

SC-NCSC Assessment System User Guide for Test Coordinators



SC-NCSC ALTERNATE ASSESSMENT

Spring 2016



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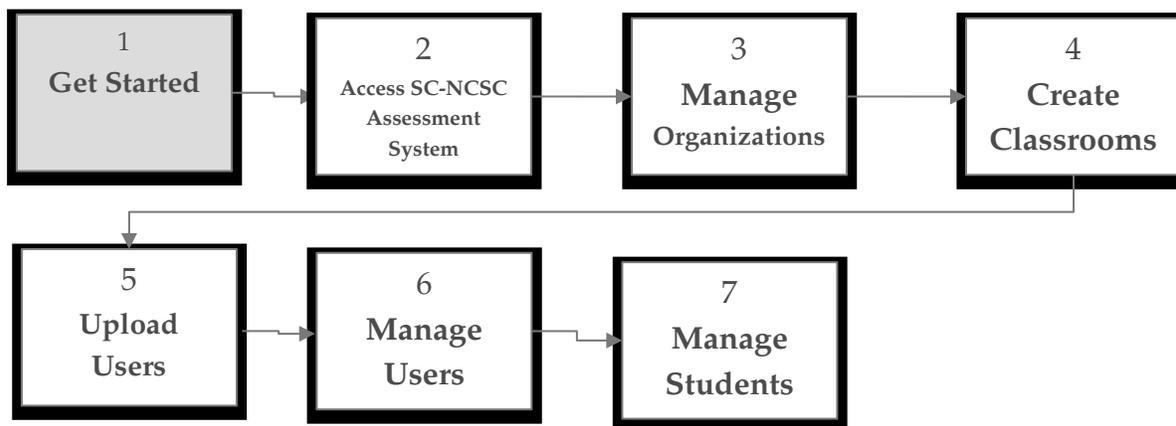
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Get Started

This section helps you to get started.



Document Overview

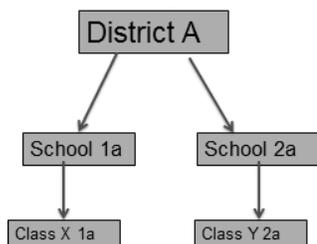
This document is a simple, quick guide to familiarize **Test Coordinators (TC)** with the system’s features and provide directions on how to perform certain mandatory functions within the SC-NCSC Assessment System. This document contains step-by-step actions that TCs would perform in normal system use.

As you become familiar with the SC-NCSC Assessment System, the following definitions may be useful.

Term	Description
1 Users	<p>Users are the educators who access the SC-NCSC Assessment System. Currently, the following user roles are supported in the SC-NCSC Assessment System:</p> <ul style="list-style-type: none"> ➤ Test Administrator (TA) ➤ Test Coordinator (TC) <p>A user may have one of the following hierarchy permissions:</p> <ul style="list-style-type: none"> ➤ District-level user: District-level TAs and TCs have access to the students in district(s) assigned to their user account. TCs may also access TAs and other TCs within those districts ➤ School-level user: School-level TAs and TCs have access to the students enrolled in that school(s). TCs may also access TAs and other TCs within those schools.

Term	Description
	<ul style="list-style-type: none"> ➤ Classroom-level user: A classroom-level user has access to the students enrolled in that classroom(s). <u>Examples:</u> ➤ Mary is a TA who has a classroom-level user role. She will have access to the students in her own classroom(s) only. ➤ Joe is a district-level TC for a small district with 8 schools. He has access to each of the schools and the students within them. He can also access the TA and TC accounts within each of the schools in the district. ➤ Bill is a school-level TA who has access to 1 school within a district. He can access all of the students of the school regardless of the class the students are assigned.

2 Organizations The system treats all levels of education hierarchy as Organizations. An organization can be a district, school, or classroom. The system assigns a unique system-generated identifier, called an Org ID, to each of these organizations. In this guide, we may also refer to organizations as a “parent” organization or a “child” organization. This is referring to the relationship one organization has with another.



Similarly, a school and a class are labeled as organizations. However, the class is the “child” organization of the school, which is the parent organization.

These analogies will be important for drill-down capabilities. When you drill down into a district, you will see all the child organizations associated to that district for which you have permission to view.

Additional Support

For additional support or questions about this document, please contact:

SC-NCSC AA-AAS Help Desk

Phone: (844) 654-3571

Email: SCNCSCassessment@measuredprogress.org

What is the SC-NCSC Assessment System?

The SC-NCSC Assessment System is the online system used to administer the SC-NCSC Alternate Assessment based on Alternate Achievement Standards (AA-AAS) to participating students.

Access the SC-NCSC Assessment System

Access the SC-NCSC Assessment System using the following link:

<https://www.scncscassessment.com>

District Test Coordinator for Alternate Assessment (DTC-Alt)/School Test Coordinator (TC) Checklist

Test Coordinators (district or school) are required to perform specific actions within the SC-NCSC Assessment System. Some of these actions need to be completed during the enrollment period, while other actions are required after the enrollment period ends and through the testing window.

Please use the following checklist for tasks that need to be completed during the enrollment period. The tasks with the warning icon () are due during the enrollment period

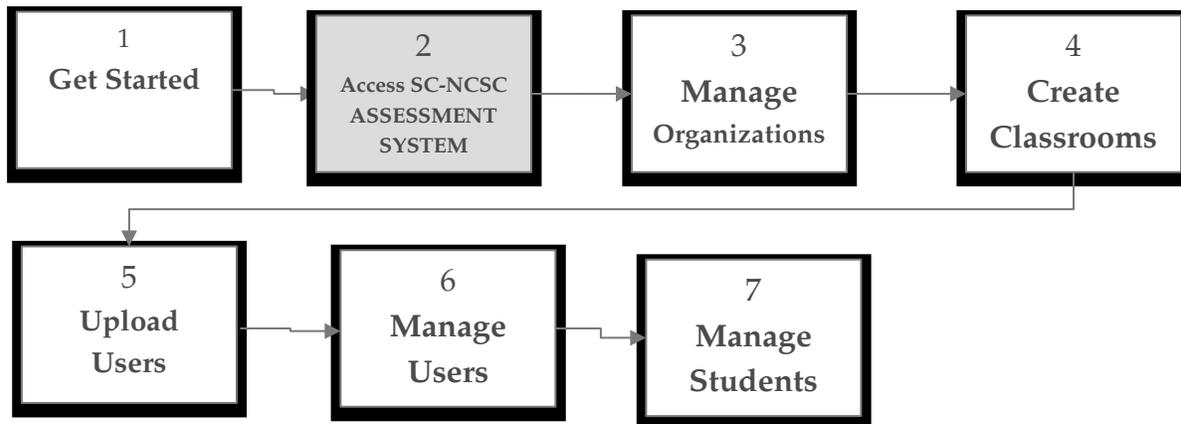
	Step	Description
1	 Get Started	<ul style="list-style-type: none"> - Familiarize yourself with provided guides, such as the Test Administration Manual (TAM), the SC-NCSC Assessment System User Guide for Test Coordinators, and the User Guide for Test Administrators. Complete the SC-NCSC Test Administration Training for Test Coordinators.
2	 Access SC-NCSC Assessment System	<ul style="list-style-type: none"> - Use the provided URL to access the SC-NCSC Assessment System.
3	 Manage Organizations	<ul style="list-style-type: none"> - Review the predefined organizations within your state to ensure data accuracy. - Add new organizations, such as classes, or edit the existing ones. (This step is optional; however, if you choose to do it, it needs to be completed prior to uploading TAs)
4	 Upload Users	<ul style="list-style-type: none"> - Download the users template. - Download Org ID list. - Fill in the users template with SCDE and TA information. - Fill in the Org ID and Org Name columns from the Org ID list. - Upload the users template. - Correct any validation errors. <p>Note: Make sure to upload the users template file after validation check.</p>

5	 Classrooms	If your district or school wishes to use classrooms: - Create classrooms. - Reassign students and TAs to the correct classroom.
6	 Manage Students**	- View student roster. - Access student profiles.
7	Assign Organizations	- View organizations assigned to users or students. - Reassign organization if needed.
8	Monitor TAs Training Status	- View users. - Access and edit a user profile. - Monitor a TA's training status.

**TCs will view the student rosters to check for accuracy.

Access the SC-NCSC Assessment System

This section prepares you to access the SC-NCSC Assessment System.

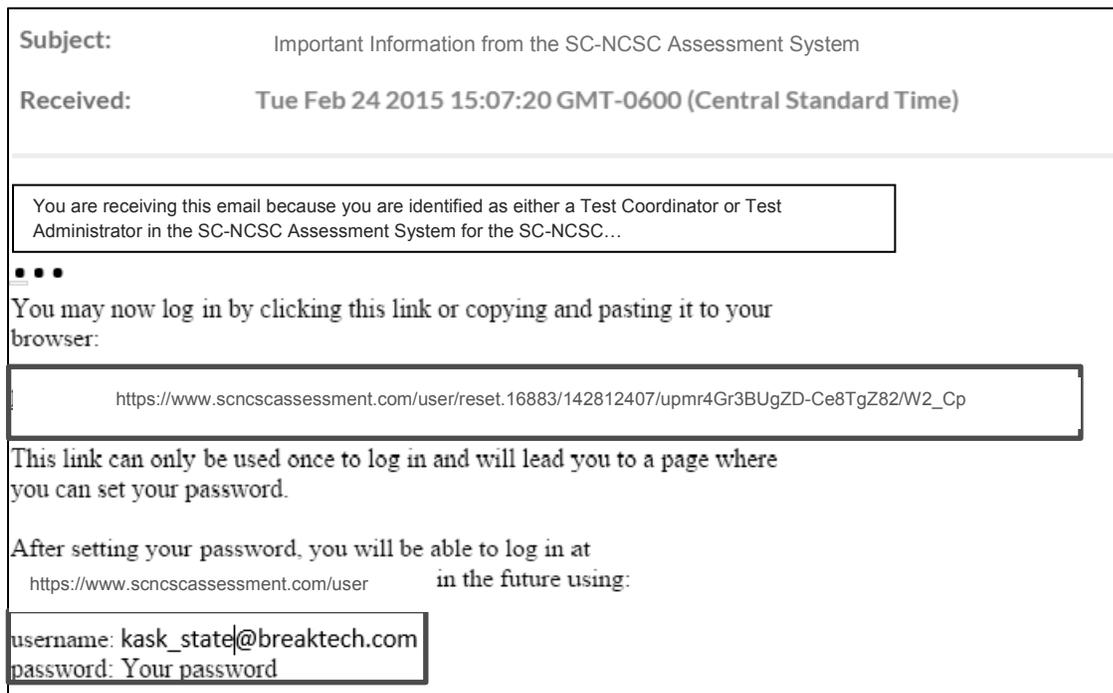


Where to Start

When a new user account is created in the SC-NCSC Assessment System, the user will receive an automated welcome email that contains a temporary URL.

If a TA or TC account was created via the Users File Upload step, the system sends the start-up email automatically.

If a user account is created manually via the Add User button in the SC-NCSC Assessment System, the TC who creates the account will select the Send Email checkbox. The system sends the start-up email to the users for whom the checkbox has been selected. The email will come from SCNCSCassessment@measuredprogress.org.

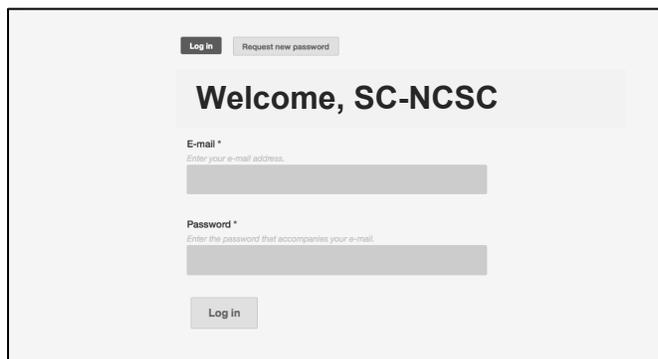


To gain access to the SC-NCSC Assessment System, click on the link within the email. When that link is clicked, the system will ask you to create a password that will be used for the SC-NCSC Assessment System. Note that the username is always the email address to which the welcome email was delivered.

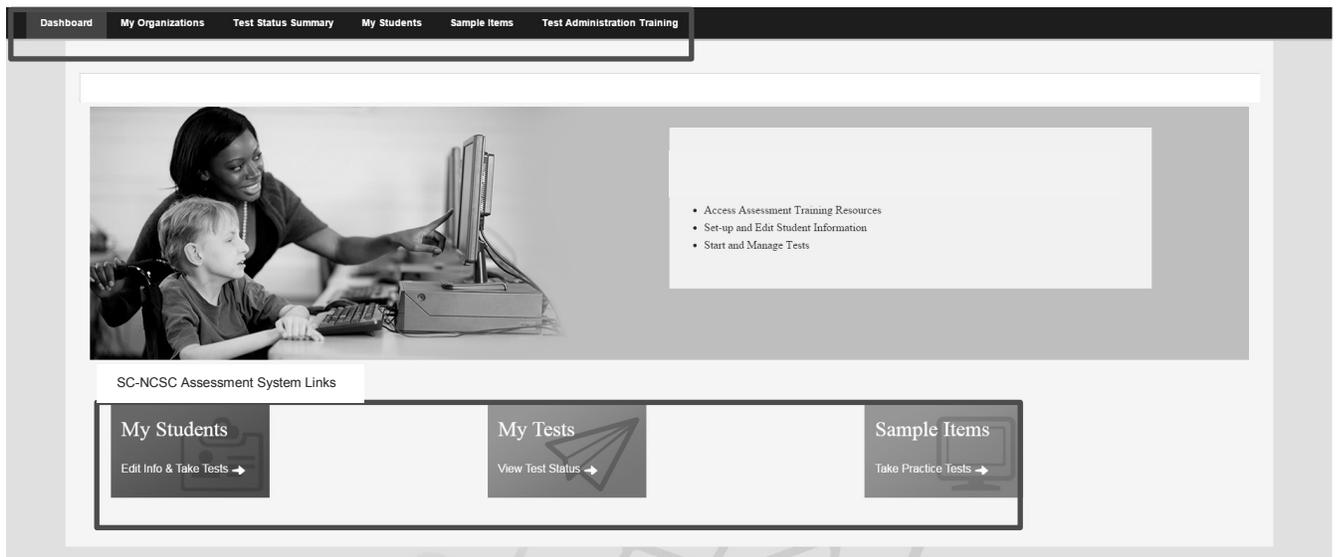
Access the SC-NCSC Assessment System

Once your user account is set up and you have changed your temporary password, you can access the SC-NCSC Assessment System any time. The SC-NCSC Assessment System Login page will appear as seen below.

