

Online Reporting System

Quick Guide

2018–2019

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How do I find the results for an individual student in the Online Reporting System?

This Quick Guide provides a brief overview of the steps for logging in to the Online Reporting System (ORS), finding results for individual students, and printing individual student reports (ISRs) in various available languages. Complete information about ORS is available in the *ORS User Guide*.

Logging in to ORS

To log into ORS, you must have an authorized email address and password, which is the same as the one you use for TIDE and the TA Interface. Contact your School Administrator if you do not have a TIDE account.

To log in to ORS:

1. Open your web browser and navigate to your state's portal. Click on the appropriate User Role Card (see Figure 1).

The ORS is a secure, role-based system. Your access to reports and data in the system depends upon your user role and your district and school associations. For a detailed list of user roles and associated permissions, see your *TIDE User Guide*.

Figure 1. User Role Card



2. Click the **Online Reporting System (ORS)** Card on the User Role page (see Figure 2). The **Login** page appears (see Figure 3).
3. Enter your email address and password.
4. Click **Secure Login**. The *Welcome Page* appears (see Figure 4).

Figure 2. ORS Card

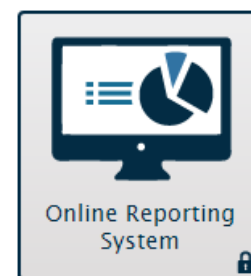


Figure 3. Login Page

 Figure 3 shows a login form with a light gray background. It has two input fields: the first contains the email 'pmartin@email.com' and has a person icon on the left; the second contains a password represented by dots and has a lock icon on the left. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom is a dark blue button with the text 'Secure Login' in white.

Finding Results for Individual Students

Once you have logged into ORS, you can download and print ELPA21 Screener ISRs.

To find and print ELPA21 Screener ISRs:

1. Click **Score Reports** on the Welcome Page (see Figure 4). The **Home Page Dashboard** appears.
2. Select **Search Students** from the banner (see Figure 5). The **Search Students** window appears (see Figure 6).
3. Select the parameters in the **School Year** and **Select Student By** drop-down lists and enter either the student's SSID, temporary ID, or the student's first and/or last name. Click **Search**. The **Student Search Results** page appears with a list of students who match your search.
4. Click the test name, e.g., Kindergarten ELPA21 Screener (see Figure 7), to view a student's ISR. The student's ISR appears.
5. To print the ISR, click **Print** on the banner (see Figure 8). The **Print Options** window appears.
6. Select the language you would like to print the ISR in from the **Language** drop-down list, then click the **Print** button (see Figure 9). The ISR will print (see Figure 14).

The ISRs are available in English, Arabic, Chinese, Marshallese, Russian, S'gaw Karen, Spanish, and Vietnamese in the Language drop-down list.

