



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), which provides score reports for each student who takes the Wyoming Test of Proficiency and Progress (WY-TOPP) or Wyoming Alternate Assessment (WY-ALT) test. This section describes the organization of this user guide, provides an overview of the ORS, and gives information on user roles and permissions.

Organization of this User Guide

This document is color-coded by topic for ease of reference and includes the following sections:

- Section I. Accessing the ORS
- Section II. Understanding the ORS Interface
- Section III. Viewing Score Reports
- Section IV. Viewing Reports & Files
- Section V. Working with Student Rosters
- Section VI. Searching for a Student's Score Reports
- Appendix

Overview of the Online Reporting System

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

Score Reports: Provide performance data for WY-TOPP and WY-ALT assessments. You can compare score data between individual students and the school, district, or overall state average scores.

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.

[Table 1](#) describe the user roles within ORS and the reports and features that are accessible to each user for the WY-TOPP and WY-ALT.

Table 1. WY-TOPP and WY-ALT Access Level and Roles

Access Level and Roles*	DTC	DDR	BC	BDR	TA	ALT-TA	PR
Score Reports							
School Listing	✓	✓	✓	✓	✓	✓	
Teacher Listing	✓	✓	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	✓	✓	
Reports & Files							
Summary Statistics	✓	✓	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓	✓	✓	
Rosters							
Add Rosters	✓	✓	✓	✓	✓	✓	
Edit Rosters	✓	✓	✓	✓	✓	✓	
Upload Rosters	✓	✓	✓	✓	✓	✓	
Search Students	✓	✓	✓	✓	✓	✓	

* **DTC:** District Test Coordinator; **DDR:** District Data Reviewer; **BC:** Building Coordinator; **BDR:** Building Data Reviewer; **TA:** Test Administrator; **ALT-TA:** Alternate Assessment Test Administrator; **PR:** Proctor

Section I. Accessing the ORS

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

How to log in to the Online Reporting System

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 Building Coordinator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access ORS.



Warning: Do not share your login information with anyone. All Wyoming 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 Wyoming portal (<https://wyoassessment.org/>).
2. Select your user role.
3. Click **Online Reporting System (ORS)**. The **Login** page opens.
4. Enter your email address and password.
5. Click **Secure Login**.

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 fifteen minutes of receiving the email. (If the code has expired, click **Resend Code** to request a new code.)

The ORS **Welcome** page appears.

Figure 1. User Cards on Portal



Figure 2. ORS Card on Portal

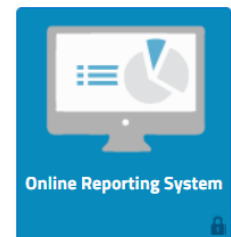


Figure 3. Login Page

How to reset your password

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

Emails containing the account activation or password reset link come from AIRASTDoNotReply@airast.org. 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 TIDE administrator to make sure you are listed in TIDE.

Additional Help

If you are unable to log in, contact the Wyoming Help Desk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.

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 Wyoming 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:

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

Section II. Understanding the ORS Interface

This section describes the ORS features and layout.

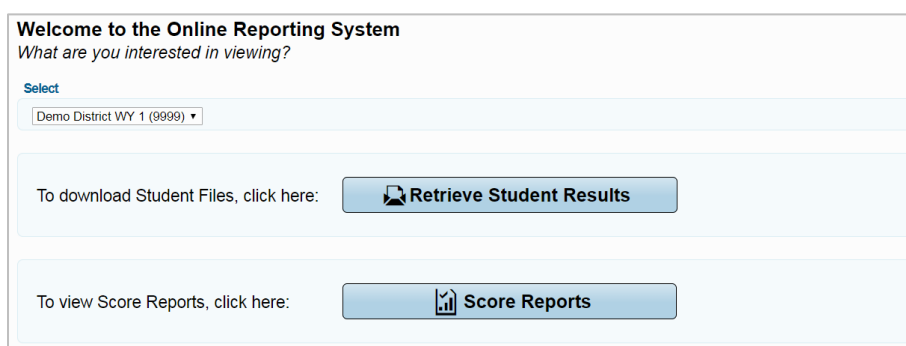
ORS Welcome Page

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



Note: To access the ORS reports and features at any other time, click the links in the ORS banner (see [Figure 5](#)).

Figure 4. Welcome Page



How 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**.

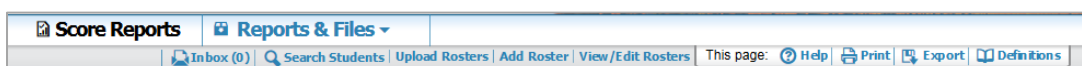
Using the ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all 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 5. ORS Banner



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

- **Score Reports** links to the *Homepage Dashboard* (see [Figure 6](#)). 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
- **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 [0](#).
- **Export** allows you to export the data displayed on the page. The data is exported as a Microsoft Excel (.xls) file.



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.

Section III. 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 aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for WY-TOPP and WY-ALT tests. 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 total 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 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 a WY-ALT Grade 3-5 Mathematics 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. For more information, see [Working with Student Rosters](#).

[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
Homepage Dashboard Summary of performance across grades and subjects.	✓	✓	✓		
Subject Detail Subject-level performance data within a particular grade or course.	✓	✓	✓	✓	
Trend Longitudinal comparison of scores for a selected administration over time.	✓	✓	✓	✓	✓
Student Listing Performance data for the individual students who belong to a school, teacher, or roster.	✓	✓	✓	✓	

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Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Student Detail Detailed information about a selected student's performance in a specified subject or course					✓

Accessing Score Reports

The **Homepage Dashboard** displays a summary of the overall score data and testing progress for your state, district, or school, and is the starting point for data analysis. From this page, you can define the students whose scores you want to view and navigate to more detailed score reports.

Figure 6. Homepage Dashboard

Score Reports | **Reports & Files** | [Inbox](#) | [Search Students](#) | [Upload Rosters](#) | [Add Roster](#) | [View/Edit Rosters](#) | This Page: [Help](#) | [Print](#) | [Export](#)

Now viewing: Scores for students who were mine at the end of the selected administration

Home Page Dashboard

Select Test and Year

Test:

Administration:

- Scores for students who were mine at the end of the selected administration
- Scores for my current students
- Scores for students who were mine when they tested during the selected administration

Select

[Click on a grade and subject to view more information.](#)

Overall Performance on the WY-TOPP Summative test, by Subject, Grade: Demo District WY 1, 2018-2019

English Language Arts			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	4	0%	Grade 3	10	20%
Grade 4	6	0%	Grade 4	6	17%
Grade 5	4	0%	Grade 5	3	0%
Grade 6	4	0%	Grade 6	4	0%
Grade 7	5	0%	Grade 7	4	0%
Grade 8	4	0%	Grade 8	2	0%
Grade 9	5	0%	Grade 9	4	25%
Grade 10	1	0%	Grade 10	3	0%

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.

How to Define the Student Population

From the **Home Page Dashboard** page, you can select the test (WY-TOPP or WY-ALT) and administration for which you want to view score data.

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 2019-2020).
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 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. Examples 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 at the time when they completed the selected test during the selected administration.

The **Homepage Dashboard** displays aggregation tables for students who were associated with your district, school, or roster when they were tested in the selected test and administration. For more information, see [Understanding the Dashboard Aggregation Tables](#).

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 7. Homepage Dashboard Aggregation Tables

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%

The **Homepage Dashboard** page displays separate tables for each subject and the data included in the tables are organized by grade- band. The columns constituting the tables are:

- **Number of Students Tested**—Displays the number of students to date who completed their test and have a valid score.
- **Percent Proficient**—This column displays the percentage of students to date who have scored proficient or above on the selected test. The percentage is a ratio of the number of students that scored proficient or above on the test to the number of students that took the test.

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 7](#).

Working with Score Report Features

Most score reports in the ORS share similar features. Common score report features include the following:

- **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

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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.)



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.

How to Navigate between Score Reports using the Exploration Menu

Using the Exploration Menu (see [Figure 8](#)), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the *Homepage Dashboard*.

