



# ISAT Science & End-of-Course Assessments Test Administration Overview Spring 2016

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION





# INTRODUCTIONS

- Department of Education (SDE)
- Data Recognition Corporation (DRC)
  - Vendor for ISAT Science and End-of-Course Assessments (EOC) – High School Biology and Chemistry
  - Program Management Team/Online Technical Customer Support



# AGENDA

- ISAT Science and EOC Science Spring 2016 Scope
- New for 2016
- ISAT Science and EOC Science Key Dates
- Upload Multiple Students
- eDIRECT Overview



# Spring 2016

## ISAT Science (Grades 5 and 7)

Test Window: March 28<sup>th</sup> – May 20<sup>th</sup>

## EOC Science (Grades 10-12)

Test Window : February 8<sup>th</sup> – May 20<sup>th</sup>



# SPRING 2016 SCOPE

- **EOC SCIENCE**

- Biology and Chemistry
- Students in Grades 10-12 are required to participate in Biology and/or Chemistry once during these years

- **ISAT SCIENCE**

- Grade 5 and Grade 7

**Each test is estimated to take approximately  
90 minutes to complete**

# NEW FOR 2016



- Chromebooks, iPads, and Android devices supported
- Reactivations/Unlocks and Invalidations **do not** need SDE approval
- Districts will upload their own student data in place of an ISEE file. This will be done in eDIRECT Test Setup using Upload Multiple Students
- Device Toolkit
- Technology Coordinator Training

# EOC SCIENCE KEY DATES FOR 2016



DESCRIPTION	DATE
Additional Materials, installers, manuals, tutorials, and OTTs available in eDIRECT	January 4, 2016
Deadline to order Accommodated Materials (to receive by the beginning of testing window)	January 8, 2016
Spring 2016 Regional Trainings	February 1-11, 2016
eDIRECT Test Setup available	January 25, 2016
Accommodated materials arrive in district	Beginning February 1, 2016
EOC Science testing window begins	February 8, 2016
Final day to order accommodated materials	May 6, 2016
Last day for paper/pencil testing	May 13, 2016
Return of all accommodated materials	By May 13, 2016
End of EOC Science testing window (and eDIRECT Test Setup closes)	May 20, 2016 4 p.m. MST
Parent Brochures arrive in districts	May 23, 2016
Individual Student Reports posted on eDIRECT	June 3, 2016
Remaining reports posted on eDIRECT	June 17, 2016

# ISAT SCIENCE KEY DATES FOR 2016



DESCRIPTION	DATE
Spring 2016 Regional Trainings	February 1-11, 2016
Additional Materials available in eDIRECT	February 16, 2016
Deadline to order Accommodated Materials (to receive by the beginning of testing window)	February 26, 2016
Tutorials and OTTs available	February 29, 2016
eDIRECT Test Setup available	March 7, 2016
Accommodated materials arrive in district	Beginning March 21, 2016
ISAT Science testing window begins	March 28, 2016
Final day to order accommodated materials	May 6, 2016
Last day for paper/pencil testing	May 13, 2016
Return of all accommodated materials	By May 13, 2016
End of ISAT Science testing window (and eDIRECT Test Setup closes)	May 20, 2016 4 p.m. MST
Parent Brochures arrive in districts	May 23, 2016
Individual Student Reports posted on eDIRECT	June 3, 2016
Remaining reports posted on eDIRECT	June 17, 2016

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

# UPLOAD MULTIPLE STUDENTS



- Districts will be responsible for adding all eligible students to eDIRECT for testing and reporting.
- Students may be added and edited using the Upload Multiple Students functionality.
- Students may be added and edited manually in eDIRECT. It is recommended that Upload Multiple Students be used whenever possible for complete and accurate student data.
- Upload Multiple Students will be available from the day Test Setup opens in eDIRECT through the end of the testing window.



# UPLOAD MULTIPLE STUDENTS – FILE LAYOUT AND SAMPLE FILE

- Once logged into eDIRECT, go to **Test Setup** in the left menu. Select **Students**.
- Click on the **Upload Multiple Students** tab.
- Links to the **File Layout** and **Sample File** are available.
- Access instructions by clicking the + box next to **Instructions**.

**Manage Students**

Manage Students | Upload Multiple Students

**Test Setup is unavailable for selected Administration.**

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

+ Instructions

\* Indicates required fields

Administration: Science EOC Spring 201

District: 999 - DRC Use Only - S: \*

School: (All)

File: [ ] Browse... \*

Upload



# UPLOAD MULTIPLE STUDENTS – FILE LAYOUT

- The **File Layout** provides information on the file layout and requirements.
- Use this as a guideline for completing your Upload Multiple Students file.

**Idaho Upload Multiple Student 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.
- Fields cannot contain commas.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - 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	Error Checking
1	District Number	3	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• Character length of three (3) digits</li> </ul>	<b>Required</b> 001 thru 999
2	School Number	4	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• Character length of four (4) digits</li> </ul>	<b>Required</b> 0001 thru 9999
3	EDUID	9	<ul style="list-style-type: none"> <li>• Alpha/Numeric</li> <li>• Character length of nine (9) digits</li> </ul>	<b>Required</b> <u>Public school students:</u> <ul style="list-style-type: none"> <li>• Numeric only</li> <li>• Must be 9 digits exactly</li> <li>• Digits cannot be all zeros, all ones or all nines</li> </ul> <u>Non-public school students:</u> <ul style="list-style-type: none"> <li>• First 2 characters = "NP"</li> <li>• Must be 9 characters exactly</li> <li>• Characters 3-9, Numeric only</li> </ul>
4	Student Last Name	20	<ul style="list-style-type: none"> <li>• Alpha/Numeric</li> </ul>	<b>Required</b> Not blank
5	Student First Name	20	<ul style="list-style-type: none"> <li>• Alpha/Numeric</li> </ul>	<b>Required</b> Not blank
6	Student Middle Initial	1	<ul style="list-style-type: none"> <li>• Alpha/Numeric</li> <li>• May be blank</li> </ul>	<b>Not Required</b> <blank> = None
7	Student Date of Birth	10	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• Format YYYYMMDD               <ul style="list-style-type: none"> <li>• CCYY (0001-9999)</li> <li>• MM (01-12)</li> <li>• DD (01-31)</li> </ul> </li> </ul>	<b>Required</b> <YYYYMMDD> Not blanks

# UPLOAD MULTIPLE STUDENTS – SAMPLE FILE



- Use the sample file to help build your upload file.
  - Note that the sample file contains examples showing both ISAT and EOC sample students, but files for ISAT Science and EOC Science must be uploaded separately.

