



## ■ ■ ■ 2015-2016 NeSA eDIRECT Enrollments Training



DATA RECOGNITION  
**DRC**  
CORPORATION

# Mark Your Calendars

- The 2015-2016 NeSA-RMS Enrollments Window (includes NeSA-Writing) is October 5-16, 2015



# Accessing eDIRECT

- <https://ne.drcedirect.com/>
- Public Welcome Page
- Logging on

The screenshot displays the eDIRECT website interface. At the top left is the DRC Corporation logo with the tagline 'A Partner For Excellence'. The top right features the eDIRECT logo and a 'Log On' link. A navigation menu on the left includes 'General Information', 'Minimum Browser Requirements', and 'Online Testing'. The main content area shows a 'Welcome to eDIRECT' message and a 'Log On' dialog box. The dialog box contains the following text: '\* Indicates required fields', 'Email Address' with an input field marked with a red asterisk, 'Password' with an input field marked with a red asterisk, and buttons for 'Log On' and 'Cancel'. A 'Forgot Password?' link is located at the bottom right of the dialog box. The background text on the page includes: 'Welcome to eDIRECT!', 'Data...', 'This W...', 'progra...', 'To acc...', 'the se...', 'link in...', 'Nebraska educators to eDIRECT!', 'access links to online testing tools and accountability (NeSA) testing program.', and 'nd school personnel need to log onto sword. To log on, press the **Log On**'.

# Accessing eDIRECT

- Secure Welcome/Home Page
- Navigating the Home Page
  - The Menu
  - Logging Off

The screenshot shows the eDIRECT home page. At the top left is the DRC CORPORATION logo with the tagline 'A Partner For Excellence'. At the top right is the eDIRECT Online Data Portal logo. Below the logos, a navigation menu is visible on the left with options: General Information, Manage Users, My Account (highlighted), Change My Password, and User Administration. The main content area displays a welcome message: 'Welcome to eDIRECT' and 'Congratulations, you have successfully logged on.' It also includes a link to 'Home | Log Off' and a brief instruction to familiarize with the navigation menu.

DATA RECOGNITION  
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eDIRECT  
Online Data Portal

Welcome Valerie Cook!  
Home | Log Off

General Information ▾  
Manage Users ▲  
My Account  
Change My Password  
User Administration

VCLOSE MENU

Welcome to  
**eDIRECT**

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the Navigation Menu on the left. It provides access to online testing tools,

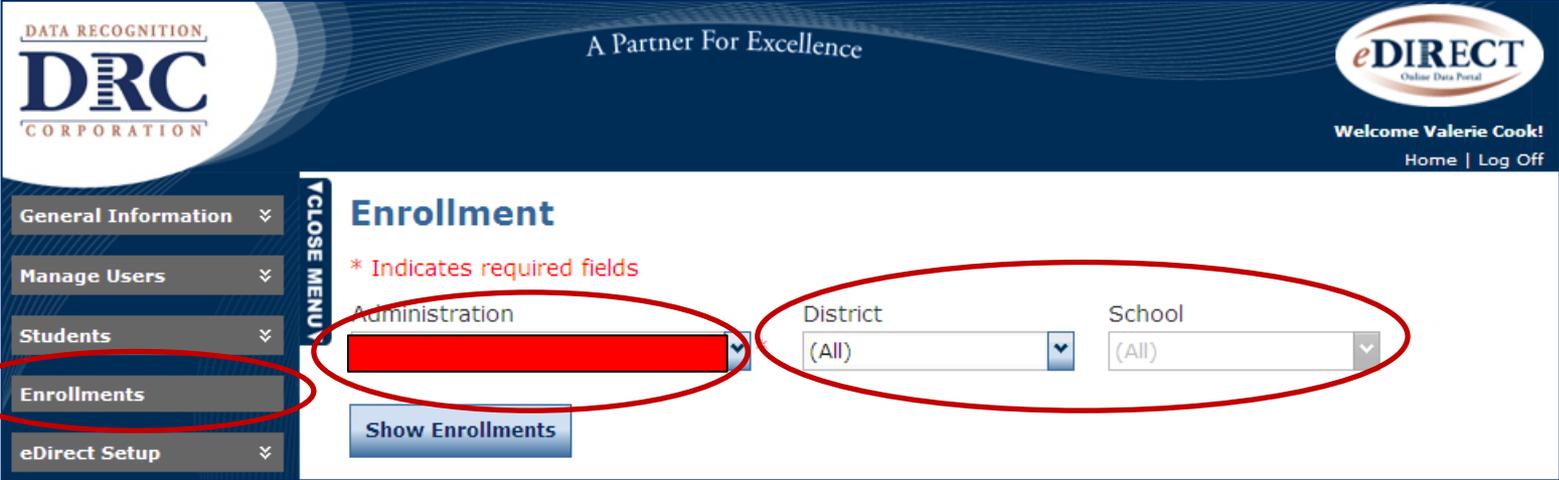
# Accessing eDIRECT Enrollments

- District Assessment Contacts' eDIRECT accounts will be updated with 2015-2016 NeSA-RMS permissions by end of the day, October 2
- Changing the District Assessment Contact Information—NDE can help
  - [nde.stateassessment@nebraska.gov](mailto:nde.stateassessment@nebraska.gov)
  - (402) 471-2495



