Appendix Q

Online Reporting System (ORS) User Guide

Online Reporting System

User Guide

2020–2021

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Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, Online Reporting System and related systems are property of Cambium Assessment, Inc. (CAI) and are used with the permission of CAI.

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), which provides score reports for each student who takes the I AM, ILEARN, IREAD-3, and ISTEP+ assessments.

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

Organization of this User Guide

This user guide includes the following sections:

- Section I, Overview of ORS , provides an introduction to ORS and describes its available user roles.
- Section II, Accessing ORS, includes instructions for logging in and out of ORS and switching between different Indiana Assessment Program systems.
- Section III, Understanding the ORS Interface, describes the layout and key features of 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 ORS.
- Appendix A, Printing Reports in ORS, explains how to print reports in ORS.
- Appendix B, User Support, provides Help Desk information.

Intended Audience

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

Users should be familiar with using a web browser to retrieve data and fill out web forms. File download features require familiarity with using a spreadsheet application and working with comma separated value (CSV) files.

Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration see the relevant Test Administration Manual (TAM) for each Indiana assessment.
- For information about which operating systems and browsers are supported, see the Secure Browsers page on the Indiana Assessment Portal, https://indiana.portal.cambiumast.com/secure-browsers.stml.
- For information about student and user management, see the TIDE User Guide https://ilearn.portal.cambiumast.com/resources/cai-systems-user-guides-taae/.
- For information about internet and network requirements, general software requirements, and configuring text to speech settings, see the Technology Setup for Online Testing Quick Guide and the Additional Configurations and Troubleshooting Guides https://ilearn.portal.cambiumast.com/resources/technology-guides/.

Section I. Overview of ORS

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

- **Score Reports:** Provides performance data for Indiana ILEARN, IREAD-3, I AM, and ISTEP+ assessments. These reports allow users to compare performance data between students, rosters, and other institutions. Score reports in ORS provide information about student performance on the overall test subject, as well as the content categories within a subject, such as reporting categories.
- **Reports & Files:** Provides downloadable student data files containing test scores and demographic information for corporations and schools. Bulk printing of student Individual Student Reports (ISRs) can also be accessed in this location.

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

Please keep in mind the following information when reviewing scores in ORS. Although assessment results provide valuable information to understand students' performance, these scores and reports should be used with caution.

Please note:

- Although student scores may be used to help make important decisions about students' progress or teachers' instructional planning and implementation, the assessment results should not be relied on as the only source of information to make decisions.
- Given that assessment results provide limited information, other sources of data on student performance, such as classroom assessment and teacher evaluation, should be considered when making decisions on student learning.

Note: Some data in ORS is released as preliminary data prior to final score data. Preliminary data can be used to gauge students' achievement on various assessments but should not be considered final until July 1, 2021 as determined by the state.

Understanding User Roles and Permissions

Access to ORS reports and features depends on user role. Data can be viewed by associated entity (such as a corporation 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 ORS.

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

Access Level and Roles*	Corporation				School					
	CTC	CITC	COOP	CR	NPSTC	STC	SITC	TA	SR	PR
Score Reports										
School Listing	✓		✓	✓						

Access Level and Roles*	**Corporation**				**School**					
	CTC	**CITC**	**COOP**	**CR**	**NPSTC**	**STC**	**SITC**	**TA**	**SR**	**PR**
Teacher Listing	✓		✓	✓	✓	✓			✓	✓
Roster Listing	✓		✓	✓	✓	✓		✓	✓	✓
Student Listing	✓		✓	✓	✓	✓		✓	✓	✓
Individual Student Score Report (ISR)	✓		✓	✓	✓	✓		✓	✓	✓
Reports & Files										
Retrieve Student Results	✓		✓	✓	✓	✓		✓	✓	✓
Rosters										
Add Rosters	✓		✓		✓	✓				
View/Edit Rosters	✓		✓		✓	✓				
View Rosters				✓				✓	✓	✓
Upload Rosters	✓		✓		✓	✓				
Search Students	✓		✓	✓	✓	✓		✓	✓	✓

*CTC – Corporation Test Coordinator, CITC – Corporation Information Technology Coordinator, COOP – Co-op Role, CR – Corporation Reporting, NPSTC – Non-Public School Test Coordinator, STC – School Test Coordinator, SITC – School Information Technology Coordinator, TA – Test Administrator, SR – School Reporting, PR – Principal. Please note that the Principal role is for school administrators who are designated this role as part of the rescore process for ILEARN.

Section II. Accessing ORS

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

How to Log in to ORS

To log in to ORS, an authorized username and password is required.

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

To log in to ORS:

1. Navigate to the Indiana Assessment Portal (https://indiana.portal.cambiumast.com/).

2. Select the relevant program (e.g., ILEARN, IREAD-3, I AM, or ISTEP+).

Figure 1. Indiana Assessment Programs

3. Select the appropriate user role.

Figure 2. User Cards on Portal

4. Click **Online Reporting System (ORS) at the following link:** https://in.reports.cambiumast.com/. The ***Login*** page opens.

Figure 3. ORS Card on Portal

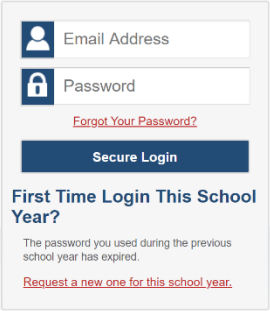
5. Enter email address and password.

6. Click **Secure Login.**

   a. If the ***Enter Code*** page appears, an authentication code is automatically emailed. The emailed code must be entered in the *Enter Emailed Code* field and click **Submit** within 15 minutes of receiving the email. (If the code has expired, click **Resend Code** to request a new code.) A code is also required if the cache has recently been cleared on the device used to access ORS.

   The ORS ***Welcome*** page appears.

Figure 4. Login Page



About Usernames and Passwords

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

- **If the first temporary link expired:**

  In the activation email received, click the second link provided and request a new temporary link.

- **If password is forgotten:**

  On the ***Login*** page, click **Forgot Your Password?** and then enter the email address in the *Email Address* field to reset the password. An email with a new temporary link is provided to reset the password.

- **If an email containing a temporary link or authentication code was not received:**

  Check the spam folder to make sure the email program did not categorize it as junk mail. If an email is not received, Corporation Test Coordinator (CTC) or School Test Coordinator (STC) should be contacted to make sure users are in TIDE.

- **Additional Help:**

  If log in is not successful, contact the Indiana Assessment Program Help Desk for assistance. The Indiana Assessment Program Help Desk can be reached at (866) 298-4256 indianahelpdesk@cambiumassessment.com.

Switching Between Indiana Assessment Program Online Systems

When any Indiana Assessment Program online system, switching between systems is available without having to log in again.

Note: Access to systems depends on user role. Navigate to the Test Delivery System (TDS) is allowed, but the navigation menu does not appear in TDS to prevent users from accidentally closing a session.

To switch between the Indiana Assessment Program systems:

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

Figure 5. System Name Drop-Down List

Logging out of ORS

When finished using ORS, log out so that unauthorized users do not access students' personally identifiable information.

Warning: Logging out of ORS will log out of other Indiana Assessment Program systems as well. However, users 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 users out after 20 minutes of inactivity.

To log out of ORS:

1. Click **Log Out** in the upper-right corner of the page.

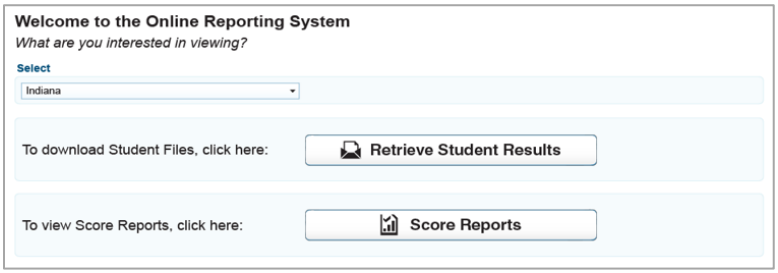
Section III. Understanding the ORS Interface

This section describes ORS features and layout.

ORS Welcome Page

Upon logging in to ORS, the ***Welcome*** page appears. From here, the report to view may be selected.

Figure 6. Welcome Page



How to view ORS reports:

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

2. Do one of the following:

   - To view score reports, click **Score Reports**.

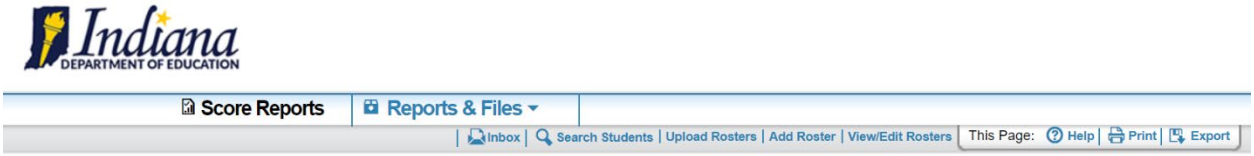
   - To download student results, click Reports and Files followed by **Retrieve Student Results**.

Understanding the ORS Banner

The banner provides links to all ORS reports and features.

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

Figure 7. ORS Banner



- **Score Reports** links to the ***Home Page Dashboard*** (see Figure 8) and provides access to student score reports at the corporations, school, and student levels. For more information, see Viewing Score Reports.

- The **Reports & Files** allows users access to student score reports in a PDF file for printing or raw data in a downloadable corporation data file. The **Reports & Files** drop-down menu provides access to the Reports & Files options listed below. For more information, see Viewing Reports & Files.
- **Inbox** opens the ***Inbox*** window, student performance data files may be accessed. For more information, see Accessing Files from the Inbox.
- **Search Students** opens a pop-up window where student-specific results may be accessed. 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).
    - **Upload Rosters** opens the ***Upload Roster*** page where roster files may be uploaded.
    - **Add Rosters** opens the ***Add Roster*** page, where student rosters may be created.
    - **View/Edit Rosters** opens the ***View/Edit Roster*** page to view and edit student rosters. CR, SR, and PR users will only be able to view rosters when selecting this link.
- **Help** opens the online version of this user guide.
- **Print** allows users to print the data on the current page. For more information, see Appendix A.
- **Export** allows the data displayed on the page to be exported. The data is exported as a Microsoft Excel (.xls) file.

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 data for corporation, school, teacher, roster, and student performance on Indiana Assessment Program tests. ORS provides score reports for the overall subject of a test as well as the content categories within a subject (such as reporting categories).

These reports may be used to identify areas where students are performing well and where student performance can be improved. Data can be compared with the overall state and corporation averages for the test being analyzed.

All score report data are based on the number of students with scored tests. Tests started but not submitted will be forced complete by the system at the end of the testing window. As a result of this forced completion, students with previously unsubmitted tests will receive scores for these tests after the end of the testing window.

When students continue to complete tests over the course of the testing window, the corporation and school aggregates change constantly. As a result, corporation and schools should not consider corporation and school aggregates as final in ORS until final scores are reported in ORS on July 1, 2021 for ILEARN, IREAD-3, and I AM. State-level aggregates are not available for the ISTEP+. ISTEP+ scores are considered final when the scores go live in ORS.

Please note that for ILEARN tests with hand-scored items, score results will populate in ORS within 12 business days of test completion by the student and quality control verifications. The first date that scores will be available for each program is listed below in Table 2. Please note that these dates are subject to change based on score verification quality control activities that occur before every online score release for all Indiana assessments.

Table 2. Preliminary Assessment Score Availability in ORS

Indiana Assessments	Corporation and School Preliminary Scores Available in ORS
ILEARN Biology – December Administration	January 11, 2021
ILEARN Biology – February Administration	March 22, 2021
IREAD-3 – Spring Administration	March 23, 2021

Indiana Assessments	Corporation and School Preliminary Scores Available in ORS
ILEARN (3-8, Biology, and U.S. Government Administrations)	May 17, 2021
I AM	June 10, 2021
ISTEP+ Winter Retest – Mathematics and ELA*	January 25, 2021
ISTEP+ Spring Retest – Mathematics and ELA*	April 12, 2021
IREAD-3 – Summer Administration	July 27, 2021

*ISTEP+ scores are considered final, not preliminary, when released in ORS.

Note: Scheduled results availability pending quality control and data verification processes by CAI and IDOE.

Score report data is viewable at various levels. For example, data is accessible for a grade 5 ELA report for a roster, for all of a teacher's students, for an entire school, or for a corporation.

