Online Reporting System
User Guide
2019-2020

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that provides score reports for each student who takes a Louisiana ELPT test.

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all ORS features, including instructions for viewing score reports, downloading student results, creating and editing rosters, and searching for students.

This user guide is organized as follows:

- **Section I, Overview of the Online Reporting System**, provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- **Section II, Accessing ORS**, includes instructions on how to log in and log out of the ORS and switch between different Louisiana ELPT systems.
- **Section III, Understanding the ORS Interface**, describes the layout and key features of the ORS.
- **Section IV, Viewing Score Reports**, includes an in-depth overview of the score reports available in the ORS.
- **Section V, Viewing Reports & Files**, describes how to download student results and view test statistics.
- **Section VI, Working with Student Rosters**, provides instructions on how to create and manage student rosters.
- **Section VII, Searching for Specific Student’s Score Reports**, includes instructions on how to search for score reports for particular students in the ORS.
- **Appendix A, Printing Reports in the ORS**, provides detailed instructions on how to print reports in the ORS.
- **Appendix B, User Support**, provides additional information including Help Desk information.
Document Conventions

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

Table 1. Key Symbols and Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alert" /></td>
<td><strong>Alert:</strong> This symbol accompanies important information regarding actions that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Bold and italicized text indicates a page name.</td>
</tr>
<tr>
<td><strong>Mono</strong></td>
<td>Monospace indicates text you enter from the keyboard.</td>
</tr>
<tr>
<td><strong>Italic</strong></td>
<td>Text in italics indicates field names.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
<tr>
<td><img src="image" alt="Tip" /></td>
<td><strong>Tip:</strong> This symbol accompanies useful information on how to perform a task.</td>
</tr>
</tbody>
</table>

Intended Audience

This user guide is intended for district and school personnel involved in administering Louisiana ELPT assessments to students.

It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (.csv) files.

Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, see the relevant *Test Administration Manual*.

- For information about which operating systems and browsers are supported, see the *System Requirements for Online Testing* document.
For information about student and user management, rosters, and appeals, 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 Louisiana ELPT portal [http://la.portal.airast.org](http://la.portal.airast.org).
Section I. Overview of the Online Reporting System

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

- **Score Reports:** Provides score data for each Louisiana ELPT test. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on domains when applicable.

- **Reports & Files:** Enables you to download student data files containing test scores and demographic information.

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

**Note:** ORS provides dynamic data that can be used to gauge students’ achievement on various assessments. However, the data in this system are not to be used for official accountability purposes.

Understanding User Roles and Permissions

Your access to the ORS reports and data depends on your user role and your school and district associations. For example, district users can view data for all schools, teachers, rosters, and students in their district; school users can view data only for teachers, rosters, and students in their school; teachers can only view data for their own students.

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

Table 2. User Roles and Access in the Online Reporting System

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>District</th>
<th>School</th>
<th>TA*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTC*</td>
<td>STC*</td>
<td></td>
</tr>
<tr>
<td><strong>Score Reports</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Teacher Listing</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Roster Listing</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Individual Student Score Report</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Reports &amp; Files</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retrieve Student Results</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
## Access Level and Roles*

<table>
<thead>
<tr>
<th></th>
<th>District DTC*</th>
<th>School STC*</th>
<th>TA*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rosters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Rosters</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit Rosters</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Upload Rosters</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Search Students</strong></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

* DTC–ELPT District Test Coordinator; STC–ELPT School Test Coordinator; TA–ELPT Test Administrator
Section II. Accessing 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. If you have not yet received your login information, contact your School or District Test Coordinator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access the ORS.

**Warning**: Do not share your login information with anyone. All Louisiana ELPT systems provide access to student information, which must be protected in accordance with federal privacy laws.

To log in to ORS:

1. Open your web browser and navigate to the Louisiana ELPT portal ([http://la.portal.airast.org](http://la.portal.airast.org)).

2. Click on the ELPT or ELPS card.

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

4. Enter your email address and password.

5. Click **Secure Login**. You will be directed to the ORS.
About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a link to the Louisiana ELPT TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the 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 Louisiana ELPT Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the Appendix B, User Support section of this user guide.
Switching Between Louisiana ELPT Online Systems

When you are logged in to any Louisiana ELPT online system, you can switch between systems without having to log in to each system separately.

**Note**: Access to the systems and their features is dependent on your user role. While users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between the Louisiana ELPT systems:

1. Navigate to the drop-down list on the top left corner of your browser that displays the Louisiana ELPT systems you can access.

   ![Figure 4. Louisiana ELPT Systems Drop-Down List](image)

2. Select the system you want to use. You will be directed to the selected system and will not have to log in again.

Logging out of the ORS

ORS contains students’ personally identifiable information. Be sure to log out of the ORS to ensure that unauthorized users do not have access to this information.

**Warning**: Logging out of the ORS logs you out of all Louisiana ELPT systems. For example, if you log out of the ORS while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

To log out of ORS:

- Click **Logout** on the top right hand corner of the page.

**Warning**: ORS has a timeout feature that automatically logs you out if your session is inactive for 20 minutes.
Section III. Understanding the ORS Interface

This section describes the ORS features and layouts.

ORS Welcome Page

When you first log in to the ORS, the Welcome page opens. You can select the report you want to view from this page.

Note: To access the ORS reports and features at any other time, click the links in the ORS banner (see ORS Banner).

