



# **2018–2019 WIDA Assessment Management System (WIDA AMS)**

## **User Guide**

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# Introduction



## ■ What's Covered in This Guide

This user guide discusses the WIDA Assessment Management System (or WIDA AMS), the interface to the administrative functions of the DRC INSIGHT Online Learning System. WIDA AMS is used by educators with the following roles: Test Coordinator, Technology Coordinator, and Test Administrator. The primary audience for this guide is WIDA AMS end users and administrators.

This guide covers the portions of WIDA AMS that these users must be familiar with in order to perform administrative functions for testing with DRC INSIGHT. The basics of WIDA AMS are addressed in the WIDA Secure Portal, which houses training for each WIDA assessment. This user guide supplements that training as a technical resource for completing tasks in WIDA AMS. As a result, it is not necessary to read it cover to cover. Instead, refer to the appropriate sections and topics when you need more specific direction.

The following table describes the various sections of this user guide. This guide covers WIDA AMS functionality for both the ACCESS for ELLs 2.0 and WIDA Screener Online assessments, and some sections/topics of the guide do not apply to both assessments. The Assessment column indicates which assessment—ACCESS for ELLs 2.0, WIDA Screener Online, or both—the section applies to.

<u>Section</u>	<u>Description</u>	<u>Assessment</u>
<i>Introduction</i>	Describes the content, audience, and scope of this user guide and introduces the WIDA AMS Permissions Matrix	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>Working with WIDA AMS</i>	Describes how to access WIDA AMS as well as some of its more common menu functions and options, and the WIDA AMS System Status page	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>General Information Menu</i>	Provides an overview of the various informational options available from this menu, including documents to download, announcements, test demos, sample items, and technology (software) downloads	ACCESS for ELLs 2.0 and WIDA Screener Online

## ■ What's Covered in This Guide (cont.)

<u>Section</u>	<u>Description</u>	<u>Assessment</u>
<i>User Management Menu</i>	Details the various administrative tasks that Test Coordinators, Technology Coordinators, and Test Administrators can perform using WIDA AMS, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>Materials Menu</i>	Describes Materials Ordering, the process by which districts and schools can order materials for the ACCESS for ELLs 2.0 suite of assessments	ACCESS for ELLs 2.0
<i>Student Management Menu</i>	Describes the process of preparing student information for testing by adding students and editing their data  Covers the method for submitting students' Pre-ID data using the WIDA AMS Upload Multiple Students function  Also describes the processes of exporting student information from and importing student information to WIDA AMS	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>Student Transfer Form</i>	Describes how District Test Coordinators use the Student Transfer form option to display, fill out, and submit the Student Transfer form to request the transfer of a student between districts within a state	ACCESS for ELLs 2.0
<i>Test Management Menu</i>	Describes the process of preparing for testing	ACCESS for ELLs 2.0 and WIDA Screener Online

■ **What's Covered in This Guide (cont.)**

<u>Section</u>	<u>Description</u>	<u>Assessment</u>
<i>Report Delivery Menu</i>	<p>Describes how to view student reports, data files, and online results</p> <p>Provides the status reports for tracking test activity in a particular district and school</p> <p>Also provides various testing statistics reports</p>	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>Student Status Dashboard</i>	Outlines how to access and use the Student Status Dashboard to display student testing status by school and administration	ACCESS for ELLs 2.0 and WIDA Screener Online
<i>Screener Scoring</i>	The WIDA Screener Online is locally scored using WIDA AMS Educator Scoring. This section describes the process of giving a certified scorer access to WIDA AMS Educator Scoring and explains how to score Speaking responses and Writing responses	WIDA Screener Online

## ■ WIDA AMS Permissions Matrix

For online testing, WIDA AMS categorizes people into various roles—District (District Test Coordinator), School (School Test Coordinator), Test Administrator, District Technology Coordinator, and School Technology Coordinator.

Within WIDA AMS, each role is assigned a permission set. Each permission within the set is associated with the specific testing function typically performed by the WIDA AMS user to handle the responsibilities associated with the role, as shown in the table below. For more information, see “WIDA AMS Permissions Matrix” on page 43.

Permission Set	Role	Description
District Test Coordinator	District	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	District Technology Coordinator	This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.
School Test Coordinator	School	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.
School Technology Coordinator	School Technology Coordinator	This permission set is designed for Technology Coordinators at a school. These Technology Coordinators can help download testing software at the schools.
Test Administrator	Test Administrator	This permission set is designed for Test Administrators who are administering the online assessment (ACCESS for ELLs 2.0 and/or WIDA Screener Online).

# Working with WIDA AMS



## Accessing WIDA Assessment Management System

You access WIDA Assessment Management System (WIDA AMS) from the Welcome to the WIDA Assessment Management System page.

1. To access WIDA AMS, enter the URL <https://www.wida-ams.us/default.aspx> in a supported browser. The Welcome to the WIDA Assessment Management System page appears, containing helpful information about documentation and support resources.

The screenshot shows the WIDA Assessment Management System (AMS) login page. The header includes the DRC INSIGHT logo and the text 'WIDA ASSESSMENT MANAGEMENT SYSTEM'. The main content area is white and contains a 'Welcome to the WIDA Assessment Management System (AMS)' message, a 'Please Log In' dialog box, and a 'Support' section with various links and resources. The 'Please Log In' dialog box is a white box with a blue border and a blue 'Log In' button. It contains two input fields: 'Username' and 'Password'. Below the 'Username' field is the text 'username is required'. Below the 'Password' field is the text 'password is required'. Below the password field is a link that says 'Forgot your username or password?'. The 'Log In' button is a blue button with white text. The 'Support' section is titled 'Support' and includes a 'WIDA Client Services Center' section with the email 'help@wida.us' and phone number '1-866-276-7735'. Below this are several bullet points and sub-bullets listing various resources and assessments.

2. From the Welcome to the WIDA Assessment Management System page, you log in to WIDA AMS. Enter your username and password in the Please Log In dialog box, and then click **Log In**.

Accessing WIDA Assessment Management System (cont.)

**Public Test Resources**

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs 2.0 Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. To access and view the Sample Items, a Chrome browser must be used.
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs 2.0 Online and WIDA Screener Online. To access and view the Test Practice items, a Chrome browser must be used.

DRC System Status Indicator: <http://status.drcdirect.com/WIDA>  
 DRC System Status Indicator reports normal operations or problems and outages.

ACCESS for ELLs 2.0 and WIDA are trademarks of Board of Regents of the University of Wisconsin System.

From the **Test Demo** and **Sample Items** links within the Public Test Resources section of the Welcome to the WIDA Assessment Management System page, you can access the WIDA Sample Items and Test Demo for ACCESS for ELLs 2.0 Online and WIDA Screener Online.

**Note:** You do not need to be logged in to WIDA AMS to try these items, but you must be using a Chrome browser. If either the Test Demo or the Sample Items fail to appear when you click them, turn off your pop-up blocker.

**WIDA**

Select a Test Demo by Clicking on the buttons below.

Grades 1-3    Grades 4-5    Grades 6-12

PLEASE NOTE: On some iPads, you MUST press the PLAY button to start each video.

**WIDA**

**ACCESS for ELLs<sup>®</sup> 2.0**  
 Test Practice  
 Test Sign In

**WIDA Screener**  
 Check with your state for availability  
 Test Practice  
 Test Sign In

**Sample Items**  
 View Sample Items

Test Demo  
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## Accessing WIDA Assessment Management System (cont.)

DRC INSIGHT WIDA ASSESSMENT MANAGEMENT SYSTEM Welcome Log Out

All Applications ▶

### Accept the Security and Confidentiality Agreement

#### Security and Confidentiality Agreement for WIDA AMD

ACCESS for ELLs 2.0 is a secure, published test, as defined by U.S. copyright law. Only individuals that are under an ACCESS for ELLs 2.0 test administrator obligation of nondisclosure with the WIDA Consortium shall access and administer the ACCESS for ELLs 2.0 test. ACCESS for ELLs 2.0 shall only be used in accordance with WIDA Consortium test administrator instructions and your state and local educational agencies' secure test policies. Direct any questions to the WIDA Client Services at [help@wida.us](mailto:help@wida.us).

#### Accept Security Agreement

\* required

I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*

Confirm Accept

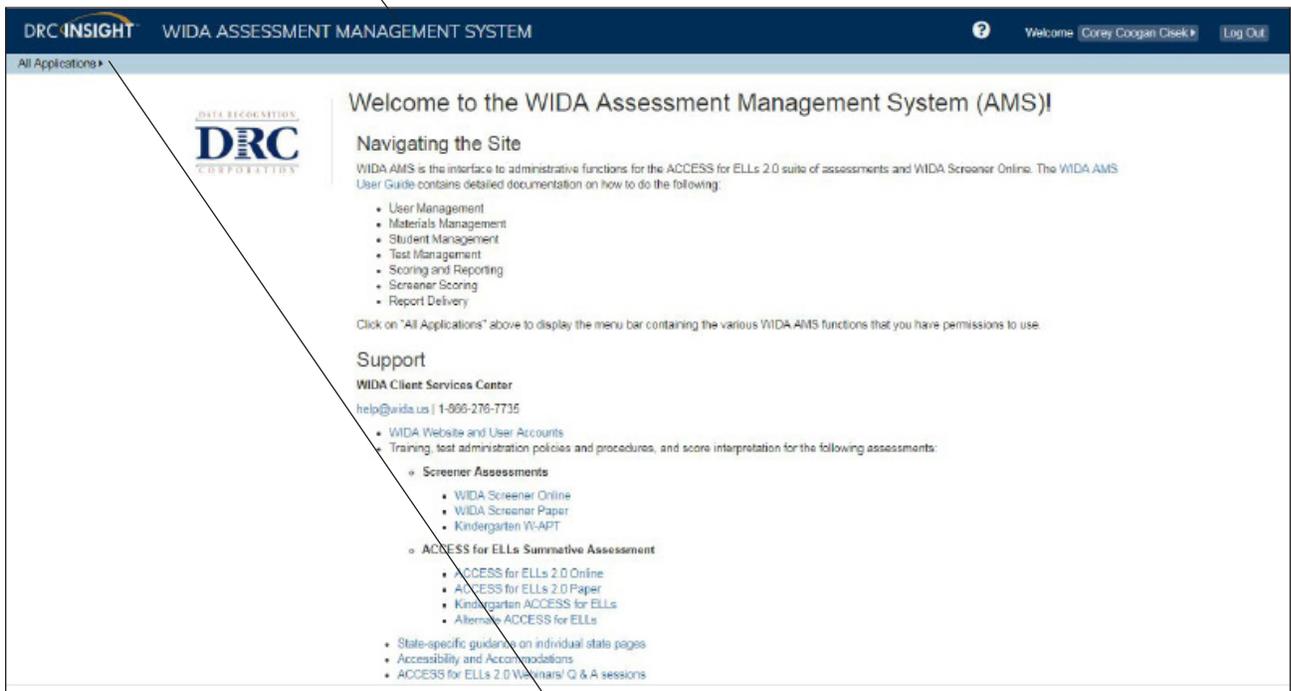
Copyright © 2016 Data Recognition Corporation Minimum Browser Requirements | Security and Confidentiality Agreement

- 3.** The first time you log in to WIDA AMS, the Accept the Security and Confidentiality Agreement page displays. You must check the **Accept Security Agreement** checkbox and click **Confirm Accept** to continue.

**Note:** You cannot continue to use WIDA AMS without checking this checkbox. To read the Security and Confidentiality Agreement, see “Displaying the Security Agreement” on page 21.

Accessing WIDA Assessment Management System (cont.)

After a successful log-in, the Welcome to the WIDA Assessment Management System page reappears with additional information about navigating the site.



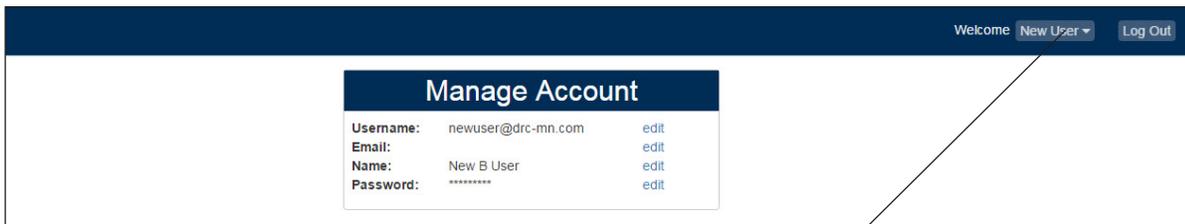
4. When the Welcome to the WIDA Assessment Management System page reappears, click **All Applications** to display a menu bar containing the various WIDA AMS functions that you have permission to use. (For more information about these functions, refer to the specific section in this user guide.)



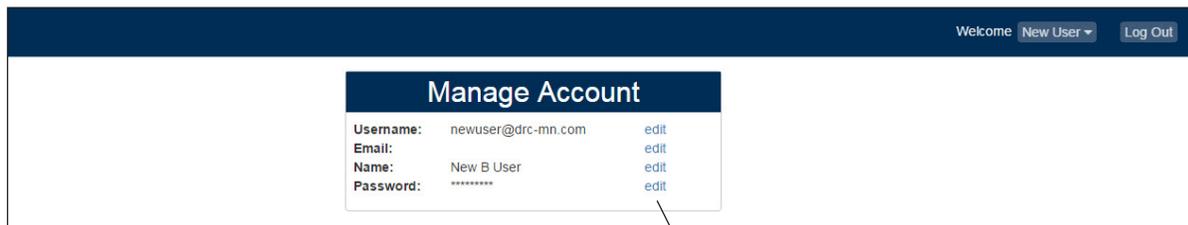
## Managing Your Account

This topic describes how to manage your WIDA AMS account. Within the DRC Portal, you can change your username, email address, name, or password.

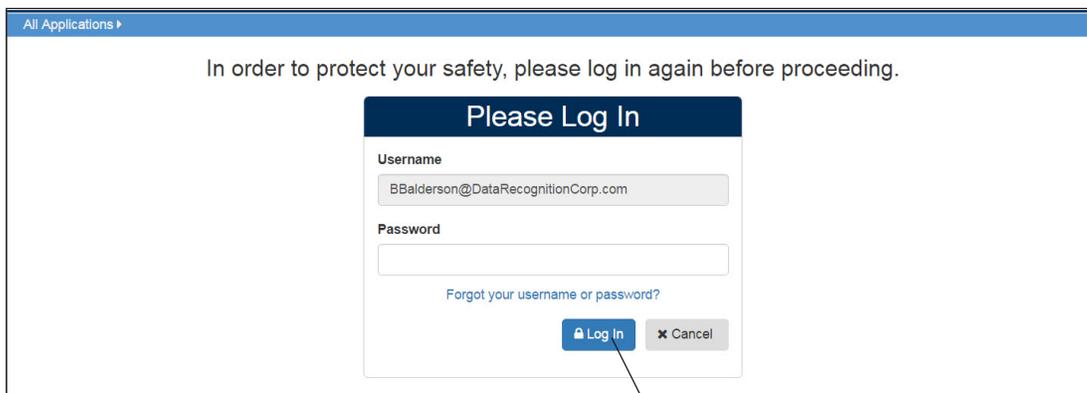
**! Important:** If you are unable to change your username, email, or name, please contact DRC Customer Service at 1-855-787-9615 or email [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).



**1.** To manage your account, log in to WIDA AMS and click your username in the right-hand corner of any page to display the Manage Account page.

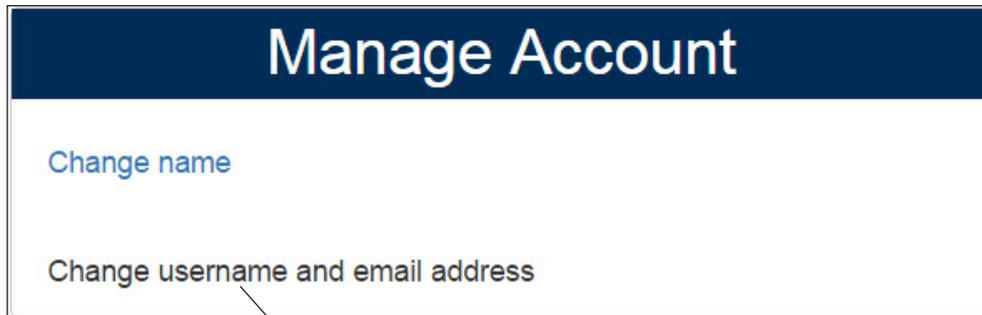


**2.** Click **edit** next to the account information you want to change: Username, Email, Name, or Password.



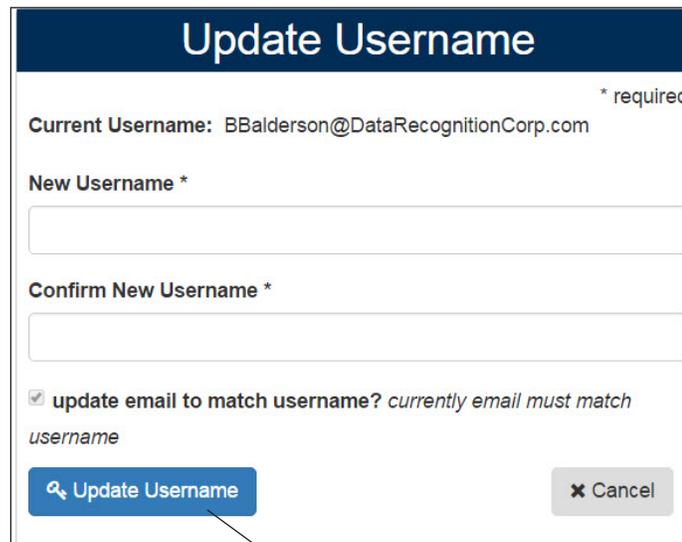
**3.** To make any changes, you must log in again to the Portal.

## Managing Your Account—Changing Your Username and Email Address



The screenshot shows a dark blue header with the text "Manage Account" in white. Below the header, there are two links: "Change name" in blue and "Change username and email address" in black. A line from the instruction box below points to the "Change username and email address" link.

1. When the Manage Account page appears, click **Change username and email address** to change your username and email address.



The screenshot shows a dark blue header with the text "Update Username" in white. Below the header, there is a form with the following fields and controls:

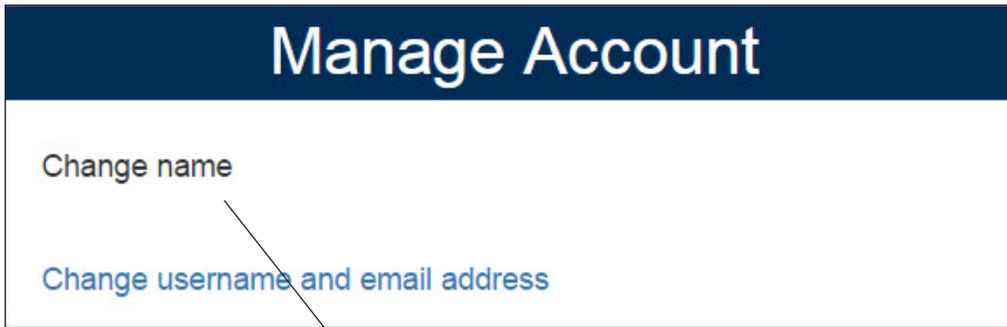
- Current Username: BBalderson@DataRecognitionCorp.com \* required
- New Username \* (text input field)
- Confirm New Username \* (text input field)
- update email to match username? currently email must match username
- Update Username (blue button with a magnifying glass icon)
- Cancel (grey button with an 'x' icon)

A line from the instruction box below points to the "Update Username" button.

2. When the Update Username page appears, enter your new username in the **New Username\*** and **Confirm New Username\*** fields and click **Update Username** (or **Cancel** to cancel the process).

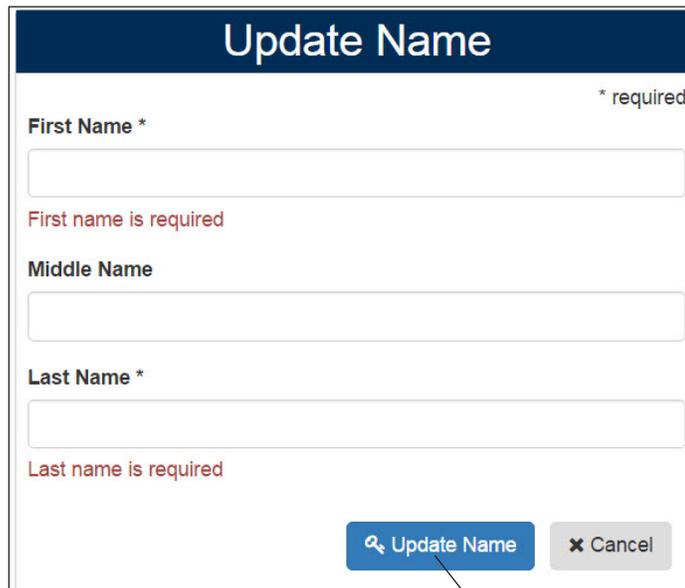
**Note:** Your username and email address must match. To update your email address at the same time, verify that the **update email to match username?** checkbox is checked (the default value).

## Managing Your Account—Changing Your Name



The screenshot shows a dark blue header with the text "Manage Account" in white. Below the header, there are two text links: "Change name" and "Change username and email address". A thin black line points from the "Change name" link to the first instruction box below.

1. When the Manage Account page appears, click **Change name** to change your name.



The screenshot shows a form titled "Update Name" with a dark blue header. The form contains three input fields: "First Name \*" (with a red error message "First name is required" below it), "Middle Name", and "Last Name \*" (with a red error message "Last name is required" below it). At the bottom right, there are two buttons: a blue "Update Name" button and a grey "Cancel" button. A thin black line points from the "Update Name" button to the second instruction box below.

2. When the Update Name page appears, enter your new first name in the **First Name** field (required), your new last name in the Last Name field (required), and your new middle name in the Middle Name field (optional). Click **Update Name** (or **Cancel** to cancel the process).

### Managing Your Account—Changing Your Password

This topic describes how to change your password within WIDA AMS for existing WIDA AMS users only.

**Note:** If you are a new WIDA AMS user, you receive an email containing a temporary username and a link. Clicking the email link displays a screen that allows you to choose your password. Then, you are prompted to read and accept the Security and Confidentiality Agreement to activate your account (see page 14).

**1.** From the Manage Account page, click **edit** next to Password. After you log in to the portal again, the Change Password page appears. The new password must meet the following conditions:

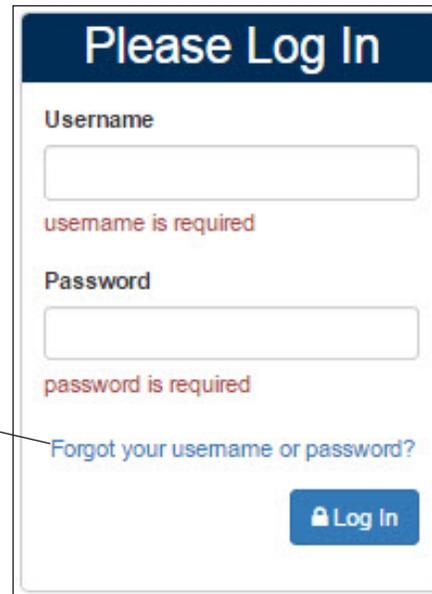
- The password must contain at least eight characters, including
  - at least one numeric character
  - at least one lowercase character
  - at least one uppercase character
  - at least one of the following special characters: !@#\$\$%^&\*
- The password cannot contain your B username, first name, or last name.

**2.** Enter your current password in the Current Password field, enter your new password in the New Password and Confirm New Password fields, and click **Update Password** (or **Cancel** to cancel the process).

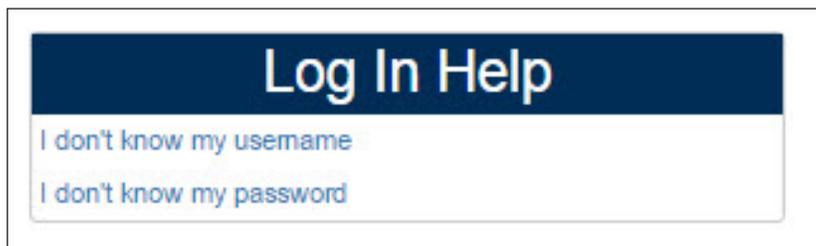
## Managing Your Account—Recovering a Forgotten Username or Password

If you forget your password or username, you can attempt to recover it.

1. If you are an existing WIDA AMS user and you forget your username or password, click **Forgot your username or password?** in the Please Log In dialog box.

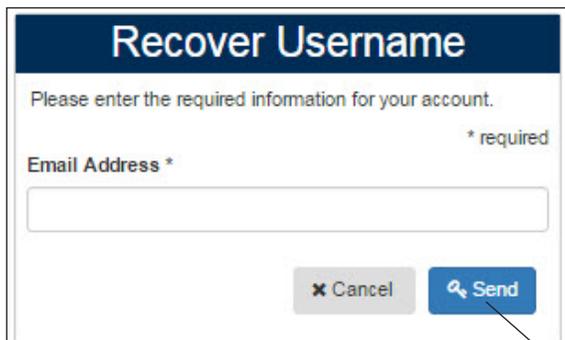


The 'Please Log In' dialog box has a dark blue header with the text 'Please Log In' in white. Below the header, there are two input fields. The first is labeled 'Username' and has a red error message 'username is required' below it. The second is labeled 'Password' and has a red error message 'password is required' below it. At the bottom right, there is a blue button with a lock icon and the text 'Log In'. A blue link 'Forgot your useame or password?' is located below the password field.

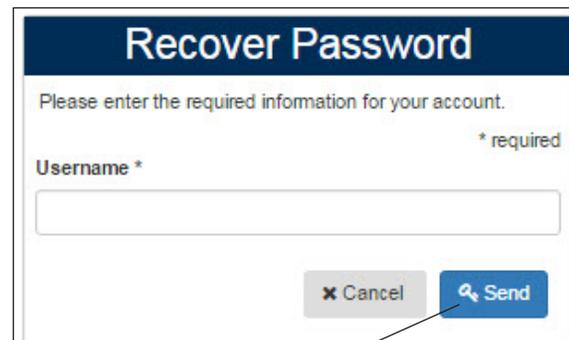


The 'Log In Help' dialog box has a dark blue header with the text 'Log In Help' in white. Below the header, there are two blue links: 'I don't know my useame' and 'I don't know my password'.

2. When the Log In Help page appears, click **I don't know my username** to recover your username, or **I don't know my password** to recover your password.



The 'Recover Username' dialog box has a dark blue header with the text 'Recover Username' in white. Below the header, there is a line of text: 'Please enter the required information for your account.' followed by '\* required'. Below this is a label 'Email Address \*' and an input field. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Send' button with a magnifying glass icon.



The 'Recover Password' dialog box has a dark blue header with the text 'Recover Password' in white. Below the header, there is a line of text: 'Please enter the required information for your account.' followed by '\* required'. Below this is a label 'Username \*' and an input field. At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Send' button with a magnifying glass icon.

3. Enter the correct information in the dialog box that appears and click **Send**. An email will be sent to you containing your username or password, based on your request.
  - To recover your username, when the Recover Username dialog box appears, enter your WIDA AMS email address in the Email Address\* field and click **Send**.
  - To recover your password, when the Recover Password dialog box appears, enter your WIDA AMS username in the Username\* field and click **Send**.

## Displaying the Security Agreement

You can click **Security and Confidentiality Agreement** at the bottom of any WIDA AMS page to display the Security and Confidentiality Agreement for WIDA AMS page (you also can print the agreement). The first time you access WIDA AMS, you must accept the terms of the agreement to continue using WIDA AMS (see page 14).

**WELCOME TO THE WIDA ASSESSMENT MANAGEMENT SYSTEM (AMS)!**

**Navigating the Site**  
 This website supports your preparation for and administration of ACCESS for ELLs 2.0 suite of assessments and WIDA Screener Online. Click on "All Applications" above to display the menu bar containing the various WIDA AMS functions that you have permissions to use. Please refer to the "WIDA AMS User Guide" to get a description of each administrative menu.

**Support**  
 Please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615 for the following:

- All WIDA AMS functionality
- Materials receipt, inventory, and return
- Labeling of test booklets
- Installation, functionality, and troubleshooting of INSIGHT and Testing Site Manager (TSM)
- Processing paper test materials
- ACCESS for ELLs 2.0 suite of assessments and WIDA screener data and reporting

For any other questions, please contact the WIDA Client Services Center who will route your inquiry to the appropriate personnel: [help@wida.us](mailto:help@wida.us) or 1-866-276-7735.

For answers to the most common questions about testing, please see the [FAQs on the WIDA website](#).

**Public Test Resources**

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs 2.0 Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs 2.0 Online and WIDA Screener Online. **To access and view the Test Practice items, a Chrome browser must be used.**

DRC System Status Indicator: <http://status.drctdirect.com/WIDA>  
 DRC System Status Indicator reports normal operations or problems and outages.

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Click **Security and Confidentiality Agreement** to display the Security and Confidentiality Agreement for WIDA AMS.

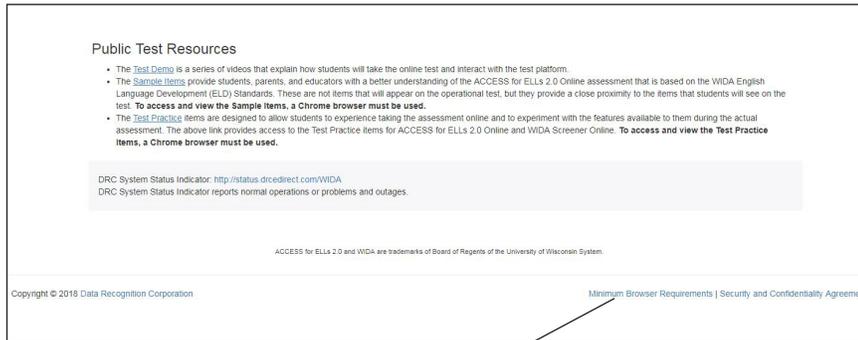
**Security and Confidentiality Agreement for WIDA AMS**

ACCESS for ELLs 2.0 is a secure, published test, as defined by U.S. copyright law. Only individuals that are under an ACCESS for ELLs 2.0 test administrator obligation of nondisclosure with the WIDA Consortium shall access and administer the ACCESS for ELLs 2.0 test. ACCESS for ELLs 2.0 shall only be used in accordance with WIDA Consortium test administrator instructions and your state and local educational agencies' secure test policies. Direct any questions to the WIDA Client Services at [help@wida.us](mailto:help@wida.us).

