Oklahoma Assessments Reporting User Guide

DATA INTERACTION™

eMetric

cognia™

Version Control

Version	Date	Author	Change Description
1.0	10/3/2023	eMetric	Created support documentation per 2023-2024 requirements discussion with Cognia and OK SDE.
1.1	5/15/2024	eMetric	Updated guide to reflect changes to ISR and removal of Lexile and Quantile scores.

Contents

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, 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 percentage 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 (Approaching Expectation, At/Near Expectation, and Achieving Expectation). Performance Levels represent how a student's score compares to the 300 OPI proficient cut point.

Getting Started

Accessing Reporting

1. The Oklahoma Assessments reporting component can be accessed from the OSTP Data Portal homepage:
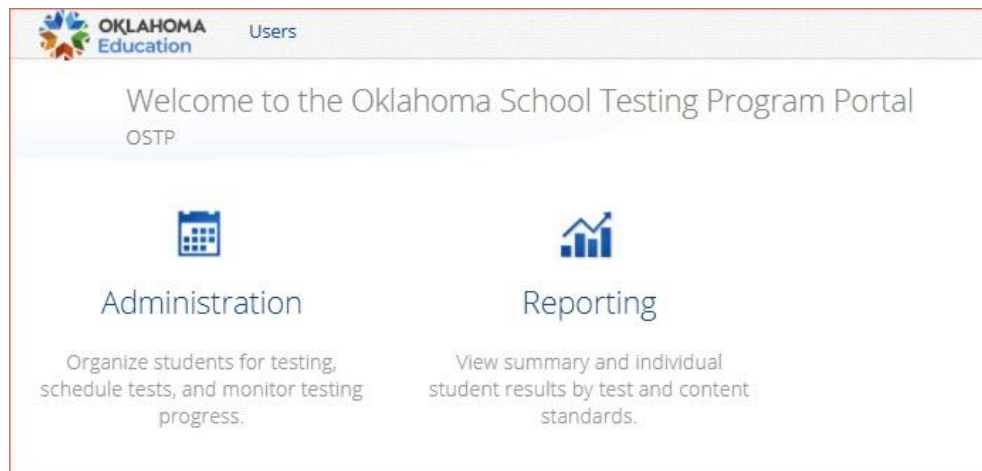
2. The reporting home page displays the report types for the subject areas and test administrations available to you.

High Level Navigation Options

1. The Oklahoma State Department of Education icon serves as a Home link. This link will redirect you to the reporting home page.
2. The Back to Oklahoma Portal link will redirect you back to the OSTP Data Portal home page.
3. Shared Reports: This button will open Shared Reports, containing any reports shared within your organization.
4. Download Center: This button will open the Download Center, containing any queued PDFs requested.
5. Help: This button will open a new window containing the Oklahoma Assessments Reporting User Guide.
6. Saved Reports: This button will open the Saved Reports menu.
7. User Dropdown Menu: This button will provide access to the Control Panel and the logout link.

Generating a Report

To generate a report:

1. Select the program: OSTP, CCRA, OCCT for Grades 3-8, EOI (End of Instruction), or OMAAP (Oklahoma Modified Alternative Assessments Program). The list of available report types is determined by the program selection.
   Note: Summary reports are not available for OMAAP.

2. Select an available report type:

Report Name	Report Description
Group Summary: Performance Levels	Provides summary performance data by building, district, and state, in a table format.
Group Summary PL: All Grades	Generate a summary report of all scores and disaggregate variables for one or more administrations. **Note**: This report is available for OSTP, OCCT 3-8 and EOI results only.
Summary Counts of Total Tested	Generate a summary report of test results for one or more buildings. The disaggregate variable "Mode" now displays on this report by default.
Group Summary PL: All Selections	Generate a summary report of all scores and disaggregate variables for one or more administrations for multiple grades. **Note**: This report is available for OSTP, OCCT 3-8 and EOI results only.
Roster	Provides individual scores, demographic information, and other data for individual students.
Roster: All Selections	Generate a roster report of all scores for selected administration and district or building.
District All Grades Roster	Generate a roster report of all grades for a selected district. **Note:** This report is only available for state level and district level users.
Longitudinal Roster	Provides data for individual students across multiple administrations.
Data Tools	Provides ability to create summary statistics, frequency distributions, cross-tabular reports, and scatter plots.

3. In the Admin section, select an administration for which test data is available.
4. Select a Subject area (EOI or OMAAP) or a Grade (Grades 3-10).
5. In the Reporting Window section, select an available time frame for the report: **Preliminary** or **Final**.
6. Use the Organization menu to choose State, Districts, or Schools. Use the ∨ button to expand the menu options below state and districts.
    - 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.
    - Select the ⋁ button to select all districts or schools in a group.
7. Click Get Report to generate a report with the default selections.

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

Group Summary: Performance Levels: OSTP, 2023, Grade 03, Final

					% in Each Performance Level				RSA Status			Reading/Writing Process				Critical Reading/Writing		
Group	Administration	Total N	Valid N	Mean OPI	Below Basic %	Basic %	Proficient %	Advanced %	Does Not Meet %	Meets %	Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	A Ex
Cyber District (991999)	2023	5,170	5,151	265	67	21	11	2	55	45	5,151	77	16	7	5,151	72	24	
Cyber Elem A (101)	2023	2,286	2,275	264	68	19	11	1	57	43	2,275	78	16	7	2,275	73	23	
Cyber Elem B (102)	2023	2,884	2,876	265	66	21	11	2	55	45	2,876	76	16	8	2,876	71	25	

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

1. To rearrange the report, sort columns by clicking a column heading highlighted in blue.
2. 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 the **Options** icon _Options_ . Select a number from the menu next to **Groups Per Page** and click **Update**.

Student Search

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

From the reporting home page:

1. Select the desired program from the drop-down menu.
2. Use the Student Search drop-down menu to select Last Name, First Name, or Student ID (State), and enter the search criteria in the text box provided, a list of potential matches will appear.

3. Selecting a student from the list of potential matches will take you to a cumulative list of that student's test results.

4. Click on a test event in the cumulative search report (e.g., 2023, Grade 05, Final, Mathematics) to view a detailed individual student report:

Click the **Roster** icon at the top-right of the individual student report to navigate to a roster view and continue or analysis and/or select another student.

Recent Reports

Click on the **Recent** icon ^Recent in the top 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.
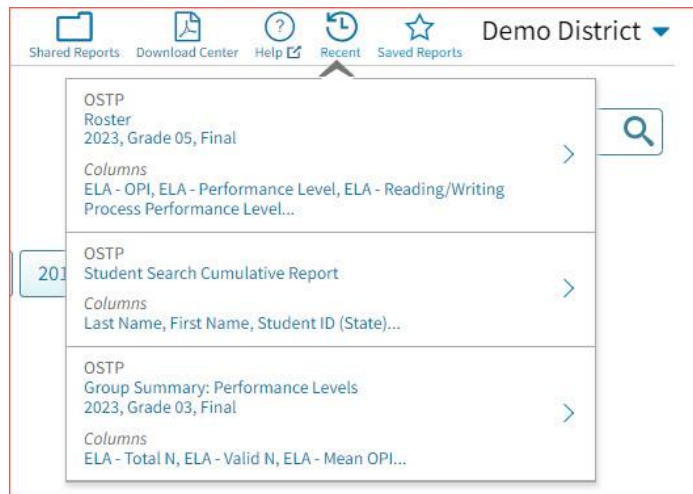

Note: Recent reports are temporarily saved based on the program and report type. For example, if you select a Group Summary report for Grade 3 and then later select a Group Summary report for grade 4, when you click on Recent Reports you will see only one option for the Grade 4 Summary Report.

