



# **eDIRECT USER GUIDE**

## **NEBRASKA**

**2014 – 2015 NeSA-Writing Test**

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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 de-activating 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 pages 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
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	Test Setup–Primary Window①	Yes	Yes		
Test Setup–General Information–Downloads	Online Testing–Secured Resources	Yes			Yes
Test Setup–Students–Search/View	Students–Search/View②	Yes	Yes		
Test Setup–Students–Add/Edit	Students–Add/Edit	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		

Location in eDIRECT	Permission Name in eDIRECT	District	School	TA*	DTC**
		All Within District	All Within School	All Within School	All Within District
Test Setup–Test Sessions–Edit/Print Ticket Status–Print	Test Tickets–View/Print	Yes	Yes		
Reports–Status Reports	Status Reports–District Reports	Yes			
Reports–Status Reports	Online Testing Statistics	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/default.aspx> 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 9).

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

The screenshot shows the eDIRECT home page. At the top left is the DRC logo with the text 'DATA RECOGNITION CORPORATION'. To its right is 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 'General Information' menu with a dropdown arrow. The dropdown menu is open, showing 'Minimum Browser Requirements' in a yellow box and 'Test Setup' below it. 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 at the top right, 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) and 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.

The screenshot shows the eDIRECT login interface. At the top, there are logos for 'DATA RECOGNITION CORPORATION' and 'eDIRECT'. The main content area says 'Welcome to eDIRECT' and provides instructions for logging on. A 'Log On' dialog box is open in the center, featuring two input fields: 'Email Address' and 'Password'. Both fields have a red asterisk indicating they are required. Below the fields are 'Log On' and 'Cancel' buttons, and a 'Forgot Password?' link. A callout box points to the 'Email Address' field with the instruction: '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/DM/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.

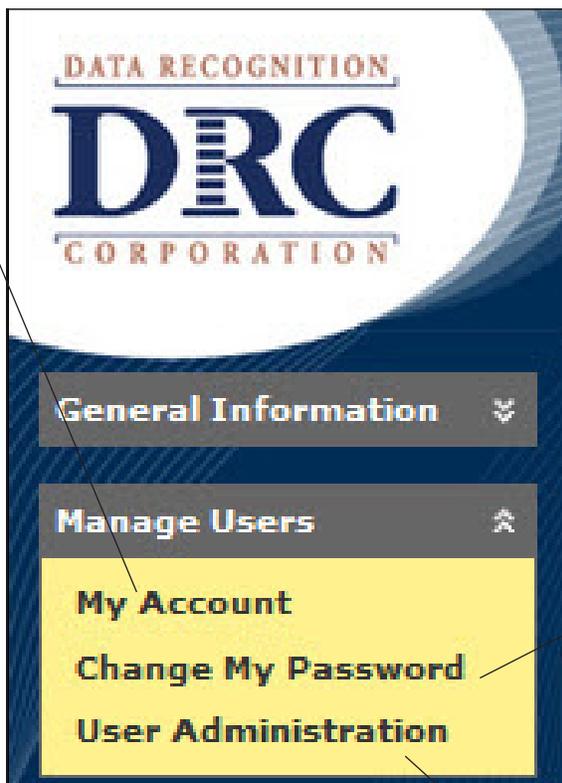
Click **Announcements** to display the Announcements page. This page contains the latest information and news about online testing.

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:

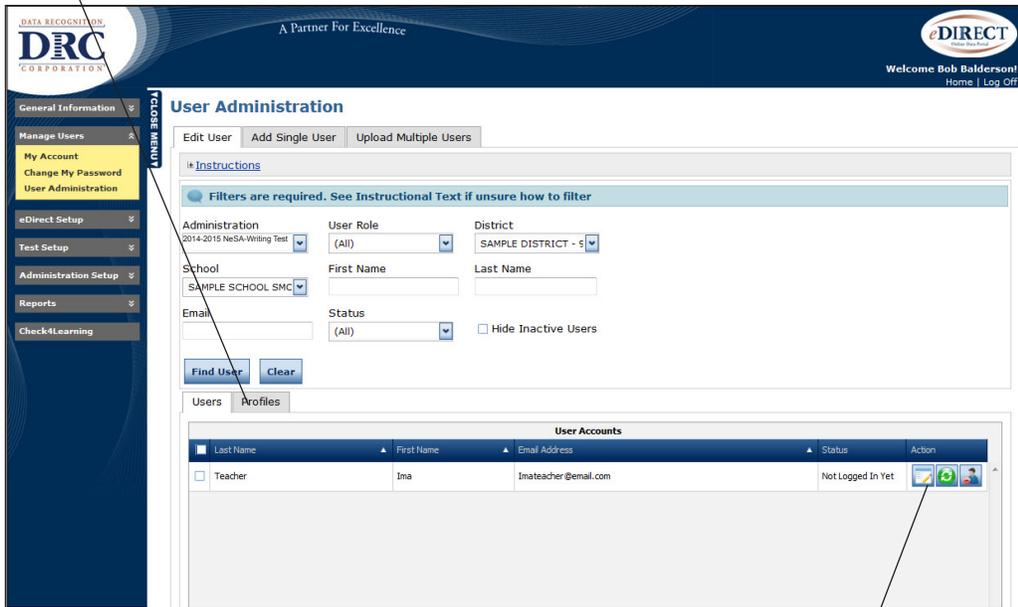
- Edit a user's contact information
- Change permissions for one or more users
- Reset a user's password
- Activate or inactivate one or more users
- Add one or more users to the system

