



DRC INSIGHT™
ONLINE LEARNING SYSTEM



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.

Import Management

Outlines procedures for importing participants, accommodations, and registrations, including links to the file layout and sample file.

Participant Management

Lists how to add and edit participants, transfer participants to another school or district, update multiple participant records, and view a participant's assessment details.

Registration

Describes creating a registration, adding and removing participants from a registration, cancelling and copying a registration, editing accommodations from within a registration, exporting registration details, managing testing code, and printing test tickets and registration test rosters.

Report Delivery Menu

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

UPDATES AND NEW TERMINOLOGY FOR THE DRC INSIGHT PORTAL

New applications within the DRC INSIGHT Portal are being implemented during the spring 2025 Alaska Science Assessment. Participant Setup and Management (PSM) is a collection of applications housed within the DRC INSIGHT Portal that support the ability to register participants for assessments. Users can view and manage participant data and registration information. The applications interface with other DRC INSIGHT Portal-based applications to streamline processing.

The following applications fall under the application suite:

- *Participant Management*: Manage participant details and accommodations within an academic session
- *Import Management*: Central location to perform data imports (participants, accommodations, registrations)
- *Registration*: Enhanced application offering new features and functionality to streamline test management

For the DRC INSIGHT Portal functions, *Participant Management*, *Registration*, and *Import Management*, students are referred to **participants**.

Test sessions are now referred to as **registrations**, which is how test administrators manage and schedule the assessments that participants in a registration will take.

Formerly, multiple students were added to the DRC INSIGHT Portal using the Multiple Student Upload (MSU) process via Student Management. Now the MSU process is done using the **Participant and Registration Import (PRI)** process using *Import Management*. Registrations are automatically created for participants with the PRI process. Individual participants can be added via *Participant Management*, where teachers can update and/or verify accommodations. Individual registrations can be created manually via *Registration*.

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 2025 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			
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			
Materials	Materials – Additional – Primary Window	Access additional materials during the primary window	X						
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						

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
Participant Management	Participant – Add/Edit	Add/edit participants and participant data	X			X			
Participant Management	Participant – Download	Download a list of participant information	X			X			
Participant Management	Participant – Search/View	Search/view participant data	X			X			
Participant Management	Participant – Transfer	Transfer a participant to another site within a district	X			X			
Import Management	Import Management	Upload data for the purposes of testing online	X			X			
Registration	Registration – Add/Edit	Add, edit, and delete registrations	X			X			
Registration	Registration - Search/View	Search/view registrations	X			X		X	X
Registration	Registration – Edit Accommodations	Update accommodations within a registration	X			X		X	X
Registration	Registration – Edit Testing Codes	Update testing codes within a registration	X			X			
Registration	Print Test/Item	Print requested tests and/or items for a student in an online test session	X						
Test Setup	Test Setup – Central Office Services	Configure a computer or other approved device to use for testing	X		X	X			
Test Setup	Test Setup – Primary Window	Access to Test Setup during the primary window	X			X		X	X
Test Setup	Test Setup - View Student Status	View test status by student	X			X		X	X
Test Setup	Test Setup – Regenerate Test Ticket	Synchronize a student's test with their current accommodations	X						

Introduction

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	DRU	District Technology Coordinator	BTC	SRU	Teacher	TA
Test Setup	Test Tickets – Unlock	Unlock participant test login ticket after a status is 'completed' or 'locked'	X						
Report Delivery	Status Reports – District Reports	Access reports that display district-and school-level testing activity	X						
Report Delivery	View Reports – Download – District/School	Download all reports for a district or school for an administration	X	X			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.

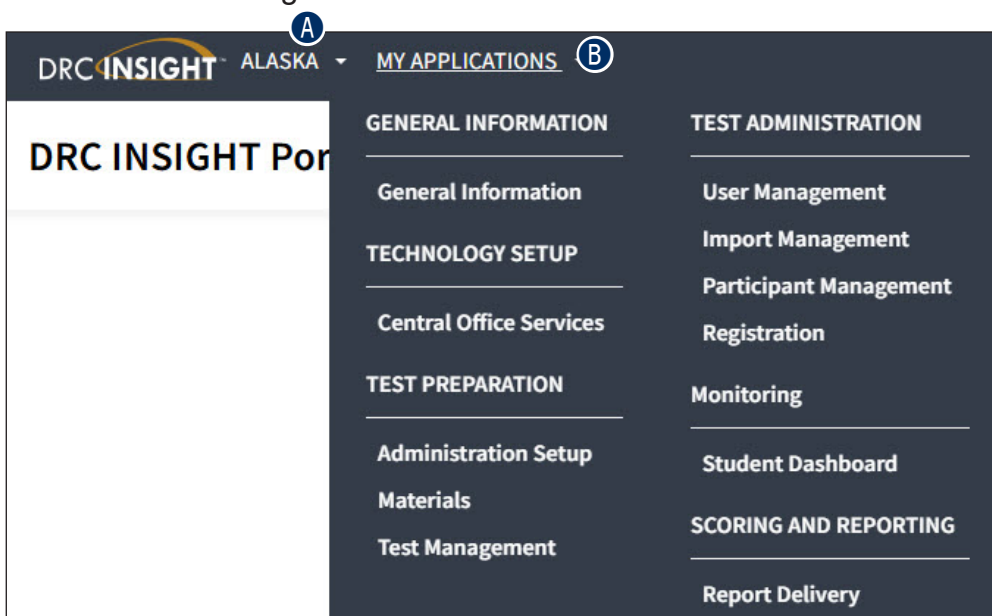
- A** The **Welcome to DRC INSIGHT Portal** page appears containing helpful information about documentation and support resources.
- B** Enter your username and password and then click **Sign In**.
- C** Click **Forgot your password** to receive an email with instructions on how to reset your password.
- 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 'A' points to the top of the page, 'B' to the Username field, 'C' to the Forgot your password? link, and 'D' to the URL at the bottom of the page. On the right, the 'Welcome to DRC INSIGHT Portal' message is displayed, including a welcome note from the Alaska Department of Education and Early Development (DEED) and Data Recognition Corporation (DRC), instructions on how to use the portal, and contact information for the Alaska Customer Service Line. Below this is the 'ONLINE TOOLS TRAINING (OTT)' section, which provides information about publicly accessible versions of the training and a link to the training page. Callout 'A' points to the title of this section, and callout 'D' points to the URL provided.

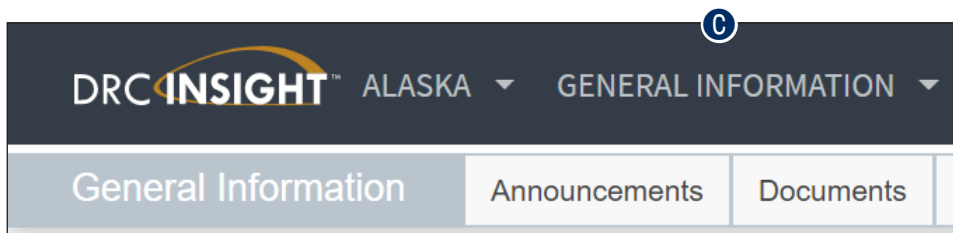
Working with the DRC INSIGHT Portal

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.