Saved Reports

You can easily save your report by clicking on the **Save** icon ☆ Save in the top right corner of the report. To save a report, first select a folder or add a new folder, then name the report and click **Save**. Clicking outside of the box or on the save icon will close the window and cancel the save action.
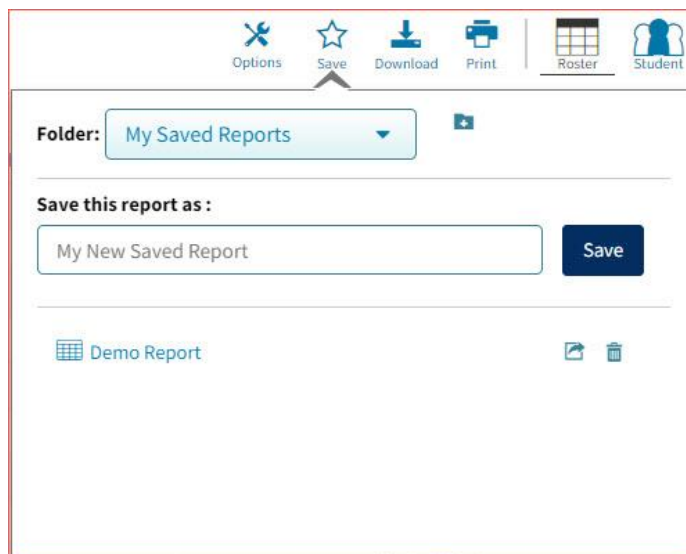
Once the report has been saved, it can be retrieved from any device as long as you are logged in to the portal with the same credentials. To retrieve a saved report, click on the **Saved Reports** icon Saved Reports in the top right section of the window. You will see a list of saved report names; click on the report name and the desired report will open.
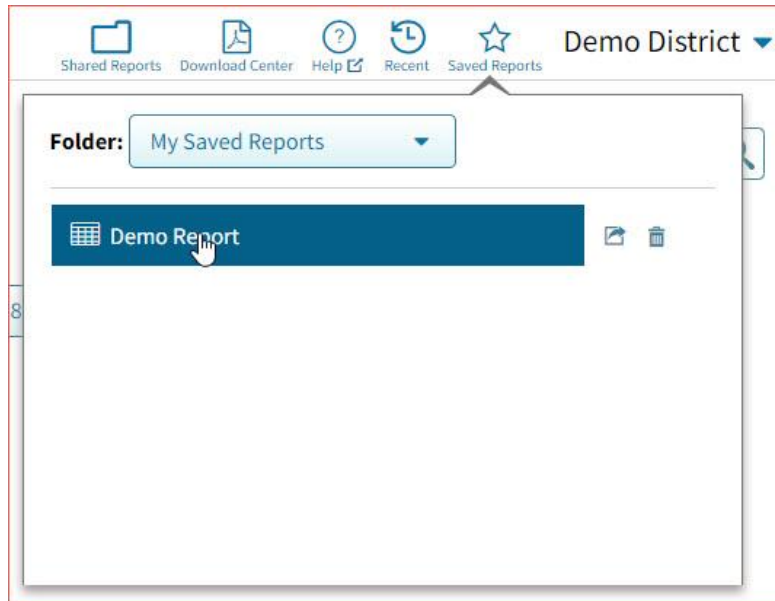

Note: You are also able to delete reports from the same window by clicking on the trash can icon .

Shared Reports

Reports can be shared with users within the organization(s) to which you have access. To share a report, navigate to any report and customize it as desired, for example, you can add scores and/or fields and disaggregate a Summary Report, as shown in the example below:
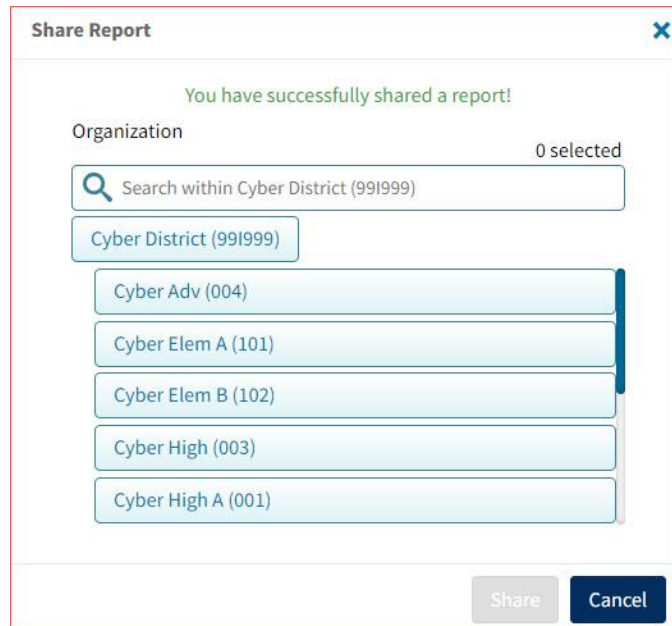

Save the report as described in the section above. From the **Saved Reports** window, click on the **share icon**.
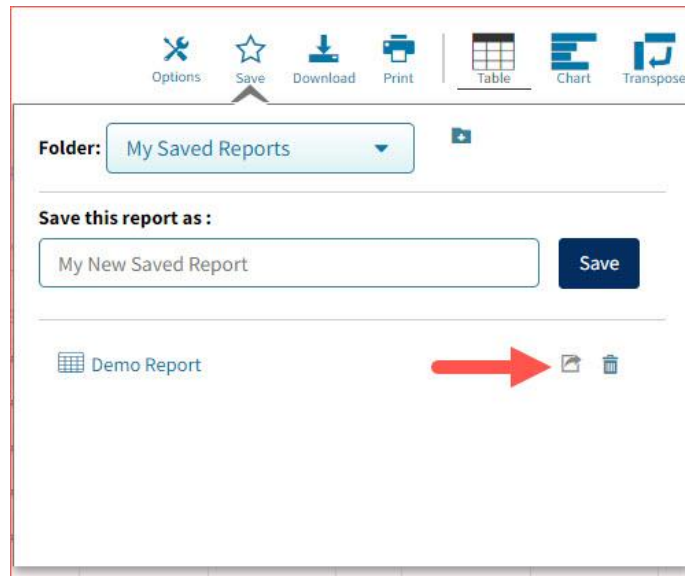
A window will open showing organizations with whom you can share the saved report. Choose any or all **organizations** with whom you want to share the report and click **Share**.

