



# **eDIRECT USER GUIDE**

## **NEBRASKA**

**2013 – 2014**  
**NeSA-Writing Test**

Produced by Data Recognition Corporation (DRC)

13490 Bass Lake Road

Maple Grove, MN 55311

Direct: 1-800-826-2368

Nebraska Customer Service: 1-866-342-6280

Website: <https://ne.drctdirect.com>

Email: [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)

Revision Date: December 20, 2013

## COPYRIGHT

Copyright © 2013 Data Recognition Corporation

Copyright © 2013 by the Nebraska Department of Education

Nebraska State Accountability assessments are administered by the Nebraska Department of Education (NDE)

301 Centennial Mall South

P.O. Box 94987

Lincoln, Nebraska 68509

(402) 471-2495.

The assessment contractor is Data Recognition Corporation (DRC).

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

or by faxing (763) 268-2540.

No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

The following items in DRC INSIGHT are protected by copyright law:

- The User Guide.
- All text and titles on the software's entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout.

DRC INSIGHT Online Learning System and DRC eDIRECT are trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Microsoft  
Windows  
PowerPoint

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries.

Apple  
Macintosh  
Mac  
OS X

Linux is a registered trademark of Linus Torvalds.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

Gnome is a trademark of the Gnome Foundation.

<b>■ Introduction</b>	What's Covered In This Guide.....5
	eDIRECT Permissions Matrix .....5
<b>■ Working with eDIRECT</b>	The eDIRECT Main Page .....7
	Minimum Browser Requirements.....8
	Logging On To eDIRECT for the First Time.....9
<b>■ General Information</b>	The General Information Menu .....12
<b>■ Manage Users</b>	The Manage Users Menu .....13
	Editing and Updating a User's Contact Information .....14
	Editing a Single User's Permissions .....15
	Editing Multiple Users' Permissions .....17
	Resetting a User's Password.....18
	Inactivating a User .....19
	Activating a User .....20
	Adding a User .....21
	Adding Multiple Users.....22
<b>■ Test Setup</b>	General Information.....23
	Students.....24
	Editing a Student's Information .....25
	Accommodations .....26
	Demographics .....27
	Testing Codes.....28
	Test Sessions .....29
	Test Sessions .....30
	Adding Students to a Test Session .....31
	Exporting a Test Session .....32
	Viewing and Exporting Test Session Status Details .....33
	Printing Test Tickets and Rosters.....35
	Unlocking a Student's Test Ticket .....36
	Displaying a Test Session Status Summary .....37
<b>■ Reports</b>	The Reports Menu.....38
	View Writing Responses .....39
	Status Reports .....40
	Online Testing Statistics.....41
<b>■ Index</b>	Index .....42

**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 status reports and online testing statistics reports that are available through eDIRECT.

## ■ eDIRECT Permissions Matrix

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

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

## Introduction

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

\*Test Administrator

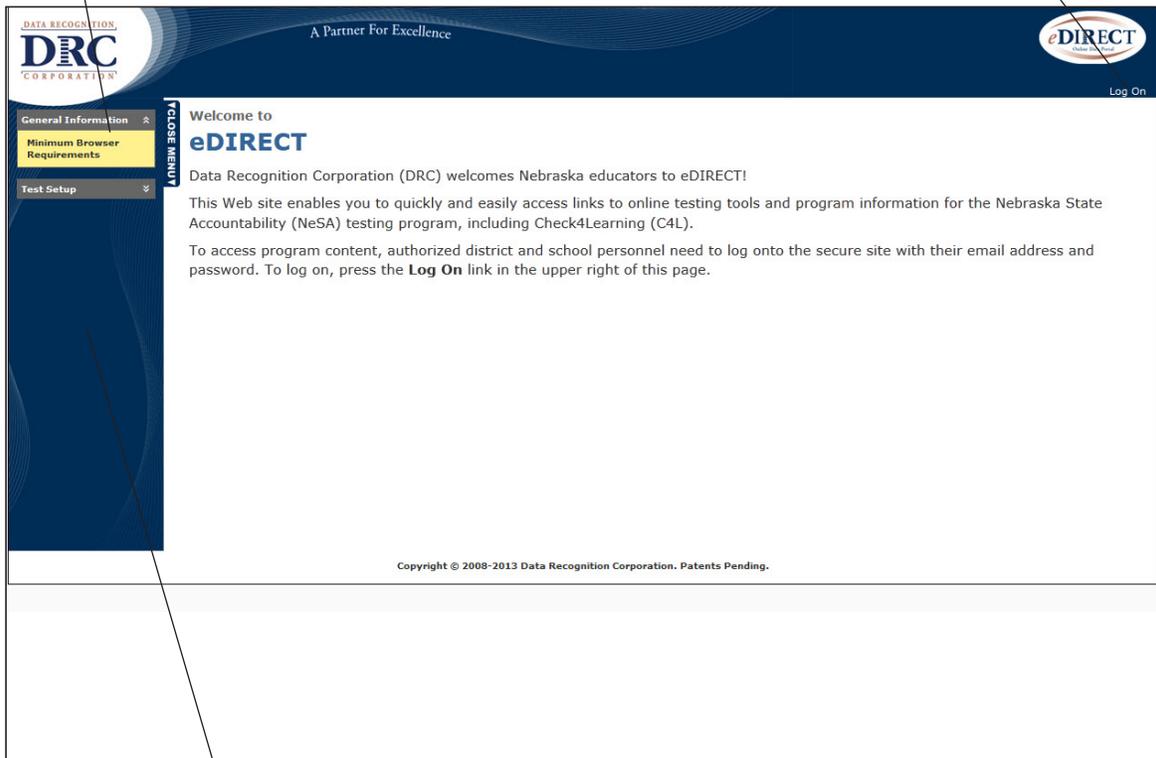
\*\*District Technology Coordinator

## The eDIRECT Main Page

To display the eDIRECT main web page, enter the URL <https://ne.drccedirect.com/default.aspx> in your supported browser. When the main eDIRECT 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 links for web browser requirements (see “Minimum Browser Requirements” on page 8).

