DRC INSIGHT™
ONLINE LEARNING SYSTEM

eDIRECT USER GUIDE
NEBRASKA

2014 – 2015 NeSA-Writing Test

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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.

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

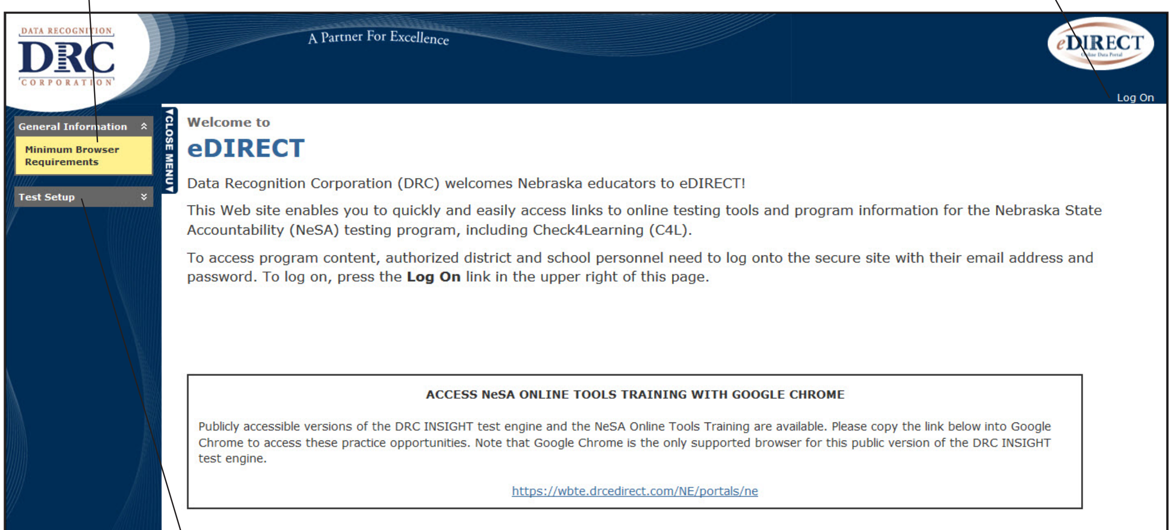
① You must have this permission to use any other Test Setup permissions.
② You must have this permission to use any other Students permissions.
③ You must have this permission to use any other Test Sessions permissions.

The eDIRECT Home Page

To display the eDIRECT home page, enter the URL **https://ne.drcedirect.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.



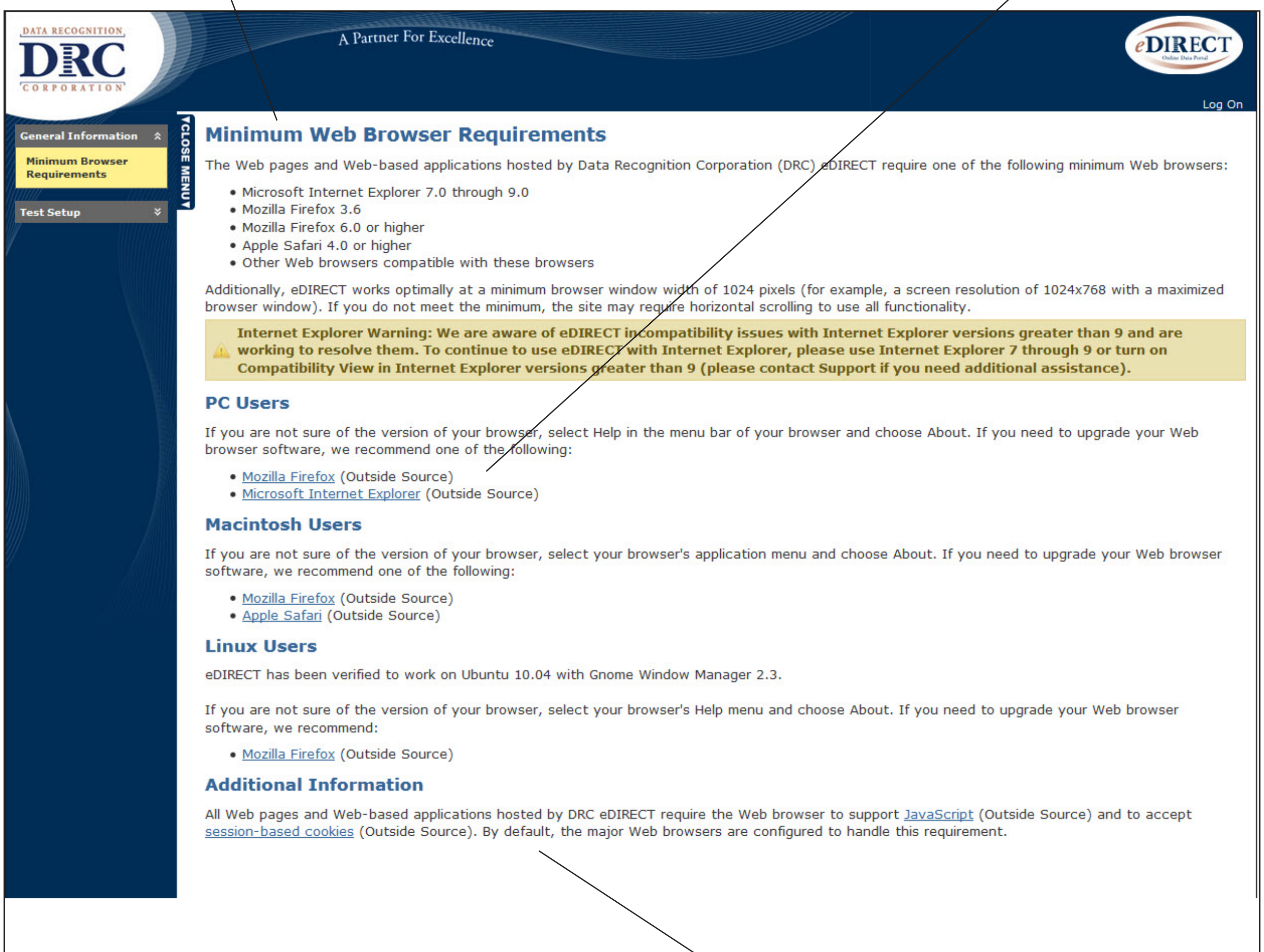
Click **Test Setup** to display general information about test setup, or to download and use online tutorials.

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.



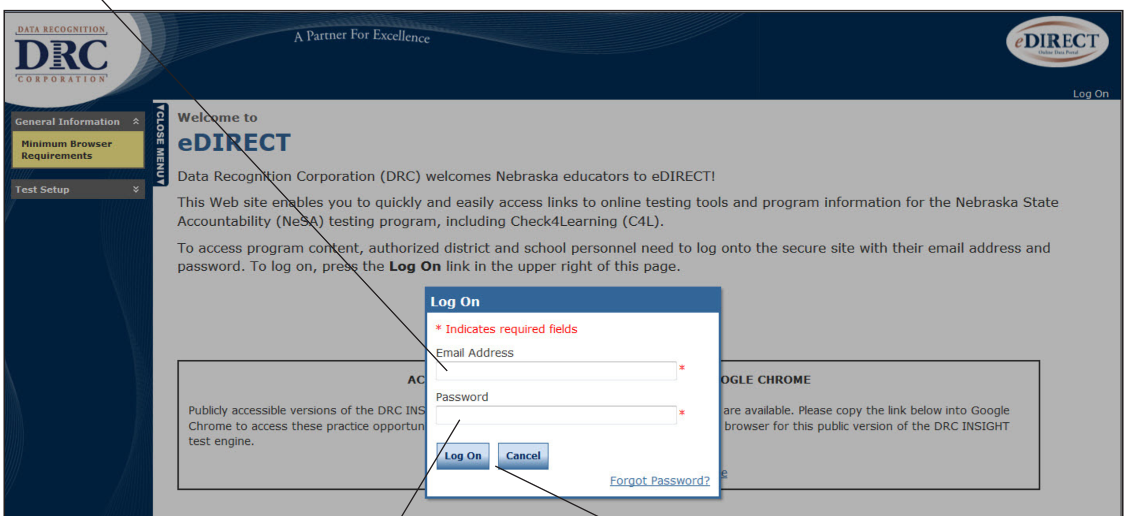
The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use eDIRECT.

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.

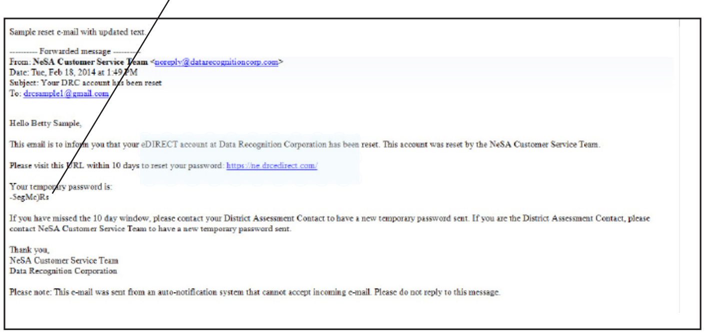
Note: Within ten days of receiving the email with the temporary password, you must log in using your temporary password and change it. After ten days, the password expires and the account must be reset.

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.



Sample reset e-mail with updated text.

---------- Forwarded message ----------
From: **NeSA Customer Service Team** <noreply@datarecognitioncorp.com>
Date: Tue, Feb 18, 2014 at 1:49 PM
Subject: Your DRC account has been reset
To: drcsample1@gmail.com

Hello Betty Sample,

This email is to inform you that your eDIRECT account at Data Recognition Corporation has been reset. This account was reset by the NeSA Customer Service Team.

Please visit this URL within 10 days to reset your password: https://ne.drcedirect.com/

Your temporary password is:
-SegMc)Rs

If you have missed the 10 day window, please contact your District Assessment Contact to have a new temporary password sent. If you are the District Assessment Contact, please contact NeSA Customer Service Team to have a new temporary password sent.

Thank you,
NeSA Customer Service Team
Data Recognition Corporation

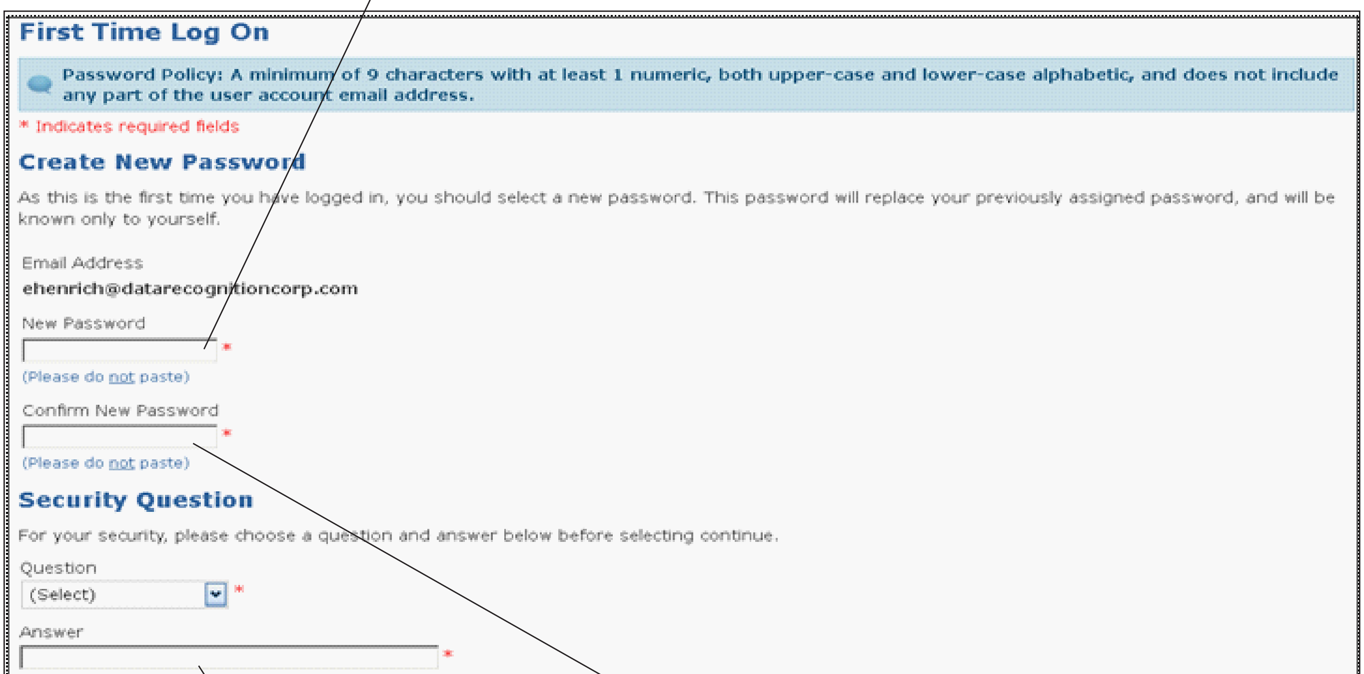
Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

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.



