



Online Reporting System

User Guide

WY-TOPP and WY-ALT Fall 2018

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Introduction to the User Guide

This user guide describes the features of the Online Reporting System (ORS), a web-based system that provides score reports for each student who takes the Wyoming Test of Proficiency and Progress (WY-TOPP) or the Wyoming Alternate Assessment (WY-ALT).

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

Organization of this User Guide

This user guide provides information about all ORS features, including instructions for viewing score reports, downloading student results, creating and editing rosters, and searching for students.

This user guide is organized as follows:

- [Section I. Overview of the Online Reporting System \(ORS\)](#) provides a brief introduction to the ORS and describes the user roles for performing different tasks in the ORS.
- [Section II. Accessing ORS](#) includes instructions on how to log in and log out of the ORS and switch between different Wyoming Assessment systems.
- [Section III. Understanding the ORS Interface](#), describes the layout and key features of ORS.
- [Section IV. Viewing Score Reports](#), includes an in-depth overview of the score reports available in the ORS.
- [Section V. Viewing Reports & Files](#), describes how to download student results and view test statistics.
- [Section VII. Working with Rosters of Students](#), provides instructions on how to create and manage student rosters.
- [Section VIII. Searching for Specific Student Score Reports](#), includes instructions on how to search for score reports for particular students in the ORS.
- [Appendix A. Printing Reports in the ORS](#), provides detailed instructions on how to print reports in the ORS.
- [Appendix B. User Support](#), provides additional information including Help Desk information.

Document Conventions

[Table 1](#) describes the key icons and elements used in this user guide.

Table 1. Key Symbols and Elements

Element	Description
	Alert: This symbol accompanies important information regarding actions that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
Text	Bold text indicates a link, button, drop-down list value, or keyboard control that is clickable.
<i>Text</i>	Bold and italicized text indicates a page name.
Mono	Monospace indicates text you enter from the keyboard.
<i>Italics</i>	Text in italics indicates field names.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.
	Tip: This symbol accompanies useful information on how to perform a task.

Intended Audience

This user guide is intended for district and school personnel involved in administering WY-TOPP and WY-ALT assessments to students.

It is assumed that users are familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file download features, you also need to be familiar with using a spreadsheet application or 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 *Test Administration Manual* for WY-TOPP and the *Directions for Administration Manual* for WY-ALT.
- For information about which operating systems and browsers are supported, see the *System Requirements Manual*.
- For information about student and user management, rosters, and testing irregularities, see the *TIDE User Guide*.

The above resources are available on the Wyoming Assessment portal at

<http://wyoassessment.org>.

Section I. Overview of the Online Reporting System (ORS)

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

- **Score Reports:** Provides score data for WY-TOPP and WY-ALT assessments. You can compare score data between individual students and the school, district, or overall state average scores.
- **Reports & Files:** Provides summary statistics (count and percentages) of students who tested in a selected subject and grade level. Enables you to download student data files containing test scores and demographic information.

In addition, the ORS enables you to create rosters for analyzing aggregate score data for specific groups of students.

ORS provides dynamic data that can be used to gauge students' achievement on various assessments. However, the data in this system are not to be used for official accountability purposes.

Understanding User Roles and Permissions

Your access to ORS reports and data depends on your user role and your school and district associations. For example, district users can view data for all schools, teachers, classes, and students in their district; school users can view data only for teachers, classes, rosters, and students in their school.

[Table 2](#) describes the **WY-TOPP** user roles and [Table 3](#) describes the **WY-ALT** user roles within ORS and the reports and features that are accessible to each user role.

Table 2. WY-TOPP Access Level and Roles

WY-TOPP Access Level and Roles*	DTC*	DDR*	BC*	TA*	PR*
School Listing	✓	✓	✓	✓	
Teacher Listing	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	
Summary Statistics	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓	
Manage Rosters	✓	✓	✓	✓	
Search Students	✓	✓	✓	✓	

Table 3. WY-ALT User Roles and Access in the Online Reporting System

WY-ALT Access Level and Roles*	DTC*	DA*	BC*	TA*	SS*
Score Reports					
School Listing	✓	✓			
Teacher Listing	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	
Reports and Files					
Summary Statistics	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓	
Manage Rosters	✓	✓	✓	✓	
Search Students	✓	✓	✓	✓	

* DTC - District Test Coordinator; DA - District Administrator; BC - Building Coordinator; TA - Test Administrator; SS - Second Scorer

Section II. Accessing ORS

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

Logging in to ORS

To log into ORS, you must have an authorized username and password. If you have not yet received your login information, contact your Building Coordinator as you will need to be added to the Test Information Distribution Engine (TIDE) before you can access ORS.



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

To log in to ORS:

1. Open your web browser and navigate to the Wyoming Assessment portal (<https://wyoassessment.org>).
2. Select your user role.

Figure 1. User Cards on Portal



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

Figure 2. ORS Card on Portal



4. Enter your email address and password.
5. Click **Secure Login**. You will be directed to the ORS.

Figure 3. Login Page

About Usernames and Passwords

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

Activation link:

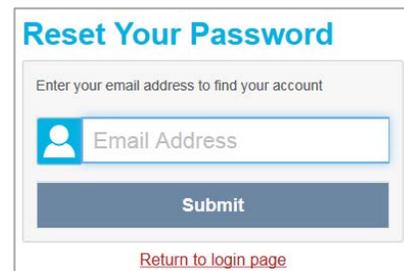
1. When your account is created, you will receive an activation email that expires in 15 minutes. Click the link in this email to access the **Reset Your Password** page.
2. Enter and confirm a new password. The password must be at least eight characters long and must include at least one number, one lowercase alphabetic character, one uppercase alphabetic character, and one special character (e.g. %, #, or !). You do not need to set up a security question.
3. Click **Submit**. Your state assessment portal page appears.



If you forget your password:

If you forgot your password, your activation link expired, or a TIDE admin locked your account, you will need to reset your password.

1. On the login page, click the **Forgot Your Password? link**.
2. On the **Reset Your Password** page, enter your email address and click **Submit**.
3. A reset link is sent to your email address. Click this link to access the **Reset Your Password** page.
4. Enter and confirm a new password. Then click **Submit**.



If you did not receive an account activation or password reset email:

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

Additional Help

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

Switching Between Wyoming Applications

When you are logged in to any Wyoming online system, you can switch between systems without having to log into each system separately.

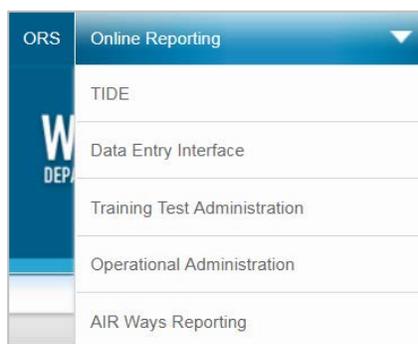


Note: Access to the systems and their features is dependent on your user role. While users will be able to navigate into TDS, the navigation menu will not appear in TDS. This is by design so that test sessions are not closed inadvertently.

To switch between the Wyoming Assessment systems:

1. Navigate to the drop-down list on the top left corner of your browser that displays the Wyoming Assessment systems you can access.

Figure 4. Wyoming Assessment Systems Drop-Down List



2. Select the system you want to use. You will be directed to the selected system and will not have to log in again.

Logging out of ORS

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



Warning: Logging out of the ORS logs you out of all Wyoming Assessment systems. ORS has a timeout feature that automatically logs you out if your session is inactive for 20 minutes.

To log out of ORS:

- Click **Log Out** on the top right hand corner of the page.

Section III. Understanding the ORS Interface

This section describes ORS features and layouts.

ORS Welcome Page

When you first log in to ORS, the **Welcome** page appears. You can select the report you want to view from this page.



Note: To access the ORS reports and features at any other time, click the links in the ORS banner (see [Figure 6](#)).

Figure 5. Welcome Page

The screenshot shows the 'Welcome to the Online Reporting System' page. At the top, it asks 'What are you interested in viewing?' and has a 'Select' dropdown menu currently showing 'Demo District WY 1 (9999)'. Below this, there are two main action areas. The first area is for downloading student files, with the text 'To download Student Files, click here:' followed by a blue button labeled 'Retrieve Student Results' with a document icon. The second area is for viewing score reports, with the text 'To view Score Reports, click here:' followed by a blue button labeled 'Score Reports' with a bar chart icon.

To view the ORS reports:

1. From the *Select* drop-down list, select the district or school whose reports you want to view. (This list appears only if you are a district-level user associated with more than one district or a school-level user associated with more than one school. For example, if you are a school-level user with access to multiple schools, you will need to select the school whose reports you want to view.)
2. Do one of the following:
 - To download student results, click **Score Reports**.
 - To view score reports, click **Retrieve Student Results**.

The page corresponding to your selection opens.

ORS Banner

The banner, which appears on all pages except for the **Welcome** page, provides links to all ORS reports and features.

Figure 6. ORS Banner



Click the links and buttons described below to access the different ORS reports and features.

Score Reports displays the **Home Page Dashboard** page (see [Figure 8](#)). For information about score reports, see [Section IV. Viewing Score Reports](#).

- **Reports & Files** drop-down menu provides access to the Reports & Files reports listed below. For information about Reports & Files options, see [Viewing Reports & Files](#).
 - Summary Statistics
 - Retrieve Student Results
- **Inbox** links to the **Retrieve Student Results** page where you can access student performance data files. For information about downloading student data files, see [Accessing Student Data Files from the Inbox](#).
- **Search Students** opens a pop-up window where you can search for a student by WISER ID or by first or last name and access his or her test results. For information about searching for students, see [Section VIII. Searching for Specific Student Score Reports](#).
- **Add Rosters** links to the **Add Roster** page where authorized users can create student rosters. For information about rosters, see [Section VII. Working with Rosters of Students](#).
- **View/Edit Rosters** links to the **View/Edit Roster** page where authorized users can view and edit student rosters. For information about rosters, see [Section VII. Working with Rosters of Students](#).
- **Upload Rosters** links to the **Upload Roster** page where authorized users can upload roster files. For information about rosters, see [Section VII. Working with Rosters of Students](#).



Note: The links for adding, viewing and editing, and uploading rosters are displayed on the basis of your user role. For example, if you are not authorized to upload rosters, the **Upload Rosters** link is not displayed in the banner.

General Tools

The banner also consists of several tools. The tools that are available may vary from page to page.

Figure 7. General Tools



- **Help** displays the ORS user guide.
- **Print** opens the browser's dialog box for printing the current page.
- **Export** displays the browser's dialog box for exporting the data displayed on the page. You can choose to view the file immediately or save it for future use. The data is exported as a Microsoft Excel (.xls) file.



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



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



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

Section IV. Viewing Score Reports

This section describes score reports and their features. It also provides instructions on how to access the different score reports.

Overview of Score Reports

Score reports display aggregated scores for districts, schools, teachers, and rosters, as well as individual student performance data for WY-TOPP and WY-ALT tests. You can use these reports to determine strategies that may improve teaching and learning. Data can be compared with the overall state and district average for the test you are analyzing.

All score report data are based on the total number of students whose tests have been scored. Since ORS presents data on the aggregate and individual performance of students as their online tests are completed and submitted, it does not take into account any accountability rules. Hence, ORS data is preliminary and may not be used for accountability purposes. The reporting system aggregates results in real-time. Performance data will be displayed when Test Administrators have completed and submitted scored components.

All score reports data, except for individual students' score reports, can be disaggregated into subgroups for detailed analysis. For example, you can view a WY-ALT Grade 3-5 Mathematics report for a roster, for all of a teacher's students, for an entire school, or for a district.

You can create custom groups of students to analyze aggregated data based on shared characteristics. See [Section VII. Working with Rosters of Students](#) for additional information.

[Table 4](#) provides an overview of the types of reports available through the Score Reports feature and the levels of aggregation at which they can be viewed.

Table 4. Available Score Reports

Report	District Level	School Level	Teacher Level	Roster Level	Student Level
Home Page Dashboard Summary of performance (to date) across grade-bands and subjects or courses for the current administration.	✓	✓	✓		
Subject Detail Data for a subject within a particular grade-band or course for the current administration.	✓	✓	✓	✓	
Trend* Longitudinal comparison of scores for a selected administration (across time).	✓	✓	✓	✓	✓
Student Listing Roster of all students who belong to a school, teacher, or class with their associated subject for the current administration.		✓	✓	✓	
Student Detail Detailed information about a selected student's performance in a specified subject or course.					✓

*Trend reports will not available for WY-TOPP results in 2018 because it is the first year of the program.

Accessing Score Reports

The **Home Page Dashboard** page displays the overall summary of score data and testing progress for your state, district, or school, and is the starting point for data analysis. You can define the students whose aggregated scores you want to view. You can also navigate to more detailed score reports from the **Home Page Dashboard** page.

The score data you see are dependent on your role; for example, a school administrator only sees that school's aggregate data.

Figure 8. Home Page Dashboard Page

The screenshot shows the 'Score Reports' interface. At the top, there are navigation tabs for 'Score Reports' and 'Reports & Files'. Below the navigation, there is a search bar and utility links like 'Inbox (6)', 'Search Students', 'Help', 'Print', and 'Export'. A status bar indicates 'Now viewing: Scores for students who were mine at the end of the selected administration'. A message states: 'The number of students tested includes only those students with valid scores.' Below this, there is a 'Select Test and Year' section with dropdowns for 'Test: WY-TOPP Summative' and 'Administration: 2017-2018'. Three radio buttons are present: 'Scores for students who were mine at the end of the selected administration' (selected), 'Scores for my current students', and 'Scores for students who were mine when they tested during the selected administration'. A 'Select' section shows a dropdown for 'Demo District WY 1 (9999)'. A link says 'Click on a grade and subject to view more information.' The main content area is titled 'Overall Performance on the WY-TOPP Summative test, by Subject, Grade: Demo District WY 1, 2017-2018'. It is divided into two columns: 'English Language Arts' and 'Mathematics'. Each column has a table with columns 'Grade', 'Number of Students Tested', and 'Percent Proficient'. For English Language Arts, Grade 3 has 500 students tested and 75% proficient. For Mathematics, Grade 3 has 500 students tested and 80% proficient. Grade 4 data is partially visible below.

English Language Arts			Mathematics		
Grade	Number of Students Tested	Percent Proficient	Grade	Number of Students Tested	Percent Proficient
Grade 3	500	75%	Grade 3	500	80%
Grade 4			Grade 4		

To view the **Home Page Dashboard** page immediately after logging in to ORS:

- From the *Select* drop-down list (if available) on the **Welcome** page, select the entity whose scores you want to view and then click **Score Reports**. For information about the **Welcome** page, see [Figure 5](#).

To view the **Home Page Dashboard** page at any other time:

- Click **Score Reports** on the banner.

Defining the Student Population

From the **Home Page Dashboard** page, you can select the test (WY-TOPP or WY-ALT) and administration for which you want to view score data.