Enter your email address and password, and click **Login** to access the secure SC-NCSC Assessment System.



Enter your email address and password, and click **Login** to access the secure SC-NCSC Assessment System.



Once logged in, the system opens the Dashboard page by default.

You can navigate within the system using the top navigation bar or by clicking on the blocks at the bottom of the screen.



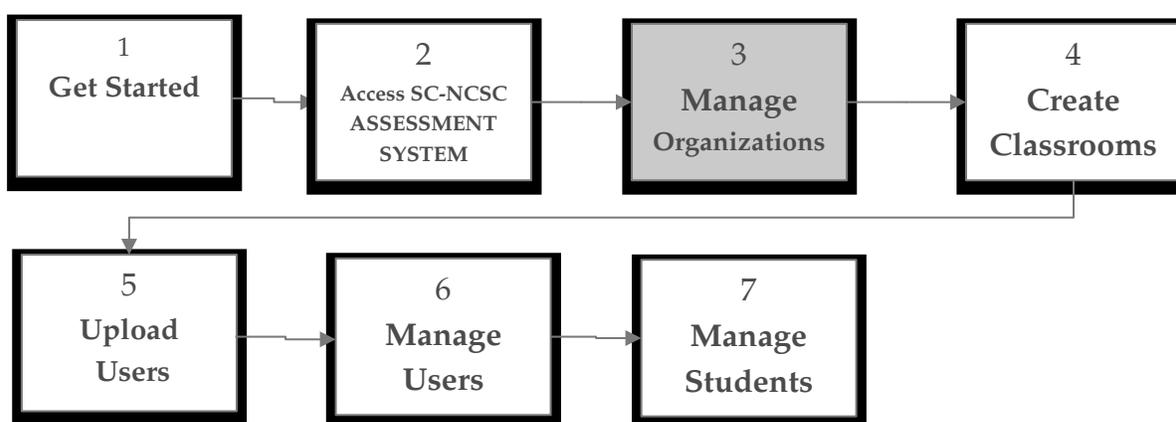
As DTCs-Alt/TCs, you will have access to the following menu options:

- **Dashboard:** This will return you to the home page.
- **My Organizations:** This is where you will go to manage the educational organizations, such as district-, school-, or classroom-level hierarchy, along with the users and students associated to each organization.
- **Test Status Summary:** This page provides an aggregated snap shot of all the tests your students are assigned to, the number of students assigned to each test, and the status of the test.
- **My Students:** This is the page TAs use to access student profiles, access test materials (such as the Directions for Test Administration) and start the student tests on the computer.

- Test Administration Training: This is the page that provides the training modules/ courses required for all users and allows the TA to take the required final quiz.
- Sample Items: This page contains a few practice items that can be used to practice the online navigation, test students' AT devices, etc. before launching the actual test.

Manage Organizations

This section prepares you to manage your organizations.



What Is An Organization?

In the SC-NCSC Assessment System, an organization can be any of the three different hierarchy levels: district, school, and classroom. Each organization level is defined by:

- **Organization ID:** Organization ID or **Org ID** is a unique system-generated identification that the SC-NCSC Assessment System has created for each district, school, or classroom at its creation.
- **Organization Name:** The organization name (district/school) is the one the SCDE provided. The system will not recognize any other name than the one provided initially.
- **Code:** The code is the school ID that the SCDE provided with the district or school name at creation. The code is a required field for schools.
- **Organization Level:** SC-NCSC Assessment System accepts the following organization levels:

- District
- School
- Classroom

Note: A *child organization* refers to the lower-level organization from which it was created. For example, the district organization is considered the parent organization. When we create a school within that district, the school is the child organization of the district. This relationship analogy continues down the hierarchy line. A classroom is considered a child of the school, which in this case is the parent organization.

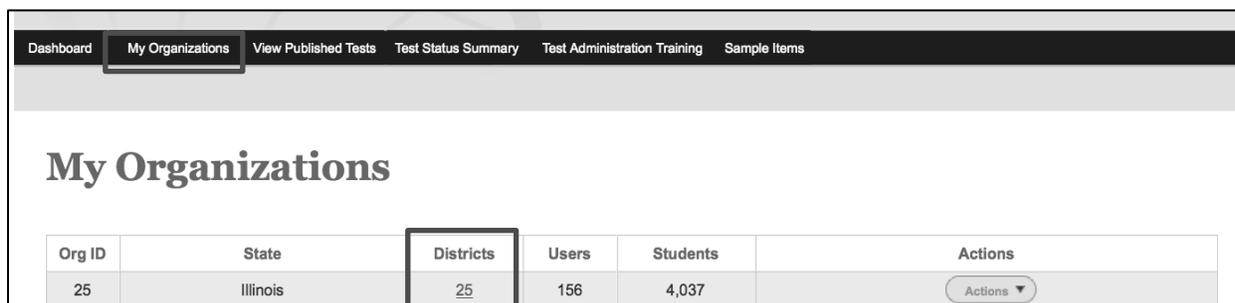
It is important to understand these relationships as some functions, such as creating an organization, have to be performed at the *parent* organization level.

My Organizations

When you access the SC-NCSC Assessment System with a TC role, you will see the **My Organization** link in the top navigation bar. When you click on this link, the organizations that have been assigned to you will be listed in a table.

If you are a District Test Coordinator for Alternate Assessment, you will start by seeing district-level information, as seen in the screenshot below.

If you are a school TC, you will see information pertaining to your school only. Note: Users may be assigned to more than one organization at any level.



Org ID	State	Districts	Users	Students	Actions
25	Illinois	25	156	4,037	Actions ▾

Organization Drill Down

As a TC, you are able to drill down to lower levels in the hierarchy. The level you start at will be determined by your user role permission (access privileges). For example, if you are school TC, you will only be able to see your school organization and drill down to the classroom level. Any text that is blue and underlined is a hyperlink—meaning you can click on it to drill down for more information. For example, in the previous screenshot, clicking on “25” in the Districts column will open the following page.

Org ID	Code	District	Schools	Users	Students	Actions
25	43543A	Evanston Township District	14	42	123	Actions ▾
26	768768	Skokie District	5	17	46	Actions ▾
27	187987	Morton Grove District	3	8	32	Actions ▾

Now you will see the list of districts along with the number of schools, users, and students associated with each district. You can continue to drill down to each level by clicking on the hyperlink in each column. For example, in the above screenshot, you can click on the number in the **Schools** column to view the schools in that district, you can click on **Users** to see all the educators in the district, or you can click on the **Students** link to see all the students in the district.

Note that the number of users includes all the TAs and TCs associated to the organization (district in the above screenshot) in the same row.

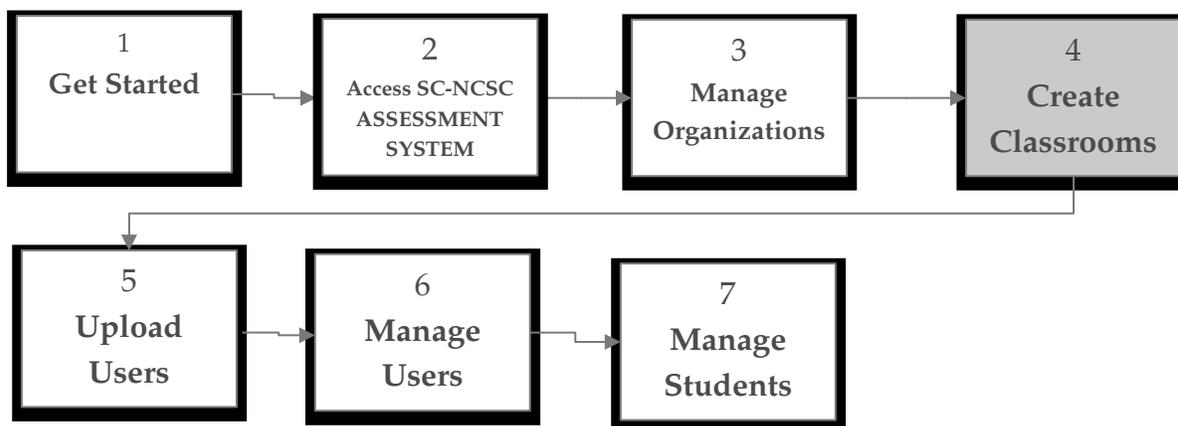
My Organization Actions

Each row provides you with an **Actions** button. Clicking the button opens the actions you can perform at that level. The list of available actions is dynamic and will change based on the level of the hierarchy you are viewing. The following screenshot illustrates the **Actions** button options for a district row in the table.

Org ID	Code	District	Schools	Users	Students	Actions
25	43543A	Evanston Township District	14	42	123	Actions ▾
26	768768	Skokie District	5	17	46	Add a School Edit Organization Download Org ID Upload Users File Upload Enrollment File
27	187987	Morton Grove District	3	8	32	

Create Classrooms

This section prepares the TC to create and manage additional organizations, such as classrooms in the SC-NCSC Assessment System. You can create classrooms to which you can assign TAs and students. However, it is not required.



Create a Child Organization

The majority of the organizations (districts and schools) have already been created in the SC-NCSC Assessment System. Nonetheless, the system allows you to create more organizations at any level of hierarchy based on your user role permissions.

The process to create an organization is the same regardless of the level of hierarchy being added. The only difference will be *where* you start the process. If you want to create a classroom, you will need to start from the parent organization—the school.

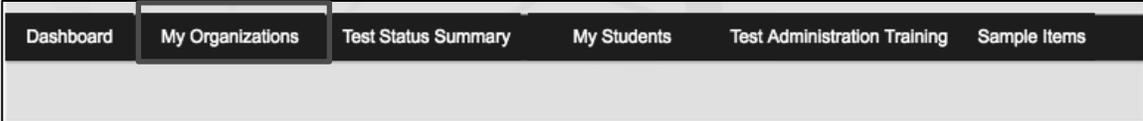
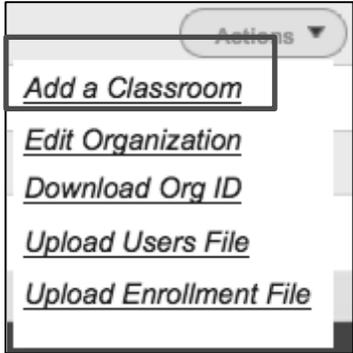
Here, we walk through creating a classroom, which is a child organization for a school.

Recommendations for Creating Classrooms

- Create one class per teacher per school
- Use the following naming protocol: Teacher Last Name_First Name

Create a Classroom

Classrooms are a way in which to organize the students in your schools and limit the number of students TAs can see when they go to edit student profiles or start tests. The following instructions walk you through creating a new classroom for a school.

1	<p>Click the My Organizations link within the top navigation bar.</p> 														
2	<p>Within the organizations table, drill down to the school level and locate the school for which you wish to create a classroom. Note: You may need to drill down a few times to get to the school organization level.</p> <table border="1" data-bbox="266 884 1458 982"> <thead> <tr> <th>Org ID</th> <th>School Code</th> <th>Schools</th> <th>Classrooms</th> <th>Users</th> <th>Students</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1240</td> <td>58998</td> <td>Evanston Township High School</td> <td>5</td> <td>17</td> <td>105</td> <td>Actions ▾</td> </tr> </tbody> </table>	Org ID	School Code	Schools	Classrooms	Users	Students	Actions	1240	58998	Evanston Township High School	5	17	105	Actions ▾
Org ID	School Code	Schools	Classrooms	Users	Students	Actions									
1240	58998	Evanston Township High School	5	17	105	Actions ▾									
3	<p>Click the Actions button located in the same row as the applicable school.</p> <table border="1" data-bbox="266 1058 1458 1161"> <thead> <tr> <th>Org ID</th> <th>School Code</th> <th>Schools</th> <th>Classrooms</th> <th>Users</th> <th>Students</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1240</td> <td>58998</td> <td>Evanston Township High School</td> <td>5</td> <td>17</td> <td>105</td> <td>Actions ▾</td> </tr> </tbody> </table>	Org ID	School Code	Schools	Classrooms	Users	Students	Actions	1240	58998	Evanston Township High School	5	17	105	Actions ▾
Org ID	School Code	Schools	Classrooms	Users	Students	Actions									
1240	58998	Evanston Township High School	5	17	105	Actions ▾									
4	<p>Select the Add a Classroom option from the Actions drop-down menu.</p> 														

<p>5</p> <p>The <i>Add Classroom</i> page opens. Enter the classroom information.</p> <ul style="list-style-type: none"> ➤ Organization Name: Required. Type in the classroom name (e.g., Long_Jessica). Please note you cannot use a name that already exists within the same parent organization. You must have something in the name that differentiates it from other classrooms. ➤ Organization Code: Optional. You may use a code for your classrooms. If not, you can leave it blank. ➤ Click Submit. 	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Add Classroom</h3> <p>Parent Organization Baker County Senior High School</p> <p>Organizational Code <input type="text"/></p> <p>Organization Name * <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>										
<p>6</p>	<p>A confirmation is displayed on the top of the page. You will also see the new class added to the school organization.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Added Smith Jessica</p> <p>Georgia (5) <small>Please select organization.</small></p> <h2 style="margin: 0;">'Baker County Senior High School' Classrooms</h2> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Org ID</th> <th>Code</th> <th>Classroom</th> <th>Users</th> <th>Students</th> </tr> </thead> <tbody> <tr> <td>399</td> <td>1234</td> <td>Ms. Smith</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </div>	Org ID	Code	Classroom	Users	Students	399	1234	Ms. Smith	0	0
Org ID	Code	Classroom	Users	Students							
399	1234	Ms. Smith	0	0							

Notice that the new classroom has been added, but there are zero users or students associated with the classroom. You must associate students and TAs to this new classroom.

