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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), which provides score reports for each student who takes an ILEARN or IREAD-3 test.

This section describes the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide includes the following sections:

- **Section I, Overview of the Online Reporting System**, provides an introduction to the ORS and describes its available user roles.

- **Section II, Accessing the ORS**, includes instructions for logging in and out of the ORS and switching between different AIR systems.

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

- **Section V, Viewing Reports & Files**, describes how to download student results and view test statistics.

- **Section VI, Working with Student Rosters**, provides instructions for creating and managing student rosters.

- **Appendix A, Printing Reports in the ORS**, explains how to print reports in the ORS.

- **Appendix B, User Support**, provides Help Desk information.

Document Conventions

Table 1 describes the key icons and elements used in this user guide.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Alert" /></td>
<td>Alert: This symbol accompanies important information regarding actions that may cause minor errors.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td>Note: This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Warning: This symbol accompanies important information regarding actions that may cause fatal errors.</td>
</tr>
</tbody>
</table>
### Intended Audience

This user guide is intended for corporation and school personnel involved in administering ILEARN, IREAD-3, and I AM assessments to students.

You should be familiar with using a web browser to retrieve data and fill out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

### Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, see the relevant *Test Administration Manual*.
- For information about which operating systems and browsers are supported, see the [Secure Browsers page on the Indiana Assessment Portal](https://indiana.portal.airast.org/) and the [Technology Set-Up for Online Testing Quick Guide](https://indiana.portal.airast.org/).
- For information about student and user management, see the [TIDE User Guide](https://indiana.portal.airast.org/).
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technology Set-Up for Online Testing Quick Guide](https://indiana.portal.airast.org/) and the [Additional Configurations and Troubleshooting Guides](https://indiana.portal.airast.org/).

The above resources are available on the Indiana Assessment Portal, https://indiana.portal.airast.org/.
Section I. Overview of the Online Reporting System

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

- **Score Reports:** Provide performance data for ILEARN and I AM tests. These reports allow you to compare performance data between students, rosters, and other institutions. Score reports in the ORS provide information about student performance on the overall test subject, as well as the content categories within a subject.

- **Reports & Files:** Provides summary statistics (counts and percentages) of students who tested in a selected subject and grade level for ILEARN, IREAD-3, and I AM tests. You can also download student data files containing test scores and demographic information.
  - Users can download student data and zip files of student ISR PDFs for a selected test window by corporation, school, teacher, or roster. The data files will include students’ personal information, such as enrolled school and Corporation and grade level, and score results for the overall test and reporting categories (if applicable). The zip files of the student ISRs will include a manifest of all of the student ISRs included in the file.

The ORS also enables you to create and manage rosters for analyzing score data for specific student groups.

**Note:** The dynamic data in the ORS can be used to gauge students’ achievement on various assessments but should not be used for official accountability purposes.

Understanding User Roles and Permissions

Access to the ORS reports and features depends on your user role. You can only view data for your associated entity (such as a corporation or school) and the students, rosters, and entities that belong to it.

**Table 2** explains which reports and features are accessible to each user role within the ORS.

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>Corporation</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CTC</td>
<td>CITC</td>
</tr>
<tr>
<td>Score Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Listing</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Table 2. User Roles and Access in the Online Reporting System
### Access Level and Roles*

<table>
<thead>
<tr>
<th>Access Level and Roles*</th>
<th>Corporation</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CTC</td>
<td>CITC</td>
</tr>
<tr>
<td>Teacher Listing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Roster Listing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student Listing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Individual Student Score Report</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Reports & Files**

<table>
<thead>
<tr>
<th></th>
<th>Corporation</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CTC</td>
<td>CITC</td>
</tr>
<tr>
<td>Summary Statistics</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Retrieve Student Results</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Rosters**

<table>
<thead>
<tr>
<th></th>
<th>Corporation</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CTC</td>
<td>CITC</td>
</tr>
<tr>
<td>Add Rosters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Edit Rosters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Upload Rosters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Search Students</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

*CTC – Corporation Test Coordinator, CITC – Corporation Information Technology Coordinator, COOP – Co-op Role, NPSTC – Non-Public School Test Coordinator, STC – School Test Coordinator, TA – Test Administrator
Section II. Accessing the ORS

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

Logging in to the ORS

To log in to the ORS, you must have an authorized username and password. The login credentials are the same across AIR systems (TIDE, TA Interface, ORS).

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

To log in to ORS:

1. Navigate to the Indiana Assessment Portal (https://indiana.portal.airast.org/) and select the appropriate program (ILEARN, I AM, IREAD-3).

2. Select your user role.

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

4. Enter your email address and password.

5. Click **Secure Login**.
   a. If the **Enter Code** page appears, an authentication code is automatically emailed to you. You must enter this code in the **Enter Emailed Code** field and click **Submit** within fifteen minutes of receiving the email. (If the code has expired, click **Resend Code** to request a new code.)

   The ORS **Welcome** page appears.
About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When your account is created, you receive an activation email containing a temporary link to the *Reset Your Password* page. To activate your account, you must set your password within 15 minutes of receiving this email.

- **If your first temporary link expired:**
  
  In the activation email you received, click the second link provided and request a new temporary link.

- **If you forgot your password:**
  
  On the *Login* page, click *Forgot Your Password?* and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**
  
  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or Corporation Test Coordinator to make sure you are listed in TIDE.

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

Switching Between AIR Online Systems

When you are logged in to any AIR online system, you can switch between systems without having to log in again.

**Note:** Your access to systems depends on your user role. Though you can navigate to TDS from ORS, the navigation menu does not appear in TDS to prevent you from accidentally closing a session.
To switch between the AIR systems:

1. Select a system from the system name drop-down list in the upper-left corner of the ORS.

Logging out of the ORS

When you finish using the ORS, be sure to log out so that unauthorized users do not access students’ personally identifying information and test results.

**Warning:** Logging out of the ORS logs you out of all AIR systems. If you log out of the ORS while administering a test using the TA Interface, your test session stops and all students in the session are logged out of their tests. ORS has a timeout feature that automatically logs you out after 30 minutes of inactivity. Activity on the page includes taking any action on the active page.

To log out of the ORS:

- Click **Log Out** in the upper-right corner of the page.
Section III. Understanding the ORS Interface

This section describes the ORS features and layout.

ORS Welcome Page

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

Figure 5. Welcome Page

To view the ORS reports:

1. If you are associated with multiple roles or entities, the Select drop-down list appears. From this drop-down list, select the corporation or school whose reports you want to view.

