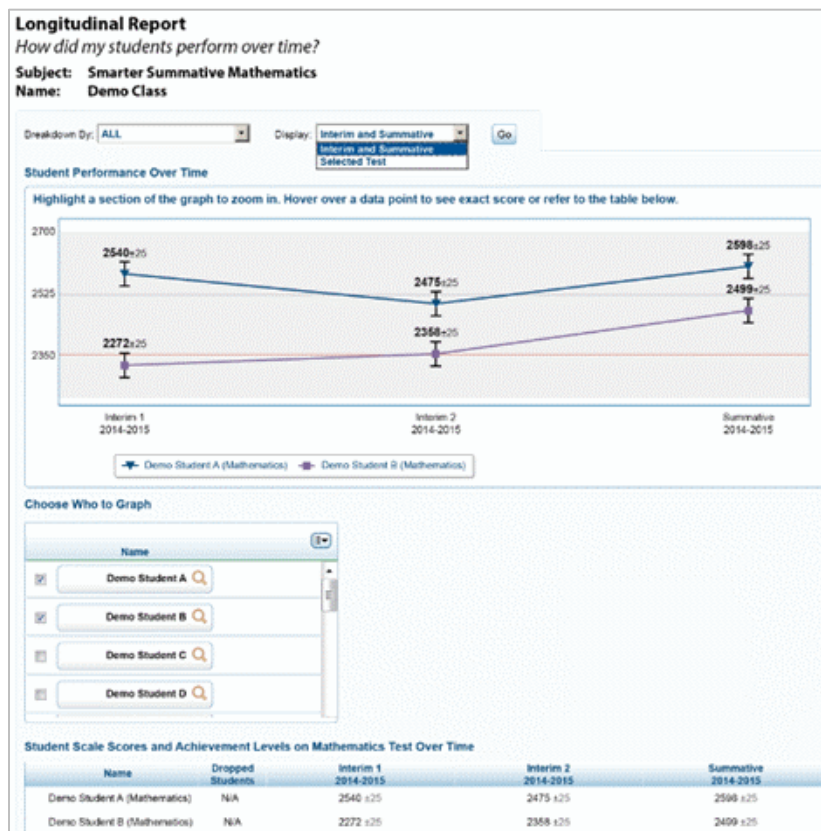
1. On the Roster Listing Trend Report (see [Figure 31](#)), click  next to a roster.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Roster Listing Trend report opens.

Figure 32. Student Listing Trend Report



## Viewing Individual Student Trend Report

The Individual Student Trend Report displays the performance trend for a student. For information about the trend report features, see [Understanding Trend Report Features](#).

*To navigate to the Individual Student Trend Report:*


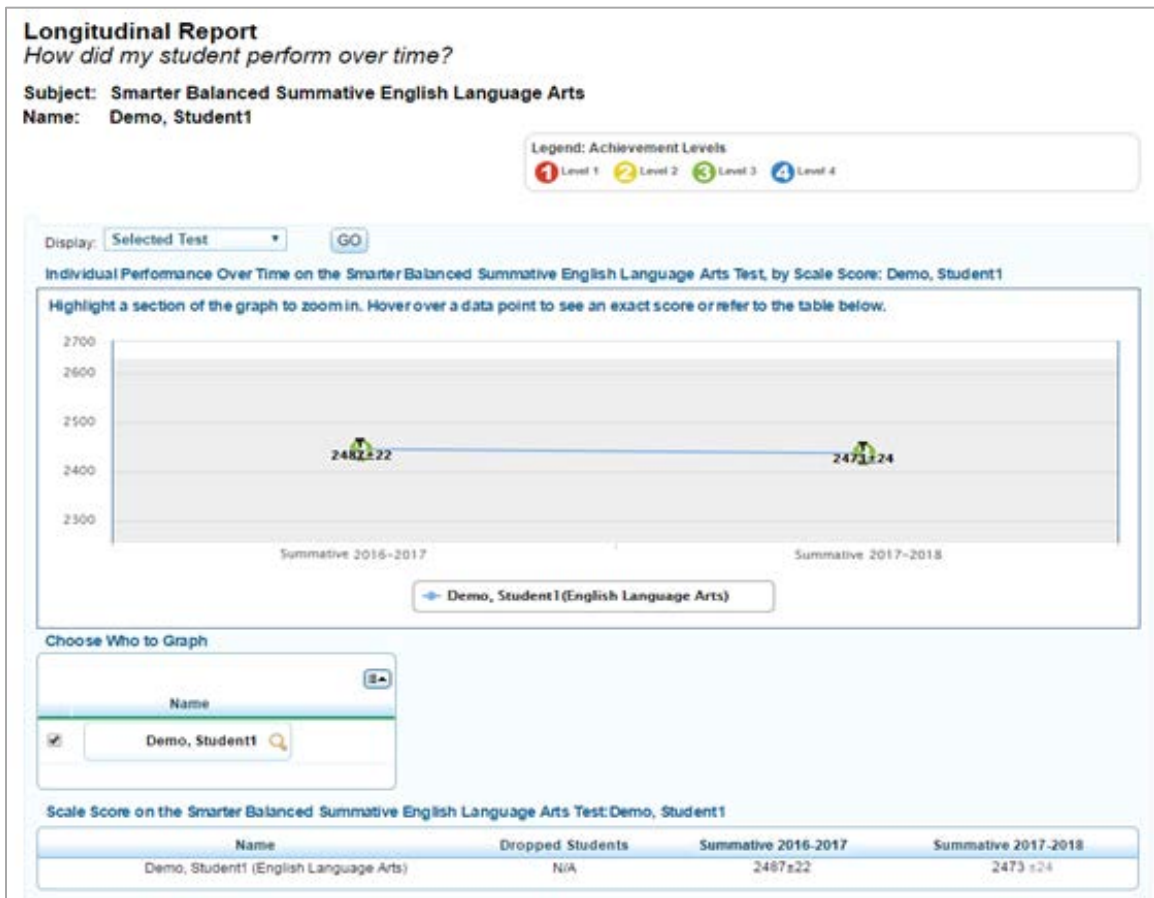
- On the Student Listing Trend Report ([Figure 19](#)), click  next to a student's name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Student**.
  - From the **What** drop-down list, select the required content type.
  - From the **When** drop-down list, select **Trend**.
- Click **View**. The Individual Student Trend Report opens.

Figure 33. Individual Student Trend Report



## Viewing Interim Assessment Block Reports

Interim assessment block (IAB) reports focus on small sets of related concepts within a test (for example, an IAB report might provide student performance data on the fractions block within a mathematics test).

The IAB reports on the **Homepage Dashboard** provide summary information for student participation by grade ([Figure 34](#)).