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

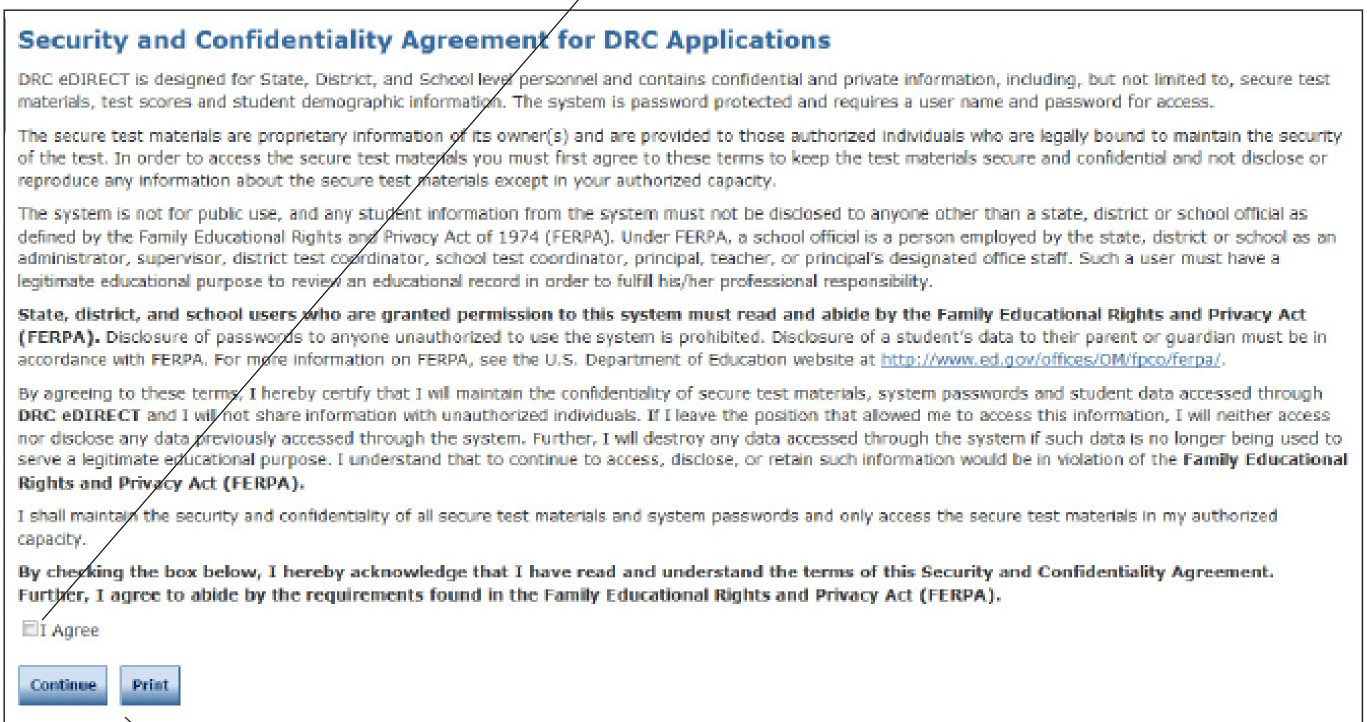
Select a security question from the Question drop-down menu, enter your answer in the Answer field, and click **Save**.

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

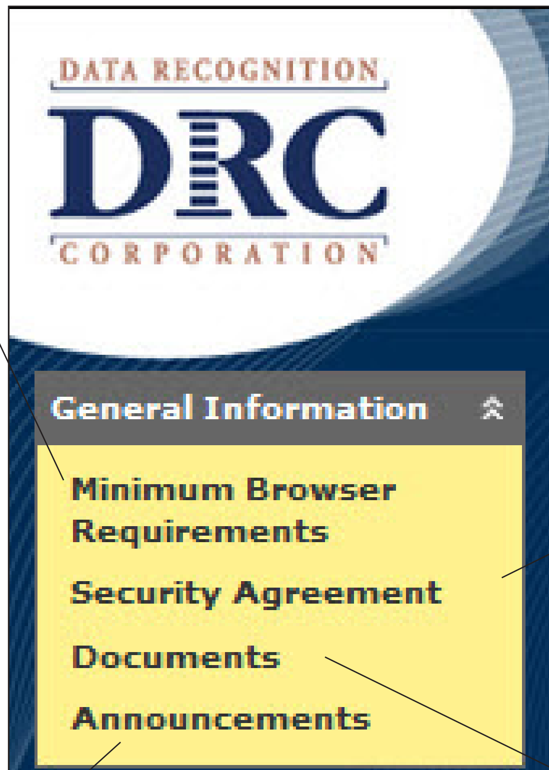
Continue Print

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.

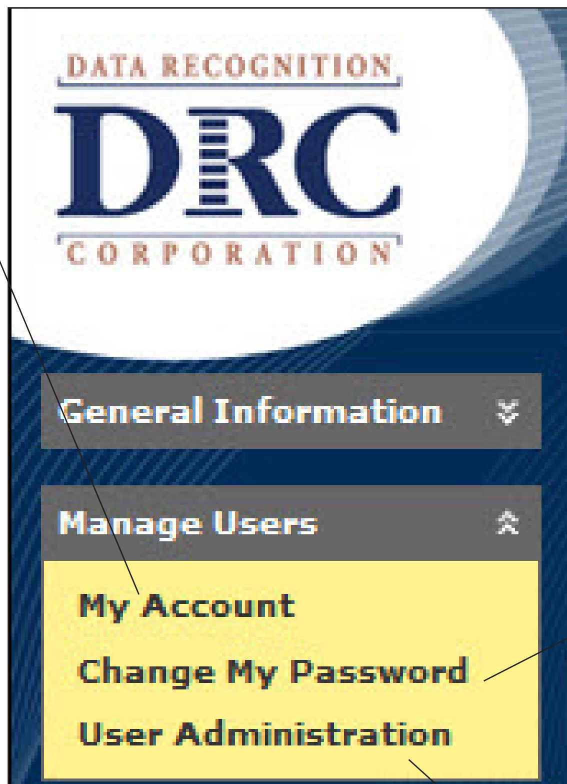
Click **Documents** to display the Documents page.

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:

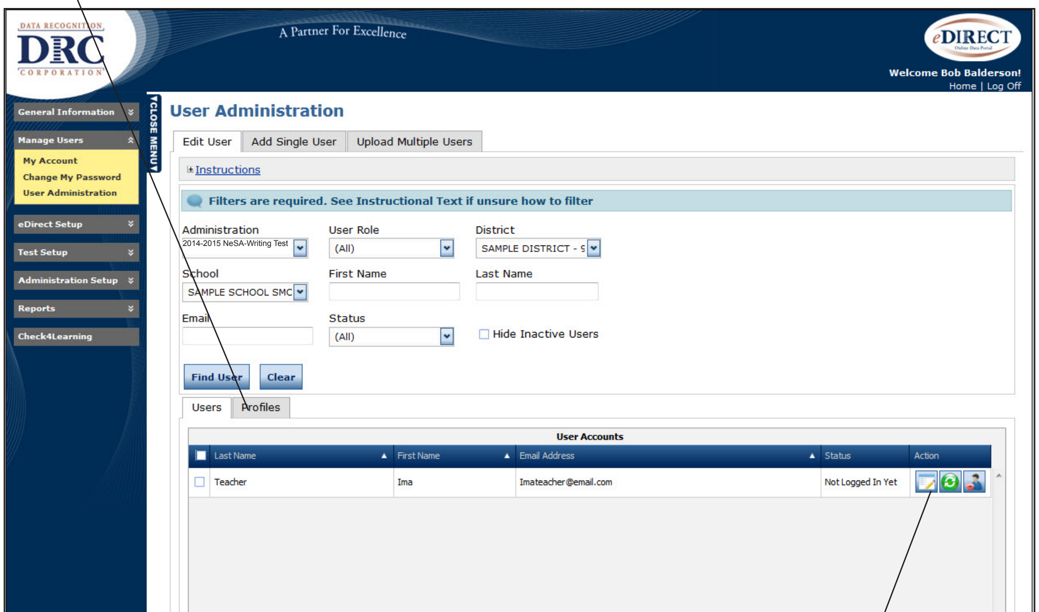
- Edit a user's contact information
- Change permissions for one or more users
- Reset a user's password
- Activate or inactivate one or more users
- Add one or more users to the system

Editing and Updating a User’s Contact Information

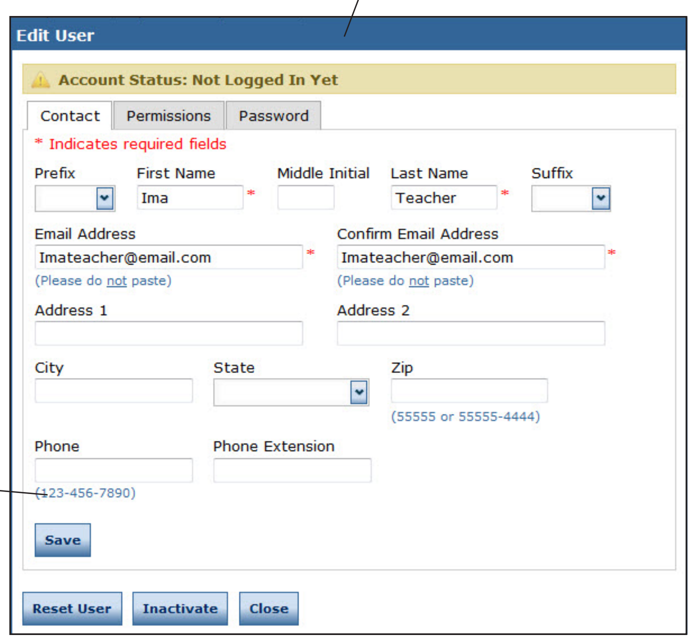
This topic describes various user administration tasks you can perform using the Manage Users menu. From this menu, you can edit a user’s contact information, edit their permissions, reset a user’s password, inactivate a user, activate a user, add a single user, copy one or more users to a new administration,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



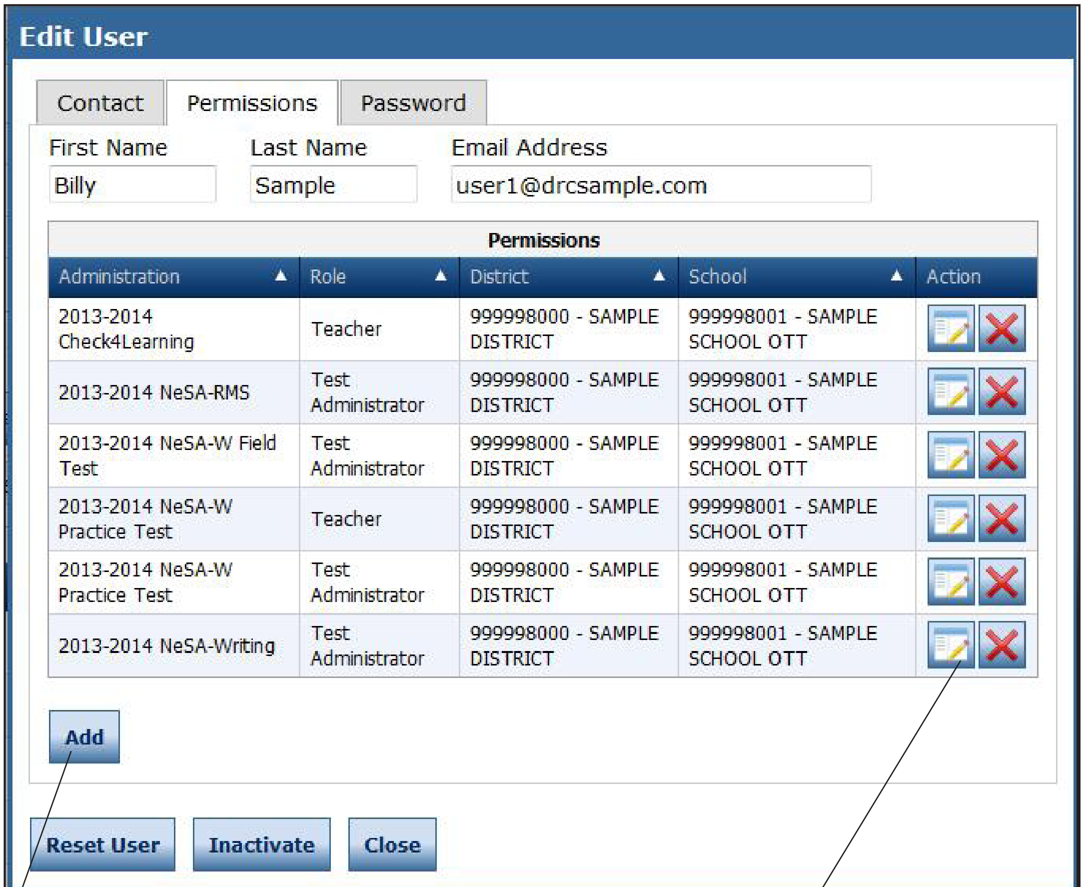
3. From the Contact tab, update the required fields and any other fields you need to change, and click the **Save** button.

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	Last Name	Email Address
Billy	Sample	user1@drcsample.com

Permissions

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	

Add

Reset User | Inactivate | Close

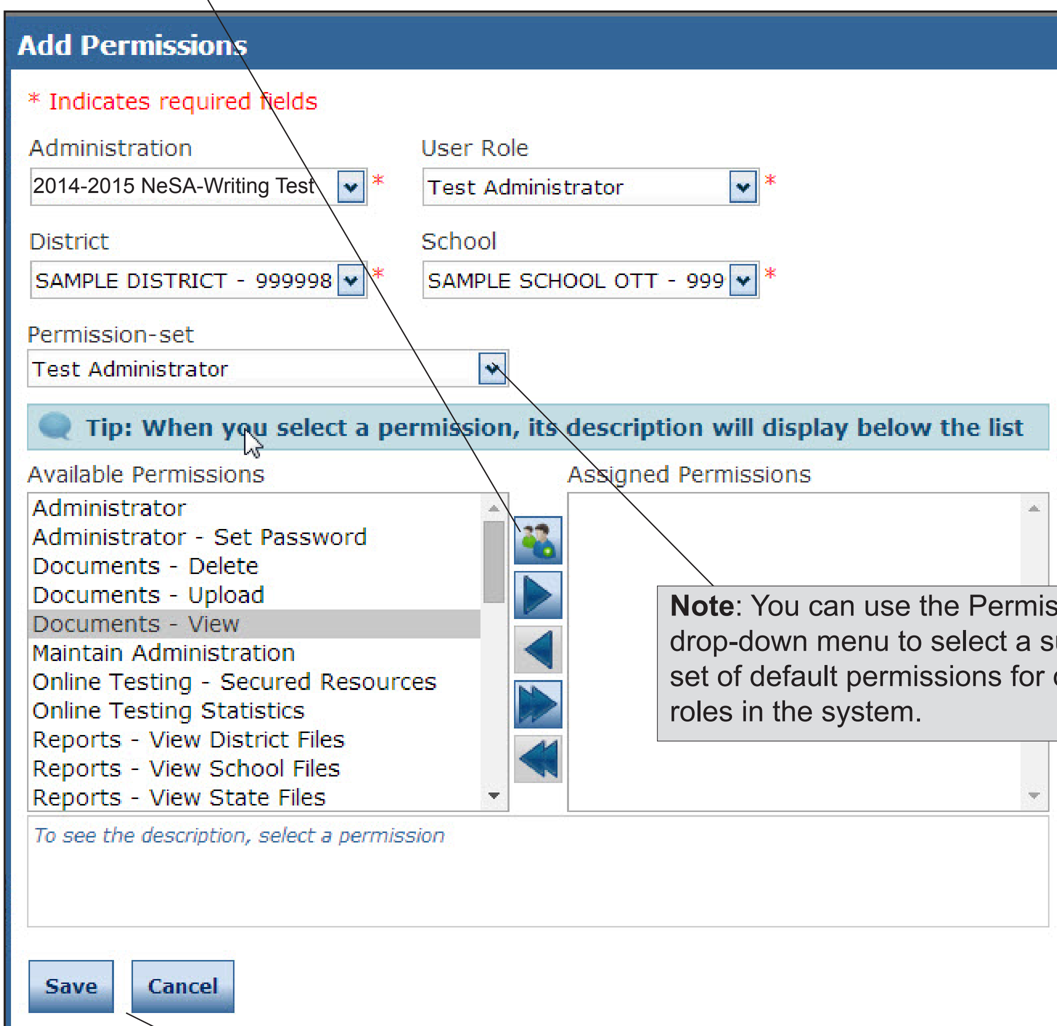
2. In the Action column, click the **View/Edit** icon ( ) to display the Edit User dialog box.

