

# School Coordinator Instructions for the [www.wida-ams.us](http://www.wida-ams.us) Testing Management System

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## **Chromebook**

INSIGHT App has been installed on Chromebooks. The device should be automatically registered. Try out the Chromebook before it is used with students.

1. Start the Chromebook and do not log in to any Google accounts.
2. Click *App* from the Chromebook sign-in screen
3. Click *DRC INSIGHT* to display the main page.

Note: you must have the Chromebook on Granite School District wireless.

## **Computer Lab Set up**

Note: This should be completed at the beginning of each day, prior to the students entering the computer lab.

- Plug in headphones or microphones/headphones.
- Check computer volume is not on mute.
- Make the Microphones/headphones the default.
- Test microphones to using the speaking demo.
- Print the tickets and rosters for both domains.
- 1<sup>st</sup> and 2<sup>nd</sup> graders will need help typing logins and passwords.

## **Login to Management System**

Website address [www.wida-ams.us](http://www.wida-ams.us)

1. *Login* to system
2. Login is district email address
3. Password is what you reset. Suggest you use your district email password.
4. Click on *All Applications* tab

## **Report - Print Different Languages** (*Instructions on how to print an Individual Student Summary report in a different language for the parents.*)

1. Click on *Report Delivery* tab
2. Click on *Test Results* tab
3. Click on *On Demand Reports* button
4. Enter the Language needed and the State Student ID. Note: only the State Student ID will work you can locate the number on the Student Demographic page of Discovery.
5. Click on *Find Students* button
6. Click on the *PDF* or *Save* button

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## **Reports - View -Download - School**

1. Click on *Report Delivery* tab
2. Click on *Test Results* tab
3. Click on Test year 2015-2016 or 2016-2017
4. Click on *Show Results* button or *Download Results* button

Note: all reports are in a PDF format.

## **Site Test Coordinator's Responsibilities**

[www.wida-ams.us](http://www.wida-ams.us)

- Add a student
- Coordinate with Educational Equity to ensure all students are tested
- Coordinate with the school STS regarding technology and equipment
- Create a test session
- Do not score codes
- Find an individual student user name and password
- Individual student data
- Print rosters and tickets
- Print and place students with the Tier report for writing domain grades 1<sup>st</sup> – 3<sup>rd</sup>
- Remove a student
- Reset and unlock students
- Set up test sessions and schedule computer time
- Status reports - Make sure all students are logging in and progressing through the test domains

## **Students - Add a Student**

1. Start at the *Student Management* tab
2. Click on *Manage Students* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click on *New Student* button
5. Enter the student's information (date of birth is not a necessary field)
6. Click on *Save* button
7. Student will show up as Available Student
8. Click to highlight student
9. Click on the over arrow button to add the student to the session
10. Click on *Save* button

Note: You will have to add the students to each of the four test domains.

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### **Students – Do not score Codes**

1. Start at the *Student Management* tab
2. Click on *Manage Students* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click on the student to highlight their name
5. Click on the *Do Not Score* tab
6. Click on the reason you do not wish the test scored
7. Click on *save* button

Note: the reasons are as follows:

- Absent – may only use on the last day of the testing window
- Invalidate – you gave wrong test or other rare instances
- Declined – parents signed a do not test note
- Deferred Special Education/504 SPED – give the Alternate ACCESS

### **Students -Find an individual student user name and password**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click on the student.
5. Click on the *Action* button
6. All the students in the session will be listed.
7. Scroll until you see the student's information.

Note: it will list not started, in progress and completed test in this order.

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## **Students - Invalidate/Validate**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Double click on the student's name
5. Click on the *invalidate* button on the domain that is not working.
6. Click on the *yes* button
7. Click on the *validate* button.
8. Click on the *yes* button
9. Click on the *save* button.

Note: first you will invalidate the student and then you must validate the student in order to reset their test.

## **Students -Remove a Student**

1. Start at the *Student Management* tab
2. Click on *Manage Students* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click to highlight the student
5. Click on arrow over button to place the student on the *Available Student* section
6. Click on *Save* button and it will remove the student

Note: You can remove more than one student, but you will have to click the arrow over button individually. You will also have to remove the student from all four of the test domains.

## **Students - Search/View Status**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click on the student.
5. Click on the action button
6. All the students in the session will be listed.
7. Scroll until you see the student's information.

Note: it will list not started, in progress and completed test in this order.

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## **Students - Unlock/Reset**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Double click on the student's name
5. Click on the *unlock* button on the domain that is not working.
6. Click on the *yes* button
7. Click on the *save* button.

Note: you will need to unlock the student if they have left the test session overnight.

## **Test Session - Add/Edit**

1. Click on *Test Management* tab
2. Click on *Manage Test Sessions* tab
3. Click on *Show sessions* button

Note: Once you are on the test session page it gives you the session (by domain and grade) and the list of all students in the session

4. Click to highlight student
5. Add or edit the information in the session
6. Click *Save* button

Note: You will have to add or remove students into the session by following the add students or remove student instructions.

## **Test Session - Search/View**

1. Click on *Test Management* tab
2. Click on *Manage Test Sessions* tab
3. Click on *Show sessions* button

Note: Once you are on the test session page it gives you the session (by domain and grade) and the list of all students in the session

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## **Test Session - Status report**

1. Click on *Test Management* tab
2. Click on *Manage Test Sessions* tab
3. Click on *Show sessions* button

Note: Once you are on the test session page it gives you the session (by domain and grade) and the list of all students in the session

4. Click on *Status Summary* tab

## **Test Sessions - Tier Writing Placement Report grades 1<sup>st</sup>-3<sup>rd</sup>**

Note: **Do not** place any labels on the writing answer documents until the student has finished the online Reading and Listening and you print the Tier report.

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed

Note: Once you are on the test session page it gives you the session (by domain and grade) and the list of all students in the session

4. Choose any domain session for the grade you need
5. Click on the *Tier placement* report button, second to last button next to the red X
6. A PDF window will open up. Tiers are listed by student name. The student could receive Tier A or Tier B.
7. Click on the *print* icon to print the report.

Note: you will have to repeat the steps for each grade level report you need:

- 1<sup>st</sup>
- 2<sup>nd</sup>
- 3<sup>rd</sup>

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## **Test Tickets - Printing Rosters and Tickets**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed

Note: Once you are on the test session page it gives you the session (by domain and grade) and the list of all students in the session

4. Choose the grade and domain for the tickets and roster you need.
5. Click on the *print all tickets* button
6. This opens a PDF file page.
  - First page is an instruction sheet you do not need.
  - Next page(s) lists all the student in the session including their user name and password.
  - Each roster lists the domain and test session.
  - Place to check off when student has finished the test
  - Student user name and password
  - Next page(s) are the tickets for the sessions

Note: you will have to repeat the steps for each grade session for each domain; (reading, listening, speaking and writing) tickets and rosters you need. Checking the sessions or print all sessions button does not work.

## **Test Tickets - View Questions Attempted**

1. Start at the *Student Management* tab
2. Click on *Student Test Progress* tab
3. Enter student information or click on *Find Students* button to have your complete school listed
4. Click on the student.
5. Click on the *action* button
6. All the students in the session will be listed.
7. Scroll until you see the student's information.
8. Click on test (listening, speaking, reading or writing)

Note: it will list each question and if the question is completed.