Figure 5. Welcome Page

To view the ORS reports:

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

2. Do one of the following:
   - To view score reports, click Score Reports.
   - To download student results, click Retrieve Student Results.

The page corresponding to your selection opens.
ORS Banner

The banner, which appears on all pages except for the *Welcome* page, provides links to all the ORS reports and features. Click the links described below to access the different 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](image)

- **Score Reports** links to the *Home Page Dashboard* page (see Figure 8). For information about score reports, see [Viewing Score Reports](#).
- The *Reports & Files* drop-down menu provides access to the Reports & Files options listed below. For information about Reports & Files options, see [Viewing Reports & Files](#).
  - Retrieve Student Results
- **Inbox** opens the *Inbox* window, where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files and PDF Reports from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by SSID or by first or last name and access his or her test results. For information about searching for students, see [Searching for Specific Student’s Score Reports](#).
- **Upload Rosters** allows you to upload a roster from your computer. For information about rosters, see [Working with Student Rosters](#).
- **Add Roster** links to the *Add Roster* page where authorized users can create student rosters. For information about rosters, see [Working with Student Rosters](#).
- **View/Edit Rosters** links to the *View/Edit Roster* page where authorized users can view and edit student rosters. For information about rosters, see [Working with Student Rosters](#).
- **Upload Rosters** links to the *Upload Roster* page where authorized users can upload roster files. For information about rosters, see [Working with Student Rosters](#).

**Note:** The links for adding, viewing and editing, and uploading rosters are displayed on the basis of your user role. For example, if you are not authorized to upload rosters, the **Upload Rosters** link is not displayed in the banner.
**General Tools**

The banner also consists of the tools listed below. The tools that are available may vary from page to page.

![Figure 7. General Tools](image)

- **Help** opens this ORS user guide.
- **Print** opens the browser’s dialog box for printing the current page.

**Note:** Additional printing options are displayed when you click **Print** on the Student Listing Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. You can also specify the language in which reports are printed from the Student Listing page and Individual Student Report page, provided languages other than English are supported. For more information, see Appendix A, Printing Reports 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.

- **Export** opens the browser’s dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.
Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions on how to access the different score reports.

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for Louisiana ELPT tests. You can use these reports to determine strategies that may improve teaching and learning. You can view performance trends and determine whether overall performance is improving. Data can be compared with the overall state and district average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Students who completed but did not submit their tests for scoring are not included in these reports. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

All score reports data, except for individual students’ score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view an ELPT Grade 5 report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics, such as student athletes in an enrolled grade. See Working with Student Rosters for additional information.

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

Table 3. Available Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>District Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Page Dashboard</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of performance (to date) across grades for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subject Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Data for a particular grade for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Domain Level Detail</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Domain-level percentage at each performance level within a particular grade for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>District Level</td>
<td>School Level</td>
<td>Teacher Level</td>
<td>Roster Level</td>
<td>Student Level</td>
</tr>
<tr>
<td>---------------------</td>
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<td>--------------</td>
<td>---------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>Student Listing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>List of all students who belong to a school, teacher, or roster with their associated subject (and domain, if applicable) scores for the current administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Detailed information about a selected student’s performance (and domains, if applicable).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

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

**Figure 8. Home Page Dashboard Page**

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

- From the Select drop-down list (if available) on the **Welcome** page, select the entity whose scores you want to view and then click **Score Reports**. For information about the **Welcome** page, see **ORS Welcome Page**.

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

- Click **Score Reports** on the banner at the top of the web page.
Defining the Student Population

From the Home Page Dashboard page, you can select the test and administration for which you want to view score data and select the group of students whose data you wish to view. For a tutorial on how to make selections on the Homepage Dashboard page, see https://guides.airast.org/ORS/tutorials/DefiningStudentPopulation.mp4.

To select the test and administration:

1. From the Test drop-down list, select an assessment (e.g., ELPT Summative).

2. From the Administration drop-down list, select an administration (e.g., 2018-2019).

3. Select the appropriate radio button for the category 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 those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration. The aggregate will not include scores of students who have been removed from TIDE.
   - **Scores for my current students**—Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. For example, if a student tests at School A but is currently enrolled at School B, School B will be able to see the student’s scores. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. This would include students who moved to your school or district from out of state.
   - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration. For example, if a student tested at School A but transferred to School B, School A will be able to see the student’s scores. If a student was active in TIDE when the test was completed, the student’s score will be included in the aggregate, even if the student has since been removed from TIDE.

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

Aggregation tables on the *Home Page Dashboard* page display score data for students by grade (or grade-band where applicable) and subject and provide access to more detailed subject score reports.

**Figure 9. Home Page Dashboard Aggregation Tables**

For ELPT tests, the columns appearing in this report are:

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

- **Percent Determined Proficient** — This column displays the percentage of students who have reached the proficiency threshold on the ELPT test. The percentage is a ratio of the number of students who have scored in the proficient ranges to the number of students who took the test. Data in this table are organized by grade level or course depending on the test.
Understanding the Score Report Layout and Features

Most score reports share similar features. Figure 10 illustrates some of the common features of score reports, which are:

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

- **Report Format**: All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.

- **Student Population**: The category of students whose score data you are viewing is displayed on the top of the report. The student category corresponds to the radio button selected on the **Home Page Dashboard** page.

- **Time Stamp**: A time stamp is included at the bottom of every report to indicate when the report was generated.

- **Legend**: A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports.)

Figure 10. Annotated Subject Detail Score Report
In addition, score reports allow:

- **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, you can navigate between score reports belonging to different tests, grades, and dimensions within the assessment selected on the *Home Page Dashboard*.

