

# Oklahoma School Testing Program (OSTP) & College and Career Readiness Assessments (CCRA)

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*Portal User Guide*

*Spring 2018*



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# Introduction

## Overview

There are two components of the Oklahoma School Testing Program (OSTP) & College and Career Readiness Assessments (CCRA) online testing platform: the online **portal**, used by building, district, and state administrators, and the **kiosk**, used by students for testing.

The portal provides building, district, and state administrators access to the following components:

- **User Management:** used for adding and editing user accounts.
- **Administration:** used for downloading kiosks and completing site set-up, organizing students and classes for testing, scheduling tests, accessing student log-in information, monitoring student testing progress, and placing and tracking orders for materials.
- **Reporting:** viewing and managing data in roster reports, summary reports, and quick reports.

For more information on installing the kiosk, see the *OSTP & CCRA Kiosk Installation Guide*, which is available on the OSTP Help & Support page:

<https://oklahoma.onlinehelp.measuredprogress.org>

## Technical Support

If you have any difficulty accessing the OSTP & CCRA Portal, contact the Measured Progress Service Desk at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.

For questions about the test administration or other technical information, contact:	For questions or information regarding OSTP & CCRA policy and testing procedures, contact:
<b>Measured Progress Oklahoma Service Desk</b>  Toll Free: 1 (866) 629-0220 Email: <a href="mailto:oktechsupport@measuredprogress.org">oktechsupport@measuredprogress.org</a>	<b>Oklahoma State Department of Education Office of Assessments</b>  Phone: 1 (405) 521-3341 Website: <a href="http://www.ok.gov/sde/">http://www.ok.gov/sde/</a>

## Browser Requirements

The portal is accessible via the following browsers on desktops and laptops:

- Chrome® 64 or newer
- Firefox® 56 or newer
- Safari® 9 or newer

- Microsoft Edge 40.15 or newer
- Internet Explorer® 11

**Note:** When using Internet Explorer, compatibility mode must be turned **off**.

These browser requirements are separate from the technology requirements of the student test delivery system. Student testing is done via a secure kiosk downloaded to the student workstation and is separate from the portal. For more information, see the [OSTP Kiosk Installation Guide](#).

## Roles and Responsibilities

The OSTP & CCRA Portal recognizes six user roles. Each role has a separate set of responsibilities, which determine the user's level of access to the components available within the OSTP & CCRA Portal, see Table 1 for more information.

**Table 1. User Roles and Responsibilities**

Role	Responsibilities	Portal Components
<b>District Coordinator (DTC)</b>	The DTC has access to all buildings in the district and can: <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate peer DTC accounts and all other user accounts).</li> <li>• Edit Student information and accommodations</li> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Proctor passwords from Administration home page</li> <li>• Track shipments and order additional materials.</li> <li>• Create and review reports.</li> <li>• View Dashboard</li> </ul>	<a href="#">Users Administration Reporting</a>
<b>District User (DU)</b>	The DU has access to all buildings in the district and can: <ul style="list-style-type: none"> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Track shipments and order additional materials.</li> <li>• Create and review reports.</li> <li>• View Dashboard</li> </ul>	<a href="#">Administration Reporting</a>

Role	Responsibilities	Portal Components
<b>Building Test Coordinator (BTC)</b>	The BTC has access to one or more buildings and can: <ul style="list-style-type: none"> <li>• Manage users (add or edit peer BTC accounts and BU, ATC, and RA accounts).</li> <li>• Edit Student information and accommodations</li> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Create and review reports.</li> </ul>	<a href="#">Users</a> <a href="#">Administration</a> <a href="#">Reporting</a>
<b>Building User (BU)</b>	The BU has access to one or more buildings and can: <ul style="list-style-type: none"> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Create and review reports.</li> </ul>	<a href="#">Administration</a> <a href="#">Reporting</a>
<b>Assessment Technology Coordinator (ATC) (IT Coordinator Role)</b>	The ATC is assigned to a district or to one or more buildings and can: <ul style="list-style-type: none"> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing.</li> </ul>	<a href="#">Administration</a>
<b>Reports Access Only (RA)</b>	The RA user is assigned to a district or to one or more buildings and can: <ul style="list-style-type: none"> <li>• Create and review reports.</li> </ul>	<a href="#">Reporting</a>

**Note:** ATCs have access only to the [Site Readiness](#) component for their assigned building or buildings. A DTC or BTC assigned to the building or buildings also has access to perform the site setup and certification tasks.

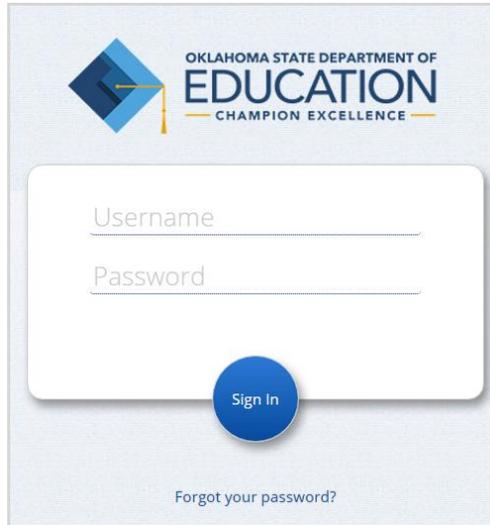
The DTC and DU will have access to all buildings in their district; all other users will be assigned to their specific building(s) within the district. Users cannot access components or information for any organization (district or building) to which they are not assigned.

- For assistance with other buildings within your district, contact your District Test Coordinator.
- For assistance with buildings in another district, contact the Measured Progress Service Desk at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.

# Getting Started

## Logging In

1. Go to the OSTP & CCRA Portal URL, <https://oklahoma.measuredprogress.org>.



2. Log in with your unique user name and password, which were sent to you via email from the OSTP program management team ([OSTPProgramManagementTeam@measuredprogress.org](mailto:OSTPProgramManagementTeam@measuredprogress.org)).
3. When logging into the portal for the first time, you will be required to change your password. Passwords must be 8 to 32 characters in length, contain one uppercase letter, one lowercase letter, one special character (~ ! @ # \$ % ^ & \* ( ) \_ + - = { } | [ ] : " ; ' > ? , ) and one number.
4. After successfully updating your password you will be re-directed to the portal home page.

## Getting help with your login credentials

The Measured Progress Service Desk can help you if you have a problem logging in to the portal.

- If you are a District Test Coordinator and did not receive your login information, contact the Measured Progress Service Desk at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.
- If you are any other user type and did not receive your login information, contact your District Test Coordinator.
- If you have forgotten your password:
  1. Click **Forgot your password?** below the Sign In button.

2. Type your user name.
  3. Click **Reset Password**.  
You will receive an email message with instructions for resetting your password.
  4. Click the link in the email to open your account profile in the OSTP & CCRA Portal.
  5. In the Password field, type a new password.
  6. Click **Save Profile**.
- If you have forgotten your user name:
    1. Click **Contact Measured Progress** at the bottom of the login page.  
An email message addressed to [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) opens in your email program.
    2. Type a message for the Support team.
    3. Click **Send**.

## Editing Your Profile

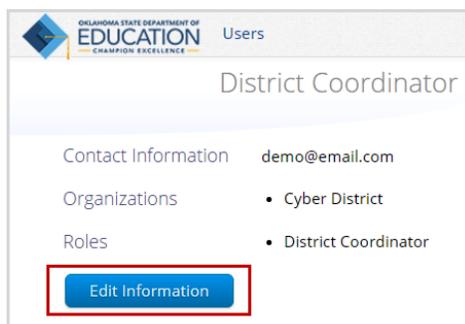
Your profile page displays your contact information, organization(s), and role. From your profile page, you can make the following changes to your account:

- Change your first and/or last name, but not your user name.
- Edit your email address, which is used to communicate with you about your account.
- Change your password.
- Provide other contact information (phone, fax, mailing address).

To edit your profile information:

1. Click your user name in the top-right corner of the page, and then select **My Profile** from the menu.

Your profile page appears.



2. Click **Edit Information**.

The Edit User form appears.

Oklahoma State Department of Education Users  
 Edit User DistrictCoordinator (District Coordinator)

District  
 First Name \*  
 Coordinator  
 Last Name \*  
 demo@email.com  
 Email\*  
 Password  
 Phone Number  
 Fax Number  
 Address

[Save Profile](#) [Cancel](#)

3. Make changes in the appropriate fields.

**Note:** Fields with a red asterisk (\*) are required.

**Tip:** Be sure to use a password you can remember. For a quick (2 seconds) look at your password as you type it, click **Glimpse Password**.

4. Click **Save Profile** to save changes to your profile, or click **Cancel** to discard changes to your profile.

## Working with the Portal Home Page

When you log in to the portal, the portal home page appears:

Oklahoma State Department of Education Users Programs User: eMetric SupportDTC Logout

Welcome to Oklahoma School Testing Program!

**Administration**  
 Organize students for testing, schedule tests, and monitor testing progress.

**Reporting**  
 View summary and individual student results by test and content standards.

The portal home page contains the components available to you according to your role and organization (district or building) assignment. See Table 2 for navigation options from the portal home page.

**Table 1. Navigation from the Portal Home Page**

In order to	Do this
Return to the portal home page from any page	Click the Oklahoma State Department of Education logo in the top-left corner of any page.
Get help	Click <b>Contact Us</b> at the bottom of the portal home page to open a blank email message addressed to the Measured Progress Service Desk at <a href="mailto:oktechsupport@measuredprogress.org">oktechsupport@measuredprogress.org</a> .
View your profile	Click your user name in the top-right corner of the page, and then select <b>My Profile</b> .
Go to the OSTP Help & Support page	Click your user name in the top-right corner of the page, and then select <b>Help &amp; Support</b> . The <a href="#">OSTP Help &amp; Support page</a> opens in your browser.
Access the User Management component	Click <b>Users</b> at the top of the portal home page. <b>Note:</b> The Users component is available to DTCs and BTCs only.
Access the Administration component	Click <b>Administration</b> on the portal home page.
Access the Reporting component	Click <b>Reporting</b> on the portal home page. <b>Note:</b> Reports Access Only users cannot access any other component in the OSTP & CCRA Portal. <b>Note:</b> The <b>Reporting</b> component is not available to ATCs.
Log out of the portal	Click <b>Logout</b> next to your username at the top-right corner of the page.

## Working with the Administration Home Page

The Administration home page displays the components available according to the permissions for the logged-in user's role.

- On the portal home page, click **Administration**.

The Administration home page appears. The menu of components is available at the top of any Administration page. The Welcome message is customized for the logged-in user's level of access.

Welcome to the Oklahoma School Testing Program (OSTP) Administration module for Grades 3-8 and 10 assessments. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

If you need assistance utilizing this site, please contact Measured Progress support at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or by calling toll-free 866-629-0220.

**Proctor password for**  Change  
 aagsa74h

**Site Readiness login for**   
 Username: WSR.1.3770  
 Password: 4ddzw4fm

s83 v3.8.2 Copyright © 2017 eMetric LLC [Contact Us](#) (866) 629-0220

**Important:** District Users and Building Users do not have access to the Site Readiness login or kiosk download links.

**Table 3. Navigation from the Administration Home Page**

Click	In order to
<b>Oklahoma SDE Logo</b>	Return to the OSTP & CCRA Portal home page.
<b>Home</b>	Return to the Administration home page from any other Administration page. <b>Note:</b> Home does not return you to the portal home page. Click the logo in the top-left corner of the page to return to the portal home page.
<a href="#">Site Readiness</a>	Review a summary of completed Site Readiness tests and certify the site as ready for student testing. <b>Important:</b> District Users and Building Users do not have access to Certify Site Readiness.
<a href="#">Classes</a>	View, add, and edit classes.
<a href="#">Students</a>	Add and edit student information and accommodations, and enroll or unenroll students from the building.
<a href="#">Test Sessions</a>	View, schedule, and delete test sessions; print student tickets with their login information.

Click	In order to
<a href="#">Materials Management</a>	Track order shipments, order additional materials, and schedule a UPS pickup. <b>Important:</b> BCs, BUs, and ATCs do not have access to Materials Management.
<a href="#">Dashboard</a>	View district level test summary information.

## Working with the Reporting Home Page

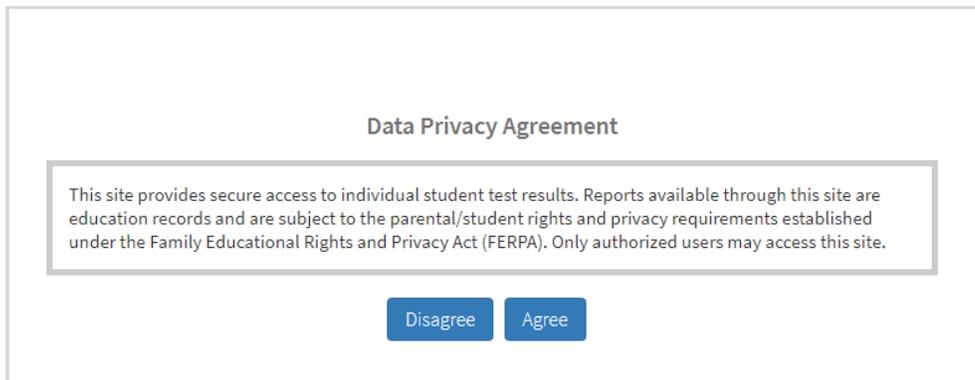
The Reporting home page is available to all roles except ATC. It is the only component available to Reports Access Only (RA) users.

1. On the portal home page, click **Reporting**.



A notice appears while the application is loading.

2. Read the Data Privacy Agreement, and then click **Agree**.



**Note:** If you click **Disagree**, you return to the portal home page. You cannot access the Reporting component.

The Reporting home page appears. The menu of components is available at the top of any Reporting page.

The information available in OSTP reports is limited to the organizations you are authorized to access.

**Table 4. Navigation from the Reporting Home Page**

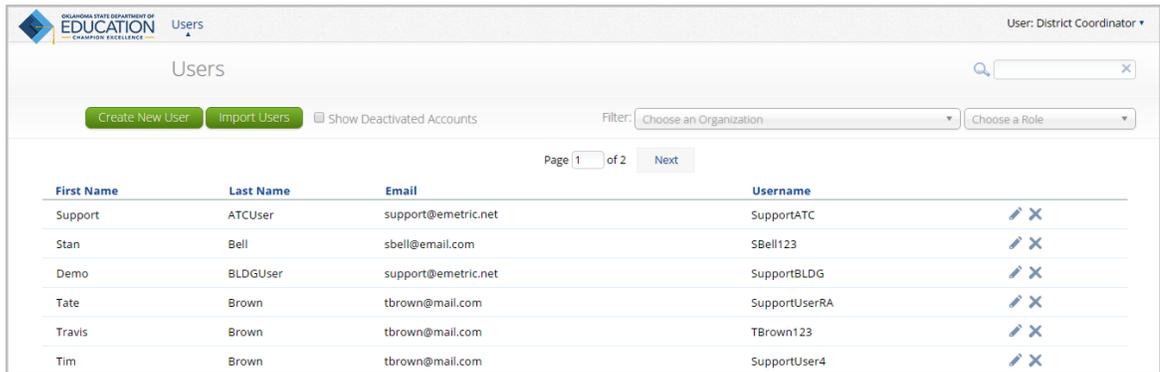
Click	In order to
<b>Oklahoma SDE Logo</b>	Return to the OSTP & CCRA Reporting home page.
<b>Back to Oklahoma Portal</b>	Return to the OSTP & CCRA Portal home page
<b>User Guide</b>	Download and view the OSTP & CCRA Portal User Guide
<b>Recent Reports</b>	Click on the  button in the upper right corner of the Reporting home page to view a list of recently viewed reports.
<b>Save Report</b>	View Saved Reports by clicking on  in the upper right-hand corner of the window.

# Adding and Editing User Accounts

The **Users** component is available to District Coordinators and Building Coordinators only.

1. At the top of the portal home page, click **Users**.

By default, the Users page displays a list of existing users for the building or buildings to which you have access.



First Name	Last Name	Email	Username	
Support	ATCUser	support@emetric.net	SupportATC	<a href="#">✎</a> <a href="#">✕</a>
Stan	Bell	sbell@email.com	SBell123	<a href="#">✎</a> <a href="#">✕</a>
Demo	BLDGUser	support@emetric.net	SupportBLDG	<a href="#">✎</a> <a href="#">✕</a>
Tate	Brown	tbrown@mail.com	SupportUserRA	<a href="#">✎</a> <a href="#">✕</a>
Travis	Brown	tbrown@mail.com	TBrown123	<a href="#">✎</a> <a href="#">✕</a>
Tim	Brown	tbrown@mail.com	SupportUser4	<a href="#">✎</a> <a href="#">✕</a>

2. To rearrange the Users table:
  - Sort columns by clicking the column heading.
  - Filter the list by selecting an organization in the Choose an Organization menu.
  - Filter the list by selecting a user role in the Choose a Role menu.
3. To locate a user, in the Search (🔍) box in the top-right corner of the page, type the first name, last name, user name, or email address of the user, and then click 🔍.

## Adding a New User

Each user account can be assigned to one role only. If one person will be performing tasks for more than one role, they should be given the role with the highest level of privilege required to complete their tasks.

From the Users page:

1. Click **Create New User**.
2. On the user entry form, enter the new user's personal and contact information.

Username\*

First Name\*

Last Name\*

Email\*

Phone Number

Fax Number

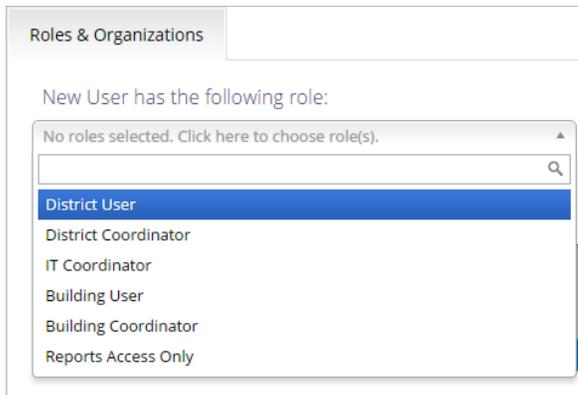
Address

**Note:** Fields with a red asterisk (\*) are required.

Every account requires a unique username. The user’s first name, last name, or email address may be the same as that of another user’s account, but the username must be unique.

**Important:** Ensure the e-mail address is accurate. The user’s login credentials are sent to the email specified in the user account being created.

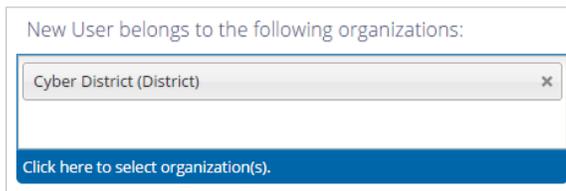
3. From the “New User has the following role” menu, select a role:
  - District Coordinator
  - District User
  - Building Coordinator
  - Building User
  - IT Coordinator (also known as the Assessment Technology Coordinator)
  - Reports Access Only



For more information, see [Roles and Responsibilities](#) above.

4. In the “New User belongs to the following organizations” menu, select one or more organizations.

**Tip:** To remove an organization, click  to the right of the building or district name.

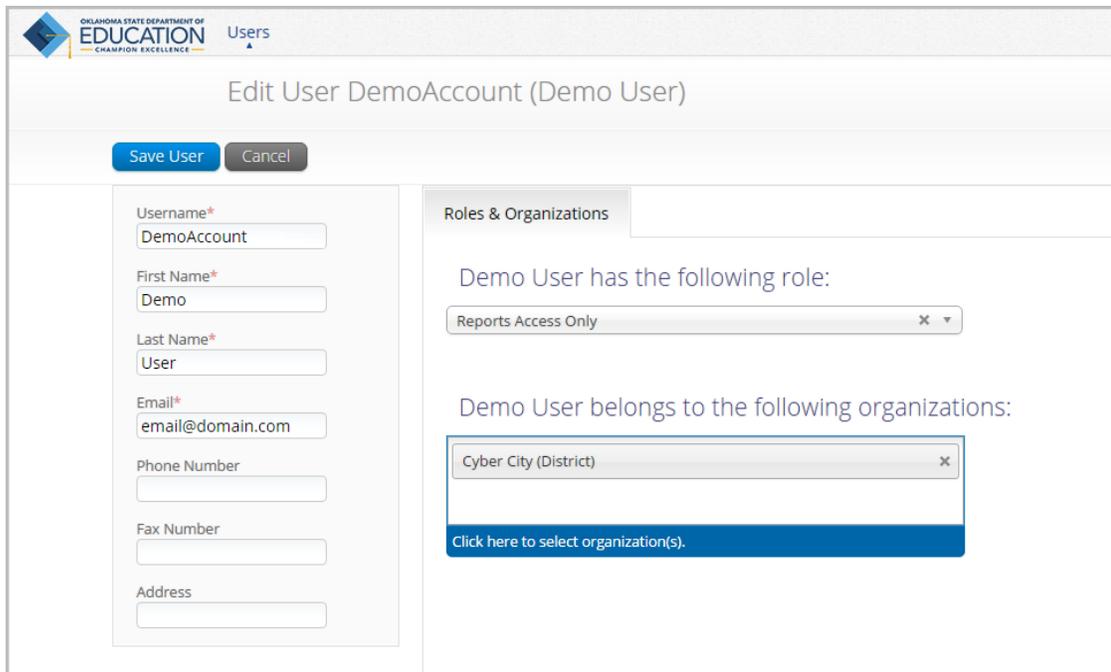


5. Click **Save User** to save the new user account, or click **Cancel** to discard the new user account.

## Editing a User Account

From the Users page:

1. Locate the user in the Users table and click Edit () in the column on the right.  
The user’s profile page appears.



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
CHAMPION EXCELLENCE

Users

### Edit User DemoAccount (Demo User)

Save User Cancel

Username\*  
DemoAccount

First Name\*  
Demo

Last Name\*  
User

Email\*  
email@domain.com

Phone Number  
[ ]

Fax Number  
[ ]

Address  
[ ]

Roles & Organizations

Demo User has the following role:  
Reports Access Only x ▾

Demo User belongs to the following organizations:  
Cyber City (District) x

[Click here to select organization\(s\).](#)

2. Make changes to the profile fields.

**Note:** Fields with a red asterisk (\*) are required.

**Important:** You can reassign or edit the user's role and organization.

3. Click **Save User** to save changes to the user's profile or click **Cancel** to discard changes to the user's profile.

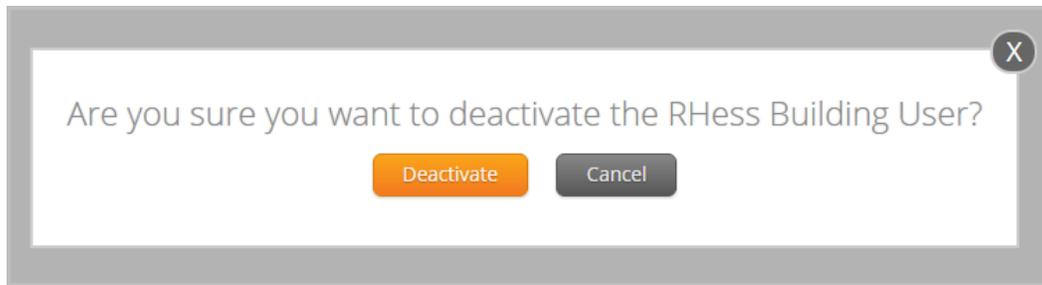
## Deactivating and Reactivating User Accounts

A District Coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. The account still exists in the system and the user name cannot be reused. Accounts that have been deactivated can also be reactivated, edited and used again.

### Deactivating User Accounts

From the Users page:

1. Locate the user(s) in the Users table, and then click Deactivate User (X) in the column on the right or the blue **Deactivate** button at the top of the page.
2. A pop-up verification message will appear. To deactivate the user, click **Deactivate**.

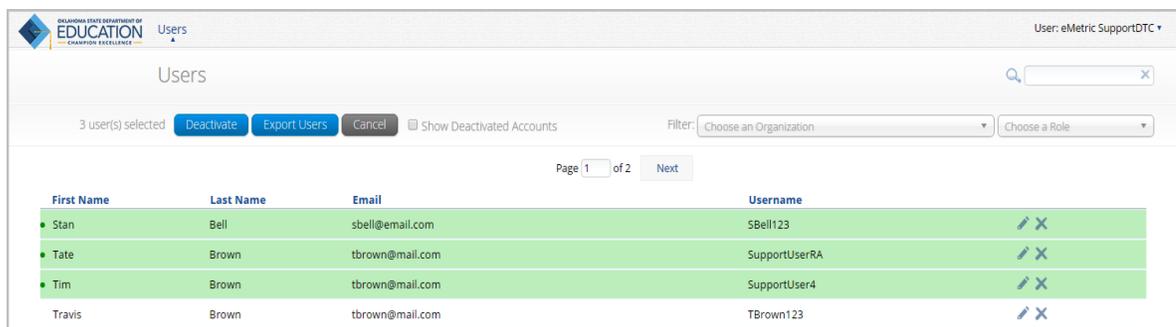


3. The user will be deactivated from the OSTP & CCRA Portal.

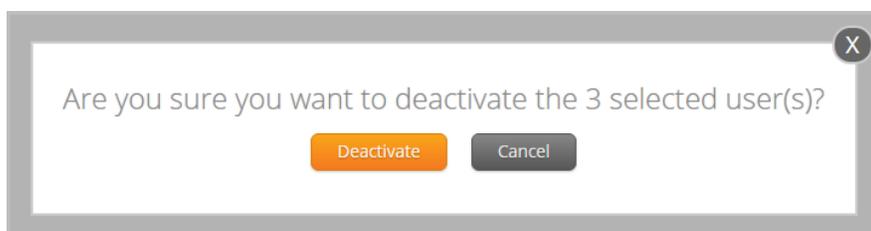
**Note:** Only District Coordinators can deactivate users in the portal. Deactivated users will not be able to log in to the portal using their assigned username and password.

A DTC can deactivate multiple user accounts at once in the OSTP & CCRA Portal.

1. In the user table select the accounts to be deactivated by clicking on the name of the user. Selected users will be highlighted in green. After a user account is selected, the **Deactivate** button appears above the user table.



2. After all user accounts are selected, click **Deactivate**. A pop-up verification message will appear to confirm that you would like to deactivate the selected user accounts. Click **Deactivate** to deactivate the user accounts.



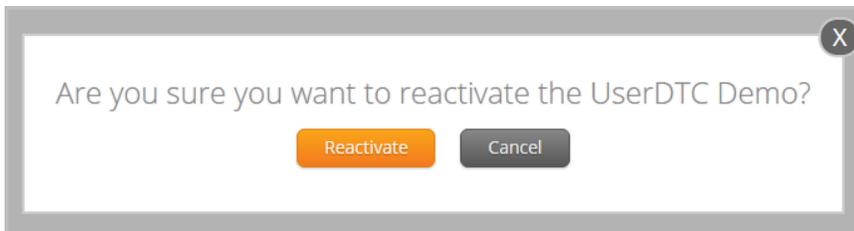
## Reactivating User Accounts

If needed, deactivated user accounts in the OSTP & CCRA Portal can be reactivated by a District Coordinator. From the Users page, select **Show Deactivated Accounts**.



The table of users will now display only deactivated accounts.

1. Locate the user in the Users table, and then click (+) in the column on the right.
2. A pop-up message will appear. To reactivate the user, click **Reactivate**.

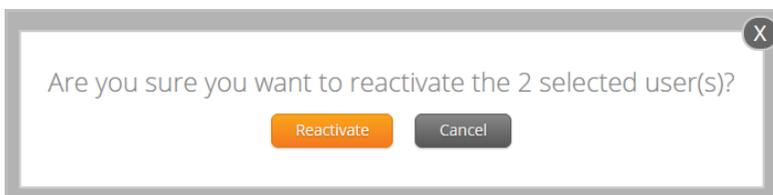


A DTC can also reactivate multiple user accounts at once in the OSTP & CCRA Portal.

1. In the Users table select the accounts to be reactivated by clicking the name of the user. Selected users will be highlighted in green. After a user has been selected, the Reactivate button will appear above the table.



2. After all user accounts are selected, click **Reactivate**. A pop-up verification message will appear. Click **Reactivate** to reactivate the user accounts.



## Adding and Editing Users through File Uploads

If you have several users to add or edit, it may be easier to use the file upload feature. File uploads are required to be in CSV file format. Table 5 describes the columns in the upload file, the required fields, and the accepted values.

**Note:** Separate upload files must be used to add new users and edit exiting users.

**Table 5. Columns in the User Upload File**

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
Username*	User's Username for logging into the portal.	Up to 35 alpha-numeric characters.
Fname*	User's first name.	Up to 25 characters.
Lname*	User's last name.	Up to 25 characters.
Email*	User's email address.	Any standard email address.
Role*	User's role.	One of the following: DTC—District Coordinator BTC—Building Coordinator ITC—IT Coordinator (Assessment Technology Coordinator) DU—District User BU—Building User RA—Reports Access Only  The abbreviated role will be used in the CSV file.  <i>For example:</i> BTC will be the accepted value in the CSV file for adding a Building Coordinator.
Org*	County/District Code associated with the district level user.  County/District and School Code associated with the school level user.	<u>District Coordinator, IT Coordinator (District), District User</u> Org = Combined County and District Code excluding spaces or hyphens.  <i>For example:</i> If County Code = 62 and District Code = C017 then Org = 62C017  <u>Building Coordinator, IT Coordinator (Building), Building User</u> Org = Combined County and District Code hyphen School Code.  <i>For Example:</i> If County Code = 62 District Code = C017 School Code = 705 then Org = 62C017-705  If a user belongs to multiple organizations a pipe will be used to separate the organizations.  <i>For Example:</i> If a user belongs to school code 705 and 706 in District C017 then Org= 62C017-705 62C017-706
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format.
Fax	User's fax number.	Fax number in xxx-xxx-xxxx format.
Address	User's address.	Up to 200 characters.

