



Online Reporting System

Quick Guide

2019-2020

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

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

Logging in to ORS

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

To log in to ORS:

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

Figure 1. User Role Card



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

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

Figure 2. ORS Card

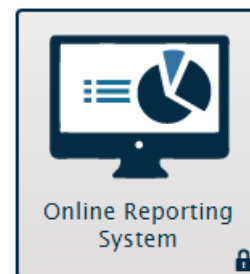


Figure 3. Login Page

Finding Results for Individual Students

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

To find and print ELPA21 Screener ISRs:

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

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

Figure 4. Welcome Page

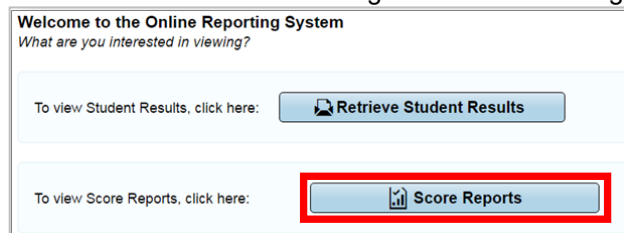


Figure 5. Home Page Dashboard Banner

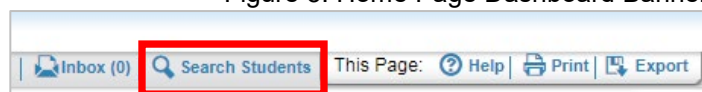


Figure 6. Search Students Window



Figure 7. Student Search Results

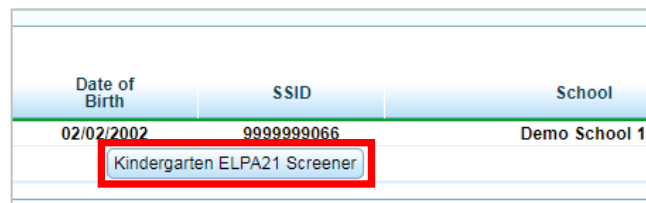
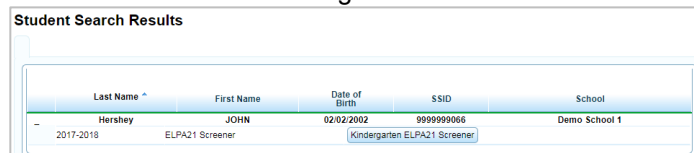
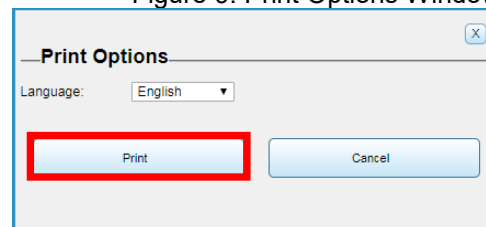


Figure 8. Print Button



Figure 9. Print Options Window



To print PDFs of reports for multiple students:

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

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

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

3. Select the parameters for your file from the available drop-down lists and click **Download**. You will be informed via email once your file is ready.
4. Once you have received the email, click **Inbox** on the banner (see Figure 12). Your file will be in the inbox. Click the **file name** link to save the file to your computer (see Figure 13). Your file will continue to be available for 31 days in ORS.
5. Open the saved file and print the report(s) as needed (see Figure 14).

For more information about ISRs and other available reports, see the [ORS User Guide](#) on your [state's portal](#).