## 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 their 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**.



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

The 'Edit User' dialog box is shown. At the top, it says 'Account Status: Not Logged In Yet'. There are three tabs: 'Contact', 'Permissions', and 'Password'. The 'Contact' tab is active. Below the tabs, there is a red asterisk indicating required fields. The fields are: Prefix (dropdown), First Name (text, 'Ima'), Middle Initial (text), Last Name (text, 'Teacher'), and Suffix (dropdown). Below these are 'Email Address' (text, 'Imateacher@email.com') and 'Confirm Email Address' (text, 'Imateacher@email.com'). There are also fields for 'Address 1', 'Address 2', 'City', 'State' (dropdown), 'Zip' (text, '(55555 or 55555-4444)'), 'Phone' (text, '(423-456-7890)'), and 'Phone Extension' (text). At the bottom, there is a 'Save' button and three buttons: 'Reset User', 'Inactivate', and 'Close'.

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

# Manage Users

## 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**.

The screenshot shows the 'Edit User' interface with three tabs: 'Contact', 'Permissions', and 'Password'. The 'Contact' tab is active, displaying the following user information:

First Name	Last Name	Email Address
Billy	Sample	user1@drcsample.com

Below the user information is a 'Permissions' table with the following columns: Administration, Role, District, School, and Action.

Administration	Role	District	School	Action
2013-2014 Check4Learning	Teacher	999998000 - SAMPLE DISTRICT	999998001 - SAMPLE SCHOOL OTT	 
2013-2014 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	 

At the bottom of the interface, there are three buttons: 'Add', 'Reset User', and 'Inactivate'. A 'Close' button is also present at the bottom right.

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

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

## 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.

### Add Permissions

*\* Indicates required fields*

Administration 2014-2015 NeSA-Writing Test ▼*	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

<p>Available Permissions</p> <ul style="list-style-type: none"> <li>Administrator</li> <li>Administrator - Set Password</li> <li>Documents - Delete</li> <li>Documents - Upload</li> <li style="background-color: #e6e6e6;">Documents - View</li> <li>Maintain Administration</li> <li>Online Testing - Secured Resources</li> <li>Online Testing Statistics</li> <li>Reports - View District Files</li> <li>Reports - View School Files</li> <li>Reports - View State Files</li> </ul>	<p>Assigned Permissions</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
---	---

*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 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**. 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: John Last Name: Sample Email Address: johnsample@sampleemail.com

