2015-2016 NeSA eDIRECT Enrollments Training
Mark Your Calendars

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

- [link](https://ne.drcedirect.com/)
- Public Welcome Page
- Logging on
Accessing eDIRECT

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

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
  - (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
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

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. 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 eDIRECT Enrollments Grid

#### Instruction:
- Click on the 'Show Enrollments' button to view the enrollments grid.

#### Enrollments Grid:
- **Enter Enrollments**
- **Shipping Information**
- **Summary**
- **Status Report**

#### Enrollment Details:
- **School:** 999998000-999998001 (2015-2016 NeSA-RMS)

<table>
<thead>
<tr>
<th>Booklet Type</th>
<th>Paper (students with documented need)</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 11</th>
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<tbody>
<tr>
<td>Reading, Mathematics, and Science Test Booklets</td>
<td>Paper (students with documented need)</td>
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<td>Uncontracted English Braille, American Edition (EBAE)</td>
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<td>Unified English Braille (UEB)</td>
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<td>Paper Spanish Translation</td>
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<td>Writing Booklets</td>
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<td>Paper for students responding in a language other than English or Spanish</td>
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#### Buttons:
- **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 4th 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 4th 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

8:00 A.M. – 5:00 P.M. CST