

How to Access Summative Data in the Online Reporting System

opi.mt.gov/Leadership/Assessment-Accountability/MontCAS

Step-by-Step Guide

How to Access your Summative Assessment Data: Online Reporting System

1. Go to mt.portal.airast.org
2. Click on System & Test Administrators
3. Click on the Online Reporting System
4. Login using your unique portal login
5. Find your school or district
6. Click on Number of Students Tested or Percent Proficient of the grade and subject you are interested in learning more about.



Compare to district and statewide data. To turn off click on button.

Performance on the Smarter Summative Mathematics Grade 5 Test: [REDACTED], 2018-2019

Breakdown by: **All** Comparison: **ON**

Legend: Achievement Levels
■ %Level 1 ■ %Level 2 ■ %Level 3 ■ %Level 4

Name	Number of Students	Average Scale Score	Percent Proficient	Percentage in Each Achievement Level
Montana	11798	2500 ±1	40	30 30 20 20
[REDACTED]	97	2440 ±8	14	60 26 10 4
[REDACTED]	97	2440 ±8	14	60 26 10 4

Breakdown the data by: Economic Disadvantage Status, Enrolled Grade, Gender, IDEA Indicator, Limited English Proficiency Status, Race/Ethnicity or Section 504 Status.

Overview of Proficiency levels.

Click on the magnifying glass to dig deeper into the data including Teacher, Roster, Student, Claim, and Target data from the current year or trend data over time.

Print or Export data into an Excel document at any point by clicking on the "Print" or "Export" button in the top right hand corner.



Need help? Reach out to the **OPI Assessment Help Desk**

Call 1.844.867.2569 | Email: OPIAssessmentHelpDesk@mt.gov

American Institutes for Research (AIR) Help Desk

Call 1.877.365.7915 | Email: mthelpdesk@air.org

How to Print Student Level Reports

1. Go to mt.portal.airast.org, click on System & Test Administrators, click on the Online Reporting System
2. Find your school and click on the grade/content you want to print.
3. Click on the Magnifying glass next to the School Name.
4. Change the “Who:” to “Student”. Click View.
5. Click “Print” in the upper right hand corner.
6. Indicate, “Student Reports for All Students in this Group.” Select if you want all on a single PDF or a zip file and choose between the “Detailed ISR” or the “Simple ISR”. *The Detailed ISR includes “Next Steps” and “Performance Over Time.” You also may choose one student at a time to print their report by clicking on the magnifying glass next to the students name or Export the information on the screen into an excel document.*



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