



# **eDIRECT USER GUIDE**

## **NEBRASKA**

**2014 – 2015**  
**NeSA–Reading, Mathematics,**  
**and Science Tests**

Produced by Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311  
Direct: 1-800-826-2368

Nebraska Customer Service: 1-866-342-6280  
Website: <https://ne.drctdirect.com>  
Email: [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)  
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301 Centennial Mall South  
P.O. Box 94987  
Lincoln, Nebraska 68509  
(402) 471-2495.

The assessment contractor is Data Recognition Corporation (DRC).

DRC can be reached by calling toll-free (866) 342-6280, by emailing [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com), or by faxing (763) 268-2540.

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# Notes

## ■ 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 users of eDIRECT are District Assessment Contacts (DACs), School Test Coordinators (STCs), District Technology Coordinators (DTCs), and Test Administrators (TAs). The primary audience for this guide is both eDIRECT end users and eDIRECT administrators.

This guide is divided into various topics:

- In Working with eDIRECT, the guide describes how to access and log on to eDIRECT, as well as some of its more common menu functions and options for end users.
- In the General Information and Manage Users topics, the guide covers the various administrative tasks that DACs can perform using eDIRECT. These tasks include editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.
- The Test Setup topic describes the test setup options that DACs and STCs have for editing student information and test sessions.
- The Reports topic briefly discusses the reports that are available through eDIRECT.

## ■ The eDIRECT Permissions Matrix

For online testing, eDIRECT categorizes people into various roles and levels—District, School, Test Administrator, and District Technology Coordinator. Within eDIRECT, each role level is assigned a set of testing functions called permissions to allow the people at that level to handle the testing responsibilities associated with the role.

The table on the following page lists the current eDIRECT permissions, the path in eDIRECT to where the function the permission allows is located, the permission's name in eDIRECT, and the roles currently assigned the permission.

## Introduction

Location in eDIRECT	Permission Name in eDIRECT	District	School	TA*	DTC**
		All within district	All within school	All within school	All within district
General Information Documents– View	Documents-View	Yes	Yes	Yes	Yes
Enrollments	Enrollment-Primary Window	Yes			
Manage Users User Administration	Administrator	Yes			
Manage Users User Administration	Administrator-Mass Assign Role	Yes			
Materials-Additional Materials	Materials-Additional-Primary Window	Yes			
Materials-Additional Materials	Materials-Additional-View/Edit	Yes			
Test Setup-General Information Downloads	Online Testing-Secured Resources	Yes			Yes
Test Setup	Test Setup-Primary Window①	Yes	Yes		
Test Setup - Students Search/View	Students- Search/View②	Yes	Yes		
Test Setup-Students Add/Edit	Students–Add/Edit	Yes	Yes		
Test Setup–Students Download Students	Students–Download Students	Yes	Yes		
Test Setup–Test Sessions	Test Session–Search/View③	Yes	Yes		
Test Setup–Test Sessions Add/Edit	Test Session–Add/Edit	Yes	Yes		
Test Setup–Test Sessions Status Summary	Test Session–Status Summary	Yes	Yes		
Test Setup–Test Sessions Edit/Print Ticket Status Print	Test Tickets–View/Print	Yes	Yes		
Reports-Status Reports	Status Reports-District Reports	Yes			
Reports–Online Testing Statistics	Online Testing Statistics	Yes			
Reports–View Online Results	Reports-View Online Results	Yes			
Reports–View Reports	Reports–View–District Files	Yes			
Reports–View Reports	Reports-View School Files	Yes	Yes		
Reports-View Reports	View Reports-Download-District/School	Yes	Yes		

\*Test Administrator \*\*District Technology Coordinator

① You must have this permission to use any other Test Setup permissions.

② You must have this permission to use any other Students permissions.

③ You must have this permission to use any other Test Sessions permissions.

## The eDIRECT Home Page

To display the eDIRECT home page, enter the URL <https://ne.drctdirect.com/> in your supported browser. When the eDIRECT home page displays, the General Information and Test Setup menus are displayed in the upper left portion of the page. The General Information menu has one option, Minimum Browser Requirements.

The General Information Menu contains a link for web browser requirements (see “Minimum Browser Requirements” on page 8).

Click **Log On** to log on to eDIRECT.

The screenshot shows the eDIRECT home page. At the top left is the DRC CORPORATION logo with the tagline 'A Partner For Excellence'. At the top right is the eDIRECT logo and a 'Log On' link. On the left side, there is a 'CLOSE MENU' button and a navigation menu with three items: 'General Information', 'Minimum Browser Requirements', and 'Test Setup'. The main content area has a 'Welcome to eDIRECT' heading, followed by a welcome message from Data Recognition Corporation (DRC) and instructions on how to access the site. Below this is a section titled 'ACCESS NeSA ONLINE TOOLS TRAINING WITH GOOGLE CHROME' with a link to <https://wbte.drctdirect.com/NE/portals/ne>. Three callout boxes are present: one pointing to the 'Minimum Browser Requirements' link in the menu, one pointing to the 'Log On' link, and one pointing to the 'Test Setup' link in the menu.

Click **Test Setup** to display general information about test setup, or to download and use online tutorials.

## Minimum Browser Requirements

When you select **Minimum Browser Requirements** from the General Information menu of the eDIRECT website, a page displays listing browser requirements, with links to browser pages and additional information.

The Minimum Web Browser Requirements page displays a list of the web browsers that are certified to use with eDIRECT.

The page contains links to web browser home pages, organized by user (operating system)—PC Users (Windows), Macintosh Users (Mac OS X), and Linux Users (Linux)—that you can use to learn about and download different web browsers.

**Minimum Web Browser Requirements**

The Web pages and Web-based applications hosted by Data Recognition Corporation (DRC) eDIRECT require one of the following minimum Web browsers:

- Microsoft Internet Explorer 7.0 through 9.0
- Mozilla Firefox 3.6
- Mozilla Firefox 6.0 or higher
- Apple Safari 4.0 or higher
- Other Web browsers compatible with these browsers

Additionally, eDIRECT works optimally at a minimum browser window width of 1024 pixels (for example, a screen resolution of 1024x768 with a maximized browser window). If you do not meet the minimum, the site may require horizontal scrolling to use all functionality.

**Internet Explorer Warning:** We are aware of eDIRECT incompatibility issues with Internet Explorer versions greater than 9 and are working to resolve them. To continue to use eDIRECT with Internet Explorer, please use Internet Explorer 7 through 9 or turn on Compatibility View in Internet Explorer versions greater than 9 (please contact Support if you need additional assistance).

**PC Users**

If you are not sure of the version of your browser, select Help in the menu bar of your browser and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- [Mozilla Firefox](#) (Outside Source)
- [Microsoft Internet Explorer](#) (Outside Source)

**Macintosh Users**

If you are not sure of the version of your browser, select your browser's application menu and choose About. If you need to upgrade your Web browser software, we recommend one of the following:

- [Mozilla Firefox](#) (Outside Source)
- [Apple Safari](#) (Outside Source)

**Linux Users**

eDIRECT has been verified to work on Ubuntu 10.04 with Gnome Window Manager 2.3.

If you are not sure of the version of your browser, select your browser's Help menu and choose About. If you need to upgrade your Web browser software, we recommend:

- [Mozilla Firefox](#) (Outside Source)

**Additional Information**

All Web pages and Web-based applications hosted by DRC eDIRECT require the Web browser to support [JavaScript](#) (Outside Source) and to accept [session-based cookies](#) (Outside Source). By default, the major Web browsers are configured to handle this requirement.

