

Appendix C – ACCESS 2.0 Technology Coordinator Training

Timeline	ACCESS 2.0 Technology Coordinator Training Responsibility	Links
Fall 2015	Review the INSIGHT Testing Platform and Testing Site Manager (TSM) Technology Requirements	Technology Requirements for ACCESS 2.0: https://www.wida.us/assessment/ACCESS%202.0/documents/DRC%20INSIGHT%20System%20Requirements_Fall%202015.pdf
Fall 2015	If your district does not have headsets with microphones, review the Headset Specifications Document and work with the Test Coordinator to develop a plan for acquiring headsets. It is acceptable for students to bring their own, however they need to be tested using the practice items prior to use on the assessment.	Headset Specifications Document: https://www.wida.us/assessment/ACCESS%202.0/documents/Headset-specifications.pdf
9/4/15	WIDA Assessment Management System (WIDA AMS) Available. (Please note: The WIDA AMS should only be accessed using IE 7-9, Firefox 6 or higher or Safari 4 or higher. Using other web browsers may cause issues and conflicts with the site.)	WIDA AMS: https://www.wida-ams.us
After 9/4/15	Watch the Initial Technology Coordinator Overview Pre-Recorded Webinar to learn about changes to the assessment. Read the Q & A document associated with the webinar.	Initial Technology Coordinator Overview Pre-Recorded Webinar: https://vimeo.com/127198407 Q&A Document: https://www.wida.us/assessment/ACCESS%202.0/documents/WIDA%20Tech%20Coordinator%20Q%20and%20A.pdf
After Test Coordinator creates your WIDA AMS account	Complete the WIDA AMS System Documents Download training module. This module provides information on where and how to download resource materials (including software downloads.)	WIDA AMS: https://www.wida-ams.us
10/5/15	INSIGHT Test Engine and Testing Site Manager (TSM) Available. They are available on the WIDA AMS site.	WIDA AMS: https://www.wida-ams.us
After 10/5/15	Please download and read the Technology User Guide. This document provides information about software, secure browser downloads and technology preparation needed.	

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After 10/5/15	<p>Complete the WIDA AMS Testing Site Manager (TSM) module. This module provides step-by-step instructions for downloading and configuring the TSM. If additional help is needed, contact the customer service line at 855-787-9615.</p> <p>PLEASE NOTE: This may not be the same setup as was used last spring on the Grade-Level assessment.</p>	WIDA AMS: https://www.wida-ams.us
After 10/5/15	<p>Complete the WIDA AMS INSIGHT Test Engine module. This module provides step-by-step instructions for downloading and configuring the INSIGHT testing software. If additional help is needed, contact the customer service line at 855-787-9615.</p> <p>PLEASE NOTE: This version of INSIGHT is not the same as was used last spring on the Grade-Level assessment. You must fully remove the previous version before installing the new version.</p>	WIDA AMS: https://www.wida-ams.us
After 10/5/15	<p>Test Demos (Videos) are available. These videos, available on the WIDA AMS site, will enable students and educators to view a video overview of how students will interact with the test items. (Available after October 5).</p>	WIDA AMS: https://www.wida-ams.us
After 10/5/15	<p>Test Practice Items (Online Test Items) are available. These items, available on the WIDA AMS site, will enable students to practice using the online system to help them become familiar with the online test features. (Available after October 5).</p>	WIDA AMS: https://www.wida-ams.us
After 10/5/15	<p>Download and review the Technology FAQs, Hints and Tips document.</p>	Technology FAQs, Hints and Tips document: https://www.wida.us/assessment/FAQs%20for%20Tech%20Coordinators.pdf
10/7/15 at 3:00 pm or 10/9/15 at 10:00 am	<p>A live Technology Coordinator Overview webinar (to be recorded) will take place providing Technology Coordinators with final planning information and a chance to ask questions prior to testing.</p>	Registration Link: https://wida.webex.com/mw0401sp13/mywebex/default.do?siteurl=wida
After completing the TSM module	<p>Download the TSM software installer from WIDA AMS to a non-student computer or server.</p> <ul style="list-style-type: none"> The TSM should be loaded before the INSIGHT software is installed. 	WIDA AMS: https://www.wida-ams.us
After completing the INSIGHT module	<p>Download the INSIGHT software from WIDA AMS to each student computer intended for use during testing.</p> <ul style="list-style-type: none"> Verify the firewall and filters on the computer network are configured correctly to allow communication with the online servers and that the correct URLs and IP addresses are whitelisted as noted in the Technology User Guide. 	WIDA AMS: https://www.wida-ams.us

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After TSM and INSIGHT install but prior to testing	Run a System Readiness Check. Ensure the TSM status is “Up to Date” and green.	
1/11/16-3/4/16	Test Window All students must be tested during this window, regardless of the testing method.	
After testing is completed	Verify that all TSMs have been checked for unsent responses. This will ensure that all completed test data gets submitted. <ul style="list-style-type: none"> • This can be done by clicking the Response Caching dropdown and then the Unsent Responses option. The screen will then refresh to display whether any unsent responses exist. If there are unsent responses, click the Transmit Responses button. 	