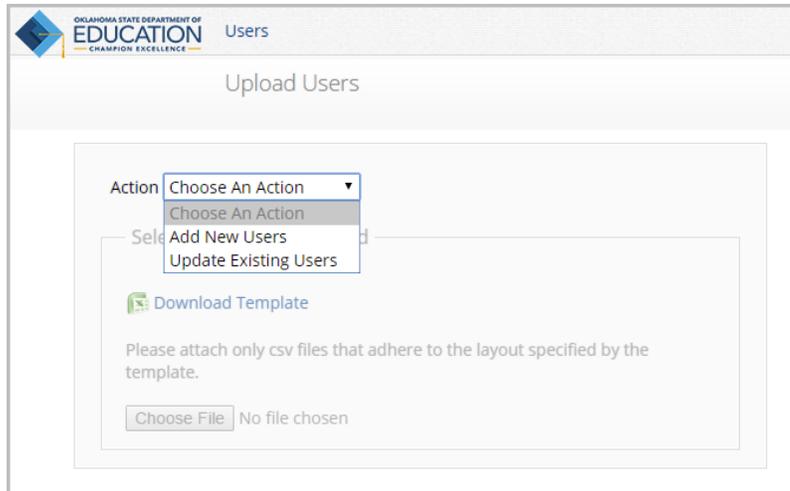
\* Required Field

**Note:** County and District codes are available on the Oklahoma State Department of Education’s website located [here](#).

## Adding New Users

From the Users page:

1. Click **Import Users**
2. On the Upload Users page select **Add New Users** from the Action drop down menu.



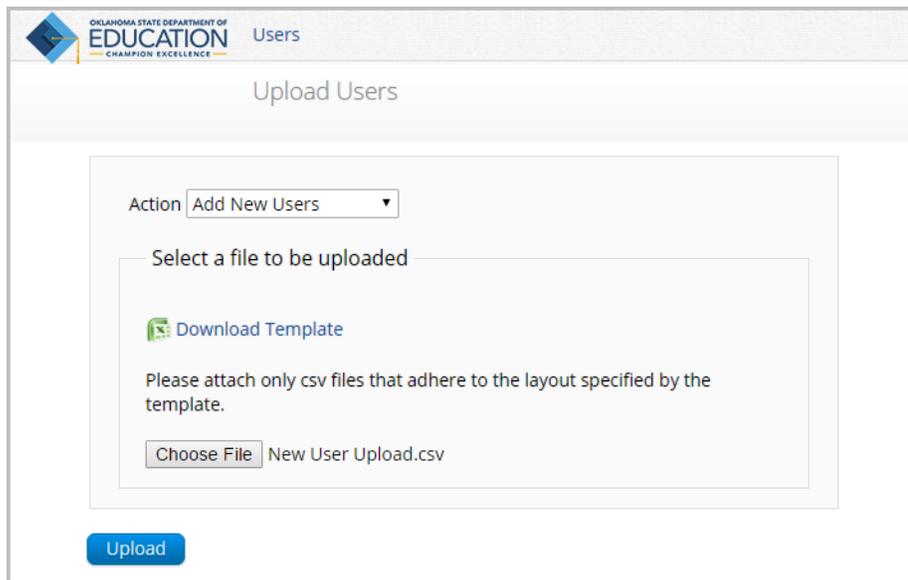
3. Once you have selected an action, the user upload template will be made available for download. Click **Download Template** to download the template onto your computer.
4. Fill out the template accordingly and save the file in CSV format. See Table 5 for required fields and accepted values.

**Note:** There is a limit of 50 records for each upload file.

The following is an example of an upload file. In this file, multiple user types will be added to multiple organizations.

	A	B	C	D	E	F	G	H	I
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address
2	Rmartin	Ryan	Martin	rmartin@email.com	BTC	62C017-704	321-568-7841	321-857-6547	111 Demo School Way
3	Dclark	David	Clark	dclark1@email.com	ITC	62C017-705 62C017-706			
4	Jmoore	Janice	Moore	jmoore@email.com	BU	62C017-705	321-485-9632		
5	NRussell1	Nancy	Russell	tbrown@mail.com	RA	62C017-706			
6	TBrown1234	Travis	Brown	tbrown@mail.com	DU	62C017			
7									

5. Click **Choose File** and select the file you would like to upload from your computer. You will now see the file name next to the Choose file button.



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
 CHAMPION EXCELLENCE

Users

### Upload Users

Action ▼ Add New Users

Select a file to be uploaded

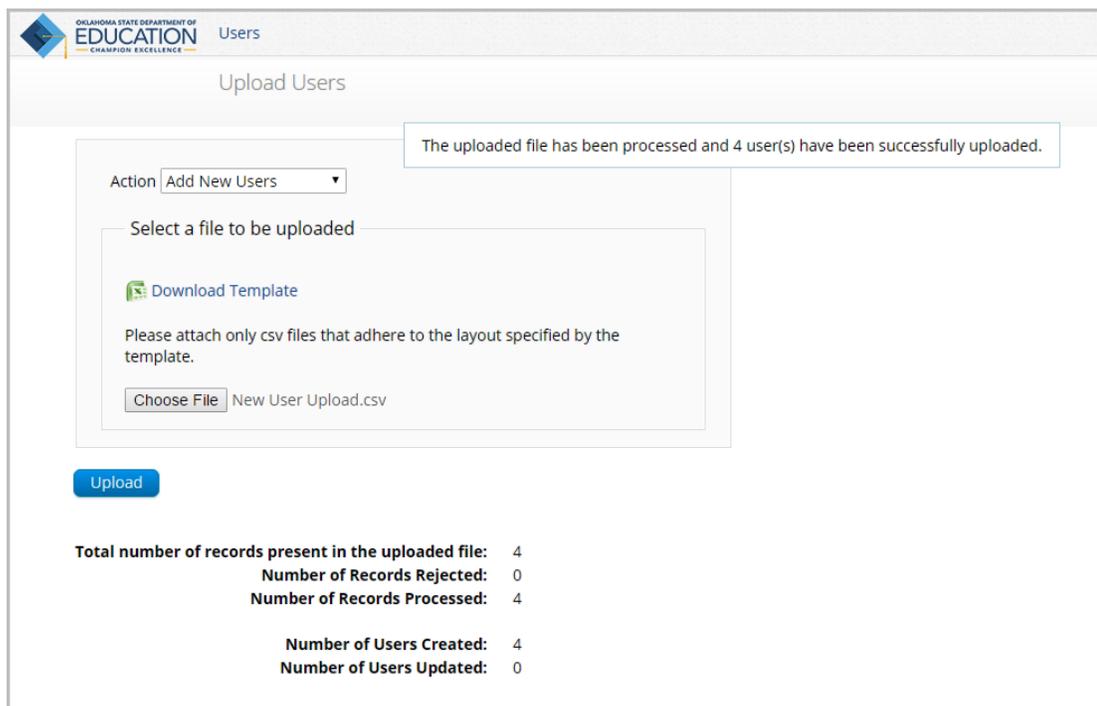
 [Download Template](#)

Please attach only csv files that adhere to the layout specified by the template.

New User Upload.csv

- Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary that contains the number of users created and the number of user records rejected is also provided.

**Note:** When there are errors in the upload file, a link to a downloadable error file will be available below the summary. For information on the file upload errors and resolving file upload errors see the [Resolving user file upload errors](#) section.



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
 CHAMPION EXCELLENCE

Users

### Upload Users

The uploaded file has been processed and 4 user(s) have been successfully uploaded.

Action ▼ Add New Users

Select a file to be uploaded

 [Download Template](#)

Please attach only csv files that adhere to the layout specified by the template.

New User Upload.csv

<b>Total number of records present in the uploaded file:</b>	4
<b>Number of Records Rejected:</b>	0
<b>Number of Records Processed:</b>	4
<b>Number of Users Created:</b>	4
<b>Number of Users Updated:</b>	0

- When a user is successfully uploaded, their user account will be created, and an email will be sent to the new user with their user name and password for the OSTP & CCRA Portal.

## Exporting Users

User information can be exported from the OSTP & CCRA Portal in the form of a CSV file. To update existing users' information using the file upload feature, you can export existing users, edit the exported file and then upload the edited file using the Update Existing Users file upload option.

From the Users page:

- Select** the users from the user table that you want to export by clicking the users' names. Selected users will be highlighted in green.

The screenshot shows the 'Users' management interface. At the top, it says '6 user(s) selected' and provides buttons for 'Deactivate', 'Export Users', and 'Cancel'. There are also filters for 'Choose an Organization' and 'Choose a Role'. The table below lists users with columns for First Name, Last Name, Email, and Username. The first six rows are highlighted in green, indicating they are selected. The last two rows are not highlighted.

First Name	Last Name	Email	Username
Support	ATCUser	support@emetric.net	SupportATC
Stan	Bell	sbell@email.com	SBell123
Tate	Brown	tbrown@mail.com	SupportUserRA
Tim	Brown	tbrown@mail.com	SupportUser4
Travis	Brown	tbrown@mail.com	TBrown123
Devon	Clark	dclark1@email.com	DClark123
Devin	Clark	dclark1@email.com	SupportUserIT
Dennis	Clark	dclark@email.com	SupportUserITC
Dennis	Clark	dclark@email.com	SupportUser2
District	Coordinator	cparker@emetric.net	cparker-DTC
UserDTC	Demo	swati@emetric.net	demouser1
Demo	District User	emetric@emetric.net	DemoDU
Ryan	Martin	rmartin@email.com	RMartin123
Reece	Martin	rmartin@email.com	RMartin12345

- Click **Export Users**.

A confirmation message will appear to confirm that the user data you selected was exported and the Export file downloaded.

- Open** the downloaded CSV file to view the user data that was exported.

	A	B	C	D	E	F	G	H	I
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address
2	Rmartin	Ryan	Martin	rmartin@email.com	BTC	62C017-704	321-568-7841	321-857-6547	111 Demo School Way
3	Dclark	David	Clark	dclark1@email.com	ITC	62C017-705   62C017-706			
4	Jmoore	Janice	Moore	jmoore@email.com	BU	62C017-705	321-485-9632		
5	NRussell1	Nancy	Russell	tbrown@mail.com	RA	62C017-706			
6	TBrown1234	Travis	Brown	tbrown@mail.com	DU	62C017			
7									

## Updating multiple user accounts

Multiple user accounts can be updated at one time by exporting a user file as a csv file, editing the exported user file, and uploading the edited file back into the OSTP & CCRA Portal.

To export the file:

1. From the Users page **select** the users from the user table that you want to update by clicking on the user's name. The selected users will be highlighted in green.

The screenshot shows the 'Users' management page. At the top, it says '6 user(s) selected' and has buttons for 'Deactivate', 'Export Users', and 'Cancel'. Below the table, there are filter dropdowns for 'Choose an Organization' and 'Choose a Role'. The table lists users with columns for First Name, Last Name, Email, and Username. The first six rows are highlighted in green, indicating they are selected.

First Name	Last Name	Email	Username
Tim	Brown	tbrown@mail.com	SupportUser4
Tate	Brown	tbrown@mail.com	SupportUserRA
Travis	Brown	tbrown@mail.com	TBrown123
Devon	Clark	dclark1@email.com	DClark123
Devin	Clark	dclark1@email.com	SupportUserIT
David	Clark	dclark1@email.com	SupportUser2
Dennis	Clark	dclark@email.com	SupportUserTC

2. Click **Export Users**.

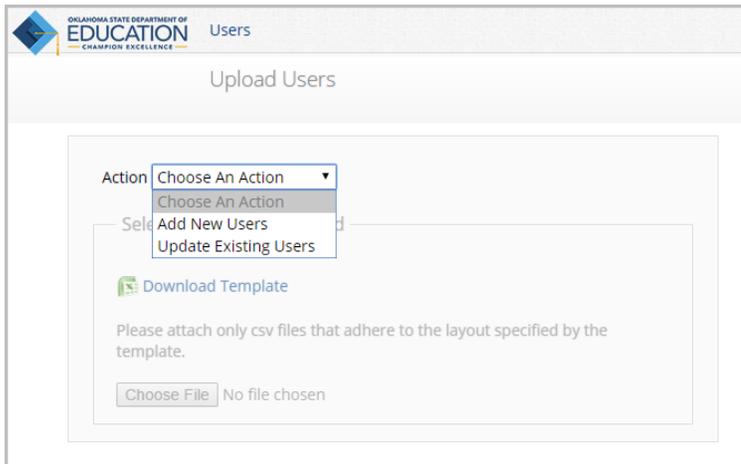
A confirmation message will appear that the user data you selected was exported and the file was downloaded.

3. Within the downloaded user export file make appropriate changes and updates following the guidelines in Table 5 for required fields and accepted values. After the changes and updates have been made, save the file as a CSV.

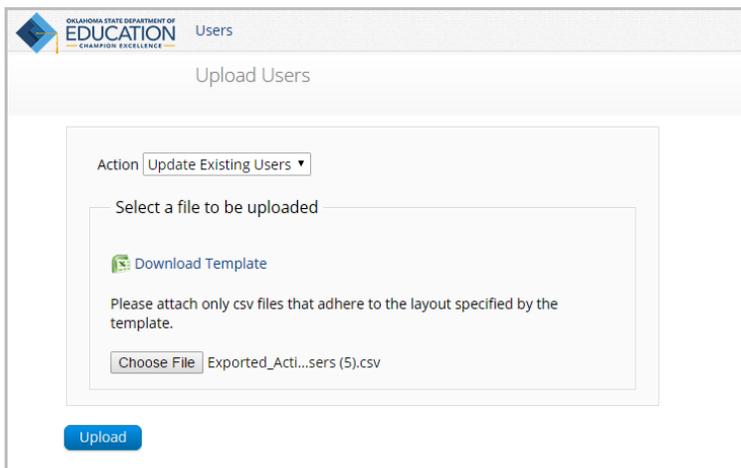
	A	B	C	D	E	F	G	H	I
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address
2	Rmartin	Ryan	Martin	rmartin@email.com	BTC	62C017-704	321-568-7841	321-857-6547	111 Demo School Way
3	Dclark	David	Clark	dclark1@email.com	ITC	62C017-705   62C017-706			
4	Jmoore	Janice	Moore	jmoore@email.com	BU	62C017-705	321-485-9632		
5	NRussell1	Nancy	Russell	tbrown@mail.com	RA	62C017-706			
6	TBrown1234	Travis	Brown	tbrown@mail.com	DU	62C017			
7									

4. From the Users page, click **Import Users**.
5. Select **Update Existing Users** on the upload user page drop-down menu.

**Note:** There is a limit of 50 records for each upload file.



6. Click **Choose File** and select the file you would like to upload. You will now see the file name next to the Choose File button.



7. Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary of the number of users who were updated will be provided.

Users

### Upload Users

The uploaded file has been processed and 10 user(s) have been successfully uploaded.

Action: Update Existing Users

Select a file to be uploaded
 

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File
Exported\_Acti...sers (5).csv

Upload

**Total number of records present in the uploaded file:** 10

**Number of Records Rejected:** 0

**Number of Records Processed:** 10

**Number of Users Created:** 0

**Number of Users Updated:** 10

## Resolving user file upload errors

If there are errors in the user file upload, you will be notified after you upload the file. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available. Pop-up notification messages are provided in Table 6 along with results of the file upload and next steps to resolve any errors.

**Table 6. User Upload Pop-up Messages, Results of File Upload, and Next Steps**

Pop-up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in CSV format	Open your original Users file. Click <i>Save As</i> , select a file location, click on the <i>Save as type:</i> drop down menu, select <i>CSV (Comma delimited)</i> , click <i>Save</i> .

Click **Download records with errors** to download a file that contains details about errors in the uploaded file.

<b>Total number of records present in the uploaded file:</b>	4
<b>Number of Records Rejected:</b>	3
<b>Number of Records Processed:</b>	1
<b>Number of Users Created:</b>	1
<b>Number of Users Updated:</b>	0

 [Download records with errors.](#)

The Error File can contain one or more of the errors shown in Table 7.

**Table 7. Error File Notes, Results, and How to Fix Errors**

<i>Notes Field in Error File</i>	<i>Result</i>	<i>Next Steps</i>
Unable to add user.	Username already exists in the portal.	Modify the username
Usernames must be 4-35 alpha numeric characters.	Username contains characters that are not alphanumeric or are less than 4 or greater than 35 characters, or is blank.	Modify the username to contain at least 4 characters, not more than 35 characters and include a mix of letters and numbers in the username.
First names must be 1-25 characters long.	First name contains characters that are less than 1 or greater than 25 characters or first name is blank.	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long.	Last name contains characters that are less than 1 or greater than 25 characters or last name is blank.	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role.	Invalid role code or role is blank.	Add a valid role abbreviation. See <b>Table 5</b> for valid roles abbreviations.
Invalid organization and role pairing.	Invalid organization and role combination. For example, school user only has a district ID as Org.	If the user is a DC, verify that the County code and District code are provided in the Org field. If the user is a BC verify that the code(s) provided in the Org field use a County code, District code and School code combination as described in <b>Table 5</b> .
Invalid organization number.	Invalid organization number.	Verify the organization number is correct. If you are creating a district level user, verify the County code and District code combination is correct. Refer to the organization codes provided by Oklahoma SDE.

Pictured below is a sample error file:

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	SupportUser1	Ray	Martin	rmartin@email.com	ERROR	62C017-705	321-568-7841	321-857-6547	111 Demo School Way	Invalid role. Invalid organization number.
3	SupportUser2	Dennis	Clark	dclark@email.com	ITC	62C017				Invalid organization number.
4	SupportUser3	Janice	Moore	jmoore@email.com	ERROR	62C017	321-485-9632			Invalid role. Invalid organization number.
5	SupportUser4	Tim	Brown	tbrown@mail.com	ERROR	62C017-705				Invalid role. Invalid organization number.

After you correct the invalid fields in the User Upload file, save the updated file to your device and repeat steps to import the updated file.

# Proctor Password

DTCs have access to the proctor password on the Administration home page. They are able to view the proctor for each school in their district and also change the proctor password.

Oklahoma State Department of Education | Home | Site Readiness | Students | Classes | Test Sessions | Materials Management | Dashboard  
 User: Support DistrictTC • Logout

Home

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11 Science. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

If you need assistance utilizing this site, please contact Measured Progress support at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or by calling toll-free 866-629-0220.

**Proctor password for** Cyber City Sch1-001 (Cyber City) Change  
 yyxkpx3g

## Changing the Proctor Password

The proctor password should be changed by a DTC periodically.

1. Scroll to the Proctor Password section of the Administration home page
2. Click on **Change**.

**Proctor password for** Cyber City Sch1-001 (Cyber City) Change  
 yyxkpx3g

3. Enter a new proctor password and click **Save**.

Change proctor password for Cyber City Sch1-001

Enter new password:

Re-type password:

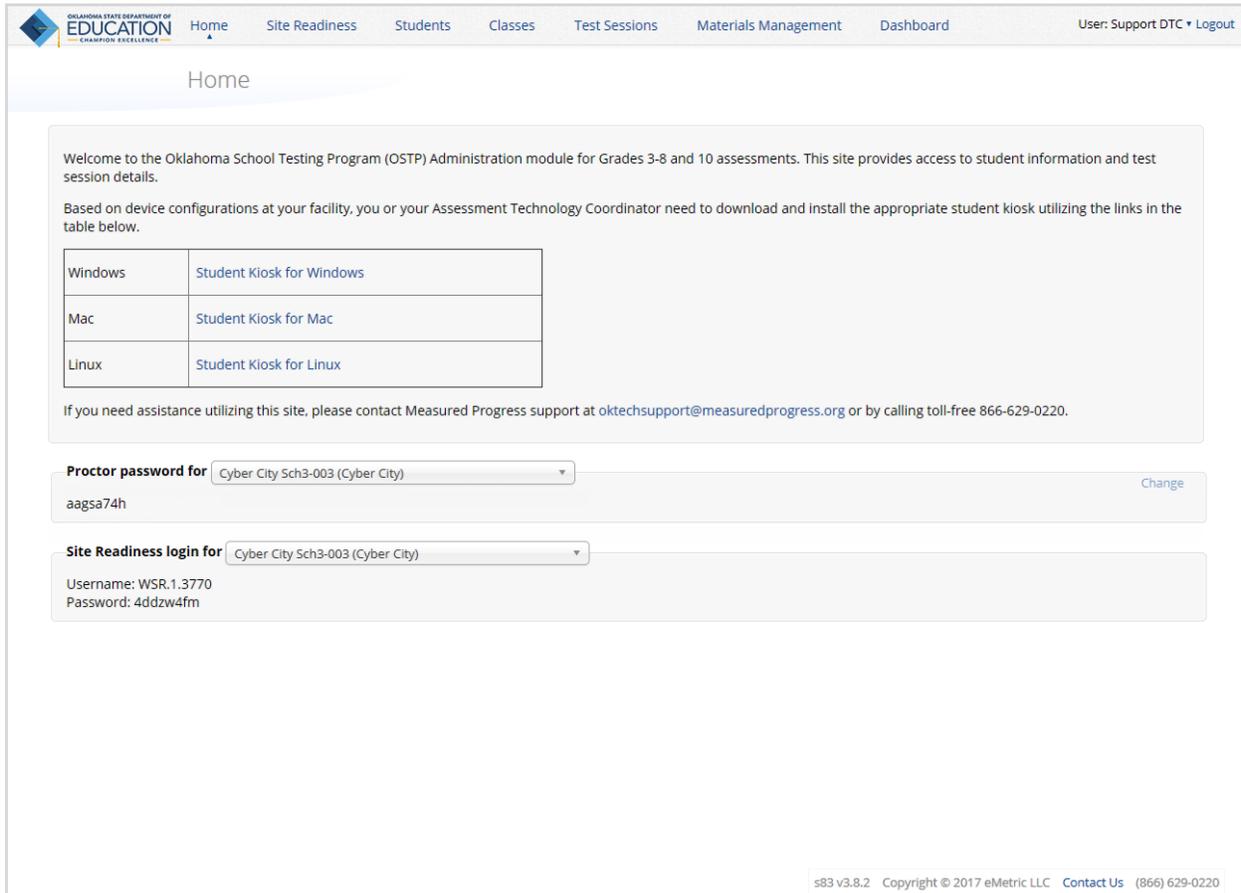
Save Cancel

# Completing Site Readiness

The **Site Readiness** component monitors progress toward site (building) certification.

**Note:** ATCs have access to the Site Readiness component only.

For users with access to Site Readiness, including DTC, BTC, and ATC roles, the Administration home page contains the links for downloading and installing the kiosk on Windows, Mac, and Linux devices. The Site Readiness Test login information appears at the bottom of the Administration home page.



The screenshot shows the 'Home' page of the Oklahoma School Testing Program (OSTP) Administration module. The navigation bar includes 'Home', 'Site Readiness', 'Students', 'Classes', 'Test Sessions', 'Materials Management', and 'Dashboard'. The user is logged in as 'Support DTC'. The main content area contains a welcome message, a table of kiosk download links, and login information for both the proctor and site readiness components.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>
Linux	<a href="#">Student Kiosk for Linux</a>

Proctor password for: Cyber City Sch3-003 (Cyber City)  
 aagsa74h Change

Site Readiness login for: Cyber City Sch3-003 (Cyber City)  
 Username: WSR.1.3770  
 Password: 4ddzw4fm

s83 v3.8.2 Copyright © 2017 eMetric LLC [Contact Us](#) (866) 629-0220

For instructions on installing the kiosk, see the *OSTP & CCRA Kiosk Installation Guide*.

1. At the top of the Administration page, click **Site Readiness**.



School	Number of Devices Tested	Date and Time	Certified By
YellowStone Elementary School	2		<a href="#">View Details</a>

Showing 1 - 1 of 1

\*Date and time is in Central Standard Time.

The Site Readiness page displays the following information for each building that has performed Site Readiness testing:

- Number of devices tested
- Date and time when the sites were certified
- User who certified the sites for testing

For more information, see [Site Readiness Testing](#).

2. To rearrange the Site Setup page:

- Sort columns by clicking on the column heading.
- Filter the table by selecting an organization from the organization menu.

## Working with the Site Readiness Details page

The Site Readiness Details page displays a list of devices on which a Site Readiness Test has been run.

From the Site Readiness page:

1. Click **View Details**.

The Site Setup Details page appears.

Site Readiness Details

YellowStone Elementary School (YellowStone District)

Device Name	OS	Screen Size	Date and Time
Emetric-5053	Windows 10	1284x1008	9/1/2017 8:28:17 AM
Mozilla/5.0 (X11; CrOS x86_64 9334.72.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/58.0.3029.140 Safari/537.36	Chrome OS:58.0.3029.9334.72.0.	1366x768	9/1/2017 8:31:37 AM

Showing 1 - 2 of 2

**Site Certification**

I certify that Site Readiness tests have been performed on the above machines and any noted Issues have been resolved.

[Certify Site Readiness](#)

\*Date and time is in Central Standard Time.

[Back](#)

2. To rearrange the Site Setup Details page:

- Sort columns by clicking the column heading.
- Filter the table by selecting an organization from the organization menu.

## Site Readiness Testing

Site Readiness testing identifies potential technical problems prior to student testing. The test is designed to simulate a test scenario and is used to verify that workstations meet the minimum requirements and have been properly configured.

To administer the Site Readiness Test, the ATC (or DTC or BTC acting as an ATC) launches the OSTP Kiosk on each device configuration (i.e. device type and operating system) being used for testing and uses the site readiness login for the assigned building to run the Site Readiness Test. The Site Readiness Test includes the System Set-Up Test, which will test your connection capacity, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester.

**Important:** It is crucial that the Site Readiness Test be performed on every device configuration that is to be used for testing.

The purpose of the Site Readiness Test is to ensure that all devices are properly equipped to administer student tests. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface test is run, then the ATC will need to ensure the device meets the technical requirements and rerun the Site Readiness Test to verify the device meets the technical requirements.

When the kiosk has been installed on all devices and the Site Readiness Test has been completed, the ATC may certify the site by clicking **Certify Site Readiness**.

*Site Certification*

I certify that Workstation Readiness tests have been performed on the above machines and any noted issues have been resolved.

[Certify Site Readiness](#)

**Note:** District Users and Building Users do not have access to Certify Site Readiness.

After a site has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Readiness Details page.

## Organizing Students and Classes

The OSTP Portal contains student information provided by the district. Working from this set of student information, you can [set up classes](#) of students who will test together.

If the student information is incomplete, you can add to or edit it:

- [Add a new student.](#)
- [Edit student information.](#)
- [Assign accommodations.](#)
- [Enroll a student in a different building.](#)

When the classes and student information forms are complete, you are ready to schedule test sessions. For more information, see [Managing Test Sessions](#).

### Adding and Editing Student Information

The Students component manages the students who are scheduled to take the test.

1. At the top of the Administration page, click **Students**.  
The Students page displays the list of students.

Students in Cyber Sch1-001

Cyber Sch1-001 (Cyber District)

Filter: Choose a Subject

Search for students

State Student ID Number	First Name	Middle Initial	Last Name	Grade			
123987456	Anne		Adams	10	View Classes	Enrollment Info	Edit
332266545	Nicole		Adamson	08	View Classes	Enrollment Info	Edit
456789444	Thomas		Adkins	11	View Classes	Enrollment Info	Edit
665544112	Lindsey		Baker	11	View Classes	Enrollment Info	Edit
444777144	Nathan		Briggs	08	View Classes	Enrollment Info	Edit
555888221	Mel		Brown	08	View Classes	Enrollment Info	Edit
556644222	Ed		Burns	08	View Classes	Enrollment Info	Edit
9876754321	Blackie	J	Cat	08	View Classes	Enrollment Info	Edit
225588899	Marissa		Clarke	08	View Classes	Enrollment Info	Edit
665544110	Steph		Dunkin	08	View Classes	Enrollment Info	Edit

Showing 1 - 10 of 43

Page 1 of 5

Next >| 10 per page

- To rearrange the Students table:
  - Sort columns by clicking the column heading.
  - Filter the table by selecting an organization from the organization menu.
  - Filter the table by selecting a subject from the Choose a Subject menu.
- To locate a student, click **Search** (🔍) next to the column heading and type the student's State ID, first name, last name, or grade.
 