To select the test and administration:

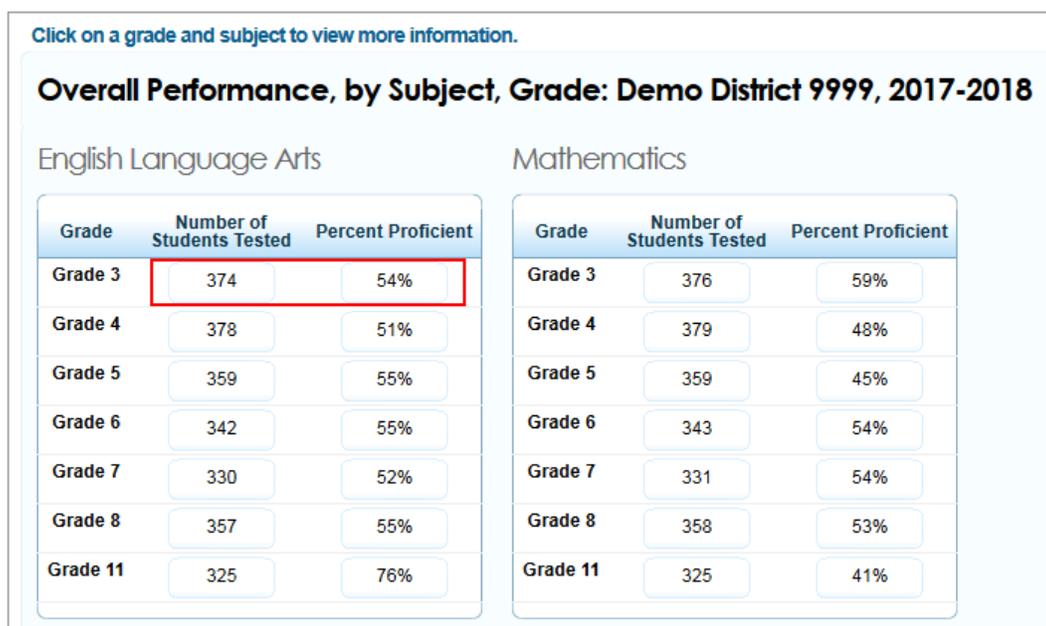
1. From the *Test* drop-down list, select a test.
2. From the *Administration* drop-down list, select an administration.
3. Select the appropriate radio button for the category of students whose scores you wish to view.
 - **Scores for students who were mine at the end of the selected administration**—Displays scores only for those students who tested in the selected test and administration and were associated with your school or district at the end of the selected test and administration.
 - **Scores for my current students**—Displays scores for those students associated with your current rosters, even if they were previously enrolled in a different school or district at the time of the test and administration. This feature provides insight into how students currently assigned to your roster performed in previous grades regardless of where they were enrolled. For example, if a student tests at School A, but is currently enrolled at School B; School B will be able to see the student's scores. However, if you currently have a student who did not test in the selected test and administration, no data appears for that student. Examples include students who moved to your school or district from out of state.
 - **Scores for students who were mine when they tested during the selected administration**—Displays scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration.

The **Home Page Dashboard** page aggregation tables display scores for students who were associated with your district, school, or roster when they were tested in the selected test and administration. See [Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports](#) for information about the tables.

Understanding the Home Page Dashboard Aggregation Tables and Accessing Subject Detail Score Reports

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

Figure 9. Home Page Dashboard Aggregation Tables



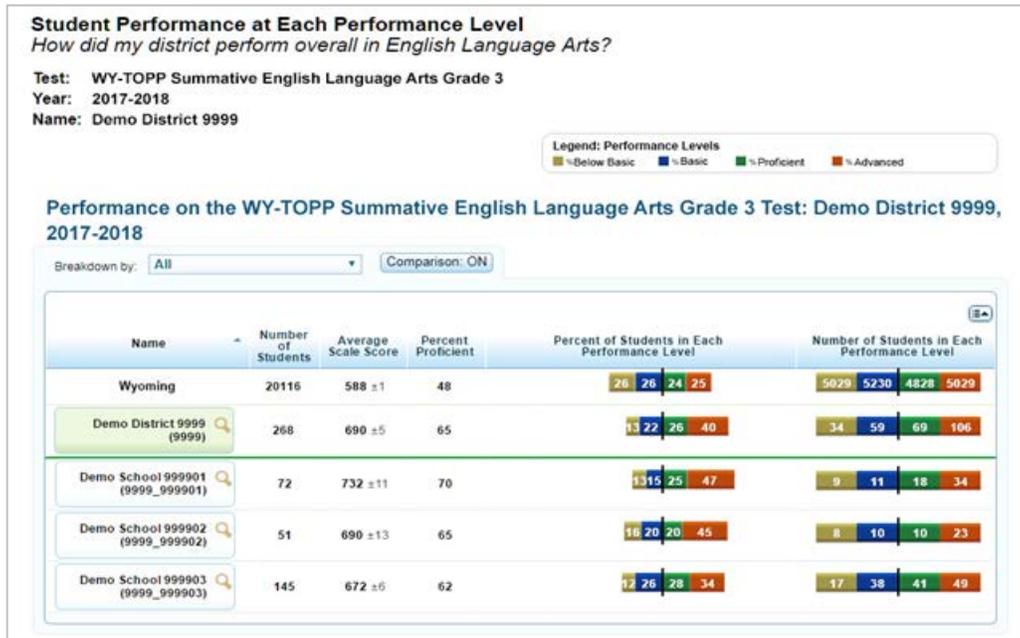
The **Homepage Dashboard** page displays separate tables for each subject and the data included in the tables are organized by grade- band. The columns constituting the tables are:

- **Number of Students Tested**— This column displays the number of students to date who have completed their test and have a valid score.
- **Percent Proficient**—This column displays the percentage of students to date who have scored proficient or above on the selected test. The percentage is a ratio of the number of students that scored proficient or above on the test to the number of students that took the test.

To access detailed score reports for a particular subject:

- From the **Home Page Dashboard** page, click the corresponding grade-subject cell in the appropriate table. For example, if you want to view the WY-TOPP subject detail report for Grade 3 ELA, click the grade-subject button highlighted in [Figure 9](#). The corresponding Subject Detail Report appears. See [Figure 10](#).

Figure 10. Sample Subject Detail Report



Understanding the Score Report Layout and Features

Most score reports share similar features, which are:

- **Name:** The name of the score report, the test, the administration, and the entity (e.g., district, school, teacher, or roster) are displayed on the top of the report.
- **Report Format:** All score reports except individual student reports are in table format such that the first column displays the name or entity, such as district, school, or teacher, to whom the scores belong.
- **Student Population:** The category of students whose score data you are viewing is displayed on the top of the report. The student category corresponds to the radio button selected on the *Home Page Dashboard* page.
- **Time Stamp:** A time stamp is included at the bottom of every report to indicate when the report was generated.
- **Legend:** A legend is displayed on top of the report to describe the color codes that correspond to each test-specific performance level and can help you understand the data presented on the report. (Legends may not be displayed on all the reports.)

In addition, score reports allow for:

- [Navigating between Score Reports using the Exploration Menu](#)
- [Viewing Scores based on Demographic Subgroup](#)
- [Showing and Hiding a Report's Columns](#)
- [Sorting Data in a Report](#)
- [Showing and Hiding Comparison Data](#)

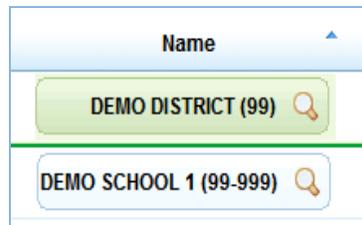
Navigating between Score Reports using the Exploration Menu

You can navigate from one score report to another using the Exploration Menu.

To navigate between score reports:

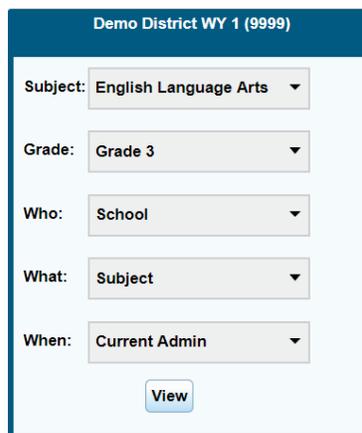
1. From the Name column of a score report, click  that appears next to each entity (e.g., school or teacher). The Exploration Menu appears displaying the score reports that are available to you.

Figure 11. Name Column



2. From the Exploration Menu drop-down lists, select the subject, grade, and type of report that you wish to view. The report options that are available may vary. For information about the different categories of score reports, see [Understanding Score Reports Dimensions](#).

Figure 12. Exploration Menu

A screenshot of the 'Exploration Menu' for 'Demo District WY 1 (9999)'. The form has a dark blue header with the text 'Demo District WY 1 (9999)'. Below the header are five dropdown menus: 'Subject: English Language Arts', 'Grade: Grade 3', 'Who: School', 'What: Subject', and 'When: Current Admin'. At the bottom of the form is a 'View' button.

3. Click **View**.

Understanding Score Reports Dimensions

The Exploration Menu lets you navigate to different types of score reports for a selected subject and grade. By default, the first two drop-down lists display the subject and grade cell you selected from the **Home Page Dashboard** aggregation tables to access the score reports. You can navigate to a different grade within the same subject or navigate to a different subject, if available for the selected assessment, by selecting the required values from the relevant drop-down lists.



Note: The Exploration Menu does not allow you to navigate to a different assessment. To view score reports for a different assessment, you must return to the **Home Page Dashboard** and select the required assessment from the *Test* drop-down list. For more information about selecting an assessment, see [Accessing Score Reports](#).

Table 5. Subject and Grade Selection Fields

Field	Description
Subject	Displays the subjects available for the selected assessment.
Grade	Displays the grades available for the selected assessment.

The remaining three drop-down lists on the Exploration Menu let you select the type of score report that you wish to view. For navigation purposes, score reports can be categorized into three dimensions: Who, What, and When. Data can be analyzed appropriately, depending on whether the focus is on testing group (e.g., school, teacher, or roster), content type (subject), or period of time (trend). [Table 6](#) describes these dimensions.

Using the Exploration Menu, you can navigate to any report by making different selections from the *Who*, *What*, and *When* drop-down lists. However, the options that are available in the drop-down lists depend on your user role, the report you are viewing, and the entity level where you have opened the Exploration Menu. If the drop-down list displays N/A or does not show any options, it means that you cannot navigate any further up or down in that dimension.

For example, as a district-level user you can view all levels of Subject Detail Reports, such as the School Listing, Teacher Listing, Roster Listing, and Student Listing. (For information on these different reports, see [Viewing Subject Detail Score Reports](#)). While viewing the School Listing Report (see [Figure 18](#)), if you open the Exploration Menu from the district level, the only available option in the “who” dimension will be School since it is not possible to view aggregates for all the teachers, rosters or students belonging to a district. However, if you open the Exploration Menu from the school level, you will be able to select **Teacher**, **Roster**, or **Student** to navigate to the required aggregation report for the selected school.

Table 6. Score Reports Dimension

Dimension	Description	Categories/Reports
Who	Displays data for schools and groups (district- level, school-level, teacher-level, roster-level, and individual students).	<ul style="list-style-type: none"> School Personnel Roster Student
What	Displays data within the selected subject.	<ul style="list-style-type: none"> Subject
When	Displays data either as a snapshot of performance in the current test window or as a historical trend.	<ul style="list-style-type: none"> Trend* Current Admin

*Trend reports will not available for WY-TOPP results in 2018 because it is the first year of the program.

Viewing Scores based on Demographic Subgroup

The *Breakdown By* filter disaggregates the score data by a specific demographic subgroup category or a cross-section of two subgroups. When you select a subgroup, the report expands to display the corresponding data for that subgroup. For example, you can disaggregate a score report by gender to see the associated score data for All, Female, and Male students as shown in [Figure 13](#).

To view score reports by a demographic subgroup:

- From the *Breakdown By* drop-down list, select the required demographic subgroup. See [Table 7](#) for the available subgroups.

Figure 13. Sample Score Report with Breakdown By Gender

Name	Grouping	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Demo District WY 1 (9999)	All	7	530 ±8	0	100	7 0 0 0
Demo District WY 1 (9999)	Female	5	534 ±11	0	100	5 0 0 0
Demo District WY 1 (9999)	Male	2	521 ±1	0	100	2 0 0 0
Demo School WY 1 (9999)	All	6	535 ±8	0	100	6 0 0 0
Demo School WY 1 (9999)	Female	4	542 ±10	0	100	4 0 0 0
Demo School WY 1 (9999)	Male	2	521 ±1	0	100	2 0 0 0
Demo School WY 2 (9991)	All	1	503*	0	100	1 0 0 0
Demo School WY 2 (9991)	Female	1	503*	0	100	1 0 0 0

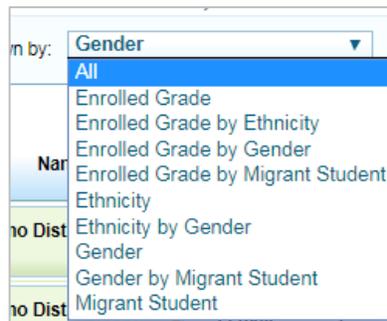
[Table 7](#) lists the available demographic subgroup categories.

Table 7. Demographic Subgroups

Subgroup	Description	Possible Values
Ethnicity	Student's ethnicity code	<ul style="list-style-type: none"> • Asian • Black/African American • American Indian/Alaskan Native • White • Hispanic/Latino • Native Hawaiian/Other Pacific Islander • Multi-Racial
Gender	Student's gender	<ul style="list-style-type: none"> • Female • Male
Enrolled Grade	Grade in which student is enrolled during the test administration	<ul style="list-style-type: none"> • Grade 03 through Grade 11
Migrant Student	Indicates student's migrant status	<ul style="list-style-type: none"> • Migrant • Migrant - N

You can also select cross-sections of groups, such as Ethnicity by Gender. The available cross-sections are Enrolled Grade by Ethnicity, Enrolled Grade by Migrant Student, Enrolled Grade by Gender, Ethnicity by Gender, and Gender by Migrant Student.

Figure 14. Demographic Cross-sections



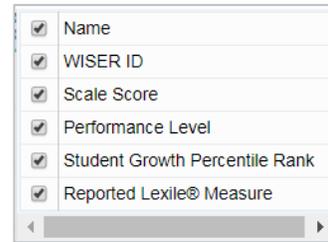
Showing and Hiding a Report's Columns

You can choose the columns that you want to display on a score report.

To show or hide a report's columns:

1. Click  in the top right corner of the table. A list of the columns constituting the table is displayed.
2. To show columns, mark the checkboxes next to the columns that you wish to see.
3. To hide columns, clear the checkboxes next to the columns that you wish to hide.
4. To remove the list from view, move your cursor away from the arrow icon.

Figure 15. List of Score Report Columns



Sorting Data in a Report

You can sort data in ascending or descending order for all the columns. The default sort is by Name in ascending order.

To sort the data:

1. Click the column header to sort data in ascending (A–Z; 1–10) order.
2. Click the column header again to sort the data in descending (Z–A; 10–1) order.



Note: The selected sort order is automatically applied to all the reports that you view while logged in to the ORS. However, if you log out of the ORS, the sort order automatically reverts to the default.

Showing and Hiding Comparison Data

By default, each of the score reports provide overall score data of the state, district, or school appearing in the top rows above the green line. This can be used for comparing your results to the parent entity. If the comparison data appear in the same table as the rest of the report, you can choose to show or hide the comparison data when viewing the report.

To show or hide comparison data:

- Click the **Comparison** button above the report.

When **Comparison: On** is displayed, the comparison rows are visible on the report.

Figure 16. Sample Score Report with Comparison On

Breakdown by: All Comparison: ON

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Wyoming	20116	588 ±1	48	26 26 24 25	5029 5230 4828 5029
Demo District 9999 (9999)	268	690 ±5	65	13 22 26 40	34 59 69 106
Demo School 999901 (9999_999901)	72	732 ±11	70	13 15 25 47	9 11 18 34
Demo School 999902 (9999_999902)	51	690 ±13	65	16 20 20 45	8 10 10 23
Demo School 999903 (9999_999903)	145	672 ±6	62	12 26 28 34	17 38 41 49

When **Comparison: Off** is displayed, the comparison rows are hidden from view.

Figure 17. Sample Score Report with Comparison Off

Breakdown by: All Comparison: OFF

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Demo School WY 1 (9999)	6	535 ±8	0	100	6 0 0 0
Demo School WY 2 (9991)	1	503 ±	0	100	1 0 0 0

Viewing Subject Detail Score Reports

The Subject Detail Report is the first score report that you can access from the **Home Page Dashboard** page. It belongs to the “who” dimension of score report categories.

The subject detail report name consists of the following components:

- The score report name is *Student Performance At Each Performance Level. How did my [Entity] perform overall in [Subject or Course]*, where the text within brackets indicates variables that change based on the test that you have selected.
- Each report also indicates the test name (subject and grade or course), the administration, and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.