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

Table 3. Available Score Reports

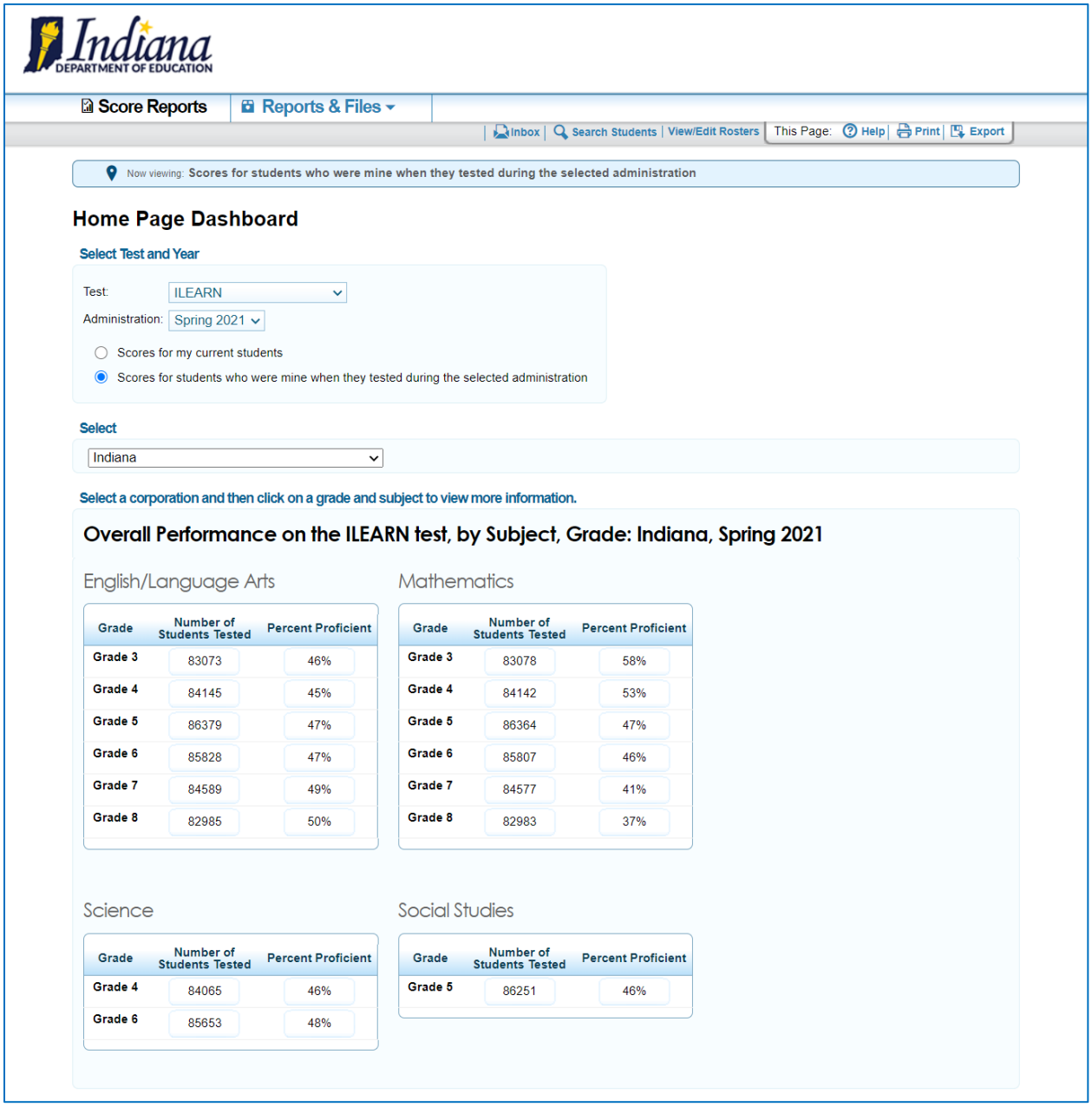
Report	Corporation Level	School Level	Teacher Level	Roster Level	Student Level
Home Page Dashboard Summary of performance across grades and subjects.	✓	✓	✓		
Subject Detail Subject-level performance data within a particular grade or course.	✓	✓	✓	✓	
Reporting Category Level Detail Reporting category-level performance data for a subject within a particular grade or course. This report is available for all ILEARN tests except ILEARN	✓	✓	✓	✓	

Report	Corporation Level	School Level	Teacher Level	Roster Level	Student Level
U.S. Government and all I AM tests					
Standard Report The Standard report will present data on the performance of aggregate entities (not available at student level as the data at this level would not be reliable) on each standard of a subject for the current window. Users will be able to view a listing of all targets in a subject (sorted by content reporting category) and the performance of their students (at the level of aggregation they are at) on those standards. This page will only be available for adaptive ILEARN assessments. An asterisk will appear when insufficient data is available to determine whether the performance of the standard is above, near or below the proficiency standard. Asterisks will appear more frequently for standards not as prominently represented on the test blueprint. This report is available for ILEARN English/Language Arts, Mathematics, and Science.	✓	✓			
Strand Report Reporting category-level performance data for a subject. This report is available for IREAD-3, ISTEP+ English/Language Arts and ISTEP+ Mathematics.	✓	✓	✓	✓	
Student Listing Performance data for the individual students who belong to a school, teacher, or roster.	✓	✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course.					✓

Accessing Score Reports

The ***Home Page Dashboard*** displays a summary of the overall score data and testing progress for users associated entity. From this page, students' scores can be defined for those which are intended to view and navigate for more detailed score reports.

Figure 8. Home Page Dashboard



To view the Home Page Dashboard:

- From the ***Welcome*** page, select the required entity from the **Select** drop-down list (if available) and then click **Score Reports**.
- From other pages of ORS, click **Score Reports** in the banner.

Note that breach tests are available for both ILEARN and ISTEP+. For ILEARN, if a student takes a breach form, it will not be identified as such in ORS. ISTEP+ breach score reports will be labeled *English/Language Arts Breach Form* or *Mathematics Breach Form* in ORS.

From the ***Home Page Dashboard***, specify the test, administration, and student group for the appropriate data to access.

To specify the score report parameters:

1. From the **Test** drop-down list, select a type of assessment.

2. From the **Administration** drop-down list, select the administration period (e.g., Spring 2019).

3. Select the radio button for the group of students:

   - **Scores for my current students**—Displays scores for students associated with current rosters, even if they were enrolled in a different school or corporation during the selected administration. This would include students who moved from out of state (assuming they completed the selected test).

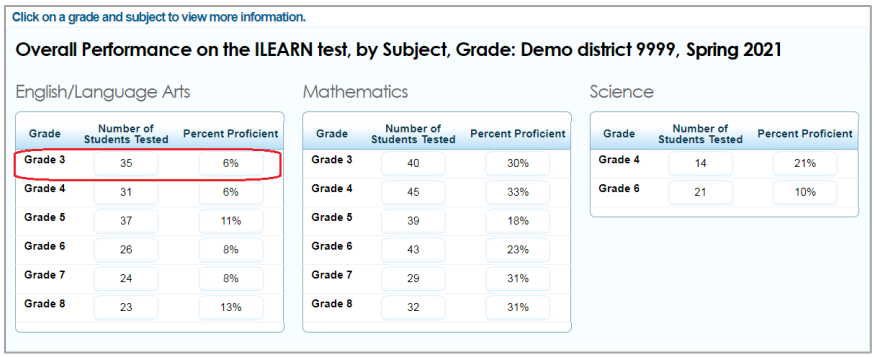
   - **Scores for students enrolled locally during the selected administration**—Displays scores for students who may not have been associated locally at the end of a selected administration, but who tested at user school and/or corporation (e.g., students who transferred out).

The ***Home Page Dashboard*** displays aggregation tables based on selected parameters.

Understanding the Dashboard Aggregation Tables

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

Figure 9. Home Page Dashboard Aggregation Tables (ILEARN)



Click on a grade and subject to view more information.

Overall Performance on the ILEARN test, by Subject, Grade: Demo district 9999, Spring 2021

English/Language Arts

Grade	Number of Students Tested	Percent Proficient
Grade 3	35	6%
Grade 4	31	6%
Grade 5	37	11%
Grade 6	26	8%
Grade 7	24	8%
Grade 8	23	13%

Mathematics

Grade	Number of Students Tested	Percent Proficient
Grade 3	40	30%
Grade 4	45	33%
Grade 5	39	18%
Grade 6	43	23%
Grade 7	29	31%
Grade 8	32	31%

Science

Grade	Number of Students Tested	Percent Proficient
Grade 4	14	21%
Grade 6	21	10%

Accessing Subject Detail Score Reports

To access detailed score reports for a particular subject:

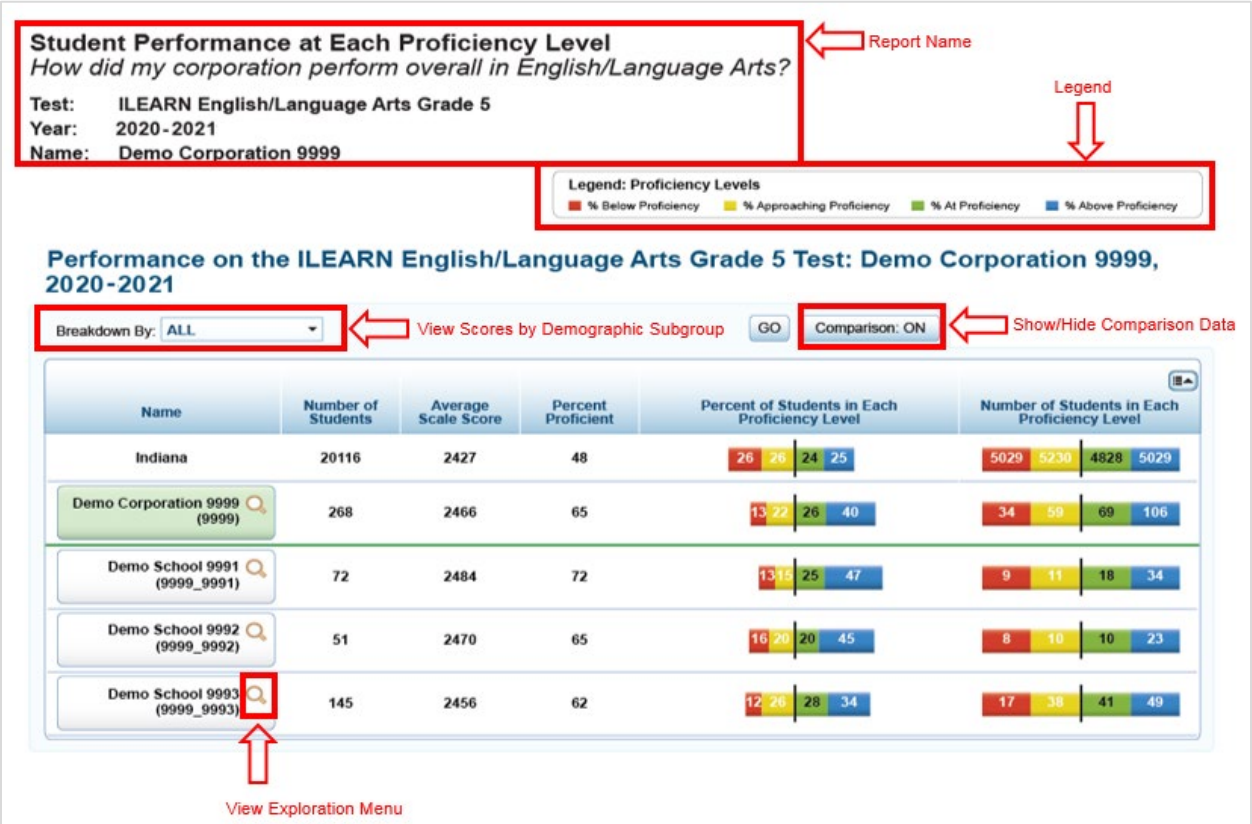
- On the appropriate aggregation table, click the cell for the grade and subject report for viewing. For example, to view the subject detail report for grade 3 ELA, click the cell outlined in Figure 9.

Working with Score Report Features

Most score reports in ORS share similar features. Figure 10 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 ORS.

Figure 10. Annotated Subject Detail Score Report



Common score report features include the following:

- **Report Name:** The name of the score report, the assessment, the administration, and the entity appear above the report.
- **Student Population:** The student group parameter selected on the ***Home Page Dashboard*** appears above the report. Clicking the **Change your Selection** link in this label returns to the ***Home Page Dashboard*** and then 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.

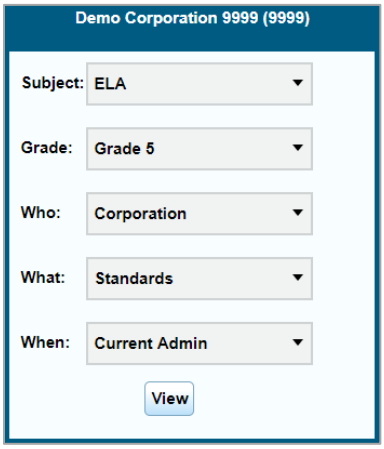
Other score report features allow users to do the following:

- How to Navigate between Score Reports Using the Exploration Menu
- How to View Scores Based on Demographic Subgroup
- How to Sort Data in a Report
- How to Show and Hide Comparison Data

How to Navigate between Score Reports Using the Exploration Menu

Using the Exploration Menu (see Figure 11), navigates between score reports across subjects, grades, and dimensions for the assessment selected on the ***Home Page Dashboard***.

Figure 11. 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 to access. 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 navigation to different types of score reports. By default, the first two drop-down lists display the subject and grade selected from the ***Home Page Dashboard*** aggregation tables.

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

Note: The Exploration Menu does not allow users to navigate to a different assessment. To view score reports for a different assessment, return to the ***Home Page Dashboard*** and select the required assessment from the **Test** drop-down list. For more information, see Accessing Score Reports.

The remaining drop-down lists allows selection of parameters for the type of score report 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 user role, the report being viewed, and the entity clicked to open the Exploration Menu. If a drop-down list shows no options, navigation to any further in that dimension is not available.

Example: Navigating with the Exploration Menu

Corporation-level users can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Roster Listing, and Student Listing.

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

However, if the Exploration Menu from the school level is accessed, selecting **Teacher**, **Roster**, or **Student** from the **Who** drop-down list is available 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 for which the score report provides data.	• Teacher • Roster • Student
What	Selects the type of test data covered in the score report.	• Subject • Reporting Categories • Standards • Strands

Dimension	Description	Options
When	Sets the report to display data for a single testing window.	• Current Admin

How to View Scores Based on Demographic Subgroup

The **Breakdown By** feature allows score data to be disaggregated into specific demographic subgroups (such as gender-based subgroups).

To view score reports by a demographic subgroup:

1. From the **Breakdown By** drop-down list (see Figure 12), select the required demographic subgroup. See Table 5 for the available subgroups.

   Within 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 selected from the Values drop-down list.