Copyright © 2016 Data Recognition Corporation Minimum Browser Requirements | Security and Confidentiality Agreement

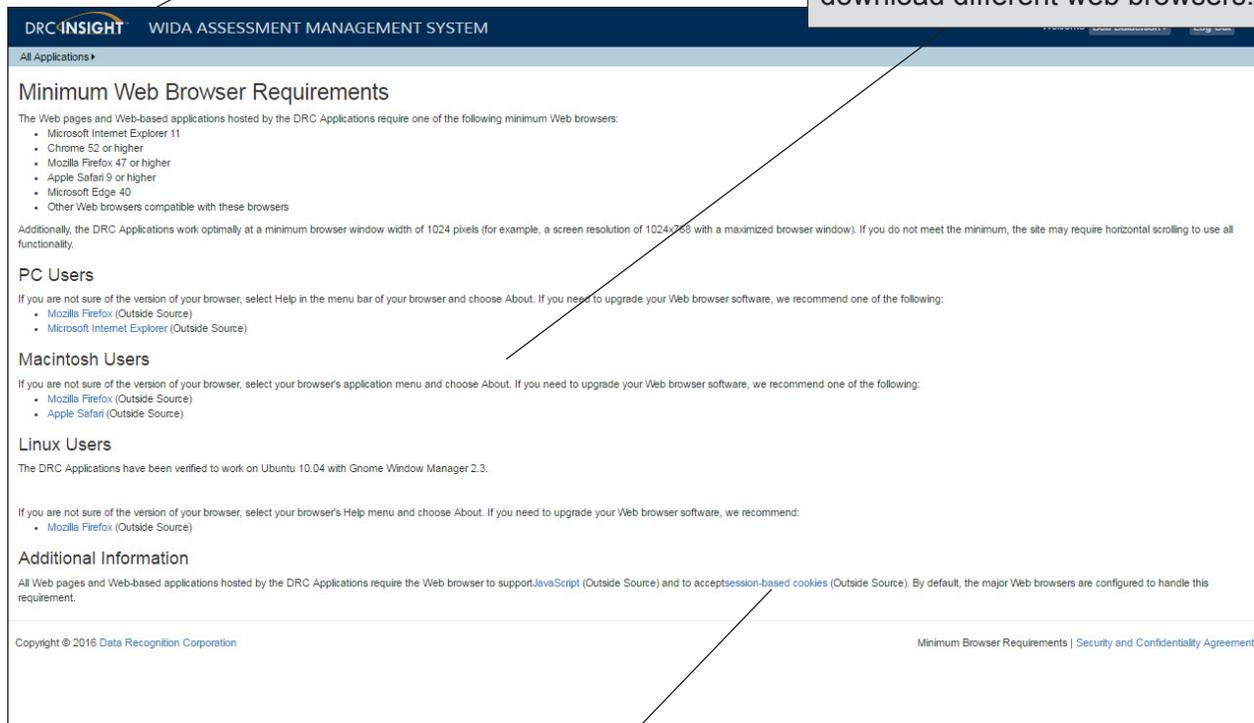
## Displaying the Minimum Browser Requirements

You can click **Minimum Browser Requirements** at the bottom of any page to display the Minimum Web Browser Requirements page, which lists browser requirements and provides links to browser pages and additional information. This page details the WIDA AMS web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.



When you click **Minimum Browser Requirements** at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified to be used with WIDA AMS.

The page contains links to web browser home pages, organized by user (operating system)—PC Users (Windows), Macintosh Users (Mac OS X), and Linux Users (Linux)—that you can use to learn about and download different web browsers.



The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use WIDA AMS.

## Displaying the WIDA AMS System Status Page

The WIDA AMS System Status page provides ACCESS for ELLs 2.0 and WIDA Screener Online end users a high-level summary/status of maintenance windows, general information, and/or system issues impacting student testing in INSIGHT, Test Management in WIDA AMS, and/or Customer Service phone lines. The information on this page is updated automatically at regular intervals.

### Public Test Resources

- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs 2.0 Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used.**
- The [Test Practice](#) items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs 2.0 Online and WIDA Screener Online. **To access and view the Test Practice Items, a Chrome browser must be used.**

DRC System Status Indicator: <http://status.drccdirect.com/WIDA/>  
 DRC System Status Indicator reports normal operations or problems and outages.

To display the WIDA System Status page, click the following link in the Public Test Resources section at the bottom of the main WIDA AMS sign-on page:

**<http://status.drccdirect.com/WIDA/>**

**Note:** Users can subscribe to email alerts to be notified of system interruptions by clicking **Subscribe**.

DRC Portal / AMS	Normal Operations
INSIGHT	Normal Operations
Testing Site Manager	Normal Operations
Educator Scoring	Normal Operations

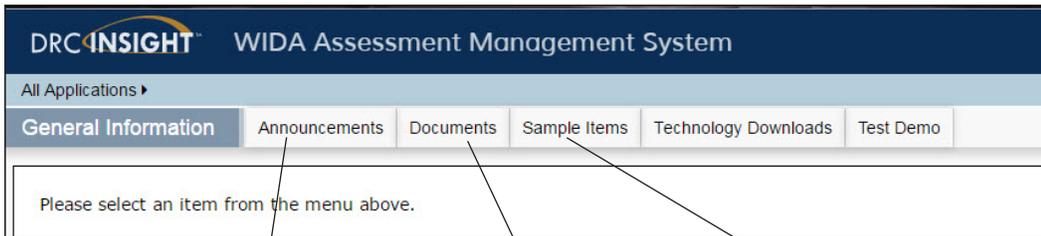
The WIDA System Status page displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, the Testing Site Manager (TSM), and Educator Scoring.



# General Information Menu

**Introduction**

When you open the WIDA AMS All Applications menu bar and click **General Information**, five options are available: Announcements, Documents, Sample Items, Technology Downloads, and Test Demo.

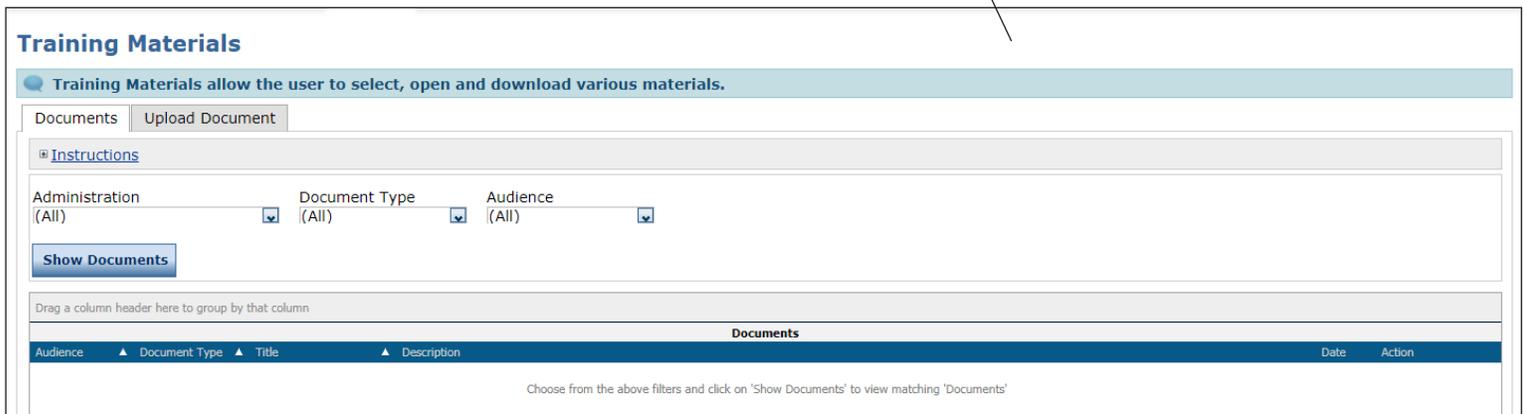


Click **Announcements** to display the latest information regarding WIDA testing.

Click **Sample Items** to become familiar with the format of online test items and try online testing tools.

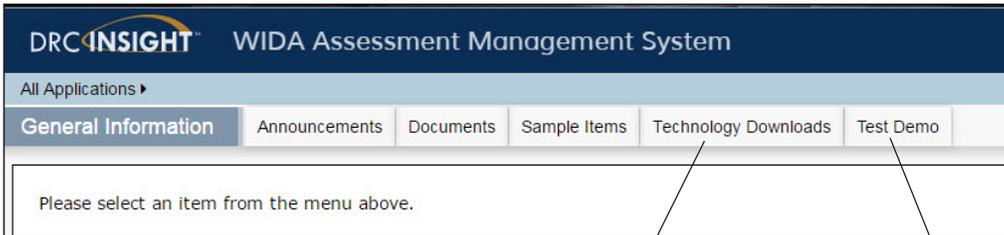


Click **Documents** to select, open, and download various training items from the Training Materials page.



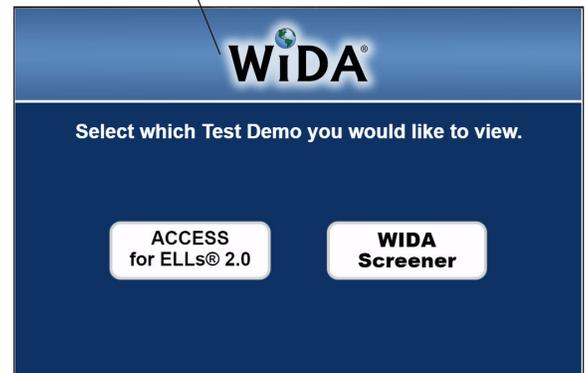
# General Information Menu

## Introduction (cont.)



Click **Test Demo** to watch a test demo and become familiar with the online testing environment.

Click **Technology Downloads** to download the Testing Site Manager (TSM), DRC INSIGHT, and the Capacity Estimator. From the Technology Downloads page you can download versions of DRC INSIGHT and the TSM for various operating systems and configurations.



**Technology Downloads**

Technology Downloads allows the user to access and download secure resources needed for online testing.

[Instructions](#)

Software Downloads

Title	Platform	Operating Systems	Version	Action
DRC INSIGHT iPad	Apple iOS	iOS 11.3, iOS 11.2, iOS 11.1, iOS 11.0, iOS 10.3, iOS 10.2, iOS 10.1, iOS 10.0	8.0.0	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
Online Assessments ID - Online Assessments Application URL	Chromebook	Chrome OS recent stable channel	8.0.0	
Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'Systems Requirements' for list of supported Chrome touch devices.				
DRC INSIGHT Linux Installer - 32 bit	Linux	Ubuntu 14.04 LTS, Ubuntu 16.04 LTD - with 32-bit Gnome 3.4, Unity Shell	8.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Linux Installer - 64 bit	Linux	Ubuntu 14.04 LTS, Ubuntu 16.04 LTD - with 64-bit Gnome 3.4, Unity Shell	8.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Mac Installer	Mac OS	10.10, 10.11, macOS Sierra 10.12, macOS High Sierra 10.13, Mac Server Software is not supported	8.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Windows Installer	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016	8.0.0	
Use the installer above to download the DRC INSIGHT test engine. Note: See 'Systems Requirements' for list of supported Windows touch devices.				
Testing Site Manager (TSM) Installer - 32 bit	Linux	Ubuntu 14.04 LTS, Ubuntu 16.04 LTD - with 32-bit Gnome 3.4, Unity Shell	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 64 bit	Linux	Ubuntu 14.04 LTS, Ubuntu 16.04 LTD - with 64-bit Gnome 3.4, Unity Shell	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer	Mac OS	10.10, 10.11, macOS Sierra 10.12, macOS High Sierra 10.13, Mac Server Software is not supported	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 32 bit	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later	4.0a	
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 WIDA AMS All Applications menu bar.

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

.....  
**!** **Important:** If you need to change a user's username, email, or name, please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615.  
.....

- Inactivate a user
- Activate a user
- Add a single user to WIDA AMS
- Upload multiple users to WIDA AMS

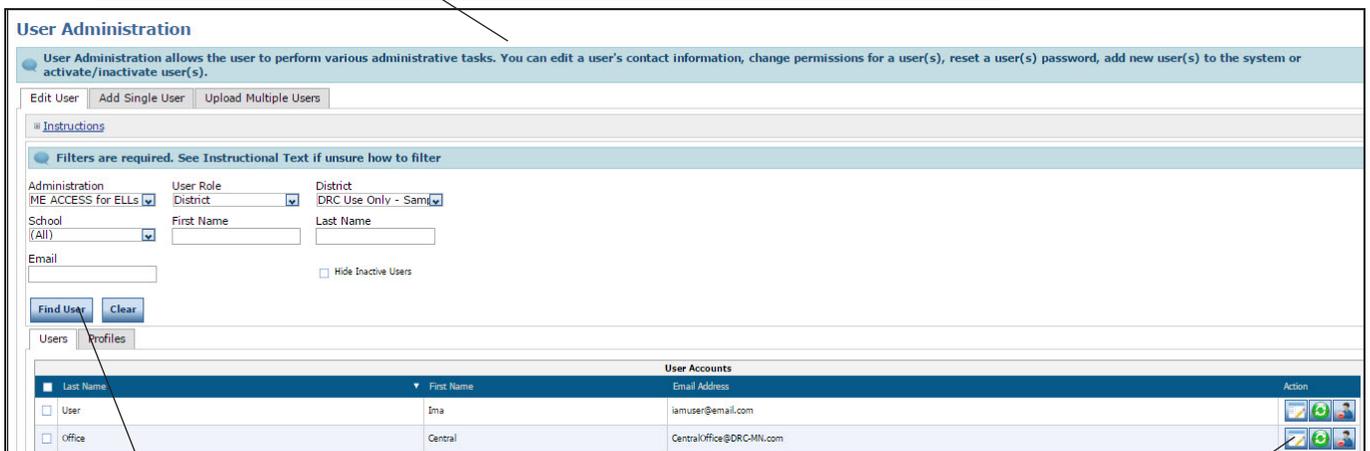
## Editing a Single User's Permissions

From the Edit User tab of the User Administration page, you can add or remove permissions for any user in the system.

**Note:** Typically, Test Coordinators and District Technology Coordinators are responsible for adding users and editing permissions. Users can assign only the permissions that are assigned to them.

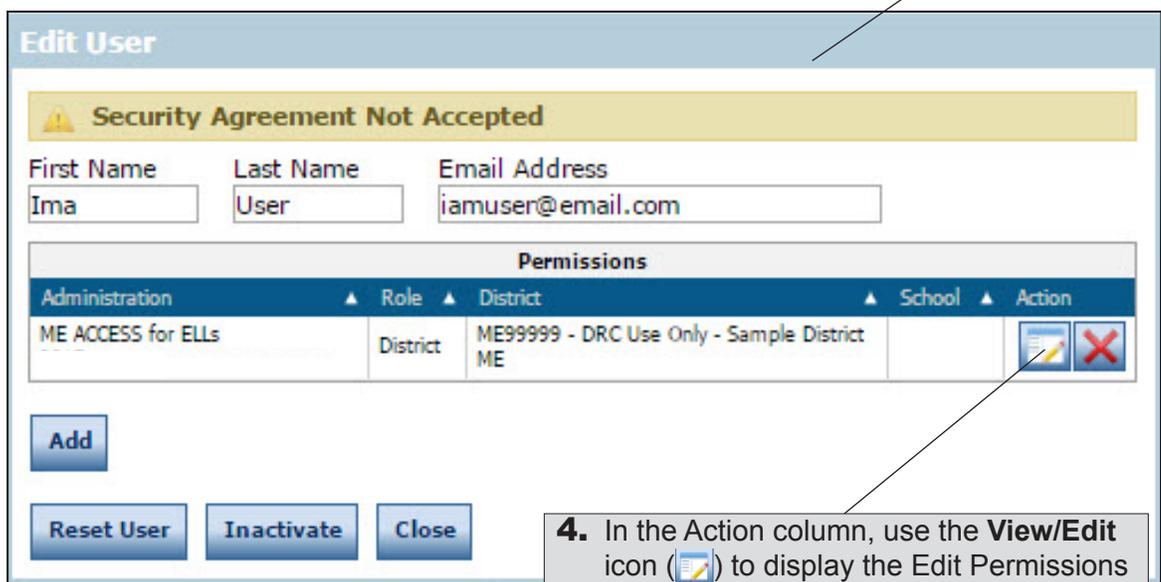


**1.** From the WIDA AMS All Applications menu bar, click **User Management** to display the User Administration page.



**2.** 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, use the **View/Edit** icon (🔍) to display the Edit User dialog box.



**4.** In the Action column, use the **View/Edit** icon (🔍) to display the Edit Permissions dialog box.

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

- 5.** When the Edit Permissions dialog box appears, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the Add Selected (▶) or Remove Selected (◀) icons to change the permissions, scroll to the bottom of the page, and click **Save**.
- 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 (Windows) or **Command** button (Mac) while you select them.
  - Use the **Add All** (▶▶) and **Remove All** (◀◀) icons to add or remove all permissions.
  - Use the **Clone from Another User** icon (👤) to copy another user's set of permissions.

Permission-set

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

Available Permissions

- Administrator
- Documents - View
- Online Testing - Secured Resources
- Online Testing Statistics
- Students - Add/Edit
- Students - Download Students
- Students - Search/View
- Students - Upload
- Test Session - Add/Edit
- Test Session - Search/View
- Test Session - Status Summary

Assigned Permissions

To see the description, select a permission

Save Cancel

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

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

You can use a Permission Set to specify a group of permissions that have been defined for the user role you are editing in WIDA AMS. There is a Permission Set defined for the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator. For more information, see “WIDA AMS Permissions Matrix” on page 43.

**Note:** The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

1. To assign a Permission Set to the user, use the Permission-set drop-down menu and select the Permission Set that appears for the user role you are creating.  
The permissions included in the set are highlighted in the Available Permissions list.  
**Note:** You can add permissions that are not included in the Permission Set by following the instructions on the previous page. You can assign any permission that is assigned to you.

Permission-set  
School Testing Coordinator

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

Available Permissions	Assigned Permissions
Administrator	
Documents - View	
Online Testing - Secured Resources	
<b>Online Testing Statistics</b>	
Students - Add/Edit	
Students - Download Students	
Students - Search/View	
Students - Upload	
Test Session - Add/Edit	
Test Session - Search/View	
Test Session - Status Summary	

*To see the description, select a permission*

Save Cancel

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

**ⓘ Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (◀) icon before you click **Save**.

2. Use the **Add Selected** (▶) icon to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions list. You can add or remove individual permissions or all permissions.

Permission-set  
School Testing Coordinator

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

Available Permissions  
Online Testing Statistics

Assigned Permissions  
Administrator  
Documents - View  
Online Testing - Secured Resources  
Students - Add/Edit  
Students - Download Students  
Students - Search/View  
Students - Upload  
Test Session - Add/Edit  
Test Session - Search/View  
Test Session - Status Summary  
Test Setup - View Student Status

To see the description, select a permission

Save Cancel

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

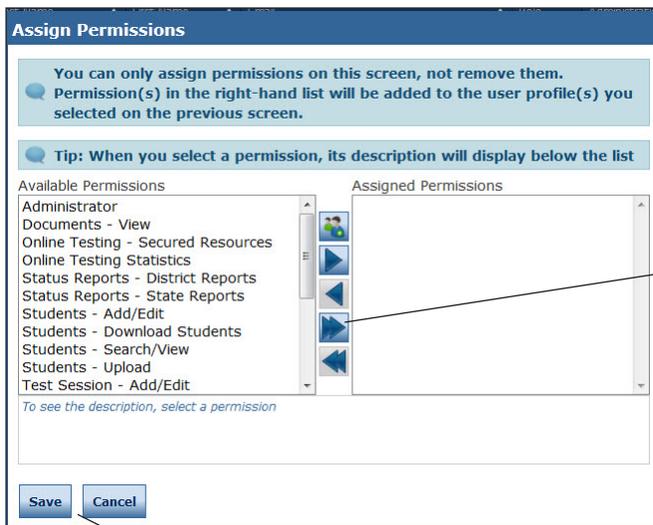
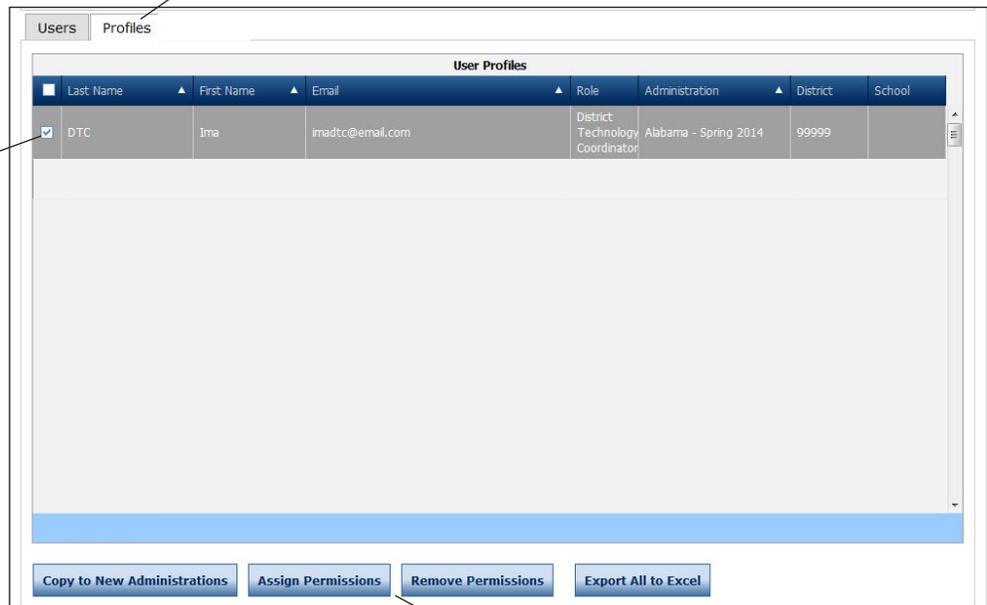
## Editing Multiple Users' Permissions

From the Edit User tab, you can add or remove permissions for multiple users in the system.

**1.** To edit permissions, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.

**2.** Check the checkbox in the left-hand column for each user profile you want to edit.

**Note:** To edit multiple profiles, each profile must be the same user role.



**3.** Click **Assign Permissions** or **Remove Permissions** and adjust the permissions using the **Add All** (▶) and **Remove All** (◀) icons when the Assign Permissions or Remove Permissions dialog box appears (see “Editing a Single User’s Permissions” on page 29).

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

### Assigning a User to an Administration

WIDA AMS allows users to administer different WIDA assessments (ACCESS for ELLs 2.0 and/or WIDA Screener Online) called “administrations.”

**Note:** Some states may not be adopting WIDA Screener Online. For those states, “WIDA Screener Online” will not be a selectable administration.

Users must be associated with an administration in order to administer the assessment. From the **Edit User** tab, you can assign an existing user to other administrations within WIDA AMS.

**Note:** When new users are created (see “Adding a User to WIDA AMS” on page 40), an administration must be selected.

1. To assign a user to an administration, 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 appears in the Edit User window.

Administration	Role	District	School	Action
ME ACCESS for ELLs 2.0 - 2016-2017	District	ME99999 - DRC Use Only - Sample District ME		 

2. Click **Add**.

**Assigning a User to an Administration (cont.)**

3. Select the administration and user role to which you want to assign the user from the Administration and User Role drop-down menus (you can also use the District and/or School menus if required). For some roles, you can also select a permission set from the Permission-set drop-down menu.

**Note:** Some users may administer both the ACCESS for ELLs 2.0 and WIDA Screener Online administrations. These users will need to have both administrations.

4. If you selected multiple permissions (or a permission set) use the **Add Selected** (➡) icon to assign the permissions from the Available Permissions list.

# User Management Menu

## Assigning a User to an Administration (cont.)

**Add Permissions**

\* Indicates required fields

Administration: ME ACCESS for ELLs 2.0 \*  
User Role: State \*  
District: [All]  
School: [All]  
Permission-set: [ ]

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

Available Permissions: [Empty list]  
Assigned Permissions: Administrator, Administrator - Mass Assign Role, Administrator - Set Password, Documents - Delete, Documents - Upload, Documents - View, eDIRECT Setup - Document and Repo, Edit Student - PreID Data, Educator Scoring, Enrollment - Primary Window, Enrollment - Secondary Window

To see the description, select a permission

Save Cancel

5. The permissions are moved to the Assigned Permissions list. Click **Save** to save your results (or **Cancel** to cancel the process).

**Edit User**

First Name: Ima  
Last Name: User  
Email Address: imauser@email.com

Administration	Role	District	School	Action
ACCESS for ELLs	District	ME99999 - DRC Use Only - Sample District ME		[Add] [X]
ME ACCESS for ELLs	District	ME99999 - DRC Use Only - Sample District ME		[Add] [X]
Screener - Maine	District	ME99999 - DRC Use Only - Sample District ME		[Add] [X]

Add  
Reset User Inactivate Close

6. If you saved your changes, the Edit User window reappears with the user added to the new administration.

## Resetting a User's Password

If a user does not log in with the temporary password within 160 days, the user must contact the Test Coordinator to have his or her password reset. If a user forgets his or her password, the user can recover it (see “Managing Your Account-Recovering a Forgotten Username or Password” on page 20). When a password is reset, an email notification is sent to the user.

1. To reset a password, 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**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

**Instructions**

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

Administration: ME ACCESS for ELLs  
 User Role: (All)  
 District: DRC Use Only - Sam

School: (All)  
 First Name: Ima  
 Last Name:

Email:

Hide Inactive Users

Users | Profiles

User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	User	Ima	iamuser@email.com	<input type="button" value="Edit"/> <input type="button" value="Reset"/> <input type="button" value="Deactivate"/>

2. In the Action column, click the **Reset User** icon () for the user whose password you want to reset.

**Reset User**

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

3. When the Reset User dialog box appears, click **Reset User** to reset the user's password (or **Cancel** to cancel the process).

## Inactivating a User

You can inactivate WIDA AMS users who are currently active. When a user is inactivated, the user is unable to access WIDA AMS (to reactivate a user, see “Activating a User” on page 39). Typically, you inactivate users when their employment ends or their job responsibilities change.

**Note:** Users cannot be deleted from WIDA AMS. To remove a user from activity, simply inactivate the user. 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 then click **Find User**.

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section for filters with the following fields: Administration (ME ACCESS for ELLS), User Role ((All)), District (DRC Use Only - Sam), School ((All)), First Name (Ima), Last Name (empty), and Email (empty). There is also a checkbox for 'Hide Inactive Users'. Below the filters are 'Find User' and 'Clear' buttons. At the bottom, there is a table titled 'User Accounts' with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row for a user named 'Ima' with email 'iamuser@email.com'. The 'Action' column for this user contains three icons: a document, a refresh, and a person with a red X, which is the inactivate icon.

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

The screenshot shows a dialog box titled 'Inactivate User'. It contains a question mark icon and the text: 'You have requested to inactivate user 'Ima User (iamuser@email.com)'. Are you sure?'. Below the text are two buttons: 'Inactivate' and 'Cancel'.

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

## Activating a User

You can activate a WIDA AMS user who is currently inactive so the user can access WIDA AMS again (to inactivate a user, see “Inactivating a User” on page 38). 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 automatically activated when they first log in to WIDA AMS. Only users who were previously inactivated must be manually activated.

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**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

**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

**The user has been activated.**

User Accounts			
Last Name	First Name	Email Address	Action
<input type="checkbox"/> User	Ima	iamuser@email.com	<input type="button" value="Edit"/> <input type="button" value="Reset"/> <input type="button" value="Activate"/> <input type="button" value="Deactivate"/>

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 appears: **The user has been activated.**

# User Management Menu

## Adding a User to WIDA AMS

When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see “WIDA AMS Permissions Matrix” on page 43 for permission recommendations by role).



1. To add a user to WIDA AMS, from the WIDA AMS All Applications menu bar, click **User Management**. When the User Administration page appears, select the **Add Single User** tab.

The screenshot shows the "User Administration" page. At the top, there is a header "User Administration" and a sub-header "User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).". Below this are three tabs: "Edit User", "Add Single User", and "Upload Multiple Users". The "Add Single User" tab is selected. The form contains several fields: "First Name" (with "Ima" entered), "Middle Initial", "Last Name" (with "User" entered), "Email Address" (with "Imauser@email.com" entered), "Administration" (with "ME ACCESS for ELLs 2.0 -" selected), "User Role" (with "District" selected), "District" (with "DRC Use Only - Sample D" selected), and "School" (with "(All)" selected). There is a "Permission-set" dropdown menu. Below the form is a tip: "Tip: When you select a permission, its description will display below the list". There are two columns: "Available Permissions" and "Assigned Permissions". The "Available Permissions" list includes: "Administrator", "Administrator - Mass Assign Role", "Administrator - Set Password", "Correction Primary Window", "Correction Secondary Window", "Documents - Delete", "Documents - Upload", "Documents - View", "Enrollment - Primary Window", "Enrollment - Secondary Window", and "Maintain Administration - Edit Applica". The "Assigned Permissions" column is empty. There is a "Save" button at the bottom left.

2. Fill out the required fields and select options from the required drop-down menus.

**Note:** A required field or menu option has a red asterisk (\*) next to it.

3. Select an available permission and use the **Add Selected** icon (▶) to assign the permission to the user (see “Editing a Single User’s Permissions” on page 29).

**Note:** A description of the permission selected appears beneath the list of permissions.

Click **Save** when you are finished.

### Adding a User to WIDA AMS with a Permission Set

You also can use a Permission Set to specify a group of permissions that have been defined for the user role you are creating in WIDA AMS. There is a Permission Set defined for each of the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator.

**Note:** Use District for District Test Coordinator and School for School Test Coordinator.

1. To assign a Permission Set to the user, enter the user's information as before, click the **Permissions-set** drop-down menu, and select the Permission Set that appears.

The permissions included in the set will be highlighted in the Available Permissions list.

The screenshot shows the 'User Administration' interface. At the top, there are three buttons: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these is a red asterisk indicating required fields. The form contains several input fields: 'First Name' (with 'Ima'), 'Middle Initial' (empty), 'Last Name' (with 'User'), 'Email Address' (with 'imauser@email.com'), 'Administration' (dropdown with 'MS ACCESS for ELLs 2.0'), 'User Role' (dropdown with 'District'), 'District' (dropdown with 'DRC Use Only - Sample Dis'), and 'School' (dropdown with '[All]'). A 'Permission-set' dropdown is set to 'District'. A blue tip box states: 'Tip: When you select a permission, its description will display below the list'. Below this are two columns: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' list includes: Administrator, Administrator - Mass Assign Role, Administrator - Set Password, Correction Primary Window, Correction Secondary Window, Documents - Delete, Documents - Upload, Documents - View, Enrollment - Primary Window, Enrollment - Secondary Window, and Export Students. The 'Assigned Permissions' list is currently empty. A 'Save' button is at the bottom left.

### Adding a User to WIDA AMS with a Permission Set (cont.)

**!** **Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (◀) icon before you click **Save**.

2. Use the **Add All** (▶) icon to select all of the permissions, or add or remove permissions first. The permissions you select are moved to the Assigned Permissions list.

