



## **eDIRECT PORTAL USERGUIDE**

South Carolina

Updated August 20, 2019

# Table of Contents

- Introduction** ..... 3
  - What’s Covered in This Guide** ..... 3
  - Roles and Responsibilities** ..... 3
    - All Roles..... 3
    - District Test Coordinator (DTC) ..... 3
    - School Test Coordinator (STC) ..... 3
    - Technology Coordinator (TC)..... 3
    - Test Administrator (TA)..... 4
- Working with eDIRECT Portal**..... 4
  - Logging In** ..... 4
  - Navigation** ..... 5
  - Grid Functionality** ..... 5
- Manage Your Account** ..... 6
- Managing Users**..... 6
  - Permissions**..... 7
  - Add a New User**..... 8
  - Edit Users** ..... 9
    - Editing a Single User’s Permissions..... 9
    - Editing Multiple Users’ Permissions ..... 10
    - Inactivating a User..... 10
    - Activating a User ..... 11
- Tutorials and Online Tools Training**..... 11
  - Tutorials**..... 11
    - Instructions for Accessing the Tutorials..... 11
    - Instructions for Accessing the Online Tools Training ..... 13
- Central Office Services**..... 14
- Student Management**..... 15
  - Search/View Students**..... 15
  - Add Students**..... 15

|   |           |
|---|-----------|
| <b>Edit Student Information .....</b>                         | <b>17</b> |
| <b>View Test Sessions to Which a Student Is Assigned.....</b> | <b>18</b> |
| <b>Accommodations .....</b>                                   | <b>18</b> |
| <b>Helpful Tips for Online Oral Administration .....</b>      | <b>19</b> |
| Search for Student Status by Site.....                        | 22        |
| <b>Test Management .....</b>                                  | <b>25</b> |
| <b>Search for Test Sessions .....</b>                         | <b>25</b> |
| <b>Add Test Session.....</b>                                  | <b>26</b> |
| <b>Edit/Delete Test Sessions .....</b>                        | <b>26</b> |
| Test Session Status:.....                                     | 27        |
| Test Ticket Status: .....                                     | 27        |
| <b>Copy a Test Session.....</b>                               | <b>28</b> |
| <b>View/Print Student Test Tickets .....</b>                  | <b>28</b> |
| <b>Student Test Ticket .....</b>                              | <b>29</b> |
| <b>Student Test Roster.....</b>                               | <b>29</b> |
| <b>Unlock Test Tickets .....</b>                              | <b>30</b> |
| <b>Force Submitting Tests .....</b>                           | <b>31</b> |
| <b>Teacher Management.....</b>                                | <b>32</b> |
| <b>Search for Teachers .....</b>                              | <b>32</b> |
| <b>Add Teachers .....</b>                                     | <b>32</b> |
| <b>Edit Teacher Information.....</b>                          | <b>32</b> |
| <b>Delete Teachers.....</b>                                   | <b>33</b> |
| <b>Report Delivery .....</b>                                  | <b>33</b> |
| <b>Miscellaneous Online Testing Tips .....</b>                | <b>34</b> |
| <b>Setting up a Single Laptop for Off-site Testing .....</b>  | <b>34</b> |

# Introduction

## What's Covered in This Guide

This user guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary roles that use eDIRECT are District Test Coordinators (DTCs), School Test Coordinators (STCs), Technology Coordinators (TCs), and Test Administrators (TAs). The primary audience for this guide is eDIRECT end users and eDIRECT administrators.

## Roles and Responsibilities

This topic describes the eDIRECT-related tasks and responsibilities for each of the main testing roles.

### All Roles

All roles are responsible for the following tasks:

- o Become familiar with the eDIRECT User Guide.
- o Manage their profile on the DRC eDIRECT website to ensure that all of the information is correct and up to date.

### District Test Coordinator (DTC)

The DTC is also responsible for the following tasks:

- o Attend an online test coordinator training session before the testing window.
- o Add STCs to the DRC eDIRECT website who require access to Test Setup.
- o Add TCs to the DRC eDIRECT website who require access to software installers.
- o Contact DRC Customer Service if it is necessary to invalidate a student's test session.
- o Unlock any student tests if situation allows, or contact the SCDE/DRC Customer Service to request to unlock the tests.

### School Test Coordinator (STC)

The STC is also responsible for the following tasks:

- o Add any TA personnel to the DRC eDIRECT website who might require access to Test Setup to monitor testing status.
- o Manage the student data and test session data in eDIRECT Test Setup.
- o Print student test tickets and distribute them to TAs.
- o View the student's test status to ensure that testing is complete.

### Technology Coordinator (TC)

The TC is also responsible for the following tasks:

- o Attend an online technology training session before the testing window.
- o Download the correct software from eDIRECT to the testing computers.

## Test Administrator (TA)

The TA is also responsible for the following tasks:

- o Verify that the student information on the test tickets is correct
- o Review and verify that the student information on the Student Test Rosters is correct.
- o Alert the STC if student information is incorrect and must be changed.
- o Alert the STC if any student test session must be unlocked.
- o View the student's test status to ensure that testing is complete.

## Working with eDIRECT Portal

**DRC INSIGHT**  
ONLINE LEARNING SYSTEM

Username

Password  
  Show Text

Sign in

[Forgot your password?](#)

### Welcome to the eDIRECT Portal

Data Recognition Corporation (DRC) welcomes educators, parents, and guardians!

This Web site enables you to quickly and easily access links to online testing tools and program information for the following South Carolina testing programs:

- End-of-Course Examination Program (EOCEP)
- Palmetto Assessment of State Standards (SCPASS)
- College and Career-Ready Assessments (SC READY)

To access program content, authorized district and school personnel need to log in from this page with their email address and password.

#### ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drctedirect.com/SC/portals/sc/>

© DRC Insight 2019    Privacy Policy    Terms of Use    Contact Us    **DRC**

## Logging In

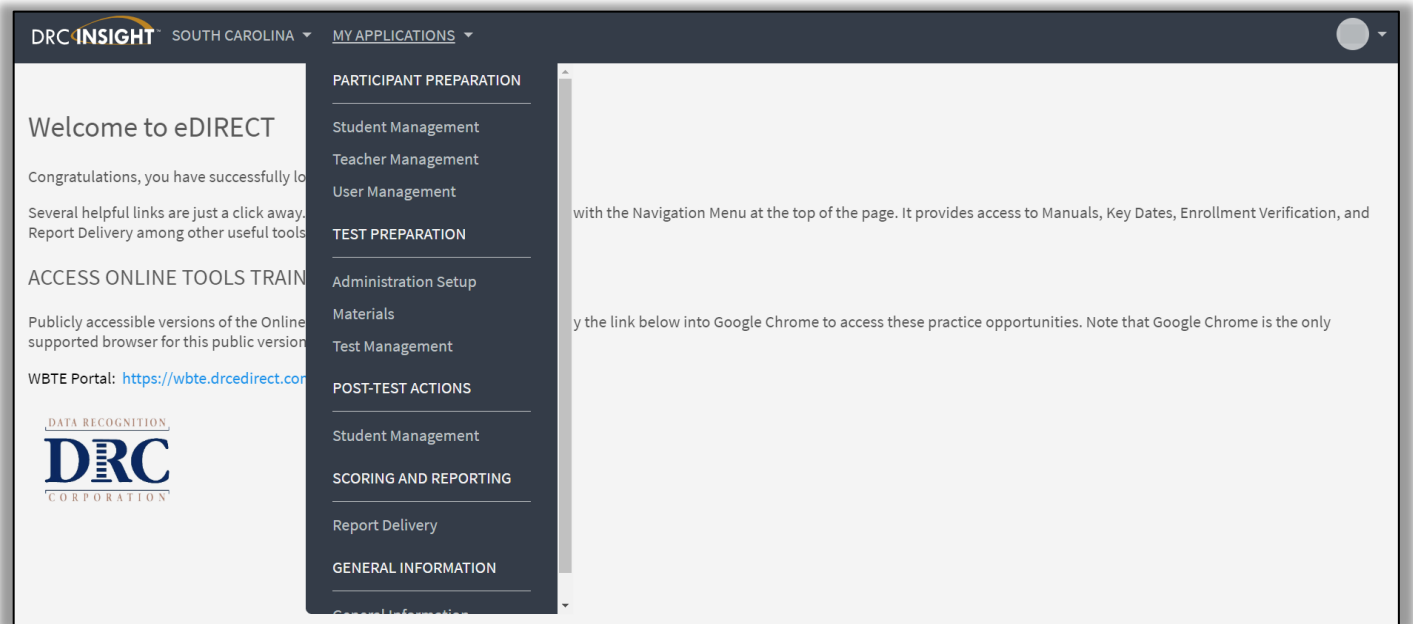
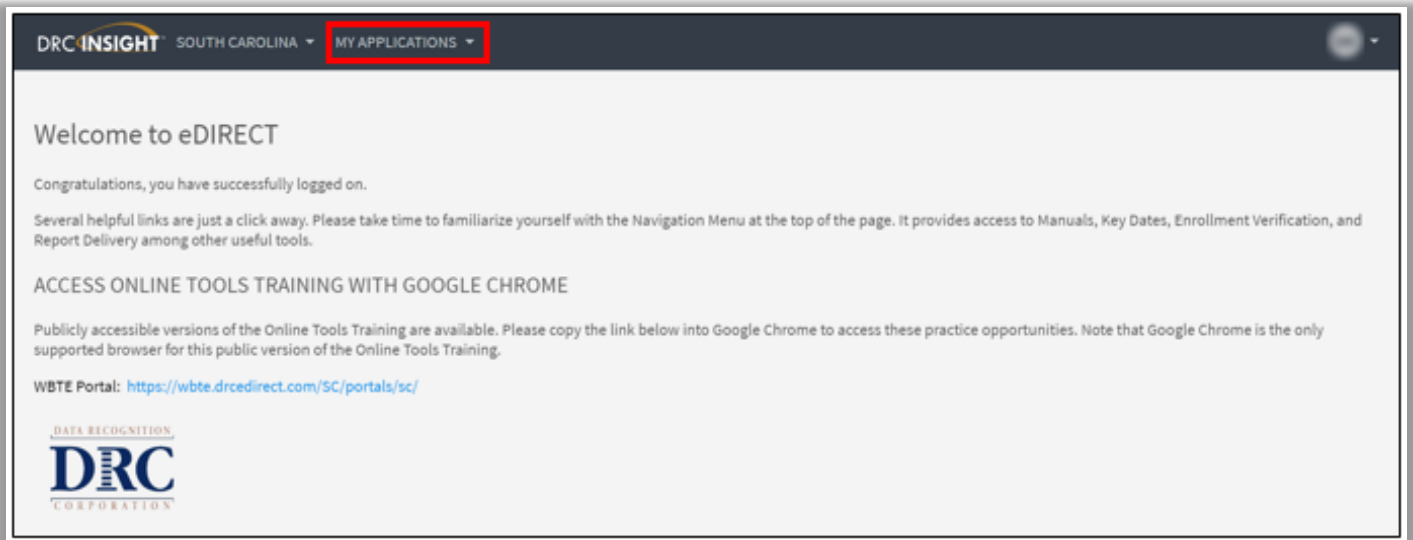
To display the eDIRECT Portal home page, enter the URL <https://sc.drctedirect.com> in your supported browser. To log on to eDIRECT Portal, you must have a username and a password. When an administrator creates an eDIRECT user, the user automatically receives an email from eDIRECT containing the username (the user's email address) and a temporary password. The eDIRECT user uses the username and temporary password to log on to eDIRECT for the first time.

