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Introduction

Overview

There are two components of the Oklahoma School Testing Program (OSTP) & College and Career Readiness Assessments (CCRA) online testing platform: the online portal, used by building, district, and state administrators, and the kiosk, used by students for testing.

The portal provides building, district, and state administrators access to the following components:

- **User Management**: used for adding and editing user accounts.
- **Administration**: used for downloading kiosks and completing site set-up, organizing students and classes for testing, scheduling tests, accessing student log-in information, monitoring student testing progress, and placing and tracking orders for materials.
- **Reporting**: viewing and managing data in roster reports, summary reports, and quick reports.

For more information on installing the kiosk, see the *OSTP & CCRA Kiosk Installation Guide*, which is available on the OSTP Help & Support page:

[https://oklahoma.onlinehelp.measuredprogress.org](https://oklahoma.onlinehelp.measuredprogress.org)

Technical Support

If you have any difficulty accessing the OSTP & CCRA Portal, contact the Measured Progress Service Desk at [oktechsupport@measuredprogress.org](mailto:oktechsupport@measuredprogress.org) or (866) 629-0220.

<table>
<thead>
<tr>
<th>For questions about the test administration or other technical information, contact:</th>
<th>For questions or information regarding OSTP &amp; CCRA policy and testing procedures, contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measured Progress Oklahoma Service Desk</strong> &lt;br&gt; Toll Free: 1 (866) 629-0220 &lt;br&gt; Email: <a href="mailto:oktechsupport@measuredprogress.org">oktechsupport@measuredprogress.org</a></td>
<td><strong>Oklahoma State Department of Education Office of Assessments</strong> &lt;br&gt; Phone: 1 (405) 521-3341 &lt;br&gt; Website: <a href="http://www.ok.gov/sde/">http://www.ok.gov/sde/</a></td>
</tr>
</tbody>
</table>

Browser Requirements

The portal is accessible via the following browsers on desktops and laptops:

- Chrome® 64 or newer
- Firefox® 56 or newer
- Safari® 9 or newer
- Microsoft Edge 40.15 or newer
- Internet Explorer® 11

**Note:** When using Internet Explorer, compatibility mode must be turned off.

These browser requirements are separate from the technology requirements of the student test delivery system. Student testing is done via a secure kiosk downloaded to the student workstation and is separate from the portal. For more information, see the [OSTP Kiosk Installation Guide](#).

### Roles and Responsibilities

The OSTP & CCRA Portal recognizes six user roles. Each role has a separate set of responsibilities, which determine the user’s level of access to the components available within the OSTP & CCRA Portal, see Table 1 for more information.

#### Table 1. User Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Portal Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Coordinator (DTC)</strong></td>
<td>The DTC has access to all buildings in the district and can:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Manage users (add, edit, or deactivate peer DTC accounts and all other user accounts).</td>
<td>Users</td>
</tr>
<tr>
<td></td>
<td>- Edit Student information and accommodations</td>
<td>Administration Reporting</td>
</tr>
<tr>
<td></td>
<td>- Create classes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Schedule tests.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Manage and monitor tests.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Access Proctor passwords from Administration home page</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Track shipments and order additional materials.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Create and review reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- View Dashboard</td>
<td></td>
</tr>
<tr>
<td><strong>District User (DU)</strong></td>
<td>The DU has access to all buildings in the district and can:</td>
<td>Administration Reporting</td>
</tr>
<tr>
<td></td>
<td>- Create classes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Schedule tests.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Manage and monitor tests.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Track shipments and order additional materials.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Create and review reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- View Dashboard</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>Portal Components</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| Building Test Coordinator (BTC)                 | The BTC has access to one or more buildings and can:  
  - Manage users (add or edit peer BTC accounts and BU, ATC, and RA accounts).  
  - Edit Student information and accommodations  
  - Create classes.  
  - Schedule tests.  
  - Manage and monitor tests.  
  - Create and review reports.                                                                                                                                      | Users Administration Reporting |
| Building User (BU)                              | The BU has access to one or more buildings and can:  
  - Create classes.  
  - Schedule tests.  
  - Manage and monitor tests.  
  - Create and review reports.                                                                                                                                       | Administration Reporting    |
| Assessment Technology Coordinator (ATC) (IT Coordinator Role) | The ATC is assigned to a district or to one or more buildings and can:  
  - Prepare the IT network for student testing.  
  - Download and install the student kiosk on testing devices.  
  - Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing. | Administration              |
| Reports Access Only (RA)                        | The RA user is assigned to a district or to one or more buildings and can:  
  - Create and review reports.                                                                                                                                         | Reporting                  |

**Note:** ATCs have access only to the Site Readiness component for their assigned building or buildings. A DTC or BTC assigned to the building or buildings also has access to perform the site setup and certification tasks.

The DTC and DU will have access to all buildings in their district; all other users will be assigned to their specific building(s) within the district. Users cannot access components or information for any organization (district or building) to which they are not assigned.

- For assistance with other buildings within your district, contact your District Test Coordinator.
- For assistance with buildings in another district, contact the Measured Progress Service Desk at oktechsupport@measuredprogress.org or (866) 629-0220.
Getting Started

Logging In


2. Log in with your unique user name and password, which were sent to you via email from the OSTP program management team (OSTPProgramManagementTeam@measuredprogress.org).

3. When logging into the portal for the first time, you will be required to change your password. Passwords must be 8 to 32 characters in length, contain one uppercase letter, one lowercase letter, one special character (~ ! @ # $ % ^ & *( ) _ + - = { } : ; ' ” > , ? ) and one number.

4. After successfully updating your password you will be re-directed to the portal home page.

Getting help with your login credentials

The Measured Progress Service Desk can help you if you have a problem logging in to the portal.

- If you are a District Test Coordinator and did not receive your login information, contact the Measured Progress Service Desk at oktechsupport@measuredprogress.org or (866) 629-0220.

- If you are any other user type and did not receive your login information, contact your District Test Coordinator.

- If you have forgotten your password:
  1. Click Forgot your password? below the Sign In button.
2. Type your user name.
3. Click **Reset Password**.
   You will receive an email message with instructions for resetting your password.
4. Click the link in the email to open your account profile in the OSTP & CCRA Portal.
5. In the Password field, type a new password.
6. Click **Save Profile**.

- **If you have forgotten your user name:**
  1. Click **Contact Measured Progress** at the bottom of the login page.
     An email message addressed to oktechsupport@measuredprogress.org opens in your email program.
  2. Type a message for the Support team.
  3. Click **Send**.

**Editing Your Profile**

Your profile page displays your contact information, organization(s), and role. From your profile page, you can make the following changes to your account:

- Change your first and/or last name, but not your user name.
- Edit your email address, which is used to communicate with you about your account.
- Change your password.
- Provide other contact information (phone, fax, mailing address).

To edit your profile information:

1. Click your user name in the top-right corner of the page, and then select **My Profile** from the menu.

Your profile page appears.

2. Click **Edit Information**.
   The Edit User form appears.
3. Make changes in the appropriate fields.
   **Note**: Fields with a red asterisk (*) are required.
   **Tip**: Be sure to use a password you can remember. For a quick (2 seconds) look at your password as you type it, click **Glimpse Password**.

4. Click **Save Profile** to save changes to your profile, or click **Cancel** to discard changes to your profile.

### Working with the Portal Home Page

When you log in to the portal, the portal home page appears:
The portal home page contains the components available to you according to your role and organization (district or building) assignment. See Table 2 for navigation options from the portal home page.

### Table 1. Navigation from the Portal Home Page

<table>
<thead>
<tr>
<th>In order to</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to the portal home page from any page</td>
<td>Click the Oklahoma State Department of Education logo in the top-left corner of any page.</td>
</tr>
<tr>
<td>Get help</td>
<td>Click <strong>Contact Us</strong> at the bottom of the portal home page to open a blank email message addressed to the Measured Progress Service Desk at <a href="mailto:oktechsupport@measuredprogress.org">oktechsupport@measuredprogress.org</a>.</td>
</tr>
<tr>
<td>View your profile</td>
<td>Click your user name in the top-right corner of the page, and then select <strong>My Profile</strong>.</td>
</tr>
<tr>
<td>Go to the OSTP Help &amp; Support page</td>
<td>Click your user name in the top-right corner of the page, and then select <strong>Help &amp; Support</strong>. The <strong>OSTP Help &amp; Support page</strong> opens in your browser.</td>
</tr>
<tr>
<td>Access the User Management component</td>
<td>Click <strong>Users</strong> at the top of the portal home page. <strong>Note</strong>: The Users component is available to DTCs and BTCs only.</td>
</tr>
<tr>
<td>Access the Administration component</td>
<td>Click <strong>Administration</strong> on the portal home page.</td>
</tr>
<tr>
<td>Access the Reporting component</td>
<td>Click <strong>Reporting</strong> on the portal home page. <strong>Note</strong>: Reports Access Only users cannot access any other component in the OSTP &amp; CCRA Portal. <strong>Note</strong>: The Reporting component is not available to ATCs.</td>
</tr>
<tr>
<td>Log out of the portal</td>
<td>Click <strong>Logout</strong> next to your username at the top-right corner of the page.</td>
</tr>
</tbody>
</table>

### Working with the Administration Home Page

The Administration home page displays the components available according to the permissions for the logged-in user’s role.

- On the portal home page, click **Administration**.
  
The Administration home page appears. The menu of components is available at the top of any Administration page. The Welcome message is customized for the logged-in user’s level of access.
Important: District Users and Building Users do not have access to the Site Readiness login or kiosk download links.

Table 3. Navigation from the Administration Home Page

<table>
<thead>
<tr>
<th>Click</th>
<th>In order to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma SDE Logo</td>
<td>Return to the OSTP &amp; CCRA Portal home page.</td>
</tr>
<tr>
<td>Home</td>
<td>Return to the Administration home page from any other Administration page.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Home does not return you to the portal home page. Click the logo in the top-left corner of the page to return to the portal home page.</td>
</tr>
<tr>
<td>Site Readiness</td>
<td>Review a summary of completed Site Readiness tests and certify the site as ready for student testing. <strong>Important:</strong> District Users and Building Users do not have access to Certify Site Readiness.</td>
</tr>
<tr>
<td>Classes</td>
<td>View, add, and edit classes.</td>
</tr>
<tr>
<td>Students</td>
<td>Add and edit student information and accommodations, and enroll or unenroll students from the building.</td>
</tr>
<tr>
<td>Test Sessions</td>
<td>View, schedule, and delete test sessions; print student tickets with their login information.</td>
</tr>
</tbody>
</table>
Click | In order to
--- | ---
**Materials Management** | Track order shipments, order additional materials, and schedule a UPS pickup. **Important:** BCs, BUs, and ATCs do not have access to Materials Management.
**Dashboard** | View district level test summary information.

## Working with the Reporting Home Page

The Reporting home page is available to all roles except ATC. It is the only component available to Reports Access Only (RA) users.

1. On the portal home page, click **Reporting**.

   ![Reporting](image)

   A notice appears while the application is loading.

2. Read the Data Privacy Agreement, and then click **Agree**.

   ![Data Privacy Agreement](image)

   **Note:** If you click **Disagree**, you return to the portal home page. You cannot access the Reporting component.

   The Reporting home page appears. The menu of components is available at the top of any Reporting page.
The information available in OSTP reports is limited to the organizations you are authorized to access.

**Table 4. Navigation from the Reporting Home Page**

<table>
<thead>
<tr>
<th>Click</th>
<th>In order to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma SDE Logo</td>
<td>Return to the OSTP &amp; CCRA Portal home page.</td>
</tr>
<tr>
<td><strong>Select Report</strong></td>
<td>Create reports of student testing data.</td>
</tr>
<tr>
<td>Note: The Select Report page is the Reporting home page.</td>
<td></td>
</tr>
<tr>
<td>Saved Reports</td>
<td>View saved reports online, and delete saved reports and folders.</td>
</tr>
<tr>
<td>Queued PDFs</td>
<td>View the current status of large PDF files that are in the process of downloading.</td>
</tr>
<tr>
<td>Help</td>
<td>Open the <a href="#">OSTP Help &amp; Support</a> page in your browser.</td>
</tr>
</tbody>
</table>
Adding and Editing User Accounts

The **Users** component is available to District Coordinators and Building Coordinators only.