The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Entity], [Administration]*, where the text within brackets indicates variables that change based on the test that you have selected. The Subject Detail Reports display overall student performance for the selected test. All data are based on the total number of students who have taken and completed the test and submitted it for scoring. [Table 8](#) describes the Subject Detail Reports columns.

Table 8. Subject Detail Report Columns

Column	Description
Name	The name of the entity/individual you are viewing (e.g., district, school, teacher, roster, student).
Number of Students/Student Count	The number of students to date who submitted the selected test for scoring.
Average Scale Score	The mean scale score of students who have completed the selected test.
Percent Proficient	The number of students who are proficient over the total number of students tested, presented in percent format.
Percent of Students in Each Performance Level	For a selected test, the distribution of students across the proficiency levels based on their scale scores.
Number of Students in Each Performance Level	For a selected test, the counts of students at each performance level.

The different subject detail reports are discussed in the following sections.

Viewing School Listing Subject Detail Report

The School Listing Report is the default for district-level users and shows data for the grade and subject selected on the **Home Page Dashboard** page. A school's performance data in the selected grade and subject are displayed together with the associated district and state's performance in the selected grade and subject for the purpose of comparison. Authorized district-level users can view the data for each school in their district.

To generate a school listing Subject Detail report:

1. From the **Home Page Dashboard** page, define the student population as described in the section [Defining the Student Population](#).
2. From the **Home Page Dashboard** page aggregate tables, click the grade-subject cell for which you want to view a school listing subject detail report. The school listing subject detail report for the selected grade-subject appears.

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

Figure 18. Subject Detail Report: School Listing Report

Performance on the WY-TOPP Summative English Language Arts Grade 3 Test: Demo District 9999, 2017-2018

Breakdown by: All Comparison: ON

Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level				Number of Students in Each Performance Level			
Wyoming	20116	588 ±1	48	26	26	24	25	5029	5230	4828	5029
Demo District 9999 (9999)	268	690 ±5	65	13	22	26	40	34	59	69	106
Demo School 999901 (9999_999901)	72	732 ±11	70	13	15	25	47	9	11	18	34
Demo School 999902 (9999_999902)	51	690 ±13	65	16	20	20	45	8	10	10	23
Demo School 999903 (9999_999903)	145	672 ±6	62	12	26	28	34	17	38	41	49

From the School Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores based on Demographic Subgroup](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about

these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).

- Print the report; see [Appendix A. Printing Reports in the ORS](#).
- Export the report; see [General Tools](#).

Viewing Teacher Listing Subject Detail Report

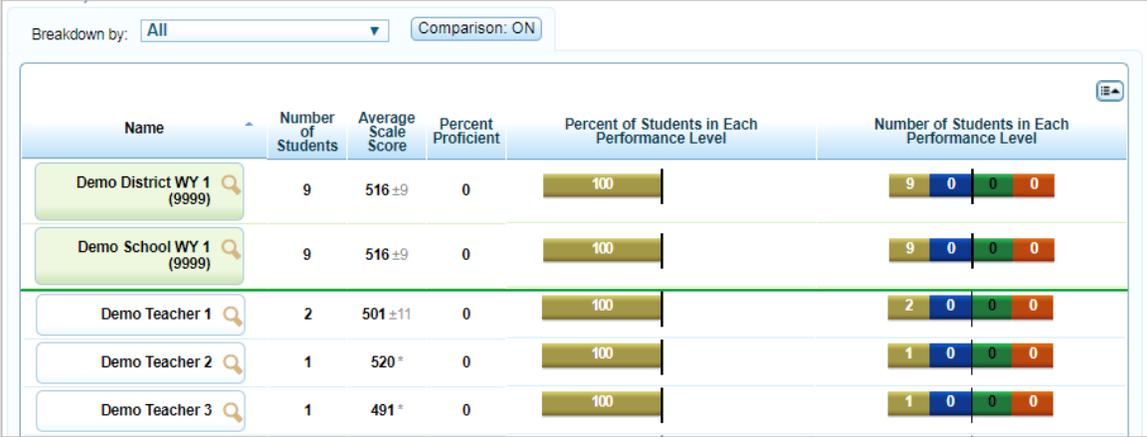
The Teacher Listing Subject Detail Report is available to district- and school-level users and displays data for all the teachers in the selected school whose students have completed the selected test.

To navigate to the Teacher Listing Subject Detail Report from the School Listing Subject Detail Report:

1. On the School Listing Subject Detail Report ([Figure 18](#)), click  next to a school name. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Teacher**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**.

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

Figure 19. Subject Detail Report: Teacher Listing Report



Name	Number of Students	Average Scale Score	Percent Proficient	Percent of Students in Each Performance Level	Number of Students in Each Performance Level
Demo District WY 1 (9999)	9	516 ±9	0	100	9 0 0 0
Demo School WY 1 (9999)	9	516 ±9	0	100	9 0 0 0
Demo Teacher 1	2	501 ±11	0	100	2 0 0 0
Demo Teacher 2	1	520 *	0	100	1 0 0 0
Demo Teacher 3	1	491 *	0	100	1 0 0 0

From the Teacher Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).

- Disaggregate the report by demographic subgroup; see [Viewing Scores based on Demographic Subgroup](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- Print the report; see [Appendix A. Printing Reports in the ORS](#).
- Export the report; see [General Tools](#).

Viewing Roster Listing Subject Detail Report

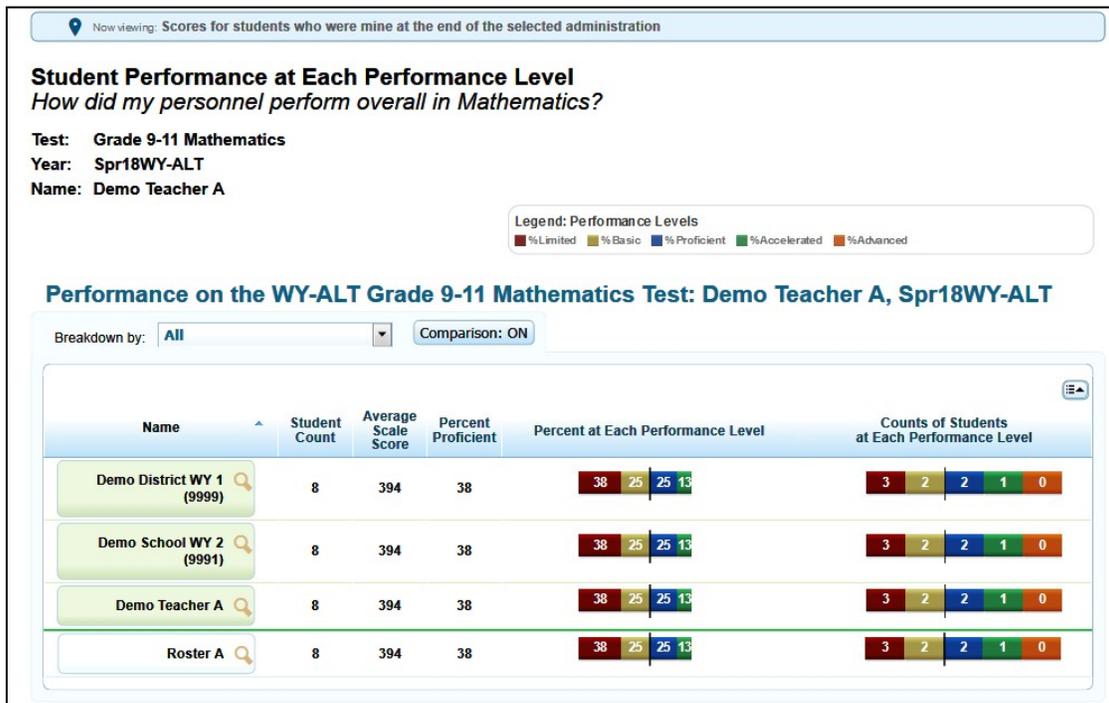
The Roster Listing Subject Detail Report displays the selected school's or teacher's rosters; these rosters include students who have completed the selected test. For information about how to create rosters, see [Section VII. Working with Rosters of Students](#).

To navigate to the Roster Listing Subject Detail Report from the Teacher Listing Subject Detail Report:

1. On the Teacher Listing Subject Detail Report ([Figure 19](#)), click  next to a teacher's name. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Roster**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**.

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

Figure 20. Subject Detail Report Screen: Roster Report



From the Roster Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Viewing Scores based on Demographic Subgroup](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- Print the report; see [Appendix A. Printing Reports in the ORS](#).
- Export the report; see [General Tools](#).

Viewing Student Listing Subject Detail Report

The Student Listing Subject Detail Report displays all the students associated with the selected school, teacher, or roster who have completed the selected test in addition to any students who were assigned a condition code, such as invalidated (INV).

The title of the score report table is *Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test, by Student: [Entity], [Administration]*,

where the text within brackets indicates variables that change based on the test that you have selected.

To navigate to the Student Listing Subject Detail Report from the Roster Listing Subject Detail Report:

1. On the Roster Listing Subject Detail Report ([Figure 20](#)), click  next to a roster's name. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Student**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**.

For an explanation of the report columns, see [Table 9](#).

Figure 21. Subject Detail Report: Student Listing Report

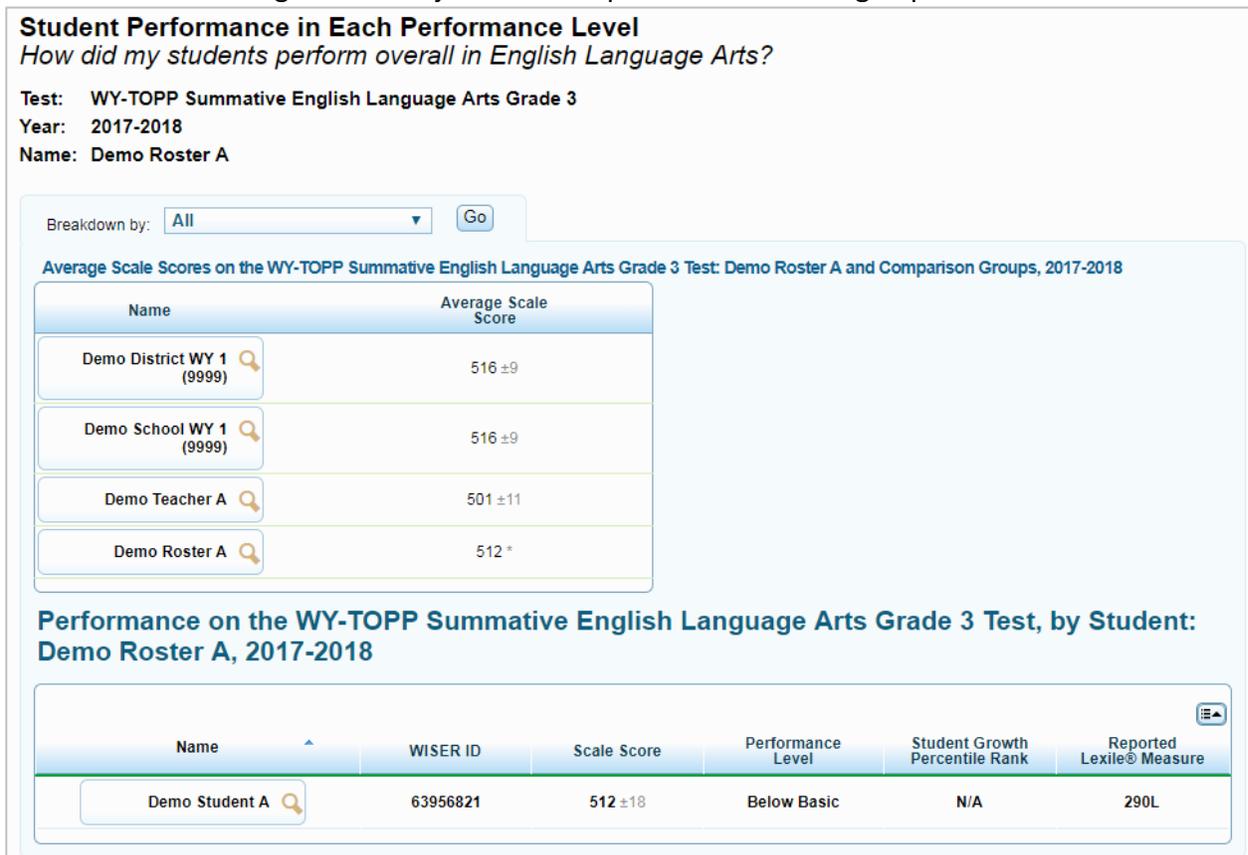


Table 9. Student Listing Report Subject Detail Report Columns

Column	Description
Name	The name of the student.
WISER ID	The student's unique identifier.
Scale Score	The student's scale score.
Performance Level	The performance level associated with the student's score.
Student Growth Percentile Rank	A student growth percentile (SGP) describes a student's growth compared to other students with similar prior WY-TOPP test scores, referred to as their academic peers. This column will show the value "N/A" for the first-time test takers. (Not displayed for Science.)
Reported Quantile Measure	A scientific approach to measuring mathematics achievement and concept/application solvability. (WY-TOPP Math only.)
Reported Lexile Measure	A scientific approach to measuring reading ability and the complexity of reading materials. (WY-TOPP ELA only.)

From the Student Listing Subject Detail Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Disaggregate the report by demographic subgroup; see [Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup](#).
- Show or hide the columns; sort data; show or hide comparison data. For information about these features and the layout of the report, see [Understanding the Score Report Layout and Features](#).
- Print the Student Listing Subject Detail Report or Individual Student Reports (ISRs) of all the students listed on the report; see [Printing Reports from the Student Listing Report Page](#).
- Export the report; see [General Tools](#).

Disaggregating the Student Listing Subject Detail Report by Demographic Subgroup

Similar to the other score reports, you can disaggregate the data displayed on the ***Student Listing Subject Detail Report*** page by demographic subgroups. However, the procedure for disaggregating and viewing the data is different from the higher level reports.

To disaggregate score data by a subgroup:

1. From the *Breakdown By* drop-down list, select the required group.
2. From the *Values* drop-down list, select a specific subgroup. For example, select **Male** for

the subgroup **Gender**.

