



eDIRECT USER GUIDE

Wisconsin

User Management

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311
Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530
Website: <https://wi.drctdirect.com>
Email: WIHelpDesk@datarecognitioncorp.com
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Introduction



■ **What's Covered in This Guide**

This user guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary users of eDIRECT are District Assessment Coordinators and School Assessment Coordinators. The primary audience for this guide is both eDIRECT end users and eDIRECT administrators.

This guide is divided into various topics:

- The *Working with eDIRECT* topics describe how to access and log on to eDIRECT, as well as some of its more common menu functions and options for end users.
- The *General Information Menu* topics describe how to access the Downloads tab that includes the DRC INSIGHT installation files. In addition, announcements, documents and tutorials are described.
- The *User Management Menu* topics cover the various administrative tasks that District Assessment Coordinators can perform using eDIRECT. These tasks include editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.

■ **The eDIRECT Permissions Matrix**

For online testing, eDIRECT users will have a role—District or School. Each user will be assigned a set of functions, called permissions, to allow the user to handle the testing responsibilities.

The tables on the following pages list the location in eDIRECT the permission applies to, the current eDIRECT permissions, a description of the function(s) the permission allows, and the roles that are recommended to be assigned to the permission.

.....
! **Important:** District Assessment Coordinators (DACs) MAY NOT assign DAC permissions to any other user. There should be only one DAC user per district.
.....

District Level Permissions Matrix

Application	Tab	Permission Name	Description	Permission Set by DISTRICT LEVEL Role			
				DAC	DTC	Assistant to DAC	District Report User
General Information	Documents	Documents - View	Allows user to view public documents that require a log in or private documents that have been assigned to that individual.	x	x	x	x
	Downloads	Online Testing - Secured Resources	Allows user to access secured online testing downloads	x	x	x	
User Management	User Administration	Administrator	Allows user to add/edit user accounts and profiles	x			
	User Administration	Administrator - Set Password	Allows user to specify a password for a user	x			
Materials	Additional Materials	Materials - Additional - Primary Window	Allows user access to additional materials during the primary window (Braille ordering)	x			
	Additional Materials	Materials - Additional - View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen. (Braille orders)	x			
Student Management	Manage Students	Students - Search/View	Allows user to search/view student data and download search results	x		x	x
	Manage Students	Students - Add/Edit	Allows user to add/edit students and student data for the purposes of testing online	x		x	
	Manage Students	Students - Download Students	Allows user to download a list of student information for all students in a school	x		x	x
	Manage Students	Students - Upload	Allows user to upload a list of students and student data for the purposes of testing online	x		x	
	Student Status	Test Setup - View Student Status	Allows user to view test status by student	x		x	x

District Level Permissions Matrix (contd.)

Application	Tab	Permission Name	Description	Permission Set by DISTRICT LEVEL Role			
				DAC	DTC	Assistant to DAC	District Report User
Test Management	N/A	Test Setup - Primary Window	Allows user access to Test Management	x		x	x
	Manage Test Sessions	Test Session - Search/View	Allows user to search/view test sessions and download search results	x		x	x
	Manage Test Sessions	Test Session - Add/Edit	Allows user to add, edit, and delete test sessions	x		x	
	Manage Test Sessions	Test Session - Delete pre-Created	Allows user to delete test sessions pre-created by State Team	x		x	
	Manage Test Sessions	Test Session - Status Summary	Allows user to view testing status summary information	x		x	x
	Manage Test Sessions	Test Session - Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	x		x	
	Manage Test Sessions	Test Tickets - View/Print	Allows user to print student test login tickets and view individual ticket statuses	x		x	
	Manage Test Sessions	Test Tickets - Invalidate/Validate	Allows user to invalidate or validate a student's test for the purposes of flagging the test results as invalid. <i>Please refer to the DAC/SAC Guide and Test Administration Manual for additional guidance on marking tests as invalid.</i>	x			
	Manage Test Sessions	Test Tickets - Unlock	Allows user to unlock student test login ticket after a student's test status is "Completed" or the student test login ticket is "Locked" <i>Please refer to the DAC/SAC Guide and Test Administration Manual for additional guidance on unlocking tests.</i>	x			
	Manage Test Sessions	Test Tickets - Regenerate Test Ticket	Allows user to synchronize a student's test with their current accommodations. <i>Please refer to the DAC/SAC Guide and Test Administration Manual for additional guidance on regenerating test tickets.</i>	x			

District Level Permissions Matrix (contd.)

Application	Tab	Permission Name	Description	Permission Set by DISTRICT LEVEL Role			
				DAC	DTC	Assistant to DAC	District Report User
Test Management (contd.)	Manage Test Sessions	Test Tickets - Do Not Score	Allows user to mark a student's test as either <u>Do Not Score</u> or <u>Score</u> . <i>Please refer to the DAC/ SAC Guide and Test Administration Manual for additional guidance on marking tests as <u>Do Not Score</u>.</i>	x			
	Manage Test Sessions	Test Tickets - View Questions Attempted	Allows user to see hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	x		x	x
Report Delivery	Manage Reports	Reports - Manage - Delete	Allows user to delete a set of reports that have been published	x		x	x
	Manage Reports	Reports - Manage - Publish	Allows user to publish reports so that users with "Reports - View" permission can see them. Also allows user to un-publish reports so that users can no longer see them	x		x	x
	View Reports	Reports - View - Delete	Allows user to delete individual published reports	x		x	x
	WI Forward Reports	Reports - View District Files	Allows user to access District Summary and Roster reports.	x		x	x
	View Reports	Reports - View District Files	Allows user to view district reports	x		x	x
	View Reports	Reports - View School Files	Allows user to view school reports	x		x	x
	View Reports	View Reports - Download - District/School	Allows user to download all available reports for a district or school for an administration.	x		x	x
	Status Reports	Status Reports - District Reports	Allows access to District-level Status Reports	x		x	x

School Level Permissions Matrix

Application	Tab	Permission Name	Description	Permission Set by SCHOOL LEVEL Role			
				SAC	STC	Test Admin/Proctor	School Report User
General Information	Documents	Documents - View	Allows user to view public documents that require a log in or private documents that have been assigned to that individual.	X	X	X	X
	Downloads	Online Testing - Secured Resources	Allows user to access secured online testing downloads	X	X		
	Downloads	Online Testing - Secured Resources	Allows user to access secured online testing downloads	X	X		
Student Management	Manage Students	Students - Search/View	Allows user to search/view student data and download search results	X		X	X
	Manage Students	Students - Add/Edit	Allows user to add/edit students and student data for the purposes of testing online	X			
	Manage Students	Students - Download Students	Allows user to download a list of student information for all students in a school	X			X
	Manage Students	Students - Upload	Allows user to upload a list of students and student data for the purposes of testing online	X			
	Student Status	Test Setup - View Student Status	Allows user to view test status by student	X		X	X
Test Management	N/A	Test Setup - Primary Window	Allows user access to Test Management	X		X	X
	Manage Test Sessions	Test Session - Search/View	Allows user to search/view test sessions and download search results	X		X	X
	Manage Test Sessions	Test Session - Add/Edit	Allows user to add, edit, and delete test sessions	X			

School Level Permissions Matrix (contd.)

