**Try these steps to see a spreadsheet style chart showing all your students and all their category scores at once (including the writing scores)**

1. Go to **sageportal.org** > click **“TEACHERS”**



2. Select the Online Reporting System (ORS)

3. Login

4. Select **“Score Reports”** - Your overall scores (percentages) should load

5. Click on a cell that contains “% of Students Proficient”

6. Click on the teacher name and then:

 -Select “**View Reporting Categories**”

7. Click on cell that contains Teacher name

-Select “**View Student**”

8. Click on any student’s name cell with a magnifying glass

 -Select “**View Reporting Categories”**

(Disclaimer: These exact steps have worked for some teachers, but sometimes it doesn’t work – it is strangely inconsistent. If you complete steps 1-8 and the full class list with multiple categories in spreadsheet style does not appear, repeat step 7-8)