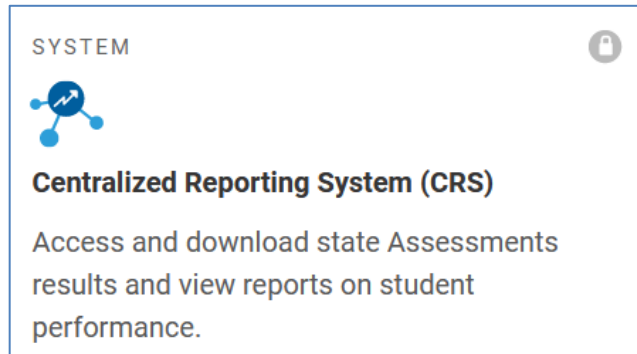


## Downloading Student Results Data Files – Quick Access

This document provides quick access instructions for downloading student results data files from the Centralized Reporting System (CRS). For a more detailed explanation of the various options and how different selections can be utilized, review the “Generate and Export Student Data Files” section of the [CRS User Guide](#). The file layouts that detail the fields in the data files are available on the test [portal](#).

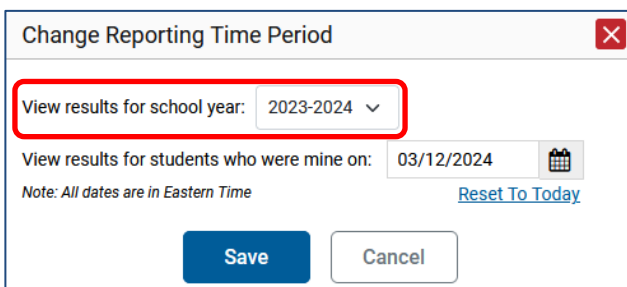
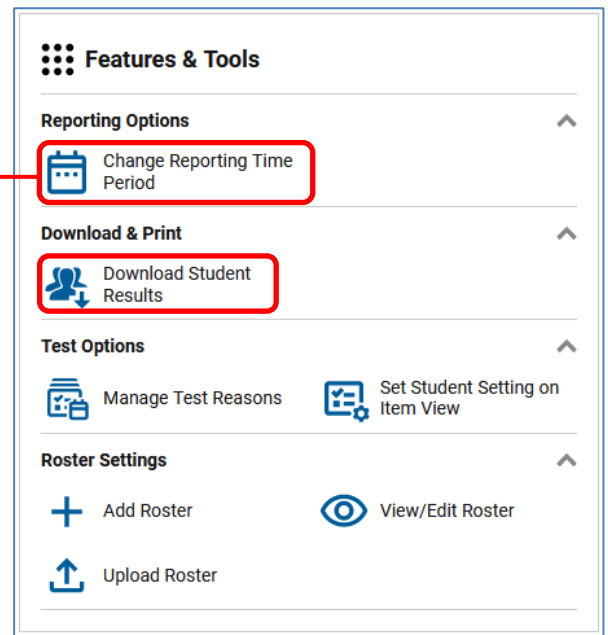
1. Select the Centralized Reporting System card on the Teachers and Test Administrators page of the OST test [portal](#).



The Centralized Reporting System (CRS) is the gateway to viewing student results.

2. After signing in, you will see the Dashboard Generator page. The **Download Student Results** button is in the **Features & Tools** menu on the right side of the page. This button will bring up the Students Results Generator.

**Option:** By default, CRS displays results for the current school year. If you need to access results for a prior school year, use the Change Reporting Time Period button. In the pop-up, select the year needed. Do not change the date.

3. In the Student Results Generator window, first make selections about the type of data to download.
- Report Type: Student Data File
  - Report Options: Check this box to generate a data file that only includes students who were associated with you when they tested (recommended).
  - Report Format: Excel (XLS), Comma Separate Values (CSV), or Fixed Width (TXT)
  - Output: Data File for Each Test or Single Combined Data File

Student Results Generator

Report Type

☐ Individual Student Report
☒ Student Data File

Report Options

☒ Include only those students who were mine when they tested.

Print Options

Report Format

☒ XLS
☐ CSV
☐ TXT

All selected assessments with state-defined layouts will generate using that layout. TXT Report Format will be fixed width.

Output

☒ Data File for Each Test
☐ Single Combined Data File

Sub-scores are not available in the combined data file when using the default CRS layout. Sub-scores are available when using the Ohio Student Results Data File layout.

4. Next make selections in the three accordion sections. For example, to generate a file of OST Spring 2024 results for all subjects and students, make the following selections:

×

1. Select Test Reasons

Select a test reason.

☐ 2022-2023
☐ 2023-2024
☐ 2023-2024 (AASCD)
☐ 2023-2024 (OELPS)
☐ Adult Tester Fall 2023
☐ Adult Tester Winter 2024
☐ Fall 2023 (OST)
☐ Post-Instruction
☐ Pre-Instruction
☐ Spring 2024 (Alt-OELPA)
☐ Spring 2024 (OELPA)
☒ Spring 2024 (OST)

+

×

2. Select Assessments

Select the assessments.

☒ All Subjects
☒ ELA
☒ Mathematics
☒ Science
☒ Social Studies

+

+

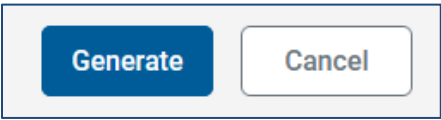
×

3. Select Students

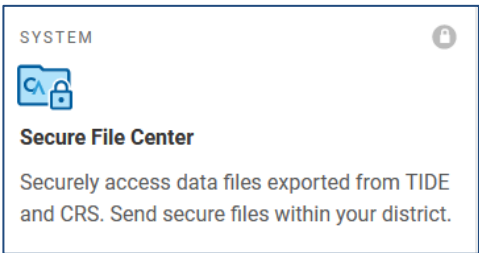
Select the students.

☒ All Students
☒ DEMO School
☒ ODE Demo School1

5. Click the **Generate** button in the lower left of the window. Once the file is generated, you will receive an email that your file is ready.



6. The file will be available in your Secure File Center, which can be accessed via the banner in CRS or by clicking on the Secure File Center card on the test [portal](#).



7. Click on the file name from within the Secure File Center to retrieve the file. The [CRS User Guide](#) has more information in the Appendix on working with the Secure File Center.

