

# 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><br><br>Toll Free: 1 (866) 629-0220<br>Email: <a href="mailto:oktechsupport@measuredprogress.org">oktechsupport@measuredprogress.org</a> | <b>Oklahoma State Department of Education<br/>Office of Assessments</b><br>Phone: 1 (405) 521-3341<br>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> | <p>The DTC has access to all buildings in the district and can:</p> <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</a><br><a href="#">Administration</a><br><a href="#">Reporting</a> |
| <b>District User (DU)</b>         | <p>The DU has access to all buildings in the district and can:</p> <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</a><br><a href="#">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><br><a href="#">Administration</a><br><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><br><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.

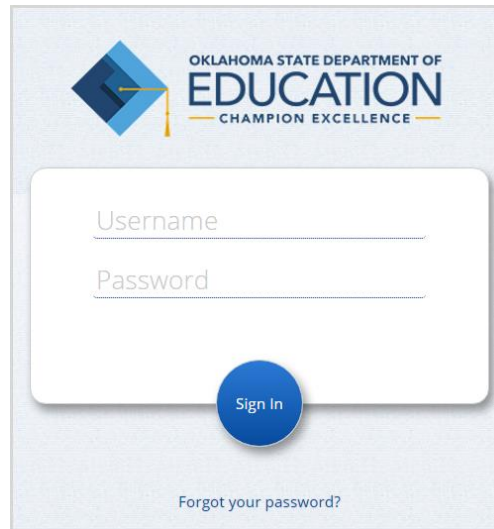
- For assistance with other buildings within your district, contact your District Test Coordinator.
- For assistance with buildings in another district, contact the Measured Progress Service Desk at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.



# 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

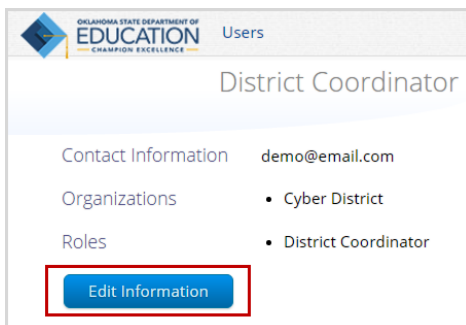
Your profile page displays your contact information, organization(s), and role. From your profile page, you can make the following changes to your account:

- 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.

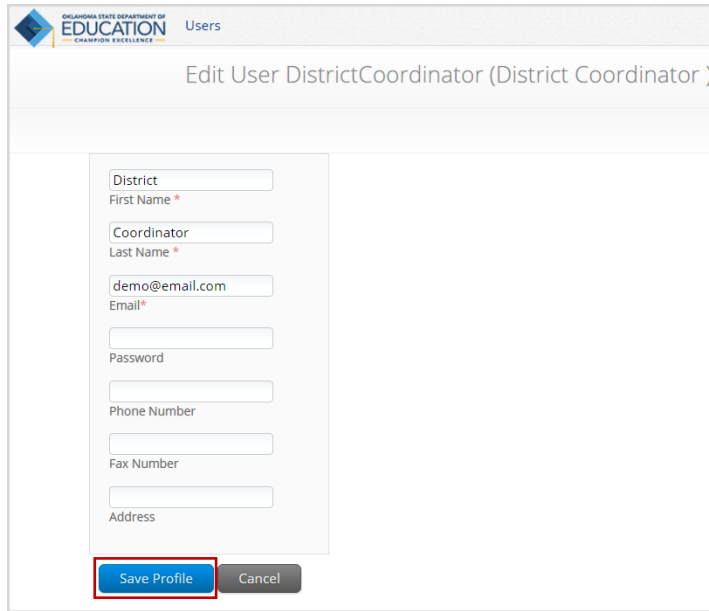
Your profile page appears.



The screenshot shows a user profile page for a 'District Coordinator'. At the top, there is a header with the Oklahoma State Department of Education logo and the word 'Users'. Below this, the user's name 'District Coordinator' is displayed. The profile is organized into sections: 'Contact Information' with the email 'demo@email.com', 'Organizations' with 'Cyber District', and 'Roles' with 'District Coordinator'. At the bottom, there is a blue button labeled 'Edit Information' which is highlighted with a red rectangular box.

2. Click **Edit Information**.

The Edit User form appears.



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
CHAMPION EXCELLENCE

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.

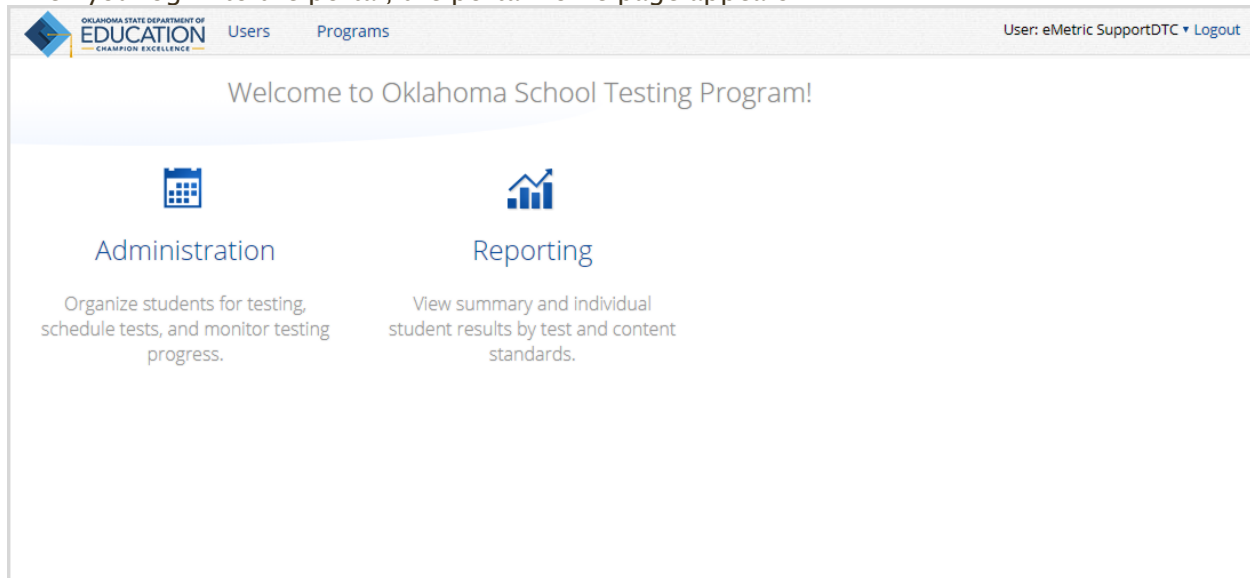
**Note:** Fields with a red asterisk (\*) are required.

**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  
CHAMPION EXCELLENCE

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.<br><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.<br><b>Note:</b> Reports Access Only users cannot access any other component in the OSTP & CCRA Portal.<br><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.


[Home](#)
[Site Readiness](#)
[Students](#)
[Classes](#)
[Test Sessions](#)
[Materials Management](#)
[Dashboard](#)
User: Support DTC • [Logout](#)

## Home

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

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 Sch3-003 (Cyber City) [Change](#)  
aagsa74h

**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

**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**

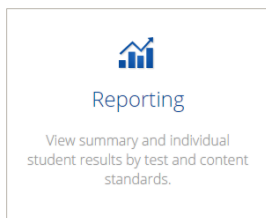
| Click                          | In order to   |
|--------------------------------|---|
| <b>Oklahoma SDE Logo</b>       | Return to the OSTP & CCRA Portal home page.   |
| <b>Home</b>                    | Return to the Administration home page from any other Administration page.<br><b>Note:</b> Home 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.<br><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.<br><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

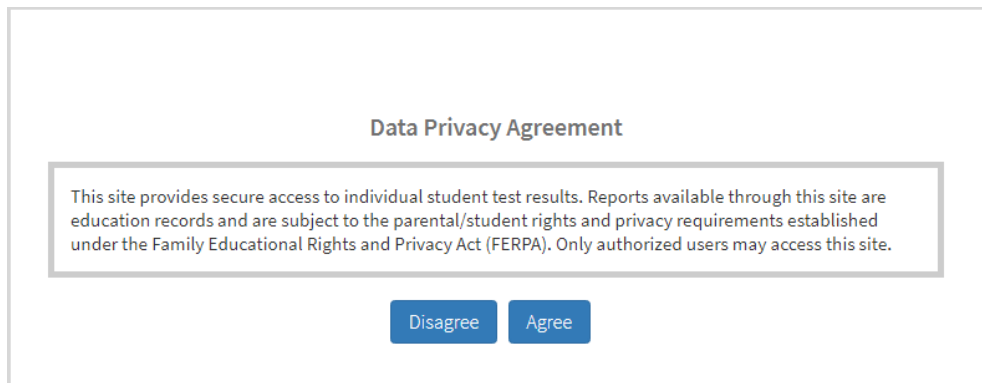
The Reporting home page is available to all roles except ATC. It is the only component available to Reports Access Only (RA) users.

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



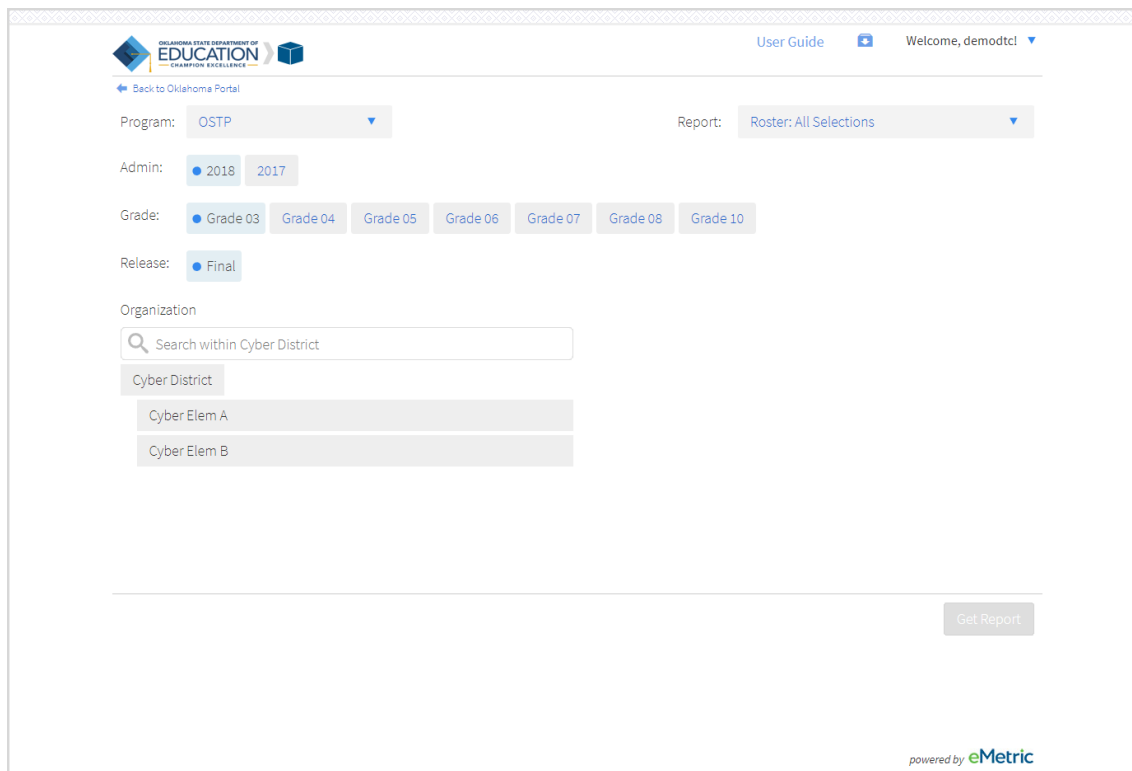
A notice appears while the application is loading.

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**

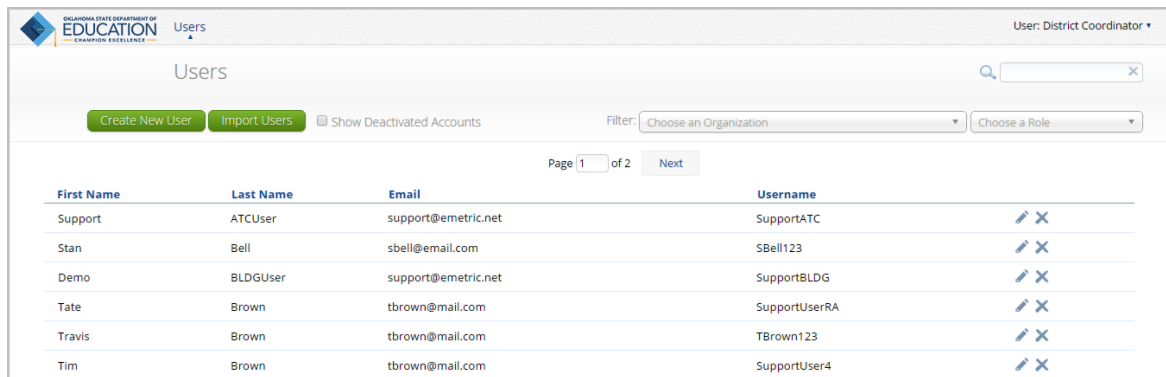
| Click                          | In order to   |
|--------------------------------|---|
| <b>Oklahoma SDE Logo</b>       | Return to the OSTP & CCRA Reporting home page.  |
| <b>Back to Oklahoma Portal</b> | Return to the OSTP & CCRA Portal home page  |
| <b>User Guide</b>              | Download and 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    |
| Stan       | Bell      | sbell@email.com     | SBell123      |
| Demo       | BLDGUser  | support@emetric.net | SupportBLDG   |
| Tate       | Brown     | tbrown@mail.com     | SupportUserRA |
| Travis     | Brown     | tbrown@mail.com     | TBrown123     |
| Tim        | Brown     | tbrown@mail.com     | SupportUser4  |

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 🔍.

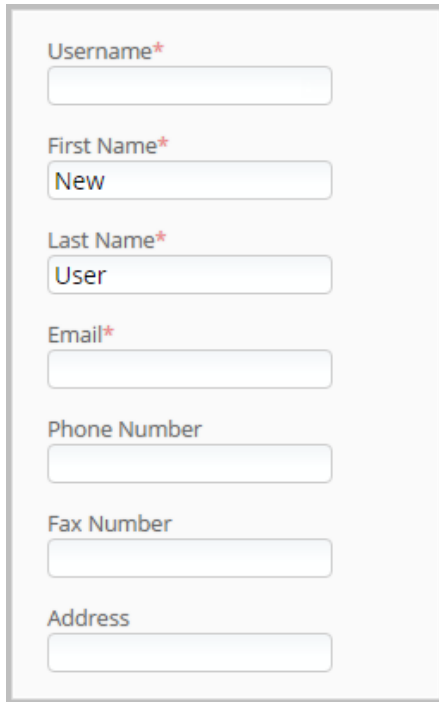
## Adding a New User

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.





The screenshot shows a user registration form with the following fields:

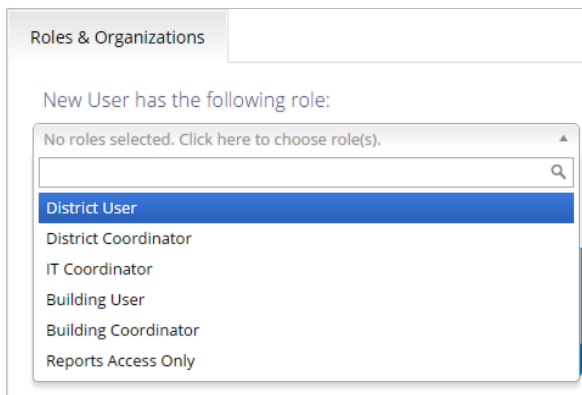
- Username\***: A text input field.
- First Name\***: A text input field containing the text "New".
- Last Name\***: A text input field containing the text "User".
- Email\***: A text input field.
- Phone Number**: A text input field.
- Fax Number**: A text input field.
- Address**: A text input field.

**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.

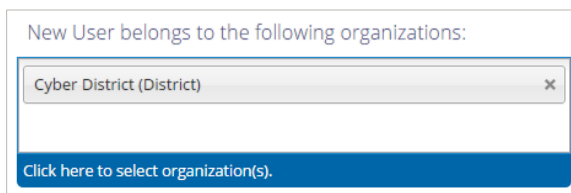
3. From the "New User has the following role" menu, select a role:
  - District Coordinator
  - District User
  - Building Coordinator
  - Building User
  - IT Coordinator (also known as the Assessment Technology Coordinator)
  - Reports Access Only



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.

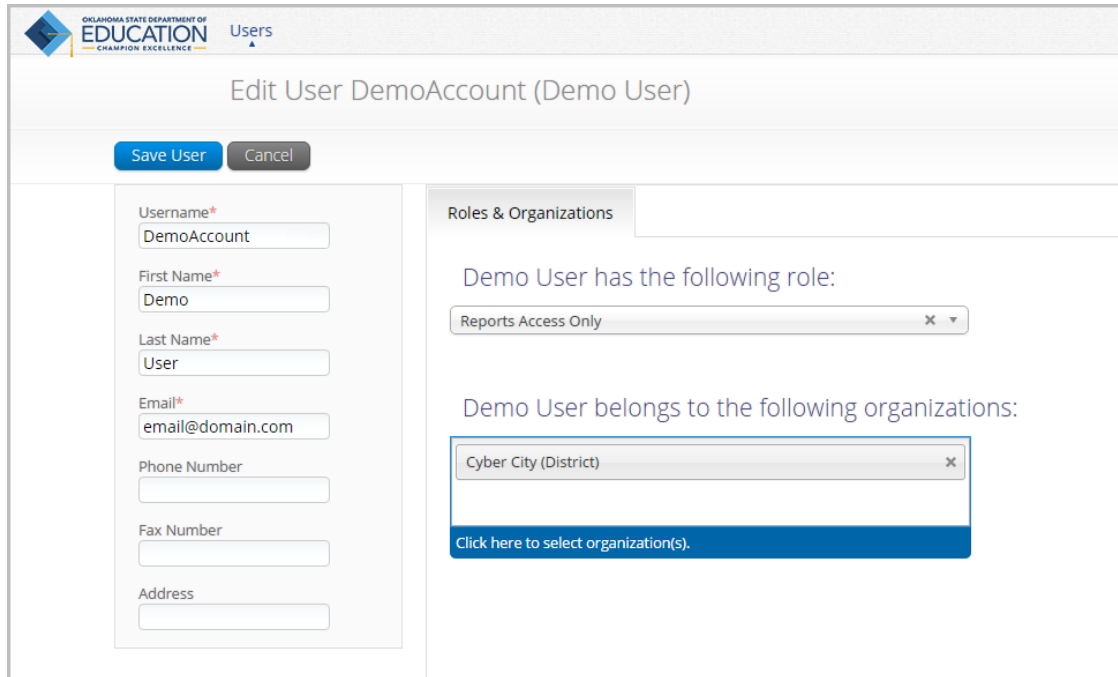


5. Click **Save User** to save the new user account, or click **Cancel** to discard the new user account.

## 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.



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.

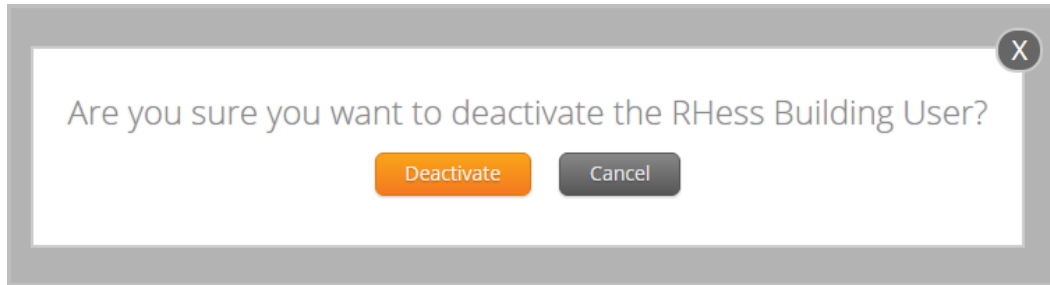
## Deactivating and Reactivating User Accounts

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**.

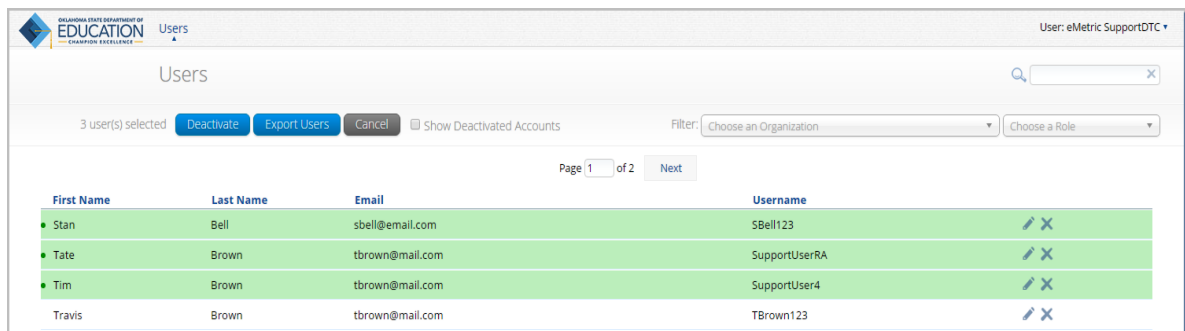


- The user will be deactivated from the OSTP & CCRA Portal.

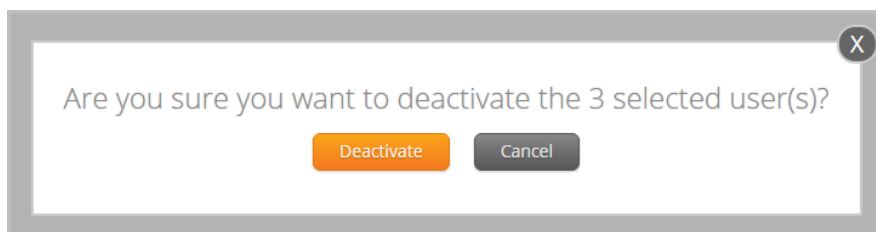
**Note:** Only District Coordinators can deactivate users in the portal. Deactivated users will not be able to log in to the portal using their assigned username and password.

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

- 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.

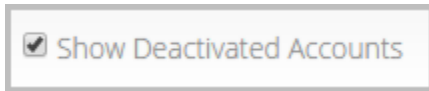


- After all user accounts are selected, click **Deactivate**. A pop-up verification message will appear to confirm that you would like to deactivate the selected user accounts. Click **Deactivate** to deactivate the user accounts.



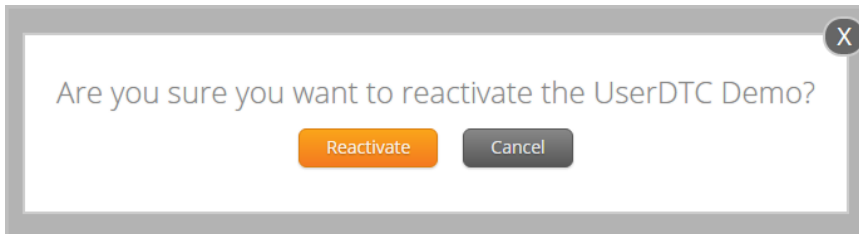
## Reactivating User Accounts

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**.