3. Click **Go**. The new list only includes students that match the specified value.

Viewing Individual Student Report

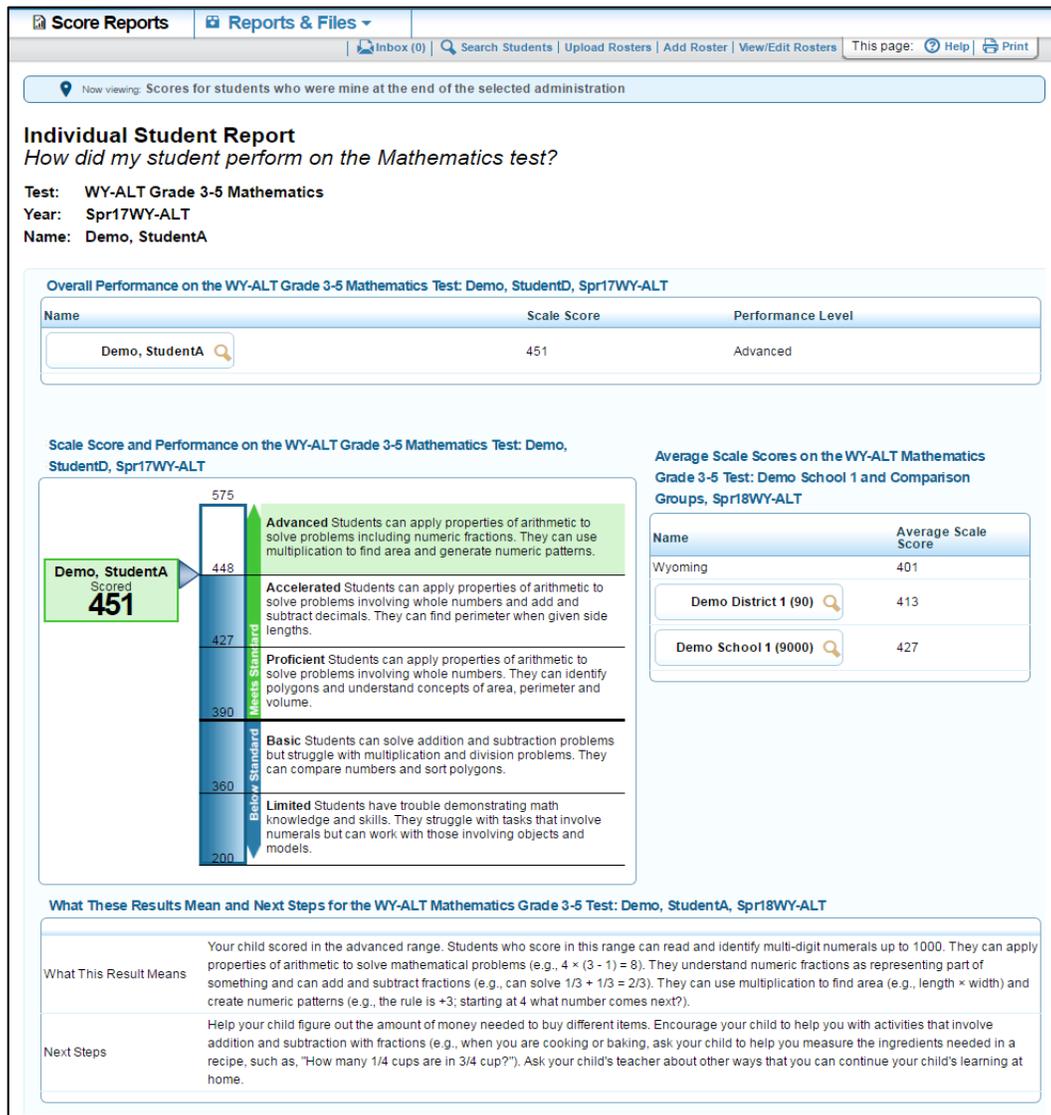
The Individual Student Report displays the breakdown of the student's scale score and performance level for the selected subject. The report includes a graphical representation of a student's performance. Text explaining what the achieved performance level means and possible next steps is also provided. The report includes average scale scores for the state and district for comparison purposes.

To navigate to the Individual Student Report from the Student Listing Subject Detail Report:

1. On the Student Listing Subject Detail Report ([Figure 21](#)), click  next to a student's name. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *Who* drop-down list, select **Student**; from the *When* drop-down list, select **Current Admin**.
3. Click **View**.

For information about the features of the Individual Student Report page, see [Viewing Individual Student Report](#).

Figure 22. Individual Student Report (WY-ALT)



About the WY-ALT Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. The Individual Student Report provides the following information:

- **Overall Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]**— Depending on the assessment selected, this table may include:
 - The student's name and student identification number.
 - The student's overall scale score for a test opportunity.

- The performance level classification associated with the student’s score.
- *Scale Score and Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]*—The barrel chart visually depicts the student’s achievement level based on his overall scale score.
- *Average Scale Scores on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Entity] and Comparison Groups, [Administration]*—The table includes average scale score and percent proficient for the state, district, school, and teacher with which the student is associated.



Note: The average scale score for the state will only be available after all state testing has been completed.

- *What These Results Mean and Next Steps for the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]*—The table describes what the student’s results mean and steps that can be taken to improve the student’s performance.

Figure 23. Individual Student Report (WY-TOPP)

Score Reports
Reports & Files

Inbox (0)
Search Students | Upload Rosters | Add Roster | View/Edit Rosters

This page: Help | Print | Definitions

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

Individual Student Report

How did my student perform on the English Language Arts test?

Test: WY-TOPP Summative English Language Arts Grade 5
Year: 2017-2018
Name: Demo, Student A

Overall Performance on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo, Student A, 2017-2018

Name	WISER ID	Scale Score	Performance Level	Student Growth Percentile Rank	Reported Lexile® Measure
Demo, Student A	999999001	810 ±29	Advanced	79	790L

Scale Score and Performance on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo, Student A, 2017-2018

Average Scale Scores on the WY-TOPP Summative English Language Arts Grade 5 Test: Demo School 999901 and Comparison Groups, 2017-2018

Name	Average Scale Score
Wyoming	588 ±1
Demo District 9999 (9999)	690 ±5
Demo School 999901 (9999_999901)	732 ±11

Information on Standard Error of Measurement

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 500 (+/-30) indicates a score range between 470 and 530.

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 WY-TOPP Summative English Language Arts Grade 5 Test, by Reporting Category: Demo, Student A, 2017-2018

Reporting Category	Reporting Category Performance	Reporting Category Description
Reading Literature		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>
Reading Informational		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>
Language/Vocabulary Acquisition and Use		<p>What These Results Mean Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat.</p> <p>Next Steps Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam iaculis varius purus, sit amet pharetra nisi aliquet malesuada. Ut non commodo neque. Nullam pretium finibus placerat. In lobortis nec erat eu viverra.</p>

Writing Performance on the WY-TOPP Summative English Language Arts Grade 5, Based on the WY-TOPP Summative Performance Task Writing Rubric: Demo, Student A, 2017-2018

Essay	Purpose, Focus, and Organization	Evidence and Elaboration	Conventions of Standard English
Informative/Explanatory	The response is adequately sustained and generally focused within the purpose, audience, and task; and it has a controlling idea and evident organizational structure with a sense of completeness. The response includes most of the following: Maintained controlling idea, though some loosely related material may be present; Adequate use of transitional strategies with some variety to clarify the relationships between and among ideas; Adequate progression of ideas from beginning to end, including a sufficient introduction and conclusion	The response provides adequate support/evidence for the controlling idea or main idea that includes the use of sources, facts, and details. The response includes most of the following: Generally integrated evidence from sources, though references may be general, imprecise, or inconsistent; Adequate use of some elaborative techniques; Adequate expression of ideas, employing a mix of precise and general language; Domain-specific vocabulary generally appropriate for the audience and purpose; Some variation in	The response demonstrates an adequate command of basic conventions. The response may include the following: Some minor errors in usage, but no patterns of errors; Adequate use of punctuation, capitalization, sentence formation, and spelling (2 out of 2 Points)

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About the WY-TOPP Individual Student Report

Depending on the information included in the Individual Student Report, the report may span more than one page when printed. The Individual Student Report provides the following information:

- *Overall Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]*— Depending on the assessment selected, this table may include:
 - The student’s name and student identification number.
 - The student’s overall scale score for a test opportunity.
 - The performance level classification associated with the student’s score.
 - The student’s reported Lexile© measure that reflects the student’s reading ability. This is only applicable for WY-TOPP ELA tests.
 - The student’s reported quantile measure that reflects the student’s mathematical achievement. This is only applicable for WY-TOPP Mathematics tests.
- *Scale Score and Performance on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]*—The barrel chart visually depicts the student’s achievement level based on his overall scale score.
- *Average Scale Scores on the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Entity] and Comparison Groups, [Administration]*—The table includes average scale score and percent proficient for the state, district, school, and teacher with which the student is associated.
- *Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test by Reporting category: [Student Name], [Administration]*—The table includes:
 - The student’s performance level in each of the reporting categories for the selected test. The reporting category performance legend on the top of the report is provided for understanding the symbols represented.
 - Descriptions of what the student’s results mean along with recommendations on the next steps to be taken to improve student’s performance based on the student’s reporting category scores.



Note: The average scale score for the state will only be available after all state testing has been completed.

- *What These Results Mean and Next Steps for the [Scale Name, which includes the assessment name, subject, and grade-band] Test: [Student Name], [Administration]*—The table describes what the student’s results mean and steps that can be taken to improve the student’s performance.
- *Writing Performance on the [Scale Name, which includes the assessment name, subject/course, and grade] Test, Based on the WY-TOPP Summative Writing Rubric: [Student Name], [Administration]*—The table provides information about the student’s performance on the Writing test, which includes one essay.

If a student’s writing performance cannot be scored, the table displays the reason for which the essay could not be scored. The possible reasons are:

- Insufficient Original Text to Score
- Duplicated Text
- Insufficient Text
- Other Condition
- Blank Response

From the Individual Student Report, you can do the following:

- Navigate to other levels of the report, score report dimensions, or score reports belonging to a different grade or subject; see [Navigating between Score Reports using the Exploration Menu](#).
- Print the Individual Student Reports available for the student; see [Printing Reports from the Individual Student Report Page](#).
 - The printed report may also include a one-page interpretive guide that explains the different sections of the report. It may also include a cover page containing information that can assist in easily comprehending the data included on the Individual Student Report.
 - You can also select the language in which to print the ISRs (English or Spanish). This feature is available for WY-TOPP Summative only.



Note: Depending on the information included in the Individual Student Report and the number of tables and notes that are displayed, the report may span more than one page when printed.

Viewing Trend Reports

Trend reports, which belong to the “when” dimension of score report categories, display the overall performance of a student or group of students in the selected subject throughout the administrations using graphs and tables. The average scale score and associated standard error for each testing window is plotted. Scores from previous years represent a group’s average score or a student’s individual score from that year’s testing window. All tests taken within the current school year are valid only for individual student trends.



Note: Trend Reports are not available for Science tests.

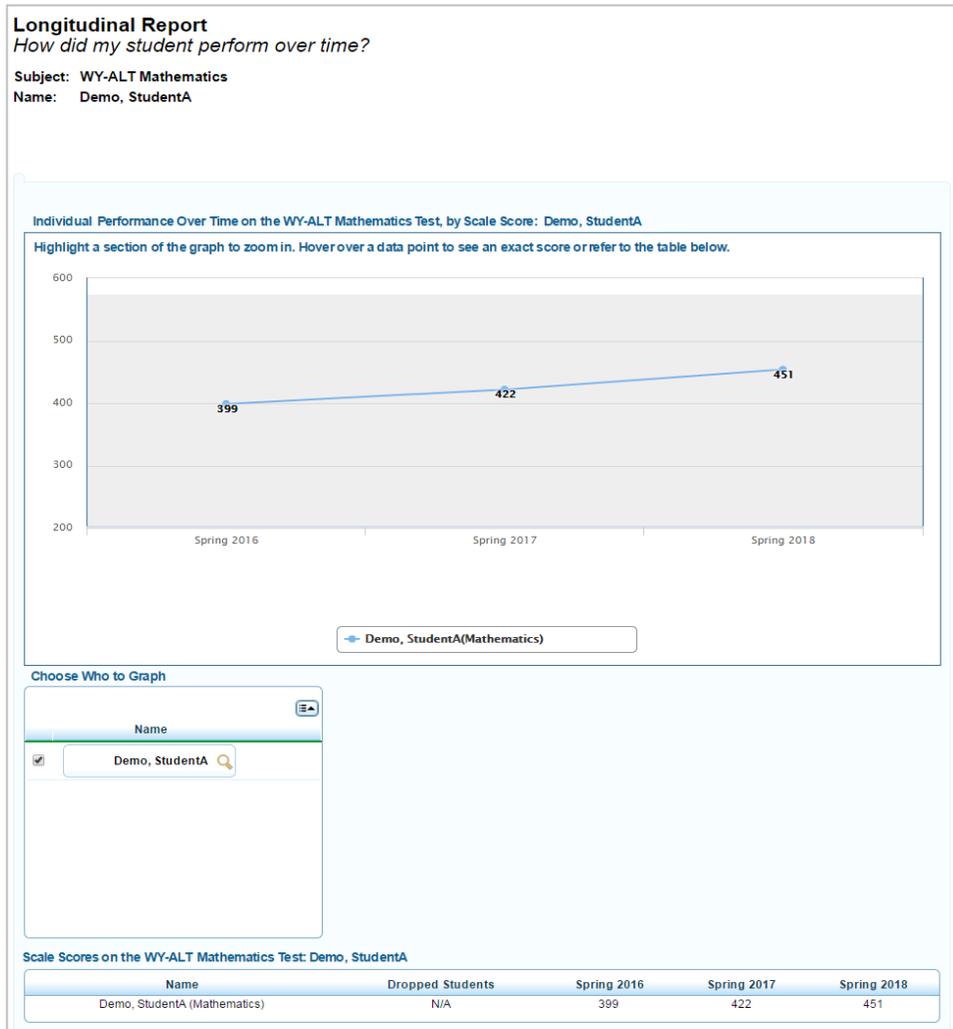


Note: Trend Reports are not available for WY-TOPP results in 2018 because the program is in its first year.

The WY-ALT trend report consists of the following components:

- The score report name is *Aggregated WY-ALT Scale Score Trend of Students in [Entity]*.
- Each report displays the date of the first test administration and the current test administration to indicate the time period that the report covers.
- Each report also indicates the subject or course and the entity (e.g., district, school, teacher, or roster) for whom the report has been generated.
- The title of the score report table is *Group Performance Over Time on the [Assessment Name] [Subject] Test, by Average Scale Score: [Entity]*, where the text within brackets indicates variables that change based on the test that you have selected.

Figure 24. Sample Individual Trend Report



Understanding Trend Report Features

The trend report shows the trend of performance for the state, district, school, teacher, class, or student you are analyzing. The graph plots the data points for the selected groups of students at each point in time (across school years). You can see details of a score by placing the mouse over a point on the line graph.

Trend reports are interactive. You can use the Choose Who to Graph feature to plot specific data on the historical graph. The notable trend report features are described below.

Choose Who to Graph

You can select up to five entities to plot and compare at one time. Due to space constraints, you cannot select more than five entities.

To select an entity to plot:

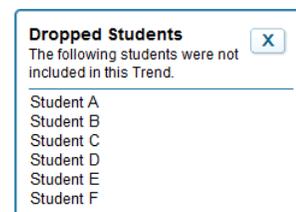
- In the Choose Who to Graph section, mark the relevant checkbox for the required entity. A trend line for each selected entity will appear on the graph and will be color coded to graphically display the achievement levels associated with the plotted score.

Dimensions

Each entity listed in this box also displays the magnifying glass icon . You can elect to drill down and view trend data at the teacher, roster, or student levels.

Dropped Students

All trend report pages include a column called Dropped Students. A **View** button in the Dropped Students column indicates that some students were not included in the trend report. If the column displays N/A, then no students were dropped or excluded from the trend report. To see the students who were not included, click **View**. A pop-up window will appear showing the names of the students.



Students in the aggregate grouping are dropped from a trend report if they have not completed the selected test across all charted test windows. For example, a student who took the Grade 5 Mathematics test in the fall and winter, but not in the spring window will be excluded from a trend report that includes all three testing windows.

Why Students Are Dropped

When looking at data for a group of students over time, it is important to look at the same sample of students. ORS omits from mean-score calculations any student who was absent from any of the testing windows included in the report. This helps to ensure that observed changes in mean scores are the result of actual differences in performance and not the result of the absence of a student during a testing window. Because of this, the average score on the trend report may not always match what you observe in the Subject Detail Report, especially if many students were omitted from the trend calculations.

Hiding Trend Lines

After you have plotted trend lines, you may want to temporarily hide a trend line to better view data. To do so, navigate to the box below the graph that contains the legend for the trend lines.