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

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.



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

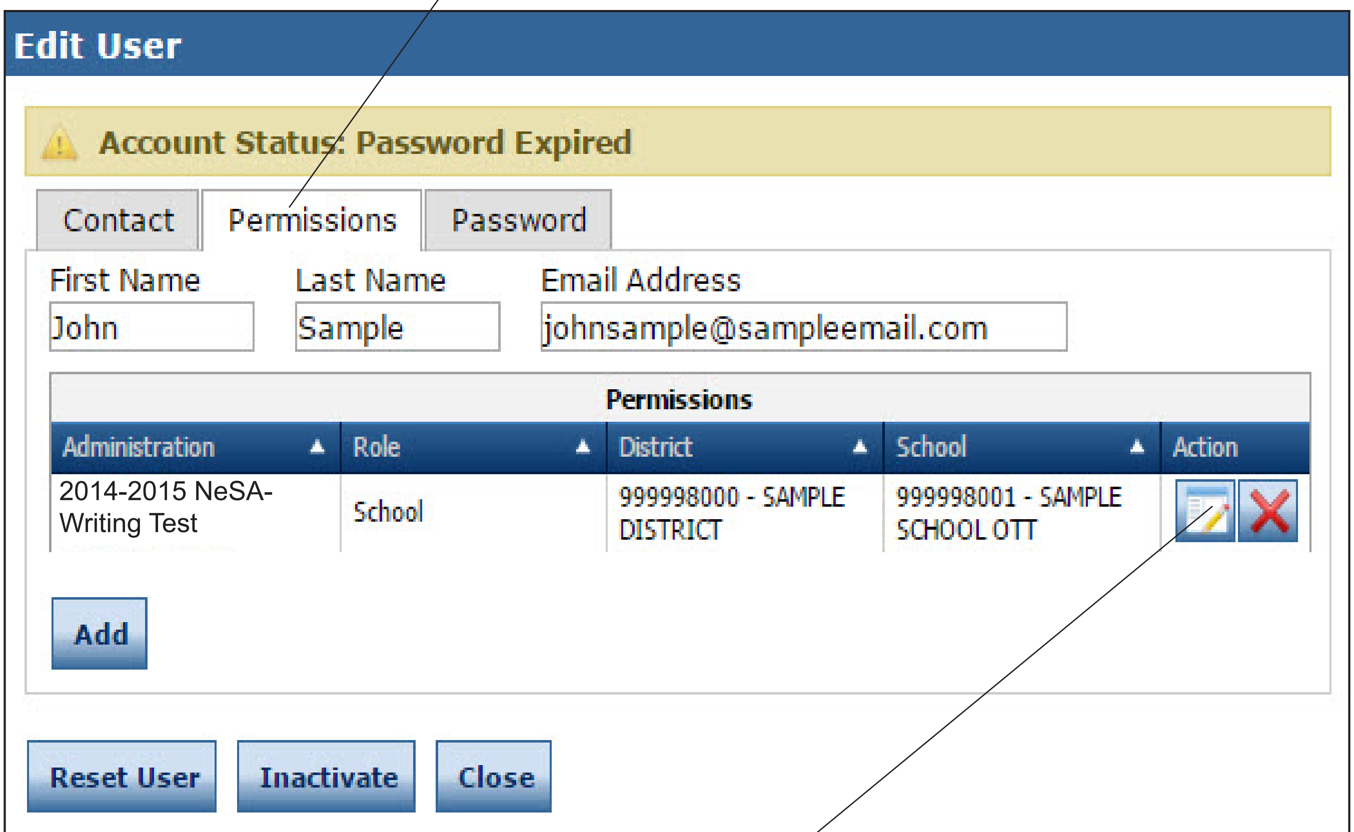
5. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

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.

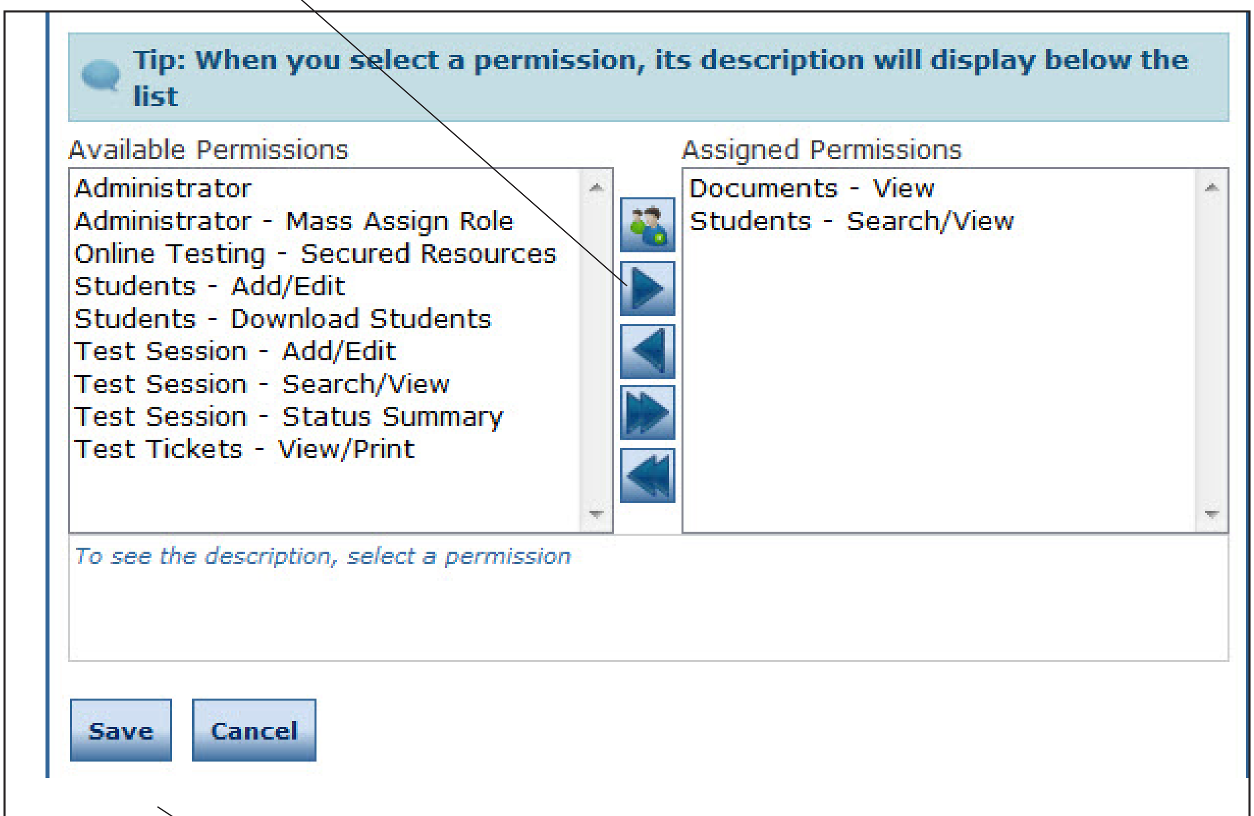


2. Click the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon ( ).

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.



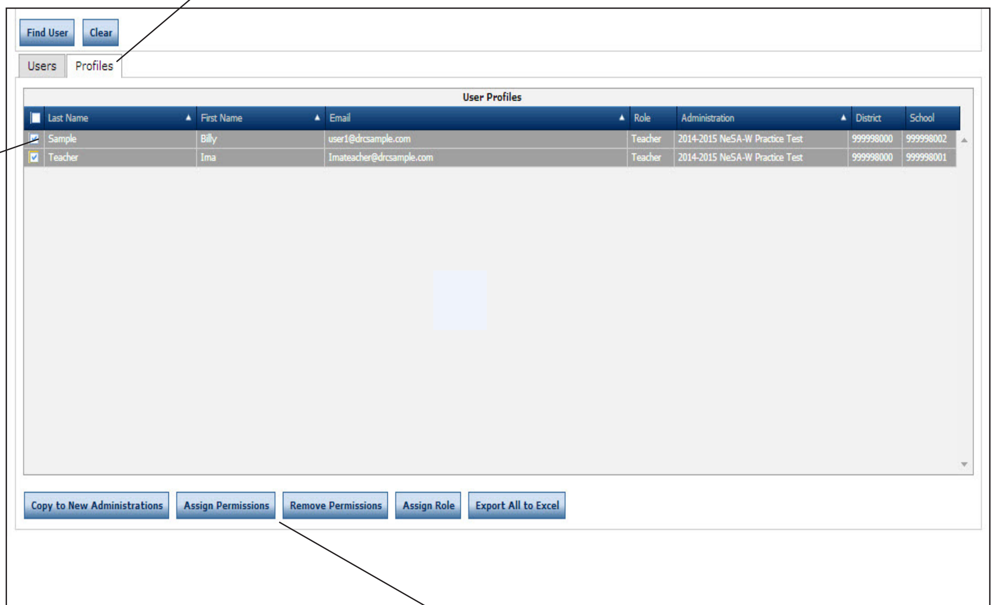
4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Editing Multiple Users' Permissions

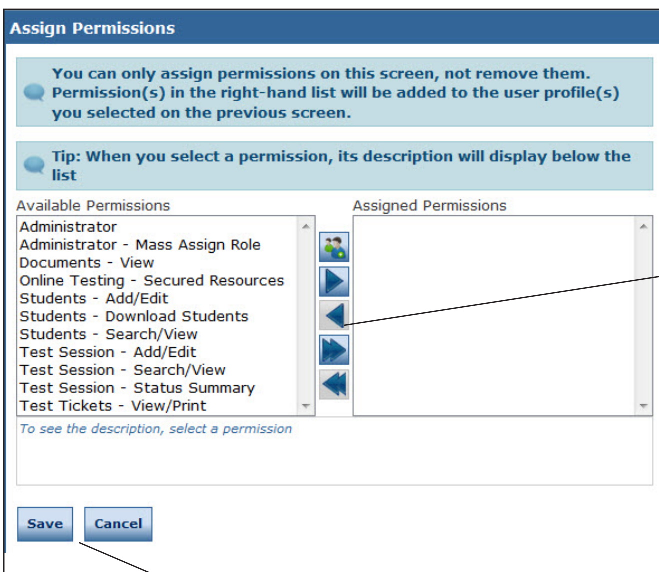
From the **Edit User** tab you can add or remove permissions for multiple users with the same role in the system.

To edit permissions for multiple users, do the following:

1. Click 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.



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).

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

Resetting a User's Password

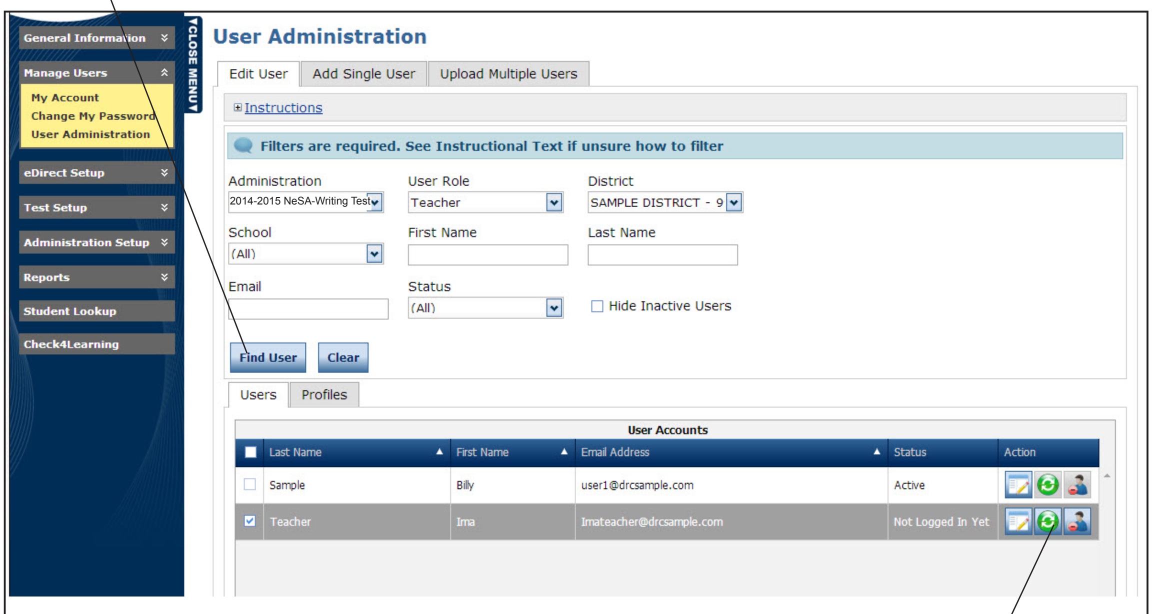
If a user forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact his or her District Assessment Contact (DAC).

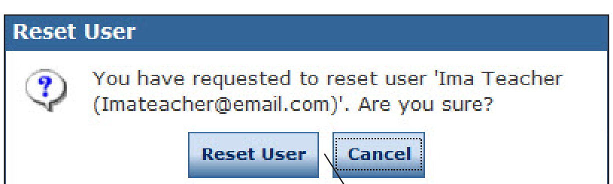
If a DAC forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact DRC's Nebraska Customer Service **(866-342-6280)** or **necustomerservice@ datarecognitioncorp.com** to reset it.