Figure 34. Homepage Dashboard Aggregation Tables (IABs)

**Overall Performance on the Smarter Balanced IAB test, by Subject, Grade: Demo District 9999, 2017-2018**

English Language Arts		Mathematics	
Grade	Number of Students Tested at Least One Block	Grade	Number of Students Tested at Least One Block
Grade 3	1685	Grade 3	2812
Grade 4	1979	Grade 4	3176
Grade 5	1551	Grade 5	2976
Grade 6	1570	Grade 6	2821
Grade 7	1331	Grade 7	2470
Grade 8	1322	Grade 8	2391
Grade 11	475	Grade 11	1416

The Number of Students Tested at Least One Block column shows the number of students who completed tests and were scored for at least one block.

## Viewing School Listing IAB Reports

The School Listing IAB Report available to district-level users provides summary information for student participation by school.

*To view School Listing IAB Reports:*

1. From the **Homepage Dashboard**, define the student population as described in the section [Defining the Student Population](#).
2. From the Number of Students Tested at Least One Block column (see [Figure 34](#)), click the grade-subject cell for which you want to view a report. The School Listing IAB report opens ([Figure 35](#)).

For information on the report columns, see [Table 12](#).

Figure 35. School Listing IAB Report

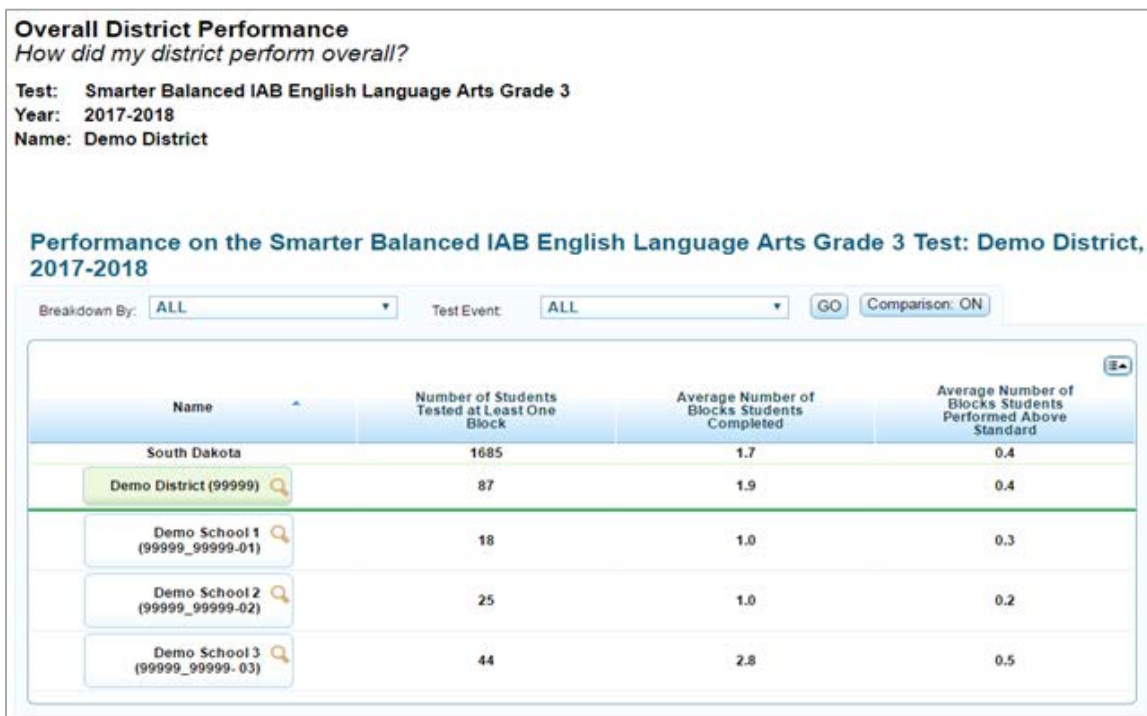


Table 12. Columns in the School Listing IAB Report

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Average Number of Blocks Students Completed	The average number of blocks each student completed, computed over all students' most recent test opportunities.
Average Number of Blocks Students Performed Above Standard	The average number of blocks each student completed for which the score was above the Smarter standard, computed over all students' most recent test opportunities.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

## Viewing School Listing IAB Report by Block

The School Listing IAB Report by Block provides information for school performance by block within a district. For information about the report columns, see [Table 13](#).

To access the School Listing IAB Report by Block:


1. On the School Listing IAB Report ([Figure 35](#)), click  next to the district name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **School**.
  - c. From the **What** drop-down list, select **Blocks**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing IAB Report by Block opens.

Figure 36. School Listing IAB Report by Block

**Performance on the Smarter Balanced IAB English Language Arts Grade 3 Test, by Block:  
Demo District, 2017-2018**

Breakdown By:  Test Event:   Comparison:

Name	Number of Students Tested at Least One Block	Blocks	Number of Students Tested	Percentage in Each Block Achievement Category
South Dakota	1685	<b>English Language Arts</b>		
		Read Literary Texts	213	38 45 17
		Read Informational Texts	82	15 63 22
		Editing	810	26 52 22
		Language and Vocabulary Use	1318	27 51 22
		Revision	117	38 52 11
		Brief Writes	4	75 25
Demo District (99999)	217	<b>English Language Arts</b>		
		Read Literary Texts	51	49 43 8
		Read Informational Texts	11	27 73
		Editing	56	34 27 39
		Language and Vocabulary Use	176	32 48 20
		Revision	10	60 40
		Brief Writes	1	100
Demo School 1 (99999_99999-01)	8	<b>English Language Arts</b>		
		Read Literary Texts	3	33 67
		Read Informational Texts	2	50 50
		Editing	11	55 36 9
		Language and Vocabulary Use	11	18 73 9
		Revision	5	60 40
		Brief Writes	1	100

Table 13. Columns in the School Listing IAB Report by Block

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Blocks	A block for the selected subject. For example, in <a href="#">Figure 36</a> , Editing and Revision are blocks within the ELA subject.
Number of Students Tested	The number of students tested in the block computed over all students' most recent test opportunities.
Percentage in Each Block Achievement Category	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunities.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

### Viewing Student Listing IAB Report by Block


The Student Listing IAB Report by Block provides information about how students associated with a roster, teacher, or school performed on each assessed block.

Each report also displays the average scale score for the state, district, and school in a separate comparison table.

Figure 37. Student Listing IAB Report by Block (Partial View)

Name	SSID	Opportunities Taken	Number of Blocks Tested	Number of Blocks Above Standard	Read Literary Texts Achievement Category	Read Informational Texts Achievement Category	Editing Achievement Category	Language and Vocabulary Use Achievement Category	Revision Achievement Category
Demo, Student1	999999991	1	9	5	⊘	✓	⊘	⊘	⚠
Demo, Student2	999999992	1	9	4	✓	✓	⚠	✓	✓
Demo, Student3	999999993	1	9	1	⚠	⊘	⊘	✓	⚠

To navigate to the Student Listing IAB Report by Block:

1. On the School Listing IAB Report by Block ([Figure 36](#)), click  next to the school name.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select **Blocks**.