Figure 8. Exploration Menu

Demo District WY 1 (9999)

Subject: English Language Arts ▾

Grade: Grade 3 ▾


Who: School ▾

What: Subject ▾

When: Current Admin ▾

View

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 [How to Define 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 13](#)), 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"> • School • Teacher • Roster • Student
What	Selects the type of test data covered in the score report.	<ul style="list-style-type: none"> • Subject • Reporting Category • Standard
When	Sets the report to display data for a single testing window or multiple testing windows over time.	<ul style="list-style-type: none"> • Trend • Current Admin

How to View 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 9](#)), select the required demographic subgroup. See
2. [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**).
3. 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 9. Score Report with Breakdown by Gender

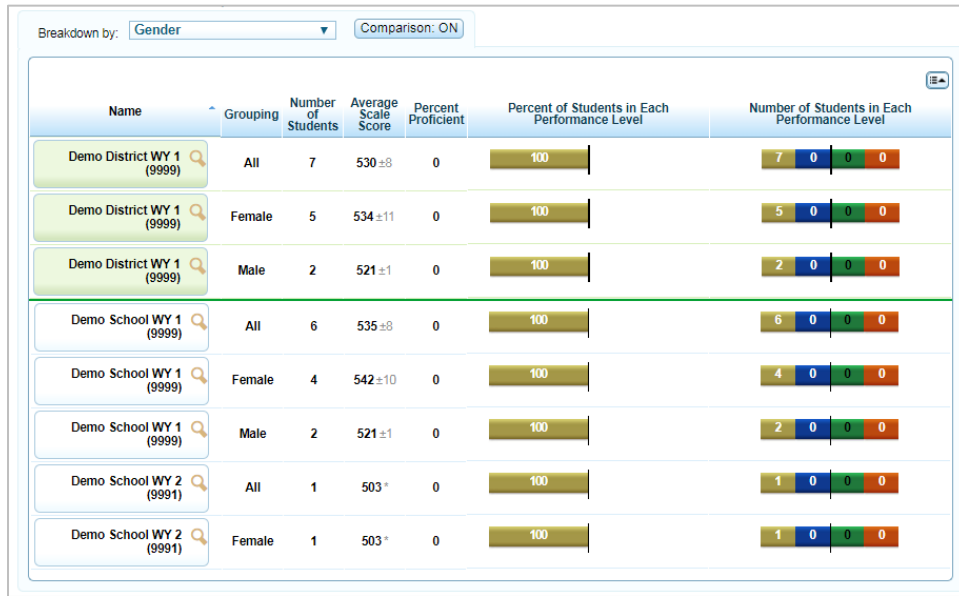


Table 4. Demographic Subgroups

Subgroup	Description	Possible Values
Ethnicity	Student's ethnicity code	<ul style="list-style-type: none"> • Asian • Black/African American • American Indian/Alaskan Native • White • Hispanic/Latino • Native Hawaiian/Other Pacific Islander • Multi-Racial
Gender	Student's gender	<ul style="list-style-type: none"> • Female • Male
Enrolled Grade	Grade in which student is enrolled during the test administration	<ul style="list-style-type: none"> • Grade 03 through Grade 11
Migrant Student	Indicates student's migrant status	<ul style="list-style-type: none"> • Migrant • Migrant - N

How to Show and Hide a Report's Columns

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

To show or hide a report's columns:


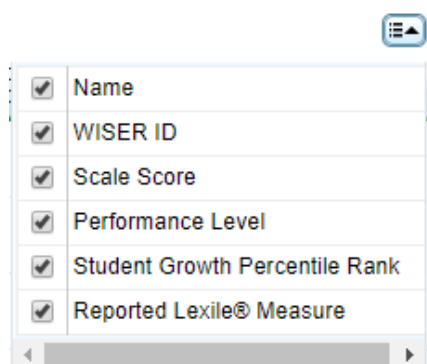
1. Click  in the upper-right corner of the table. A list of the columns in the table appears.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To exit this list, move your cursor away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

Figure 10. Score Report Columns



How to Sort 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.

How to Show and Hide 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 student's 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.

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- When **Comparison: On** shows, comparison rows display on the report ([Figure 11](#)).
- When **Comparison: Off** shows, comparison rows are hidden from view ([Figure 12](#)).

Figure 11. Score Report with Comparison On

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Wyoming	20116	588 ±1	48	26 26 24 25	5029 5230 4828 5029
Demo District 9999 (9999)	268	690 ±5	65	13 22 26 40	34 59 69 106
Demo School 999901 (9999_999901)	72	732 ±11	70	13 15 25 47	9 11 18 34
Demo School 999902 (9999_999902)	51	690 ±13	65	16 20 20 45	8 10 10 23
Demo School 999903 (9999_999903)	145	672 ±6	62	12 26 28 34	17 38 41 49

Figure 12. Score Report with Comparison Off

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Demo School WY 1 (9999)	6	535 ±8	0	100	6 0 0 0
Demo School WY 2 (9991)	1	503*	0	100	1 0 0 0

Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Homepage Dashboard**. It belongs to the “who” dimension of score report categories.

The subject detail report name consists of the following components:

- The score report name is Student Performance At Each Performance Level. How did my [Entity] perform overall in [Subject or Course], 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 Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Entity], [Administration], 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

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who have taken and completed the test and submitted it for scoring. [Table 5](#) describes the Subject Detail Reports columns.

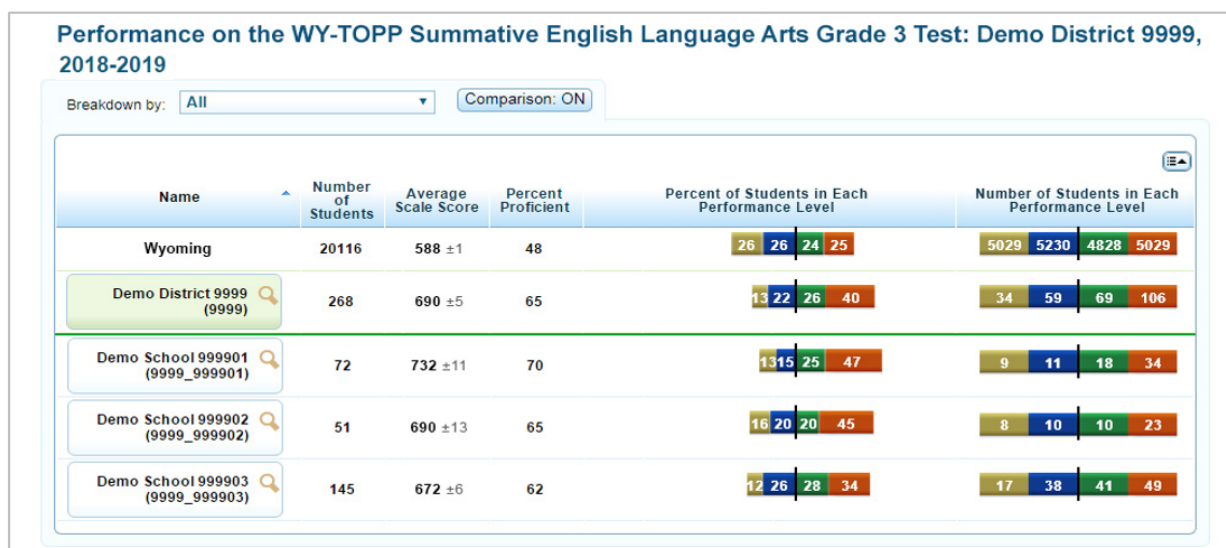
Table 5. Subject Detail Report Columns (Summative and ICAs)

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 mean scale score of students who have completed the selected test.
Percent Proficient	The number of students who are proficient over the total number of students tested, presented in percent format.
Percent in Each Achievement Level	For a selected test, the distribution of students across the proficiency levels based on their scale scores.
Number of Students in Each Performance Level	For a selected test, the counts of students at each performance level.

Viewing School Listing Subject Detail Reports

The School Listing Report is the default for district-level users and shows data for the grade and subject selected on the Home Page Dashboard page. A school's performance data in the selected grade and subject are displayed together with the associated district and state's performance in the selected grade and subject for the purpose of comparison. Authorized district-level users can view the data for each school in their district. For an explanation of the report columns, see [Table 5](#).

Figure 13. School Listing Subject Detail Report



Online Reporting System

To access a school Listing Subject Detail Report:

1. From the **Homepage Dashboard**, define the student population as described in the section [How to Define 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](#), [Appendix](#), 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 5](#).

