DRC INSIGHT Portal User Guide

NEBRASKA

2019–2020 Nebraska Student-Centered Assessment System

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What's Covered in this Guide

This user guide discusses the DRC INSIGHT Portal (Portal), formerly known as eDIRECT. The Portal is the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary users of the Portal are District Assessment Contacts (DACs), School Test Coordinators (STCs), District Technology Coordinators (DTCs), and Test Administrators (TAs). The primary audience for this guide is both Portal end users and Portal administrators.

This guide is divided into the following sections.

Working with the Portal

Describes how to access and log on to the Portal, as well as some of its more common menu functions and options for end users.

General Information Menu

Covers tasks that users can perform in the Portal, including resetting their passwords and recovering forgotten userIDs and passwords, and downloading information and software.

User Management Menu

Covers administrative tasks that DACs can perform using the Portal, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.

Student Management Menu

Describes the options that DACs and STCs have for editing student information and test sessions, and uploading student information.

Test Management Menu

Describes the options that DACs and STCs have for working with test sessions and test tickets.

Report Delivery Menu

Briefly discusses the reports and online testing statistics that are available through the Portal.

The Portal Permissions Matrix

For online testing, the Portal categorizes people into various roles and levels—District, School, Test Administrator, and District Technology Coordinator. Within the Portal, each role level is assigned a set of testing functions called permissions to allow the people at that level to handle the testing responsibilities associated with the role.

The table on the following page lists the current Portal permissions, the path in the Portal to where the function the permission allows is located, the permission's name in the Portal, and the roles currently assigned the

Location in the Portal	Permission Name in the Portal	District	School	TA*	DTC**
		All within district	All within school	All within school	All within district
General Information–Documents–View	Documents–View	**Yes**	**Yes**	**Yes**	**Yes**
User Management–User Administration	Administrator	**Yes**			
User Management–User Administration	Administrator-Mass Assign Role	**Yes**			
General Information–Downloads	Online Testing-Secured Resources	**Yes**			**Yes**
Device Toolkit	Device Toolkit	**Yes**			**Yes**
Test Management	Test Management–Primary Window①	**Yes**	**Yes**		
Student Management–Manage Students–Search/View	Students–Search/View②	**Yes**	**Yes**		
Student Management–Manage Students–Add/Edit	Students–Add/Edit	**Yes**	**Yes**		
Student Management–Manage Students–Download Students	Students–Download Students	**Yes**	**Yes**		
Student Management–Manage Students–Upload Multiple Students	Students–Upload	**Yes**	**Yes**		
Test Management–Manage Test Sessions–Test Sessions	Test Session–Search/View③	**Yes**	**Yes**		
Test Management–Manage Test Sessions–Add/Edit	Test Session–Add/Edit	**Yes**	**Yes**		
Test Management–Manage Test Sessions–Status Summary	Test Session–Status Summary	**Yes**	**Yes**		
Test Management–Manage Test Sessions–Edit/Print Ticket Status Print	Test Tickets–View/Print	**Yes**	**Yes**		
Report Delivery–Status Reports	Status Reports-District Reports	**Yes**			
Report Delivery–Online Testing Statistics	Online Testing Statistics	**Yes**			
Report Delivery–View Reports	Reports–View–District Files	**Yes**			
Report Delivery—View Reports	Reports–View School Files	**Yes**	**Yes**		
Report Delivery—View Reports	View Reports–Download–District/School	**Yes**	**Yes**		

*Test Administrator **District Technology Coordinator

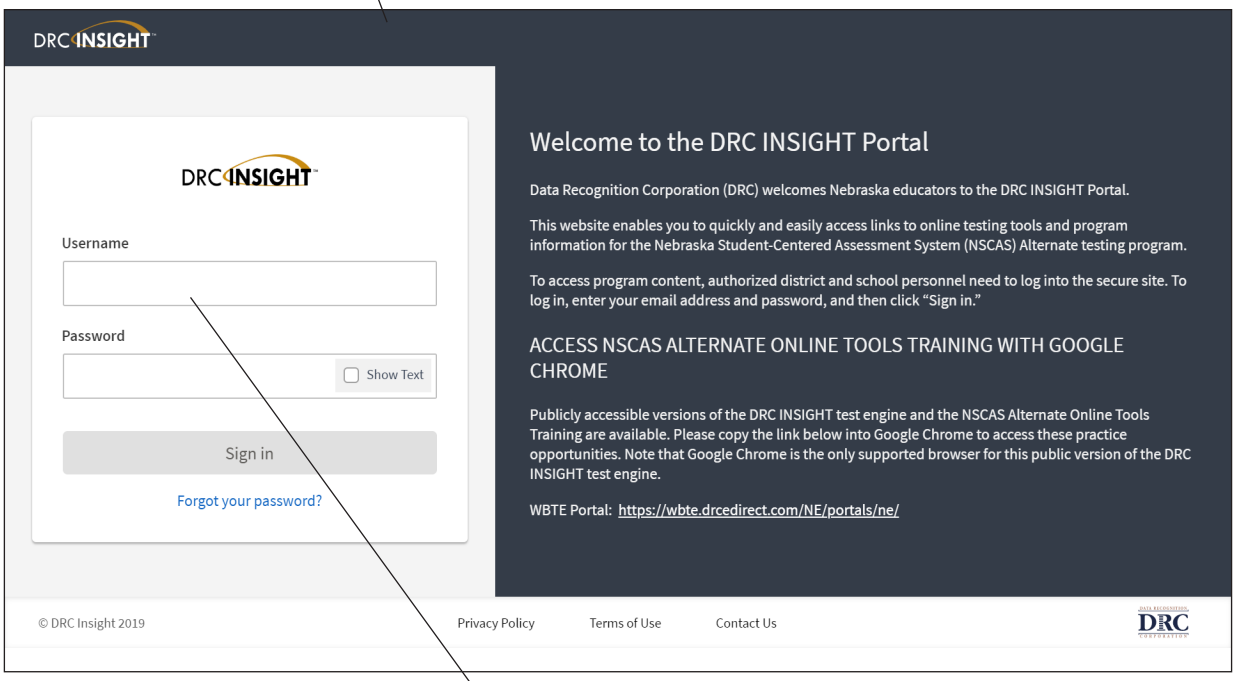
① You must have this permission to use any other Test Setup permissions.
②You must have this permission to use any other Students permissions.
③You must have this permission to use any other Test Sessions permissions.

Working with the Portal

Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal page.

1. Enter the URL **https://ne.drcedirect.com** in a supported browser. The Welcome to the DRC INSIGHT Portal page displays.

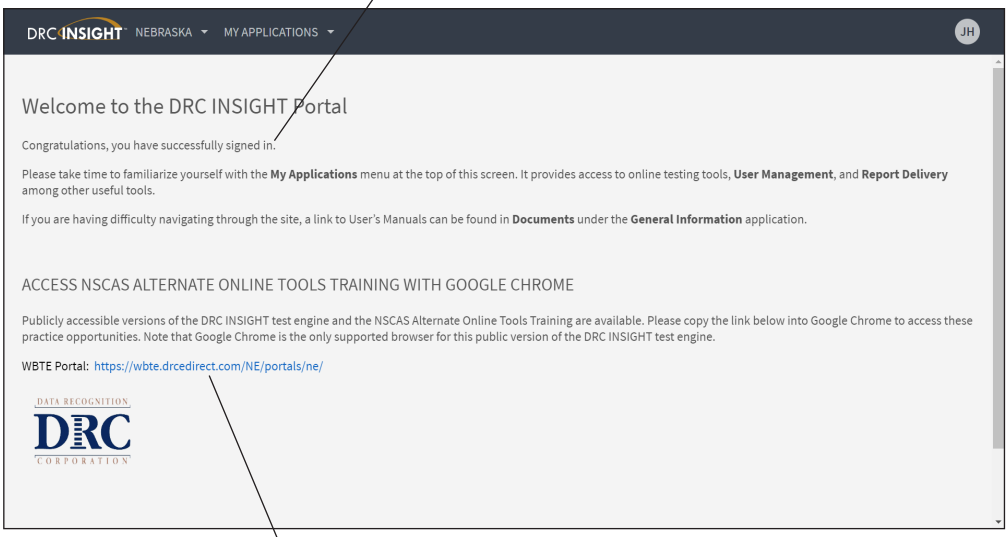


2. Enter your username and password then click **Sign in**.

Click **Forgot your password** to receive an email with instructions on how to reset your password.

Accessing the Portal (cont.)

After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears indicating a successful sign in.



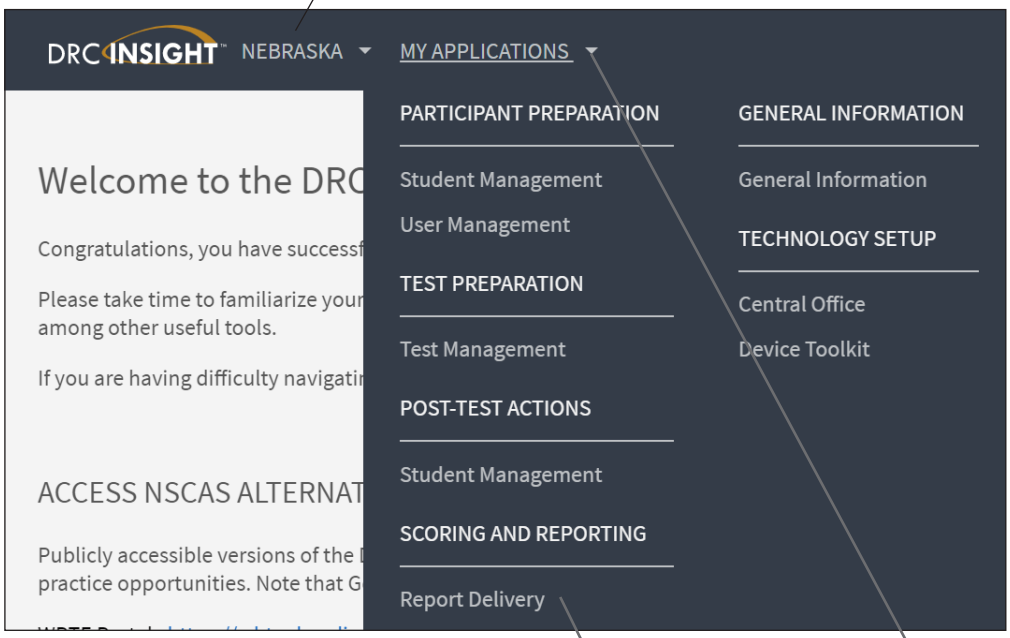
Within the ACCESS NSCAS ONLINE TOOLS TRAINING WITH GOOGLE CHROME section of the Welcome to the DRC INSIGHT Portal page, you can copy the link into a Chrome browser to access Online Tools Training (OTT), tutorials, and practice tests.

Note: You do not need to be logged in to the Portal to try these items.

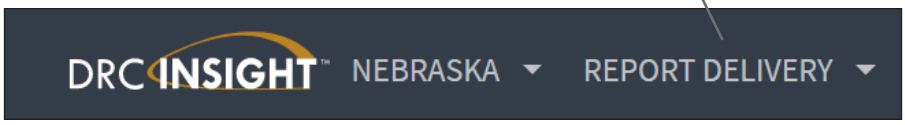
Accessing the Portal (cont.)

After a successful log in, the Welcome to the DRC INSIGHT Portal page displays a menu of options for navigating the site.

The Product menu displays the active DRC product.

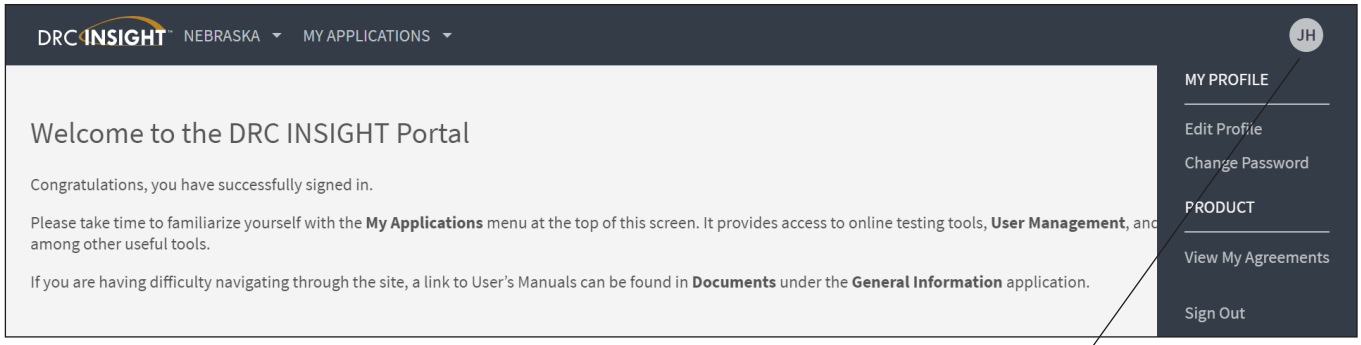


The Application menu displays the Portal options you have permission to use. Initially, the menu displays **My Applications**. As shown below, when you select a menu option, the Application menu displays the name of the selected option.

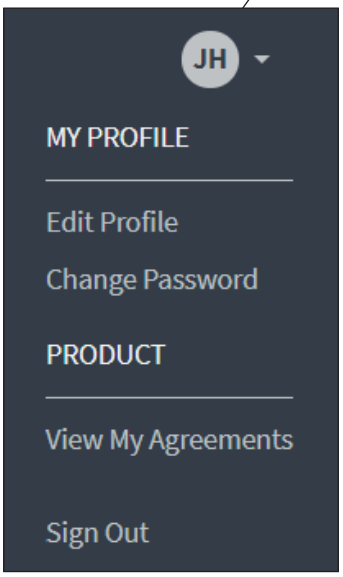


Managing Your Account

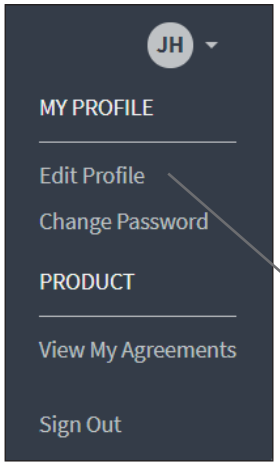
This topic describes how to change your name, email address, or password for the Portal.



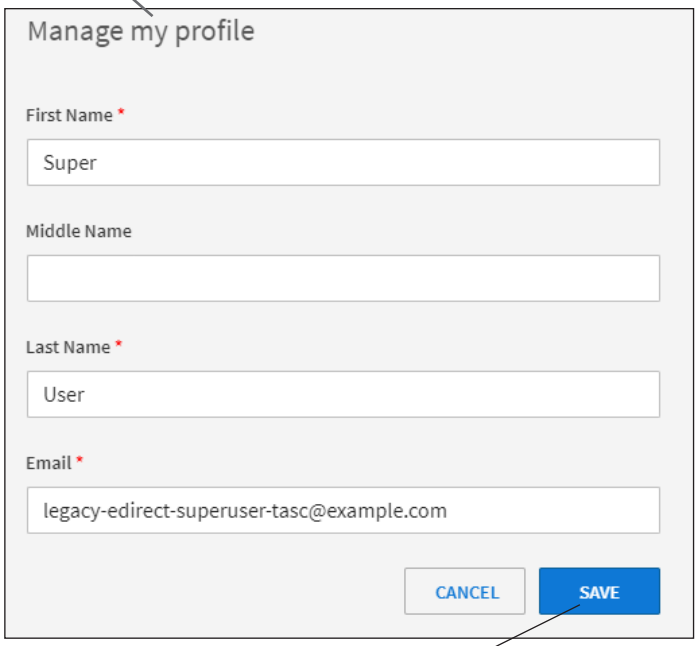
1. To manage your account, sign in to the Portal and click your initials (based on your first and last name in Portal) in the right-hand corner of any page to display a menu of options.



Managing Your Account—Changing Your Name or Email Address



1. Select **Edit Profile** to change your name or email address within the Portal.



2. On the Manage my profile page, you can enter a new first, middle, or last name.

If you enter a new email address, remember that the email address you enter is also your Portal username.

Click **Save**.

Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only).

1. Select **Change Password** to change your Portal password. The password must meet the following conditions:

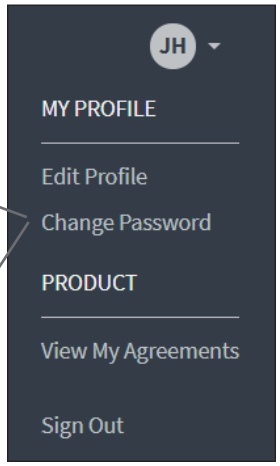
- The password must contain at least eight characters, including:

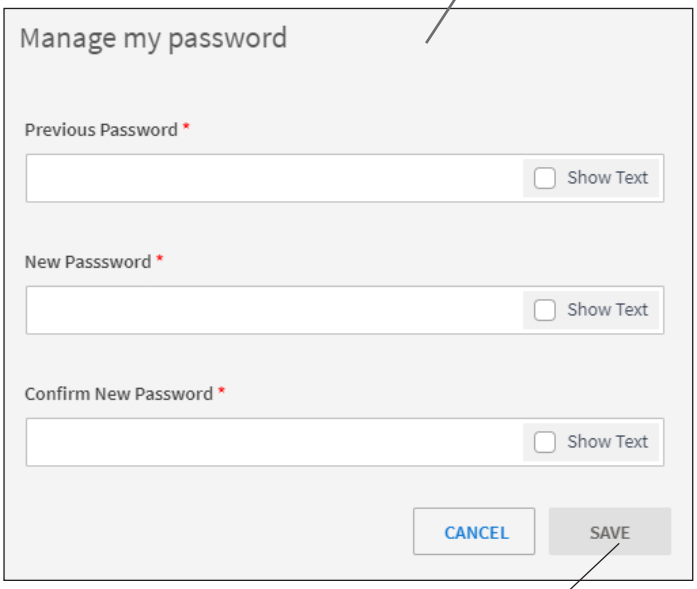
  - At least one numeric character

  - At least one lowercase character and at least one uppercase character

  - At least one of the following special characters: !@#$%^&*

- The password cannot contain your username, first name, middle, or last name.

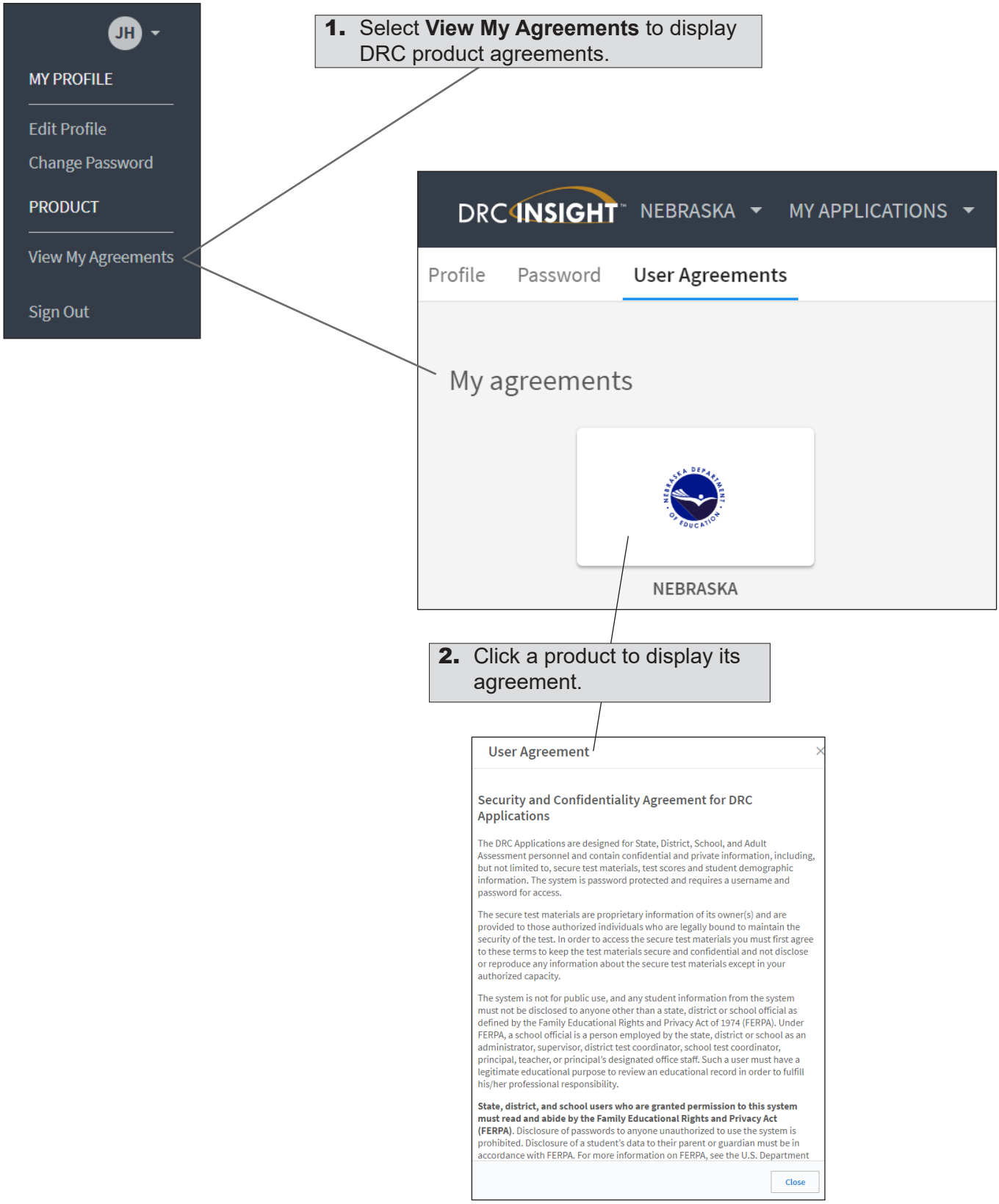




2. Enter your current password in the Previous Password field, your new password in the New Password and Confirm New Password fields, then click **Save.**

Managing Your Account—Displaying Your Agreements

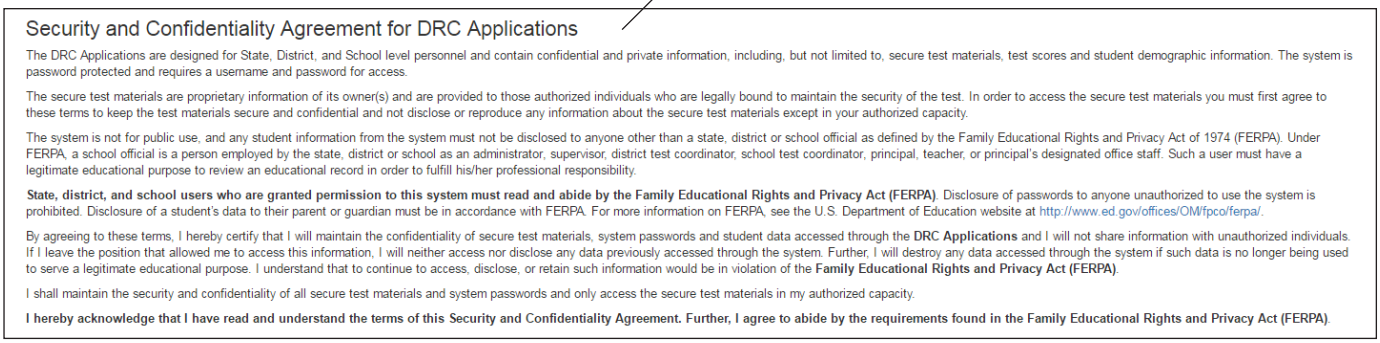
This topic describes how to display the agreements for your DRC products.



Displaying the Security Agreement

You can click the **Security and Confidentiality Agreement** link at the bottom of any Portal page to display the Security and Confidentiality Agreement for DRC Applications. The first time you access the Portal, you must agree to the terms of the agreement to continue using the Portal.

Click **Security and Confidentiality Agreement** to display the Security and Confidentiality Agreement for DRC Applications.



Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at http://www.ed.gov/offices/OM/fpco/ferpa/.

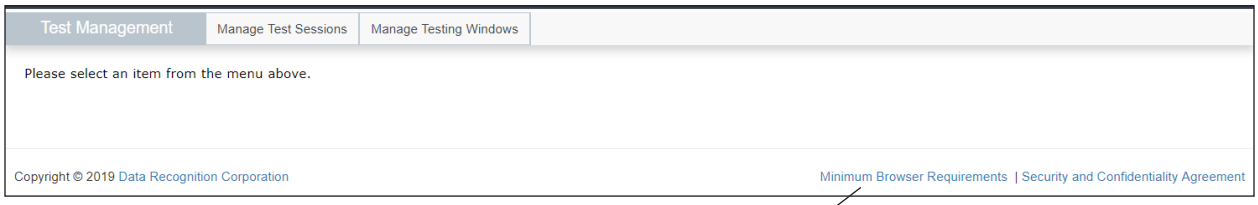
By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the **DRC Applications** and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).

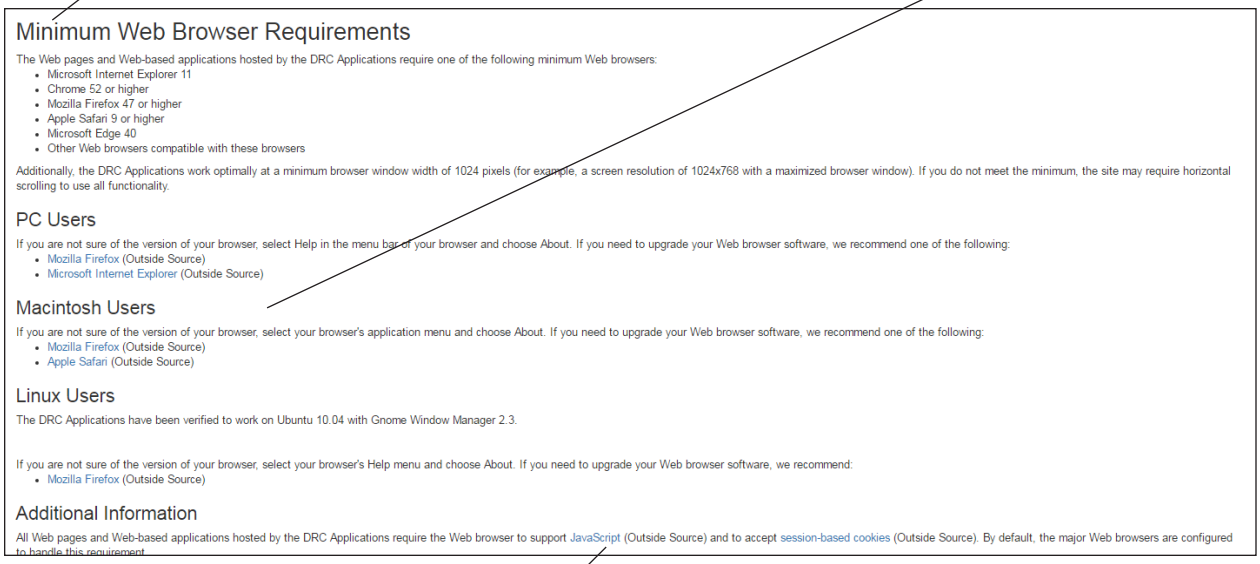
Displaying the Minimum Browser Requirements

You can click the **Minimum Browser Requirements** link at the bottom of any page to display the Minimum Web Browser Requirements page listing browser requirements, with links to browser pages and additional information. This page details Portal web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.



