

# Online Reporting System

## Quick Guide

2017–2018

Published August 11, 2017

*Prepared by the American Institutes for Research®*



## 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

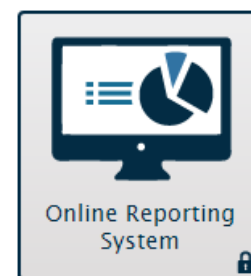


Figure 3. Login Page

 Figure 3 shows a login form with a white background and a grey border. It has two input fields: the top one contains the email 'pmartin@email.com' and has a person icon on the left; the bottom one 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, Marshallese, Russian, Spanish, and Vietnamese in the Language drop-down list.

Figure 4. Welcome Page

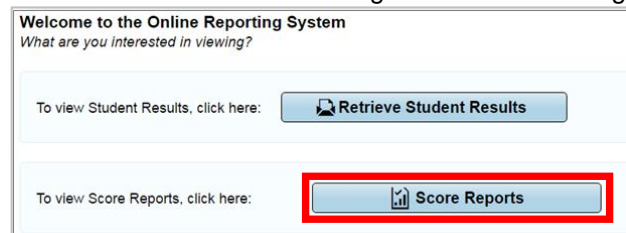


Figure 5. Home Page Dashboard Banner

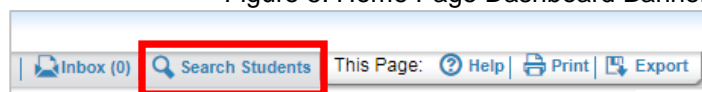


Figure 6. Search Students Window

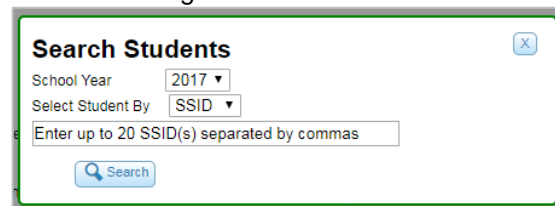


Figure 7. Student Search Results

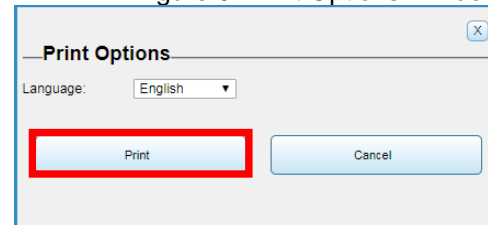
Last Name ^	First Name	Date of Birth	SSID	School
Hershey	JOHN	02/02/2002	999999066	Demo School 1
2017-2018	ELPA21 Screener		Kindergarten ELPA21 Screener	

Date of Birth	SSID	School
02/02/2002	999999066	Demo School 1
	Kindergarten ELPA21 Screener	

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, Marshallese, Russian, 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

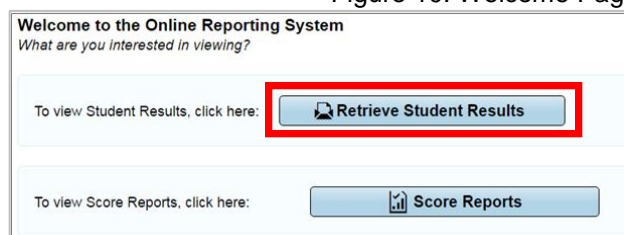


Figure 11. Retrieve Student Results & My Inbox Page

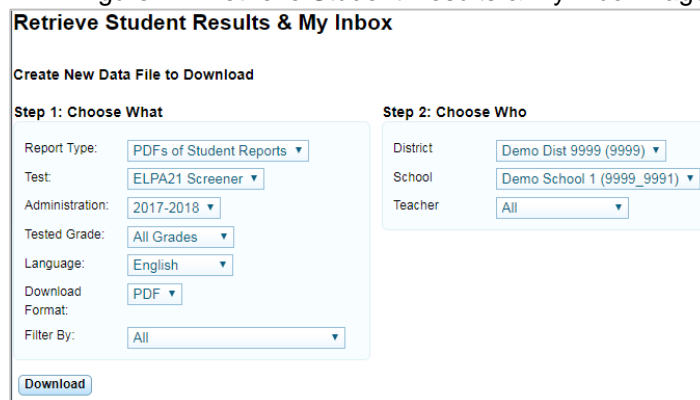


Figure 12. Inbox Button



Figure 13. Download Link

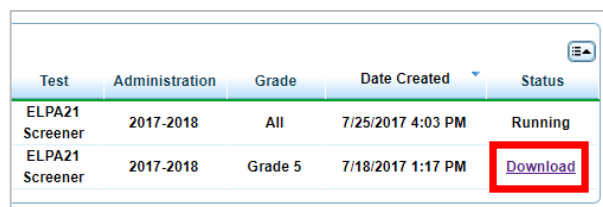
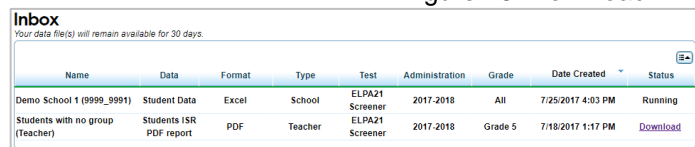


Figure 14. Sample Individual Student Report

### Individual Student Report

*How did my student perform on the ELPA21 Screener test?*

**Test:** Kindergarten ELPA21 Screener  
**Year:** 2017-2018  
**Name:** Hershey, JOHN S.

Legend: Domain Performance Levels

1 Beginning
 2 Early Intermediate
 3 Intermediate
 4 Early Advanced
 5 Advanced

**Student Test Performance**

Name	SSID	Proficiency Status
Hershey, JOHN S. <input type="text" value=""/>	9999999066	Progressing

**Proficiency Determination**

**Proficient** - Students are Proficient when they attain a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level content-related academic tasks in English. This is indicated on ELPA21 by attaining a profile of Level 4 or higher in all domains. Once Proficient on ELPA21, students can be considered for reclassification.

**Progressing** - Students are Progressing when, with support, they approach 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 attaining a profile with one or more domain scores above Level 2 that does not meet the requirements to be Proficient. Students scoring Progressing on ELPA21 are eligible for ongoing program support.

**Emerging** - Students are Emerging when they have not yet attained 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 attaining a profile of Levels 1 and 2 in all four domains. Students scoring Emerging on ELPA21 are eligible for ongoing program support.

**Student Performance on Scoring Categories**

Domain	Proficiency Status	Performance Level	Domain Description
Listening	Early Intermediate	2	When listening, the student at Level 2 is working on: responding to short conversations; recognizing and identifying the meaning of some key words and phrases from read-alouds and oral presentations; responding to yes/no and wh- questions; following simple and some multi-step directions without picture support; discriminating some details in longer conversations.
Reading	Early Intermediate	2	When reading grade-appropriate text, the student at Level 2 is working on: identifying key words and phrases from read-alouds of texts and dialogues; responding to yes/no and wh- questions; recognizing the meaning of some frequently occurring and key words in read-alouds.
Speaking	Not Attempted	Not Attempted	Not Attempted
Writing	Intermediate	3	When writing, the student at Level 3 is working on: recognizing and using frequently occurring nouns, verbs, and short phrases in writing; writing and completing words with missing letters; using question words to create simple questions; expressing an opinion or preference; creating complete simple sentences by placing words in the correct order.

A student's score report is best interpreted when recognizing that the student's knowledge and skills fall within a range and are not just precise numbers. On this assessment, the proficiency determination does include an error range.