Figure 12. Score Report with Breakdown by Gender

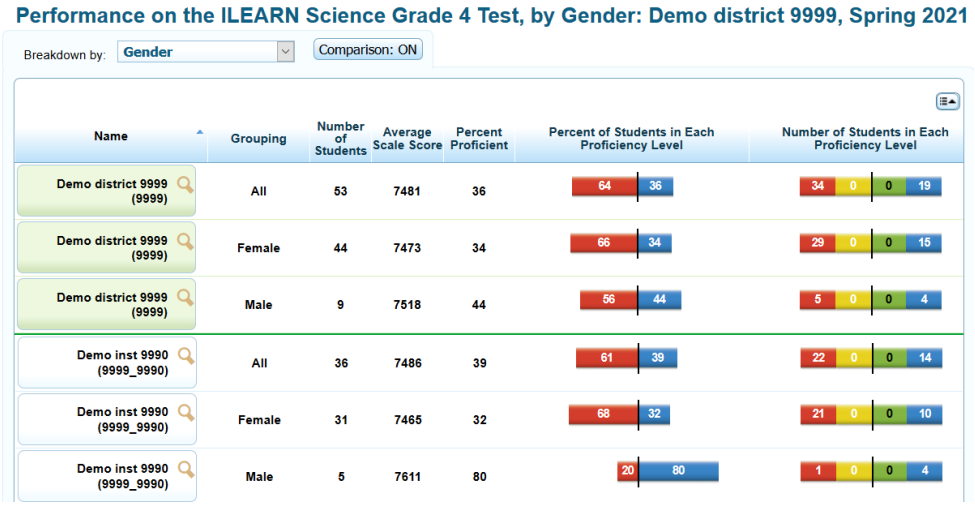


Table 5. Demographic Subgroups

Subgroup	Description	Possible Values
English Learner	Identified English Learner	• Yes • No
Ethnicity	Student's ethnicity code	• Asian • Black or African American

Subgroup	Description	Possible Values
		• American Indian or Alaska Native • White • Hispanic or Latino Ethnicity • Native Hawaiian or Other Pacific Islander • Two or More Races
Gender	Student's gender	• Female • Male
Grade	Grade in which student is enrolled during the test administration	• Grade 3 through 13
Home Language	Student's native language	• English • Arabic • Burmese • Mandarin • Spanish • Vietnamese
Section 504 Status	Student's Section 504 status	• Yes • No
Socioeconomic Status	Student's Socioeconomic status	• Yes • No
Special Education Status	Student's Special Education program status	• Yes • No

How to Sort Data in a Report

For each column in a report, data may be sorted 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: The selected sort order will automatically apply to all the reports viewed while logged in to ORS.

How to Show and Hide Comparison Data

By default, score reports display score data of the state, corporation, or school in the top rows above the green line. If the comparison data appear in the same table as the rest of the report, choose to show or hide the comparison data when viewing the report.

Note: The available comparison rows depend on the entity level accessing the data in the report. For example, the comparison rows will show teacher score data if accessing 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 13).
  - When **Comparison: Off** shows, comparison rows are hidden from view (see Figure 14).

Figure 13. Score Report with Comparison On

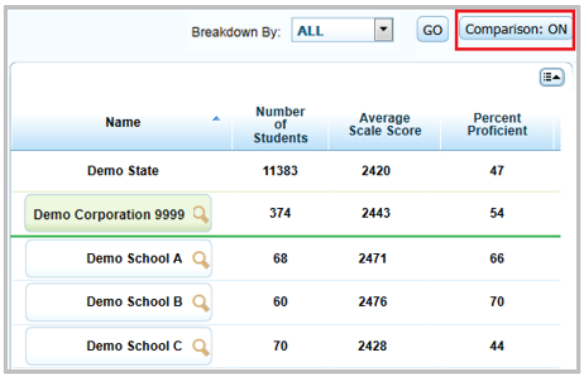
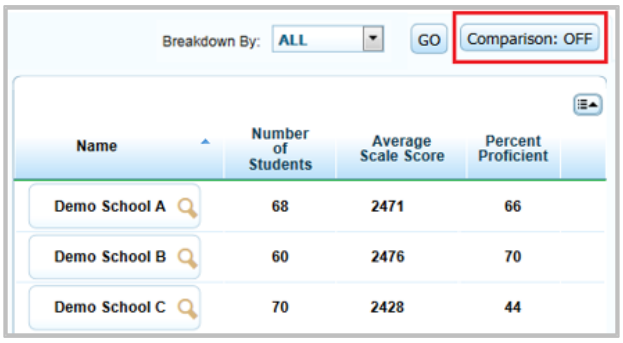


Figure 14. Score Report with Comparison Off



Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that users can access from the ***Home Page Dashboard***.

The Subject Detail Reports display overall student performance for the selected test subject. Please note that IREAD-3 is not available on the home landing page. Tables 6-8 describe the Subject Detail Reports columns for ILEARN, I AM, and ISTEP+.

Table 6. Subject Detail Report Columns (ILEARN)

Column	Description
Name	The name of the entity/individual being viewed (corporation, school, teacher, roster, or student).
Number of Students	The number of students to date who submitted the test for scoring. This includes any students whose test was forced complete by the system and had enough of the test completed to obtain a score.
Average Scale Score	The average score of the mean for students who completed the scaled tests.
Percent Proficient	The percentage of students to date who scored at or above proficiency on the selected test.
Percent in Each Proficiency Level	The distribution of students across each of the four achievement levels.
Number of Students in Each Proficiency Level	The number of students across each of the four achievement levels.

Table 7. Subject Detail Report Columns (I AM)

Column	Description
Name	The name of the entity/individual being viewed (corporation, school, teacher, roster, or student).
Number of Students*	The number of students to date who submitted the test for scoring.
Percent Proficient	The percentage of students to date who scored at proficiency on the selected test.
Percent in Each Proficiency Level	The distribution of students across each of the three achievement levels.
Number of Students in Each Proficiency Level	The number of students across each of the three achievement levels.

*Students with No Mode of Communication (NMC) will not be included in the Number of Student information.

Table 8. Subject Detail Report Columns (ISTEP+)

Column	Description
Name	The name of the entity/individual being viewed (corporation, school, teacher, roster, or student).

Column	Description
Number of Students	The number of students to date who submitted the test for scoring. This includes any students whose test was forced complete by the system and had enough of the test completed to obtain a score.
Average Scale Score	The average score of the mean for students who completed the scaled tests.
Percent Passed	The percentage of students to date who scored Pass or Pass+ on the selected test.
Percent in Each Performance Level	The distribution of students across each of the three achievement levels.
Number of Students in Each Performance Level	The number of students across each of the three achievement levels.

Viewing School Listing Subject Detail Reports

The School Listing Subject Detail Report shows how each school in the corporation performed on the selected grade and subject. Comparison data for the corporation also appear in this report. State aggregates will not appear on this report for ILEARN, IREAD-3, and I AM until July 1, 2021. ISTEP+ will not show state aggregate information. This report is available to corporation-level users. For an explanation of the report columns, see Tables 6-8.

Figure 15. School Listing Subject Detail Report

Student Performance at Each Proficiency Level

How did my corporation perform overall in Science?

Test: ILEARN Biology ECA
Year: Fall 2020
Name: Demo district 9999

Legend: Proficiency Levels
%Below Proficiency | %Approaching Proficiency | %At Proficiency | %Above Proficiency

Performance on the ILEARN Biology ECA Test: Demo district 9999, Fall 2020

Breakdown by: All | Comparison: ON

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Proficiency Level	Number of Students in Each Proficiency Level
Demo district 9999 (9999)	17	7385	0	100	17 0 0 0
Demo inst 9990 (9999_9990)	16	7386	0	100	16 0 0 0
Demo inst 9991 (9999_9991)	1	7375	0	100	1 0 0 0
Demo inst 9992 (9999_9992)	*	*	*		0 0 0 0

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

1. From the ***Home Page Dashboard***, define the student population as described in the section Accessing Score Reports.

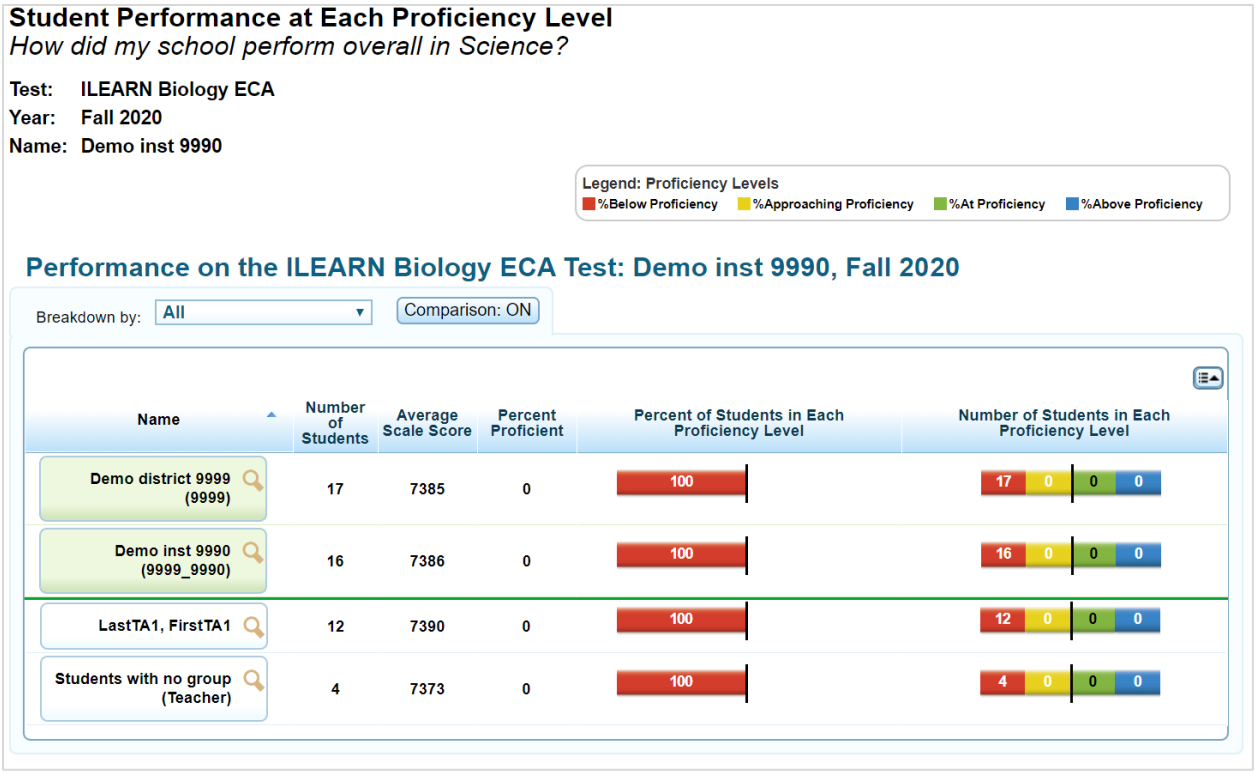
2. On the ***Home Page Dashboard*** aggregate tables, click the grade-subject cell for the report to view. The School Listing Subject Detail Report for the selected grade-subject opens.

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

Viewing Teacher Listing Subject Detail Reports

The Teacher Listing Subject Detail Report displays data for all the teachers in a selected school whose students completed the selected test grade and subject. It is available to corporation- and school-level users. For an explanation of the report columns, see Tables 6-8.

Figure 16. Teacher Listing Subject Detail Report



To navigate to the Teacher Listing Subject Detail Report:

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

2. On the Exploration Menu, do the following:

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

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

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

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

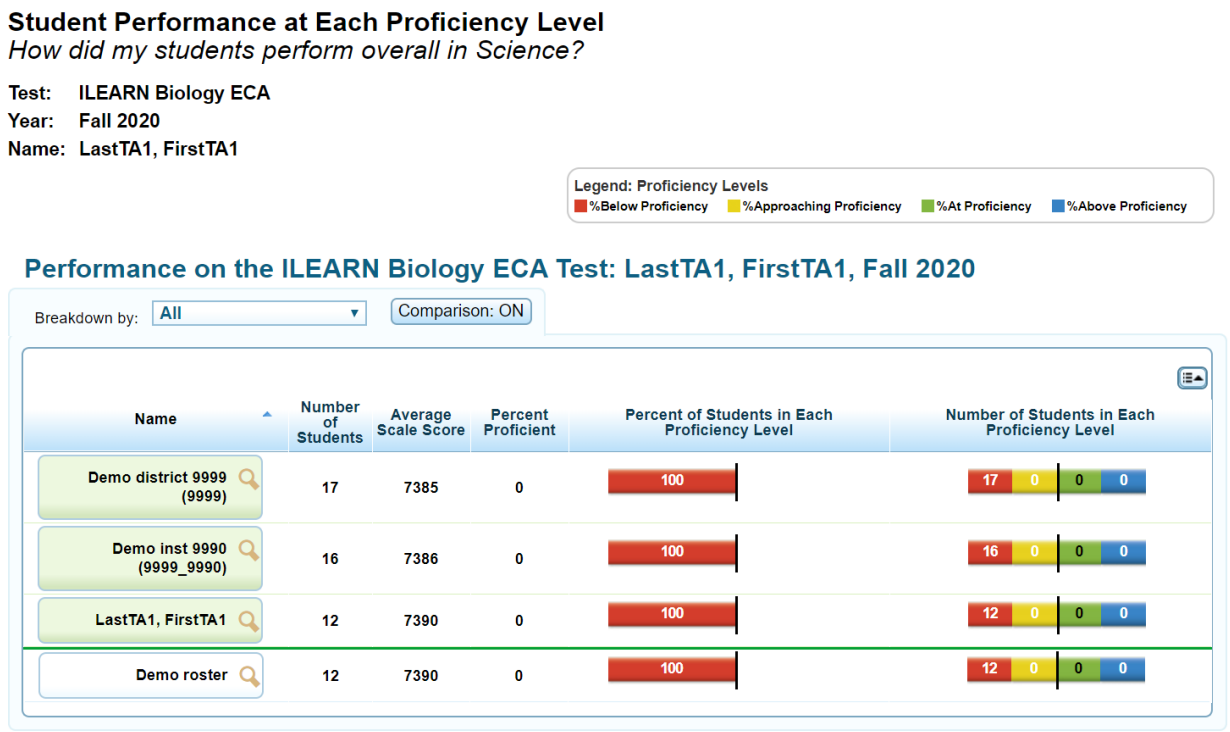
3. Click **View**. The Teacher Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions available to perform on this report, see the sections Working with Score Report Features, Printing Reports in ORS, and Understanding 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 Tables 6-8.