**Note: Within ten days of receiving the email with the temporary password, you must log in using your temporary password and change it.** After ten days, the password expires and the account must be reset. When you log on to eDIRECT for the first time using your temporary password, you are prompted to change the password.

The final step in the initial login process is to read and acknowledge the Security and Confidentiality Agreement for DRC Applications. You must agree to the conditions of this agreement in order to use eDIRECT.

## Navigation

The image below shows the homepage after login. From this screen, access the various menu options by selecting “My Applications”.



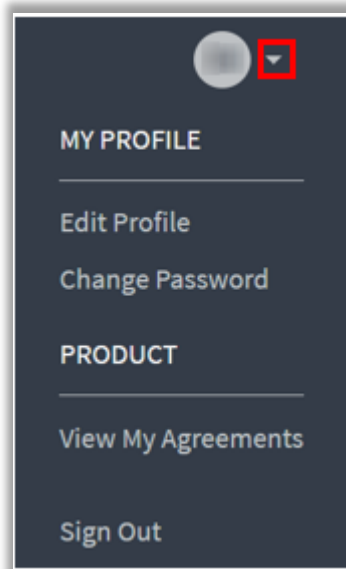
**Helpful Hint:** Throughout eDIRECT Portal there are built-in instructions for using each feature. Anytime you see +Instructions, select the plus sign and the instructions expand for further reading.

## Grid Functionality

Throughout eDIRECT, anytime a grid is displayed, it is organized and arranged based on default settings. The information displayed in the grid can be rearranged by selecting a column header or by selecting and dragging the column to a new position so the order in which the columns are displayed changes.

## Manage Your Account

To edit your profile or change your password, select the arrow next to your initials in the top right corner of the screen.



## Managing Users

The User Administration screen is accessed from the User Management option. DTCs have the responsibility to set up additional users in their districts. All STCs and TAs who will administer the online tests must be set up in eDIRECT and given the appropriate permissions for Test Setup (more information about Test Setup is covered later in this guide). STCs also have the ability to set up TAs if given the appropriate permission by their DTC.

All users will have access to perform the following tasks:

- Print Student Test Tickets
- View the testing status of students

DTCs (at a district level) and STCs (at a school level) will also have access to perform the following tasks:

- Add students
- Review and edit student data
- Review, edit, and add Test Sessions
- Review, edit, and add Teachers

## Permissions

The following table contains descriptions of the eDIRECT permissions or functions that are available with the DRC online testing system.

| eDIRECT Permission                      | Allows Users To:  |
|---|---|
| Online Testing — Secured Resources      | Allows user to view secured online testing downloads and tutorials              |
| Online Testing Statistics               | Provides access to Online Testing Statistics Reports                            |
| Status Reports — District Reports       | Allows access to district-level status reports                                  |
| Students — Add/Edit                     | Add/edit students and student data for the purposes of testing online           |
| Students — Download Students            | Download a list of student information for all students in a school             |
| Students — Search/View                  | Search/view student data and download search results                            |
| Teachers — Add/Edit                     | Add/edit teachers who have students testing online                              |
| Teachers — Search/View                  | Search/view teacher data and download search results                            |
| Test Session — Add/Edit                 | Add, edit, and delete test sessions   |
| Test Session — Search/View              | Search/view test sessions and download search results                           |
| Test Session — Status Summary           | View testing status summary information   |
| Test Setup — Device Toolkit             | Allow users to configure a computer or other approved device to use for testing |
| Test Setup — Primary Window             | Allows user access to Test Setup during the primary window                      |
| Test Setup — View Student Status        | View student status   |
| Test Tickets — View/Print               | Allows user to print student test tickets and view individual ticket statuses   |
| Test Tickets — View Questions Attempted | Allows user to see questions attempted against total questions                  |

## Add a New User

To add a new user, select User Management under My Applications.

1. Select the Add Single User tab.
2. Fill in the form for the new user.
3. Choose an Administration and Role for the new user.
4. Choose the appropriate District and School (this may pre-population based on your permissions).
5. Select the appropriate permissions from the Available Permissions list on the left and move to the right to the Assigned Permissions list using the single arrow to move one permission at a time or the double arrows to move all permissions together. You may also clone permissions from another user you have set up. To do this, select the icon with two people between the permissions. Search for the user you would like to clone, and select the blue circle next to that person's name.
6. Save when you are finished.

**User Administration**

1 Add Single User Upload Multiple Users

*Indicates required fields*

First Name: New \* Middle Initial: Last Name: User \* 2

Email Address: newuser@newuser.com \*

Administration: EOCEP Fall/Winter 2016-17 \* User Role: School \* 3

District: 9999 - DRC Use Only - Samp \* School: 999 - DRC Use Only - eDirect \* 4

**Tip: When you select a permission, its description will display below the list**

Available Permissions: Administrator, Administrator - Mass Assign Role, Administrator - Set Password, Documents - Delete, Documents - Upload, Documents - View, eDIRECT Setup - Document and Report, Enrollment - Primary Window, Enrollment - Secondary Window, Maintain Administration, Maintain Administration - Edit Applicati


Assigned Permissions: 5

To see the description, select a permission

**Clone Permissions**

Administration: EOCEP Fall/Winter 2016-17 First Name: Last Name: mathwig

Find User Clear Cancel

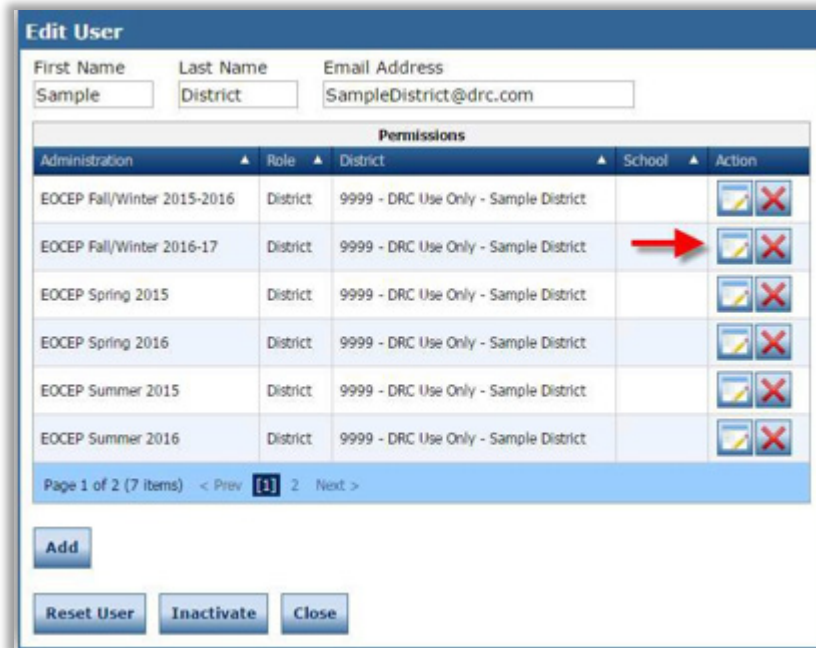
| Clone Permissions |           |                                  |      |                           |          |   |
|-------------------|-----------|----------------------------------|------|---------------------------|----------|---|
| First Name        | Last Name | Email                            | Role | Administration            | District | School  |
| Christy           | Mathwig   | CMathwig@DataRecognitionCorp.com | EPM  | EOCEP Fall/Winter 2016-17 |          |  |

## Edit Users













### Editing a Single User's Permissions

On the User Management page, select the Edit User tab. Find the user that needs edits using the filters available. See the Instructions link for more information on these filters.

Select the View/Edit action icon for the user. Then either select the View/Edit icon on an available administration to edit permissions, or select the Add button to add permissions to a new administration.



The screenshot shows the 'Edit User' dialog box. At the top, there are input fields for 'First Name' (Sample), 'Last Name' (District), and 'Email Address' (SampleDistrict@drc.com). Below these is a table titled 'Permissions' with columns: Administration, Role, District, School, and Action. The table contains six rows of permissions, all with 'District' as the role and '9999 - DRC Use Only - Sample District' as the district. A red arrow points to the 'Action' column of the second row. Below the table is a pagination bar showing 'Page 1 of 2 (7 items)' and navigation buttons. At the bottom, there are buttons for 'Add', 'Reset User', 'Inactivate', and 'Close'.

