

NH ORS Quick-Start Guide

Printing Parent's Reports

Using Online Reporting System (ORS)
Smarter Balanced Test Results SY 2015-2016

How do I print a Smarter Balanced Assessment Parent's Report?

Note: to print student reports you will need to have Adobe Reader installed on your computer. Adobe Reader is free and may be downloaded – for Windows or Mac from: <https://get.adobe.com/reader/>

Using Roster Information – Printing one report at a time:

If you've printed a class roster, next to the student name will be the S SID number.
[grade][Last Name][First Name][reporting SSID number]
You will use this SSID in the search inquiry engine.

1. Go to the NH Smarter Balanced portal
<http://nh.portal.airast.org>
2. Select the "**Test Administration**" 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.

"*Online Reporting System (ORS) User Guide*" summarizes User Name and Password conditions. NOTE: The "*Online Reporting System (ORS) User Guide*" is available at:
<http://nh.portal.airast.org/resources/?section=reporting-resources>

5. Click '**Score Reports**'

"*Online Reporting System (ORS) User Guide*" identifies the banner, general tools and an overview of the score reports used for the interface.

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**


Change “**Select**” to: ***Your Specific School District***

7. From the banner at the top of the page Click “**Search Students**”

A pop-up window will appear to search.
The **School Year** is defaulted as: **2015-2016**
Select Student is defaulted as: **SSID**
Type students SSID Number from roster
Click: **Search**

Select **ELA** Icon
The Parent Report will be generated for ELA only.
Select **PRINT** Icon

A pop-up box will be displayed – click on “The current opportunity”
A PDF will be generated you may choose to save the PDF or OPEN it and Print it.

Using your  Button

Select **MATH** Icon
The Parent Report will be generated for Math only.
Select **PRINT** Icon

A pop-up box will be displayed – click on “The current opportunity”
A PDF will be generated you may choose to save the PDF or OPEN it and Print it.

“*Online Reporting System (ORS) User Guide*” explains how to search for a student’s reports.

Using Roster Information – Printing a whole roster at one time:

1. Log onto the Online Reporting System(ORS) on nh.portal.airast.org website.
2. Select Score Report
3. Edit the assessment option and select your school district
4. Select both the grade and test you want reports printed for
5. Select the school, teacher and roster you want reports printed for
6. The screen should have a list of all the students, their SSID number, Scaled Score and Achievement Level. DO NOT CLICK ON AN INDIVIDUAL STUDENT.
7. On the top banner, select **PRINT**
8. Select the right side of the box: Student Report for All, Students in this Group – Select **Most Recent Opportunities**
9. A pop-up window will appear with the following message: *Your download has been queued. You will receive an email when your download is ready.* You do not have to go to your email at this point!
10. Select **Test Management Center** from the top bar
11. From the dropdown menu Select **Retrieve Student Results**
12. You'll receive a message at the box of the page, when the status changes to download. Select **download**. You'll have the option of opening the file, saving it, or cancel. Select **Open File**. You will now see the parent's report for the grade and test selected.

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