Figure 17. Roster Listing Subject Detail Report



To navigate to the Roster Listing Subject Detail Report:

1. On the Teacher Listing Subject Detail Report (Figure 16), 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**.

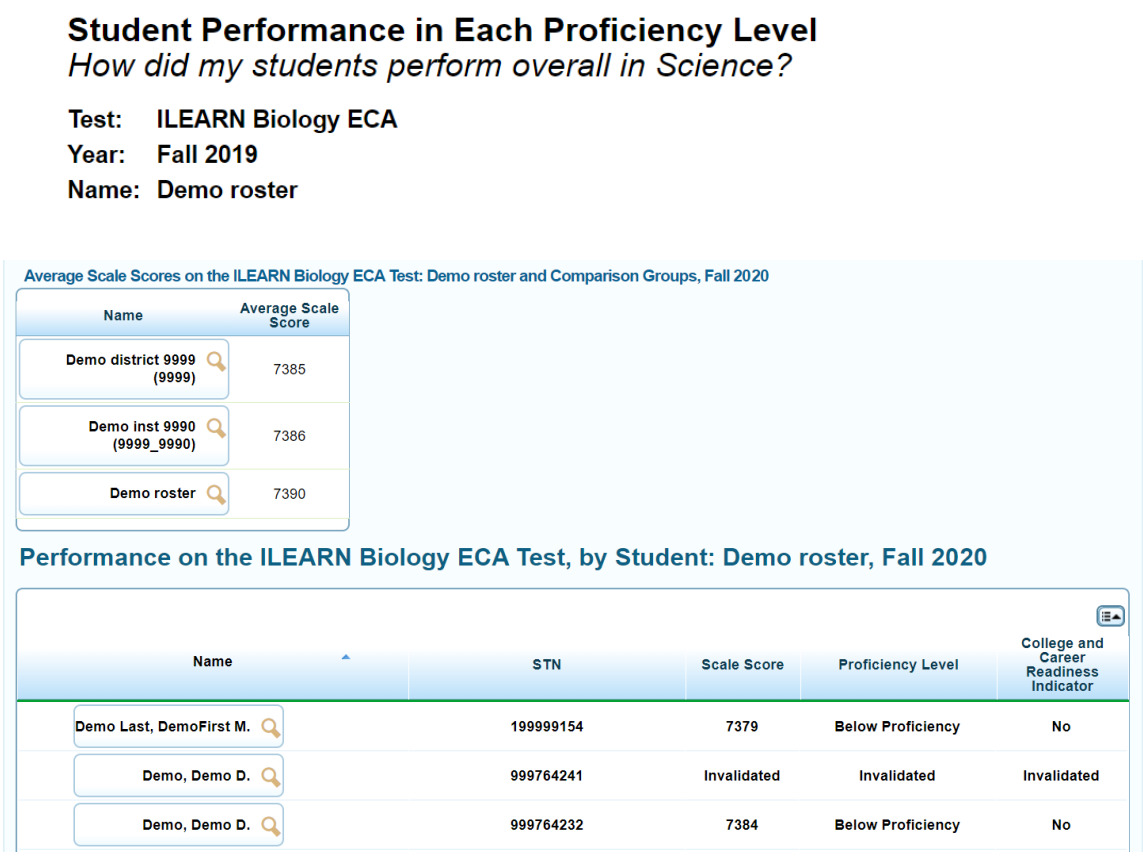
3. Click **View**. The Roster Listing Subject Detail Report for the selected grade-subject opens.

For information about the actions available to perform on this report, see the sections Working with Score Report Features, Printing Reports in ORS, and Understanding 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 Tables 6-8.

Figure 18. Student Listing Report



Student Performance in Each Proficiency Level
How did my students perform overall in Science?

Test: **ILEARN Biology ECA**
Year: **Fall 2019**
Name: **Demo roster**

Average Scale Scores on the ILEARN Biology ECA Test: Demo roster and Comparison Groups, Fall 2020

Name	Average Scale Score
Demo district 9999 (9999)	7385
Demo inst 9990 (9999_9990)	7386
Demo roster	7390

Performance on the ILEARN Biology ECA Test, by Student: Demo roster, Fall 2020

Name	STN	Scale Score	Proficiency Level	College and Career Readiness Indicator
Demo Last, DemoFirst M.	199999154	7379	Below Proficiency	No
Demo, Demo D.	999764241	Invalidated	Invalidated	Invalidated
Demo, Demo D.	999764232	7384	Below Proficiency	No

To navigate to the Student Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report (Figure 17), 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.

Note: A student has only one opportunity to take ILEARN, IREAD-3, I AM, and ISTEP+ within the given test window. There are rare instances when a student may take the test twice, for example if a student takes an online and paper test or a student takes the online ILEARN CAT test and Performance Task tests and also takes the ILEARN online Accommodated Fixed-Form and Performance Task tests in Spring 2021. The opportunity used in report aggregations reflects the student's first testing opportunity if the student takes multiple opportunities of a test. If a student takes the test twice, both online and paper, the paper test is always considered the first opportunity because the system uses the start of the testing window as the date the student took the paper test.

Table 9. Student Listing Subject Detail Report Columns

Column	Description
Name	The name of the student.
STN	The student's unique identifier.
Scale Score	The average score of the mean for students who completed the scaled tests.
Proficiency Level	The proficiency level associated with the student's score.
College and Career Readiness Indicator	This attribute will indicate if a student is college and career ready based on the student performance on the assessment. This column is only available for ILEARN assessments.
Reported Lexile® Measure	A single score or score range that reflects the student's reading ability. This column is only available for ILEARN ELA assessments and IREAD-3 Spring 2021 and Summer 2021 assessments.
Reported Quantile® Measure	A single score or score range that reflects the student's mathematical achievement. This column is only available for ILEARN Mathematics tests.

Note: Note the following scenarios that might appear on a student score report in certain cases described below:

- If a student logged in to the ILEARN assessment and answered 32 or more items but did not complete the test, the Student Listing Report will display an overall scale score but an “Undetermined” reporting category score.
- If a student logged in to the ILEARN assessment and answered at least 5 items but fewer than 32 items and did not complete the test, the Student Listing Report will display an “Undetermined” overall scale score and an “Undetermined” reporting category score.
- If a student did not take an entire part or section of the ISTEP+ assessment or if a portion of the assessment was invalidated, the Student Listing Report displays “Undetermined” in the Scale Score column.

For information about the actions available to perform on this report, see the sections Working with Score Report Features, Printing Reports from the Student Listing Report Page, and Understanding the ORS Banner.

Viewing Individual Student Reports (ISR)

The ISR (see Figure 19) provides more specific details about a particular student's performance on an assessment.

To navigate to the ISR:

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

2. On the Exploration Menu, do the following:

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

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

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

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

3. Click **View**. The ISR opens.

For information about the data on the ISR page, see the section About the Individual Student Report (ISR).

For information about the actions users can perform on this report, see the sections Working with Score Report Features, How to Print Reports from the Individual Student Report Page, and Understanding the ORS Banner.

Figure 19. ILEARN Individual Student Report (ISR) View

Indiana DEPARTMENT OF EDUCATION

Score Reports | Reports & Files

Inbox (0) | Search Students | Upload Rosters | Add Roster | View/Edit Rosters | This page: Help | Print | Export | Definitions

Now viewing: Scores for my current students

Individual Student Report

How did my student perform on the test?

Test: ILEARN English/Language Arts Grade 6
Year: Spring 2021
Name: Demo, Student A.

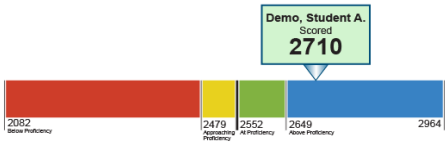
Overall Performance on the ILEARN English/Language Arts Grade 6 Test: Demo, Student A., Spring 2021

Name	STN	Scale Score	Proficiency Level	Reported Lexile® Measure	College and Career Readiness Indicator
Demo, Student A.	999999001	2710	Above Proficiency	700L	Yes

Lexile/Quantile® Information

The Lexile® Framework for Reading is a scientific approach to reading and text measurement. A Lexile reader measure represents a person's reading ability on the Lexile scale.

Scale Score and Performance on the ILEARN English/Language Arts Grade 6 Test: Demo, Student A., Spring 2021



Proficiency Level Description

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

Average Scale Scores on the ILEARN English/Language Arts Grade 6 Test: Demo School 9991 and Comparison Groups, Spring 2021

Name	Average Scale Score
Indiana	2427
Demo Corporation 9999 (9999)	2466
Demo School 9991 (9999_9991)	2484

Data presented are considered preliminary. Final data will be released from the Indiana Department of Education following the Spring 2021 administration.

The table and the graph below indicate student performance on individual reporting categories. The black line indicates the student's score on each reporting category. 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 ILEARN English/Language Arts Grade 6 Test, by Reporting Category: Demo, Student A., Spring 2021

Reporting Category	Reporting Category Performance		Reporting Category Description
Key Ideas and Textual Support/Vocabulary	Below the Standard / Above the Standard	Above	**What These Results Mean** Your student can almost always independently interact with literary, informational, historical, and scientific texts. He or she makes complex inferences, analyzes central ideas and how plots unfold and characters change, cites evidence, and interprets the impact of words. **Next Steps** Ask your student to read a story or nonfiction text and explain how the author develops central ideas, events, and characters. Ask your student to determine the meaning of unfamiliar words and discuss how specific words and phrases shape the text.
Structural Elements and Organization/ Connection of Ideas/Media Literacy	Below the Standard / Above the Standard	At/Near	**What These Results Mean** Your student can often independently explain how authors structure information, develop points of view, and support ideas with details. He or she can compare how literary and nonfiction texts from different sources, genres, or media approach similar themes and topics. **Next Steps** Ask your student to read two literary forms (e.g., a story and a poem) or two nonfiction texts. Discuss similarities and differences between ideas in the texts. Ask your student to select media in multiple formats (such as text and audio) and to explain the main idea.
Writing	Below the Standard / Above the Standard	Below	**What These Results Mean** Your student may need support organizing and fully developing writing for argumentative, informative, and narrative purposes. He or she may need help supporting ideas with facts and details, choosing appropriate words, and using correct punctuation. **Next Steps** Ask your student to examine a text of his or her choice and to look closely at how the author organizes the text. Discuss how the author supports main ideas with details. Ask your student to identify words and phrases that show rather than tell.

Writing Performance on the ILEARN English/Language Arts Grade 6, Based on the Performance Task Writing Rubric: Demo, Student A., Spring 2021

Writing Prompt	Organization/Purpose	Evidence/Development & Elaboration	Conventions
Informative	The informative response has a recognizable structure including a clear topic or controlling idea, adequate development, and some varied transitions to clarify ideas. The response has an adequate introduction and conclusion and a sense of completeness. (3 out of 4 points)	The informative response provides adequate elaboration to support the topic or controlling idea including adequate facts and details cited from sources, some elaborative techniques, and general language appropriate for the audience and purpose. (3 out of 4 points)	The informative response shows an adequate understanding of correct sentence formation, punctuation, capitalization, grammar usage, and spelling. (2 out of 2 points)

Figure 20. IREAD-3 Fall 2020 Individual Student Report (ISR)

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Individual Student Report

How did my student perform on the test?

Test: IREAD-3

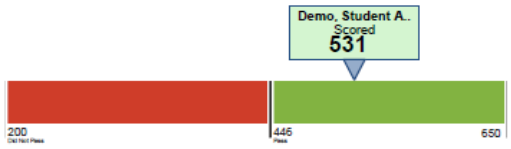
Year: Spring 2021

Name: Demo, Student A.

Overall Performance on the IREAD-3 Test: Demo, Student A., Spring 2021

Name	STN	Scale Score	Passing Status
Demo, Student A.	999999901	531	Pass

Scale Score and Performance on the IREAD-3 Test: Demo, Student A., Spring 2021



Passing Status Description

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

Your student's performance on the IREAD-3 assessment may be described in terms of percentage of total points earned for each of Indiana's grade 3 reading strands. Percentage of total points earned shows the total number of points your student earned on the test divided by the number of points the test was worth. These percentages are unique to this year's assessment items and may vary from year to year, so they should not be compared across years like scale scores may be. Please note these scores cannot be added together to equal the 3-digit scale score reported above.

Performance on the IREAD-3 Test, by Strand: Demo, Student A., Spring 2021

Strand	Percent Correct
Reading: Foundations and Vocabulary	86
Reading: Nonfiction	83
Reading: Literature	100

Based on data from the IREAD-3, Spring 2021 administration.
Report Generated: 5/20/2021 4:19:06 PM EDT
For help in understanding your student's scores and this report, contact your student's teacher or school principal.

Figure 21. I AM Individual Student Report (ISR)

Indiana DEPARTMENT OF EDUCATION

Score Reports | Reports & Files

Inbox (0) | Search Students | Upload Rosters | Add Roster | View/Edit Rosters | This page: Help | Print | Export | Definitions

Now viewing: Scores for my current students

Individual Student Report

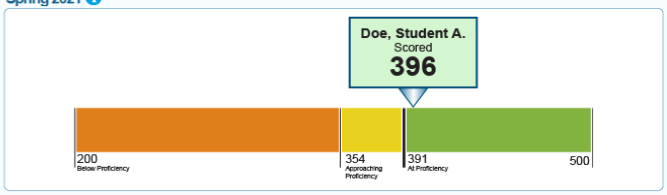
How did my student perform on the test?

Test: I AM English/Language Arts Grade 5
Year: Spring 2021
Name: Demo, Student A.

Overall Performance on the I AM English/Language Arts Grade 5 Test: Demo, Student A., Spring 2021

Name	STN	Scale Score	Proficiency Level
Demo, Student A.	999999001	396	At Proficiency

Scale Score and Performance on the I AM English/Language Arts Grade 5 Test: Demo, Student A., Spring 2021



Proficiency Level Description

At Proficiency
Indiana students at proficiency have met current grade level Content Connectors by demonstrating essential knowledge, application, and skills to be on track for post-secondary education or competitive integrated employment.

Next Steps
Read various types of materials with your student. Ask your student how a character responded at different points in a story ("What did she do after she left school?"). Discuss predictions about what might happen next.

Percent Proficient on the I AM English/Language Arts Grade 5 Test: Demo School 9991 and Comparison Groups, Spring 2021

Name	Percent Proficient
Indiana	48
Demo Corporation 9999 (9999)	65
Demo School 9991 (9999_9991)	72

Data presented are considered preliminary. Final data will be released from the Indiana Department of Education following the Spring 2021 administration.