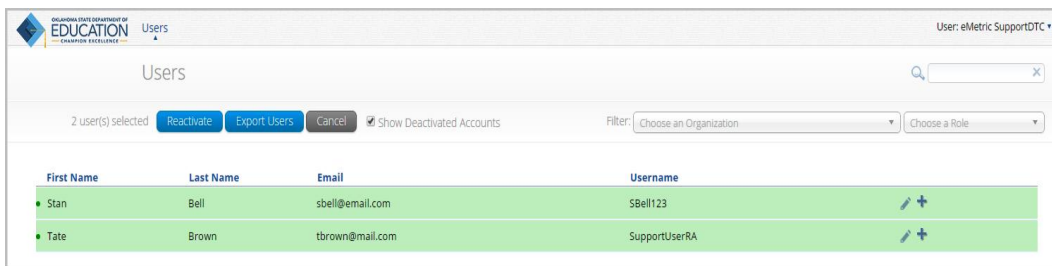
The table of users will now display only deactivated accounts.

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**.

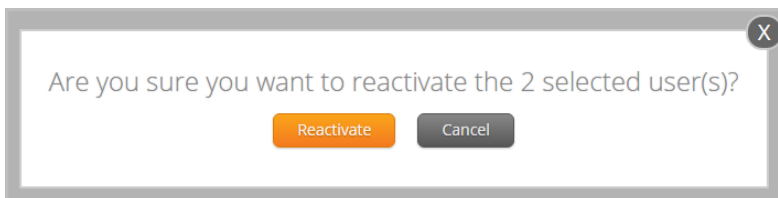


A DTC can also reactivate multiple user accounts at once in the OSTP & CCRA Portal.

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**

| Field Name | Description  | Accepted Values   |
|------------|--|---|
| 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.   | <p>One of the following:</p> <p>DTC—District Coordinator<br/> BTC—Building Coordinator<br/> ITC—IT Coordinator (Assessment Technology Coordinator)<br/> DU—District User<br/> BU—Building User<br/> RA—Reports Access Only</p> <p>The abbreviated role will be used in the CSV file.</p> <p><i>For example:</i><br/> BTC will be the accepted value in the CSV file for adding a Building Coordinator.</p>  |
| Org*       | <p>County/District Code associated with the district level user.</p> <p>County/District and School Code associated with the school level user.</p> | <p><u>District Coordinator, IT Coordinator (District), District User</u><br/> Org = Combined County and District Code excluding spaces or hyphens.</p> <p><i>For example:</i><br/> If County Code = 62 and<br/> District Code = C017<br/> then<br/> Org = 62C017</p> <p><u>Building Coordinator, IT Coordinator (Building), Building User</u><br/> Org = Combined County and District Code hyphen School Code.</p> <p><i>For Example:</i><br/> If County Code = 62<br/> District Code = C017<br/> School Code = 705<br/> then<br/> Org = 62C017-705</p> <p>If a user belongs to multiple organizations a pipe will be used to separate the organizations.</p> <p><i>For Example:</i><br/> If a user belongs to school code 705 and 706 in District C017<br/> then<br/> Org= 62C017-705 62C017-706</p> |
| 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.   |

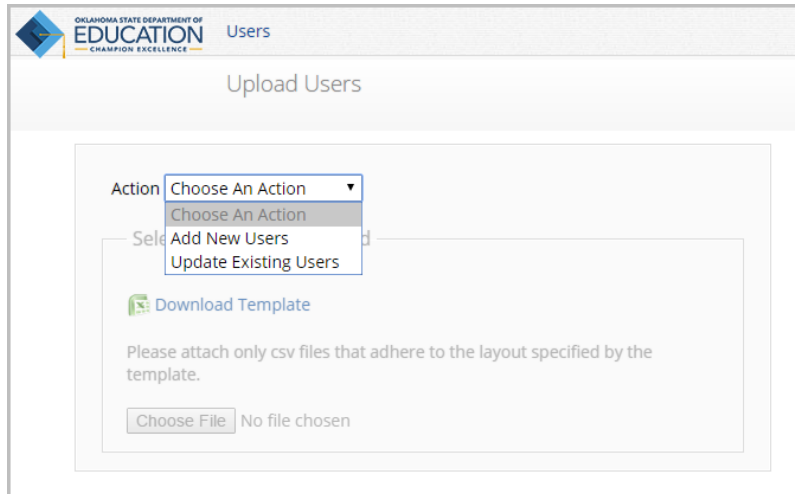
\* Required Field

**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.



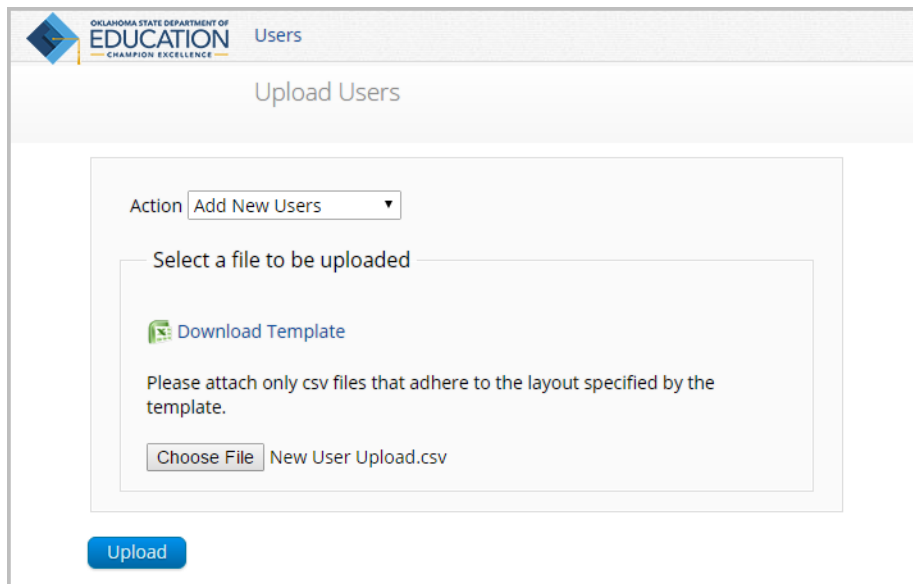
3. Once you have selected an action, the user upload template will be made available for download. Click **Download Template** to download the template onto your computer.
4. Fill out the template accordingly and save the file in CSV format. See Table 5 for required fields and accepted values.

**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.

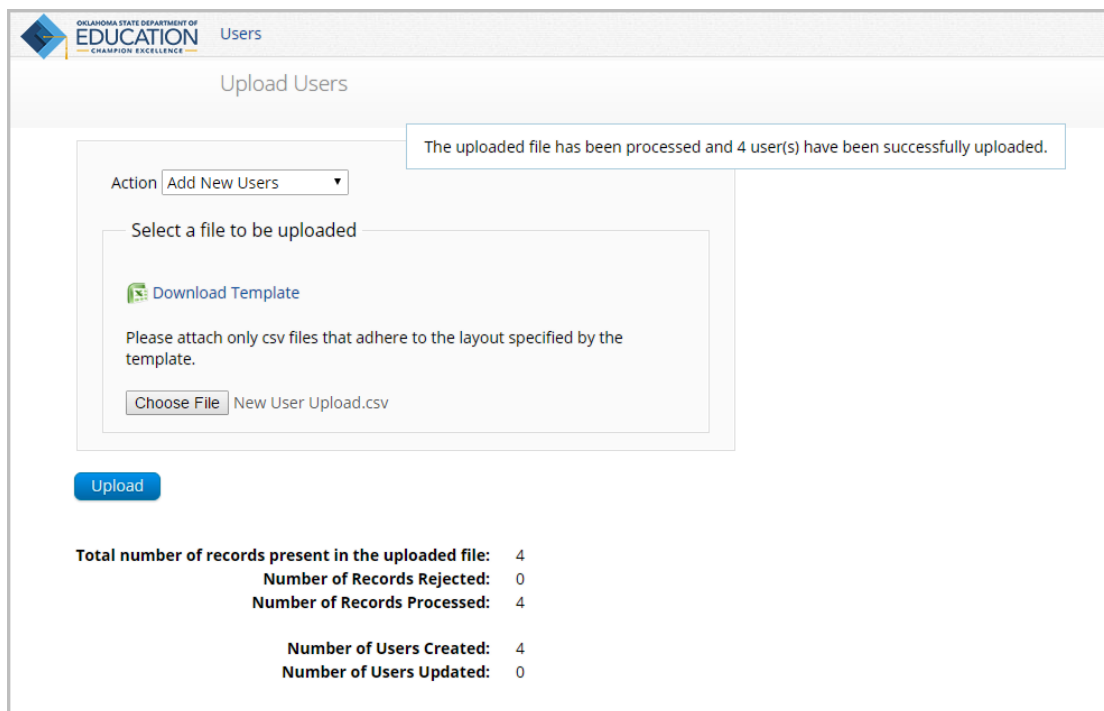
|   | A          | B      | C       | D                 | E    | F                       | G            | H            | I                   |
|---|------------|--------|---------|-------------------|------|-------------------------|--------------|--------------|---------------------|
| 1 | Username   | 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.



6. 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.



|   |   |
|---|---|
| Total number of records present in the uploaded file: | 4 |
| Number of Records Rejected:                           | 0 |
| Number of Records Processed:                          | 4 |
| Number of Users Created:                              | 4 |
| Number of Users Updated:                              | 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.

| 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.

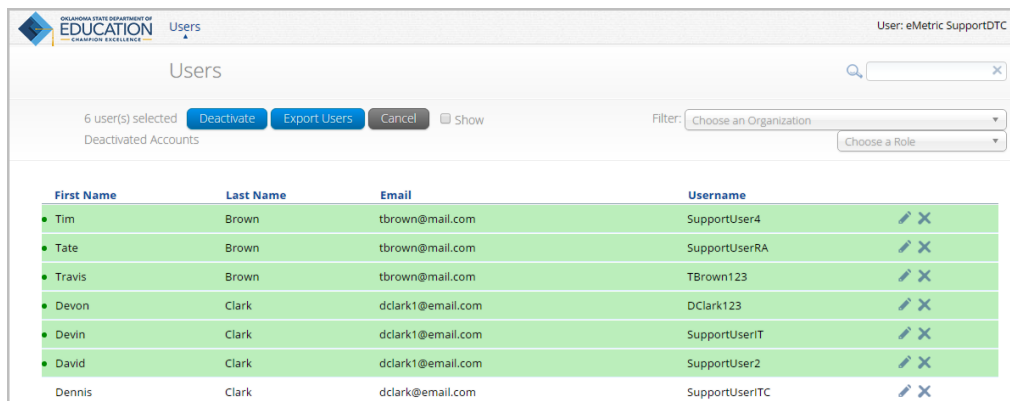
|   | A          | B      | C       | D                 | E    | F                       | G            | H            | I                   |
|---|------------|--------|---------|-------------------|------|-------------------------|--------------|--------------|---------------------|
| 1 | Username   | 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.



| 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  | SupportUserITC |

2. Click **Export Users**.

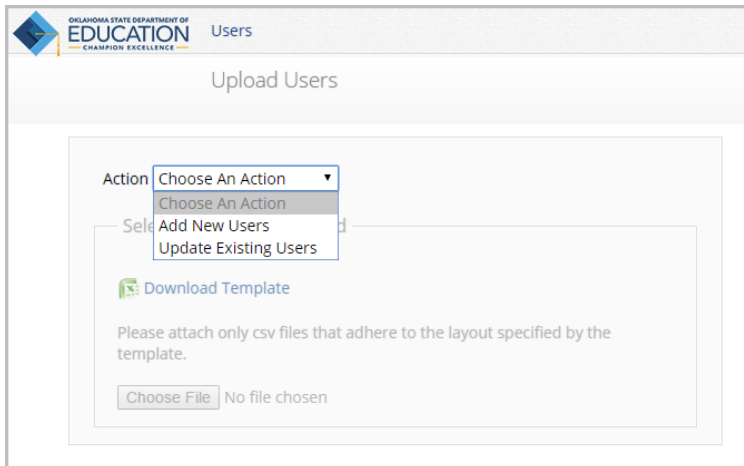
A confirmation message will appear that the user data you selected was exported and the file was downloaded.

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.

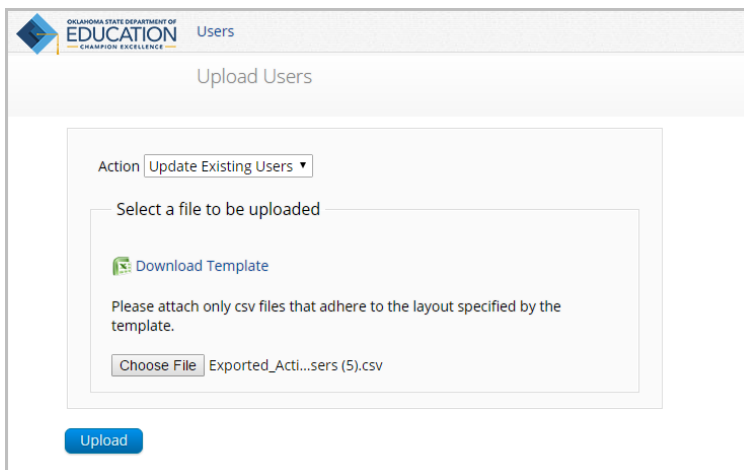
|   | A          | B      | C       | D                 | E    | F                       | G            | H            | I                   |
|---|------------|--------|---------|-------------------|------|-------------------------|--------------|--------------|---------------------|
| 1 | Username   | 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.



OKLAHOMA STATE DEPARTMENT OF

EDUCATION

CHAMPION EXCELLENCE

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.

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

4

**Number of Records Rejected:**

3

**Number of Records Processed:**


1

**Number of Users Created:**

1

**Number of Users Updated:**

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**

| Notes Field in Error File                        | Result  | Next Steps  |
|--|---|---|
| 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.  |

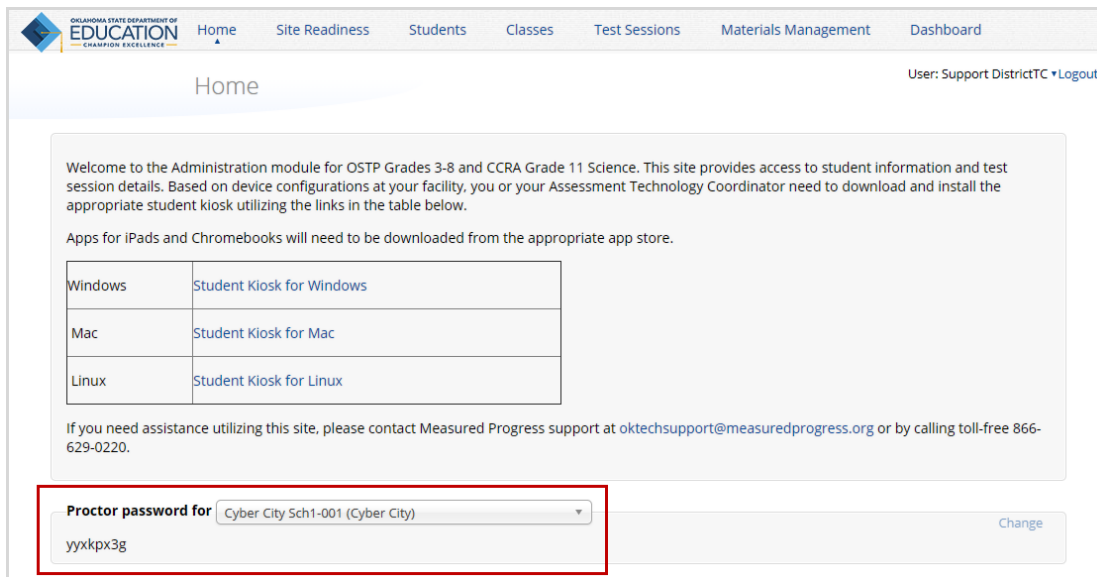
Pictured below is a sample error file:

|   | 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.



The screenshot shows the Administration home page for OSTP Grades 3-8 and CCRA Grade 11 Science. The page includes a navigation bar with links: Home, Site Readiness, Students, Classes, Test Sessions, Materials Management, and Dashboard. The user is logged in as 'Support DistrictTC'. The main content area welcomes the user and provides information about downloading student kiosks for Windows, Mac, and Linux. A table lists the available kiosks:

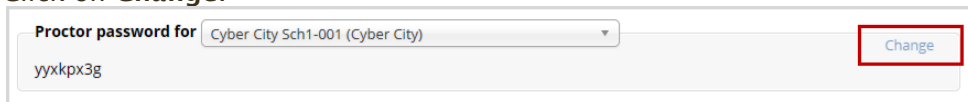
|         |                           |
|---------|---------------------------|
| Windows | Student Kiosk for Windows |
| Mac     | Student Kiosk for Mac     |
| Linux   | Student Kiosk for Linux   |

Below the table, there is a section for the Proctor Password. It shows a dropdown menu for 'Cyber City Sch1-001 (Cyber City)' and a text input field containing the password 'yyxkpx3g'. A red box highlights this section. A 'Change' button is visible to the right of the password field.

## Changing the Proctor Password

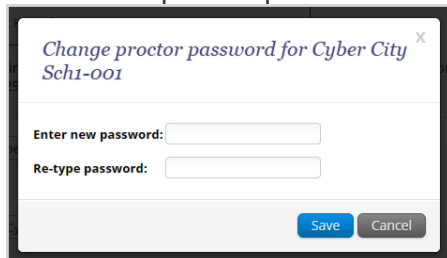
The proctor password should be changed by a DTC periodically.

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



This screenshot shows the Proctor Password section with the 'Change' button highlighted by a red box. The dropdown menu still shows 'Cyber City Sch1-001 (Cyber City)' and the password field contains 'yyxkpx3g'.

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



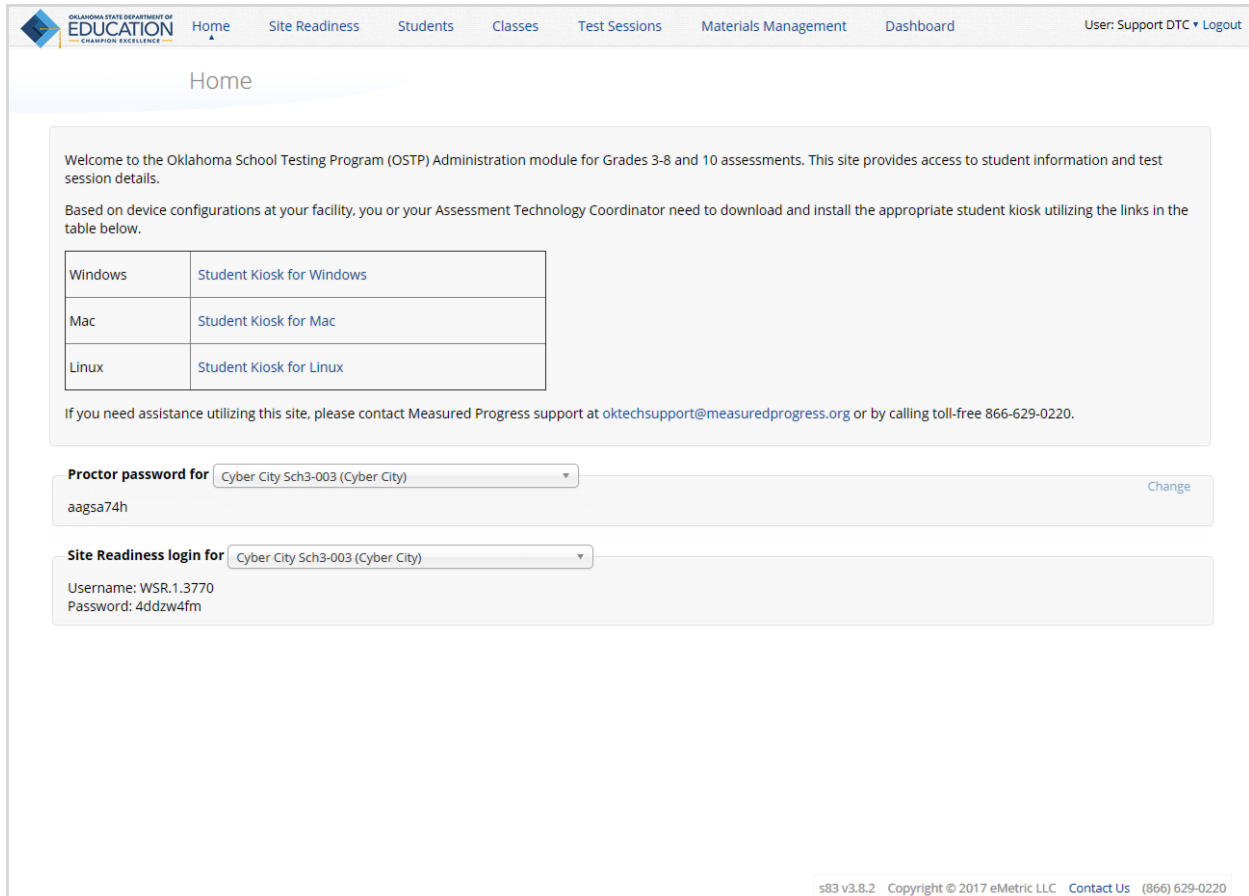
The screenshot shows a modal dialog box titled 'Change proctor password for Cyber City Sch1-001'. It contains two input fields: 'Enter new password:' and 'Re-type password:'. At the bottom, there are 'Save' and 'Cancel' buttons.

# 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 page includes a navigation bar with links: Home, Site Readiness, Students, Classes, Test Sessions, Materials Management, and Dashboard. The user is logged in as 'Support DTC'. The main content area welcomes the user and provides instructions on downloading student kiosks for Windows, Mac, and Linux. A table lists the download links for each operating system. Below the table, there is contact information for Measured Progress support. At the bottom, there are sections for 'Proctor password for' and 'Site Readiness login for', both set to 'Cyber City Sch3-003 (Cyber City)'. The proctor password is 'aagsa74h' and the site readiness login information is 'Username: WSR.1.3770' and 'Password: 4ddzw4fm'.

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

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 Sch3-003 (Cyber City) [Change](#)  
aagsa74h

**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**.



| <div>  <a href="#">Home</a> <a href="#">Site Readiness</a> </div> |                          |               |              |                              |
|--|--------------------------|---------------|--------------|------------------------------|
| Site Readiness   |                          |               |              |                              |
| <div> YellowStone Elementary School (YellowStone District) </div>  |                          |               |              |                              |
| 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.


[Home](#)
[Site Readiness](#)

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.

[Home](#)
[Site Readiness](#)
[Students](#)
[Classes](#)
[Test Sessions](#)
[Materials Management](#)
User: District Coordinator

### Students in Cyber Sch1-001

Cyber Sch1-001 (Cyber District)
Add Student
Upload Accommodations
Export Accommodations

Filter: Choose a Subject
More

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.

Classes for Michael Jones ✕

Course Level

Grade Level

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

Showing 1 - 1 of 1

Close

- 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.

