New Hampshire Statewide Assessment System
Printing Batch ISRs

If you would like to print a series of ISRs at one go rather than printing them off one at a time, please following these steps:

1. On the Retrieve Student Results page of the Online Reporting System (ORS), select the Report Type (PDFs of Student Reports), Test (SAS Summative), Administration (2017-2018), Tested Grade, Download Format (PDF), PDF Type, and any filtering criteria you'd like to use. Then, select your District and School. Then, click the Download button.

2. You will be notified via email when your download is complete. Once you get that notification, go to your ORS Inbox and download the .zip file of the ISRs.
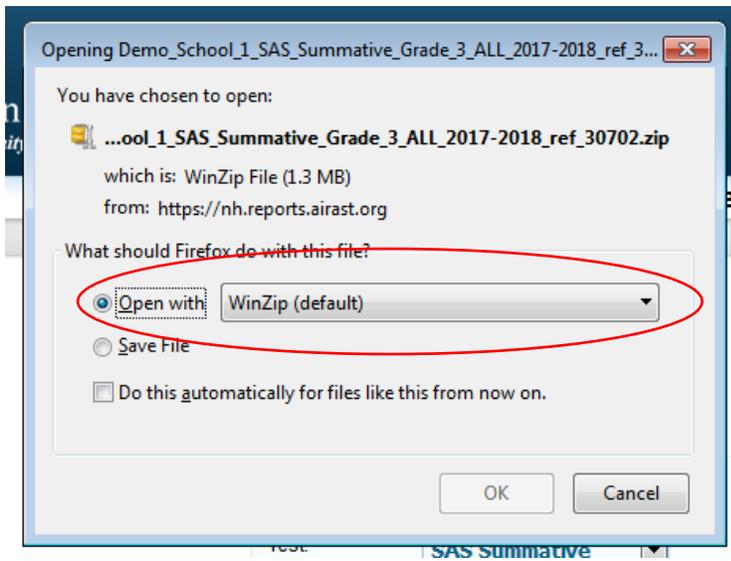

3. Depending on what you use to work with .zip files, the next few steps may vary. If you are using WinZip, continue to **step 4**. If you are using the native Windows .zip utility, continue to **step 9**.
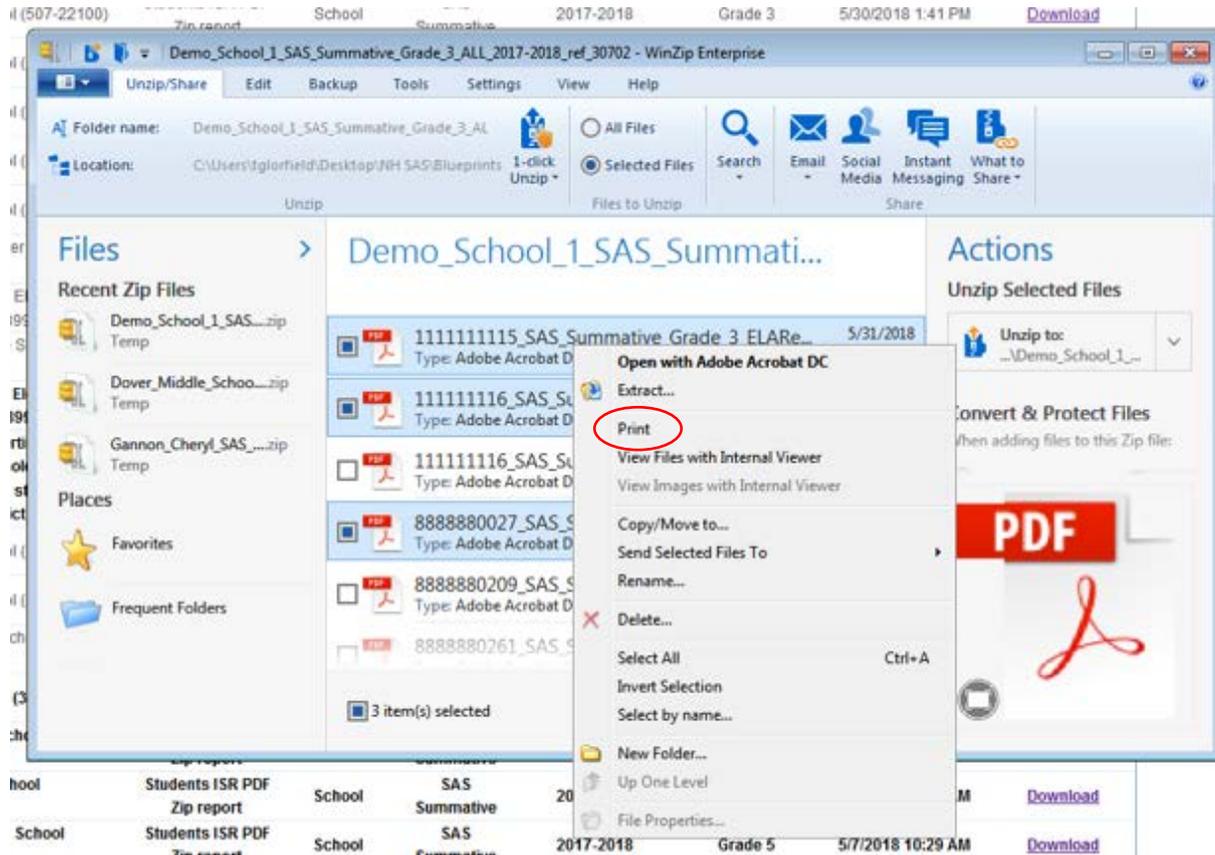
4. If you are using the WinZip .zip utility, once you click the Download button, a dialog box will appear. From here you can either Open or Save the .zip file.
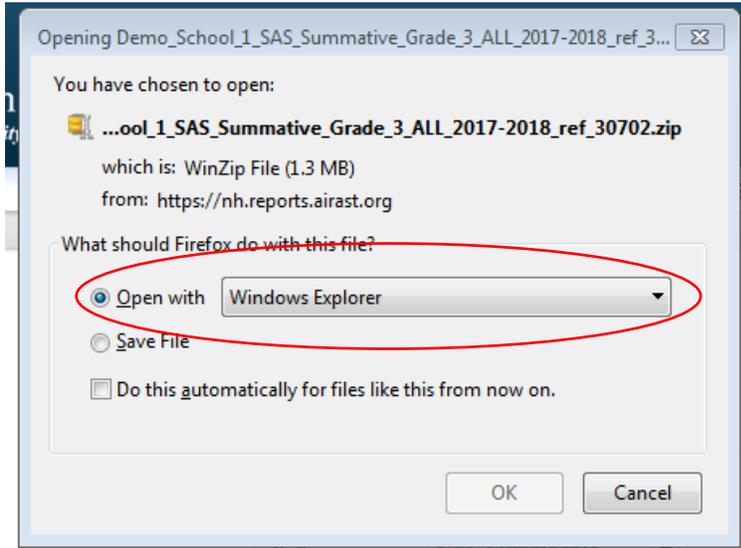

