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Introduction to the User Guide

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

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

Organization of this User Guide

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

This user guide is organized as follows:

Section I, Overview of the Online Reporting System, provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.

Section II, Accessing the Online Reporting System (ORS), includes instructions on how to log in and log out of the ORS and switch between different AzMERIT systems.

Section III, Understanding the ORS Interface, describes the layout and key features of ORS.

Section IV, Viewing Score Reports, includes an in-depth overview of the score reports available in the ORS.

Section V, Viewing Reports & Files, describes how to download student results.

Section VI, Working with Rosters of Students, provides instructions on how to create and manage student rosters.

Section VII, Searching for Specific Student’s Score Reports, includes instructions on how to search for score reports for particular students in the ORS.

Appendix A, Printing Reports in the ORS, provides detailed instructions on how to print reports in the ORS.

Appendix B, User Support, provides additional information including Help Desk information.
Document Conventions
The table below describes the key icons and elements used in this user guide.

Key Symbols and Elements

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

Additional Resources
The following publications provide additional information:

For information about which operating systems and browsers are supported, see the *System Requirements for Computer-Based Testing* document.

For information about student and user management, rosters, and appeals, see the *TIDE User Guide*.

For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *AzMERIT Technical Specifications Manual for Computer-Based Testing*.

The above resources are available on the AzMERIT portal [azmeritportal.org/resources](http://azmeritportal.org/resources).
Section I. Overview of the Online Reporting System (ORS)

ORS enables you to view test data for students who have been identified in the Test Information Distribution Engine (TIDE) to participate in both computer-based and paper-based AzMERIT tests. ORS contains two major features:

**Score Reports:** Provides score data for each AzMERIT test, both computer-based and paper-based. You can compare score data between individual students and the school, district, or overall state average scores. ORS also provides information about performance on claims and reporting categories.

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

In addition, the ORS enables you to create rosters for analyzing aggregate score data for specific groups of students.

**Understanding User Roles and Permissions**

Access to the AzMERIT ORS is managed through TIDE User Roles.

Individuals with a TIDE User Role of District Test Coordinator (DTC) or District Administrator (DA) have access to all district level reports, all school level reports within the district, all teacher level reports within the district, and all individual student reports for students who tested in the district. The DA user role is an appropriate role for the district superintendent and others who need access to all AzMERIT reports for the district.

Individuals with a TIDE User Role of School Test Coordinator (STC) or School Report Viewer (SRV) have access to all school level reports, all teacher level reports within the school, and all individual student reports for students who tested in the school. The SRV user role is an appropriate role for the school principal and others who need access to all AzMERIT reports for the school.

Individuals with a TIDE User Role of School Teacher (ST) have access to all teacher level reports and all individual reports for students rostered with the teacher. The ST role is an appropriate role for teachers whose current students and/or whose prior year students took the Spring 2015 AzMERIT.
User Roles and Access in the Online Reporting System

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>DTC*</th>
<th>DA*</th>
<th>STC*</th>
<th>SRV*</th>
<th>ST*</th>
<th>TA*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Score Reports</strong></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>
</tr>
<tr>
<td>Teacher Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>(all schools in district)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Roster Listing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Student Roster</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>
</tr>
<tr>
<td><strong>Reports &amp; Files</strong></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>
</tr>
<tr>
<td><strong>Rosters</strong></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>
</tr>
<tr>
<td>Edit Rosters</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>
</tr>
<tr>
<td><strong>Search Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* DTC—District Test Coordinator; DA—District Administrator; STC—School Test Coordinator; ST—School Teacher, SRV—School Report Viewer; TA—Test Administrator
Section II. Accessing the Online Reporting System (ORS)

This section explains how to log in, switch between different systems, and how to log out.

Logging in to ORS

To log into ORS, you must have an authorized username and password in the Test Information Distribution Engine (TIDE) system. If you have not yet received your login information, contact your School Test Coordinator or District Test Coordinator as you will need to be added to TIDE before you can access ORS.

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

**To log in to ORS:**

1. Open your web browser and navigate to the AzMERIT portal (azmeritportal.org).
2. Select the appropriate user role card on the portal.
3. Click **Online Reporting System (ORS)**. The **Login** page appears.
4. Enter your email address and password.
5. Click **Secure Login**. You will be directed to ORS.
About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from AIRAST-DoNotReply@airast.org that contains a temporary password and a link to log in to AzMERIT systems. You must log in with your temporary password within 30 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

If your first temporary password expires:

If you did not log in within 30 days of receiving the first password email and activate your account, select the Click here to request one link in the First Time User section of the Login page to request a new temporary password. Enter your email address in the Email Address field and click Next. You will receive another email containing a new temporary password, which also expires in 30 days.

