



# **Portal User Guide**

## **NEBRASKA**

**2023–2024**

# **Nebraska Student-Centered Assessment System NSCAS Alternate**

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The Nebraska Student-Centered Assessment System is administered by the Nebraska Department of Education (NDE)

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### ***What's Covered in this Guide***

This user guide discusses the DRC INSIGHT Portal (Portal). The Portal is the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary users of the Portal 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 Portal end users and Portal administrators.

This guide is divided into the following sections.

#### **Working with the Portal**

Describes how to access and log on to the Portal, as well as some of its more common menu functions and options for end users.

#### **General Information Menu**

Covers tasks that users can perform in the Portal, including resetting their passwords and recovering forgotten user IDs and passwords, and downloading information and software.

#### **User Management Menu**

Covers administrative tasks that DACs can perform using the Portal, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.

#### **Student Management Menu**

Describes the options that DACs and STCs have for editing student information and test sessions, and uploading student information.

#### **Test Management Menu**

Describes the options that DACs and STCs have for working with test sessions and test tickets.

#### **Report Delivery Menu**

Briefly discusses the reports and online testing statistics that are available through the Portal.

### ***The Portal Permissions Matrix***

For online testing, the Portal categorizes people into various roles and levels—District, School, Test Administrator, and District Technology Coordinator. Within the Portal, 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 Portal permissions, the path in the Portal to where the function the permission allows is located, the permission's name in the Portal, and the roles currently assigned the permission.

## Introduction

Location in the Portal	Permission Name in the Portal	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
User Management–User Administration	Administrator	Yes			
User Management–User Administration	Administrator-Mass Assign Role				
General Information–Downloads	Online Testing-Secured Resources	Yes	Yes		Yes
Test Management	Test Management–Primary Window <sup>①</sup>	Yes	Yes	Yes	
Student Management–Manage Students–Search/View	Students–Search/View <sup>②</sup>	Yes	Yes	Yes	
Student Management–Manage Students–Add/Edit	Students–Add/Edit	Yes	Yes		
Student Management–Manage Students–Download Students	Students–Download Students	Yes	Yes		
Student Management–Manage Students–Upload Multiple Students	Students–Upload	Yes	Yes		
Test Management–Manage Test Sessions–Test Sessions	Test Session–Search/View <sup>③</sup>	Yes	Yes	Yes	Yes
Test Management–Manage Test Sessions–Add/Edit	Test Session–Add/Edit	Yes	Yes		
Test Management–Manage Test Sessions–Status Summary	Test Session–Status Summary	Yes	Yes		
Test Management–Manage Test Sessions–Edit/Print Ticket Status Print	Test Tickets–View/Print	Yes	Yes		
Report Delivery–Status Reports	Status Reports-District Reports	Yes			
Report Delivery–Online Testing Statistics	Online Testing Statistics	Yes			
Report Delivery–View Reports	Reports–View–District Files	Yes			
Report Delivery–View Reports	Reports–View School Files	Yes	Yes		
Report Delivery–View Reports	View Reports–Download–District/School	Yes	Yes		

\*Test Administrator \*\*District Technology Coordinator

① You must have this permission to use any other Test Setup permissions.

② You must have this permission to use any other Students permissions.

③ You must have this permission to use any other Test Sessions permissions.

# Working with the Portal



### Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal page.

1. Enter the URL <https://ne.drctdirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal page displays.
2. Enter your username and password then click **Sign In**. **Note:** If needed, you can click **Forgot your password** to receive an email with instructions on how to reset your password.

**Sign In**

Username \*

jhanson@datarecognitioncorp.com

Password \*

Show Text

**Sign in**

[Forgot your password?](#)

**Welcome to the DRC INSIGHT Portal**

Data Recognition Corporation (DRC) welcomes Nebraska educators to the DRC INSIGHT Portal.

This website enables you to quickly and easily access links to online testing tools and program information for the Nebraska Student-Centered Assessment System (NSCAS) Alternate testing program.

To access program content, authorized district and school personnel need to log into the secure site. To log in, enter your email address and password, and then click "Sign in."

**ACCESS NSCAS ALTERNATE ONLINE TOOLS TRAINING WITH GOOGLE CHROME**

Publicly accessible versions of the DRC INSIGHT test engine and the NSCAS Alternate Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the DRC INSIGHT test engine.

WBTE Portal: <https://wbte.drctdirect.com/NE/portals/ne/>

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[Contact Us](#) [Terms of Use](#) [Privacy Policy](#) [Browser Requirements](#)

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After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears indicating a successful sign in.

**Welcome to the DRC INSIGHT Portal**

Congratulations, you have successfully signed in.

Please take time to familiarize yourself with the **My Applications** menu at the top of this screen. It provides access to online testing tools, **User Management**, and **Report Delivery** among other useful tools.

If you are having difficulty navigating through the site, a link to User's Manuals can be found in **Documents** under the **General Information** application.

**ACCESS NSCAS ALTERNATE ONLINE TOOLS TRAINING WITH GOOGLE CHROME**

Publicly accessible versions of the DRC INSIGHT test engine and the NSCAS Alternate Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the DRC INSIGHT test engine.

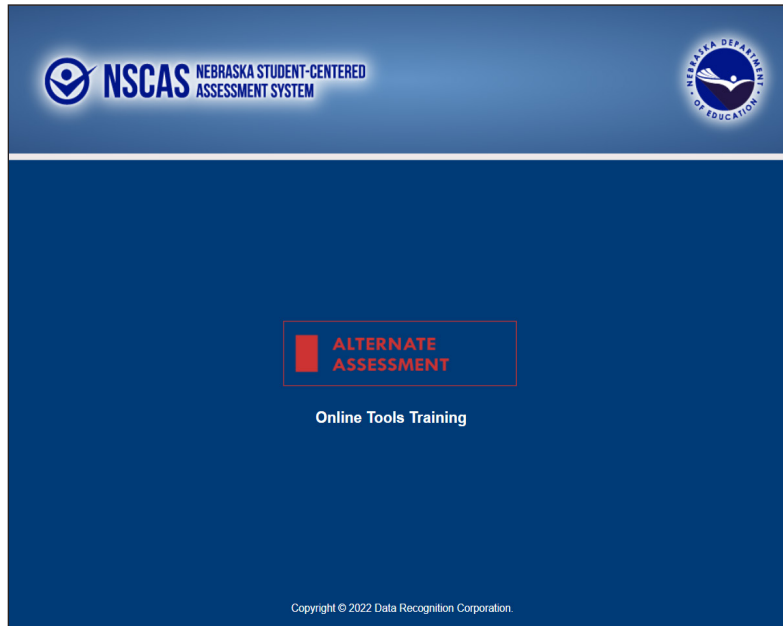
WBTE Portal: <https://wbte.drctdirect.com/NE/portals/ne/>

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### ***Accessing the Portal (cont.)***

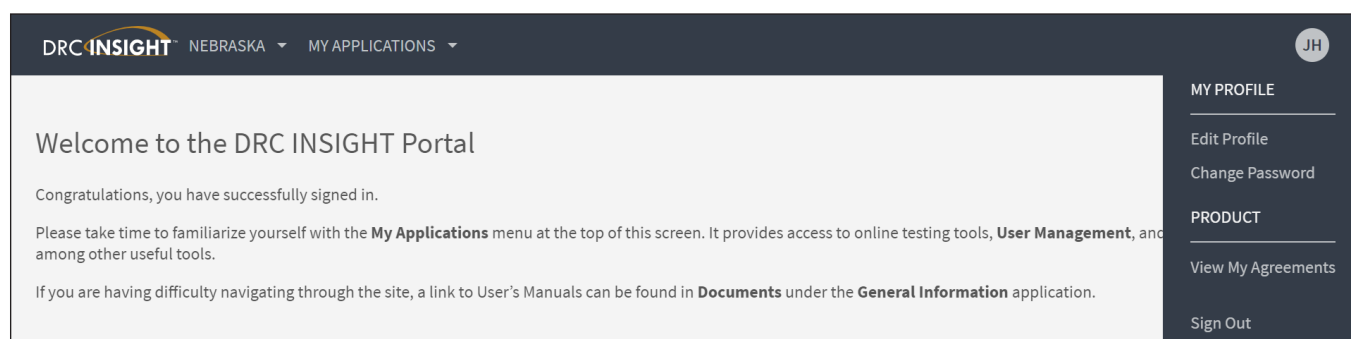
Within the ACCESS NSCAS ONLINE TOOLS TRAINING WITH GOOGLE CHROME section of the Welcome to the DRC INSIGHT Portal page, you can copy the link into a Chrome browser to access Online Tools Training (OTT), tutorials, and practice tests. **Note:** You do not need to be logged in to the Portal to try these items.



### Managing Your Account

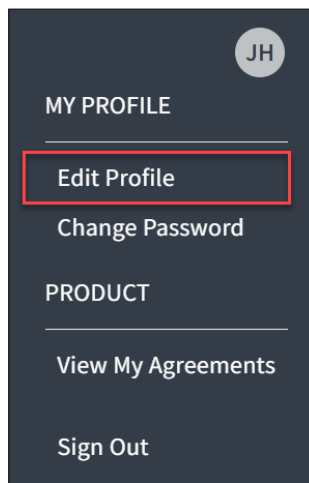
This topic describes how to change your name or password for the Portal. In addition, you can display a list of DRC products to which you have access.