5. Click "Open with", select WinZip, then click OK.

6. WinZip will open (this may take a few moments as these files can be quite large) and the ISRs will be displayed in a list.
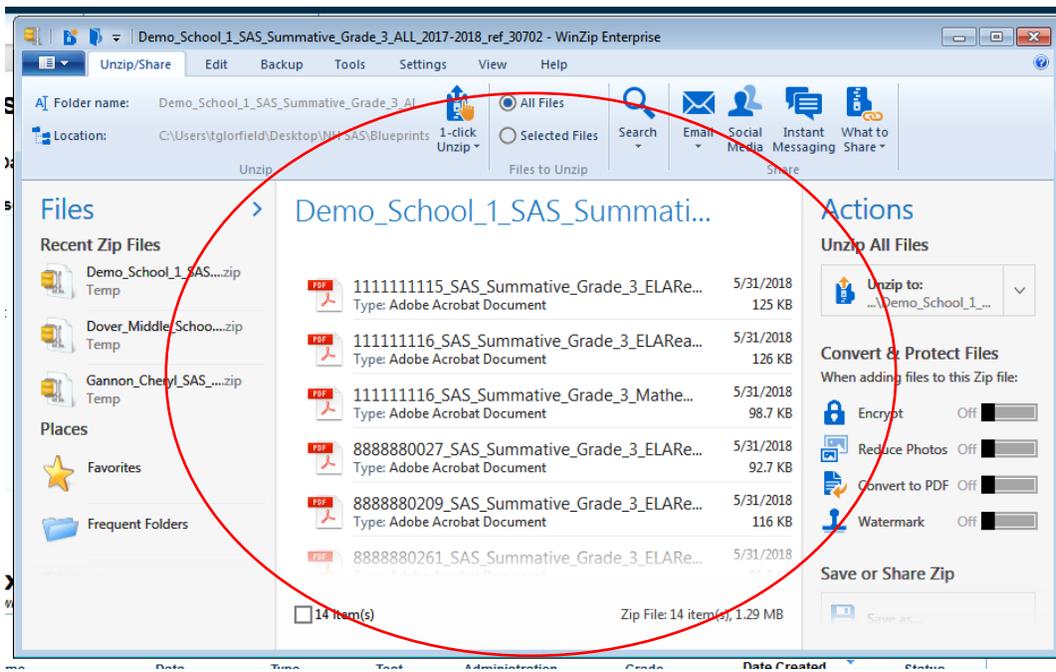
7. From here you can print one, a few, or all the ISRs. If you'd like to print all ISRs, click the box next to the number of items on the bottom left of the list of ISRs (e.g., 14 items, in the example above). If you'd just like to print a few, cluck the box next the ISRs you'd like to print.

