



Spring 2016 Wyoming Alternate Assessment (Wy-ALT)

Online Reporting System (ORS) Frequently Asked Questions

1. How do I get a user account for the Online Reporting System?

Wy-ALT personnel at the district-level and at the school-level can use their existing TIDE login information to log in to the Online Reporting System (ORS). If you do not yet have a Test Administrator (TA) or Second Scorer (SS) user account, contact your Building Coordinator (BC) before the test window is over. Be sure that your user account is associated with each school in which you are testing students.

Tracking Test Progress with the Test Management Center

2. Which option in the Plan and Manage Testing task should I use to determine which students have not had scores submitted?

First, select the appropriate test, administration year, test name, and filters under **Step 1: Choose What**. Then, select the district and school for which you would like to view data under **Step 2: Choose Who**. Finally, in **Step 3: Get Specific**, select the first radio button, select “have not” from the first dropdown on the line and “completed” from the second drop down. Click **Generate Report** to view these students in ORS or **Export Report** to download the information as an Excel file.

Plan and Manage Testing

Step 1: Choose What

Test: Wy-ALT
Administration: Spr15Wy-ALT
Test Name: All
Enrolled Grade: All
Filter By: ALL

Step 2: Choose Who

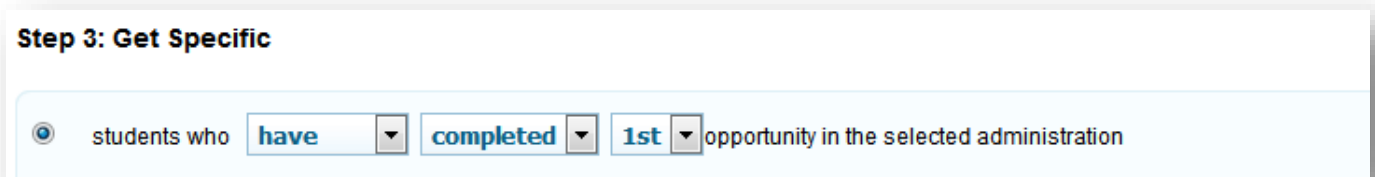
District: Demo District 1 (90)
School: Demo School 1 (9000)

Step 3: Get Specific

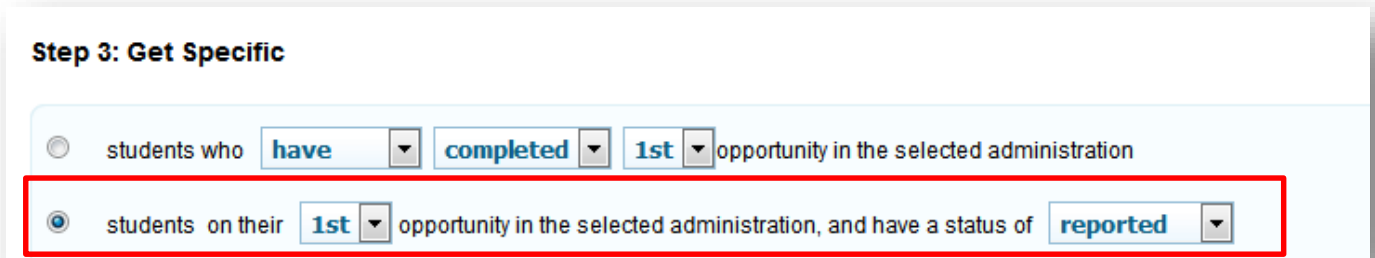
students who have not completed 1st opportunity in the selected administration

3. Which option in the Plan and Manage Testing task should I use to determine which students have had scores submitted?

First, select the appropriate test, administration year, test name, and filters under **Step 1: Choose What**. Then, select the district and school for which you would like to view data under **Step 2: Choose Who**. Finally, in **Step 3: Get Specific**, select the first radio button, select “have” from the first dropdown on the line and “completed” from the second drop down. Click **Generate Report** to view these students in ORS or **Export Report** to download the information as an Excel file.



Or, users can search the second radio button under **Step 3: Get Specific** and search the status “Reported” from the dropdown list. Click **Generate Report** to view these students in ORS or **Export Report** to download the information as an Excel file.



4. When using the second option for the Plan and Manage Testing task, what status should I use to find students that have been successfully submitted?

Users should search by the “Reported” status to find students that have been successfully submitted (see image above).

5. How can I find the test status of a specific student?

Users should select the fourth radio button under **Step 3: Get Specific** and search using the student’s name or eight-digit SSID (i.e., WISER ID).

Step 3: Get Specific

students who **have** **completed** **1st** opportunity in the selected administration

students on their **1st** opportunity in the selected administration, and have a status of **reported**

students whose most recent **SessionID** was **SessionID (optional)** between **03/27/2015** and **03/27/2015**
Note: If no TA or Session ID is specified, date range cannot exceed 15 days

search student(s) by **SSID** : **99999999, 88888888, 77777777**

6. Can I get a snapshot of how far along my district or school is in submitting scores?

Use the **Test Completion Rates** task in the **Test Management Center** menu to get student counts and percentages of completed tests.