Application	Tab	Permission Name	Description	Permission Set by SCHOOL LEVEL Role			
				SAC	STC	Test Admin/ Proctor	School Report User
Test Management <i>(contd.)</i>	Manage Test Sessions	Test Session - Delete pre-Created	Allows user to delete test sessions pre-created by State Team	x			
	Manage Test Sessions	Test Session - Status Summary	Allows user to view testing status summary information	x		x	x
	Manage Test Sessions	Test Session - Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	x			
	Manage Test Sessions	Test Tickets - View/ Print	Allows user to print student test login tickets and view individual ticket statuses	x		x	
	Manage Test Sessions	Test Tickets - Do Not Score	Allows user to mark a student's test as either <u>Do Not Score</u> or <u>Score</u> . <i>Please refer to the DAC/SAC Guide and Test Administration Manual for additional guidance on marking tests as <u>Do Not Score</u>.</i>	x			
	Manage Test Sessions	Test Tickets - View Questions Attempted	Allows user to see hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	x		x	x

School Level Permissions Matrix (contd.)

Application	Tab	Permission Name	Description	Permission Set by SCHOOL LEVEL Role			
				SAC	STC	Test Admin/ Proctor	School Report User
Report Delivery	Manage Reports	Reports - Manage - Delete	Allows user to delete a set of reports that have been published	x			x
	Manage Reports	Reports - Manage - Publish	Allows user to publish reports so that users with "Reports - View" permission can see them. Also allows user to un-publish reports so that users can no longer see them	x			x
	View Reports	Reports - View - Delete	Allows user to delete individual published reports	x			x
	View Reports	Reports - View School Files	Allows user to view school reports	x			x
	View Reports	View Reports - Download - District/School	Allows user to download all available reports for a district or school for an administration.	x			x

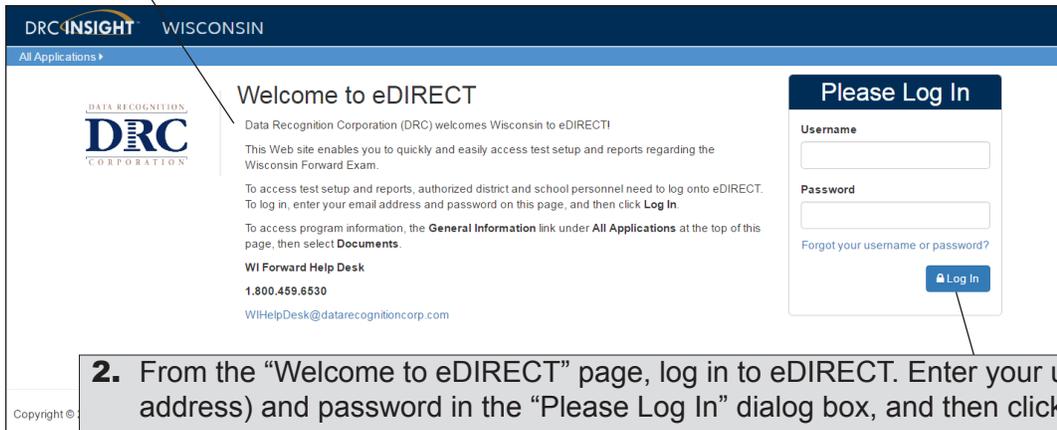
Working with eDIRECT



Accessing eDIRECT

You can access eDIRECT from the Welcome to the eDIRECT page.

1. To access eDIRECT, enter the URL <https://wi.dracedirect.com> in a supported browser.

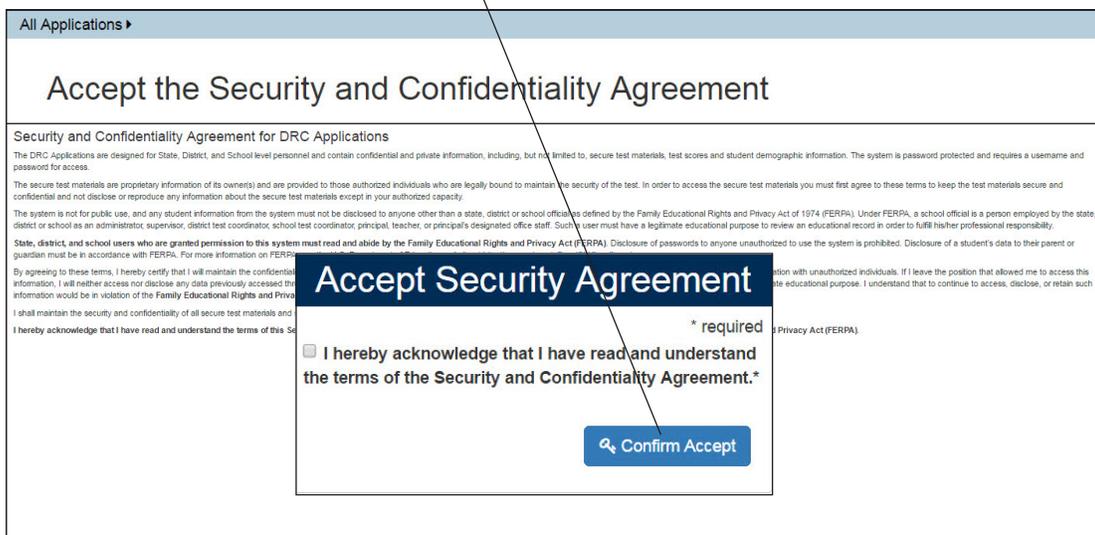


2. From the "Welcome to eDIRECT" page, log in to eDIRECT. Enter your username (email address) and password in the "Please Log In" dialog box, and then click **Log In**.

Users may log in using credentials from a previous administration. DAC users who are new to eDIRECT will receive an email with an initial temporary password. All other users who are new to eDIRECT must be added by a DAC.