8. Once you've selected the ISRs you'd like to print, RIGHT CLICK on the list of ISRs and click Print. The ISRs will print to your default printer.
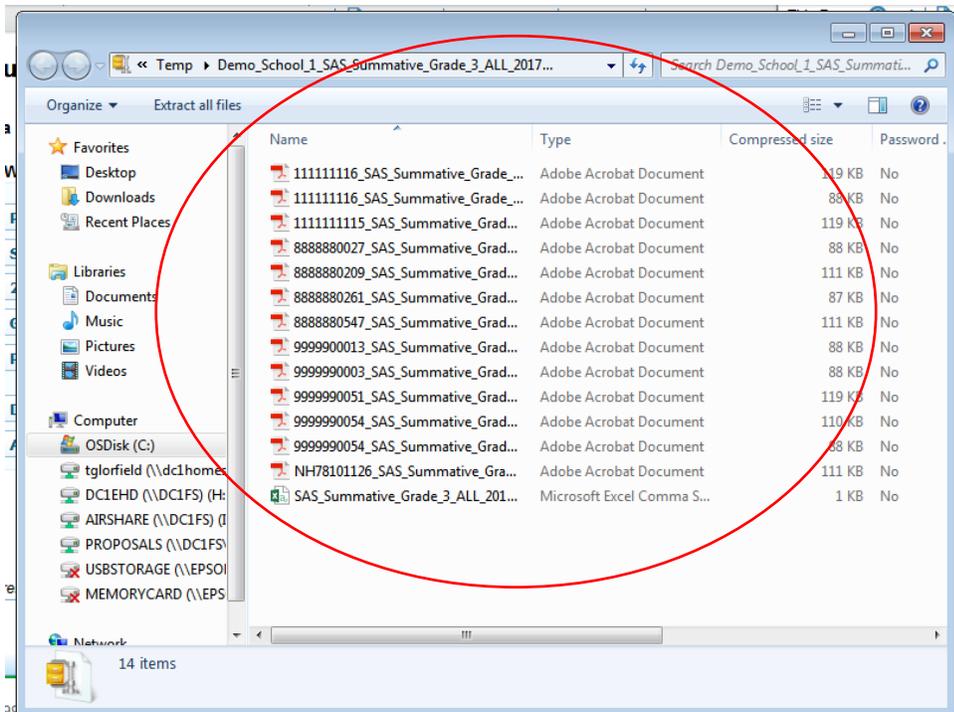
9. If you are using the native Windows .zip utility, once you click the Download button, a dialog box will appear. From here you can either Open or Save the .zip file.
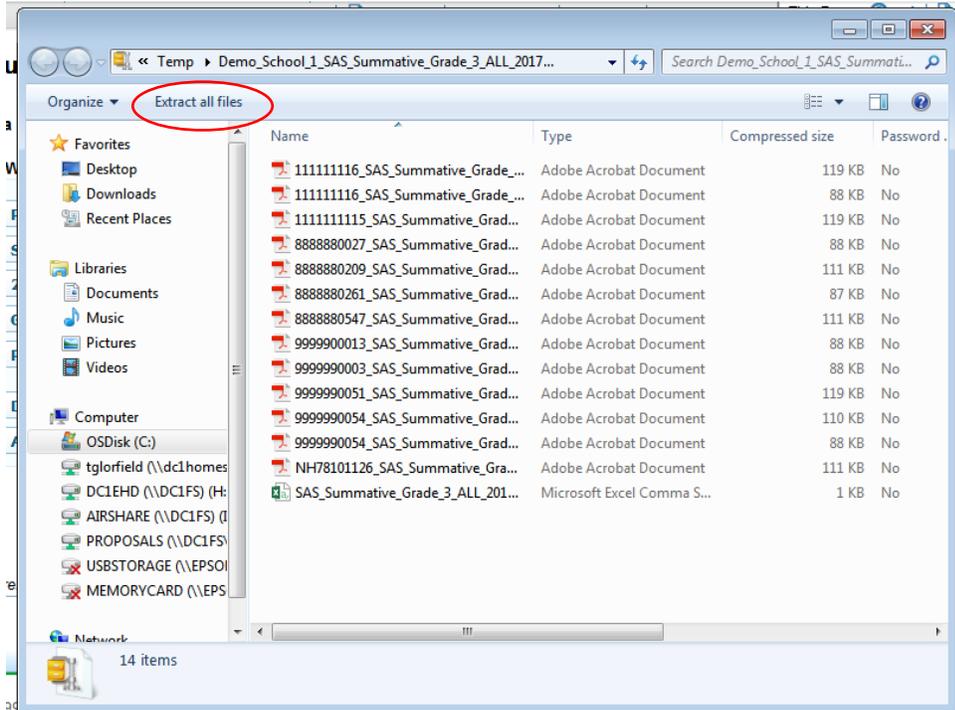