District Number	School Number	EDUID	Student Last Name	Student First Name	Student Middle Name	Student Date of Birth	Student Gender	Student Grade	Student Ethnicity Code	[ScienceS
1	2	123456789	ISATAnderson	Melinda	Renee	5/13/2005	F	5	1	
1	2	123456781	ISATCarlson	Ross	Everett	8/22/2004	M	5	2	
1	4	123456782	ISATSmith	Jorden	Cole	10/10/2002	M	7	3	
1	4	123456783	ISATMalley	Lucy	Lee	3/6/2003	F	7	4	
1	7	123456784	EOCStevens	Cody		4/12/2000	M	10	5	
1	7	123456785	EOCRoberts	Rita	M	11/8/1998	F	12	6	

# UPLOAD MULTIPLE STUDENTS – UPLOAD FILE



- When the file is ready to upload, click on the **Browse** button to select the file.
- Once the file is selected, click the **Upload** button.
- A message will display indicating that the upload is in process.

A screenshot of a web form for uploading a file. At the top left, there is a red asterisk and the text "\* Indicates required fields". Below this, there are three dropdown menus: "Administration" with the value "Science EOC Spring 201" and a red asterisk, "District" with the value "999 - DRC Use Only - S." and a red asterisk, and "School" with the value "(All)". Below the dropdowns is a "File" section with an empty text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the "File" section is an "Upload" button, with a red arrow pointing to it.

- If no errors are found in the file, the file will be accepted and all records will be uploaded.
- If errors are found in the file, click on **error reports** to view a report. Correct the errors and upload the file again.
- Records that were previously loaded successfully do not have to be removed, but large amounts of data may result in longer processing times.
- Click on **Student File** to view a copy of the last file that was uploaded.

# ADD STUDENTS MANUALLY TO EDIRECT



- Students may be added manually to eDIRECT.

It is recommended that districts use Upload Multiple Students whenever possible. However, in a time sensitive situation, a student may need to be quickly added and tested.

- Districts should submit a complete student record through Upload Multiple Students before the testing window ends.
- eDIRECT will be the sole source of student information used for reporting, so **data will appear on reports as it appears in eDIRECT.**

Please double check your student information for accuracy!



# ADD STUDENTS MANUALLY TO EDIRECT

- Under **Test Setup – Students**, enter the appropriate **Administration, District, and School**.
- Scroll down to the bottom of the page and click the **Add Student** button.

The screenshot shows the "eDirect Setup" interface. On the left is a navigation menu with categories: "eDirect Setup", "Materials", "Test Setup", "Administration Setup", and "DRC CORPORATION". Under "Test Setup", "Students" is highlighted in yellow. The main content area contains a form with the following fields: Administration (Science EOC Spring 201), District ((All)), School ((All)), Last Name, First Name, EDUID, Grade, Demographic, Online Test Status, Accommodation Content Area, Accommodation Type, Accommodation, Content Area, Session, and Session Assignment. Below the form are "Find Students" and "Clear" buttons. At the bottom of the page, there is a table header for "Students" with columns for "Last Name" and "First Name", and a large empty table area. Below the table are buttons for "Add Student", "Export to Excel", "Download Students", and "Update Accommodations". Red arrows point to the "Students" menu item, the "Administration", "District", and "School" dropdowns, and the "Add Student" button.



# ADD STUDENTS MANUALLY TO EDIRECT

- In the **Add Student** window, fill in the required fields.
- Populate the **Accommodations**, **Demographics**, and **Testing Codes** tabs with applicable information.
- Click **Save**.

*Upload a complete student record before the end of the testing window using Upload Multiple Students.*

*Students must be added to a test session before testing.*

**Add Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial EDUID \*

Student Detail Accommodations Demographics Testing Codes

Administration District School

Science EOC Spring 2015 \* 999 - DRC Use Only - San \* 0998 - DRC Use Only - EI! \*

Date of Birth \* Grade \* Gender \*

(mm/dd/yyyy) (Select) (Select)

Save Save & Add Another Cancel



# EDIRECT OVERVIEW

<https://id.dracedirect.com>

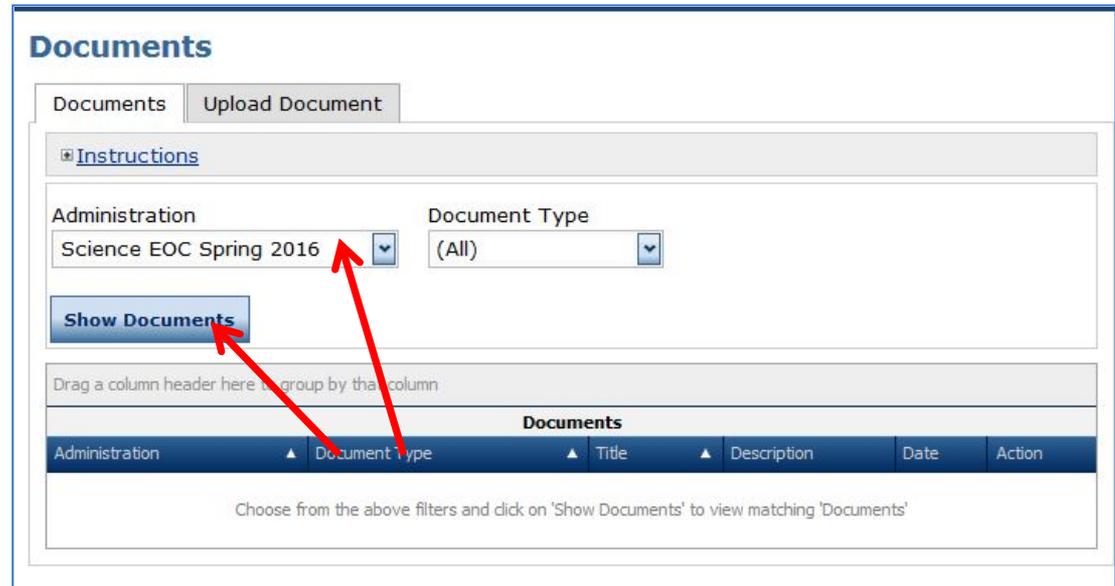
- Current active eDIRECT district level users have been assigned permissions for EOC Science and ISAT Science\* Spring 2016.
  - District Test Coordinators or Superintendents must add new district and school level users within eDIRECT.
  - If you are a District Test Coordinator and do not yet have an eDIRECT account, please contact Idaho Support at 1-866-572-2050 or [idahosupport@datarecognitioncorp.com](mailto:idahosupport@datarecognitioncorp.com).
- The Spring 2016 Online Test Administration Manual (TAM)(located in General Information – Documents) contains further instructions on working in eDIRECT and general test administration.
- For technical/installation information, consult the INSIGHT Technology User Guide, the Technology Readiness Checklist, and the Technology Coordinator WebEx training (located in General Information – Documents).

