



eDIRECT USER GUIDE

and Test Administration Instructions

NEBRASKA

2014 NeSA Technology Trial

Produced by Data Recognition Corporation (DRC)

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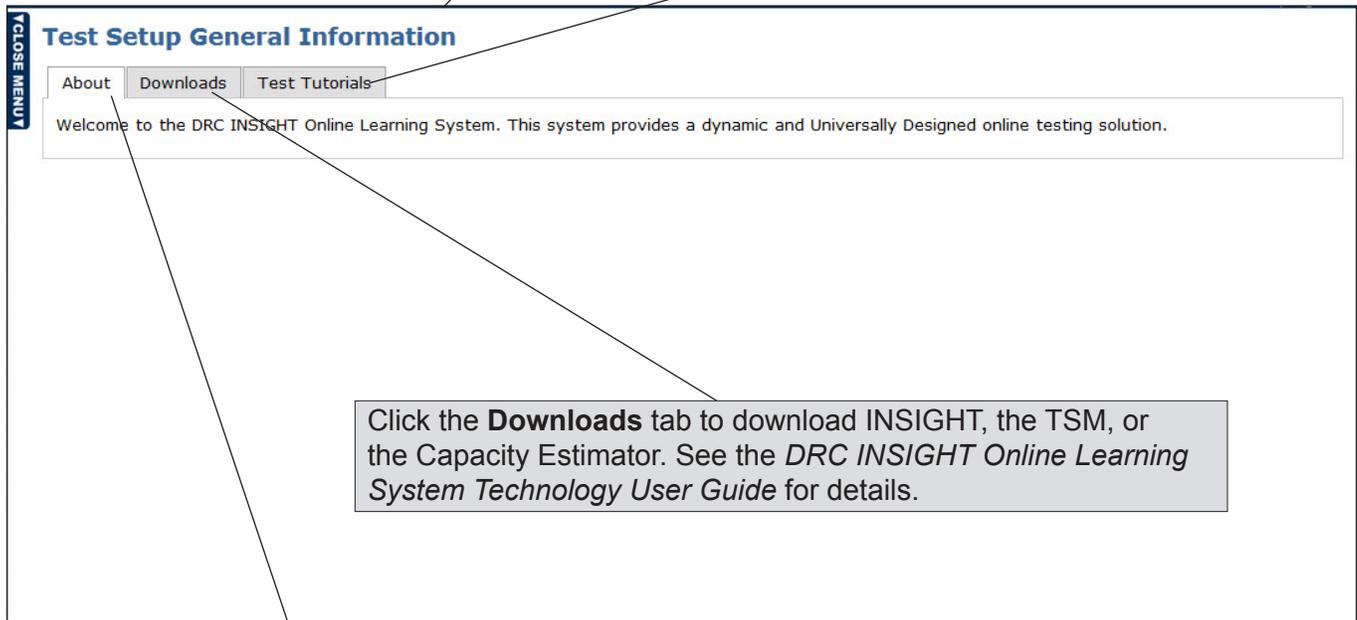
The General Information Option

From the General Information option of the Test Setup menu, eDIRECT users can download INSIGHT and the Testing Site Manager (TSM), and display and use the online tutorials.



Select **General Information** from the Test Setup menu to display the Test Setup General Information page.

Click the **Test Tutorials** tab to view and work with the online tutorials.



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

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

The Students Option

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

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

The screenshot shows the 'Manage Students' interface. On the left, a vertical navigation menu is visible with 'Test Setup' expanded and 'Students' selected. The main area contains a search form with the following fields: Administration (2014 NeSA Technology Trial), District (SAMPLE DISTRICT - 99999), School (SAMPLE SCHOOL SMOKE TE), Last Name, First Name, NSSRS ID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment (Online). There 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. 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:

- View the test sessions for which the student is enrolled (see “Editing a Student’s Information-Test Sessions” on page 7).
- View the student’s test session status information (see “Editing a Student’s Information-Test Sessions” on page 7).

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial NSSRS ID *

Administration * District * School *

Date of Birth * Grade * Gender *

(mm/dd/yyyy)

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

1. Click on the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the Student Detail tab.
Note: The information in the District and School fields cannot be edited.
5. Click **Save** to save your changes or **Cancel** to cancel them.

Editing a Student's Information—Test Sessions

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name Middle Initial NSSRS ID *

Student * Sample * [] 1111111111 *

Student Detail Accommodations Demographics Testing Codes Test Sessions

Student Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	INSIGHT Form	Not Started			    

Save Cancel

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

1. Click on the **Student** link from the Test Setup menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to edit. The Testing Status window displays.
4. From the Testing Status window you can print one or more Student Test Tickets in the test session.