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**.





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

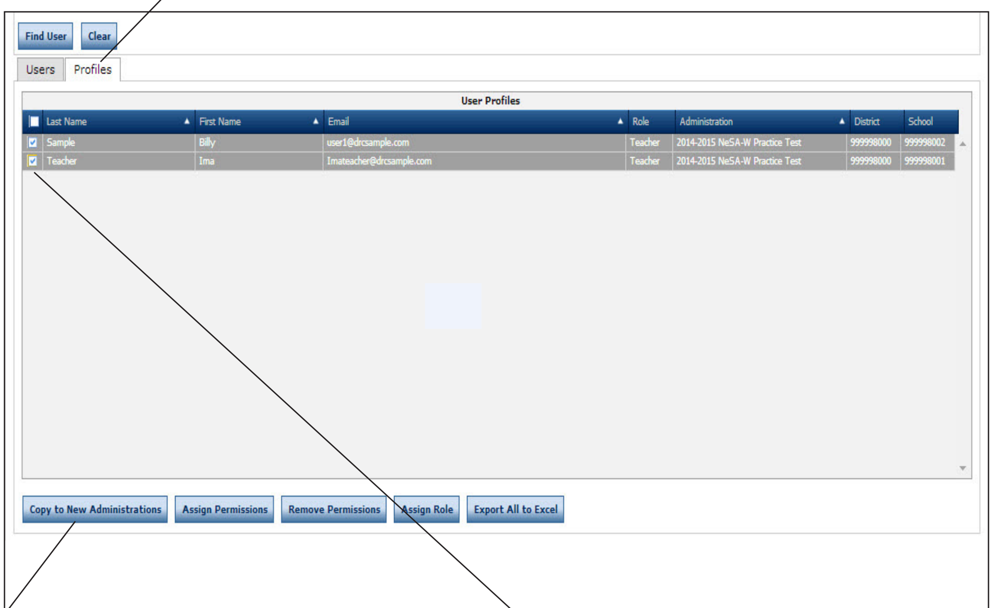
3. When the Reset User dialog box displays, click **Reset User** to reset their password or **Cancel** to cancel the process.

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:

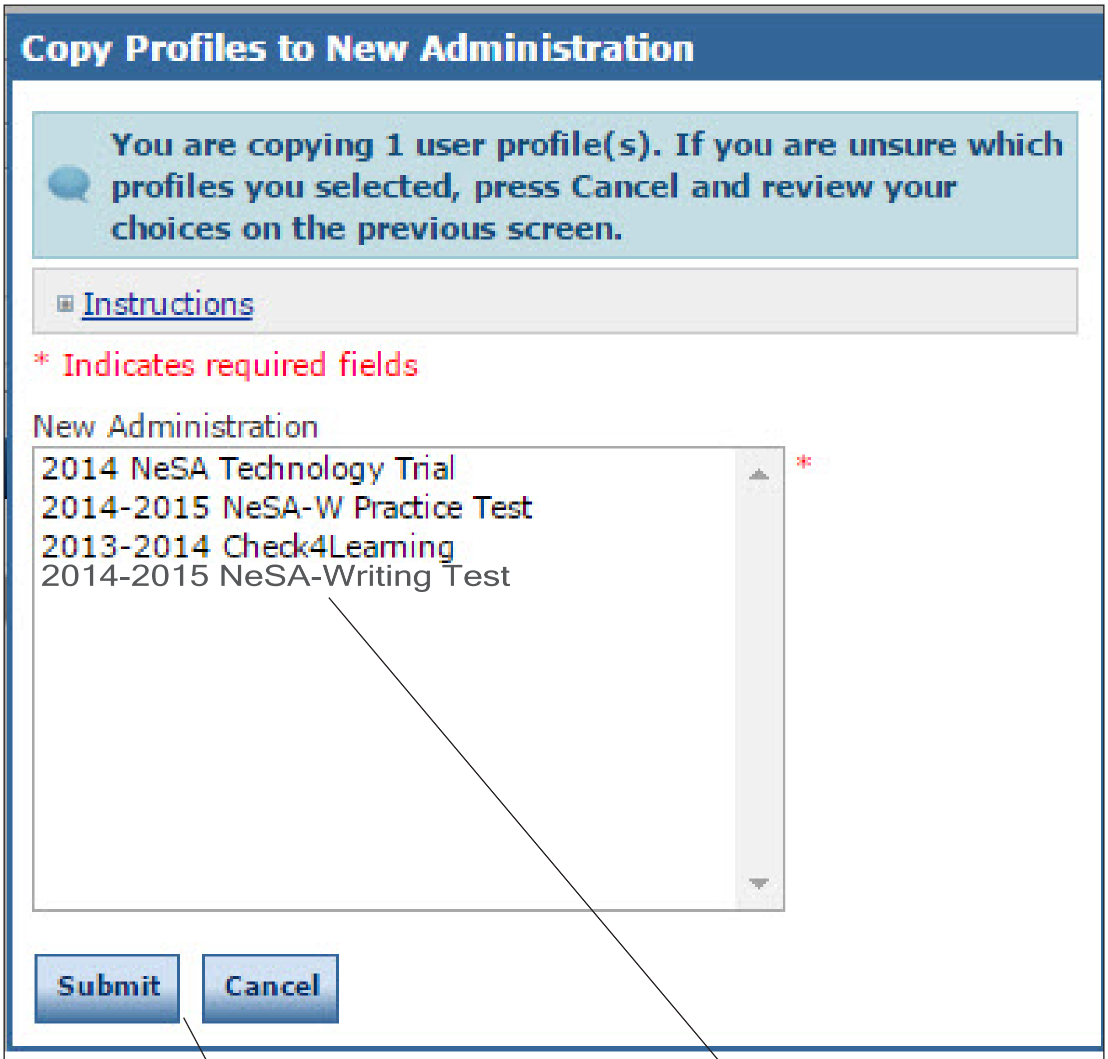
1. Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.



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

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

Copying Users to a New Administration (cont.)



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.

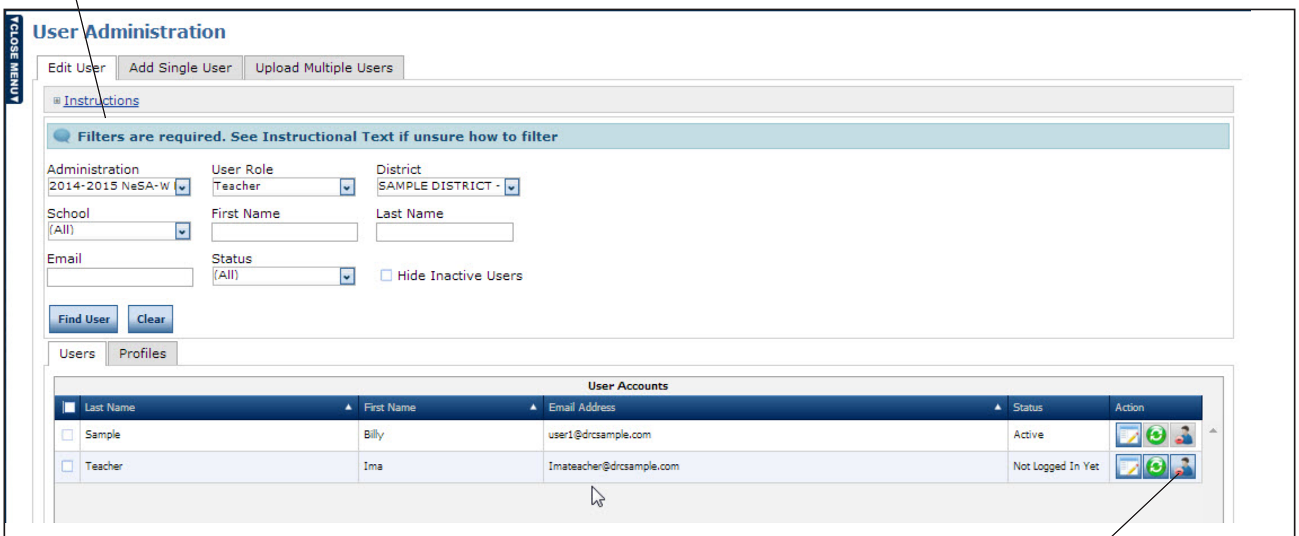
User Administration—Inactivating a User

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.

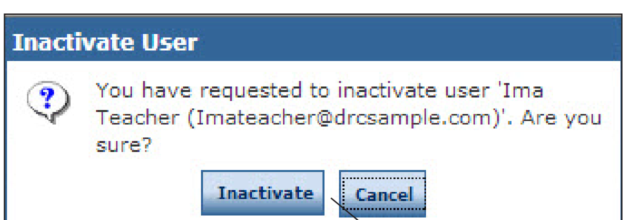
Note: When a user is inactivated, the user *does not* receive an email.

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**.



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



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

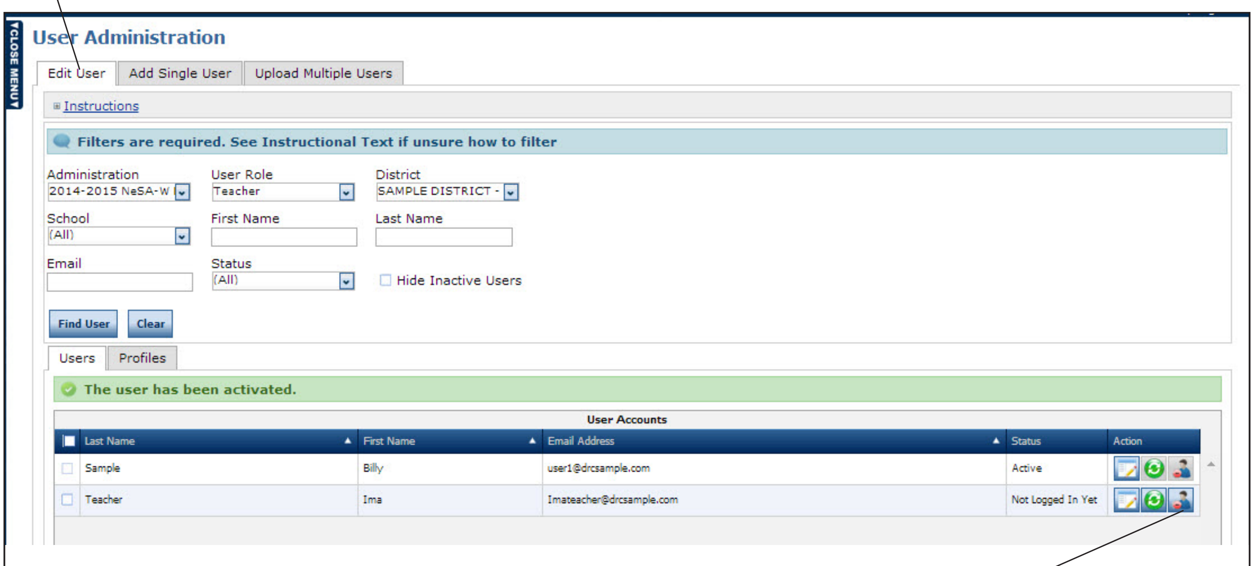
User Administration—Activating a User

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**.



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**.

User Administration—Adding a User

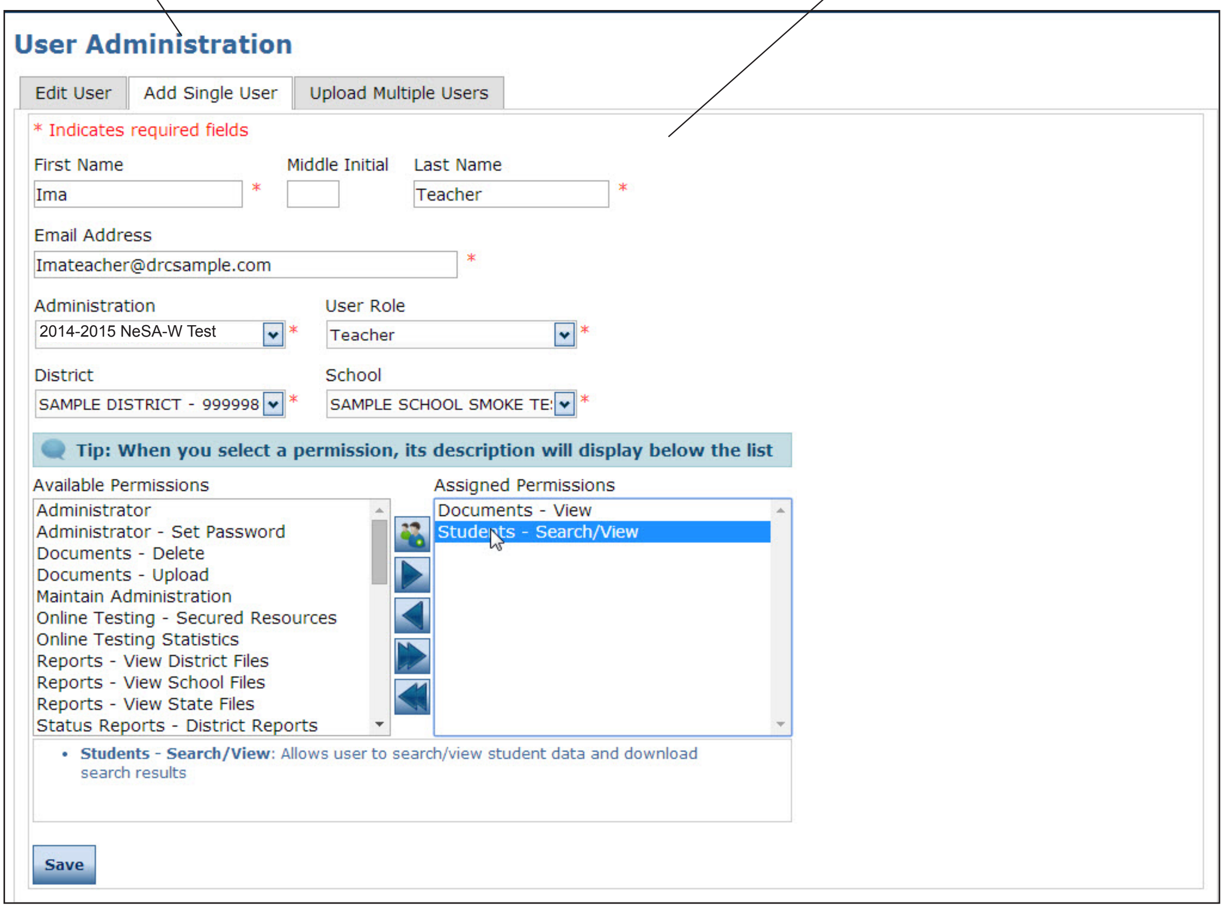
When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see "The eDIRECT Permissions Matrix" on page 5 for permissions recommendations by role).

