



2014-2015 NeSA-Writing Practice Test 2014-2015 NeSA-Writing Field Test Administration Training

To view the WebEx recording that accompanies this PowerPoint, please click the following link:

<https://datarecognitioncorpaudio.webex.com/datarecognitioncorpaudio/lsr.php?RCID=39aef2aba04f4b289743e4610d529733>

August 29, 2014



DATA RECOGNITION
DRC
CORPORATION

Agenda

- DRC Contact Information
- Key Dates & Resources
- General Guidelines
- Test Setup
- Reports
- Timeline for DAC Access to Administrations in eDIRECT
- Managing eDIRECT User Accounts
- eDIRECT Permissions
- Upcoming Training



We Are Here for You!

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8:00 A.M. – 5:00 P.M. CST



NeSA-Writing Test Administration

Key Dates

Date	Activity
August 29, 2014	INSIGHT Test Engine Software Release
August 29, 2014-June 30, 2015	NeSA-Writing Practice Test Window
November 10-December 19, 2014	NeSA-Writing Field Test Window
January 5-7, 2015	NeSA-Writing Test Administration WebEx Training Sessions
January 19-February 6, 2015	NeSA-Writing Testing Window

Accessing eDIRECT

- <https://ne.dracedirect.com/>
- District Assessment Contacts' eDIRECT accounts will be updated with 2014-2015 NeSA-Writing Practice Test permissions by August 29
- District Assessment Contacts' eDIRECT accounts will be updated with 2014-2015 NeSA-Writing Field Test permissions by November 10
- Contact NDE with any changes to DAC information
 - nde.stateassessment@nebraska.gov
 - (402) 471-2495



NeSA-Writing Test Administration & eDIRECT Resources

- Separate eDIRECT User Guides and online test administration manuals will be provided for each of the three NeSA-Writing administrations (NeSA-Writing Practice Test, NeSA-Writing Field Test, and NeSA-Writing Operational Test).
- Available through eDIRECT > General Information > Documents and on the NDE's website <http://www.education.ne.gov/Assessment/>



NeSA-Writing Online Tools Training

- Provides sample writing prompt
- Introduces tools available during testing
- Allows students to try online test engine's editing and formatting tools before testing
- Available by clicking on NE Online Assessments desktop shortcut



Tutorials are also available to familiarize students with the functionality of the online test.

- OTTs also available through the non-secure browser using Chrome at <https://wbte.drccdirect.com/NE/portals/ne>

NeSA-Writing Practice Test

- Student information must be uploaded via eDIRECT
- Requires Student Test Tickets
- Student responses may be viewed, printed, and downloaded from Reports > View Responses
- Student in grades 5-12 may take the NeSA-Writing Practice Test

NeSA-Writing Practice Test

- Students may take the Practice Test more than once
 - Regenerate Student Test Ticket () or Upload Multiple Students with numeral at the end of the first name
 - **NOTE:** Regenerating a Student Test Ticket will delete the essay the student completed with the original Student Test Ticket

NeSA-Writing Field Test

- Students already assigned to Test Sessions by school and grade based on NSSRS information supplied by NDE
- Requires Student Test Tickets
- **View Writing Responses is not available for the Field Test**

Test Setup > Students

- Students > Manage Students
- Select Administration
- Select District and School

The screenshot shows the 'Manage Students' interface. The top navigation bar includes the DRC logo, the tagline 'A Partner For Excellence', and the eDIRECT logo. The right side of the top bar displays 'Welcome Anne Lawton!' and links for 'Home' and 'Log Off'. The left sidebar menu contains the following items: General Information, Manage Users, Students, Enrollments, eDirect Setup, Materials, Test Setup, Administration Setup, Reports, Student Lookup, and Check4Learning. Two red arrows point to 'Test Setup' and 'Students'. The main content area is titled 'Manage Students' and has two tabs: 'Manage Students' and 'Upload Multiple Students'. Below the tabs is an 'Instructions' section with a red asterisk indicating required fields. The form contains the following fields: Administration (2014-2015 NeSA-W Practic*), District ((All)), School ((All)), Last Name, First Name, NSSRS ID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment (Online). At the bottom of the form are 'Find Students' and 'Clear' buttons. Below the form is a table header for 'Students' with columns for Last Name, First Name, NSSRS ID, Date Of Birth, Grade, and Action.

Test Setup > Students > Upload Multiple Students

Applies to
NeSA-Writing
Practice Test
ONLY!