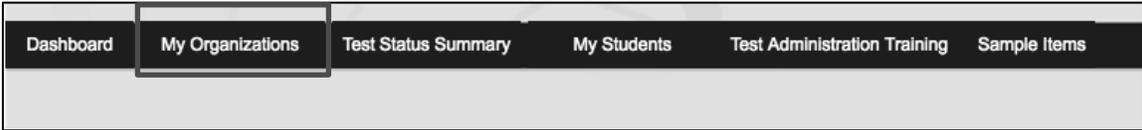
Follow the instructions to associate users and students to the classroom in the sections:

- Manage Users
- Manage Students

Edit an Organization

The only information that can be edited in the organization screen will be the organization name and/or code. To view and possibly edit the organization, follow the instructions below.

1 Click the **My Organizations** link within the top navigation bar.



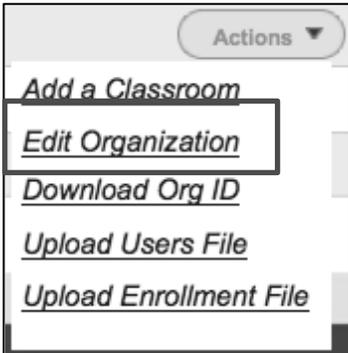
2 Within the organizations table, find the organization you wish to edit.
Note: You may need to drill down a few times to access the right organization level. In this example, we are going to edit the school.

Org ID	School Code	Schools	Classrooms	Users	Students	Actions
1240	58998	Evanston Township High School	5	17	105	Actions ▼

3 Click the **Actions** button located in the applicable organization row.

Org ID	School Code	Schools	Classrooms	Users	Students	Actions
1240	58998	Evanston Township High School	5	17	105	Actions ▼

4 Click the **Edit Organization** link.



<p>5</p>	<p>The Edit Organization page opens.</p> <p>Make your changes. Please note:</p> <ul style="list-style-type: none"> - You cannot use a name that already exists within the same parent organization. - Code is required for school and district organizations. <p>Click Submit.</p>		
<p>6</p>	<p>A confirmation is displayed on the top of the page.</p>		

Organizations cannot be deleted once they have been created.

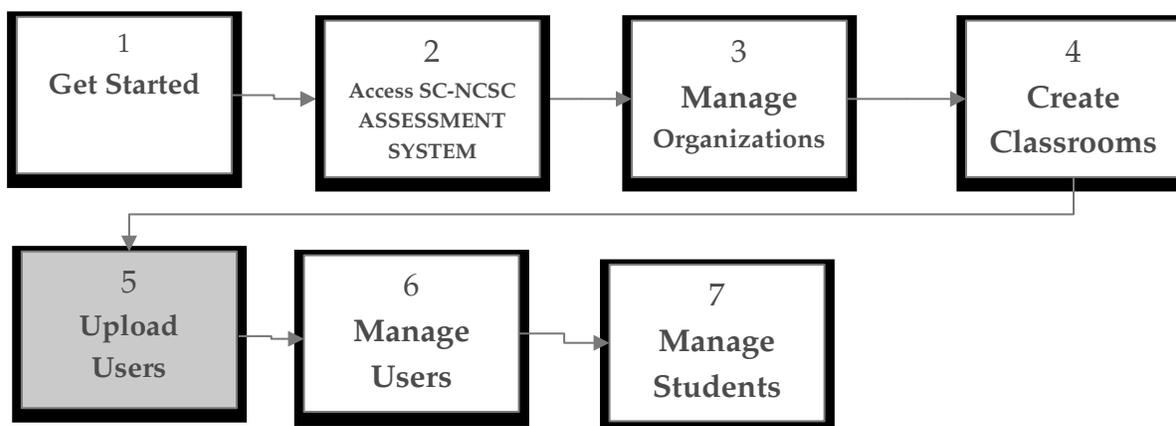
The process for manually creating or editing a school and district organization is the same as described in this section. You will just need to be sure you are on the parent organization level to create the child organization.

Upload Users File

This section prepares you to upload the Users File (TAs/TCs) into the SC-NCSC Assessment System and to manage users after the Users File has been uploaded.

The District Test Coordinator for Alternate Assessment is responsible for uploading the Users File.

The user upload process must be completed as described prior to the end of the enrollment period. This will ensure accurate test form assignment to your students.



Users Upload Checklist

The following section describes the required steps to upload the Users File during the enrollment window:

- ✓ Locate and download the Org ID file.
- ✓ Download the latest Users Template from SC-NCSC Assessment System.
- ✓ Fill in the template with your TAs' and TCs' data (without changing the layout/format).
- ✓ Copy and paste the correct Org ID and Org Name using the SC-NCSC Assessment System Org ID file into the Users File.
- ✓ Delete the Read Me tab and save the template as a Comma Separated Values (.csv) file.
- ✓ Start to upload the Users File.

NOTE: For small number of users, it may be beneficial to follow **Create Users** process on page 36 of TAM.

Step 1: Download Org ID

Within the Users File there are required fields regarding the organization ID and name. When uploading a file of users, it is crucial to provide the system with the correct Org ID and organization name that the SC-NCSC Assessment System recognizes. Otherwise,

the system will reject the records as missing valid data in these two columns, which means the users/students will not be created in the SC-NCSC Assessment System.

1 Click the **My Organizations** link from the top navigation bar.

2 The list of organizations that you or the district designee has permission to view will be displayed.

My Organizations

Org ID	State	Districts	Users	Students	Actions
25	Illinois	25	156	4,037	Actions ▼

Within the organizations table, find the organization for which you wish to retrieve a list of child organizations.

In the screenshot above, we are starting at the state level, but want to drill down to view the Org IDs for a district. Click on the number in the Districts column.

3

'IL' Districts

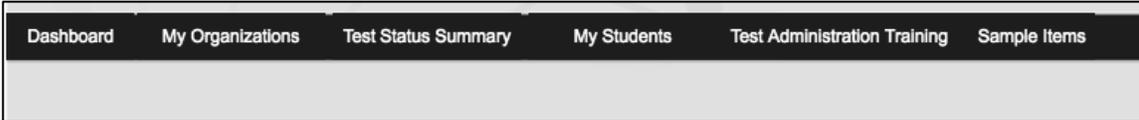
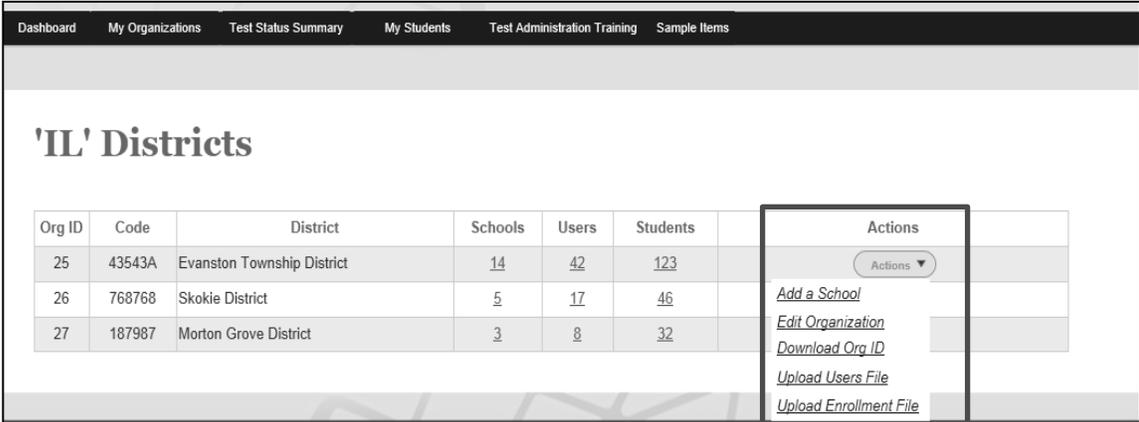
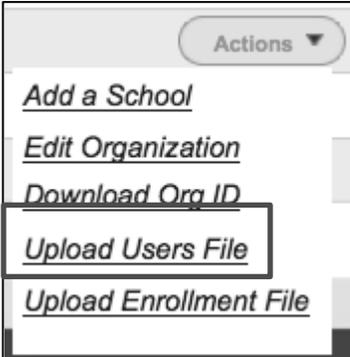
Org ID	Code	District	Schools	Users	Students	Actions
25	43543A	Evanston Township District	14	42	123	Actions ▼
26	768768	Skokie District	5	17	46	Add a School Edit Organization Download Org ID Upload Users File Upload Enrollment File
27	187987	Morton Grove District	3	8	32	

Locate the district (or other organization) for which you wish to view the Org IDs and name file. Click on **Actions**.

<p>4</p>	<p>Select the Download Org ID option from the Actions drop-down menu on the parent organization row.</p>	
<p>5</p>	<p>The list of child organizations for the selected level will open in Excel.</p> <p>The following columns are available in the downloaded Org ID file:</p> <ul style="list-style-type: none"> ➤ SC-NCSC Assessment System Org ID ➤ Org Name ➤ Org Type Code ➤ Parent Organization Name ➤ Parent Code <p>You will need the information in columns A and B only for entry into your Users File described in the next section.</p> <p>No matter which level you are on—district or school—you can access this list and it will display all the child organizations that belong to the parent organization level.</p>	
<p>6</p>	<p>Copy and paste (or use a formula) to update your Users File with the correct Org ID and name. Now that you have this file open, you may minimize it until you are ready to copy/paste Columns A&B information into the Users Template.</p>	

Step 2: Download & Complete Users Template

Now that you have the Org IDs and name list, when you are ready to upload your users' data into the SC-NCSC Assessment System, you will need to open the Users Template. The Users Template is necessary to ensure your file layout and format are the same as what the system expects. To access the latest version of the Users Template, follow the instructions below.

<p>1</p>	<p>Click the My Organizations link within the top navigation bar.</p> 																										
<p>2</p>	<p>Click any of the Actions buttons in the My Organization page.</p>  <table border="1" data-bbox="297 1140 1330 1283"> <thead> <tr> <th>Org ID</th> <th>Code</th> <th>District</th> <th>Schools</th> <th>Users</th> <th>Students</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>43543A</td> <td>Evanston Township District</td> <td>14</td> <td>42</td> <td>123</td> <td rowspan="3"> Actions ▼ Add a School Edit Organization Download Org ID Upload Users File Upload Enrollment File </td> </tr> <tr> <td>26</td> <td>768768</td> <td>Skokie District</td> <td>5</td> <td>17</td> <td>46</td> </tr> <tr> <td>27</td> <td>187987</td> <td>Morton Grove District</td> <td>3</td> <td>8</td> <td>32</td> </tr> </tbody> </table>	Org ID	Code	District	Schools	Users	Students	Actions	25	43543A	Evanston Township District	14	42	123	Actions ▼ Add a School Edit Organization Download Org ID Upload Users File Upload Enrollment File	26	768768	Skokie District	5	17	46	27	187987	Morton Grove District	3	8	32
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27	187987	Morton Grove District	3	8	32																						
<p>3</p>	<p>Select the Upload Users File option from the Actions drop-down menu.</p> 																										

4 The Upload Data File page opens.

Click the **System Users Template** link.

5 Open the template in Excel and transfer the TA and TC information into the template to ensure you are working with the most up-to-date template.

Also copy the Org ID and name information from the org list into this template.

6 The template also includes a second tab titled “Read me.”

The Read me tab contains instructions on how to complete the Users Template. It provides the list of columns along with the valid values the system needs to capture data.

This tab is for your information and can be used while copying your data into the template.

Note: You must delete the Read me tab prior to saving the file as a .csv document and uploading the file.

<p>7</p>	<p>After copying the TA and TC information into the Users Template file, select the Save as option from the File menu.</p>	
<p>8</p>	<p>Select the Comma Separated Values (.csv) option from the Format drop-down menu when the Save As popup opens. Then click the Save button.</p>	
<p>9</p>	<p>The system prompts you to confirm that some formatting features will be lost. Click Continue.</p>	

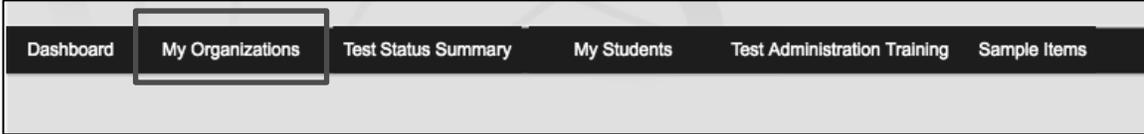
Please note: The screenshots during the saving process may look slightly different for you depending on your version of Microsoft Office.

Step 3: Upload Users File

Before uploading the Users File, make sure you have completed the following tasks:

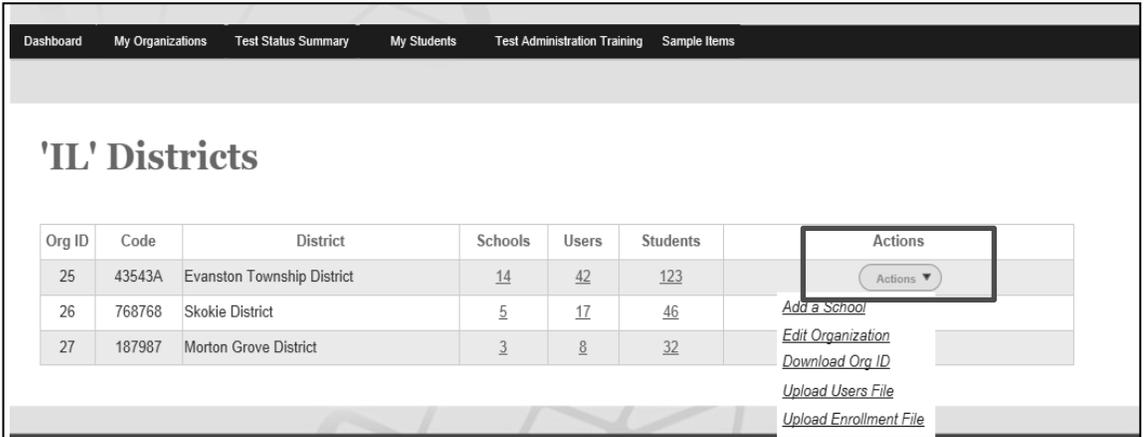
- ✓ I have downloaded the latest Users Template from SC-NCSC Assessment System.
- ✓ I filled in the template with my users (TCs and TAs) data (without changing the layout/format).
- ✓ I copied and pasted the correct Org ID and Org Name using the SC-NCSC Assessment System Org ID file.
- ✓ I deleted the Read me tab and saved the template as a .csv file.
- ✓ Now I'm ready to upload the file following instructions below.

