

MISSOURI ASSESSMENT PROGRAM

GRADE-LEVEL ASSESSMENTS

INTERIM ASSESSMENTS



CLASSROOM DIAGNOSTIC TOOLS

EDIRECT TEST SETUP

USER GUIDE

v1.0

TABLE OF CONTENTS

GENERAL INFORMATION.....	1
INTRODUCTION.....	1
REFERENCE MATERIAL	1
CUSTOMER SERVICE SUPPORT	1
ROLES AND RESPONSIBILITIES	1
COMMUNICATION PLAN.....	1
DISTRICT INFORMATION TECHNOLOGY COORDINATOR RESPONSIBILITIES	2
DISTRICT TEST COORDINATOR RESPONSIBILITIES	2
SCHOOL TEST COORDINATOR RESPONSIBILITIES	2
TEACHER/TEST EXAMINER RESPONSIBILITIES	3
TUTORIALS AND ONLINE TOOLS TRAINING	3
ONLINE STUDENT TUTORIALS	3
ONLINE TOOLS TRAINING	3
TEST SETUP SYSTEM.....	5
ACCESSING THE TEST SETUP SYSTEM	5
GENERAL INFORMATION.....	5
MANAGE TEACHERS.....	6
SEARCH FOR TEACHERS.....	6
ADD TEACHERS.....	7
UPLOAD MULTIPLE TEACHERS	8
EDIT TEACHER INFORMATION.....	9
MANAGE STUDENTS	10
SEARCH/VIEW STUDENTS.....	10
ADD STUDENTS	11
UPLOAD MULTIPLE STUDENTS.....	12
EDIT STUDENTS	13
UPDATE ACCOMMODATIONS FOR A SINGLE STUDENT.....	14
UPDATE ACCOMMODATIONS FOR MULTIPLE STUDENTS	15
VIEW TEST SESSIONS TO WHICH A STUDENT IS ASSIGNED	16
VIEW STUDENT GROUPS TO WHICH A STUDENT IS ASSIGNED	16
MANAGE STUDENT GROUPS	17
SEARCH FOR STUDENT GROUPS	17
ADD NEW STUDENT GROUPS	18
UPLOAD MULTIPLE STUDENT GROUPS	19
EDIT/DELETE STUDENT GROUPS	20
CREATE A TEST SESSION FROM A STUDENT GROUP.....	21
COPY STUDENT GROUPS.....	22
REASSIGN A TEACHER TO MULTIPLE STUDENT GROUPS	23
TEST SESSIONS.....	24
SEARCH/VIEW TEST SESSIONS	24
ADD TEST SESSION	25
EDIT/DELETE TEST SESSIONS.....	26
COPY A TEST SESSION.....	27
TEST SESSION SUMMARY.....	28
STUDENT TEST TICKETS	29
VIEW/PRINT TEST TICKETS.....	30
TROUBLESHOOTING STUDENT LOG IN.....	31

GENERAL INFORMATION

INTRODUCTION

All District Information Technology Coordinators (DITCs), District Test Coordinators (DTCs), School Test Coordinators (STCs), and Teachers/Test Examiners (TEs) who are coordinating an online administration must read this user guide and follow the procedures presented. This user guide is essential to a successful online administration.

REFERENCE MATERIAL

The following User Guides are available for the Classroom Diagnostic Tools (CDT) at <http://mo.drceidirect.com>:

- CDT User Guide: includes information about roles and responsibilities, Online Tools Training, software download and readiness, data/assessment security and CDT administration
- eDIRECT User Administration User Guide: includes information on managing users and user permissions
- eDIRECT Test Setup User Guide (this document): includes information on roles and responsibilities, the test setup system, managing teachers and students, and adding/managing test sessions
- eDIRECT Interactive Reports User Guide: includes information on accessing interactive reports, data searches, determine instruction plan for students
- INSIGHT Technology User Guide: includes information on system requirements, installation and configuration of the INSIGHT software, Device Tool Kit, and Testing Site Manager (TSM), and troubleshooting tips

CUSTOMER SERVICE SUPPORT

If there are any questions, please review the resources that are available at <https://mo.drceidirect.com>.

DRC MAP SERVICE TEAM

Phone	(800) 544-9868
Email	MAPHelpdesk@datarecognitioncorp.com
Hours	Monday–Friday (exclusive of holidays) 7:00 AM–6:00 PM Central Standard Time

ROLES AND RESPONSIBILITIES

COMMUNICATION PLAN

The DITC and the DTC should meet to review the district’s plan for administering the online assessments in schools within their district. They should review and discuss the testing schedule and determine which schools are participating.

A plan for efficient communication between the DITC and the DTC about the online administration should be established before schools within the district begin any online assessment. This plan should include establishing communication processes involving the DITC, DTC, and STCs. The communication should be shared during the training of STCs.

Although the Test Setup system via eDIRECT allows for DTCs and STCs to have many of the same responsibilities, it is flexible enough to allow for the DTCs to restrict the STCs’ access to and rights within the system. Given this model, DRC recommends that the DTCs be responsible for student data management, while the STCs focus more on the teacher and test session data management.

DISTRICT INFORMATION TECHNOLOGY COORDINATOR RESPONSIBILITIES

The DITC is responsible for the following tasks:

- reviewing the *INSIGHT Technology User Guide*
- viewing the DITC training presentation prior to testing
- reviewing the Technology Readiness Checklist
- creating a communication plan with the DTC to support the STCs, and Teachers/Test Examiners during testing
- ensuring that devices used for the online assessments meet the minimum system requirements and are configured to support online testing
- managing their profile on the eDIRECT Web site to ensure all information is correct and up-to-date
- adding any other district or school technology personnel to the eDIRECT Web site who might require access to the software downloads

DISTRICT TEST COORDINATOR RESPONSIBILITIES

The DTC is responsible for the following tasks:

- viewing the DTC training presentation provided by DESE prior to testing
- distributing the communication plan and ensuring that all STCs have the correct administration materials prior to the testing window
- working with the DITC(s) to ensure all appropriate schools within the district have access to the online assessment system
- reading this user guide, the eDIRECT user guides, and the DRC INSIGHT Technology User Guide
- becoming familiar with the INSIGHT online testing application and the eDIRECT Test Setup system
- setting up and managing account permissions for the appropriate STCs on the eDIRECT Web site
- providing training to all STCs involved in test administration
- managing student data
- managing teacher data
- managing student group data
- managing their profile on eDIRECT to ensure all information is correct and up-to-date

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The STC is responsible for the following tasks:

