



## **DRC INSIGHT Portal USER GUIDE**

### **ALASKA**

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Revision Date: December 29, 2021

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Safari

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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 2022 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.

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			

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.  <b>Note:</b> 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						

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 Minimum Browser Requirements

### ACCESSING THE DRC INSIGHT Portal

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

1. 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 box 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. On the right, there is a dark blue sidebar with white text. Callout A points to the 'Welcome to DRC INSIGHT Portal' heading. Callout B points to the 'Username' field. Callout C points to the 'Forgot your password?' link. Callout D points to the URL <https://wbte.drctdirect.com/AK/portals/ak> under the 'ONLINE TOOLS TRAINING (OTT)' section.

**DRC INSIGHT**

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.

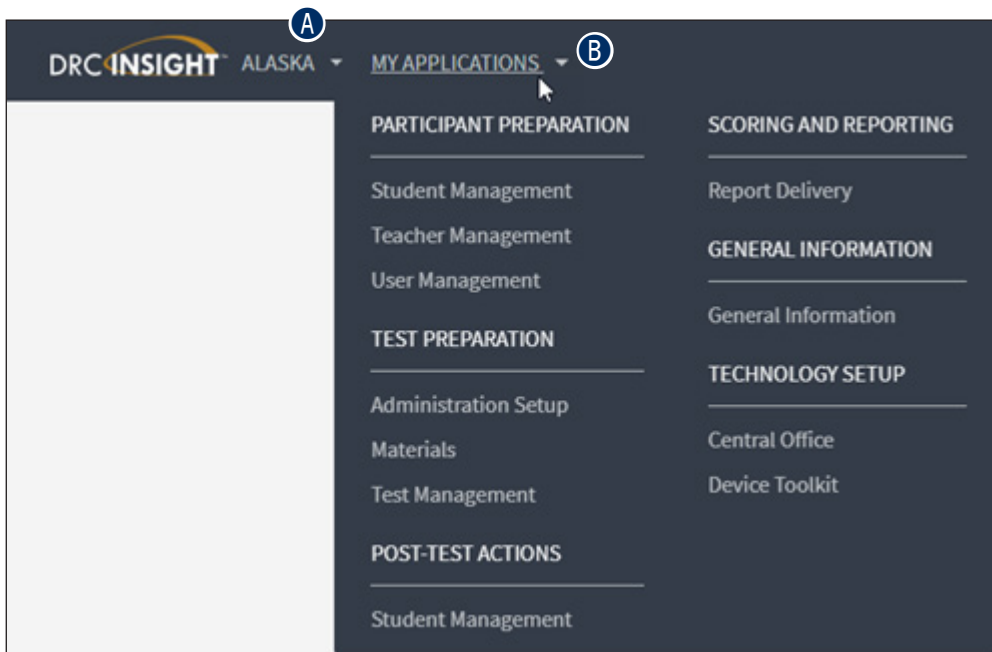
If you need assistance, please contact the Alaska Customer Service Line at AKHelpdesk@datarecognitioncorp.com or 1-866-339-6390.

**ONLINE TOOLS TRAINING (OTT)**

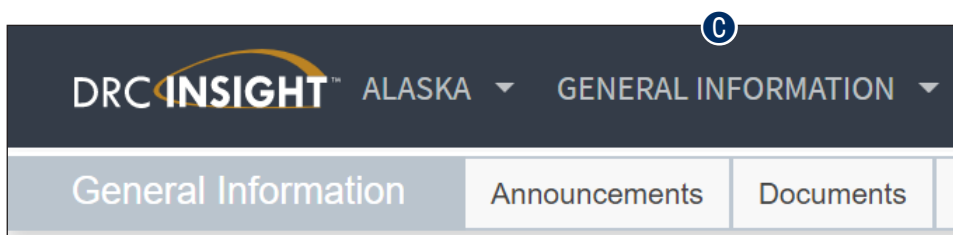
Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

<https://wbte.drctdirect.com/AK/portals/ak>

2. 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

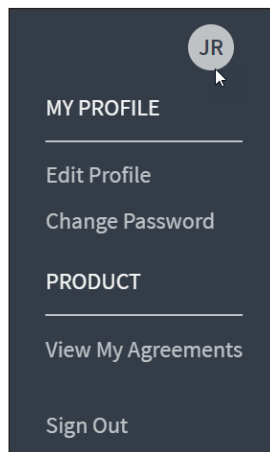
This topic describes how to manage your DRC INSIGHT Portal account. Within the DRC portal you can change your email address, name, or password.

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**! 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](mailto:AKHelpDesk@datarecognitioncorp.com) .

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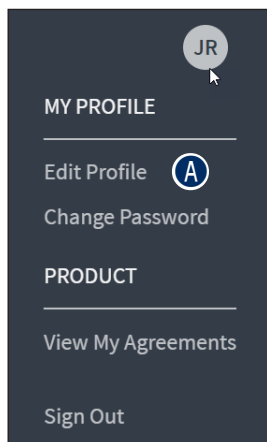
1. To manage your account, sign in to the DRC INSIGHT Portal and click your initials (based on your first and last name in the DRC INSIGHT Portal) in the right-hand corner of any page to display a menu of options.



### Managing Your Account—Editing Your Profile

1. 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).

The 'Manage my profile' form is displayed on a light gray background. At the top left is the title 'Manage my profile' and at the top right is a blue circle with a white 'B'. The form contains four input fields, each with a label and a red asterisk indicating it is required: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Email \*'. Each label is followed by its respective text input field. At the bottom right of the form are two buttons: a white 'CANCEL' button and a gray 'SAVE' button.



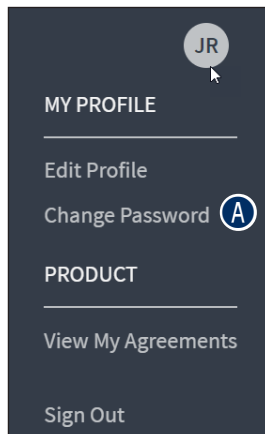
## Managing Your Account—Changing Your Password

1. 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 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.



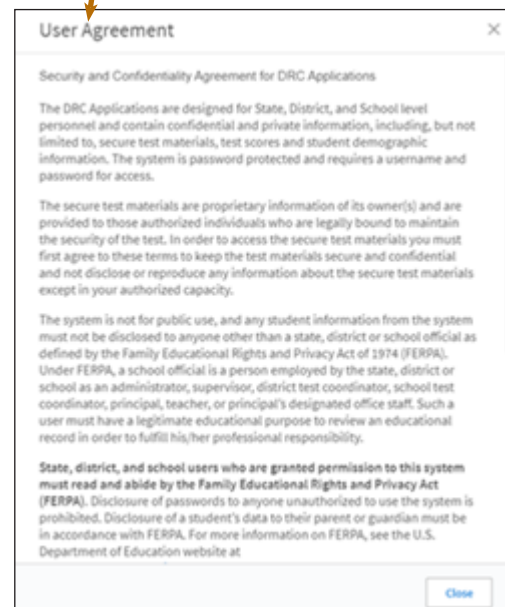
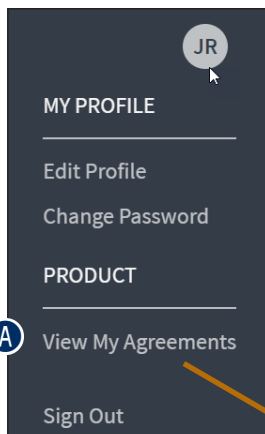
**B** Enter your current password in the **Previous Password** field, your new password in the **New Password** and **Confirm New Password** fields.

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

### Managing Your Account—Displaying Your Product Agreements

1. 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

1. 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/fpc/ferpa/>.

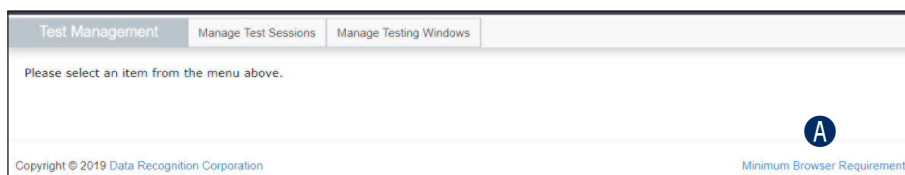
By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with

Close

## Displaying the Minimum Browser Requirements

1. The **Minimum Web 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 **Minimum Browser Requirements** link at the bottom of any page.



- B** The **Minimum 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 links to descriptions of other items that are required for browsers to use the DRC INSIGHT Portal.

**Minimum Web Browser Requirements** **B**

The Web pages and Web-based applications hosted by the DRC Applications require one of the following minimum Web browsers:

- Microsoft Internet Explorer 11
- Chrome 52 or higher
- Mozilla Firefox 47 or higher
- Apple Safari 9 or higher
- Microsoft Edge 40
- Other Web browsers compatible with these browsers

Additionally, the DRC 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 you do not meet the minimum, the site may require horizontal scrolling to use all functionality.

**PC Users**

If you are not sure of the version of your browser, select Help in the menu bar of your browser and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- Mozilla Firefox (Outside Source)
- Microsoft Internet Explorer (Outside Source)

**Macintosh Users**

If you are not sure of the version of your browser, select your browser's application menu and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- Mozilla Firefox (Outside Source)
- Apple Safari (Outside Source)

**Linux Users**

The DRC Applications have been verified to work on Ubuntu 10.04 with Gnome Window Manager 2.3.

If you are not sure of the version of your browser, select your browser's Help menu and choose About. If you need to upgrade your Web browser software, we recommend:

- Mozilla Firefox (Outside Source)

**Additional Information** **C**

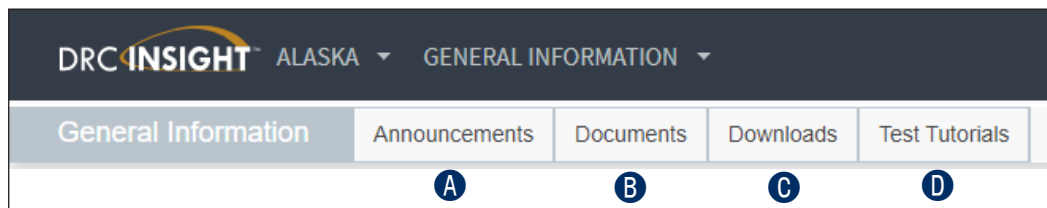
All Web pages and Web-based applications hosted by the DRC Applications require the Web browser to support JavaScript (Outside Source) and to accept session-based cookies (Outside Source). By default, the major Web browsers are configured to handle this requirement.

# General Information Menu



### INTRODUCTION

1. When you open the DRC INSIGHT Portal Applications menu bar and click **General Information**, four options are available: Announcements, Documents, Downloads, and Test Tutorials.
  - 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.
  - D Test Tutorials: Click **Test Tutorials** to watch a test demo and become familiar with the online testing environment.



