MEMORANDUM

TO: District Test Coordinators
FROM: Data Recognition Corporation (DRC) MAP Service Line
DATE: January 2017
SUBJECT: Spring 2017 MAP Grade-Level Summative Assessments Information

Dear District Test Coordinator,

This memo provides you with important information regarding the Spring 2017 MAP Grade-Level Summative Assessments. The Summative assessments will be accessed by students through the INSIGHT online testing platform. User information, student information, student groups, accommodations and test tickets will be managed in eDIRECT, which will also contain the supporting documents and user guides for the administration.

Please note that February 10 is the deadline for schools to submit their Precode data to DESE for the Spring 2017 MAP Grade-Level Summative Assessments.

For more information on DESE Assessment Precodes, please visit: https://dese.mo.gov/data-system-management/core-datamosis. To view timelines, select Precode Timelines under the Quick Links section.

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

What is Available?	Necessary Action
JANUARY 10	
eDIRECT 2016-2017 Summative Administration functionality	DRC assigns DTCs to the Spring 2017 Summative administration. DTCs must then copy District Information Technology Coordinators (DITCs), School Test Coordinators (STCs), and Test Examiners (TEs) from the 2016-2017 Classroom Diagnostic Tools (CDT) administration to the Spring 2017 Summative administration and assign permissions. If your district is not testing the 2016-2017 CDT administration, then you should copy from the Spring 2016 Summative administration. Any users who do not need access to the Spring 2017 Summative administration should not be copied. Any users not already in eDIRECT must be added.
eDIRECT User Guide – User Management	Access in eDIRECT 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, assigning permissions, and the Enrollments and Additional Materials processes in eDIRECT.

What is Available?	Necessary Action
eDIRECT Training Modules – Enrollments and Testing Windows (recorded)	Access in eDIRECT 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 ordering Large Print and Braille testing materials and providing ELA, Mathematics, and Science testing windows.
Enrollments Window Opens– For Ordering Large Print and Braille Materials, Providing Purchase Order (PO) Numbers, and Identifying Testing Windows	Access in eDIRECT under All Applications > Materials > Enrollments.
	DTCs order Large Print and Braille testing materials and provide testing windows during this window.
	POs must be emailed to maphelpdesk@datarecognitioncorp.com
Online Testing Tutorial	Access in eDIRECT under All Applications > General Information > Test Tutorials, or via a link on the INSIGHT software landing page.
	Students and teachers use this tutorial to become familiar with the INSIGHT functionality. It is also beneficial for DTCs, STCs, TEs, and Teachers to view the tutorial.
Online Tools Training (OTT)	Access via the DRC INSIGHT Online Assessments software icon on the device desktop, or access the public version via the link on the eDIRECT homepage.
	Students use this training to become familiar with the online testing navigation and functionality. Teachers and students should expect to see off grade-level items that illustrate the various tools used for different item types within a given grade. OTTs should be used after students have viewed the Online Testing Tutorial.
DITC Training Presentation (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select DITC Training from the Document Type dropdown.
	DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing. (This is the same training that was released in Oct. 2016 prior to the CDT administration.)
FEBRUARY 1	

What is Available?	Necessary Action
Test Coordinator's Manual (TCM) and Examiner's Manuals (EMs)	Access in eDIRECT under All Applications > General Information > Documents and select Manuals from the Document Type dropdown.
	DTCs and STCs use the TCM to learn about roles and responsibilities for administering and overseeing the Summative assessments. Examiners use the EMs for administering the Summative assessments.
eDIRECT User Guide – Test Setup	Access in eDIRECT 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 using the Test Setup functionality in eDIRECT, which is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing.
eDIRECT Test Setup functionality	Test Setup is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing. Preparations in Test Setup must be completed prior to testing, or students will not be able to test.
FEBRUARY 3	
Enrollments Window Closes	Last day for DTCs to order Large Print and Braille testing materials and provide ELA, Mathematics, and Science testing windows.
FEBRUARY 27	
Enrollments Window Opens – For changing testing windows only	DTCs can change testing windows during this window by contacting DRC MAP Service Line.
MARCH 9	
eDIRECT Training Module – Additional Materials (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Additional Materials from the Document Type dropdown.
	DTCs may use these training modules to learn how to order additional Large Print and Braille testing materials.
MARCH 14	
Additional Materials Ordering Window Opens	Access in eDIRECT under All Applications > Materials > Additional Materials.
	DTCs may order additional Large Print and Braille testing materials, extra shipping labels, or return boxes.
MARCH 20	
Large Print and Braille Testing Materials Arrive at Districts	Delivered to District office.

