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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.
Online Reporting System

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**

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>DTC</th>
<th>DDR</th>
<th>BC</th>
<th>BDR</th>
<th>TA</th>
<th>ALT-TA</th>
<th>PR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Score Reports</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Teacher Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Roster Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Student Score Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Reports &amp; Files</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Statistics</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Retrieve Student Results</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Rosters</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edit Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Upload Rosters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search Students</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* 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.
Online Reporting System

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).

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.
Online Reporting System

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

<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>Homepage Dashboard</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Detail</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Trend</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
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**

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 Home Page 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.
Understand 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**

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
Online Reporting System

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**

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

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Selects the subject for the score report.</td>
<td>[Subjects available for the selected test]</td>
</tr>
<tr>
<td>Grade</td>
<td>Selects the grade for the score report.</td>
<td>[Grades available for the selected test]</td>
</tr>
</tbody>
</table>
| Who       | Selects the groups or individuals by which the score report provides data. | • School  
• Teacher  
• Roster  
• Student |
| What      | Selects the type of test data covered in the score report. | • Subject  
• Reporting Category  
• Standard |
| When      | Sets the report to display data for a single testing window or multiple testing windows over time. | • 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 Table 4 for the available subgroups.

2. 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>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ethnicity</strong></td>
<td>Student’s ethnicity code</td>
<td>• Asian&lt;br&gt;• Black/African American&lt;br&gt;• American Indian/Alaskan Native&lt;br&gt;• White&lt;br&gt;• Hispanic/Latino&lt;br&gt;• Native Hawaiian/Other Pacific Islander&lt;br&gt;• Multi-Racial</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>Student’s gender</td>
<td>• Female&lt;br&gt;• Male</td>
</tr>
<tr>
<td><strong>Enrolled Grade</strong></td>
<td>Grade in which student is enrolled during the test administration</td>
<td>• Grade 03 through Grade 11</td>
</tr>
<tr>
<td><strong>Migrant Student</strong></td>
<td>Indicates student’s migrant status</td>
<td>• Migrant&lt;br&gt;• Migrant - N</td>
</tr>
</tbody>
</table>
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 the arrow 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.

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.
Online Reporting System

- 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

![Score Report with Comparison On](image1)

Figure 12. Score Report with Comparison Off

![Score Report with Comparison Off](image2)

**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.
Online Reporting System

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)

<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 (district, school, teacher, roster, or student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who submitted the test for scoring.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The mean scale score of students who have completed the selected test.</td>
</tr>
<tr>
<td>Percent Proficient</td>
<td>The number of students who are proficient over the total number of students tested, presented in percent format.</td>
</tr>
<tr>
<td>Percent in Each Achievement Level</td>
<td>For a selected test, the distribution of students across the proficiency levels based on their scale scores.</td>
</tr>
<tr>
<td>Number of Students in Each Performance Level</td>
<td>For a selected test, the counts of students at each performance level.</td>
</tr>
</tbody>
</table>

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](image)

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.
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](image)

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.
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

<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>WISER ID</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>Scale Score</td>
<td>The student's scale score.</td>
</tr>
<tr>
<td>Performance Level</td>
<td>The performance level associated with the student’s score.</td>
</tr>
<tr>
<td>Student Growth Percentile Rank</td>
<td>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.)</td>
</tr>
<tr>
<td>Reported Quantile Measure</td>
<td>A scientific approach to measuring mathematics achievement and concept/application solvability. (WY-TOPP Math only.)</td>
</tr>
<tr>
<td>Reported Lexile Measure</td>
<td>A scientific approach to measuring reading ability and the complexity of reading materials. (WY-TOPP ELA only.)</td>
</tr>
</tbody>
</table>

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.
Online Reporting System

Figure 17. Individual Student Report (WY-TOPP)

### Individual Student Report

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

**Test:** WY-TOPP Summative English Language Arts Grade 5

**Name:** Demo, Student A

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

<table>
<thead>
<tr>
<th>Name</th>
<th>WISER ID</th>
<th>Scale Score</th>
<th>Performance Level</th>
<th>Percentile Rank</th>
<th>Leveled Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student A</td>
<td>900990091</td>
<td>810 ± 20</td>
<td>Advanced</td>
<td>74</td>
<td>700</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scale Score</th>
<th>WISER ID</th>
<th>Performance Level</th>
<th>Percentile Rank</th>
<th>Leveled Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>810 ± 20</td>
<td>900990091</td>
<td>Advanced</td>
<td>74</td>
<td>700</td>
</tr>
</tbody>
</table>