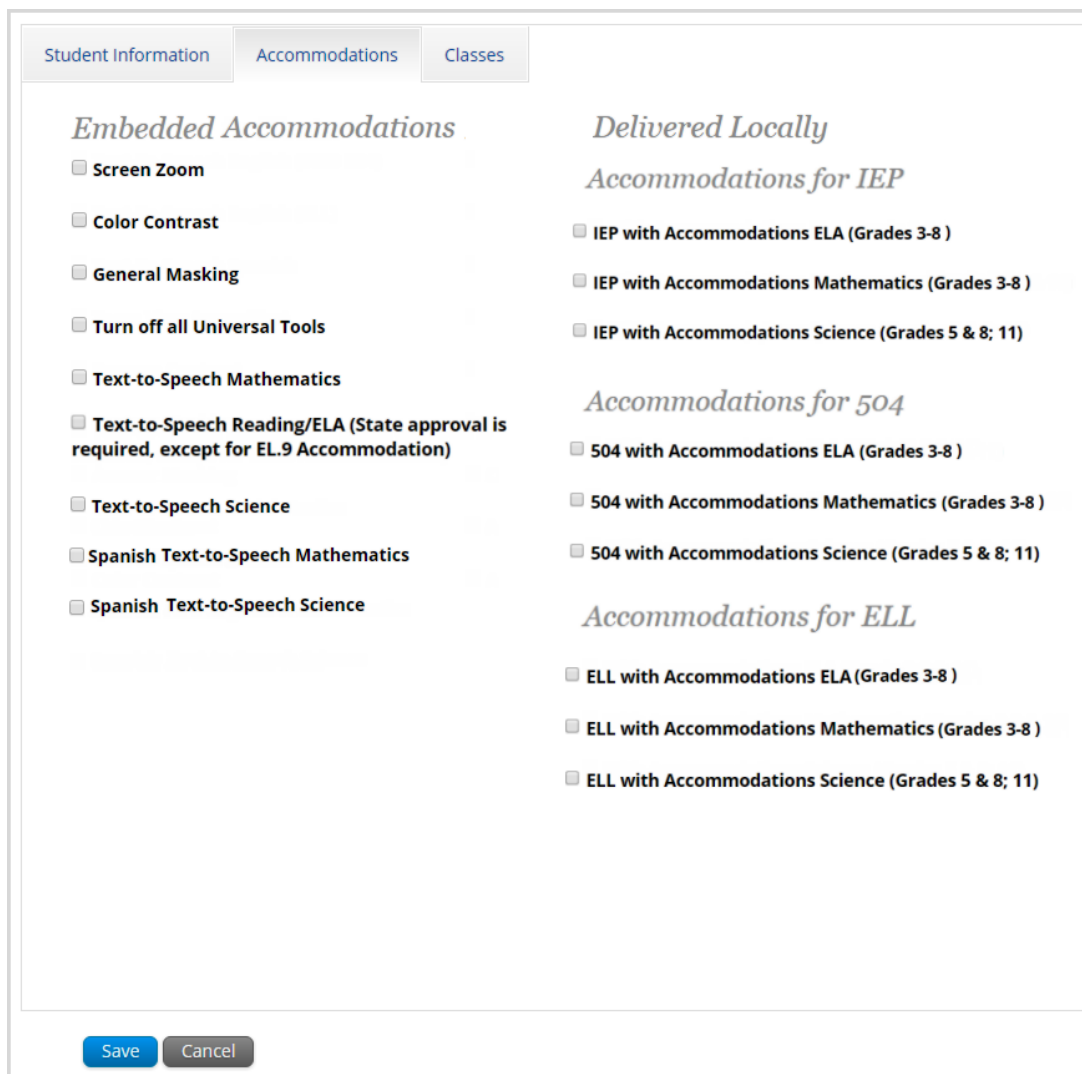
## Manually Assigning accommodations

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.



Student Information
Accommodations
Classes

### 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)

Save
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.

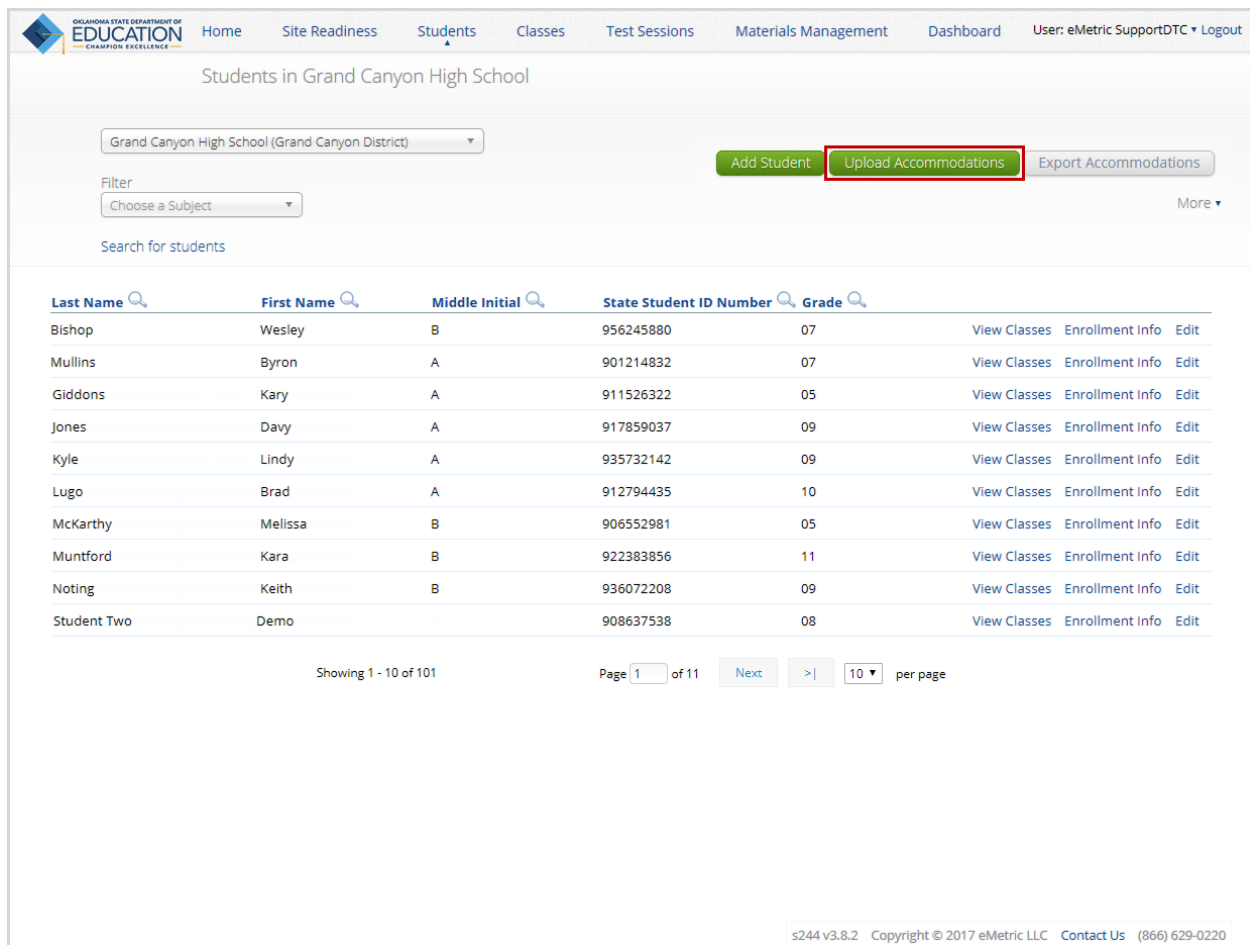
For more information, see [OSTP & CCRA Universal Tools and Accommodations](#).

- 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.

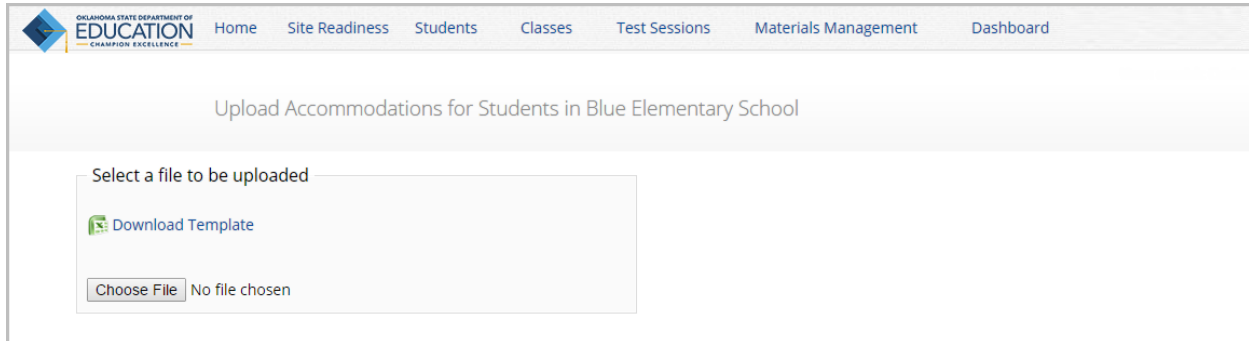


The screenshot shows the 'Students' tab in the OSTP Portal. The page title is 'Students in Grand Canyon High School'. Below the title, there is a dropdown menu for 'Grand Canyon High School (Grand Canyon District)'. To the right of the dropdown are three buttons: 'Add Student', 'Upload Accommodations' (highlighted with a red box), and 'Export Accommodations'. Below these buttons is a 'Filter' section with a dropdown menu for 'Choose a Subject' and a 'More' link. Below the filter section is a 'Search for students' input field. Below the search field is a table with columns: '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 'Showing 1 - 10 of 101' indicator, a 'Page 1 of 11' indicator, a 'Next' button, a '>|<' button, a '10' per page dropdown, and a 'per page' label. At the bottom right of the page, there is a footer with the text 's244 v3.8.2 Copyright © 2017 eMetric LLC Contact Us (866) 629-0220'.

| 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 |

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<br>1—Add accommodation<br>Blank—No change in accommodation |
| Color Contrast   | Color Contrast accommodation               | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| General Masking  | General Masking accommodation              | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| Turn off All Universal Tools   | Turn off All Universal Tools accommodation | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| Text-to-Speech Mathematics   | Text-to-Speech Mathematics accommodation   | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| Text-to-Speech Reading/ELA<br>(State approval is required, except for ELL.8 Accommodation) | Text-to-Speech Reading/ELA accommodation   | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| Text-to-Speech Science   | Text-to-Speech Science accommodation       | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |

|  |  |   |
|--|--|---|
| Spanish Text-to-Speech Mathematics                 | Spanish Text-to-Speech Mathematics accommodation                 | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| Spanish Text-to-Speech Science                     | Spanish Text-to-Speech Science accommodation                     | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| IEP with Accommodations ELA (Grades 3-8)           | IEP with Accommodations ELA (Grades 3-8) Accommodation           | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| IEP with Accommodations Mathematics (Grades 3-8)   | IEP with Accommodations Mathematics (Grades 3-8) Accommodation   | 0—Remove accommodation<br>1—Add accommodation<br>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<br>1—Add accommodation<br>Blank—No change in accommodation |
| 504 with Accommodations ELA (Grades 3-8)           | 504 with Accommodations ELA (Grades 3-8) Accommodation           | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| 504 with Accommodations Mathematics (Grades 3-8)   | 504 with Accommodations Mathematics (Grades 3-8) Accommodation   | 0—Remove accommodation<br>1—Add accommodation<br>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<br>1—Add accommodation<br>Blank—No change in accommodation |
| ELL with Accommodations ELA (Grades 3-8)           | ELL with Accommodations ELA (Grades 3-8) Accommodation           | 0—Remove accommodation<br>1—Add accommodation<br>Blank—No change in accommodation |
| ELL with Accommodations Mathematics (Grades 3-8)   | ELL with Accommodations Mathematics (Grades 3-8) Accommodation   | 0—Remove accommodation<br>1—Add accommodation<br>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<br>1—Add accommodation<br>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.

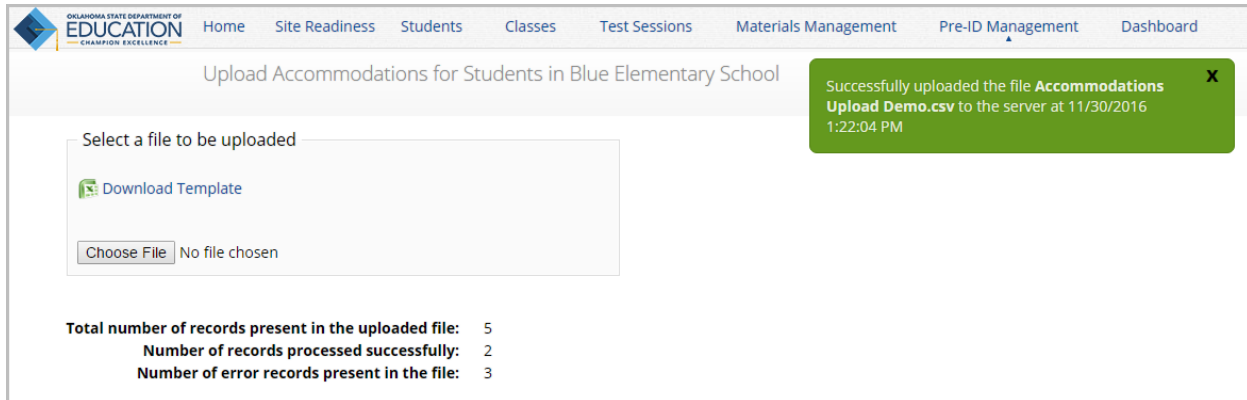
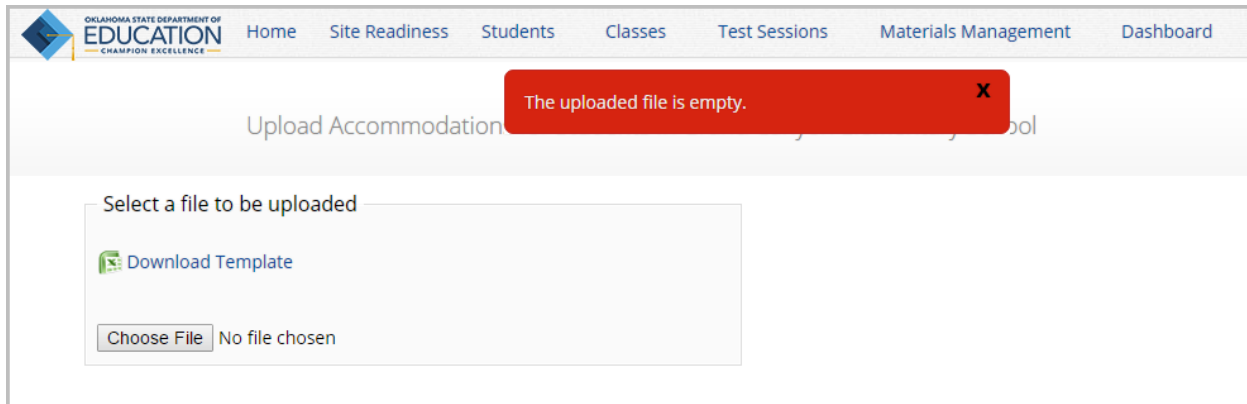


Table 9 contains pop-up messages that will appear after an accommodation file is uploaded that contains errors. If one of the following red error messages pops up after clicking **Upload**, the accommodations file will not be uploaded into the portal.

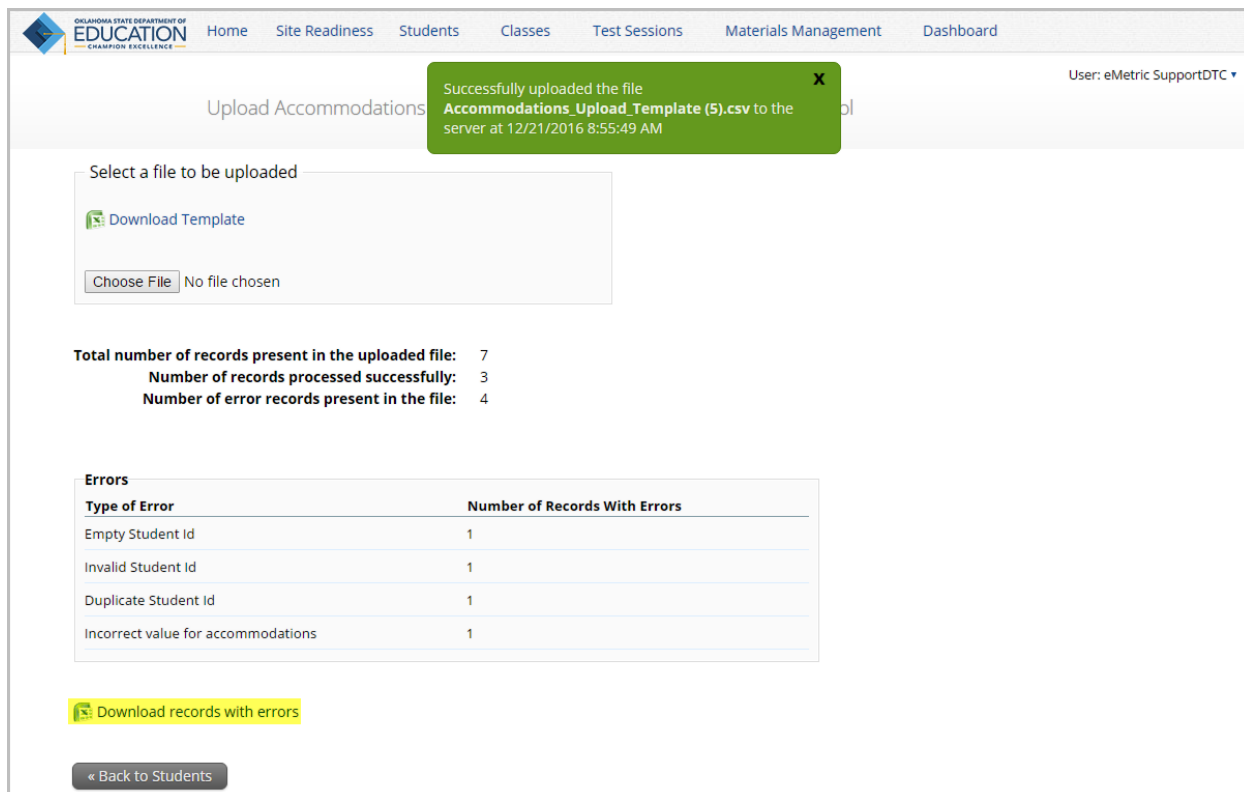


**Table 9. Pop-up Message, Result, and Next Steps to Resolve Accommodations Upload File Errors**

| <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**.



Successfully uploaded the file **Accommodations\_Upload\_Template (5).csv** to the server at 12/21/2016 8:55:49 AM

User: eMetric SupportDTC

Upload Accommodations

Select a file to be uploaded

[Download Template](#)

[Choose File](#) No file chosen

Total number of records present in the uploaded file: 7  
 Number of records processed successfully: 3  
 Number of error records present in the file: 4

| 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                             |

[Download records with errors](#)

[Back to Students](#)

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**

| Error File Type of Error          | Result   | Next Steps   |
|-----------------------------------|--|--|
| 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.

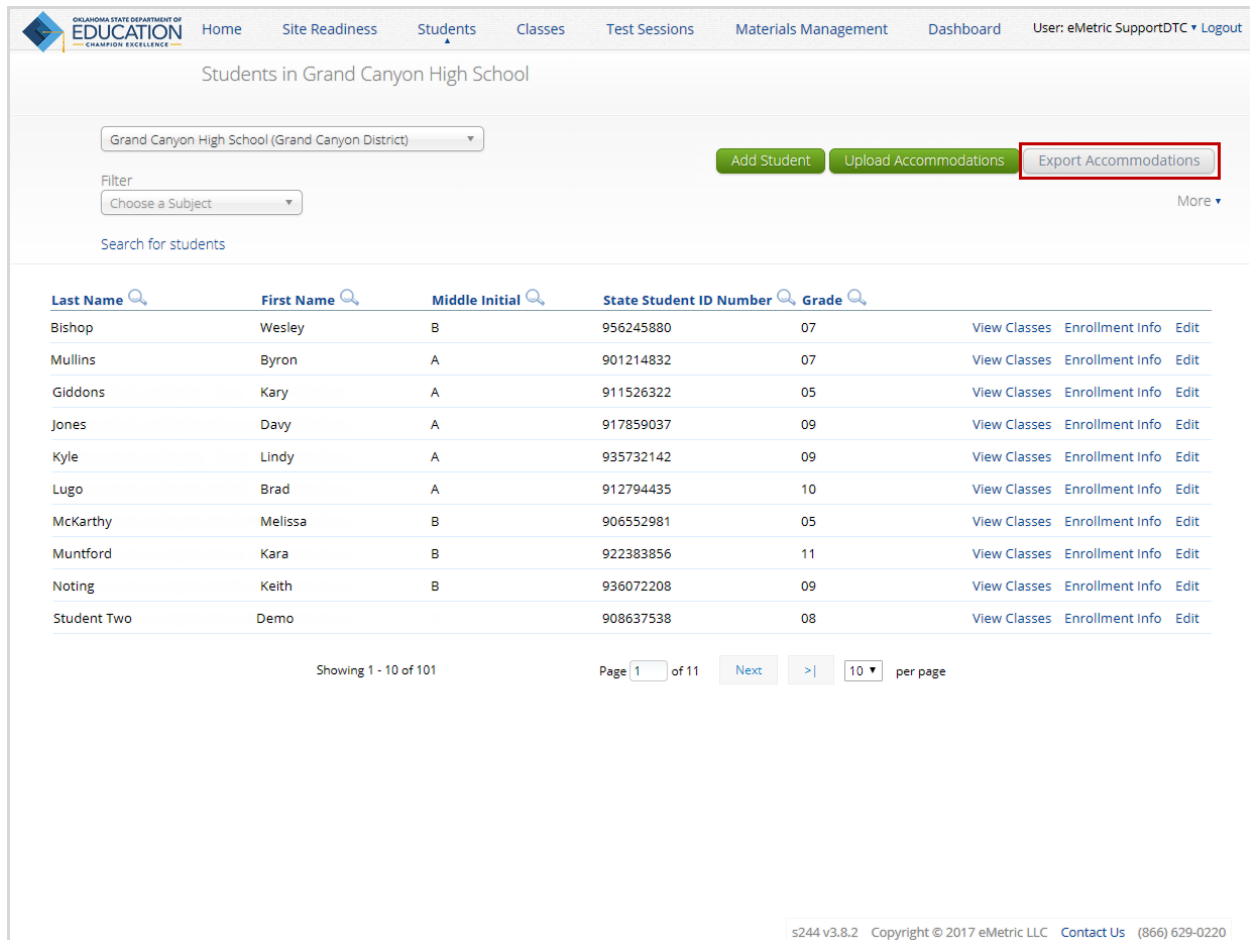
In this example, five records were not processed in the file upload.

|   | 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 OSTP Portal interface for the Students tab. The header includes navigation links: Home, Site Readiness, Students (active), Classes, Test Sessions, Materials Management, Dashboard, and User: eMetric SupportDTC Logout. Below the header, the page title is "Students in Grand Canyon High School". A dropdown menu shows "Grand Canyon High School (Grand Canyon District)". To the right are buttons for "Add Student", "Upload Accommodations", and "Export Accommodations" (highlighted with a red box). Below these buttons is a "Filter" section with a "Choose a Subject" dropdown and a "Search for students" link. The main content area displays a table of student information with columns: Last Name, First Name, Middle Initial, State Student ID Number, Grade, View Classes, Enrollment Info, and Edit. The table lists 10 students, including Bishop, Mullins, Giddons, Jones, Kyle, Lugo, McCarthy, Muntford, Noting, and Student Two. At the bottom, there is a pagination bar showing "Showing 1 - 10 of 101", "Page 1 of 11", and "10 per page". The footer contains the text "s244 v3.8.2 Copyright © 2017 eMetric LLC Contact Us (866) 629-0220".