Permission-set  
District

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

Available Permissions	Assigned Permissions
	 Administrator
	 Administrator - Mass Assign Role
	 Administrator - Set Password
	 Correction Primary Window
	 Correction Secondary Window
	 Documents - Delete
	 Documents - Upload
	 Documents - View
	 Enrollment - Primary Window
	 Enrollment - Secondary Window
	 Export Students

*To see the description, select a permission*

**Save**

3. Click **Save** when you are finished to save your changes.

*WIDA AMS Permissions Matrix*

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
General Information	Documents	Documents–View	View documents	Yes	Yes	Yes	Yes	Yes
	Technology Downloads	Online Testing–Secured Resources	View secured online testing downloads and tutorials	Yes	Yes	Yes	Yes	
User Management	None	Administrator	Add/edit user accounts and profiles	Yes	Yes	Yes		
Materials	Additional Materials	Materials–Additional–View Edit	View/edit additional materials during the primary window	Yes				
	Additional Materials	Materials–Additional–Primary Window	Access the Additional Materials menu during the Test Setup and Testing Window	Yes				
	Materials	Materials–Accountability–User Information	Download and fill out the Accountability Form	Yes		Yes		
	Materials	Manage Shipments	Confirm shipping address during the material order window	Yes		Yes		
	Materials	Materials–Primary Window	Access the Materials menu	Yes		Yes		
	Materials Ordering	Enrollment–Primary Window	Access Materials Ordering during the primary window	Yes		Yes		
	Return Materials Receipt Report	Materials–Return Materials Receipt	Access reports showing a summary/ detailed view of secure materials received by DRC	Yes		Yes		

<sup>1</sup> This permission set is designed for District Test Coordinators who should have access to WIDA AMS data for every school within the district.

<sup>2</sup> This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.

<sup>3</sup> This permission set is designed for School Test Coordinators who should have access to WIDA AMS data for a specific school.

<sup>4</sup> This permission set is designed for School Technology Coordinators. School Technology Coordinators can help download testing software at the schools.

<sup>5</sup> This permission set is designed for Test Administrators who are administering the online assessment.

**Note:** The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

# User Management Menu

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Student Management	None (time driven)	Test Setup–Primary Window	Access the Student Management menu and Test Management menu functionality during the Test Setup and Testing Window	Yes		Yes		Yes
	Manage Students	Students–Search/View	Search/view student data  <b>Note:</b> This permission is required for all other Students permissions, Download Students, and so forth.	Yes		Yes		Yes
		Students–Add/Edit	Add/edit students and student data for online testing	Yes		Yes		
		Students–Download Students	Download a list of student information for all students in a school	Yes		Yes		
		Students–Upload	Upload a list of students and student data for online testing	Yes		Yes		
	Student Test Progress	Test Setup–View Student Status	Monitor test progress of students by school location	Yes		Yes		
	Student Exports	Export Students	Export student data for sites for which the user has access	Yes				
	Student Transfer Form	Student Transfer Form	Submit request for district-to-district transfer of student records for students who moved during testing	Yes				
	Student Status Dashboard	Test Setup–View Student Status	View test status by student	Yes		Yes		
	Data Validation	Corrections–Primary Window	Validate student records after testing	Yes				

*WIDA AMS Permissions Matrix (cont.)*

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Test Management	Manage Test Sessions	Test Session–Search/View	Search/view test sessions	Yes		Yes		Yes
		Test Session–Add/Edit	Add/edit test sessions	Yes		Yes		
		Test Session–Delete Pre-Created	Delete pre-created generic not-started test sessions.	Yes		Yes		
		Test Session–Status Summary	View testing status summary information	Yes		Yes		
		Test Session–Tier Placement Report	View and download the Tier Placement Report	Yes		Yes		Yes
		Test Session–Upload	Voluntarily upload custom made test sessions for testing	Yes		Yes		
		Test Tickets–View/Print	View and print student test tickets	Yes		Yes		Yes
		Test Tickets–View Questions Attempted	View the number of items out of the total a student has attempted	Yes		Yes		
Device Toolkit	None	Test Setup–Device Toolkit	Access the Device Toolkit	Yes	Yes	Yes	Yes	

# User Management Menu

WIDA AMS Permissions Matrix (cont.)

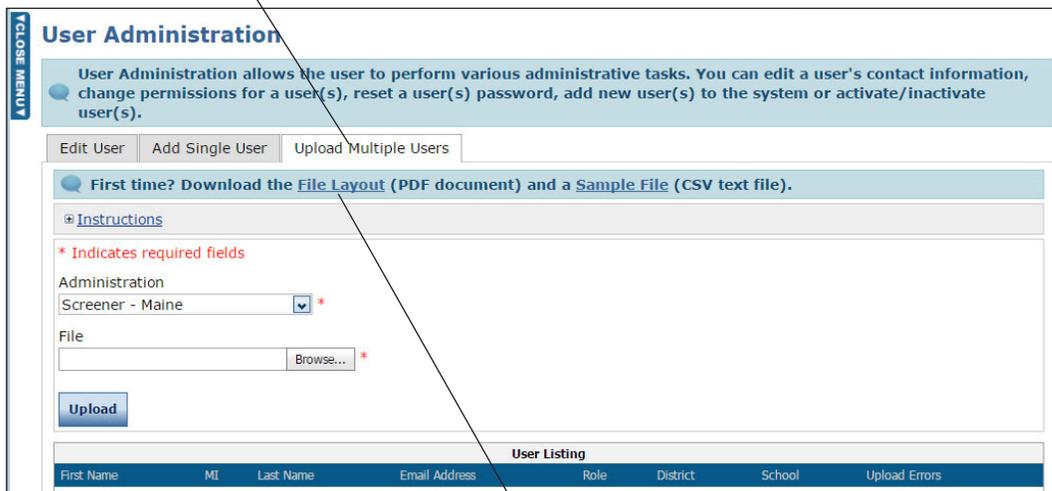
Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Report Delivery	Online Testing Statistics	Online Testing Statistics	Track online testing activity	Yes				
	Status Reports	Status Reports–District Reports	Access reports that display various district- and school-level testing activity	Yes				
	Test Results	Reports–View District Files	View district reports	Yes				
		Reports–View School Files	View school reports	Yes		Yes		
		View Reports–Download–District/School	Download all reports for a district, or school, for an administration	Yes		Yes		
	On-Demand Reports	View Dynamic Reports	Generate translated ACCESS for ELLs 2.0 student reports and WIDA Screener Online student reports	Yes		Yes		
Screener Scoring	Screener Scoring	Educator Scoring	Access Educator Scoring for WIDA Screener Online	Yes				

## Uploading Multiple Users to WIDA AMS

From the User Administration window, you can upload a file containing multiple user profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The User Administration window contains links to both a Portable Document Format (PDF) layout that contains instructions and a sample template file that you can use to create the actual file.



1. To upload multiple users, click **User Management** on the WIDA AMS All Applications menu bar to display the User Administration page. Select the **Upload Multiple Users** tab.



2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDAAMS, including rules, instructions, and examples describing how to create and format the .csv file.

Batch User Upload File Layout Comma Delimited .CSV				
Ref#	Column Name	Required?	Valid or Possible Values	Description
1	First Name	Y	Max 30 characters	New User's First Name
2	Middle Initial	N	Max 1 character	New User's Middle Initial
3	Last Name	Y	Max 30 characters	New User's Last Name
4	Email Address	Y	Max 50 characters	New User's unique email address. This will be the new user's <i>username</i> to log into WIDA AMS.
5	Role	Y	<ul style="list-style-type: none"> <li>District</li> <li>District Technology Coordinator</li> <li>School</li> <li>School Technology Coordinator</li> <li>Test Administrator</li> </ul>	New User's Role. You may only upload users with a Role that is further down the list than your own Role (e.g., a School user cannot upload users at the District level).
6	District Code	Y	Valid District Code	This is the District associated with the New User. This district must

## Uploading Multiple Users to WIDA AMS (cont.)

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate user(s).

Edit User | Add Single User | **Upload Multiple Users**

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

Instructions

\* Indicates required fields

Administration  
Screener - Maine \*

File  
Browse... \*

Upload

**3.** Click **Sample File** to download or display the WIDA\_SampleUsers.csv file.

**Note:** This file is only a sample of the file you will upload to WIDA AMS.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

	A	B	C	D	E	F	G	H
1	First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code	
2	Jake	C	Lake	Lake@State				
3	Mike		Doe	MikeDoe@District		160		
4	Mary	A	Wakins	Mwakins@District	Te	789		
5	Jane	W	Smith	JaneSmith@School		2001	1abc	
6	John		Philps	JPhilps@State	Test Admin	6e78z		123456

**4.** Use the WIDA\_SampleUsers.csv file to create and save a user file to upload.

**Note:** Be sure to keep the header column rows in the file you upload.

## Uploading Multiple Users to WIDA AMS (cont.)

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User   Add Single User   **Upload Multiple Users**

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

# Instructions

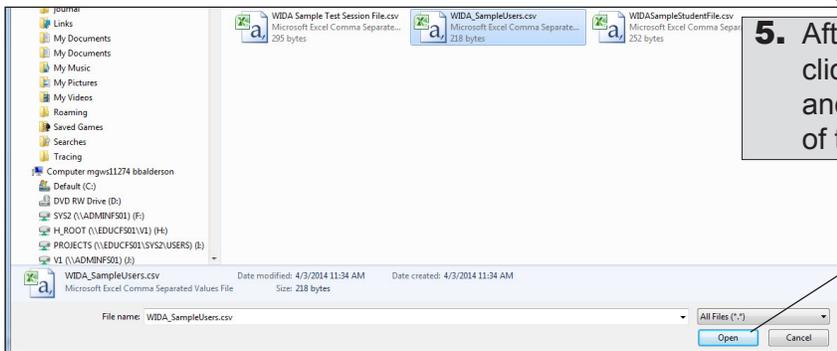
\* Indicates required fields

Administration  
Screener - Maine \*

File  
Browse... \*

Upload

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.							



5. After you have created a file to upload, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User   Add Single User   **Upload Multiple Users**

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

# Instructions

\* Indicates required fields

Administration  
Screener - Maine \*

File  
WIDA\_Sample\_Test\_Session\_File.csv X Browse... \*

Upload

6. Click **Upload**. A message appears 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 the errors and upload the file again (repeat steps 5 and 6).

**Note:** If a user already has a WIDA AMS account, WIDA AMS will not create a new account.

**! Important:** The accounts and permissions created by the Multiple User Upload process are generated by email address. Please use only one email address per user for each file upload. Using the same email address multiple times in a file can cause the file upload process to fail.

# Materials Menu



## ■ Introduction

Materials Ordering is the process by which districts and schools order materials for the ACCESS for ELLs 2.0 suite of assessments. Test Coordinators will have access to Materials Ordering because they are responsible for this process. **The Test Coordinator must complete this process even if the site is performing all testing online.**

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**!** **Important:** The Materials Menu is not used for the WIDA Screener Online assessment. If you are administering only WIDA Screener Online, you do not need to review this section.

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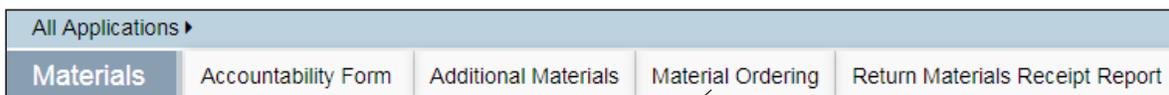
The window for ordering materials differs by state. Test Coordinators can find their state's window on their state's page on the WIDA website. DRC will contact Test Coordinators via email to remind them of the opening and closing dates.

### Notes:

- In some states, districts and schools do not need to order materials, because the State Education Agency (SEA) orders materials. View your state-specific checklist to determine whether you need to order materials. If your SEA is ordering materials, you do NOT need to access Materials Ordering.
- To complete Materials Ordering, you must know whether your ACCESS for ELLs 2.0 materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

## Materials Ordering

Follow the steps in this section to order materials for the ACCESS for ELLs 2.0 suite of assessments.



1. Click **Materials** from the WIDA AMS All Applications menu bar and then click **Material Ordering** from the Materials menu options.

The screenshot shows the 'Materials Ordering' page. At the top, it says 'Materials Ordering allows the user to enter quantities of materials needed for paper tests.' Below this, there are three dropdown menus for 'Administration' (set to 'WS ACCESS for ELLs 2.0 - 201'), 'District' (set to 'DRC Use Only - San'), and 'School' (set to 'DRC Use Only - EIS'). A 'Show Materials' button is visible. Below the button are three sections: 'Kindergarten Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)', 'Online Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)', and 'Paper Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)'. Each section has a table with 'Grade Cluster' and 'Number of Students' or 'Number of Online Testers' or 'Number of Paper Test Booklets (All Domains)'. The 'Paper Order' section has sub-columns for 'Tier A' and 'Tier B/C'. At the bottom, there is an 'Alternate ACCESS Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)' section with a 'Grade Cluster' and 'Number of Students' table.

2. When the Materials Ordering page appears, select the ACCESS for ELLs 2.0 administration for the current year, a district, and a school from the drop-down menus and click **Show Materials**.  
**Note:** The system requires you to enter a school because Materials Ordering must be completed separately for each school.

Materials Ordering (cont.)

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 - 201 \*      District: DRC Use Only - San \*      School: DRC Use Only - EIS

**Show Materials**

Order Materials   Summary   Status Report

**Instructions**

**Kindergarten Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number Of Students
Kindergarten	10

**Online Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number of Online Testers
1	2
2-3	2
4-5	2
6-8	2
9-12	2

**Paper Order for School WS99999-99998 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		20
3		
4-5		
6-8		
9-12		

Alternate ACCESS Order for School WS99999-

**3.** Enter the exact number of students, by grade, in the appropriate grid.

- For students taking ACCESS for ELLs 2.0 Online, enter counts in the Online Order grid.

Counts for online testers in grades 1–3 must be entered in this grid, even though they handwrite their responses in paper booklets. Grades 1–3 Writing test booklets will be sent to schools based on the quantities entered in this grid. Furthermore, you do not need to do anything special for students in grades 4–12 who will handwrite rather than keyboard their Writing response.

- For students taking ACCESS for ELLs 2.0 Paper, enter counts in the Paper Order grid. This grid is for recording students who will take all four domains in a paper-booklet. Do not include students in grade 1–3 who are testing online.

There are separate grids for Kindergarten, Alternate ACCESS for ELLs, and ACCESS for ELLs 2.0 (Grades K–12) Accommodated Formats (such as Large Print and Braille materials).

**Note:** Enter counts only for the grades that have students testing. Do not include overage. Include exact counts for the number of students you plan to test.

## Materials Ordering (cont.)

**4.** Materials Ordering is also used to verify the contact information and address to which the materials will be shipped.

- If materials are being shipped directly to the selected school site, the school’s address appears at the bottom of the page. Please review this information and make any edits by clicking **Update Contacts & Addresses**.
- If materials are being shipped to the district, a shipping address will not appear at the bottom of the page. In this case, the District Test Coordinator must complete step 7.

**Note:** To complete Materials Ordering, you must know whether your ACCESS for ELLs 2.0 materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

Paper Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)		
Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	20
3	<input type="text"/>	<input type="text"/>
4-5	<input type="text"/>	<input type="text"/>
6-8	<input type="text"/>	<input type="text"/>
9-12	<input type="text"/>	<input type="text"/>

Alternate ACCESS Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)	
Grade Cluster	Number of Students
1-2	<input type="text"/>
3-5	<input type="text"/>
6-8	<input type="text"/>
9-12	<input type="text"/>

Customized Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)					
Grade Cluster	Number of Customized Booklets				
	Kindergarten Large Print	Large Print Tier A	Large Print Tier B/C	Contracted Braille	Uncontracted Braille
Kindergarten	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4-5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Contacts & Addresses \***

**Test Coordinator:** Amanda Brown  
**Phone:** 123-222-2222  
**Email:** amanda@drc-mn.com  
**Shipping Materials:** 123 Main Street  
 Portland, ME 55555

**5.** Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

## Materials Ordering (cont.)

6. Repeat steps 1–5 for each school in your district that has students taking ACCESS for ELLs 2.0, Kindergarten ACCESS for ELLs, or Alternate ACCESS for ELLs. You must order materials for each school that has students testing.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*      District: DRC Use Only - Sam      School: (All)

Show Materials

Order Materials | Summary | Status Report

Instructions

Contacts & Addresses \*

<b>Test Coordinator:</b>	TEST COORDINATOR	Update Contacts & Addresses
<b>Phone:</b>	855-787-9615	
<b>Email:</b>	WIDA@DATARECOGNITIONCORP.COM	
<b>Shipping Materials:</b>	7303 Boone Ave N Brooklyn Park, MN 55428	

Save    Complete

7. This step applies to ship-to-district districts only, which is the most common (default) case. For these districts, the District Test Coordinator must verify the district contact and address.

Using the filters on the Materials Ordering page, select the district, select **(ALL)** in the School drop-down menu, and click **Show Materials**. The district contacts and addresses appear. Review this information and click **Update Contacts & Addresses** to make any updates.

Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

## Materials Ordering (cont.)

- Select the **Summary** tab to display a visual summary of the current ordering information for the assessment, district, and school you selected.

**Note:** The Summary tab is read-only for review purposes. To change the student counts, return to the Order Materials tab.

### Materials Ordering

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 - 2018\*  
 District: DRC Use Only - Sam  
 School: DRC Use Only - Sam

[Show Materials](#)

Order Materials | **Summary** | Status Report

[Instructions](#)

**Kindergarten Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number Of Students
Kindergarten	3

**Online Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number of Online Testers
1	2
2-3	3
4-5	1
6-8	0
9-12	4

**Paper Order for School WS99999-99999 (WS ACCESS for ELLs 2.0 - 2018-2019)**

Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		

Materials Ordering (cont.)

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 - 2018-2019  
 District: DRC Use Only - Sample District  
 School: (All)

Show Materials

Order Materials | Summary | Status Report

Instructions

2017-2018

Overall Status for District WS99999 (WS ACCESS for ELLs 2.0 - 2018-2019) - In Progress

District	School	Status
WS99999 - DRC Use Only - Sample District WIDA	99997 - DRC Use Only - OTT Sample School	Not Started
WS99999 - DRC Use Only - Sample District WIDA	99997 - DRC Use Only - OTT Sample School	Not Started
WS99999 - DRC Use Only - Sample District WIDA	WWWWW - _District-Level Additional Orders Only Site	Not Started
WS99999 - DRC Use Only - Sample District WIDA	99996 - DRC Use Only - INSIGHT Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99998 - DRC Use Only - EIS Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99999 - DRC Use Only - Sample School	Completed

Export to Excel

9. Select the **Status Report** tab to view the status of the order—Not Started, In Progress, or Completed—for the assessment, district, and school you selected. The statuses are described below.

Status	Description
<b>Not Started</b>	No counts have been entered
<b>In Progress*</b>	Counts have been entered, but <b>Complete</b> has not been clicked
<b>Completed*</b>	<b>Complete</b> has been clicked

\*DRC will accept all orders with a status of In Progress or Completed until the Materials Ordering window ends. When you click **Save**, the system saves your work with a status of **In Progress**.

Click **Export to Excel** to download this information into a spreadsheet to view, print, edit, or email.

### ■ Ordering Additional Materials

To help manage the process of ordering additional materials, see the following notes:

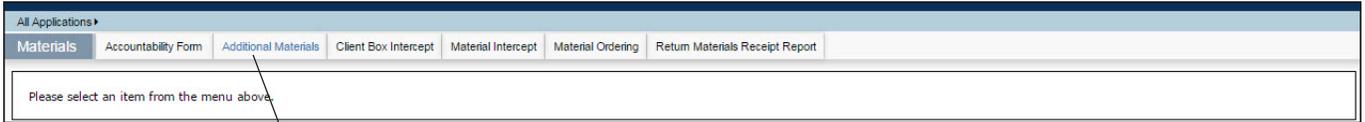
- Initial shipments of test materials will include extra copies of certain high-demand materials, such as *Tier A Online Writing Booklets*, to ensure that additional orders will rarely be required.
- All districts will receive additional quantities of test materials with their initial orders. These test materials must be used before any orders for additional materials may be placed.
- Test Administrators who need additional materials must consult with a District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials may be placed.

With the exception of a few large metropolitan areas, **orders for additional materials may be placed by District Test Coordinators only.**

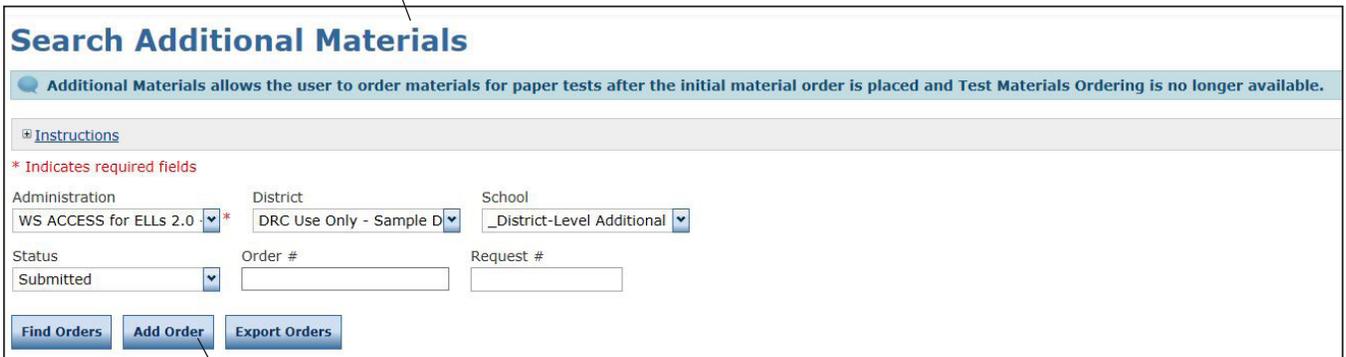
- Orders for additional materials will be shipped to districts only.

## Additional Materials

Use the Additional Materials option to order materials for paper tests after the initial material order is received and the Materials Ordering option is no longer available. To see when the Additional Materials option is available for your state, go to your state’s page on the WIDA website.



**1.** To order additional materials, select **Additional Materials** from the Materials menu. The Search Additional Materials page appears.



**2.** To place a new order, select an administration, district, and the district-level ordering site, and click **Add Order**.

**⚠ Important:** For the grade cluster 4–5 Writing domain administered online, your state chose a default response mode of keyboarding online or handwriting on paper. If you are a keyboarding-default state and you have a student or students who need to handwrite responses, you may order handwriting response booklets via the Additional Materials option.

## Additional Materials (cont.)

Additional Materials Entry

Additional Materials Description	Request Qty	Shipping Qty
Alternate ACCESS for ELLs Grades 1-2 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 1-2 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 1-2 Test Administrator's Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Test Administrator's Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Test Administrator's Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Test Administrator's Script(s)	<input type="text"/>	<input type="text"/>

**3.** In the Additional Materials Entry grid, enter material counts for the additional materials the district requires.

When you are finished, click **Submit** (or **Cancel** to cancel the process).

**Additional Materials (cont.)**

**4.** To edit or delete an existing order, select an administration and click **Find Orders**.

**5.** In the Action column, click the **View/Edit** icon () to display an order or the **Delete** icon () to delete an order. You can update only the orders that have a status of Submitted. If the order status is Under Review, Pending, or Complete, you must place a new order.

**Search Additional Materials**

Additional Materials allows the user to order materials for paper tests after the initial material order is placed and Test Materials Ordering is no longer available.

[@ Instructions](#)

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*  
 District: DRC Use Only - Sample D  
 School: \_District-Level Additional

Status: Submitted  
 Order #:   
 Request #:

**Find Orders** **Add Order** **Export Orders**

Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action
	17616	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 
	17615	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 

**6.** To determine whether an order has been processed and its “due in district” date, click the **View/Edit** icon (). Processed orders are marked Complete and a Due in District date is listed.

## Accountability Form

Paper materials that could not be returned (for example, soiled booklets) must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned, as well as any that are not returned, and the reason(s) why.

**Note:** Only sites that cannot return secure materials containing a security barcode are required to complete the Accountability Form. Sites do not have to return non-secure materials. Sites should keep non-secure documents on file after testing until score reports are received, or longer, depending on the state’s policy. For more information regarding returning materials, refer to the *District and School Test Coordinator Manual*.

**1.** To complete the form, click **Accountability Form** from the Materials menu to display the Accountability Form.

**Accountability Form**

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \* District: DRC Use Only - Sam \* School: DRC Use Only - EIS

Show

Enter Counts | Summary | Status Report

Reference the *Instructional Text* below for the reasons for any return material discrepancies.

Instructions

Accountability Form for School ME99999-99998 (ACCESS for ELLs 2.0 - XXXX-XXXX Maine)

Secure Test Materials				Shipped to School	Returned to DRC
Online Writing Administrative Materials	Grade 01 Writing Test Administrative Booklet(s)	<input type="text"/>	2 Online Test Manual(s)	20	<input type="text"/>
	Grade 03 Writing Test Administrative Booklet(s)	<input type="text"/>	2 Paper Test Manual(s)	30	<input type="text"/>
	Grade 01 Writing Test A Test Booklet(s)	<input type="text"/>	100 Test Manual(s)	100	<input type="text"/>
	Grade 03 Writing Test A Test Booklet(s)	<input type="text"/>			<input type="text"/>
	Grade 05 Writing Test A Response Booklet(s)	<input type="text"/>	Answer Script(s)		<input type="text"/>
	Grade 05 Writing Test (SC Response Booklet(s)	<input type="text"/>			<input type="text"/>
	Grade 06 Writing Test A Response Booklet(s)	<input type="text"/>	Answer Script(s)		<input type="text"/>

**2.** Select an administration, district, and school, and click **Show**. A table indicating the materials and quantities that were shipped to the school appears in the Enter Counts tab.

**Accountability Form (cont.)**

**3.** In the table, complete the Returned to DRC column with the counts of materials that you are returning.

**Note:** Normally, the quantity returned should match the quantity shipped. However, the Shipped to School column includes only counts of the materials that were shipped to the school during the initial materials shipment—additional materials are not included. If your school received additional materials after the initial shipment, the count in the Returned to DRC column may exceed the amount in the Shipped to School column.

Secure Test Materials		Shipped to School	Returned to DRC
Alternate ACCESS Materials	Alternate ACCESS for ELLs Grades 6-8 Student Response Booklet(s)	20	20
	Alternate ACCESS for ELLs Grades 6-8 Test Administrator Script(s)	30	35
	Alternate ACCESS for ELLs Grades 9-12 Student Response Booklet(s)		
	Alternate ACCESS for ELLs Grades 9-12 Test Administrator Script(s)		
	Alternate ACCESS for ELLs Listening/Reading/Speaking Grades 1-2 Test Booklet(s)		
	Alternate ACCESS for ELLs Listening/Reading/Speaking Grades 3-5 Test Booklet(s)		
	Alternate ACCESS for ELLs Listening/Reading/Speaking Grades 6-8 Test Booklet(s)		
	Alternate ACCESS for ELLs Listening/Reading/Speaking Grades 9-12 Test Booklet(s)		

Record reasons for discrepancies here:

**Complete**

**4.** If a material could not be returned, you must complete the **Record Reasons for discrepancies here:** text box, at the bottom of the page. Please include the material's security code number.

**5.** Click **Complete** to submit the form to DRC.

## Accountability Form (cont.)

All schools must submit an Accountability Form for materials they will not be returning to DRC. You can track which schools have completed this form by using the **Status Report** tab. This tab displays the completion status by school. The possible status values are described below.

Status	Description
Not Started	Neither the counts nor the reasons have been updated.
In Progress	Counts and/or reasons have been updated, but no user has clicked <b>Complete</b> .
Completed	A user has clicked <b>Complete</b> to submit the report to DRC.

**Accountability Form**

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration: ME ACCESS for ELLs 2.0 \*  
 District: DRC Use Only - Sam \*  
 School: (All)

Show

Enter Counts | Summary | Status Report

Instructions

Overall Status for District ME99999 (ACCESS for ELLs 2.0 - 2015-2016 - Maine) - In Progress

District	School	Status
ME99999 - DRC Use Only - Sample District ME	99996 - DRC Use Only - INSIGHT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99997 - DRC Use Only - OTT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99998 - DRC Use Only - EIS Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99999 - DRC Use Only - Sample School	Completed

Export to Excel

To change the quantity counts, select the **Enter Counts** tab (see "Accountability Form" on page 62).

The **Summary** tab displays summarized data from the Enter Counts tab and is for review only.

**Accountability Form**

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration: ACCESS for ELLs 2.0 - 2015-20 \*  
 District: DRC Use Only - Sam  
 School: (All)

Show

Enter Counts | Summary | Status Report

Instructions

Summary for District ME99999 (ACCESS for ELLs 2.0 - XXXX-XXXX - Maine)

Secure Test Materials	Shipped to School	Returned to DRC
Manuals		
ACCESS for ELLs 2.0 Grades 1-12 Online Test Manual(s)	20	20
ACCESS for ELLs 2.0 Grades 1-12 Paper Test Manual(s)	30	35
ACCESS for ELLs Kindergarten Test Manual(s)		
Online Writing Administrative Materials		
Grade 01 Writing Test Administrator Script(s)		
Grades 2-3 Writing Test Administrator Script(s)		

## Return Materials Receipt Report

Use the Return Materials Receipt report after you ship your paper materials back to DRC. This report shows the materials received at DRC and checked in by the warehouse. The Test Coordinator receives an email automatically when the district’s first returned box is received by DRC. Shortly after boxes are received, the check-in period starts and materials begin to show up on the report.

**Note:** During high-volume periods (for example, immediately following the return deadline), the materials check-in process may lag behind the box check-in process.

1. To access the Return Materials Receipt report, from the Materials menu click **Return Materials Receipt Report**.
2. Select an administration, district, and school and click **Show**.  
**Note:** To see district overage materials, select **None** in the School drop-down menu and click **Show**.
3. The summary grid view of the report appears.

**Return Materials Receipt**

\* Indicates required fields

Administration: ME ACCESS for ELLs 2.0

District: District Name [v] \*

School: School Name [v] \*

[Show]

Grade	Domain	Material Description	Qty Sent by DRC	Qty Received by DRC	Qty Not Received by DRC
01	Writing	Grade 01 Writing Tier A Test Booklet(s)	5	5	0
01	Writing	Grade 01 Writing Tier B/C Test Booklet(s)	6	5	1
2-3	Writing	Grades 2-3 Writing Tier A Test Booklet(s)	6	0	6
2-3	Writing	Grades 2-3 Writing Tier B/C Test Booklet(s)	4	4	0
4-5	Writing	Grades 4-5 Writing Tier A Response Booklet(s)	3	3	0

[Export Summary] [Export Details]

## Return Materials Receipt Report (cont.)

**Return Materials Receipt**

\* Indicates required fields

Administration: ME ACCESS for ELLs 2.0 \*  
 District: District Name \*  
 School: School Name \*

Show

Grade	Domain	Material Description	Qty Sent by DRC	Qty Received by DRC	Qty Not Received by DRC
01	Writing	Grade 01 Writing Tier A Test Booklet(s)	5	5	0
01	Writing	Grade 01 Writing Tier B/C Test Booklet(s)	6	5	1
2-3	Writing	Grades 2-3 Writing Tier A Test Booklet(s)	6	0	6
2-3	Writing	Grades 2-3 Writing Tier B/C Test Booklet(s)	4	4	0
4-5	Writing	Grades 4-5 Writing Tier A Response Booklet(s)	3	3	0

Export Summary    Export Details

**4.** To export this view, click **Export Summary** or **Export Details**.

- When you click **Export Summary**, a .csv file is created containing the data exactly as presented in the Return Materials Receipt Report, including the total booklet counts by grade cluster, domain, and material description.
- When you click **Export Details**, a .csv file is created containing detailed information about each booklet received, including the booklet's security code (see the sample below).