2. Do one of the following:
   - To view score reports, click Score Reports (ILEARN and I AM tests only).
   - To download student results, click Retrieve Student Results (ILEARN, I AM, IREAD-3 tests).

Using the ORS Banner

The banner provides links to all the ORS reports and features.

Alert: Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser's back button.

Figure 6. ORS Banner

- Score Reports links to the Homepage Dashboard (see Figure 7). For more information, see Searching for a Student’s Score Reports.
• The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see [Viewing Reports & Files](#).
  
  o Summary Statistics
  
  o Retrieve Student Results

• The **Language** drop-down list allows you to specify which language to display on the page you are viewing.
  
  o In addition to English, printed ISRs will be translated into Spanish for I AM tests and into Spanish, Burmese, Arabic, Mandarin, and Vietnamese for ILEARN 3-8, ILEARN U.S. Government, ILEARN Biology, and IREAD-3 tests.

• **Inbox** opens the *Inbox* window, where you can access student performance data files. For more information, see [Accessing Files from the Inbox](#).

• **Search Students** opens a pop-up window where you can search for students to access their test results. For more information, see [Searching for a Student’s Score Reports](#).

• Each of the following roster links only appears for authorized users (for more information, see [Working with Student Rosters](#)).
  
  o **Add Rosters** opens the *Add Roster* page, where you can create student rosters.
  
  o **View/Edit Rosters** opens the *View/Edit Roster* page, where you can view and edit student rosters.
  
  o **Upload Rosters** opens the *Upload Roster* page where you can upload roster files.

• **Help** opens the online version of this user guide.

• **Print** allows you to print the data on the current page. For more information, see [Appendix A](#).

• **Export** allows you to export the data displayed on the page. The data is exported as a Microsoft Excel (.xls) file.

• **Definitions** opens a pop-up window that provides definitions for terms on the report you are viewing.
Section IV. Viewing Score Reports

This section describes score reports and their features

Score reports display data for corporation, school, teacher, roster, and student. It also provides instructions for accessing the different score reports.

Overview of Score Reports

Score reports display data for corporation, school, teacher, roster, and student performance on ILEARN and I AM tests. The Online Reporting System provides score reports for the overall subject of a test, as well as the content categories within a subject.

You can use these reports to identify areas where students are performing well and where student performance can be improved. You can view performance trends to see if overall performance is improving over time. Data can be compared with the overall state and corporation averages for the test you are analyzing.

All score report data are based on the number of students with scored tests.

You can view score report data at various levels. For example, you can view a Grade 5 ELA report for a roster, for all of a teacher’s students, for an entire school, or for a corporation.

Table 3 provides an overview of the types of score reports available and the levels of aggregation at which they can be viewed. Score reports provide data for the administration you select from the Homepage Dashboard.

Table 3. Available Score Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Corporation Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homepage Dashboard</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of performance across grades and subjects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Detail</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Subject-level performance data within a particular grade or course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Category Level Detail*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Reporting category-level performance data for a subject within a particular grade or course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Standard Report**
The Standard report will present data on the performance of aggregate entities (not available at student level as the data at this level would not be reliable) on each standard of a subject for the current window. Users will be able to view a listing of all targets in a subject (sorted by content reporting category) and the performance of their students (at the level of aggregation they are at) on those standards. This page will only be available for adaptive assessments.

<table>
<thead>
<tr>
<th>Report</th>
<th>Corporation Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Report</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Student Listing
Performance data for the individual students who belong to a school, teacher, or roster.

<table>
<thead>
<tr>
<th>Report</th>
<th>Corporation Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Listing</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Student Detail
Detailed information about a selected student's performance in a specified subject or course.

<table>
<thead>
<tr>
<th>Report</th>
<th>Corporation Level</th>
<th>School Level</th>
<th>Teacher Level</th>
<th>Roster Level</th>
<th>Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Detail</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

*Available for all ILEARN and I AM tests except ILEARN U.S. Government
**Available only for ILEARN English Language Arts and Mathematics tests
Accessing Score Reports

The *Homepage Dashboard* displays a summary of the overall score data and testing progress for your associated entity. From this page, you can define the students whose scores you want to view and navigate to more detailed score reports.

![Figure 7. Homepage Dashboard](image-url)

**Home Page Dashboard**

- **Select Test and Year**
  - Test: ILEARN
  - Administration: Spring 2019
  - Scores for students who were mine at the end of the selected administration
  - Scores for my current students

- **Select**
  - Demo district 9999 (0000)

Click on a grade and subject to view more information.

**Overall Performance on the ILEARN test, by Subject, Grade: Demo district 9999, Spring 2019**

<table>
<thead>
<tr>
<th>English/Language Arts</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td><strong>Number of Students Tested</strong></td>
<td><strong>Percent Proficient</strong></td>
</tr>
<tr>
<td>Grade 3</td>
<td>35</td>
<td>6%</td>
</tr>
<tr>
<td>Grade 4</td>
<td>31</td>
<td>6%</td>
</tr>
<tr>
<td>Grade 5</td>
<td>37</td>
<td>11%</td>
</tr>
<tr>
<td>Grade 6</td>
<td>26</td>
<td>8%</td>
</tr>
<tr>
<td>Grade 7</td>
<td>24</td>
<td>8%</td>
</tr>
<tr>
<td>Grade 8</td>
<td>23</td>
<td>13%</td>
</tr>
</tbody>
</table>

To view the *Homepage Dashboard*:

- If you are on the *Welcome* page, select the required entity from the *Select* drop-down list (if available) and then click *Score Reports*.

- If you are on any other page of the ORS, click *Score Reports* in the banner.

Defining the Student Population

From the *Homepage Dashboard*, you can specify the test, administration, and student group whose data you wish to view. To watch a tutorial for making selections on the *Homepage Dashboard*, see [https://guides.airast.org/ORS/tutorials/DefiningStudentPopulation.mp4](https://guides.airast.org/ORS/tutorials/DefiningStudentPopulation.mp4).
To specify the score report parameters:
1. From the Test drop-down list, select a type of assessment.
2. From the Administration drop-down list, select the administration period (e.g., Spring 2019).
3. Select the radio button for the group of students whose scores you wish to view:
   - Scores for students who were mine when they tested during the selected administration—Displays scores for students who were associated with your corporation, school, or roster at the time when they completed the selected test during the selected administration. This option includes students who transferred away or were removed from TIDE after testing.
   - Scores for my current students—Displays scores for students associated with your current rosters, even if they were enrolled in a different school or corporation during the selected administration.