When you click the **Minimum Browser Requirements** link at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified to use with the Portal.

The page contains links to web browser home pages, organized by operating system that you can use to learn about and download different web browsers.



Minimum Web Browser Requirements

The Web pages and Web-based applications hosted by the DRC Applications require one of the following minimum Web browsers:

- Microsoft Internet Explorer 11
- Chrome 52 or higher
- Mozilla Firefox 47 or higher
- Apple Safari 9 or higher
- Microsoft Edge 40
- Other Web browsers compatible with these browsers

Additionally, the DRC Applications work optimally at a minimum browser window width of 1024 pixels (for example, a screen resolution of 1024x768 with a maximized browser window). If you do not meet the minimum, the site may require horizontal scrolling to use all functionality.

PC Users

If you are not sure of the version of your browser, select Help in the menu bar of your browser and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- Mozilla Firefox (Outside Source)
- Microsoft Internet Explorer (Outside Source)

Macintosh Users

If you are not sure of the version of your browser, select your browser's application menu and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- Mozilla Firefox (Outside Source)
- Apple Safari (Outside Source)

Linux Users

The DRC Applications have been verified to work on Ubuntu 10.04 with Gnome Window Manager 2.3.

If you are not sure of the version of your browser, select your browser's Help menu and choose About. If you need to upgrade your Web browser software, we recommend:

- Mozilla Firefox (Outside Source)

Additional Information

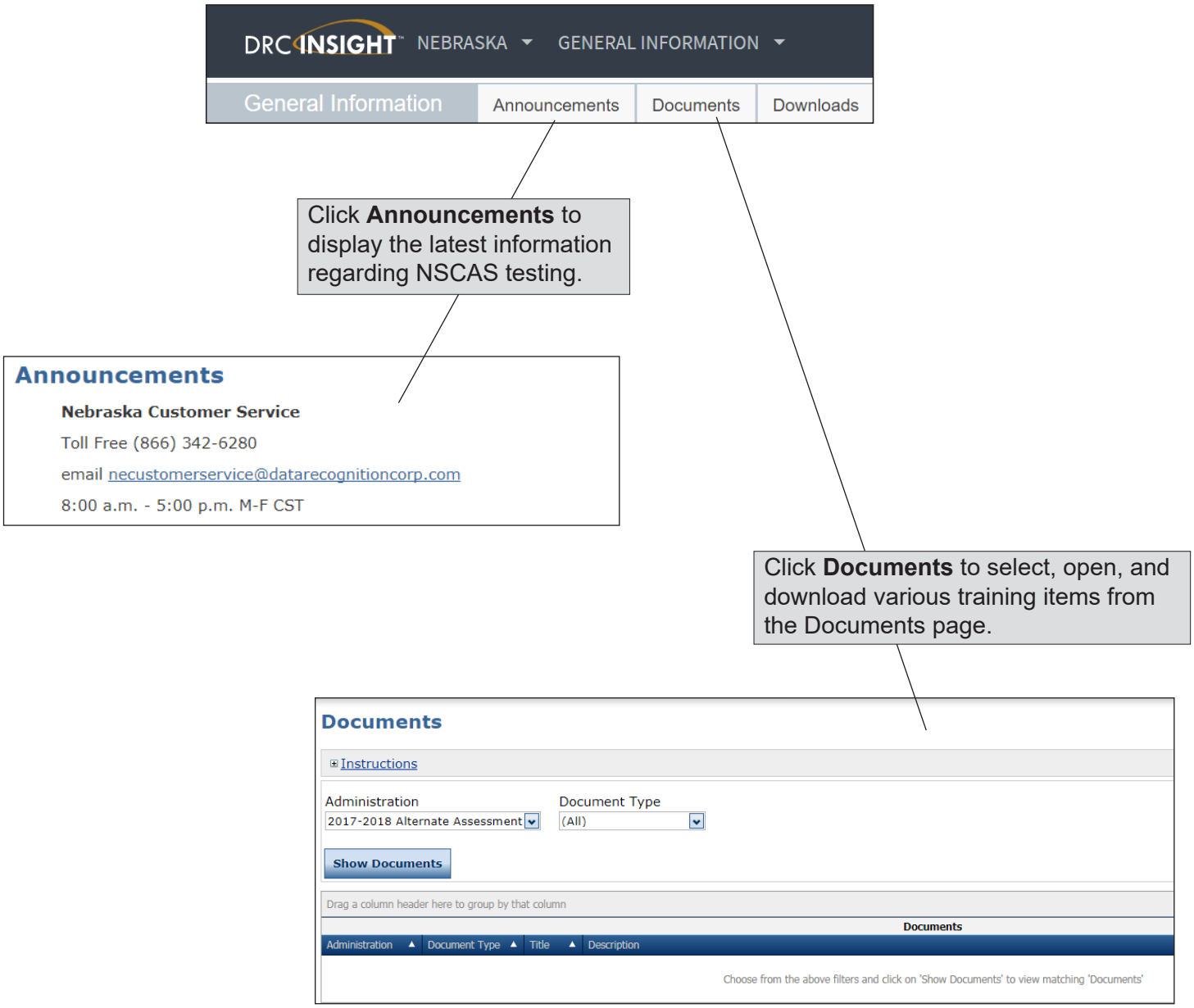
All Web pages and Web-based applications hosted by the DRC Applications require the Web browser to support JavaScript (Outside Source) and to accept session-based cookies (Outside Source). By default, the major Web browsers are configured to handle this requirement.

The Additional Information section contains links to descriptions of other items such as JavaScript and session-based cookies that are required for browsers to use the Portal.

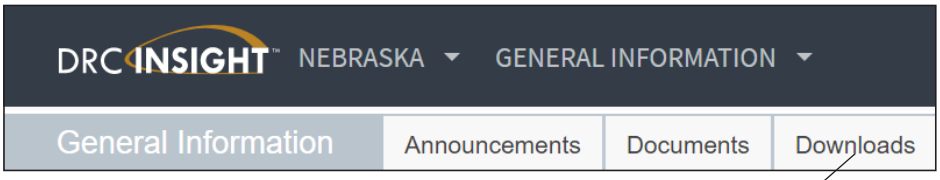
General Information Menu

Introduction

When you open the My Applications menu and click General Information, three options are available: Announcements, Documents, and Downloads.



Introduction (cont.)



Click **Downloads** to display the DRC INSIGHT System Requirements, and to access the installers for Central Office Services (COS) and DRC INSIGHT for various operating systems, as well as the Capacity Estimator.

Use the buttons at the bottom of the screen to display Supported System Requirements and to test the monitor of a testing device to ensure it's ready for online testing.

Downloads

Instructions

Software Downloads

Testing Software Downloads

Title	Platform	Operating Systems	Version	Action
DRC INSIGHT iPad	Apple iOS	iOS 12.4, iOS 12.3, iOS 12.2, iOS 12.1, iOS 12.0	10.2.0	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
Online Assessments ID + Online Assessments Application URL	Chromebook	Chrome OS recent stable channel	10.0.0	
Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'Systems Requirements' for list of supported Chrome touch devices.				
DRC INSIGHT Mac Installer	Mac OS	macOS Sierra 10.12, macOS High Sierra 10.13, macOS Mojave 10.14	10.2.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Windows Installer	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016, Windows Server 2019	10.2.0	
Use the installer above to download the DRC INSIGHT test engine. Note: See 'Systems Requirements' for list of supported Windows touch devices.				
DRC INSIGHT Windows S mode	Windows	Windows 10 S mode	10.2.0	
The DRC INSIGHT app is now available from the Microsoft Store. Search for DRC INSIGHT.				
Central Office Services (COS) Installer	Mac OS	macOS Sierra 10.12, macOS High Sierra 10.13, macOS Mojave 10.14 , Mac Server Software is not supported	3.1	
Use the installer above to download the Central Office Services (COS), which includes Content Management and Content Hosting.				
Central Office Services (COS) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016, Windows Server 2019	3.1	
Use the installer above to download the Central Office Services (COS), which includes Content Management and Content Hosting.				
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later	4.0.2	
Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the number of students testing, as well as network capacity and utilization.				

View System Requirements Monitor Setting Verification

User Management Menu

Introduction

This section of the user guide discusses the various user administration tasks you can perform from the User Management option of the My Applications menu.

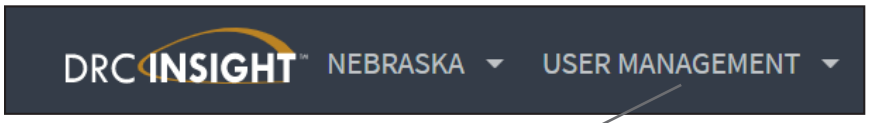
- Edit permissions for one or more users
- Assign a user to an administration
- Reset a user's password

  Important: If you are unable to change a user's username, email, or name, please contact DRC Customer Service at 1-866-342-6280 or email at necustomerservice@datarecognitioncorp.com.

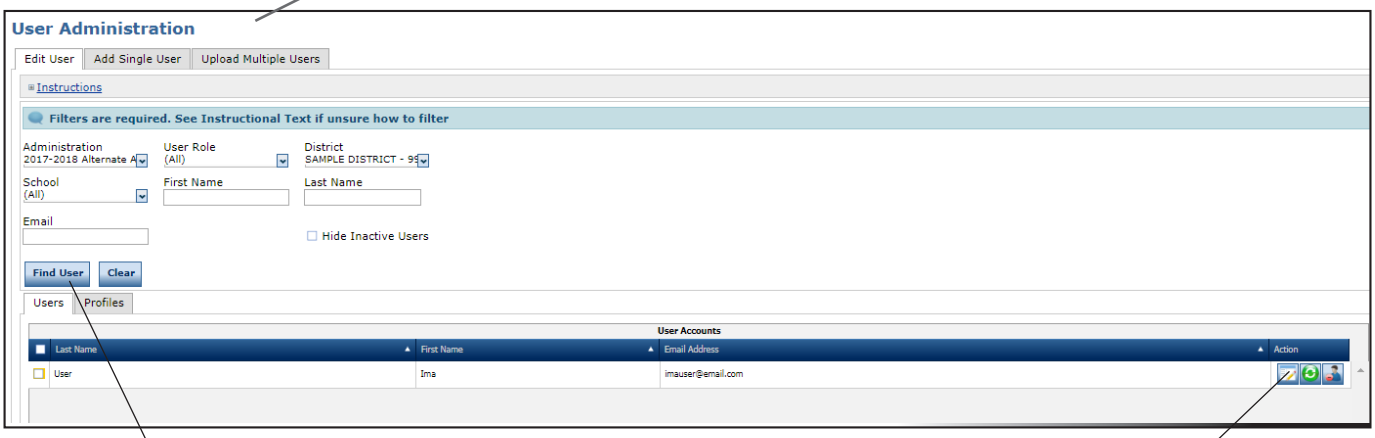
- Inactivate a user
- Activate a user
- Add a single user to the Portal
- Upload multiple users to the Portal

Adding Permissions for a Single User

From the **Edit User** tab, you can add permissions to a user's account.

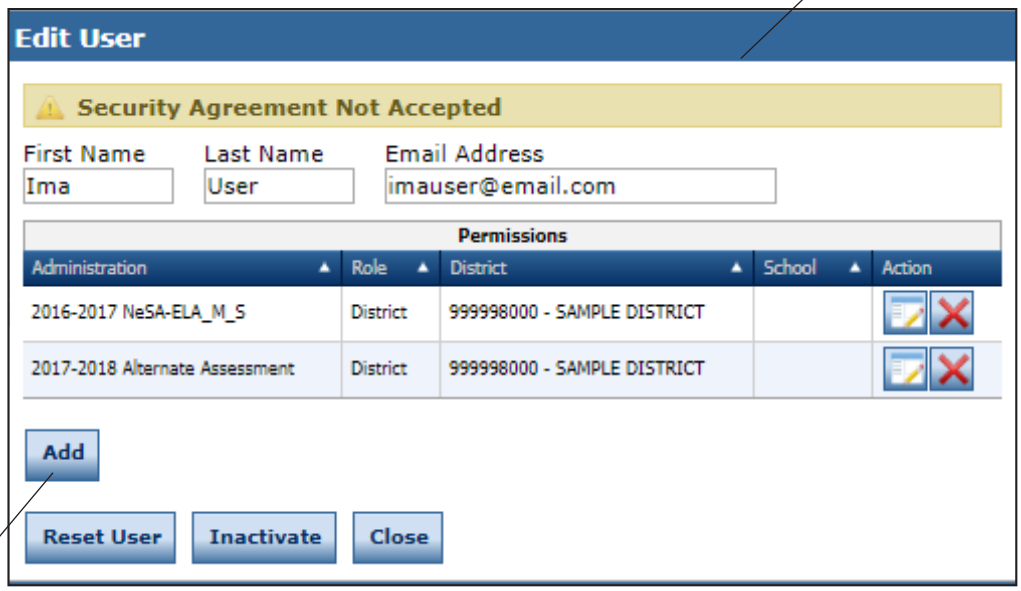


1. Open the My Applications menu and click **User Management** to display the User Administration page.



2. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user and click **Find User**.

3. In the Action column click the **View/Edit** icon ( ) to display the Edit User dialog box.

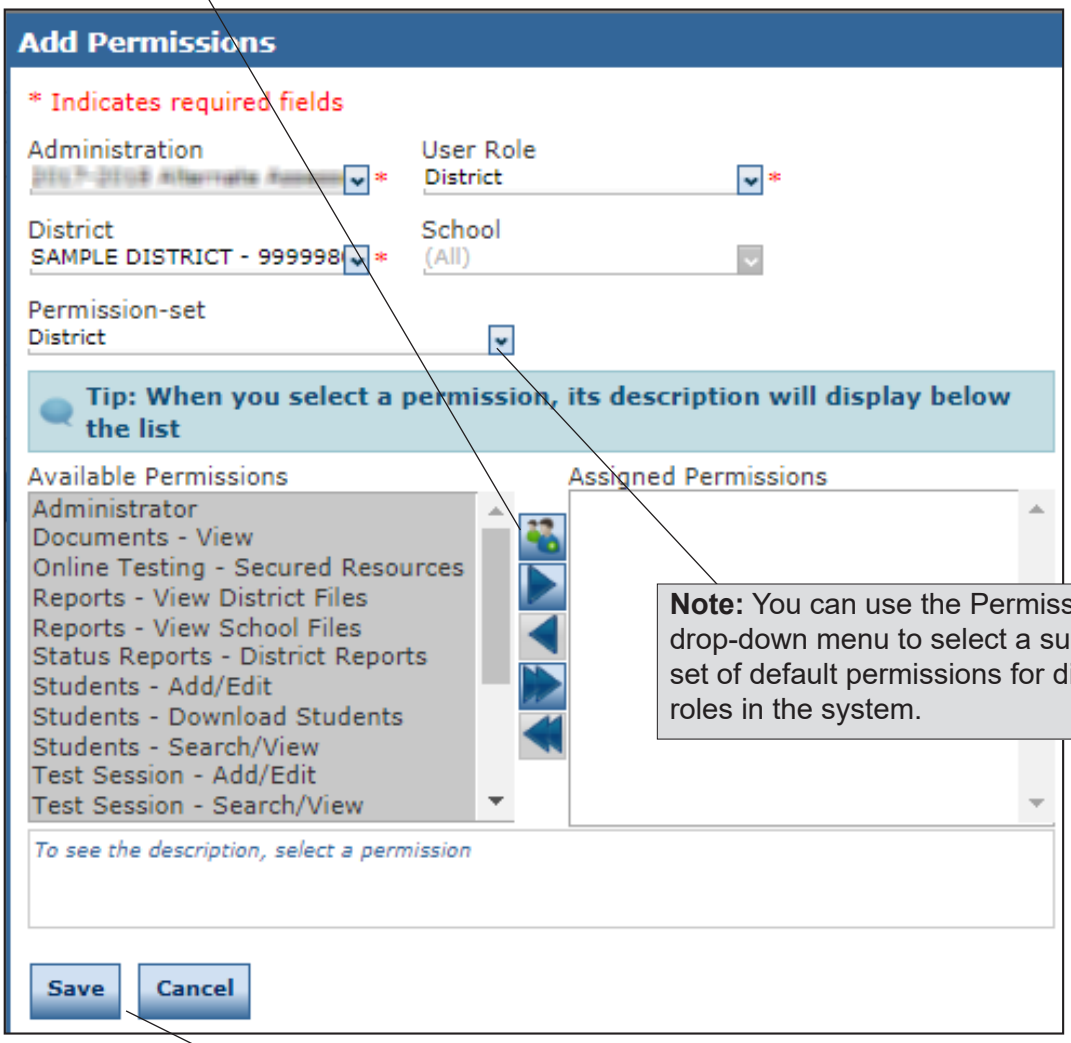


4. Click **Add** to display the Add Permissions Screen.

Adding Permissions for a Single User (cont.)

5. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user. Use the **Add Selected** arrow ( ) to add the permissions, and click **Save**.

- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
- To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
- Use the **Add All** arrow ( ) to add all permissions.
- Click the **Clone from Another User** icon ( ) to copy another user's set of permissions.



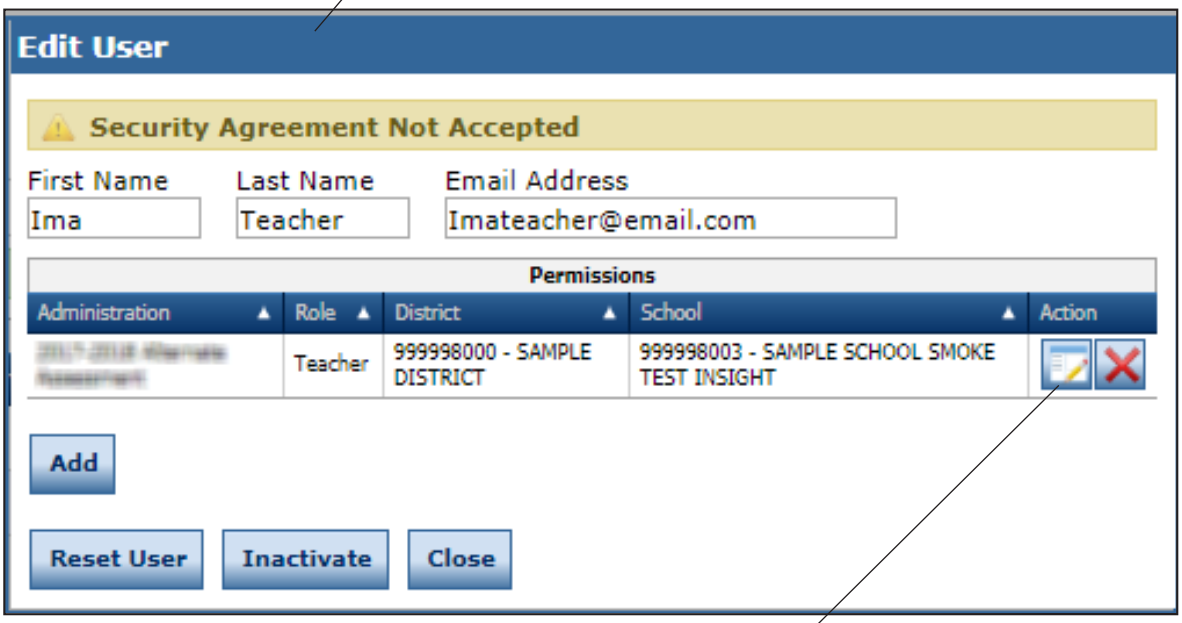
Note: You can use the Permission set drop-down menu to select a suggested set of default permissions for different roles in the system.

6. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Editing a Single User's Permissions

From the **Edit User** tab, you can add or remove permissions for any user in the system.

1. To edit a user's permissions, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**. In the Action column click the **View/Edit** icon ( ). The user displays in the Edit User window.

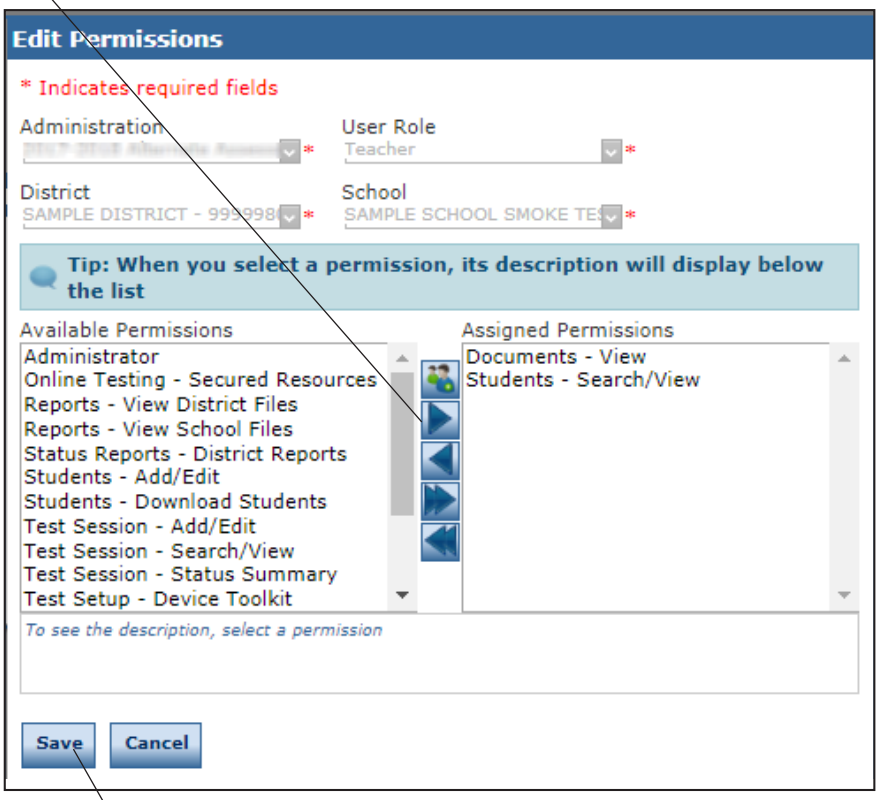


2. Click the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon ( ).

Editing a Single User's Permissions (cont.)

3. When the Edit Permissions dialog box displays, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected** ( ) or **Remove Selected** ( ) arrows to change the permissions, and click **Save**.

- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
- To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
- Use the **Add All** ( ) and **Remove All** ( ) arrows to add or remove all permissions.
- Click the **Clone from Another User** icon ( ) to copy another user's set of permissions.



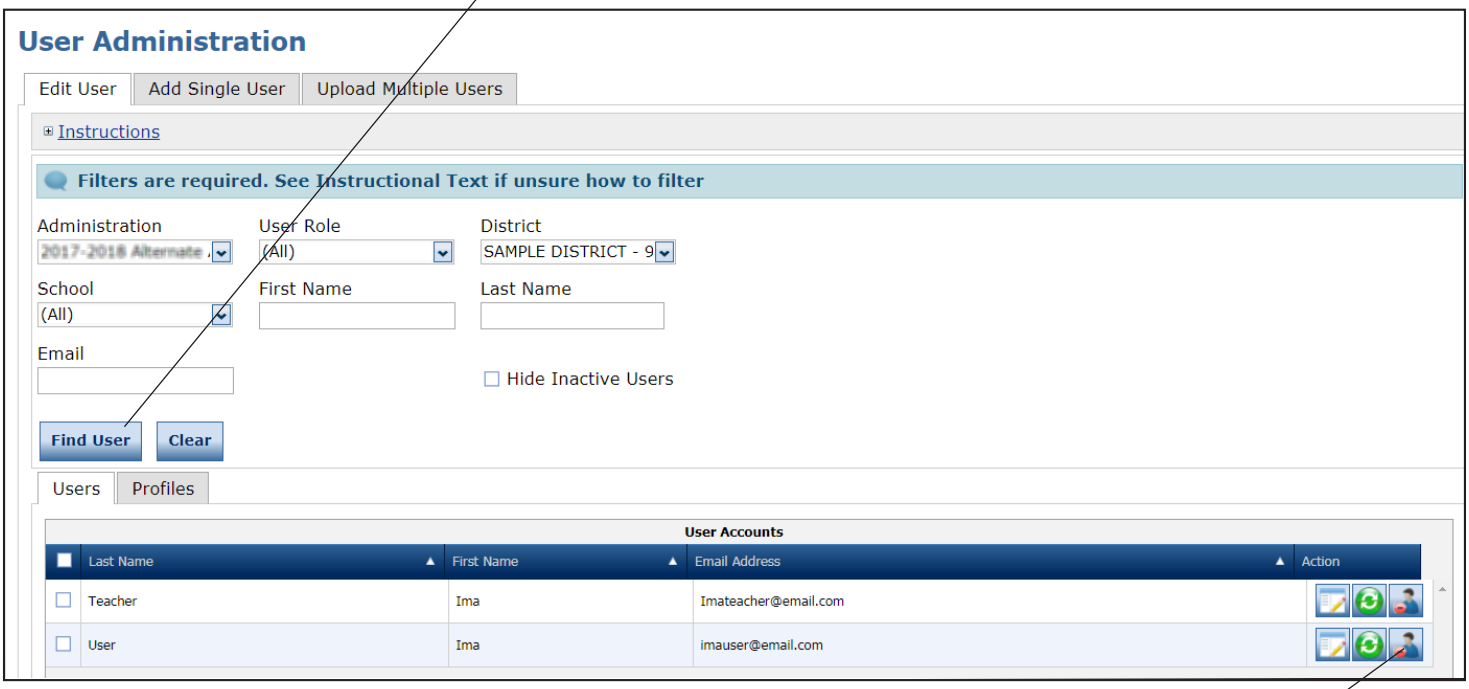
4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Inactivating a User

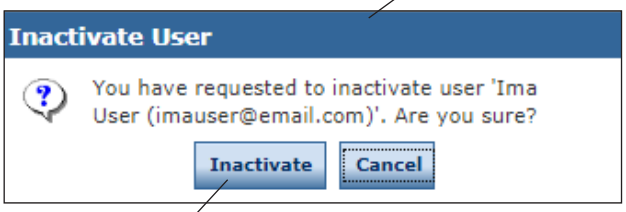
You can inactivate Portal users that are currently active. When a user is inactivated, the user is unable to access the Portal (to reactivate a user, see "Activating a User" on page 27).