- Students > Upload Multiple Students
- Use File Layout and Sample File to create student file for upload
- Select Administration
- Select District
- After the file has been validated, review status

DATA RECOGNITION
DRC
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A Partner For Excellence

DIRECT
Online Data Portal

Welcome Anne Lawton!
Home | Log Off

General Information ▾
Manage Users ▾
Students ▾
Enrollments
eDirect Setup ▾
Materials ▾
Test Setup ▾
General Information
Students
Test Sessions
Testing Windows

Manage Students **Upload Multiple Students**

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

[Instructions](#)

* Indicates required fields

Administration (Select) * District * School (All)

File Browse... *

Upload

Test Setup > Students

- Use filters to find individual or groups of students
- Find Students 
- View/Edit to edit individual student information 
 - Edits will not be saved across administrations and do not update the NSSRS.
 - The Spellcheck online accommodation may be assigned to students via eDIRECT.
 - Demographics and Testing Codes are not applicable for the Practice Test or the Field Test.
 - Click on Test Sessions to view details of the session to which the student is assigned.



Test Setup > Students > Accommodations

- New for 2014-2015: Spellcheck Accommodation
 - Select Accommodations tab
 - Flag accommodation
 - Be sure to Save any edits
 - Check Update Report after saving changes

Edit Student

☏ Instructions

* Indicates required fields

Last Name First Name Middle Initial NSSRS ID
 STUDENT * SAMPLE * 7788998877 *

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

Instructions: Mark all that apply

Type	Accommodation	Writing
Online	Spellcheck	<input type="checkbox"/>

Save Cancel

9999-9999 NeSA-W Practice Test Ticket
 Gr8 Writing
 Spellcheck

School: EAST MIDDLE SCHOOL
 Student: DOE, JANE
 NSSRS ID: 9999999999
 Username: JDOE1
 Password: FILL3284



Test Setup > Test Sessions

- Select Administration
- Select District and School
- Use filters to find individual students or sessions

The screenshot displays the eDIRECT web application interface for managing test sessions. The navigation menu on the left includes options like General Information, Manage Users, Students, Enrollments, eDirect Setup, Materials, Test Setup, Administration Setup, Reports, Student Lookup, and Check4Learning. The 'Test Sessions' option is highlighted, and two red arrows point to it from the left. The main content area shows the 'Test Sessions' page with a 'CLOSE MENU' button and an 'Instructions' section. Below the instructions, there are several form fields: Administration (dropdown menu with a red asterisk), District (dropdown menu), School (dropdown menu), Last Name (text input), First Name (text input), NSSRS ID (text input), Session (text input), Content Area (dropdown menu), and Assessment (dropdown menu). A 'Show Sessions' button is located below the form fields. At the bottom of the page, there is a 'Session Detail' table with columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action.

Test Setup > Test Sessions

- View/Edit to see students in session and to add new students to a test session
 - Recommended method for adding a single new student

Edit Test Session

Testing Window: 09/12/2013 - 09/04/2014

Eligible Grades: 11

[Instructions](#)

* Indicates required fields

Session Name: THSessionThree *
Content Area: Writing *
Assessment: Gr11 Writing Practice *
Mode: Online *
Begin Date: 9/12/2013 *
End Date: 9/4/2014 *

Search for Available Students

Student Last Name: _____ Student First Name: _____ NSSRS ID: _____ Grade: 11
Demographic: (All) Accommodation: (All)

Find Students **New Student** **Clear**

Available Students: _____
Double-click to edit Student

Students in Session:
Four, Student (1234567899)
RB Student, FOUR (1111111111)
RB Student, seven (1312234242)
RB Student, Six (1111111111)
RB Student, Two (1312313141)
Test, Test (1111111111)
Three, Student (3333333333)

Save **Cancel**

Test Setup > Test Sessions

- Export Details of Test Session 
- Edit/Print/Regenerate Student Test Tickets
- Check Student Testing Status 
- Print Student Test Tickets 
- Only the NDE can unlock Student Test Tickets

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	ADAMS CENTRAL PUBLIC SCHOOLS	ADAMS CENTRAL JR-SR HIGH SCH	THSessionThree	Gr11 Writing Practice	Not Started	9/12/2013	9/4/2014	     

Reports > View Writing Responses

Applies to
NeSA-Writing
Practice Test
ONLY!

- Select Administration
- Select District and School

The screenshot shows the eDIRECT web application interface. At the top, there is a header with the DRC logo (Data Recognition Corporation) on the left, the tagline "A Partner For Excellence" in the center, and the eDIRECT logo on the right. Below the eDIRECT logo, it says "Welcome Valerie Cook!" and "Home | Log Off".