Figure 14. Teacher Listing Subject Detail Report

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Demo District WY 1 (9999)	9	516 ±9	0	100	9 0 0 0
Demo School WY 1 (9999)	9	516 ±9	0	100	9 0 0 0
Demo Teacher 1	2	501 ±11	0	100	2 0 0 0
Demo Teacher 2	1	520 *	0	100	1 0 0 0
Demo Teacher 3	1	491 *	0	100	1 0 0 0

To navigate to the Teacher Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 13](#)), click  next to a school 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 **Teacher**.
 - c. From the **What** drop-down list, select **Subject**.
 - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

Online Reporting System

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Appendix](#), 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 5](#).

Figure 15. Roster Listing Subject Detail Report

Name	Student Count	Average Scale Score	Percent Proficient	Percent at Each Performance Level	Counts of Students at Each Performance Level
Demo District WY 1 (9999)	8	394	38	100	6 0 0 0
Demo School WY 2 (9991)	8	394	38	100	6 0 0 0
Demo Teacher A	8	394	38	100	6 0 0 0
Roster A	8	394	38	100	2 0 0 0

To navigate to the Roster Listing Subject Detail Report:

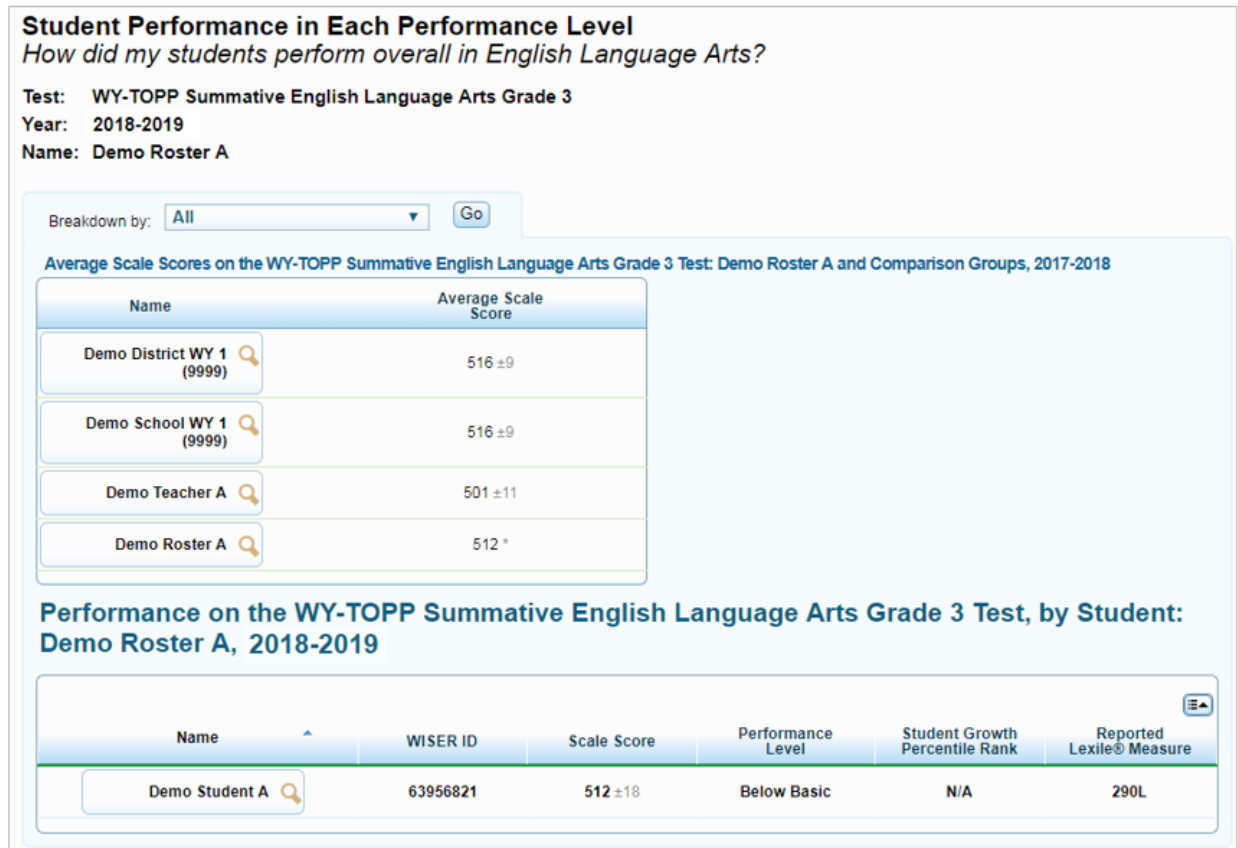
1. On the Teacher Listing Subject Detail Report ([Figure 14](#)), click  next to a teacher's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Roster**.
 - c. From the **What** drop-down list, select **Subject**.
 - d. 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 information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Appendix](#), 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 6](#).

Figure 16. Student Listing Report



To navigate to the Student Listing Subject Detail Report:


1. On the Roster Listing Subject Detail Report ([Figure 15](#)), click  next to a roster'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 Student Listing Subject Detail Report for the selected grade-subject opens.

Table 6. Student Listing Subject Detail Report Columns

Column	Description
Name	The name of the student.
WISER ID	The student's unique identifier.
Scale Score	The student's scale score.
Performance Level	The performance level associated with the student's score.
Student Growth Percentile Rank	A student growth percentile (SGP) describes a student's growth compared to other students with similar prior WY-TOPP test scores, referred to as their academic peers. This column will show the value "N/A" for the first-time test takers. (Not displayed for Science.)
Reported Quantile Measure	A scientific approach to measuring mathematics achievement and concept/application solvability. (WY-TOPP Math only.)
Reported Lexile Measure	A scientific approach to measuring reading ability and the complexity of reading materials. (WY-TOPP ELA only.)

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](#).

Disaggregating by Demographic Subgroup

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

To disaggregate score data by a subgroup:

From the *Breakdown By* drop-down list, select the required group.

From the *Values* drop-down list, select a specific subgroup. For example, select **Male** for the subgroup **Gender**.

Click **Go**. The new list only includes students that match the specified value.

Viewing Individual Student Reports

The Individual Student Report (ISR) (

[Figure 17](#)) 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 16](#)), click  next to a student's name. The Exploration Menu opens.

Online Reporting System

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.

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](#), [How to Print Reports from the Individual Student Report Page](#), and [Using the ORS Banner](#).

Figure 17. Individual Student Report (WY-TOPP)

Score Reports
Reports & Files

Inbox (0)
This page: Help | Print | Definitions

Now viewing: Scores for students who were mine at the end of the selected administration

Individual Student Report

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

Test: WY-TOPP Summative English Language Arts Grade 5
Year: 2017-2018
Name: Demo, Student A

Overall Performance on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo, Student A, 2017-2018

Name	WISER ID	Scale Score	Performance Level	Student Growth Percentile Rank	Reported Lexile® Measure
Demo, Student A	999999001	810 ±29	Advanced	79	790L

Scale Score and Performance on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo, Student A, 2017-2018

Demo, Student A Scored **810 ±29**

Advanced Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo

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Average Scale Scores on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo School 999901 and Comparison Groups, 2017-2018

Name	Average Scale Score
Wyoming	588 ±1
Demo District 9999 (9999)	690 ±5
Demo School 999901 (9999_999901)	732 ±11

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, 500 (+/-30) indicates a score range between 470 and 530.

The table and the graph below indicate student performance on individual reporting categories. The black line indicates the student's score on each reporting category. 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 WY-TOPP Summative English Language Arts Grade 5 Test, by Reporting Category: Demo, Student A, 2017-2018

Reporting Category	Reporting Category Performance	Reporting Category Description
Reading Literature		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>
Reading Informational		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>
Language/Vocabulary Acquisition and Use		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>

Writing Performance on the WY-TOPP Summative English Language Arts Grade 5, Based on the WY-TOPP Summative Performance Task Writing Rubric: Demo, Student A, 2017-2018

Essay	Purpose, Focus, and Organization	Evidence and Elaboration	Conventions of Standard English
Informative/Explanatory	The response is adequately sustained and generally focused within the purpose, audience, and task; and it has a controlling idea and evident organizational structure with a sense of completeness. The response includes most of the following: Maintained controlling idea, though somewhat related material may be present; Adequate use of transitional strategies with some variety to clarify the relationships between and among ideas; Adequate progression of ideas from beginning to end, including a sufficient introduction and conclusion	The response provides adequate support/evidence for the controlling idea or main idea that includes the use of sources, facts, and details. The response includes most of the following: Generally integrated evidence from sources, though references may be general, imprecise, or inconsistent; Adequate use of some elaborative techniques; Adequate expression of ideas, employing a mix of precise and general language; Domain-specific vocabulary generally appropriate for the audience and purpose; Some variation in	The response demonstrates an adequate command of basic conventions. The response may include the following: Some minor errors in usage, but no patterns of errors; Adequate use of punctuation, capitalization, sentence formation, and spelling (2 out of 2 Points)

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 [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]— Depending on the assessment selected, this table may include:

- The student's name and student identification number.
- The student's overall scale score for a test opportunity.
- The performance level classification associated with the student's score.
- The student's reported Lexile© measure that reflects the student's reading ability. This is only applicable for WY-TOPP ELA tests.
- The student's reported quantile measure that reflects the student's mathematical achievement. This is only applicable for WY-TOPP Mathematics tests.