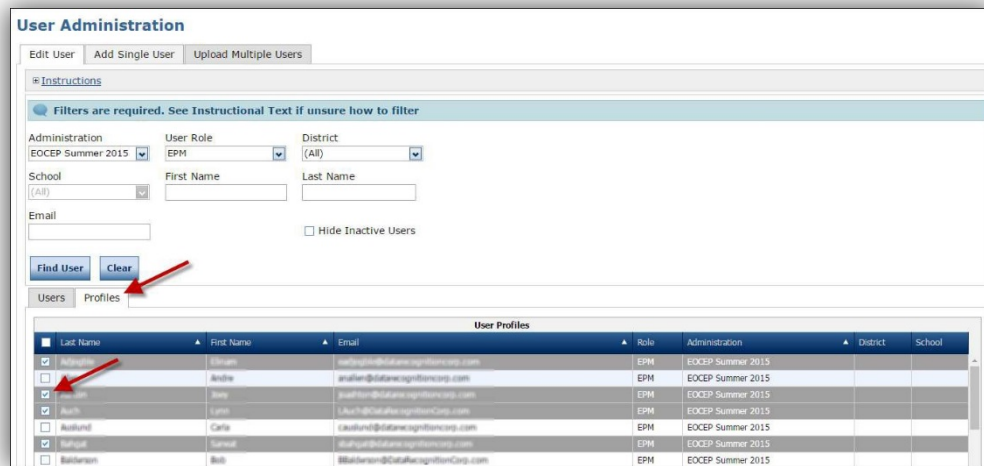
| Administration              | Role     | District                              | School | Action  |
|-----------------------------|----------|---------------------------------------|--------|---|
| EOCEP Fall/Winter 2015-2016 | District | 9999 - DRC Use Only - Sample District |        |       |
| EOCEP Fall/Winter 2016-17   | District | 9999 - DRC Use Only - Sample District |        |       |
| EOCEP Spring 2015           | District | 9999 - DRC Use Only - Sample District |        |       |
| EOCEP Spring 2016           | District | 9999 - DRC Use Only - Sample District |        |       |
| EOCEP Summer 2015           | District | 9999 - DRC Use Only - Sample District |        |       |
| EOCEP Summer 2016           | District | 9999 - DRC Use Only - Sample District |        |   |

When the Edit Permissions dialog box displays, select permissions from the Available Permissions list on the left to add to the user, or permission from the Assigned Permissions list to remove from the user. Use the single arrow to move one permission at a time or the double arrows to move all permissions together. You may also clone permissions from another user you have set up. To do this, select the icon with two people between the permissions. Search for the user you would like to clone, and select the blue circle next to that person's name. Save when you are finished.

## Editing Multiple Users' Permissions

From the Edit User tab you can add or remove permissions for multiple users in the system.

1. Click on the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click Find User to display a list of users, and select the Profiles tab.
2. Check the checkbox in the left-hand column for each user profile you want to edit.



The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (EOCEP Summer 2015), User Role (EPM), District ((All)), School ((All)), First Name, Last Name, and Email. There is a 'Find User' button and a 'Clear' button. Below the filters are tabs for 'Users' and 'Profiles'. The 'Profiles' tab is active, showing a table of user profiles. A red arrow points to the 'Find User' button, and another red arrow points to the checkbox in the first column of the table.

| Last Name                           | First Name | Email                 | Role | Administration    | District | School |
|-------------------------------------|------------|-----------------------|------|-------------------|----------|--------|
| <input checked="" type="checkbox"/> | Alvarado   | Steven                | EPM  | EOCEP Summer 2015 |          |        |
| <input checked="" type="checkbox"/> | Andia      | andrea@eddirect.org   | EPM  | EOCEP Summer 2015 |          |        |
| <input checked="" type="checkbox"/> | Bar        | bar@eddirect.org      | EPM  | EOCEP Summer 2015 |          |        |
| <input checked="" type="checkbox"/> | Beck       | beck@eddirect.org     | EPM  | EOCEP Summer 2015 |          |        |
| <input checked="" type="checkbox"/> | Beckford   | beckford@eddirect.org | EPM  | EOCEP Summer 2015 |          |        |
| <input checked="" type="checkbox"/> | Belgar     | belgar@eddirect.org   | EPM  | EOCEP Summer 2015 |          |        |
| <input type="checkbox"/>            | Beltram    | Beltram@eddirect.org  | EPM  | EOCEP Summer 2015 |          |        |

3. Select the Assign Permissions, Remove Permissions, or Copy to New Administrations buttons at the bottom of the page.

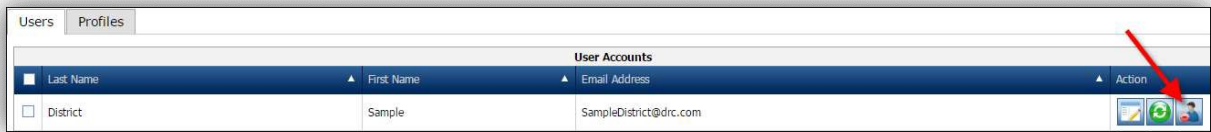


- a. For the Assign and Remove Permissions buttons, the Permissions dialog displays. Move permissions to the correct box to assign or remove permissions from all selected users. Click Save when you are finished to save your changes or Cancel to cancel them.
- b. The Copy to New Administrations feature allows you to add the selected users to a new administration with all of the permissions that they have in the current administration. When the dialog box opens, select the new administration for the selected users. Click Submit.

## Inactivating a User

You can inactivate eDIRECT users that are currently active. When a user is inactivated, the user is unable to access eDIRECT. Typically, you inactivate a user when their employment ends or job responsibilities change.

1. Click on the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click Find User.
2. In the Action column, click the Inactivate icon for the user you want to make inactive.

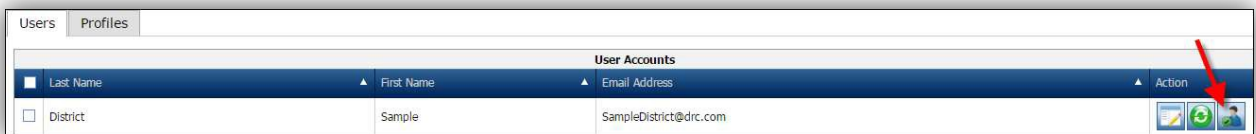


## Activating a User

You can activate an eDIRECT user that is currently inactive so the user can access eDIRECT again (to inactivate a user, see “Inactivating a User” on page 24). When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

**Note: Users are automatically activated when they first log in to eDIRECT. Only users that were previously inactivated need to be manually activated.**

1. Click on the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click Find User.
2. In the Action column, click the Activate icon for the user you want to make inactive.



## Tutorials and Online Tools Training

### Tutorials

The Tutorials provide step-by-step instructions on how to navigate the online system and give detailed explanations about the key features of the software. The Tutorials should be reviewed at least once by TAs who will supervise any of the administrations and by students in advance of their first test day. Allow students to repeat the Tutorials as often as desired and needed.

Students should review the tutorial before completing the Online Tools Training (OTT). It has proven beneficial for schools to schedule a tutorial session for students immediately before at least one OTT session.

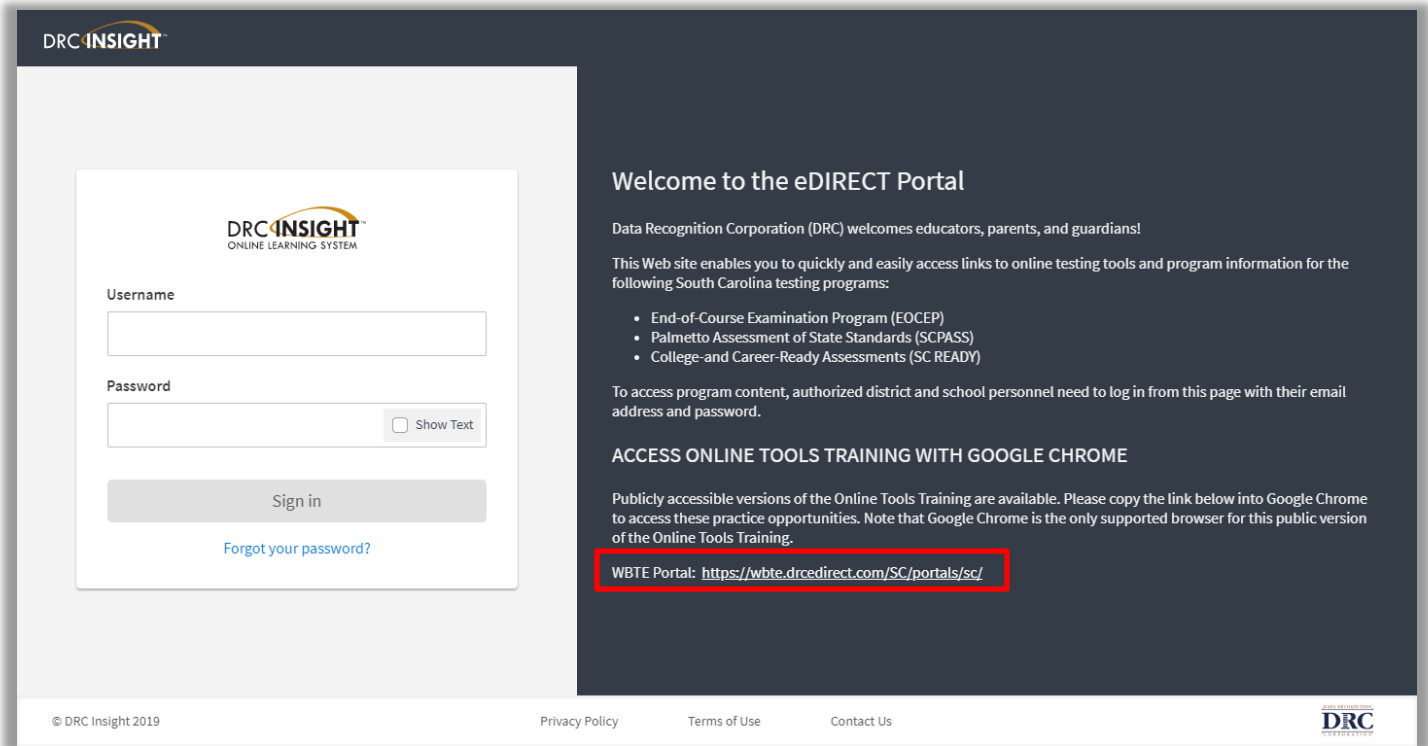
Please note that for the actual online test, all students may use the highlighter, color chooser, and masking tool as shown in the tutorial and OTT. These tools are not considered to be testing accommodations.

If a school has capacity issues with the computer labs, the tutorials may be presented to school personnel and students in a classroom using a projector and a single Internet connection.