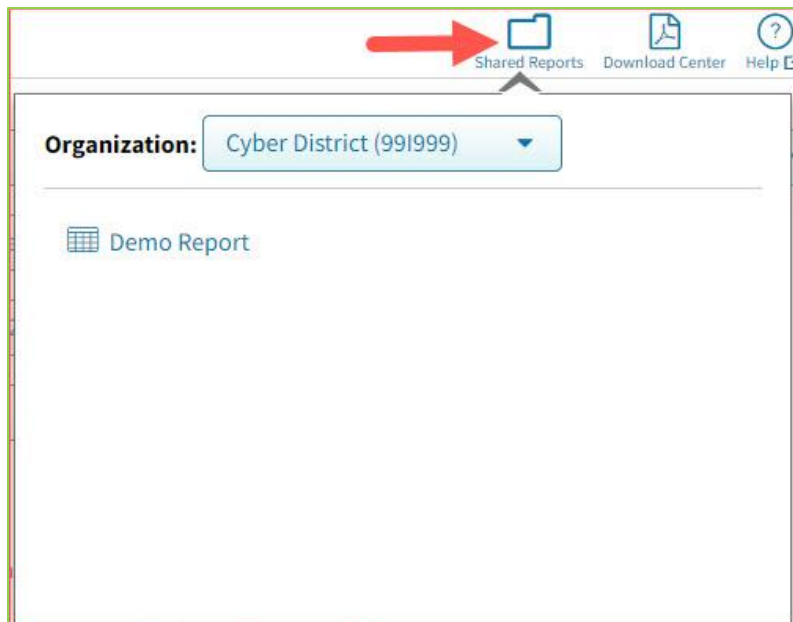*Note*: A success message will display once a report has been shared

Accessing Shared Reports

Once the report has been shared, users within the organizations you shared with will be able to access the report.

Once a user logs in, they can access reports shared with their organization(s) by clickong on the **Shared Reports**

icon Shared Reports in the top of the page. Upon clicking, a box will oepn that provides a list of reports that have been shared with the user's organization(s). The desired report may be retrieved by clicking on the report name.
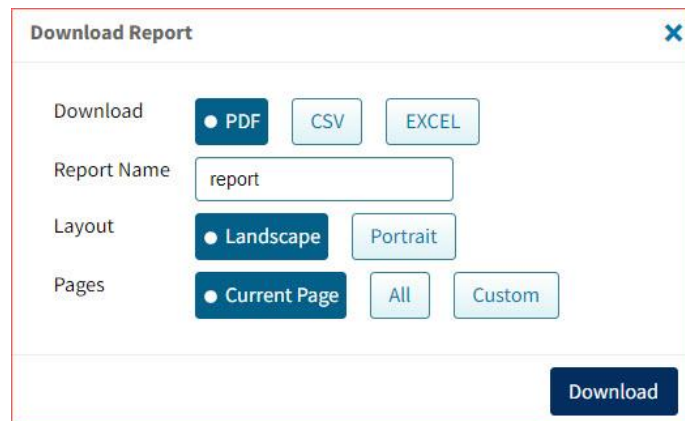
Download Reports

To download a report, click on ![Download icon] Download at the top of the report. A pop-up box will appear allowing you to select between three formats (PDF, CSV, or Excel), type your Report Name, select your Layout, and choose which pages to appear. Once your selections are made, click the Download button.
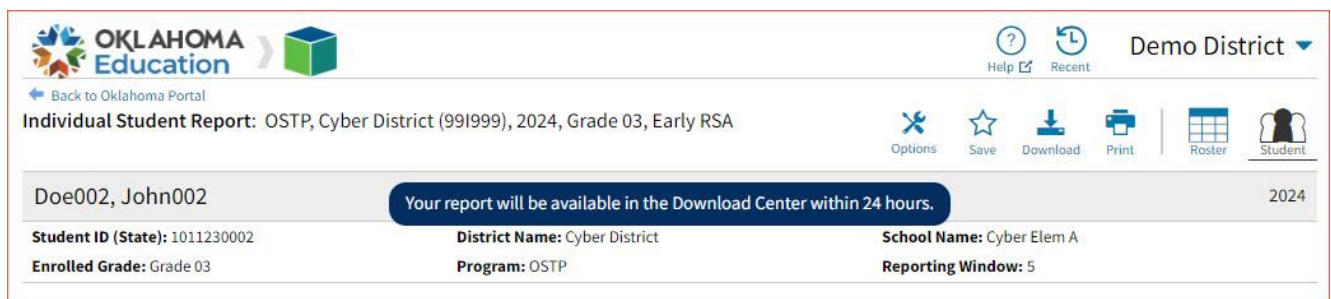

Download Center

Queued PDF is a feature that is used to download several PDFs at a single time. When the download report icon is selected, the Download Report button will appear.

If the number of records is greater than 200 for a roster report or greater than 100 for Student ISRs, the request will be sent to the **Download Center** and will be available within 24 hours.

Navigate to the Download Center to view the request table. Click the PDF icon on a completed request in order to view the generated PDFs.

Print Reports

To print a report, click on Print at the top of the report. The print dialog screen will appear based on your browser.

Report information will be printed as displayed in the print preview. If a large number of columns are selected, the printed report may be difficult to read. If so, please reduce the number of columns in the report.

Control Panel

The **Control Panel** provides access to both of the User Activity Reports: View User Activity and User Activity Summary. These reports allow users to see who at their organization has been accessing online reporting and what they are doing. To navigate to the **Control Panel**, select the user drop-down in the top right corner of the page and click **Control Panel**.

View User Activity
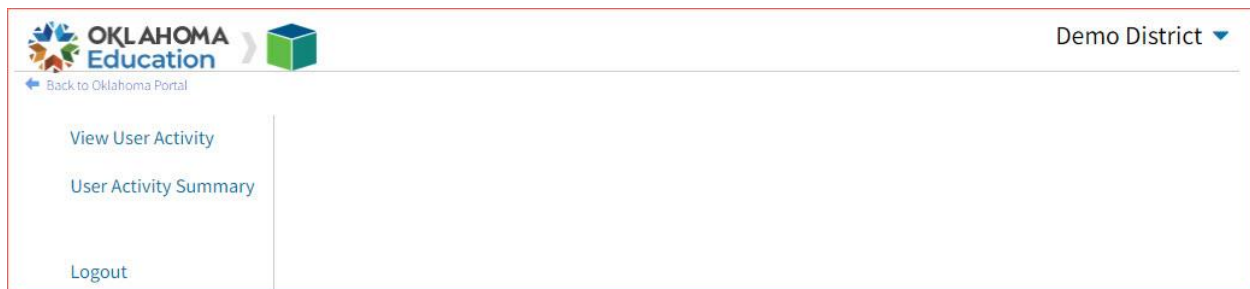
View user activity by clicking on the **View User Activity** link. By default, user activity for the previous 7 days will be shown. User activity details include username, IP address, time stamp, and module visited.