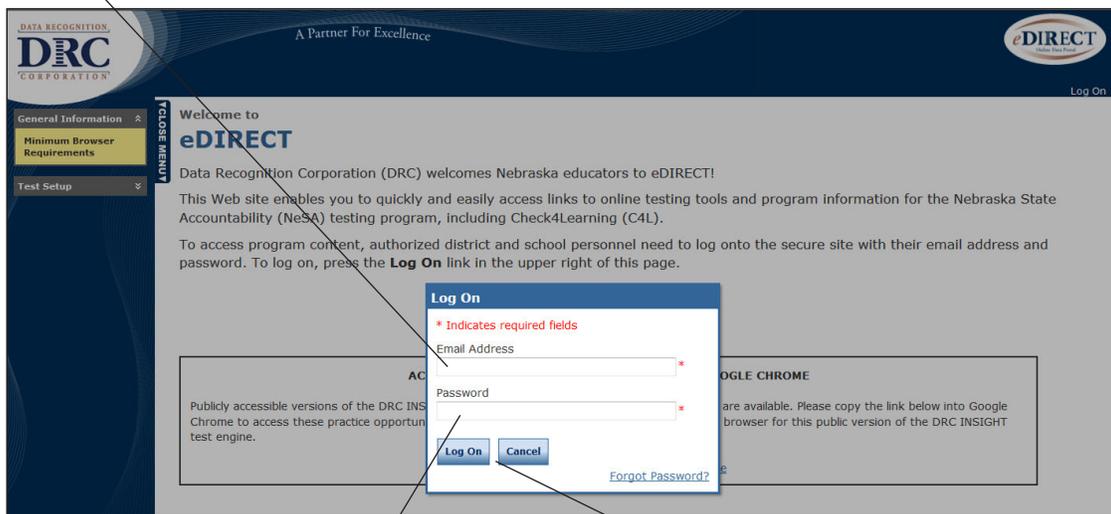
The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use eDIRECT.

## Logging On To eDIRECT for the First Time

To log on to eDIRECT, 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.

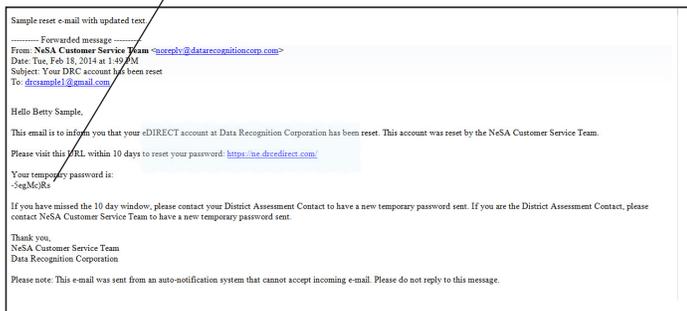
**Note:** Within ten days of receiving the email with the temporary password, you must log in using your temporary password and change it. After ten days, the password expires and the account must be reset.

To log on to eDIRECT, enter your email address as your username in the Email Address field.



Click **Log On** to log on or **Cancel** to cancel the process.

Type, or copy and paste, the temporary password from the email you received into the Password field. If you paste it, verify that no extra spaces are included.



## Logging On To eDIRECT for the First Time (cont.)

When you log on to eDIRECT for the first time using your temporary password, you are prompted to change the password.

- If an eDIRECT user forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact his or her District Assessment Contact (DAC) to reset it. If a DAC forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact DRC's Nebraska Customer Service to reset it.
- When a password is reset, an email notification is sent to the user with a new temporary password.

When you log on to eDIRECT for the first time, you are prompted to change your temporary password. Enter your new password in the New Password field. The new password must contain nine or more characters, including both uppercase and lowercase letters and at least one number. It cannot include any part of the email address.

**First Time Log On**

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

\* Indicates required fields

**Create New Password**

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address  
ehenrich@datarecognitioncorp.com

New Password \*

(Please do not paste)

Confirm New Password \*

(Please do not paste)

**Security Question**

For your security, please choose a question and answer below before selecting continue.

Question  
(Select) \*

Answer \*

Select a security question from the Question drop-down menu, enter your answer in the Answer field, and click **Save**.

Re-enter the new password in the Confirm New Password field (do not cut and paste the password).

## Logging On To eDIRECT for the First Time (cont.)

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. Print the agreement if you want to retain a copy.

Read the Security and Confidentiality Agreement for DRC Applications and check the **I Agree** checkbox.

**Note:** You cannot continue to use eDIRECT without checking this checkbox.

### Security and Confidentiality Agreement for DRC Applications

DRC eDIRECT is designed for State, District, and School level personnel and contains confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a user name and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

**State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA).** Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through DRC eDIRECT and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

**By checking the box below, I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).**

I Agree

Continue

Print

After you have agreed to the Security Agreement, click **Continue**. Click **Print** to print the Security Agreement.

### *The General Information Menu*

When you log into eDIRECT, the General Information menu is displayed in the upper left side of the main page. This menu has four options: Minimum Browser Requirements, Security Agreement, Documents, and Announcements.

Click **Minimum Browser Requirements** to display the Web Browser Requirements page, which details the eDIRECT web browser requirements for the operating systems: Windows, Linux, and Mac (OS X).



Click **Security Agreement** to display the Security and Confidentiality Agreement for DRC Applications. You can read and print the agreement from the page that displays.

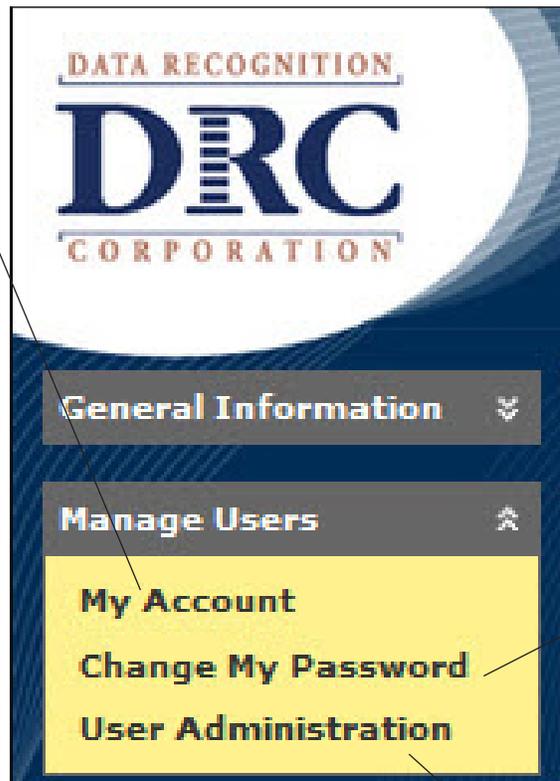
Click **Announcements** to display the Announcements page. This page contains the latest information and news about online testing.

Click **Documents** to display the Documents page. From this page you can select, open, and download various documents, including manuals, memos, and Microsoft PowerPoint presentations.

## The Manage Users Menu

When you log into eDIRECT, the Manage Users menu is displayed in the middle left side of the main page, below the General Information menu. This menu has three options: My Account, Change My Password, and User Administration.

Click **My Account** to display the My Account page. Use this page to update your user name, email address, mailing address, phone numbers, and security question.



Click **Change My Password** to display the Change My Password page. From this page you can specify, confirm, and save a new password.

Click **User Administration** to perform various user administration tasks:

- Edit a user's contact information
- Change permissions for one or more users
- Reset a user's password
- Activate or inactivate one or more users
- Add one or more users to the system

## Editing and Updating a User's Contact Information

This topic describes various user administration tasks you can perform using the Manage Users menu. From this menu, you can edit a user's contact information, edit a user's permissions, reset a user's password, inactivate a user, activate a user, add a single user, copy one or more users to a new administration, add permissions for a single user, or upload multiple users.