Figure 25. Sample Trend Line Box

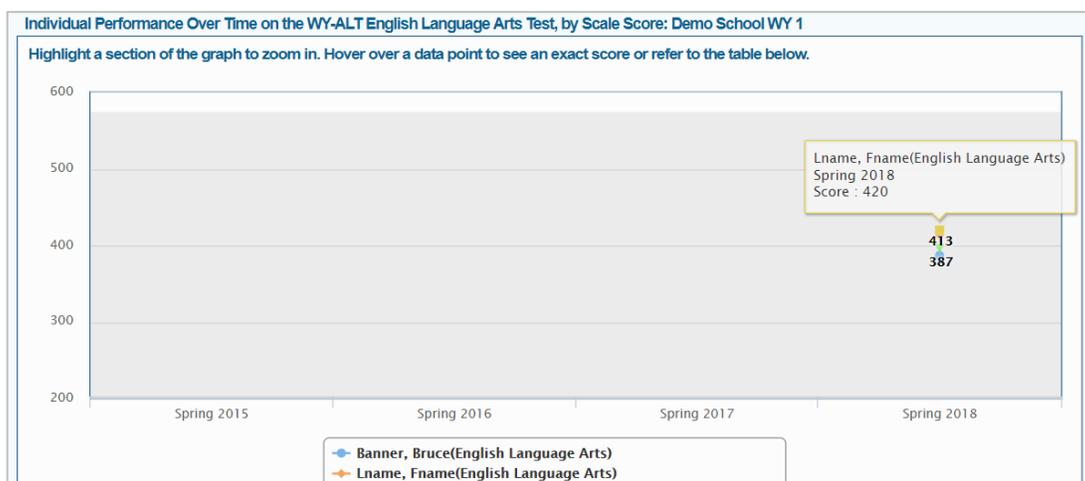


To hide/unhide the trend lines:

1. Locate the box listing the trend lines for the report (see [Figure 25](#)).
2. Click the trends you want to hide. The selected trend is grayed out and the line disappears from the graph.
3. To display the trend line, click the trend name again. The line reappears on the graph.

Zoom Feature

Sometimes data points are plotted very close to one another, and it can be difficult to discern what points belong to which entity or reporting category. You can use your computer's mouse to zoom in on different areas of the graph.



To zoom in or out of a trend graph:

1. To zoom in, click your mouse's left button and drag the mouse over an area of the graph that has at least one data point. Repeat this action until you are satisfied with the view.
2. To zoom out and return to the full trend graph, click **Reset zoom** at the upper-left corner of the graph.

Viewing School Listing Trend Report

The School Listing Trend report displays the trends for the selected schools within the district.

To view the School Listing Trend Report from the School Listing Subject Detail Report:

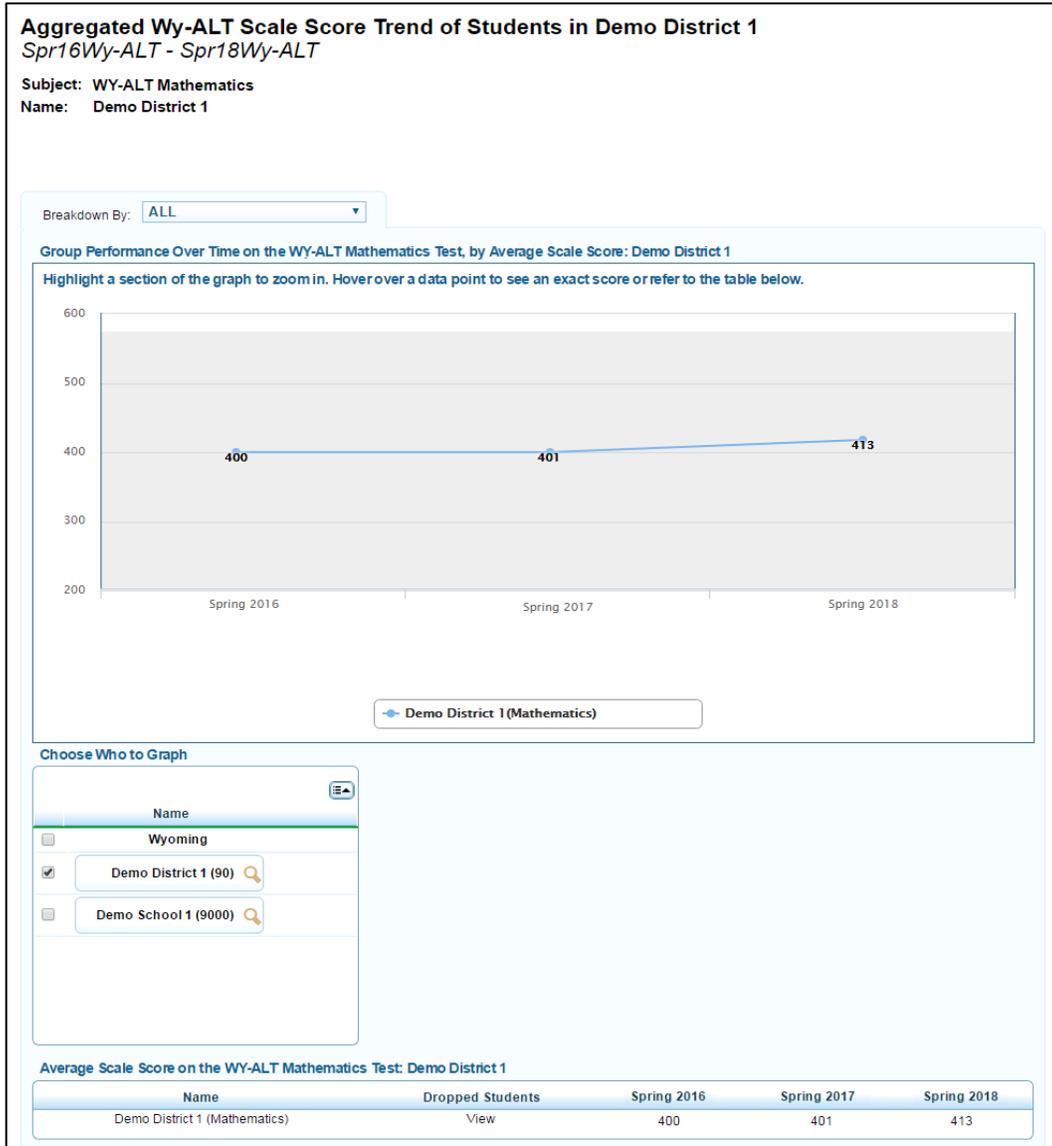
1. On the School Listing Subject Detail Report (see [Figure 18](#)), click  next to the district. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down

list, select **School**.

3. Click **View**.

For information about the trend report features, see [Understanding Trend Report Features](#).

Figure 26. Sample School Listing Trend Report



Using the Exploration Menu, you can go to lower levels of this report or switch to other score report dimensions by making appropriate selections for the who, what, and when dimensions. For information about navigating between reports and other features, see [Understanding the Score Report Layout and Features](#).

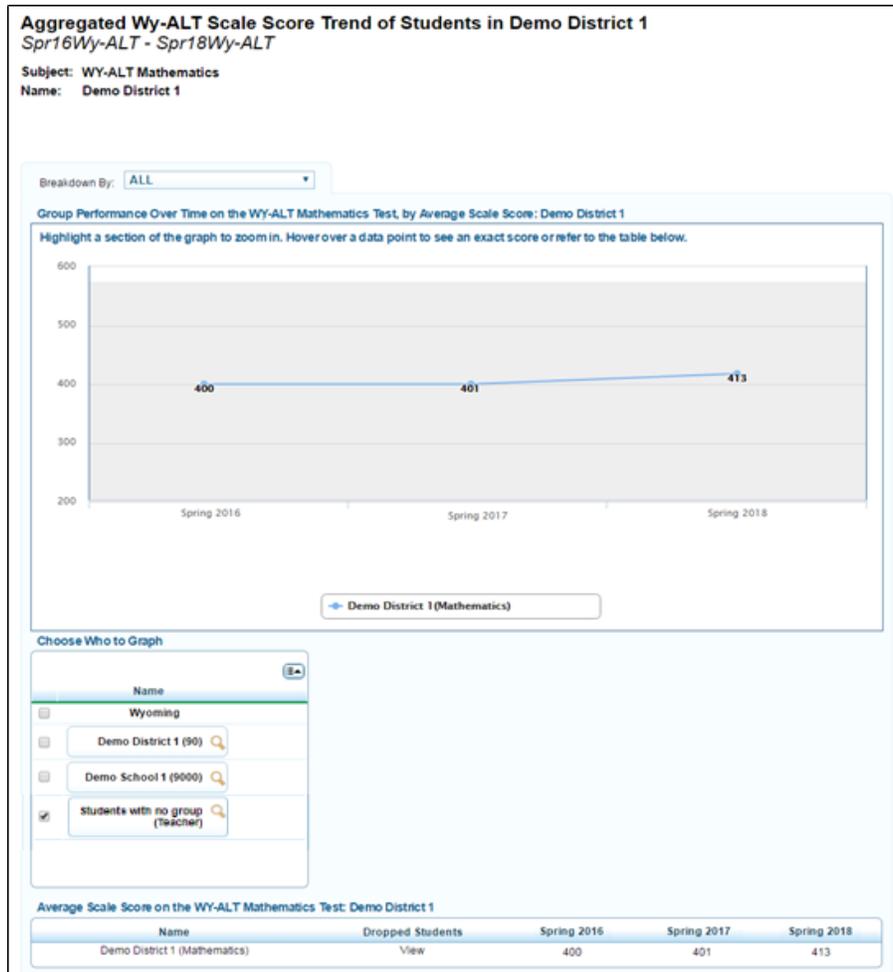
Viewing Teacher Listing Trend Report

The Teacher Listing Trend Report displays the trends for the selected teachers within a school. The data shown are the average scale scores for the selected school.

To view the Teacher Listing Trend Report from the School Listing Trend Report:

1. On the School Listing Trend Report (see [Figure 26](#)), click  next to a school. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Teacher**.
3. Click **View**.

Figure 27. Sample Teacher Trend Report



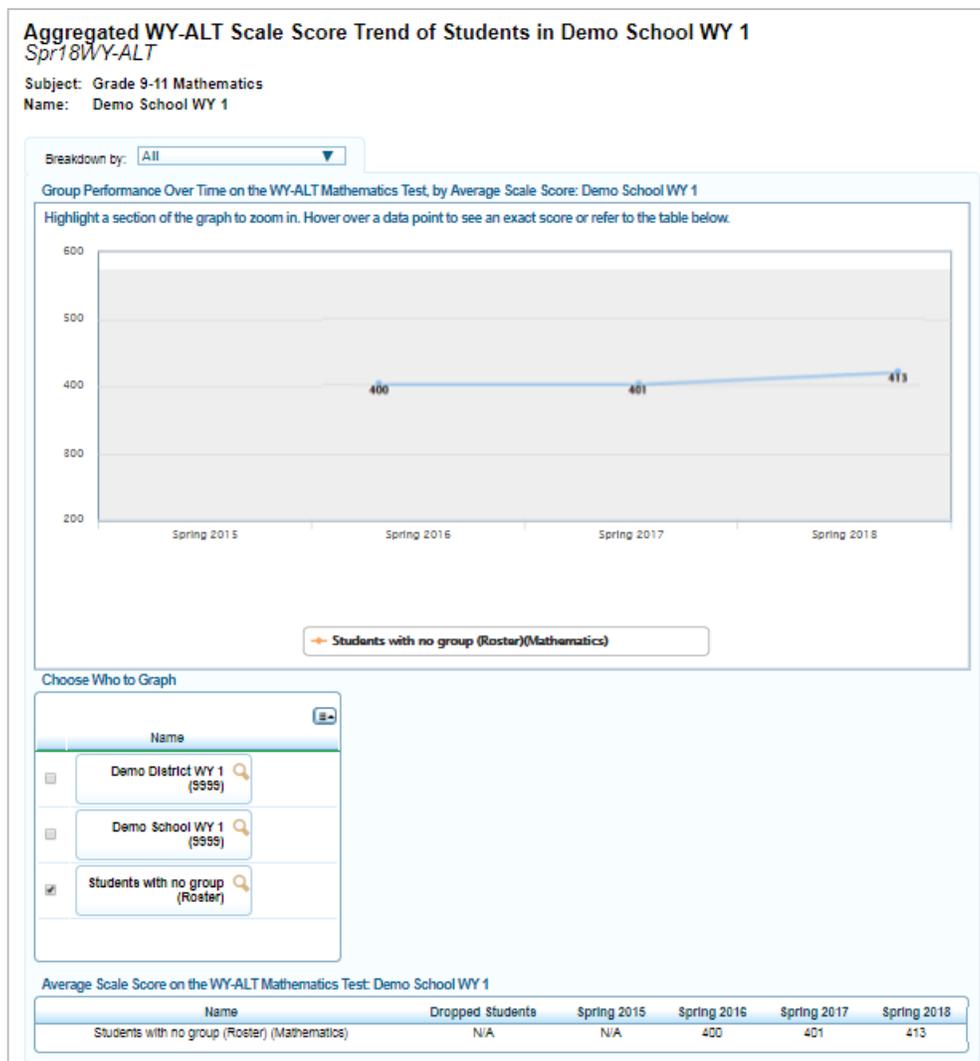
Viewing Roster Listing Trend Report

The roster listing trend report displays the trends for the selected rosters associated with a school or teacher. The data shown are the average scale scores of all rosters for the selected school or teacher.

To view the roster listing trend report from the teacher listing trend report:

1. On the Teacher Listing Trend Report (see [Figure 27](#)), click  next to a teacher. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Roster**.
3. Click **View**.

Figure 28. Sample Roster Trend Report



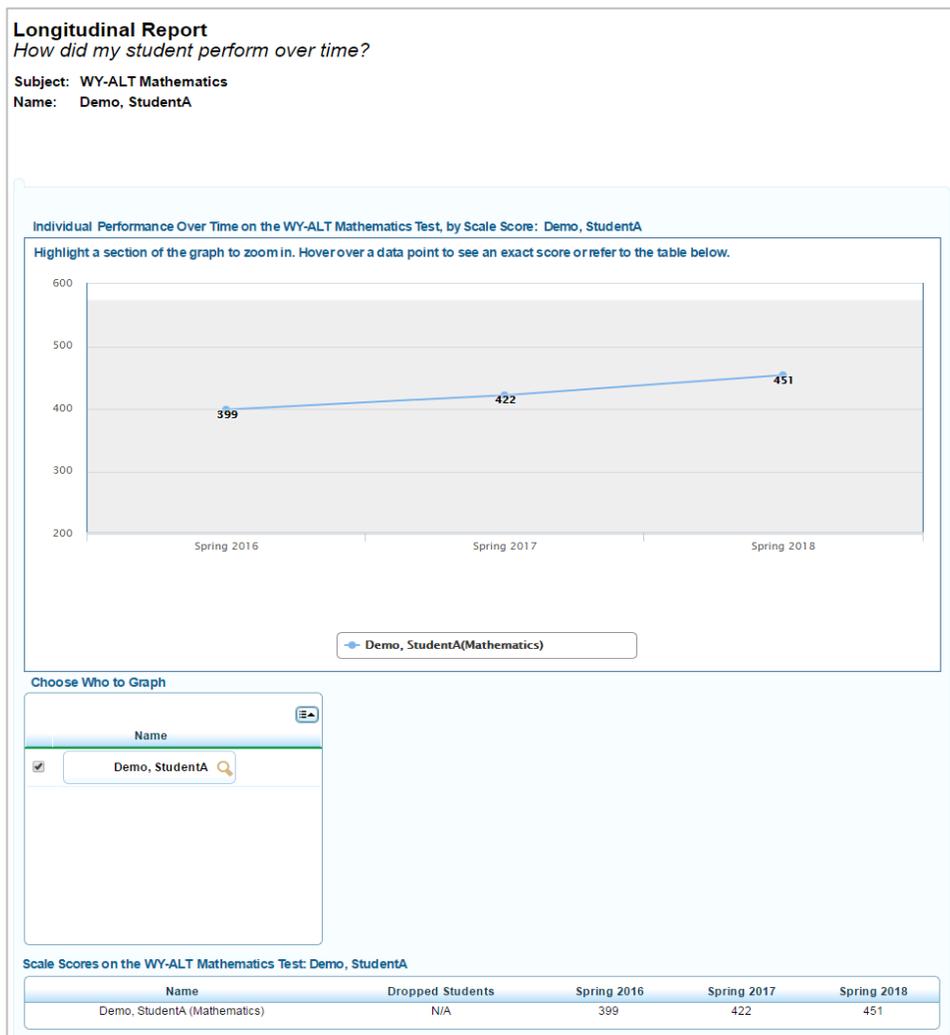
Viewing Student Listing Trend Report

The student listing trend report displays the trends for the selected students associated with a school, teacher, or roster.