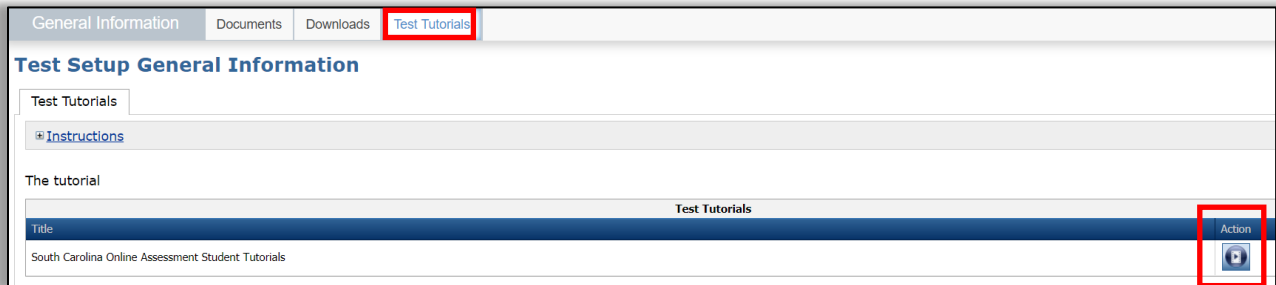
### Instructions for Accessing the Tutorials

The tutorials are available through both eDIRECT Portal and from DRC INSIGHT. In the eDIRECT Portal, there are two ways to access the tutorials:

1. To access the tutorials, click on the link located on the bottom of the home page:

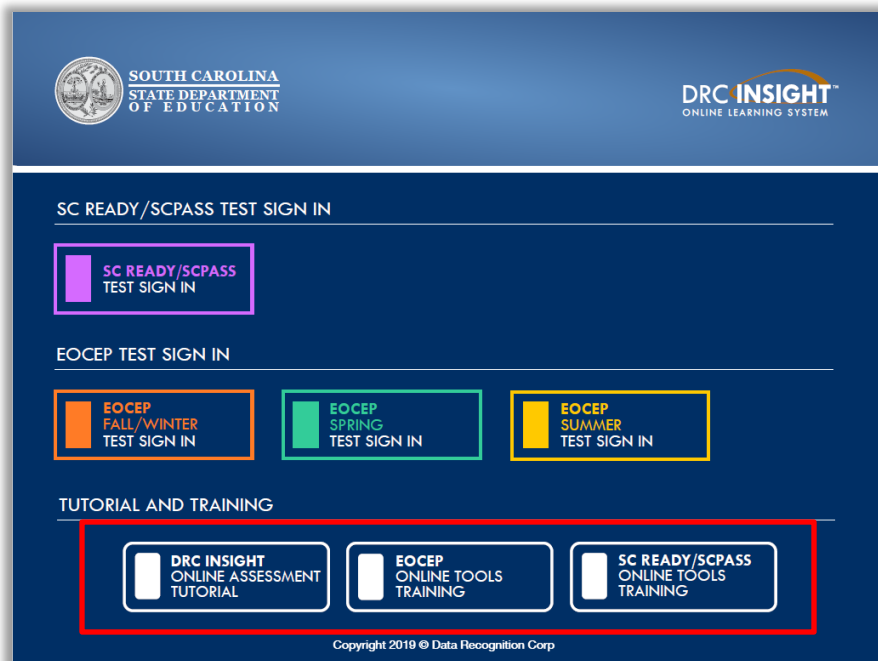


2. Another method to access tutorials from eDIRECT Portal is by following these steps:
  1. Select My Applications
  2. Select General Information
  3. Select the Test Tutorials tab
  4. Select the Play Tutorial action button.
  5. Select the tutorial you would like to view.
  6. Select Play All or choose from different sections within the tutorial.



To access tutorials from INSIGHT:

1. Launch DRC INSIGHT
2. Select the DRC INSIGHT Online Assessments Tutorials link at the bottom of the screen.
3. Select the tutorial you would like to view.



Select Play All or choose from different sections within the tutorial.

### Online Tools Training (OTT)

The online testing engine contains a training component – the Online Tools Training (OTT) – which simulates the testing environment. The primary purpose of the training session is for the students to try out the testing software and tools before the “real” administration. The OTT also gives students an opportunity to practice the various types of technology enhanced items they may encounter on the exam. TAs are strongly advised to participate in a training session and become familiar with the testing tools and the online system features before the students sit for the actual online tests. The items in the training session have been chosen to demonstrate various computerized testing features. The training sessions are not scored and no score reports are generated.

All schools should complete the Online Tools Training prior to the operational window to ensure that all components of the system are configured and operating correctly. The OTT should not be used immediately prior to an actual test session.

### Instructions for Accessing the Online Tools Training

The following versions of the OTT may be available: standard (no accommodations), oral administration (HVA or TTS) and signed administration (VSL). Each accommodated OTT version will only be available if the program, season and content area allow. See the Test Administration Manual to confirm if the accommodation is offered.

To access the OTTs via DRC INSIGHT, follow these steps:

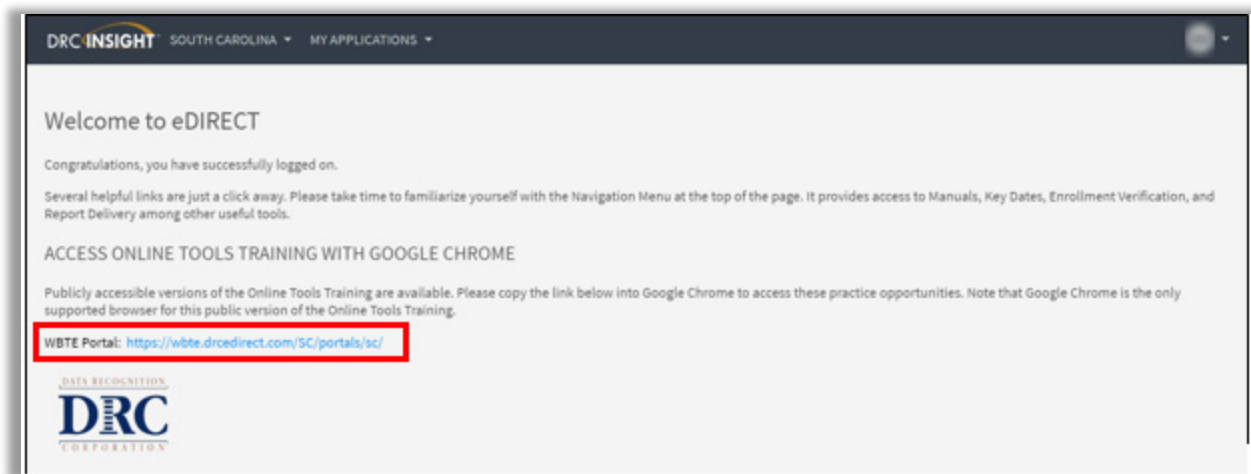
1. Select the DRC INSIGHT Online Assessments icon on the device. The welcome page will appear.
2. Select the Online Tools Training link for the appropriate program.
3. Select a subject. Then select the appropriate version—standard, HVA or TTS and VSL

**Note: Headphones must be supplied for any students using the HVA and TTS OTT or VSL OTT.**

4. Enter the Username and Password noted on the sign-in screen.
5. Select Sign In and follow the instructions on the screen.

To access the OTTs via a Google Chrome web browser, follow these steps:

1. Open a Google Chrome web browser.
2. Visit <https://sc.drcedirect.com/> and click on the OTT link at the bottom of the page (no log in necessary), or visit this OTT link directly <https://wbte.drcedirect.com/SC/portals/sc/>



3. Select “Online Tools Training” for the appropriate administration.
4. Select the Grade/Subject OTT and select Standard (**Note: Accommodated OTTs are not available via the Google Chrome web browser, these must be accessed via DRC INSIGHT**).
5. Enter the username and password on the screen and select Sign In.

The online software includes a Summary page that indicates which items have been answered and items the student left blank. A shaded oval or rectangle indicates the student answered the question. It does not mean the student answered the question correctly. A white oval or rectangle indicates the student did not answer the question. It does not mean the student answered the question incorrectly.

To end an Online Tools Training, select Review/End Test. Next, select the End Test button. The system will ask you to confirm you have answered all questions. When you are ready, select End Test. Follow the on-screen instructions to close your test.

## Central Office Services

Central Office Services (COS) is a software package that allows you to install, configure, and manage your online testing environment from a central location. The complete COS software consists of a number of functional software components such as content caching, Content Hosting, and Content Management. COS supports Windows and Mac service devices and is also designed to automatically retrieve and install software updates. For detailed information on Central Office Services (COS), see *Volume II: Central Office Services (COS)* posted on the eDIRECT Portal.

## Student Management

Student information can be added or edited via the Manage Students tab in Student Management. DTCs and STCs have the ability to add or edit students to make necessary changes.

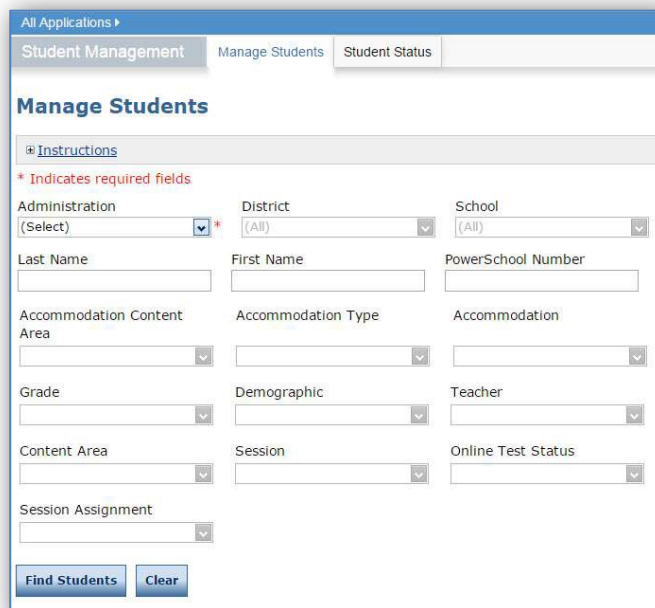
Prior to test administration, verify all participating students are in Manage Students and test sessions.

### Search/View Students

To search for students, follow these steps:

1. Select Student Management under My Applications.
2. Select the Administration you would like to search.
3. If applicable, select the District and/or School.
4. Enter any other desired search criteria: Student Last Name, Student First Name, PowerSchool Number, Grade, Demographic, Content Area, Accommodation, Teacher, or Test Sessions. If other filters are left blank, all students for that district/school will appear.
5. Select Find Students.

To clear your search and start over, select Clear.



The screenshot shows the 'Manage Students' interface within the 'Student Management' application. At the top, there are tabs for 'Student Management', 'Manage Students', and 'Student Status'. Below the tabs, there is a section titled 'Manage Students' with a sub-section for 'Instructions'. A red asterisk indicates that certain fields are required. The form includes several dropdown menus and text input fields for search criteria: Administration (required), District, School, Last Name, First Name, PowerSchool Number, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Content Area, Session, Online Test Status, and Session Assignment. At the bottom of the form, there are two buttons: 'Find Students' and 'Clear'.