The Homepage Dashboard displays aggregation tables based on your selected parameters.

Understanding the Dashboard Aggregation Tables
Aggregation tables on the Homepage Dashboard display score data for students by grade (or grade-band) and subject. These tables provide access to more detailed score reports.

![Homepage Dashboard Aggregation Tables](image)

Accessing Subject Detail Score Reports
To access detailed score reports for a particular subject:

- On the appropriate aggregation table, click the cell for the grade and subject whose reports you wish to view. For example, to view the subject detail report for Grade 3 English/Language Arts, you would click the cell outlined in Figure 8.
Working with Score Report Features

Most score reports in the ORS share similar features. Figure 9 illustrates some of the common features of score reports.

Note: The actual features available in a report may vary. Not all features covered in this section are available for every report in the ORS.

Figure 9. Annotated Subject Detail Score Report

Common score report features include the following:

- **Name**: The name of the score report, the test, the administration, and the entity appear above the report.

- **Report Table**: All score reports provide one or more tables depicting the performance data.

- **Student Population**: The student group parameter you selected on the Homepage Dashboard appears above the report. You can click the Change your Selection link in this label to return to the Homepage Dashboard and change the selected student population option, if necessary.

- **Time Stamp**: A time stamp appears at the bottom of every report to indicate when the report was generated.

- **Legend**: A legend appears above the report to describe any color codes used to illustrate performance level data.
Other score report features allow you to do the following:

- Navigating between Score Reports using the Exploration Menu
- Viewing Scores Based on Demographic Subgroup
- Showing and Hiding a Report’s Columns
- Sorting Data in a Report
- Showing and Hiding Comparison Data

**Navigating between Score Reports using the Exploration Menu**

Using the Exploration Menu (see Figure 10), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the *Homepage Dashboard*.

![Figure 10. Exploration Menu](image)

*To navigate between score reports:*

4. To open the Exploration Menu, click beside an entity in the Name column of a report.

5. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information, see *Understanding the Exploration Menu Options*.

6. Click **View**.
Understanding the Exploration Menu Options

The Exploration Menu allows you to navigate to different types of score reports. By default, the first two drop-down lists display the subject and grade you selected from the *Homepage Dashboard* aggregation tables.

The **Subject** and **Grade** drop-down lists allow you to navigate to score reports for a different subject or grade in the selected test, respectively. The available options depend on the test you selected from the *Homepage Dashboard*.

**Note**: The Exploration Menu does not allow you to navigate to a different assessment program. To view score reports for a different assessment program, you must return to the *Homepage Dashboard* and select the required assessment program from the **Test** drop-down list. For more information, see *Defining the Student Population*.

The remaining drop-down lists allow you to select parameters for the type of score report you wish to view. For navigation purposes, score report parameters can be broadly categorized into three dimensions: **Who**, **What**, and **When**. The options available in these drop-down lists depend on your user role, the report you are viewing, and the entity you clicked to open the Exploration Menu. If a drop-down list shows no options, you cannot navigate any further in that dimension.

**Example: Navigating with the Exploration Menu**

If you are a corporation-level user, you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Roster Listing, and Student Listing.

While viewing the School Listing Report (see Figure 15), if you open the Exploration Menu from the corporation level, the only available option in the **Who** drop-down list will be **School**, since you cannot view reports listing all the teachers, rosters, or students in a corporation.

However, if you open the Exploration Menu from the school level, you can select **Teacher**, **Roster**, or **Student** from the **Who** drop-down list to navigate to the reports for each of those entities within the selected school.

Table 4 provides an overview of the Exploration Menu drop-down lists and the options available for each one.

**Table 4: Exploration Menu Options**

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Selects the subject for the score report.</td>
<td>[Subjects available for the selected test]</td>
</tr>
<tr>
<td>Grade</td>
<td>Selects the grade for the score report.</td>
<td>[Grades available for the selected test]</td>
</tr>
</tbody>
</table>
| Who       | Selects the groups or individuals by which the score report provides data. | • School  
• Teacher  
• Roster  
• Student |
Viewing Scores Based on Demographic Subgroup

The **Breakdown By** feature allows you to split up the score data into specific demographic subgroups (such as gender-based subgroups).

*To view score reports by a demographic subgroup:*

1. From the **Breakdown By** drop-down list (see **Figure 11**), select the required demographic subgroup. See **Table 5** for the available subgroups.

   a. If you are working with the Student Listing Report, select a specific subgroup from the **Values** drop-down list (for example, select **Male** for the subgroup **Gender**).

2. Click **Go**, if available.

   The report updates with score data for the selected subgroups.

   **Note:** When breaking down a Student Listing Report, the report will show only the students in the subgroup you selected from the **Values** drop-down list.
Table 5. Demographic Subgroups

<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
</table>
| Sex                   | Student’s gender                                    | • Female  
                           • Male                     |
| Section 504 Status    | Student’s Section 504 status                        | • Yes  
                           • No                       |
| Special Education Status | Student’s Special Education program status       | • Yes  
                           • No                       |
<p>| Enrolled Grade        | Grade in which student is enrolled during the test administration | • Grade 3 through Grade 12 |</p>
<table>
<thead>
<tr>
<th>Subgroup</th>
<th>Description</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Learner</td>
<td>English Learner</td>
<td>• Yes</td>
</tr>
<tr>
<td></td>
<td>Not English Learner</td>
<td>• No</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Student’s ethnicity code</td>
<td>• Asian</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Black or African American</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• American Indian or Alaska Native</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hispanic or Latino Ethnicity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Two or More Races</td>
</tr>
</tbody>
</table>

**Showing and Hiding a Report’s Columns**

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

*To show or hide a report’s columns:*

3. Click 🔄 in the upper-right corner of the table. A list of the columns in the table appears.

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

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

6. To exit this list, move your cursor away from the arrow icon.

**Sorting Data in a Report**

For each column in a report, you can sort data in ascending or descending order. By default, reports are sorted by Name in ascending order.

*To sort the data:*

7. Click the column header to sort data in ascending order.

8. Click the column header again to sort the data in descending order.
Showing and Hiding Comparison Data

By default, score reports display score data of the state, corporation, or school in the top rows above the green line. You can use this data to compare your students results to those of entities they belong to. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

Note: The available comparison rows depend on the entity level from which you accessed the report. For example, the comparison rows will show teacher score data if you access the Roster Listing Report from the Teacher Listing Report rather than the School Listing Report.

To show or hide comparison data:

• Click the Comparison button above the report.
  
  o When Comparison: On shows, comparison rows display on the report (see Figure 13).
  
  o When Comparison: Off shows, comparison rows are hidden from view (Figure 14).