- reading this user guide, the eDIRECT user guides, and the DRC INSIGHT Technology User Guide
- becoming familiar with the INSIGHT online testing application and the eDIRECT Test Setup system
- working with the DITC(s) to ensure that the online assessment system is loaded on all the appropriate computers within the school
- setting up and managing account permissions for the appropriate Teachers and Test Examiners on the MAP eDIRECT Web site
- providing training and ensuring that all Teachers/Test Examiners have the correct administration materials prior to testing
- managing student data
- managing teacher data
- managing student group data
- overseeing and assisting Teachers/Test Examiners with Test Setup tasks
- managing their profile on the eDIRECT Web site to ensure all information is correct and up-to-date
- helping to coordinate assessment times for the students testing within the school
- securely destroying all Test Tickets, testing rosters, and scratch/grid paper at the end of testing

TEACHER/TEST EXAMINER RESPONSIBILITIES

The Teacher/Test Examiner is responsible for the following tasks:

- reading this user guide and the eDIRECT user guides
- becoming familiar with the INSIGHT online testing application and the eDIRECT Test Setup system, as applicable
- informing the STC of any incorrect or missing student information throughout the CDT administration window
- coordinating student assessment times with the STC
- creating and managing test sessions
- managing Student Test Tickets
- printing and verifying that the student information (Name, MOSIS ID, and Accommodations) on the Test Tickets is correct and notifying the STC if anything is incorrect
- distributing the Test Tickets to students at the time of the assessment
- monitoring the testing environment during the scheduled testing time for the test session
- scheduling extended testing time for any students unable to complete the assessment within the scheduled test session
- coordinating with the STC to unlock Test Tickets if extended testing time is required
- collecting, accounting for, and returning all Test Tickets and scratch/grid paper to the STC at the end of testing

TUTORIALS AND ONLINE TOOLS TRAINING

ONLINE STUDENT TUTORIALS

The Online Student Tutorials have been created for the Classroom Diagnostic Tools (CDT) assessment. They have been developed for each content area currently available and are designed to be used by students at all grade levels. They use pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the INSIGHT online testing system. It is recommended that students are given at least 15 minutes to go through the tutorials once, but additional time should be scheduled for students to review the tutorial segments as needed.

The Online Student Tutorials can be accessed directly from the Missouri INSIGHT landing page by clicking on the MAP Online Tutorials link or via eDIRECT by clicking on Test Setup, General Information, and then selecting the Test Tutorials tab. The Tutorials are available for review by administrators, teachers, students, and parents.

It is strongly encouraged to have students review the tutorials in advance of their test day. Students are allowed to repeat the tutorial as often as desired and needed. There are no restrictions on accessing these tools. Test Examiners and Teachers, who supervise any of the CDT administrations, as well as DITCs, DTCs, and STCs, are also strongly encouraged to review the tutorials to become familiar with the INSIGHT functionality.

ONLINE TOOLS TRAINING

The Online Tools Training (OTT) is designed to provide an introductory experience using the INSIGHT software in preparation for taking the CDT. This allows students to become familiar with testing on a computer/device and allows them to experiment with the features available during an actual test. The OTT is NOT designed to demonstrate complete coverage of the tested content, and it is NOT scored. Rather, items have been chosen to demonstrate online assessment features and uses.

It is **strongly** suggested that students be given time to take the OTT prior to taking a CDT assessment for the first time. It is recommended that the DITCs, DTCs, STCs, Teachers, and Test Examiners also take the OTT to become familiar with the online testing software.

HOW TO ACCESS THE ONLINE TOOLS TRAINING

There are two ways to access the OTT: via the INSIGHT software and via a public URL.

To launch the Online Tools Training from the INSIGHT software, follow these steps:

1. Double click on the DRC Online Assessments icon on the desktop.
2. If your software is configured for more than one assessment program, select Missouri. (If the software is configured only for the MAP assessment, this step does not apply.)
3. Select the **Online Tools Training** under CDT.
4. Select the **Content Area** and **Subject**.
5. Enter in the **Username** and **Password** noted on the sign-in screen.
6. Click on **Sign In** and follow the instructions on the screen.

Note for Accommodations: To access the text-to-speech (TTS) version of the Mathematics OTTs, add the word “audio” to the username. An audio version is not available for the Reading OTTs.

To launch the Online Tools Training from the public URL, copy and paste this link into a Google Chrome browser: <https://wbte.drcedirect.com/MO/portals/mo>. Then follow steps 2-6 above.

Note: The TTS accommodations are not available via the public OTT.

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CLASSROOM
DIAGNOSTIC TOOLS

Online Tools Training

MAP Grade-Level Assessments
SUMMATIVE

Online Tools Training

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
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Please sign in with the following credentials.

Username: reading3-5

Password: test1234

Username:

Password:

Sign In

Back

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vindigo-a rev:6c8117e

TEST SETUP SYSTEM

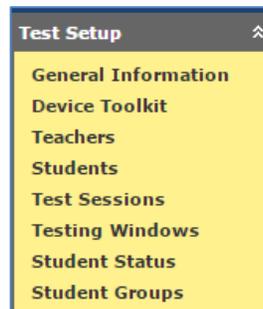
The Test Setup system is used to manage student and teacher information, create test sessions, update student accommodation and demographic information, print test tickets, and monitor student testing status.

The Test Setup system is web-based through eDIRECT and does not require a software installation to operate. It does require eDIRECT access and download permissions.

ACCESSING THE TEST SETUP SYSTEM

To access the Test Setup system, follow these steps:

1. Go to the eDIRECT website at <https://mo.drcedirect.com>.
2. **Log On** with your email and password.
3. On the left menu, select **Test Setup**.



GENERAL INFORMATION

INSTRUCTIONS

Directions on the use of the Test Setup System are available within the system. Anytime the [+Instructions](#) icon appears, the user can click on the plus sign and the instructions will expand for further reading.

A screenshot of a button with a plus sign icon and the text "Instructions" in blue.

GRID FUNCTIONALITY

Throughout the Test Setup System, anytime a grid is displayed, it is arranged based on default settings. The information displayed in the grid can be rearranged either by clicking on a specific column header to re-organize the data based on the selected column, or by clicking on and dragging the column to a new position so the order in which the columns are displayed is changed.

MANAGE TEACHERS

Teacher information can be added or edited using the Test Setup system. Teacher information **must** be populated and used for Classroom Diagnostic Tools. DTCs and STCs have been granted the permissions to add or edit teachers to make necessary changes.

Note: Teachers participating in the CDT assessments must have their MAP eDIRECT account email address entered into the Test Setup system. By doing this, teachers are ensured they have proper access to the students and student groups within the Interactive Maps reporting tool.