To edit a user's contact information, do the following:

1. Select **User Administration**, 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**.

The screenshot shows the 'User Administration' page. On the left is a 'FUNCTION MENU' with 'Manage Users' selected. The main area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration (2013-2014 NeSA-W Fr), User Role ((All)), District (SAMPLE DISTRICT - 5), School (SAMPLE SCHOOL SMC), First Name, Last Name, Email, and Status ((All)). There is a 'Find User' button and a 'Clear' button. Below the filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. One user is listed: Teacher, Ima, Imateacher@email.com, Not Logged In Yet. The Action column contains icons for View/Edit, Add, and Delete.

2. In the Action column, click the **View/Edit** icon  to display the Edit User dialog box.

The 'Edit User' dialog box is shown with the 'Contact' tab selected. A yellow warning banner at the top says 'Account Status: Not Logged In Yet'. Below are three tabs: 'Contact', 'Permissions', and 'Password'. A red asterisk indicates required fields. The fields are: Prefix (dropdown), First Name (Ima), Middle Initial (empty), Last Name (Teacher), Suffix (dropdown), Email Address (Imateacher@email.com), Confirm Email Address (Imateacher@email.com), Address 1, Address 2, City, State (dropdown), Zip (55555 or 55555-4444), Phone (123-456-7890), and Phone Extension. A 'Save' button is at the bottom, along with 'Reset User', 'Inactivate', and 'Close' buttons.

3. From the Contact tab, update the required fields and any other fields you need to change, and click the **Save** button.

## Adding Permissions for a Single User

From the **Edit User** tab, you can add permissions to a user's account.

To edit a user's permissions, do the following:

1. Select **User Administration**, 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**.

### Edit User

Contact
Permissions
Password

First Name  
Billy

Last Name  
Sample

Email Address  
user1@drccsample.com

Permissions				
Administration ▲	Role ▲	District ▲	School ▲	Action
2013-2014 Check4Learning	Teacher	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	
2014-2015 NeSA-RMS	Test Administrator	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	
2013-2014 NeSA-W Field Test	Test Administrator	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	
2013-2014 NeSA-W Practice Test	Teacher	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	
2013-2014 NeSA-W Practice Test	Test Administrator	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	
2013-2014 NeSA-Writing	Test Administrator	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	

2. In the Action column, click the **View/Edit** icon to display the Edit User dialog box.

3. Click the **Add** button to display the Add Permissions Screen.

## Manage Users

### Adding Permissions for a Single User (cont.)

4. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user. Use the **Add Selected** arrow () to add the permissions, and click the **Save** button.
  - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** arrow () to add all permissions.
  - Click the **Clone from Another User** icon () to copy another user's set of permissions.

\* Indicates required fields

Administration: 2014-2015 NeSA - RMS \*  
User Role: Test Administrator \*  
District: SAMPLE DISTRICT - 999998 \*  
School: SAMPLE SCHOOL OTT - 999 \*  
Permission-set: Test Administrator

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

Available Permissions: Administrator, Administrator - Set Password, Documents - Delete, Documents - Upload, Documents - View, Maintain Administration, Online Testing - Secured Resources, Online Testing Statistics, Reports - View District Files, Reports - View School Files, Reports - View State Files

Assigned Permissions: (empty)

To see the description, select a permission

Save Cancel

**Note:** You can use the Permission set drop-down menu to select a suggested set of default permissions for different roles in the system.

5. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

## Editing a Single User's Permissions

From the **Edit User** tab, you can add or remove permissions for any user in the system.

To edit a user's permissions, do the following:

1. Click 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**. In the Action column click the **View/Edit** icon (). The user displays in the Edit User window.

### Edit User

 **Account Status: Password Expired**

Contact

Permissions

Password

First Name

Last Name

Email Address

Permissions					
Administration	Role	District	School	Action	
2014-2015 NeSA - RMS	School	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT		

2. Click the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon ().

### Editing a Single User's Permissions (cont.)

- 3.** When the Edit Permissions dialog box displays, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected** (▶) or **Remove Selected** (◀) arrows to change the permissions, and click the **Save** button.
- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** (▶▶) and **Remove All** (◀◀) arrows to add or remove all permissions.
  - Click the **Clone from Another User** icon (👤) to copy another user's set of permissions.

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

Available Permissions		Assigned Permissions
Administrator	    	Documents - View
Administrator - Mass Assign Role		Students - Search/View
Online Testing - Secured Resources		
Students - Add/Edit		
Students - Download Students		
Test Session - Add/Edit		
Test Session - Search/View		
Test Session - Status Summary		
Test Tickets - View/Print		

*To see the description, select a permission*

**Save** **Cancel**

- 4.** Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

## Editing Multiple Users' Permissions

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

To edit permissions for multiple users, do the following:

1. Click 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.

	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Sample	Billy	user1@dcrcsample.com	Teacher	2014-2015 NeSA-W Practice Test	999998000	999998002
<input checked="" type="checkbox"/>	Teacher	Ima	Imateacher@dcrcsample.com	Teacher	2014-2015 NeSA-W Practice Test	999998000	999998001

3. Click the **Assign Permissions** or **Remove Permissions** button and adjust the permissions using the arrows when the Assign Permissions or Remove Permissions dialog displays (see “Editing a Single User’s Permissions” on page 17 for details).

4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

# Manage Users

## Resetting a User's Password

If a user forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact his or her District Assessment Contact (DAC).

If a DAC forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact DRC's Nebraska Customer Service (**866-342-6280**) or **necustomerservice@datarecognitioncorp.com** to reset it.

When a password is reset, an email notification is sent to the user with a new temporary password (see "Logging On to eDIRECT for the First Time" on page 9 for details).

To reset a user's password, do the following:

1. Click 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**.

The screenshot shows the 'User Administration' interface. On the left is a navigation menu with 'Manage Users' selected. The main area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration (2014-2015 NeSA - RMS), User Role (Teacher), District (SAMPLE DISTRICT - 9), School ((All)), First Name, Last Name, Email, and Status ((All)). There is a 'Find User' button and a 'Clear' button. Below the filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. The table contains two rows: 'Sample' (Billy, user1@drcsample.com, Active) and 'Teacher' (Ima, Imateacher@drcsample.com, Not Logged In Yet). The 'Action' column for the 'Teacher' row contains a 'Reset User' icon (a green circular arrow).

The 'Reset User' dialog box displays a question mark icon and the text: 'You have requested to reset user 'Ima Teacher (Imateacher@email.com)'. Are you sure?'. Below the text are two buttons: 'Reset User' and 'Cancel'.

2. In the Action column, click the **Reset User** icon () for the user whose password you want to reset.

3. When the Reset User dialog box displays, click **Reset User** to reset their password or **Cancel** to cancel the process.

## Copying Users to a New Administration

From the **Edit User** tab you can copy one or more users with the same role in the system to a new administration.

To copy one or more users to a new administration, do the following:

1. Click 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.

The screenshot shows the 'User Profiles' interface. At the top, there are 'Find User' and 'Clear' buttons. Below them are tabs for 'Users' and 'Profiles'. The main area contains a table with the following columns: Last Name, First Name, Email, Role, Administration, District, and School. Two rows are visible, both with checkboxes in the left-hand column. Below the table are buttons for 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'.

	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>	Sample	Billy	user1@dc-sample.com	Teacher	2014-2015 NeSA-W Practice Test	999998000	999998002
<input checked="" type="checkbox"/>	Teacher	Ima	Imateacher@dc-sample.com	Teacher	2014-2015 NeSA-W Practice Test	999998000	999998001

3. Click the **Copy to New Administrations** button.

2. Check the checkbox in the left-hand column for each user profile you want to copy to a new administration.

### Copying Users to a New Administration (cont.)

**Copy Profiles to New Administration**

You are copying 1 user profile(s). If you are unsure which profiles you selected, press **Cancel** and review your choices on the previous screen.