To manage your account, sign in to the Portal and click your initials (based on your first and last name in the Portal) in the right-hand corner of any page to display a menu of options.

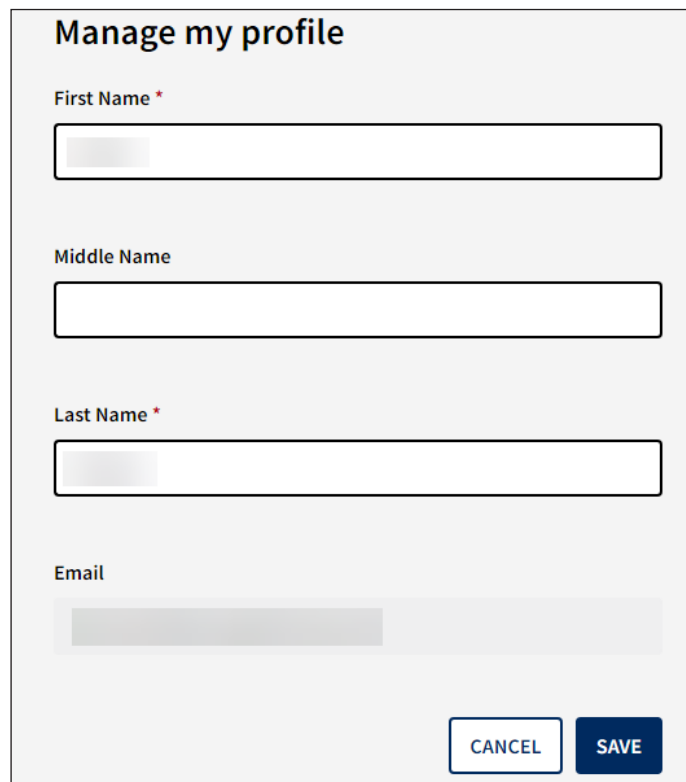


## Managing Your Account—Changing Your Name

1. Select **Edit Profile** to change your name within the Portal.

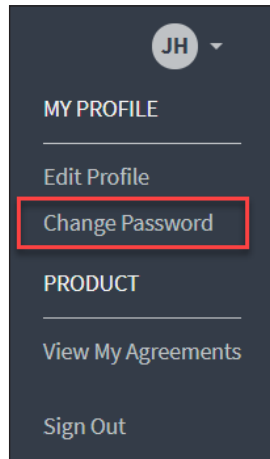


2. On the Manage my profile page, you can enter a new first, middle, or last name. Click **Save**.

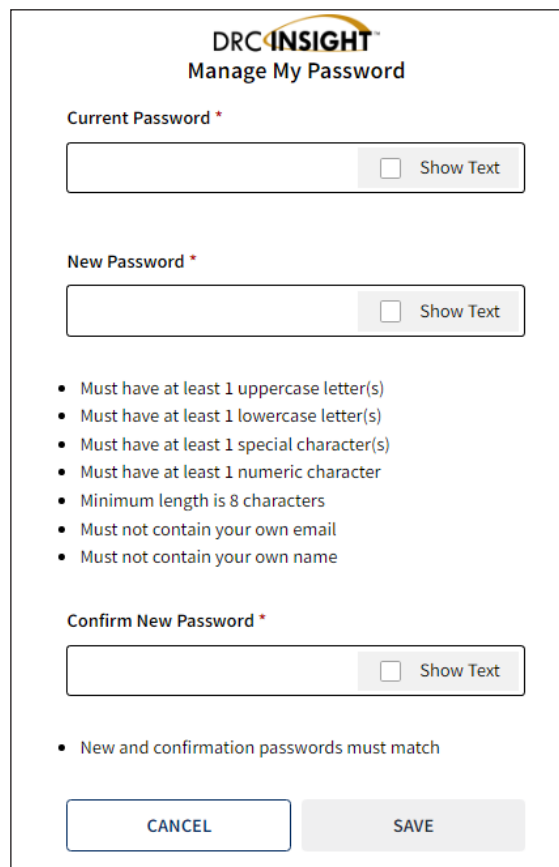
A light gray form titled 'Manage my profile'. It contains four input fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Email'. Each field has a gray placeholder bar. At the bottom right of the form are two buttons: a white 'CANCEL' button and a dark blue 'SAVE' button.

### ***Managing Your Account—Changing Your Password***

This topic describes how to change your password within the Portal (for existing Portal users only).



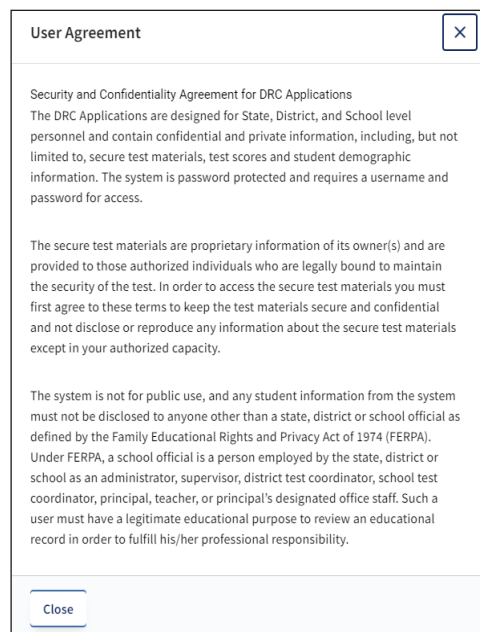
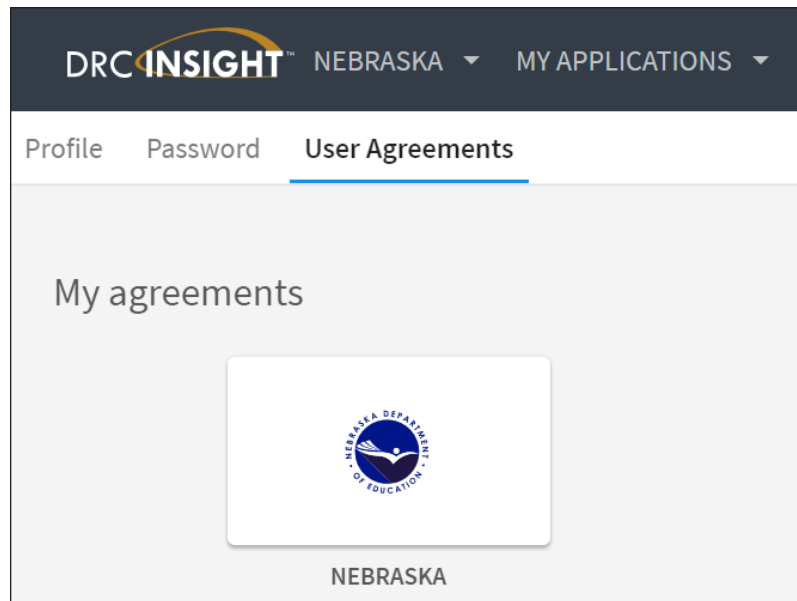
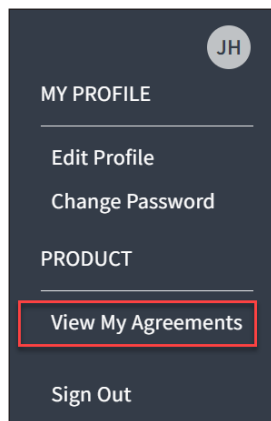
1. Select **Change Password** to display the Manage My Password dialog.
2. Follow the password rules listed on the dialog.
3. Enter your current password in the Current Password field, your new password in the New Password and Confirm New Password fields, then click **Save**.

A 'Manage My Password' dialog box with the 'DRC INSIGHT' logo at the top. The dialog contains three password input fields, each with a 'Show Text' checkbox to its right. The first field is labeled 'Current Password \*'. The second field is labeled 'New Password \*'. Below the second field is a list of password requirements: 'Must have at least 1 uppercase letter(s)', 'Must have at least 1 lowercase letter(s)', 'Must have at least 1 special character(s)', 'Must have at least 1 numeric character', 'Minimum length is 8 characters', 'Must not contain your own email', and 'Must not contain your own name'. The third field is labeled 'Confirm New Password \*'. Below the third field is a single requirement: 'New and confirmation passwords must match'. At the bottom of the dialog are two buttons: 'CANCEL' and 'SAVE'.

## Managing Your Account—Displaying the DRC Security Agreement

This topic describes how to display the User Agreements for your DRC products. **Note:** The first time you access the Portal, you must agree to the terms of the User Agreement (Security and Confidentiality Agreement for DRC Applications) to continue using the Portal. You can display the User Agreements as follows.