1 Click the **My Organizations** link within the top navigation bar.



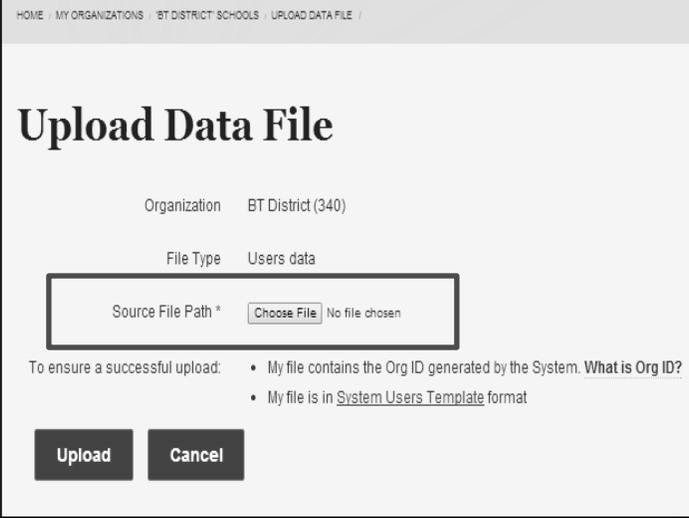
2 Within the organizations table, find the organization for which you are uploading the user information. The example shows this at the district level.

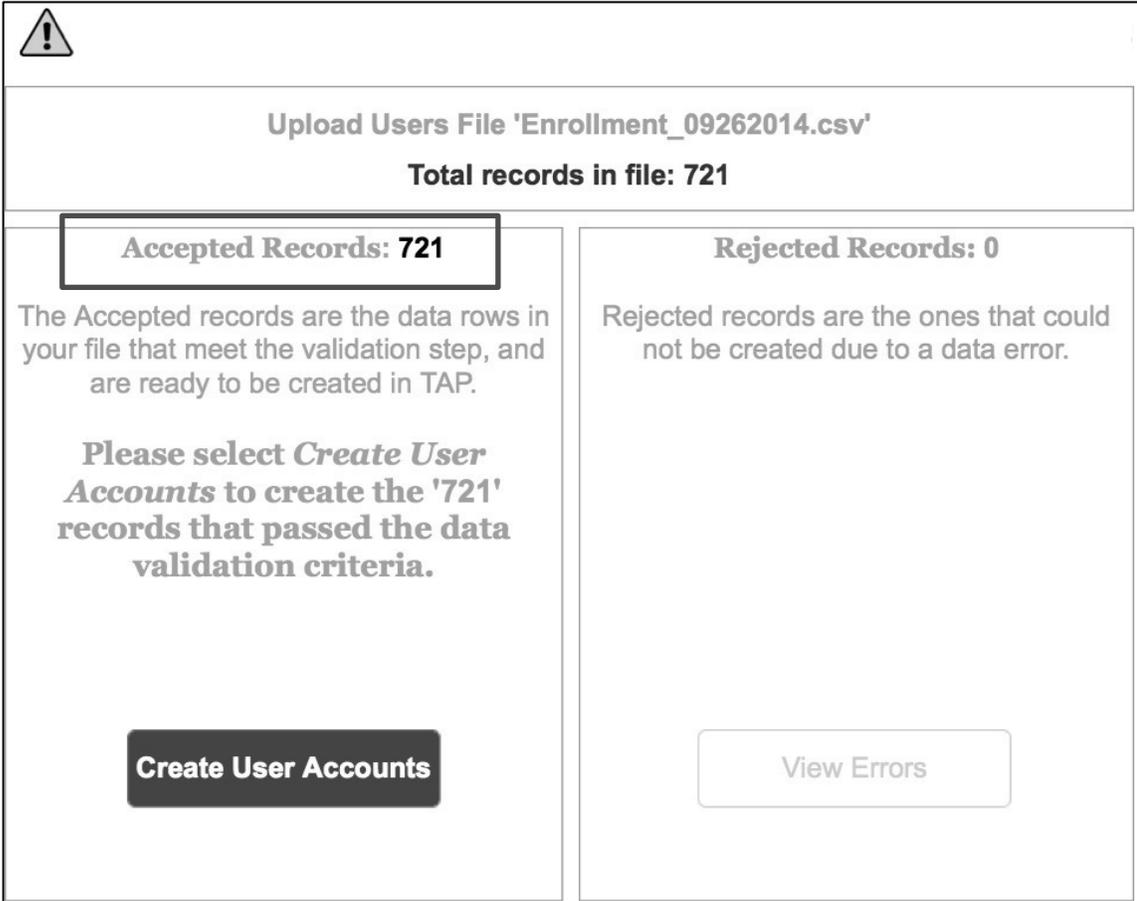
Click the **Actions** button.



Org ID	Code	District	Schools	Users	Students	Actions
25	43543A	Evanston Township District	14	42	123	Add a School Edit Organization Download Org ID Upload Users File Upload Enrollment File
26	768768	Skokie District	5	17	46	
27	187987	Morton Grove District	3	8	32	

<p>3</p>	<p>Select the Upload Users File option from the Actions drop-down menu.</p>	<p>The screenshot shows a web interface with an 'Actions' dropdown menu. The menu is open, displaying several options: 'Add a School', 'Edit Organization', 'Download Org ID', 'Upload Users File', and 'Upload Enrollment File'. The 'Upload Users File' option is highlighted with a black rectangular box.</p>
<p>4</p>	<p>The Upload Data File page opens. Click the Choose File button and select the enrollment file to be uploaded.</p>	<p>The screenshot shows the 'Upload Data File' page. At the top, it says 'HOME / MY ORGANIZATIONS / BT DISTRICT SCHOOLS / UPLOAD DATA FILE'. Below this, the title 'Upload Data File' is displayed. There are two dropdown menus: 'Organization' set to 'BT District (340)' and 'File Type' set to 'Users data'. Below these is a 'Source File Path *' field with a 'Choose File' button and the text 'No file chosen'. Below the field, there are instructions: 'To ensure a successful upload:' followed by two bullet points: 'My file contains the Org ID generated by the System. What is Org ID?' and 'My file is in System Users Template format'. At the bottom, there are 'Upload' and 'Cancel' buttons.</p>
<p>5</p>	<p>When prompted, locate and select your file and click Open.</p>	<p>The screenshot shows a 'File Upload' dialog box. The title bar says 'File Upload'. The current directory is 'Enrollment Templates'. The dialog shows a list of files with columns for 'Name' and 'Date Modified'. The files listed include various enrollment templates and worksheets. The 'Open' button at the bottom right is highlighted with a black rectangular box.</p>

<p>6</p>	<p>The file selected is listed in the Source File Path section (not shown here).</p> <p>Click the Upload button in the Upload Data File page.</p>	
<p>7</p>	<p>The system is going to validate the information that is in your template. The following criteria must be met in order for a record to pass the validation step:</p> <ul style="list-style-type: none"> ✓ Org ID must exist in SC-NCSC Assessment System. ✓ Organization name (the exact spelling) must exist in the SC-NCSC Assessment System ✓ Org ID must match with the given organization name. ✓ Org ID must be within the current user’s permission area. ✓ TAs must be associated to district-, school-, or classroom-level organizations (no state). ✓ If more than one organization is provided for a user, separate the organizations with comma in both Org ID and Org Name columns. ✓ The email address provided for each user should be unique. The system rejects duplicate records. ✓ Required fields must have a valid value (required fields are: Org ID, Org Name, Role, First Name, Last Name, Email). Valid values for each column are provided in the Read me tab of Users Template. <p>The validation step may take a few minutes to complete.</p>	

<p>8.a</p>	<p>No Failed Validation Errors</p> <p>Once done, the Validation Summary page opens. If there are no rejected records, the page looks like the following screenshot:</p> <div data-bbox="272 417 1409 1318" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows a warning icon at the top left. Below it, the title is "Upload Users File 'Enrollment_09262014.csv'" and the total records are "Total records in file: 721". The page is split into two columns. The left column is titled "Accepted Records: 721" and contains the text: "The Accepted records are the data rows in your file that meet the validation step, and are ready to be created in TAP. Please select <i>Create User Accounts</i> to create the '721' records that passed the data validation criteria." At the bottom of this column is a dark button labeled "Create User Accounts". The right column is titled "Rejected Records: 0" and contains the text: "Rejected records are the ones that could not be created due to a data error." At the bottom of this column is a light button labeled "View Errors".</p> </div>
<p>9a</p>	<p>Click Create User Accounts.</p> <div data-bbox="769 1514 1127 1608" style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Create User Accounts</p> </div>

10a	The system creates all the users (TC and TA) you had in your users file and provides you with a confirmation.	<div style="border: 1px solid black; padding: 10px;"> <p>Upload Data Confirmation</p> <hr/> <p style="text-align: center;">'556' user accounts were created successfully.</p> <ul style="list-style-type: none"> • The new users just received an email to their email addresses. • New users are provided with a temporary URL where they can set up their own passwords in TAP. </div>		
8b	<p>Records that Failed Validation</p> <p>After validation at step 7, if there are some records that failed the validation, the system provides the count of accepted records versus the rejected ones.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p> Some records could not be uploaded. Please select one of the actions below.</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; margin-bottom: 5px;"> Upload Users File 'Users_09262014.csv' Total records in file: 721 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> Accepted Records: 556 </td> <td style="width: 50%; padding: 5px; text-align: center;"> Rejected Records: 165 </td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The Accepted records are the data rows in your file that meet the validation step, and are ready to be created in TAP.</p> <p style="text-align: center;">Please select <i>Create User Accounts</i> to create the '556' records that passed the data validation criteria.</p> <p style="text-align: center;">Create User Accounts</p> </div> <div style="width: 45%;"> <p>Rejected records are the ones that could not be created due to a data error.</p> <p style="text-align: center;">Please select <i>View Errors</i> to view the '165' records that could not be uploaded.</p> <p style="text-align: center;">View Errors</p> </div> <div style="width: 10%; text-align: center;"> <p>Cancel Back to re-upload</p> </div> </div> </div>		Accepted Records: 556	Rejected Records: 165
Accepted Records: 556	Rejected Records: 165			
9b	Before viewing and fixing the records that failed validation, you must first create the records that were accepted.			
10b	Click Create User Accounts .	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p>Create User Accounts</p> </div>		
11b	The system provides a confirmation message.			

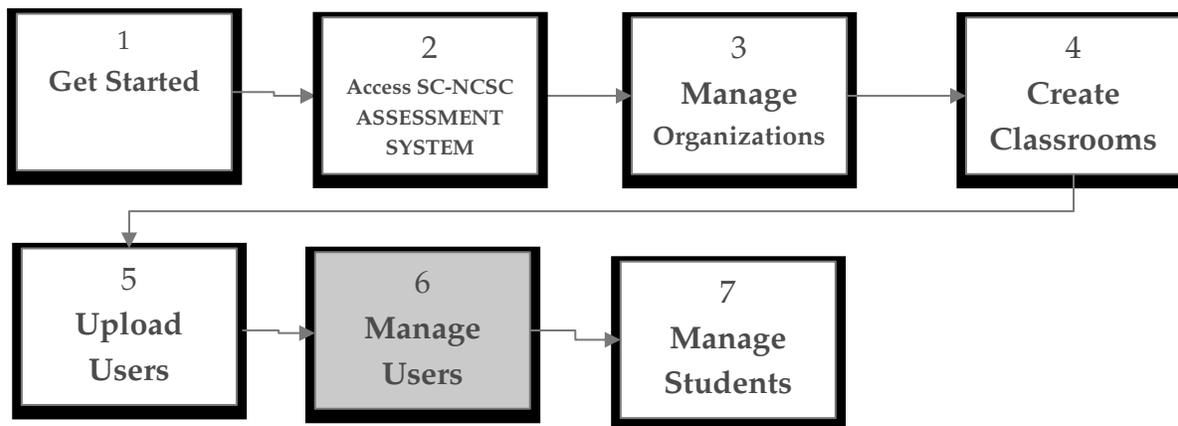
	<h2 style="text-align: center;">Upload Data Confirmation</h2> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">'556' user accounts were created successfully.</p> <ul style="list-style-type: none"> • The new users just received an email to their email addresses. • New users are provided with a temporary URL where they can set up their own passwords in TAP. <p> Note that '165' out of '771' rejected records were not created in TAP. You can export rejected records to correct and re-upload them later. Beyond this page, the system will not keep track of them.</p> </div> <div style="text-align: center; margin-top: 20px;"> <div style="background-color: #333; color: white; padding: 5px 15px; display: inline-block; border: 1px solid black;">View Rejected Records</div> </div>
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12b	<p>Now you have to work on the records that failed validation.</p> <p>To do this, click View Rejected Records. You will be able to view the records that failed at validation and are not yet saved in the system.</p>	<div style="background-color: #333; color: white; padding: 10px 20px; display: inline-block; border: 1px solid black; margin-bottom: 10px;">View Rejected Records</div>
13b	<p>The Exceptions page opens. Make sure to scroll down to see all the records if needed. Each line is a rejected record. The reason for rejection can be found in the Error Message column. Reasons for rejection are based on the validation criteria provided in step 7 above (please note: screenshots may look different than the actual file).</p>	