# 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 to them
- Clone permissions for a user from another user
- Add a single user
- Add multiple users



## INACTIVATING A USER

1. 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.

**User Administration** Edit User Add Single User Upload Multiple Users

[Instructions](#)

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

Find User Clear

Users Profiles

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

- 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.**

**Inactivate User**


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

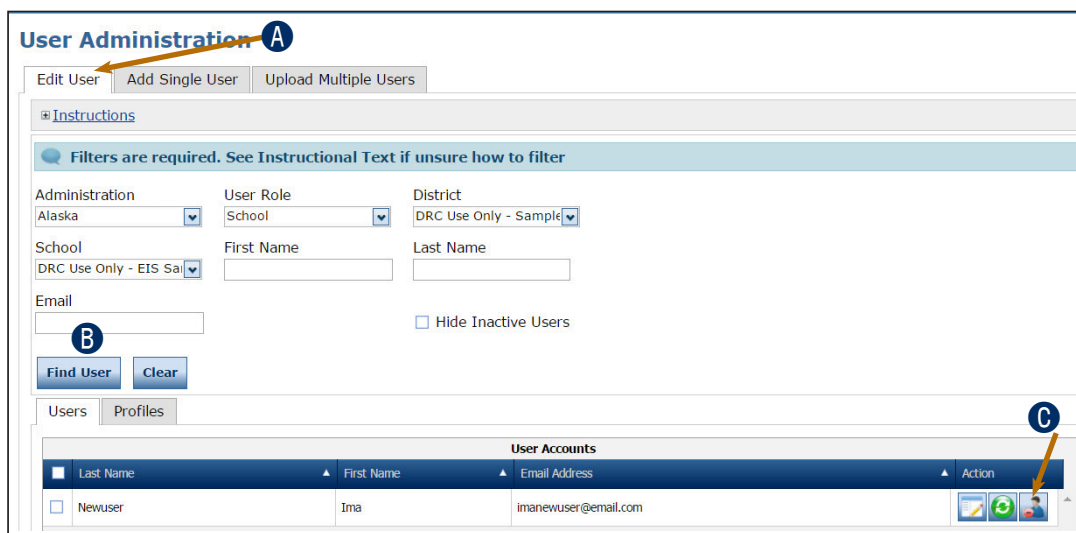
Inactivate Cancel

### ACTIVATING A USER


1. 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 vusers 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**.

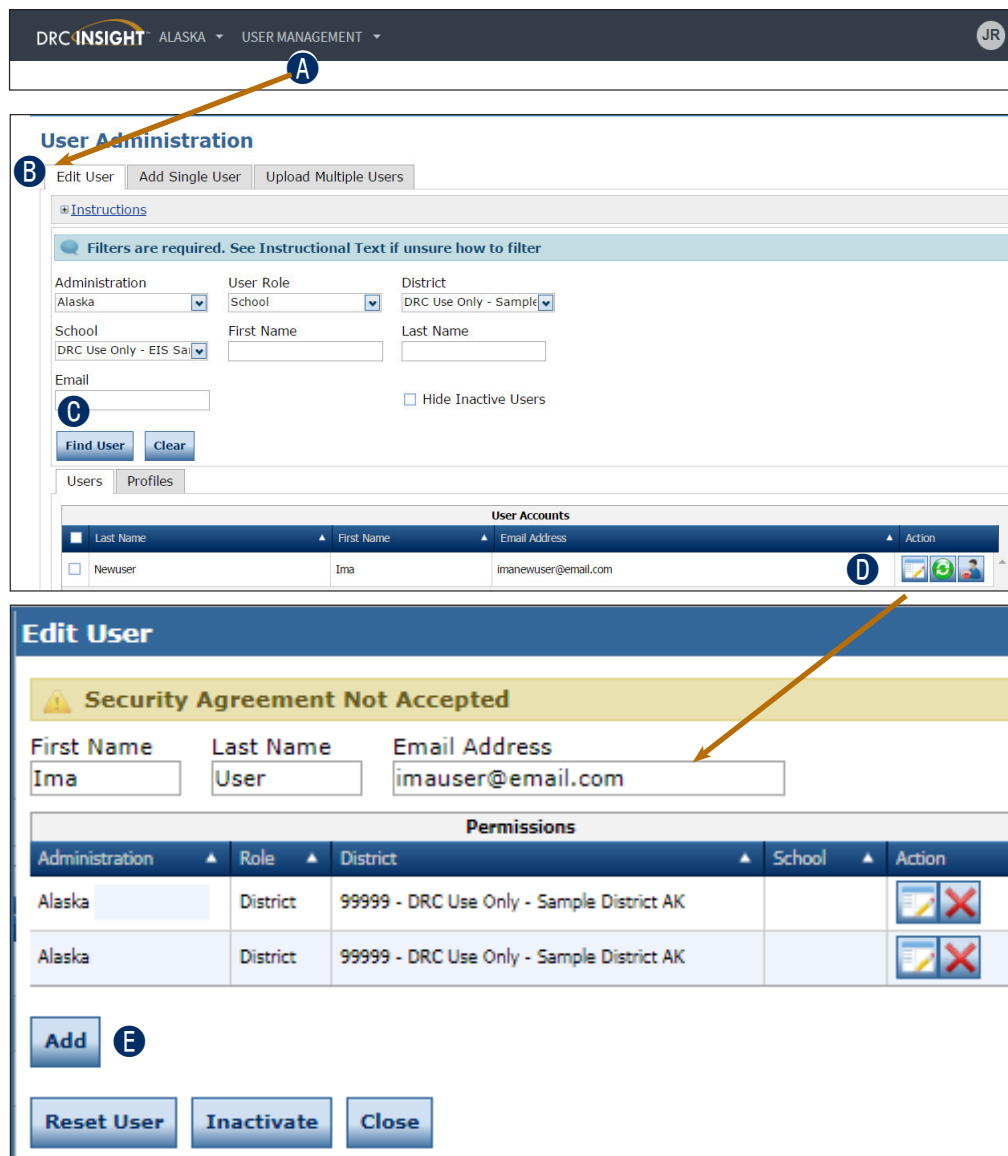


The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a blue circle 'A'), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section titled 'Filters are required. See Instructional Text if unsure how to filter'. This section contains several dropdown menus and text input fields for filtering users by Administration (Alaska), User Role (School), District (DRC Use Only - Sample), School (DRC Use Only - EIS Sa), First Name, Last Name, and Email. There is also a checkbox for 'Hide Inactive Users'. Below the filters are 'Find User' and 'Clear' buttons. At the bottom, there are two tabs: 'Users' and 'Profiles'. The 'Users' tab is active, showing a table of 'User Accounts'. The table has columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. The first row shows 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 circle with a white 'X', and a blue circle with a white 'X' (highlighted with a blue circle 'C').

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

## ADDING PERMISSIONS FOR A SINGLE USER

- From the **Edit User** tab, a District Test Coordinator can add permissions to a user's account.
  - Open the DRC INSIGHT Portal Applications menu and click **User Management** to display the User Administration page.
  - Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
  - Click **Find User**.
  - In the Action column click the **View/Edit** icon () to display the Edit User dialog box.
  - Click the **Add** button to display the Add Permissions page.



The screenshot illustrates the process of adding permissions for a single user in the DRC INSIGHT system. It is divided into two main sections: **User Administration** and **Edit User**.






**User Administration Section:**

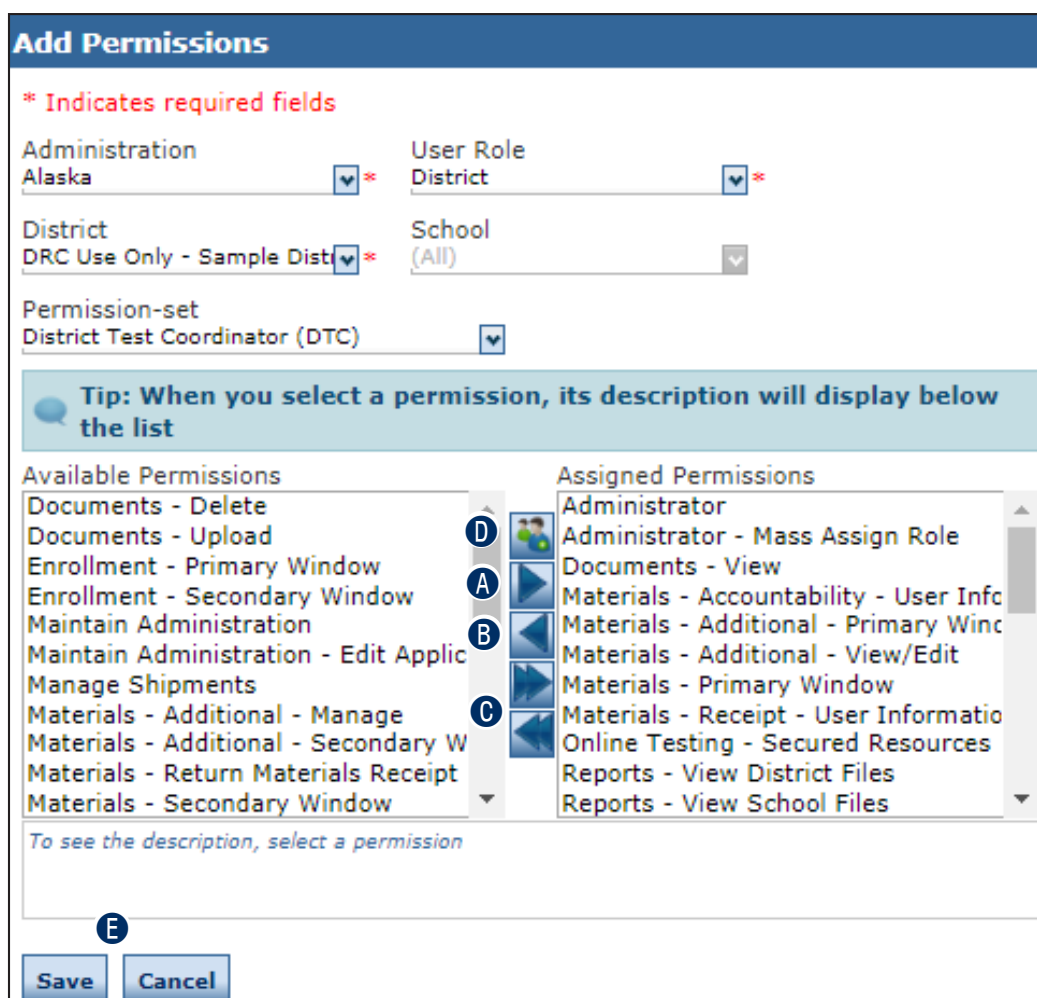
- Navigation:** The top bar shows "DRC INSIGHT ALASKA" and "USER MANAGEMENT". A blue circle 'A' highlights the "USER MANAGEMENT" dropdown.
- Tabs:** The "Edit User" tab is selected. Other tabs include "Add Single User" and "Upload Multiple Users". A blue circle 'B' highlights the "Edit User" tab.
- Filters:** A message states "Filters are required. See Instructional Text if unsure how to filter". Below this are several dropdown menus: "Administration" (Alaska), "User Role" (School), "District" (DRC Use Only - Sample), "School" (DRC Use Only - EIS Sal), "First Name", and "Last Name". There is also an "Email" field and a "Hide Inactive Users" checkbox. A blue circle 'C' highlights the "Find User" button.
- User Accounts Table:** A table lists user accounts. The first row shows "Newuser" with first name "Ima" and email "imanewuser@email.com". A blue circle 'D' highlights the "View/Edit" icon in the "Action" column.