To navigate between score reports:

1. From the Name column of a score report, click that appears next to each entity (e.g., school or teacher). The Exploration Menu opens.

![Figure 11. Exploration Menu](image)

2. From the Exploration Menu drop-down lists, select the test, grade, and type of report that you wish to view. The report options that are available may vary. For information about the different categories of score reports, see *Understanding the Exploration Menu Options*.

![Figure 11. Exploration Menu](image)

3. Click **View**.
Understanding the Exploration Menu Options

The Exploration Menu lets you navigate to different types of score reports for a selected subject and grade. By default, the first two drop-down lists display the subject and grade cell you selected from the Home Page Dashboard aggregation tables to access the score reports. You can navigate to a different grade by selecting the required values from the relevant drop-down lists.

Table 4. Test and Grade Selection Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Displays the tests available for the selected assessment.</td>
</tr>
<tr>
<td>Grade</td>
<td>Displays the grades available for the selected assessment.</td>
</tr>
</tbody>
</table>

The remaining three drop-down lists on the Exploration Menu let you select the type of score report that you wish to view. For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school, teacher, or roster), content type (e.g., subject or domains), or period of time (current administration). Table 5 describes these dimensions.

Using the Exploration Menu, you can navigate to any report by making different selections from the Who, What, and When drop-down lists. However, the options that are available depend on your user role, the report you are viewing, and the entity level where you have opened the Exploration Menu. If a drop-down list displays N/A or does not show any options, it means that you cannot navigate any further up or down in that dimension.

For example, as 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. (For information on these different reports, see Viewing Subject Detail Score Reports). While viewing the School Listing Report (see Figure 17), if you open the Exploration Menu from the district level, the only available option in the Who drop-down list will be School since it is not possible to view aggregates for all the teachers, rosters, or students belonging to a district. However, if you open the Exploration Menu from the school level, you will be able to select Teacher, Roster, or Student to navigate to the required aggregation report for the selected school.

Table 5: Score Reports Dimensions

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Categories/Reports</th>
</tr>
</thead>
</table>
| Who       | Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students). | • School  
            • Teacher  
            • Roster  
            • Student |
<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Categories/Reports</th>
</tr>
</thead>
</table>
| What      | Displays data by overall subject or by domains. | • Subject  
• Domain |
| When      | Displays data as a snapshot of performance in the current test window (for the subject/content area you are viewing). | • Current Admin |
Viewing Scores Based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in Figure 12.

*To view score reports by a demographic subgroup:*

1. From the *Breakdown By* drop-down list (see Figure 12), select the required demographic subgroup. See Table 6 for the available subgroups.

2. Click *Go*, if available. An updated report appears with score data displayed in the selected subgroups.

Figure 12. Sample Score Report with Breakdown by Gender
Table 6 lists the available demographic subgroup categories.

**Table 6. Demographic Subgroups**

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
</table>
| Enrolled Grade         | Grade in which student is enrolled during the test administration | • Kindergarten  
                          |                                    | • Grade 01 through Grade 12                                                   |
| Ethnicity              | Student’s ethnicity code                         | • Asian  
                          |                                    | • Black or African American  
                          |                                    | • American Indian or Alaska Native  
                          |                                    | • White  
                          |                                    | • Hispanic or Latino Ethnicity  
                          |                                    | • Native Hawaiian or Other Pacific Islander  
                          |                                    | • Two or More Races                 |
| Gender                 | Student’s gender                                 | • Female  
                          |                                    | • Male                                                                        |
| Education Classification| IDEA indicator                                    | • Gifted/Talented  
                          |                                    | • Regular Education  
                          |                                    | • Student with Disability           |
| English Learner Status | Student’s English Learner Status                  | • Yes  
                          |                                    | • No                                                                           |
**Viewing Scores Based on Test Accommodation**

You can use the *Test Event* filter to disaggregate score data by a test accommodation. When you select an accommodation, the report expands to display data for each accommodation category. For example, you can select the accommodation Permissive Mode to display the data disaggregated by All, Permissive Mode Enabled, and Permissive Mode Disabled as shown in Figure 13. This filter is available on the Subject Detail Report, Domain Detail Report, and Student Listing Report.

*To view score reports by a test event:*

1. From the *Test Event* drop-down list (see Figure 13), select the required test accommodation.
2. Click **Go**.

![Figure 13. Sample Score Report with Breakdown by Permissive Mode](image)

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.
Table 7 lists the available accommodations.