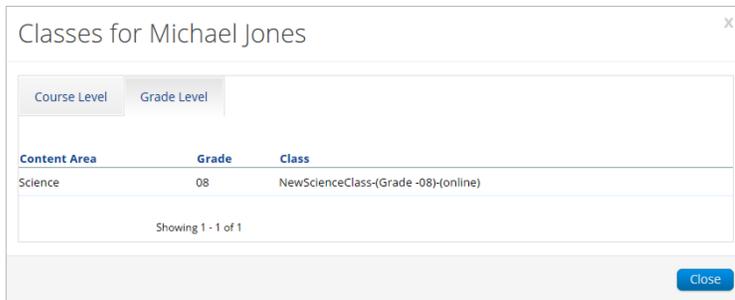
**Important:** Be sure to select the new or current building before adding a new student or editing student information. For more information, see [Adding a new student](#) and [Editing student information](#).
- To navigate within the Students table:
  - Type a page number in the text box next to Page.
  - Click **Prev** to display the previous page or click **Next** to display the next page.
  - Click **>|** to display the last page in the Students table or click **|<** to display the first page in the Students table.
- To change the number of students shown on the page, select a number from the menu next to "per page."
- To download an Excel CSV file of the students assigned to a class, click **More** and select **Download List**.

## Viewing student classes

From the Students page:

- Locate the student in the Students table and click **View Classes** in the column on the right.

A pop-up box displays a list of the student's assigned classes.



Content Area	Grade	Class
Science	08	NewScienceClass-(Grade -08)-(online)

Showing 1 - 1 of 1

- When you are done, click **Close**.

## Adding a new student

From the Students page:

- At the top of the page, click **Add Student**.

The Student Information tab displays a blank student information form.

- Fill in the student's demographic information.

**Note:** Fields with a red asterisk are required.

**Caution:** Take care when filling in the **State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth** fields. Once the form is saved, you cannot change your entries.

**Important:** If the student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a student ID incorrectly, call the Measured Progress Service Desk at (866) 629-0220 for assistance.

For more information, see [Assigning accommodations](#).

- When you are done, click **Save** to add the new student or click **Cancel** to discard your entries in the Student Information form.

## Editing student information

From the Students page:

- Locate the student in the Students table and click **Edit** in the column on the right.

The Student Information tab displays the student information form for the student.

**Important:** You cannot make changes to fields that are dimmed and unavailable: **State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth**.

- Make your changes to the student's demographic information.

**Note:** Fields with a red asterisk are required.

**Important:** If the state student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a state student ID incorrectly, call the Measured Progress Service Desk at (866) 629-0220 for assistance.

- When you are done, click **Save** to save your changes to the Student Information form, or click **Cancel** to discard your changes.

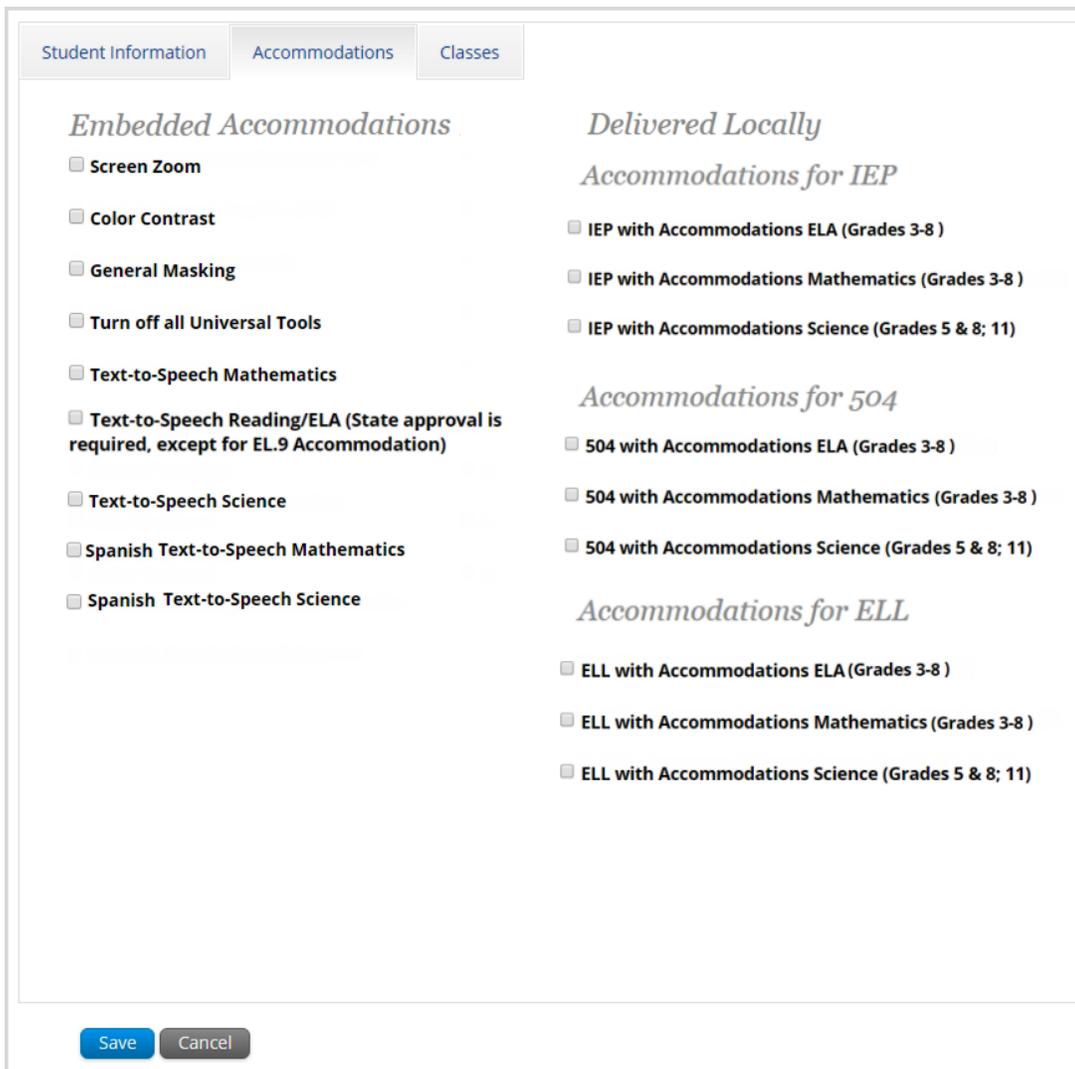
## Manually Assigning accommodations

There are two types of accommodations, embedded accommodations with in the kiosk and accommodations that are delivered locally for IEP, 504 plan or ELL. You can assign accommodations for IEP, 504 Plan, and ELL only if the student has an IEP or 504 plan or is designated as an English-language learner (ELL). All accommodations may be added on the **Accommodations** tab.

**Important:** Accommodations must be assigned *before* the student begins the test.

**Note:** Guideline, Answer Masking (for multiple choice only), and Sketch & Highlight tools are not assigned accommodations; they are available to all students for online testing. Calculators are available within the testing interface for select assessments in accordance with the OSTP & CCRA Calculator Policy.

1. Click the **Accommodations** tab and select the options that apply.



The screenshot shows the 'Accommodations' tab selected. It features three main sections of accommodations, each with a list of checkboxes:

- Embedded Accommodations:**
  - Screen Zoom
  - Color Contrast
  - General Masking
  - Turn off all Universal Tools
  - Text-to-Speech Mathematics
  - Text-to-Speech Reading/ELA (State approval is required, except for EL.9 Accommodation)
  - Text-to-Speech Science
  - Spanish Text-to-Speech Mathematics
  - Spanish Text-to-Speech Science
- Delivered Locally Accommodations for IEP:**
  - IEP with Accommodations ELA (Grades 3-8)
  - IEP with Accommodations Mathematics (Grades 3-8)
  - IEP with Accommodations Science (Grades 5 & 8; 11)
- Accommodations for 504:**
  - 504 with Accommodations ELA (Grades 3-8)
  - 504 with Accommodations Mathematics (Grades 3-8)
  - 504 with Accommodations Science (Grades 5 & 8; 11)
- Accommodations for ELL:**
  - ELL with Accommodations ELA (Grades 3-8)
  - ELL with Accommodations Mathematics (Grades 3-8)
  - ELL with Accommodations Science (Grades 5 & 8; 11)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

**Important:** Text-to-Speech is not available on Linux operating systems.

**Tip:** To remove tools for the student, for example, if the student is easily distracted, click **Turn Off All Universal Tools**. The Guideline, Answer Masking, and Sketch & Highlight tools will not be available to the student.

For more information, see [OSTP & CCRA Universal Tools and Accommodations](#).

- When you are done, click **Save** to assign accommodations for the student, or click **Cancel** to discard your changes.

## Accommodations Upload

Users may bulk upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.

The accommodations upload is available 24 hours a day before the operation testing window opens. When the operational testing window opens the Accommodations upload will only be available from 7:00PM to 7:00AM. Additional Accommodations and accessibility features that need to be edited during operational testing times will need to be done manually.

Students in Grand Canyon High School

Grand Canyon High School (Grand Canyon District)

Filter: Choose a Subject

Search for students

Buttons: Add Student, **Upload Accommodations**, Export Accommodations

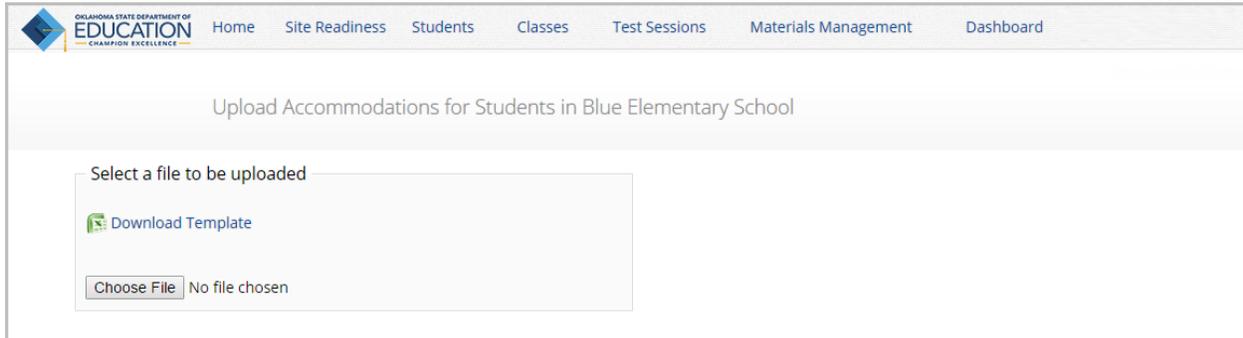
Last Name	First Name	Middle Initial	State Student ID Number	Grade		
Bishop	Wesley	B	956245880	07	View Classes	Enrollment Info Edit
Mullins	Byron	A	901214832	07	View Classes	Enrollment Info Edit
Giddons	Kary	A	911526322	05	View Classes	Enrollment Info Edit
Jones	Davy	A	917859037	09	View Classes	Enrollment Info Edit
Kyle	Lindy	A	935732142	09	View Classes	Enrollment Info Edit
Lugo	Brad	A	912794435	10	View Classes	Enrollment Info Edit
McCarthy	Melissa	B	906552981	05	View Classes	Enrollment Info Edit
Muntford	Kara	B	922383856	11	View Classes	Enrollment Info Edit
Noting	Keith	B	936072208	09	View Classes	Enrollment Info Edit
Student Two	Demo		908637538	08	View Classes	Enrollment Info Edit

Showing 1 - 10 of 101 Page 1 of 11 Next >| 10 per page

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Click **Upload Accommodations** to open the Accommodations upload page. From here, you may either download the accommodations upload template, or choose a previously created CSV file.

Clicking the **Download Template** link will download the correct file template needed to upload accommodations.



The Accommodations Upload template will contain one column for the State Student ID Number followed by a column for each accommodation.

	A	B	C	D	E	F
1	State Student ID Number	Screen Zoom	Color Contrast	General Masking	Turn off all Universal Tools	Text-to-Speech Mathematics
2	000000000					1
3	111111111		1		1	
4	222222222	0	0	0	0	0
5	333333333	1	0	1	0	1
6	918220880				1	
7	947871560	1				
8						

Table 8 contains fields, an explanation of the field, and accepted values for the Accommodations Upload.

**Table 8. Columns in the Accommodations Upload File**

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
State Student ID Number*	Student's state identification number.	Up to 10 digits
Screen Zoom	Screen Zoom accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Color Contrast	Color Contrast accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
General Masking	General Masking accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Turn off All Universal Tools	Turn off All Universal Tools accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech Mathematics	Text-to-Speech Mathematics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech Reading/ELA (State approval is required, except for ELL.8 Accommodation)	Text-to-Speech Reading/ELA accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech Science	Text-to-Speech Science accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

Spanish Text-to-Speech Mathematics	Spanish Text-to-Speech Mathematics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Text-to-Speech Science	Spanish Text-to-Speech Science accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations ELA (Grades 3-8)	IEP with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations Mathematics (Grades 3-8)	IEP with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations Science (Grades 5 & 8; 11)	IEP with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations ELA (Grades 3-8)	504 with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations Mathematics (Grades 3-8)	504 with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations Science (Grades 5 & 8; 11)	504 with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ELL with Accommodations ELA (Grades 3-8)	ELL with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ELL with Accommodations Mathematics (Grades 3-8)	ELL with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ELL with Accommodations Science (Grades 5 & 8; 11)	ELL with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

\* Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.

A summary of the file upload will also be provided. The summary will display the number of records that were successfully processed and the number of records that were not processed due to errors in the upload file.

Table 9 contains pop-up messages that will appear after an accommodation file is uploaded that contains errors. If one of the following red error messages pops up after clicking **Upload**, the accommodations file will not be uploaded into the portal.

**Table 9. Pop-up Message, Result, and Next Steps to Resolve Accommodations Upload File Errors**

<i>Pop-Up Message</i>	<i>Result</i>	<i>Next Steps</i>
The uploaded file is not in the expected .CSV format. Please update the file and try again	The file is not in the required CSV format	Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), and click Save.
The uploaded file is empty	The file is a CSV file and in the correct format, but no records have been entered into the file.	Upload a file that contains student records.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link	The CSV file does not match the required template provided by clicking the Download Template link.	Click the Download Template link and save as a CSV to your device. Enter the student and accommodations data into this template.
The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000	There are more than 1000 records being uploaded at one time which exceeds the system limit.	Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records.

## Accommodation Upload File Error Messages

After the accommodations file has been uploaded, any records that were not successfully uploaded will be assigned an error message in the Type of Error section of an Error file. The records containing errors may be downloaded as a CSV file by clicking **Download records with error**.

The screenshot shows the 'Upload Accommodations' page in the OSTP Portal. A green notification box at the top states: 'Successfully uploaded the file Accommodations\_Upload\_Template (5).csv to the server at 12/21/2016 8:55:49 AM'. Below this, there is a file selection area with a 'Download Template' link and a 'Choose File' button. Summary statistics are displayed: 'Total number of records present in the uploaded file: 7', 'Number of records processed successfully: 3', and 'Number of error records present in the file: 4'. An 'Errors' table is shown below the statistics, listing error types and their counts. At the bottom, there is a yellow button labeled 'Download records with errors' and a 'Back to Students' button.

Errors	
Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	1
Duplicate Student Id	1
Incorrect value for accommodations	1

The Error File can contain one or more of the errors shown in Table 10.

**Table 10. Error File Notes, Results, and Next Steps Resolve Accommodations Upload File Errors**

<i>Error File Type of Error</i>	<i>Result</i>	<i>Next Steps</i>
Empty Student ID	Student ID field was left blank	Add correct student ID.
Invalid Student ID	Student ID value does not exist	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a duplicate student ID.
Incorrect Value for Accommodation	A value other than 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file

The following is a sample error file. The error file will contain two columns: State Student ID and Type of Error. State Student ID Number is the State Student ID Number associated with the records that are in error. Type of Error is the error associated with the record.

In this example, five records were not processed in the file upload.

	A	B
1	State Student ID Number	Type of Error
2		Empty Student Id (1)
3	95550973900	Invalid Student Id
4	956756505	Duplicate Student Id
5	957733719	Incorrect value for accommodations

## Exporting Student Accommodations

DTCs and BTCs may export accommodations for students using the **Export Accommodations** feature within the Students tab.

Click **Export Accommodations** to export the accommodations file.

The screenshot shows the 'Students in Grand Canyon High School' interface. At the top, there is a navigation bar with links for Home, Site Readiness, Students, Classes, Test Sessions, Materials Management, Dashboard, and User: eMetric SupportDTC Logout. Below the navigation bar, the page title is 'Students in Grand Canyon High School'. There is a dropdown menu for 'Grand Canyon High School (Grand Canyon District)'. Below that, there is a 'Filter' section with a 'Choose a Subject' dropdown and a 'Search for students' link. On the right side, there are three buttons: 'Add Student', 'Upload Accommodations', and 'Export Accommodations'. The 'Export Accommodations' button is highlighted with a red box. Below the buttons, there is a table of students with columns for Last Name, First Name, Middle Initial, State Student ID Number, and Grade. The table contains 10 rows of student data. At the bottom of the table, there is a pagination control showing 'Showing 1 - 10 of 101' and 'Page 1 of 11' with 'Next' and '>' buttons, and a '10' per page dropdown.

Last Name	First Name	Middle Initial	State Student ID Number	Grade	View Classes	Enrollment Info	Edit
Bishop	Wesley	B	956245880	07	View Classes	Enrollment Info	Edit
Mullins	Byron	A	901214832	07	View Classes	Enrollment Info	Edit
Giddons	Kary	A	911526322	05	View Classes	Enrollment Info	Edit
Jones	Davy	A	917859037	09	View Classes	Enrollment Info	Edit
Kyle	Lindy	A	935732142	09	View Classes	Enrollment Info	Edit
Lugo	Brad	A	912794435	10	View Classes	Enrollment Info	Edit
McCarthy	Melissa	B	906552981	05	View Classes	Enrollment Info	Edit
Muntford	Kara	B	922383856	11	View Classes	Enrollment Info	Edit
Noting	Keith	B	936072208	09	View Classes	Enrollment Info	Edit
Student Two	Demo		908637538	08	View Classes	Enrollment Info	Edit

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A CSV file listing all students at the selected school, both with and without accommodations will download to your computer. The file will be in the same format and layout as an uploaded file, however will also include the student names along with their state student ID.

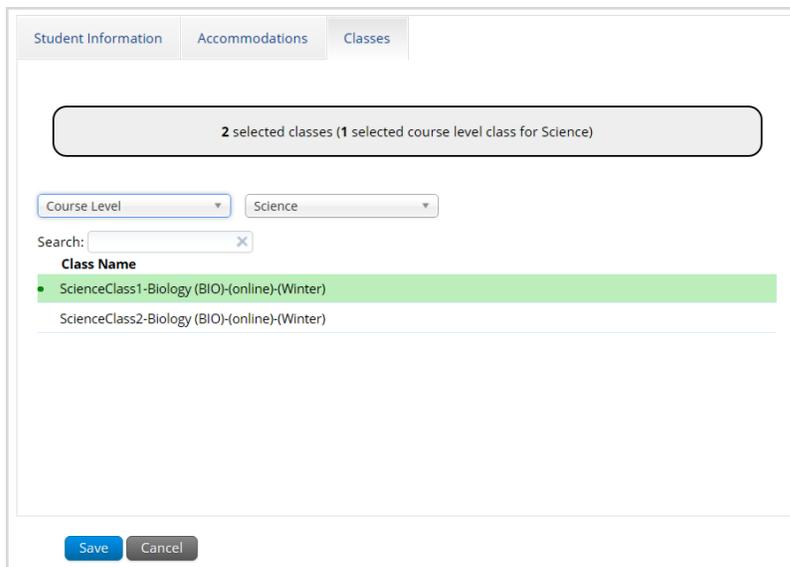
**Please Note:** The exporting accommodations will only be available until the online testing window opens. When the testing window opens the Export Accommodations button will not be visible and the feature can no longer be used.

	A	B	C	D	E	F	G	H	
1	Last Name	First Name	State Student ID Number	Screen Zoom	Color Contrast	General Masking	Turn off all Universal Tools	Text-to-Speech Mathematics	Text
2	Bishop	Wesley	956245880		1				1
3	Mullins	Byron	901214832				1		
4	Jones	Henry	911526322	1	1	1			1
5	Reed	Stan	917859037						
6	Roberts	Nina	935732142						

## Adding a student to a class or multiple classes

After the student information has been entered and the accommodations selected, you can add the student directly to an existing class.

1. Click the **Classes** tab.
2. Select **Course Level** or **Grade Level** and then select the **Subject** for the class you would like to add the student to. A list of available classes will display, click on the class to which you would like to add the student and click **Save**.



Student Information | Accommodations | **Classes**

2 selected classes (1 selected course level class for Science)

Course Level: [v] Science: [v]

Search: [x]

**Class Name**

- ScienceClass1-Biology (BIO)-(online)-(Winter)
- ScienceClass2-Biology (BIO)-(online)-(Winter)

Save Cancel

**Tip:** You can add the same student to additional classes in other subjects. After highlighting the first class, change the Subject to select additional classes in other subjects and highlight the class or classes you would like to add the student to. The gray confirmation box will let you know how many classes you have selected to add this student to. When all the correct classes have been selected click save.

**3 selected classes (1 selected course level class for Science)**

Course Level ▾

Science ▾

## Enrolling a student in a different building

If a student is transferring between buildings in a district, the District Test Coordinator must first unenroll the student from the building where the student is currently enrolled and then add the student to the new building.

**Important:** If a student is changing buildings between districts, contact Measured Progress at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.

From the Students page:

1. Locate the student in the Students table and click **Enrollment Info** in the column on the right.

District	School	Enrollment Status	
Cyber District	Cyber Sch1-001	Enrolled	UnEnroll

Enroll student in a different school

« Back

2. In the column on the right, click **UnEnroll** and click **Yes** to confirm.
3. Click **Enroll student in a different building**.

### Enroll Student X

Use demographic and accommodation information from:

Cyber Sch1-001 ▾

Select the school in which you want to enroll the student:  
Adams, Anne (123987456)

Choose Organization(s) ▾

Enroll Student
Cancel

4. The first question asks you to select the building from which you want to use the student's demographic and accommodation information from. If more than one building is available, select the building you believe to have the most up-to-date information for the student.
5. Select the new building from the organization menu, and then click **Enroll Student**.

- When you are done, click **Save** to change the student’s enrollment or click **Cancel** to discard your changes.

**Tip:** DTCs can search for students in their district by using the “Search for students” link on the Students tab.

## Setting Up Classes

The Classes component manages the classes, or groups of students for testing. One thing to note when creating classes, your Spanish version test takers will need to be in a separate class since they will be scheduled for the Spanish version of the tests.

- At the top of the Administration page, click **Classes**.

Class	Course	View   Edit
Science Period 1-Science (SCIE)-(online)	Science	View   Edit
Science Period 3-Science (SCIE)-(online)	Science	View   Edit
Window Open Sci-Science (SCIE)-(online)	Science	View   Edit

Showing 1 - 3 of 3

The Classes page displays the list of classes available, arranged by course level or by grade level.

- To select the type of class:
  - Click the **Course Level** tab to view classes arranged by course, without a grade restriction. This type of class must be used for CCRA Grade 11 Science.
  - Click the **Grade Level** tab to view classes assigned to students in the same grade. This type of class must be used for all grades 6 through 8 assessments.
- To rearrange the Classes table:
  - Sort columns by clicking the column heading.
  - Filter the table by selecting an organization from the organization menu.

- Filter the table by selecting a subject from the subject menu.
4. To locate a class or grade, click **Search** (🔍) next to the column heading and type the class name, teacher's name, or grade.

## Viewing class details

The Class Details page displays the list of students assigned to a class.

From the Classes page:

1. Locate the class in the Classes table, and then click **View** in the column on the right.

The Class Details page appears.

First Name	Middle Initial	Last Name	State Student ID Number	
Anne		Adams	123987456	<a href="#">Edit</a>
Thomas		Adkins	456789444	<a href="#">Edit</a>
Lindsey		Baker	665544112	<a href="#">Edit</a>

2. To rearrange the Class Details table, sort columns by clicking the column heading.
3. To download an Excel CSV file of the students assigned to a class, click **Download List**.
4. To edit a student's information, locate the student in the Class table, and then click **Edit** in the column on the right. For more information, see [Editing student information](#).

## Creating a grade-level class

From the Classes page:

1. Select an organization from the organization menu.
2. Select a subject from the subject menu.
3. Click the **Grade Level** tab.

Class	Grade	
Teacher, Four-GradeLevel-Grand Canyon Elementary School-Grade-05Subject-Mathematics-(Grade -05)-(online)	Grade 05	<a href="#">View</a>   <a href="#">Edit</a>
Teacher, Three-GradeLevel-Grand Canyon Elementary School-Grade-06Subject-Mathematics-(Grade -06)-(online)	Grade 06	<a href="#">View</a>   <a href="#">Edit</a>
Teacher, Three-GradeLevel-Grand Canyon Elementary School-Grade-08Subject-Mathematics-(Grade -08)-(online)	Grade 08	<a href="#">View</a>   <a href="#">Edit</a>

4. Click **Create Grade Level Class** in the top-right corner.

The Add Class page appears. The new class will be created within the selected organization and subject area.

Add New ELA Class in Cyber Sch1-001

**Class Information**  
 Class Name:   
 Grade:

**Students in the class**  
 Search for Students  
 Grade:  Class:   
 Show only students that are not assigned to a class

Showing students in : Cyber Sch1-001  
 Last Name, First Name (State Student ID Number)  
  
 Sort By:

Adams, Anne (123987456)	Adamson, Nicole (332266545)
Adams, Nicole (332266545)	Adkins, Thomas (456789444)
Adkins, Thomas (456789444)	Baker, Lindsey (665544112)
Baker, Lindsey (665544112)	Burns, Ed (556644222)
Briggs, Nathan (444777144)	
Brown, Mel (555888221)	
Burns, Ed (556644222)	
Cat, Blackie (9876754321)	
ccc, sss (1231231245)	
Clarke, Marissa (225588899)	

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5. In the **Class Name** field, type the name of the new class.  
**Important:** Class names may include letters, numbers, and special characters.  
**Tip:** For grades 6 through 8 classes, the name of the class entered here will be the teacher name reported within the Reporting component. To ensure your teacher-level reports are accurate, be sure to use an accurate teacher name here.
6. Select a grade from the Grade menu.
7. To filter the list of available students:
  - In the Search for Students section, select a grade and/or class from the drop-down menu. **Show only students that are not assigned to a class** will be checked by default, to see all students uncheck the box.
  - Optional: In the “Showing students in” field, type a student’s State Student ID, first name, or last name.
  - Optional: In the Sort By field, use the menu to select to sort the list of students by first name, last name, or state student ID number.
8. To add students to the class, select one or more students from the list on the left.  
**Note:** To select multiple students, press and hold Ctrl and then select student names from the list.
9. Click **Add>>** to move the names to the list on the right.

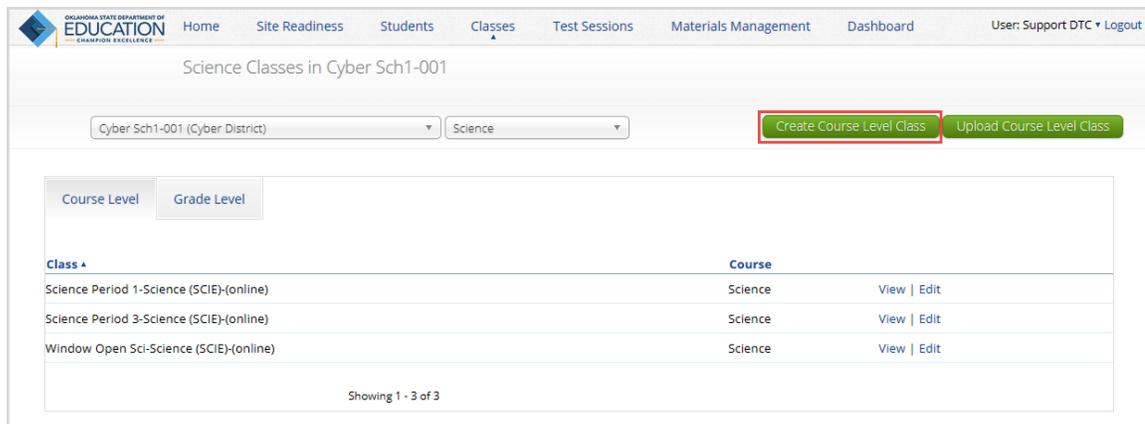
The names appear dimmed with a light gray background in the list on the left because they are unavailable.

10. To remove students from the class, select one or more students from the list on the right, and then click <<**Remove**.
11. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

## Creating a course-level class

From the Classes page:

1. Select an organization from the organization menu.
2. Select a subject from the subject menu.
3. Click the **Course Level** tab.



The screenshot shows the 'Science Classes in Cyber Sch1-001' page. At the top, there is a navigation bar with 'Classes' selected. Below the navigation bar, there are two dropdown menus: 'Cyber Sch1-001 (Cyber District)' and 'Science'. To the right of these dropdowns are two buttons: 'Create Course Level Class' (highlighted with a red box) and 'Upload Course Level Class'. Below the dropdowns, there are two tabs: 'Course Level' (selected) and 'Grade Level'. Under the 'Course Level' tab, there is a table with the following data:

Class	Course	
Science Period 1-Science (SCIE)-(online)	Science	View   Edit
Science Period 3-Science (SCIE)-(online)	Science	View   Edit
Window Open Sci-Science (SCIE)-(online)	Science	View   Edit

At the bottom of the table, it says 'Showing 1 - 3 of 3'.

4. Click **Create Course Level Class** in the top-right corner.

The Add Class page appears. The new class will be created within the selected organization and subject area.