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

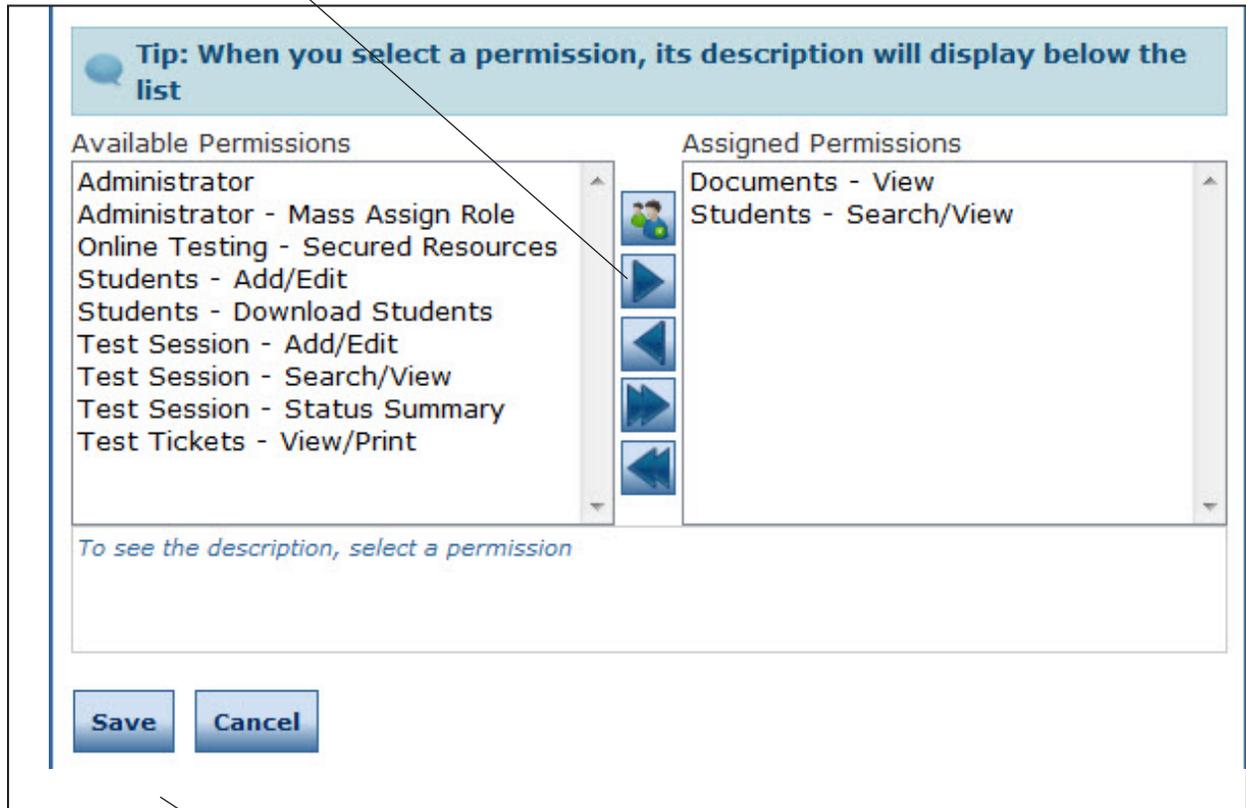
Add

Reset User Inactivate Close

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.)

- 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.



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

# Manage Users

## 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 on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.

2. Check the checkbox in the left-hand column for each user profile you want to edit.

The screenshot shows a web interface with a 'Users' tab and a 'Profiles' sub-tab. At the top, there are 'Find User' and 'Clear' buttons. Below is a table titled 'User Profiles' with columns: Last Name, First Name, Email, Role, Administration, District, and School. Two rows are visible: one for 'Sample' (Billy) and one for 'Teacher' (Ima). The 'Teacher' row has a checked checkbox in the left margin. Below the table are buttons for 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'.

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 18 for details).

The 'Assign Permissions' dialog box contains a message: 'You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.' Below this is a tip: 'Tip: When you select a permission, its description will display below the list'. The dialog is split into two panes: 'Available Permissions' on the left and 'Assigned Permissions' on the right. The 'Available Permissions' list includes: Administrator, Administrator - Mass Assign Role, Documents - View, Online Testing - Secured Resources, Students - Add/Edit, Students - Download Students, Students - Search/View, Test Session - Add/Edit, Test Session - Search/View, Test Session - Status Summary, and Test Tickets - View/Print. There are arrows between the panes to move items. At the bottom are 'Save' and 'Cancel' buttons.

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

## 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 10 for details).

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

1. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

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-Writing Test), User Role (Teacher), District (SAMPLE DISTRICT - 9), School ((All)), First Name, Last Name, Email, and Status ((All)). There are 'Find User' and 'Clear' buttons. 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 'Teacher' row is selected, and the 'Reset User' icon in the Action column is highlighted.

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?'. There 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 on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.

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 data:

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

At the bottom of the interface, there are several buttons: 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'. A line from the first instruction points to the 'Find User' button, and another line from the second instruction points to the checkboxes in the table.

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-Writing Test

**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.

# Manage Users

## User Administration—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 25). Typically, you inactivate a user when their employment ends or their job responsibilities change.

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

To inactivate a user, do the following:

1. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

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 a section for search filters with the following fields:

- Administration: 2014-2015 NeSA-W
- User Role: Teacher
- District: SAMPLE DISTRICT
- School: (All)
- First Name: [Empty]
- Last Name: [Empty]
- Email: [Empty]
- Status: (All)
- Hide Inactive Users

Buttons for 'Find User' and 'Clear' are located below the filters. Below the filters 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@drcsample.com	Active	[Icons]
Teacher	Ima	Imateacher@drcsample.com	Not Logged In Yet	[Icons]

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

The 'Inactivate User' dialog box contains the following text:

You have requested to inactivate user 'Ima Teacher (Imateacher@drcsample.com)'. Are you sure?

