

QUICK START GUIDE

Accessing Paper Pencil Results in ORS

A student who took the paper pencil test may not show up in the Online Reporting System under the default settings. This is because paper pencil results were loaded into the system differently than online testing results. Follow the below steps for accessing results for students who tested by paper pencil.*

1. To access the Online Reporting System:

a. Navigate to the portal homepage: <http://ndsa.portal.airast.org/>



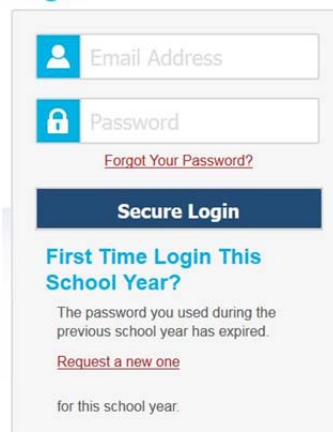
b. Click the **NDSA Smarter Assessment** button:



Click the **Online Reporting System** button:

2. Log into the ORS using the same email address and password as the TIDE system.

Login

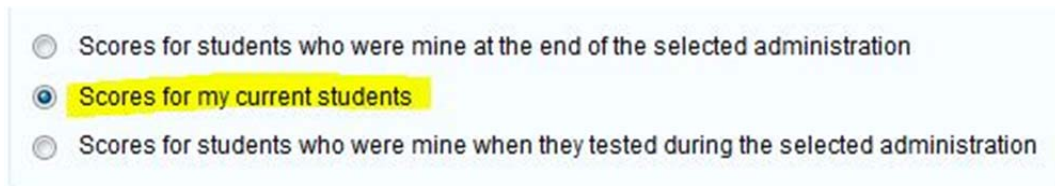
A login form with a light gray background. At the top, the word "Login" is written in blue. Below it are two input fields: "Email Address" with a person icon and "Password" with a lock icon. A link "Forgot Your Password?" is positioned below the password field. A dark blue button with the text "Secure Login" is centered below the fields. Below the button, the text "First Time Login This School Year?" is written in blue. Underneath, a message states: "The password you used during the previous school year has expired." A link "Request a new one" is provided, followed by the text "for this school year."

**Note, these steps may also apply to students who moved between schools after completing the online test.*

3. Select the **Score Reports** option on the home screen.



4. In the **Select Test and Year** box, toggle the radio button from “Scores for students who were mine at the end of the selected administration” to “Scores for my current students.”



5. Navigate to **Retrieve Student Results** by using the drop down menu at the top of the screen of the same name.



6. In the **Create New Data File to Download** box, select the desired exporting options and click **Download Roster** to save spreadsheets or individual student reports from the system.

Create New Data File to Download

Step 1: Choose What

Report Type: **PDFs of Student Reports** ▼
 Test: **Smarter Summative** ▼
 Administration: **2015-2016** ▼
 Tested Grade: **All Grades** ▼
 Download Format: **PDF** ▼
 Filter By: **ALL** ▼

Download Roster

Step 2: Choose Who

District: **Demo district 9998 (9998)** ▼
 School: **Demo Institution 99989998** ▼
 Teacher: **All** ▼

Please contact the NDSA Service Center at (800)929-3757 if you have any questions regarding this process or are having trouble accessing your reports.