DRC Training
January 31, 2024

WHAT'S NEW
- EOC now on DRC
  - Practice tests
  - Spring Summative
  - No changes to content
  - See emails for final dates to retrieve data from Questar/Nextera
  - **Final reports for Fall EOCs available on March 11**
- DRC VIMEO page
  - Training videos
  - Available on main DRC page prior to logging in and just after logging in
- DRC Return Shipping Label
  - Used to be green, now white

KEY DATES
- Presentation included a table that listed Grade Level and EOC dates side by side for each key task (presentation slides should be available toward the end of next week (Feb. 5) on DRC
- Also available in memos

PORTAL DEMONSTRATION
- Tiered permissions available in the Portal
  - DTC, STC, DITC, TE(Test Examiners)
  - DTCs assign permissions to other roles; Permission Matrix available in the Portal User Management & Test Management User Guides

- Pre-recorded mini-training in VIMEO page

Portal overview:
- Information page before signing in gives you access to:
  - Messages
  - VIMEO website before signing in
  - General Information link
  - DRC Systems status indicator (you can see if there are issues with the system)
    - Good place to check if you are having an issue with testing
  - Online tools training link: EOC and MAP
  - Can reset password
  - Contact Us
  - Browers requirements

- Once Logged in:
  - Top right corner you can view profile/update/signout
  - Links to VIMEO
  - OTT, etc

- "My applications"
  - General Information
    - Announcements, Latest information posted here, Check often

- Documents
  - Memos, manuals, user guides, training materials
  - Filterable
  - "Instructions" for each page
- Downloads
  - DITC needs these links Central Office Services
    - DRC Insight System Requirements available here
      - Most recent in October
- Test Tutorials
  - Watch video for online testing environment (tools/navigation, etc)
    - Math, ELA, Science available
    - Tutorials are currently available for MAP
      - March EOC will be available
        - They will be the same, but they will add in EOC labels for this page as well
- User Management
  - add/edit /update users
  - Upload multiple user
  - To find a user, use edit tab
    - Filter as you wish
    - Click "find user"
    - Can edit here
    - Can export user information here
    - "Reset" sends an email to the user
    - PROFILES Tab
      - Can copy to new administration
        - Click users who you need to copy, select "copy to new administration"
        - Select the administration you want, then submit
      - Add new user
        - Click that tab
        - Fill out required fields
        - Pick the administration
        - Add permissions
      - Upload multiple users
        - Instructions to follow
        - Create a file to upload
        - Sample file (excel) to show you what you need
        - File layout and sample file are links in the blue bar
          - Do not edit sample file column headers
          - Add your information
          - Save
          - Select administration, upload file
          - Message that file has been received
          - Status will be provided, if errors, correct and reupload
- Materials (**Important**)
  - Accountability Form
    - Enter Counts Tab

- - - After initial materials ordered - documents any materials being returned or if any materials are not being returned and why
      - Select administration and school
      - If you print any materials, those must be returned and include in this count
    - Status Report
  - Additional Materials
    - Large Print/Braille (2nd chance for MAP, only chance for EOC)
      - Enter by MAP or EOC and by school
      - If you need to change after submitting, please call or email as soon as possible
  - Enrollments
    - Grade Level has 3 enrollment windows
      - 1.) orders for large print/braille, & PO (CLOSED 1/26)
        - If you missed it, contact MAP service line and they will get it into the system and ADDITIONAL orders window for Large print/Braile
      - 2.) test window
        - Start and end date for the DISTRICT
        - Prelim reports 10 days after testing window closes
        - A student can test after district window, but same as EOC applies
      - 3.) order ISR & Labels
        - Enter PO if you want them ($350)
    - EOC
      - PO/Test window
        - Enter PO (can be same as MAP)
          - If you don't have one, put N/A
        - EOC windows can be by course or all the same
        - Enter for each course
        - CLOSES MARCH 1st
          - CANNOT CHANGE
          - This triggers when reports wil be available
          - Results available 5 days after window closes
            - If you need to test a student after the window, they CAN test, but student will not be included in the initial data; they will be included in the close of STATE window and in final data
        - Have to enter NA on test dates if you are not testing that content
      - Order ISR & Labels
        - Enter PO ($350)