1. At the top of the portal home page, click **Users**.
   
   By default, the Users page displays a list of existing users for the building or buildings to which you have access.

2. To rearrange the Users table:
   - Sort columns by clicking the column heading.
   - Filter the list by selecting an organization in the Choose an Organization menu.
   - Filter the list by selecting a user role in the Choose a Role menu.

3. To locate a user, in the Search (🔍) box in the top-right corner of the page, type the first name, last name, user name, or email address of the user, and then click 🔍.

### Adding a New User

Each user account can be assigned to one role only. If one person will be performing tasks for more than one role, they should be given the role with the highest level of privilege required to complete their tasks.

From the Users page:

1. Click **Create New User**.

2. On the user entry form, enter the new user’s personal and contact information.
Note: Fields with a red asterisk (*) are required.

Every account requires a unique username. The user’s first name, last name, or email address may be the same as that of another user’s account, but the username must be unique.

Important: Ensure the e-mail address is accurate. The user’s login credentials are sent to the email specified in the user account being created.

3. From the “New User has the following role” menu, select a role:
   - District Coordinator
   - District User
   - Building Coordinator
   - Building User
   - IT Coordinator (also known as the Assessment Technology Coordinator)
   - Reports Access Only
For more information, see Roles and Responsibilities above.

4. In the “New User belongs to the following organizations” menu, select one or more organizations.

**Tip:** To remove an organization, click ✗ to the right of the building or district name.

5. Click **Save User** to save the new user account, or click **Cancel** to discard the new user account.

**Editing a User Account**

From the Users page:

1. Locate the user in the Users table and click Edit (✔) in the column on the right.
   The user’s profile page appears.
2. Make changes to the profile fields.
   
   **Note:** Fields with a red asterisk (*) are required.
   
   **Important:** You can reassign or edit the user’s role and organization.
   
3. Click **Save User** to save changes to the user’s profile or click **Cancel** to discard changes to the user’s profile.

### Deactivating and Reactivating User Accounts

A District Coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. The account still exists in the system and the user name cannot be reused. Accounts that have been deactivated can also be reactivated, edited and used again.

#### Deactivating User Accounts

From the Users page:

1. Locate the user(s) in the Users table, and then click **Deactivate User (X)** in the column on the right or the blue **Deactivate** button at the top of the page.

2. A pop-up verification message will appear. To deactivate the user, click **Deactivate**.
3. The user will be deactivated from the OSTP & CCRA Portal.

**Note:** Only District Coordinators can deactivate users in the portal. Deactivated users will not be able to log in to the portal using their assigned username and password.

A DTC can deactivate multiple user accounts at once in the OSTP & CCRA Portal.

1. In the user table select the accounts to be deactivated by clicking on the name of the user. Selected users will be highlighted in green. After a user account is selected, the **Deactivate** button appears above the user table.

2. After all user accounts are selected, click **Deactivate**. A pop-up verification message will appear to confirm that you would like to deactivate the selected user accounts. Click **Deactivate** to deactivate the user accounts.

### Reactivating User Accounts

If needed, deactivated user accounts in the OSTP & CCRA Portal can be reactivated by a District Coordinator. From the Users page, select **Show Deactivated Accounts**.
The table of users will now display only deactivated accounts.

1. Locate the user in the Users table, and then click (+) in the column on the right. 
2. A pop-up message will appear. To reactivate the user, click Reactivate.

A DTC can also reactivate multiple user accounts at once in the OSTP & CCRA Portal.

1. In the Users table select the accounts to be reactivated by clicking the name of the user. Selected users will be highlighted in green. After a user has been selected, the Reactivate button will appear above the table.

2. After all user accounts are selected, click Reactivate. A pop-up verification message will appear. Click Reactivate to reactivate the user accounts.

Adding and Editing Users through File Uploads

If you have several users to add or edit, it may be easier to use the file upload feature. File uploads are required to be in CSV file format. Table 5 describes the columns in the upload file, the required fields, and the accepted values.

Note: Separate upload files must be used to add new users and edit exiting users.
Table 5. Columns in the User Upload File

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Accepted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username*</td>
<td>User's Username for logging into the portal.</td>
<td>Up to 35 alpha-numeric characters.</td>
</tr>
<tr>
<td>Fname*</td>
<td>User's first name.</td>
<td>Up to 25 characters.</td>
</tr>
<tr>
<td>Lname*</td>
<td>User's last name.</td>
<td>Up to 25 characters.</td>
</tr>
<tr>
<td>Email*</td>
<td>User's email address.</td>
<td>Any standard email address.</td>
</tr>
<tr>
<td>Role*</td>
<td>User's role.</td>
<td>One of the following: DTC—District Coordinator, BTC—Building Coordinator, ITC—IT Coordinator (Assessment Technology Coordinator), DU—District User, BU—Building User, RA—Reports Access Only. The abbreviated role will be used in the CSV file. For example: BTC will be the accepted value in the CSV file for adding a Building Coordinator.</td>
</tr>
<tr>
<td>Org*</td>
<td>County/District Code associated with the district level user. County/District and School Code associated with the school level user.</td>
<td>District Coordinator, IT Coordinator (District), District User Org = Combined County and District Code excluding spaces or hyphens. For example: If County Code = 62 and District Code = C017 then Org = 62C017 Building Coordinator, IT Coordinator (Building), Building User Org = Combined County and District Code hyphen School Code. For Example: If County Code = 62 District Code = C017 School Code = 705 then Org = 62C017-705 If a user belongs to multiple organizations a pipe will be used to separate the organizations. For Example: If a user belongs to school code 705 and 706 in District C017 then Org= 62C017-705</td>
</tr>
<tr>
<td>Phone</td>
<td>User's phone number.</td>
<td>Phone number in xxx-xxx-xxxx format.</td>
</tr>
<tr>
<td>Fax</td>
<td>User's fax number.</td>
<td>Fax number in xxx-xxx-xxxx format.</td>
</tr>
<tr>
<td>Address</td>
<td>User's address.</td>
<td>Up to 200 characters.</td>
</tr>
</tbody>
</table>

* Required Field
Note: County and District codes are available on the Oklahoma State Department of Education’s website located here.

Adding New Users

From the Users page:

1. Click Import Users

2. On the Upload Users page select Add New Users from the Action drop down menu.

3. Once you have selected an action, the user upload template will be made available for download. Click Download Template to download the template onto your computer.

4. Fill out the template accordingly and save the file in CSV format. See Table 5 for required fields and accepted values.

   Note: There is a limit of 50 records for each upload file.

The following is an example of an upload file. In this file, multiple user types will be added to multiple organizations.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Username</td>
<td>Fname</td>
<td>Lname</td>
<td>Email</td>
<td>Role</td>
<td>Org</td>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>2</td>
<td>Rmartin</td>
<td>Ryan</td>
<td>Martin</td>
<td><a href="mailto:rmartin@email.com">rmartin@email.com</a></td>
<td>BTC</td>
<td>62C017-704</td>
<td>321-568-7841</td>
<td>321-857-6547</td>
</tr>
<tr>
<td>3</td>
<td>Dclark</td>
<td>David</td>
<td>Clark</td>
<td><a href="mailto:dclark@email.com">dclark@email.com</a></td>
<td>ITC</td>
<td>62C017-705</td>
<td>62C017-706</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Jmoore</td>
<td>Janice</td>
<td>Moore</td>
<td><a href="mailto:jmoore@email.com">jmoore@email.com</a></td>
<td>BU</td>
<td>62C017-705</td>
<td></td>
<td>321-485-9632</td>
</tr>
<tr>
<td>5</td>
<td>Nfussell</td>
<td>Nancy</td>
<td>Russell</td>
<td><a href="mailto:nfussell@email.com">nfussell@email.com</a></td>
<td>RA</td>
<td>62C017-705</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>TBrown1234</td>
<td>Travis</td>
<td>Brown</td>
<td><a href="mailto:tbrown@email.com">tbrown@email.com</a></td>
<td>DU</td>
<td>62C017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Click Choose File and select the file you would like to upload from your computer. You will now see the file name next to the Choose file button.
6. Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary that contains the number of users created and the number of user records rejected is also provided.

**Note:** When there are errors in the upload file, a link to a downloadable error file will be available below the summary. For information on the file upload errors and resolving file upload errors see the [Resolving user file upload errors](#) section.
7. When a user is successfully uploaded, their user account will be created, and an email will be sent to the new user with their user name and password for the OSTP & CCRA Portal.

**Exporting Users**

User information can be exported from the OSTP & CCRA Portal in the form of a CSV file. To update existing users’ information using the file upload feature, you can export existing users, edit the exported file and then upload the edited file using the Update Existing Users file upload option.

From the Users page:

1. **Select** the users from the user table that you want to export by clicking the users’ names. Selected users will be highlighted in green.

2. **Click Export Users.**

   A confirmation message will appear to confirm that the user data you selected was exported and the Export file downloaded.

3. **Open** the downloaded CSV file to view the user data that was exported.
Updating multiple user accounts

Multiple user accounts can be updated at one time by exporting a user file as a csv file, editing the exported user file, and uploading the edited file back into the OSTP & CCRA Portal.

To export the file:

1. From the Users page select the users from the user table that you want to update by clicking on the user’s name. The selected users will be highlighted in green.

2. Click Export Users.

   A confirmation message will appear that the user data you selected was exported and the file was downloaded.

3. Within the downloaded user export file make appropriate changes and updates following the guidelines in Table 5 for required fields and accepted values. After the changes and updates have been made, save the file as a CSV.

4. From the Users page, click Import Users.

5. Select Update Existing Users on the upload user page drop-down menu.

   Note: There is a limit of 50 records for each upload file.
6. Click **Choose File** and select the file you would like to upload. You will now see the file name next to the Choose File button.

7. Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary of the number of users who were updated will be provided.
Resolving user file upload errors

If there are errors in the user file upload, you will be notified after you upload the file. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available. Pop-up notification messages are provided in Table 6 along with results of the file upload and next steps to resolve any errors.

Table 6. User Upload Pop-up Messages, Results of File Upload, and Next Steps

<table>
<thead>
<tr>
<th>Pop-up Message</th>
<th>Result</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.</td>
<td>Success</td>
<td>No action needed. File was processed without errors.</td>
</tr>
<tr>
<td>The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.</td>
<td>Some errors</td>
<td>Click on the Error file to download. Open the file to view fields for which there are errors.</td>
</tr>
<tr>
<td>No users have been uploaded. Errors are detailed in attached file.</td>
<td>Only errors</td>
<td>Click on the Error file to download. Open the file to view fields for which there are errors.</td>
</tr>
<tr>
<td>The uploaded file is not in the expected .CSV format. Please update the file and try again.</td>
<td>File is not in CSV format</td>
<td>Open your original Users file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), click Save.</td>
</tr>
</tbody>
</table>
Click **Download records with errors** to download a file that contains details about errors in the uploaded file.

<table>
<thead>
<tr>
<th>Total number of records present in the uploaded file:</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Records Rejected:</td>
<td>3</td>
</tr>
<tr>
<td>Number of Records Processed:</td>
<td>1</td>
</tr>
<tr>
<td>Number of Users Created:</td>
<td>1</td>
</tr>
<tr>
<td>Number of Users Updated:</td>
<td>0</td>
</tr>
</tbody>
</table>

The Error File can contain one or more of the errors shown in Table 7.

