



Idaho Department
of Education

WIDA Assessment Management System

ELPA Webinar Series 2024-2025

September 3, 2024



Agenda

Participants will be able to:

1. Explain the purpose of the WIDA Assessment Management System (WIDAAMS) as it pertains to the ELPA-Verse.
2. Explain the roles that can be assigned within the portal and how district staff are set up with an account.
3. Identify the different sections of the WIDA Secure Portal.
4. Describe where to find resources and information to support actions within the student management and test management sections.
5. Clarify outstanding questions on the use and functionality of the WIDA AMS.

WIDA Secure Portal

Purpose

The “Muscle” of the ELPA-Verse



<https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA>

WIDA Assessment Management System

Purpose

- Manage WIDA Screener / ACCESS for ELLs test registrations
- Download and share student performance reports
- Track secure test materials
- Configure district and school technology components associated with DRC INSIGHT
- Track testing progress of district English learners



WIDA Secure Portal

Roles / Permissions

WIDA Secure Portal Roles / Permissions



District Test Coordinators: This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.

District Technology Coordinator: This permission set is designed for District Technology Coordinators who oversee the setup of technology configurations and student testing devices. School Technology Coordinators can help download testing software at the school level.

School Test Coordinator: This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.

School Technology Coordinator: This permission set is designed for Technology Coordinators at a school site. These Technology Coordinators can help download testing software at schools.

Test Administrator: This permission set is designed for Test Administrators who are administering the online assessment (ACCESS for ELLs and/or WIDA Screener Online) at a particular school site.

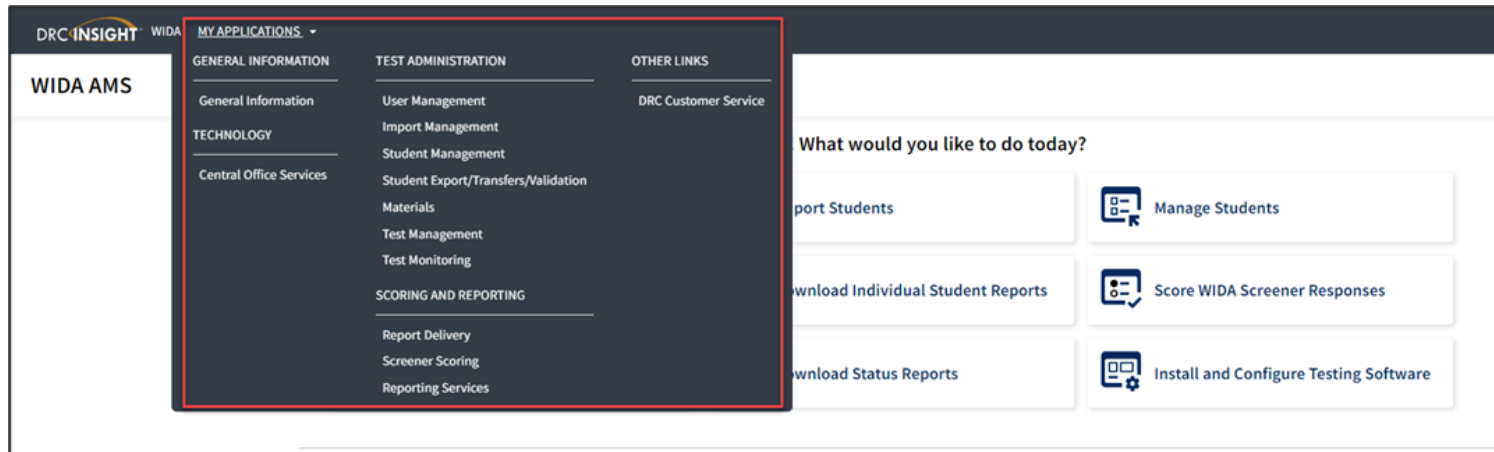


WIDA AMS

Navigation

WIDA Assessment Management System Navigation

- General Information
- Technology
- Test Administration
- Scoring and Reporting
- Other Links



The screenshot shows the WIDA AMS navigation interface. On the left, there is a sidebar with the following sections:

- WIDA AMS**
- MY APPLICATIONS** (dropdown menu)
 - GENERAL INFORMATION**
 - General Information
 - TECHNOLOGY**
 - Central Office Services
- TEST ADMINISTRATION**
 - User Management
 - Import Management
 - Student Management
 - Student Export/Transfers/Validation
 - Materials
 - Test Management
 - Test Monitoring
- SCORING AND REPORTING**
 - Report Delivery
 - Screener Scoring
 - Reporting Services
- OTHER LINKS**
 - DRC Customer Service

On the right side of the interface, there is a main content area with the heading "What would you like to do today?" and three action buttons:

- Support Students (with a grid icon)
- Manage Students (with a grid icon)
- Score WIDA Screener Responses (with a speech bubble icon)
- Install and Configure Testing Software (with a gear icon)

WIDA AMS

General Information

WIDA Assessment Management System

General Information

Documents:

- **Technology support manuals and documents** – supports configuring, installing, managing, and troubleshooting the DRC INSIGHT Online Learning System.

Sample Items:

- View sample ACCESS for ELLs listening, reading, speaking, writing items (1, 2-3, 4-5, 6-8, 9-12).

Technology Downloads:

- Users access and download secure resources needed for online testing.



WIDA AMS

Technology

WIDA Assessment Management System Technology

Central Office Services:

User (Technology Coordinators) access this area to configure the district/school network to deliver WIDA Screener / WIDA ACCESS for ELLs Online

- COS Configurations
- COS Service Device
- Testing Devices

Help Function:



- The online help section contains topics describing how to use COS can be used in conjunction with the volumes of the *DRC INSIGHT Technology User Guide*



WIDA AMS

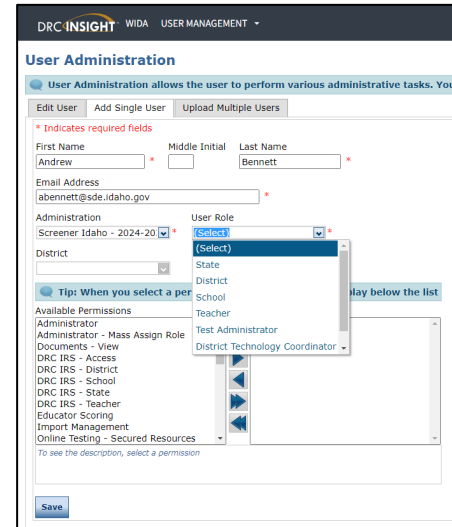
Test Administration

WIDA Assessment Management System

Test Administration

User Management:

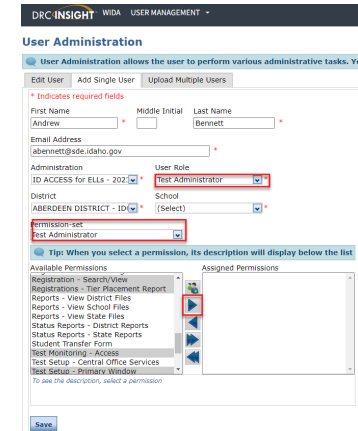
- Allows the user to perform various administrative tasks.
 - Change User permissions for user(s)
 - Reset user(s) passwords
 - Add new user(s)
 - Activate/Inactivate user(s)



WIDA Assessment Management System Test Administration

Add Single User:

- Select the assessment to assign under “Administration”
 - Screener Idaho 20**-20**
 - ID ACCESS for ELLS 20**-20**
- Select the User Role to Assign
 - District, School, Test Administrator, District Technology Coordinator
- Identify and assign the permission-set
 - System automatically highlights the advisable permissions necessary to perform duties identified under User Role field.
 - Use the blue arrow to add permissions to user.



WIDA Assessment Management System Test Administration

Import Management:

- Import multiple students at one time for ACCESS for ELLs
- REMINDER: Idaho Department of Education makes the first Import File upload at the end of November.

