



DRC INSIGHT Portal USER GUIDE

ALASKA

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Introduction



WHAT'S COVERED IN THIS GUIDE

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

The primary users of the DRC INSIGHT Portal are District Test Coordinators (DTCs) and Building Test Coordinators (BTCs). The primary audience for this guide is both DRC INSIGHT Portal end users and administrators.

Note: Not all of the options available in the DRC INSIGHT Portal are discussed in this user guide. The Technology Setup options are for a different audience.

This guide is divided into the following sections:

Working with the DRC INSIGHT Portal

Describes how to access and log on to the DRC INSIGHT Portal, its general options, and some common account options for end users, such as changing username, email address, and password.

General Information Menu

Describes how to access the Downloads tab that includes the DRC INSIGHT installation files. Announcements, documents, and tutorials are also described.

User Management Menu

Covers the various administrative tasks that can be performed for users within the DRC INSIGHT Portal. These tasks include editing and updating user information and permissions, activating and deactivating users, adding new users, and updating user profiles.

Materials Menu

Describes how to order additional materials and how to access and work with the Accountability Form.

Student Management Menu

Details various administrative tasks that can be performed for students within the DRC INSIGHT Portal. These tasks include editing a student's information, viewing a student's test sessions, printing test tickets and rosters for the students within a test session, unlocking a student test ticket, uploading multiple student records into the DRC INSIGHT Portal, and using the Student Status dashboard to review student progress.

Test Management Menu

Details various administrative tasks that can be performed for test sessions within the DRC INSIGHT Portal. These tasks include creating and deleting test sessions, exporting test sessions, adding and removing students, viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and displaying a test sessions status summary.

Report Delivery Menu

Briefly discusses how to view and use the reports that are available through the DRC INSIGHT Portal, including status reports.

THE DRC INSIGHT PORTAL PERMISSIONS MATRIX

For online testing, the DRC INSIGHT Portal categorizes people into various roles—DTC, BTC, Teachers, TA, District Report User (DRU), School Report User (SRU) and District Technology Coordinator. Within the DRC INSIGHT Portal, users in each role can be assigned permissions to handle the testing responsibilities associated with the role.

The matrix on this page and the following pages shows the specific permissions to be granted, by role, for the Alaska Spring 2023 Assessments; the name of the permission in DRC INSIGHT Portal; what the permission allows the user to do; and the recommended permissions for each role.

DTCs will receive applicable permissions. It is the responsibility of the DTC to assign permissions—individually or by using permission sets—to DRUs, BTCs, SRUs, Teachers, TAs, and District Technology Coordinators. To see a table explaining the relationships between User Roles and Permission Sets see [“Adding a User” on page 36](#).

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
General Information	Documents – View	View manuals, presentations, and other documents	X	X	X	X	X	X	X
General Information – Downloads	Online Testing – Secured Resources	View secure online testing software downloads and tutorials	X		X	X			
Device Toolkit	Test Setup – Device Toolkit	Configure a computer or approved device for testing	X		X	X			
User Management	Administrator	Add/edit user accounts and profiles	X			X			
User Management	Administrator – Mass Assign Role	Upgrade multiple user profiles to a higher role	X			X			
Teacher Management	Teachers – Search/View* *Users must have this permission to use any other Teacher Management permissions.	Search/view teacher data and download search results	X			X			

Introduction

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
Teacher Management	Teachers – Add/Edit	Add/edit teachers that have students testing online	X			X			
Student Management	Students – Search/View* *Users must have this permission to use any other Student Management permissions.	Search and view student data	X			X		X	X
Student Management	Students – Add/Edit	Add and edit student demographic information	X			X		X	
Student Management	Students – Download Students	Download a list of student information	X			X		X	
Student Management	Students – Upload	Upload students and demographic information using a specified file layout (Multiple Student Upload)	X			X		X	
Student Management	Test Setup – View Student Status	View test status by student	X			X		X	
Student Management	Student Status Dashboard	Test Setup – View Student Status	X	X		X		X	X
Materials	Materials-Additional-Primary Window	Access additional materials during the primary window	X						

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
Materials	Materials-Additional-view/edit	Enter, view, and modify Additional Materials via the Client Entry screen	X						
Materials	Materials-Primary Window	Access materials during the primary window	X						
Materials	Materials-Return Materials Receipt	Access reports showing a summary/ detailed view of secure materials received by DRC. Note: This permission was not on the spreadsheet used for approvals.	X						
Test Management	Test Session – Search/View* *Users must have this permission to use any other Test Session permissions.	Search and view test sessions and download search results.	X			X		X	X
Test Management	Test Session – Add/Edit	Add, edit, and delete test sessions	X			X			
Test Management	Test Sessions	Upload test sessions	X			X			
Test Management	Test Session – Status Summary	View testing status information	X			X		X	X
Test Management	Test Session – Print Test/Item	Print testing and item information	X						

Introduction

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
Test Management	Test Tickets – View/Print	Print student test tickets, rosters, and view individual student testing status	X			X		X	
Test Management	Test Tickets – Unlock	Unlock student test login ticket after a student's test status is "Completed" or the student test login ticket is "Locked"	X						
Test Management	Test Tickets – Regenerate Test Ticket	Regenerate student test tickets as needed	X						
Test Management	Test Tickets – Purge Test Ticket	Purge student test tickets as needed	X						
Test Management	Test Tickets – View Questions Attempted	View the number of items out of the total a student has attempted	X			X			
Test Management	Primary Window	Access Test Setup	X			X		X	X
Report Delivery	Status Reports – District Reports	Access reports that display district- and school-level testing activity	X						
Report Delivery	Reports- View District Files	View district reports	X	X					
Report Delivery	Reports- View School Files	View school reports	X	X			X		

Working with the DRC INSIGHT Portal



INTRODUCTION

This section of the user guide describes how to access the DRC INSIGHT Portal, manage your account, and display some important reference information.

- Access the DRC INSIGHT Portal from a web browser
- Manage your DRC INSIGHT Portal account
 - Edit your profile
 - Change your email address
 - Change your name
 - Change your password
 - Display your DRC Product Agreements
- Display the Security and Confidentiality Agreement
- Display the Browser Requirements

ACCESSING THE DRC INSIGHT PORTAL

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

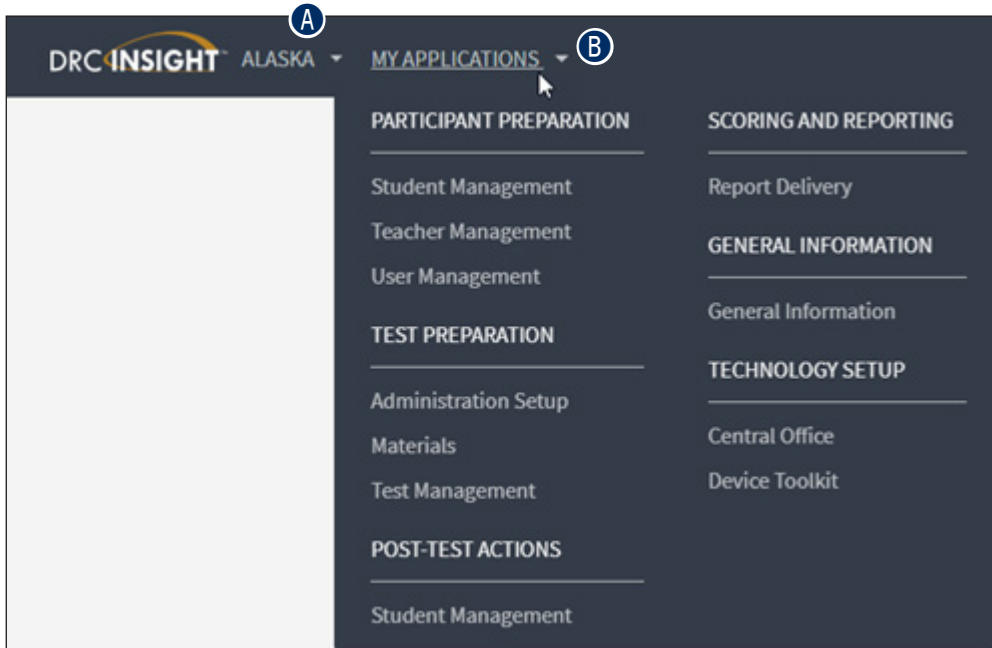
Enter the URL <https://ak.drctdirect.com> in a supported browser.

- A The **Welcome to DRC INSIGHT Portal** page appears containing helpful information about documentation and support resources.
- B Enter your username and password and then click **Sign In**.
- C Click **Forgot your password** to receive an email with instructions on how to reset your password.
- D Without logging in to the DRC INSIGHT Portal you can click the <https://wbte.drctdirect.com/AK/portals/ak> link to display a link to the Online Tools Training (OTT) for current assessments.

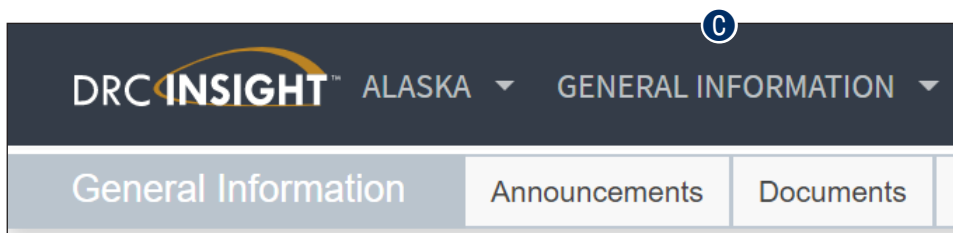
The screenshot shows the DRC INSIGHT Portal login interface. On the left, there is a white login form with the DRC INSIGHT logo at the top. It contains fields for 'Username' and 'Password', a 'Show Text' checkbox, a 'Sign in' button, and a 'Forgot your password?' link. Callout B points to the password field, and callout C points to the 'Forgot your password?' link. On the right, the 'Welcome to DRC INSIGHT Portal' message is displayed on a dark background. Callout A points to the title, and callout D points to the URL <https://wbte.drctdirect.com/AK/portals/ak>.

After a successful log in, the **Welcome to DRC INSIGHT Portal** page reappears with additional information about navigating the site.

- A** The Product menu displays the active DRC product. If you have more than one product, click the menu to select a different product.
- B** The **My Applications** menu displays the DRC INSIGHT Portal options you have permission to use. For more information about these functions, refer to the specific section in this user guide.



- C** When you select a menu option, the My Applications menu displays the name of the selected option. In this example, General Information was selected.

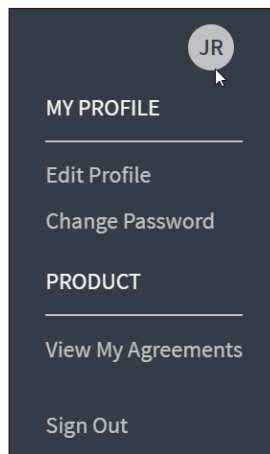


MANAGING YOUR ACCOUNT

This topic describes how to manage your DRC INSIGHT Portal account. Within the DRC portal you can change your email address, name, or password.

! **Important:** If you are unable to change your email, name, or password, please contact DRC Customer Service at 1-866-339-6390 or email at AKHelpDesk@datarecognitioncorp.com .

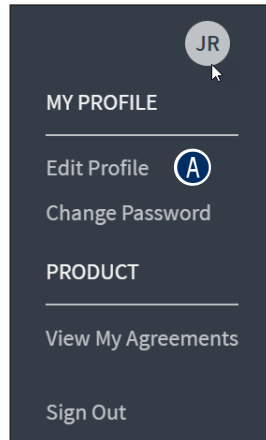
To manage your account, sign in to the DRC INSIGHT Portal and click your initials (based on your first and last name in the DRC INSIGHT Portal) in the right-hand corner of any page to display a menu of options.



Managing Your Account—Editing Your Profile

This topic describes how to change your name and email address within the DRC INSIGHT Portal.

- A Select **Edit Profile** to display the **Manage my profile** page.



- B When the **Manage my profile** page displays, enter your new first name in the **First Name** field (required), your last name in the **Last Name** field (required), and your middle name in the **Middle Name** field (optional). Click **Save** (or **Cancel** to cancel the process).

A light gray form titled 'Manage my profile' with a circled 'B' next to the title. The form contains four input fields: 'First Name *' (required), 'Middle Name' (optional), 'Last Name *' (required), and 'Email *' (required). Each field is a white rectangle with a red border. At the bottom right of the form are two buttons: a blue 'CANCEL' button and a gray 'SAVE' button.

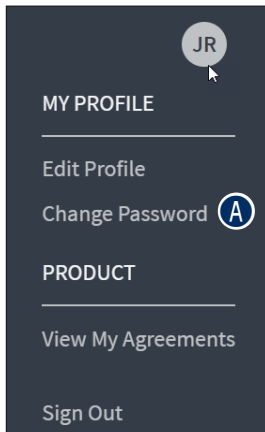
Managing Your Account—Changing Your Password

This topic describes how to change your password within the DRC INSIGHT Portal for existing users only. New users receive an email containing a temporary username and a link. Clicking the email link displays a screen that allows you to choose your password. Then, you are prompted to read and accept the Security Agreement to activate your account (see [“Displaying the Security and Confidentiality Agreement” on page 19](#)).

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

- Must contain at least eight characters
- 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.



B Enter your current password in the **Previous Password** field, your new password in the **New Password** and **Confirm New Password** fields.

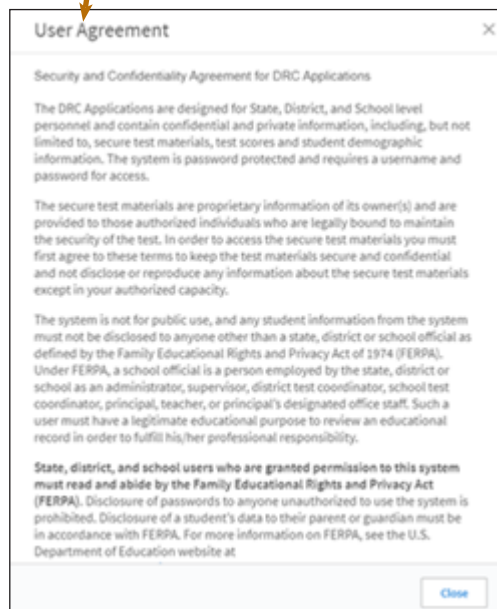
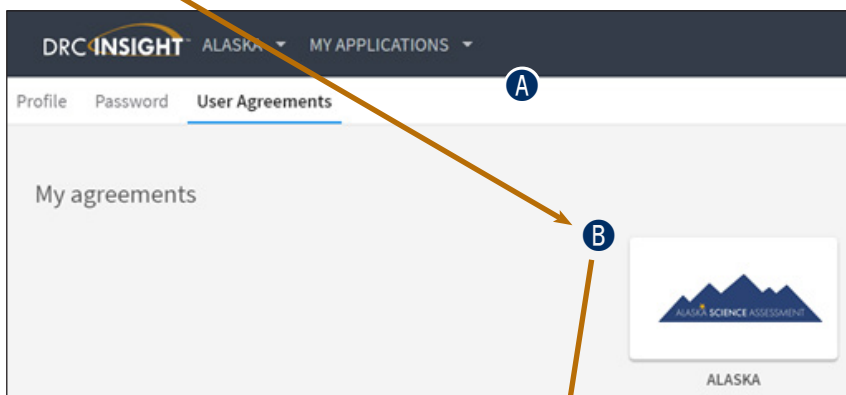
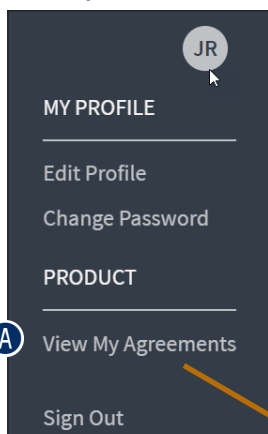
C Click **Save** (or **Cancel** to cancel the process).

A screenshot of a light gray form titled 'Manage my password'. It contains three text input fields, each with a 'Show Text' checkbox to its right. The first field is labeled 'Previous Password *' and has a blue circle with the letter 'B' over it. The second field is labeled 'New Password *'. The third field is labeled 'Confirm New Password *' and has a blue circle with the letter 'C' over it. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.

Managing Your Account—Displaying Your Product Agreements

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

- A Select **View My Agreements** to display DRC product agreements.
- B Click a product to display its agreement.



DISPLAYING THE SECURITY AND CONFIDENTIALITY AGREEMENT

The first time you access the DRC INSIGHT Portal, you must agree to the terms of the agreement to continue using the Portal.

To view the Security and Confidentiality Agreement, click your initials in the right-hand corner of any page and select **View My Agreements**. Then select **ALASKA** to display the Security and Confidentiality Agreement for DRC Applications.

User Agreement ×

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.

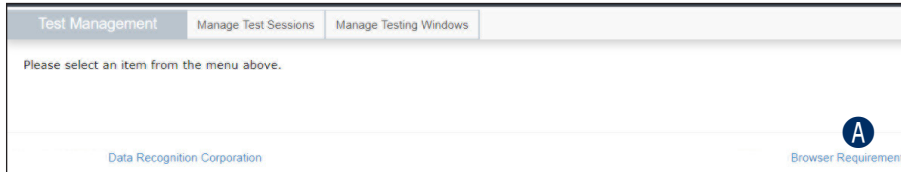
State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be 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

DISPLAYING THE BROWSER REQUIREMENTS

The **Browser Requirements** link lists browser requirements and includes links to browser pages and additional information. This page details the DRC INSIGHT Portal web browser requirements for Windows, Mac (OS X and macOS), and Linux operating systems.

- A** Click the **Browser Requirements** link at the bottom of any page.



- B** The **DRC INSIGHT Portal Web Browser Requirements** page displays a list of the web browsers that are certified to use with the Portal and are organized by operating system.
- C** The Additional Information section contains descriptions of other items that are required for browsers to use the DRC INSIGHT Portal.

DRC INSIGHT Portal Web Browser Requirements **B**

To ensure the best user experience when accessing the DRC INSIGHT Portal or other DRC hosted Web pages and Web-based applications DRC recommend using the most current version of one of the following Web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

DRC recommends using the most current production release version of browser, however, DRC will provide support for 2 versions prior to the most recent version. For example if the most recent version of the browser is v80, DRC will support versions 80, 79 and 78.

DRC provides best effort support¹ of versions older than 2 versions prior to the most recent version and also provides best effort support for Microsoft Internet Explorer 11.

The version of the browser can typically be found in the browser Help function and choosing About.

Resolution

DRC web-based 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 your system does not meet this minimum, the site may require horizontal scrolling to use all functionality.

Additional Information **C**

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

¹ Best effort support is defined as the DRC support team will troubleshoot issues reported concerning the unsupported browser version using DRC web-based applications as best we can, but DRC cannot ensure a resolution. If an issue is identified, DRC Support will report the issue to DRC Development, however, DRC cannot ensure a fix or resolution. Once the browser version has reached the end of vendor support, DRC cannot offer support.