Note: When a user is inactivated, the user *does not* receive an email.

1. To inactivate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.



2. In the Action column, click the **Inactivate** icon ( ) for the user you want to make inactive.



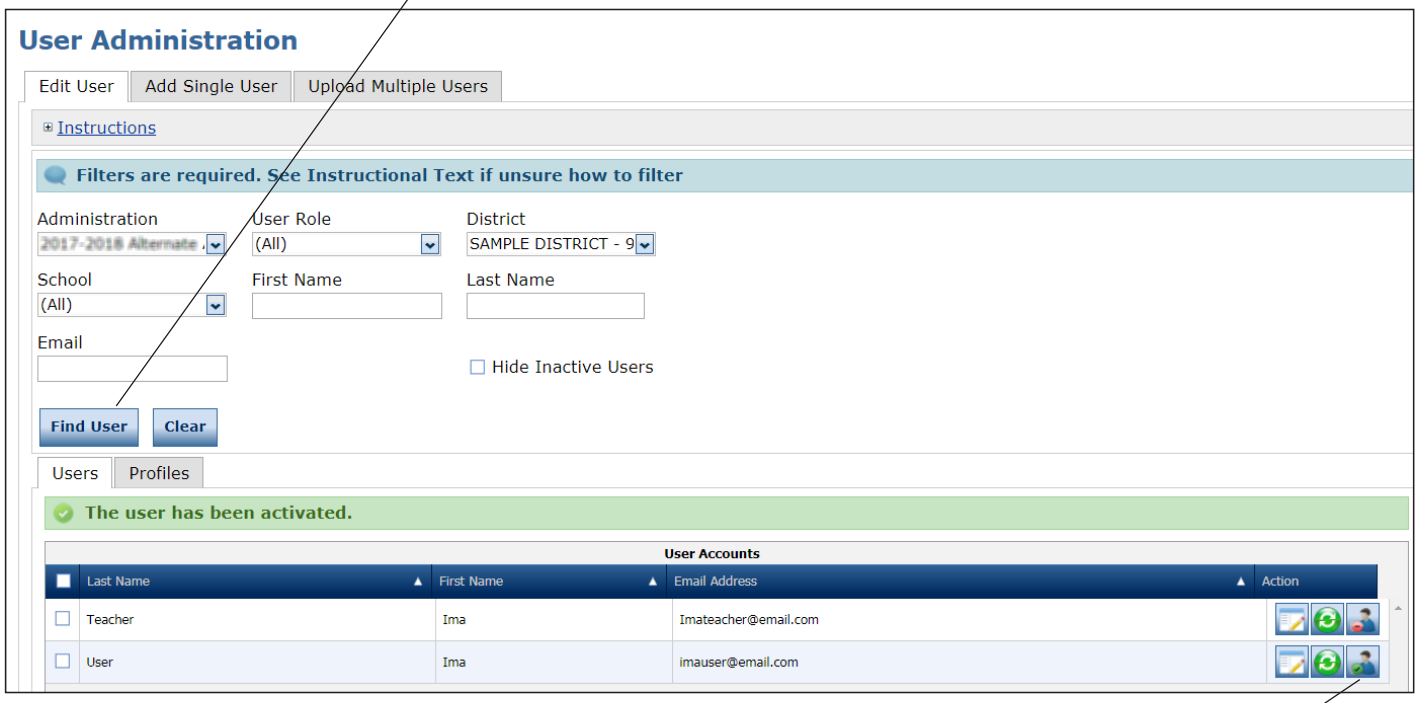
3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

Activating a User

You can activate a Portal user that is currently inactive so the user can access the Portal again (to inactivate a user, see "Inactivating a User" on page 26). When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

Note: Users are activated automatically when they first log in to the Portal. Only users that were previously inactivated need to be activated manually.

1. To activate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.



2. In the Action column, click the **Activate** icon ( ) for the user you want to make active. When the user is activated, the following message displays: **The user has been activated**.

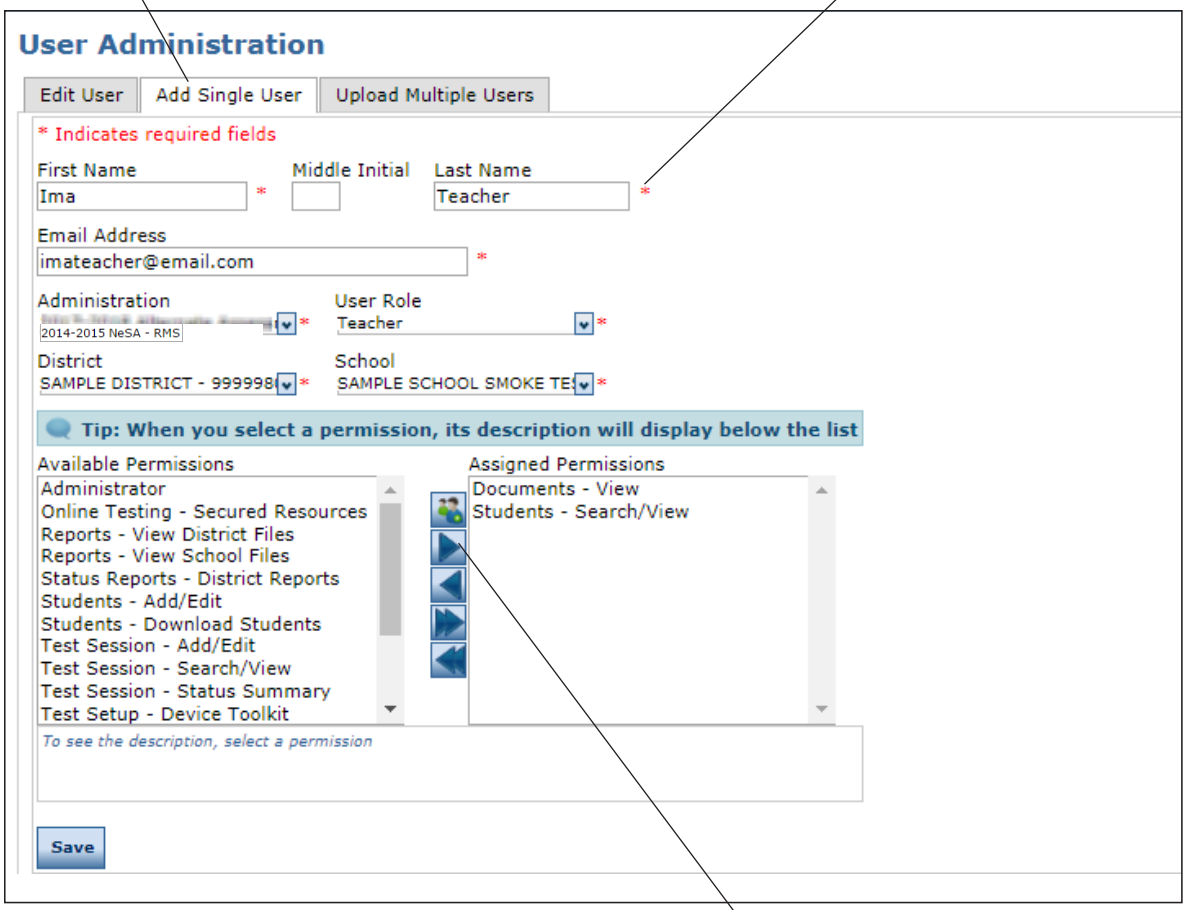
Adding a User

When you add a user, specify the permissions the user will have. Refer to the Portal Permissions Matrix" on page 5 for permissions assignments by role.

1. To add a user, from the Manage Users menu select the **User Administration** option and click on the **Add Single User** tab.

2. Fill out the required fields and required options from the drop-down menus.

Note: A required field or menu option has a red asterisk (*) next to it.



3. Select a permission from the Available Permissions list and click the **Add Selected** icon (▶) to assign the permission to the user ("Editing a Single User's Permissions" on page 24).

Note: A description of the permission selected displays beneath the list of permissions.

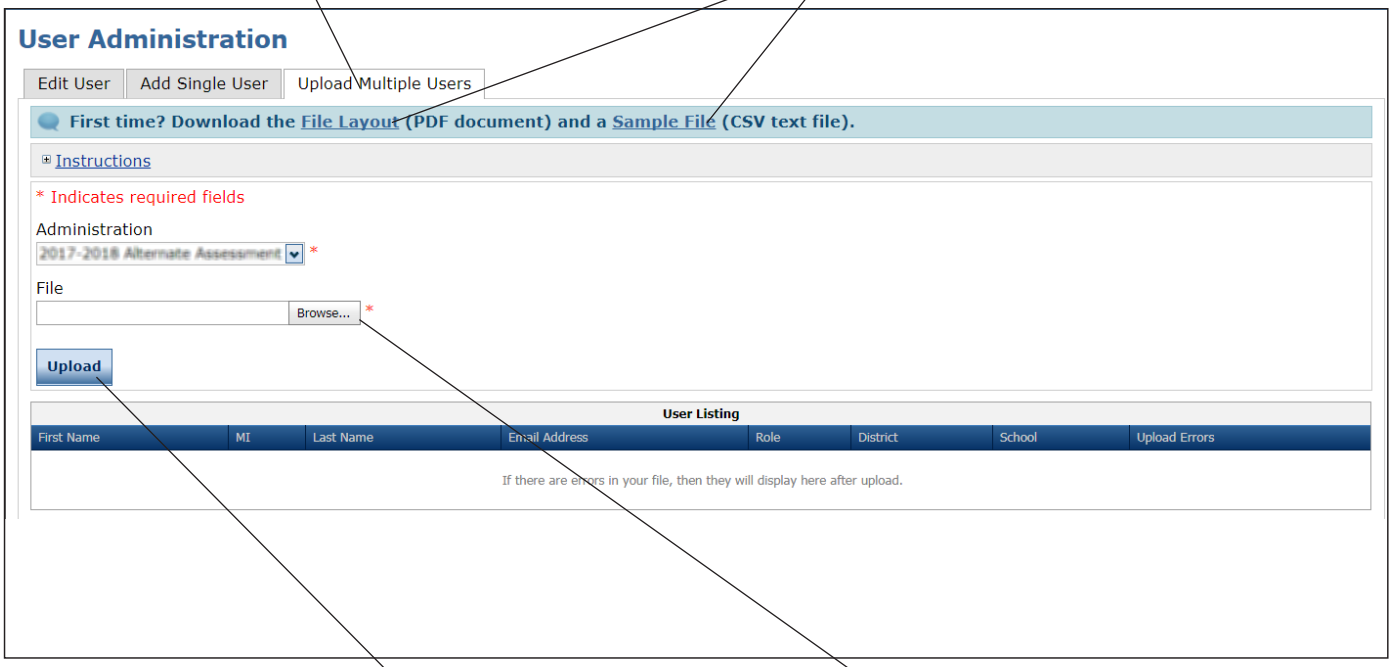
Click **Save** when you are finished assigning permissions.

Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements. For help, or more information about this process, click the **File Layout** and **Sample File** links at the top of the Upload Multiple Users tab.

1. To create and upload a users file, select **User Administration** from the Manage Users menu to display the User Administration page and select the **Upload Multiple Users** tab.

2. For help with or more information about the upload process, click the **File Layout** and **Sample File** links in the light blue bar at the top of the Upload Multiple Users tab.



3. Select the appropriate test administration and click **Browse...** to select the file to upload.

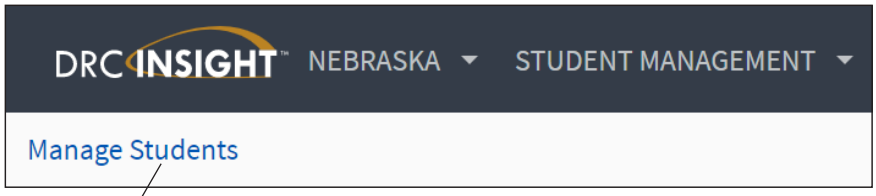
4. Click **Upload** when you are ready.

Note: If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat Steps 3 and 4.

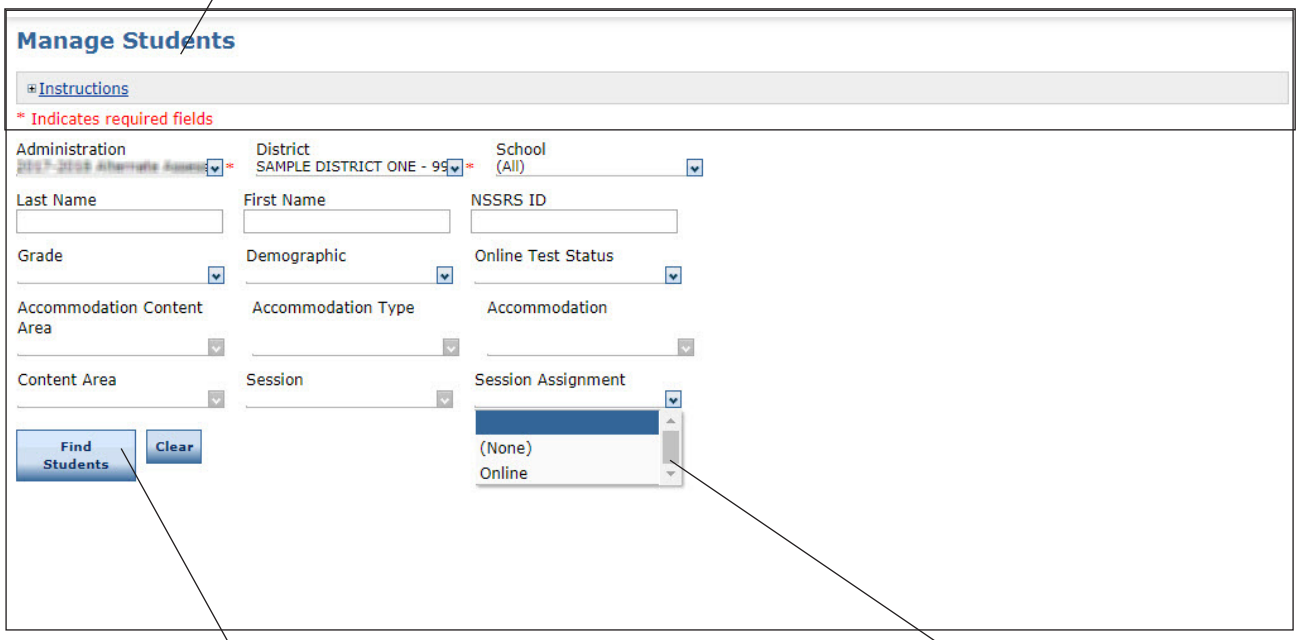
Student Management Menu

Introduction

From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions for which a student is currently enrolled, view the status of the session, and upload student records.



1. To display the Manage Students page, open the My Applications menu, click **Student Management**, then click **Manage Students**.



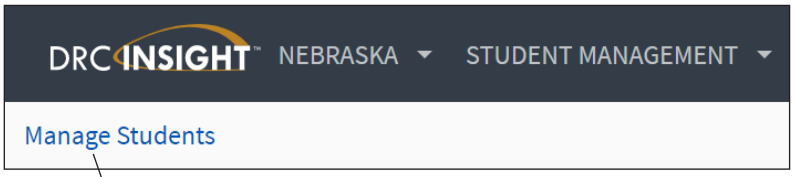
3. To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

2. To filter the display based on whether students have been assigned to a test session, use the Session Assignment drop-down menu. You can select one of the following values:

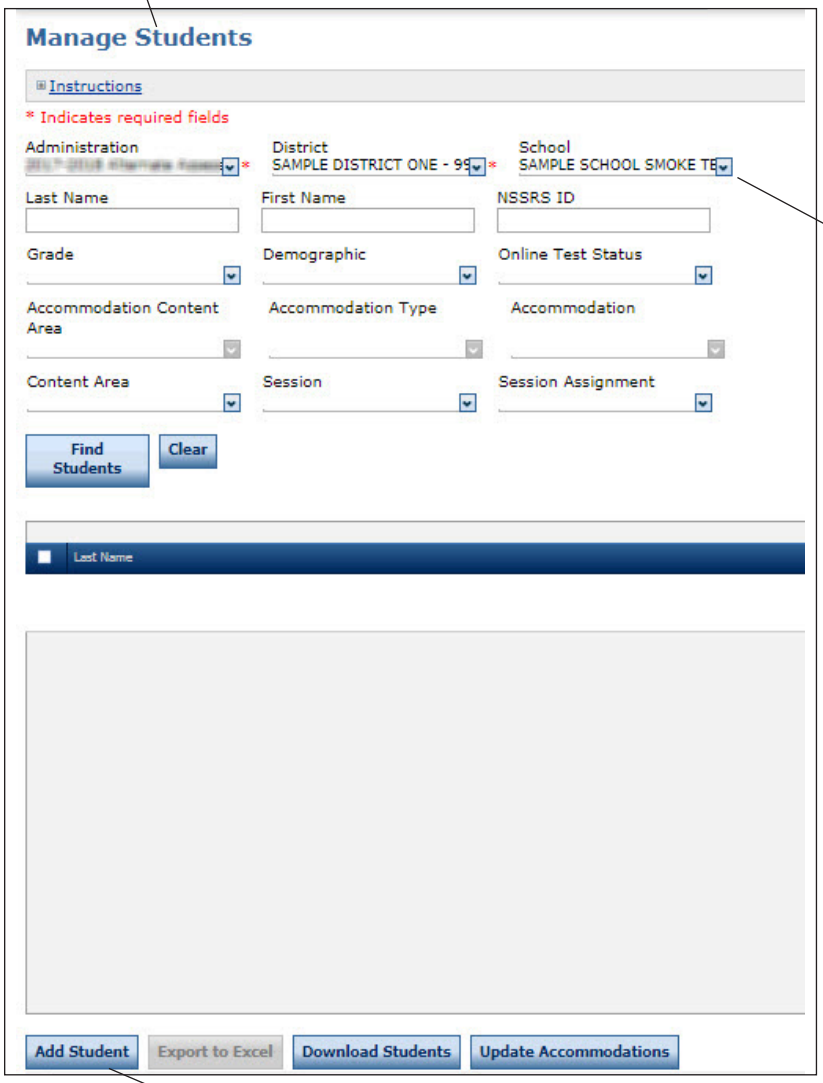
Value	Description
Online	Displays the students that have been assigned to a test session.
None	Displays the students that have not been assigned to a test session.
Blank	Leaving the field blank displays all students, both assigned and unassigned (the default value).

Adding a Student to the Portal

There are two ways to add students to the Portal one at a time. The method you use depends on whether you have already set up a test session. If you do not have a test session set up, use the Add Student window to add a student (see below). If you have a test session set up, see "Adding Students to a Test Session" on page 51.



1. To add a student to the Portal, open the **My Applications** menu, click **Student Management,** then click **Manage Students** to display the Manage Students page.

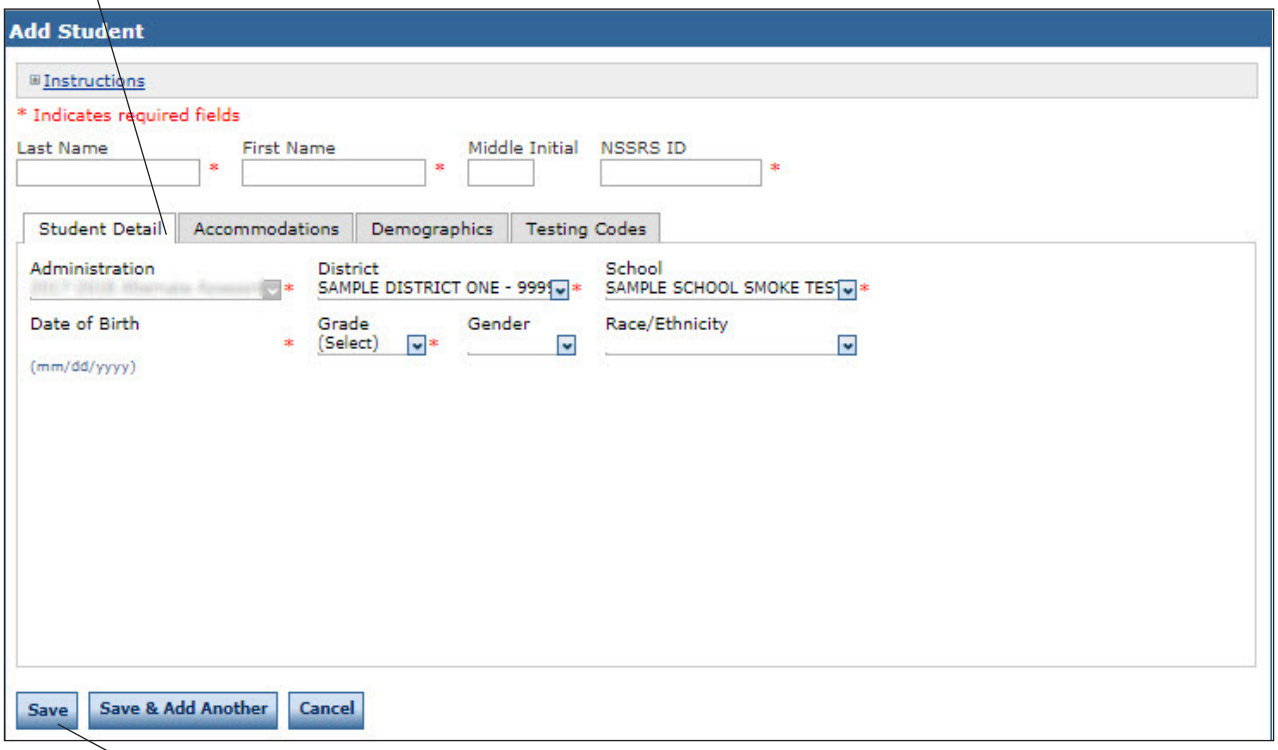


2. Select an administration, district and school.

3. Click **Add Student** at the bottom of the page to display the Add Student page.

Adding a Student to the Portal (cont.)

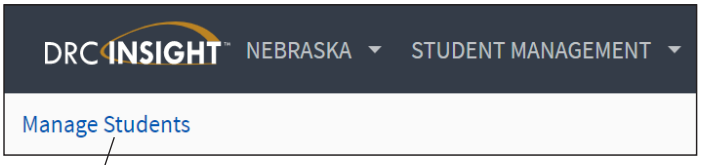
4. On the Add Student page, enter the necessary information using the Student Detail, Accommodations, Demographics, and Testing Codes tabs to add the student.



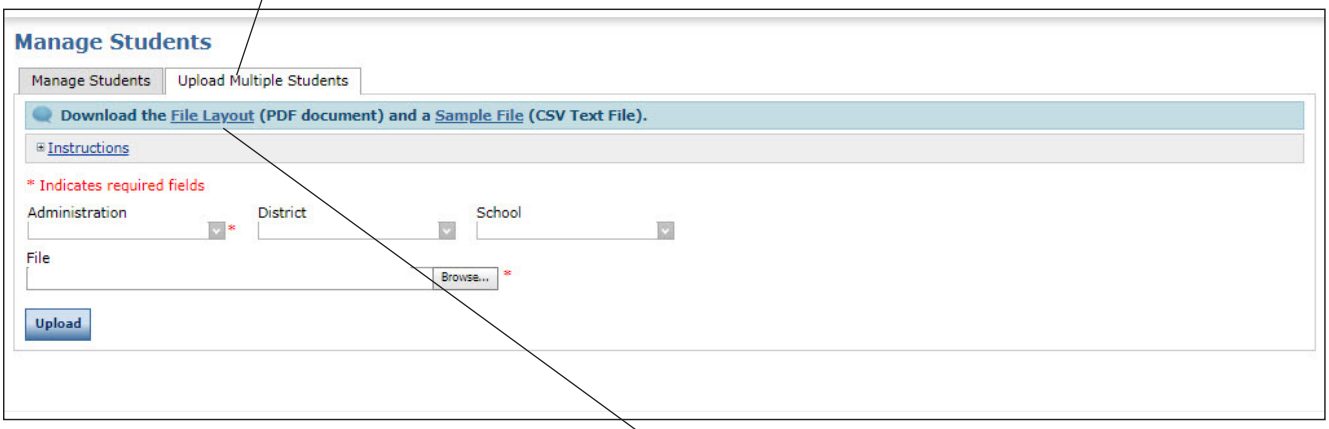
5. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

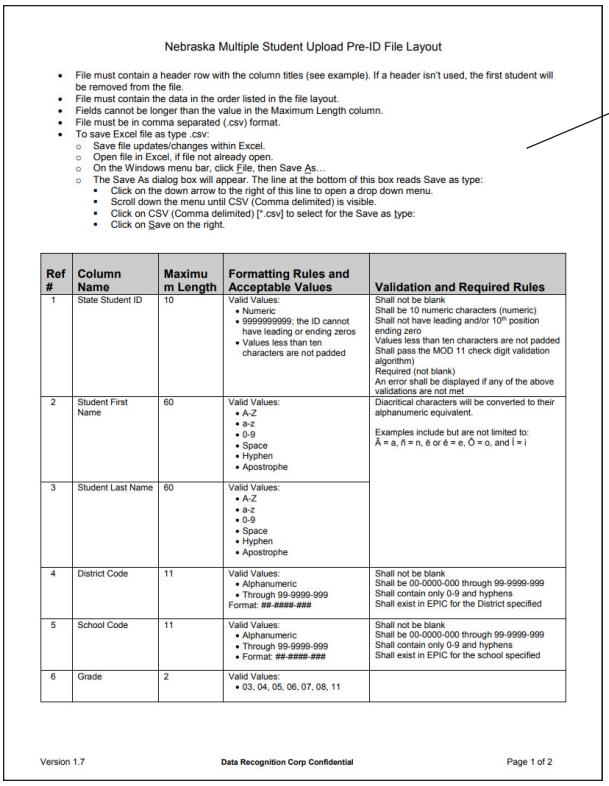
Uploading Multiple Students to the Portal

To upload multiple student records at once, you can upload a file containing student information to the Portal. The file must be in the comma-separated value (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, the students will automatically be added to test sessions at their designated school and grade level.