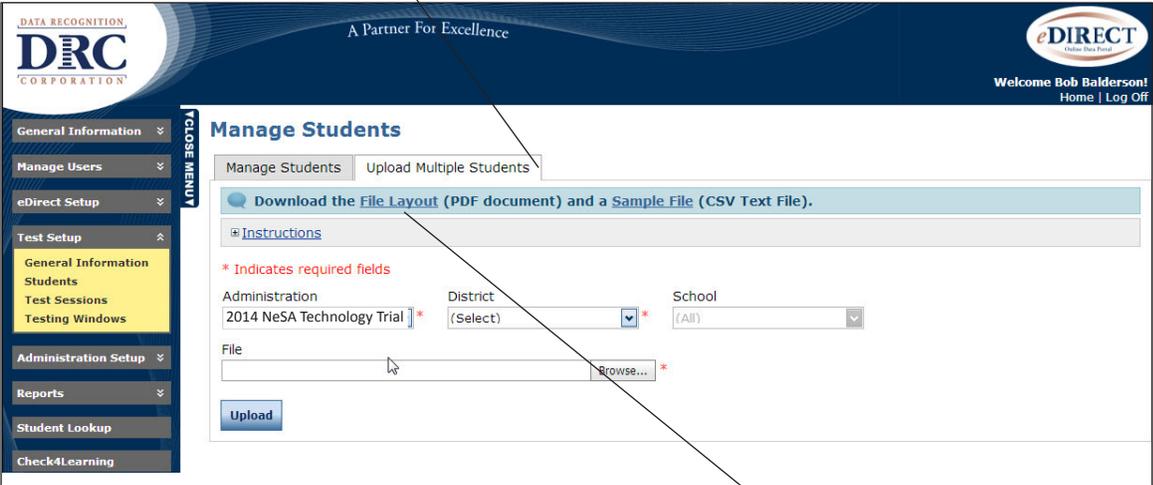
Uploading Multiple Students to eDIRECT

For students to participate in the NeSA Technology Trial, you must upload a file containing their student information to **eDIRECT–Test Setup**. The file must be in the comma-separated-values (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, students will be automatically added to Test Sessions at their designated school and grade level (see also “Uploading Records for Students from NonTested Grades” on page 11).

The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample comma-separated-values (.csv) file that you can use to create the actual file.

To create and upload a student file, do the following:

1. Select **Students** from the Test Setup menu to display the Manage Students page and select the **Upload Multiple Students** tab.



Multiple Student Upload Pre-ID File Layout

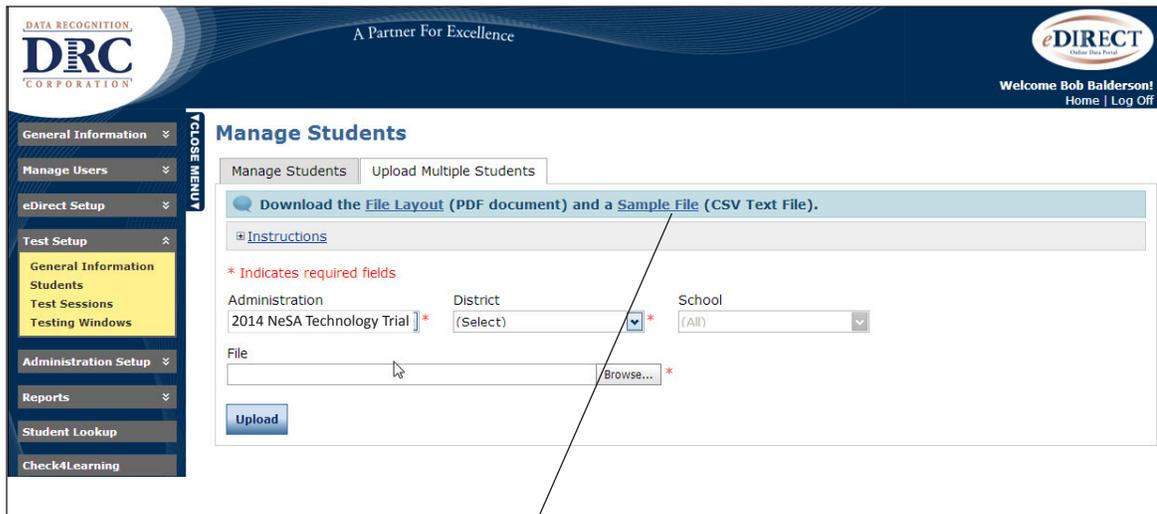
- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
 - o Save file updates/changes within Excel.
 - o Open file in Excel, if file not already open.
 - o On the Windows menu bar, click File, then Save As...
 - o The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
 - Click on the down arrow to the right of this line to open a drop down menu.
 - Scroll down the menu until CSV (Comma delimited) is visible.
 - Click on CSV (Comma delimited) [*.csv] to select for the Save as type:
 - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	Nebraska Student and Staff Record System ID – NSSRS ID	10	Valid Values: <ul style="list-style-type: none"> • Numeric • 9999999999, the id cannot have leading or ending zeros • Values less than ten characters are not padded. 	Shall not be blank Shall be 10 numeric characters (numeric) Shall not have leading and/or 10 th position ending zero Values less than ten characters are not padded Shall pass the MOD 11 check digit validation algorithm) Required (not blank) An error shall be displayed if any of the above validations are not met
2	Student First Name	50	Valid Values:	Shall not be completely blank