Performance on the I AM English Language Arts Grade 5 Test, by Reporting Category: Demo, Student A, Spring 2021

Reporting Category	Percent Correct	Reporting Category Description
Key Ideas and Textual Support/Vocabulary	96	Students who are at proficiency can support inferences about literature and nonfiction using text evidence; identify themes and how characters respond to challenges; explain relationships between ideas or events; and determine the meaning of figurative language.
Structural Elements and Organization/ Connection of Ideas/Media Literacy	80	Students who are at proficiency can review claims and evaluate their support; identify the role of media in shaping opinion; explain how chapters or scenes fit together in a text's structure; and compare and contrast the structure of texts on similar topics.
Writing	82	Students who are at proficiency can recognize characteristics of persuasive, informative, and narrative writing; take a position or introduce a topic; arrange ideas logically; support ideas with facts and examples; and use grade-appropriate conventions.

Figure 22. ISTEP+ Individual Student Report (ISR)

Indiana DEPARTMENT OF EDUCATION

Score Reports | Reports & Files

Inbox (0) | Search Students | Upload Rosters | Add Roster | View/Edit Rosters | This page: Help | Print | Definitions

Now viewing: Scores for my current students

Individual Student Report

How did my student perform on the test?

Test: ISTEP+ English/Language Arts Grade 10
Year: Spring 2021 Retest
Name: Demo, Student A.

Legend: Strand Performance Category
At or Above Target Score; Strand Mastered
Below Target Score; Strand Not Mastered

Overall Performance on the ISTEP+ English/Language Arts Grade 10 Test: Demo, Student A., Spring 2021 Retest

Name	STN	Scale Score	Performance Level
Demo, Student A.	999999001	396	Pass+

Scale Score and Performance on the ISTEP+ English/Language Arts Grade 10 Test: Demo, Student A., Spring 2021 Retest

Performance Level Description

Pass+
Tenth-grade students performing at the Pass+ level demonstrate advanced understanding when reading, comparing, and responding to a range of grade-level appropriate texts, including literature and nonfiction. Students display advanced writing skills using appropriate Standard English conventions when producing different writing forms.

Your student's performance on the ISTEP+ assessment may be described by the Indiana Performance Index (IPI) for each of the strands listed in the table below. The IPI for each strand ranges from 0 to 100, with the target score set as the level expected of students just earning the "Pass" level. The targets are unique to this year's assessment items and may vary from year to year, so they should not be compared across years like scale scores may be.

Performance on the ISTEP+ English/Language Arts Grade 10 Test, by Strand: Demo, Student A., Spring 2021 Retest

Strand	Strand Score	Strand Performance	Target Score
Reading: Literature and Vocabulary	96	↑	54
Reading: Nonfiction, Vocabulary, and Media Literacy	80	↑	58
Writing: Genres, Writing Process, Research Process	82	↑	53
Writing: Conventions of Standard English	70	↓	72

This part of the report shows your student's performance on the open-ended (OE) items (an essay and short-answer questions for English/Language Arts and constructed response and extended response for Mathematics). Each item is listed below, along with the strand measured, and the number of points your student earned.

Condition Codes (all condition codes convert to 0 points)
A = Blank / No response / Refusal
B = Illegible
C = Written predominantly in language other than English
D = Insufficient response / Copied from text
E = Response not related to test questions or scoring rule

Performance on the ISTEP+ English/Language Arts Grade 10 Test, by Item: Demo, Student A., Spring 2021 Retest

Section - Item Number	Points Earned	Points Possible
Reading: Nonfiction, Vocabulary, and Media Literacy		
Section 1 – 1	2	2
Section 1 – 2	1	2
Section 1 – 3	1	2
Writing: Genres, Writing Process, Research Process		
Section 2 – 1	5	6
Writing: Conventions of Standard English		
Section 2 – 1	4	4

About the Individual Student Report (ISR)

The information included in the ISR 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 hovering over these icons, additional information pops up.

The ISR provides the following information:

- *Overall Performance on the [Test Name and Details] Test:* [Student Name], [Administration]. This table may include the following:
  - The student's name and student test number (STN).
  - The student's overall scale score for a test opportunity *(Not available for ILEARN U.S. Government ECA).*
  - The proficiency level associated with the student's score for a test opportunity *(ILEARN 3-8, Biology ECA, and I AM only).*
  - The performance level associated with the student's score for a test opportunity *(ISTEP+ only).*
  - The passing status and associated proficiency level associated with the student's score for a test opportunity *(IREAD-3, ISTEP+ and ILEARN U.S. Government ECA only).*
  - The student's reported Lexile® measure, which reflects the student's reading ability *(ILEARN English/Language Arts, IREAD-3 Spring 2021, and IREAD-3 Summer 2021 only).*
  - The student's reported Quantile® measure, which reflects the student's mathematical ability *(ILEARN Mathematics only).*
  - College and Career Readiness indicator reflects whether the student is on track to becoming college and career ready *(ILEARN Mathematics and ILEARN English/Language Arts only).*
  - *Scale Score, Passing Status (IREAD-3 and ILEARN U.S. Government ECA only) and Performance on the [Test Name and Details] Test: [Student Name]* – This horizontal bar graph depicts the student's achievement level based on their overall scale score and where it falls within the assessment's proficiency levels. An overall scale score is not reported for the ILEARN U.S. Government ECA.
    - IREAD-3
      - **Pass:** Indiana students demonstrate proficient understanding when reading and responding to grade-level literary and informational texts. Students identify and comprehend most new variations of word meaning and new text-based vocabulary.

- **Did Not Pass:** Indiana students demonstrate limited understanding when reading and responding to grade-level literacy and informational texts. Students have difficulty identifying and comprehending new variations of word meanings and new text-based vocabulary.
- **Undetermined:** Indiana students with a result of Undetermined did not respond to any items on one or more sections of the assessment.
- **Invalidated:** Indiana students with a result of Invalidated do not have a valid score on the assessment and the test has been invalidated.

- ILEARN U.S. Government ECA
  - **At Proficiency:** Indiana students at proficiency have met current grade level standards by demonstrating essential knowledge, application, and analytical skills to be on track for college- and career-readiness.
  - **Below Proficiency:** Indiana students below proficiency have not met current grade level standards. Students may require significant support to develop the knowledge, application, and analytical skills needed to be on track for college- and career-readiness.
  - **Undetermined:** Indiana students with a result of Undetermined did not answer enough questions on the overall test to get a proficiency level score.
  - **Invalidated:** Indiana students with a result of Invalidated do not have a valid score on the assessment and the test has been invalidated.
- ILEARN 3-8 and ILEARN Biology ECA
  - **Above Proficiency:** Indiana students above proficiency have mastered current grade level standards by demonstrating more complex knowledge, application, and analytical skills to be on track for college- and career-readiness.
  - **At Proficiency:** Indiana students at proficiency have met current grade level standards by demonstrating essential knowledge, application and analytical skills to be on track for college- and career-readiness.
  - **Approaching Proficiency:** Indiana students approaching proficiency have nearly met current grade level standards by demonstrating some basic knowledge, application, and limited analytical skills. Students may require support to be on track for college- and career-readiness.
  - **Below Proficiency:** Indiana students below proficiency have not met current grade level standards. Students may require significant support to develop the knowledge, application and analytical skills needed to be on track for college- and career-readiness.
  - **Undetermined:** Indiana students with a result of Undetermined did not answer enough questions on the overall test to get a proficiency level score.
  - **Invalidated**: Indiana students with a result of Invalidated do not have a valid score on the assessment and the test has been invalidated.

- I AM
  - **At Proficiency:** Indiana students at proficiency have met current grade level Content Connectors by demonstrating essential knowledge, application, and skills to be on track for post-secondary education or competitive integrated employment.
  - **Approaching Proficiency**: Indiana students approaching proficiency have nearly met current grade level Content Connectors by demonstrating some basic knowledge, application, and skills. Students may require support to be on track for post-secondary education or competitive integrated employment.
  - **Below Proficiency**: Indiana students below proficiency have not met current grade level Content Connectors. Students may require significant support to develop the knowledge, application, and skills to be on track for post-secondary education or competitive integrated employment.
  - **Undetermined**: Indiana students with a result of Undetermined did not answer enough questions on the overall test to get a proficiency level score.
  - **No Mode of Communication (NMC):** NMC indicates the Indiana student was unable to communicate a response to the first five test items.
  - **Invalidated:** Indiana students with a result of Invalidated do not have a valid score on the assessment and the test has been invalidated.
- ISTEP+
  - **Did Not Pass**: Indiana students with a Did Not Pass result have not met grade 10 level standards. Students may require significant support to develop the knowledge, application and analytical skills needed to be on track for this subject area.
  - **Pass**: Indiana students with a Pass result have met grade 10 level standards by demonstrating essential knowledge, application and analytical skills to be on track for this subject area.
  - **Pass+**: Indiana students with a Pass+ result have mastered grade 10 level standards by demonstrating more complex knowledge, application, and analytical skills for this subject area.
  - **Undetermined**: Indiana students with an Undetermined result did not respond to any items on one or more parts or sections of the test. If one or more parts or sections of the test are invalidated, a student will receive an Undetermined score for ISTEP+.
  - **Invalidated**: Indiana students with a result of Invalidated do not have a valid score on the assessment and the test has been invalidated.

- *Performance on the [Test Name and Details] Test by Strand*: [Student Name], [Administration] (IREAD-3 and ISTEP+ only) —This table includes:
  - Student's performance on strands within the subject area.
    - IREAD-3 Strand performance is reported as raw score percent correct for the following strands:
      - Reading: Foundations and Vocabulary

        - Reading: Nonfiction
        - Reading: Literature
    - ISTEP+ Strand performance is reported as Indiana Performance Index (IPI) for the following strands:
        - English/Language Arts:
            - Reading: Literature and Vocabulary
            - Reading: Nonfiction, Vocabulary, and Media Literacy
            - Writing: Genres, Writing Process, and Research Process
            - Writing: Conventions of Standard English
        - Mathematics:
            - Number Sense, Expressions, and Computation
            - Geometry and Measurement; Data Analysis, Statistics, and Probability
            - Linear Equations, Inequalities, and Functions
            - Systems of Equations and Mathematics Inequalities
            - Quadratic & Exponential Equations and Functions
            - Mathematical Process

- *Performance on the [Test Name and Details*] Test *by Reporting Category*: [Student Name], [Administration](ILEARN 3-8, ILEARN Biology ECA only) —This table includes:
    - Student's performance on reporting categories within this subject area.
        - Reporting category performance is reported as: Below ( ), At/Near ( ), or Above ( ) (*ILEARN 3-8, Biology ECA only).*
        - A graph displaying the student's score on each reporting category (*ILEARN 3-8, Biology ECA only).* The black line in the graph indicates the student's score on a reporting category while the dark green rectangle represents the range of likely scores the student would receive if they took the test multiple times.
        - The student's performance level in each of the reporting categories for their test opportunity with the highest overall performance. A legend at the top of the report explains the symbols used.
        - Interpretations of the student's results along with the recommendations on the next steps to be taken to improve the student's performance based on their reporting category scores *(ILEARN 3-8, Biology ECA only).*

Online Reporting System

- *Information on the Lexile® Measure (ILEARN ELA, IREAD-3 Spring, IREAD-3 Summer)* — This text box provides a description of the Lexile measure. This text box only appears if the Lexile score is included in the Overall Performance table.
- *Information on the Quantile® Measure (ILEARN Mathematics only)* — This text box provides a description of the Quantile measure. This text box only appears if the Quantile score is included in the Overall Performance table.
- Average Scale Scores on the [Test Name and Details] Test: [Entity] and Comparison Groups, [Administration] (ILEARN 3-8, Biology ECA only) — Allows confirmation of how student's scale score compares with their peers at the school, corporation, and state level.
- *Condition Codes* — These labels are assigned to student responses when the responses do not meet the criteria necessary to receive a score.
- *Writing Performance on the ILEARN English/Language Arts (ELA) test* — English/Language Arts reports include descriptions of the student's performance on the writing portion based on the performance task writing rubric for each criterion. If a condition code appears for one or more criteria in this section, then the student's written response could not be scored on those criteria. See Table 10 for a list of condition codes.

The possible condition codes for ILEARN and ISTEP+ are listed below.

Table 10. Condition Codes for ILEARN Hand Scored Items

Value	Description	Recode Rule for Item Analysis	Recode Rule for Scoring
B	Blank Essay, Not Tested (e.g., no response, erased, refusal)	Leave blank – treat as missing	Lowest score (0)
I	Insufficient / Copied from text	Lowest score (0)	Lowest score (0)
L	Non-scorable language	Lowest score (0)	Lowest score (0)
T	Off topic (essay only)	Lowest score (0)	Lowest score (0)
M	Off purpose (essay only)	Lowest score (0)	Lowest score (0)

X	Illegible (paper-pencil tests only)	Lowest score (0)	Lowest score (0)

Table 11. Condition Codes for ISTEP+ Hand Scored Items

Value	Description	Recode Rule for Item Analysis	Recode Rule for Scoring
A	Blank/ No response/ Refusal	Leave blank – treat as missing	No score assigned
B	Illegible	Lowest score (0)	Lowest score (0)
C	Written predominantly in language other than English	Lowest score (0)	Lowest score (0)
D	Insufficient response/ Copied from text	Lowest score (0)	Lowest score (0)
E	Response not related to test questions or scoring rules	Lowest score (0)	Lowest score (0)

Note that for ISTEP+ it is possible for a student to receive a condition code for one rubric within an item and a score for the other rubric within the same item. If this occurs, a total item score will reflect for that item.

Viewing Reporting Category Score Reports

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

A legend provides information about the Reporting Category Achievement Category. See Figure 23.

Figure 23. Reporting Category Achievement Category Legend

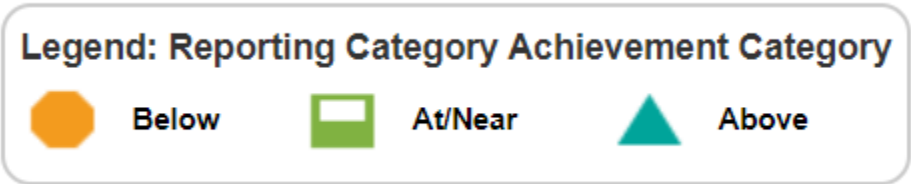


Table 12 describes the Reporting Category Score Report columns.

