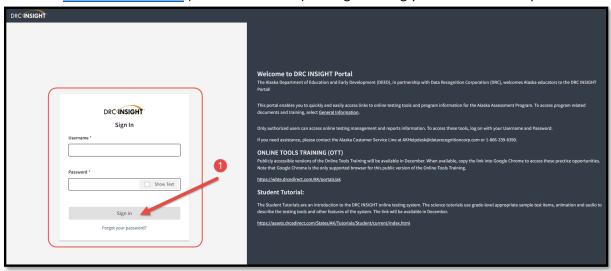
## Quick Guide: Accessing Assessment Performance Results in the DRC INSIGHT Portal

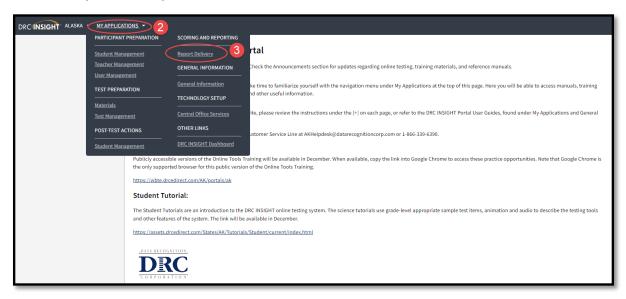


District and school users, with report permissions, can access assessment results in the DRC INSIGHT Portal. The following step-by-step process can be used to access different levels of reports based on established permissions.

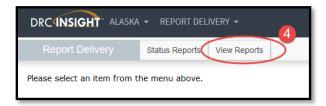
1. Go to DRC INSIGHT Portal (ak.drcedirect.com) and sign in using your username and password.



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

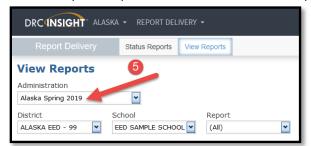


4. Select View Reports.



5. 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.

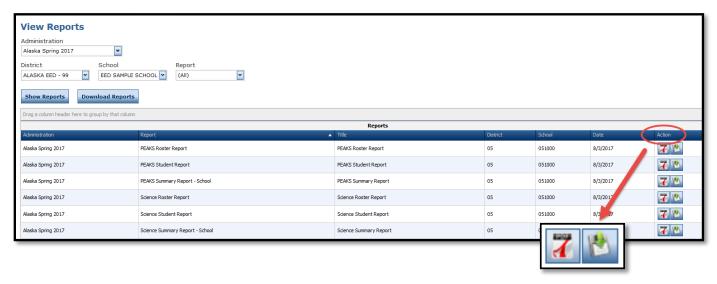
The Report drop down can be used to select specific reports.



6. Select the **Show Reports** button.



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



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)