



Wisconsin Forward Exam Q&A Session

March 2020

●●● Forward Exam Q & A Session



Connecting to Audio

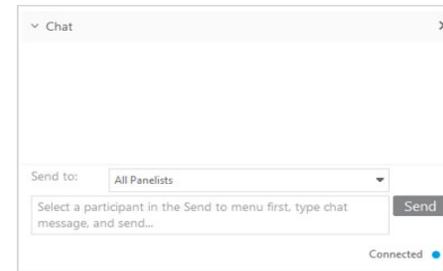
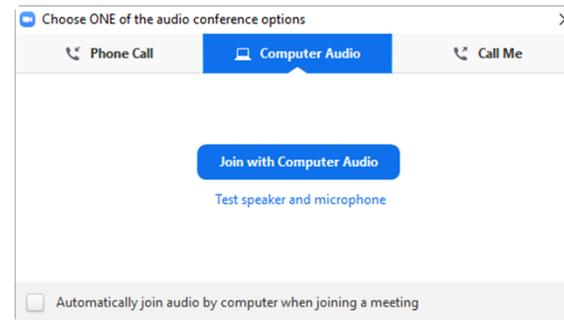
- Call in using your computer audio (preferred) or have Zoom call you
- Please MUTE your audio

Asking Questions

- Use chat for questions
- Send them to “Everyone”
- We will pause during the presentation to answer questions and there is time for additional questions during the Q&A at the end of the presentation

Accessing This Presentation

- A recording of this session will be posted on the DRC INSIGHT Portal (eDIRECT)



● ● ● Prerequisites for Session



Prior to participating in this session

- District Assessment Coordinators (DAC) and School Assessment Coordinator (SAC) have viewed
 - One of the DAC/SAC Training Sessions
 - Test Administrator Training

- District Technology Coordinators (DTC) and School Technology Coordinator (STC) have
 - Viewed either of the DTC Training Presentations
 - Reviewed the Technology User Guide



● ● ● Prioritization



- We will take questions in the order they appear in the chat box.
- We will focus on answering more general questions that would be relevant to others in the session.
- Specific questions related to your district or situation will be addressed if there is time at the end or you may be asked to send your question to osamail@dpi.wi.gov or WIHelpdesk@datarecognitioncorp.com

● ● ● Examples of Possible Questions for Today



1. How can I make sure our technology is ready for testing?
2. How can I make sure I have the current test content downloaded to the COS Service Device?
3. How can I view a report of all of my students with their accessibility features assigned?
4. What do I do if I print tickets and find an accessibility feature was not assigned?
5. Should I remove students from test sessions if they will not be tested?



●●● Examples of Possible Questions for Today



6. How to disable the Game Bar in Windows 10?
7. Can I transfer a student out of my district?
8. How do I setup one laptop for remote testing with a direct connection to DRC servers for test content?
9. How do I find information about testing students in unique locations (e.g. juvenile facility, hospitalized)?



●●● Questions and Answers





Wisconsin Forward Help Desk

DRC Customer Service
(800) 459-6530
7:00am-5:00pm CT

WIHelpdesk@datarecognitioncorp.com

● ● ● **DPI Contact Information**



Alison O’Hara

Forward Exam Program Manager

alison.o’hara@dpi.wi.gov

608-266-5182

Phil Cranley

Data, Student Demographics, and Privacy Issues

philip.cranley@dpi.wi.gov

608-266-9798

Jennifer Teasdale

Education Program Specialist

jennifer.teasdale@dpi.wi.gov

608-266-5193

Duane Dorn

Test Security and Choice students

duane.dorn@dpi.wi.gov

608-267-1069

If you are not receiving the assistance you need from the helpdesk please contact DPI - (Alison or Jennifer) - so we may help get your situation resolved.



Please send questions
you may have after
viewing this video to
Alison or Jennifer, or to
osamail@dpi.wi.gov



~ 10 ~

● ● ● Appendix – Material to Examples of Possible Questions



●●● Q1 - How can I make sure our technology is ready for testing?



