DRC INSIGHT MISSISSIPPI

Portal User Guide

For the MAAP & MAAP-A Grades 3-8 and EOC Assessments

DRC Customer Service

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Updated October 2025

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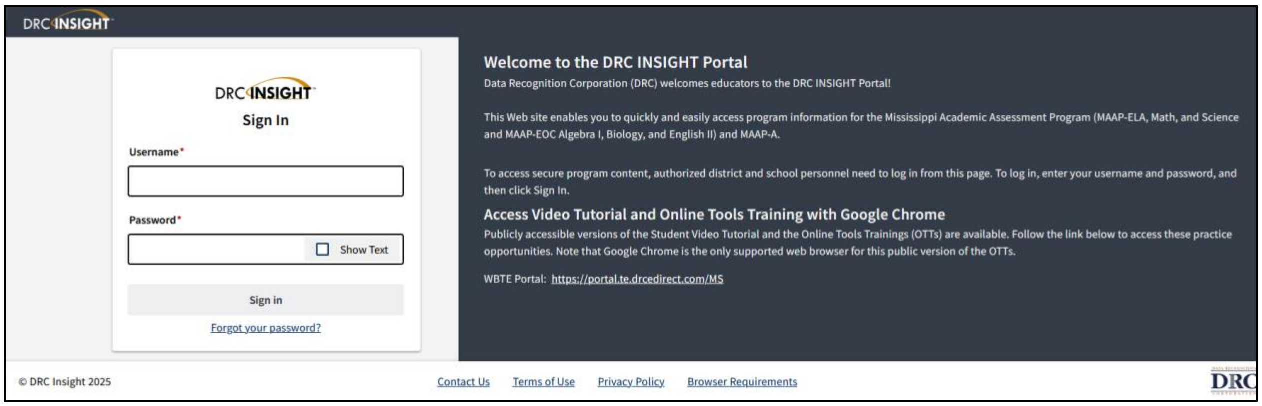
Introduction

What's Covered in This Guide

This user guide provides information about how to use the Portal, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

Logging In and Navigation

Logging In



To access the Portal home page, enter the URL https://www.drcedirect.com/all/eca-portal-ui/welcome/MS in your supported browser.

To log on to Portal, you must have a username and a password. When an administrator creates a Portal user account, the user automatically receives an email from DRC containing a link to activate the account and to set a Portal password.

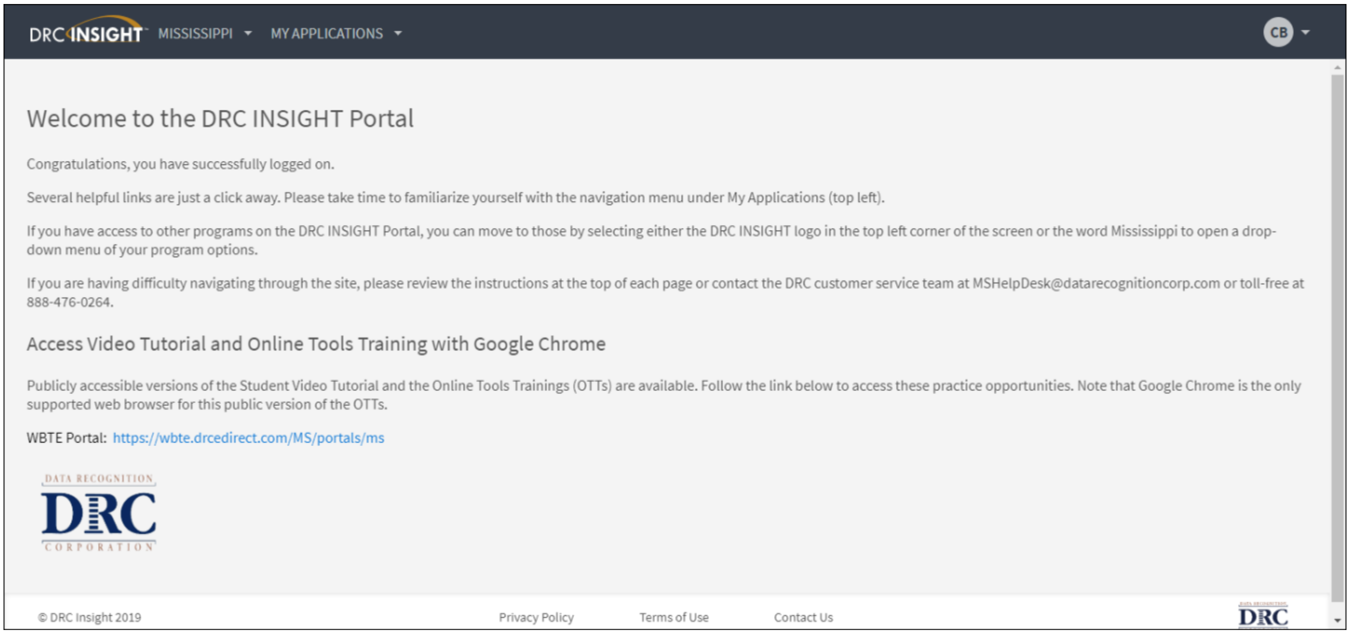
Note: Within 24 hours of receiving the email, you must log in to activate your account and set your password. After 24 hours, the password expires, and the account must be reset.

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 to use the Portal.

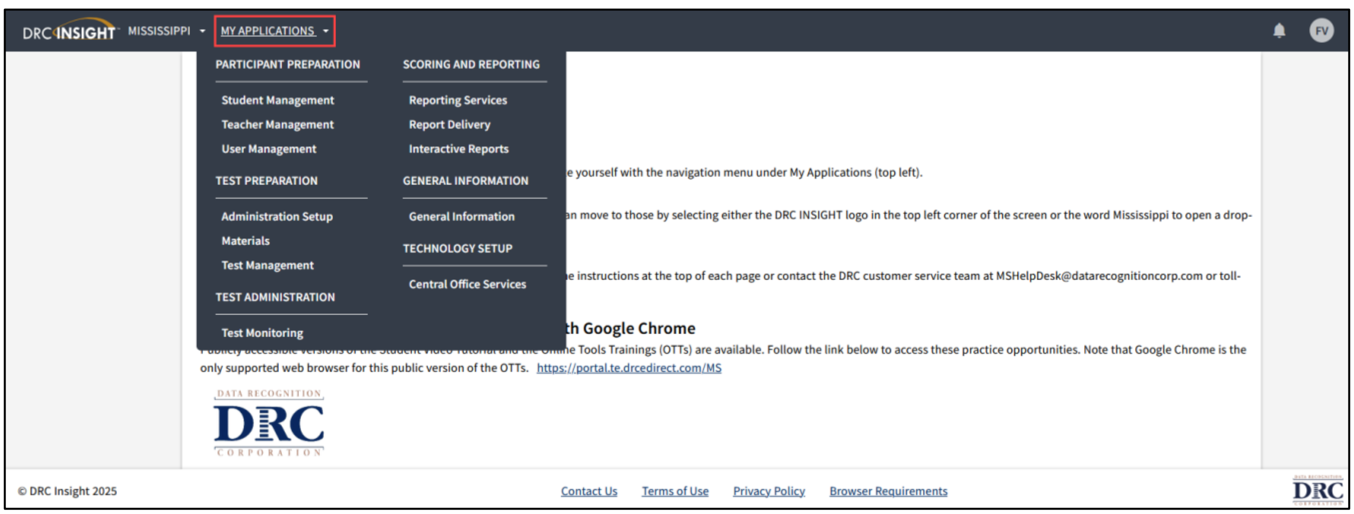
If you have trouble logging in, select Forgot your password? under the Log In button and follow the prompts.

Navigation

The image below shows the homepage after login.



From this screen, access the various menu options by selecting “My Applications”.



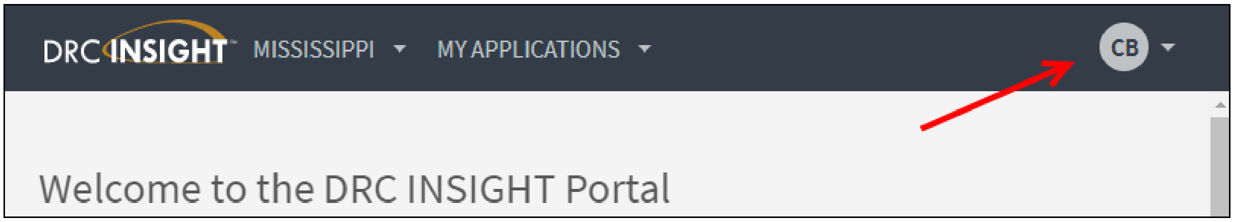
Helpful Hint: Throughout the Portal there are built-in instructions for using each feature. Anytime you see Instructions , select the plus sign and the instructions expand for further reading.

Grid Functionality

Throughout the Portal, 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.

Managing Your Account

To update your username, email address, name, or password, select your initials in the top right corner of the screen for options to edit your profile and change your password, as needed.



Managing Users

The User Administration screen is accessed from the User Management menu option. DTCs have the responsibility to set up additional users in their districts. All STCs and TAs who administer the online tests must be set up in the Portal and given the appropriate permissions. STCs also can set up TAs if given the appropriate permission by their DTC. Technology Coordinators responsible for downloading, installing, and configuring testing software must be set up in the Portal as well.

Permissions

The following table contains descriptions of the Portal permissions or functions that are available and which roles should be granted access to those permissions.

Permission Name	**Description**	**DTC (District)**	**Tech (District Tech. Coord.)**	**STC (School)**	**TA (Test Admin.)**
Administrator	Allows user to add/edit user accounts and profiles	X		X	
Documents - View	Allows user to view documents, presentations, and manuals	X	X	X	X
DRC IRS – Access	Allows user access to DRC INSIGHT Interactive Reporting system	X			
DRC IRS – District	Allows user District-level access to DRC INSIGHT Interactive Reporting system	X			
DRC IRS - School	Allows user School-level access to DRC INSIGHT Interactive Reporting system	X			
Enrollment – Primary Window	Allows user access to enrollments during the primary window	X			
Materials - Additional - Primary Window	Allows user access to additional materials during the primary window	X			
Materials - Additional - View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen.	X			
OPD - Test Status	Allow user to view test status reports	X			
Online Testing - Secured Resources	Allows user to view secured online testing downloads and tutorials	X	X		
Reporting Services – Summative	Allows user access to Reporting Services	X			
Reports - View District Files	Allows user to view district reports	X			
Reports - View School Files	Allows user to view school reports	X			
Status Reports - District Reports	Allows user access to District-level Status Reports as noted in the Online Testing Reports Configuration document for the specific state	X			
Students – Add/Edit	Allows user to add/edit students and student data	X		X	
Students – Download Students	Allows user to download a list of student information for all students in a school	X		X	
Students – Search/View (to use any of the other Students permissions	Allows user to search/view student data and download search results	X		X	