If you forget your password:

If you forgot your password, you can reset it. Click the Forgot Your Password? link on the Login page. Enter your email address in the Email Address field and click Next. Enter the answer for your selected security question and click OK. You will receive another email containing a new temporary password, which also expires in 30 days. (It may take up to 10 minutes to receive the new email.)

If you did not receive an email containing a temporary password:

Emails containing the temporary password come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are added in TIDE. Only users who have been added to TIDE will receive an account email with a temporary password.

Additional Help

If you are unable to log in, contact the AzMERIT Help Desk for assistance at 1-844-560-7812 or azmerithelpdesk@air.org. You must provide your name and e-mail address.
Switching Between AzMERIT Applications

When you are logged in to any AzMERIT application, you can switch between applications without signing in to each system separately.

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

To switch between the AzMERIT systems:

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

   ![](SSO_Drop-Down_List.png)

   SSO Drop-Down List

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

Logging out of ORS

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

To log out of ORS:

1. Click Log Out on the top right hand corner of the page.

   ![](Log_Out_button.png)

   Log Out button

   Note: ORS has a timeout feature that automatically logs you out of ORS if your session is inactive for 20 minutes.
Section III. Understanding the ORS Interface
This section describes ORS’s features and layouts.

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

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

To view 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 Student Data Files.
   - The page corresponding to your selection opens.

ORS Banner
The banner, which appears on all pages except for the Welcome page, provides links to all ORS reports and features. Click the links and buttons described below to access the different ORS reports and features.
Alert: Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser’s back button.

ORS Banner

Score Reports displays the Home Page Dashboard page which allows users to access Score Reports. For information about these reports, see Viewing Score Reports.

The Reports & Files drop-down menu provides access to the Student Data Files. For information about Reports & Files options, see Viewing Reports & Files.

Inbox displays the Student Data File & My Inbox page where you can access student performance data files. For information about downloading student data files, see Accessing Student Data Files and PDF of Individual Student Reports from My Inbox.

Search Students opens a pop-up window where you can search for a student by SSID or by first or last name and access test results. For information about searching for students, see Searching for Specific Student’s Score Reports.

Add Rosters links to the Add Roster page where authorized users can create student rosters. For information about rosters, see Working with Rosters of Students.

View/Edit Rosters links to the View/Edit Roster page where authorized users can view and edit student rosters. For information about rosters, see Working with Rosters of Students.

Upload Rosters links to the Upload Roster page where authorized users can upload roster files. For information about rosters, see Working with Rosters of Students.

Note: The links to add, view and edit, and upload rosters are displayed on the basis of your user role. For example, if you are not authorized to add rosters, the Add Roster link is not displayed in the banner.

General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

Help links to the resources page on the AzMERIT Portal from which you can access the ORS User Guide.

Print displays the browser’s dialog box for printing the current page.
Note: Additional printing options are displayed when you click Print on the Student Roster Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, see Appendix A, Printing Reports in the ORS.

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

Tip: Depending on the report, you may need to set your print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, use your browser’s Print Preview feature.

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

Definitions displays a pop-up window that provides definitions for terms specific to the report you are viewing.

Definitions Window
Section IV. Viewing Score Reports

This section describes score reports, their features, and how to access 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 AzMERIT tests. Data can be compared with the overall state and district average for the test you are analyzing. ORS data is preliminary and may not be used for accountability purposes. All score report data is based on the total number of students whose tests have been scored.

All score reports data, except for individual students’ score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 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. See Working with Rosters of Students, for additional information.

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

<table>
<thead>
<tr>
<th>Available Score Reports</th>
<th>District Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Page Dashboard</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of performance (to date) across grades and subjects or courses for the current administration.</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subject Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Data for a subject within a particular grade or course for the current administration.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Scoring Category Level Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Scoring Category percentage at each performance level for a subject within a particular grade or course for the current administration.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Student Roster</strong></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Roster of all students who belong to a school, teacher, or class with their associated subject or course (and scoring category, if applicable) scores for the current administration.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Student Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Detailed information about a selected student’s performance in a specified subject or course (and scoring category, if applicable).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accessing Score Reports

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

The score data you see is dependent on your role; for example, a school administrator only sees that school’s aggregate data.

---

**Home Page Dashboard Page**

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

1. On the **Welcome** page, click **Score Reports**.

   **Note**: If you have access to more than one entity, from the **Select** drop-down list on the **Welcome** page (see Step-1), select the entity whose scores you want to view and then click **Home**.

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

1. Click **Score Reports** on the banner at the top of the web page.

**Defining the Student Population**

From the **Home Page Dashboard** page, you can select the test and administration for which you want to view score data.
To select the test and administration:

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

2. From the Administration drop-down list, select an administration (e.g., Spring 2015).

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

Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

Aggregation tables appear on the Home Page Dashboard page that display score data for students by grade or course and subject and provide access to more detailed subject score reports.