SEARCH FOR TEACHERS

To search for teachers, follow these steps:

1. Select **Test Setup**→**Teachers**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and/or **School**.
4. Enter any additional search criteria: **Last Name**, **First Name**, or **Email**.
5. Select **Find Teachers**.
6. To clear your search and start over, click on **Clear**.

To export search results, follow these steps:

1. Search for **Teachers**.
2. Click on **Export to Excel** at the bottom of the page.

Note: Only the search results are exported to Excel.

The screenshot shows the 'Manage Teachers' interface. At the top, there are two buttons: 'Edit Teacher' and 'Upload Multiple Teachers'. Below them is a red asterisk indicating required fields. The search filters include: Administration (Classroom Diagnostic Tools), District (DRC Use Only - Sample District), School (DRC Use Only eDIRECT Sample School), Last Name, First Name, Educator ID (email), and Email. There are 'Find Teachers' and 'Clear' buttons. Below the filters is a table with the following data:

Teachers						
District	School	Last Name	First Name	Educator ID	Email	Action
DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	drsloadeight	teacher	tdrsloadeight@mn.com	tdrsloadeight@drc-mn.com	

ADD TEACHERS

To add teachers, follow these steps:

1. Select **Test Setup**→**Teachers**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select **District** and/or **School**.
4. Select **Add Teacher** at the bottom of the page.
5. Enter the teacher **Last Name**, **First Name**, and **Email**.
6. Check the box(es) for the content area(s) the teacher should be assigned.
7. Click **Save** or click **Save & Add Another** to continue adding new teachers.
8. To cancel and return to the **Manage Teachers** page, click on **Cancel**.

Add Teacher

Basic Demographic

Content Areas

▣ Instructions

* Indicates required fields

Administration

Classroom Diagnostic Tools ▾ *

District

DRC Use Only - Sample Dis ▾ *

School

DRC Use Only eDIRECT Sa ▾ *

Last Name

*

First Name

*

Email

*

Save

Save & Add Another

Cancel

UPLOAD MULTIPLE TEACHERS

If several teachers need to be added, it is possible to add multiple teachers at one time by using the upload function. A [File Layout](#) PDF and a [Sample File](#) CSV text file are available within Test Setup after **Administration** and **District** have been selected.

When uploading a new file, the new file updates information that was contained in the previous file uploaded. If the new file is missing records that were on the previous file, those records from the previously uploaded file will remain in the system.

File Format Verification Process: The file is then checked to ensure that it is in the correct comma-separated-value (CSV) format.

File Validation Process: If the file format passes the file format verification process, then it will go through a rigorous file error validation process. This process could take up to four hours. You will not be able to upload another file until this process is complete. See the [File Layout](#) PDF for specifics on what validations will be performed on the uploaded file. Only records with errors will not be uploaded. Click on the [error report](#) to view the error report for the last file that was uploaded.

To upload multiple teachers, follow these steps:

1. Select **Test Setup**→**Teachers**.
2. Select the **Upload Multiple Teachers** tab.
3. Select the **Classroom Diagnostic Tools 2015-2016** administration.
4. Select the **District** and **School**.
5. Click **Browse**, and select the file from your computer.
6. Click **Upload**.
7. Status messages appear at the top of the page notifying the user of the status of the file being uploaded.
8. Click on [teacher file](#) to view the file that was last uploaded.
9. Click on [error report](#) to view the error report for the last file that was uploaded.

Manage Teachers

Edit Teacher Upload Multiple Teachers

✓ The [teacher file](#) has been validated and please check the [error report](#) to see the teachers with errors.

⚠ Uploading a new file will discard previous file.

📄 Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

* Indicates required fields

Administration District School
Classroom Diagnostic Too * DRC Use Only - Sample D * DRC Use Only eDIRECT S *

File
 Browse... *

Upload

EDIT TEACHER INFORMATION

Teacher information that is missing or incorrect in the Test Setup system should be edited to reflect the correct information.

To edit teacher profiles, follow these steps:

1. Select **Test Setup**→**Teachers**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select **District** and/or **School**.
4. Perform a search to find the teacher that needs to be edited.
5. Select the **View/Edit** icon in the Action column to the right of the teacher being edited.
6. Update all the incorrect or missing information.
7. Click **Save** or click **Cancel** and return to the Manage Teachers page.

The screenshot shows the 'Edit Teacher' form with two tabs: 'Basic Demographic' (selected) and 'Content Areas'. Below the tabs is a section titled 'Instructions' with a red asterisk indicating required fields. The form contains the following fields:

Administration	District	School
Classroom Diagnostic Tools *	DRC Use Only - Sample Dis *	DRC Use Only eDIRECT Sa *
Last Name	First Name	
drsloadeight *	teacher *	
Email		
tdrsloadeight@drc-mn.com *		

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

MANAGE STUDENTS

Student information can be viewed, added, or edited using the Test Setup system. DTCs and STCs have been granted the permissions to add or edit students to make necessary changes. For the CDT assessments, student information must be added to the Test Setup system. Student information will **not** be pre-loaded.

SEARCH/VIEW STUDENTS

- To search for students, follow these steps:**
1. Select **Test Setup**→**Students**.
 2. Select the appropriate Administration.
 3. Select the **District** and/or **School**.
 4. Enter any other desired search criteria: **Last Name**, **First Name**, **MOSIS ID**, etc.
 5. Select **Find Students**.
 6. To clear your search and start over, click **Clear**.
- To export search results, follow these steps:**
1. Search for **Students**.
 2. Click **Export to Excel**.
- Note:** Only the search results will be exported to Excel.
- To download a complete student list for a school, follow these steps:**
1. Select **Test Setup**→**Students** tab.
 2. Select the appropriate Administration.
 3. If applicable, select the **District** and/or **School**.
 4. Click on **Download Students** at the bottom of the page.

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration Classroom Diagnostic Too *	District DRC Use Only - Sample D	School DRC Use Only eDIRECT S
Last Name <input type="text"/>	First Name <input type="text"/>	MOSIS ID <input type="text"/>
Accommodation Content Area <input type="text"/>	Accommodation Type <input type="text"/>	Accommodation <input type="text"/>
Grade <input type="text"/>	Content Area <input type="text"/>	Session <input type="text"/>
Online Test Status <input type="text"/>	Session Assignment <input type="text"/>	

Find Students | **Clear**

ADD STUDENTS

For the CDT assessments, all students will need to be added to the Test Setup system prior to adding the students to a Test Session.

To add students, follow these steps:

1. Select **Test Setup**→**Students**.
2. Select the appropriate Administration.
3. Select the **District** and/or **School**.
4. Select **Add Student** at the bottom of the page.
5. Enter all the required information for the student being added in **Student Detail** tab.
6. Click **Save** or click **Save & Add Another** to continue adding new students

7. Select the **Accommodations** tab to enter accommodations *if needed*.

Note: If a student needs the audio (text-to-speech) accommodation for Math, the student's profile must be updated **before** the student is assigned to a test session.