- d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**.
4. *Optional:* If students completed multiple test opportunities, you can select the **Show All Opportunities** button to display data for all completed opportunities.



**Note:** The opportunity used to calculate average scores in the report depends on the test categories. For example, the aggregate results for IABs may include a student's performance on the most recent opportunity, while state-specific test categories may include the test opportunities with the highest score.

[Table 14](#) lists the columns appearing in the Student Listing IAB Report by Block.

Table 14. Columns in the Student Listing IAB Report by Block

Column	Definition
Name	Name of student.
SSID	The student's unique identifier.
Opportunities Taken	Number of test opportunities in which the student submitted at least one block.
Number of Blocks Tested	Number of blocks student completed on the most recent test opportunity.
Number of Blocks Above Standard	Number of blocks in which the student scored above standard on the most recent test opportunity.
[Block Names]	Student's performance for the block. See <a href="#">Table 15</a> for an explanation of the icons in this column.

[Table 15](#) lists the icons associated with block-level performance.

Table 15. Icons Associated with Block-Level Performance

Icon	Definition
	Student scored below-standard.
	Student scored at/near-standard.
	Student scored above-standard.
N/A	Student did not submit the block.



For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Individual Student IAB Reports

The Individual Student IAB Report provides detailed information for an individual student's performance. [Table 16](#) describes the columns in the Individual Student IAB report.

*To navigate to the Individual Student IAB Report:*


1. On the Student Listing IAB Report by Block ([Figure 37](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select **Block**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**.
4. *Optional:* If the student completed multiple opportunities for the same assessment, a list of completed opportunities appears in the Student Information table. You can select which opportunity's data you wish to view in the ISR:
  - a. From the Student Information table, click the button for the opportunity that you wish to view. The score details for that opportunity appear.

Figure 38. Individual Student IAB Report

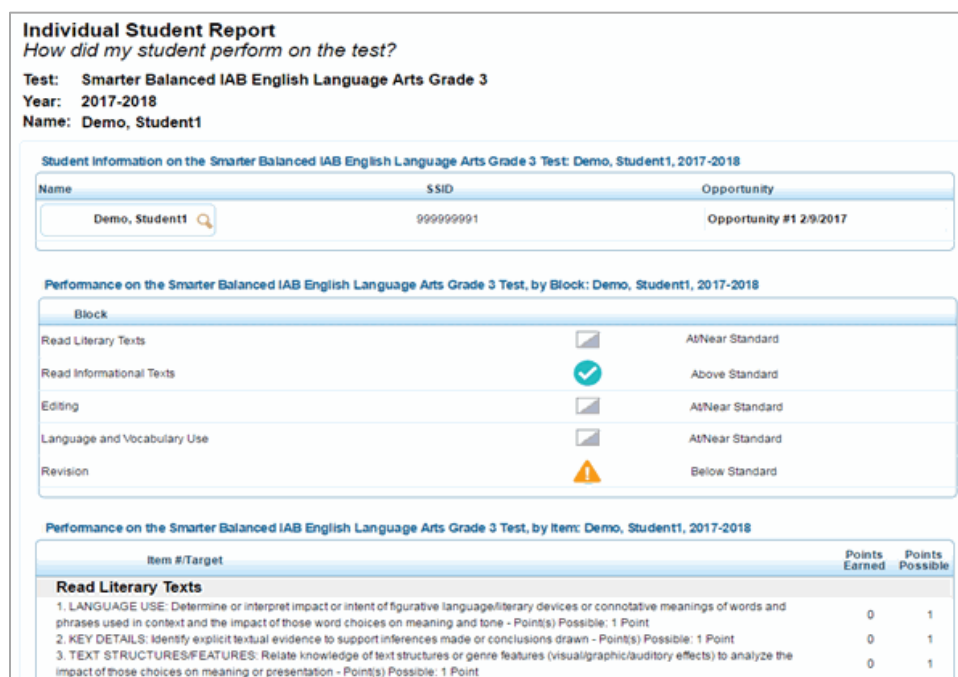


Table 16. Columns in the Individual Student IAB Report

Column	Definition
Student Information Table	
Name	Name of student.
SSID	Student's unique identifier.
Opportunity	Test opportunity number and the date the opportunity was completed.
Performance on Test by Block Table	
Block	Name of the block.
Achievement Category	Student's performance for the block on the most recent test opportunity. See <a href="#">Table 15</a> for an explanation of the icons.
Performance on Test by Item Table	
Item#/Target	Item number and target description for each item included for the block. Unlike the ICAs, the item numbers are listed chronologically as the items included in a block are associated with the same reporting category.
Points Earned	The number of points earned on an item.
Points Possible	The number of points possible for an item.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Individual Student Report Page](#), and [Using the ORS Banner](#).

## Section V. Viewing Reports & Files

The Reports & Files feature in the ORS provides test summary statistics and allows you to retrieve student results. This section provides instructions on how to generate and view the available reports and files.

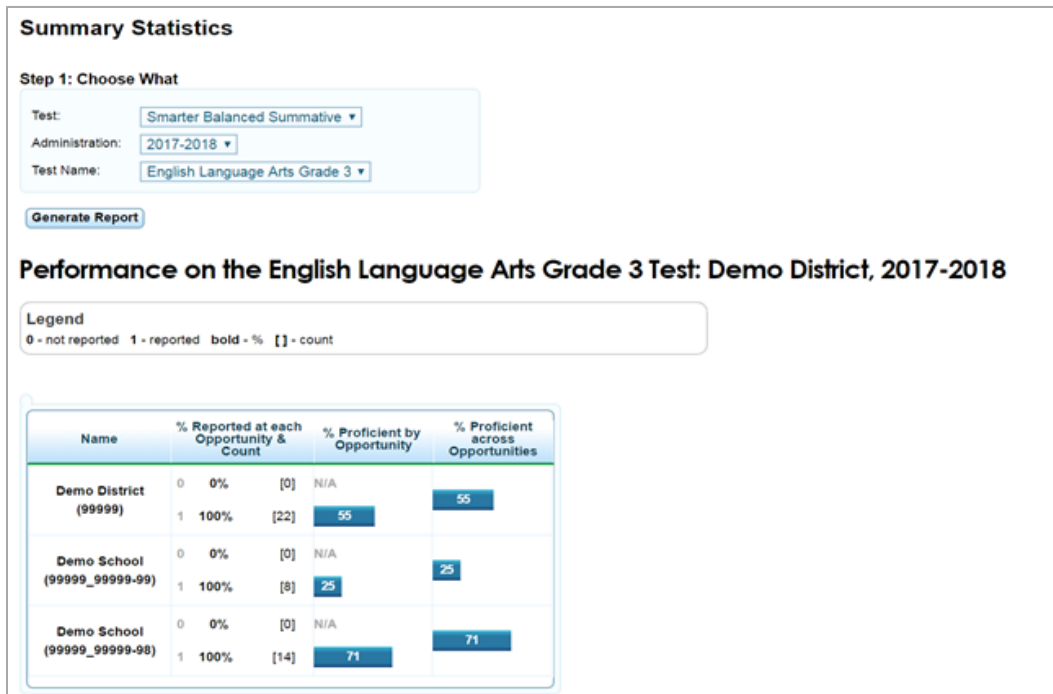
### Generating a Summary Statistics Report