Figure 13. Score Report with Comparison On
Figure 14. 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 *Homepage Dashboard*.

The Subject Detail Reports display overall student performance for the selected test subject. *Table 6* describes the Subject Detail Reports columns.

Table 6. 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 (corporation, school, teacher, roster, or student).</td>
</tr>
<tr>
<td>Number of Students</td>
<td>The number of students to date who submitted the test for scoring.</td>
</tr>
<tr>
<td>Average Scale Score</td>
<td>The average score and standard error of the mean for students who completed the scaled tests.</td>
</tr>
<tr>
<td>Percent Proficient</td>
<td>The number of students who are proficient over the total number of students tested, presented in percent format.</td>
</tr>
<tr>
<td>Percent in Each Proficiency Level</td>
<td>The distribution of students across each of the four proficiency levels.</td>
</tr>
</tbody>
</table>
Viewing School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the corporation performed on the selected grade and subject. Comparison data for the corporation and state also appear in this report. This report is available to corporation-level users. For an explanation of the report columns, see Table 6.

Figure 15. School Listing Subject Detail Report

To access a school listing subject detail report from the **Homepage Dashboard**:  
9. From the **Homepage Dashboard**, define the student population as described in the section **Defining the Student Population**.

10. On the **Homepage Dashboard** aggregate tables, click the grade-subject cell for the report you wish to view. The School Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections **Working with Score Report Features**, **Printing Reports in the ORS**, and **Using the ORS Banner**.

Viewing Teacher Listing Subject Detail Reports

The Teacher Listing Subject Detail Report displays data for all the teachers in a selected school whose students completed the selected test grade and subject. It is
available to corporation- and school-level users. For an explanation of the report columns, see Table 6.

Figure 16. Teacher Listing Subject Detail Report

To navigate to the Teacher Listing Subject Detail Report:

11. On the School Listing Subject Detail Report (Figure 15), click next to a school name. The Exploration Menu opens.

12. On the Exploration Menu, do the following:

   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.

   b. From the **Who** drop-down list, select **Teacher**.

   c. From the **What** drop-down list, select **Subject**.

   d. From the **When** drop-down list, select **Current Admin**.

13. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections **Working with Score Report Features**, **Printing Reports in the ORS**, and **Using the ORS Banner**.

**Viewing Roster Listing Subject Detail Reports**

The Roster Listing Subject Detail Report displays data for all the rosters associated with a selected school or teacher whose students completed the selected test. For more information about rosters, see **Working with Student Rosters**. For an explanation of the report columns, see Table 6.
To navigate to the Roster Listing Subject Detail Report:

14. On the Teacher Listing Subject Detail Report (Figure 16), click next to a teacher’s name. The Exploration Menu opens.

15. On the Exploration Menu, do the following:

   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.

   b. From the **Who** drop-down list, select **Roster**.

   c. From the **What** drop-down list, select **Subject**.

   d. From the **When** drop-down list, select **Current Admin**.

16. Click **View**. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections *Working with Score Report Features*, *Printing Reports in the ORS*, and *Using the ORS Banner*.

**Viewing Student Listing Subject Detail Reports**

The Student Listing Subject Detail Report displays data for all the students associated with the selected school, teacher, or roster who have completed the selected test. For an explanation of the report columns, see *Table 7*. 
To navigate to the Student Listing Subject Detail Report:

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

18. On the Exploration Menu, do the following:

   a. From the Subject and Grade drop-down lists, select the required subject and grade.

   b. From the Who drop-down list, select Student.

   c. From the What drop-down list, select Subject.

   d. From the When drop-down list, select Current Admin.

19. Click View. The Student Listing Subject Detail Report for the selected grade-subject opens.
Table 7. Student Listing Subject Detail Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The name of the student.</td>
</tr>
<tr>
<td>STN</td>
<td>The student’s unique identifier.</td>
</tr>
<tr>
<td>Scale Score</td>
<td>The student’s scale score and standard error of the mean.</td>
</tr>
<tr>
<td>Proficiency Level</td>
<td>The proficiency level associated with the student’s score.</td>
</tr>
<tr>
<td>Reported Lexile Measure</td>
<td>A single score or score range that reflects the student’s reading ability.</td>
</tr>
<tr>
<td><em>Reported Quantile Measure</em></td>
<td>A single score or score range that reflects the student’s mathematical achievement.</td>
</tr>
</tbody>
</table>

*Only applicable to ILEARN

**Note:** About the Scale Score Column on the Student Listing Score Report

You may not be able to view a student’s overall test score in the Scale Score column or access that student’s Individual Student Report in the following cases:

- If a student logged on to both the CAT and PT but did not answer enough items on at least one part of the test to receive a score, the Student Listing Report displays “Undetermined” in the Scale Score column.

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
Viewing Individual Student Reports

The Individual Student Report (ISR) (see Figure 16, Figure 17, and Figure 18) provides more specific details about a particular student’s performance on an assessment. Parents and teachers may need guidance on understanding their student’s scores and the various elements that are included in a student report. The ISR will have the following features to assist in understanding:

(1) Interpretive text on the ISR User Interface

(2) Appending an interpretive guide to the Simple ISR PDF

To navigate to IREAD-3 ISRs, see Viewing Reports & Files.

To navigate to ILEARN and I AM ISRs:

1. On the Student Listing Report (Figure 18), click next to a student’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the Subject and Grade drop-down lists, select the required subject and grade.
   b. From the Who drop-down list, select Student.
   c. From the What drop-down list, select Subject.
   d. From the When drop-down list, select Current Admin.

3. Click View. The Individual Student Report opens.

4. Optional: If the student completed multiple opportunities for the same assessment, a list of completed opportunities appears in the Student Performance table. You can select which opportunity’s data you wish to view in the ISR:
   a. In the Overall Performance table, click the button for the opportunity that you wish to view. The score details for that opportunity appear.
For information about the data on the Individual Student Report page, see About the Individual Student Report.

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.

Figure 16. Individual Student Report (IREAD-3)
### Figure 17. Individual Student Report (ILEARN English/Language Arts)

#### Individual Student Report

**How did my student perform on the test?**

**Test:** ILEARN English/Language Arts Grade 6  
**Year:** Spring 2019  
**Name:** Demo, Student A.

<table>
<thead>
<tr>
<th>Overall Performance on the ILEARN English/Language Arts Grade 6 Test</th>
<th>Spring 2019</th>
<th>Name</th>
<th>Scale Score</th>
<th>Proficiency Level</th>
<th>Reported Lexile Measure</th>
<th>College and Career Readiness Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student A.</td>
<td>2710</td>
<td>Above Proficiency</td>
<td>700L</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lexile/Quantile Information**

The Lexile Framework for Reading is a scientific approach to reading and test measurement. A Lexile measure represents a person’s reading ability on the Lexile scale.