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
Science

Search:

**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 ▼

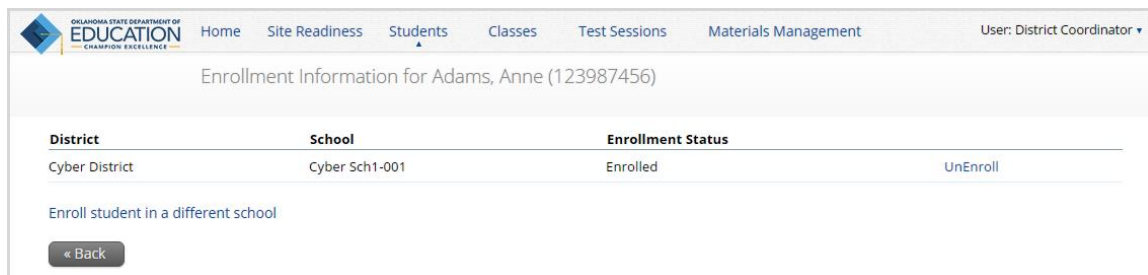
## Enrolling a student in a different building

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.

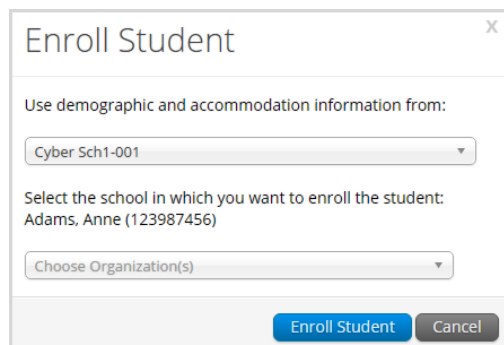


| District       | School         | Enrollment Status                 |
|----------------|----------------|-----------------------------------|
| Cyber District | Cyber Sch1-001 | Enrolled <a href="#">UnEnroll</a> |

[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

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)

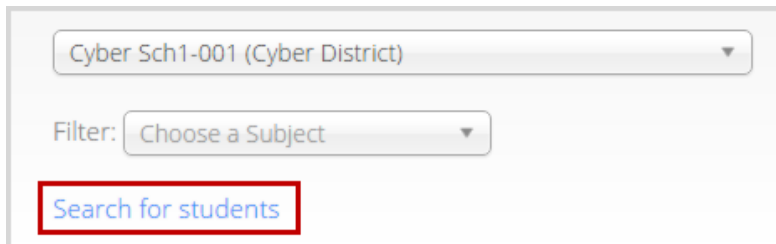
Enroll Student

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.

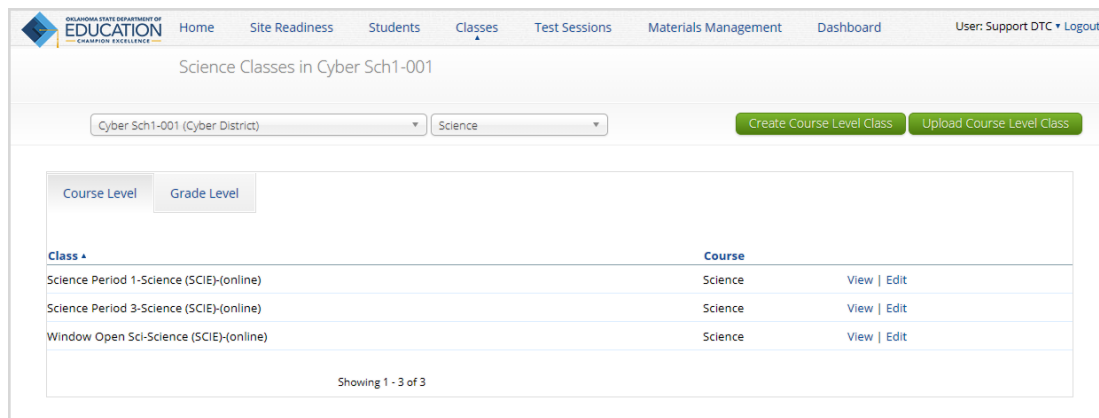
**Tip:** DTCs can search for students in their district by using the "Search for students" link on the Students tab.



## 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**.



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.
- 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:

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

The Class Details page appears.

Details for Period 1 BIO:

« Back Edit Class Download List

*Students in this class:*

| First Name | Middle Initial | Last Name | State Student ID Number |      |
|------------|----------------|-----------|-------------------------|------|
| Anne       |                | Adams     | 123987456               | Edit |
| Thomas     |                | Adkins    | 456789444               | Edit |
| Lindsey    |                | Baker     | 665544112               | Edit |

- To rearrange the Class Details table, sort columns by clicking the column heading.
- To download an Excel CSV file of the students assigned to a class, click **Download List**.
- 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:

- Select an organization from the organization menu.
- Select a subject from the subject menu.
- Click the **Grade Level** tab.

Mathematics Classes in Grand Canyon Elementary School

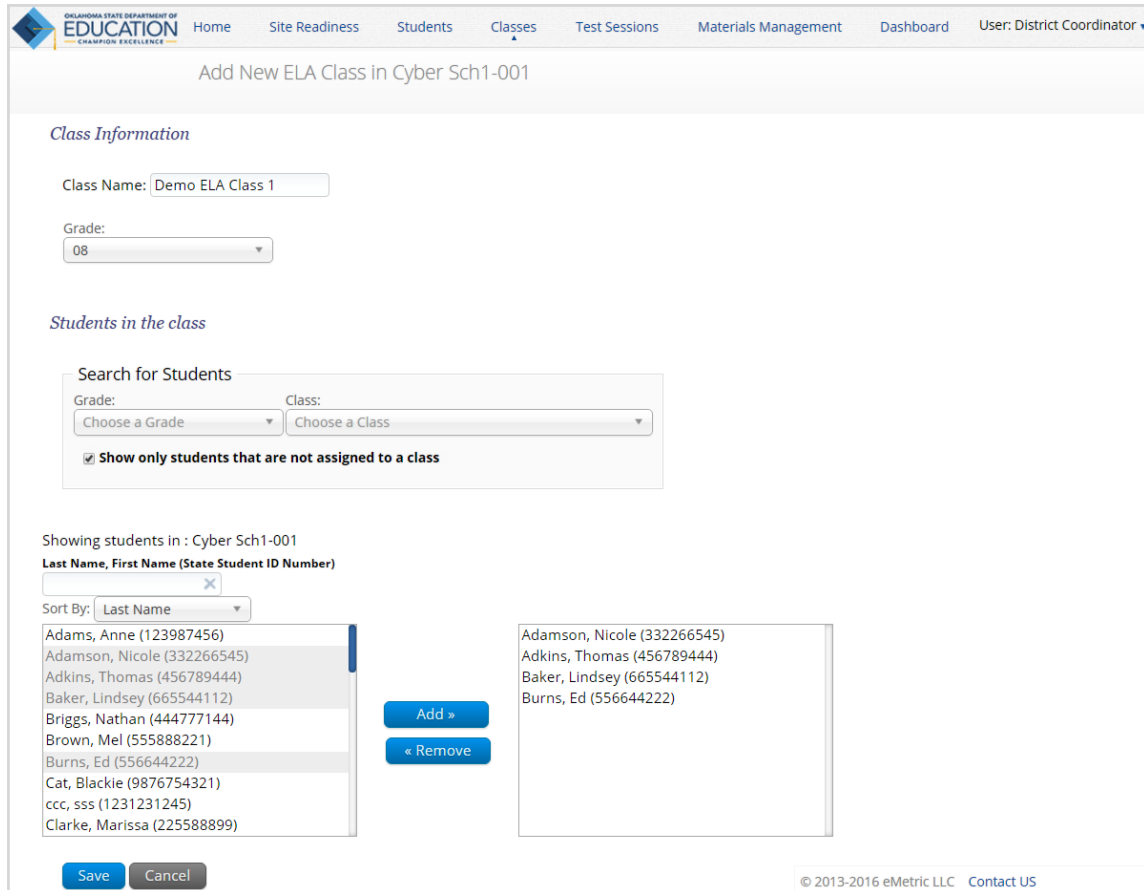
Grand Canyon Elementary School (Grand Canyon Dist...) Mathematics Create Grade Level Class Upload Grade Level Class

Course Level Grade Level

| Class   | Grade    |             |
|---|----------|-------------|
| Teacher, Four-GradeLevel-Grand Canyon Elementary School-Grade-05Subject-Mathematics-(Grade -05)-(online)  | Grade 05 | View   Edit |
| Teacher, Three-GradeLevel-Grand Canyon Elementary School-Grade-06Subject-Mathematics-(Grade -06)-(online) | Grade 06 | View   Edit |
| Teacher, Three-GradeLevel-Grand Canyon Elementary School-Grade-08Subject-Mathematics-(Grade -08)-(online) | Grade 08 | View   Edit |

- 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.



**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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- 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.

- Select a grade from the Grade menu.
- 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.
- 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.
- Click **Add>>** to move the names to the list on the right.

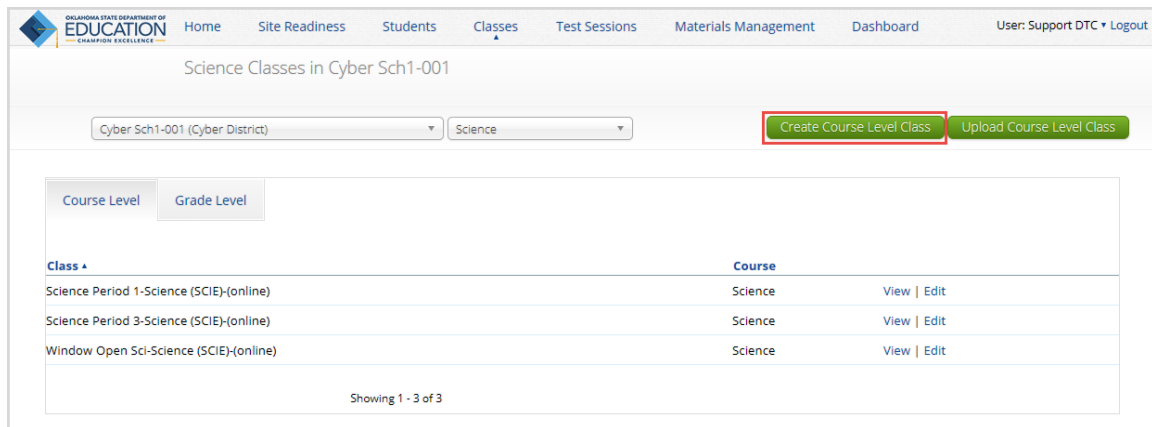
The names appear dimmed with a light gray background in the list on the left because they are unavailable.

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.




| Class                                    | Course  |   |
|--|---------|---|
| Science Period 1-Science (SCIE)-(online) | Science | <a href="#">View</a>   <a href="#">Edit</a> |
| Science Period 3-Science (SCIE)-(online) | Science | <a href="#">View</a>   <a href="#">Edit</a> |
| Window Open Sci-Science (SCIE)-(online)  | Science | <a href="#">View</a>   <a href="#">Edit</a> |

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.


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[User: Support DTC • Logout](#)

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)

Add »

<< Remove

Nelson, Reece (0100000015)

Nguyen, Evelyn (0100000087)

Parks, Ned (0100000018)

Reed, Kaysa (0100000023)

Phillips, Emily (0100000077)

Save

Cancel

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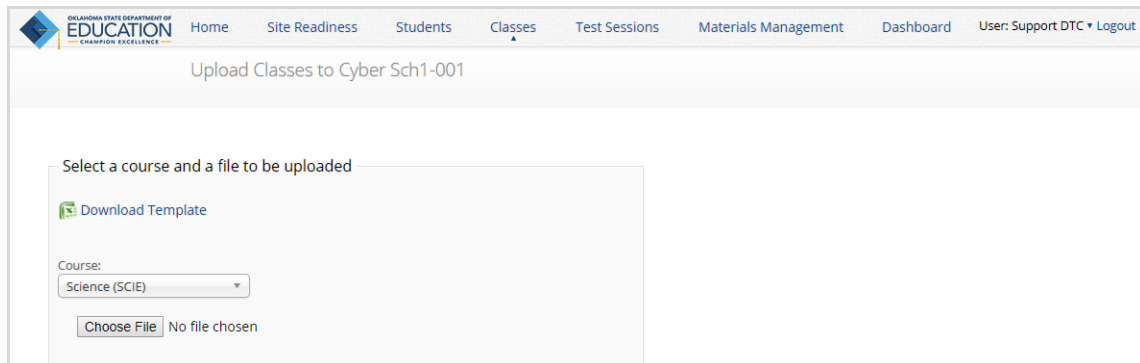
5. In the Class Name field, type the name of the new class.  
**Important:** Class names may include letters, numbers, and special characters.
6. Select a course from the Course menu.
7. To filter the list of available students:
  - In the Search for Students section, select a grade and/or class from 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**.

11. 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:

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

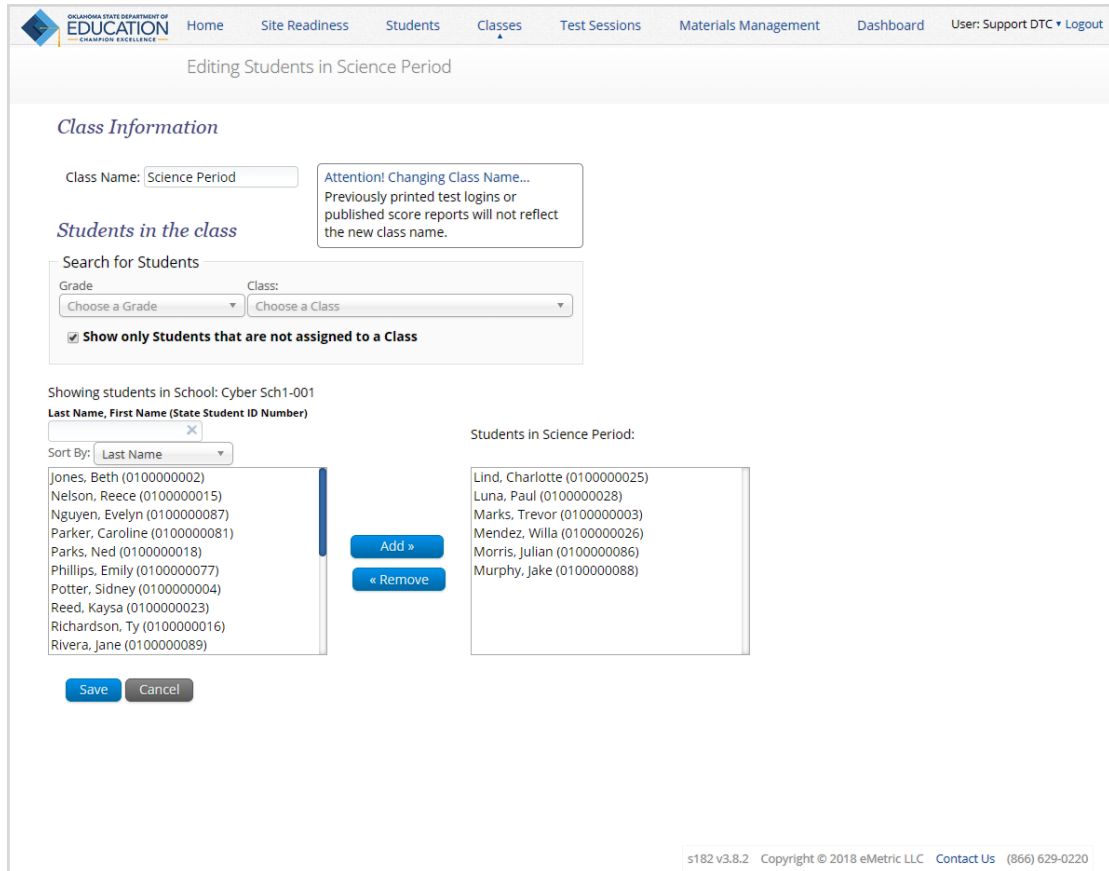


4. Click **Download Template** and populate the spreadsheet with class names and student ID numbers.
  - a. Multiple classes can be created, assuming that the classes all belong to the same grade level.
5. Select the grade or course for the class upload file.
6. Choose the file and click **Upload**.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

## Editing a class

From the Classes page:

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



Editing Students in Science Period

**Class Information**

Class Name:

Attention! Changing Class Name...  
Previously printed test logins or published score reports will not reflect the new class name.

**Students in the class**

Search for Students

Grade:  Class:

☒ Show only Students that are not assigned to a Class

Showing students in School: Cyber Sch1-001

Last Name, First Name (State Student ID Number)

Sort By:

Students in Science Period:

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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.
 

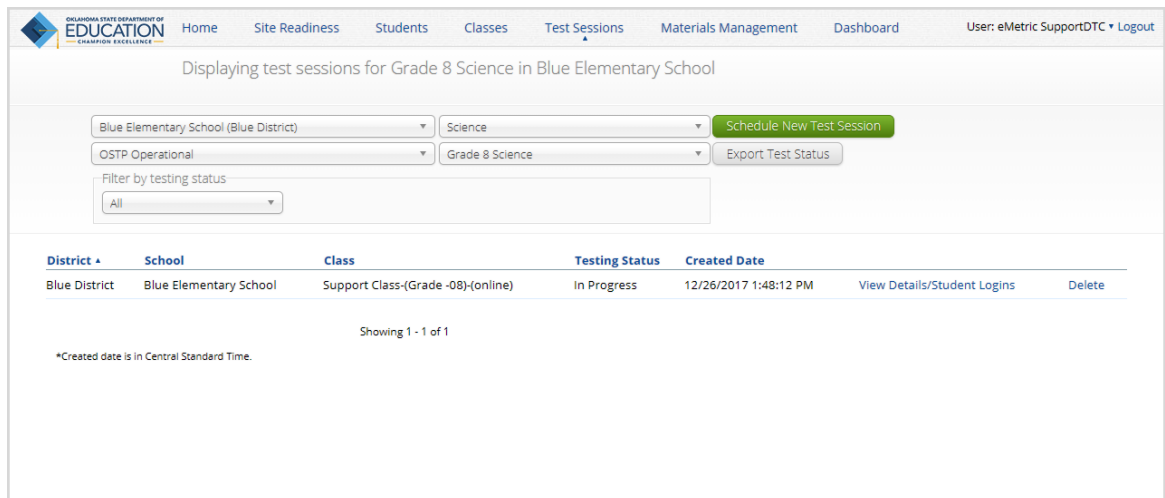
**Note:** To select multiple students, press and hold Ctrl and then select student names from the list.
5. Click **Add>>** to move the names to the list on the right.
 

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**.



| District      | School                 | Class                              | Testing Status | Created Date          | View Details/Student Logins                 | Delete                 |
|---------------|------------------------|------------------------------------|----------------|-----------------------|---|------------------------|
| 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> |

\*Created date is in Central Standard Time.

Showing 1 - 1 of 1

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)

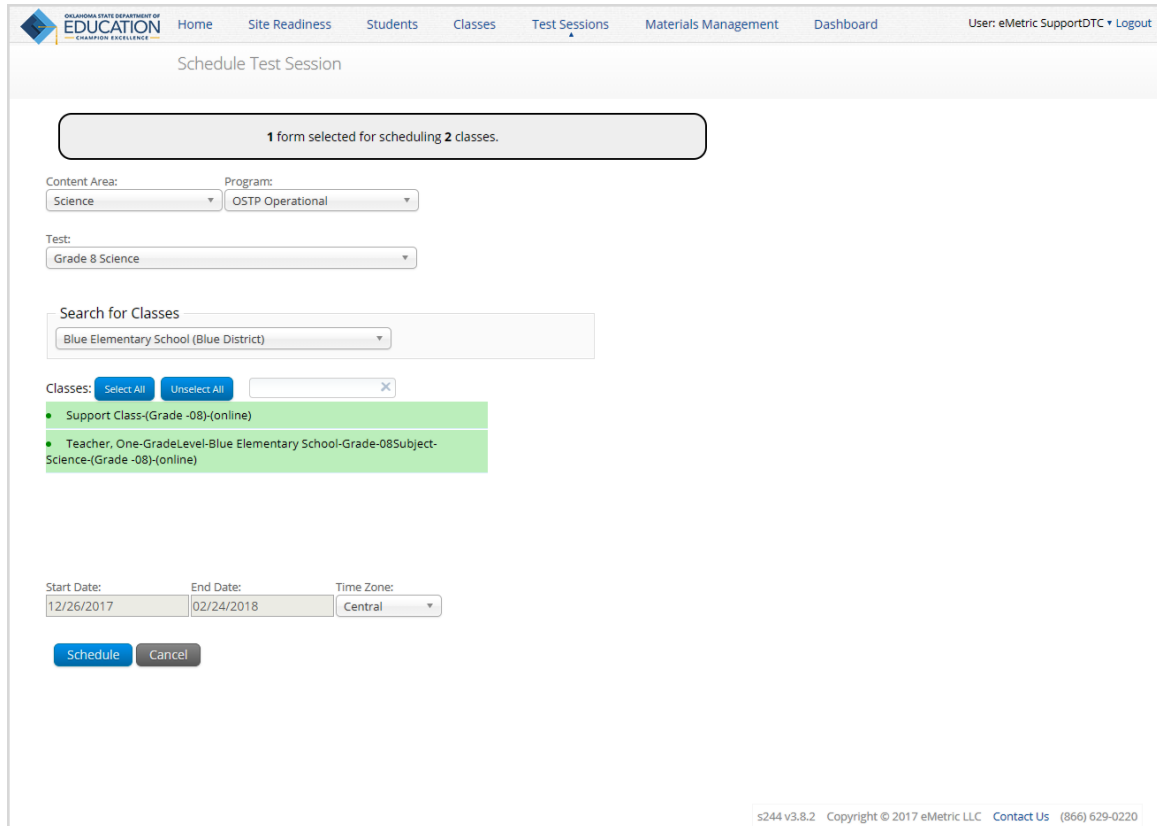
**Note:** The testing status filter is available for scheduled tests only.

## 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**.



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.