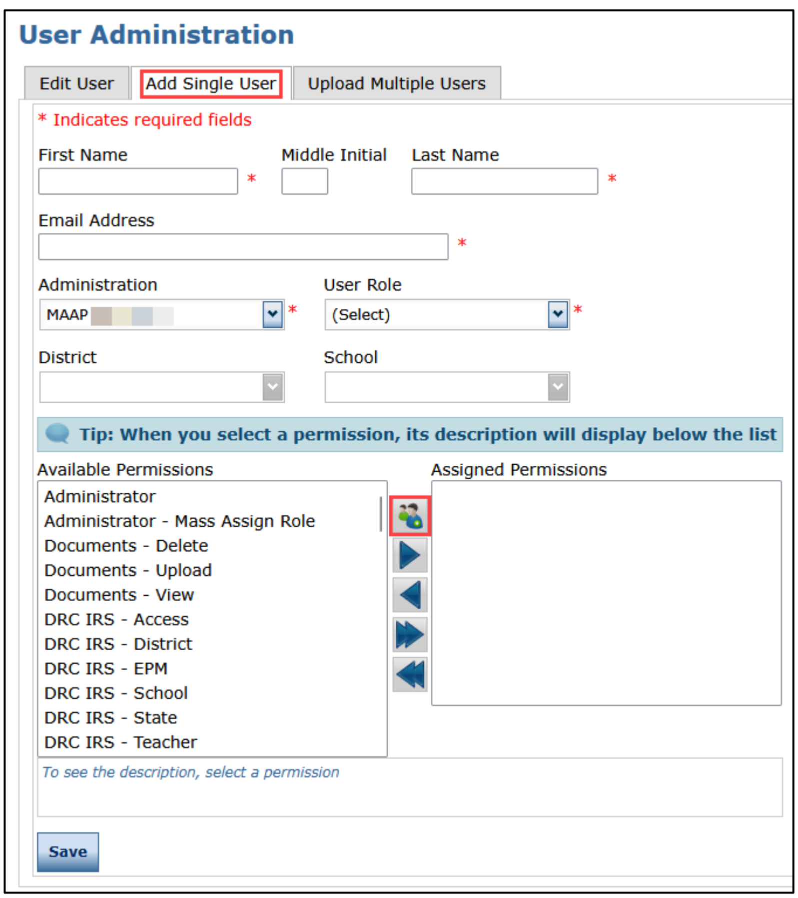
Permission Name	**Description**	**DTC (District)**	**Tech (District Tech. Coord.)**	**STC (School)**	**TA (Test Admin.)**
you MUST also have Students-Search/View)					
Students - Upload	Allows user to upload a list of students and student data	X		X	
Teachers - Add/Edit	Allows user to add/edit teachers that have students testing	X		X	
Teachers - Search/View (to use any of the other Teacher permissions you MUST also have Teacher-Search/View)	Allows user to search/view teacher data and download search results	X		X	
Teachers – Upload	Allows user to upload teachers that have students testing online	X		X	
Test Session – Add/Edit	Allows user to add, edit, and delete test sessions	X		X	
Test Session – Search/View (to use any of the other Test Session permissions you MUST also have Test Session-Search/View)	Allows user to search/view test sessions and download search results	X		X	
Test Session - Status Summary	Allows user to view testing status summary information	X		X	
Test Session – Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	X		X	
Test Setup – Central Office Services	Allows user to configure a computer or other approved device to use for testing	X	X	X	
Test Setup - Primary Window	Allows user access to Test Setup during the primary window	X		X	X
Test Setup - View Student Status	Allows user to view test status by student	X		X	X
Test Tickets - Invalidate/Validate	Allows user to invalidate or validate a student's test for the purposes of flagging the test results as invalid	X			
Test Tickets - Unlock	Allows user to unlock student test login ticket after a student's test status is "Completed" or the student test login ticket is "Locked"	X			
Test Tickets - View Questions Attempted	Allows user to see hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	X		X	
Test Tickets – View/Print	Allows user to print student test login tickets and view individual ticket statuses	X		X	

Permission Name	Description	DTC (District)	Tech (District Tech. Coord.)	STC (School)	TA (Test Admin.)
View Reports - Download - District/School	Allows user to download all reports for a district or school for an administration.	X			

Add a New User

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

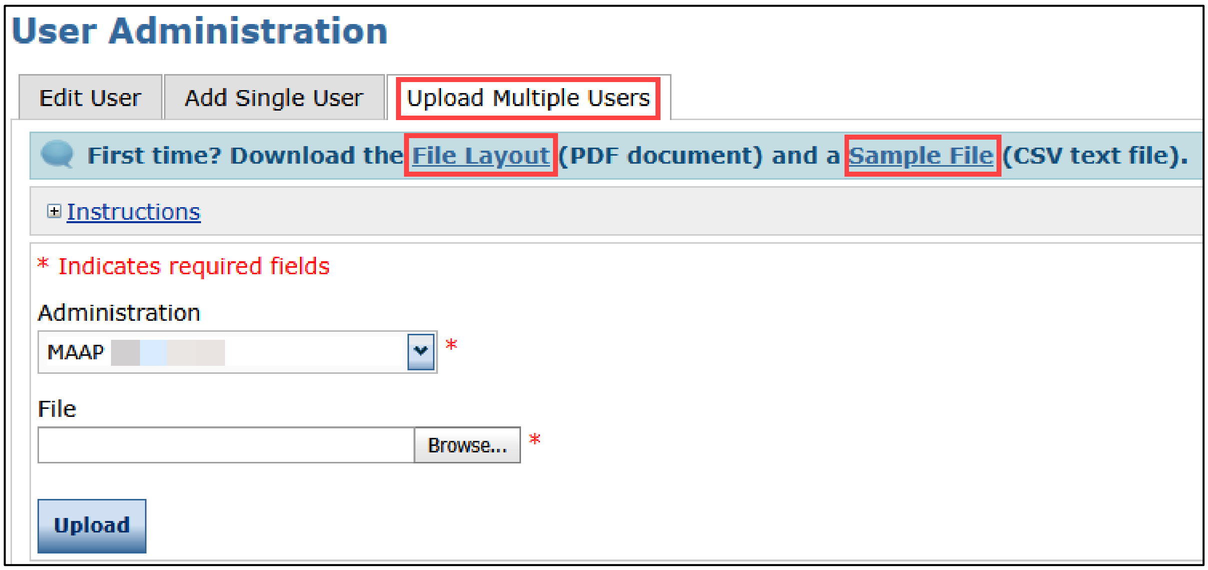
1. Select the ***Add Single User*** tab.
2. Fill in the form for the new user.
3. Choose an ***Administration*** and ***Role*** for the new user.
4. Choose the appropriate ***District*** and ***School*** (this may pre-populate based on your permissions).
5. Select the appropriate permissions from the ***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. There are two shortcuts available for selecting permissions for manually added users:
    - Permission-sets are available by role. Once you select the User Role from the drop-down menu, a new "Permission-set" drop-down menu appears. Select the appropriate permission-set role from the menu. The permissions recommended for that role are highlighted within the available permissions box. Select the single arrow pointing to the right to move all highlighted permissions to the Assigned Permissions box. Please review the assigned permissions to be sure these are the appropriate permissions for this specific user. You may still add or remove individual permissions for the user.
    - You may also clone permissions from another user you have already set up. To do this, select the Clone icon . Search for the user you would like to clone and select the blue circle next to that person's name. Please review the assigned permissions to be sure these are the appropriate permissions for this specific user. You may still add or remove individual permissions for the user.
6. ***Save*** when you are finished.



Upload Multiple New Users

To add multiple new users at the same time, select My Applications and User Management.

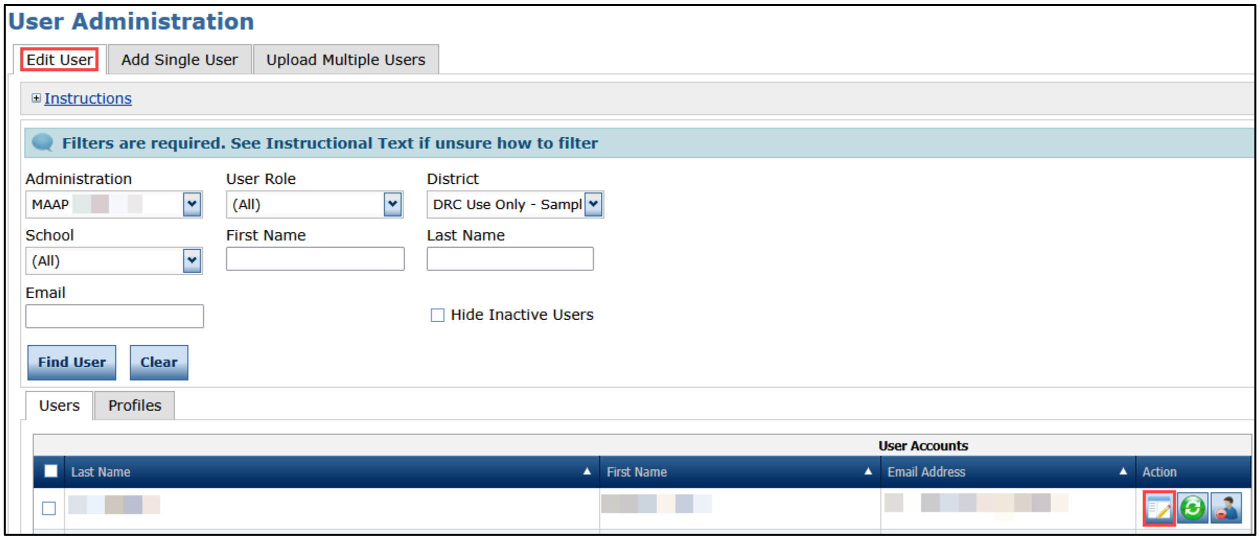
1. Select the ***Upload Multiple Users*** tab.
2. Using the File Layout and Sample File provided, create an upload file for the users you wish to add.
   Note: The file must include a header record (see sample file) and must be in a comma separated file format. The file extension should be .csv.
3. Choose an ***Administration*** and then browse to select the upload file you created. Then, select ***Upload***.

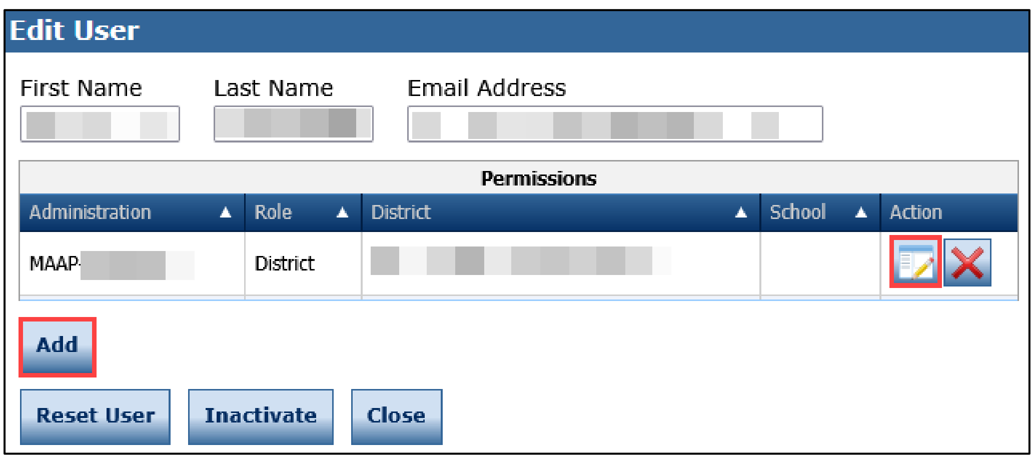


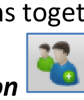
Edit Users

Editing Single User's Permissions

On the User Management page, select the ***Edit User*** tab. Find the user that needs edits using the filters available. 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.