**Note:** For AzMERIT, if a student submitted more than one test for scoring (e.g., one paper test and one online test), the test record where the student scored the highest is used for all aggregations.

The columns appearing in this report are:

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

**Percentage Passing**—This column displays preliminary percent of tested students reaching the proficient threshold in each grade or course and subject for the current window. The percentage is a ratio of the number of students that were proficient on the test to the number of students that took the test.

To access detailed score reports for a particular subject:

From the Home Page Dashboard page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the subject detail report for Grade 5
Mathematics, click the grade-subject button highlighted in the figure above. The corresponding Subject Detail Report appears.

---

**Sample Subject Detail Report**

---

**Understanding the Score Report Layout and Features**

Most score reports share similar features. The figure below illustrates some of the common features of score reports, which are:

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

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

**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 reports.)
Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu.

To navigate between score reports:

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

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

**Understanding the Exploration Menu Options**

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

**Subject and Grade Selection Fields**

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

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

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

For example, as a district level user you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Class Roster Listing, and Student Roster. While viewing the School Listing Report, if you open the Exploration Menu from the district level, the only available option in the “Who” dimension will be **School** since it is not possible to view
aggregates for all the teachers, rosters, or students belonging to a district. However, if you open
the Exploration Menu from the school level, you will be able to select Teacher, Roster, or
Student to navigate to the required aggregation report for the selected school.

Score Reports Dimensions

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Categories/Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).</td>
<td>School, Teacher, Roster, Student</td>
</tr>
<tr>
<td>What</td>
<td>Displays data by appropriate content levels within the selected subject.</td>
<td>Subject, Scoring Categories</td>
</tr>
<tr>
<td>When</td>
<td>Displays data as a snapshot of performance in the current administration.</td>
<td>Current Admin</td>
</tr>
</tbody>
</table>

Viewing Scores based on Demographic Subgroup

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

To view score reports by a demographic subgroup:

1. From the Breakdown By drop-down list, select the required demographic subgroup. See the table below for the available subgroups.

Demographic Subgroups

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
</table>
| Ethnicity  | Student’s ethnicity code. | • Asian  
|            |                      | • Black or African American          
|            |                      | • American Indian or Alaska Native   |
|            |                      | • White  
|            |                      | • Hispanic or Latino Ethnicity      
|            |                      | • Native Hawaiian or Other Pacific Islander |
| Gender     | Student’s gender.    | • Female  
|            |                      | • Male       |
Sample Score Report with Breakdown By Gender

Showing and Hiding a Report’s Columns
You can choose the columns that you want to display on a score report.

To show or hide a report’s columns:

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

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

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

4. To remove the list from view, move your cursor away from the arrow icon.
Sorting Data in a Report

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

To sort the data:

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

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

Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

**Note:** Additional comparison data at the teacher and roster levels may also be displayed for some reports. However, the comparison rows that are available depend on the entity level from which the report has been accessed. For example, the comparison rows will include the overall score data of the teacher if you access the Class Roster Listing Report from the Teacher Listing Report and not the School Listing Report.

To show or hide comparison data:

1. Click the **Comparison** button above the report.
When **Comparison: On** is displayed, the comparison rows are visible on the report.

Sample Score Report with Comparison On

When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Sample Score Report with Comparison Off
Viewing Subject Detail Score Reports

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

The subject detail report name consists of the following components:

*Subject Detail Report. How did my students 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 *Average Scale Score, Percent Passing and Percentage in Each Performance Level [Test Name] Test for Students in [Entity],* where the text within brackets indicates variables that change based on the test that you have selected.

The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. The table below describes the Subject Detail Reports columns.

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 entity/individual you are viewing (e.g., district, school, teacher, roster, student).</td>
</tr>
<tr>
<td>Student Count</td>
<td>The number of students to date who submitted the selected test for scoring.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The average score of students who completed the scaled tests.</td>
</tr>
<tr>
<td>Percent Passing</td>
<td>The percent of tested students reaching the proficient threshold on the selected test for the current window.</td>
</tr>
<tr>
<td>Percent in Each Performance Level</td>
<td>The distribution of students across each of the four performance levels.</td>
</tr>
</tbody>
</table>
**Viewing School Listing Subject Detail Report**

The School Listing Subject Detail Report is the default for state- and district-level users and shows data for the grade or course and subject selected on the *Home Page Dashboard* page. A school’s performance data is displayed together with the associated district’s and state’s performance in the selected grade or course and subject for the purpose of comparison. You can view the data for each school in the selected district.

