

ORS Quick Guide: Viewing Score Reports and Participation Reports

The Online Reporting System (ORS) provides score data and participation reports for students taking the AzMERIT tests and helps users determine which computer-based testing students have completed or need to complete testing. Complete information about the ORS is available in the *ORS User Guide*.

Logging in to ORS

1. Open your web browser and navigate to the AzMERIT Portal (azmeritportal.org).
2. Select your user role.

User Cards on AzMERIT Portal



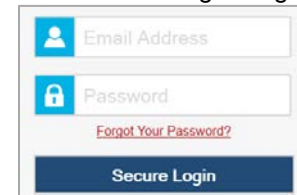
3. Click **Online Reporting System (ORS)**. The **Login** page appears.

ORS Card



4. Enter your email address and password.
5. Click **Secure Login**. The Welcome Page appears.

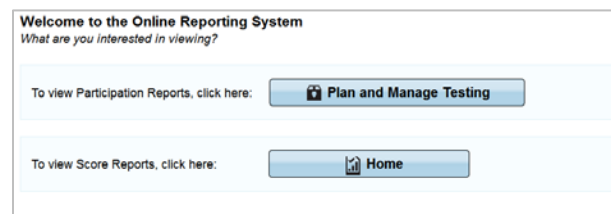
Login Page



A login form with a white background and a blue border. It contains two input fields: "Email Address" with a blue person icon and "Password" with a blue lock icon. Below the password field is a red link that says "Forgot Your Password?". At the bottom is a blue button with the text "Secure Login".

6. Click either **Plan and Manage Testing** or **Home**, depending on the report that you want to view.

Welcome Page



A welcome page with a white background and a blue border. It has the heading "Welcome to the Online Reporting System" and the sub-heading "What are you interested in viewing?". Below this, there are two rows. The first row says "To view Participation Reports, click here:" followed by a blue button with a lock icon and the text "Plan and Manage Testing". The second row says "To view Score Reports, click here:" followed by a blue button with a house icon and the text "Home".

Accessing Score Reports

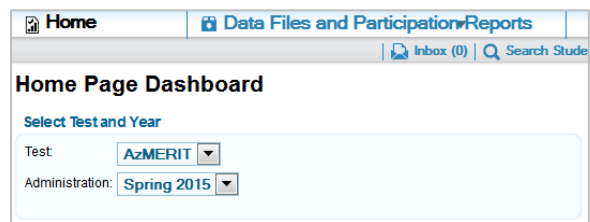
Score reports display aggregated scores for districts, schools, teachers, rosters, as well as individual student performance data for AzMERIT tests. Score Reports are of two types: subject detail reports that display overall student performance for the selected test and scoring category reports that display overall performance of students in each of the scoring categories for the selected subject.

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

Accessing Home Page Dashboard

- On the Welcome Page that is displayed when you first login to ORS, click **Home**.
- From any page in the ORS, click **Home**.

Score Reports Option



Home | Data Files and Participation Reports | Inbox (0) | Search Students

Home Page Dashboard

Select Test and Year

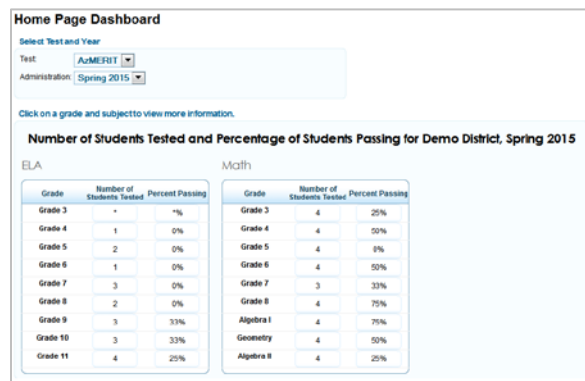
Test: **AzMERIT**

Administration: **Spring 2015**

Viewing Home Page Dashboard Aggregation Tables

1. From the Test drop-down list, select a test.
2. From the Administration drop-down list, select an administration. By default, the current administration is selected.