	<h2 style="text-align: center;">Users File Erroneous Records</h2> <p>There are '9' erroneous records. Please correct the data and re-upload later.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Org ID</th> <th>Org Name</th> <th>Role</th> <th>First Name</th> <th>Last Name</th> <th>Title</th> <th>Email</th> <th>Error Message</th> </tr> </thead> <tbody> <tr> <td>359</td> <td>kitten district</td> <td>test coordinator</td> <td>Amy</td> <td>Pond</td> <td>Kitten TC Title</td> <td>btqa1000@mailinator.com</td> <td>Email address: Duplicate user exists in TAP.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>test administrator</td> <td>Forrest</td> <td>Fish</td> <td>Kitten TC Title</td> <td>aa</td> <td>Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>tc</td> <td>Boris</td> <td>Bear</td> <td>Kitten TC Title</td> <td>bb</td> <td>Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>ta</td> <td>Gabriel</td> <td>Gerbil</td> <td>Kitten TC Title</td> <td>cc</td> <td>Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>TC</td> <td>Hilda</td> <td>Hamster</td> <td>Kitten TC Title</td> <td>dd</td> <td>Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>TA</td> <td>Mary</td> <td>Mouse</td> <td>Kitten TC Title</td> <td>ee</td> <td>Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>XX</td> <td>Pete</td> <td>Pika</td> <td>Kitten TC Title</td> <td>ff</td> <td>Role: Value is required , Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>XX</td> <td>Rory</td> <td>Rabbit</td> <td>Kitten TC Title</td> <td>gg</td> <td>Role: Value is required , Email address: Invalid.</td> </tr> <tr> <td>359</td> <td>kitten district</td> <td>XX</td> <td>Vicky</td> <td>Vole</td> <td>Kitten TC Title</td> <td>hh</td> <td>Role: Value is required , Email address: Invalid.</td> </tr> </tbody> </table> <p style="text-align: center;"> Export Cancel </p>	Org ID	Org Name	Role	First Name	Last Name	Title	Email	Error Message	359	kitten district	test coordinator	Amy	Pond	Kitten TC Title	btqa1000@mailinator.com	Email address: Duplicate user exists in TAP.	359	kitten district	test administrator	Forrest	Fish	Kitten TC Title	aa	Email address: Invalid.	359	kitten district	tc	Boris	Bear	Kitten TC Title	bb	Email address: Invalid.	359	kitten district	ta	Gabriel	Gerbil	Kitten TC Title	cc	Email address: Invalid.	359	kitten district	TC	Hilda	Hamster	Kitten TC Title	dd	Email address: Invalid.	359	kitten district	TA	Mary	Mouse	Kitten TC Title	ee	Email address: Invalid.	359	kitten district	XX	Pete	Pika	Kitten TC Title	ff	Role: Value is required , Email address: Invalid.	359	kitten district	XX	Rory	Rabbit	Kitten TC Title	gg	Role: Value is required , Email address: Invalid.	359	kitten district	XX	Vicky	Vole	Kitten TC Title	hh	Role: Value is required , Email address: Invalid.
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359	kitten district	tc	Boris	Bear	Kitten TC Title	bb	Email address: Invalid.																																																																										
359	kitten district	ta	Gabriel	Gerbil	Kitten TC Title	cc	Email address: Invalid.																																																																										
359	kitten district	TC	Hilda	Hamster	Kitten TC Title	dd	Email address: Invalid.																																																																										
359	kitten district	TA	Mary	Mouse	Kitten TC Title	ee	Email address: Invalid.																																																																										
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359	kitten district	XX	Vicky	Vole	Kitten TC Title	hh	Role: Value is required , Email address: Invalid.																																																																										
14b	<p>You must click on the Export button to export the records. Note: The system will NOT keep track of rejected records beyond this page.</p> <div style="text-align: center; border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Export </div>																																																																																
15b	<p>The rejected records will open in a User's Template that is already saved as a .csv file. Make sure to save this .csv file on your computer. Exit the Users Upload page in the SC-NCSC Assessment System and return to your .csv file to correct each record. We recommend correcting the exported file because it will contain only the rejected records. When you are ready to re-upload the file with the corrections, follow the upload steps as described here.</p> <p>Because these records were initially rejected, they have not been created in the system, therefore when you re-upload the correct files, the system will see them as original records and not duplicates.</p>																																																																																

Manage Users

This section prepares you to manage users.



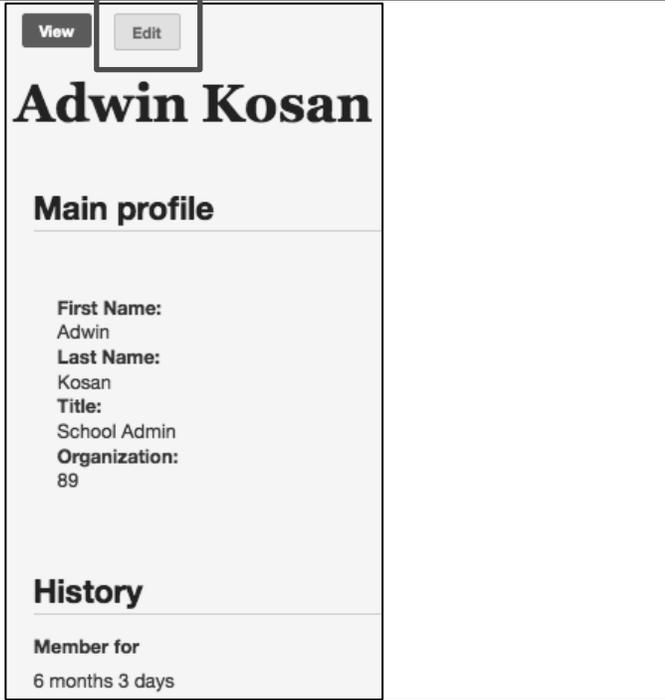
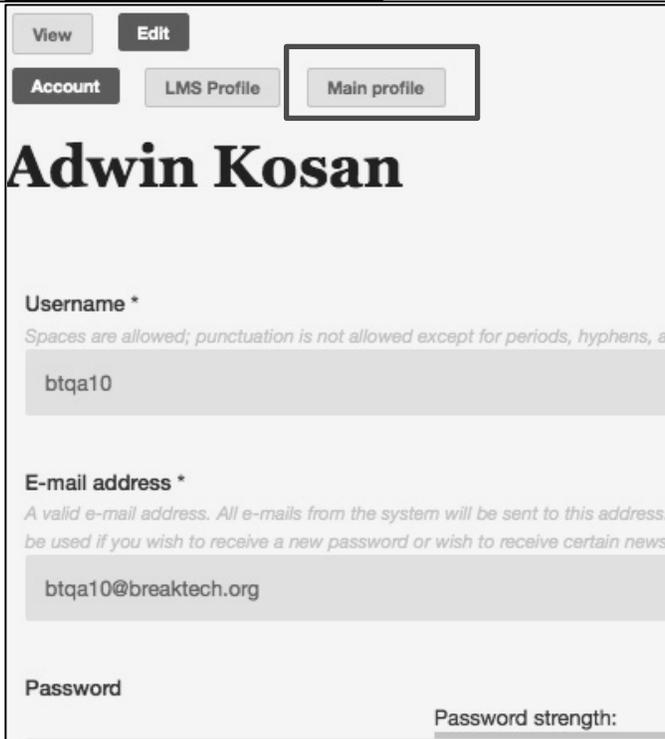
Assign Organizations to Users

If a classroom organization was created (as described in the previous section), you will need to assign at least one TA to it. Once the TA is assigned to the classroom, he or she will only be able to access (and therefore start tests for) the students who are also associated to the same classroom.

Additionally, you can change an organization that is assigned to a user, when and if needed. Users can be assigned to more than one organization (classroom, school, or district).

1	<p>Click the My Organizations link within the top navigation bar.</p>
---	--

- 2 To access the Users page, click on the hyperlinked number in the Users column in the organizations table. This will provide you with a list of ALL users within that organization. In the screenshot below, this means you would see all the users in the Evanston Township District.
- | Org ID | Code | District | Schools | Users | Students |
|--------|--------|----------------------------|--------------------|--------------------|---------------------|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |
- 3 If you wish to view a smaller list of users, you may drill down further into a lower-level, child organization.
- In this example, we will drill down into the schools first.
- | Org ID | Code | District | Schools | Users | Students |
|--------|--------|----------------------------|--------------------|--------------------|---------------------|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |
- 4 Once in the school level, you will see the number of users drops significantly.
- | Org ID | Code | School | Classrooms | Users | Students | Actions |
|--------|--------------|---------------------------------|-------------------|-------------------|--------------------|-----------|
| 90 | 120006000035 | Baker County Senior High School | 0 | 4 | 25 | Actions ▾ |
- Locate the school and then click the hyperlinked number in **Users** column for the desired organization level.
- 5 The system redirects you to the Users page, displaying the TAs and TCs for the selected organization. You will see the user ID, last name, first name, email address, Org ID, training status, title in the school, and the system role they've been assigned.
- | <input type="checkbox"/> | User ID | Last Name | First Name | Email Address | Organization ID | Training Status | Title | Role | Active |
|--------------------------|----------------------|-----------|------------|------------------------|-----------------|-----------------|--------------------------|--------------------|--------|
| <input type="checkbox"/> | 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending | School Admin | test coordinator | Active |
| <input type="checkbox"/> | 101 | May | Daisie | testaker@lc.com | 89 | Completed | Administrator in Florida | test administrator | Active |
| <input type="checkbox"/> | 3111 | User | Multiorg | multiorg@breaktech.org | 89; 96; 5 | Pending | | test coordinator | Active |
| <input type="checkbox"/> | 19 | Nielsen | Artie | btqa5@breaktech.org | 90 | Completed | Teacher | test administrator | Active |
- 6 Click on the **User ID** to access the Edit User page.
- | <input type="checkbox"/> | User ID | Last Name | First Name | Email Address | Organization ID | Training |
|--------------------------|--------------------|-----------|------------|----------------------|-----------------|----------|
| <input type="checkbox"/> | 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending |

<p>7</p>	<p>The User Profile page opens for the selected user.</p> <p>Click the Edit button.</p>	 <p>The screenshot shows the user profile for Adwin Kosan. At the top, there are 'View' and 'Edit' buttons. The 'Edit' button is highlighted with a red box. Below the name, there is a 'Main profile' section with fields for First Name (Adwin), Last Name (Kosan), Title (School Admin), and Organization (89). There is also a 'History' section showing 'Member for 6 months 3 days'.</p>
<p>8</p>	<p>To associate the user to an organization, click the Main Profile button.</p>	 <p>The screenshot shows the user profile for Adwin Kosan. At the top, there are 'View' and 'Edit' buttons. Below them are three buttons: 'Account', 'LMS Profile', and 'Main profile'. The 'Main profile' button is highlighted with a red box. Below the name, there are form fields for 'Username *' (containing 'btqa10'), 'E-mail address *' (containing 'btqa10@breaktech.org'), and 'Password'. There is also a 'Password strength:' indicator.</p>

9 The list of organization(s) assigned to the user appears in a table at the bottom of the screen.

Click the **Add More Organizations** button to view the organization hierarchy drop-down menus.

View Edit

Account LMS Profile Main profile

Adwin Kosan

First Name *
Adwin

Last Name *
Kosan

Title
School Admin

The following table lists the organization(s) whose student information is available to the user. Click the Add More Organizations button to associate more organizations to the user.

Org ID	Org Name	Org Level	Actions
89	Baker County School District	District	Remove

Add More Organizations

10 A set of organizations will appear in the form of drop-down lists.

If you have already created classrooms, the organization hierarchy is displayed down to the classroom level.

You can select any organization level that is available within the drop down lists to assign or reassign the user to a different organization.

Click the **Associate Selected Organization** to assign the new organization.

Org ID	Org Name	Org Level	Actions
89	Baker County School District	District	Remove

Add More Organizations

Add an Organization

State
Florida

District
Baker County School District

School
Baker County Senior High School

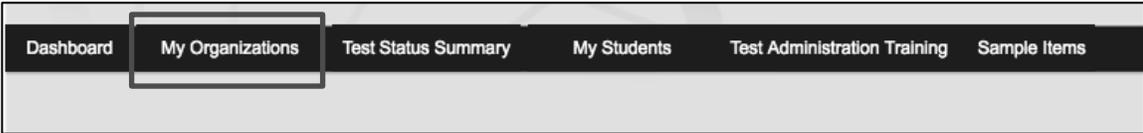
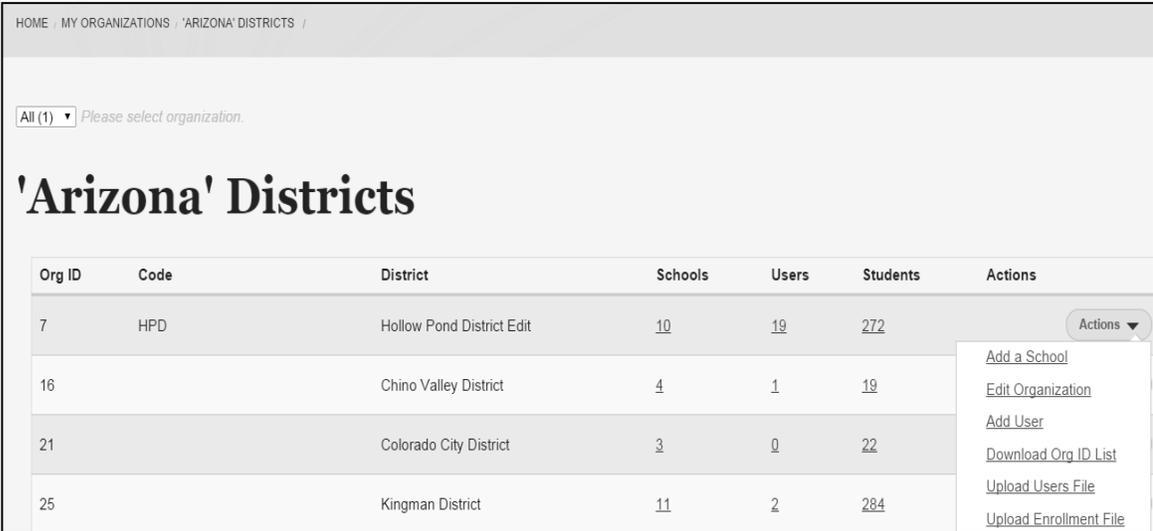
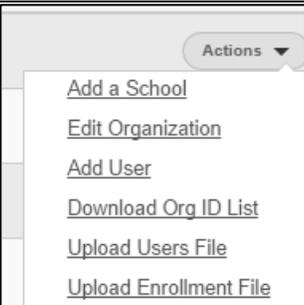
Classroom
Smith_Jane