**Edit User Section:**

- Security Agreement:** A yellow banner at the top states "Security Agreement Not Accepted".
- User Information:** Fields for "First Name" (Ima), "Last Name" (User), and "Email Address" (imauser@email.com) are displayed. An arrow points to the "Email Address" field.
- Permissions Table:** A table with columns: Administration, Role, District, School, and Action. It 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 "Delete" icon (X) in the "Action" column.
- Buttons:** At the bottom, there are buttons for "Add" (highlighted with a blue circle 'E'), "Reset User", "Inactivate", and "Close".

## User Management Menu

2. 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

**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.
  - 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.
  - Click **Find User**.
  - 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**

Last Name	First Name	Email Address	Action
Newuser	Ima	imanewuser@email.com	<b>C</b>   



- 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	<b>D</b>  

Add

Reset User Inactivate Close

## User Management Menu

2. 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 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

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.

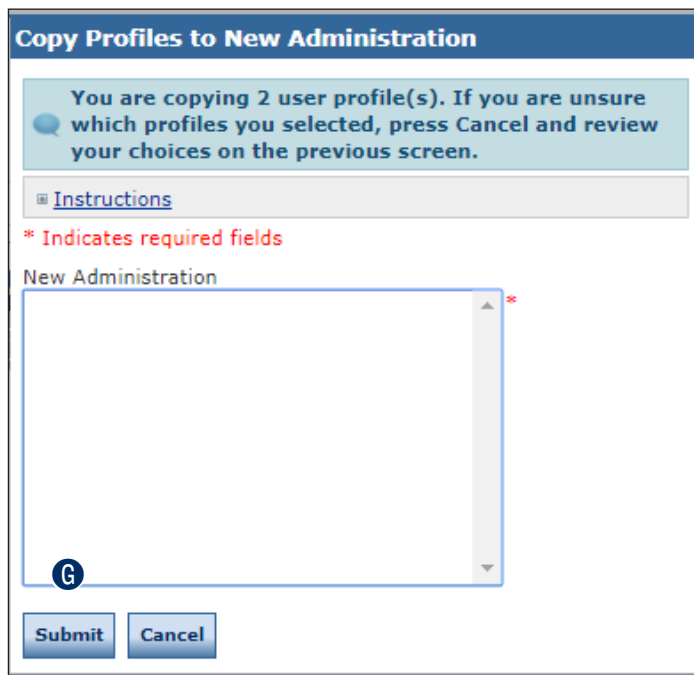
1. To copy users to a new administration:

- 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 these, there are filter options for 'Administration' (set to 'Alaska'), 'User Role' (set to '(All)'), and 'District' (set to 'DRC Use Only - Sample'). There are also input fields for 'School' (set to '(All)'), 'First Name' (set to 'ima'), and 'Last Name'. A 'Find User' button is labeled with 'C'. Below the filters, there are tabs for 'Users' and 'Profiles', with 'Profiles' selected and labeled with 'D'. The 'Profiles' tab shows a table with columns: 'Last Name', 'First Name', 'Email', 'Role', 'Administration', 'District', and 'School'. The table contains two rows: 'User' and 'User2', both with 'ima' as the first name and 'imauser@email.com' as the email. The 'Administration' column is set to 'District' and the 'District' column is set to '99999'. A checkbox is next to each row, labeled with 'E'. At the bottom, there are buttons for 'Copy to New Administrations' (labeled with 'F'), 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'.

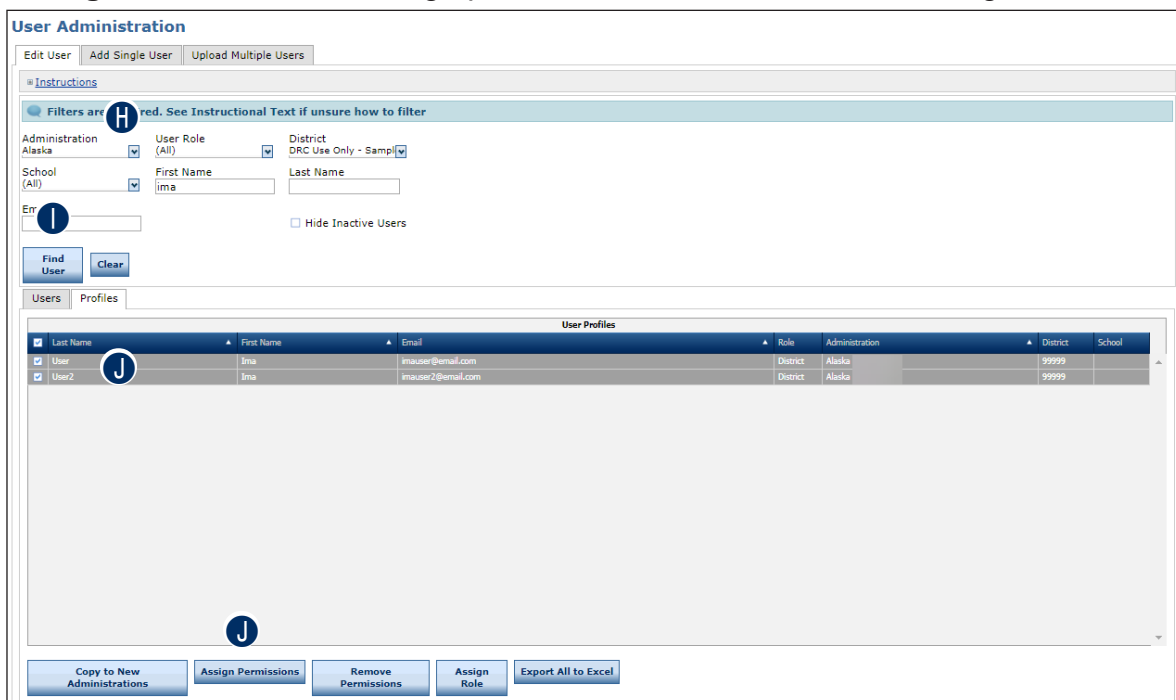
## User Management Menu

- 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



The dialog box is titled "Copy Profiles to New Administration". It contains a message: "You are copying 2 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen." Below this is an "Instructions" link. A red asterisk indicates required fields. The "New Administration" dropdown menu is highlighted with a blue box and a circled 'G'. At the bottom are "Submit" and "Cancel" buttons.




- 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.



The "User Administration" interface shows filters and a table of user profiles. The filters section includes dropdowns for Administration (Alaska), User Role (All), District (DRC Use Only - Sample), School (All), First Name (ima), and Last Name. There is an "Email" field and a "Find User" button. The "User Profiles" table has columns for checkboxes, Last Name, First Name, Email, Role, Administration, District, and School. Two users are listed: "User" and "User2", both with the role "District" and administration "Alaska". The "Assign Permissions" button is highlighted with a circled 'J'.


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




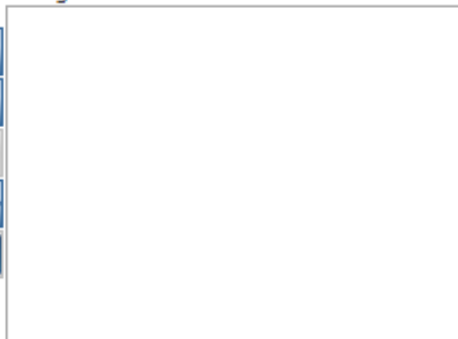






- K** When the Assign Permissions dialog box displays, select permissions from the Available Permissions list to add to the user (you also can select a Permission Set). Use the **Add Selected** arrow () to add the permissions (or Permission Set).
  - To select multiple permissions in sequence, hold down 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.

### Assign Permissions

You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set  
District Test Coordinator (DTC) 

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

Available Permissions		Assigned Permissions
Administrator		
Administrator - Mass Assign Role		
Administrator - Set Password		
Attribute Students - Primary Window		
Documents - Delete		
Documents - Upload		
Documents - View		
eDIRECT Setup - Document and Rep		
Maintain Administration		
Maintain Administration - Edit Applic		
Manage Shipments		