**Scale Score and Performance on the ILEARN English/Language Arts Grade 6 Test**

**Demo, Student A.**  
**Spring 2019**  
**Scale Score:** 2710

---

**Performance on the ILEARN English/Language Arts Grade 6 Test, by Reporting Category:**

**Writing Performance on the ILEARN English/Language Arts Grade 6, Based on the Performance Task Writing Rubric:**

**Demo, Student A.**  
**Spring 2019**

**Writing Prompt:**

**Evidence/Development & Elaboration:** 

**Organization/Structure:**

**Conventions:**
Online Reporting System

Viewing Score Reports

Figure 18 Individual Student Report (U.S. Government ECA)

About the Individual Student Report

The information included in the Individual Student Report may vary based on the selected assessment program and subject. A student’s performance data is divided into separate tables, often with accompanying descriptions of the report data. Information icons also appear alongside the report’s tables and data elements (such as the title). When you hover over these icons, additional information pops up.

The Individual Student Report provides the following information:

- **Overall Performance on the [Test Name and Details] Test: [Student Name], [Administration]—** This table includes the following:
  - The student’s name and Student Test Number (STN).
  - The student’s overall scale score for a test opportunity (Not available for ILEARN U.S. Government ECA).
  - The proficiency level associated with the student’s score for a test opportunity (ILEARN 3-8, Biology ECA and I AM).
  - The passing status associated with the student’s score for a test opportunity (IREAD-3 and ILEARN U.S. Government ECA only).
o The student’s reported Lexile measure, which reflects the student’s reading ability (ILEARN English/Language Arts tests only).

o The student’s reported quantile measure, which reflects the student’s mathematical ability (ILEARN Mathematics tests only).

o College and Career Readiness indicator reflects whether the student is on track to becoming college and career ready (ILEARN Mathematics and ILEARN English/Language Arts only).

- Scale Score*, Passing Status (IREAD-3 and ILEARN U.S. Government ECA only) and Performance on the [Test Name and Details] Test: [Student Name], [Administration]—This barrel chart (IREAD-3 and I AM) or horizontal bar (ILEARN) depicts the student’s achievement level based on your student’s scale score and where it falls within the assessment’s proficiency levels.

*No scale score will be reported for ILEARN U.S. Government.

o IREAD-3

    - Pass: Students demonstrate proficient understanding when reading and responding to grade-level literary and informational texts. Students identify and comprehend most new variations of word meaning and new text-based vocabulary.

    - Did Not Pass: Students demonstrate limited understanding when reading and responding to grade-level literary and informational texts. Students have difficulty identifying and comprehending new variations of word meanings and new text-based vocabulary.

o I AM

    - NMC: No Mode of Communication (NMC) indicates the student was unable to communicate a response to five test items.

    - Below Proficiency: Indiana students below proficiency have not met current grade level Content Connectors. Students may require significant support to develop the knowledge, application, and skills to be on track for post-secondary education or competitive integrated employment.

    - Approaching Proficiency: Indiana students approaching proficiency have nearly met current grade level Content Connectors by demonstrating some basic knowledge, application, and skills. Students may require support to be on track for post-secondary education or competitive integrated employment.
- **At Proficiency**: Indiana students at proficiency have met current grade level Content Connectors by demonstrating essential knowledge, application, and skills to be on track for postsecondary education or competitive integrated employment.

  - **ILEARN U.S. Government End-of-Course Assessment**

    - **At Proficiency**: At Proficiency Indiana students at proficiency have met current grade level standards by demonstrating essential knowledge, application, and analytical skills to be on track for college and career readiness.

    - **Below Proficiency**: Indiana students below proficiency have not met current grade level standards. Students may require significant support to develop the knowledge, application, and analytical skills needed to be on track for college and career readiness.

  - **ILEARN 3-8 and ILEARN Biology End-of-Course Assessment**

    - **Above Proficiency**: Indiana students above proficiency have mastered current grade level standards by demonstrating more complex knowledge, application, and analytical skills to be on track for college and career readiness.

    - **At Proficiency**: Indiana students at proficiency have met current grade level standards by demonstrating essential knowledge, application, and analytical skills to be on track for college and career readiness.

    - **Approaching Proficiency**: Indiana students approaching proficiency have nearly met current grade level standards by demonstrating some basic knowledge, application, and limited analytical skills. Students may require support to be on track for college and career readiness.

    - **Below Proficiency**: Indiana students below proficiency have not met current grade level standards. Students may require significant support to develop the knowledge, application, and analytical skills needed to be on track for college and career readiness.

- **Performance on the [Test Name and Details] Test by Strand: [Student Name], [Administration] (IREAD-3 only)** — This table includes:

  - Your student’s performance on stands within the subject area.

    - Strand performance is reported as raw score percent correct for the following stands:
      - Foundations and Vocabulary
Online Reporting System

Viewing Score Reports

- Nonfiction
- Literature

- **Performance on the [Test Name and Details] Test by Reporting Category: [Student Name], [Administration] (I AM all subjects and grades, ILEARN 3-8, Biology ECA only)** — This table includes:
  
  o Your student’s performance on reporting categories within this subject area.
    
    ▪ Reporting category performance is reported as: Below ( ), At/Near ( ), or Above ( ) (ILEARN 3-8, Biology ECA only).
    
    ▪ A graph displaying the student’s score on each reporting category (ILEARN 3-8, Biology ECA only). The black line in the graph indicates the student’s score on a reporting category while the dark green rectangle represents the range of likely scores the student would receive if they took the test multiple times.
    
    ▪ The student’s performance level in each of the reporting categories for their test opportunity with the highest overall performance. A legend at the top of the report explains the symbols used. Please note this is not applicable to I AM.
    
    ▪ Interpretations of the student’s results along with recommendations on the next steps to be taken to improve the student’s performance based on these claim scores (ILEARN 3-8, Biology ECA only).

- **Information on the Lexile Measure (ILEARN English/Language Arts only)** — This text box provides a description of the Lexile measure. This text box only appears if the Lexile score is included in the Overall Performance table.

- **Information on the Quantile Measure (ILEARN Mathematics only)** — This text box provides a description of the Quantile measure. This text box only appears if the Quantile score is included in the Overall Performance table.