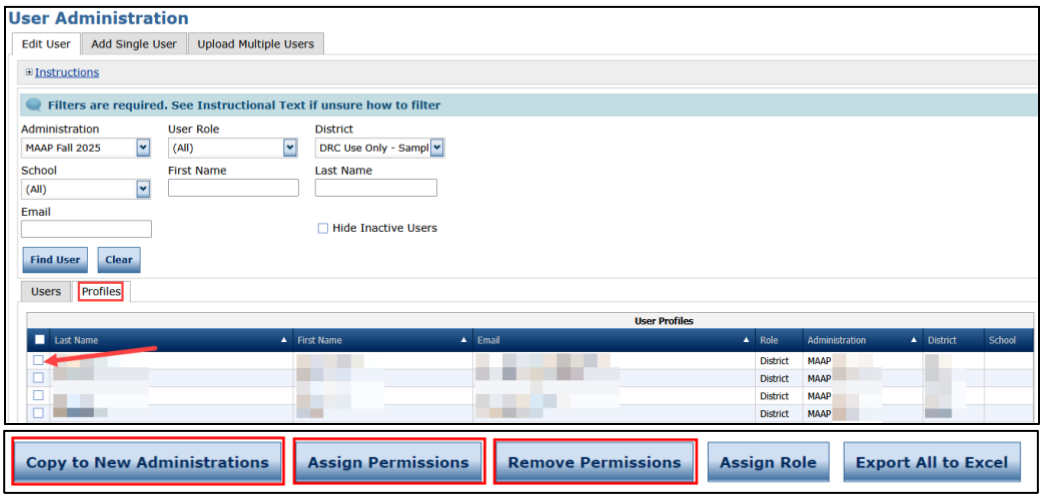
When the Edit Permissions dialog box displays, select permissions from the Available Permissions list on the left to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the single arrow to move one permission at a time or the double arrows to move all permissions together. You may also clone permissions from another user you have set up. To do this, select the ***Clone icon*** . 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.

Note: If you need to edit a user's email address for a user that can access their account, have that user log in and manage their profile to update their email address. If the user cannot access their account, contact DRC support.

Adding/Removing Permissions for Multiple Users

From the Edit User tab, permissions can be added or removed for multiple users.

1. Click on the ***Edit User*** tab, use the various drop-down menus and fields to enter search criteria to help locate the user(s), 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.
3. Select the ***Assign Permissions, Remove Permissions***, or ***Copy to New Administrations*** buttons at the bottom of the page.

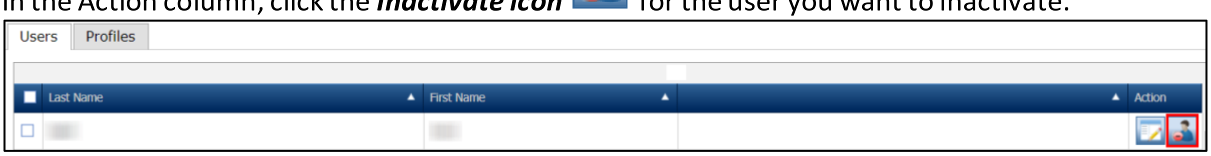


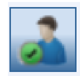
   a. For the ***Assign*** and ***Remove Permissions*** buttons, the Permissions dialog displays. Move permissions to the correct box to assign or remove permissions from all selected users. Click ***Save*** when you are finished to save your changes or ***Cancel*** to cancel them.
   b. The ***Copy to New Administrations*** feature allows you to add the selected users to a new administration with all 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 and Re-activating User Accounts

Portal users can be inactivated, as needed, so that they no longer have access to the Portal. Users are typically inactivated 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 select ***Find User***.
2. In the Action column, click the ***Inactivate icon***  for the user you want to inactivate.



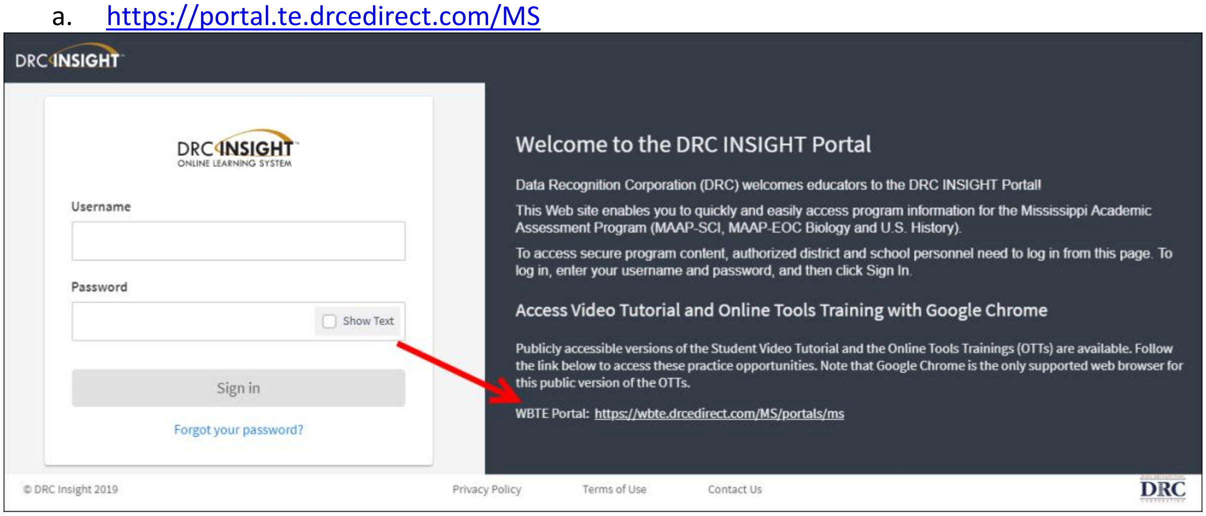
To re-activate a Portal user, select the ***Activate icon***  for the user you want to make active again. When a user is re-activated, an email notification is sent to the user with instructions for logging in.

Online Testing Video Tutorial

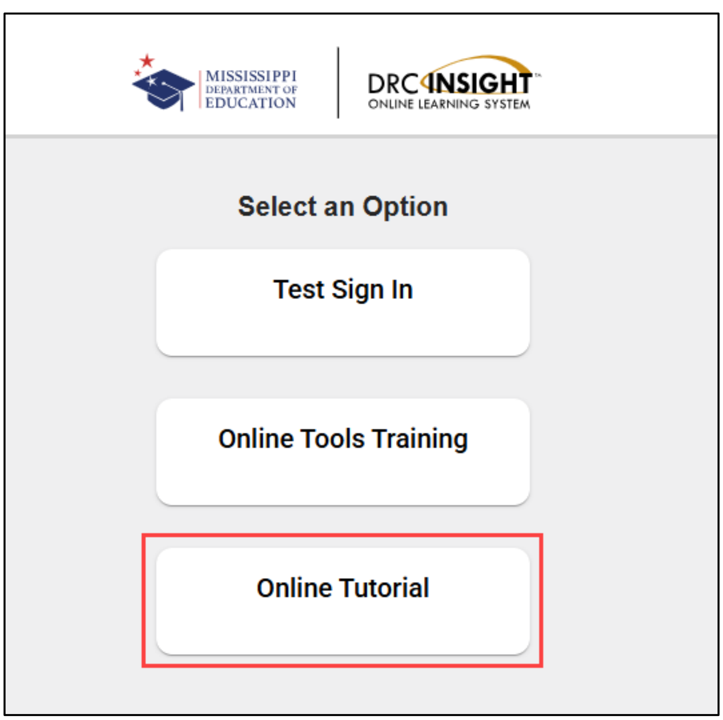
The Tutorial provides information on how to navigate the online system and gives details about the key features of the online testing software to include tools and navigation. The Tutorials should be reviewed by Test Administrators and students prior to testing. The tutorial may be presented to students in a large group setting. The tutorials are available on both the Portal homepage and DRC INSIGHT. Please note that Online Testing Video Tutorial is currently only available for MAAP.

<u>To access the tutorial from the Portal:</u>

1. Select the link from the homepage of the Portal (no login required).
   a. https://portal.te.drcedirect.com/MS

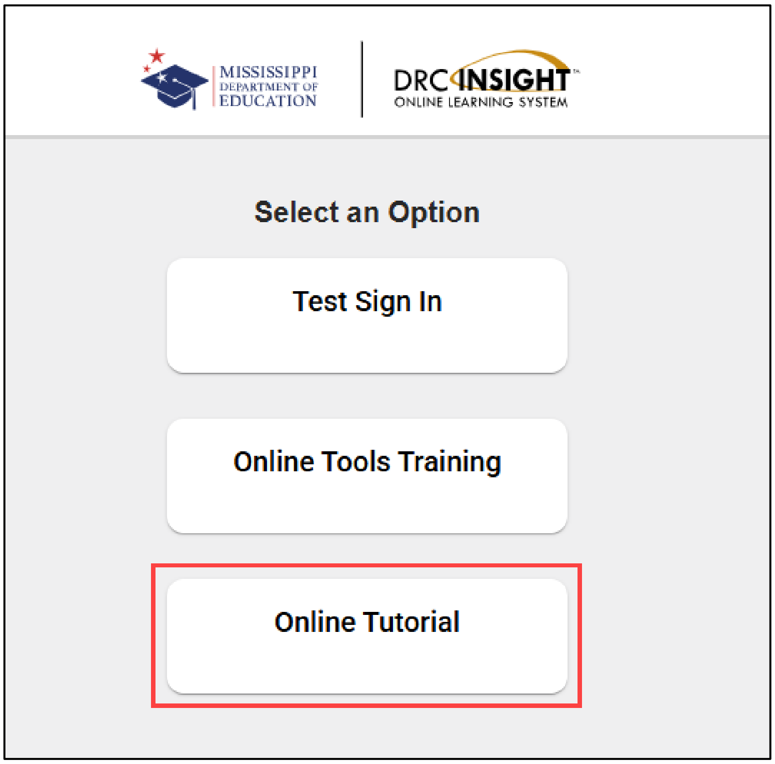


2. Select the Online Tutorial option on the screen.



To access the tutorial from DRC INSIGHT:

1. Launch DRC INSIGHT from any testing device.
2. Select the DRC Online Tutorial option on the screen.



Online Tools Training (OTT)

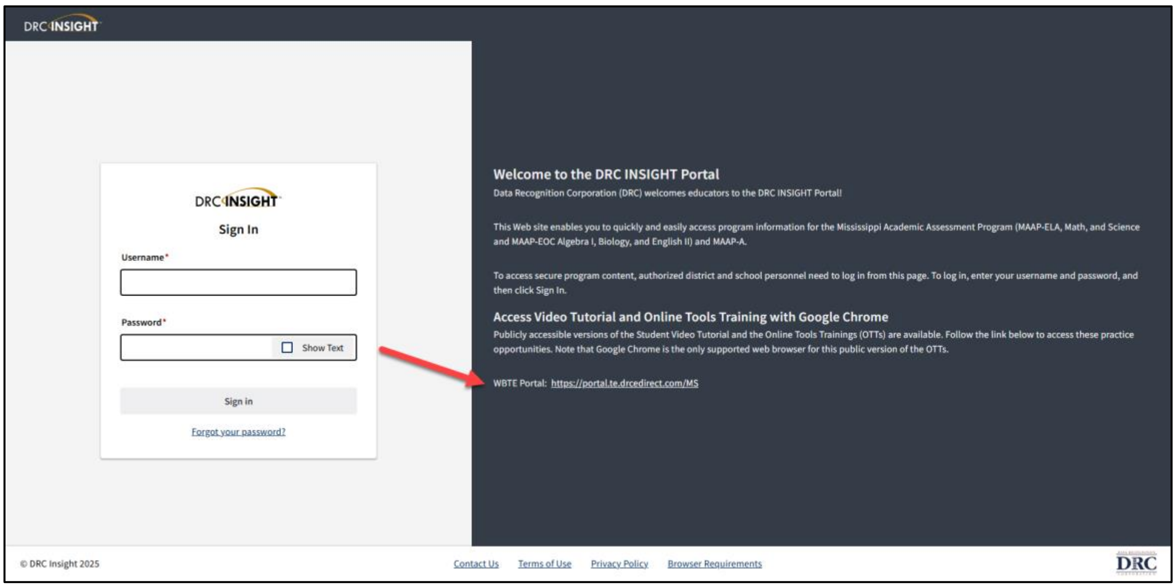
Online tools training, or the OTT, simulates the online testing experience so students may learn how to navigate and use the tools prior to testing. The items included in the OTT are not representative of the actual test content and correct answers are not provided.

