



# Online Reporting System

## User Guide

2020-2021

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# Table of Contents

<b>Introduction to the User Guide</b> .....	<b>8</b>
Organization of this User Guide .....	8
<b>Section I. Overview of the Online Reporting System</b> .....	<b>9</b>
Understanding User Roles and Permissions .....	9
<b>Section II. Accessing the ORS</b> .....	<b>11</b>
Logging in to the ORS .....	11
About Usernames and Passwords .....	12
Switching Between HSAP Online Systems .....	13
Logging out of the ORS .....	14
<b>Section III. Understanding the ORS Interface</b> .....	<b>15</b>
ORS Welcome Page.....	15
Using the ORS Banner .....	15
<b>Section IV. Viewing Score Reports</b> .....	<b>17</b>
Overview of Score Reports.....	17
Accessing Score Reports .....	22
Defining the Student Population.....	23
Understanding the Dashboard Aggregation Tables .....	24
Accessing Subject Detail Score Reports.....	25
Working with Score Report Features.....	25
Navigating between Score Reports using the Exploration Menu .....	27
Understanding the Exploration Menu Options .....	28
Viewing Scores Based on Demographic Subgroup .....	29
Viewing Scores Based on Test Accommodations.....	31
Showing and Hiding a Report's Columns.....	33
Sorting Data in a Report.....	34
Showing and Hiding Comparison Data .....	34
Viewing Subject Detail Score Reports for HSA, HSA-Alt, EOC, Summative and ICA Tests .....	35
Viewing Complex Listing Subject Detail Reports .....	36
Viewing School Listing Subject Detail Reports.....	37
Viewing Teacher Listing Subject Detail Reports .....	38
Viewing Roster Listing Subject Detail Reports .....	39
Viewing Student Listing Subject Detail Reports .....	40
Viewing Individual Student Reports.....	42
About the Individual Student Report .....	45
Viewing Claims Score Reports .....	48

Viewing School Listing Claims Reports.....	48
Viewing Student Listing Claims Report .....	50
Viewing Reporting Category Score Reports.....	52
Viewing School Listing Reporting Categories Report .....	52
Viewing Student Listing Reporting Categories Report .....	54
Viewing Strengths and Weaknesses by Target Reports .....	55
Viewing Strengths and Weaknesses by Benchmarks Report .....	58
Viewing Trend Reports .....	60
Understanding Trend Report Features.....	60
Selecting the Type of Trend Data to Plot .....	61
Choose Who to Graph .....	61
Viewing Data by Demographic Subgroup .....	61
Viewing Data by Test Accommodations .....	61
Choosing What to Graph.....	61
About Dropped Students.....	62
Hiding Trend Lines .....	63
Zoom Feature.....	63
Viewing Complex Listing Trend Reports .....	64
Viewing School Listing Trend Reports .....	65
Viewing Teacher Listing Trend Reports .....	66
Viewing Roster Listing Trend Reports.....	67
Viewing Student Listing Trend Report.....	68
Viewing Individual Student Trend Report.....	69
Viewing Interim Assessment Block Reports.....	70
Viewing Complex Listing IAB Reports.....	70
Viewing School Listing IAB Reports .....	71
Viewing Complex Listing IAB Report by Block.....	73
Viewing School Listing IAB Report by Block .....	75
Viewing Student Listing IAB Report by Block.....	77
Viewing Individual Student IAB Reports.....	79
<b>Section V. Viewing Reports &amp; Files.....</b>	<b>81</b>
Generating a Summary Statistics Report .....	81
Retrieving Student Results .....	83
Generating a Data File or PDF of Individual Student Reports .....	84
Accessing Files from the Inbox.....	86
Sending Files from the Inbox.....	87
Understanding the PDF of Individual Student Reports Zip File .....	90

**Section VI. Working with Student Rosters ..... 92**

    Adding a New Roster ..... 93

    Creating Rosters Through File Uploads ..... 95

    Viewing and Modifying a Roster ..... 97

    Deleting a Roster ..... 98

    Printing a Roster ..... 99

**Section VII. Searching for a Student’s Score Reports ..... 100**

**Appendix A. Scale Score Ranges by Achievement Levels..... 102**

**Appendix B. Printing Reports in the ORS ..... 103**

    Printing Reports from the Student Listing Report Page ..... 104

        Print Student Listing Report..... 105

        Print PDFs of ISRs from the Student Listing Report Page..... 105

    Printing Reports from the Individual Student Report Page..... 106

    Printing ISRs from the Student Search Results Page ..... 106

**Appendix C. User Support ..... 108**

**Appendix D. Change Log ..... 109**

## Table of Figures

Figure 1. Assessment Cards on Portal.....	11
Figure 2. User Cards on Portal.....	11
Figure 3. ORS Card on Portal.....	11
Figure 4. Login Page.....	12
Figure 5. Enter Code Page.....	12
Figure 6. System Name Drop-Down List.....	13
Figure 7. Welcome Page.....	15
Figure 8. ORS Banner.....	15
Figure 9. Homepage Dashboard.....	22
Figure 10. Homepage Dashboard Aggregation Tables (Summative and ICAs).....	24
Figure 11. Home Page Dashboard Aggregation Tables (IAB).....	24
Figure 12. Home Page Dashboard Aggregation Tables (HSA).....	25
Figure 13. Annotated Subject Detail Score Report.....	26
Figure 14. Exploration Menu.....	27
Figure 15. Score Report with Breakdown by Gender.....	30
Figure 16. Score Report with Breakdown by American Sign Language.....	32
Figure 17. Score Report Columns.....	33
Figure 18. Score Report with Comparison On.....	34
Figure 19. Score Report with Comparison Off.....	35
Figure 20. Complex Listing Subject Detail Report.....	36
Figure 21. School Listing Subject Detail Report.....	37
Figure 22. Teacher Listing Subject Detail Report.....	38
Figure 23. Roster Listing Subject Detail Report.....	39
Figure 24. Student Listing Report.....	40
Figure 25. Individual Student Report (Smarter Summative).....	43
Figure 26. Individual Student Report (ICA).....	44
Figure 27. Individual Student Report (HSA).....	45
Figure 28. School Listing Claims Report.....	49
Figure 29. Student Listing Claims Report.....	51
Figure 30. School Listing Reporting Categories Report.....	53
Figure 31. Student Listing Reporting Categories Report.....	54
Figure 32. Complex-level Strengths and Weaknesses by Target Report.....	56
Figure 33. Complex Area-level Strengths and Weaknesses by Benchmarks Report.....	59
Figure 34. Dropped Students Window.....	62
Figure 35. Trend Line Box.....	63

Figure 36. Complex Listing Trend Report .....	64
Figure 37. School Listing Trend Report .....	65
Figure 38. Teacher Listing Trend Report .....	66
Figure 39. Roster Listing Trend Report.....	67
Figure 40. Student Listing Trend Report.....	68
Figure 41. Individual Student Trend Report.....	69
Figure 42. Homepage Dashboard Aggregation Tables (IABs) .....	70
Figure 43. Complex Listing IAB Report.....	71
Figure 44. School Listing IAB Report.....	72
Figure 45. Complex Listing IAB Report by Block .....	74
Figure 46. School Listing IAB Report by Block .....	76
Figure 47. Student Listing IAB Report by Block (Partial View) .....	77
Figure 48. Individual Student IAB Report.....	80
Figure 49. Summary Statistics Page.....	81
Figure 50. Retrieve Student Results Page.....	84
Figure 51. Inbox .....	86
Figure 52. Inbox – Send Files .....	87
Figure 53. Send Files – Select Roles.....	88
Figure 54. Send Files – Select Organization(s) .....	89
Figure 55. Send Files – By Email.....	89
Figure 56. Zip File of PDFs of Student Reports.....	90
Figure 57. Manifest File with PDF References .....	91
Figure 58. Add Rosters Page.....	93
Figure 59. Student Roster Panels .....	94
Figure 60. Upload Roster Page .....	95
Figure 61. File Upload Preview .....	95
Figure 62. Validation Page.....	96
Figure 63. View/Edit Roster Page.....	97
Figure 64. Retrieved Rosters (Partial View).....	97
Figure 65. Student Search Pop-up Window.....	100
Figure 66. Student Search Results Page.....	101
Figure 67. Printed Report: Homepage Dashboard .....	104
Figure 68. Student Listing Report Print Window .....	105
Figure 69. Student Listing Report Print Options .....	105
Figure 70. ISR Print Options .....	106

## List of Tables

Table 1. User Roles and Access in the Online Reporting System.....	9
Table 2. Available Score Reports and Levels of Aggregation .....	18
Table 3. Available Score Reports by Assessment Type.....	20
Table 4. Exploration Menu Options.....	29
Table 5. Demographic Subgroups .....	30
Table 6. Accommodation Options.....	32
Table 7. Subject Detail Report Columns (Summative and ICAs) .....	35
Table 8. Subject Detail Report Columns (HSA, HSA-Alt, EOC) .....	35
Table 9. Student Listing Subject Detail Report Columns (Smarter Summative, ICA).....	41
Table 10. Student Listing Subject Detail Report Columns (HSA, HSA-Alt, and EOC) .....	41
Table 11. Claims Score Report Columns.....	48
Table 12. Reporting Category Score Report Columns .....	52
Table 13. Target Performance Relative to Proficiency Level .....	57
Table 14. Target Performance Relative to the Test as a Whole .....	57
Table 15. Benchmark Performance Relative to the Test as a Whole .....	60
Table 16. Columns in the Complex Listing IAB Report.....	71
Table 17. Columns in the School Listing IAB Report.....	72
Table 18. Columns in the Complex Listing IAB Report by Block.....	74
Table 19. Columns in the School Listing IAB Report by Block .....	77
Table 20. Columns in the Student Listing IAB Report by Block.....	78
Table 21. Icons Associated with Block-Level Performance .....	78
Table 22. Columns in the Individual Student IAB Report.....	80
Table 23. Summary Statistics Report Column Descriptions .....	82
Table 24. Test Opportunities Available Per Assessment.....	83
Table 25. Columns in the Rosters Upload File .....	96
Table 26. Smarter Balanced Scale Score Ranges by Achievement Levels .....	102

# 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 a Hawaii Statewide Assessment Program (HSAP) test.

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



**Alert: Beginning in school year 2020-2021 all new Interim and Summative Assessment results will be reported in the Centralized Reporting system (formerly known as AIRWays Reporting).** Historical assessment data will also be migrated from ORS to Centralized Reporting over the course of the 2020-2021 school year.

The Hawaii Online Reporting System will be available during school year 2020-2021 so schools may access historical assessment data from 2019-2020 and prior during the rollover period. No new assessment data will be reported in ORS in school year 2020-2021.

## 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 HSAP systems.
- [Section III, Understanding the ORS Interface](#), describes the layout and key features of the ORS interface.
- [Section IV, Viewing Score Reports](#), includes an in-depth overview of the available score reports.
- [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.
- [Section VII, Searching for a Student's Score Reports](#), explains how to search for score reports for particular students in the ORS.
- [Appendix A, Scale Score Ranges by Achievement Levels](#), provides a table of scale score ranges by achievement levels.
- [Appendix B, Printing Reports in the ORS](#), explains how to print reports in the ORS.
- [Appendix C, User Support](#), provides Help Desk information.

## 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 HSAP tests. These reports allow you to compare performance data between students, rosters, and other institutions. Score reports in the ORS provides information about student performance on the overall test subject, as well as the content categories within a subject (such as claims).
- **Reports & Files:** Provides summary statistics (counts and percentages) of students who tested in a selected subject and grade level. You can also download student data files containing test scores and demographic information.

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



**Note:** The dynamic data in the ORS can be used to gauge students' achievement on various assessments. However, the data in this system are not to be used for official accountability purposes. The Hawai'i Department of Education provides official Strive HI school accountability data.

### 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 complex area, complex or school) and the students, rosters, and entities that belong to it.

[Table 1](#) explains which reports and features are accessible to each user role within the ORS.

Table 1. User Roles and Access in the Online Reporting System

Access Level and Roles*	Complex		School				Teacher
	CAS	CS	PR	TC	TA	DATA	TE
Complex Listing	✓						
School Listing	✓	✓					
Teacher Listing	✓	✓	✓	✓		✓	✓
Roster Listing	✓	✓	✓	✓		✓	✓

Access Level and Roles*	Complex		School				Teacher
	CAS	CS	PR	TC	TA	DATA	TE
Student Listing	✓	✓	✓	✓		✓	✓
Individual Student Score Report	✓	✓	✓	✓		✓	✓
<b>Reports &amp; Files</b>							
Summary Statistics	✓	✓	✓	✓		✓	✓
Retrieve Student Results	✓	✓	✓	✓		✓	✓
<b>Rosters</b>							
Add Rosters			✓	✓		✓	
Edit Rosters			✓	✓		✓	
Upload Rosters			✓	✓		✓	
<b>Search Students</b>	within Complex Area	within Complex	within School	within School	within School	within School	within roster

\* CAS–Complex Area Superintendent; CS–Complex Staff; PR–Principal; TC–Test Coordinator; TA–Test Administrator; DATA–Data Assessment Team Advisor; TE–Teacher

# 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. If you have not yet received your login information, contact your Test Coordinator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access the ORS.



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

*To log in to ORS:*

1. Open your web browser and navigate to the HSAP portal ([alohahsap.org](http://alohahsap.org)).
2. Select the required assessment card.
3. Select your user role.

Figure 1. Assessment Cards on Portal



Figure 2. User Cards on Portal



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

Figure 3. ORS Card on Portal



5. Enter your email address and password.
6. Click **Secure Login**.
7. Click **Secure Login**. The selected TA Site appears.
  - a. If you have not logged in to TIDE using this computer or browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email is sent to your address. This applies every time you access TIDE using a new computer or a new browser. The email contains an authentication code, which you must use within 15 minutes of the email being sent.
    - In the *Enter Emailed Code* field, enter the emailed code.
    - Click **Submit** to view the ORS **Welcome** page.

**Note:** If the code has expired, click **Resend Code** to request a new code.

Figure 4. Login Page

Figure 5. Enter Code Page  
Enter Code

## About Usernames and Passwords

Your username is the email address associated with your account in Test Information Distribution Engine (TIDE). If you are a user who was recently added to TIDE, you should receive an email from DoNotReply@cambiumast.com that contains a link to the HSAP TIDE system, where you can set up your password and select and answer a security question to activate your account. You must use the link to activate your account within 15 minutes of receiving the email.

- **If your first activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the **Request a new one for this school year** link in the **First Time Login This School Year?** section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an email containing account activation or authentication code:**

Emails containing the account activation or password reset link come from DoNotReply@cambiumast.com. Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your Test Coordinator to make sure you are listed in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **Additional help:**

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

## Switching Between HSAP Online Systems

When you are logged in to any HSAP 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, the navigation menu does not appear in TDS, in order to prevent you from accidentally closing a live test session.

*To switch between the HSAP systems:*

1. Navigate to the drop-down list on the top left corner of your browser that displays the HSAP systems you can access.
2. Select a system from the system name drop-down list in the upper-left corner of the ORS.

Figure 6. System Name Drop-Down List



## Logging out of the ORS

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



**Warning:** Logging out of the ORS logs you out of most other HSAP systems as well. However, you will not be logged out of the TA Interface in order to prevent the accidental interruption of active test sessions. ORS has a timeout feature that automatically logs you out after 20 minutes of inactivity.

*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.



**Note:** To access the ORS reports and features at any other time, click the links in the ORS banner (see [Using the ORS Banner](#)).

Figure 7. Welcome Page

Welcome to the Online Reporting System  
What are you interested in viewing?

Select  
Training Complex Area A (9999)

To download Student Files, click here: **Retrieve Student Results**

To view Score Reports, click here: **Score Reports**

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 complex area, complex or school whose reports you want to view.
2. Do one of the following:
  - o To view score reports, click **Score Reports**.
  - o To download student results, click **Retrieve Student Results**.

### 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 you web browser's back button.

Figure 8. ORS Banner



- **Score Reports** links to the *Homepage Dashboard* (see [Figure 9](#)). For more information, see [Viewing Score Reports](#).
- The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see [Viewing Reports & Files](#).
  - Summary Statistics
  - Retrieve Student Results
- **Inbox** opens the *Inbox* window, where you can access student performance data files. For more information, see [Accessing Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for students to access their test results. For more information, see [Searching for a Student's Score Reports](#).
- Each of the following roster links only appears for authorized users (for more information, see [Working with Student Rosters](#)).
  - **Add Rosters** opens the *Add Roster* page, where you can create student rosters.
  - **View/Edit Rosters** opens the *View/Edit Roster* page, where you can view and edit student rosters.
  - **Upload Rosters** opens the *Upload Roster* page where, you can upload roster files.
- **Help** opens the online version of this user guide.
- **Print** allows you to print the data on the current page. For more information, see [Appendix B](#).



**Note:** Additional printing options are displayed when you click **Print** on the Student Listing Report and Individual Student Report pages, which enable you to generate different score reports in PDF format. For more information, see [Appendix B](#).



**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.

- **Export** allows you to export the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.
- **Definitions** opens a pop-up window that provides definitions for terms specific to the report you are viewing.

## Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions for accessing the different score reports.

### Overview of Score Reports

Score reports display aggregated scores for complex areas, complexes, schools, teachers, and rosters, as well as individual student performance data for HSAP tests. You can use these reports to determine strategies that may inform teaching and learning. You can view performance trends and determine whether overall performance is improving. Data can be compared with the overall State and complex area average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Students who completed but did not submit their tests for scoring are not included in these reports. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted (Smarter Balanced scores are included after hand scoring, if any, is completed), it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes.

All score report data are based on the number of students with scored tests. Students who completed but did not submit their tests for scoring are excluded from these reports.



**Note:** Students' Smarter Balanced Summative, HSA Science, HSA-Alt, and EOC Exam scores are included in their full-color paper score reports that are provided at the beginning of the next school year after the scores have been verified.

The ELA and Math Summative Assessments include both computer-scored components and hand-scored components. Hand-scored components are scored by trained independent scorers. Once these fully processed scores have been received, they are entered into the system and scores will be available for viewing in the ORS.



**Note:** For the ELA Summative Assessments, a student must have completed both the Computer-Adaptive Test (CAT) and Performance Task (PT) within a subject to receive a score report in ORS.

With the exception of tests containing items that need to be hand-scored, data presented in the ORS are in real time, i.e., individual student and aggregate data are updated as students complete assessments or exams. Since students may complete tests throughout the testing window, the aggregate data are constantly changing. Because of the dynamic nature of the data, users should use caution when comparing aggregate data. For example, a Test Coordinator in School A might decide to test all low-performing students first and then test the high-performing students. Because the reporting system is in real time, an individual student's scale score might be higher than the school average score at that point in time. However, the individual student's scale score may or may not be higher than the school average score when all testing has been completed.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a Grade 5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a complex area.

You can create custom groups of students to analyze aggregated data based on shared characteristics, such as student athletes in an enrolled grade. See [Working with Student Rosters](#) for additional information.

[Table 2](#) provides an overview of the types of score reports available and the levels of aggregation at which they can be viewed. Score reports provide data for the administration you select from the **Homepage Dashboard**.



**Alert: Beginning this year, SY 2020-2021, all Interim and Summative Assessment results will no longer be reported in the Online Reporting System (ORS).** Results for all Interim and Summative Assessments administered in school year 2020-2021 are available in the Centralized Reporting System.

Results for assessments from prior years remain available in ORS. Information about accessing Assessment Reports in ORS are included in this guide for use when accessing these archived results.

Table 2. Available Score Reports and Levels of Aggregation

Types of Reports	Complex Area	Complex	School	Teacher	Roster	Student
<b>Homepage Dashboard</b> Summary of performance (to date) across grades and subjects for the current administration.	✓	✓	✓	✓		
<b>Subject Detail</b> Subject-level performance data within a particular grade or course for the current administration.	✓	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>• <b>Claim Level Detail (ICA* and Summative)</b></li> <li>• <b>Block Level Detail (IAB)*</b></li> </ul> Claim/Block-level performance data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	✓	

Types of Reports	Complex Area	Complex	School	Teacher	Roster	Student
<b>Reporting Category Level Detail</b> Reporting category-level performance data for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	✓	
<b>Target Level Detail</b> Relative strengths and weaknesses by target for a subject within a particular grade or course for the current administration.	✓	✓	✓	✓	✓	
<b>Trend</b> Longitudinal comparison of scores for a selected administration over time.	✓	✓	✓	✓	✓	✓
<b>Student Listing</b> Performance data for the individual students who belong to a school, teacher, or roster.	✓	✓	✓	✓	✓	
<b>Student Detail</b> Detailed information about a selected student's performance in a specified subject or course (and claims, if applicable).						✓
*Available only for Interim Comprehensive (ICA) and Interim Block (IAB) assessments taken in SY 2018-2019 and earlier.						

[Table 3](#) provides an overview of the types of score reports available for each assessment. Score reports provide data for the administration you select from the **Homepage Dashboard**.

Table 3. Available Score Reports by Assessment Type

Types of Reports	Smarter Balanced Summative	Interim Comprehensive (ICAs)*	Interim Blocks (IABs)*	HSA Science	End-of- Course Exams	HSA- Alt
<b>Subject Detail</b> Subject-level performance data within a particular grade or course for the current administration.	✓	✓		✓	✓	
<b>Claim Level Detail</b> Claim-level performance data for a subject within a particular grade or course for the current administration.	✓	✓				
<b>Reporting Category Level Detail</b> Reporting category-level performance data for a subject within a particular grade or course for the current administration.				✓	✓	
<b>Strengths and Weaknesses by Target Reports</b> Performance data for all the targets in each of the claims in the selected test grade and subject for the current administration.	✓					

Types of Reports	Smarter Balanced Summative	Interim Comprehensive (ICAs)*	Interim Blocks (IABs)*	HSA Science	End-of- Course Exams	HSA- Alt
<p><b>Strengths and Weaknesses by Benchmarks Report</b></p> <p>Performance data for all the benchmarks in each of the reporting categories in the selected test grade and subject for the current administration.</p>					✓	
<p><b>Trend</b></p> <p>Longitudinal comparison of scores for a selected administration over time.</p>	✓	✓	✓	✓	✓	✓
<p><b>Block Level Detail</b></p> <p>Block-level performance data for a subject within a particular grade or course for the current administration.</p>			✓			
<p>*Available only for Interim Comprehensive (ICA) and Interim Block (IAB) assessments taken in SY 2018-2019 and earlier.</p>						

## 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 9. Homepage Dashboard

Now viewing: Scores for students who were mine at the end of the selected administration

### Home Page Dashboard

Please select "HSA" to view the HSA Science Assessment scores.

**Select Test and Year**

Test: **Smarter Summative**

Administration: **2017-2018**

- Scores for students who were mine at the end of the selected administration
- Scores for my current students
- Scores for students who were mine when they tested during the selected administration

**Select**

Training Complex Area A (9999)

Click on a grade and subject to view more information.

