

How to Export Prior Year Summative and/or Benchmark Assessment Student Data Files in the Online Reporting System

Because students were not administered the West Virginia General Summative Assessment (WVGSA) for the 2019-2020 year, educators can opt to export the Student Data File (SDF) for tests that were taken in prior years. The SDF is a comprehensive data file that compiles all available student data for eligible students.

The SDF is then exported into a CSV file that can be opened in Microsoft Excel. Analyzing the comprehensive data in the SDFs from tests that were administered in prior years provides educators with additional assessment data and results.

The NEW Reporting, formerly known as AIRWays, houses data from the Computer Adaptive Comprehensive Interim Assessments, Fixed Form Comprehensive Interim Assessments, Interim Module Assessments, Diagnostic Assessments, and Science Interim Assessments. It also contains all summative, benchmark, and interim data from prior years. Reporting is now the one-stop location for all assessment data.

The old Online Reporting System (ORS) will permanently close on October 31, 2020. The SDFs will not be accessible again until the 2020-2021 WVGSA administration ends and results go live in the new Reporting. Use this quick guide until October 31, 2020 to export any prior year SDFs that may assist you.

The two most recent test administrations that have SDFs are the following:

- 2019-2020 CBA administered in the fall 2019- This CBA was an optional test that districts chose to administer or did not administer. If your district administered the CBA, then you can export the SDFs. Contact your district test coordinator or principal if you need assistance determining if your students would have completed the CBA.
- 2018-2019 WVGSA administered in the spring 2019

Educators may opt to export SDFs for tests completed prior to the two listed above.

Keep in mind that if students did not take a prior year test, then they will not be included in the SDFs. Students only appear in the SDFs if they completed the tests.

Use the charts below to verify the grade level of your students and SDF Availability

2019-2020 (optional) CBA SDFs

Grade of Student in 2020-2021	Grade of Student in 2019-2020	2019-2020 SDF Available
3	2	n/a
4	3	YES, if student completed CBA
5	4	YES, if student completed CBA
6	5	YES, if student completed CBA
7	6	YES, if student completed CBA
8	7	YES, if student completed CBA
9	8	YES, if student completed CBA

2018-2019 WVGSA SDF

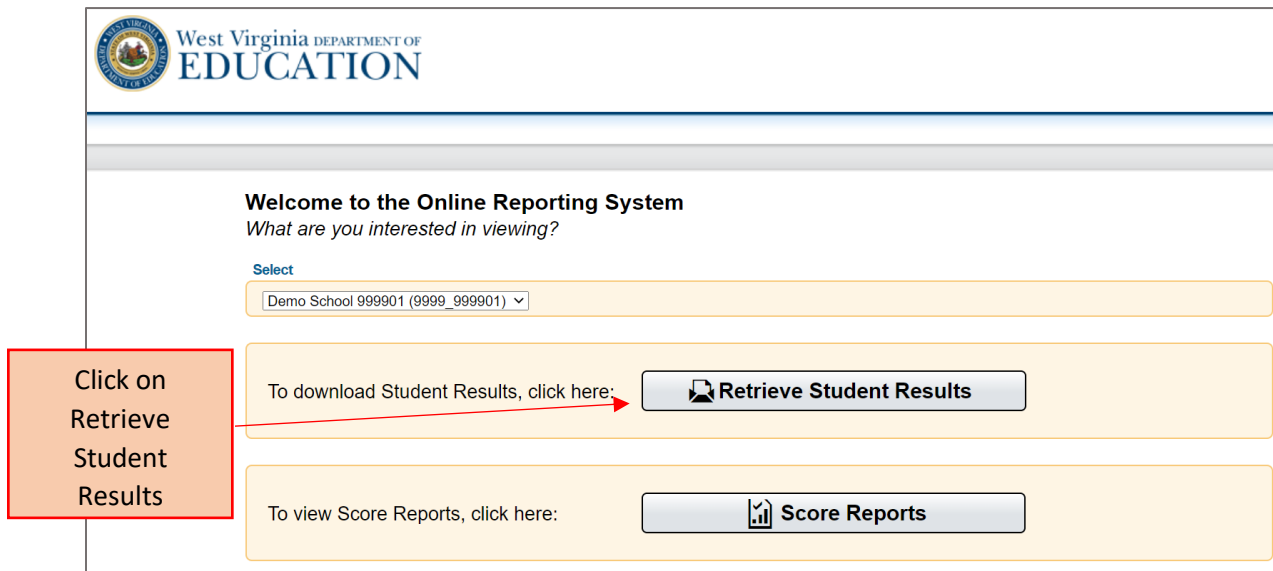
Grade of Student in 2020-2021	Grade of Student in 2018-2019	2018-2019 SDF Available
3	1	n/a
4	2	n/a
5	3	YES, if student completed WVGSA
6	4	YES, if student completed WVGSA
7	5	YES, if student completed WVGSA
8	6	YES, if student completed WVGSA
9	7	YES, if student completed WVGSA
10	8	YES, if student completed WVGSA