Add New Science Class in Cyber Sch1-001

**Class Information**  
 Class Name:   
 Course:

**Students in the class**  
 Search for Students  
 Grade:  Class:   
 Show only students that are not assigned to a class

Showing students in : Cyber Sch1-001  
 Last Name, First Name (State Student ID Number)  
  
 Sort By:

Jones, Beth (0100000002)	
Nelson, Reece (0100000015)	
Nguyen, Evelyn (0100000087)	
Parker, Caroline (0100000081)	
Parks, Ned (0100000018)	
Phillips, Emily (0100000077)	
Potter, Sidney (0100000004)	
Reed, Kaysa (0100000023)	
Richardson, Ty (0100000016)	
Rivera, Jane (0100000089)	

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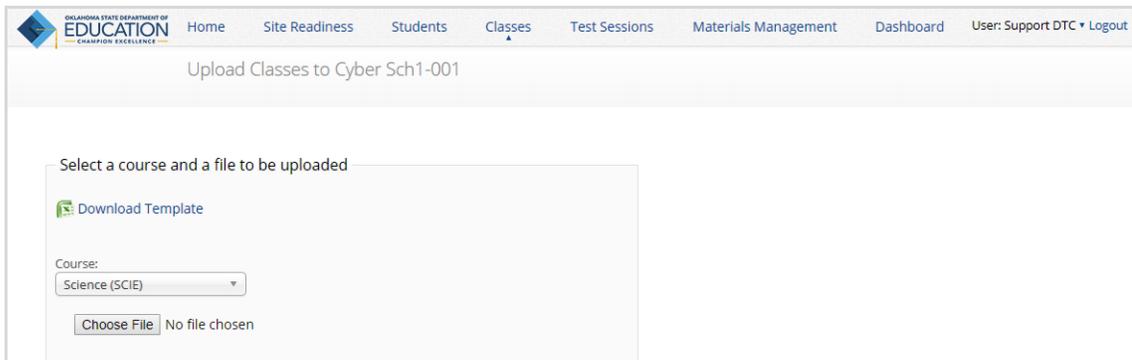
5. In the Class Name field, type the name of the new class.  
**Important:** Class names may include letters, numbers, and special characters.
6. Select a course from the Course menu.
7. To filter the list of available students:
  - In the Search for Students section, select a grade and/or class from the drop-down menu. **Show only students that are not assigned to a class** will be checked by default, to see all students uncheck the box.
  - Optional: In the “Showing students in” field, type a student’s State ID, first name, or last name.
  - Optional: In the Sort By field, use the drop down menu to select to sort the list of students by first name, last name, or state student ID number.
8. To add students to the class, select one or more students from the list on the left.  
**Note:** To select multiple students, press and hold Ctrl and then select student names from the list.
9. Click **Add>>** to move the names to the list on the right.  
 The names appear dimmed with a light gray background in the list on the left because they are unavailable.
10. To remove students from the class, select one or more students from the list on the right, and then click **<<Remove**.

- When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

## Creating Classes via bulk upload

To create a class via a bulk upload, from the Classes page:

- Select an organization from the menu.
- Select a subject from the subject menu.
- Click **Upload Grade Level Class** or **Upload Course Level Class** in the top-right corner



- Click **Download Template** and populate the spreadsheet with class names and student ID numbers.
  - Multiple classes can be created, assuming that the classes all belong to the same grade level.
- Select the grade or course for the class upload file.
- Choose the file and click **Upload**.
- Any validation errors in the file will be reported to the user, including:
  - Number of students processed successfully.
  - Number of duplicate records present in the file.
  - Number of error records present in the file.
    - A table including the type of error and the number of records with the specific error type is provided.
    - Click **Download records with errors** to download a file of the errors found in the uploaded file.

## Editing a class

From the Classes page:

- Locate the class in the Classes table, and then click **Edit** in the column on the right. The Edit Class page appears.

2. Edit the class name by clicking in the Class Name field.
3. To filter the list of available students:
  - In the Search for Students section, select a grade and/or class from the drop-down menu. **Show only students that are not assigned to a class** will be checked by default, to see all students uncheck the box.
  - In the “Showing students in” field, type a student’s State ID, first names, or last name.
  - Optional: In the Sort By field, use the drop down menu to select to sort the list of students by first name, last name, or state student ID number.
4. To add students to the class, select one or more students from the list on the left.
 

**Note:** To select multiple students, press and hold Ctrl and then select student names from the list.
5. Click **Add>>** to move the names to the list on the right.
 

The names appear dimmed with a light gray background in the list on the left because they are unavailable.
6. To remove students from the class, select one or more students from the list on the right, and then click **<<Remove**.
7. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

# Managing Test Sessions

The Test Sessions component manages online test sessions.

1. At the top of the Administration page, click **Test Sessions**.

Displaying test sessions for Grade 8 Science in Blue Elementary School

Blue Elementary School (Blue District) Science Schedule New Test Session

OSTP Operational Grade 8 Science Export Test Status

Filter by testing status: All

District	School	Class	Testing Status	Created Date	
Blue District	Blue Elementary School	Support Class-(Grade -08)-(online)	In Progress	12/26/2017 1:48:12 PM	<a href="#">View Details/Student Logins</a> <a href="#">Delete</a>

Showing 1 - 1 of 1

\*Created date is in Central Standard Time.

The Test Sessions page displays the list of scheduled test sessions by district, including the building, class, current status of the test session, and date the test session was created.

2. To filter the Test Sessions table, select an option from one or more of the following menus:
  - Organization (district or building)
  - Content area
  - Program name
  - Test name
  - Testing status (Not Started, In Progress, or Finished)

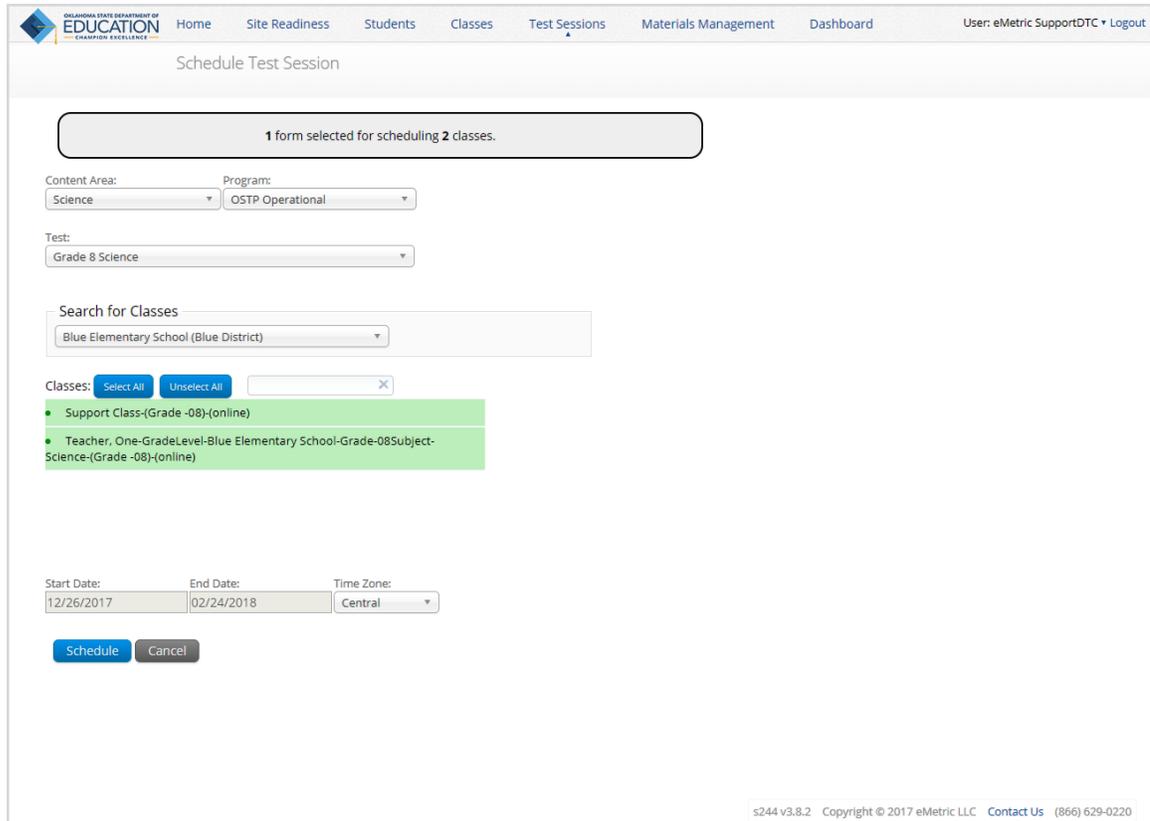
**Note:** The testing status filter is available for scheduled tests only.

## Scheduling a New Test Session

**Important:** Once a student has logged in to a session, the test session cannot be deleted.

From the Test Sessions page:

1. Click **Schedule New Test Session**.



1 form selected for scheduling 2 classes.

Content Area: Science Program: OSTP Operational

Test: Grade 8 Science

Search for Classes: Blue Elementary School (Blue District)

Classes: Select All Unselect All

- Support Class-(Grade -08)-(online)
- Teacher, One-GradeLevel-Blue Elementary School-Grade-08Subject-Science-(Grade -08)-(online)

Start Date: 12/26/2017 End Date: 02/24/2018 Time Zone: Central

Schedule Cancel

s244 v3.8.2 Copyright © 2017 eMetric LLC Contact Us (866) 629-0220

The Schedule Test Session page displays a list of all classes available.

2. To filter the list of available classes:

- Select a subject from the Content Area menu.
- Select the correct program from the Program menu you will choose **OSTP Operational** or **CCRA Grade 11 Science Operational** depending on which test you are scheduling.
- Select a test from the Test menu.
- Select a district or building from the Search for Classes menu.

3. Select one or more classes to schedule.

**Tip:** Click **Select All** to schedule the test for all of the classes in the list.

Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).

4. The range for the start date and end date are based on the testing window for the test selected and are not editable.
5. When you are done, click **Schedule** to save the test session or click **Cancel** to discard the test schedule.

## Test Scheduling Conflict

The Test Scheduling Conflict pop-up window will appear when you try to schedule a student or students to a test they are already scheduled to take in another class. The window will appear on screen after you click **Schedule**.

### *Test Scheduling Conflict*

9 out of 19 students in the selected classes were scheduled to take this test.

10 students were not scheduled because they are in another class that is scheduled to take this test or two or more of the selected classes contain the same student.

If you need to move the students to this test session follow the steps below .

1. Select **Download List** to download a list of students who are already scheduled and the associated class where the student is scheduled.
2. Remove the student from the class where the student is already scheduled.  
Note: A student cannot be removed from a class if the student has started the test.
3. Return to the test session for the selected classes and select **Generate Missing Student Test Logins**. A test login will be generated .

 [Download List](#) (contains up to 100 Students)

Continue

The window will let you know how many students will be scheduled in this new test session and how many will not be scheduled because they are already scheduled for the same test in another class. The “Download list” link allows you to download the list of students already scheduled for the test and contains the name of the class in which they are they are currently scheduled and the name of the class in which you are attempting to schedule them.

State Student ID Number	First Name	Middle Initial	Last Name	Date of Birth	Class 1 Name (Class that is already scheduled)	Class 2 Name (Class that user attempted to schedule)
123987456	Anne		Adams	2/2/1999 0:00	Period 1 BIO	Biology Period 2
456789444	Thomas		Adkins	1/29/1998 0:00	Period 1 BIO	Biology Period 2
665544112	Lindsey		Baker	4/15/1998 0:00	Period 1 BIO	Biology Period 2
7894561233	Student		Two	1/1/2000 0:00	Period 1 BIO	Biology Period 2
987654321	Blackie	J	Cat	2/27/2007 0:00	Period 1 BIO	Biology Period 2

See the Test Scheduling Conflict window for instructions for resolving a test scheduling conflict.

## Viewing Test Session Details

From the Test Sessions page:

1. Locate the test session in the Test Session table, and then click **View Details/Student Logins** in the column on the right.

The screenshot shows the 'Test Sessions' page in the OSTP Portal. At the top, there is a navigation bar with links for Home, Site Readiness, Students, Classes, Test Sessions (active), Materials Management, and Dashboard. The user is identified as 'emetric CustomerSupport'. Below the navigation bar, the page title is 'Test Sessions'. The main content area displays details for a specific test session:

- District:** Cyber City
- School:** Cyber City Sch1-001
- Administration:** OSTP Admin
- Content Area:** Mathematics
- Class:** MathNotForEOI-(Grade-06)-(online)
- Test Name:** Prod QA Spr16\_G6 Math
- Testing Window:** 12/21/2016 to 03/24/2017

A green callout box states: "Test is in progress. It ends on 03/24/2017. Students may log in and take the test using their username and password shown below." Below this, there is a table of 'Access Codes':

Session Sequence	Session Name	Access Code
1	Sample Questions	4871174
2	Grade 6 Mathematics	4872174

Below the access codes table, there are buttons for 'Back to Test Sessions', a 'Session:' dropdown menu (set to 'Choose a Session'), and a '1 login per page' dropdown. There are also buttons for 'Print selected logins' and 'Print all logins (11)'. At the bottom, there is a table of student logins:

	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	One Hundred and Eighty Seven	DemoStudent	908637538	942f7f2f	STform2	+	Session 1:Not Started		
<input type="checkbox"/>	One Hundred and Eighty Six	DemoStudent	955698340	739a66e5	STform2	+	Session 1:Not Started		
<input type="checkbox"/>	One Hundred and Fifty Seven	DemoStudent	910782931	d8cd68cc	STform2	+	Session 1:Not Started		

Session access codes are located below the test session details. These will be the access codes that the students need to enter each session of the test. They will be prompted for the session access code after they have selected the section in the OSTP Kiosk. The session access codes are also printed on the test login summary sheet when the student test logins are printed.

The Test Session Details page displays the following information for each student assigned to the test session:

- Student's first name and last name
- Student's user name and password
- Form assigned to the student
- Test report code (Absent, No Longer Enrolled, Previously Passed)
- Test session status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

**Tip:** When the testing window ends, check the Test Sessions Details page to ensure all students who took the test are listed as **Finished**.

**Important:** If a student does not take a scheduled test, locate the student in the list and click the (+) under the **Test Report Code** field. Select **Absent, No Longer Enrolled, or Previously Passed** and then click Save. You will be prompted that your changes were saved, then click **Close**. You will see the code you selected reflected in the test session.

*Displaying codes for Howard Julie in Grade 8 Science*

**Test Report Codes** (Clear)

- Absent (01)
- No Longer Enrolled (02)
- Previously Passed (03)

Save Cancel

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status
<input type="checkbox"/>	Julie	Howard	1982030	e76ddb5	Spring 2017 Gr 8 Science F1	NLE	Grade 8 Science Section 1 :Not Started
							Grade 8 Science Section 2 :Not Started

- When you are done, click **Back to Test Sessions**.

## Printing Student Test Login Information

Before each scheduled test, you will print and distribute student login credentials to each student who is taking the test. The test logins are formatted to print on plain paper, 1, 8 or 27 logins per page. The 27 logins per page layout can be printed on Avery® 5160 labels.

From the Test Sessions page:

- Locate the test session in the Test Session table, and then click **View Details/Student Logins** in the column on the right.

The Test Session Details page appears.

The screenshot shows the 'Test Sessions' page in the OSTP Portal. At the top, there are navigation links: Home, Site Readiness, Students, Classes, Test Sessions (active), Materials Management, and Dashboard. The page title is 'Test Sessions'.

Key information displayed includes:

- District:** Blue District
- Administration:** OSTP Admin
- Class:** Teacher, Five-GradeLevel-Blue Elementary School-Grade-07Subject-Mathematics-(Grade -07)-(online)
- Test Name:** Math GR 8
- Testing Window:** 11/03/2016 to 12/30/2016
- School:** Blue Elementary School
- Content Area:** Mathematics

A green callout box states: "Test is in progress. It ends on 12/30/2016. Students may log in and take the test using their username and password shown below."

There is a button labeled "Back to Test Sessions" and a section titled "Generate Missing Student Test Logins" with a sub-message: "There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students." Below this is a button labeled "Generate Missing Student Test Logins".

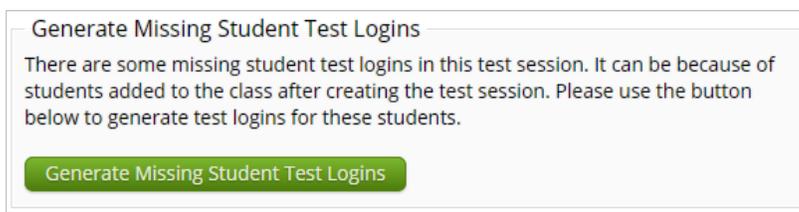
Below the message, there is a "Session:" dropdown menu set to "Choose a Session", a "1 login per page" dropdown, and two buttons: "Print selected logins" and "Print all logins (93)".

At the bottom, there is a table with columns: Last Name, First Name, Username, Password, Form Name, and Test Report Code. Two rows of student data are visible:

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code
<input type="checkbox"/>	Hundred	DemoStudent	918220880	3d3378bc	Spring 2016 Gr 8 Math Equivalent	NLE
<input type="checkbox"/>	One Hundred and Eight	DemoStudent	947871560	75bd79c8	Spring 2016 Gr 8 Math Equivalent	NLE

2. You can use the **Print all logins (x)** button to print all of the test logins for the test session or you can select the students whose login information will be printed:
  - To select all of the students in the Test Session table, select the check box in the top-left corner of the header row.
  - To select one or more students, select the check box next to each student's last name.

**Tip:** If the class list is incomplete, add one or more students to the class assigned to take the test. Also, if a student requires a Text-to-Speech accommodation for this test, make sure they are assigned before the student begins the test. When you return to the Test Session Details page, a **Generate Missing Student Test Logins** message appears.



To assign a user name and password to these students, click **Generate Missing Student Test Logins**.

3. To generate a print file, select **1 login per page**, **8 logins per page** or **27 logins per page** from the drop down menu above the table. Then, click **Print selected logins** or click **Print all logins (x)**.

The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.

Home
Site Readiness
Students
Classes
Test Sessions
Materials Management
Dashboard

### Test Sessions

**District:** Blue District

**Administration:** OSTP Admin

**Class:** Teacher, Five-GradeLevel-Blue Elementary School-Grade-07Subject-Mathematics-(Grade -07)-(online)

**Test Name:** Math GR 8

**Testing Window:** 11/03/2016 to 12/30/2016

**School:** Blue Elemen

**Content Area:** Mathematics

**Test is in progress.** It ends on **12/30/2016**. Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

**Generate Missing Student Test Logins**

There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

Generate Missing Student Test Logins

Session:

Choose a Session ▼

1 login per page ▼

Print selected logins
Print all logins (93)

	Last Name	First Name	Username	Password	Form Name
<input type="checkbox"/>	Hundred	DemoStudent	918220880	3d3378bc	Spring 2016 Gr 8 Math Equivalent
<input type="checkbox"/>	One Hundred and Eight	DemoStudent	947871560	75bd79c8	Spring 2016 Gr 8 Math Equivalent

Students\_2016113....pdf
^

4. To open the file, click the **Download button** in the lower-left corner of the page.

The printout includes a summary of the test session and a list of all the students scheduled to take the test, the students' user name and password, and any accommodations assigned to the student.

**Tip:** Review the accommodations to ensure that all of the accommodations for this test have been assigned. If you need to assign accommodations for a student, be sure to do so before the test begins. For more information, see [Assigning accommodations](#).

<b>Class Name:</b> Teacher, Five-GradeLevel-Blue Elementary School-Grade-07Subject-Mathematics-(Grade - 07)-(online) <b>Test Name:</b> Math GR 8 <b>Testing Window:</b> 11/3/2016 to 12/30/2016				
Student Name	Date of Birth	Username	Password	Accommodations
Hundred, DemoStudent A	7/24/2000	918220880	3d3378bc	Screen Zoom, Turn off all Universal Tools
One Hundred and Eight, DemoStudent A	9/6/1994	947871560	75bd79c8	Read Aloud Reading
One Hundred and Eighteen, DemoStudent A	8/5/1996	936154347	9436e6e6	
One Hundred and Eighty, DemoStudent A	6/4/1991	950464637	3fd96bae	

Each label displays the student name, test name, user name, and password. Separate the logins with scissors, and then distribute them to the students on the day of the test.

<b>One Hundred And Eigh</b> DOB: 2/21/1998 Grade 6 Mathematics Test  Username: 918240909  Password: b486b758	<b>One Hundred And Eigh</b> DOB: 10/17/2000 Grade 6 Mathematics Test  Username: 945629602  Password: befc945
<b>One Hundred And Fift</b> DOB: 2/25/1995 Grade 6 Mathematics Test  Username: 907534581  Password: 4bcb7ac8	<b>One Hundred And Fift</b> DOB: 9/11/1996 Grade 6 Mathematics Test  Username: 903039946  Password: 562742bd

**TIP:** The sample items are now included within the operational tests and no longer have their own session. Test items are now numbered sequentially across all test sessions, for example if session one ends at question 30 then session two will start at question 31.

## Export Test Status

From the Test Sessions tab, you may bulk export students' testing status by clicking **Export Test Status**.

Displaying test sessions for Grade 8 Science in Blue Elementary School

Blue Elementary School (Blue District) Science Schedule New Test Session  
 OSTP Operational Grade 8 Science Export Test Status

Filter by testing status  
 All

District	School	Class	Testing Status	Created Date		
Blue District	Blue Elementary School	Support Class-(Grade -08)-(online)	In Progress	12/26/2017 1:48:12 PM	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

Showing 1 - 1 of 1

\*Created date is in Central Standard Time.

A CSV file listing all students at the selected school and their completion status per section of the currently selected test will download to your computer.

	A	B	C	D	E	F	G	H	I	J	K	L
	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Student1	Demo	945629602	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Sample Questions	11/3/2016 11:26	11/3/2016 11:26		Finished
3	Student2	Demo	945629602	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Grade 8 Science	11/3/2016 11:26			In Progress
4	Student3	Demo	907534581	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Sample Questions				Not Started
5	Student4	Demo	907534581	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Grade 8 Science				Not Started
6	Student5	Demo	903039946	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Grade 8 Science			Test Report Codes:No Longer Enrolled (02):NLE	Not Started
7	Student6	Demo	903039946	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Sample Questions				Not Started
8	Student7	Demo	939740846	8	Science TEI	Blue Elementary School-Grade-08 Blue Elementary	Blue Elementary	Sample Questions				Not Started

Please note that if a student's test is reactivated, their test status will display as "In Progress," but their previously listed End Time will remain the same until they have turned their test in again after having it reactivated.

## Deleting a Test Session

You can delete only those test sessions that you scheduled and that have not yet started.

From the Test Sessions page:

1. Locate the test session in the Test Sessions table and click **Delete** in the column on the far right.

A confirmation message with the class name associated with the test session appears:

Do you want to delete test session associated with class:  
 Support Class-(Grade -08)-(online)?

**Important:** A test session can be deleted only if no students have logged in. Once a student has logged in to a session, the test session cannot be deleted.

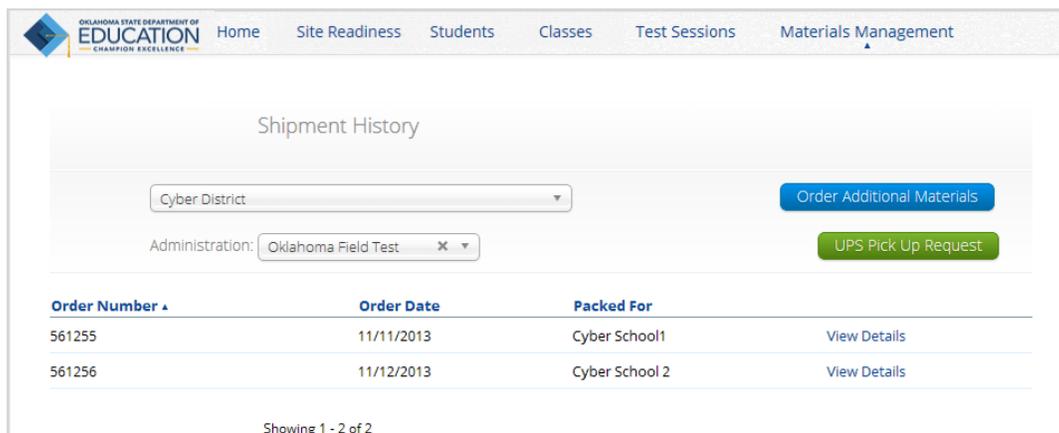
2. Click **Yes** to delete the test session or click **No** to discard your changes and return to the Test Sessions page.

# Ordering Materials

Use the Materials Management page to track order shipments, order additional materials, and schedule a UPS pickup.

**Important:** BTCs, BLUs, ATCs, and RA users do not have access to the Materials Management page.

1. At the top of the Administration page, click **Materials Management**.



Order Number	Order Date	Packed For	
561255	11/11/2013	Cyber School 1	<a href="#">View Details</a>
561256	11/12/2013	Cyber School 2	<a href="#">View Details</a>

The Shipment History page displays a table of orders and includes the order number, date, customer, and order status.

To rearrange the Orders table:

- Sort the Order Number column by clicking the column heading.
- Filter the table by selecting an organization from the organization menu.
- Filter the table by selecting a test from the Administration menu.

## Viewing Shipment Details

The Shipment Details page displays a list of orders and tracks their shipment and delivery.

From the Shipment History page:

1. Locate the class in the Orders table and click **View Details**.

**Note:** Orders that have not been shipped will not appear in this list.

A pop-up box displays the shipment details.

Shipment Details						
Shipment Details for Order # 000000000894448						
Administration: 2016-17 Oklahoma Grade 3-8 Operational - Test Materials						
Order Date: 02/15/2017						
Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03020115540206330100	4	Grade 6 Math Test Booklet	1Z093453030514260
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03020115540206010100	4	Grade 6 ELA Test Booklet	1Z093453030514260
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03010115540206000000	4	Grade 6 ELA/Math Answer Document	1Z093453030514260
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00110215540200000000	1	Envelope for the Return of Test Security Forms	1Z093453030540184
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00050415540200000001	8	Classroom Test Security Form	1Z093453030540184
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00181715540206000000	4	Grade 6 Math Formula Sheet	1Z093453030540184
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00050115540200000000	1	Security Checklist	1Z093453030540184

The Shipment Details pop-up box identifies the order:

- The page title contains the order number.
- The Administration field displays the test for which materials were ordered.
- The Order Date field displays the date when the order was placed.

The Shipment Details table displays the following information about your order:

- Box ID Number: the ID number of the individual boxes in the order.
- Shipped Date: date when the order was shipped.
- Last Updated: the date and time when the shipment information was last updated.
- Item Code, Quantity, and Description: information about the contents of each box in your order.
- UPS Tracking: the UPS tracking number, with a link to the UPS tracking website.

## Ordering Additional Materials

After you receive your initial shipment of materials for a test, you can order additional materials.

From the Shipment History page:

1. If a test is not selected, filter the Orders table by selecting an organization from the organization menu, and then select a test from the Administration menu.
2. To order additional materials after having received the initial shipment, click **Order Additional Materials**.

## Scheduling a UPS Pickup

After all shipments are packed and ready to ship, you can schedule a UPS pickup.

From the Shipment History page:

1. If a test is not selected, filter the Orders table by selecting an organization from the organization menu, and then select a test from the Administration menu.
2. To schedule a UPS pickup for your shipment, click **UPS Pick Up Request**.

# Dashboard

The Dashboard is a feature available to District Test Coordinators that allows you to view specific testing data in your District.