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.

## User Administration—Activating a User

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

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

To activate a user, do the following:

1. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

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 a section for filters with the message 'Filters are required. See Instructional Text if unsure how to filter'. The filter fields include: Administration (2014-2015 NeSA-W), User Role (Teacher), District (SAMPLE DISTRICT), School ((All)), First Name, Last Name, Email, and Status ((All)). There is also a checkbox for 'Hide Inactive Users'. Below the filters are 'Find User' and 'Clear' buttons. Underneath, there are tabs for 'Users' and 'Profiles'. A green message bar states 'The user has been activated.' Below this is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action.

Last Name	First Name	Email Address	Status	Action
Sample	Billy	user1@drsample.com	Active	
Teacher	Ima	Imateacher@drsample.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.**

# Manage Users

## User Administration—Adding a User

When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see “The eDIRECT Permissions Matrix” on page 5 for permissions recommendations 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.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

\* Indicates required fields

First Name: Ima \* Middle Initial: [ ] Last Name: Teacher \*

Email Address: Imateacher@drcsample.com \*

Administration: 2014-2015 NeSA-W Test \* User Role: Teacher \*

District: SAMPLE DISTRICT - 999998 \* School: SAMPLE SCHOOL SMOKE TE \*

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

Available Permissions	Assigned Permissions
Administrator	Documents - View
Administrator - Set Password	Students - Search/View
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	
Status Reports - District Reports	

• **Students - Search/View:** Allows user to search/view student data and download search results

Save

## User Administration—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.

3. 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 1 and 2.