*To generate a school listing subject detail report:*

1. From the *Home Page Dashboard* page, select the test and administration for which you want to view score data.

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

Sample School Listing Subject Detail Report

![Sample School Listing Subject Detail Report](image-url)
Viewing Teacher Listing Subject Detail Report

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

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

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

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select Teacher; from the What dimension drop-down list, select Subject; from the When dimension, select Current Admin.

3. Click View. The teacher listing subject detail report for the selected school opens.

Teacher Listing Subject Detail Report
Viewing Class Roster Listing Subject Detail Report

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

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

1. On the Teacher Listing Subject Detail Report, click next to a teacher’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select Roster; from the What dimension drop-down list, select Subject; from the When dimension, select Current Admin.

3. Click View. The class roster listing subject detail report for the selected teacher opens.

![Class Roster Listing Subject Report](image-url)
Online Reporting System

Viewing Score Reports

Viewing Student Roster Subject Detail Report

The Student Roster Report displays the scores of all the students associated with the selected school, teacher, or roster who have completed the selected test.

**Note: About Student Scores**

For AzMERIT, if a student submitted more than one test for scoring (e.g., one paper test and one online test), the test record where the student scored the highest is reported on the Student Roster Report.

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

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

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select Student; from the What dimension drop-down list, select Subject; from the When dimension, select Current Admin.

3. Click View. The Student Roster Subject Detail Report for the selected roster opens.

Student Roster Subject Detail Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the student.</td>
</tr>
<tr>
<td>SSID</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>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>
</tbody>
</table>
Disaggregating the Student Roster Subject Detail Report by Demographic Subgroup

Similar to the other score reports, you can disaggregate the data displayed on the Student Roster 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:

1. From the Breakdown By drop-down list, select the required group. A Values field appears.

   Student Roster Report Breakdown By Fields

   Breakdown By: **Gender**
   Values: **Male**

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

3. Click **Go**. The new student roster report only includes students that match the specified value.
Viewing Individual Student Report

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

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

1. On the Student Roster Subject Detail Report, click next to a student’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the Who dimension drop-down list, select Student; from the What dimension drop-down list, select Subject; from the When dimension, select Current Admin.

3. Click View. The Individual Student Report for the selected student opens.

For information about the features of the Individual Student Report page, see About the Individual Student Report.
Sample Individual Student Report (Math)

Legend: Performance Levels
1. Minaly Proficient
2. Partially Proficient
3. Proficient
4. Highly Proficient

Legend: Saving Categories
- Below Mastery
- Near Mastery
- Above Mastery

Student Subject Performance

<table>
<thead>
<tr>
<th>Name</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Scale Score</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student D</td>
<td>8888</td>
<td>9999</td>
<td>3333</td>
<td>Highly Proficient</td>
</tr>
</tbody>
</table>

Scale Score Performance

- Highly Proficient: Your student shows an advanced understanding of the expectations for his or her tested grade. Your student is likely to be ready for math in the next grade.
- Proficient: Your student shows a strong understanding of the expectations for his or her tested grade. Your student is likely to be ready for math in the next grade.
- Partially Proficient: Your student shows a partial understanding of the expectations for his or her tested grade. Your student is likely to need support to be ready for math in the next grade.
- Initially Proficient: Your student shows a minimal understanding of the expectations for his or her tested grade. Your student is likely to need support to be ready for math in the next grade.

Comparison Scores

<table>
<thead>
<tr>
<th>Name</th>
<th>Average Scale Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo District</td>
<td>2187</td>
</tr>
<tr>
<td>Teacher A</td>
<td>2463</td>
</tr>
<tr>
<td>Teacher B</td>
<td>3480</td>
</tr>
<tr>
<td>Teacher C</td>
<td>2460</td>
</tr>
</tbody>
</table>

Student Performance on Scoring Categories

- Operations, Mental Arithmetic, and Numbers in Base Ten
  - What was assessed?
    - Students read, write, round, and compare decimals to thousandths. They add, subtract, multiply, or divide decimals to hundredths. They write and interpret the value of arithmetic expressions, including whole-number exponents, and evaluate expressions with these operations.
  - What does it mean?
    - Your student may have trouble with mental arithmetic and understanding the value of expressions using exponent operations.

- Numbers and Operations - Fractions
  - What was assessed?
    - Students add and subtract fractions with different denominators (bottom number), including mixed numbers.
    - They multiply fractions, including proper, improper, and mixed numbers, and solve division word problems with fractions as mixed numbers as answers.
    - Students create and use models to explain multiplication and division problems with fractions. They find the area of rectangles with side lengths that include fractions. By using unit squares or multiplication.
Sample Individual Student Report (ELA)

Individual Student Report

How did my student perform on the ELA test?