2. Click the **Download the File Layout** link to display the Multiple Student Upload Pre-ID File Layout.pdf file.

This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.

Uploading Multiple Students to eDIRECT (cont.)



3. Click the **Sample File** link to download or display the NESampleStudentFile.csv file.

This file is only a sample of the type of file you will upload to DRC.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

NSSRS ID	First Name	Last Name	School	Co	Grade
1.23E+09	Mary	Anderson	99-9998-01	K	
1.23E+09	Sarah	Carlson	99-9998-01		8
1.23E+09	Peter	Larsen	99-9998-01		8
1.23E+09	Andrew	Malley	99-9998-01		9
1.23E+09	Steven	Stevens	99-9998-01		11
1.23E+09	Walter1	Walters	99-9998-01		12

4. Use the NESampleStudentFile.csv file to create, rename, and save a student file to upload.

Note: Be sure to keep the header column rows in the file you upload.

Uploading Multiple Students to eDIRECT (cont.)

DATA RECOGNITION
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eDIRECT
WELCOME TO eDIRECT

Welcome Bob Balderson!
Home | Log Off

Manage Students

Manage Students | Upload Multiple Students

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

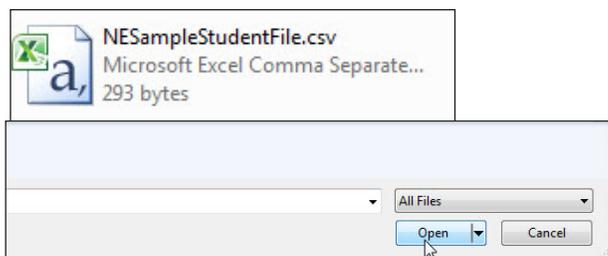
[Instructions](#)

* Indicates required fields

Administration: 2014 NeSA Technology Trial *
District: (Select) *
School: (All)

File: Browse... *

Upload



5. After you have created a students file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.

Manage Students

Manage Students | Upload Multiple Students

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

[Instructions](#)

* Indicates required fields

Administration: 2014 NeSA Technology Trial *
District: (Select) *
School: (All)

File: NESampleStudentFile.csv X Browse... *

Upload

6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

■ **Uploading Records for Students from Non-Tested Grades**

Records for all students in grades 3-12 can be uploaded to take the NeSA Technology Trial Test:

- Students in grades 3–5 will be administered the Grade 5 NeSA Technology Trial Test.
- Students in grades 6–8 will be administered the Grade 8 NeSA Technology Trial Test.
- Students in grades 9–12 will be administered the Grade 11 NeSA Technology Trial Test.

The Test Sessions Option

From the Test Sessions window, you can view all of the test sessions for a specific district or school. The window displays the status of the session—Not Started, In Progress, or Completed.

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. On the left, a navigation menu includes 'General Information', 'Manage Users', 'eDirect Setup', 'Test Setup', 'Administration Setup', 'Reports', 'Student Lookup', and 'Check4Learning'. Under 'Test Setup', 'Test Sessions' is selected. The main area contains search filters: Administration (2014 NeSA Technology Trial), District ((All)), School ((All)), Last Name, First Name, NSSRS ID, Session, Content Area (Writing), and Assessment ((All)). A 'Show Sessions' button is present. Below the filters is a table titled 'Session Detail' with the following data:

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL OTT	Student's Session	INSIGHT Form	Not Started	8/29/2014	6/30/2015	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL OTT	Student's Session	INSIGHT Form	Not Started	8/29/2014	6/30/2015	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	INSIGHT Form	Not Started	8/6/2014	9/30/2014	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	INSIGHT Form	Not Started	8/6/2014	9/30/2014	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST	Student's Session	INSIGHT Form	Not Started	8/6/2014	9/30/2014	[Icons]

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

Adding Students to a Test Session

You can add a new student to an existing test session from the Edit Test Session window.