#### Overall Performance on the Smarter Summative test, by Subject, Grade: Training Complex Area A, 2017-2018

ELA/Literacy			Mathematics		
Grade	Number of Students Tested	Percent at Level 3 or Above	Grade	Number of Students Tested	Percent at Level 3 or Above
Grade 3	11379	52%	Grade 3	11456	54%
Grade 4	14671	50%	Grade 4	14751	47%
Grade 5	14660	56%	Grade 5	14729	43%
Grade 6	13791	53%	Grade 6	13867	41%
Grade 7	13247	52%	Grade 7	13344	37%
Grade 8	12613	55%	Grade 8	12710	37%
Grade 11	10290	60%	Grade 11	10348	32%

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 at the top of the web page.

## 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.cambiumast.com/ORS/tutorials/DefiningStudentPopulation.mp4>.

To specify the score report parameters:

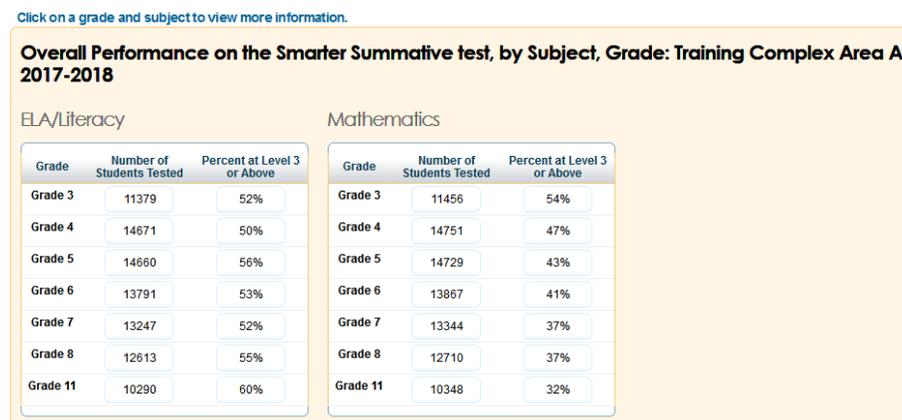
1. From the **Test** drop-down list, select an assessment (e.g., Smarter Summative).
2. From the **Administration** drop-down list, select an administration (e.g., 2017-2018).
3. Select the radio button for the group of students whose scores you wish to view:
  - **Scores for students who were mine at the end of the selected administration**—Displays scores only for students who tested in the selected test and administration and were associated with your school or complex area who were associated with your rosters at the end of the selected administration. The reports will exclude scores of students who have been removed from TIDE or left your rosters prior to the end of the administration.
  - **Scores for my current students**—Displays scores for students associated with your current rosters, even if they were enrolled in a different school or complex area during the selected test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. For example, if a student tests at School A but is currently enrolled at School B, School B will be able to see the student's scores. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. This would include students who moved to your school or complex area from out of state (assuming they completed the selected test).
  - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your complex area, school, or roster at the time when they completed the selected test during the selected administration. For example, if a student tested at School A but transferred to School B, School A will be able to see the student's scores. This option includes students who transferred away or were removed from TIDE after testing.

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 subject score reports.

Figure 10. Homepage Dashboard Aggregation Tables (Summative and ICAs)



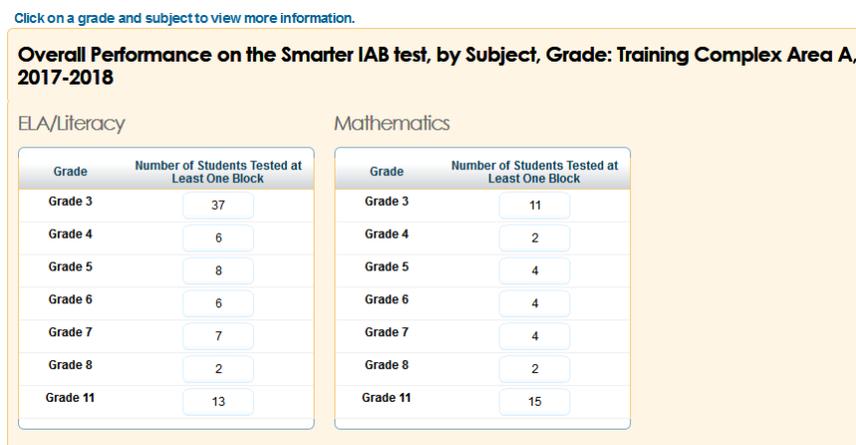
For ICAs and Smarter Balanced Summative Assessments, aggregation tables display the following columns:

- **Number of Students Tested**—Displays the number of students to date who completed their test and have a valid score.
- **Percent at Level 3 or Above**—Displays the percentage of students from the Number of Students Tested column who scored at Level 3 or above on each test.

For IAB tests, aggregation tables display the following column:

- **Number of Students Tested at Least One Block**—Displays the number of students to date who completed tests and were scored for at least one block.

Figure 11. Home Page Dashboard Aggregation Tables (IAB)



For all other tests, the columns appearing in this report are:

- **Number of Students Tested**—This column displays the number of students to date who have completed their test and have a valid score.
- **Percent Proficient**—This column displays the percentage of students who have scored proficient (Meets or Exceeds Proficiency) on the HSA Science Assessment, each HSA-Alt Assessment, and each EOC Exam. The percentage is a ratio of the number of students who have scored in the proficient ranges to the number of students who took the test. Data in this table are organized by grade level or course depending on the test.

Figure 12. Home Page Dashboard Aggregation Tables (HSA)

Click on a grade and subject to view more information.

**Overall Performance on the HSA test, by Subject, Grade: Training Complex Area A, 2017-2018**

Science

Grade	Number of Students Tested	Percent Proficient
Grade 4	1150	62%
Grade 8	1009	60%

## Accessing Subject Detail Score Reports

To access detailed score reports for a particular subject:

- On the appropriate aggregation table, click the cell for the grade and subject whose reports you wish to view. For example, to view the subject detail report for Grade 3 ELA, you would click the cell outlined in [Figure 10](#).

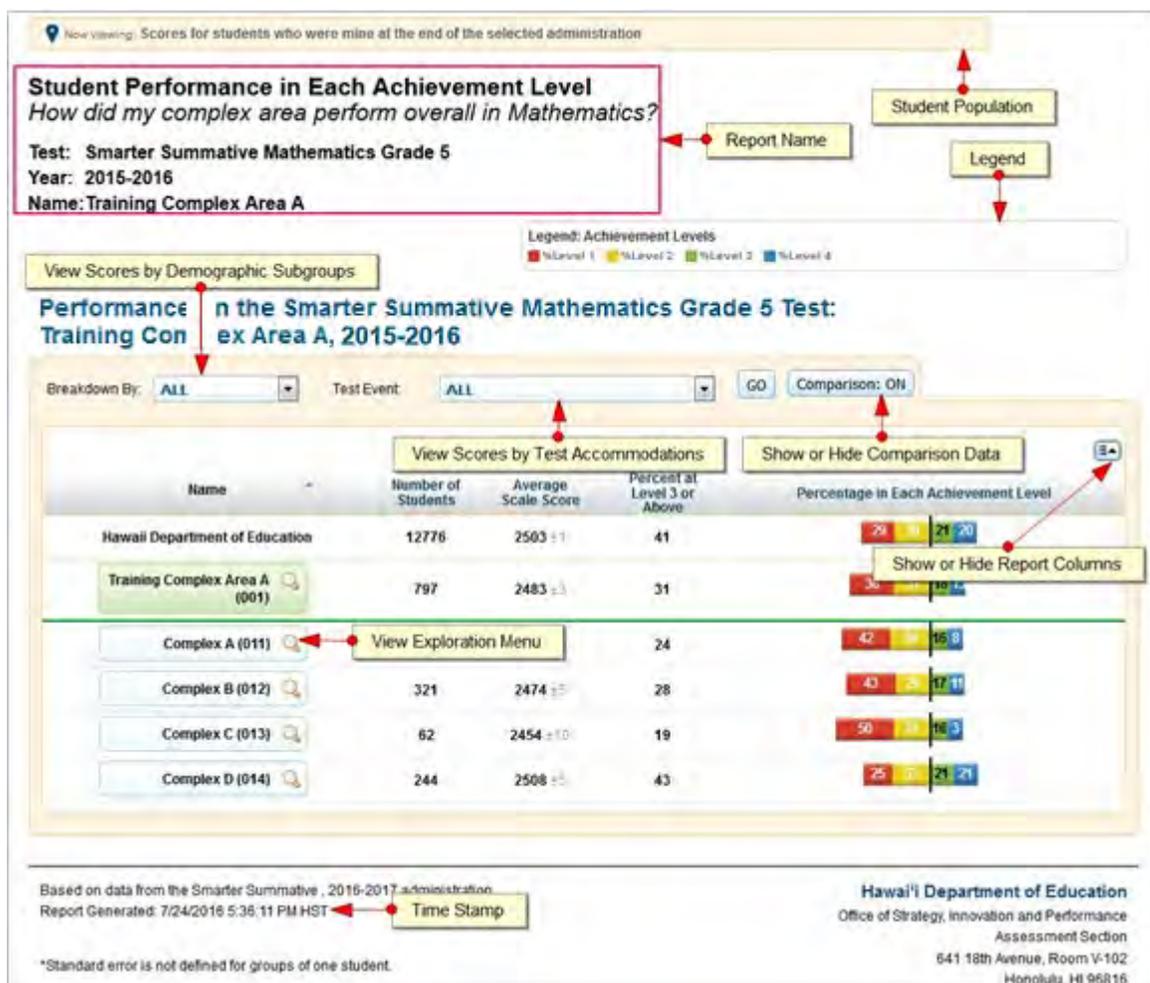
## Working with Score Report Features

Most score reports in the ORS share similar features. [Figure 13](#) 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 13. 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 (e.g., complex area, complex, school, teacher, or roster) appear above the report.
- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as complex area, complex, school, or teacher, to whom the scores belong.
- **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.

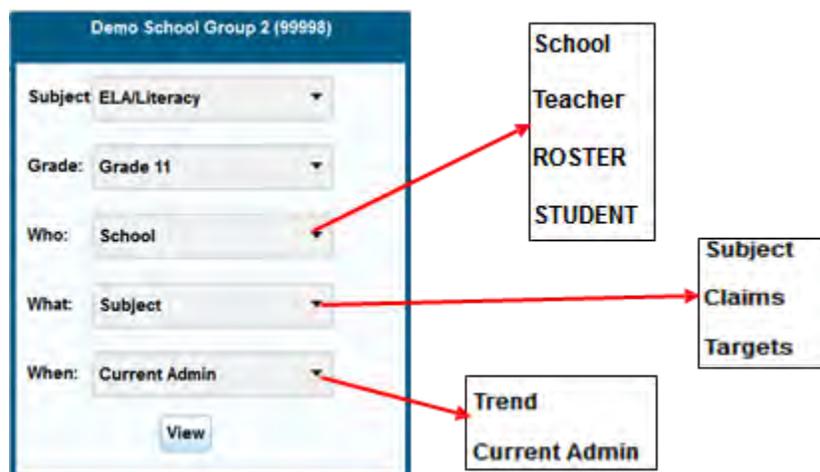
Other score report features allow you to do the following:

- [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 14](#)), you can navigate between score reports across subjects, grades, and dimensions for the assessment selected on the **Homepage Dashboard**.

Figure 14. Exploration Menu



To navigate between score reports:

1. To open the Exploration Menu, click  beside an entity in the Name column of a report.
2. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information, see [Understanding the Exploration Menu Options](#).
3. Click **View**.

## Understanding the Exploration Menu Options

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

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



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

The remaining drop-down lists on the Exploration Menu 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 complex area 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 21](#)), if you open the Exploration Menu from the complex area 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 complex area.

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

Dimension	Description	Options
Subject	Selects the subject for the score report.	[Subjects available for the selected test]
Grade	Selects the grade for the score report.	[Grades available for the selected test]
Who	Selects the groups or individuals by which the score report provides data.	<ul style="list-style-type: none"> <li>• Complex</li> <li>• School</li> <li>• Teacher</li> <li>• Roster</li> <li>• Student</li> </ul>
What	Selects the type of test data covered in the score report.	<ul style="list-style-type: none"> <li>• Subject</li> <li>• Claims/Reporting Categories/Blocks</li> <li>• Targets/Benchmarks</li> </ul>
When	Sets the report to display data for the current testing window or as a historical trend for the subject you are viewing.	<ul style="list-style-type: none"> <li>• Trend</li> <li>• Current Admin</li> </ul>

## 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). When you select a subgroup, the report expands to display the corresponding data for that subgroup.

*To view score reports by a demographic subgroup:*

1. From the **Breakdown By** drop-down list (see [Figure 15](#)), 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.

Figure 15. Score Report with Breakdown by Gender

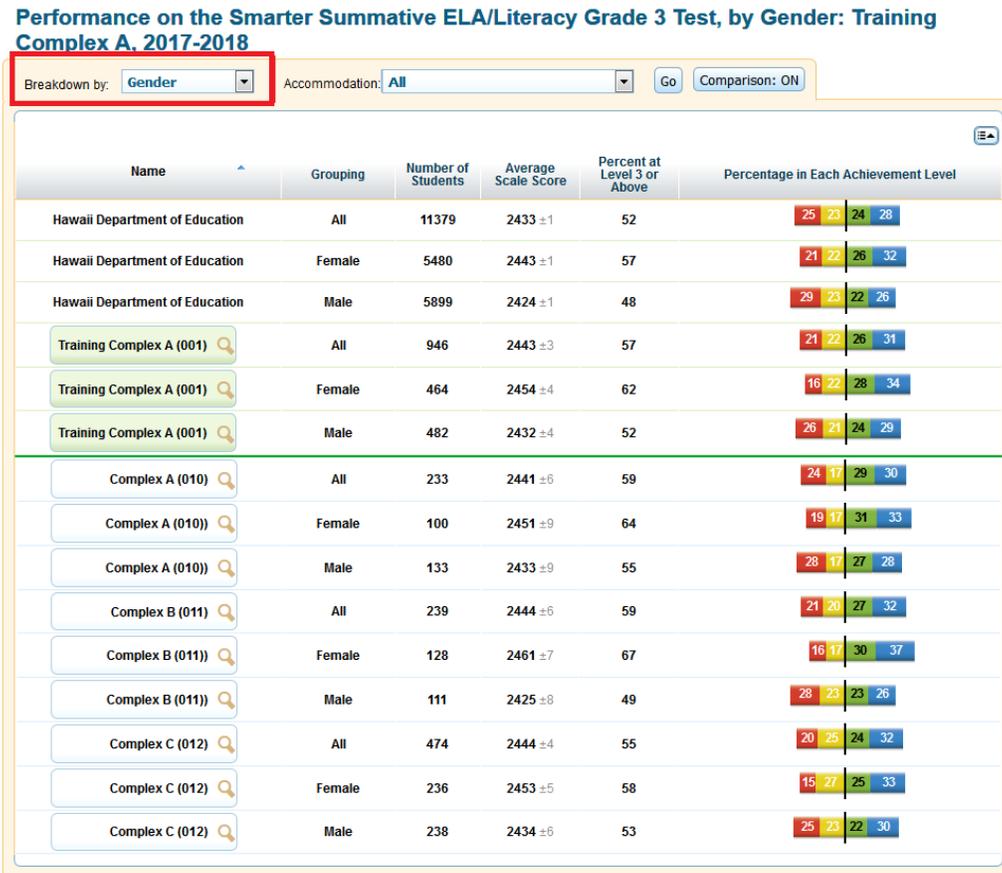


Table 5. Demographic Subgroups

Subgroup	Description	Possible Values
Disability	Student's disability status	<ul style="list-style-type: none"> <li>With Disability</li> <li>No Disability</li> </ul>
Disadvantaged	Student's economic status	<ul style="list-style-type: none"> <li>Disadvantaged</li> <li>Not Disadvantaged</li> </ul>
ELL	Student's English Language Learner status	<ul style="list-style-type: none"> <li>ELL</li> <li>Not ELL</li> </ul>
Enrolled Grade	Grade in which student is enrolled during the test administration	<ul style="list-style-type: none"> <li>Grade 03 through Grade 12</li> <li>Grade 00</li> <li>Grade 31</li> </ul>

Subgroup	Description	Possible Values
Ethnicity	Student's ethnicity	<ul style="list-style-type: none"> <li>• Asian</li> <li>• Black or African American</li> <li>• Hispanic or Latino Ethnicity</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• Two or More Races</li> <li>• White</li> </ul>
Gender	Student's gender	<ul style="list-style-type: none"> <li>• Female</li> <li>• Male</li> </ul>
Migrant Status	Student's migrant status	<ul style="list-style-type: none"> <li>• Migrant</li> <li>• Not Migrant</li> </ul>

## Viewing Scores Based on Test Accommodations

The **Accommodation** feature allows you to split up the score data into specific subgroups based on the accommodations students used while testing (such as subgroups for students who tested with or without American Sign Language). When you select an accommodation, the report expands to display data for each accommodation category.

This feature is available on the Subject Detail Report, Claims Detail Report, and Student Listing Report.

*To view score reports by an accommodation:*

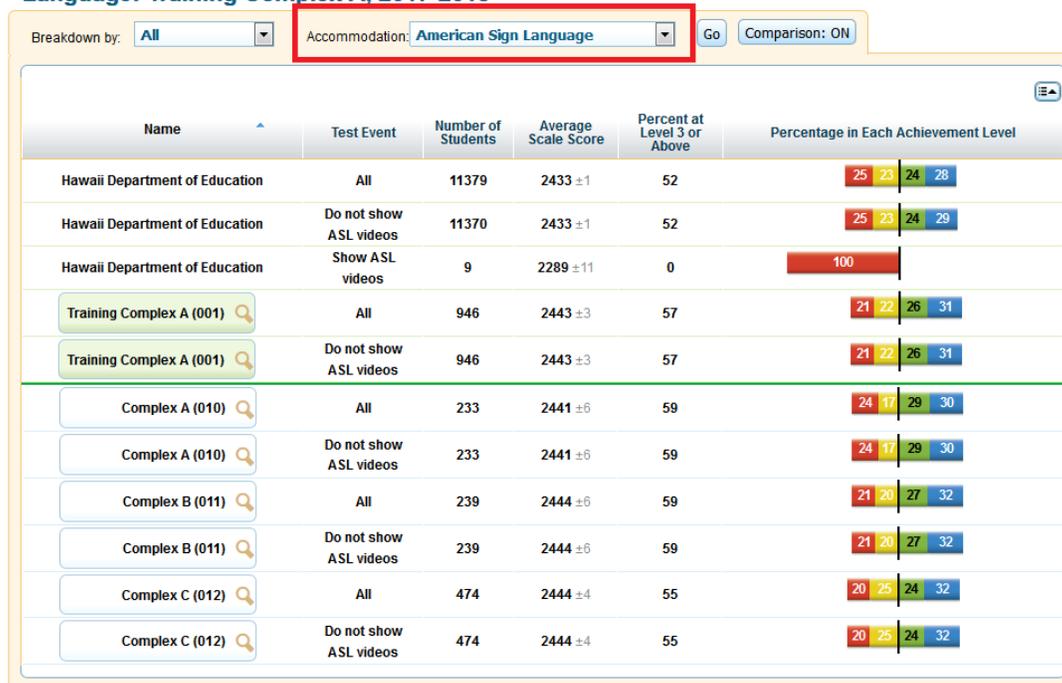
1. From the **Accommodation** drop-down list (see [Figure 16](#)), select the required test accommodation. [Table 6](#) lists the available accommodation options you can select.
  - a. If you are working with the Student Listing Report, select a specific test setting from the **Values** drop-down list (for example, select **Contracted** for the **Braille** accommodation).
2. Click **Go**. The report updates with score data for the selected accommodations.



**Note:** When breaking down a Student Listing Report, the filtered report will show only the students who tested with the test setting you selected from the **Values** drop-down list.

Figure 16. Score Report with Breakdown by American Sign Language

**Performance on the Smarter Summative ELA/Literacy Grade 3 Test, by American Sign Language: Training Complex A, 2017-2018**



**Note:** For accommodations that are only represented as ON or OFF, if the accommodation was ON during any segment of the test, it is considered as ON in the disaggregation.

For accommodations that have multiple values (i.e., Braille contracted for CAT and Braille uncontracted for PT), the reports are configured to disaggregate students into both values (i.e., the student will be counted toward Braille contracted as well as Braille uncontracted).

Table 6. Accommodation Options

Tool Name	Value
American Sign Language	Show ASL Videos
	Do not show ASL Videos
Braille	Uncontracted
	Contracted
	Nemeth
	Not Applicable
Closed Captioning	Closed Captioning Available
	Closed Captioning Not Available
Non-Embedded Accommodations	100s Number Table
	Abacus

Tool Name	Value
Non-Embedded Accommodations (cont.)	Alternate Response Options
	Braille Paper/Pencil – Contracted
	Braille Paper/Pencil – Uncontracted
	Calculator
	Read Aloud Passages
	Scribe Items (Writing)
	Speech-to-Text
	None
Print on Demand	Stimuli & Items
	Stimuli
	Items
	None
Streamline Mode	On
	Off
Text-to-Speech	No Passages
	Passages

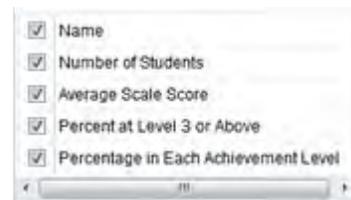
### Showing and Hiding a Report’s Columns

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

*To show or hide a report’s columns:*

1. Click  in the upper-right corner of the table. A list of the columns in the table appears.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To exit this list, move your cursor away from the arrow icon.

Figure 17. Score Report Columns



## 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:*

1. Click the column header to sort data in ascending order.
2. Click the column header again to sort the data in descending order.



**Note:** Only data rows below the green line indicated in the data table will be sorted.

The selected sort order will automatically apply to all the reports that you view while logged in to the ORS.

## Showing and Hiding Comparison Data

By default, score reports display score data of the state, complex area, complex, 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.

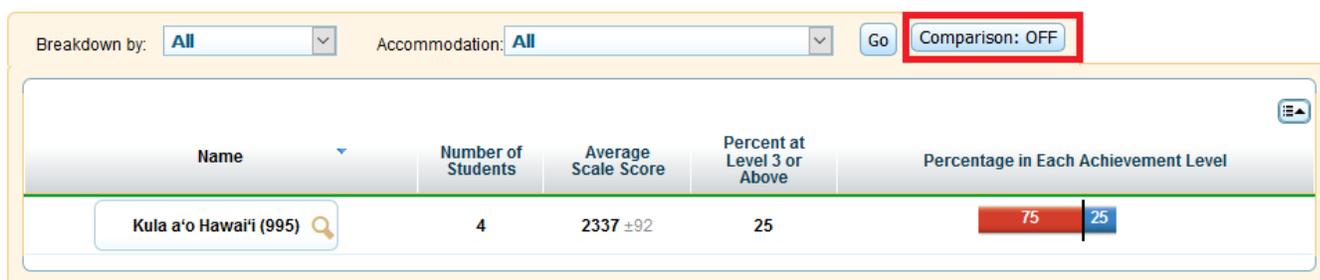
*To show or hide comparison data:*

- Click the **Comparison** button above the report.
  - When **Comparison: On** shows, comparison rows display on the report (see [Figure 18](#)).
  - When **Comparison: Off** shows, comparison rows are hidden from view (see [Figure 19](#)).