To see the description, select a permission

**N**

**Save** **Cancel**

### 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.

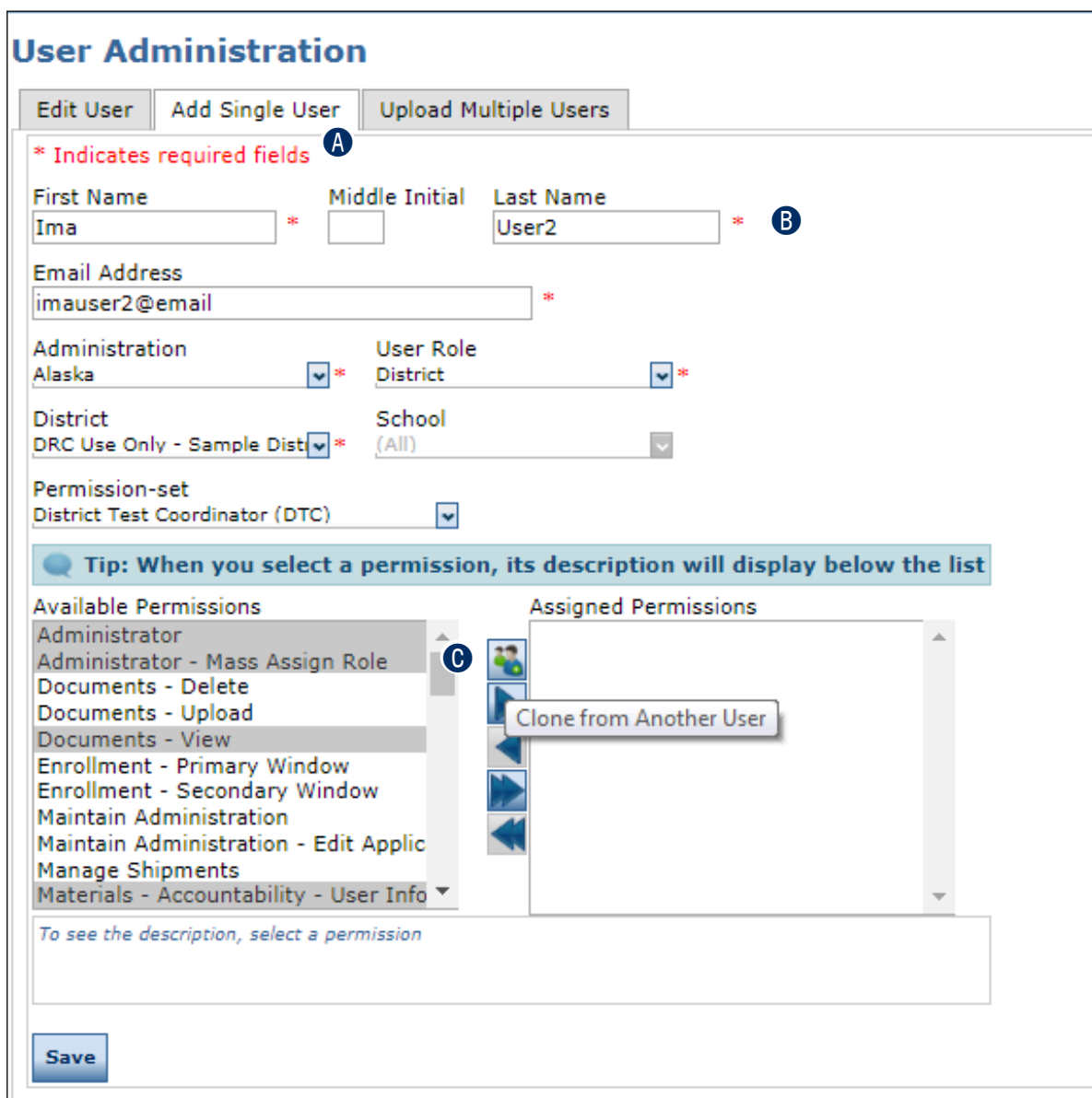
1. To add a new user and clone permissions from another user, from the User Management Menu:

**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 ().



**User Administration**

Edit User | **Add Single User** | Upload Multiple Users

\* Indicates required fields **A**

First Name \* Middle Initial Last Name \* **B**

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 **C**
- Documents - Delete
- Documents - Upload
- Documents - View
- Enrollment - Primary Window
- Enrollment - Secondary Window
- Maintain Administration
- Maintain Administration - Edit Applic
- Manage Shipments
- Materials - Accountability - User Info

Assigned Permissions

Clone from Another User

To see the description, select a permission

Save

- 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  
Alaska

First Name  
ima

Last Name

Find User
Clear
Cancel

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 7 for permissions assignments by role.


1. 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  
Alaska \*

User Role  
District \*

District  
DRC Use Only - Sample Distri \*

School  
(All)

Permission-set  
District C

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

Available 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

Assigned Permissions

D

*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 AKBatchUserUploadFile.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:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file is 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).
- 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"> <li>Alphanumeric</li> <li>A-Z, a-z</li> </ul>	User's Name
2	Middle Initial	1	N	<ul style="list-style-type: none"> <li>0-9,</li> <li>Hyphen "-",</li> <li>Underscore "_",</li> <li>Apostrophe "'",</li> <li>Period ".",</li> <li>Space</li> </ul>	*User's Middle Initial may be left blank.
3	Last Name	100	Y	<ul style="list-style-type: none"> <li>Alphanumeric</li> <li>A-Z, a-z</li> <li>0-9,</li> <li>Hyphen "-",</li> <li>Underscore "_",</li> <li>Apostrophe "'",</li> <li>Period ".",</li> <li>Space</li> </ul>	
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"> <li>State</li> <li>District</li> <li>District Report User</li> <li>District Technology Coordinator</li> <li>School</li> <li>School Report User</li> <li>Teacher</li> <li>Test Administrator</li> </ul>	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.

### 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.							

### 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.

AK_SampleUsers.csv								
File Home Insert Page Layout Formulas Data Review View Acrobat								
A1 First Name								
	A	B	C	D	E	F	G	H
1	First Name	Middle Init	Last Name	Email Addr	Role	District Co	School Code	
2	Jake	C	Lake	Lake@San	State			
3	Mike		Doe	MikeDoe@	District	17	174321	
4	Mary	A	Wakins	Mwakins@	District Technology Coordinator			
5	Jane	W	Smith	JaneSmith	School	12	123456	
6	John		Philps	JPhilps@S	Test Admin	25	252525	



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 materials

### ORDERING ADDITIONAL MATERIALS

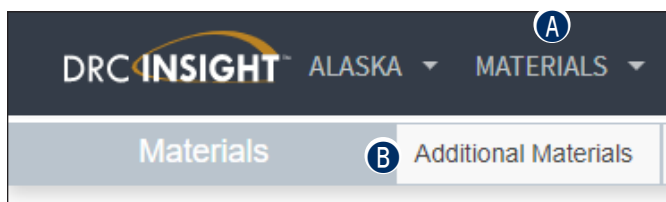
**Note:**

- 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).
- Please do not order additional materials until after you have inventoried your secure materials.

1. To order additional materials:

**A** Open the **My Applications** menu and select **Materials**.

**B** Select **Additional Materials**.



**C** 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.

**D** Click **Add Order**.



- 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

Additional Materials Description	Request Qty	Shipping Qty
Math Test Booklets	<b>E</b>	
Reading Test Booklets		
Reading/Math/Science Answer Documents		
Science Test Booklets		
Set of District/School Barcode Labels		
Set of Do Not Score Labels		
Set of Return Labels - Nonscorable Materials - White		
Set of Return Labels - Used Answer Documents - Yellow		
Set of UPS-Return Service Labels		
Test Administration Manuals		
Test Coordinators Manuals		

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

### Search Additional Materials

[Instructions](#)

\* Indicates required field

Administration

(All)

\*

District

DRC Use Only - Sample Dist

\*

School

DRC Use Only - MO Sample

Status

(All)





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				
	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.

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

### Search Additional Materials

[Instructions](#)

\* Indicates required fields

Administration

(All)

\*

District

DRC Use Only - Sample Dist

\*

School

DRC Use Only - MO Sample

Status

(All)





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				
	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 student records 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 the students within a test session.
- Unlock a student's test ticket.
- Use the Student Status Dashboard to display and filter student testing status.

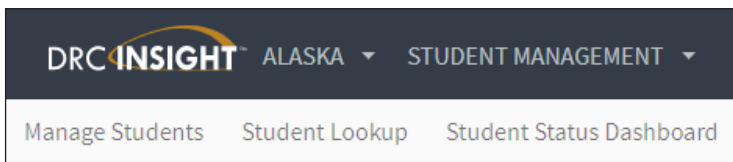


## ADDING A STUDENT TO THE DRC INSIGHT PORTAL

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.

1. 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' page. 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. Below this 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'. Further down are more dropdowns for 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Demographic', 'Teacher', 'Content Area', 'Session', 'Online Test Status', and 'Session Assignment'. At the bottom left of the form are 'Find Students' and 'Clear' buttons. Below the form is a large table area with a header row containing a checkbox and the text 'Last Name'. At the very bottom of the page are four buttons: 'Add Student', 'Export to Excel', 'Download Students', and 'Update Accommodations'. Two orange arrows labeled 'A' point to the 'Administration', 'District', and 'School' dropdowns. A blue circle labeled 'B' is located at the bottom left of the table area, near 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.

**Add Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Name AKSID \*

Student Detail Accommodations Demographics

Administration \* District DRC Use Only - Sample Distri \* School DEED Use Only- Sample Scho \*

Date of Birth \* Grade (Select) \* Gender (Select) \* Race/Ethnicity (Select) \* District Student ID

(mm/dd/yyyy)

**D**

Save Save & Add Another Cancel

## 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.

2. 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 AKBatchUserUploadFile.pdf.

**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**

**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 comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file is 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).
- When entering student data into this format in your file, please note the following:
  - Data must appear in the Field Positions noted.
  - A student must appear ONLY ONCE in the data set.
  - Use the "Required (Y/N)" field to make sure data is populated in all Yes – Required fields.
  - 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"> <li>Numeric</li> <li>0-9, right justified and zero filled, leading zeros are not required</li> <li>2-digits</li> </ul>	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"> <li>Numeric</li> <li>0-9, right justified and zero filled, leading zeros are not required</li> <li>6-digits</li> </ul>	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"> <li>Numeric</li> <li>Max 6-digits</li> <li>No spaces</li> <li>Cannot be greater than 500000</li> </ul>	The AKSID value must be unique across the state.

Data Recognition Corporation Confidential Page 1 of 4

## Student Management Menu

### 3. 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.

### Manage Students

Manage Students
Upload Multiple Students

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

+ Instructions
**A**

\* Indicates required fields

Administration
District
School

File
Browse...

Upload

### 4. 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.

A1				District Code												
	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			

5. 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

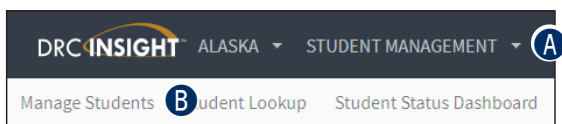
## THE MANAGE STUDENTS OPTION

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

**Manage Students**

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: (labeled B)

Find Students (labeled A) | Clear

- 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

Manage Students
Upload Multiple Students

Instructions

\* Indicates required fields

Administration
Alaska
District
DRC Use Only - Sample Distri
School
All

Last Name
First Name
AKSID

Accommodation Content Area
Accommodation Type
Accommodation


Grade
Demographic
Teacher

Content Area
Session
Online Test Status

Session Assignment

Find Students
Clear

(
None
Online
Paper
Online or Paper
)

Students						
	First Name	AKSID	District Student ID	Date Of Birth	Grade	Action
	Student	1234		1/1/2008	03	

### 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

1. 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 \*

**A**

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)

**B**

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:

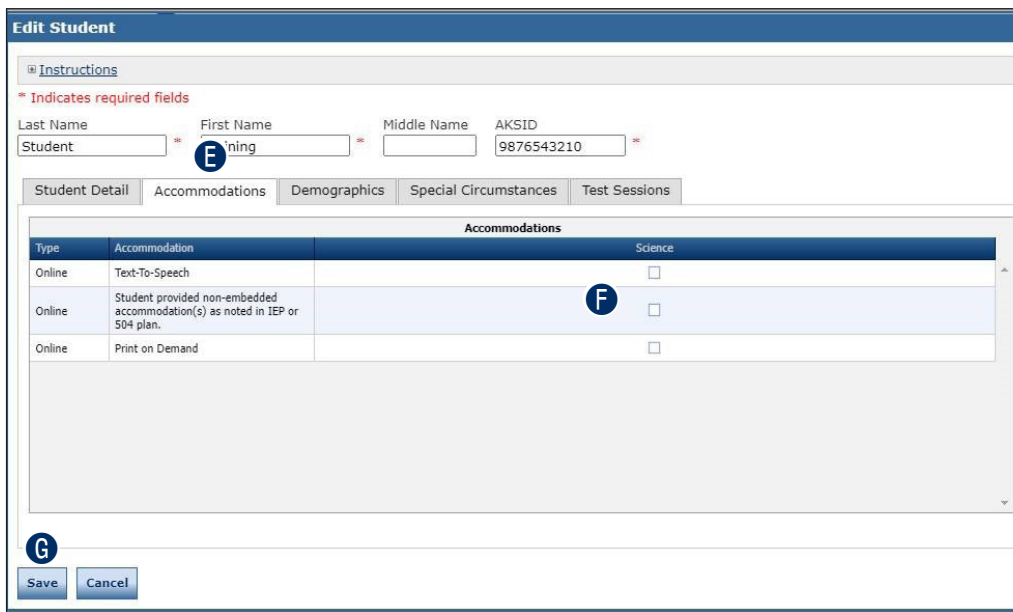
Accommodation	Description
Text-To-Speech (online)	Student has the online audio test read to them during testing. <ul style="list-style-type: none"><li>• Includes test items only</li><li>• Does not include ELA passages</li></ul>
Non-embedded Accommodations	Student is provided non-embedded accommodations 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.