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.

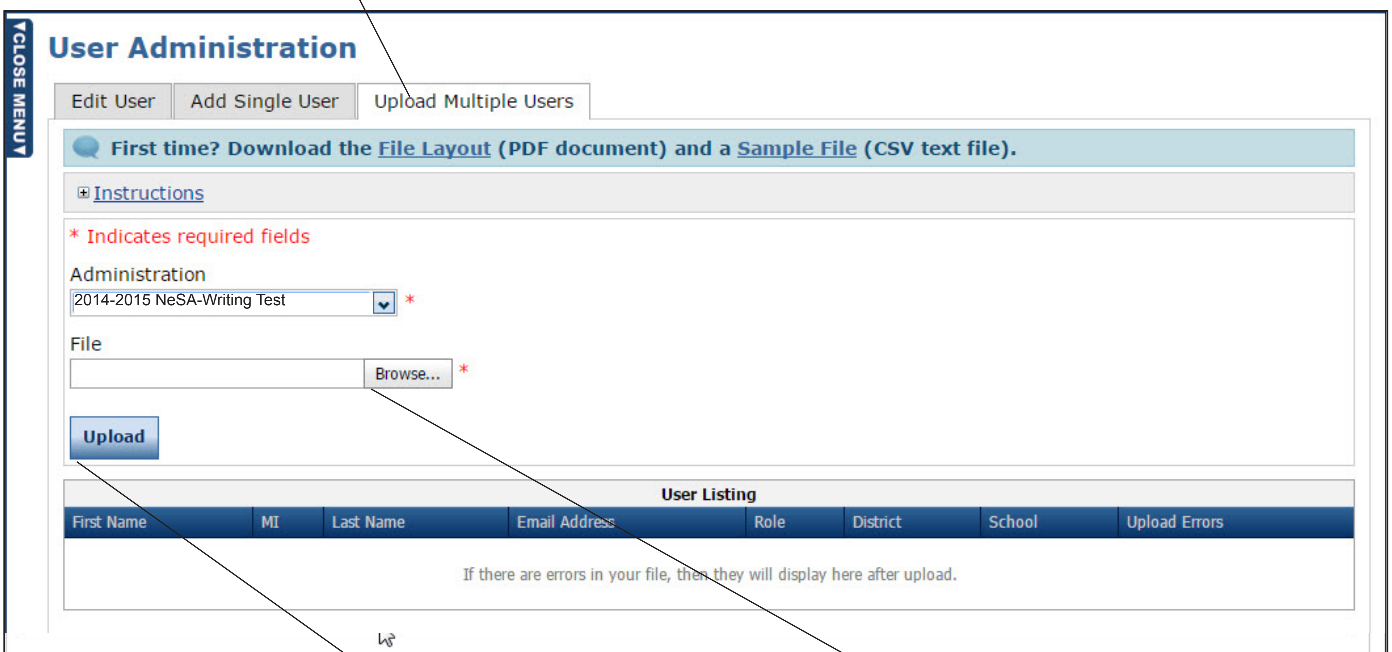


User Administration—Adding Multiple Users

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.



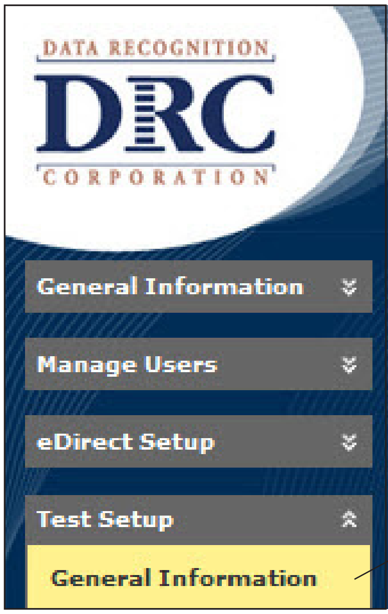
2. Select the appropriate test administration and click **Browse...** to select the file to upload.

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.

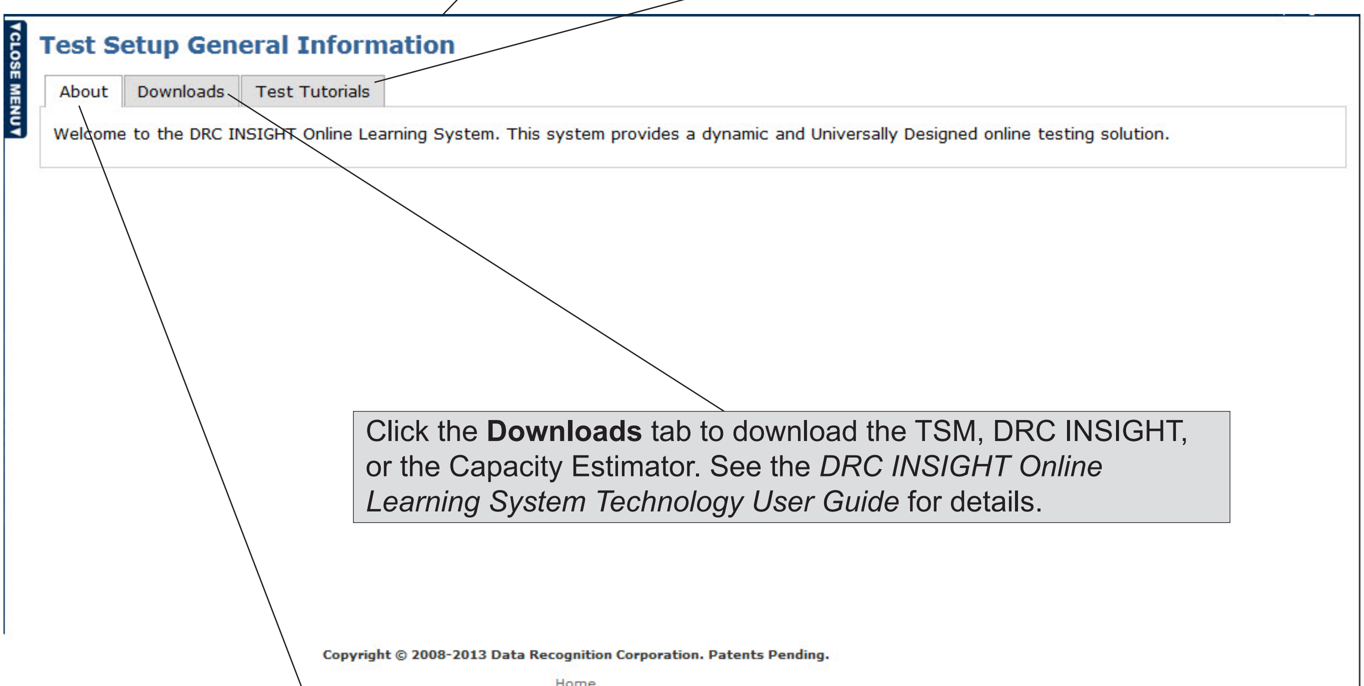
The General Information Option

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.



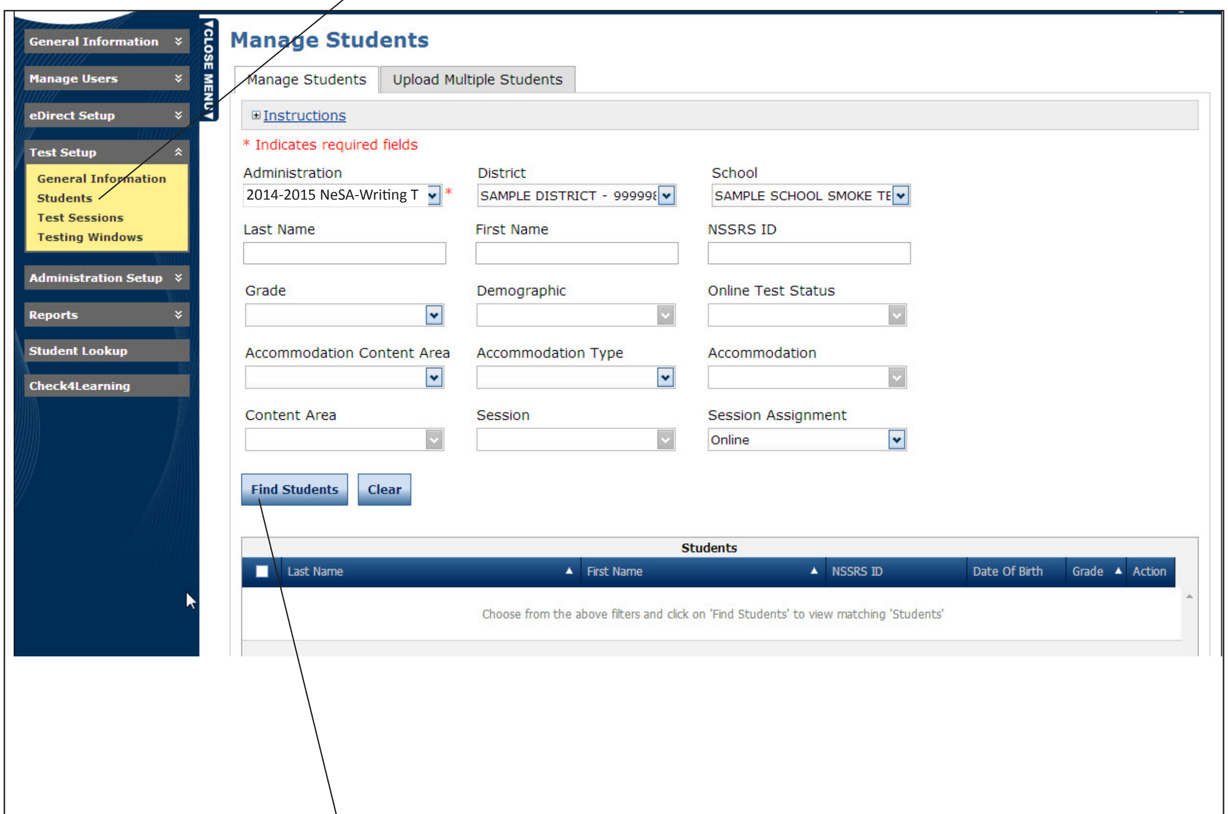
Click the **Downloads** tab to download the TSM, DRC INSIGHT, or the Capacity Estimator. See the *DRC INSIGHT Online Learning System Technology User Guide* for details.

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.

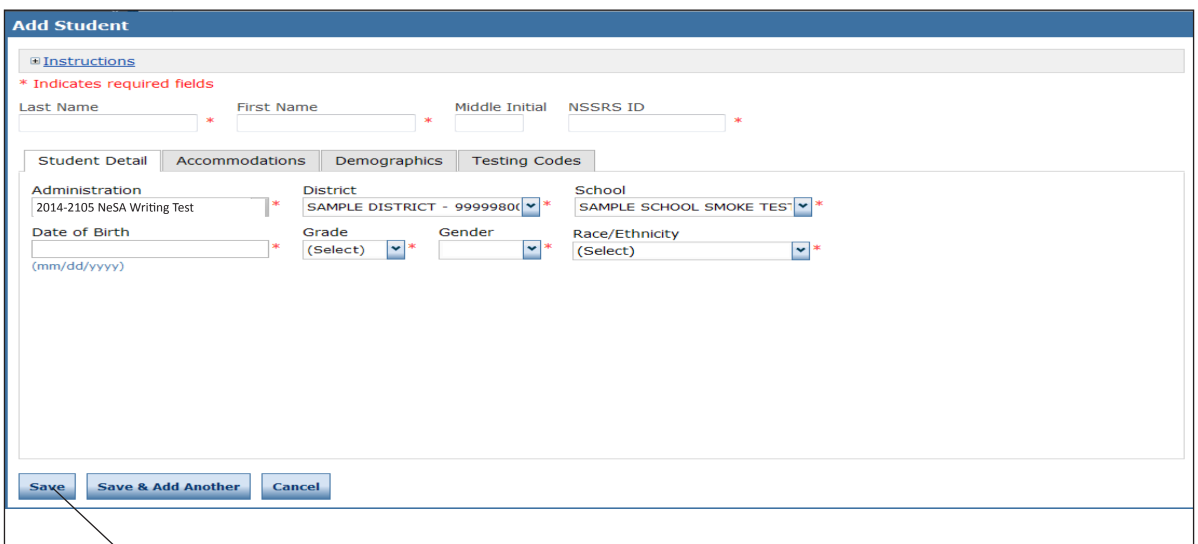


To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

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).