Scale Score and Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]—The barrel chart visually depicts the student's achievement level based on his overall scale score.

Average Scale Scores on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Entity] and Comparison Groups, [Administration]—The table includes average scale score and percent proficient for the state, district, school, and teacher with which the student is associated.

Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test by Reporting category: [Student Name], [Administration]—The table includes:

- The student's performance level in each of the reporting categories for the selected test. The reporting category performance legend on the top of the report is provided for understanding the symbols represented.
- Descriptions of what the student's results mean along with recommendations on the next steps to be taken to improve student's performance based on the student's reporting category scores.

Online Reporting System



Note: The average scale score for the state will only be available after all state testing has been completed.

-

Writing Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, based on the WY-TOPP Summative Writing Rubric: [Student Name], [Administration]—The table provides information about the student’s performance on the Writing test, which includes one essay.

- If a student’s writing performance cannot be scored, the table displays the reason for which the essay could not be scored. The possible reasons are:
 - Insufficient Original Text to Score
 - Duplicated Text
 - Insufficient Text
 - Other Condition
 - Blank Response

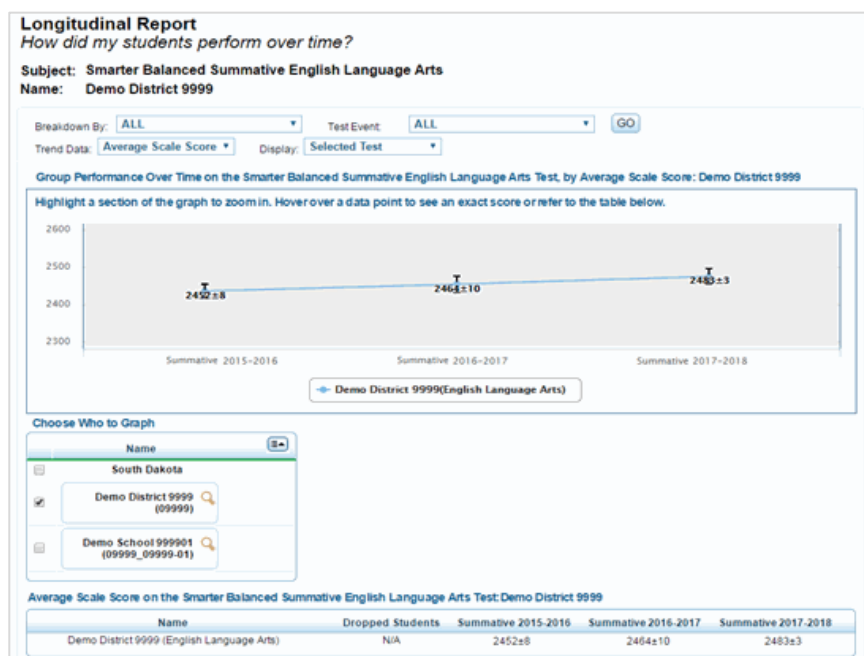


Note: Depending on the information included in the Individual Student Report and the number of tables and notes that are displayed, the report may span more than one page when printed.

Viewing Trend Reports

Trend reports, which belong to the “when” dimension of score report categories, 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 18. School Listing Trend Report



Note: Trend Reports are not available for the Science tests.

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](#), [Appendix](#), and [Using the ORS Banner](#).

How to Select 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.


How to Choose Who to Graph

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

Online Reporting System

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.

How to View Data by Demographic Subgroup

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

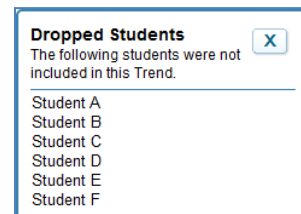
To view data by demographic subgroup:

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.

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

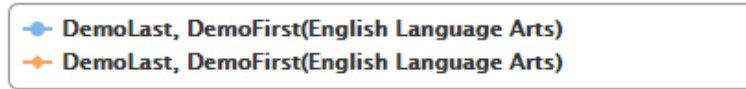
When viewing data for a student group over time, it is important to use the same sample of students. By excluding students who missed a testing window in the trend report, the ORS ensures that observed changes are the result of actual differences in performance and not the result of a particular student's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

How to Hide Trend Lines

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

Figure 19. Trend Line Box

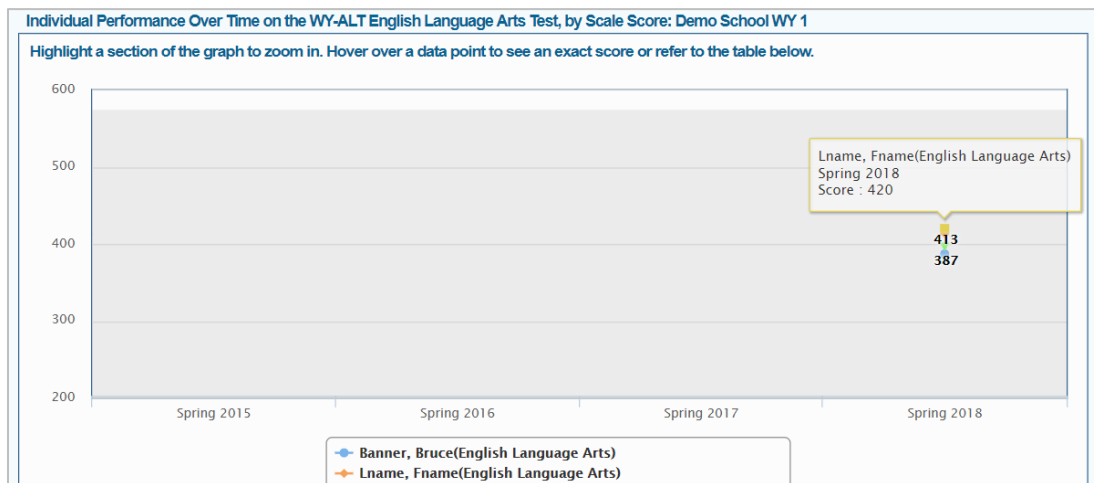


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 19](#)).
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.

How to Use Zoom Features

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.



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:


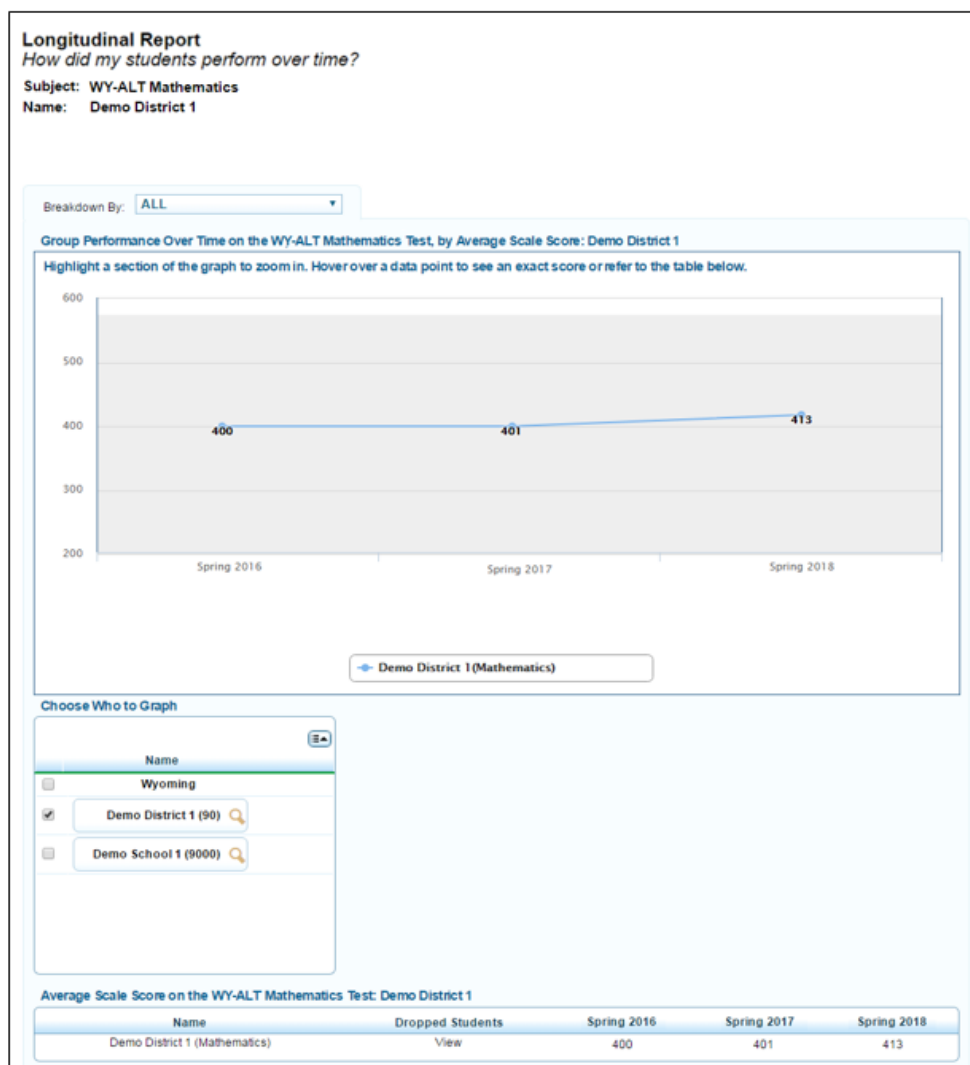
1. On the School Listing Subject Detail Report (see [Figure 13](#)), click  next to the district. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down 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 20. 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](#).

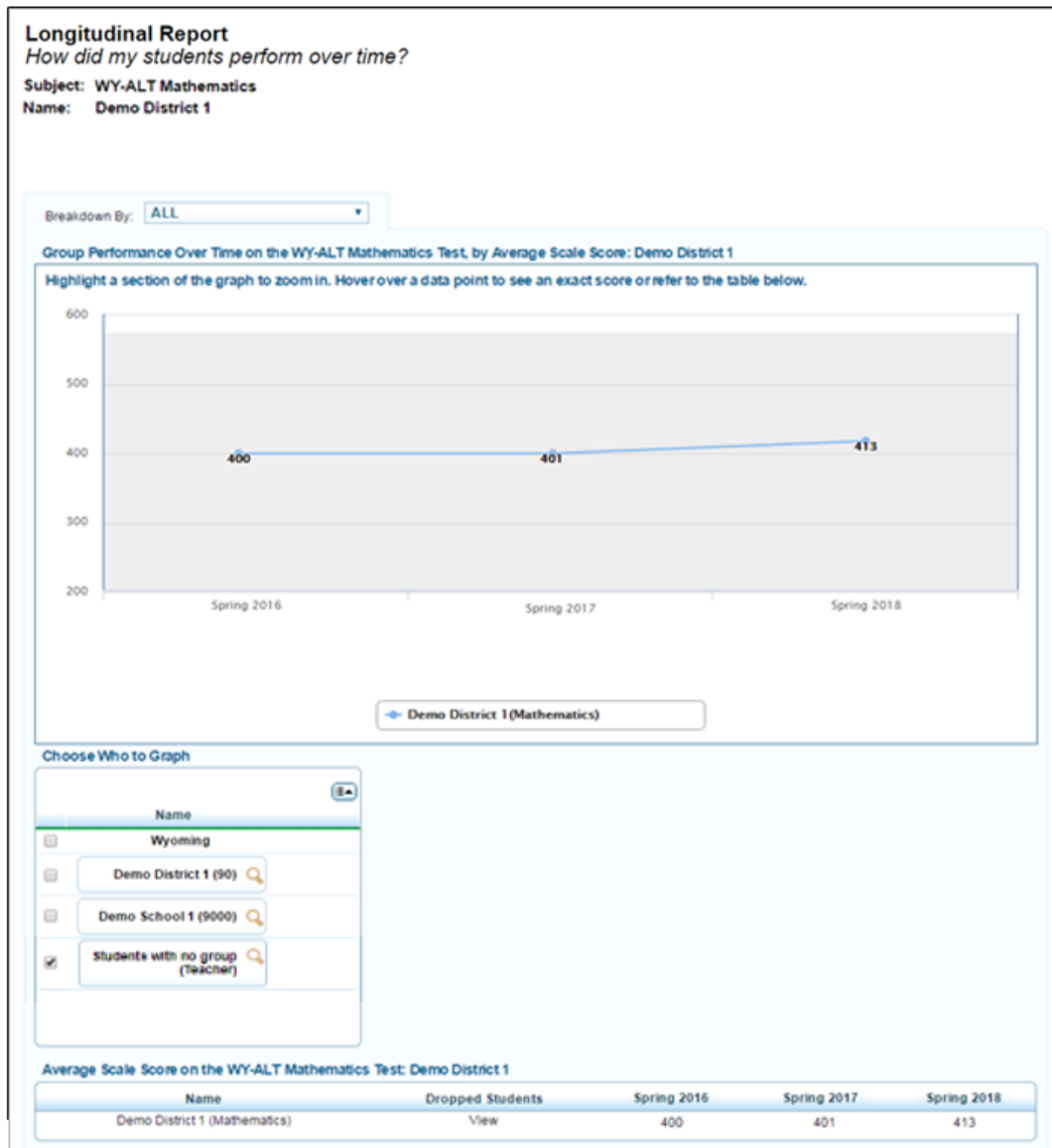
To view the Teacher Listing Trend Report:

1. On the School Listing Trend Report (see [Figure 20](#)), click  next to a school.
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 **Teacher**.

Online Reporting System

- 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 Teacher Listing Trend report opens.

Figure 21. 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](#).

Online Reporting System

To view the roster listing trend report:


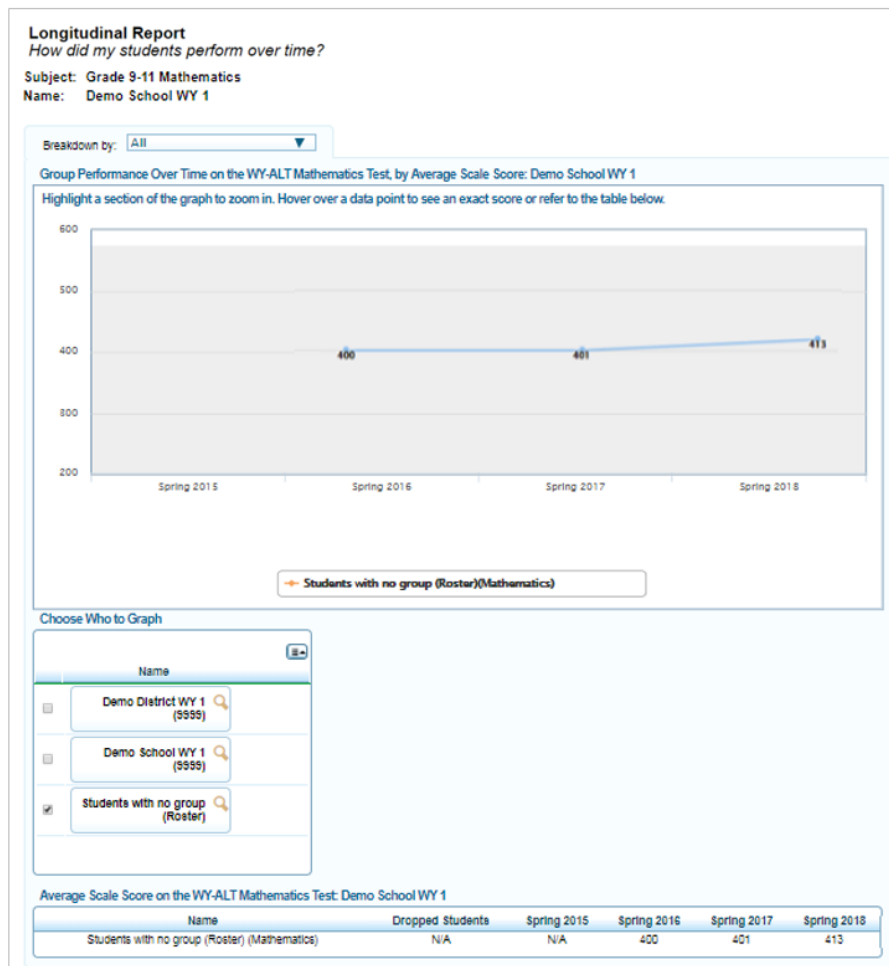
1. On the Teacher Listing Trend Report (see [Figure 21](#)), click  next to a teacher.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Roster**.
 - c. From the **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 22. 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:


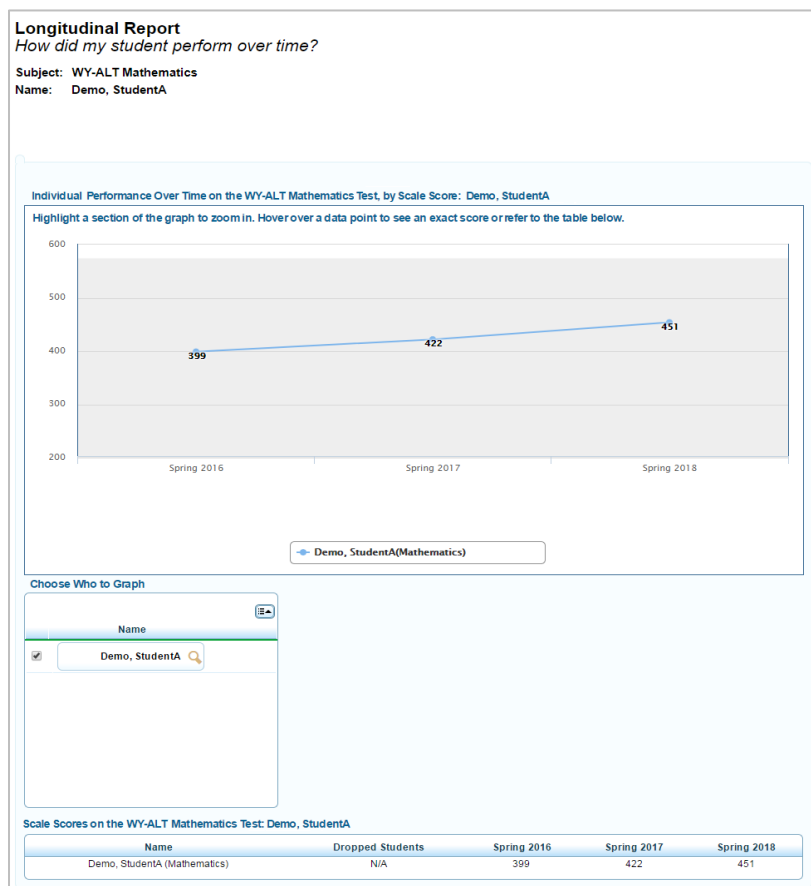
1. On the Roster Listing Trend Report (see [Figure 22](#)), click  next to a roster.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select **Student**.
 - c. From the **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 23. 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:


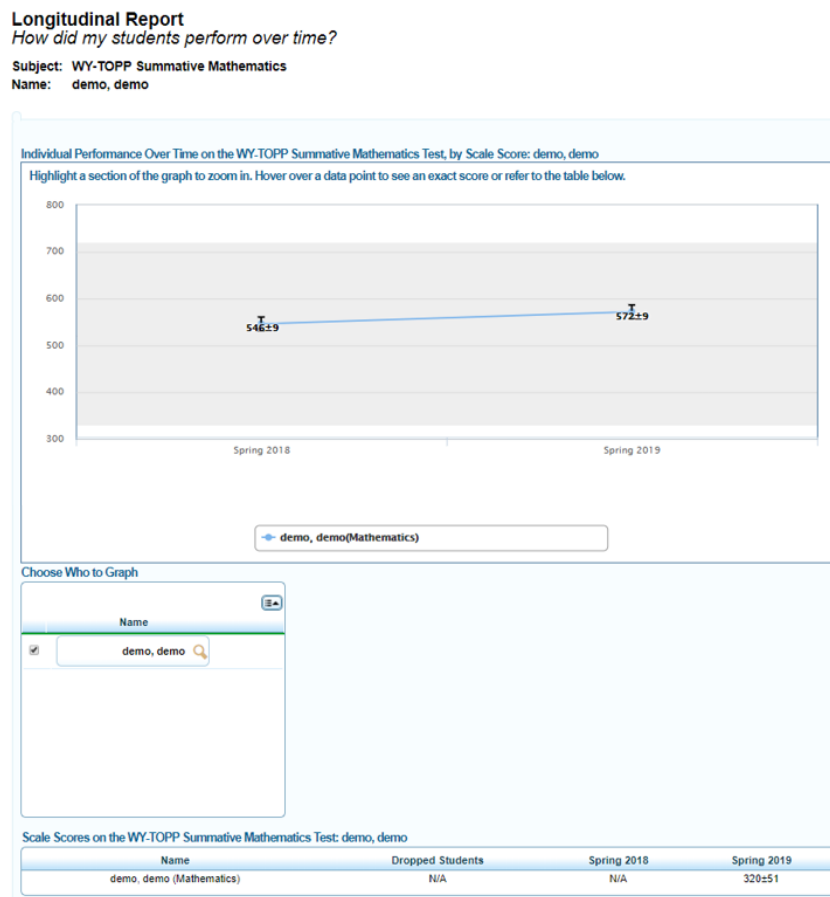
1. On the Student Listing Trend Report ([Figure 16](#)), click  next to a student's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
 - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
 - b. From the **Who** drop-down list, select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

Figure 24. Individual Student Trend Report



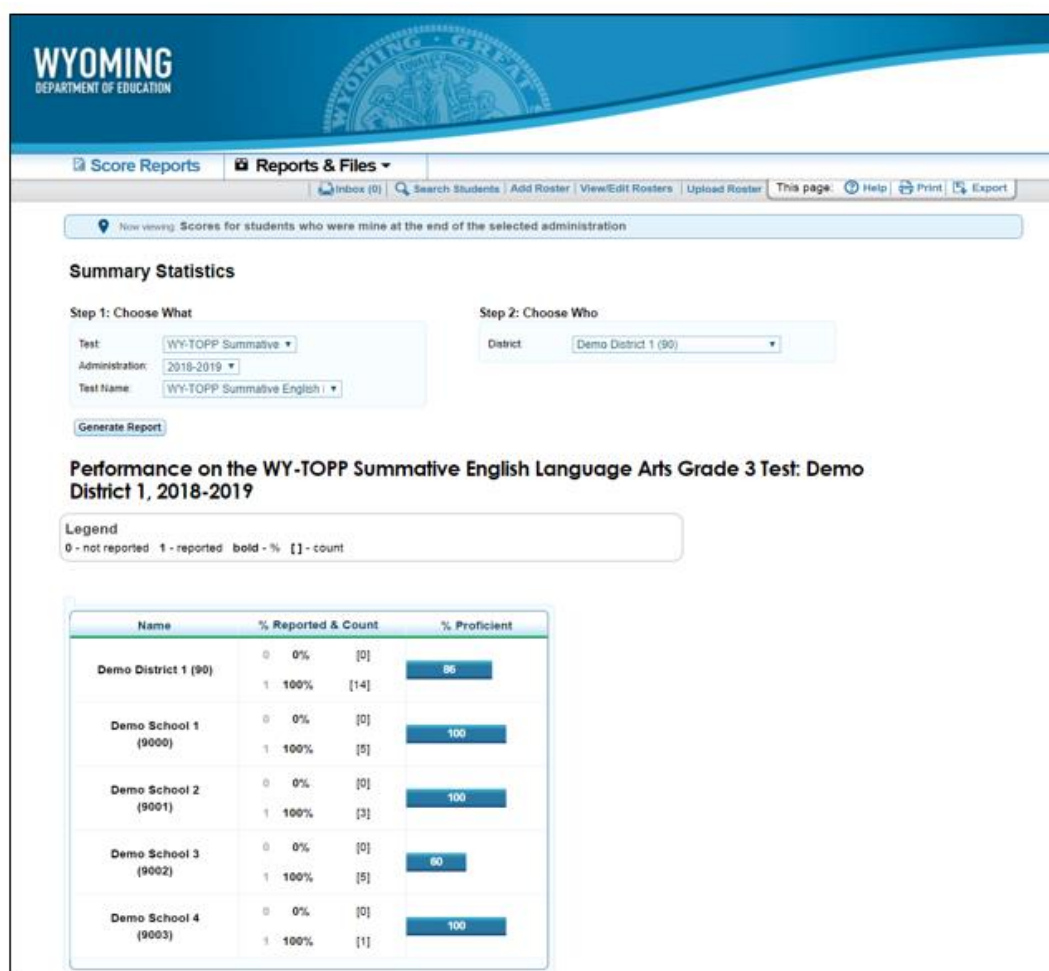
Section IV. Viewing Reports & Files

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.