Figure 18. Score Report with Comparison On

Name	Number of Students	Average Scale Score	Percent at Level 3 or Above	Percentage in Each Achievement Level
Hawaii Department of Education	14244	2445 ±1	56	23 21 29 27
Training Complex Area A (9999)	4	2337 ±92	25	75 25
Demo School Group 2 (99998)	4	2337 ±92	25	75 25
Kula a'o Hawai'i (995)	4	2337 ±92	25	75 25

Figure 19. Score Report with Comparison Off



## Viewing Subject Detail Score Reports for HSA, HSA-Alt, EOC, Summative and ICA Tests

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 7](#) describes the Subject Detail Reports columns for Smarter Balanced Summative Assessments and ICAs, while [Table 8](#) describes the Subject Detail Report Columns for HSA, HSA-Alt, and EOC Exams.

Table 7. Subject Detail Report Columns (Summative and ICAs)

Column	Description
Name	The name of the entity/individual you are viewing (e.g., complex area, complex, school, teacher, roster, student).
Number of Students	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The average score and standard error of the measurement of students who completed the scaled tests.
Percent at Level 3 or above	The percentage of students to date who scored level 3 or above on the selected test.
Percent in Each Achievement Level	The distribution of students across each of the four achievement levels.

Table 8. Subject Detail Report Columns (HSA, HSA-Alt, EOC)

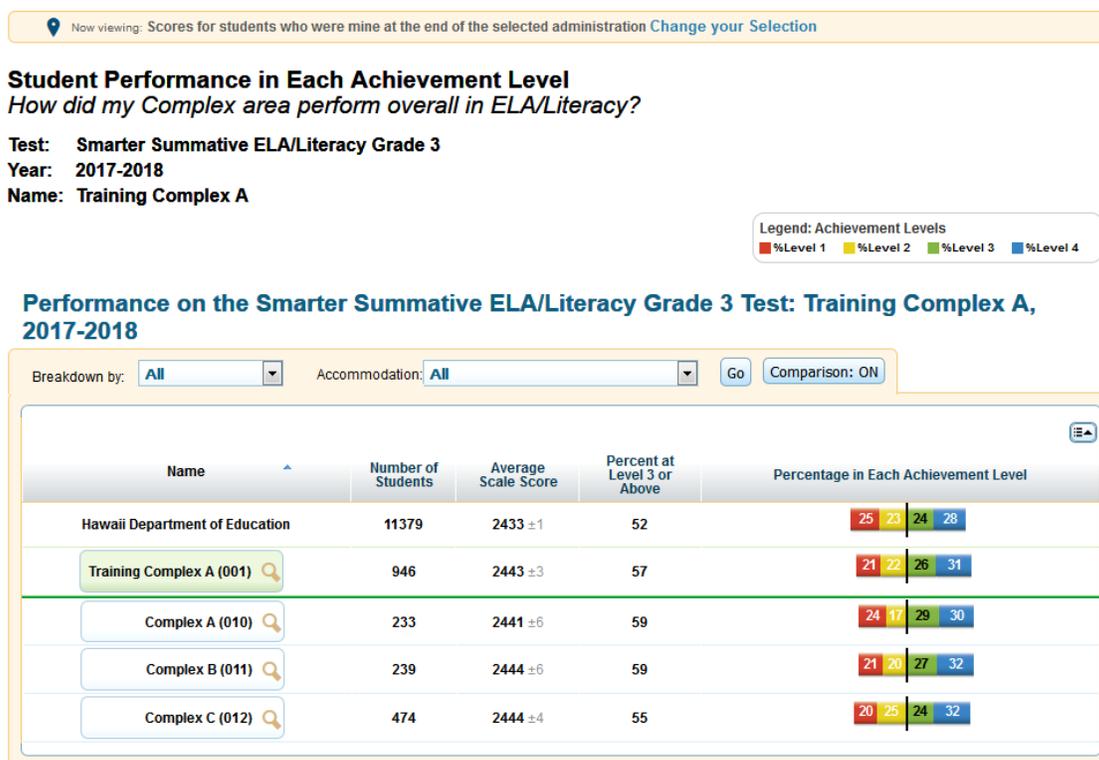
Column	Description
Name	The name of the entity/individual you are viewing (e.g., complex area, complex, school, teacher, roster, student).
Student Count	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The scale score of students who have taken a test in a given administration.
Percent Proficient	The number of students who are proficient over the total number of students tested, presented in percent format.

Percent at Each Performance Level	The distribution of students across each of the proficiency levels based on their scale scores.
Percent Completed (Opp 0, Opp1, Opp2, Opp3)	The percentage of students who have completed each opportunity. For example, if the student took two opportunities, then the student is counted toward opportunity 1 and opportunity 2. This column is only displayed for assessments that allow multiple opportunities.

## Viewing Complex Listing Subject Detail Reports

The Complex Listing Subject Detail Report shows how each complex in the complex area performed on the selected grade and subject. Comparison data for the complex area and state also appear in this report. This report is available to complex area-level users and above. For an explanation of the report columns, see [Table 7](#) or [Table 8](#).

Figure 20. Complex Listing Subject Detail Report



To access a complex listing subject detail report from the **Homepage Dashboard**:

1. From the **Homepage Dashboard**, define the student population as described in the section [Defining the Student Population](#).
2. On the **Homepage Dashboard** aggregate tables, click the grade-subject cell for the report you wish to view. The Complex Listing Subject Detail Report for the selected grade-subject opens.

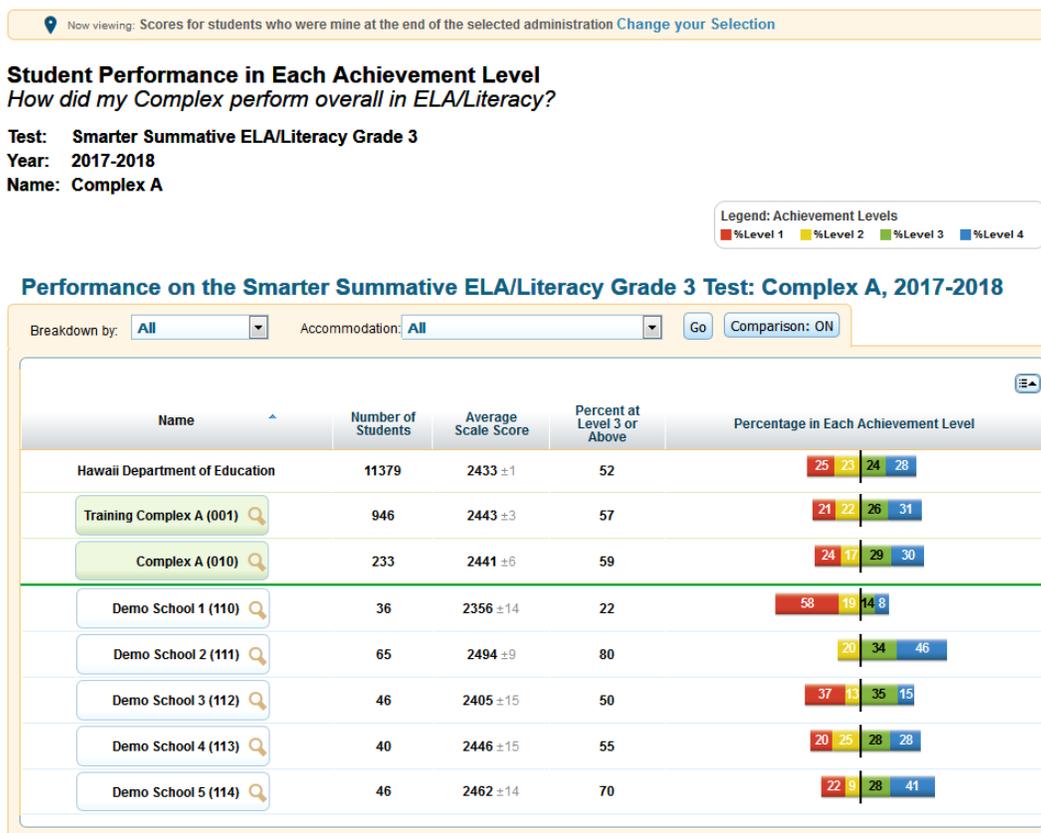
For an explanation of the report columns, see [Table 7](#) or [Table 8](#).

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 School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the complex performed on the selected grade and subject. Comparison data for the complex area, complex and state also appear in this report. This report is available to complex-level users and above. For an explanation of the report columns, see [Table 7](#) or [Table 8](#).

Figure 21. School Listing Subject Detail Report



To access a school listing subject detail report from the **Homepage Dashboard**:

1. On the Complex Listing Subject Detail Report ([Figure 20](#)), click next to a complex 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 **Subject**.

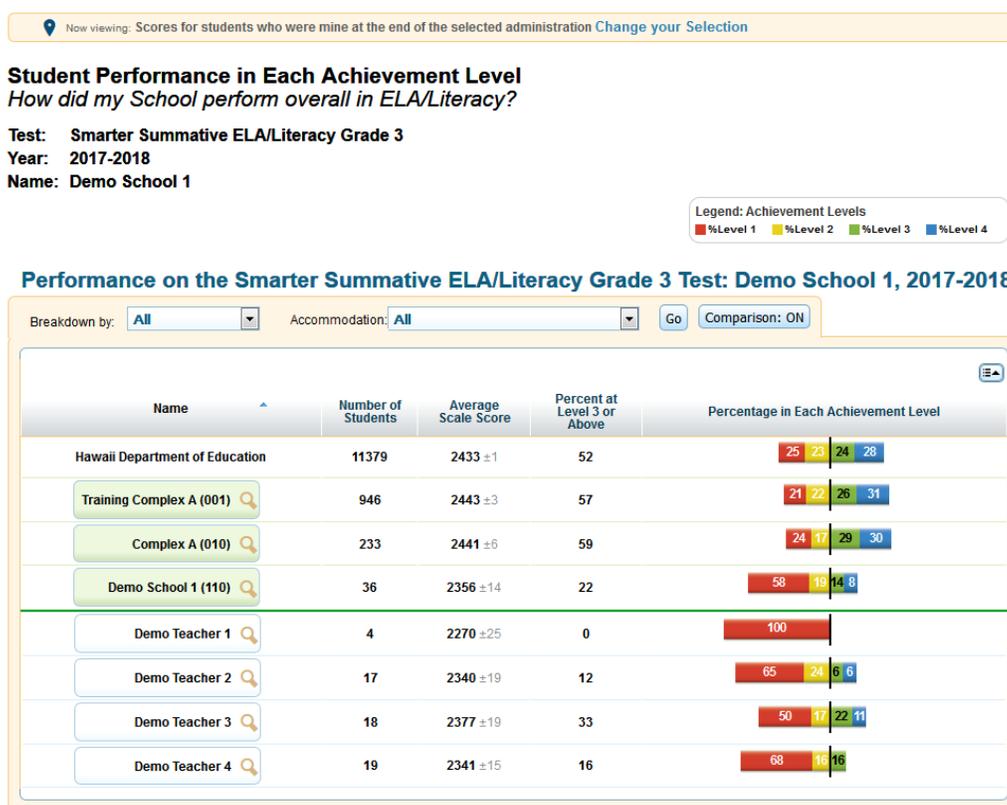
- d. From the **When** drop-down list, select **Current Admin**.
- 3. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [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 school-level users and above. For an explanation of the report columns, see [Table 7](#) or [Table 8](#).

Figure 22. Teacher Listing Subject Detail Report



To navigate to the Teacher Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 21](#)), click next to a school name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Teacher**.

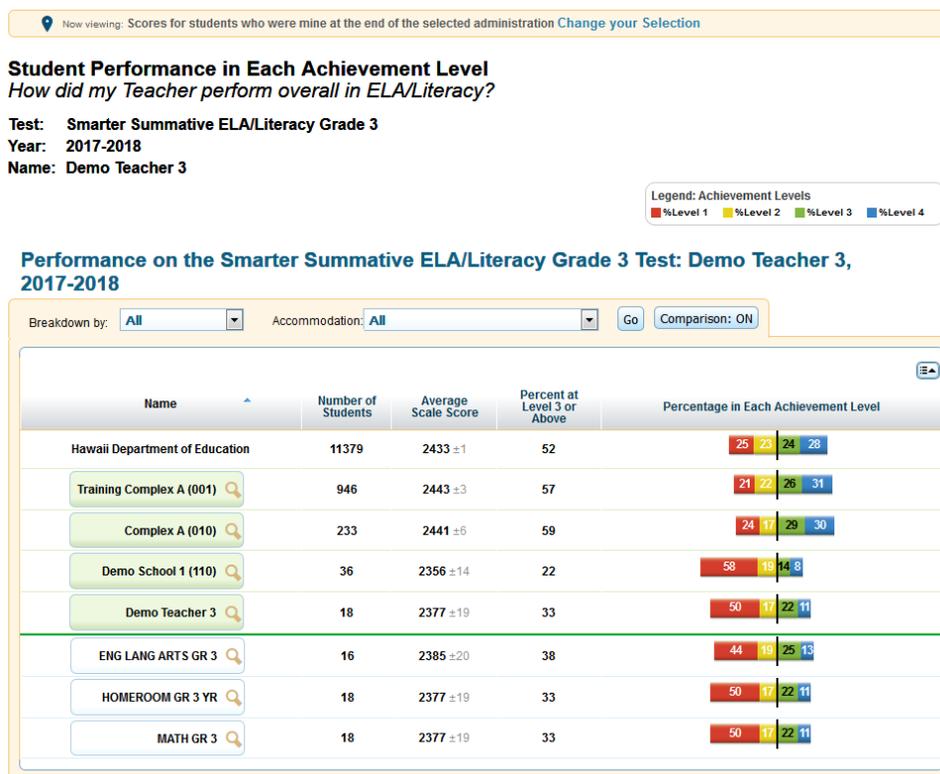
- c. From the **What** drop-down list, select **Subject**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [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 7](#).

Figure 23. Roster Listing Subject Detail Report



To navigate to the Roster Listing Subject Detail Report:

1. On the Teacher Listing Subject Detail Report ([Figure 22](#)), click next to a teacher’s name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Roster**.

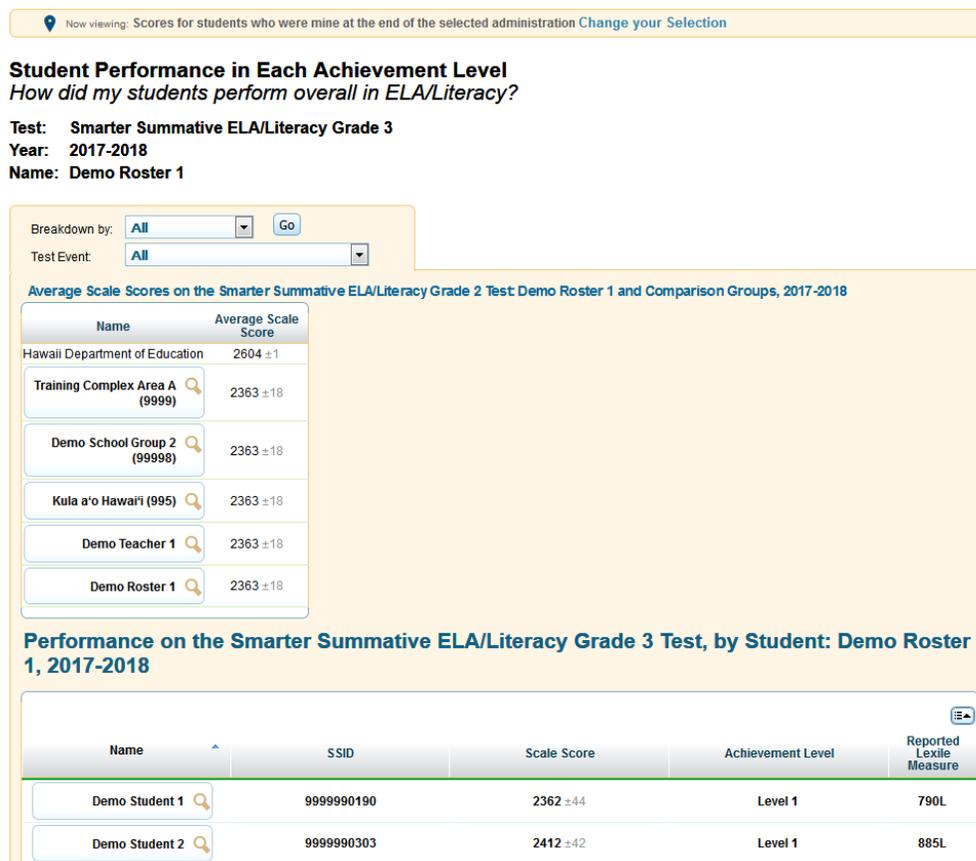
- c. From the **What** drop-down list, select **Subject**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [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 9](#) or [Table 10](#).

Figure 24. Student Listing Report



To navigate to the Student Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report ([Figure 23](#)), click  next to a roster's name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.

- b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select **Subject**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Subject Detail Report for the selected grade-subject opens.
  4. *Optional*: If the student completed multiple test opportunities, you can set the report to display all opportunities or only one opportunity:
    - o Click the **Show All Opportunities** toggle on the report. When the toggle is set to **On**, all the opportunities are visible on the report. When the toggle is set to **Off**, the report displays either the most recent opportunity or the opportunity in which the student scored highest, depending on the test.



**Note:** The opportunity used in report aggregations depends on the selected test category. For example, the aggregate results for ICAs may include a student's performance on the most recent opportunity, while state-specific test categories may include test opportunities where students have scored the highest.

Table 9. Student Listing Subject Detail Report Columns (Smarter Summative, ICA)

Column	Description
Name	The name of the student.
SSID	The student's unique identifier.
Opportunities Taken	The number of opportunities taken by a student for the selected assessment. This column is only displayed for assessments that allow more than one opportunity.
Scale Score	The student's scale score and standard error of measurement.
Achievement Level	The achievement level associated with the student's score.
Reported Lexile Measure	A single score or score range that reflects the student's reading ability. This column is only available for ELA tests.

Table 10. Student Listing Subject Detail Report Columns (HSA, HSA-Alt, and EOC)

Column	Description
Name	The name of the student.
Student ID	The student's unique identifier.
Opportunities Taken (HSA and EOC only)	The number of opportunities taken by a student for the selected assessment. This column is only displayed for assessments that allow more than one opportunity.

Column	Description
Scale Score	The student's subject scale score. This is the student's highest score across opportunities.
SEM	The standard error of measurement associated with the scale score. A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, for Smarter Balanced tests, 2300 (+/-10) indicates a score range between 2290 and 2310. For HSA Science, EOC and HSA-Alt, 230 (+/-10) indicates a score range between 220 and 240.
Performance Level	The performance level associated with the student's score.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Individual Student Reports

The Individual Student Report (ISR) (see [Figure 25](#), [Figure 26](#), and [Figure 27](#)) provides more specific details about a particular student's performance on an assessment.

*To navigate to the Individual Student Report:*

- On the Student Listing Report ([Figure 24](#)), click  next to a student's name. The Exploration Menu opens.
- On the Exploration Menu, do the following:
  - From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - From the **Who** drop-down list, select **Student**.
  - From the **What** drop-down list, select **Subject**.
  - From the **When** drop-down list, select **Current Admin**.
- Click **View**. The Individual Student Report opens.
- 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:
  - 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 from the Individual Student Report Page](#), and [Using the ORS Banner](#).

Figure 25. Individual Student Report (Smarter Summative)

### Individual Student Report

How did my student perform on the ELA/Literacy test?

**Test:** Smarter Summative ELA/Literacy Grade 6 **1**

**Year:** 2017-2018

**Name:** Demo, Student 1

---

**Overall Performance on the Smarter Summative ELA/Literacy Grade 6 Test: Demo, Student 1, 2017-2018**

Name	Scale Score	Achievement Level	Reported Lexile Measure
Demo, Student 1	2553 ±28	Level 3	1005L

---

**Scale Score and Performance on the Smarter Summative ELA/Literacy Grade 6 Test: Demo, Student 1, 2017-2018**

**Average Scale Scores on the Smarter Summative ELA/Literacy Grade 6 Test: Kula'o'o Hawaii and Comparison Groups, 2017-2018**

Name	Average Scale Score
Hawaii Department of Education	2604 ±1
Training Complex Area A (9999)	2363 ±18
Demo School Group 2 (9999)	2363 ±18
Kula'o'o Hawaii (995)	2363 ±18

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, for Smarter Balanced tests, 2300 (+/-10) indicates a score range between 2290 and 2310. For HSA Science, EOC and HSA-AR, 230 (+/-10) indicates a score range between 220 and 240.

---

The table and the graph below indicate student performance on individual claims. The black line indicates the student's score on each claim. The green rectangle shows the range of likely scores your student would receive if he or she took the test multiple times.

**Performance Over Time on the Smarter Summative ELA/Literacy Test: Demo, Student 1**

---

**Performance on the Smarter Summative ELA/Literacy Grade 6 Test, by Claim: Demo, Student 1, 2017-2018**

Claim	Claim Performance	Claim Description
Reading	Above Standard	<b>What These Results Mean</b> Student can read closely and analytically to comprehend a range of increasingly complex literary and informational texts. <b>Next Steps</b> Have your child explain how text parts (characters, events, words, paragraphs) work together to create meaning in different types of texts. Compare texts about the same topic, and discuss different interpretations.
Writing	Below Standard	<b>What These Results Mean</b> Student has difficulty producing effective and well-grounded writing for a range of purposes and audiences. <b>Next Steps</b> Help your child write essays that explain something in detail (informational) or defend a position (argumentative). Essays should be organized and have strong introductions, transitions (connecting words), and conclusions.
Listening	At/Near Standard	<b>What These Results Mean</b> Student may be able to employ effective listening skills for a range of purposes and audiences. <b>Next Steps</b> Have your child listen to or watch a report. Have him or her talk about the main topic, outline the supporting evidence in the report, and point out specific points where more evidence is needed.
Research/Inquiry	At/Near Standard	<b>What These Results Mean</b> Student may be able to engage in research and inquiry to investigate topics, and to analyze, integrate, and present information. <b>Next Steps</b> Have your child conduct a short research project using reliable sources, and be sure to state when reporting someone else's ideas.