# Accessing eDIRECT Enrollments

- Enrollments Menu
- Administration Dropdown
  - 2015-2016 NeSA-RMS (includes Enrollments information for NeSA-Writing)
- District and School Dropdowns
- Show Enrollments Button 



The screenshot displays the eDIRECT web application interface. At the top left is the DRC Corporation logo with the tagline "A Partner For Excellence". At the top right is the eDIRECT logo with the tagline "Your Data Portal" and a user greeting "Welcome Valerie Cook!" with links for "Home" and "Log Off".

The main content area is titled "Enrollment" and includes a red asterisk indicating required fields. Below this, there are three dropdown menus: "Administration" (highlighted with a red oval), "District" (set to "(All)"), and "School" (set to "(All)"). A "Show Enrollments" button is located below the dropdowns.

On the left side, there is a vertical menu with the following items: "General Information", "Manage Users", "Students", "Enrollments" (highlighted with a red oval), and "eDirect Setup". A "CLOSE MENU" button is located above the menu items.

# Who May Enter Enrollments Information?

- District Assessment Contacts (DACs) are authorized to enter Enrollments information.
- DACs may assign Enrollments permission to any district or school-level eDIRECT user.
  - District-level users may supply enrollment information for all schools within the district.
  - School-level users may supply enrollment information for designated school. (Not included in Permission – set for school level-users.)



# Verify DAC Contact and Shipping Information

- Show Enrollments > Shipping Information Tab
- Follow [Instructions](#) if contact information is incorrect

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Welcome Valerie Cook!  
Home | Log Off

**Enrollment**

\* Indicates required fields

Administration [Redacted] \* District: ADAMS CENTRAL PUBL School: (All)

Show Enrollments

Enter Enrollments Shipping Information Summary

You are viewing shipping information for Distr

[Instructions](#)

Materials will be shipped to the following contact and ad

Name:  
Phone:

This information represents what the Nebraska Department of Education (NDE) has on file for the District Assessment Contact (DAC). If any changes are needed to this information please contact NDE Statewide Assessment at 402-471-2495 or [nde.stateassessment@nebraska.gov](mailto:nde.stateassessment@nebraska.gov). The NDE Statewide Assessment office will update its records and forward any changes to DRC.

# Before you Begin Entering Enrollments Information

- Click on Enter Enrollments Tab
- **IMPORTANT!** Review [Instructions](#) before entering numbers in the Enrollments Grid

The screenshot shows the eDIRECT web application interface. At the top, there is a header with the DRC Corporation logo on the left, the tagline "A Partner For Excellence" in the center, and the eDIRECT logo on the right. Below the header, there is a navigation bar with "Welcome Valerie Cook!" and "Home | Log Off" links. The main content area is titled "Enrollment" and features a sidebar menu on the left with "OPEN MENU" and "Administration" selected. The main area contains a form with three dropdown menus: "Administration" (highlighted in red), "District" (set to "ADAMS CENTRAL PUBL"), and "School" (set to "ADAMS CENTRAL JR-S"). Below the form is a "Show Enrollments" button. At the bottom, there is a tabbed interface with "Enter Enrollments" selected, and a red circle highlights the "Instructions" link in the bottom navigation bar.

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Welcome Valerie Cook!  
Home | Log Off

OPEN MENU

## Enrollment

\* Indicates required fields

Administration \*

District

School

Show Enrollments

Enter Enrollments Shipping Information Summary Status Report

[Instructions](#)

# The eDIRECT Enrollments Grid

Show Enrollments

Enter Enrollments Shipping Information Summary Status Report

⊕ [Instructions](#)

## Enrollment for School 999998000-999998001 (2015-2016 NeSA-RMS)

		Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11
READING, MATHEMATICS, AND SCIENCE TEST BOOKLETS	Paper (students with documented need)	<input type="checkbox"/>						
	Large Print	<input type="checkbox"/>						
	Contracted English Braille, American Edition(EBAE)	<input type="checkbox"/>						
	Uncontracted English Braille, American Edition(EBAE)	<input type="checkbox"/>						
	Unified English Braille(UEB)	<input type="checkbox"/>						
	Paper Spanish Translation	<input type="checkbox"/>						
WRITING BOOKLETS	Paper (students with documented need)						<input type="checkbox"/>	<input type="checkbox"/>
	Paper Spanish Translation		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Paper for students responding in a language other than English or Spanish		<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Save

Complete

# Important Notes for Completing the Enrollments Grid

- All students will be tested online – except those who:
  - Have an IEP or 504 Plan that requires paper/pencil testing;
  - Are English Language Learner (ELL) students with an accommodation that allows paper/pencil testing (not necessarily a Spanish translation of the test—as Spanish is also available online for NeSA-RMS);
  - Are contracted to an agency that does not allow internet access;
  - Are administered the NeSA-Alternate Assessment for Reading, Mathematics, or Science;
  - Are taking the 4<sup>th</sup> grade NeSA-Writing test, or are Grade 8 or 11 students who will be responding to the NeSA-W test in Spanish or another foreign language.
- Enter the number of students that need each type of paper material in the Enrollments Grid.