The **Summary Statistics** page (see [Figure 39](#)) displays statistics for students who have tested with a valid score at each completed opportunity for a selected test category, administration, and test name.



**Note:** The Summary Statistics Report is not available for the Smarter IABs.

Figure 39. Summary Statistics Page



To generate a summary report:

1. From the **Reports & Files** drop-down list in the banner, select **Summary Statistics**. The **Summary Statistics** page opens (see [Figure 39](#)).
2. From the available drop-down lists, select the parameters for your report:
  - **Test:** Select the assessment category (such as Smarter Summative).
  - **Administration:** Select an administration period (such as 2018-2019).

- **Test Name:** Select a test name (such as Grade 3 ELA).
3. Click **Generate Report**. The report appears at the bottom of the page. See [Table 17](#) for a description of the report columns.

Once the report generates, you can also do the following:

- To print the report, click **Print** in the banner. For more information, see [Printing Reports in the ORS](#).
- To export the report, click **Export** from the banner.

Table 17. Summary Statistics Report Column Descriptions

Data Column	Description
% Tested at each Opportunity & Count	<p>Displays the percent of students whose tests have a “reported” status for the corresponding opportunity number (including students who have completed additional opportunities).</p> <p>This table includes a sub-row for each opportunity number that was completed by at least one student, as well as a row for students who have completed no opportunities (opportunity 0).</p>
#–Student count	<p>Shows the number of students who have completed the corresponding opportunity number. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.</p> <p>For tests with multiple opportunities, students are only reported at the most recently completed opportunity. For example, students who have completed the first and second opportunity are only reported at the second opportunity.</p>
% Proficient by Opportunity	<p>Displays the percentage of students who are at level 3 or above for the corresponding opportunity number (including students who have completed additional opportunities).</p>
% Proficient across Opportunity	<p>Displays the total percentage of students who are at level 3 or above in any of the available opportunities in the testing window.</p>

## Retrieving Student Results

You can download student data for a selected administration by district, school, teacher, or roster. The data includes students’ personal information, enrolled school and district, grade level, and the selected test scores and reporting category scores (if applicable). You can also generate PDFs of Individual Student Reports in a Zip file and in different languages (if available).

This section discusses the following:

- [Generating a Data File or PDF of Individual Student Reports](#)
- [Accessing Files from the Inbox](#)

## Generating a Data File or PDF of Individual Student Reports

To generate a student data file or PDF of Individual Student Reports:

1. From the **Reports & Files** drop-down list in the banner, select **Retrieve Student Results**. The **Retrieve Student Results** page opens.

Figure 40. Retrieve Student Results Page

### Retrieve Student Results & My Inbox

#### Create New Data File to Download

##### Step 1: Choose What

Report Type:	<input type="text" value="Student Data"/>
Test:	<input type="text" value="Smarter Balanced ICA"/>
Administration:	<input type="text" value="2017-2018"/>
Tested Grade:	<input type="text" value="× All Grades"/>
Download Format:	<input type="text" value="Excel"/>
Filter By:	<input type="text" value="All"/>

[Export to Inbox](#)

##### Step 2: Choose Who

District	<input type="text" value="Demo District 9999 (09999)"/>
School	<input type="text" value="Demo School - 999902 (0999)"/>
Teacher	<input type="text" value="All"/>

2. In the *Step 1: Choose What* section, select the following report parameters:
  - a. **Report Type:** Select a report. The available options are **Student Data** and **PDF of Student Reports**.
  - b. **Language** (available for PDF of Student Reports option only): Select the language in which you wish to generate the report.
  - c. **Test:** Select an assessment category (such as Smarter Summative).
  - d. **Administration:** Select an administration period (such as 2018-2019).
  - e. **Tested Grade** (optional): Select a grade. You can reopen this drop-down list to select additional grades or select **All Grades** to create a Zip file containing separate files for each selected grade. To remove a selected grade, click **X** next to that grade level.
  - f. **Download Format:** Select a file format from the options available for the selected report:
    - **Student Data:** The default format is an Excel (.xls) spreadsheet file. You can select a different format, such as CSV, if available.
    - **PDF of Student Reports:** A PDF file is the only available format.



**Note:** The **PDF of Student Reports** option creates a Zip file that contains individual PDFs of each ISR for all the students associated with the selected entity. It also includes a manifest, which is an Excel (csv) file listing all the PDFs included in the Zip file. If multiple schools are selected, separate zip files are created for each school.

- g. **PDF Type** (available for the PDF of Student Reports option only): Select the level of detail to include on the ISR. You can select from the following options:
    - **Simple ISR:** Includes the student's overall performance table, along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only). It also includes a cover page or one-page interpretive guide for understanding the ISR, if available.
    - **Detailed ISR:** Includes all the information available on the Simple ISR along with a detailed claim description (including the next steps recommended for a student), a trend graph, and item-level information (for applicable assessments only).
  - h. **Filter By** (optional): Select a specific demographic subgroup.
    - If you select a demographic subgroup, a **Values** field appears. Select the required filter criteria from the available options.
3. From the *Step 2: Choose Who* section, select which entity or individual should be included in the report. For most users, your associated entity is pre-selected. Users associated with multiple districts or schools must select an entity.
    - a. **District:** Select a district, if applicable.
    - b. **School:** Select a school, if applicable. You can also select **All** to generate a report that includes all your schools. For the Student Data report, data for all your schools is listed in a single file. For PDFs of Student Reports, separate PDF reports are generated for each of your schools.
    - c. **Teacher** (optional): If a school was selected, choose a teacher. The default setting includes all teachers associated with the school. For teacher-level users, the school is already selected.
    - d. **Roster** (optional): If a teacher was selected, choose a roster. The default setting includes all rosters associated with the selected teacher.
  4. Click **Export to Inbox**. A confirmation message indicates that your request has been queued and you will be informed via email once the file is ready.
  5. Once the file generates, it appears in the **Inbox** window accessible from the banner. For more information, see the section [Accessing Files from the Inbox](#).