On the left side, there is a vertical navigation menu with the following items: "General Information", "Manage Users", "Students", "eDirect Setup", "Test Setup", "Administration Setup", "Reports", "View Reports", "Manage Reports", "View Writing Responses", and "Student Lookup". The "Reports" menu item is expanded, and "View Writing Responses" is highlighted in yellow. A red arrow points from the text box on the left to the "View Writing Responses" menu item.

The main content area is titled "View Writing Responses". It contains a search form with the following fields:

- Administration: 2013-2014 NeSA-W Practice *
- District: ADAMS CENTRAL PUBLIC SCH *
- School: ADAMS CENTRAL JR-SR HIGH *
- Grade: 08 *
- Mode: Online *

Below the form, there is a blue "Export Results" button. Underneath, there are three input fields for "Last Name", "First Name", and "NSSRS ID". Below these fields is a blue "Find Students" button.

At the bottom, there is a table titled "Students" with the following columns: Last Name, First Name, NSSRS ID, and Action. The table contains one row of data:

Last Name	First Name	NSSRS ID	Action
ELEVEN	TEST	1111111111	

Reports > View Writing Responses

- Select Grade and Mode and Export Results for an html file of all student responses
- Click Find Students to display list of students – **OR** –
- Enter student name and/or NSSRS ID to find response for individual student
- Click Export Student Responses to access individual response 

NEW

Reports > Status Reports & Online Testing Statistics

- Status Reports
 - Track testing activity, including excessive logins and school testing status
- Online Testing Statistics
 - Track number of tests started and completed

Timeline for DAC Access to Administrations in eDIRECT

- Every testing window has its own administration
- Training will be provided before operational administrations

Administration Name	DAC Permissions added in eDIRECT
2014-2015 Check4Learning	June 18, 2014
2014-2015 NeSA-W Practice Test	August 29, 2014
2014-2015 NeSA-RMS	October 6, 2014
2014-2015 NeSA-W Field Test	November 10, 2014
2014-2015 NeSA-Writing	January 7, 2015



Editing, Adding, and Managing eDIRECT User Accounts

- Manage Users > User Administration
 - Edit User
 - Add Single User
 - Upload Multiple Users

The screenshot displays the eDIRECT User Administration interface. At the top left is the DRC Corporation logo with the tagline 'A Partner For Excellence'. At the top right is the eDIRECT Online Data Portal logo and a welcome message for Valerie Cook, with links for 'Home' and 'Log Off'. A left-hand navigation menu is visible, with 'Manage Users' highlighted in yellow and a red arrow pointing to the 'User Administration' option. The main content area is titled 'User Administration' and features three buttons: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these buttons is an 'Instructions' section and a table with columns for 'Administration', 'User Role', and 'District'.

Editing, Adding, and Managing eDIRECT User Accounts

- Review Existing User Accounts
 - Inactivate users no longer in district
 - Review current users' permissions
- User Role
 - District, School, or Test Administrator
 - Teacher (C4L Only)
 - District Technology Coordinator

Editing, Adding, and Managing eDIRECT User Accounts

- Find User > Users Tab
 - View/Edit User's Permissions 
 - Reset User 
 - Inactive User Accounts 

Find User Clear

Users Profiles

User Accounts				
Last Name ▲	First Name ▲	Email Address ▲	Status	Action
Born	John	jborn@datarecognitioncorp.com	Active	  

eDIRECT Permission Sets – Assigning Permissions

- Permission Sets have been created for each 2014-2015 Administration and User Role
- Suggested defaults – DAC can add or remove permissions

Add Permissions

* Indicates required fields

Administration: 2014-2015 NeSA-W Practic *
User Role: School *

District: SAMPLE DISTRICT - 99999€ *
School: SAMPLE SCHOOL OTT - 99€ *

Permission-set: School

Available Permissions:

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

Assigned Permissions:

To see the description, select a permission

Save Cancel

eDIRECT > Copying Users to a New Administration

- Find User > Profiles Tab
- Select users with the same Role
- Copy to New Administration
- Select new administration
- Submit

Copy to New Administrations

Submit

The screenshot shows the 'User Profiles' table with two rows selected: 'Sample' (Billy, user1@drcsample.com) and 'Teacher' (Ima, Imateacher@drcsample.com). A red arrow points to the 'Copy to New Administrations' button at the bottom of the table. A dialog box titled 'Copy Profiles to New Administration' is open on the right, displaying instructions and a list of new administrations to choose from. The 'Copy to New Administrations' button is circled in red.