\*Permissions for Spring 2016 ISAT Science will be assigned on February 16, 2016.



# EDIRECT - DOCUMENTS

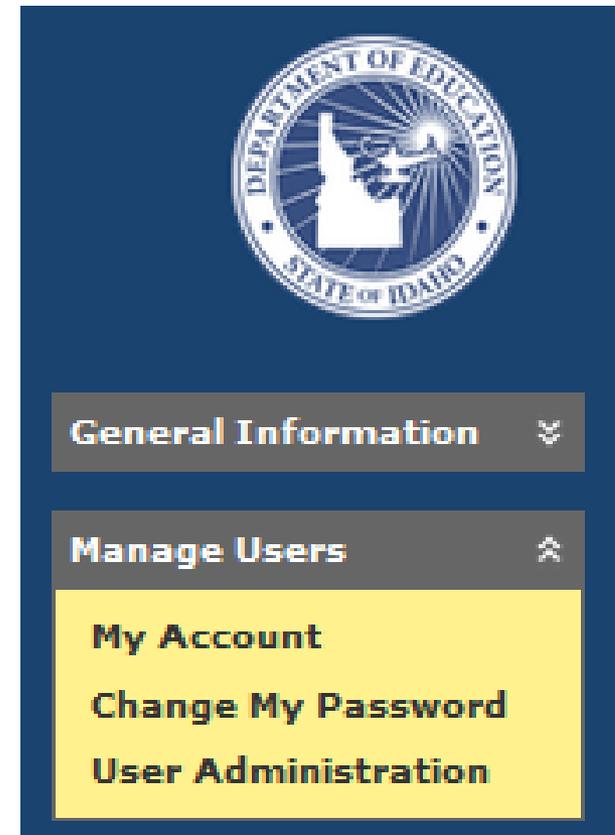
- The **Documents** section contains how-to information. You must log in to eDIRECT to access documents.
- Click on **General Information** and select **Documents**.
- Select **Administration** and click **Show Documents**.
- Access Online and Accommodated TAMs, INSIGHT Technology User Guide, Technology Readiness Checklist, Presentations.





# EDIRECT – MANAGE USERS

- Manage own account
- Add new users
- Edit permissions
- Re-set passwords
- Inactivating/activating users





# EDIRECT - ADD A SINGLE USER

- Click on Manage Users on the left main menu
- Click on User Administration.
- Select the Add Single User tab on the screen.

A screenshot of the "User Administration" page. The page has three tabs: "Edit User", "Add Single User", and "Upload Multiple Users". A red arrow points to the "Add Single User" tab. Below the tabs is a section titled "Instructions" with a plus sign icon. The main form contains several fields: "Administration" (dropdown menu with "(All)" selected), "User Role" (dropdown menu with "(All)" selected), "District" (dropdown menu with "(All)" selected), "School" (dropdown menu with "(All)" selected), "First Name" (text input field), "Last Name" (text input field), "Email" (text input field), "Status" (dropdown menu with "(All)" selected), and a checkbox labeled "Hide Inactive Users". At the bottom of the form are two buttons: "Find User" and "Clear".



# EDIRECT - ADD A SINGLE USER

- Select the appropriate administration.
- Enter user's first and last name and Email address.
- Enter User Role.
  - District or School

District Users have access to all students in the district.

School users have access to students in only their school.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

\* Indicates required fields

First Name: Albus \* Middle Initial: [ ] Last Name: Dumbledore \*

Email Address: adumbledore@testschool.org \*

Administration: Science EOC Spring 2016 \* User Role: District \*

District: 999 - DRC Use Only - Sa \* School: (All)



# EDIRECT - ADD A SINGLE USER

- Select and move the appropriate permissions from the Available Permissions column over to the Assigned Permissions column using the right arrow.
- [Permission descriptions available in Online TAM.](#)

**NOTE:** Multiple permissions can be selected by holding down the Ctrl button on your keyboard. Choose the double arrow to add all permissions.

- Click Save.

A screenshot of the eDIRECT web application interface for assigning permissions. At the top, there is a "Permission-set" dropdown menu with "District" selected. Below this is a tip: "Tip: When you select a permission, its description will display below the list". The interface is divided into two columns: "Available Permissions" on the left and "Assigned Permissions" on the right. The "Available Permissions" list includes: Administrator, Administrator - Mass Assign Role, Administrator - Set Password, Documents - Delete, Documents - Upload, Documents - View, eDIRECT Setup - Document and Repc, Maintain Administration, Maintain Administration - Edit Applica, Materials - Additional - Manage, and Materials - Additional - Primary Windc. Between the columns are three arrow buttons: a double arrow pointing right, a single arrow pointing right, and a single arrow pointing left. A red arrow points from the right side of the screen to the double arrow button. At the bottom left, there is a "Save" button with a red arrow pointing to it from the right. Below the permission lists, there is a text box containing the instruction: "To see the description, select a permission".

# EDIRECT - UPLOAD MULTIPLE USERS



- To add more than one user at a time, you can create a file to upload.
- Select **Manage Users – User Administration**.
- Click on the **Upload Multiple Users** tab.

The screenshot shows the "User Administration" interface. On the left is a vertical navigation menu with options: General Information, Manage Users, My Account, Change My Password, User Administration (highlighted in yellow), Reports, Student Lookup, eDirect Setup, Materials, Test Setup, and Administration Setup. A red arrow points from the "User Administration" menu item to the main content area. The main content area has a header "User Administration" and three tabs: "Edit User", "Add Single User", and "Upload Multiple Users". A red arrow points to the "Upload Multiple Users" tab. Below the tabs is a section for filters with a message: "Filters are required. See Instructional Text if unsure how to filter". The filter section includes dropdown menus for "Administration" (set to "(All)"), "User Role" (set to "(All)"), and "District" (set to "(All)"); input fields for "School" (set to "(All)"), "First Name", and "Last Name"; an input field for "Email"; and a dropdown for "Status" (set to "(All)"). There is also a checkbox for "Hide Inactive Users". At the bottom are "Find User" and "Clear" buttons.

# EDIRECT - UPLOAD MULTIPLE USERS



- Reference the **File Layout** and **Sample File** for information on file layout and required fields.
- Select the **Administration** and browse for the file you have created.
- Click **Upload**.
- If the file contains errors, correct them and upload again. You will see a confirmation screen letting you know the records were added successfully.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

To add more than one user at a time, you can create a file to upload. Please reference the [file layout PDF](#) for information on file layout and required fields.

When you have your file ready to upload, simply browse for the file on your computer and once selected, click the 'Upload' button. If any of the records on the file contain an error, the record(s) with errors will display on the screen indicating what needs to be corrected.