- **Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration] (I AM all subjects and grades, ILEARN 3-8, Biology ECA only)** — Allows you to see how your student’s scale score compares with their peers at the school, corporation, and state level.

- **Condition Codes** — These labels are assigned to student responses when the responses do not meet the criteria necessary to receive a score. There are six condition codes used to categorize non-scorable responses to open-ended items on the ILEARN assessments.
Writing Performance on the ILEARN English/Language Arts (ELA) test — English/Language Arts reports include descriptions of the student’s performance on the writing portion based on the performance task writing rubric for each criterion. If a condition code appears for one or more criteria in this section, then the student’s written response could not be scored on those criteria. See Table 8 for a list of condition codes.

Table 8 ILEARN Condition Codes for Non-Scorable Student Responses to Open-Ended Items (including the Writing Performance on the ELA Performance Task)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Blank Essay, Not Tested (e.g., no response, erased, refusal)</td>
</tr>
<tr>
<td>I</td>
<td>Insufficient / Copied from text</td>
</tr>
<tr>
<td>L</td>
<td>Non-scorable language</td>
</tr>
<tr>
<td>T</td>
<td>Off topic (essay only)</td>
</tr>
<tr>
<td>M</td>
<td>Off purpose (essay only)</td>
</tr>
<tr>
<td>X</td>
<td>Illegible (paper-pencil tests)</td>
</tr>
</tbody>
</table>

Viewing Reporting Category Score Reports

The Reporting Category Score report shows the percentage of your students in each Reporting Category for the selected test grade and subject.

Table 9 describes the Reporting Category Score Report columns.

Table 9: Reporting Category Score 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 (corporation, school, teacher, roster, or student).</td>
</tr>
<tr>
<td>Student Count</td>
<td>The number of students who have a valid score for the grade, subject, and administration selected.</td>
</tr>
<tr>
<td>Reporting Category</td>
<td>The reporting categories within the selected subject.</td>
</tr>
<tr>
<td>Percent Proficient at Each Reporting Category</td>
<td>Percent of students at each reporting category performance level who took the selected test.</td>
</tr>
</tbody>
</table>

Viewing School Listing Reporting Categories Report

The School Listing Reporting Categories Report (see Figure 19) is available for corporation-level users. For each school in the corporation, the report displays performance data on each reporting category within the selected grade, along with the comparison date for the corporation and state.
To access the School Listing Reporting Categories Report:

1. On the School Listing Subject Detail Report (Figure 15), click next to the corporation name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **Who** drop-down list, select **School**.
   c. From the **What** drop-down list, select **Reporting Categories**.
   d. From the **When** drop-down list, select **Current Admin**.

3. Click **View**. The School Listing Reporting Categories Report opens.

For an explanation of the report columns, see Table 9. For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
Viewing Student Listing Reporting Categories Report

The Student Listing Reporting Categories Report (see Figure 20) displays reporting category performance data for all the students associated with the selected school, teacher, or roster. Each report also displays comparison data for the corporation and school in a separate table (as applicable).

![Figure 20. Student Listing Reporting Categories Report](image)

To access the Student Listing Reporting Categories Report:

1. On the School Listing Reporting Categories Report (Figure 19), click next to a school’s name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   
   b. From the **Who** drop-down list, select **Student**.
   
   c. From the **What** drop-down list, select **Reporting Categories**.
   
   d. From the **When** drop-down list, select **Current Admin**.

3. Click **View**. The Student Listing Reporting Categories Report opens (see Figure 20).

The Student Listing Reporting Categories Score Report displays a student’s name, student identification number, overall subject scale score, standard error of
measurement, and their scale score for each reporting category. The legend above the report explains the data represented.

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.

**Viewing Standard Score Reports**

The Standard Score Report displays data on the performance of aggregate entities on each standard of a subject for the current test window. The Standard Performance Score Reports are only available for ILEARN English/Language Arts and Mathematics tests.

Users will be able to view a listing of all standards in a subject sorted by reporting category and the performance of their students at the corporation, school, and roster level on those standards.

For information about the entity levels at which standard performance data is available, see Table 3.

*To navigate to the Teacher-level Standard Score Report:*

1. On the School Listing Subject Detail Report (Figure 15), click next to a school name. The Exploration Menu opens.

2. On the Exploration Menu, do the following:
   a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
   b. From the **Who** drop-down list, select **Teacher**.
   c. From the **What** drop-down list, select **Standard**.
   d. From the **When** drop-down list, select **Current Admin**.

3. Click **View**. The Teacher level Standard Report for the selected grade-subject opens.
The standard report provides information about a group's actual proficiency level in each standard. The Areas where Performance Indicates Proficiency column displays whether the standard performance is above, borderline, or below the proficiency levels for that test.
Table 10 explains the symbols in the Areas Where Performance Indicates Proficiency column.

Table 10. Performance Relative to Proficiency

<table>
<thead>
<tr>
<th>Benchmark Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Above the Proficiency Standard</td>
<td>The group of students performed above the proficiency standard on this standard.</td>
</tr>
<tr>
<td>😞 Borderline</td>
<td>The group of students performed near the proficiency standard on this standard.</td>
</tr>
<tr>
<td>🔄 Below the Proficiency Standard</td>
<td>The group of students performed below the proficiency standard on this standard.</td>
</tr>
<tr>
<td>⚫ Insufficient Information</td>
<td>Not enough information is available to determine whether the performance on this standard is above, near, or below the proficiency standard.</td>
</tr>
</tbody>
</table>

For information about the actions you can perform on this report, see the sections Working with Score Report Features, Printing Reports in the ORS, and Using the ORS Banner.
Section V. Viewing Reports & Files

The Reports & Files feature in the ORS provides test summary statistics and allows you to retrieve student results. This section provides instructions on how to generate and view the available reports and files.

Retrieving Student Results

You can download student data for a selected administration by corporation, school, teacher, or roster. The data includes students’ personal information, enrolled school and corporation, grade level, and the selected test scores and reporting category/strand scores (if applicable). You can also generate PDFs of Individual Student Reports in a Zip file and in different languages. On the Printed Individual Student report, you have the option to print the PDF with an interpretive guide page before the student's report.

This section discusses the following:

- Generating a Data File or PDF of Individual Student Reports
- Accessing Files from the Inbox

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 in the banner, select Retrieve Student Results. The Retrieve Student Results page opens.

   Figure 22. Retrieve Student Results Page

   ![Retrieve Student Results](image)

   Step 1: Choose What
   - Report Type: Select a report. The available options are Student Data and PDF of Student Reports.