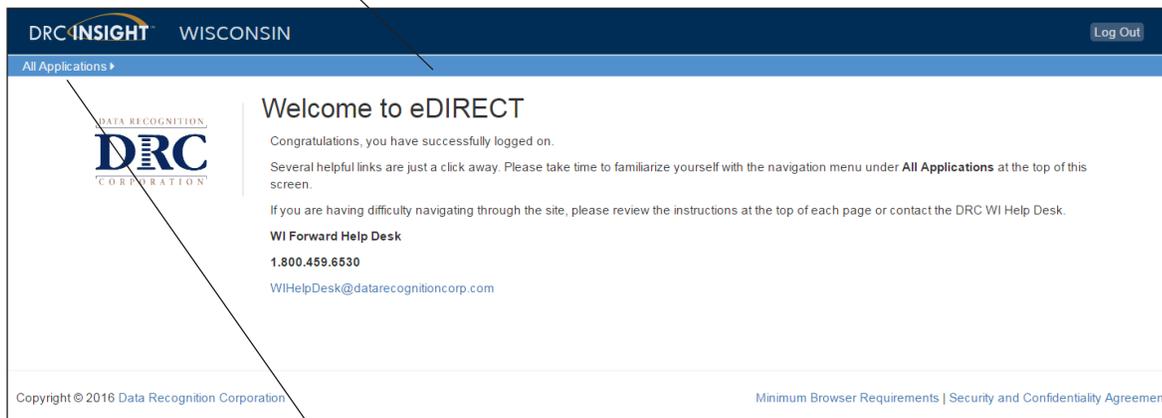
3. The first time you log in to eDIRECT the Accept the Security and Confidentiality Agreement page displays. You must check the Accept Security Agreement checkbox and click **Confirm Accept** to continue.

Note: You cannot continue to use eDIRECT without checking this checkbox. To read the Security Agreement, see "Displaying the Security Agreement" on page 17.

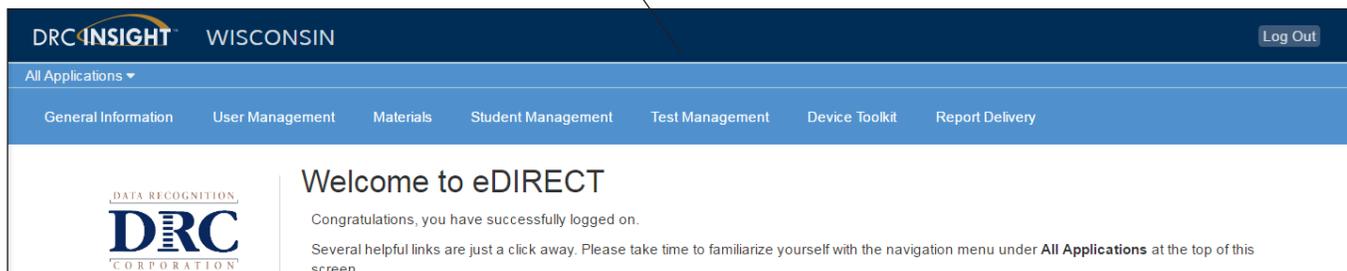


Accessing eDIRECT (contd.)

After a successful log in, the “Welcome to eDIRECT” page reappears with additional information about navigating the site.



4. Click the **All Applications** option to display a menu bar containing the various eDIRECT functions that you have permission to use.



Changing Your Password

The change your password process applies to existing eDIRECT users only. If you are a new eDIRECT user, you receive an email containing a temporary password and a link. Clicking the link displays a screen that allows you to choose your password. You are prompted to read and accept the Security Agreement to activate your account (see “Displaying the Security Agreement” on page 17).

! Important: If you need to edit your username, email address, or name, contact DRC Wisconsin Customer Service at 1.800.459.6530 or WIHelpDesk@datarecognitioncorp.com.

1. If you are an existing eDIRECT user, click on your name in the top right corner of the page. The new password must meet the following conditions. The password:
 - Must contain at least eight characters, including:
 - At least one numeric character
 - At least one lowercase character and at least one uppercase character
 - At least one of the following special characters: !@#%^^&*
 - Cannot contain your username, first name, or last name.



2. When the Manage Account page appears, click **edit** to change your password.

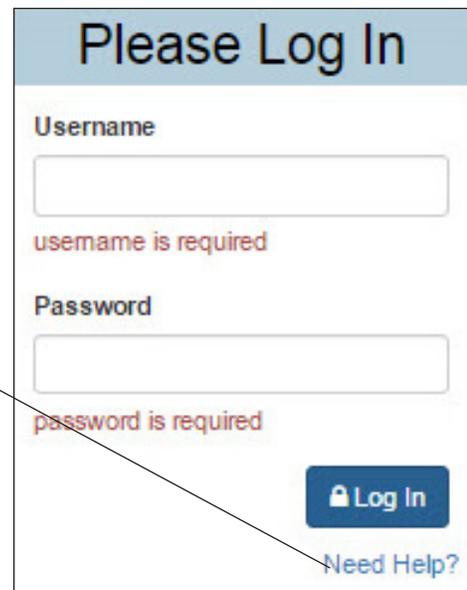
The 'Change Password' form contains three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each field is followed by a red asterisk and the word 'required'. At the bottom of the form are two buttons: a blue 'Update Password' button and a grey 'Cancel' button.

3. When the Change Password page appears, enter your current password, enter and confirm your new password then click **Update Password**.

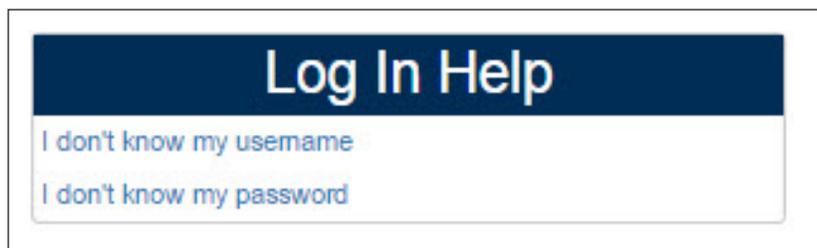
Recovering a Forgotten Username or Password

If a user forgets his or her username or password, the user can attempt to recover it. If the request is successful, the user receives an email containing his or her username or password.

1. If you are an existing eDIRECT user and you forget your username or password, click the **Need Help?** link on the Please Log In dialog.