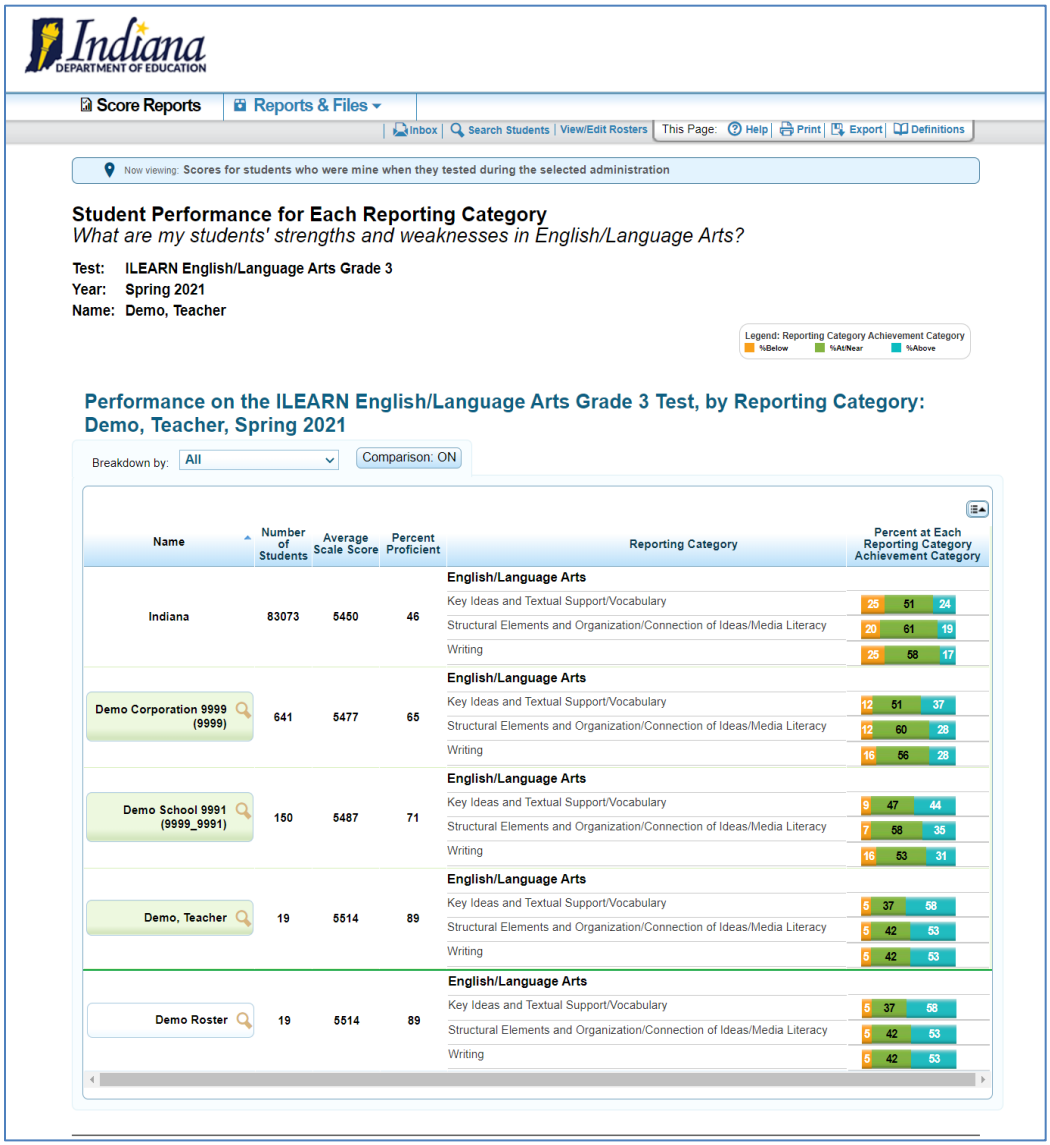
Table 12: Reporting Category Score Report Columns

Column	Description
Name	The name of the entity/individual users are viewing (corporation, 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 average score of the mean for students who completed the scaled tests.
Percent Proficient	The percentage of students to date who scored at or above proficiency on the selected test.
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 (Figure 24) is available for corporation-level users. For each school in the corporation, the report displays performance data on each reporting category within the selected grade, along with the comparison date for the corporation and state.

Figure 24. School Listing Reporting Categories Report



To access the School Listing Reporting Categories Report:

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

2. On the Exploration Menu, do the following:

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

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

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

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

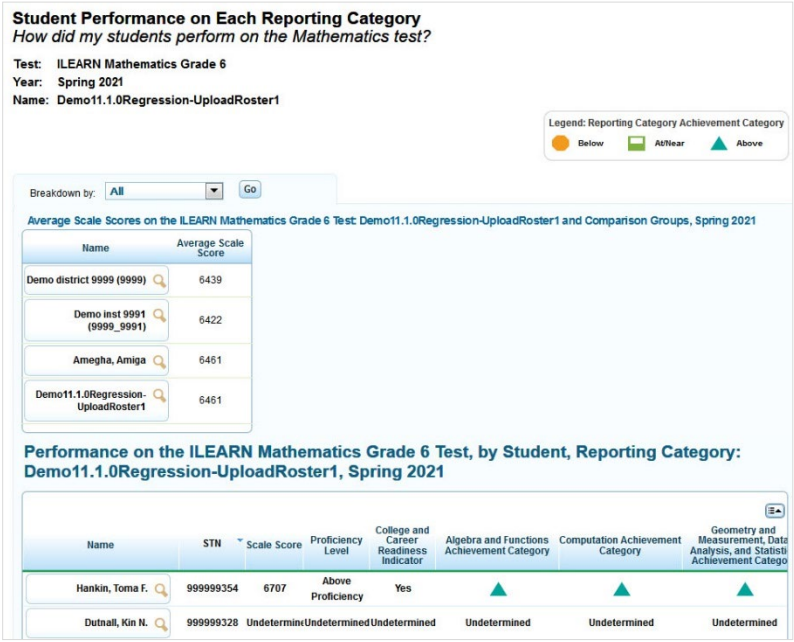
3. Click **View**. The School Listing Reporting Categories Report opens.

For an explanation of the report columns, see Table 12. For information about the actions on this report, see the sections Working with Score Report Features, Printing Reports in ORS, and Understanding the ORS Banner.

Viewing Student Listing Reporting Categories Report

The Student Listing Reporting Categories Report (see Figure 25) 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, corporation, and school in a separate table (as applicable).

Figure 25. Student Listing Reporting Categories Report



To access the Student Listing Reporting Categories Report:

1. On the School Listing Reporting Categories Report (Figure 24), 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 25).

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 users can perform on this report, see the sections Working with Score Report Features, Printing Reports from the Student Listing Report Page, and Understanding the ORS Banner.

Viewing the Standard Score Report

The Standard Score Report displays data on the performance of aggregate entities on each standard of a subject for the current test window. The Standard Score Reports are available for ILEARN ELA, Mathematics, and Science assessments.

Users will be able to view a listing of all standards in a subject sorted by reporting category and the performance of their students at the corporation and school level on those standards. Please note that these reports are not available at the TA and roster level in ORS.

View a listing of all standards in a subject, sorted by reporting category and the performance of their students at the corporation and school level on those standards.

The Standard Score Report provides information about a group's actual proficiency level in each standard. The Areas Where Performance indicates Proficiency column displays whether the standard performance is above, borderline, or below the proficiency levels for the test.

An asterisk will appear where there is insufficient data available to determine whether the performance on this standard is above, near, or below the proficiency standard. Asterisks will appear more frequently for standards not as prominently represented on the test blueprint (e.g. ELA 6-8.LH.4.2: Distinguish among fact, opinion, and reasoned judgment in a text.).

These reports are not available for fixed-form assessments such as ILEARN Social Studies.

Review Table 3 for more information about the entity levels at which standard performance data is available.

To navigate to the Standard Score Report:

1. On the School Listing Subject Detail Report (Figure 15), click next to the 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 **What** drop-down list, select **Standards**.

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

3. Click **View**. The Standard Report for the selected grade-subject opens.

Figure 26. School Standard Performance Report

Indiana DEPARTMENT OF EDUCATION

Score Reports | Reports & Files

Inbox | Search Students | View/Edit Rosters | This Page: Help | Print | Export | Definitions

Now viewing: Scores for students who were mine when they tested during the selected administration

School Performance on Each Standard for the English/Language Arts Test
What are my school's strengths and weaknesses in the English/Language Arts Standards?

Test: ILEARN English/Language Arts Grade 3
Year: Spring 2021
Name: Demo School 9991

Legend: Areas Where Performance Indicates Proficiency
- ✓ Above the Proficiency Standard
- Borderline
- Below the Proficiency Standard
- ★ Insufficient Information

Average Scale Scores on the ILEARN English/Language Arts Grade 3 Test: Demo School 9991 and Comparison Groups, Spring 2021

Name	Average Scale Score
Indiana	5450
Demo Corporation 9999 (9999)	5477
Demo School 9991 (9999_9991)	5487

Performance on the ILEARN English/Language Arts Grade 3 Test, by Standard: Demo School 9991, Spring 2021

Standards	Areas Where Performance Indicates Proficiency
Key Ideas and Textual Support/Vocabulary	
3.RL.2.1 Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	✓
3.RL.2.2 Retell folktales, fables, and tall tales from diverse cultures; identify the themes in these works.	✓
3.RL.2.3 Describe characters in a story (e.g., their traits, motivations, or feelings) and explain how their actions contribute to the plot.	✓
3.RN.2.1 Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	✓
3.RN.2.2 Determine the main idea of a text; recount the key details and explain how they support the main idea.	✓
3.RN.2.3 Describe the relationship between a series of historical events, scientific ideas or concepts, or steps in processes or procedures in a text, using words such as first, next, finally, because, problem, solution, same, and different.	✓
3.RV.2.1 Apply context clues (e.g., word, phrase, and sentence clues) and text features (e.g., maps, illustrations, charts) to determine the meanings of unknown words.	✓
3.RV.2.2 Identify relationships among words, including synonyms, antonyms, homographs, homonyms, and multiple-meaning words (e.g., puzzle, fire).	Borderline
3.RV.2.4 Use a known word as a clue to the meaning of an unknown word with the same root, and identify when an affix is added to a known root word.	Borderline
3.RV.2.5 Consult reference materials, both print and digital (e.g., dictionary), to determine or clarify the meanings of words and phrases.	★
3.RV.3.1 Determine how the author uses words and phrases to provide meaning to works of literature, distinguishing literal from nonliteral language, including figurative language (e.g., similes).	★
3.RV.3.2 Determine the meanings of general academic and content-specific words and phrases in a nonfiction text relevant to a third grade topic or subject area.	✓
3.RV.3.3 Recognize the meanings of idioms in context.	★
Structural Elements and Organization/Connection of Ideas/Media Literacy	
3.ML.2.1 Distinguish among the purposes of various media messages, including for information, entertainment, persuasion, interpretation of events, or transmission of culture.	✓
3.RL.3.1 Use terms such as chapter, scene, and stanza to refer to the parts of stories, plays, and poems; describe how each successive part builds on earlier sections.	✓
3.RL.3.2 Distinguish personal point of view from that of the narrator or those of the characters.	✓
3.RL.4.1 Explain how specific aspects of a text's illustrations contribute to what is conveyed by the words in a story (e.g., create mood, emphasize	

The Standard Score Report provides information about a group's actual proficiency level in each standard. The Areas where Performance Indicates Proficiency column displays whether the standard performance is above, borderline, or below the proficiency levels for that test.

Table 13 explains the symbols in the Areas Where Performance Indicates Proficiency column.

Table 13. Performance Relative to Proficiency

Benchmark Level		Description
✔	**Above the Proficiency Standard**	The group of students performed above the proficiency standard on this standard.
◒	**Borderline**	The group of students performed at or near the proficiency standard on this standard.
△	**Below the Proficiency Standard**	The group of students performed below the proficiency standard on this standard.
*	**Insufficient Information**	Not enough information is available to determine whether the performance on this standard is above, near, or below the proficiency standard.

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

Section V. Viewing Reports & Files

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

Retrieving Student Results

Student data can be downloaded for a selected administration by corporation, school, teacher, or roster. The data includes students' personal information, enrolled school and corporation, grade level, and the selected test scores and reporting category scores (if applicable). PDFs of ISRs in a Zip file and in different languages can be generated. On the printed ISR, options are available to print the PDF with an interpretive guide page before the student's report.

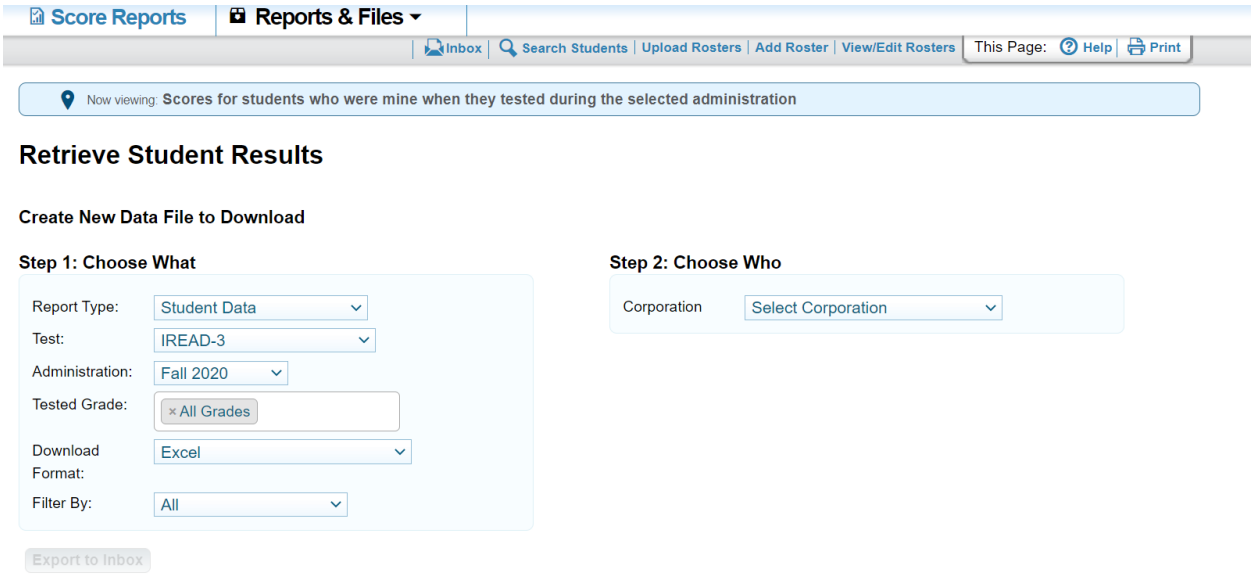
This section discusses the following:

- How to Generate a Data File or PDF of Individual Student Reports (ISRs)
- Accessing Files from the Inbox

How to Generate a Data File or PDF of Individual Student Reports (ISRs)

1. From the **Reports & Files** drop-down list in the banner, select **Retrieve Student Results**. The ***Retrieve Student Results*** page opens.