To export search results, follow these steps:

1. Search for students following the steps above.
2. Select Export to Excel.

**Note: Only the search results will be exported to Excel.**



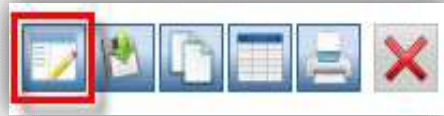
### Add Students

Students not included in the Precode Update File will need to be added to the system. The

recommended method for adding new students to Student Management is to add them directly to a test session. This will automatically set the student as an online tester.

To add a new student to a test session, follow these steps:

1. Select My Applications.
2. Select Test Management.
3. Select the Manage Test Sessions tab.
4. Enter desired search criteria and select Show Sessions.
5. Select the View/Edit action button next to the test session to which you would like to add a new student.



6. To add a new student to the test session, select New Student.

A screenshot of the 'Edit Test Session' form. The form has a blue header and a white body. At the top, there is a section for 'Instructions' with a red asterisk indicating required fields. Below this are several input fields: Session Name, Content Area (Algebra), Assessment (Algebra1), Teacher (Teacher, Sample (11223)), Mode (Online), Begin Date, End Date, and SIS Code. Below these is a 'Search for Available Students' section with fields for Student Last Name, Student First Name, PowerSchool Number, Grade, Demographic, and Accommodation. At the bottom of this section are three buttons: 'Find Students', 'New Student' (highlighted with a red box), and 'Clear'. Below the search fields are two large empty list boxes labeled 'Available Students' and 'Students in Session'. At the very bottom are 'Save' and 'Cancel' buttons.

7. Enter the student's information into the fields on the Student Detail, Accommodations, and Demographics tabs.

A screenshot of the 'Add Student' form. The form has a blue header and a white body. At the top, there is a section for 'Instructions' with a red asterisk indicating required fields. Below this are input fields for Last Name, First Name, Middle Initial, and PowerSchool Number. Below these are four tabs: 'Student Detail' (highlighted with a red box), 'Accommodations', 'Demographics', and 'Testing Codes'. Below the tabs are several input fields: Administration (EOCEP Summer 2016), District (9999 - DRC Use Only - Sample), School (999 - DRC Use Only - eDirect S), Date of Birth (mm/dd/yyyy), Grade (Select), Gender, and Student State ID. At the bottom are 'Save' and 'Cancel' buttons.

8. Select Save. The student will be automatically placed into the test session.

**Note: Student Detail, Accommodations, Demographics, and Test Sessions for students already in the test session can be viewed and edited by double-clicking the student name in the Available Students and Students in Session lists.**

New students can also be added to Student Management through the Manage Students tab.

**Note: When this method is used, the student will not be able to test online until they are added to a test session.**

To add a new student, follow these steps:

1. Select Manage Students under the Student Management application.
2. Select the Administration for which you would like to add a student.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Select Add Student (at the bottom of the page).
5. Enter the student's information into the fields on the Student Detail, Accommodations, and Demographics tabs.
6. Select Save. The student will then need to be added to a test session to be considered an online tester. See the Test Management section for steps to manually add a student to a test session.

You can also add multiple students at once in Student Management through the Upload Multiple

Students tab. To upload multiple students, follow these steps:

7. Select Upload Multiple Students under the Student Management application.
8. Select the Administration for which you would like to add a student.
9. Select the District and School (these fields may be prefilled based on your permissions).
10. Add your file by clicking Browse (be sure to use the file layout and sample file for reference).
11. Select Upload.
12. The students will then need to be added to a test session to be considered an online tester.

**Manage Students**

Manage Students Upload Multiple Students

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

Instructions

\* Indicates required fields

Administration (Select) \* District \* School (All)

File Browse... \*

Upload

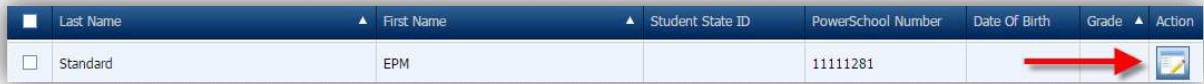
### Edit Student Information

Students whose information is missing or is incorrect in Student Management should have their data edited to reflect the correct information.

To edit student profiles, follow these steps:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).

4. Perform a search to find the student whose data needs to be edited.
5. Select the Edit Student icon in the Action column for the student.



6. Update all incorrect or missing information under the Student Detail, Accommodations, or Demographics tab and select Save.  
To cancel and return to the Manage Students page, select Cancel.

### View Test Sessions to Which a Student Is Assigned

To view test sessions, follow these steps:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Perform a search to find the student.
5. Select the View/Edit Student icon in the Action column to the right of the selected student.
6. Select the Test Sessions tab.

To cancel and return to the Manage Students page, select Cancel.

### Accommodations

The following accommodations may be available for students testing online (Accommodations may vary by assessment. Be sure to check the Test Administration Manual to verify available accommodations.):

|   |  |
|---|--|
| Oral Administration<br>Text-to-Speech (TTS) | The words, numbers, test directions, questions, answer choices and other information displayed on the screen are read aloud by computer. <b>Note: COS Service Device (COS-SD) is mandatory to use this feature. Schools must supply headphones for students using the oral accommodation.</b>          |
| Oral Administration<br>(HVA)                | Audio oral administration files will be loaded into the online system so students may test via INSIGHT. <b>Note: COS Service Device (COS-SD) is mandatory to use this feature. Schools must supply headphones for students using the oral accommodation.</b>   |
| Large-Print Test/Oral<br>Administration     | Students who require a large-print test and oral administration will be able to listen to the audio files and record their responses via INSIGHT. <b>Note: COS Service Device (COS-SD) is mandatory to use this feature. Schools must supply headphones for students using the oral accommodation.</b> |
| Large-Print                                 | Students who use large-print test materials may record their responses via INSIGHT. The test is fully scalable, so students needing a large-print version of the test can view items in a larger format by testing on a workstation with a larger monitor.   |
| Sign Language Video<br>(VSL)                | Students who require a sign language test and ASL video will be able to watch the video files and record their responses via INSIGHT. <b>Note: COS Service Device (COS-SD) is mandatory to use this feature.</b>   |

If a student requires any of these accommodations, they must be indicated on the student's

Accommodations tab in the Edit Student screen. Accommodations are pre-populated in eDIRECT Portal based on the Precode Update file.

| Type   | Accommodation                                  | Algebra                  | Biology                  | English                  | USHC                     |
|--------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Online | Oral Administration                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online | Oral Administration – Reading Only             |                          |                          | <input type="checkbox"/> |                          |
| Online | Oral Administration – Writing Only             |                          |                          | <input type="checkbox"/> |                          |
| Online | Oral Administration Large-Print                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online | Oral Administration Large-Print – Reading Only |                          |                          | <input type="checkbox"/> |                          |
| Online | Oral Administration Large-Print – Writing Only |                          |                          | <input type="checkbox"/> |                          |
| Online | Large-Print (Online)                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online | Sign Language                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online | Sign Language PSE Video                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The table represents “Online” Accommodations that deliver a specific test form and affect the functionality of DRCINSIGHT (i.e., turn on TTS or HVA). There are additional accommodations on the student accommodations tab, and these should be checked if appropriate, however, they do not affect the test form or functionality of the online test. **NOTE: ESOL Online Administration does NOT turn on TTS or HVA. In order for the student to have the test read aloud by TTS or HVA, the Online Oral Administration accommodation must also be checked in the student’s accommodations tab in eDIRECT.**

**Helpful Tips for Online Oral Administration**

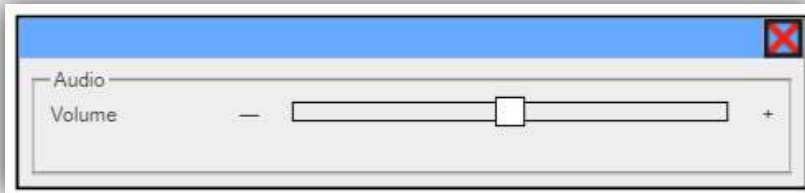
Ensure you have the appropriate number of working headphones for students testing via oral administration. Adjust the volume on each machine so that it is at a comfortable level for students testing with headphones prior to testing.

When a student logs in to the oral administration test form, the student should see the audio buttons on the “Welcome Student” screen.

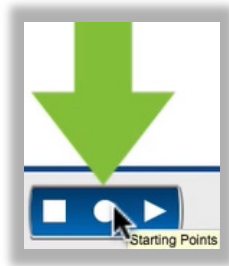


You may wish to tell students they will hear a human voice for test directions and all test items. They will hear a text-to-speech (synthesized) voice for help content.

If students need to adjust the volume during testing, they should select the Options button on the test screen and select Audio Settings. This will allow students to adjust the volume up or down.



For the oral administration with TTS accommodation, a student can replay specific sections of the Text to Speech by selecting the starting points on the screen. To display the starting points, the student must click on the circle in the center of the audio button and the blue dots will appear at the top left of the text. When the starting point is red, the student can click and the audio for that section will begin.



The TTS volume and playback speed can also be adjusted. Select the Options button and select “Audio Settings” to change the options.



### Update and/or Change Accommodations for a Single Student

Follow these steps to update and/or change student accommodations:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Perform a search to find the student.
5. Select the View/Edit Student icon in the Action column to the right of the student being edited.
6. Select the Accommodations tab.
7. The accommodation options are listed.

8. Check the box to select an accommodation.
9. Deselect the check in the box to remove an accommodation.
10. Select Save to apply the accommodation.

To cancel and return to the Manage Students page, select Cancel.

| Accommodations |  |                          |                          |                          |                          |
|----------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Type           | Accommodation                                  | Algebra                  | Biology                  | English                  | USHC                     |
| Online         | Oral Administration                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online         | Oral Administration – Reading Only             |                          |                          | <input type="checkbox"/> |                          |
| Online         | Oral Administration – Writing Only             |                          |                          | <input type="checkbox"/> |                          |
| Online         | Oral Administration Large-Print                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online         | Oral Administration Large-Print – Reading Only |                          |                          | <input type="checkbox"/> |                          |
| Online         | Oral Administration Large-Print – Writing Only |                          |                          | <input type="checkbox"/> |                          |
| Online         | Large-Print (Online)                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online         | Sign Language                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online         | Sign Language PSE Video                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save Cancel

### Update and/or Change Accommodations for Multiple Students

Follow these steps to update and/or change student accommodations for multiple students:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Perform a search to find the students.
5. Check the box next to each student that needs the same accommodation change.
6. Select the Update Accommodations button at the bottom of the screen.
7. In the Update Accommodations for Multiple Students box, first choose the update mode: Assign Accommodations or Remove Accommodations. **Note: you may only add or remove within a single update.**
8. Check the box to for the accommodation(s) that you would like to add or remove for the selected students.
9. Select Save to apply the accommodation change.