How to export prior year summative and/or benchmark assessment student data files (SDF) in the Online Reporting System (ORS)

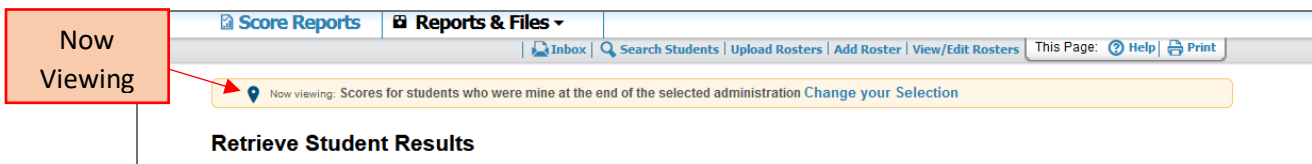
1. On the West Virginia Assessment Portal (wv.portal.cambiumast.com), select Test Administrator and click on Online Reporting System (ORS). Once you click on the ORS card, the Login screen will appear. Use your login credentials to access the **Site**.



- Once you log in, you will see the **Welcome to the Online Reporting System** window. Click **Retrieve Student Results** in the middle of the screen.

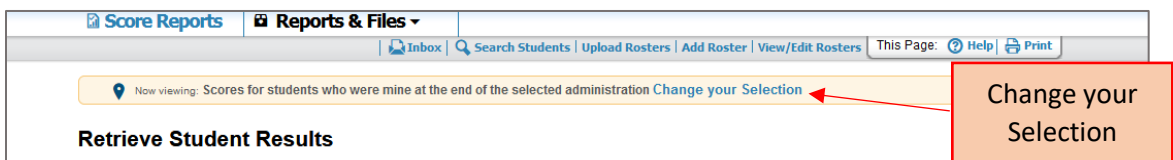


- When the **Retrieve Student Results** page loads, locate the blue pin **Now Viewing**. The default setting is **Scores for students who were mine at the end of the selected administration**. The SDF will be students rostered to you during the prior year's administration of the test. These students are **NOT** your current 2020-2021 students.