2. In the Step 1: Choose What section, select the following report parameters:

   a. Report Type: Select a report. The available options are Student Data and PDF of Student Reports.
b. **Test**: Select an assessment category (such as IREAD-3).

c. **Administration**: Select an administration period (such as Spring 2019).

d. **Tested Grade** (optional): Select a grade. You can reopen this drop-down list to select additional grades or select All Grades to create a Zip file containing separate files for each selected grade. To remove a selected grade, click X next to that grade level.

e. **Language** (available for PDF of Student Reports option only): Select the language in which you wish to generate the report.

   i. In addition to English, printed ISRs will be translated into Spanish for I AM tests and into Spanish, Burmese, Arabic, Mandarin, and Vietnamese for ILEARN 3-8, ILEARN Biology, and IREAD-3 tests.

f. **Download Format**: Select a file format from the options available for the selected report:

   - **Student Data**: The default format is an Excel (.xls) spreadsheet file. You can select a different format, such as CSV, if available.

   - **PDF of Student Reports**: A PDF file is the only available format.

   **Note**: The PDF of Student Reports option creates a Zip file that contains individual PDFs of each ISR for all the students associated with the selected entity. It also includes a manifest, which is an Excel (csv) file listing all the PDFs included in the Zip file. If multiple schools are selected, separate zip files are created for each school.

f. **Report Format** (available for the PDF of Student Reports option only): You can select from the following options:

   - **Include All ISRs in a Single PDF**: A single PDF will show individual student reports organized by STN.

   - **One PDF per ISR in a Zip File**: Each PDF will show individual student reports in separate PDFs. Users will also receive an excel (csv) file that shows all the PDFs that were included in the zip file.

   - **Interpretive Guide**: Parents and teachers may need guidance on understanding their student’s scores and the various elements that are included in a student report. An interpretive guide can be added to the beginning of each ISR by selecting Interpretive Guide from the dropdown. Select ‘Simple ISR’ to access the Interpretive Guide along with the student reports. The Interpretive Guides are also available on the Indiana Assessment Portal for ILEARN and I AM.
Step 1: Choose What

- Report Type: PDFs of Student Reports
- Test: ILEARN
- Administration: Spring 2019
- Tested Grade: All Grades
- Language: English
- Download Format: PDF
- PDF Type: Simple ISR
- Report Format: Include all ISRs in a Single PDF
- Addendum: Interpretive Guide
- Filter By: All

Export to Inbox

h. Filter By (optional): Select a specific demographic subgroup.
   - If you select a demographic subgroup, a Values field appears. Select the required filter criteria from the available options.

3. From the Step 2: Choose Who section, select which entity or individual should be included in the report. For most users, your associated entity is pre-selected. Users associated with multiple corporations or schools must select an entity.
   a. Corporation: Select a corporation, if applicable.
   b. School: Select a school, if applicable. You can also select All to generate a report that includes all your schools. For the Student Data report, data for all your schools is listed in a single file. For PDFs of Student Reports, separate PDF reports are generated for each of your schools.
c. **Teacher** (optional): If a school was selected, choose a teacher. The default setting includes all teachers associated with the school. For teacher-level users, the school is already selected.

d. **Roster** (optional): If a teacher was selected, choose a roster. The default setting includes all rosters associated with the selected teacher.

4. Click **Export to Inbox**. A confirmation message indicates that your request has been queued and you will be informed via email once the file is ready.

5. Once the file generates, it appears in the **Inbox** window accessible from the banner. For more information, see the section **Accessing Files from the Inbox**.

### Accessing Files from the Inbox

The Inbox lists the student data files and reports that you generate from the **Retrieve Student Results** page as well as the PDFs of ISRs generated on the **Student Listing Report** page and **Student Search Results** page. Inbox files automatically expire after 30 days, unless you archive them.

**Note:** The Inbox also stores any file exports you create in TIDE, as well as secure files uploaded by admin users. You can also access the Inbox from the Indiana Assessment Portal (https://indiana.portal.airast.org/).

![Figure 23. Inbox](image)

**To access files stored in the Inbox:**

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see Figure 23).

2. Select a file from the available tabs:
   - **Inbox:** Displays all the files except for those that you have archived.
   - **Archived:** Displays files that you archived.
3. **Optional**: To filter the files by keyword, enter a search term in the text box above the list of files.

4. Do one of the following:
   - To download a file, click the name of that file.
   - To archive a file, click 🗑️.

   | Note: You cannot archive secure documents that were uploaded to the Inbox by admin users. |
Section VI. Working with Student Rosters

Rosters are groups of students associated with a teacher or other user. Rosters can represent entire classes, individual class periods, and other groups of students within a class or program. Students can belong to multiple rosters.

Rosters allow you to easily analyze aggregate data and track students’ test scores. You can use rosters to organize students into groups based on their accommodations, level of performance, and other criteria. For example, if certain students in a teacher’s class are performing below the standard, that teacher may want to create a custom remedial roster for those students who need more attention.

**Note:** Rosters may include students from different grades, but score reports display data only for a single subject and grade at a time. If a roster includes students from multiple grades, you will only see scores of those students in the roster who have taken the test you selected on the Homepage Dashboard.

Adding a New Roster

In order for teachers to view their students’ performance data, the students must belong to a roster associated with that teacher. Authorized users can create rosters of students associated with their school. Teachers cannot create rosters for other teachers.

**Note:** If a group of students has the same teacher for multiple subjects, that teacher can use the same roster to view their students’ performance in each subject. However, if different teachers teach each subject to the same student group, then separate rosters should be created for each teacher.

To add a roster:

1. In the banner (see Figure 6), click Add Rosters. The Add Rosters page opens (see Figure 24).
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:
   
a. To include the additional search criterion in the search, select it and click **Add**.

   **Optional:** To delete an added search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

4. Click **Search**. The list of retrieved students appears in the *Available Students* panel.

5. In the *Available* panel (see *Figure 25*), do the following:
   
a. In the *Roster Name* field, enter a name for the roster.

   b. From the *Teacher Name* drop-down list, select a teacher or a school-level user.

   c. 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 selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

      - To move all the students in the *Available Students* list to the roster, click **Add All**.