Figure 10. Welcome Page

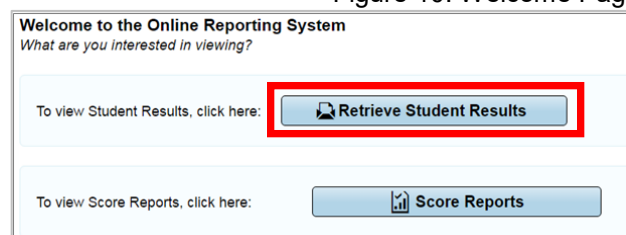


Figure 11. Retrieve Student Results & My Inbox Page

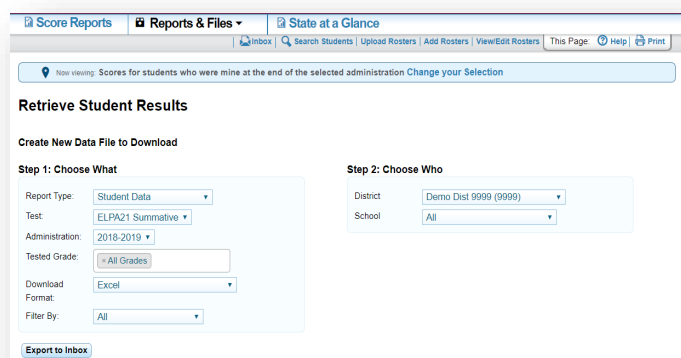


Figure 12. Inbox Button



Figure 13. Download Link

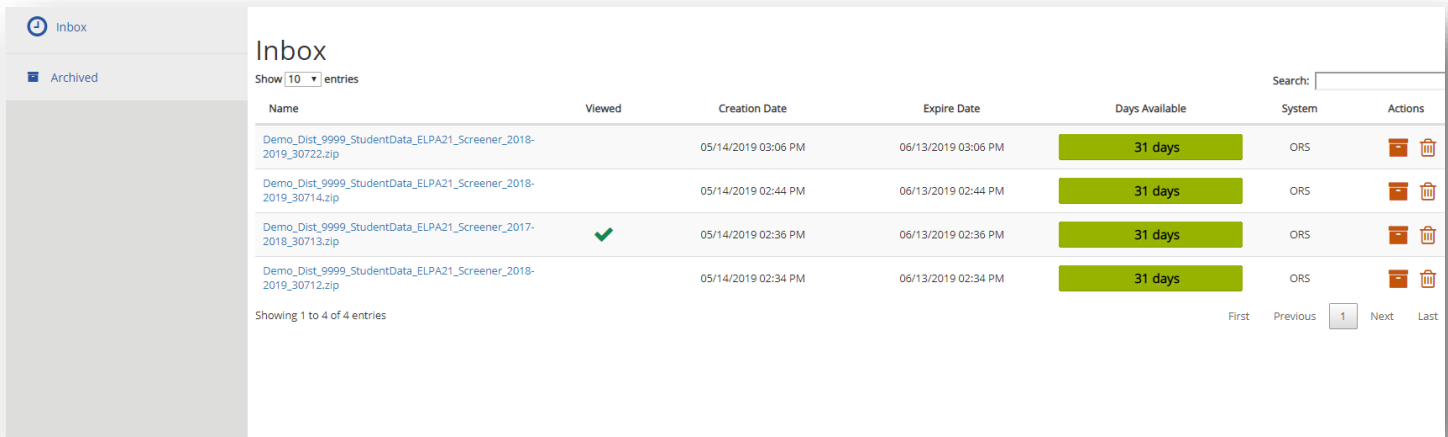


Figure 14. Sample Individual Student Report

Individual Student Report

How did my student perform on the ELPA21 Screener?

Test: Grade 5 ELPA21 Screener
 Year: 2019-2020
 Name: Demo, Student A.

Overall Performance on the Grade 5 ELPA21 Screener Test: Demo, Student A., 2019-2020

Name	SSID	Proficiency Status	Date Tested
Demo, Student A.	9999999101	Proficient	9/4/2019

Proficiency Determination

Proficient - Students are Proficient when they demonstrate a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level academic tasks in English. This is indicated on the ELPA21 Screener by earning Levels 4* or higher in all domains. Proficient students are not identified as English Learners and do not receive English language development services.

Progressing - Students are Progressing when, with support, they are approaching a level of English language skill necessary to produce, interpret, and collaborate on grade-level academic tasks in English. This is indicated on the ELPA21 Screener by scoring at least one domain score above Level 2 and at least one domain score below Level 4. These students are eligible for English language development services.

Emerging - Students are Emerging when they have not yet reached a level of English language skill necessary to produce, interpret, and collaborate on grade-level content-related academic tasks in English. This is indicated on the ELPA21 Screener by scoring a Level 1 or Level 2 in listening, reading, writing, and speaking. These students are eligible for English language development services.

Proficiency Not Demonstrated - Students receive a status of Proficiency Not Demonstrated when testing is stopped due to the student not participating. State policy determines whether or not a non-participant is eligible for English language development services at school.

** For states utilizing the Future Kindergarten version of the screener, students are scored as Proficient if they earn Levels 4 or higher in the Listening and Speaking domains, and Levels 3 or higher in the Reading and Writing domains. Each state independently determines the use of the Future Kindergarten version of the screener.*

Performance on the Grade 5 ELPA21 Screener Test, by Domain: Demo, Student A., 2019-2020

Domain	Performance Level	Domain Description
Listening	5 Advanced	When listening, the student at Level 5 is working on: determining the meaning of figurative language; participating in extended conversations and discussions about a variety of topics and texts, asking relevant questions and summarizing key ideas; explaining how reasons and evidence are sufficient to support the main ideas in a presentation.
Reading	5 Advanced	When reading grade-appropriate text, the student at Level 5 is working on: determining the meaning of figurative language; recognizing text types, such as compare and contrast or cause and effect, to identify key information and to make a summary or prediction; identifying author's purpose, and explaining how reasons and evidence support or fail to support particular points; gathering information from written sources and summarizing key ideas and information using graphics.
Speaking	5 Advanced	When speaking, the student at Level 5 is working on: participating in extended conversations and discussions, adding relevant and detailed information using evidence, and summarizing key ideas; delivering a presentation with details and examples; constructing a claim and providing logically ordered reasons or facts to support the claim.
Writing	5 Advanced	When writing, the student at Level 5 is working on: participating in extended written exchanges about a variety of topics and texts, building on the ideas of others, and adding relevant and detailed information using evidence; composing narratives or informational texts, developing the topic with details and examples, and a concluding section; composing a claim, providing logically ordered reasons or fact to support the claim, and a concluding statement; summarizing key ideas.

Information on Standard Error of Measurement

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

Change Log

Change	Location	Date
Updated Figures 11, 13, 14	Pages 4, 5	06/24/2019
Fixed portal links to NE Resources	Multiple pages	06/24/2019