Username	IP Address	Time Stamp	Module
Demo District	13.86.239.20	05/15/24 2:34:21 PM	OSTP, Roster
Demo District	20.253.240.130	05/15/24 2:34:20 PM	Main Page
Demo District	20.253.240.130	05/15/24 2:34:18 PM	Download Center
Demo District	20.253.240.130	05/15/24 2:34:17 PM	Download Center
Demo District	20.253.240.130	05/15/24 2:34:16 PM	Main Page
Demo District	13.86.239.20	05/15/24 2:34:13 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:34:06 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:59 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:51 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:43 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:36 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:30 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:24 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:18 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:12 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:33:05 PM	OSTP, Roster
Demo District	13.86.239.20	05/15/24 2:32:59 PM	OSTP, Roster
Demo District	20.253.240.130	05/15/24 2:32:56 PM	Main Page
Demo District	13.86.239.20	05/15/24 2:32:53 PM	OSTP, Roster
Demo District	20.253.240.130	05/15/24 2:32:49 PM	Download Center

To view user activity details for a different period of time, click on the drop-down menu and make a different time window selection.
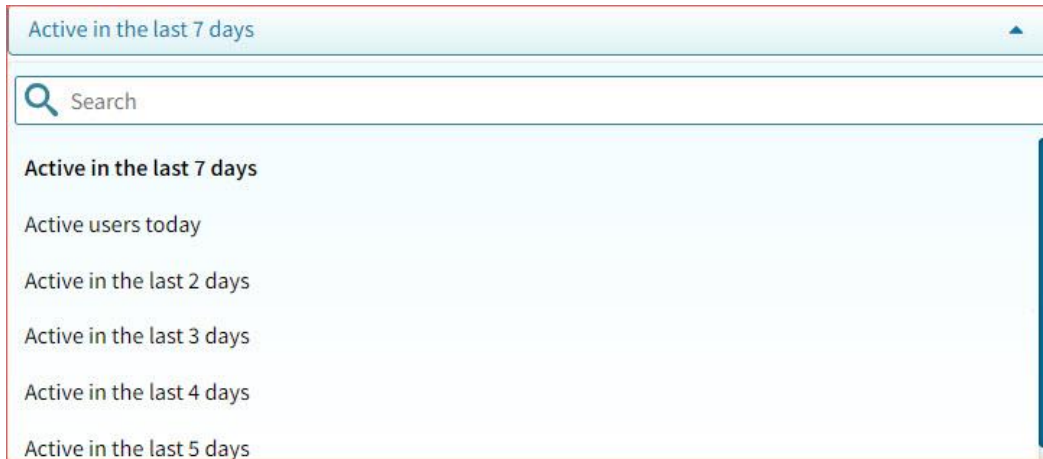
User Activity Summary

The **User Activity Summary** report shows summary-level data for user activity within the reporting component. There are four tabs within the report: Summary, By User, By Report, and By Organization.

Summary

The Summary tab shows three metrics:

- **# of Unique Logins**: The number of unique users that logged in for the given time period. A single user that logs in multiple times in one day will be counted once.
- **# of Total Logins**: The number of total logins for a given time period. A single user that logs in five times in one day will be counted five times.
- **# of Reports Accessed**: The total number of reports that were accessed for a given time period.

Additionally, users are able to select one of four displays for each metric: Daily, Weekly, Monthly, and Yearly. Daily and Weekly metrics will be shown as a bar graph while Monthly and Yearly will be shown in a table. Users can mouse hover on the bars within the Daily and Weekly view to see exact numbers.

By User

The **By User** tab allows users to see summary statistics for site usage by user. The information shown can be filtered by date range or username. The following pieces of information can be seen in this tab:

- User: Username
- Home Orgs: a list of orgs that the user belongs to
- Role: the level of user access
- Login Page: the number of times a user logged in
- Report Page: the number of reports a user generated
- Main Page: the number of times a user navigated to the home page (excluding initial login)
- Other: the number of times a user accessed a page other than the three previously mentioned pages.

By Report

The **By Report** tab gives users insight into which reports are most commonly created at their organization(s). The information in this table can be filtered by program, report, and date range. This view shows four pieces of information:

- Program: the test the report was being generated for
- Report: the generic name of the report being generated
- Report Type: the type of report being generated (e.g., roster, summary, etc.)
- Count: the number of times this report was generated

Users also have the option to select the **Disaggregate by View** checkbox to add the report views that the user was accessing, such as a chart view versus a table view.

By Organization

The **By Organization** tab allows users to view usage statistics based on the organization that the user belongs to. The data in this table can be filtered by view, date range, and org type. This view shows four pieces of information:

- Organization
- Type: the org-level of the organization (state, district, or school)
- View (Login, Report, Main, Other): the number of times that organization accessed the selected page.
- Bar Visual: a visual representation of the date provided in the View column.

Working with Summary Reports

There are four types of summary reports available in the reporting component for Preliminary 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.)
2. **Group Summary PL: All Grades** provides the same data as the Group Summary: Performance Levels report but shows multiple grades and administrations if selected.
3. **Summary Counts of Total Tested** provides a summary report of test results for one or more buildings.
4. **Group Summary PL: All Selections** provides the same data as the Group: Summary Performance Levels report but shows all scores and disaggregate variables by default.

Note: Summary level reports will only be available for the Final reporting and will not be available for Preliminary reporting.

Generate a Group Summary Report

From the reporting homepage:

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, **Preliminary** or **Final.**
6. Use the Organization menu to choose the State, District, or School. Use ⌄ to expand the menu options below state and districts.
   - 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.
   - 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.
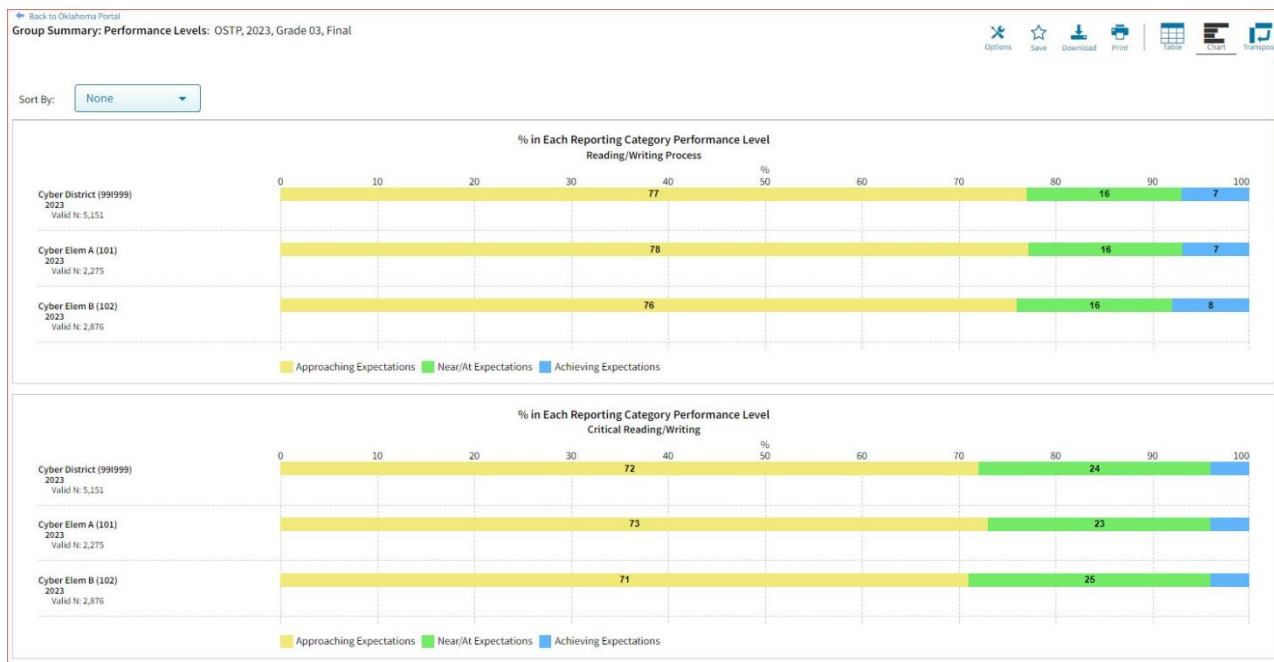

Viewing Options
Select one of the available buttons to change a chart or transpose view of your selected data options. (*Note*: Table is the default view shown above).
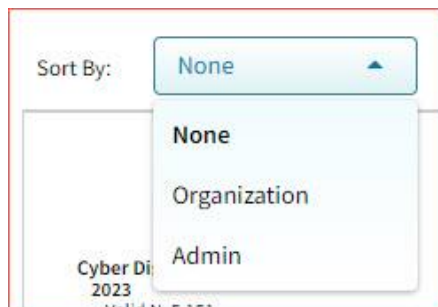

Chart View
Select the Chart button to view a graphical representation of the selected data:

Note: When in Chart View, you can choose to sort the table by Organization or Admin using the **Sort By:** drop-down menu.

