



# **Web Reporting System**

## **User Manual**

**Alternate Assessment  
Reading, Writing, Mathematics, and Science**

**2010**

## Welcome Page

Alaska Alternate Assessment - District Report Downloads

https://akreports.k12test.com/

Alternate Assessment : Alaska Reports

### Welcome to the DRA Web Reporting System

This website supports the Alaska Alternate Assessment and is designed to allow access to official student reports and other reporting information provided by Dillard Research Associates.

Your User ID and Password allow you to view the information for which you are authorized. Please keep your User ID and Password confidential.

Begin by logging in. If you are a first-time user, or need help navigating through the system, please click on the User Manual button located at the bottom of the page.

The State of Alaska also maintains a [website](#) with important information regarding the Alaska Alternate Assessment.

**Registered User Login**

User ID:

Password:

Login

[Log In - User Manual](#)

## System Requirements

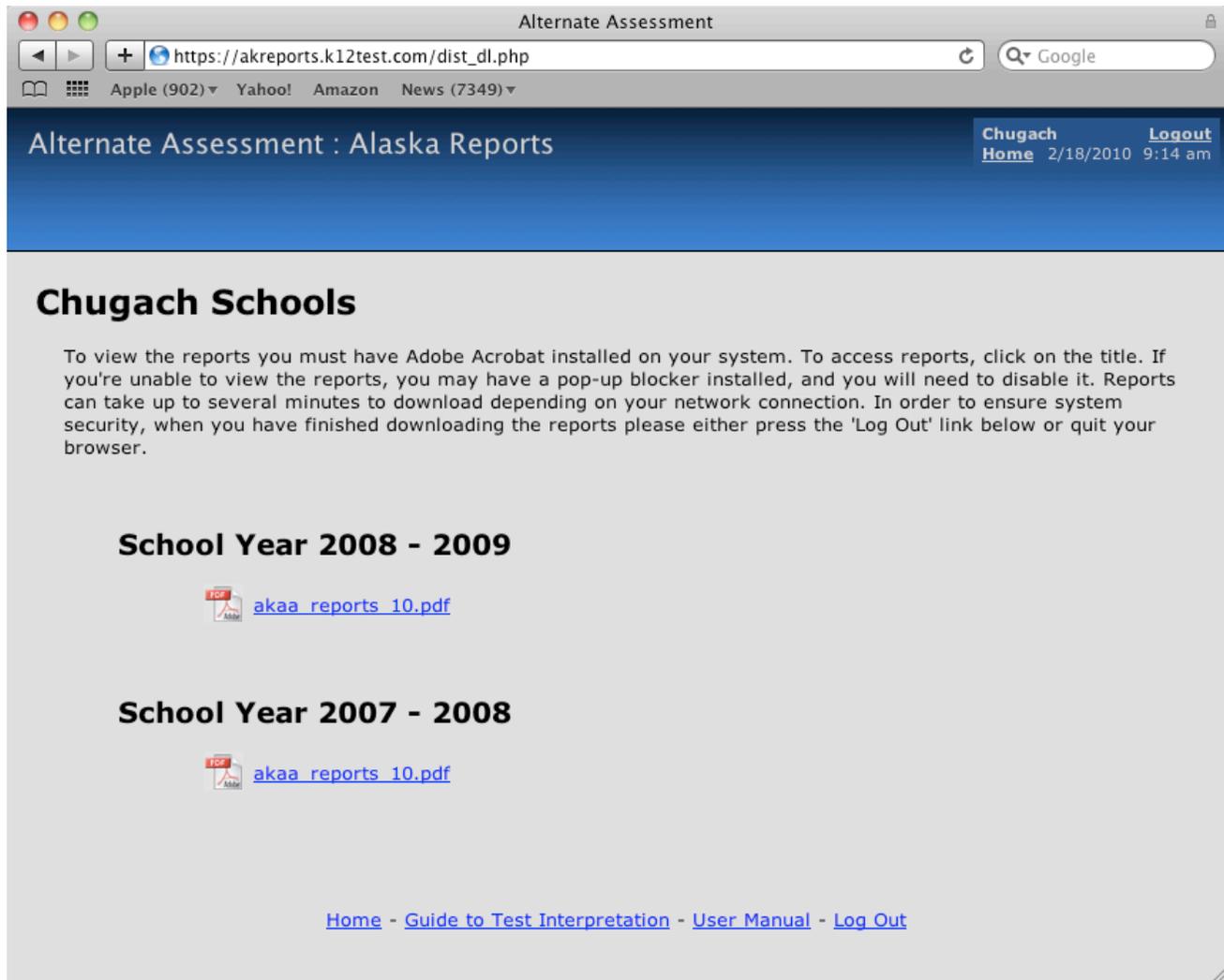
To use the DRA Secure Web Reporting System, follow the steps outlined on the following pages. DRA recommends using Firefox version 2.0 or higher, Safari version 2 or higher, or Internet Explorer version 6.0 or higher. In addition you will need a working copy of Adobe Acrobat (or similar pdf viewing software) in order to view or print the reports. It is recommended larger districts access this website with a high-speed internet connection – the file size containing all reports can be large. If you have any questions or problems concerning the web site, contact Aaron Glasgow at Dillard Research Associates: [aaron@edprogress.com](mailto:aaron@edprogress.com) or 1-800-838-3163.

## Login Information

The web site address is <https://akreports.k12test.com/> To login, enter the District Testing Coordinator user ID and password for your district.

1. User ID: Type your user ID in this data field.
2. Password: Type your password in this data field.
3. Click on the *Login* button.

After a successful login, the home page will appear (see below for an example).



## System Files

The following DTC materials are available on this site: (a) Official AK Alternate Assessment Student Reports organized by test year which contain all student reports for your district, (b) the Parent Guide to Test Interpretation, (c) this User Manual. These materials are provided in pdf format and require a pdf reader and proper software configuration to view them.

Educator Guides to Test Interpretation and other important information is available on the EED Alternate Assessment website under Teacher Resources:

[http://www.eed.state.ak.us/tls/assessment/alternate\\_optional.html](http://www.eed.state.ak.us/tls/assessment/alternate_optional.html)

## Viewing Reports

After logging in you will be in the report page for your district. To view the reports you must have Adobe Acrobat installed on your system. If you do not have Adobe Acrobat installed, you can download it for free from Adobe's website:

<http://www.adobe.com/products/acrobat/readstep2.html>

Clicking on the title of the reports will start the download process. You may save and/or print all report files for future reference or distribution to schools.

If you're unable to view the reports, you may have a pop-up blocker installed and you will need to disable it. Reports can take up to several minutes to download depending on your network connection.

## **Log Out**

When you have finished downloading the reports press the *Logout* link located in both the upper and lower right corners to ensure security.

## **User Manual**

This User Manual may be accessed at any time. The manual will guide you through the online system. This manual may be printed for reference.

## **Contact Information**

If you have any questions concerning the Web Reporting System, please contact:

For Technical Difficulties:

Aaron Glasgow  
aaron@edprogress.com  
Phone: 1-800-838-3163  
Fax: 815-717-9683

For Other Questions:

Aran Felix  
aran.felix@alaska.gov  
Phone: 907-465-8437  
Fax: 907-465-8400

For District Student Data File:

Karen Lipson  
karen.lipson@alaska.gov  
Phone: 907-465-8684  
Fax: 907-465-8400