8. Click **Save**.

Type	Accommodation	Literacy	Mathematics
Not Embedded - Online	Magnification - Assistive Technology (S105)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Mathematics ONLY) - Text-To-Speech (5041)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Human Reader (5043)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Assistive Technology (5042)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Native Language (S111)	<input type="checkbox"/>	<input type="checkbox"/>
Any	Scribe (5351)	<input type="checkbox"/>	<input type="checkbox"/>

UPLOAD MULTIPLE STUDENTS

DTCs and STCs have the ability to upload a file containing multiple students. A [File Layout](#) and a [Sample File](#) are available within Test Setup after you have selected the **Administration** and **District** and/or **School**. Click on the hyperlinks to view or download the files. It is necessary to have the File Layout document readily accessible while entering student data into the CSV Sample File as it explains what the appropriate data is for each field in the file.

When uploading a new file, the new file updates and amends information that was contained in the previous file uploaded. If the new file is missing records that were on the previous file, those student records from the previously uploaded file will remain in the system.

File Format Verification Process: The file format will then be verified by the system to ensure that it is in the correct CSV format.

File Validation Process: If the file format passes the file format verification process, it will go through a rigorous file error validation process. This process could take up to four hours. You will not be able to upload another file until this process is complete. See [File Layout](#) PDF, at the top of the Upload Multiple Students tab, for specifics on what validations will be performed on the uploaded file. Only records with errors will not be uploaded. Click on the [error report](#) to view the error report for the last file that was uploaded.

To upload multiple students, follow these steps:

1. Select **Test Setup**→**Students**.
2. Select **Upload Multiple Students** tab.
3. Select the appropriate Administration.
4. Select the **District** and/or **School**.
5. Click **Browse**, and select the file from the computer.
6. Click **Upload**.
7. Status messages appear at the top of the page notifying the user of the status of the file being uploaded.
8. Click on [student file](#) to view the file that was last uploaded.
9. Click [error report](#) to view the error report for the last file that was uploaded.

Manage Students

Manage Students Upload Multiple Students

⚠ Uploading a new file will discard the previous student file and error report that are available from the below links.

✔ The [student file](#) has been accepted, all records free of errors have been uploaded. Please check the [error report](#) and resolve any errors that may exist before resubmitting the file.

📄 Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

📖 [Instructions](#)

* Indicates required fields

Administration Classroom Diagnostic Tool* District DRC Use Only - Sample D* School DRC Use Only eDIRECT S*

File Browse...*

Upload

EDIT STUDENTS

If student information is missing from the Test Setup system or is incorrect, it may be edited. **NOTE:** Updating a student's information in eDIRECT does not update the MOSIS information for that student.

To update student profiles, follow these steps:

1. Select **Test Setup**→**Students**.
2. Select the appropriate Administration
3. If applicable, select the **District** and/or **School**.
4. Perform a search to find the student whose data needs to be edited. The *most* useful way to search for a student is by using only their MOSIS ID. If you do not know the MOSIS ID, use first and last name.
5. Click on the **View/Edit** icon in the Action column to the right of the student whose information is being edited.
6. Update all the incorrect or missing information under the **Student Detail, Accommodations, Student Groups, and/or Test Sessions** tab.
7. Click **Save** or click **Cancel** to return to the Manage Students page.

Students						
<input type="checkbox"/>	Last Name	First Name	MOSIS ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	COVELL	Sara	1234567890	1/1/2003	05	
<input type="checkbox"/>	Fury	Nick	1357913579	8/10/2005	04	
<input type="checkbox"/>	Hulk	Incredible	2468024686	5/4/2005	04	
<input type="checkbox"/>	Man	Iron	2468024684	3/1/2005	04	
<input type="checkbox"/>	Man	Spider	2468024687	6/5/2005	04	
<input type="checkbox"/>	Roo	Kanga	2468024680	1/1/2005	04	
<input type="checkbox"/>	Thor	Mighty	2468024688	7/1/2005	04	
<input type="checkbox"/>	Took	Perry	2468024681	1/1/2005	04	
<input type="checkbox"/>	Valenti	Yogie	2468024683	3/1/2005	04	
<input type="checkbox"/>	Wido	Black	2468024685	4/1/2005	04	
<input type="checkbox"/>	Zapf	Bandit	2468024682	2/1/2005	04	

Edit Student

Instructions

* Indicates required fields

Last Name *
 First Name *
 Middle Initial
 MOSIS ID *

Student Detail
Accommodations Testing Codes Student Groups Test Sessions

Administration <input type="text" value="Classroom Diagnostic Tools"/> *	District <input type="text" value="DRC Use Only - Sample Dis"/> *	School <input type="text" value="DRC Use Only - EIS Sample"/> *
Date of Birth <input type="text" value="1/1/2003"/> * <small>(mm/dd/yyyy)</small>	Grade <input type="text" value="05"/> *	Gender <input type="text" value="Female"/> *
		Race/Ethnicity <input type="text" value="Hispanic"/> *

UPDATE ACCOMMODATIONS FOR A SINGLE STUDENT

To update and/or change student accommodations, follow these steps:

1. Select **Test Setup**→**Students**.
2. Select the appropriate Administration.
3. Select the **District** and/or **School**.
4. Perform a search to find the student.
5. Click the **View/Edit** icon in the Action column to the right of the student being edited.
6. Select the **Accommodations** tab.
7. The accommodation options are listed.
8. Put a check in the box to select an accommodation.
9. Deselect the check in the box to remove an accommodation.
10. Click **Save** to apply the accommodation or click Cancel to return to the Manage Students page.

Note: If the Audio (TTS) accommodation is changed after a student was placed into a test session, the test ticket **must** be reprinted before the student begins testing.

Edit Student

[# Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial MOSIS ID *

Student Detail Accommodations Testing Codes Student Groups Test Sessions

Accommodations and Testing Supports			
Type	Accommodation	Literacy	Mathematics
Not Embedded - Online	Magnification - Assistive Technology (S105)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Mathematics ONLY) - Text-To-Speech (S041)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Human Reader (S043)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Assistive Technology (S042)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Native Language (S111)	<input type="checkbox"/>	<input type="checkbox"/>
Any	Scribe (S351)	<input type="checkbox"/>	<input type="checkbox"/>

22 Item(s) Displayed

Save
Cancel

UPDATE ACCOMMODATIONS FOR MULTIPLE STUDENTS

To update and/or change student accommodations for multiple students, follow these steps:

1. **Test Setup**→**Students**.
2. Select the appropriate Administration.
3. Select the **District** and/or **School**.
4. Click on **Find Students**.
5. Place a check in the box to select the students who need accommodations updated.
6. Click on **Update Accommodations** at the bottom of the page.