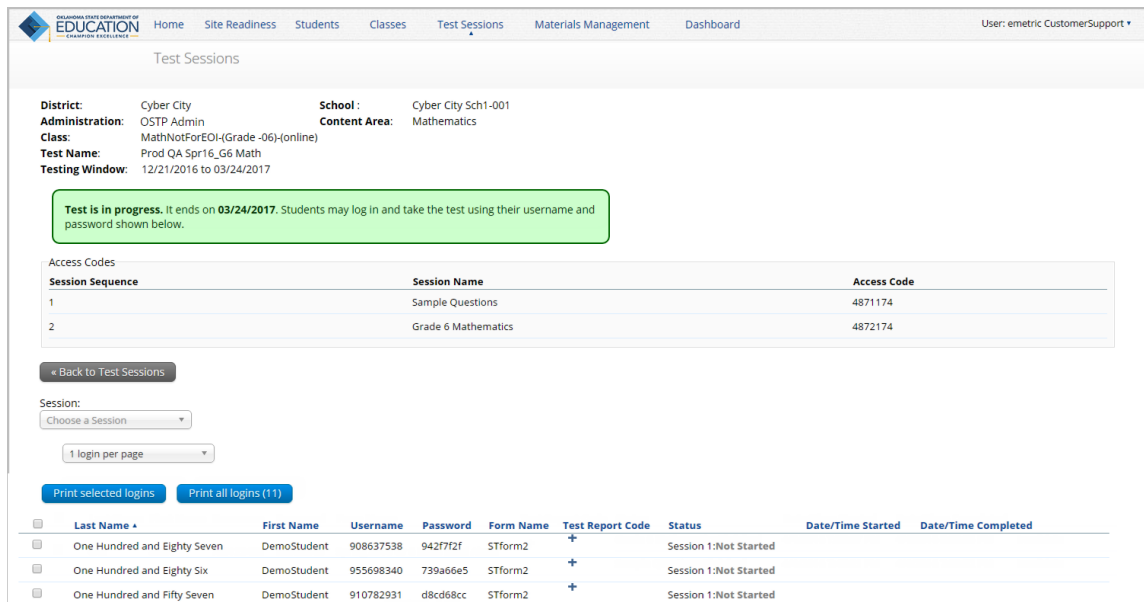
| State Student ID Number | First Name | Middle Initial | Last Name | Date of Birth  | Class 1 Name (Class that is already scheduled) | Class 2 Name (Class that user attempted to schedule) |
|-------------------------|------------|----------------|-----------|----------------|--|--|
| 123987456               | 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                                     |
| 9876754321              | 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.



**Test Sessions**

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

**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.

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

Session:  
Choose a Session  
1 login per page

Print selected logins Print all logins (11)

|  | Last Name                    | First Name  | Username  | Password | Form Name | Test Report Code | Status                 | Date/Time Started | Date/Time Completed |
|--|------------------------------|-------------|-----------|----------|-----------|------------------|------------------------|-------------------|---------------------|
|  | One Hundred and Eighty Seven | DemoStudent | 908637538 | 942f7f2f | STform2   | +                | Session 1: Not Started |                   |                     |
|  | One Hundred and Eighty Six   | DemoStudent | 955698340 | 739a66e5 | STform2   | +                | Session 1: Not Started |                   |                     |
|  | 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)

| <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.

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### 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 Elementary School

**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

| <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.

**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](#)

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.


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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

- 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)<br><b>Test Name:</b> Math GR 8<br><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><br>DOB: 2/21/1998<br>Grade 6 Mathematics Test<br>Username: 918240909<br>Password: b486b758 | <b>One Hundred And Eigh</b><br>DOB: 10/17/2000<br>Grade 6 Mathematics Test<br>Username: 945629602<br>Password: befc945 |
| <b>One Hundred And Fift</b><br>DOB: 2/25/1995<br>Grade 6 Mathematics Test<br>Username: 907534581<br>Password: 4bcb7ac8 | <b>One Hundred And Fift</b><br>DOB: 9/11/1996<br>Grade 6 Mathematics Test<br>Username: 903039946<br>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**.

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User: eMetric SupportDTC • [Logout](#)

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                 |
|---|-----------|------------|-----------|-------------|-------------|---|------------------|--------------|----------------------------|--------------------------|---|-------------------|
| 1 | 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 | 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 | Grade 8 Science  |              | 11/3/2016 11:26            |                          |   | In Progress       |
| 4 | Student3  | Demo       | 907534581 | 8           | Science TEI | Blue Elementary School-Grade-08 Blue Elementary | Sample Questions |              |                            |                          |   | Not Started       |
| 5 | Student4  | Demo       | 907534581 | 8           | Science TEI | Blue Elementary School-Grade-08 Blue Elementary | Grade 8 Science  |              |                            |                          |   | Not Started       |
| 6 | Student5  | Demo       | 903039946 | 8           | Science TEI | Blue Elementary School-Grade-08 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 | Sample Questions |              |                            |                          |   | Not Started       |
| 8 | Student7  | Demo       | 939740846 | 8           | Science TEI | Blue Elementary School-Grade-08 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)?

Yes
No

**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.

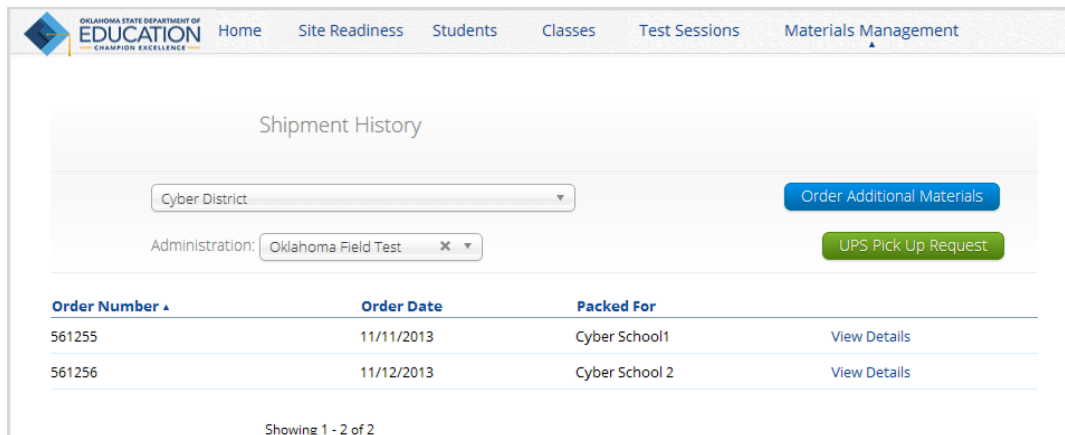
2. Click **Yes** to delete the test session or click **No** to discard your changes and return to the Test Sessions page.

# 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**.



The screenshot shows the 'Materials Management' page with a navigation bar at the top containing links: Home, Site Readiness, Students, Classes, Test Sessions, and Materials Management. The main content area is titled 'Shipment History'. It features a dropdown menu for 'Cyber District' and a button 'Order Additional Materials'. Below this is an 'Administration' section with a dropdown menu showing 'Oklahoma Field Test' and a button 'UPS Pick Up Request'. A table displays shipment history with columns: Order Number, Order Date, Packed For, and View Details. The table contains two rows of data. At the bottom, it says 'Showing 1 - 2 of 2'.

| Order Number | Order Date | Packed For     |                              |
|--------------|------------|----------------|------------------------------|
| 561255       | 11/11/2013 | Cyber School1  | <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<br>10:01:54 PM | 03020115540206330100 | 4        | Grade 6 Math Test Booklet                      | 1Z093453030514260 |
| 000000919653001   | 03/13/2017   | 3/14/2017<br>10:01:54 PM | 03020115540206010100 | 4        | Grade 6 ELA Test Booklet                       | 1Z093453030514260 |
| 000000919653001   | 03/13/2017   | 3/14/2017<br>10:01:54 PM | 03010115540206000000 | 4        | Grade 6 ELA/Math Answer Document               | 1Z093453030514260 |
| 000000919653002   | 03/13/2017   | 3/14/2017<br>10:01:54 PM | 00110215540200000000 | 1        | Envelope for the Return of Test Security Forms | 1Z093453030540184 |
| 000000919653002   | 03/13/2017   | 3/14/2017<br>10:01:54 PM | 00050415540200000001 | 8        | Classroom Test Security Form                   | 1Z093453030540184 |
| 000000919653002   | 03/13/2017   | 3/14/2017<br>10:01:54 PM | 00181715540206000000 | 4        | Grade 6 Math Formula Sheet                     | 1Z093453030540184 |
| 000000919653002   | 03/13/2017   | 3/14/2017<br>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.

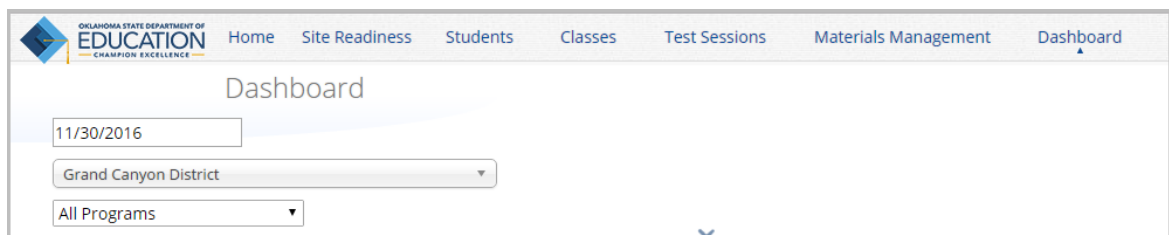
**Table 11. Metrics Provided in the Dashboard**

| <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

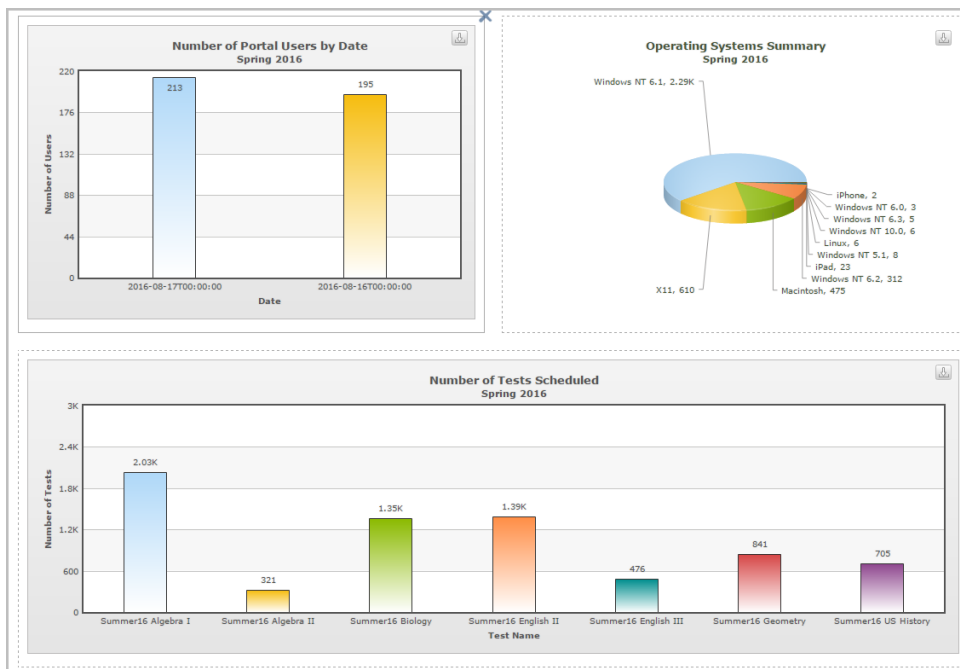
OSTP Operational

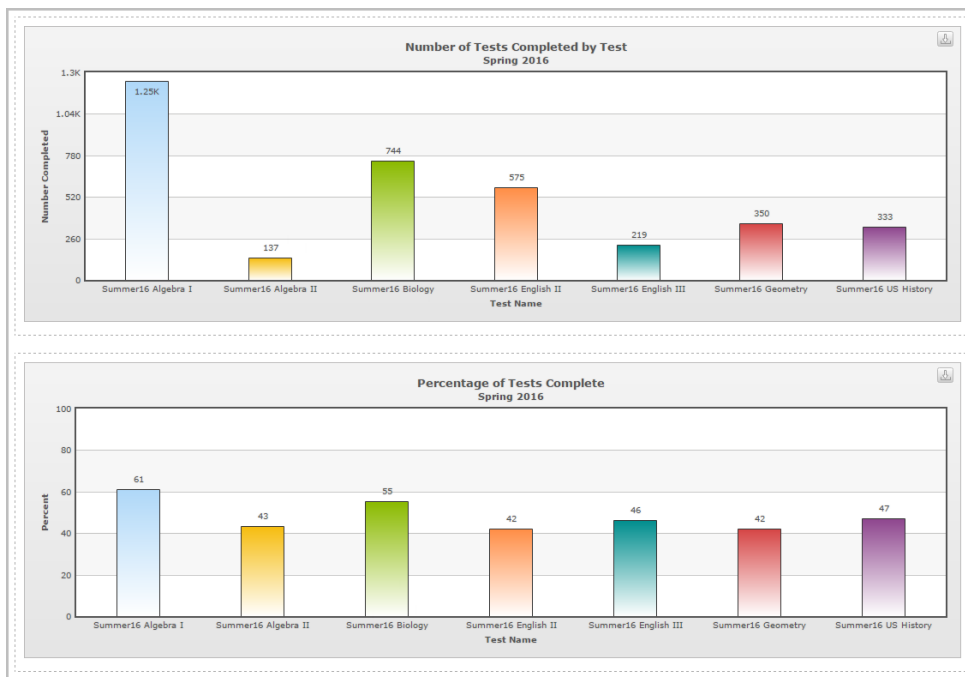
CCRA Grade 11 Science Operational


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

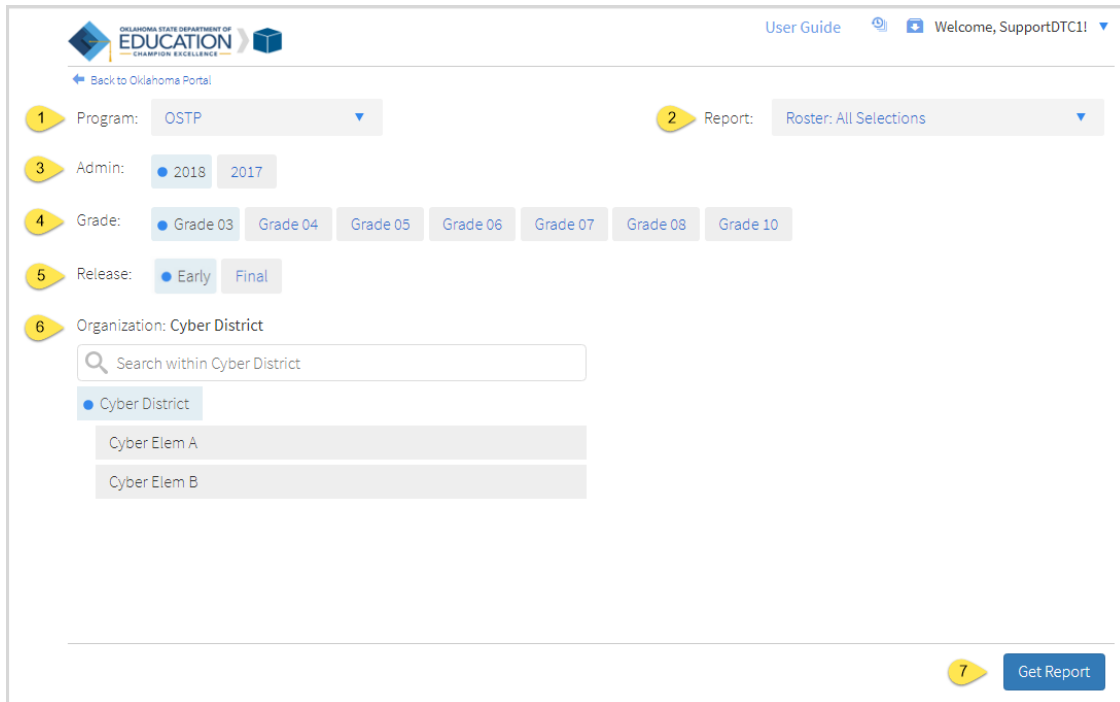
concepts taught in kindergarten through Algebra II, Geometry, Trigonometry, and Precalculus.

**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 OSTP Reporting interface. At the top, there's a header with the Oklahoma State Department of Education logo and a 'User Guide' link. Below the header, there's a 'Back to Oklahoma Portal' link. The main area contains several filter sections, each with a numbered yellow arrow pointing to it: 1. Program: A dropdown menu showing 'OSTP'. 2. Report: A dropdown menu showing 'Roster: All Selections'. 3. Admin: Radio buttons for '2018' and '2017'. 4. Grade: Radio buttons for 'Grade 03', 'Grade 04', 'Grade 05', 'Grade 06', 'Grade 07', 'Grade 08', and 'Grade 10'. 5. Release: Radio buttons for 'Early' and 'Final'. 6. Organization: A search box labeled 'Search within Cyber District' with a dropdown menu showing 'Cyber District', 'Cyber Elem A', and 'Cyber Elem B'. At the bottom right, there's a yellow arrow pointing to a 'Get Report' button.

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

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

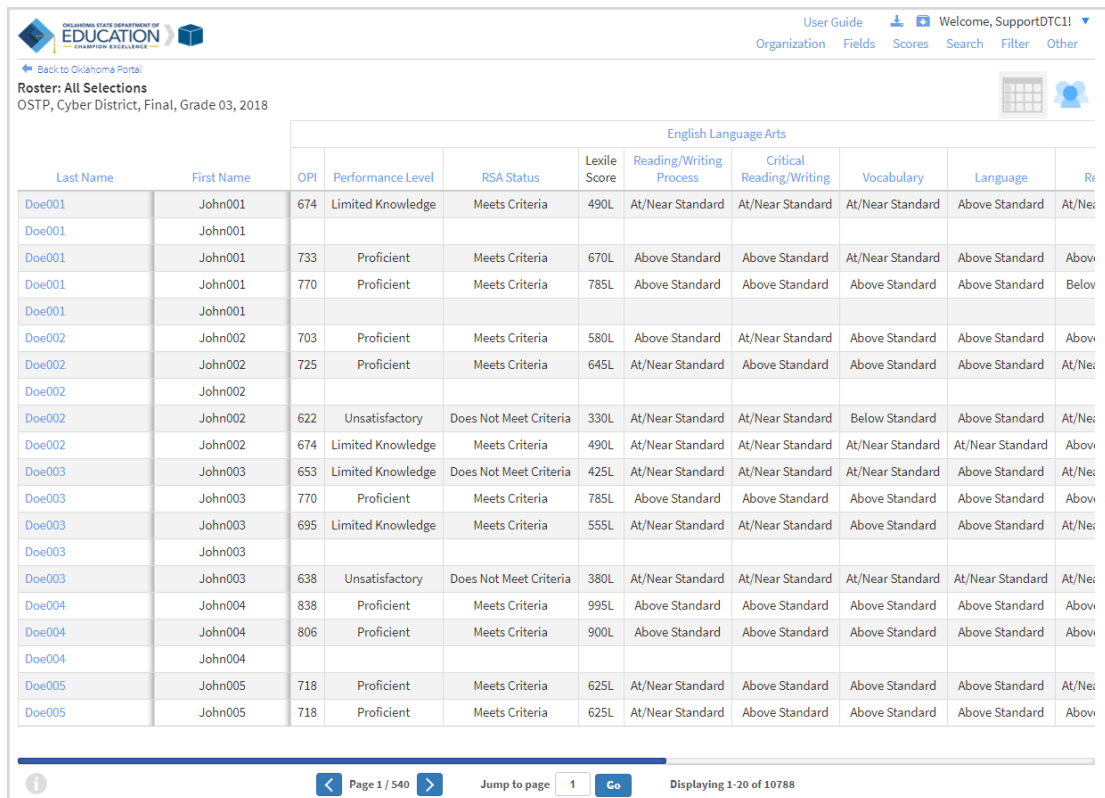
2. Select an available report type:

|  |   |
|--|---|
| <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 'Roster: All Selections' report for the OSTP, Cyber District, Final, Grade 03, 2018. The report displays student data for English Language Arts, including Last Name, First Name, OPI, Performance Level, RSA Status, Lexile Score, Reading/Writing Process, Critical Reading/Writing, Vocabulary, Language, and a final status column. The data is presented in a table with 11 columns and 20 rows of student records. The interface includes a top navigation bar with links like 'User Guide', 'Organization', 'Fields', 'Scores', 'Search', 'Filter', and 'Other'. A bottom navigation bar shows 'Page 1 / 540', 'Jump to page 1', and '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/Nei |
| Doe001    | John001    |     |                   |                        |              |                         |                          |                  |                  |        |
| Doe001    | John001    | 733 | Proficient        | Meets Criteria         | 670L         | Above Standard          | Above Standard           | At/Near Standard | Above Standard   | Abov   |
| Doe001    | John001    | 770 | Proficient        | Meets Criteria         | 785L         | Above Standard          | Above Standard           | Above Standard   | Above Standard   | Below  |
| Doe001    | John001    |     |                   |                        |              |                         |                          |                  |                  |        |
| Doe002    | John002    | 703 | Proficient        | Meets Criteria         | 580L         | Above Standard          | At/Near Standard         | Above Standard   | Above Standard   | Abov   |
| Doe002    | John002    | 725 | Proficient        | Meets Criteria         | 645L         | At/Near Standard        | Above Standard           | Above Standard   | Above Standard   | At/Nei |
| Doe002    | John002    |     |                   |                        |              |                         |                          |                  |                  |        |
| Doe002    | John002    | 622 | Unsatisfactory    | Does Not Meet Criteria | 330L         | At/Near Standard        | At/Near Standard         | Below Standard   | Above Standard   | At/Nei |
| Doe002    | John002    | 674 | Limited Knowledge | Meets Criteria         | 490L         | At/Near Standard        | At/Near Standard         | At/Near Standard | At/Near Standard | Abov   |
| Doe003    | John003    | 653 | Limited Knowledge | Does Not Meet Criteria | 425L         | At/Near Standard        | At/Near Standard         | At/Near Standard | Above Standard   | At/Nei |
| Doe003    | John003    | 770 | Proficient        | Meets Criteria         | 785L         | Above Standard          | Above Standard           | Above Standard   | Above Standard   | Abov   |
| Doe003    | John003    | 695 | Limited Knowledge | Meets Criteria         | 555L         | At/Near Standard        | At/Near Standard         | Above Standard   | Above Standard   | At/Nei |
| Doe003    | John003    |     |                   |                        |              |                         |                          |                  |                  |        |
| Doe003    | John003    | 638 | Unsatisfactory    | Does Not Meet Criteria | 380L         | At/Near Standard        | At/Near Standard         | At/Near Standard | At/Near Standard | At/Nei |
| Doe004    | John004    | 838 | Proficient        | Meets Criteria         | 995L         | Above Standard          | Above Standard           | Above Standard   | Above Standard   | Abov   |
| Doe004    | John004    | 806 | Proficient        | Meets Criteria         | 900L         | Above Standard          | Above Standard           | Above Standard   | Above Standard   | Abov   |
| Doe004    | John004    |     |                   |                        |              |                         |                          |                  |                  |        |
| Doe005    | John005    | 718 | Proficient        | Meets Criteria         | 625L         | At/Near Standard        | Above Standard           | Above Standard   | Above Standard   | At/Nei |
| Doe005    | John005    | 718 | Proficient        | Meets Criteria         | 625L         | At/Near Standard        | Above Standard           | Above Standard   | Above Standard   | Abov   |

**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.

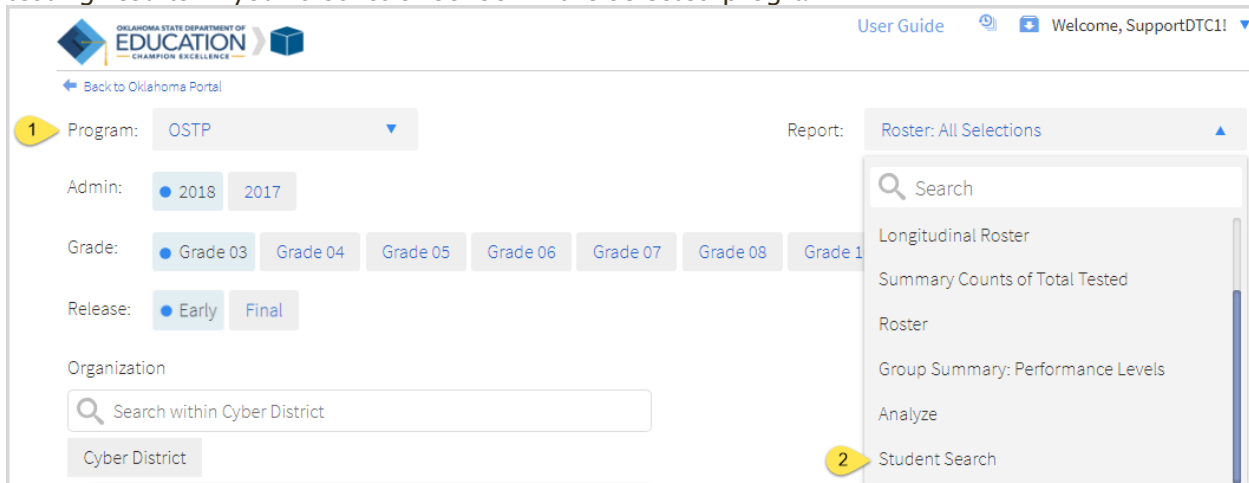
- Click  to display the next page.