## Accessing Files from the Inbox

The Inbox lists the student data files and reports that you generate from the **Retrieve Student Results** page as well as the PDFs of ISRs generated on the **Student Listing Report** page and **Student Search Results** page. Inbox files automatically expire after 30 days, unless you archive them.





**Note:** The Inbox also stores any file exports you create in TIDE or AIRWays Reporting, as well as secure files uploaded by admin users.

Figure 41. Inbox

Name	Viewed	Creation Date	Expire Date	Days Available	Actions
Demo_District_9999_StudentData_Smarter_Balanced_IAD_2018-2019_215500.zip	✓	8/6/2018 7:26 AM	9/5/2018 7:26 AM	24 Days	[Archive] [Delete]
Demo_District_9999_StudentData_Smarter_Balanced_IAD_2016-2017_215521.zip	✓	8/6/2018 7:26 AM	9/5/2018 7:26 AM	24 Days	[Archive] [Delete]

To access files stored in the inbox:

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see [Figure 41](#)).
2. Select a file from the available tabs:
  - **Inbox:** Displays all the files except for those that you have archived.
  - **Archived:** Displays files that you archived.
3. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files.
4. Do one of the following:
  - To download a file, click the name of that file.
  - To archive a file, click .
  - To delete a file, click .



**Note:** You cannot archive secure documents that were uploaded to the Inbox by admin users.

## Section VI. Working with Student Rosters

Rosters are groups of students associated with a teacher or other user. Rosters can represent entire classes, individual class periods, and other groups of students within a class or program. Students can belong to multiple rosters.

Rosters allow you to easily analyze aggregate data and track students' test scores. You can use rosters to organize students into groups based on their accommodations, level of performance, and other criteria. For example, if certain students in a teacher's class are performing below the standard, that teacher may want to create a custom remedial roster for those students who need more attention.



**Note:** Rosters may include students from different grades, but score reports display data only for a single subject and grade at a time. If a roster includes students from multiple grades, you will only see scores of those students in the roster who have taken the test you selected on the **Homepage Dashboard**.

### Adding a New Roster

In order for teachers to view their students' performance data, the students must belong to a roster associated with that teacher. Authorized users can create rosters of students associated with their school or district. Teachers cannot create rosters for other teachers.



**Note:** If a group of students has the same teacher for multiple subjects, that teacher can use the same roster to view their students' performance in each subject. However, if different teachers teach each subject to the same student group, then separate rosters should be created for each teacher.

*To add a roster:*

1. In the banner (see [Figure 6](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 42](#)).

Figure 42. Add Rosters Page

The screenshot shows the 'Add Rosters Page' interface. At the top, there is a 'Roster Information' section with the following fields:

- \*District: Demo district 9998 - 9998
- \*Role: -Select-
- \*School: Demo inst 9996 - 9998\_99!
- Grade: None selected

Below this is the 'Test Settings and Tools Filters' section, which includes:

- Search Fields: Masking
- Student Added Since: 01 Month
- Additional Criteria Chosen:
  - ELA: Masking Not Available
  - ELA-PT: Masking Not Available
  - Mathematics: Masking Not Available

At the bottom of the form, there are four buttons: 'Add', 'Search', 'Remove All', and 'Remove Selected'.




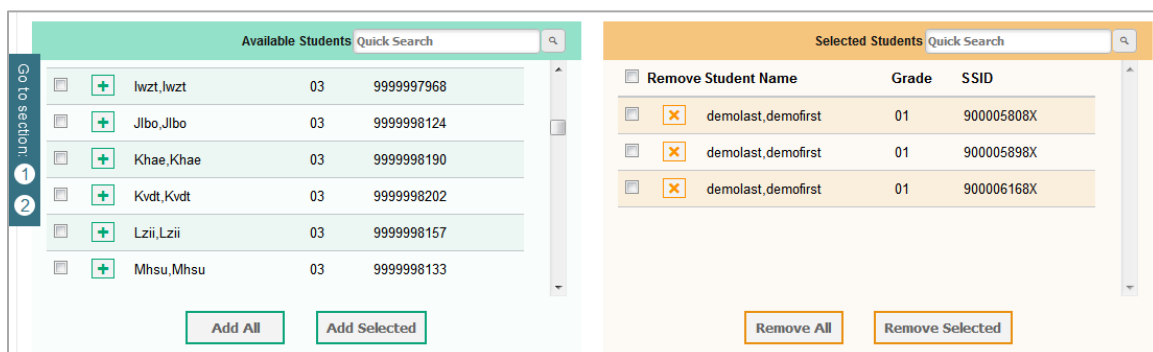

2. In the *Roster Information* panel, enter the necessary search criteria to search for students.
3. *Optional*: From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
  - a. To include the additional search criterion in the search, select it and click **Add**.
  - b. *Optional*: To delete an added search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
4. Click **Search**. The list of retrieved students appears in the *Available Students* panel.
5. In the *Available* panel (see [Figure 43](#)), do the following:
  - a. In the *Roster Name* field, enter a name for the roster.
  - b. From the **Teacher Name** drop-down list, select a teacher or a school-level user.
  - c. *Optional*: To include former students in the **Add Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
  - d. To add students, from the *Available Students* list, do one of the following:
    - To move one student to the roster, click  for that student.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.

Figure 43. Student Roster Panels



- e. To remove students from the *Selected Students* list, do one of the following:
  - To remove one student from the roster, click  for the student.

- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
- To remove all the students from the roster, click **Remove All**.

6. Click **Save**, and in the affirmation dialog box click **Continue**.

## Creating Rosters Through File Uploads

If you have many rosters to create, you can perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. In the banner (see [Figure 6](#)), click **Upload Rosters**. The **Upload Roster** page appears (see [Figure 43](#)).

Figure 44. Upload Roster Page

1. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type.
2. Open the template file in a spreadsheet application.
3. Using [Table 18](#) as a reference, fill out the template and save it.
4. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page appears (see [Figure 45](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 45. File Upload Preview

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	9999	me@email.org	Roster A	9999999989

6. Click **Next** to validate the file. Any errors (  ) or warnings (  ) are displayed on the **Validate** page (see [Figure 46](#)).



**Note:** If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional:* Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 46. Validation Page

Upload Upload Rosters



1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)




**i** Review the validation results, then click **Continue with Upload**. [more info](#)

**i** The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field.

Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Enter search terms to filter search result

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	 9999	 me@email.org	Roster A	 9999999989

Continue with Upload Upload Revised File Cancel



**Note:** If your file contains a large number of records, the ORS processes it offline and sends you a confirmation email when complete. While the ORS is validating the file, do not press **Cancel**, as ORS may have already started processing some of the records.