Table 7. Accommodation Tools

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Choices</td>
<td>Black on Blue</td>
</tr>
<tr>
<td></td>
<td>Black on Cream</td>
</tr>
<tr>
<td></td>
<td>Black on Pink</td>
</tr>
<tr>
<td></td>
<td>Inverted (White on Black)</td>
</tr>
<tr>
<td></td>
<td>Yellow on Blue</td>
</tr>
<tr>
<td></td>
<td>Black on White</td>
</tr>
<tr>
<td>Exempted Domains</td>
<td>Listening</td>
</tr>
<tr>
<td></td>
<td>Speaking</td>
</tr>
<tr>
<td></td>
<td>No Exemptions</td>
</tr>
<tr>
<td>Masking</td>
<td>Masking Available</td>
</tr>
<tr>
<td></td>
<td>Masking Not Available</td>
</tr>
<tr>
<td>Permissive Mode</td>
<td>Permissive Mode Enabled</td>
</tr>
<tr>
<td></td>
<td>Permissive Mode Disabled</td>
</tr>
<tr>
<td>Print Size</td>
<td>1.5X</td>
</tr>
<tr>
<td></td>
<td>1.75X</td>
</tr>
<tr>
<td></td>
<td>2.5X</td>
</tr>
<tr>
<td></td>
<td>3X</td>
</tr>
<tr>
<td></td>
<td>1X</td>
</tr>
<tr>
<td>Line Reader</td>
<td>Line Reader On</td>
</tr>
<tr>
<td></td>
<td>Line Reader Off</td>
</tr>
<tr>
<td>Mouse Pointer</td>
<td>Large Black</td>
</tr>
<tr>
<td></td>
<td>Extra Large Black</td>
</tr>
<tr>
<td></td>
<td>Large Green</td>
</tr>
<tr>
<td></td>
<td>Extra Large Green</td>
</tr>
<tr>
<td></td>
<td>Large Red</td>
</tr>
<tr>
<td></td>
<td>Extra Large Red</td>
</tr>
</tbody>
</table>
### Tool Name

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Large White</td>
</tr>
<tr>
<td></td>
<td>Extra Large White</td>
</tr>
<tr>
<td></td>
<td>Large Yellow</td>
</tr>
<tr>
<td></td>
<td>Extra Large Yellow</td>
</tr>
<tr>
<td></td>
<td>System Default</td>
</tr>
</tbody>
</table>

### Showing and Hiding a Report’s Columns

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

**To show or hide a report’s columns:**

1. Click the arrow in the top right corner of the table. A list of the columns constituting the table is displayed.

2. To show columns, mark the checkboxes next to the columns that you wish to see.

3. To hide columns, clear the checkboxes next to the columns that you wish to hide.

4. To remove the list from view, move your cursor away from the arrow icon.

### Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

**To sort the data:**

1. Click the column header to sort data in ascending (A–Z; 1–10) order.

2. Click the column header again to sort the data in descending (Z–A; 10–1) order.

**Note:** The selected sort order is automatically applied to all the reports that you view while logged in to the ORS. However, if you log out of the ORS, the sort order automatically reverts to the default.
Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. 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: Additional comparison data at the teacher and roster levels may also be displayed for some reports. However, the comparison rows that are available depend on the entity level from which the report has been accessed. For example, the comparison rows will include the overall score data of the teacher if you access the Roster Listing Report from the Teacher Listing Report and not from the School Listing Report.

To show or hide comparison data:

- Click the Comparison button above the report.

When Comparison: On is displayed, the comparison rows are visible on the report.

Figure 15. Sample Score Report with Comparison On
When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Figure 16. Sample Score Report with Comparison Off
Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the Home Page Dashboard page and provides access to other score report categories.

The subject detail report name consists of the following components:

- *[Entity Overall] Performance. How did my [entity] perform overall in [Subject]*, where the text within brackets indicates variables that change based on the test that you have selected.

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

- The title of the score report table is *Percent Determined Proficient [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. Table 8 describes the Subject Detail Report Columns for ELPT.

Table 8. Subject Detail Report Columns (ELPT)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who submitted the selected test for scoring.</td>
</tr>
<tr>
<td>Percent Determined Proficient</td>
<td>Percent of students who have taken a test in a given administration and who have scores in the Proficient ranges.</td>
</tr>
</tbody>
</table>
Viewing School Listing Subject Detail Report

The School Listing Subject Detail Report is the default displayed report for district-level users. A school’s performance data in the selected grade and subject is displayed together with the associated district’s and state’s performance for the purpose of comparison. You can view the data for each school in the selected district.

*To view a school listing subject detail report from the Home Page Dashboard:*

1. From the **Home Page Dashboard** page, define the student population as described in the section [Defining the Student Population](#).

2. From the **Home Page Dashboard** page aggregate tables, click the grade-subject cell for which you want to view a school listing report. The School Listing Subject Detail Report for the selected grade-subject opens.

For an explanation of the report columns, see Table 8.

Figure 17. Sample School Listing Subject Detail Report

From the School Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
Online Reporting System

Viewing Score Reports

- Disaggregate the report by demographic subgroup; see Viewing Scores Based on Demographic Subgroup.

- Disaggregate the report by test accommodation; see Viewing Scores Based on Test Accommodation.

- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see Understanding the Score Report Layout and Features.

- Print the report; see Printing Reports in the ORS.

- Export the report or view definitions of the terms used on the report; see General Tools.

Viewing Teacher Listing Subject Detail Report

The Teacher Listing Subject Detail Report is available to district- and school-level users and displays data for all the teachers in the selected school whose students have completed the selected test.

To navigate to the Teacher Listing Subject Detail Report from the School Listing Subject Detail Report:

1. On the School Listing Subject Detail Report (Figure 17), click next to a school name. The Exploration Menu opens.

2. On the Exploration Menu, from the Test and Grade drop-down lists, select the required test 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.

3. Click View. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For an explanation of the report columns, see Table 8.

Figure 18. Teacher Listing Subject Detail Report

From the Teacher Listing Subject Detail Report, you can do the following:
Online Reporting System  
Viewing Score Reports

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see Navigating between Score Reports using the Exploration Menu.

- Disaggregate the report by demographic subgroup; see Viewing Scores Based on Demographic Subgroup.

- Disaggregate the report by test accommodation; see Viewing Scores Based on Test Accommodation.

- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see Understanding the Score Report Layout and Features.