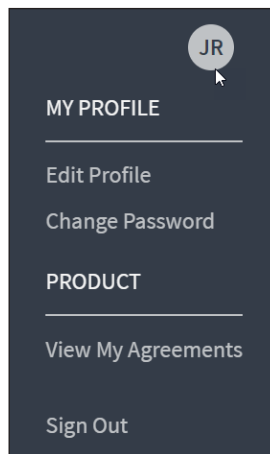


MANAGING YOUR ACCOUNT

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 .

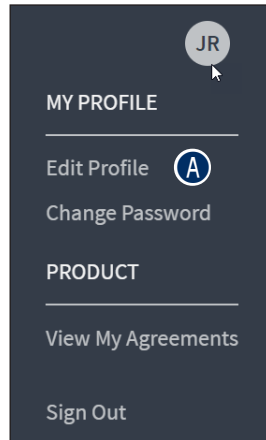
To manage your account, sign in to the DRC INSIGHT Portal and click your initials (based on your first and last name in the DRC INSIGHT Portal) in the right-hand corner of any page to display a menu of options.



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: 'CANCEL' (blue text on a white background) and 'SAVE' (gray text on a gray background).

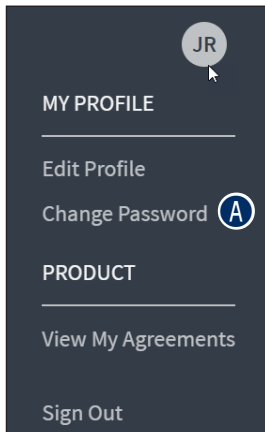
Managing Your Account—Changing Your Password

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.



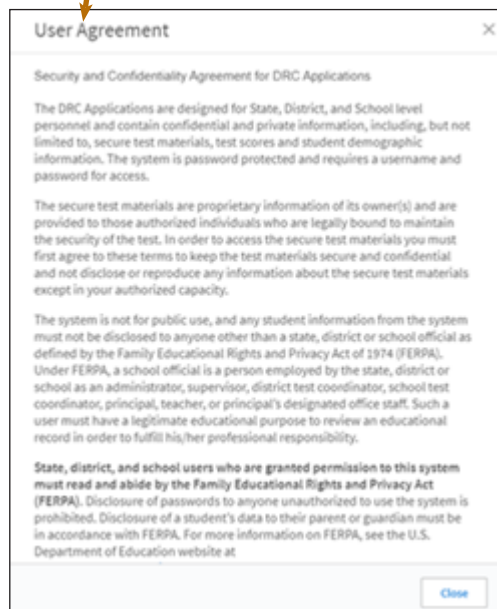
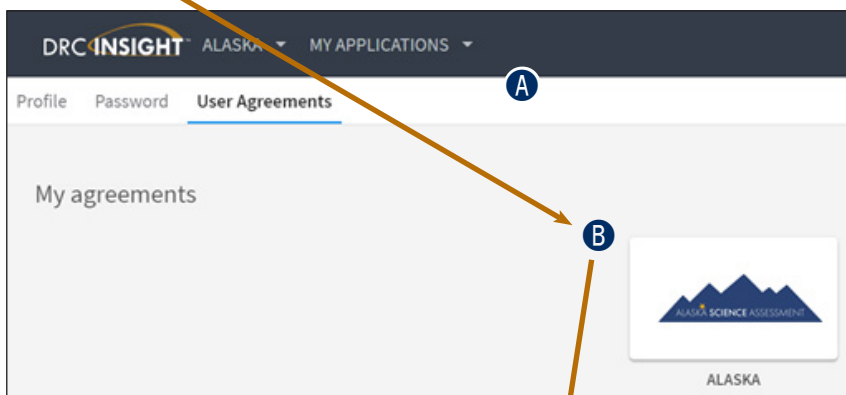
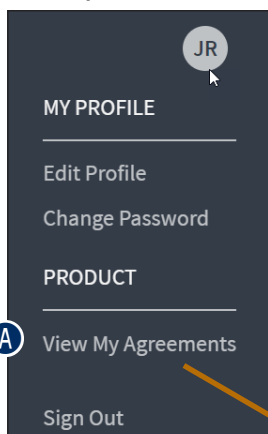
B Enter your current password in the **Previous Password** field, your new password in the **New Password** and **Confirm New Password** fields.

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

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.

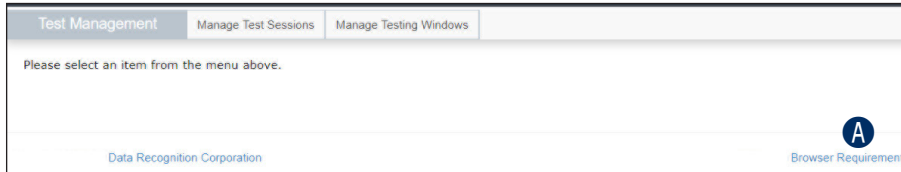
State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be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

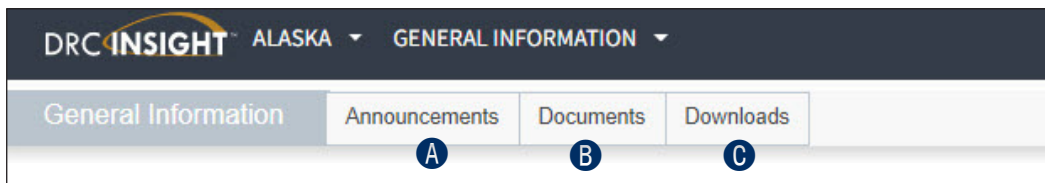
General Information Menu



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.

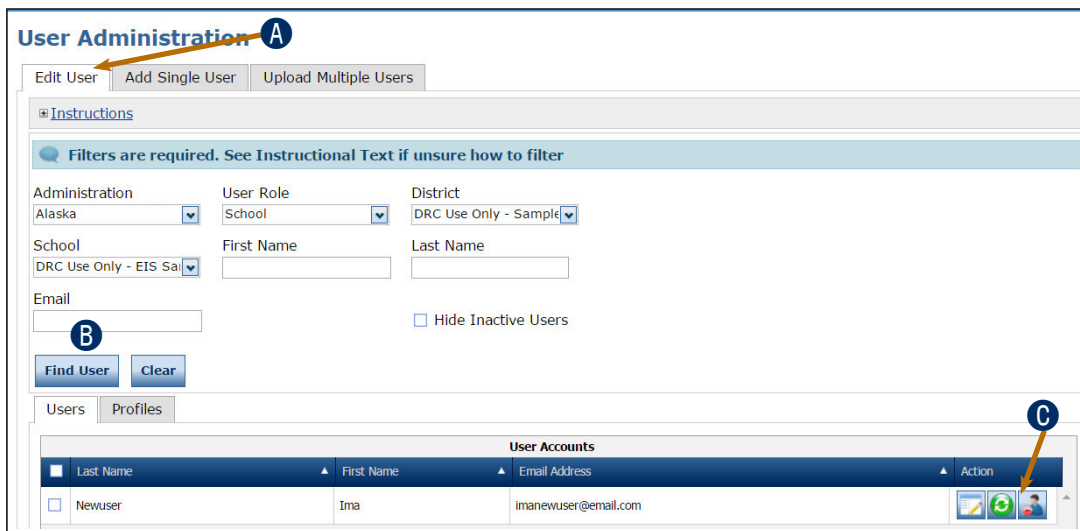
- Inactivate or activate a user
- Add or edit permissions for a user
- Copy users to a new test administration and assign permissions
- Clone permissions for a user from another user
- Add a single user
- Add multiple users

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.