[Instructions](#)

\* Indicates required fields

New Administration

- 2014 NeSA Technology Trial \*
- 2014-2015 NeSA-W Practice Test
- 2013-2014 Check4Learning
- 2014-2015 NeSA - RMS

**Submit** **Cancel**

**4.** The Copy Profiles to New Administration dialog box displays. Select the administration to which you want the user profile(s) copied.

**5.** Click **Submit** to copy the profile(s) or **Cancel** to cancel the process.

## Inactivating a User

You can inactivate eDIRECT users that are currently active. When a user is inactivated, the user is unable to access eDIRECT (to reactivate a user, see “Activating a User” on page 24).

**Note:** When a user is inactivated, the user *does not* receive an email.

To inactivate a user, do the following:

1. Click 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**.

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (2014-2015 NeSA - RMS), User Role (Teacher), District (SAMPLE DISTRICT), School ((All)), First Name, Last Name, Email, Status ((All)), and a checkbox for 'Hide Inactive Users'. There are 'Find User' and 'Clear' buttons. Below the filters is a 'Users' tab and a 'Profiles' tab. The 'Users' tab is active, showing a table of 'User Accounts'.

Last Name	First Name	Email Address	Status	Action
Sample	Billy	user1@drcsample.com	Active	
Teacher	Ima	Imateacher@drcsample.com	Not Logged In Yet	

2. In the Action column, click the **Inactivate** icon () for the user you want to make inactive.

The 'Inactivate User' dialog box has a blue header and a question mark icon. The text reads: 'You have requested to inactivate user 'Ima Teacher (Imateacher@drcsample.com)'. Are you sure?'. At the bottom, there are two buttons: 'Inactivate' and 'Cancel'.

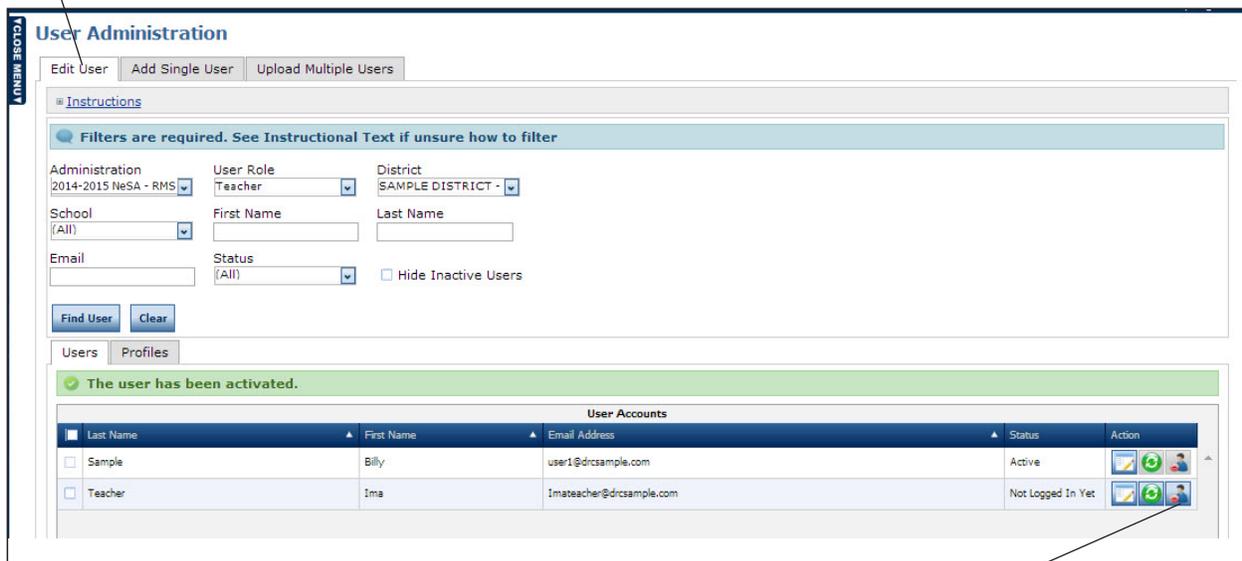
3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

## 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 23). 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.

To activate a user, do the following:

1. Click 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**.



The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs, there is a section for search filters with the following fields:

- Administration: 2014-2015 NeSA - RMS (dropdown)
- User Role: Teacher (dropdown)
- District: SAMPLE DISTRICT (dropdown)
- School: (All) (dropdown)
- First Name: (text input)
- Last Name: (text input)
- Email: (text input)
- Status: (All) (dropdown)
- Hide Inactive Users

Buttons for 'Find User' and 'Clear' are located below the filters. Below the filters, there is a green notification bar that reads: 'The user has been activated.' Below this, there is a table titled 'User Accounts' with the following columns: Last Name, First Name, Email Address, Status, and Action.

Last Name	First Name	Email Address	Status	Action
Sample	Billy	user1@dricsample.com	Active	
Teacher	Ima	Imateacher@dricsample.com	Not Logged In Yet	

2. In the Action column, click the **Activate** icon () for the user you want to make active. When the user is activated, the following message displays: **The user has been activated.**

## Adding a User

When you add a user, specify the permissions the user will have. Refer to the “The eDIRECT Permissions Matrix” topic on page 5 for permissions assignments by role.

To add a user, do the following:

**1.** From the Manage Users menu select the **User Administration** option and click on the **Add Single User** tab.

**2.** Fill out the required fields and required options from the drop-down menus.

**Note:** A required field or menu option has a red asterisk (\*) next to it.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes the following fields and options:

- First Name:** Text input with 'Ima' and a red asterisk.
- Middle Initial:** Text input, empty.
- Last Name:** Text input with 'Teacher' and a red asterisk.
- Email Address:** Text input with 'Imateacher@drcsample.com' and a red asterisk.
- Administration:** Drop-down menu with '2014-2015 NeSA - RMS' and a red asterisk.
- User Role:** Drop-down menu with 'Teacher' and a red asterisk.
- District:** Drop-down menu with 'SAMPLE DISTRICT - 999998' and a red asterisk.
- School:** Drop-down menu with 'SAMPLE SCHOOL SMOKE TE' and a red asterisk.

A tip box states: "Tip: When you select a permission, its description will display below the list". Below this, there are two lists:

- Available Permissions:** A list of permissions including Administrator, Administrator - Set Password, Documents - Delete, Documents - Upload, Maintain Administration, Online Testing - Secured Resources, Online Testing Statistics, Reports - View District Files, Reports - View School Files, Reports - View State Files, and Status Reports - District Reports.
- Assigned Permissions:** A list of permissions including Documents - View and Students - Search/View. The 'Students - Search/View' permission is selected and highlighted in blue.

Below the Assigned Permissions list, a description is shown: "• Students - Search/View: Allows user to search/view student data and download search results". At the bottom left of the form is a 'Save' button.

**3.** Select a permission from the Available Permissions list and click the **Add Selected** icon (▶) to assign the permission to the user (see “Editing a Single User’s Permissions” on page 17).

**Note:** A description of the permission selected displays beneath the list of permissions.

Click **Save** when you are finished assigning permissions.

# Manage Users

## Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements. For help, or more information about this process, click the **File Layout** and **Sample File** links at the top of the Upload Multiple Users tab.

To create and upload a users file, do the following:

**1.** Select **User Administration** from the Manage Users menu to display the User Administration page and select the **Upload Multiple Users** tab.