Associate Selected Organization Cancel

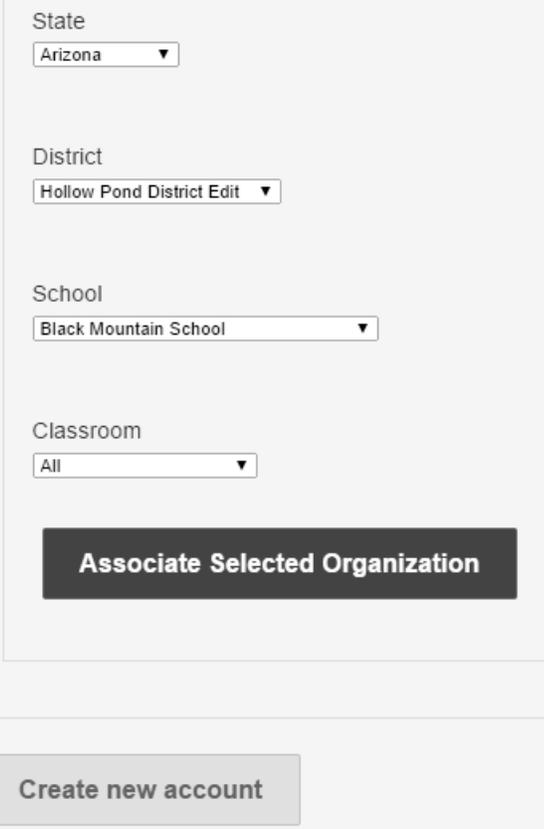
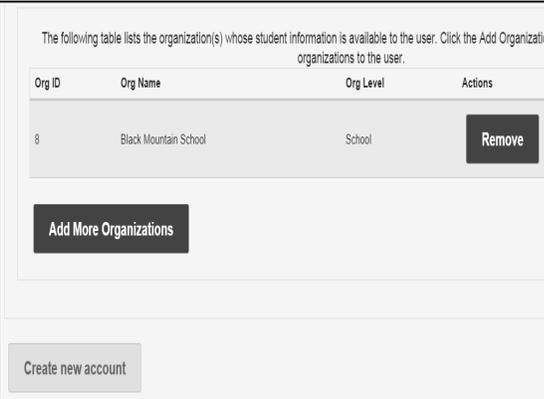
<p>11</p>	<p>The new organization will be listed in the Organizations table.</p> <p>Save the changes.</p>	<p>The following table lists the organization(s) whose student information is available to the user. Click the Organization button to associate more organizations to the user.</p> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Org Name</th> <th>Org Level</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>Baker County School District</td> <td>District</td> <td>Remove</td> </tr> <tr> <td>399</td> <td>Smith Jessica</td> <td>Classroom</td> <td>Remove</td> </tr> </tbody> </table> <p>Add More Organizations</p> <p>Save</p>	Org ID	Org Name	Org Level	Actions	89	Baker County School District	District	Remove	399	Smith Jessica	Classroom	Remove
Org ID	Org Name	Org Level	Actions											
89	Baker County School District	District	Remove											
399	Smith Jessica	Classroom	Remove											
<p>12</p>	<p>Remove an Organization: The system allows you to remove an organization from a user as long as you are not removing the last organization assigned to that user.</p>													
<p>13</p>	<p>Click the Remove button to deassociate the organization from the user.</p>	<p>The following table lists the organization(s) whose student information is available to the user. Click the Organization button to associate more organizations to the user.</p> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Org Name</th> <th>Org Level</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>Baker County School District</td> <td>District</td> <td>Remove</td> </tr> <tr> <td>399</td> <td>Smith_Jessica</td> <td>Classroom</td> <td>Remove</td> </tr> </tbody> </table> <p>Add More Organizations</p> <p>Save</p>	Org ID	Org Name	Org Level	Actions	89	Baker County School District	District	Remove	399	Smith_Jessica	Classroom	Remove
Org ID	Org Name	Org Level	Actions											
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Org ID	Org Name	Org Level	Actions											
399	Smith_Jessica	Classroom	Remove											

Create Users

All users should have been created during the enrollment window. However, there may be a need to create a TA or TC manually in the system if that user was not part of the upload process.

1	<p>Click the My Organizations link within the top navigation bar.</p> 																																			
2	<p>Drill down to the organization level for which you wish to create the user. This example starts at the district level.</p>  <p>HOME / MY ORGANIZATIONS / 'ARIZONA' DISTRICTS /</p> <p>All (1) Please select organization.</p> <h3>'Arizona' Districts</h3> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Code</th> <th>District</th> <th>Schools</th> <th>Users</th> <th>Students</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>HPD</td> <td>Hollow Pond District Edit</td> <td>10</td> <td>19</td> <td>272</td> <td>Actions</td> </tr> <tr> <td>16</td> <td></td> <td>Chino Valley District</td> <td>4</td> <td>1</td> <td>19</td> <td></td> </tr> <tr> <td>21</td> <td></td> <td>Colorado City District</td> <td>3</td> <td>0</td> <td>22</td> <td></td> </tr> <tr> <td>25</td> <td></td> <td>Kingman District</td> <td>11</td> <td>2</td> <td>284</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Add a School Edit Organization Add User Download Org ID List Upload Users File Upload Enrollment File 	Org ID	Code	District	Schools	Users	Students	Actions	7	HPD	Hollow Pond District Edit	10	19	272	Actions	16		Chino Valley District	4	1	19		21		Colorado City District	3	0	22		25		Kingman District	11	2	284	
Org ID	Code	District	Schools	Users	Students	Actions																														
7	HPD	Hollow Pond District Edit	10	19	272	Actions																														
16		Chino Valley District	4	1	19																															
21		Colorado City District	3	0	22																															
25		Kingman District	11	2	284																															
3	<p>Click the Actions Button Click Add User</p> 																																			

<p>4</p>	<p>The Add User page is displayed. Fill in all required fields that are indicated with an asterisk after the field name.</p> <p>The fields to complete are:</p> <ul style="list-style-type: none"> ➤ Email Address: Type the TA's email address in this field. ➤ Password/Confirm Password: TAs will create their own password. Passwords should conform to school/district policy, if applicable. Passwords should be at least 6 characters in length, and it is advisable to use a combination of letters and numbers. Be sure to enter the password in both the <i>password</i> field and the <i>confirm password</i> field. 	<h2 style="margin: 0;">Add User</h2> <p style="font-size: small; margin: 0;">This web page allows administrators to register new users. Users' e-mail addresses and us</p> <p>E-mail *</p> <p style="font-size: x-small; margin: 0;"><i>A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not to receive certain news or notifications by e-mail.</i></p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div> <p>Confirm e-mail address *</p> <p style="font-size: x-small; margin: 0;"><i>Please re-type your e-mail address to confirm it is accurate.</i></p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div> <p>Password *</p> <p style="text-align: right; margin: 0;">Password strength: </p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div> <p>Confirm password *</p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div>
	<ul style="list-style-type: none"> ➤ Role: Select the Test Administrator or Test Coordinator option ➤ Notify User of New Account: Select this check box to ensure the system-generated welcome email is sent to the user with their login information. ➤ First/Last Name ➤ Title: specific to user title in the school/district 	<p>Roles *</p> <ul style="list-style-type: none"> <input type="checkbox"/> test administrator <input type="checkbox"/> test coordinator <input type="checkbox"/> Notify user of new account <p>Main profile</p> <hr/> <p>First Name *</p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div> <p>Last Name *</p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div> <p>Title</p> <div style="background-color: #ccc; height: 20px; width: 100%;"></div>

<ul style="list-style-type: none"> ➤ District: This field should also default based on your profile, click on the field and select the appropriate district from the list. ➤ School: Click in the field and select the user’s school from the list. If the user will be responsible for students in multiple schools, select the All option in the School drop-down list. At this time you may only select one school or the All schools option from the drop down list. ➤ Classroom: If classrooms are created in your school and you wish to associate the user to one or more, click in the field and select the classroom. <p>After you complete the fields, click on Associate Selected Organizations.</p>	
<p>You will see the organization has been added to the user’s profile.</p> <p>Next, click on Create New Account.</p>	

<p>You will receive a confirmation message that the user has been created.</p> <p>If you did not select to have the system notify the user of their new account (which sends the welcome email with log-in credentials) this will be the confirmation message. It warns that no email has been sent to the user.</p> <p>At this time there is no way to correct this once the user has been created. You will be responsible for contacting the user and providing their log-in credentials.</p> <p>The user can go directly to website and log in at https://www.scnscassessment.com</p>	
<p>If you did select to have the system notify the user of the new account, you will receive this confirmation message. The user will receive their log-in credentials with further instructions included in the welcome email.</p>	 <p>System Users</p>

Track Test Administrators' Training Status

TCs can monitor TAs' training status in the Test Administration Portal. TAs are required to complete their training and pass the end-of-training final quiz with at least an 80% accuracy score. This will enable them to access the testing materials and test their students. The SC-NCSC Assessment System will keep track of their completion status; however, TCs are permitted to manually mark a TA's training complete if necessary. This section will describe how to view a TA's training completion status and/or mark their status as training completed.

1 Click the **My Organizations** link within the top navigation bar.

Dashboard	My Organizations	Test Status Summary	My Students	Test Administration Training	Sample Items
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2 To access the User page, click the hyperlinked number in the **Users** column in the organization’s table. This will provide you with a list of ALL users within that organization. In the screenshot below, this means you would see all the users in the Evanston Township District.

Org ID	Code	District	Schools	Users	Students
25	43543A	Evanston Township District	14	42	123
26	768768	Skokie District	5	17	46

3 Or you may wish to view a smaller list by drilling down further into a lower-level organization.
In this example, we will drill down into the school level first.

Org ID	Code	District	Schools	Users	Students
25	43543A	Evanston Township District	14	42	123
26	768768	Skokie District	5	17	46

4 Locate the school, and then click the hyperlinked number in the **Users** column for the desired organization level. Notice the User count is smaller, thus having less users to search through.

Org ID	Code	School	Classrooms	Users	Students	Actions
90	120006000035	Baker County Senior High School	0	4	25	Actions ▾

5 The system redirects you to the Users page, displaying the TAs and TCs for the selected organization. For all users there is a Training Status column. This column will have two different statuses: pending or complete. If TAs have a pending status, they may or may not have started the SC-NCSC Online Test Administration Course; or they have started it but they have not passed the final quiz.

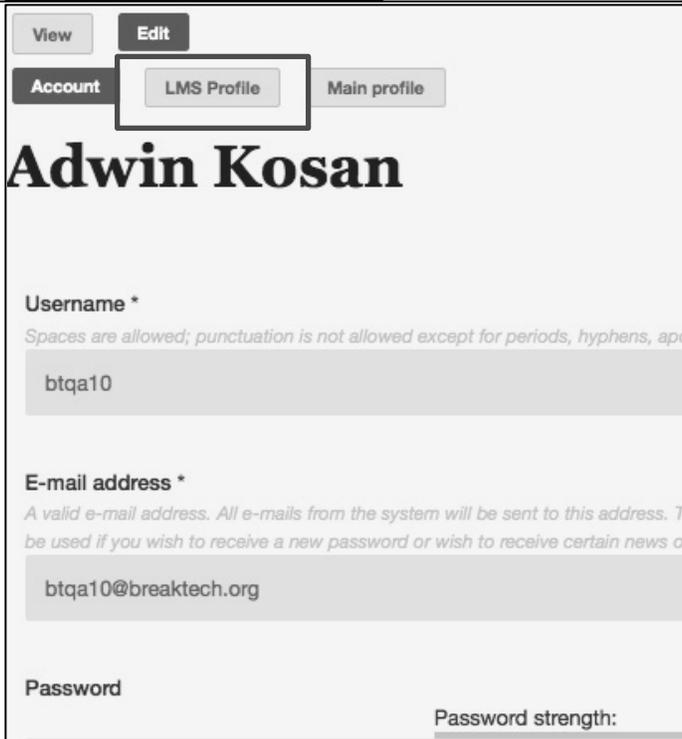
<input type="checkbox"/>	User ID	Last Name	First Name	Email Address	Organization ID	Training Status	Title	Role	Active
<input type="checkbox"/>	62	Kosan	Adwin	btqa10@breaktech.org	89	Pending	School Admin	test coordinator	Active
<input type="checkbox"/>	101	May	Daisie	testtaker@llc.com	89	Completed	Administrator in Florida	test administrator	Active
<input type="checkbox"/>	3111	User	Multiorg	multiorg@breaktech.org	89; 96; 5	Pending		test coordinator	Active
<input type="checkbox"/>	19	Nielsen	Artie	btqa5@breaktech.org	90	Completed	Teacher	test administrator	Active

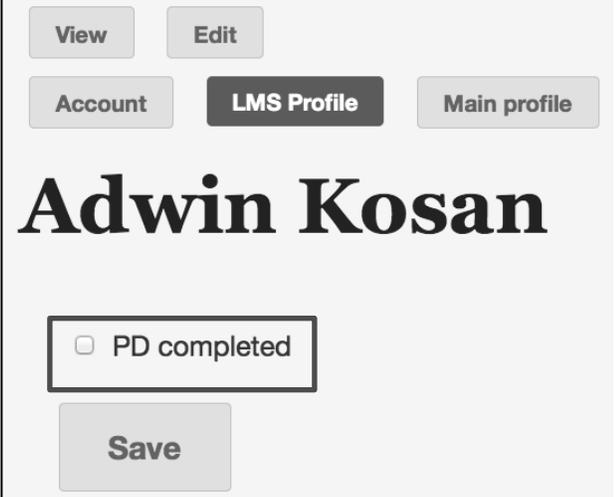
Once the TA passes the final quiz, the status in the system will automatically change to completed. At that time the TA will be able to start students' tests and access the test materials.