---

**Writing Performance on the Smarter Summative ELA/Literacy Grade 6 Test, Based on the Smarter Balanced Performance Task Writing Rubric: Demo, Student 1, 07-2018**

Essay	Organization/Purpose	Evidence/Elaboration	Conventions
Explanatory	The explanatory response has little or no structure and may be too brief or unfocused. If present, the development of ideas may drift from the purpose and/or audience. (1 out of 4 points)	The explanatory response provides minimal elaboration and limited facts and details to support the topic or controlling idea. The response is vague and may be ineffective for the audience and purpose. (1 out of 4 points)	The explanatory response shows a partial understanding of correct sentence formation, punctuation, capitalization, grammar usage, and spelling. (1 out of 2 points)

Figure 26. Individual Student Report (ICA)

**Individual Student Report**

*How did my student perform on the ELA/Literacy test?*

**Test:** Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6

**Year:** 2017-2018

**Name:** Demo, Student 2

**Overall Performance on the Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6 Test: Demo, Student 2, 2017-2018**

Name	Opportunity	Scale Score	Achievement Level
Demo, Student 2	#1 12/21/2017	2469 ±25	Level 2

**Scale Score and Performance on the Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6 Test: Demo, Student 2, 2017-2018**

**Standard Exceeded** The student has exceeded the achievement standard and demonstrates advanced progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in entry-level credit-bearing college coursework after high school.

**Standard Met** The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills in English language arts/literacy needed for likely success in entry-level credit-bearing college coursework after high school.

**Standard Nearly Met** The student has nearly met the achievement standard and may require further development to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in entry-level credit-bearing college coursework after high school.

**Standard Not Met** The student has not met the achievement standard and needs substantial improvement to demonstrate the knowledge and skills in English language arts/literacy needed for likely success in entry-level credit-bearing college coursework after high school.

**Average Scale Scores on the Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6 Test: Kula a'o Hawai'i and Comparison Groups, 2017-2018**

Name	Average Scale Score
Hawaii Department of Education	2522 ±3
Training Complex Area A (9999)	2390 ±29
Demo School Group 2 (99998)	2390 ±29
Kula a'o Hawai'i (995)	2408 ±29

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, for Smarter Balanced tests, 2300 (+/-10) indicates a score range between 2290 and 2310. For HSA Science, EOC and HSA-Ait, 230 (+/-10) indicates a score range between 220 and 240.

The table and the graph below indicate student performance on individual claims. The black line indicates the student's score on each claim. The green rectangle shows the range of likely scores your student would receive if he or she took the test multiple times.

**Performance on the Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6 Test, by Claim: Demo, Student 2, 2017-2018**

Claim	Claim Performance	Claim Description
Reading	<p>Below the Standard</p>	<p><b>What These Results Mean</b> Student has difficulty reading closely and analytically to comprehend a range of increasingly complex literary and informational texts.</p> <p><b>Next Steps</b> Have your child read different texts (articles, stories, poems, books), explain the main idea and why the author wrote the text. Discuss why specific sentences or words are included and how they create bigger ideas.</p>
Writing	<p>At/Near Standard</p>	<p><b>What These Results Mean</b> Student may be able to produce effective and well-grounded writing for a range of purposes and audiences.</p> <p><b>Next Steps</b> Help your child write informational (explains) or argumentative (defends a point) essays. They should be organized and include support. Introductions and conclusions must relate to the essays' content.</p>
Listening	<p>Below Standard</p>	<p><b>What These Results Mean</b> Student has difficulty employing effective listening skills for a range of purposes and audiences.</p> <p><b>Next Steps</b> Have your child listen to or watch a report on a topic. Have your child explain the topic based on what he or she heard and saw. Talk about ideas the report claimed were true and decide if they were proved.</p>
Research/Inquiry	<p>At/Near Standard</p>	<p><b>What These Results Mean</b> Student may be able to engage in research and inquiry to investigate topics, and to analyze, integrate, and present information.</p> <p><b>Next Steps</b> Have your child conduct a short research project using reliable sources, and be sure to state when reporting someone else's ideas.</p>

**Writing Performance on the Smarter Interim Comprehensive Assessment ELA/Literacy Grade 6 Test, Based on the Smarter Balanced Performance Task Writing Rubric: Demo, Student 2, 2017-2018**

Essay	Organization/Purpose	Evidence/Elaboration	Conventions
Argumentative	The argumentative response has an effective structure including a clear claim, logical development, and various transitions to clarify and connect ideas. The response has an effective introduction and conclusion and addresses the opposing argument. (4 out of 4 points)	The argumentative response provides thorough elaboration to support the claim including clear facts and details cited from sources, effective elaborative techniques, and precise language to enhance the content for the audience and purpose. (4 out of 4 points)	The argumentative response shows an adequate understanding of correct sentence formation, punctuation, capitalization, grammar usage, and spelling. (2 out of 2 points)

Figure 27. Individual Student Report (HSA)

**Individual Student Report**

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

Test: **Grade 4 HSA Science** ⓘ

Year: **2017-2018**

Name: **Demo, Student 3**

**Overall Performance on the Grade 4 HSA Science Test Demo, Student 3, 2017-2018**

Name	Test Date	Scale Score
Demo, Student 3 ⓘ	#2 5/22/2018	319 ±15
Demo, Student 3 ⓘ	#1 4/19/2018	372 ±17

**Scale Score and Performance on the Grade 4 HSA Science Test Demo, Student 3, 2017-2018** ⓘ

**Average Scale Scores on the Grade 4 HSA Science Test: Kula a'o Hawai'i and Comparison Groups, 2017-2018** ⓘ

Name	Average Scale Score
Hawaii Department of Education	304
Training Complex Area A (9999) ⓘ	202
Demo School Group 2 (99998) ⓘ	202
Kula a'o Hawai'i (995) ⓘ	202

**Performance on the Grade 4 HSA Science Test, by Reporting Category: Demo, Student 3, 2017-2018** ⓘ

Category	Performance
Scientific Process	Does Not Meet Proficiency
Life Science	Does Not Meet Proficiency
Physical, Earth, and Space Sciences	Does Not Meet Proficiency

**Information on Standard Error of Measurement**

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, for Smarter Balanced tests, 2300 (+/-10) indicates a score range between 2290 and 2310. For HSA Science, EOC and HSA-AIT, 230 (+/-10) indicates a score range between 220 and 240.

**About the Individual Student Report**

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

The Individual Student Report provides the following information:

- *Overall Performance on the [Test Name and Details] Test: [Student Name], [Administration]*— Depending on the assessment selection, this table may include the following:

- The student’s name and student identification number.
- The test opportunity number and the date when the opportunity was completed, if applicable. You can click each opportunity number to view the student’s performance for that opportunity.
- The student’s overall scale score for a test opportunity.
- The achievement level associated with the student’s score for a test opportunity.
- The student’s reported Lexile measure, which reflects the student’s reading ability (ELA tests only).
- The student’s enrolled grade. This is only applicable for HSA-Alt.
- *Scale Score and Performance on the [Test Name and Details] Test: [Student Name], [Administration]*—This barrel chart depicts the student’s achievement level based on their overall scale score. It also depicts the Highest Obtainable Scale Score (HOSS) and the Lowest Obtainable Scale Score (LOSS) for the test.
- *Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration]*—This table includes average scale scores for the student’s associated state, complex area, complex, and school.



**Note:** The average scale score for the state is only available after all state testing has completed.

- *Information on the Standard Error of Measurement*—This text box provides a description of the standard error of measurement for parents and educators.
  - *Performance on the [Assessment Name] [Subject/Course] Over Time: [Student Name]*—This trend graph shows a student’s progress by plotting the scale scores for the student across test administrations and school years.
- 

**Note:** About the Trend Graph

  - The trend graph is only available for Smarter Summative assessments.
  - The line may be broken if data is not available for a particular test administration.
- *Performance on the [Test Name and Details] Test by Claim: [Student Name], [Administration]*—This table includes:
    - A graph displaying the student’s score on each claim. The black line in the graph indicates the student’s score on a claim 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 claims for their test opportunity with the highest overall performance. A legend at the top of the report explains the symbols used.
    - 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.



**Note:** About the *Performance by Claims* table:

- The graph indicating the student's score on each claim is only available for Smarter Summative and ICAs.
  - The claim scale score and standard error of measurement are included in the student data files that you can download from the **Retrieve Student Results** page. For more information, see [Retrieving Student Results](#).
- *Writing Performance on the [Test Name and Details] Test, Based on the Smarter Balanced Writing Task Rubric: [Student Name], [Administration]*—This table provides information about the student's performance on the Writing test. It only appears for Smarter Summative and ICA ELA tests, which require students to write an essay. The table provides information about how a student scored in three areas: organization/purpose, evidence/elaboration, and conventions.

If a student's writing performance cannot be scored, the table displays the reason why it could not be scored.

## Viewing Claims Score Reports

The Claims report shows the percentage of your students in each Claims achievement category for the selected test subject and grade.



**Note:** Claims reports are available for Smarter ICAs and Smarter Summative Assessments only.

[Table 11](#) describes the Claims Score Report columns.

Table 11. Claims Score Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (complex area, complex, school, teacher, roster, or student).
Number of Students	The number of students who have a valid score for the grade, subject, and administration selected.
Average Scale Score	The mean subject scale score and standard error of the mean for students who completed the selected test.
Percent at Level 3 or Above	The percentage of students who scored at Level 3 or above in the selected test.
Claims	The claims available in the selected subject.
Claim Average Scale Score	The mean claim scale score and standard error of the mean for students who completed the selected test.
Percent at Each Claim Achievement Category	Percent of students at each claim proficiency level who took the selected test.

## Viewing School Listing Claims Reports

The School Listing Claims Report (see [Figure 28](#)) is available for complex-level users and above. For each school in the complex, the report displays performance data on each claim within the assessment, along with the associated complex area's, complex's and state's performance data for comparison.

Figure 28. School Listing Claims Report

**Complex Performance for Each Claims**  
*What are my Complex's strengths and weaknesses in ELA/Literacy?*

Test: Smarter Summative ELA/Literacy Grade 3  
 Year: 2017-2018  
 Name: Complex A

Legend: Claim Achievement Category  
■ %Below Standard ■ %At/Near Standard ■ %Above Standard

**Performance on the Smarter Summative ELA/Literacy Grade 3 Test, by Claim: Complex A, 2017-2018**

Breakdown by: **All** Accommodation: **All** Go Comparison: **ON**

Name	Number of Students	Average Scale Score	Percent at Level 3 or Above	Claims	Claim Average Scale Score	Percent at Each Claim Achievement Category
<b>ELA/Literacy</b>						
Hawaii Department of Education	11379	2433 ±1	52	Reading	2436 ±1	27 44 28
				Writing	2427 ±1	25 51 24
				Listening	2438 ±1	16 61 23
				Research/Inquiry	2424 ±1	26 49 25
<b>ELA/Literacy</b>						
Training Complex A (001)	946	2443 ±3	57	Reading	2447 ±3	23 45 32
				Writing	2443 ±4	21 50 29
				Listening	2452 ±4	12 66 23
				Research/Inquiry	2426 ±4	25 51 24
<b>ELA/Literacy</b>						
Complex A (010)	233	2441 ±6	59	Reading	2441 ±7	24 47 29
				Writing	2440 ±7	24 45 31
				Listening	2443 ±8	15 66 19
				Research/Inquiry	2435 ±9	27 43 30
<b>ELA/Literacy</b>						
Demo School 1 (110)	36	2356 ±14	22	Reading	2350 ±16	53 42 6
				Writing	2354 ±16	50 42 8
				Listening	2365 ±19	33 61 6
				Research/Inquiry	2328 ±23	61 33 6
<b>ELA/Literacy</b>						
Demo School 2 (111)	65	2494 ±9	80	Reading	2486 ±12	9 51 40
				Writing	2502 ±11	5 46 49
				Listening	2492 ±12	3 65 32
				Research/Inquiry	2515 ±13	3 45 52
<b>ELA/Literacy</b>						
Demo School 3 (112)	46	2405 ±15	50	Reading	2409 ±15	35 43 22
				Writing	2407 ±18	37 41 22
				Listening	2402 ±20	26 65 9
				Research/Inquiry	2381 ±19	39 46 15
<b>ELA/Literacy</b>						
Demo School 4 (113)	40	2446 ±15	55	Reading	2458 ±14	18 50 33
				Writing	2438 ±17	20 55 25
				Listening	2452 ±19	11 73 18
				Research/Inquiry	2428 ±20	28 50 23
<b>ELA/Literacy</b>						
Demo School 5 (114)	46	2462 ±14	70	Reading	2465 ±18	17 46 37
				Writing	2453 ±15	20 43 37
				Listening	2466 ±16	13 65 22
				Research/Inquiry	2465 ±19	20 41 39

To access the School Listing Claims Report:

1. On the School Listing Subject Detail Report (Figure 21), click  next to the complex 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 **Claims**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing Claims Report opens.

For an explanation of the report columns, see [Table 11](#).

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 Claims Report

The Student Listing Claims Report (see [Figure 29](#)) displays claims performance data for all the students associated with the selected school, teacher, or roster who have completed the selected test. Each report also displays comparison data for the state, complex area, complex, and school in a separate table (as applicable).

*To access the Student Listing Claims Report:*

1. On the School Listing Claims Report ([Figure 28](#)), click  next to an entity'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 **Claims**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Student Listing Claims Report opens.

The Student Listing Claims Report shows a student's name, ID, overall subject scale score, overall subject achievement level, and the achievement category classification associated with the student's claim scores. Refer to the legend above the report to understand the data represented.



**Note: About Overall Scale Scores and Claims Scores on the Student Listing Claims Score Report**

You may not be able to view complete score data for a student or access a student’s ISR from this report in the following cases:

- If a student only logged in to a single part of the ELA Assessment (such as the CAT or PT, but not both as required), the Student Listing Report displays “Not Attempted” in the scale score and claims score columns.
- If a student logged in to both the CAT and PT for the ELA Assessment, or logged in to the CAT for the Math Assessment, but did not answer enough items to receive a score on at least one part of the respective test, the Student Listing Report displays “Participated” in the scale score and claims score columns.

Figure 29. Student Listing Claims Report

**Student Performance on Each Claims**

*How did my students perform on the ELA/Literacy test?*

**Test:** Smarter Summative ELA/Literacy Grade 3

**Year:** 2017-2018

**Name:** Demo School 1 (110)

Legend: Claim Achievement Category

Below Standard   At/Near Standard   Above Standard

Breakdown by:

Test Event:

**Average Scale Scores on the Smarter Summative ELA/Literacy Grade 3 Test: Demo School 1 and Comparison Groups, 2017-2018**

Name	Average Scale Score
Hawaii Department of Education	2433 ±1
Training Complex A (001)	2443 ±3
Complex A (010)	2441 ±6
Demo School 1 (110)	2356 ±14

**Performance on the Smarter Summative ELA/Literacy Grade 3 Test, by Student, Claim: Demo School 1 (110), 2017-2018**

Name	SSID	Scale Score	Achievement Level	Reading	Writing	Listening	Research/Inquiry
Demo, Student 1	9999990001	2536 ±24	Level 4				
Demo, Student 2	9999990002	2428 ±22	Level 2				
Demo, Student 3	9999990003	2439 ±23	Level 3				
Demo, Student 4	9999990004	2318 ±26	Level 1				

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## 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.



**Note:** Reporting Category reports are available for HSA and EOC assessments only.

[Table 12](#) describes the Reporting Category Score Report columns.

Table 12. Reporting Category Score Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (complex area, complex, school, teacher, roster, or student).
Student Count	The number of students who have a valid score for the grade, subject, and administration selected.
Reporting Category	The reporting categories within the selected subject.
Percent at Each Performance Category	Percent of students at each reporting category performance level who took the selected test.

## Viewing School Listing Reporting Categories Report

The School Listing Reporting Categories Report (see [Figure 30](#)) is available for complex-level users and above. For each school in the complex, the report displays performance data on each reporting category within the selected grade, along with the comparison date for the complex area, complex, and state.

Figure 30. School Listing Reporting Categories Report

**Complex Performance for Each Reporting Category**  
*What are my Complex's strengths and weaknesses in Science?*

**Test:** Grade 8 HSA Science  
**Year:** 2017-2018  
**Name:** Complex A

Legend: Strand Performance Category  
■ % Does Not Meet Proficiency ■ % Near Proficiency ■ % Meets or Exceeds Proficiency

**Performance on the Grade 8 HSA Science Test, by Reporting Category: Complex A, 2017-2018**

Breakdown by: All Accommodation: All Go Comparison: ON

Name	Student Count	Reporting Category	Percent at Each Performance Category		
Hawaii Department of Education	14756	<b>Science</b>			
		Scientific Process	21	47	32
		Life Science	28	44	28
Training Complex A (001)	1150	<b>Science</b>			
		Scientific Process	17	51	32
		Life Science	20	46	33
Complex A (010)	326	<b>Science</b>			
		Scientific Process	21	53	25
		Life Science	25	51	25
Demo School 1 (110)	45	<b>Science</b>			
		Scientific Process	20	56	24
		Life Science	29	53	18
Demo School 2 (111)	73	<b>Science</b>			
		Scientific Process	25	53	22
		Life Science	19	55	26
Demo School 3 (112)	69	<b>Science</b>			
		Scientific Process	23	52	25
		Life Science	36	43	20
Demo School 4 (113)	69	<b>Science</b>			
		Scientific Process	19	51	30
		Life Science	23	51	26
Demo School 5 (114)	70	<b>Science</b>			
		Scientific Process	19	56	26
		Life Science	19	51	30

To access the School Listing Reporting Categories Report:

1. On the School Listing Subject Detail Report (Figure 21), click  next to the complex 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.

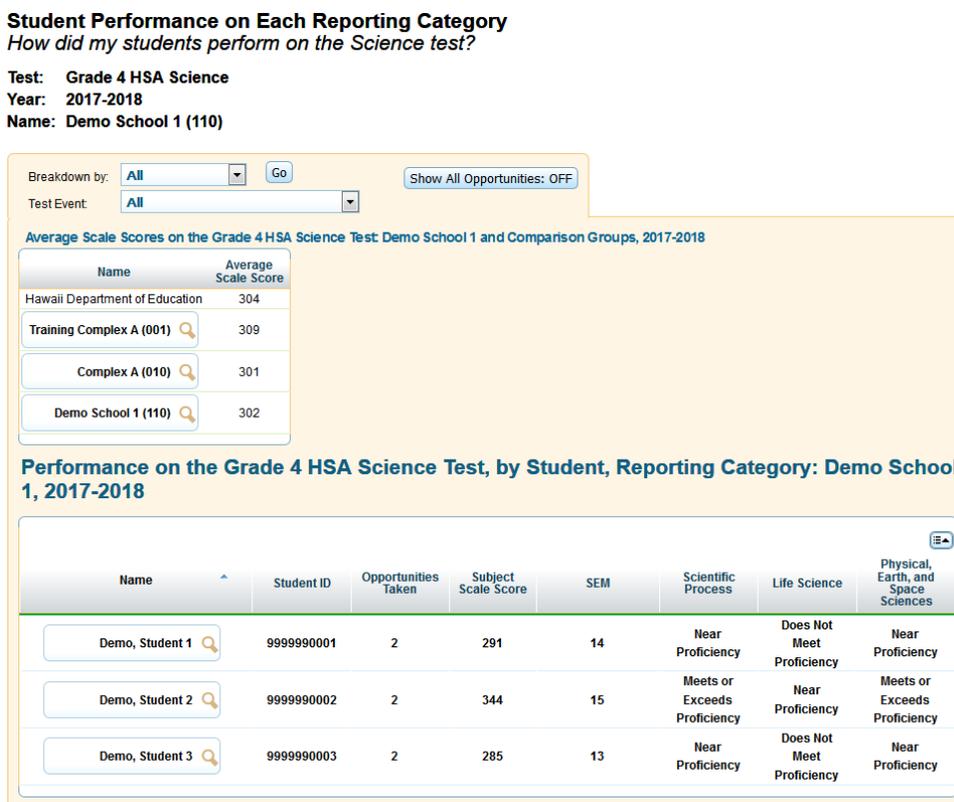
For an explanation of the report columns, see [Table 12](#).

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 31](#)) 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 state, complex area, complex, and school in a separate table (as applicable).

Figure 31. Student Listing Reporting Categories Report



To access the Student Listing Reporting Categories Report:

- 1. On the School Listing Reporting Categories Report ([Figure 30](#)), 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 29](#)).

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 from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Strengths and Weaknesses by Target Reports

The Strengths and Weaknesses by Target Report displays performance data for all the targets in each of the claims in the selected test grade and subject.

For information about the entity levels at which target performance data is available, see [Table 2](#).



**Note:** Target reports are available for Smarter Summative assessments only.

*To navigate to the Complex-level Strengths and Weaknesses by Target Report:*

1. On the School Listing Subject Detail Report (see [Figure 21](#)), click  next to the complex. 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 **What** drop-down list, select **Targets**.
  - c. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Complex-level Strengths and Weaknesses by Target Report opens.

For information about the targets report features, see [Understanding the Strengths and Weaknesses by Target Report](#).

Figure 32. Complex-level Strengths and Weaknesses by Target Report

**Complex Performance on Each Target for the ELA/Literacy Test**

*What are my Complex's relative strengths and weaknesses in the ELA/Literacy Targets?*

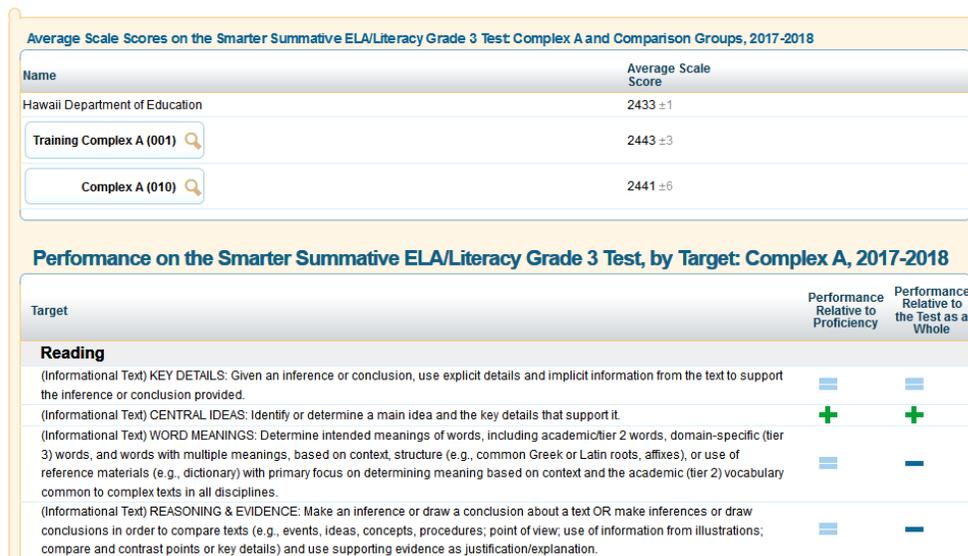
**Test:** Smarter Summative ELA/Literacy Grade 3  
**Year:** 2017-2018  
**Name:** Complex A

Legend: Performance Relative to Proficiency

- + Performance is above the Proficiency Standard
- = Performance is near the Proficiency Standard
- Performance is below the Proficiency Standard
- ☆ Insufficient Information

Legend: Performance Relative to the Test as a Whole

- + Performance is better than on the rest of the test as a whole
- = Performance is similar to performance on the test as a whole
- Performance is worse than on the rest of the test as a whole
- ☆ Insufficient Information



**Understanding the Strengths and Weaknesses by Target Report**

The Strengths and Weaknesses by Target Report shows how a group of students performed on a test’s targets. The targets in this report are grouped together by claims, such as Reading and Writing, and the sub-categories within those claims, such as Informational Texts.

