Appendix A. Printing Reports in the ORS

Using the **Print** tool in the banner, you can print all the reports available in the ORS.

Figure 40. Print Tool


Except for the Student Listing Report page (see Figure 19) and the Individual Student Report page (see Figure 20 and Figure 21), when you click the **Print** tool from any other page in the ORS, a print dialog box Is displayed that allows you to print the data displayed on the page.

To print a page:

1. From the banner, click **Print**. A browser- and computer-specific print dialog box is displayed.

Figure 41. Sample Mozilla Firefox Print Dialog Box
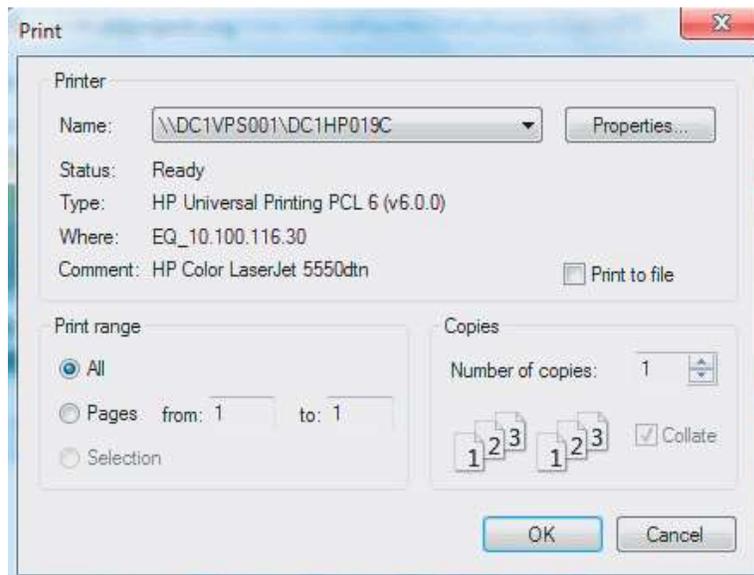
2. From the print dialog box, select the required print settings.

3. Click the appropriate button to print the page. The button name may vary from one browser to another. For example, click **OK** on the Mozilla Firefox and **Print** on the Chrome print dialog box. The printed report will display the data displayed on the page; see Figure 42 for a sample printed report of the *Home Page Dashboard* page.

Figure 42. Printed Report: Home Page Dashboard Page

Printing Reports from the Student Listing Report Page

The **Print** tool on the Student Listing Report page (see Figure 19) opens a print pop-up window that not only allows you to print the data displayed on the current page, but also allows you to generate a PDF file of individual student reports of all the students in the roster. The PDF lists each Individual Student Report on a separate page. You can download and print the PDF file from the *Inbox* section of the ***Retrieve Student Results*** page (see Figure 31).

To print reports from the Student Listing Report page:

1. From the banner, click **Print**. The print pop-up window appears (see Figure 43).

Figure 43. Print Popup Window
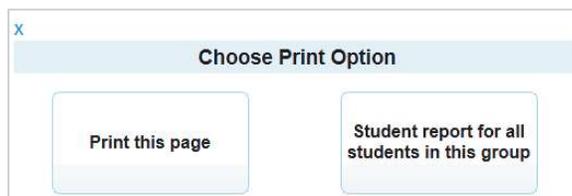
2. Do one of the following:

   o To print the data displayed on the page:

      i. Click **Print this Page**. This will bring up the print dialog box (see Figure 41).

ii. Specify the print settings and click the appropriate button to print the report that you are viewing on the page (see Figure 44).

Figure 44. Sample Student Listing Page: Printed Report

o To generate, download, and print a PDF report consisting of Individual Student Reports of students listed on the Student Listing Report:

i. Click Student report for all students in this group.

ii. A message appears to inform you that you will be notified via email once the report has been generated.

iii. After receiving the email, go to the Inbox. To access the Inbox, do one of the following:

– From the *Test Management Center* drop-down list, select **Retrieve Student Results**.

– Click **Inbox** on the banner.

Figure 45. Inbox: PDF Report of ISRs

iv. Locate the file in the Inbox and from the Status column, click the **Download** link next to the file. The file will be downloaded to your computer in a browser- and computer-specific manner.

v.   Locate the file on your computer and open the file to view or print.

Printing Reports from the Individual Student Report Page

Similar to the **Print** tool on the Student Listing Report page, the **Print** tool on the Individual Student Report page (see Figure 20 and Figure 21) opens a print pop-up window that allows you to generate a PDF file of the student's score report for the selected test opportunities. However, unlike the Student Listing Report page, you can access the file immediately without having to go to the Inbox.

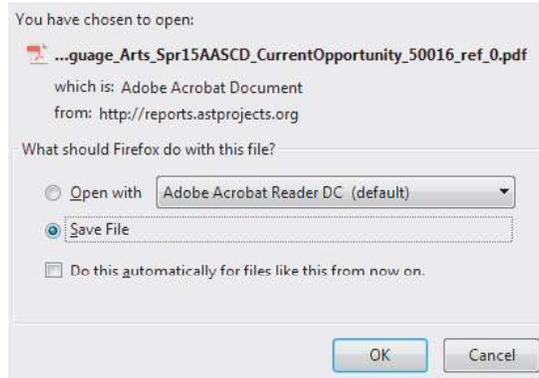*To print reports from the Individual Student Report page:*

1. From the banner, click **Print**. The print pop-up window appears (see Figure 46).

Figure 46. ISR Print Popup Window
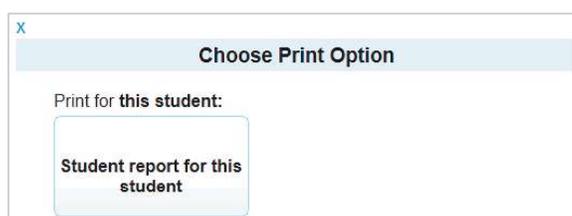
2. Click **Student report for this student**.

3. A browser-specific dialog box appears where you can specify whether to open or save the file.

4. View and print the report; see Figure 47 for a sample report.

Figure 47. Sample PDF of ISR