- Print the report; see Printing Reports in the ORS.

- Export the report or view definitions of the terms used on the report; see General Tools.

**Viewing Roster Listing Subject Detail Report**

The Roster Listing Subject Detail Report displays the selected school's or teacher’s rosters; these rosters include students who have completed the selected test. For information about how to create rosters, see Working with Student Rosters.

*To navigate to the Roster Listing Subject Detail Report from the Teacher Listing Subject Detail Report:*

1. On the Teacher Listing Subject Detail Report ([Figure 18](#)), click next to a teacher’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the Test and Grade drop-down lists, select the required test 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.

3. Click View. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For an explanation of the report columns, see Table 8.

![Figure 19. Roster Listing Subject Detail Report](image)

From the Roster Listing Subject Detail Report, you can do the following:
Online Reporting System

Viewing Score Reports

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see Navigating between Score Reports using the Exploration Menu.

- Disaggregate the report by demographic subgroup; see Viewing Scores Based on Demographic Subgroup.

- Disaggregate the report by test accommodation; see Viewing Scores Based on Test Accommodation.

- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see Understanding the Score Report Layout and Features.

- Print the report; see Printing Reports in the ORS.

- Export the report or view definitions of the terms used on the report; see General Tools.

Viewing Student Listing Subject Detail Report

The Student Listing Subject Detail Report displays all the students associated with the selected school, teacher, or roster who have completed the selected test.

The title of the score report table is Performance on the [Scale Name, which includes the assessment name, subject, and grade] Test, by Student: [Entity], [Administration], where the text within brackets indicates variables that change based on the test that you have selected.

To navigate to the Student Listing Subject Detail Report from the Roster Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report (Figure 19), click next to a roster’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the Test and Grade drop-down lists, select the required test 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.

3. Click View. The Student Listing Subject Detail Report for the selected grade-subject opens.

For an explanation of the report columns, see Table 9.
Table 9. Student Listing Report Subject Detail Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the student.</td>
</tr>
<tr>
<td>SSID</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>Proficiency Status</td>
<td>The student’s proficiency status.</td>
</tr>
</tbody>
</table>

From the Student Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).

- Disaggregate the report by demographic subgroup or test accommodation; see [Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup or Test Accommodations](#).

- Show or hide the columns and sort data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).

- Print the Student Listing Subject Detail Report or Individual Student Reports (ISRs) of all the students listed on the report; see [Printing Reports from the Student Listing Report Page](#).

- If languages other than English are supported, you can also select the language in which to print the ISRs.

- Export the report or view definitions of the terms used on the report; see [General Tools](#).
Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup or Test Accommodations

Similar to the other score reports, you can disaggregate the data displayed on the Student Listing Report page by demographic subgroups or test accommodations. However, the procedure for disaggregating and viewing the data is different from the higher level reports.

To disaggregate score data by a subgroup or test accommodation:

1. From the Breakdown By or Test Event drop-down list, select the required group or accommodation.

2. From the Values drop-down list, select a specific subgroup or test event value. For example, select Male for the subgroup Gender.

3. Click Go. The new list only includes students that match the specified value.
Viewing Individual Student Report

The Individual Student Report displays the breakdown of the student’s scale score; proficiency level; as well as performance and domain description at each domain. It also displays average scale scores for the state, district, and school for comparison purposes.

To navigate to the Individual Student Report from the Student Listing Report:

1. On the Student Listing Report (Figure 20), click next to a student’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the Test and Grade drop-down lists, select the required test 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.

3. Click View. The Individual Student Report opens.

For information about the features of the Individual Student Report page, see About the Individual Student Report.

Figure 21. Sample Individual Student Report
About the Individual Student Report

The information included in the Individual Student Report may vary based on the test that you have selected. The Individual Student Report provides the following information:

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

- **Student Performance on Each Domain**—This table includes:
  - The name of the domain and the student’s scale score and standard error of measurement for each domain.
  - The student’s performance level in each of the domains.
  - The domain description.

- **Comparison Scores**—This table includes percent determined proficient for the state, district, school, and teacher with which the student is associated.

From the Individual Student Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).

- Print the Individual Student Reports available for the student; see [Printing Reports from the Individual Student Report Page](#).

- If languages other than English are supported, you can also select the language in which to print the ISRs.

  **Note:** Depending on the information included in the Individual Student Report and the number of tables and notes that are displayed, the report may span more than one page when printed.

- Export the report or view definitions of the terms used on the report; see [General Tools](#).
Viewing Domain Detail Score Reports

The Domain Detail score report shows the percentage of your students in each of the domains for the selected subject.

The domain report name consists of the following components:

- The score report name is [Entity] Performance on Each Domain. How did my [entity] perform on each domain of the ELPT test?, where the text within brackets indicates variables that change based on the entity (e.g., district, school, teacher, or roster) that you have selected.

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

- The title of the score report table is Percent Determined Proficient and Percentage on Each Domain Performance Level [Test Name] Test for Students in [Entity], where the text within brackets indicates variables that change based on the test that you have selected.

Table 10 describes the Domain Detail Score Report columns.