Figure 4. Welcome Page

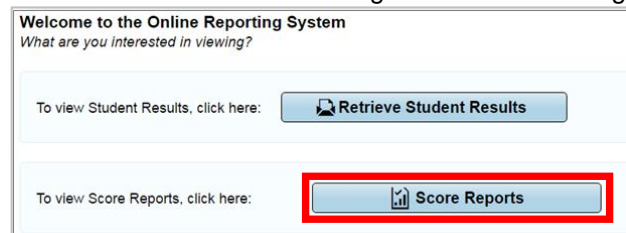


Figure 5. Home Page Dashboard Banner

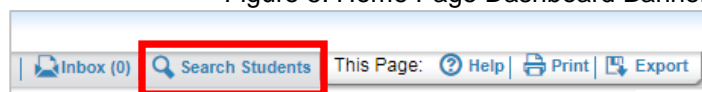


Figure 6. Search Students Window

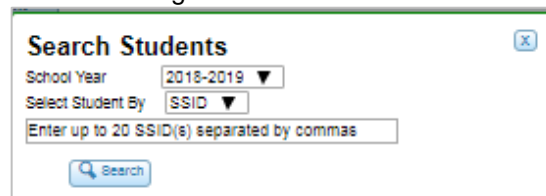


Figure 7. Student Search Results

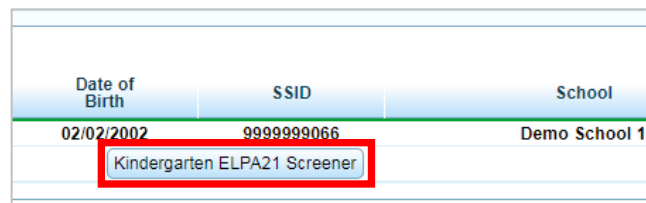
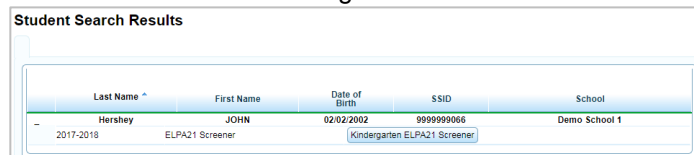
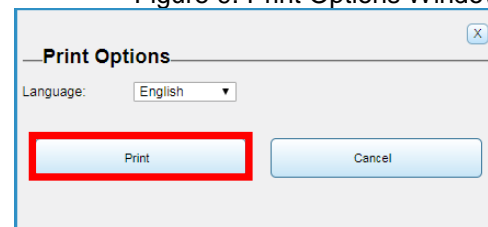


Figure 8. Print Button



Figure 9. Print Options Window



To print PDFs of reports for multiple students:

1. Click **Retrieve Student Results** on the Welcome Page (see Figure 10). The **Retrieve Student Results & My Inbox** page appears.
2. Select **PDFs of Student Reports** from the **Report Type** drop-down list (see Figure 11).

The PDFs of Student Reports are available in English, Arabic, Chinese, Marshallese, Russian, S’gaw Karen, Spanish, and Vietnamese in the Language drop-down list.

If you download a ZIP file containing ISRs for your students, the ZIP will include a CSV manifest that lists all PDF reports included in the ZIP file.

3. Select the parameters for your file from the available drop-down lists and click **Download**. You will be informed via email once your file is ready.
4. Once you have received the email, click **Inbox** on the banner (see Figure 12). Your file will be in the inbox. Click the **Download** link to save the file to your computer (see Figure 13). Your file will continue to be available for 30 days in ORS.
5. Open the saved file and print the report(s) as needed (see Figure 14).

For more information about ISRs and other available reports, see the *ORS User Guide* on your state’s portal.

Figure 10. Welcome Page

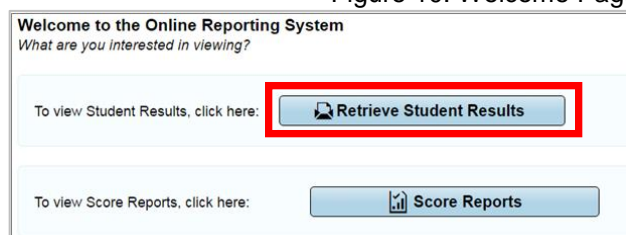


Figure 11. Retrieve Student Results & My Inbox Page

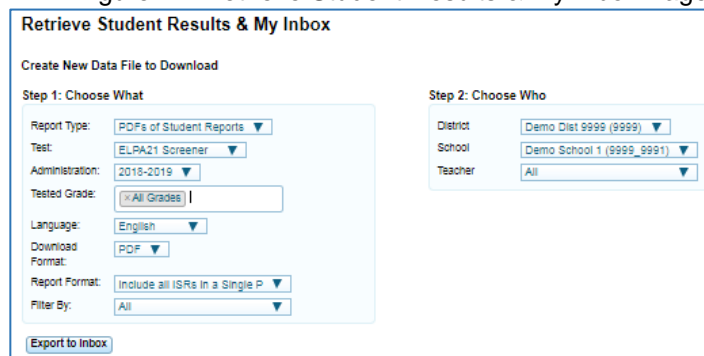


Figure 12. Inbox Button



Figure 13. Download Link

The screenshot shows the 'Inbox' page with a table of reports. The 'Download' link for the ELPA21 Screener report is highlighted with a red box.