**Table 7. Error File Notes, Results, and How to Fix Errors**
<table>
<thead>
<tr>
<th>Notes Field in Error File</th>
<th>Result</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to add user.</td>
<td>Username already exists in the portal.</td>
<td>Modify the username</td>
</tr>
<tr>
<td>Usernames must be 4-35 alphanumeric characters.</td>
<td>Username contains characters that are not alphanumeric or are less than 4 or greater than 35 characters, or is blank.</td>
<td>Modify the username to contain at least 4 characters, not more than 35 characters and include a mix of letters and numbers in the username.</td>
</tr>
<tr>
<td>First names must be 1-25 characters long.</td>
<td>First name contains characters that are less than 1 or greater than 25 characters or first name is blank.</td>
<td>Modify the first name to contain at least 1 character and not more than 25 characters.</td>
</tr>
<tr>
<td>Last names must be 2-25 characters long.</td>
<td>Last name contains characters that are less than 1 or greater than 25 characters or last name is blank.</td>
<td>Modify the last name to contain at least 2 characters and not more than 25 characters.</td>
</tr>
<tr>
<td>Invalid role.</td>
<td>Invalid role code or role is blank.</td>
<td>Add a valid role abbreviation. See Table 5 for valid roles abbreviations.</td>
</tr>
<tr>
<td>Invalid organization and role pairing.</td>
<td>Invalid organization and role combination. For example, school user only has a district ID as Org.</td>
<td>If the user is a DC, verify that the County code and District code are provided in the Org field. If the user is a BC verify that the code(s) provided in the Org field use a County code, District code and School code combination as described in Table 5.</td>
</tr>
<tr>
<td>Invalid organization number.</td>
<td>Invalid organization number.</td>
<td>Verify the organization number is correct. If you are creating a district level user, verify the County code and District code combination is correct. Refer to the organization codes provided by Oklahoma SDE.</td>
</tr>
</tbody>
</table>

Pictured below is a sample error file:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Username</td>
<td>First Name</td>
<td>Last Name</td>
<td>Email</td>
<td>Role</td>
<td>Org</td>
<td>Phone</td>
<td>Fax</td>
<td>Address</td>
</tr>
<tr>
<td>2</td>
<td>Supporter1 Roy</td>
<td>Martin</td>
<td></td>
<td><a href="mailto:martin@email.com">martin@email.com</a></td>
<td>ERROR</td>
<td>620317-705</td>
<td>321-508-7641</td>
<td>321-857-0547</td>
<td>111 Demo School Way</td>
</tr>
<tr>
<td>3</td>
<td>Supporter2 Dennis</td>
<td>Clark</td>
<td></td>
<td><a href="mailto:delark@email.com">delark@email.com</a></td>
<td>ITC</td>
<td>620317</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Supporter3 Janice</td>
<td>Moore</td>
<td></td>
<td><a href="mailto:jmoore@email.com">jmoore@email.com</a></td>
<td>ERROR</td>
<td>620317</td>
<td>321-485-9632</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Supporter4 Tim</td>
<td>Brown</td>
<td></td>
<td><a href="mailto:tbrown@email.com">tbrown@email.com</a></td>
<td>ERROR</td>
<td>620317-705</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After you correct the invalid fields in the User Upload file, save the updated file to your device and repeat steps to import the updated file.
Proctor Password

DTCs have access to the proctor password on the Administration home page. They are able to view the proctor for each school in their district and also change the proctor password.

Changing the Proctor Password

The proctor password should be changed by a DTC periodically.

1. Scroll to the Proctor Password section of the Administration home page
2. Click on Change.
3. Enter a new proctor password and click Save.
Completing Site Readiness

The Site Readiness component monitors progress toward site (building) certification.

Note: ATCs have access to the Site Readiness component only.

For users with access to Site Readiness, including DTC, BTC, and ATC roles, the Administration home page contains the links for downloading and installing the kiosk on Windows, Mac, and Linux devices. The Site Readiness Test login information appears at the bottom of the Administration home page.

For instructions on installing the kiosk, see the OSTP & CCRA Kiosk Installation Guide.

1. At the top of the Administration page, click Site Readiness.
The Site Readiness page displays the following information for each building that has performed Site Readiness testing:

- Number of devices tested
- Date and time when the sites were certified
- User who certified the sites for testing

For more information, see Site Readiness Testing.

2. To rearrange the Site Setup page:

- Sort columns by clicking on the column heading.
- Filter the table by selecting an organization from the organization menu.

Working with the Site Readiness Details page

The Site Readiness Details page displays a list of devices on which a Site Readiness Test has been run.

From the Site Readiness page:

1. Click View Details.

The Site Setup Details page appears.
2. To rearrange the Site Setup Details page:
   - Sort columns by clicking the column heading.
   - Filter the table by selecting an organization from the organization menu.

Site Readiness Testing

Site Readiness testing identifies potential technical problems prior to student testing. The test is designed to simulate a test scenario and is used to verify that workstations meet the minimum requirements and have been properly configured.

To administer the Site Readiness Test, the ATC (or DTC or BTC acting as an ATC) launches the OSTP Kiosk on each device configuration (i.e. device type and operating system) being used for testing and uses the site readiness login for the assigned building to run the Site Readiness Test. The Site Readiness Test includes the System Set-Up Test, which will test your connection capacity, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester.

**Important**: It is crucial that the Site Readiness Test be performed on every device configuration that is to be used for testing.

The purpose of the Site Readiness Test is to ensure that all devices are properly equipped to administer student tests. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface test is run, then the ATC will need to ensure the device meets the technical requirements and rerun the Site Readiness Test to verify the device meets the technical requirements.

When the kiosk has been installed on all devices and the Site Readiness Test has been completed, the ATC may certify the site by clicking **Certify Site Readiness**.
Note: District Users and Building Users do not have access to Certify Site Readiness.

After a site has been successfully certified, the site appears on the Site Certification list and site certification is indicated on the Site Readiness Details page.

Organizing Students and Classes

The OSTP Portal contains student information provided by the district. Working from this set of student information, you can set up classes of students who will test together.

If the student information is incomplete, you can add to or edit it:

- Add a new student.
- Edit student information.
- Assign accommodations.
- Enroll a student in a different building.

When the classes and student information forms are complete, you are ready to schedule test sessions. For more information, see Managing Test Sessions.

Adding and Editing Student Information

The Students component manages the students who are scheduled to take the test.

1. At the top of the Administration page, click Students.

   The Students page displays the list of students.
2. To rearrange the Students table:
   - Sort columns by clicking the column heading.
   - Filter the table by selecting an organization from the organization menu.
   - Filter the table by selecting a subject from the Choose a Subject menu.

3. To locate a student, click **Search** (🔍) next to the column heading and type the student’s State ID, first name, last name, or grade.
   
   **Important**: Be sure to select the new or current building before adding a new student or editing student information. For more information, see [Adding a new student](#) and [Editing student information](#).

4. To navigate within the Students table:
   - Type a page number in the text box next to Page.
   - Click **Prev** to display the previous page or click **Next** to display the next page.
   - Click **🗂️** to display the last page in the Students table or click **🗃️** to display the first page in the Students table.

5. To change the number of students shown on the page, select a number from the menu next to “per page.”

6. To download an Excel CSV file of the students assigned to a class, click **More** and select [Download List](#).

**Viewing student classes**

From the Students page:

1. Locate the student in the Students table and click **View Classes** in the column on the right.
A pop-up box displays a list of the student's assigned classes.

![Classes for Michael Jones](image)

2. When you are done, click Close.

**Adding a new student**

From the Students page:

1. At the top of the page, click Add Student.
   
The Student Information tab displays a blank student information form.

2. Fill in the student’s demographic information.
   
   **Note**: Fields with a red asterisk are required.

   **Caution**: Take care when filling in the State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth fields. Once the form is saved, you cannot change your entries.

   **Important**: If the student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a student ID incorrectly, call the Measured Progress Service Desk at (866) 629-0220 for assistance.

   For more information, see Assigning accommodations.

3. When you are done, click Save to add the new student or click Cancel to discard your entries in the Student Information form.

**Editing student information**

From the Students page:

1. Locate the student in the Students table and click Edit in the column on the right.
   
The Student Information tab displays the student information form for the student.

   **Important**: You cannot make changes to fields that are dimmed and unavailable: State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth.

2. Make your changes to the student’s demographic information.
   
   **Note**: Fields with a red asterisk are required.

   **Important**: If the state student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a state student ID incorrectly, call the Measured Progress Service Desk at (866) 629-0220 for assistance.

3. When you are done, click Save to save your changes to the Student Information form, or click Cancel to discard your changes.
Manually Assigning accommodations

There are two types of accommodations, embedded accommodations with in the kiosk and accommodations that are delivered locally for IEP, 504 plan or ELL. You can assign accommodations for IEP, 504 Plan, and ELL only if the student has an IEP or 504 plan or is designated as an English-language learner (ELL). All accommodations may be added on the Accommodations tab.

**Important:** Accommodations must be assigned *before* the student begins the test.

**Note:** Guideline, Answer Masking (for multiple choice only), and Sketch & Highlight tools are not assigned accommodations; they are available to all students for online testing. Calculators are available within the testing interface for select assessments in accordance with the OSTP & CCRA Calculator Policy.

1. Click the Accommodations tab and select the options that apply.

![Accommodations Tab]

**Important:** Text-to-Speech is not available on Linux operating systems.
Tip: To remove tools for the student, for example, if the student is easily distracted, click **Turn Off All Universal Tools**. The Guideline, Answer Masking, and Sketch & Highlight tools will not be available to the student.

For more information, see **OSTP & CCRA Universal Tools and Accommodations**.

2. When you are done, click **Save** to assign accommodations for the student, or click **Cancel** to discard your changes.

Accommodations Upload

Users may bulk upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.

The accommodations upload is available 24 hours a day before the operation testing window opens. When the operational testing window opens the Accommodations upload will only be available from 7:00PM to 7:00AM. Additional Accommodations and accessibility features that need to be edited during operational testing times will need to be done manually.

Click **Upload Accommodations** to open the Accommodations upload page. From here, you may either download the accommodations upload template, or choose a previously created CSV file.
Clicking the **Download Template** link will download the correct file template needed to upload accommodations.

The Accommodations Upload template will contain one column for the State Student ID Number followed by a column for each accommodation.

Table 8 contains fields, an explanation of the field, and accepted values for the Accommodations Upload.

**Table 8. Columns in the Accommodations Upload File**
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Accepted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Student ID Number*</td>
<td>Student’s state identification number.</td>
<td>Up to 10 digits</td>
</tr>
<tr>
<td>Screen Zoom</td>
<td>Screen Zoom accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>Color Contrast</td>
<td>Color Contrast accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>General Masking</td>
<td>General Masking accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>Turn off All Universal Tools</td>
<td>Turn off All Universal Tools accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>Text-to-Speech Mathematics</td>
<td>Text-to-Speech Mathematics accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>Text-to-Speech Reading/ELA</td>
<td>Text-to-Speech Reading/ELA accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
<tr>
<td>Text-to-Speech Science</td>
<td>Text-to-Speech Science accommodation</td>
<td>0—Remove accommodation 1—Add accommodation Blank—No change in accommodation</td>
</tr>
</tbody>
</table>
After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.

A summary of the file upload will also be provided. The summary will display the number of records that were successfully processed and the number of records that were not processed due to errors in the upload file.

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Accommodation Description</th>
<th>Action Options</th>
</tr>
</thead>
</table>
| Spanish Text-to-Speech Mathematics  | Spanish Text-to-Speech Mathematics accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| Spanish Text-to-Speech Science      | Spanish Text-to-Speech Science accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| IEP with Accommodations ELA (Grades 3-8) | IEP with Accommodations ELA (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| IEP with Accommodations Mathematics (Grades 3-8) | IEP with Accommodations Mathematics (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| IEP with Accommodations Science (Grades 5 & 8; 11) | IEP with Accommodations Science (Grades 5 & 8; 11) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| 504 with Accommodations ELA (Grades 3-8) | 504 with Accommodations ELA (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| 504 with Accommodations Mathematics (Grades 3-8) | 504 with Accommodations Mathematics (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| 504 with Accommodations Science (Grades 5 & 8; 11) | 504 with Accommodations Science (Grades 5 & 8; 11) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| ELL with Accommodations ELA (Grades 3-8) | ELL with Accommodations ELA (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| ELL with Accommodations Mathematics (Grades 3-8) | ELL with Accommodations Mathematics (Grades 3-8) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |
| ELL with Accommodations Science (Grades 5 & 8; 11) | ELL with Accommodations Science (Grades 5 & 8; 11) Accommodation | 0—Remove accommodation  
1—Add accommodation  
Blank—No change in accommodation |

* Required Field
Table 9 contains pop-up messages that will appear after an accommodation file is uploaded that contains errors. If one of the following red error messages pops up after clicking **Upload**, the accommodations file will not be uploaded into the portal.