7. Do one of the following:
  - Click **Continue with Upload**. The ORS commits those records that do not have errors.
  - Click **Upload Revised File** to upload a different file. Follow the prompts on the **Upload Revised File** page to submit, validate, and commit the file.

The **Confirmation** page appears, displaying a message that summarizes how many records were committed and excluded.

8. *Optional:* To upload another roster file, click **Upload New File**.

[Table 18](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 18. Columns in the Rosters Upload File

District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in the ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
*Required field.		

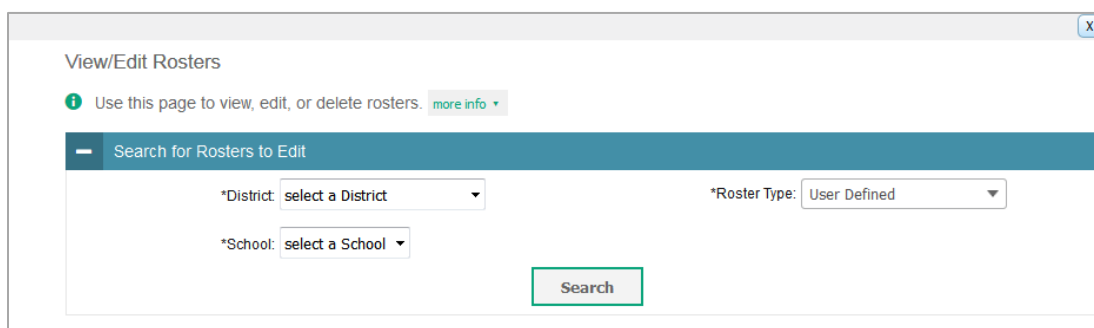
## Viewing and Modifying a Roster

Authorized users can view and modify rosters associated with their district or school.

To view or modify a roster:

1. From the banner (see [Figure 6](#)), click **View Rosters**. The **View/Edit Rosters** page opens (see [Figure 47](#)).

Figure 47. View/Edit Rosters Page



2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 48](#)).

Figure 48. Retrieved Rosters (Partial View)

Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 1000

Enter search terms to filter search results

	Edit	Roster Name	Grades In Roster	Number Of Students
		AugRoster1	05	1
		AugRoster1	13	1

4. *Optional:* To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click . ORS displays only those rosters containing the entered value.
5. Click for the roster whose details you want to view. The **Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see [Figure 42](#)).
6. You can change the roster's name and associated teacher as required.
7. To add students to the roster, do the following:
  - a. In the *Roster Information* panel, enter the necessary search criteria to search for students.
  - b. Click **Search**. The list of retrieved students appears in the *Available Students* panel.
  - c. From the *Available Students* list, do one of the following:
    - To move one student to the roster, click for that student.
    - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
    - To move all the students in the *Available Students* list to the roster, click **Add All**.
8. To remove students from the roster, from the *Selected Students* list, do one of the following:
  - To remove one student from the roster, click for the student.
  - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
  - To remove all the students from the roster, click **Remove All**.
9. Click **Save**, and in the affirmation dialog box click **Continue**.


## Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) The roster will be deleted from ORS, AIRWays Reporting, and TIDE. Deleting a roster will not delete the student records in that roster.



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


*To delete a roster:*

1. In the banner (see [Figure 6](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 47](#)).
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 48](#)).
4. Select the rosters that you wish to delete:
  - Mark the checkbox next to each roster you wish to delete.
  - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

## Printing a Roster

You can print one or more rosters.

*To print a roster:*

1. In the banner (see [Figure 6](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 47](#)).
2. In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
3. Click **Search**. The list of retrieved rosters appears (see [Figure 48](#)).
4. Select the rosters that you wish to print. To select rosters, do one of the following:
  - Mark the checkbox next to each roster you wish to print.
  - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to print the selected rosters.

## Section VII. Searching for a Student's Score Reports

The ORS allows you to search for students by their SSID or name. This is useful if you need to find a student's score reports but do not know the student's grade or school. You cannot view students who are not associated with you.

To search for students:

1. Verify that the radio button selected on the **Homepage Dashboard** page includes the student or students whose data you are searching for.



**Note:** If the student you are looking for does not belong to the student population you selected on the **Homepage Dashboard**, ORS cannot locate the student. You can click the **Change Your Selection** link on the **Search Students** window to return to the **Homepage Dashboard** and select a different student population. For more information, see [Defining the Student Population](#).

2. In the banner (see [Figure 6](#)), click **Search Students**. The **Search Students**, (see Figure 49. Student Search Pop-up Window) window opens.

Figure 49. Student Search Pop-up Window

3. From the **School Year** drop-down list, select the school year you want to limit your search to.
4. Enter the appropriate search criteria:
  - If searching for students by SSID, enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma.
  - If searching for students by name, enter a student's exact first name, last name, or both in the text boxes provided. This option is not available for state-level user roles.
5. Click **Search**. If the search results in a match, the students' information appears on the **Student Search Results** page (see [Figure 50](#)).

Figure 50. Student Search Results Page

**Student Search Results**

Print Selected Tests

	Last Name ^	First Name	Date of Birth	SSID	School
-	Smith	April	05/28/1999	SD999466020	Demo School 999901
2017-2018	Smarter Balanced ICA		<input type="checkbox"/> Smarter Balanced ICA English Language Arts Grade 4		
2017-2018	Smarter Balanced IAB		<input type="checkbox"/> Smarter Balanced IAB Mathematics Grade 4		

6. To view the tests a student has taken, click + in the first column. The student row expands.
7. To view the student's ISR for a test, click the test name.
  - If you mark the checkbox beside a test name, it selects that test for printing. For information about printing ISRs directly from the student search results, see the section [Printing ISRs from the Student Search Results Page](#).



**Note:** When selecting a test from a different administration than that selected on the **Homepage Dashboard**, you must confirm that you want to change test administrations.

- For information about the Individual Student Report, see [Viewing Individual Student Reports](#).
- To return to the search results page, click **Back to search results**.