Contact Us Terms of Use Privacy Policy Browser Requirements

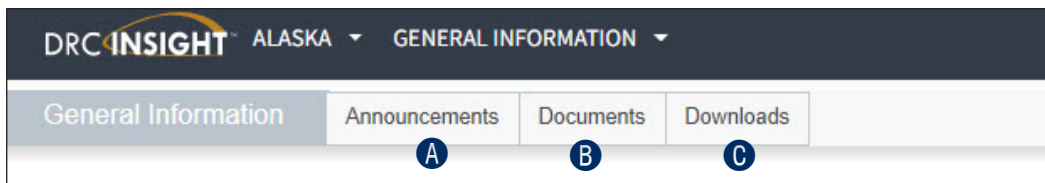
General Information Menu



INTRODUCTION

When you open the DRC INSIGHT Portal Applications menu bar and click **General Information**, three options are available: Announcements, Documents, and Downloads.

- A** Announcements: Click **Announcements** to display the latest information regarding Alaska testing.
- B** Documents: Click **Documents** to select, open, and download various training items from the Documents page.
- C** Downloads: Click **Downloads** to download Central Office Services (COS), DRC INSIGHT, and the Testing Site Capacity Estimator. You can download versions of DRC INSIGHT and COS for various operating systems and configurations.



User Management Menu



INTRODUCTION


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

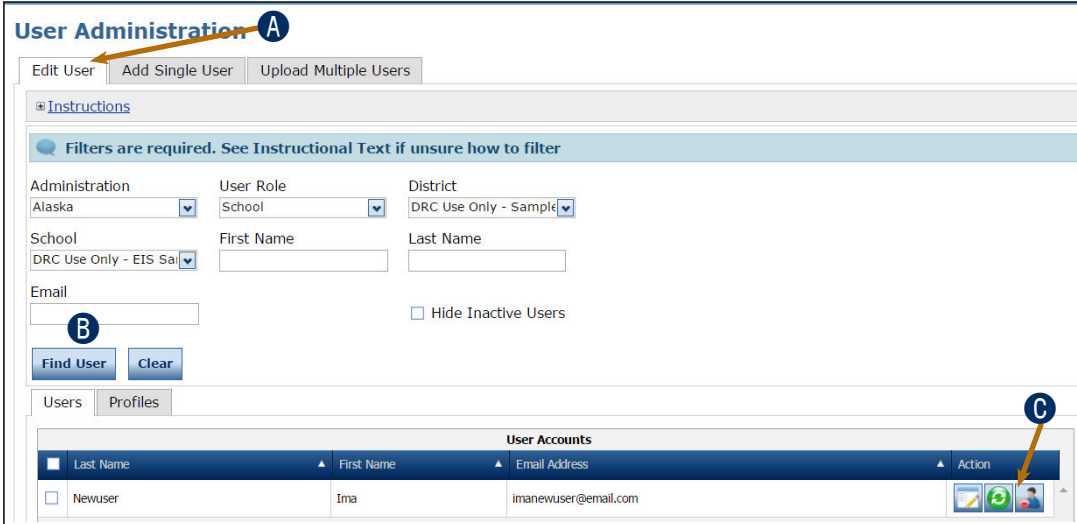
- Inactivate or activate a user
- Add or edit permissions for a user
- Copy users to a new test administration and assign permissions
- Clone permissions for a user from another user
- Add a single user
- Add multiple users

INACTIVATING A USER

You can inactivate the DRC INSIGHT Portal users that are currently active. When a user is inactivated, the user is unable to access the DRC INSIGHT Portal (to reactivate a user, see [“Activating a User” on page 26](#)). District Test Coordinators (DTCs) usually inactivate users who are no longer active in their district.

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

- A** 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.
- B** Click **Find User**.
- C** In the **Action** column, click the **Inactivate** icon () for the user you want to make inactive.

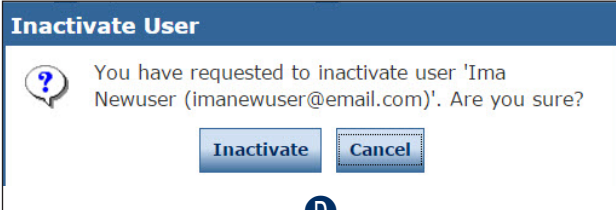


The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a section for search filters with the following fields:

- Administration: Alaska
- User Role: School
- District: DRC Use Only - Sample
- School: DRC Use Only - EIS Sa
- First Name: (empty)
- Last Name: (empty)
- Email: (empty)
- Hide Inactive Users:

Buttons for 'Find User' and 'Clear' are present. Below the filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. One user is listed: 'Newuser' with first name 'Ima' and email 'imanewuser@email.com'. The 'Action' column for this user contains three icons, with the rightmost one (a person with a red X) being the 'Inactivate' icon, indicated by a circled 'C'.

- D** When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process. When a user is inactivated, the following message displays: **The user has been inactivated.**



The 'Inactivate User' dialog box contains the following text:


You have requested to inactivate user 'Ima Newuser (imanewuser@email.com)'. Are you sure?

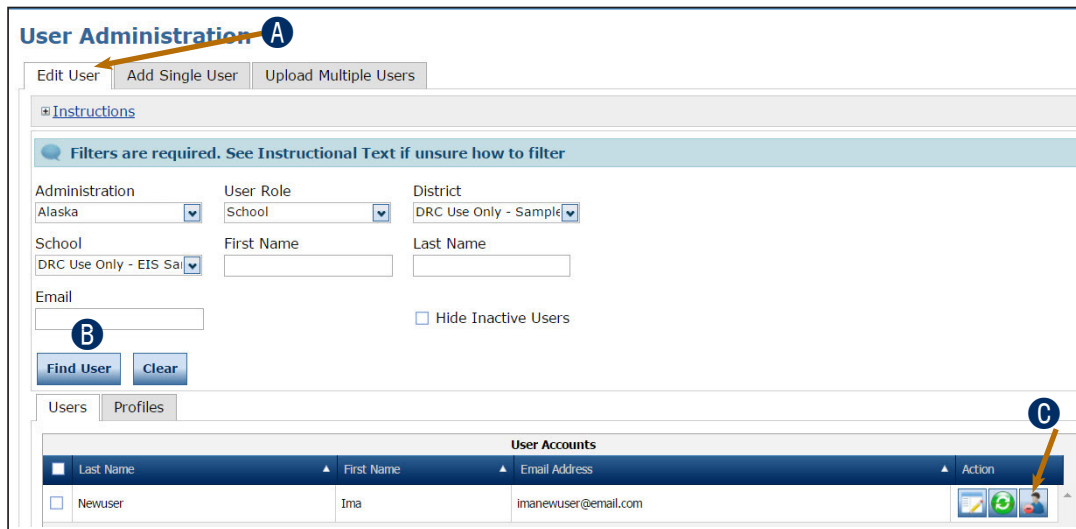
Buttons for 'Inactivate' and 'Cancel' are displayed at the bottom of the dialog box. A circled 'D' is located below the dialog box.

ACTIVATING A USER

You can activate a DRC INSIGHT Portal user that is currently inactive so the user can access the DRC INSIGHT Portal again (to inactivate a user, see [“Inactivating a User” on page 25](#)). 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 DRC INSIGHT Portal. Only users that were previously inactivated need to be activated manually.

- A** 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.
- B** Click **Find User**.
- C** 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.**



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section for search filters with the following fields:


- Administration: Alaska
- User Role: School
- District: DRC Use Only - Sample
- School: DRC Use Only - EIS Sa
- First Name: [Empty]
- Last Name: [Empty]
- Email: [Empty]
- Hide Inactive Users:

Buttons for 'Find User' and 'Clear' are located below the filters. Below the filters is a table titled 'User Accounts' with the following columns: Last Name, First Name, Email Address, and Action. The table contains one row with the following data:

Last Name	First Name	Email Address	Action
Newuser	Ima	imanewuser@email.com	[Icons]

ADDING PERMISSIONS FOR A SINGLE USER

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

- A** Open the DRC INSIGHT Portal Applications menu and click **User Management** to display the User Administration page.
- B** Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
- C** Click **Find User**.
- D** In the Action column click the **View/Edit** icon () to display the Edit User dialog box.
- E** Click the **Add** button to display the Add Permissions page.

The screenshot shows the DRC INSIGHT ALASKA USER MANAGEMENT interface. The top navigation bar includes 'DRC INSIGHT ALASKA' and 'USER MANAGEMENT'. The main content area is titled 'User Administration' and contains tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these tabs are search filters for Administration, User Role, District, School, First Name, and Last Name. A 'Find User' button is present. Below the search filters is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The 'Action' column for the user 'Ima' contains a 'View/Edit' icon. An arrow labeled 'D' points to this icon. Below the 'User Accounts' table is the 'Edit User' dialog box. It features a 'Security Agreement Not Accepted' warning, input fields for First Name (Ima), Last Name (User), and Email Address (imauser@email.com). Below these fields is a 'Permissions' table with columns for Administration, Role, District, School, and Action. The 'Action' column for each row contains a 'View/Edit' icon and a red 'X' icon. An arrow labeled 'E' points to the 'Add' button below the 'Permissions' table. At the bottom of the 'Edit User' dialog are buttons for 'Reset User', 'Inactivate', and 'Close'.

User Management Menu

When the **Add Permissions** dialog box displays, select a User Role and select permissions from the Available Permissions list to add to the user (you also can select a Permission Set).

- A** Use the **Add Selected** arrow (▶) to add the permissions (or Permission Set) or the
- B** **Remove Selected** (◀) arrow to change the permissions.
 - 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.
- C** Use the **Add All** (▶▶) and **Remove All** (◀◀) arrows to add or remove all permissions.
- D** Click the **Clone from Another User** icon (👤) to copy another user's set of permissions (see ["Cloning User Permissions" on page 34](#)).
- E** Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Add Permissions

* Indicates required fields

Administration
Alaska ▼ *

User Role
District ▼ *

District
DRC Use Only - Sample Dist ▼ *

School
(All) ▼

Permission-set
District Test Coordinator (DTC) ▼

Tip: When you select a permission, its description will display below the list


Available Permissions	Assigned Permissions
Documents - Delete	Administrator
Documents - Upload	Administrator - Mass Assign Role
Enrollment - Primary Window	Documents - View
Enrollment - Secondary Window	Materials - Accountability - User Info
Maintain Administration	Materials - Additional - Primary Winc
Maintain Administration - Edit Applic	Materials - Additional - View/Edit
Manage Shipments	Materials - Primary Window
Materials - Additional - Manage	Materials - Receipt - User Informatio
Materials - Additional - Secondary W	Online Testing - Secured Resources
Materials - Return Materials Receipt	Reports - View District Files
Materials - Secondary Window	Reports - View School Files

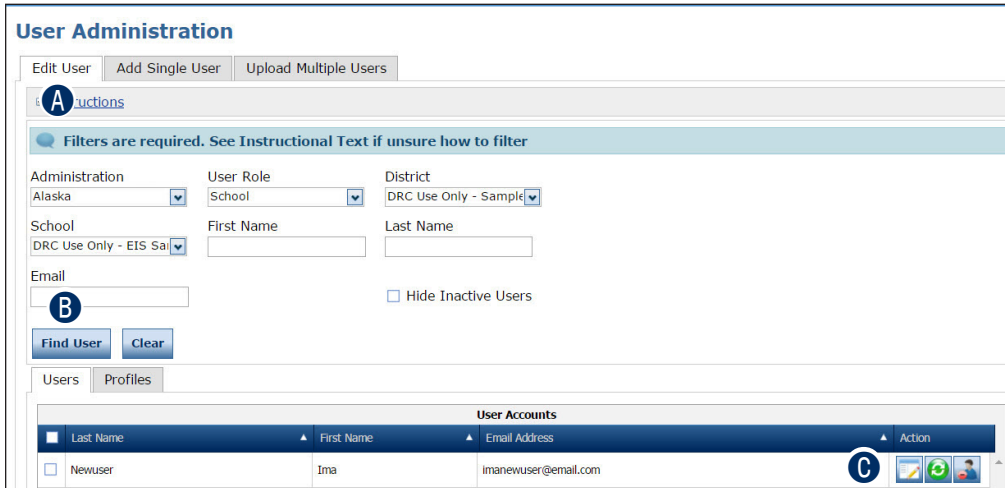
To see the description, select a permission

E Save Cancel

EDITING A SINGLE USER'S PERMISSIONS

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

- A** 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.
- B** Click **Find User**.
- C** In the Action column click the **View/Edit** icon () to display the Edit User dialog box.



User Administration

Edit User | Add Single User | Upload Multiple Users

A Actions


Filters are required. See Instructional Text if unsure how to filter


Administration: Alaska | User Role: School | District: DRC Use Only - Sample

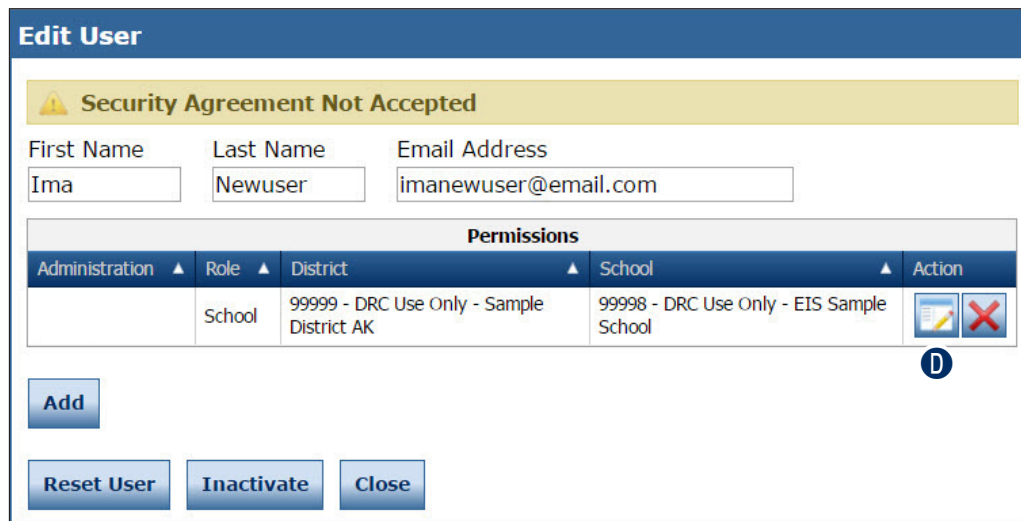
School: DRC Use Only - EIS Sa | First Name: | Last Name: | Email: | Hide Inactive Users

B Find User | Clear

Users | Profiles

User Accounts				Action
Last Name	First Name	Email Address		
Newuser	Ima	imanewuser@email.com		C 



- D** When the Edit User dialog box appears, click the **View/Edit** icon () in the Action column.



Edit User

Security Agreement Not Accepted

First Name: Ima | Last Name: Newuser | Email Address: imanewuser@email.com

Permissions				
Administration	Role	District	School	Action
	School	99999 - DRC Use Only - Sample District AK	99998 - DRC Use Only - EIS Sample School	D  

Add

Reset User | Inactivate | Close

User Management Menu

When the **Edit Permissions** page 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.

- A** Use the **Add Selected** arrow (▶) to add the permissions (or Permission Set) or the
- B** **Remove Selected** (◀) arrow to change the permissions.
 - 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.
- C** Use the **Add All** (▶▶) and **Remove All** (◀◀) arrows to add or remove all permissions.
- D** Click the **Clone from Another User** icon (👤) to copy another user's set of permissions (see ["Cloning User Permissions" on page 34](#)).
- E** Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Add Permissions

* Indicates required fields

Administration
Alaska

User Role
District

District
DRC Use Only - Sample Dist

School
(All)

Permission-set
District Test Coordinator (DTC)

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Documents - Delete	Administrator
Documents - Upload	Administrator - Mass Assign Role
Enrollment - Primary Window	Documents - View
Enrollment - Secondary Window	Materials - Accountability - User Info
Maintain Administration	Materials - Additional - Primary Winc
Maintain Administration - Edit Applic	Materials - Additional - View/Edit
Manage Shipments	Materials - Primary Window
Materials - Additional - Manage	Materials - Receipt - User Informatio
Materials - Additional - Secondary W	Online Testing - Secured Resources
Materials - Return Materials Receipt	Reports - View District Files
Materials - Secondary Window	Reports - View School Files

To see the description, select a permission

E

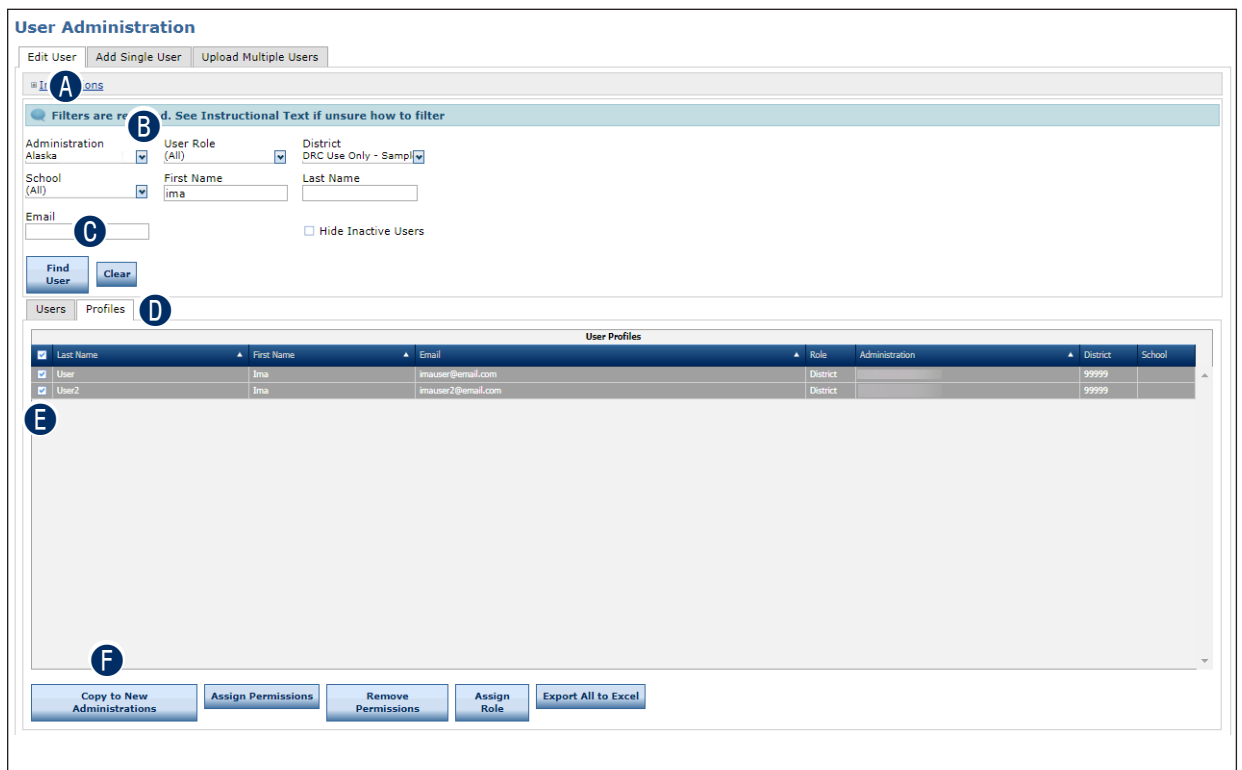
Save Cancel

COPYING USERS TO A NEW TEST ADMINISTRATION

You can copy one or more users from their current administration (called the source administration) to a new test administration (called the target administration). This is a two-step process. First, you copy the users to the target administration. Then, you assign permissions to the users in the target administration.