**Table 11. Metrics Provided in the Dashboard**

<i>By Day Metrics</i>	<i>Cumulative Metrics</i>
Concurrent testers	Number of portal users per day
Number of tests in progress by hour	Operating Systems Summary
Number of tests paused by hour	Total number of tests scheduled
Number of tests completed by hour	Total number of tests completed
	Percentage of tests completed

**Note:** Cumulative means from the first day of the testing window to one day prior to the current day.

## Accessing the Dashboard

1. At the top of the Administration page, click **Dashboard**.



2. Select the program from the menu. By default, all programs will be selected.

Dashboard

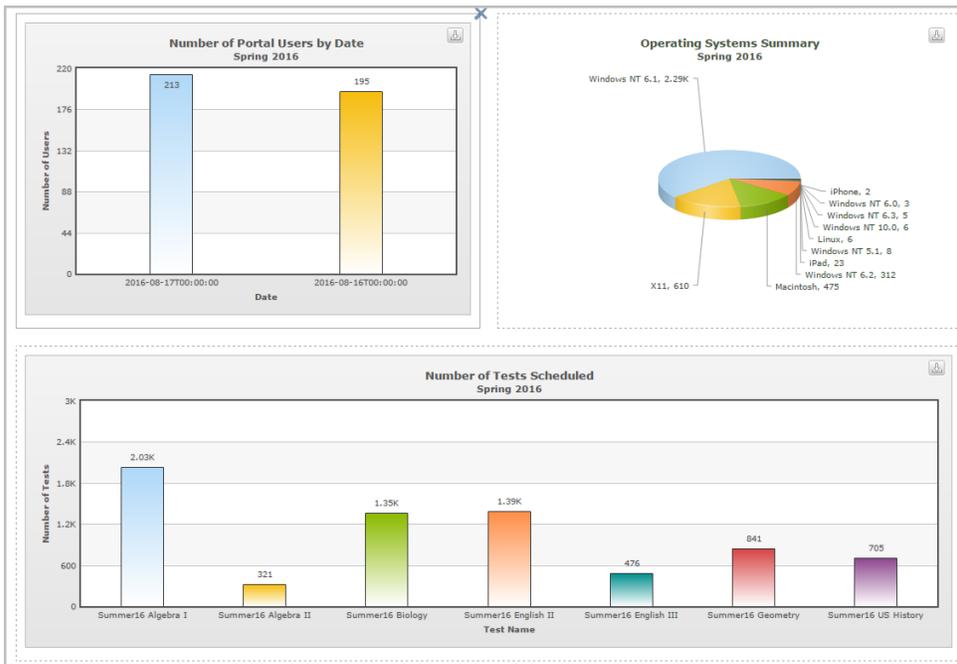
11/30/2016

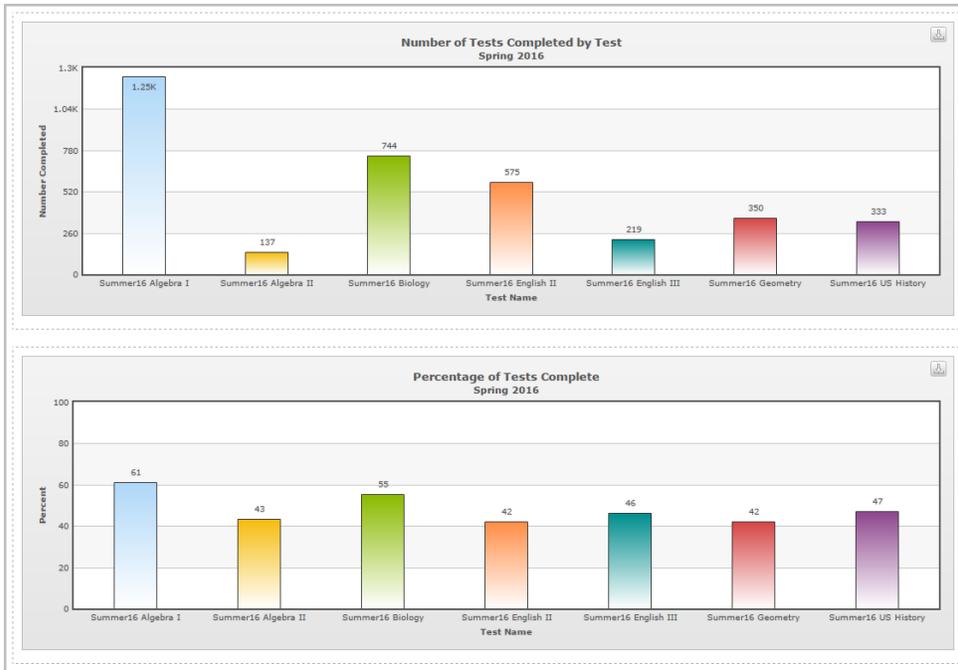
Grand Canyon District

All Programs

- All Programs
- OSTP Operational
- CCRA Grade 11 Science Operational
- OSTP Practice
- CCRA Grade 11 Science Practice

3. The charts, graphs, and tables will populate with the parameters selected.





**Note:** The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as SVG vector images, by clicking  in the top right corner of each graph, chart or table.

# Working with Reports

The Reporting component generates reports on student data that is available to you.

- [Understand test results.](#)
- [Generate a report.](#)
- [Student Search.](#)
- [Working with roster reports.](#)
- [Work with summary reports.](#)

## Understanding Test Results

The Oklahoma State Testing Program assesses our new Oklahoma Academic Standards. These standards are different than those assessed through the former OCCT and EOI testing administrations. Although data from the OCCTs and EOIs is still available within the system, it should not be used for comparative purposes as it assessed our old PASS Standards.

Multiple types of test results are available in these reports:

- **OPI score:** The Oklahoma Performance Index (OPI) is a testing scale that is common to all test forms to compare student performance across testing administrations. The OPI score is used to determine students' performance levels and will be used under the new accountability system to measure student growth from year to year. OPI scores range from 200-399; wherein 300 or above is proficient.
- **Performance level:** Each performance level (Advanced, Proficient/Satisfactory, Basic, and Below Basic ) represents a goal of student attainment in which expectations of student performance are mapped to the knowledge, skills, and ability assessed by the test items as communicated by the Performance Level Descriptors. Performance levels are not determined by the percent of correct answers.
- **Reporting Categories:** Each reporting category is aligned to the Oklahoma Academic Standards as communicated in the OSTP Blueprints. Categories are reported as performance levels (Below Standard, At/Near Standard, and Above Standard). Performance Levels represent how a student's score compares to the 300 OPI proficient cut point.
- **Lexile Score:** Students in grades 3-8 will receive a Lexile reader measure as a score from a reading test; the Lexile measure describes the student's reading ability. A Lexile reader measure can range from below 200L for early readers to above 1600L for advanced readers.
- **Quantile Score:** Students in grades 3-8 will also receive a Quantile Score. A Quantile measure indicates a child's mathematical achievement level. Quantile measures range from Emerging Mathematician (below 0Q) to above 1600Q and span the skills and

concepts taught in kindergarten through Algebra II, Geometry, Trigonometry, and Precalculus.

**Tip:** To see the list of scoring and exclusion codes in a report, click  in the bottom-left corner of the page.

## Generating a Report

The Reporting home page displays the report types for the grades and test administrations available to you.

To generate a report:

The screenshot shows the reporting interface with the following elements:

- Program:** OSTP (indicated by a yellow arrow 1)
- Report:** Roster: All Selections (indicated by a yellow arrow 2)
- Admin:** 2018 (indicated by a yellow arrow 3)
- Grade:** Grade 03 (indicated by a yellow arrow 4)
- Release:** Early (indicated by a yellow arrow 5)
- Organization:** Cyber District (indicated by a yellow arrow 6). A search box below shows "Search within Cyber District" with results for "Cyber District", "Cyber Elem A", and "Cyber Elem B".
- Get Report:** Button (indicated by a yellow arrow 7)

1. Select the desired program from the Program drop-down menu.

**Note:** The list of available report types is determined by the program selection.

2. Select an available report type:

<a href="#"><u>Roster</u></a>	Provides individual scores, demographic information, and other data for individual students.
<a href="#"><u>Group Summary: Performance Levels</u></a>	Provides summary performance data by building, district, and state, in a table format.
<a href="#"><u>Summary Counts of Total Tested</u></a>	Provides a summary report of tests administered for one or more buildings. The disaggregate variable "Mode" displays on this report by default.
<a href="#"><u>Student Search</u></a>	Locates assessment results for a specific student by searching by Last Name, First Name, or Student ID.

<a href="#">Longitudinal Roster</a>	Provides data for individual students across multiple administrations.
<a href="#">Analyze</a>	Provides quick access to analytical tools to create summary statistics, frequency distributions, cross-tabular reports, and scatter plots.
<a href="#">Roster - All Selections</a>	Generate a roster report of all scores for selected administration and district or building.
<a href="#">Group Summary: Performance Levels - All Selections</a>	Generate a summary report of all scores and disaggregate variables for one or more administrations.

- In the Admin section, select an administration.
- In the Grade section, select the grade for the report.
- In the Release section, select an available time frame for the report:
  - **Early**
  - **Final**
- Use the Organization menu to choose the District or School.
- When you have finished specifying the parameters for the report, click **Get Report**.

The Report page displays the report data with the default selections. Reports can be customized on the next page

The screenshot shows the OSTP Portal interface. At the top, there is a navigation bar with 'User Guide', 'Welcome, SupportDTC1!', and menu options for 'Organization', 'Fields', 'Scores', 'Search', 'Filter', and 'Other'. Below the navigation bar, the report title is 'Roster: All Selections' for 'OSTP, Cyber District, Final, Grade 03, 2018'. The main content is a table titled 'English Language Arts' with columns for 'Last Name', 'First Name', 'OPI', 'Performance Level', 'RSA Status', 'Lexile Score', 'Reading/Writing Process', 'Critical Reading/Writing', 'Vocabulary', 'Language', and 'R'. The table contains 20 rows of student data. At the bottom of the table, there is a pagination control showing 'Page 1 / 540', a 'Jump to page' input field with '1' entered, a 'Go' button, and the text 'Displaying 1-20 of 10788'.

Last Name	First Name	OPI	Performance Level	RSA Status	Lexile Score	Reading/Writing Process	Critical Reading/Writing	Vocabulary	Language	R
Doe001	John001	674	Limited Knowledge	Meets Criteria	490L	At/Near Standard	At/Near Standard	At/Near Standard	Above Standard	At/Ne
Doe001	John001									
Doe001	John001	733	Proficient	Meets Criteria	670L	Above Standard	Above Standard	At/Near Standard	Above Standard	Abow
Doe001	John001	770	Proficient	Meets Criteria	785L	Above Standard	Above Standard	Above Standard	Above Standard	Belov
Doe001	John001									
Doe002	John002	703	Proficient	Meets Criteria	580L	Above Standard	At/Near Standard	Above Standard	Above Standard	Abow
Doe002	John002	725	Proficient	Meets Criteria	645L	At/Near Standard	Above Standard	Above Standard	Above Standard	At/Ne
Doe002	John002									
Doe002	John002	622	Unsatisfactory	Does Not Meet Criteria	330L	At/Near Standard	At/Near Standard	Below Standard	Above Standard	At/Ne
Doe002	John002	674	Limited Knowledge	Meets Criteria	490L	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	Abow
Doe003	John003	653	Limited Knowledge	Does Not Meet Criteria	425L	At/Near Standard	At/Near Standard	At/Near Standard	Above Standard	At/Ne
Doe003	John003	770	Proficient	Meets Criteria	785L	Above Standard	Above Standard	Above Standard	Above Standard	Abow
Doe003	John003	695	Limited Knowledge	Meets Criteria	555L	At/Near Standard	At/Near Standard	Above Standard	Above Standard	At/Ne
Doe003	John003									
Doe003	John003	638	Unsatisfactory	Does Not Meet Criteria	380L	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	At/Ne
Doe004	John004	838	Proficient	Meets Criteria	995L	Above Standard	Above Standard	Above Standard	Above Standard	Abow
Doe004	John004	806	Proficient	Meets Criteria	900L	Above Standard	Above Standard	Above Standard	Above Standard	Abow
Doe004	John004									
Doe005	John005	718	Proficient	Meets Criteria	625L	At/Near Standard	Above Standard	Above Standard	Above Standard	At/Ne
Doe005	John005	718	Proficient	Meets Criteria	625L	At/Near Standard	Above Standard	Above Standard	Above Standard	Abow

**Note:** Text highlighted in blue is clickable: where available, click to open a link, sort a column, or display a menu.

To rearrange the report, sort columns by clicking a column heading highlighted in blue.

To navigate within a report:

- Type a page number in the “Jump to page” box.

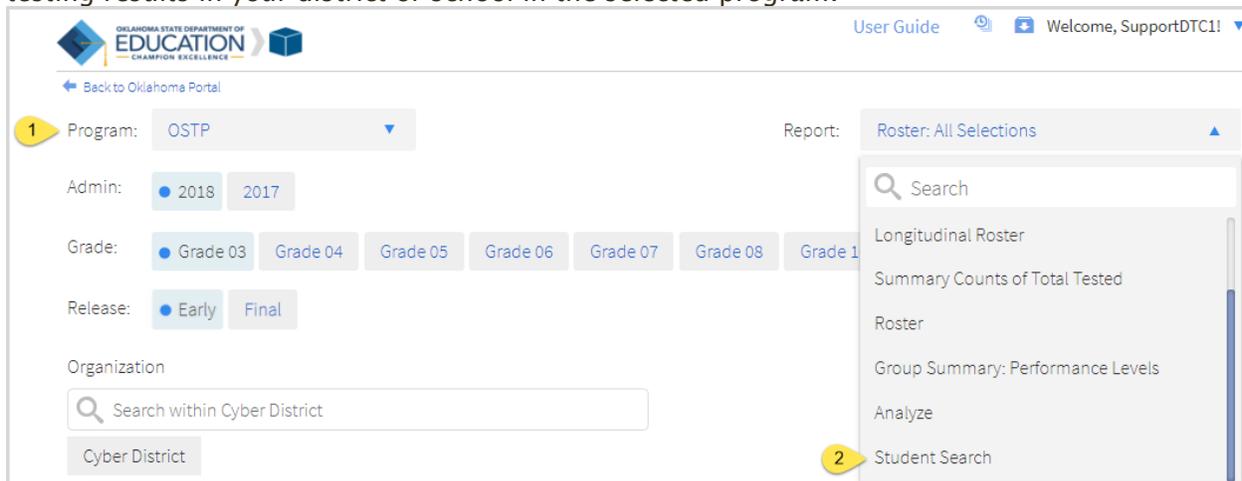
- Click  to display the next page.

- Click  to display the previous page.

**Tip:** To change the number of records shown on each page of the report, from the customization tabs at the top of the report, click **Other**. Select a number from the menu and click **Update**.

## Student Search

Student Search feature provides access to individual student results for all students who have testing results in your district or school in the selected program.



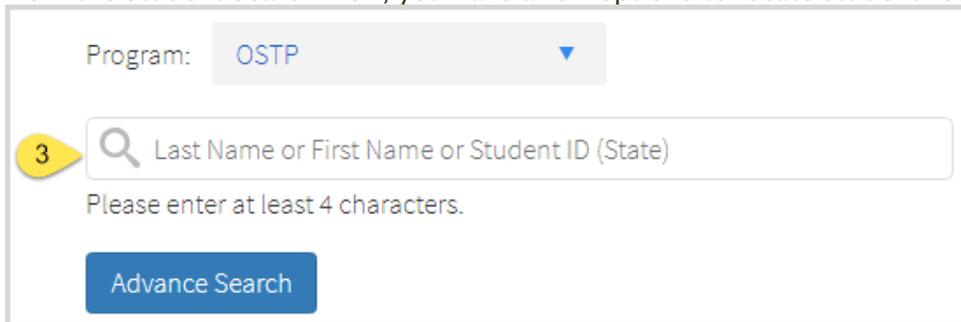
The screenshot shows the reporting interface with the following elements:

- Program:** OSTP (indicated by a yellow callout '1')
- Report:** Roster: All Selections (indicated by a yellow callout '2')
- Admin:** 2018, 2017
- Grade:** Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 1
- Release:** Early, Final
- Organization:** Search within Cyber District, Cyber District
- Report Dropdown Menu:** Search, Longitudinal Roster, Summary Counts of Total Tested, Roster, Group Summary: Performance Levels, Analyze, Student Search

From the Reporting home page:

1. Select the desired program from the Program drop-down menu.
2. Select the Student Search under Report.

From the Student Search view, you have a few options to locate student records:

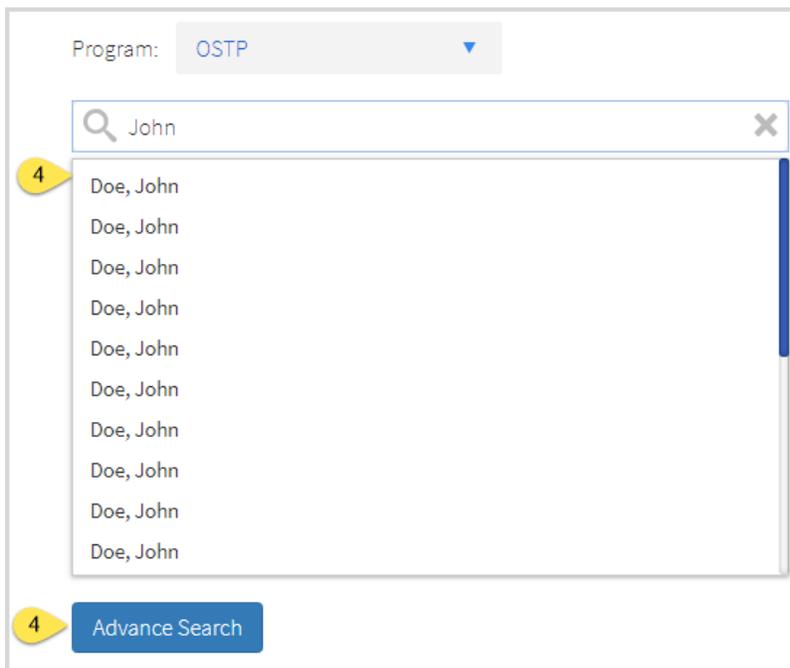


Program: OSTP

3

Please enter at least 4 characters.

Advance Search



Program: OSTP

4

- Doe, John

4 Advance Search

3. Begin to enter a student's name or State ID; a list of potential matches will appear.
4. Either click Advanced Search to view a detailed list of the potential matches based on the criteria you entered or click on a student in the list of potential matches to drill down to a list of their testing history.
  - a. Clicking Advanced Search allows you to further refine your search to locate a specific student using the Search tab.

- b. Selecting a student from the list of potential matches will take you to a cumulative list of that student’s test results. *Note:* selecting/clicking a student name from the Advanced Search view will also take you to that student’s cumulative results as shown below:

Student Search Cumulative Report			
OSTP			
Doe001, John001			
Student ID (State): 2002274002			
5	2018, Grade 06, Final, English Language Arts	District Name: Cyber District School Name: Cyber Mid A	Performance Level: <b>Proficient</b> OPI: <b>811</b>
	2018, Grade 06, Final, Mathematics	District Name: Cyber District School Name: Cyber Mid A	Performance Level: <b>Proficient</b> OPI: <b>763</b>
	2017, Grade 07, Final, English Language Arts	District Name: Cyber District School Name: Cyber Mid A	Performance Level: <b>Limited Knowledge</b> OPI: <b>284</b>
	2017, Grade 07, Final, Mathematics	District Name: Cyber District School Name: Cyber Mid A	Performance Level: <b>Limited Knowledge</b> OPI: <b>289</b>
	2018, Grade 10, Final, English Language Arts	District Name: Cyber District School Name: Cyber High A	
	2018, Grade 10, Final, Mathematics	District Name: Cyber District School Name: Cyber High A	Performance Level: <b>Proficient</b> OPI: <b>721</b>
	2018, Grade 10, Final, Science	District Name: Cyber District School Name: Cyber High A	

5. Click on a test event in the cumulative search report (e.g. Spring 2018, Grade 05, Final, English Language Arts) to view a detailed individual student report:

User Guide Welcome, SupportDTC1!

[Back to Oklahoma Portal](#)

**Individual Report**  
 OSTP, Cyber Mid A, Final, Grade 06, 2018  
 Drill Criteria: Doe001, John001

Doe001, John001 2018

**Student ID (State):** 2002274002  
**Enrolled Grade:** Grade 06

**District Name:** Cyber District  
**Program:** OSTP

**School Name:** Cyber Mid A  
**Reporting Window:** Final

ELA Detailed Results	OPI	Performance Level	Reporting Category Performance Level	Lexile Score	Form
<b>English Language Arts</b>	811	Proficient		1255L	Operational
Reading/Writing Process			Above Standard		
Critical Reading/Writing			Above Standard		
Vocabulary			Above Standard		
Language			Above Standard		
Research			Above Standard		

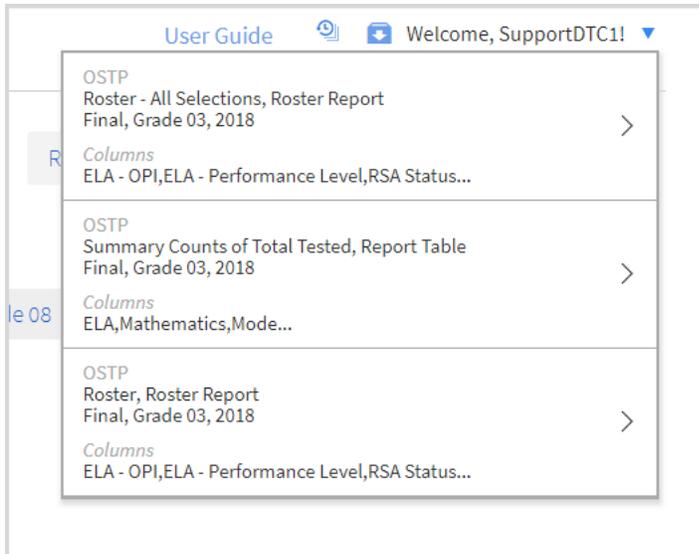
Mathematics Detailed Results	OPI	Performance Level	Reporting Category Performance Level	Quantile Score	Form
<b>Mathematics</b>	763	Proficient		1120Q	Operational
Number & Operations			Above Standard		
Algebraic Reasoning			Above Standard		
Geometry & Measurement			Above Standard		
Data & Probability			At/Near Standard		

[Page 1 / 1](#)
Jump to page:  [Go](#)

Note: Click at the top right of the individual report view to navigate to a roster view and continue your analysis and/or select other students.

## Recent Reports

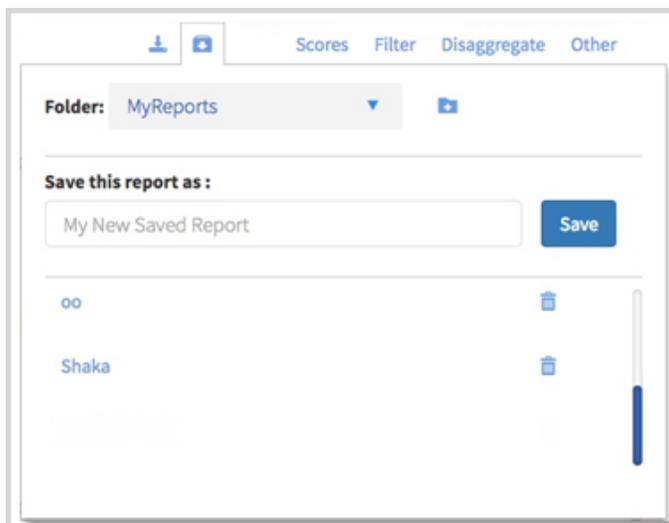
Click on the button in the upper right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title and list of the columns last viewed will display.



*Note:* Recent reports are temporarily saved based on the program and report type. For example, if you select a Group Summary report for Grade 3, and then later select a Group Summary report for Grade 4, when you click on Recent reports you will see only 1 option for the Grade 4 Summary Report.

## Saved Reports

You can easily save your Report by clicking on  in the upper right-hand corner of the window. To save a report, first select a folder or add a new folder. Then, name the report and click “Save”. This action can be canceled by clicking  again or clicking outside the box.



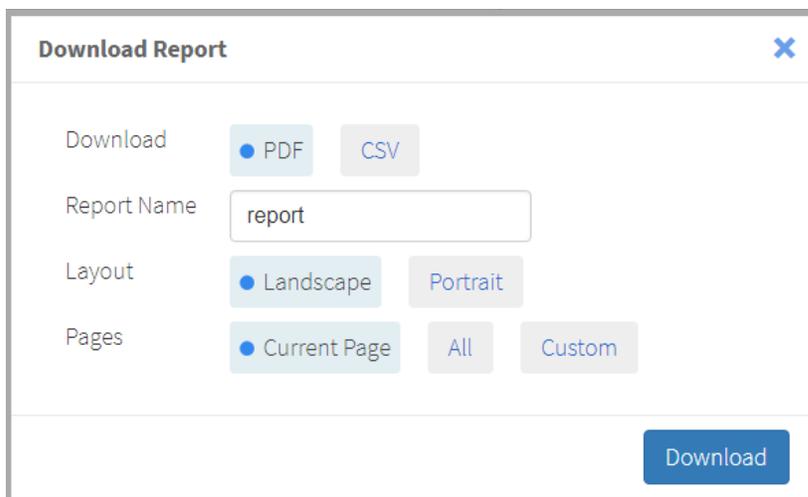
Once the report has been saved, it can be retrieved from any device as long as you are logged in to the portal with the same credentials. To retrieve a saved report, click on

 in the upper right-hand section of the window. You will see a list of saved report names, click on the report name and the desired report will open.

*Note:* You are also able to save or delete reports from the same window by clicking on the  .

## Download Reports

To download a report, click on  at the top of the report. A pop-up box will appear allowing you to select between two formats: PDF or CSV, type your Report Name, select your Layout and choose which pages to appear and then click the Download button.



The screenshot shows a 'Download Report' dialog box with the following fields and options:

- Download:** Radio buttons for PDF (selected) and CSV.
- Report Name:** Text input field containing 'report'.
- Layout:** Radio buttons for Landscape (selected) and Portrait.
- Pages:** Radio buttons for Current Page (selected), All, and Custom.
- Download:** A blue button at the bottom right.

# Working with Roster Reports

There are three roster reports available for OSTP Early and Final reporting windows:

1. **Roster report** provides dynamic access to individual student results. Interactive data analysis features allow users to dig deeper into the data.

[Back to Oklahoma Portal](#)  
**Roster**  
 OSTP, Cyber District, Final, Grade 03, 2018

Last Name	First Name	English Language Arts			Mathematics	
		OPI	Performance Level	RSA Status	OPI	Performance Level
Doe001	John001	674	Limited Knowledge	Meets Criteria	747	Proficient
Doe001	John001				774	Proficient
Doe001	John001	733	Proficient	Meets Criteria		
Doe001	John001				755	Proficient
Doe001	John001	770	Proficient	Meets Criteria		
Doe002	John002	703	Proficient	Meets Criteria	664	Limited Knowledge
Doe002	John002	725	Proficient	Meets Criteria	739	Proficient
Doe002	John002				643	Limited Knowledge
Doe002	John002	622	Unsatisfactory	Does Not Meet Criteria		
Doe002	John002	674	Limited Knowledge	Meets Criteria	664	Limited Knowledge
Doe003	John003	653	Limited Knowledge	Does Not Meet Criteria	724	Proficient
Doe003	John003	770	Proficient	Meets Criteria	859	Advanced
Doe003	John003	695	Limited Knowledge	Meets Criteria	611	Unsatisfactory
Doe003	John003				684	Limited Knowledge
Doe003	John003	638	Unsatisfactory	Does Not Meet Criteria		
Doe004	John004	838	Proficient	Meets Criteria	859	Advanced
Doe004	John004				859	Advanced
Doe004	John004	806	Proficient	Meets Criteria		
Doe005	John005	718	Proficient	Meets Criteria	747	Proficient
Doe005	John005	718	Proficient	Meets Criteria	628	Unsatisfactory

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2. **Longitudinal Roster report** provides data for individuals students across multiple administrations.

Back to Oklahoma Portal  
**Longitudinal Roster**  
 OSTP, Cyber District, Final

Last Name	First Name	Administration	Grade	English Language Arts						
				OPI	Performance Level	RSA Status	Lexile Score	Reading/Writing Process	Critical Reading/Writing	Vocabulary
Doe	John	2017	Grade 03	293	Limited Knowledge	Meets Criteria	650L	At/Near Standard	At/Near Standard	At/Near Standard
Doe001	John001	2017	Grade 03							
Doe001	John001	2017	Grade 03	288	Limited Knowledge	Meets Criteria	615L	At/Near Standard	At/Near Standard	Below Standard
Doe001	John001	2017	Grade 03	278	Limited Knowledge	Meets Criteria	550L	At/Near Standard	At/Near Standard	Below Standard
Doe001	John001	2017	Grade 03	254	Unsatisfactory	Does Not Meet Criteria	400L	Below Standard	Below Standard	Below Standard
Doe001	John001	2017	Grade 03							
Doe001	John001	2018	Grade 04	787	Proficient		960L	Above Standard	At/Near Standard	Above Standard
Doe001	John001	2018	Grade 04							
Doe001	John001	2018	Grade 04	733	Proficient		815L	Above Standard	Above Standard	At/Near Standard
Doe001	John001	2018	Grade 04	798	Proficient		985L	Above Standard	Above Standard	Above Standard
Doe002	John002	2017	Grade 03	239	Unsatisfactory	Does Not Meet Criteria	320L	Below Standard	Below Standard	Below Standard
Doe002	John002	2017	Grade 03							
Doe002	John002	2017	Grade 03	291	Limited Knowledge	Meets Criteria	635L	Above Standard	Below Standard	Below Standard
Doe002	John002	2018	Grade 04							
Doe002	John002	2018	Grade 04	767	Proficient		905L	Above Standard	At/Near Standard	Above Standard
Doe003	John003	2017	Grade 03	219	Unsatisfactory	Does Not Meet Criteria	230L	Below Standard	Below Standard	Below Standard
Doe003	John003	2017	Grade 03	273	Unsatisfactory	Meets Criteria	515L	Below Standard	Below Standard	Below Standard
Doe003	John003	2017	Grade 03	278	Limited Knowledge	Meets Criteria	550L	Below Standard	Below Standard	At/Near Standard
Doe003	John003	2018	Grade 04	630	Unsatisfactory		540L	At/Near Standard	At/Near Standard	Below Standard
Doe003	John003	2018	Grade 04	787	Proficient		960L	Above Standard	Above Standard	Above Standard
Doe003	John003	2018	Grade 04							

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3. **Roster: All Selections** provides the same data as the Roster report but shows all scores by default.

