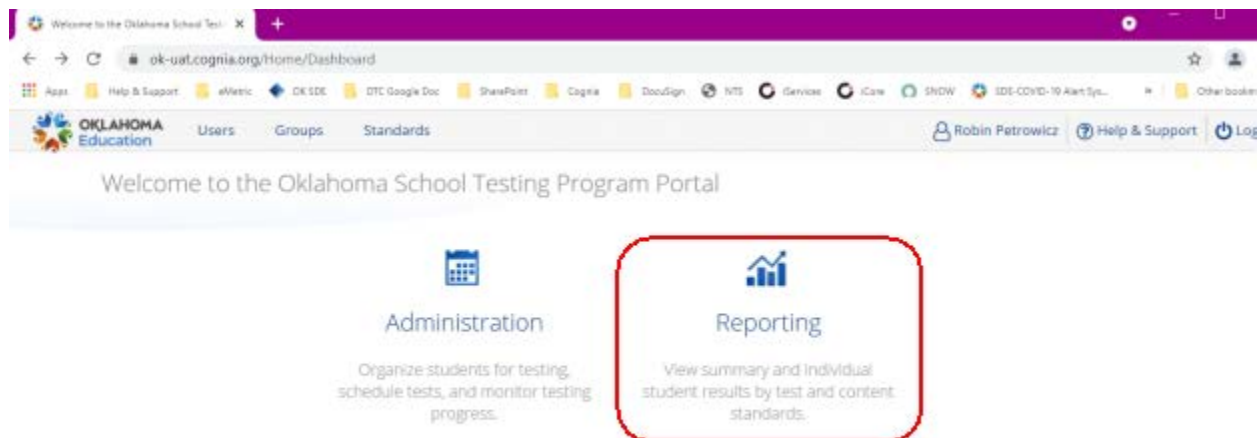


How to Access the RSA Reports

Once logged into the eMetric Portal, select reporting.



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



You will be directed to the reporting landing page.

OKLAHOMA Education

Download Certificate

Back to Oklahoma Portal

Program: OSTP

Report: Group Summary: Performance Levels

Admin: 2021 2019 2018 2017

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

Release: Preliminary

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

Program: OSTP

Report: Group Summary: Performance Levels

Admin: Search

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

Release: Preliminary results are embargoed and data/reports may be used for instructional planning purposes only.

Organization

n selected

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

The screenshot shows the Oklahoma Education portal interface. At the top left is the logo for Oklahoma Education. Below it is a link to "Back to Oklahoma Portal". On the right, there is a "Download" icon. The main content area contains several filter sections:

- Program:** A dropdown menu with "OSTP" selected.
- Report:** A dropdown menu with "Roster" selected.
- Admin:** A row of buttons for years: 2021 (selected and circled in red), 2019, 2018, and 2017.
- Grade:** A row of buttons for grades: Grade 03 (selected and circled in red), Grade 04, Grade 05, Grade 06, Grade 07, and Grade 08.
- Release:** A row of buttons: Preliminary and Early RSA (selected and circled in red).

On the right side, there is a search bar with a magnifying glass icon, the text "Last Nar", and a prompt "Please enter a".

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

The screenshot shows a dropdown menu for "Organization" with "0 selected" indicated on the right. The dropdown is currently closed, and the content is obscured by a black redaction box. Below the redaction box, there is a "State" dropdown menu. The "State" dropdown is open, showing a list of districts with their respective IDs and a downward arrow icon on the right side of each row:

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

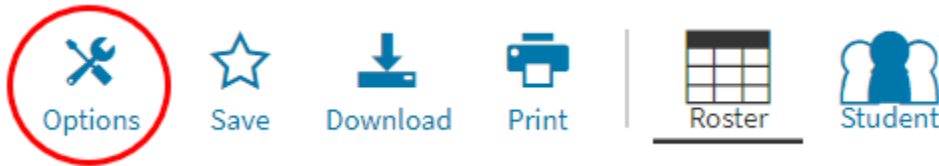
Once you have found and selected the organization, scroll down and select Get Report.



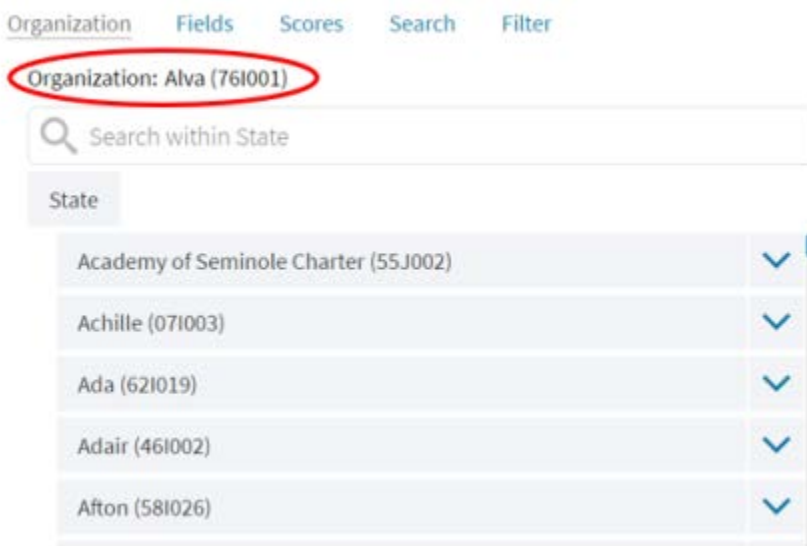
The roster report will populate.

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

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



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



Select Field from at the top of the page.

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

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

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

Student Information Select All / Reset

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

Test Information Select All / Reset

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

Demographics Select All / Reset

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

Groups Per Page: 20 ▼ Cancel **Update**

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

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

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