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.

**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.

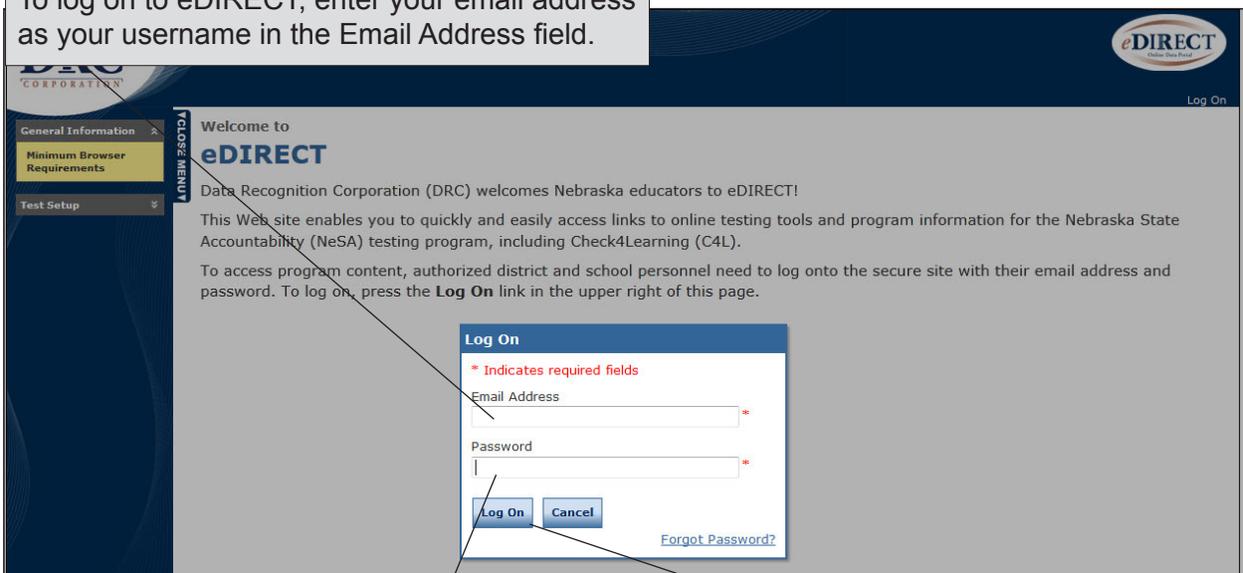
The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use eDIRECT.

## Logging On To eDIRECT for the First Time

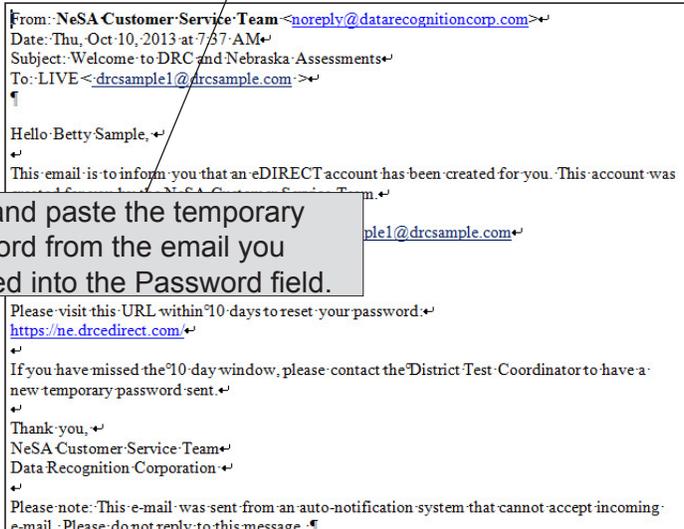
To log on to eDIRECT, you must have a username and a password. When an administrator creates a user, the user automatically receives an email from eDIRECT (**NeSA Customer Service Team 1-866-342-6280**) containing the user's username (his or her email address) and his or her temporary password. Use the 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; **Cancel** to cancel the process.



Copy and paste the temporary password from the email you received into the Password field.

## 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. 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.

- If a user forgets their password, or does not log in with the temporary password within ten days, he or she must contact their District Assessment Coordinator (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 private information, including, but not limited to, test scores and student demographic information. The system is password protected and requires a user name and password for access.

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 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)**.

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 **Documents** to display the Documents page.