To copy users to a new administration:

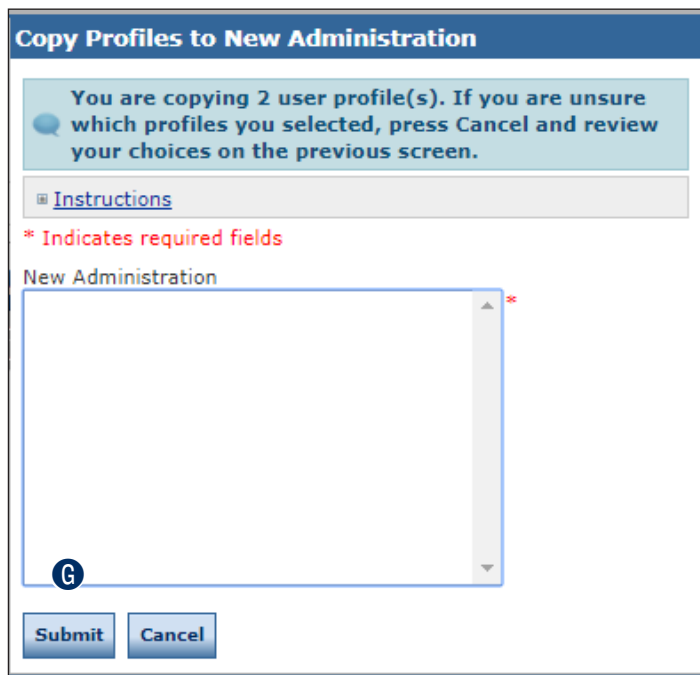
- A** Select **User Management** from the Applications menu and select the **Edit User** tab from the User Administration page.
- B** Select an **Administration** and use the other drop-down menus to find users.
 - Select the source administration (the administration to which the users are currently assigned).
 - Select users with the same role to make the permissions-assignment portion of the process easier.
- C** Click **Find User**.
- D** When the list of users displays, select the **Profiles** tab.
- E** Click the checkbox next to each user you want to assign to the target administration.
- F** Click **Copy to New Administrations**.



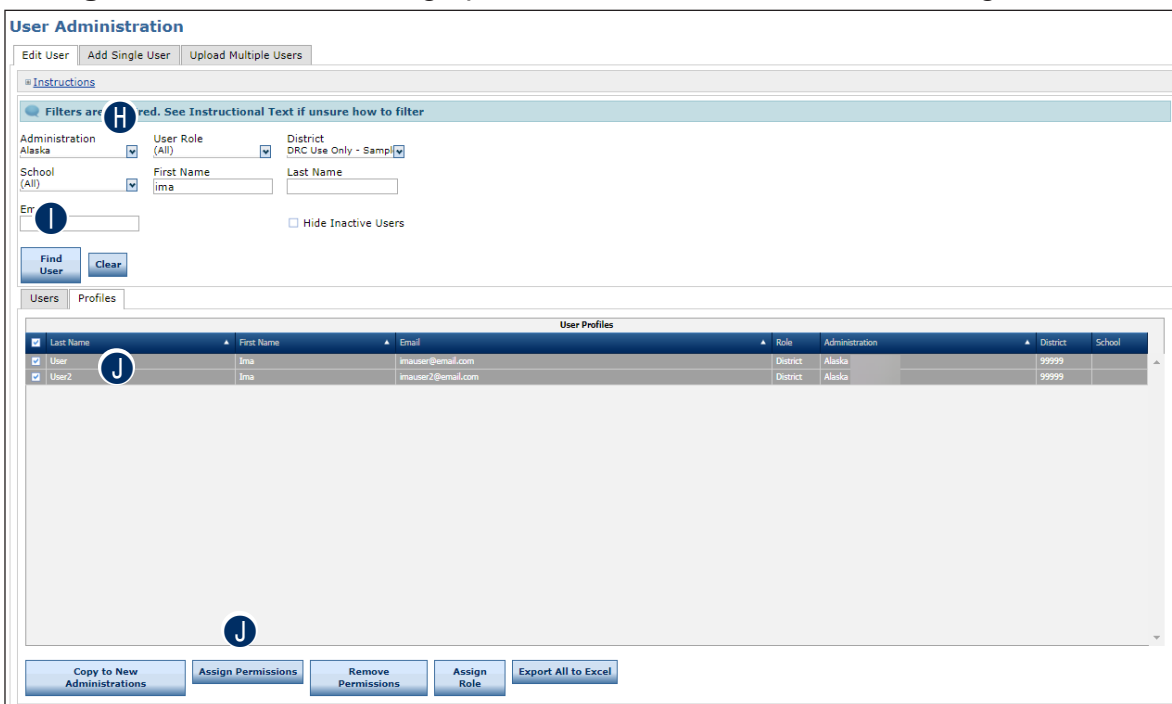
The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a search filter section with various dropdown menus and input fields. A callout 'A' points to the 'Find User' button. Callout 'B' points to the 'Administration' dropdown menu. Callout 'C' points to the 'Email' input field. Callout 'D' points to the 'Profiles' tab. Below the tabs is a table of 'User Profiles' with columns for Last Name, First Name, Email, Role, Administration, District, and School. Two users are listed: 'User' and 'User2'. Callout 'E' points to the checkboxes in the first column of the table. At the bottom of the interface, there are several action buttons: 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'. Callout 'F' points to the 'Copy to New Administrations' button.




User Management Menu

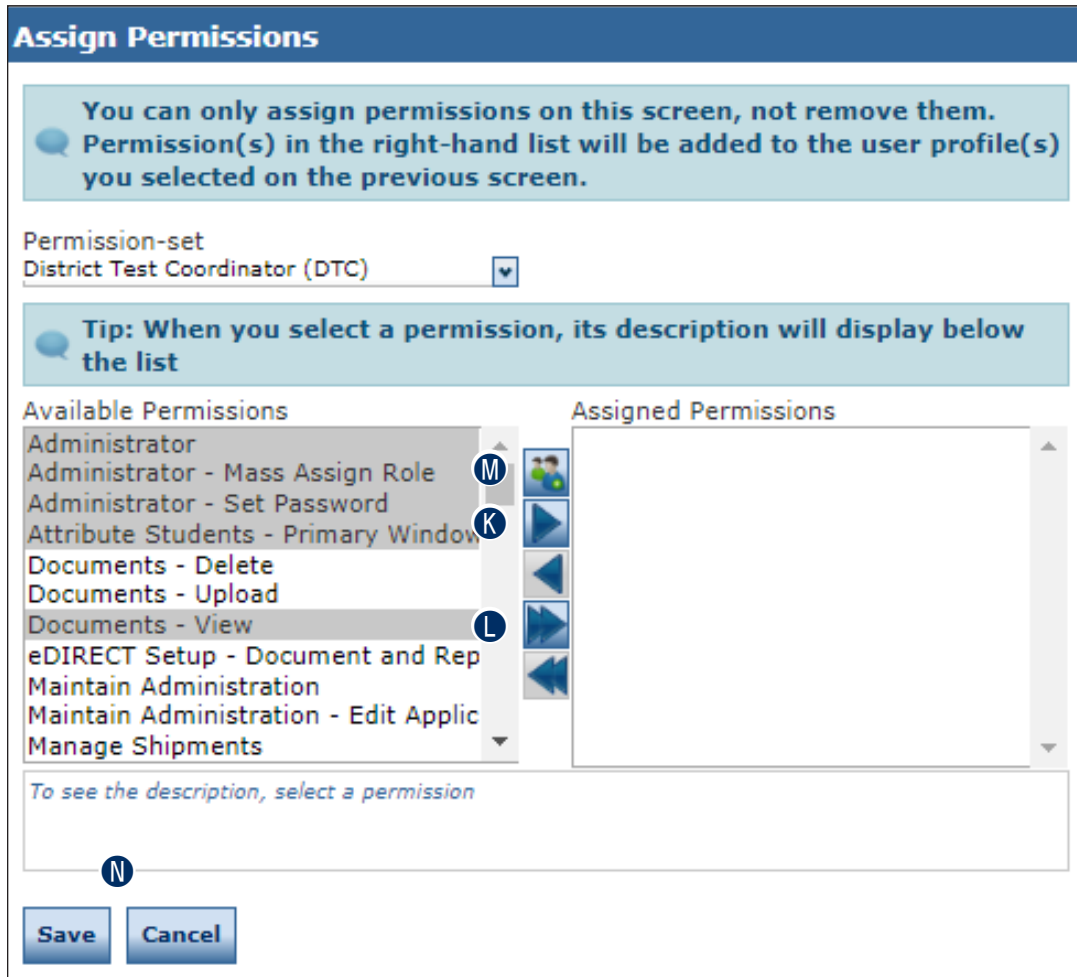
- G When the Copy Profiles to New Administration dialog box displays, select the target administration from the list and click **Submit**. The list of users reappears with the target administration assigned



- H Select the target administration and user role from the Administration and User Role dropdown menus.
- I Click **Find User**.
- J Click the checkbox next to each user to whom you want to assign permissions. Click **Assign Permissions** to assign permissions to these users in the target administration.



- K** When the Assign Permissions dialog box displays, select permissions from the Available Permissions list to add to the user (you also can select a Permission Set). Use the **Add Selected** arrow () to add the permissions (or Permission Set).
 - 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.
- L** Use the **Add All** arrow () to add all permissions (including permissions that are not part of a Permission Set).
- M** Click the **Clone from Another User** icon () to copy another user's set of permissions (see ["Cloning User Permissions" on page 34.](#))
- N** Click **Save** when you are finished to save your changes or **Cancel** to cancel them.



CLONING USER PERMISSIONS

You can create a new user and “clone” the permissions of an existing user (the source user) to the new user (the target user). Be sure to select users who have the same role in the DRC INSIGHT Portal.

To add a new user and clone permissions from another user, from the User Management Menu:

A Click **User Management** to display the User Administration page and click the **Add Single User** tab.

B 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.

C Click the **Clone from Another User** icon (👤).

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes the following fields and options:

- First Name:** Text input with 'Ima' and a red asterisk.
- Middle Initial:** Text input.
- Last Name:** Text input with 'User2' and a red asterisk.
- Email Address:** Text input with 'imauser2@email' and a red asterisk.
- Administration:** Drop-down menu with 'Alaska' and a red asterisk.
- User Role:** Drop-down menu with 'District' and a red asterisk.
- District:** Drop-down menu with 'DRC Use Only - Sample Dist' and a red asterisk.
- School:** Drop-down menu with '(All)'.
- Permission-set:** Drop-down menu with 'District Test Coordinator (DTC)'.


A tip box states: "Tip: When you select a permission, its description will display below the list".

Below the tip, there are two lists of permissions:

- Available Permissions:** A list of permissions including Administrator, Administrator - Mass Assign Role, Documents - Delete, Documents - Upload, Documents - View, Enrollment - Primary Window, Enrollment - Secondary Window, Maintain Administration, Maintain Administration - Edit Applic, Manage Shipments, and Materials - Accountability - User Info.
- Assigned Permissions:** An empty list.

Between the two lists are three icons: a person icon, a left arrow, and a right arrow. A tooltip 'Clone from Another User' is shown over the person icon.

At the bottom of the form, there is a 'Save' button and a text box with the instruction: "To see the description, select a permission".


- D When the Clone Permissions dialog box displays, enter the name of the source user to use for the cloning operation.
- E Click **Find User**.
- F When the source user displays, click the **Select** icon ().

Clone Permissions

Administration First Name ima Last Name

Alaska Alaska

Find User Clear Cancel

Clone Permissions							
First Name	Last Name	Email	Role	Administration	District	School	
Ima	User	imauser@email.com	District	Alaska Spring 2018	99999		

- G The Add Single User tab reappears with the source user's permissions copied to the target user. You can add or remove permissions (see [“Adding Permissions for a Single User” on page 27](#)). When you are ready, click **Save**.

User Administration

Edit User
Add Single User
Upload Multiple Users

* Indicates required fields

First Name Middle Initial Last Name
Ima User2

Email Address
imauser2@email

Administration User Role
Alaska District

District School
DRC Use Only - Sample Dist (All)

Permission-set
District Test Coordinator (DTC)

Tip: When you select a permission, its description will display below the list

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Enrollment - Primary Window
- Enrollment - Secondary Window
- Maintain Administration
- Maintain Administration - Edit Applic
- Manage Shipments
- Materials - Accountability - User Info
- Materials - Additional - Manage

Assigned Permissions

- Documents - View
- Reports - View District Files
- Reports - View School Files
- Test Setup - View Student Status
- View Reports - Download - District/S

To see the description, select a permission

Save


ADDING A USER

When you add a user, specify the permissions the user will have. Refer to [“The DRC INSIGHT Portal Permissions Matrix” on page 7](#) for permissions assignments by role.

The table below shows the relationship between User Roles and Permission Sets.

User Role	Permission Set
District	District Test Coordinator (DTC)
School	Building Test Coordinator (BTC)
Teacher	Teacher
Test Administrator	Test Administrator
District Technology Coordinator	District Technology Coordinator
District Report User	District Report User (DRC)
School Report User	School Report User (SRU)

To add a new user, from the User Management menu:

- A** Click **User Management** to display the User Administration page, and click the **Add Single User** tab.
- B** 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.
- C** You can use the **Permission-set** drop-down menu to select a suggested set of default permissions for different roles in the system.
- D** Select a permission from the Available Permissions list and click the **Add Selected** icon () to assign the permission to the user (see [“Adding Permissions for a Single User” on page 27](#)).
Note: A description of the permission selected displays beneath the list of permissions.
- E** Click **Save** when you are finished assigning permissions.

A

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name * B

Email Address *

Administration User Role

Alaska * District *

District School

DRC Use Only - Sample Distri * (All)

Permission-set

District C

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Administrator	
Administrator - Mass Assign Role	
Documents - Delete	
Documents - Upload	
Documents - View	
eDIRECT Setup - Document and Report	
Enrollment - Primary Window	
Enrollment - Secondary Window	
Maintain Administration	
Maintain Administration - Edit Applicati	
Manage Shipments	

To see the description, select a permission

Save E

ADDING MULTIPLE USERS

To upload multiple user records at once, you can upload a file containing user information. The file must be in comma-separated value (.csv) format and the fields in the file must be in specific columns.

1. Open the **My Applications** menu, click **User Management**, and select the **Upload Multiple Users** tab when the User Administration page displays.



- A Use the **Administration** drop-down menu to select the correct administration.
- B The **Upload Multiple Users** 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.
- C Click the **File Layout** link to display the AKBatchUserUploadFileLayout.pdf.

User Administration

Edit User Add Single User Upload Multiple Users

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

* Indicates required fields

Administration
Alaska

File
Browse...

Upload

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Error
If there are errors in your file, then they will display here after upload.							

- D This 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 file.

Upload Batch User File Layout - Alaska Science Assessment

- File must contain a header row.
- 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.
- Fields cannot contain commas.
- File must be in a comma separated (.csv) format.
- To save Excel file as type .csv:
 - o Save file updates/changes within Excel.
 - o Open file in Excel, if file is not already open.
 - o On the Windows menu bar, click File, then Save As...
 - o 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.
- To retain leading zeros when a file is opened in excel, corrections are made and then saved as type .csv:
 - o Open Excel
 - o Select the Data Tab, Get External Data
 - o Click From Text
 - o Browse to locate the CSV file & Click Open
 - o The Text Import Wizard will open
 - Step 1: Select Delimited, click next
 - Step 2: Select Comma, click next
 - Step 3: Either highlight all columns under Data preview, or select 1 column at a time and change the Column data format to Text, click Finish
 - o Import Data – click OK
 - o File will be open in Excel with retained leading zeros.
 - o Then changes can be made and then saved again as csv (see above directions for saving excel to csv).
- One file can contain multiple roles (District, School Technology Coordinator, etc.).
- A District Technology Coordinator can upload users if they have been granted the 'Administrator' permission in the DRC INSIGHT Portal, but they can only upload School, Teacher, and/or Test Administrator roles in their file. (Note: You can upload users equal to or lesser than your role.)
- To learn more about DRC INSIGHT Portal user accounts, access the DRC INSIGHT Portal User Guide by clicking General Information>Training Materials and then the 'Show Documents' button

Ref	Data Field	Max Length	Required (Y/N)	Acceptable Values	Description
1	First Name	100	Y	<ul style="list-style-type: none"> • Alphanumeric • A-Z, a-z 	User's Name
2	Middle Initial	1	N	<ul style="list-style-type: none"> • 0-9, • Hyphen "-", • Underscore "_", • Apostrophe "'", • Period ".", • Space 	*User's Middle Initial may be left blank.
3	Last Name	100	Y	<ul style="list-style-type: none"> • 0-9, • Hyphen "-", • Underscore "_", • Apostrophe "'", • Period ".", • Space 	
4	Email Address	70	Y	Must be unique (any records with duplicate email addresses are rejected)	User's unique email address. This will be the new user's username to log into the DRC INSIGHT Portal.
5	Role	40	Y	<ul style="list-style-type: none"> • State • District • District Report User • District Technology Coordinator • School • School Report User • Teacher • Test Administrator 	New User's Role. You may only upload users with a Role that is equal to or further down the list than your own Role (e.g., a School user cannot upload users at the District level).

Data Recognition Corporation Confidential Page 1 of 2

User Management Menu

2. Display the AKSampleUser.csv file

- A Click the **Sample File** link to download the AKSampleUsers.csv spreadsheet file. This file is a sample of the type of file you will upload to DRC.

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

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a blue banner with a speech bubble icon and the text: 'First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file)'. Below the banner is a section titled 'Instructions' with a circled 'A' icon. Under 'Instructions', there is a red asterisk and the text '* Indicates required fields'. The form contains two fields: 'Administration' with a dropdown menu showing 'Alaska' and a red asterisk, and 'File' with a text input field and a 'Browse...' button, also with a red asterisk. Below the fields is an 'Upload' button. At the bottom of the form is a 'User Listing' table with the following columns: First Name, MI, Last Name, Email Address, Role, District, School, and Upload Errors. Below the table is a note: 'If there are errors in your file, then they will display here after upload.'

3. Use the sample spreadsheet file to create, rename, and save a user file to upload.

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

	A	B	C	D	E	F	G	H	I
1	First Nam	Middle Ini	Last Name	Email Add	Role	District Co	School Code		
2	Jake	C	Lake	Lake@San	District	99			
3	Mike		Doe	MikeDoe@	District Re	99			
4	Mary	A	Wakins	Mwakins@	District Te	99			
5	Jane	W	Smith	JaneSmith	School	99	999999		
6	John		Philps	JPhilps@S	Test Admi	99	999999		

4. After you have created a user file:

- A Click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
- B 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 3 and 4.