Transpose View

Select the Transpose button to view a transposed view of your selected data options (columns rearranged to rows):

General Functionality

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

Group	Administration	Reading/Writing Process				Critical Reading/Writing				Vocabulary				Language			
		Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	Achiev Expecta %
Cyber District (99I999)	2023	5,151	77	16	7	5,151	72	24	4	5,151	72	24	4	5,151	67	30	2
American Indian/Alaskan Native	2023	171	70	21	9	171	67	28	5	171	63	32	6	171	63	33	4
Black/African American	2023	1,067	86	11	3	1,067	80	19	2	1,067	79	18	3	1,067	74	25	1
Asian	2023	107	72	15	13	107	73	21	7	107	66	31	3	107	64	32	4
Hispanic/Latino	2023	2,468	81	15	5	2,468	75	22	3	2,468	77	21	2	2,468	70	29	1
White	2023	824	60	23	18	824	54	37	9	824	55	34	11	824	54	40	5
Native Hawaiian/Other Pacific Islander	2023	51	92	8	0	51	86	14	0	51	88	12	0	51	88	12	0
Two or more Races	2023	462	70	22	9	462	65	29	6	462	64	30	6	462	61	36	3
No Ethnicity Info. Provided	2023	1	100	0	0	1	100	0	0	1	100	0	0	1	100	0	0

- o From the Chart view, clicking on the bar(s) will reveal the option to Disaggregate By:
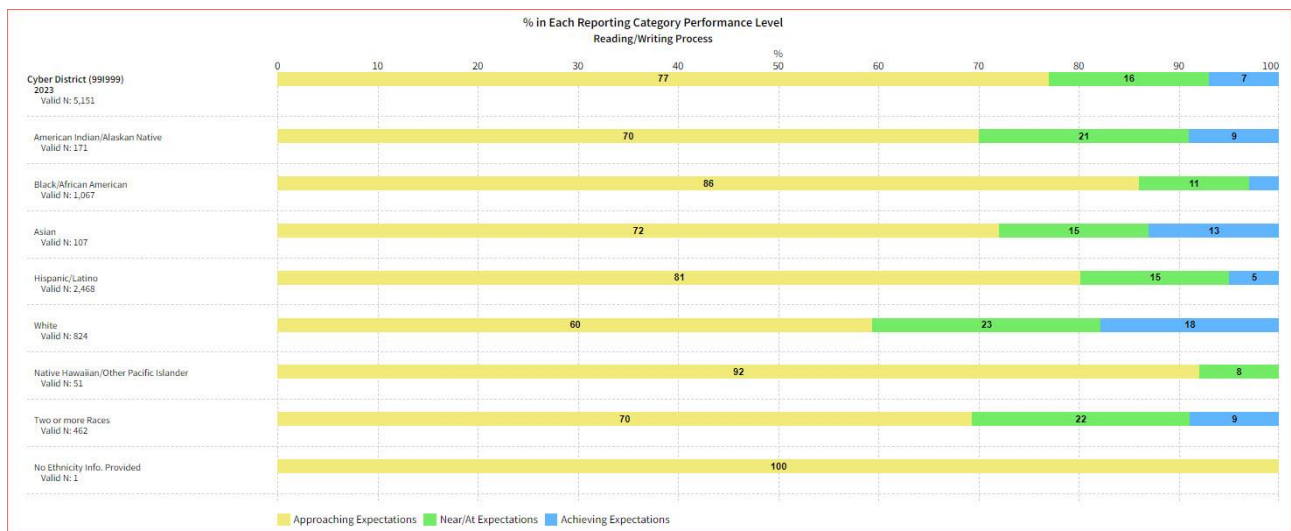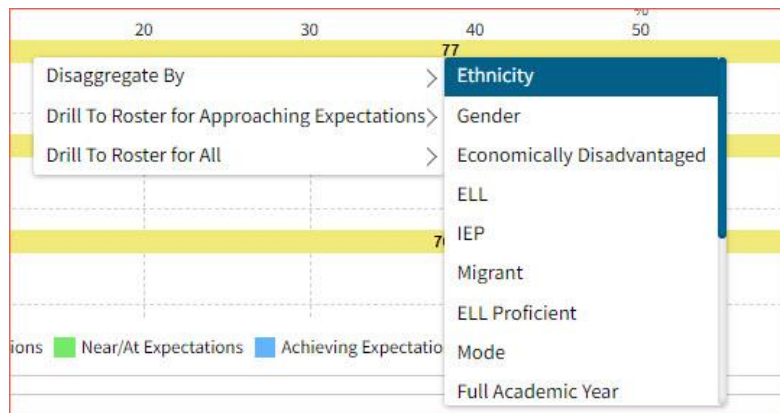
- o Drill to Roster View: Clicking on a group name in the tabular view or a bar in the chart view displays a menu allowing you to drill to a Roster Report or set of Individual Reports for that group/test/content area combination.

From the chart view, you can determine if the Roster Report contains students that fall in the selected Performance Level or for all Performance Levels.

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

- Print: Clicking on the 🖨 Print at the top of the report to print. Information will be printed as displayed in the print preview.

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

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

Customize your Summary Report

Click the **Options** icon ⚒ Options in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

Organization

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

Stats

This tab can be used to select stats or scores to view on the report. Select a button 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.

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

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. Then, click the "Or" link and click Update.

Selections display as boxes under "Showing students who are." Click on the trash can icon displayed to remove the selection.

Disaggregate

Use this tab to disaggregate the report by different subgroups.

Note: Click the "Display disaggregate combinations" checkbox when two or more subgroups are selected to include the subgroups as columns on the report.