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo School 1 (9999_9991)	Student Data	Excel	School	ELPA21 Screener	2017-2018	All	7/25/2017 4:03 PM	Running
Students with no group (Teacher)	Students ISR PDF report	PDF	Teacher	ELPA21 Screener	2017-2018	Grade 5	7/18/2017 1:17 PM	Download

This is a close-up of the 'Inbox' table, showing the 'Download' link for the ELPA21 Screener report highlighted with a red box.

Test	Administration	Grade	Date Created	Status
ELPA21 Screener	2017-2018	All	7/25/2017 4:03 PM	Running
ELPA21 Screener	2017-2018	Grade 5	7/18/2017 1:17 PM	Download

Figure 14. Sample Individual Student Report

Individual Student Report

How did my student perform on the ELPA21 Screener?

Test: Grade 3 ELPA21 Screener
 Year: 2018-2019
 Name: Demo, Student A

Overall Performance on the Grade 3 ELPA21 Screener Test: Demo, Student A, 2018-2019			
Name	SSID	Proficiency Status	Date Tested
Demo, Student A	999999991	Proficient	8/20/2018

Proficiency Determination
Proficient -Students are Proficient when they demonstrate a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level academic tasks in English. This is indicated on the ELPA21 Screener by earning Levels 4 or higher in all domains. Proficient students are not identified as English Learners and do not receive English language development services.
Progressing -Students are Progressing when, with support, they are approaching a level of English language skill necessary to produce, interpret, and collaborate on grade-level academic tasks in English. This is indicated on the ELPA21 Screener by scoring at least one domain score above Level 2 and at least one domain score below Level 4. These students are eligible for English language development services.
Emerging -Students are Emerging when they have not yet reached a level of English language skill necessary to produce, interpret, and collaborate on grade-level content-related academic tasks in English. This is indicated on ELPA21 by scoring a Level 1 or Level 2 in listening, reading, writing, and speaking. These students are eligible for English language development services.
Proficiency Not Demonstrated - Students receive a status of Proficiency Not Demonstrated when testing is stopped due to the student not participating. State policy determines whether or not a non-participant is eligible for English language development services.

Performance on the Grade 3 ELPA21 Screener Test, by Domain: Demo, Student A, 2018-2019			
Domain	Performance Level	Proficiency Status	Domain Description
Listening	5	Advanced	When listening, the student at Level 5 is working on: identifying, gathering and sequencing information from a long oral presentation; identifying main points and retelling key details in complex stories and longer presentations; determining the meaning of advanced vocabulary; drawing conclusions and making comparisons based on a long conversation.
Reading	4	Early Advanced	When reading grade-appropriate text, the student at Level 4 is working on: determining the main idea and a number of key details that support the main idea; answering more complex questions; understanding the meaning of some academic and content vocabulary and less common words and expressions to make meaning of text; understanding how word structures affect meaning.
Speaking	5	Advanced	When speaking, the student at Level 5 is working on: participating in extended discussions by asking and answering questions; delivering oral presentations on a variety of topics; introducing topics, presenting facts using temporal and linking words, and articulating a conclusion; expanding use of complex sentences, word choices and verbs; expressing opinions by giving several reasons for the opinions; articulating conclusions about the opinions.
Writing	4	Early Advanced	When writing, the student at Level 4 is working on: composing simple, compound, and some complex sentences with a clear meaning that relate to a prompt; recognizing and using parts of speech; increasing use of complex grammar structures; expanding word choice to communicate meaning.

Like all test scores, these results potentially include some error. However, they are the best available estimate of the student's English proficiency, given the student's test performance on the ELPA21 Screener.