User Administration

Edit User Add Single User Upload Multiple Users

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

* Indicates required fields

Administration
Alaska *

File
 Browse... *

Upload

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

Materials Menu



INTRODUCTION

From the Materials menu, DRC INSIGHT Portal users with the correct permissions can perform the following tasks:

- Order additional materials
- Search for, edit, or delete orders for additional materials

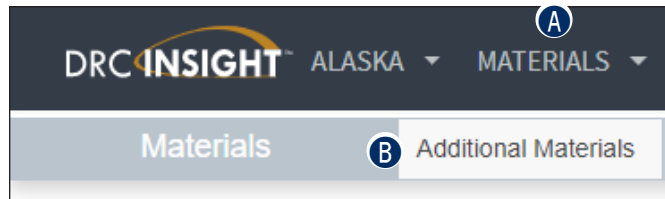
ORDERING ADDITIONAL MATERIALS

Note:

- Additional materials must be ordered through the DRC INSIGHT Portal.
- If additional materials are needed, the Building Test Coordinator (BTC) should request them from the District Test Coordinator (DTC).
- All DTCs have access to the Additional Materials option and are responsible for assigning permissions to BTCs (if appropriate).

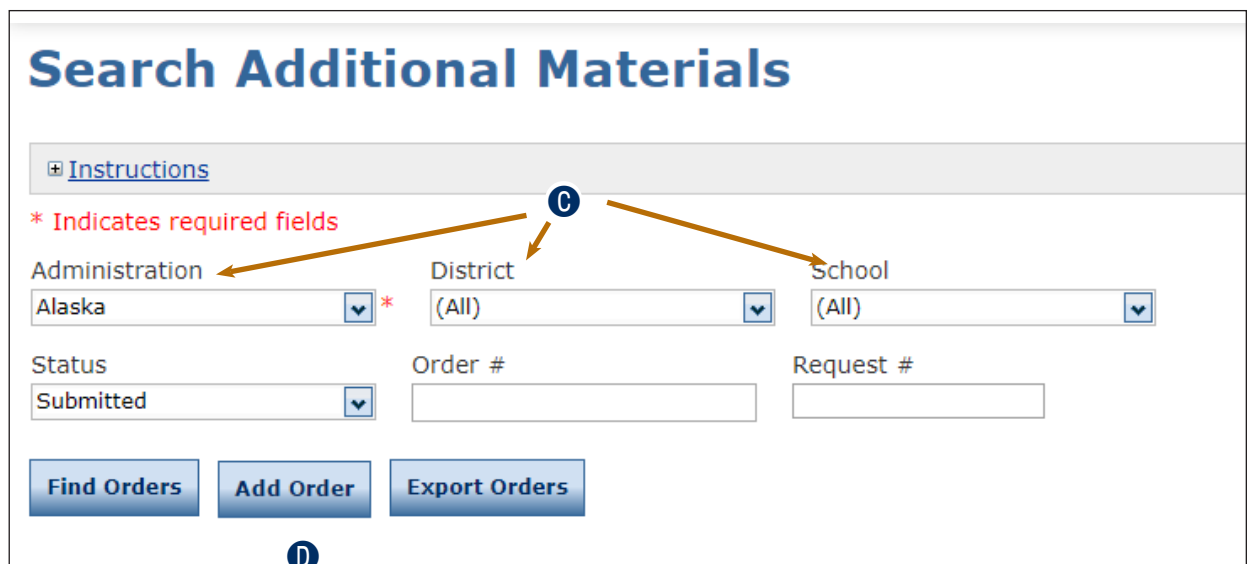
To order additional materials:

- Open the **My Applications** menu and select **Materials**.
- Select **Additional Materials**.
- To place a new order, select an **Administration**, **District**, and **School**.



Note: You must select a school because materials are assigned to specific schools for test security.

- Click **Add Order**.



Search Additional Materials

[+ Instructions](#)

* Indicates required fields

Administration: Alaska *
District: (All)
School: (All)

Status: Submitted
Order #:
Request #:

Find Orders **Add Order** **Export Orders**

- E** In the order table on the Client Entry page, enter material counts for the additional materials the school requires in the **Request Qty** field.
- F** Click **Submit**. If necessary, repeat steps A through F to order additional materials for other schools.

Note: The image below reflects a sample order table. An actual table may differ.

Client Entry

[Instructions](#)

Administration

District

School

Additional Materials Entry

Notes

Additional Materials Description	Request Qty E	Shipping Qty
Grade 05 Science Braille Test Booklet	<input type="text"/>	<input type="text"/>
Grade 05 Science Large Print Test Booklet	<input type="text"/>	<input type="text"/>
Grade 08 Science Braille Test Booklet	<input type="text"/>	<input type="text"/>
Grade 08 Science Large Print Test Booklet	<input type="text"/>	<input type="text"/>
Grade 10 Science Braille Test Booklet	<input type="text"/>	<input type="text"/>
Grade 10 Science Large Print Test Booklet	<input type="text"/>	<input type="text"/>

F

Submit

Add Items

Cancel

SEARCHING FOR, EDITING, OR DELETING ORDERS FOR ADDITIONAL MATERIALS

If you have the proper permissions, you can search all placed orders for additional materials, as well as edit and delete orders for additional materials from the Materials section in the My Application menu.

To display all orders,

- A** Select an **Administration**. You also can select a **District** and **School**.
- B** In the **Status** field, select **All** and
- C** Click **Find Orders**. The orders that match the search criteria display in a grid.

Search Additional Materials

[Instructions](#)

* Indicates required field

Administration **A** * District * School

Status **B** Order # Request #

Find Orders **Add Order** **Export Orders**

Orders										
Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action	
	84824	DRC Use Only - Sample District	999999	DRC Use Only - Sample School	9996	Deleted			C	
	84823	DRC Use Only - Sample District	999999	DRC Use Only - Sample School	9996	Deleted				

To edit or delete an existing order, select an Administration and click **Find Orders**.

Note: You can only update orders that have a status of Submitted. If the order status is Under Review, Pending, or Completed, you must place a new order.

- A** In the Action column, click the **View/Edit** icon () to display an order or,
- B** The **Delete** icon () to delete an order.

Search Additional Materials

[Instructions](#)

* Indicates required fields

Administration * District * School

Status Order # Request #

Find Orders **Add Order** **Export Orders**

Orders										
Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action	
	84824	DRC Use Only - Sample District	999999	DRC Use Only - Sample School	9996	Deleted			A	B
	84823	DRC Use Only - Sample District	999999	DRC Use Only - Sample School	9996	Deleted				

Student Management Menu



INTRODUCTION

From the Student Management menu, DRC INSIGHT Portal users can search for students and perform the following tasks:

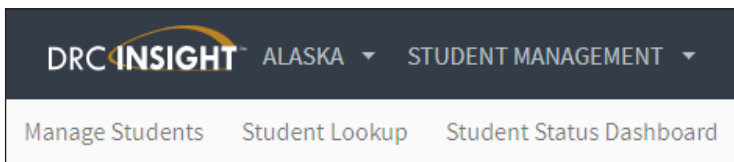
- Add a student to the DRC INSIGHT Portal.
- Upload multiple students to the DRC INSIGHT Portal.
- Use the Manage Students option to edit a student's information:
 - Modify a student's detail information.
 - Mark a student's accommodations.
 - Modify a student's demographic information.
 - Mark a student's special testing circumstances.
- View the test sessions for which the student is enrolled.
- View the student's test session status information.
- Print test tickets and rosters for students within a test session.
- Unlock a student's test ticket.
- Use the Student Status Dashboard to display and filter student testing status.

ADDING A STUDENT TO THE DRC INSIGHT PORTAL

You can add students to the DRC INSIGHT Portal one at a time by using the Add Student window (see below).

Note: If you have one or more test sessions set up, also see [“Editing a Test Session by Adding or Removing Students” on page 82.](#)

To add a student to the DRC INSIGHT Portal, open the **My Applications** menu and click **Student Management**. Then, click **Manage Students** to display the Manage Students page.



- A** Select an administration, district and school.

Note: Based on your user role and permissions, one or more of these fields may be pre-populated.

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

A screenshot of the 'Manage Students' web form. At the top, there are tabs for 'Manage Students' and 'Upload Multiple Students'. A yellow banner with a warning icon and the text 'The data for this Administration is read-only' is present, with a callout 'A' pointing to it. Below the banner is an 'Instructions' section with a red asterisk indicating required fields. The form contains several dropdown menus: 'Administration' (set to 'Alaska'), 'District' (set to 'DRC Use Only - Sample Dist'), and 'School' (set to 'DRC Use Only - INSIGHT Sa'). There are also text input fields for 'Last Name', 'First Name', and 'AKSID'. Other dropdowns include 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Demographic', 'Teacher', 'Content Area', 'Session', 'Online Test Status', and 'Session Assignment'. At the bottom left are 'Find Students' and 'Clear' buttons. Below the form is a table with a header row containing a checkbox and the text 'Last Name'. At the bottom of the page are buttons for 'Add Student', 'Export to Excel', 'Download Students', and 'Update Accommodations'. A callout 'B' points to the 'Add Student' button.

Student Management Menu

- C On the Add Student page, enter the necessary information using the Student Detail, Accommodations, and Demographics tabs to add the student.
- D 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.

The screenshot shows the 'Add Student' form with the following elements:

- Instructions:** A red asterisk indicates required fields.
- Name Fields:** Last Name, First Name, Middle Name, and AKSID. The First Name field has a circled 'C' next to it.
- Tabs:** Student Detail (selected), Accommodations, and Demographics.
- Administration:** A dropdown menu with an asterisk.
- District:** A dropdown menu with the text 'DRC Use Only - Sample Distri' and an asterisk.
- School:** A dropdown menu with the text 'DEED Use Only- Sample Scho' and an asterisk.
- Date of Birth:** A text input field with the placeholder '(mm/dd/yyyy)' and an asterisk.
- Grade:** A dropdown menu with the text '(Select)' and an asterisk.
- Gender:** A dropdown menu with the text '(Select)' and an asterisk.
- Race/Ethnicity:** A dropdown menu with the text '(Select)' and an asterisk.
- District Student ID:** A text input field.
- Buttons:** Save, Save & Add Another, and Cancel.
- Annotation:** A circled 'D' is located at the bottom left of the form area.

UPLOADING MULTIPLE STUDENTS TO THE DRC INSIGHT PORTAL

To upload multiple student records at once, you can upload a file containing student information to the DRC INSIGHT Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns.

1. Open the **My Applications** menu, click **Student Management**, and click **Manage Students** from the Student Management menu to display the Manage Students page.
 - A Select the **Upload Multiple Students** tab.
 - B 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.
 - C Click the **File Layout** link to display the AKStudentFileLayout.pdf.

The screenshot shows the 'Manage Students' interface. At the top, there are two tabs: 'Manage Students' and 'Upload Multiple Students'. The 'Upload Multiple Students' tab is active. Below the tabs, there is a blue banner with the text 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. Below this banner, there is a link for 'Instructions'. A red asterisk indicates required fields. There are three dropdown menus: 'Administration', 'District', and 'School'. The 'File' field is empty, and there is a 'Browse...' button next to it. An 'Upload' button is at the bottom left.

- D This 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 file.

Upload Multiple Students File Layout - Alaska Science Assessment

- File must contain a header row.
- 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.
- Fields cannot contain commas.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
 - o Save file updates/changes within Excel.
 - o Open file in Excel, if file is not already open.
 - o On the Windows menu bar, click File, then Save As...
 - o 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.
- To retain leading zeros when a file is opened in excel, corrections are made and then saved as type .csv:
 - o Open Excel
 - o Select the Data Tab, Get External Data
 - o Click From Text
 - o Browse to locate the CSV file & Click Open
 - o The Text Import Wizard will open
 - Step 1: Select Delimited, click next
 - Step 2: Select Comma, click next
 - Step 3: Either highlight all columns under Data preview, or select 1 column at a time and change the Column data format to Text, click Finish
 - o Import Data – click OK
 - o File will be open in Excel with retained leading zeros.
 - o Then changes can be made and then saved again as csv (see above directions for saving excel to csv).
- When entering student data into this format in your file, please note the following:
 - o Data must appear in the Field Positions noted.
 - o A student must appear ONLY ONCE in the data set.
 - o Use the "Required (Y/N)" field to make sure data is populated in all Yes – Required fields.
 - o The Description column should be used as rules for the corresponding field.

Ref	Column Name	Maximum Length	Required (Y/N)	Acceptable Values	Description
1	District Code	2	Y	<ul style="list-style-type: none"> • Numeric • 0-9, right justified and zero filled, leading zeros are not required • 2-digits 	The district code must match the district code displayed in the DRC INSIGHT Portal District dropdown.
2	School Code	6	Y	<ul style="list-style-type: none"> • Numeric • 0-9, right justified and zero filled, leading zeros are not required • 6-digits 	The school code must match the school code displayed in the DRC INSIGHT Portal School dropdown. Note: School Code includes the 2 digit District Code
3	AKSID	6	Y	<ul style="list-style-type: none"> • Numeric • Max 6-digits • No spaces • Cannot be greater than 600,000 	The AKSID value must be unique across the state.

Student Management Menu

2. Display the AKSampleStudentFile.csv file

- A Click the **Sample File** link to download the AKSampleStudentFile.csv spreadsheet file. This file is a sample of the type of file you will upload to DRC.

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

3. Use the sample spreadsheet file to create, rename, and save a user file to upload.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	District Code	School Code	AKSID	District Student ID	Student Last Name	Student First Name	Student Middle Name	Suffix	Gender	Date of Birth	Grade	Race/Ethnicity	Disability Status	504 Plan
2	99	999999	5	11111	Brown	Bobbie	P	Jr.	F	2/15/06	10	4	2	Y
3	99	999999	495623	234567	Olson	Susan			M	3/3/07	8	5	0	
4	99	999999	321456	84512	Frederick	George	Paul		M	3/3/2008	8	6	7	
5	99	999999	320147	45620145	Mitchell	Samuel			F	3/3/2006	10	6	0	
6	99	999999	201523	562154	Foster	Jodie	P		F	3/3/10	5	2	0	
7	99	999993	123456	12354120	Pitt	Brad			M	3/3/2011	5	6	14	Y
8	99	999993	234516	210351201	Johnson	Angela	P		M	3/3/2010	5	7	5	
9	99	999993	23014	1234567890	McQueen	Steve	Puppy		M	3/3/2008	8	8	0	
10	99	999993	221543	3451264850	Enstein	Frank			M	5/4/11	5	4	0	
11	99	999993	124562	456	Bobbs	Yvonne			F	6/22/05	10	5	12	
12	99	999993	485201	789	Finkelstein	Rae	Lilac		F	1/26/00	10	6	0	
13	99	999993	222222	457	Bjorn	Amanda	L		M	12/25/2011	5	1	0	N
14	99	999993	156	345	Smith	Joeph	S		M	9/28/2005	10	3	0	

4. After you have created a user file:

- A Click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
- B 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 4 and 5.

Manage Students

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

* [Instructions](#)

* Indicates required fields

Administration: Alaska *
District: DRC Use Only - Sample Dist *
School: (All)

File: AK_School 1_Student_File.csv X Browse... * A

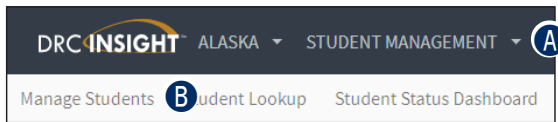
Upload B

THE MANAGE STUDENTS OPTION

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

1. To display the Manage Students page, open the **My Applications** menu


- A Click **Student Management**, and
- B Click **Manage Students**.



2. To search for one or more student records, use the various drop-down menus and fields to enter search criteria.

- A Click **Find Students**.
- B 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 values shown below.

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

- C** After you click Find Students, the students that match your search criteria display at the bottom of the page.
- D** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window displays. For details about how to use the Edit Student window, see [“Editing a Student’s Information” on page 56](#).

Manage Students
Upload Multiple Students

Instructions

* Indicates required fields

Administration
Alaska

District
DRC Use Only - Sample Dist

School
(All)

Last Name

First Name

AKSID

Accommodation Content Area

Accommodation Type

Accommodation

Grade

Demographic

Teacher

Content Area


Session

Online Test Status

Session Assignment

- (None)
- Online

Students

	Last Name	First Name	AKSID	District Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Asgard	Loki	499907		3/3/2009	10	

EDITING A STUDENT'S INFORMATION

From the Edit Student window, you can perform the following tasks:

- Modify a student's detail information (see below).
- Mark a student's accommodations (see ["Student Accommodations" on page 57](#) and ["Editing a Student's Accommodations" on page 58](#)).
- Modify a student's demographic information (see ["Editing a Student's Demographics" on page 59](#)).
- Mark a student's special testing circumstance information (see ["Editing a Student's Special Circumstances" on page 60](#)).
- View the test sessions for which the student is enrolled (see ["Viewing a Student's Test Session Information" on page 62](#)).

Modify a Student's Detail Information

To modify a student's detail information:

- A In the Edit Student window, edit the information in the **Student Detail** tab.
- B Click **Save** to save your changes or **Cancel** to cancel your changes.

Edit Student

Instructions

* Indicates required fields

Last Name First Name Middle Name AKSID
Sample * Student * 1234 *

Student Detail Accommodations Demographics Special Circumstances Test Sessions

Administration District School
Alaska * DRC Use Only - Sample District * DRC Use Only - INSIGHT Samp *

Date of Birth Grade Gender Race/Ethnicity District Student ID
01/01/2008 * 03 * Male * 1 - Caucasian * *

(mm/dd/yyyy)

Save Cancel

STUDENT ACCOMMODATIONS

For students who are approved to use accommodations during online testing, please indicate which accommodations they will use, by content area. The available accommodations include the following:

Accommodation	Description
Text-To-Speech (online)	Student has the online audio test read to them during testing.
Non-embedded Accommodations	Student is provided non-embedded accommodations as noted in student plan.
Print on Demand	Student requires a paper version of the test that may be printed from the Portal.

Editing a Student's Accommodations

In the DRC INSIGHT Portal, administrators must indicate whether a student will use an accommodation. The student roster will indicate whether the accommodation is enabled.

To view or edit a student's accommodation information, open the **My Applications** menu:

- A** Click **Student Management**.
- B** Click **Manage Students** and select your search criteria.
- C** Click **Find Students**.
- D** Click the **View/Edit** icon (📄) in the Action column for the student whose information you want to edit.
- E** In the Edit Student window, edit the information in the **Accommodations** tab.
- F** Use the Accommodations checkboxes to indicate which accommodations the students will require.
- G** Click **Save** to save your changes or **Cancel** to cancel your changes.