**Note:** You must select a school to display the Export Details report—it is not possible to display all of the records for a district on this report due to the file size.

	A	B	C	D	E	F	G	H
	School Name	School Co	Grade	Subject	Material Description	Security Code	Check-in Date	Status
2	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010000		Unreceived
3	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010002		Unreceived
4	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010003		Unreceived
5	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010004		Unreceived
6	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010005		Unreceived
7	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010006		Unreceived
8	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010007		Unreceived
9	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010008		Unreceived
10	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010009		Unreceived
11	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010010		Unreceived
12	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010011		Unreceived
13	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010012		Unreceived
14	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010013		Unreceived
15	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010014		Unreceived
16	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010015		Unreceived
17	SAMPLE SCHOOL	1234	1	Writing	Grade 01 Writing Tier A Test Booklet(s)	596404800010016		Unreceived

A sample of the Export Details report file.

# Student Management Menu



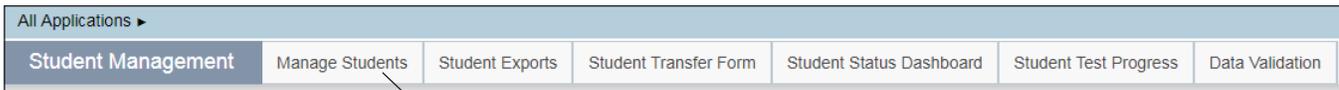
# Student Management Menu

## Introduction

Using the Student Management menu, WIDA AMS users can do the following:

- Search for students
- View/edit student demographic information
- Add an individual student
- Upload multiple student records at once
- Submit Pre-ID data by using the Upload Multiple Students process
- View student status on the Student Status Dashboard
- Export student records
- View/edit a student's accommodations
- Mark Do Not Score for a student
- View the online test sessions in which a student is currently enrolled and the status of the sessions

Test Coordinators use the Manage Students option to prepare for and conduct testing. Test Coordinators also may give Test Administrators WIDA AMS permissions to help with these tasks.



From the WIDA AMS All Applications menu bar, click **Student Management** and then **Manage Students** from the Student Management menu to display the Manage Students page.

**Manage Students**

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration ME ACCESS for ELLs 2.0 \* District DRC Use Only - Sample D School (All)

Last Name First Name State Student ID

Accommodation Domain Accommodation Type Accommodation

Grade Domain Session

Online Test Status Session Assignment

Find Students Clear

**Students**

Last Name	First Name	State Student ID	Date Of Birth	Grade	Action
-----------	------------	------------------	---------------	-------	--------

## Editing a Student's Information

From the Manage Students page you can display the Edit Student window. From the tabs on the Edit Student window, you can perform the following tasks:

<u>Tab</u>	<u>Task(s)</u>
<b>Student Detail</b>	Update basic student information
<b>Accommodations</b>	Mark a student's testing accommodations (see "Editing a Student's Accommodations" on page 70)
<b>Demographics</b>	Modify a student's demographics (see "Editing a Student's Demographics" on page 72)
<b>Do Not Score</b>	Add a Do Not Score indicator to a student's test records or remove a Do Not Score indicator from a student's test records (see "Adding or Removing a Do Not Score Indicator-ACCESS for ELLs 2.0" on page 73 or "Adding or Removing a Do Not Score Indicator-WIDA Screener Online" on page 74).
<b>Test Sessions</b>	View the online test sessions for which the student is enrolled, the student's test progress, and the test session status information (see "Editing a Student's Test Sessions" on page 75)

**Edit Student**

**Instructions**

\* Indicates required fields

Last Name: Student \*    First Name: Ima \*    Middle Initial:    State Student ID: 1234967891 \*

**Student Detail**    Accommodations    Demographics    Do Not Score    Test Sessions

**Administration**    District    School

ACCESS for ELLs 2.0 - 2015 \*    DRC Use Only - Sample Dist \*    DRC Use Only - EIS Sample \*

Date of Birth: 12/16/2001    Grade: 03 \*    Gender: Male \*    District Student ID: 23456789

(mm/dd/yyyy)

Save    Cancel

### Student Detail Tab

1. To view or edit a student's information, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon (📄✎) in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, edit the information in the Student Detail tab.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

## Editing a Student's Accommodations

The Accommodations tab is used to track any accommodations provided to the student.

**!** **Important:** The following accommodations must be selected and saved in WIDA AMS before testing:

- Presentation: Manual Control of Item Audio (MC)
- Presentation: Repeat Item Audio (RA)
- Test Environment/Setting: Extended Speaking Response Time (ES)

For more information on accommodations, see the *ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement* at the following link:

<http://wida.wisc.edu/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial State Student ID \*

Student \* Ima \* 8765432123 \*

Student Detail Accommodations Demographics Do Not Score Test Sessions

Accommodation	Accommodations			
	Listening	Reading	Speaking	Writing
Presentation: Interpreter Signs Test Directions in ASL (SD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Manual Control of Item Audio (MC)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Repeat Item Audio (RA)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Read Aloud Listening Test Response Options by Human Reader (LH)	<input type="checkbox"/>			
Presentation: Repeat Listening Test Response Options by Human Reader (RL)	<input type="checkbox"/>			
Presentation: Read Aloud Test Items by Human Reader (IH)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Repeat Test Items by	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

19 Item(s) Displayed

Save Cancel

### Accommodations Tab

1. To view or edit a student's accommodations, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon (📄) in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, edit the information in the Accommodations tab.  
**Note:** You can mark accommodations for the paper-based assessments on the applicable booklet or in WIDA AMS.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

## Editing a Student's Accommodations (cont.)

For students with the same accommodations, you can use WIDA AMS to update the student accommodations all at once (en masse).

Students						
<input type="checkbox"/>	Last Name	First Name	State Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Example	Pupil	55555555		03	
<input type="checkbox"/>	Practice	Pupil	77777777		03	
<input checked="" type="checkbox"/>	Sample	Student	11111111		03	
<input type="checkbox"/>	Sample	Student	11234445		05	
<input checked="" type="checkbox"/>	Sampleone	Student	1234567891	12/16/1900	05	
<input type="checkbox"/>	SampleStudent	One	33333333		03	
<input checked="" type="checkbox"/>	SampleStudent	Two	44444444		03	
<input type="checkbox"/>	Samplethree	Student	9876543212	10/12/1900	05	
<input type="checkbox"/>	Student	Sample	22222222		03	
<input type="checkbox"/>	Student	Sample	11234566		05	
<input type="checkbox"/>	Student	Test	11111111	11/15/1900	04	

Page 1 of 1 (12 items) < Prev 1 Next >

### Accommodations Tab

1. To edit students' accommodations en masse, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Check the checkbox for each student you want to update.
3. Click **Update Accommodations** at the bottom of the page. The Update Accommodations for Multiple Students page appears.
4. From the Update Accommodations for Multiple Students page, indicate whether you are assigning or removing accommodations.
5. Check the accommodations to be assigned or removed. Be sure to check all the appropriate domains.
6. Click **Save** to save your changes (or **Cancel** to cancel them).

## Editing a Student's Demographics

The screenshot shows the 'Edit Student' window with the 'Demographics' tab selected. The window has a title bar 'Edit Student' and a sub-header 'Instructions'. Below the instructions, there is a red asterisk indicating required fields. The form contains several input fields: 'Last Name' (Student), 'First Name' (Ima), 'Middle Initial' (empty), and 'State Student ID' (1234967891). Below these fields are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. The 'Demographics' tab is active and contains a list of checkboxes for ethnicity and race, a 'Native Language' field, a 'Date Student First Enrolled in a US School' field, a 'Length of Time in LEP/ELL Program in a US school' field, and a list of checkboxes for Title III Status, Migrant, IEP Status, and 504 Plan. At the bottom of the window are 'Save' and 'Cancel' buttons.

### Demographics Tab

1. To view or edit a student's demographics, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, edit the information on the Demographics tab.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

**Note:** If edits to demographic information are necessary for students using a Pre-ID label, these edits must be made in WIDA AMS. If a Pre-ID label is used and corrections are only bubbled on the booklet, the data in WIDA AMS will override the booklet.

## Adding or Removing a Do Not Score Indicator—ACCESS for ELLs 2.0

Use the Do Not Score tab to report special testing circumstances. For more information about using these codes, see the *ACCESS for ELLs 2.0 District and School Test Coordinator Manual* or the *ACCESS for ELLs 2.0 Test Administrator Manual*.

### Notes:

- For students taking the paper-based assessments (including Kindergarten and Alternate), you can mark Do Not Score codes either on the test booklet or in WIDA AMS.
- If you enter a Do Not Score code on the Do Not Score tab, the code WILL be applied to the student’s paper assessment record, regardless of whether the code was marked on the paper document.

The screenshot shows the 'Edit Student' interface. At the top, there's a header 'Edit Student' and a sub-header 'Instructions'. A red asterisk indicates required fields. The form contains four input fields: 'Last Name' (value: drstwentytwo), 'First Name' (value: studentabc), 'Middle Initial' (empty), and 'State Student ID' (value: 100000022). Below the form are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. The 'Do Not Score' tab is active, displaying a table with four columns: 'Listening Gr 6-8', 'Reading Gr 6-8', 'Speaking Gr 6-8', and 'Writing Gr 6-8'. Each column has a dropdown menu. The 'Do Not Score' dropdown under 'Listening Gr 6-8' is highlighted with a blue bar and a white arrow pointing to it.

### Do Not Score Tab

1. To view or edit a student’s Do Not Score indicator, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon (📄✎) in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, select the **Do Not Score** tab and select a Do Not Score reason from the drop-down menus, by domain.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

## Adding or Removing a Do Not Score Indicator—WIDA Screener Online

Use the Do Not Score tab to report special testing circumstances. For more information about marking Do Not Score in WIDA Screener Online, see the *Screener Online Test Administration Manual*.

### ! Important:

- For the WIDA Screener Online administration, a single Do Not Score code is applied for all domains. Check the checkbox to suppress the scoring of ALL domains.
- All students for the WIDA Screener Online administration must be added by the district—there is no statewide student upload.

The screenshot shows the 'Edit Student' interface. At the top, there are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. The 'Do Not Score' tab is active. Below the tabs, there is a 'Do Not Score' checkbox. The form also includes fields for 'Last Name' (Aldritt), 'First Name' (Tony), 'Middle Initial', and 'State Student ID' (1234567891). A red asterisk indicates required fields. At the bottom, there are 'Save' and 'Cancel' buttons.

### Do Not Score Tab

1. To view or edit a student's Do Not Score indicator, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon (📄✎) in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, edit the information in the **Do Not Score** tab and check or uncheck the **Do Not Score** checkbox.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

## Editing a Student's Test Sessions

A test session is a grouping of students who will take the same assessment together. For example, a classroom of students at the same grade level is a test session.

- For ACCESS for ELLs 2.0 Online, students for whom Pre-ID data was submitted will automatically be placed into generic test sessions based on grade and domain.
- Students added to WIDA AMS via the Upload Multiple Students process (see “Uploading Multiple Students to WIDA AMS” on page 77) will be placed into a test session based on their Administration: ACCESS for ELLs 2.0 Online or WIDA Screener Online.
  - For ACCESS for ELLs 2.0 Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade and domain.
  - For WIDA Screener Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade.

A student's test sessions can be edited within the Manage Students page in the Edit Student tab. For more information about test sessions, see “The Test Sessions Option” on page 102.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  \*   
 First Name  \*   
 Middle Initial    
 State Student ID  \*

Student Detail
Accommodations
Demographics
Do Not Score
Test Sessions

**Student Session Detail**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Listening Gr 23	Not Started			
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Reading Gr 23	Not Started			
DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Generic Grade 3	Speaking Gr 23	Not Started			

3 Item(s) Displayed

### Test Sessions Tab

1. To view or edit a student's Test Session, from the **Manage Students** page, enter your search criteria, and click **Find Students**.
2. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. You can use the **Edit/Print Ticket Status** icon () to print one or more student test tickets.

## Adding a Student to WIDA AMS

There are three ways to add students to WIDA AMS for the online assessments.

**Note:** Whether you use method 1 or 2 depends on whether you have already set up a test session to which you would like to add a student.

1. If you have a test session set up, see “Adding a New Student to a Test Session” on page 106.
2. If you do not have a test session set up, use the Add Student window to add a student (see below).
3. To upload multiple students at once, see “Uploading Multiple Students to WIDA AMS” on page 77.

**! Important:** Verify that you are using the correct administration—ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener Online.

**1.** To add a student to WIDA AMS, click **Manage Students** in the Student Management menu to display the Manage Students page. Then, select a district and school and click **Add Student** at the bottom of the page to display the Add Student window.

**2.** Enter the necessary information in the Student Detail, Accommodations, and Demographics tabs to add the student.

**Add Student**

[Instructions](#)

\* Indicates required fields

Last Name \* Student  
First Name \* Ima  
Middle Initial  
State Student ID \* 123456789

Student Detail | Accommodations | Demographics

Administration \* Screener  
District \* DRC Use Only - Sample Di  
School \* DRC Use Only - Sample Sc

Date of Birth 1/15/1900  
(mm/dd/yyyy)

Grade (Select) \*  
Gender (Select)

District Student ID

Save Save & Add Another Cancel

**3.** 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  
WIDA AMS**

From the Manage Students page, you can upload a file containing multiple student profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The Manage Students page contains links to both a PDF layout that contains instructions and a sample template file that you can use to create the actual file.

**Note:** DRC will automatically create generic test sessions for any students added via Upload Multiple Students. Students will be placed in test sessions by grade and domain.

.....  
**! Important:**

- Before you upload records to WIDA AMS, search for the students and verify that they are not already loaded into WIDA AMS (see “Editing a Student’s Information” on page 69).

If your state provides a Pre-ID file to DRC, the student records contained in that file will be uploaded to WIDA AMS.

- Some states also use the Upload Multiple Students process to submit Pre-ID data for Pre-ID labels to be produced. If it is the district’s responsibility in your state to submit Pre-ID data, you must complete the steps detailed in this section.

DRC will email you shortly before your state’s window for submitting Pre-ID data opens. The email will communicate the date by which Pre-ID files must be submitted in order to receive Pre-ID labels. DRC will produce labels only for records uploaded on time and without errors.

Note that many SEAs submit Pre-ID data on behalf of LEAs. If you are uncertain about whether it is your responsibility to submit Pre-ID data, please contact your SEA.

- Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools *during or after testing*, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 90).
- Do not use the Multiple Student Upload process to remove student data from WIDA AMS. Uploading a file containing blank values will NOT override previously entered values.

You can use the Multiple Student Upload process to mass edit or mass add values, but not to remove them. Values must be removed student-by-student by using the Edit Student option (see “Editing Student’s Information” on page 68).

.....

## Uploading Multiple Students to WIDA AMS (cont.)

1. To upload multiple student records, click **Manage Students** in the Student Management menu to display the Manage Students page, and select the **Upload Multiple Students** tab.

### WIDA Multiple Student Upload (Pre-ID File) Layout and Instructions

#### File Rules:

- ❖ File may contain a header row
- ❖ File must contain the data in the order listed in the file layout
- ❖ File must be in a comma separated (.csv) format

#### Field Rules:

- ❖ Fields cannot be longer than the value in the Maximum Length column
- ❖ Fields cannot contain commas
- ❖ **All fields not case sensitive**
- ❖ When entering student data into this format in your file, data must appear in the Field Positions noted and each student must appear ONLY ONCE in the data set
- ❖ When entering Mode of Administration and Paper Tier data into this format in your file, column letters AX (Mode of Administration) is required when only the Pre-ID file will be used for ordering student test materials and column letters AY (Paper Tier) is required when Mode of Administration is Paper = P. These are not required fields if you are ordering materials via Materials Ordering in AMS

**To handle Overall Formatting and retain leading zeros when a file is opened in excel, the corrections are made in excel and then saved as type .csv (this is for Windows only, this is not MAC compatible):**

- ❖ Open Excel
- ❖ Select the Data Tab
- ❖ Click From Text
- ❖ Browse to locate the CSV file & Click Open
- ❖ The Text Import Wizard will open
  - Step 1: Select Delimited, click next
  - Step 2: Select Comma, click next
  - Step 3: Either highlight all columns under Data preview, or select 1 column at a time and change the Column data format to TEXT, click Finish
- ❖ Import Data – click OK
- ❖ File will be open in Excel with retained leading zeros
- ❖ Then changes can be made and then saved again as csv (see above directions for saving excel to csv)
- ❖ 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)

2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.

Column Letter	Column Header	Max # of Characters	Demographic Definition/Requirements	Examples	Required ?
A	State Name Abbreviation	2	2 Letter State Code	AL	Y

## Uploading Multiple Students to WIDA AMS (cont.)

**Manage Students**

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students | Upload Multiple Students

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

**Instructions**

\* Indicates required fields

Administration  
 WS ACCESS for ELLs 2.0  \*      District  
 DRC Use Only - Sample D  \*      School  
 (All)

File  
  \*

**3.** Click **Sample File** to download or display the WIDASampleStudentFile.csv file.

**Note:** This file is only a sample of the type of file you will upload to WIDA AMS. Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

Page 78 - Excel

SECURITY WARNING External Data Connections have been disabled Enable Content

	A	B	C	D	E	F	G	H	I	J	K	L
1	State Name Abbreviation	District Number	School Number	Site Name	Site Type	Site Sub Type	Ship to	Shipping Address Line 1	Shipping Address Line 2	Shipping Address Line 3	Shipping City	Shipping State
2	ZZ	ZZ99999		Sample District	District		District	12345 Main Street North			Sample City	ZZ
3	ZZ	ZZ99999	99999	Sample School eD School	Public	Public	District					
4	ZZ	ZZ99999	99996	Sample School eIS School	Public	Public	School	654 State Street South			Sample City	ZZ
5	ZZ	ZZ99998		Sample District 2	District		District	987 West Elm Street			Your City	ZZ
6	ZZ	ZZ99998	99998	Sample School 2a	School	Public	District					
7	ZZ	ZZ99998	99997	Sample School 2b	School	Public	District					
8	ZZ	ZZ99997		Small District 3	District		District	100 Main St.			Another City	ZZ
9	ZZ	ZZ99997	11111	Only School A	School	Public	District					
10												

**4.** Use the WIDASampleStudentFile.csv file to create and save a student file to upload.

**Note:** Be sure to keep the header column rows in the file you upload.

## Uploading Multiple Students to WIDA AMS (cont.)

**Manage Students**

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students | Upload Multiple Students

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

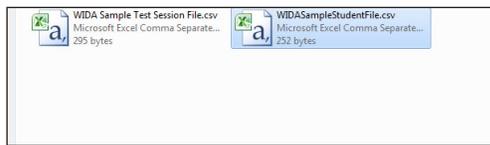
[Instructions](#)

\* Indicates required fields

Administration: Screener - Maine \*  
District: DRC Use Only - Sample D \*  
School: (All)

File:  Browse... \*

Upload



5. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.

**Manage Students**

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students | Upload Multiple Students

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

[Instructions](#)

\* Indicates required fields

Administration: Screener - Maine \*  
District: DRC Use Only - Sample D \*  
School: (All)

File: WIDA\_Sample\_Test\_Session\_File.csv X Browse... \*

Upload

6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. Log out while the file is being validated. Log back in to review the file's status. A red banner indicates the file had a fatal error and NO students were loaded. A green banner indicates that all records free of errors were loaded. If the file contains errors, you must correct them and repeat steps 5 and 6 to upload the students.

### Important:

- Even when the green banner appears, you must click and view the error report.
- Only one person can upload a file at a time—if you attempt to upload a file while someone else is uploading a file, the **Browse...** button is inactive.
- Download the error report right away. If someone else uploads a file immediately after you, once the system processes the file, the new error report will overwrite your error report.
- If a maximum number of errors is reached, the report will indicate that the maximum number of errors was reached and any remaining errors will not appear on the report.

## Monitoring Student Test Progress

From the Student Test Progress page, you can view the online testing progress of one or more students for a specific district and school. This page displays the following information:

- The student’s name and grade
- The domain of the test
- The student’s status regarding the test, as described below:

**Status**      **Description**

**Not Started**    The student has not started the test/domain.

**In Progress**    The student has started the test/domain but is not finished taking the test/domain.

**Completed**    The student has finished the test/domain. The start time, end time, and length of the test/domain are also displayed.

**Note:** The student’s progress is reported at the domain level (whether the student has completed each domain) and at the test level (whether the student has completed all four domains).

**! Important:** Verify that you are using the correct administration—ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener Online.



Click **Student Test Progress** in the Student Management menu to display the Student Test Progress page.

**Student Test Progress**

Student Test Progress allows the user to view the online testing status of each student within a school.

**Instructions**

\* Indicates required fields

Administration: ME ACCESS for ELLs 2.0 \*    District: DRC Use Only - Sample \*    School: DRC Use Only - Sample \*

Grade: (All)    Domain: (All)

**Find Students**    **Clear**

\* All times are Central Standard Time.

**Collapse All Rows**    **Expand All Rows**

Students							
Last Name	First Name	Grade	Domain	Status	Start Time	End Time	Duration
+	Sample, Student [111111111]			- Not Started			
+	SampleStudent, One [333333333]			- Not Started			
+	SampleStudent, Two [444444444]			- Not Started			
+	Samplethree, Student [9876543212]			- Not Started			
+	Student, Sample [11234566]			- Not Started			
+	Student, Sample [222222222]			- Not Started			
+	Student, Test [111111111]			- Not Started			
	Student	Test	04	Listening			
	Student	Test	04	Speaking			
+	Student, Testing [26116662]			- Not Started			

To view the test progress for students, select an administration, district, and school from the Student Test Progress page, fill out other fields needed to filter the information, and click **Find Students**. The test progress data for the students appears.

Click the Plus (+) sign next to a student’s name to display the student’s status by domain.

## ■ Export Student Process

### Overview

This section describes the processes of exporting student information from and importing student information to WIDA AMS. The information applies to both ACCESS for ELLs 2.0 and WIDA Screener Online.

The functionality to export and import student information allows a user to export all student records for a district, edit the records using Microsoft Excel (or a similar program), and upload the edited records.

- The Export Students function is limited to district-level exports (there is no school-level export). Users can export student data only for the district(s) and administrations to which they have access.

This process creates a .csv file. The file format and layout matches the file format/layout requirements that are used for the Upload Multiple Students process.

The Export Students process is available for the duration of an administration. Users can begin exporting student records as soon as they are available in WIDA AMS (after the Pre-ID data is loaded) and can continue the export process even after reporting has started.

- Importing students is performed by using the Upload Multiple Students function (under Student Management) and is available only during a state's Test Setup window. You can view your state's windows and dates on your state's WIDA web page.

**Note:** The Upload Multiple Students function is not available during data validation.

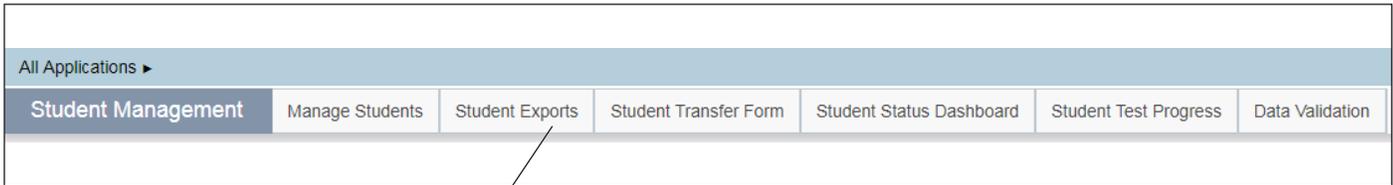
### Permissions Information

Access to the Export Students function is controlled by the Export Students permission. This permission is included in the permission set for the district. Since the export is at a district level rather than school level, there is no reason to assign this permission to school-level users.

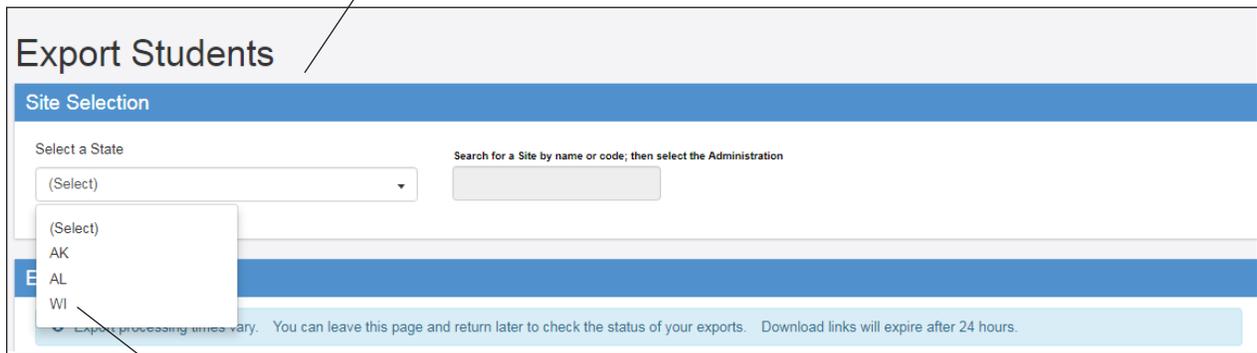
The Upload Multiple Students function (used to import students) is controlled by the Test Setup–Primary Window and Students–Upload Students permissions. These permissions are included in the permissions sets for both district users and school users.

## Exporting Student Records

This topic describes the process of exporting student records from WIDA AMS.



1. To access the Export Students function, from the All Applications menu bar click **Student Management**, from the Student Management menu click **Student Exports**, and then select the **Export Students** tab.



2. Use the Site Selection page to search for the site you want to export (you must have access to the site). Select a state from the Select a State drop-down menu.



3. In the **Search for a Site by name or code** field, type an entry to search by district name or code. This filters to district-level sites. Type in any part of the district (site) name or code.

## Exporting Student Records (cont.)

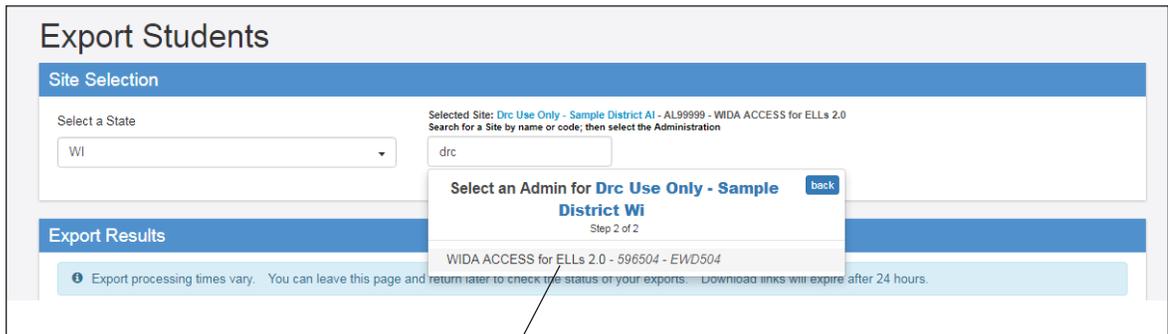
The screenshot shows a 'Site Selection' interface. On the left, there is a 'Select a State' dropdown menu with 'WI' selected. Below it is a 'Selected Sites' section with an 'Export' button. On the right, there is a search box containing 'drj'. A dialog box titled 'Select an Admin for Drc Use Only - Sample District Wi' is open, showing 'District Wi' as the selected site and 'WIDA ACCESS for ELLs 2.0 - 595704 - EWD704' as the selected administration. A 'back' button is visible in the dialog box.

**4.** After you have selected a site, select an administration. The administration options from which you can select are displayed in the Select an Admin dialog box (see the table below).

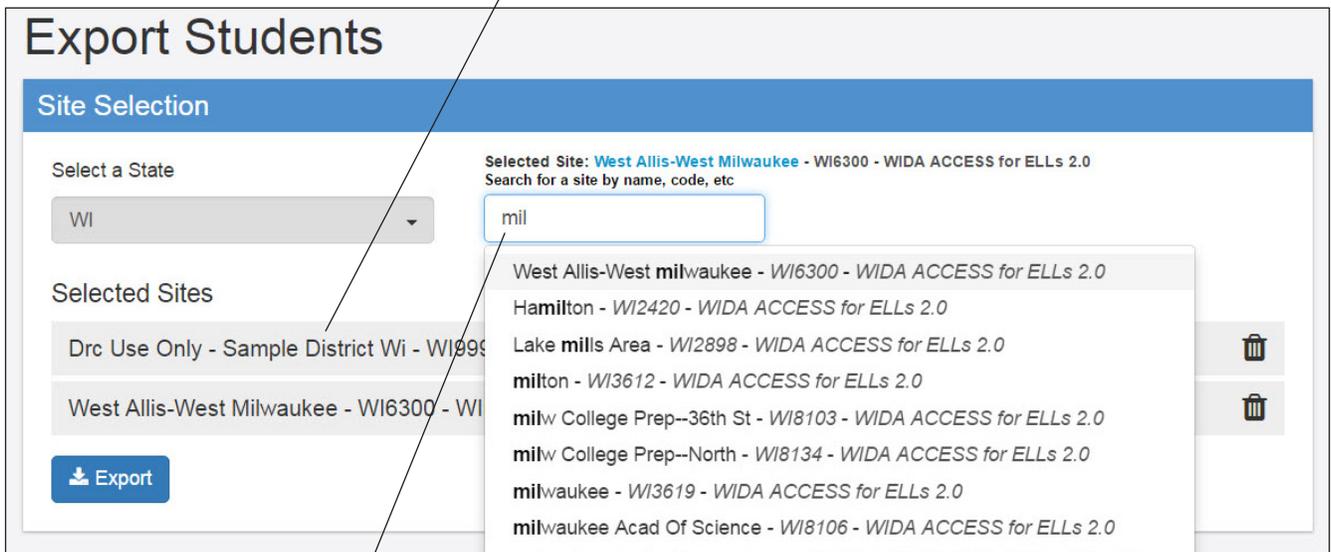
The following table indicates which option to select for each administration.

Administration	Option to Select
2018-2019	WIDA ACCESS for ELLs 2.0 - 596704 - EWD704
Screener	WIDA Screener Assessment - 596408 - EWD408
2017-2018	WIDA ACCESS for ELLs 2.0 - 596604 - EWD604
2016-2017	WIDA ACCESS for ELLs 2.0 - 596504 - EWD504

### Exporting Student Records (cont.)



5. Click a district name/administration to select the site to export. When you click the district name/administration, the site appears in the Selected Sites field.



6. You can enter more names or codes to select additional sites or administrations. After you enter three characters or numbers, a list of matching sites with the corresponding administration appears.

## Exporting Student Records (cont.)

You can process a maximum of five export requests at a time. A warning message appears when you have selected the maximum number of exports.

7. If you select the wrong site or administration, you can delete a selection by clicking the **Trash** icon (🗑️) to the right.