Test: Grade 3 ELA
Year: Spring 2016
Name: Student A

Performance Level:
1. Minimal Proficient
2. Proficient
3. Proficient
4. Higher Proficient

Scale Score Performance

Score: 2469

Student Subject Performance

Name: Student A
SSR: 00000001
Date of Birth: 01/01/1998
Grade: 3

Performance Level: 1

Below Basic
Basic
Above Basic

Comparison Scores

Score: 2469

Reading for Information:

- What was assessed?
  Students will identify main ideas and supporting details of a text. They connect events, ideas, ideas, and information in pictures (like maps) to test the main idea of a text and use key details to support the author’s point of view in text.

- What do these results mean?
  Your student’s score indicates that he/she is reading at grade level for the section.

Reading for Literature:

- What was assessed?
  Students will infer and answer questions about a text. They will observe characteristics within a story. They will explain how details help tell a story.

- What do these results mean?
  Your student’s score indicates that he/she is reading at grade level for the section.

Writing and Language:

- What was assessed?
  Students will evaluate information and make opinions. They will write a brief essay to express a personal viewpoint and use a clear outline. They will evaluate, praise, and analyze sentences and structures.

- What do these results mean?
  Your student’s score indicates that he/she is reading at grade level for the section.

Writing Essay Performance:

Statement of Purpose, Focus, & Organization:

- Your student’s essay is 1 out of 4 possible points. Your student’s essay includes a clear thesis statement. The thesis statement is stated in the introduction. The conclusion of the essay includes a clear summary of the points made in the essay.

Evidence & Elaboration:

- Your student earns 2 out of 4 possible points. Your student’s essay includes evidence to support the thesis statement. The evidence is integrated into the essay.

Connections & Editing:

- Your student earns 1 out of 4 possible points. Your student’s essay includes evidence from the text to support the thesis statement. The evidence is integrated into the essay.

Overall, your student’s score indicates that he/she is reading at grade level for the section.
About the Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. The Individual Student Report provides the following information:

**Student Subject Performance**—This table includes:

- The student’s name and student ID.
- The student’s birth date.
- The student’s overall scale score for a test opportunity.
- The performance level classification associated with the student’s score for a test opportunity. Refer to the performance level legend on the top of the report for understanding the data represented.

**Scale Score Performance**—This barrel chart visually depicts the student’s performance level based on his or her highest overall scale score.

**Student Performance on Scoring Categories**—This table includes:

- The student’s performance level in each of the scoring categories for the test opportunity corresponding to the highest overall performance. Refer to the scoring category legend on the top of the report for understanding the symbols represented.
- Descriptions of what was assessed in each scoring category and what the student’s results mean.

**Comparison Scores**—This table includes average scale scores for the state, district, and school with which the student is associated.

**Writing Essay Performance**—This table provides information about the student’s performance on the Writing test.

**Note:** For Grade 3 ELA tests, an indicator for whether the student has met the Move On When Reading (MOWR) Requirement is also reported.

**Note:** This Writing Essay Performance table is only displayed for ELA tests.
Viewing Scoring Category Reports

For the selected test, the Scoring Categories report shows the percentage of your students in each Scoring Category and an indicator of whether the category is a strength or a weakness for each group.

The Scoring Categories report name consists of the following components:

- The score report name is *Scoring Category Detail Report. What are my [entity’s] strengths and weaknesses in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.

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

The title of the score report table is *Average Scale Score, Percent Passing and Performance on Each Scoring Category [Test Name] Test for Students in [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

### Scoring Category Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).</td>
</tr>
<tr>
<td>Student Count</td>
<td>The number of students to date who submitted the selected test for scoring and have a valid score.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The mean scale score and standard error of the mean of students who have completed the selected test.</td>
</tr>
<tr>
<td>Scoring Category</td>
<td>The scoring categories constituting the selected subject.</td>
</tr>
<tr>
<td>Percent in Each Scoring Category</td>
<td>The distribution of students across each of the three scoring category proficiency levels.</td>
</tr>
<tr>
<td>Relative Strength and Weakness Indicator</td>
<td>Number of students at each strand level who meet or exceed the strand target. For more information, see <a href="#">About the Relative Strength and Weakness Indicator Column</a></td>
</tr>
</tbody>
</table>

### About the Relative Strength and Weakness Indicator Column

The performance levels indicated on this report are relative to the test as a whole. Unlike performance levels provided at the subject level, these strengths and weaknesses do not imply proficiency. Instead, they show how a group of students’ performance is distributed across the scoring categories relative to their overall subject performance on a test.