Group	Administration	Economically Disadvantaged	Gifted/Talented	Reading/Writing Process				Critical Reading/Writing				Vocabulary		
				Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	Achieving Expectations %	Valid N	Approaching Expectations %	Near/At Expectations %	Ac Exp
Cyber District (991999)	2023			5,151	77	16	7	5,151	72	24	4	5,151	72	24
	2023	Economically Disadvantaged	Gifted/Talented	457	45	33	23	457	43	47	10	457	39	51
	2023	Economically Disadvantaged	Not Gifted/Talented	3,992	84	12	3	3,992	79	19	2	3,992	80	19
	2023	Not Economically Disadvantaged	Gifted/Talented	201	19	34	47	201	15	61	24	201	17	51
	2023	Not Economically Disadvantaged	Not Gifted/Talented	501	70	21	9	501	64	31	5	501	66	28
Cyber Elem A (101)	2023			2,275	78	16	7	2,275	73	23	4	2,275	73	23
	2023	Economically Disadvantaged	Gifted/Talented	193	49	32	19	193	48	45	8	193	38	51
	2023	Economically Disadvantaged	Not Gifted/Talented	1,783	85	13	3	1,783	79	18	2	1,783	81	18
	2023	Not Economically Disadvantaged	Gifted/Talented	91	15	36	48	91	13	60	26	91	13	52
	2023	Not Economically Disadvantaged	Not Gifted/Talented	208	70	19	11	208	65	29	6	208	66	27
Cyber Elem B (102)	2023			2,876	76	16	8	2,876	71	25	4	2,876	72	24
	2023	Economically Disadvantaged	Gifted/Talented	264	41	33	25	264	39	49	12	264	39	51
	2023	Economically Disadvantaged	Not Gifted/Talented	2,209	84	12	3	2,209	78	20	2	2,209	79	20
	2023	Not Economically Disadvantaged	Gifted/Talented	110	22	33	45	110	17	61	22	110	20	50
	2023	Not Economically Disadvantaged	Not Gifted/Talented	293	69	23	8	293	62	33	5	293	67	28

Suppression

Use the **Suppression** feature to apply dynamic data suppression when viewing data on the Summary Report.

1. Click on the desired variable from the drop-down list to select the number of students tested.
2. Choose **Less Than**, **Greater Than**, or **Equal To** to specify the logical relationship between the subgroup selected.
3. Enter an N count in the text box provided to suppress data if the group is less than, greater than, or equal to the N count.
4. Click Add to add the Suppression rule.
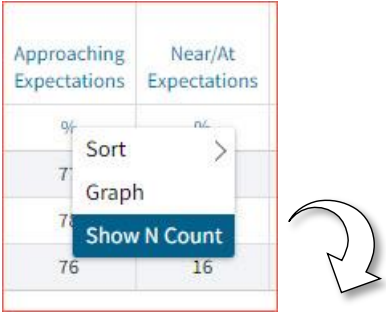5. Click **Update**. The summary level data will be suppressed according to the rule selected.

Data Tool Features

Access data tool options by clicking on any blue text within the column headers.

Note: Data Tools will only be available for the Final reporting and will not be available for Preliminary reporting.

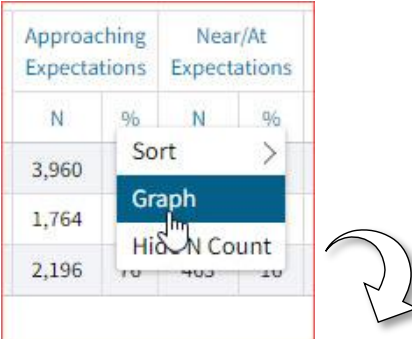### *Show N Count for Percentages*

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.

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.

Note: When viewing the Chart View, you will have the option to adjust the stats graphed as well as the chart type in the Stats tab.

Working with Roster Reports

There are three types of roster reports available in the reporting component for Preliminary and Final reporting window:

1. **Roster report** provides dynamic access to individual student results. Interactive data tools features allow users to dig deeper into the data.
2. **Roster: All Selections** provides the same data as the Roster report but shows all scores by default.
3. **District All Grades Roster** report provides the same data as the roster report but contains all grades selected by default.
4. **Longitudinal Roster** report provides data for individual students across multiple administrations.

Note: Early RSA data is released prior to Preliminary and Final reporting data. The Early RSA data is only available in the roster reports for 3rd grade data.

Generate a Roster Report

From the reporting homepage.

1. Select the desired program.
2. Select Roster, **Roster: All Selections**, **District All Grades Roster**, or **Longitudinal Roster** 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 Final, Preliminary or Early RSA.

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.

| Last Name | First Name | English Language Arts | | | Mathematics | |
		OPI	Performance Level	RSA Status	OPI	Performance Level
Doe001	John001	295	Basic	Meets Criteria	292	Basic
Doe001	John001	301	Proficient	Meets Criteria	262	Below Basic
Doe001	John001	272	Below Basic	Meets Criteria	294	Basic
Doe001	John001	251	Below Basic	Does Not Meet Criteria	233	Below Basic
Doe001	John001	328	Proficient	Meets Criteria	335	Advanced
Doe001	John001	301	Proficient	Meets Criteria	294	Basic
Doe001	John001	251	Below Basic	Does Not Meet Criteria	262	Below Basic
Doe001	John001	229	Below Basic	Does Not Meet Criteria	262	Below Basic
Doe001	John001	272	Below Basic	Meets Criteria	233	Below Basic
Doe001	John001	229	Below Basic	Does Not Meet Criteria	294	Basic
Doe001	John001	251	Below Basic	Does Not Meet Criteria	294	Basic
Doe001	John001	278	Basic	Meets Criteria	335	Advanced
Doe001	John001	328	Proficient	Meets Criteria	255	Below Basic
Doe001	John001	278	Basic	Meets Criteria	255	Below Basic
Doe001	John001	251	Below Basic	Does Not Meet Criteria	238	Below Basic
Doe001	John001	229	Below Basic	Does Not Meet Criteria	238	Below Basic
Doe001	John001	272	Below Basic	Meets Criteria	262	Below Basic
Doe001	John001	229	Below Basic	Does Not Meet Criteria	233	Below Basic
Doe001	John001	301	Proficient	Meets Criteria	238	Below Basic
Doe001	John001	301	Proficient	Meets Criteria	233	Below Basic

Roster: OSTP, Cyber District (99I999), 2023, Grade 03, Final

Options   Save   Download   Print | Roster   Student

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To see a list of scoring and exclusion codes, click the **Footnotes** icon 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.)
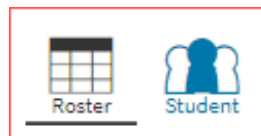
Individual Report View

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

Individual Report Navigation:

- From the Individual Report View, use the navigation arrows at the bottom of the report to page through the reports. You may also jump to a specific page/report.
- Search: Utilize the Search and Filter tables to refine the group of individual reports being viewed based on score and/or demographic criteria. (See the "Customize your Roster Report" section of this guide for further details.)

- Download: Download one or more individual reports as PDF files. Select the **Download** icon at the top of the page and enter the download criteria as desired:

- Print: Clicking on the **Print** icon Print at the top of the report to print. Information will be printed as displayed in the print preview.

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	328	Proficient
Doe001	John001	295	Basic
Doe001	John001	272	Below Basic
Doe001	John001	272	Below Basic
Doe001	John001	301	Proficient
Doe001	John001	272	Below Basic
Doe001	John001	251	Below Basic
Doe001	John001	301	Proficient

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Individual Student Report: OSTP, Cyber District (991999), 2023, Grade 03, Final

Drill To Selection: Students whose Last Name is Doe001, First Name is John001

Doe001, John001

Student ID (State): 1011222001   **District Name:** Cyber District
Enrolled Grade: Grade 03   **Program:** OSTP

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

- Print: Clicking on the **Print** icon 🖨 Print at the top of the report to print. Information will be printed as displayed in the print preview.

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

- Footnotes: Clicking the **Footnotes** icon ⓘ 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	OP = Other Placement	DNR - D = Do Not Report - Duplicate
INV - B = Invalidated Breach	INV - G = Low Grade Invalidation		

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 (Advance, Proficient, etc.). The scale score range is 200-399 with proficient always being 300. The Performance Level Lookup Table can be found here ⬀ .

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.