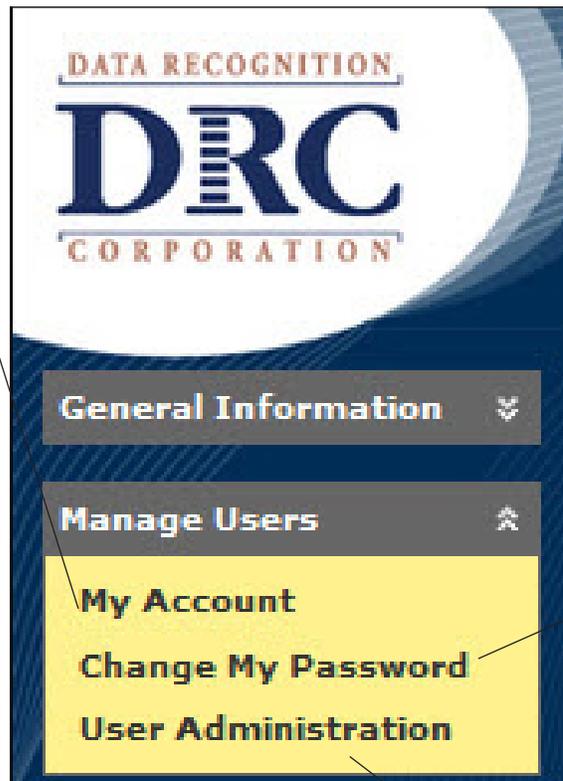
From this page you can select, open, and download various documents, including manuals, memos, and Microsoft PowerPoint presentations.

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

## 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, or upload multiple users.

1. To edit a user's contact information, select **User Administration**, click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

The screenshot shows the 'User Administration' page. On the left is a 'FRONT MENU' with options like 'Manage Users', 'My Account', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', and 'Check4Learning'. The main area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration (2013-2014 NeSA-W Fi), User Role ((All)), District (SAMPLE DISTRICT - 5), School (SAMPLE SCHOOL SMC), 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. A row shows a user named 'Teacher' with first name 'Ima' and email 'Imateacher@email.com', with a status of 'Not Logged In Yet'. An arrow points from the 'View/Edit' icon in the Action column to a callout box.

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.

The 'Edit User' dialog box has three tabs: 'Contact', 'Permissions', and 'Password'. A yellow warning banner at the top says 'Account Status: Not Logged In Yet'. Under the 'Contact' tab, there are fields for Prefix, First Name (required), Middle Initial, Last Name (required), and Suffix. Below are fields for Email Address and Confirm Email Address (required), both with a note '(Please do not paste)'. There are also fields for Address 1, Address 2, City, State, Zip, Phone, and Phone Extension. A 'Save' button is at the bottom, along with 'Reset User', 'Inactivate', and 'Close' buttons.

### Editing a Single User's Permissions

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

1. To edit a user's permissions, 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: Not Logged In Yet**

Contact
Permissions
Password

First Name

Last Name

Email Address

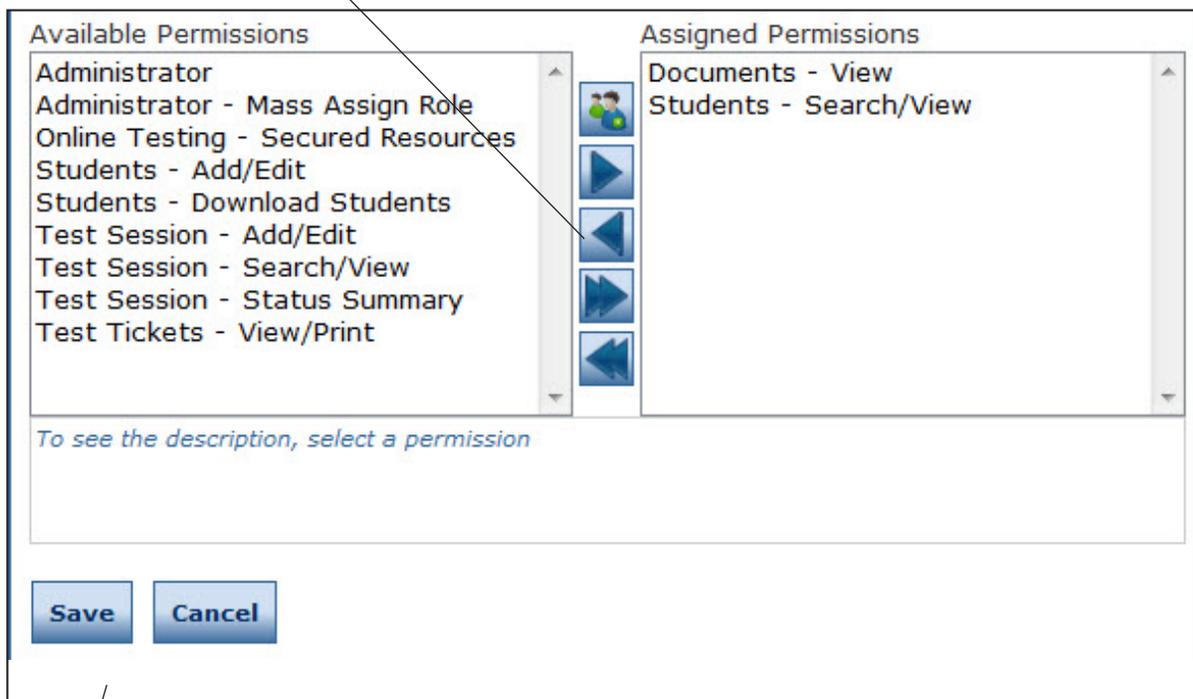
Permissions				
Administration	Role	District	School	Action
2013-2014 NeSA-W Field Test	Teacher	999998000 - SAMPLE DISTRICT	999998002 - SAMPLE SCHOOL SMOKE TEST EDIRECT	 

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 displays, select permissions from the Available Permission 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.