For example, a group of students may have performed very well in a subject, but performed slightly lower in several scoring categories. Thus, the downward arrow for a scoring category does not imply a lack of proficiency. Instead, it simply communicates that these students’ performance on that scoring category was statistically lower than their performance across all other scoring categories put together. Although the students are doing well, an educator may want to focus instruction on these areas.
### Scoring Category Level Legend Descriptions

<table>
<thead>
<tr>
<th>Icon</th>
<th>Scoring Category Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔼</td>
<td>Better than performance on the test as a whole</td>
<td>This scoring category is a relative strength. The group of students performed better on items from this scoring category than they did on the rest of the test as a whole.</td>
</tr>
<tr>
<td>'='</td>
<td>Similar to performance on the test as a whole</td>
<td>This scoring category is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this scoring category as they did on the rest of the test as a whole.</td>
</tr>
<tr>
<td>↓</td>
<td>Worse than performance on the test as a whole</td>
<td>This scoring category is a relative weakness. The group of students did not perform as well on items from this scoring category as they did on the rest of the test as a whole.</td>
</tr>
<tr>
<td>⚠️</td>
<td>Too Few Items or Too Few Students</td>
<td>Not enough information is available to determine whether this scoring category is a relative strength or weakness.</td>
</tr>
</tbody>
</table>

### Viewing School Listing Scoring Category Report

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

*To access the School Listing Scoring Category Report from the School Listing Subject Detail Report:*

1. On the School Listing Subject Detail Report, click🔍 next to the district name. The Exploration Menu opens.

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the What dimension drop-down list, select **Scoring Categories**; from the Who dimension drop-down list, select **School**; from the When dimension, select **Current Admin**.

3. Click **View**. The School Listing Scoring Category report opens.
Sample School Listing Scoring Category Report

Viewing Student Listing Claims Report

The Student Roster Scoring Category Report displays scoring category performance for all the students associated with the selected school, teacher, or roster who have completed the selected test.

To access the Student Roster Scoring Category Report from the School Listing Scoring Category Report:

1. On the School Listing Scoring Category Report, click next to an entity’s name. The Exploration Menu opens.

2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the what dimension drop-down list, select Scoring Categories; from the who dimension drop-down list, select Student; from the when dimension, select Current Admin.

3. Click View. The Student Roster Scoring Category Report opens.
The Student Listing Scoring Category Score Report differs from higher level scoring category reports in that it reports a student’s name, student identification number, overall subject scale score, and overall subject performance level, as well as the scoring category classification associated with the student’s scoring category performance. Refer to the legend on the top of the report to understand the data represented.

Sample Student Roster Scoring Category Report

Similar to the Student Roster Subject Detail Score Report, you can print or export the report. You can also disaggregate the report by demographic subgroups. For more information, see [Disaggregating the Student Roster Subject Detail Report by Demographic Subgroup](#).
Section V. Viewing Reports & Files

The Reports & Files feature enables you to retrieve student results. This section provides instructions on how to generate and view the available reports.

Retrieving Student Data Files

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

Generating a Data File or PDF of Individual Student Reports

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

1. From the Reports & Files drop-down list, select Student Data File. The Student Data File & My Inbox page opens.

2. From the Step 1: Choose What section, select the report, tests, grades, and other variables.
   - **Report Type**: Select a report. The available options are Student Data and PDF of Student Reports.
   - **Test**: select an assessment (e.g., AzMERIT).
   - **Administration**: select an administration (e.g., Spring 2015).
Online Reporting System

Viewing Reports & Files

- **Tested Grade**: select a grade. Alternatively, select **All Grades** to create a separate file for each available tested grade. These files will be provided in a compressed (.zip) file.

- **Download Format**: Select a file format from the options available for the selected report:
  - **Student Data**: The default is an Excel (.xls) spreadsheet file. You can select a different format, such as .csv, if available.
  - **PDF of Student Reports**: The report is generated as a PDF, which is the only available format.

- **Filter By (Optional)**: Select a specific demographic subgroup. You may also select **All**, which is the default. If you select a demographic subgroup, a **Values** field is displayed. Select the required filter criteria from the available options. The **Values** field does not have an **All** option.

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

- **District**: Select a district if applicable.

- **School**: Select a school if applicable. You can also select **All** to generate a report that includes all your schools. For Student Data report, data for all your schools is listed in a single file. For PDFs of Individual Student Reports, separate PDF reports are generated for each of your schools.

- **Teacher (Optional)**: If a school was selected, choose a teacher from the **Teacher** dropdown. The default is set to **All** and includes all teachers associated with the school. For teacher-level users, the school will already be selected.

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

4. Click **Download**. A confirmation message appears to inform you that your request has been queued and you will be informed via e-mail once the file is ready.

5. Once the file has been generated, it will be displayed in the **My Inbox** section on the **Student Data File & My Inbox** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.
Accessing Student Data Files and PDF of Individual Student Reports from My Inbox

The My Inbox lists the student data files and PDFs that you generated from the Student Data File & My Inbox page as well as the PDF files of individual student reports generated from the Student Roster Report page.