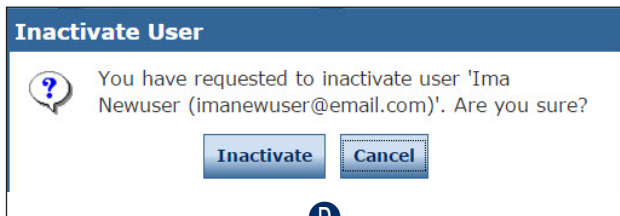


The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a section for search filters with the following fields:

- 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, marked with 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?

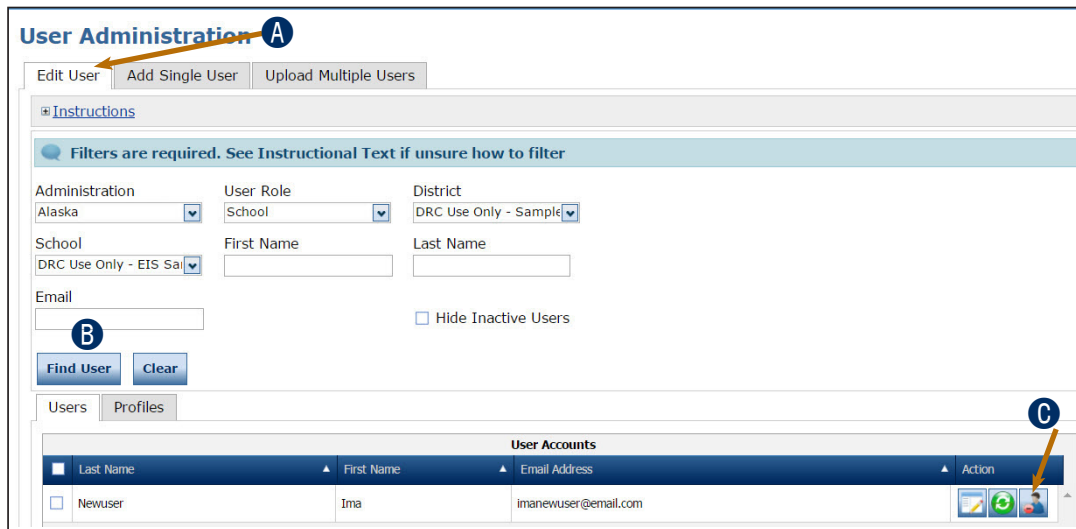
At the bottom of the dialog are two buttons: 'Inactivate' and 'Cancel'. A circled 'D' is located below the dialog box.

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:

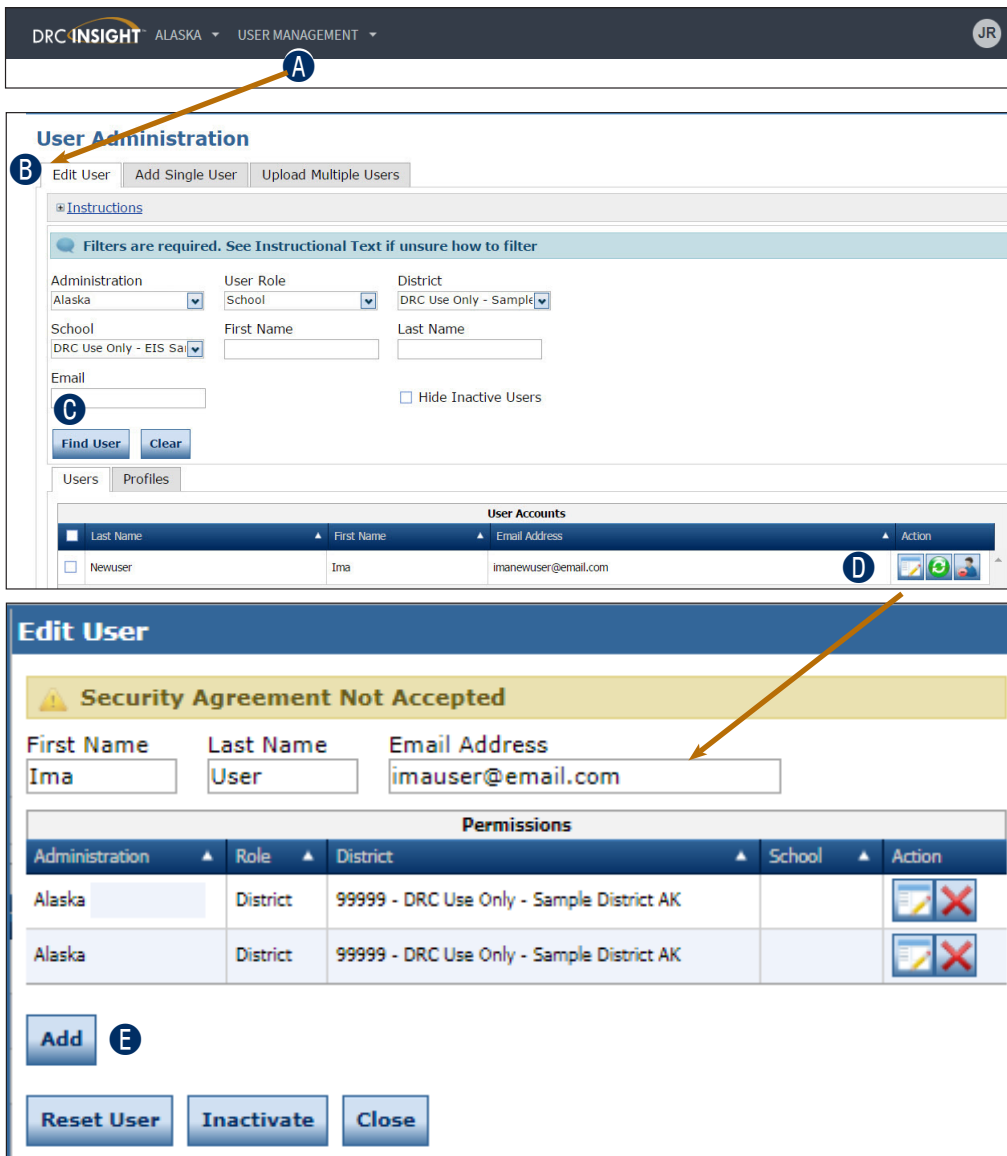
- Administration: Alaska
- User Role: School
- District: DRC Use Only - Sample
- School: DRC Use Only - EIS Sa
- First Name: (empty)
- Last Name: (empty)
- Email: (empty)
- Hide Inactive Users:

Below the filters are 'Find User' and 'Clear' buttons. At the bottom, there is a table titled 'User Accounts' with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row for a user named 'Newuser' with first name 'Ima' and email 'imanewuser@email.com'. In the 'Action' column for this user, there are three icons: a green checkmark, a green refresh, and a blue person icon with a plus sign, which is circled in red and labeled 'C'.