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

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

Test Setup

Adding Students to a Test Session (cont.)

You also must add the student to the other test sessions for any other content areas for which they will test.

The screenshot shows the 'Test Sessions' interface. At the top, there are fields for Administration (2014 NESa Technology Tr), District (SAMPLE DISTRICT - 99999), and School ((All)). Below these are fields for Last Name, First Name, and NSSRS ID. There are also dropdown menus for Session, Content Area, and Assessment. A 'Show Sessions' button is visible. Below the form is a table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table lists several sessions, including 'Student's Insight SQA Form', 'HEStaging's G11 Reading PT', 'HEStaging's G08 Reading PT', 'HEStaging's G07 Reading PT', 'HEStaging's G06 Reading PT', 'HEStaging's G05 Reading PT', and 'HEStaging's G04 Reading PT'. A line from the 'Find Students' button in the table points to the 'Edit Test Session' window below.

To add a student to other test sessions, do the following:

1. Select an existing test session for the student's grade level.
2. Click **View/Edit** and click the **Find Students** button. The student's name displays under Available Students.
3. Click on the student's name to highlight it and click the **Add Selected** button () to move the student into the Students in Session column.
4. Click **Save**. After the student is added, you can print a test ticket for the student.

The screenshot shows the 'Edit Test Session' interface. At the top, it displays 'Testing Window: 09/18/2013 - 12/31/2013' and 'Eligible Grades: 11'. Below this is a form for session details, including Session Name (SQA Insight Test Sessk), Content Area (Writing), Assessment (G11 Writing), Mode (Online), Begin Date (9/18/2013), and End Date (12/31/2013). There are search fields for Student Last Name, Student First Name, NSSRS ID, and Grade (11). There are also dropdown menus for Demographic and Accommodation. Below the form are buttons for 'Find Students', 'New Student', and 'Clear'. At the bottom are 'Save' and 'Cancel' buttons. The 'Find Students' button is highlighted, and a line from the 'Add Selected' button in the list above points to the 'Students in Session' list.

Available Students:

Student Name
Sample, Student (1111111111)
Student, Sample (1111111111)
student, sample (3333333333)
Student, Sample (5555555555)
Student, Sample (8888888888)
Student, Sample (9999999999)
Student, Student (4444444444)

Students in Session:

Student Name
Sample, Student (1111111111)
Student, Sample (1111111111)
student, sample (3333333333)
Student, Sample (5555555555)
Student, Sample (8888888888)
Student, Sample (9999999999)
Student, Student (4444444444)

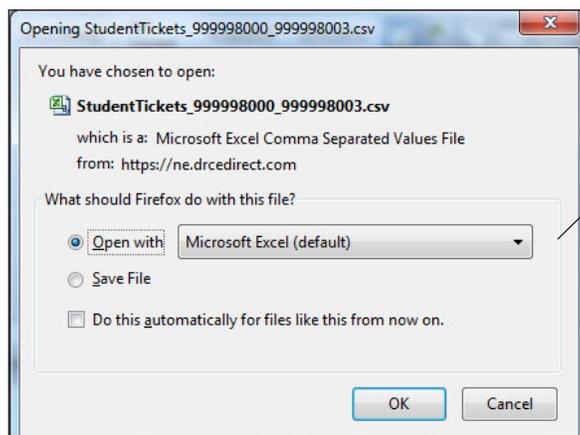
Exporting a Test Session

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

The screenshot shows a web interface with a 'Sessions' tab and a 'Status Summary' sub-tab. Below the tabs is an 'Instructions' section. The main content is a table titled 'Session Detail' with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. There are two rows of data, both for 'SAMPLE DISTRICT' and 'SAMPLE SCHOOL SMOKE TEST EDIRECT'. The 'Status' for both is 'Not Started'. The 'Action' column contains several icons, including one for exporting to Excel. Below the table are four buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', and 'Unlock All'. A line from the text box below points to the Excel export icon in the 'Action' column.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	[Export to Excel] [Print] [Refresh] [Delete]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	[Export to Excel] [Print] [Refresh] [Delete]

- To export a test session, do the following:
1. Click on the **Test Sessions** link from the Test Setup menu and select your search criteria.
 2. Click the **Show Sessions** button.
 3. Click the **Export Details** icon () in the Action column for the test session that you want to export. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.