ACHIEVING: We are CONFIDENT that this student possesses the KSAs necessary to be Proficient with respect to the content represented in the STANDARD.

NEAR/AT: This student is LIKELY to possess the KSAs necessary to be Proficient with respect to the content represented in the STANDARD.

APPROACHING: This student is UNLIKELY to possess the KSAs necessary to be Proficient with respect to the content represented in the STANDARD.

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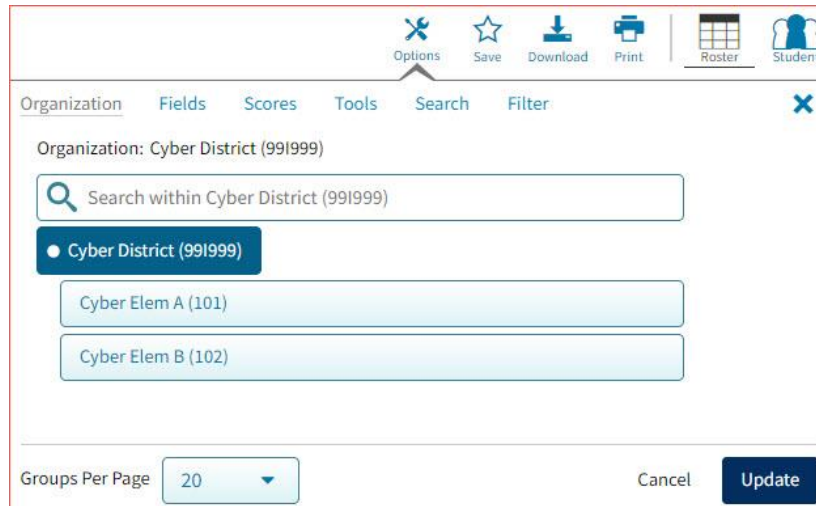Jump to: 1 Go

Customize your Roster Report

Click the **Option** icon _{Options} in the top-right corner for quick modification and customization of reports. Changes may be made to multiple tabs at once before clicking Update.

Note: Specify the number of groups shown per page (e.g., selecting 20 means that 20 student records will display on a single page) by choosing Groups per page on any tab of the Options menu.

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 a selected class. Select the desired organization and click Update to refresh the report.

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.

Scores

The Scores tab can be used to select scores to view on the report. Select checkboxes for OPI, Performance Level, Prior Performance Level, RSA Status, 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.

Tools

The Tools tab can be used to select tool usage and accommodation usage to view on the report. To view specific tools and accommodations, select the checkbox under the desired tool or accommodation. To view all tools and accommodations, click the Select All link. Click Update to view the selections in the report.

Search

The Search features allows you to search for students by name, Student ID, scores, or other research options. For example, to find students in the district or school Roster Report with 504 accommodations, select (1) the 504 Accommodations for each subject from the drop-down menu. Then, (2) select 504 with accommodations, (3) click Add and finally, (4) choose the relationship and click Update. The report will refresh showing only the students matching the search criteria.

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, simply click on another demographic variable. Then, click "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 "Or" link and click Update.


Selections display as boxes under "Showing students who are." Click on the trash can icon displayed to remove the selection.

Data Tools and Features

Click on column headers in the Roster Report to reveal data tool options or choose to view the Data Tools report from the main selections page. Both options will provide a special view intended to streamline data analysis. The Data Tools 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.

Data Tools Report View

Navigate to the Data Tools view by selecting an analysis option from the Roster View, such as Distribute.
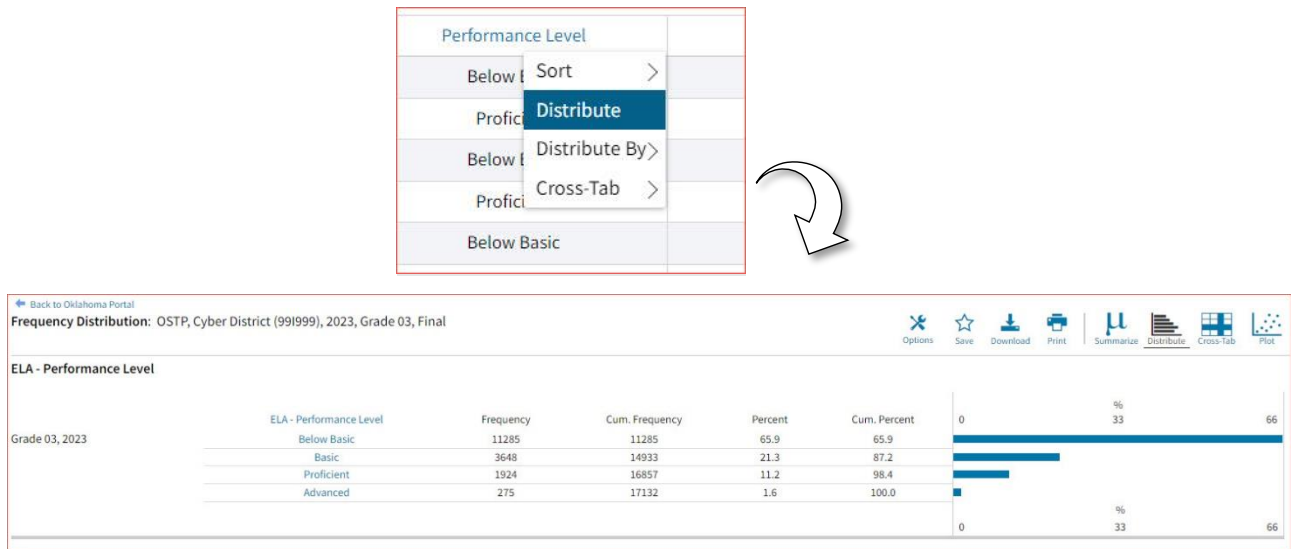
Alternatively, you can navigate directly to the Data Tools report from the main selections page. Selection options are the same as the Roster View selections. (See Generate Roster Report for further details).
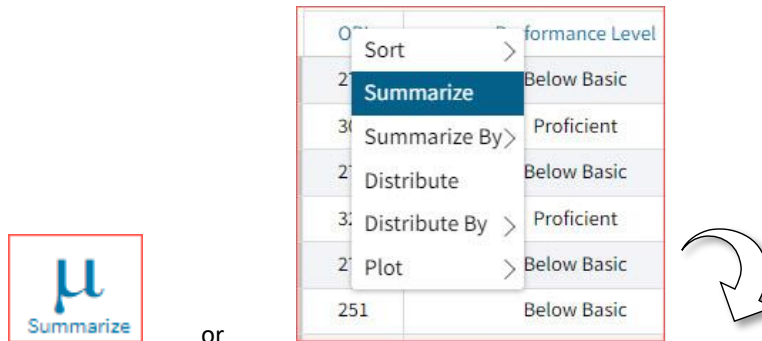
Data Tools Report View Options

From the Data Tools report view, select from four analysis options indicated by the buttons below:
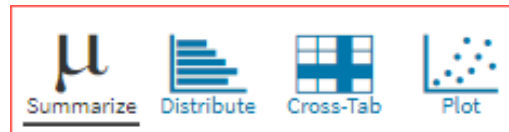
1. Summarize:
    Instantly see summary statistics, such as mean and standard deviation, by clicking on the Summarize button or by selecting Summarize or Summarize By from the Roster Report view.

or

Summary Statistics: OSTP, Cyber District (99I999), 2023, Grade 03, Final

ELA - OPI

Population	Valid N	Mean	S.D.	Minimum	Maximum
17242	17132	265.5	27.3	216	360

You can also view summary statistics by demographic subgroups, such as gender and ethnicity by clicking the **Options** icon , selecting the Disaggregate tab and then clicking on a demographic group and choosing Update,

or from the Roster Report View by clicking on a demographic under Summarize By.