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 several tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs are search filters for Administration (Alaska), User Role (School), District (DRC Use Only - Sample), School (DRC Use Only - EIS Sa), First Name, Last Name, and Email. A 'Find User' button is present. Below the filters is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table shows one user: 'Newuser' with first name 'Ima' and email 'imanewuser@email.com'. An arrow labeled 'D' points to the 'View/Edit' icon in the Action column.

The second screenshot shows the 'Edit User' dialog box. It features a 'Security Agreement Not Accepted' warning. Below the warning are input fields for 'First Name' (Ima), 'Last Name' (User), and 'Email Address' (imauser@email.com). An arrow labeled 'E' points to the 'Add' button. Below these fields is a 'Permissions' table with columns for Administration, Role, District, School, and Action. The table lists two permissions for 'Alaska' with role 'District' and district '99999 - DRC Use Only - Sample District AK'. Each row has a 'View/Edit' icon and a red 'X' icon. At the bottom of the dialog are buttons for 'Add', 'Reset User', 'Inactivate', and 'Close'. An arrow labeled 'E' points to the 'Add' button.

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

- Documents - Delete
- Documents - Upload
- Enrollment - Primary Window
- Enrollment - Secondary Window
- Maintain Administration
- Maintain Administration - Edit Applic
- Manage Shipments
- Materials - Additional - Manage
- Materials - Additional - Secondary W
- Materials - Return Materials Receipt
- Materials - Secondary Window

Assigned Permissions


- Administrator
- Administrator - Mass Assign Role
- Documents - View
- Materials - Accountability - User Info
- Materials - Additional - Primary Winc
- Materials - Additional - View/Edit
- Materials - Primary Window
- Materials - Receipt - User Informatio
- Online Testing - Secured Resources
- Reports - View District Files
- Reports - View School Files

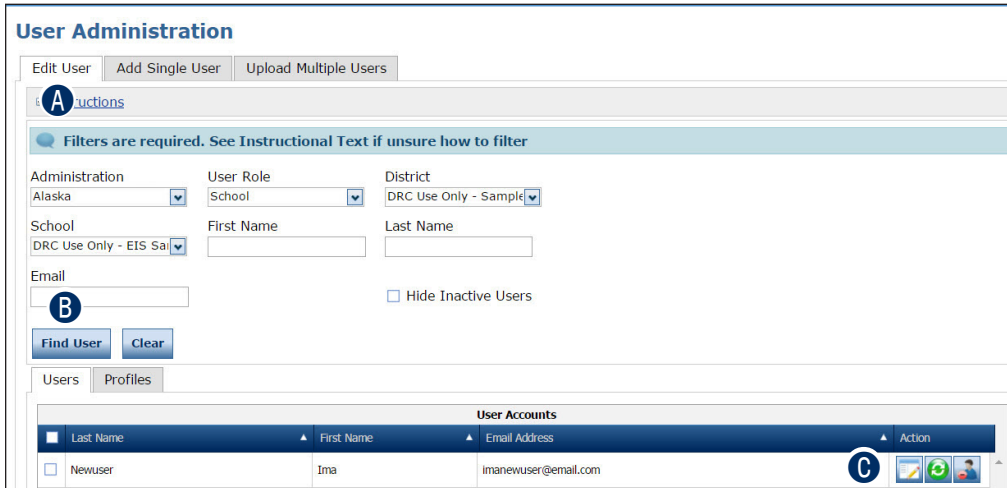
To see the description, select a permission

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


A Actions


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

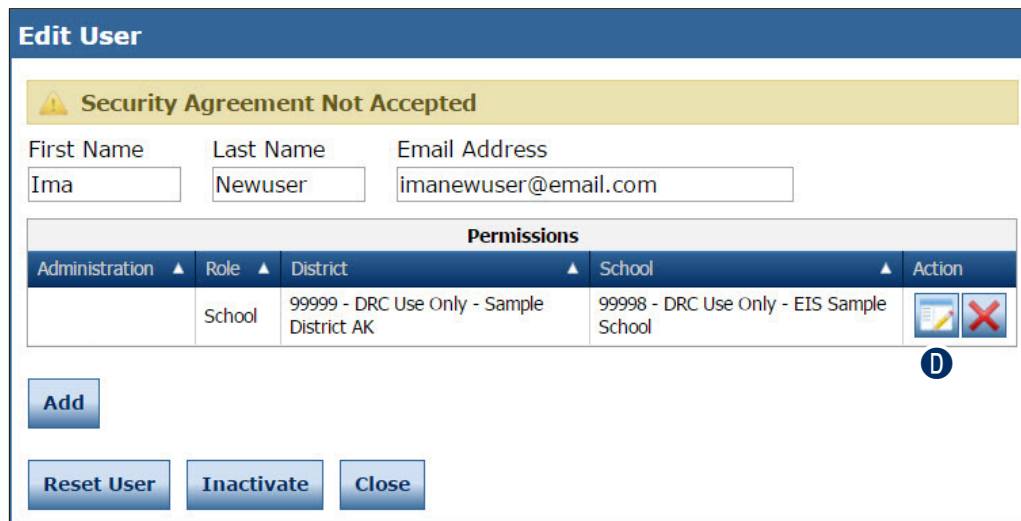
Administration: Alaska
 User Role: School
 District: DRC Use Only - Sample
 School: DRC Use Only - EIS Sa
 First Name:
 Last Name:
 Email:
 Hide Inactive Users

B

Users | Profiles

User Accounts				Action
Last Name	First Name	Email Address		
<input type="checkbox"/>	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  

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

- Documents - Delete
- Documents - Upload
- Enrollment - Primary Window
- Enrollment - Secondary Window
- Maintain Administration
- Maintain Administration - Edit Applic
- Manage Shipments
- Materials - Additional - Manage
- Materials - Additional - Secondary W
- Materials - Return Materials Receipt
- Materials - Secondary Window

Assigned Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - View
- Materials - Accountability - User Infc
- Materials - Additional - Primary Winc
- Materials - Additional - View/Edit
- Materials - Primary Window
- Materials - Receipt - User Informatio
- Online Testing - Secured Resources
- Reports - View District Files
- 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**.