What is Available?	Necessary Action
Listening Transcripts	Access in eDIRECT under All Applications > General Information > Documents and select Listening Transcripts from the Document Type dropdown.
	NOTE: The DTC must contact the MAP Service Line to request access to specific listening scripts.
MARCH 24	
eDIRECT Training Module – Accountability Form (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Test Setup from the Document Type dropdown.
	DTCs and STCs may use these training modules to learn how to use the eDIRECT Materials Accountability Form.
MARCH 31	
Enrollments Window Closes – For changing testing windows only	Last day for DTCs to change testing windows by contacting DRC MAP Service Line.
	After March 31, 2017, DTCs will need to obtain DESE approval in order to change test windows. DTCs must submit an Appeal Request to DESE in order to change test windows. Requests to close a test window early will not be allowed after March 31, 2017; only test window extensions will be allowed with DESE approval.
APRIL 3	
Summative Grade-Level Assessments State Test Window Opens	
Guide to Interpreting Results (GIR)	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select GIR under the Resources menu on the right-hand side of page.
INSIGHT Online Reporting System User Guide	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select Users Guide under the Resources menu on the right-hand side of page.
APRIL 10	
eDIRECT Training Module – Reports (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Reports from the Document Type dropdown.
APRIL 17	

What is Available?	Necessary Action
Printed Individual Student Reports (ISRs) Ordering Window Opens (optional)	Access in eDIRECT under All Applications > Materials > Enrollments.
	Districts have the option to order printed ISRs for the flat fee of $350 during this window. Districts will receive two printed copies of each ISR for all tested students in the district. These are the same ISRs that are available electronically in the reporting system, just in hard copy and color format for easy distribution to parents. ISRs are packaged by school and shipped to the district. Each school package is sorted by grade-level and then alphabetically by student for each content area.
	POs must be entered in the system and emailed to maphelpdesk@datarecognitioncorp.com
Electronic Student Rosters and ISRs	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select Student Roster under the Reports menu on the right-hand side of page.
	NOTE: Reports are available in eDIRECT 10 business days after the completion of testing – based on your posted testing window. For example, a district that completed testing on April 3 will have their ISRs available electronically on April 17.
MAY 15	
Additional Materials Ordering Window Closes	Access in eDIRECT under All Applications > Materials > Additional Materials.
	Last day for DTCs to order additional Large Print and Braille testing materials, extra shipping labels, or return boxes.
MAY 26	
Summative Grade-Level Assessments State Test Window Closes	
MAY 30	
Deadline to Schedule Pickup of Testing Materials	DTCs must contact UPS to schedule pickup of testing materials.
JUNE 23	
Printed Individual Student Reports (ISRs) Ordering Window Closes (optional)	Access in eDIRECT under All Applications > Materials > Enrollments.
JULY 21	
Individual Student Report Labels Arrive at Districts	Delivered to District office.
AUGUST 11	
Printed ISRs Arrive at Districts (optional)	Delivered to District office for those that ordered printed ISRs.

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.
DRC INSIGHT Technology User Guide	Access under All Applications – General Information – Documents and select INSIGHT Technology User Guide from the Document Type dropdown. DITCs use this guide—separated into five volumes—to assist in installing and configuring INSIGHT software for online testing. **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.
DITC Training Presentation	Access under All Applications – General Information – Documents and select DITC Training from the Document Type dropdown. DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing.

OCTOBER 17	
What is Available?	**Necessary Action**
Online Tools Training (OTT)	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. 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.
CDT Online Testing Tutorial	Access under All Applications – General Information – Test Tutorials, or via a link on the INSIGHT software landing page. 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.
NOVEMBER 21	
eDIRECT Training Modules for Test Setup	Access under All Applications – General Information – Documents and select eDIRECT Training – Test Setup from the Document Type dropdown. 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.
eDIRECT User Guide – Test Setup	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 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.
eDIRECT Test Setup functionality available	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.

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