Test Setup

Viewing and Exporting Test Session Status Details

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

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST EDIRECT	Student's Session	Insight SQA Form	Not Started	2/10/2014	2/10/2015	

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"/>	Student	Training	YunNe2-1	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-2	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-3	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-4	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-5	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-6	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-7	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-8	test1234	Not Started			
<input type="checkbox"/>	Student	Training	YunNe2-9	test1234	Not			

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

Viewing and Exporting Test Session Status Details (cont.)

Sessions Status Summary

[Instructions](#)

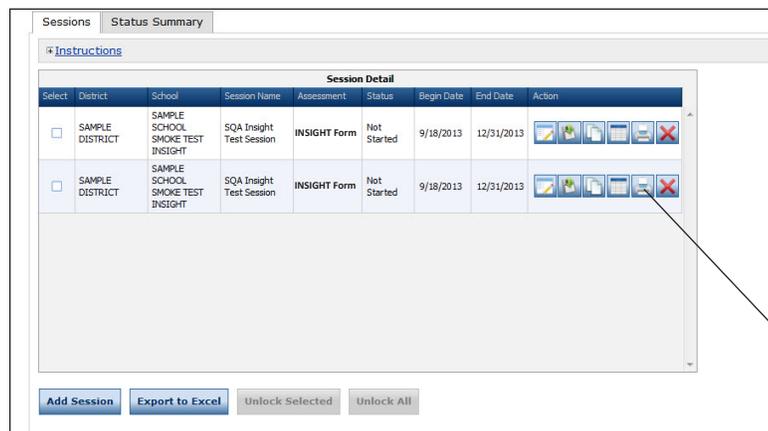
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	INSIGHT Form	Not Started	9/18/2013	12/31/2013	
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	INSIGHT Form	Not Started	9/18/2013	12/31/2013	

- 4.** To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click the **Export to Excel** button.

Test Setup

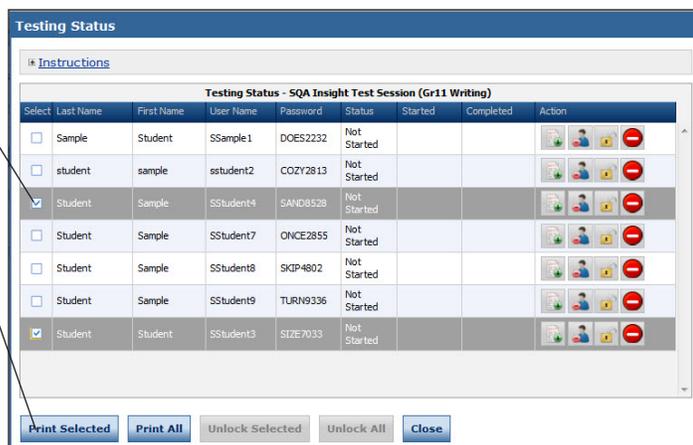
Printing Test Tickets and Rosters

You can print test tickets for the students in a test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.



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

1. Click on the **Test Sessions** link from the Test Setup menu and select your search criteria.
2. Click the **Show Sessions** button.
- 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

A student's test ticket must be unlocked to make it active again if:

1. A student exited the test by using the End Test function in INSIGHT. If the student needs to log back into the test, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
2. Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than fifteen minutes.
 - If this happened on the same day as the student's first login, the student can log in using the original login information, and the test ticket does not need to be unlocked.
 - If this happened the day after the student's first login, the student's test ticket must be unlocked. After it is unlocked, the student can log in using the original login information from the previous day.

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

Note: To unlock a student's test ticket, you must make a request to the Nebraska Department of Education Statewide Assessment office. You can contact the office by email at 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 37).

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 Test Session Status Summary interface. At the top, there are two buttons: "Show Sessions" and "Print All Tickets". Below these are two tabs: "Sessions" and "Status Summary". A link for "Instructions" is also visible. The main content area displays two tables. The first table, titled "Session Summary", has two columns: "Status" and "Session Count". It shows one row for "Not Started" with a count of 4. The second table, titled "Student Summary", has four columns: "Assessment", "# of Students Not Started", "# of Students In Progress", and "# of Students Completed". It is organized by content area: Mathematics, Reading, and Science, with sub-rows for various grade levels.

Session Summary			
Status	Session Count		
Not Started	4		

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: Mathematics			
Mathematics Grade 3	225	2	0
Mathematics Grade 4	2	0	0
Mathematics Grade 6	15	19	19
Mathematics Grade 8	1	0	0
Content Area: Reading			
Reading Grade 5	1	0	0
Reading Grade 6	10	1	0
Reading Grade 8	5	0	0
Content Area: Science			
Science Grade 8	5	0	0

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.