All students should be allowed to complete the OTT prior to testing. Students planning to test with supported tablet devices should be given the opportunities to access the OTT with those devices prior to testing. Please note that OTTs are currently only available for MAAP.

<u>To access the OTT via the Portal:</u>

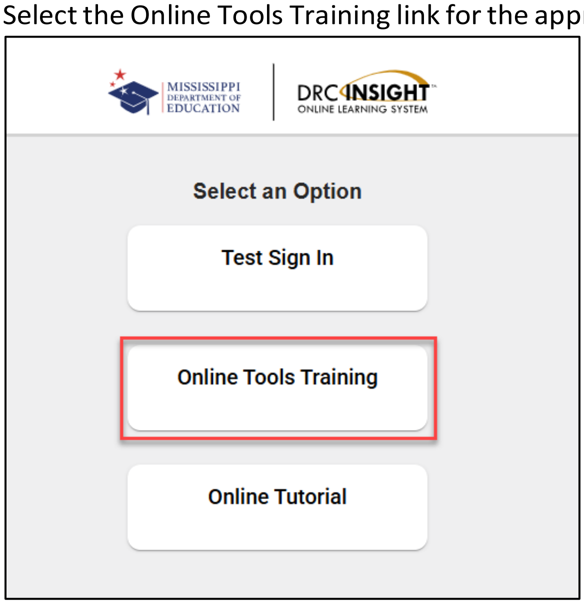
1. Open a Google Chrome web browser.
2. Access https://ms.drcedirect.com/ and select the link at the bottom of the page (no log in necessary).
    - https://portal.te.drcedirect.com/MS

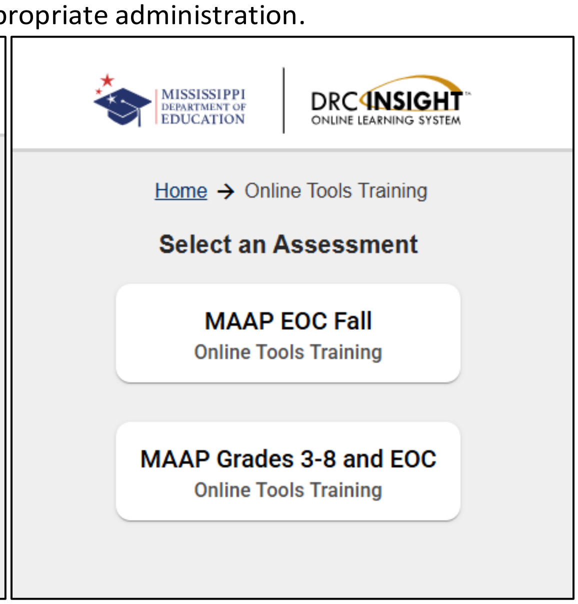
   Note: TTS (text-to-speech) versions are not available when accessing the OTT via the Portal.



<u>To access the OTT via DRC INSIGHT:</u>

1. Launch DRC INSIGHT from any testing device.
2. Select the Online Tools Training link for the appropriate administration.





3. Select the appropriate subject and then version —standard or TTS (text-to-speech).
   NOTE: Headphones are needed for any students using TTS.
4. Enter the Username and the Password provided on the sign-in screen. Then, select Sign In.

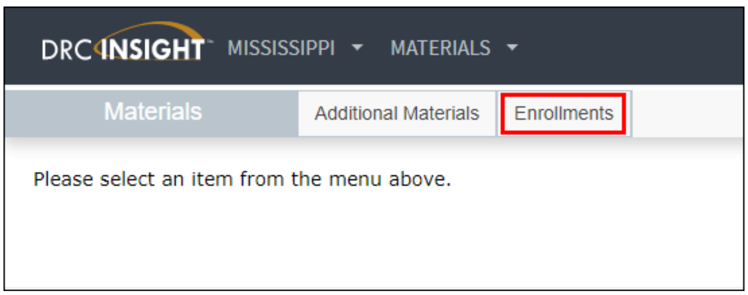
Materials Ordering

Enrollment (Initial Material Order)

Print materials are available to students if specified by their IEP/504 plan. For MAAP, all responses from print materials must be transcribed by Test Administrators into the online system for processing and scoring. Instructions for ordering print materials are detailed as follows. For MAAP-A, Initial materials for fall will be shipped based on the MAAP-A survey. For Spring, sites will enter their student counts for initial materials to be shipped.

Districts are asked to enter an initial material order during a specified window prior to the test administration. To enter this initial order, follow these steps:

1. Select My Applications, then ***Materials*** (under Test Preparation).
2. Select the ***Enrollments*** tab.

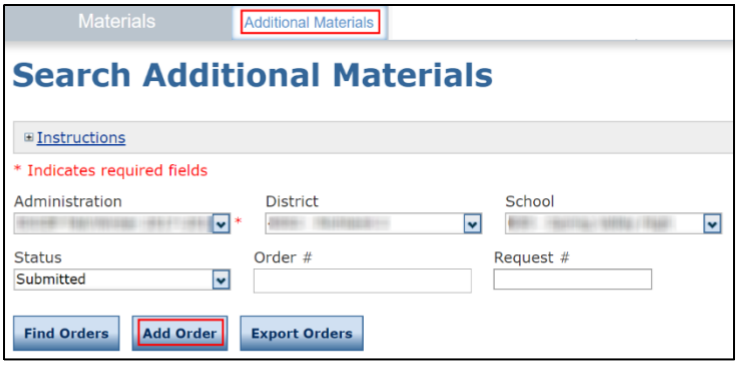


3. Select the Administration and School for which the materials are needed (your district will prepopulate based on your permissions).
4. Complete the form by filling in the quantity of each print test material needed for that school.
5. Select ***Save*** to save your work and come back later during the ordering window. Or Select ***Complete***.

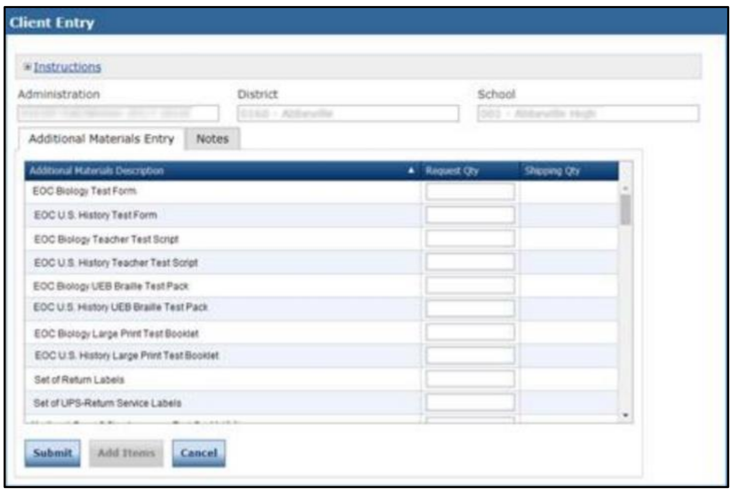
Additional Material Orders

Districts will also have the opportunity order additional test materials if needed after the initial material order is delivered. To order additional test materials after the initial shipment, follow these steps:

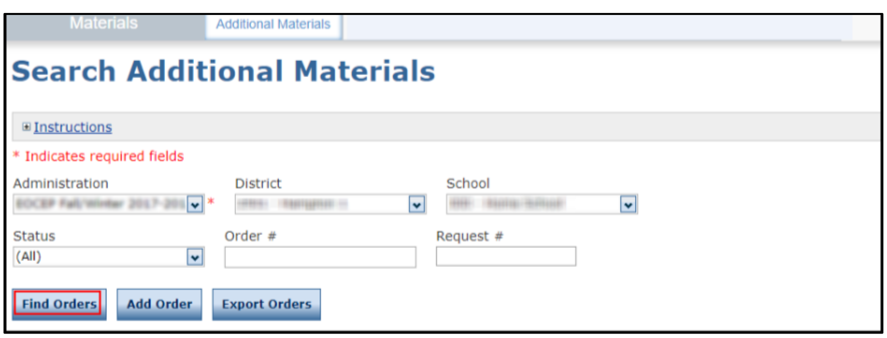
1. Select My Applications, then ***Materials*** (under Test Preparation).
2. Select the ***Additional Materials*** tab.



3. Then, enter the quantity of each material needed for this school in the ***Request #*** column.
4. Click the ***Submit*** button to send the order to DRC for fulfillment.



5. DTCs may search for previously submitted orders and modify or cancel them if they have not yet been fulfilled.



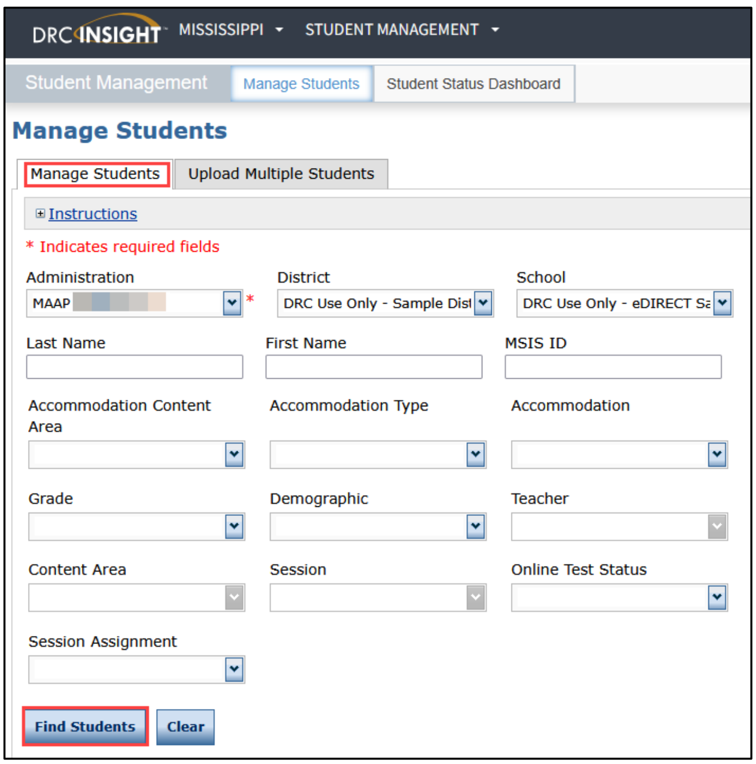
Student Management

Student records provided in the registration file will be uploaded into the Portal. If student records do not contain complete information or if the information needs to be modified, DTCs and STCs may add or edit this information. Prior to a test administration, STCs should verify all participating students are loaded into the Portal.