1. Select **View My Agreements** to display DRC product agreements.
2. Click a product to display its agreement.

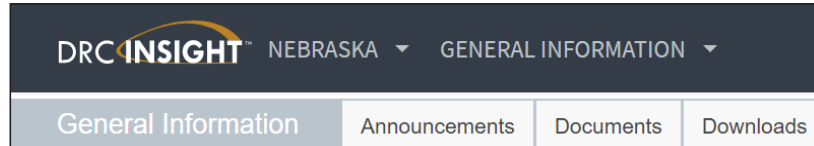


# General Information Menu

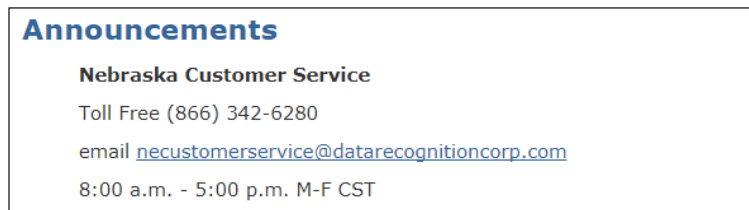


## Introduction

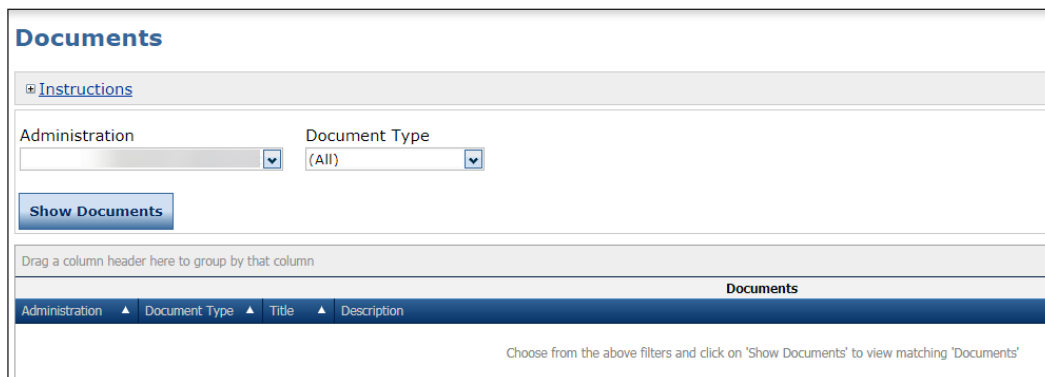
When you open the My Applications menu and click General Information, three options are available: Announcements, Documents, and Downloads.



Click **Announcements** to display the latest information regarding NSCAS testing.



Click **Documents** to select, open, and download various training items from the Documents page.



## Introduction (cont.)







Click **Downloads** to access the installers for Central Office Services (COS) and DRC INSIGHT for various operating systems, as well as the Capacity Estimator.

Use the buttons at the bottom of the screen to display Supported System Requirements and to test the monitor of a testing device to ensure it's ready for online testing.

Downloads

[Instructions](#)

Software Downloads

Testing Software Downloads				
Title	Platform	Operating Systems	Version	Action
DRC INSIGHT Secure App for iPad Installer	iPadOS/iOS	iPadOS 14.3, iPadOS 14.2, iPadOS 14.1, iPadOS 14.0, iPadOS 13.7, iPadOS 13.6, iPadOS 13.5, iPadOS 13.4, iPadOS 13.3, iPadOS 13.2, iPadOS 13.1, iPadOS 13.0, iPadOS 12.4, iPadOS 12.3, iPadOS 12.2, iPadOS 12.1, iPadOS 12.0	11.0.1/11.0.2	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
DRC INSIGHT Secure App for Chrome OS Installer	Chromebook	Chrome OS recent stable channel	11.0.0	
Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'System Requirements' for list of supported Chrome touch devices.				
DRC INSIGHT Secure Browser for macOS Installer	macOS	macOS Mojave 10.14, macOS Catalina 10.15, Mac Server Software is not supported	11.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Secure Browser for Windows Installer	Windows	64 bit - Windows 7, Windows 8.1, Windows 10, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019	11.0.0	
Use the installer above to download the DRC INSIGHT test engine. Note: See 'System Requirements' for list of supported Windows touch devices.				
DRC INSIGHT Windows S mode	Windows	Windows 10 S mode	11.0.0	
The DRC INSIGHT app is now available from the Microsoft Store. Search for DRC INSIGHT.				
Central Office Services (COS) Installer	macOS	macOS Mojave 10.14, macOS Catalina 10.15, Mac Server Software is not supported	4.0	
Use the installer above to download the Central Office Services (COS), which includes Content Management and Content Hosting.				
Central Office Services (COS) Installer	Windows	64 bit - Windows 7, Windows 8.1, Windows 10, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019	4.0	
Use the installer above to download the Central Office Services (COS), which includes Content Management and Content Hosting.				
Capacity Estimator	Excel	Microsoft Excel 2007 and later	4.2	
Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the number of students testing, as well as network capacity and utilization.				

[View System Requirements](#)
[Monitor Setting Verification](#)



# User Management Menu




### ***Introduction***

This section of the user guide discusses the various user administration tasks you can perform from the User Management option of the My Applications menu.

- Edit permissions for one or more users
- Assign a user to an administration
- Reset a user's password

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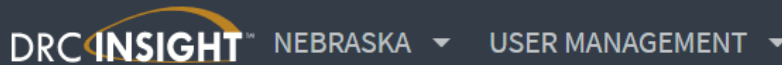
 Important: If you are unable to change a user's username, email, or name, please contact DRC Customer Service at 1-866-342-6280 or email at [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com).

---

- Inactivate a user
- Activate a user
- Add a single user to the Portal
- Upload multiple users to the Portal

## Adding Permissions for a Single User

From the Edit User tab, you can add permissions to a user's account.



1. Open the My Applications menu and click **User Management** to display the User Administration page.

**User Administration**

Edit User Add Single User Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration  User Role (All)  District SAMPLE DISTRICT - 9

School (All)  First Name  Last Name

Email  ☐ Hide Inactive Users

**Find User** **Clear**

Users Profiles

User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Teacher	Ima	imateacher@email.com	
<input type="checkbox"/>	User	Ima	imauser@email.com	

2. 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**.
3. In the Action column click the **View/Edit** icon () to display the Edit User dialog box.

**Edit User**

**Security Agreement Not Accepted**

First Name  Last Name  Email Address

Ima User imauser@email.com




Permissions				
Administration	Role	District	School	Action
NeSA-ELA_M_S	District	999998000 - SAMPLE DISTRICT		
Alternate Assessment	District	999998000 - SAMPLE DISTRICT		

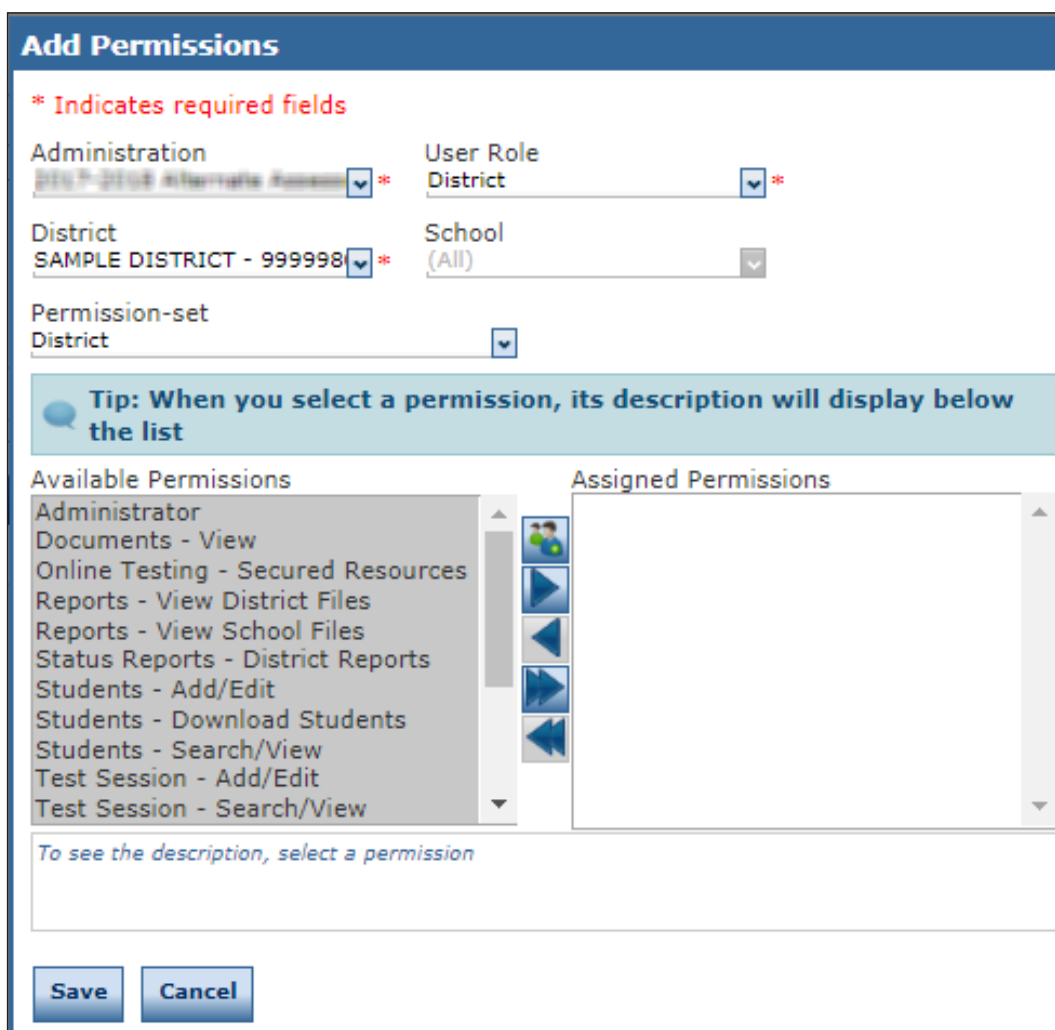
**Add**

**Reset User** **Inactivate** **Close**

4. Click **Add** to display the Add Permissions page.

### Adding Permissions for a Single User (cont.)



5. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user. Use the **Add Selected** arrow () to add the permissions, and click **Save**. **Note:** You can use the Permission set drop-down menu to select a suggested set of default permissions for different roles in the system.
- 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** arrow () to add all permissions.
  - Click the **Clone from Another User** icon () to copy another user's set of permissions.