### Table 9. Pop-up Message, Result, and Next Steps to Resolve Accommodations Upload File Errors

<table>
<thead>
<tr>
<th>Pop-Up Message</th>
<th>Result</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>The uploaded file is not in the expected .CSV format. Please update the file</td>
<td>The file is not in the required CSV format</td>
<td>Open your original Accommodations file. Click Save As, select a file location, click on the</td>
</tr>
<tr>
<td>and try again</td>
<td></td>
<td>Save as type: drop down menu, select CSV (Comma delimited), and click Save.</td>
</tr>
<tr>
<td>The uploaded file is empty</td>
<td>The file is a CSV file and in the correct format, but no records have</td>
<td>Upload a file that contains student records.</td>
</tr>
<tr>
<td></td>
<td>been entered into the file.</td>
<td></td>
</tr>
<tr>
<td>The uploaded file is not in the expected format. Please download and use the</td>
<td>The CSV file does not match the required template provided by clicking</td>
<td>Click the Download Template link and save as a CSV to your device. Enter the student and</td>
</tr>
<tr>
<td>template provided via the Download Template link</td>
<td>the Download Template link.</td>
<td>accommodations data into this template.</td>
</tr>
<tr>
<td>The uploaded file cannot be processed because the maximum number of records</td>
<td>There are more than 1000 records being uploaded at one time which</td>
<td>Break your accommodations upload file into multiple files, each containing less than or</td>
</tr>
<tr>
<td>in the file cannot exceed 1000</td>
<td>exceeds the system limit.</td>
<td>equal to 1000 records.</td>
</tr>
</tbody>
</table>
Accommodation Upload File Error Messages

After the accommodations file has been uploaded, any records that were not successfully uploaded will be assigned an error message in the Type of Error section of an Error file. The records containing errors may be downloaded as a CSV file by clicking Download records with error.

The Error File can contain one or more of the errors shown in Table 10.

Table 10. Error File Notes, Results, and Next Steps Resolve Accommodations Upload File Errors

<table>
<thead>
<tr>
<th>Error File Type of Error</th>
<th>Result</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty Student ID</td>
<td>Student ID field was left blank</td>
<td>Add correct student ID.</td>
</tr>
<tr>
<td>Invalid Student ID</td>
<td>Student ID value does not exist</td>
<td>Correct the student ID in the upload file. Save and upload the updated file.</td>
</tr>
<tr>
<td>Duplicate Student ID</td>
<td>Student ID value was listed multiple times</td>
<td>Remove rows that contain a duplicate student ID.</td>
</tr>
<tr>
<td>Incorrect Value for Accommodation</td>
<td>A value other than 0, 1, or a blank was placed in one or more of the accommodations columns.</td>
<td>Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file</td>
</tr>
</tbody>
</table>
The following is a sample error file. The error file will contain two columns: State Student ID and Type of Error. State Student ID Number is the State Student ID Number associated with the records that are in error. Type of Error is the error associated with the record.

In this example, five records were not processed in the file upload.

<table>
<thead>
<tr>
<th>State Student ID Number</th>
<th>Type of Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>95550973900</td>
<td>Empty Student Id (1)</td>
</tr>
<tr>
<td>956755505</td>
<td>Invalid Student Id</td>
</tr>
<tr>
<td>957733719</td>
<td>Duplicate Student Id</td>
</tr>
<tr>
<td>978959037</td>
<td>Incorrect value for accommodations</td>
</tr>
</tbody>
</table>

**Exporting Student Accommodations**

DTCs and BTCs may export accommodations for students using the Export Accommodations feature within the Students tab.

Click Export Accommodations to export the accommodations file.
A CSV file listing all students at the selected school, both with and without accommodations will download to your computer. The file will be in the same format and layout as an uploaded file, however will also include the student names along with their state student ID.

Please Note: The exporting accommodations will only be available until the online testing window opens. When the testing window opens the Export Accommodations button will not be visible and the feature can no longer be used.

Adding a student to a class or multiple classes

After the student information has been entered and the accommodations selected, you can add the student directly to an existing class.

1. Click the Classes tab.

2. Select Course Level or Grade Level and then select the Subject for the class you would like to add the student to. A list of available classes will display, click on the class to which you would like to add the student and click Save.

Tip: You can add the same student to additional classes in other subjects. After highlighting the first class, change the Subject to select additional classes in other subjects and highlight the class or classes you would like to add the student to. The gray confirmation box will let you know how many classes you have selected to add this student to. When all the correct classes have been selected click save.
Enrolling a student in a different building

If a student is transferring between buildings in a district, the District Test Coordinator must first unenroll the student from the building where the student is currently enrolled and then add the student to the new building.

**Important:** If a student is changing buildings between districts, contact Measured Progress at oktechsupport@measuredprogress.org or (866) 629-0220.

From the Students page:

1. Locate the student in the Students table and click **Enrollment Info** in the column on the right.

2. In the column on the right, click **UnEnroll** and click **Yes** to confirm.

3. Click **Enroll student in a different building**.

4. The first question asks you to select the building from which you want to use the student’s demographic and accommodation information from. If more than one building is available, select the building you believe to have the most up-to-date information for the student.

5. Select the new building from the organization menu, and then click **Enroll Student**.
6. When you are done, click **Save** to change the student’s enrollment or click **Cancel** to discard your changes.

**Tip:** DTCs can search for students in their district by using the “Search for students” link on the Students tab.

![Search for students](image)

### Setting Up Classes

The Classes component manages the classes, or groups of students for testing. One thing to note when creating classes, your Spanish version test takers will need to be in a separate class since they will be scheduled for the Spanish version of the tests.

1. At the top of the Administration page, click **Classes**.

![Classes Page](image)

The Classes page displays the list of classes available, arranged by course level or by grade level.

2. To select the type of class:
   - Click the **Course Level** tab to view classes arranged by course, without a grade restriction. This type of class must be used for CCRA Grade 11 Science.
   - Click the **Grade Level** tab to view classes assigned to students in the same grade. This type of class must be used for all grades 6 through 8 assessments.

3. To rearrange the Classes table:
   - Sort columns by clicking the column heading.
   - Filter the table by selecting an organization from the organization menu.
• Filter the table by selecting a subject from the subject menu.

4. To locate a class or grade, click Search (🔍) next to the column heading and type the class name, teacher’s name, or grade.

**Viewing class details**

The Class Details page displays the list of students assigned to a class.

From the Classes page:

1. Locate the class in the Classes table, and then click View in the column on the right. The Class Details page appears.

2. To rearrange the Class Details table, sort columns by clicking the column heading.

3. To download an Excel CSV file of the students assigned to a class, click Download List.

4. To edit a student’s information, locate the student in the Class table, and then click Edit in the column on the right. For more information, see Editing student information.

**Creating a grade-level class**

From the Classes page:

1. Select an organization from the organization menu.

2. Select a subject from the subject menu.

3. Click the Grade Level tab.

4. Click Create Grade Level Class in the top-right corner.
The Add Class page appears. The new class will be created within the selected organization and subject area.

5. In the **Class Name** field, type the name of the new class.

   **Important**: Class names may include letters, numbers, and special characters.

   **Tip**: For grades 6 through 8 classes, the name of the class entered here will be the teacher name reported within the Reporting component. To ensure your teacher-level reports are accurate, be sure to use an accurate teacher name here.

6. Select a grade from the Grade menu.

7. To filter the list of available students:
   - In the Search for Students section, select a grade and/or class from the drop-down menu. **Show only students that are not assigned to a class** will be checked by default, to see all students uncheck the box.
   - Optional: In the “Showing students in” field, type a student’s State Student ID, first name, or last name.
   - Optional: In the Sort By field, use the menu to select to sort the list of students by first name, last name, or state student ID number.

8. To add students to the class, select one or more students from the list on the left.
Note: To select multiple students, press and hold Ctrl and then select student names from the list.

9. Click Add>> to move the names to the list on the right.
   The names appear dimmed with a light gray background in the list on the left because they are unavailable.

10. To remove students from the class, select one or more students from the list on the right, and then click <<Remove.

11. When the class list is complete, click Save to create the class or click Cancel to discard the class.

Creating a course-level class

From the Classes page:

1. Select an organization from the organization menu.
2. Select a subject from the subject menu.
3. Click the Course Level tab.

4. Click Create Course Level Class in the top-right corner.
   The Add Class page appears. The new class will be created within the selected organization and subject area.
5. In the Class Name field, type the name of the new class.  
**Important:** Class names may include letters, numbers, and special characters.

6. Select a course from the Course menu.

7. To filter the list of available students:
   - In the Search for Students section, select a grade and/or class from the drop-down menu. **Show only students that are not assigned to a class** will be checked by default, to see all students uncheck the box.
   - Optional: In the “Showing students in” field, type a student’s State ID, first name, or last name.
   - Optional: In the Sort By field, use the drop down menu to select to sort the list of students by first name, last name, or state student ID number.

8. To add students to the class, select one or more students from the list on the left. 
   **Note:** To select multiple students, press and hold Ctrl and then select student names from the list.

9. Click Add>> to move the names to the list on the right.
   The names appear dimmed with a light gray background in the list on the left because they are unavailable.

10. To remove students from the class, select one or more students from the list on the right, and then click <<Remove.
11. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

### Creating Classes via bulk upload

To create a class via a bulk upload, from the Classes page:

1. Select an organization from the menu.
2. Select a subject from the subject menu.
3. Click **Upload Grade Level Class** or **Upload Course Level Class** in the top-right corner.
4. Click **Download Template** and populate the spreadsheet with class names and student ID numbers.
   
   a. Multiple classes can be created, assuming that the classes all belong to the same grade level.
5. Select the grade or course for the class upload file.
6. Choose the file and click **Upload**.
7. Any validation errors in the file will be reported to the user, including:
   
   a. Number of students processed successfully.
   b. Number of duplicate records present in the file.
   c. Number of error records present in the file.
      
      i. A table including the type of error and the number of records with the specific error type is provided.
      
      ii. Click **Download records with errors** to download a file of the errors found in the uploaded file.

### Editing a class

From the Classes page:

1. Locate the class in the Classes table, and then click **Edit** in the column on the right.

   The Edit Class page appears.
2. Edit the class name by clicking in the Class Name field.

3. To filter the list of available students:
   - In the Search for Students section, select a grade and/or class from the drop-down menu. Show only students that are not assigned to a class will be checked by default, to see all students uncheck the box.
   - In the “Showing students in” field, type a student's State ID, first names, or last name.
   - Optional: In the Sort By field, use the drop down menu to select to sort the list of students by first name, last name, or state student ID number.

4. To add students to the class, select one or more students from the list on the left.
   Note: To select multiple students, press and hold Ctrl and then select student names from the list.

5. Click Add>> to move the names to the list on the right.
   The names appear dimmed with a light gray background in the list on the left because they are unavailable.

6. To remove students from the class, select one or more students from the list on the right, and then click <<Remove.

7. When the class list is complete, click Save to create the class or click Cancel to discard the class.
Managing Test Sessions

The Test Sessions component manages online test sessions.

1. At the top of the Administration page, click **Test Sessions**.

![Test Sessions page](image)

The Test Sessions page displays the list of scheduled test sessions by district, including the building, class, current status of the test session, and date the test session was created.

2. To filter the Test Sessions table, select an option from one or more of the following menus:
   - Organization (district or building)
   - Content area
   - Program name
   - Test name
   - Testing status (Not Started, In Progress, or Finished)

   **Note:** The testing status filter is available for scheduled tests only.

Scheduling a New Test Session

**Important:** Once a student has logged in to a session, the test session cannot be deleted.

From the Test Sessions page:

1. Click **Schedule New Test Session**.
The Schedule Test Session page displays a list of all classes available.

2. To filter the list of available classes:
   - Select a subject from the Content Area menu.
   - Select the correct program from the Program menu you will choose OSTP Operational or CCRA Grade 11 Science Operational depending on which test you are scheduling.
   - Select a test from the Test menu.
   - Select a district or building from the Search for Classes menu.

3. Select one or more classes to schedule.
   **Tip:** Click Select All to schedule the test for all of the classes in the list.

   Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).

4. The range for the start date and end date are based on the testing window for the test selected and are not editable.

5. When you are done, click Schedule to save the test session or click Cancel to discard the test schedule.
Test Scheduling Conflict

The Test Scheduling Conflict pop-up window will appear when you try to schedule a student or students to a test they are already scheduled to take in another class. The window will appear on screen after you click Schedule.