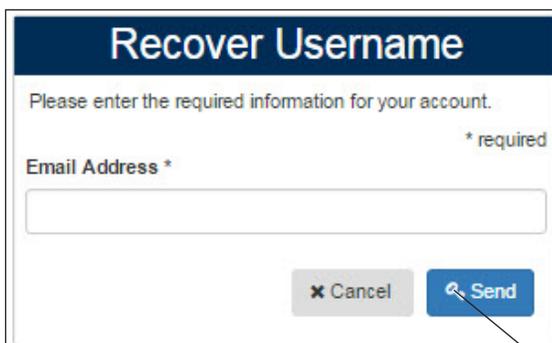


The 'Please Log In' dialog box features a light blue header with the title 'Please Log In'. Below the header are two input fields: 'Username' and 'Password'. The 'Username' field has a red error message 'username is required' below it. The 'Password' field has a red error message 'password is required' below it. At the bottom right, there is a blue 'Log In' button with a lock icon and a blue 'Need Help?' link.



The 'Log In Help' dialog box has a dark blue header with the title 'Log In Help'. Below the header are two blue links: 'I don't know my username' and 'I don't know my password'.

2. When the Log In Help page appears, click **I don't know my username** to recover your username, or **I don't know my password** to recover your password.



The 'Recover Username' dialog box has a dark blue header with the title 'Recover Username'. Below the header is the text 'Please enter the required information for your account.' followed by '* required'. There is an input field labeled 'Email Address *'. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Send' button with a magnifying glass icon.

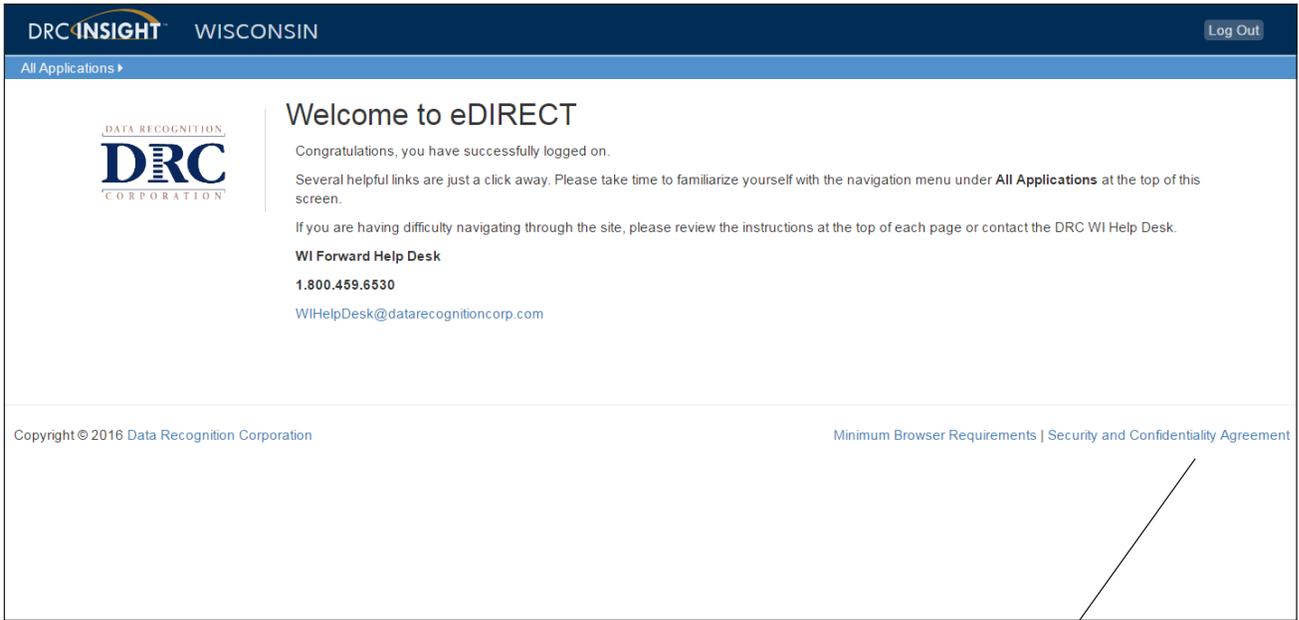


The 'Recover Password' dialog box has a dark blue header with the title 'Recover Password'. Below the header is the text 'Please enter the required information for your account.' followed by '* required'. There is an input field labeled 'Username *'. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Send' button with a magnifying glass icon.

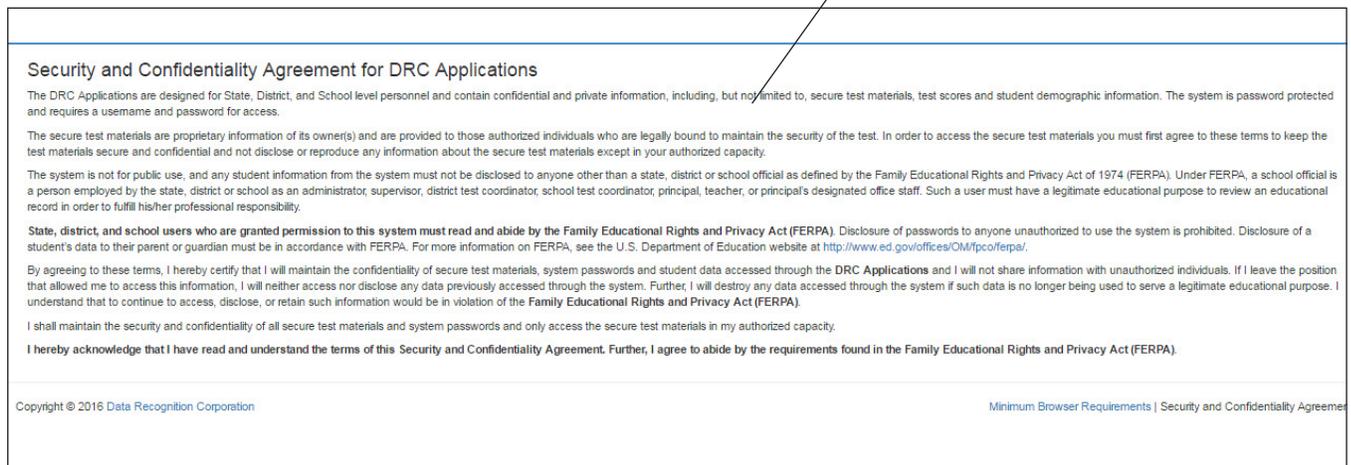
3. Enter the correct information in the dialog box that displays and click **Send**. An email will be sent to you containing your username or password, based on your request.
 - To recover your username, when the Recover Username dialog appears, enter your eDIRECT email address in the Email Address* field and click **Send**.
 - To recover your password, when the Recover Password dialog appears, enter your eDIRECT username in the Username* field and click **Send**.