**1.** To edit permissions for multiple users, 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.

	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Teacher	Ima	Imateacher@email.com	Teacher	2013-2014 NeSA-W Field Test	999998000	999998002
<input checked="" type="checkbox"/>	Teacher	Imaalso	Imaalso@email.com	Teacher	2013-2014 NeSA-W Field Test	999998000	999998002

**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 15 for details).

**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.

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

Available Permissions

- 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
- Test Tickets - View/Print

Assigned Permissions

To see the description, select a permission

Save Cancel

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

## 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 their 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](mailto:necustomerservice@datarecognitioncorp.com) to reset it.

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

1. To reset a user's password, 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 options like 'General Information', 'Manage Users', 'My Account', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', and 'Check4Learning'. The main area has tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these are search filters for Administration, User Role, District, School, First Name, Last Name, Email, and Status. A 'Find User' button is present. Below the filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, Status, and Action. Two users are listed: 'Ima Teacher' and 'Imaalsoa Teacher', both with a status of 'Not Logged In Yet' and a 'Reset User' icon in the Action column.

The 'Reset User' dialog box contains a question mark icon and the text: 'You have requested to reset user 'Ima Teacher (Imateacher@email.com)'. Are you sure?'. At the bottom 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; **Cancel** to cancel the process.

## Inactivating a User

You can inactivate eDIRECT users that are currently active. When a user is inactivated, the user is unable to access eDIRECT (to reactivate a user, see “Activating a User” on page 20).

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

**1.** To inactivate a user, 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 these is a search section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (2013-2014 NeSA-W Fi), User Role (Teacher), District (SAMPLE DISTRICT - 5), School ((All)), First Name, Last Name, Email, and Status ((All)). There is a checkbox for 'Hide Inactive Users' and buttons for 'Find User' and 'Clear'. Below the search section are tabs for 'Users' and 'Profiles'. The 'Users' tab is active, showing a table of 'User Accounts'.

Last Name	First Name	Email Address	Status	Action
Teacher	Ima	Imateacher@email.com	Not Logged In Yet	[Icons: Edit, Refresh, Inactivate]
Teacher	Imaalsoa	Imaalsoateacher@email.com	Not Logged In Yet	[Icons: Edit, Refresh, Inactivate]

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

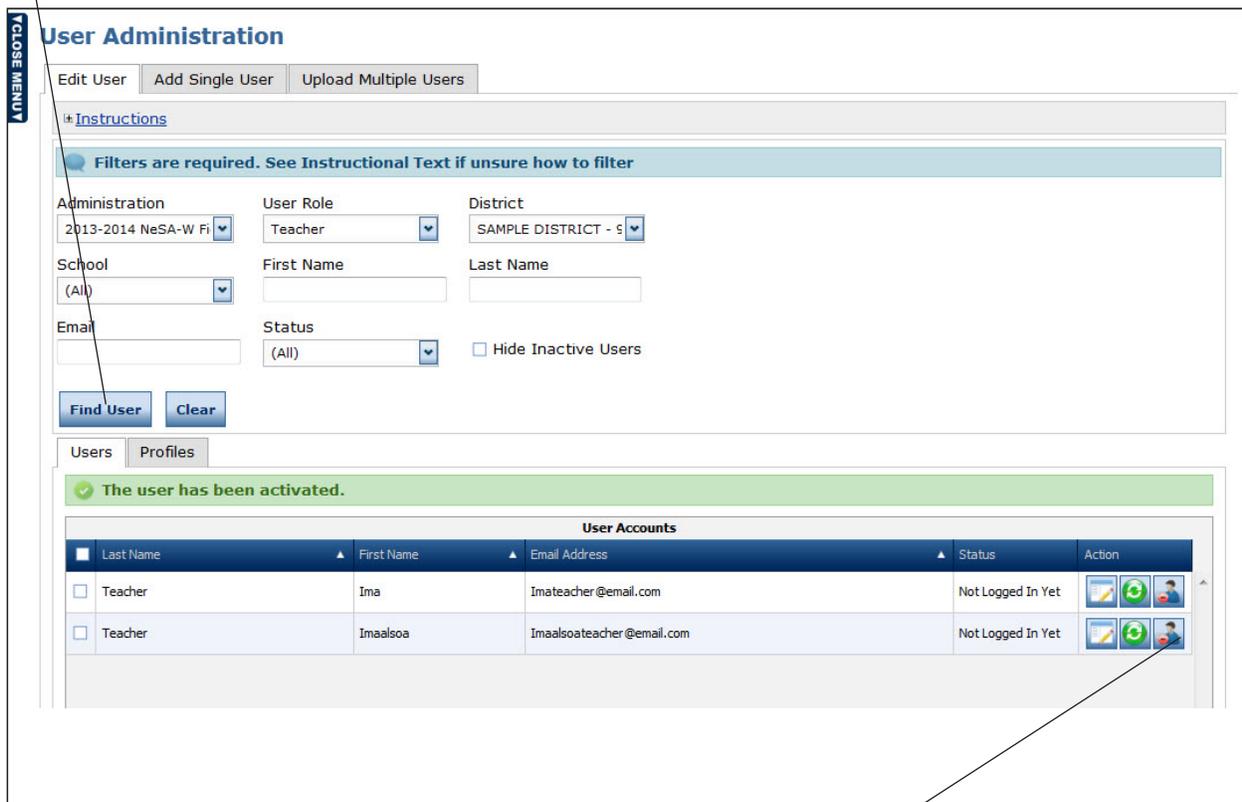
The 'Inactivate User' dialog box has a blue header and a question mark icon. The text reads: 'You have requested to inactivate user 'Ima Teacher (Imateacher@email.com)'. Are you sure?'. At the bottom, there are two buttons: 'Inactivate' and 'Cancel'.