Edit Student

Instructions

* Indicates required fields

Last Name: Student * First Name: Ening * Middle Name: AKSID: 9876543210 *

Student Detail Accommodations Demographics Special Circumstances Test Sessions


Type	Accommodation	Science
Online	Text-To-Speech	<input type="checkbox"/>
Online	Student provided non-embedded accommodation(s) as noted in IEP or 504 plan.	<input type="checkbox"/>
Online	Print on Demand	<input type="checkbox"/>

G Save Cancel

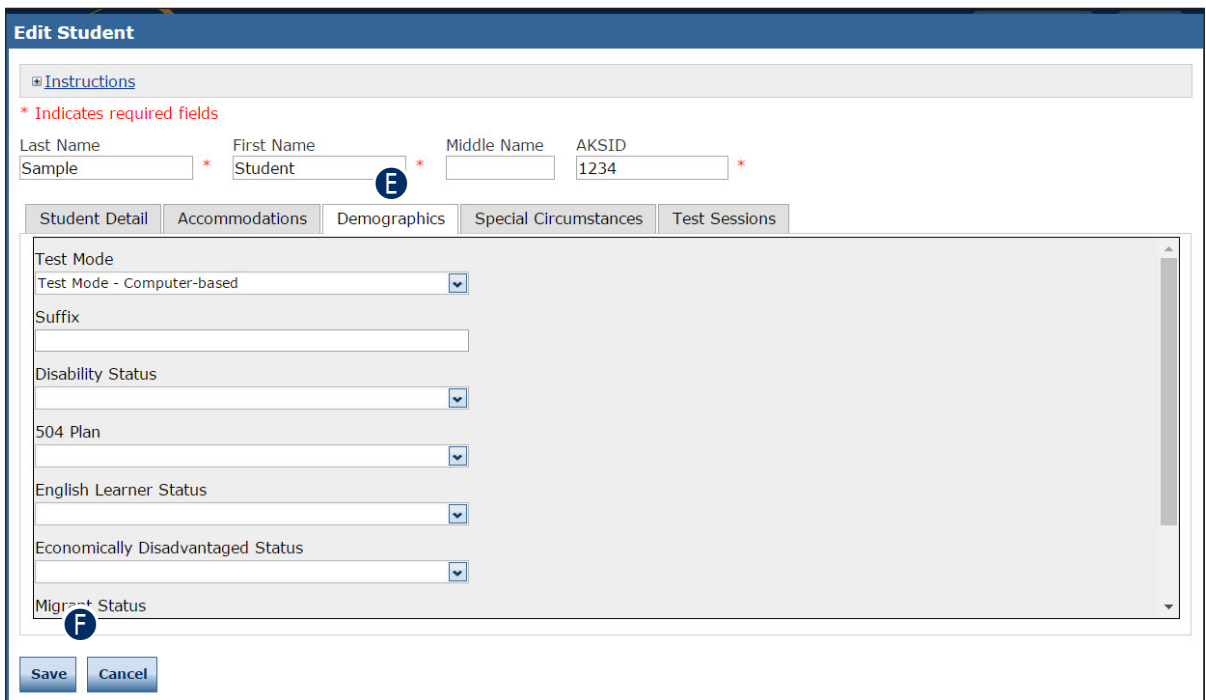
- H** After saving your changes, review the Update Report for changes to online accommodations. The report may indicate that test tickets need to be reprinted.

Editing a Student's Demographics

To view or edit a student's demographic information, open the **My Applications** menu:

- A** Click **Student Management**.
- B** Click **Manage Students** and select your search criteria.
- C** Click **Find Students**.
- D** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
- E** In the Edit Student window, edit the information in the **Demographics** tab.
- F** Click **Save** to save your changes or **Cancel** to cancel your changes.

Note: If you do not select required demographic information and click **Save**, an error message displays.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Name AKSID *

E

Student Detail Accommodations **Demographics** Special Circumstances Test Sessions

Test Mode
 Test Mode - Computer-based

Suffix

Disability Status

504 Plan

English Learner Status

Economically Disadvantaged Status

Migrant Status

F


Editing a Student's Special Testing Circumstances

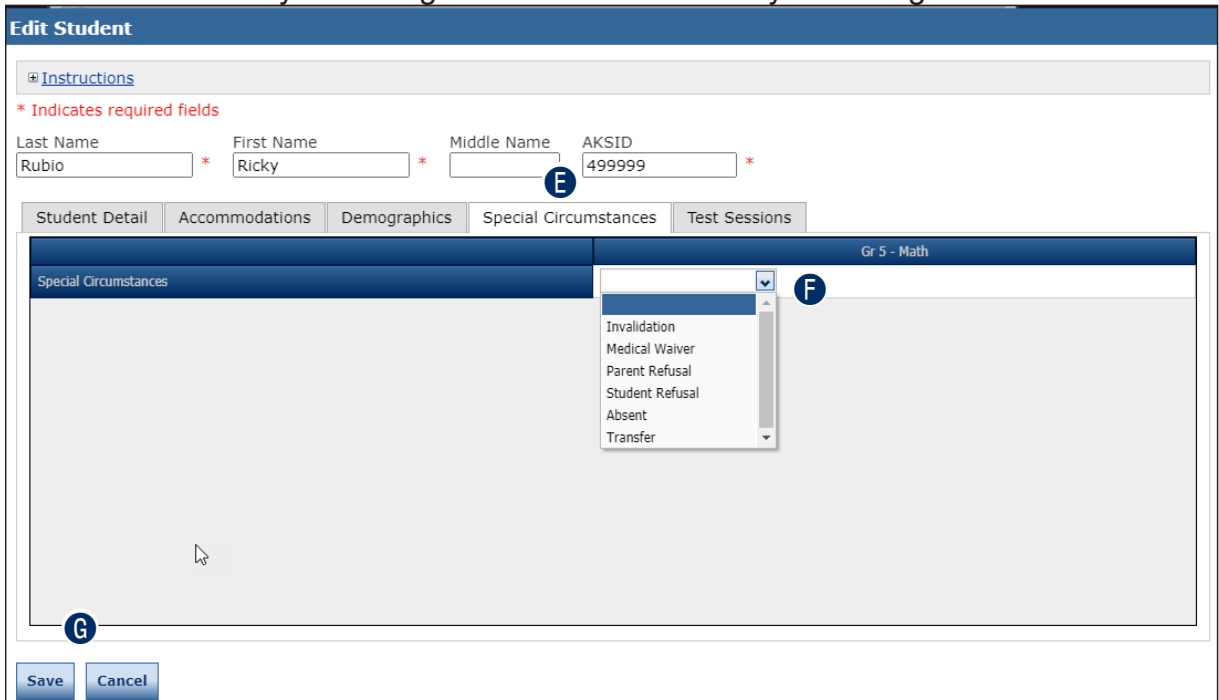
Students enrolled in the district for the entire established test window but not assessed must be documented as a special circumstance. For detailed policy information regarding special circumstances, see the *Test Coordinator's Manual Spring 2023*, or contact DEED.

Special circumstances include the following:

<u>Option</u>	<u>Description</u>
Invalidation	The student's test was determined to be invalid.
Medical Waiver	An unexpected and severe medical condition prevented the student from taking the assessment.
Parent Refusal	A parent refused to allow student to participate in an assessment.
Student Refusal	The student refused to participate in an assessment.
Absent	Absent during the scheduled testing days and during scheduled makeup days.
Transfer	Student transferred during the test window and was not tested prior to leaving.

To view or edit a student's special circumstance information, open the **My Applications** menu:



- A** Click **Student Management**.
- B** Click **Manage Students** and select your search criteria.
- C** Click **Find Students**.
- D** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
- E** In the Edit Student window, click the **Special Circumstances** tab.
- F** Select the appropriate special circumstance option (described above) from the drop-down menu.
- G** Click **Save** to save your changes or **Cancel** to cancel your changes.

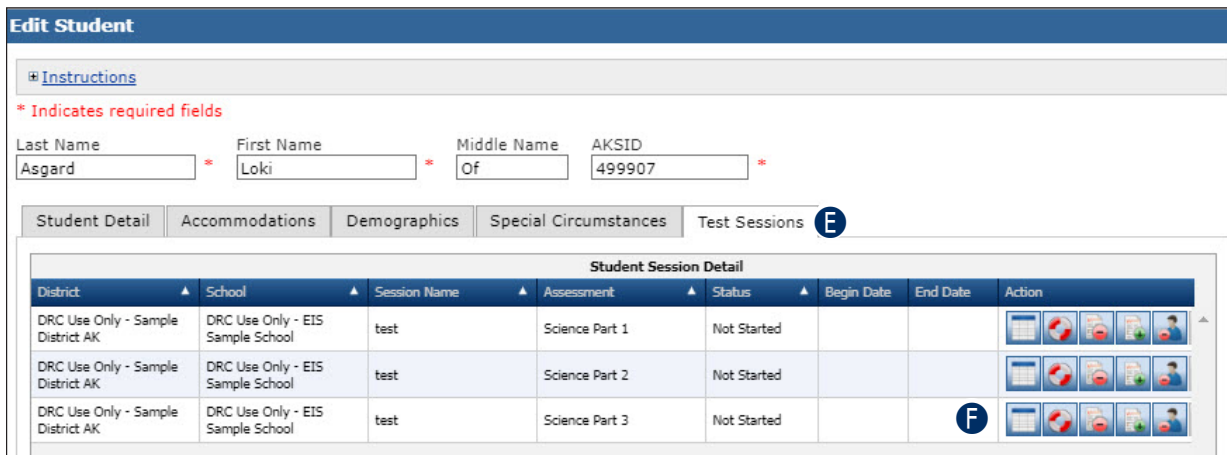


The screenshot shows the 'Edit Student' interface. At the top, there is a blue header with the text 'Edit Student'. Below the header, there is a section for 'Instructions' and a red asterisk indicating required fields. The form contains several input fields: 'Last Name' (Rubio), 'First Name' (Ricky), 'Middle Name' (empty), and 'AKSID' (499999). Below the input fields, there are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Special Circumstances', and 'Test Sessions'. The 'Special Circumstances' tab is selected. Below the tabs, there is a large area for 'Special Circumstances' with a dropdown menu open, showing options: 'Invalidation', 'Medical Waiver', 'Parent Refusal', 'Student Refusal', 'Absent', and 'Transfer'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

VIEWING A STUDENT'S TEST SESSION INFORMATION

To view or edit a student's Test Sessions, open the **My Applications** menu:

- A** Click **Student Management**.
- B** Click **Manage Students** and select your search criteria.
- C** Click **Find Students**.
- D** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
- E** In the Edit Student window, click the **Test Sessions** tab.
- F** Click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view or edit. The Testing Status window appears.




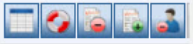

Edit Student

Instructions

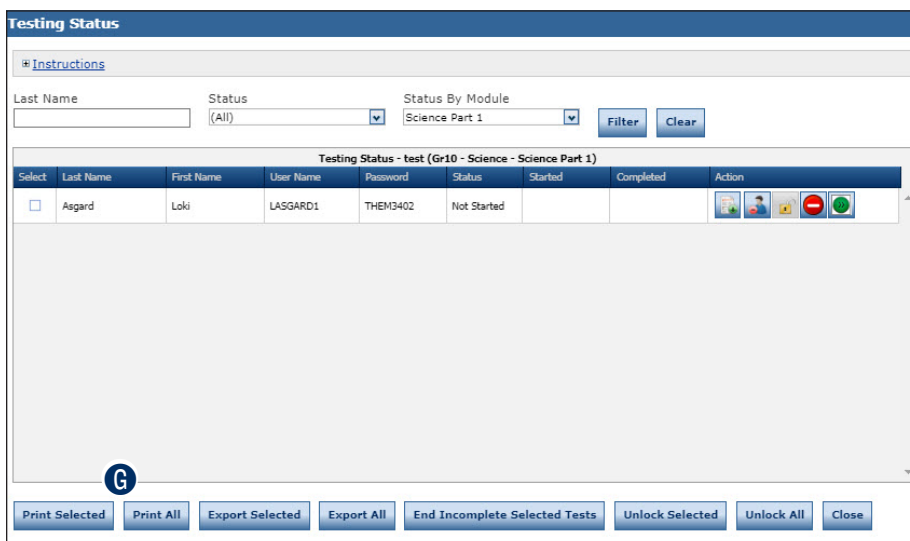
* Indicates required fields

Last Name: * First Name: * Middle Name: AKSID: *

Student Detail | Accommodations | Demographics | Special Circumstances | **Test Sessions** **E**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 1	Not Started			
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 2	Not Started			
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 3	Not Started			 F


- G** From the Testing Status window you can print student rosters and test tickets for the test session (see ["Printing Test Tickets and Rosters" on page 63](#)).



Testing Status

Instructions

Last Name: Status: Status By Module: Filter Clear

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Asgard	Loki	LASGARD1	THEM3402	Not Started			

G



Print Selected | Print All | Export Selected | Export All | End Incomplete Selected Tests | Unlock Selected | Unlock All | Close

PRINTING TEST TICKETS AND ROSTERS

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you print tickets for specific students. You use one student test ticket for all parts of a content area assessment.

⚠ Important: Districts or schools must ensure that Text-to-Speech (TTS) has been applied for all students who have this accommodation documented in their existing IEP, EL, 504, or Transitory Impairment plan.

To print test tickets or rosters, open the **My Applications** menu:

- A** Click **Student Management**.
- B** Click **Manage Students** and select your search criteria.
- C** Click **Find Students**.
- D** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
- E** In the Edit Student window, click the **Test Sessions** tab.
- F** Click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view or edit. The Testing Status window appears.


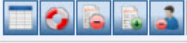
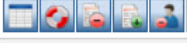
Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Name AKSID *

Student Detail Accommodations Demographics Special Circumstances **Test Sessions** **E**

Student Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 1	Not Started				
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 2	Not Started				
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	test	Science Part 3	Not Started			 F	

Student Management Menu

- G To print all of the test tickets for the students in a test session, click **Print All** at the bottom of the bottom of the Testing Status window.
- H To print test tickets for one or more students in a test session, select the students by clicking the checkmark in the Select column for each student and click **Print Selected** at the bottom of the Testing Status window.

Testing Status

[Instructions](#)

Last Name: Status: (All) Status By Module: Science Part 3

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Berry	Mary	MBERRY1	NICE2138	Not Started			
<input type="checkbox"/>	Cream	Chocolate	CCREAM1	BATH7410	Not Started			
<input type="checkbox"/>	Cream	Pineapple	PCREAM1	DASH3003	Not Started			
<input type="checkbox"/>	Cream	Strawberry	SCREAM1	SOON2849	Not Started			
<input type="checkbox"/>	Leith	Prue	PLEITH1	DRIP4291	Not Started			

- I A multi-page Portable Document Format (PDF) file displays containing information about test tickets and rosters, the test session roster, and a test ticket for each student you specified. You can view, print, and save the PDF file in a secure location.

Note: If you selected Print All for a large test session, this document will be fairly large.

Alaska Spring Student Test Roster

District: DRG Use Only - Sample District AK
 School: DRG Use Only - EIS Sample School
 Content Area: Science
 Assessment: CI-15 - Science
 Test Session: test

Form	Completed	Accommodation(s)	Student Name	Date of Birth	AKSID	User Name	Password
1	<input type="checkbox"/>	N/A	Agard, Loki	3/3/2009	499907	LASGARD1	TW2K3402

Alaska
Student Rosters and Student Test Tickets are SECURE materials and must be treated appropriately. Below is a list of duties that should be performed to securely handle, distribute, and collect the Student Roster and Student Test Tickets.

The Student Roster (beginning on page 2) provides a list of students who are assigned to this test session. District, School, Content Area, and Test Session Name are displayed in the upper right-hand corner. Also listed are student name, form number, assigned accommodations, date of birth, Alaska Student ID, and the student's username and password. The checkboxes on the left can be used to track student completion by either the Test Administrator or the Building Test Coordinator.

Student Test Tickets are printed four (4) students to a page. A student will use the same test ticket for all parts of each content area. Student Test Tickets are secure and must not be distributed to Test Administrators until the day of testing.

PRIOR TO TESTING
District or Building Test Coordinator:

- Print the Student Test Tickets for each test session, one set for each content area. Each set will include: the instruction page, the Student Roster, and Student Test Tickets.
- Review the Student Roster to ensure all students scheduled to test are included and that each student has been correctly assigned accommodations, if applicable.
- If a student has been incorrectly assigned an accommodation, call the student's information in eDIRECT.
- If a student is missing from the Student Roster, enter the student in eDIRECT if necessary. Then add the student to the existing test session.
- Once all accommodation information has been corrected and missing students have been added to the test session, reprint Student Roster and any missing Student Test Tickets.
- Corrupt/erase Student Test Tickets and store in a secure location until the test is administered.

DAY OF TEST
Building Test Coordinator:

- Distribute this instruction page, the Student Roster, and the Student Test Tickets to the appropriate Test Administrator prior to testing.

Test Administrator:

- Distribute the Student Test Tickets to students.
- Ensure each student with accommodations noted on the Student Roster is seated at a device that has been set up to handle those accommodations.
- Ask students to verify that their test ticket contains the correct student name.
- Instruct students to login to the assessment using the Username and Password on their Student Test Ticket. When this information is correctly entered, students can begin testing.
- Once students have logged on successfully, collect all Student Test Tickets. Verify with the Student Roster that all Student Test Tickets have been returned.

WHEN STUDENTS ARE FINISHED TESTING
Test Administrator: Return Student Roster and all Student Test Tickets to Building Test Coordinator.
Building Test Coordinator:

- Use the Student Roster to verify all Student Test Tickets have been returned.
- Once testing is complete for the content area, Student Rosters and Student Test Tickets must be securely destroyed.

UNLOCKING A STUDENT'S TEST TICKET

DTCs have been granted the DRC INSIGHT Portal **Test Tickets–Unlock** permission to unlock test tickets. This permission allows a DRC INSIGHT Portal user to re-open a test session for a student. The student is able to log in to the session using the same test ticket.

! Important: Unlocking an assessment is only permissible under certain circumstances. Contact DEED for consultation on situations that may warrant an assessment unlock. Unnecessary assessment unlocks may lead to a test security violation.



To unlock a student's test ticket, open the **My Applications** menu:


- A** Click **Student Management**.
- B** Click **Manage Students**.
- C** Enter the student's State Student ID in the AKSID field.
- D** Click **Find Students**.

The screenshot shows the 'DRC INSIGHT ALASKA' interface with a 'STUDENT MANAGEMENT' menu. The 'Manage Students' tab is active. The form includes fields for Administration, District, School, Last Name, First Name, AKSID, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Content Area, Session, Online Test Status, and Session Assignment. A 'Find Students' button is at the bottom left, and a 'Clear' button is at the bottom right. Callout letters A, B, C, and D are placed over the 'STUDENT MANAGEMENT' menu, the 'Manage Students' tab, the AKSID field, and the 'Find Students' button respectively.

Student Management Menu

- E Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.

Students							
<input type="checkbox"/>	Last Name	First Name	AKSID	District Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Asgard	Loki	499907		3/3/2009	10	
<input type="checkbox"/>	Barnes	James Buchanan	499915		3/3/1999	05	 E

- F In the Edit Student window, click the **Test Sessions** tab.
- G Click the **Unlock** icon () for the test part that needs to be unlocked.







Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Name AKSID *


Student Detail Accommodations Demographics Special Circumstances **Test Sessions** F

Student Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school	Session 1	Not Started			  
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school	Session 2	Not Started			   G

- H When the confirm Unlock dialog box displays, click **Unlock** to unlock the session or **Cancel** to cancel the process.

Confirm Unlock

Are you sure you want to unlock this session?



H

STUDENT STATUS DASHBOARD

This section of the user guide outlines how to access and use the Student Status Dashboard. The Student Status 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, and assessment (or any combination of these).

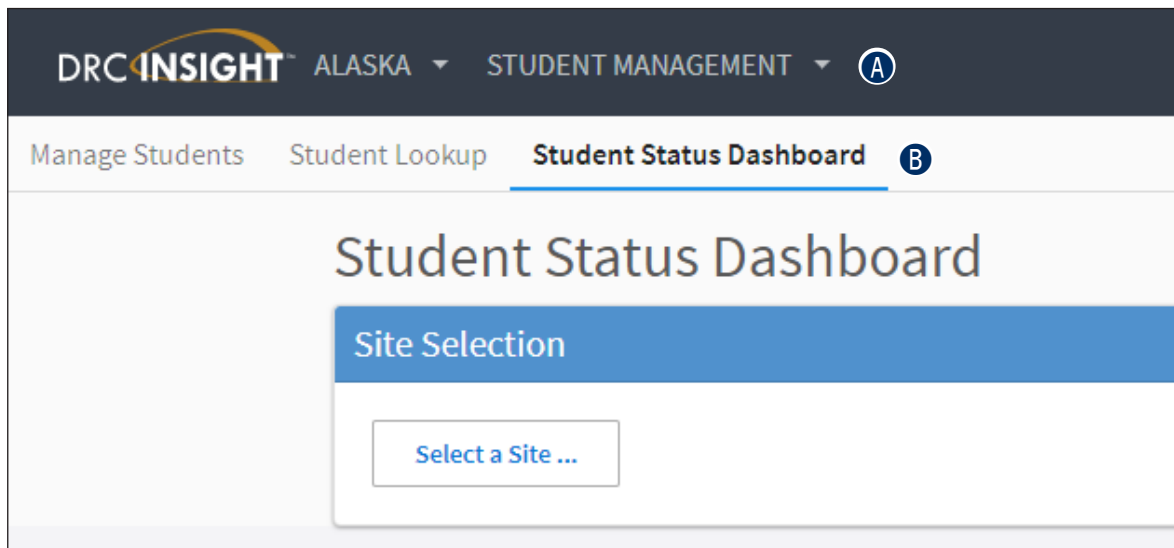
Notes:

- Dashboard data displays in real time as test scores are populated in the database.
- You need the Test Setup - View Student Status permission in the DRC INSIGHT Portal to use the Student Status Dashboard.

Accessing the Student Status Dashboard

To display the Student Status Dashboard, open the **My Applications** menu:

- A Click **Student Management**.
- B Select **Student Status Dashboard** to display the dashboard.

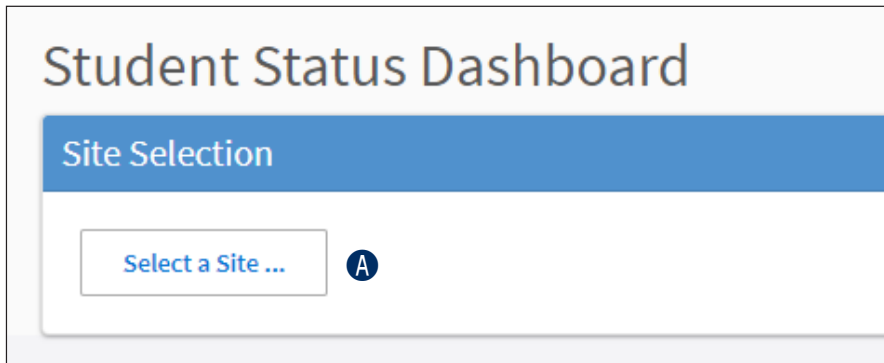


Selecting a School in the Student Status Dashboard

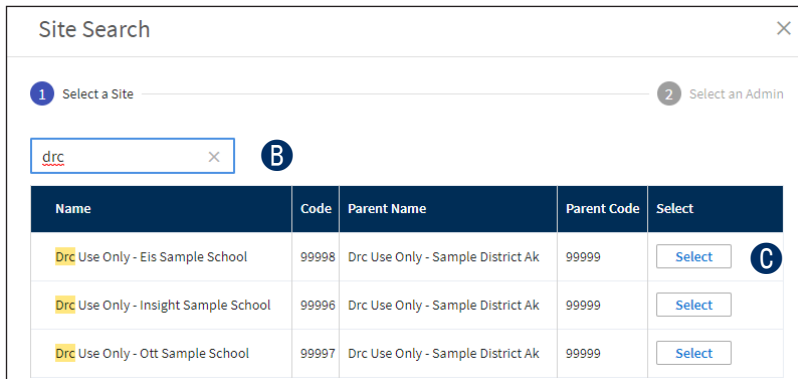
Use the **Site Selection** search box to search for a school and display its testing status data in the Student Status Dashboard.

To select a school in the Student Status Dashboard:

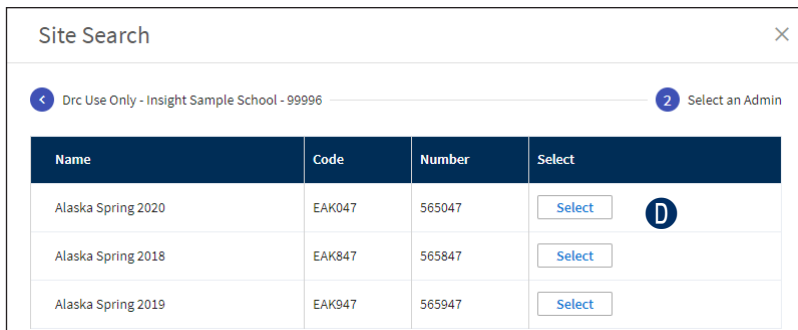
- A** Click **Select a Site ...**



- B** In the Site Search window, enter three or more letters of a school name or code.
- C** Select a school.



- D** Select an administration and the Student Status Dashboard displays.



Using the Student Status Dashboard

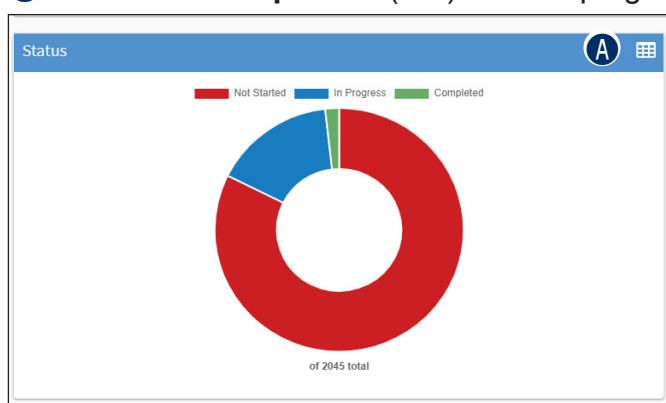
By default, the Student Status Dashboard displays graphs for the following: Status, Grade, Content Area, and Assessment. A student grid displays below the graphs.

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.

1. To toggle information between graph and table format:

A Click the **Table** icon () in the top right corner of the information section, or

B Click the **Graph** icon () in the top right corner of the information section.

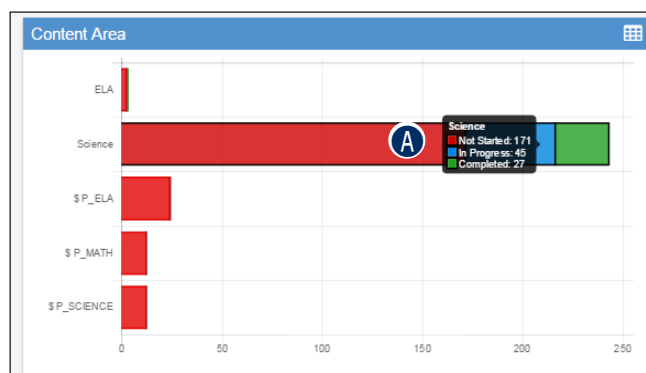
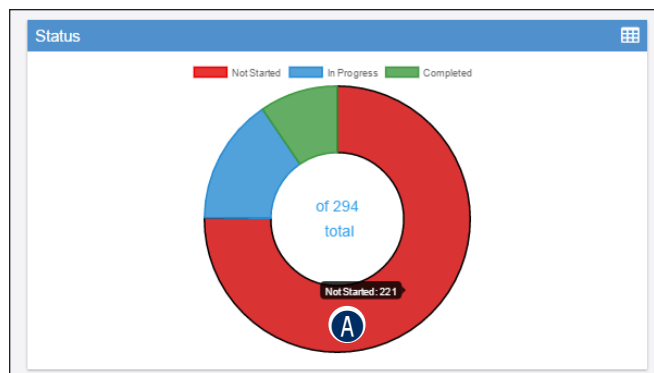


Total	Not Started	In Progress	Completed
2045	1684	324	37

A doughnut chart showing status counts

2. To display numerical values for testing status in the graph view:

A Hover the cursor over the different portions of the graph.



A grid of students for the selected school displays in the Student Search Results section below the graphs on the Student Status Dashboard page. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

To sort the column data and export the student grid to a spreadsheet file:

- A** Click a column head to sort the column data. An arrow displays on the selected sort column. The direction of the arrow indicates whether the data is sorted in ascending or descending order, either alphabetically or numerically.
- B** Click **Export to CSV** to export the student grid to a spreadsheet file.

Student Search Results									
Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
jira	test4	03	ELA	N/A	G3 ELA	Completed			0 Hours 0 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 3 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			1 Hours 8 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 3 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 2 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			19 Hours 4 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 5 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 9 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			26 Hours 4 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 2 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 0 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 11 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			1 Hours 0 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 4 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 1 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 10 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 9 Minutes
Student	Training	06	Science	N/A	G5 Science	Completed			0 Hours 1 Minutes

Filtering the Student Status Dashboard

Creating Student Status Dashboard filters is dynamic: When you click a specific graph area, the dashboard automatically creates a filter and updates its data based on that filter.

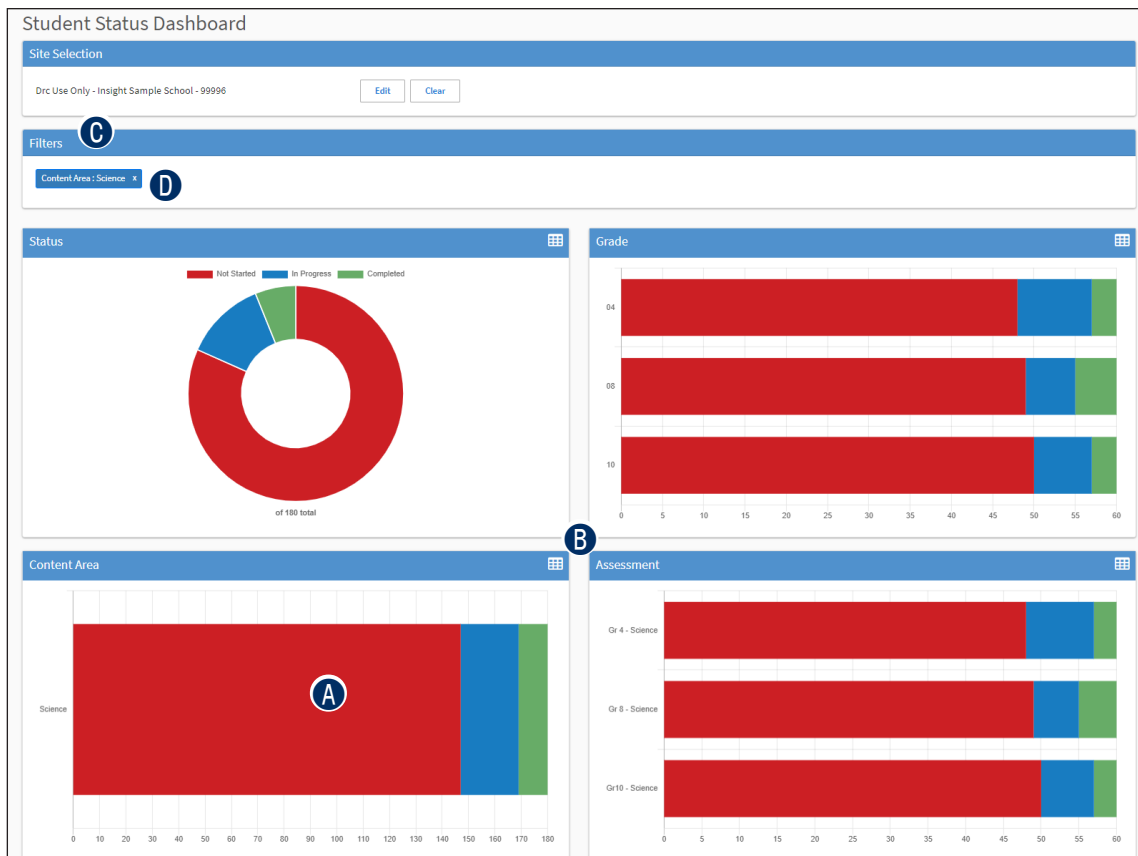
Current filters, if any, display at the top of the dashboard in the Filters section. You can click to remove a filter. Each time you add or remove a filter, the dashboard display is updated based on the active filters.

To add a filter:

- A** Click a specific graph area.
- B** The dashboard automatically creates a filter and updates the data displayed based on that filter.
- C** The filters selected display in the Filters section of the dashboard.

To remove a filter:

- D** Click **X** next to a filter in the Filters section of the dashboard.
- E** If all filters are closed, the dashboard returns to the default display (all statuses display in all graphs, which are unfiltered).



Test Management Menu

INTRODUCTION

From the Test Management menu, DRC INSIGHT Portal users can search for test sessions and perform the following tasks:

- Create test sessions
- Upload multiple test sessions to the DRC INSIGHT Portal
- Manage test sessions:
 - Editing a Test Session by Adding or Removing Students
 - Deleting a Test Session
 - Exporting Test Sessions
 - Viewing and Exporting Test Session Status Details
 - Printing Test Tickets and Rosters
 - Displaying a Test Session Status Summary
 - Printing the Print on Demand Assessment

CREATING A TEST SESSION

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





1. To create a test session, display the Test Sessions Page:
 - A From the Applications menu, select **Test Management**.
 - B Click **Manage Test Sessions**.
 - C Select a district and a school (required to add a test session).
 - D At the bottom of the Test Sessions page, click **Add Session**.

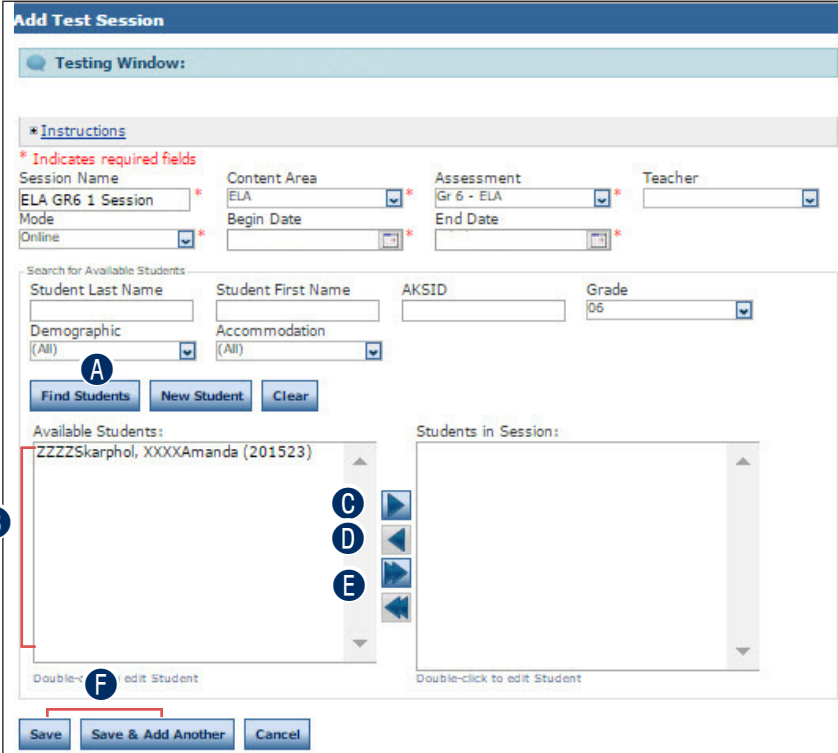
The screenshot shows the 'Test Management' page in the DRC INSIGHT ALASKA system. The 'TEST MANAGEMENT' menu is selected, and the 'Manage Test Sessions' tab is active. The 'Test Sessions' section includes a form for creating a new session. The form has several required fields marked with an asterisk: Administration, District, School, Last Name, First Name, AKSID, Session, Teacher, Content Area, and Assessment. A 'Show Sessions' button is located below the form. Below the form is a 'Sessions' table with columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table is currently empty, with a message: 'Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions''. At the bottom of the page, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Test Setup

2. On the Add Test Session page, enter the required information (indicated by an asterisk [*] next to the field).
3. Enter any other student search criteria and:
 - A Click the **Find Students** button.
 - B Select a student from the Available Students list.
 - 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.

Use one of the following 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.

- C Use the **Add Selected** arrow () to add a student or
- D **Remove Selected** () arrow to remove a student.
- E Use the **Add All** and () **Remove All** () arrows to add or remove all students.
- F Click **Save** or **Save & Add Another** to add another session.

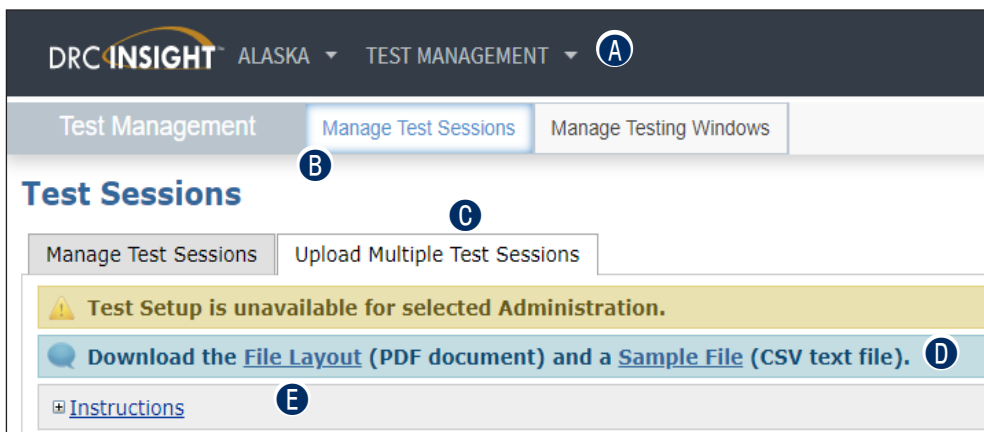


The screenshot shows the 'Add Test Session' interface. At the top, there's a 'Testing Window' section. Below it, a section titled '* Instructions' contains a note '* Indicates required fields'. The main form has several fields: 'Session Name' (with a red asterisk), 'Content Area' (dropdown), 'Assessment' (dropdown), 'Teacher' (dropdown), 'Mode' (dropdown), 'Begin Date' (calendar icon), and 'End Date' (calendar icon). Below these are search criteria for 'Available Students': 'Student Last Name', 'Student First Name', 'AKSID', 'Grade' (dropdown), 'Demographic' (dropdown), and 'Accommodation' (dropdown). There are three buttons: 'Find Students', 'New Student', and 'Clear'. Below the search criteria are two lists: 'Available Students' (containing 'ZZZZSkarphol, XXXXAmanda (201523)') and 'Students in Session' (empty). Between the lists are four arrow buttons labeled C, D, E, and F. At the bottom are 'Save', 'Save & Add Another', and 'Cancel' buttons. Red boxes and letters A-F highlight specific elements as described in the text.