1. Open the **My Applications** menu, click **Student Management,** then click **Manage Students** to display the Manage Students page. Select the **Upload Multiple Students** tab.





Nebraska Multiple Student Upload Pre-ID File Layout

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As…
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [*.csv] to select for the Save as type:
    - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	State Student ID	10	Valid Values: • Numeric • 9999999999; the ID cannot have leading or ending zeros • Values less than ten characters are not padded	Shall not be blank Shall be 10 numeric characters (numeric) Shall not have leading and/or 10th position ending zero Values less than ten characters are not padded Shall pass the MOD 11 check digit validation algorithm) Required (not blank) An error shall be displayed if any of the above validations are not met
2	Student First Name	60	Valid Values: • A-Z • a-z • 0-9 • Space • Hyphen • Apostrophe	Diacritical characters will be converted to their alphanumeric equivalent. Examples include but are not limited to: Ã = a, ñ = n, è or é = e, Ô = o, and Ì = i
3	Student Last Name	60	Valid Values: • A-Z • a-z • 0-9 • Space • Hyphen • Apostrophe	
4	District Code	11	Valid Values: • Alphanumeric • Through 99-9999-999 Format: ##-####-###	Shall not be blank Shall be 00-0000-000 through 99-9999-999 Shall contain only 0-9 and hyphens Shall exist in EPIC for the District specified
5	School Code	11	Valid Values: • Alphanumeric • Through 99-9999-999 • Format: ##-####-###	Shall not be blank Shall be 00-0000-000 through 99-9999-999 Shall contain only 0-9 and hyphens Shall exist in EPIC for the school specified
6	Grade	2	Valid Values: • 03, 04, 05, 06, 07, 08, 11	

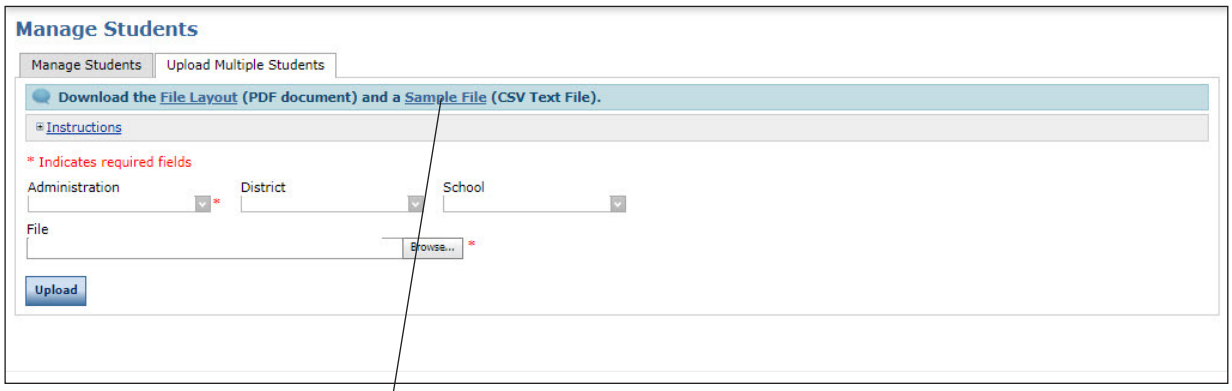
Version 1.7 Data Recognition Corp Confidential Page 1 of 2

2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **File Layout** link to display the Nebraska Multiple Student Upload Pre-ID File Layout.pdf file.

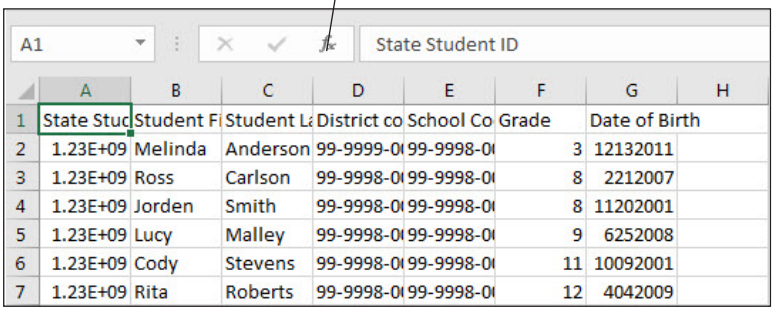
This PDF file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the .csv file.

Uploading Multiple Students to the Portal (cont.)



3. Click the **Sample File** link to download or display the NESampleStudentFile.csv file. This file is only a sample of the type of file you will upload to DRC.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.



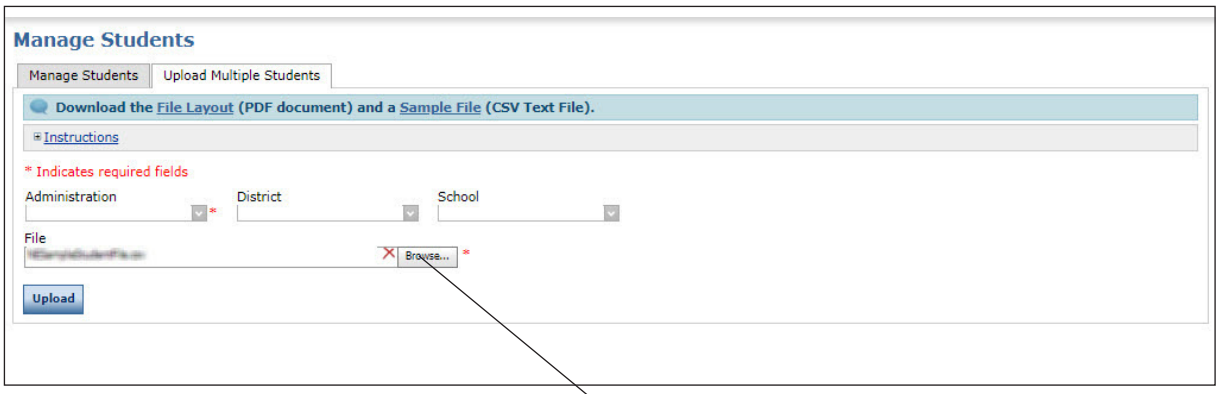
A1 | State Student ID

	A	B	C	D	E	F	G	H
1	State Stud	Student F	Student La	District co	School Co	Grade	Date of Birth	
2	1.23E+09	Melinda	Anderson	99-9999-0	99-9998-0	3	12132011	
3	1.23E+09	Ross	Carlson	99-9998-0	99-9998-0	8	2212007	
4	1.23E+09	Jorden	Smith	99-9998-0	99-9998-0	8	11202001	
5	1.23E+09	Lucy	Malley	99-9998-0	99-9998-0	9	6252008	
6	1.23E+09	Cody	Stevens	99-9998-0	99-9998-0	11	10092001	
7	1.23E+09	Rita	Roberts	99-9998-0	99-9998-0	12	4042009	

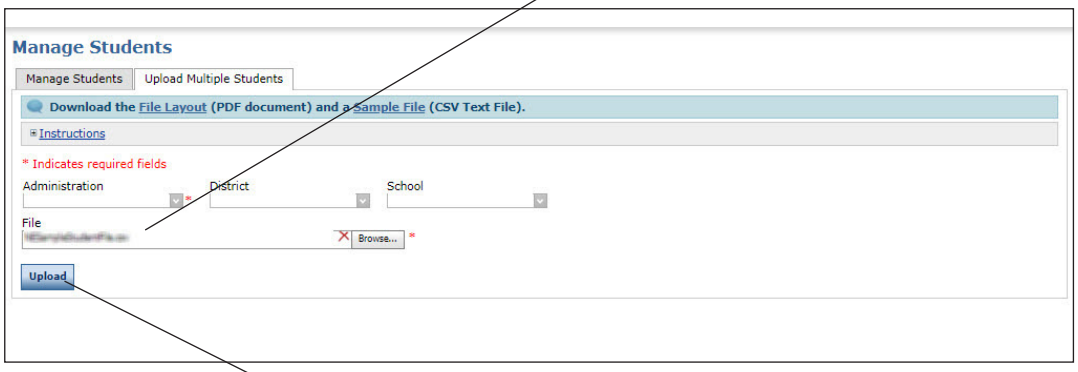
4. Donwload and use the NESampleStudentFile.csv file as a template to create, rename, and save as a different student file to upload.

Note: Be sure to keep the header column rows in the file that you upload.

Uploading Multiple Students to the Portal (cont.)



5. After you have created the new student file, select an Administration, click **Browse...** to locate the file, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.



6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors. After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

Editing a Student's Information

You can perform the following tasks from the Edit Student window:

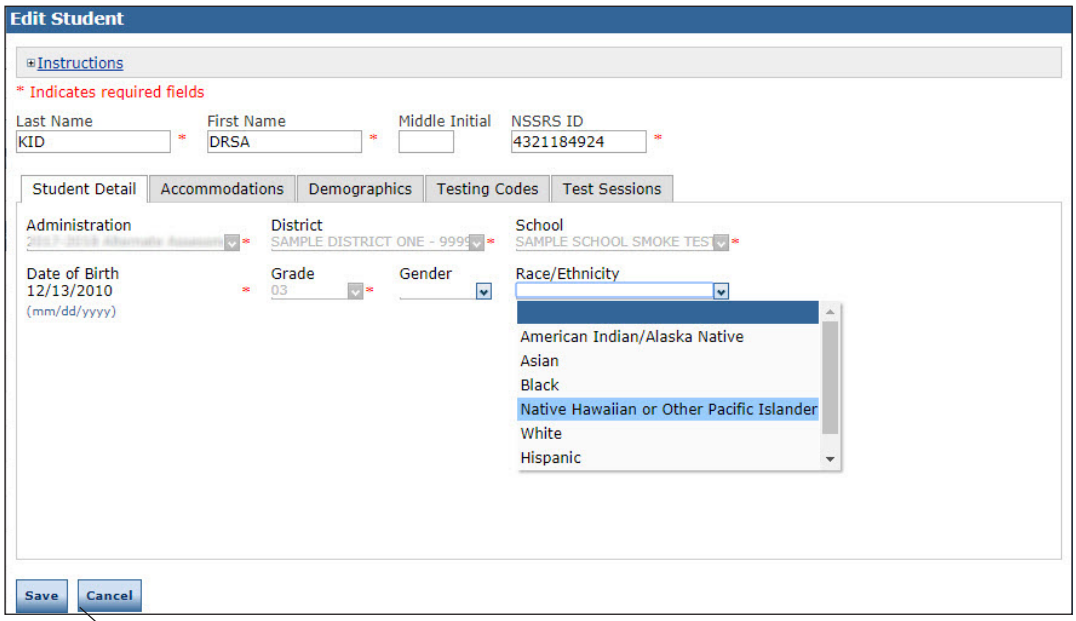
- Modify a student's detail information (see below).

  Note: Updating a student's information in the Portal does not update the ADVISER information for that student.

- Mark a student's accommodations (see "Editing a Student's Information-Accommodations" on page 38).
- Modify a student's demographic information (see "Editing a Student's Information-Demographics" on page 39).

  Note: The NSCAS Alternate does not use student demographics.

- Mark a student's testing codes (see "Editing a Student's Information-Testing Codes" on page 40).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 41).



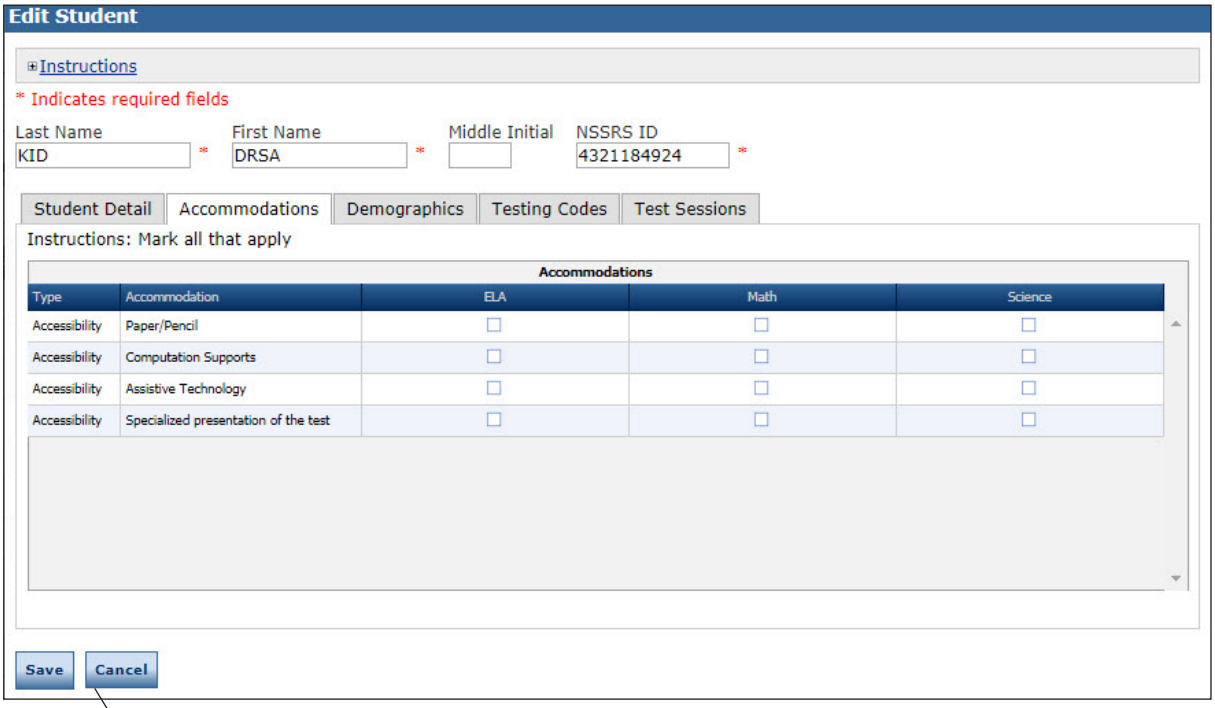
1. To view or edit a student's detail information, click the **Manage Students** link from the Student Management menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon ( ) in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Student Detail** tab.

   Note: The information in the District and School fields cannot be edited.

5. Click **Save** to save your changes or **Cancel** to cancel them.

Editing a Student's Information—Accommodations

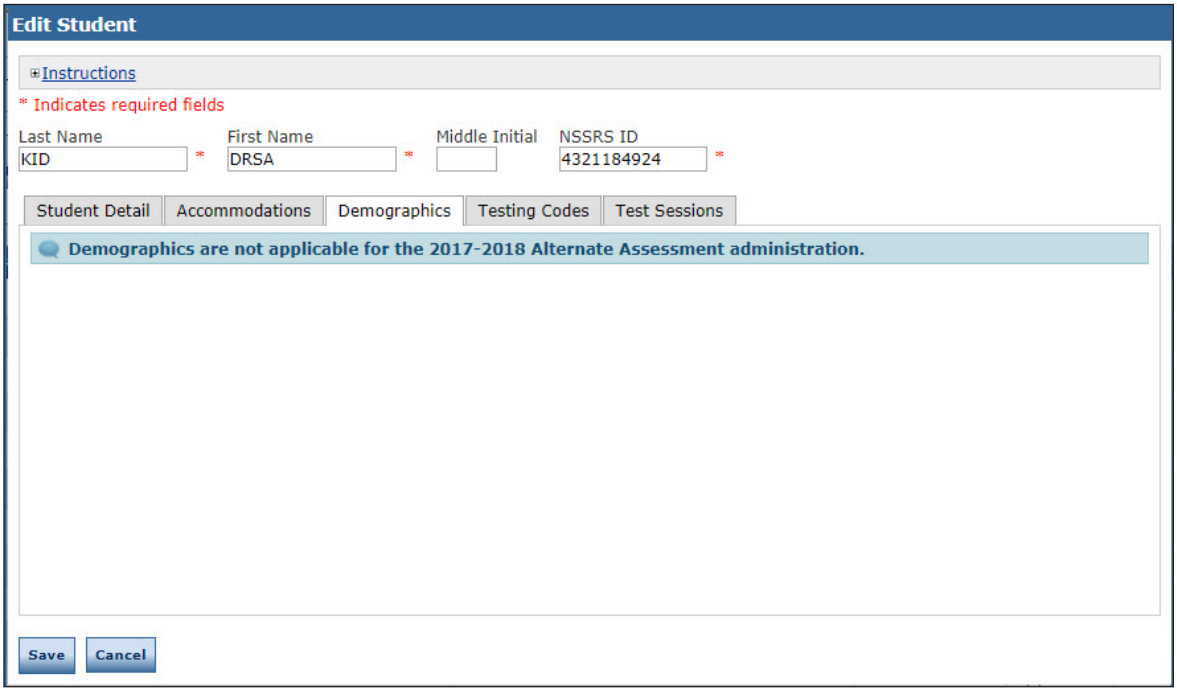
Administrators must indicate any of the accessibility accommodations a student uses for this administration. For more information on accommodations, refer to the *NSCAS Accessibility Manual* posted on the Assessment page of the NDE website.



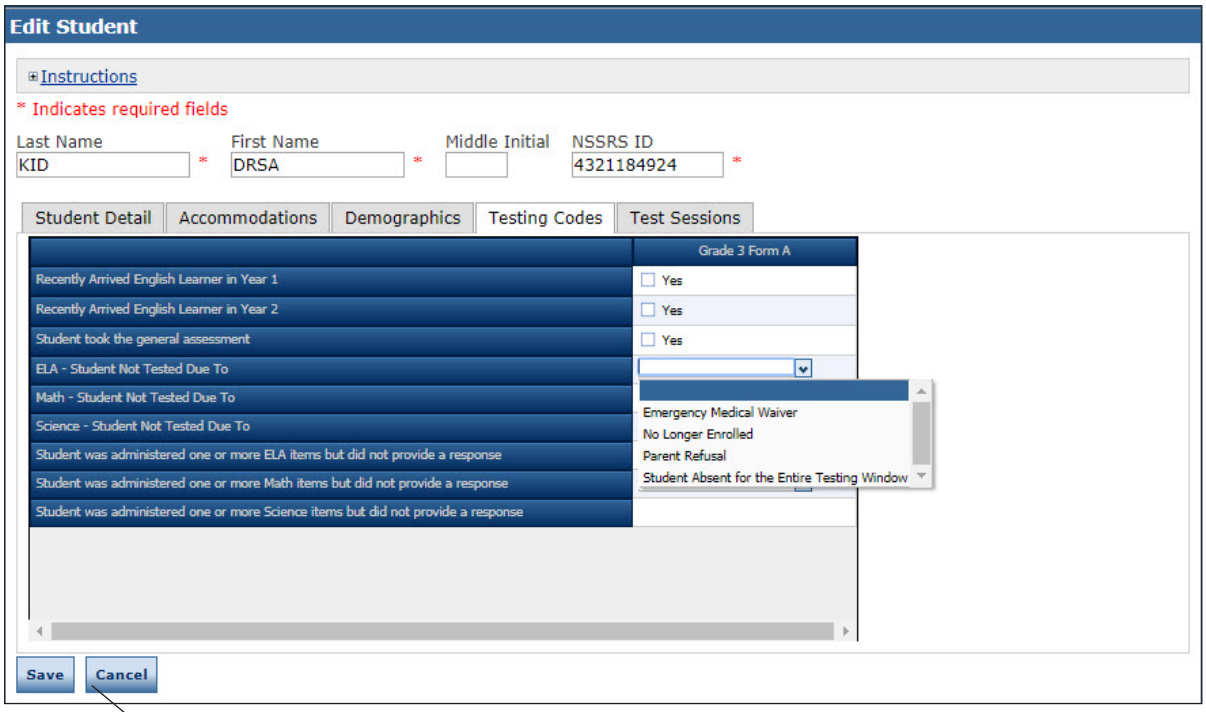
1. To view or edit a student's accommodation information, click **Manage Students** from the Student Management menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon ( ) in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Accommodations** tab.
5. Click **Save** to save your changes or **Cancel** to cancel them.
6. After saving your changes, review the Update Report for changes to online accommodations. The report may indicate that test tickets need to be reprinted.

Editing a Student's Information—Demographics

The NSCAS Alternate does not use student demographics.



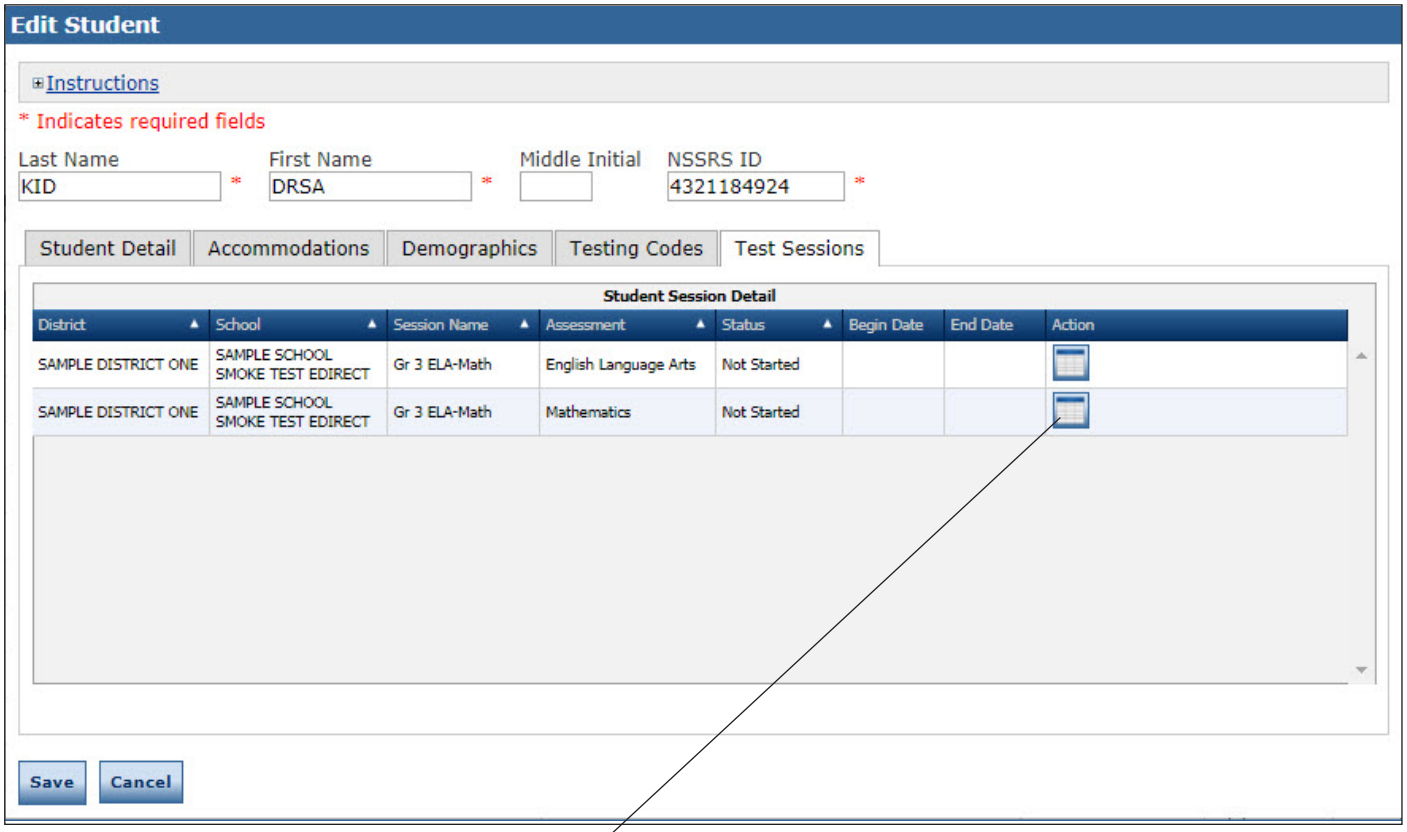
Editing a Student's Information—Testing Codes



1. To view or edit a student's test code information, click **Manage Students** from the Student Management menu and select your search criteria.
2. Click **Find Students**.
3. Click the **View/Edit** icon ( ) in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Testing Codes** tab.

   Note: A student must be placed into a test session before marking a testing code for the content area.
5. Click **Save** to save your changes or **Cancel** to cancel them.

Viewing a Student's Test Session Information

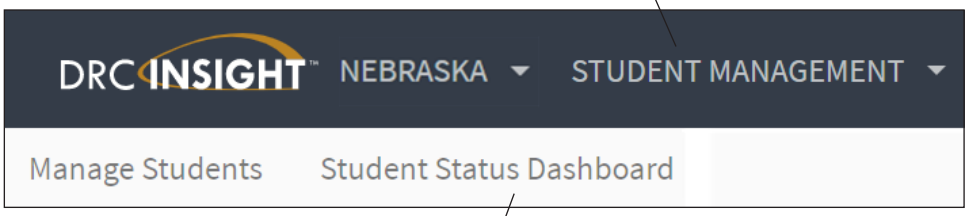


1. To view a student's Test Sessions, click Mana**ge Stude**nts from the Student Management menu and select your search criteria.
2. Click **Find Students**.
3. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the student whose information you want to view. The Testing Status window displays.
4. From the Testing Status window you can print one or more student test tickets in the test session.

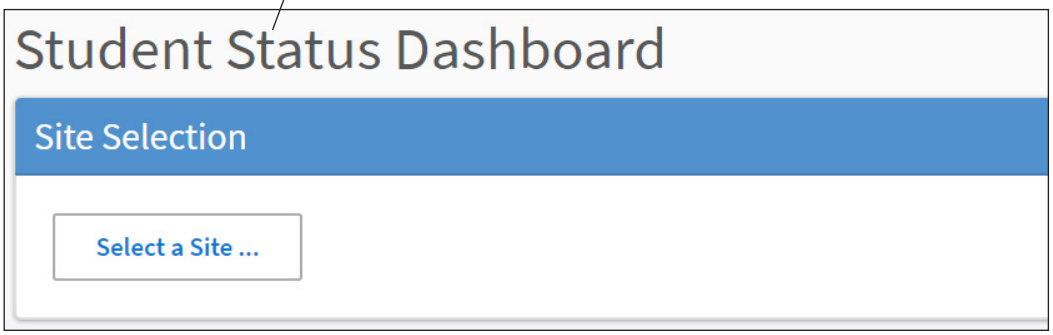
Accessing the Student Status Dashboard

This Student Status Dashboard (or Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area, and assessment (or any combination of these). You need the *Test Setup–View Student Status* permission in the Portal to use the Dashboard.