User Administration

Edit User | Add Single User | Upload Multiple Users

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

Administration: Alaska | User Role: (All) | District: DRC Use Only - Sampl | School: (All) | First Name: ima | Last Name: | Email: | Hide Inactive Users

Find User | Clear

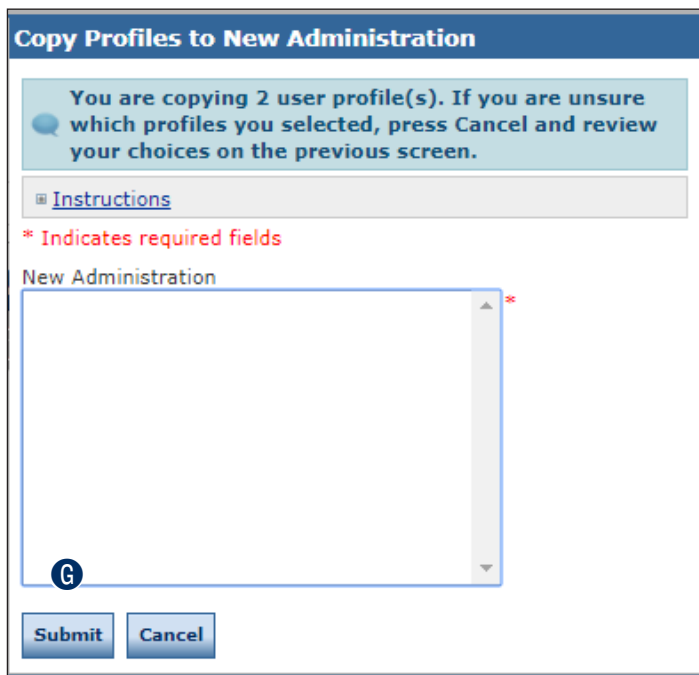
Users | Profiles

Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>	User	imauser@email.com	District		99999	
<input checked="" type="checkbox"/>	User2	imauser2@email.com	District		99999	

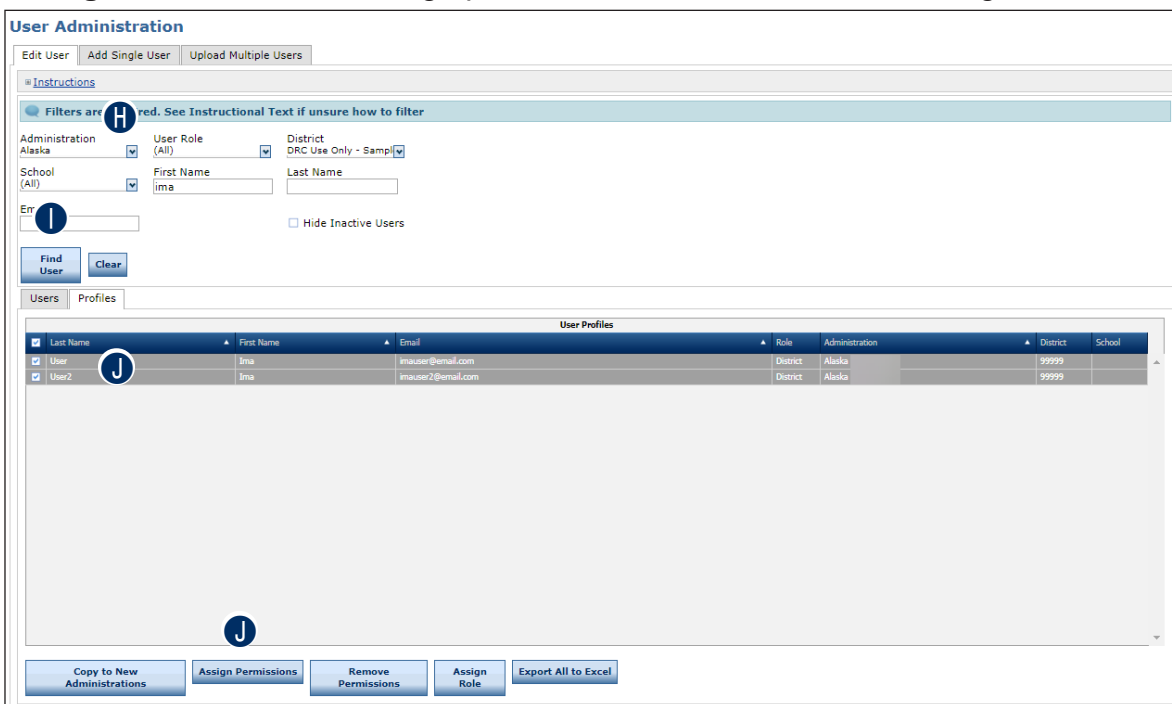
Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role | Export All to Excel

User Management Menu

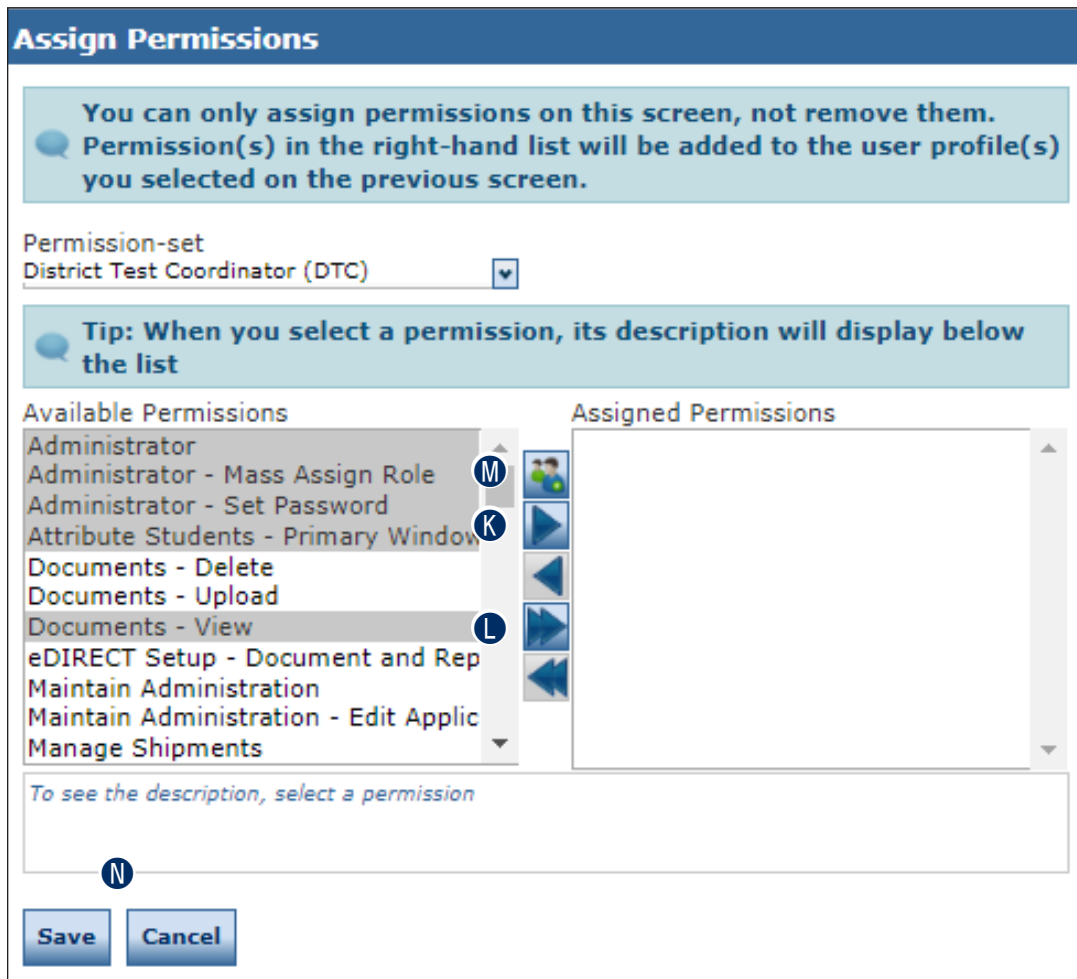
- G When the Copy Profiles to New Administration dialog box displays, select the target administration from the list and click **Submit**. The list of users reappears with the target administration assigned