**2.** For help with or more information about the upload process, click the **File Layout** and **Sample File** links in the light blue bar at the top of the Upload Multiple Users tab.

**User Administration**

Edit User Add Single User Upload Multiple Users

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

Instructions

\* Indicates required fields

Administration  
2014-2015 NeSA - RMS \*

File  
Browse... \*

Upload

**User Listing**

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

**4.** Click **Upload** when you are ready.

**Note:** If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat Steps 3 and 4.

**3.** Select the appropriate test administration and click **Browse...** to select the file to upload.

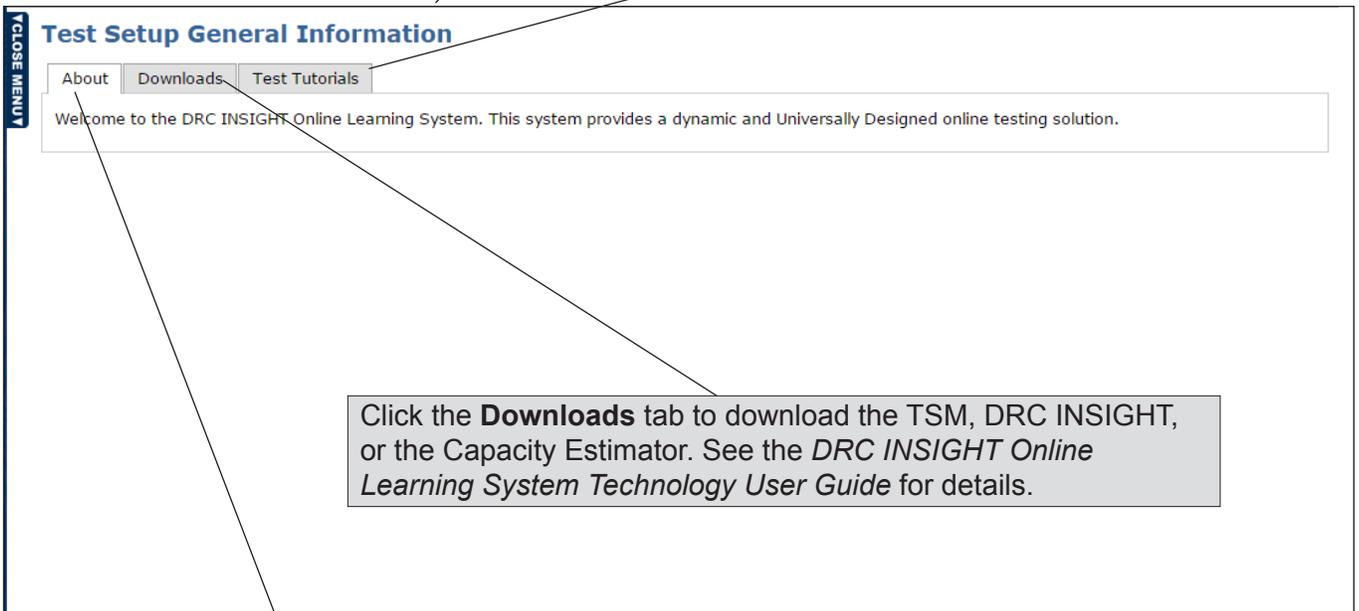
### The General Information Option

From the General Information option of the Test Setup menu, eDIRECT users can download the Testing Site Manager (TSM) and DRC INSIGHT, and display and use and access the online tutorials.



Select **General Information** from the Test Setup menu to display the Test Setup General Information page.

Click the **Test Tutorials** tab to view and work with the online tutorials.



Click the **Downloads** tab to download the TSM, DRC INSIGHT, or the Capacity Estimator. See the *DRC INSIGHT Online Learning System Technology User Guide* for details.

Click the **About** tab to display the Welcome to the DRC INSIGHT Online Learning System message.

## The Students Option

From the Students option of the Test Setup menu, eDIRECT users can search for students, view the test sessions for which a student is currently enrolled, and view the status of the session.

Select **Students** from the Test Setup menu to display the Manage Students page.

The screenshot shows the 'Manage Students' interface. On the left, a vertical menu lists options like 'General Information', 'Manage Users', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', 'Student Lookup', and 'Check4Learning'. Under 'Test Setup', 'Students' is selected. The main area has a 'Manage Students' header and a search form. The form includes fields for Administration (2014-2015 NeSA - RMS), District (SAMPLE DISTRICT - 99999), School (SAMPLE SCHOOL SMOKE TE), Last Name, First Name, NSSRS ID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment (set to Online). There are 'Find Students' and 'Clear' buttons. Below the form is a table header for 'Students' with columns: Last Name, First Name, NSSRS ID, Date Of Birth, Grade, and Action. A note at the bottom of the table area says 'Choose from the above filters and click on 'Find Students' to view matching 'Students''.

To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

To filter the display based on whether students have been assigned to a test session, use the Session Assignment drop-down menu. You can select one of the following values:

<u>Value</u>	<u>Description</u>
<b>Online</b>	Displays the students that have been assigned to a test session (the default value).
<b>None</b>	Displays the students that have not been assigned to a test session.
<b>Blank</b>	Leaving the field blank displays all students, both assigned and unassigned.

### Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Modify a student's detail information (see below).
  - Note:** Updating a student's information in eDIRECT does not update the NSSRS information for that student.
- Mark a student's accommodations (see "Editing a Student's Information-Accommodations" on page 30).
- Modify a student's demographic information (see "Editing a Student's Information-Demographics" on page 31).
- Mark a student's testing codes (see "Editing a Student's Information-Testing Codes" on page 32).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 33).
- View the student's test session status information ("Viewing and Exporting Test Session Status Details" on page 38).

To view or edit a student's detail information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Student Detail** tab.
  - Note:** The information in the District and School fields cannot be edited.
5. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Information—Accommodations

For this test administration, administrators must indicate in eDIRECT whether a student will take the Spanish or audio (Text-To-Speech [TTS]) version of the NeSA Reading, Mathematics, or Science tests before they print student test tickets. The student test tickets will indicate whether these accommodations are enabled and whether a student has been assigned a Spanish version or an audio version of the test.

Use the Accommodations checkboxes to indicate whether a student will take the Spanish or audio (TTS) version of the NeSA Reading, Mathematics, or Science tests.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name: Sample Student \*    First Name: EPM \*    Middle Initial:    NSSRS ID: 8888888888 \*

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

Instructions: Mark all that apply

Type	Accommodation	Mathematics	Reading	Science
Presentation	IEP or 504 – Content Presentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presentation	IEP or 504 – Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	IEP or 504 – Timing/Scheduling/Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Test Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Content and Test Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	ELL – Indirect Linguistic Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online	Audio	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online	Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save    Cancel

To view or edit a student's accommodation information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Accommodations** tab.
5. Click **Save** to save your changes or **Cancel** to cancel them.
6. After saving your changes, review the Update Report for changes to online accommodations. The report may indicate that test tickets need to be reprinted.

## Editing a Student's Information—Demographics

The screenshot shows the 'Edit Student' window with the 'Demographics' tab selected. The window has a blue header and a light gray background. At the top, there is a section for 'Instructions' with a red asterisk indicating required fields. Below this are four input fields: 'Last Name' (containing 'Sample Student'), 'First Name' (containing 'EPM'), 'Middle Initial' (empty), and 'NSSRS ID' (containing '888888888'). Below the input fields are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Demographics' tab is active, showing a list of checkboxes for special education and alternate assessment options: 'LEP/ELL Eligible', 'Special Education IEP', 'Alternate Assessment Reading', 'Alternate Assessment Mathematics', and 'Alternate Assessment Science'. At the bottom of the window are 'Save' and 'Cancel' buttons.