9 out of 19 students in the selected classes were scheduled to take this test.

10 students were not scheduled because they are in another class that is scheduled to take this test or two or more of the selected classes contain the same student.

If you need to move the students to this test session follow the steps below.

1. Select Download List to download a list of students who are already scheduled and the associated class where the student is scheduled.

2. Remove the student from the class where the student is already scheduled.
   Note: A student cannot be removed from a class if the student has started the test.

3. Return to the test session for the selected classes and select Generate Missing Student Test Logins. A test login will be generated.

The window will let you know how many students will be scheduled in this new test session and how many will not be scheduled because they are already scheduled for the same test in another class. The “Download list” link allows you to download the list of students already scheduled for the test and contains the name of the class in which they are currently scheduled and the name of the class in which you are attempting to schedule them.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Class 1 Name (Class that is already scheduled)</th>
<th>Class 2 Name (Class that user attempted to schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>123987456</td>
<td>Anne</td>
<td></td>
<td></td>
<td>2/2/1999 0:00</td>
<td>Period 1 BIO</td>
<td>Biology Period 2</td>
</tr>
<tr>
<td>456789444</td>
<td>Thomas</td>
<td></td>
<td></td>
<td>1/29/1998 0:00</td>
<td>Period 1 BIO</td>
<td>Biology Period 2</td>
</tr>
<tr>
<td>60544112</td>
<td>Lindsey</td>
<td></td>
<td></td>
<td>4/10/1998 0:00</td>
<td>Period 1 BIO</td>
<td>Biology Period 2</td>
</tr>
<tr>
<td>789461231</td>
<td>Student</td>
<td></td>
<td></td>
<td>1/3/2009 0:00</td>
<td>Period 1 BIO</td>
<td>Biology Period 2</td>
</tr>
<tr>
<td>987654321</td>
<td>Blackie</td>
<td></td>
<td></td>
<td>2/27/2007 0:00</td>
<td>Period 1 BIO</td>
<td>Biology Period 2</td>
</tr>
</tbody>
</table>

See the Test Scheduling Conflict window for instructions for resolving a test scheduling conflict.
Viewing Test Session Details

From the Test Sessions page:

1. Locate the test session in the Test Session table, and then click **View Details/Student Logins** in the column on the right.

   Session access codes are located below the test session details. These will be the access codes that the students need to enter each session of the test. They will be prompted for the session access code after they have selected the section in the OSTP Kiosk. The session access codes are also printed on the test login summary sheet when the student test logins are printed.

   The Test Session Details page displays the following information for each student assigned to the test session:
   - Student’s first name and last name
   - Student’s user name and password
   - Form assigned to the student
   - Test report code (Absent, No Longer Enrolled, Previously Passed)
   - Test session status (Not Started, In Progress, or Finished)
   - Date and time when the test was started and completed

   **Tip:** When the testing window ends, check the Test Sessions Details page to ensure all students who took the test are listed as **Finished**.

   **Important:** If a student does not take a scheduled test, locate the student in the list and click the (**) under the **Test Report Code** field. Select **Absent, No Longer Enrolled**, or
Previously Passed and then click Save. You will be prompted that your changes were saved, then click Close. You will see the code you selected reflected in the test session.

1. When you are done, click Back to Test Sessions.

Printing Student Test Login Information

Before each scheduled test, you will print and distribute student login credentials to each student who is taking the test. The test logins are formatted to print on plain paper, 1, 8 or 27 logins per page. The 27 logins per page layout can be printed on Avery® 5160 labels.

From the Test Sessions page:

1. Locate the test session in the Test Session table, and then click View Details/Student Logins in the column on the right.
2. You can use the **Print all logins (x)** button to print all of the test logins for the test session or you can select the students whose login information will be printed:

- To select all of the students in the Test Session table, select the check box in the top-left corner of the header row.
- To select one or more students, select the check box next to each student’s last name.

**Tip:** If the class list is incomplete, add one or more students to the class assigned to take the test. Also, if a student requires a Text-to-Speech accommodation for this test, make sure they are assigned before the student begins the test. When you return to the Test Session Details page, a **Generate Missing Student Test Logins** message appears.

To assign a user name and password to these students, click **Generate Missing Student Test Logins**.
3. To generate a print file, select **1 login per page**, **8 logins per page** or **27 logins per page** from the drop down menu above the table. Then, click **Print selected logins** or **click Print all logins (x)**.

The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.

4. To open the file, click the **Download button** in the lower-left corner of the page.

The printout includes a summary of the test session and a list of all the students scheduled to take the test, the students’ user name and password, and any accommodations assigned to the student.

Tip: Review the accommodations to ensure that all of the accommodations for this test have been assigned. If you need to assign accommodations for a student, be sure to do so before the test begins. For more information, see **Assigning accommodations**.
Each label displays the student name, test name, user name, and password. Separate the logins with scissors, and then distribute them to the students on the day of the test.

TIP: The sample items are now included within the operational tests and no longer have their own session. Test items are now numbered sequentially across all test sessions, for example if session one ends at question 30 then session two will start at question 31.

Export Test Status

From the Test Sessions tab, you may bulk export students’ testing status by clicking Export Test Status.
A CSV file listing all students at the selected school and their completion status per section of the currently selected test will download to your computer.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSID</th>
<th>Grade Level</th>
<th>Test Name</th>
<th>Class Name</th>
<th>Test Report Code</th>
<th>Student Test Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>Demo</td>
<td>093429402</td>
<td>8th Grade</td>
<td>Science</td>
<td>Blue Elementary School-8th Grade Science</td>
<td>11/1/2016 11:00</td>
<td>Finished</td>
</tr>
<tr>
<td>Student2</td>
<td>Demo</td>
<td>093429402</td>
<td>8th Grade</td>
<td>Science</td>
<td>Blue Elementary School-8th Grade Science</td>
<td>11/1/2016 11:00</td>
<td>Finished</td>
</tr>
</tbody>
</table>

Please note that if a student’s test is reactivated, their test status will display as “In Progress,” but their previously listed End Time will remain the same until they have turned their test in again after having it reactivated.

Deleting a Test Session

You can delete only those test sessions that you scheduled and that have not yet started.

From the Test Sessions page:

1. Locate the test session in the Test Sessions table and click Delete in the column on the far right.
   A confirmation message with the class name associated with the test session appears:
   
   ![Confirmation message]

   **Important**: A test session can be deleted only if no students have logged in. Once a student has logged in to a session, the test session cannot be deleted.

2. Click Yes to delete the test session or click No to discard your changes and return to the Test Sessions page.
Ordering Materials

Use the Materials Management page to track order shipments, order additional materials, and schedule a UPS pickup.

**Important:** BTCs, BLUs, ATCs, and RA users do not have access to the Materials Management page.

1. At the top of the Administration page, click **Materials Management**.

![Shipment History](image)

The Shipment History page displays a table of orders and includes the order number, date, customer, and order status.

To rearrange the Orders table:

- Sort the Order Number column by clicking the column heading.
- Filter the table by selecting an organization from the organization menu.
- Filter the table by selecting a test from the Administration menu.

**Viewing Shipment Details**

The Shipment Details page displays a list of orders and tracks their shipment and delivery.

From the Shipment History page:

1. Locate the class in the Orders table and click **View Details**.
   
   **Note:** Orders that have not been shipped will not appear in this list.

   A pop-up box displays the shipment details.
The Shipment Details pop-up box identifies the order:

- The page title contains the order number.
- The Administration field displays the test for which materials were ordered.
- The Order Date field displays the date when the order was placed.

The Shipment Details table displays the following information about your order:

- **Box ID Number**: the ID number of the individual boxes in the order.
- **Shipped Date**: date when the order was shipped.
- **Last Updated**: the date and time when the shipment information was last updated.
- **Item Code, Quantity, and Description**: information about the contents of each box in your order.
- **UPS Tracking**: the UPS tracking number, with a link to the UPS tracking website.
Ordering Additional Materials

After you receive your initial shipment of materials for a test, you can order additional materials.

From the Shipment History page:

1. If a test is not selected, filter the Orders table by selecting an organization from the organization menu, and then select a test from the Administration menu.
2. To order additional materials after having received the initial shipment, click Order Additional Materials.

Scheduling a UPS Pickup

After all shipments are packed and ready to ship, you can schedule a UPS pickup.

From the Shipment History page:

1. If a test is not selected, filter the Orders table by selecting an organization from the organization menu, and then select a test from the Administration menu.
2. To schedule a UPS pickup for your shipment, click UPS Pick Up Request.
Dashboard

The Dashboard is a feature available to District Test Coordinators that allows you to view specific testing data in your District.

Table 11. Metrics Provided in the Dashboard

<table>
<thead>
<tr>
<th>By Day Metrics</th>
<th>Cumulative Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concurrent testers</td>
<td>Number of portal users per day</td>
</tr>
<tr>
<td>Number of tests in progress by hour</td>
<td>Operating Systems Summary</td>
</tr>
<tr>
<td>Number of tests paused by hour</td>
<td>Total number of tests scheduled</td>
</tr>
<tr>
<td>Number of tests completed by hour</td>
<td>Total number of tests completed</td>
</tr>
<tr>
<td></td>
<td>Percentage of tests completed</td>
</tr>
</tbody>
</table>

**Note:** Cumulative means from the first day of the testing window to one day prior to the current day.

Accessing the Dashboard

1. At the top of the Administration page, click **Dashboard**.
2. Select the program from the menu. By default, all programs will be selected.
3. The charts, graphs, and tables will populate with the parameters selected.
Note: The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as SVG vector images, by clicking in the top right corner of each graph, chart or table.
Working with Reports

The Reporting component generates reports on student data that is available to you.

- Understand test results.
- Generate a report.
- View quick reports.
- Create a report for an individual student.
- Generate roster reports.
- Work with summary reports.

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/Satisfactory, Limited Knowledge, and Unsatisfactory) 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 percent 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 (Below Standard, At/Near Standard, and Above Standard). Performance Levels represent how a student’s score compares to the 300 OPI proficient cut point.
- Lexile Score: Students in grades 3-8 will receive a Lexile reader measure as a score from a reading test; the Lexile measure describes the student’s reading ability. A Lexile reader measure can range from below 200L for early readers to above 1600L for advanced readers.
- Quantile Score: Students in grades 3-8 will also receive a Quantile Score. A Quantile measure indicates a child’s mathematical achievement level. Quantile measures range
from Emerging Mathematician (below 0Q) to above 1600Q and span the skills and concepts taught in kindergarten through Algebra II, Geometry, Trigonometry, and Precalculus.

**Tip:** To see the list of scoring and exclusion codes in a report, click **Show Footnotes** in the bottom-left corner of the page.

## Generating a Report

To generate a report:

1. At the top of the Reporting page, click **Select Report**.
   The Reporting home page displays the report types for the subject areas and test administrations available to you.

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

3. Select an available report type:

<p>| Roster Report | Provides individual scores, demographic information, and other data for individual students. |</p>
<table>
<thead>
<tr>
<th><strong>Group Summary: Performance Levels</strong></th>
<th>Provides summary performance data by building, district, and state, in a table format.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Summary: Standards and Objectives</strong></td>
<td>Provides summary subject and organization data by building, district, and state.</td>
</tr>
<tr>
<td><strong>Graphical Summary Report: Performance Levels</strong></td>
<td>Provides summary performance data by building, district, and state, in a graphic format.</td>
</tr>
<tr>
<td><strong>Longitudinal Roster</strong></td>
<td>Provides data for individual students across multiple administrations.</td>
</tr>
<tr>
<td><strong>Quick Reports</strong></td>
<td>Provides a selection of predefined reports.</td>
</tr>
</tbody>
</table>

**Note:** To generate a report on an individual student, see [Create a report for an individual student](#).

4. Select a Subject area (EOI or OMAAP) or a Grade (Grades 3–10).
5. In the Administration section, select an administration for which test data is available.
6. In the Reporting Window section, select an available time frame for the report:
   - Early
   - Final
7. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).
   - Select one or more buildings from the Available list on the left and click to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click .