To cancel and return to the Manage Students page, select Cancel

### Student Status Dashboard

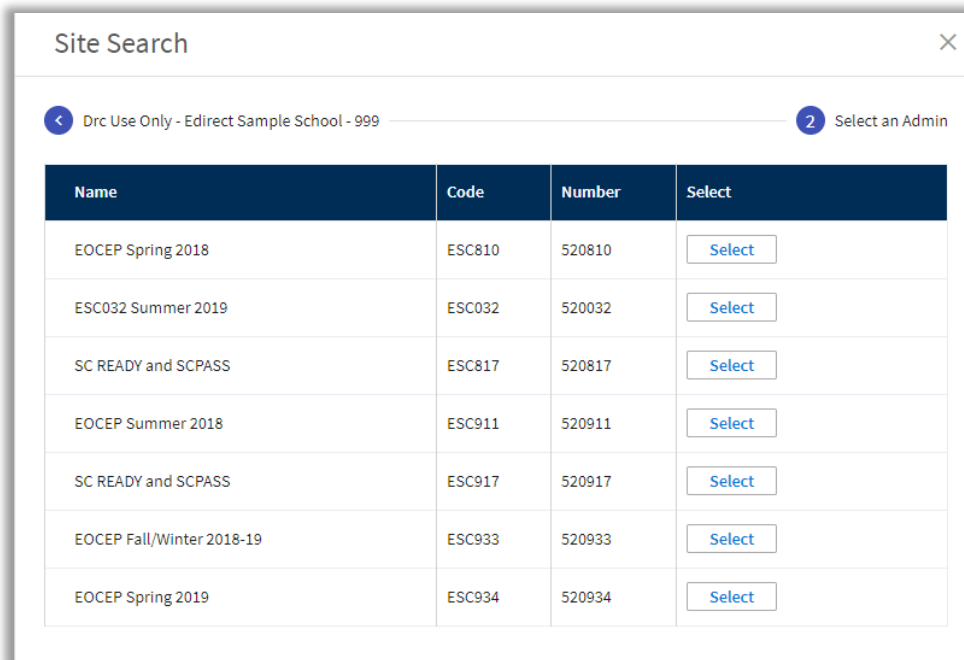
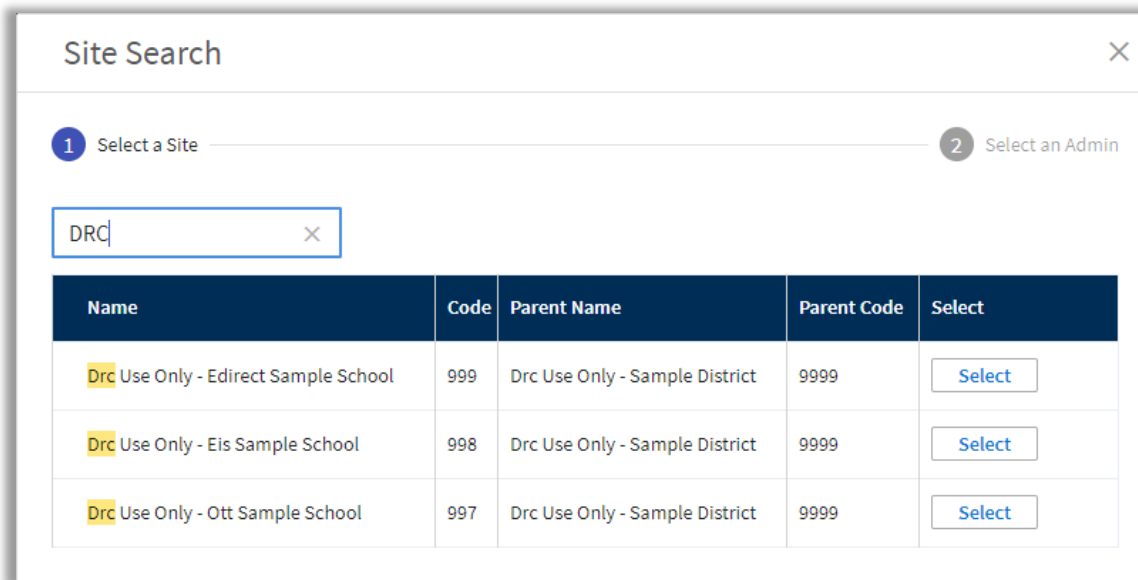
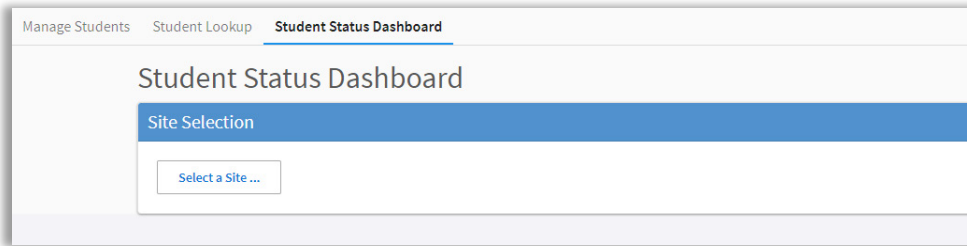
This dashboard allows you to view student testing status by grade, content area, assessment, and by individual student.

Student Management   Manage Students   Student Lookup   **Student Status Dashboard**   Student Status

## Search for Student Status by Site

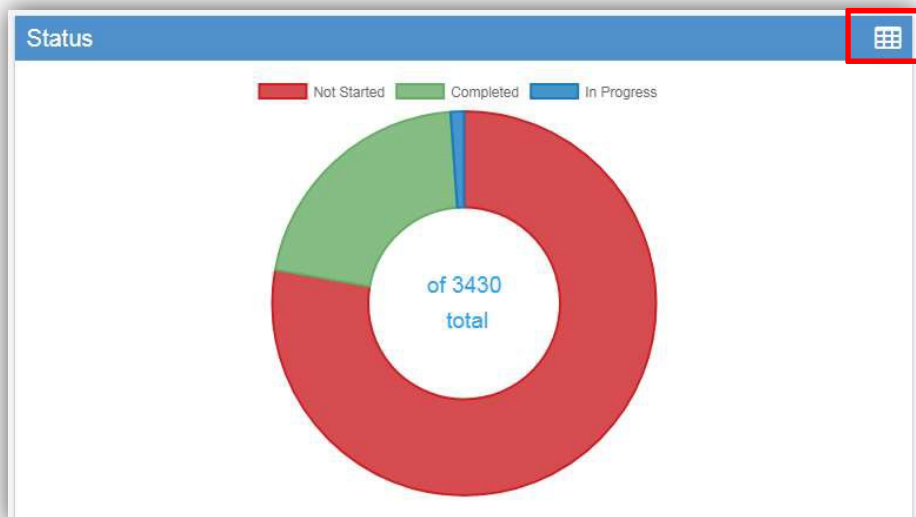
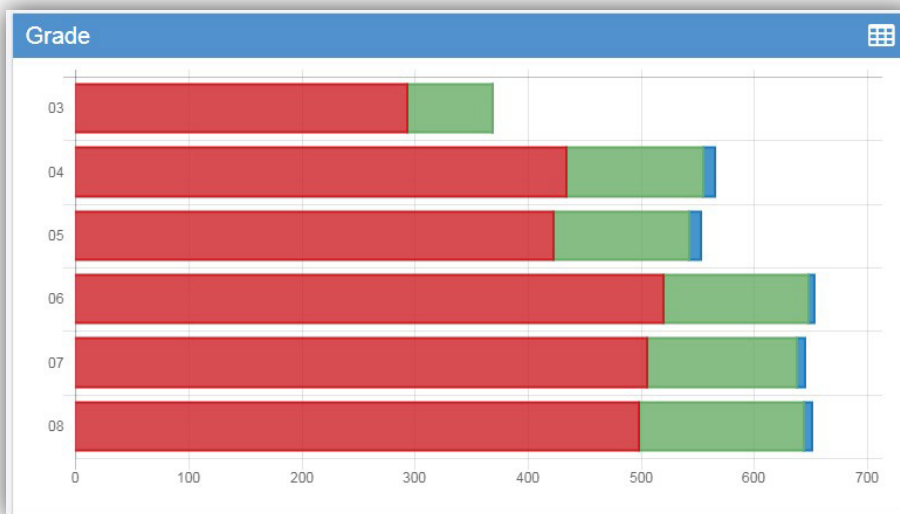
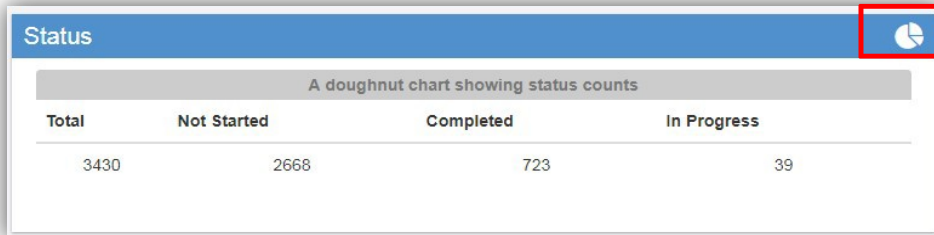
Follow these steps to search for student status by site:

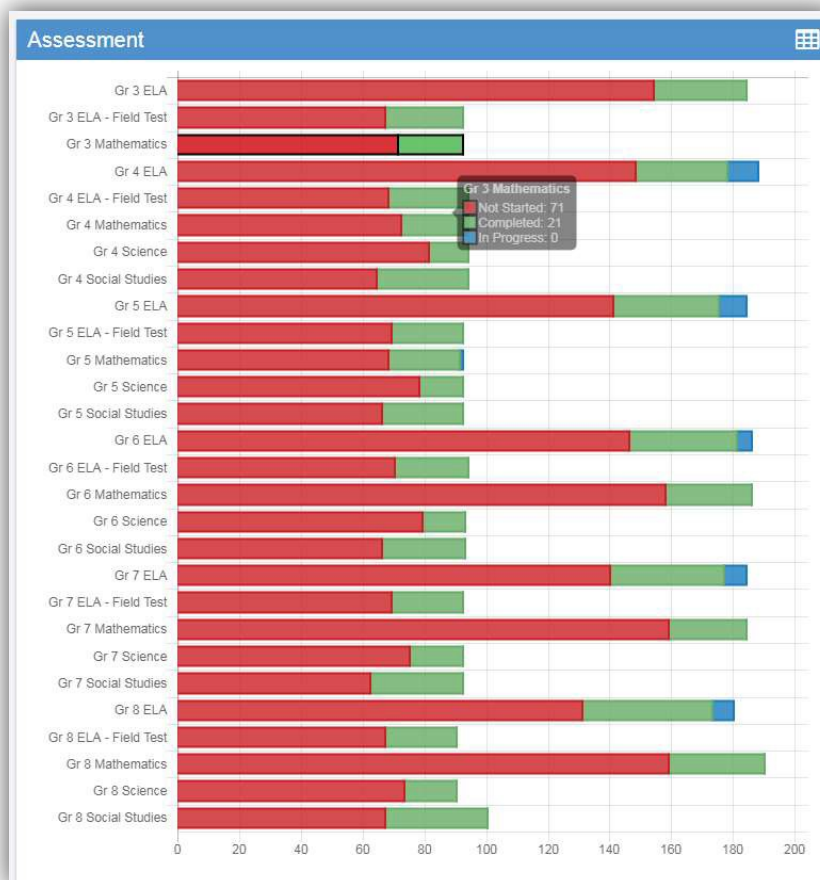
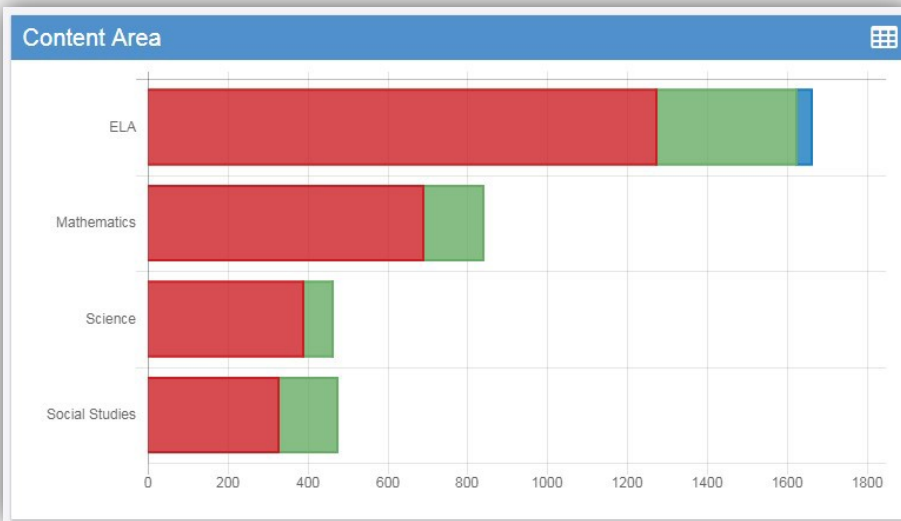
1. Select Student Status Dashboard under the Student Management application.
2. Click “Select a Site” and type the name of the site in the box
3. Select the Administration you would like to search.



The screen will then populate the student testing status by grade, content area, and assessment. There is a button in the top right corner of each box that allows you to change the view from chart to grid format. The last half of the page shows a list of students at that site and their status.

All colored graphs are dynamic allowing users to click into colored sections to get more information about that group of students.





| Student Search Results   |              |           |                |               |                  |             |                     |                     |                      |
|--|--------------|-----------|----------------|---------------|------------------|-------------|---------------------|---------------------|----------------------|
| <a href="#">Export to CSV</a> <span style="float: right;">Note: Times are displayed in Central Time</span> |              |           |                |               |                  |             |                     |                     |                      |
| Last Name ^  | First Name ^ | Grade ... | Content Area ^ | Module        | Assessment       | Status      | Start Time          | End Time            | Duration             |
| Eight  | TDREG        | 08        | Mathematics    | Calculator    | Gr 8 Mathematics | Completed   | 05/09/2017 12:40 PM | 06/15/2017 10:33 AM | 885 Hours 53 Minutes |
| Eight  | TDREG        | 08        | Mathematics    | No Calculator | Gr 8 Mathematics | Not Started |                     |                     |                      |
| Eight  | TDREG        | 08        | Mathematics    | Calculator    | Gr 8 Mathematics | Completed   | 05/09/2017 08:32 PM | 05/09/2017 08:34 PM | 0 Hours 2 Minutes    |
| Eight  | TDREG        | 08        | Mathematics    | Calculator    | Gr 8 Mathematics | Completed   | 05/20/2017 08:39 AM | 06/15/2017 10:33 AM | 625 Hours 54 Minutes |
| Eight  | TDREG        | 08        | Mathematics    | No Calculator | Gr 8 Mathematics | Not Started |                     |                     |                      |

## Test Management

Test sessions are used to assign students to an assessment and to generate Student Test Tickets. Students use information on their tickets to sign in to the actual online test.

### Search for Test Sessions

Follow these steps to search for test sessions:

4. Select Test Management under My Applications.
5. Select Manage Test Sessions under the Test Management application.
6. Select the Administration you would like to search.
7. Select the District and School (these fields may be pre-filled based on your permissions).
8. Enter any additional filter criteria.
9. Select Show Sessions.

To export information into Excel from a single test session, follow these steps:

1. Search for test sessions (see above).
2. Select the Export Details button under the Action column for the appropriate Test Session.

|                          |                                      |   |  |           |                |          |           |  |
|--------------------------|--------------------------------------|---|--|-----------|----------------|----------|-----------|--|
| <input type="checkbox"/> | DRC Use Only<br>- Sample<br>District | DRC Use Only<br>- eDirect<br>Sample<br>School |  | English 1 | In<br>Progress | 6/2/2016 | 6/22/2016 |  |
|--------------------------|--------------------------------------|---|--|-----------|----------------|----------|-----------|--|

To export information in Excel from multiple test sessions, follow these steps:

1. Search for test sessions (see above).
2. Select the Export Student Details button at the bottom of the screen to export information for all test sessions found in the search.



This export contains the form number, username, and password assigned to each student. STCs and TAs may sort the data as needed in order to create seating charts, test tickets for printing on labels or other stock, and other needs. Some schools also choose to use this export to create custom sized test tickets (See page 24 to print standard test tickets.). Once ticket information is exported into an excel spreadsheet, a mail merge may be completed to create the desired sized test tickets. Below is a link to the Microsoft Support website for assistance using mail merge:

<https://support.office.com/en-us/article/Mail-merge-using-an-Excel-spreadsheet-858c7d7f-5cc0-4ba1-9a7b-0a948fa3d7d3>

### Add Test Session

Test sessions are pre-loaded into the system based on information provided in the Precode Update File. New sessions will need to be added if they were not included in the update file.

Follow these steps to add test sessions. **Note: that teacher information must be added before adding a test session. See the Teacher Management in this guide for more information.**

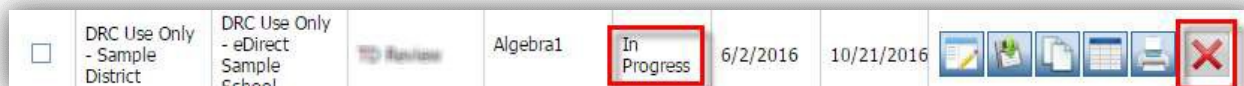
1. Select Manage Test Sessions under the Test Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Select Add Session.
5. Enter the required information: Session Name, Content Area, Assessment, and Teacher.
6. Enter any additional search criteria to search for students: Student Last Name, Student First Name, PowerSchool Number, Grade, Demographic, or Accommodation.
7. Select Find Students.
8. To clear your search criteria and start again, select Clear.
9. Select student from the Available Students list; to multi-select, use Ctrl+Click.
10. Select the Right Arrow icon to move the selected student(s) from the Available Students list to the Students in Session list.
11. Select Save.

To cancel and return to the Test Sessions page, select Cancel.

Helpful Hint: To quickly update student demographics and accommodations in a test session, double-click on the student name on the Add/Edit Test Session screen.

### Edit/Delete Test Sessions

Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.



### Test Session Status:

- **Not Started** - none of the students in the session have started testing.
- **In Progress** - one (1) or more of the students in the session have started or completed testing.
- **Complete** - all the students in the session have completed testing.

### Test Ticket Status:

- **Not Started** - student has not started the test.
- **In Progress** - student has begun testing.
- **Complete** - student has completed testing.
- **Locked** - test is locked and ticket needs to be unlocked. (Please refer to Appendix B in the TAM for actions to take)

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

To edit test sessions, follow these steps:

1. Select Manage Test Sessions under the Test Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Enter in any additional filter criteria.
5. Select Show Sessions.
6. Select the View/Edit icon in the Action column next to the test session.



See the “Add Test Sessions” section of this user guide for further information.

Follow these steps to delete test sessions:

Select the Delete icon in the Action column to delete a test session.



A warning message will ask you to confirm the action. To delete the session, select Delete. To cancel, select Cancel.

## Copy a Test Session

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

Follow these steps to copy a test session:

1. Select Manage Test Sessions under the Test Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Select Show Sessions.
5. Select the Copy Session action icon on the session that contains the group of students that are needed in another session.



6. Enter a Test Session Name in the Session Name field.
7. Choose the Content Area/Assessment/Teacher for the new session.
8. Enter the SIS Code (if applicable).
9. All students will move into the Students in Session list.
10. Select Save.

To cancel and return to the Test Sessions page, select Cancel.

## View/Print Student Test Tickets

Follow these steps to view/print Student Test Tickets:

1. Select Manage Test Sessions under the Test Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select Show Sessions.
6. To print:
  - a. For an entire test session, select the Print All Tickets action icon. (If the assessment has more than one section of testing, such as ELA Session 1, test tickets for all sections will print.)



- b. For a subset of tickets from a test session, select the Edit/Print icon in the Action column next to the test session.



- i. If the assessment has more than one section of testing, select which day to print from the Status By Module drop-down menu.

- ii. Either select the test tickets by checking the box next to the applicable students and selecting Print Selected, or select Print All to print all the tickets for the displayed section of the assessment.
7. A PDF document opens containing the test ticket instructions, a roster of student tickets being printed, and the test tickets.
  8. Print the PDF and separate the tickets for distribution to students at testing time. Some schools find it useful to print the tickets on cardstock.

To return to the Test Sessions page, select Close.

### Student Test Ticket

The Student Test Ticket always indicates the name of the assessment, test session, teacher name, SIS code, student name, student ID, username, and password. Students with an online accommodation will also be identified.