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

## Activating a User

You can activate an eDIRECT user that is currently inactive so the user can access eDIRECT again (to inactivate a user, see “Inactivating a User” on page 19). 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.

**1.** To activate a user, 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 search section with various filters: Administration (2013-2014 NeSA-W Fi), User Role (Teacher), District (SAMPLE DISTRICT - S), School ((All)), First Name, Last Name, Email, Status ((All)), and a checkbox for 'Hide Inactive Users'. There are 'Find User' and 'Clear' buttons. Below the search section, 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. The table contains two rows of user data.

Last Name	First Name	Email Address	Status	Action
Teacher	Ima	Imateacher@email.com	Not Logged In Yet	
Teacher	Imaalsoa	Imaalsoateacher@email.com	Not Logged In Yet	

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

## Adding a User

When you add a user, specify the permissions the user will have. You can only grant a user permissions that you currently have (see “Adding Multiple Users” on page 22).

1. To add a user, 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@email.com \*

Administration: 2013-2014 NeSA-W Field Te \*      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
<ul style="list-style-type: none"> <li>Administrator</li> <li>Administrator - Mass Assign Role</li> <li>Online Testing - Secured Resources</li> <li>Students - Add/Edit</li> <li>Students - Download Students</li> <li>Test Session - Add/Edit</li> <li>Test Session - Search/View</li> <li>Test Session - Status Summary</li> <li><b>Test Tickets - View/Print</b></li> </ul>	<ul style="list-style-type: none"> <li>Documents - View</li> <li><b>Students - Search/View</b></li> </ul>

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

**Save**

3. Select an Available Permission and click the **Add Selected** icon to assign the permission to the user (see “Editing a Single User’s Permissions” on page 15).

**Note:** The permissions associated with the selected User Role display beneath the drop-down menus.

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

## Adding Multiple Users

You can add multiple users to eDIRECT at once by uploading a file that meets certain file layout requirements. For help or more information about this process, click the **File Layout** and **Sample File** links from the light blue bar at the top of the Upload Multiple Users tab.

**1.** To add multiple users, from the Manage Users menu select the **User Administration** option and click on the **Upload Multiple Users** tab.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

\* Indicates required fields

Administration  
2013-2014 NeSA-W Field Test \*

File  
Browse... \*

**Upload**

**User Listing**

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

**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.

## General Information

From the General Information option of the Test Setup menu, eDIRECT users can download INSIGHT, the Online Tools Training (OTT), the Local Caching Service (LCS), 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.

A screenshot of a web page titled 'Test Setup General Information'. It has a 'CLOSE MENU' button on the left. There are three tabs: 'About', 'Downloads', and 'Test Tutorials'. Below the tabs is a welcome message: 'Welcome to the DRC INSIGHT Online Learning System. This system provides a dynamic and Universally Designed online testing solution.' At the bottom, there is a copyright notice: 'Copyright © 2008-2013 Data Recognit' and a 'Home' link. Three callout boxes point to the 'About' tab, the 'Downloads' tab, and the 'Test Tutorials' tab.

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

Click the **Downloads** tab to download INSIGHT, the LCS, or OTT for Windows and Macintosh (OS X) and Linux, and the tutorials. (See the DRC INSIGHT Online Learning System Technology User Guide for details about downloading INSIGHT and the LCS.)

## Students

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

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

The screenshot shows the 'Manage Students' interface. On the left, a vertical menu lists options like 'General Information', 'Manage Users', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', and 'Check4Learning'. Under 'Test Setup', 'Students' is selected. The main area has a 'Manage Students' header and a search form. The form includes fields for Administration (2013-2014 NeSA-W Practice), District (SAMPLE DISTRICT - 99999), School (SAMPLE SCHOOL SMOKE TR), Last Name, First Name, NSSRS ID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and an 'Online Students' checkbox. 'Find Students' and 'Clear' buttons are at the bottom. Below the form is a table 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 26)
- Modify a student's demographic information (see "Editing a Student's Information-Demographics" on page 27)
- Mark a student's testing codes (see "Editing a Student's Information-Testing Codes" on page 28)
- View the test sessions for which the student is enrolled (see "Viewing a Student's Information-Test Sessions" on page 29 on page).
- View the student's test session status information (see "Viewing and Exporting Test Session Status Details" on page 33)

**Edit Student**

[Instructions](#)

\* Indicates required fields

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

Student Detail    Accommodations    Demographics    Testing Codes    Test Sessions

Administration  \*    District  \*    School  \*

Date of Birth  \*    Grade  \*    Gender  \*

(mm/dd/yyyy)

**Save**    **Cancel**

To view or edit a student's detail 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 District and School fields cannot be edited.
5. Click **Save** to save your changes; **Cancel** to cancel them.

## Editing a Student's Information—Accommodations

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name: Student \*    First Name: Sample \*    Middle Initial:    NSSRS ID: 4455665544 \*

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 type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Test Directions	<input type="checkbox"/>
Presentation	ELL – Direct Linguistic Support with Content and Test Items	<input type="checkbox"/>
Presentation	ELL – Indirect Linguistic Support	<input 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; **Cancel** to cancel them.

