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.
3. Click Online Reporting System (ORS). The Login page appears.
4. Enter your email address and password.
5. Click Secure Login. The Welcome Page appears.
6. Click either Plan and Manage Testing or Home, depending on the report that you want to view.
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.

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.
Viewing Subject Detail Reports

3. 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 \( \text{ } \) 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.

3. Click View.

Score Report Dimension Options

<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>
</tbody>
</table>
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<tr>
<th>Dimension</th>
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<tbody>
<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 for the current test window</td>
<td>Current Admin</td>
</tr>
</tbody>
</table>

### 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](image)

### 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.
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
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](image)

   - 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.
2. From the **Step 1: Choose What** section, select the tests and variables used to generate the basic parameters for the report.

3. From the **Step 2: Choose Who** section, select the district and school to be included in the report.

4. From the **Step 3: Get Specific** section, select the required report filter and parameters.

   *Note: SSID corresponds to a student’s SAIS ID.*

5. 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.

1. From the Data Files and Participation Reports drop-down list, select Test Completion Rates. The **Test Completion Rates** page appears.

2. From the **Report** drop-down list, select the report you want to generate. The reports available depend on your user role.

3. 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.)

4. Select the test or tests to include in the report. You can select a single test or all tests.

5. Click **Export Report** to download or open the report in Microsoft Excel.

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).