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

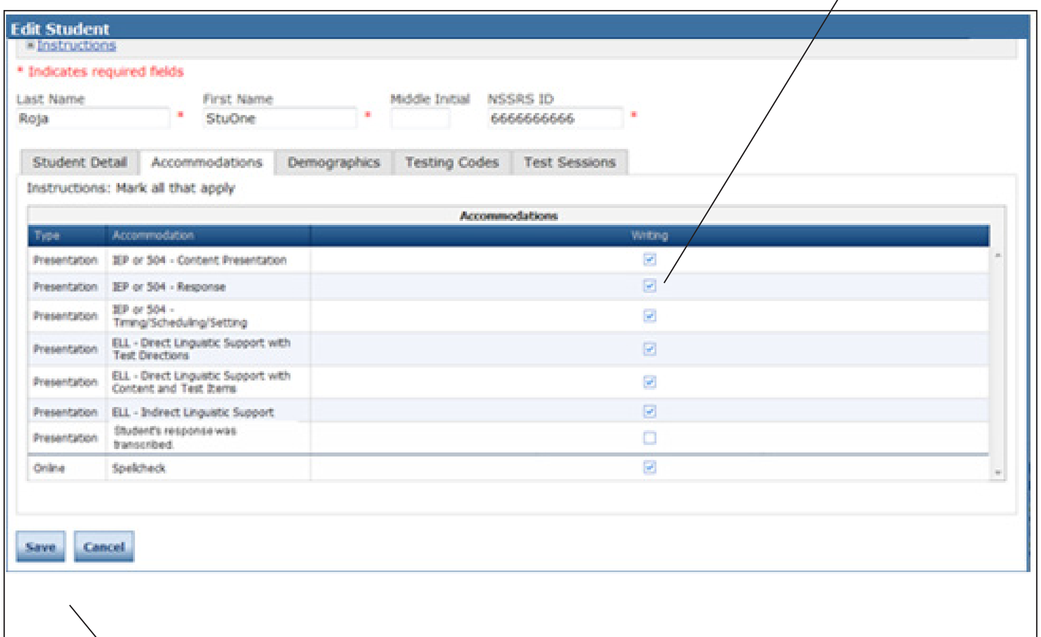
1. Click on the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon ( ) in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the Student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

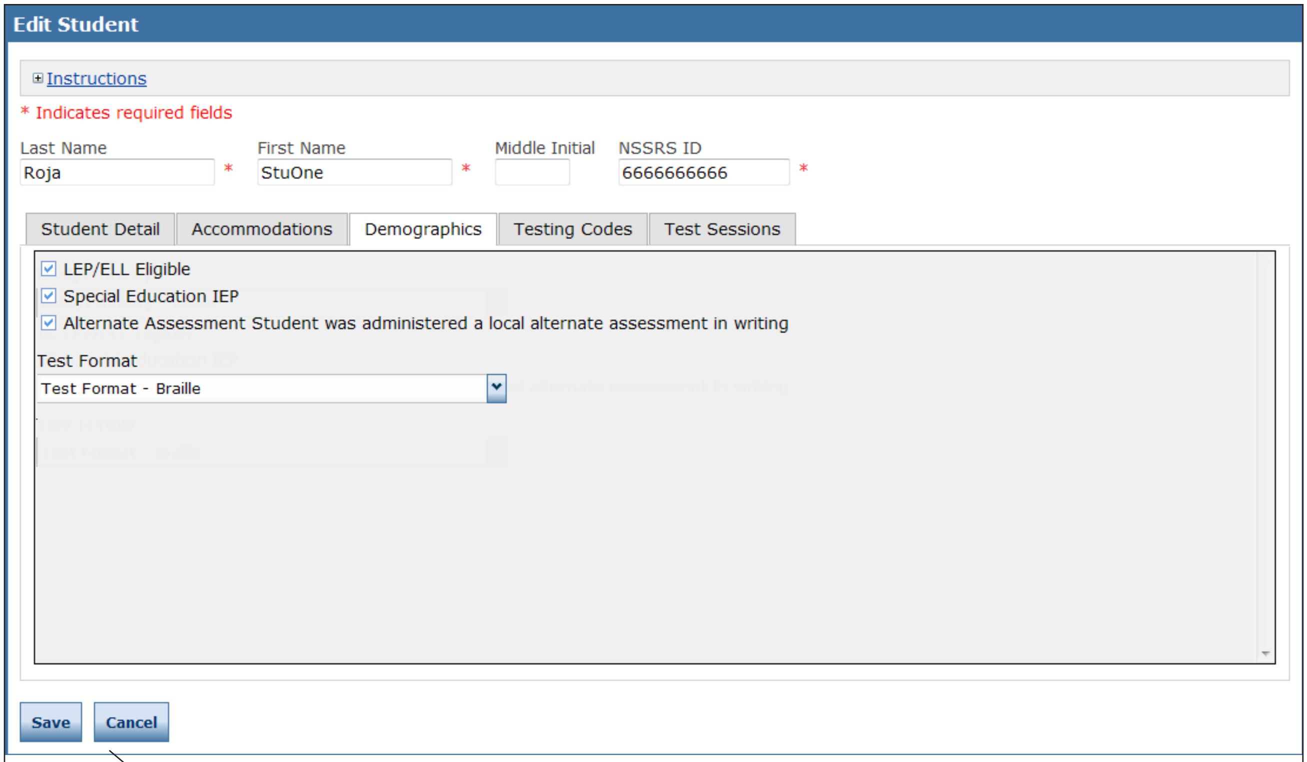
Use the Accommodations checkboxes to indicate whether a student will take the Spellcheck version of the NeSA-Writing Test.



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.

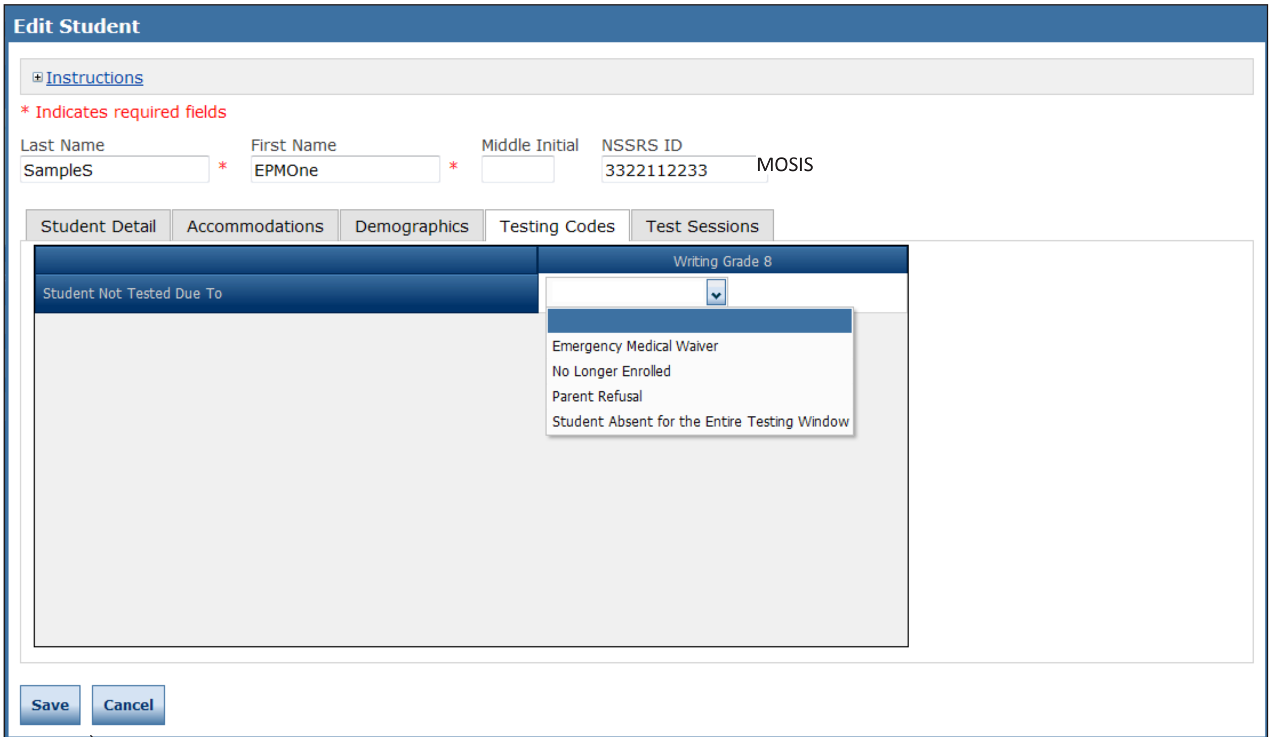
Editing a Student’s Information—Demographics



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.

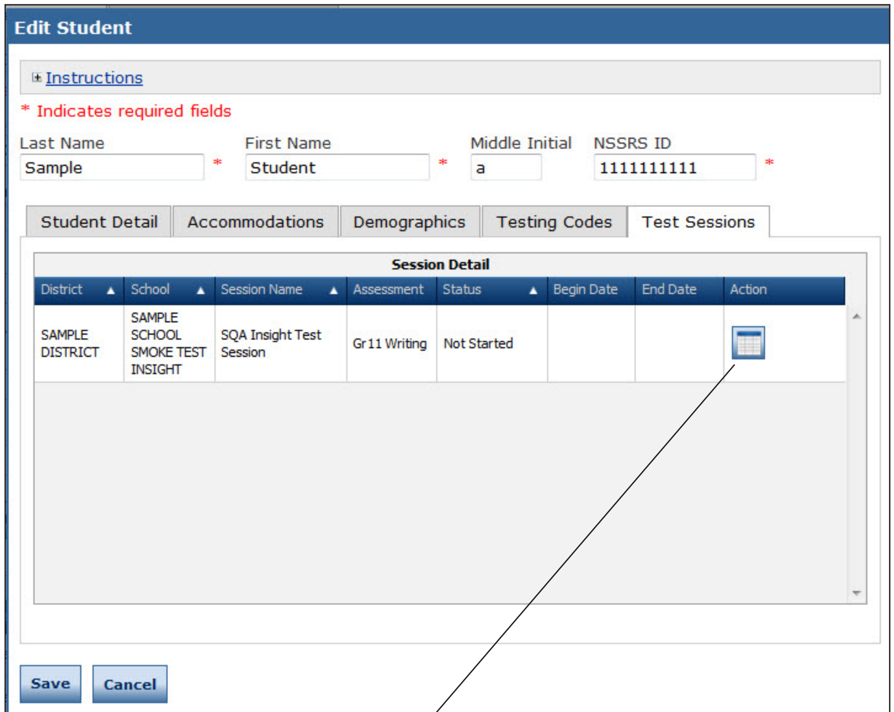
Editing a Student's Information—Testing Codes



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



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.

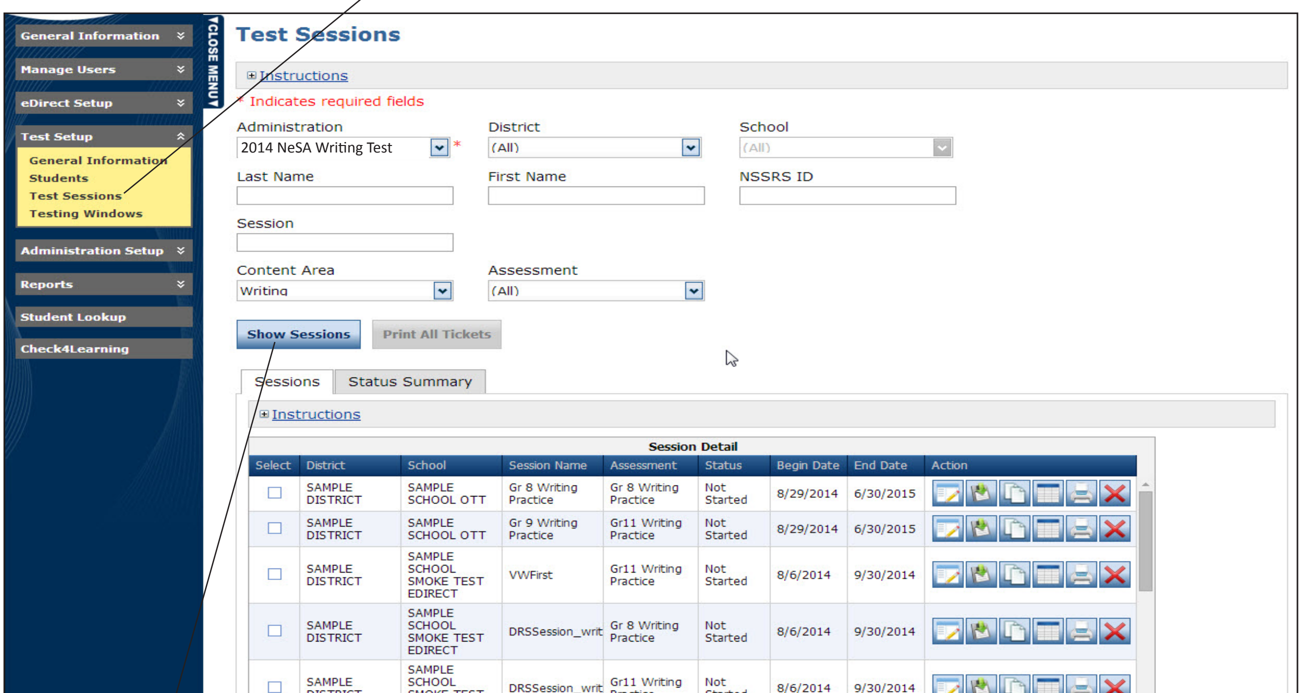
The Test Sessions Option

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.

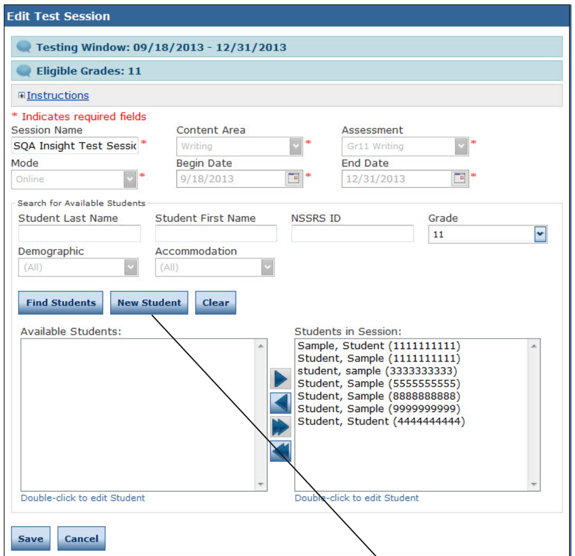
Select **Test Sessions** from the Test Setup menu to display the Test Sessions page.