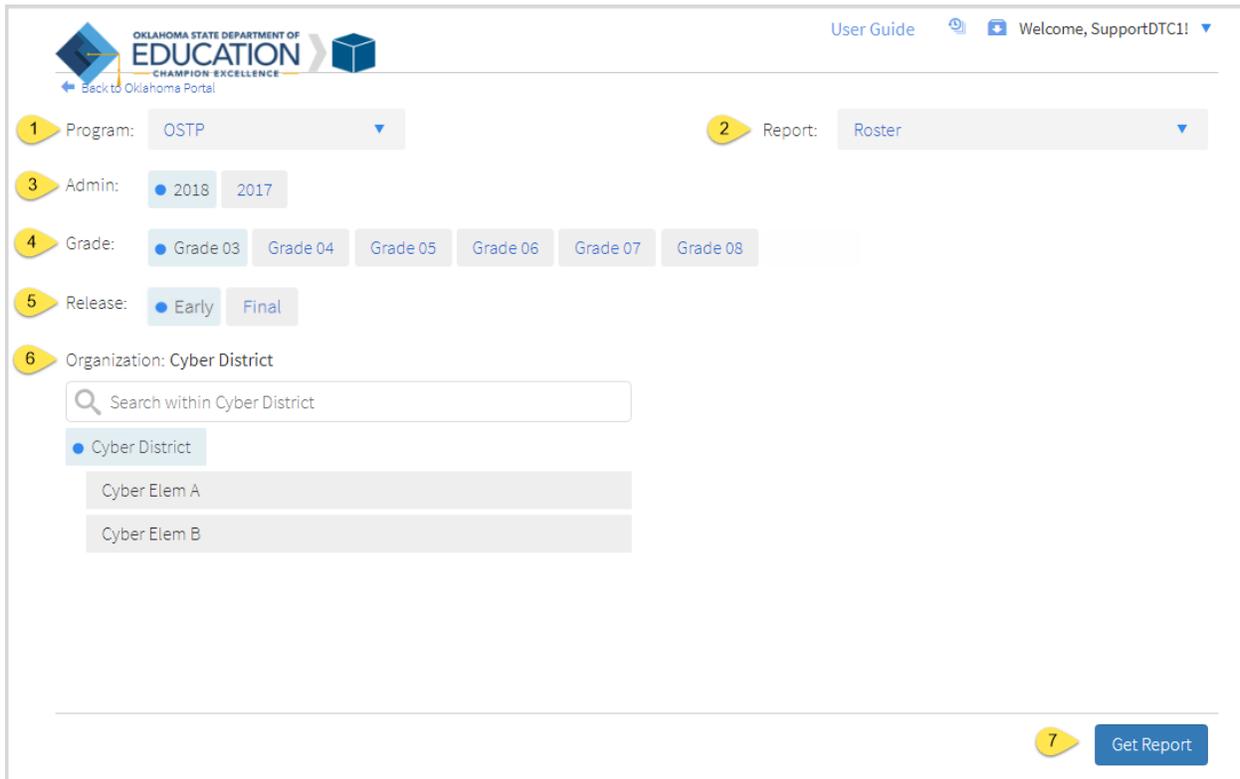
Back to Oklahoma Portal  
**Roster: All Selections**  
 OSTP, Cyber District, Final, Grade 03, 2018

Last Name	First Name	OPI	Performance Level	RSA Status	Lexile Score	English Language Arts				Language	F
						Reading/Writing Process	Critical Reading/Writing	Vocabulary			
Doe001	John001	674	Limited Knowledge	Meets Criteria	490L	At/Near Standard	At/Near Standard	At/Near Standard	Above Standard	At/Near Standard	
Doe001	John001										
Doe001	John001	733	Proficient	Meets Criteria	670L	Above Standard	Above Standard	At/Near Standard	Above Standard	Above Standard	Above Standard
Doe001	John001										
Doe001	John001	770	Proficient	Meets Criteria	785L	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard	Below Standard
Doe002	John002	703	Proficient	Meets Criteria	580L	Above Standard	At/Near Standard	Above Standard	Above Standard	Above Standard	Above Standard
Doe002	John002	725	Proficient	Meets Criteria	645L	At/Near Standard	Above Standard	Above Standard	Above Standard	Above Standard	At/Near Standard
Doe002	John002										
Doe002	John002	622	Unsatisfactory	Does Not Meet Criteria	330L	At/Near Standard	At/Near Standard	Below Standard	Above Standard	At/Near Standard	At/Near Standard
Doe002	John002	674	Limited Knowledge	Meets Criteria	490L	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	Above Standard
Doe003	John003	653	Limited Knowledge	Does Not Meet Criteria	425L	At/Near Standard	At/Near Standard	At/Near Standard	Above Standard	At/Near Standard	At/Near Standard
Doe003	John003	770	Proficient	Meets Criteria	785L	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard
Doe003	John003	695	Limited Knowledge	Meets Criteria	555L	At/Near Standard	At/Near Standard	Above Standard	Above Standard	At/Near Standard	At/Near Standard
Doe003	John003										
Doe003	John003	638	Unsatisfactory	Does Not Meet Criteria	380L	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard	At/Near Standard
Doe004	John004	838	Proficient	Meets Criteria	995L	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard
Doe004	John004	806	Proficient	Meets Criteria	900L	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard
Doe004	John004										
Doe005	John005	718	Proficient	Meets Criteria	625L	At/Near Standard	Above Standard	Above Standard	Above Standard	Above Standard	At/Near Standard
Doe005	John005	718	Proficient	Meets Criteria	625L	At/Near Standard	Above Standard	Above Standard	Above Standard	Above Standard	Above Standard

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## Generate a Roster Report

From the Reporting home page:



The screenshot shows the reporting interface with the following elements:

- Program:** OSTP (selected)
- Report:** Roster (selected)
- Admin:** 2018 (selected)
- Grade:** Grade 03 (selected)
- Release:** Early (selected)
- Organization:** Cyber District (selected)
- Search:** Search within Cyber District (input field)
- Organization List:** Cyber District, Cyber Elem A, Cyber Elem B
- Get Report:** Button at the bottom right.

1. Select the desired program from the Program drop-down menu.
2. Select **Roster**, **Longitudinal Roster** or **Roster: All Selections** from the Report drop-down menu.
3. Select the administration from the Admin section.
4. Select a Grade.
5. Select the data release you would like to view from the Release section:
  - **Early**
  - **Final**
6. Use the Organization menu to choose a District or School, depending on your level of access. Choose a single organization to view a roster report for that organization.
7. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The selected parameters appear at the top of the page.

[Back to Oklahoma Portal](#)  
**Roster**  
 OSTP, Cyber District, Final, Grade 03, 2018

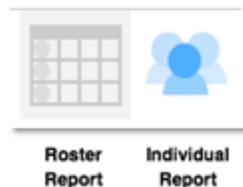
Last Name	First Name	English Language Arts			Mathematics	
		OPI	Performance Level	RSA Status	OPI	Performance Level
Doe001	John001	674	Limited Knowledge	Meets Criteria	747	Proficient
Doe001	John001				774	Proficient
Doe001	John001	733	Proficient	Meets Criteria		
Doe001	John001				755	Proficient
Doe001	John001	770	Proficient	Meets Criteria		
Doe002	John002	703	Proficient	Meets Criteria	664	Limited Knowledge
Doe002	John002	725	Proficient	Meets Criteria	739	Proficient
Doe002	John002				643	Limited Knowledge
Doe002	John002	622	Unsatisfactory	Does Not Meet Criteria		
Doe002	John002	674	Limited Knowledge	Meets Criteria	664	Limited Knowledge
Doe003	John003	653	Limited Knowledge	Does Not Meet Criteria	724	Proficient
Doe003	John003	770	Proficient	Meets Criteria	859	Advanced
Doe003	John003	695	Limited Knowledge	Meets Criteria	611	Unsatisfactory
Doe003	John003				684	Limited Knowledge
Doe003	John003	638	Unsatisfactory	Does Not Meet Criteria		
Doe004	John004	838	Proficient	Meets Criteria	859	Advanced
Doe004	John004				859	Advanced
Doe004	John004	806	Proficient	Meets Criteria		
Doe005	John005	718	Proficient	Meets Criteria	747	Proficient
Doe005	John005	718	Proficient	Meets Criteria	628	Unsatisfactory

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**Tip:** To see the list of scoring and exclusion codes, click  in the bottom-left corner of the page.

## Viewing Options

Select one of the available buttons to change the view to a set of individual reports or view a roster list for all students in the selected group. (*Note:* Roster Report table view is the default view.)



### Individual Report View

Select the Individual Report button to view a detailed student report for each student in the Roster Report.



User Guide Welcome, SupportDTC1! ▼

[← Back to Oklahoma Portal](#)

### Individual Report

OSTP, Cyber District, Final, Grade 03, 2018

Doe001, John001 2018

**Student ID (State):** 2002774002

**Enrolled Grade:** Grade 03

**District Name:** Cyber District

**Program:** OSTP

**School Name:** Cyber Elem A

**Reporting Window:** Final

ELA Detailed Results	OPI	Performance Level	Reporting Category Performance Level	RSA Status	Lexile Score	Form
<b>English Language Arts</b>	674	Limited Knowledge		Meets Criteria	490L	Operational
Reading/Writing Process			At/Near Standard			
Critical Reading/Writing			At/Near Standard			
Vocabulary			At/Near Standard			
Language			Above Standard			
Research			At/Near Standard			

Mathematics Detailed Results	OPI	Performance Level	Reporting Category Performance Level	Quantile Score	Form
<b>Mathematics</b>	747	Proficient		715Q	Operational
Number & Operations			Above Standard		
Algebraic Reasoning			Above Standard		
Geometry & Measurement			Above Standard		
Data & Probability			Above Standard		

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Jump to page  
Displaying 1-1 of 10788

## Individual Report Navigation:

- From the Individual Report View, use the navigation arrows at the bottom of the report to page through the reports. You may also jump to a specific page/report.
- Search: Utilize the Search and Filter tables to refine the group of individual reports being viewed based on score and/or demographic criteria. (See the “Using the Customization Tabs” section of this guide for further details.)
- Download: Download one or more individual reports as PDF files. Select the button at the top of the page and enter download criteria as desired:

### Download Report ✕

Download  PDF

Report Name

Layout  Landscape  Portrait

Pages  Current Page  Custom

Please select a maximum of 100 pages

Download

### General Functionality

- **Drill to Individual Report:** In addition to selecting the Individual Report View button to see a set of individual reports for all students in the group, you can click on a student name in the roster report in order to view an individual report for only that student.

Last Name	First Name	OPI	Performance Level
Doe001	John001	674	Limited Knowledge
Doe001	John001		



#### Individual Report

OSTP, Cyber District, Final, Grade 03, 2018

**Drill Criteria:** [Doe001, John001](#)

---

Doe001, John001

**Student ID (State):** 2002774002

**Enrolled Grade:** Grade 03

- **Download:** Click on the to download the Roster Report as a PDF or CSV file.

**Download Report**
✕

Download  PDF  CSV

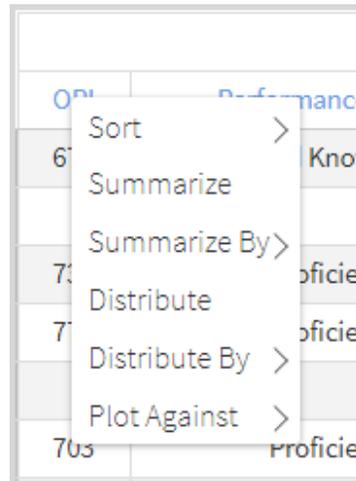
Report Name

Layout  Landscape  Portrait

Pages  Current Page  All  Custom

Download

- Sort: Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.



- Footnotes: Clicking the  will display footnotes regarding the Roster Report data. Click again to hide the footnotes.

ABS = Absent      DNA = Did Not Attempt      DNR = Do Not Report  
 ELL1 = ELL 1st Year in U.S. Exempt      EE = Emergency Exempt      INV = Student's test was invalidated  
 NR = Not reported for this test      NLE = No Longer Enrolled      OAAP = State Alternate Testing  
 OTH = Other      BR = Beginning Reading

For students receiving a read-aloud accommodation on ELA, no claims can be made regarding the student's foundational reading skills.  
 OPI: The Oklahoma Performance Index is a scale score that places a student into one of four performance levels.  
 Meets Criteria = The student meets the RSA Criteria based upon ELA Standard 2.0 and ELA Standard 4.0.  
 Does Not Meet Criteria = The student does not meet the RSA Criteria based upon ELA Standard 2.0 and ELA Standard 4.0.  
 Lexile Score: Lexiles are reading measurements that provide a common scale for matching reader ability and text complexity. For more information, visit [www.Lexile.com](http://www.Lexile.com).  
 Quantile Score: Quantiles are measurements that provide a scale for a student's mathematical achievement and the difficulty of mathematical skills and concepts. For more information, visit [www.Quantiles.com](http://www.Quantiles.com).

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## Using the Customization Tabs

The tabs near the top of the page allow for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

### Organization

The Organization tab allows you to update the report with data from different organizations that are available to you and provides the ability for you to view only data for the selected class. Select the desired organization and click Update to refresh the report.

User Guide      Welcome, New User!

Organization      Fields      Scores      Search      Filter      Other

Organization: Cyber Elem A

Search within Cyber District

Cyber District

- Cyber Elem A
- Cyber Elem B

Class      Reset

Teacher 1      ● Teacher 2      Teacher 3      Teacher 4

Update

## Fields

The Fields tab allows you to select student identification information, test information, and demographics to view on the report. Select the appropriate demographics and click Update to add these fields as columns to the report.

User Guide Welcome, SupportDTC1! ▾  
 Organization **Fields** Scores Search Filter Other

^ Student Information Select All / Reset  
 MI Student ID (State) Student ID (Local) District Name  
 District ID School Name School ID Enrolled Grade  
 Birth Date Other Placement

^ Test Information Select All / Reset

	Class Name	Form	Mode	Condition Code	Braille	FAY in State	FAY in District	FAY in School
ELA	<input type="checkbox"/>							
Mathematics	<input type="checkbox"/>							

^ Demographics Select All / Reset  
 Gender Ethnicity Economically Disadvantaged ELL IEP  
 504 ELL Proficient Regular Education Migrant  
 Title X, Part C Foster Military

**Update**

## Scores

The Scores tab can be used to select scores to view on the report. Select checkboxes for OPI, Performance Level, RSA Status, Lexile Score, Quantile Score and/or Reporting Categories. To view all scores and reporting categories, click the Select All link. Click Update to view the selections in the report.

Organization
Fields
Scores
Search
Filter
Other

^ Subjects Select All / Reset

	OPI	Performance Level	RSA Status	Lexile Score	Quantile Score
English Language Arts	✓	✓	✓	-	-
Mathematics	✓	✓	-	-	-

^ English Language Arts Reporting Categories Select All / Reset

Reading/Writing Process

Critical Reading/Writing

Vocabulary

Language

Research

^ Mathematics Reporting Categories Select All / Reset

Number & Operations

Algebraic Reasoning

Geometry & Measurement

Data & Probability

Update

### Search

The Search feature allows you to search for students by name, Student ID, scores or other research options. For example, to find a specific student on the district or school Roster Report or in the set of Individual Reports, select (1) State Id from the drop-down menu. Then, (2) enter the State ID, or part of the number, for the student needed, (3) Click Apply, and finally, (4) click Update. The report will refresh showing only students matching the search criteria.

User Guide | Welcome, SupportDTC1! | Organization | Fields | Scores | Search | Filter | Other

Search Reset Relationship

Student ID (State) And

Search

- None
- Last Name
- First Name
- Student ID (State)**
- Student ID (Local)
- ELA - Form
- ELA - ELA Accommodations

Update

User Guide | Welcome, SupportDTC1! | Organization | Fields | Scores | Search | Filter | Other

Search Reset Relationship

Student ID (State) And

contains:

200

Apply

Student ID (State) contains "200"

Update



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
CHAMPION EXCELLENCE

[Back to Oklahoma Portal](#)

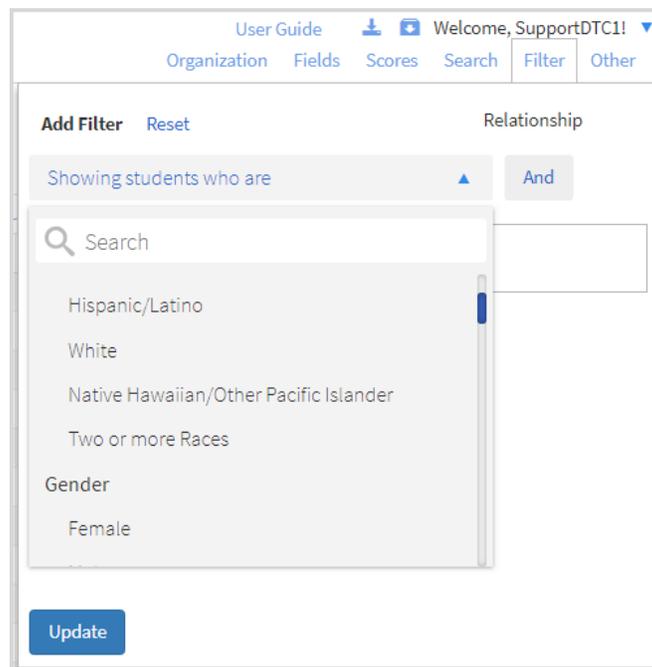
**Roster**  
OSTP, Cyber Elem A, Final, Grade 03, 2018  
Search: Student ID (State) contains '200'

Last Name	First Name
Doe001	John001
Doe002	John002
Doe002	John002

## Filter

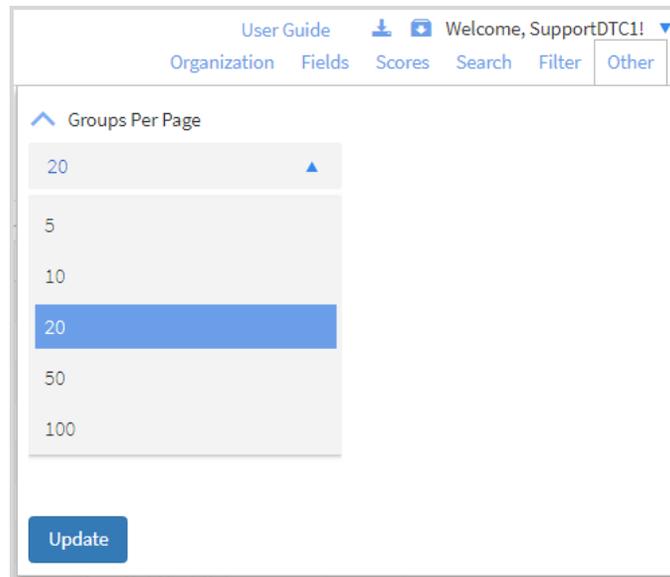
The Filter feature allows you to include or exclude students based on demographic statistics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, click on another demographic variable. Then, click “and” or “or” to specify the logical relationship between the subgroups selected. “And” will show only students who fall under all of the selected characteristics, whereas “or” will show students who fall under any one of more of the selected characteristics. For example, to view students who are either Hispanic or female, select Female and Hispanic/Latino. Then, click the “and” link, which is automatically selected, to change to “or” and click Update.

Selections display as boxes under “Showing students who are”. Click on the box displayed to remove the selection.



## Other

The Other tab allows you to specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page).

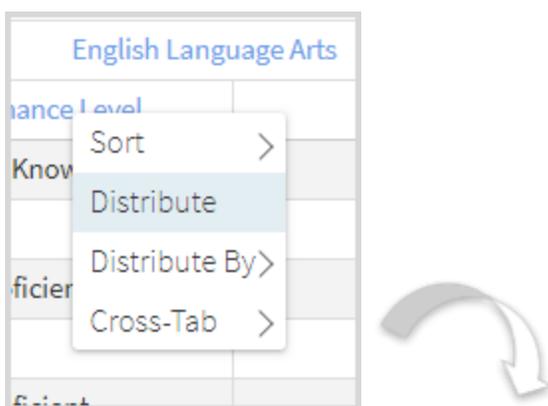


## Analysis Features

Click on column headers in the Roster Report to reveal analysis options or choose to view an Analyze report from the main selections page. Both options will provide a special view intended to streamline data analysis. The Analyze report view displays the roster of students within a selected organization/group and allows you to view frequency distributions, summary statistics, and cross tab reports across available score and field data points all within a single report view.

### *Analyze Report View*

Navigate to the Analyze view by selecting an analysis option from the Roster View, such as Distribute.



	ELA - Performance Level	Frequency
Grade 03,2018	Unsatisfactory	762
	Limited Knowledge	1554
	Proficient	5010
	Advanced	179

Alternatively, you can navigate directly to the Analyze report from the main selections page. Selection options are the same as the Roster View selections. (See Roster Report section for further details).

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Program:  Report:

Admin:  2018  2017

Grade:  Grade 03  Grade 04  Grade 05  Grade 06  Grade 07  Grade 08  Grade 10

Release:  Early  Final

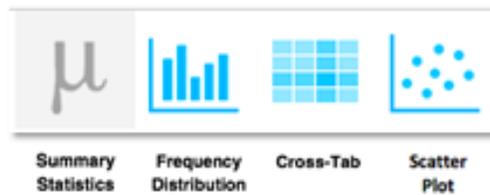
Organization: Cyber District

State:

- Cyber District
- Cyber Elem A
- Cyber Elem B

### Analyze Report View Options

From the Analyze report view, select from four analysis options indicated by the buttons below:



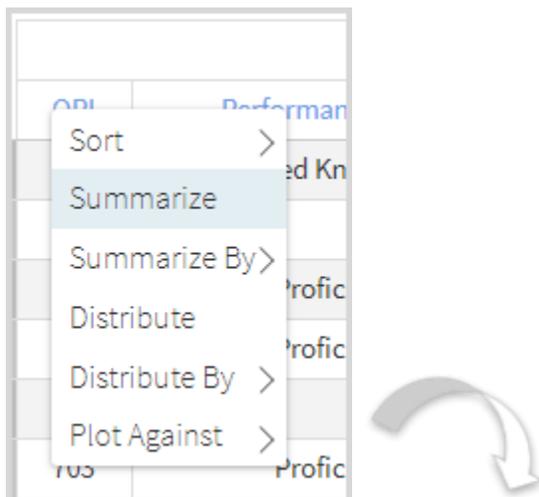
### 1) Summary Statistics:

Instantly see summary statistics, such as mean and standard deviation, by clicking on the Summary Statistics button or by selecting Summarize or Summarize By from the Roster Report View.



Population	Valid N	Mean	S.D.	Minimum	Maximum
10788	7505	739.2	74.1	400	990

From the Roster Report View, you can choose Summarize or Summarize By to navigate to the Analyze View for the selected variables.



Population	Valid N	Mean	S.D.	Minimum	Maximum
10788	7505	739.2	74.1	400	990

You can also view summary statistics by demographic subgroups, such as gender and ethnicity, by clicking on a demographic group in the Disaggregate tab, or from the Roster Report View by clicking on a demographic option under Summarize By.

The screenshot shows the 'Disaggregate' tab selected in the top navigation bar. Below it, a 'Subgroup' section contains several filter buttons: 'Ethnicity' (checked), 'Gender', 'Economically Disadvantaged', 'ELL', 'IEP', 'Migrant', 'ELL Proficient', 'Regular Education', 'Other Placement', '504', 'Foster', and 'Military'. An 'Update' button is at the bottom left. On the right, a dropdown menu is open under 'Summarize By', listing options: 'Performance Level', 'Standard Knowledge', 'Gender', 'Ethnicity' (highlighted), 'Economically Disadvantaged', 'ELL', 'IEP', '504', 'ELL Proficient', 'Regular Education', and 'Migrant'. A table with columns for 'Performance Level' and 'Standard Knowledge' is partially visible in the background.

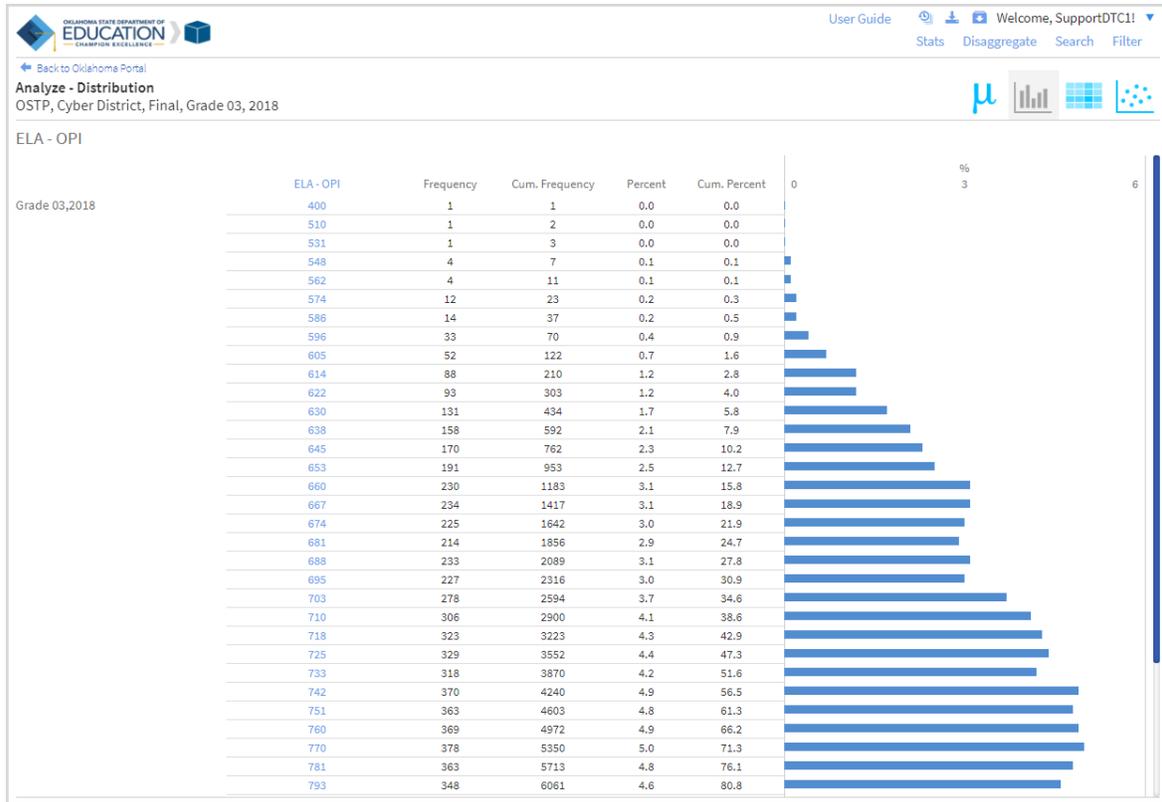
The screenshot shows the 'Analyze ELA - OPI' report view for 'OSTP, Cyber District, Final, Grade 03, 2018'. The table displays summary statistics for various ethnicities. The table has columns for Ethnicity, Population, Valid N, Mean, S.D., Minimum, and Maximum.

Ethnicity	Population	Valid N	Mean	S.D.	Minimum	Maximum
American Indian/Alaskan Native	368	265	742.7	73.7	531	990
Black/African American	2549	1803	718.3	68.4	510	990
Asian	174	111	781.0	85.8	614	990
Hispanic/Latino	4939	3374	733.5	67.6	548	990
White	1982	1409	772.4	81.2	548	990
Native Hawaiian/Other Pacific Islander	36	23	716.7	69.2	622	859
Two or more Races	740	520	749.4	75.7	400	990

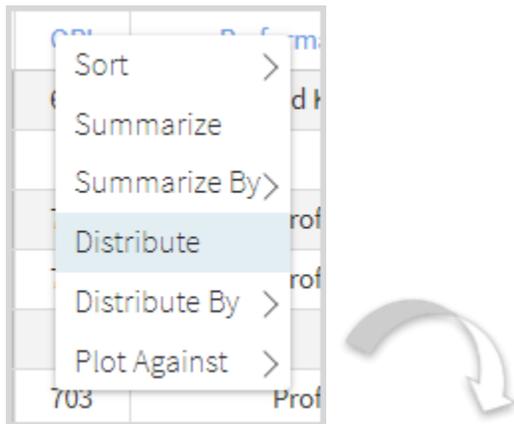
## 2) Frequency Distribution:

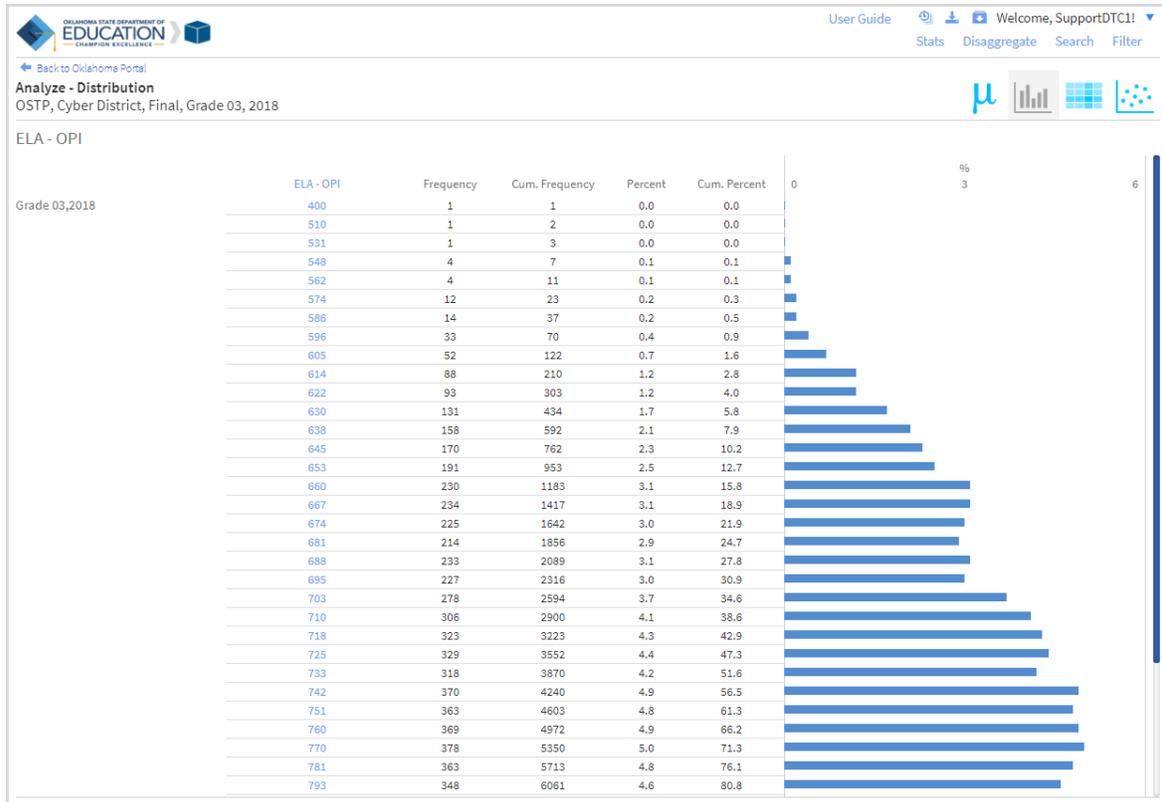
Generate a frequency distribution for a score or performance level by clicking on the Frequency Distribution button on the Analyze report view, or by clicking on a column header in the Roster Report View and selecting Distribute or Distribute By.