No users will be added to the system until all errors on the file are corrected. Once corrected, upload the file again. You will see a confirmation screen letting you know that all records from the file were added successfully.

\* Indicates required fields

Administration  
(Select) \*

File  
Browse... \*

**Upload**

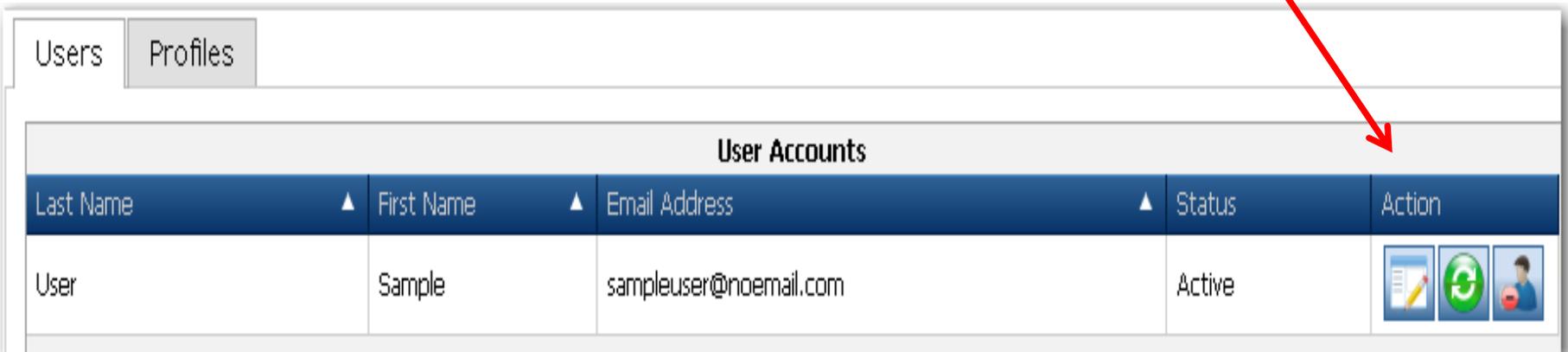
**User Listing**

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

# EDIRECT - EDIT SINGLE USER



- Under the **Action** column, use the **View/Edit** icon to:
  - Update contact information
  - View/add/remove permissions
  - Change password
- Click the **Reset Users** icon to reset users that have been locked out or forgotten their password.
- Click the Inactivate icon to inactivate/activate users.
  - Users will not receive an email when they are inactivated.

A screenshot of the EDIRECT user management interface. At the top, there are two tabs: "Users" and "Profiles". Below the tabs is a table titled "User Accounts". The table has five columns: "Last Name", "First Name", "Email Address", "Status", and "Action". The "Action" column contains three icons: a document with a pencil (View/Edit), a circular arrow (Reset), and a person with a red X (Inactivate). A red arrow points from the top right of the table area down to the Action column header.

User Accounts				
Last Name	First Name	Email Address	Status	Action
User	Sample	sampleuser@noemail.com	Active	  

# EDIRECT – EDIT MULTIPLE USERS



- Under **User Administration** in the **Edit User** tab, choose the administration in which the accounts were created.
- Filter to find the user(s), click **Find User**, and select the **Profiles** tab.

**User Administration**

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

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

Administration: Science EOC Spring  
User Role: (All)  
District: 999 - DRC Use Only

School: (All)  
First Name:   
Last Name:

Email:   
Status: (All)  Hide Inactive Users

**Find User** **Clear**

Users | **Profiles**

User Profiles							
	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Dumbledore	Albus	adumbledore@testschool.org	District	Science EOC Spring 2015	999	
<input type="checkbox"/>	McGonagall	Minerva	mmcgonagall@testschool.org	School	Science EOC Spring 2015	999	0998
<input type="checkbox"/>	Snape	Severus	Ssnape@testschool.org	School	Science EOC Spring 2015	999	0998

# EDIRECT - EDIT MULTIPLE USERS



Users Profiles

	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Moore	Charles	cmoore@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input checked="" type="checkbox"/>	Murray	Emily	emurray@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input type="checkbox"/>	Robertson	Aaron	arobertson@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input checked="" type="checkbox"/>	Sanders	Elma	esanders@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input type="checkbox"/>	Sharp	Donald	dsharp@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input type="checkbox"/>	Singh	Shivanie	ssingh@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input checked="" type="checkbox"/>	Skarohlid	Lori	lskarohlid@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input type="checkbox"/>	Smith	Aaron	ASmith@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input type="checkbox"/>	Wille	Mary	mwille@datarecognitioncorp.com	EPM	ISAT Fall 2011		
<input checked="" type="checkbox"/>	Young	Chris	cyoung@datarecognitioncorp.com	EPM	ISAT Fall 2011		

25 Item(s) Displayed

Select multiple users and copy them and their permissions to any or all available administrations by clicking here.

Select multiple users and add or remove single or multiple permissions to selected users.

Copy to New Administration Assign Permissions Remove Permissions



# EDIRECT - EDIT MULTIPLE USERS

## Copy Profiles to New Administration

You are copying 1 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen.

[Instructions](#)

\* Indicates required fields

### New Administration

- ISAT Fall 2012
- ISAT Fall 2013
- ISAT Spring 2009
- ISAT Spring 2010
- ISAT Spring 2011
- ISAT Spring 2012
- ISAT Spring 2013
- ISAT Spring 2014
- ISAT Spring 2015
- Science EOC Spring 2014
- Science EOC Spring 2015
- Science EOC Spring 2016 \*

Submit

Cancel

## Assign Permissions

You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

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

### Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Repc
- Maintain Administration
- Maintain Administration - Edit Applica
- Materials - Additional - Manage
- Materials - Additional - Primary Windc

### Assigned Permissions

To see the description, select a permission

Save

Cancel

## Remove Permissions

You can only remove permissions on this screen, not assign them. Permission(s) in the left-hand list will be removed from the user profile(s) you selected on the previous screen.

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

### Permissions to Remove

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Administrator - Superuser
- Administrator - View Error Details
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Repc
- Maintain Administration
- Maintain Administration - Copy Admin

### Assigned Permissions

- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Administrator - Superuser
- Administrator - View Error Details
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Repc
- Maintain Administration
- Maintain Administration - Copy Admin

To see the description, select a permission

Save

Cancel



# SOFTWARE DOWNLOADS

- Downloads available January 4<sup>th</sup> within eDIRECT.
  - [Test Setup–General Information–Downloads](#)
- Order is important!
  - [Testing Site Manager \(TSM\)](#)
    - Remember to enable audio (TTS) here, if applicable.
  - [Device Toolkit](#)
  - [INSIGHT](#)
- Technology Coordinators should review the [INSIGHT Technology User Guide](#), the [Technology Readiness Checklist](#), and the [Technology Coordinator Training WebEx](#) posted on eDIRECT before beginning installation.