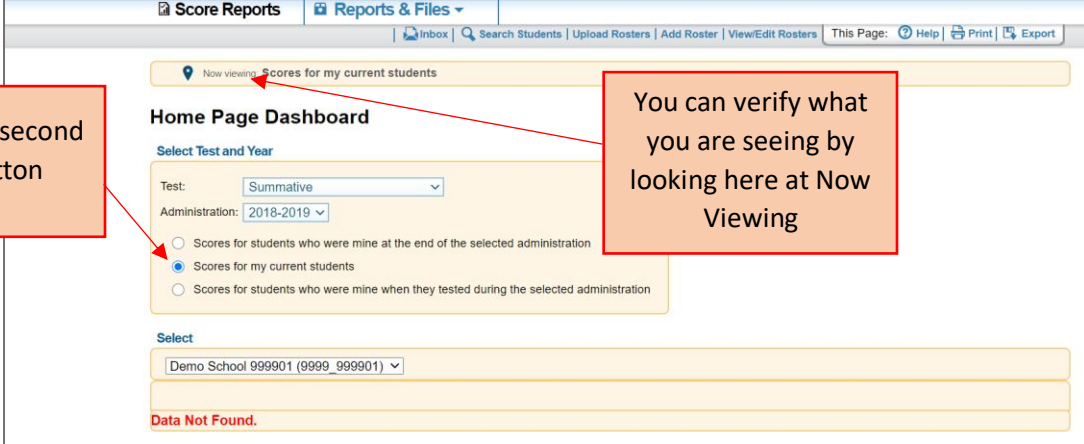


- To view your current students, click on **Change your Selection**.

Important: Teachers will not be able to view current students until rosters have been created for the 2020-2021 school year. The SDF when opened in Excel will be an empty file.




- Once you select **Change your Selection**, the Homepage Dashboard appears. You will need to click the radio button **Scores for my current students**.



Click on the second radio button

You can verify what you are seeing by looking here at Now Viewing

- Hover over **Reports & Files** and click **Retrieve Student Results**.



Hover over Reports & Files and click on Retrieve Student Results

You can verify what you are seeing by looking here at Now Viewing

- The **Create New Data File to Download** window appears. Verify the blue pin **Now viewing** is correct. You will complete **Step 1: Choose What** and **Step 2: Choose Who** to generate and export the SDFs.

Now viewing: Scores for my current students [Change your Selection](#)

Retrieve Student Results

Create New Data File to Download

Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

[Export to Inbox](#)

You can verify what you are seeing by looking here at Now Viewing

District:

School:

Teacher:

Roster:

Step 2: Choose Who category

Step 1: Choose What category

7. Step 1: Choose What

- For Report Type, select **Student File**.
- For Test, select **Benchmark** for the Classroom Benchmark Assessment (CBA) or **Summative** for the WVGSAs.
- For Administration, select **2019-2020** for the CBA or **2018-2019** for the WVGSAs.
- For Tested Grade, select **the grade of the students for the chosen administration year**. For example, Grade 5 students would have taken the 2018-2019 Grade 3 WVGSAs.
- For Download Format, select **Excel**. For Filter By, select **All** to include all students in the SDF.

8. Step 2: Choose Who

- For District, the district is set for the teacher's district.
- For School, the school is set for the teacher's school.
- For Teacher, the teacher is set as the teacher's name.
- For Roster, select **All** to see all students assigned to you in a roster(s) for the 2020-2021 school year. Select a specific roster name to see those students only.

9. Once you have completed all the fields, click on **Export to Inbox**.

Now viewing: Scores for my current students [Change your Selection](#)

Retrieve Student Results

Create New Data File to Download

Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

Step 2: Choose Who

District:

School:

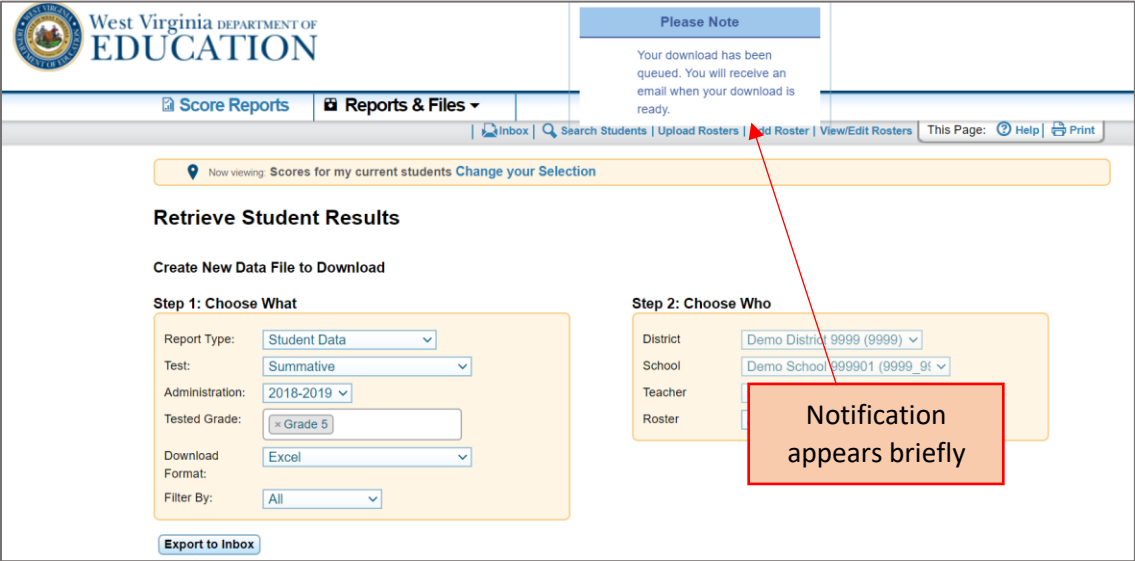
Teacher:

Roster:

[Export to Inbox](#)

Click on Export to Inbox

10. You will receive a notification at the top of your screen that states: "Please note. Your download has been queued. You will receive an email when your download is ready". The email is typically sent to your @k12 email address within less than a minute.



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Now viewing: Scores for my current students [Change your Selection](#)

Retrieve Student Results

Create New Data File to Download

Step 1: Choose What

Report Type:

Test:

Administration:

Tested Grade:

Download Format:

Filter By:

Step 2: Choose Who

District:

School:

Teacher:

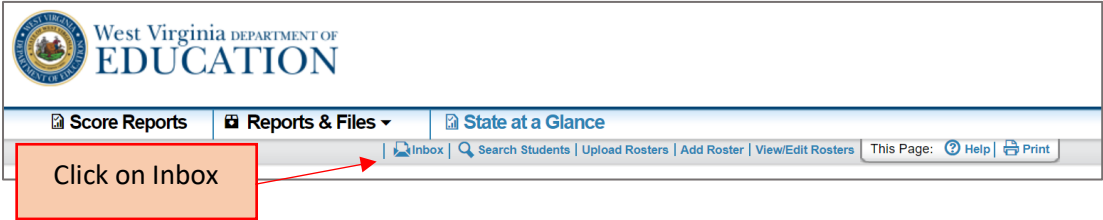
Roster:

[Export to Inbox](#)

Please Note
Your download has been queued. You will receive an email when your download is ready.

Notification appears briefly

11. Click on the **Inbox** tab at the top of the screen to see the download message.



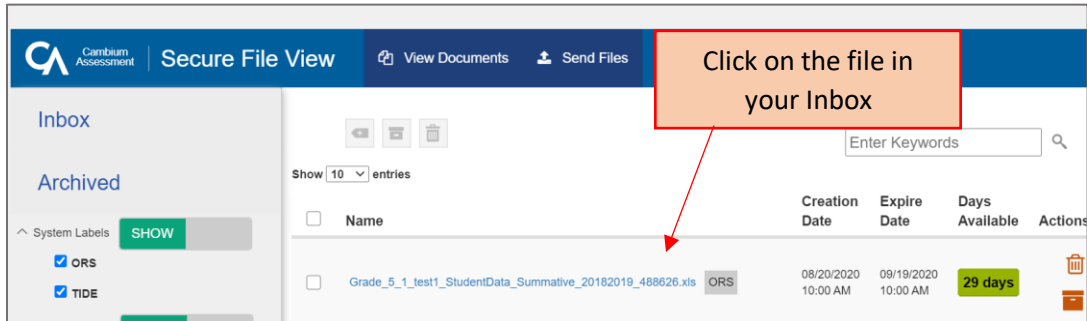
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Click on Inbox

12. Once you click on the Inbox tab, you will be taken to the Secure File Tab screen where all your downloads appear. Click on the file in your Inbox to download the Excel spreadsheet onto your computer. The sample here is Grade 5.



13. Make sure you save the SDF Excel file to your computer. You can delete the file from your Inbox by clicking the trashcan icon. Please note that the file will have a creation date and expiration date.

Note: WVDE will no longer be utilizing ORS beginning October 31, 2020. Please retrieve any SDFs before the deadline.