The files in the Inbox are listed in the order in which they were generated and are available for 30 days.

To access the Inbox:

1. Do one of the following:
   - From the Reports & Files drop-down list, select Student Data File.
   - Click Inbox on the banner. The number in parentheses next to Inbox displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the My Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to Inbox.

2. To download a particular file, click Download in the Status column.

Understanding the PDF of Individual Student Reports Zip File

The PDF of Student Reports option on the Student Data File & My Inbox page creates a .zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity. It also includes a manifest, which is an Excel (.csv) file that lists all the PDFs included in the .zip file. If multiple schools are selected, separate .zip files are created for each school.

Note: The Print tool on the Student Roster Report page allows you to create a similar .zip file for all the students listed on the report. However, the manifest file is not included.
You can unzip the file after you have downloaded the file on your computer.

**.zip File of PDFs of Student Reports**

The .zip file also contains a manifest, which is an Excel (.csv) file that lists all the PDFs included in the .zip file.

**Manifest File with PDF References**
Section VI. Working with Rosters of Students

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

Rosters can be used for analyzing aggregate score data and tracking students’ test scores easily. For example, ORS can generate a report of all of a teacher’s students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested.

Refer to the current DTC Checklist (azmeritportal.org/test-coordinators) to review deadlines related to rostering.

Note: Similar to the ORS, you can add, edit, view, delete, and print rosters through TIDE. For more information, refer to the TIDE User Guide available on the AzMERIT portal (azmeritportal.org/resources).

Adding a New Roster

You can create rosters of students associated with your school or district. Students can be included in multiple rosters.

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

To add a roster:

1. In the banner click Add Roster. The Add Rosters page opens.

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

   - A floating Go To section toolbar is also available that includes a numbered button for each panel on the page. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.
2. In the **Roster Information** panel, enter the necessary search criteria to search for students.

3. **Optional:** From the **Test Settings and Tools Filters** panel, select values to further refine the search results:
   - To include the additional search criterion in the search, select it and click **Add**.
   - **Optional:** To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

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

5. In the **Add/Remove Students to the Roster** panel, do the following:
   - In the **Roster Name** field, enter the roster name.
   - From the **Teacher Name** drop-down list, select a teacher or a school-level user.
   - To add students, from the **Available Students** list, do one of the following:
     - To move one student to the roster, click ‹ for that student.
     - To move all the students in the **Available Students** list to the roster, click **Add All**.
     - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
To remove students from the *Students in Roster* list, do one of the following:

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

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

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

To upload rosters:
1. From the banner click **Upload Rosters.** The **Upload Roster** page appears.

![Upload Roster Page](image)

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

3. Open the template file in a spreadsheet application.

4. Using the table of Scoring Category Report Columns 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. Use the file preview on this page to verify you uploaded the correct file.

![File Upload Preview](image)

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

**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.
Online Reporting System

Working with Rosters of Students

- **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.

**Sample Validation Page**

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

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

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

**Confirmation Page (partial view)**

---

10. **Optional**: To upload another roster file, click **Upload New File**.
The table below provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

### 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 6 digits.</td>
</tr>
<tr>
<td>School ID</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 6 digits. Must be associated with the district ID. Can be blank when adding district-level rosters.</td>
</tr>
<tr>
<td>User Email ID*</td>
<td>Email address of the teacher associated with the roster.</td>
<td>Email address of a teacher existing in ORS.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 255 characters.</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier within the district.</td>
<td>Up to 9 digits.</td>
</tr>
</tbody>
</table>

*Required field.

### Viewing and Modifying a Roster

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

*To view or modify a roster:*

1. From the banner, click **View Rosters**. The **View/Edit Rosters** page opens.

   ![View/Edit Roster Page](image)

2. In the **Search for Rosters to Edit** panel, enter the necessary search criteria to search for rosters.

3. Click **Search**. The list of retrieved rosters appears.
4. **Optional**: To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click 🔍. ORS displays only those rosters containing the entered value.

5. Click ✍️ for the roster whose details you want to view. The **Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters.

6. To modify the roster name or personnel associated with the roster, in the **Add/Remove Students to the Roster** panel, change the roster’s name and associated teacher as required.

7. To add students to the roster, do the following:
   - In the **Roster Information** panel, enter the necessary search criteria to search for students.
   - **Optional**: From the **Test Settings and Tools Filters** panel, select values to further refine the search results:

8. To include the additional search criterion in the search, select it and click **Add**.
   - **Optional**: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

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

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

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

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

**Deleting a Roster**

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

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

*To delete a roster:*

1. From the banner click **View/Edit Rosters**. The **View/Edit Rosters** page opens.

2. In the **Search for Rosters to Edit** panel, enter the necessary search criteria to search for rosters.

3. Click **Search**. The list of retrieved rosters appears.

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

5. Click 🗑️ above the table of retrieved rosters to delete the selected rosters.

**Printing a Roster**

You can print a roster.