## Editing a Student's Information—Demographics

**Edit Student**

[Instructions](#)

\* Indicates required fields

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

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

Race/Ethnicity  
 Race/Ethnicity - Two or More Races   
 LEP/ELL Eligible  
 Special Education IEP  
 Alternate Assessment Student was administered a local alternate assessment in writing

Test Format  
  
 Test Format - Braille  
 Test Format - Large Print

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; **Cancel** to cancel them.

## Editing a Student's Information—Testing Codes

**Edit Student**

Instructions

\* Indicates required fields

Last Name: GradeStudentFirst \*    First Name: One \*    Middle Initial: R    NSSRS ID: 999999999 \*

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

Student Not Tested Due To

Gr11 Writing

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

Save    Cancel

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; **Cancel** to cancel them.

Viewing a Student's Information—Test Sessions

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

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

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

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

To view 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. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon  in the Action column for the student whose information you want to view. The Testing Status window displays.
4. From the Testing Status window you can print one or more student test tickets in the test session.

## Test Sessions

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.

The screenshot shows the 'Test Sessions' page in the DRC system. The left navigation menu has 'Test Sessions' highlighted. The main content area includes search filters for Administration (2013-2014 NeSA-W Field Tr), District (SAMPLE DISTRICT - 99999), School (SAMPLE SCHOOL SMOKE TEST), Last Name, First Name, Session, Content Area (Writing), and Assessment ((All)). Below the filters are 'Show Sessions' and 'Print All Tickets' buttons. A table titled 'Session Detail' displays two rows of test sessions, both with a status of 'Not Started'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr8 Writing	Not Started	9/18/2013	12/31/2013	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr 11 Writing	Not Started	9/18/2013	12/31/2013	[Icons]

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

## Adding Students to a Test Session

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

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

1. Select the 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.

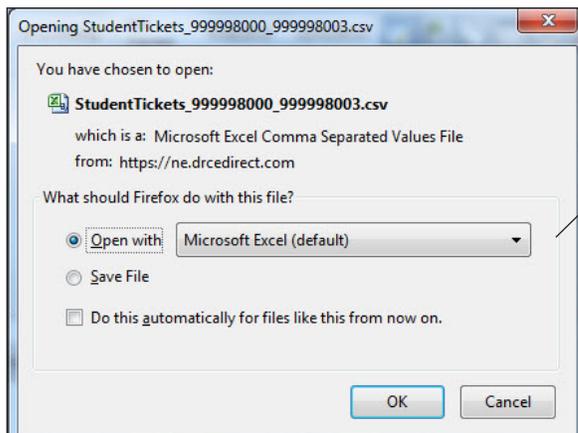
## Exporting a Test Session

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 two tabs: 'Sessions' and 'Status Summary'. Below the tabs is a section titled 'Instructions'. The main area 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 INSIGHT'. The first row is for 'Gr8 Writing' and the second for 'Gr11 Writing'. Both sessions are 'Not Started' and have dates of '9/18/2013' and '12/31/2013'. The 'Action' column for each row contains a set of icons: a document with a pencil, a document with a green arrow, a document, a calendar, a printer, and a red 'X'. Below the table are four buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', and 'Unlock All'. A line from the 'Export Details' icon in the table points to a text box below.

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.

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

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

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

1. Click 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"/>	Sample	Student	SSample1	DOES2232	Not Started			[Icons]
<input type="checkbox"/>	student	sample	sstudent2	COZY2813	Not Started			[Icons]
<input type="checkbox"/>	Student	Sample	SStudent4	SAND8528	Not Started			[Icons]
<input type="checkbox"/>	Student	Sample	SStudent7	ONCE2855	Not Started			[Icons]
<input type="checkbox"/>	Student	Sample	SStudent8	SKIP4802	Not Started			[Icons]
<input type="checkbox"/>	Student	Sample	SStudent9	TURN9336	Not Started			[Icons]
<input type="checkbox"/>	Student	Student	SStudent3	SIZE7033	Not Started			[Icons]

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

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

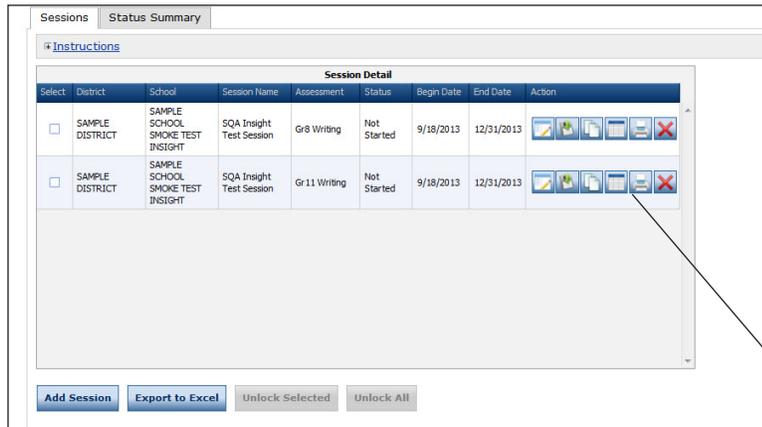
The screenshot shows a web application interface with two tabs: 'Sessions' and 'Status Summary'. The 'Sessions' tab is active, displaying a table titled 'Session Detail'. The table has columns for 'Select', 'District', 'School', 'Session Name', 'Assessment', 'Status', 'Begin Date', 'End Date', and 'Action'. Two rows are visible, both with the 'Select' checkbox checked. Below the table are four buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', and 'Unlock All'. A blue arrow points from the 'Export to Excel' button to a text box below.