Home Page Dashboard



Home Page Dashboard

Select Test and Year

Test: **AzMERIT**

Administration: **Spring 2015**

Click on a grade and subject to view more information.

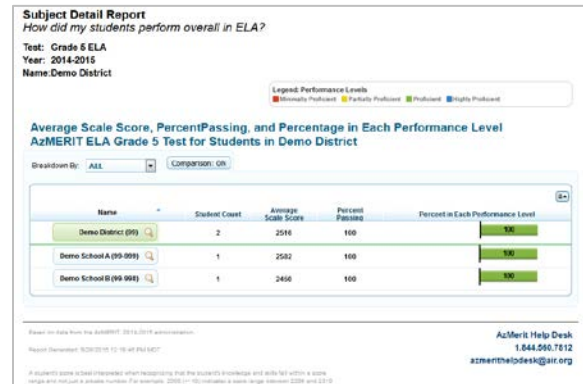
Number of Students Tested and Percentage of Students Passing for Demo District, Spring 2015

ELA			Math		
Grade	Number of Students Tested	Percent Passing	Grade	Number of Students Tested	Percent Passing
Grade 3	0	0%	Grade 3	4	25%
Grade 4	1	0%	Grade 4	4	50%
Grade 5	2	0%	Grade 5	4	0%
Grade 6	1	0%	Grade 6	4	50%
Grade 7	3	0%	Grade 7	3	33%
Grade 8	2	0%	Grade 8	4	75%
Grade 9	3	33%	Algebra I	4	75%
Grade 10	3	33%	Geometry	4	50%
Grade 11	4	25%	Algebra II	4	25%

Viewing Subject Detail Reports

Subject Detail Report

- On the Home Page Dashboard, click a grade cell that contains a value from the required subject table. For example, to view the subject detail report for Grade 5 ELA, click the highlighted button. The corresponding Subject Detail Report appears.

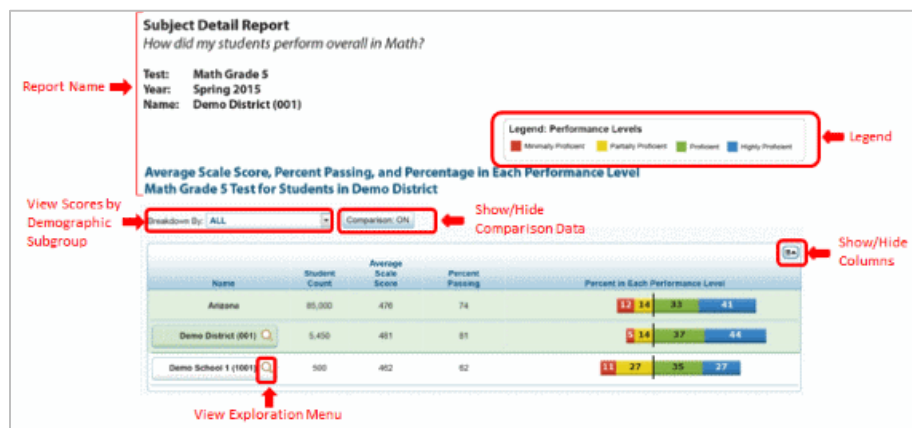


Understanding the Score Report Layout and Features

Most score reports share similar features. Some of the common features of score reports are:

- Name:** The name of the score report, the test, the administration, and the entity (district or school) are displayed on the top of the report.
- Report Format:** All score reports except individual student reports are displayed in a table format where the first column displays the name or entity, such as district or school, to whom the scores belong.
- Report Tools:** Score reports allow you to navigate between different reports using the Navigation Tool; disaggregate reports by subgroups; show or hide report columns; sort data in ascending or descending order.