1. Open the **My Applications** menu and select **Student Management**.



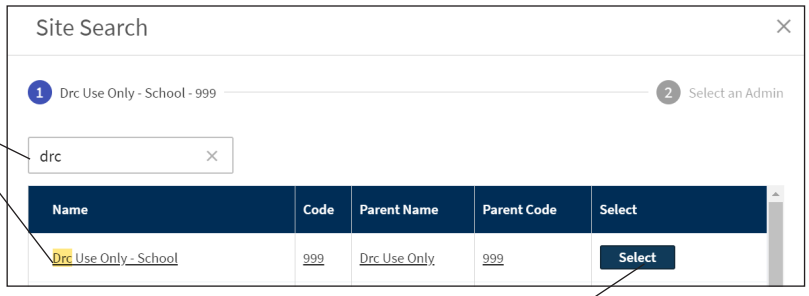
2. Click **Student Status Dashboard** to display the site selector for the Dashboard.



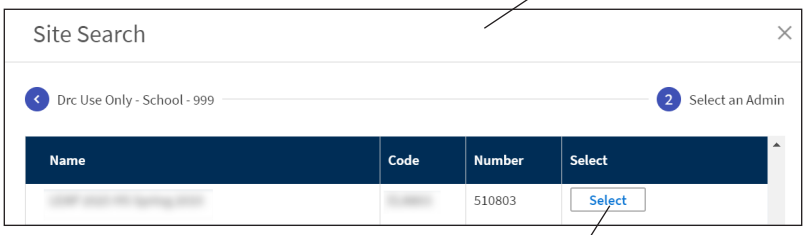
Selecting a School in the Dashboard

Use the **Site Selection** search box to search for a school and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. **Note:** You cannot search by administration, only by school name or school code.

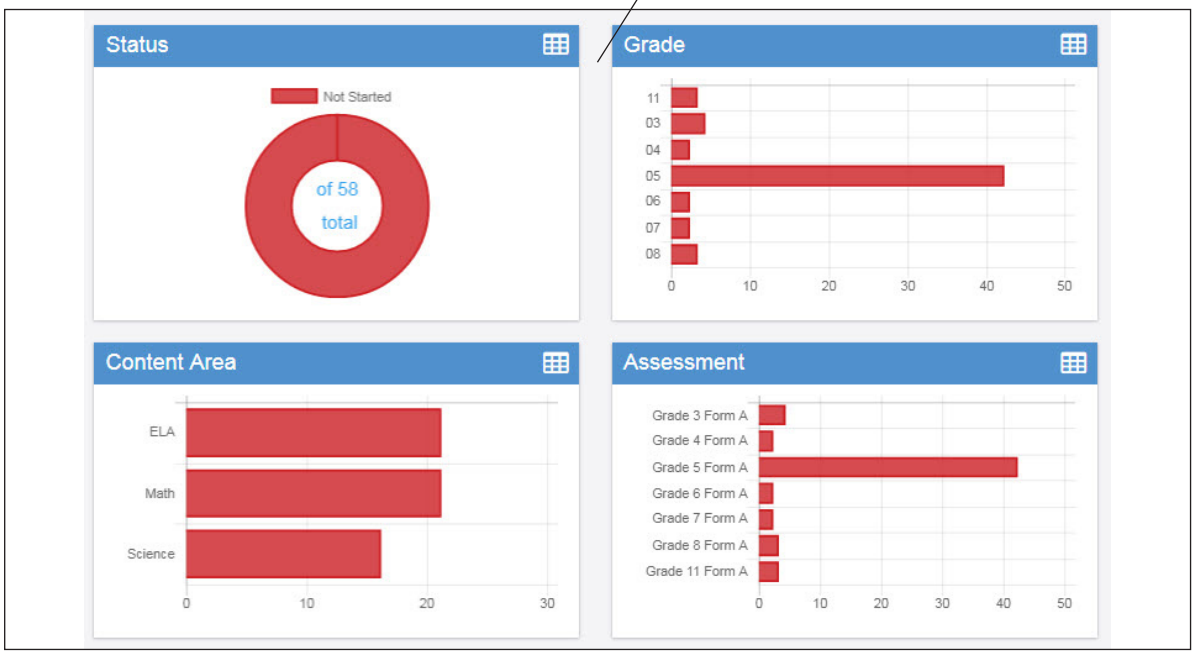
1. Enter three or more characters of a school name or code. In the list of matches, direct text matches are highlighted.



2. From the list of search results, click **Select** for a school to display a list of administrations for the school.



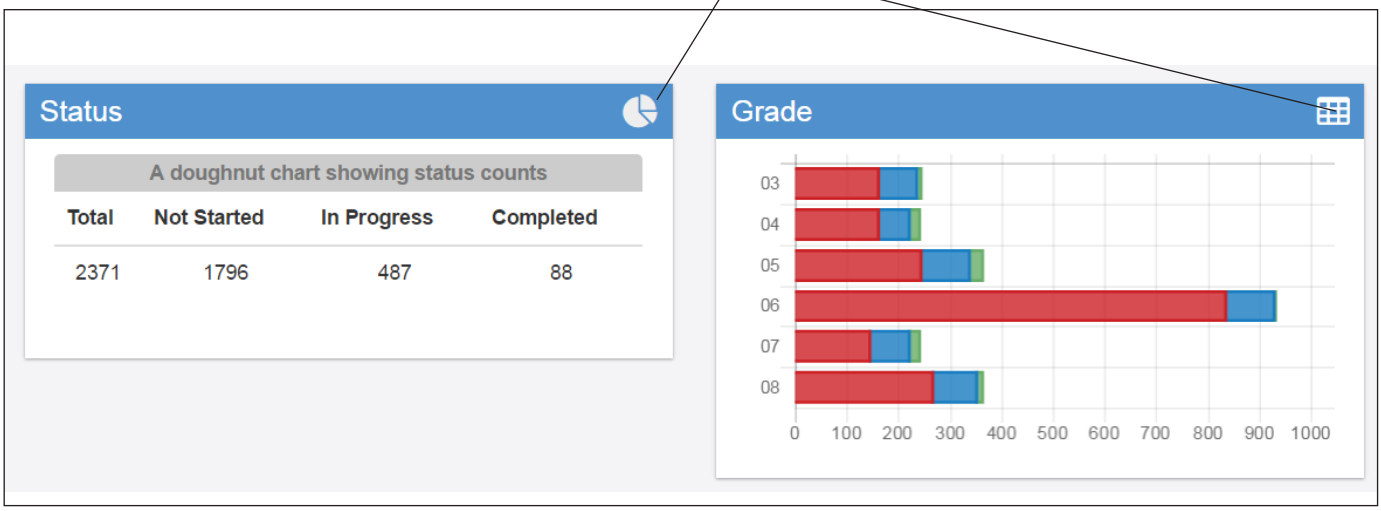
3. From the list of administrations, click **Select** to display the testing status data.



Using the Dashboard

By default, the Dashboard displays graphs for Status, Grade, Content Area, and Assessment. A grid of student information displays below the graphs. As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.

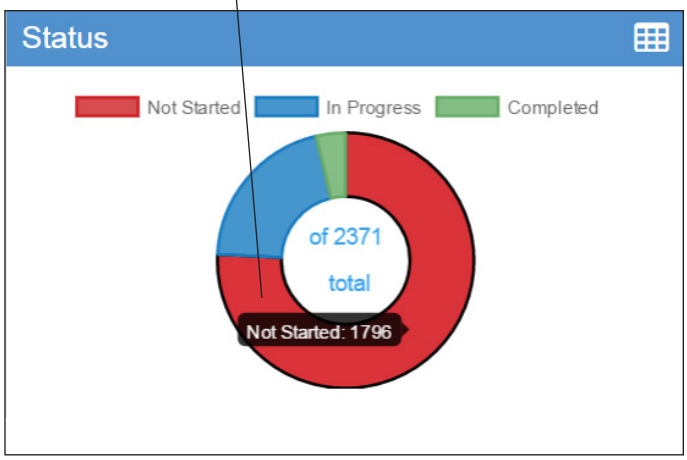
Click the graph ( ) and table ( ) icons to toggle the information in the dashboard display between graph and table format.



For the **Status** graph, hover the cursor over a portion to display the number of students in that category.

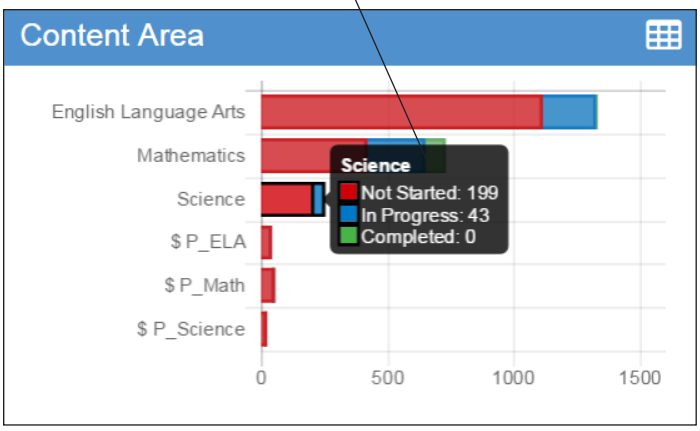
In the example below, hovering over the Not Started (red) portion of the graph displays the number of students who have not started testing.

Note: Students in a Locked status are counted as In Progress.



For the **Grade, Content Area,** and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

In the example below, hovering the cursor over the Science portion of the Content Area graph displays the current numbers for the various testing statuses—Not Started, In Progress, or Completed for Science.



Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school displays. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

Click a column head to sort the Student Search Results grid by the column data. An arrow displays on the selected sort column. The direction of the arrow—up (▲) or down(▼)—indicates whether the column data is being sorted in ascending (up arrow) or descending (down arrow) order. The sort is either numeric or alphabetic, based on the type of data in the column (see the table below).

Column Head	Ascending or Descending Sort Options
Last Name/First Name	Alphabetically by last name/first name
Grade	Numerically from grade 3 to grade 12 and vice-versa
Content Area/Module	Alphabetically by content area name/module name
Status	Alphabetically using the possible status values: *Completed, In Progress*, or *Not Started*.
Start Time/End Time	Numerically by start time/end time
Duration	Numerically using the duration of the session

Click **Export to CSV** to export the student grid to a spreadsheet file.

In the example shown below, the results are sorted by *Status*.

Student Search Results

Export to CSV

Note: Times are displayed in Central Time

Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Three	Kid	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 03:00 PM	03/18/2017 03:03 PM	0 Hours 2 Minutes
Twentysix	Kid	04	Mathematics	Grade 4 Mathemati...	Gr 4 Mathematics	Completed	03/18/2017 03:37 PM	03/18/2017 03:38 PM	0 Hours 0 Minutes
Twentysix	Kid	04	Mathematics	Grade 4 Mathemati...	Gr 4 Mathematics	Completed	03/18/2017 03:38 PM	03/18/2017 03:40 PM	0 Hours 1 Minutes
Thirtyeight	Kid	05	English Language ...	Gr5 Lectura Sesión 1	Gr 5 English Langu...	Completed	03/29/2017 07:43 AM	03/29/2017 07:43 AM	0 Hours 0 Minutes
Thirtysix	Kid	05	Mathematics	Grade 5 Mathemati...	Gr 5 Mathematics	Completed	03/18/2017 03:42 PM	03/18/2017 03:43 PM	0 Hours 1 Minutes
Fortyseven	Kid	06	Mathematics	Grade 6 Mathemati...	Gr 6 Mathematics	Completed	03/18/2017 03:44 PM	03/18/2017 03:47 PM	0 Hours 2 Minutes
Student3Q	Kiddo	03	English Language ...	Gr3 ELA Session 1	Gr 3 English Langu...	Completed	03/17/2017 03:26 PM	03/17/2017 03:41 PM	0 Hours 15 Minutes
Student3Q	Kiddo	03	English Language ...	Gr3 ELA Session 2	Gr 3 English Langu...	Completed	03/17/2017 03:43 PM	03/17/2017 03:51 PM	0 Hours 8 Minutes
Student3J	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:40 PM	03/18/2017 02:41 PM	0 Hours 1 Minutes
Student3K	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:43 PM	03/18/2017 02:45 PM	0 Hours 1 Minutes
Student3L	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:47 PM	03/18/2017 02:48 PM	0 Hours 0 Minutes
Student3M	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:50 PM	03/18/2017 02:52 PM	0 Hours 1 Minutes
Student3Q	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:34 PM	03/18/2017 02:34 PM	0 Hours 0 Minutes
Student3JJ	Kiddo	03	Mathematics	Grade 3 Mathemati...	Gr 3 Mathematics	Completed	03/18/2017 02:36 PM	03/18/2017 02:37 PM	0 Hours 0 Minutes
ExampleJ	Kiddo	04	Mathematics	Grade 4 Mathemati...	Gr 4 Mathematics	Completed	03/18/2017 01:42 PM	03/18/2017 01:42 PM	0 Hours 0 Minutes
ExampleJ	Kiddo	04	Mathematics	Grade 4 Mathemati...	Gr 4 Mathematics	Completed	03/18/2017 01:43 PM	03/18/2017 01:44 PM	0 Hours 1 Minutes

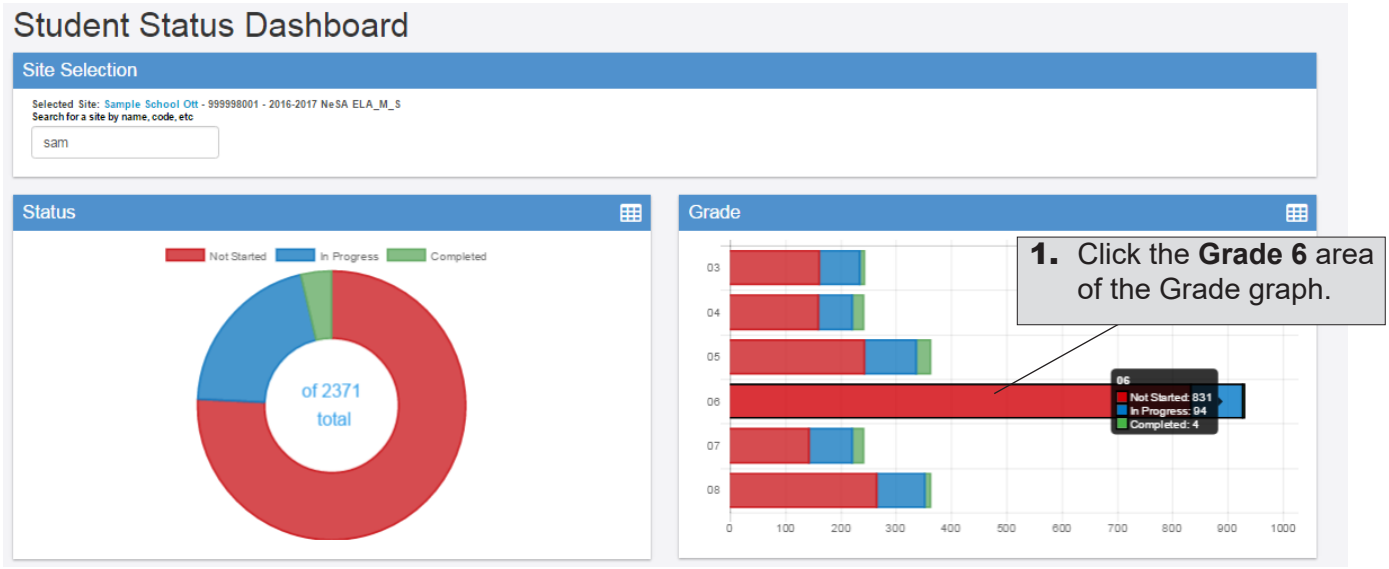
Showing 350 of 2371 students (loading..)

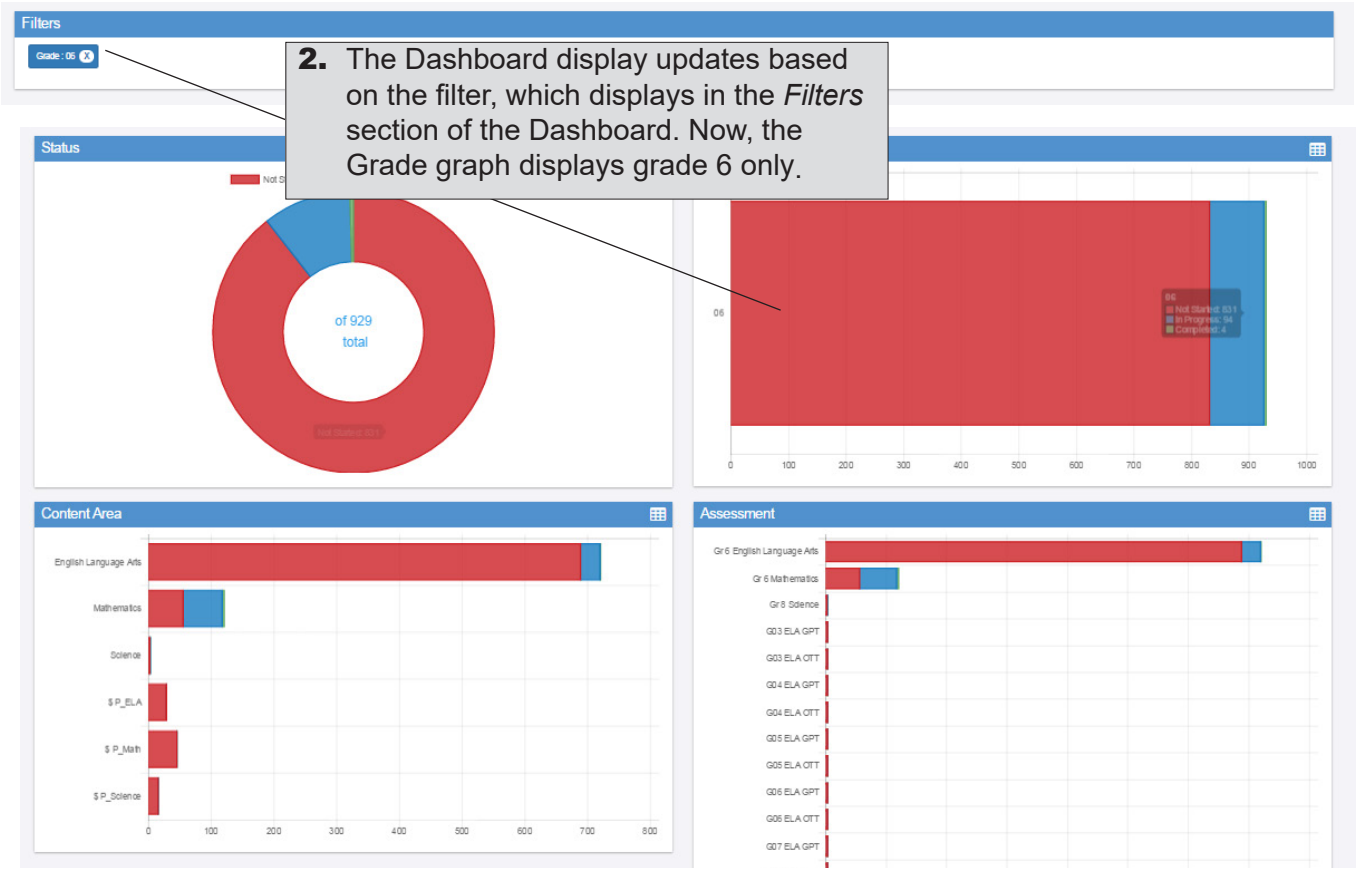
As you scroll down, more student data displays (if applicable) and a message displays indicating the number of students shown out of the total number of students.

Click the **scroll to top** icon (^) to jump to the top of the Dashboard.

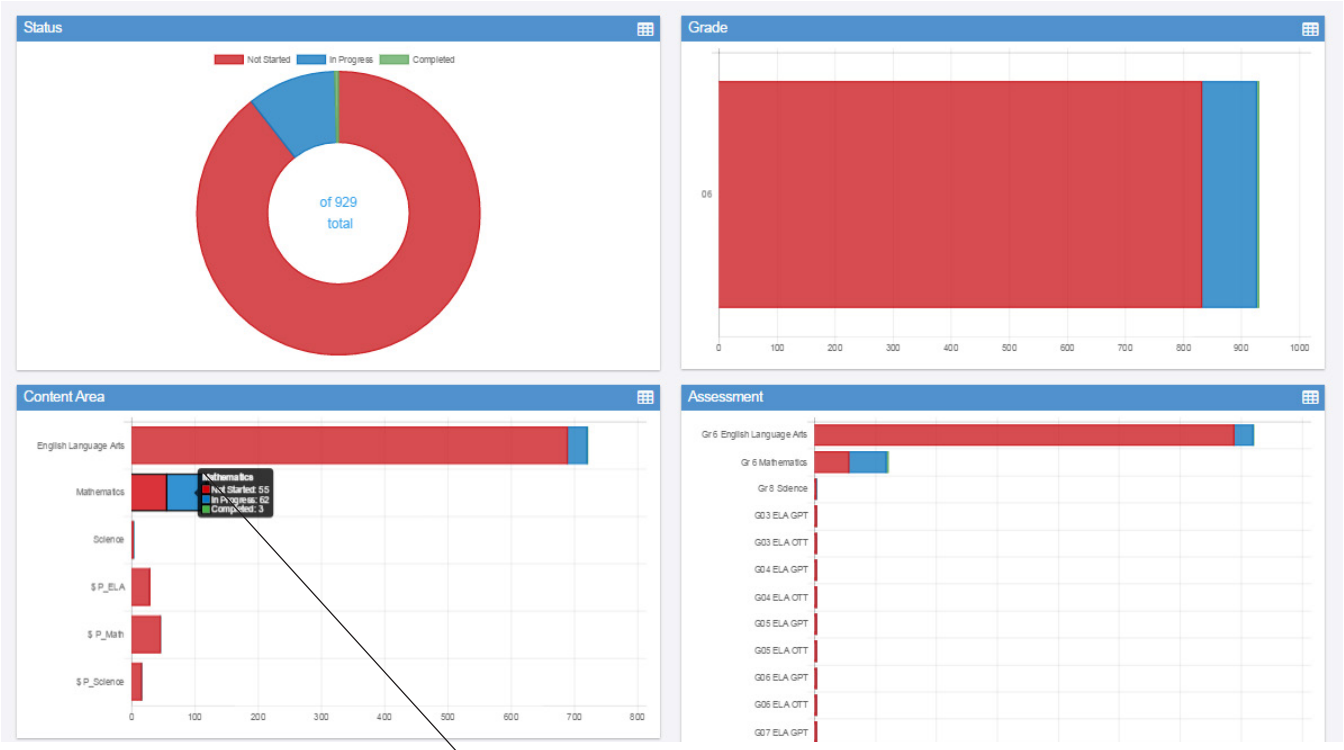
Filtering the Dashboard

Creating Dashboard filters is dynamic—when you click a specific graph area, the Dashboard automatically creates a filter and updates the Dashboard data based on the filter. For example, if you click the *Grade 6* area of the Grade graph, the Dashboard filters and re-displays using data for Grade 6 only. You can continue to filter the display using different filters. The current filters display at the top of the Dashboard and you can remove one or more filters from the display. Each time you add or remove a filter, the Dashboard is updated based on the active filters.

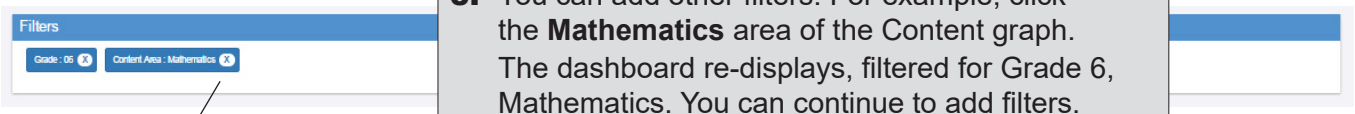




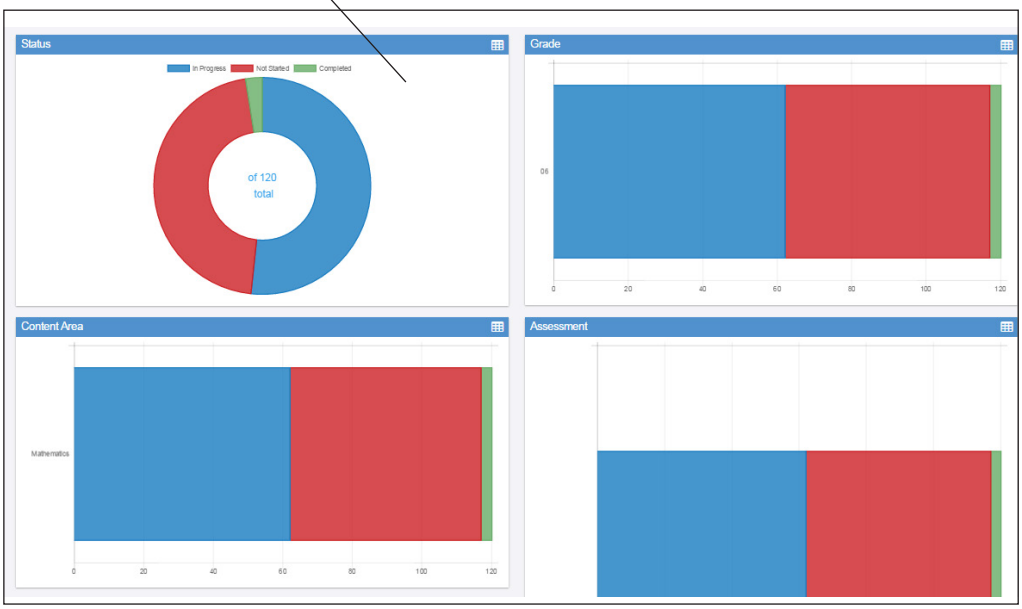
Filtering the Dashboard (cont.)



3. You can add other filters. For example, click the **Mathematics** area of the Content graph. The dashboard re-displays, filtered for Grade 6, Mathematics. You can continue to add filters.



4. Click **X** to close a filter. When all filters are closed, the Dashboard returns to the default display—all statuses display in all graphs, unfiltered.