1. 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 First Name Middle Name AKSID

Student Ening 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**

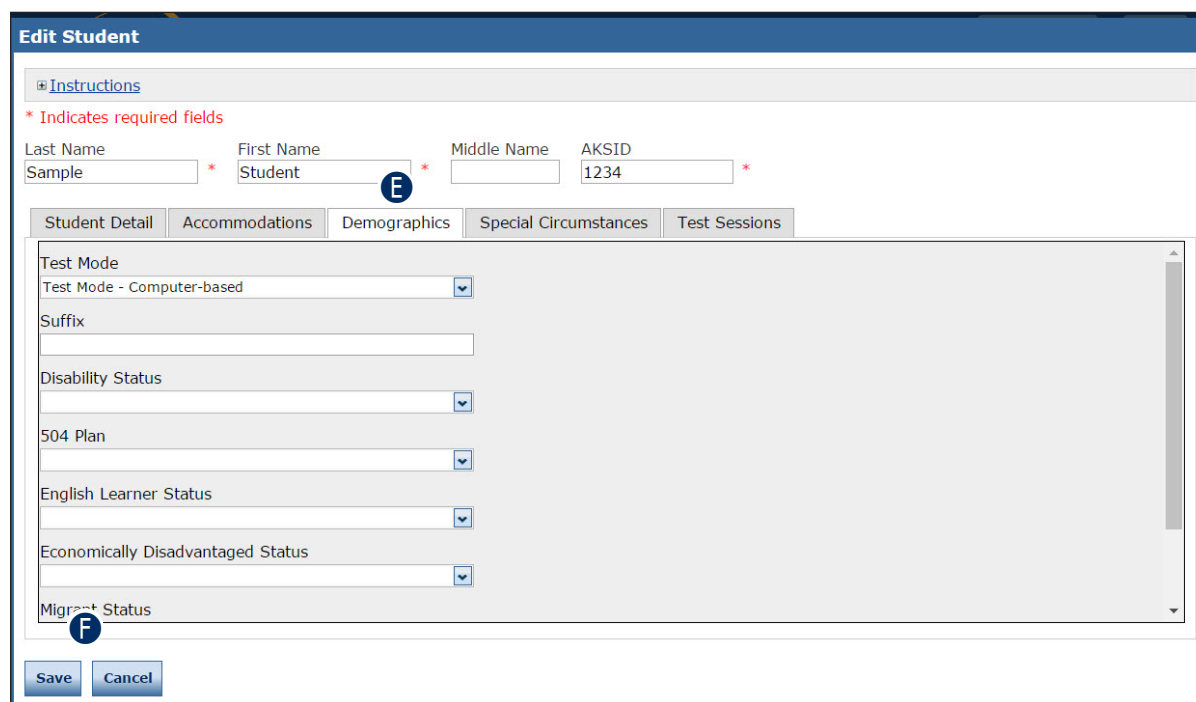
Save Cancel

- 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

1. 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**


Save Cancel

### Editing a Student's Special Testing Circumstances

If a student is enrolled in the district for the entire established test window (either computer-based or paper-based), but was not assessed in one or more content areas, a special circumstance must be documented. For detailed policy information regarding special circumstances, see the *Test Coordinator's Manual Spring 2022*, or contact DEED.

Special circumstances include the following:

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

1. 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.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last NameFirst NameMiddle NameAKSID  
RubioRicky499999

Student DetailAccommodationsDemographicsSpecial CircumstancesTest Sessions

Special Circumstances



Gr 5 - Math

Invalidation  
Medical Waiver  
Parent Refusal  
Student Refusal  
Absent  
Transfer

SaveCancel

## Viewing a Student's Test Session Information

1. 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	EIS sample school ELA	ELA - Session 1	Not Started			  
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school ELA	ELA - Session 2	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

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Sample	Student	SSAMPLE1	WORE	Not Started			    



G

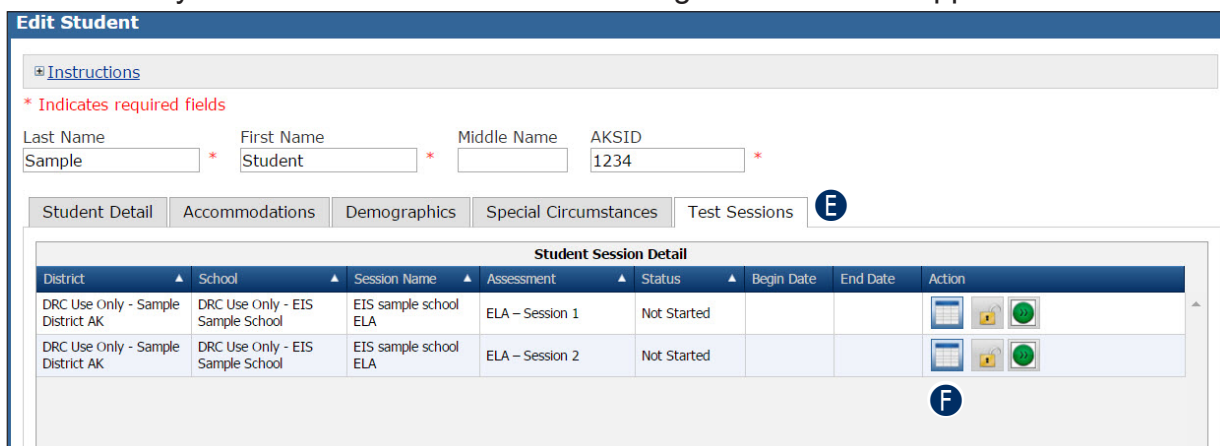
## Printing Test Tickets and Rosters

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.

1. 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  \*

Sample Student 1234

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	EIS sample school ELA	ELA - Session 1	Not Started			  
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school ELA	ELA - Session 2	Not Started			  

F

- 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.

# Student Management Menu

- 1 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**  
**Student Test Roster**

District: DRC Use Only - Sample District AK  
School: DRC Use Only - OTT Sample  
School  
Content Area: ELA  
Assessment: GRA 4 - ELA  
Test Session: DRS GRA 4 ELA

Form	Completed	Accommodation(s)	Student Name	Date of Birth	AKSID	User Name	Password
	<input type="checkbox"/>	N/A	Abel, Aid	12/25/2005	490012	KDRSLL	OVE35827
	<input type="checkbox"/>			06/26/2005	490013	KDRJH1	W0E4949

**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 (begins 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:

- 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.
- 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, edit 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.
- Cut/separate 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 have 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 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:

- 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.

1. 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 Student Management interface. The top navigation bar includes 'DRC INSIGHT ALASKA' and 'STUDENT MANAGEMENT'. Below this, there are tabs for 'Student Management', 'Manage Students' (highlighted), 'Student Lookup', and 'Student Status Dashboard'. The 'Manage Students' section has a sub-header 'Manage Students' and a button 'Upload Multiple Students'. Below this is a section titled 'Instructions' with a red asterisk indicating required fields. The form contains several dropdown menus: 'Administration' (with a red asterisk), 'District', 'School', 'Last Name', 'First Name', 'AKSID' (with a blue circle 'C'), 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Demographic', 'Teacher', 'Content Area', 'Session', 'Online Test Status', and 'Session Assignment' (with a blue circle 'D'). At the bottom, there are two buttons: 'Find Students' (with a blue circle 'D') and 'Clear'.

## Student Management Menu

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

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 ELA	ELA – Session 1	Not Started			  
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school ELA	ELA – 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**



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, content area and assessment (or any combination of these).