## Test Setup General Information

About Downloads **Idaho Online Assessments Student Tutorial**

[Instructions](#)

Software Downloads

Testing Software Downloads				
Title	Platform	Operating Systems	Version	Action
DRC INSIGHT Android	Android	Android Lollipop 5.0 API 21, Android Lollipop 5.1 API 22	6.1.1	
Use the above to configure Google Play for Education enrolled Android devices to work with DRC INSIGHT. Note: See 'Systems Requirements' for list of supported Android touch devices.				
DRC INSIGHT iPad	Apple iOS	iOS 9.2, iOS 9.1, iOS 9.0, iOS 8.4, iOS 8.3, iOS 8.2, iOS 8.1.3	6.0.1	

# TUTORIALS AND ONLINE TOOLS TRAINING



## 1. Student Tutorials

- Video recorded overview of how to take the tests and tools available.
- On desktop when the test engine is downloaded.
- In eDIRECT go to Test Setup - General Information- Idaho Online Assessments Student Tutorial.

## 2. Online Tools Training (OTTs)

- Interactive practice test with five sample questions.
- Part of the operational test installation package.
- A public link will be available on the eDIRECT log-in page (audio requires a TSM and secure log-in).

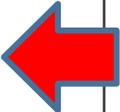


# ACCOMMODATED VERSIONS

## Audio Online

- Available for all tests.
  - No human readers allowed.
- Students must be marked for Audio Online in eDIRECT BEFORE beginning the test.
- Students will have an Audio indicator on the Test Tickets.

<p><b>Science EOC Spring 2016 Test Ticket</b> <b>Biology</b> <b>Accommodation – Audio Online</b></p> <p>School: Sample School Student Name: Anderson, Abigail A EDUID: 12345678 Username: AAnderson1 Password: MELT3456</p>
---

A red arrow with a blue outline pointing to the left, positioned to the right of the "Accommodation – Audio Online" text in the test ticket box.



# ACCOMMODATED VERSIONS

## Paper Versions

- Available for those students whose IEP requires an assessment not presented on a computer.
- Large Print, Braille, and paper versions.
- Audio CDs available for each version.
- Students' paper accommodations must be marked for the appropriate version in eDIRECT before testing ends.
- Accommodated materials must be returned no later than May 13<sup>th</sup> for scoring.



# MARKING ACCOMMODATIONS IN EDIRECT

- Under **Test Setup – Students**, select the **Administration** and filter to find the student(s). Click **Find Students**.
- Assign accommodations to a single student by clicking **View/Edit** under the **Action**.
- Assign accommodations to multiple students by selecting multiple students by checking the boxes to the left of the last name and select the **Update Accommodations** button at the bottom of the page.

**Manage Students**

Manage Students | Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration: Science EOC Spring 201\* | District: 999 - DRC Use Only - S | School: 0998 - DRC Use Only - t

Last Name: | First Name: | EDUID: |

Grade: | Demographic: | Online Test Status: |

Accommodation Content Area: | Accommodation Type: | Accommodation: |

Content Area: | Session: | Session Assignment: |

**Find Students** **Clear**

Students						
<input type="checkbox"/>	Last Name	First Name	EDUID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Austen	Jane	297297297	1/1/1999	10	
<input type="checkbox"/>	Boop	Betty	565565565	1/1/1999	10	
<input type="checkbox"/>	Brown	Deb	294484394	2/2/1999	11	

**Update Accommodations**



# MARKING ACCOMMODATIONS IN EDIRECT

- In the **Accommodations** tab, mark the student's accommodation under the appropriate content area.
- Click **Save**.

**Update Accommodations for Multiple Students**

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

#Instructions

Update Mode

- Assign Accommodations
- Remove Accommodations

Accommodations			
Type	Accommodation	Biology	Chemistry
Presentation	Paper	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Paper with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Online	<input type="checkbox"/>	<input type="checkbox"/>
Online	Paper - DRC Use Only	<input type="checkbox"/>	<input type="checkbox"/>
Setting	Setting, administration and presentation, scheduling, response, and Assistive Technology (AT)	<input type="checkbox"/>	<input type="checkbox"/>

10 Item(s) Displayed

**Save** **Cancel**

**Edit Student**

#Instructions

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  EDUID  \*

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

Accommodations			
Type	Accommodation	Biology	Chemistry
Presentation	Paper	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Paper with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Braille with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Large Print with Audio CD	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Online	Paper - DRC Use Only	<input type="checkbox"/>	<input type="checkbox"/>
Setting	Setting, administration and presentation, scheduling, response,	<input type="checkbox"/>	<input type="checkbox"/>

10 Item(s) Displayed

**Save** **Cancel**



# ORDERING ACCOMMODATED VERSIONS

- Click on the **Materials** tab and select **Additional Materials**.

The image shows two screenshots of the eDIRECT web application. The left screenshot is the login page, displaying a navigation menu on the left with the "Additional Materials" option highlighted in yellow. The right screenshot is the "Search Additional Materials" page, which includes a search form with fields for Administration (set to "ISAT Spring 2015"), District (set to "999 - DRC Use Only - Sa"), and School (set to "(All)"). There are also fields for Status (set to "(All)"), Order #, and Request #. A red circle with the number "4" is placed over the "Add Order" button. The "Add Order" button is highlighted in blue.

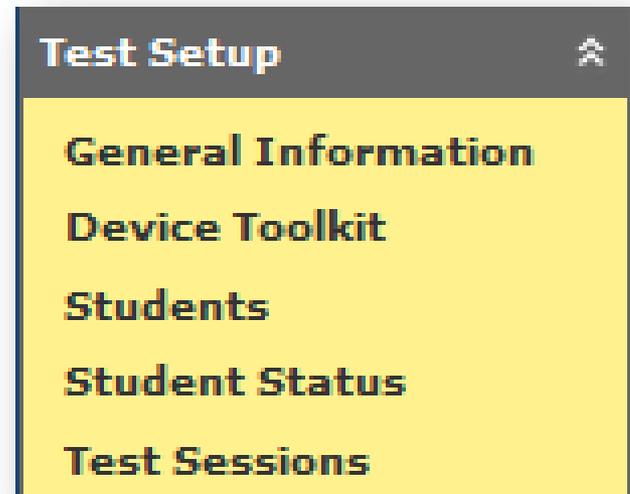
- Select the administration, district, and school and click the **Add Order** button.
- Select materials needed. Include any audio CDs or manuals desired.
- DRC will contact your District Test Coordinator for student information for precode labels.