SITE TECHNOLOGY READINESS ACTIVITIES
Day of Testing
Communication
<input type="checkbox"/> Send a reminder email to staff to avoid using the network (LAN, WAN, and Internet) for bandwidth-intensive projects during testing.
Site Planning, Scheduling and Logistics
<input type="checkbox"/> Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.
Technology – COS Service Device Setup
<input type="checkbox"/> On the Service Device tab of Central Office Services application, ensure that the COS Service Device status is “Up to Date” (green thumbs up).
<input type="checkbox"/> On the Service Device tab of Central Office Services application, validate the COS Service Device’s content.
Technology – Testing Device Setup
<input type="checkbox"/> Test each device at the beginning of the day (including charging equipment as applicable).
<input type="checkbox"/> Perform a System Readiness Check on at least one testing device.
<input type="checkbox"/> Verify that no background processes are running on testing devices during testing.
<input type="checkbox"/> If a testing device is set to accept operating system updates automatically, verify that it has the most current version of the operating system before the test session starts. It is best to avoid any software updates occurring during a test.
<input type="checkbox"/> Ensure that testing devices are far enough apart to avoid interference or distractions.
<input type="checkbox"/> Chrome devices launch very quickly. If students are using a Chrome device for testing, wait for the device to successfully connect to the network before launching the DRC INSIGHT Secure App. If DRC INSIGHT is launched before the device connects to the network, the student will receive an Internet Connection Error (ICE). If this occurs, after the connection is established, relaunch DRC INSIGHT.
<input type="checkbox"/> If a portable device will be used on battery power, verify that the charge will last for the duration of the test.
Note: It is recommended that all devices be plugged in to power during the test.
Technology – Network Configuration
<input type="checkbox"/> Technology staff should verify that the wireless access points are fully operational.
<input type="checkbox"/> Require anyone in the testing room(s) and anyone sharing the testing room’s wireless access point to turn off any wireless devices not used for testing.
<input type="checkbox"/> Stagger the logins to the testing system. For example, have 10 to 15 students per room log in to the system over one-minute intervals.
<input type="checkbox"/> If a room is having difficulties testing, verify the connection speed from a device in the testing rooms, ideally when the other devices are using the Internet. Run a Speed Test using http://www.speedtest.net/ to a server in Minnesota. Results showing less than 3 Mbps download and 3 Mbps upload speeds per testing device indicate there may be insufficient available bandwidth.

~ 12 ~

Q1 - How can I make sure our technology is ready for testing?



DRC INSIGHT CENTRAL OFFICE SERVICES

Testing Program: [Dropdown] Site: Drc Use Only - Sample District - 9999990000 [Edit] [Clear] + Add Configuration

Configurations

- Unable to Find: 17%
- Fully Functional: 83%
- In Progress: 0%
- Out of Date: 0%

Service Devices

- Not Checking In: 48%
- Content Up to Date: 47%
- Content Updating: 5%
- Content Out of Date: 0%

Testing Devices

- Unable to Find: 49%
- Fully Functional: 7%
- Out of Date: 44%

Config Status: [Select Status] Search: [Search Type] Search [Search] [Clear]

Configurati	Org Unit ID	Status	Service Devices	Testing Devices	Locations
[Blurred]	[Blurred]	FULLY FUNCTIONAL	0	19	5
[Blurred]	[Blurred]	FULLY FUNCTIONAL	1	1023	18
[Blurred]	[Blurred]	FULLY FUNCTIONAL	0	1	1
[Blurred]	[Blurred]	FULLY FUNCTIONAL	0	2	1
[Blurred]	[Blurred]	FULLY FUNCTIONAL	0	6	3

Total 312 Items [1] [2] [3] [4] [5] Goto []

●●● Q1 - How can I make sure our technology is ready for testing?