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

## 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 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.
2. Click the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon (.

Edit User

 **Security Agreement Not Accepted**

First Name



Last Name

Email Address

Ima

Teacher

Imateacher@email.com

Permissions				
Administration	Role	District	School	Action
2013/7/201408 Alternative Assessment	Teacher	999998000 - SAMPLE DISTRICT	999998003 - SAMPLE SCHOOL SMOKE TEST INSIGHT	 




Add

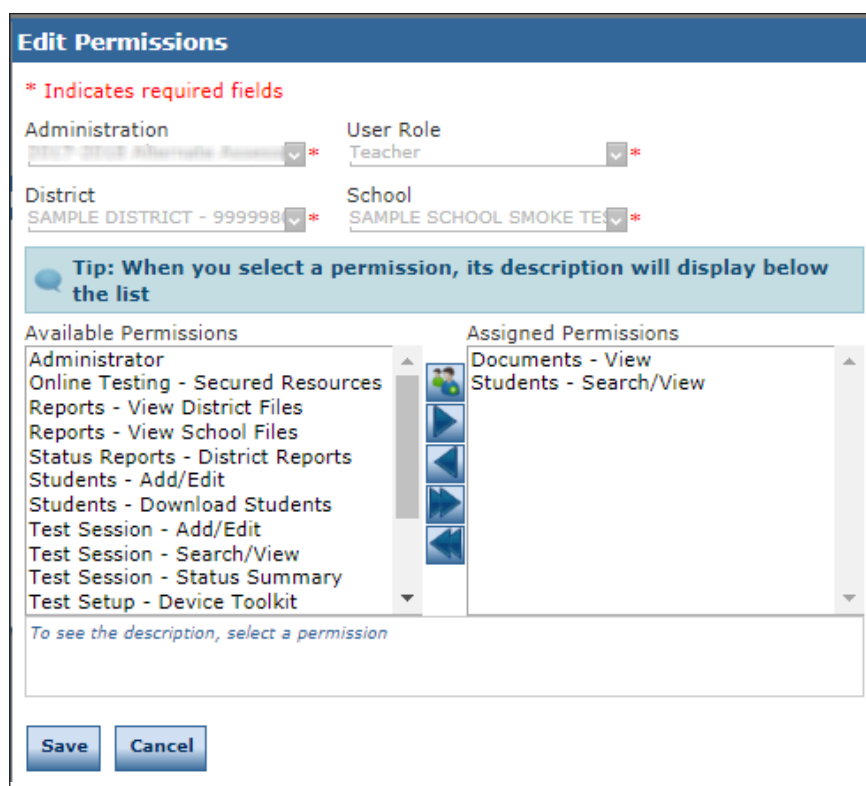
Reset User

Inactivate

Close

### Editing a Single User's Permissions (cont.)

3. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user. Use the **Add Selected** arrow () to add the permissions, and click **Save**. **Note:** You can use the Permission set drop-down menu to select a suggested set of default permissions for different roles in the system.
- 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** arrow () to add all permissions.
  - Click the **Clone from Another User** icon () to copy another user's set of permissions.



**Edit Permissions**

\* Indicates required fields

Administration  \* User Role  \*

District  \* School  \*

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

Available Permissions	Assigned Permissions
Administrator	Documents - View
Online Testing - Secured Resources	Students - Search/View
Reports - View District Files	
Reports - View School Files	
Status Reports - District Reports	
Students - Add/Edit	
Students - Download Students	
Test Session - Add/Edit	
Test Session - Search/View	
Test Session - Status Summary	
Test Setup - Device Toolkit	


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.

## Inactivating a User

You can inactivate Portal users that are currently active. When a user is inactivated, the user is unable to access the Portal (to reactivate a user, see “Activating a User” on the following page). **Note:** When a user is inactivated, the user *does not* receive an email.

1. To inactivate a user, click 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**.
2. In the Action column, click the **Inactivate** icon () for the user you want to make inactive.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter







Administration:  \*    User Role: (All)    District: SAMPLE DISTRICT - 9

School: (All)    First Name:     Last Name:

Email:     ☐ Hide Inactive Users


**Find User**    **Clear**

Users | Profiles

User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Teacher	Ima	Imateacher@email.com	  
<input type="checkbox"/>	User	Ima	imauser@email.com	  

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

**Inactivate User**

 You have requested to inactivate user 'Ima User (imauser@email.com)'. Are you sure?

**Inactivate**    **Cancel**

### Activating a User

You can activate a Portal user that is currently inactive so the user can access the Portal again (to inactivate a user, see “Inactivating a User” on the previous page). 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. **Note:** Users are activated automatically when they first log in to the Portal. Only users that were previously inactivated need to be activated manually.

1. To activate a user, click 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**.

### User Administration

Edit User Add Single User Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration

User Role

District

School

First Name

Last Name

Email



Hide Inactive Users


Find User

Clear

Users Profiles

The user has been activated.

User Accounts				
	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Teacher	Ima	Imateacher@email.com	
<input type="checkbox"/>	User	Ima	imauser@email.com	

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. Refer to the “The Portal Permissions Matrix” on page 5 for permissions assignments by role.

1. To add a user 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
Middle Initial
Last Name

Ima
Middle Initial
Teacher

Email Address
imateacher@email.com

Administration
User Role

SAMPLE DISTRICT - 999998
Teacher

District
School

SAMPLE DISTRICT - 999998
SAMPLE SCHOOL SMOKE TE

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

Available Permissions
Administrator
Online Testing - Secured Resources
Reports - View District Files
Reports - View School Files
Status Reports - District Reports
Students - Add/Edit
Students - Download Students
Test Session - Add/Edit
Test Session - Search/View
Test Session - Status Summary
Test Setup - Device Toolkit

Assigned Permissions
Documents - View
Students - Search/View

*To see the description, select a permission*

Save

3. Select a permission from the Available Permissions list and click the **Add Selected** icon (▶) to assign the permission to the user (“Editing a Single User’s Permissions” on page 21). **Note:** A description of the permission selected displays beneath the list of permissions.
4. Click **Save** when you are finished assigning permissions.

### Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements. For help, or more information about this process, click the **File Layout** and **Sample File** links at the top of the Upload Multiple Users tab.

1. To create and upload a users file, select the **Upload Multiple Users** tab.
2. For help with or more information about the upload process, click the **File Layout** and **Sample File** links in the light blue bar at the top of the Upload Multiple Users tab.

The screenshot shows the 'User Administration' window in the DRC INSIGHT application. The 'Upload Multiple Users' tab is selected. A light blue bar at the top of the tab contains links for 'First time? Download the File Layout (PDF document) and a Sample File (CSV text file)'. Below this, there is an 'Instructions' section with a red asterisk indicating required fields. The 'Administration' dropdown menu is set to 'All'. The 'File' input field has a 'Browse...' button. An 'Upload' button is located at the bottom left. Below the form is a 'User Listing' table with columns: First Name, MI, Last Name, Email Address, Role, District, School, and Upload Errors. A message states: 'If there are errors in your file, then they will display here after upload.'

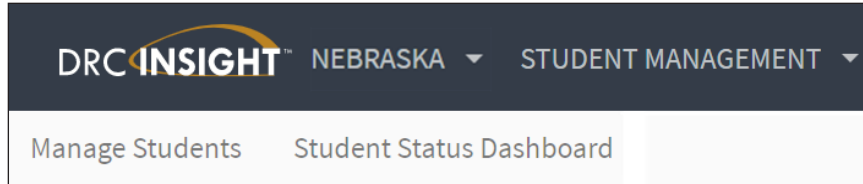
3. Select the appropriate test administration then click **Browse...** to select the file to upload.
4. Click **Upload** when you are ready. **Note:** If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat Steps 3 and 4.

# Student Management Menu



## Introduction

From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions for which a student is currently enrolled, view the status of the session, and upload student records.



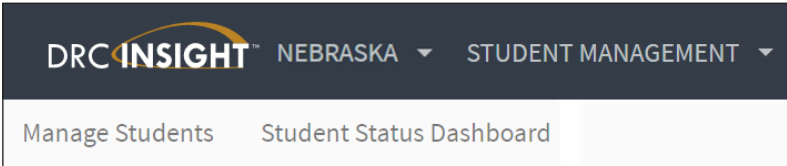
1. To display the Manage Students page, open the My Applications menu, click **Student Management**, then click **Manage Students**.

A screenshot of the 'Manage Students' search form. The form has a title 'Manage Students' and a link to 'Instructions'. It includes a red asterisk indicating required fields. The form contains several fields: Administration (with a dropdown arrow), District (SAMPLE DISTRICT ONE - 99), School (All), Last Name, First Name, NSSRS ID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment (with a dropdown menu showing (None) and Online). There are 'Find Students' and 'Clear' buttons at the bottom left.