Last Name	First Name	WCID ID	Date of Birth	Grade	Action
<input checked="" type="checkbox"/>	COATES	Sara	1/2/2003	03	
<input checked="" type="checkbox"/>	FLY	Nick	8/10/2005	04	
<input checked="" type="checkbox"/>	HULK	Brenelle	5/4/2005	04	
<input checked="" type="checkbox"/>	MAN	Sam	3/1/2005	04	
<input checked="" type="checkbox"/>	MAN	Spide	6/3/2003	04	
<input checked="" type="checkbox"/>	ROE	Kanga	1/1/2005	04	
<input type="checkbox"/>	THOR	Nighty	7/1/2005	04	
<input type="checkbox"/>	TOOK	Perry	1/1/2005	04	
<input type="checkbox"/>	VALENTI	Yogie	3/1/2005	04	
<input type="checkbox"/>	WILCO	Black	4/1/2005	04	
<input type="checkbox"/>	ZAFI	Banot	2/1/2005	04	

Page 1 of 1 (11 Items) - Prev 11 Next

7. Select the button for **Assign Accommodations** or **Remove Accommodations**.
8. Put a check in the box for the accommodation to either assign or remove.
9. Click **Save** to apply the accommodation or click **Cancel** to return to the Manage Students page.
Note: If the Audio (TTS) accommodation is changed after a student was placed into a test session, the test ticket **must** be reprinted before the student begins testing.

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

Type	Accommodation	Accommodations	
		Literacy	Mathematics
Not Embedded - Online	Magnification - Assistive Technology (S105)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Mathematics ONLY) - Text-To-Speech (S041)		<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Human Reader (S043)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Assistive Technology (S042)	<input type="checkbox"/>	<input type="checkbox"/>
Not Embedded - Online	Read Aloud (Not Including ELA Reading Passages) - Native Language (S111)	<input type="checkbox"/>	<input type="checkbox"/>
Any	Scribe (S351)	<input type="checkbox"/>	<input type="checkbox"/>
Any	Separate Setting (S501)	<input type="checkbox"/>	<input type="checkbox"/>

22 Item(s) Displayed

VIEW TEST SESSIONS TO WHICH A STUDENT IS ASSIGNED

To view test sessions to which a student is assigned, follow these steps:

1. Select **Test Setup**→**Students**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. If applicable, select the **District** and/or **School**.
4. Perform a search to find the student.
5. Click the **View/Edit** icon in the Action column to the right of the selected student.
6. Select the **Test Sessions** tab to view test sessions to which the student is assigned.
7. Click **Cancel** to return to the Manage Students page.

Edit Student

Instructions

* Indicates required fields

Last Name: drsupload108, First Name: student, Middle Initial: , MOSIS ID: 1000000009

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

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	SQA Smoke Test	Math Grades 6-8	Not Started			[View/Edit]

1 Item(s) Displayed

Save Cancel

VIEW STUDENT GROUPS TO WHICH A STUDENT IS ASSIGNED

To view student groups to which a student is assigned, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and/or **School**.
4. Perform a search to find the student.
5. Click on the **View/Edit** icon in the Action column to the right of the student selected.
6. Select the **Student Groups** tab.
7. To cancel and return to the **Manage Students** page, click **Cancel**.

Edit Student

Instructions

* Indicates required fields

Last Name: drsupload108, First Name: student, Middle Initial: , MOSIS ID: 1000000009

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

District	School	Teacher	Group Name
DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	tdrsloadrns_teacher (tdrsloadrns@drc-em.com)	t drsloadone - Reading 5
DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	tdrsloadtwo_teacher (tdrsloadtwo@drc-em.com)	t drsloadtwo - Math 6

2 Item(s) Displayed

Save Cancel

MANAGE STUDENT GROUPS

Student Group (class) information can be added or edited via **Student Groups** in Test Setup. Student Groups are created to associate students and teachers within the Test Setup system. Any teacher who will be participating in any of the CDT assessments should have Student Groups created within the Test Setup system.

Note: When creating Student Groups, an association is made between teachers and their students. Through this association, teachers who are using the MAP eDIRECT Web site and the Test Setup system have access to all the students within any of their Student Groups. A teacher can also set up Test Sessions and view the CDT Interactive Map reports for those students.

Note: Students and Teachers must be added to Test Setup before Student Groups are created.

SEARCH FOR STUDENT GROUPS

To search for student groups, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and **School**.
4. Enter any additional search criteria: **Student Last Name, Student First Name, MOSIS ID, Teacher, or Group Name**.
5. Click **Find Student Groups**.
6. To clear your search and start over, click **Clear**.

To export search results, follow these steps:

1. Search for Student Groups (see above).
2. Click **Export to Excel**.

The screenshot shows the 'Test Setup' application interface. At the top, a navigation menu is open, highlighting 'Student Groups' with a red arrow. Below the menu, the 'Manage Student Groups' page is displayed. It features a search form with fields for Administration, District, School, Student Last Name, Student First Name, MOSIS ID, Teacher, and Group Name. Below the form is a table of search results. The table has columns for Teacher, Group Name, and Students. Two results are shown:

Teacher	Group Name	Students	Action
<input type="checkbox"/> drsloadone, teacher (drsloadone@dc-mn.com)	t.drsloadone - Reading 5	15	[Icons]
<input type="checkbox"/> drsloadtwo, teacher (drsloadtwo@dc-mn.com)	t.drsloadtwo - Math 6	15	[Icons]

At the bottom of the page, there are buttons for 'Add Student Group', 'Export to Excel', 'Reassign Group', 'Copy Selected Groups', and 'Delete Selected Groups'.

ADD NEW STUDENT GROUPS

Student Groups should be named such that other users of the system can clearly distinguish one Student Group from another. The combination of the Group Name and the Teacher must be unique to the Administration, District, and School selected.

Student Group Name Recommendation: <Subject> <Class Name> or <Subject> <Room Number>

Examples: Math Grade 6 Period 1 or Math Grade 6 Room 456

To add student groups, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and **School**.
4. Click **Add Student Group** at the bottom of the page.
5. Name the group.
6. Assign a Teacher.
7. Enter any additional search criteria for finding available students: **Student Last Name, Student First Name, MOSIS ID, Grade, Accommodation, or Teacher**.
8. Click on the **Find Students** button.
9. Select the students from the **Available Students** list; to select multiple students, use the Ctrl key.
10. Click on the **Right Arrow** icon to move the selected students from the **Available Students** list to the **Students in Group** list.