6 The TC can manually update the training status for the TA. You may need to do this if training was provided in a live, group setting rather than each TA individually accessing the training online.

After you have verified that the TA has completed and passed the final quiz, click on the **User ID** to access the Edit User page.

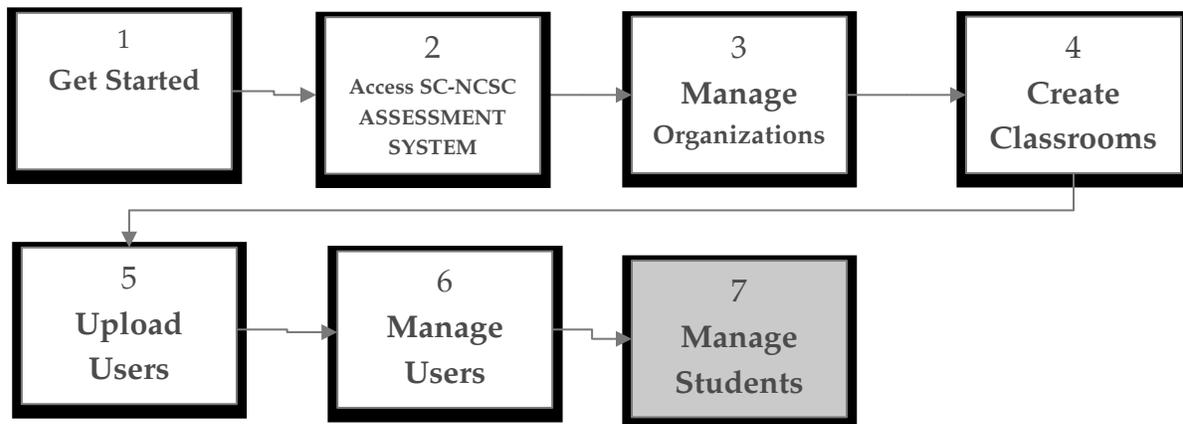
<input type="checkbox"/>	User ID	Last Name	First Name	Email Address	Organization ID	Training
<input type="checkbox"/>	62	Kosan	Adwin	btqa10@breaktech.org	89	Pending

<p>7</p>	<p>The User Profile page opens for the selected user.</p> <p>Click the Edit button.</p>	
<p>8</p>	<p>Click the LMS Profile button.</p>	

9	Select the PD Complete checkbox.	
10	Click on the Save button to save the changes. The TA's status has now been marked as complete and he or she will be able to access the student test materials and start testing students.	

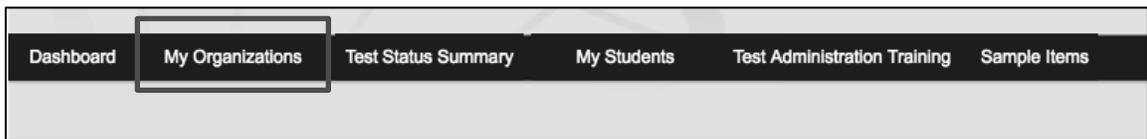
Manage Students

This section prepares you to manage the student roster in the Test Administration Portal. One of the reasons a TC may need to access the student roster is to reassign a student from school to classroom after having created the classroom in SC-NCSC Assessment System.



Access Student Roster

1 Click the **My Organizations** link within the top navigation bar.



2 To access the student roster, click the hyperlinked number in the **Students** column in the organizations table. You may wish to do this from a high level, such as from the district, as shown here, where you can view and find all the students within the higher organization.

Org ID	Code	District	Schools	Users	Students
25	43543A	Evanston Township District	14	42	123
26	768768	Skokie District	5	17	46

3 You may want to drill down further to a smaller list of students. For example, here we will drill down to the students listed in a school. To do this, click on the hyperlinked number in the **Schools** column within the district.

Org ID	Code	District	Schools	Users	Students
25	43543A	Evanston Township District	14	42	123
26	768768	Skokie District	5	17	46

Then, find the school within the district and click the hyperlinked number in the **Students** column.

Org ID	Code	School	Classrooms	Users	Students	Actions
90	120006000035	Baker County Senior High School	0	4	25	Actions ▾

4 The Student Roster page will display. This page displays the students for the selected organization. In the example illustrated here, the Student Roster page will display the 25 students in Baker County Senior High School. Verify that all participating students are listed.

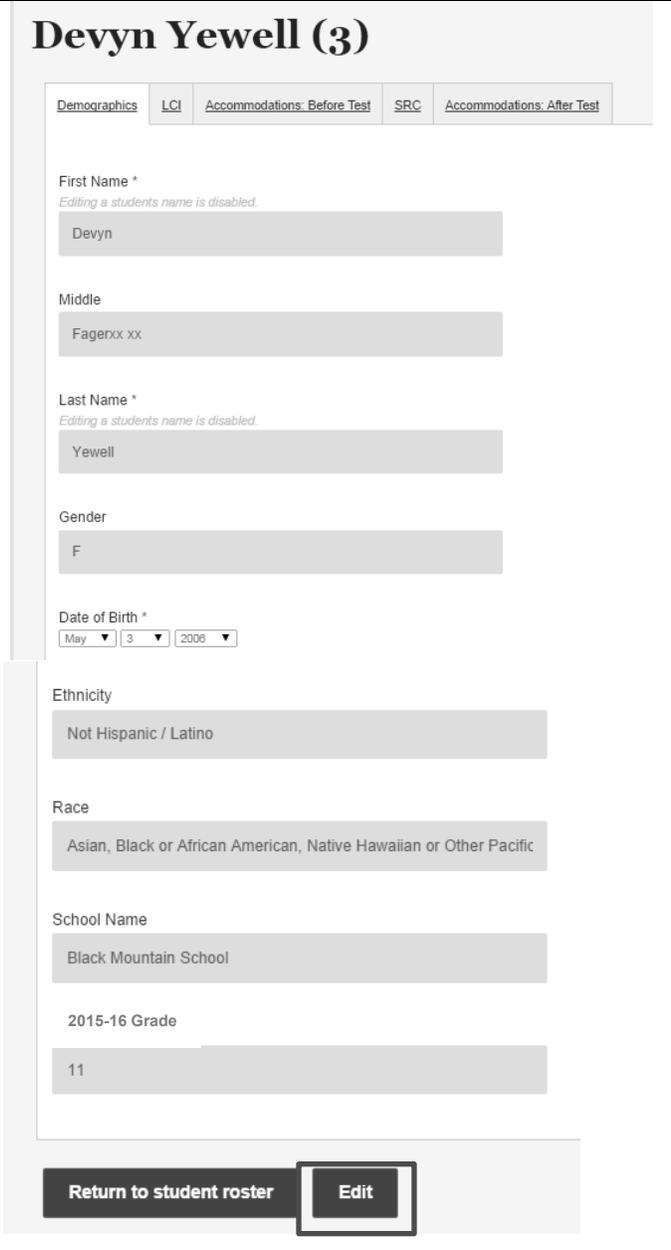
<input type="checkbox"/>	Student ID	Student First Name	Student Last Name	School Name	Grade
<input type="checkbox"/>	358	Orion	Kung	Baker County Senior High School	HS
<input type="checkbox"/>	359	Zaira	Nicholas	Baker County Senior High School	HS
<input type="checkbox"/>	360	Waylon	Ledezma	Baker County Senior High School	HS
<input type="checkbox"/>	361	B'Jorn	De'Ugly	Baker County Senior High School	4
<input type="checkbox"/>	362	Tyrone	Roles	Baker County Senior High School	HS
<input type="checkbox"/>	363	Ieshia	Yamanaka	Baker County Senior High School	HS
<input type="checkbox"/>	364	Taquan	Minderman	Baker County Senior High School	HS
<input type="checkbox"/>	365	Monica	Kothenbeutel	Baker County Senior High School	HS

5 To access the student profile information (for viewing or editing), click on the **Student ID** for the student.

<input type="checkbox"/>	Student ID	Student First Name	Student Last Name	School Name	Grade
<input type="checkbox"/>	358	Orion	Kung	Baker County Senior High School	HS
<input type="checkbox"/>	359	Zaira	Nicholas	Baker County Senior High School	HS
<input type="checkbox"/>	360	Waylon	Ledezma	Baker County Senior High School	HS
<input type="checkbox"/>	361	B'Jorn	De'Ugly	Baker County Senior High School	4
<input type="checkbox"/>	362	Tyrone	Roles	Baker County Senior High School	HS
<input type="checkbox"/>	363	Ieshia	Yamanaka	Baker County Senior High School	HS
<input type="checkbox"/>	364	Taquan	Minderman	Baker County Senior High School	HS
<input type="checkbox"/>	365	Monica	Kothenbeutel	Baker County Senior High School	HS

Assign Organizations to Students

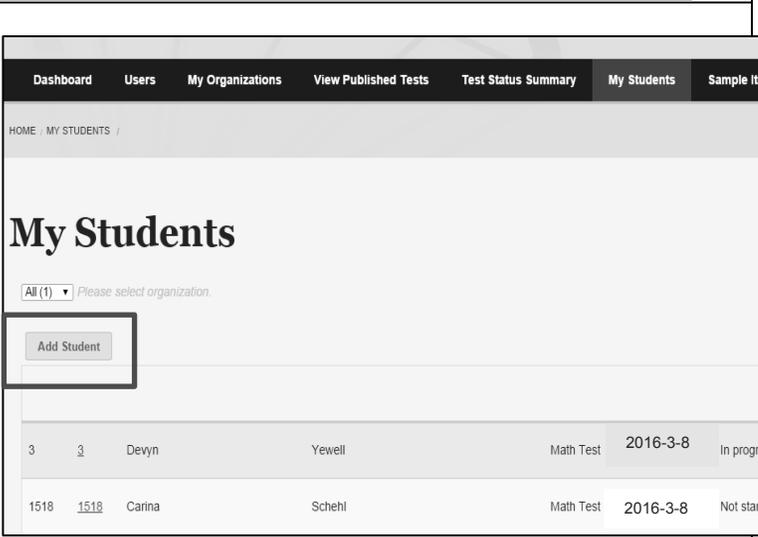
If you are manually creating a student (who was not part of the enrollment upload) you will need to assign an organization to the student; or you may need to change the assigned organization. The following instructions walk you through organization re/assignment.

<p>1</p>	<p>Go to the Student Profile page as described in the previous table. The system opens the Demographics tab by default.</p> <p>Click the Edit button.</p>	
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<p>2</p>	<p>At the bottom of the page, the organization hierarchy is listed.</p>	
<p>3</p>	<p>If you have already created classrooms, the organization hierarchy is displayed down to the classroom level.</p> <p>You can select any school or classroom from the drop down menus to assign the student to the appropriate organization hierarchy.</p> <p>Save the changes by clicking the Save button.</p>	
<p>4</p>	<p>The student information has now been changed as noted by the green confirmation message.</p>	

Create a Student

In some rare cases you may need to create a student manually if he or she was not included in the student enrollment process during the enrollment window.

1	Click on My Students from the navigation panel															
2	Click the Add Student button.	 <table border="1" data-bbox="711 1031 1453 1148"> <tbody> <tr> <td>3</td> <td>3</td> <td>Devyn</td> <td>Yewell</td> <td>Math Test</td> <td>2016-3-8</td> <td>In progre</td> </tr> <tr> <td>1518</td> <td>1518</td> <td>Carina</td> <td>Schehl</td> <td>Math Test</td> <td>2016-3-8</td> <td>Not starte</td> </tr> </tbody> </table>	3	3	Devyn	Yewell	Math Test	2016-3-8	In progre	1518	1518	Carina	Schehl	Math Test	2016-3-8	Not starte
3	3	Devyn	Yewell	Math Test	2016-3-8	In progre										
1518	1518	Carina	Schehl	Math Test	2016-3-8	Not starte										

3 Begin filling in all the required information (only) on the Demographics tab.

Add New Student

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save

Cancel

Student ID *

First Name *

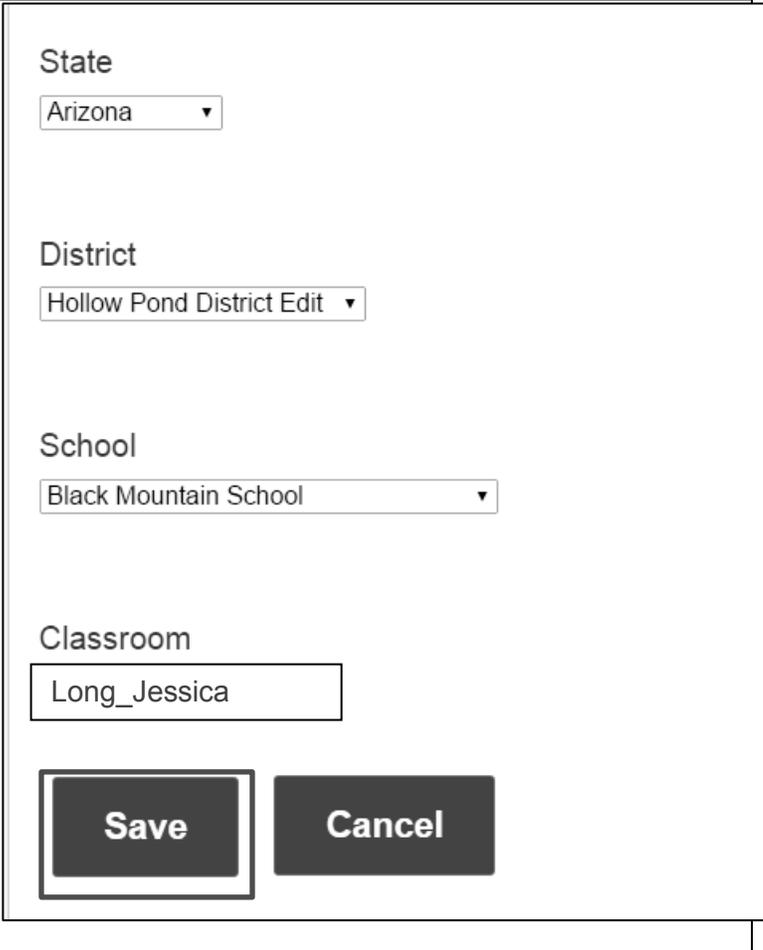
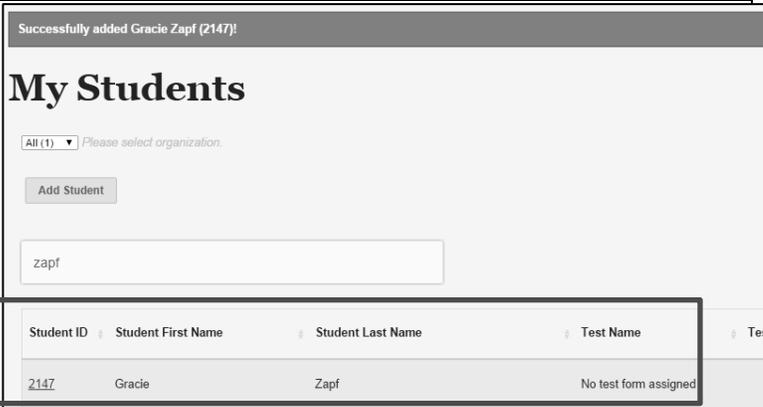
Middle

