



## Ohio State Tests Downloadable Data Files

The purpose of this document is to provide district test coordinators with the steps for downloading district data from the Online Reporting System.



1. Select the Online Reporting System icon on the Test Coordinator's page of the [Portal](#).

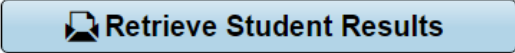
The Online Reporting System (ORS) is the gateway to viewing student results.

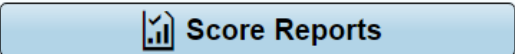
2. After signing in, click the Retrieve Student Results icon on the Online Reporting System home page.

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

Select

Ohio Department of Education ▼

To download Student Results, click here:  ←

To view Score Reports, click here: 

3. On the Retrieve Student Results & My Inbox screen, make selections about which data to download (A). For example, to download district-wide results for the fall 2016 Ohio’s State Tests, select the following:
- Report Type: Student Data
  - Test: Ohio State Tests
  - Administration: Fall2016
  - Tested Grade: All Grades
  - Download Format: Fixed Width or Comma Separate Values (CSV)
  - Filter By: optional filters, such as enrolled grade, are available; select “ALL” for all records
  - Select district and school(s) as appropriate

Click [Download].

After the system generates the file, the file appears in the My Inbox section on the **Retrieve Student Results** page. Authorized users can download the data file by clicking the **Download** link for the data file (B).

**Retrieve Student Results & My Inbox**

Create New Data File to Download

**Step 1: Choose What**

Report Type: Student Data  
 Test: Ohio State Tests  
 Administration: Fall2016  
 Tested Grade: All Grades  
 Download Format: CSV (Comma Separated Values)  
 Filter By: ALL

**Step 2: Choose Who**

District: AIR District (000002)  
 School: All

[Download](#)

**My Inbox**  
 Your data file(s) will remain available for 30 days.

Name	Data	Format	Type	Test	Administration	Grade	Date Created	Status
AIR District (000002)	Student Data	CSV	District	Ohio State Tests	Fall2016	All	12/27/2016 12:34 PM	Active
AIR District (000002)	Student Data	Fixed Width	District	Ohio State Tests	Fall2016	All	12/27/2016 12:31 PM	<a href="#">Download</a>
AIR Community School (000004)	Student Data	CSV	District	Ohio State Tests	Fall2016	All	12/27/2016 12:31 PM	<a href="#">Download</a>