Viewing a Student's Testing Status

From the Student Status page, you can view the online testing status of one or more students for a specific district and school. This page displays the following information:

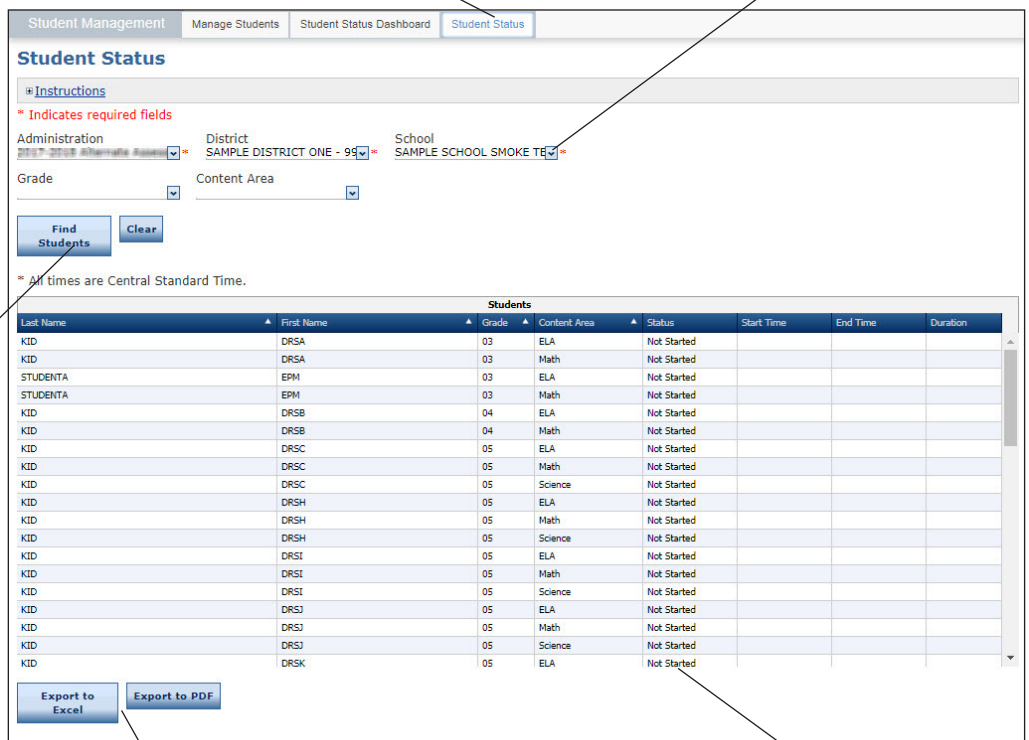
- The student's name and grade
- The content area of the test
- The student's test session status (see below)

Status	Description
Not Started	The student has not started the test.
In Progress	The student has started the test, but has not finished taking the test.
Completed	The student has finished the test. The start time, end time, and length (duration) of the test session are also displayed for all Completed statuses.

1. Select **Student Status** from the Student Management menu.

2. On the Student Status page, select your search criteria. Administration, district, and school are required; grade and content area are optional.

3. Click **Find Students** to display the student information that matches your criteria.



Last Name	First Name	Grade	Content Area	Status	Start Time	End Time	Duration
KID	DRSA	03	ELA	Not Started			
KID	DRSA	03	Math	Not Started			
STUDENTA	EPM	03	ELA	Not Started			
STUDENTA	EPM	03	Math	Not Started			
KID	DRSB	04	ELA	Not Started			
KID	DRSB	04	Math	Not Started			
KID	DRSC	05	ELA	Not Started			
KID	DRSC	05	Math	Not Started			
KID	DRSC	05	Science	Not Started			
KID	DRSH	05	ELA	Not Started			
KID	DRSH	05	Math	Not Started			
KID	DRSH	05	Science	Not Started			
KID	DRSI	05	ELA	Not Started			
KID	DRSI	05	Math	Not Started			
KID	DRSI	05	Science	Not Started			
KID	DRSJ	05	ELA	Not Started			
KID	DRSJ	05	Math	Not Started			
KID	DRSJ	05	Science	Not Started			
KID	DRSK	05	ELA	Not Started			

You can export the results that display as either a spreadsheet file (Excel) or a PDF file.

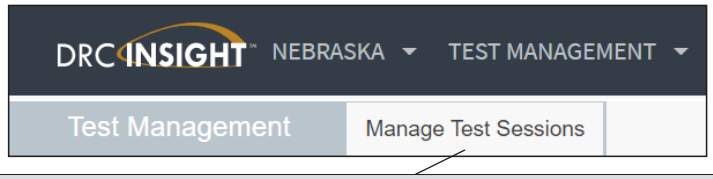
The Status column displays the online testing status.

Test Management Menu

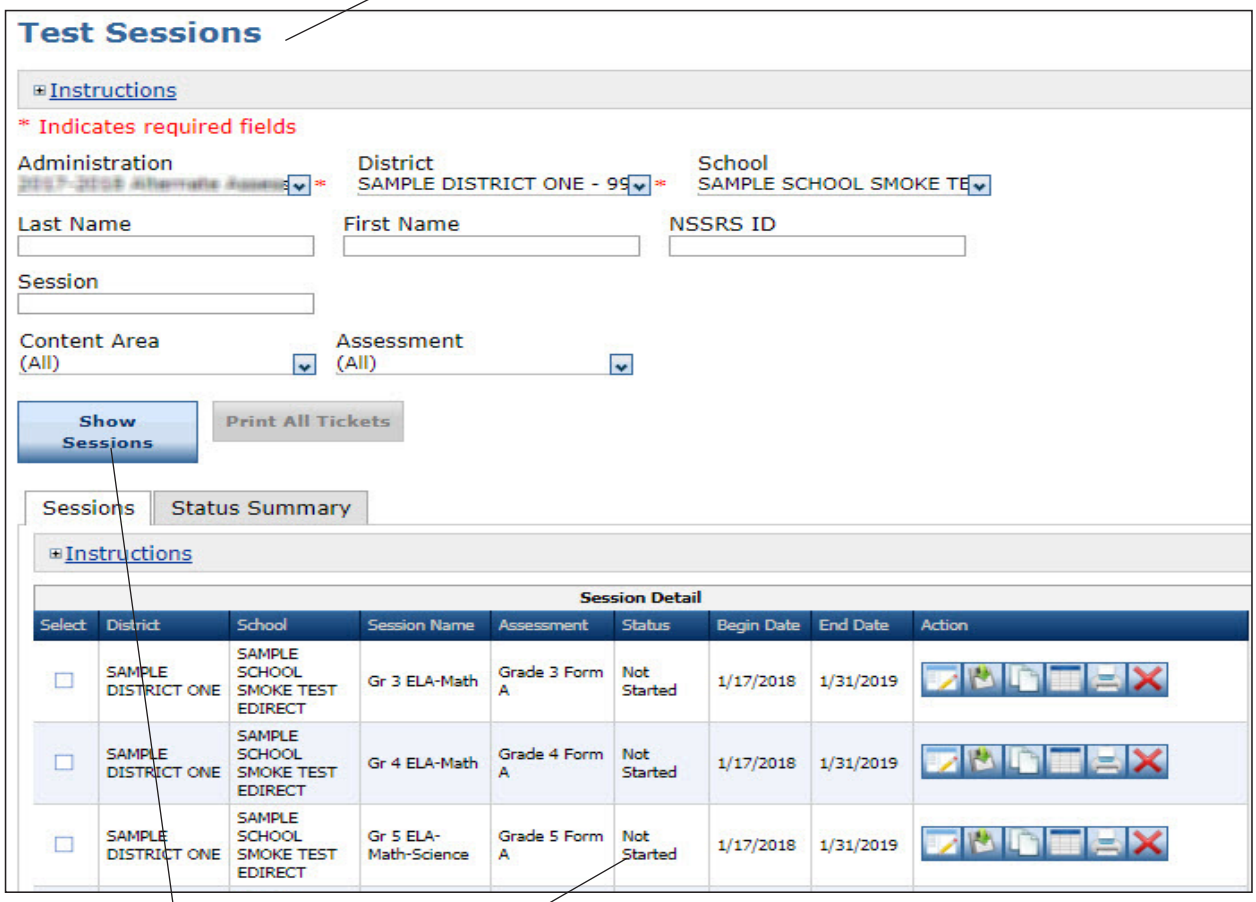
Introduction

From the Test Sessions window, you can view all of the test sessions for a specific district or school. The window displays the status of the session—Not Started, In Progress, Completed (see below).

Status	Description
Not Started	The test session has not started—no student in the session has started the test.
In Progress	The test session is in progress.
Completed	The test session is finished—all of the students in the session have completed the test. The start time, end time, and length of the test session are also displayed.



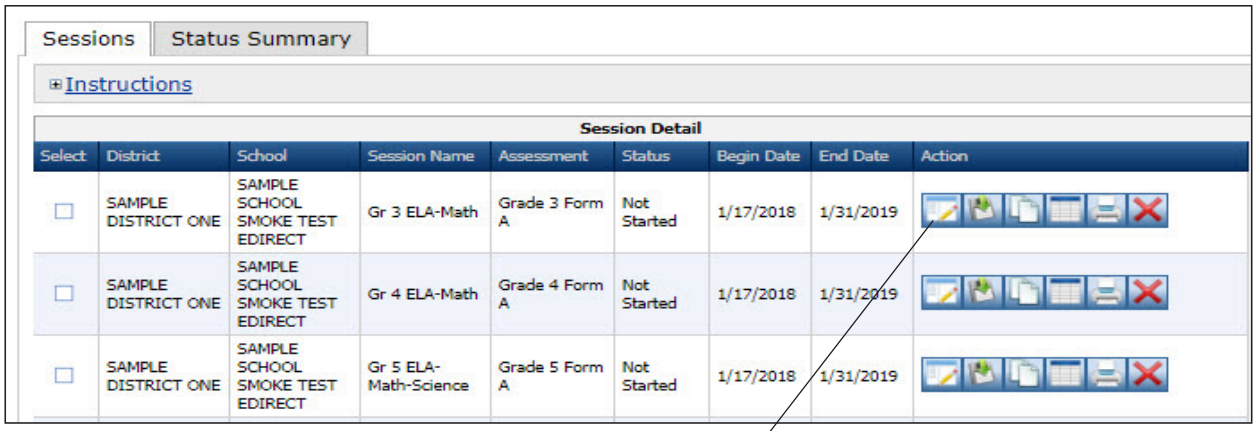
1. To display the Test Sessions page, open the **My Applications** menu and select **Test Management**. Click **Manage Test Sessions**.



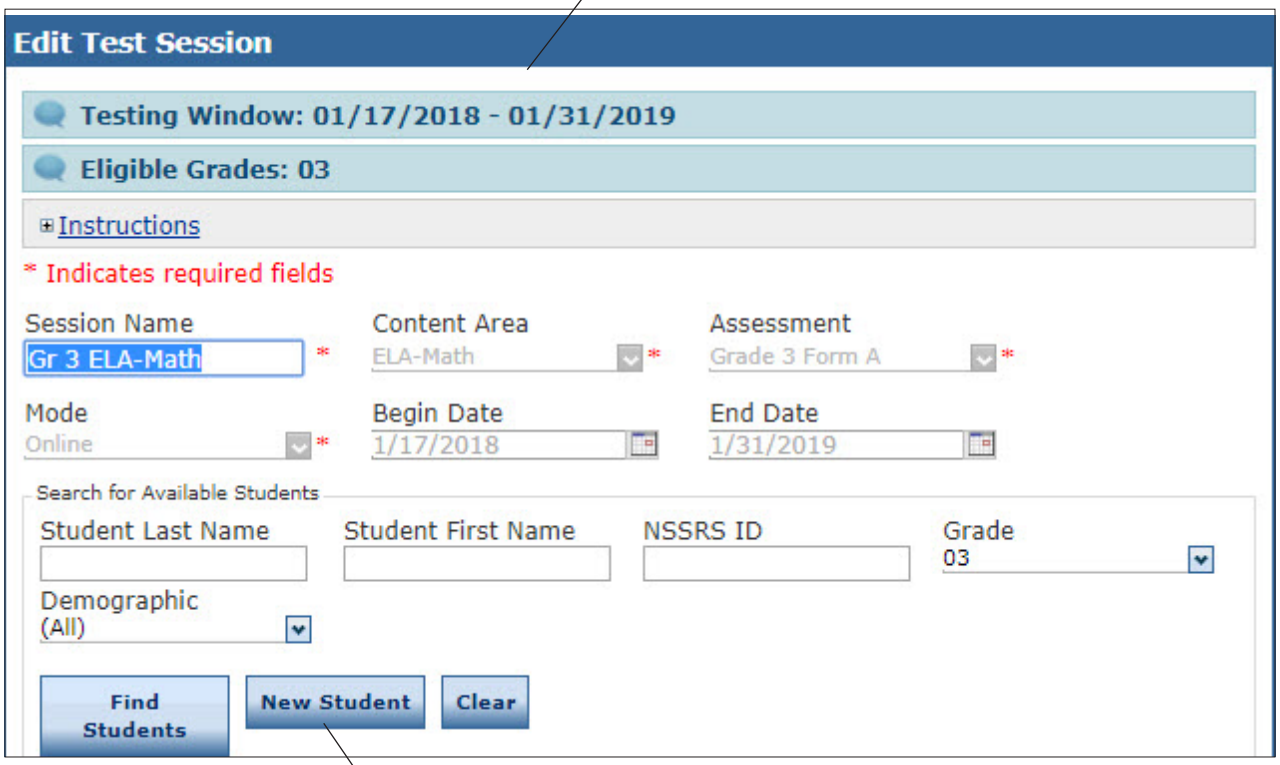
2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail window appears and the status of each test session displays in the Status column.

Adding Students to a Test Session

All pre-coded students have been assigned to existing test sessions. You must create a test session for any school and grade that did not have pre-coded students and then add students to the new test session (see the topics "Adding a Student to the Portal" on page 32 and "Creating a Test Session" on page 55).



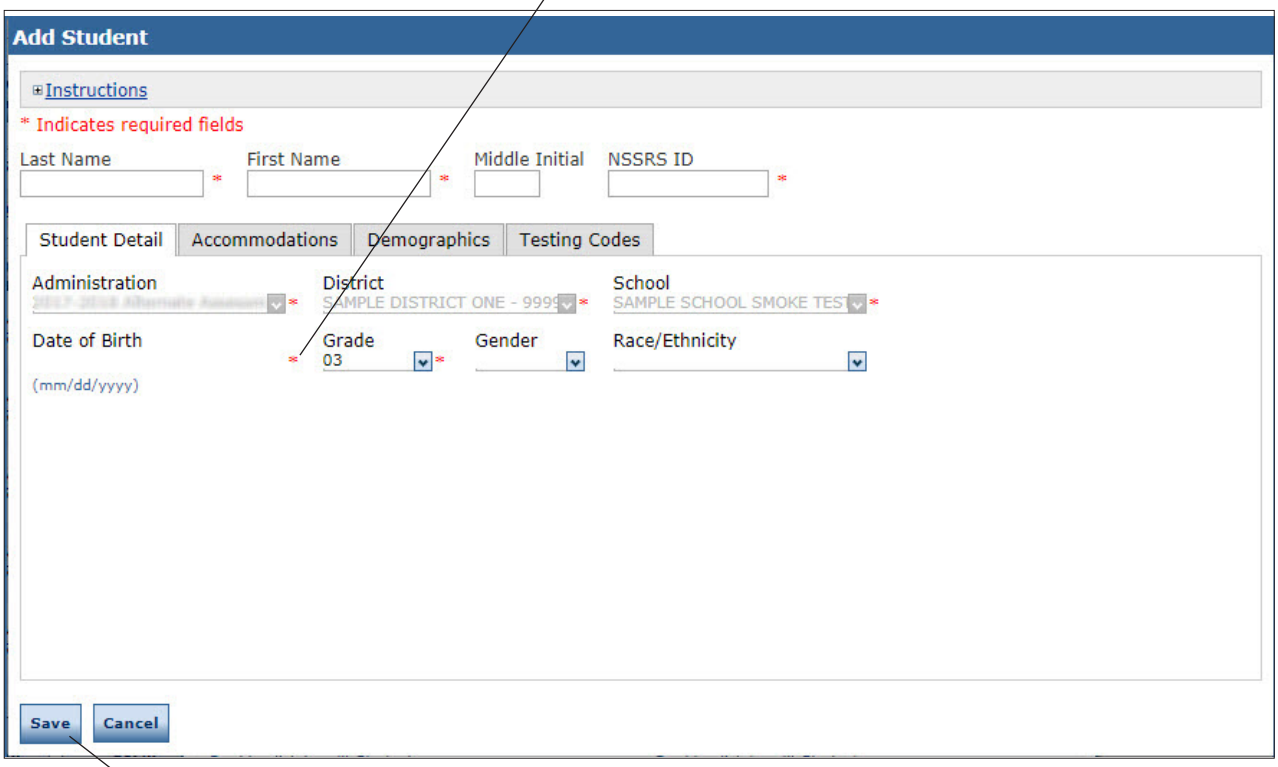
1. To add one or more new students to a test session, select a test session for the student's grade level and click the **View/Edit** icon ( ).



2. When the Edit Test Session window displays, click **New Student**.

Adding Students to a Test Session (cont.)

3. When the Add Student window displays, enter the student's information into the fields on the Student Detail tab.

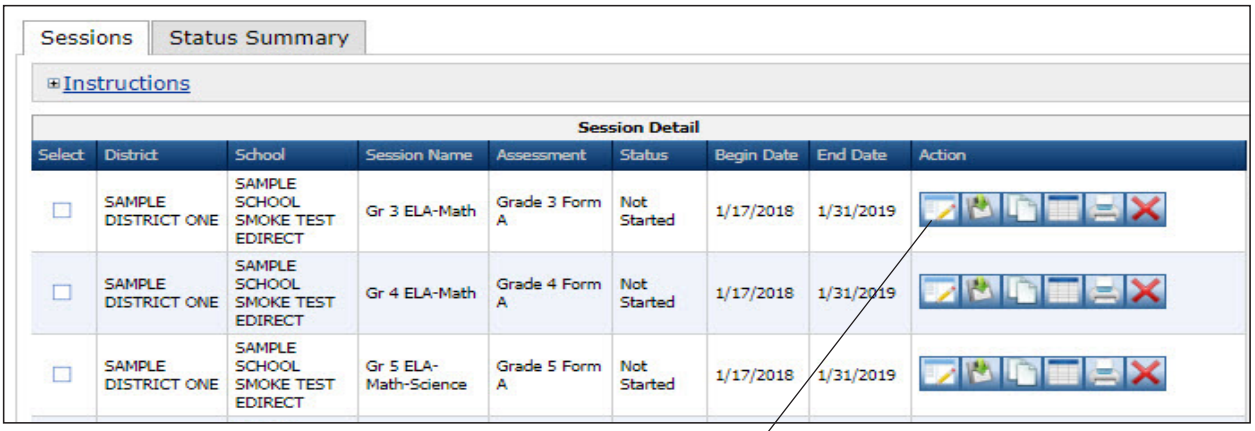


4. Click **Save**. The student you added is automatically placed in the Students in Session list for the test session.

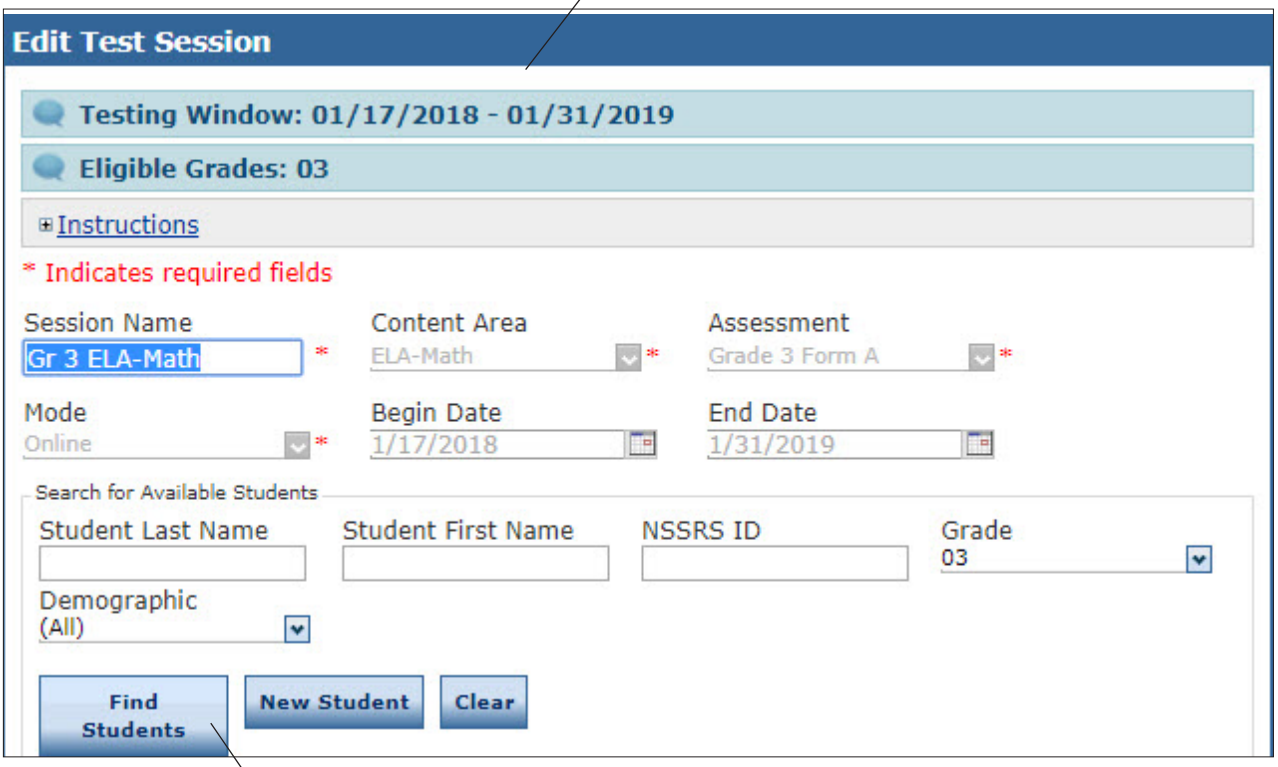
Note: Remember to click **Save** again when the Edit Test Session window re-displays.

Adding Students to a Test Session (cont.)

You also must add the student to the other tests sessions for any other content areas for which they will test.



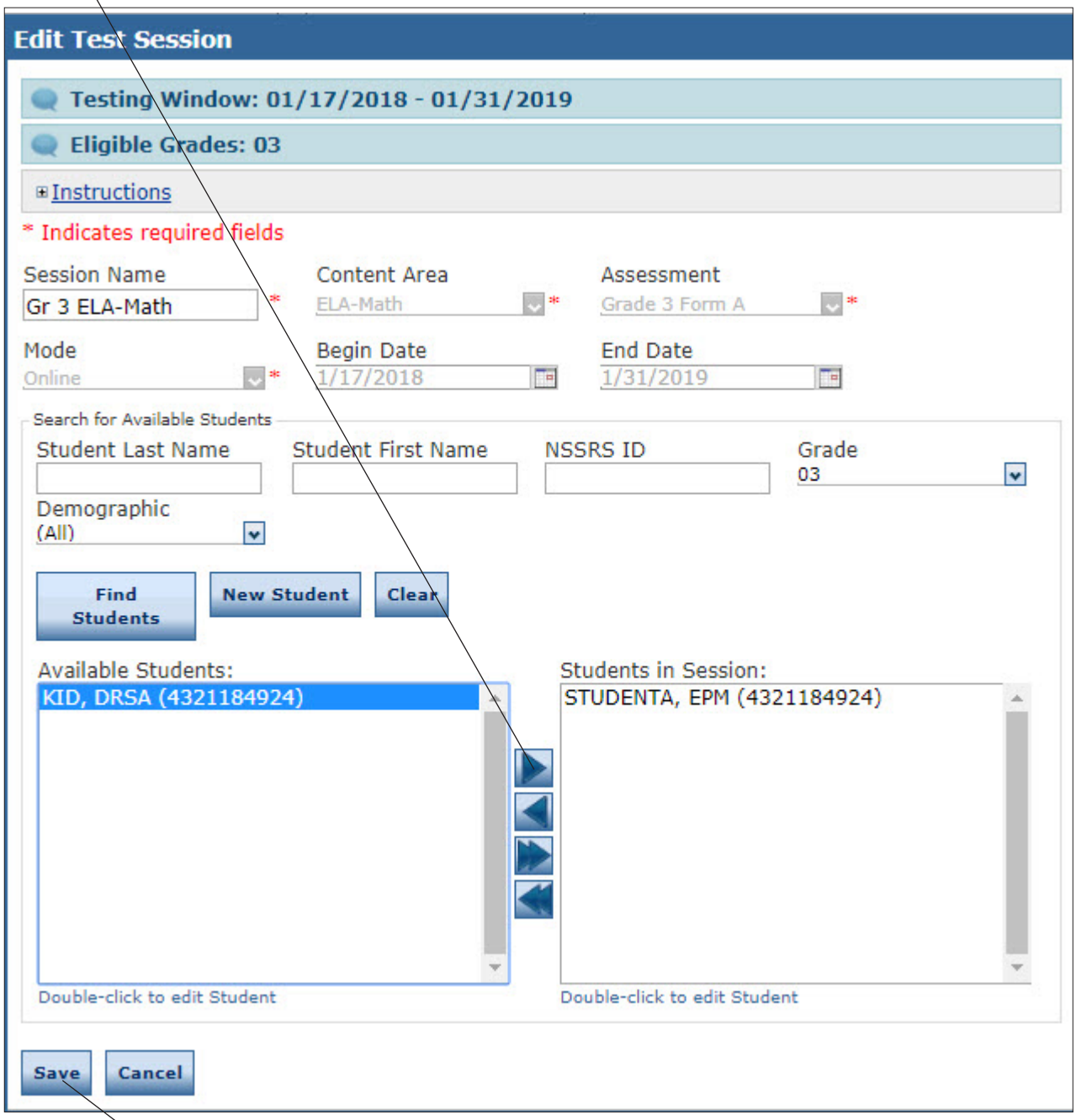
1. To add one or more new students to a test session, select a test session for the student's grade level and click the **View/Edit** icon ( ).



2. When the Edit Test Session window displays, click **Find Students**.

Adding Students to a Test Session (cont.)