- 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

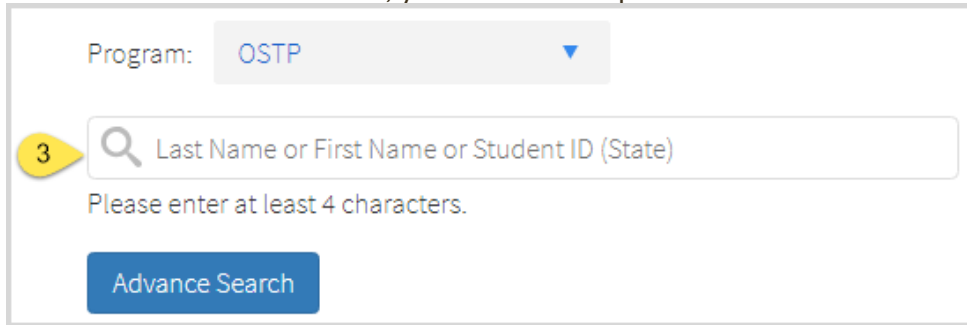
Student Search feature provides access to individual student results for all students who have testing results in your district or school in the selected program.



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:

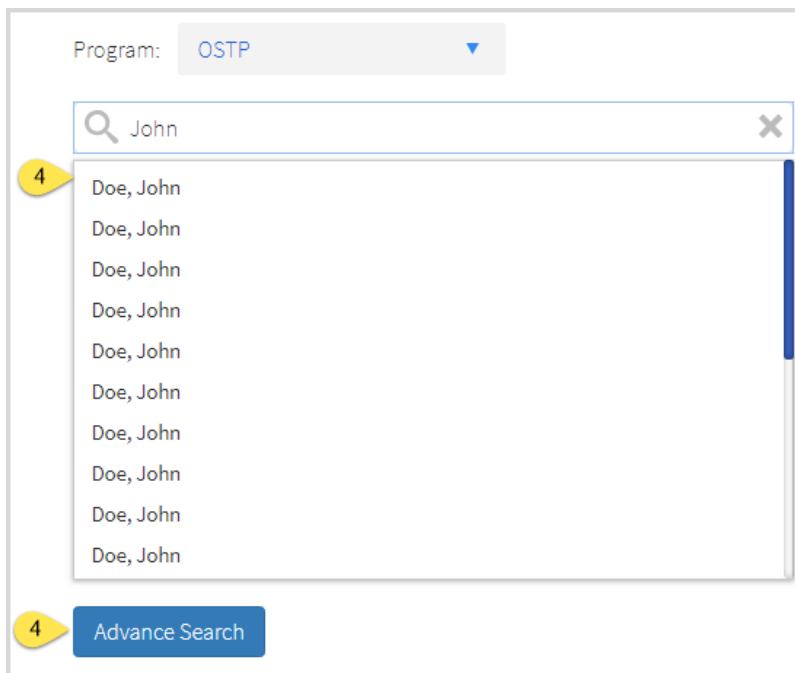


Program: OSTP ▼

3

Please enter at least 4 characters.

Advance Search



Program: OSTP ▼

4

- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- Doe, John
- 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               |  |  |  |  |
| 2018, Grade 06, Final, English Language Arts | District Name: Cyber District<br>School Name: Cyber Mid A  | Performance Level: Proficient<br>OPI: 811        |  |  |
| 2018, Grade 06, Final, Mathematics           | District Name: Cyber District<br>School Name: Cyber Mid A  | Performance Level: Proficient<br>OPI: 763        |  |  |
| 2017, Grade 07, Final, English Language Arts | District Name: Cyber District<br>School Name: Cyber Mid A  | Performance Level: Limited Knowledge<br>OPI: 284 |  |  |
| 2017, Grade 07, Final, Mathematics           | District Name: Cyber District<br>School Name: Cyber Mid A  | Performance Level: Limited Knowledge<br>OPI: 289 |  |  |
| 2018, Grade 10, Final, English Language Arts | District Name: Cyber District<br>School Name: Cyber High A |  |  |  |
| 2018, Grade 10, Final, Mathematics           | District Name: Cyber District<br>School Name: Cyber High A | Performance Level: Proficient<br>OPI: 721        |  |  |
| 2018, Grade 10, Final, Science               | District Name: Cyber District<br>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](#)

[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        |
|--------------------------|-----|-------------------|--------------------------------------|--------------|-------------|
| English Language Arts    | 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        |
|------------------------------|-----|-------------------|--------------------------------------|----------------|-------------|
| Mathematics                  | 763 | Proficient        |                                      | 1120Q          | Operational |
| Number & Operations          |     |                   | Above Standard                       |                |             |
| Algebraic Reasoning          |     |                   | Above Standard                       |                |             |
| Geometry & Measurement       |     |                   | Above Standard                       |                |             |
| Data & Probability           |     |                   | At/Near Standard                     |                |             |

<

Page 1 / 1

>

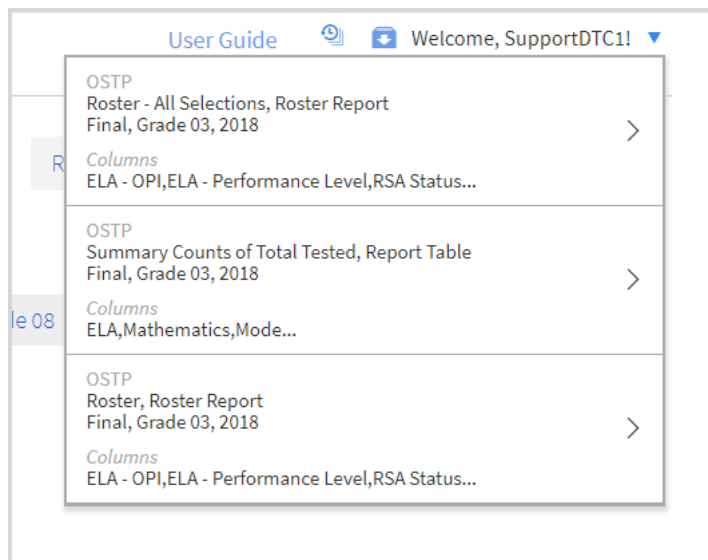
Jump to page
 

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

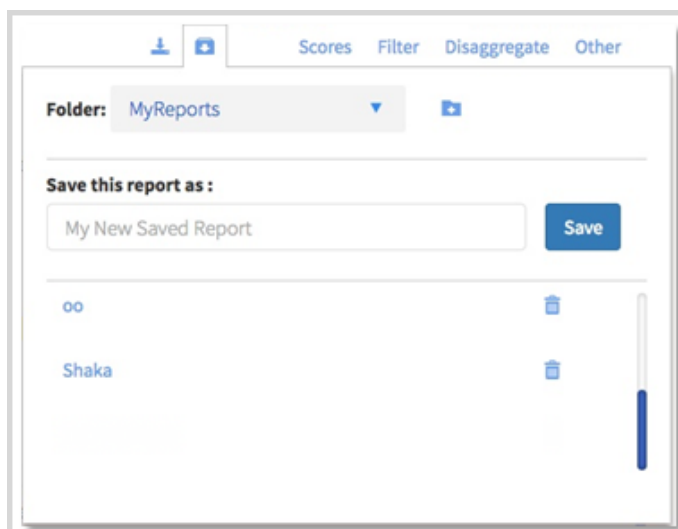
Click on the button in the upper right corner of the Reporting home page to view a list of recently viewed reports. You can select a recent report to jump to the view as described. The program, report title and list of the columns last viewed will display.




**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.

Download Report

Download

PDF

CSV

Report Name

report

Layout

Landscape

Portrait

Pages

Current Page

All

Custom

Download

# 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    |

*i*
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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

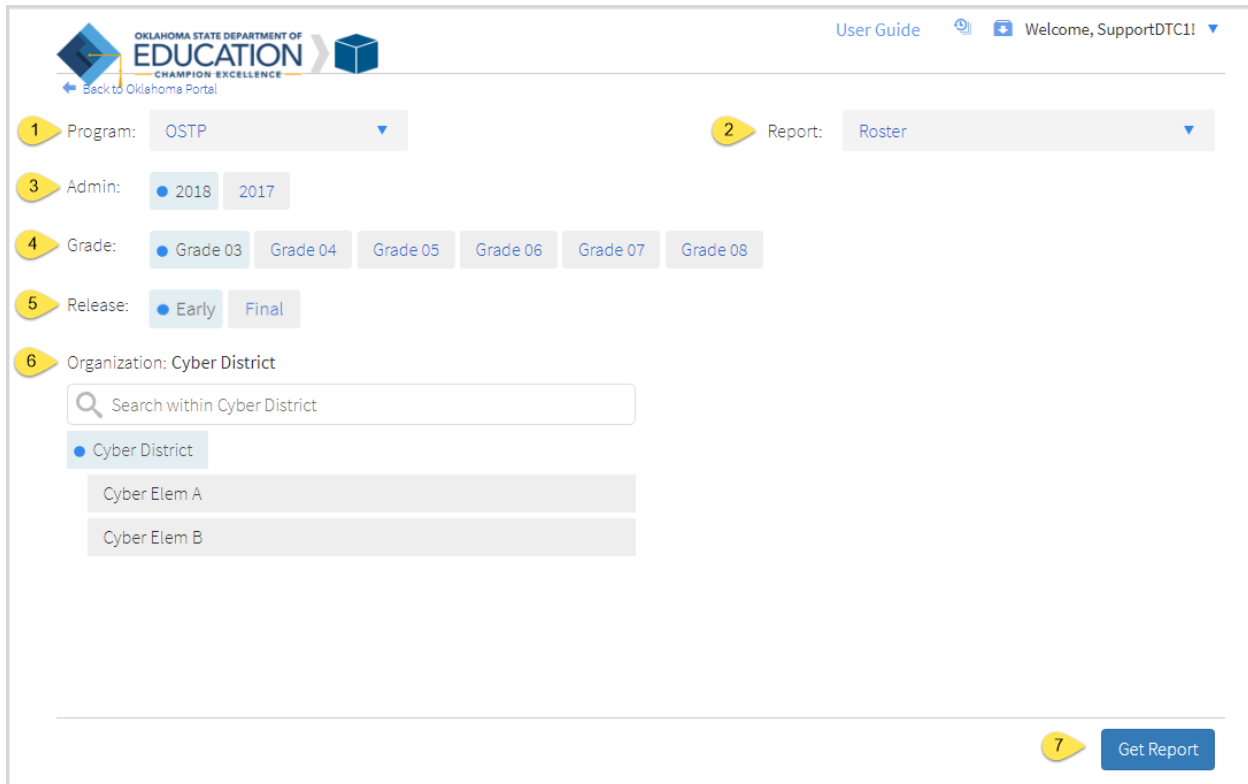
| Last Name | First Name | OPI | Performance Level | RSA Status             | Lexile Score | English Language Arts   |                          |                  |  | Language         | F     |
|-----------|------------|-----|-------------------|------------------------|--------------|-------------------------|--------------------------|------------------|--|--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

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## Generate a Roster Report

From the Reporting home page:



The screenshot shows the 'Generate a Roster Report' form in the OSTP Portal. The form is titled 'OKLAHOMA STATE DEPARTMENT OF EDUCATION CHAMPION EXCELLENCE' and includes a 'Back to Oklahoma Portal' link. The form has several sections: 'Program' (OSTP), 'Report' (Roster), 'Admin' (2018), 'Grade' (Grade 03), 'Release' (Early), and 'Organization' (Cyber District). A search bar is provided for the Organization section. The 'Get Report' button is located at the bottom right of the form.

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

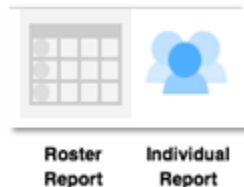
| Last Name | First Name | English Language Arts |                   |                        | Mathematics |                   |
|-----------|------------|-----------------------|-------------------|------------------------|-------------|-------------------|
|           |            | OPI                   | 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.

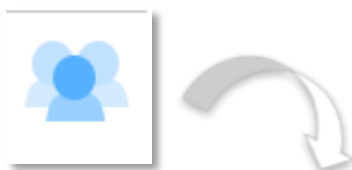
## Viewing Options

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!

[Search](#)
[Filter](#)

[Back to Oklahoma Portal](#)

**Individual Report**

OSTP, Cyber District, Final, Grade 03, 2018

Doe001, John001
2018

**Student ID (State):** 2002774002

**District Name:** Cyber District

**School Name:** Cyber Elem A

**Enrolled Grade:** Grade 03

**Program:** OSTP

**Reporting Window:** Final

| ELA Detailed Results     | OPI | Performance Level | Reporting Category Performance Level | RSA Status     | Lexile Score | Form        |
|--------------------------|-----|-------------------|--------------------------------------|----------------|--------------|-------------|
| English Language Arts    | 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        |
|------------------------------|-----|-------------------|--------------------------------------|----------------|-------------|
| Mathematics                  | 747 | Proficient        |                                      | 715Q           | Operational |
| Number & Operations          |     |                   | Above Standard                       |                |             |
| Algebraic Reasoning          |     |                   | Above Standard                       |                |             |
| Geometry & Measurement       |     |                   | Above Standard                       |                |             |
| Data & Probability           |     |                   | Above Standard                       |                |             |

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## Individual Report Navigation:

- From the Individual Report View, use the navigation arrows at the bottom of the report to page through the repots. 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

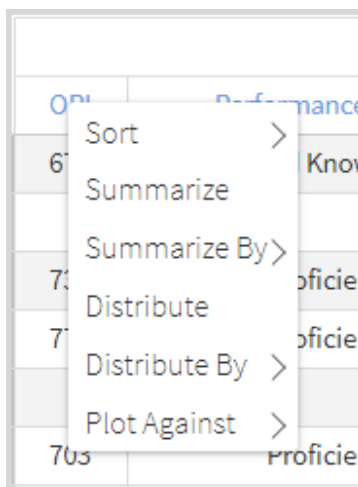
Report Name


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
Download
Share
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

Teacher 1    Teacher 2    Teacher 3    Teacher 4

Reset

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.

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

Welcome, SupportDTC1!

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
Condition
FAY

Name
Form
Mode
Code
Braille
in

FAY
FAY
FAY

in
in
in

State
District
School

ELA

Mathematics

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 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | -                        |
| Mathematics           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | -                                   | -                        | <input type="checkbox"/> |

^ 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.



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[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

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Relationship

Student ID (State) ▼ And

contains:  
200  
Apply  
Student ID (State) contains "200"

Update

[Back to Oklahoma Portal](#)

### Roster

OSTP, Cyber Elem A, Final, Grade 03, 2018

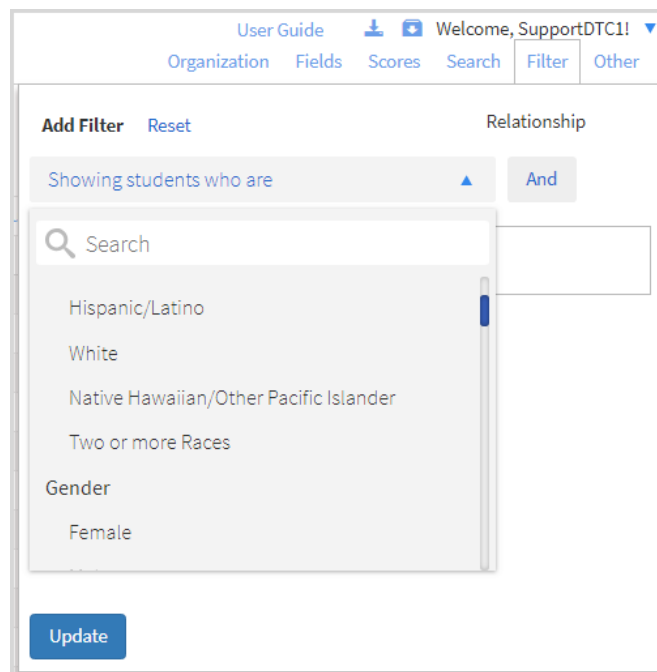
Search: Student ID (State) contains '200'

| Last Name | First Name |
|-----------|------------|
| Doe001    | John001    |
| Doe001    | John001    |
| Doe001    | John001    |
| Doe001    | John001    |
| Doe001    | John001    |
| Doe002    | John002    |
| Doe002    | John002    |

## Filter

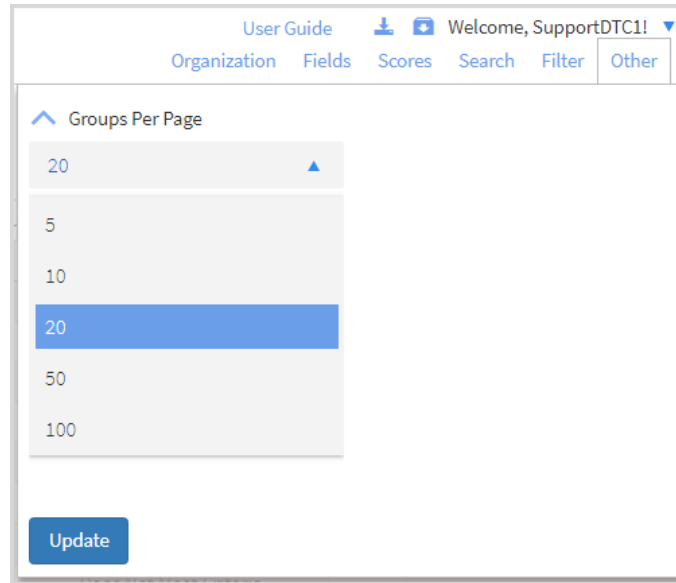
The Filter feature allows you to include or exclude students based on demographic statistics. To include a subgroup, click on the desired demographic variable from the drop-down list. To select more than one subgroup, click on another demographic variable. Then, click “and” or “or” to specify the logical 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).

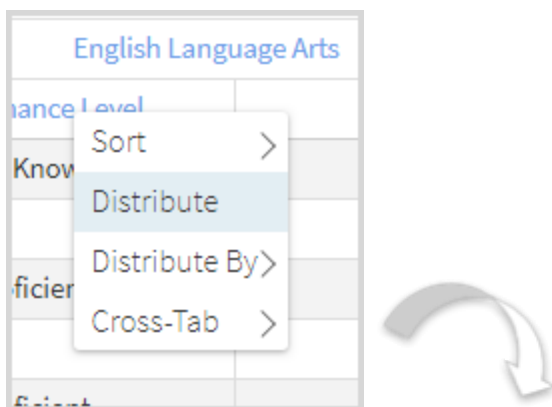



## Analysis Features

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.



|   |                         |           |
|---|-------------------------|-----------|
|  |                         |           |
| <a href="#">Back to Oklahoma Portal</a>   |                         |           |
| <b>Analyze - Distribution</b><br>OSTP, Cyber District, Final, Grade 03, 2018      |                         |           |
| <b>ELA - Performance Level</b>  |                         |           |
|   | 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:
OSTP

Report:
Analyze

Admin:
2018
2017

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

Release:
Early
Final

Organization: Cyber District

Search within State

State

Cyber District
Cyber Elem A
Cyber Elem B

Get Report

### Analyze Report View Options

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



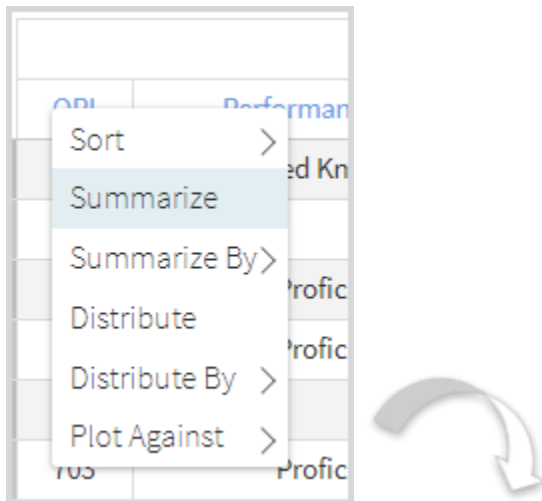
### 1) Summary Statistics:

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.



|  |         | <a href="#">User Guide</a> <a href="#">Stats</a> <a href="#">Disaggregate</a> <a href="#">Search</a> <a href="#">Filter</a> |      |         |         |
|--|---------|---|------|---------|---------|
| <a href="#">Back to Oklahoma Portal</a><br><b>Analyze ELA - OPI</b><br>OSTP, Cyber District, Final, Grade 03, 2018 |         |   |      |         |         |
| 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.



|  |         | <a href="#">User Guide</a> <a href="#">Stats</a> <a href="#">Disaggregate</a> <a href="#">Search</a> <a href="#">Filter</a> |      |         |         |
|--|---------|---|------|---------|---------|
| <a href="#">Back to Oklahoma Portal</a><br><b>Analyze ELA - OPI</b><br>OSTP, Cyber District, Final, Grade 03, 2018 |         |   |      |         |         |
| 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 buttons for 'Ethnicity', 'Gender', 'Economically Disadvantaged', 'ELL', and 'IEP'. The 'Ethnicity' button is selected. To the right, a dropdown menu is open, showing options for 'Summarize By' including 'Gender', 'Ethnicity', 'Economically Disadvantaged', 'ELL', 'IEP', '504', 'ELL Proficient', 'Regular Education', 'Migrant', and 'Foster Military'. A curved arrow points from this interface down to the next screenshot.

