



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

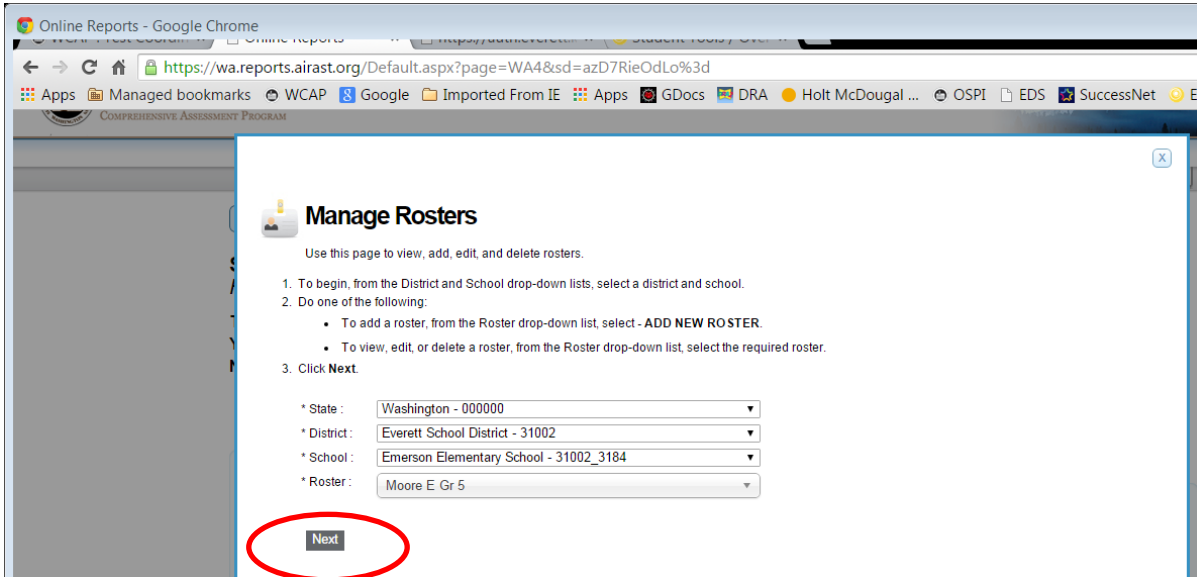
students whose most recent was between and

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

- | | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Grade 01 | <input type="checkbox"/> Grade 02 | <input type="checkbox"/> Grade 03 | <input type="checkbox"/> Grade 04 | <input checked="" type="checkbox"/> Grade 05 | <input type="checkbox"/> Grade 06 | <input type="checkbox"/> Grade 07 |
| <input type="checkbox"/> Grade 08 | <input type="checkbox"/> Grade 09 | <input type="checkbox"/> Grade 10 | <input type="checkbox"/> Grade 11 | <input type="checkbox"/> Grade 12 | <input type="checkbox"/> Grade 13 | <input type="checkbox"/> Grade KG |
| <input type="checkbox"/> Grade PS | | | | | | |

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

[05][AL]	[05][AL]	[05][AL]	[05][AL]	[05][AL]	[05][AL]	[05][AL]	[05][AL]
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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.