- 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 ▼

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 Ima * Middle Initial Last Name User2 *

Email Address imauser2@email *

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

- 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 8](#) 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)
Test Administrator	Test Administrator (TA)
Teacher	Teacher
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 *

District * School

Permission-set 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

D

- 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 • 0-9, • Hyphen "-", • Underscore "_", • Apostrophe "'", • Period ".", • Space 	User's Name
2	Middle Initial	1	N		*User's Middle Initial may be left blank.
3	Last Name	100	Y		
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

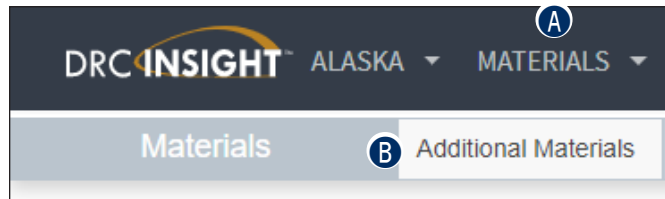
ORDERING ADDITIONAL MATERIALS

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

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				

Participant Management



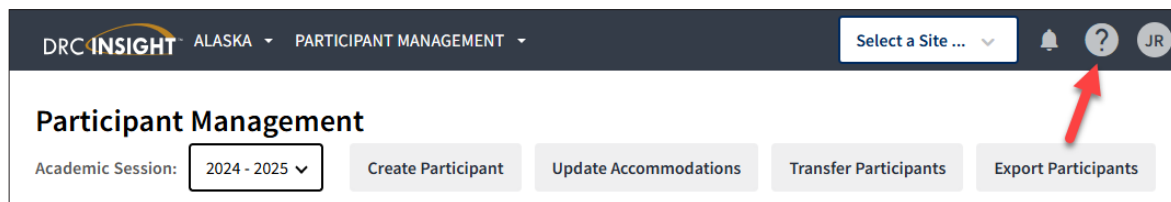
INTRODUCTION

From the Participant Management application, users can do the following:

- Search for participants
- View/edit participant demographic information
- View/edit a participant's accommodations
- Add an individual participant
- Export student records at the school, district, or state Level
- View the online assessments in which a participant is currently registered and the status of the assessment
- Transfer a participant to another school within the district and request/approve a participant transfer from district to district

ONLINE HELP FOR PARTICIPANT MANAGEMENT

The online help for Participant Management covers all aspects of the application. As shown below, you can open the Online Help while in the Participant Management application by clicking the Question Mark (?) icon.



PORTAL USER PERMISSIONS FOR PARTICIPANT MANAGEMENT

Access to Participant Management is controlled by specific permissions. For more information, see [“The DRC INSIGHT Portal Permissions Matrix” on page 8.](#)

Student Status Dashboard



INTRODUCTION

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).

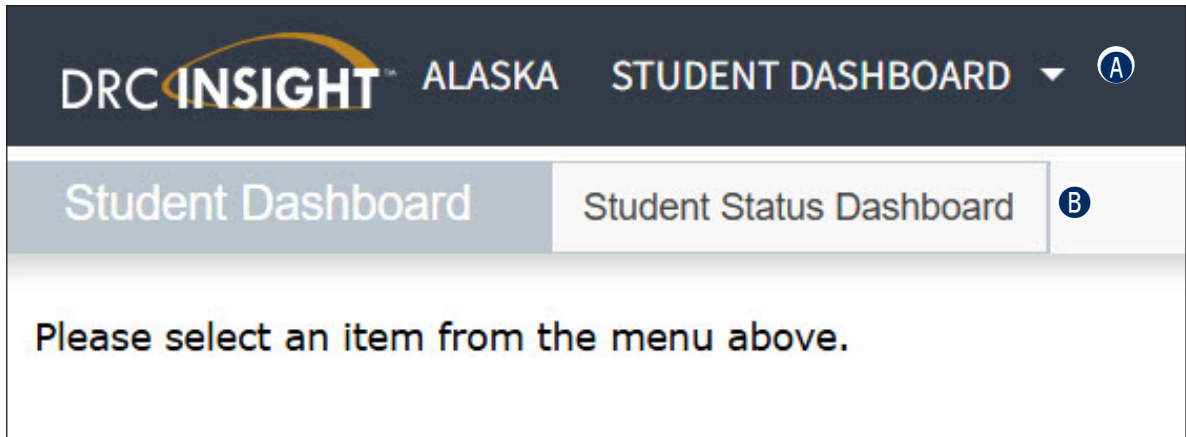
Notes:

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

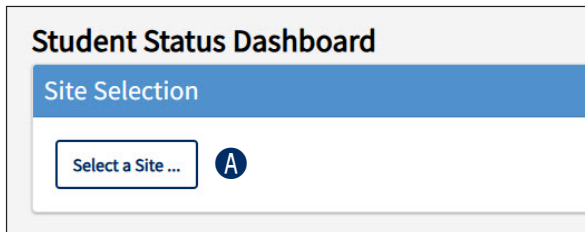


Selecting a School in the Student Status Dashboard

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

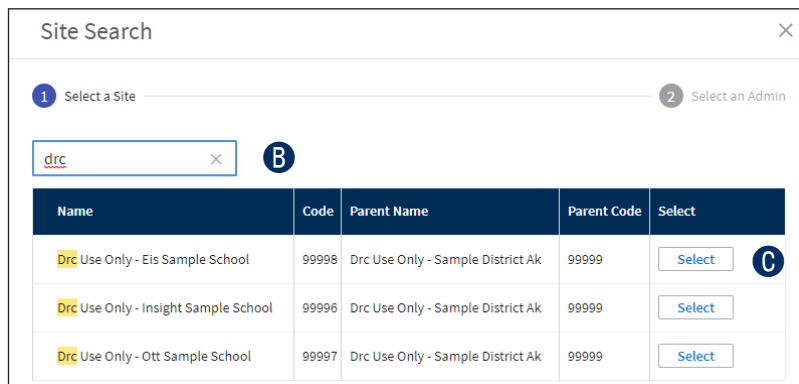
To select a school in the Student Status Dashboard:

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

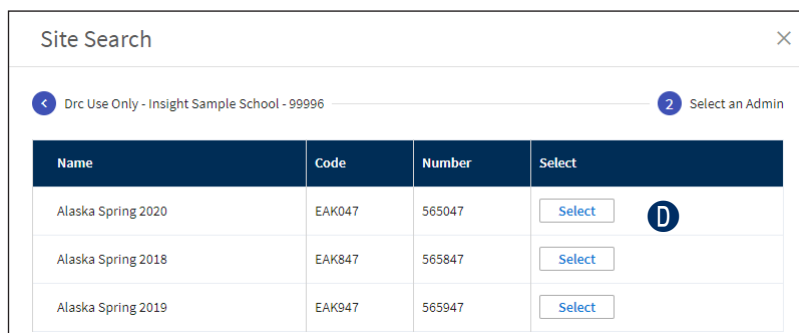


- B** In the Site Search window, enter three or more letters of a school name or code.

- C** Select a school.



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





Using the Student Status Dashboard

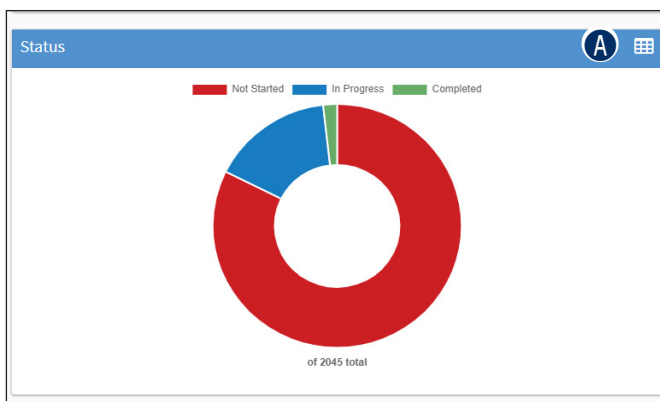
By default, the Student Status Dashboard displays graphs for the following: Status, Grade, Content Area, and Assessment. A student grid displays below the graphs.

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.

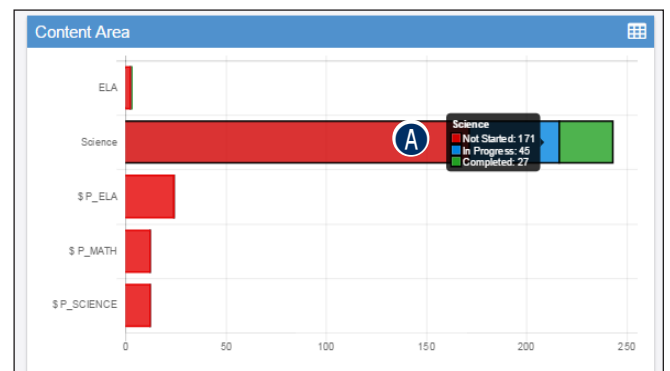
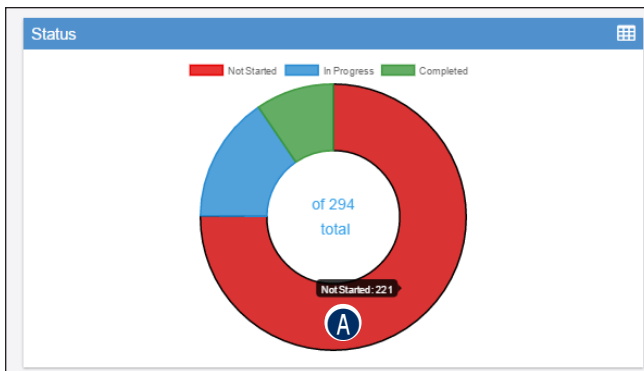


Total	Not Started	In Progress	Completed
2045	1684	324	37

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.



Student Status Dashboard

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.

The screenshot shows a table titled "Student Search Results" with a blue header bar. In the top left of the header bar, there is a button labeled "Export to CSV" with a download icon, which is circled in red and labeled with a blue circle containing the letter "B". In the top right of the header bar, there is a column header "Status" with a small downward-pointing arrow, which is also circled in red and labeled with a blue circle containing the letter "A". Below the header bar is a table with 10 columns: Last Name, First Name, Grade, Content Area, Module, Assessment, Status, Start Time, End Time, and Duration. The table contains 20 rows of data. The first row has "jra" in the Last Name column and "test4" in the First Name column. The Status column for all rows is "Completed". The Duration column shows various times, such as "0 Hours 0 Minutes", "0 Hours 3 Minutes", "1 Hours 8 Minutes", etc. A vertical scrollbar is visible on the right side of the table.

Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
jra	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.

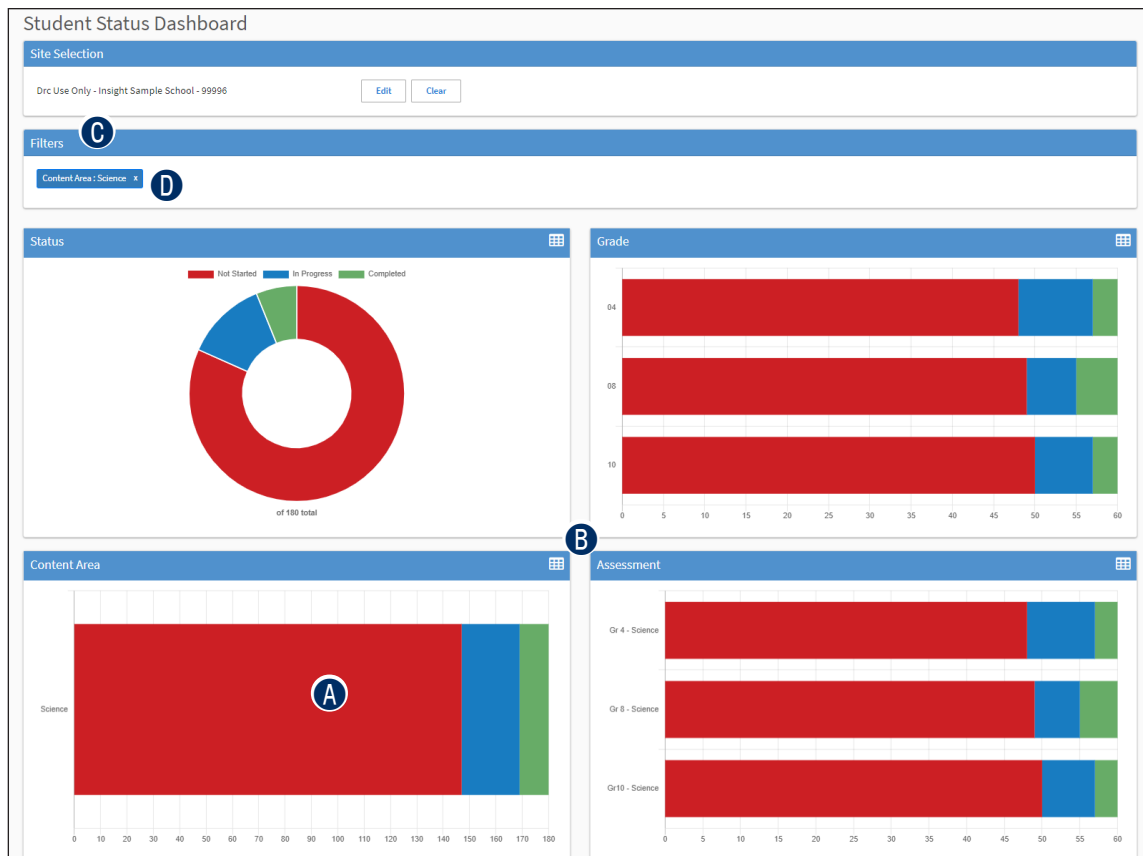
Current filters, if any, display at the top of the dashboard in the Filters section. You can click to remove a filter. Each time you add or remove a filter, the dashboard display is updated based on the active filters.