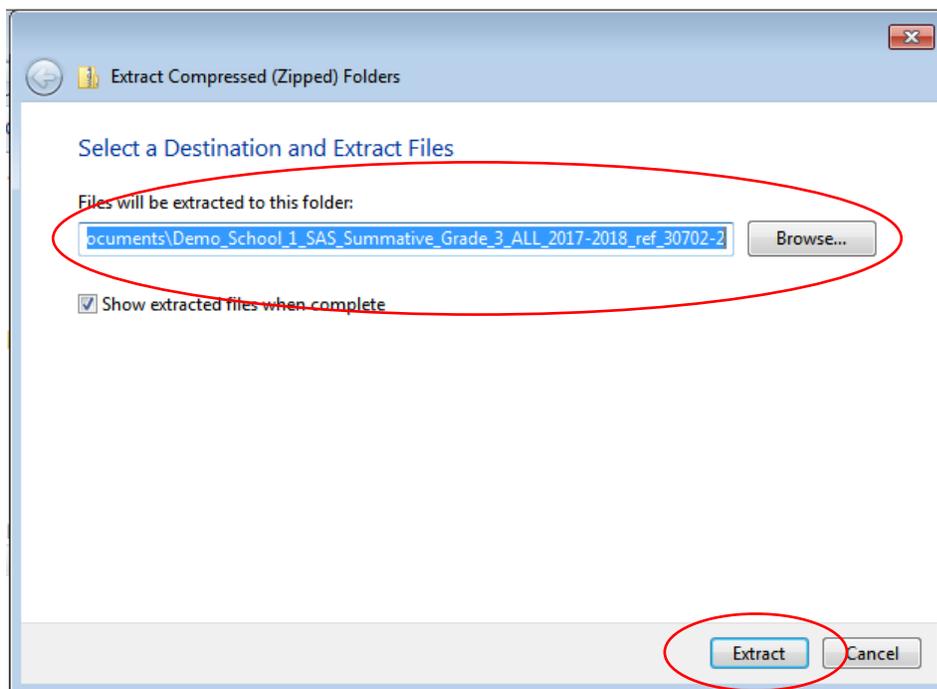10. Click "Open with", select Windows Explorer, then click OK.

11. Windows Explorer will open (this may take a few moments as these files can be quite large) and the ISRs will be displayed in a list.
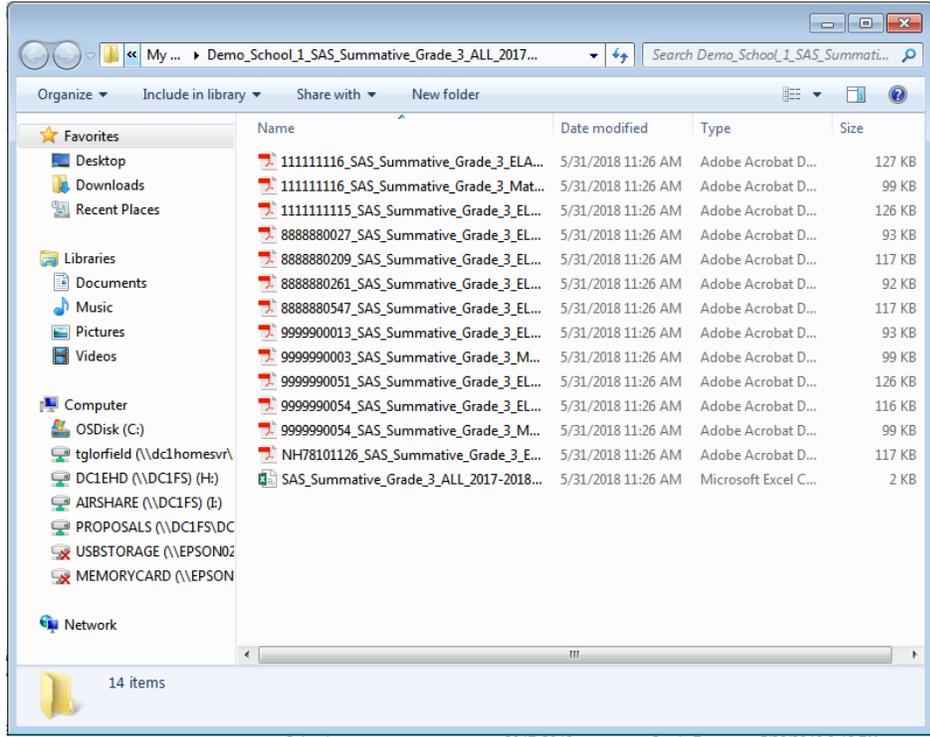
12. Next, click the "Extract all files" button.