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

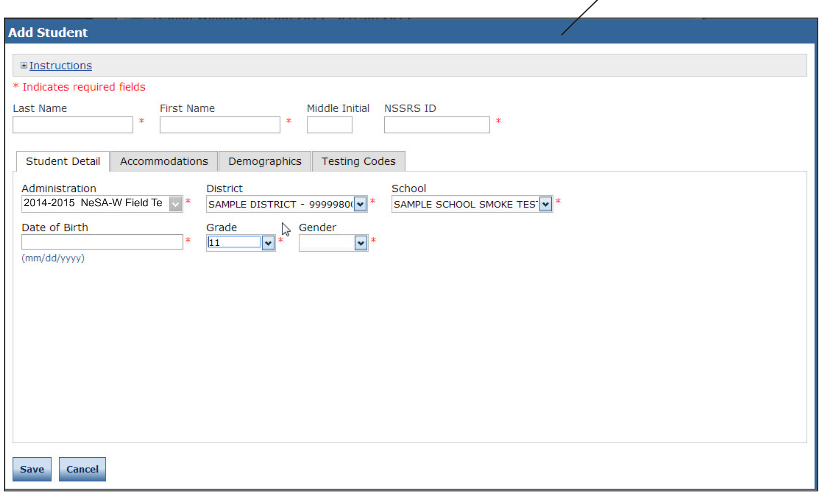
All pre-coded students have been assigned to existing test sessions—districts should not add new sessions.



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

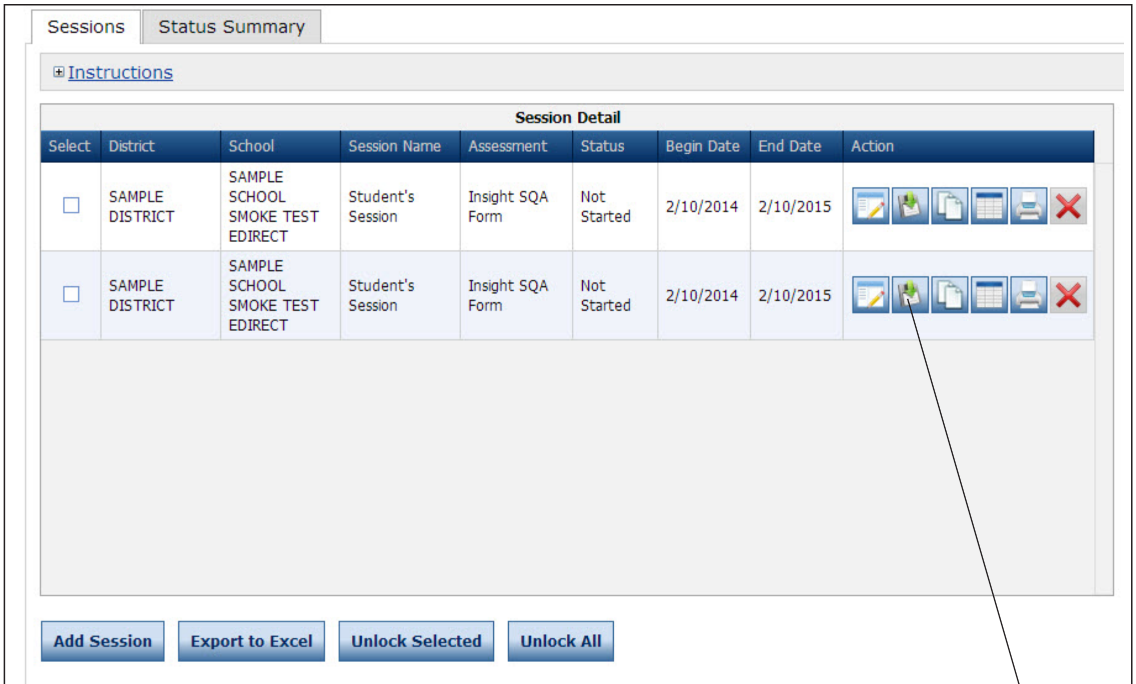
1. Select an existing test session for the student's grade level.
2. Click **View/Edit** and click the **New Student** button. The Add Student window displays.
3. Enter the student's information into the fields on the Student Detail tab.
4. Click **Save**. The student you added is automatically placed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

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



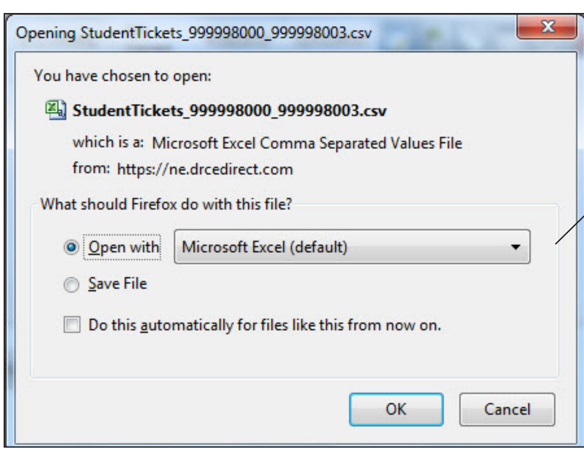
Exporting a Test Session

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



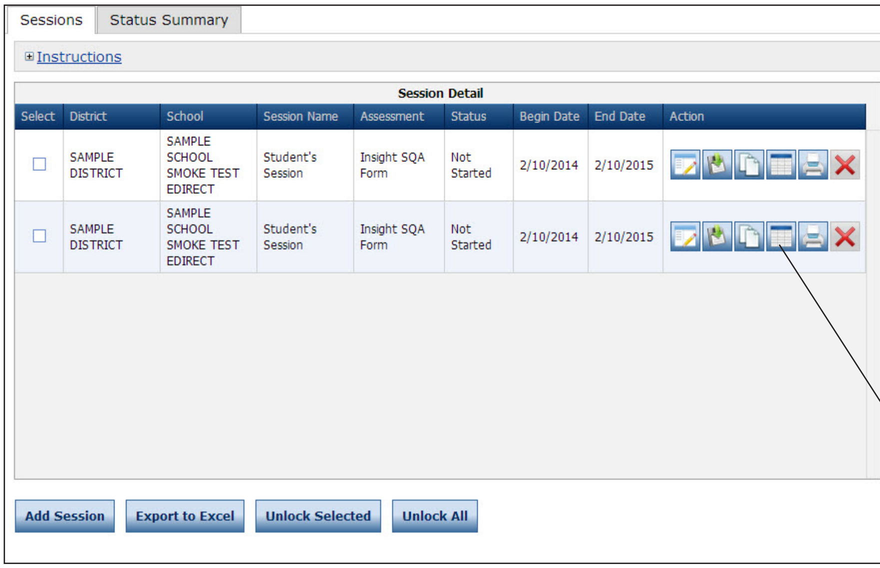
To export a test session, do the following:

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.



Viewing and Exporting Test Session Status Details

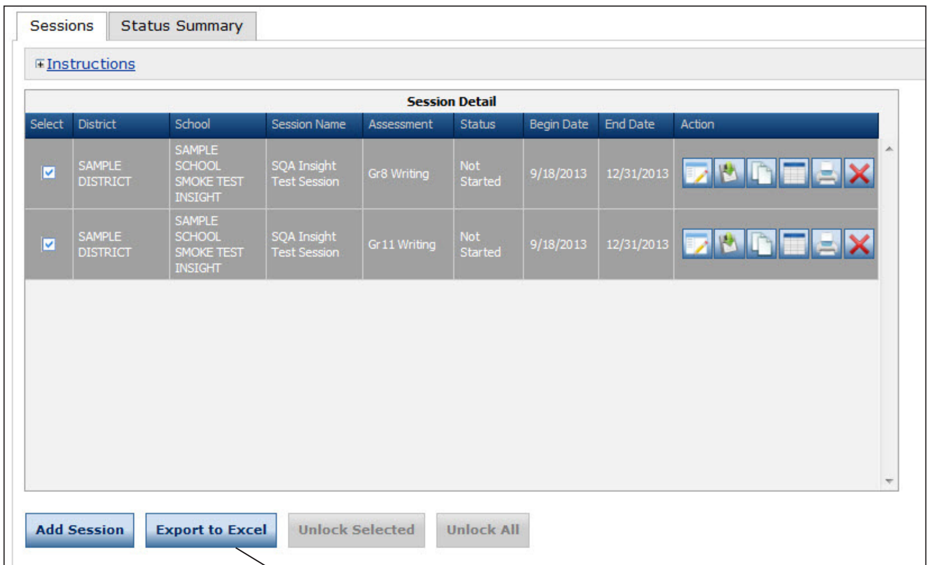
The test session status display provides the following information: each student's test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.



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.

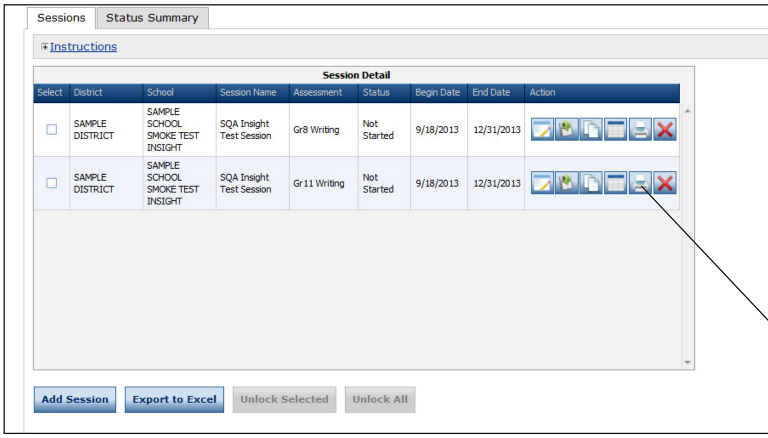
Viewing and Exporting Test Session Status Details (cont.)



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.

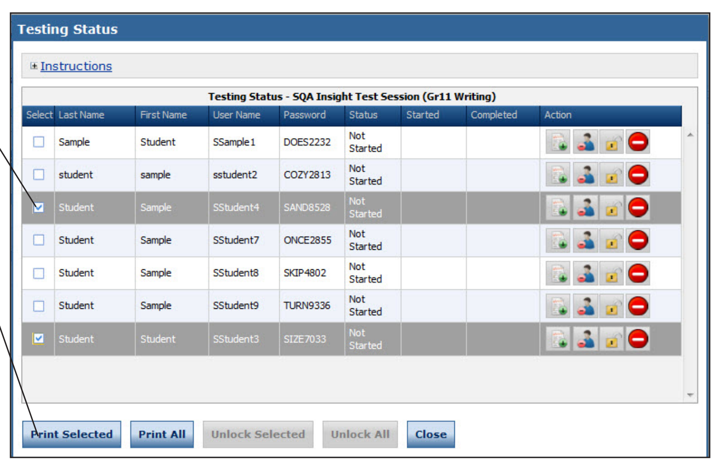
Printing Test Tickets and Rosters

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.

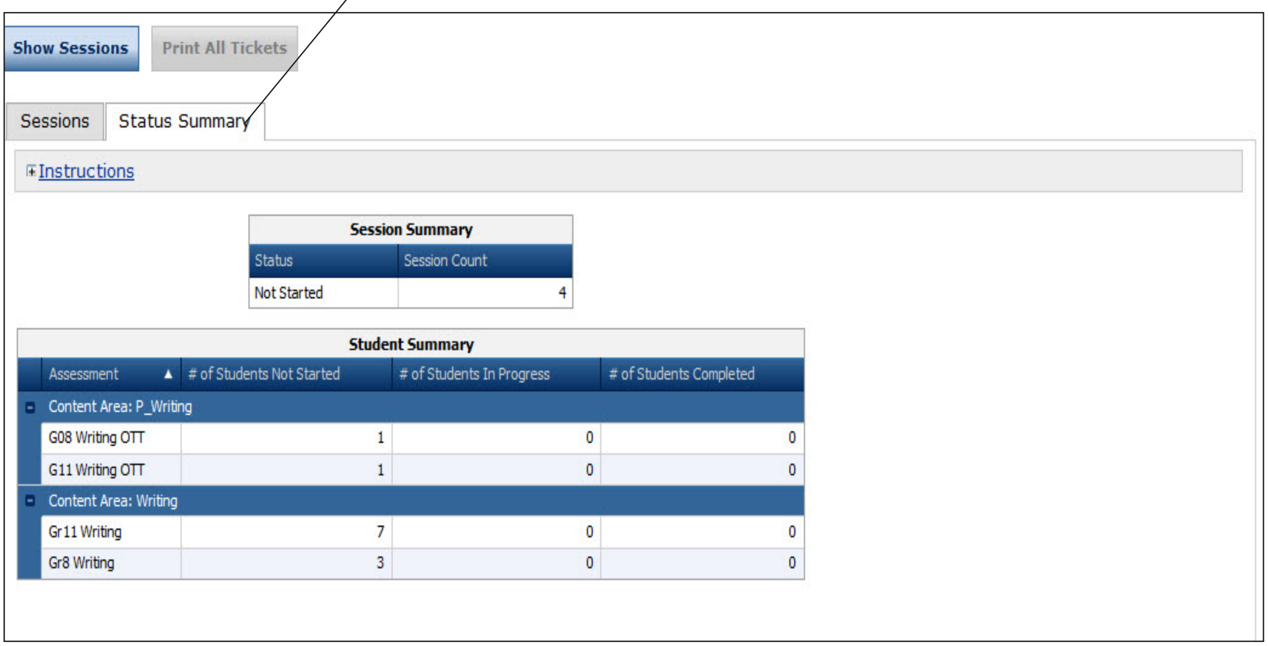


Displaying a Test Session Status Summary

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.



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.