The ELA Target reports for all the claims are based on the Common Core State Standards (CCSS). The Math Targets for Claim 1 are based on the clusters from the CCSS for Mathematical Content. The Math Targets for Claims 2, 3 and 4 are based on the Common Core State Standards of Mathematical Practice. Since there is overlap of the Common Core State Standards of Mathematical Practice across these claims, target level reporting, in isolation, is not possible.



**Note:** Student-level reports are not available for Target performance, because individual students do not usually respond to enough items with the same target to generate a report of strengths and weaknesses.

The Performance Relative to Proficiency column provides information about a group’s target performance in relation to proficiency levels. This column displays whether the target performance is above, at, or below Smarter Balanced proficiency levels. For example, a group of students may not have performed well on a target in comparison to the whole test. However, their performance may still be near or above the proficiency standard.

Performance Relative to the Test as a Whole shows how a group of students performed in each target relative to their performance on the entire test. Unlike achievement levels provided for the entire test, the strengths and weaknesses at each target indicated on this report are relative to the test as a whole.

For example, a student group may have performed well in a target, but not as well as they performed on the whole subject. Thus, a minus sign for that target would indicate that the performance on it was below the performance on the total test. Although the students are doing well, an educator may still want to focus instruction on these areas.



**Note:** Because the relative strengths and weaknesses for each target are computed within a specific student group, it is not appropriate to compare the target performance between groups.

[Table 13](#) explains the symbols in the Areas of Strongest and Weakest Performance column, while [Table 14](#) explains the symbols in the Areas where Performance Indicates Proficiency column.

Table 13. Target Performance Relative to Proficiency Level

Icon	Target Level	Description
	Performance is above the Proficiency Standard	The target performance is above the proficiency standard. The group of students performed above the proficiency standard on this target.
	Performance is near the Proficiency Standard	The target performance is near the proficiency standard. The group of students performed near the proficiency standard on this target.
	Performance is below the Proficiency Standard	The target performance is below the proficiency standard. The group of students performed below the proficiency standard on this target.
*	Insufficient Information	Not enough information is available to determine whether the performance on this target is above, near, or below the proficiency standard.

Table 14. Target Performance Relative to the Test as a Whole

Icon	Target Level	Description
	Performance is better than on the rest of the test as a whole	This target is a relative strength. The group of students performed better on items from this target than they did on the rest of the test as a whole.
	Performance is similar to performance on the test as a whole	This target is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this target as they did on the rest of the test as a whole.
	Performance is worse than on the rest of the test as a whole	This target is a relative weakness. The group of students did not perform as well on items from this target as they did on the rest of the test as a whole.

Icon	Target Level	Description
*	Insufficient Information	Not enough information is available to determine whether this target is a relative strength or weakness.

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 Strengths and Weaknesses by Benchmarks Report

This report displays performance data for all the benchmarks in each of the reporting categories in the selected test grade and subject. The data shown in the Comparison Scores table are the average subject scale scores for the state, complex area, complex, school, teacher, and roster.

For information about the entity levels at which benchmark performance data is available, see [Table 2](#).



**Note:** Benchmarks reports are available for EOC assessments only.

*To navigate to the Complex Area-level Strengths and Weaknesses by Benchmark Report:*

1. On the Complex Listing Subject Detail Report (see [Figure 20](#)), click  next to the complex area. 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 **What** drop-down list, select **Benchmarks**.
  - c. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Complex Area-level Strengths and Weaknesses by Benchmarks Report opens.

For information about the benchmark report features, see [Understanding the Strengths and Weaknesses by Benchmarks Report](#).

Figure 33. Complex Area-level Strengths and Weaknesses by Benchmarks Report

**Complex area Performance on Each Benchmarks for the Biology I Test**

*What are my Complex area's relative strengths and weaknesses in the Biology I Benchmarks?*

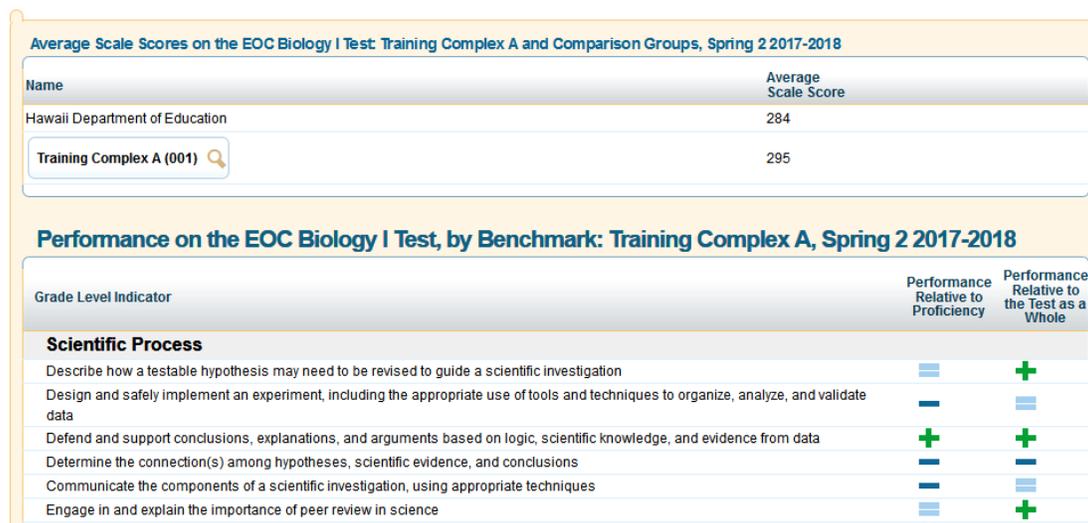
**Test:** EOC Biology I  
**Year:** Spring 2 2017-2018  
**Name:** Training Complex A

Legend: Performance Relative to Proficiency

- + Performance is above the Proficiency Standard
- = Performance is near the Proficiency Standard
- Performance is below the Proficiency Standard
- ☆ Insufficient Information

Legend: Performance Relative to the Test as a Whole

- + Performance is better than on the rest of the test as a whole
- = Performance is similar to performance on the test as a whole
- Performance is worse than on the rest of the test as a whole
- ☆ Insufficient Information



**Understanding the Strengths and Weaknesses by Benchmarks Report**

The Strengths and Weaknesses by Benchmarks Report shows how a group of students performed on a test's benchmarks.



**Note:** Student-level reports are not available for benchmark performance, because individual students do not usually respond to enough items with the same benchmark to generate a report of strengths and weaknesses.

The Performance column in this report indicates the students' strengths and weaknesses in each benchmark, relative to their performance on the test as a whole. It does not indicate the students' actual proficiency in that benchmark.

For example, a student group may have performed well in a benchmark, but not as well as they performed on the subject. Thus, a minus sign for that benchmark would indicate that the performance on it was below the performance on the total test. Although the students are doing well, an educator may still want to focus instruction on these areas.



**Note:** Because the relative strengths and weaknesses for each benchmark are computed within a specific student group, it is not appropriate to compare the benchmark performance between groups.

[Table 15](#) provides definitions for each benchmark level relative to the test as a whole.

Table 15. Benchmark Performance Relative to the Test as a Whole

Icon	Benchmark Level	Description
	Strength compared to the exam for the group selected	This benchmark is a relative strength. The group of students performed better on items from this benchmark than they did on the exam as a whole.
	Performance similar to the exam for the group selected	This benchmark is neither a relative strength nor a relative weakness. The group of students performed about as well on items from this benchmark as they did on the exam as a whole.
	Weakness compared to the exam for the group selected	This benchmark is a relative weakness. The group of students did not perform as well on items from this benchmark as they did on the exam as a whole.
*	Insufficient Information	Not enough information is available to determine whether this benchmark is a relative strength or weakness.

## Viewing Trend Reports

Trend reports display the overall performance of a student or group of students in the selected subject over time. For each testing window, the report displays either the average scale score and associated standard error or the percentage of proficient students.

Scores from previous years represent either a group's average score or a student's individual score from that year's testing window. All tests taken within the current school year are valid only for individual student trends.



**Note:** Trend Reports are not available for the Smarter IABs, EOC Exams, or HSA-Alt Assessments. Trend Reports for Smarter ICAs will include relevant student data through SY 2018-2019 only.

## Understanding Trend Report Features

The trend report shows the performance progress for the entity or individual you are analyzing. The graph plots the data points for the selected groups of students or individual students at each point in time (across test administrations and school years). You can see additional details by hovering over a point on the line graph.

Trend reports are interactive, allowing you to specify which data you want to plot on the graph.

This section explains some of the features specific to trend reports. For information about more general report features, see the sections [Working with Score Report Features](#), [Printing Reports in the ORS](#), and [Using the ORS Banner](#).

## Selecting the Type of Trend Data to Plot

By default, trend reports display average scale scores on the graph. However, you may choose to plot the percentage of students who are proficient across all aggregate levels.

*To view the percentage of students who are proficient:*

- From the **Trend Data** drop-down list, select **Percent Proficient**. The trend report displays the percent of students who are proficient across time for the selected assessment and administration.

## Choose Who to Graph

You can select up to five entities or individuals to plot and compare at a time.

*To select an entity to plot:*

- In the *Choose Who to Graph* section, mark the checkbox for each required entity. A trend line for each selected entity appears on the graph, color-coded to indicate the achievement levels associated with the plotted score.
- You can click the magnifying glass next to each entity in the *Choose Who to Graph* panel to open the Exploration Menu and navigate to different dimensions of trend data.

## Viewing Data by Demographic Subgroup

You can break down the data and plot data points by demographic subgroups (such as gender).

*To view data by demographic subgroup:*

1. From the **Breakdown By** drop-down list, select the required subgroup.
2. Click **Go**. The *Choose Who to Graph* section displays the available options for the selected subgroup for each entity.
3. Select the combination of entities and subgroups that you want to plot by marking up to five checkboxes.

## Viewing Data by Test Accommodations

You can also plot data points by test accommodations (such as language).

*To view data by test accommodations:*

1. From the **Accommodation** drop-down list, select the required accommodation.
2. Click **Go**. The *Choose Who to Graph* section displays the available options for the selected accommodation for each entity.
3. Select the combination of entities and accommodations that you want to plot by marking up to five checkboxes.

## Choosing What to Graph

You may choose to plot the overall test subject data or individual claims on the trend graph.



**Note:** About the *Choose What to Graph* section:

- This feature may not be available for all assessments.
- When plotting data by claims, you can only select one entity from the *Choose Who to Graph* section.

To select the content that you want to plot:

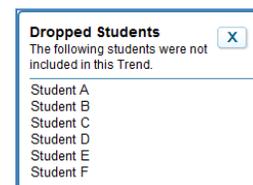
1. If the *Choose What to Graph* section does not appear on the trend report you are viewing, do the following:
  - a. From the *Choose Who to Graph* section, open the Exploration Menu for an entity.
  - b. On the Exploration Menu, do the following:
    - i. From the **Who** drop-down list, select the required entity level.
    - ii. from the **What** drop-down list, select **Claims**.
    - iii. From the **When** drop-down list, select **Trend**.
  - c. Click **View**. The *Choose What to Graph* section appears, listing the subject and individual claims.
2. Mark the relevant checkboxes for the required claims. You can choose to plot up to five claims for the selected entity.

### About Dropped Students

All trend report pages include a Dropped Students column. Students are dropped from a trend report if they have not completed the selected test across all the plotted test windows.

For example, a student who took the Grade 5 Mathematics test in the fall and winter but not in the spring window will be excluded from a trend report that includes all three of those testing windows.

Figure 34. Dropped Students Window



- If the Dropped Students column contains a **View** button, it indicates that some students were excluded from the trend report. Click this button to see which students were dropped.
- If the column displays N/A, then no students were excluded from the trend report.



**Note: Why Students Are Dropped**

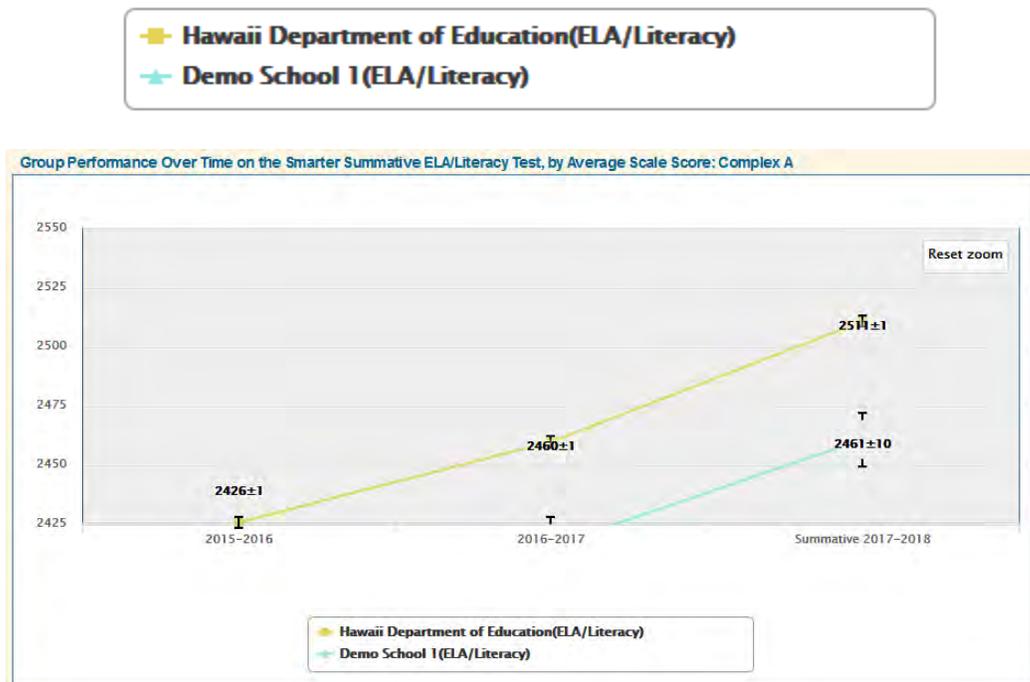
When viewing data for a student group over time, it is important to use the same sample of students. By excluding students who missed a testing window in the trend report, the ORS ensures that observed changes are the result of actual differences in performance and not the result of a particular student's absence.

Because of this, the average score on the trend report may not always match that of the Subject Detail Report, especially if many students were dropped from the trend calculations.

## Hiding Trend Lines

The label box below a graph allows you to temporarily hide a trend line to better view data.

Figure 35. Trend Line Box



*To hide/unhide the trend lines:*

1. Locate the box listing the trend lines for the report (see [Figure 35](#)).
2. Click the trends you want to hide. The selected trend grays out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

## Zoom Feature

Sometimes data points are plotted close together, and it can be difficult to tell which points belong to which entity or reporting category. You can use your mouse to zoom in on specified areas of the graph.

*To zoom in or out of a trend graph:*

1. To zoom in, click and drag the mouse over an area of the graph that has at least one data point.
2. To zoom out and return to the full trend graph, click **Reset zoom** in the upper-left corner of the graph.

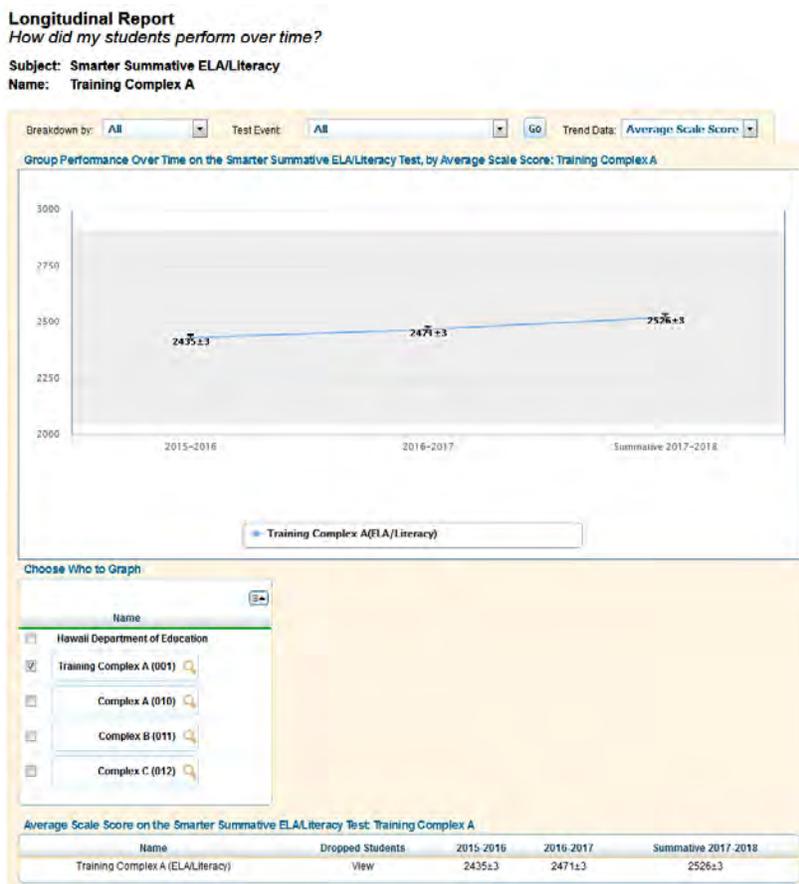
## Viewing Complex Listing Trend Reports

The Complex Listing Trend report available to complex-level users and above displays the trends for the selected complexes within the complex area. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the Complex Listing Trend Report:

1. On the Complex Listing Subject Detail Report (see [Figure 20](#)), click  next to the complex. 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 **Complex**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Complex Listing Trend report opens.

Figure 36. Complex Listing Trend Report



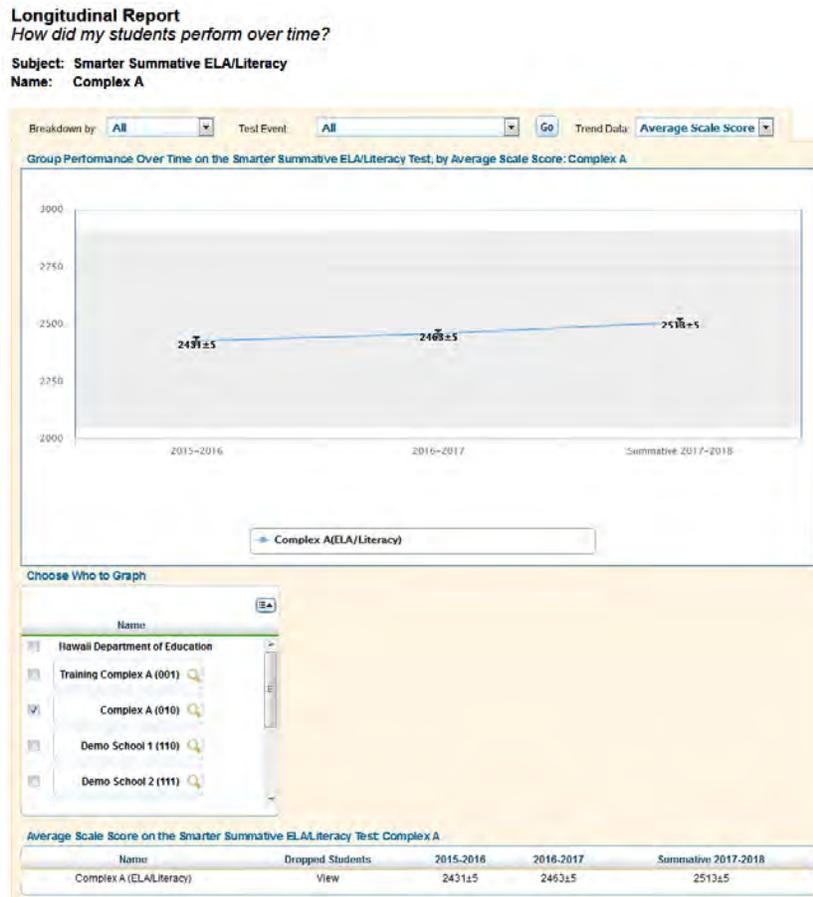
## Viewing School Listing Trend Reports

The School Listing Trend report available to complex-level users and above displays the trends for the selected schools within the complex. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the School Listing Trend Report:

1. On the School Listing Subject Detail Report (see [Figure 21](#)), click  next to the complex. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **School**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The School Listing Trend report opens.

Figure 37. School Listing Trend Report



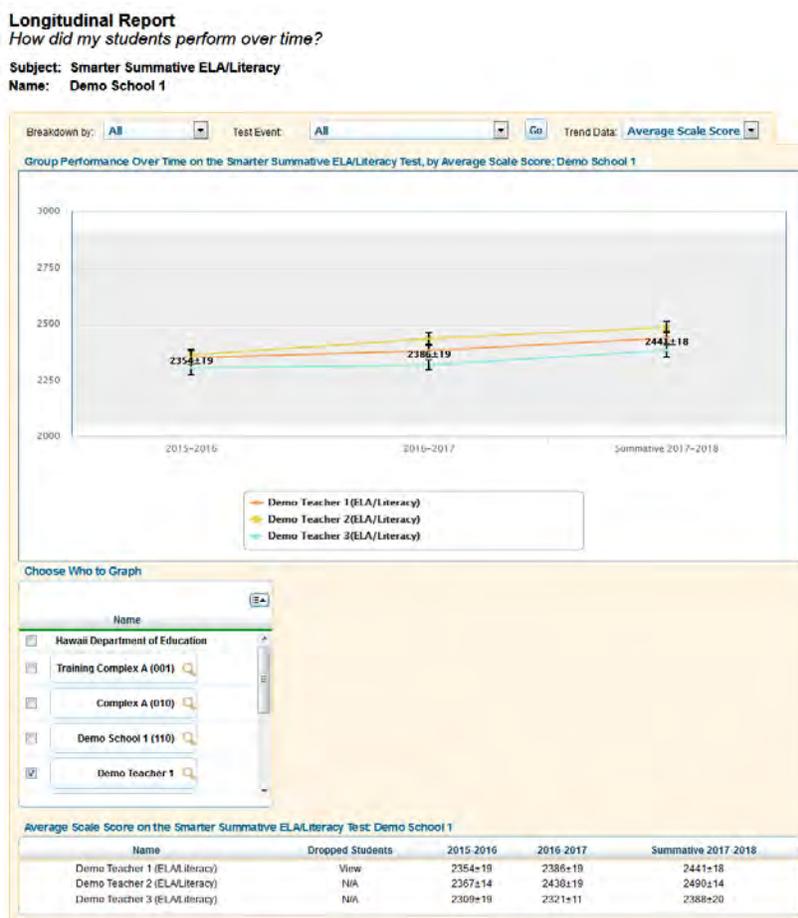
## Viewing Teacher Listing Trend Reports

The Teacher Listing Trend Report available to school-level users and above displays the average scale score trends for the selected teachers within a school. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the Teacher Listing Trend Report:

1. On the School Listing Trend Report (see [Figure 37](#)), click  next to a school.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Teacher**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Teacher Listing Trend report opens.