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).



Import Management



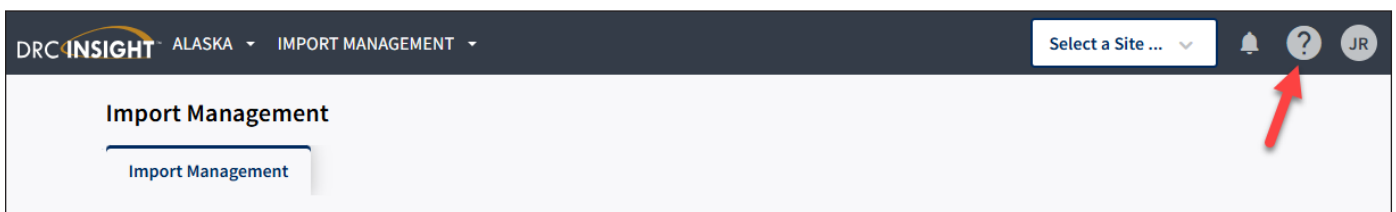
INTRODUCTION

From the Import Management application, users can do the following:

- Import participants and auto-generate registrations
- View or download historical copies of student import files

ONLINE HELP FOR IMPORT MANAGEMENT

The Online Help for Import Management covers all aspects of the application. As shown below, you can display the Online Help while in the Import Management application by clicking the Question Mark (?) icon.



PERMISSIONS FOR IMPORT MANAGEMENT

Access to Import Management is controlled by specific permissions. For more information, see [“The DRC INSIGHT Portal Permissions Matrix” on page 8](#).

Registration Menu



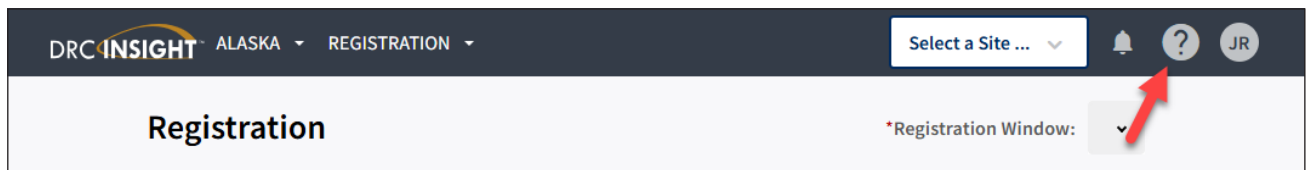
INTRODUCTION

From the Registration menu, you can search for registrations and perform the following tasks:

- Create registrations
- Edit registrations
- Copy registrations
- Cancel (delete) registrations
- Remove students from a registration
- Add students to a registration
- View/export test registration details
- Add/remove registered participant accommodations
- Add/remove registered participant testing codes (or special circumstance codes)

ONLINE HELP FOR REGISTRATION

The online help for Registration covers all aspects of the application. As shown below, you can display the Online Help while in the Registration application by clicking the Question Mark (?) icon.



PORTAL USER PERMISSIONS FOR REGISTRATION

Access to Registration is controlled by specific permissions. For more information, see [“The DRC INSIGHT Portal Permissions Matrix” on page 8.](#)

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.

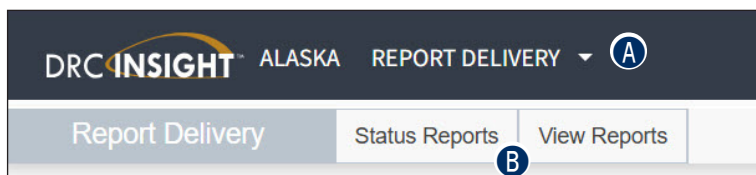
STATUS REPORTS

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

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	

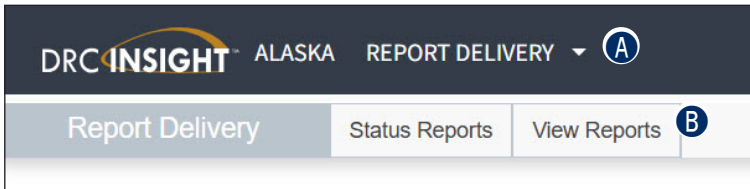
VIEW REPORTS

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

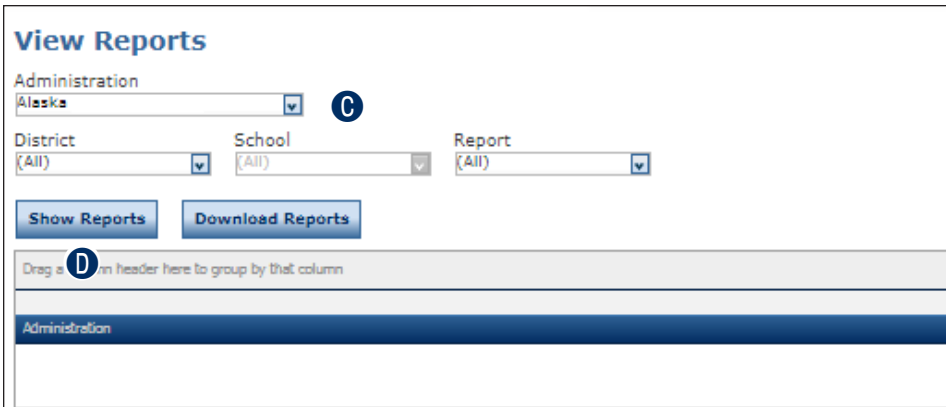
Note: The DRC INSIGHT Portal only keeps reports of the previous three years.

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.





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