The screenshot shows the eDIRECT web application interface. At the top, there is a header with the DRC logo and the text 'A Partner For Excellence'. On the right, there is a user welcome message: 'Welcome Betty Sampl... Home | Log Off'. The left sidebar contains a 'CLOSE MENU' button and a navigation menu with categories: 'General Information', 'Manage Users', 'Enrollments', 'Test Setup', 'Reports', and 'Check4Learning'. The 'Reports' category is expanded, showing sub-items: 'View Reports', 'View Writing Responses', 'Status Reports', 'Online Testing Statistics', and 'Check4Learning'. The 'Status Reports' sub-item is highlighted in yellow. The main content area is titled 'Status Reports' and includes a note: '* Indicates required fields'. Below this, there are three dropdown menus for 'Administration' (selected: '2014 NeSA Technology Tr'), 'District' (selected: 'SAMPLE DISTRICT - 99999'), and 'School' (selected: 'SAMPLE SCHOOL OTT - 99'). A table titled 'Reports' lists various report titles and their corresponding 'Action' buttons (represented by a document icon). The reports listed are: 'Cumulative Student Status Report', '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', and 'Weekly District Report'. At the bottom of the page, there is a copyright notice: '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 with the following data tables:

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.

Appendix: Instructions for Test Administrators



■ What's Covered in This Appendix

This Appendix contains a separate, mini-guide describing the tasks and responsibilities of Test Administrators (TAs) to administer the 2014 NeSA Technology Trial Test.

- Part I, *Administering the NeSA Technology Trial Test*, describes TA responsibilities regarding the test, including location and test tickets.
- Part II, *2014 NeSA Technology Trial Test Introduction & Instructions*, provides detailed instructions to help TAs administer the test.

To ensure accurate and reliable results, the TA must become familiar with the information and procedures described in this Appendix before administering the test.

Part I-Administering the NeSA Technology Trial Test

Test Administrator Responsibilities

Administration of the NeSA Technology Trial Test is an important professional responsibility. By following the NeSA test procedures, Test Administrators will be preparing students for a real testing situation. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. The Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for:

- administering the NeSA Technology Trial Test;
- distributing Student Test Tickets to students at the time of testing;
- returning all test materials to the School Test Coordinator when testing is complete;
- arranging the testing room;
- **restricting** electronic devices of any type: smartphones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.; and
- prohibiting talking or sharing of responses.

Prepare students for testing by informing them of the scheduled tests in advance. Explain to the students why they are being tested. Students can sense the importance the Test Administrator places on the tests and their performance may be affected accordingly. Students should realize that doing their best is important.

Prepare Testing Location

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Students should be seated so they have enough room and will not be able to view other students' computer monitors.

For larger groups, it is advisable to have one adult assistant for every 12 students testing, in addition to the Test Administrator.

Student Test Tickets

The NeSA Technology Trial Test requires one Student Test Ticket for all three content areas of the test.

Each student should receive the appropriate Student Test Ticket when he/she sits down to take the test. The Student Test Ticket should not be distributed to students prior to test day. The information on the student's Student Test Ticket is critical and confidential. It is this information drawn exclusively from the student database that results in the proper test being delivered to the student when logging into the NeSA testing system.

Test Administrators should:

- Review the individual Student Test Tickets.
- Distribute the Student Test Tickets to students when they sit down to take the test. Verify that each student has received his/her unique ticket.
- Ensure students enter information from their tickets (Username and Password) correctly when logging into the test. This information, when entered correctly, activates the test for that student.
- Upon completion of the test, collect the tickets from the students and return them to the School Test Coordinator for secure disposal.

The Student Test Ticket is activated once a student logs in with his/her Username and Password. Once the student completes a test by clicking Review/End Test, the Student Test Ticket becomes inactive. Students who are "bounced" or "kicked out" of the system without officially ending the test may log back into the test on the same day using his/her Student Test Ticket and resume testing where they left off.

NOTE: The NeSA Technology Trial Test is untimed. Therefore, students may have as much time as needed as long as they are actively completing the test session.

The NeSA Technology Trial Test is to be administered in one session. *Students should complete their test within one school day.* The District Assessment Contact should be notified if a student did not complete testing on the day of their test. If for any reason the District Assessment Contact believes circumstances merit the Student Test Ticket be unlocked for the student to continue testing the next day, the District Assessment Contact must obtain NDE approval. Districts will need to contact the Assessment Office by emailing nde.stateassessment@nebraska.gov.

Part II-2014 NeSA Technology Trial Test Introduction & Instructions

Distribute Student Test Tickets to students after they are seated at computers to take the test.