Note: Test completion rate reports are updated nightly and do not reflect real-time data.

Test Completion Rates

Download an activity and progress summary for each test.

Report: **School Test Completion Rate**

District: **Demo District 1 (90)**

School: **Demo School 1 (9000)**

Test Name: **All**

Export Report

Score Reports and Student Results

7. When will I be able to see student scores?

Student scores are updated in real time for the Wy-ALT in the Online Reporting System during the test window. Users with appropriate access (e.g., Test Administrator, Building Coordinator, District Administrator, and/or District Test Coordinator) can view student test scores using the Score Reports task in ORS.

8. What level of access is each user type given to student scores in ORS?

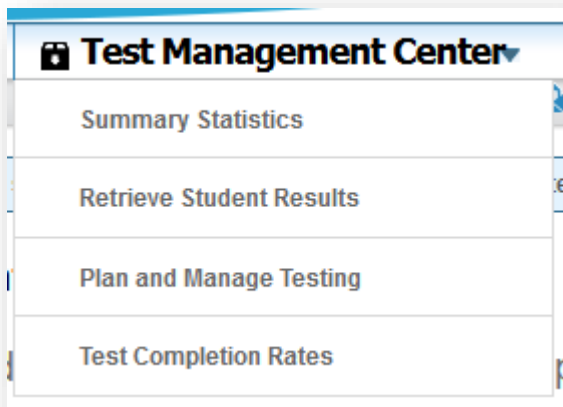
There are three levels of access to student scores in ORS:

Second Scorers	No student scores are available
Building Coordinators Test Administrators	Users can view scores for <i>all</i> students within their associated building(s).
District Test Coordinators District Administrators	Users can view scores for <i>all</i> students within their associated district(s).

For more detailed information on user roles and access, please consult the [Wyoming Online User Matrix](#).

9. Where can I find my district's downloadable data file?

District Test Coordinators and District Administrators can access Wy-ALT downloadable data files in the **Retrieve Student Results** task of the Online Reporting System immediately after student scores are submitted in the Data Entry Interface (DEI). The data file will include results for all students whose scores were entered up to the point that the data file is generated. The files in ORS will be considered "final" for preliminary reporting after the close of the test window and invalidations window, starting March 26. Directions for downloading files in Retrieve Student Results can be found in the [Spring 2016 ORS User Guide](#).



Retrieve Student Results & My Inbox

Get a complete download of a roster's data for upload into another system.

Create New Data File to Download

Step 1: Choose What

Test:

Administration: Date Range

Tested Grade:

Download Format:

Filter By:

Step 2: Choose Who

District:

School:

My Inbox

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
Demo District (1000001)	Student Data	CSV	School	Wy-ALT	Spr15Wy-ALT	All	4/21/2015 1:38 PM	Download

The **Retrieve Student Results** task generates reports in fixed-width (.TXT) and comma-separated value (.CSV) data files in the Wyoming downloadable data file format. The data files include student demographic information, scaled scores and performance levels.

10. How do I download a PDF copy of my student’s Family Score Report?

Follow the instructions in the [Spring 2016 ORS User Guide](#) on page 29 to generate an Individual Student Report. Use the print feature to download a PDF copy.

11. As a TA, how do I find the score results of a particular student for all content areas?

Locate the *Search Students* tab on the ORS Home Screen.



Enter part of the student’s first name, last name, or SSID (i.e. WISER ID) in the search box.

Search Students

Enter student's first or last name or WISER ID

School Year:

Select Student By:

Click **Search**. If the search results produce the student desired, then click the plus sign (+) located to the left of the corresponding row. This will display any tests for which the student has scores available.

Student Search Results

Last Name ^	First Name	Date of Birth	WISER ID	School
Hudson	Renee	10/30/1999	14951480	Demo School 1
Spr15Wy-ALT	Wy-ALT	Grade 6-8 English Language Arts		

Click the test button you wish to view. This will take you to the individual Student Score Report page. This report can be saved as a PDF by clicking the “Print” tab and choosing “Student Report for This Student.” Navigate to the student’s remaining tests by click the “Back to search results” link.

12. As a building-level user, how do I find the score results of a particular student for all content areas?

You can use the **Retrieve Student Results** task to generate a file of results for any students in your school. Select the administration, file format, and filtering options form Step 1. You can optionally select Personnel in Step 2 based on rosters that have been created. The results will appear in the inbox below.

13. What does the icon “Students with no group (Personnel)” or “Students with no group (Roster)” mean?

These students have not been assigned to a teacher or roster. You can assign students to a specific teacher or roster using the **Manage Rosters** feature in ORS, or the **Rosters** task in TIDE. This is an optional feature.

If you have any additional questions, refer to the [Spring 2016 ORS User Guide](#) or call the Help Desk at 1-888-897-8024 or wyalthehelpdesk@air.org.