*To print a roster:*

1. From the banner, click **View/Edit Rosters**. The **View/Edit Rosters** page opens.

2. In the **Search for Rosters to Edit** panel, enter the necessary search criteria to search for rosters.

3. Click **Search**. The list of retrieved rosters appears.

4. Select the rosters that you wish to print. To select rosters, do one of the following:
   - Mark the checkbox next to each roster you wish to select.
   - To select all rosters, mark the checkbox in the header row.

5. Click 🗄️ above the table of retrieved rosters to print the selected rosters.
Section VII. Searching for Specific Student’s Score Reports

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

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

To search for students:

1. From the banner, click **Search Students**. The Student Search pop-up window appears.

2. From the **School Year** drop-down list, select the school year you want to limit your search to.

3. Enter the appropriate search criteria:
   - If searching for students by SSID, enter up to 20 students’ full SSIDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
   - If searching for students by name, enter a student’s exact first name, or exact last name, or both in the text boxes provided.

4. Click **Search**. If the search results in a match, those students’ information will be displayed on the **Student Search Results** page.
Understanding Student Search Results and Selecting a Test

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

![Student Search Results Page](image)

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

To view the student’s score results for a test, click the test name button (e.g., Grade 6 Math). The **Individual Student Report** page for the selected test appears.

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

![Confirmation Dialog](image)
Viewing a Selected Student’s Test Results

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

For information about the Individual Student Report, see Viewing Individual Student Report.

To return to the search results page, click Back to search results.
Appendix A. Printing Reports in the ORS

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

**Print Tool**

Except for the Student Roster Report page and the Individual Student Report page, when you click the Print tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

**To print a page:**

1. From the banner, click **Print**. The default print dialog for your browser and operating system will be displayed.

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

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

Printing Reports from the Student Roster Report Page

The Print tool on the Student Roster Report page opens a print pop-up window that allows you to do the following:

- Print the Student Roster Report;
- Print PDFs of ISRs.

Print Student Roster Report

You can print the data displayed on the Student Roster Report page.

To print the Student Roster Report page:

1. From the banner, click Print. The print pop-up window opens.
2. From the *Print* drop-down list, select *Just this Page*.

3. Click *Print*. This will bring up the print dialog box.

4. Specify the print settings and click the appropriate button to print the *Student Roster Report* page.

Sample Student Roster Report Page: Printed Report
Print PDFs of ISRs from the Student Roster Report Page

Using the Print tool, you can generate PDFs of individual student reports for all the students listed on the Student Roster Report page. You can then download and print the PDFs from the Inbox section of the Student Data File & My Inbox page.

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

1. From the banner, click Print. The print pop-up window opens.
2. From the Print drop-down list, select Student Report for All Students in this Group. Additional drop-down lists appear.
3. From the PDF Reports drop-down list, select the type of PDF report you want to generate.
   - To generate individual PDFs for each ISR, select One PDF per ISR in a zip file.
   - To include all the ISRs in a single PDF file with each ISR listed on a separate page, select Include all ISRs in a Single PDF.
4. Click Print.
5. A message is displayed to inform you that you will be notified via email once the report has been generated.
6. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:
   - From the Reports and Files drop-down list, select Student Data File.
7. Click Inbox on the banner.
8. Locate the file in the Inbox and from the Status column, click the Download link for the file. The file will be downloaded to your computer.
9. Locate the file on your computer and open the file to view or print.
**Printing Reports from the Individual Student Report Page**

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

**Sample Individual Student Report**

![Individual Student Report](image)

To print reports from the Individual Student Report page:

1. From the banner, click **Print**. The print pop-up window appears.
2. Click **Print**. A browser-specific dialog box appears where you can specify whether to open or save the file.

3. View and print the report.

Sample PDF of ISR
Appendix B. User Support

The AzMERIT Help Desk will be open during the following hours:

Regular Hours: Monday–Friday from 6:00 a.m. to 7:00 p.m. MT (except holidays)

<table>
<thead>
<tr>
<th>AzMERIT Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll-Free Phone Support: 1-844-560-7812</td>
</tr>
<tr>
<td>Email Support: <a href="mailto:azmerithelpdesk@air.org">azmerithelpdesk@air.org</a></td>
</tr>
<tr>
<td>Chat Support: azmeritportal.org/chat</td>
</tr>
</tbody>
</table>

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

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

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