

Batch Print Student Reports

The score reports that are currently available from the Online Reporting System are available to print by grade/content at school level.

1. Log in to IMS and from the DeSSA Portal select the **Online Reporting System** application card. Select **“Score Reports”** on the welcome screen

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

To download Student Files, click here: 📄 Retrieve Student Results

To view Score Reports, click here: 📊 Score Reports

Delaware Department of Education
Office of Assessment
35 Commerce Way
Dover, DE 19904

2. The following sample screen will be displayed. Select the Test, Administration, and student population (see three radial buttons below Administration) you would like to view at the top of the screen.

Home Page Dashboard

Test: Smarter IAB

Administration: 2017-2018


Scores for students who were mine at the end of the selected administration
 Scores for my current students
 Scores for students who were mine when they tested during the selected administration

[Click on a grade and subject to view more information.](#)

Number of Students Tested at Least One Block in DCAS Demo School A, 2017-2018

ELA/Literacy		Mathematics	
Grade	Number of Students Tested at Least One Block	Grade	Number of Students Tested at Least One Block
Grade 3	10	Grade 3	7
Grade 4	1	Grade 4	3
Grade 5	1	Grade 5	3
Grade 6	2	Grade 6	6
Grade 7	1	Grade 7	3
Grade 8	4	Grade 8	4

Select the result in the second column for the row of the grade/content you wish to print the score reports of.

3. The following sample screen will be displayed. On this screen, select the magnifying glass  next the school:

Overall Institution Performance
How did my institution perform overall?

Test: Smarter Interim Assessment Blocks ELA/Literacy Grade 3
 Year: 2017-2018
 Name: DCAS Demo School A

Number of Students Tested at Least One Block
Smarter Interim Assessment Blocks ELA/Literacy Grade 3 Test for Students in DCAS Demo School A

Breakdown by: Test Event: Comparison: ON

Name	Number of Students Tested at Least One Block	Average Number of Blocks Students Completed	Average Number of Blocks Students Performed Above Standard
DCAS Demo District (195)	10	3.0	0.4
DCAS Demo School A (1001)	10	3.0	0.4
DEMO, TAA16	10	3.0	0.4
TA2, AIRDemo	8	1.5	0.1

This demo screen above is for a school-level user. For a District-Level User, several schools may be selectable. Select the school for which you would like to print the score reports of. Reports can only be printed for one school at a time.

- The exploration menu will be displayed; select **Student** on the third dropdown option. This will show all students associated with the specific school.

DCAS Demo School A (1001)

Subject:

Grade:

Who:

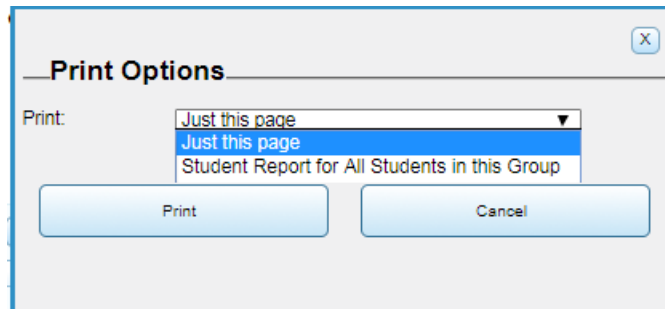
What:

When:

- To print the Individual Score Report page of this test for all students in your school select the **Print** button at top right of screen.

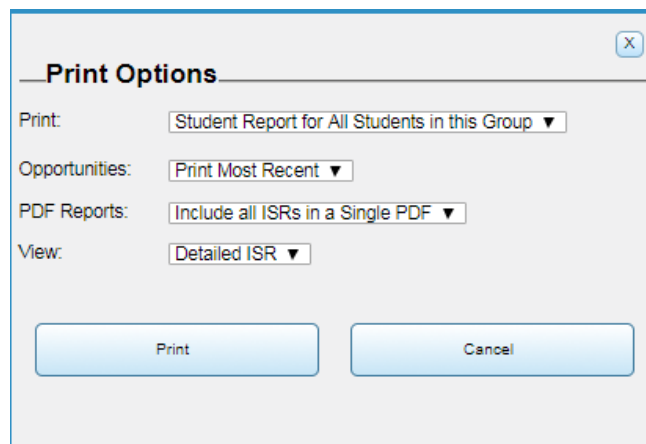
This Page:

6. The print menu will be displayed.




Select **“Student Report for All Students in this Group”**

7. More print options will appear. Select which opportunities you would like to print, whether you would like the reports in one pdf file or individual files, and whether you would like to print the simple or detailed ISR.



When you are ready, select **Print**.

8. After Print button is selected, a batch print will be generated for all students within group selected. To access this file(s), click on your **Inbox**. 

These steps will need to be repeated for each school, grade, and content you wish to print.