2. To filter the display based on whether students have been assigned to a test session, use the Session Assignment drop-down menu. You can select one of the following values:  
**Online:** Displays the students that have been assigned to a test session.  
**(None):** Displays the students that have not been assigned to a test session.  
Blank: Leave the field blank to display all students, both assigned and unassigned (the default value).
3. To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

## Adding a Student to the Portal

There are two ways to add students to the Portal one at a time. The method you use depends on whether you have already set up a test session. If you do not have a test session set up, use the Add Student window to add a student (see below). If you have a test session set up, see “Adding Students to a Test Session” on page 47.



1. To add a student to the Portal, open the My Applications menu, click **Student Management**, then click **Manage Students** to display the Manage Students page.
2. Select an administration, district and school.

A screenshot of the 'Manage Students' form. The form has a title 'Manage Students' and a link to 'Instructions'. Below the title, there is a red asterisk indicating required fields. The form contains several dropdown menus and text input fields. The 'Administration' dropdown is set to 'SAMPLE DISTRICT ONE - 99'. The 'District' dropdown is set to 'SAMPLE DISTRICT ONE - 99'. The 'School' dropdown is set to 'SAMPLE SCHOOL SMOKE TE'. The 'Last Name' field is empty. The 'First Name' field is empty. The 'NSSRS ID' field is empty. The 'Grade' dropdown is set to '1'. The 'Demographic' dropdown is set to '1'. The 'Online Test Status' dropdown is set to '1'. The 'Accommodation Content Area' dropdown is set to '1'. The 'Accommodation Type' dropdown is set to '1'. The 'Accommodation' dropdown is set to '1'. The 'Content Area' dropdown is set to '1'. The 'Session' dropdown is set to '1'. The 'Session Assignment' dropdown is set to '1'. At the bottom of the form, there are four buttons: 'Find Students', 'Clear', 'Add Student', and 'Export to Excel'. The 'Add Student' button is highlighted.

3. Click **Add Student** at the bottom of the page to display the Add Student page.

### *Adding a Student to the Portal (cont.)*

- On the Add Student page, enter the necessary information using the Student Detail, Accommodations, Demographics, and Testing Codes tabs to add the student.

**Add Student**

[Instructions](#)

\* Indicates required fields

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

Student Detail Accommodations Demographics Testing Codes

Administration \* District SAMPLE DISTRICT ONE - 999 \* School SAMPLE SCHOOL SMOKE TES \*

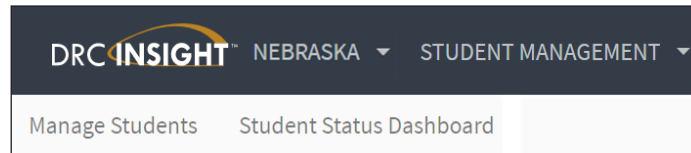
Date of Birth \* (mm/dd/yyyy) Grade (Select) \* Gender \* Race/Ethnicity \*

Save Save & Add Another Cancel

- Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

## Uploading Multiple Students to the Portal

To upload multiple student records at once, you can upload a file containing student information to the Portal. The file must be in the comma-separated value (.csv) format used by Microsoft Excel and the fields in the file must be in specific columns. After a file is uploaded successfully, the students will automatically be added to test sessions at their designated school and grade level.



1. Open the My Applications menu, click **Student Management**, then click **Manage Students** to display the Manage Students page. Select the Upload Multiple Students tab.

2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **File Layout** link to display the Nebraska Multiple Student Upload Pre-ID File Layout. pdf file. This PDF 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 .csv file.

<ul style="list-style-type: none"> <li>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.</li> <li>File must contain the data in the order listed in the file layout.</li> <li>Fields cannot be longer than the value in the Maximum Length column.</li> <li>File must be in comma separated (.csv) format.</li> <li>To save Excel file as type .csv: <ul style="list-style-type: none"> <li>Save file updates/changes within Excel.</li> <li>Open file in Excel, if file not already open.</li> <li>On the Windows menu bar, click File, then Save As...</li> <li>The Save As dialog box will appear. The line at the bottom of this box reads Save as type: <ul style="list-style-type: none"> <li>Click on the down arrow to the right of this line to open a drop down menu.</li> <li>Scroll down the menu until CSV (Comma delimited) is visible.</li> <li>Click on CSV (Comma delimited) (.csv) to select for the Save as type.</li> <li>Click on Save on the right.</li> </ul> </li> </ul> </li> </ul>				
Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
1	State Student ID	10	Valid Values: <ul style="list-style-type: none"> <li>• Numeric</li> <li>• 9999999999: the ID cannot have leading or ending zeros</li> <li>• Values less than ten characters are not padded</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not be blank</li> <li>• Shall be 10 numeric characters (numeric) ending zero</li> <li>• Values less than ten characters are not padded</li> <li>• Shall pass the MOD 11 check digit validation algorithm</li> <li>• Required (not blank)</li> <li>• An error shall be displayed if any of the above violations are not met</li> </ul>
2	Student First Name	60	Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• 0-9</li> <li>• Space</li> <li>• Hyphen</li> <li>• Apostrophe</li> </ul>	<ul style="list-style-type: none"> <li>• Identical characters will be converted to their alphanumeric equivalent</li> <li>• Examples include but are not limited to: <ul style="list-style-type: none"> <li>• A = a, B = b, C = c, D = d, E = e, F = f, G = g, H = h, I = i</li> </ul> </li> </ul>
3	Student Last Name	60	Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• 0-9</li> <li>• Space</li> <li>• Hyphen</li> <li>• Apostrophe</li> </ul>	
4	District Code	11	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Through 99-9999-999</li> <li>• Format: 99-9999-999</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not be blank</li> <li>• Shall be 00-0000-000 through 99-9999-999</li> <li>• Shall contain only 0-9 and hyphens</li> <li>• Shall exist in EPIC for the District specified</li> </ul>
5	School Code	11	Valid Values: <ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• Through 99-9999-999</li> <li>• Format: 99-9999-999</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not be blank</li> <li>• Shall be 00-0000-000 through 99-9999-999</li> <li>• Shall contain only 0-9 and hyphens</li> <li>• Shall exist in EPIC for the school specified</li> </ul>
6	Grade	2	Valid Values: <ul style="list-style-type: none"> <li>• 03, 04, 05, 06, 07, 08, 11</li> </ul>	

## Uploading Multiple Students to the Portal (cont.)

- 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.

State Student ID							
A	B	C	D	E	F	G	H
1	State Student ID	Student First Name	Student Last Name	District Code	School Code	Grade	Date of Birth
2	1.23E+09	Melinda	Anderson	99-9999-01	99-9998-01	3	12132011
3	1.23E+09	Ross	Carlson	99-9998-01	99-9998-01	8	2212007
4	1.23E+09	Jorden	Smith	99-9998-01	99-9998-01	8	11202001
5	1.23E+09	Lucy	Malley	99-9998-01	99-9998-01	9	6252008
6	1.23E+09	Cody	Stevens	99-9998-01	99-9998-01	11	10092001
7	1.23E+09	Rita	Roberts	99-9998-01	99-9998-01	12	4042009

- Download and use the NESampleStudentFile.csv file as a template to create, rename, and save as a different student file to upload. **Note:** Be sure to keep the header column rows in the file that you upload.
- After you have created the new student file, select an Administration then click **Browse...** to locate the file. 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
District
School

File
Browse...

Upload

- 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.



## Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Modify a student's detail information (see below). **Note:** Updating a student's information in the Portal does not update the ADVISER information for that student.
- Mark a student's accommodations (see "Editing a Student's Information-Accommodations" on page 34).
- Modify a student's demographic information (see "Editing a Student's Information-Demographics" on page 35). **Note:** The NSCAS Alternate does not use student demographics.
- Mark a student's testing codes (see "Editing a Student's Information-Testing Codes" on page 36).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 37).

**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  Race/Ethnicity

(mm/dd/yyyy)

1. To view or edit a student's detail information, click the **Manage Students** tab from the Student Management menu and select your search criteria.
2. Click **Find Students**.
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—Demographics

The NSCAS Alternate does not use student demographics.

Edit Student

Instructions

\* Indicates required fields

Last Name

KID

\*

First Name

DRSA

\*

Middle Initial

NSSRS ID

4321184924

\*

Student Detail

Accommodations

Demographics


Testing Codes

Test Sessions

Demographics are not applicable for the Alternate Assessment administration.

Save

Cancel

1. To view or edit a student's test code information, click **Manage Students** from the Student Management menu and select your search criteria.
2. Click **Find Students**.
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. **Note:** A student must be placed into a test session before marking a testing code for the content area.
5. Click **Save** to save your changes or **Cancel** to cancel them.

## Viewing a Student's Test Session Information

## Edit Student

[Instructions](#)


\* Indicates required fields

Last Name KID \* First Name DRSA \* Middle Initial NSSRS ID 4321184924 \*

Student Detail Accommodations Demographics Testing Codes Test Sessions

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	English Language Arts	Not Started			
SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Mathematics	Not Started			

Save Cancel

1. To view a student's Test Sessions, click **Manage Students** from the Student Management menu and select your search criteria.
2. Click **Find Students**.
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.

