

How the SC can Create & Manage 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**

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

Score Reports | **Test Management Center** | **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: Smarter IAB
Administration: 2015-2016
Test Name: All
Enrolled Grade: All
Filter By: ALL

Step 2: Choose Who

District: Everett SD (31002)
School: Emerson Elementary School
Teacher: All

Step 3: Get Specific

students who **have** **completed** **Any** opportunity in the selected administration

students whose current opportunity will expire in days.

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

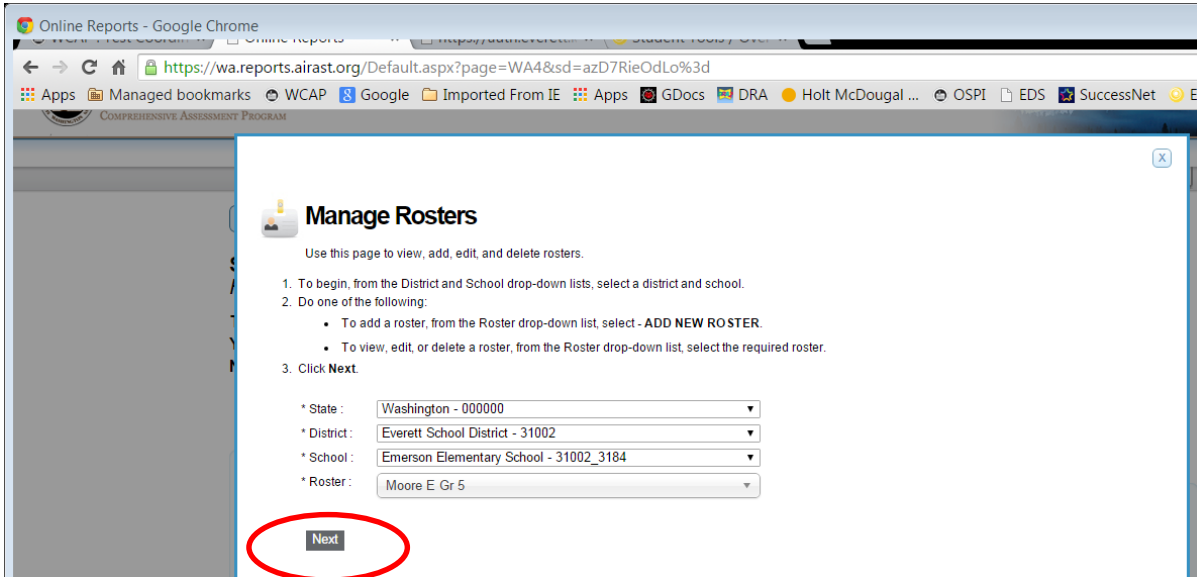
students whose most recent **SessionID** was **SessionID (optional)** between **11/05/2015** and **11/05/2015**

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

Generate Report or **Export Report**

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:

Teacher Name:

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]
[05]
[05]
[05]
[05]
[05]
[05]

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]

Save

Delete

Back

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