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	[Icons]
<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	[Icons]

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.

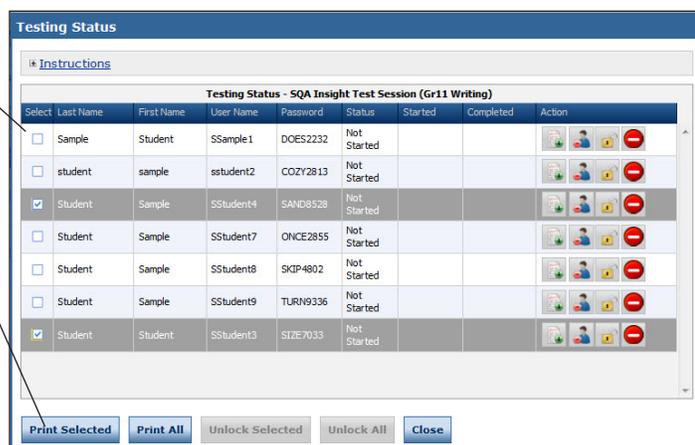
## Printing Test Tickets and Rosters

You can print test tickets for the students in a test session. You can either 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.
- 3a. To print all of the tickets for the test session, click the **Print All** icon  in the Action column for the test session you want to print tickets for. A PDF version of the Student Test Session Ticket displays that you can view, save, and print.
- 3b. To print selected test tickets, click the **Edit/Print Ticket Status** icon  in the Action column for the test session you want. In the Testing Status window, select one or more students by clicking the checkbox next to their name in the Select column. Then, click the **Print Selected** button.



### ■ Unlocking a Student's Test Ticket

There are two situations where you must unlock a student's test ticket to make it active again:

- 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.
- 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 and INSIGHT removed the student from the test.
  - If this happened on the same day as the student's first login, the student can log in using the original login information, and the test ticket does not need to be unlocked.
  - If this happened the day after the student's first login, the student's test ticket must be unlocked. After it is unlocked, the student can log in using the original login information from the previous day.

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

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

### Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Test Sessions window (see “Test Sessions” on page 30).

- 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 summary 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

## The Reports Menu

From the Reports menu, eDIRECT users can view writing responses, status reports, and online testing statistics for the 2013 – 2014 NeSA–Writing Test.

Select **View Writing Responses** from the Reports menu to display the View Writing Responses page to view, save, print, or export the student writing responses.

The screenshot shows the 'View Reports' interface. On the left, a vertical menu is expanded to show 'Reports' options: 'View Reports', 'View Writing Responses', 'Status Reports', and 'Online Testing Statistics'. The 'View Reports' option is highlighted. The main area contains filter dropdowns for 'Administration', 'District', 'School', and 'Report', each with '(All)' selected. A 'Show Reports' button is positioned below the filters. A table header for 'Reports' is visible, with columns: Administration, Report, Title, District, School, Date, and Action. Below the table, a message reads: 'Choose from the above filters and click on 'Show Reports' to view matching 'Reports''. The page footer includes 'Copyright © 2008-2013 Data Recognition Corporation. Patents Pending.' and a user greeting 'Welcome Betty Sample!' with 'Home | Log Off' links.

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 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 writing responses, do the following:

1. Select an administration, district, school, grade, and mode (**Online**) from the drop-down menus.
- 2a. To view, save, or print responses for all of the students in the administration, district, school, and grade that you selected, click **Export Results**.
- 2b. 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.