Search Students

To search for students, follow these steps:

1. Select My Applications, ***Student Management***.
2. Select the ***Manage Students*** tab.
3. Select the ***Administration*** which you would like to search.
4. Select the ***District*** and/or ***School*** (these fields may prepopulate based on your permissions).
5. Enter any other desired search criteria.
6. Select ***Find Students***.
7. To clear your search and start over, select Clear.



Export Student Records

To export search results, follow these steps:

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

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

Add Students

Students not included in the Registration File will need to be added to the Portal. There are three ways to add students to the Portal:

1. Adding a new student record via Student Management.
2. Adding a new student record directly to a test session.
3. Uploading multiple student records using a template.

To add a new student **via Student Management**, follow these steps:

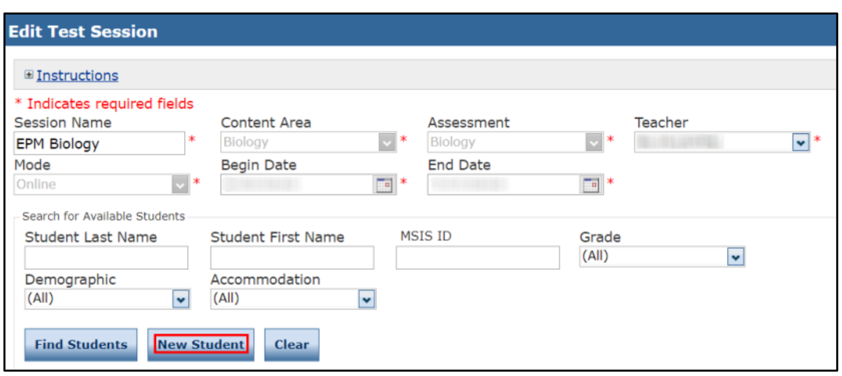
1. Select ***Manage Students*** under the Student Management application.
2. Select the ***Administration*** to which you would like to add a student.
3. Select the ***District*** and/or ***School***.
4. Select ***Add Student*** (at the bottom of the page).
5. Enter the student's information into the fields on all applicable tabs.
6. Select ***Save***.

   NOTE: The student will then need to be added to a test session prior to testing.

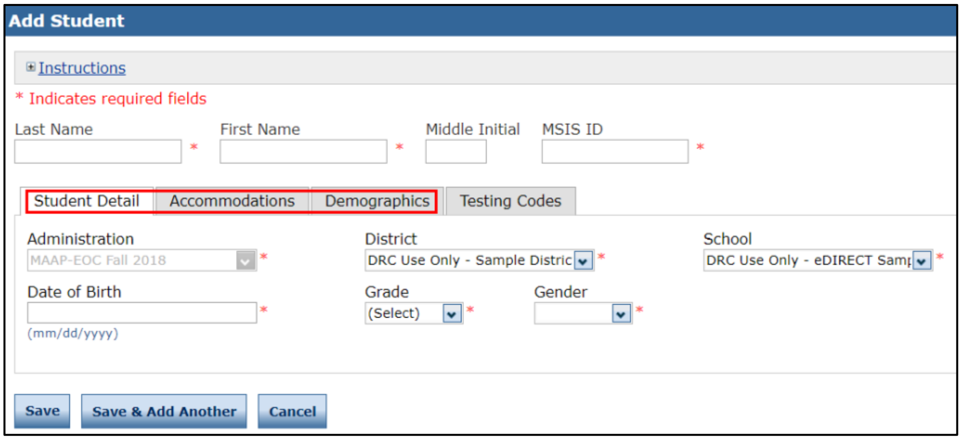
To add a new student **directly to a test session**, follow these steps:

1. Select All 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***.



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



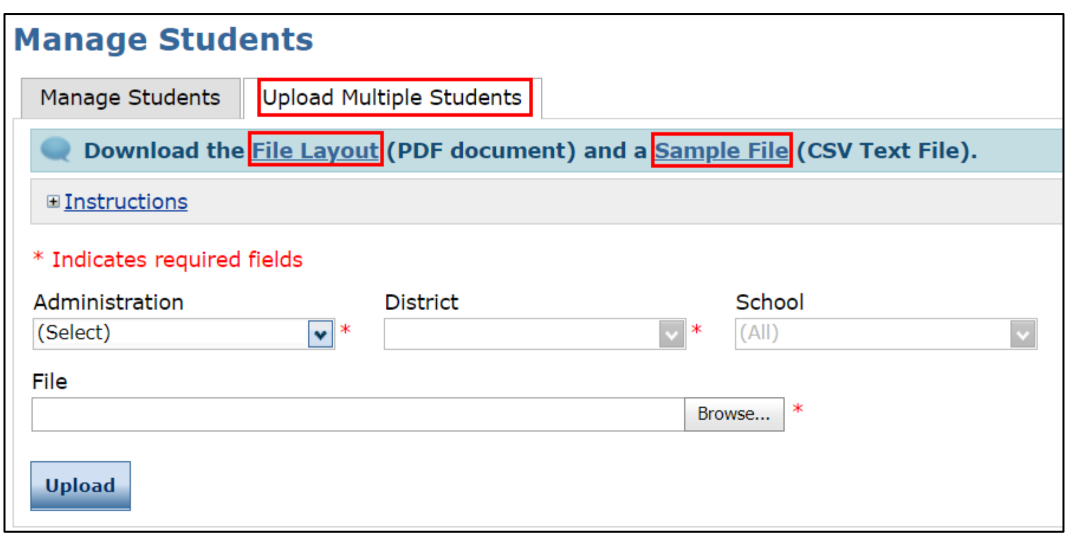
8. Select ***Save***. The student will be automatically placed into the test session.

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's name in the Available Students and Students in Session lists.

To **upload multiple student records using a template**, follow these steps:

1. Select the ***Upload Multiple Students*** tab under the Student Management application.
2. Download the File Layout and Sample File.
3. Create a .csv upload file using the file layout provided.
4. Select the ***Administration*** to which you would like to add student records.
5. Select the ***District*** and ***School*** (these fields may be prefilled based on your permissions).
6. Add your file by selecting Browse and choosing the file.
7. Select ***Upload.***

Note: The students will then need to be added to a test session prior to testing.



Edit Students

To edit student records, 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 records that needs to be modified.
5. Select the ***Edit Student*** icon in the Action column for the student.

Students

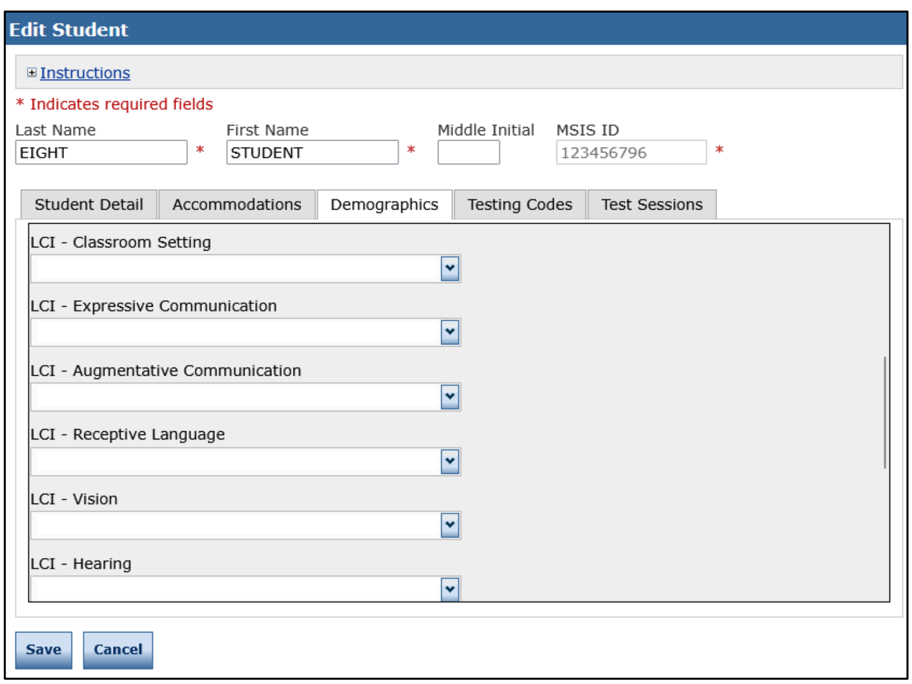
☐	Last Name ▲	First Name ▲	MSIS ID	Date Of Birth	Grade ▲	Action
☐	Student	Sample	123456789	1/16/2002	11	

6. Update the record or add missing information under the Student Detail, Accommodations, or Demographics tab and then select ***Save***.

Learner Characteristics Survey (LCI)

To complete the Learner Characteristic Inventory (LCI) for a student, 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 records that needs to be modified.
5. Select the ***Edit Student*** icon in the Action column for the student.
6. Select the Demographics tab and complete the Learner Characteristic Inventory information for that student and then Select ***Save***.



Accessibility and Accommodations

Accommodations for MAAP

The following online, print, and testing accommodations are available to students according to their IEP/504 for MAAP.

Important Note: the student will receive the appropriate online accommodation if it is marked on the student's record prior to the student beginning an online test. If a student starts a test (i.e., status of In Progress) without the proper online accommodation(s) marked, proceed as follows:

- **10 or less items visited** – DTC calls DRC Customer Service to regenerate the test after the STC has marked the appropriate online accommodation. DTC submits a MAAP District Request Form in Caveon Core.

- **11 or more items visited** – DTC calls DRC Customer Service to obtain a Case Number. District convenes to make IEP/504/LSP team decision (a, b, c). DTC Submits a MAAP District Request form. If a regeneration is needed, DRC contacts the MDE for approval to regenerate test.

Type	MAAP Accommodation
Testing	Extra time – Cannot extend beyond the end of the instructional day [20]
Testing	Administer the test over consecutive days [25]
Online	Large print (paper test) or online enlargement [40]
Online	Braille [41]
Testing	Supplemental Aids [48]
Online	Text-to-Speech (TTS) – Read test questions and answer choices [55 - TTS]
Online	Human Reader/Human Signer – Read test questions and answer choices, ASL sign test questions [55 - HR]
Online	Paper test [62]
Online	DS- Spanish Glossing (SG)
Testing	Native language dictionaries for EL students [81]
Testing	Specify additional, allowable accommodation(s). Use a separate number in the specified range for each one. [93-99]
Online	DS- Spanish Glossing (SG)
Online	Refreshable Braille
Online	Permissive Mode

Accommodations for MAAP-A

DTC or STC must mark any Braille or Large Print accommodation on the student profile. It is best practice to mark the applicable accommodations accommodation while entering the LCI information, which must be completed prior to testing occurring.