Figure 38. Teacher Listing Trend Report



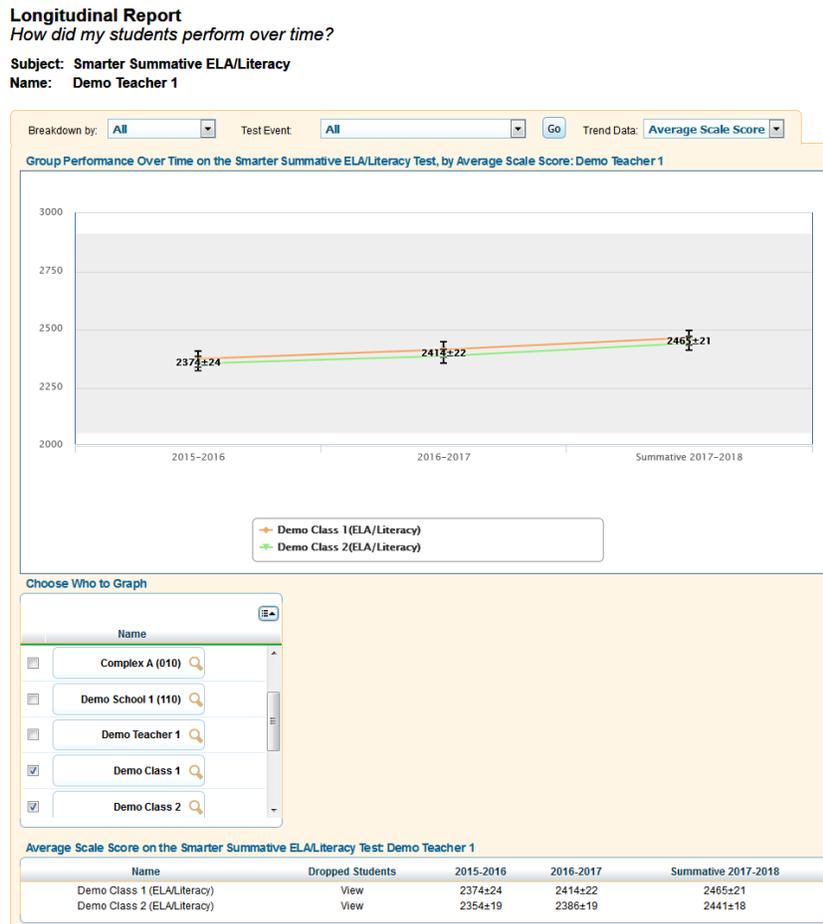
## Viewing Roster Listing Trend Reports

The Roster Listing Trend report displays the average scale score trends for the selected rosters associated with a school or teacher. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the roster listing trend report:

1. On the Teacher Listing Trend Report (see [Figure 38](#)), click  next to a teacher.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Roster**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Roster Listing Trend report opens.

Figure 39. Roster Listing Trend Report



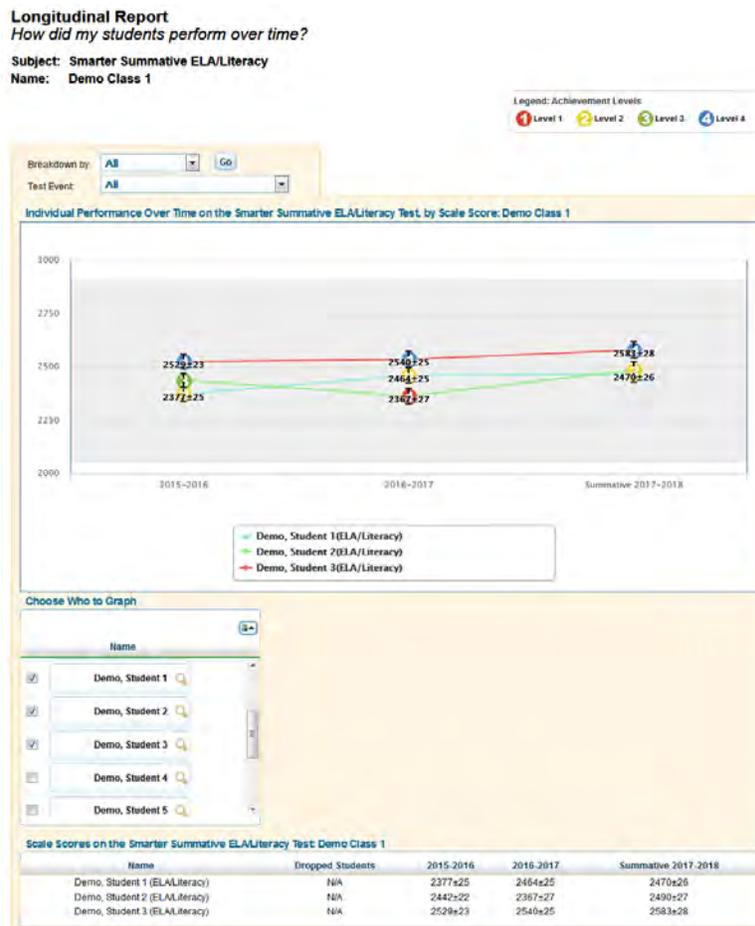
## Viewing Student Listing Trend Report

The Student Listing Trend report displays the trends for the selected students associated with a school, teacher, or roster. For information about the trend report features, see [Understanding Trend Report Features](#).

To view the student listing trend report:

1. On the Roster Listing Trend Report (see [Figure 39](#)), click  next to a roster.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Roster Listing Trend report opens.

Figure 40. Student Listing Trend Report



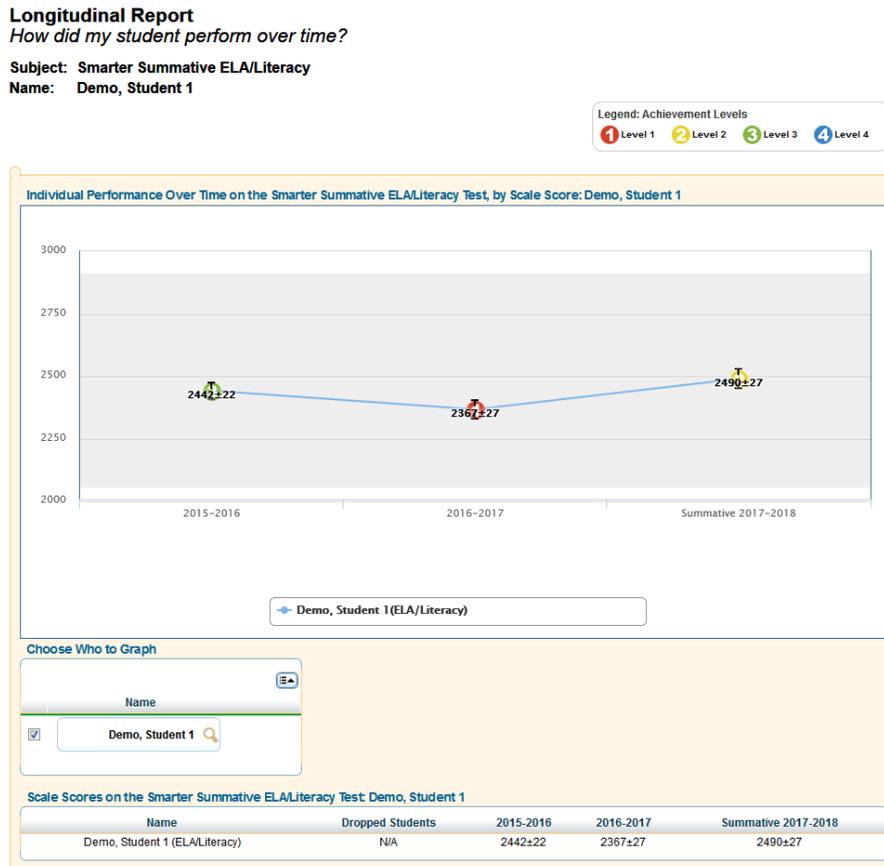
## Viewing Individual Student Trend Report

The Individual Student Trend Report displays the performance trend for a student. For information about the trend report features, see [Understanding Trend Report Features](#).

To navigate to the Individual Student Trend Report:

1. On the Student Listing Trend Report ([Figure 37](#)), click  next to a student’s name. The Exploration Menu opens.
2. On the Exploration Menu, do the following:
  - a. From the **Subject** and **Grade** drop-down lists, select the required subject and grade.
  - b. From the **Who** drop-down list, select **Student**.
  - c. From the **What** drop-down list, select the required content type.
  - d. From the **When** drop-down list, select **Trend**.
3. Click **View**. The Individual Student Trend Report opens.

Figure 41. Individual Student Trend Report



## Viewing Interim Assessment Block Reports

Interim assessment block (IAB) reports focus on small sets of related concepts within a test (for example, an IAB report might provide student performance data on the fractions block within a mathematics test).

The IAB reports on the **Homepage Dashboard** provide summary information for student participation by grade ([Figure 42](#)).

Figure 42. Homepage Dashboard Aggregation Tables (IABs)

**Overall Performance on the Smarter IAB test, by Subject, Grade: Training Complex A, 2017-2018**

ELA/Literacy		Mathematics	
Grade	Number of Students Tested at Least One Block	Grade	Number of Students Tested at Least One Block
Grade 3	146	Grade 3	327
Grade 4	215	Grade 4	108
Grade 5	190	Grade 5	299
Grade 6	193	Grade 6	240
Grade 7	289	Grade 7	301
Grade 8	268	Grade 8	294
Grade 11	316	Grade 11	423

The Number of Students Tested at Least One Block column shows the number of students who completed tests and were scored for at least one block.

## Viewing Complex Listing IAB Reports

The Complex Listing IAB Report available to complex-level users and above provides summary information for student participation by school.

*To view School Listing IAB Reports:*

1. From the **Homepage Dashboard**, define the student population as described in the section [Defining the Student Population](#).
2. From the Number of Students Tested at Least One Block column (see [Figure 42](#)), click the grade-subject cell for which you want to view a report. The Complex Listing IAB report opens ([Figure 43](#)).

For information on the report columns, see [Table 16](#).

Figure 43. Complex Listing IAB Report

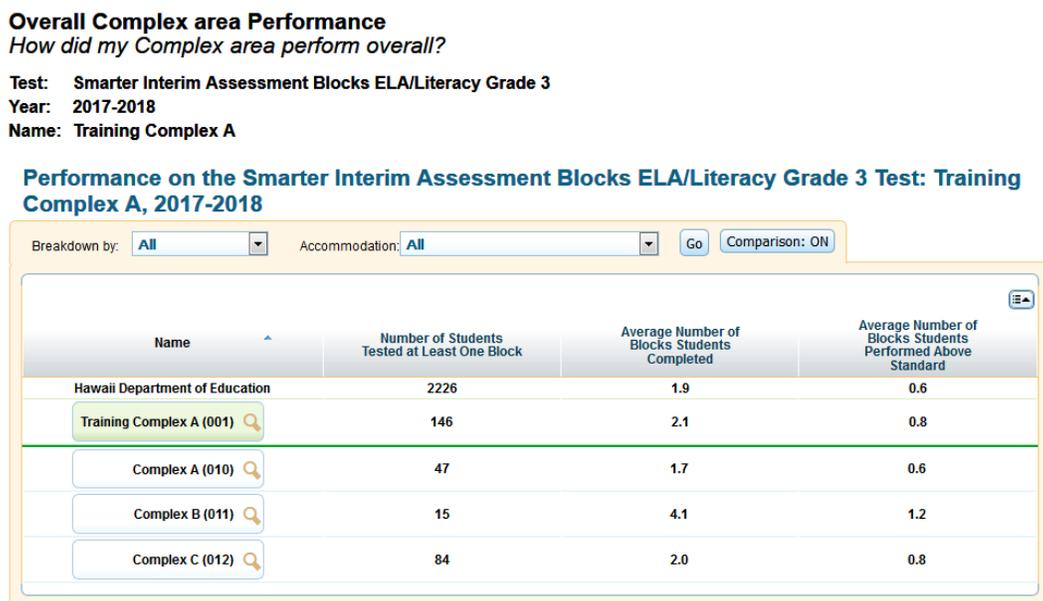


Table 16. Columns in the Complex Listing IAB Report

Column	Definition
Name	Name of complex.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Average Number of Blocks Students Completed	The average number of blocks each student completed, computed over all students' most recent test opportunities.
Average Number of Blocks Students Performed Above Standard	The average number of blocks each student completed for which the score was above the Smarter standard, computed over all students' most recent test opportunities.

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 School Listing IAB Reports

The School Listing IAB Report available to complex-level users and above provides summary information for student participation by school.

*To view School Listing IAB Reports:*

1. On the Complex Listing IAB Report ([Figure 43](#)), click  next to the complex 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 **Subject**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing IAB Report by Block opens.

For information on the report columns, see [Table 17](#).

Figure 44. School Listing IAB Report

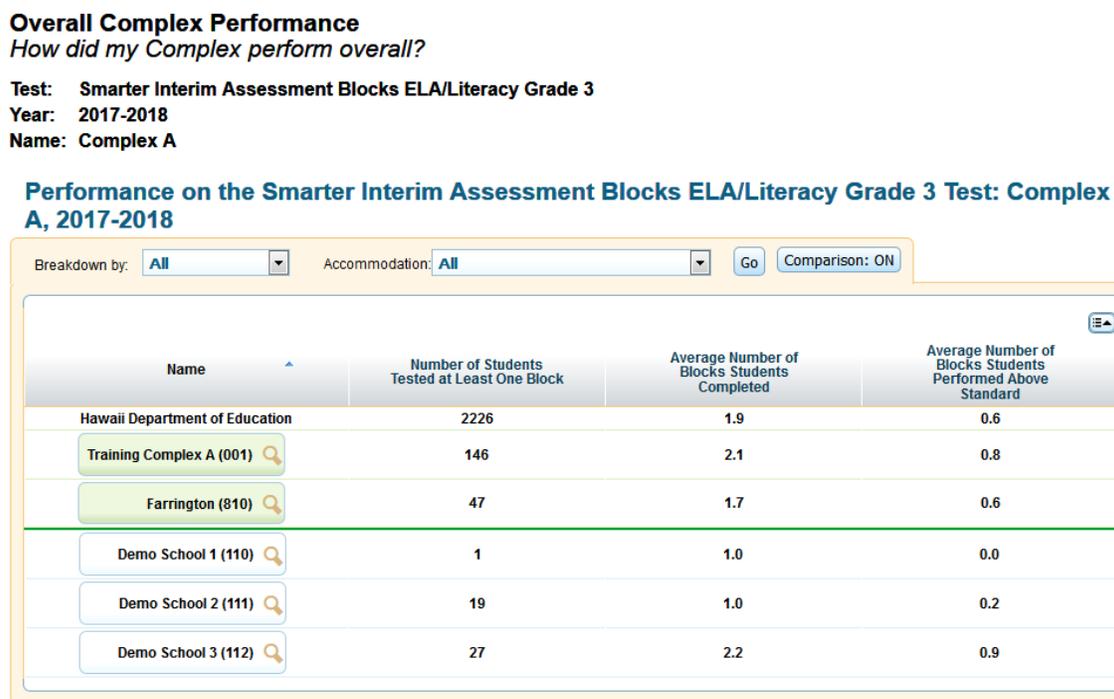


Table 17. Columns in the School Listing IAB Report

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Average Number of Blocks Students Completed	The average number of blocks each student completed, computed over all students' most recent test opportunities.
Average Number of Blocks Students Performed Above Standard	The average number of blocks each student completed for which the score was above the Smarter standard, computed over all students' most recent test opportunities.

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 Complex Listing IAB Report by Block

The Complex Listing IAB Report by Block provides information for school performance by block within a complex. For information on the report columns, see [Table 18](#).

*To access the Complex Listing IAB Report by Block:*

1. On the Complex Listing IAB Report ([Figure 43](#)), click  next to the complex 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 **Complex**.
  - c. From the **What** drop-down list, select **Blocks**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The Complex Listing IAB Report by Block opens.

Figure 45. Complex Listing IAB Report by Block

**Complex area Performance on Each Block**

*How did my Complex area perform on each block?*

**Test:** Smarter Interim Assessment Blocks ELA/Literacy Grade 3

**Year:** 2017-2018

**Name:** Training Complex A

Legend: Block Achievement Category  
■ %Below Standard ■ %At/Near Standard ■ %Above Standard

**Performance on the Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test, by Block: Training Complex A, 2017-2018**

Breakdown by: All Accommodation: All Go Comparison: ON

Name	Number of Students Tested at Least One Block	Block	Number of Students Tested	Percentage in Each Block Achievement Category
Hawaii Department of Education	2226	<b>ELA/Literacy</b>		
		Read Literary Texts	548	22 48 29
		Read Informational Texts	501	18 53 29
		Brief Writes	20	25 75
		Listen/Interpret	874	16 51 33
		Research	400	16 41 43
		Opinion Performance Task	33	52 42 6
		Editing	565	21 45 34
		Language and Vocabulary Use	1015	23 48 28
		Revision	384	28 47 26
Training Complex A (001)	146	<b>ELA/Literacy</b>		
		Read Literary Texts	2	100
		Read Informational Texts	21	14 38 48
		Brief Writes	0	N/A
		Listen/Interpret	108	7 44 48
		Research	35	14 29 57
		Opinion Performance Task	0	N/A
		Editing	50	14 46 40
		Language and Vocabulary Use	55	13 58 29
		Revision	39	21 59 21
Complex A (010)	47	<b>ELA/Literacy</b>		
		Read Literary Texts	1	100
		Read Informational Texts	0	N/A
		Brief Writes	0	N/A
		Listen/Interpret	18	17 44 39
		Research	1	100
		Opinion Performance Task	0	N/A
		Editing	36	17 33 50
		Language and Vocabulary Use	20	20 70 10
		Revision	4	25 50 25

Table 18. Columns in the Complex Listing IAB Report by Block

Column	Definition
Name	Name of complex.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Blocks	A block for the selected subject. For example, in <a href="#">Figure 46</a> , Editing and Revision are blocks within the ELA subject.

Column	Definition
Number of Students Tested	The number of students tested in the block computed over all students' most recent test opportunities.
Percentage in Each Block Achievement Category	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunities.

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 School Listing IAB Report by Block

The School Listing IAB Report by Block provides information for school performance by block within a complex. For information about the report columns, see [Table 19](#).

*To access the School Listing IAB Report by Block:*

1. On the School Listing IAB Report ([Figure 44](#)), click  next to the complex 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 **Blocks**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**. The School Listing IAB Report by Block opens.

Figure 46. School Listing IAB Report by Block

**Complex Performance on Each Block**  
*How did my Complex perform on each block?*

**Test:** Smarter Interim Assessment Blocks ELA/Literacy Grade 3  
**Year:** 2017-2018  
**Name:** Complex A

Legend: Block Achievement Category  
■ %Below Standard ■ %At/Near Standard ■ %Above Standard

**Performance on the Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test, by Block: Complex A, 2017-2018**

Breakdown by: All Accommodation: All Go Comparison: ON

Name	Number of Students Tested at Least One Block	Block	Number of Students Tested	Percentage in Each Block Achievement Category
Hawaii Department of Education	2226	<b>ELA/Literacy</b>		
		Read Literary Texts	548	<span style="color: orange;">22</span> <span style="color: gray;">48</span> <span style="color: teal;">29</span>
		Read Informational Texts	501	<span style="color: orange;">18</span> <span style="color: gray;">53</span> <span style="color: teal;">29</span>
		Brief Writes	20	<span style="color: gray;">25</span> <span style="color: teal;">75</span>
		Listen/Interpret	874	<span style="color: orange;">16</span> <span style="color: gray;">51</span> <span style="color: teal;">33</span>
		Research	400	<span style="color: orange;">16</span> <span style="color: gray;">41</span> <span style="color: teal;">43</span>
		Opinion Performance Task	33	<span style="color: orange;">52</span> <span style="color: gray;">42</span> <span style="color: teal;">6</span>
		Editing	565	<span style="color: orange;">21</span> <span style="color: gray;">45</span> <span style="color: teal;">34</span>
		Language and Vocabulary Use	1015	<span style="color: orange;">23</span> <span style="color: gray;">48</span> <span style="color: teal;">28</span>
		Revision	384	<span style="color: orange;">28</span> <span style="color: gray;">47</span> <span style="color: teal;">26</span>
Training Complex A (001)	146	<b>ELA/Literacy</b>		
		Read Literary Texts	2	<span style="color: gray;">100</span>
		Read Informational Texts	21	<span style="color: orange;">14</span> <span style="color: gray;">38</span> <span style="color: teal;">48</span>
		Brief Writes	0	N/A
		Listen/Interpret	108	<span style="color: orange;">7</span> <span style="color: gray;">44</span> <span style="color: teal;">48</span>
		Research	35	<span style="color: orange;">14</span> <span style="color: gray;">29</span> <span style="color: teal;">57</span>
		Opinion Performance Task	0	N/A
		Editing	50	<span style="color: orange;">14</span> <span style="color: gray;">46</span> <span style="color: teal;">40</span>
		Language and Vocabulary Use	55	<span style="color: orange;">13</span> <span style="color: gray;">58</span> <span style="color: teal;">29</span>
		Revision	39	<span style="color: orange;">21</span> <span style="color: gray;">59</span> <span style="color: teal;">21</span>
Complex A (010)	47	<b>ELA/Literacy</b>		
		Read Literary Texts	1	<span style="color: gray;">100</span>
		Read Informational Texts	0	N/A
		Brief Writes	0	N/A
		Listen/Interpret	18	<span style="color: orange;">17</span> <span style="color: gray;">44</span> <span style="color: teal;">39</span>
		Research	1	<span style="color: orange;">100</span>
		Opinion Performance Task	0	N/A
		Editing	36	<span style="color: orange;">17</span> <span style="color: gray;">33</span> <span style="color: teal;">50</span>
		Language and Vocabulary Use	20	<span style="color: orange;">20</span> <span style="color: gray;">70</span> <span style="color: teal;">11</span>
		Revision	4	<span style="color: orange;">25</span> <span style="color: gray;">50</span> <span style="color: teal;">25</span>
Demo School 1 (110)	1	<b>ELA/Literacy</b>		
		Read Literary Texts	0	N/A
		Read Informational Texts	0	N/A
		Brief Writes	0	N/A
		Listen/Interpret	0	N/A
		Research	0	N/A
		Opinion Performance Task	0	N/A
		Editing	0	N/A
		Language and Vocabulary Use	1	<span style="color: orange;">100</span>
		Revision	0	N/A

Table 19. Columns in the School Listing IAB Report by Block

Column	Definition
Name	Name of school.
Number of Students Tested at Least One Block	Number of students who submitted tests for at least one block.
Blocks	A block for the selected subject. For example, in <a href="#">Figure 46</a> , Editing and Revision are blocks within the ELA subject.
Number of Students Tested	The number of students tested in the block computed over all students' most recent test opportunities.
Percentage in Each Block Achievement Category	Percentages of students scoring below-, at/near-, and above-standard, computed over all students' most recent test opportunities.