Annotated Subject Detail Report

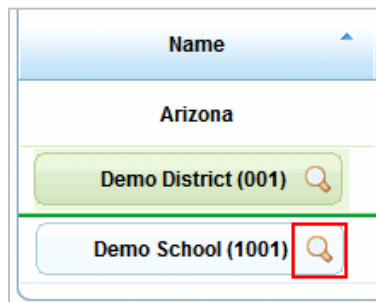


Navigating between Score Reports using the Navigation Tool

For navigation purposes, score reports can be broadly categorized into three dimensions: Who, What, and When. This feature allows you to view data that can be analyzed appropriately, depending on whether the focus is on testing group (district, school, teacher, roster, student), content type (subjects or scoring categories), or period of time. Using the Navigation Tool, you can navigate to any report by making different selections under the who and what dimensions. The when dimension reports are currently not available.

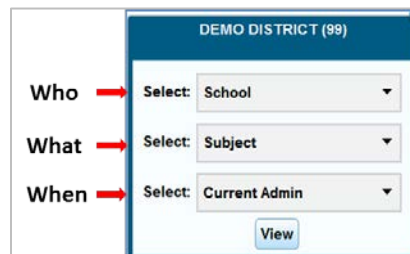
To navigate between score reports:

1. From the Name column of a score report, click  that appears next to each entity (district or school). The Navigation Tool appears.



2. From the Navigation Tool 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, refer to the table below.

Navigation Tool



3. Click **View**.

Score Report Dimension Options

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district-level, school-level, teacher-level, roster-level, and individual students).	School Teacher Roster Student

Dimension	Description	Categories/Reports
What	Displays data by appropriate content levels within the selected subject.	Subject Scoring Categories
When	Displays data for the current test window	Current Admin

Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter allows you to disaggregate the score data by a specific demographic subgroup category. When you select a filter, the report expands to display the data for each subgroup. For example, you can disaggregate a score report by enrolled grade to see the associated score data for all applicable grades.

1. From the *Breakdown By* drop-down list, select the demographic subgroup. The report will automatically display data disaggregated by the selected subgroup.

Breakdown By Filter

Subject Detail Report
How did my students perform overall in ELA?


Test: Grade 5 ELA
Year: 2014-2015
Name: Demo District

**Average Scale Score, Percent Passing, and
AzMERIT ELA Grade 5 Test for Students in**

Breakdown By: Enrolled Grade Comparison: ON

Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report. The columns available on a report vary based on the subject and grade selected.

1. Click  in the top right corner of the table. A list of the columns within the table is displayed.
2. To show columns, check the boxes next to the columns that you wish to see. The columns will be displayed immediately. By default, all the columns are checked.
3. To hide columns, uncheck the boxes next to the columns that you wish to hide. This will remove the columns from view.
4. To remove the list from view, move your cursor away from the show/hide columns icon.

Sample List of Score Report Columns

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Grouping
<input checked="" type="checkbox"/>	Student Count
<input checked="" type="checkbox"/>	Average Scale Score
<input checked="" type="checkbox"/>	Percent Passing
<input checked="" type="checkbox"/>	Percent in Each Performance Level

◀ ||| ▶

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:

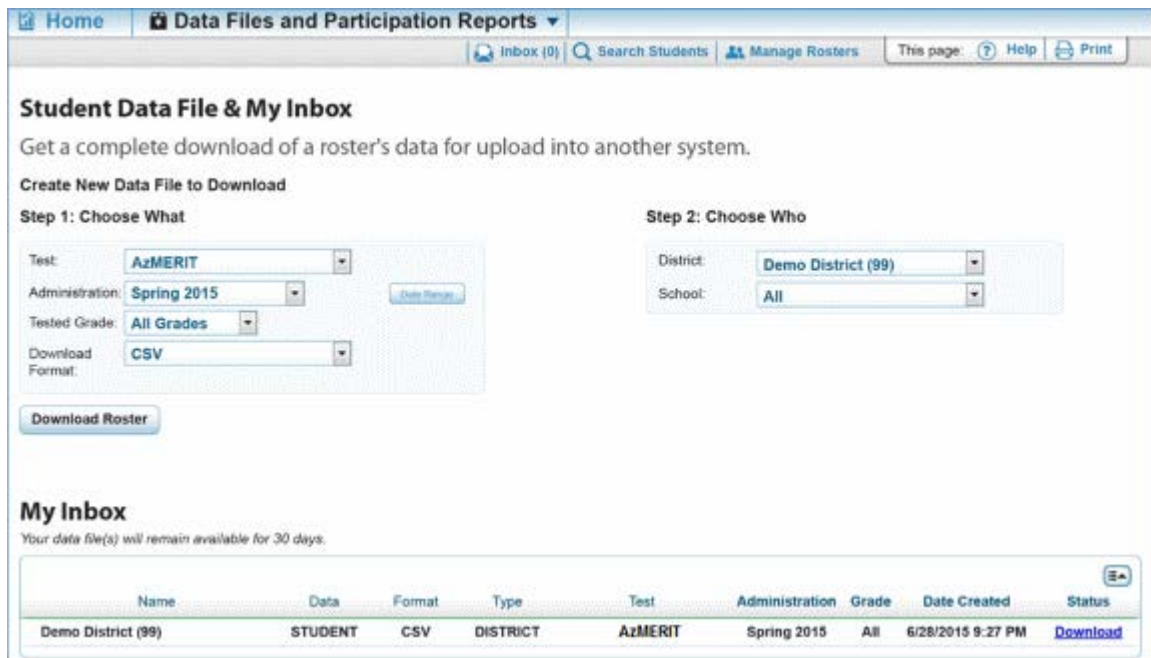
1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.

Retrieving a Student Data File

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).

1. From the Data Files and Participation Reports drop-down list, select **Student Data File**. The **Student Data File and My Inbox** page appears.

Student Data File and My Inbox Page



Student Data File & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

Step 1: Choose What

Test:

Administration: [Data Range](#)

Tested Grade:

Download Format:

[Download Roster](#)

Step 2: Choose Who

District:

School:

My Inbox

Your data file(s) will remain available for 30 days.

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (99)	STUDENT	CSV	DISTRICT	AzMERIT	Spring 2015	All	6/28/2015 9:27 PM	Download

2. From the **Step 1: Choose What** section, select the tests, grades, and other variables.
3. From the **Step 2: Choose Who** section, select which district, school, and teacher should be included in the report.
4. Click **Download Roster**. 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. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

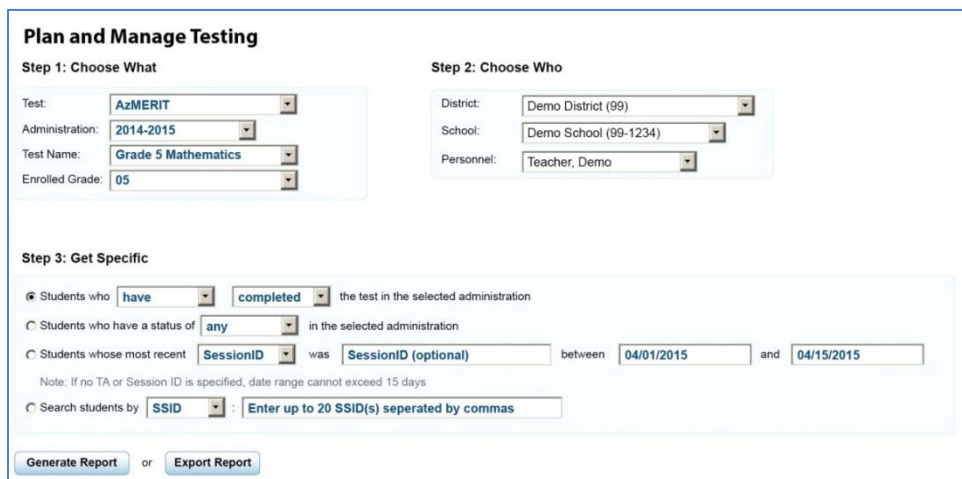
For detailed information about retrieving student data files, refer to the *ORS User Guide* found on the AzMERIT portal (azmeritportal.org).