# Student Status Dashboard



## ***Introduction***

This section outlines how to access and use the Student Status Dashboard.

The Student Status Dashboard (or simply *Dashboard*) allows you to display student testing status by site. You can filter information on the Dashboard by testing status, content area, and assessment (or any combination of these).

**Note:** Dashboard data displays in real time as test scores are populated in the database.

## ***Dashboard Access in the Portal***

You need the *Test setup - view student status* permission in the Portal to use the Dashboard.

### ***Accessing the Student Status Dashboard***

The Student Status Dashboard (or Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area, and assessment (or any combination of these).

You need the *Test Setup–View Student Status* permission in the Portal to use the Dashboard.

## Student Status Dashboard

### Site Selection

Select a Site ...

### Filters

Testing ended after \*



Selecting a School in the Dashboard

Use the **Site Selection** search box to search for a site and display its testing status data in the Dashboard. You must enter at least 3 characters of a school name or school code in the search box to display matches. Once a school name populates, you can select an administration to display.

**Note:** You cannot search by administration or district code/name, only by school name or school code.

1. Click the **Select a Site** button to display the display the Site Search page.
2. Enter all or part of a site name or code. In the list of matches, direct text matches display with yellow highlighting. Click the **Select** button next to a site name.

Site Search

1 Select a Site

2 Select an Admin

drc

Name	Code	Parent Name	Parent Code	Select
Drc Campus	057814002	Building For Student Success	057814002	Select

3. For the selected site, click the **Select** button next to an administration to display the testing results in the Dashboard. **Note:** The selected site and administration display at the top of the page.

Site Search

< Drc Campus - 057814002

2 Select an Admin

Name	Code	Number	Select
			Select

## Selecting a School in the Dashboard (cont.)

You can limit the search results by selecting a date after which testing ended. If there are no results for the selected school (and date, if used), a message displays.

[Manage Students](#) **Student Status Dashboard**

### Student Status Dashboard

Site Selection

Drc Campus - 057814002 |  [Edit](#) [Clear](#)

Filters

Testing ended after \*

▼

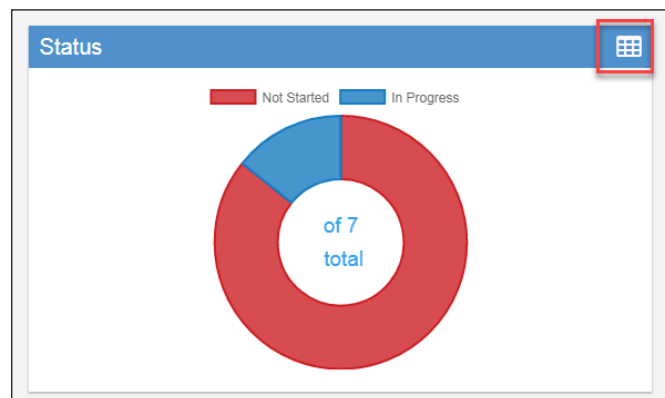
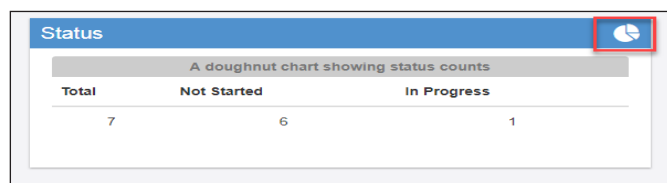
Student Search Results

No status results were found for the selected site and end date

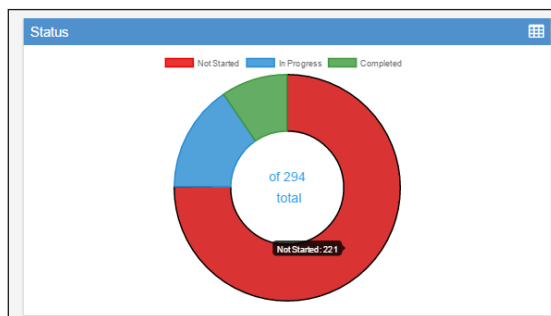
## Using the Dashboard

By default, the Dashboard displays data for the following: Status, Grade, Content Area, and Assessment. A grid of students displays below the graphs.

As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the cursor over a graph or part of a graph to display numerical values for testing status.

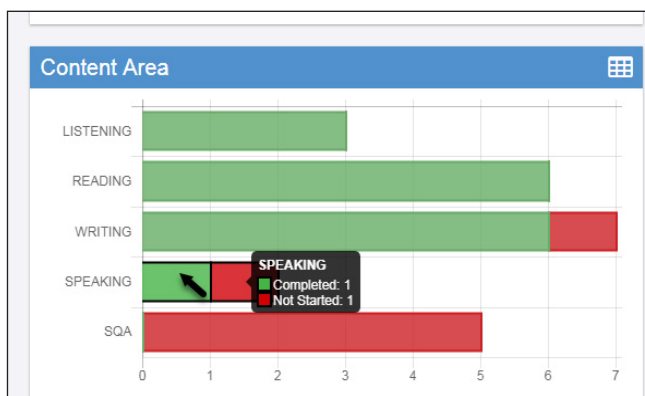


For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.



For the **Grade**, **Content Area**, and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

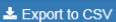
In the example below, the Content Area graph is shown. The cursor is over Speaking part of the graph and the testing status for Speaking is shown.



## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school displays. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

**Note:** If a student is in multiple test sessions, their data displays in multiple areas of the grid.

Student Search Results									
		Note: Times are displayed in Central Time							
Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Frazier	Ben	04	WRITING			Completed	10/13/2017 02:38 PM	10/13/2017 02:41 PM	0 Hours 2 Minutes
One	Tester	04	WRITING			Completed	10/10/2017 07:13 PM	10/10/2017 07:17 PM	0 Hours 4 Minutes
Two	Tester	04	WRITING			Completed	10/10/2017 08:03 PM	10/10/2017 08:04 PM	0 Hours 1 Minutes
Three	Tester	04	WRITING			Completed	10/10/2017 09:17 PM	10/10/2017 09:19 PM	0 Hours 1 Minutes
Anderson	Jenny	05	WRITING			Not Started			
James	Laura	05	WRITING			Completed	09/27/2017 03:40 PM	09/27/2017 03:44 PM	0 Hours 4 Minutes
Anderson	Jenny	05	WRITING			Completed	09/26/2017 02:35 PM	09/26/2017 02:40 PM	0 Hours 5 Minutes
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Anderson	Jenny	05	SPEAKING			Completed	09/26/2017 03:21 PM	09/26/2017 03:27 PM	0 Hours 5 Minutes
Anderson	Jennv	05	SPEAKING			Not Started			

Showing 23 of 23 students

- Click a column head to sort the grid by that column's data. An arrow displays on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data.
- As shown above, *Content Area* is the selected sort criteria, so equal content areas are grouped together.
- Click the **Export to CSV** button to export the student grid to a spreadsheet file.
- As you scroll down, more student data displays (if applicable). A message indicates the number of students shown out of the total number of students.
- Click the blue arrow to return to the top of the page.

# Test Management Menu



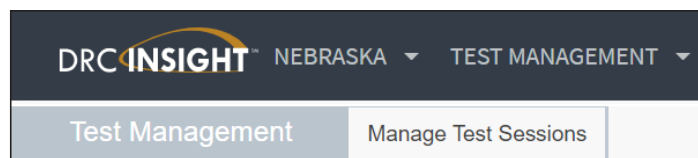
## Introduction

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 (see below).

**Not Started:** The test session has not started—no student in the session has started the test.

**In Progress:** The test session is in progress.

**Completed:** The test session is finished—all of the students in the session have completed the test. The start time, end time, and length of the test session are also displayed.



1. To display the Test Sessions page, open the My Applications menu and select **Test Management**. Click **Manage Test Sessions**.

### Test Sessions

[Instructions](#)

**\* Indicates required fields**

Administration  District  School

Last Name  First Name  NSSRS ID

Session

Content Area  Assessment

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

[Sessions](#) [Status Summary](#)

[Instructions](#)

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a> <a href="#">Export</a> <a href="#">Cancel</a>
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a> <a href="#">Export</a> <a href="#">Cancel</a>
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a> <a href="#">Export</a> <a href="#">Cancel</a>

2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail window appears and the status of each test session displays in the Status column.

## Adding Students to a Test Session






















All pre-coded students have been assigned to existing test sessions. You must create a test session for any school and grade that did not have pre-coded students and then add students to the new test session (see the topics “Adding a Student to the Portal” on page 29 and “Creating a Test Session” on page 51).


Sessions

Status Summary

+ Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			      

- To add one or more new students to a test session, select a test session for the student’s grade level and click the **View/Edit** icon ().

### Edit Test Session

Testing Window:

Eligible Grades: 03

+ Instructions

\* Indicates required fields

Session Name  
 \*

Content Area  
 \*

Assessment  
 \*

Mode  
 \*

Begin Date

End Date

Search for Available Students

Student Last Name

Student First Name

NSSRS ID

Grade

Demographic

- When the Edit Test Session window displays, click **New Student**.