Order by January 8<sup>th</sup> for EOC Science and by February 26<sup>th</sup> for ISAT Science to receive materials by the beginning of the test window. Last day to order materials is May 6<sup>th</sup>.



# EDIRECT - TEST SETUP

- **EOC Science available 1/25/16**
- **ISAT Science available 3/7/16**
- Test Setup is where eDIRECT users can upload students, search for students, edit student information, view student status, and add or edit accommodations and testing codes.
- Test Session management.
- Print Test Rosters and Test Tickets.





# TEST SETUP – STUDENT INFORMATION

- To access your uploaded student data, go to **Test Setup** and select **Students** to access the **Manage Students** screen.
- Select the appropriate administration and use filters desired.
- Click **Find Students**.
- A list of uploaded students will appear in the **Students** window.

**Manage Students**

Manage Students | Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration: Science EOC Spring 201\*  
District: 999 - DRC Use Only - S  
School: (All)

Last Name: [ ] | First Name: [ ]

Grade: [ ] | Demographic: [ ] | Online Test Status: [ ]

Accommodation Content Area: [ ] | Accommodation Type: [ ] | Accommodation: [ ]

Content Area: [ ] | Session: [ ] | Session Assignment: [ ]

**Find Students** | **Clear**

Students	
Last Name	First Name
<input type="checkbox"/> Adams	Lee



# TEST SETUP – STUDENT INFORMATION

- From the **Manage Students** screen, users can view or edit student information as well as add students.
- To view or edit student information, click the **View/Edit**  icon for the student.

Students						
<input type="checkbox"/>	Last Name ▲	First Name ▲	EDUID	Date Of Birth	Grade ▲	Action 
<input type="checkbox"/>	Austen	Jane	297297297	1/1/1999	10	
<input type="checkbox"/>	Boop	Betty	565565565	1/1/1999	10	
<input type="checkbox"/>	Brown	Deb	294484394	2/2/1999	11	
<input type="checkbox"/>	Christie	Agatha	125125131	1/1/2003	10	
<input type="checkbox"/>	Dickens	Charles	125125125	4/2/1998	10	
<input type="checkbox"/>	Drew	Nancy	497497497	1/1/2000	10	
<input type="checkbox"/>	Eight	Dorothy	125125164	10/28/1996	11	
<input type="checkbox"/>	Eight	Louisa	125125167	10/28/1996	11	
<input type="checkbox"/>	Eight	Mary	125125161	1/1/2003	12	
<input type="checkbox"/>	Eight	Monica	125125158	11/6/1997	12	
<input type="checkbox"/>	Everdeen	Katniss	397397397	1/1/1998	12	

Page 1 of 1 (47 items) < Prev **1** Next >

[Add Student](#) [Export to Excel](#) [Download Students](#) [Update Accommodations](#)

# TEST SETUP – STUDENT INFORMATION



- Within **Edit Student**, a student's accommodations, demographics, testing codes, and test sessions may be viewed or edited.
- From the **Test Sessions** tab, you may click **Edit/Print Ticket Status** to view the student's testing status, user name, and password. You may unlock and invalidate tests here or in **Test Setup - Test Sessions**.

Hover over the "Completed" column to see how many questions a student attempted. This feature DOES NOT indicate how many questions were answered correctly.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name: Austen \*    First Name: Jane \*    Middle Initial:    EDUID: 297297297 \*

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

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Biology Sample Test Session	Biology	Not Started			[Calendar] [Refresh] [Print] [Person] [Lock] [Red X]
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Chemistry Sample Test Session	Chemistry	Not Started			[Calendar] [Refresh] [Print] [Person] [Lock] [Red X]

2 Item(s) Displayed

**Testing Status**

[Instructions](#)

Last Name:    Status: (All) [Filter] [Clear]

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Austen	Jane	JAusten1	CHIN4702	Not Started			[Calendar] [Refresh] [Print] [Person] [Lock] [Red X]
<input type="checkbox"/>	Eight	Monica	MEight2	FINE2270	Not Started			[Calendar] [Refresh] [Print] [Person] [Lock] [Red X]



# ? NOT TESTED CODES

Students who are unable to test due to absence, medical reasons, parent refusal, student refusal, or suspension must be coded in eDIRECT.

Not Tested Codes are **required** for all students who are unable to test.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  EDUID  \*

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

	Biology	Chemistry
Not Tested/Invalid/Withdrawn	<input type="text"/>	<input type="text"/>

Save Cancel



# TEST SETUP – TEST SESSIONS

- From the **Test Sessions** window you can view or add test sessions for a district or school. The window displays the status of the test session. Test tickets and rosters may be printed from this area.
- Under **Test Setup** select **Test Sessions**, enter search criteria, and click **Show Sessions**.

Test Session Status  
Not Started  
In Progress  
Completed  
Locked

Use the buttons at the bottom of the page to add new test sessions, export test session detail, or unlock tests.

**Test Sessions**

**Instructions**

\* Indicates required fields

Administration: Science EOC Spring 201  
District: 999 - DRC Use Only - S  
School: 0998 - DRC Use Only - t

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ EDUID: \_\_\_\_\_

Session: \_\_\_\_\_

Content Area: (All) Assessment: (All)

**Show Sessions** **Print All Tickets**

Sessions | Status Summary

**Instructions**

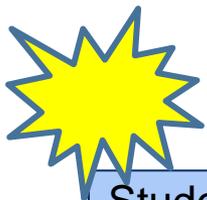
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Chemistry Sample Test Session	Chemistry	Not Started	1/7/2015	1/28/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	EPM Biology Test Session	Biology	In Progress	1/7/2015	1/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TD Biology Sample Session	Biology	In Progress	1/7/2015	1/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TD Chemistry Sample Test Session	Chemistry	In Progress	1/7/2015	1/28/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	EPM Chemistry Sample Test Session	Chemistry	In Progress	1/7/2015	1/28/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Squire Test	Biology	Completed	1/7/2015	1/7/2016	[Icons]

**Add Session** **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**



# TEST SETUP – ADDING TEST SESSIONS

- From the **Test Sessions** window click the **Add Session** button at the bottom of the page. Complete all required fields.
- Click the **Find Students** button to return a list of available students in the Available Students window\*.
- Select students and click the right arrow to move them to the Students in Session window.
- Click **Save**.



Students may be assigned to only one test session in a content area at a time. Students must be removed from assigned test sessions before they will be available to place in a new session.\*



# TEST SETUP – ADD STUDENTS TO A TEST SESSION

- New students can be added directly to a test session. This will automatically set the student as an online tester.
- Under **Test Setup** select **Test Sessions**, enter search criteria, and click **Show Sessions**. Select the **View/Edit** icon next to the test session to which you'd like to add a new student.
- Click the **New Student** button.
- Enter student information.
- Click **Save**.