### Site Selection

Select a State: WI

Selected Site: **Madison Metropolitan** - WI3269 - WIDA ACCESS for ELLs 2.0  
Search for a site by name, code, etc: mad

**⚠️ A maximum of 5 exports can be processed concurrently. Please wait until the existing exports are completed before submitting new export requests.**

#### Selected Sites

Turtle Lake - WI5810 - WIDA ACCESS for ELLs 2.0	🗑️
Sturgeon Bay - WI5642 - WIDA ACCESS for ELLs 2.0	🗑️
Milwaukee Acad Of Science - WI8106 - WIDA ACCESS for ELLs 2.0	🗑️
Milwaukee Scholars Charter Sch - WI8129 - WIDA ACCESS for ELLs 2.0	🗑️
Madison Metropolitan - WI3269 - WIDA ACCESS for ELLs 2.0	🗑️

**📄 Export**

8. After you have made and checked your selections, click **Export**.

## Exporting Student Records (cont.)

Export Results		
<p><b>i</b> Export processing times vary. You can leave this page and return later to check the status of your exports. Download links will expire after 24 hours.</p>		
Description	Download Link	Date ▾
Turtle Lake - WI5810 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Sturgeon Bay - WI5642 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Milwaukee Acad Of Science - WI8106 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:29 PM
Milwaukee Scholars Charter Sch - WI8129 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Madison Metropolitan - WI3269 - WIDA ACCESS for ELLs 2.0	Processing...	Mar 13, 2017 2:47:29 PM

**9.** The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status **Processing...** appears in the Download Link column, indicating that file creation is in process.

**Note:** Large files take a while to process, but you can navigate away from the page while the process runs and return later to access the download link(s).

Export Results		
<p><b>i</b> Export processing times vary. You can leave this page and return later to check the status of your exports. Download links will expire after 24 hours.</p>		
Description	Download Link	Date ▾
Turtle Lake - WI5810 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Sturgeon Bay - WI5642 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Milwaukee Acad Of Science - WI8106 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:29 PM
Milwaukee Scholars Charter Sch - WI8129 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:28 PM
Madison Metropolitan - WI3269 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 2:47:29 PM
Drc Use Only - Sample District Wi - WI99999 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 1:41:13 PM
West Allis-West Milwaukee - WI6300 - WIDA ACCESS for ELLs 2.0	<a href="#">Download Link</a>	Mar 13, 2017 1:41:12 PM

**10.** Once a file is available for download, a link to download the file appears in the Download Link column. The file is created in .csv format, the required format for the Upload Multiple Students process. The Export Students layout matches the required layout for Upload Multiple Students.

**Note:** Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer available in the grid, and you must request another site export to restart the process. To keep files permanently, save them on your network or local drive.

## ■ Upload Multiple Students (Import Students)

### Matching Student Records

### Changing Districts and/or Schools before Testing

The Upload Multiple Students process is described in “Uploading Multiple Students to WIDA AMS” on page 77.

**Note:** The Upload Multiple Students functionality is available only during your state’s Test Setup window. You can view your state’s windows and dates on your state’s WIDA web page.

When a multiple-student file is uploaded, the student records in the file are compared to WIDA AMS records. The records are matched using district code, school code, state student ID, grade, and the first six characters of the student’s first and last name.

- If the records match, all other data in the upload file (including changes) is applied to the student who is already in WIDA AMS.
- If some fields do not match, a new student record is created in WIDA AMS using the data supplied in the multiple-student file.

Because of these record-matching considerations, the State Student ID, Grade, First Name, and Last Name fields should not be changed using the Upload Multiple Students process.

To change these fields, change them manually in WIDA AMS (see “Editing a Student’s Demographics” on page 72). Then, you can use the multiple-student file to make changes to the other fields.

You can use the Upload Multiple Students process to change a student’s district and/or school *before the start of testing*. The upload process (with the student’s new district and/or school) adds the student to the new district and/or school but does not remove the student from the prior district and/or school.

The student should not be tested at the old school, and you can remove the student from his or her test sessions to prevent the student from showing up on the roster and test tickets.

---

**!** **Important:** Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools *during or after testing*, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 90).

---

■ **Student  
Transfer Form**

This section describes how to use the Student Transfer form to transfer students between districts.

**Note:** For school-to-school transfers, see “Transferring Students between Schools” on page 122.

The Student Transfer Form applies to the following **district-to-district** transfers only.

- *A student who has completed one or more domains transfers from an online-testing district to another online-testing district.*

DRC will transfer the student record. The receiving district must put the student into test sessions.

- *A student who has completed one or more domains transfers from an online-testing district to a paper-testing district.*

- If the student completed only one domain online, the student must take the entire test on paper, including the domain already completed online. DRC will remove the completed online record.

- If the student completed two or more domains online, the student must take only the remaining domains on paper. DRC will transfer the completed online record, and the receiving district must run the Tier Placement Report.

- *A student who has completed one or more domains transfers from a paper-testing district to another paper-testing district.*

- Depending on state policy, the student’s test booklet may be securely transferred to the new district with the correct District/School label applied to the booklet. The Student Transfer Form does NOT need to be submitted.

- Optionally, the first booklet may be returned by the sending site and the student may test the remaining domains at the new site on a new booklet. In this case, the Student Transfer Form must be submitted. DRC will transfer the student record.

- Note that the receiving school should not test the student again in any test domain previously administered.

.....  
**ⓘ Important:** The Student Transfer Form is NOT applicable for paper to online. Either the student booklet must be securely transferred to the new site so the student can finish testing or the student must take the entire assessment online, including the domains already completed on paper.  
.....

## ■ Student Transfer Form (cont.)

Using the Student Transfer Form, District Test Coordinators can display, fill out, and submit the request for student transfer. This form is a request to transfer a student record between districts within a state. After the form is successfully submitted, DRC Customer Service completes the transfer within 48 hours.

---

### ! Important:

- The information in this section applies to ACCESS for ELLs 2.0 only.
  - This form may be completed by either the sending or receiving district and school. To submit a transfer request, all of the required fields must be filled in (indicated by a red asterisk [\*]) for BOTH the sending and receiving district and school.
  - This form is not for school-to-school transfers. To transfer those records, see “Transferring Students between Schools” on page 122.
  - You do not need to submit your name or email address, WIDA AMS automatically captures this information from your WIDA AMS login.
  - The Student Transfer Form can be used only after the student has completed testing one or more domains. For online testing, students who leave your district can be removed from test sessions so they do not appear on the roster or test tickets; no further action is necessary. New students must be added using Student Management and placed in an online test session.
  - The Student Transfer Form may be submitted only during your state’s testing window. Forms submitted after the testing window closes will not be acted upon.
  - For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student’s tier.
  - Testing records must follow the student to the new district to ensure that the testing record is complete and to prevent re-testing. The testing record is reported to where the student last tested to ensure that the reports go to the correct district and school.
-

## Using the Student Transfer Form



1. To request to transfer a student between districts within a state, open the WIDA AMS All Applications menu bar, select **Student Management**, click **Student Transfer Form** from the Student Management menu to display the Student Transfer Form, and select the **Entry Form** tab.

**Note:** The Student Transfer Form is permissions-based and is usually included as part of the state's District Test Coordinator Permission Set. If you do not have the correct permissions, you will not see the option. **The Student Transfer form Paper Test Book Tier field is informational only—it is the district's responsibility to order the material.** DRC Customer Service notifies the receiving district of the paper test booklet tier that needs to be ordered.

### Student Transfer Form

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

Requests | Entry Form

[Instructions](#)

\* Indicates required fields

Administration (Select) ▾\*

<b>Student Moved FROM (Sending Site):</b>		<b>Student Moved TO (Receiving Site):</b>	
District ▾	School ▾	District ▾	School ▾
Completed Domains *	Testing Mode (Select) ▾*	Remaining Domains *	Testing Mode (Select) ▾*
<input type="checkbox"/> Listening		<input type="checkbox"/> Listening	
<input type="checkbox"/> Reading		<input type="checkbox"/> Reading	
<input type="checkbox"/> Speaking		<input type="checkbox"/> Speaking	
<input type="checkbox"/> Writing		<input type="checkbox"/> Writing	
	Paper Test Book Tier (if applicable) ▾		
Last Name ▾*	Tier A	Date of Birth ▾*	
	Tier B		
	Tier C		
State Student ID ▾*	Grade ▾*		
Sender's Phone number ▾*			

Submit Request | Print | Clear

For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student's tier.

## Using the Student Transfer Form (cont.)

- 2.** Select or indicate the appropriate information using the Student Moved FROM (Sending Site) fields and menus.
- Administration (if you have access to more than one administration)
  - District
  - School
  - Completed Domains
  - Testing Mode (Online or Paper)
  - Paper Test Book Tier (if applicable)

**Student Transfer Form**

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

Requests | Entry Form

**Instructions**

\* Indicates required fields

Administration (Select) \*

<b>Student Moved FROM (Sending Site):</b>		<b>Student Moved TO (Receiving Site):</b>	
District	School	District	School
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Completed Domains *	Testing Mode	Remaining Domains *	Testing Mode
<input type="checkbox"/> Listening	(Select) *	<input type="checkbox"/> Listening	(Select) *
<input type="checkbox"/> Reading	Paper Test Book Tier (if applicable)	<input type="checkbox"/> Reading	
<input type="checkbox"/> Speaking	<input type="text"/>	<input type="checkbox"/> Speaking	
<input type="checkbox"/> Writing		<input type="checkbox"/> Writing	

Last Name \*    First Name \*    Date of Birth \*

State Student ID \*    Grade \*

Sender's Phone number \*

- 3.** Select the district, school, and testing mode, and indicate the domains that still need to be completed (Remaining Domains) for the Student Moved TO (Receiving Site) fields.

- 4.** Complete the Last Name, First Name, Date of Birth, State Student ID, Grade and Sender's Phone Number fields for the student.

- 5.** Click **Submit Request** to submit the form. The following message appears: **Your Student Transfer Request has been successfully submitted. Please allow 48 hours for the transfer to take place.**
- You receive an email notification when the transfer is complete.
- You can click **Print** to print a copy of the submitted request. You can click **Clear** to clear your selections from the form.

■ **Student  
Status  
Dashboard**

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

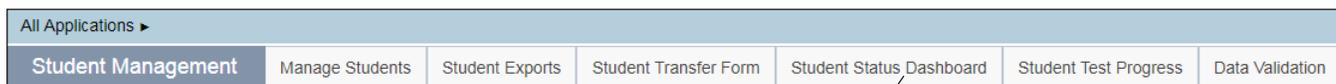
The Student Status Dashboard (or simply Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area and assessment (or any combination of these). The Dashboard data is displayed in real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

**Note:** You must have the **Test Setup–View Student Status** permission in WIDA AMS to use the Dashboard.

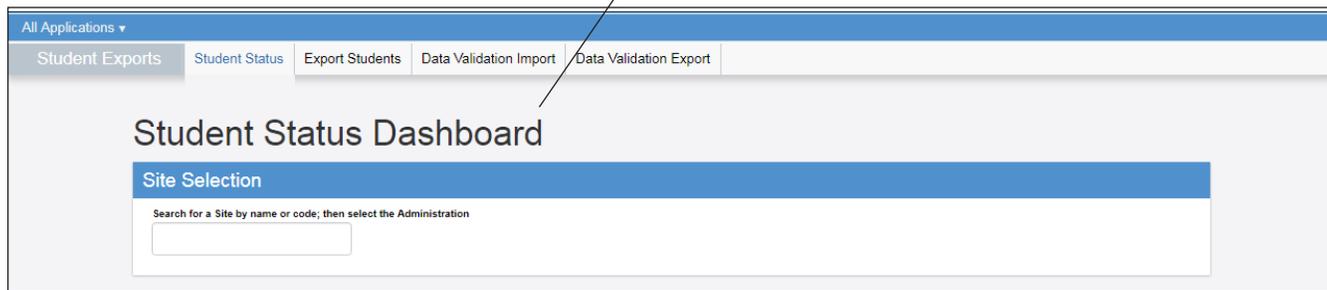
# Student Management Menu

## Accessing the Dashboard

You access the Dashboard from the Student Management menu in the WIDA AMS All Applications menu bar.



From the All Applications menu bar, click **Student Management**, and from the Student Management menu click **Student Status Dashboard** to display the Dashboard.



## Selecting a Site (School) in the Dashboard

Use the **Site Selection** search box to search for a site (school) and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. After you select a school, you can select an associated administration from the list that appears.

**1.** Enter all or part of a school name or code in the Site Selection search box. In the list of matches, direct text matches are displayed in **bold**. Select a school.

**Student Status Dashboard**

**Site Selection**

Selected Site: **Ms Access - Sample School - 11111** - WIDA ACCESS for ELLs 2.0  
Search for a Site by name or code; then select the Administration

ms a|

**Select a Site**  
Step 1 of 2

- Rainbow Dreams academy - 067 - Parent: Clark County - NV02
- Rainbow Dreams academy Secondary - 367 - Parent: Clark County - NV02
- School Of Dreams academy Charter - 001 - Parent: State Charters - School Of Dreams - NM505
- Williams academy - 06B - Parent: Williams Academy - NC00006B
- Williams avenue Elementary School - 0030 - Parent: Fort Payne City - AL143
- ms access - Sample School - 11111** - Parent: Ms Access - Sample District - MS11111

of 13 total

If there are no results for the selected school, a message is displayed.

**Student Search Results**

No status results were found for the selected site

**2.** For the selected school, select an administration from the list that appears to display the testing results in the Dashboard.

**Student Status Dashboard**

**Site Selection**

Selected Site: **Drc Use Only - Insight Sample School - 99996** - Alaska Spring 2017  
Search for a Site by name or code; then select the Administration

sample

**Select an Admin for Drc Use Only - Insight Sample School**  
Step 2 of 2

Alaska Spring 2017 - 565747 - EAK747

Not Started Completed In Progress

**Student Status Dashboard**

**Site Selection**

Selected Site: **Ms Access - Sample School - 11111** - WIDA ACCESS for ELLs 2.0  
Search for a Site by name or code; then select the Administration

ms a

**Status**

Not Started In Progress Completed

of 13 total

**Grade**

Grade	Not Started	In Progress	Completed
08	1.0	0.0	2.0
03	2.0	1.0	0.0
04	0.0	2.0	0.0
05	3.0	1.0	0.0

The selected school and administration appear at the top of the page.

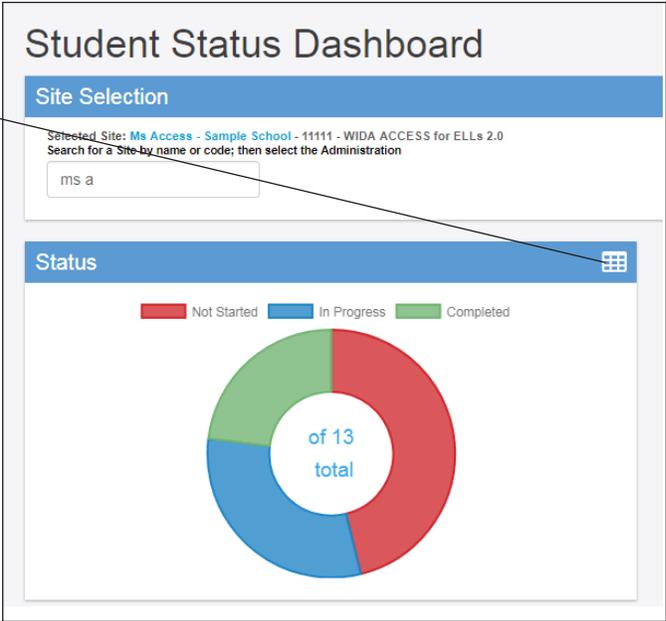
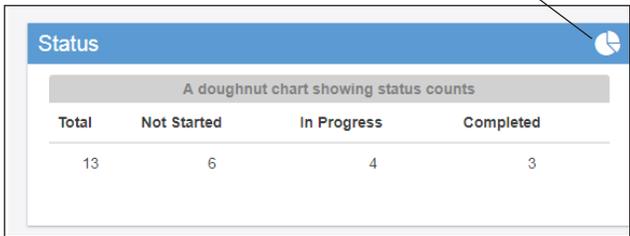
# Student Management Menu

## Using the Dashboard

By default, the Dashboard displays graphs for the following: status, grade, content area, and assessment. A grid of students appears below the graphs.

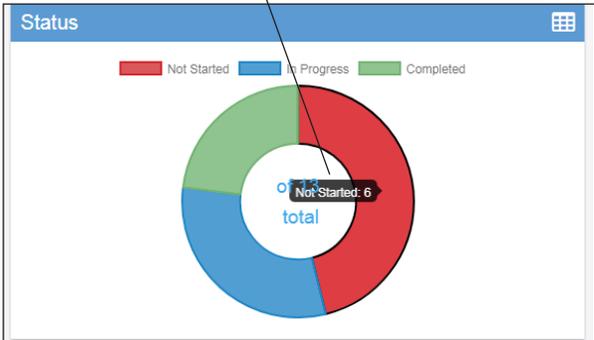
As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.

Use the graph (📊) and table (📄) icons to toggle the display format from graph (donut chart) to table.



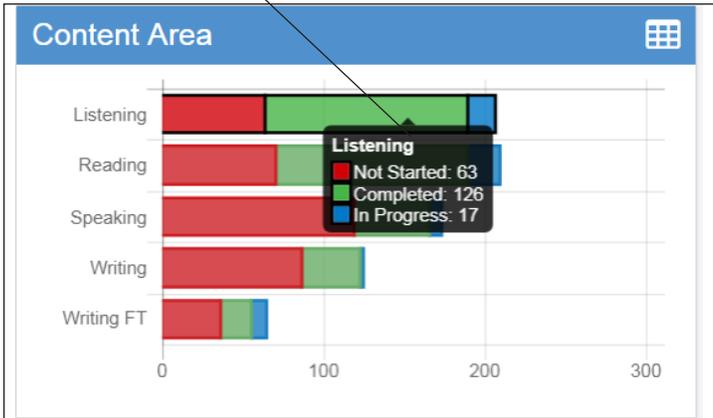
For the **Status** graph, hover the cursor over a portion of the graph to display the number of students in that portion.

As shown in the example below, to display the number of students who have not started testing, hover the cursor over the Not Started (red) portion of the graph.



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 the Listening part of the graph, and the testing status for Listening is shown.



## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school is displayed. You can sort the student grid by column heads and export the grid to a spreadsheet (comma-separated value, or .csv) file.

Click a column head to sort the grid by that column's data. An arrow appears 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. See the examples below.

**Grade** (numeric)

You can sort the column to ascend from grade 1 to grade 12, or vice versa.

**Last Name** (alphabetical)

You can sort the column to ascend from the last name *Alpha* to the last name *Zeta*, or vice versa.

**Status** (by status)

You can sort the column to group together all equal statuses: *Not Started*, *In Progress*, or *Completed*.

Click **Export to CSV** to export the Student Search Results grid to a spreadsheet file.

In this example, **Last Name** is the selected sort criteria.

Student Search Results

[Export to CSV](#)

Note: Times are displayed in Central Time

Last Name ▲	First Name ▲	Grade ▲	Content Area ▲	Module	Assessment	Status	Start Time	End Time	Duration
Adams	Daffy	08	Listening	Listening	Listening Gr 6-8	Completed	01/24/2017 07:46 AM	01/31/2017 04:47 PM	177 Hours 0 Minutes
Adams	Daffy	08	Reading	Reading	Reading Gr 6-8	Completed	02/01/2017 10:47 AM	02/01/2017 11:05 AM	0 Hours 18 Minutes
Adams	Daffy	08	Speaking	Speaking	Speaking Gr 6-8	Not Started			
Adams	Daffy	08	Writing	Writing	Writing Gr 6-8	Completed	02/01/2017 11:11 AM	02/01/2017 11:20 AM	0 Hours 9 Minutes
Anderson	Tanner	03	Listening	Listening	Listening Gr 2-3	Not Started			
Anderson	Tanner	03	Reading	Reading	Reading Gr 2-3	In Progress	08/02/2017 01:13 PM		
Anderson	Tanner	03	Speaking	Speaking	Speaking Gr 2-3	Not Started			
anderson	test	05	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 05:11 PM		
anderson	test	05	Reading	Reading	Reading Gr 4-5	Not Started			
anderson	test	05	Speaking	Speaking	Speaking Gr 4-5	Not Started			
anderson	test	05	Writing	Writing	Writing Gr 4-5	Not Started			
Line	V	04	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 06:00 PM		
Spot	H	04	Listening	Listening	Listening Gr 4-5	In Progress	07/20/2017 12:54 AM		

Showing 13 of 13 students

As you scroll down, more student data is displayed (if applicable). A message indicates the number of students shown out of the total number of students.

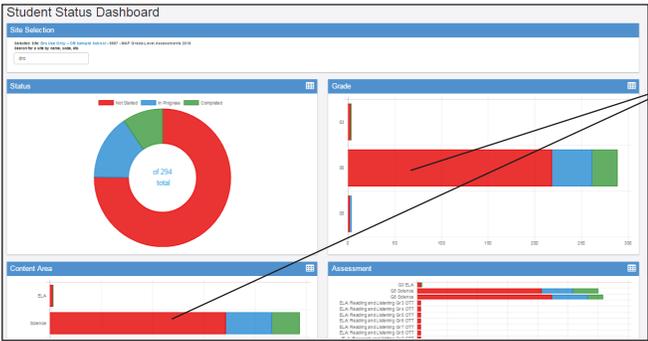
**Note:** The student data displayed also varies based on the filters applied to the dashboard.

## Filtering the Dashboard

The process of creating Dashboard filters is dynamic: When you click a specific graph area, the Dashboard automatically creates a filter and updates the Dashboard data based on the filter. For example, if you click the *Grade 6* area of the **Grade** graph and then click the *Reading* area of the **Content Area** graph, the Dashboard filters and displays the data for Grade 6 Reading (see below).

Any current filters are displayed at the top of the Dashboard. You can click the **X** to the right of the filter to remove the filter. Each time you add or remove a filter, the Dashboard updates based on the active filters.

**Note:** Filtering the dashboard may also affect the data displayed in the Student Search Results grid.



1. Click the **Grade 6** area of the **Grade** graph and then click the **Reading** area of the **Content Area** graph.

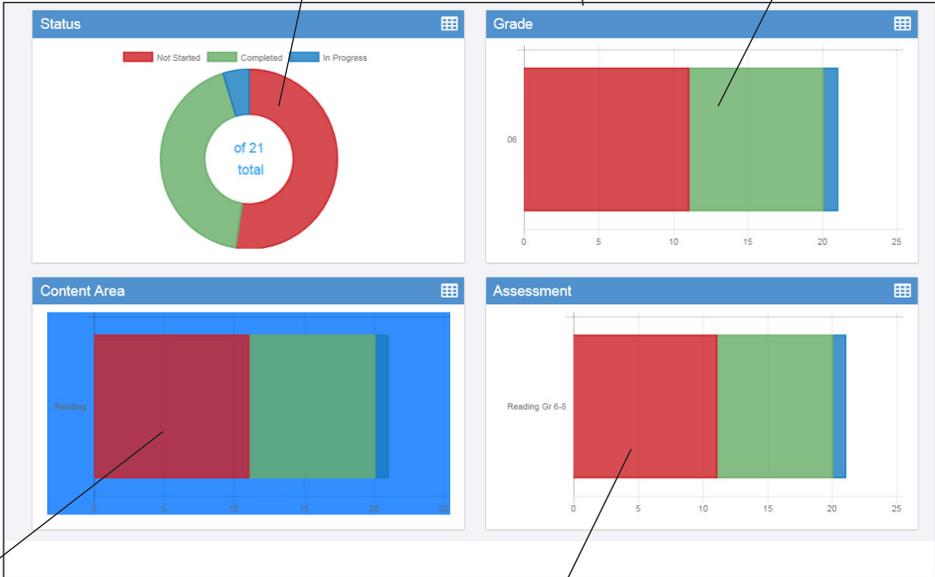
2. The Dashboard display updates based on the filters, which appear in the Filters section of the Dashboard.



You can click an **X** to close a filter. If all filters are closed, the Dashboard returns to the default display (all statuses are displayed in all graphs).

The **Status** graph is not filtered in this example—all three statuses appear in the other graphs. You can click a status to filter all graphs with that status.

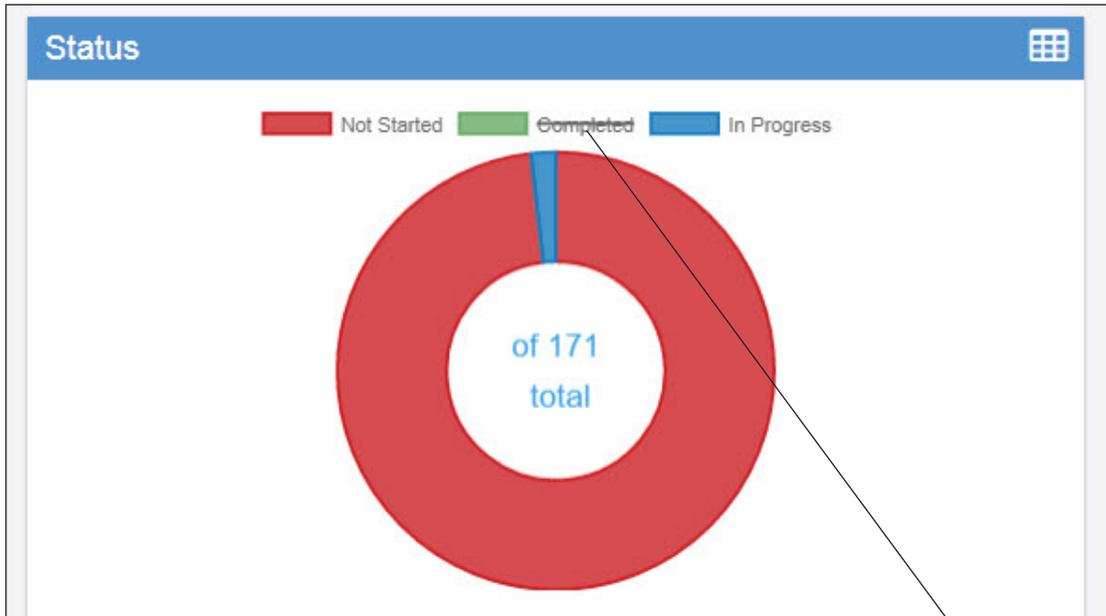
The **Grade** graph displays Grade 6 only.



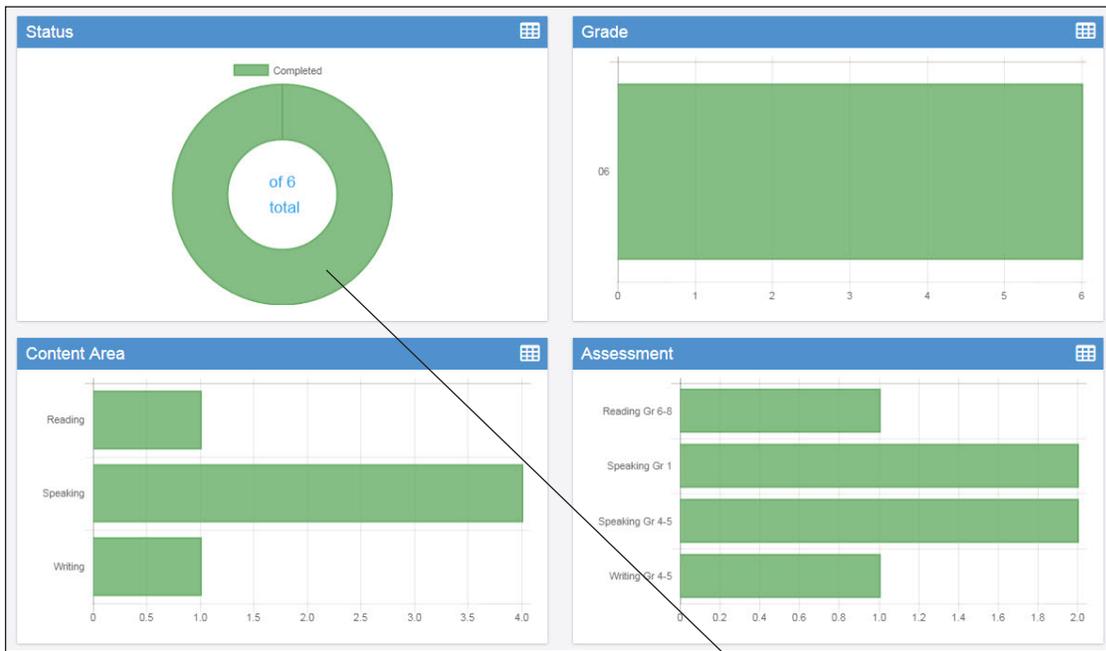
The **Content Area** graph displays Reading only.

The **Assessment** graph displays Reading Grades 6–8.

**Filtering the Dashboard (cont.)**



**3.** In the Status graph, click a category displayed *above the graph* to temporarily remove the category—**Not Started**, **Completed**, or **In Progress** (or any combination of these)—from the chart. Click again to restore a category to the graph.



**4.** Click a category *within* the Status graph to filter the dashboard display based on the category.  
**Note:** Filtering the dashboard may also affect the data displayed in the Student Search Results grid.

# Test Management Menu

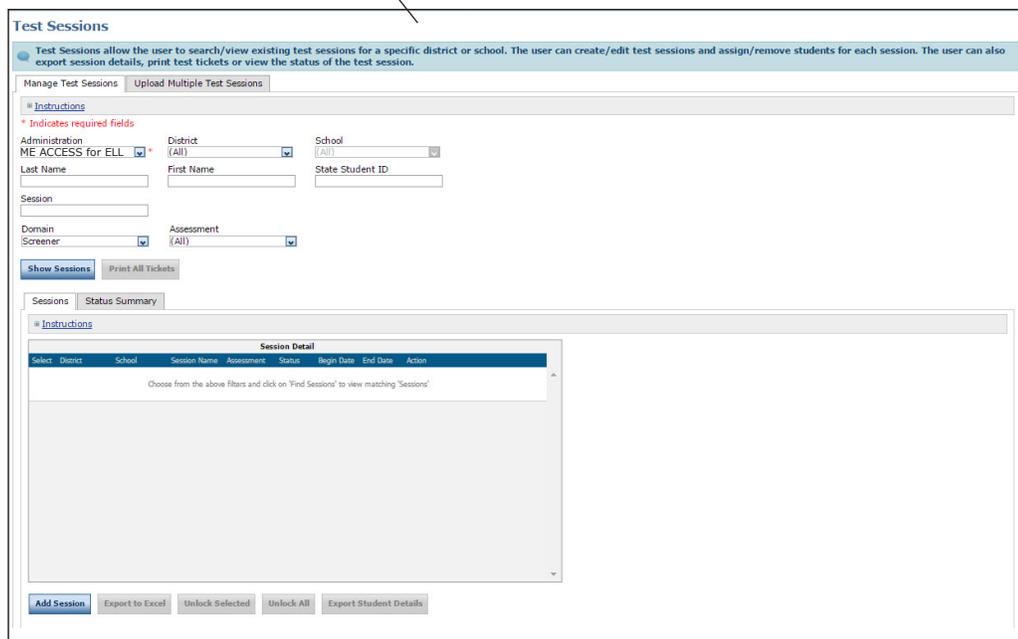


## Introduction

From the Test Management menu, WIDA AMS users can view and edit online test sessions for a district or school. Both Test Coordinators and Technology Coordinators will use Test Management.