11. Click **Save** or **Save & Add Another** to continue creating new Student Groups.
12. Click **Save & Add to Session** to create a Test Session for the students contained within the Student Group. (See the “Add Test Session” section of this user guide for more information.)
13. To cancel and return to the **Manage Student Groups** page, click **Cancel**.

Note: If a teacher you would like to assign to the Student Group is NOT listed in the drop down list, click **Add** in the Teacher name field box. See the “Add Teacher” section of this user guide for more information.

Note: To add a new student within the Add Student Group screen, click on the **New Student** button. See the “Add Student” section of this user guide for more information.

Add Student Group

Instructions

* Indicates required fields

Group Name: Grade 5 Reading * Teacher: [Add] *

Search for Available Students

Student Last Name: [] Student First Name: [] MOSIS ID: [] Grade: (All) [v]

Accommodation: (All) [v] Teacher: (All) [v]

[Find Students] [New Student] [Clear]

Available Students:

- Student, Training (1234567890)
- Student, Training (1234567890)
- Student, Training (1234567890)
- Student, Training (1234567890)

Students in Group:

Double-click to edit Student

[Save] [Save & Add Another] [Save & Add to Session] [Cancel]

UPLOAD MULTIPLE STUDENT GROUPS

DTCs and STCs have the ability to upload a file containing multiple student groups. A [File Layout](#) PDF and a [Sample File](#) CSV text file are available within Test Setup after you have selected the **Administration** and **District** and/or **School**. Click on the hyperlinks to view or download the files.

To upload multiple student groups, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Click on the **Upload Student Groups** tab.
3. Select the **Classroom Diagnostic Tools 2015-2016** administration.
4. Select the **District** and **School**.
5. Click on **Browse** to find the file you have created.
6. Click on **Upload** to upload the file containing multiple student groups.

Manage Student Groups

Manage Student Groups Upload Student Groups

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

+ Instructions

* Indicates required fields

Administration District School
Classroom Diagnostic Too * DRC Use Only - Sample D * DRC Use Only eDIRECT S *

File Browse... *

Upload

EDIT/DELETE STUDENT GROUPS

If a group name or teacher changes or students need to be added or removed from the Student Group, it can be edited.

To edit student groups, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and **School**.
4. Enter any additional search criteria: **Student Last Name**, **Student First Name**, **MOSIS ID**, **Teacher**, or **Group Name**.
5. Click **Find Student Groups**.
6. Click the **View/Edit** icon in the Action column to view or edit the Student Group.

To delete student groups, follow these steps:

1. Click on the **Delete (X)** icon in the Action column to delete the Student Group.

Note: See the “Add New Student Groups” section of this user guide for more information.

The screenshot displays the 'Manage Student Groups' interface. At the top, there are tabs for 'Manage Student Groups' and 'Upload Student Groups'. Below this is an 'Instructions' section with a note: '* Indicates required fields'. The search filters include: Administration (Classroom Diagnostic Tool), District (DRC Use Only - Sample D), School (DRC Use Only eDIRECT S), Student Last Name, Student First Name, MOSIS ID, Teacher, and Group Name. There are 'Find Student Groups' and 'Clear' buttons. Below the search filters is a table titled 'Student Groups' with columns for Teacher, Group Name, Students, and Action. Two rows are visible, each with a checkbox and a set of action icons (edit, refresh, delete). Red arrows point to the delete icons in the Action column. At the bottom, there are buttons for 'Add Student Group', 'Export to Excel', 'Reassign Group', 'Copy Selected Groups', and 'Delete Selected Groups'. A status bar at the bottom left indicates '2 Item(s) Displayed'.

Teacher	Group Name	Students	Action
<input type="checkbox"/> drsloadone, teacher (tdrsloadone@drc-mn.com)	t drsloadone - Reading 5	15	[Edit] [Refresh] [Delete]
<input type="checkbox"/> drsloadtwo, teacher (tdrsloadtwo@drc-mn.com)	t drsloadtwo - Math 6	15	[Edit] [Refresh] [Delete]

CREATE A TEST SESSION FROM A STUDENT GROUP

To create a test session from a student group, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and/or **School**.
4. Click the **Find Student Groups** button.
5. Then to create the test session, click on the **Add to Session** icon under the Action column.

Note: See the “Add Test Session” section of this user guide for more information.

Manage Student Groups

Manage Student Groups Upload Student Groups

[Instructions](#)

* Indicates required fields

Administration: Classroom Diagnostic Tool * District: DRC Use Only - Sample D * School: DRC Use Only eDIRECT S *

Student Last Name: Student First Name: MOSIS ID:

Teacher: Group Name:

Find Student Groups **Clear**

Student Groups			
Teacher	Group Name	Students	Action
<input type="checkbox"/> drsloadone, teacher (tdrsloadone@drc-mn.com)	t drsloadone - Reading 5	15	  
<input type="checkbox"/> drsloadtwo, teacher (tdrsloadtwo@drc-mn.com)	t drsloadtwo - Math 6	15	  



COPY STUDENT GROUPS

A student group may be replicated to assign the same group of students to another teacher.

To copy a student group, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and **School**.
4. Enter in any additional search criteria: **Student Last Name**, **Student First Name**, **MOSIS ID**, **Teacher**, or **Group Name**.
5. Click **Find Student Groups**.
6. Check the box next to each of the student groups you want to copy.
7. Click **Copy Selected Groups**.

Note: The phrase “copy of” will appear in the group name of all copied groups.

Manage Student Groups

Manage Student Groups | Upload Student Groups

[Instructions](#)

* Indicates required fields

Administration: Classroom Diagnostic Tool *
District: DRC Use Only - Sample D *
School: DRC Use Only eDIRECT S *

Student Last Name: _____
Student First Name: _____
MOSIS ID: _____

Teacher: _____
Group Name: _____

Find Student Groups | **Clear**

Student Groups				
Teacher	Group Name	Students	Action	
<input type="checkbox"/> drsloadone, teacher (tdrsloadone@drc-mn.com)	t drsloadone - Reading 5	15		
<input type="checkbox"/> drsloadtwo, teacher (tdrsloadtwo@drc-mn.com)	t drsloadtwo - Math 6	15		

2 Item(s) Displayed

Add Student Group | **Export to Excel** | **Reassign Group** | **Copy Selected Groups** | **Delete Selected Groups**

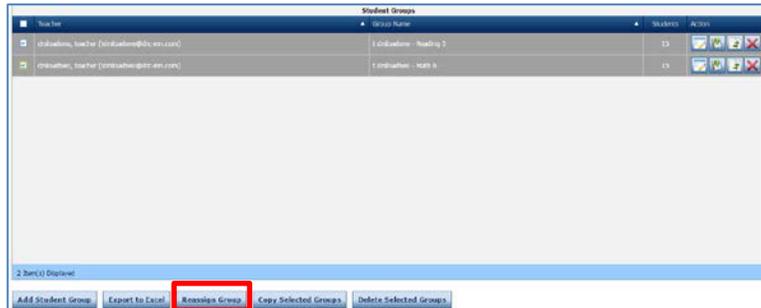
REASSIGN A TEACHER TO MULTIPLE STUDENT GROUPS

This can be done anytime a new teacher needs to be assigned to existing student groups.