Figure 27. Retrieve Student Results Page



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

   a. **Report Type**: Select a report. The available options are **Student Data** and **PDF of Student Reports**.

b. **Test**: Select an assessment category (such as IREAD-3).

c. **Administration**: Select an administration period (such as 2018-2019).

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

e. **Language:** ILEARN, IREAD-3, and I AM score reports are available in English and one or more additional languages. ISTEP+ score reports are only available in English.

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

- **Student Data**: The default format is an Excel (.xls) spreadsheet file. Selecting a different format, such as CSV, if available.
- **PDF of Student Reports**: A PDF file is the only available format.

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

g. **PDF Type** (available for the PDF of Student Reports option only): Select the level of detail to include on the ISR. Users can select from the following options:

- **Simple ISR**: Includes the student's overall performance table, along with the barrel graph, scale score, and reporting category scores or percent correct, depending on the assessment.

  (1) **Addendum** (optional): To include a one-page interpretive guide for understanding the Simple ISR, select **Interpretive Guide** from the **Addendum** drop-down list that appears after selecting **Simple ISR**.

- **Detailed ISR**: Includes information available on the Simple ISR but does not contain access to the Addendum.

h. **Report Format**: Includes options to provide all of the score reports in a single PDF file or one PDF per score report in a zip file.

i. **Filter By** (optional): Select a specific demographic subgroup.

- If users 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, the associated entity is pre-selected. Users associated with multiple corporations or schools must select an entity.

a. **Corporation**: Select a corporation, if applicable.

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

c. **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 the request has been queued and user will be informed via email once the file is ready.

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

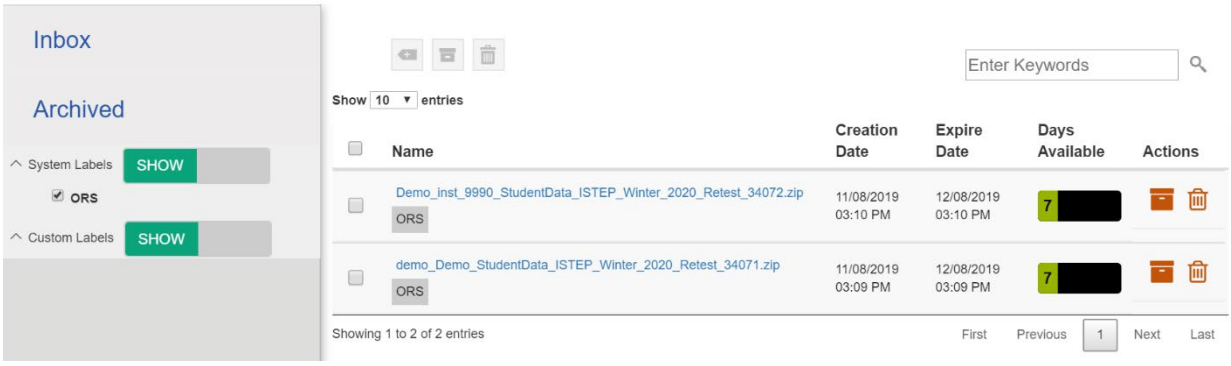
Accessing Files from the Inbox

The Inbox lists the student data files and reports generated 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. An email notifying the user when the files are ready for download. Inbox files automatically expire after 30 days unless archived. Custom labels to user Inbox files may be added, which can be hidden based on user preferences.

Note: The Inbox also stores any file exports created in TIDE or ORS as well as secure files uploaded by users. The Inbox displays system labels showing which system each file came from for reference. An email will be sent to registered users when a document is available for review.

Users can also access the Inbox from the Indiana Assessment Portal (https://Indiana.portal.cambiumast.com).

Figure 28. Inbox



To access files stored in the Inbox:

1. In the banner, click **Inbox**. The ***Inbox*** window opens, listing available files (see Figure 28).

2. Select a file from the available tabs:

   - **Inbox**: Displays all the files except for those that archived.

   - **Archived**: Displays files archived.

3. To download a file, click the name of that file.

4. *Optional*: To hide labels from the ***Inbox*** window, set the **Custom Labels** toggles to **Hide**, as needed. To show these labels again, set their toggles to **Show**.

5. *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.

6. *Optional:* To archive a file, click beside a file in the Inbox.

Note: Archiving secure documents that were uploaded to the Inbox by admin users is not available

Section VI. Working with Student Rosters

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

Rosters allow analysis of aggregated data and track students' test scores. Rosters organize student groups based on their accommodations, level of performance, and other criteria.

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, users will only see scores of those students in the roster who have taken the test selected from the ***Home Page Dashboard***.

How to Add a New Roster

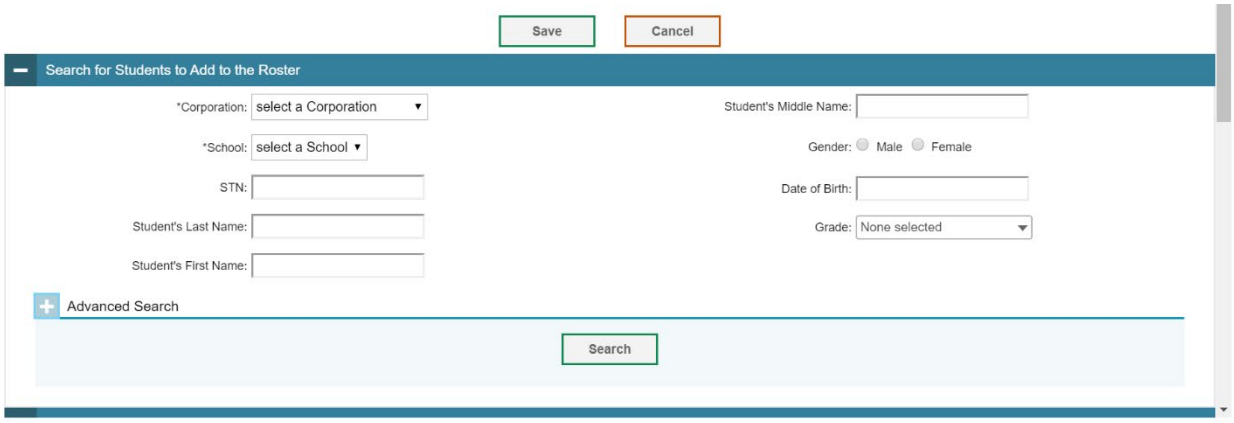
In order for teachers to view their students' performance data, the students must belong to a roster associated with that teacher. Authorized users can create rosters of students associated with their school or corporation. TAs cannot add or upload rosters.

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 7), click **Add Rosters**. The ***Add Rosters*** page opens (see Figure 29).

Figure 29. Add Rosters Page



2. In the *Roster Information* panel, enter the necessary search criteria to search for students.

3. *Optional*: From the *Test Settings and Tools Filters* panel, select values to further refine the search results:

   a. To include the additional search criterion in the search, select it and click **Add**.

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 30), do the following:

   a. In the *Roster Name* field, enter a name for the roster.

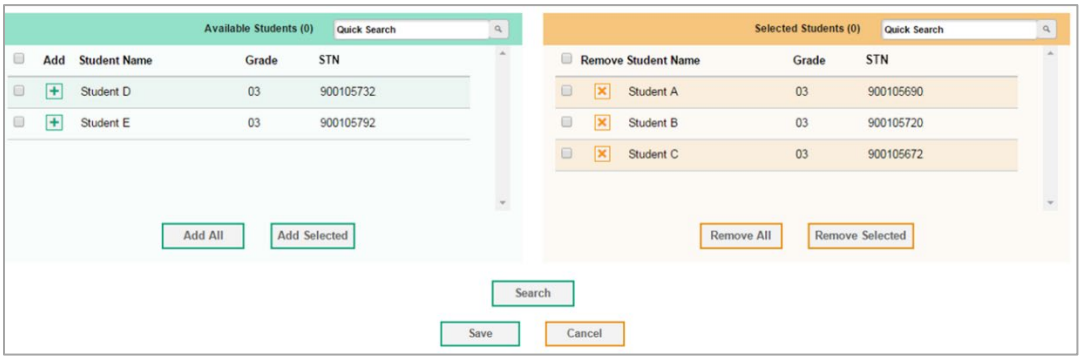
   b. From the **Teacher Name** drop-down list, select a teacher or a school-level user.

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

Figure 30. 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 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**.

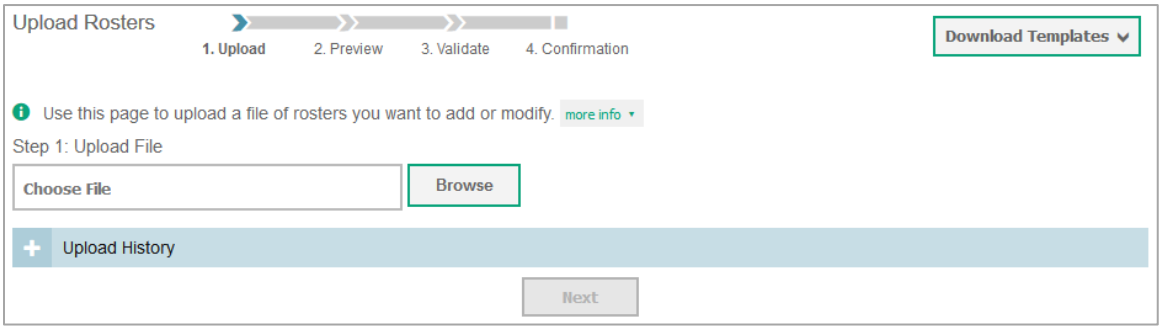
How to Create Rosters Through File Uploads

Users who must create many rosters may preform 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 7), click **Upload Rosters**. The ***Upload Roster*** page appears (see Figure 31).

Figure 31. Upload Roster Page



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

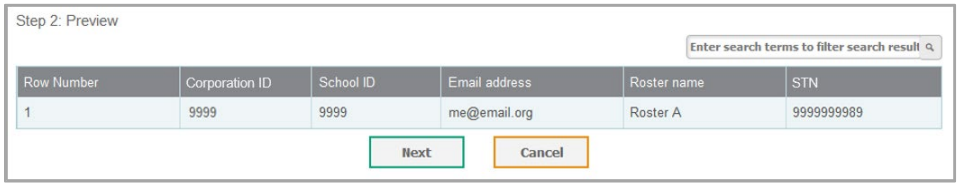
3. Open the template file in a spreadsheet application.

4. Using Table 14 as a reference, fill out the template and save it.

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

6. Click **Next**. The ***Preview*** page appears (see Figure 32). Use the file preview on this page to verify the correct file was uploaded.

Figure 32. File Upload Preview



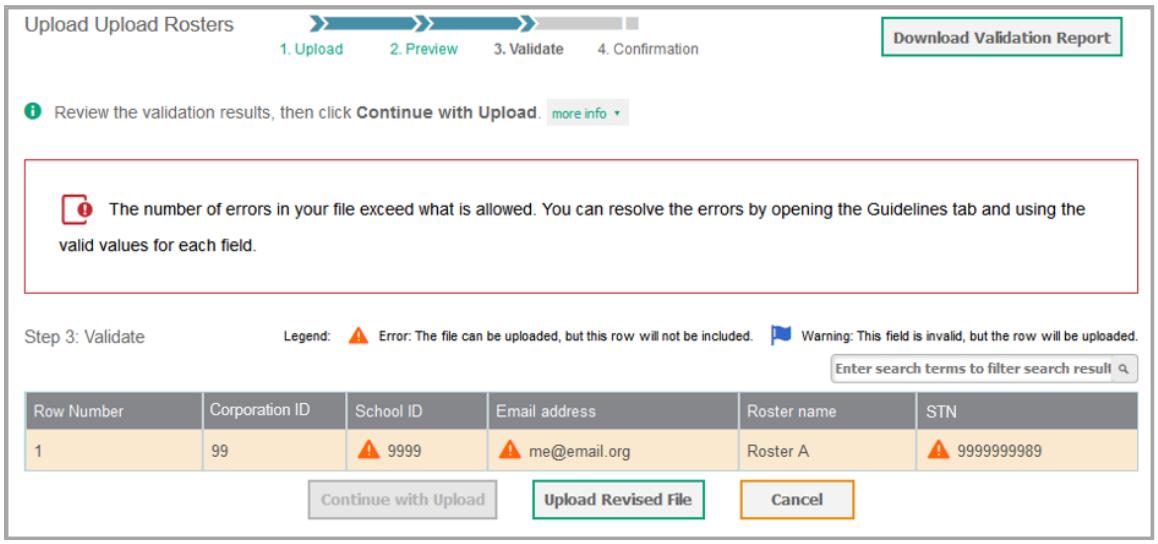
7. Click **Next** to validate the file. Any errors ( ) or warnings ( ) are displayed on the ***Validate*** page (see Figure 33).

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 33. Validation Page



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

8. Do one of the following:

   - Click **Continue with Upload**. ORS commits those records that do not have errors.

   - Click **Upload Revised File** to upload a different file. Follow the prompts on the ***Upload Revised File*** page to submit, validate, and commit the file.

     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 14 provides the guidelines for filling out the Roster template that users can download from the ***Upload Roster*** page.