Table 10: Domain Detail Score Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity you are viewing (e.g., district, school, teacher, roster, student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students who have a valid score for the grade, subject, and administration selected.</td>
</tr>
<tr>
<td>Percent Determined Proficient</td>
<td>The percentage of students who were proficient in the selected test.</td>
</tr>
<tr>
<td>Domain</td>
<td>The domains constituting the subject.</td>
</tr>
<tr>
<td>Average Domain Scale Score</td>
<td>The mean domain scale score and standard error of the mean of students who have completed the selected test.</td>
</tr>
<tr>
<td>Percent in Each Domain Performance Level</td>
<td>Percent of students at each domain proficiency level who have taken the selected test.</td>
</tr>
</tbody>
</table>

Viewing School Listing Domain Detail Report

The School Listing Domain Detail Report is available for district-level users. A school’s performance data on each domain constituting the selected grade and subject is displayed together with the associated district’s and state’s performance for the purpose of comparison. You can view the data for each school in the selected district.

To access the School Listing Domain Detail Report from the Subject Detail School Listing Report:
1. On the School Listing Subject Detail Report (Figure 17), click next to an entity’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the What drop-down list, select Domain; from the Who drop-down list, select the required entity level; from the When drop-down list, select Current Admin.


For an explanation of the report columns, see Table 10.
Similar to the subject detail score reports, from the School Listing Domain Detail Report, you can do the following:

- **Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject;** see [Navigating between Score Reports using the Exploration Menu](#).

- **Disaggregate the report by demographic subgroup;** see [Viewing Scores Based on Demographic Subgroup](#).

- **Disaggregate the report by test accommodation;** see [Viewing Scores Based on Test Accommodation](#).

- **Show or hide the columns; sort data; show or hide comparison data.** For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).

- **Print the report;** see [Printing Reports in the ORS](#).

- **Export the report or view definitions of the terms used on the report;** see [General Tools](#).

**Viewing Student Listing Domain Detail Report**

The Student Listing Domain Detail Report displays domain performance for all the students associated with the selected school, teacher, or roster who have completed the selected test.

The Student Listing Domain Detail Report (see [Figure 23](#)) differs from higher level domain detail reports in that it reports a student’s name, ID, scale score for each domain, as well as the proficiency level classification associated with the student’s scores for each domain.

*To access the Student Listing Claims Report from the School Listing Domain Detail 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, from the Test and Grade drop-down lists, select the required test and grade; from the What drop-down list, select Domain; from the Who drop-down list, select Student; from the When drop-down list, select Current Admin.

3. Click View. The Student Listing Domain Detail Report opens.
Similar to the Student Listing Subject Detail Score Report, you can print or export the report. You can also disaggregate the report by demographic subgroups or test accommodations. For more information, see Viewing Student Listing Subject Detail Report.
Section V. Viewing Reports & Files

The Reports & Files feature enables you to retrieve student results.

This section provides instructions on how to generate and view the available reports.

Retrieving Student Results

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

This section discusses the following:

- Generating a Data File or PDF of Individual Student Reports
- Accessing Student Data Files and PDF of Individual Student Reports from My Inbox
- Understanding the PDF of Individual Student Reports Zip File
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, select Retrieve Student Results. The Retrieve Student Results & My Inbox page opens.

   Figure 24. Retrieve Student Results & My Inbox Page

2. From the Step 1: Choose What section, select the report, test, grades, and other variables:
   
   a. **Report Type**: Select a report. The available options are **Student Data** and **PDF of Student Reports**.
   
   b. **Test**: Select an assessment (e.g., ELPT Summative).
   
   c. **Administration**: Select an administration (e.g., 2018-2019).
   
   d. **Tested Grade**: **Optional**: Select a grade. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in aZip file.
   
   e. **Language**: This drop-down list is only displayed for PDF of Student Reports and lets you select the language in which you wish to generate the report, if this feature is available. By default, English is selected. You can choose a different language from the available options.
   
   f. **Download Format**: Select a file format from the options available for the selected report.
Online Reporting System

Viewing Reports & Files

- **Student Data**: The default is an Excel (.xls) spreadsheet file. You can select a different format, such as .csv, if available.

- **PDF of Student Reports**: The report is generated as a PDF, which is the only available format.

  g. **Report Format**: Select the format for file delivery if PDF of Student Reports is selected as the Download Format.

  - **Include all ISRs in a Single PDF**: One PDF is generated for all ISRs for the selected group.
  - **One PDF per ISR in a zip file**: ISRs are generated as individual PDFs in a zip file.

  h. **Filter By**: Optional: Select a specific demographic subgroup. You may also select All, which is the default.

    - If you select a demographic subgroup, a Values field is displayed. Select the required filter criteria from the available options. The Values field does not have an All option.

3. From the Step 2: Choose Who section, select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with is pre-selected and the drop-down lists are grayed out. Verify that the selections are accurate. District users and school-users with access to multiple districts or schools will need to select a district or school.

   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 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 is set to All and includes all teachers associated with the school. For teacher-level users, the school will already be selected.

   d. **Roster**: Optional: If a teacher was selected, choose a roster. The default is set to All and includes all rosters associated with the selected teacher.

4. Click **Export to Inbox**. A confirmation message is displayed to inform you that your request has been queued and you will be informed via email once the file is ready.

5. Once the file has been generated, it will be displayed in the Inbox window accessible from the banner. For more information, see the section Accessing Files from the Inbox.
Accessing Student Data Files and PDF Reports from the Inbox

The Inbox lists the student data files and PDFs that you generated from the Retrieve Student Results & My Inbox page as well as the PDF of ISRs generated on the Student Listing Report page and Student Search Results page. Inbox files automatically expire after 31 days, unless you archive them.

Figure 25. Inbox

To access files stored in the inbox:

1. In the banner, click Inbox. The Inbox window opens, listing available files (see Figure 25).

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 Archive.

