

MEMORANDUM

TO: District Test Coordinators
FROM: DRC Program Team
DATE: October 14, 2016
SUBJECT: 2016–2017 MAP Grade-Level Classroom Diagnostic Tools/Interim Assessments eDIRECT Information

The purpose of this memo is to provide you with important dates and information for the 2016–2017 MAP Grade-Level Classroom Diagnostic Tools (CDT) Interim Assessments. The first day of testing for the CDT will be December 19, 2016, and students will be able to test through July 28, 2017. The CDT will be accessed through the INSIGHT online testing platform. Student and teacher information will be managed in eDIRECT, which will also contain the supporting documents and user guides for the CDT administration.

The following release dates have been established in preparation for the CDT assessments:

OCTOBER 17	
What is Available?	Necessary Action
CDT User Guide	Access under All Applications – General Information – Documents and select CDT User Guide from the Document Type dropdown. DTCs and STCs use this guide as a reference to learn more about and prepare for the CDT assessments.
DTC CDT Training Presentation	Access under All Applications – General Information – Documents and select DTC Training from the Document Type dropdown. DTCs use this recorded training to learn about roles and responsibilities for administering and overseeing the CDT assessments.
eDIRECT Training Modules for User Administration	Access under All Applications – General Information – Documents and select eDIRECT Training – User Admin from the Document Type dropdown. DTCs and STCs may view these training modules to learn more about setting up users and assigning permissions in eDIRECT.
eDIRECT User Guide – User Administration	Access under All Applications – General Information – Documents and select eDIRECT User Guides from the Document Type dropdown. DTCs use this guide to assist in setting up users and assigning permissions to eDIRECT.
eDIRECT 2016-2017 CDT/Interim Administration functionality available	DRC assigns DTCs to the CDT 2016–2017 administration, and assigns permissions. DTCs must then copy DITCs, STCs, and Test Examiners from the Summative Spring 2016 administration to the CDT 2016–2017 administration and assign permissions. Any users not already in eDIRECT must be added.

OCTOBER 17	
What is Available?	Necessary Action
DRC INSIGHT Technology User Guide	<p>Access under All Applications – General Information – Documents and select INSIGHT Technology User Guide from the Document Type dropdown.</p> <p>DITCs use this guide—separated into five volumes—to assist in installing and configuring INSIGHT software for online testing.</p> <p>NOTE: There are updated versions of the Testing Site Manager (version 9) and the INSIGHT client (version 7). The old TSM must be uninstalled and the new version installed and configured. The INSIGHT client will update as long as automatic updates were enabled during original installation. Both the TSM and INSIGHT client must be updated in order to avoid issues during testing.</p>
DITC Training Presentation	<p>Access under All Applications – General Information – Documents and select DITC Training from the Document Type dropdown.</p> <p>DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing.</p>
Online Tools Training (OTT)	<p>Access under the DRC INSIGHT Online Assessments software icon on the device desktop, or access the public version via the link on the eDIRECT homepage.</p> <p>Students use this training to become familiar with the online testing navigation and functionality. OTTs should be used after students have viewed the Online Testing Tutorial.</p>
CDT Online Testing Tutorial	<p>Access under All Applications – General Information – Test Tutorials, or via a link on the INSIGHT software landing page.</p> <p>Students use this tutorial to become familiar with the INSIGHT functionality. It is also beneficial for DTCs, STCs, TEs, and Teachers to view the tutorial.</p>
NOVEMBER 21	
eDIRECT Training Modules for Test Setup	<p>Access under All Applications – General Information – Documents and select eDIRECT Training – Test Setup from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners may use these training modules to learn how to use the Test Setup System, which is used to manage student and teacher information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
eDIRECT User Guide – Test Setup	<p>Access under All Applications – General Information – Documents and select eDIRECT User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this guide to assist in using the Test Setup System which is used to manage student and teacher information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
eDIRECT Test Setup functionality available	<p>DTCs and STCs will load student and teacher information and set up test sessions using eDIRECT functionality—Student Management, Teacher Management, Test Management, and Student Group Managements. Preparations must be completed prior to testing, or students will not be able to test.</p>

DECEMBER 19	
What is Available?	Necessary Action
eDIRECT Training Modules for Reports	Access under All Applications – General Information – Documents and select eDIRECT Training – Reports from the Document Type dropdown. DTCs, STCs, and Teachers/Test Examiners may use these training modules to learn how to access reports.
eDIRECT User Guide – Reports	Access under All Applications – General Information – Documents and select eDIRECT User Guides from the Document Type dropdown. DTCs, STCs, and Teachers/Test Examiners use this guide to assist in accessing reports.
eDIRECT Reports functionality available	Access All Applications – Report Delivery – CDT Interactive Maps to view maps and learning progressions.

Questions

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
MAP Service Line Phone: 1-800-544-9868 Email: MAPHelpdesk@datarecognitioncorp.com	Missouri Department of Elementary and Secondary Education Assessment Section Phone: 573-751-3545 Email: assessment@dese.mo.gov Website: http://dese.mo.gov/college-career-readiness/assessment