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 IAB Report by Block

The Student Listing IAB Report by Block provides information about how students associated with a roster, teacher, or school performed on each assessed block.

Each report also displays the average scale score for the state, complex area, complex, and school in a separate comparison table.

Figure 47. Student Listing IAB Report by Block (Partial View)

**Performance on the Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test, by Student, Block: Demo School 1, 2017-2018**

Name	SSID	Opportunities Taken	Number of Blocks Tested	Number of Blocks Above Standard	Listen/Interpret	Editing	Language and Vocabulary Use	Revision
Demo, Student 1	9999990001	1	3	2	✓	✓	☐	⚠
Demo, Student 2	9999990002	1	3	1	☐	✓	☐	N/A
Demo, Student 3	9999990003	1	3	1	☐	✓	☐	⚠
Demo, Student 4	9999990004	1	1	0	⚠	N/A	N/A	☐

To navigate to the Student Listing IAB Report by Block:

1. On the School Listing IAB Report by Block ([Figure 46](#)), click  next to the school name.
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 **Blocks**.

- d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**.
4. *Optional:* If students completed multiple test opportunities, you can select the **Show All Opportunities** button to display data for all completed opportunities.



**Note:** For HSA Science, ORS will report results for the test opportunity corresponding to a student's performance on the highest opportunity.

For IAB and ICA, ORS will report results for the test opportunity corresponding to a student's performance on their most recent opportunity.

[Table 20](#) lists the columns appearing in the Student Listing IAB Report by Block.

Table 20. Columns in the Student Listing IAB Report by Block

Column	Definition
Name	Name of student.
SSID	The student's unique identifier.
Opportunities Taken	Number of test opportunities in which the student submitted at least one block.
Number of Blocks Tested	Number of blocks student completed on the most recent test opportunity.
Number of Blocks Above Standard	Number of blocks in which the student scored above standard on the most recent test opportunity.
[Block Names]	Student's performance for the block. See <a href="#">Table 21</a> for an explanation of the icons in this column.

[Table 21](#) lists the icons associated with block-level performance.

Table 21. Icons Associated with Block-Level Performance

Icon	Definition
	Student scored below-standard.
	Student scored at/near-standard.
	Student scored above-standard.
N/A	Student did not submit the block.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Student Listing Report Page](#), and [Using the ORS Banner](#).

## Viewing Individual Student IAB Reports

The Individual Student IAB Report provides detailed information for an individual student's performance. [Table 22](#) describes the columns in the Individual Student IAB report. Information icons  appear beside tables and other data elements on the Individual Student IAB report. You can hover over these icons to view more information about the data.

*To navigate to the Individual Student IAB Report:*

1. On the Student Listing IAB Report by Block ([Figure 47](#)), 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 **Block**.
  - d. From the **When** drop-down list, select **Current Admin**.
3. Click **View**.
4. *Optional:* If the student completed multiple opportunities for the same assessment, a list of completed opportunities appears in the Student Information table. You can select which opportunity's data you wish to view in the ISR:
  - a. From the Student Information table, click the button for the opportunity that you wish to view. The score details for that opportunity appear.

Figure 48. Individual Student IAB Report

**Individual Student Report**

*How did my student perform on the test?*

**Test:** Smarter Interim Assessment Blocks ELA/Literacy Grade 3

**Year:** 2017-2018

**Name:** Demo, Student 1

Student Information on the Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test: Demo, Student 1, 2017-2018

Name	Opportunity
Demo, Student 1 <input type="text" value=""/>	#1 4/24/2018

Performance on the Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test, by Block: Demo, Student 1, 2017-2018

Block		Achievement Category
Read Literary Texts	N/A	N/A
Read Informational Texts	N/A	N/A
Brief Writes	N/A	N/A
Listen/Interpret		Below Standard
Research	N/A	N/A
Opinion Performance Task	N/A	N/A
Editing		Above Standard
Language and Vocabulary Use		At/Near Standard
Revision	N/A	N/A

Table 22. Columns in the Individual Student IAB Report

Column	Definition
Name	Name of student.
Opportunity	Test opportunity number and the date the opportunity was completed.
Block	Name of the block.
Achievement Category	Student’s performance for the block on the most recent test opportunity. See <a href="#">Table 21</a> for an explanation of the icons.

For information about the actions you can perform on this report, see the sections [Working with Score Report Features](#), [Printing Reports from the Individual Student Report Page](#), 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.

## Generating a Summary Statistics Report

The **Summary Statistics** page (see [Figure 49](#)) displays statistics for students who have tested with a valid score at each completed opportunity for a selected assessment, administration, and test name.



**Note:** The Summary Statistics Report is not available for the Smarter IABs.

Figure 49. Summary Statistics Page

### Summary Statistics

#### Step 1: Choose What

Test:

Administration:

Test Name:

[Generate Report](#)

### Performance on the Smarter Summative ELA/Literacy Grade 3 Test: Training Complex A, 2017-2018

#### Legend

0 - not tested 1 - tested bold - % [ ] - count

Name	% Tested at each Opportunity & Count		% at Level 3 or Above by Opportunity	% at Level 3 or Above Across Opportunities
Training Complex A (001)	0	0% [4]	N/A	57
	1	100% [946]	57	
Complex A (010)	0	0% [0]	N/A	59
	1	100% [233]	59	
Complex B (011)	0	0% [1]	N/A	59
	1	100% [239]	59	
Complex C (012)	0	1% [3]	N/A	55
	1	99% [474]	55	

To generate a summary report:

1. From the **Reports & Files** drop-down list in the banner, select **Summary Statistics**. The **Summary Statistics** page opens (see [Figure 49](#)).
2. From the available drop-down lists, select the parameters for your report:
  - **Test:** Select the assessment category (such as Smarter Summative).
  - **Administration:** Select an administration period (such as 2018-2019).
  - **Test Name:** Select a test name (such as Grade 3 ELA).
3. Click **Generate Report**. The report appears at the bottom of the page. See [Table 23](#) for a description of the report columns.

Once the report generates, you can also do the following:

- To print the report, click **Print** in the banner. For more information, see [Printing Reports in the ORS](#).
- To export the report, click **Export** from the banner.

Table 23. Summary Statistics Report Column Descriptions

Data Column	Description
% Tested at each Opportunity & Count	<p>Displays the percent of students whose tests have a “reported” status for the corresponding opportunity number (including students who have completed additional opportunities).</p> <p>This table includes a sub-row for each opportunity number that was completed by at least one student, as well as a row for students who have completed no opportunities (opportunity 0).</p> <p>For example, the value next to opportunity number “1” indicates the percentage of students whose tests are in “reported” status for the first opportunity.</p> <p><a href="#">Table 24</a> lists the number of tests available for each assessment.</p>
[#]–Student count	<p>Shows the number of students who have completed the corresponding opportunity number. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.</p>
% Level 3 or Above by Opportunity	<p>Displays the percentage of students who are at level 3 or above for the corresponding opportunity number (including students who have completed additional opportunities). This calculation is based on the number of tests that have been completed and scored.</p>
% Level 3 or Above Across Opportunities	<p>Displays the total percentage of students who are at level 3 or above in any of the available opportunities in the testing window. This calculation is based on the number of tests that have been completed and scored.</p>

The values in the Summary Statistics table are cumulative within a test window. Therefore, the percentage of students who have completed the first opportunity will include both the students who have only taken their first opportunity as well as those students who have taken the first opportunity

and gone on to take a second opportunity. Similarly, the percentage of students who are proficient by opportunity will display the pass rate for all students who took that specific opportunity, regardless of whether they went on to take the second opportunity.

For example, if two students completed opportunity 1, they will both be included in the calculations for opportunity 1. If only one student goes on to complete opportunity 2, only that student will be considered in the calculations for opportunity 2.

Table 24. Test Opportunities Available Per Assessment

Assessment Name	Allowed Opportunities
Smarter Summative	1
Smarter ICA	5
EOC Exams	1
HSA-Alt	1
HSA (HSA Science Assessments)	1 (Fixed Form) 2 (Not Fixed Form)

## Retrieving Student Results

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

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 50. Retrieve Student Results Page

**Retrieve Student Results & My Inbox**

Create New Data File to Download

**Step 1: Choose What**

Report Type: PDFs of Student Reports

Test: Smarter Summative

Administration: 2017-2018

Tested Grade: \* All Grades

Download Format: PDF

PDF Type: Detailed ISR

Report Format: Include all ISRs in a Single PDF

Filter By: All

[Export to Inbox](#)

**Step 2: Choose Who**

Complex area: Training Complex Area A (99)

Complex: Demo School Group 2 (99998)

School: All

2. In the *Step 1: Choose What* section, select the following report parameters:
  - a. **Report Type:** Select a report. The available options are **Student Data** and **PDF of Student Reports**.
  - b. **Test:** Select an assessment category (such as Smarter Summative).
  - c. **Administration:** Select an administration period (such as 2018-2019).
  - 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. **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 a comma-separated values file (CSV), if available.

In the Student Data Report (spreadsheet document), students' performance on each claim is reported in three categories: (1) Below Standard, (2) At/Near Standard, and (3) Above Standard and is evaluated with respect to the Level 3 cut score of the overall test. Students performing at either "Below Standard" or "Above Standard" can be interpreted to mean that their performance is below or above the Level 3 cut score of the overall test for a specific claim. For students performing at "At/Near Standard," this can be interpreted to mean that students' performance does not provide enough information to indicate whether students have reached the Level 3 cut score of the overall test for the specific claim.

The performance category that a student receives for each claim is based on that student's scale score for the claim and the uncertainty (standard error) of the claim scale score. Due to the nature of adaptive testing, the standard error of measurement can vary from student to student. Therefore, if two students receive a claim scale score that is the same, the performance category that they receive for that claim could still be different.

- **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 a spreadsheet (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. **PDF Type** (available for the PDF of Student Reports option only): Select the level of detail to include on the ISR. You can select from the following options:
    - **Simple ISR:** Includes the student's overall performance table, along with the barrel graph, comparison scores table, performance on claims table, and student's writing performance (for ELA tests only).
      - **Addendum** (optional): To include a one-page interpretive guide for understanding the simple ISR, select **Help Page** from the **Addendum** drop-down list that appears after selecting **Simple ISR**.
    - **Detailed ISR:** Includes all the information available on the Simple ISR along with a detailed claim description (including the next steps recommended for a student) and a trend graph (for applicable assessments only).
  - g. **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 complex areas, complexes or schools must select an entity.
    - a. **Complex Area:** Select a complex area, if applicable.
    - b. **Complex:** Select a complex, if applicable.
    - c. **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.
    - d. **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.

- e. **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](#).



**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.

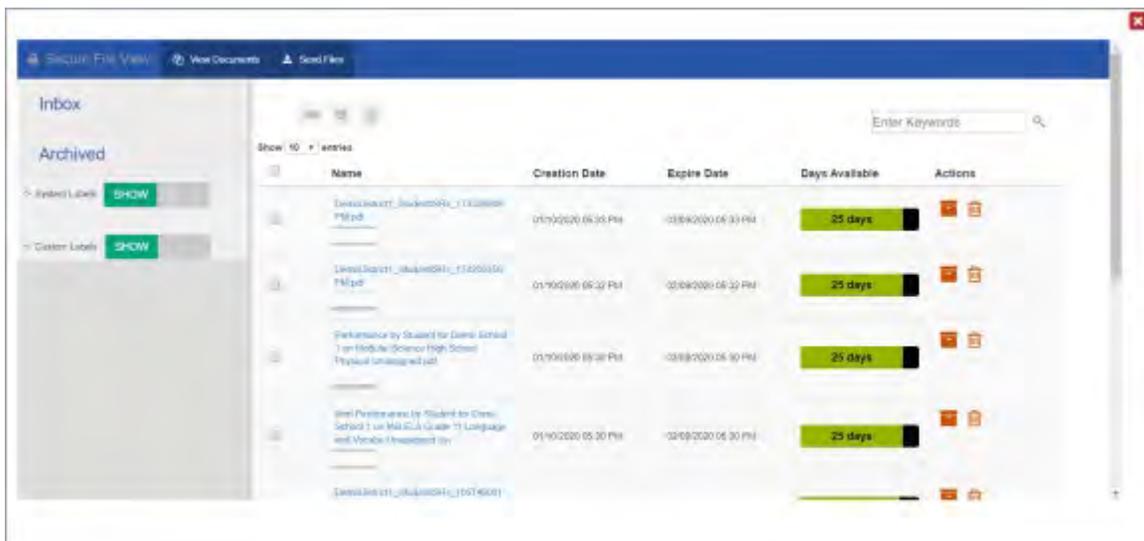
### Accessing Files from the Inbox

The Inbox lists the student data files and reports that you generate from the **Retrieve Student Results** page as well as the PDFs of ISRs generated on the **Student Listing Report** page and **Student Search Results** page. You will receive an email notifying you when the files you export to the Inbox are ready for download. Inbox files automatically expire after 30 days, unless you archive them. You can add custom labels to your Inbox files, which can be hidden based on your preferences. You can also use the Inbox to send files to other educators.



**Note:** The Inbox also stores any file exports you create in TIDE or Centralized Reporting, as well as secure files that have been externally uploaded to the Inbox and that you have privileges to view. The Inbox displays optional labels showing you which system each file came from.

Figure 51. Inbox



To access files stored in the Inbox:

1. In the banner, click **Inbox**. The **Inbox** window opens, listing available files (see [Figure 51](#)).
2. Select a file from the available tabs:
  - o **Inbox:** Displays all the files except for those that you have archived.

- **Archived:** Displays files that you archived.
3. To download a file, click the name of that file.
  4. *Optional:* To add a custom label to an Inbox file, mark the checkbox for that file and click  at the top of the window. In the menu that appears, create or select the labels that you wish to add. You can add multiple labels to the same file.
    - a. If you need to create a new label, enter the label text in the text field and click **Save New Label**.
    - b. To apply a label to the file, mark that label's checkbox and click **Apply Label**.
  5. *Optional:* To hide labels from the **Inbox** window, set the **System Labels** and **Custom Labels** toggles to **Hide**, as needed. To show these labels again, set their toggles to **Show**.
  6. *Optional:* To filter the files by keyword, enter a search term in the text box above the list of files. To filter the files by label, mark the checkbox for the desired labels on the left panel.
  7. *Optional:* To archive a file, click  beside a file in the Inbox.



**Note:** You cannot archive secure documents that have been externally uploaded to the Inbox and that you have privileges to view.

## Sending Files from the Inbox

You can send a file or files from TIDE to individual recipients by email address or to groups of recipients by user role.

1. From the ORS banner (see [Figure 8](#)), select **Inbox**. The **Inbox** page appears. By default, TIDE displays the View Documents tab.
2. Select the Send Files tab. The Send Files page appears (see [Figure 52](#)).

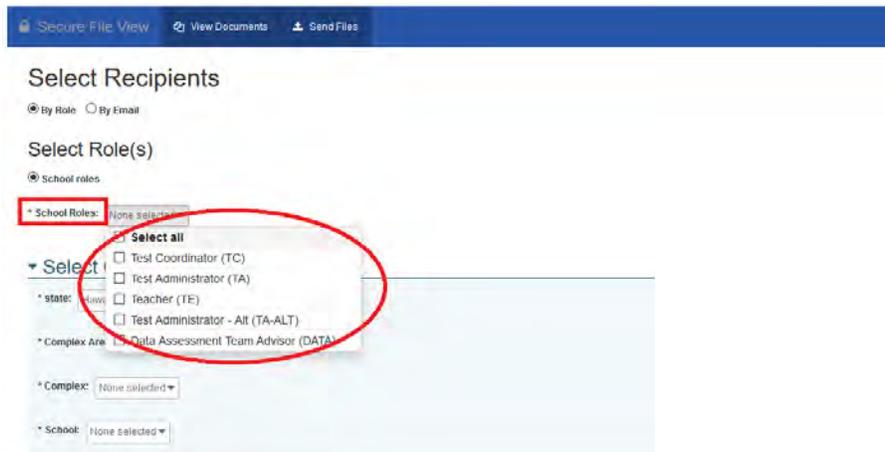
Figure 52. Inbox – Send Files

3. In the *Select Recipients* field, do one of the following:
  - a. Select **By Role** to send a file or files to a group of users by user role.
  - b. Select **By Email** to send a file or files to a single recipient by email address.

If you select **By Email**, skip to step [7](#) below.

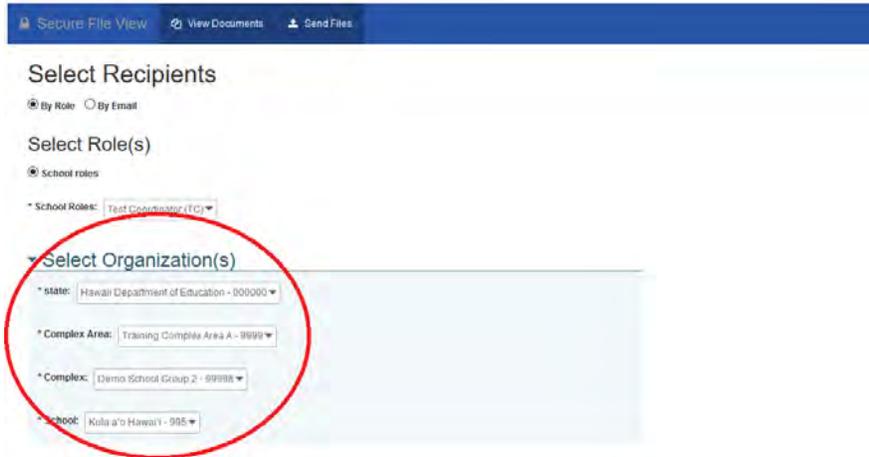
4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears (see [Figure 53](#)).

Figure 53. Send Files – Select Roles



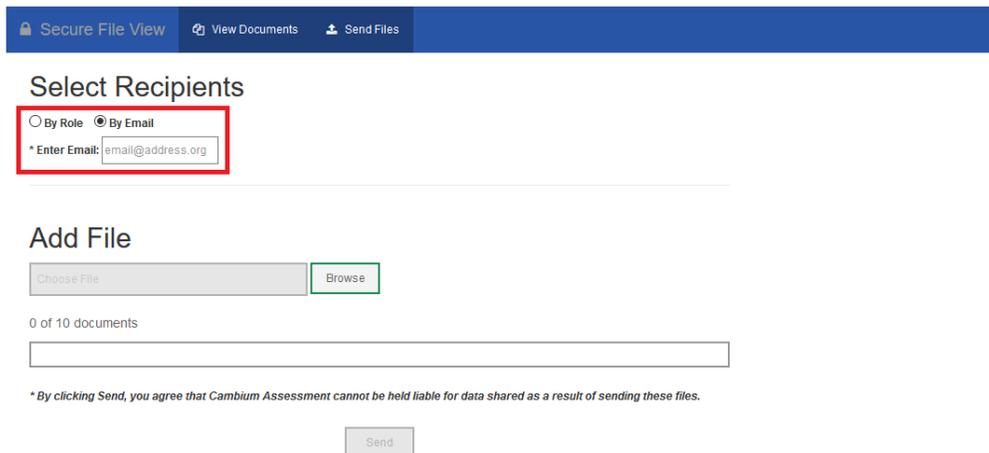
5. From the drop-down list, select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.
6. From the *Select Organization(s)* drop-down lists, select organizations that will receive the file(s) you send (see [Figure 54](#)). These drop-down lists adhere to TIDE's user role hierarchy. For example, complex-level users will be able to filter at their role level and below.

Figure 54. Send Files – Select Organization(s)



7. If you selected **By Role** in step 3 above, skip this step. If you selected **By Email** in step 3 above, enter the email address of the recipient to whom you wish to send a file or files (see [Figure 55](#)).

Figure 55. Send Files – By Email



8. To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
9. Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
10. Select **Send**.

## Understanding the PDF of Individual Student Reports Zip File

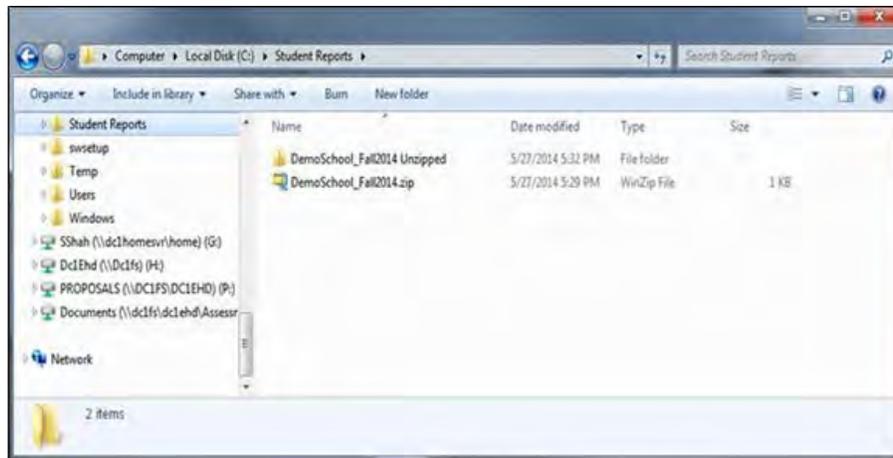
The **PDF of Student Reports** option on the **Retrieve Student Results & My Inbox** page creates a Zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected entity. It also includes a manifest, which is a spreadsheet (CSV) file that lists all the PDFs included in the Zip file. If multiple complexes are selected, separate zip files are created for each complex.



**Note:** The **Print** tool on the **Student Listing Report** page allows you to create a similar Zip file for all the students listed on the report. However, the manifest file is not included.

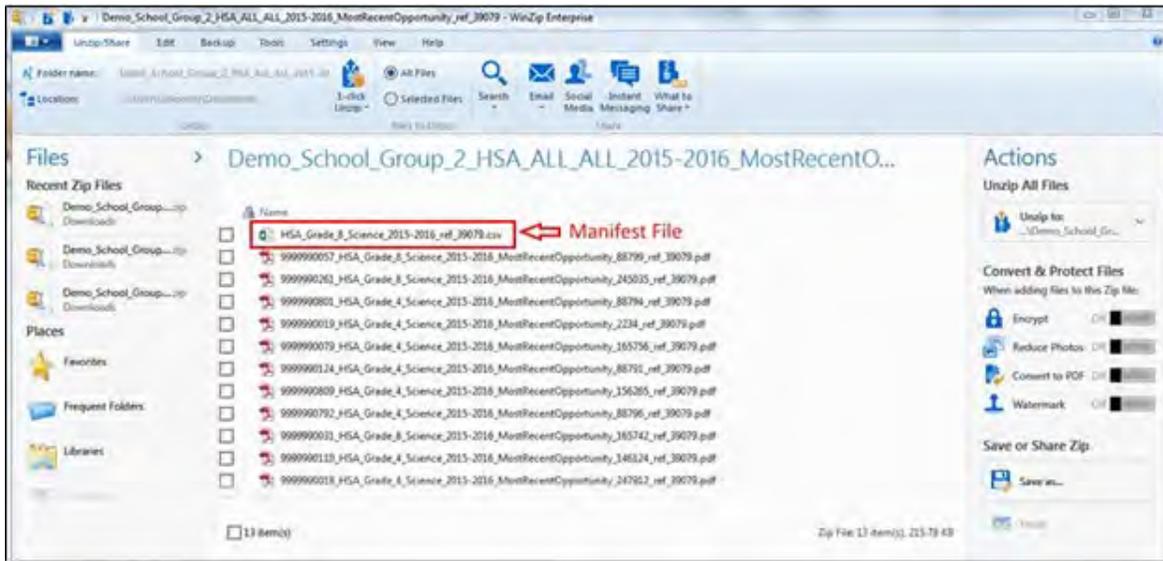
You can unzip the file (see [Figure 56](#)) after you have downloaded the file on your computer.