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

Understanding the PDF of Individual Student Reports Zip File

The PDF of Student Reports option on the Retrieve Student Results & My Inbox page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity (unless Include all ISRs in a Single PDF is selected). It also includes a manifest, which is an Excel (.csv) file that lists all the PDFs included in the Zip file. If multiple schools are selected, separate zip files are created for each school.
Note: The Print tool on the Student Listing Report page allows you to create a similar Zip file for all the students listed on the report. However, the manifest file is not included.

You can unzip the file (see Figure 26) after you have downloaded the file on your computer.

Figure 26. Zip File of PDFs of Student Reports

The Zip file also contains a manifest, which is an Excel (.csv) file that lists all the PDFs included in the Zip file as shown in Figure 27.

Figure 27. Manifest File with PDF References
Section VI. Working with Student Rosters

Rosters are groups of students associated with a teacher or other school personnel associated with a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students’ test scores easily. For example, ORS can generate a report of all of a teacher’s students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested. You can also create a custom list of students receiving special instruction or who belong to an extracurricular program to track their performance as a group.

This feature is accessible at all times except when TIDE is unavailable as a result of scheduled maintenance.

Adding a New Roster

Authorized users can create rosters of students associated with their school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

Rosters may also include students from different grades. However, the score reports display data only for a single subject and grade at one 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 Home Page Dashboard page. For example, if a roster includes students from grades 3 and 4, and you select ELPT Grade 3 test, you will see data only for the students who tested in grade 3.

To add a roster:

1. From the banner (see Figure 6), click Add Roster. The Add Roster page opens (see Figure 28).

   o The Add Roster page consists of multiple panels. You can click in the upper-left corner of a panel to collapse it, or click in a collapsed panel to expand it.

   o A floating Go To section toolbar is also available that includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.
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 additional 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 is displayed in the *Add/Remove Students to the Roster* panel.

5. In the *Add/Remove Students to the Roster* panel (see *Figure 29*), do the following:
   
   a. In the *Roster Name* field, enter the roster name.
   
   b. From the *Teacher Name* drop-down list, select a teacher or a school-level user.
   
   c. 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 all the students in the *Available Students* list to the roster, click **Add All**.
      
      - To move selected students to the roster, mark the checkboxes for the students you
want to add, then click **Add Selected**.

**Figure 29. Add/Remove Students to Roster Panel**

To remove students, from the *Students in Roster* list, do one of the following:

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

6. Click **Save**, and in the affirmation dialog box click **Continue**.
Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to 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. From the banner (see Figure 6), click Upload Rosters. The Upload Roster page appears (see Figure 28).

![Figure 30. Upload Roster Page](image)

2. On the Upload Roster page, click Download Templates and select the appropriate file type (e.g., Excel or .csv).

3. Open the template file in a spreadsheet application.

4. Using Table 11 as a reference, fill out the template and save it.

5. On the Upload Roster page, click Browse and select the file you created in the previous step.

6. Click Next. The Preview page appears (see Figure 31). Use the file preview on this page to verify you uploaded the correct file.

![Figure 31. File Upload Preview (partial view)](image)

7. Click Next to validate the file. Any errors (⚠️) or warnings (⚠️) are displayed on the Validate page (see Figure 32).
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.

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

- 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 32. Sample Validation Page

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

8. Do one of the following:

- Click **Continue with Upload**. 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 (see **Figure 33**).
9. **Optional**: To upload another roster file, click **Upload New File**.

Table 11 provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ID*</td>
<td>District associated with the roster.</td>
<td>District ID that exists in TIDE. Up to 15 alphanumeric characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 15 alphanumeric characters. Must be associated with the district ID. Can be blank when adding district-level rosters.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in ORS.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 255 alphanumeric characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier within the district.</td>
<td>Up to 10 digits.</td>
</tr>
</tbody>
</table>

*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/Edit Rosters**. The **View/Edit Rosters** page opens (see **Figure 34**).
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 35).

4. *Optional*: To filter the retrieved rosters by keyword, enter a search term in the textbox above the search results and click **Search**. ORS displays only those rosters containing the entered value.

5. Click **Add/Remove** 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 28).

6. To modify the roster name or personnel associated with the roster, in the Add/Remove Students to the Roster panel, 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. *Optional*: From the Test Settings and Tools Filters panel, select values to further refine the search results:
To include the additional search criterion in the search, select it and click **Add**.

**Optional**: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

c. Click **Search**. The list of retrieved students is displayed in the **Add/Remove Students to the Roster** panel.

d. From the **Available Students** list, do one of the following:
   - To move one student to the roster, click for that student.
   - To move all the students in the **Available Students** list to the roster, click **Add All**.
   - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

8. To remove students from the roster, from the **Students in Roster** list, do one of the following:
   - To remove one student from the roster, click for the student.
   - To remove all the students from the roster, click **Remove All**.
   - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

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.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from both ORS and TIDE.

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

**To delete a roster:**

1. From the banner (see **Figure 6**), click **View/Edit Rosters**. The **View/Edit Rosters** page opens (see **Figure 34**).

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.

4. Select the rosters that you wish to delete. To select rosters, do one of the following:
   - Mark the checkbox next to each roster you wish to select.
   - 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.

**Note:** When printing multiple rosters simultaneously, if the total number of students included in all the selected rosters exceed 50, you will be prevented from printing the rosters. However, there is no restriction on the number of students that can be printed when printing a single roster.