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

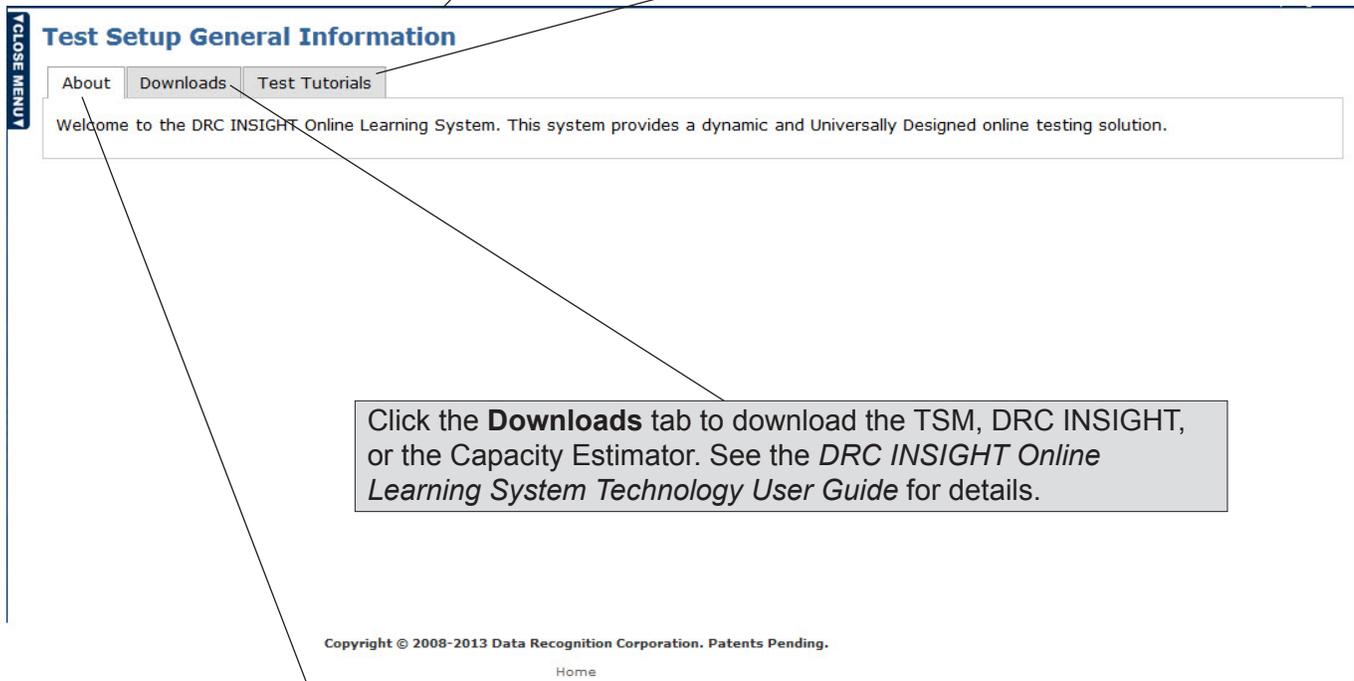
## The General Information Option

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 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 is a vertical navigation menu with categories like 'General Information', 'Management Users', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', 'Student Lookup', and 'Check4Learning'. Under 'Test Setup', 'Students' is selected and highlighted in yellow. The main area has a title 'Manage Students' and two tabs: 'Manage Students' (active) and 'Upload Multiple Students'. Below the tabs is an 'Instructions' box. A red asterisk indicates required fields. The search form includes fields for Administration (2014-2015 NeSA-Writing T), District (SAMPLE DISTRICT - 999999), 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. 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 message below the table 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**.

## Editing a Student's Information

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

- Modify a student's detail information (see below).
- Mark a student's accommodations (see "Editing a Student's Information-Accommodations" on page 31).
- Modify a student's demographic information (see "Editing a Student's Information-Demographics" on page 32).
- Mark a student's testing codes (see "Editing a Student's Information-Testing Codes" on page 33).
- View the test sessions for which the student is enrolled (see "Editing a Student's Information-Test Sessions" on page 34).
- View the student's test session status information (see "Viewing and Exporting Test Session Status Details" on page 38).

The screenshot shows the 'Add Student' window with the 'Student Detail' tab selected. The form contains the following fields and controls:

- Instructions:** \* Indicates required fields
- Required Fields:** Last Name \*, First Name \*, Middle Initial, NSSRS ID \*
- Administration:** 2014-2105 NeSA Writing Test \*
- District:** SAMPLE DISTRICT - 9999980 \*
- School:** SAMPLE SCHOOL SMOKE TES \*
- Date of Birth:** (mm/dd/yyyy) \*
- Grade:** (Select) \*
- Gender:** \*
- Race/Ethnicity:** (Select) \*

Buttons at the bottom: Save, Save & Add Another, Cancel. A red arrow points to the 'Save' button.

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

1. Click on 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 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 Spellcheck version of the NeSA-Writing Test before they print Student Test Tickets. The Student Test Tickets will indicate whether this accommodation is enabled and whether a student has been assigned a Spellcheck version of the test.

Use the Accommodations checkboxes to indicate whether a student will take the Spellcheck version of the NeSA-Writing Test.

**Edit Student**

Instructions

\* Indicates required fields

Last Name: Roja \* First Name: StuOne \* Middle Initial: NSSRS ID: 666666666 \*

Student Detail Accommodations Demographics Testing Codes Test Sessions

Instructions: Mark all that apply

Type	Accommodation	Writing
Presentation	IEP or 504 - Content Presentation	<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Response	<input checked="" type="checkbox"/>
Presentation	IEP or 504 - Timing/Scheduling/Setting	<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Test Directions	<input checked="" type="checkbox"/>
Presentation	ELL - Direct Linguistic Support with Content and Test Items	<input checked="" type="checkbox"/>
Presentation	ELL - Indirect Linguistic Support	<input checked="" type="checkbox"/>
Presentation	Student's response was transcribed.	<input type="checkbox"/>
Online	Spellcheck	<input checked="" type="checkbox"/>

Save Cancel

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

1. Click on 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

### Edit Student

[Instructions](#)

\* Indicates required fields

Last Name	First Name	Middle Initial	NSSRS ID
Roja *	StuOne *		6666666666 *

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

LEP/ELL Eligible  
 Special Education IEP  
 Alternate Assessment Student was administered a local alternate assessment in writing

Test Format  
Test Format - Braille

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

1. Click on 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  MOSIS

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

Student Not Tested Due To

Writing Grade 8

- Emergency Medical Waiver
- No Longer Enrolled
- Parent Refusal
- Student Absent for the Entire Testing Window

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

1. Click on 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.
5. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Information—Test Sessions

**Edit Student**

Instructions

\* Indicates required fields

Last Name: Sample \*    First Name: Student \*    Middle Initial: a    NSSRS ID: 111111111 \*

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

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr11 Writing	Not Started			

Save    Cancel

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

1. Click on the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to edit. 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**

**Not Started\***    The test session has not started.

**In Progress**    The test session is in progress.

**Completed\*\***    The test session is finished. The start time, end time, and length of the test session are also displayed.