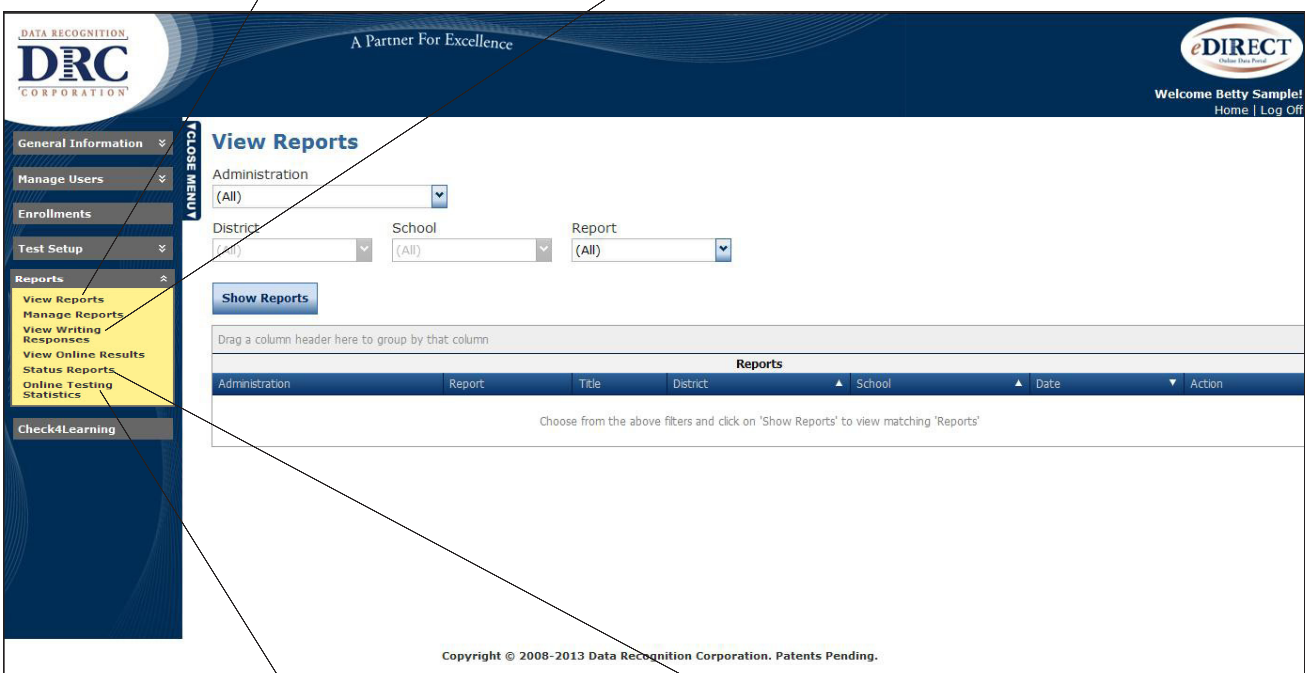
   Note: To unlock a student's test ticket, you must make a request to the Nebraska Department of Education Statewide Assessment and Accountability office. You can contact the office by phone at 402-471-2495, or by email at nde.stateassessment@nebraska.gov.

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.

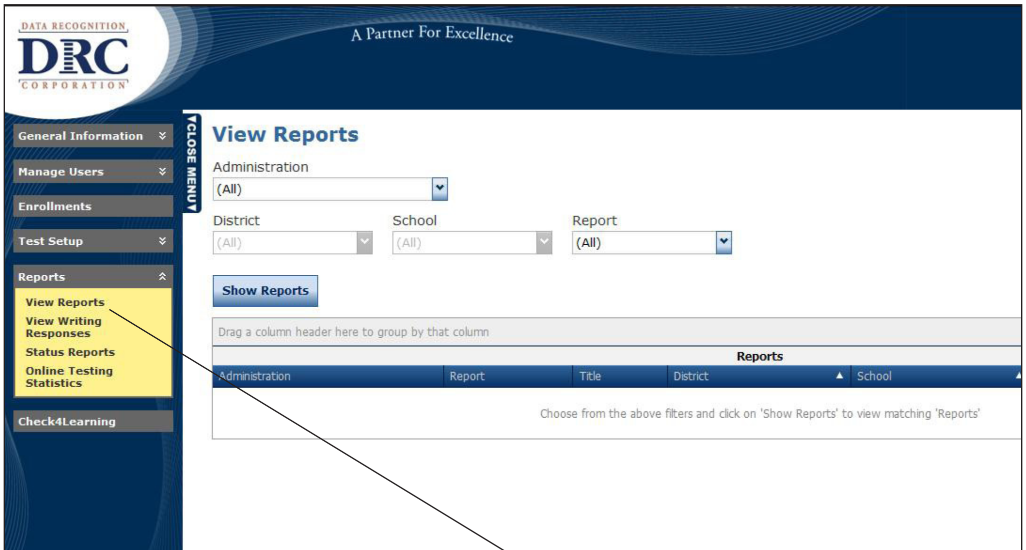


Select **Online Testing Statistics** from the Reports menu to display testing statistics.

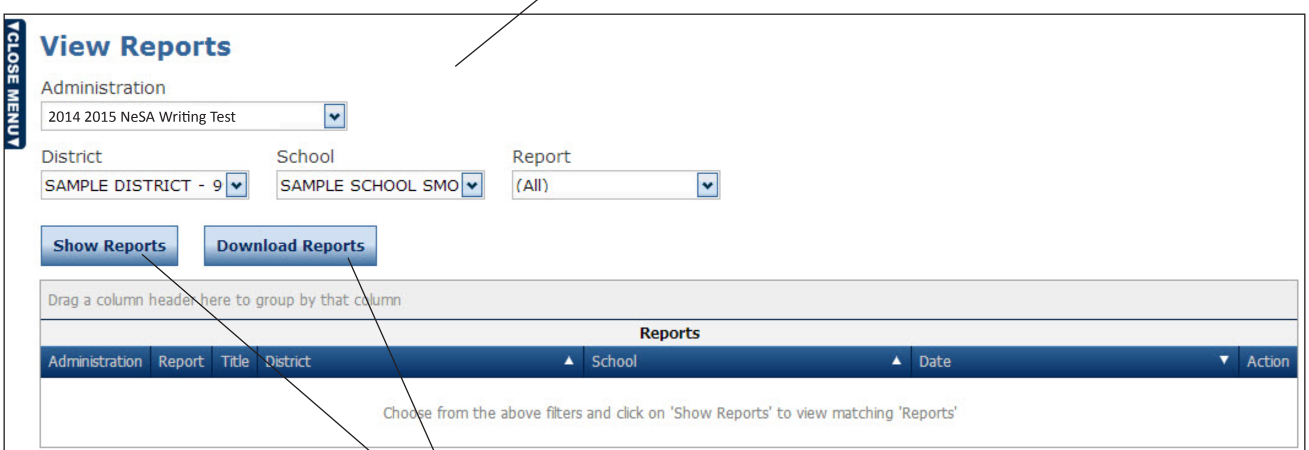
Select **Status Reports** from the Reports menu to display status reports that track testing activity for a test administration in a particular district and school.

The Reports Menu—View Reports

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



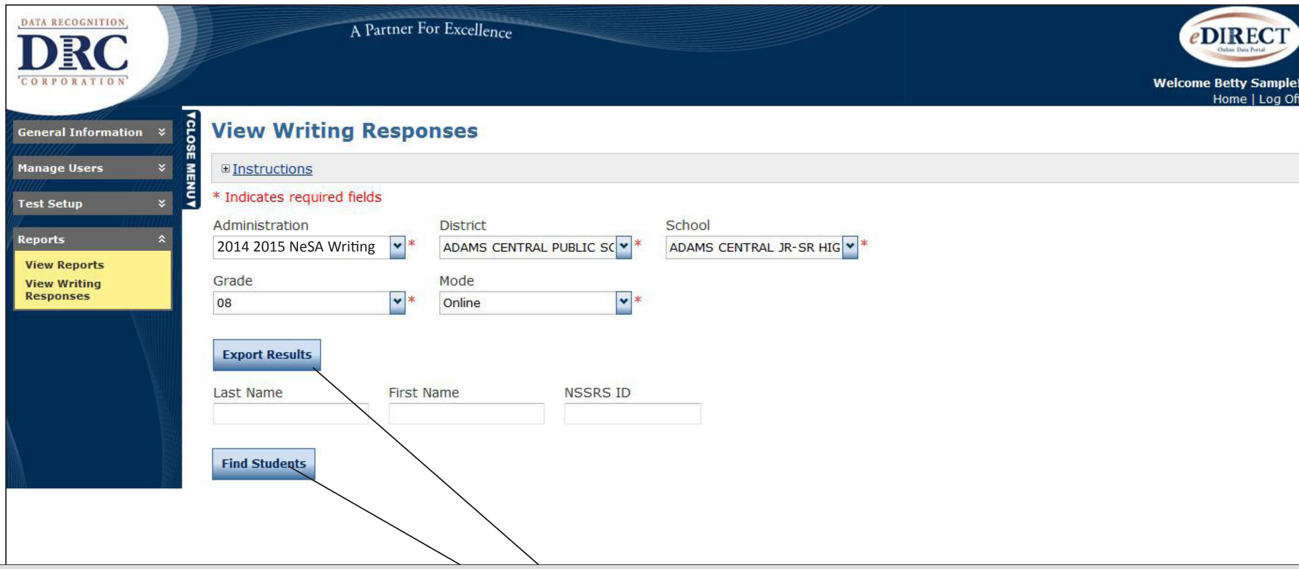
1. To view or print reports, select **View Reports** from the Reports menu to display the View Reports page.



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:

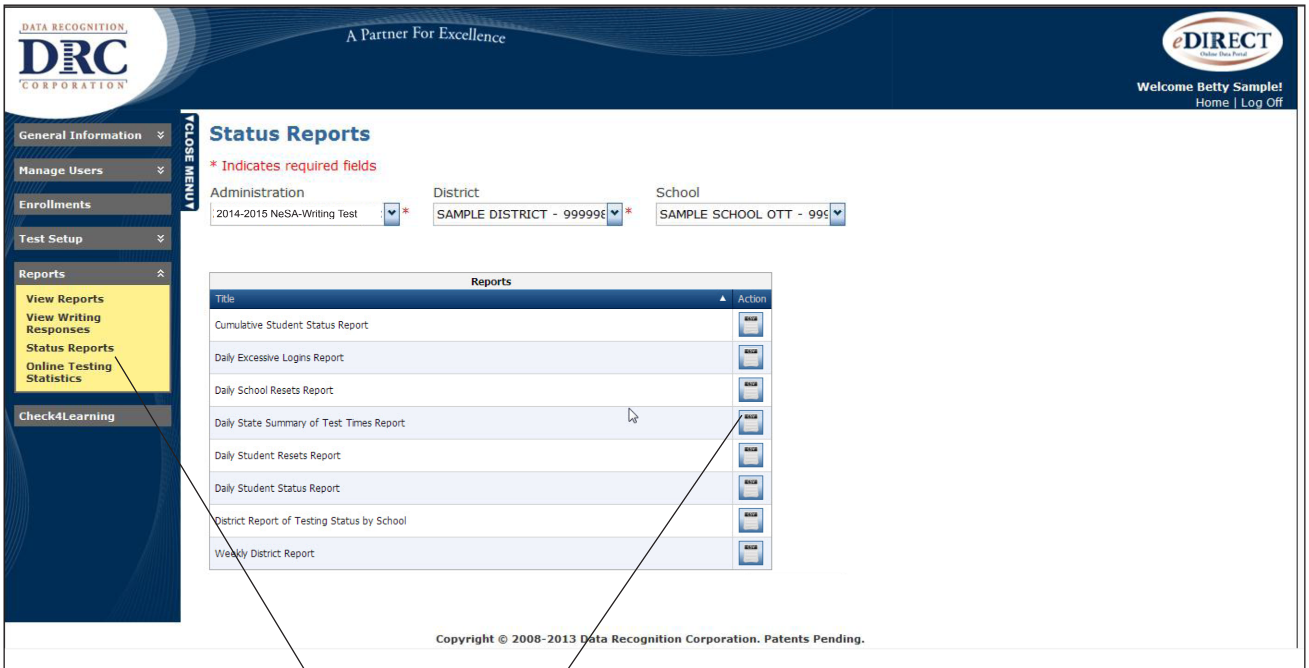
1. Select **View Writing Responses** from the Reports menu to display the View Writing Responses page.
2. Select an administration, district, school, grade, and mode from the drop-down menus.
3. You can view, save, or print responses for all students or selected students.
   - To view, save, or print 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.



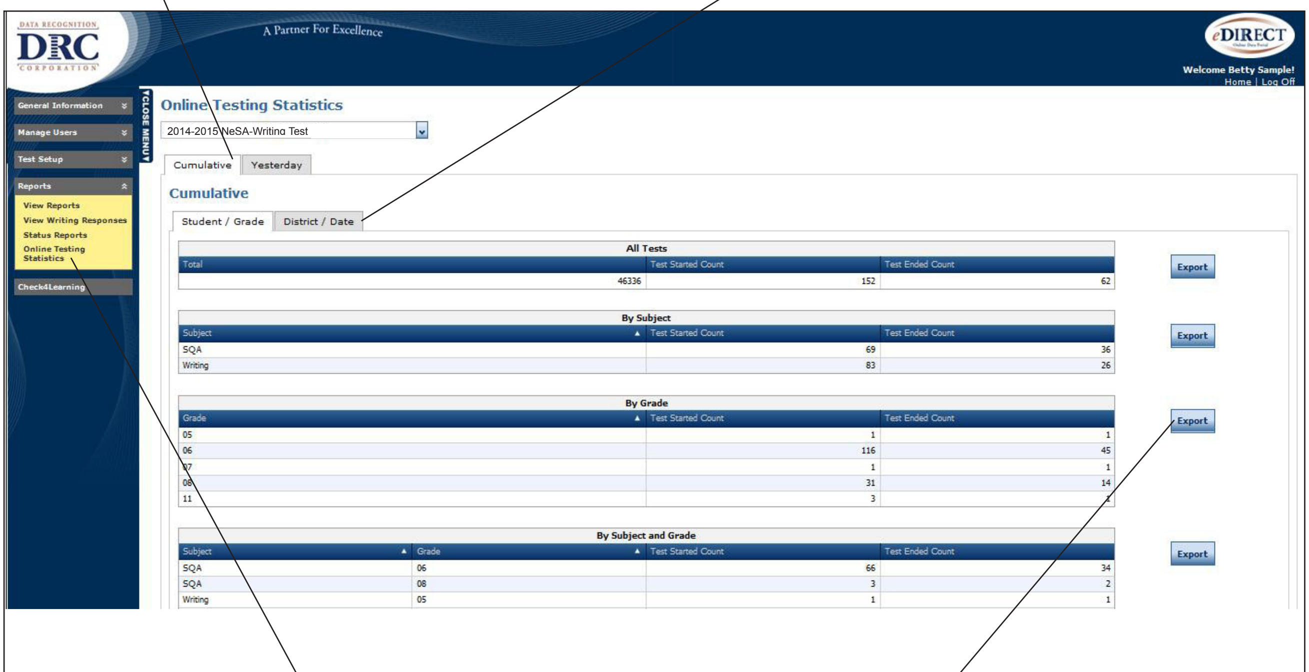
To display a status report, select **Status Reports** from the Reports menu and click on the Action icon () next to the report you want to display.

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.



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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