How to Generate a Summary Statistics Report

The **Summary Statistics** page (see [Figure 25](#)) displays statistics for students who have tested with a valid score at each completed opportunity for a selected test category, administration, and test name.

Figure 25. 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 25](#)).
2. From the available drop-down lists, select the parameters for your report:

Online Reporting System

- **Test:** Select the assessment category.
 - **Administration:** Select an administration period.
 - **Test Name:** Select a test name.
3. Click **Generate Report**. The report appears at the bottom of the page. See [Table 7](#) 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 [Appendix](#).

To export the report, click **Export** from the banner.

Table 7. Summary Statistics Report Column Descriptions

Data Column	Description
% Reported and count	Displays the percent of students whose tests are in “reported” status for the corresponding opportunity. 0 – Percent of students whose tests have not yet reached “Reported” status. This includes students who have not started the test opportunity. – Percent of students whose tests have reached completed (reported) status.
[#]–Student count	Shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.
% Proficient	Displays the percentage of students who have met or exceeded proficiency in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.

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 in English and/or Spanish.

How to Generate a 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 26. Retrieve Student Results Page

Retrieve Student Results

Create New Data File to Download

Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

Step 2: Choose Who

District:

School:

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. **Test:** Select an assessment category (such as Smarter Summative).
 - c. **Administration:** Select an administration period (such as 2019-2020).
 - d. **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.
 - e. **Language** (available for PDF of Student Reports option only): Select the language in which you wish to generate the report.
 - f. **Download Format:** Select a file format from the options available for the selected report:
 - i. **Student Data:** The default format is an Excel (.xls) spreadsheet file. You can select a different format, such as CSV, if available.
 - ii. **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:

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- i. **Simple ISR:** Includes the student’s overall performance table, along with the barrel graph, comparison scores table, and performance on claims table.

 Addendum (optional): To include a one-page interpretive guide for understanding the simple ISR, select **Help Page** from the **Addendum** drop-down list that appears after selecting **Simple ISR**.
- ii. **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), and student’s writing performance (for ELA tests only), if available.
- h. **Filter By** (optional): Select a specific demographic subgroup.
 - i. 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. You can download the data file by clicking the Download link for the data file. 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. You will receive an email notifying you when the files you export to the Inbox are ready for download. Inbox files automatically expire after 30 days, unless you archive them.

Figure 27. Inbox

Name	Viewed	Creation Date	Expire Date	Days Available	Group Name	Actions
Demo_inst_9998_StudentData_Smarter_Balanced_Summative.zip	✓	01/03/2019 01:59 PM	02/02/2019 01:59 PM	31 days	ORS	[Trash] [Archive]
Demo_district_9999_StudentData_Smarter_Balanced_Summative1553.zip	✓	01/03/2019 01:58 PM	02/02/2019 01:58 PM	31 days	ORS	[Trash] [Archive]
Demo_inst_9998_StudentISRs_Smarter_Balanced_Summative_28.zip	✓	01/02/2019 03:19 PM	02/01/2019 03:19 PM	30 days	ORS	[Trash] [Archive]

To access files stored in the Inbox:

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see [Figure 27](#)).
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. To download a file, click the name of that file.
4. *Optional*: To archive a file, click  beside a file in the Inbox.

Section V. 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**.

How to Add 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:

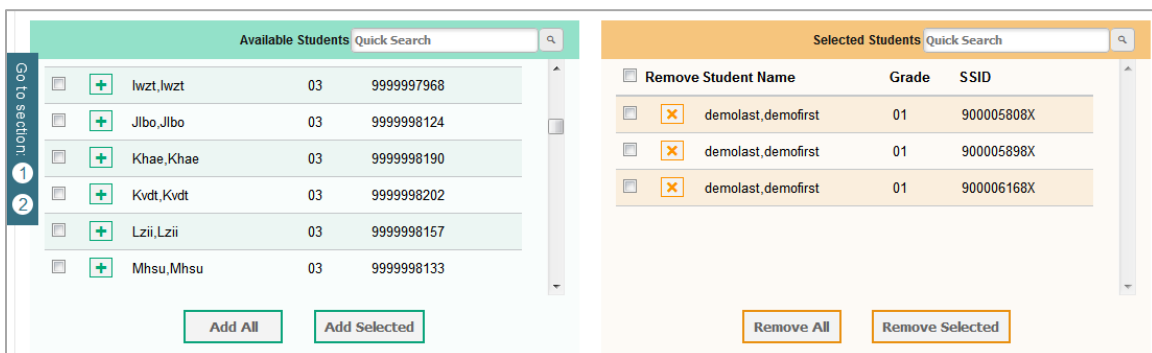
1. In the banner (see [Figure 5](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 28](#)).

Figure 28. Add Rosters Page

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2. In the *Search for Students to Add to the Roster* 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 Students* panel (see [Figure 29](#)), 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:
 - i. to move one student to the roster, click **+** for that student.
 - ii. to move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - iii. to move all the students in the *Available Students* list to the roster, click **Add All**.

Figure 29. Student Roster Panels



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

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- ii. to remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
 - iii. to remove all the students from the roster, click **Remove All**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

How to Create 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 5](#)), click **Upload Rosters**. The **Upload Roster** page appears ([Figure 30](#)).

Figure 30. Upload Roster Page

Upload Rosters

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

Download Templates

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

2. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type.
3. Open the template file in a spreadsheet application.
4. Using [Table 8](#) 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

Step 2: Preview

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

Next Cancel

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

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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 32. 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.

8. Do one of the following:
 - a. Click **Continue with Upload**. The ORS commits those records that do not have errors.
 - b. 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.
9. *Optional:* To upload another roster file, click **Upload New File**.

[Table 8](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 8. Columns in the Rosters Upload File

Column Name	Description	Valid Values
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 ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
*Required field.		

How to View and Modify a Roster

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

To view or modify a roster:

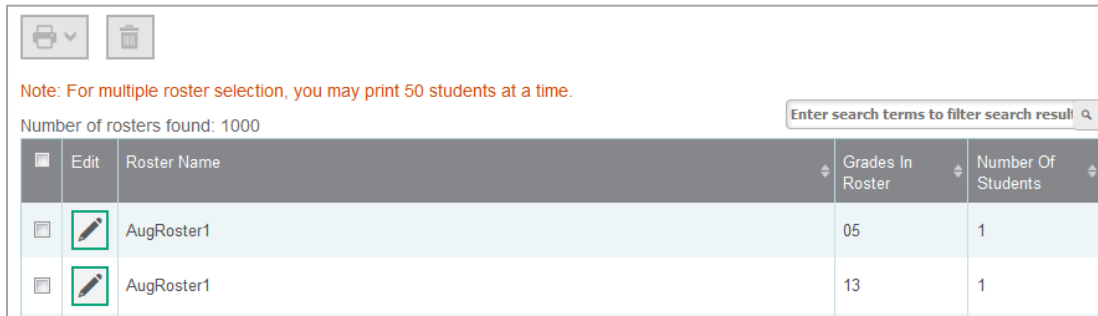
1. From the banner (see [Figure 5](#)), click **View Rosters**. The **View/Edit Rosters** page opens (see [Figure 33](#)).

Figure 33. 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 34](#)).

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Figure 34. 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 result

	Edit	Roster Name	Grades In Roster	Number Of Students
<input type="checkbox"/>		AugRoster1	05	1
<input type="checkbox"/>		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 **View/Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see [Figure 28](#)).
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 Search for Students to Add to the Roster 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:
 - i. To move one student to the roster, click  for that student.
 - ii. To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - iii. 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:
 - a. To remove one student from the roster, click  for the student.
 - b. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
 - c. To remove all the students from the roster, click **Remove All**.
9. Click **Save**, and in the affirmation dialog box click **Continue**.