- STUDENT MANAGEMENT
  - Students added via Precode file
    - See key dates for precode dates
  - Manage Students
    - Find existing student, click appropriate administration and other filers if desired
    - Find students
    - Click student
      - Tabs

- ○ Student edit page appears
- ○ Accommodations
  - ■ Update 48 hours ahead and reprint ticket
- ○ Testing codes (must be in a test session)
- ○ Test sessions listed
  - ■ Can print ticket here
  - ■ Unlock test (DTC)
- ■ ADD student from tab at the bottom of manage student page
  - ● Enter required fields
  - ● Can add accommodations here, too
  - ● Save or Save and add another
- ■ Upload Multiple students from the tab toward the top
  - ● Select administration
  - ● Use file layout and sample file
  - ● Save to computer
  - ● Upload to system
    - ○ Look for error report
- ○ Student Status Dashboard
  - ■ View by school
    - ● Status, Grade level, Content area, Assessment
  - ■ Can see a list of students and their status below charts

- ○ TESTING MANAGEMENT
  - ■ Manage Test sessions
    - ● View all or filter by school
    - ● Preloaded by precode files, if provided
    - ● Populate
      - ○ Icons
        - ■ View/edit: see students, edit to add/remove students
        - ■ Export details: exports student details
        - ■ Copy: copy details to create a new session (can copy from math to ELA or vice versa)
        - ■ Edit/print ticket status: view or print individual tickets
        - ■ Print all tickets for a test session
        - ■ Print test/item: paper-based test (MUST Have ACCOMMODATION selected prior)
          - ● Unique secure bar code and expect that test to be returned
          - ● If you have to reprint, make note of why to include when returning test booklets
        - ■ Delete test session: only can be deleted if no students have started test; precode test sessions cannot be deleted
      - ○ At bottom
        - ■ Add session: manual session creation, add students
          - ● When adding students, you will see all students. Students in other sessions will have a # in front of name. You have to remove them from 1st session 1st and then add to new session.
          - ● Can enter new student from here, too
          - ● Save or Save and Add Another

- ■ Export to Excel
- ■ Unlock selected button: use for an entire session that needs to be unlocked
- ■ Unlock all: use for all tests that have been selected
- ■ Export Student details: export one or more test sessions to CSV
  - ● Status summary tab
    - ○ Count of any session that you filtered to (# completed or not started)
- ○ Grade Level Practice form
  - ■ Released - on DESE website
  - ■ Secured - different items that are not on the website
    - ● Same reports provided
- ○ Upload students into Practice forms via Upload Multiple Students file
  - ■ 24 hours for machine-scored items
  - ■ Teacher scored items
  - ■ Can only do certain sections, don't have to take full test

- ● STATUS AND LEGACY REPORTS
  - ○ Statistics: Test start and end counts/date
  - ○ Reports: Review to see what is available

- ● INTERACTIVE REPORTS
  - ○ Student score reports: GLA summative & practice, EOC practice
    - ■ Variety of reports listed at the top
    - ■ Filter as requested
  - ○ Batch Download tab
    - ■ Student test item files, reporting category,
  - ○ View Reports
  - ○ Quick Links
    - ■ Resource documentation
    - ■ Reports user guide
    - ■ Guide to interpreting results
      **List of reports (slide 22 on presentation)
    - ■ July will be a training webinar on reports
    - ■ Each administration's reports stay on portal for 2 years
      - ● March 29th will be the date the reports will be updated (lose access to older reports)
  - ○ EOC Summative Reports
    - ■ NEW Page… Reporting Services: in process of being built now
    - ■ Eventually, all will be moving over
    - ■ Update when ready
    - ■ July webinar will include how to use this new page
- ● ACCESSING Presentation
  - ○ My applications→ General Information → Documents
    - ■ 508 - compliant presentation
    - ■ VIMEO recording
- ● Customer Service
  - ○ DESE Assessment: testing policy & procedure (573) 751-3545
  - ○ DESE School of Improvement: Accountability, APR, and Data Releases (573) 751-4426
  - ○ DESE Data System Management: Precode (573) 751-4426

- DRC: Testing device, COS Service, troubleshooting, secure documents, username/password/etc (800) 544-9868