From the WIDA AMS All Applications menu bar, click **Test Management** and then **Manage Test Sessions** from the Test Management menu to display the Test Sessions page. From this page, you can view and work with online test sessions for a specific district or school.



## The Test Sessions Option

A test session is a grouping of students who will take the same assessment together. For example, a classroom of students at the same grade level is a test session. Students for whom Pre-ID data was submitted or who were added to WIDA AMS via the Upload Multiple Student process, will automatically be placed into generic test sessions based on grade cluster and domain for ACCESS for ELLs 2.0 Online or grade cluster for WIDA Screener Online.

From the Test Sessions page, you can view all of the online test sessions for a specific district or school. The page displays the status of the test session—Not Started, In Progress, or Completed.

### Status

### Description

#### **Not Started**

The test session has not started—no student in the session has started the test.

#### **In Progress**

One or more students in the session have started the test, but not all students have finished the test.

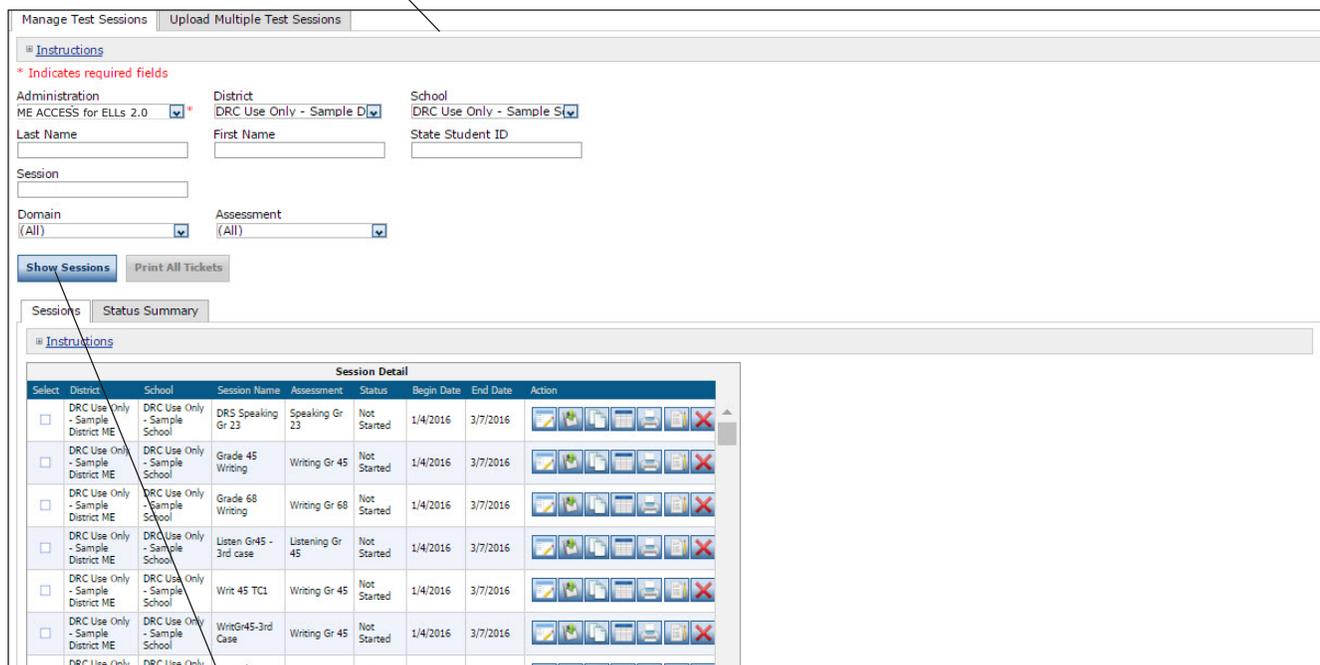
#### **Completed**

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.

**ⓘ Important:** Verify that you are using the correct administration—ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener Online.



**1.** To view the status of one or more test sessions, click **Test Management** and then **Manage Test Sessions** to display the Test Sessions page.



**2.** Enter your search criteria and click **Show Sessions**. The Session Detail window appears.

## ■ Adding a Test Session

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

**! Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 102 for a description of how to view test sessions for a specific district or school). DRC will create generic test sessions by using state-submitted Pre-ID data and for any students added to WIDA AMS via the Upload Multiple Student process (see “Uploading Multiple Students to the WIDA AMS” on page 77). These sessions can be edited (see “Viewing and Editing a Test Session” on page 107).

- For ACCESS for ELLs 2.0 Online, a student must be placed into a test session for each domain. The exception is grades 1–3. Students in these grades do not need to be placed in a Writing test session because they take the Writing test on paper.
- For the WIDA Screener Online administration, all domains are administered via a single login and test ticket. Therefore, you need to set up only a single test session (contains all four domains) instead of four test sessions (one per domain).
- You do not need to assign a tier for your student’s Speaking and Writing test session. The student’s tier placement is determined by the student’s performance on the Listening and Reading domains. When the student logs in to the Speaking or Writing test, the correct tier will automatically be administered.

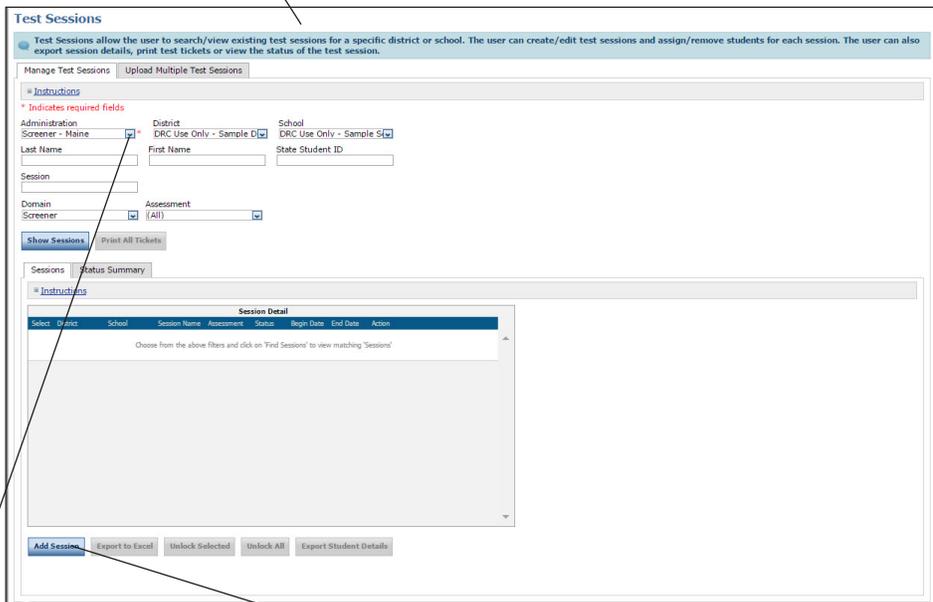
**Note:** Students in grades 4–12 who will handwrite their Writing responses must be placed into a handwriting response (HW) session (see “Viewing and Editing a Test Session” on page 107).

# Test Management Menu

## Adding a Test Session (cont.)



**1.** To add a test session, click **Test Management** and then **Manage Test Sessions**.



**2.** When the Test Sessions page appears, select the correct administration (ACCESS for ELLs 2.0 [for the correct year] or WIDA Screener Online). Then select a district and school (these fields are required to add a test session).

**3.** Scroll to the bottom of the Test Sessions page and click **Add Session**.

**Adding a Test Session (cont.)**

4. The Add Test Session window appears. Enter the required information (indicated by an asterisk [\*] next to the field). The session name should be descriptive. For example, you might name the session by teacher name and classroom period.  
**Note:** The Mode, Begin Date, and End Date fields are greyed out because you cannot edit these fields.
5. Enter any other student search criteria and click **Find Students**.
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 who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) 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 or add to or remove from the test session.
8. 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 (see “Adding a New Student to a Test Session” on page 106).

## Adding a New Student to a Test Session

After you have added a test session, you can add new students to it—each student is added automatically to the session when you click **Save** or **Save & Add Another**.

**! Important:** You do not need to place students who will take the paper-based assessment into test sessions—test sessions are for online testing only. Also, it is not necessary to remove paper students from test sessions. Students with a status of Not Started for online testing will not carry forward with online results into reporting.

1. To add one or more new students, click **New Student**. The Add Student window appears.
2. Enter the student's information into the fields on the Student Detail and Accommodations tabs.
3. 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. The student you added is automatically placed in the Students in Session list.

**Note:** You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

## Viewing and Editing a Test Session

You can view existing test sessions to see which students are enrolled in them. You also can edit the sessions to add or remove students.

- To move a student to a different session, you should remove the student from his or her current session and then add him or her to the new session.
- To add a student to a different session in a different grade, remove the student from his or her current session, change his or her grade (see “Editing a Student’s Information” on page 69), and then add him or her to the new session.

**! Important:** For WIDA Screener Online administration, students in the first semester of the lowest grade in a cluster may test one grade cluster below their grade. For example, a fourth-grade student in the first semester may test in the 2–3 grade cluster. For WIDA Screener Online administration, you do not need to change the student’s grade to place him or her in the new test session one grade cluster lower than his or her grade.

Students who will handwrite their Writing response instead of using a keyboard must be placed into a Handwriting Response (HW) assessment.

**Note:** This applies to ACCESS for ELLs 2.0 Online only—there are no handwriting test sessions for WIDA Screener Online.

The screenshot displays the 'Test Sessions' management interface. At the top, there are tabs for 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. Below this is a search form with fields for Administration, District, School, Last Name, First Name, and State Student ID. A callout box labeled 'Writing Gr 68 HW' points to the 'Assessment' column of a session in the table below. The table has columns for Select, District, School, Session Name, Assessment, Status, Begin Date, and End Date. The highlighted session is 'Writing 678 HW' with Assessment 'Writing Gr 68 HW' and Status 'Not Started'. At the bottom of the table, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

To view or edit a test session, do the following:

1. Click **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.
3. When the test sessions appear, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for the session.

## Viewing and Editing a Test Session (cont.)

**Testing Window:** 09/14/2017 - 05/31/2018

**Eligible Grades:** 04, 05

**Instructions**

\* Indicates required fields

Session Name: Generic Grade 4 \*  
Domain: Writing \*  
Assessment: Writing Gr 4-5 \*  
Mode: Online \*  
Begin Date: 12/1/2017  
End Date: 6/29/2018

Search for Available Students

Student Last Name:   
Student First Name:   
State Student ID:   
Grade: (All)

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

Available Students:

Students in Session: Student, Sample (123456789)

Double-click to edit Student

**Save** **Cancel**

**4.** On the Edit Test Session window, click **Find Students**.

**5.** Double-click on a student's name to edit the student's information, or 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 add or remove.

**Note:** To select multiple students in sequence, hold down the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

**6.** Click **Save** to save your changes (or **Cancel** to cancel them).

**Note:** You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

**Viewing and Editing a Test Session (cont.)**

**Edit Test Session**

Testing Window: 09/14/2017 - 05/31/2018

Eligible Grades: 04, 05

[Instructions](#)

*\* Indicates required fields*

Session Name Generic Grade 4 *	Domain Writing *	Assessment Writing Gr 4-5 *
Mode Online *	Begin Date 12/1/2017	End Date 6/29/2018

Search for Available Students

Student Last Name	Student First Name	State Student ID	Grade (All)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Available Students:	Students in Session:
<div style="border: 1px solid #ccc; height: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 5px;">Student, Sample (123456789)</div> <div style="text-align: center;"> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="↔"/> <input type="button" value="↔"/> </div>
Double-click to edit Student	Double-click to edit Student

If your state chose keyboarding as the grade 4–12 online writing response mode but you have a student who needs to handwrite his or her Writing response, the student must be placed into an HW test session. This example demonstrates setting up an HW test session for Writing Gr 4–5, but the directions are applicable for all handwriting test sessions for grades 4–12.

**Note:** This applies to ACCESS for ELLs 2.0 Online only—there are no handwriting test sessions for WIDA Screener Online.

- 1.** To change a student’s test response mode, from the Test Management menu click **Manage Test Sessions**.
- 2.** On the Manage Test Sessions tab, search for the student that needs his or her response mode changed. Enter some student data and click **Show Sessions**. All of the sessions to which the student is assigned will display.
- 3.** Select the test session with the assessment name Writing Gr 4–5 (“Writing Gr 4–5” is the name of the keyboarding test session).
- 4.** Click the **View/Edit** icon () to display the Edit Test Session page.

## Viewing and Editing a Test Session (cont.)

5. Select the student from the Writing Gr 4-5 session, use the **Remove Selected** icon (◀) to remove him or her, and click **Save**.

**Edit Test Session**

Testing Window: 12/01/2017 - 06/29/2018

Eligible Grades: 04, 05

Instructions

\* Indicates required fields

Session Name: Generic Grade 4 \*    Domain: Writing \*    Assessment: Writing Gr 4-5 \*

Mode: Online \*    Begin Date: 12/1/2017    End Date: 6/29/2018

Search for Available Students

Student Last Name:    Student First Name:    State Student ID:    Grade: (All)

Find Students    New Student    Clear

Available Students:    Students in Session: Student, Sample (123456789)

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

Save    Cancel

6. Create a new test session (see “Adding a Test Session” on page 103) or open an existing test session by selecting an administration, district, and school from the Manage Test Sessions page and clicking **Show Session**.

**Note:** The assessment must be an HW assessment (see below).

7. Add the student to the session and click **Save**.

**Note:** When an HW student logs in to DRC INSIGHT, the student should see questions but be unable to enter text into a response space. If the student is able to enter text, the student is in a keyboarding test session. In that case, the student should log out and the Test Coordinator or Test Administrator should verify that the student is in an HW session in WIDA AMS and that an HW test ticket was printed and provided to the student.

**Add Test Session**

Testing Window: 12/01/2017 - 06/29/2018

Eligible Grades: 04, 05

Instructions

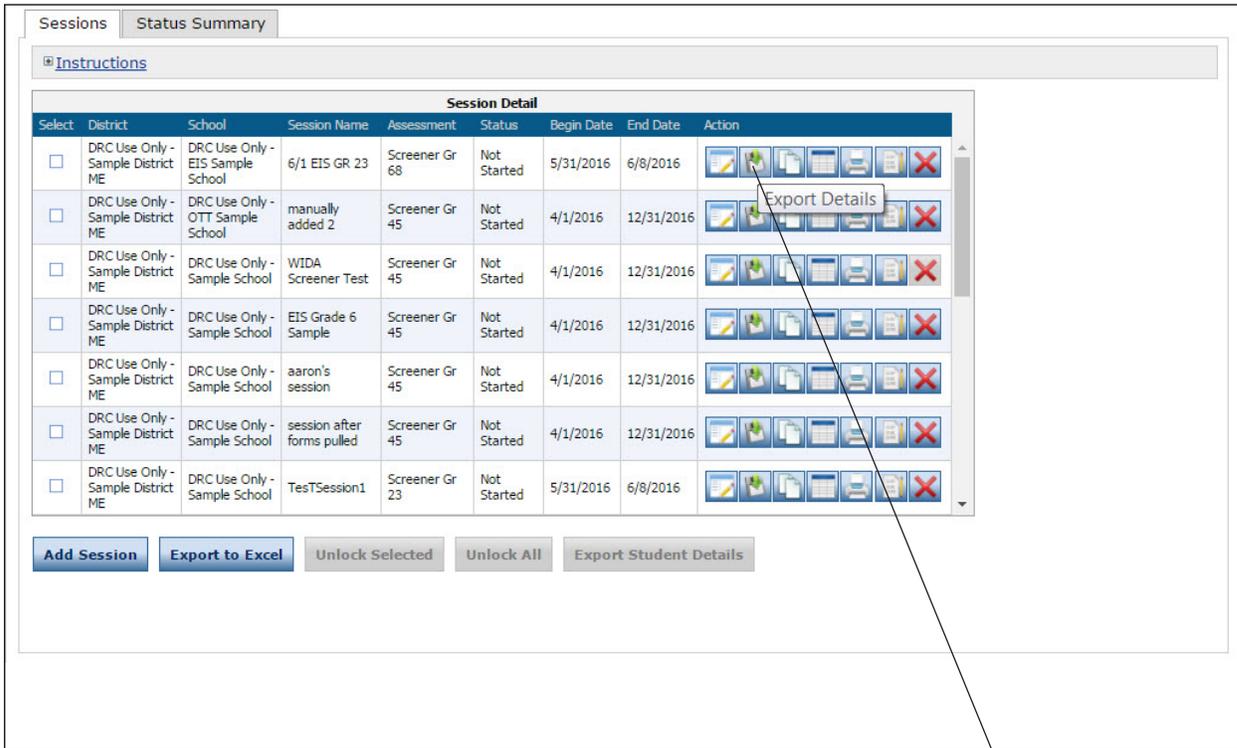
\* Indicates required fields

Session Name:    Domain: Writing \*    Assessment: Writing Gr 4-5 HW \*

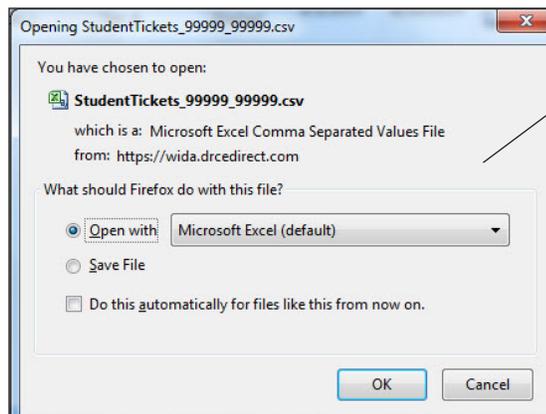
Mode: Online \*    Begin Date: 12/1/2017    End Date: 6/29/2018

## Exporting a Test Session

You can export the details of a test session as a comma-separated values (.csv) file to save, view, edit, or print in a Microsoft Excel spreadsheet. You might use this spreadsheet to record testing anomalies (for example, a student who became ill during testing and was unable to finish).



1. To export a test session, click **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.
3. Click the **Export Details** icon () in the Action column for the test session that you want to export. The test session details are exported to a .csv file that you can save, view, edit, or print as a spreadsheet file in Microsoft Excel.



## Copying a Test Session

You can use an existing test session as a template to create a new test session. For example, assume that you have set up the students in a second-grade class to take WIDA Screener Online Grades 2–3. Now, you must create test sessions for a third grade class. You can make copies of the second grade test session and edit them to create a WIDA Screener Online Grades 2–3 test session for the third grade class.

You can copy test sessions to simplify the process of creating test sessions for all four ACCESS for ELLs 2.0 domains. After you have created a test session for a domain (such as Reading), you can make copies of the test session to create sessions for the other domains.

The screenshot shows a web application interface for managing test sessions. At the top, there are tabs for 'Sessions' and 'Status Summary'. Below the tabs is a section titled 'Instructions'. The main area is a table titled 'Session Detail' with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table contains several rows of test sessions. The first row is selected, and a line points from the 'Copy Session' icon in its 'Action' column to a text box below. Below the table, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TCL	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	xyz 12/3 reading gr 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	

1. To copy a test session, click **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions** to display the Testing Status window.
3. Click the **Copy Session** icon () in the Action column for the test session that you want to copy.

*Copying a Test Session (cont.)*

**Add Test Session**

Testing Window: 12/01/2017 - 06/29/2018

Eligible Grades: 04, 05

[Instructions](#)

*\* Indicates required fields*

Session Name <input type="text"/> *	Domain <input type="text" value="Writing"/> *	Assessment <input type="text" value="Writing Gr 4-5 HW"/> *
Mode <input type="text" value="Online"/> *	Begin Date <input type="text" value="12/1/2017"/>	End Date <input type="text" value="6/29/2018"/>

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	State Student ID <input type="text"/>	Grade <input type="text" value="(All)"/>
--	---	---------------------------------------	--

Available Students:	Students in Session:
<div style="border: 1px solid gray; height: 100px;"></div>	<div style="border: 1px solid gray; height: 100px;"></div>
Double-click to edit Student	Double-click to edit Student

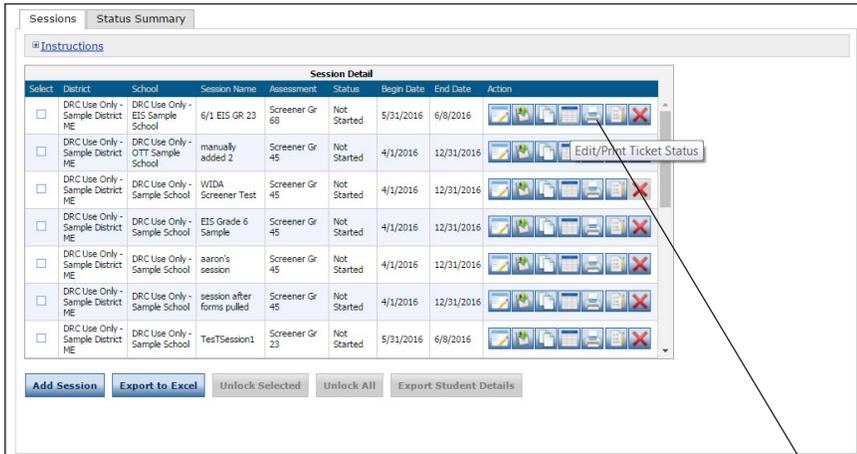
The Add Test Session window appears.

- 4.** Enter a name for the session in the Session Name field.
- 5.** Edit the required information to match your new session, and add or remove students if necessary.
- 6.** Click **Save** to save your results, **Save & Add Another** to save your results and add another test session, or **Cancel** to cancel the process without saving your changes.

## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can either print all the tickets for all the students in a session or select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

**Note:** Test Coordinators and/or Test Administrators perform this task.



**1.** To print test tickets for the students in a test session, click **Manage Test Sessions** from the Test Management menu and enter your search criteria.

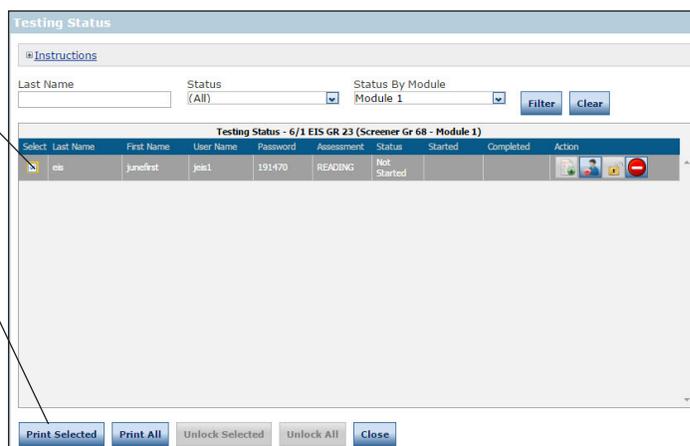
**2.** Click **Show Sessions**.

- To print all of the tickets for the test session, click the **Print All Tickets** icon (  ) in the Action column for the test session for which you want to print tickets. A PDF version of the Student Test Session Ticket appears that you can view, save, and print.

**Note:** If a PDF file does not appear, disable your browser's pop-up blocker.

- 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 names in the Select column and click **Print Selected**.

**Note:** Test tickets print four to a page.



## Deleting a Test Session

You can delete a test session unless any student in the session has either started or completed the test.

The screenshot shows a web interface with a 'Sessions' tab and a 'Status Summary' sub-tab. Below this is an 'Instructions' section and a 'Session Detail' table. The table has columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The first row is selected, and its 'Action' column contains a red 'X' icon. Below the table are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TC1	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons] X
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	xyz 12/3 reading gr 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	[Icons] X

1. To delete a test session, from the Test Management menu, click **Manage Test Sessions**, enter your search criteria, and click **Show Sessions**.
2. Click the **Delete** icon (X) in the Action column for the test session you want to remove. The Confirm Delete dialog box appears.
3. Click **Delete** to delete the test session (or **Cancel** to cancel the process).

The dialog box is titled 'Confirm Delete'. It features a question mark icon and the text: 'You are choosing to delete session 'DRS Speaking Gr 23'. Are you sure?'. At the bottom, there are two buttons: 'Delete' and 'Cancel'.

## Using the Tier Placement Report

### ! Important:

- You must run the Tier Placement Report after students finish the Reading and Listening domains.
- This applies to ACCESS for ELLs 2.0 Online only.

The Tier Placement Report is necessary to do the following tasks:

- Determine the correct tier of the Writing test booklet to be administered to online testers in grades 1–3.
- Determine the correct tier of the Writing response booklet to be provided to online testers in grades 4–12 who need to handwrite their Writing response.
- Identify online testers assigned to the Tier Pre-A Speaking form. Special administration procedures for the Tier Pre-A testers are detailed in the *Test Administrator Manual*.

**Note:** DRC INSIGHT assigns testers to the correct tier automatically (Test Administrators do not need to determine the tiers for the online assessment.) When a student logs in with his or her test ticket, the correct form is administered.

The screenshot shows the 'Sessions' tab of the Test Sessions page. It displays a table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table lists several sessions, including 'DRS Speaking Gr 23', 'Grade 45 Writing', 'Grade 68 Writing', 'Listen Gr45 - 3rd case', 'Writ 45 TC1', 'WritGr45-3rd Case', and 'xyz 12/3 reading gr 1'. The 'Action' column contains icons for various actions, and a tooltip 'View/Print Tier Placement' is shown over one of the icons. Below the table are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TC1	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	xyz 12/3 reading gr 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	[Icons]

The Tier Placement Report is available from the Session tab of the Test Sessions page.

1. To create a report, from the Test Management menu click **Manage Test Sessions** to display the Test Sessions page.
2. Enter the search criteria for the session for which you want to run the report and click **Show Sessions**. The Session Detail page appears.
3. In the Action Column, click the **View/Print Tier Placement** icon (📄) to generate the Tier Placement Report.

**Note:** You can select any domain test session for a student to see the student's tier assignment. The View/Print Tier Placement icon (📄) generates the same Tier Placement Report regardless of the domain selected.

■ **Uploading Multiple Test Sessions to WIDA AMS**

From the Manage Test Sessions page, you can upload a file containing multiple test sessions to WIDA AMS. The file must be in .csv format (a file format used by Microsoft Excel), and the fields in the file must be in specific columns. The Manage Test Sessions page contains links to both a PDF layout file that contains instructions and a sample .csv template file that you can use to create the actual file.

.....  
**!** **Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 102 for a description of how to view test sessions for a specific district or school).

DRC will create generic online test sessions by using state-submitted Pre-ID data, or for any students added to WIDA AMS through the Upload Multiple Student process (see “Uploading Multiple Students to WIDA AMS” on page 77).

These sessions can be edited (see “Viewing and Editing a Test Session” on page 107).

.....

# Test Management Menu

## Uploading Multiple Test Sessions to WIDA AMS (cont.)

1. To upload multiple test sessions, click **Manage Test Sessions** in the Test Management menu to display the Manage Test Sessions page, and select the **Upload Multiple Test Sessions** tab.

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

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

Instructions

\* Indicates required fields

Administration: ME ACCESS for ELL \*

District: (Select) \*

School: (All)

File: [Browse...]

Upload

2. Select an administration from the Administration drop-down menu and click **File Layout** to display the file titled Multiple Test Session File Upload – Layout (WIDA).

This file displays the required layout of the .csv file you will upload to WIDA AMS with rules, instructions, and examples describing how to create and format the file.

### Multiple Test Session File Upload – Layout (WIDA)

- Students listed within an uploaded Test Session file must already exist within WIDA AMS.
    - Additional/new students may be loaded into WIDA AMS individually or via the Multiple Student Upload File process. File layout requirements and a sample .csv file can be found in WIDA AMS on the Test Setup/Students/Upload Multiple Students tab.
  - File may contain a header row.
  - 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 a 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)
- To retain leading zeros when a file is opened in excel, corrections are made and then saved as type .csv:
- Open Excel
  - Select the Data Tab
  - Click From Text
  - Browse to locate the CSV file & Click Open
  - The Text Import Wizard will open
    - Step 1: Select Delimited, click next
    - Step 2: Select Comma, click next
    - Step 3: Either highlight all columns under Data preview, or select 1 column at a time and change the Column data format to TEXT, click Finish
  - Import Data – click OK
  - File will be open in Excel with retained leading zeros.
  - Then changes can be made and then saved again as csv (see above directions for saving excel to csv).

Ref	Data Field	Max Length	Required	Description/Value(s)/Constraints
A	District Number	15	Y	Up to 15 Alpha/Numeric characters. Unique District number identifying district within the state. Prepend the 2 letter State Name Abbreviation. <b>Instructions on Field Lengths:</b> The district numbers in your state must all be the same length. Refer to the Site Code max lengths section below. If needed, add leading zeros after the appended state name abbreviation, to ensure that your District Number matches the District Number Length for your state. Example: the defined length for AL is 5. The first 2 characters are the state abbreviation (AL), the district number must be 3 characters. If the District Number is 1, you want to add 2 leading 0s, (001). End result is <b>AL001</b> .
B	School Number	15	Y	Up to 15 Alpha/Numeric characters. Unique School number identifying school within the district <b>Instructions on Field Lengths:</b> The School Numbers in your state must all be the same length. Refer to the Site Code max lengths section below. If needed, add leading zeros to ensure that your School Number matches the School Number Length for your state. Example: the defined length for AL is 4. If the School Number is 1, you want to add 3 leading 0s, (0001). End result is <b>0001</b> .
C	State Student ID	15	Y	Up to 15 Alpha/Numeric characters. Unique Student ID value within a state - this must be unique and not blank Length does not need to be consistent within the state, but if the ID includes leading zeros, they must be included
D	Student Last Name	100	N	<b>Accepted:</b> A-Z a-z hyphen/dash *- spaces apostrophes ' * <b>Not accepted:</b> commas, accents, tildes, nor any other special characters
E	Student First Name	100	N	<b>Accepted:</b> A-Z a-z hyphen/dash *- spaces apostrophes ' * <b>Not accepted:</b> commas, accents, tildes, nor any other special characters

## Uploading Multiple Test Sessions to WIDA AMS (cont.)

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

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

**Instructions**

\* Indicates required fields

Administration: ME ACCESS for ELL \*

District: (Select) \*

School: (All)

File:  Browse...\*

- Click **Sample File** to download or display the Upload Multiple Test Session.csv file. Depending on the browser you are using, a dialog box may appear in order to open or download the file.  
**Note:** This file is only a sample of the type of file you will upload to WIDA AMS.

District Number	School Number	State Student ID	Student Last Name	Student First Name	Test Session Domain	Assessment
12345	99999	2.22E+09	Jones	Megan	Mrs. Smith Screener	Screener Gr 23
12345	99999	1.23E+09	Aldritt	Tony	Mrs. Smith Screener	Screener Gr 23

- Use the Upload Multiple Test Session.csv file to create and save a test session file to upload.  
**Note:** Be sure to keep the header column rows in the file you upload.