To reassign a teacher to multiple student groups, follow these steps:

1. Select **Test Setup**→**Student Groups**.
2. Select the **Classroom Diagnostic Tools 2015-2016** administration.
3. Select the **District** and **School**.
4. Enter in any additional search criteria: **Student Last Name, Student First Name, MOSIS ID, Teacher, or Group Name**.
5. Click **Find Student Groups**.
6. Check the box next to each of the student groups you want to reassign to the new Teacher.
7. Click **Reassign Group**.
8. Select the new teacher from the drop down menu.
9. Click **Assign**.
10. To cancel and return to the **Manage Student Groups** page, click **Cancel**.

Note: See the “Edit/Delete Student Groups” section of this user guide for more information.



The dialog box "Assign Teacher to Student Groups" contains an "Instructions" section with a red asterisk indicating required fields. A "Teacher" dropdown menu is set to "Test, Teacher (2345678)". The "Assign" button is highlighted with a mouse cursor.

Assign Teacher to Student Groups

[+ Instructions](#)

* Indicates required fields

Teacher

Test, Teacher (2345678) *

Assign **Cancel**

TEST SESSIONS

Within the Test Sessions menu in eDIRECT, a user assigns students to assessments, prints student test tickets, and checks student status.

After all students have been loaded to eDIRECT, test sessions can be created. Test sessions are created to assign students to an assessment. For the CDT assessment, it is recommended that a student be placed into three test sessions per content area, meaning they will take each content area CDT three times throughout the year. Students can be placed into a maximum of five test sessions per CDT content area.

Users can print the Student Roster and Student Test Tickets from each test session. Test Examiners will use the Rosters to confirm all of the student information is correct. Students use their Test Ticket to sign in to the actual CDT Assessment.

SEARCH/VIEW TEST SESSIONS

To search for Test Sessions, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. Select the **District** and/or **School**.
4. Enter any additional filter criteria.
5. Click **Show Sessions**.

The screenshot displays the 'Test Sessions' interface in eDIRECT. At the top, there is a 'Manage Test Sessions' tab. Below it, an 'Instructions' section notes that asterisks indicate required fields. The search filters include: Administration (Classroom Diagnostic Tools), District (DRC Use Only - Sample District), School (DRC Use Only eDIRECT Sample School), Last Name, First Name, MOSIS ID, Session, Content Area (All), and Assessment (All). There are 'Show Sessions' and 'Print All Tickets' buttons. Below the filters, there are 'Sessions' and 'Status Summary' tabs. The 'Sessions' tab is active, showing a table with the following data:

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	SQA Smoke Test 9/30/15	Math Grades 6-8	Not Started	9/30/2015	10/2/2015	

At the bottom of the interface, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

ADD TEST SESSION

To add a Test Session, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. Select the **District** and **School**.
4. Click **Add Session** at the bottom of the page.
5. Enter the required information: **Session Name, Content Area, Assessment, Begin Date and End Date**.
Test Session Name Recommendation: <Educator Name><Date> or <Educator Name><Iteration >
Examples: Susan Smith December 2015 or Susan Smith Winter 2015

Note: The Upload Multiple Test Session functionality will be available on October 29, 2015.

Note: Due to the long testing window for CDT assessments, begin and end dates can be selected for the test sessions. The begin and end dates determine when the Test Tickets are valid for the test session. If a student attempts to sign in to an assessment before the begin date or after the end date, the login will fail. It is recommended that these dates be adjusted to represent the actual testing window rather than the defaulted dates.

6. Enter any additional search criteria to search for students: **Last Name, First Name, MOSIS ID**, etc.
7. Click **Find Students**.
8. To clear your search criteria and start again, click **Clear**.
9. Select students from the **Available Students** list; to select multiple students, use the Ctrl key.
10. Click the **Single Right Arrow** icon to move the selected students from the **Available Students** list to the **Students in Session** list.
11. Click **Save** to add the students to the session or click **Cancel** to return to the Test Sessions page.

Note: Students with a pound sign (#) before their name are not available for the test session because they have reached their maximum number of test sessions for the assessment selected. For the CDT, students can be placed into a maximum of five (5) test sessions per content area.

The screenshot shows the 'Add Test Session' web application interface. At the top, there is a blue header with the title 'Add Test Session'. Below the header, a light blue bar displays the 'Testing Window: 09/30/2015 - 10/02/2015'. A section titled 'Instructions' contains a red asterisk indicating required fields. The form includes several input fields: 'Session Name', 'Content Area' (a dropdown menu), 'Assessment' (a dropdown menu), 'Mode' (a dropdown menu), 'Begin Date' (a date picker), and 'End Date' (a date picker). Below these fields is a 'Search for Available Students' section with a grid of search criteria: 'Student Last Name', 'Student First Name', 'MOSIS ID', 'Grade' (dropdown), 'Demographic' (dropdown), 'Accommodation' (dropdown), 'Teacher' (dropdown), and 'Student Group' (dropdown). There are three buttons: 'Find Students', 'New Student', and 'Clear'. Below the search criteria are two large list boxes: 'Available Students' and 'Students in Session'. Between these list boxes are four arrow buttons for moving students between lists. At the bottom of the form are three buttons: 'Save', 'Save & Add Another', and 'Cancel'. Small text at the bottom of each list box says 'Double-click to edit Student'.

EDIT/DELETE TEST SESSIONS

Test sessions can be edited at any time but cannot be deleted if *any* of the students within the session have begun or completed testing. The Delete icon is unavailable when a test session's status is either **In Progress** or **Complete**.

Test Session Status:

Not Started—none of the students in the session have started testing.

In Progress—one (1) or more of the students in the session have started or completed testing.

Completed—all the students in the session have completed testing.

Test Ticket Status:

Not Started—student has not started to test.

In Progress—student has begun testing.

Completed—student has completed testing.

Note: Test Session Status does NOT relate to the start and end dates for the session.