DRC INSIGHT WISCONSIN CENTRAL OFFICE SERVICES

Configuration > Testing Devices

Sample COS Configuration

Org Unit ID: 213625425 Delete Configuration

Configuration Information **Testing Devices** Service Devices Locations Content Management Content Hosting Deployment

Testing Device:

Search:

<input type="checkbox"/>	ID	Name	Version	User	Type	Internal IP	External IP	Last Seen	Logs
<input type="checkbox"/>	2E18A2A5-F1D5-48A6-B201-DC52BB388AA2		10.2.0					7/22/19 3:38 PM	View Logs
<input checked="" type="checkbox"/>	666D1363-A9C6-4D6E-84B3-9AAF0DFF298B		10.0.0					7/19/19 4:52 PM	View Logs
<input type="checkbox"/>	8F545708-249D-4A89-8859-9E4EBC6ECF12		10.0.0					7/19/19 4:35 PM	View Logs
<input checked="" type="checkbox"/>	49F241B5-28CA-408E-ADE8-67E6F3C09499		10.0.0					7/19/19 4:30 PM	View Logs
<input type="checkbox"/>	BCFA87D1-A04A-46E1-8A5E-A6AB0A529BDD		10.0.0					7/19/19 4:23 PM	View Logs
<input type="checkbox"/>	17557FE3-D5C4-45ED-8F82-42A0E35F1298		10.1.0					7/16/19 5:12 PM	View Logs

●●● Q1 - How can I make sure our technology is ready for testing?



DRC INSIGHT WISCONSIN CENTRAL OFFICE SERVICES

Configuration > Testing Devices

Sample COS Configuration

Org Unit ID: 213625425 [Delete Configuration](#)

Configuration Information Testing Devices **Service Devices** Locations Content Management Content Hosting Deployment

Service Device ID

<input type="checkbox"/>	Name	ID	CH	CM	Internal IP	Operating System	Version	Content Updated	Domain Name	Status
<input type="checkbox"/>		51373578	.78BFA	Functional	Functional	Windows_NT 6.3.9600	3.1.102	3/9/20 2:00 PM		FULLY FUNCTIONAL

Total 1 items < 1 > 10 ▾

© DRC Insight 2020 Privacy Policy Terms of Use Contact Us

Q1 - How can I make sure our technology is ready for testing?

Q2 - How can I make sure I have the current test content downloaded to the COS Service Device?



DRC INSIGHT™ WISCONSIN ▾ CENTRAL OFFICE SERVICES ▾

Configuration > Content Management

Sample COS Configuration

Org Unit ID: 213625425 [Delete Configuration](#)

Configuration Information Testing Devices Service Devices Locations **Content Management** Content Hosting Deployment

Enable Content Management [Update Configuration](#)

<input checked="" type="checkbox"/>	Admin	TTS/HVA	VSL
<input checked="" type="checkbox"/>	EWI215 Forward Item Samplers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EWI240 Wisconsin Forward Exam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	EWD372 WIDA Sample Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EWD804 WIDA ACCESS for ELLs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EWD808 WIDA Screener Assessment	<input type="checkbox"/>	<input type="checkbox"/>

© DRC Insight 2019 [Privacy Policy](#) [Terms of Use](#) [Contact Us](#)

DATA RECOGNITION
DRC
CORPORATION

DATA RECOGNITION
DRC
CORPORATION

WISCONSIN
DEPARTMENT OF
PUBLIC
INSTRUCTION

Q3 - How can I view a report of all of my students with their accessibility features assigned?



DRC INSIGHT™ WISCONSIN REPORT DELIVERY

Report Delivery | Manage Reports | **Status Reports** | View Reports | WI Forward Reports

Status Reports

* Indicates required fields

Administration: Wisconsin Forward Exam Sp^{*} | District: DRC USE ONLY - SAMPLE DI | School: (All)

Reports		
Title ▲	Description ▲	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State		

Note: A tooltip 'Open D' is visible over the 'Daily Student Status Report' action icon.

Q3 - How can I view a report of all of my students with their accessibility features assigned?