Student Management:

- Add students into WIDA AMS for WIDA Screener / ACCESS for ELLs testing
 - Users need the “Participant Add/Edit” permission assigned
- Use the help Function (?) to find how to instructions
 - Adding/Editing a student
 - Edit student’s accommodation
 - Exporting student records
 - Viewing a student’s assessments & Registrations
 - Transferring students



WIDA Assessment Management System Test Administration

Student Export/Transfers/Validation

Student Export:

- Download district list of students within WIDA AMS for ACCESS for ELLs

Transfers:

- Transfer student Screener/ACCESS registrations to other districts.
- Only used if a registration has been started.

Validation:

- District Coordinator performs Data validation in early spring after ACCESS for ELLs.

WIDA Assessment Management System Test Administration

Materials:

- **Accountability Form:** Inventory test materials and submit a materials accountability form for materials that are not returned.
- **Additional Materials:** Order additional materials during ACCESS for ELLs test window.
- **Materials Ordering:** This function is used by the Department of Education to order Idaho's initial ACCESS for ELLs materials.
- **Return Materials Receipt Report:** Return Materials Receipt allows the user access to reports providing a summary/detailed view of materials received by DRC returned by the school.

WIDA Assessment Management System Test Administration

Test Management:

- Search/View registrations
- Create/Edit registrations
- Delete registrations
- Add Student to a registration
- Convert registrations to a different grade cluster or mode of testing
- Export registration details
- Print test tickets
- View student tier placements
- Add Do Not Score indicators
- Add a new student to WIDA AMS and registrations (quick registration)

WIDA Assessment Management System Test Administration

Create a new student and add them to a new registration in one step.

1. Select **Test Management** from the WIDA AMS **My Applications** menu.
2. Confirm or enter your **site** criteria in the upper right corner. Click **Save**.
3. Confirm or select your **Registration Window** in the drop-down. Make sure to select the correct year.
4. Select the **New Student** tab.
5. Enter the Student First Name, Last Name, State Student ID, and Grade.
Note: all fields with a red asterisk are required.
6. Select the **Select Assessment(s)** button.
7. Click the applicable assessments from the assessment table. For ACCESS for ELLs, you will select an assessment for each domain. For WIDA Screener Online, you will select the assessment by grade level. Select **Add**. Select all relevant assessments that this student should be registered for.
8. Enter the Date of Birth and Gender, as applicable.
9. The system will automatically populate a **Registration Name** which includes the user's name and date. You can change the preassigned Registration Name by typing in the field.
Note: If multiple ACCESS assessments were selected under Select Assessment(s), the Registration Name will be the same for all assigned assessments. If you would like to update the name of the registrations, this can be done when on the View Registration tab by selecting the registration and selecting **Edit Registration**.
10. Select **None** or **Required** for [Test Monitoring](#). Then turn the Restricted Access toggle **On** or **Off**.
11. Select **Register**.
12. You will receive a Registration Confirmation message showing the assessment and number of students added to the registration. Click **Close**.

WIDA Assessment Management System Test Administration

Test Monitoring:

The Test Monitoring Application (TMA) allows a test administrators to view students' progress during a test in DRC INSIGHT, and to pause the test for one or all students as necessary.



- Use the help Function (?) to find how to instructions
 - Test monitoring overview
 - Configure a Registration for test monitoring
 - Generating and using a monitoring code
 - Actions configurations

WIDA AMS

Scoring & Reporting

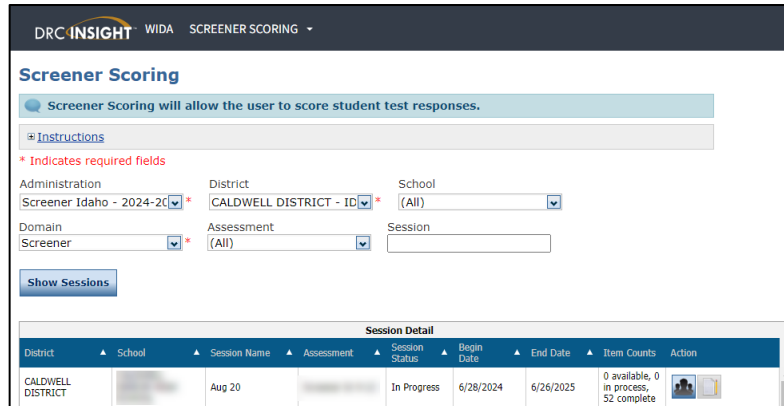
WIDA Assessment Management System Scoring and Reporting