**Locked**         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.

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 test sessions—districts should not add new sessions.

Double-click to edit Student

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.

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

Double-click to edit 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 content is a table titled 'Session Detail' with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. There are two rows of data, both for 'SAMPLE DISTRICT' and 'SAMPLE SCHOOL SMOKE TEST EDIRECT'. The 'Status' for both is 'Not Started'. The 'Action' column contains several icons, including one for exporting to Excel. 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 Excel export 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: Add, Edit, Export to Excel, Print, Refresh, Delete]
<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: Add, Edit, Export to Excel, Print, Refresh, Delete]

To export a test session, do the following:

1. Click on 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.

The screenshot shows a file opening dialog box titled 'Opening StudentTickets\_999998000\_999998003.csv'. The text inside says: 'You have chosen to open: StudentTickets\_999998000\_999998003.csv which is a: Microsoft Excel Comma Separated Values File from: https://ne.drctdirect.com'. Below this, it asks 'What should Firefox do with this file?' and has three options: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. The 'Open with' option has a dropdown menu showing 'Microsoft Excel (default)'. There are 'OK' and 'Cancel' buttons at the bottom.

# 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	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#)

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

1. Click on 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.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	YunNe2-1	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-2	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-3	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-4	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-5	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-6	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-7	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-8	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-9	test1234	Not			

[Print Selected](#) [Print All](#) [Unlock Selected](#) [Unlock All](#) [Close](#)

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

Sessions    Status Summary

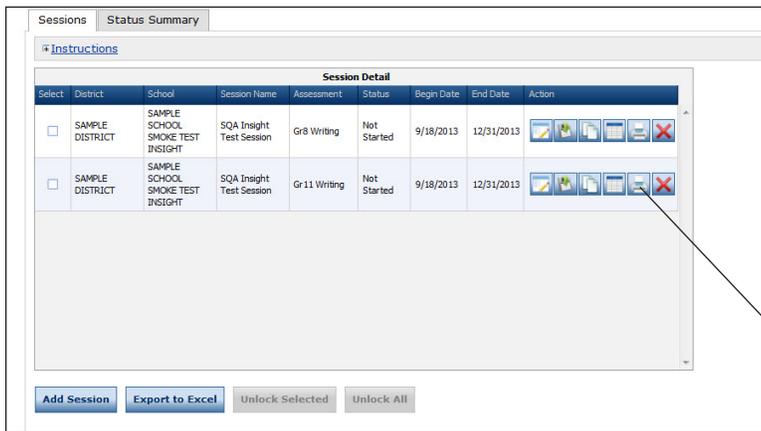
[+ Instructions](#)

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.

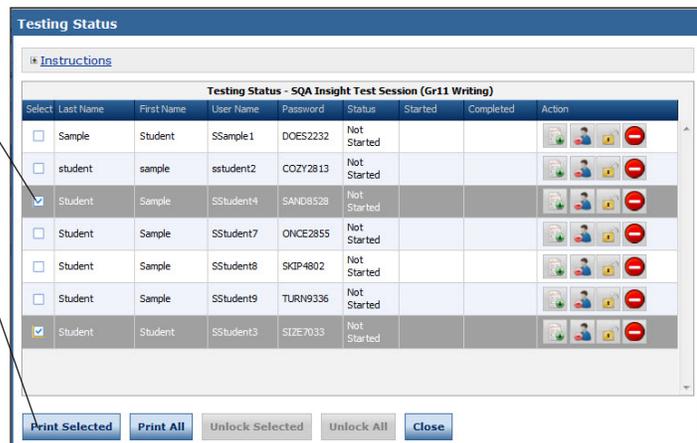
## Printing Test Tickets and Rosters

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.



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

1. Click on the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button.
3. 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 for which you want to print tickets. A PDF version of the Student Test Session Ticket displays that you can view, save, and print.
  - 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.



### 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 35).

- To display a Test Session Summary report, do the following:
1. Click on 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.

The screenshot shows the 'Status Summary' tab selected. At the top, there are buttons for 'Show Sessions' and 'Print All Tickets'. Below the tabs, there is an 'Instructions' section. The main content area displays two tables:

Session Summary	
Status	Session Count
Not Started	4

Student Summary			
Assessment ▲	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: P_Writing			
G08 Writing OTT	1	0	0
G11 Writing OTT	1	0	0
Content Area: Writing			
Gr11 Writing	7	0	0
Gr8 Writing	3	0	0

### ■ Unlocking a Student's Test Ticket

A student's test ticket must be unlocked to make it active again 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 and Accountability office. You can contact the office by phone at 402-471-2495, or by email at [nde.stateassessment@nebraska.gov](mailto:nde.stateassessment@nebraska.gov).