Generating a Plan and Manage Testing Report

You can generate customized participation reports showing your students' testing activity. This can help determine which students have completed testing and which students have yet to begin or complete a test opportunity.

1. Go to the **Plan and Manage Testing** page.

Plan and Manage Testing Page



The screenshot shows the 'Plan and Manage Testing' interface. It is divided into three main sections: Step 1: Choose What, Step 2: Choose Who, and Step 3: Get Specific. Step 1 includes dropdowns for Test (AzMERIT), Administration (2014-2015), Test Name (Grade 5 Mathematics), and Enrolled Grade (05). Step 2 includes dropdowns for District (Demo District (99)), School (Demo School (99-1234)), and Personnel (Teacher, Demo). Step 3 offers three search criteria: 'Students who have completed the test', 'Students who have a status of any', and 'Students whose most recent SessionID was SessionID (optional) between 04/01/2015 and 04/15/2015'. A note specifies that the date range cannot exceed 15 days. At the bottom, there are buttons for 'Generate Report' and 'Export Report'.

- If you are a district-level user or school-level user with access to only one district or school, this is the first page that appears when you first log into the ORS.
- If you are a district-level user or school-level user with access to multiple districts or schools, you can access this page by selecting a district or school from the **Welcome** page that is displayed when you log in and then clicking **Plan and Manage Testing**.
- To access this page in the middle of an ORS session, select **Plan and Manage Testing** from the Data Files and Participation Reports drop-down list.

- From the **Step 1: Choose What** section, select the tests and variables used to generate the basic parameters for the report.
- From the **Step 2: Choose Who** section, select the district and school to be included in the report.
- From the **Step 3: Get Specific** section, select the required report filter and parameters.

Note: SSID corresponds to a student's SAIS ID.

- Click **Generate Report** to view the report on the screen. Alternatively, click **Export Report** to open the report in Microsoft Excel.

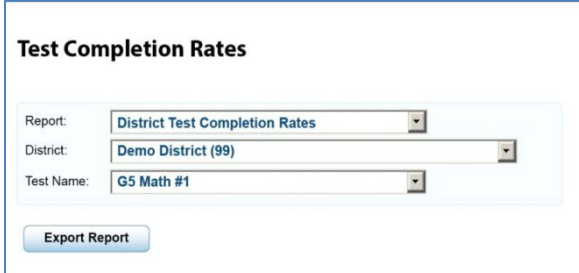
For detailed information about the available report filter options and the columns comprising the Plan and Manage Testing report, refer to the *ORS User Guide* found on the AzMERIT portal (azmeritportal.org).

Generating a Test Completion Rates Report

You can create a report that shows the number of students who have started and completed each test, and also shows information about the number of students associated with a selected entity. You can view this report in Microsoft Excel.

- From the Data Files and Participation Reports drop-down list, select Test Completion Rates. The **Test Completion Rates** page appears.
- From the **Report** drop-down list, select the report you want to generate. The reports available depend on your user role.
- From the entity drop-down lists that are displayed based on the selected report, specify the district or school that should be included in the report. (For most users, ORS pre-selects the entity.)
- Select the test or tests to include in the report. You can select a single test or all tests.
- Click **Export Report** to download or open the report in Microsoft Excel.

Test Completion Rates Page



For detailed information about the columns comprising the Test Completion Rates report, please refer to the *ORS User Guide* found on the AzMERIT portal (azmeritportal.org).