All times are Central Standard Time

Daily Cumulative Student Status Report

District	District	School	School	Grade	Content	Assessment	WIS/ELL	District	Last Name	First Name	Middle	Date	Test Status	Invalid	Not Taken	Accommodations	Alternate Assessment	Test Form
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#3
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#4
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Adriana		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#3
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#4
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Alan		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Cayden		7/4/2011	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Cayden		7/4/2011	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Cayden		7/4/2011	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#3
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Cayden		7/4/2011	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#4
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Cayden		7/4/2011	In Progress	N/A		DS - Text-to-Speech (Computer Voice)		#1
1E+10	DRC USE	1E+10	DRC USE	3	Mathematics	Grade 3	3E+09		TTS	Cayden		7/4/2011	In Progress	N/A		DS - Text-to-Speech (Computer Voice)		#2
1E+10	DRC USE	1E+10	DRC USE	3	ELA	Grade 3	3E+09		TTS	Cody		#####	Not Started	N/A		DS - Text-to-Speech (Computer Voice)		#1

Q4 - What do I do if I print tickets and find an accessibility feature was not assigned?

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial WISEID *

Student Detail | Designated Supports - Accommodations | Demographics | Testing Codes | Test Sessions

Designated Supports - Accommodations					
Type	Designated Supports - Accommodations	ELA	Mathematics	Science	Social Studies
Online	DS - Color Choices [CC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Contrasting Color [CTC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Reverse Contrast [RC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Text-to-Speech (Computer Voice) [TTS]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online	DS - Amplification Device [AD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Bilingual Dictionary [BD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Color Overlay [CO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

●●● Q5 - Should I remove students from test sessions if they will not be tested?



Edit Student

Instructions

* Indicates required fields

Last Name: SLN0 * First Name: SFN0 * Middle Initial: C WISEID: 1234567899 *

Student Detail Designated Supports - Accommodations Demographics Testing Codes Test Sessions

	Grade 4 ELA	Grade 4 Math	Grade 4 Science	Grade 4 Social Studies
Reason Not Tested	No Longer Enrolled in School			

- No Longer Enrolled in School
- Significant Medical Emergency
- Recent Trauma
- Invalidated
- Student Absent for Entire Window
- No Longer Enrolled in School or Tested Grade
- Other
- Student Expected to take Alternate Assessment

Save Cancel

Local S... 37286

●●● Q6 - How to disable the Game Bar in Windows 10?



- Method A: Turn Off the Windows 10 Game Bar Feature on Each Computer
- There are two ways to accomplish this:
 - Turn the feature off manually for all users of the computer
 - Use Windows Local Group Policy Editor to edit the local policy to turn the feature off for either
 - All users
 - A group of users

●●● Q6 - How to disable the Game Bar in Windows 10?



- Method B: Turn Off the Feature for a Group of Computers within a network domain by editing the Domain Group Policy
 1. Exit DRC INSIGHT, open Settings and navigate to Gaming and select Game bar
 2. Toggle the “Record game clips, screenshots and broadcasting using Game bar” to Off
 3. Uncheck “Open the Game bar using this button on a controller” and “Show Game bar when I play full-screen games Microsoft has verified”
- To verify your results, restart DRC INSIGHT and press the Windows–Alt–PrtScn or Windows-G key combination. Check the Videos\Captures folder to verify that no new screenshots exist.

●●● Q6 - How to disable the Game Bar in Windows 10?



■ Method C: Use a PowerShell Command

1. Select the Windows Start icon
2. Type "PowerShell" into the search box
3. Right-click the PowerShell application and select - "Run as Administrator"
4. Type the following: `Get-AppxPackage *xbox* | Remove-AppxPackage`
5. Click Enter to run the command

● ● ● Q7 - Can I transfer a student out of my district?





Q8 - How do I setup one laptop/device for remote testing with a direct connection to DRC?



Q9 - How do I find information about testing students in unique locations (i.e. juvenile facility, hospitalized)?