Order only the number needed based on current enrollments.

# Entering Reading, Mathematics, and Science Enrollments

- “Paper (students with documented need)” – Include students who:
  - Have IEPs or 504 plans that require paper/pencil testing;
  - Are ELL students with an accommodation that allows paper/pencil testing;
  - Are contracted to an agency that does not allow internet access.
- For each student indicated as requiring paper test materials, DRC will ship one Reading, one Mathematics, and one Science (Grades 5, 8 & 11) test booklet, and one combined answer sheet.
- Online Audio accommodation available for NeSA-RMS.



**Alternate Assessment test booklets, test administration manuals, and answer sheets will be sent based on students listed in NSSRS.**

# Entering Reading, Mathematics, and Science Enrollments



**NOTE: NDE will send an email on September 30, 2015 with additional information that may affect enrollment decisions due to the NeSA English Language Arts field test.**



# Entering Reading, Mathematics, and Science Enrollments

- “Large Print and Braille”
  - For each test booklet ordered, DRC will ship one Reading, one Mathematics, and one Science (Grades 5, 8 & 11) accommodated test booklet, and one combined answer sheet.
  - One Reading, one Mathematics, and one Science (grades 5, 8 & 11) standard test booklet will be sent for each accommodated test booklet ordered.



**Student responses must be transcribed into standard answer sheets.**



# Entering Reading, Mathematics, and Science Enrollments



Check with person responsible for educating visually-impaired students to determine if *Contracted* or *Uncontracted* English Braille, American Edition Braille (EBAE) or Unified English Braille (UEB) test booklets is required.

- NOTE: Braille translations are produced to order based on quantities entered in Enrollments. Contact Nebraska Customer Service if Braille needs change after Enrollments closes on October 16, 2015.



# Entering Reading, Mathematics, and Science Enrollments

- “Paper Spanish Translation”
  - Spanish translations of the NeSA-Reading, Mathematics, and Science tests are available online.
  - Only enter quantities if paper is required.
  - For each test booklet ordered, DRC will ship one Reading, one Mathematics, and one Science (Grades 5, 8 & 11) Spanish translation test booklet, and one combined answer sheet.
  - One Reading, one Mathematics, and one Science (grades 5, 8 & 11) English language test booklet will be sent for each Spanish translation test booklet ordered.
  - Additionally, when Spanish materials are ordered, DRC will ship one Spanish CD per district for applicable grade(s)/content area(s).
  - Spanish translation directions will be provided for the number of Spanish booklets ordered.



# Entering Writing Enrollments – Grade 4

- The grade 4 NeSA-Writing test will not be administered online.
- Paper/pencil writing booklets will be sent for all 4<sup>th</sup> grade students listed in the NSSRS.
- “Paper Spanish Translation”
  - English language writing booklets will accompany each Spanish Translation booklet.
- “Paper for students responding in a language other than English or Spanish”
  - Student may respond in another language, but response must be entered directly into standard booklet.



# Entering Writing Enrollments – Grades 8 and 11

- “Paper (students with documented need)” – Enter numbers for students who:
  - Have IEPs or 504 plans that require paper/pencil testing;
  - Are ELL students with an accommodation that allows paper/pencil testing;
  - Are contracted to an agency that does not allow internet access.



# Entering Writing Enrollments – Grades 8 and 11

- “Paper Spanish Translation”
  - English language writing booklets will accompany each Spanish Translation booklet.
- “Paper for students responding in a language other than English or Spanish”
  - Districts will receive English language writing booklets based on number entered.
  - Student may respond in another language, but response must be entered directly in standard booklet.



# Completing and Submitting Enrollments

- ❗ Click the Complete button when all enrollment information has been entered.
- Click the Save button to save information that has been entered and continue to work at a later time.
- Complete or Save, you may edit information entered on the Enrollments Grid through the end of the Enrollments window.
- ❗ All enrollments must be marked Complete by the end of the Enrollments window – **Friday, October 16**
- ❗ Mark enrollments Complete for each school listed in the School dropdown menu, even if no paper materials are needed – check Enrollments Status Report tab.



# Questions & Answers

## Nebraska Customer Service

Call Toll Free - (866) 342-6280

Fax - (763) 268-2540

email

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

8:00 A.M. – 5:00 P.M. CST