## Remember

A complete student record for new students added manually must be uploaded before the testing window ends.

**Edit Test Session**

Testing Window: 01/07/2015 - 01/28/2016

[Instructions](#)

\* Indicates required fields

Session Name: Chemistry \*    Content Area: Chemistry \*    Assessment: Chemistry \*

Mode: Online \*    Begin Date: 1/7/2015 \*    End Date: 1/28/2016 \*

Search for Available Students

Student Last Name:    Student First Name:    EDUID:    Grade: (All) ▼

**Find Students**    **New Student**    **Clear**

Available Students:    Students in Session: Student, One (194583541)

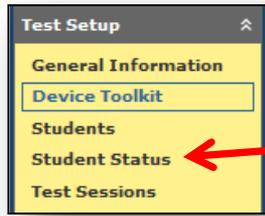
Double-click to edit Student    Double-click to edit Student

**Save**    **Cancel**



# TEST SETUP – STUDENT STATUS

- From the **Student Status** window you can view and export the online testing status of one or more students for a specific district and school.



STATUS	DESCRIPTION
Not Started	The student has not started the test.
In Progress	The student is taking the test.
Completed	The student has finished the test. The start time, end time, and length of the test session are also displayed if the student has completed a test.
Locked	At the end of each day, all students with a status of In Progress are automatically locked.

### Student Status

[Instructions](#)

\* Indicates required fields

Administration: Science EOC Spring 2011 \*

District: 999 - DRC Use Only - S. \*

School: 0998 - DRC Use Only - t. \*

Grade: (All)

Content Area: (All)

[Find Students](#) [Clear](#)

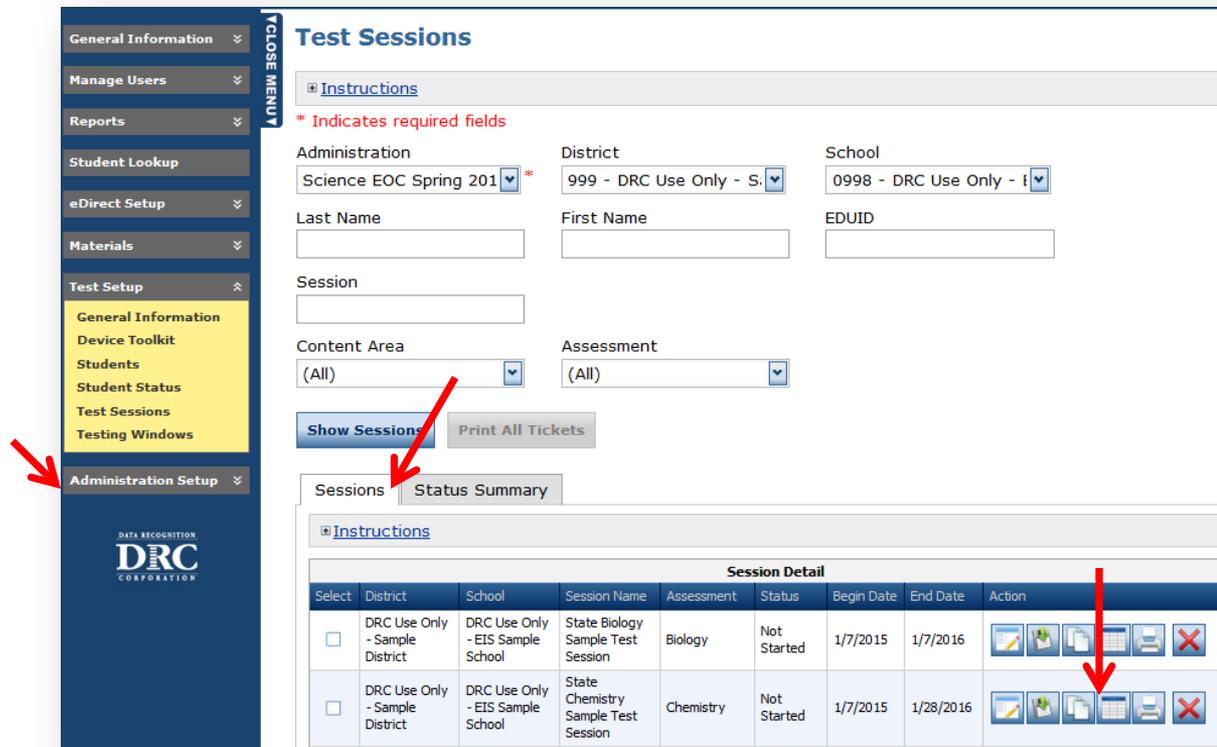
\* All times are Mountain Daylight Time.

Students								
Last Name	First Name	Grade	Content Area	Status	Start Time	End Time	Duration	
Squire	Test	11	Biology	Completed	03/11/2015 02:33 PM MT	04/08/2015 11:03 AM MT	668 hrs. 30 min.	
Thatcher	Margaret	11	Biology	Not Started				
Twain	Mark	11	Biology	Not Started				
Eight	Mary	12	Biology	In Progress	03/20/2015 10:06 AM MT			



# TEST SETUP – PRINT TEST TICKETS

- Test Tickets will be available beginning January 25<sup>th</sup> for EOC Science and March 7<sup>th</sup> for ISAT Science under Test Sessions.
- Under Test Setup – Test Sessions, filter the required fields.
- Click **Show Sessions**.
- Select a test session and click the **Edit/Print Ticket Status** icon  under Action.



**Test Sessions**

[Instructions](#)

\* Indicates required fields

Administration: Science EOC Spring 201 \*

District: 999 - DRC Use Only - S

School: 0998 - DRC Use Only - t

Last Name:

First Name:

EDUID:

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
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Biology Sample Test Session	Biology	Not Started	1/7/2015	1/7/2016	     
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Chemistry Sample Test Session	Chemistry	Not Started	1/7/2015	1/28/2016	     



# TEST SETUP – PRINT TEST TICKETS

- In the **Testing Status** window, print all tickets in a session by clicking the **Print All** button at the bottom of the window.
- To print selected students' tickets, check the boxes in the **Select** column next to the last name and click the **Print Selected** button.

**Testing Status**

[Instructions](#)

Last Name:  Status: (All)

**Testing Status - State Biology Sample Test Session (Biology)**

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	Austen	Jane	JAusten1	CHIN4702	Not Started			
<input type="checkbox"/>	Eight	Monica	MEight2	FINE2270	Not Started			
<input checked="" type="checkbox"/>	Everdeen	Katniss	KEverdeen1	FOUR9973	Not Started			
<input type="checkbox"/>	Five	Arthur	AFive1	ALSO7507	Not Started			
<input checked="" type="checkbox"/>	Granger	Hermione	HGranger1	RICE8399	Not Started			



# TEST TICKETS AND STUDENT TEST ROSTERS

- The Student Test Ticket always indicates an administration date, name of the assessment, student name, EDUID, accommodation (if applicable), username, and password. In addition to the Student Test Tickets, a Student Test Roster will print. The Student Test Roster lists the students in the test session.