Displaying the Security Agreement

Click the **Security and Confidentiality Agreement** link at the bottom of any eDIRECT page to display the Accept the Security and Confidentiality Agreement for eDIRECT page (you also can print the agreement). The first time you access eDIRECT, you must agree to the terms of the agreement to continue using eDIRECT (see page 13).

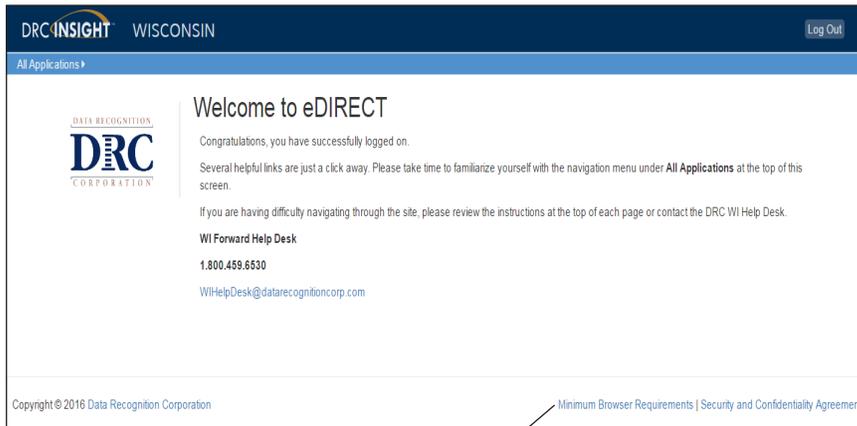


Click **Security and Confidentiality Agreement** to display the Security and Confidentiality Agreement for DRC Applications.



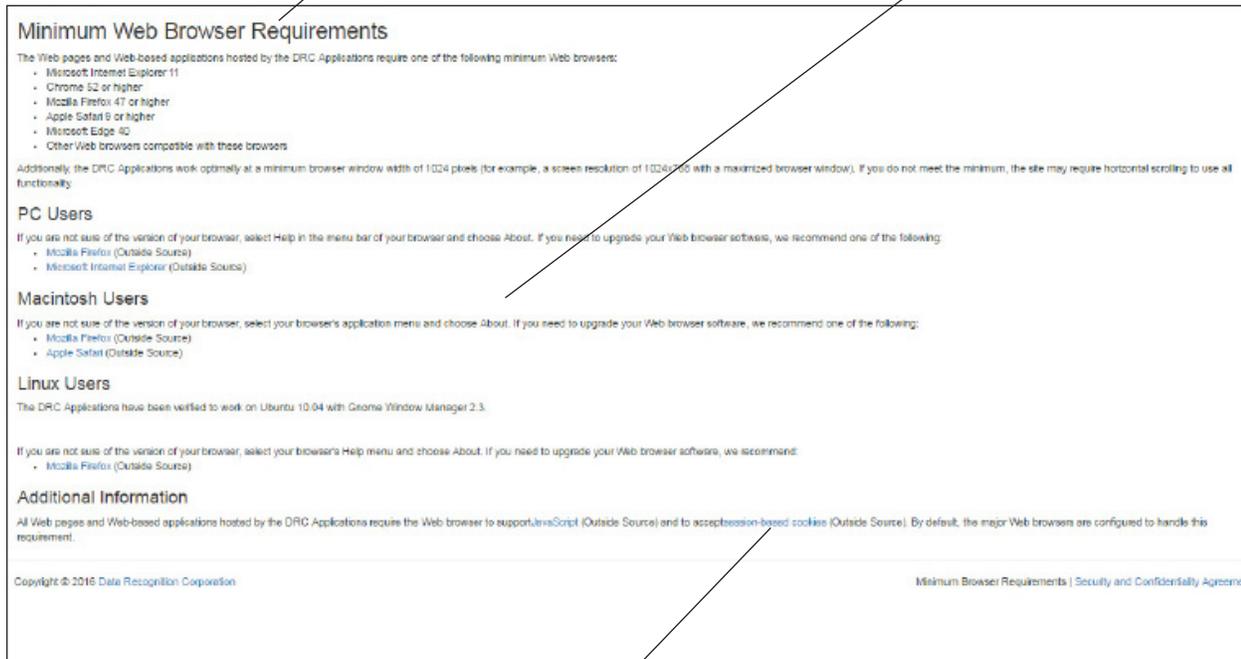
Displaying the Minimum Browser Requirements

You can click the **Minimum Browser Requirements** link at the bottom of any page to display the Minimum Web Browser Requirements page, with links to browser pages and additional information. This page details the eDIRECT web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.



When you click the **Minimum Browser Requirements** link at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified to use with eDIRECT.

The page contains links to web browser home pages, organized by operating system that you can use to learn about and download different web browsers.



The Additional Information section contains links to descriptions of other items such as JavaScript and session-based cookies that are required for browsers to use eDIRECT.