Figure 56. Zip File of PDFs of Student Reports



The Zip file also contains a manifest, which is a spreadsheet (CSV) file that lists all the PDFs included in the Zip file as shown in [Figure 57](#).

Figure 57. Manifest File with PDF References



**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.

## 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. This feature is accessible at all times except when TIDE is unavailable as a result of scheduled maintenance.

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.

You can only create rosters of students within your level of access. For example, a principal can add any student in his or her school to a group, whereas teachers can only create rosters from students in their classes. Test Coordinators or Principals can create custom rosters for teachers who are not associated with particular students in Infinite Campus (e.g., a teacher who provides specialized services for identified students) so that these teachers can view results for the students.



**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**.



### **Policy: About Rosters for E-School Teachers**

E-School teachers may also request access to view student score reports using rosters in the Online Reporting System (ORS). There are two ways in which E-School teachers can access student score reports.

- The E-School Test Coordinator will assist CAI in distributing student scores to all E-School teachers after the close of each testing window. E-School teachers will receive from the E-School Test Coordinator a list with their students' scale scores, performance levels (achievement levels for Smarter Balanced Assessments), and reporting categories (claims for Smarter Balanced Assessments), within seven days of the closing of the testing window.
- For more immediate access to their students' scores, E-School teachers will need to be added as a Teacher (TE) in TIDE by the Test Coordinator at each student's school. Once their Teacher role has been activated in TIDE, school Test Coordinators need to create a custom roster in TIDE in order to grant E-School teachers access to their students' scores at each home school in the ORS. To request access to the ORS, E-School teachers should contact the E-School Test Coordinator, who will then contact the Test Coordinator at each student's home school to request that the E-School teacher be added to TIDE.

E-School teachers who have been granted access to the ORS must use the Search Students feature to immediately access students' scores. They can search students' scores using their names or SSIDs. E-School teachers can access students' scores from the home page 24 hours after they have been granted access to the ORS. For information on searching for students' scores, see Searching for Specific Students' Score Reports.

## 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, complex or complex area. Teachers cannot create rosters for other teachers.

When creating rosters, it is recommended to follow the guidelines below:

- Rosters should ideally include about 25-30 students. If a roster is too large or too small, it may affect the credibility and usefulness of the data.
- When naming rosters, a clear and consistent naming convention should be used that indicates the grade, class name, teacher, period as applicable. For example, an elementary school roster may be named 'Gr3Jones17-18' and a secondary school roster may be named 'AikenPeriod3Eng9A17-18'.



**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:*

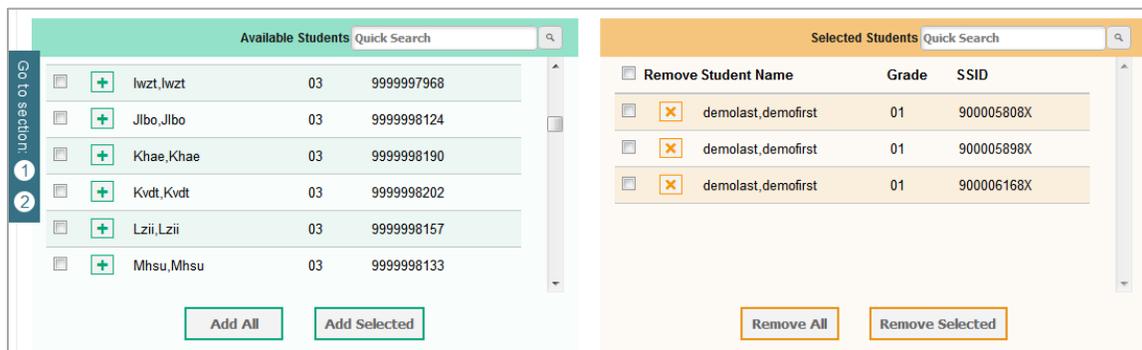
1. In the banner (see [Figure 8](#)), click **Add Rosters**. The **Add Rosters** page opens (see [Figure 58](#)).

Figure 58. Add Rosters Page

2. In the *Search for Students to Add to the Roster* panel, enter the necessary search criteria to search for students.
3. *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
  - a. To include the additional search criterion in the search, select it and click **Add**.
  - b. *Optional:* To delete an added search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.
4. Click **Search**. The list of retrieved students appears in the *Available Students* panel.

5. In the *Available Students* panel (see [Figure 59](#)), do the following:
  - a. In the *Roster Name* field, enter a name for the roster.
  - b. From the **Teacher Name** drop-down list, select a teacher or a school-level user.
  - c. *Optional*: To include former students in the **Add Roster** form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
  - d. To add students, from the *Available Students* list, do one of the following:
    - 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 59. Student Roster Panels



- e. 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 8](#)), click **Upload Rosters**. The **Upload Roster** page appears (see [Figure 60](#)).

Figure 60. Upload Roster Page

2. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type.
3. Open the template file in a spreadsheet application.
4. Using [Table 25](#) 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 61](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 61. File Upload Preview

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	9999	me@email.org	Roster A	9999999989

7. Click **Next** to validate the file. Any errors (⚠️) or warnings (🚩) are displayed on the **Validate** page (see [Figure 62](#)).



**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 62. Validation Page

Upload Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

[Download Validation Report](#)

Review the validation results, then click **Continue with Upload**. [more info](#)

The number of errors in your file exceed what is allowed. You can resolve the errors by opening the Guidelines tab and using the valid values for each field.

Step 3: Validate

Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

Enter search terms to filter search result

Row Number	District ID	School ID	Email address	Roster name	EDUID
1	99	9999	me@email.org	Roster A	9999999989

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)



**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 25](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 25. Columns in the Rosters Upload File

Column Name	Description	Valid Values
School-ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the complex ID. Can be blank when adding complex-level rosters.

Column Name	Description	Valid Values
User-Email*	Email address of the teacher associated with the roster.	Email address of a teacher existing in TIDE.
Roster-Name*	Name of the roster.	Up to 50 characters.
Student-SSID*	Student's unique identifier.	Up to 10 digits.
Action	Action column to add or delete students from the roster.	One of the following: Add—Add student to roster. Delete—Remove student from roster.

\*Required field.

## Viewing and Modifying a Roster

Authorized users can view and modify rosters associated with their complex area, complex or school.

To view or modify a roster:

- From the banner (see [Figure 8](#)), click **View Rosters**. The **View/Edit Rosters** page opens (see [Figure 63](#)).

Figure 63. View/Edit Roster Page

The screenshot shows the 'View/Edit Roster' page. At the top, there is a header 'View/Edit Roster' and a message: 'Use this page to view, edit, or delete rosters. [more info](#)'. Below this is a search panel titled 'Search for Rosters to Edit'. The panel contains several dropdown menus for search criteria: '\*Role:' (Test Coordinator (TC)), '\*Roster Type:' (None selected), '\*Complex Area:' (Training Complex Area A), 'Teacher Name:' (-Select-), '\*Complex:' (Demo School Group 2 - 99), and '\*School:' (Kula a'o Hawai'i - 995). A 'Search' button is located at the bottom right of the search panel.

- In the *Search for Rosters to Edit* panel, enter the necessary search criteria to search for rosters.
- Click **Search**. The list of retrieved rosters appears (see [Figure 64](#)).

Figure 64. Retrieved Rosters (Partial View)

The screenshot shows a table of retrieved rosters. At the top left, there are icons for print and delete. A note states: 'Note: For multiple roster selection, you may print 50 students at a time.' Below the note, it says 'Number of rosters found: 1000' and there is a search input field with the placeholder text 'Enter search terms to filter search results'. The table has columns for 'Edit', 'Roster Name', 'Grades In Roster', and 'Number Of Students'. Two rows are visible, both with 'AugRoster1' as the Roster Name. The first row has '05' for Grades In Roster and '1' for Number Of Students. The second row has '13' for Grades In Roster and '1' for Number Of Students. Each row has an 'Edit' icon in the first column.

Edit	Roster Name	Grades In Roster	Number Of Students
	AugRoster1	05	1
	AugRoster1	13	1

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 58](#)).
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 user-defined roster if required. The roster will be deleted from ORS, Centralized Reporting, and TIDE. Deleting a roster will not remove 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 8](#)), click **Edit Rosters**. The *Edit Rosters* page opens (see [Figure 63](#)).
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 64](#)).

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 8](#)), click **Edit Rosters**. The **Edit Rosters** page opens (see [Figure 63](#)).
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 64](#)).
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 SSID 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:

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



**Note:** If the student you are looking for does not belong to the student population you selected on the **Homepage Dashboard**, ORS cannot locate the student. For example, if on the **Homepage Dashboard** page you select the radio button to show data for your current students only and the student you are searching for is no longer your student, no records will be retrieved. 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](#).

2. In the banner (see [Figure 8](#)), click **Search Students**. The **Search Students** window opens.

Figure 65. Student Search Pop-up Window

3. From the **School Year** drop-down list, select the school year you want to limit your search to.
4. Enter the appropriate search criteria:
  - If searching for students by SSID, enter up to 20 students' full SSIDs. If you are entering multiple queries, you must separate each one with a comma.
  - If searching for students by name, enter a student's exact first name, last name, or both in the text boxes provided. This option is not available for state-level user roles.
5. Click **Search**. If the search results in a match, the students' information appears on the **Student Search Results** page (see [Figure 66](#)).

Figure 66. Student Search Results Page

**Student Search Results**

Print Selected Tests

Last Name ^	First Name	Date of Birth	SSID	School
Demo	Student 1	11/10/2001	9999990123	Demo School 1
2017-2018HSA-Alt	<input type="checkbox"/> Hawai'i State Alternate Assessment ELA Grade 3		<input type="checkbox"/> Hawai'i State Alternate Assessment Mathematics Grade 3	
2016-2017 Smarter ICA	<input type="checkbox"/> Smarter Interim Comprehensive Assessment ELA/Literacy Grade 3			
2016-2017 Smarter IAB	<input type="checkbox"/> Smarter Interim Assessment Blocks ELA/Literacy Grade 3		<input type="checkbox"/> Smarter Interim Assessment Blocks Mathematics Grade 3	
2017-2018 Smarter ICA	<input type="checkbox"/> Smarter Interim Comprehensive Assessment ELA/Literacy Grade 3			
	<input type="checkbox"/> Smarter Interim Comprehensive Assessment Mathematics Grade 3			

6. To view the tests a student has taken, click + in the first column. The student row expands.
7. To view the student's ISR for a test, click the test name.
  - 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 [Printing ISRs from the Student Search Results Page](#).



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

- For information about the Individual Student Report, see [Viewing Individual Student Reports](#).
- To return to the search results page, click **Back to search results**.

## Appendix A. Scale Score Ranges by Achievement Levels

Table 26. Smarter Balanced Scale Score Ranges by Achievement Levels

Grade	Content Area	Achievement Level			
		Level 1	Level 2	Level 3	Level 4
3	ELA/Literacy	2114–2366	2367–2431	2432–2489	2490–2623
	Mathematics	2189–2380	2381–2435	2436–2500	2501–2621
4	ELA/Literacy	2131–2415	2416–2472	2473–2532	2533–2663
	Mathematics	2204–2410	2411–2484	2485–2548	2549–2659
5	ELA/Literacy	2201–2441	2442–2501	2502–2581	2582–2701
	Mathematics	2219–2454	2455–2527	2528–2578	2579–2700
6	ELA/Literacy	2210–2456	2457–2530	2531–2617	2618–2724
	Mathematics	2235–2472	2473–2551	2552–2609	2610–2748
7	ELA/Literacy	2258–2478	2479–2551	2552–2648	2649–2745
	Mathematics	2250–2483	2484–2566	2567–2634	2635–2778
8	ELA/Literacy	2288–2486	2487–2566	2567–2667	2668–2769
	Mathematics	2265–2503	2504–2585	2586–2652	2653–2802
11	ELA/Literacy	2299–2492	2493–2582	2583–2681	2682–2795
	Mathematics	2280–2542	2543–2627	2628–2717	2718–2862

## Appendix B. Printing Reports in the ORS

The **Print** tool in the banner (see [Figure 8](#)) 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:*

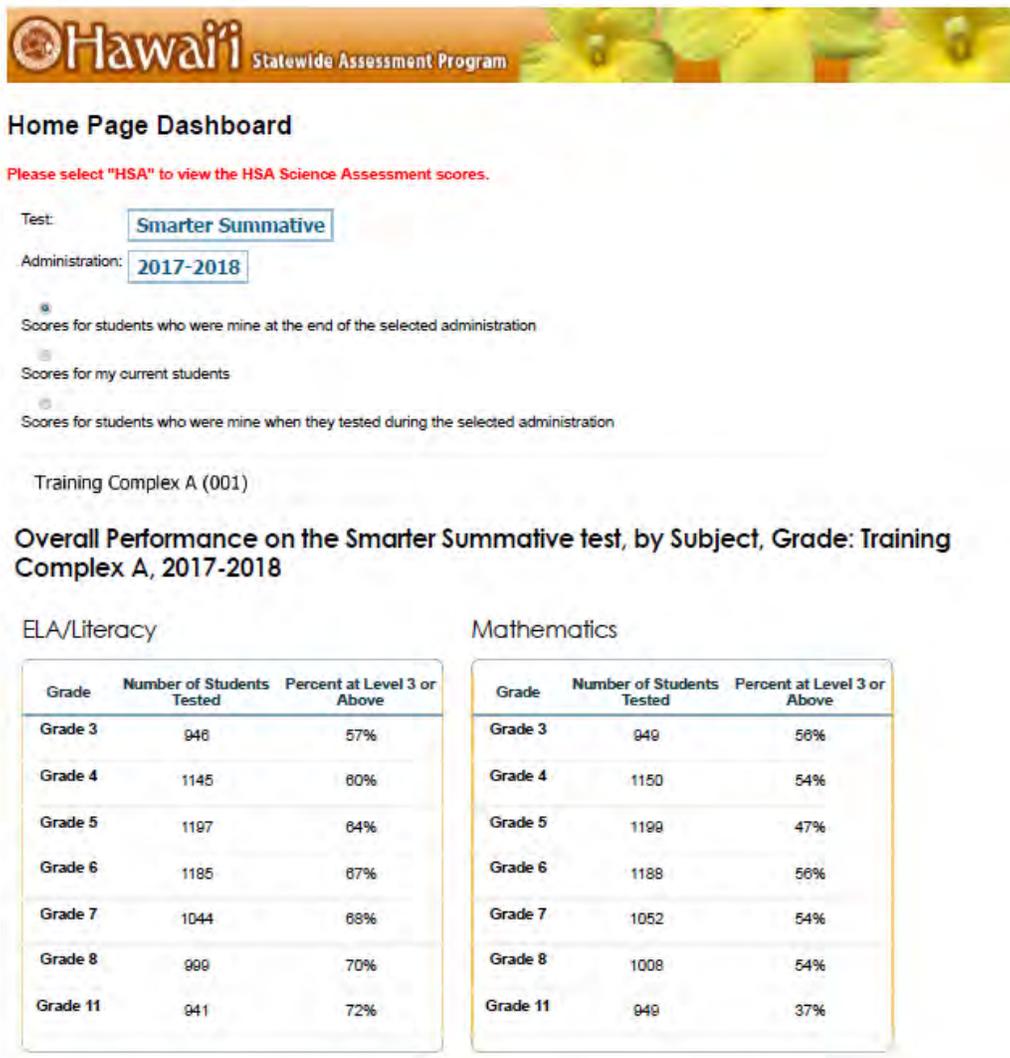
1. From the banner (see [Figure 8](#)), click **Print**. A browser- and computer-specific print dialog window appears.



**Note:** When printing from the **Student Listing Report** page (see [Figure 24](#)), the **Individual Student Report** page (see [Figure 25](#)), or the **Student Search Results** page (see [Figure 66](#)), you must specify additional print options before printing.

2. From the print dialog window, select the required print settings.
3. Print the page. The printed report will include the data displayed on the page (see [Figure 67](#) for a sample printout of the **Homepage Dashboard**).

Figure 67. Printed Report: Homepage Dashboard



## Printing Reports from the Student Listing Report Page

The **Print** tool on the *Student Listing Report* page (see [Figure 24](#)) opens a print pop-up window that allows you to do the following:

- Print the Student Listing Report
- Print PDFs of ISRs

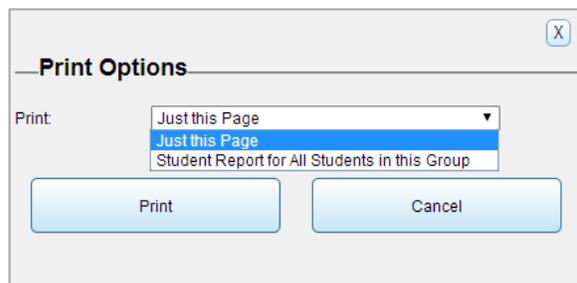
## Print Student Listing Report

You can print the data displayed on the *Student Listing Report* page.

To print the *Student Listing Report* page:

1. In the banner, click **Print**. The print pop-up window opens (see [Figure 68](#)).
2. From the **Print** drop-down list, select **Just this Page**.
3. Click **Print**. The print dialog window opens.
4. Specify the print settings and print the *Student Listing Report* page.

Figure 68. Student Listing Report Print Window



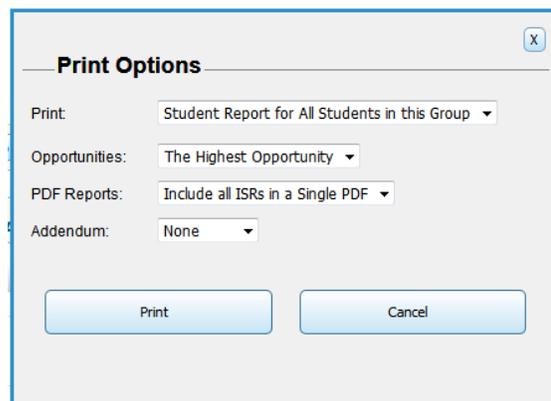
## Print PDFs of ISRs from the Student Listing Report Page

On the *Student Listing Report*, you can use the print tool to generate PDFs of individual student reports for all the students listed on the report.

To print PDFs of ISRs from the *Student Listing Report* page:

1. In the banner, click **Print**. The print options window opens (see [Figure 69](#)).
2. From the **Print** drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.

Figure 69. Student Listing Report Print Options



3. For tests with multiple opportunities, an **Opportunities** drop-down list appears. From this drop-down list, you can select which opportunities to print:
  - **The Highest Opportunity**: Prints each student's highest scoring test opportunity.
  - **All Opportunities**: Prints all the test opportunities taken by each student.
4. From the **PDF Reports** drop-down list, select the type of PDF report you want to generate:
  - To generate individual PDFs for each ISR, select **One PDF per ISR in a zip file**.
  - To include all the ISRs in a single PDF file with each ISR listed on a separate page, select **Include all ISRs in a Single PDF**.

5. In the **Addendum** drop-down list, select "Help Page" to include the one-page interpretive guide for understanding the ISR.
6. Click **Print**. A message appears, indicating that you will be notified via email once the report is generated.
7. After receiving the email, click **Inbox** in the banner.
8. Locate the required file in the Inbox and click the file name to download it.

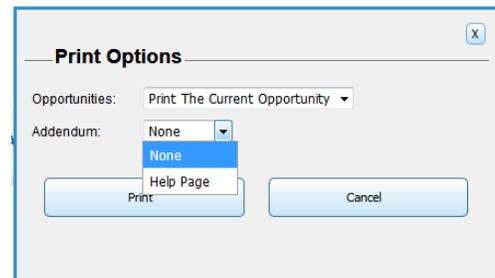
## Printing Reports from the Individual Student Report Page

The **Print** tool on the *Individual Student Report* page (see [Figure 25](#)) allows you to generate a PDF file of the student's ISR for the selected test opportunities.

*To print reports from the Individual Student Report page:*

1. In the banner, click **Print**. The print options window opens (see [Figure 70](#)).
2. In the **Addendum** drop-down list, select "Help Page" to include the one-page interpretive guide for understanding the ISR.

Figure 70. ISR Print Options



3. For tests with multiple opportunities, an **Opportunities** drop-down list appears. From this drop-down list, you can select which opportunities to print:
  - **Print The Current Opportunity:** Prints the test opportunity you are currently viewing.
  - **Highest Opportunity:** Prints the student's highest scoring test opportunity.
  - **All Opportunities:** Prints all the test opportunities taken by the student.
4. Click **Print**.

## Printing ISRs from the Student Search Results Page

You can print PDF files of a student's Individual Student Reports directly from the *Student Search Results* page (see [Figure 66](#)). You can either print a single ISR for a student or generate a Zip file of multiple ISRs for a single student.

*To print ISRs for a student in the search results:*

1. After performing a successful search, click + in the first column of the student whose ISR you wish to print.



**Note:** If there are multiple students listed in the search results, you can only print ISRs for one student at a time.

2. Mark the checkbox for each test whose ISR you wish to print.
3. Click **Print Selected Tests** above the search results. The **Print Options** window appears.
4. Select the required print options from the available drop-down lists (for descriptions of the available options, see the section [Print PDFs of ISRs from the Student Listing Report Page](#)).



**Note:** If you select multiple tests to print, and the ISRs for those tests have different print options, then the print options you select will apply only to the ISRs that support those options. For example, if you print 10 ISRs, of which only two support other languages, then the option you select from the **Language** menu will apply only to the two ISRs that support that setting. If the language options are different for each test, and you choose an option that is not supported for all the selected tests, then any ISRs that do not support that option will print with the default option.

5. Click **Print**.

For more information about performing searches, see [Searching for a Student's Score Reports](#).

## Appendix C. User Support

For additional information and assistance in using TIDE, contact the HSAP Help Desk.

The Help Desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. Hawaiian Standard Time (except holidays or as otherwise indicated on the HSAP Portal at [alohahsap.org](https://alohahsap.org)).

**HSAP Help Desk**

Toll-Free Phone Support: 1-866-648-3712

Email Support: [hsaphelpdesk@cambiumassessment.com](mailto:hsaphelpdesk@cambiumassessment.com)

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the <https://alohahsap.org/> portal website in the **Resources >> Technology** section.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- SSIDs of affected students
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure Browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

## Appendix D. Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Location	Change	Date