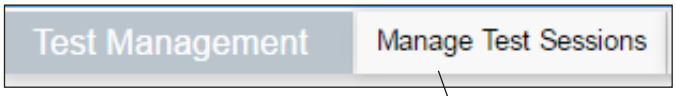
3. Click on the student's name to highlight it and click the **Add Selected** ( ) icon to move the student to the Students in Session column.



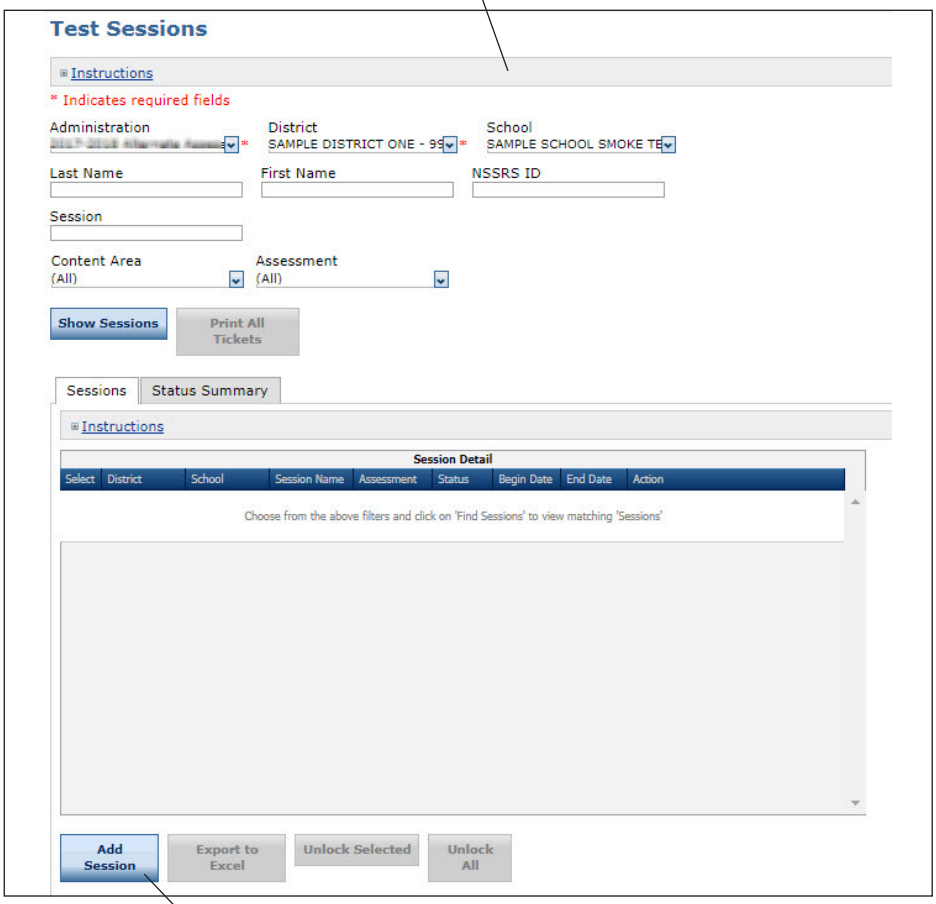
4. Click **Save**. After the student is added, you can print a test ticket for the student.

Creating a Test Session

You can create a new test session and add students to it.



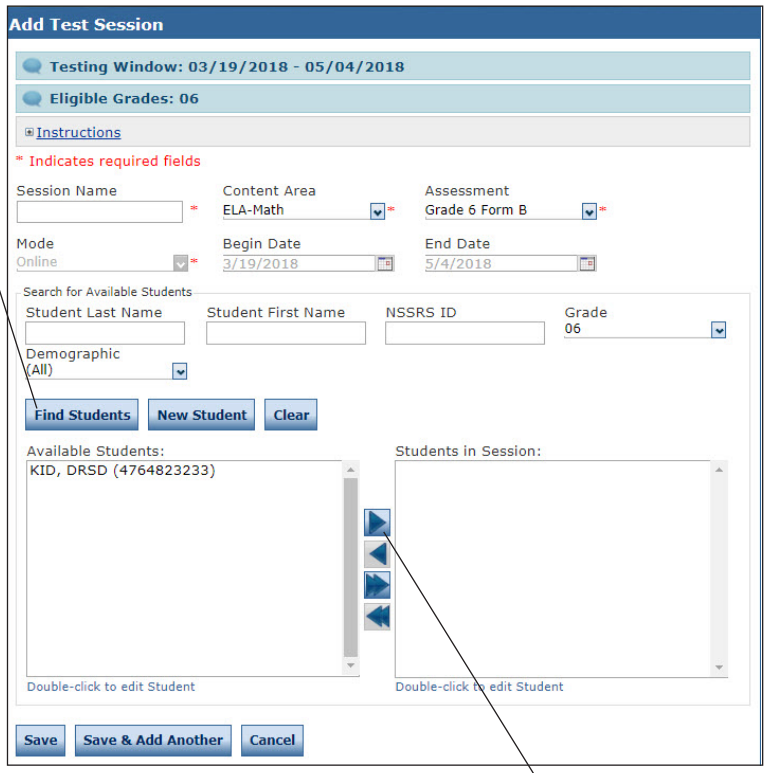
1. To add a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.



2. Select a district and school (required to add a test session and click the **Add Session** button at the bottom of the page.

Creating a Test Session (cont.)

3. The Add Test Session window appears. Enter the required information (indicated by an asterisk [*] next to the field).
4. Enter any other student search criteria.
5. Click **Find Students**.

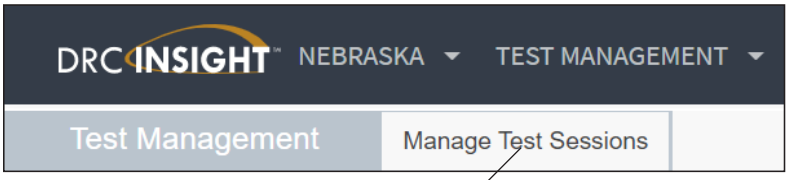


6. Select a student from the Available Students list.

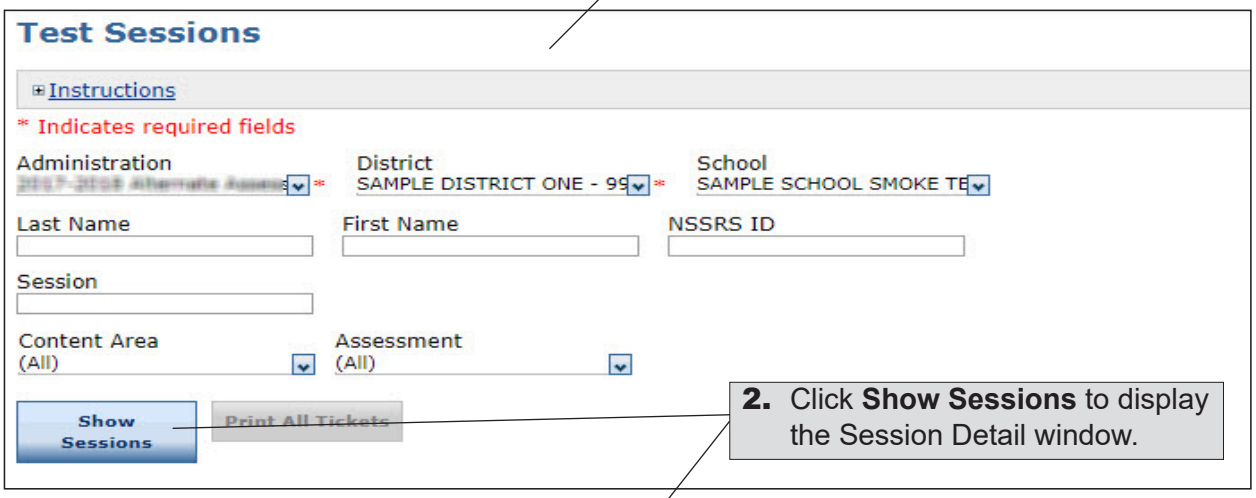
   Note: To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.
7. Use the **Add Selected** ( ), **Remove Selected** ( ), **Add All** ( ), and **Remove All** ( ) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
8. Click **Save** or **Save & Add Another** to add another session.

Exporting a Test Session

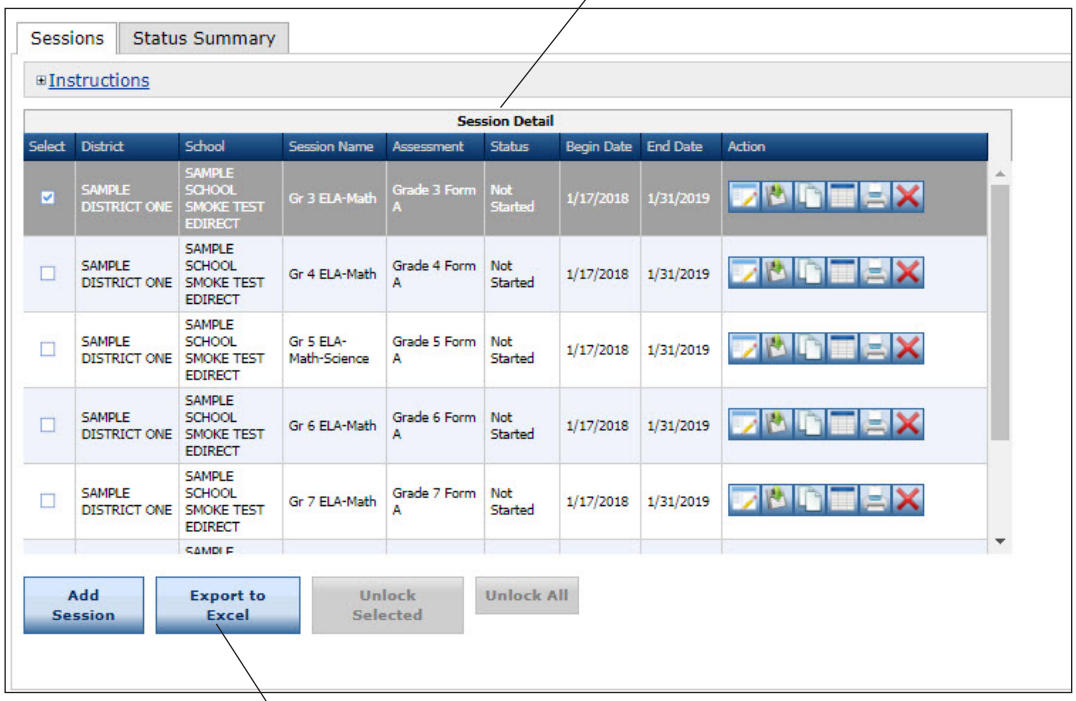
You can export the details of a test session as an Excel file (.xls) to save, view, edit, or print in a spreadsheet.



1. To export a test session, click Mana**ge Test Sessi**ons from the Test Management menu and select your search criteria on the Test Sessions page.



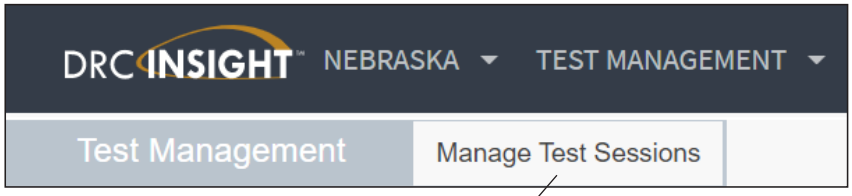
2. Click **Show Sessions** to display the Session Detail window.



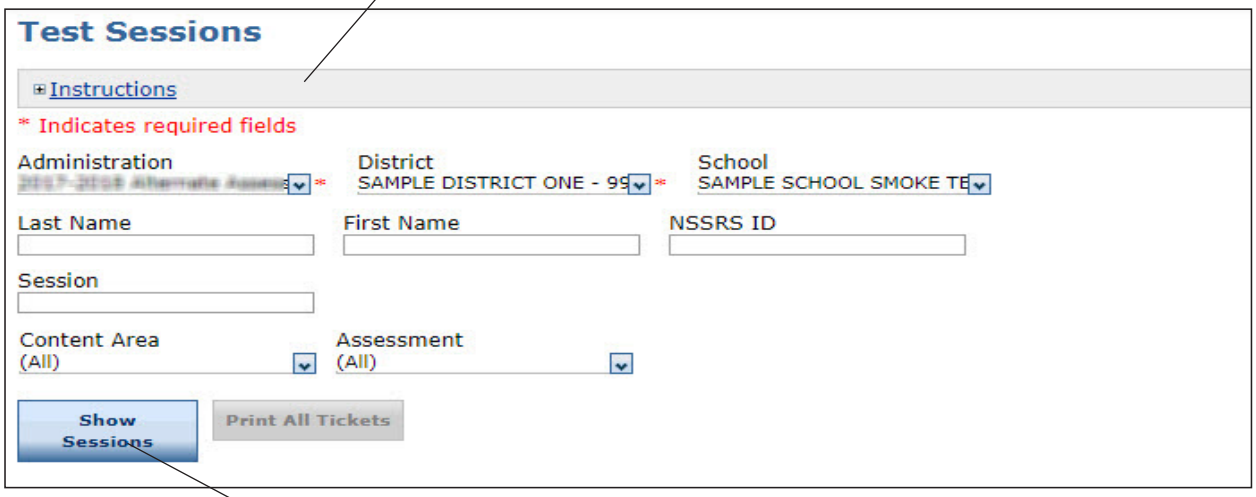
3. Select a test session using the checkmark in the Select column and click **Export to Excel**. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

Viewing and Exporting Test Session Status Details

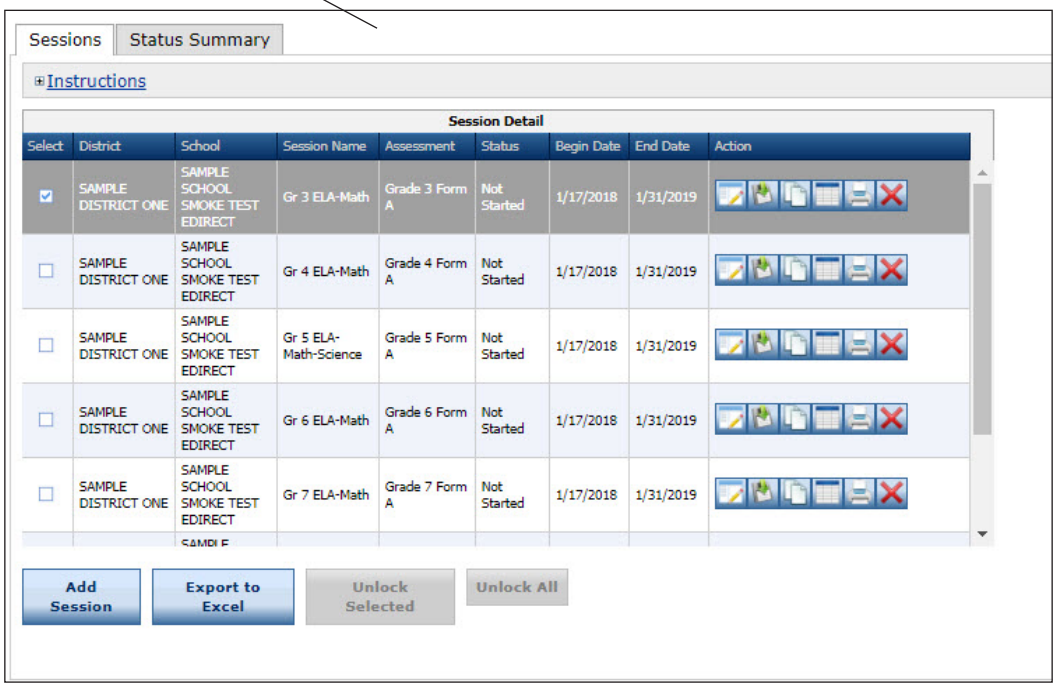
The test session status display provides each student's test ticket status, the time the student started the test, and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.



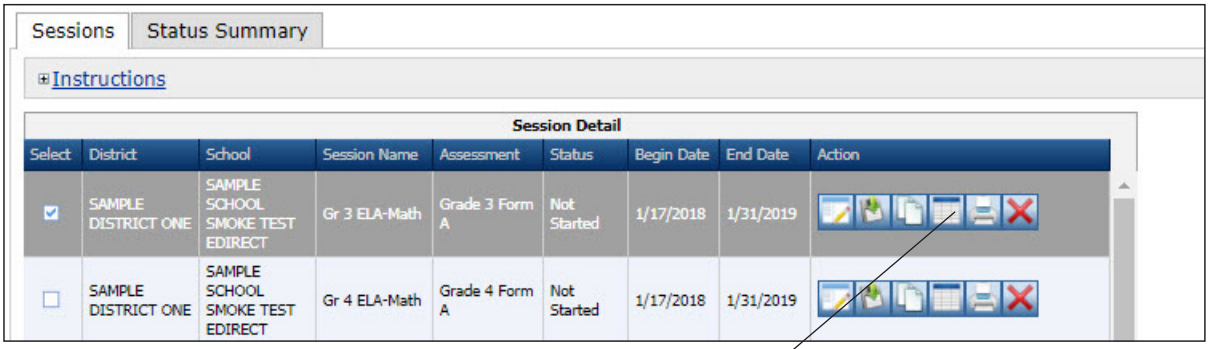
1. To view or export test session details, click Mana**ge Test Sessi**ons from the Test Management menu and select your search criteria on the Test Sessions page.



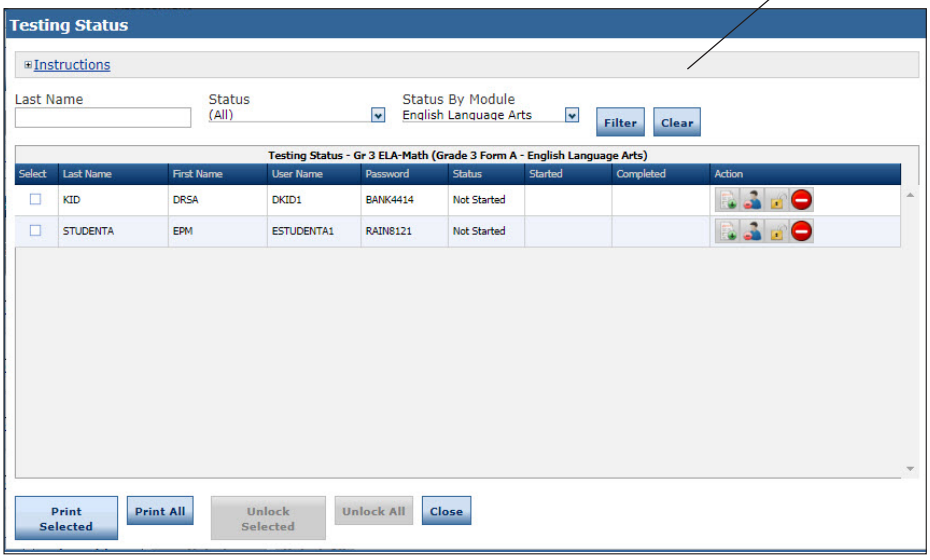
2. Click **Show Sessions** to display the Session Detail window.



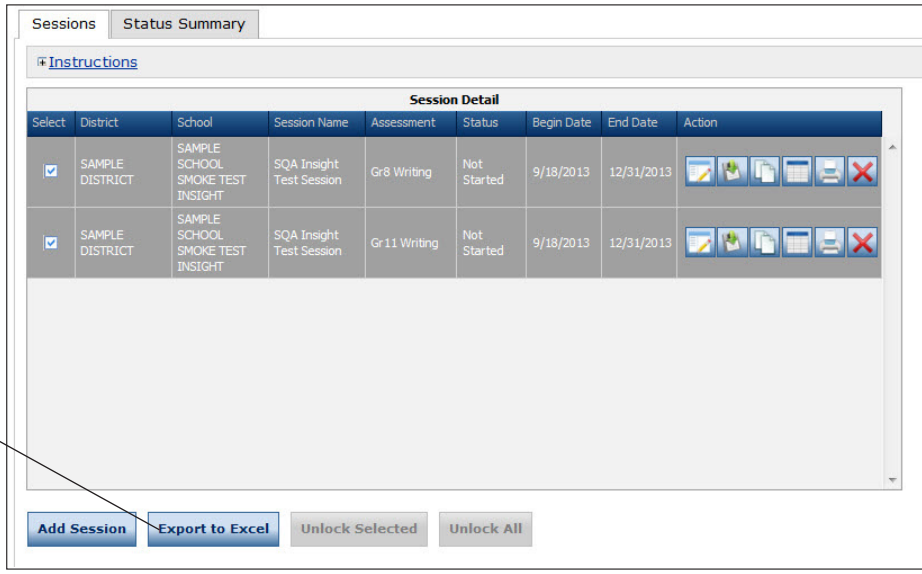
Viewing and Exporting Test Session Status Details (cont.)



To view or print test session details, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the test session details you want. The details for the test session you selected display in the Testing Status window. You can view or print the test session details from this window.



To export test session status details to a spreadsheet file (.xls) that you can save, view, edit, or print, check the checkbox in the Select column next to each test session status you want to export and click **Export to Excel**.

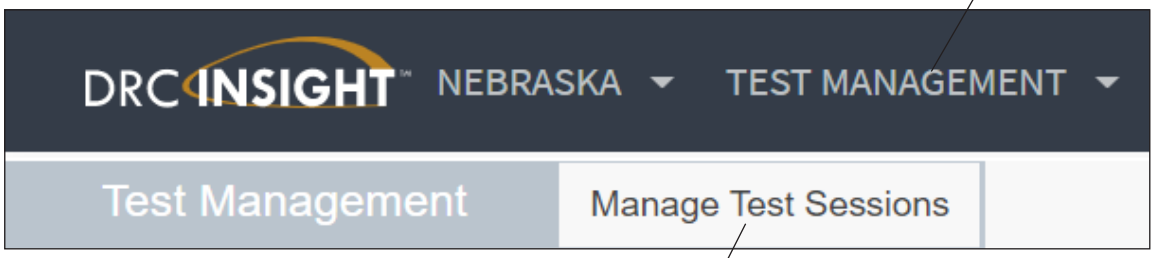


Printing Test Tickets and Rosters

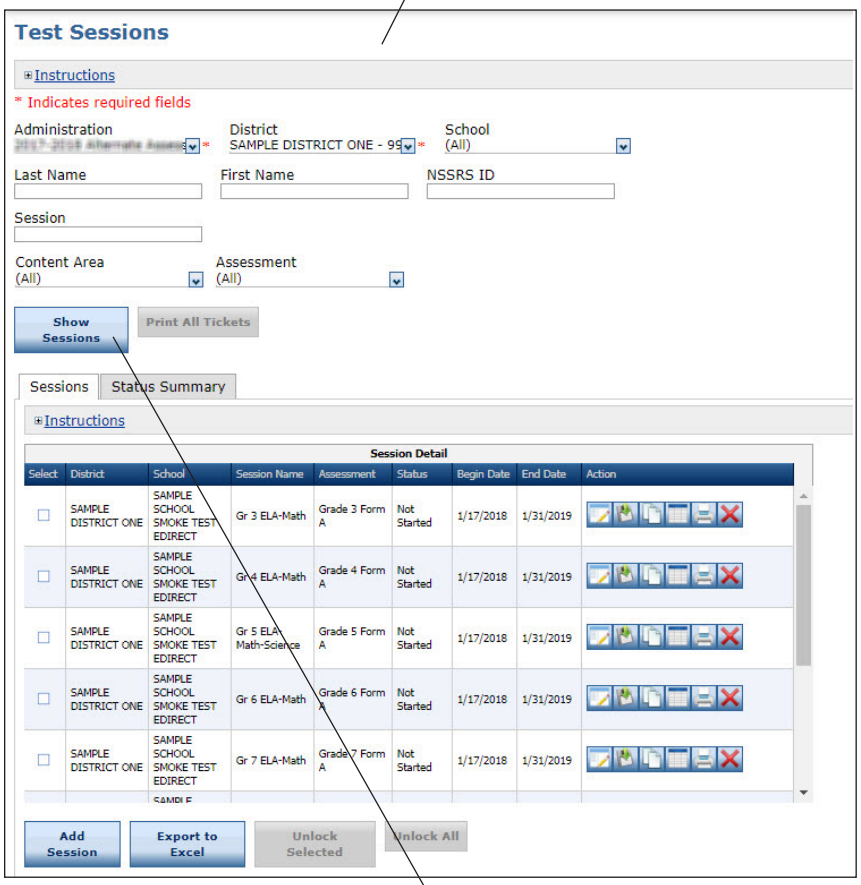
You can print test tickets for the students in a test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets. For the NSCAS Alternate assessment, the same student test ticket will be used to access all subjects tested at the student's grade.

Printing Test Tickets and Rosters (cont.)

1. To print test tickets for the students in a test session, open the **My Applications** menu and select **Test Management**.



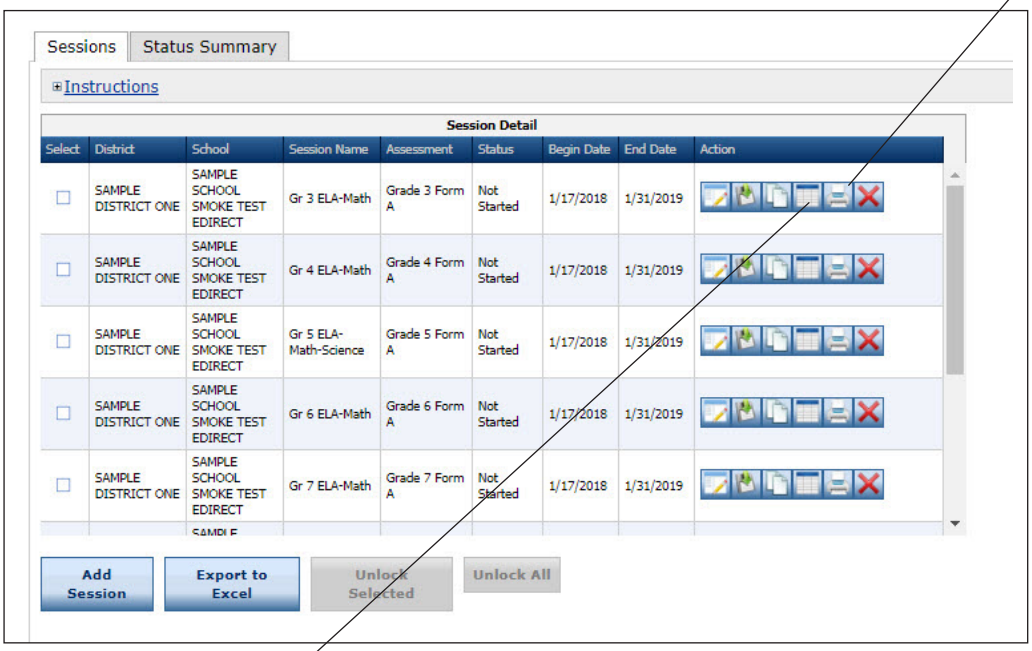
2. Click **Manage Test Sessi**ons from the Test Management menu and select your search criteria from the Test Sessions page that appears.