   **Note:** To select multiple buildings, press and hold Ctrl and then select building names.

8. When you have finished specifying the parameters for the report, click **Get Report**.

   The Report page displays the report data. The selected parameters appear at the top of the page.
Note: Text highlighted in blue is clickable: where available, click to open a link, sort a column, or display a menu.

9. To rearrange the report, sort columns by clicking a column heading highlighted in blue.

10. 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 Other. Select a number from the menu and click Update.

Viewing Quick Reports

Quick Reports includes a set of predefined reports that you can use to access frequently needed information quickly. These reports are the same as the reports you usually see on paper.

From the Reporting home page:

1. In the Select Program field, select OSTP, OCCT for Grades 3–8, EOI, or OMAAP.

   Note: Some of the reports listed below are only available for certain programs. This will be noted by report in the table below.
2. In the Select Report section, **Quick Reports** will be the default selection. Select a report type from the menu.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roster: All Selections</strong></td>
<td>Generate a roster report of all scores for selected administration and district or building.</td>
</tr>
<tr>
<td><strong>Group Summary PL: All Sections</strong></td>
<td>Generate a summary report of all scores and disaggregate variables for one or more administrations. <strong>Note:</strong> This report is available for OSTP, OCCT 3-8 and EOI results only.</td>
</tr>
<tr>
<td><strong>Group Summary S &amp; O: All Sections</strong></td>
<td>Generate a summary report for standards and objectives of all scores and disaggregate variables for one or more administrations. <strong>Note:</strong> This report is available for OCCT 3-8 and EOI results only.</td>
</tr>
<tr>
<td><strong>Graphical Summary PL: All Selections</strong></td>
<td>Generate a graphical summary report of all scores and disaggregate variables for one or more buildings. <strong>Note:</strong> This report is available for OSTP, OCCT 3-8 and EOI results only.</td>
</tr>
<tr>
<td><strong>Longitudinal Roster: All Selections</strong></td>
<td>Generate a longitudinal roster report of all scores by subject for selected administrations.</td>
</tr>
<tr>
<td><strong>Group Summary: All Subjects</strong></td>
<td>Generate a summary report of all scores for all subjects for administrations and buildings selected. <strong>Note:</strong> This report is available for EOI results only.</td>
</tr>
<tr>
<td><strong>Graphical Summary: All Subjects</strong></td>
<td>Generate a graphical summary report for all subjects for administrations and buildings selected. <strong>Note:</strong> This report is available for EOI results only.</td>
</tr>
<tr>
<td><strong>Summary Counts of Total Tested</strong></td>
<td>Generate a summary report of test results for one or more buildings. The disaggregate variable “Mode” now displays on this report by default.</td>
</tr>
<tr>
<td><strong>Roster: All Subjects</strong></td>
<td>Generate a roster report for all subjects organized by administration. <strong>Note:</strong> This report is available for EOI and OMAAP results only.</td>
</tr>
</tbody>
</table>

3. Select a Subject area, if applicable (most quick reports in the EOI and OMAAP programs require a subject to be selected).

4. In the Administration section, select an administration (EOI or OMAAP) or year (Grades 3–10) for which test data is available.

5. In the Reporting Window section, select an available time frame for the report:
   - Early
   - Final

6. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).
   - Select one or more buildings from the **Available** list on the left, and then click ➡️ to move the building names to the **Selected** list on the right. To remove buildings from the report, select one or more buildings from the **Selected** list on the right, and then click ⬅️.
Note: To select multiple buildings, press and hold Ctrl and then select building names.

7. When you have finished specifying the parameters for the report, click Get Report.

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

Note: Any additional fields a user wishes to download (e.g. student demographic data) will still need to be manually added to the quick report.

Creating a Report for an Individual Student

You can quickly create a report for an individual student by searching for the student and then creating a report with his or her student records.

From the Reporting home page:

1. Select the program to search: OSPT, OCCT for Grades 3–8, EOI, or OMAAP.
2. In the Student Search box, type the student’s first name, last name, or student ID and click Find.

The search results include the last name, first name, test administration, reporting window, and subject for all tests taken by one or more students who match the search criteria.

Note: To narrow the results to one of the two most recent administrations, select a test session from the Filter by Administration menu and click Update.

3. For details, click the student’s last name and select Drill to Individual Report.

Tip: You can also drill down to an individual student report from a roster report. A list of test results for the student appears in a separate report.
Tip: To see the list of scoring and exclusion codes, click Show Footnotes in the bottom-left corner of the page.

Managing your student report data

The links above the report, on the right side of the page, contain the options for managing your report data.

Tip: If you customize a report, be sure to save the report data for later access.

<table>
<thead>
<tr>
<th><strong>Save Report</strong></th>
<th>Save a copy of the report for later online access.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Download</strong></td>
<td>Download the report as a .pdf file.</td>
</tr>
<tr>
<td><strong>Back</strong></td>
<td>Return to the roster report.</td>
</tr>
</tbody>
</table>

**Save Report**

Saved reports are available for viewing online.

To save a copy of the report for later online access:

1. Click Save Report.
   - The report must be saved to an existing folder.
2. To create a new folder for the report, click Add New Folder and then type a name in the Folder Name field. Click Add Folder. This folder will be available for selection when you save the report.
3. To save the report, click Save Report.
4. Select the folder from the Folder Name menu and type a name in the Report Name field.
5. When you are done, click Save Report.
   - The report name appears above the report, on the right.

**Note:** To later retrieve the report, from the top of the Reporting page, click Saved Reports.

**Download**

1. Click Download.
The PDF option is preselected.

2. In the Report Name field, type a name that describes the report.
3. In the Layout field, select Landscape or Portrait.
4. Specify the page(s) to save:
   - To save a report for the student on the page you are viewing, click Current Page.
   - To save a report for all the students, click All.
5. When you are done, click Download.

Viewing and Deleting Saved Reports

To view a saved report:

1. At the top of the Reporting page, click Saved Reports.
   The list of report file folders appears.

2. Click the plus sign to expand the file folder where your report is stored, and then select the report name from the list.
3. Click Load Report.
   The report opens, with the report name above the report, on the right.

To delete a saved report or folder:

1. At the top of the Reporting page, click Saved Reports.
   The list of report file folders appears.
2. To delete a folder, select the folder from the list and then click Delete Folder.
3. To delete a report, click the plus sign to expand the file folder where your report is stored, select the report name from the list, and then click Delete.

Downloading Large PDF Files

Queued PDFs are large PDF files that are in the process of being downloaded.

To view the Download PDF queue:

- At the top of the Reporting page, click Queued PDFs.
The list of PDF files that are in the process of downloading appears. The progress of each file is listed in the Status column.
Generating Roster Reports

There are three types of roster reports:

1. **Roster report** provides individual scores, demographic information, and other data for individual students.

2. **Longitudinal roster report** provides data for individual students across multiple administrations.

*Note:* A quick report Roster: All Sections is also available which will show all scores by default.
Note: A quick report Longitudinal Roster: All Sections is also available which will show all scores by default.

3. **Roster: All Subjects** quick report provides all scores for all subjects organized by administration.

Creating a Roster Report

From the Reporting home page:

1. Select the program: OCCT for Grades 3–8, EOI, or OMAAP.
2. In the Select Report section, select an available report type:
   - (All programs) Click **Roster**.
   - (All programs) Click **Longitudinal Roster**.
   - (EOI and OMAAP) Click **Quick Reports** and select **Roster: All Subjects**.
3. For EOI and OMAAP, select a Subject area.

4. In the Administration section, select an administration (EOI or OMAAP) or year (Grades 3–8) for which test data is available:
   - For a roster or roster: all subjects report, select one administration.
   - For a longitudinal roster report, select one or more administrations.

5. In the Reporting Window section, select an available time frame for the report:
   - Early
   - Final

6. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).
   - Select one or more buildings from the Available list on the left, and then click to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click .
     
     Note: To select multiple buildings, press and hold Ctrl and then select building names.

7. When you have finished specifying the parameters for the report, click Get Report.

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

Tip: To see the list of scoring and exclusion codes, click Show Footnotes in the bottom-left corner of the page.
Managing the report options

To rearrange the report, sort columns by clicking a column heading highlighted in blue. Where available, you can also select a report option.

**Tip:** You can sort more than one column at a time.

**Note:** You can add fields and scores to your roster report, which may result in additional report options.

The following table lists the options for columns in the roster reports. Options may vary by report type.

<table>
<thead>
<tr>
<th>Column</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Sort</td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tip:</strong> To view report data for an individual student, click the last name and select <strong>Drill to Individual Report</strong>.</td>
</tr>
<tr>
<td>First Name</td>
<td>Sort</td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td>Raw Score</td>
<td></td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td></td>
<td>Distribute</td>
<td>Generate a frequency distribution for a score.</td>
</tr>
<tr>
<td></td>
<td>Distribute By</td>
<td>Generate a frequency distribution for a score, grouped by demographic category.</td>
</tr>
<tr>
<td></td>
<td>Summarize</td>
<td>View summary statistics.</td>
</tr>
<tr>
<td></td>
<td>Summarize By</td>
<td>View summary statistics grouped by demographic category.</td>
</tr>
<tr>
<td></td>
<td>Plot Against</td>
<td><a href="#">Generate a scatter plot</a>.</td>
</tr>
<tr>
<td>OPI</td>
<td>Sort</td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td></td>
<td>Distribute</td>
<td>Generate a frequency distribution for the Oklahoma Performance Index (OPI).</td>
</tr>
<tr>
<td></td>
<td>Distribute By</td>
<td>Generate a frequency distribution for the OPI, grouped by demographic category.</td>
</tr>
<tr>
<td></td>
<td>Summarize</td>
<td>View summary statistics.</td>
</tr>
<tr>
<td></td>
<td>Summarize By</td>
<td>View summary statistics grouped by demographic category.</td>
</tr>
<tr>
<td></td>
<td>Plot Against</td>
<td><a href="#">Generate a scatter plot</a>.</td>
</tr>
<tr>
<td>Performance Level</td>
<td>Sort</td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td></td>
<td>Distribute</td>
<td>Generate a frequency distribution for the performance level.</td>
</tr>
<tr>
<td></td>
<td>Distribute By</td>
<td>Generate a frequency distribution for the performance level, grouped by demographic category.</td>
</tr>
<tr>
<td></td>
<td>Cross-Tab</td>
<td><a href="#">Generate a performance-level cross-tab report</a>.</td>
</tr>
</tbody>
</table>
Generate a scatter plot

The scatter plot graph is available for roster reports only.

To create a scatter plot graph of score data or OPI data:

1. From the roster report, click the Raw Score or OPI column heading, which will populate the x-axis of the scatter plot graph.
2. From the options list, select Plot Against and then select the category to populate the y-axis of the scatter plot graph.
3. The scatter plot graph of the data appears in a new window.

![Scatter Plot Example](image)

Each point on the graph represents a student’s score.

4. Hover your cursor over a point in the graph to view the student’s name and score or OPI information. To open an individual report for the student, click the point in the graph.
5. To zoom in on an area of the graph, click and drag to select the region to enlarge.
   - To create a roster report for the selected area, click Drill to Roster.
   - To zoom out, click Reset zoom.
6. To save the scatter plot report, click Menu  in the top-right corner above the graph, and then select one of the following options:
   - Export to PNG: Download the file as a portable network graphics file.
   - Export to PDF: Download the graph to a portable document format file that is readable in Adobe Reader.

Generate a performance-level cross-tab report

The performance-level cross-tab report is available for roster reports only.

To generate a performance-level cross-tab report based on subject standards or demographics:

1. From the roster report, click the Performance Level column heading.
2. From the options list, select Cross-Tab, and then select the subject standard or demographic category to view in the report.
3. To further refine the report data, select an option from the menu above the report.

4. To generate a roster report with scores for the students in a category, click the report cell containing the test results for that category.

Tip: To generate a report for an individual student, click the student’s last name and select Drill to Individual Report.

5. To save a copy of the report for later online access, click Save Report in the top-right corner above the graph.

Note: To later retrieve the report, from the top of the Reporting page, click Saved Reports.

