



Audience: Oklahoma School Districts

How to Access the RSA Reports

Once logged into the eMetric Portal, select reporting.

A screenshot of a web browser showing the Oklahoma School Testing Program Portal. The browser address bar displays "ok-ust.cognia.org/Home/Dashboard". The page header includes the Oklahoma Education logo, navigation links for "Users", "Groups", and "Standards", and a user profile for "Robin Petrowicz" with "Help & Support" and "Log" options. The main content area is titled "Welcome to the Oklahoma School Testing Program Portal" and features two primary action cards. The "Administration" card, with a calendar icon, is described as "Organize students for testing, schedule tests, and monitor testing progress." The "Reporting" card, with a bar chart icon, is described as "View summary and individual student results by test and content standards." The "Reporting" card is highlighted with a red rectangular border.

The data privacy agreement screen will appear. Select agree to continue.

A screenshot of a "Data Privacy Agreement" screen. The title "Data Privacy Agreement" is centered at the top. Below the title, a text box contains the following text: "This site provides secure access to individual student test results. Reports available through this site are education records and are subject to the parental/student rights and privacy requirements established under the Family Educational Rights and Privacy Act (FERPA). Only authorized users may access this site. As an authorized user, I attest that I will not view, share, or otherwise use the data and/or reports available through this site in any way that violates FERPA." At the bottom of the screen, there are two buttons: "Disagree" and "Agree". The "Agree" button is highlighted with a red rectangular border.



You will be directed to the reporting landing page.



[← Back to Oklahoma Portal](#)

Program: ▼

Please enter :

Report: ▼


Admin: 2021 2019 2018 2017


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

Release: Final






You will not be able to select early RSA until you select Roster from drop down menu.

Program: OSTP 


Report: Group Summary: Performance Levels 

Admin:

Grade:  06 

Release: 

Preliminary results are embargoed and data/reports may be used for instructional planning for students.

Organization:  n sele

Roster

- Group Summary: Performance Levels
- Group Summary PL: All Grades
- Summary Counts of Total Tested
- Group Summary PL: All Selections
- Roster**
- Roster: All Selections



The Early RSA tab will now be visible. To populate the Early RSA Roster for Spring 2021, make sure you have 2022, Grade 3, and Early RSA selected.

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Back to Oklahoma Portal

Program: OSTP

Report: Roster

Admin: 2022 2021 2019 2018 2017

Grade: Grade 03

Release: Early RSA

You will then be able to select the organization. You can search district or school in the search within state field.

Organization 0 selected

State

Achille (071003)	▼
Ada (621019)	▼
Adair (461002)	▼
Afton (581026)	▼
Agra (411134)	▼



Once you have found and selected the organization, scroll down and select Get Report.



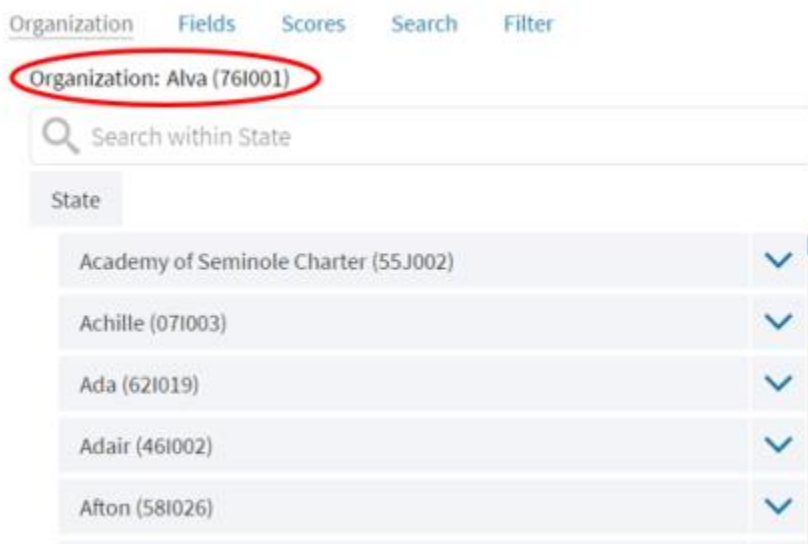
The roster report will populate.

Last Name	First Name	OPI	Performance Level	RSA Status
Student	Sample 1			Does Not Meet Criteria
Student	Sample 2			Meets Criteria

If more student information is needed, additional fields can be added by selecting the options icon/tab in the upper right-hand corner of the screen.



A new page will populate. No need to select the organization again as it is already populated.





Select Field from at the top of the page.

[Organization](#) **Fields** [Scores](#) [Search](#) [Filter](#)

An options screen will populate. From here you can select the fields want to populate on the roster report. Once you have selected the field, click update.

Organization Fields Scores Search Filter ✕

Student Information Select All / Reset

MI	<input checked="" type="checkbox"/> Student ID (State)	<input type="checkbox"/> Student ID (Local)	<input type="checkbox"/> District Name	<input type="checkbox"/> District ID
<input type="checkbox"/> School Name	<input type="checkbox"/> School ID	<input checked="" type="checkbox"/> Enrolled Grade	<input type="checkbox"/> Birth Date	<input type="checkbox"/> Other Placement

Test Information Select All / Reset

	Class	Condition	FAY	FAY	FAY	ELL	504	
	Name	Form	Code	in	in	in	Accommodations	Accommodati
ELA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demographics Select All / Reset

<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Economically Disadvantaged	<input type="checkbox"/> ELL	<input checked="" type="checkbox"/> IEP	<input type="checkbox"/> 504
<input type="checkbox"/> ELL Proficient	<input type="checkbox"/> Regular Education	<input type="checkbox"/> Migrant	<input type="checkbox"/> Title X, Part C	<input type="checkbox"/> Foster	<input type="checkbox"/> Military
<input type="checkbox"/> Gifted/Talented					

Groups Per Page 20 ▼ Cancel **Update**



These fields will now be visible on the roster report. Note: student scores will not be available until preliminary and final reporting. Only the Grade 3 ELA RSA Status of Meets Criteria or Does Not Meet Criteria is available at this time.

Last Name	First Name	Student ID State	Enrolled Grade	IEP	OPI	Performance Level	RSA Status	Mode
Student	Sample 1	1234567890	Grade 3	Y			Does Not Meet Criteria	Online
Student	Sample 2	2345678910	Grade 3	N			Meets Criteria	Paper

The Roster reports can also be printed or downloaded as a csv file by selecting the download or print icon/tabs in the upper right-hand corner of the page.