General Information Menu



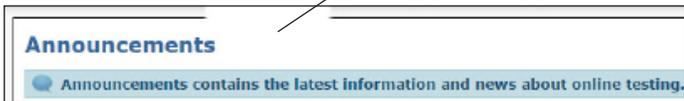
General Information Menu

Introduction

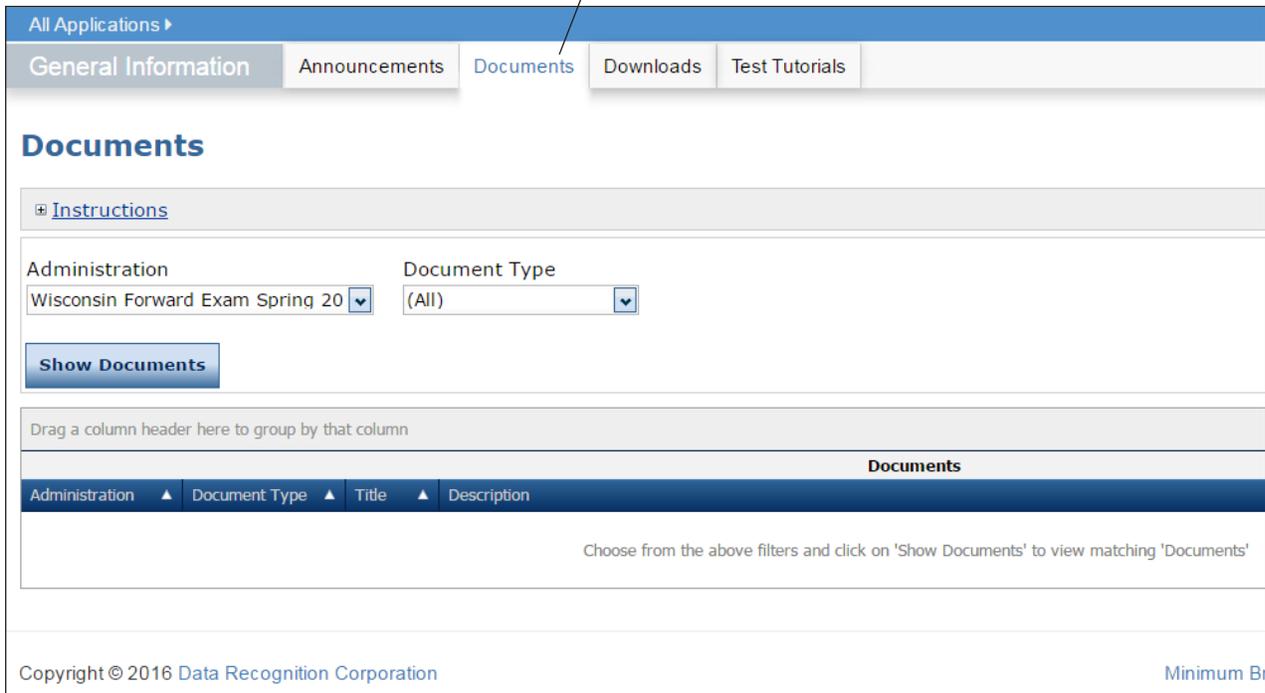
After login, open the eDIRECT All Applications menu bar and click the General Information menu. Four options are available: Announcements, Documents, Downloads, and Tutorials.



Click **Announcements** to display the latest information regarding Wisconsin testing.



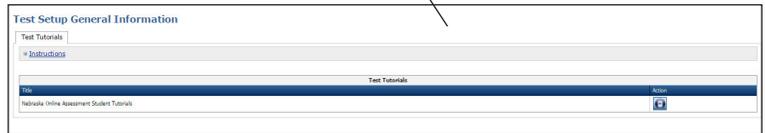
Click **Documents** to select, open, and download various training items from the Documents page. This tab is available without logging on to eDIRECT.



Introduction (cont.)



Click **Tutorials** to watch a test demo and become familiar with the online testing environment. This tab is available without logging on to eDIRECT.



Click **Downloads** to download the Testing Site Manager (TSM), DRC INSIGHT, and the Capacity Estimator. From the Test Setup General Information page you can download versions of DRC INSIGHT and the TSM for various stable operating systems and configurations.

Test Setup General Information

Downloads

Instructions

Software Downloads

Testing Software Downloads				
Title	Platform	Operating Systems	Version	Action
DRC INSIGHT Android	Android	Android Lollipop 5.0 API 21, Android Lollipop 5.1 API 22, Android 6.0	6.1.2	
Download the apk file to install INSIGHT on your Android device.				
DRC INSIGHT iPad	Apple iOS	iOS 9.3, iOS 9.2, iOS 9.1, iOS 9.0	7.0.1	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
Online Assessments ID = Online Assessments Application URL	Chromebook	Chrome OS recent stable channel	7.0.0	
Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'Systems Requirements' for list of supported Chrome touch devices.				
DRC INSIGHT Linux Installer - 32 bit	Linux	Ubuntu 12.04, Ubuntu 14.04 LTS with 32-bit Gnome 3.4, Unity Shell, Ubuntu 16.04 LTS	7.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Linux Installer - 64 bit	Linux	Ubuntu 12.04, Ubuntu 14.04 LTS with 64-bit Gnome 3.4, Unity Shell, Ubuntu 16.04 LTS	7.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Mac Installer	Mac OS	iOS X 10.9.5, 10.10, 10.11 Mac Server Software is not supported.	7.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Windows Installer	Windows	Windows 7, Windows 8.1, Windows 10	7.0.0	
Use the installer above to download the DRC INSIGHT test engine. Note: See 'Systems Requirements' for list of supported Windows touch devices.				
Testing Site Manager (TSM) Installer - 32 bit	Linux	Ubuntu 12.04, Ubuntu 14.04 LTS with 32-bit Gnome 3.4, Unity Shell, Ubuntu 16.04 LTS	9.1.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 64 bit	Linux	Ubuntu 12.04, Ubuntu 14.04 LTS with 32-bit Gnome 3.4, Unity Shell, Ubuntu 16.04 LTS	9.1.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer	Mac OS	iOS X 10.9.5, 10.10, 10.11 Mac Server Software is not supported.	9.1.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 32 bit	Windows	Windows 7, Windows 8.1, Windows 10	9.1.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 10	9.1.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later	1.0.0	
Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the number of students testing, as well as network capacity and utilization.				

[View System Requirements](#) [Monitor Setting Verification](#)

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 eDIRECT All Applications menu bar.

- Add a single user to eDIRECT
- Upload multiple users to eDIRECT
- Assign a user to an administration
- Edit permissions for one or more users
- Inactivate a user
- Activate a user

.....
! **Important:** If you need to change a username, email, or name, please contact DRC Customer Service at 1.800.459.6530 or WIHelpDesk@datarecognitioncorp.com.
.....

User Management Menu

Adding a User

When you add a user, use the appropriate permission set to specify the permissions the user will have. The “eDIRECT Permissions Matrix” on page 6 outlines the permissions included in each set.

1. To add a user, from the Manage Users menu select the **User Administration** option and click on the **Add Single User** tab.

2. 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.

The screenshot displays the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes the following fields and options:

- First Name:** Text input with 'Ima' and a red asterisk.
- Middle Initial:** Text input, empty.
- Last Name:** Text input with 'Teacher' and a red asterisk.
- Email Address:** Text input with 'imateacher@drcsample.com' and a red asterisk.
- Administration:** Drop-down menu with '2' selected and a red asterisk.
- User Role:** Drop-down menu with 'Teacher' selected and a red asterisk.
- District:** Drop-down menu with 'SAMPLE DISTRICT - 999998' selected and a red asterisk.
- School:** Drop-down menu with 'SAMPLE SCHOOL SMOKE TE' selected and a red asterisk.

A tip box states: "Tip: When you select a permission, its description will display below the list". Below this, there are two lists:

- Available Permissions:** A scrollable list including Administrator, Administrator - Set Password, Documents - Delete, Documents - Upload, Maintain Administration, Online Testing - Secured Resources, Online Testing Statistics, Reports - View District Files, Reports - View School Files, Reports - View State Files, and Status Reports - District Reports.
- Assigned Permissions:** A scrollable list with 'Documents - View' and 'Students - Search/View' (highlighted).

Below the lists, a description for the selected permission is shown: "• Students - Search/View: Allows user to search/view student data and download search results". At the bottom left, there is a 'Save' button.

3. Select a permission from the Available Permissions list and click the **Add Selected** icon (▶) to assign the permission to the user (“Editing a Single User’s Permissions” on page 21).

Note: A description of the permission selected displays beneath the list of permissions.

Click **Save** when you are finished assigning permissions.

Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements. For help or more information about this process, click the **File Layout** and **Sample File** links at the top of the Upload Multiple Users tab.

1. To create and upload a users file, select **User Administration** from the Manage Users menu to display the User Administration page and select the **Upload Multiple Users** tab.

2. For help with or more information about the upload process, click the **File Layout** and **Sample File** links in the light blue bar at the top of the Upload Multiple Users tab.

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
 *

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.							

4. Click **Upload** when you are ready.

Note: If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat Steps 3 and 4.

3. Select the appropriate test administration and click **Browse...** to select the file to upload.

5. Once you have successfully uploaded users, you will need to assign profiles and permissions.

User Management Menu

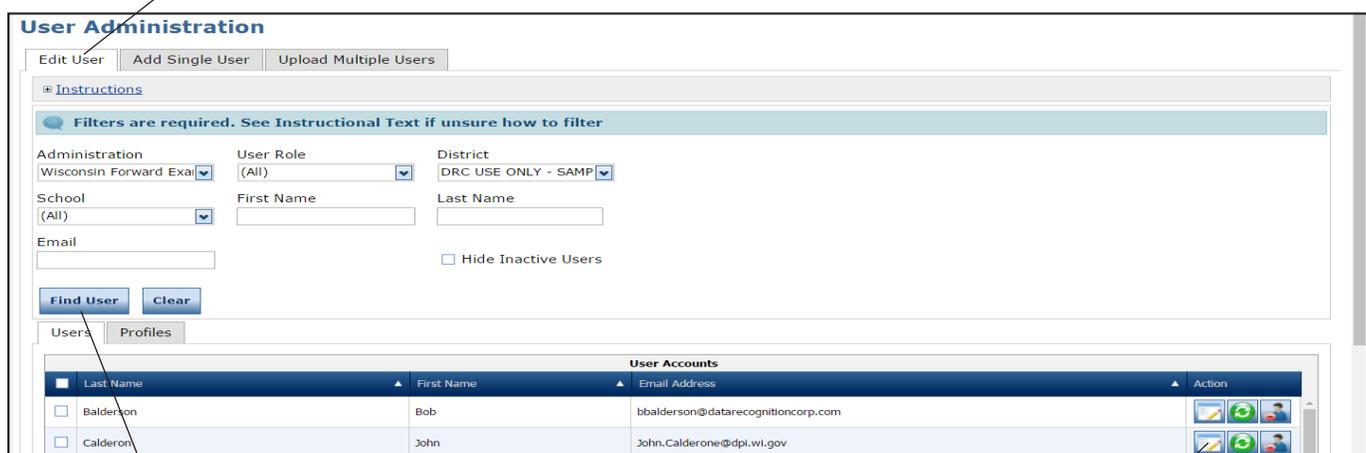
Adding Permissions for a Single User (Adding a New Profile)

Navigate to the **User** tab to add a permission profile to a user's account.

Note to DACs: Each district should have only one user with the DAC permission set.

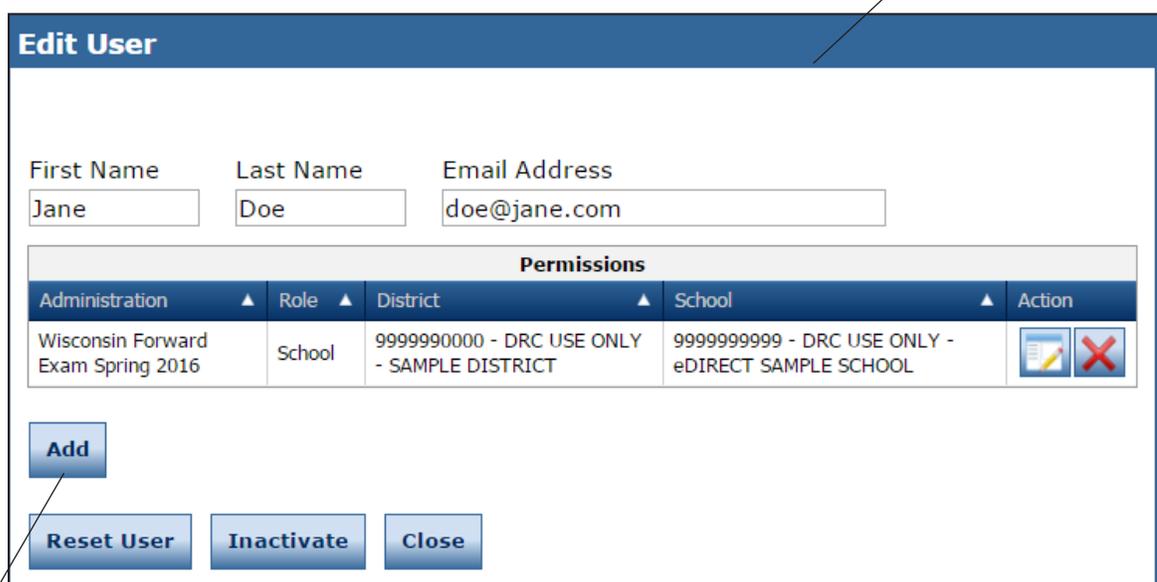


1. Open the eDIRECT All Applications menu bar and click **User Management** to display the User Administration page.



2. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user and click **Find User**.

3. In the Action column click the **View/Edit** icon () to display the Edit User dialog box.



4. Click the **Add** button to display the Add Permissions Screen.

Adding Permissions for a Single User (Adding a New Profile) (cont.)

5. When the Add Permissions dialog box displays, use the Permission-set drop down menu to select the appropriate role. Use the **Add Selected** arrow () to add the permissions, and click the **Save** button.

Click the **Clone from Another User** icon () to copy another user's set of permissions.

6. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Editing a Single User's Permissions in an Existing Permission Profile

In most cases, DACs will assign permissions to users using permission sets. In some cases, it is necessary to assign selected individual permissions. From the **Edit User** tab, you can add or remove individual permissions for any user in the system.

Note to DACs: Each district should have only one user with the DAC permission set.

1. 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, and click **Find User**. In the Action column click the **View/Edit** icon (). The user displays in the Edit User window.

Edit User

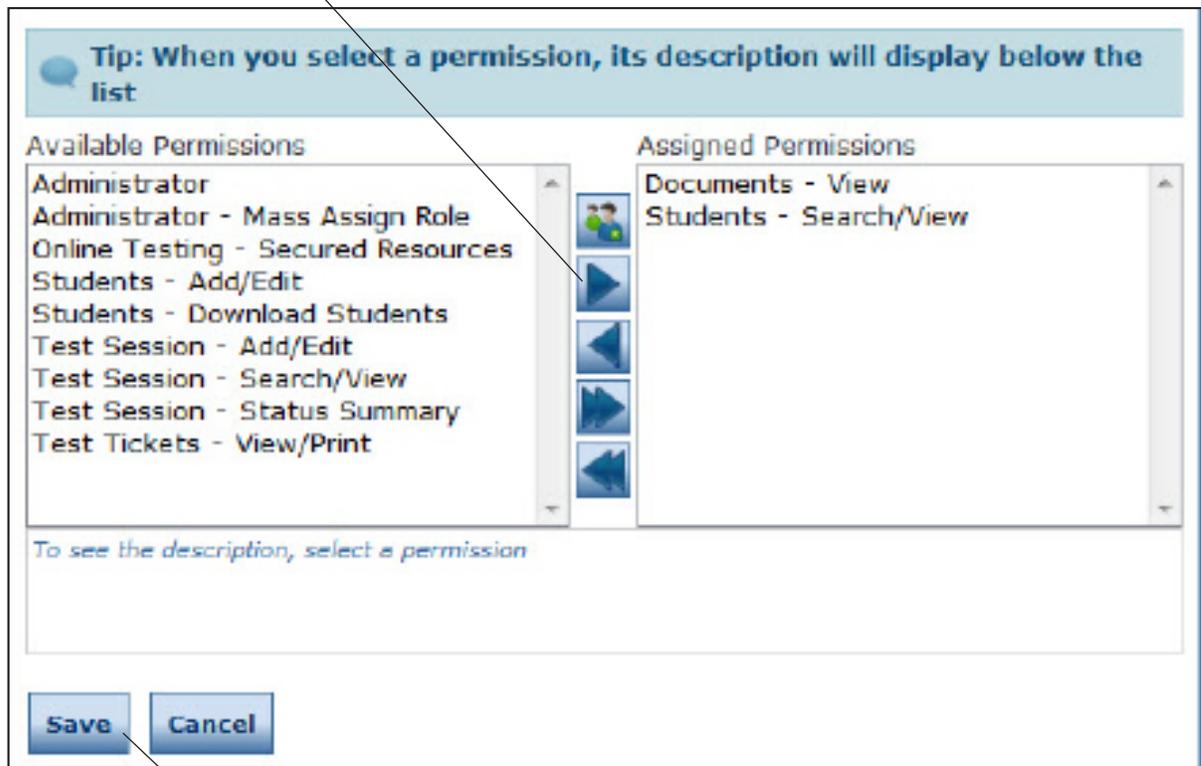
First Name: Last Name: Email Address:

Permissions				
Administration	Role	District	School	Action
Wisconsin Forward Exam Spring 2016	School	9999990000 - DRC USE ONLY - SAMPLE DISTRICT	9999999999 - DRC USE ONLY - eDIRECT SAMPLE SCHOOL	 

2. Click the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon ().

Editing a Single User's Permissions in an Existing Permission Profile (cont.)

3. When the Edit Permissions dialog box 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. Use the **Add Selected** (▶) or **Remove Selected** (◀) arrows to change the permissions, and click the **Save** button.
- 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.
 - Click the **Clone from Another User** icon (👤) to copy another user's set of permissions.



4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Inactivating a User

You can inactivate eDIRECT users that are currently active. When a user is inactivated, the user is unable to access eDIRECT (to reactivate a user, see “Activating a User” on page 31).

Note: When a user is inactivated, the user *does not* receive an email.

1. 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, and click **Find User**.

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is an 'Instructions' section with a note: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (2016-2017 NoSA-ELA_N), User Role (District), District (SAMPLE DISTRICT - 99), School (All), First Name (Ima), Last Name, and Email. There are 'Find User' and 'Clear' buttons. Below the filters is a table with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. A single user is listed: 'User', 'Ima', 'Imauser@email.com'. The 'Action' column contains icons for edit, deactivate, and delete. A callout line points from the 'Inactivate' icon to step 2.

2. In the Action column, click the **Inactivate** icon (🚫) for the user you want to make inactive.

The dialog box is titled 'Inactivate User'. It contains a question mark icon and the text: 'You have requested to inactivate user 'Ima Teacher (Imateacher@drcsample.com)'. Are you sure?'. At the bottom, there are two buttons: 'Inactivate' and 'Cancel'. A callout line points from the 'Cancel' button to step 3.

3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

Activating a User

You can activate an eDIRECT user that is currently inactive. To inactivate a user, see “Inactivating a User” on page 30. When the user is activated, the user is sent an email that includes a temporary password and notice that the account has been reset.

Note: Users are activated automatically when they first log in to eDIRECT. Only users that were previously inactivated need to be activated manually.

1. 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, and click **Find User**.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include:

- Administration: Wisconsin Forward Exal (dropdown)
- User Role: (All) (dropdown)
- District: DRC USE ONLY - SAMP (dropdown)
- School: (All) (dropdown)
- First Name: (text input)
- Last Name: (text input)
- Email: (text input)
- Hide Inactive Users: (checkbox)

 There are 'Find User' and 'Clear' buttons. Below the filters are 'Users' and 'Profiles' tabs. The 'Users' tab is active, showing a table of 'User Accounts':

Last Name	First Name	Email Address	Action
Balderson	Bob	bbalderson@datarecognitioncorp.com	[Icons: deactivate, activate, delete]
Calderon	John	John.Calderone@dpl.wi.gov	[Icons: deactivate, activate, delete]

2. 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.**



Data Recognition Corporation (DRC)

13490 Bass Lake Road

Maple Grove, MN 55311

Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530

Website: <https://wi.drcedirect.com>

Email: WIHelpDesk@datarecognitioncorp.com

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