6. To download the report, click Download in the top-right corner above the graph. The PDF option is preselected.

Customizing your roster report

The tabs above the report, on the left side of the page, contain the customization options for refining the report. Options may vary by report type.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Update the report with data from an organization that is available to you.</td>
</tr>
<tr>
<td>Fields</td>
<td>Add student demographic data to the report.</td>
</tr>
<tr>
<td>Scores</td>
<td>Add individual test scores or total scores to the report.</td>
</tr>
<tr>
<td>Search</td>
<td>Filter the report by scores, student performance levels, or research options.</td>
</tr>
<tr>
<td>Filter</td>
<td>Filter the report by student demographic data.</td>
</tr>
<tr>
<td>Teacher</td>
<td>For building-level reports only, filter the report by teacher. Note: The Teacher customization tab is not available for district-level roster reports.</td>
</tr>
<tr>
<td>Other</td>
<td>Change the number of students shown on each page of the report.</td>
</tr>
</tbody>
</table>
The following sections describe the customization options for your roster report.

**Organization**
To change the building(s) included in the report:
1. Click **Organization**.
2. Select one or more buildings from the menu(s).
3. Click **Update**.

**Fields**
To add student demographic data to the report:
1. Click **Fields**.
   • To add a field to the report, select the check box next to the field.
   • To add all of the fields in a section of the form to the report, click **Select All** next to the section heading.
   • To remove your selections in a section of the form, click **Reset** next to the section heading.
2. When you are done, click **Update**.

**Scores**
To add individual test scores to the report:
1. Click **Scores**.
   • Select the check box next to the test score to add.
   • To add all of the scores in a section of the form to the report, click **Select All** next to the section heading.
   • To remove your selections in a section of the form, click **Reset** next to the section heading.
2. When you are done, click **Update**.

Note: Lexile scores can be added to all OCCT grades 3-8 roster reports for the Spring 2016 administration and all OSTP Roster reports for the Spring 2017 administration. The grade 3 reading RSA Status scores can be added to a grade 3 roster report.

**Search**
To filter the report by scores, student performance levels, or research options:
1. Click **Search**.
2. In the Search By field, select the search term from the menu.
3. The options for the search term appear below the Search By field. Select one or more options, select the Relationship option, and then click **Apply**.
   • Select **And** to narrow the results to include just those students who meet all the search options.
   • Select **Or** to widen the search to include all the students who meet any of the search options.
The search terms appear at the top of the form.
4. Repeat Steps 2 and 3 to build your search criteria.
5. When you are done, click **Update**.

**Filter**

To filter the report by student demographic data:
1. Click **Filter**.
2. From the Add filter menu, select a demographic variable for the demographic group to include in the table.
3. To refine the filter with multiple variables, from the Add filter menu, select another demographic variable, and then select the Relationship option:
   - Select **And** to narrow the results to include just those students who meet all the filter options.
   - Select **Or** to widen the search to include all the students who meet any of the filter options.

The filter terms appear at the top of the form.
4. When you are done, click **Update**.

**Note**: For federal reporting requirements, do not use the Summarize reporting option when using the updated IEP/504/ELL accommodation filters (ex: IEP with accommodations, 504 with accommodations) on a roster report. Instead, use the filters for these variables provided on the summary reports.

**Teacher**

To filter the report by teacher:
1. Click **Teacher**.
   - For building-level reports only, a list of teachers who meet the report criteria appears.
   
   **Note**: The **Teacher** customization tab is not available for district-level roster reports.
2. Select one teacher or **All Teachers**.
3. When you are done, click **Update**.

**Other**

To change the number of students shown on each page of the report:
1. Click **Other**.
2. Select a number from the Students Per Page menu.
3. Click **Update**.

**Managing your roster report data**

The links above the report, on the right side of the page, contain the options for managing your report data.
Tip: If you customize a report, be sure to save the report for later access.

The following table lists the data options for roster reports. Options may vary by report type.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save Report</strong></td>
<td>Save a copy of the report for later online access.</td>
</tr>
<tr>
<td><strong>Download</strong></td>
<td>Download the report as a .csv or .pdf file.</td>
</tr>
<tr>
<td><strong>Student View</strong></td>
<td>View a list of individual reports for students listed in the roster report.</td>
</tr>
<tr>
<td><strong>Transpose</strong></td>
<td>Change the layout of the report for printing.</td>
</tr>
<tr>
<td><strong>Reset Report</strong></td>
<td>Reset changes made to the report since it was created.</td>
</tr>
</tbody>
</table>

**Save Report**

Saved reports are available for viewing online.

To save a copy of the report for later online access:

1. Click **Save Report**.

   The report must be saved to an existing folder.

2. To create a new folder for the report, click **Add New Folder** and then type a name In the Folder Name field. Click **Add Folder**. This folder will be available for selection when you save the report.

3. To save the report, click **Save Report**.

4. Select the folder from the Folder Name menu, and then type a name in the Report Name field.

5. When you are done, click **Save Report**.

   The report name appears above the report, on the right.

**Note:** To later retrieve the report, from the top of the Reporting page, click **Saved Reports**.

**Download**

To download the report:

1. Click **Download**.

2. Select the report file type:

   - **CSV**: a comma-separated values file that is readable in Microsoft Excel.
   - **PDF**: a portable document format file that is readable in Adobe Reader.

3. If you select **PDF**:

   - In the Report Name field, type a name that describes the report.
   - In the Layout field, select **Landscape** or **Portrait**.
   - Specify the page(s) to save.

4. To save the file to your computer in the selected format, click **Download**.

**Student View**

To view a list of individual reports for students listed in the roster report:

1. Click **Student View**.
Each student’s individual performance report appears on a separate page.

2. To navigate through the student reports, click ▶️ or ◄.

3. To save the report for the student on the page you are viewing or for all students, click Download. The PDF option is preselected.

4. In the Report Name field, type a name that describes the report.

5. In the Layout field, select Landscape or Portrait.

6. Specify the page(s) to save:
   - To save a report for the student on the page you are viewing, click Current Page.
   - To save a report for all the students, click All.

7. When you are done, click Download.

8. To return to the roster report, click Back.

Tip: You can also create a report for an individual student in the following ways:

- Click the student’s last name in the roster report and select Drill to Individual Report to display a printable report for that student.
- Use Search on the Reporting home page to create a report for an individual student.
Working with Summary Reports

There are three types of summary reports, which are available for OSTP, OCCT for Grades 3–8 and EOI and 2-Week, Early and Final reporting windows only depending on which program is chosen.

1. **Group Summary: Performance Levels** provides summary performance data by building, district, and state, in a table format.

![Group Summary: Performance Levels](image)

**Note:** A quick report Group Summary PL: All Sections is also available which will show all scores and disaggregate variables by default.

For more information, see [Working with the Performance Levels Tabular Summary Report](#).

2. **Graphical Summary Report: Performance Levels** provides summary performance data by building, district, and state, in a graphic format, including bar charts and histograms.
Note: A quick report Graphical Summary PL: All Sections is also available which will show all scores and disaggregate variables by default. For more information, see Working with the Performance Levels Graphical Summary Report.

3. **Group Summary: Standards and Objectives** provides summary subject and organization data by building, district, and state. (This report is only available for the OCCT for Grades 3–8 & EOI Programs)

Note: A quick report Group Summary S & O: All Sections is also available which will show all scores and disaggregate variables by default.

For more information, see Working with the Standards and Objectives Summary Report.

**Working with the Performance Levels Tabular Summary Report**

From the Reporting home page:

4. In the Select Program field, select OSTP, OCCT for Grades 3–8 or EOI.
5. In the Select Report section, click Group Summary: Performance Levels.
6. In the Administration section, select one or more administrations for which test data is available.
7. Select a Grade.
8. In the Reporting Window section, select an available time frame for the report:
   - Final
9. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).
   - Select one or more buildings from the Available list on the left, and then click to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click .
   Note: To select multiple buildings, press and hold Ctrl and then select building names.
10. When you have finished specifying the parameters for the report, click Get Report.

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

   ![Group Summary: Performance Levels](image.png)

   Note: The Valid N value indicates the number of students who match the parameters of the report.
   Tip: To see the list of scoring and exclusion codes, click Show Footnotes in the bottom-left corner of the page.
Managing the report options

To rearrange the tabular Performance Levels report, sort columns by clicking a column heading highlighted in blue. Where available, you can also select a report option.

Tip: You can sort more than one column at a time.

The following table lists the options for columns in the tabular Performance Levels report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Tip:</strong> To view a district- or school-level report, click the group name and then click <strong>Drill to Roster</strong>.</td>
</tr>
<tr>
<td>Total N</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td>Valid N</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td>Mean OPI</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td>% in Each Performance Level</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td>Show N Count</td>
<td>Expand the report to show the number of students who scored in each performance level under a subject.</td>
</tr>
<tr>
<td></td>
<td>Graph</td>
<td>Display a bar chart of the % in Each Performance Level</td>
</tr>
<tr>
<td>% At or Above Proficient</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td>Show N Count</td>
<td>Expand the report to show the number of students who scored in each performance level under a subject.</td>
</tr>
<tr>
<td></td>
<td>Graph</td>
<td>Display a bar chart of the % At or Above Proficient</td>
</tr>
<tr>
<td>% At or Below Proficient</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td>Show N Count</td>
<td>Expand the report to show the number of students who scored in each performance level under a subject.</td>
</tr>
<tr>
<td></td>
<td>Graph</td>
<td>Display a bar chart of the % At or Below Proficient.</td>
</tr>
<tr>
<td>RSA Status (Grade 3 Reading only)</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td>Show N Count</td>
<td>Expand the report to show the number of students who scored in each performance level under a subject.</td>
</tr>
<tr>
<td></td>
<td>Graph</td>
<td>Display a bar chart of the % for each RSA Status</td>
</tr>
</tbody>
</table>

**Note:** If a column does not appear, select **Scores** to add it to the report.

**Tip:** To view a roster report of students who took an individual test, in the Administration column, click a test entry, and then click **Drill to Roster**.
Customizing your tabular summary report

The tabs above the report, on the left side of the page, contain the customization options for refining the tabular Performance Levels report.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Update the report with data from an organization that is available to you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scores</td>
<td>Add one or more categories of scores to the report.</td>
</tr>
<tr>
<td>Filter</td>
<td>Filter the report by student demographic data.</td>
</tr>
<tr>
<td>Disaggragate</td>
<td>Break out data in the report by one or more subgroups.</td>
</tr>
<tr>
<td></td>
<td>Tip: To expand the data for a category, click a name in the Group or Administration column and select Disaggragate By.</td>
</tr>
<tr>
<td>Other</td>
<td>Change the number of groups shown on each page of the report.</td>
</tr>
</tbody>
</table>

The following sections describe the customization options for your tabular report.

**Organization**

To change the building(s) included in the report:

1. Click **Organization**.

2. Select one or more buildings from the Available list on the left, and then click ▶ to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click ◀.

   **Note:** To select multiple buildings, press and hold Ctrl and then select building names.

3. Click **Update**.

**Scores**

To add individual test scores to the report:

1. Click **Scores**.

   - Select the check box next to one or more score categories to add.
   - To add all of the scores in a section of the form to the report, click **Select All** next to the section heading.
   - To remove your selections in a section of the form, click **Reset** next to the section heading.

2. When you are done, click **Update**.

**Filter**

To filter the report by student demographic data:

1. Click **Filter**.

2. From the Add filter menu, select a demographic variable for the demographic group to include in the table.

3. To refine the filter with multiple variables, from the Add filter menu, select another demographic variable, and then select the Relationship option:
• Select And to narrow the results to include just those students who meet all the filter options.
• Select Or to widen the search to include all the students who meet any of the filter options.

The filter terms appear at the top of the form.

4. When you are done, click Update.

**Disaggregate**

To break out data in the report by one or more subgroups:

1. Click Disaggregate.
2. Select the checkbox next to one or more subgroups in the report.
3. When you are done, click Update.

The report displays an expanded view of the report data.

**Other**

To change the number of students shown on each page of the report:

1. Click Other.
2. Select a number from the Groups Per Page menu.
3. Click Update.

**Managing your tabular summary report data**

The links above the report, on the right side of the page, contain the options for managing your report data.