To view the student listing trend report from the roster listing trend report:

1. On the Roster Listing Trend Report (see [Figure 28](#)), click  next to a roster. The Exploration Menu appears.
2. On the Exploration Menu, from the subject and grade drop-down lists, select the required subject and grade; from the *When* drop-down list, select **Trend**; from the *Who* drop-down list, select **Student**.
3. Click **View**.

Figure 29. Sample Student Listing Trend Report



Section V. Viewing Reports & Files

The Reports & Files feature provides test summary statistics and enables you to retrieve student results.

This section provides instructions on how to generate and view the available reports.

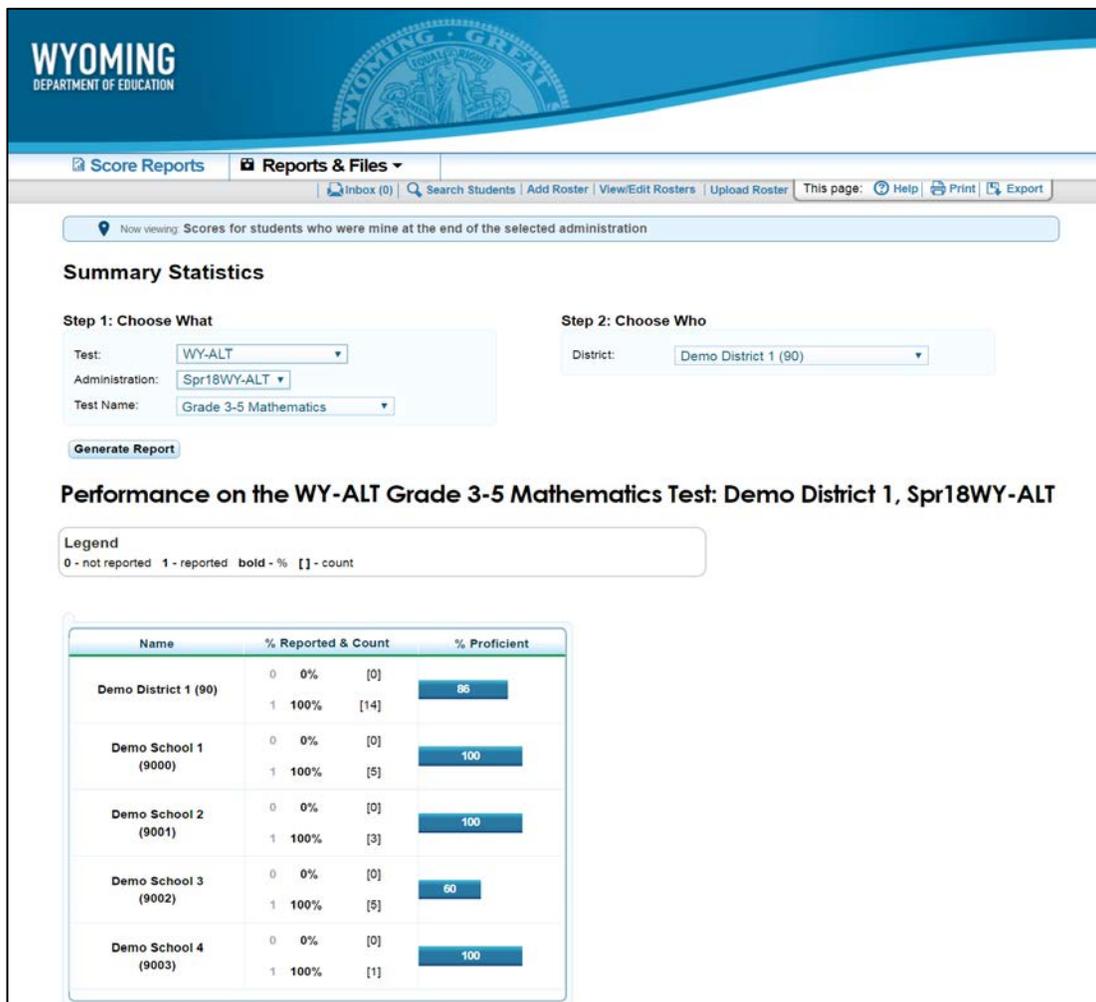
Generating a Summary Statistics Report

The Summary Statistics report displays the statistics for students who have tested for a selected assessment type, administration and test window, and test name, and have a valid score.

To generate a summary report:

1. From the *Reports & Files* drop-down list, select **Summary Statistics**. The **Summary Statistics** page appears (see [Figure 30](#)).

Figure 30. Summary Statistics Page



2. From the *Test, Administration, and Test Name* drop-down lists, select the parameters for your report.
3. Click Generate Report.

Once the report is generated, you can also do the following:

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

[Table 10](#) describes the columns available in the *Summary Statistics* page.

Table 10. Summary Statistics Column Descriptions

Data Column	Description
% Reported and count	<p>Displays the percent of students whose tests are in “reported” status for the corresponding opportunity.</p> <p>0 – Percent of students whose tests have not yet reached “Reported” status. This includes students who have not started the test opportunity.</p> <p>1 – Percent of students whose tests have reached completed (reported) status.</p>
[#]–Student count	<p>Shows the number of students who have completed each opportunity in brackets. The student count displayed for “0” opportunity is the number of students who have not yet started the first opportunity.</p>
% Proficient	<p>Displays the percentage of students who have met or exceeded proficiency in each opportunity for the selected test. This calculation is based on the number of tests that have been completed and scored.</p>

Retrieving Student Results

You can download student data for a selected administration by district, school, teacher, or roster. The data include students’ personal information, including enrolled school and district, grade level, and the selected test scores and reporting category scores (if applicable). You can also generate a .zip file of PDFs of Individual Student Reports in English and/or Spanish.

This section discusses the following:

- Generating a Data File or PDF of Individual Student Reports
- Accessing Student Data Files and PDF of Individual Student Reports from My Inbox
- Understanding the PDF of Individual Student Reports .zip File

Generating a Data File or PDF of Individual Student Reports

To generate a student data file or PDF of Individual Student Reports:

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

Figure 31. Retrieve Student Results Page

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District 4 (93)	Student Data	Excel	District	WY-ALT	Spr18WY-ALT	All	4/11/2018 2:14 PM	Download
Demo District 3 (92)	Student Data	Excel	District	WY-ALT	Spr18WY-ALT	All	4/11/2018 2:14 PM	Download
Demo District 5 (94)	Student Data	Excel	District	WY-ALT	Spr18WY-ALT	All	4/11/2018 2:14 PM	Download
Demo District 2 (91)	Student Data	Excel	District	WY-ALT	Spr18WY-ALT	All	4/11/2018 2:14 PM	Download
Demo District 1 (90)	Student Data	Excel	District	WY-ALT	Spr18WY-ALT	All	4/11/2018 2:14 PM	Download

2. From the Step 1: Choose What section, select the report, test, grades, and other variables:
 - a. *Report Type*: Select a report. The available options are **Student Data** and **PDF of Student Reports**.
 - b. *Test*: Select an assessment.
 - c. *Administration*: Select an administration (e.g., Spring18WY-Alt).
 - d. *Tested Grade: Optional*: Select a grade band. Alternatively, select **All Grades** to create a separate file for each available tested grade band. These files will be provided in a Zip file.
 - e. *Download Format*: Select a file format from the options available for the selected report:
 - **Student Data**: The default is an Excel (.xls) spreadsheet file. You can select a different format, such as csv, if available.
 - **PDF of Student Reports**: The report is generated as a PDF, which is the only available format.

- f. *Filter By: Optional:* Select a specific demographic subgroup. You may also select **All**, which is the default.
 - If you select a demographic subgroup, a *Values* field is displayed. Select the required filter criteria from the available options. The *Values* field does not have an **All** option.
3. From the Step 2: Choose Who section, select which district, school, and teacher should be included in the report. For most users, the district or school you are associated with is pre-selected and the drop-down lists are grayed out. Verify that the selections are accurate. District users and school users with access to multiple districts or schools will need to select a district or school.
 - a. *District:* Select a district, if applicable.
 - b. *School:* Select a school, if applicable. You can also select **All** to generate a report that includes all your schools. For Student Data report, data for all your schools is listed in a single file. For PDFs of Student Reports, separate PDF reports are generated for each of your schools.
 - c. *Teacher: Optional:* If a school was selected, choose a teacher. The default is set to **All** and includes all teachers associated with the school. For teacher-level users, the school will already be selected.
 - d. *Roster: Optional:* If a teacher was selected, choose a roster. The default is set to **All** and includes all rosters associated with the selected teacher.
4. Click **Download**. A confirmation message appears to inform you that your request has been queued and that you will be informed via e-mail once the file is ready.
5. Once the file has been generated, it will be displayed in the Inbox section on the **Retrieve Student Results** page. You can download the data file by clicking the **Download** link for the data file. Your files will be available for 30 days.

Accessing Student Data Files from the Inbox

The Inbox lists the student data files and PDFs that you generated from the **Retrieve Student Results & My Inbox** page (see [Understanding the PDF of Individual Student Reports Zip File](#)) as well PDF files of individual student reports that you generated from the **Student Listing Report** page.

The files in the Inbox are listed in the order in which they were generated or uploaded. Custom-generated reports and files are available for 30 days.

To access the Inbox do one of the following:

- From the *Reports & Files* drop-down list, select **Retrieve Student Results**.

- Click **Inbox** in the banner. The number in parenthesis next to **Inbox** displays the number of files existing in the Inbox that are yet to be downloaded. For example, if the Inbox consists of two files of which one has previously been downloaded, (1) will be displayed next to **Inbox**.

Figure 32. Inbox

My Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
BC, Demo	Student Data	Excel	Teacher	WY-TOPP Summative	2017-2018	All	7/5/2018 10:07 AM	Download
Demo, SC	Student Data	Excel	Teacher	WY-TOPP Summative	2017-2018	Grade 6	7/5/2018 10:05 AM	Download
DemoUser, BC	Student Data	Excel	Teacher	WY-TOPP Summative	2017-2018	Grade 6	7/5/2018 10:05 AM	Download

To access a data file:

- Click **Download** in the Status column.

Understanding the PDF of Individual Student Reports Zip File

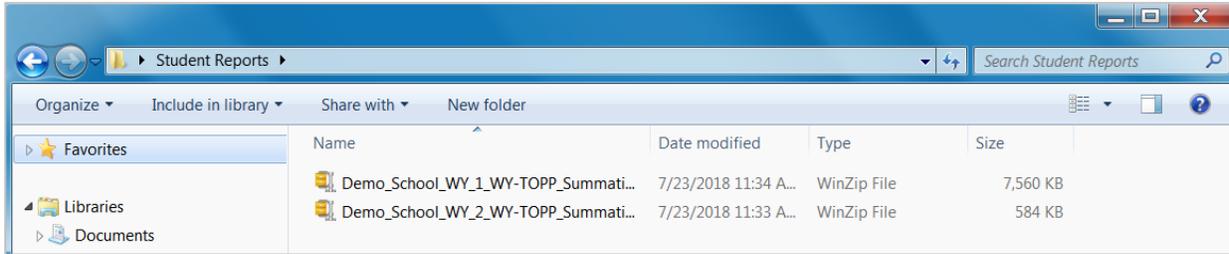
The PDF of Individual Student Reports option on the **Retrieve Student Results & My Inbox** page creates a .zip file that contains individual PDFs of each Individual Student Report for all the students associated with the selected school. If multiple schools are selected, a separate .zip file is created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



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

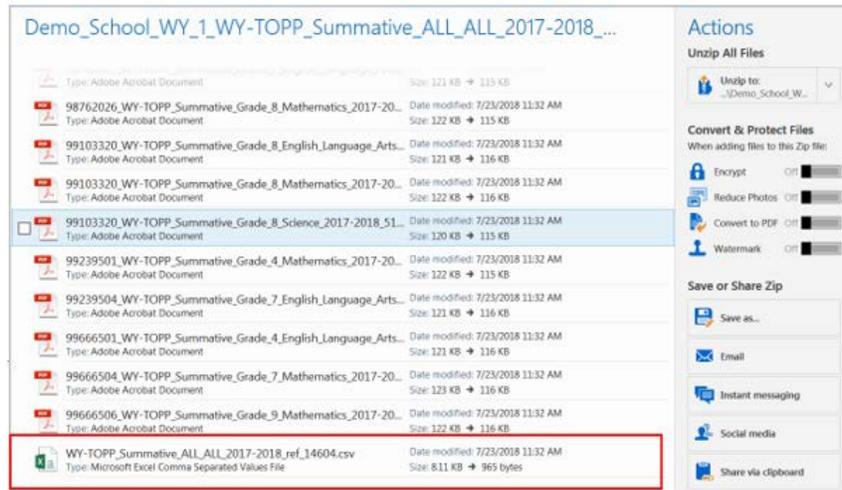
You can unzip the file (see [Figure 33](#)) after you have downloaded the file on your computer.

Figure 33. Zip File of PDFs of Individual Student Reports



The .zip file also contains a manifest, which is a CSV file opened via Excel that lists all the PDFs included in the .zip file as shown in [Figure 34](#).

Figure 34. Manifest File with PDF References



Section VII. Working with Rosters of Students

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. For example, ORS can generate a report of all of a teacher's students who have been tested in a given grade and subject or course. School-level users can create a roster if they want to view a report that lists all students in a specific grade who have tested. You can also create a custom list of students receiving special instruction or who belong to a program to track their performance as a group.

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

Adding a New Roster

You can create rosters of students associated with your school or district. Students can be included in multiple rosters. Teachers cannot create rosters for other teachers.

Rosters may also include students from different grades and grade bands. However, the score reports display data only for a single subject and grade/grade band at one time. If a roster includes students from multiple grade bands, you will see only the roster-level data that correspond to the subject and grade band you selected on the *Home Page Dashboard* page.

To add a roster:

1. From the banner (see [Figure 6](#)), click **Add Roster**. The *Add Roster* page opens (see [Figure 35](#)).

Figure 35. Add Roster Page

The screenshot displays the 'Add Roster' interface. At the top, there is a header 'Add Roster' with a help icon and a 'more info' link. Below this are 'Save' and 'Cancel' buttons. The main section is divided into two panels. The first panel, 'Search for Students to Add to the Roster', contains several dropdown menus: '*Role' (set to 'Help Desk'), '*District' (set to 'select a District'), '*School' (set to 'select a School'), 'Grade' (set to 'None selected'), and 'Student Added Since' (set to '-Select-'). Below these is a 'Test Settings and Tools Filters' section with a 'Search' button. The second panel, 'Add Students to the Roster', includes a '*Roster Name' text field, a '*Teacher Name' dropdown (set to '-Select-'), and a '*Students to display' section with radio buttons for 'Current Students' (selected) and 'Current and Past Students'. Below this is a section titled 'Select Students from "Available Students" List below to add to the Roster'. It features two side-by-side tables. The left table, 'Available Students (0)', has columns for 'Add', 'Student Name', 'Grade', and 'WISER ID'. The right table, 'Selected Students (0)', has columns for 'Remove Student Name', 'Grade', and 'WISER ID'. At the bottom of each table are buttons: 'Add All' and 'Add Selected' for the left table, and 'Remove All' and 'Remove Selected' for the right table. Finally, 'Save' and 'Cancel' buttons are located at the bottom of the page.

2. In the *Search for Students to Add to the Roster* panel, enter the necessary search criteria to search for students.
3. *Optional:* From the *Test Settings and Tools Filters* panel, select values to further refine the search results:
 - a. To include the additional search criterion in the search, select it and click **Add**.
 - b. *Optional:* To delete an additional 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 is displayed in the *Add/Remove Students to the Roster* panel.
5. In the *Add/Remove Students to the Roster* panel (see [Figure 36](#)), do the following:
 - a. In the *Roster Name* field, enter the roster name.
 - b. From the *Teacher Name* drop-down list, select a teacher or the school personnel associated with the roster.