The Student Test Tickets provide all of the login information needed to take the NeSA Technology Trial Test. Please verify each student receives his/her correct Student Test Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA Technology Trial Test—have some available for the students to use.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student’s screen. No one is allowed to view or copy items while a student is testing.**

In order to prepare students for a real testing situation, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided on the following pages for administering the 2014 NeSA Technology Trial Test. Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “**Say.**”

The material that is italicized is information for you and should not be read to the students.

Grades 5, 8, and 11 NeSA Technology Trial Tests have three parts of the test, followed by a short survey about the test-taking experience. *The usefulness of the information from the Technology Trial is dependent on students completing the test parts and survey. As such, students are encouraged to complete all parts of the test and the survey, but make-ups are not required.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No, that is wrong. Listen again.” Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Introduction

Say: Today you will take the 2014 Nebraska Technology Trial Test. Give this test your best effort. You will have enough time to read and answer all the questions. There are three subject areas in the NeSA Technology Trial Test: Reading, Mathematics, and Science. Some questions will be easy; others will be more difficult. Be sure to read the directions to each item first, then the item and/or passage, and finally read ALL of the answer choices. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer of the ones that remain. Remember there is no penalty for guessing.

The test is not timed; therefore, you will have enough time to finish.

We will begin with the Reading section of the test and then complete the Mathematics and Science sections. When you come to the end of each section of the test, select the Review/End Test button to review your answers. From this page you can go back to check your answers to that section of the test and change your answers if necessary. Make sure you have answered all questions before ending each section of the test. Once you have completed a section of the test, select “End Test.” When prompted, select the “Return to Review” button to if you want more time to review your test, or the “End Test” button to end your test. Once you select “End Test” you may not go back into the test. Check all of your answers before closing a part of the test.

When you have completed the Reading section of the test, you may login and begin the Mathematics section. When you have completed the Mathematics section of the test, you may login and begin the Science test section. When you have answered all of the Science questions, you will be asked to complete a short survey about your test-taking experience.

If you have any concerns once the test has started, raise your hand and the Test Administrator (*Proctor/Teacher*) will come to you. The Test Administrator (*Proctor/Teacher*) is not allowed to provide you with any additional information during the test. We cannot help you with any words.

When you complete all parts of the test and the survey, please sit quietly or read until the Test Administrator (*Proctor/Teacher*) provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: We will begin by accessing the test site. Select the INSIGHT NE Online Assessments icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?



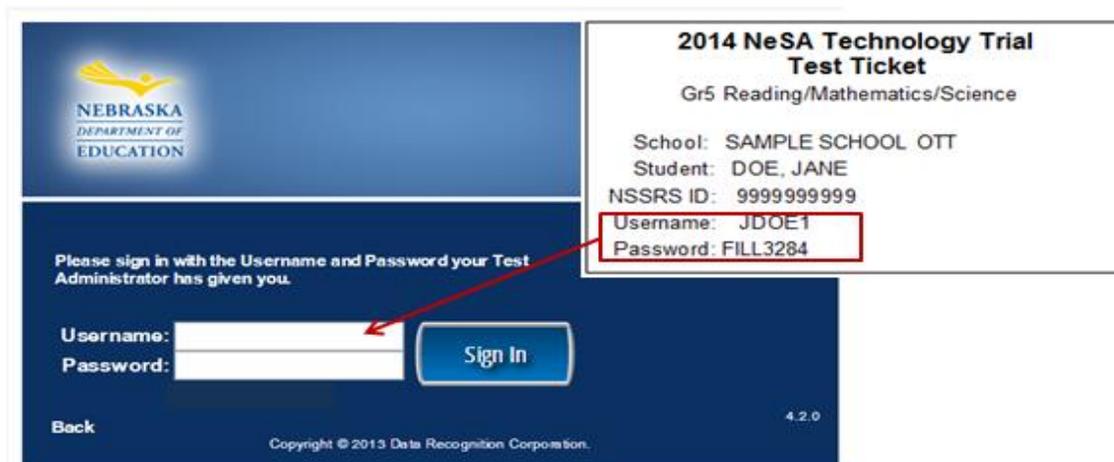
Assist students as needed.

Say: Select “Test Sign In” in the NeSA Technology Trial column.



Assist students as needed. The next step is to have the students enter their Usernames and Passwords. The students should already have their Student Test Ticket with them.

Say: The next screen is the Login Screen. Enter your Username and Password exactly as you see them on your Student Test Ticket.



Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student.

Say: Select “Sign In” to move to the next screen.

Everyone should now see the Student Verification Page. Your name should appear at the top of this page. Does everyone see their name?

