

# Quick Guide: Accessing Assessment Performance Results in the DRC INSIGHT Portal



District and school users, with report permissions, can access assessment results in the DRC INSIGHT Portal. The following step-by-step process can be used to access different levels of reports based on established permissions.

1. Go to [DRC INSIGHT Portal](https://ak.drcdirect.com) (ak.drcdirect.com) and sign in using your username and password.

**DRC INSIGHT**  
Sign In

Username \*

Password \*

☐ Show Text

Sign In

[Forgot your password?](#)

**Welcome to DRC INSIGHT Portal**  
The Alaska Department of Education and Early Development (DEED), in partnership with Data Recognition Corporation (DRC), welcomes Alaska educators to the DRC INSIGHT Portal!

This portal enables you to quickly and easily access links to online testing tools and program information for the Alaska Assessment Program. To access program related documents and training, select [General Information](#).

Only authorized users can access online testing management and reports information. To access these tools, log on with your Username and Password.

If you need assistance, please contact the Alaska Customer Service Line at [AKHelpdesk@datarecognitioncorp.com](mailto:AKHelpdesk@datarecognitioncorp.com) or 1-866-339-6390.

**ONLINE TOOLS TRAINING (OTT)**  
Publicly accessible versions of the Online Tools Training will be available in December. When available, copy the link into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.  
<https://wbte.drcdirect.com/AK/portals/ak>

**Student Tutorial:**  
The Student Tutorials are an introduction to the DRC INSIGHT online testing system. The science tutorials use grade-level appropriate sample test items, animation and audio to describe the testing tools and other features of the system. The link will be available in December.  
<https://assets.drcdirect.com/States/AK/Tutorials/Student/current/index.html>

2. Select **My Applications**.
3. Select **Report Delivery**.

**DRC INSIGHT ALASKA** **MY APPLICATIONS** **SCORING AND REPORTING**

**PARTICIPANT PREPARATION**  
[Student Management](#)  
[Teacher Management](#)  
[User Management](#)

**TEST PREPARATION**  
[Materials](#)  
[Test Management](#)

**POST-TEST ACTIONS**  
[Student Management](#)

**GENERAL INFORMATION**  
[General Information](#)  
[TECHNOLOGY SETUP](#)  
[Central Office Services](#)  
**OTHER LINKS**  
[DRC INSIGHT Dashboard](#)

Check the Announcements section for updates regarding online testing, training materials, and reference manuals.

Take time to familiarize yourself with the navigation menu under My Applications at the top of this page. Here you will be able to access manuals, training and other useful information.

Write, please review the instructions under the (+) on each page, or refer to the DRC INSIGHT Portal User Guides, found under My Applications and General

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**DRC CORPORATION**

4. Select **View Reports**.

**DRC INSIGHT ALASKA** **REPORT DELIVERY**

Report Delivery Status Reports **View Reports**

Please select an item from the menu above.

- Ensure the correct year is selected in the Administration drop down box. For district-level users, the District will auto-populate. The School will also auto-populate for school-level users. The Report drop down can be used to select specific reports.

- Select the **Show Reports** button.

- Action buttons located in the right most column can be used to open or save reports.

Administration	Report	Title	District	School	Date	Action
Alaska Spring 2017	PEAKS Roster Report	PEAKS Roster Report	05	051000	8/3/2017	
Alaska Spring 2017	PEAKS Student Report	PEAKS Student Report	05	051000	8/3/2017	
Alaska Spring 2017	PEAKS Summary Report - School	PEAKS Summary Report	05	051000	8/3/2017	
Alaska Spring 2017	Science Roster Report	Science Roster Report	05	051000	8/3/2017	
Alaska Spring 2017	Science Student Report	Science Student Report	05	051000	8/3/2017	
Alaska Spring 2017	Science Summary Report - School	Science Summary Report	05	051000	8/3/2017	

NOTE: The following Alaska regulation applies to Alaska Science Assessment results.

All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. 4 AAC 06.765 (g)