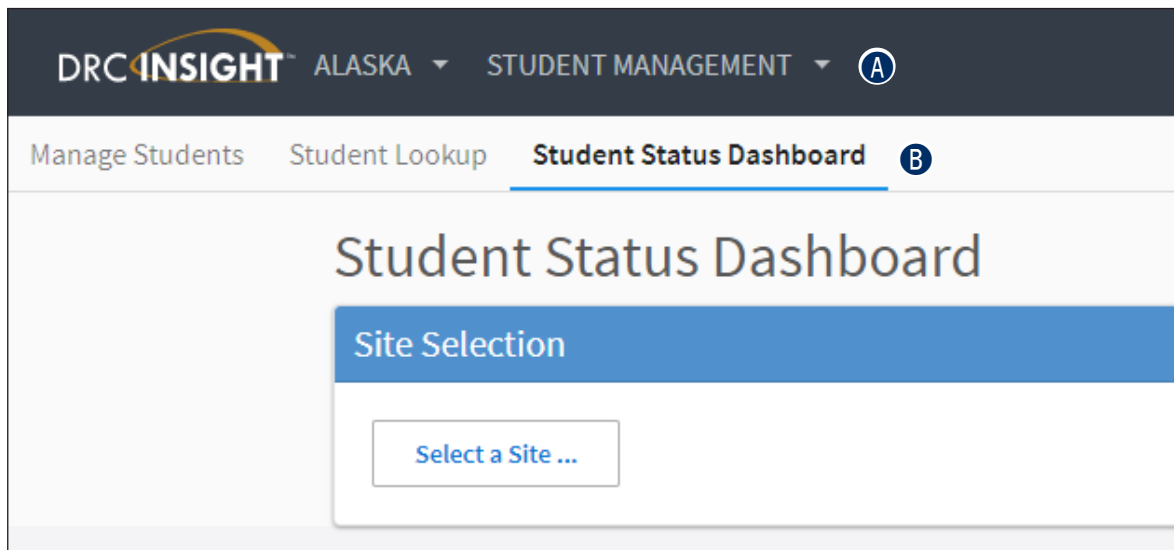
**Notes:**

- 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

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

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

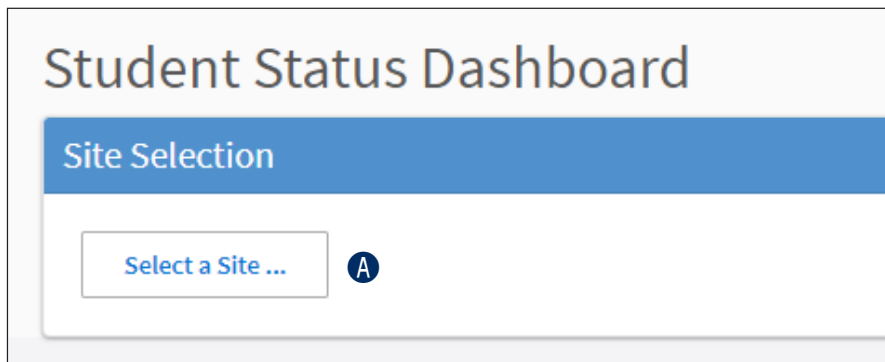


## Selecting a School in the Student Status Dashboard

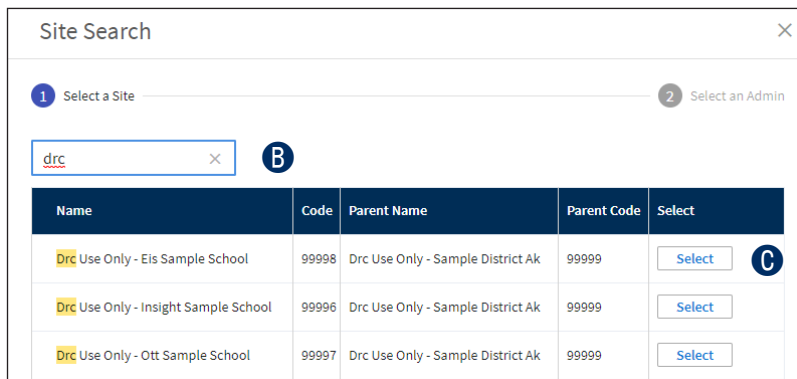
Use the **Site Selection** search box to search for a school and display its testing status data in the Student Status Dashboard.

- To select a school in the Student Status Dashboard:

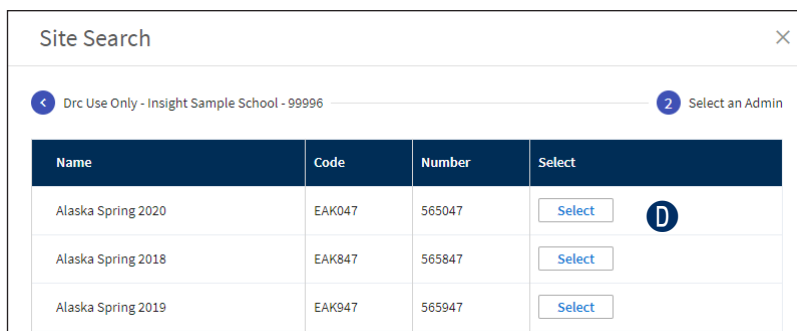
- Click **Select a Site ...**



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



- Select an administration and the Student Status Dashboard displays.





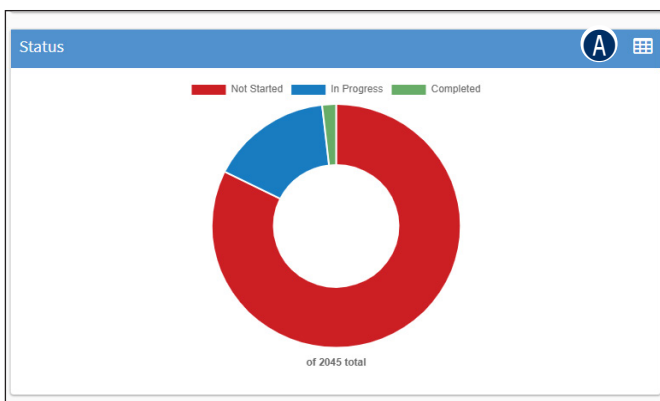
## Using the Student Status Dashboard

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.

- To toggle information between graph and table format:

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

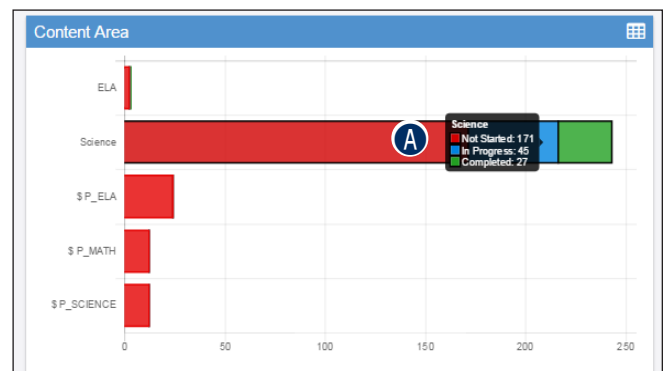
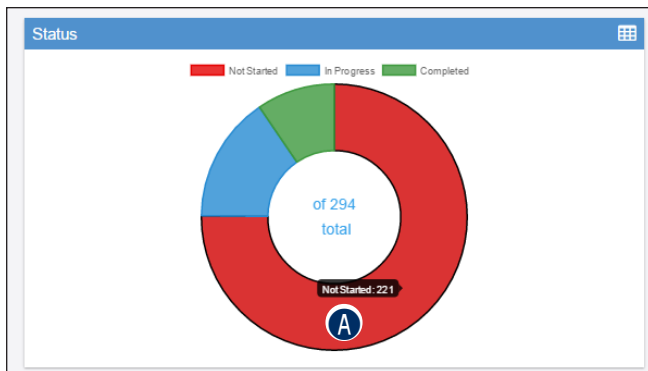


Total	Not Started	In Progress	Completed
2045	1684	324	37

A doughnut chart showing status counts

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

- 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.

1. 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									
<div> <div>Export to CSV</div> <div>A</div> </div>									
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.

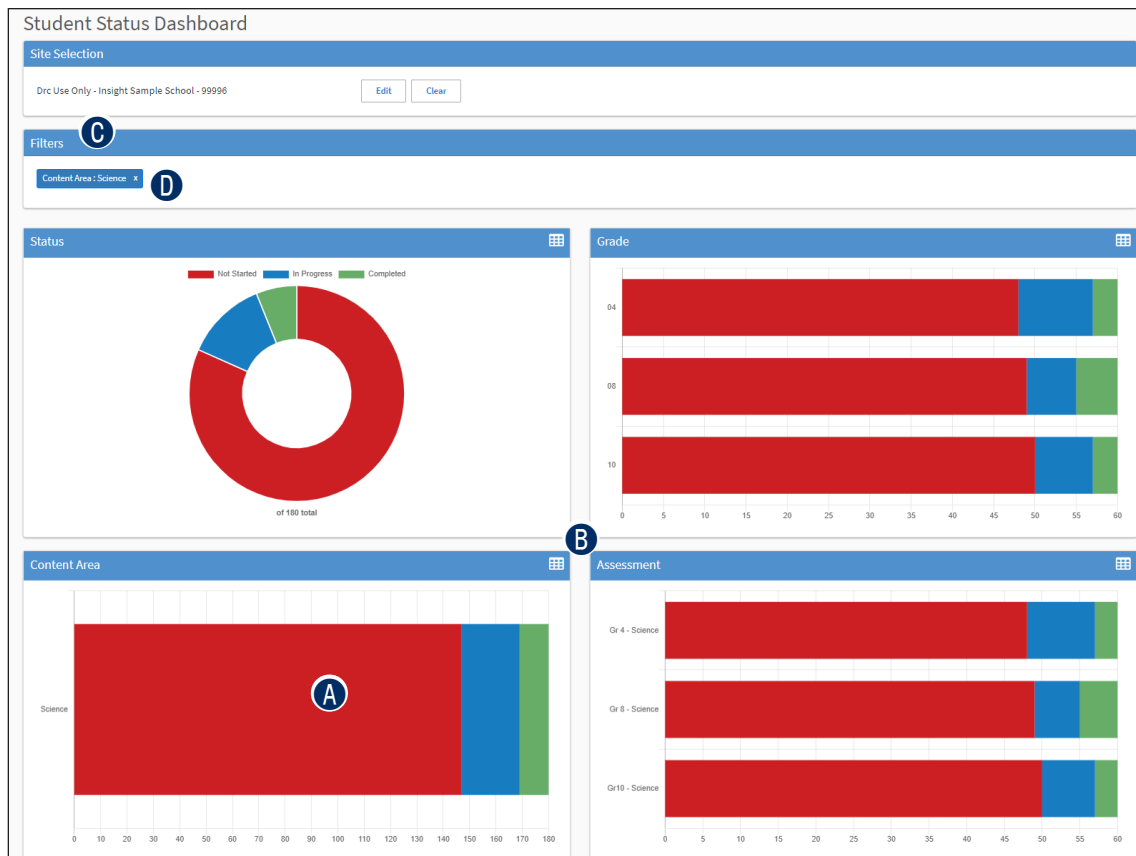
Current filters, if any, display at the top of the dashboard in the Filters section. You can click to remove a filter. Each time you add or remove a filter, the dashboard display is updated based on the active filters.