## 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 Writing Responses** from the Reports menu to view writing responses for the most current NeSA-Writing Test.

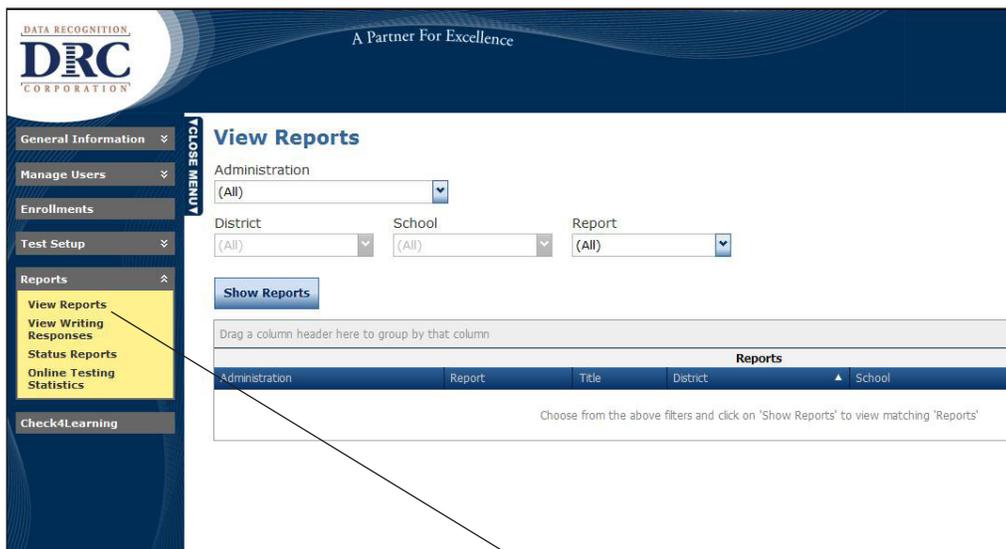
The screenshot shows the eDIRECT interface. On the left is a navigation menu with categories: General Information, Manage Users, Enrollments, Test Setup, Reports, and Check4Learning. The Reports menu is expanded, showing options: View Reports, Manage Reports, View Writing Responses, View Online Results, Status Reports, and Online Testing Statistics. The main content area is titled 'View Reports' and includes filters for Administration, District, School, and Report, all set to '(All)'. A 'Show Reports' button is present. Below the filters is a table header for 'Reports' 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''. The footer contains the copyright notice: 'Copyright © 2008-2013 Data Recognition Corporation. Patents Pending.'

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.



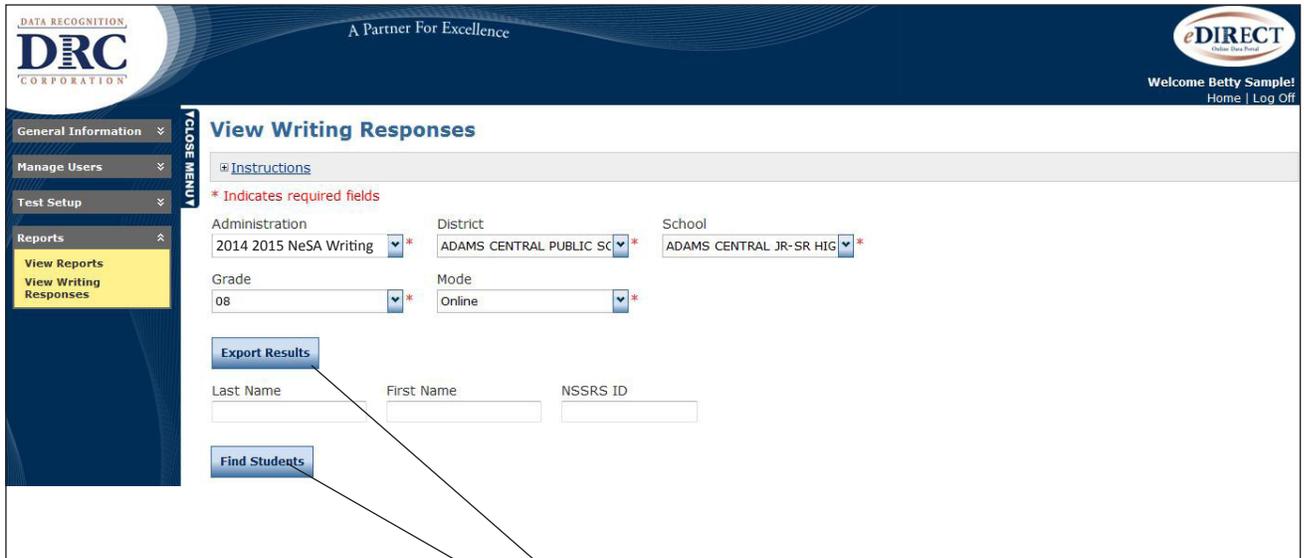
1. To view or print reports, select **View Reports** from the Reports menu to display the View Reports page.