From the Roster Report View, choose Distribute or Distribute By to navigate to the Analyze View for the selected variables.

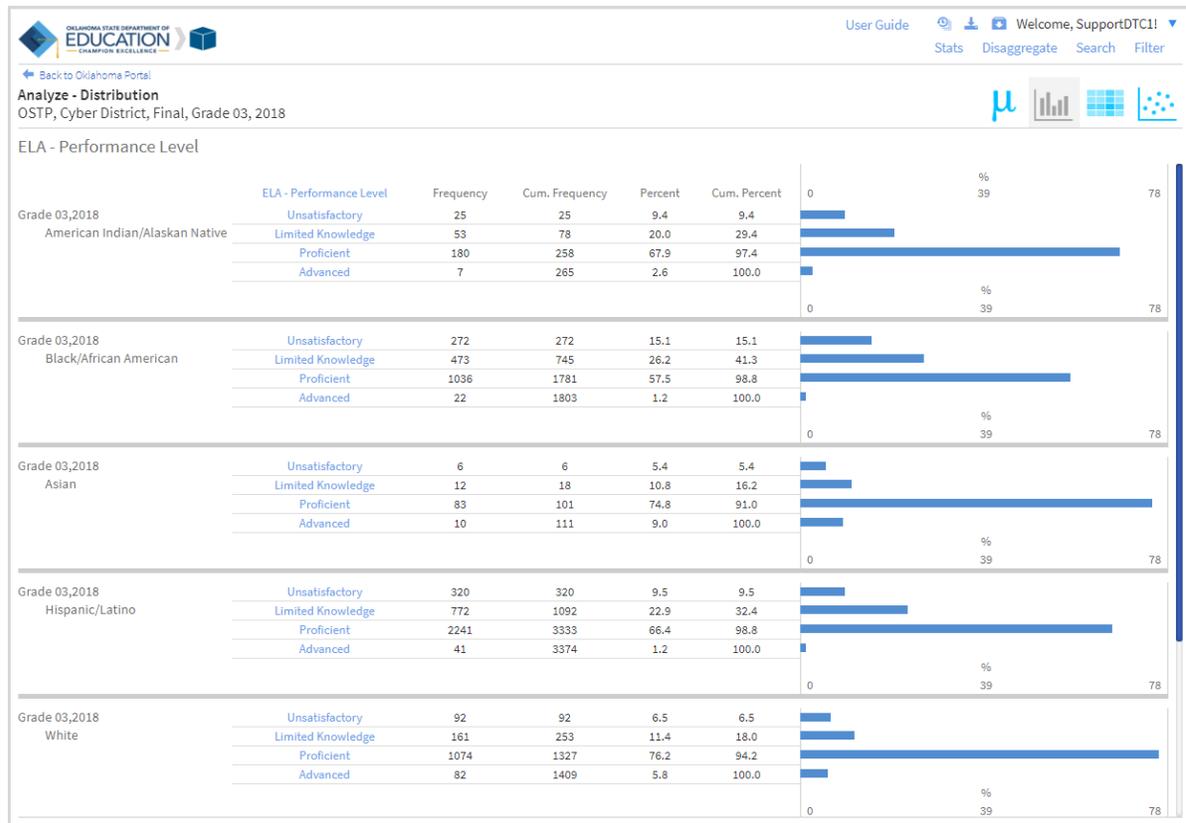




View a frequency distribution by demographic subgroups by clicking on a demographic group in the Disaggregate tab, or from the Roster Report View by clicking on a demographic option under Distribute By.

The screenshot shows the 'Disaggregate' tab selected in the top navigation bar. Below it, a 'Subgroup' section contains several buttons: 'Ethnicity' (checked), 'Gender', 'Economically Disadvantaged', 'ELL', 'IEP', 'Migrant', 'ELL Proficient', 'Regular Education', and 'Other Placement'. At the bottom of this section is an 'Update' button. To the right, a dropdown menu is open, showing options for 'Distribute By': 'Gender', 'Ethnicity' (highlighted), 'Economically Disadvantaged', 'ELL', 'IEP', '504', 'Foster', 'Military', 'Migrant', and 'Other Placement'. The background shows a table with columns for 'Performance Level' and 'Knowledge'.





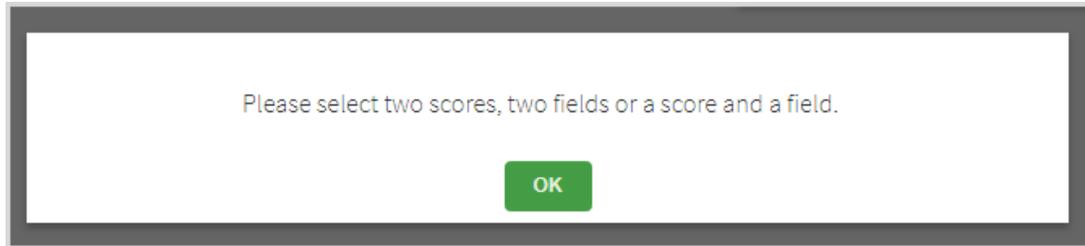
### 3) Cross-Tab:

Generate a Cross Tab report based on subject standards or demographics by selecting Cross-Tab button from the Analyze report view or by clicking Cross Tab and the desired variables from the Roster Report View. Clicking on any of the blue number links in the cross tab will display the corresponding roster of students.



Ethnicity	ELA - Performance Level				Total
	Unsatisfactory	Limited Knowledge	Proficient	Advanced	
American Indian/Alaskan Native	25	53	180	7	265
Black/African American	272	473	1036	22	1803
Asian	6	12	83	10	111
Hispanic/Latino	320	772	2241	41	3374
White	92	161	1074	82	1409
Native Hawaiian/Other Pacific Islander	4	6	13	0	23
Two or more Races	43	77	383	17	520
<b>Total</b>	<b>762</b>	<b>1554</b>	<b>5010</b>	<b>179</b>	<b>7505</b>

*Note:* If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score or field) in order to view a cross tab report.



From the Roster Report View, choose Cross-Tab and the desired score and/or demographic variables for which to view a cross tab report:

The screenshot shows the 'Analyze ELA - Performance Level by Ethnicity' report. A 'Cross-Tab' menu is open, showing options for 'Demographics' (Gender, Ethnicity, Economically Disadvantaged, ELL, IEP) and 'Subjects' (Regular Education, Migrant). The report table below shows performance levels by ethnicity.

Ethnicity	ELA - Performance Level				Total
	Unsatisfactory	Limited Knowledge	Proficient	Advanced	
American Indian/Alaskan Native	25	53	180	7	265
Black/African American	272	473	1036	22	1803
Asian	6	12	83	10	111
Hispanic/Latino	320	772	2241	41	3374
White	92	161	1074	82	1409
Native Hawaiian/Other Pacific Islander	4	6	13	0	23
Two or more Races	43	77	383	17	520
<b>Total</b>	<b>762</b>	<b>1554</b>	<b>5010</b>	<b>179</b>	<b>7505</b>

Adjust the variables displayed on the Cross-Tab report by choosing from the drop-down menu.

**Analyze ELA - Performance Level by Ethnicity**  
 OSTP, Cyber District, Final, Grade 03, 2018

Percent of Total ▲

Number Tested

Percent of Total

Percent of Ethnicity Total

Percent of ELA - Performance Level Total



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User Guide Welcome, SupportDTC1! ▾

Stats Fields Search Filter

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**Analyze ELA - Performance Level by Ethnicity**  
 OSTP, Cyber District, Final, Grade 03, 2018

Percent of Total ▾

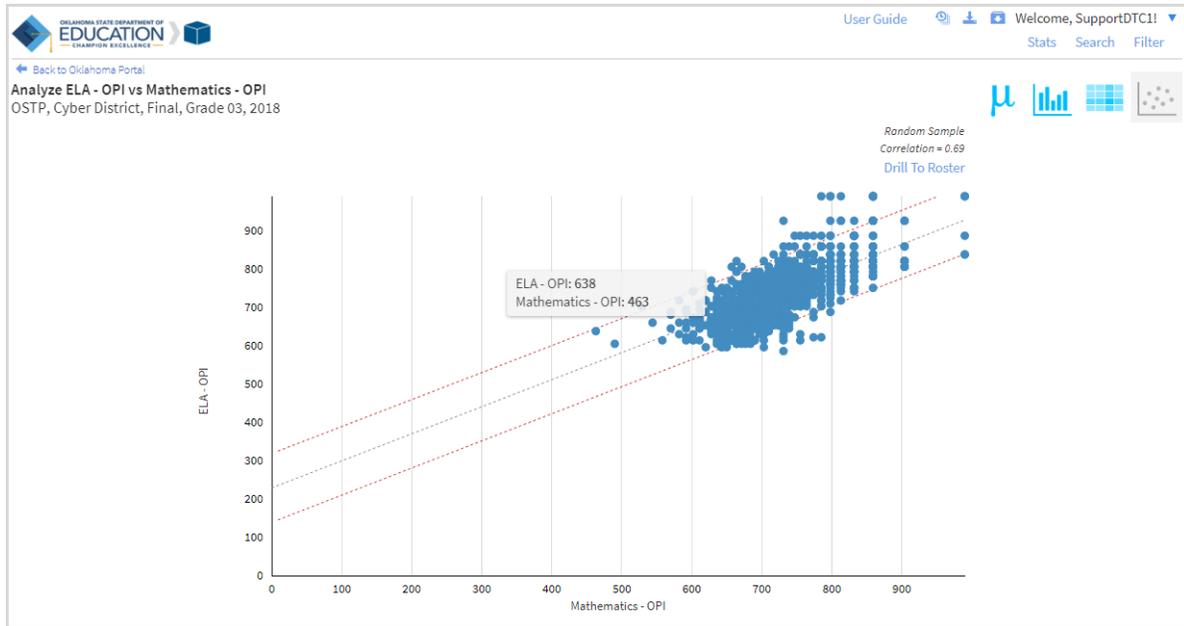
Ethnicity	ELA - Performance Level				Total
	Unsatisfactory	Limited Knowledge	Proficient	Advanced	
American Indian/Alaskan Native	0.3	0.7	2.4	0.1	3.5
Black/African American	3.6	6.3	13.8	0.3	24.0
Asian	0.1	0.2	1.1	0.1	1.5
Hispanic/Latino	4.3	10.3	29.9	0.5	45.0
White	1.2	2.1	14.3	1.1	18.8
Native Hawaiian/Other Pacific Islander	0.1	0.1	0.2	0.0	0.3
Two or more Races	0.6	1.0	5.1	0.2	6.9
Total	10.2	20.7	66.8	2.4	100.0

You can also change cross-tab selections in the Stats and/or Fields tabs. Filter the results shown on the Cross-Tab report using the Filter tab. *Note:* You can make selections among various tabs before clicking Update to refresh the report view with new selections.

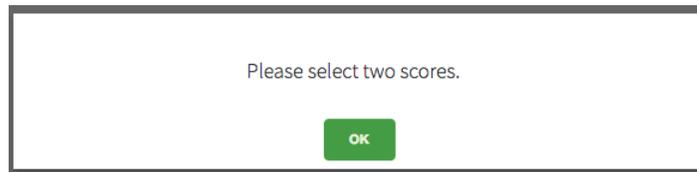
#### 4) Scatter Plot:

Generate a Scatter Plot report based on available scores by selecting the Scatter Plot button from the Analyze report view, or by clicking Scatter Plot and the desired variables from the Roster Report View. Clicking on any of the blue number links in the cross tab will display the corresponding roster of students.

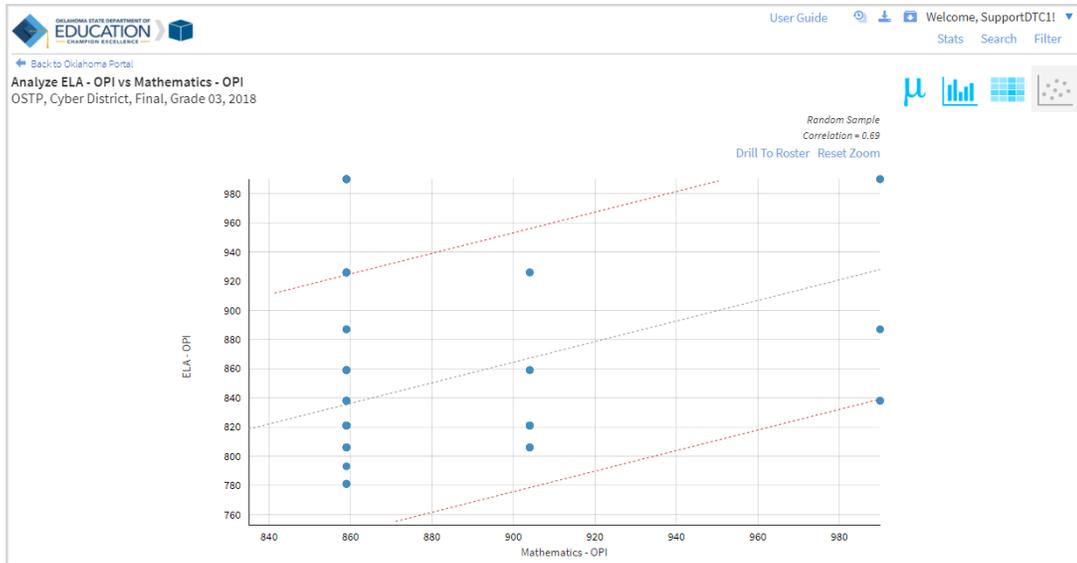




*Note:* If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score) in order to view a cross tab report.



You may zoom in on sections of the scatter plot by clicking and dragging to draw a box around the section of the graph you wish to zoom in on.



You may click on any bubble in the scatter plot to drill to an individual report view for that student. You may also click Drill to Roster to drill to a roster report view for the students shown in the current scatter plot view.

You can also change scatter plot selection in the Stats tab and search the results shown on the scatter plot report using the Search tab. *Note:* You can make selections among various tabs before clicking Update to refresh the report view with new selections.

# Working with Summary Reports

There are three summary reports available for OSTP Early and Final reporting windows.

1. **Group Summary: Performance Levels** provides school, district, and state group performance data in a table or graphical format and allows customization using various summary statistics. (e.g. number of students tested, mean OPI, etc.)

[Back to Oklahoma Portal](#)  
**Group Summary: Performance Levels**  
 OSTP, Final, Grade 03

Group	Administration	Total N	Valid N	Mean OPI	% in Each Performance Level				At or Above Proficient	Below Proficient	RSA Status		
					Unsatisfactory	Limited Knowledge	Proficient	Advanced			Does Not Meet	Meets	Valid N
					%	%	%	%	%	%	%	%	%
State	2017	52768	52431	291	30	32	31	8	39	61	21	79	52431
State	2018	53084	52712	779	4	10	79	6	85	15	9	91	52712
Cyber District	2017	7267	7160	274	54	27	16	3	19	81	41	59	7160
Cyber District	2018	7612	7499	739	10	21	67	2	69	31	20	80	7499
Cyber Elem A	2017	3263	3215	274	54	28	15	3	18	82	41	59	3215
Cyber Elem A	2018	3434	3385	735	11	22	66	2	68	32	20	80	3385
Cyber Elem B	2017	4004	3945	274	54	26	16	3	19	81	42	58	3945
Cyber Elem B	2018	4178	4114	742	10	20	68	3	71	29	20	80	4114

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2. **Group Summary: Performance Levels – All Selections** provides the same data as the Group Summary: Performance Levels report but shows all scores and disaggregate variables by default.

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**Group Summary PL: All Selections**  
 OSTP, Final, Grade 03

Group	Administration	Total N	Valid N	Mean OPI	% in Each Performance Level								At or Above Proficient		Below Proficient		RSA Sta		
					Unsatisfactory		Limited Knowledge		Proficient		Advanced		N	%	N	%	Does Not Meet		
					N	%	N	%	N	%	N	%					N	%	
State	2017	52768	52431	291	15529	30	16672	32	16249	31	3981	8	20230	39	32201	61	10957	21	4
American Indian/Alaskan Native	2017	6804	6787	290	1994	29	2362	35	2015	30	416	6	2431	36	4356	64	1398	21	5
Black/African American	2017	4608	4583	276	2306	50	1381	30	776	17	120	3	896	20	3687	80	1691	37	7
Asian	2017	979	949	301	182	19	265	28	364	38	138	15	502	53	447	47	126	13	2
Hispanic/Latino	2017	9750	9611	280	4169	43	3106	32	2009	21	327	3	2336	24	7275	76	3022	31	6
White	2017	25053	24954	297	5335	21	7746	31	9295	37	2578	10	11873	48	13081	52	3653	15	2
Native Hawaiian/Other Pacific Islander	2017	183	175	279	85	49	51	29	35	20	4	2	39	22	136	78	60	34	1
Two or more Races	2017	5391	5372	292	1458	27	1761	33	1755	33	398	7	2153	40	3219	60	1007	19	4
Female	2017	25846	25686	294	6640	26	8203	32	8532	33	2311	9	10843	42	14843	58	4483	17	2
Male	2017	26913	26737	288	8886	33	8467	32	7714	29	1670	6	9384	35	17353	65	6471	24	2
Not Indicated	2017	9	8	285	3	38	2	25	3	38	0	0	3	38	5	63	3	38	1
Economically Disadvantaged	2017	34000	33783	284	12419	37	11265	33	8646	26	1453	4	10099	30	23684	70	8885	26	2
Not Economically Disadvantaged	2017	Disaggregate By >		302	3110	17	5407	29	7603	41	2528	14	10131	54	8517	46	2072	11	1
ELL	2017	6120	5949	271	3375	57	1826	31	694	12	54	1	748	13	5201	87	2534	43	5
Not ELL	2017	46648	46482	293	12154	26	14846	32	15555	33	3927	8	19482	42	27000	58	8423	18	3
IEP	2017	9353	9286	267	5777	62	2071	22	1216	13	222	2	1438	15	7848	85	4815	52	4
Not IEP	2017	43415	43145	296	9752	23	14601	34	15033	35	3759	9	18792	44	24353	56	6142	14	3
Migrant	2017	33	31	290	9	29	11	35	10	32	1	3	11	35	20	65	4	13	1
Not Migrant	2017	52735	52400	291	15520	30	16661	32	16239	31	3980	8	20219	39	32181	61	10953	21	4

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### 3. Summary Counts of Total Tested provides a summary report of test results for one or more buildings.

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**Summary Counts of Total Tested**  
 OSTP, Final, Grade 03, 2018

Group	Administration	ELA	Mathematics
Cyber Elem A	2018	3434	3424
Paper/Pencil	2018	3434	3424
Other Placement	2018	2	2
Not Other Placement	2018	3432	3422
Total Tested	2018	3387	3419
ELL 1st Year Exempt	2018	37	
Absent	2018	2	2
Did Not Attempt	2018	4	3
Invalidated	2018	4	
Cyber Elem B	2018	4178	4170
Paper/Pencil	2018	4178	4170
Other Placement	2018	4	5
Not Other Placement	2018	4174	4165
Total Tested	2018	4118	4163
ELL 1st Year Exempt	2018	45	
Absent	2018	3	4
Did Not Attempt	2018	5	1
Invalidated	2018	7	2

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## Generate a Group Summary Report

From the Reporting home page:

The screenshot shows the reporting interface with the following elements:

- Program:** OSTP (selected)
- Report:** Group Summary: Performance Levels (selected)
- Admin:** 2018 and 2017 (selected)
- Grade:** Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08 (Grade 03 selected)
- Release:** Early and Final (Early selected)
- Organization:** 3 selected (clear)
  - Search within State
  - State (expanded)
  - Cyber District (selected)
  - Cyber Elem A (selected)
  - Cyber Elem B (selected)
- Get Report** button (labeled 7)

1. Select the desired program from the Program drop-down menu.
2. Select **Group Summary: Performance Levels** from the Report drop-down menu.
3. Select the administration from the Admin section.
4. Select a Grade.
5. Select an available time frame for the report from the Release section:
  - **Early**
  - **Final**
6. Use the Organization menu to choose the State, District, or School. Use  to expand the menu options below state and districts.
  - a. Once you have selected State, District, and/or Schools, a count of the selected organizations will display above the selection menu. Click on the blue “selected” link to view a list of the organizations you have chosen, click on “clear” to reset your selected organizations.
  - b. Select  to choose all districts or schools in a group.
7. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The selected parameters appear at the top of the page.

Group Summary: Performance Levels  
OSTP, Final, Grade 03

		ELA													
		Reading/Writing Process				Critical Reading/Writing				Vocabulary					
Group	Administration	Valid N	Below Standard	At/Near Standard	Above Standard	Valid N	Below Standard	At/Near Standard	Above Standard	Valid N	Below Standard	At/Near Standard	Above Standard	Valid N	
			%	%	%		%	%	%		%	%	%		
State	2017	52431	45	28	27	52431	39	45	17	52431	35	42	22	52431	
State	2018	52712	1	27	72	37983	1	12	87	52712	1	14	86	52712	
Cyber District	2017	7160	66	20	14	7160	60	32	8	7160	58	31	10	7160	
Cyber District	2018	7499	2	46	52	5404	3	21	76	7499	1	27	72	7499	
Cyber Elem A	2017	3215	67	20	14	3215	60	32	8	3215	59	31	10	3215	
Cyber Elem A	2018	3385	2	47	52	2102	3	23	74	3385	1	27	72	3385	
Cyber Elem B	2017	3945	66	20	14	3945	60	33	8	3945	58	31	11	3945	
Cyber Elem B	2018	4114	2	45	53	3302	3	20	77	4114	1	27	72	4114	

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**Note:** The Valid N value indicates the number of students who match the parameters of the report.

**Tip:** To see the list of scoring and exclusion codes, click  in the bottom-left corner of the page.

## Viewing Options

Select one of the available buttons to change to a chart or transpose view of your selected data options. (*Note:* Report Table is the default view shown above).



### Report Chart View

Select the Report Chart button to view a graphical representation of the selected data:





**Transpose View**



[User Guide](#) | [Organization](#) | [Stats](#) | [Filter](#) | [Disaggregate](#) | [Other](#)

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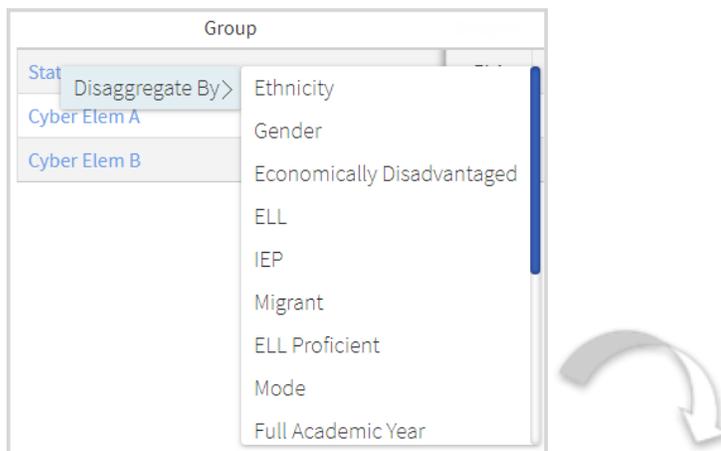
**Group Summary: Performance Levels**  
 OSTP, Final, Grade 03

Group	Subject	Administration	Valid N	% in Each Performance Level			
				Unsatisfactory	Limited Knowledge	Proficient	Advanced
				%	%	%	%
State	ELA	2017	52431	30	32	31	8
Female	ELA	2017	25686	26	32	33	9
Male	ELA	2017	26737	33	32	29	6
Not Indicated	ELA	2017	8	38	25	38	0
State	ELA	2018	52712	4	10	79	6
Female	ELA	2018	25775	3	9	81	7
Male	ELA	2018	26937	5	12	78	5
State	Mathematics	2017	52537	21	35	27	17
Female	Mathematics	2017	25745	22	36	27	16
Male	Mathematics	2017	26781	20	35	28	18
Not Indicated	Mathematics	2017	11	27	64	9	0
State	Mathematics	2018	52858	2	16	46	35
Female	Mathematics	2018	25854	2	17	48	33
Male	Mathematics	2018	27003	3	16	45	37
Not Indicated	Mathematics	2018	1	100	0	0	0
Cyber Elem A	ELA	2017	3215	54	28	15	3
Female	ELA	2017	1552	50	29	17	4
Male	ELA	2017	1663	58	27	14	2
Cyber Elem A	ELA	2018	3385	11	22	66	2
Female	ELA	2018	1642	8	20	69	2
Male	ELA	2018	1743	13	23	62	2

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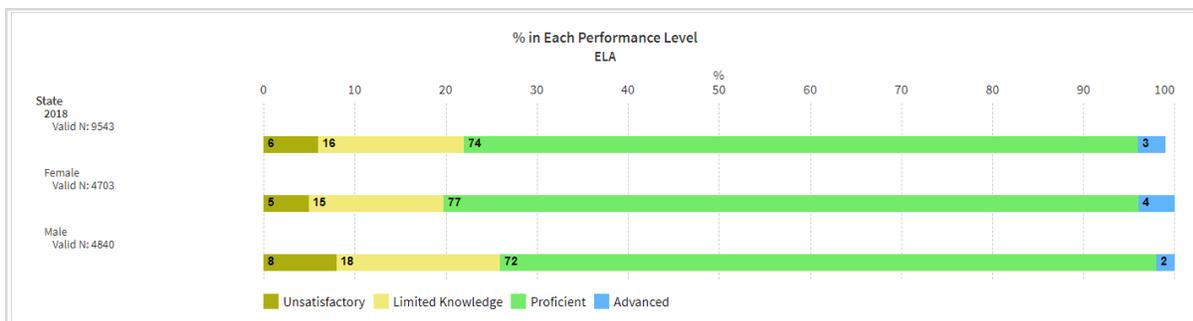
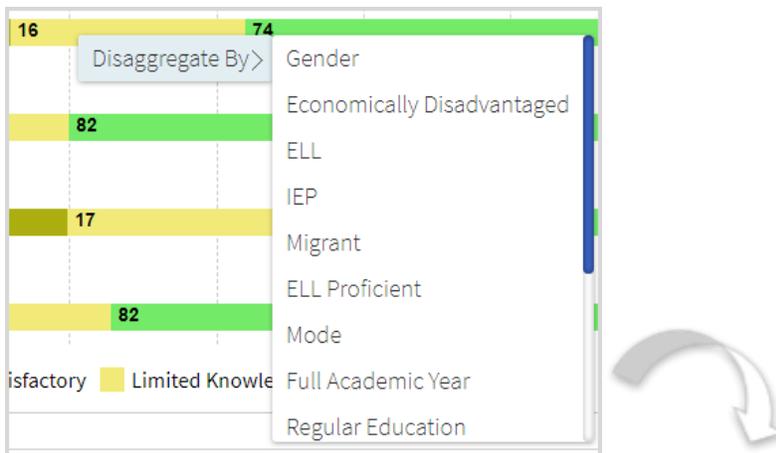
## General Functionality

- Clicking on a group's name will allow you to disaggregate the group or drill to a roster report.
  - Disaggregate By: This functionality allows you to disaggregate a specific group by different demographic variables.