**Science EOC Spring 2016 Test Ticket**  
**Biology**

School: Sample School  
Student Name: Anderson, Abigail A  
EDUID: 12345678  
Username: AAnderson1  
Password: MELT3456

**Science EOC Spring 2016 Test Ticket**  
**Biology**  
**Accommodation – Audio Online**

School: Sample School  
Student Name: Anderson, Abigail A  
EDUID: 12345678  
Username: AAnderson1  
Password: MELT3456

**Science EOC Spring 2016**  
**Student Test Roster**

**District:** Sample District  
**School:** Sample School  
**Assessment:** Science  
**Test Session:** K Session O

Training	Student Name	EDUID	Username	Password	Accommodation
<input type="checkbox"/> <input type="checkbox"/>	Anderson, Abigail A	123456789	AAnderson1	MELT3456	Audio Online
<input type="checkbox"/> <input type="checkbox"/>	Mohammed, Hassan M	234567890	HMohammed1	LONG9876	
<input type="checkbox"/> <input type="checkbox"/>	Schwartz fisher, Christine J	232323232	CSchwartzf1	BOOT2596	
<input type="checkbox"/> <input type="checkbox"/>	Thompson-Gillmoore, Kerrington	891828372	KThompson-g1	MELT2298	Audio Online



# REACTIVATIONS/UNLOCKS AND INVALIDATIONS

- **Districts no longer need to obtain SDE approval to unlock or invalidate student tests.**
- Unlocking Tests
  - Only District Test Coordinators and School Test Coordinators may unlock a test. Possible scenarios include:
    - A student exited the test by using the End Test function in INSIGHT.
    - A student exited the test by using the Pause/Exit function, or they were inactive on the system for more than twenty minutes and INSIGHT removed them from the test.
    - Technical issues which prevented the completion of a test within one day.

Tests with IN PROGRESS status automatically lock at midnight each night as a security precaution. A student's test will need to be unlocked by the District or School Test Coordinator on the day the student will resume testing.



# UNLOCKING AND INVALIDATING A TEST

- Two places to unlock or invalidate tests:
  - Test Setup – Students – Test Sessions (previously discussed)
  - **Test Setup – Test Sessions**
- Under Test Setup – Test Sessions, filter to find the student's test session.
- Click Show Sessions then click the Edit/Print Ticket Status next to the correct test session.

**Test Sessions**

**Instructions**

\*\* Indicates required fields

Administration: Science EOC Spring 2011 \*\*

District: 999 - DRC Use Only - S-

School: 0998 - DRC Use Only - f

Last Name: [ ]

First Name: [ ]

EDUID: [ ]

Session: [ ]

Content Area: (All)

Assessment: (All)

Show Sessions Print All Tickets

Sessions Status Summary

**Instructions**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Biology Sample Test Session	Biology	Not Started	1/7/2015	1/7/2016	[Edit] [Print] [Status] [Delete]
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	State Chemistry Sample Test	Chemistry	Not Started	1/7/2015	1/28/2016	[Edit] [Print] [Status] [Delete]



# UNLOCKING AND INVALIDATING A TEST

- In the **Testing Status** Window, find the student.
- To invalidate the test, click the **Invalidate**  icon in the **Action** column to the right of the student's name.
  - You may cancel the invalidation by clicking the **Inactivate** button again.
- To unlock the test, click the **Unlock**  icon in the **Action** column to the right of the student's name.

**Testing Status**

[Instructions](#)

Last Name:  Status:

**Testing Status - State Biology Sample Test Session (Biology)**

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Austen	Jane	JAusten1	CHIN4702	Not Started			    
<input type="checkbox"/>	Eight	Monica	MEight2	FINE2270	Not Started			    
<input type="checkbox"/>	Everdeen	Katniss	KEverdeen1	FOUR9973	Not Started			    
<input type="checkbox"/>	Five	Arthur	AFive1	ALSO7507	Not Started			    
<input type="checkbox"/>	Granger	Hermione	HGranger1	RICE8399	Not Started			    



# PRELIMINARY REPORTING - VIEW ONLINE RESULTS

- Immediate scores for students will be available under Reports – View Online Results in eDIRECT.
  - All scores in View Online Results are considered preliminary.





# EDIRECT - STATUS REPORTS

- Four Status Reports are offered for Spring 2016:

REPORT	DESCRIPTION
<b>Daily Student Status Report</b>	<p>Each student that logs into a test appears on this report. This report shows the times the test was started and submitted; whether or not the Test Ticket has been invalidated; and a comment field to manually enter comments on the printed report.</p> <p>As the Report Name suggests, this is a daily report and will not contain any historical test activity for the student.</p>
<b>Cumulative Student Status Report</b>	<p>This 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 the times the test was started and submitted; whether or not the Test Ticket has been invalidated; assigned accommodations; and a comment field to manually enter comments on the printed report.</p>
<b>Daily District Report of Testing Status by School</b>	<p>This report displays the number of tests started and the number of tests ended for a district and school, or a grade and subject level.</p>
<b>Weekly District Report</b>	<p>This report displays the number of tests started and the number of tests ended at a district level for each week of testing.</p>





# EDIRECT - FINAL REPORTS

- Final reports for Spring 2016:
  - Individual Score Reports – June 3, 2016
  - Remaining Reports – June 17, 2016
- Scores will be available in eDIRECT under Reports – View Reports.

A screenshot of the eDIRECT web application's 'View Reports' page. On the left is a navigation menu with categories: 'General Information', 'Manage Users', 'Reports', and 'Student Lookup'. The 'Reports' section is expanded, showing options like 'View Reports', 'Manage Reports', 'View Online Results', 'Status Reports', 'Online Testing Statistics', and 'Student Lookup'. The main content area is titled 'View Reports' and includes a dropdown for 'Administration' (set to 'Science EOC Spring 2015'), dropdowns for 'District' (999 - DRC Use Only) and 'School' (0998 - DRC Use On), and a 'Report' dropdown (set to 'Student Report - PLD'). Below these are 'Show Reports' and 'Download Reports' buttons. A table below has a header row with 'Administration' and 'Report' columns, and a message 'Drag a column header here to group by that column' above the table body. The 'Report' dropdown menu is open, showing options: '(All)', 'Individual Student Report - PLD', 'State Scores and Demographics', 'Student Data File', and 'Student Roster Report'. The 'Individual Student Report - PLD' option is highlighted.

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