### Student Test Roster

In addition to the Student Test Tickets, a Student Test Roster will print. The Student Test Roster lists the students in the test session.

| Training                 |                          |      | Student Name    | PS#         | Username  | Password | Online Accom | Test Ticket |       |
|--------------------------|--------------------------|------|-----------------|-------------|-----------|----------|--------------|-------------|-------|
| Tutorial                 | OTT                      | Form |                 |             |           |          |              | Out         | In    |
| <input type="checkbox"/> | <input type="checkbox"/> | 210  | Student, Sample | 10210410535 | sStudent1 | *****    | Oral         | _____       | _____ |

## Unlock Test Tickets

Test Tickets lock overnight when a test has been opened, but not completed within the same day. Tests are also locked when a student selects the Review/End Test and confirms they are finished with the test. In the latter situation, the ticket status will be “Completed”.

Starting with the 2016-2017 school year, for certain circumstances, DTCs have the authority to unlock student test tickets without contacting the SCDE or DRC (see the Test Administration Manual for details). While DTCs have the authority to unlock test tickets on their own for some scenarios, there are situations that still require SCDE approval. The Test Administration Manual lists the situations and what actions must be taken before unlocking a test ticket.

Follow these steps to unlock a test ticket from the test session:

1. Select Manage Test Sessions under the Test Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select Show Sessions.
6. Find the test session within the list and select the Edit/Print Ticket Status Action Icon.



7. Find the Student in the list (you can filter the student list by last name and/or ticket status).

|                      |  |                                       |                                      |
|----------------------|--|---------------------------------------|--------------------------------------|
| Last Name            | Status                                 |                                       |                                      |
| <input type="text"/> | (All) <input type="button" value="v"/> | <input type="button" value="Filter"/> | <input type="button" value="Clear"/> |

8. Select the Unlock action icon for the identified student. The student will then be able to log into their test again using the original test ticket.



If unlocking more than one student within a single test session, you may also check the boxes next to the student names and select the Unlock Selected button.

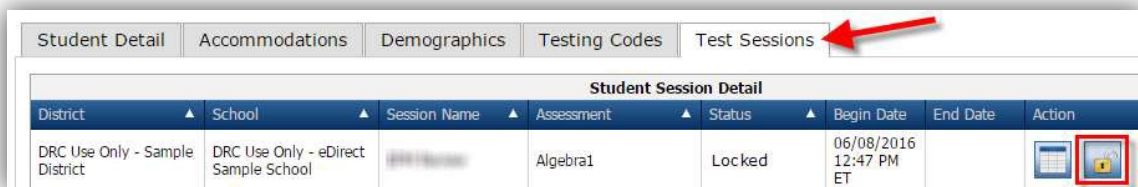




Follow these steps to unlock a test ticket from the student profile:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select Find Students.
6. Find the student within the list and select the View/Edit Action Icon.



7. When the Edit Student box opens, select the Test Sessions tab.
8. Find the test ticket that needs to be unlocked, and select the Unlock Action Icon.

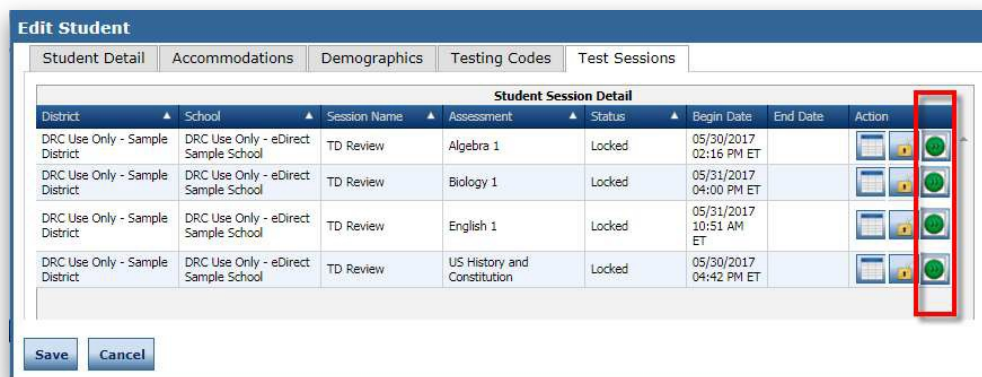














| District                       | School                               | Session Name | Assessment | Status | Begin Date             | End Date | Action  |
|--------------------------------|--------------------------------------|--------------|------------|--------|------------------------|----------|---|
| DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | TD Review    | Algebra 1  | Locked | 06/08/2016 12:47 PM ET |          |   |

### Force Submitting Tests

Some students do not submit it their online test when they are done testing (i.e., the test ticket status remains 'In Progress' or 'Locked'). In these cases, the DTC may unlock the test ticket. Then, the STC may have the student log back in to the test and 'End Test/Submit' it, ensuring the student does not return to any test questions when doing so.

If the student is unavailable to submit the test, the DTC may Force Submit the online test, using the End Incomplete Test button in either the Manage Test Sessions or student's Test Session tab.



| District                       | School                               | Session Name | Assessment                  | Status | Begin Date             | End Date | Action  |
|--------------------------------|--------------------------------------|--------------|-----------------------------|--------|------------------------|----------|---|
| DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | TD Review    | Algebra 1                   | Locked | 05/30/2017 02:16 PM ET |          |    |
| DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | TD Review    | Biology 1                   | Locked | 05/31/2017 04:00 PM ET |          |    |
| DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | TD Review    | English 1                   | Locked | 05/31/2017 10:51 AM ET |          |    |
| DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | TD Review    | US History and Constitution | Locked | 05/30/2017 04:42 PM ET |          |    |

## Teacher Management

Teacher information can be searched, added, or edited within the Teacher Management application. Verify that all teachers who administer the online assessments are in the system and that each teacher's information is correct and complete. (Teacher information from the Precode Update File is populated into Teacher Management.)

### Search for Teachers

To search for teachers, follow these steps:

1. Select Teacher Management under My Applications.
2. Select Manage Teachers under the Teacher Management application.
3. Select the Administration you would like to search.
4. Select the District and School (these fields may be prefilled based on your permissions).
5. Enter any additional search criteria.
6. Select Find Teachers.

To clear your search and start over, select Clear.

To export search results, follow these steps:

1. Search for teachers.
2. Select Export to Excel.

**Note: Only the search results are exported to Excel.**

### Add Teachers

Teachers who were not included in the Precode Update File need to be added to the Test Setup system. To add teachers, follow these steps:

1. Select Manage Teachers under the Teacher Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Select Add Teacher (at the bottom of the page).
5. Enter the teacher Last Name, First Name, and Advisor ID. These are required fields. The e-mail address is optional.

6. Select Save, or to add another teacher, select Save & Add Another. To cancel and return to the Manage Teachers page, select Cancel.

### Edit Teacher Information

Teachers whose information is missing or is incorrect in Test Setup should have their data edited to reflect the correct information.

To edit teacher profiles, follow these steps:

1. Select Manage Teachers under the Teacher Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Perform a search to find the teacher whose information needs to be edited.
5. Select the Edit Teacher icon in the Action column to the right of the teacher being edited.



| District                 | School                         | Last Name                            | First Name | Advisor ID | Email      | Action  |
|--------------------------|--------------------------------|--------------------------------------|------------|------------|------------|---|
| <input type="checkbox"/> | DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | Teacher    | Sample     | 1122334455 |  |

6. Update all the incorrect or missing information and select Save.

To cancel and return to the Manage Teachers page, select Cancel.

## Delete Teachers

DTCs/STCs have the ability to delete teachers who are no longer with a district/school.

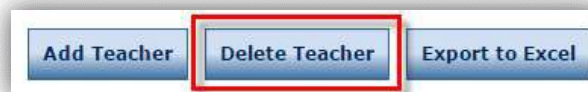
To delete teachers, follow these steps:

1. Select Manage Teachers under the Teacher Management application.
2. Select the Administration.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Select Find Teachers, to display a list of all teachers, or enter Last Name, First Name, or Advisor ID to search for a specific teacher.
5. Check the box(es) in front of the teacher(s) you wish to remove.



| <input type="checkbox"/> | District                       | School                               | Last Name | First Name | Advisor ID | Email | Action |
|--------------------------|--------------------------------|--------------------------------------|-----------|------------|------------|-------|--------|
| <input type="checkbox"/> | DRC Use Only - Sample District | DRC Use Only - eDirect Sample School | Teacher   | Sample     | 1122334455 |       |        |

6. Select the Delete Teacher button.



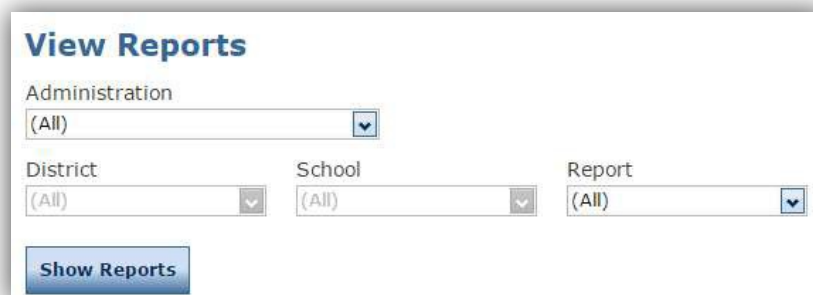
7. To confirm the delete, select Delete Teacher in the pop-up window

To cancel to return to the Manage Teachers page, select Cancel.

## **Report Delivery**

Reports for each program are available electronically on eDIRECT. Follow these steps to view reports for your district and/or school:

1. Select Report Delivery under My Applications.
2. Select View Reports from the Report Delivery application.
3. Select the Administration you would like to search.
4. Select the District and School (these fields may be prefilled based on your permissions).
5. Select the Report type to see a specific report, or leave blank to see all reports for that administration.
6. Select Show Reports



**View Reports**

Administration  
(All) ▼

District (All) ▼      School (All) ▼      Report (All) ▼

**Show Reports**

## **Miscellaneous Online Testing Tips**

### **Setting up a Single Laptop for Off-site Testing**

Students that require an off-site testing session (i.e., homebound or other approved reason) are able to test online with DRC INSIGHT as long as the testing site has internet access for the laptop. The test administrator will need to bring along a district-owned laptop that has been set up with both DRC INSIGHT and the TSM and configured under a separate Device Toolkit ORG Unit. Detailed information about system requirement, installation, and configuration for online testing can be found in the DRC INSIGHT Technology User Guide.

Follow these steps to set up a laptop for off-site testing:

1. Install a TSM onto the laptop (download all content prior to going to off-site testing session).
2. Install DRC INSIGHT onto the laptop.
3. Create a separate Device Toolkit ORG Unit for this laptop that points INSIGHT to the TSM installed on the same laptop.
4. Log into an OTT to verify the configuration is correct.