## Appendix A. Scale Score Ranges by Achievement Levels

Table 19. Smarter Balanced Scale Score Ranges by Achievement Levels

Grade	Content Area	Achievement Level			
		Level 1	Level 2	Level 3	Level 4
3	ELA/Literacy	2114–2366	2367–2431	2432–2489	2490–2623
	Mathematics	2189–2380	2381–2435	2436–2500	2501–2621
4	ELA/Literacy	2131–2415	2416–2472	2473–2532	2533–2663
	Mathematics	2204–2410	2411–2484	2485–2548	2549–2659
5	ELA/Literacy	2201–2441	2442–2501	2502–2581	2582–2701
	Mathematics	2219–2454	2455–2527	2528–2578	2579–2700
6	ELA/Literacy	2210–2456	2457–2530	2531–2617	2618–2724
	Mathematics	2235–2472	2473–2551	2552–2609	2610–2748
7	ELA/Literacy	2258–2478	2479–2551	2552–2648	2649–2745
	Mathematics	2250–2483	2484–2566	2567–2634	2635–2778
8	ELA/Literacy	2288–2486	2487–2566	2567–2667	2668–2769
	Mathematics	2265–2503	2504–2585	2586–2652	2653–2802
11	ELA/Literacy	2299–2492	2493–2582	2583–2681	2682–2795
	Mathematics	2280–2542	2543–2627	2628–2717	2718–2862

## Appendix B. Printing Reports in the ORS

The **Print** tool in the banner (see [Figure 6](#)) allows you to print any report available in the ORS.



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



**Tip:** Depending on the report, you may need to set your 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 your browser's Print Preview feature.

To print a page:

1. From the banner, click **Print**. A print dialog window appears.



**Note:** When printing from the **Student Listing Report** page (see [Figure 19](#)), the **Individual Student Report** page (see [Figure 20](#)), or the **Student Search Results** page (see [Figure 50](#)), you must specify additional print options before printing.

2. From the print dialog window, select the required print settings.
3. Print the page. The printed report will include the data displayed on the page (see [Figure 51](#) for a sample printout of the **Homepage Dashboard**).

Figure 51. Printed Report: Homepage Dashboard

ELA/Literacy			Mathematics		
Grade	Number of Students Tested	Percent Level 3 or above	Grade	Number of Students Tested	Percent Level 3 or above
Grade 3	94	31%	Grade 3	90	29%
Grade 4	95	27%	Grade 4	93	32%
Grade 5	88	32%	Grade 5	91	36%
Grade 6	93	34%	Grade 6	94	40%
Grade 7	91	27%	Grade 7	93	36%
Grade 8	90	29%	Grade 8	94	30%
Grade 11	90	30%	Grade 11		

## Printing Reports from the Student Listing Report Page

The **Print** tool on the *Student Listing Report* page (see [Figure 19](#)) opens a print pop-up window that allows you to do the following:

- Print the Student Listing Report
- Print PDFs of ISRs

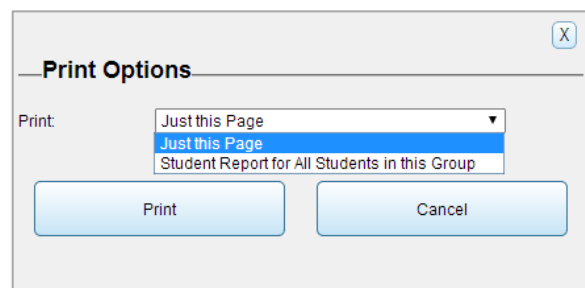
### Print Student Listing Report

You can print the data displayed on the *Student Listing Report* page.

To print the *Student Listing Report* page:

1. In the banner, click **Print**. The print pop-up window opens (see [Figure 52](#)).
2. From the **Print** drop-down list, select **Just this Page**.
3. Click **Print**. The print dialog window opens.
4. Specify the print settings and print the *Student Listing Report* page.

Figure 52. Student Listing Report Print Window



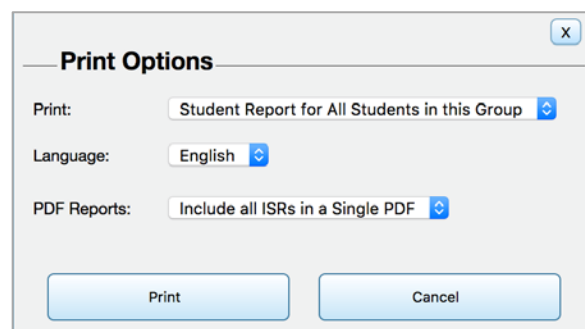
### Print PDFs of ISRs from the Student Listing Report Page

On the *Student Listing Report*, you can use the print tool to generate PDFs of individual student reports for all the students listed on the report.

To print PDFs of ISRs from the *Student Listing Report* page:

1. In the banner, click **Print**. The print options window opens (see [Figure 53](#)).
2. From the **Print** drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.
3. *Optional:* If the **Language** drop-down list is available, select the language in which you wish to print the reports.
4. For tests with multiple opportunities, an **Opportunities** drop-down list appears. From this drop-down list, you can select which opportunities to print:
  - **Print Most Recent:** Prints each student's latest opportunity.
  - **All Opportunities:** Prints all the test opportunities taken by each student.

Figure 53. Student Listing Report Print Options



5. From the **PDF Reports** drop-down list, select the type of PDF report you want to generate:
  - To generate individual PDFs for each ISR, select **One PDF per ISR in a zip file**.
  - To include all the ISRs in a single PDF file with each ISR listed on a separate page, select **Include all ISRs in a Single PDF**.
6. If the **PDF Type** drop-down list is available, select the level of detail you want to include:
  - **Simple ISR**: Includes the student's overall performance table, barrel graph, comparison scores table, performance on claims table, student's writing performance (if available), and a cover page or one-page interpretive guide for understanding the ISR (if available).
  - **Detailed ISR**: Includes all the information available on the Simple ISR, as well as detailed claim descriptions (including the next steps recommended for the student), a trend graph, and item level information (interim assessments only).
7. Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.
8. After receiving the email, click **Inbox** in the banner.
9. Locate the required file in the Inbox and click the file name to download it.

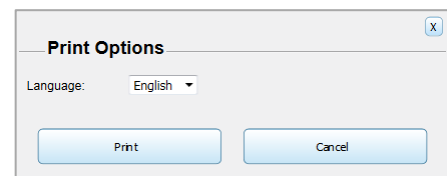
## Printing Reports from the Individual Student Report Page

The **Print** tool on the **Individual Student Report** page (see [Figure 20](#)) allows you to generate a PDF file of the student's ISR for the selected test opportunities.

*To print reports from the Individual Student Report page:*

1. In the banner, click **Print**. The print options window opens (see [Figure 54](#)).
2. If the **Language** drop-down list is available, select the language in which you wish to print the report.
3. For tests with multiple opportunities, an **Opportunities** drop-down list appears. From this drop-down list, you can select which opportunities to print:
  - **Print The Current Opportunity**: Prints the test opportunity you are currently viewing.
  - **Print Most Recent**: Prints the student's last test opportunity.
  - **All Opportunities**: Prints all the test opportunities taken by the student.
4. If the **PDF Type** drop-down list is available, select the level of detail you want to include:

Figure 54. ISR Print Options



- **Simple ISR:** Includes the student’s overall performance table, barrel graph, comparison scores table, performance on claims table, student’s writing performance (if available), and a cover page or one-page interpretive guide for understanding the ISR (if available).
- **Detailed ISR:** Includes all the information available on the Simple ISR, as well as detailed claim descriptions (including the next steps recommended for the student), a trend graph, and item level information (interim assessments only).