   ![Figure 25. Student Roster Panels](image)

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

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

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

### Creating Rosters Through File Uploads

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

*To upload rosters:*

1. In the banner (see Figure 6), click **Upload Rosters**. The *Upload Rosters* page appears (see Figure 24).

   ![Figure 26. Upload Roster Page](image)

2. On the *Upload Roster* page, click **Download Templates** and select the appropriate file type.

3. Open the template file in a spreadsheet application.

4. Using *Table 11* as a reference, fill out the template and save it.

5. On the *Upload Roster* page, click **Browse** and select the file you created in the previous step.

6. Click **Next**. The *Preview* page appears (see Figure 27). Use the file preview on this page to verify you uploaded the correct file.

   ![Figure 27. File Upload Preview](image)

7. Click **Next** to validate the file. Any errors (⚠️) or warnings (⚠️) are displayed on the *Validate* page (see Figure 28).
Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- **Optional:** Click the error and warning icons in the validation results to view the reason a field is invalid.
- **Optional:** Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 28. Validation Page

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

8. Do one of the following:

- **Click Continue with Upload.** The 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.

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

9. **Optional:** To upload another roster file, click **Upload New File**.

Table 11 provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.
Table 11. 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>Corporation ID*</td>
<td>Corporation associated with the roster.</td>
<td>Corporation ID that exists in TIDE. Up to 20 characters.</td>
</tr>
<tr>
<td>School ID*</td>
<td>School associated with the roster.</td>
<td>School ID that exists in TIDE. Up to 20 characters. Must be associated with the corporation ID.</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 the ORS.</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster.</td>
<td>Up to 20 characters.</td>
</tr>
<tr>
<td>STN*</td>
<td>Student’s unique identifier.</td>
<td>Up to 30 alphanumeric characters.</td>
</tr>
</tbody>
</table>

*Required field.

Viewing and Modifying a Roster

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

To view or modify a roster:

1. From the banner (see Figure 6), click View Rosters. The View/Edit Rosters page opens (see Figure 29).

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

3. Click Search. The list of retrieved rosters appears (see Figure 30).
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 (see Figure 24).

6. You can change the roster’s name and associated teacher as required.

7. To add students to the roster, do the following:
   a. In the **Roster Information** panel, enter the necessary search criteria to search for students.
   b. Click Search. The list of retrieved students appears in the **Available Students** panel.
   c. From the **Available Students** list, do one of the following:
      - To move one student to the roster, click 🔄 for that student.
      - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
      - To move all the students in the **Available Students** list to the roster, click **Add All**.

8. To remove students from the roster, from the **Selected Students** list, do one of the following:
   - To remove one student from the roster, click ✗ for the student.
   - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
   - To remove all the students from the roster, click **Remove All**.
9. Click **Save**, and in the affirmation dialog box click **Continue**.

**Deleting a Roster**

You can delete a roster if required. (This feature is not available for system-generated rosters.) The roster will be deleted from ORS and TIDE. Deleting a roster will not delete the student records in that roster.

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

*To delete a roster:*

1. In the banner (see **Figure 6**), click **Edit Rosters**. The **Edit Rosters** page opens (see **Figure 29**).

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

3. Click **Search**. The list of retrieved rosters appears (see **Figure 30**).

4. Select the rosters that you wish to delete:
   - Mark the checkbox next to each roster you wish to delete.
   - To select all records, 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 one or more rosters.

*To print a roster:*

1. In the banner (see **Figure 6**), click **Edit Rosters**. The **Edit Rosters** page opens (see **Figure 29**).

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

3. Click **Search**. The list of retrieved rosters appears (see **Figure 30**).

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 print.
   - To select all records, mark the checkbox in the header row.
5. Click above the table of retrieved rosters to print the selected rosters.
Section VII. Searching for a Student’s Score Reports

The ORS allows you to search for students by their STN or name. This is useful if you need to find a student’s score reports but do not know the student’s grade or school. You cannot view students who are not associated with you.

To search for students:

6. Verify that the radio button selected on the Homepage Dashboard page includes the student or students whose data you are searching for.

   Note: If the student you are looking for does not belong to the student population you selected on the Homepage Dashboard, ORS cannot locate the student. You can click the Change Your Selection link on the Search Students window to return to the Homepage Dashboard and select a different student population. For more information, see Defining the Student Population.

7. In the banner (see Figure 6), click Search Students. The Search Students window opens.

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

9. Enter the appropriate search criteria:

   o If searching for students by STN, enter up to 20 students’ full STNs. If you are entering multiple queries, you must separate each one with a comma.

   o If searching for students by name, enter a student’s exact first name, last name, or both in the text boxes provided.

   o Click Search. If the search results in a match, the students’ information appears on the Student Search Results page (see Figure 32).
10. To view the tests a student has taken, click + in the first column. The student row expands.

11. To view the student’s ISR for a test, click the test name.
   
   o If you mark the checkbox beside a test name, it selects that test for printing. For information about printing ISRs directly from the student search results, see the section.

   Note: When selecting a test from a different administration than that selected on the Homepage Dashboard, you must confirm that you want to change test administrations.

   • For information about the Individual Student Report, see About the Individual Student Report.
   
   • To return to the search results page, click Back to search results.
Appendix A. Printing Reports in the ORS

The Print tool in the banner (see Figure 6) allows you to print any report available in the ORS.

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

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

To print a page:

1. From the banner, click **Print**. A print dialog window appears.
2. From the print dialog window, select the required print settings.
3. Print the page. The printed report will include the data displayed on the page.
Appendix B. User Support

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

The Help Desk is open Monday through Friday (with the exception of holidays or otherwise indicated on the Indiana Assessment Portal). Help Desk hours are as follows:

- 7 a.m. to 7 p.m. ET (6 a.m. to 6 p.m. CT) throughout the year

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the STN and associated corporation or school for that student. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).
## Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages 10-30</td>
<td>Section IV: View Score Reports added.</td>
<td>05/03/19</td>
</tr>
<tr>
<td>Page 13</td>
<td>Description for Scores for students who were mine when they tested during the selected administration added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 22</td>
<td>Viewing Teacher Listing Subject Detail Reports section added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 23</td>
<td>Viewing Roster Listing Subject Detail Reports section added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 27</td>
<td>Navigating ILEARN and I AM ISRs description added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 29</td>
<td>Screenshot of ILEARN ELA ISR added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 34</td>
<td>Viewing Reporting Category Score Reports section added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 34</td>
<td>Viewing School Listing Reporting Categories Report section added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 36</td>
<td>Viewing Student Listing Reporting Categories Report section added.</td>
<td>08/15/19</td>
</tr>
<tr>
<td>Page 37</td>
<td>Viewing Standard Score Reports section added.</td>
<td>08/15/19</td>
</tr>
</tbody>
</table>