#### Average Scale Scores on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo School 9999901 and Comparison Groups, 2017-2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Average Scale Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>WY</td>
<td>588 ± 1</td>
</tr>
<tr>
<td>Demo ONTEX1999</td>
<td>620 ± 5</td>
</tr>
<tr>
<td>Demo School 9999901</td>
<td>732 ± 11</td>
</tr>
</tbody>
</table>

#### Information on Standard Error of Measurement

A student's score is best interpreted when recognizing that the student's score falls within a score range and not just a precise number. For example, 540 ± 30 indicates a score range between 510 and 570.

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

#### Reading

- **Reading Literature:** Above Standard
- **Reading Informational:** Above Standard

### Language/Vocabulary Acquisition and Use

- **Above Standard**

### 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:** The response provides adequate support for the controlling idea or main idea that includes the use of sources, facts, and details. 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 spacing (2 out of 2 Points)

- **Evidence and Elaboration:** The response provides adequate support for the controlling idea or main idea, including a sufficient introduction and conclusion.
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.
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.
Online Reporting System

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.

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
Online Reporting System

**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](image-url)
Online Reporting System

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](image)

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

<table>
<thead>
<tr>
<th>Data Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Reported and count</td>
<td>Displays the percent of students whose tests are in “reported” status for the corresponding opportunity.</td>
</tr>
<tr>
<td></td>
<td>0 – Percent of students whose tests have not yet reached “Reported” status. This includes students who have not started the test opportunity.</td>
</tr>
<tr>
<td></td>
<td>– Percent of students whose tests have reached completed (reported) status.</td>
</tr>
<tr>
<td>[#]–Student count</td>
<td>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.</td>
</tr>
<tr>
<td>% Proficient</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.
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:
Online Reporting System

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](image)

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).
Online Reporting System

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](image)

e. To remove students from the **Selected Students** list, do one of the following:
   i. to remove one student from the roster, click **X** for the student.
Online Reporting System

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

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

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**

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**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.
Online Reporting System

Table 8. Columns in the Rosters Upload File

<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 20 characters.</td>
</tr>
<tr>
<td>School ID</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be associated with the district ID.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 20 characters.</td>
</tr>
<tr>
<td>WISER ID*</td>
<td>Student’s unique identifier within the district.</td>
<td>Up to 30 alphanumeric characters.</td>
</tr>
</tbody>
</table>

*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).
Online Reporting System

Figure 34. Retrieved Rosters (Partial View)

4. Optional: To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click \(\text{search}\). ORS displays only those rosters containing the entered value.

5. Click \(\text{for the roster whose details you want to view}\). 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 \(\text{for that student}\).
      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 \(\text{for the student}\).
   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](image)

   - From the School Year drop-down list, select the school year you want to limit your search to.
   - Enter the appropriate search criteria:
     - 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).
     - If searching for students by name, enter a student’s exact first name, last name, or both in the text boxes provided.
   - Click Search. If the search results in a match, the students’ information appears on the Student Search Results page (see Figure 36).
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.

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.
7. From the **View** drop-down list is available, select the level of detail you want to include:

   - To include 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**.

8. Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.

9. After receiving the email, click **Inbox** in the banner.

10. 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:**

1. In the banner, click **Print**. The print options window opens (see Figure 40).

2. From the **View** drop-down list is available, select the level of detail you want to include (**Simple ISR** or **Detailed ISR**).

3. From the **Language** drop-down list, select the language in which you wish to print the report.

4. If the **PDF Type** drop-down list is available, select the level of detail you want to include:

5. **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).

6. **Detailed ISR**: Includes all the information available on the Simple ISR, as well as detailed claim descriptions (including the next steps recommended for the student), a trend graph, and item level information (interim assessments only).

7. Click **Print**.
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).

Wyoming Help Desk

Toll-Free Phone Support: 1-888-897-8024
Email Support: wyohelpdesk@air.org

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.