How to Delete 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 5](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 33](#)).
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 34](#)).
4. Select the rosters that you wish to delete:
 - a. Mark the checkbox next to each roster you wish to delete.
 - b. To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

How to Print a Roster

You can print one or more rosters.

To print a roster:

1. In the banner (see [Figure 5](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 33](#)).
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 34](#)).
4. Select the rosters that you wish to print. To select rosters, do one of the following:
 - a. Mark the checkbox next to each roster you wish to print.
 - b. 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 VI. Searching for a Student's Score Reports

The ORS allows you to search for students by their WISER ID 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.

How to search for student records

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 [How to Define the Student Population](#).

2. In the banner (see [Figure 5](#)), click **Search Students**. The **Search Students** window opens.

Figure 35. 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:
 - a. If searching for students by WISER ID, enter up to 20 students' full WISER IDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
 - b. If searching for students by name, enter a student's exact first name, last name, or both in the text boxes provided.
5. Click **Search**. If the search results in a match, the students' information appears on the **Student Search Results** page (see [Figure 36](#)).

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Figure 36. Student Search Results Page

Last Name ^	First Name	Date of Birth	WISER ID	School	
+	DoNotDelete	AFT	04/04/2004	8880003	Demo School 1
2018-2019 WY-TOPP Summative					
<input type="checkbox"/> WY-TOPP Summative English Language Arts Grade 3					
<input type="checkbox"/> WY-TOPP Summative Mathematics Grade 3					

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.
 - a. 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 [How to Print 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. Printing in the Online Reporting System

The **Print** tool in the banner (see [Figure 5](#)) 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.

How to Print a Report Page

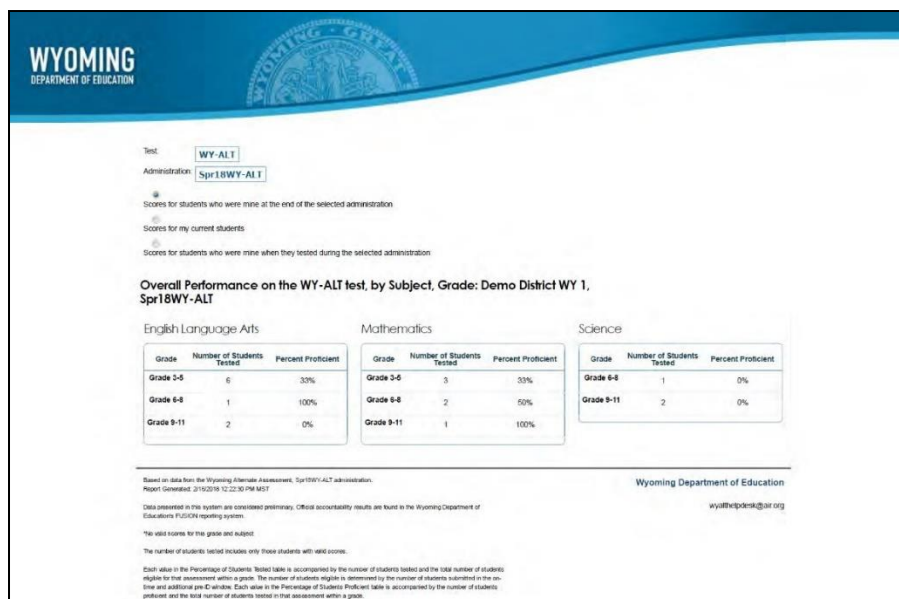
1. From the banner, click **Print**. A print dialog window appears.



Note: When printing from the **Student Listing Report** page (see [Figure 16](#)), the **Individual Student Report** page (see [Figure 17](#)), or the **Student Search Results** page (see [Figure 36](#)), 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 37](#) for a sample printout of the **Homepage Dashboard**).

Figure 37. Printed Report: Homepage Dashboard



Printing Reports from the Student Listing Report Page

The **Print** tool on the *Student Listing Report* page (see [Figure 16](#)) opens a print pop-up window that allows you to do the following:

1. Print the Student Listing Report
2. Print PDFs of ISRs

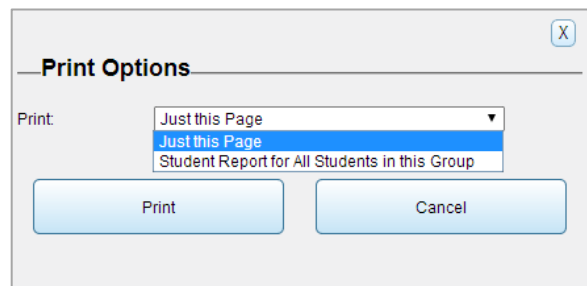
How to Print a Student Listing Report

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 38](#)).
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 38. Student Listing Report Print Window



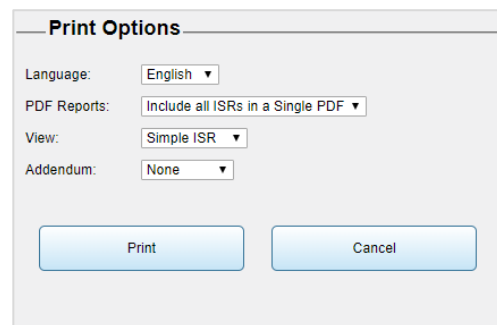
How to Print PDFs of ISRs from the Student Listing Report Page

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 39](#)).
2. From the **Print** drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.
3. From the **Language** drop-down list, select the language in which you wish to print the report.
4. From the **PDF Reports** drop-down list, select the type of PDF report you want to generate:
5. To generate individual PDFs for each ISR, select **One PDF per ISR in a zip file**.
6. 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**.

Figure 39. Student Listing Report Print Options



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- From the **View** drop-down list is available, select the level of detail you want to include:
 - To Includes the student’s overall performance table, along with the barrel graph, comparison scores table, and performance on claims table, click **Simple ISR**.
 - (Optional): To include a one-page interpretive guide for understanding the simple ISR, select **Help Page** from the **Addendum** drop-down list that appears after selecting **Simple ISR**.
 - To include all the information available on the Simple ISR along with a detailed claim description (including the next steps recommended for a student), and student’s writing performance (for ELA tests only), if available, click **Detailed ISR**.
- Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.
- After receiving the email, click **Inbox** in the banner.
- Locate the required file in the Inbox and click the file name to download it.

How to Print Reports from the Individual Student Report Page

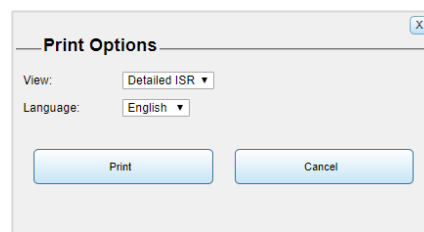
The **Print** tool on the *Individual Student Report* page (see

[Figure 17](#)) 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:

- In the banner, click **Print**. The print options window opens (see [Figure 40](#)).
- From the **View** drop-down list is available, select the level of detail you want to include (**Simple ISR** or **Detailed ISR**).
- From the **Language** drop-down list, select the language in which you wish to print the report.
- 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).
- Click **Print**.

Figure 40. ISR Print Options



How to Print 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 36](#)). 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 who's 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 who's 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 [How to 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.

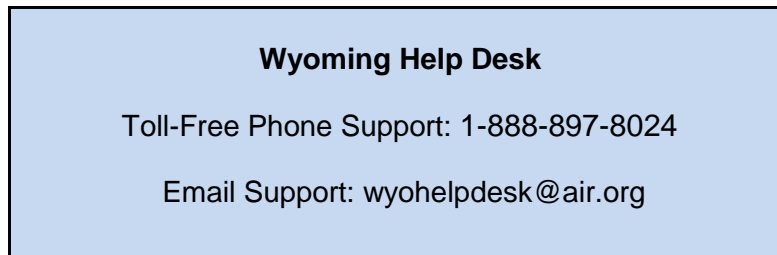
5. Click **Print**.

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

User Support

For additional information and assistance in using ORS, contact the Wyoming Help Desk.

The help desk is open Monday – Friday from 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming Portal).



Please provide the help desk with 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.