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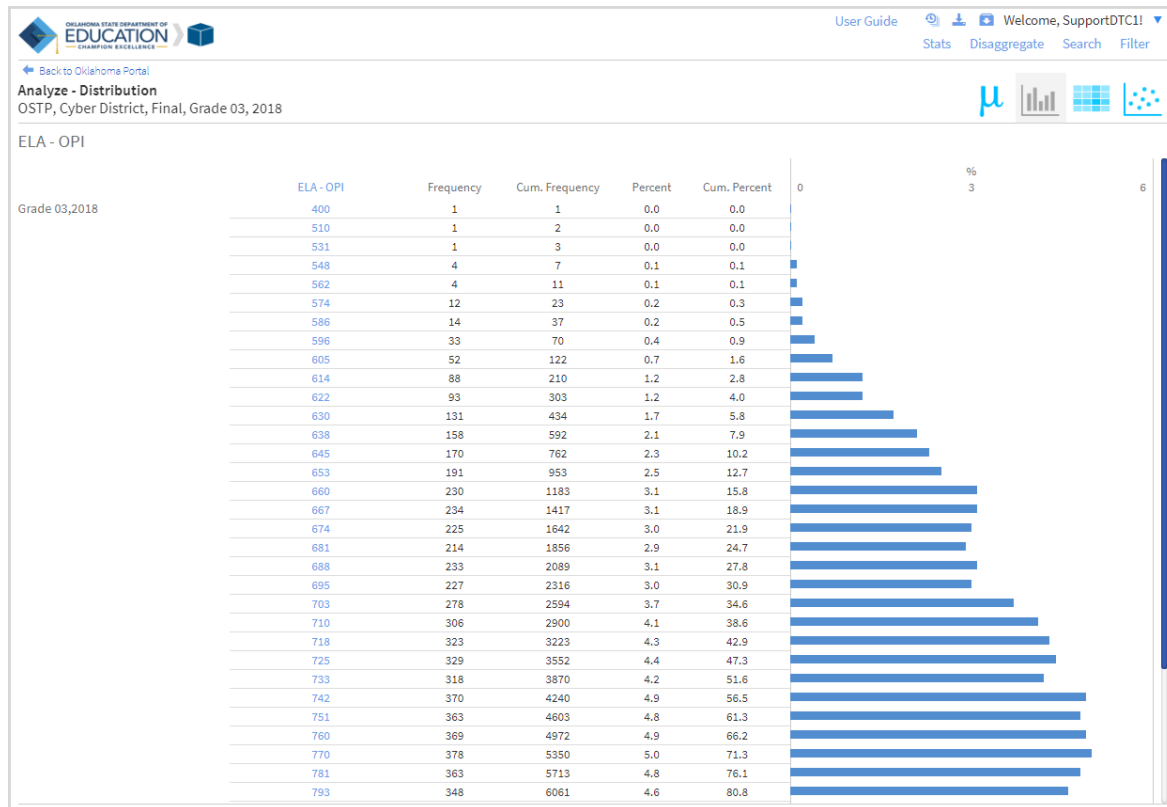
Analyze ELA - OPI  
OSTP, Cyber District, Final, Grade 03, 2018

| 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     |

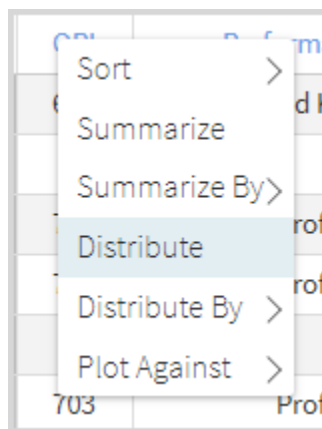
## 2) Frequency Distribution:

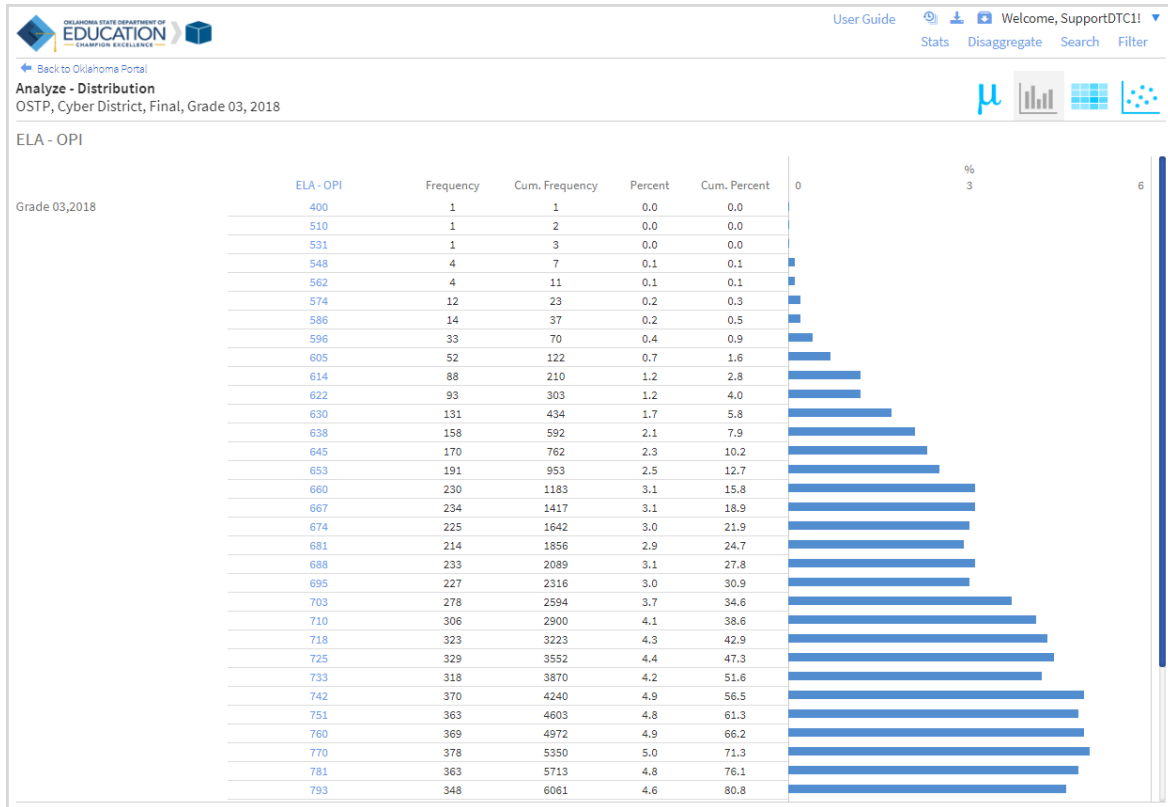
Generate a frequency distribution for a score or performance level by clicking on the Frequency Distribution button on the Analyze report view, or by clicking on a column header in the Roster Report View and selecting Distribute or Distribute By.





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.

**English Language Arts**

Sort >  
Summarize  
Summarize By >  
Distribute  
Distribute By >  
Plot Against >

Subgroup

☒ Ethnicity ☐ Gender ☐ Economically Disadvantaged ☐ ELL ☐ IEP

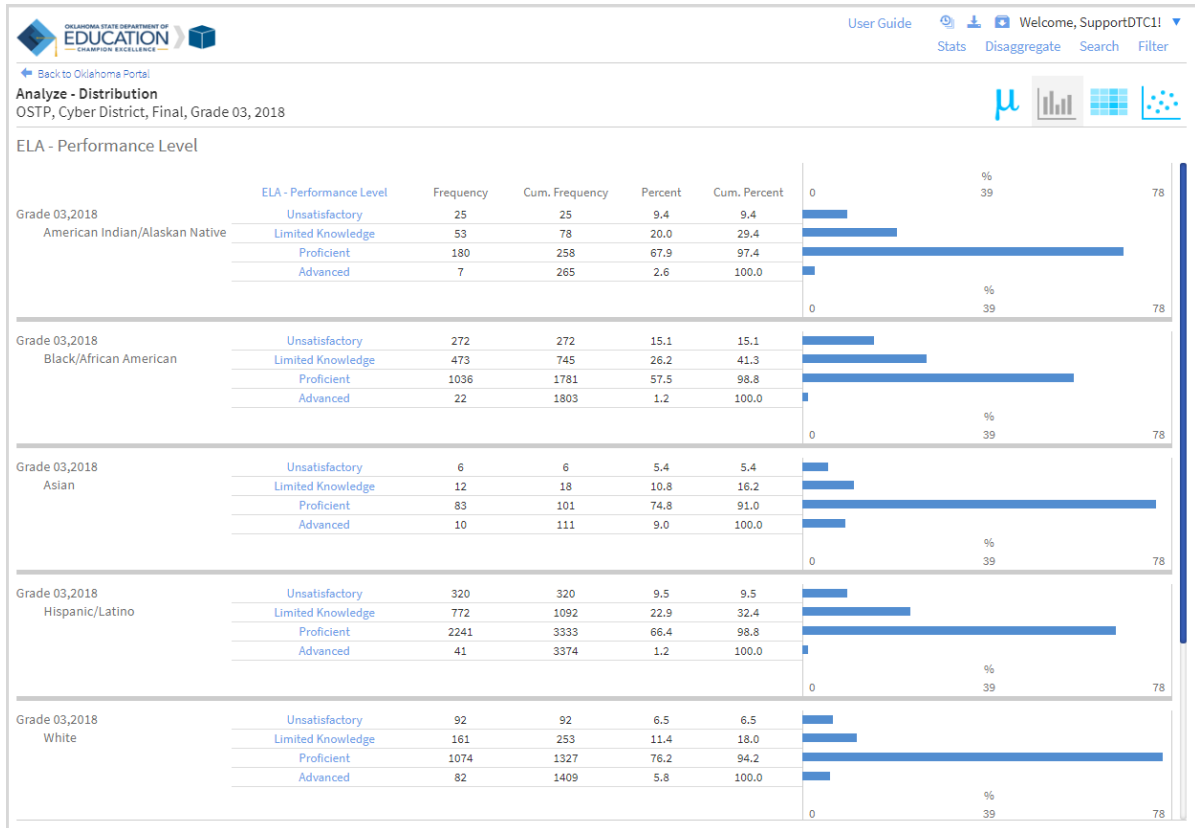
☐ Migrant ☐ ELL Proficient ☐ Regular Education ☐ Other Placement

☐ 504 ☐ Foster ☐ Military

Update

Gender  
Ethnicity  
Economically Disadvantaged  
ELL  
IEP  
504  
ELL Proficient  
Regular Education  
Migrant





### 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.

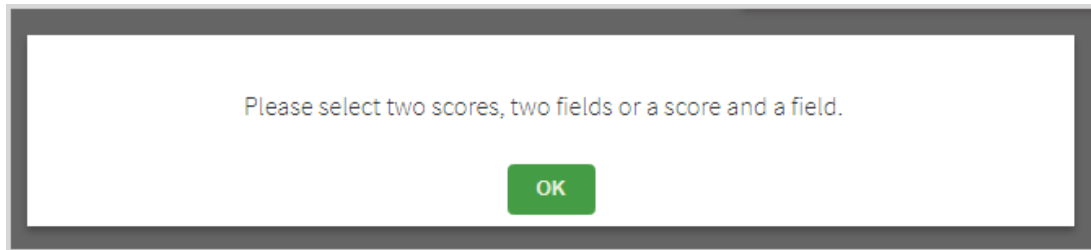


[Back to Oklahoma Portal](#)  
**Analyze ELA - Performance Level by Ethnicity**  
 OSTP, Cyber District, Final, Grade 03, 2018

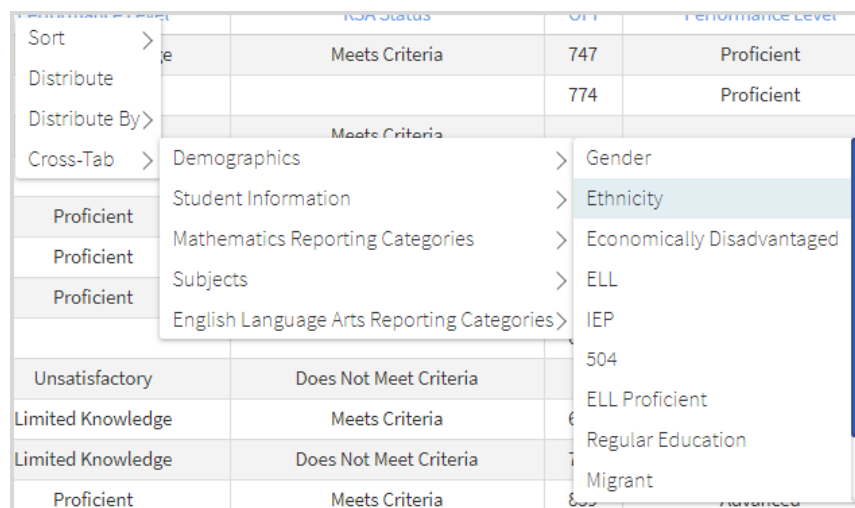
Number Tested


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

**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:





User Guide

  Welcome, SupportDTC11

Stats

Fields

Search

Filter

[Back to Oklahoma Portal](#)

Analyze ELA - Performance Level by Ethnicity

OSTP, Cyber District, Final, Grade 03, 2018

Number Tested

<

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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[Stats](#)
[Fields](#)
[Search](#)
[Filter](#)

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### Analyze ELA - Performance Level by Ethnicity

OSTP, Cyber District, Final, Grade 03, 2018

Percent of Total ▼

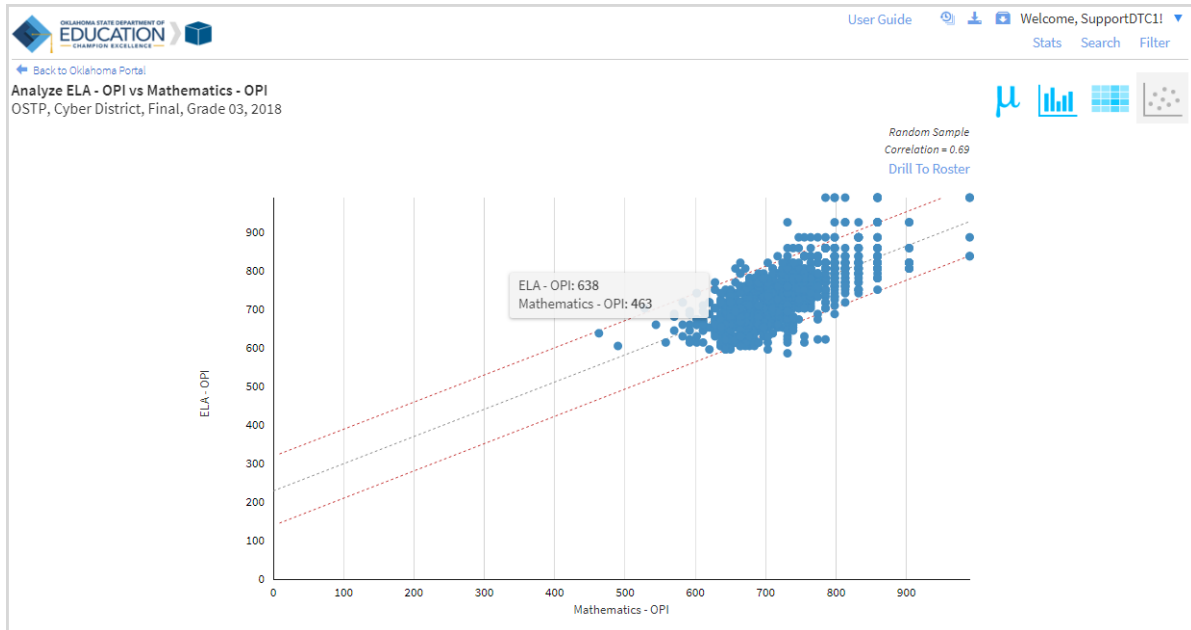
| Ethnicity                              | ELA - Performance Level |                   |            |          | Total |
|--|-------------------------|-------------------|------------|----------|-------|
|  | Unsatisfactory          | Limited Knowledge | Proficient | Advanced |       |
| American Indian/Alaskan 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.

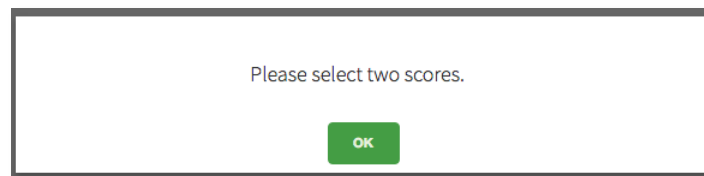
#### 4) Scatter Plot:

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.

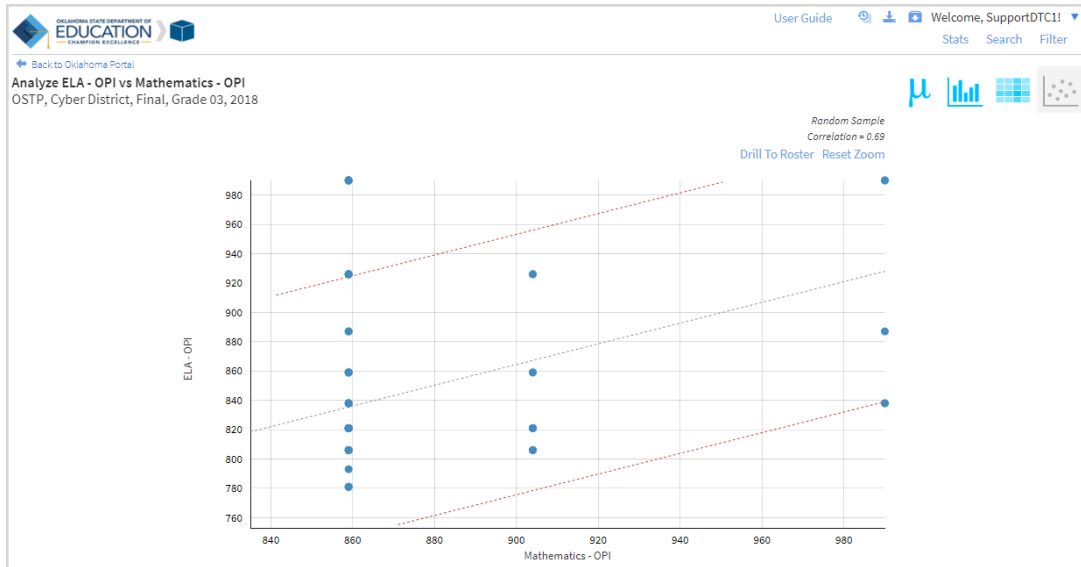




*Note:* If you navigate from a frequency distribution or summary statistics with only one variable selected, a message will pop-up instructing you to add a second variable (score) in order to view a cross tab report.



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.)

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Group Summary: Performance Levels

OSTP, Final, Grade 03

| Group          | Administration | Total<br>N | Valid<br>N | Mean<br>OPI | % in Each Performance Level |                      |            |          | At or<br>Above<br>Proficient | Below<br>Proficient | RSA Status          |       | Valid<br>N |
|----------------|----------------|------------|------------|-------------|-----------------------------|----------------------|------------|----------|------------------------------|---------------------|---------------------|-------|------------|
|                |                |            |            |             | Unsatisfactory              | Limited<br>Knowledge | Proficient | Advanced |                              |                     | Does<br>Not<br>Meet | Meets |            |
|                |                |            |            |             |                             |                      |            |          |                              |                     |                     |       |            |
| 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.

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

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

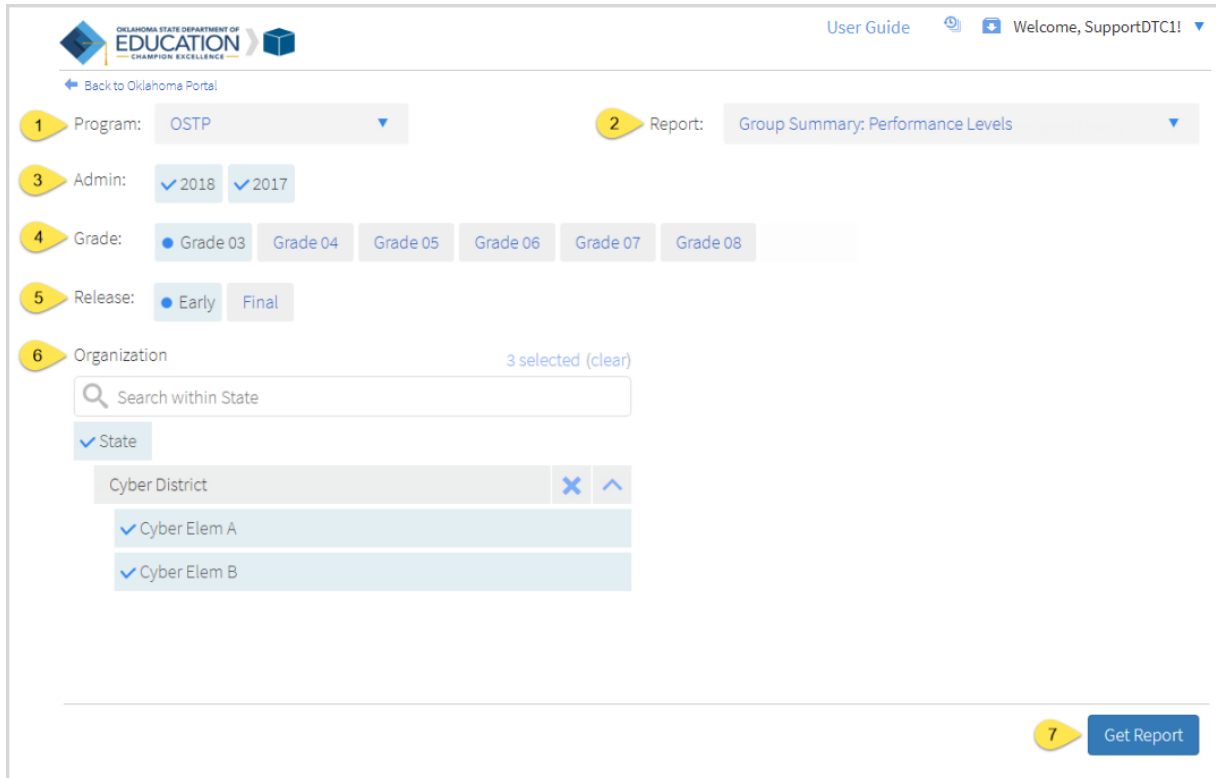
[Back to Oklahoma Portal](#)  
**Summary Counts of Total Tested**  
 OSTP, Final, Grade 03, 2018

| 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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## Generate a Group Summary Report

From the Reporting home page:



The screenshot shows the 'Generate a Group Summary Report' form in the OSTP Portal. The form is titled 'Generate a Group Summary Report' and includes a 'Back to Oklahoma Portal' link. The form has several sections: 'Program' (OSTP), 'Report' (Group Summary: Performance Levels), 'Admin' (2018, 2017), 'Grade' (Grade 03, Grade 04, Grade 05, Grade 06, Grade 07, Grade 08), 'Release' (Early, Final), and 'Organization' (3 selected, clear). The 'Organization' section includes a search bar and a list of selected organizations: Cyber District, Cyber Elem A, and Cyber Elem B. A 'Get Report' button is located at the bottom right of the form.