**To print a roster:**

1. From the banner (see **Figure 6**), click **View/Edit Rosters**. The **View/Edit Rosters** page opens (see **Figure 34**).

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.

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 select.
   - 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 Specific Student’s Score Reports

The ORS includes a feature to search for students by SSID, first name, last name, or full name. This is especially useful if you need to find a student’s score reports but do not know the student’s grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

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. From the banner (see Figure 6), click Search Students. The Student Search pop-up window opens.

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 (e.g., 9999999005, 9999999007).

   - If searching for students by name, enter a student’s exact first name, exact last name, or both in the text boxes provided. This option is not available for state-level users.

5. Click Search. If the search results in a match, those students’ information will be displayed on the Student Search Results page (see Figure 37).
Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single SSID for an active student, this student will be the only one displayed.

Figure 37. Student Search Results Page

- To view the tests a student has taken, click + in the first column. This will expand the student row.

- To view the student’s score results for a test, click the test name button (e.g., ELPT Summative). The **Individual Student Report** page for the selected test appears.
  - 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.

When selecting a test, be sure to note the test administration for the test that you are selecting (listed in the left column). If you are selecting a student’s test that is from a different administration than the one that was selected on the **Home Page Dashboard** page, you will be prompted with a message asking you to confirm that you want to change test administrations. Click **OK** to continue. The student’s score report will load.
Viewing a Selected Student’s Test Results

The Individual Student Score report displays the student’s score results for the test that you selected.

- For information about the Individual Student Report, see Viewing Individual Student Report.
- To return to the search results page, click Back to search results.
Appendix A. Printing Reports in the ORS

Using the **Print** tool in the banner, you can print all the reports available in the ORS.

![Print Tool](image)

Except for the **Student Listing Report** page (for a sample report, see **Figure 20**) and the **Individual Student Report** page (for a sample report, see **Figure 21**), when you click the **Print** tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

**To print a page:**

1. From the banner, click **Print**. A browser- and computer-specific print dialog box is displayed.

![Sample Mozilla Firefox Print Dialog Box](image)

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

3. Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see **Figure 41** for a sample printed report of the **Home Page Dashboard** page.
Printing Reports from the Student Listing Report Page

The **Print** tool on the **Student Listing Report** page (for a sample report, see **Figure 20**) 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. From the banner, click **Print**. The print pop-up window opens (see **Figure 42**).
2. From the Print drop-down list, select **Just this Page**.

3. Click **Print**. This will bring up the print dialog box (see **Figure 40**).

4. Specify the print settings and click the appropriate button to print the **Student Listing Report** page (see **Figure 43**).

---

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

Using the **Print** tool, you can generate PDFs of individual student reports for all the students listed on the **Student Listing Report** page. You can then download and print the PDFs from the **Inbox** (see **Figure 45**).
Note: You can also choose to print the PDFs of ISRs in a language other than English, provided other languages are supported. For example, you can choose to print the reports in Spanish, if available.

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

1. From the banner, click Print. The print pop-up window opens (see Figure 44).

2. From the Print drop-down list, select Student Report for All Students in this Group. Additional drop-down lists appear (see Figure 44).

3. From the Language drop-down list, if available, select the language in which you wish to print the reports. By default, English is selected.

4. 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.

5. Click Print.

6. A message is displayed to inform you that you will be notified via email once the report has been generated.
   - After receiving the email, go click Inbox on the banner.
7. Locate the file in the Inbox and from the Status column, click the **Download** link for the file. The file will be downloaded to your computer in a browser- and computer-specific manner.

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

### Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Listing Report page, the **Print** tool on the *Individual Student Report* page (see **Figure 21**) opens a print pop-up window that allows you to generate a PDF file of the student’s score report for the selected test opportunities. However, unlike the *Student Listing Report* page, you can access the file immediately without having to go to the Inbox.

**Note:** You can also choose to print the ISR in a language other than English, provided other languages are supported.

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

1. From the banner, click **Print**. The print pop-up window opens (see **Figure 46**).

2. From the **Language** drop-down list, if available, select the language in which you wish to print the report. By default, English is selected.

3. Click **Print**.
4. A browser-specific dialog box opens where you can specify whether to open or save the file.

5. View and print the report; see Figure 47 for a sample report.
Figure 47. Sample PDF of ISR
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 37). 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 Specific Student’s Score Reports**.
Appendix B. User Support

The Louisiana ELPT Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from 7:00 a.m. to 7:00 p.m. Central Time (except holidays)

    Louisiana ELPT Help Desk
    Toll-Free Phone Support: 1-866-758-0231
    Email Support: laelpthelpdesk@air.org
    Chat Support: http://la.portal.airast.org/chat/

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
## Change Log

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
<th>Date of Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Updated Figure 6. ORS Banner and added language about Upload Rosters feature</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>3, 6</td>
<td>Updated all portal links to live links</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>44</td>
<td>Updated Figure 25. Inbox image and edited to say inbox downloads and reports are available for 31 days (previously said 30 days)</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>47</td>
<td>Updated Figure 28. Add Roster image</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>48</td>
<td>Updated Figure 29. Add and Remove Students image</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>35, 56</td>
<td>Updated screenshots of Figures 21 and 38 Individual Student Reports based on latest mock-ups</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>12</td>
<td>Added information on Upload Rosters feature</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>1</td>
<td>Changed admin year and publish date</td>
<td>6/24/2019</td>
</tr>
</tbody>
</table>