



# Creating & Managing Rosters in ORS

Log in to Online Reporting System (ORS)

Select either the **PLAN AND MANAGE TESTING** or **SCORE REPORTS** icon








**Welcome to the Online Reporting System**  
What are you interested in viewing?

To view Participation Reports, click here:  **Plan and Manage Testing**

To view Score Reports, click here:  **Score Reports**

Washington Comprehensive Assessment Program  
Tel 1.844.560.7366  
wahelpdesk@air.org

Click on **MANAGE ROSTERS** tab on the top right hand corner of the page.

 **Score Reports** |  **Test Management Center** |  Inbox (0) |  Search Students |  **Manage Rosters** | This page:  Help |  Definitions

Now viewing: Scores for students who were mine at the end of the selected administration

## Plan and Manage Testing

### Step 1: Choose What

Test:

Administration:

Test Name:

Enrolled Grade:

Filter By:

### Step 2: Choose Who

District:

School:

Teacher:

### Step 3: Get Specific

students who    opportunity in the selected administration

students whose current opportunity will expire in  days.

students on their  opportunity in the selected administration, and have a status of

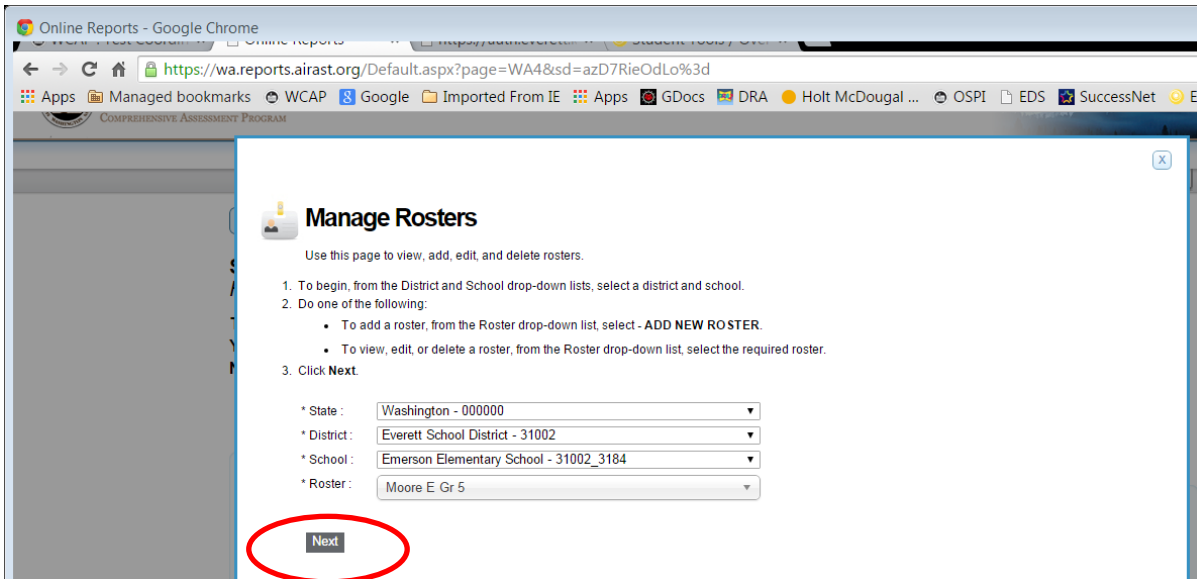
students whose most recent  was  between  and

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

or

*Manage Rosters window will open up.*

*Select the roster name from the list or select add new (to create a new roster) then click NEXT to add student to a roster*



Online Reports - Google Chrome  
https://wa.reports.airast.org/Default.aspx?page=WA4&sd=azD7RieOdLo%3d

Manage Rosters

Use this page to view, add, edit, and delete rosters.

- To begin, from the District and School drop-down lists, select a district and school.
- Do one of the following:
  - To add a roster, from the Roster drop-down list, select - ADD NEW ROSTER.
  - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
- Click **Next**.

\* State : Washington - 000000  
\* District : Everett School District - 31002  
\* School : Emerson Elementary School - 31002\_3184  
\* Roster : Moore E. Gr 5

**Next**

*To add student to a roster:*

- 1. Be sure the teacher name is assigned to the Roster Name*
- 2. Select the grade level*
- 3. Find the student(s) that need to be added from the list on the left table*
- 4. Select MOVE IN to add them to the roster (right table)*
- 5. Click on SAVE when done*



# Manage Rosters



Use this page to add or modify an existing roster.

1. To add or change the roster's name, in the **Roster Name** field, enter the new name.
2. To add or change the roster's teacher, from the **Teacher Name** drop-down list, select the new teacher.
3. To add students to the roster, do the following:
  - a. In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the Available Students list.
  - b. Select one or more of the students, and click **Move In**.
4. To remove students from the roster, do the following:
  - a. In the Students in This Roster list, select the students you want to remove.
  - b. Click **Move Out**.
5. Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

Print

Roster Name: Moore E Gr 5

Teacher Name: MOORE, ERIKA

### Select Grade

- Grade 01    Grade 02    Grade 03    Grade 04    Grade 05    Grade 06    Grade 07  
 Grade 08    Grade 09    Grade 10    Grade 11    Grade 12    Grade 13    Grade KG  
 Grade PS

### Available Students ((Grade Level When Assessed][Last Name][First Name][Reporting ID])

[05][A]	[05][A]	[05][A]	[05][A]	[05][A]	[05][A]	[05][A]	[05][A]
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Move In >>

<< Move Out

### Students in This Roster ((Grade Level When Assessed][Last Name][First Name][Reporting ID])

[05]	[05]	[05]	[05]	[05]	[05]	[05]	[05]
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Save   Delete   Back

Click on the X button on the top right corner to close out the Manage Roster page.