3. Click **Show Sessions**. From the Sessions tab you can print all of the tickets in the test session or selected tickets.

Printing Test Tickets and Rosters (cont.)

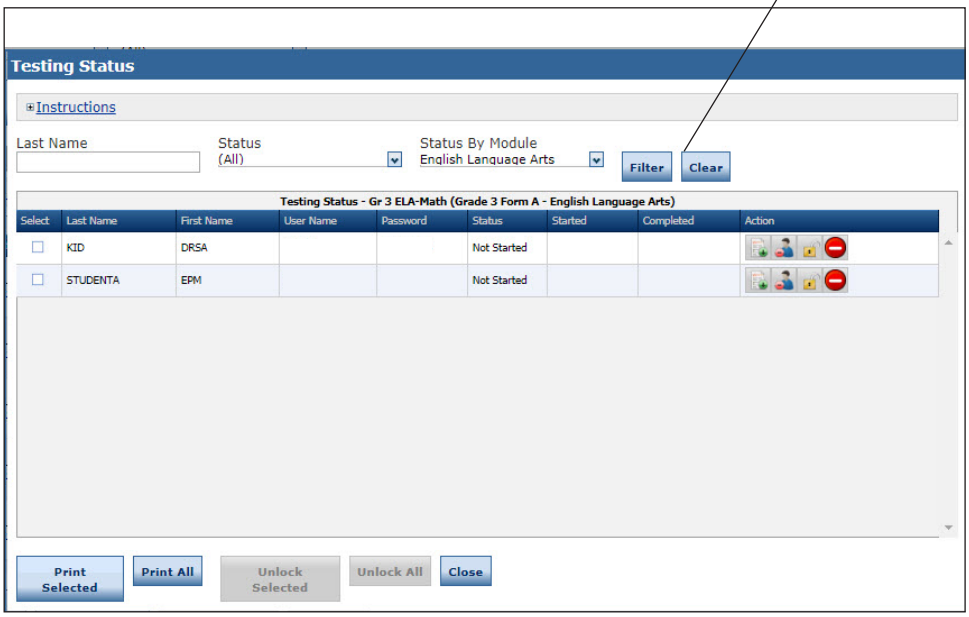
To print all of the tickets for the test, session, click the **Print All** icon ( ) in the Action column for the test session you want to print tickets for. A Portable Document Format (.pdf) version of the Student Test Session Ticket displays that you can view, save, and print.



To print selected test tickets, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the test session you want. In the Testing Status window, select one or more students by clicking the checkbox next to their name in the Select column. Then, click **Print Selected**.

You can search for students on the Testing Status window by Last Name, Status, or Status by Module.

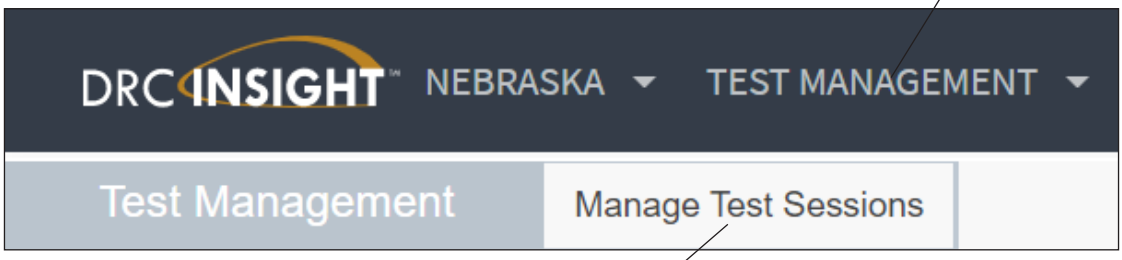
Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.



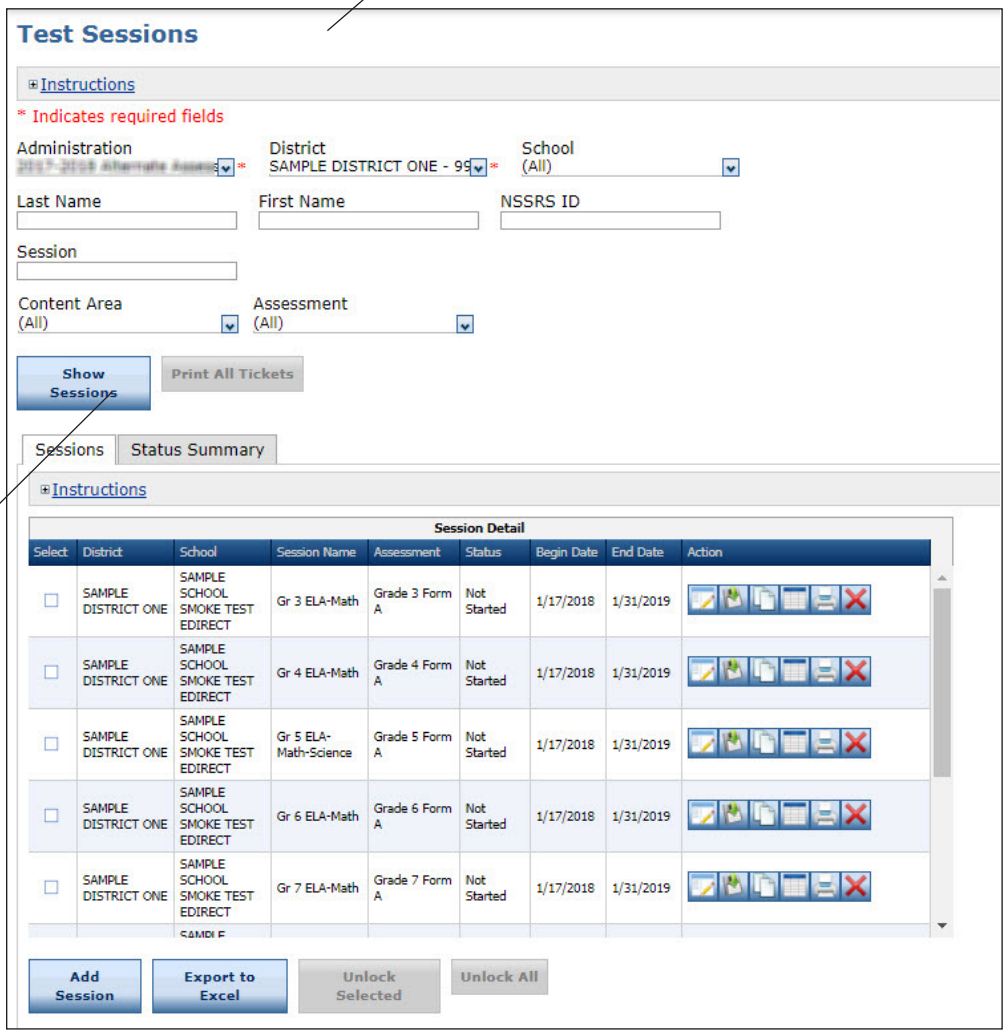
Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified from the Test Sessions window.

1. To display a summary report of test sessions, open the **My Applications** menu and select **Test Management**.



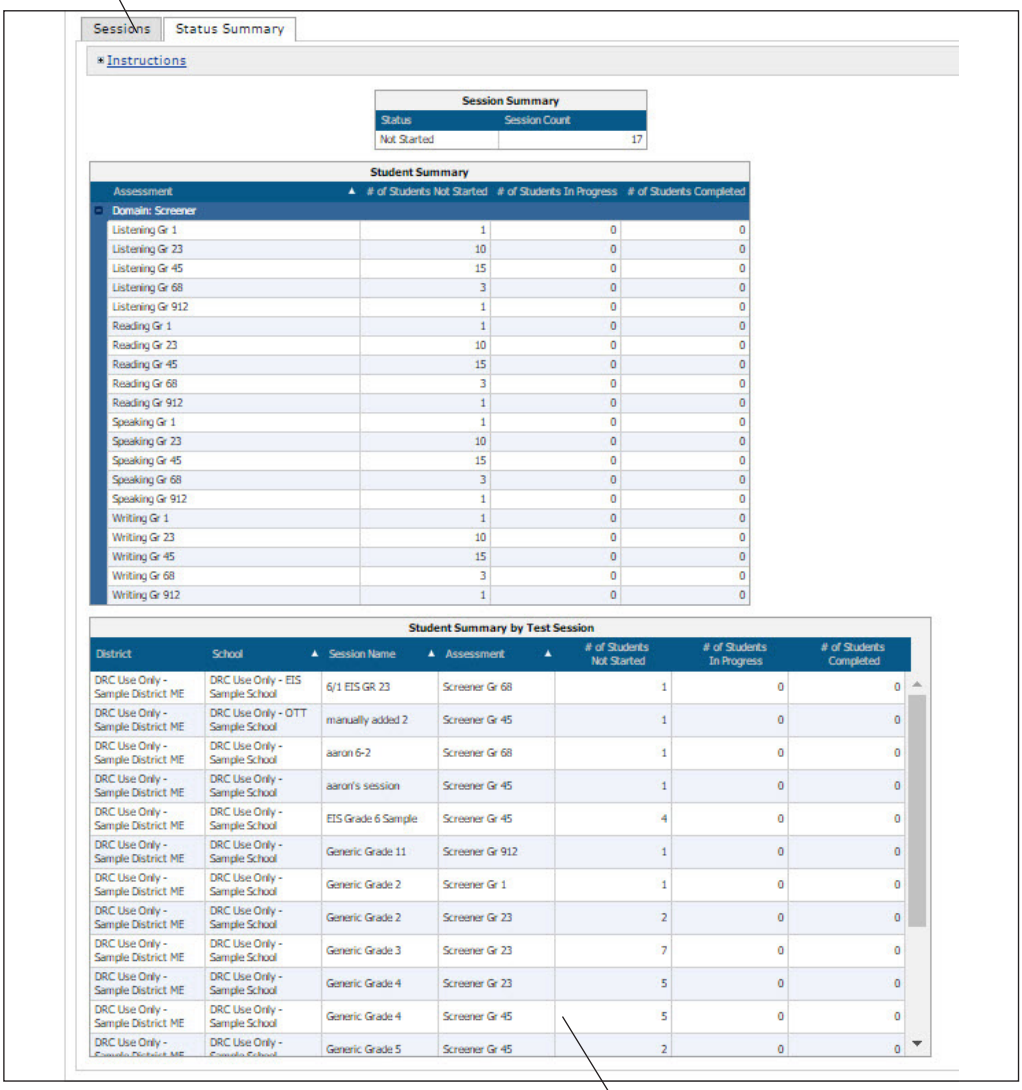
2. Click **Manage Test Sessions** and enter your search criteria on the Test Sessions page.



3. Click **Show Sessions**.

Displaying a Test Session Status Summary (cont.)

4. Click the **Status Summary** tab.



Sessions | Status Summary

Instructions

Session Summary

Status	Session Count
Not Started	17

Student Summary

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Domain: Screener			
Listening Gr 1	1	0	0
Listening Gr 23	10	0	0
Listening Gr 45	15	0	0
Listening Gr 68	3	0	0
Listening Gr 912	1	0	0
Reading Gr 1	1	0	0
Reading Gr 23	10	0	0
Reading Gr 45	15	0	0
Reading Gr 68	3	0	0
Reading Gr 912	1	0	0
Speaking Gr 1	1	0	0
Speaking Gr 23	10	0	0
Speaking Gr 45	15	0	0
Speaking Gr 68	3	0	0
Speaking Gr 912	1	0	0
Writing Gr 1	1	0	0
Writing Gr 23	10	0	0
Writing Gr 45	15	0	0
Writing Gr 68	3	0	0
Writing Gr 912	1	0	0

Student Summary by Test Session

District	School	Session Name	Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	6/1 EIS GR 23	Screener Gr 68	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron 6-2	Screener Gr 68	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron's session	Screener Gr 45	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	EIS Grade 6 Sample	Screener Gr 45	4	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 912	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 2	Screener Gr 1	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 2	Screener Gr 23	2	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 3	Screener Gr 23	7	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 4	Screener Gr 23	5	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 4	Screener Gr 45	5	0	0
DRC Use Only -	DRC Use Only -	Generic Grade 5	Screener Gr 45	2	0	0

The Status Summary report displays the test sessions that meet the criteria you specified in step 2.

Unlocking a Student's Test Ticket

A student's test ticket must be unlocked if a Proctor or Test Administrator ended the test by using the End Test function in INSIGHT and the student's test is in a Completed status. If the student's test needs to be accessed again, the student's test ticket must be unlocked. After the ticket is unlocked, you can use the log-in information from the original test ticket to access the test.

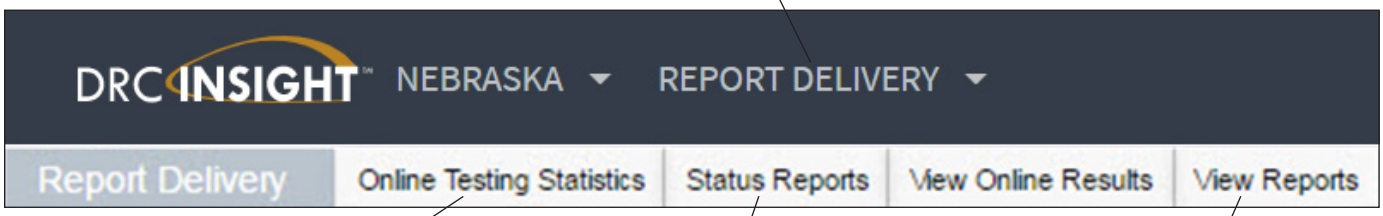
Note: The District Assessment Contact must contact a DRC Nebraska Customer Service representative at (866) 342-6280 if there is a need to unlock a completed test.

Report Delivery Menu

Introduction

From the Report Delivery menu, Portal users can access and view online testing statistics, status reports, online results, and reports.

Open the **My Applications** menu and click **Report Delivery** to display the Report Delivery menu.



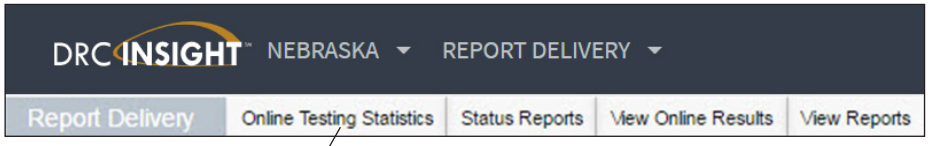
Select **Online Testing Statistics** from the Report Delivery menu to display testing statistics.

Select **Status Reports** from the Report Delivery menu to display status reports that track testing activity for a test administration in a particular district and school.

Select **View Reports** from the Report Delivery menu to view, download, or print district-level reports.

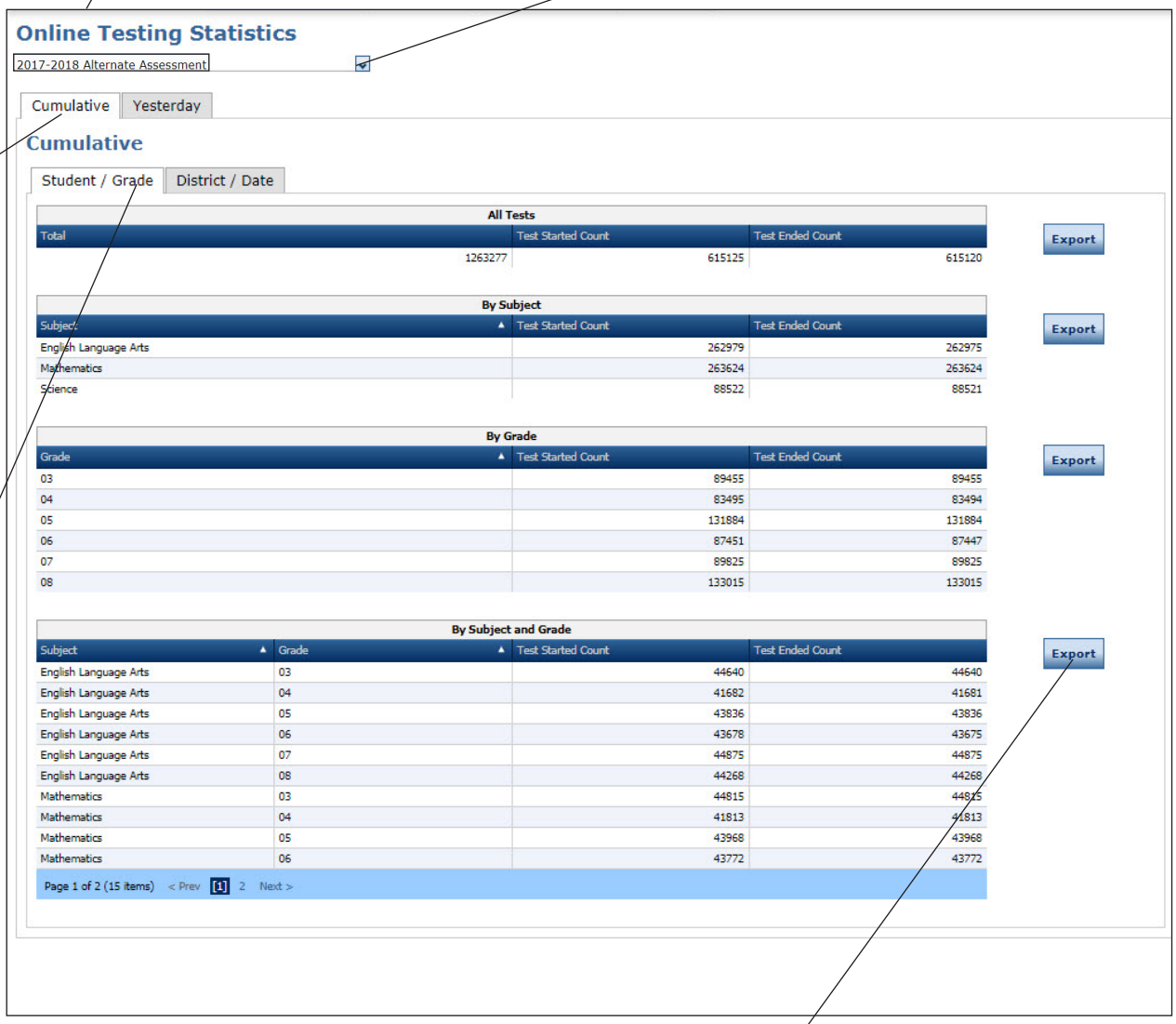
Online Testing Statistics

Portal users can display testing statistics for the entire test period up to the previous day, or statistics for the previous day, sorted by student and grade, or by district and date.



1. To display testing statistics for online testing, select **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.

2. Select an administration from the drop-down menu.



Select **Cumulative** to view reports for the entire testing period up to the previous day. Select **Yesterday** to view reports for the previous day.

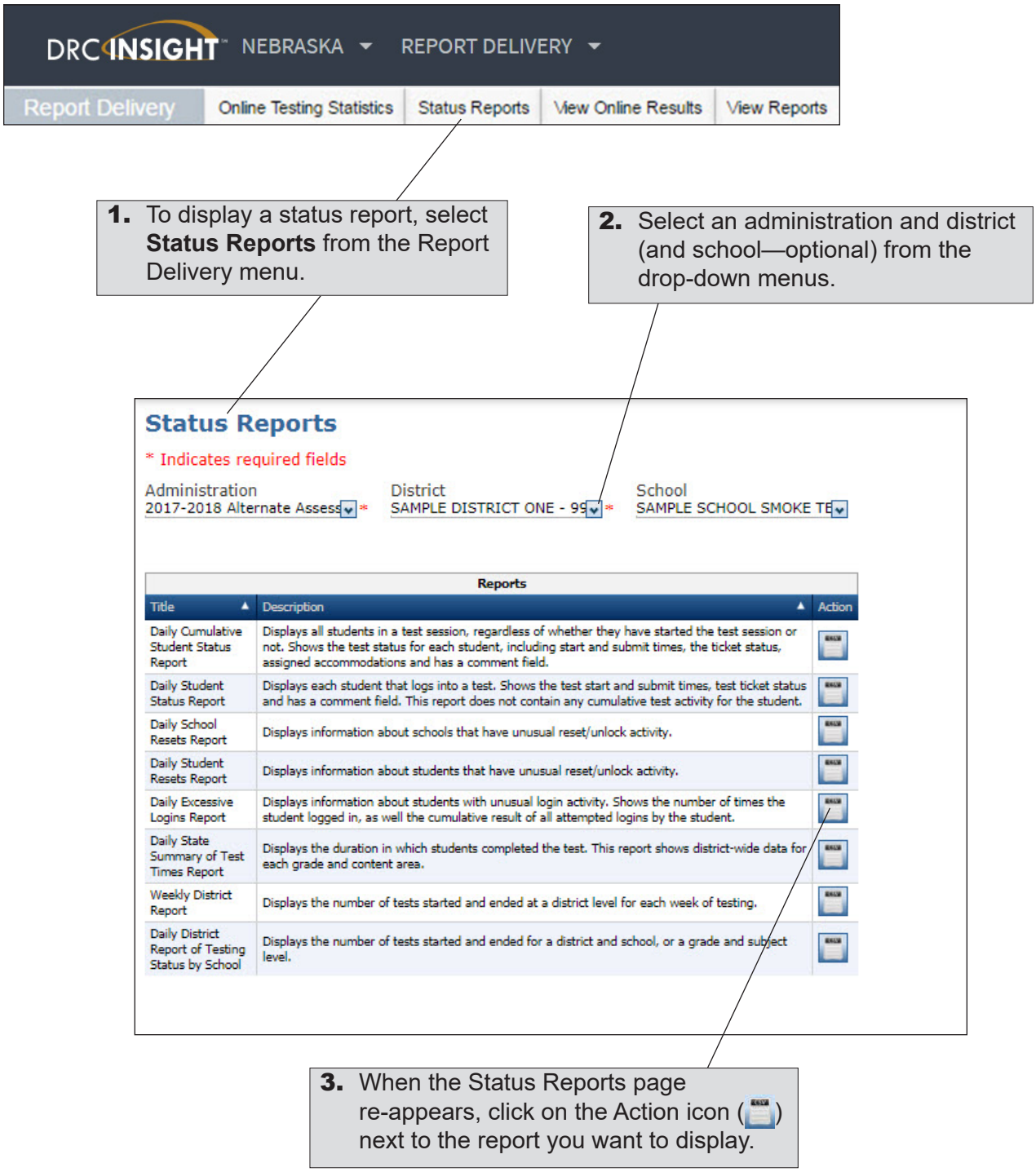
Select **Student/ Grade** to view reports sorted by student and grade. Select **District/Date** to view reports sorted by district and date.

To export a report in comma-separated values (.csv) format to download into a spreadsheet, select the report and click **Export**.

Status Reports

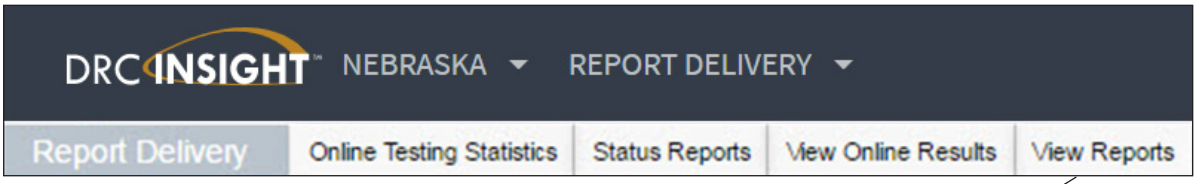
Portal users can use status reports to track testing activity for a test administration in a particular district and school. During testing, the status reports are updated daily at the end of each testing day.

Note: The Cumulative Student Status Report is updated in real time.

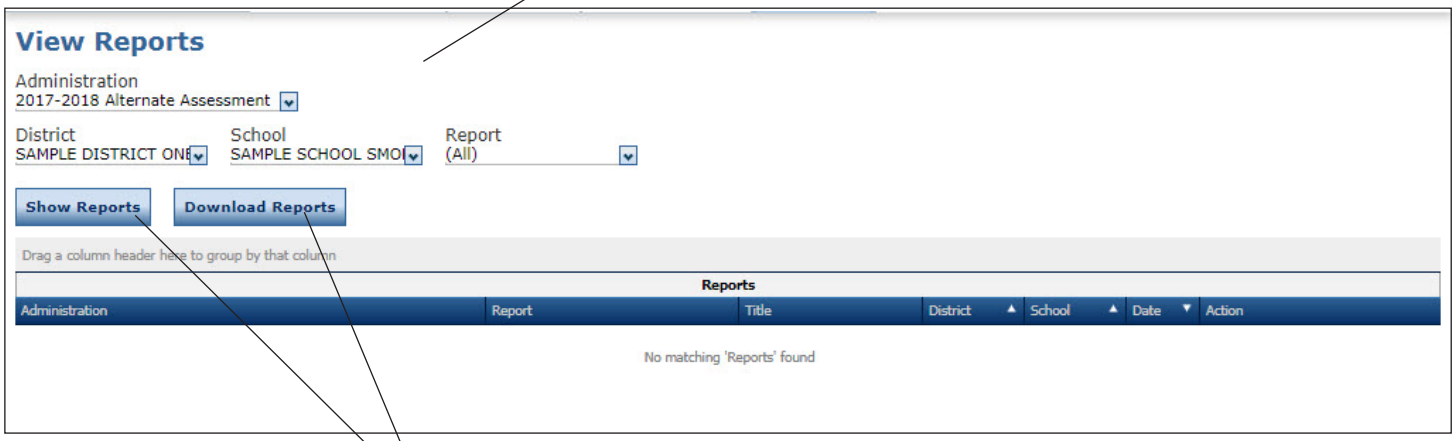


View Reports

Portal users can view, download, or print reports at the district level.



1. To view or print reports, select **View Reports** from the Report Delivery menu to display the View Reports page.



2. Specify an administration, district, school, and report from the drop-down menus and click **Show Reports** to view, save, or print results for the students selected, or **Download Reports** to download a reports in .pdf or .csv format.

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