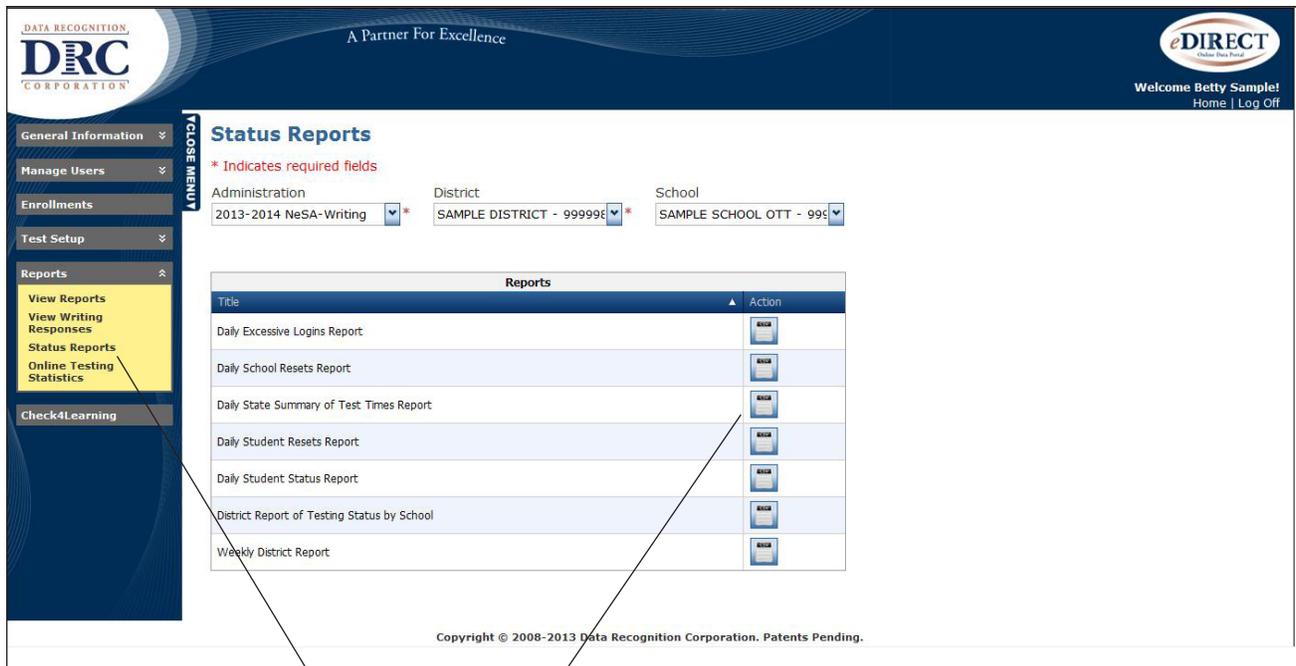
Last Name  First Name  NSSRS ID

**Find Students**

Students				
Last Name	First Name	NSSRS ID	Action	
TEN	STUDENT	7777777777		
TWENTY	STUDENT	1111111111		
TWENTY	STUDENT	2222222222		
TWO	STUDENT	3333333333		

## The Reports Menu—Status Reports

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



DATA RECOGNITION CORPORATION  
**DRC**  
CORPORATION

A Partner For Excellence

eDIRECT  
Child Data Trust

Welcome Betty Sampl  
Home | Log Off

General Information  
Manage Users  
Enrollments  
Test Setup  
Reports  
View Reports  
View Writing Responses  
Status Reports  
Online Testing Statistics  
Check4Learning

**Status Reports**

\* Indicates required fields

Administration: 2013-2014 NeSA-Writing \*  
District: SAMPLE DISTRICT - 99999 \*  
School: SAMPLE SCHOOL OTT - 99

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

Copyright © 2008-2013 Data Recognition Corporation. Patents Pending.

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

## The Reports Menu—Online Testing Statistics

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

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

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

The screenshot shows the 'Online Testing Statistics' page. The left sidebar contains a 'Reports' menu with 'Online Testing Statistics' selected. The main area displays the 'Cumulative' report for the '2013-2014 WaSA-W Practice Test'. The report is currently set to 'Cumulative' and 'Student / Grade' sorting. The data is presented in four tables, each with an 'Export' button:

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

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

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

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

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

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

- A**
  - Accommodations
    - marking 24
  - Activating users 20
  - Adding a user 21
- D**
  - District Assessment Contact (DAC)
    - and eDIRECT 5
    - resetting passwords 18
  - District Technology Coordinator (DTC)
    - and eDIRECT 5
- E**
  - eDIRECT 5
    - documentation 23
    - logging on for the first time 9
    - Main page 7
    - menus
      - General Information 12
      - Manage Users 13
      - Reports 38 39 40 41
      - Test Setup 23 24 30
    - overview 5
    - relationship to INSIGHT 5
    - roles 5
    - Security and Confidentiality Agreement for DRC
      - Applications 11
    - usernames and passwords 9
    - web browser requirements 8
  - Editing
    - multiple users' permissions 17
    - single user's permissions 15
    - student information 5 25 26
    - user information 5 13
    - user's contact information 14
  - Exporting
    - test sessions 32
    - test sessions details 32
    - test session status details 33
- G**
  - General Information Menu 12
- I**
  - Inactivating users 19
  - INSIGHT
    - administrative functions 5
    - End Test function 36
    - Pause/Exit function 36
    - relationship to eDIRECT 5
- M**
  - Manage Users Menu 13
  - Menus
    - General Information 12
    - Manage Users 13 21 22
    - Reports 38 39 40 41
    - Test Setup 23 24 30
- P**
  - Passwords
    - creating 10
    - requirements 10
    - resetting 18
    - temporary 9
  - Permissions
    - editing 15
    - editing for multiple users 17
- R**
  - Reports
    - described 38 39 40 41
  - Reports Menu 38 39 40 41
  - Resetting
    - user passwords 18
  - Roles
    - District Assessment Contact (DAC) 5
    - District Technology Coordinator (DTC) 5
    - School Test Coordinator (STC) 5
    - Test Administrator (TA) 5
- S**
  - Students
    - adding 24
    - editing information 25
    - marking test codes 24
    - printing tickets and rosters 35
    - searching for 24
    - uploading information 24
    - viewing or editing test sessions 29

**T**

- Test Codes
  - marking 25
- Test Sessions
  - displaying a status summary 37
  - exporting information 32
  - viewing for a district 30
  - viewing for a school 30
  - viewing or editing 29
- Test Session Status
  - described 33
  - viewing and exporting details 33
- Test Setup Menu 23
- Test Tickets
  - printing tickets and rosters 35
  - unlocking 36

**U**

- Users
  - activating 20
  - adding 21
  - editing contact information 14
  - editing permissions 15 16 17
  - inactivating 19
  - resetting passwords 18

**V**

- Viewing
  - student test information 25 26
  - test sessions 30
  - test session status details 33
  - writing responses 38

**W**

- Web browser requirements 8
- Windows
  - Edit Student 25 26
  - Testing Status 33
  - Test Sessions 30



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

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

Copyright © 2013 Data Recognition Corporation  
Revision Date: December 20, 2013