

NH ORS Quick-Start Guide
Accessing Preliminary District, School and Student Results
Using Online Reporting System (ORS)
Smarter Balanced Test Results SY 2015-2016

How do I navigate to view my district's Smarter Balanced Results?

1. Go to the NH Smarter Balanced portal
<http://nh.portal.airast.org>
2. Select the “**District Coordinator**” Icon
3. Select “**Online Reporting System**” Icon
4. You'll be prompted to log – in (you should have received an email with instructions how to change your password from “NEAC-DoNotReply@airast.org”) Enter your email address and password
Click **Secure Log-in**

When you log into the **Online Reporting System** (ORS) the first time you will get an “*Acknowledgment Page*.” This lets you know that the ORS is a secure website, student information is confidential and data should not be transmitted via email or other non-secure forms of communication. You will need to click the box that you agree.

5. Click ‘**Score Reports**’
6. Change “**TEST**” (you will have an arrow drop-box selection) to: “**Smarter Summative**”
Administration is set to default of SY 2015-2016

You will also see choice for:

“Scores for students who were mine at the end of the selected administration” “Scores for my current students”

“Scores for students who were mine when they tested during the selected administration”

The default is: “Scores for students who were mine at the end of the selected administration” – **Do Not Change at this point**

The screen displayed at the bottom represents the Number of Students Tested and Percent of Students at Level 3 or Above for Students in “*District Name*”. These percentages are broken by testing subject and grade levels.

How do I navigate to view the schools in my district Smarter Balanced Results?

7. Hold the mouse either over the percentage column or the number of student's column Click on either the percentage or student number values. It doesn't matter which column you choose. You'll be directed to the same following screen.

The screen displayed will now show a comparison of scores for that grade and subject across all of NH, for your district and the schools in your district.

How do I navigate to view students in a school in my district Smarter Balanced Results?

8. Hold the mouse either over the **school's name** or the magnifying glass symbol in the corner of the school name, and click on the box, A small box will appear on the screen. On the right top click "**View Teacher**" (you can either click on the magnifying glass symbol or on the words).

⚠ Do not panic if you don't see a teacher's name listed, it all depended upon how names were uploaded into the system. However, the default is set "Student's with no group (Teacher)".

9. Hold the mouse either over the "**Student's with no group (Teacher)**" or the magnifying glass symbol in the corner, click on this box. A small box will appear on the screen. Click "**View Roster**" (you can either click on the magnifying glass symbol or on the words).

⚠ Do not panic. You will see "Student's with no group (Roster)".

10. Hold the mouse either over the "**Student's with no group (Roster)**" or the magnifying glass symbol in the corner click on this box. A small box will appear on the screen. Click "**View Student**" (you can either click on the magnifying glass symbol or on the words).

The screen displayed will now show an individual student's Achievement Level and scale score with the range.

How do I view "claims" regarding the Smarter Balanced Results?

Whether you want to view the claims for a district, school, or teacher the procedure is identical. Follow steps 1 – 6 from above. If you are looking for the claims for the district, place the mouse over the district icon. Either click the district name or click the magnifying glass. A small box will appear. In the middle right click "**View Claims**" (you can either click on the magnifying glass symbol or on the words).

How do I view "targets" regarding the Smarter Balanced Results?

Whether you want to view the targets for a district, school, or teacher the procedure is identical. Follow steps 1 – 6 from above. If you are looking for the targets for the district, place the mouse over the district icon. Either click the district name or click the magnifying glass. A small box will appear. In the middle right click "**View Targets**" (you can either click on the magnifying glass symbol or on the words).

How do I download student results in an excel spreadsheet?

On the top of the dashboard select "**Test Management Center**".

Then select from the dropdown menu "**Retrieve Student Results**". You will have to select the appropriate File Parameters based on the report you want downloaded. Once the File Parameters are complete, select "**Download Roster**". In the "My Inbox" you will see a notation where status has been changed to **ACTIVE**.

An email will be sent to your primary email address once the download has been completed and the file is ready for viewing. You do not have to respond to the email. Move your mouse into the “**My Inbox**” status will now be changed to **DOWNLOAD**. Click on “**Download**”. You will be prompted to ask if you want to open or save a copy of the file. Click your appropriate choice. If you click open, you will be immediately taken to a screen that will show files for each school tested in your district.

Getting Help with the Online Reporting System (ORS)

The **New Hampshire Help Desk** email and phone are both available to answer your ORS related questions. The New Hampshire Help Desk cannot answer questions related to Performance Plus.

New Hampshire Help Desk:

- nhhelpdesk@air.org
- 1-844-202-7584