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.

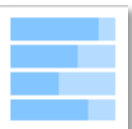
## Viewing Options

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



Back to Oklahoma Portal

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

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

Welcome, SupportDTC1!

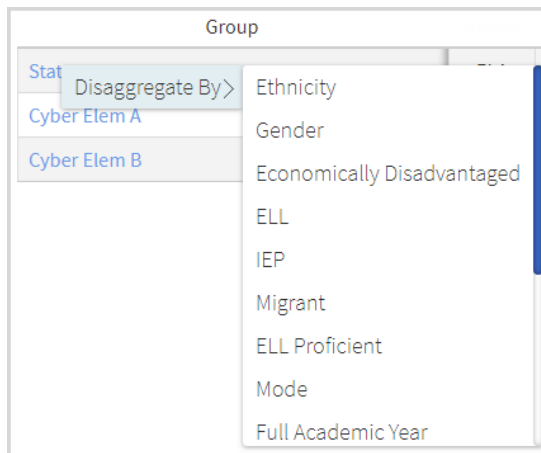
| Group         | Subject     | Administration | Valid N | % in Each Performance Level |                   |            |          |
|---------------|-------------|----------------|---------|-----------------------------|-------------------|------------|----------|
|               |             |                |         | 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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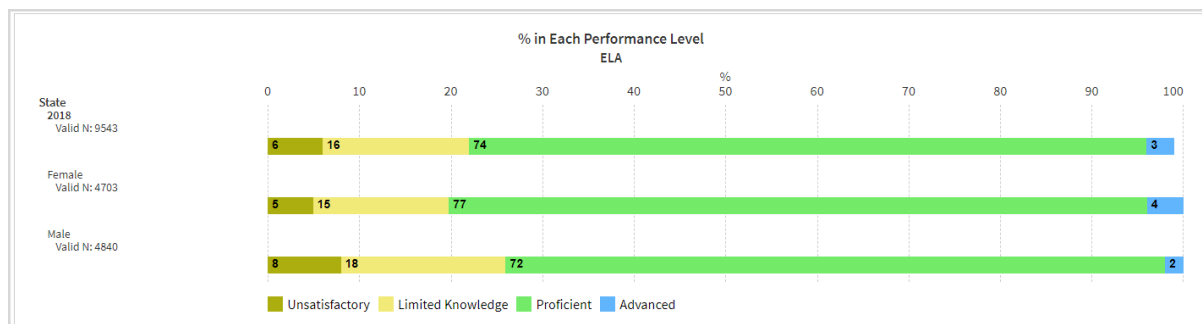
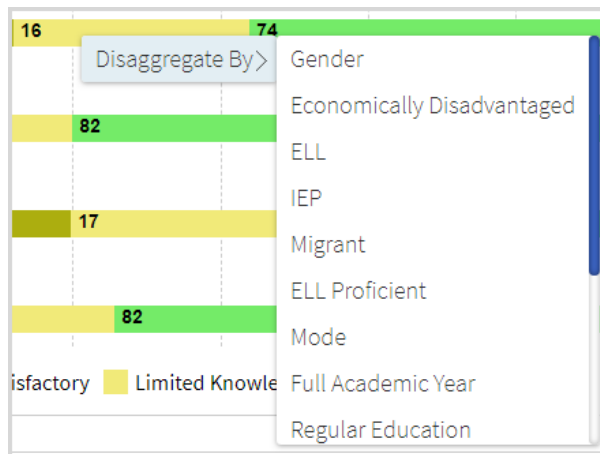
## General Functionality

- 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.

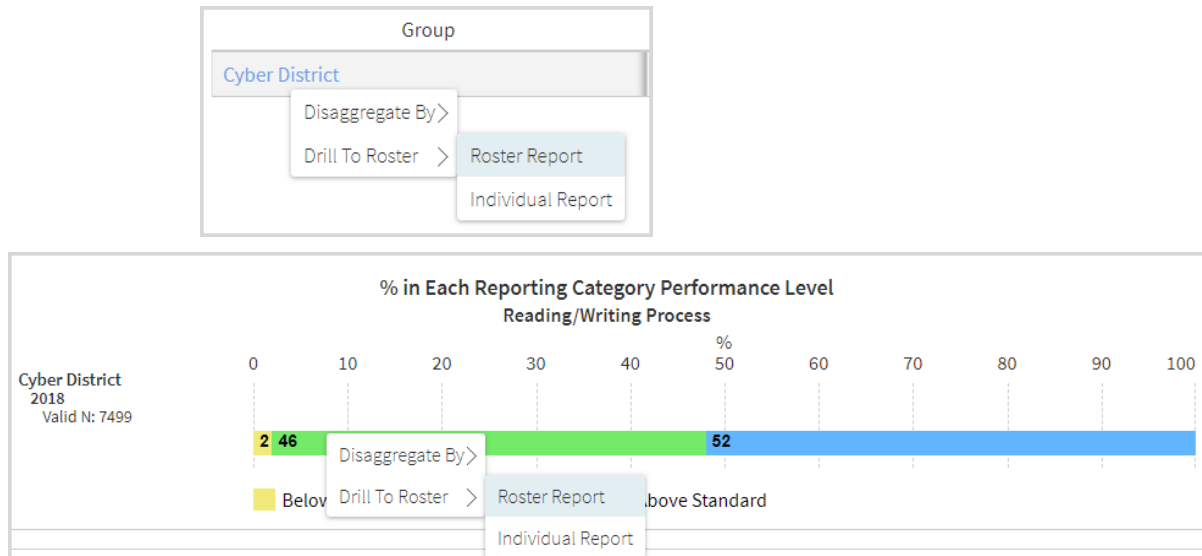


| Group                                  | Subject | Administration | Total N | Valid N | Mean OPI | % in Each Performance Level |                   |            |          | At or Above Proficient | Below Proficient | RSA Status    |       |
|--|---------|----------------|---------|---------|----------|-----------------------------|-------------------|------------|----------|------------------------|------------------|---------------|-------|
|  |         |                |         |         |          | 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.

The figure shows a 'Download Report' dialog box. It has a close button (X) in the top right corner. The 'Download' section has a radio button selected for 'PDF'. The 'Report Name' field contains the text 'report'. The 'Layout' section has two radio buttons: 'Landscape' (selected) and 'Portrait'. The 'Pages' section has three radio buttons: 'Current Page' (selected), 'All', and 'Custom'. A 'Download' button is located at the bottom right of the dialog box.

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

| Total<br>N | Valid<br>N | Mean<br>OPI |  |
|------------|------------|-------------|--|
| 52133      | 52133      | 112         |  |
| 53084      | 52133      | 112         |  |

A dropdown menu is open over the 'Total N' column header, showing 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.

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Group Summary: Performance Levels

OSTP, Final, Grade 03

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| Group         | Administration | ELA        |                             |                           |                 |               | Mathematics |                             |                           |                 |               |
|---------------|----------------|------------|-----------------------------|---------------------------|-----------------|---------------|-------------|-----------------------------|---------------------------|-----------------|---------------|
|               |                | Valid<br>N | % in Each Performance Level |                           |                 |               | Valid<br>N  | % in Each Performance Level |                           |                 |               |
|               |                |            | Unsatisfactory<br>%         | Limited<br>Knowledge<br>% | Proficient<br>% | Advanced<br>% |             | Unsatisfactory<br>%         | Limited<br>Knowledge<br>% | Proficient<br>% | Advanced<br>% |
| 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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Go

## 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mathematics | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | -                                   |

ELA Reporting Categories
Select All / Reset

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

User Guide
Welcome, SupportDTC1!

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

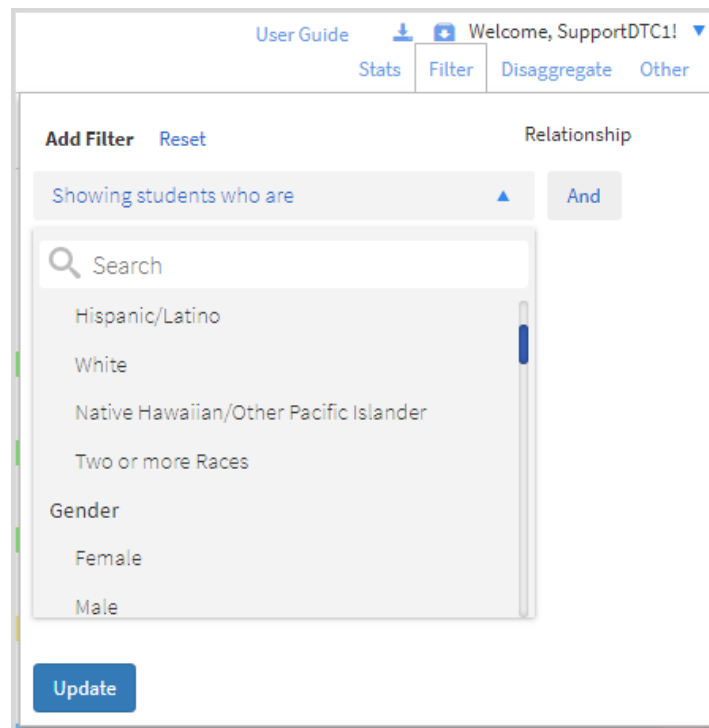
Update

## 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.



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[Other](#)

Welcome, SupportDTC1!

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



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[Other](#)

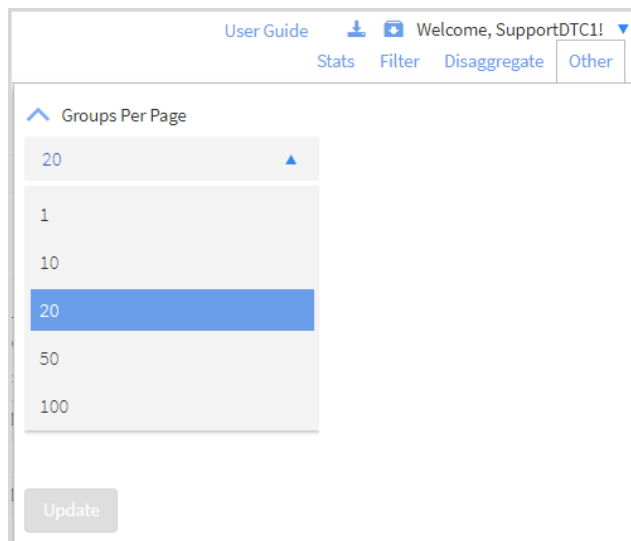
Back to Oklahoma Portal

Group Summary: Performance Levels  
OSTP, Final, Grade 03

|               |                | ELA                         |                |                   |            |          | Mathematics                 |                |                   |            |          |
|---------------|----------------|-----------------------------|----------------|-------------------|------------|----------|-----------------------------|----------------|-------------------|------------|----------|
|               |                | % in Each Performance Level |                |                   |            |          | % in Each Performance Level |                |                   |            |          |
| Group         | Administration | Valid N                     | Unsatisfactory | Limited Knowledge | Proficient | Advanced | Valid N                     | 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



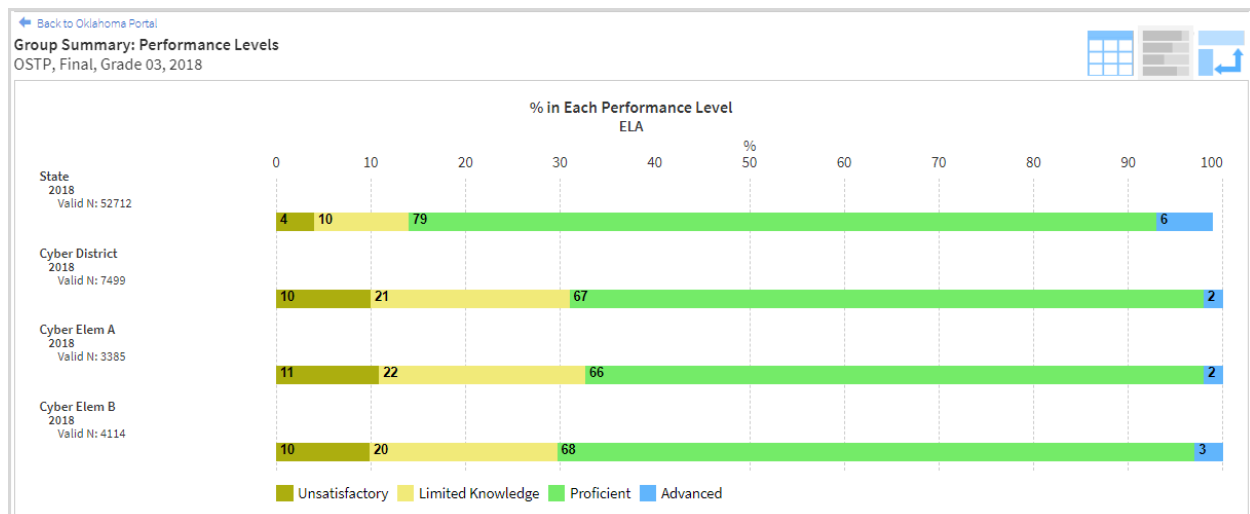
| Unsatisfactory |    | Limited Knowledge |    | Proficient |    | Advanced |   |
|----------------|----|-------------------|----|------------|----|----------|---|
| N              | %  | N                 | %  | N          | %  | N        | % |
| 2305           | 4  | 5470              | 10 | 41706      | 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.

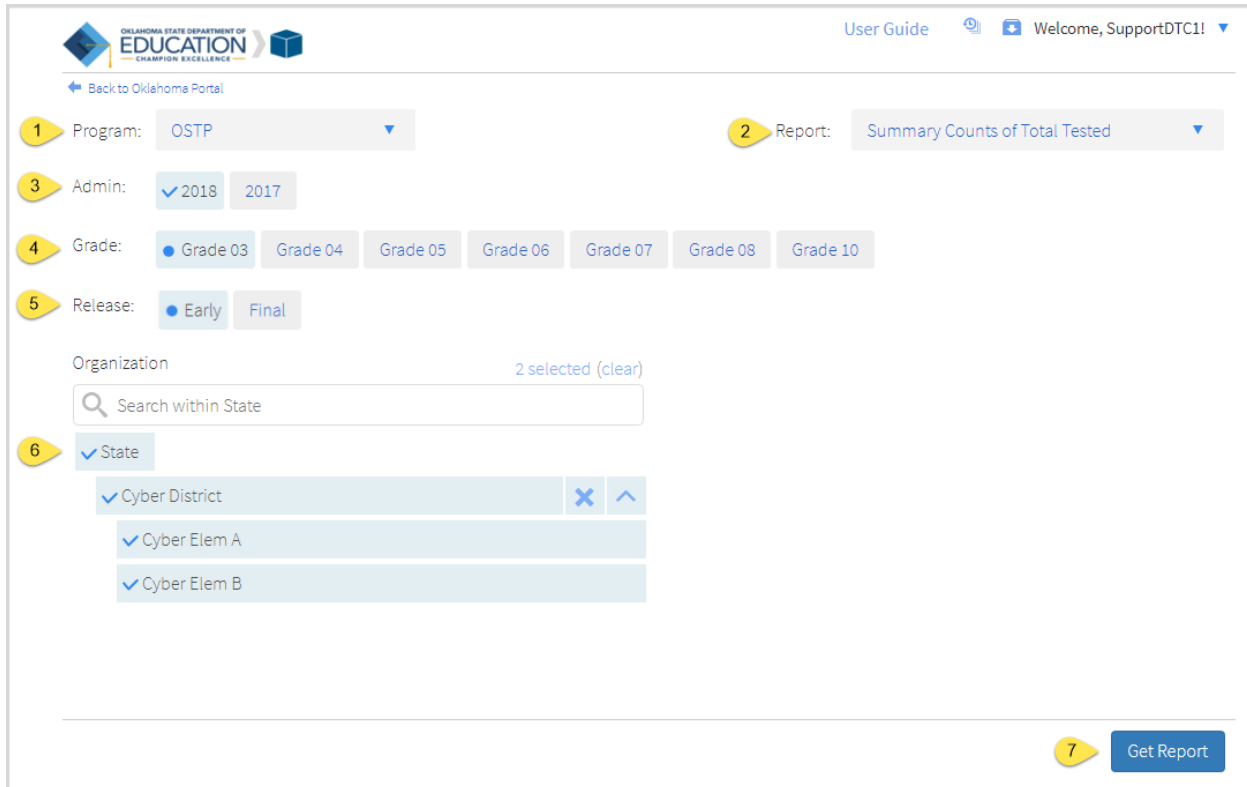
| N    | %  | N    | %  | N     | %  | N    | % |
|------|----|------|----|-------|----|------|---|
| 2305 | 4  | 5470 | 10 | 41706 | 79 | 3231 | 6 |
| 757  | 10 | 1554 | 21 | 5009  | 67 | 179  | 2 |
| 364  | 11 | 734  | 22 | 2218  | 66 | 69   | 2 |
| 393  | 10 | 820  | 20 | 2791  | 68 | 110  | 3 |

Sort  
Hide N Count  
Graph





## Generate a Summary Counts of Total Tested Report

From the Reporting home page:



The screenshot shows the OSTP Portal interface for generating a report. The header includes the Oklahoma State Department of Education logo and a 'Back to Oklahoma Portal' link. The main form has the following sections:

- Program:** A dropdown menu with 'OSTP' selected.
- Report:** A dropdown menu with 'Summary Counts of Total Tested' selected.
- Admin:** Radio buttons for '2018' (selected) and '2017'.
- Grade:** A row of buttons for 'Grade 03' (selected), 'Grade 04', 'Grade 05', 'Grade 06', 'Grade 07', 'Grade 08', and 'Grade 10'.
- Release:** Radio buttons for 'Early' (selected) and 'Final'.
- Organization:** A search bar with '2 selected (clear)' and a list of selected organizations: 'State', 'Cyber District', 'Cyber Elem A', and 'Cyber Elem B'. Each item has a blue checkmark and a close button (X).
- Get Report:** A blue button at the bottom right.

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

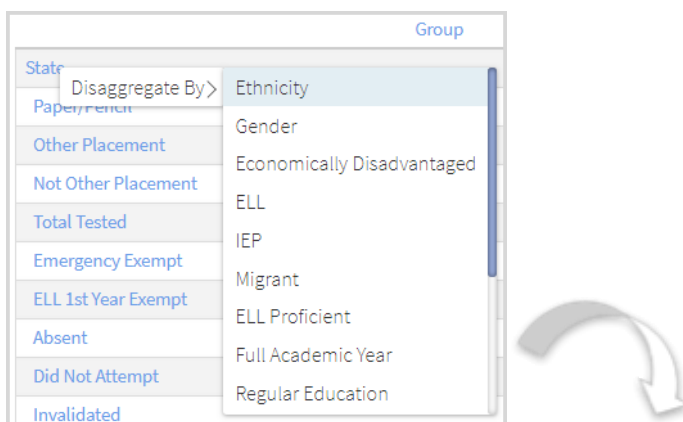
**Summary Counts of Total Tested**  
OSTP, Final, Grade 03, 2018

| 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.

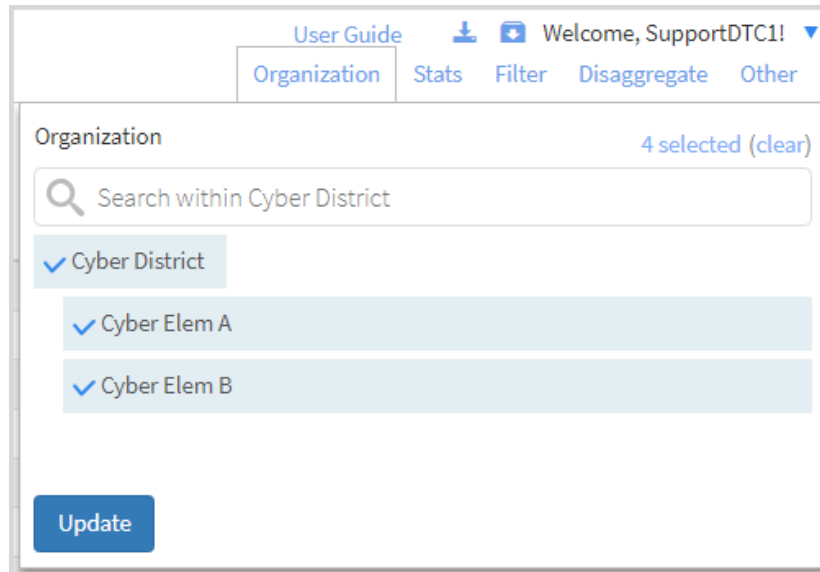
| EL    | Sort> | Sort Ascending | Sort Descending | tics |
|-------|-------|----------------|-----------------|------|
| 53084 |       |                |                 |      |
| 6925  |       |                |                 | 6914 |

## 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

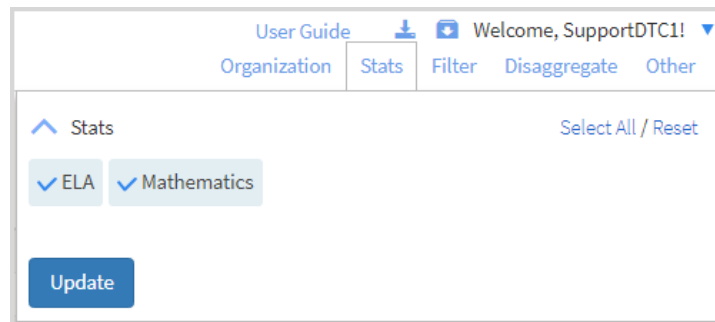
The Organization tab allows you to update the report with data from different organizations that are available to you. Select the desired organization and click Update to refresh the report.



The screenshot shows the 'Organization' tab selected in the top navigation bar. Below the navigation bar, there is a search bar labeled 'Search within Cyber District'. Underneath the search bar, three items are listed with checkmarks: 'Cyber District', 'Cyber Elem A', and 'Cyber Elem B'. To the right of the list, it says '4 selected (clear)'. At the bottom left of the panel is a blue 'Update' button.

## 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.



The screenshot shows the 'Stats' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Stats' with a 'Select All / Reset' link to its right. Underneath, there are two checkboxes: 'ELA' and 'Mathematics', both of which are checked. At the bottom left of the panel is a blue 'Update' button.

## 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.





| <div>  <div> <a href="#">User Guide</a> <a href="#">Organization</a> <a href="#">Stats</a> <a href="#">Filter</a> <a href="#">Disaggregate</a> <a href="#">Other</a> </div> </div> |                |       |             |
|---|----------------|-------|-------------|
| <a href="#">Back to Oklahoma Portal</a>   |                |       |             |
| <b>Summary Counts of Total Tested</b><br>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).

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Welcome, SupportDTC1!

Groups Per Page

20

1

10

20

50

100

Update