The stopping rule applies to students who do not respond to the **first** scorable item because of deficits in communication skills. The purpose of the stopping rule is to prevent students who do not have a **consistent**, **intentional**, and **observable** mode of communication from sitting through the entire assessment.

Please ensure the student meets the following criteria before applying the stopping rule:

- No consistent, intentional, observable mode of communication;
- No response to test items; and
- Documented communication deficits identified in the student's Individualized Education Plan (IEP).

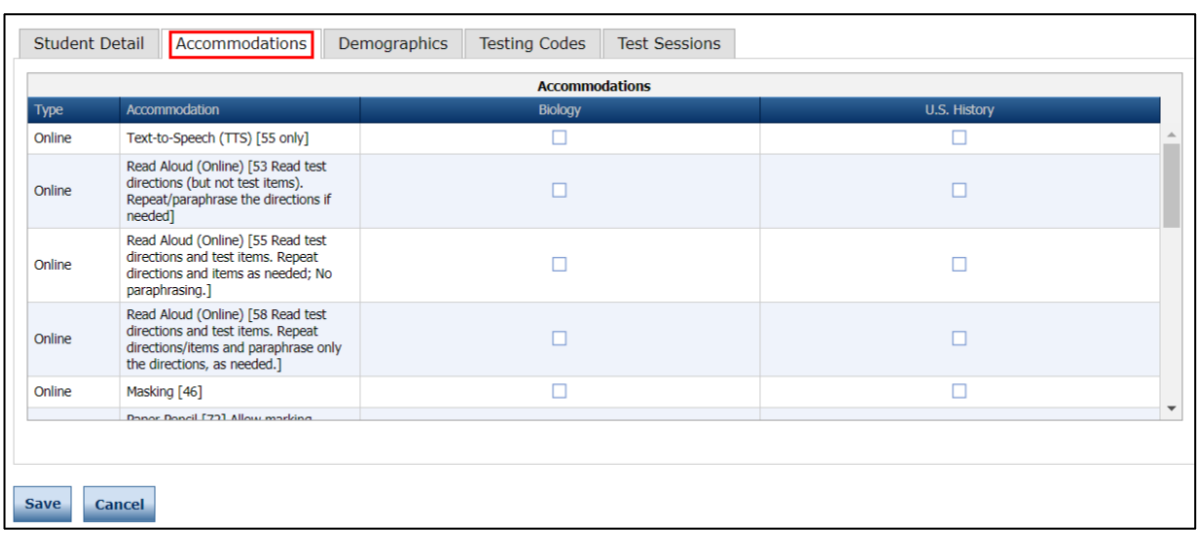
Type	MAAP-A Accommodation
Online	Large print (paper test) or online enlargement [40]
Online	Braille [41]
Testing	(MAAP-A ONLY) Stopping Rule-no observable mode of communication

Add or Modify Accommodations for a Student Record

Prior to testing, accommodations must be added to student records as needed according to their IEP/504/LSP.

Follow these steps to add or modify accommodations for a single student record:

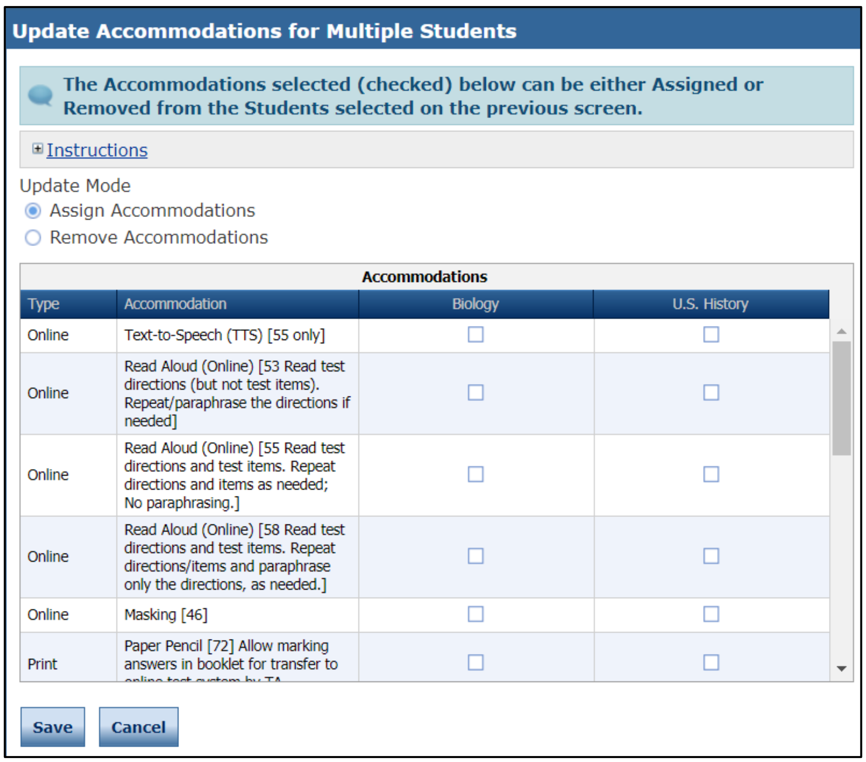
1. Select My Applications, Student Management, then the ***Manage Students*** tab.
2. Select the ***Administration***, the ***District***, and ***School*** (these fields may be prefilled based on your permissions).
3. Perform a search to find the student.
4. Select the ***View/Edit Student*** icon in the Action column to the right of the student being edited.
5. Select the ***Accommodations tab*** and check (or uncheck) the appropriate accommodation(s) for the student record.
6. Select ***Save***.



Add Accommodations to Multiple Student Records

Follow these steps to add or modify accommodations for multiple student records:

1. Select My Applications, Student Management, then the ***Manage Students*** tab.
2. Select the ***Administration***, the ***District***, and ***School*** (these fields may be prefilled based on your permissions).
3. Perform a ***search*** to find the students.
4. Check the box next to each student that needs the same accommodation change.
5. Select the ***Update Accommodations*** button at the bottom of the screen.
6. 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.
7. Check the box for the accommodation(s) that you would like to add or remove for the selected students.
8. Select ***Save***.



Verify Accommodations are Marked for Student Records

To ensure that accommodations are appropriately marked for student records, information can be exported into Excel for all students at the school level. Follow these steps to export student details:

1. Select My Applications, Test Management, then ***Manage Test Sessions***.
2. Select the ***Administration***, the ***District***, and ***School*** (these fields may be prefilled based on your permissions).
3. Select the ***Show Sessions*** button.
4. Select the ***Export Student Details*** button to export information into Excel.

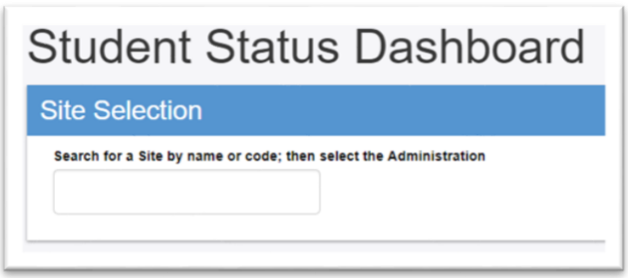
Online Testing Status

Student Status Dashboard

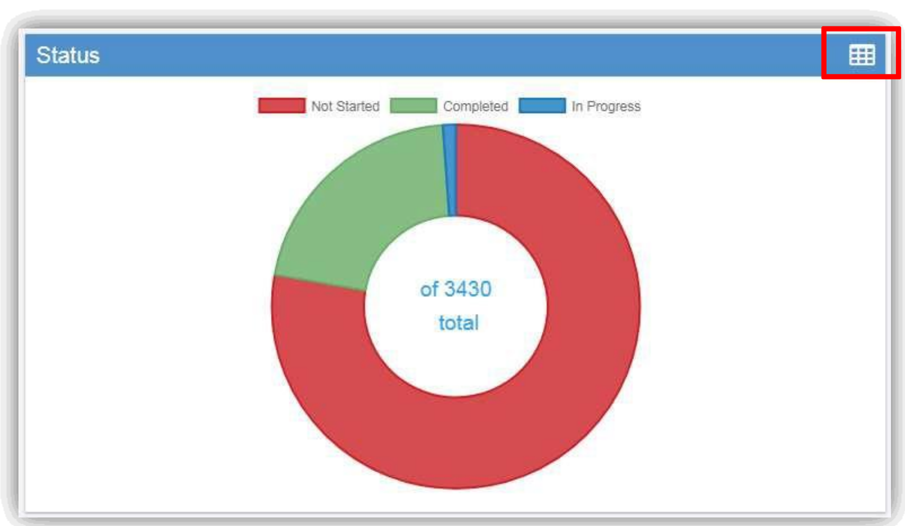
The student status dashboard allows you to view student testing status by grade, content area, assessment, and individual student.

Follow these steps to search for student status by site:

1. Select Student ***Status Dashboard*** under the Student Management application.
2. Type the name of the site (or the site code) in the box and then follow the prompts to select an administration, if applicable.



Information on student testing status by school, grade, content area, and assessment will display. All colored graphs are dynamic, allowing users to click into sections to get more information about that group of students. The button in the top right corner of each box allows you to change the view from chart format to grid format. Further down the page will display a list of students at that site and their status.



A doughnut chart showing status counts

Total	Not Started	Completed	In Progress
3430	2668	723	39

Test Monitoring Application (TMA) – MAAP Only

The Test Monitoring Application in the DRC INSIGHT Portal allows the ability to monitor testing activity throughout the duration of student testing by using secure ***Monitoring Codes*** for MAAP. To do this, the School Test Coordinator (STC) will open the Test Monitoring application where a unique monitoring code will be assigned. The Test Administrator will share this code with the students the STC will be monitoring. This code can be shared with students at the same time as test tickets are distributed. The secure Monitoring Code should not be shared via email. After logging in to a test, students will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. This is an optional feature within the DRC Portal to be used at the district and school coordinator's discretion.

Test Monitors have the flexibility to track students across different test administrations and across different locations, if needed. Test Monitors can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. There is also an optional ability to control when students start a test by configuring the "Restricted Access" option. Test Monitoring and Restricted Access options are configurable on the test session level. The ***Add/Edit Test Session*** screen will allow the user to select how to configure the test session as it relates to Test Monitoring. The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The Test Monitoring Online Help covers all aspects of the Test Monitoring functionality.