## Uploading Multiple Test Sessions to WIDA AMS (cont.)

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Management Test Sessions | Upload Multiple Test Sessions

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

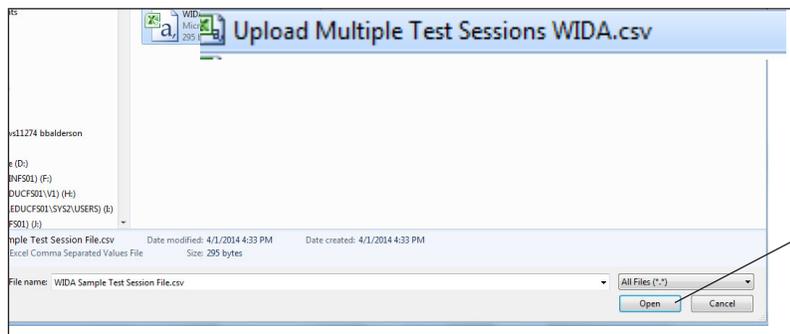
Instructions

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*  
District: (Select) \*  
School: (All) \*

File:  Browse... \*

Upload



**5.** After you have created a test session file, click **Browse...** to locate it, select the file you created, and click **Open** to display it in the File field of the Upload Multiple Test Sessions tab.

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Management Test Sessions | Upload Multiple Test Sessions

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

Instructions

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*  
District: (Select) \*  
School: (All) \*

File: WIDA\_Sample\_Test\_Session\_File.csv X Browse... \*

Upload

- 6.** Click **Upload**. A message appears 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, an error report detailing the errors will be available for you to review. You must correct the errors and repeat steps 5 and 6.
  - If the file does not contain errors, a system message appears indicating that the file has been accepted.

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Sessions tab of the Manage Test Sessions window (see “The Test Sessions Option” on page 102).

1. To display a summary, click **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.
3. Select the **Status Summary** tab.

The screenshot displays the 'Status Summary' tab in the Test Management interface. It features three main data sections:

**Session Summary**

Status	Session Count
Not Started	17

**Student Summary**

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
<b>Domain: Screener</b>			
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 - EIS Sample School	6/1 EIS 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	EIS 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

## ■ Transferring Students between Schools

A district user may transfer students from one school to another (within the same district) for online testing.

**Note:** The process described in this section cannot be used to transfer students from one district to another. For district-to-district transfers, see “Using the Student Transfer Form” on page 90.

To transfer a student, you must start at the test session level. First, locate a test session in which the student is enrolled at the sending school (the school the student is transferring from). Next, remove the student from the test session and move the student into the receiving school (the school the student is transferring to). Then, add the student to the appropriate test session(s) at the receiving school.

---

**!** **Important:** This process is necessary only for domains in which the student has not yet tested; completed domains may be left as is. Also, this procedure is necessary only if the student transfers *after* he or she has started testing.

If the student transfers *before* starting testing, select **Student Management–Manage Students–Add Student** to add the student at his or her new school and place the student into a test session for each domain. You do not need to remove the student from the test sessions at the old school—the student will not test there, so no records will be created. If you do not want the student to appear on the test roster and test tickets, you can remove the student from the test session.

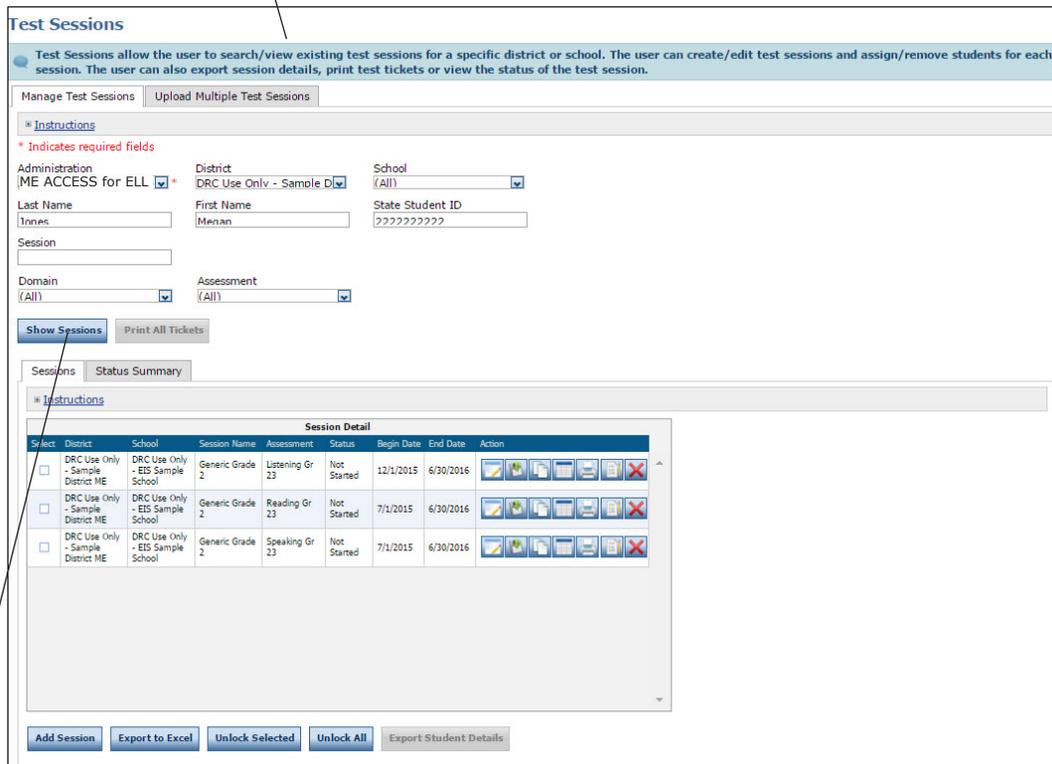
**Note:** If the student transfers after testing is complete, this procedure may be used as long as Test Setup is open. If Test Setup has closed, the student’s record may be transferred during data validation.

---

## Transferring Students between Schools (cont.)



**1.** To transfer student records, click **Manage Test Sessions** from the Test Management menu to display the Test Sessions page.



**2.** Enter any relevant search criteria, including the sending school, last name, first name, and the state student ID, to help locate the test sessions to which the student is assigned, and click **Show Sessions**. The Session Detail grid appears.

## Transferring Students between Schools (cont.)

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

\* Instructions

\* Indicates required fields

Administration: ACCESS for ELLs 2.0 - 2016  
 District: DRC Use Only - Samele District ME  
 School: (All)  
 Last Name: Innes  
 First Name: Mexan  
 State Student ID: 222222222

Session: [Empty]  
 Domain: (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 ME	DRC Use Only - EIS Sample School	Generic Grade 2	Listening Gr 23	Not Started	12/1/2015	6/30/2016	[View/Edit] [Print] [Export] [Lock] [Unlock] [Delete]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Reading Gr 23	Not Started	7/1/2015	6/30/2016	[View/Edit] [Print] [Export] [Lock] [Unlock] [Delete]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Speaking Gr 23	Not Started	7/1/2015	6/30/2016	[View/Edit] [Print] [Export] [Lock] [Unlock] [Delete]

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

3. When the test sessions appear, click the **View/Edit** icon (📄) in the Action column to display the Edit Test Session window for a session in which the student is enrolled.

**Edit Test Session**

Testing Window: 10/05/2016 - 11/30/2017

Eligible Grades: 02, 03

\* Instructions

\* Indicates required fields

Session Name: Generic Grade 2 \*  
 Domain: Listening \*  
 Assessment: Listening Gr 2-3 \*  
 Mode: Online \*  
 Begin Date: 10/5/2016  
 End Date: 11/30/2017

Search for Available Students

Student Last Name: [Empty] Student First Name: [Empty] State Student ID: [Empty] Grade: (All)

Find Students | New Student | Clear

Available Students: [Empty]

Students in Session:

- Friday, Happy (1234567)
- Johnson, Jamie (111111111)

Double-click to edit Student

Save | Cancel

4. Select the student and use the **Remove Selected** (←) icon to remove the student from the test session.

**! Important:** The student must be removed from each test session for all not-started domains.

**Transferring Students between Schools (cont.)**

**5.** The student is moved to the Available Students list. Double-click on the student's name.

**6.** The Edit Student window appears. On the Student Detail tab, select the receiving school from the **School** drop-down menu and click **Save**. The student is transferred to the receiving school. Within the receiving school, you must add the student to the appropriate test session(s) for any domains not yet started.

**Note:** To change a student's grade, remove the student from all test sessions, edit the grade, and place the student into new test sessions. A grade cannot be edited while the student remains in a test session.

## Monitoring Student Test Progress

From the Student Test Progress page, you can view the online testing progress of one or more students for a specific district and school. This page displays the following information:

- The student's name and grade
- The domain of the test
- The student's status regarding the test, as described below:

<b><u>Status</u></b>	<b><u>Description</u></b>
----------------------	---------------------------

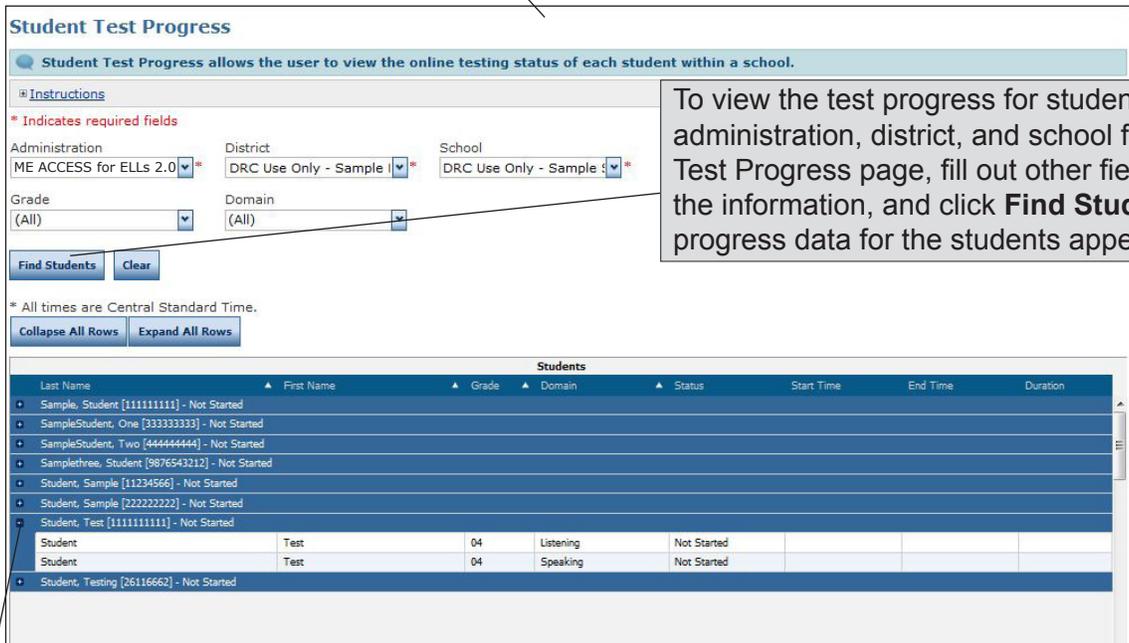
<b>Not Started</b>	The student has not started the test/domain.
--------------------	--

<b>In Progress</b>	The student has started the test/domain but is not finished taking the test/domain.
--------------------	---

<b>Completed</b>	The student has finished the test/domain. The start time, end time, and length of the test/domain are also displayed.
------------------	---

**Note:** The student's progress is reported at the domain level (whether the student has completed each domain) and at the test level (whether the student has completed all four domains).

**!** **Important:** Verify that you are using the correct administration—ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener Online.



Click the Plus (+) sign next to a student's name to display the student's status by domain.

# Screener Scoring



## Introduction

WIDA Screener Online is locally scored using WIDA AMS. Educators who have passed the relevant Speaking and Writing quiz (or quizzes) are certified to score student responses. These educators may access the student responses via WIDA AMS.

**! Important:** Screener Scoring is not used for ACCESS for ELLs 2.0. If you are administering ACCESS for ELLs 2.0 only, you DO NOT need to review this section of the user guide.

Access to WIDA AMS scoring functionality is controlled through the Educator Scoring permission. Initially, users with district-level WIDA AMS access are assigned the Educator Scoring permission and are responsible for assigning it to certified scorers only.

**! Important:** WIDA AMS users who are not certified should not attempt to score student responses and should not need to access the Screener Scoring functionality.

## Student Responses in WIDA AMS

Usually (approximately 90% of the time), Speaking and Writing responses will be available for scoring in WIDA AMS within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses have been submitted.

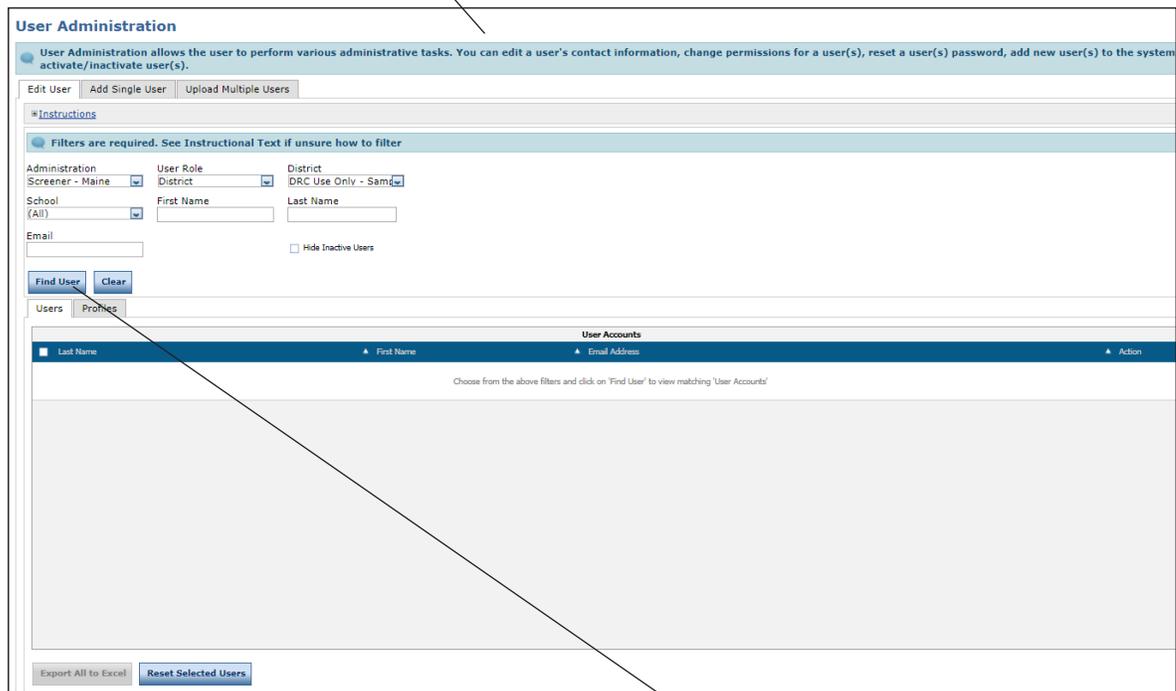
Scoring is to be completed by certified educators on any computer or laptop with either Chrome or Internet Explorer 11 installed. DRC INSIGHT does not need to be installed on the machine.

## Providing Access to Educator Scoring

Giving a certified scorer access to WIDA AMS Educator Scoring is a two-part process. First, you must provide the Educator Scoring permission under the WIDA Screener Online administration to the certified scorer (steps 1–4). Then, you update the scorer’s user profile in WIDA AMS and specify which domains—Speaking and/or Writing—the scorer is certified to score (steps 5–8).



1. From the WIDA AMS All Applications menu bar, click **User Management** to display the User Administration window.



2. Using the drop-down menus, select an administration and other filters to select the appropriate users, and click **Find Users**.

# Screener Scoring

## Providing Access to Educator Scoring (cont.)

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users

**Instructions**

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

Administration: Screener - Maine  
User Role: (All)  
District: DRC Use Only - Sample  
School: (All)  
First Name:   
Last Name:   
Email:   
 Hide Inactive Users

Find User | Clear

Users | Profiles

User Accounts			
Last Name	First Name	Email Address	Action
<input type="checkbox"/> Test	StTest	StTest@dr-mn.com	
<input type="checkbox"/> ScoreWrite	T35QA	T35QAScoreWrite@dr-mn.com	
<input type="checkbox"/> ScoreSpeak	T35QA	T35QAScoreSpeak@dr-mn.com	
<input type="checkbox"/> ScoreNONE	T35QA	T35QAScoreNONE@dr-mn.com	
<input type="checkbox"/> ScoreALL	T35QA	T35QAScoreALL@dr-mn.com	
<input type="checkbox"/> Portal District	KA	kogefrabud@throwam.com	

**3.** When the User Accounts table appears, click the **View/Edit** () icon next to the user to display the Edit User window.

**Edit User**

First Name: KA | Last Name: Portal District | Email Address: kogefrabud@throwam.com

**Permissions**

Administration	Role	District	School	Action
Screener - Maine	District	ME99999 - DRC Use Only - Sample District ME		

Add

Reset User | Inactivate | Close

**4.** Look for the WIDA Screener Online administration. Click the **View/Edit** () icon to add the Educator Scoring permission. Repeat steps 1–4 for each user who needs permission.

**Note:** If the WIDA Screener Online administration is not available, click **Add** to add the administration before adding the permission.

**Edit User**

Account Status: Locked

Contact | Permissions | Password

First Name: Test | Last Name: User | Email Address: wida@datarecognitioncorp.com

**Permissions**

Administration	Role	District	School	Action
ACCESS for ELLs 2.0 - 2015-2016	State			
ACCESS for ELLs 2.0 - 2015-2016 - Alabama	State			
ACCESS for ELLs 2.0 - 2015-2016 - Alaska	State			
ACCESS for ELLs 2.0 - 2015-2016 - Colorado	State			
ACCESS for ELLs 2.0 - 2015-2016 - Delaware	State			
ACCESS for ELLs 2.0 - 2015-2016 - Florida	State			

Page 1 of 7 (40 items) < Prev 1 2 3 4 5 6 7 Next >

Add

Unlock | Inactivate | Close

## Providing Access to Educator Scoring (cont.)

**5.** Select the Profiles tab and check the checkbox next to the user's name to select the user.

**Note:** Although Educator Scoring permission will provide access to the Screeener Scoring Menu option, a Test Administrator or other user will not be able to score responses for a specific domain until they have been certified under the Profiles tab.

**6.** Click the **View/Edit Scoring Certifications** icon (📄) to display the View/Edit Educator Scoring Certifications window.

The screenshot shows the 'User Administration' interface. At the top, there are buttons for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a section for filters with dropdown menus for 'Administration', 'User Role', 'District', 'School', 'First Name', and 'Last Name'. A 'Find User' button is present. The main area shows a table of 'User Profiles' with columns for 'Last Name', 'First Name', 'Email', 'Role', 'Administration', 'District', 'School', and 'Action'. One user, 'Robertson, Aaron', is listed with a 'View/Edit Scoring Certifications' icon in the 'Action' column. A callout box points to this icon. Below the table, there are buttons for 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'. A second callout box points to the 'View/Edit Scoring Certifications' window, which is open and shows a table of 'Certified Content Areas' with columns for 'Certified' and 'Content Area'. The 'Writing' row is checked, and the 'Submit' button is highlighted.

**7.** Under Certified Content Areas, check each domain that the user is certified to score—Speaking and/or Writing—and click **Submit** to save your changes (or **Cancel** to cancel them).

**Note:** This step limits a user to scoring only the domain(s) for which the user is certified.

**8.** Repeat steps 5–7 for each user who needs permission.

### ■ Using Screener Scoring in WIDA AMS

#### Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

#### Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking

After logging in to WIDA AMS, users with the Educator Scoring permission see a **Screener Scoring** link in the navigation menu. This link opens the Screener Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus.

Educators qualified to score writing responses should always begin by scoring grades 1–3 Writing and grades 4–12 Writing for students who wrote their responses on paper. Before scoring, make sure that you have all grade 1–3 Writing test booklets and grades 4–12 handwritten responses to evaluate them for assigning scores. Then, follow the process described on the following pages.

Educators should proceed to score grades 4–12 Keyboarded Writing and grades 1–12 Speaking only after completing grades 1–3 Writing and grades 4–12 handwritten Writing responses.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

To enter writing scores for grades 1–3 in WIDA AMS, follow these steps.

1. From your hardcopy stack of handwritten student responses, select the student whose responses you want to score.



2. From the WIDA AMS All Applications menu bar, click **Screener Scoring** to display the Screener Scoring page.

3. Locate the student in Screener Scoring by filtering by district, school, assessment, and test session and click **Show Sessions**. The test sessions meeting the filter requirements appear in the Session Detail grid.

**Screener Scoring**

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

[Instructions](#)

\* Indicates required fields

Administration: Screener - Maine \*

District: DRC Use Only - Sample D \*

School: DRC Use Only - Sample S

Domain: Screener \*

Assessment: (All)

Session:

[Show Sessions](#)

District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	

Page 1 of 1 (3 items) < Prev Next >

# Screener Scoring

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

▲	End Date ▲	Item Counts	Action
	7/27/2018	0 available, 0 in process, 0 complete	 

**Available:** The number of student responses that are ready for scoring. It can take up to 2 hours for responses to become available for scoring from the time a student has completed testing.

**In Process:** The number of student responses for which a score has been submitted, but are currently still being processed within the DRC scoring system. Responses may take up to 15 minutes for processing before they are set to complete.

**Complete:** The number of student responses that have been scored and have passed our internal checks. It may take up to two hours from the time a score is complete to when a score is available within the reporting system.

The Item Counts column indicates the number of student responses that are Available, In Process, or Complete in Educator Scoring for a particular test session (shown above) or student (shown below). When you hover the mouse over the Item Counts column, the following information displays:

<u>Status</u>	<u>Description</u>
<b>Available</b>	The number of student responses that are ready for scoring. It can take up to two hours for responses to become available for scoring after a student completes testing.
<b>In Process</b>	The number of student responses for which a score has been submitted, but are being processed within the DRC scoring system. Responses take up to 15 minutes for processing before they are set to Complete.
<b>Complete</b>	The number of student responses that have been scored and have passed DRC's internal checks. It can take up to two hours from the time a score is complete to when the score is available within the reporting system.

**Scoring Status**

Instructions

Last Name:  Status: (All) Filter Clear Refresh

Scoring Status - Screener (Screener Gr 9-12)						
Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
Thornton	Gary	09	1299876543	SPEAKING	0 available, 0 in process, 0 complete	 

**Available:** The number of student responses that are ready for scoring. It can take up to 2 hours for responses to become available for scoring from the time a student has completed testing.

**In Process:** The number of student responses for which a score has been submitted, but are currently still being processed within the DRC scoring system. Responses may take up to 15 minutes for processing before they are set to complete.

**Complete:** The number of student responses that have been scored and have passed our internal checks. It may take up to two hours from the time a score is complete to when a score is available within the reporting system.

Close

**Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)**

The Session Status column indicates the status of the test session.

<u>Status</u>	<u>Description</u>
<b>Not Started</b>	The test session has not started.
<b>In Progress</b>	The test session has started, but has not finished.
<b>Completed</b>	The test session has finished.

**DRC INSIGHT WIDA Assessment Management System**

All Applications ▾

### Screener Scoring

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

[Instructions](#)

\* Indicates required fields

Administration: Screener - Maine \*  
 District: DRC Use Only - Sample D \*  
 School: DRC Use Only - Sample S \*  
 Domain: Screener \*  
 Assessment: (All)  
 Session:

[Show Sessions](#)

Session Detail								
District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress	9/27/2017	9/26/2018	0 available, 0 in process, 0 complete	 

**4.** To view a list of students within the test session, click the **Show Students** icon () in the Action column.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

Click **Refresh** to display the updated items remaining to be scored for a student or test session.

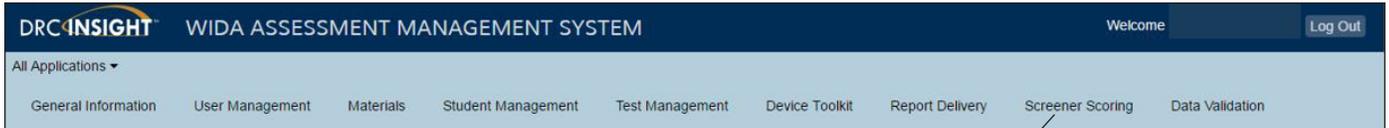
Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
Thorton	Gary	09	1299876543	SPEAKING	0 available, 0 in process, 0 complete	

**5.** The Scoring Status window appears. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon () to access the Screener Scoring application.

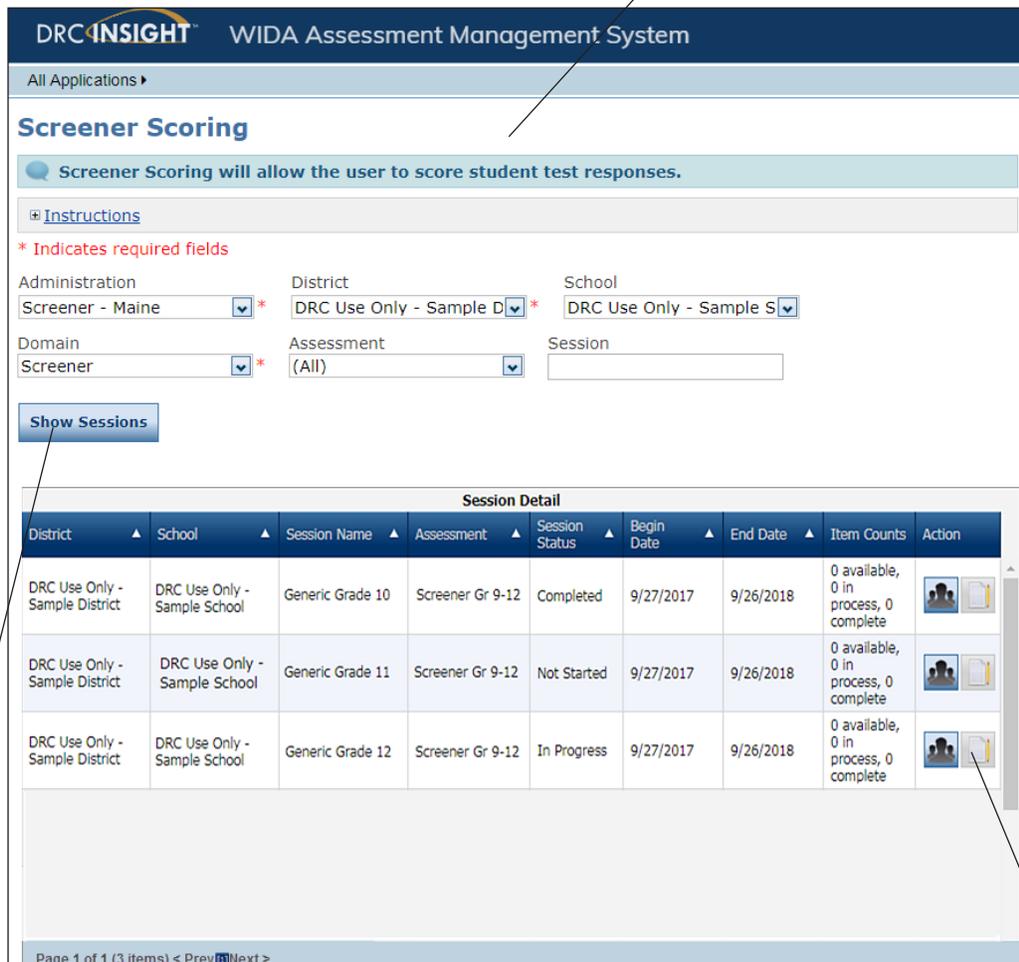
**ⓘ Important:** You may score all student responses (not just grades 1–3 Writing and grades 4–12 handwritten Writing responses) using this method of scoring student by student. Alternately, once you have completed scoring grades 1–3 Writing and grades 4–12 handwritten Writing responses, you can use the method for scoring all students, by test session, as described on page 137.

## Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking

The following method describes how to score all student responses by test session. In order to use this method, you MUST have completed scoring all grades 1–3 Writing and grades 4–12 handwritten Writing responses.



**1.** To enter Screener scores in WIDA AMS, from the WIDA AMS All Applications menu bar, click **Screener Scoring** to display the Screener Scoring page.



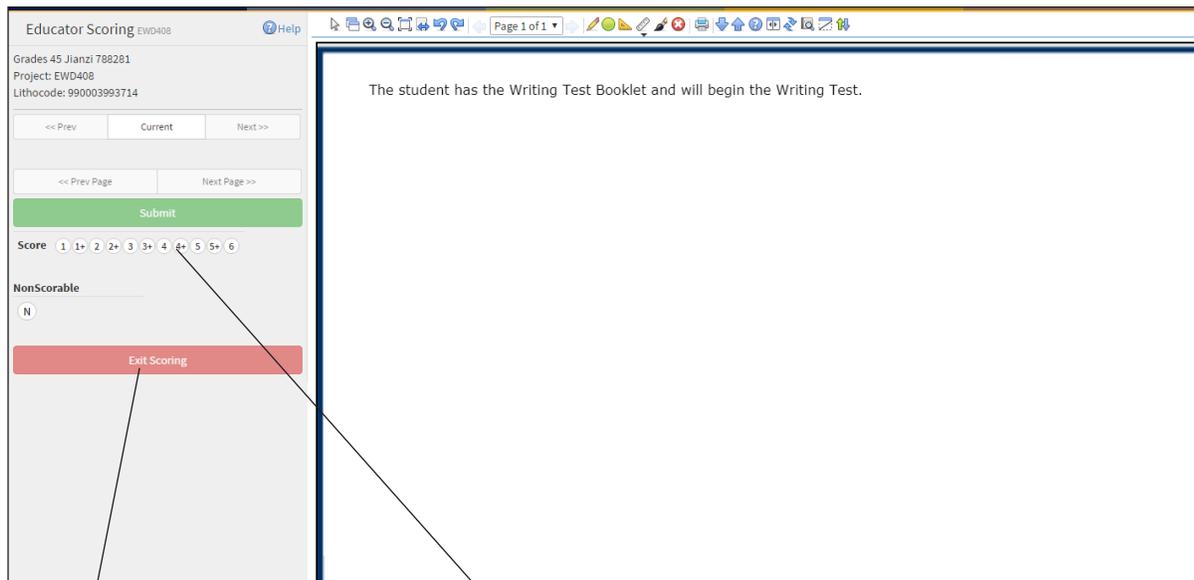
**2.** Locate the test session in Screener Scoring by filtering by district, school, assessment, and test session and click **Show Sessions**. The test sessions meeting the filter requirements appear in the Session Detail grid.

**3.** Search for the session and click the **Score Session** icon ().

## Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screeener Scoring

To enter Writing scores for grades 1–3 and handwritten Writing responses for grades 4–12 in Screeener Scoring, follow these steps.

1. To view the Writing tasks, anchor responses, the Writing Scoring Scale, and the Help for scoring student responses, click the Help icon from the Educator Scoring Image toolbar. Alternately, you can select the question mark Help icon (?) on the left side of the screen.



2. Evaluate the student's hardcopy response, select the appropriate score, and click **Submit**.

**Note:** Since you selected a single student for scoring, no further student responses are shown and the Screeener Scoring application prompts you to log out of the working session.