To view or edit a student's demographic information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Demographics** tab.
5. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Information—Testing Codes

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  NSSRS ID  \*

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

	Gr 5 Mathematics	Gr 5 Reading	Gr 5 Science
Student Not Tested Due To	<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Medical Waiver  
No Longer Enrolled  
Parent Refusal  
Recently Arrived LEP  
Student Absent for the Entire Testing Window

Save Cancel

To view or edit a student's test code information, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Testing Codes** tab.  
**Note:** A student must be placed into a test session before marking a “Not Tested” code for the content area.
5. Click **Save** to save your changes or **Cancel** to cancel them.

Viewing a Student's Test Session Information

**Edit Student**

+ [Instructions](#)

\* Indicates required fields

Last Name

First Name

Middle Initial

NSSRS ID

Student Detail

Accommodations

Demographics

Testing Codes

Test Sessions

Session Detail

District ▲	School ▲	Session Name ▲	Assessment ▲	Status ▲	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleMathema	Gr 5 Mathematics - Module 1	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleMathema	Gr 5 Mathematics - Module 2	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleReading	Gr 5 Reading - Module 1	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleReading	Gr 5 Reading - Module 2	Not Started			
SAMPLE DISTRICT	SAMPLE SCHOOL OTT	EPMSampleScience	Gr 5 Science - Module 1	Not Started			
SAMPLE	SAMPLE		Gr 5 Science				

Save

Cancel

To view a student's Test Sessions, do the following:

1. Click the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the student whose information you want to view. The Testing Status window displays.
4. From the Testing Status window you can print one or more student test tickets in the test session.

## The Test Sessions Option

From the Test Sessions window, you can view all of the test sessions for a specific district or school. The window displays the status of the session—Not Started, In Progress, Completed, or Locked.

Status	Description
<b>Not Started*</b>	The test session has not started.
<b>In Progress</b>	The test session is in progress.
<b>Completed**</b>	The test session is finished. The start time, end time, and length of the test session are also displayed.
<b>Locked</b>	At the end of each day, all sessions with a status of In Progress are automatically locked.

\*A status of *Not Started* means that no student in the session has started the test.

\*\*A status of *Completed* means that all of the students in the session have completed the test.

Select **Test Sessions** from the Test Setup menu to display the Test Sessions page.

The screenshot shows the 'Test Sessions' interface. On the left is a navigation menu with 'Test Sessions' selected. The main content area includes search filters for Administration (2014-2015 NeSA - RMS), District, School, Last Name, First Name, NSSRS ID, Session, Content Area, and Assessment. Below the filters are 'Show Sessions' and 'Print All Tickets' buttons. A table titled 'Session Detail' displays a list of sessions with columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table shows several sessions with a status of 'Not Started'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL OTT	Gr 8 Writing Practice	Gr 8 Writing Practice	Not Started	8/29/2014	6/30/2015	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL OTT	Gr 9 Writing Practice	Gr11 Writing Practice	Not Started	8/29/2014	6/30/2015	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	VWFirst	Gr11 Writing Practice	Not Started	8/6/2014	9/30/2014	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	DRSSession_writ	Gr 8 Writing Practice	Not Started	8/6/2014	9/30/2014	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST	DRSSession_writ	Gr11 Writing Practice	Not Started	8/6/2014	9/30/2014	[Icons]

To view the status of test sessions, click on the **Test Sessions** link from the Test Setup menu, enter your search criteria, and click the **Show Sessions** button. The Test Sessions window displays.

## Adding Students to a Test Session

All pre-coded students have been assigned to existing NeSA test sessions—districts should not add new sessions.

To add one or more new students to an existing test session, do the following:

1. Select an existing test session for the student's grade level.
2. Click **View/Edit** and click the **New Student** button. The Add Student window displays.
3. Enter the student's information into the fields on the Student Detail tab.
4. Click **Save**. The student you added is automatically placed in the Students in Session list for that test session.

**Note:** Remember to click **Save** again when the Edit Test Session window re-displays.

## Adding Students to a Test Session (cont.)

You also must add the student to the other tests sessions for any other content areas for which they will test.

To add one or more new students to an existing test session, do the following:

1. Select an existing test session for the student's grade level.
2. Click **View/Edit** and click the **Find Students** button. The student's name displays under Available Status.
3. Click on the student's name to highlight it and click the **Add Selected** () icon to move the student to the Students in Session column.
4. Click **Save**. After the student is added, you can print a test ticket for the student.

## Exporting a Test Session

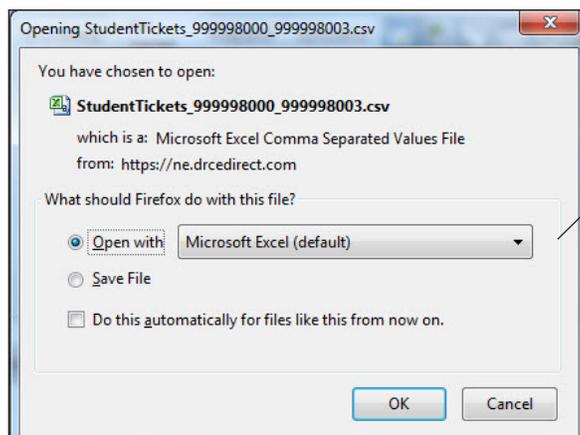
You can export the details of a test session as an Excel file (.xls) to save, view, edit, or print in a spreadsheet.

The screenshot shows a web interface with a 'Sessions' tab and a 'Status Summary' sub-tab. Below the tabs is an 'Instructions' section. The main area contains a table titled 'Session Detail' with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. Two rows of data are visible, both for 'SAMPLE DISTRICT' and 'SAMPLE SCHOOL SMOKE TEST EDIRECT'. The 'Status' for both is 'Not Started', and the dates are '2/10/2014' to '2/10/2015'. The 'Action' column contains icons for various operations, including a green document icon with a plus sign. Below the table are four buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', and 'Unlock All'. A line from the text box below points to the green document icon in the 'Action' column.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	[Icons]

To export a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button.
3. Click the **Export Details** icon () in the Action column for the test session that you want to export. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.



# Test Setup

## Viewing and Exporting Test Session Status Details

The test session status display provides the following information: each student's test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	

Buttons: Add Session, Export to Excel, Unlock Selected, Unlock All

To view or export the status of a test session, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button.
3. Click the **Edit/Print Ticket Status** icon () in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.

Testing Status

Instructions

Last Name:  Status: (All) Status By Module: Gr3 Mathematics Session 1

Buttons: Filter, Clear

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	vk1	test1234	Not Started			

Buttons: Print Selected, Print All, Unlock Selected, Unlock All, Close

You can search for students on the Testing Status window by Last Name, Status, or Status by Module.

Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

*Viewing and Exporting Test Session Status Details (cont.)*

Sessions    Status Summary

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr8 Writing	Not Started	9/18/2013	12/31/2013	
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr11 Writing	Not Started	9/18/2013	12/31/2013	

- 4.** To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click the **Export to Excel** button.