Last Name *

Gender

- Male
- Female
- Not selected

<p>4 The District and/or School fields may default with information based on your user profile.</p> <p>If you are only associated to one school, the School field will be completed. However, if you are associated to more than one organization at a level, you will have to make selections—as seen in the screenshot here where a school must be selected.</p>	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White </div> <p>2015-16 Grade *</p> <p>Select a grade ▾</p> <hr/> <p>State</p> <p>Arizona ▾</p> <hr/> <p>District</p> <p>Hollow Pond Di</p> <hr/> <p>School</p> <p>All</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>All</p> <p>Binky School for Rabbits</p> <p>Black Mountain School</p> <p>Cactus Shadows High School/Psh</p> <p>Desert Arroyo Middle School</p> <p>Desert Sun Elementary School</p> <p>Desert Willow Elementary School</p> <p>Horseshoe Trails Elementary School</p> <p>Lone Mountain School</p> <p>New School</p> <p>Sonoran Trails Middle School</p> <p>All ▾</p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; background-color: #333; color: white; width: 60px; text-align: center;">Save</div> <div style="border: 1px solid black; padding: 5px; background-color: #333; color: white; width: 60px; text-align: center;">Cancel</div> </div>
--	---

<p>5 Click the Save button to create the student.</p> <p>The TA will complete the LCI, the Accommodations Before Test, and the Student Response Check tabs before administering the test to the student.</p>	
<p>6 You will be returned to the My Students page and will see your new student in the list (scrolling may be necessary).</p>	

When the student is created manually after the enrollment window, the system will assign the test form to the student automatically. The grade must be assigned based on the student’s date of birth.

Reminder: TAs will complete the demographics, LCI, accommodations before test, and Student Response Check (SRC) information.

Complete Training

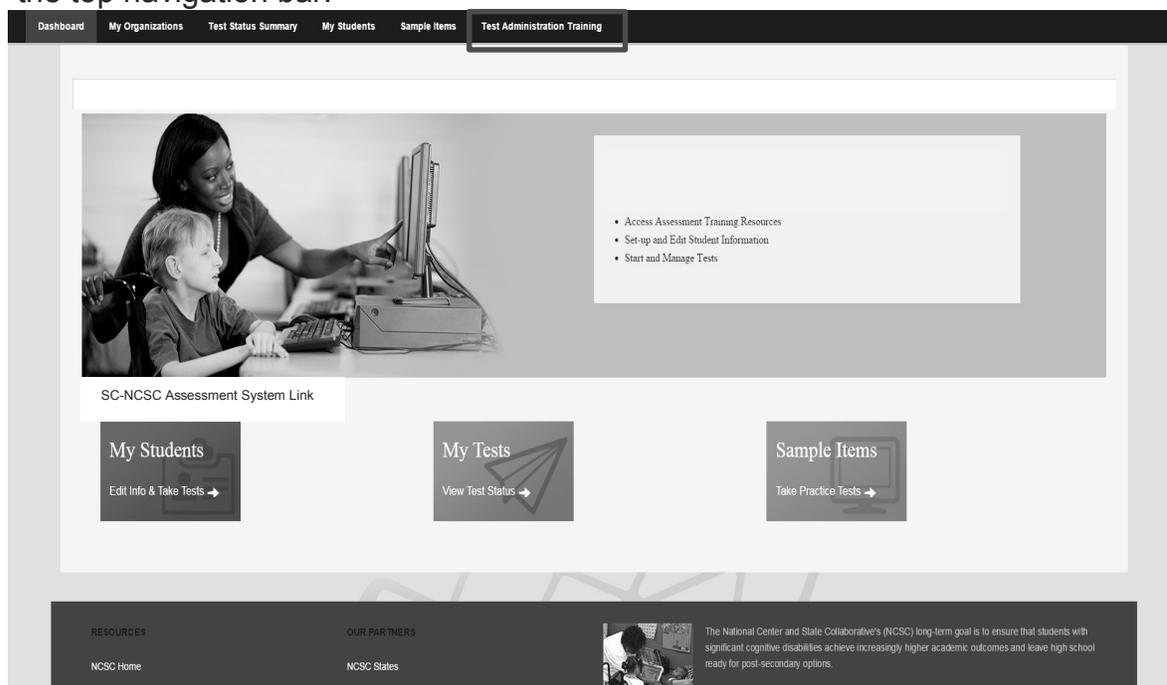
This section provides instructions on how to access and proceed through the required SC-NCSC Online Test Administration Training course.

TCs are required to complete all modules in the SC-NCSC Online Test Administration Training for Test Coordinators course.

Please note: TCs are required to complete all modules contained within the course, but there is not an end-of-training final quiz for TCs. All TAs must complete the end-of-training final quiz with at least an 80% accuracy score to access the DTAs and administer the Test to the assigned students.

Note: If you are both a TC and a TA in your school/district, **you are required to complete both courses and attain an 80% accuracy score** on the end-of-training final quiz for TAs.

1 To access the training modules, click on **Test Administration Training** on the top navigation bar.



Please note: Screenshots in this table are examples and not necessarily an actual representation of all the modules/names of modules your role will have to complete.

<p>2</p>	<p>The Test Administration Training home page will display. You will see the name of the course that is required for your TC role.</p> <p>Each of the blocks within the course represents modules that must be completed in sequence.</p> <p>The SC-NCSC Assessment System will keep track of the progress of your training through the required modules.</p>	
<p>3</p>	<p>A white block indicates a module that is unlocked and ready for you to view.</p> <p>Click on the block to start the training module.</p>	

<p>4</p>	<p>The system will launch the training module in a separate window. Each module contains audio and a script that can be turned on and off. You can also pause the module, exit out of it, and resume at a later time. Instructions will be provided within each module.</p> <p>Some modules contain short quizzes. These quizzes are checks for learning that do not have required passing scores. The SC-NCSC Assessment System will not keep track of the end of module quiz results.</p>	<p>The screenshot shows a training module interface. On the left is a table of contents with items like 'Mod 1 Introduction', 'Navigate the Test', 'Module Outcomes', 'NCSC Assessment', 'Requirements for...', 'Training Requir...', 'Training Requir...', 'Test Administrat...', 'Test Administrat...', 'Qualifications', 'Who are the Test...', 'Who can be...', 'Responsibilities o...', 'What must a Tes...', 'What must a Tes...', 'What must a Tes...', 'NCSC AA-AAS Pa...', 'Who can particip...', 'Who can particip...', 'Training Next Steps'. The main content area is titled 'Who are the Test Coordinators?' and contains a text box with the following text: 'Test Coordinators (TC) In general, the District Test Coordinator (DTC) provides oversight of the Pilot 2 Test at the district level. The School Test Coordinator (STC) works within the school building to ensure the Pilot 2 Test is administered as intended and that the TAs and students have the support needed for a successful administration. In some schools and districts, the DTC and the STC may share the duties or even be the same person. Please refer to Appendix A. State Specific Information to clarify your role as a TC in your state. Regardless of the number of individuals who perform the duties, the responsibilities of each role must be completed. There are essential tasks that are required before, during, and after administration of the Pilot 2 Test.'</p>
<p>5</p>	<p>Once you start a module in the SC-NCSC Assessment System it will be considered in pending status.</p> <p>When you are finished with the module, you MUST click on the Complete Module link beneath the block to unlock the next module in the sequence and proceed through the course.</p>	<p>The screenshot shows a progress bar with two steps. Step 1 is 'Getting Started' with the subtext 'Test administration online training' and a 'Completed' status with a checkmark. Step 2 is 'Accessing TAP' with the subtext 'TAP user account / practice test' and a 'Complete Module' button.</p>
<p>6</p>	<p>Complete Final Quiz: This section is only applicable for the Test Administration Training for TAs. Although it is not required, TC are encouraged to participate in the TA training. Please ensure that the TAs are completing all required training modules such that the test administration can be completed during the test window. When the status for all modules is marked as completed, the Start Final Quiz button becomes unlocked.</p>	
<p>7</p>	<p>TAs will click the Start Final Quiz button when available.</p>	<p>The screenshot shows a dark button with the text 'Start Final Quiz' in white.</p>

<p>8</p>	<p>The system launches the online end-of-training final quiz.</p> <p>TAs will read the questions and select the best answer, then click on the Next or Previous buttons to proceed through the Final Quiz.</p>		
<p>9</p>	<p>TAs can pause and resume the Final Quiz as needed. To pause, select the Save & Exit button. The system will redirect them back to the Training main page.</p>		
<p>10</p>	<p>When TAs are ready to resume the final quiz, they will select the Resume Final Quiz button in the Training main page.</p>		
<p>11</p>	<p>When TAs submit the final quiz, the system will display their quiz results. If TAs passed the end-of-training final quiz, their user profile will be updated with a Training Complete status and they will be able to access student tests and test materials on March 7.</p> <p>Click OK to navigate out of this page.</p>		

<p>12</p>	<p>If the TA does not attain at least 80% accuracy on the end-of-training final quiz, the results display the TA score with a message similar to what is displayed here.</p> <p>Click OK to return to the main Training page.</p>	<p>Test Administration Training Quiz Scores</p> <p>65% Correct Responses.</p> <p>Sorry, You did not reach the 80% correct responses required to pass the quiz. Please try again later. You may access the training modules and retake the final quiz when ready.</p> <p>OK</p>						
<p>13</p>	<p>The training modules are available to review information.</p> <p>The TA will click Retake Final Quiz button when ready to try again.</p> <p>TCs may also review the TA training modules.</p>	<p>HOME / TEST ADMINISTRATION TRAINING /</p> <p>Test Administration Training</p> <p>Completion of training is an important step to learn about the features of the NCSC assessment system. Please take the training modules that correspond to your role as either Test Coordinator or Test Administrator. If you serve both roles, you will take the training modules for both.</p> <ul style="list-style-type: none"> • Test administrators must attain a score of 80% on the final quiz to be certified to administer the test. • It is estimated that completion of all training modules and the final quiz will take approximately "time". <p>Please complete the training evaluation to help us make enhancements to the training for the Spring 2015 Operational Field test.</p> <p>▼ NCSC Test Administration</p> <table border="1"> <tr> <td> <p>1</p> <p>Getting Started</p> <p>Test administration online training</p> <p>✓ Completed</p> </td> <td> <p>2</p> <p>Accessing TAP</p> <p>TAP user account / practice test</p> <p>Complete Module</p> </td> <td> <p>3</p> <p>Manage Roster</p> <p>View Students / Assigned Test Forms</p> </td> </tr> <tr> <td> <p>4</p> <p>Launch a Test</p> <p>Navigation bar / pause / resume</p> </td> <td> <p>5</p> <p>Complete Student Profile</p> <p>LCI / SAR / SRC</p> </td> <td></td> </tr> </table> <p>Take Final Quiz</p>	<p>1</p> <p>Getting Started</p> <p>Test administration online training</p> <p>✓ Completed</p>	<p>2</p> <p>Accessing TAP</p> <p>TAP user account / practice test</p> <p>Complete Module</p>	<p>3</p> <p>Manage Roster</p> <p>View Students / Assigned Test Forms</p>	<p>4</p> <p>Launch a Test</p> <p>Navigation bar / pause / resume</p>	<p>5</p> <p>Complete Student Profile</p> <p>LCI / SAR / SRC</p>	
<p>1</p> <p>Getting Started</p> <p>Test administration online training</p> <p>✓ Completed</p>	<p>2</p> <p>Accessing TAP</p> <p>TAP user account / practice test</p> <p>Complete Module</p>	<p>3</p> <p>Manage Roster</p> <p>View Students / Assigned Test Forms</p>						
<p>4</p> <p>Launch a Test</p> <p>Navigation bar / pause / resume</p>	<p>5</p> <p>Complete Student Profile</p> <p>LCI / SAR / SRC</p>							

Appendix A: Technology Requirements

Browser

You will use a browser to interact with the online assessment. Three major browsers (listed below) are supported for the pilot. Currently, we recommend the latest version of each of these browsers. If you would like to determine the browser you are running and its version, simply navigate to the Google site whatbrowser.org. You can also upgrade your browser to the latest version from this page for free. If you experience problems with the assessment, the easiest thing to try is to log out and then log back in using a different browser. Below are the supported browser versions.

	Browser	Version
1	Chrome	26 and above
2	Firefox	24 and above
3	Internet Explorer	IE9 and above

There are two additional requirements for the browser to administer the SC-NCSC Assessment:

- The browser must support cookies.
- The browser must have javascript enabled.

Operating System

For the operational test, the assessment must be delivered on Windows or Apple OS X (Mac) operating systems. The following versions are supported.

	Operating System	Version
1	Windows	Windows Vista SP2, Windows 7, Windows 8
2	Mac (Apple OS X)	10.4.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9

For older versions than above list, as long as the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.