When editing a test session, the content area or assessment can be changed **ONLY** when there are no students in the Students in Session list on the Add/Edit Test Sessions screen.

To view/edit Test Sessions, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. Select the **District** and/or **School**.
4. Click **Show Sessions**.
5. Enter in any additional filter criteria: **Content Area** or **Assessment**.
6. Click the **View/Edit** icon in the Action column next to the test session.
7. See the "Add Test Session" section of this user guide for further information.

To delete test sessions, follow these steps:

1. Click the **Delete** icon in the Action column to delete a test session.

Delete Available



Delete Unavailable



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 eDIRECT Sample School	SQA Smoke Test 9/30/15	Math Grades 6-8	Not Started	9/30/2015	10/2/2015	

COPY A TEST SESSION

The Copy a Test Session functionality allows users to create multiple test sessions for the same group of students.

To copy a Test Session, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. If applicable, select the **District** and/or **School**.
4. Select **Show Sessions**.
5. Click **Copy Session** icon  in the Action column next to the test session.
6. Enter a Test Session Name in the **Session Name** field.
7. Adjust Content Area and Assessment, as necessary.
8. Click the double-arrow icon  to move over all students.
9. Click **Save**.
10. To cancel and return to Test Sessions page, click **Cancel**.

Add Test Session

Testing Window: 09/30/2015 - 10/02/2015

[Instructions](#)

* Indicates required fields

Session Name <input type="text"/>	Content Area <input type="text" value="Mathematics"/>	Assessment <input type="text" value="Math Grades 6-8"/>
Mode <input type="text" value="Online"/>	Begin Date <input type="text" value="9/30/2015"/>	End Date <input type="text" value="10/2/2015"/>

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	MOSIS ID <input type="text"/>	Grade <input type="text" value="(All)"/>
Demographic <input type="text" value="(All)"/>	Accommodation <input type="text" value="(All)"/>	Teacher <input type="text" value="(All)"/>	Student Group <input type="text" value="(All)"/>

Available Students:	Students in Session:
<input type="text"/>	<input type="text" value="drsupload100, student (1000000001)"/> drsupload101, student (1000000002) drsupload102, student (1000000003) drsupload103, student (1000000004) drsupload104, student (1000000005) drsupload105, student (1000000006) drsupload106, student (1000000007) drsupload107, student (1000000008) drsupload108, student (1000000009) drsupload109, student (1000000010) drsupload110, student (1000000011) drsupload111, student (1000000012)"/>

Double-click to edit Student

TEST SESSION SUMMARY

The Test Session Summary provides the user the ability to view summary information about any of the testing that is occurring within their district, school, or class. District users can view summary information for either all the schools within their district collectively or one school at a time. School users can view summary information for their school ONLY.

To view a Test Session summary, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. If applicable, select the **District** and/or **School**.
4. Click **Show Sessions**.
5. Select the **Status Summary** tab.

Sessions		Status Summary				
Instructions						
Session Summary						
Status	Session Count					
Not Started	1					
Student Summary						
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed			
Content Area: Mathematics						
Math Grades 6-8	46	0	0			
Student Summary by Test Session						
District	School	Session Name	Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
DRC Use Only - Sample District	DRC Use Only eDIRECT Sample School	SQA Smoke Test 9/30/15	Math Grades 6-8	46	0	0

STUDENT TEST TICKETS

The Student Test Ticket contains unique login credentials used by the student to access the INSIGHT testing software. An individual Test Ticket is required for each testing session. These Test Tickets are secure materials and must be treated appropriately.

The Student Test Ticket always indicates the name of the administration, the name of the assessment, the username, the password, and the Audio (TTS) accommodation for Math, as applicable. No other accommodation information will appear on the Test Ticket.

Classroom Diagnostic Tools 2015-2016				
Student Test Roster				
District:	DRC Use Only - Sample District			
School:	DRC Use Only eDIRECT Sample School			
Assessment:	Math Grades 6-8			
Test Session:	SQA Smoke Test 9/30/15			
Test Session Window:	09/30/2015 to 10/02/2015			
Student Name	MOSIS ID	Username	Password	Accommodation(s)
drsupload100, student	1000000001	sdrsupload11	DARK5907	TTS
drsupload101, student	1000000002	sdrsupload12	SANG3484	
drsupload102, student	1000000003	sdrsupload13	WRAP3936	

Classroom Diagnostic Tools 2015-16	
Math Grades 6-8	
School:	Sample School
Student Name:	Anderson, Abigail
MOSIS ID:	1234567890
Test Session:	Sample Session
Username:	AAnderson1
Password:	MELT3456
Accommodation(s):	

VIEW/PRINT TEST TICKETS

To view/print Test Session Tickets, follow these steps:

1. Select **Test Setup**→**Test Sessions**.
2. Select the **Classroom Diagnostic Tools 2015-2016** Administration.
3. If applicable, select the **District** and/or **School**.
4. Click **Show Sessions**.
5. Enter in any additional criteria: **Content Area** or **Assessment**.
6. Click on the **Edit/Print Ticket Status** icon in the Action column next to the test session.
7. Either select the Test Tickets by checking the box next to the applicable students and clicking **Print Selected**, or click **Print All** to print all the tickets for the test session.
8. A PDF document opens containing the Test Ticket instructions, a roster of student tickets being printed, and the Test Tickets.
9. Print the PDF and separate the tickets for distribution to students at testing time.
10. To return to the Test Sessions page, click **Close**.

Testing Status

[Instructions](#)

Last Name: Status: (All)

Testing Status - Student's Session (Reading Grades 3-5)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	3LIT1	Review	Not Started			    
<input type="checkbox"/>	Student	Training	3LIT2	Review	Not Started			    
<input type="checkbox"/>	Student	Training	3LIT3	Review	Not Started			    
<input type="checkbox"/>	Student	Training	3LIT4	Review	Not Started			    
<input type="checkbox"/>	Student	Training	3LIT5	Review	Not Started			    

Quick Print All Tickets in a Test Session:

- Click the **Print All Tickets** icon in the Action column next to the test session.

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	Student's Session	Reading Grades 3-5	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Reading Grades 3-5	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Reading Grades 3-5	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Reading Grades 6-8	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Reading Grades 6-8	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Reading Grades 6-8	Not Started	10/13/2015	10/13/2016	    	
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Student's Session	Math Grades 3-5	In Progress	10/13/2015	10/13/2016	    	

TROUBLESHOOTING STUDENT LOG IN

If students are having trouble logging in:

- make sure they are selecting the correct test,
- make sure they did not select the Online Tools Training,
- make sure the first four letters are capitalized, and
- make sure when using the number key pad that the Caps Lock is not on.

eDIRECT Test Setup User Guide