2. Distribute:
Generate a frequency distribution for a score or performance level by clicking on the Distribute button in the Data Tools report view, or by clicking on a column header in the Roster Report view and selecting Distribute or Distribute By.

 or

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.

or

3. Cross-Tab:
   Generate a Cross-Tab report based on subject standards or demographics by selecting the Cross-Tab button from the Data Tools report view or by clicking Cross-Tab and the desired variables from the Roster Report view. Clicking 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 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:

Cross-Tab: OSTP, Cyber District (991999), 2023, Grade 03, Final

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Options Save Download Print Summarize Distribute Cross-Tab Plot

ELA - Performance Level by Mathematics - Performance Level

Number Tested ▼

Mathematics - Performance Level	ELA - Performance Level				Total
	Below Basic	Basic	Proficient	Advanced	
Below Basic	7749	1521	601	85	9956
Basic	2597	1497	604	38	4736
Proficient	690	527	517	52	1786
Advanced	213	98	199	96	606
Total	11249	3643	1921	271	17084

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

ELA - Performance Level by Mathematics - Performance Level

Number Tested ▲

- Number Tested
- **Percent of Total**
- Percent of Mathematics - Performance Level Total
- Percent of ELA - Performance Level Total

Cross-Tab: OSTP, Cyber District (991999), 2023, Grade 03, Final

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Options Save Download Print Summarize Distribute Cross-Tab Plot

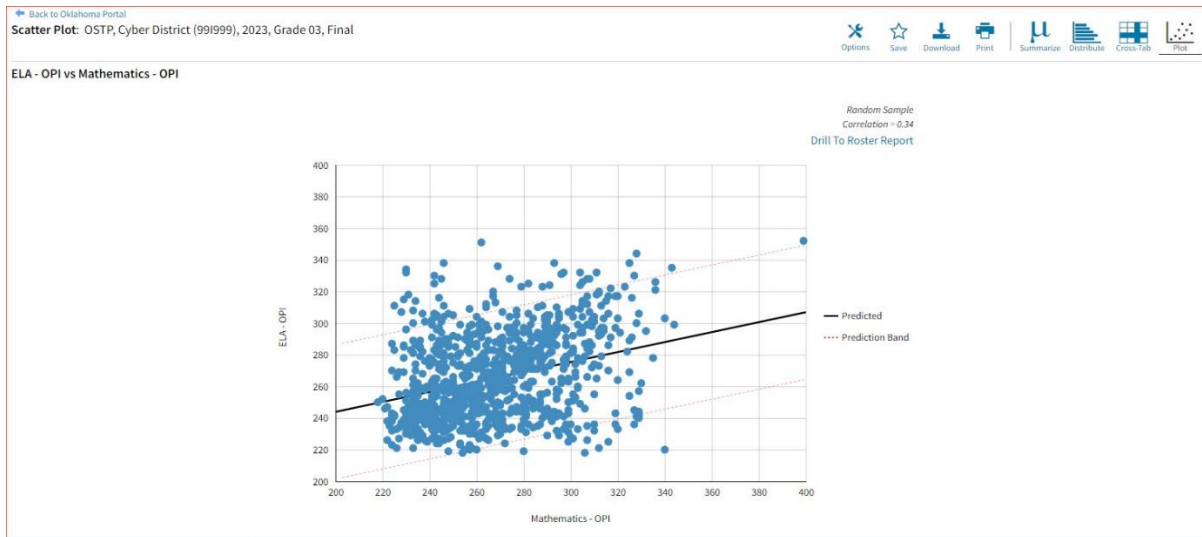**ELA - Performance Level by Mathematics - Performance Level**

Percent of Total ▼

Mathematics - Performance Level	ELA - Performance Level				Total
	Below Basic	Basic	Proficient	Advanced	
Below Basic	45.4	8.9	3.5	0.5	58.3
Basic	15.2	8.8	3.5	0.2	27.7
Proficient	4.0	3.1	3.0	0.3	10.5
Advanced	1.2	0.6	1.2	0.6	3.5
Total	65.8	21.3	11.2	1.6	100.0

You can also change cross-tab selections in the Stats and/or Fields tabs listed under **Options** Options . 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 with new selections.

4. Scatter Plot:
    Generate a Scatter plot report based on the available scores by selecting the Plot button from the Data
    Tools report view, or by clicking 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 or field) in order to view a cross-tab
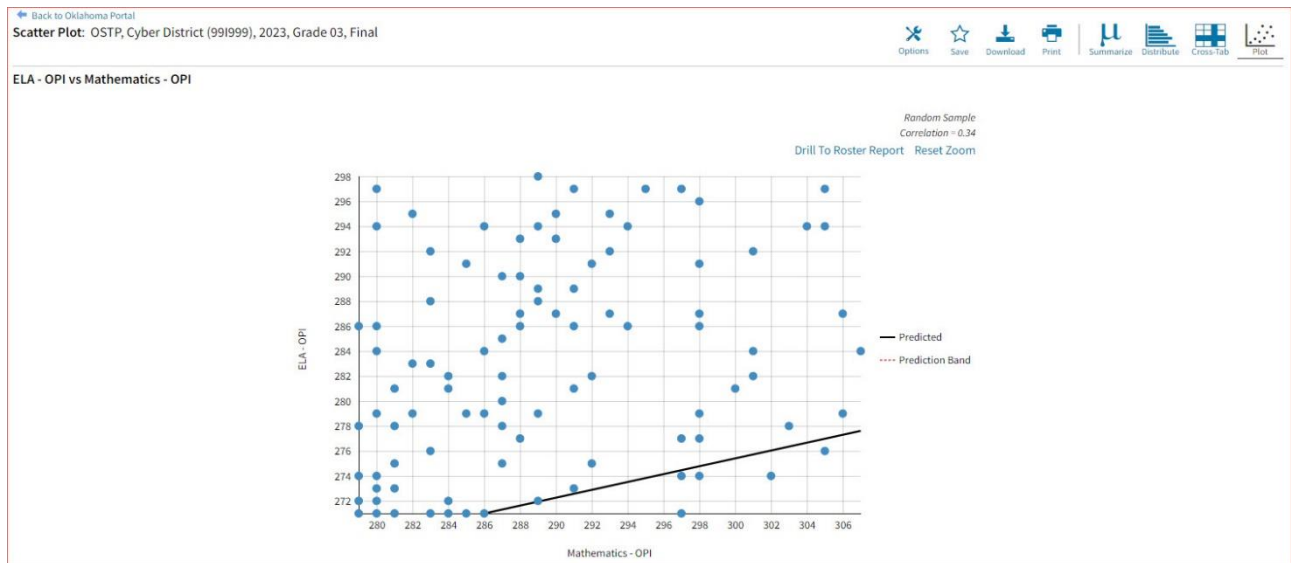report.

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 can click Drill to Roster in the top-right corner of the graph 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 under **Options** Options 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.