To continue scoring responses, locate and select another student in WIDA AMS Screeener Scoring and repeat steps 1–5 (see page 133).

3. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**!** **Important:** After you log out, Screeener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screeener Scoring” on page 144.

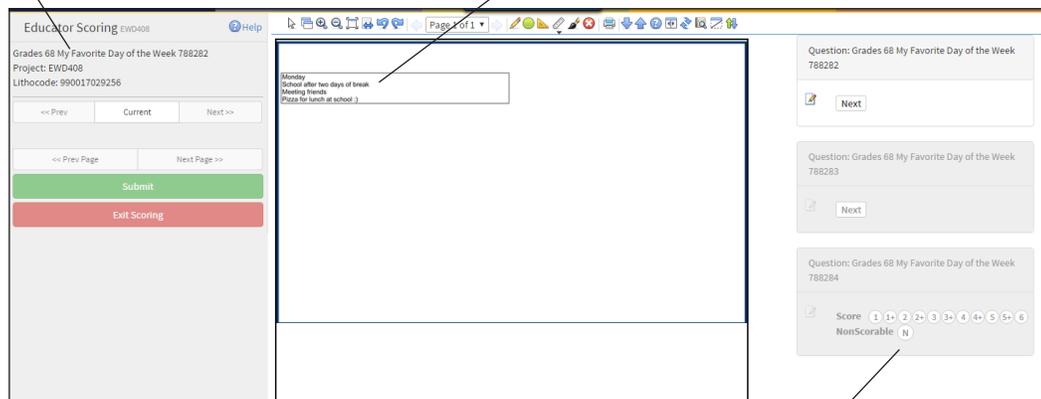
## Scoring Grades 4–12 Writing in Screener Scoring

To enter Writing scores for grades 4–12 into Screener Scoring, select a student and follow these steps.

**1.** To view the Writing tasks, anchor responses, the Writing Scoring Scale, and the Help for scoring student responses, click the Help icon from the Educator Scoring Image toolbar. Alternately, you can select the question mark Help icon (?) on the left side of the screen.

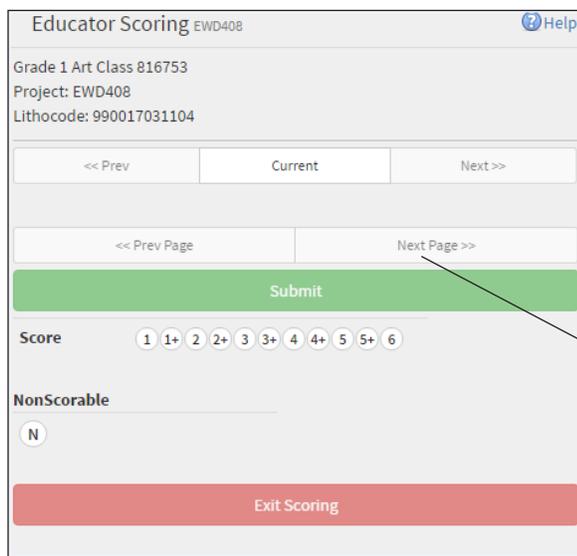
**2.** The question description identifies the writing task the student is responding to. (Click the Help icon (?) to view the complete Writing task.)

**3.** View the student's written response and follow the steps described in the Writing Scoring Scale to score the response. Because the student used a keyboard for the response (grades 4–12), you will see the response on the screen.



**4.** To enter the score, select one of the numeric score buttons near Score on the screen.

- To select a different score, select a different numeric score button.
- If the response is nonscorable according to the Writing Scoring Scale, click the **N** near NonScorable on the screen.



The **<< Prev Page** and **Next Page >>** buttons are enabled if a Writing response exceeds a page. You can use these buttons to navigate between pages. You also can use the Page drop-down menu ( **Page 1 of 1** ) to navigate between pages.

## Scoring Grades 4–12 Writing in Screeener Scoring (cont.)

5. If a Writing task has multiple parts, you will see a **Next** button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.

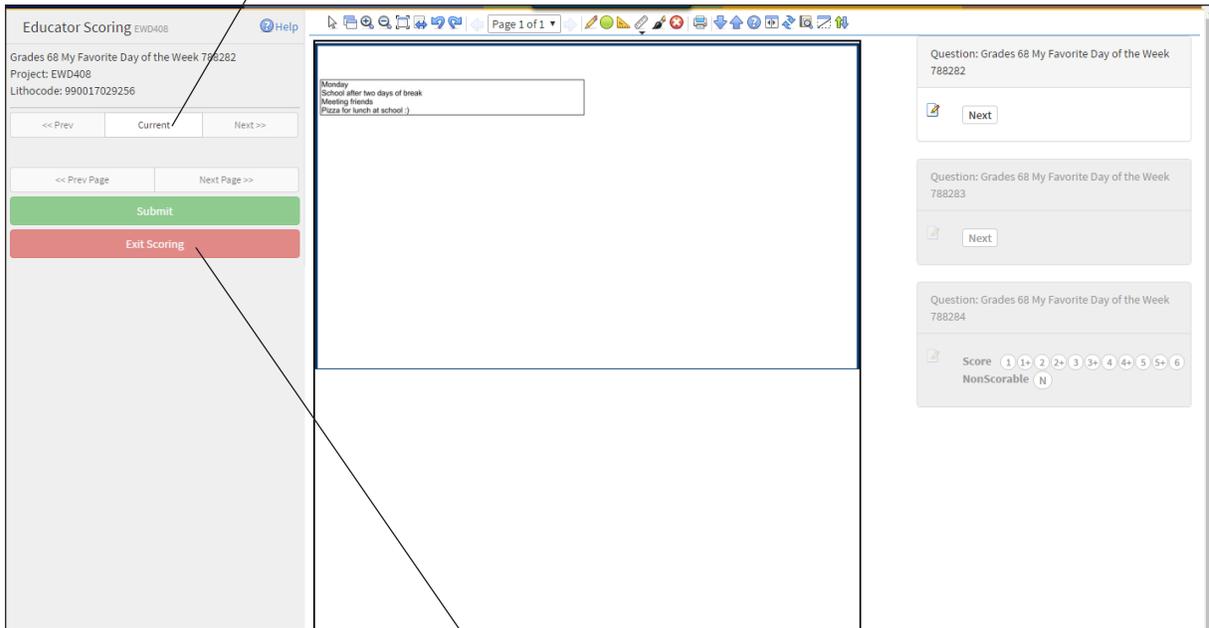
The screenshot displays the 'Educator Scoring' interface. On the left, there is a navigation pane with buttons for '<< Prev', 'Current', and 'Next >>', and a 'Submit' button. The main area shows a writing task titled 'Monday (School after two days of break Meeting friends (Pizza for lunch at school))'. On the right, there is a list of questions, each with a 'Next' button. The first question is 'Question: Grades 68 My Favorite Day of the Week 788282'. The second question is 'Question: Grades 68 My Favorite Day of the Week 788283'. The third question is 'Question: Grades 68 My Favorite Day of the Week 788284', which has a score of 1 and a 'NonScorable' button.

6. After you have entered all scores, click **Submit**. If you have more responses to score, the next response appears after you click **Submit**.

Scoring Grades 4–12 Writing in Screener Scoring (cont.)

**7.** You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

**!** **Important:** You can change scores during this review before logging out.



**8.** To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**!** **Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screener Scoring” on page 144.

## Entering Speaking Scores into Screener Scoring

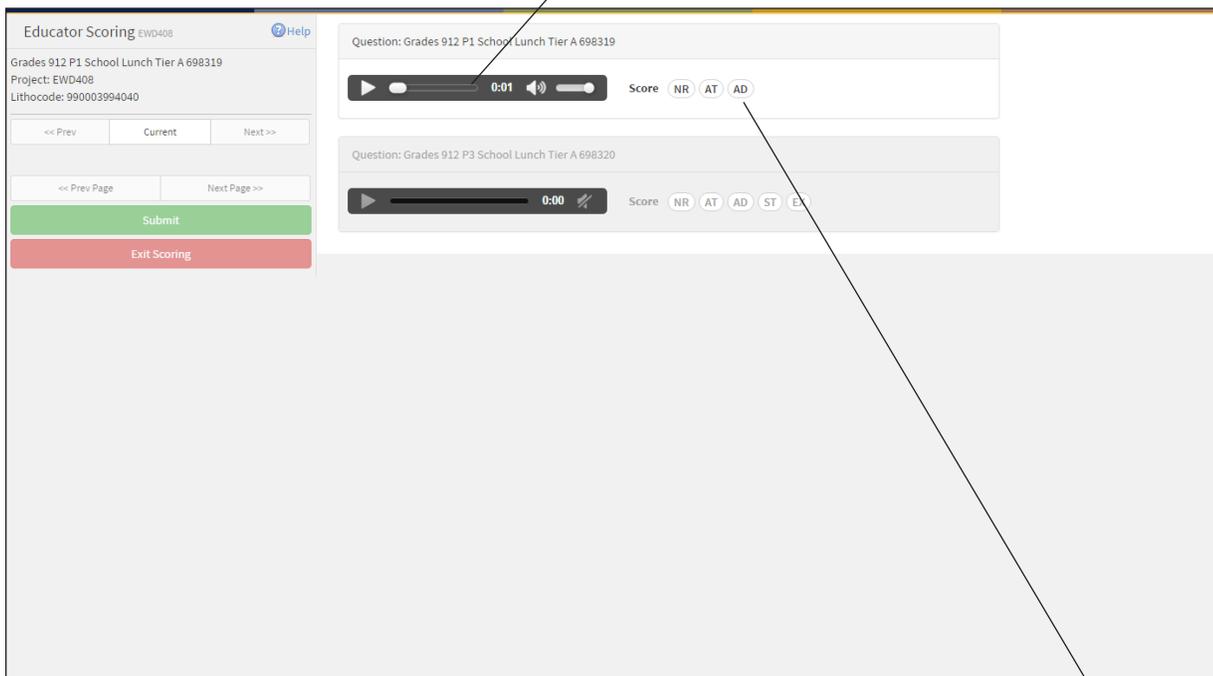
To enter Speaking scores into Screener Scoring, select a group of students (see page 137) and follow these steps.

1. To review the Speaking tasks, model student responses, Speaking Scoring Scale, and the Help for scoring student responses, select the Help icon (🔗) on the left side of the screen. The Educator Scoring Online Help will open in a separate browser that you may refer to while scoring responses in the Educator Scoring application. You also can listen to the model student responses in the Online Help.

**Note:** To learn more about scoring the response using the Speaking Scoring Scale, see the *Screener Online Test Administration Manual* in the WIDA Training Course.

2. Click **Play** under **Question:** to listen to the student's response.

- If a Speaking task has only one part to evaluate before entering a score, you will see score buttons for selecting your score.
- If a Speaking task has a second part that must be evaluated as part of the score, you will see a **Next** button applied to the Speaking task's first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.



3. After you have listened to the student's response to the task, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.

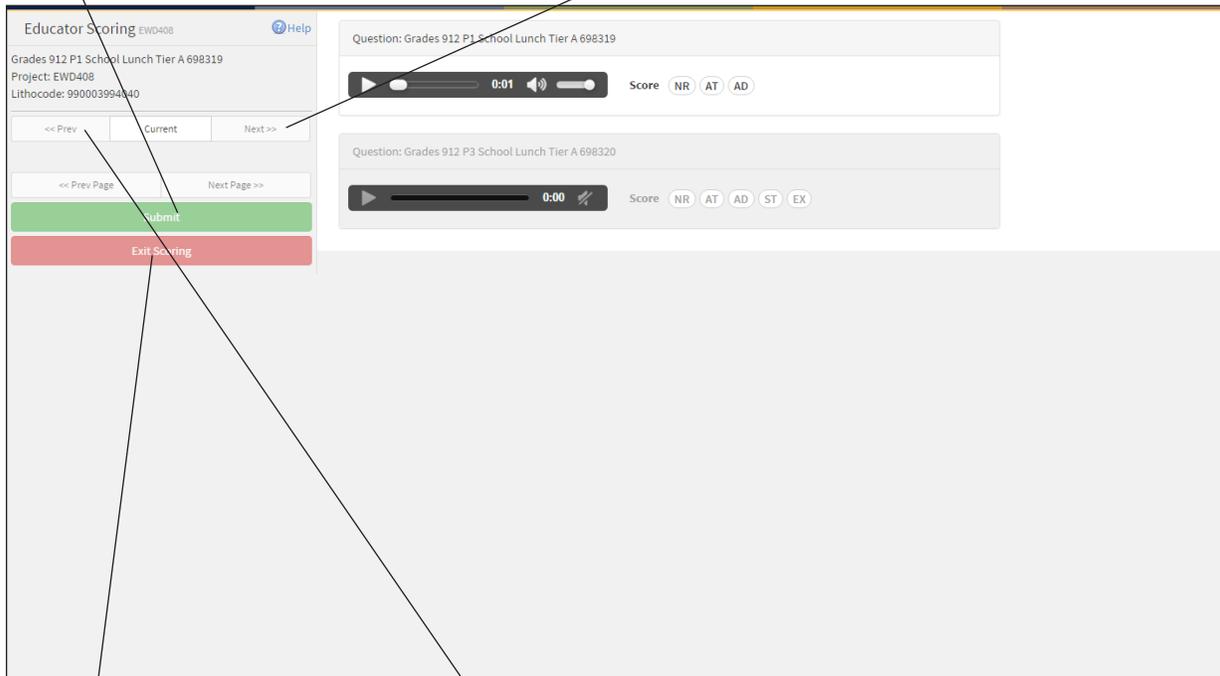
- If the student does not respond, or does not respond in English, click **NR** (No Response [in English]).
- If a Speaking task has multiple parts, multiple sets of score buttons will appear.

**Entering Speaking Scores into Screener Scoring (cont.)**

**4.** After you have entered a score for all scorable Speaking parts, click **Submit**. If you have more responses to score, the next response will appear after you click **Submit**.

**Note:** You may replay any Speaking response as many times as necessary before submitting the scores for the scoring session.

**5.** To score additional responses within the filters set for the scoring session, click **Next>>**.



**6.** You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

**!** **Important:** You can change scores during this review before logging out.

**7.** To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**!** **Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screener Scoring” on page 144.

## Exiting Screener Scoring

When you exit or end a Screener Scoring session, the WIDA AMS Screener Scoring page reappears with a blank Session Detail grid. You can click **Show Sessions** to refresh the grid and display the latest information.

The screenshot shows the WIDA Assessment Management System interface. At the top, there is a navigation bar with the DRC INSIGHT logo and the text 'WIDA Assessment Management System'. A 'Welcome' message is visible in the top right corner. Below the navigation bar, there is a section titled 'Screener Scoring' with a sub-header 'Screener Scoring will allow the user to score student test responses.' and an 'Instructions' link. A red asterisk indicates required fields. The filter section includes: Administration (Screener - Maine), District (DRC Use Only - Sample D), School (DRC Use Only - Sample S), Domain (Screener), Assessment ((All)), and Session (empty). A 'Show Sessions' button is located below the filters. Below the button is a 'Session Detail' table with columns: District, School, Session Name, Assessment, Session Status, Begin Date, End Date, Item Counts, and Action. The table is currently blank, displaying the message 'Please click 'Show Session' to refresh the session detail grid'. A line points from the 'Show Sessions' button to the explanatory text box below.

When you exit or end a Screener Scoring session, the Screener Scoring page reappears with a blank Session Detail grid. The filters from the previous search remain populated. Click **Show Sessions** to refresh the grid and display the latest information.

# Report Delivery Menu



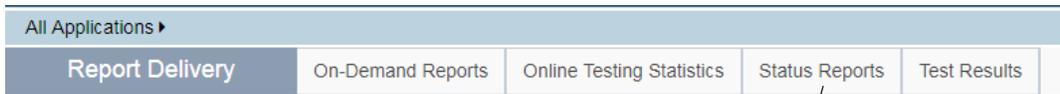
### ■ Introduction

From the Report Delivery menu, WIDA AMS users can download status reports, reports detailing online testing statistics, test score result reports, and on-demand reports.

.....  
**!** **Important:** Verify that you are using the correct administration—ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener Online.  
.....

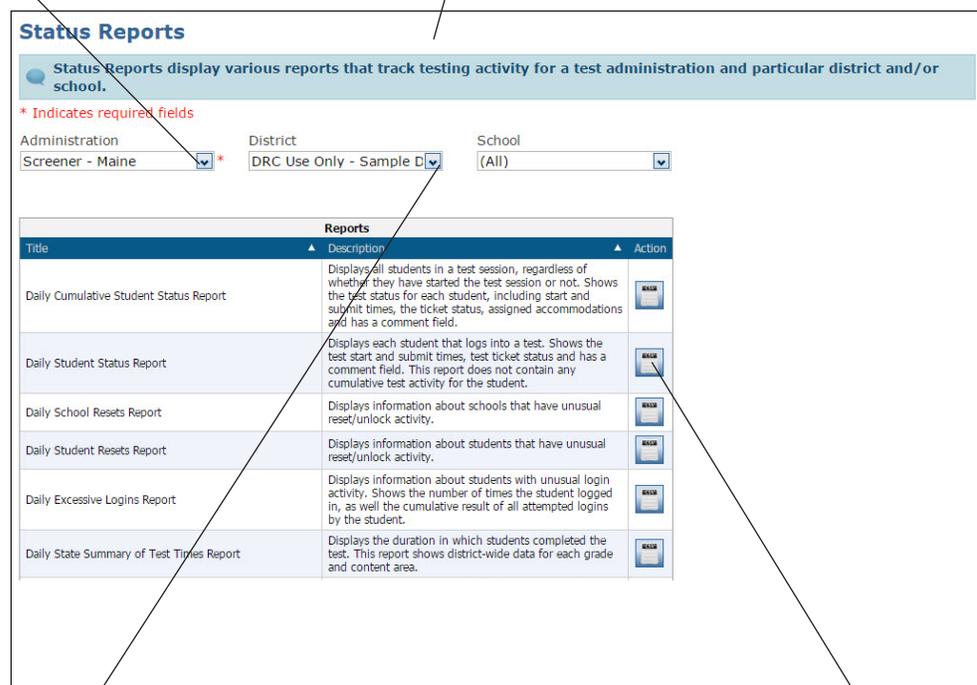
## Status Reports

WIDA AMS provides a number of status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day for the online assessments. For details about the contents of the status reports, see the table on the following page.



**1.** To display status reports, click **Report Delivery** from the WIDA AMS All Applications menu bar and **Status Reports** from the Report Delivery menu to display the Status Reports page.

**2.** Select an administration from the drop-down menu.



**3.** You can use the District and School drop-down menus to filter the display. Then, you can select any status report to display.

**4.** Click the **Open Report** icon () to display a report. The Description column contains a brief description of each report.

**Status Reports (cont.)**

The following table lists and describes each status report that WIDA AMS provides. These reports are updated daily at the end of each testing day for the online assessments.

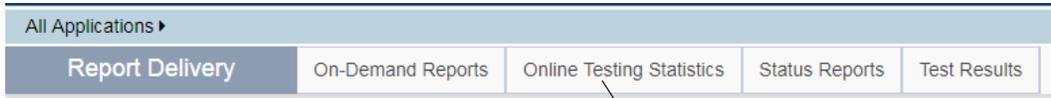
<b>Report</b>	<b>Description</b>
<i>Daily Cumulative Student Status Report</i>	This report displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including the start and submit times, the ticket status, and the assigned accommodations. The report also contains a comment field.
<i>Daily Student Status Report</i>	Each student who logs in to a test appears on this report. The report is in Excel format and displays the test start and submit times and the test ticket status, and provides a field for a user to enter comments. (For example, a user might enter a comment that a student had to stop testing that day due to illness.)
<i>Daily Excessive Logins Report</i>	This report displays information about students who have logged in more than five times to the system. A login is recorded when a student logs in with the original test ticket. <ul style="list-style-type: none"> <li>• The Login field displays the number of times the student logged in for the day the report was run.</li> <li>• The Cumulative field displays the total number of attempted log-ins by the student, regardless of the day.</li> <li>• The Date field is the date on which the student reached five attempts.</li> </ul>
<i>Daily State Summary of Test Times Report</i>	This report displays district-wide data for each grade and content area. <ul style="list-style-type: none"> <li>• The time span is determined by using the log-in time and the time when the student selected to end the test.</li> <li>• The Count field displays the total number of tests started and ended throughout the testing window.</li> </ul>
<i>Weekly District Report</i>	This report displays the number of tests started and ended at a district level for each week* of testing.
<i>District Report of Testing Status by School</i>	This report displays the number of tests started and the number of tests ended for a district and a school** or for a grade and a domain.

\*The Week field represents the numerical week in the current calendar year. For example, '4' indicates the fourth week of the 52-week calendar year.

\*\*The district-and-school report appears after the first student for that district and school logs in to the test.

## Online Testing Statistics Reports

From the Report Delivery menu, you can display Online Testing Statistics reports by student/grade or district/date.



You can view the previous day's reports or a cumulative set of reports.

Click **Report Delivery** from the WIDA AMS All Applications menu bar and **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.

The screenshot shows the 'Online Testing Statistics' page. At the top, it says 'Online Statistics display counts for Tests started and ended for a specific Administration. Counts are cumulative or for previous day and divided by All Tests, Subject, Grade or Subject and Grade.' Below this is a dropdown menu for 'Screener - Maine'. There are two tabs: 'Cumulative' (selected) and 'Yesterday'. Under the 'Cumulative' tab, there are two sub-tabs: 'Student / Grade' (selected) and 'District / Date'. The main content area shows four summary tables, each with an 'Export' button to its right:

- All Tests:** A table with columns 'Total', 'Test Started Count', and 'Test Ended Count'. All values are 0.
- By Domain:** A table with columns 'Domain', 'Test Started Count', and 'Test Ended Count'. It displays 'No Tests found for this Administration'.
- By Grade:** A table with columns 'Grade', 'Test Started Count', and 'Test Ended Count'. It displays 'No Tests found for this Administration'.
- By Domain and Grade:** A table with columns 'Domain', 'Grade', 'Test Started Count', and 'Test Ended Count'. It displays 'No Tests found for this Administration'.

You can view reports by student and grade, or by district and date.

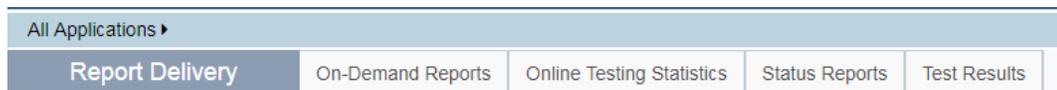
Click **Export** to export a report in a comma-separated values (.csv) format to download into a spreadsheet.

## Test Results Reports

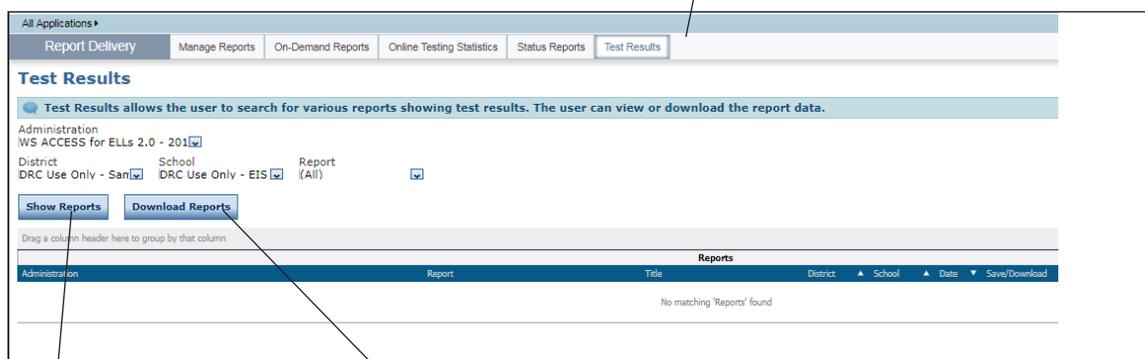
From the Report Delivery menu, WIDA AMS users can view reports showing test results for the ACCESS for ELLs 2.0 suite of assessments. The permissions to view test results (Reports–View District Files, View Reports–Download–District/School, View Dynamic Reports) are typically assigned to the District Test Coordinator. Permissions may be distributed to school users in accordance with state and district policy.

### ! Important:

- WIDA AMS allows District Test Coordinators to view both district-level and school-level reporting. School users may view school-level reporting only. Test Administrators may not view reports. To view reports, you must be a district or school user.
- WIDA Screener Online test results are not posted under Test Results. For instructions about accessing WIDA Screener Online results, see “On-Demand Reports” on page 154.



**1.** Click **Report Delivery** from the WIDA AMS All Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.

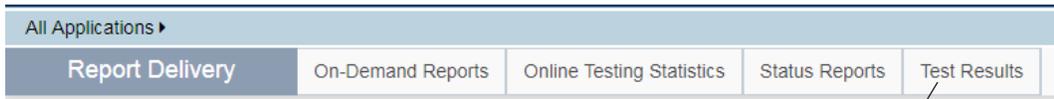


**2.** You can use the Administration, District, School, and Report drop-down menus to filter the display. Then, click **Show Reports** to display the report.

**3.** Click **Download Reports** to download reports in a compressed (.zip) file format.

## Displaying Test Results

From the Test Results page, WIDA AMS users can view, download, or print district-level and school-level report data.



1. To view or print district-level reports, click **Report Delivery** from the WIDA AMS All Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.

### Test Results

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration  
ME ACCESS for ELLs 2.0

District: DRC Use Only - Sam School: (All) Report: (All)

Show Reports Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Save/Download
Choose from the above filters and click on 'Show Reports' to view matching 'Reports'						

## Displaying Test Results (cont.)

**Test Results**

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration  
ME ACCESS for ELLs 2.0

District  
DRC Use Only - Sam

School  
(All)

Report  
(All)

Show Reports Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Save/Download
Choose from the above filters and click on 'Show Reports' to view matching 'Reports'						

**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 the reports collected in a compressed (.zip) file format.

- To view district-level reporting data (for example, the Student Response file and District Frequency report), select a district and select **All** for the school.
- To view school-level reporting data (for example, the School Frequency report), select both a district and a school (required).

**Note:** For the WIDA Screener Online administration results are not posted under Test Results. For both district-level and school-level users, school-level reporting is available from on-demand reports (see “On-Demand Reports” on page 154).

## Displaying Test Results (cont.)

**Test Results**

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration  
ME ACCESS for ELLs 2.0

District: DRC Use Only - Sar School: (All) Report: Test Results

Show Reports Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Save/Download
ACCESS for ELLs 2.0 - 2017-2018 - Maine	Test Results	ACCESS for ELLs 2.0 Student Response File			1/26/2016	

To sort the Reports grid by column headings, double-click the header.

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Administration  
ME ACCESS for ELLs 2.0

District: DRC Use Only - Sar School: (All) Report: Test Results

Show Reports Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Save/Download
Choose from the above filters and click on "Show Reports" to view matching "Reports"						

To group the reports by header, click and drag a column header from the dark-blue header row to the gray header row at the top of the chart.

**Test Results**

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Administration  
ME ACCESS for ELLs 2.0

District: DRC Use Only - Sar School: (All) Report: Test Results

Show Reports Download Reports

Administration

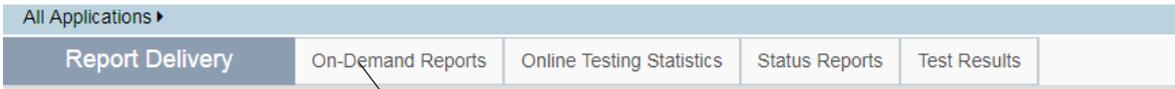
Reports					
Administration	Report	District	School	Date	Save/Download
Choose from the above filters and click on "Show Reports" to view matching "Reports"					

## On-Demand Reports

You use the On-Demand Reports page to access all WIDA Screener Online student reports and the translated student reports for the ACCESS for ELLs 2.0 suite of assessments.

- A WIDA Screener Online report becomes available after the educator completes scoring all of the student’s responses.
- ACCESS for ELLs 2.0 translated reports become available the same day that English reports and data files become available (this varies by state—see your state’s page on the WIDA website.)

**Note:** To access on-demand reports, you must have the View Dynamic Reports permission for the appropriate administration(s): ACCESS for ELLs 2.0 and/or WIDA Screener Online. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.



**1.** To view on-demand reports, click **On-Demand Reports** in the Report Delivery menu to display the On-Demand Reports page.

**On-Demand Reports**  
 On-Demand Reports allows the user to search for Student Reports. The user can open or save the pdf reports.

**Instructions**  
 \* Indicates required fields

Administration: ME ACCESS for ELLs 2.0 \*  
 District: DRC Use Only - Sample C \*  
 School: DRC Use Only - Sample S \*

Report: Sample WIDA ISR \*  
 Language: English \*  
 Grade: (All)

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 State Student ID: \_\_\_\_\_  
 Session: \_\_\_\_\_

**Find Students** **Clear**

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	a	r	1112111111111111		02	
<input type="checkbox"/>	Aaron	Robertson	1111111111111111		01	
<input type="checkbox"/>	Robertson	Aaron	123412341234441		05	
<input type="checkbox"/>	Robertson	Aaron	123412341341234		03	
<input type="checkbox"/>	Robertson	Aaonaaron	212838482834234		02	
<input type="checkbox"/>	Robfirtsonf	Aaoadfad	1234443234	01/20/2001	03	
<input type="checkbox"/>	test	aaron	1111111111112211		03	

**Open Selected** **Save Selected**

## On-Demand Reports (cont.)

2. Select the administration, and use the District, School, Report, Language, and Grade drop-down menus, and the Last Name, First Name, State Student ID, and Session fields to filter the display. When you click **Find Students**, the student records that meet your criteria appear in the Students grid.

**Note:** WIDA Screener Online reports are not available in languages other than English.

You can click **Clear** to clear your last group of filtering specifications.

**On-Demand Reports**

On-Demand Reports allows the user to search for Student Reports. The user can open or save the pdf reports.

[Instructions](#)

\* Indicates required fields

Administration: Screener ME !\*

District: DRC Use Only - Sample C\*

School: DRC Use Only - Sample S\*

Report: Sample WIDA ISR\*

Language: English\*

Grade: (All)

Last Name:

First Name:

State Student ID:

Session:

**Find Students** **Clear**

**Students**

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	a	r	111211111111111		02	
<input type="checkbox"/>	Aaron	Robertson	111111111111111		01	
<input type="checkbox"/>	Robertson	Aaron	123412341234441		05	
<input type="checkbox"/>	Robertson	Aaron	123412341341234		03	
<input type="checkbox"/>	Robertson	Aaronaaron	212838482834234		02	
<input type="checkbox"/>	Robfrtsonf	Aaroadfad	1234443234	01/20/2001	03	
<input type="checkbox"/>	test	aaron	111111111112211		03	

**Open Selected** **Save Selected**

You can use the column headers and the Up (▲) and Down (▼) arrows to sort the Students grid by heading in ascending or descending order.

3. Select one or more students whose reports you want to open or save by checking the checkbox next to their name(s). Click **Open Selected** and **Save Selected** to open or save reports as PDF files.



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