# Test Setup

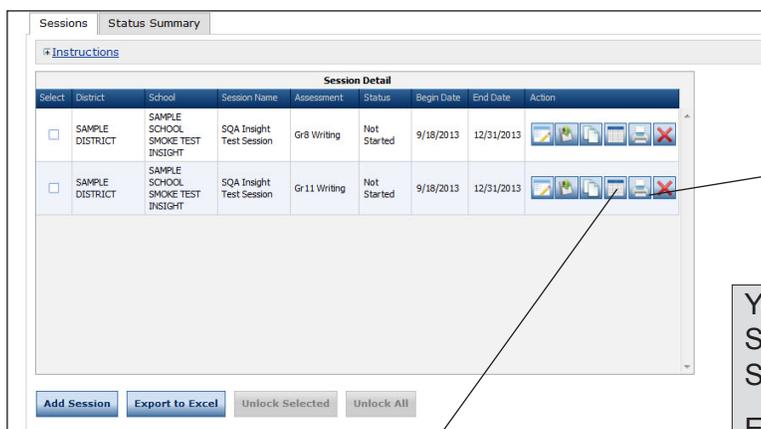
## Printing Test Tickets and Rosters

You can print test tickets for the students in a test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

- For the NeSA–Reading, Mathematics, and Science tests, you must have a student test ticket for each session of the test—two tickets per content area.
- Students with a status of Alternate Assessment are not included in test sessions and student test tickets are not generated for these students. If a student’s Alternate Assessment status changes for any content area, you must move the student into a test session using eDIRECT to print test tickets for the student.

To print test tickets for the students in a test session, do the following:

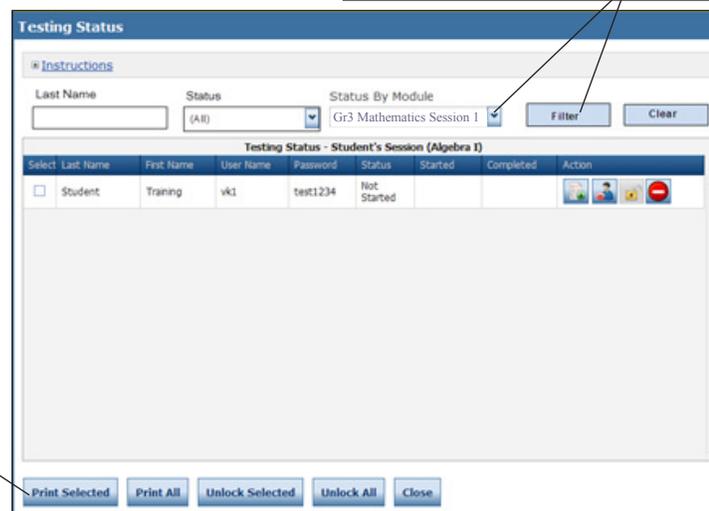
1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button. From the Sessions tab you can print all of the tickets in the test session or selected tickets.



To print all of the tickets for the test, session, click the **Print All** icon (🖨️) in the Action column for the test session you want to print tickets for. A Portable Document Format (.pdf) version of the Student Test Session Ticket displays that you can view, save, and print.

You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

To print selected test tickets, click the **Edit/Print Ticket Status** icon (🖨️) in the Action column for the test session you want. In the Testing Status window, select one or more students by clicking the checkbox next to their name in the Select column. Then, click the **Print Selected** button.



## ■ Unlocking a Student's Test Ticket

A student's test ticket must be unlocked if:

1. A student exited the test by using the End Test function in INSIGHT. If the student needs to log back into the test, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
2. Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than fifteen minutes.
  - If this happened on the same day as the student's first login, the student can log in using the original login information and the test ticket does not need to be unlocked.
  - If this happened the day after the student's first login, the student's test ticket must be unlocked. After it is unlocked, the student can log in using the original login information from the previous day.

In all of these situations, INSIGHT saves the student's data.

**Note:** To unlock a student's test ticket, you must make a request to the Nebraska Department of Education Statewide Assessment office. You can contact the office by email at [nde.stateassessment@nebraska.gov](mailto:nde.stateassessment@nebraska.gov), or by phone at 402-471-2495.

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Test Sessions window (see “The Test Sessions Option” on page 34).

To display a Test Session Summary report, do the following:

1. Click the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button.
3. Click the **Status Summary** tab.

**Show Sessions** **Print All Tickets**

Sessions **Status Summary**

[+ Instructions](#)

Session Summary	
Status	Session Count
Not Started	1733
In Progress	23

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: G03 Math PT			
G03 Math PT	2	0	0
Content Area: G03 Reading PT			
G03 Reading PT	1	0	0
Content Area: G04 Math PT			
G04 Math PT	1	0	0
Content Area: G04 Reading PT			
G04 Reading PT	21	0	0
Content Area: G05 Math PT			
G05 Math PT	22	0	0
Content Area: G05 Reading PT			
G05 Reading PT	1	0	0
Content Area: G05 Science PT			
G05 Science PT	1	0	0
Content Area: G06 Math PT			
G06 Math PT	2	0	0
Content Area: G06 Reading PT			
G06 Reading PT	1	0	0
Content Area: G07 Math PT			
G07 Math PT	1	0	0
Content Area: G07 Reading PT			
G07 Reading PT	1	0	0

## The Reports Menu

From the Reports menu, eDIRECT users can access reports, status reports, online testing statistics, and view online results.

Select **View Reports** from the Reports menu to view, download, or print district-level and school-level reports.

Select **View Online Results** from the Reports menu to display preliminary test result reports for students that you can export in Portable Document Format (.pdf) or comma-separated values (.csv) format.

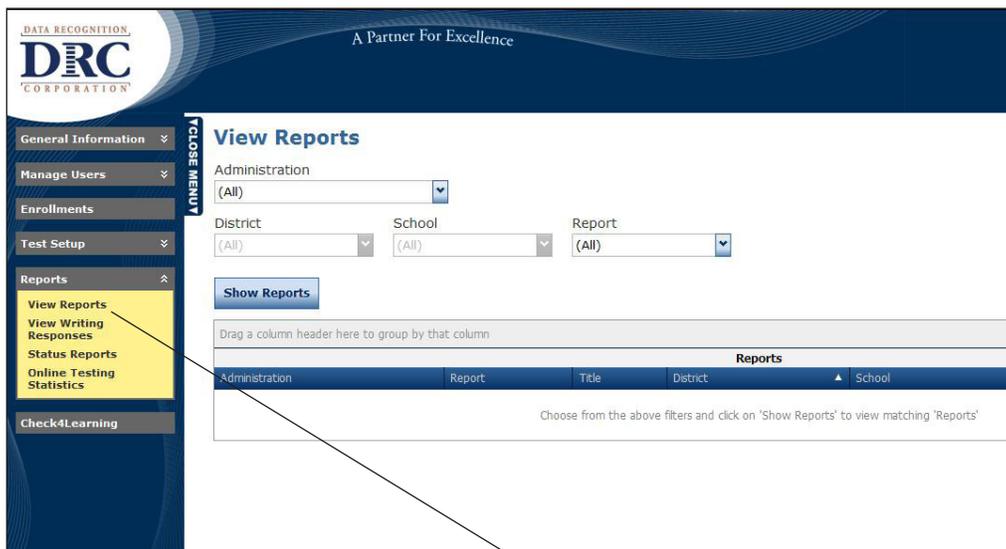
The screenshot shows the eDIRECT web application interface. At the top left is the DRC logo (Data Recognition Corporation) with the tagline 'A Partner For Excellence'. At the top right is the eDIRECT logo and a user welcome message: 'Welcome Betty Sample! Home | Log Off'. On the left is a vertical navigation menu with categories: General Information, Manage Users, Enrollments, Test Setup, Reports, and Check4Learning. The 'Reports' category is expanded, showing sub-items: View Reports, View Writing Responses, View Online Results, Status Reports, and Online Testing Statistics. The 'View Reports' sub-item is highlighted in yellow. The main content area is titled 'View Reports' and contains three dropdown menus for 'Administration', 'District', and 'School', each with '(All)' selected. Below these is a 'Show Reports' button. A table header is visible with columns: Administration, Report, Title, District, School, Date, and Action. A message below the table reads: 'Choose from the above filters and click on 'Show Reports' to view matching 'Reports''. Three callout boxes with lines pointing to the 'View Reports', 'View Online Results', and 'Status Reports' menu items provide instructions on their functions.