Last Name	First Name	Email
Sample	Billy	user1@drcsample.com
Teacher	Ima	Imateacher@drcsample.com

Copy Profiles to New Administration

You are copying 2 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

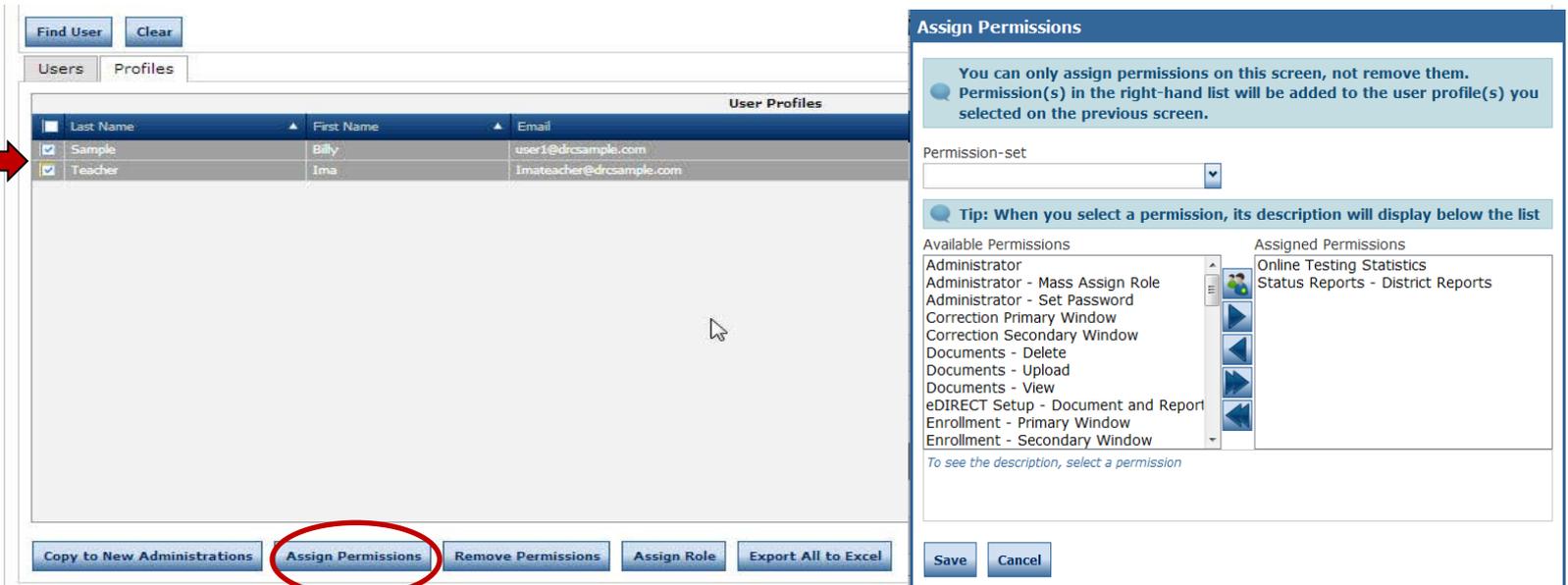
- 2014-2015 NeSA-W Practice Test *
- 2013-2014 Check4Learning
- 2013-2014 NeSA-W Field Test

Buttons: Submit, Cancel

Buttons: Copy to New Administrations, Assign Permissions, Remove Permissions, Assign Role, Export All to Excel

eDIRECT > Adding Permissions for Multiple Users

- Find User > Profiles Tab
- Select users with the same Role
- Assign Permissions 
- Select desired permissions and move over using arrows
- Save 



Find User Clear

Users Profiles

User Profiles		
Last Name	First Name	Email
<input checked="" type="checkbox"/> Sample	Billy	user1@drcsample.com
<input checked="" type="checkbox"/> Teacher	Ima	Imateacher@drcsample.com

Copy to New Administrations **Assign Permissions** Remove Permissions Assign Role Export All to Excel

Assign Permissions

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.

Permission-set

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

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Correction Primary Window
- Correction Secondary Window
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Enrollment - Primary Window
- Enrollment - Secondary Window

Assigned Permissions

- Online Testing Statistics
- Status Reports - District Reports

To see the description, select a permission

Save Cancel

Upcoming NeSA Training

Training	Dates
INSIGHT and TSM Installation Training for N-TACs	September 3-4, 2014
INSIGHT and TSM Management and Capacity/Load Testing Training for N-TACs	September 16-17, 2014
NeSA Test Administration Training for N-TACs	January 5-7, 2015
NeSA-Writing Test Administration Training	January 5-7, 2015
NeSA-Reading, Mathematics, and Science Training & NeSA-Alternate Assessment Test Administration Training	February 24-26, 2015

Please visit the NDE Statewide Assessment Office website for additional training information and WebEx invitations.
Training dates are subject to change.

Questions?

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