UPLOADING MULTIPLE TEST SESSIONS TO THE DRC INSIGHT PORTAL

To upload multiple test sessions at once, you can upload a file containing test session and student information to the DRC INSIGHT Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns. After a file is uploaded successfully, you can display or edit the test sessions as needed.

1. To upload multiple test sessions:
 - A From the Applications menu, select **Test Management** and
 - B Click **Manage Test Sessions**.
 - C Click the **Upload Multiple Test Sessions** tab.
 - D The **Upload Multiple Test Sessions** 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.
 - E Click the **File Layout** link to display the AKTestSessionLayout.pdf file.



- F This 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 file.

Upload Multiple Test Sessions File Layout - Alaska Science Assessment

- File must contain a header row.
- 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.
- Fields cannot contain commas.
- 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.
- To retain leading zeros when a file is opened in excel, corrections are made and then saved as type .csv:
 - Open Excel
 - Select the Data Tab, Get External Data
 - Click From Text
 - Browse to locate the CSV file & Click Open
 - The Text Import Wizard will open
 - Step 1: Select Delimited, click next
 - Step 2: Select Comma, click next
 - Step 3: Either highlight all columns under Data preview, or select 1 column at a time and change the Column data format to Text, click Finish
 - Import Data - click OK
 - File will be open in Excel with retained leading zeros.
 - Then changes can be made and then saved again as csv (see above directions for saving excel to csv).

Ref	Column Name	Maximum Length	Required (Y/N)	Acceptable Values	Description
1	District Code	2	Y	<ul style="list-style-type: none"> Numeric 0-9, right justified and zero filled, leading zeros are not required 2-digits 	The district code must match the district code displayed in the DRC INSIGHT Portal District dropdown.
2	School Code	6	Y	<ul style="list-style-type: none"> Numeric 0-9, right justified and zero filled, leading zeros are not required 6-digits 	The school code must match the school code displayed in the DRC INSIGHT Portal School dropdown. Note: School Code includes the 2 digit District Code.
3	AKSID	6	Y	<ul style="list-style-type: none"> Numeric Max 6-digits No spaces Cannot be greater than 500000 	The AKSID must already exist in the DRC INSIGHT Portal in order to be assigned to a Test Session.
4	Student Last Name	100	Y	<ul style="list-style-type: none"> Alphanumeric A-Z, a-z 0-9 Hyphen "-" Underscore "_" Apostrophe "'" Period "." Space 	Student's Name
5	Student First Name	100	Y		

Data Recognition Corporation Confidential Page 1 of 2

2. Display the AKSampleTestSessionFile.csv file:

- A Click the **Sample File** link to download or display the AKSampleTestSessionFile.csv file.

Note: 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, allowing you to open or download the file.

DRC INSIGHT ALASKA ▾ TEST MANAGEMENT ▾

Test Management
Manage Test Sessions
Manage Testing Windows

Test Sessions

Manage Test Sessions
Upload Multiple Test Sessions

⚠ Test Setup is unavailable for selected Administration.

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

A

* Indicates required fields

Administration

 *

District

 *

School

File

 Browse... *

Upload

- Use the AKSampleTestSessionFile.csv file as a template to create, rename, and save a test session file to upload.

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

	A	B	C	D	E	F	G
1	District Code	School Code	AKSID	Student Last Name	Student First Name	Test Session Name	Assessment
2	99	999999	5	Brown	Bobbie	Jones Gr 10 Science	Gr10 - Science
3	99	999999	495623	Olson	Susan	Aldritt Gr 8 Science Class	Gr 8 - Science
4	99	999999	321456	Frederick	George	Aldritt Gr 8 Science Class	Gr 8 - Science
5	99	999999	320147	Mitchell	Samuel	Jones Gr 10 Science	Gr10 - Science
6	99	999999	201523	Foster	Jodie	Gr 5 Science Accelerated	Gr 5 - Science
7	99	999993	123456	Pitt	Brad	Gr 5 Science Accelerated	Gr 5 - Science
8	99	999993	234516	Johnson	Angela	Gr 5 Science Accelerated	Gr 5 - Science
9	99	999993	23014	McQueen	Steve	Aldritt Gr 8 Science Class	Gr 8 - Science
10	99	999993	221543	Enstein	Frank	Gr 5 Science - Lab Room 142	Gr 5 - Science
11	99	999993	124562	Bobbs	Yvonne	Mickey Mouse's Science Class	Gr10 - Science
12	99	999993	485201	Finkelstein	Rae	Mickey Mouse's Science Class	Gr10 - Science
13	99	999993	222222	Bjorn	Amanda	Gr 5 Science - Lab Room 142	Gr 5 - Science

- After you have created a test session file:
 - Click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Test Sessions tab.
 - 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 3 and 4.

Note: If you upload the same file multiple times, each successful file upload will overwrite the previous version.

Test Sessions

Manage Test Sessions
Upload Multiple Test Sessions

Test Setup is unavailable for selected Administration.

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV text file\)](#).

[Instructions](#)

** Indicates required fields*

Administration

 *

District

 *

School

File

 Browse... * **A**

Upload **B**

THE MANAGE TEST SESSIONS OPTION

From the Test Management menu, you can use the Manage Test Sessions option to display the Test Sessions page and view all of the test sessions for a specific district or school. Using the options on this page you can add students to or remove them from test sessions, delete test sessions, export test session details to a file, print test tickets and rosters, and view or print a summary report of the test sessions displayed.

To display the Test Sessions page, from the **My Applications** menu:

- A** Click **Test Management**.
- B** Click **Manage Test Sessions**.
- C** Enter search criteria for the test sessions for which you want to display the status. Click the **Show Sessions** button.
- D** The test sessions that meet your search criteria display on the Sessions tab at the bottom of the page. Use the information in the **Session Name** and **Status** columns to determine the status of a particular session.

The screenshot shows the 'Manage Test Sessions' page in the DRC INSIGHT ALASKA TEST MANAGEMENT system. The page is divided into several sections:

- Navigation:** 'Test Management' menu with 'Manage Test Sessions' selected (labeled **B**).
- Search Filters:** A form with fields for Administration (Alaska), District (DRC Use Only - Sample Dist), School ((All)), Last Name, First Name, AKSID, Session, Teacher ((All)), Content Area (Science), and Assessment ((All)). A 'Show Sessions' button (labeled **C**) and a 'Print All Tickets' button are located below the filters.
- Session Detail Table:** A table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table contains five rows of sessions, all with a status of 'Not Started'. Callout letters **A** and **D** point to the 'Manage Test Sessions' button and the table, respectively.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr 10 - Science	Not Started			[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			[Icons]

Test Session Status

The Status column of the Session Detail portion of the Test Sessions page displays the status of the session—Not Started, In Progress, Completed, or Locked.


<u>Status</u>	<u>Description</u>
Not Started	The test session has not started and 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.
Locked	At the end of each day, all sessions with a status of In Progress are automatically locked.

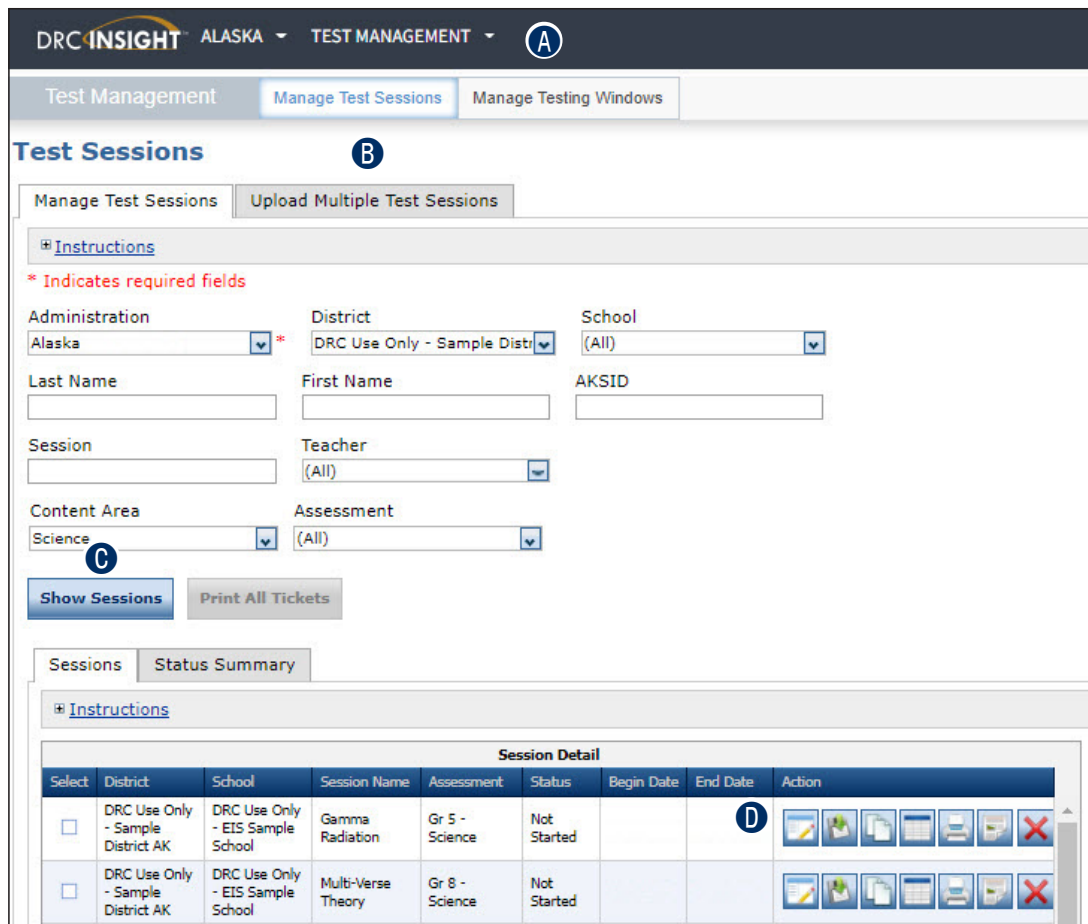
Editing a Test Session by Adding or Removing Students

You can view existing test sessions to see which students are enrolled in them. You also can edit the sessions to add or remove students.















- To move a student to a different test session, you must remove the student from his or her current session and then add the student to the new session.
- To add a student to a different test session in a different grade, you must remove the student from his or her current session, edit the student to change his or her grade (see [“Editing a Student’s Information” on page 56](#)), and then add the student to the new session.

To view or edit a test session from the **My Applications** menu:

- Click **Test Management**.
- Click **Manage Test Sessions**.
- Enter your search criteria and click **Show Sessions**.
- Click the **View/Edit** icon () in the Action column to display the Edit Test Session window.







The screenshot shows the 'TEST MANAGEMENT' interface. At the top, there are tabs for 'Test Management', 'Manage Test Sessions', and 'Manage Testing Windows'. The 'Manage Test Sessions' tab is active. Below the tabs, there are search criteria fields: Administration (Alaska), District (DRC Use Only - Sample Distr), School ((All)), Last Name, First Name, AKSID, Session, Teacher ((All)), Content Area (Science), and Assessment ((All)). There are buttons for 'Show Sessions' and 'Print All Tickets'. Below the search criteria, there are tabs for 'Sessions' and 'Status Summary'. The 'Sessions' tab is active, showing a table of sessions. The table has columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. There are two rows of sessions listed.

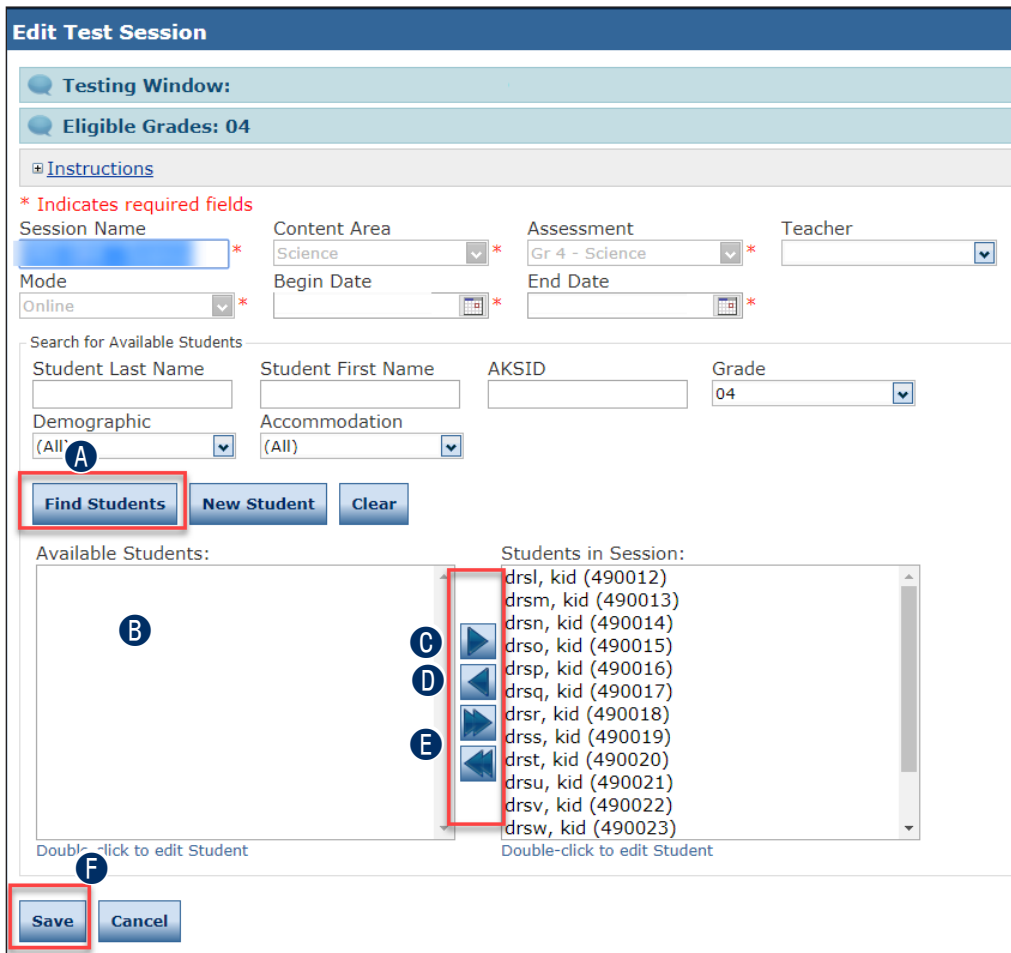
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			      
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			      

To add or remove one or more students to an existing test session:

- A** Click **Find Students** in the Edit Test Session window.
- B** Select a student from the Available Students list.
 - 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.

Use one of the following 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.

- C** Use the **Add Selected** arrow () to add a student or
- D** **Remove Selected** () arrow to remove a student.
- E** Use the **Add All** and () **Remove All** () arrows to add or remove all students.
- F** Click **Save** to save your changes or **Cancel** to cancel them.



The screenshot shows the 'Edit Test Session' window with the following elements:

- Testing Window:** Eligible Grades: 04
- Instructions:** * Indicates required fields
- Session Name:** [Text field]
- Content Area:** Science
- Assessment:** Gr 4 - Science
- Teacher:** [Dropdown menu]
- Mode:** Online
- Begin Date:** [Calendar icon]
- End Date:** [Calendar icon]
- Search for Available Students:**
 - Student Last Name: [Text field]
 - Student First Name: [Text field]
 - AKSID: [Text field]
 - Grade: 04
 - Demographic: (All)
 - Accommodation: (All)
- Buttons:** Find Students (circled in red), New Student, Clear
- Available Students:** [Empty list box with label B]
- Students in Session:**
 - drsl, kid (490012)
 - drsm, kid (490013)
 - drsn, kid (490014)
 - drso, kid (490015)
 - drsp, kid (490016)
 - drsq, kid (490017)
 - drsr, kid (490018)
 - drss, kid (490019)
 - drst, kid (490020)
 - drsu, kid (490021)
 - drsv, kid (490022)
 - drsw, kid (490023)
- Navigation:**
 - Right arrow (C) to add selected
 - Left arrow (D) to remove selected
 - Right arrow (E) to add all
 - Left arrow (E) to remove all
- Bottom Buttons:** Save (circled in red), Cancel

Deleting a Test Session

You can delete a test session up until the time testing begins. If testing has started, the session cannot be deleted.

To delete a test session, from the **My Applications** menu:

- A Click **Test Management**.
- B Click **Manage Test Sessions**.
- C Enter your search criteria and click **Show Sessions**.
- D Click the **Delete** icon (✖) in the Action column for the test session report you want to remove. The Confirm Delete dialog box displays.

DRC INSIGHT ALASKA TEST MANAGEMENT

Test Management Manage Test Sessions Manage Testing Windows

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration District School
Alaska * DRC Use Only - Sample Distr (All)

Last Name First Name AKSID

Session Teacher
(All)

Content Area Assessment
Science (All)

Show Sessions Print All Tickets

Sessions Status Summary

Instructions

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			

- E Click **Delete** to delete the test session or **Cancel** to cancel the process.

Confirm Delete


? You are choosing to delete session
Are you sure? E

Delete Cancel

Exporting Test Sessions

You can export the details of one or more test sessions to a comma-separated value (.csv) file to save, view, edit, or print in a spreadsheet.

To export details for a single test session, from the **Session Detail** window:

- A** Click the **Export Details** icon () in the Action column for the test session that you want to export.

The test session details are exported to a .csv file that you can save, view, edit, or print.

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

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action A
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum	Gr10 - Science	Not Started			

To export details for specific test sessions:

- A** Select the test sessions by checking the checkbox for each session in the Select column.
- B** Click **Export Student Details**, or to export all test sessions, click **Export Student Details** without selecting any test sessions.

The test session details are exported to a .csv file that you can save, view, edit, or print.