- c. From the *Students to display* field, select the students you wish to view in the *Available Students* list. The two options are:
- **Current Students: Displays** students who match your search criteria and are currently associated with the school.
 - **Current and Past Students: Displays all the** students who match your search criteria from the current year even if they are no longer associated with the school. For example, if a Grade 3 student has left the school and you search for Grade 3 students with the *Students to display* field set to **Current and Past Students**, the student who has left the school will also be displayed.



Note: When viewing current and past students from the selected year, students who are no longer associated with your school will display the date on which they left the school. You can still add these students to your roster, if desired.

Figure 36. Add/Remove Students to Roster Panel

Available Students (8)				Students in Roster (4)			
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	<input type="checkbox"/>	Grade 3	Doe, John	9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016				
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015				
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014				
<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090...				

Add All

Add Selected

Remove All

Remove Selected

- d. To add students, in the list of available students do one of the following:
- To move one student to the roster, click for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
- e. To remove students, do one of the following in the list of students in the roster:
- To remove one student from the roster, click for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the

students you want to remove, then click **Remove Selected**.

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

Creating Rosters Through File Uploads

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

To upload rosters:

From the banner (see [Figure 6](#)), click **Upload Rosters**. The **Upload Roster** page appears (see [Figure 37](#)).

Figure 37. Upload Roster Page

Upload Rosters

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

Download Templates

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

1. On the **Upload Roster** page, click **Download Templates** and select the appropriate file type (e.g., Excel or CSV).
2. Open the template file in a spreadsheet application.
3. Using [Table 11](#) as a reference, fill out the template and save it.
4. On the **Upload Roster** page, click **Browse** and select the file you created in the previous step.
5. Click **Next**. The **Preview** page opens (see [Figure 38](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 38. File Upload Preview (partial view)

Step 2: Preview

Enter search terms to filter search result

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

Next Cancel

6. Click **Next** to validate the file. Any errors (🚩) or warnings (🚩) are displayed on the **Validate** page (see [Figure 39](#)).



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.

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

Figure 39. Sample Validation Page

Upload Upload Rosters

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

[Download Validation Report](#)

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

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

Step 3: Validate Legend: 🚩 Error: The file can be uploaded, but this row will not be included. 🚩 Warning: This field is invalid, but the row will be uploaded.

Enter search terms to filter search result

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

Continue with Upload Upload Revised File Cancel

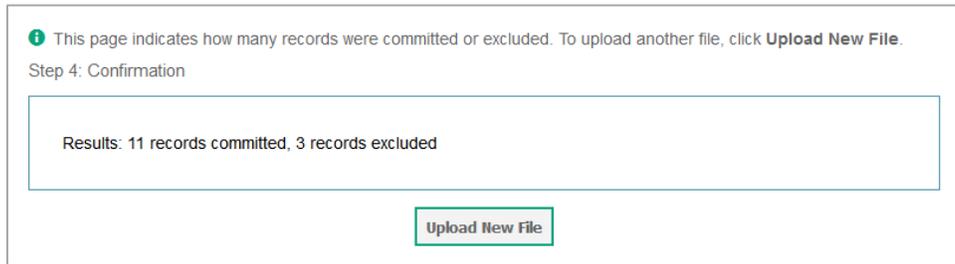


Note: If your file contains a large number of records, ORS processes it offline and sends you a confirmation email when complete. While ORS is validating the file, do not press **Cancel**, as ORS may have already started processing some of the records.

7. Do one of the following:
 - a. Click **Continue with Upload**. ORS commits those records that do not have errors.
 - b. 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 opens, displaying a message that summarizes how many records were committed and excluded (see [Figure 40](#)).

Figure 40. Confirmation Page (partial view)



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

[Table 11](#) provides the guidelines for filling out the Roster template that you can download from the **Upload Roster** page.

Table 11. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District 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 district ID. Can be blank when adding district-level rosters.
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.
WISER ID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.

*Required field.

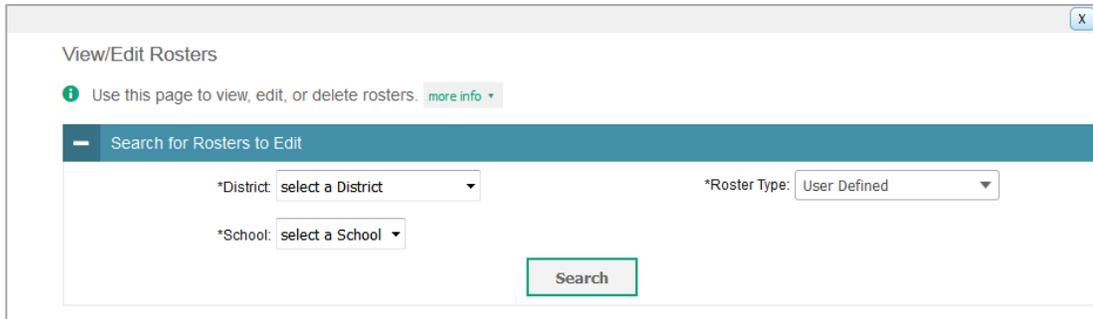
Viewing and Modifying a Roster

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

To view and modify a roster:

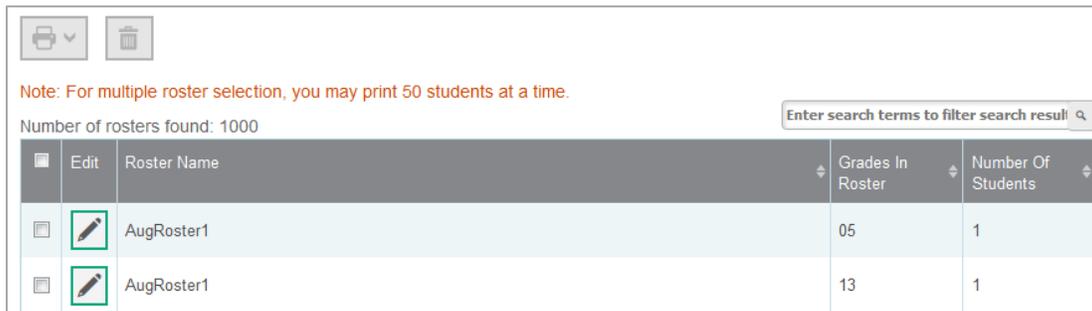
1. From the banner (see [Figure 6](#)), click **View/Edit Rosters**. The **View/Edit Rosters** page opens (see [Figure 41](#)).

Figure 41. View/Edit Roster 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 42](#)).

Figure 42. Retrieved Rosters (Partial View)



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

4. *Optional:* To filter the retrieved rosters by keyword, enter a search term in the text box above the search results and click . ORS displays only those rosters containing the entered value.
5. Click for the roster whose details you want to view. The **View/Edit Roster** pop-up window opens. The pop-up window is similar to the page used to add rosters (see [Figure 32](#)).

6. In the *Search for Students to Add to the Roster* panel, search for students by following the procedure in the section Adding a New Roster.
7. In the *Add/Remove Students to the Roster* panel (see [Figure 36](#)), do the following:
 - a. *Optional:* In the *Roster Name* field, enter a new roster name.
 - b. *Optional:* From the *Teacher Name* drop-down list, select a different teacher or the school personnel associated with the roster.
 - c. From the *Students to display* field, select the students you wish to view in the *Available Students* and *Selected Students* lists. The two options are:
 - **Current Students:** Displays students who match your search criteria and are currently associated with the school and roster. The *Available Students* list displays students who are currently associated with your school and the *Selected Students* list displays students who are currently associated with the roster.
 - **Current and Past Students:** Displays all the students who match your search criteria from the current year even if they are no longer associated with the school or the roster. If a student has been removed from the roster, the date on which he was removed from the roster is displayed in the *Selected Students* list. If the student is still associated with the school, he is listed in the *Available Students* list as a regular student. However, if he has left the school then his record will appear in the *Available Students* list with the date he left the school.



Note: You can add students to your roster even if they have left the school.

- d. To add students, from the list of available students, do one of the following:
 - To move one student to the roster, click  for that student.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
8. To remove students from the roster, from the list of selected students, do one of the following:
 - To remove one student from the roster, click  for the student.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

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

Deleting a Roster

You can delete a roster if required. (This feature is not available for system-generated rosters.) Deleting a roster will not remove your association with the students in that roster. However, it will delete the roster from TIDE.



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

To delete a roster:

1. From the banner (see [Figure 6](#)), click **View/Edit Rosters**. The **View/Edit Rosters** page opens (see [Figure 41](#)).
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.
4. Select the rosters that you wish to delete. To select rosters, do one of the following:
 - o Mark the checkbox next to each roster you wish to select.
 - o To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to delete the selected rosters.

Printing a Roster

You can print one or more rosters.



Note: When printing multiple rosters simultaneously, if the total number of students included in all the selected rosters exceeds 1000, you will be prevented from printing the rosters. However, there is no restriction on the number of students that can be printed when printing a single roster.

To print a roster:

1. From the banner (see [Figure 6](#)), click **View/Edit Rosters**. The **View/Edit Rosters** page opens (see [Figure 41](#)).
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.

4. Select the rosters that you wish to print. To select rosters, do one of the following:
 - Mark the checkbox next to each roster you wish to select.
 - To select all records, mark the checkbox in the header row.
5. Click  above the table of retrieved rosters to print the selected rosters.

Figure 43. Printer-Friendly Version of a Roster

Print		
School ID : 9000		
School Name: Demo School 1		
Teacher Name: DEMO TEACHER C		
Roster Name: Demo Roster		
Student's Last Name	Student's First Name	Reporting ID
Allison	Danielle	30504755
Anna	Rebekah	99999922
Baldwin	Guillermo	18978398
Caldwell	Ryan	61300416
Fitzgerald	Rick	78427366

Section VIII. Searching for Specific Student Score Reports

The ORS includes a feature to search for students by WISER ID, first name, last name, or full name. This is especially useful if you need to find a student's score reports but do not know the student's grade or school. This feature searches for score report results for students, not their test statuses for the current test window.

You cannot view students who are not associated with your school or district.

To search for students:

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



Note: If you do not select the correct student grouping by selecting the appropriate radio button on the **Homepage Dashboard** page, the student data you are searching for will not be retrieved. For example, if on the **Homepage Dashboard** page you select the radio button to show data for your current students only and the student you are searching for is no longer your student, no records will be retrieved. For information on selecting the desired student group, see [Defining the Student Population](#).

2. From the banner (see [Figure 6](#)), click **Search Students**. The Student Search pop-up window appears.

Figure 44. Student Search Pop-up Window

Search Students [X]

School Year 2014-2015 ▾

Select Student By SSID ▾

Enter up to 20 SSID(s) separated by commas

Search

3. From the *School Year* drop-down, select the school year you want to limit your search to.
4. Enter the appropriate search criteria:
 - If searching for students by WISER ID, enter up to 20 students' full WISER IDs. If you are entering multiple queries, you must separate each one with a comma (e.g., 9999999005, 9999999007).
 - If searching for students by name, enter a student's exact first name, or exact last name, or both in the text boxes provided.

5. Click **Search**. If the search results in a match, those students' information will be displayed on the **Student Search Results** page (see [Figure 45](#)).

Understanding Student Search Results and Selecting a Test

The **Student Search Results** page shows a list of students who matched your search. If you entered a single WISER ID for an active student, this student will be the only one displayed.

Figure 45. Student Search Results Page

Last Name ^	First Name	Date of Birth	WISER ID	School
Flynn	Daniel	01/12/2007	99999998	Demo School 1

Spr16Wy-ALT Wy-ALT [Grade 3-5 English Language Arts](#) [Grade 3-5 Mathematics](#) [Grade 3-5 Science](#)

- To view the tests a student has taken, click + in the first column. This will expand the student row.
- To view the student's score results for a test, click the test name button (e.g., Grade 3-5 English Language Arts). The **Individual Student Report** page for the selected test appears.

Viewing a Selected Student's Test Results

The Individual Student Score report displays the student's score results for the test that you selected.

Figure 46. Score Report for a Selected Student's Test (WY-TOPP Science)

Individual Student Report
How did my student perform on the Science test?
Test: WY-TOPP Summative Science Grade 4
Year: 2017-2018
Name: Demo, Student A

Overall Performance on the WY-TOPP Summative Grade 4 Science Test: Demo, Student A, 2017-2018

Name	WISER ID	Scale Score	Performance Level
Demo, Student A	999999001	810 ±29	Advanced

Scale Score and Performance on the WY-TOPP Summative Science Grade 4 Test: Demo, Student A, 2017-2018

Demo, Student A Scored **810±29**

Advanced Students performing at the advanced level in science understand the dynamic nature of science and make connections among unifying concepts and processes to explain the natural world. They are able to extend inquiry to analyze and synthesize scientific information to generate new questions. These students are able to construct personal knowledge independently and apply and critique scientific information to make informed decisions about societal issues. They employ a variety of appropriate technological tools and communication skills.

Proficient Students performing at the proficient level in science understand the dynamic nature of science and use unifying concepts and processes that explain the natural world. They use inquiry to generate and validate scientific information and apply scientific information to make informed decisions about societal issues. These students are able to employ a variety of appropriate technological tools and communication skills.

Basic Students performing at the basic level in science are able to identify concepts and processes that explain the natural world. With support, they are able to use inquiry to generate scientific information to make decisions. These students are able to implement limited use of technological tools and communication skills.

Below Basic Students performing at the below basic level in science require extensive support or provide little or no evidence in meeting the standard.

Average Scale Scores on the WY-TOPP Summative Science Grade 4 Test: Demo School 999901 and Comparison Groups, 2017-2018

Name	Average Scale Score
Wyoming	588 ±1
Demo District 9999 (9999)	690 ±5
Demo School 999901 (9999_999901)	732 ±11

Information on Standard Error of Measurement

A student's score is best interpreted when recognizing that the student's knowledge and skills fall within a score range and not just a precise number. For example, 500 (+/-30) indicates a score range between 470 and 530.

Performance on the WY-TOPP Summative Science Grade 4 Test, by Reporting Category: Demo, Student A, 2017-2018

Reporting Category	Reporting Category Performance	Standard
Life Science	Above the Standard	Above Standard
Earth and Space Science	Above the Standard	Above Standard
Physical Science	Above the Standard	Above Standard

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

Appendix A. Printing Reports in the ORS

Using the **Print** tool in the banner, you can print all the reports available in the ORS.

Figure 47. Print Tool

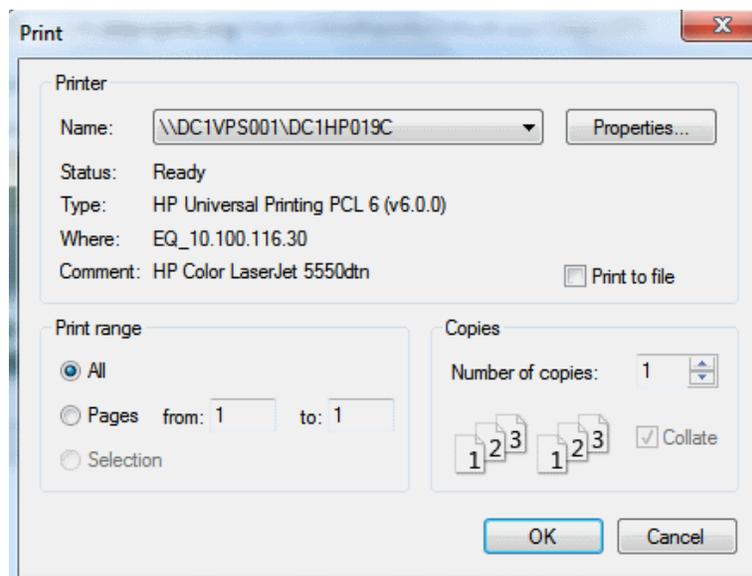


Except for the **Student Listing Report** page (for a sample report, see [Figure 21](#)) and the **Individual Student Report** page (for a sample report, see [Figure 22](#) and [Figure 23](#)), when you click the **Print** tool from any other page in the ORS, a print dialog box is displayed that allows you to print the data displayed on the page.