Report Delivery:

- Legacy page to retrieve prior years Screener Online and ACCESS for ELLs
- This will be replaced by Reporting Services within a year

Screener Scoring:

- Score students' WIDA Screener Online responses



Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

* Indicates required fields

Administration: Screener Idaho - 2024-25 *
 District: CALDWELL DISTRICT - ID *
 School: (All) *
 Domain: Screener *
 Assessment: (All) *
 Session: []

[Show Sessions](#)

District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
CALDWELL DISTRICT	[REDACTED]	Aug 20	[REDACTED]	In Progress	6/28/2024	6/26/2025	0 available, 0 in process, 52 complete	[Icons]

WIDA Assessment Management System Scoring and Reporting

Reporting Services:

- Allows users the ability to access WIDA Screener Online, ACCESS for ELLs, and WIDA Alternate ACCESS score reports.
- 1. Operational Dashboard** – outlines test volume, test status, and student status.
 - 2. Batch Download** – includes WIDA Screener Online Individual Student Reports, Screener data export, WIDA Alternate ACCESS Individual Student Reports for families, and ACCESS translated reports.
 - 3. Published Reports** – includes files of ACCESS for ELLs and WIDA Alternate ACCESS Individual Student Reports, Frequency Reports, Roster Reports, Student Response files, and the Secure Material Tracking Report.

WIDA AMS

Other Links

WIDA Assessment Management System

Other Links

Knowledge Articles:

- Series of articles with step-by-step instructions to be able to successfully navigate and perform actions within WIDA AMS.
 - Reports
 - Screener
 - Materials
 - User Management
 - Test Management
 - Student Management

Search Function:

- Use the search function to enter key words associated with a task.



WIDA Assessment Management System Scoring and Reporting



WIDA Assessment Management System

General Information



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System



WIDA Assessment Management System

User Management

User Management

- Create & Manage user accounts

Permission Sets

Upcoming Events & Opportunities



Test Coordinator Training Canvas Course

Course Outline: Equips ELPA District Test Coordinators with information need to successfully prepare, administer, and conclude both WIDA Screener and ACCESS for ELLs.

Course Learning Objectives:

- Identify federal and state regulations, policies, and guidelines.
- Define Idaho ELPA's measurement and reporting of English language proficiency.
- Understand planning, preparation, and organization of ELPA.
- Coordinate ELPA administration effectively.
- Define data collection, validation, and reporting process.



How to Enroll & Access the Course:

- Complete Enrollment Form: [Link](#)
- Upon registration, receive email from “notifications@instructure.com”
 - Click “Get Started”
 - Course auto-populates within the user’s Canvas Dashboard (user already has an account).
 - If not, create a Canvas account.

Canvas Log-in: Idaho Department of Education’s Login portal: [Link](#)



English Language Proficiency Assessment 2024-2025 Webinar Series

- ELPA: 2024-25 Test Cycle Overview & Updates
 - September 5, 2024 / 12:00-1:00PM MT
- ELPA-Verse: English Learner Management System
 - September 10, 2024 / 12:00-1:00PM MT
- ELPA: Assessment Supports & Resources
 - September 26, 2024 / 12:00-1:00PM MT



Questions & Open Discussion

Next ELPA Webinar Series Webinar

ELPA: 2024-2025 Test Cycle Overview & Updates

September 5, 2024: 12:00PM – 1:00PM MT

<https://idahosde.zoom.us/meeting/register/tJcldeGorDkqGdYYprf3mlc6M2FeGA-aZeul>



ELPA: 2024-25 Test Cycle Overview & Updates

Thu Sep 5th 12:00pm - 1:00pm (MDT)

The webinar gives an overview of the ELPA testing cycle for the 2024-2025 ACCESS for ELLs administration. The webinar presents an updates and practical resources practitioners can utilize throughout t ...

Questions & Open Discussion

<https://forms.office.com/r/MzK1Zte8Tx>

Questions & Open Discussion Reminder:

- Do not discuss student personal identifiable information (PII)
- Be respectful
- Use the “Chat” function or microphone to speak



Presentation Feedback





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Presentation Feedback