

Overview

This document provides guidance for districts and sites that have students in virtual instruction settings that will be bringing their devices back on site and on to the district's network for online testing. The level of attention these devices may need before they are used for testing will vary depending upon how the devices have been managed while they were off the district's network.

Since network configuration and device management practices are going to vary by District, some of these tips may not apply to your situation.

Here is an outline of the processes this document includes for verifying testing devices used for virtual instruction are ready for in-person testing:

- Verify software and operating system software is up to date
- If DRC INSIGHT is installed, verify it is up to date
- If DRC INSIGHT is not installed, install it:
 - Manually install the DRC INSIGHT Secure Application
 - or -
 - Use software distribution to install the DRC INSIGHT Secure Application

Verify Software and Operating System Updates

- If the testing devices automatically receive software and operating system updates when they are in a virtual setting, verify all updates have been successfully applied before testing begins
- If the testing devices **do not** receive software and operating system updates when they are in a virtual setting, do one of the following:
 - If device management policies automatically apply updates when devices are connected to the network:
 - Allow time for all updates to be applied
 - Verify all updates have been successfully applied before testing begins
 - If device management policies **do not** automatically apply updates when they are connected to your network, there are 2 options:
 - Apply updates **after** testing is completed – but verify that the device has a DRC INSIGHT supported operating system
 - Initiate the process for applying updates before testing starts

Verify DRC INSIGHT

If the DRC INSIGHT Secure Application is already installed:

- Launch DRC INSIGHT to:
 1. Ensure the current version of the application is installed. If an update is needed and auto-updates is enabled the software will update. This process takes between 3-5 minutes
 2. Verify the results of the System Readiness Check indicate no errors

Installing the DRC INSIGHT Secure Application

Manual Installation and Registration of DRC INSIGHT on the Device

- Make note of the COS Configuration's Org Unit ID



Preparing Devices Used for Virtual Instruction for DRC INSIGHT Online Testing

- **Windows and macOS devices**
 1. Download the installer from the Downloads page in the DRC INSIGHT Portal's General Information application – the file is about 80 MB
 2. Place on a thumb drive or a network location that the device can access
 3. Launch the installer from the testing device
 - Install should take between 30 seconds to 1 minute
- **iPads**
 - Search for and install the DRC INSIGHT App in the Apple App Store
- **Chrome OS devices**
 - All Chrome devices should be managed using Chrome Device Management software
- Once installed, register the testing device by:
 1. Launching the DRC INSIGHT Secure Application on the testing device
 2. When prompted, select “**Assign Device to ORG Unit**”
 3. Enter the ORG Unit ID
 4. Then select “**Add**” and “**Register**”

Using Software Distribution to Install and Register DRC INSIGHT on the Device

- For complete instructions, see your state's Technology User Guide Volume III: DRC INSIGHT
- Download the configuration file from the COS Configuration's Deployment tab
- **Windows and macOS devices**
 1. Download the installer from the DRC INSIGHT Portal
 2. Use your software distribution solution to deploy the application and configuration file
- **iPads**
 1. Download the DRC INSIGHT App from the Apple App Store
 2. Distribute the app using managed distribution, Mobile Device Management (MDM) software and the Apple Volume Purchase Program
 3. If the MDM software supports the Managed App Configuration feature, deploy the configuration file to register iPads
- **Chrome OS Devices**
 - Generate the chromeos.json file using the COS interface
 - Distribute the file using Google's Chrome Device Management software

Testing Device Preparation Wrap-up

- Consider having a small number of devices available that are sanitized between students
- **Reminder:** It is recommended that some software and processes be temporarily disabled before testing, for example:
 - Automatic operating system updates and other background processes
 - Intelligent personal assistant (IPA) software (e.g., Siri, Cortana)
 - Collaboration tools - e.g., Microsoft Teams, Google Chat, Google Meet, Zoom, WebEx
 - Microsoft Game Bar

Site Technology Readiness

Districts should use the DRC's *Site Technology Readiness Checklist*, located in the DRC INSIGHT Portal on the Documents tab of the General Information application, in advance of testing to prepare the site for online testing. It is recommended that you pay close attention to the **Day of Testing** checklist items to help ensure that testers have a good testing experience.