To print a page:

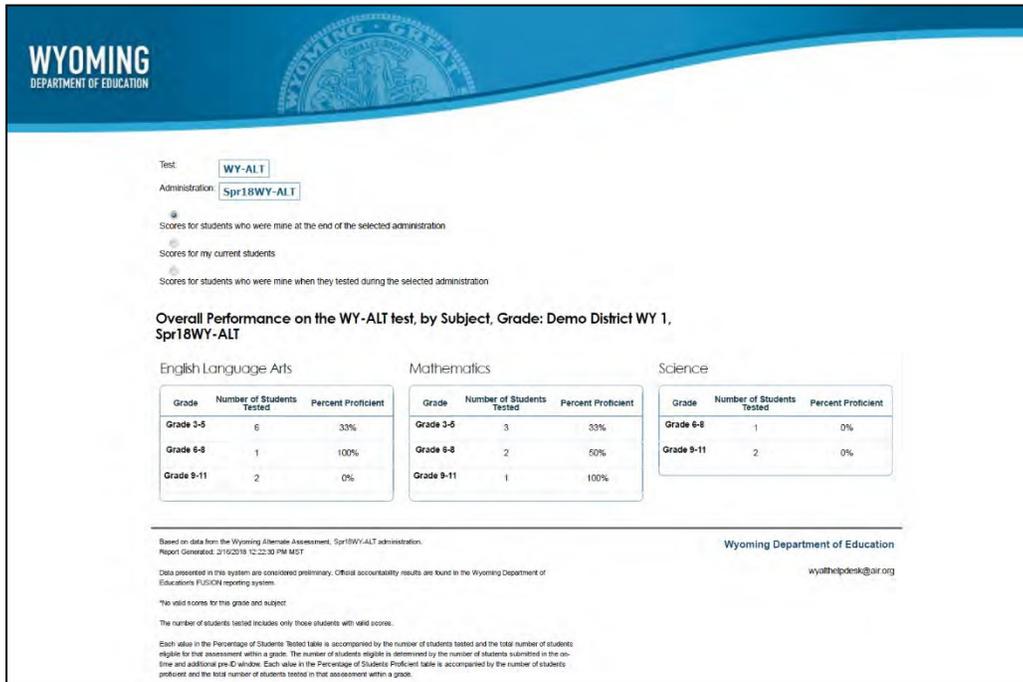
1. From the banner, click **Print**. A browser- and computer-specific print dialog box is displayed.

Figure 48. Sample Mozilla Firefox Print Dialog Box



2. From the print dialog box, select the required print settings.
3. Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see [Figure 49](#) for a sample printed report of the **Home Page Dashboard** page.

Figure 49. Printed Report: Home Page Dashboard Page



Printing Reports from the Student Listing Report Page

The **Print** tool on the *Student Listing Report* page (for a sample report, see [Figure 21](#)) opens a print pop-up window that allows you to do the following:

- Print the Student Listing Report, see Print Student Listing Report.
- Print PDFs of ISRs, see Print PDFs of ISRs from the Student Listing Report Page.

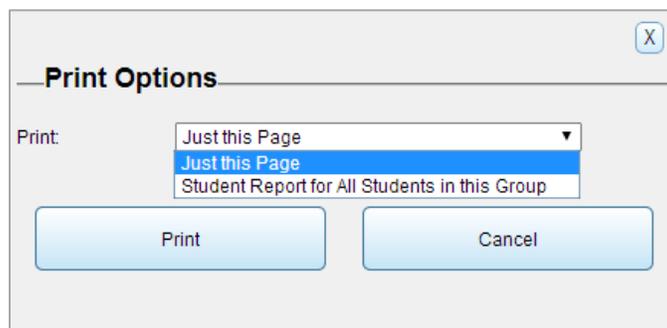
Print Student Listing Report

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

To print the Student Listing Report page:

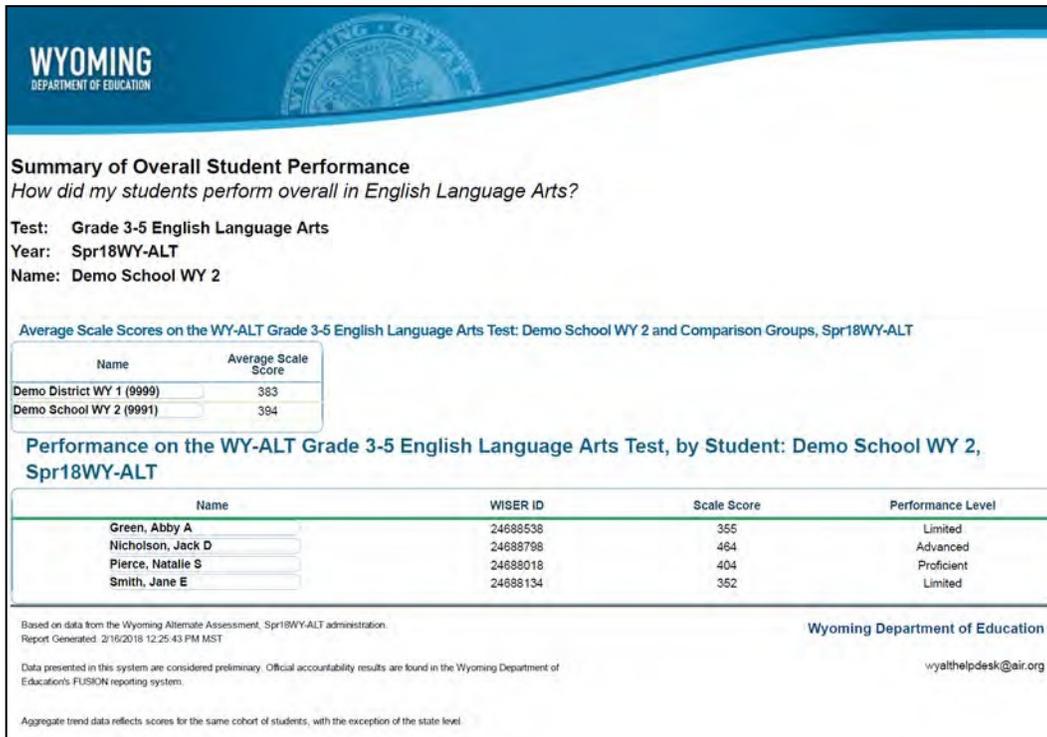
1. From the banner, click **Print**. The print pop-up window opens (see [Figure 50](#)).

Figure 50. Student Listing Report Page Print Pop-up Window



2. From the *Print* drop-down list, select **Just this Page**.
3. Click **Print**. This will bring up the print dialog box (see [Figure 48](#)).
4. Specify the print settings and click the appropriate button to print the **Student Listing Report** page (see [Figure 51](#)).

Figure 51. Sample Student Listing Page: Printed Report



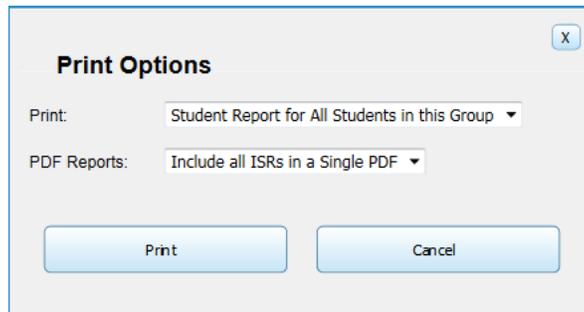
Print PDFs of ISRs from the Student Listing Report Page

Using the **Print** tool, you can generate PDFs of individual student reports for all the students listed on the **Student Listing Report** page. You can then download and print the PDFs from the *Inbox* section of the **Retrieve Student Results & My Inbox** page (see [Figure 53](#)).

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

1. From the banner, click **Print**. The print pop-up window opens (see [Figure 52](#)).
2. From the *Print* drop-down list, select **Student Report for All Students in this Group**. Additional drop-down lists appear.

Figure 52. Student Listing Report Page Print Pop-up Window Options for Printing ISRs



3. For WY-TOPP, from the *Language* drop-down list select the language in which you wish to print the reports. By default, English is selected.
4. From the *PDF Reports* drop-down list, select the type of PDF report you want to generate.
 - To generate individual PDFs for each ISR, select **One PDF per ISR in a zipfile**.
 - 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. Click **Print**.
6. A message is displayed to inform you that you will be notified via email once the report has been generated.
7. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:
 - From the *Reports and Files* drop-down list, select **Retrieve Student Results**.
 - Click **Inbox** on the banner.

Figure 53. Inbox: PDF Report of ISRs

My Inbox								
Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District 1 (90)	Student Data	Excel	District	Wy-ALT	Spr17Wy-ALT	Grade 6-8	2/10/2017 1:35 PM	Download
Demo School 1 (9000)	Students ISR PDF Zip report	PDF	School	Wy-ALT	Spr17Wy-ALT	All	2/10/2017 1:34 PM	Download
Demo District 1 (90)	Student Data	Excel	District	Wy-ALT	Spr17Wy-ALT	All	2/10/2017 1:33 PM	Download
Demo School 1 (9000)	Students ISR PDF Zip report	PDF	School	Wy-ALT	Spr17Wy-ALT	Grade 3-5	2/10/2017 1:33 PM	Download
Students with no group (Personnel)	Students ISR PDF report	PDF	Personnel	Wy-ALT	Spr17Wy-ALT	Grade 9-11	2/10/2017 1:31 PM	Download

8. Locate the file in the Inbox and from the Status column, click the **Download** link for the file. The file will be downloaded to your computer in a browser- and computer-specific manner.
9. Locate the file on your computer and open the file to view or print.

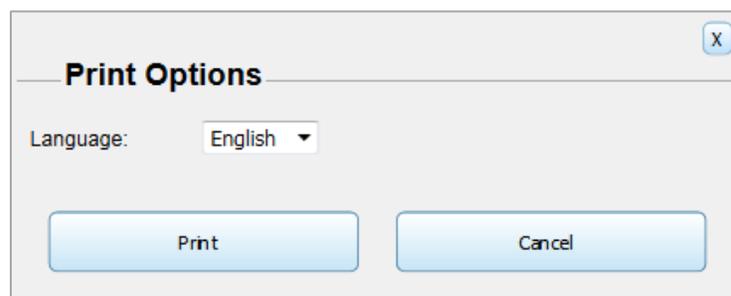
Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Listing Report page, the **Print** tool on the *Individual Student Report* page (see [Viewing Individual Student Report](#)) opens a print pop-up window that allows you to generate a PDF file of the student's score report for the selected test opportunities. However, unlike the *Student Listing Report* page, you can access the file immediately without having to go to the Inbox.

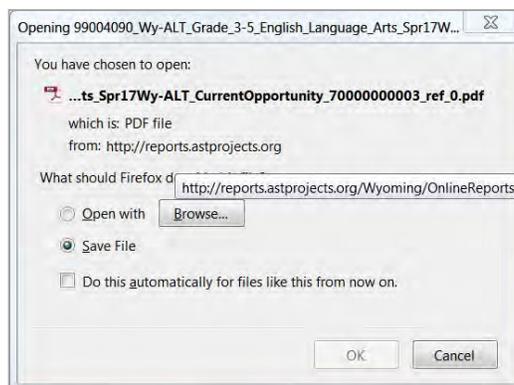
To print reports from the Individual Student Report page:

1. From the banner, click **Print**. The print pop-up window opens (see [Figure 54](#)).

Figure 54. Individual Student Report Page Print Pop-up Window

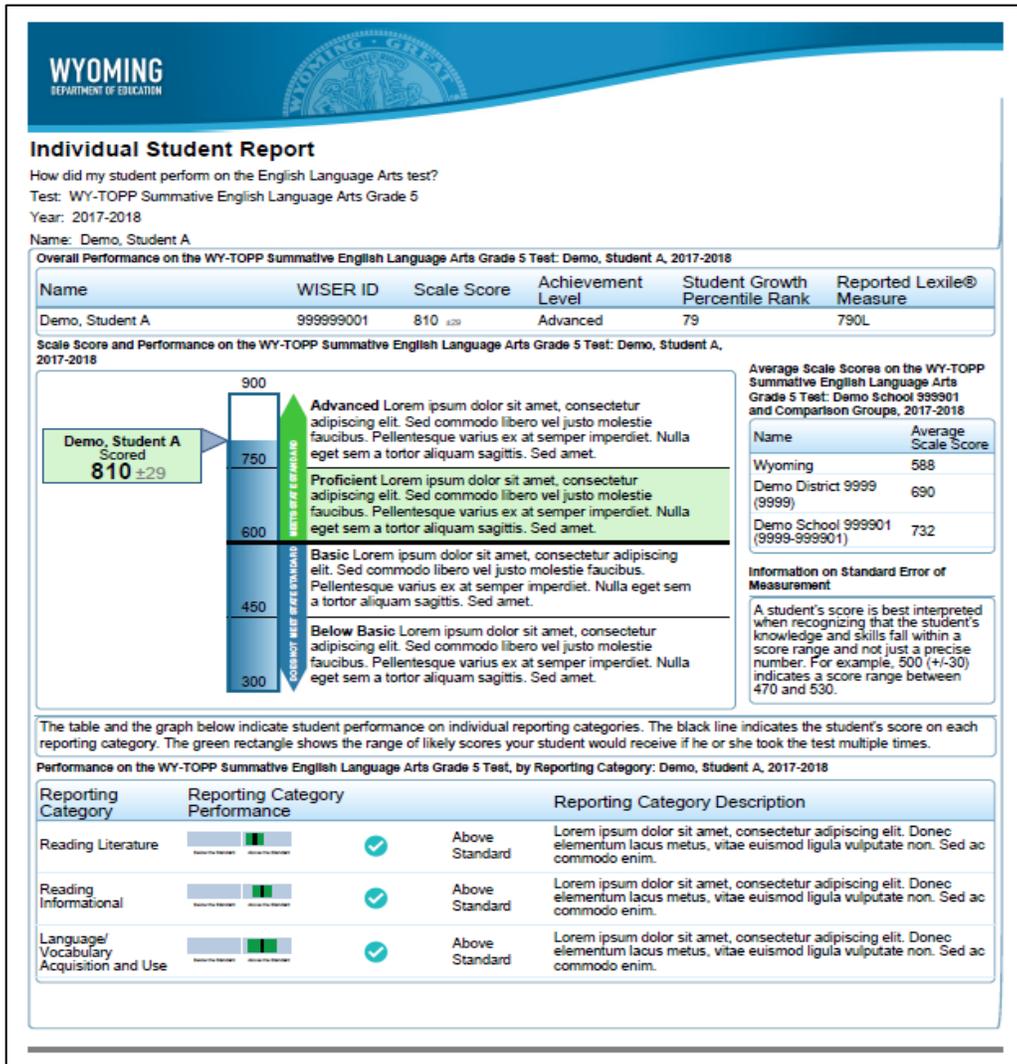


2. Click **Print**.
3. A browser-specific dialog box opens where you can specify whether to open or save the file.



4. View and print the report, see [Figure 55](#) for a sample report.

Figure 55. Sample PDF of ISR



Appendix B. User Support

For additional information and assistance in using TIDE, contact the Wyoming Assessment Help Desk. The help desk is open Monday – Friday from 7:00am to 5:00pm (except holidays or as otherwise indicated on the Wyoming Assessment Portal).

Wyoming Assessment Help Desk

Toll-Free Phone Support: 1-888-897-8024

Email Support: wyohelpdesk@air.org

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the WISER ID and associated district 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 53 or Mac OS 10.13 and Safari 11).