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


<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Skrull Anatomy	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	Not Started			

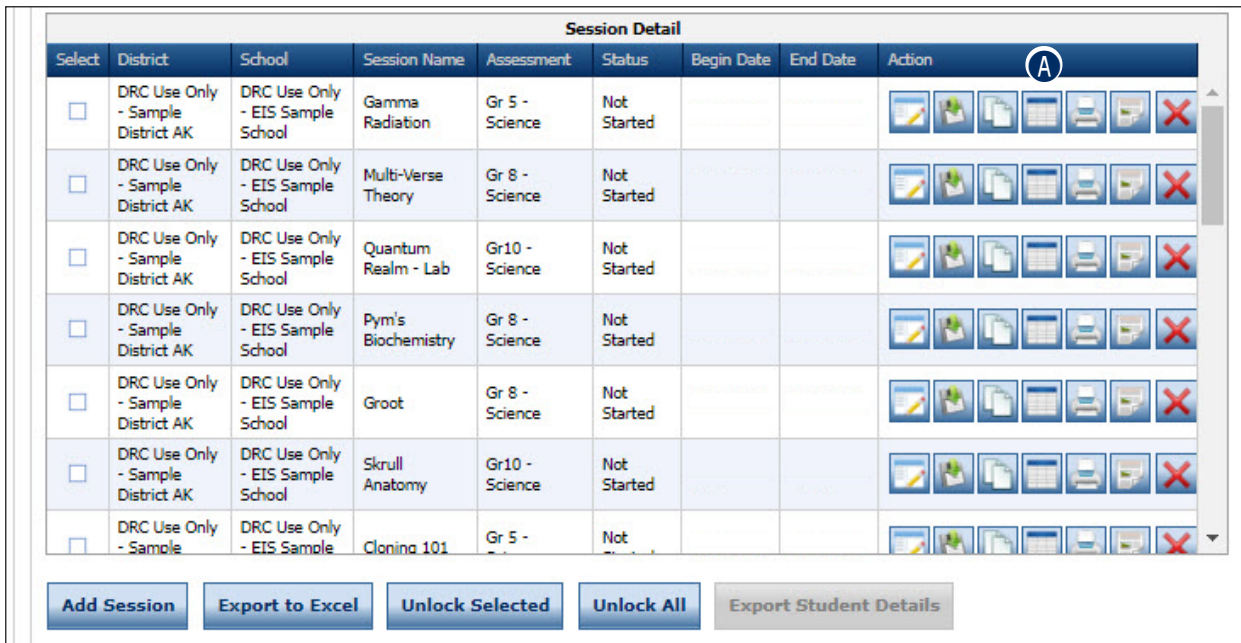
A **B**











































Viewing and Exporting Test Session Status Details

The test session status display provides the following information: 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.

To view or export the status of a test session:

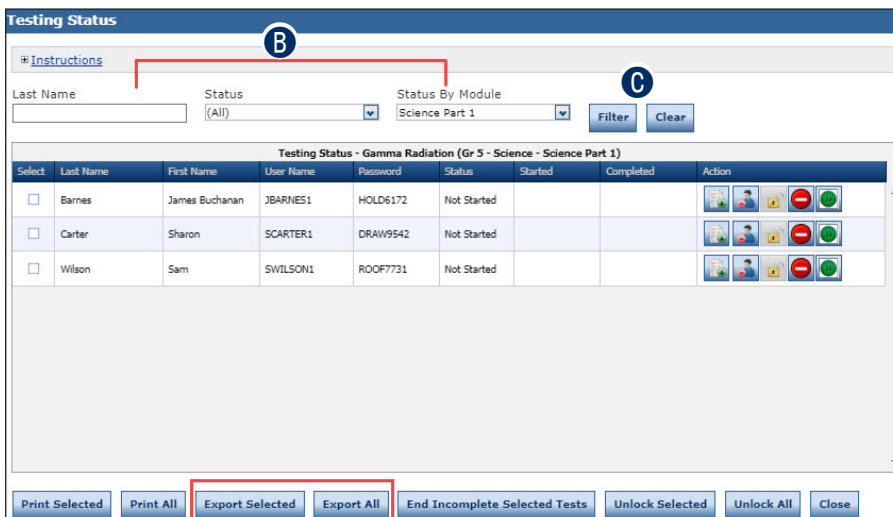
- A** Click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.



Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr10 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Skrull Anatomy	Gr10 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	Not Started			     



















Buttons: Add Session, Export to Excel, Unlock Selected, Unlock All, Export Student Details

- B** 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.
- C** Click **Filter** to display the results (or **Clear** to clear your selections).



Instructions

Last Name: Status: (All) Status By Module: Science Part 1 **Filter** **Clear**

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Barnes	James Buchanan	JBARNES1	HOLD6172	Not Started			     
<input type="checkbox"/>	Carter	Sharon	SCARTER1	DRAW9542	Not Started			     
<input type="checkbox"/>	Wilson	Sam	SWILSON1	ROOF7731	Not Started			     

Buttons: Print Selected, Print All, Export Selected, Export All, End Incomplete Selected Tests, Unlock Selected, Unlock All, Close

To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print:


- A** Check the Select checkbox next to each test session status you want to export.
- B** Click **Export to Excel**.
























Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Skrull Anatomy	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	Not Started			

Printing Test Tickets and Rosters

You can print test tickets for the students in an online 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.

To print all of the test tickets for the students in a test session:

- A** Click the **Print All** icon () in the Action column of the Sessions Detail window for the test session for which you want to print tickets.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr10 - Science	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Skrull Anatomy	Gr10 - Science	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	Not Started			    

- B** A Portable Document Format (.pdf) version of the student roster and test tickets, that you can view, print, and save, displays for all of the students in the session.

B

Alaska
Student Rosters and Student Test Tickets are SECURE materials and must be treated appropriately.

Below is a list of duties that should be performed to securely handle, distribute, and collect the Student Roster and Student Test Tickets.

The Student Roster (begin on page 2) provides a list of students who are assigned to this test session. District, School, Content Area, and Test Session Name are displayed in the upper right hand corner. Also listed are student name, form number, assigned accommodations, date of birth, Alaska Student ID, and the student's username and password. The checkbox on the left can be used to track student completion by either the Test Administrator or the Building Test Coordinator.

Student Test Tickets are printed four (4) students to a page. A student will use the same test ticket for all parts of each content area. Student Test Tickets are secure and must not be distributed to Test Administrators until the day of testing.

PRIOR TO TESTING

District or Building Test Coordinator:

1. Print the Student Test Tickets for each test session; one set for each content area. Each set will include: this instruction page, the Student Roster, and Student Test Tickets.
2. Review the Student Roster to ensure all students scheduled to test are included and that each student has been correctly assigned accommodations, if applicable.
 - a. If a student has been incorrectly assigned an accommodation, edit the student's information in eDIRECT.
 - b. If a student is missing from the Student Roster, enter the student in eDIRECT if necessary, then add the student to the existing test session.
 - c. Once all accommodation information has been corrected and missing students have been added to the test session, reprint Student Roster and any missing Student Test Tickets.
3. Collapsate Student Test Tickets and store in a secure location until the test is administered.

DAY OF TEST

Building Test Coordinator:

1. Distribute this instruction page, the Student Roster, and the Student Test Tickets to the appropriate Test Administrator prior to testing.

Test Administrator:

1. Distribute the Student Test Tickets to students.
2. Ensure each student with accommodations noted on the Student Roster is seated at a device that have been set up to handle those accommodations.
3. Ask students to verify that their test ticket contains the correct student name.
4. Instruct students to login to the assessment using the Username and Password on their Student Test Ticket. When this information is correctly entered, students can begin testing.
5. Once students have logged in successfully, collect all Student Test Tickets. Verify with the Student Roster that all Student Test Tickets have been retrieved.


WHEN STUDENTS ARE FINISHED TESTING








Test Administrator: Return Student Roster and all Student Test Tickets to Building Test Coordinator.

Building Test Coordinator:



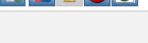
1. Use the Student Roster to verify all Student Test Tickets have been returned.
2. Once testing is complete for the content area, Student Rosters and Student Test Tickets must be securely destroyed.

To print selected test tickets for students in a test session:

- A** Click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want to use. The details for the test session you selected display in the Testing Status window.

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Quantum Realm - Lab	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Pym's Biochemistry	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Skrull Anatomy	Gr10 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	Not Started			

- B** You can filter the student display by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus.
- C** Click **Filter** to display the results (or **Clear** to clear your selections).
- D** Select one or more students by clicking the checkbox next to their name in the **Select** column.
- E** Click **Print Selected**. A PDF version of the student roster and test tickets, that you can view, print, and save, displays for the selected students.

Testing Status								
Instructions								
Last Name	Status	Status By Module						
<input type="text"/>	(All)	Science Part 1						
				<input type="button" value="Filter"/>	<input type="button" value="Clear"/>			
Testing Status - Gamma Radiation (Gr 5 - Science - Science Part 1)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Barnes	James Buchanan	JBARNES1	HOLD6172	Not Started			
<input type="checkbox"/>	Carter	Sharon	SCARTER1	DRAW9542	Not Started			
<input type="checkbox"/>	Wilson	Sam	SWILSON1	ROOF7731	Not Started			

Displaying a Test Session Status Summary

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

To display a Test Session Summary report:

- A Click on the **Manage Test Sessions** tab from the Test Setup menu and select your search criteria.
- B Click **Show Sessions**.
- C Click the **Status Summary** tab.

Test Sessions

Manage Test Sessions A
Upload Multiple Test Sessions

[# Instructions](#)

* Indicates required fields

Administration

Alaska *

District

DRC Use Only - Sample Distr *

School

(All) *

Last Name

First Name

AKSID

Session

Teacher

(All) *

Content Area

Science B

Assessment

(All) *

Show Sessions
Print All Tickets

Sessions
Status Summary C

[# Instructions](#)

Session Summary

Status	Session Count
Not Started	8
In Progress	15

Student Summary

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: Science			
Gr 5 - Science	24	15	0
Gr 8 - Science	67	17	8
Gr10 - Science	23	13	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 AK	DRC Use Only - EIS Sample School	Cloning 101	Gr 5 - Science	3	0	0
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	3	0	0
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Groot	Gr 8 - Science	1	0	0

Printing the Print on Demand Assessment

A print on demand (POD) edition is part of the test delivery system. To activate this function, the POD accommodation will need to be assigned for students who require a paper version of the test. The POD accommodation can be updated via the Multiple Student Upload (MSU) or via the accommodations tab in the Portal.

When this accommodation has been assigned, a PDF of the test can be printed. The Portal does not allow Alaska users to print individual items.

Once the student has completed the POD assessment, it will need to be transcribed into the DRC INSIGHT Test Engine.

Note: To print an assessment, a DTC or BTC must have the Test Sessions – Print Test/Item Permission.

- A** Click on the **Manage Test Sessions** tab from the Test Management menu and select your search criteria.
- B** Click **Show Sessions**
- C** In the Action column, click the **Print Test/Item** (🖨️) icon. The Print Test/Item window displays.

Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

A

Instructions

* Indicates required fields

Administration: Alaska * | District: DRC Use Only - Sample Distr | School: (All)

Last Name: | First Name: | AKSID: |

Session: | Teacher: (All)

Content Area: Science **B** | Assessment: (All)

Show Sessions | Print All Tickets

Sessions | Status Summary

Instructions

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 5 - Science	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Multi-Verse Theory	Gr 8 - Science	Not Started			

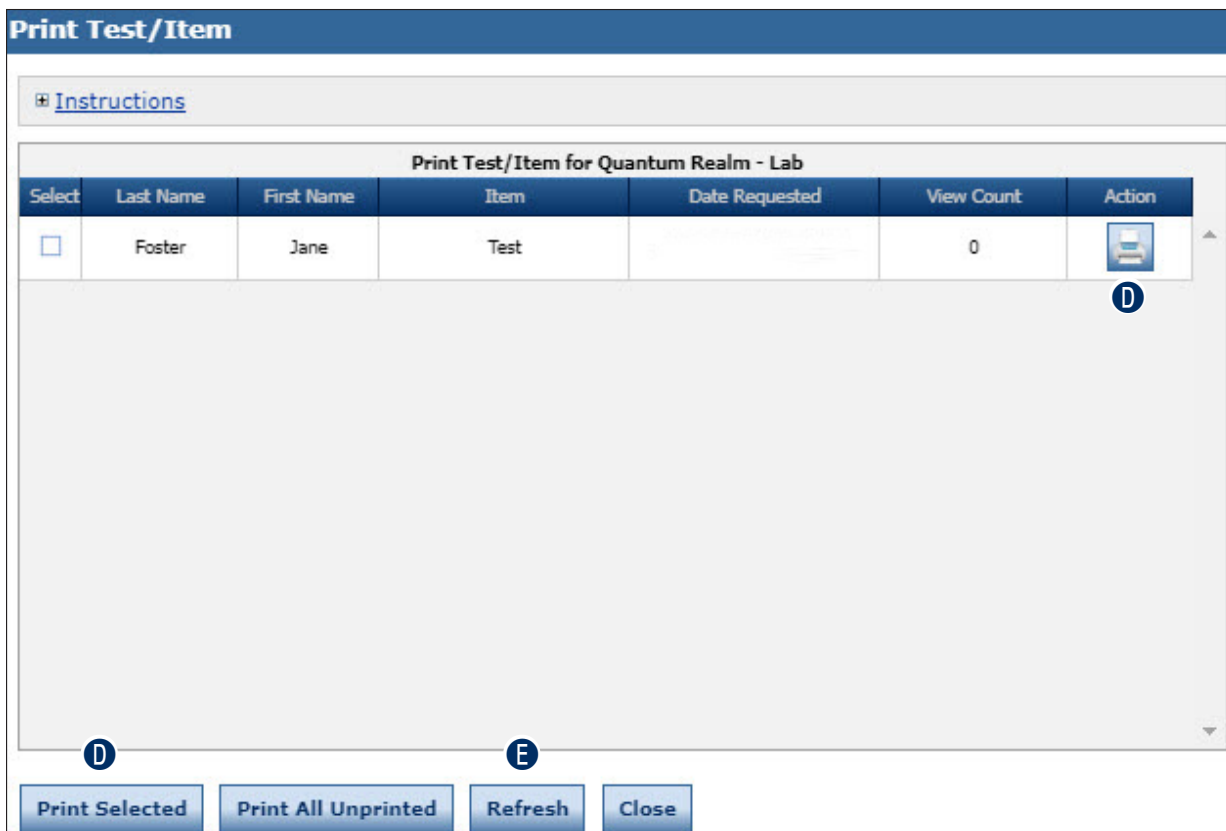
C

Test Setup


- D A grid displays showing the print requests for students marked with the appropriate accommodation. You can print all unprinted tests, or print tests for an individual student.

In the Action column, click the **Print Test/Item** () icon. The entire test will print.

- E To view new requests and update the view counts displayed, click **Refresh**.



The screenshot shows a web interface titled "Print Test/Item". At the top, there is a link for "Instructions". Below this is a table titled "Print Test/Item for Quantum Realm - Lab". The table has the following columns: "Select", "Last Name", "First Name", "Item", "Date Requested", "View Count", and "Action". A single row is visible with the following data: "Foster" (Last Name), "Jane" (First Name), "Test" (Item), and "0" (View Count). In the "Action" column, there is a printer icon. Below the table, there are four buttons: "Print Selected", "Print All Unprinted", "Refresh", and "Close".

Select	Last Name	First Name	Item	Date Requested	View Count	Action
<input type="checkbox"/>	Foster	Jane	Test		0	

Report Delivery Menu



INTRODUCTION

From the Report Delivery menu, DRC INSIGHT Portal users can access status reports, and view, download, and print online testing results.

- The Status Reports option allows user to display status reports that track testing activity for a test administration in a particular district and school.
- The View Reports option allows user to view, download, or print both district-level and school-level reports.

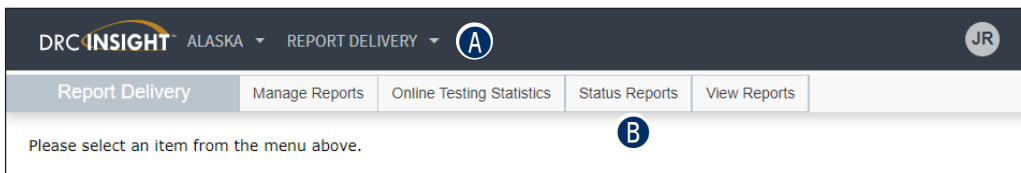
STATUS REPORTS

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

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

To view a status report:

- A** Open the **My Applications** menu bar and click **Report Delivery**.
- B** Select **Status Reports** from the Report Delivery menu.



- C** Click the **Action** icon () next to the report you want to display.

Status Reports

** Indicates required fields*

Administration * District School

Reports	
Title	Action
Daily Cumulative Student Status Report	
Daily Student Status Report	 C
Daily School Resets Report	
Daily Student Resets Report	
Daily Excessive Logins Report	
Daily State Summary of Test Times Report	
Weekly District Report	
Daily District Report of Testing Status by School	

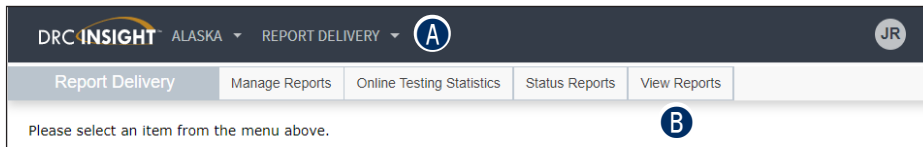
VIEW REPORTS

DRC INSIGHT Portal users can view, download, or print reports at the district level and the school level.

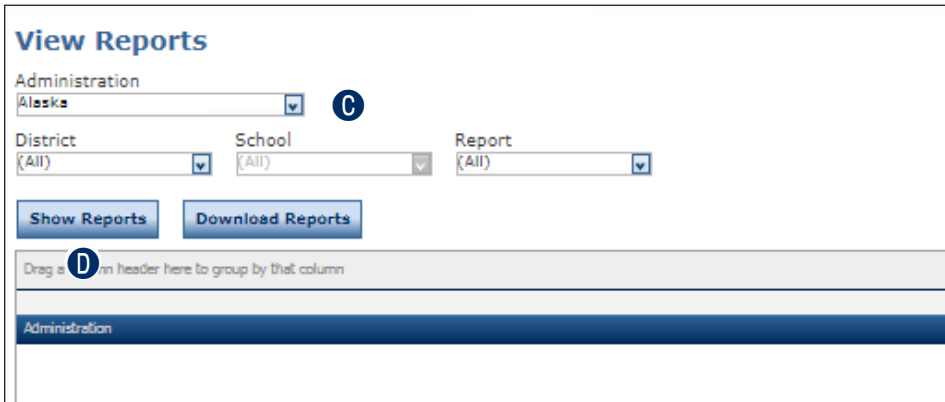
Note: The DRC INSIGHT Portal only keeps reports of the previous three years.

1. Open the **My Applications** menu and:

- A Click **Report Delivery**, and
- B Click **View Reports** from the Report Delivery menu to display the View Reports page.



- C Specify an administration, district, school, and report from the drop-down menus.
- D Click **Show Reports** to view, save, or print results for the students selected, or **Download Reports** to download reports in Portable Document Format (.pdf) or Comma Separated Value (.csv) format.



Notes



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Revision Date: December 15, 2023