5. Click **Print**.

## Printing ISRs from the Student Search Results Page

You can print PDF files of a student’s Individual Student Reports directly from the **Student Search Results** page (see [Figure 50](#)). You can either print a single ISR for a student or generate a Zip file of multiple ISRs for a single student.

*To print ISRs for a student in the search results:*

1. After performing a successful search, click + in the first column of the student whose ISR you wish to print.



**Note:** If there are multiple students listed in the search results, you can only print ISRs for one student at a time.

2. Mark the checkbox for each test whose ISR you wish to print.
3. Click **Print Selected Tests** above the search results. The **Print Options** window appears.
4. Select the required print options from the available drop-down lists (for descriptions of the available options, see the section [Print PDFs of ISRs from the Student Listing Report Page](#)).



**Note:** If you select multiple tests to print, and the ISRs for those tests have different print options, then the print options you select will apply only to the ISRs that support those options. For example, if you print 10 ISRs, of which only two support other languages, then the option you select from the **Language** menu will apply only to the two ISRs that support that setting.

If the language options are different for each test, and you choose an option that is not supported for all the selected tests, then any ISRs that do not support that option will print with the default option.

5. Click **Print**.

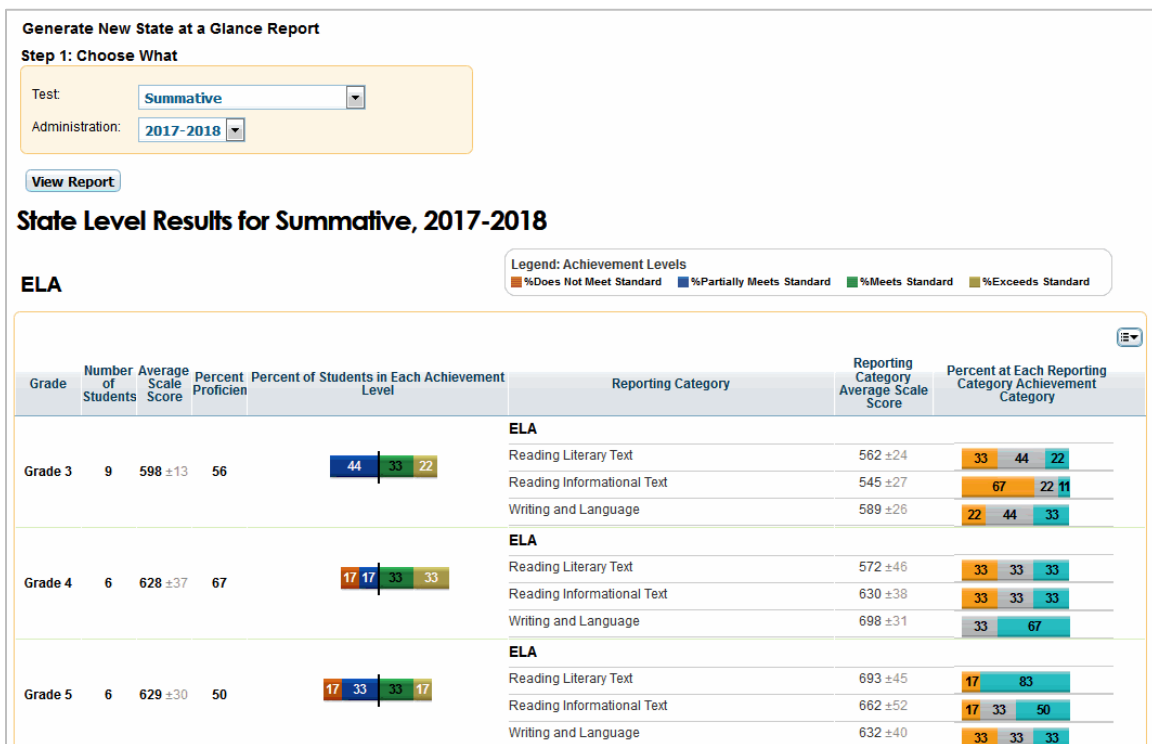
For more information about performing searches, see [Searching for a Student’s Score Reports](#).

## Appendix C. Viewing State at a Glance Reports (State-Only)

On the **State at a Glance** page, authorized state-level users can generate reports summarizing student performance data for a test across the entire state. Users can specify the test and administration to display in the State Report. The student data included in the report depend on the student population selected on the **Homepage Dashboard** (see the section [Defining the Student Population](#)).

The ORS displays a separate State Report table for each subject available for the selected test and administration.

Figure 55. State at a Glance Page



To generate a State Report:

6. In the banner, click **State at a Glance**. The **State at a Glance** (see Figure 54) page opens.
7. In the *Step 1: Choose What* section, select the following parameters:
  - a. **Test:** Select an assessment category (such as Smarter Summative).
  - b. **Administration:** Select an administration period (such as 2018-2019).

8. Click **View Report**. The State Report tables appear at the bottom of the page. For descriptions of the columns in this report, see [Table 20](#).

[Table 20](#) provides an overview of the columns that may appear in State Reports.



**Note:** The actual columns and data that appear on the generated report depend on the selected test.

Table 20. Overview of Columns in the State Report

Column	Description
<b>Smarter Summative and ICAs</b>	
Grade	Grade level for which students completed the selected test.
Number of Students	Number of students in that grade who completed the selected test during the selected administration.
Average Scale Score	The students' mean subject scale score and standard error for the test as a whole.
Percent Proficient	The percentage of students in that grade who scored level 3 or above for the test as a whole.
Claims	This column displays a sub-row for each claim within the selected test.
Claim Average Scale Score	The students' mean subject scale score and standard error of the mean for that particular claim. This column displays a sub-row for each claim.
Percent at Each Claim Achievement Category	The distribution of students across each of the achievement levels within that claim. This column displays a sub-row for each claim.
<b>Smarter IABs</b>	
Grade	Grade level for which students completed the selected test.
Number of Students Test at Least One Block	Number of students in that grade who submitted tests for at least one block.
Blocks	A block completed for the selected subject.
Number of Students Tested	The number of students tested in the block computed over all students' most recent test opportunities.
Percent in Each Block Achievement Category	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunities.

## Appendix D. User Support

The South Dakota Smarter Balanced Assessment Program Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from 6:00 a.m. to 6:00 p.m. CT (except holidays)

**South Dakota Smarter Balanced Assessment  
Program Help Desk**

Toll-Free Phone Support: 1.855.838.8378

Email Support: [sdhelpdesk@air.org](mailto:sdhelpdesk@air.org)

Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred.