

Wisconsin Forward Exam Spring 2016 Training

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to access the recorded presentation

Run Time: 1 hour, 9 minutes

INTRODUCTIONS



Data Recognition Corporation (DRC)

- Vendor for Wisconsin Forward Exam
- Program Management
 - Liz Heyer

Department of Public Instruction (DPI)

DAC TRAINING AGENDA



- **Wisconsin Forward Spring 2016**
- **Key Dates**
- **Roles and Responsibilities**
- **eDIRECT (Forward Exam Test Management Portal)**
 - Overview
 - Add/Upload New Users & User roles
 - Review/Update Student Information
 - Add/Upload Student Accommodations
 - Test Setup
- **Resources**
 - Manuals
 - Trainings
 - Guides
 - Student Tutorial
 - Online Tools Trainings
- **Reports**

TECHNOLOGY COORDINATOR AGENDA



- **Forward Exam Technology Introduction**
- **Software**
- **Supported Devices/System Requirements**
- **Installation/Configuration**

THE WISCONSIN FORWARD EXAM SPRING 2016



The Wisconsin Forward Exam consists of:

Content	Grades
ELA and Mathematics	3-8
Science	4 and 8
Social Studies	4, 8, and 10

TEST TIMES

The Forward Exam is an untimed test. These are estimated times for scheduling purposes.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	135	100	NA	NA
4	145	110	100	80
5	140	110	NA	NA
6	140	110	NA	NA
7	140	110	NA	NA
8	140	110	100	90
10	NA	NA	NA	100

Sample test schedules and test blueprints are available at <http://dpi.wi.gov/assessment/forward/resources>

KEY DATES



January 26	eDIRECT available for DACs to enter additional users
January 25-29	Training Sessions (live)
February 1 Releases	DAC Guide Technology User Guide eDIRECT User Guide Accessibility Guide Secure browser (INSIGHT) Testing Site Manager (TSM) software
February 12	Recorded pretest workshop available (this recording)
February 29 Releases	TAM Student Tutorials Online Tools Trainings
March 7	Test Setup available in eDIRECT
March 28-May 20	Test Window

ROLES AND RESPONSIBILITIES

DISTRICT ASSESSMENT COORDINATORS



- Coordinate testing in their district
- Lead the professional development activities of staff members for Forward Exam purposes
- Communicate all assessment and accountability information to district and schools
- Work with District/School Technology Coordinators to ensure system readiness (if the district does not have this designated role it is the DAC's responsibility to ensure these tasks are completed)
- Work with School Assessment Coordinators (SACs) and District Technology Coordinators (DTCs) and adding them as eDIRECT users
- Ensure that the SACs and Test Administrators (TAs) in their districts are appropriately trained and aware of test administration and security policies and procedures

DISTRICT ASSESSMENT COORDINATORS **continued**



- Ensure cell phone and personal electronic device policy is followed
- Be aware of assessment accommodations and communicating them to district and school staff
- Coordinate the ordering of Braille and ensure the Braille responses are transcribed to the online platform
- Verify student data is complete and accurate in eDIRECT
- Ensure the District/School Technology Coordinators have cleared TSMs at the conclusion of testing
- Report test security incidents (irregularities, improprieties, and breaches) to DPI

SCHOOL ASSESSMENT COORDINATORS



- Serve as the building contact person between the school and the DAC
- Read and become familiar with the information in the Wisconsin Forward DAC/SAC Guide
- Create or approve testing schedules and procedures for the school
- Manage the test administration plan and schedule testing times
- Work with School Technology Coordinators to ensure system readiness (if the school does not have this designated role it is the SAC's responsibility to ensure these tasks are completed)
- Identify TAs and ensure they are properly trained
- Distribute appropriate materials to TAs
- Ensure TAs and school staff are aware of assessment accommodation guidelines

SCHOOL ASSESSMENT COORDINATORS **continued**



- Schedule and conduct training of Test Proctors
- Ensure any room used for testing does not contain any visual materials that would provide students with clues or answers to questions
- Manage building test security
- Ensure cell phone and personal electronic device policy is shared with Test Proctors and followed by all students and staff
- Schedule and coordinate student access to Tutorials and Online Tools Trainings (OTTs – practice tests)
- Ensure students are assigned to test sessions Ensure TAs and school staff are aware of assessment accommodation guidelines

SCHOOL ASSESSMENT COORDINATORS **continued**



- Assign the appropriate designated supports and accommodations to students in eDIRECT
- Print and distribute student test tickets before each test
- Ensure that all students participate as appropriate
- Collect tickets and scratch paper for destruction after each test session
- Ensure District/School Technology Coordinator has cleared TSM
- Report incidents promptly to the District Assessment Coordinator

DISTRICT TECHNOLOGY COORDINATOR



- Review technology information for given assessments (Technology Coordinator's Manual, etc.)
- Verify that all schools meet the minimum technology requirements
- Conduct network diagnostics
- Develop a plan to ensure that the secure browsers are installed on all devices used for testing
- Whitelist e-mails from known testing vendors schools and districts will be receiving updates from
- Address technical problems by applying resolutions or disseminating information to school sites prior to testing

SCHOOL TECHNOLOGY COORDINATOR



- Review technology information for given assessments (Technology Coordinator Manuals etc.)
- Ensure that each device to be used for testing at the school has the secure browser
- Instruct TAs on how to access the secure browser
- Instruct students, teachers, and other stakeholders on how to access practice tests
- Develop a plan for getting assistive devices ready for testing
- Assist SACs and TAs with technology troubleshooting (including accessing the TSM) as necessary before, during and after the testing.

TEST ADMINISTRATOR OR PROCTOR



- Ensure accuracy of student information and accommodations prior to testing
- Complete test administration trainings
- Review all policy and administration documents prior to testing
- Follow procedures included in Test Administration Manuals (TAM) to administer the assessments
- Adhere to all test security policies

eDIRECT



eDIRECT is the Forward Exam portal into which the DPI uploads the student data file and manages student testing.

Users are given access to eDIRECT

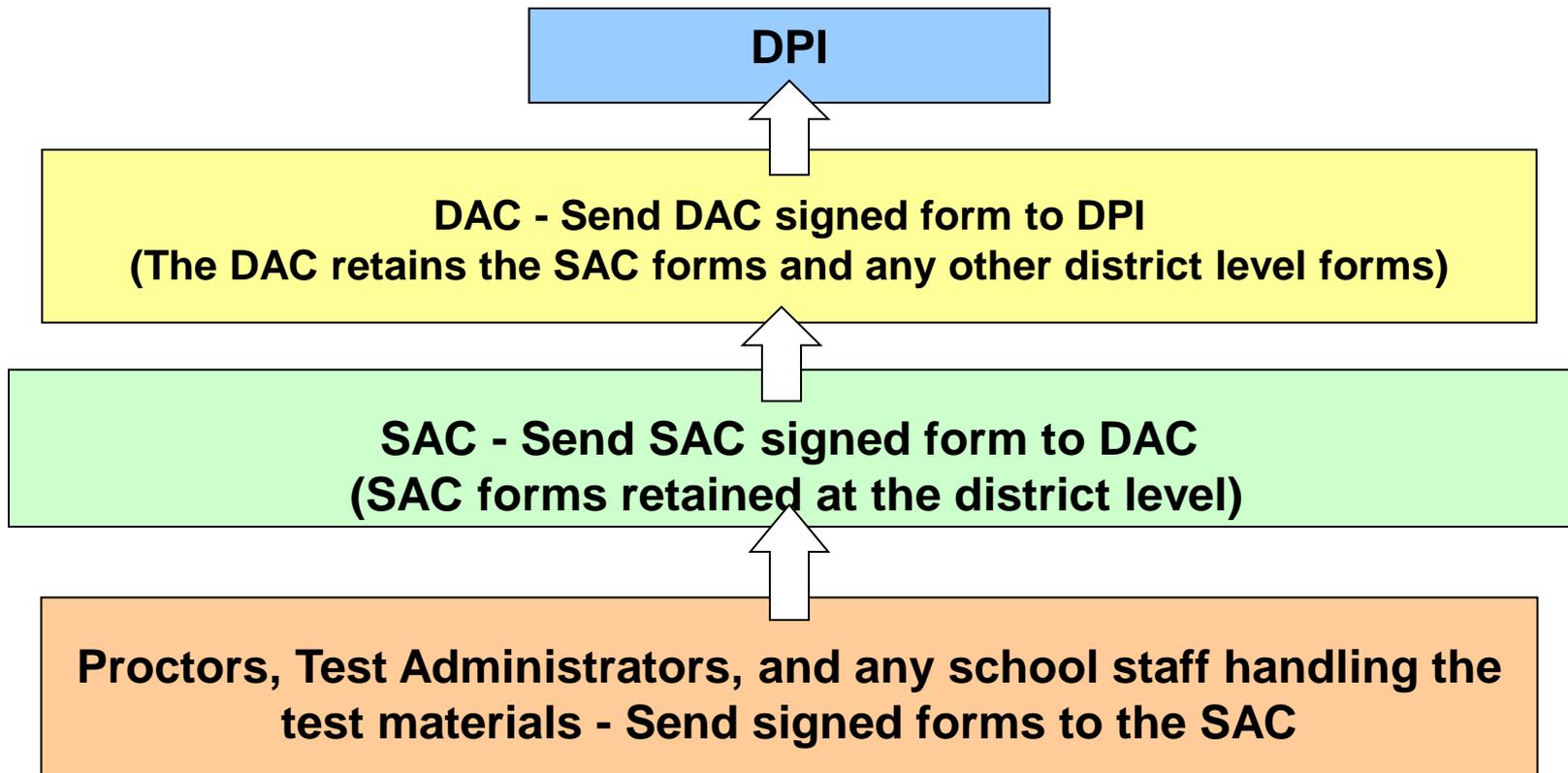
- State
- District
- School

Student Management

- Test Setup, including accommodations
- Test Administration

Reports

DPI HARD COPY CONFIDENTIALITY AGREEMENT FORMS FOR THE FORWARD EXAM



WISCONSIN FORWARD EXAM WEBPAGES



The Forward Exam Web Page – be sure to get to know these pages. This is your prime location for information regarding the Forward Exam.

- Calendar
- Resources (Manuals, Guides, etc.)
- Trainings (page coming soon)
- Accommodations and Supports
- Online Training Tool
- Test Security Resources
- FAQs
- Technology information
- Data and Results (later this year)

A screenshot of the Wisconsin Department of Public Instruction website's "Wisconsin Forward Exam" page. The page has a green header with the DPI logo and navigation tabs for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. A search bar is on the right. The main content area is titled "Wisconsin Forward Exam" and includes a sub-header "An online assessment for Wisconsin students, developed with Wisconsin educators." Below this is a blue graphic of the state of Wisconsin with "Wisconsin Forward Exam" written on it. To the right of the graphic is a section titled "Moving Forward" which states that the exam begins in spring 2016 and will be administered in English language arts and mathematics in grades 3 through 8, in science in grades 4 and 8, and in social studies in 4, 8, and 10. High school students in grades 9 through 11 will continue to take the ACT suite of exams. Below this is a section titled "A Local Vendor" which identifies Data Recognition Corporation (DRC) as the vendor. The page also features a left sidebar with a navigation menu including Assessment, Staff Directory, Wisconsin State Assessments, ACT High School Assessments, ACCESS for ELLs, DLM, Wisconsin Forward Exam (highlighted), Calendar, Resources, Accommodations and Supports, Practice Test and Sample Items, Test Security, Educator Involvement, FAQ, and Technology Requirements.

<http://dpi.wi.gov/assessment/forward>

FORWARD EXAM CALENDAR WEBPAGE



This is your timeline for the Forward Exam.

- You will have “key dates” in the DAC guide.
- If any dates change this is where you will find the most current information.

The screenshot shows the Wisconsin Department of Public Instruction website. The main content area is titled "Wisconsin Forward Exam Calendar". It features a calendar graphic with pushpins and a table of events. The "Calendar" link in the left sidebar is circled in red.

Year	Date	Event
2015	December 8-9	Forward Exam Item Review
2016	January 13	Accessibility Graphic Overview
	January 25-29	Forward Exam trainings (Invitation sent to District Assessment Coordinators)
	Week of January 25	eDIRECT is Available for DACs to enter additional users (not students)
	February 1	eDIRECT User Guide Available
	February 1	District Assessment Coordinator (DAC) Guide available
	February 1	Accessibility Guide available
	February 1	Recorded Accessibility Training available
	February 1	Secure browser release date (INSIGHT software release date)
	February 1	Testing Site Manager (TSM) (caching) software release date
	February	Recorded pretest workshop for posting on web

<http://dpi.wi.gov/assessment/forward/calendar>

FORWARD EXAM RESOURCES WEBPAGE



This is where you will find the general resources for the Forward Exam including:

- DAC Guide
- TAM
- Test Times/Sample Test Schedules
- Information Brochure for Families
- Sample Parent Letters
- Proctor Guidelines
- And more

A screenshot of the Wisconsin Department of Public Instruction's Forward Exam Resources webpage. The page has a blue header with the department's name and a search bar. A left sidebar contains a menu with items like "Assessment", "Staff Directory", and "Resources", which is circled in red. The main content area is titled "Wisconsin Forward Exam Resources" and features several sections: "Forward Exam Information for Families (2015-16 version)" with a "COMING SOON" badge, "Forward Exam Test Times" with a calendar icon, "Forward Exam Sample Test Schedules" with a table icon, and "Forward Exam Proctor Guidelines" with a person icon.

<http://dpi.wi.gov/assessment/forward/resource>

FORWARD EXAM ACCOMMODATIONS AND SUPPORTS WEBPAGE



This is where you will find guidance around accommodations and designated supports including:

- The Accessibility Guide
- Guidelines for Read Aloud
- Guidelines for Scribes
- Guidelines for Interpreters
- List of Bilingual word-for-word dictionaries
- And more

A screenshot of the Wisconsin Department of Public Instruction website, specifically the "Wisconsin Forward Exam Accommodations and Supports" page. The page features a navigation menu at the top with links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. A search bar is located on the right. The main content area is titled "Wisconsin Forward Exam Accommodations and Supports" and includes a paragraph explaining that state and federal laws require accommodations for students with disabilities. Below this, there are several sections with icons and titles: "Forward Accessibility Graphic Overview", "The Accessibility Guide", "Guidelines for Read Aloud", "Guidelines for Scribes", "Qualifications and Guidelines for Translators and Interpreters", and "Word-to-Word Bilingual Dictionaries Available for the Forward Exam". A sidebar on the left contains a list of links, with "Accommodations and Supports" circled in red. Other links in the sidebar include Assessment, Staff Directory, Wisconsin State Assessments, ACT High School Assessments, ACCESS for ELLs, DLM, Wisconsin Forward Exam, Calendar, Resources, Practice Test and Sample Items, Test Security, Educator Involvement, FAQ, Technology Requirements, NAEP, PALS, Badger Exam 3-8: A Smarter Balanced Assessment, WAA-SwD, WKCE, and Milwaukee Parental.

<http://dpi.wi.gov/assessment/forward/accommodations>

FORWARD EXAM ONLINE TRAINING TOOL WEBPAGE



This is where you can link to the Online Tools Training (OTT) if you are working outside of the TSM.

- Here anyone can access the OTT (parents, community members, etc.)
- The OTT is not accessible via Internet Explorer.

Please note - DRC will not be releasing any sample items.

A screenshot of the Wisconsin Department of Public Instruction website. The page title is "Wisconsin Forward Exam Practice Test and Sample Items". The left sidebar contains a list of links: Assessment, Staff Directory, Wisconsin State Assessments, ACT High School Assessments, ACCESS for ELLs, DLM, Wisconsin Forward Exam, Calendar, Resources, Accommodations and Supports, Practice Test and Sample Items (circled in red), Test Security, Educator Involvement, FAQ, and Technology Requirements. The main content area features a photo of students and a teacher looking at a computer screen. Below the photo, the text reads: "Online Training Tool", "The Wisconsin Online Training Tool will be available February 29, 2016.", and "The Online Training Tool (OTT) will give students the opportunity to practice with the tools available on the Forward Exam and work in the testing environment. It also gives them a chance to work with the different item types they will encounter on the exam. The OTT is not scored." At the bottom, it says "For questions about this information, contact osama@dpi.wi.gov".

<http://dpi.wi.gov/assessment/forward/sample-items>

FORWARD EXAM TEST SECURITY WEBPAGE



The Test Security webpage is where you will find:

- The Test Security Manual
- Test Security Training
- Incident Report Form
- Confidentiality Forms

A screenshot of the Wisconsin Department of Public Instruction website, specifically the "Wisconsin Forward Exam Test Security" page. The page has a green header with the department's logo and name. Below the header is a navigation bar with links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. The main content area is titled "Wisconsin Forward Exam Test Security" and includes sections for "Importance of Test Security", "Test Security Incident Report Forms", "Who Is Responsible for Test Security?", and "Wisconsin Test Security Manual (Coming Soon)". The "Test Security" link in the left sidebar is circled in red. The "Importance of Test Security" section states that the primary goal is to protect the integrity of the examination and to assure that results are accurate and meaningful. The "Test Security Incident Report Forms" section lists two forms: "Incident Report Form (fill-enable)" and "Incident Report Form (printable)". The "Who Is Responsible for Test Security?" section lists several roles, including District Administrators (DAs), District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), Students, parents, and the community at large, Certified and non-certified school staff, and Cooperative Educational Service Agency (CESA) staff. The "Wisconsin Test Security Manual (Coming Soon)" section includes a small image of the manual and text explaining its purpose: to ensure proper assessment and academic integrity by providing standardized conditions to all students.

<http://dpi.wi.gov/assessment/forward/security>

FORWARD EXAM FAQ WEBPAGE



The Frequently Asked Questions Webpage for the Forward Exam is updated throughout the testing window with new questions as they come up.

Be sure your staff is aware this resource is available.

A screenshot of the Wisconsin Department of Public Instruction's Forward Exam FAQ webpage. The page has a green header with the department's logo and name. Below the header is a navigation menu with links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. The main content area is titled "Forward Exam FAQ" and includes a search bar and a list of frequently asked questions. The "FAQ" link in the left sidebar is circled in red. The right sidebar contains a list of frequently asked questions and their answers.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Families & Students Schools & Educators Libraries Data & Media Search site

Assessment home » Wisconsin State Assessments » Wisconsin Forward Exam » Forward Exam FAQ

Forward Exam FAQ

Click on a main topic to search for your question:

- Accountability and Testing of students in Various Situations
- eDIRECT
- English Language Learners
- Grade Classification
- Hardware
- ISES
- Online Training Tool
- Scoring and Reporting
- Secure Browser INSIGHT
- Student Data
- Student Transfers
- Students with Disabilities
- Technology
- Test Administration
- Test Guides and Manuals
- Test Security
- Testing Site Manager (TSM)
- Training
- Usability, Accessibility and Accommodations

Accountability and Testing of Students in Various Situations:

Q. Do I need to test students who are migrant or homeless?

A. Yes. All students enrolled at the time of testing must be assessed.

Q. Do I need to test a student who was expelled or suspended from school for the duration of the testing window?

A. Yes. The district/school is responsible for testing any expelled or suspended student who remains enrolled in the district during the testing window. They should be considered the same as any other student in your school.

Q. I have completed all testing in my school/district and a new student moves in. Do I

OSA
Office of School Assessment

Assessment

Staff Directory

Wisconsin State Assessments

ACT High School Assessments

ACCESS for ELLs

DLM

Wisconsin Forward Exam

Calendar

Resources

Accommodations and Supports

Practice Test and Sample Items

Test Security

Educator Involvement

FAQ

Technology Requirements

NAEP

PALS

Badger Exam 3-8: A Smarter Balanced Assessment

WAA-SWD

WKCE

Milwaukee Parental

<http://dpi.wi.gov/assessment/forward/faq>

FORWARD EXAM TECHNOLOGY REQUIREMENTS WEBPAGE



You will be able to find all technology related information here including:

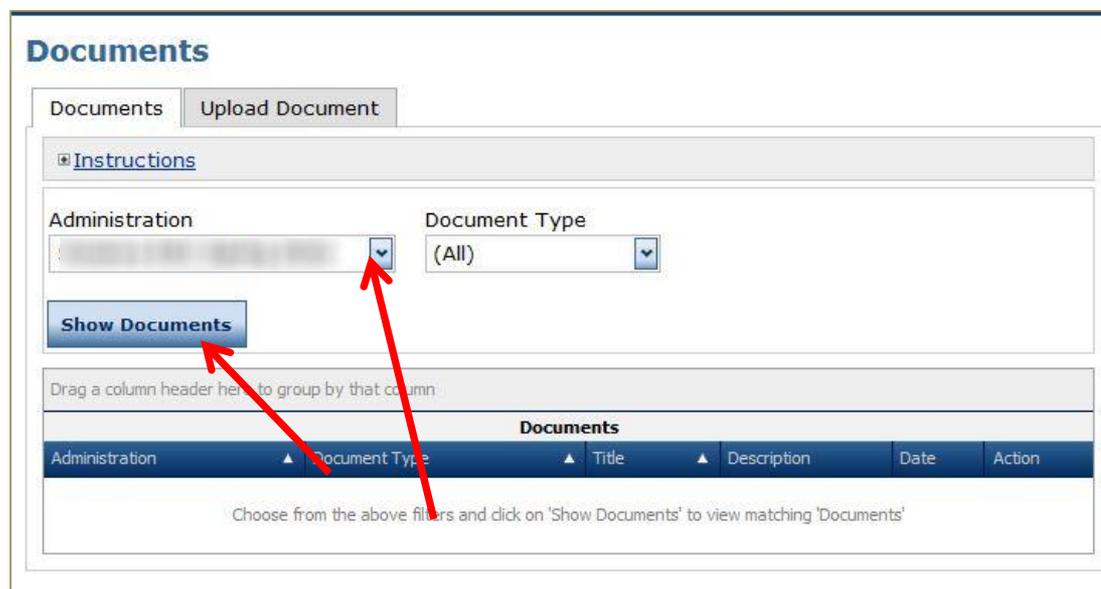
- System requirements
- Technology Coordinator Checklist
- And more

A screenshot of the Wisconsin Department of Public Instruction website, specifically the "Wisconsin Forward Exam Technology Requirements" page. The page features a navigation menu at the top with links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. A search bar is located on the right side of the navigation menu. The main content area is titled "Wisconsin Forward Exam Technology Requirements" and includes a sub-header "DRC eDIRECT for the Forward Exam is not yet accessible. At the end of January DACs will receive notification that they have access to eDIRECT and may then go in and add additional users (not students).". Below this, there are three sections: "System Requirements", "District Technology Coordinator Checklist", and "Technology Overview". The "System Requirements" section lists items such as Operating systems and levels, Hardware devices, Processor, disk space, and memory, Screen size and resolution, and Certain testing accommodations. The "District Technology Coordinator Checklist" section states that the checklist contains tasks required for successful implementation and is intended to be used in conjunction with the Technology User Guide (available January 2016). The "Technology Overview" section describes the presentation as a basic overview of the technology for the Wisconsin Forward Exam and lists streaming and downloadable versions. A sidebar on the left contains a list of links, with "Technology Requirements" circled in red. Other links in the sidebar include Assessment, Staff Directory, Wisconsin State Assessments, ACT High School Assessments, ACCESS for ELLs, DLM, Wisconsin Forward Exam, Calendar, Resources, Accommodations and Supports, Practice Test and Sample Items, Test Security, Educator Involvement, FAQ, NAEP, PALS, Badger Exam 3-8: A Smarter Balanced Assessment, WAA-SwD, WKCE, and Milwaukee Parental.

<http://dpi.wi.gov/assessment/forward/technology>

eDIRECT DOCUMENTS

- The **Documents** section contains how-to information. You do NOT need to log in to eDIRECT to access documents.
- Click on **General Information** and select **Documents**.
- Select **Administration** and click **Show Documents**.
- Access Online and Accommodated TAMs, INSIGHT Technology User Guide, Technology Readiness Checklist, Presentations.
- PLEASE NOTE - All resources available on eDIRECT can also be found on the DPI Forward Exam Webpage plus additional documents, forms, and trainings.



A screenshot of the "Documents" page. At the top, there are tabs for "Documents" and "Upload Document". Below this is a section titled "Instructions" containing two dropdown menus: "Administration" and "Document Type" (set to "(All)"). A blue "Show Documents" button is positioned below the filters. A table with columns "Administration", "Document Type", "Title", "Description", "Date", and "Action" is shown below. A red arrow points to the "Administration" dropdown, another red arrow points to the "Show Documents" button, and a third red arrow points to the "Document Type" dropdown. At the bottom, a message reads: "Choose from the above filters and click on 'Show Documents' to view matching 'Documents'".

eDIRECT MANAGE USERS



- Manage own account
- Add new users
- Edit permissions
- Re-set passwords
- Inactivating/activating users



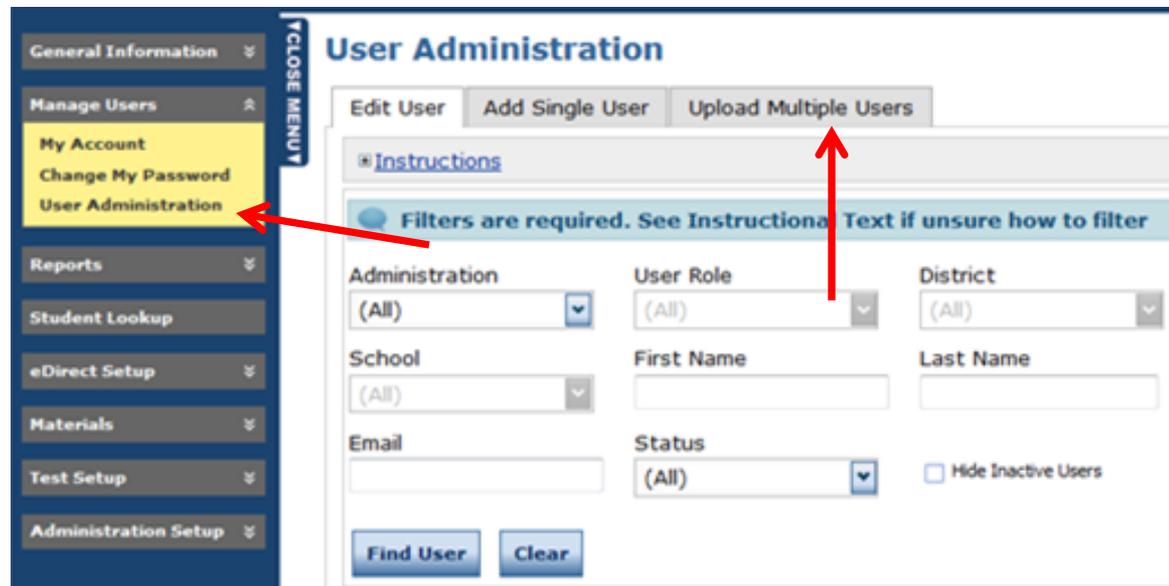
ADD/UPLOAD NEW USERS & USER ROLES



- District Assessment Coordinators (DACs) will be uploaded by the State into eDIRECT and assigned permissions for the 2016 Forward Exam.
 - DACs must add new district and school level users within eDIRECT.
 - DACs will begin receiving permissions the week of January 25.

UPLOAD MULTIPLE USERS

- To add more than one user at a time, you can create a file to upload.
- Select **Manage Users – User Administration**.
- Click on the **Upload Multiple Users** tab.



The screenshot displays the 'User Administration' interface. On the left, a vertical 'CLOSE MENU' sidebar contains several options: 'General Information', 'Manage Users', 'My Account', 'Change My Password', 'User Administration', 'Reports', 'Student Lookup', 'eDirect Setup', 'Materials', 'Test Setup', and 'Administration Setup'. The 'User Administration' option is highlighted in yellow, and a red arrow points to it from the right. The main content area is titled 'User Administration' and features three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is selected, and a red arrow points to it from the left. Below the tabs, there is a section for filters with the text 'Filters are required. See Instructional Text if unsure how to filter'. The filter section includes dropdown menus for 'Administration' (set to '(All)'), 'User Role' (set to '(All)'), and 'District' (set to '(All)'). There are also input fields for 'School' (set to '(All)'), 'First Name', and 'Last Name'. Below these are input fields for 'Email' and 'Status' (set to '(All)'), and a checkbox for 'Hide Inactive Users'. At the bottom of the filter section are 'Find User' and 'Clear' buttons.

UPLOAD MULTIPLE USERS



- Reference the **File Layout** and **Sample File** for information on file layout and required fields.
- Select the **Administration** and browse for the file you have created.
- Click **Upload**.
- If the file contains errors, correct them and upload again. You will see a confirmation screen letting you know the records were added successfully.

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](#)

To add more than one user at a time, you can create a file to upload. Please reference the [file layout PDF](#) for information on file layout and required fields.

When you have your file ready to upload, simply browse for the file on your computer and once selected, click the 'Upload' button. If any of the records on the file contain an error, the record(s) with errors will display on the screen indicating what needs to be corrected.

No users will be added to the system until all errors on the file are corrected. Once corrected, upload the file again. You will see a confirmation screen letting you know that all records from the file were added successfully.

* Indicates required fields

Administration
(Select) *

File
Browse... *

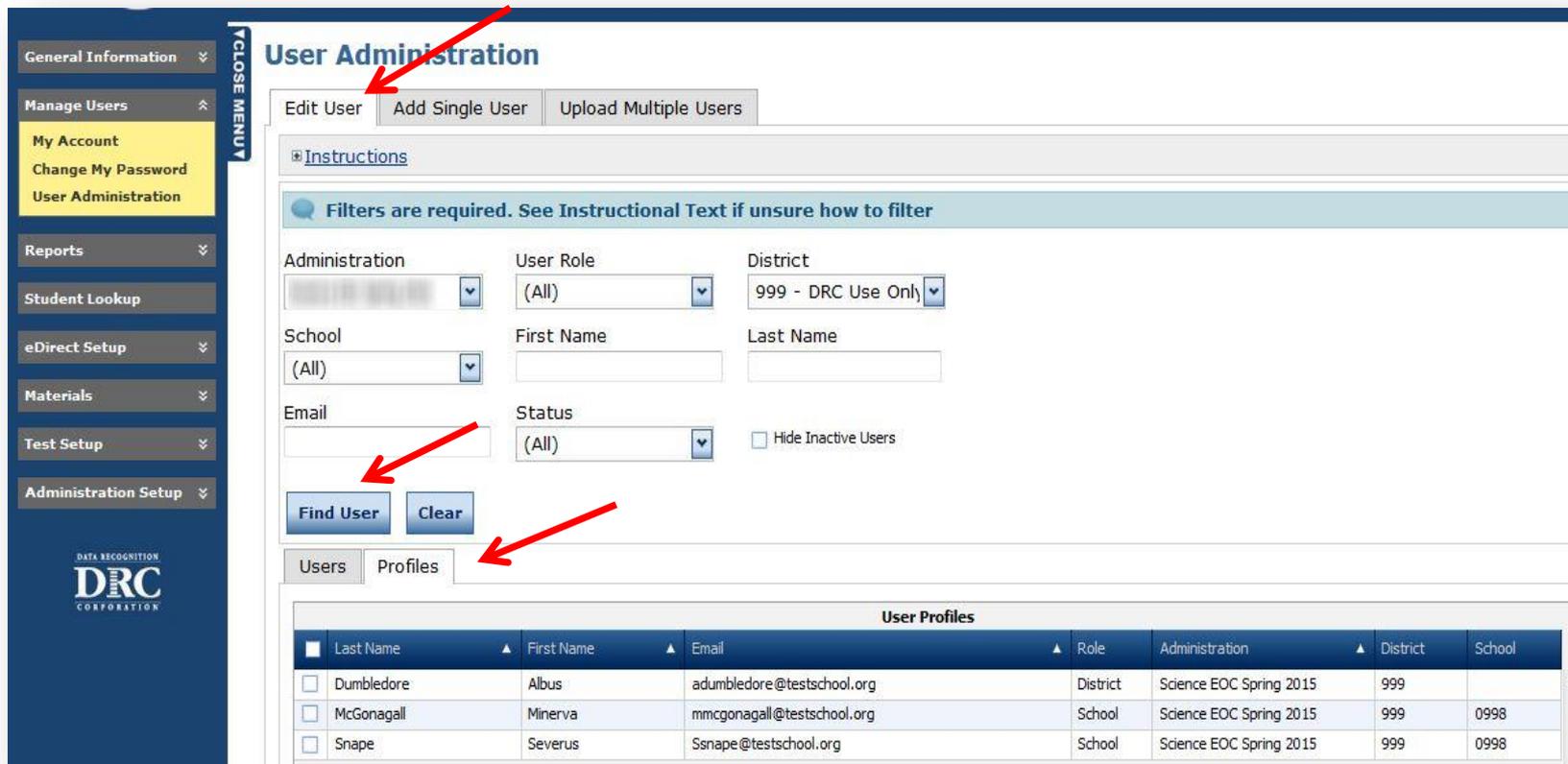
Upload

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.							

UPLOAD MULTIPLE USERS

- Under **User Administration** in the **Edit User** tab, choose the administration in which the accounts were created.
- Filter to find the user(s), click **Find User**, and select the **Profiles** tab.



The screenshot shows the 'User Administration' interface. The 'Edit User' tab is selected, and the 'Upload Multiple Users' button is visible. The 'Find User' button is highlighted with a red arrow. The 'Profiles' tab is also highlighted with a red arrow. The 'User Profiles' table is displayed below the filters.

	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Dumbledore	Albus	adumbledore@testschool.org	District	Science EOC Spring 2015	999	
<input type="checkbox"/>	McGonagall	Minerva	mmcgonagall@testschool.org	School	Science EOC Spring 2015	999	0998
<input type="checkbox"/>	Snape	Severus	Ssnape@testschool.org	School	Science EOC Spring 2015	999	0998

UPLOAD MULTIPLE USERS

Users Profiles

User Profiles

<input type="checkbox"/>	Last Name ▲	First Name ▲	Email ▲	Role	Administration ▲	District	School
<input type="checkbox"/>	Moore	Charles	cmoore@datarecognitioncorp.com	EPM			
<input checked="" type="checkbox"/>	Murray	Emily	emurray@datarecognitioncorp.com	EPM			
<input type="checkbox"/>	Robertson	Aaron	arobertson@datarecognitioncorp.com	EPM			
<input checked="" type="checkbox"/>	Sanders	Elma	esanders@datarecognitioncorp.com	EPM			
<input type="checkbox"/>	Sharp	Donald	dsharp@datarecognitioncorp.com	EPM			
<input type="checkbox"/>	Singh	Shivanie	ssingh@datarecognitioncorp.com	EPM			
<input checked="" type="checkbox"/>	Skarohlid	Lori	lskarohlid@datarecognitioncorp.com	EPM			
<input type="checkbox"/>	Smith	Aaron	ASmith@datarecognitioncorp.com	EPM			
<input type="checkbox"/>	Wille	Mary	mwille@datarecognitioncorp.com	EPM			
<input checked="" type="checkbox"/>	Young	Chris	cyoung@datarecognitioncorp.com	EPM			

23 Item(s) Displayed

Copy to New Administration **Assign Permissions** **Remove Permissions**

Select multiple users and add or remove single or multiple permissions to selected users.



EDIT MULTIPLE USERS

Users Profiles

	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>	DTC	Ima	imadtc@email.com	District Technology Coordinator	Alabama - Spring 2014	99999	
<input checked="" type="checkbox"/>	User	Ima	imauser@email.com	Test Administrator	Alabama - Spring 2014	99999	

2 Item(s) Displayed

[Copy to New Administrations](#) [Assign Permissions](#)

Remove Permissions

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

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

Permissions to Remove

Assigned Permissions

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Administrator - Superuser
- Administrator - View Error Details
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Maintain Administration
- Maintain Administration - Copy Admin

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.

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

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Maintain Administration
- Maintain Administration - Edit Application
- Materials - Additional - Manage
- Materials - Additional - Primary Window

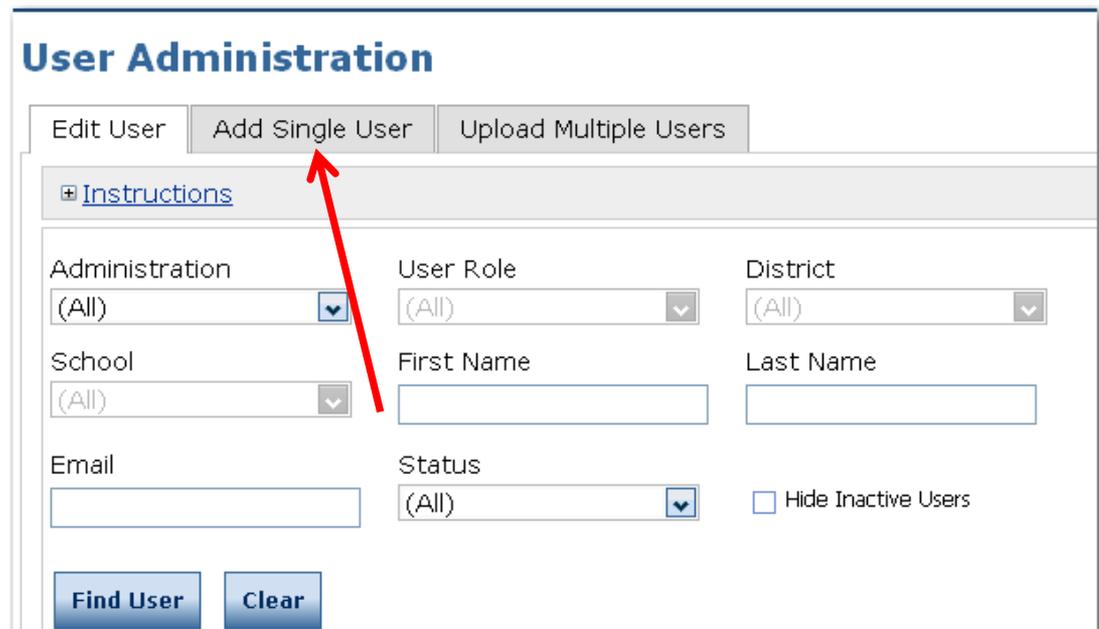
Assigned Permissions

To see the description, select a permission

[Save](#) [Cancel](#)

ADD A SINGLE USER

- Click on Manage Users on the left main menu.
- Click on User Administration.
- Select the Add Single User tab on the screen.



A screenshot of the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. A red arrow points to the 'Add Single User' tab. Below the tabs is a section titled 'Instructions'. The form contains several fields: 'Administration' (dropdown menu), 'User Role' (dropdown menu), 'District' (dropdown menu), 'School' (dropdown menu), 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), 'Status' (dropdown menu), and a checkbox for 'Hide Inactive Users'. At the bottom, there are two buttons: 'Find User' and 'Clear'.

ADD A SINGLE USER



- Select the appropriate administration.
- Enter user's first and last name and Email address.
- Enter User Role.
 - District or School

District Users can manage all students in their district.
School Users can manage all students in their school.

NOTE: District Assessment Coordinators may not assign DAC permissions to another user. There should be only ONE DAC user per district.

A screenshot of the "User Administration" web interface. The "Add Single User" tab is selected. The form contains several fields: "First Name" (Albus), "Middle Initial" (empty), "Last Name" (Dumbledore), "Email Address" (adumbledore@testschool.org), "Administration" (dropdown menu), "User Role" (District), "District" (999 - DRC Use Only - Sa), and "School" ((All)). Red asterisks indicate required fields. The "Administration" dropdown is currently set to "District".

ADD A SINGLE USER



- Edit Permissions
- “Permission sets”
 - Groups of permissions commonly assigned to a role.
- Add or remove individual permissions to users
- Click Save.
- An email will be sent to the user with login instructions.
 - User has 10 days to log in or password will expire. User must contact DAC or Help Desk to reset password.

The screenshot shows the 'Edit Permissions' interface. At the top, it says '* Indicates required fields'. Below this are several dropdown menus: 'Administration' (set to 'Summative Grade-Level As'), 'User Role' (set to 'State'), 'District' (set to '(All)'), and 'School' (set to '(All)'). There is also a 'Permission-set' dropdown set to 'State-Secondary Permissions'. A tip box states: 'Tip: When you select a permission, its description will display below the list'. Below the tip are two columns: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' list includes items like 'Administrator - Mass Assign Role', 'Documents - Delete', 'Documents - Upload', 'eDIRECT Setup - Document and Report Ty', 'Enrollment - Secondary Window', 'Maintain Administration', 'Maintain Administration - Edit Application', 'Materials - Intercept', 'Online Testing - Secured Resources', 'Online Testing Statistics', and 'Reports - Manage'. The 'Assigned Permissions' list includes 'Administrator', 'Administrator - Set Password', 'Documents - View', 'Enrollment - Primary Window', and 'Manage Shipments'. At the bottom, there are 'Save' and 'Cancel' buttons.

EDIT SINGLE USER

- Under the **Action** column, use the **View/Edit** icon to:
 - Update contact information
 - View/add/remove permissions
 - Change password
- Click the **Reset Users** icon to reset users that have been locked out or forgotten their password.
- Click the **Inactivate** icon to inactivate/activate users.
 - Users will not receive an email when they are inactivated.

Users		Profiles		
User Accounts				
Last Name	First Name	Email Address	Status	Action
User	Sample	sampleuser@noemail.com	Active	  



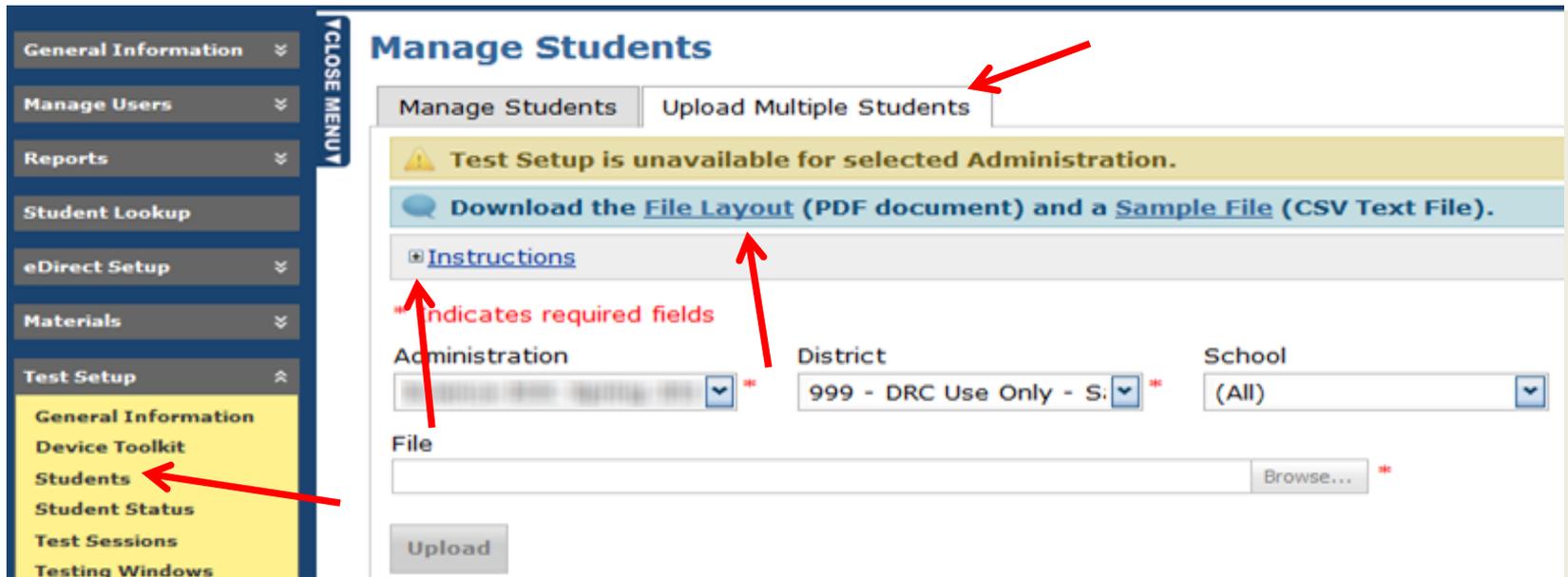
UPLOAD MULTIPLE STUDENTS



- DPI will upload student data into eDIRECT for all public school districts. Parental Choice schools will need to upload all of their student data.
- Districts will be responsible for adding new students to eDIRECT for testing and reporting.
- Students may be added and edited using the Upload Multiple Students functionality.
- Students may be added and edited manually in eDIRECT. It is recommended that Upload Multiple Students be used whenever possible for complete and accurate student data.
- Upload Multiple Students is available from the day Test Setup opens in eDIRECT (March 7) through the end of the testing window.

UPLOAD MULTIPLE STUDENTS – FILE LAYOUT AND SAMPLE FILE

- Once logged into eDIRECT, go to **Test Setup** in the left menu. Select **Students**.
- Click on the **Upload Multiple Students** tab.
- Links to the **File Layout** and **Sample File** are available.
- Access additional instructions by clicking the + box next to **Instructions**.



Manage Students

Manage Students | Upload Multiple Students

⚠ 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: [Dropdown] ** District: 999 - DRC Use Only - S: [Dropdown] ** School: (All) [Dropdown]

File: [Input] Browse... **

Upload

UPLOAD MULTIPLE STUDENTS - FILE LAYOUT



- The **File Layout** provides information on the file layout and requirements.
- Use this as a guideline for completing your Upload Multiple Students file.

Wisconsin Upload Multiple Student File Layout

General

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- 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 **F**ile, then **S**ave **A**s...
 - 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 **S**ave on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	District Number	10	<ul style="list-style-type: none"> • Alpha/Numeric • 0-9, T; leading zero(s) required 	<p>Required (not blank)</p> <p>Public format: 03DDDD0000 (for public school districts) 49DDDD0000 (for non-district charters)</p> <p>Private Choice format: 13SSSS0000 (for individual choice schools) OR 13T1##0000 (for choice school systems)</p> <p>DDDD = 4-digit DPI assigned district code SSSS = 4-digit DPI assigned school code T1## = 4-character DPI assigned choice school system code</p> <p>Must be 10 char/digits exactly Must exist in EPIC for the district specified</p> <p><i>Direct questions about public district codes to Phil Cranley. philip.cranley@dpi.wi.gov</i></p> <p><i>Direct questions about choice school and choice school system codes to Duane Dorn. duane.dorn@dpi.wi.gov</i></p> <p>Required (not blank)</p>

UPLOAD MULTIPLE STUDENTS – SAMPLE FILE



- Use the sample file to help build your upload file.

District Number	School Number	EDUID	Student Last Name	Student First Name	Student Middle Name	Student Date of Birth	Student Gender	Student Grade	Student Ethnicity Code	[ScienceS
1	2	123456789	ISATAnderson	Melinda	Renee	5/13/2005	F	5	1	
1	2	123456781	ISATCarlson	Ross	Everett	8/22/2004	M	5	2	
1	4	123456782	ISATSmith	Jorden	Cole	10/10/2002	M	7	3	
1	4	123456783	ISATMalley	Lucy	Lee	3/6/2003	F	7	4	
1	7	123456784	EOCStevens	Cody		4/12/2000	M	10	5	
1	7	123456785	EOCRoberts	Rita	M	11/8/1998	F	12	6	

UPLOAD MULTIPLE STUDENTS – UPLOAD FILE

- When the file is ready to upload, click on the **Browse** button to select the file.
- Once the file is selected, click the **Upload** button.
- A message will display indicating that the upload is in process.



* Indicates required fields

Administration * District 999 - DRC Use Only - S: * School (All)

File Browse... *

Upload

The screenshot shows a web form for uploading a file. At the top, a red asterisk indicates required fields. Below this, there are three dropdown menus: 'Administration' (with a red asterisk), 'District' (set to '999 - DRC Use Only - S:' with a red asterisk), and 'School' (set to '(All)'). Below these is a 'File' section with a text input field and a 'Browse...' button (with a red asterisk). At the bottom left is an 'Upload' button. Two red arrows point to the 'Browse...' button and the 'Upload' button.

- If no errors are found in the file, the file will be accepted and all records will be uploaded.
- If errors are found in the file, click on **error reports** to view a report. Correct the errors and upload the file again.
- Records that were previously loaded successfully do not have to be removed, but large amounts of data may result in longer processing times.
- Click on **Student File** to view a copy of the last file that was uploaded.

ADD STUDENTS MANUALLY TO eDIRECT

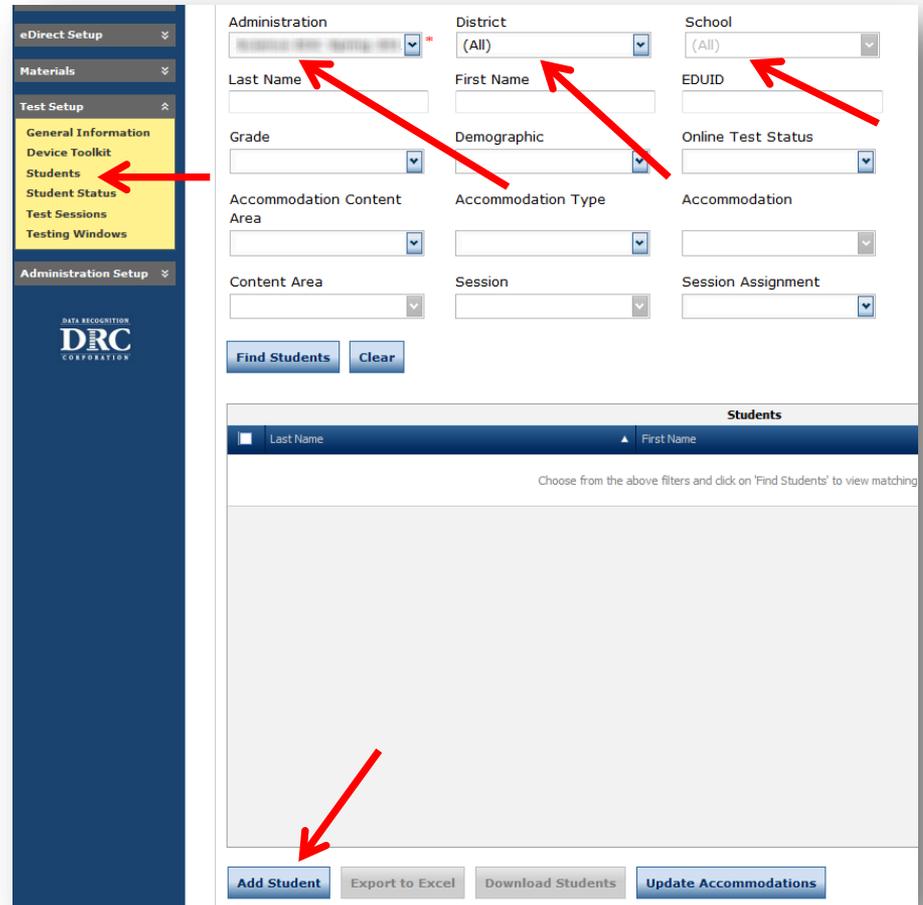


- Students may be added manually to eDIRECT.
- eDIRECT will be the sole source of student information used for reporting, so **data will appear on reports as it appears in eDIRECT.**

Please double check your student information for accuracy!

ADD STUDENTS MANUALLY TO eDIRECT

- Under **Test Setup – Students**, enter the appropriate **Administration, District, and School**.
- Scroll down to the bottom of the page and click the **Add Student** button.



The screenshot shows the eDIRECT web application interface. On the left is a sidebar menu with the following items: eDirect Setup, Materials, Test Setup (expanded), General Information, Device Toolkit, Students (highlighted with a red arrow), Student Status, Test Sessions, and Testing Windows. Below the menu is the DRC logo. The main content area contains a form with the following fields:

- Administration: [Dropdown menu]
- District: (All) [Dropdown menu]
- School: (All) [Dropdown menu]
- Last Name: [Text input]
- First Name: [Text input]
- EDUID: [Text input]
- Grade: [Dropdown menu]
- Demographic: [Dropdown menu]
- Online Test Status: [Dropdown menu]
- Accommodation Content Area: [Dropdown menu]
- Accommodation Type: [Dropdown menu]
- Accommodation: [Dropdown menu]
- Content Area: [Dropdown menu]
- Session: [Dropdown menu]
- Session Assignment: [Dropdown menu]

Below the form are two buttons: Find Students and Clear. Below the form is a table header with columns Last Name and First Name. Below the table is a large empty area. At the bottom of the page are four buttons: Add Student (highlighted with a red arrow), Export to Excel, Download Students, and Update Accommodations.

ADD STUDENTS MANUALLY TO eDIRECT



- In the **Add Student** window, fill in the required fields.
- Populate the **Accommodations**, **Demographics**, and **Testing Codes** tabs with applicable information.
- Click **Save**.

Students must be added to a test session **before** testing.

The screenshot shows the "Add Student" form in the eDIRECT system. The form has a blue header with the title "Add Student". Below the header is a tabbed interface with four tabs: "Instructions", "Student Detail", "Accommodations", "Demographics", and "Testing Codes". The "Instructions" tab is currently selected and contains a red asterisk followed by the text "* Indicates required fields". Below this, there are four input fields: "Last Name", "First Name", "Middle Initial", and "EDUID", each with a red asterisk to its right. The "Student Detail" tab is selected and contains several fields: "Administration" (a dropdown menu), "District" (a dropdown menu with the value "999 - DRC Use Only - Sar"), "School" (a dropdown menu with the value "0998 - DRC Use Only - EI"), "Date of Birth" (a text input field with a red asterisk and the format "(mm/dd/yyyy)" below it), "Grade" (a dropdown menu with the value "(Select)"), and "Gender" (a dropdown menu with the value "(Select)"). At the bottom of the form are three buttons: "Save", "Save & Add Another", and "Cancel".

TRANSFERRING STUDENTS IN eDIRECT



If ...	then ...
a student needs to be moved into a different test session in the same school...	edit the student's profile by moving the student to a new test session.*
a new student moves into the district...	add the new student in eDIRECT. Then assign the student to the appropriate test session(s).* NOTE: If the DAC is unable to add the new student, the DAC must contact the WI Help Desk.
a student moves out of the district prior to or during the district test administration window...	remove the student from any test session in eDIRECT. Do not log into the test and do not mark any status code(s) for the student.*
a student moves from one building to another building within the same district...	the DAC should edit the student's information in eDIRECT before the student begins testing so that the student's scores report to the correct building. The DAC must move the student to a different test session in eDIRECT.*

Refer to the DAC/SAC Guide for more information.

SOFTWARE DOWNLOADS

- Downloads available February 1st (eDIRECT)
 - Test Setup–General Information–Downloads
- Order is important!
 - Testing Site Manager (TSM)
 - Remember to download Text to Speech (TTS) content here, if applicable.
 - INSIGHT
- Technology Coordinators should review the Technology User Guide and the Technology Readiness Checklist posted on eDIRECT before beginning installation.

Test Setup General Information

About Downloads Tutorials

[Instructions](#)

Software Downloads

Testing Software Downloads					
Title	Platform	Operating Systems	Version	Size	Action
Windows Installer	Windows	XP SP1+, Vista, 7, Server 2003, Server 2008	2013.3.4.1526	62.6 MB	 
Macintosh Installer	Mac OS	10.5, 10.6, 10.7, 10.8	2013.3.4.1526	17.6 MB	 
Linux Installer	Linux	Ubuntu 12.04 with Gnome 3.4	2013.3.4.1526	42.8 MB	 



ACCESSIBILITY



Accessibility features are available for all tests.

Students must be marked for a designated support or accommodation in eDIRECT BEFORE beginning the test.

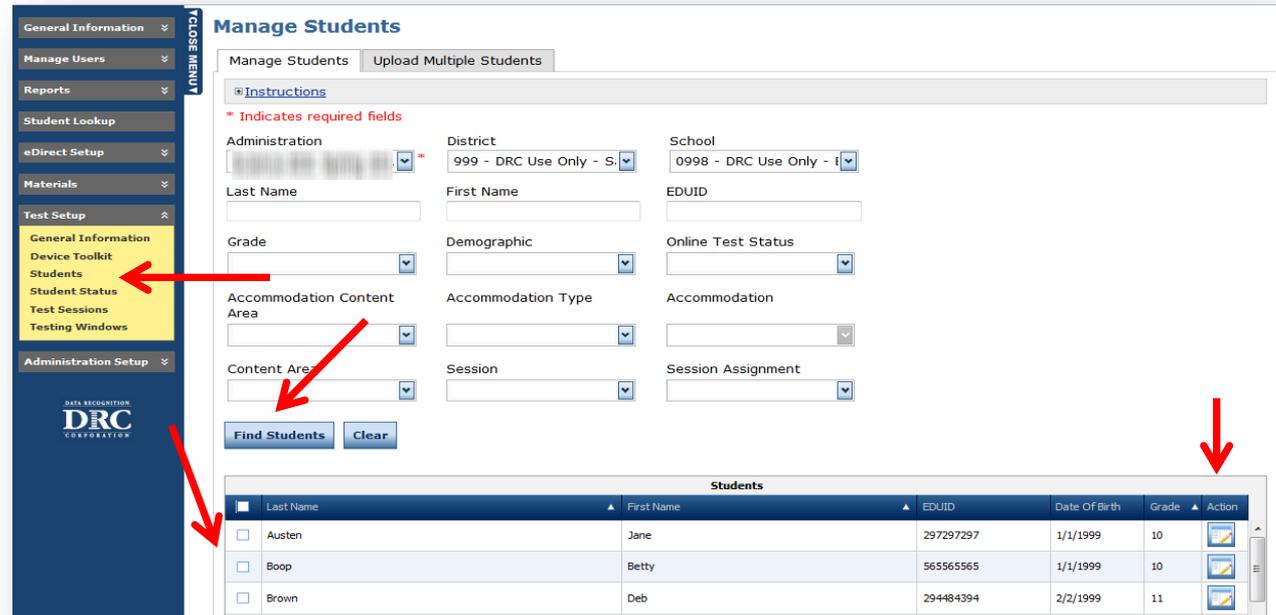
Students will then have an indicator on the Test Tickets showing they should receive accessibility features during the exam.

The Accessibility Guide provides guidance on the use of the following:

- Text-to-Speech
- Spanish
- Video Sign Language – online delivery for American Sign Language (ASL)
- Braille

SETTING UP ACCOMMODATIONS AND SUPPORTS IN eDIRECT

- Under **Test Setup – Students**, select the **Administration** and filter to find the student(s). Click **Find Students**.
- Assign accommodations to a single student by clicking **View/Edit** under the **Action**.
- Assign accommodations to multiple students by selecting multiple students by checking the boxes to the left of the last name and select the **Update Accommodations** button at the bottom of the page.



Manage Students

Management Tools: Manage Students | Upload Multiple Students

Instructions

* Indicates required fields

Administration: [Dropdown] * | District: 999 - DRC Use Only - S | School: 0998 - DRC Use Only - I

Last Name: [Text] | First Name: [Text] | EDUID: [Text]

Grade: [Dropdown] | Demographic: [Dropdown] | Online Test Status: [Dropdown]

Accommodation Content Area: [Dropdown] | Accommodation Type: [Dropdown] | Accommodation: [Dropdown]

Content Area: [Dropdown] | Session: [Dropdown] | Session Assignment: [Dropdown]

Buttons: Find Students | Clear

Students						
	Last Name	First Name	EDUID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Austen	Jane	297297297	1/1/1999	10	[View/Edit]
<input type="checkbox"/>	Boop	Betty	565565565	1/1/1999	10	[View/Edit]
<input type="checkbox"/>	Brown	Deb	294484394	2/2/1999	11	[View/Edit]

Update Accommodations

ACCOMMODATIONS IN eDIRECT



- In the **Accommodations** tab, mark the student's accommodation(s) under the appropriate content area.
- Click **Save**.

Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

Instructions

Update Mode

Assign Accommodations

Remove Accommodations

Accommodations			
Type	Accommodation	ELA	Mathematics
Online	Color Choices [CC]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Contrasting Color [CTC]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Reverse Contrast [RC]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Text-to-Speech [TTS]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Bilingual Dictionary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	Magnification	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Noise Buffers	<input type="checkbox"/>	<input type="checkbox"/>

10 Item(s) Displayed

Save **Cancel**

Edit Student

Instructions

* Indicates required fields

Last Name: Dickens * First Name: Charles * Middle Initial: M EDUID: 125125125 *

Student Detail | **Accommodations** | Demographics | Testing Codes | Test Sessions

Accommodations						
Type	Accommodation	ELA	Mathematics	Science	Social Studies	
Online	Color Choices [CC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Contrasting Color [CTC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Reverse Contrast [RC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Text-to-Speech [TTS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard	Bilingual Dictionary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Standard	Magnification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard	Noise Buffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10 Item(s) Displayed

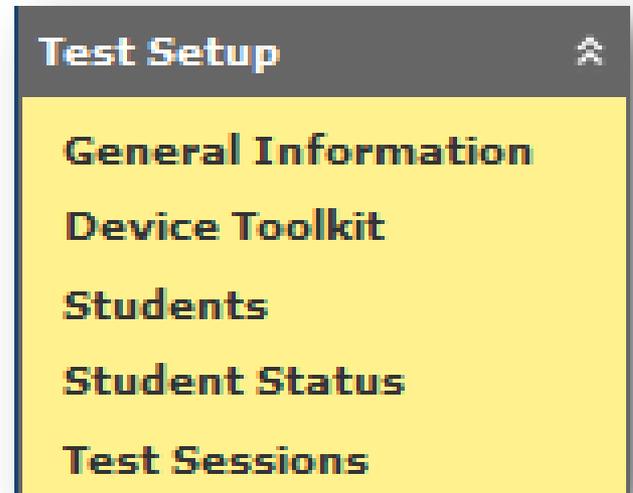
Save **Cancel**

TEST SETUP TAB



Available March 7th

- Test Setup is where eDIRECT users can:
 - upload new students
 - search for students
 - edit student information
 - view student status
 - add or edit accommodations and testing codes.
 - oversee test session management
 - print Test Rosters and Test Tickets.



STUDENT INFORMATION



- To access your uploaded student data, go to **Test Setup** and select **Students** to access the **Manage Students** screen.
- Select the appropriate administration and use filters desired.
- Click **Find Students**.
- A list of uploaded students will appear in the **Students** window.

The screenshot shows the "Manage Students" interface. On the left is a vertical navigation menu with a "CLOSE MENU" button at the top. The menu items are: General Information, Manage Users, Reports, Student Lookup, eDirect Setup, Materials, Test Setup, General Information, Device Toolkit, Students (highlighted in yellow with a red arrow), Student Status, Test Sessions, Testing Windows, and Administration Setup. The main content area is titled "Manage Students" and has two tabs: "Manage Students" (selected) and "Upload Multiple Students". Below the tabs is an "Instructions" section with a red asterisk indicating required fields. The form contains several fields: Administration (with a red asterisk and a red arrow pointing to it), District, School, Last Name, First Name, EDUID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment. At the bottom of the form are "Find Students" and "Clear" buttons, with a red arrow pointing to the "Find Students" button. Below the form is a table titled "Students" with columns for "Last Name" and "First Name". The table contains one row with the last name "Adams" and the first name "Lee".

Last Name	First Name
Adams	Lee

STUDENT INFORMATION

- From the **Manage Students** screen, users can view or edit student information as well as add students.
- To view or edit student information, click the **View/Edit**  icon for the student.

Students						
<input type="checkbox"/>	Last Name	First Name	EDUID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Austen	Jane	297297297	1/1/1999	10	
<input type="checkbox"/>	Boop	Betty	565565565	1/1/1999	10	
<input type="checkbox"/>	Brown	Deb	294484394	2/2/1999	11	
<input type="checkbox"/>	Christie	Agatha	125125131	1/1/2003	10	
<input type="checkbox"/>	Dickens	Charles	125125125	4/2/1998	10	
<input type="checkbox"/>	Drew	Nancy	497497497	1/1/2000	10	
<input type="checkbox"/>	Eight	Dorothy	125125164	10/28/1996	11	
<input type="checkbox"/>	Eight	Louisa	125125167	10/28/1996	11	
<input type="checkbox"/>	Eight	Mary	125125161	1/1/2003	12	
<input type="checkbox"/>	Eight	Monica	125125158	11/6/1997	12	
<input type="checkbox"/>	Everdeen	Katniss	397397397	1/1/1998	12	

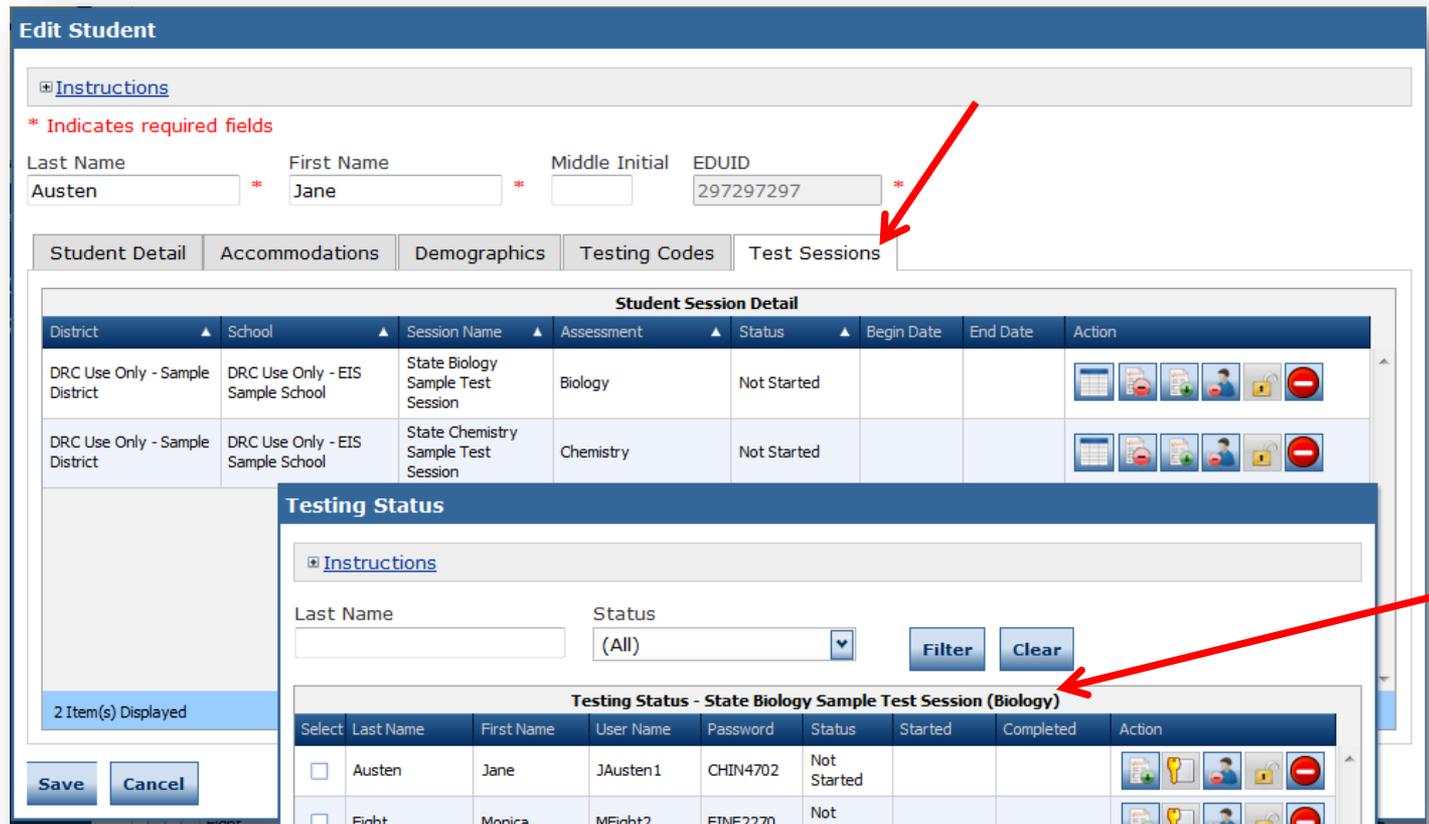
Page 1 of 1 (47 items) < Prev **1** Next >

[Add Student](#) [Export to Excel](#) [Download Students](#) [Update Accommodations](#)

STUDENT INFORMATION

- Within **Edit Student**, a student's accommodations, demographics, testing codes, and test sessions may be viewed or edited.
- From the **Test Sessions** tab, you may click **Edit/Print Ticket Status** to view the student's testing status, user name, and password.

Hover over the "completed" column to see how many questions a student attempted. This feature DOES NOT indicate how many questions were answered correctly.



Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Austen * First Name: Jane * Middle Initial: EDUID: 297297297 *

Student Detail Accommodations Demographics Testing Codes **Test Sessions**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Biology Sample Test Session	Biology	Not Started			
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Chemistry Sample Test Session	Chemistry	Not Started			

Testing Status

[Instructions](#)

Last Name: Status: (All) **Filter** **Clear**

2 Item(s) Displayed

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Austen	Jane	JAusten1	CHIN4702	Not Started			
<input type="checkbox"/>	Eight	Monica	MEight2	FINE2270	Not Started			



NOT TESTED CODES



Students who are unable to test due to long term absence, medical reasons, parental opt out must be coded in eDIRECT.

Not Tested Codes are **required** for all students who are unable to test.

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial EDUID *

Student Detail | Accommodations | Demographics | **Testing Codes** | Test Sessions

		Biology
Not Tested/Invalid/Withdrawn	<input type="text"/> <ul style="list-style-type: none"> Parent Opt-out Significant Medical Recent Trauma Invalidated Absent for Entire No Longer Enrolle Recently Arrived E Other 	

Save Cancel

TEST SESSIONS

- From the **Test Sessions** window you can view or add test sessions for a district or school. The window displays the status of the test session. Test tickets and rosters may be printed from this area.
- Under **Test Setup** select **Test Sessions**, enter search criteria, and click **Show Sessions**.

Test Session Status
Not Started
In Progress
Completed

Use the buttons at the bottom of the page to add new test sessions and export test session detail.

Test Sessions

[Instructions](#)

* Indicates required fields

Administration District School

999 - DRC Use Only - S 0998 - DRC Use Only - t

Last Name First Name EDUID

Session

Content Area Assessment

(All) (All)

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[Instructions](#)

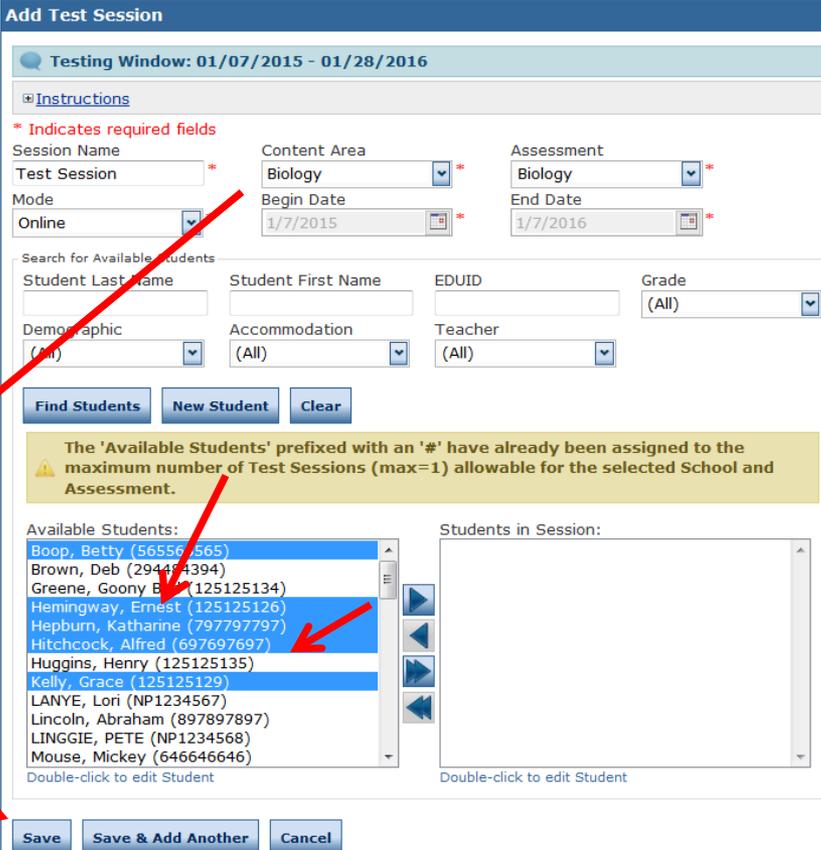
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Chemistry Sample Test Session	Chemistry	Not Started	1/7/2015	1/28/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	EPM Biology Test Session	Biology	In Progress	1/7/2015	1/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TD Biology Sample Session	Biology	In Progress	1/7/2015	1/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TD Chemistry Sample Test Session	Chemistry	In Progress	1/7/2015	1/28/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	EPM Chemistry Sample Test Session	Chemistry	In Progress	1/7/2015	1/28/2016	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Squire Test	Biology	Completed	1/7/2015	1/7/2016	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

ADDING TEST SESSIONS

- From the **Test Sessions** window click the **Add Session** button at the bottom of the page. Complete all required fields.
- Click the **Find Students** button to return a list of available students in the Available Students window*.
- Select students and click the right arrow to move them to the Students in Session window.
- Click **Save**.

* Students may be assigned to only one test session in a content area at a time. Students must be removed from assigned test sessions before they will be available to place in a new session.



Add Test Session

Testing Window: 01/07/2015 - 01/28/2016

[Instructions](#)

* Indicates required fields

Session Name: Test Session * Content Area: Biology * Assessment: Biology *
Mode: Online Begin Date: 1/7/2015 End Date: 1/7/2016

Search for Available Students

Student Last Name: Student First Name: EDUID: Grade: (All) Demographic: (M) Accommodation: (All) Teacher: (All)

Find Students **New Student** **Clear**

The 'Available Students' prefixed with an '#' have already been assigned to the maximum number of Test Sessions (max=1) allowable for the selected School and Assessment.

Available Students:

- Boop, Betty (565564565)
- Brown, Deb (294444394)
- Greene, Goony B (#125125134)
- Hemingway, Ernest (125125126)
- Hepburn, Katharine (797797797)
- Hitchcock, Alfred (697697697)
- Huggins, Henry (125125135)
- Kelly, Grace (125125129)
- LANYE, Lori (NP1234567)
- Lincoln, Abraham (897897897)
- LINGGIE, PETE (NP1234568)
- Mouse, Mickey (646646646)

Students in Session:

Double-click to edit Student Double-click to edit Student

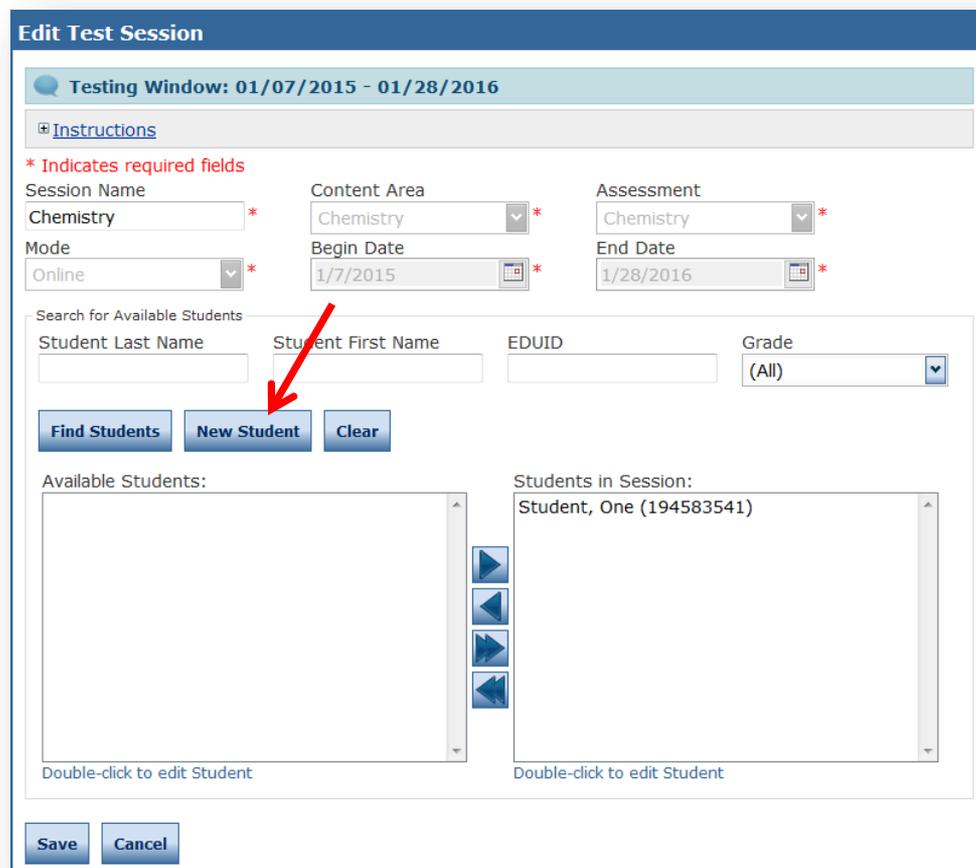
Save **Save & Add Another** **Cancel**

ADD STUDENTS TO AN EXISTING TEST SESSION

- New students can be added directly to an existing test session. Under **Test Setup** select **Test Sessions**, enter search criteria, and click **Show Sessions**. Select the **View/Edit** icon next to the test session to which you'd like to add a new student.
- Click the **New Student** button.
- Enter student information.
- Click **Save**.

Remember

A complete student record for new students added manually must be uploaded before the testing window ends.



Edit Test Session

Testing Window: 01/07/2015 - 01/28/2016

[Instructions](#)

* Indicates required fields

Session Name: Chemistry * Content Area: Chemistry * Assessment: Chemistry *

Mode: Online * Begin Date: 1/7/2015 * End Date: 1/28/2016 *

Search for Available Students

Student Last Name: Student First Name: EDUID: Grade: (All) ▼

Find Students **New Student** **Clear**

Available Students:

Students in Session:

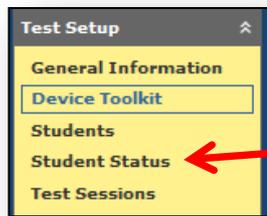
Student, One (194583541)

Double-click to edit Student Double-click to edit Student

Save **Cancel**

STUDENT STATUS

- From the **Student Status** window you can view and export the online testing status of one or more students for a specific district and school.



STATUS	DESCRIPTION
Not Started	The student has not started the test.
In Progress	The student is taking the test.
Completed	The student has finished the test. The start time, end time, and length of the test session are also displayed if the student has completed a test.

Student Status

[Instructions](#)

* Indicates required fields

Administration: *

District: 999 - DRC Use Only - S: *

School: 0998 - DRC Use Only - f: *

Grade: (All)

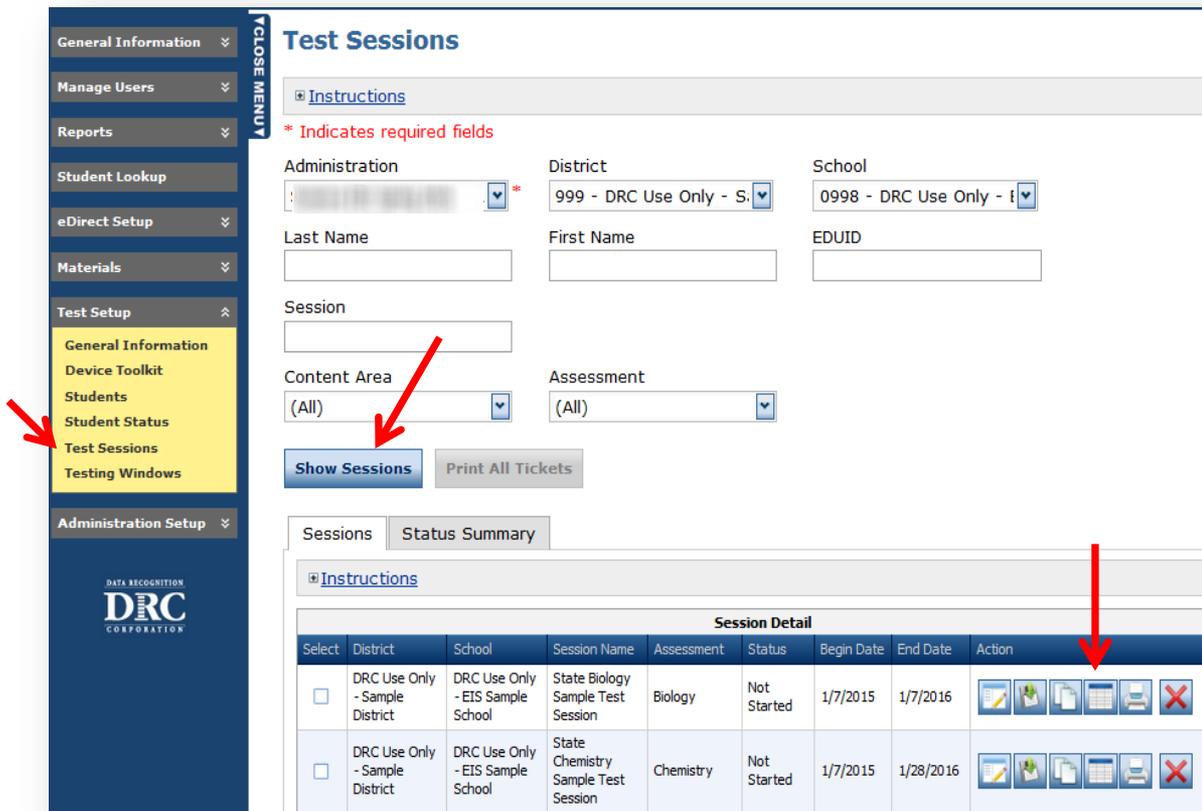
Content Area: (All)

* All times are Mountain Daylight Time.

Students								
Last Name	First Name	Grade	Content Area	Status	Start Time	End Time	Duration	
Squire	Test	11	Biology	Completed	03/11/2015 02:33 PM MT	04/08/2015 11:03 AM MT	668 hrs. 30 min.	
Thatcher	Margaret	11	Biology	Not Started				
Twain	Mark	11	Biology	Not Started				
Eight	Mary	12	Biology	In Progress	03/20/2015 10:06 AM MT			

PRINT TEST TICKETS

- Test Tickets will be available beginning March 7th under Test Sessions.
- Under Test Setup – Test Sessions, filter the required fields.
- Click **Show Sessions**.
- Select a test session and click the **Edit/Print Ticket Status** icon under Action. 



Test Sessions

[Instructions](#)

* Indicates required fields

Administration: * District: 999 - DRC Use Only - S. School: 0998 - DRC Use Only - f

Last Name: First Name: EDUID:

Session:

Content Area: (All) Assessment: (All)

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 - EIS Sample School	State Biology Sample Test Session	Biology	Not Started	1/7/2015	1/7/2016	                 

PRINT TEST TICKETS

- In the **Testing Status** window, print all tickets in a session by clicking the **Print All** button at the bottom of the window.
- To print selected students' tickets, check the boxes in the **Select** column next to the last name and click the **Print Selected** button.

Testing Status

[Instructions](#)

Last Name: Status: (All)

Testing Status - State Biology Sample Test Session (Biology)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	Austen	Jane	JAusten1	CHIN4702	Not Started			   
<input type="checkbox"/>	Eight	Monica	MEight2	FINE2270	Not Started			   
<input checked="" type="checkbox"/>	Everdeen	Katniss	KEverdeen1	FOUR9973	Not Started			   
<input type="checkbox"/>	Five	Arthur	AFive1	ALSO7507	Not Started			   
<input checked="" type="checkbox"/>	Granger	Hermione	HGranger 1	RICE8399	Not Started			   



TEST TICKETS AND STUDENT TEST ROSTERS



- The Student Test Ticket always indicates an administration name, name of the assessment, student name, username, and password, and accommodation (if applicable). In addition to the Student Test Tickets, a Student Test Roster will print. The Student Test Roster lists the students in the test session.

<p>2016 Wisconsin Forward Exam Test Ticket Grade 3 Mathematics</p> <p>Student Name: ANDERSON, JENNIFER Local Student ID: 94839 Test Session: Grade 3 Mathematics Username: JANDERSON77 Password: DOEV2345 Accommodation(s): VSL (ASL)</p>
<p>2016 Wisconsin Forward Exam Test Ticket Grade 3 Mathematics</p> <p>Student Name: CHAMBERLAIN, ZACHARY Local Student ID: 393044 Test Session: Grade 3 Mathematics Username: ZCHAMBERLAI7 Password: LFOR6782 Accommodation(s):</p>

2016 Wisconsin Forward Exam Student Test Roster				
District: Sample District				
School: Sample School				
Assessment: Grade 4 ELA				
Test Session: Fitzgerald Grade 4 ELA				
Student Name	EDUID	Username	Password	Accommodation
Anderson, Abigail A	123456789	AAnderson1	MELT3456	TTS
Mohammed, Hassan M	234567890	HMohammed1	LONG9876	
Schwartz fisher, Christine J	232323232	CSchwartzf1	BOOT2596	
Thompson-Gillmore, Kerrington	891828372	KThompson-g1	MELT2298	TTS

STATUS REPORTS

- Four Status Reports are offered for Spring 2016:

REPORT	DESCRIPTION
Daily Student Status Report	<p>Each student that logs into a test appears on this report. This report shows the times the test was started and submitted; whether or not the Test Ticket has been invalidated; and a comment field to manually enter comments on the printed report.</p> <p>As the Report Name suggests, this is a daily report and will not contain any historical test activity for the student.</p>
Cumulative Student Status Report	<p>This 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 the times the test was started and submitted; whether or not the Test Ticket has been invalidated; assigned accommodations; and a comment field to manually enter comments on the printed report.</p>
Daily District Report of Testing Status by School	<p>This report displays the number of tests started and the number of tests ended for a district and school, or a grade and subject level.</p>
Weekly District Report	<p>This report displays the number of tests started and the number of tests ended at a district level for each week of testing.</p>



FINAL REPORTS



- Scores will be available in eDIRECT under Reports – View Reports.
- Student Reports will also be sent to districts

A screenshot of the "View Reports" interface in eDIRECT. The interface has a dark blue sidebar on the left with a "CLOSE MENU" button. The sidebar contains sections for "General Information", "Manage Users", "Reports", and "Student Lookup". The "Reports" section is expanded, showing options like "View Reports", "Manage Reports", "View Online Results", "Status Reports", and "Online Testing Statistics". The main content area is titled "View Reports" and includes a "Administration" dropdown menu. Below this are "District" and "School" dropdown menus, with "999 - DRC Use Only" and "0998 - DRC Use On" selected respectively. There are "Show Reports" and "Download Reports" buttons. A "Report" dropdown menu is open, showing options: "Student Report - PLD", "(All)", "Individual Student Report - PLD", "State Scores and Demographics", "Student Data File", and "Student Roster Report". The "Individual Student Report - PLD" option is highlighted. At the bottom, there is a table header with columns for "Administration", "Report", "Title", and "District".

RESOURCES

- DAC/SAC Guide
- eDIRECT Guides
- Accessibility Guide
- The Forward Exam Test Administration Manual (TAM)
- Technology Readiness Package (For District Technology Coordinators)

TUTORIALS AND ONLINE TOOLS TRAINING



Available February 29th

Student Tutorials

- Video overviews of how to take the tests and use test tools available:
 - Through INSIGHT once it has been installed on student machines.
 - In eDIRECT under Test Setup > General Information > Wisconsin Online Assessments Student Tutorial.

Online Tools Training (OTTs)

- Interactive practice tests with sample questions.
- Part of the operational test installation package.
- A public link will be available on the DPI Forward Exam web page and eDIRECT log-in page (audio requires a TSM and secure log-in).

DPI CONTACT INFORMATION



Tahira Chaudary

Forward Exam Program Manager
tahira.chaudary@dpi.wi.gov
608-267-2275

Jennifer Teasdale

Education Program Specialist
jennifer.teasdale@dpi.wi.gov
608-266-5193

Jesse Roberts

Assessment for ELLs
jesse.roberts@dpi.wi.gov
608-267-5153

Phil Cranley

Data, Student Demographics, and Privacy Issues
philip.cranley@dpi.wi.gov
608-266-9798

Duane Dorn

Test Security
duane.dorn@dpi.wi.gov
608-267-1069

DRC CONTACT INFORMATION



Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com