To use the test monitoring application (TMA), you will need to choose the desired settings in each test session:

Test Monitoring

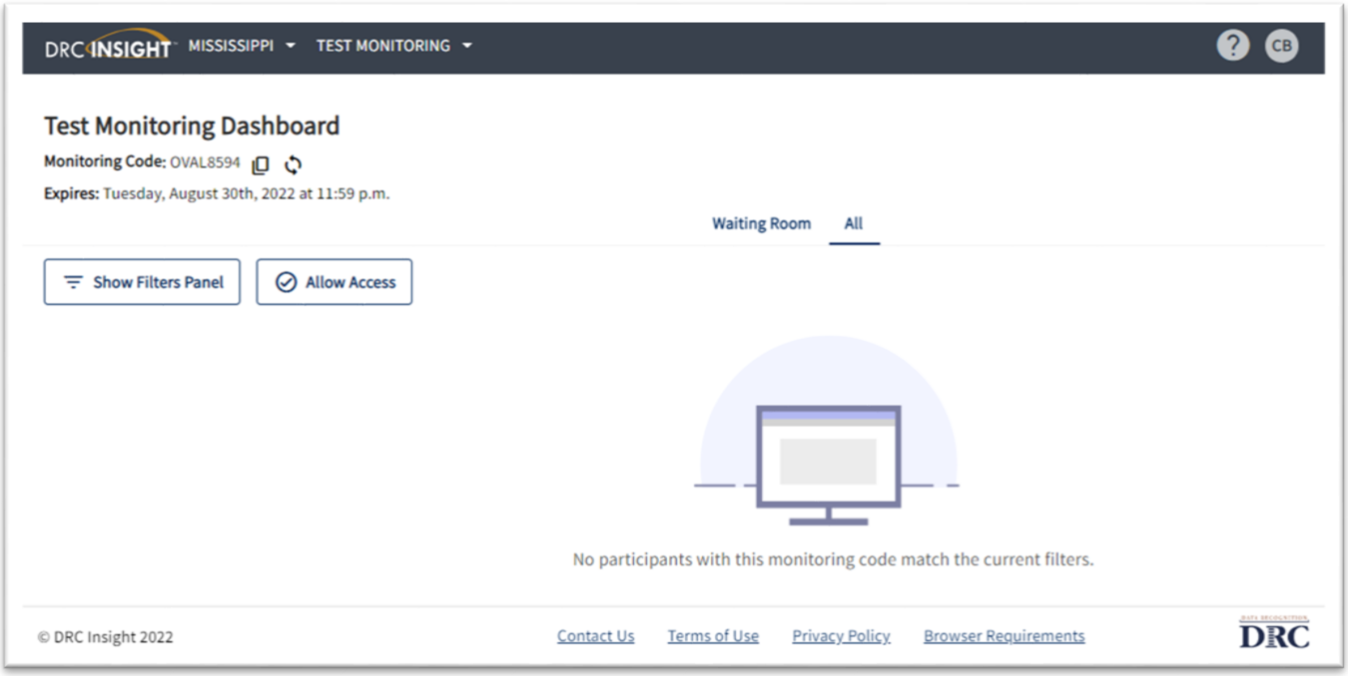
- None = Test Monitoring will not be used
- Required = Students are required to enter a Monitoring Code to test
- Optional = Students have the option to enter a Monitoring Code, but can also bypass Test Monitoring

Restricted Access

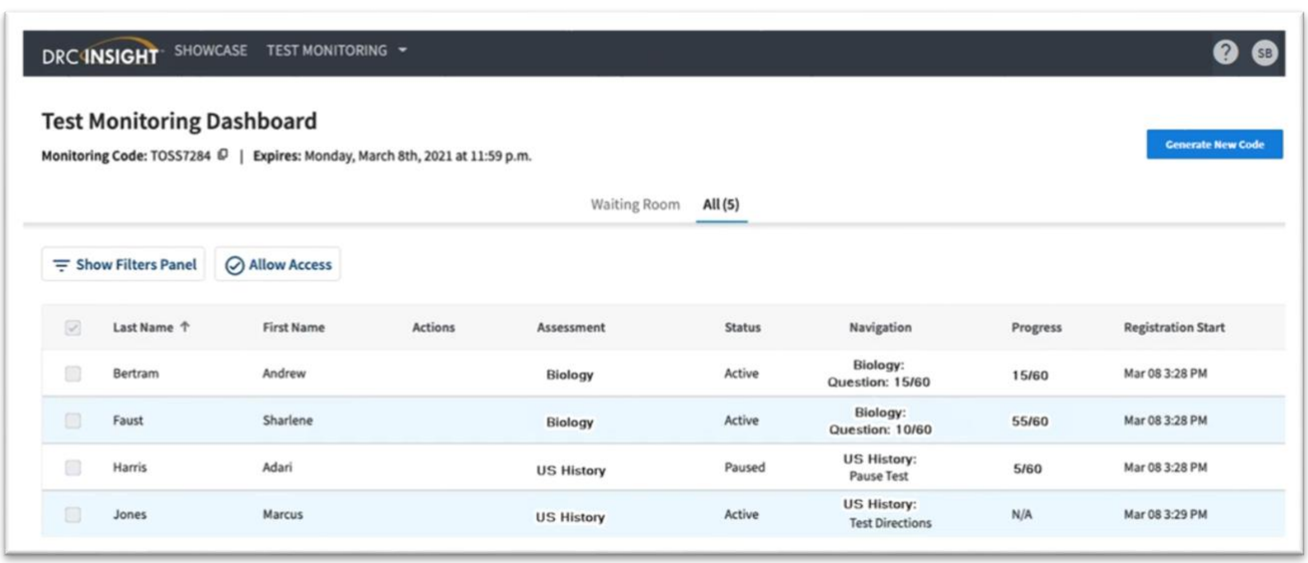
- True = Students must wait for Test Monitor to open the test to begin
- False = Either Test Monitoring is not used, or students move directly into test after entering the Monitoring Code

More information on where to indicate those settings is found in the Test Management section of this manual.

Visit the Test Monitoring Application on the Portal by selecting My Applications, ***Test Monitoring***. The Monitoring Code must be obtained from this page and provided to Test Administrators. Please note, the Monitoring Code is valid for up to 5 days. The expiration date/time is listed just below the code. You can also generate a new code anytime by selecting the two arrows forming a circle next to the code.



The Test Monitoring page in the Portal is also where students and their test statuses will appear once they enter the monitoring code and begin testing. If you choose to use the Restricted Access feature, students will first appear on the ***Waiting Room*** tab. Restricted Access means students will need to wait for the test monitor to allow them to begin testing. When you are ready, allow the students in the Waiting Room to begin testing. Once students begin actively testing, they will appear on the ***All*** tab. Progress is the number of answers the participant has submitted out of the expected number of answers for that part of the test. N/A will appear when the participant has not yet begun testing. Navigation is the part of the test and screen that the participant is currently viewing in the Test Engine.



Test Monitoring Application – Status Definitions	
Active	Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
Waiting	Participant is in the Waiting Room and needs to be allowed into the test
Inactive	Participant has done no navigation within the Test Engine for at least 5 minutes
Paused	Participant has Paused the test
Exited	Participant has exited the Test Engine either from using the Exit button, closing the Test Engine or from timing out on the Pause Test screen
Completed	Participant has submitted that part of the test

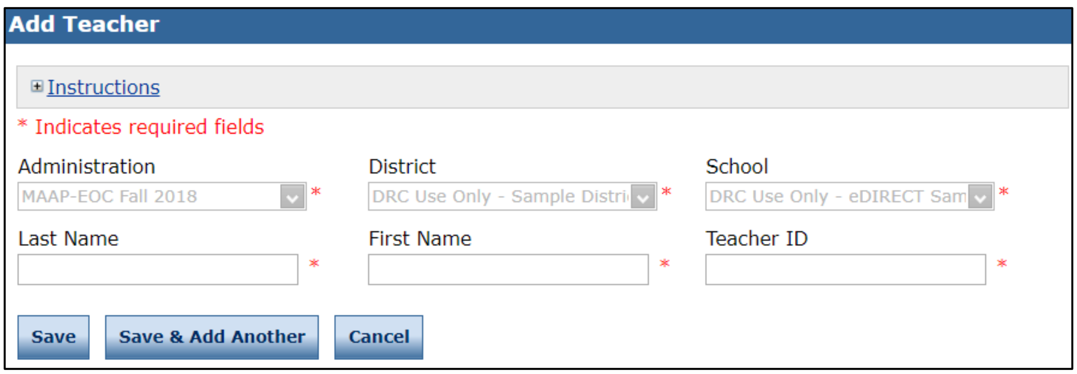
Teacher Management

Teacher records provided by the state department of education will be automatically uploaded into the Portal. If teacher records do not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

Add Teachers

To add teachers, follow thesesteps:

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 required information. **Note:** Input the teacher's license number in the Teacher ID field.
6. Select ***Save***, or to add another teacher, select ***Save & Add Another***.



To **upload multiple teacher records using a template**, follow these steps:

1. Select the ***Upload Multiple Teachers*** tab under the Teacher Management application.
2. Download the File Layout and Sample File.
3. Create a .csv upload file using the file layout provided.
4. Select the ***Administration*** to which you would like to add teacher records.
5. Select the ***District*** and ***School*** (these fields may be prefilled based on your permissions).
6. Add your file by clicking ***Browse***.
7. Select ***Upload***.

Search/Edit Teachers

To search or edit teacher records, 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. Enter any additional searchcriteria.
5. Select ***Find Teachers***.
6. Select the ***Edit Teacher*** icon in the Action column to the right of the teacher being edited, make the necessary changes, and then Save.

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.

Delete Teachers

DTCs/STCs can 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. Enter any additional search criteria.
5. Select ***Find Teachers***.
6. Check the box(es) next to the teacher record(s) you wish to remove.
7. Select the ***Delete Teacher*** button.

8. Select ***Delete Teacher*** in the pop-up window to confirm.

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 online test.

Test Session Tips

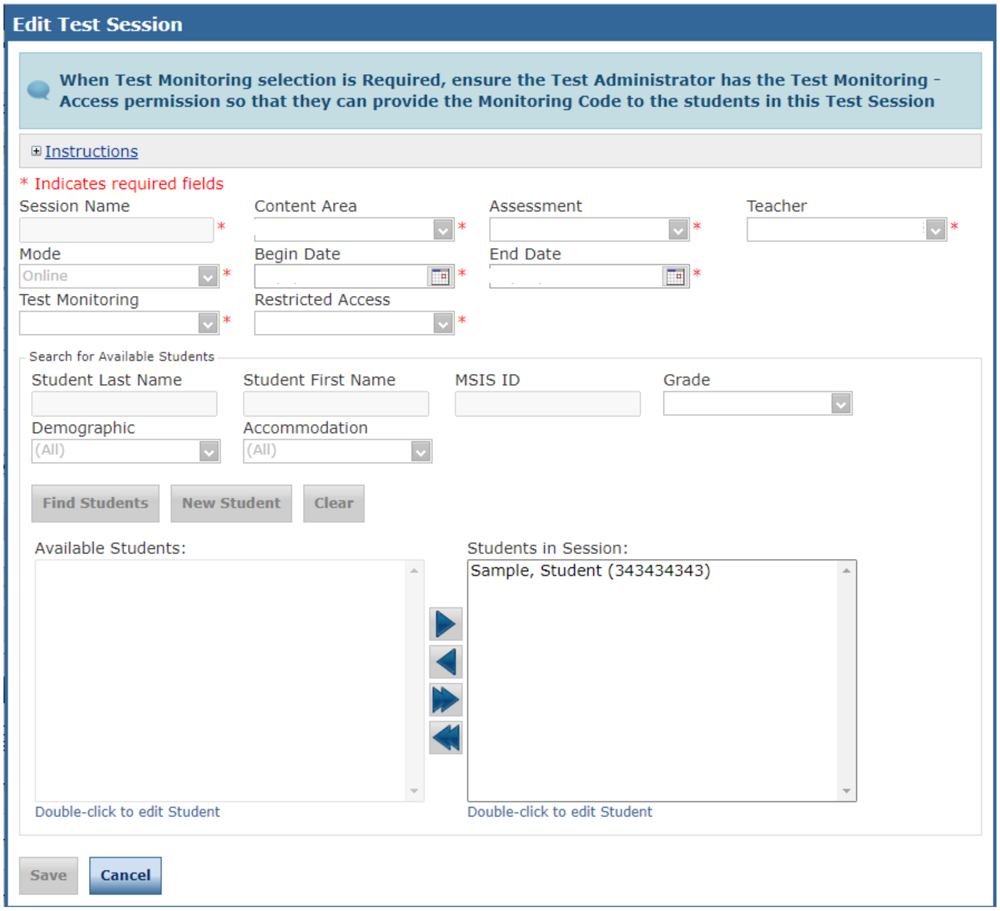
DTCs and STCs should follow the steps below to create test sessions and assign students to a session.