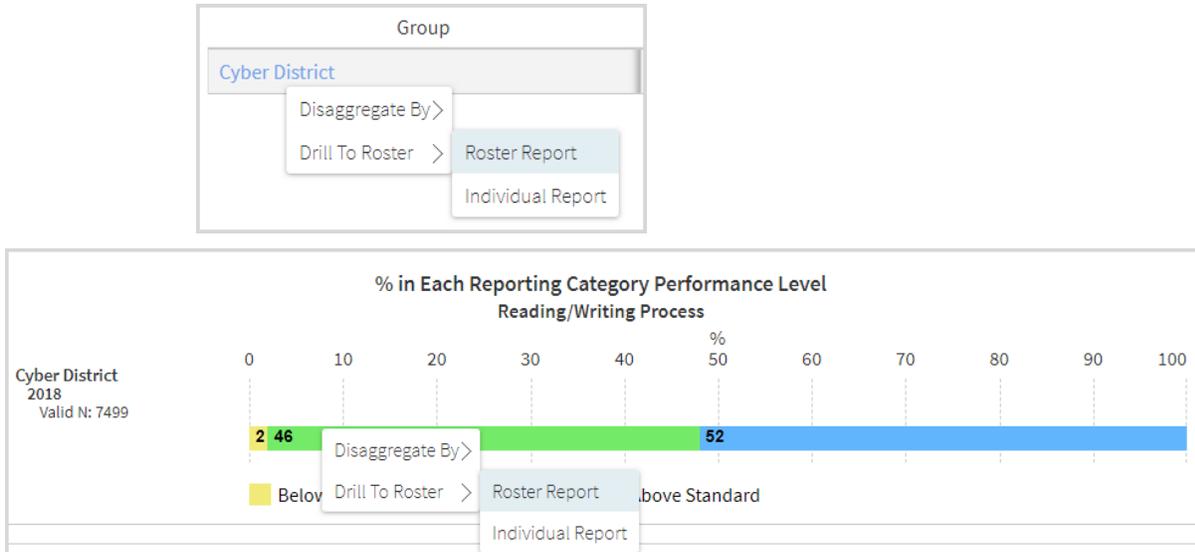


Group	Subject	Administration	Total N	Valid N	Mean OPI	% in Each Performance Level				At or Above Proficient	Below Proficient	RSA Status	
						Unsatisfactory	Limited Knowledge	Proficient	Advanced			Does Not Meet	Meets
						%	%	%	%	%	%	%	%
State	ELA	2018	53084	52712	779	4	10	79	6	85	15	9	91
American Indian/Alaskan Native	ELA	2018	6925	6894	777	4	10	82	5	86	14	8	92
Black/African American	ELA	2018	4846	4820	743	10	19	68	3	71	29	19	81
Asian	ELA	2018	992	944	810	3	6	77	14	91	9	5	95
Hispanic/Latino	ELA	2018	9700	9543	755	6	16	74	3	77	23	14	86
White	ELA	2018	25351	25267	794	3	7	82	8	90	10	6	94
Native Hawaiian/Other Pacific Islander	ELA	2018	192	187	751	10	17	70	4	74	26	18	82
Two or more Races	ELA	2018	5078	5057	782	4	9	82	6	88	12	8	92

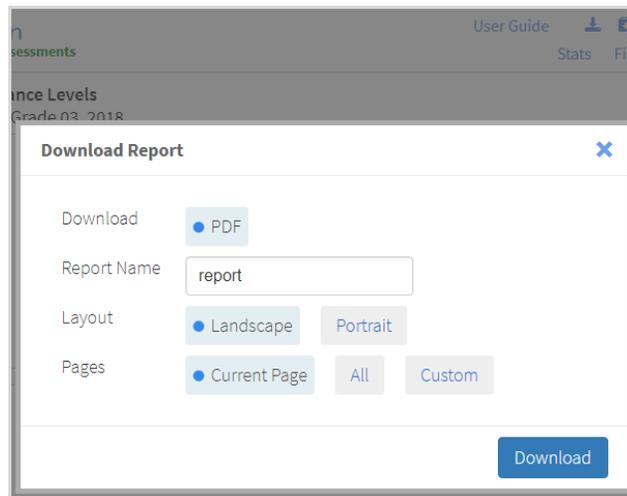
- From the Chart view, clicking on the bar(s) will reveal the option to Disaggregate By:



- Drill to Roster: Clicking on a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster report or set of Individual Reports for that group/test/content area combination.



- Download: Clicking on the  button allows you to download the Summary Report as a PDF or CSV file.



- Sort: Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

Total N	Valid N	Mean OPI
52133		
53084	52,12	112

A context menu is open over the table with options: Sort, Sort Ascending, and Sort Descending.

- Footnotes: Clicking the button will display footnotes regarding the Group Summary data. Click again to hide the footnotes.

[User Guide](#) | [Organization](#) | [Stats](#) | [Filter](#) | [Disaggregate](#) | [Other](#)

[Back to Oklahoma Portal](#)  
**Group Summary: Performance Levels**  
 OSTP, Final, Grade 03

Group	Administration	ELA						Mathematics					
		Valid N	% in Each Performance Level				Valid N	% in Each Performance Level					
			Unsatisfactory %	Limited Knowledge %	Proficient %	Advanced %		Unsatisfactory %	Limited Knowledge %	Proficient %	Advanced %		
State	2017	52431	30	32	31	8	52537	21	35	27	17		
Female	2017	25686	26	32	33	9	25745	22	36	27	16		
Male	2017	26737	33	32	29	6	26781	20	35	28	18		
Not Indicated	2017	8	38	25	38	0	11	27	64	9	0		
State	2018	52712	4	10	79	6	52858	2	16	46	35		
Female	2018	25775	3	9	81	7	25854	2	17	48	33		
Male	2018	26937	5	12	78	5	27003	3	16	45	37		
Not Indicated	2018						1	100	0	0	0		
Cyber Elem A	2017	3215	54	28	15	3	3229	45	35	15	6		
Female	2017	1552	50	29	17	4	1561	47	33	14	5		
Male	2017	1663	58	27	14	2	1668	43	36	15	7		
Cyber Elem A	2018	3385	11	22	66	2	3417	7	34	44	14		
Female	2018	1642	8	20	69	2	1659	7	36	43	14		

This report does not include students who are Other Placement.

OPI: The Oklahoma Performance Index is a scale score that places a student into one of four performance levels.

Regular Education: Includes all students except Special Education (IEP) and English Language Learners (ELL).

Meets Criteria = The student meets the RSA Criteria based upon ELA Standard 2.0 and ELA Standard 4.0.

Does Not Meet Criteria = The student does not meet the RSA Criteria based upon ELA Standard 2.0 and ELA Standard 4.0.

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## Using the Customization Tabs

The tabs near the top of the page allow for quick modifications and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

## Stats

This tab can be used to select stats or scores to view on the report. Select checkboxes to choose a specific stat or score. To view all stats, click the Select All link, to clear click Reset. Click Update to view the selections in the report.

User Guide [↓](#) Welcome, SupportDTC1! [▼](#)

Stats Filter Disaggregate Other

Subjects [Select All / Reset](#)

	Total N	Valid N	Mean OPI	% in Each Performance Level	% At or Above Proficient	% Below Proficient	RSA Status
ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

ELA Reporting Categories [Select All / Reset](#)

	% in Each Valid N	% in Each Performance Level
Reading/Writing Process	<input type="checkbox"/>	<input type="checkbox"/>
Critical Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>
Vocabulary	<input type="checkbox"/>	<input type="checkbox"/>
Language	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>

Mathematics Reporting Categories [Select All / Reset](#)

[Update](#)

*Note:* The options on the Stats tab adjust based on the report view. For example, when viewing the Chart View, you will have the options to adjust the stats graphed as well as the graph type.

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Stats Filter Disaggregate Other

% in Each Performance Level

Subjects [Select All / Reset](#)

ELA  Mathematics

Chart Type

basic  centered

% At or Above Proficient

% Below Proficient

RSA Status

% in Each Reporting Category Performance Level

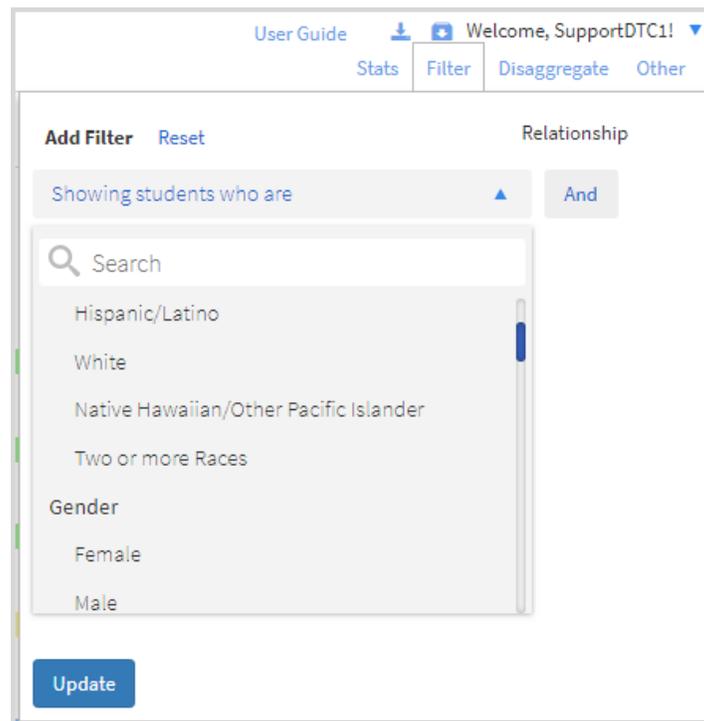
[Update](#)

## Filter

Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all selected characteristics, whereas “or” will show students who fall under any one or more of the selected characteristics.

For example, to view students who are either Hispanic or female, select Female and Hispanic/Latino. Then, click the “and” link, which is selected by default, to change to “or” and click Update.

Selections display as boxes below “Showing student who are”. Click on the box displayed to remove the selection.



## Disaggregate

Use this tab to disaggregate the report by different subgroups.

User Guide Welcome, SupportDTC1!

Stats Filter Disaggregate Other

Subgroup Select All / Reset

Ethnicity  Gender Economically Disadvantaged ELL IEP

Migrant ELL Proficient Mode Full Academic Year

Regular Education 504 ELL Accommodations

IEP Accommodations 504 Accommodations Class Foster

Military

**Update**



Oklahoma State Department of Education CHAMPION EXCELLENCE

Back to Oklahoma Portal

Group Summary: Performance Levels  
OSTP, Final, Grade 03

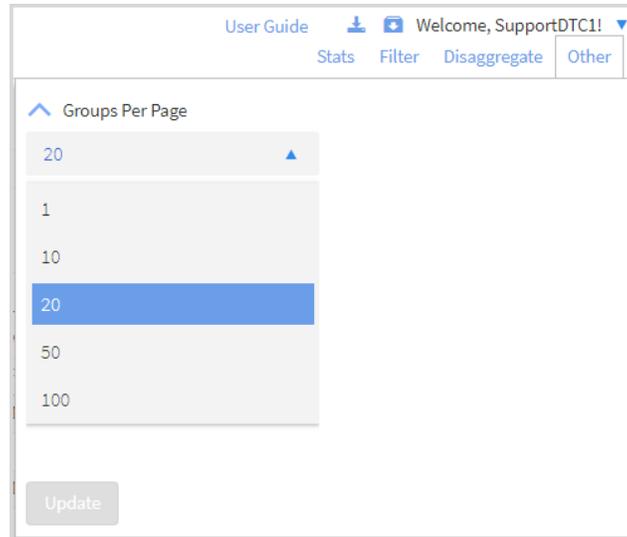
User Guide Welcome, SupportDTC1!

Organization Stats Filter Disaggregate Other

Group	Administration	ELA				Mathematics					
		Valid N	% in Each Performance Level				Valid N	% in Each Performance Level			
			Unsatisfactory	Limited Knowledge	Proficient	Advanced		Unsatisfactory	Limited Knowledge	Proficient	Advanced
State	2017	52431	30	32	31	8	52537	21	35	27	17
Female	2017	25686	26	32	33	9	25745	22	36	27	16
Male	2017	26737	33	32	29	6	26781	20	35	28	18
Not Indicated	2017	8	38	25	38	0	11	27	64	9	0

### Other

Use this tab to specify the number of groups shown per page (e.g., selecting 20 means that 20 organizations such as regions, districts, and schools, will display on a single page, including any rows for subgroups within those organizations).



## Analysis Features

Access analysis options by clicking on any blue text within column headers.

### Show N Count for Percentages

To view how many students scored in each performance level under a particular subject, ensure that % in Each Performance Level is shown on the report. Click the % Column header and select Show N Count.

Unsatisfactory	Limited Knowledge	Proficient	Advanced
%	%	%	%
4	1	6	6
10	2	2	2

Sort >  
 Show N Count  
 Graph

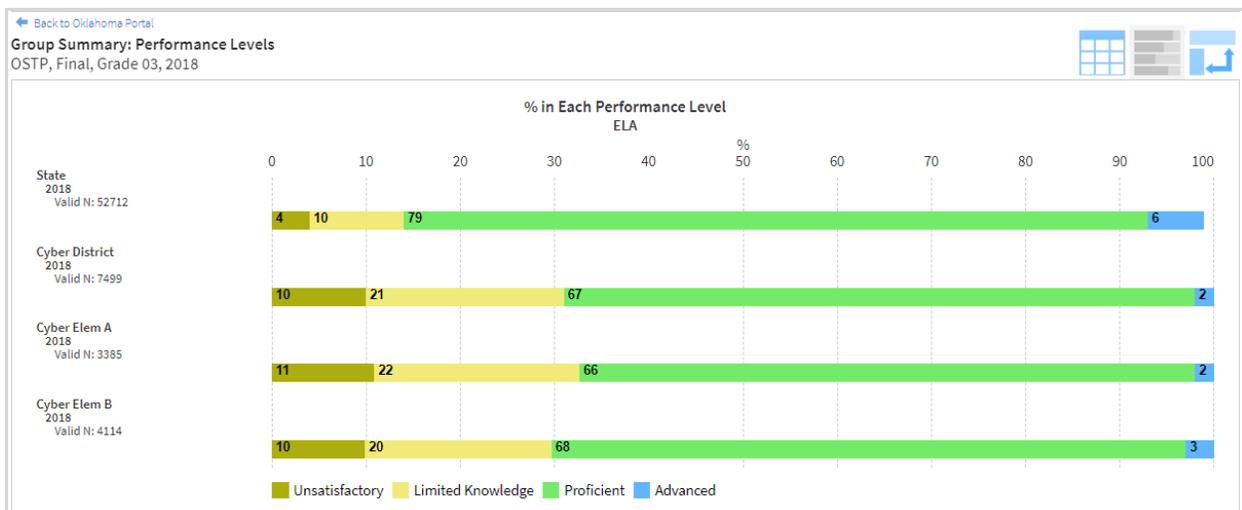
Unsatisfactory		Limited Knowledge		Proficient		Advanced	
N	%	N	%	N	%	N	%
2305	4	5470	10	41706	79	3231	6
757	10	1554	21	5009	67	179	2
364	11	734	22	2218	66	69	2
393	10	820	20	2791	68	110	3

### Graph

View a graph by clicking on the header of a score column of interest, then on Graph. This will display the chart view, allowing further analysis and customization as desired.

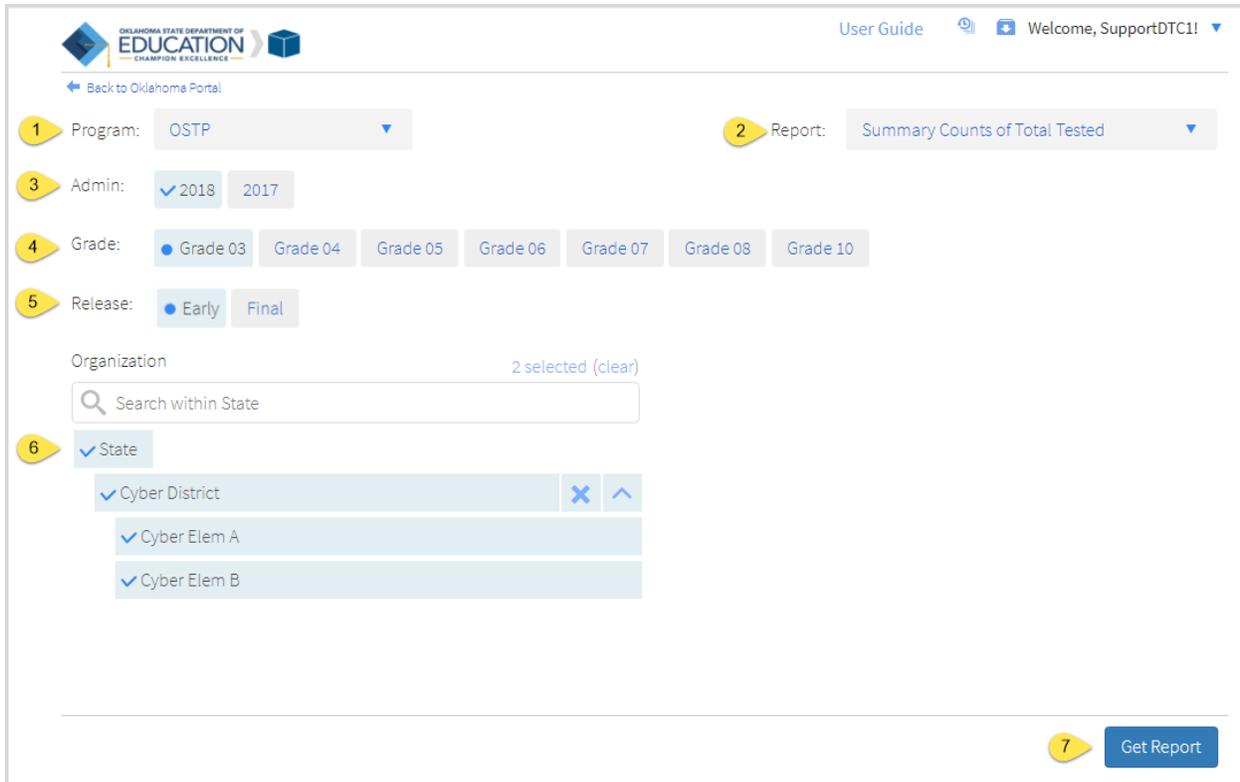
N	%	N	%	N	%	N	%
2305	4	5470	10	41706	79	3231	6
757	10	1554	21	5009	67	179	2
364	11	734	22	2218	66	69	2
393	10	820	20	2791	68	110	3

Sort >  
 Hide N Count  
**Graph**



## Generate a Summary Counts of Total Tested Report

From the Reporting home page:



The screenshot shows the reporting interface with the following elements:

- Program:** OSTP (selected)
- Report:** Summary Counts of Total Tested (selected)
- Admin:** 2018 (selected), 2017
- Grade:** Grade 03 (selected), Grade 04, Grade 05, Grade 06, Grade 07, Grade 08, Grade 10
- Release:** Early (selected), Final
- Organization:** 2 selected (clear), Search within State
- State:** State (selected), Cyber District, Cyber Elem A, Cyber Elem B
- Get Report:** Button (7)

1. Select the desired program from the Program drop-down menu.
2. Select **Summary Counts of Total Tested** from the Report drop-down menu.
3. Select the administration from the Admin section
4. Select a Grade
5. Select an available time frame for the report from the Release section:
  - **Early**
  - **Final**
6. Use the Organization menu to choose the State, District, or School. Use  to expand the menu options below state and districts.
  - a. Once you have selected State, District and/or Schools, a count of the selected organizations will display above the selection menu, Click on the blue “selected” link to view a list of the organizations you have chosen, click on “clear” to reset your selected organizations.
  - b. Select  to choose all districts or schools in a group.
7. Click **Get Report** to generate a report with the default selections. Reports can be customized on the next page.

The Report page displays the report data. The disaggregate variables “Mode”, “Other Placement”, and “Condition Code” now display on the report by default.

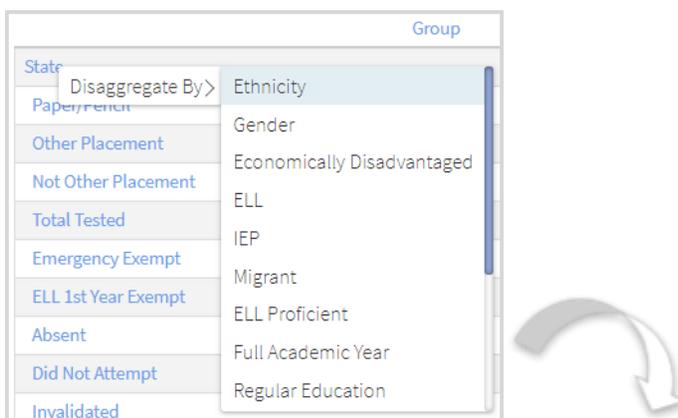
[Back to Oklahoma Portal](#)  
**Summary Counts of Total Tested**  
 OSTP, Final, Grade 03, 2018

Group	Administration	ELA	Mathematics
Cyber Elem A	2018	3434	3424
Paper/Pencil	2018	3434	3424
Other Placement	2018	2	2
Not Other Placement	2018	3432	3422
Total Tested	2018	3387	3419
ELL 1st Year Exempt	2018	37	
Absent	2018	2	2
Did Not Attempt	2018	4	3
Invalidated	2018	4	
Cyber Elem B	2018	4178	4170
Paper/Pencil	2018	4178	4170
Other Placement	2018	4	5
Not Other Placement	2018	4174	4165
Total Tested	2018	4118	4163
ELL 1st Year Exempt	2018	45	
Absent	2018	3	4
Did Not Attempt	2018	5	1
Invalidated	2018	7	2

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## General Functionality

- Clicking on a group’s name will allow you to disaggregate the group.
  - Disaggregate By: This functionality allows you to disaggregate a specific group by different demographic variables.



[← Back to Oklahoma Portal](#)  
**Summary Counts of Total Tested**  
 OSTP, State, Final, Grade 03, 2018

Group	Administration	ELA	Mathematics
State	2018	53084	53006
American Indian/Alaskan Native	2018	6925	6914
Black/African American	2018	4846	4828
Asian	2018	992	992
Hispanic/Latino	2018	9700	9687
White	2018	25351	25322
Native Hawaiian/Other Pacific Islander	2018	192	191
Two or more Races	2018	5078	5072

- Download: Clicking on the  button allows you to download the Summary Report as a PDF or CSV file.

**Download Report** ✕

---

Download  PDF  CSV

Report Name

Layout  Landscape  Portrait

Pages  Current Page  All  Custom

[Download](#)

- Sort: Columns can be sorted into ascending or descending order by clicking on the column header and selecting Sort.

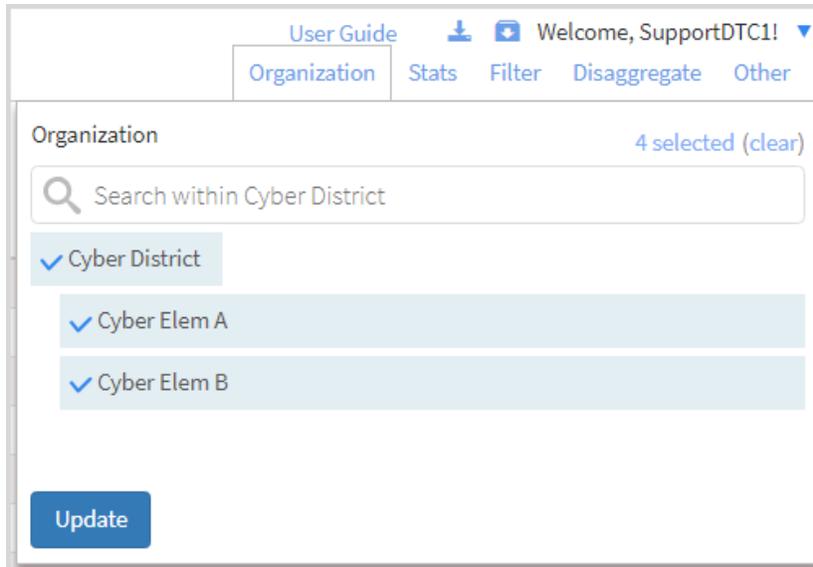
El	Sort >	Sort Ascending	Sort Descending	tics
53084				
6925				6914

## Using the Customization Tabs

The tabs near the top of the page allow for quick modifications and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

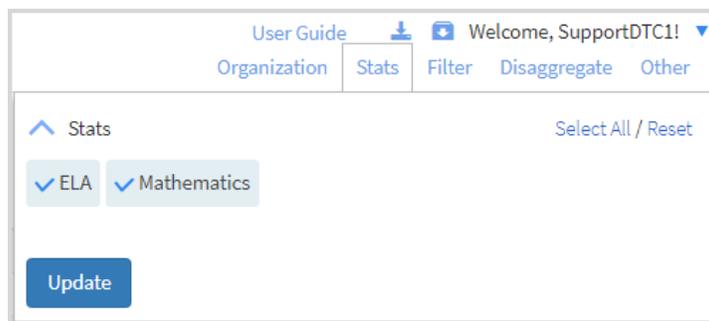
## Organization

The Organization tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click Update to refresh the report.



## Stats

This tab can be used to select stats or scores to view on the report. Select checkboxes to choose ELA or Math. To view both, select each individually or click the Select All link, to clear click Reset. Click Update to view the selections in the report.

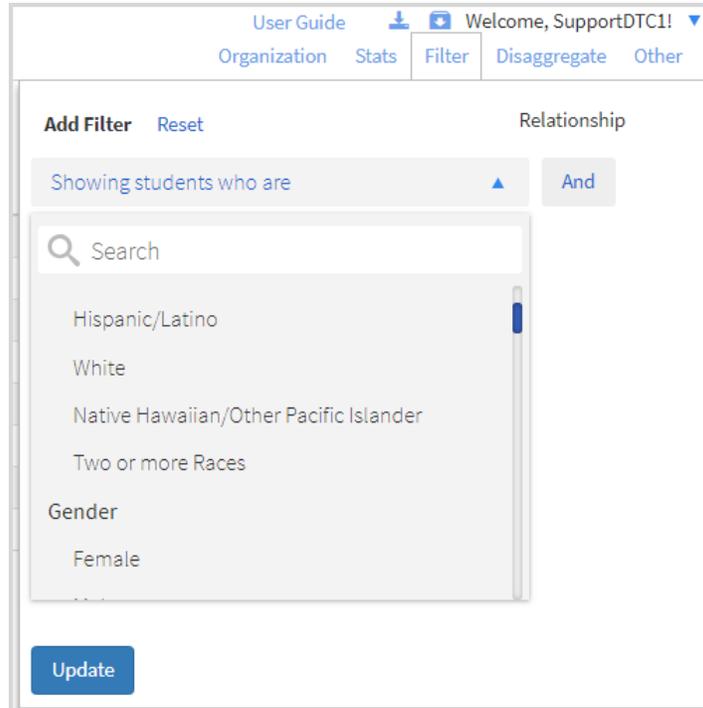


## Filter

Use this tab to include or exclude students based on demographic characteristics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, simply click on another demographic variable. Click on the word “and” or “or” to specify the logical relationship between the subgroups selected. “And” will only show students who fall under all selected characteristics, whereas “or” will show students who fall under any one or more of the selected characteristics.

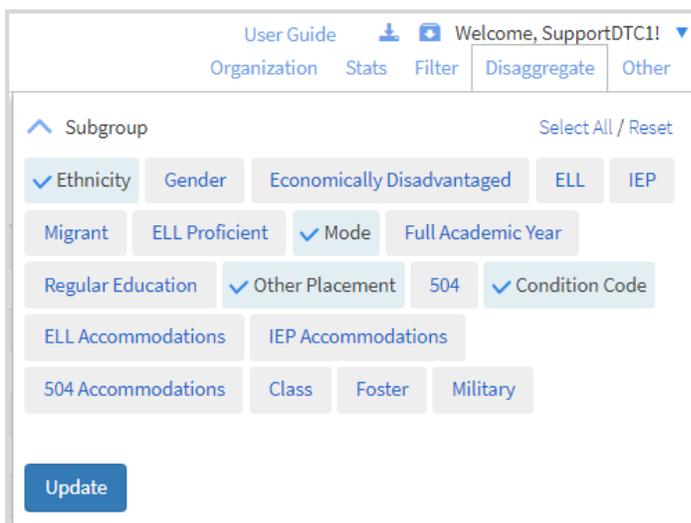
For example, to view students who are either Hispanic or female, select Female and Hispanic/Latino. Then, click the “and” link, which is automatically selected, to change to “or” and click Update.

Selections display as boxes next to “Showing student who are”. Click on the box displayed to remove the selection.



### Disaggregate

Use this tab to disaggregate the report by different subgroups.



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User Guide Welcome, SupportDTC1!

Organization Stats Filter Disaggregate Other

[Back to Oklahoma Portal](#)  
**Summary Counts of Total Tested**  
 OSTP, State, Final, Grade 03, 2018

Group	Administration	ELA	Mathematics
State	2018	53084	53006
American Indian/Alaskan Native	2018	6925	6914
Black/African American	2018	4846	4828
Asian	2018	992	992
Hispanic/Latino	2018	9700	9687
White	2018	25351	25322
Native Hawaiian/Other Pacific Islander	2018	192	191
Two or more Races	2018	5078	5072
Paper/Pencil	2018	53084	53006
Other Placement	2018	13	13
Not Other Placement	2018	53071	52993
Total Tested	2018	52716	52862
Emergency Exempt	2018	5	8
ELL 1st Year Exempt	2018	186	
Absent	2018	36	41
Did Not Attempt	2018	79	72
Invalidated	2018	62	23

### Other

Use this tab to specify the number of groups shown per page (e.g., selecting 20 means that 20 organizations such as regions, districts, and schools, will display on a single page, including any rows for subgroups within those organizations).

**EDUCATION**  
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Organization Stats Filter Disaggregate **Other**

Groups Per Page

20

---

1

10

20

50

100

[Update](#)