### 1. 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.

### 2. 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:
  - Edit test sessions by adding or removing students
  - Delete test sessions
  - Export test sessions
  - View and export test session status details
  - Print test tickets and rosters
  - Display a Test Session Status Summary
  - Print on Demand

## 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**.

**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 (Select) \* District (All) School (All)

Last Name First Name AKSID

Session Teacher

Content Area Assessment

Show Sessions

Sessions Status Summary

[Instructions](#)

**Session Detail**





Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

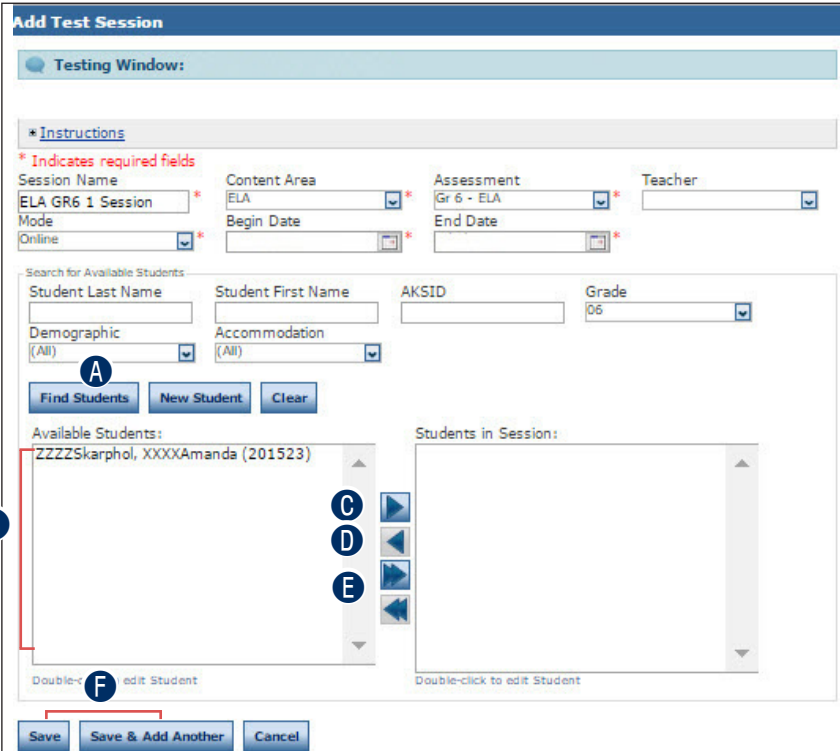
Add Session Export to Excel Unlock Selected Unlock All Export Student Details

## 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.



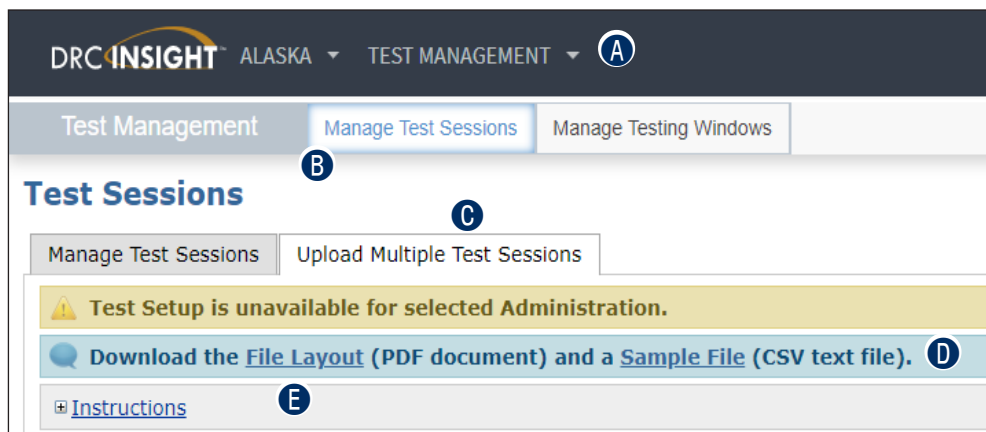
The screenshot shows the 'Add Test Session' form. It includes a 'Testing Window' section, an 'Instructions' section, and a 'Search for Available Students' section. The 'Search for Available Students' section contains fields for Student Last Name, Student First Name, AKSID, Grade, Demographic, and Accommodation. Below these fields are buttons for 'Find Students', 'New Student', and 'Clear'. The 'Find Students' button is annotated with 'A'. Below the search fields are two lists: 'Available Students' and 'Students in Session'. The 'Available Students' list contains one student: 'ZZZZSkarphol, XXXXAmanda (201523)'. The 'Students in Session' list is empty. Between the two lists are four arrow buttons: a right arrow (labeled 'C'), a left arrow (labeled 'D'), a right arrow (labeled 'E'), and a left arrow (labeled 'E'). The 'Available Students' list is annotated with 'B'. Below the lists are two 'Double-click to edit Student' labels, one for each list, with a red line connecting them to the 'Save' and 'Save & Add Another' buttons at the bottom. The 'Save' button is annotated with 'F'.

## 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**

**F**

- 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"> <li>Numeric</li> <li>0-9, right justified and zero filled, leading zeros are not required</li> <li>2-digits</li> </ul>	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"> <li>Numeric</li> <li>0-9, right justified and zero filled, leading zeros are not required</li> <li>6-digits</li> </ul>	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"> <li>Numeric</li> <li>Max 6-digits</li> <li>No spaces</li> <li>Cannot be greater than 500000</li> </ul>	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"> <li>Alphanumeric</li> <li>A-Z, a-z</li> <li>0-9</li> <li>Hyphen "-"</li> <li>Underscore "_"</li> <li>Apostrophe "'"</li> <li>Period "."</li> <li>Space</li> </ul>	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**

**Instructions**

\* 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.

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

- 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

Alaska
DRC Use Only - Sample Dist
DRC Use Only - INSIGHT Sa

File
Browse...

Upload

## 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.

1. 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.

**DRC INSIGHT ALASKA** ▾ TEST MANAGEMENT ▾ **A**

Test Management **Manage Test Sessions** Manage Testing Windows

**Test Sessions** **B**

Manage Test Sessions Upload Multiple Test Sessions

**The data for this Administration is read-only.**

[Instructions](#)

\* Indicates required fields

Alaska ▾ \* DRC Use Only - Sample Distri ▾ (All) ▾

Last Name First Name AKSID

Session Teacher

Content Area (All) **C** Assessment (All) ▾

**Show Sessions** Print All Tickets

Sessions **Status Summary** **D**

[Instructions](#)

**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	EIS sample school ELA	Gr 3 - ELA	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	math	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - INSIGHT Sample School	Student's Session	math	In Progress			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	check	In Progress			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	check	In Progress			

**Add Session** **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**



## 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>
<b>Not Started</b>	The test session has not started and no student in the session has started the test.
<b>In Progress</b>	The test session is in progress.
<b>Completed</b>	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.
<b>Locked</b>	At the end of each day, all sessions with a status of In Progress are automatically locked.

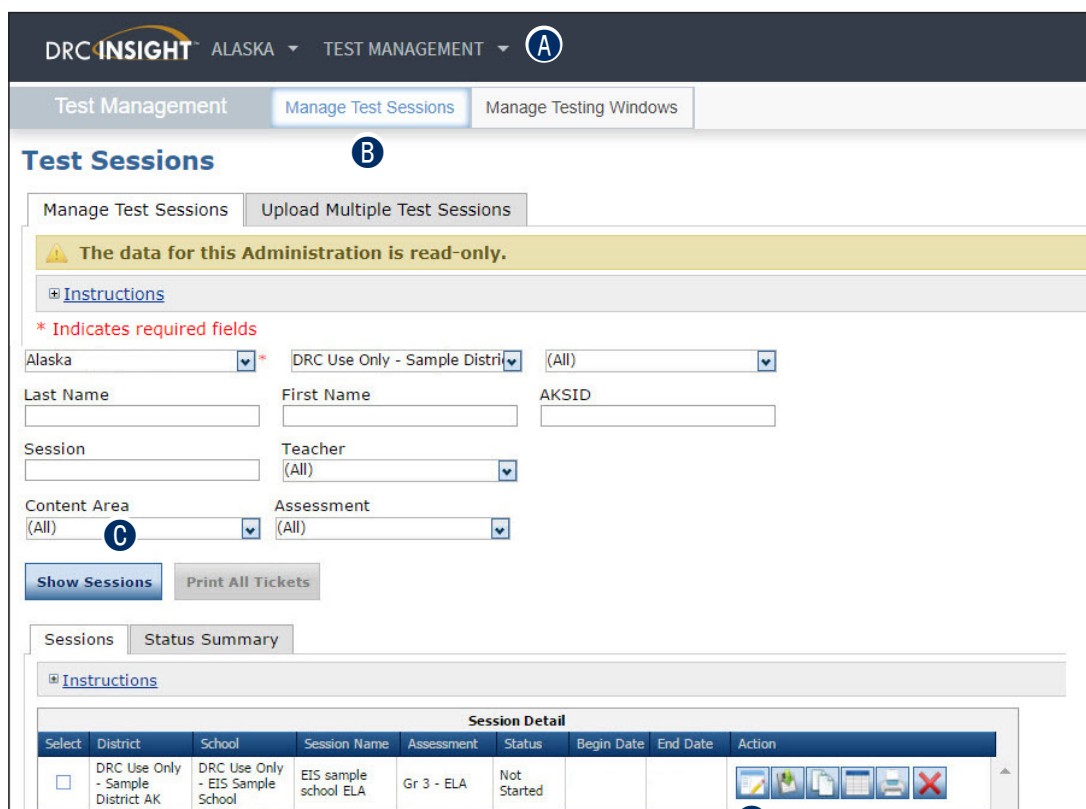
## EDITING A TEST SESSION BY ADDING OR REMOVING STUDENTS

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.

1. 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.



**DRC INSIGHT** ALASKA TEST MANAGEMENT

Test Management Manage Test Sessions Manage Testing Windows

**Test Sessions**

Manage Test Sessions Upload Multiple Test Sessions

**The data for this Administration is read-only.**

[Instructions](#)

\* Indicates required fields

Alaska DRC Use Only - Sample Distri (All)

Last Name First Name AKSID






Session Teacher (All)

Content Area Assessment (All) (All)

Show Sessions Print All Tickets

Sessions Status Summary





[Instructions](#)