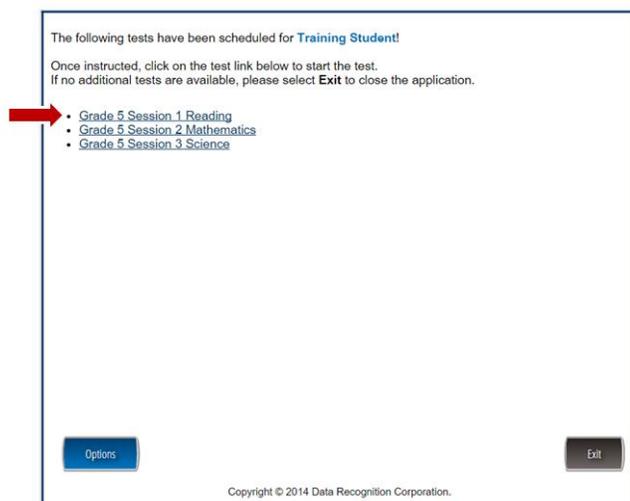
Assist students as needed.

Say: Verify that the Test Name, Test Session, and School Name match the information on your Student Test Ticket. Does the information match?

Assist students as needed.

Say: Select Continue to move to the next screen. Your name should appear at the top of the screen. You should see links for Reading, Mathematics, and Science. Select the Reading link.

Assist students as needed.



Say: Everyone should now see the Directions page. Read the directions carefully before you begin each part of the test. To look at the directions again, click on the? [Help] button and choose the Test Directions tab.

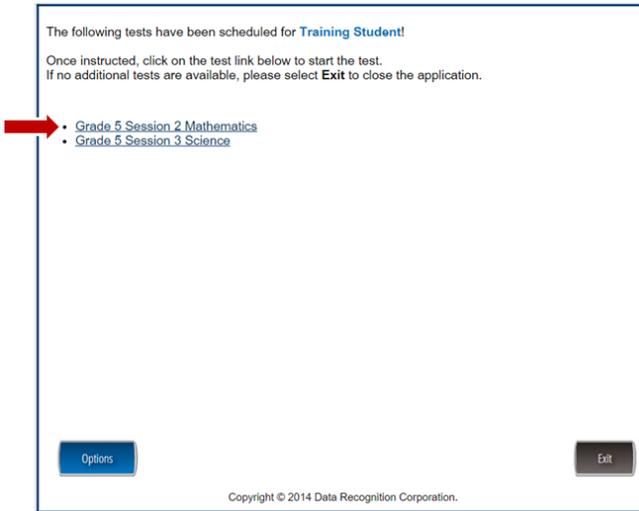
Are there any questions?

Answer student questions as needed.

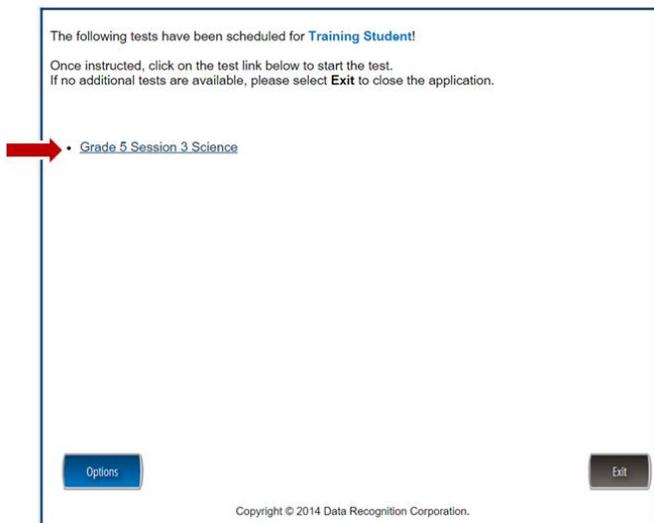
Say: “When you are ready, click the Begin the Test button to start the test.”

While students are working, walk around the room to see that they are following directions and they are not looking at any other student’s test. Do not give help on specific test questions.

When students have completed the Reading section of the test they will be taken back to the login screen. At this time, they can enter the Username and Password information from their Student Test Ticket. Once they reach the Student Verification Page, they may click Continue and select the Mathematics link on the following page.



When students have completed the Mathematics section of the test they will be taken back to the login screen. At this time, they can enter the Username and Password information from their Student Test Ticket. Once they reach the Student Verification Page, they may click Continue and select the Science link on the following page. When students complete the Science questions, they will be asked to complete a short survey about their test-taking experience.



As students complete the NeSA Technology Trial Test, please follow your school's plan for dismissing students.



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