### ***Adding Students to a Test Session (cont.)***

3. When the Add Student window displays, enter the student's information into the fields on the Student Detail tab.

The screenshot shows the 'Add Student' window with a blue header bar. Below the header is a tabbed interface with four tabs: 'Student Detail' (selected), 'Accommodations', 'Demographics', and 'Testing Codes'. The 'Student Detail' tab contains several input fields: 'Last Name', 'First Name', 'Middle Initial', and 'NSSRS ID' at the top, each followed by a red asterisk indicating it is a required field. Below these are four dropdown menus: 'Administration' (with a red asterisk), 'District' (with a red asterisk), 'School' (with a red asterisk), and 'Date of Birth' (with a red asterisk). The 'Date of Birth' field has a placeholder '(mm/dd/yyyy)'. Below these are four more dropdown menus: 'Grade' (with a red asterisk), 'Gender' (with a red asterisk), 'Race/Ethnicity' (with a red asterisk), and 'Date of Birth' (with a red asterisk). The 'Grade' field has a placeholder '03'. At the bottom of the window are two buttons: 'Save' and 'Cancel'.

4. Click **Save**. The student you added is automatically placed in the Students in Session list for the test session. **Note:** Remember to click **Save** again when the Edit Test Session window re-displays.



## Adding Students to a Test Session (cont.)

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


Sessions

Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

- To add one or more new students to a test session, select a test session for the student's grade level and click the **View/Edit** icon ().

### Edit Test Session

Testing Window:

Eligible Grades: 03

+ Instructions

\* Indicates required fields

Session Name
Gr 3 ELA-Math \*

Content Area
ELA-Math \*

Assessment
Grade 3 Form A \*

Mode
Online \*

Begin Date

End Date

Search for Available Students

Student Last Name

Student First Name

NSSRS ID

Grade
03

Demographic
(All)

Find Students
New Student
Clear

- When the Edit Test Session window displays, click **Find Students**.

### Adding Students to a Test Session (cont.)

- Click on the student's name to highlight it and click the **Add Selected** (▶) icon to move the student to the Students in Session column.

#### Edit Test Session

**Testing Window:**

**Eligible Grades: 03**

[Instructions](#)

*\* Indicates required fields*

Session Name Gr 3 ELA-Math *	Content Area ELA-Math *	Assessment Grade 3 Form A *
Mode Online *	Begin Date <input type="text"/>	End Date <input type="text"/>

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	NSSRS ID <input type="text"/>	Grade 03 ▼
Demographic (All) ▼			

Find Students

New Student

Clear

Available Students:  
KID, DRSA (4321184924)

Students in Session:  
STUDENTA, EPM (4321184924)

▶  
◀  
▶  
◀

Double-click to edit Student

Double-click to edit Student

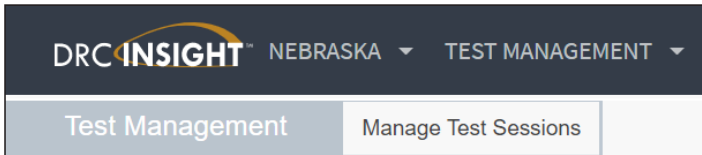
Save

Cancel

- Click **Save**. After the student is added, you can print a test ticket for the student.

## Creating a Test Session

You can create a new test session and add students to it.



1. To add a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.

### Test Sessions

[Instructions](#)

\* Indicates required fields

Administration

2017-2018 Alternative Assessment

District

SAMPLE DISTRICT ONE - 95

School

SAMPLE SCHOOL SMOKE TR

Last Name

First Name

NSSRS ID

Session

Content Area

(All)

Assessment

(All)

Show Sessions

Print All Tickets

Sessions

Status Summary

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

Add Session

Export to Excel

Unlock Selected

Unlock All

2. Select a district and school (required to add a test session and click the **Add Session** button at the bottom of the page.

### Creating a Test Session (cont.)

3. The Add Test Session window appears. Enter the required information (indicated by an asterisk [\*] next to the field).
4. Enter any other student search criteria.
5. Click **Find Students**.

**Add Test Session**

Testing Window:

Eligible Grades: 06

Instructions

\* Indicates required fields

Session Name \* Content Area ELA-Math \* Assessment Grade 6 Form B \*  
Mode Online \* Begin Date End Date

Search for Available Students

Student Last Name Student First Name NSSRS ID Grade 06  
Demographic (All)

Find Students New Student Clear

Available Students:  
KID, DRSD (4764823233)

Students in Session:

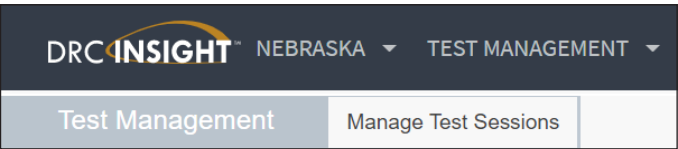
Double-click to edit Student Double-click to edit Student

Save Save & Add Another Cancel

6. Select a student from the Available Students list. **Note:** To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.
7. Use the **Add Selected** (➡), **Remove Selected** (⬅), **Add All** (➡➡), and **Remove All** (⬅⬅) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
8. Click **Save** or **Save & Add Another** to add another session.

## 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.



1. To export a test session, click **Manage Test Sessions** from the Test Management menu and select your search criteria on the Test Sessions page.

### Test Sessions

[Instructions](#)

\* Indicates required fields

Administration

☐\*

District

SAMPLE DISTRICT ONE - 95

School

SAMPLE SCHOOL SMOKE TEST

Last Name

First Name

NSSRS ID

Session

Content Area

(All)

Assessment

(All)




































Show Sessions

Print All Tickets

2. Click **Show Sessions** to display the Session Detail window.

SessionsStatus Summary

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 6 ELA-Math	Grade 6 Form A	Not Started			      
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 ELA-Math	Grade 7 Form A	Not Started			      

Add Session

Export to Excel

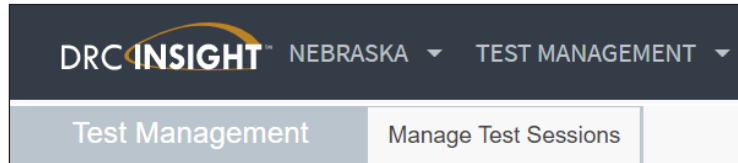
Unlock Selected

Unlock All

3. Select a test session using the checkmark in the Select column and click **Export to Excel**. 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 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.



1. To view or export test session details, click **Manage Test Sessions** from the Test Management menu and select your search criteria on the Test Sessions page.

### Test Sessions

[# Instructions](#)

**\* Indicates required fields**

Administration  District  School

Last Name  First Name  NSSRS ID

Session


Content Area  Assessment

2. Click **Show Sessions** to display the Session Detail window.

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 6 ELA-Math	Grade 6 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 ELA-Math	Grade 7 Form A	Not Started			

## 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 ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			

- To view or print test session details, click the **Edit/Print Ticket Status** icon () in the Action column for the test session details you want. The details for the test session you selected display in the Testing Status window. You can view or print the test session details from this window.

### Testing Status

+ Instructions

Last Name 
Status (All) 
Status By Module English Language Arts

Testing Status - Gr 3 ELA-Math (Grade 3 Form A - English Language Arts)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	KID	DRSA	DKID1	BANK4414	Not Started			
<input type="checkbox"/>	STUDENTA	EPM	ESTUDENT1	RAIN8121	Not Started			

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

Sessions

Status Summary

+ Instructions

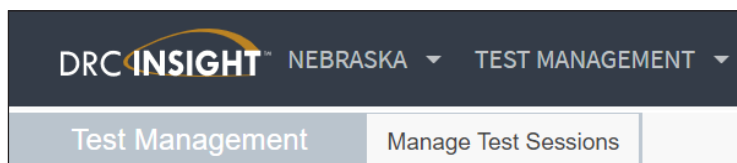
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr8 Writing	Not Started			
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL SMOKE TEST INSIGHT	SQA Insight Test Session	Gr11 Writing	Not Started			



## 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. For the NSCAS Alternate assessment, the same student test ticket will be used to access all subjects tested at the student's grade.

1. To print test tickets for the students in a test session, open the **My Applications** menu and select **Test Management**.



2. Click **Manage Test Sessions** from the Test Management menu and select your search criteria from the Test Sessions page that appears.

**Test Sessions**

[Instructions](#)

\* Indicates required fields

Administration  District  School

Last Name  First Name  NSSRS ID

Session

Content Area  Assessment

Sessions


[Instructions](#)

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 6 ELA-Math	Grade 6 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 ELA-Math	Grade 7 Form A	Not Started			

3. Click **Show Sessions**. From the Sessions tab you can print all of the tickets in the test session or selected tickets.




























**Printing Test Tickets and Rosters (cont.)**

To **print all tickets** for a test session, click the **Print All** icon () in the Action column for the test session you want to print tickets for. A Portable Document Format (.pdf) version of the Student Test Session Ticket displays that you can view, save, and print.

Sessions    Status Summary

#Instructions

Session Detail


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			    
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			    
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			    
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 6 ELA-Math	Grade 6 Form A	Not Started			    
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 ELA-Math	Grade 7 Form A	Not Started			    

Add Session

Export to Excel

Unlock Selected

Unlock All

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 **Print Selected**.

You can search for students on the Testing Status window by Last Name, Status, or Status by Module.

Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

Testing Status

#Instructions

Last Name











Status (All)

Status By Module English Language Arts

Filter

Clear

Testing Status - Gr 3 ELA-Math (Grade 3 Form A - English Language Arts)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	KID	DRSA			Not Started			    
<input type="checkbox"/>	STUDENTA	EPM			Not Started			    

Print Selected

Print All

Unlock Selected

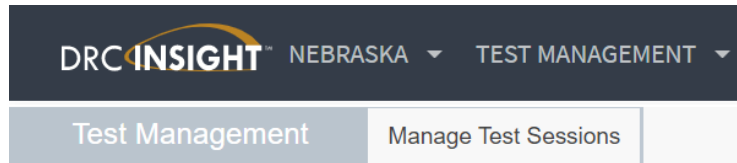
Unlock All

Close

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified from the Test Sessions window.

1. To display a summary report of test sessions, open the My Applications menu and select **Test Management**.



2. Click **Manage Test Sessions** and enter your search criteria on the Test Sessions page.
3. Click **Show Sessions**.

### Test Sessions

[Instructions](#)

\* Indicates required fields

Administration  District  School

Last Name  First Name  NSSRS ID

Session

Content Area  Assessment

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

[Sessions](#) [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 3 ELA-Math	Grade 3 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 4 ELA-Math	Grade 4 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 5 ELA-Math-Science	Grade 5 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 6 ELA-Math	Grade 6 Form A	Not Started			
<input type="checkbox"/>	SAMPLE DISTRICT ONE	SAMPLE SCHOOL SMOKE TEST EDIRECT	Gr 7 ELA-Math	Grade 7 Form A	Not Started			

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#)

## Displaying a Test Session Status Summary (cont.)

- Click the **Status Summary** tab. The Status Summary report displays the test sessions that meet the criteria you specified in step 2.

Sessions

Status Summary

\* Instructions

Session Summary

Status	Session Count
Not Started	17

Student Summary

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Domain: Screener			
Listening Gr 1	1	0	0
Listening Gr 23	10	0	0
Listening Gr 45	15	0	0
Listening Gr 68	3	0	0
Listening Gr 912	1	0	0
Reading Gr 1	1	0	0
Reading Gr 23	10	0	0
Reading Gr 45	15	0	0
Reading Gr 68	3	0	0
Reading Gr 912	1	0	0
Speaking Gr 1	1	0	0
Speaking Gr 23	10	0	0
Speaking Gr 45	15	0	0
Speaking Gr 68	3	0	0
Speaking Gr 912	1	0	0
Writing Gr 1	1	0	0
Writing Gr 23	10	0	0
Writing Gr 45	15	0	0
Writing Gr 68	3	0	0
Writing Gr 912	1	0	0

Student Summary by Test Session

District	School	Session Name	Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
DRC Use Only - Sample District ME	DRC Use Only - ETS Sample School	6/1 ETS GR 23	Screener Gr 68	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron 6-2	Screener Gr 68	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron's session	Screener Gr 45	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	ETS Grade 6 Sample	Screener Gr 45	4	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 912	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 2	Screener Gr 1	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 2	Screener Gr 23	2	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 3	Screener Gr 23	7	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 4	Screener Gr 23	5	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 4	Screener Gr 45	5	0	0
DRC Use Only - Sample District ME	DRC Use Only - Sample School	Generic Grade 5	Screener Gr 45	2	0	0

### ***Unlocking a Student's Test Ticket***

A student's test ticket must be unlocked if a Proctor or Test Administrator ended the test by using the End Test function in INSIGHT and the student's test is in a Completed status. If the student's test needs to be accessed again, the student's test ticket must be unlocked. After the ticket is unlocked, you can use the log-in information from the original test ticket to access the test.

**Note:** The District Assessment Contact must contact a DRC Nebraska Customer Service representative at (866) 342-6280 if there is a need to unlock a completed test.

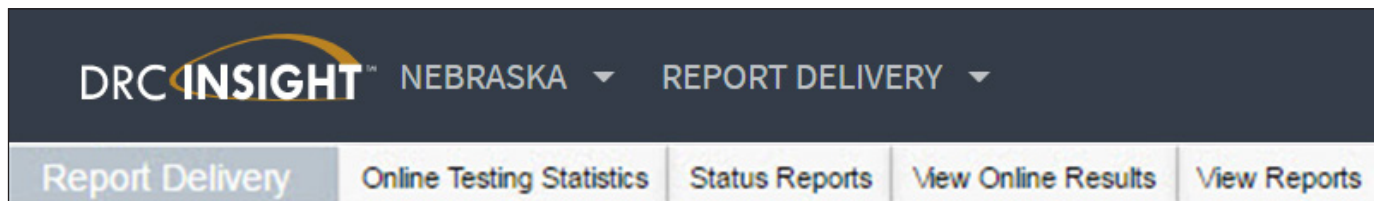
# Report Delivery Menu



### *Introduction*

From the Report Delivery menu, Portal users can access and view online testing statistics, status reports, online results, and reports.

Open the My Applications menu and click **Report Delivery** to display the Report Delivery menu.



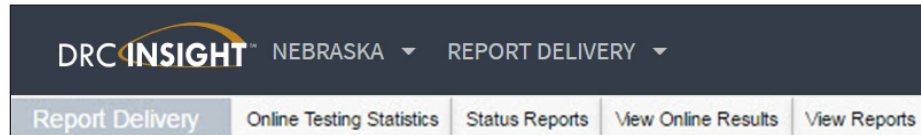
Select **Online Testing Statistics** from the Report Delivery menu to display testing statistics.

Select **Status Reports** from the Report Delivery menu to display status reports that track testing activity for a test administration in a particular district and school.

Select **View Reports** from the Report Delivery menu to view, download, or print district-level reports.

## Online Testing Statistics

Portal 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.



1. To display testing statistics for online testing, select **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.
2. Select an administration from the drop-down menu.

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. Select **District/Date** to view reports sorted by district and date.

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

### Online Testing Statistics

2017-2018 Alternate Assessment

Cumulative
Yesterday

#### Cumulative

Student / Grade
District / Date

All Tests			
Total	Test Started Count	Test Ended Count	
1263277	615125	615120	Export

By Subject			
Subject	Test Started Count	Test Ended Count	
English Language Arts	262979	262975	Export
Mathematics	263624	263624	
Science	88522	88521	

By Grade			
Grade	Test Started Count	Test Ended Count	
03	89455	89455	Export
04	83495	83494	
05	131884	131884	
06	87451	87447	
07	89825	89825	
08	133015	133015	

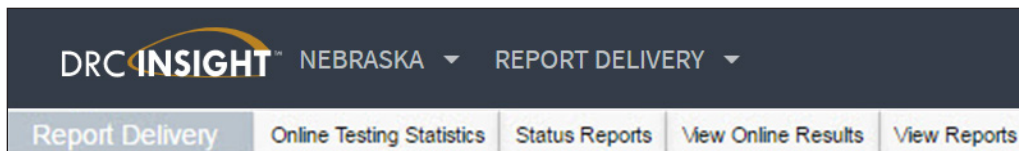
By Subject and Grade				
Subject	Grade	Test Started Count	Test Ended Count	
English Language Arts	03	44640	44640	Export
English Language Arts	04	41682	41681	
English Language Arts	05	43836	43836	
English Language Arts	06	43678	43675	
English Language Arts	07	44875	44875	
English Language Arts	08	44268	44268	
Mathematics	03	44815	44815	
Mathematics	04	41813	41813	
Mathematics	05	43968	43968	
Mathematics	06	43772	43772	


Page 1 of 2 (15 items)
< Prev
1
2
Next >

## Report Delivery Menu

### Status Reports

Portal users can use status reports to track testing activity for a test administration in a particular district and school. During testing, the status reports are updated daily at the end of each testing day. **Note:** The Cumulative Student Status Report is updated in real time.











1. To display a status report, select **Status Reports** from the Report Delivery menu.
2. Select an administration and district (and school—optional) from the drop-down menus.
3. When the Status Reports page re-appears, click the **Action** icon () next to the report you want to display.

### Status Reports

\* Indicates required fields

Administration  District  School

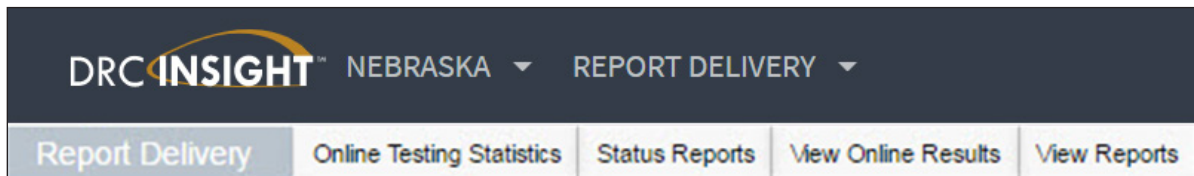
\*  \*

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	



## View Reports

Portal users can view, download, or print reports at the district level.



1. To view or print reports, select **View Reports** from the Report Delivery menu to display the View Reports page.

**View Reports**

Administration

District  School  Report

SAMPLE SCHOOL SMO (All)

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Action
No matching 'Reports' found						

2. Specify an administration, district, school, and report from the drop-down menus and click **Show Reports** to view, save, or print results for the students selected, or **Download Reports** to download a reports in .pdf or .csv format.



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Email: [necustomerservice@datarecognitioncorp.com](mailto:necustomerservice@datarecognitioncorp.com)  
Revision Date: January 4, 2024