13. Select the destination to where you'd like to extract the ISRs, then click the Extract button.
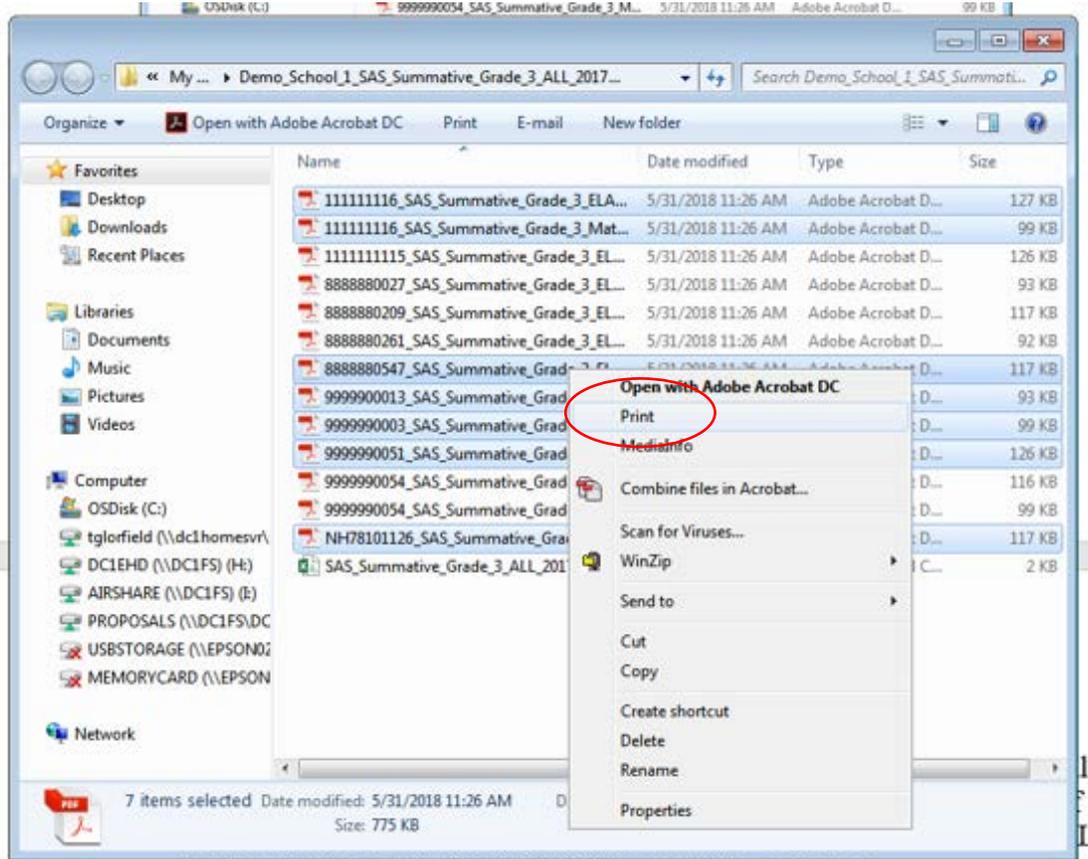
14. A new window will appear listing the ISRs you just extracted.

15. From here you can print one, a few, or all the ISRs. If you'd like to print all ISRs, select all the PDFs in the list by clicking CTRL plus the A key on your keyboard. If you'd like to select only a subset to print, LEFT CLICK the first ISR, the, hold the CTRL button on your keyboard while LEFT CLICKING the next file, and so on.

16. Once you're sleeted the ISRs you'd like to print, RIGHT CLICK on the list of ISRs and click Print. The ISRs will print to your default printer.