Table 14. Columns in the Rosters Upload File

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

Column Name	Description	Valid Values
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.
STN*	Student's unique identifier within the corporation.	Up to 30 alphanumeric characters.
***Required field.**		

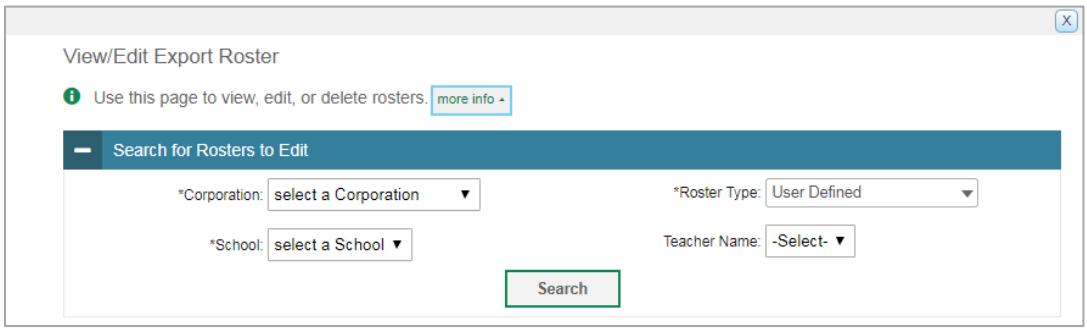
How to View and Modify a Roster

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

To view or modify a roster:

1. From the banner (see Figure 7), click **View Rosters**. The ***View/Edit Rosters*** page opens (see Figure 34).

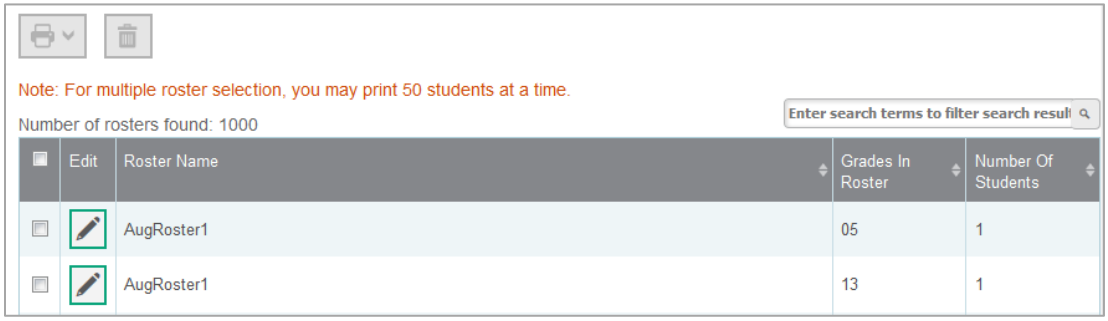
Figure 34. View/Edit Rosters Page



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 35).

Figure 35. Retrieved Rosters (Partial View)



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 need to be reviewed. The **View/Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see Figure 34).

6. Users 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 being added, 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 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**.

How to Delete a Roster

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

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

To delete a roster:

1. In the banner (see Figure 7), click **Edit Rosters**. The ***Edit Rosters*** page opens (see Figure 34).

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 35).

4. Select the rosters to delete:
   - Mark the checkbox next to each roster for deletion.
   - To select all records, mark the checkbox in the header row.
5. Click above the table of retrieved rosters to delete the selected rosters.

How to Print a Roster

Users can print one or more rosters.

To print a roster:

1. In the banner (see Figure 7), click **Edit Rosters**. The ***Edit Rosters*** page opens (see Figure 34).
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 35).
4. Select the rosters to print. To select rosters, do one of the following:
   - Mark the checkbox next to each roster 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

ORS allows users to search for students by their STN or name. This is useful for users who need to find a student's score reports but do not know the student's grade or school. Users cannot view students who they are not associated with.

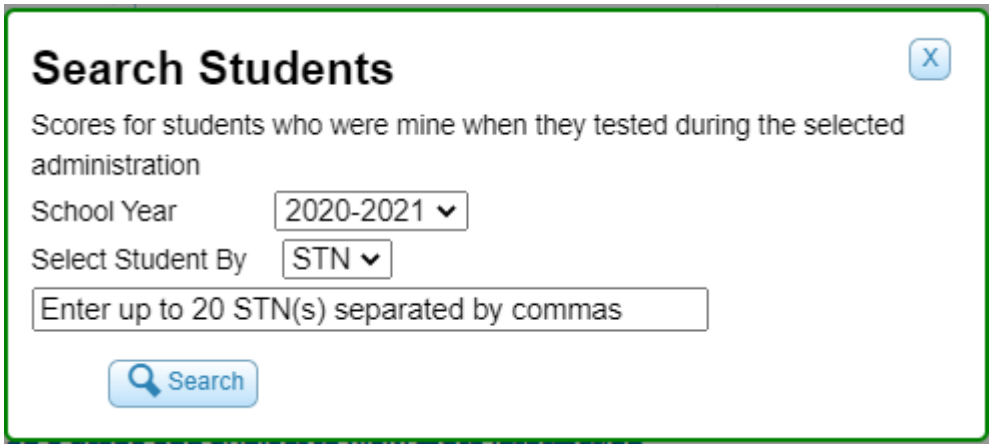
To search for students:

1. Verify that the radio button selected on the ***Home Page Dashboard*** page includes the student or students whose data the user is searching for in ORS.

Note: If the student being searched for does not belong to the student population selected on the ***Home Page Dashboard***, ORS cannot locate the student. Click the **Change Your Selection** link on the ***Search Students*** window to return to the ***Home Page Dashboard*** and select a different student population. For more information, see Accessing Score Reports.

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

Figure 36. Student Search Pop-up Window



3. From the **School Year** drop-down list, select the school year desired to limit search results.

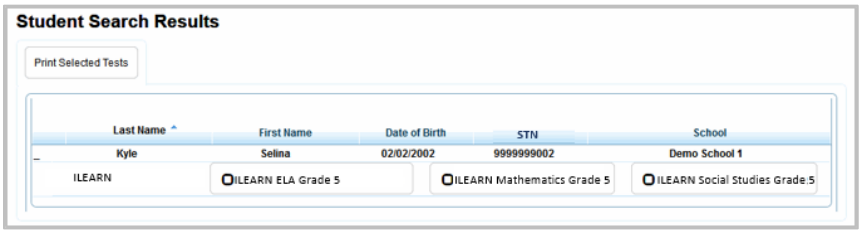
4. Enter the appropriate search criteria:

   - If searching for students by STN, enter up to 20 students' full STNs. If multiple queries are being entered, a comma must be used to separate STNs.

   - 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 student's information appears on the ***Student Search Results*** page (see Figure 37).

Figure 37. Student Search Results Page



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.

   - If users 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 How to Print ISRs from the Student Search Results Page.

Note: When selecting a test from a different administration than that selected on the ***Home Page Dashboard***, users must confirm the request to change test administrations.

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

Appendix A. Printing Reports in ORS

The **Print** tool in the banner (see Figure 7) allows users to print any report available in 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, users may need to set print options to landscape or horizontal mode to accommodate the various columns in the report. To preview and adjust the scale of the content, users should use their browser's Print Preview feature.

How to Print a Report Page

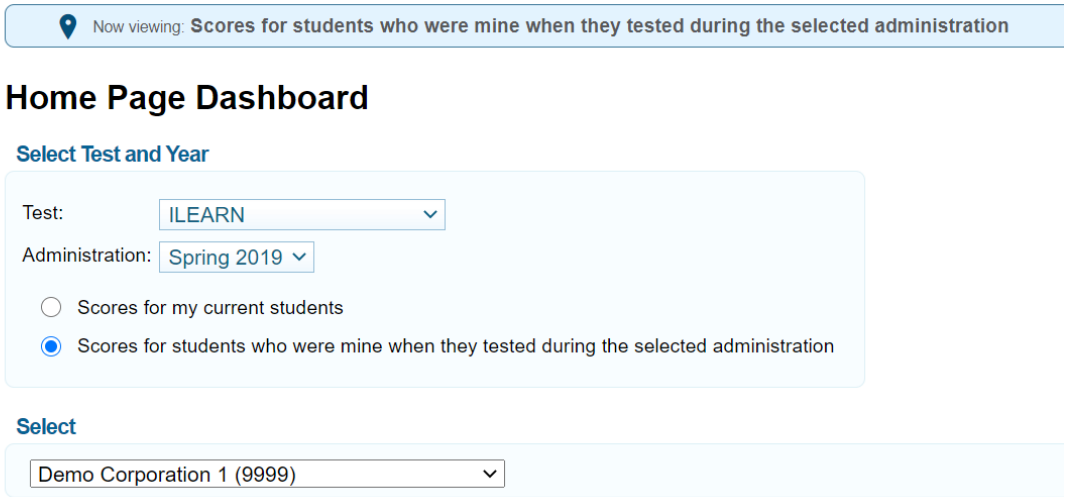
1. From the banner, click **Print**. A print dialog window appears.

2. **Note:** When printing from the ***Student Listing Report*** page (see Figure 18), the ***Individual Student Report*** page (see Figure 19), or the ***Student Search Results*** page (see Figure 37), users must specify additional print options before printing.

3. From the print dialog window, select the required print settings.

4. Print the page. The printed report will include the data displayed on the page (see Figure 38) for a sample printout of the ***Home Page Dashboard***).

Figure 38. Printed Report: Home Page Dashboard



Printing Reports from the Student Listing Report Page

The **Print** tool on the ***Student Listing Report*** page (see Figure 18) opens a print pop-up window that allows users to do the following:

- Print the Student Listing Report
- Print PDFs of ISRs

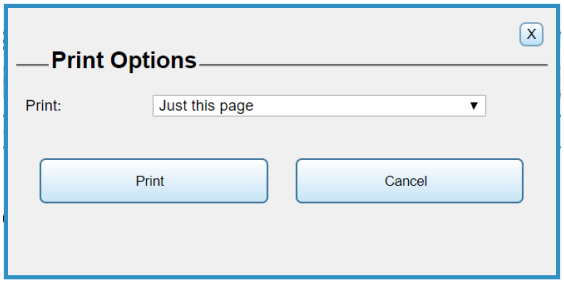
How to Print a Student Listing Report

Users 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 39).
2. From the **Print** drop-down list, select **Just this Page**.
3. Click **Print**. The print dialog window opens.

Figure 39. Student Listing Report Print Window



4. Specify the print settings and print the ***Student Listing Report*** page.

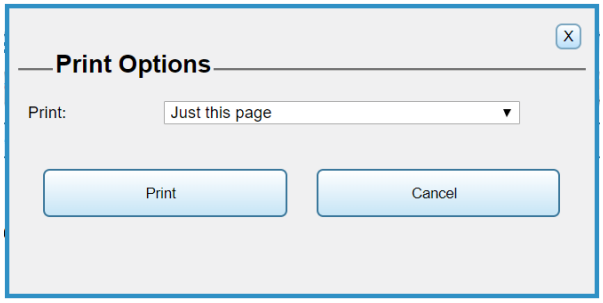
How to Print PDFs of ISRs from the Student Listing Report Page

On the ***Student Listing Report***, users 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 40).
2. From the **Print** drop-down list, select **Just this page** or **Student Report for All Students in this Group**. Additional drop-down lists appear.
3. *Optional*: If the **Language** drop-down list is available, select the language to print the reports.

Figure 40. Student Listing Report Print Options



4. From the **PDF Reports** drop-down list, select the type of PDF report 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. If the **PDF Type** drop-down list is available, select the level of detail to include:
   - **Simple ISR**: Includes the student's overall scale score, proficiency information, performance on reporting categories, and a cover page or one-page interpretive guide for understanding the ISR (if selected during the print options).

6. Click **Print**. A message appears, indicating that the user 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.

How to Print Reports from the Individual Student Report Page

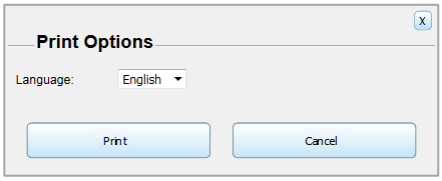
The **Print** tool on the ***Individual Student Report*** page (see Figure 19) allows users to generate a PDF file of the student's ISR for the selected test opportunities.

To print reports from the Individual Student Report page:

1. In the banner, click **Print**. The print options window opens (see Figure 41).

2. If the **Language** drop-down list is available, select the language to print the report.

Figure 41. ISR Print Options



3. If the **PDF Type** drop-down list is available, select the level of detail to include:

   - **Simple ISR**: Includes the student's overall performance table, barrel graph, comparison scores table, performance on reporting categories table, student's writing performance (if available), and a cover page or one-page interpretive guide for understanding the ISR (if available).

4. Click **Print**.

How to Print ISRs from the Student Search Results Page

Users can print PDF files of a student's Individual Student Reports directly from the ***Student Search Results*** page (see Figure 37). Users can either print a single Individual Student Report for a student or generate a Zip file of multiple Individual Student Reports for a single student.

To print Individual Student Reports for a student in the search results:

1. After performing a successful search, click **+** in the first column of the student whose Individual Student Report to print.

Note: If there are multiple students listed in the search results, users can print Individual Student Reports for only one student at a time.

2. Mark the checkbox for each test whose Individual Student Reports the user wishes 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 How to Print PDFs of ISRs from the Student Listing Report Page).

Note: If multiple tests are selected to print, and the ISRs for those tests have different print options, then the print options selected will apply only to the ISRs that support those options. For example, if 10 ISRs are printed, of which only two support other languages, then the option selected 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 the option selected 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 B. User Support

For additional information and assistance in using ORS, contact the Indiana Assessment Help Desk. The Help Desk is available Monday-Friday from 7 a.m. to 7 p.m. (ET) or as otherwise indicated on the Indiana Assessment Portal.

Indiana Assessment Program Help Desk

Toll-Free Phone Support: 1.866.298.4256

Email Support:
indianahelpdesk@cambiumassessment.com

Chat: https://indiana.portal.cambiumast.com/chat.stml

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

- If the issue pertains to a student, provide the STN and associated corporation or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 8 and Firefox 15 or Mac OS 10.11 and Safari 7).

Change Log

Location	Change	Date
Page 62	Email support address updated to indianahelpdesk@cambiumassessment.com	12/3/20