**Tip:** If you customize a report, be sure to save the report for later access.

<table>
<thead>
<tr>
<th><strong>Save Report</strong></th>
<th>Save a copy of the report for later online access.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Download</strong></td>
<td>Download the report as a .csv or .pdf file.</td>
</tr>
<tr>
<td><strong>Transpose</strong></td>
<td>Change the layout of the report for printing.</td>
</tr>
<tr>
<td><strong>Reset Report</strong></td>
<td>Reset changes made to the report since it was created.</td>
</tr>
</tbody>
</table>

**Save Report**

Saved reports are available for viewing online.

To save a copy of the report for later online access:

1. Click **Save Report**.
   
   The report must be saved to an existing folder.

2. To create a new folder for the report, click **Add New Folder** and then type a name in the Folder Name field. Click **Add Folder**. This folder will be available for selection when you save the report.

3. To save the report in an existing folder, click **Save Report**.
4. Select the folder from the Folder Name menu, and then type a name in the Report Name field.

5. When you are done, click Save Report.

   The report name appears above the report, on the right.

   **Note:** To later retrieve the report, from the top of the Reporting page, click Saved Reports.

   **Download**

To download the report:

1. Click Download.

2. Select the report file type:
   - **CSV:** a comma-separated values file that is readable in Microsoft Excel.
   - **PDF:** a portable document format file that is readable in Adobe Reader.

3. If you select PDF:
   - In the Report Name field, type a name that describes the report.
   - In the Layout field, select Landscape or Portrait.
   - Specify the page(s) to save.

4. To save the file to your computer in the selected format, click Download.

**Working with the Performance Levels Graphical Summary Report**

From the Reporting home page:

1. In the Select Program field, select OSTP, OCCT for Grades 3–8 or EOI.


3. Select one or more Grades, which are listed by administration.

4. In the Reporting Window section, select an available time frame for the report:
   - **Final**

5. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).
   - Select one or more buildings from the Available list on the left, and then click ▶️ to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click ▼️.

   **Note:** To select multiple buildings, press and hold Ctrl and then select building names.

6. When you have finished specifying the parameters for the report, click Get Report.

   The Report page displays the report data. The selected parameters appear at the top of the page.
Tip: To see the list of scoring and exclusion codes, click Show Footnotes in the bottom-left corner of the page.

You can print the graph or download it in a graphic format:

- To print the report in graphic format, click Menu above the report, on the right side of the page, and select Print Chart.
- To download the report in one of the available graphic formats, click Menu above the report, on the right side of the page, and select a download option:
  - Download PNG image
  - Download JPEG image
  - Download PDF document
  - Download SVG vector image
Customizing your graphical summary report

The tabs above the report, on the left side of the page, contain the customization options for refining the graphical Performance Levels report.

<table>
<thead>
<tr>
<th><strong>Report Type</strong></th>
<th>Select the graphic format for the report data: Bar Chart, Center-Aligned Bar Chart, or Histogram.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stats</strong></td>
<td>Add statistical data to the report.</td>
</tr>
<tr>
<td><strong>Subjects</strong></td>
<td>Filter the report by subject area.</td>
</tr>
<tr>
<td><strong>Filter</strong></td>
<td>Filter the report by student demographic data.</td>
</tr>
<tr>
<td><strong>Disaggregate</strong></td>
<td>Break out data in the report by one or more subgroups.</td>
</tr>
</tbody>
</table>

The following sections describe the customization options for your graphical Performance Levels report.

**Report Type**

To select the graphic format for the report data:

1. Click **Report Type**.
2. Select Bar Chart, Center-Aligned Bar Chart, or Histogram.
   
   The following table displays a sample of each graphic format.

<table>
<thead>
<tr>
<th><strong>Bar Chart</strong></th>
<th>% in Each Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number Tested</strong></td>
<td>741</td>
</tr>
<tr>
<td>15</td>
<td>11</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td><strong>Limited Knowledge</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Center-Aligned Bar Chart</strong></th>
<th>% in Each Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number Tested</strong></td>
<td>741</td>
</tr>
<tr>
<td>80</td>
<td>60</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td><strong>Limited Knowledge</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Histogram</strong></th>
<th>% in Each Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number Tested</strong></td>
<td>741</td>
</tr>
<tr>
<td>15</td>
<td>11</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td><strong>Limited Knowledge</strong></td>
</tr>
</tbody>
</table>

3. When you are done, click **Update**.

   The report data appears in the selected graphic format. The legend appears at the bottom of the report.

   **Tip:** To remove a performance level from the chart, click the legend indicator. To restore it, click the legend indicator again.
To view the additional information, hover the cursor over a bar segment to view the percentage of students at the performance level or click the bar segment and select an option from the menu:

- Drill to Roster for the selected performance level
- Drill to Roster for All Levels
- View Pie Chart of all levels

**Stats**

To add statistical data to the report:

1. Click Stats.
2. Select a category of statistics to add: % in Each Performance Level (all report types), % At or Above Proficient (bar charts only), % Below Proficient (bar charts only), or RSA Status (bar charts only).
   - **Note:** The RSA Status is only available for grade 3 reading.
3. When you are done, click Update.

**Subjects**

To filter the report by subject area when there is more than one subject area available in the report:

1. Click Subjects.
2. Select the check box next to one or more subject areas to add.
3. When you are done, click Update.

**Filter**

To filter the report by student demographic data:

1. Click Filter.
2. From the Add filter menu, select a demographic variable for the demographic group to include in the table.
3. To refine the filter with multiple variables, from the Add filter menu, select another demographic variable, and then select the Relationship option:
   - Select **And** to narrow the results to include just those students who meet all the filter options.
   - Select **Or** to widen the search to include all the students who meet any of the filter options.
   - The filter terms appear at the top of the form.
4. When you are done, click Update.

**Disaggregate**

To break out data in the report by one or more subgroups:

1. Click Disaggregate.
2. Select the checkbox next to one or more subgroups in the report.
3. When you are done, click **Update**.
   The report displays an expanded view of the report data.

### Managing your graphical summary report data

The links above the report, on the right side of the page, contain the options for managing your report data.

**Tip:** If you customize a report, be sure to save the report for later access.

<table>
<thead>
<tr>
<th><strong>Save Report</strong></th>
<th>Save a copy of the report for later online access.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Download</strong></td>
<td>Download the report as a .pdf file.</td>
</tr>
<tr>
<td><strong>Reset Report</strong></td>
<td>Reset changes made to the report since it was created.</td>
</tr>
</tbody>
</table>

**Save Report**

Saved reports are available for viewing online.

To save a copy of the report for later online access:

1. Click **Save Report**.
   The report must be saved to an existing folder.
2. To create a new folder for the report, click **Add New Folder** and then type a name in the Folder Name field. Click **Add Folder**. This folder will be available for selection when you save the report.
3. To save the report in an existing folder, click **Save Report**.
4. Select the folder from the Folder Name menu, and then type a name in the Report Name field.
5. When you are done, click **Save Report**.
   The report name appears above the report, on the right.

**Note:** To later retrieve the report, from the top of the Reporting page, click **Saved Reports**.

**Download**

To download the report:

1. Click **Download**.
   The PDF option is preselected.
2. In the Report Name field, type a name that describes the report.
3. In the Layout field, select **Landscape** or **Portrait**.
4. Specify the page(s) to save:
   - To save a report for the student on the page you are viewing, click **Current Page**.
   - To save a report for all the students, click **All**.
   - To save a range of pages, enter the page range in the field provided.
5. When you are done, click **Download**.
Working with the Standards and Objectives Summary Report

The Oklahoma Academic Standards represent the state’s core curriculum. Each subject or grade has a different set of standards and objectives on which students are tested.

From the Reporting home page:

1. In the Select Program field, select **OCCT for Grades 3-8** or **EOI**.
2. In the Select Report section, click **Group Summary: Standards and Objectives**.
3. (EOI only) Select a Subject area.
4. In the Administration section, select an administration for which test data is available.
5. (Grades 3-8 only) Select a Grade.
6. In the Reporting Window section, select an available time frame for the report:
   - 2-Week
   - Final

   **Note**: Summary reports are not available for the 48-hour reporting window.

7. To include data for a building or buildings in the report:
   - Select one or more buildings from the menu(s).

   - Select one or more buildings from the Available list on the left, and then click to move the building names to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list on the right, and then click.

   **Note**: To select multiple buildings, press and hold Ctrl and then select building names.

8. When you have finished specifying the parameters for the report, click **Get Report**.

   The Report page displays the report data. The selected parameters appear at the top of the page.
Note: The Valid N value indicates the number of students who match the parameters of the report.

Tip: To see the list of scoring and exclusion codes, click Show Footnotes in the bottom-left corner of the page.

Managing the report options

To rearrange the report, sort columns by clicking a column heading highlighted in blue. Where available, you can also select a report option.

Tip: You can sort more than one column at a time.

The following table lists the options for columns in the summary report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tip: To view a district- or school-level report, click the group name and then click Drill to Roster.</td>
</tr>
<tr>
<td>Total N</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td>Valid N</td>
<td>Sort</td>
<td>Sort in ascending or descending order.</td>
</tr>
<tr>
<td>Mean Percent Correct and other score columns</td>
<td>Sort</td>
<td>Sort in ascending or descending order</td>
</tr>
<tr>
<td></td>
<td>Graph</td>
<td>Create a graph of the report data in the column.</td>
</tr>
</tbody>
</table>

Note: If a column does not appear, select Scores to add it to the report.

Tip: To view a roster report of students who took an individual test, in the Administration column, click a test entry and select Drill to Roster.

Graph

To create graph of the report data in a column:

1. From the summary report, click a score column and select Graph.

   The report data from the column displays in graphic format.

   ![Graph Example](image)

2. You can print the graph or download it in a graphic format:
To print the report in graphic format, click Menu  above the report, on the right side of the page, and select Print Chart.

To download the report in one of the available graphic formats, click Menu  above the report, on the right side of the page, and select a download option:

- Download PNG image
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Customizing your summary report

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<td><strong>Tip:</strong> To expand the data for a category, click a name in the Group or Administration column and select Disaggregate By.</td>
</tr>
<tr>
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<td>Change the number of groups shown on each page of the report.</td>
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The following sections describe the customization options for your summary report.

**Organization**

To change the building(s) included in the report:

1. Click Organization.
2. Select one or more buildings from the Available list on the left, and then click ▶ to move the buildings to the Selected list on the right. To remove buildings from the report, select one or more buildings from the Selected list, and then click ◀.
   **Note:** To select multiple buildings, press and hold Ctrl and then select building names.
3. Click Update.

**Scores**

To add individual test scores to the report:

1. Click Scores.
   - Select the check box next to one or more score categories to add.
   - To add all of the scores in a section of the form to the report, click Select All next to the section heading.
   - To remove your selections in a section of the form, click Reset next to the section heading.
2. When you are done, click Update.
**Filter**

To filter the report by student demographic data:

1. Click **Filter**.
2. From the Add filter menu, select a demographic variable for the demographic group to include in the table.
3. To refine the filter with multiple variables, from the Add filter menu, select another demographic variable, and then select the Relationship option:
   - Select **And** to narrow the results to include just those students who meet all the filter options.
   - Select **Or** to widen the search to include all the students who meet any of the filter options.

   The filter terms appear at the top of the form.
4. When you are done, click **Update**.

**Disaggregate**

To break out data in the report by one or more subgroups:

1. Click **Disaggregate**.
2. Select the checkbox next to one or more subgroups in the report.
3. When you are done, click **Update**.

The report displays an expanded view of the report data.

**Other**

To change the number of students shown on each page of the report:

1. Click **Other**.
2. Select a number from the Groups Per Page menu.
3. Click **Update**.

**Managing your summary report data**

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3. To save the report in an existing folder, click **Save Report**.

4. Select the folder from the Folder Name menu, and then type a name in the Report Name field.

5. When you are done, click **Save Report**.

   The report name appears above the report, on the right.

**Note:** To later retrieve the report, from the top of the Reporting page, click **Saved Reports**.

**Download**

To download the report:

1. Click **Download**.

2. Select the report file type:
   - **CSV**: a comma-separated values file that is readable in Microsoft Excel.
   - **PDF**: a portable document format file that is readable in Adobe Reader.

3. If you select **PDF**:
   - In the Report Name field, type a name that describes the report.
   - In the Layout field, select **Landscape** or **Portrait**.
   - Specify the page(s) to save.

4. To save the file to your computer in the selected format, click **Download**.