NOTE: Teacher records should already be in the Portal before creating test sessions. If the teacher is not available when searching, follow the instructions in this manual to add a teacher.

NOTE: For MAAP-A, students will need to be added into two test sessions for each content area to allow the Test Administrator and Second Scorer to transcribe their responses into the DRC INSIGHT Application.

Add a Test Session

1. Select ***Manage Test Sessions*** under the Test Management application.
2. Select the ***Administration***.
3. Select the ***District*** and ***School*** (these fields may be prefilled based on your permissions).
4. At the bottom of the Test Sessions screen, select ***Add Session***.
5. On the Add Test Session page, enter the required information (indicated by an asterisk [*] next to the field).
    - Session Name
      NOTE: Since a student's teacher might not actually be the individual who administers the test (i.e., Test Administrator), input the Test Administrator's name as part of the Test Session name. For example, if John Smith is going to be a Test Administrator for a first-period Biology class, the session could be named "Biology 1st Period John Smith."
    - Content Area
    - Assessment
    - Teacher
    - Test Monitoring (MAAP Only):
        - None = Test Monitoring will not be used
        - Required = Students are required to enter a Monitoring Code to test
        - Optional = Students have the option to enter a Monitoring Code, but can also bypass Test Monitoring
    - Restricted Access (MAAP Only):
        - True = Students must wait for Test Monitor to open the test to begin
        - False = Either Test Monitoring is not used, or students move directly into test after entering the Monitoring Code
6. Select ***Find Students***, after entering any optional search criteria.
7. Select student from the Available Students list (to select more than one student, use Ctrl + Click).
8. Select the Right Arrow icon to move the selected student(s) from the Available Students list to the Students in Session list.
9. Select ***Save***.



To **upload multiple test sessions using a template**, follow these steps:

1. Select ***Manage Test Sessions*** within the Test Management application.
2. Select the ***Upload Multiple Test Sessions*** tab.
3. Download the File Layout and Sample File.
4. Create a .csv upload file using the file layout provided.
5. Select the ***Administration*** for which you would like to add test sessions.
6. Select the ***District*** and ***School*** (these fields may be prefilled based on your permissions).
7. Add your file by clicking ***Browse***.
8. Select ***Upload***.

Helpful Hints:

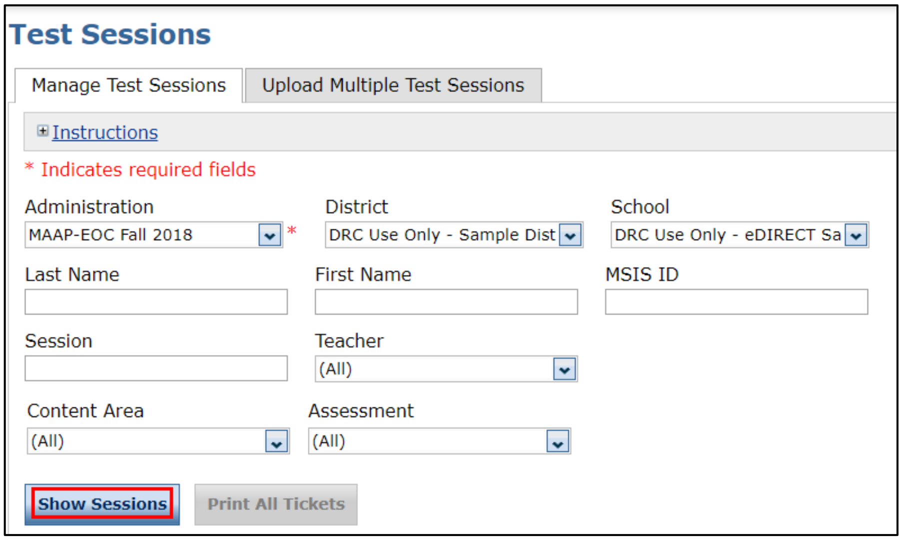
- To quickly update student demographics and accommodations in a test session, double-click on the student's name on the Add/Edit Test Session screen.
- Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.
- 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.

Edit/Delete/Export Test Sessions

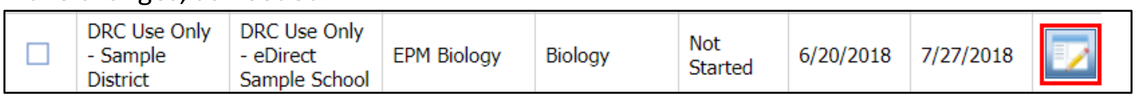
Follow these steps to edit/delete test sessions:

1. Select ***Manage Test Sessions*** under the Test Management application.
2. Select the ***Administration***.
3. Select the ***District*** and ***School*** (these fields may be prefilled based on your permissions).
4. Enter any additional filter criteria.

5. Select ***Show Sessions***.



6. To edit a test session, select the ***View/Edit*** icon in the Action column next to the test session, and make changes, as needed.

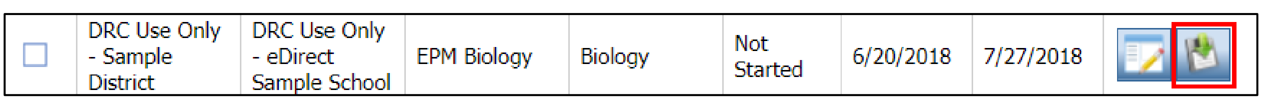


NOTE: When editing a test session, the content area or assessment can be changed ONLY when there are no students in the Students in Session list on the Edit Test Sessions screen.

7. To delete a test session, select the ***Delete*** icon in the Action column.

NOTE: 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.

8. To export information into Excel for a single test session, select the ***Export Details*** button under the Action column for the appropriate Test Session.



9. To export information in Excel for multiple test sessions found in your search, select the ***Export Student Details*** button at the bottom of the screen.

This export contains the form number, username, and password assigned to each student. This data may be sorted as needed to create seating charts.

Test Session Status	
Not Started	No students in the test session have started testing.
In Progress	One or more students in the session have started or completed testing.
Complete	All the students in the session have completed testing.

Copy Test Sessions

Test sessions may be copied to create more than one test session 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***.
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 for another session.

6. Enter a Test Session Name in the Session Name field.
7. Complete the other required fields; all students will move into the Students in Session list.
8. Select ***Save***.

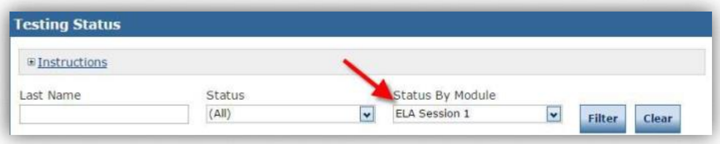
Print Student Test Tickets and Roster

Follow these steps to view or print Student Test Tickets for a test session:

1. Select ***Manage Test Sessions*** under the Test Management application.
2. Select the ***Administration***.
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 next to the desired test session. If the assessment has more than one section of testing, such as English II/ELA Session 1 for MAAP, 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.



    c. 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 file will open containing a roster of tickets being printed and the student test tickets. Print the PDF file and separate the tickets for distribution to students at testing time.

Test Ticket Status	
Not Started	Student has not started the test.
In Progress	Student has begun testing.
Complete	Student has completed testing.
Locked	The test is locked and may need to be unlocked to proceed with testing.

Student Test Ticket (secure document)

The Student Test Ticket includes information such as the name of the assessment, test session name, student name, username, and password. Online accommodations, if applicable, are also included.

MAAP-EOC Fall 2018
Biology

Student Name:	LastName, FirstName
MSIS ID:	1111243
Date of Birth:	12/1/2006
School:	Greenside High School
Test Session:	Johnson,1st Hour, EMK
Online Accom:	TTS
Username:	[illegible]
Password:	[illegible]

Student Test Roster (secure document)

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

MAAP-EOC Fall 2018
Student Test Roster

District: DRC Use Only - Sample District
School: DRC Use Only - eDirect Sample School
Assessment: Biology 1
Test Session: EPM Review

Form	Student Name	MSIS ID	Username	Password	Accommodations	Test Ticket Out	Test Ticket In
1	[illegible]	852698745	EASL2	[illegible]	[illegible]		
2	[illegible]	124587532	EASL4	[illegible]	[illegible]		
3	[illegible]	002365842	EASL3	[illegible]	[illegible]		
4	[illegible]	001475826	EEmergHVA2	[illegible]	[illegible]		
5	[illegible]	009853652	EEmergHVA1	[illegible]	[illegible]		

Unlock Test Tickets

For MAAP, when a test has started (status of “In Progress”) and has not completed within the same day Test Tickets will lock overnight. Please see the *Test Coordinator Manual* for more detailed information regarding Locked Tickets scenarios before proceeding with unlocking. **MDE approval is needed for some scenarios (please refer to the *Test Coordinator Manual* for specific unlock situations)**.

Students may need to sign back in to a locked test if they:

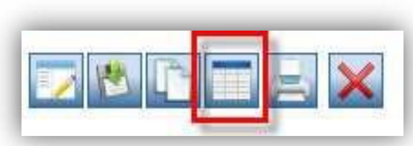
- Pause a test but do not resume testing on that same day.
- Start a test but do not complete testing on that same day.
- Accidentally submit a test when they have not yet responded to all test questions.

For MAAP-A, all instances for unlocks must first be approved by MDE.

DTCs are the only personnel who have the authority to unlock student test tickets for the above scenarios. STCs and Test Administrators should not complete this task.

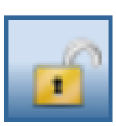
Follow these steps to unlock a test ticket from the test session:

1. Select ***Manage Test Sessions*** under the Test Management application.
2. Select the ***Administration***.
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).

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.



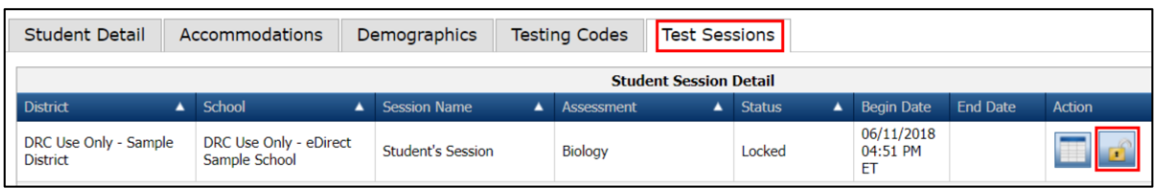
If unlocking more than one student within a single test session, you may also check the boxes next to the student names and select the ***Unlock Selected*** button.

If unlocking all students within a single test session, you may select the ***Unlock All*** 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***.
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.


Student Detail | Accommodations | Demographics | Testing Codes | Test Sessions

Student Session Detail

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Student's Session	Biology	Locked	06/11/2018 04:51 PM ET		