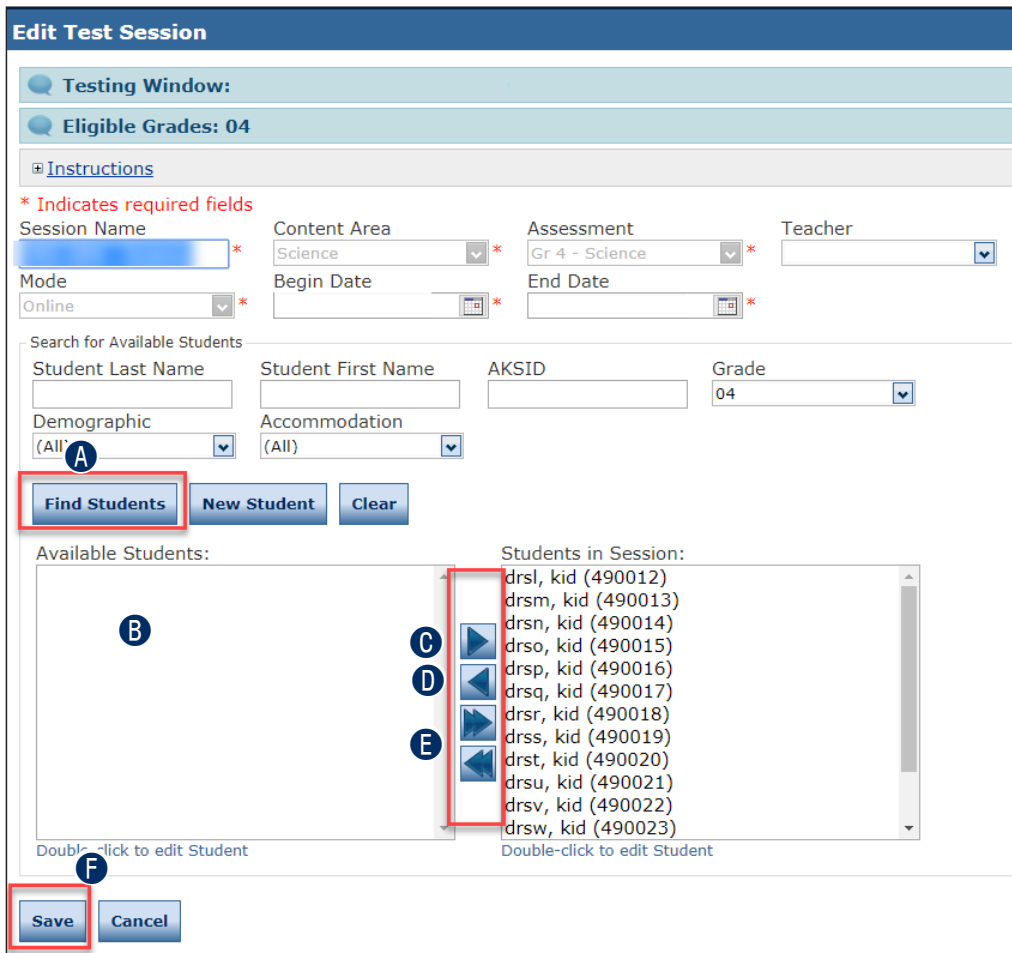
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school ELA	Gr 3 - ELA	Not Started			    

2. 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. At the top, there are tabs for 'Testing Window:', 'Eligible Grades: 04', and 'Instructions'. Below these are fields for Session Name, Content Area (Science), Assessment (Gr 4 - Science), Teacher, Mode (Online), Begin Date, and End Date. A search section for available students includes fields for Student Last Name, Student First Name, AKSID, Grade (04), Demographic (All), and Accommodation (All). The 'Find Students' button is highlighted with a red box and labeled 'A'. Below the search fields are buttons for 'Find Students', 'New Student', and 'Clear'. The 'Available Students' list is empty, labeled 'B'. To the right, the 'Students in Session' list contains a scrollable list of student IDs (e.g., drsl, kid (490012)). Between the two lists are four arrow buttons: a right arrow (labeled 'C'), a left arrow (labeled 'D'), a right arrow (labeled 'E'), and a left arrow (labeled 'F'). At the bottom are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box and labeled 'F'.

## 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.

1. 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.

The screenshot shows the 'TEST MANAGEMENT' section of the DRC INSIGHT ALASKA application. The 'Manage Test Sessions' tab is active. A yellow banner states 'The data for this Administration is read-only.' Below this, there are search filters for 'Alaska', 'DRC Use Only - Sample Distri', and '(All)'. There are also fields for 'Last Name', 'First Name', 'AKSID', 'Session', 'Teacher', 'Content Area', and 'Assessment'. A 'Show Sessions' button is present. Below the filters, there is a table with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The first row of the table contains the following data: ☐ (Select), DRC Use Only - Sample District AK (District), DRC Use Only - EIS Sample School (School), EIS sample school ELA (Session Name), Gr 3 - ELA (Assessment), Not Started (Status), and empty fields for Begin Date and End Date. In the Action column, there is a row of icons including a red 'X' icon, which is labeled with a circled 'D'.


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

The screenshot shows a 'Confirm Delete' dialog box. It has a blue header with the text 'Confirm Delete'. Below the header, there is a question mark icon and the text 'You are choosing to delete session Are you sure?'. At the bottom, there are two buttons: 'Delete' and 'Cancel'. The 'Delete' button is highlighted with a blue border, and it is labeled with a circled 'E'.

## 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:

- 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 <span>(A)</span>
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	EIS sample school ELA	Gr 3 - ELA	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	math	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - INSIGHT Sample School	Student's Session	math	In Progress			     

- To export details for specific test sessions:

- Select the test sessions by checking the checkbox for each session in the Select column.
- 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.

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	EIS sample school ELA	Gr 3 - ELA	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	math	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - INSIGHT Sample School	Student's Session	math	In Progress			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	check	In Progress			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - OTT Sample School	Student's Session	check	In Progress			     


(B)

























Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

## 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.

1. 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.

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action <span>(A)</span>
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Grade 9 ELA DTC Alt	Gr 9 - ELA	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Math G9 Alt	Gr 9 - Math	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 9 - Math	Not Started			     
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Ego- The Living Planet	Gr 8 - Science	Not Started			     

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).

Testing Status

Instructions

Last Name









Status (All)

Status By Module ELA Part 1 Reading & TDA

Filter

Clear

Testing Status - Grade 9 ELA DTC Alt (Gr 9 - ELA - ELA Part 1 Reading & TDA)

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

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

2. 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 type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Grade 9 ELA DTC Alt	Gr 9 - ELA	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Math G9 Alt	Gr 9 - Math	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 9 - Math	Not Started			
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Ego- The Living Planet	Gr 8 - Science	Not Started			












Add Session
**Export to Excel**
Unlock Selected
Unlock All
Export Student Details

## 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. You must have a student test ticket for each section of the test: one ticket for English Language Arts, one ticket for Math, and one ticket for Science (if applicable).


1. 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.

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	Grade 9 ELA DTC Alt	Gr 9 - ELA	Not Started			          



2. 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	Grade 9 ELA DTC Alt	Gr 9 - ELA	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Math G9 Alt	Gr 9 - Math	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Gamma Radiation	Gr 9 - Math	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Ego- The Living Planet	Gr 8 - 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











(All)

ELA Part 1 Reading & TDA

Filter

Clear

Testing Status - Grade 9 ELA DTC Alt (Gr 9 - ELA - ELA Part 1 Reading & TDA)

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

Print Selected

Print All

Export Selected

Export All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close

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## 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.

1. 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 Management
Manage Test Sessions
Manage Testing Windows

Test Session

Manage Test Sessions
Upload Multiple Test Sessions

The data for this Administration is read-only.

Instructions

\* Indicates required fields

Administration
District
School
Last Name
First Name
AKSID
Session
Teacher
Content Area
Assessment

Show Sessions
Print All Tickets

Sessions
Status Summary

Instructions

Session Summary	
Status	Session Count
Not Started	14
In Progress	83
Completed	1

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: ELA			
Content Area: Math			
Content Area: Science			

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	Asgardian Physics	Gr 4 - Science	2	0	1
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	BiFrost Algebra	Gr 4 - Math	0	0	1
DRC Use Only - Sample District AK	DRC Use Only - EIS Sample School	Brooklyn Linguistics	Gr 4 - ELA	2	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 you may print a PDF of the test. 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. Guidance on transcribing for POD can be found in the Test Administration Directions.

**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 **A** Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration District School  
 Practice Forms (All) (All)

Last Name First Name MOSIS ID  
 \_\_\_\_\_

















Session Teacher  
 \_\_\_\_\_ (All)

Content Area Eligible Grade Assessment  
 (All) \_\_\_\_\_ (All)

**B** Show Sessions Print All Tickets

Sessions Status Summary

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only Sample School	DRS first test	G3 ELA Released	Not Started			       
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only Sample School	drs test 2	G4 ELA Secure	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**.

**Print Test/Item**

[Instructions](#)

**Print Test/Item for drs #2 test**

Select	Last Name	First Name	Item	Date Requested	View Count	Action
<input type="checkbox"/>	drs100	new	Test		0	
<input type="checkbox"/>	drs105	new	Test		0	
<input type="checkbox"/>	drs105	new	Test		1	
<input type="checkbox"/>	drs100	new	Test		2	

**D**

**D**

**E**

**Print Selected** **Print All Unprinted** **Refresh** **Close**

# 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

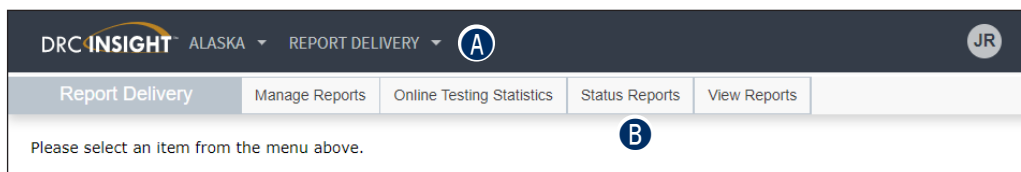
DRC INSIGHT Portal users can use status reports to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day.

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

1. 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

Alaska
(All)
(All)

Reports	
Title	Action
Daily Cumulative Student Status Report	
Daily Student Status Report	 <b>C</b>
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	

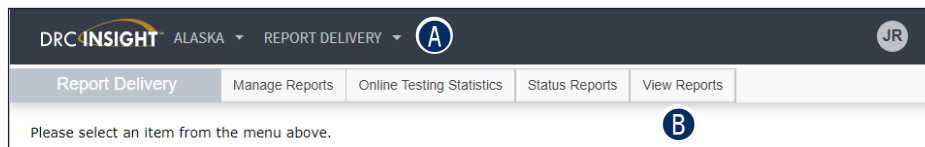
## VIEW REPORTS

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

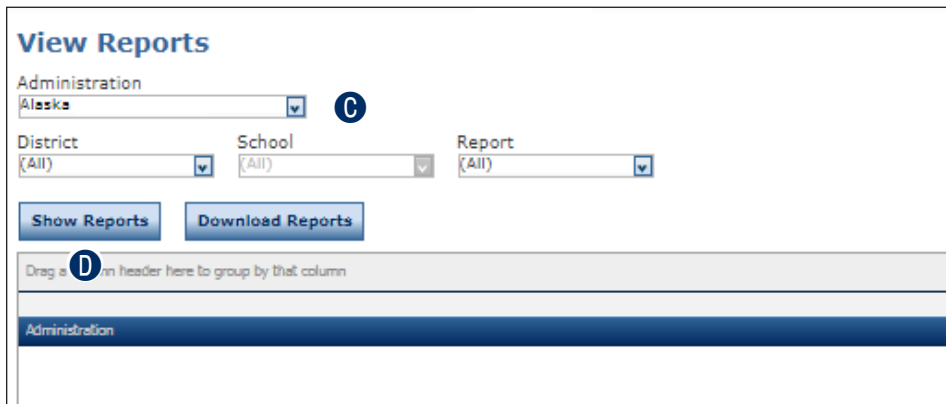
Note: The DRC INSIGHT Portal only keeps reports of the previous three years.

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 29, 2021