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 Writing Responses

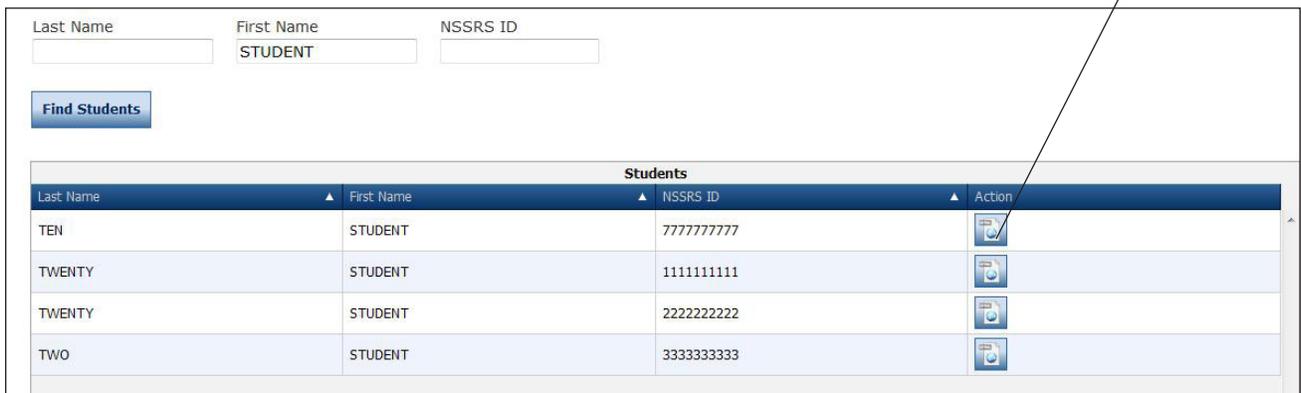
From the View Writing Responses page, eDIRECT users can view, save, print, or export the writing responses of students by school and grade, or for individual students.



To view, save, or print writing responses, do the following:

1. Select **View Writing Responses** from the Reports menu to display the View Writing Responses page.
2. Select an administration, district, school, grade, and mode from the drop-down menus.
3. You can view, save, or print responses for all students or selected students.
  - To view, save, or print responses for all of the students in the administration, district, school, and grade that you selected, click **Export Results**.
  - To view, save, or print responses for an individual student, click **Find Students**. When the list of students displays, click the **Export Student Responses** icon (🖨️) in the Action column next to the student's name and NSSRS ID number to view, save, or print the student's response.

Alternatively, you can locate an individual student by entering the student's last name and first name, or NSSRS ID number, in the appropriate fields and clicking **Find Students**. Then, click the **Export Student Responses** icon to view, save, or print the student's response.



## The Reports Menu—Status Reports

eDIRECT users can use 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.

The screenshot shows the eDIRECT interface for viewing status reports. At the top, there is a header with the DRC logo and the text 'A Partner For Excellence'. On the right, there is a user greeting: 'Welcome Betty Samplat Home | Log Off'. The left sidebar contains a 'CLOSE MENU' button and a 'Reports' section with the following items: 'View Reports', 'View Writing Responses', 'Status Reports', 'Online Testing Statistics', and 'Check4Learning'. The 'Status Reports' item is highlighted in yellow. The main content area is titled 'Status Reports' and includes a note: '\* Indicates required fields'. Below this, there are three dropdown menus for 'Administration' (2014-2015 NeSA-Writing Test), 'District' (SAMPLE DISTRICT - 99999), and 'School' (SAMPLE SCHOOL OTT - 99). A table titled 'Reports' lists the following reports with 'Action' icons:

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

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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.

**Online Testing Statistics**

2014-2015 NeSA-Writing Test

Cumulative Yesterday

**Cumulative**

Student / Grade District / Date

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	Export
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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