Select **Online Testing Statistics** from the Reports menu to display testing statistics.

Select **Status Reports** from the Reports menu to display status reports that track testing activity for a test administration in a particular district and school.

## The Reports Menu—View Reports

eDIRECT users can view, download, or print reports at the district and school level.



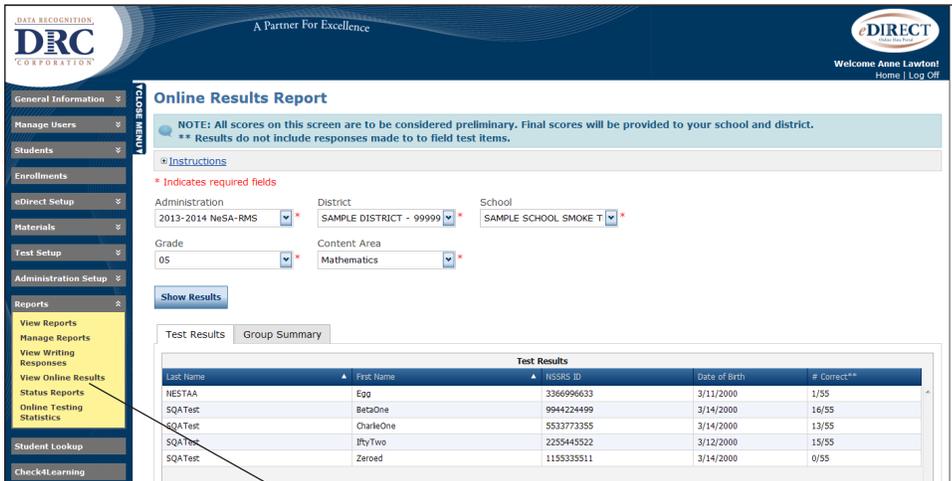
1. To view or print reports, select **View Reports** from the Reports menu to display the View Reports page.



2. Specify an administration, district, school, and report from the drop-down menus and click **Show Reports** to view, save, or print results for the students selected, or **Download Reports** to download a reports in .pdf or .csv format.

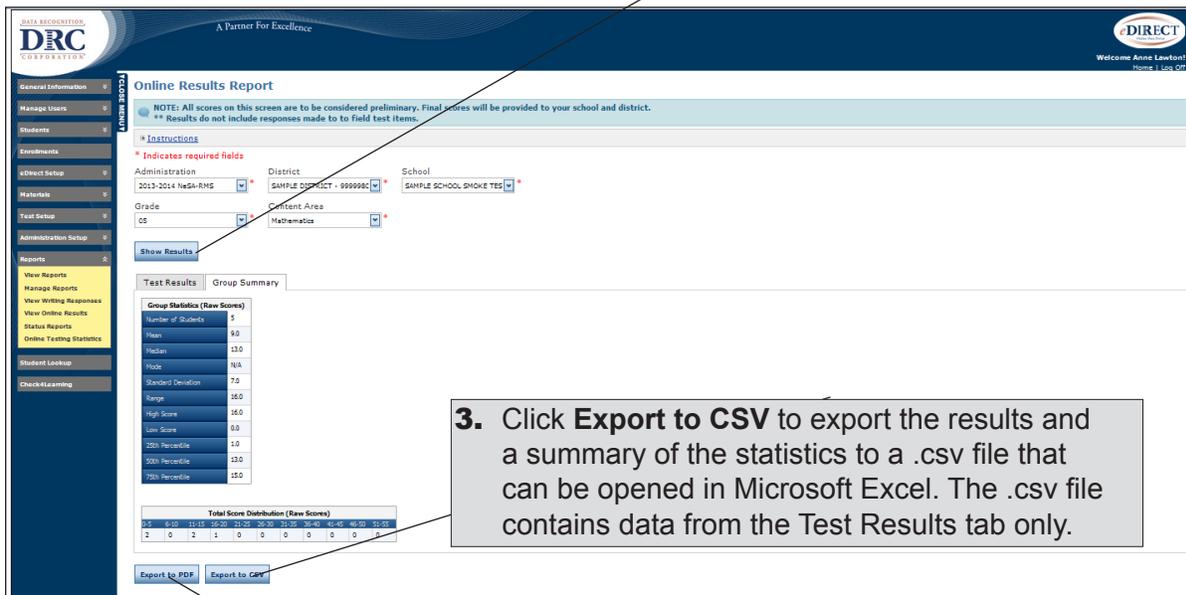
## The Reports Menu—View Online Results

eDIRECT users can display preliminary testing scores for students and export the results in Portable Document Format (.pdf) or comma-separated values (.csv) format.



1. To view online results, select **View Online Results** from the Reports menu to display the Online Results Report page.

2. Specify an administration, district, school, grade, and content area from the drop-down menus and click **Show Results** to view, save, or print results for the students selected.



3. Click **Export to CSV** to export the results and a summary of the statistics to a .csv file that can be opened in Microsoft Excel. The .csv file contains data from the Test Results tab only.

4. Click **Export to PDF** to export the results and a summary of the statistics to a .pdf file. The .pdf file contains data from both the Test Results and the Group Summary tabs.

## The Reports Menu—Status Reports

eDIRECT users can use its status reports to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day.

**Note:** The Cumulative Student Status Report is updated in real time.

DATA RECOGNITION  
**DRC**  
CORPORATION

A Partner For Excellence

**eDIRECT**  
eDIRECT CORPORATION

Welcome Anne Lawton!  
Home | Log Off

**Status Reports**

\* Indicates required fields

Administration: 2014-2015 NeSA-RMS \*  
District: (All)  
School: (All)

Title	Action
Cumulative Student Status Report	
Daily Excessive Logins Report	
Daily School Resets Report	
Daily State Summary of Test Times Report	
Daily Student Resets Report	
Daily Student Status Report	
District Report of Testing Status by School	
Weekly District Report	

To display a status report, select **Status Reports** from the Reports menu and click on the Action icon () next to the report you want to display.

**The Reports Menu—Online Testing Statistics**

eDIRECT users can display testing statistics for the entire test period up to the previous day, or statistics for the previous day, sorted by student and grade, or by district and date.

Select **Cumulative** to view reports for the entire testing period up to the previous day. Select **Yesterday** to view reports for the previous day.

Select **Student/Grade** to view reports sorted by student and grade, or **District/Date** to view reports sorted by district and date.

The screenshot shows the 'Online Testing Statistics' page for the '2014-2015 NeSA - RMS' test period. The 'Cumulative' tab is active. The page displays the following data:

All Tests			
Total	Test Started Count	Test Ended Count	
46336	152	62	Export

By Subject			
Subject	Test Started Count	Test Ended Count	
SQA	69	36	Export
Writing	83	26	

By Grade			
Grade	Test Started Count	Test Ended Count	
05	1	1	Export
06	116	45	
07	1	1	
08	31	14	
11	3	1	

By Subject and Grade			
Subject	Grade	Test Started Count	Test Ended Count
SQA	06	66	34
SQA	08	3	2
Writing	05	1	1

Select **Online Testing Statistics** from the Reports menu to display the Online Testing Statistics page.

Select a report and click **Export** to export the report in comma-separated values (.csv) format to download into a spreadsheet.

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Produced by Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311  
Direct: 1-800-826-2368

Nebraska Customer Service: 1-866-342-6280  
Website: <https://ne.drctdirect.com>  
Email: [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)  
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