



# **DRC INSIGHT Portal User Guide**

## **TABE**

### **Student and Test Management**

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# Introduction



### ■ What's Covered In This Guide

### ■ Audience

This user guide describes the DRC INSIGHT Portal, which is the online (Web) interface to DRC INSIGHT (the testing engine). You use the DRC INSIGHT Portal to perform administrative functions, such as uploading students and creating test sessions, for online TABE testing.

Throughout this guide, the DRC INSIGHT Portal is referred to by its full name or simply as the *Portal*.

The primary audience for this guide is both Portal end users and Portal administrators. This guide is divided into various topics:

- The *Working With the DRC INSIGHT Portal* section describes how to access and log on to the Portal, as well as some of its more common menu functions and options for end users.
- The *General Information Menu* outlines the various options available from this menu, including announcements, documents, and software downloads.
- The *User Management Menu* topics cover the various administrative tasks that Portal Admin users can perform. These tasks include editing and updating user information and permissions, activating and deactivating users, and adding new users.
- The *Student Management Menu* section describes the options that users have for searching for students and displaying student information; editing student information and test sessions; adding individual and multiple students to the Portal; and using the Student Status Dashboard to display student testing status by school and administration.
- The *Test Management Menu* topics cover the various administrative tasks that can be performed for test sessions within the Portal. These tasks include creating and deleting test sessions, exporting test sessions, adding and removing students, viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and more.
- The *Teacher Management Menu* section describes how to create and upload teacher records within Teacher Management for one or more teachers.
- The *Student Group Management Menu* topics describes how to search for and view student groups and other common tasks for managing student groups.
- The *Report Delivery Menu* section discusses the test score reports that are available through the Portal.

## Portal Roles and Permissions

For online testing, the Portal categorizes users into various roles (described below). Within the Portal, users in each role can be assigned specific permissions to accommodate the testing responsibilities associated with the role.

When users are added to the Portal (by the Portal Admin), they are assigned to a specific district (for District users) and to a specific district (and the related schools) for School, Test Administrator, and Reporting Contact users. Your testing site determines which district and schools you can display in the dropdown menus and access via the Portal. A District user has access to all schools in the district.

### DRC INSIGHT Portal Permissions Matrix

The matrix below lists the Portal permissions to be granted, by role, for TABE assessments.

The (DTC) District Test Coordinator/State or Area Administrator is responsible for the operation and administration of the TABE Test across test centers throughout a state or designated area including management of contractual agreements, adherence to federal, state, and local laws, monitoring of test security, and issuance of diplomas. This user role is referred to as District in the Portal.

The (STC) School/Test Coordinator is responsible for supporting the District Test Coordinator/State or Area Administrator at the test center(s). This includes management of staff, materials, and test center facilities/equipment as well as the conducting of secure TABE Test administrations including editing user and examinee profiles, scheduling test sessions, assigning examinees to test sessions, printing test tickets for online testing, generating reports, and managing examinee records. This user role is referred to as School in the Portal.

The (TE) Teacher/Test Examiner is responsible for supporting the Test Coordinator at the test center(s) and monitoring examinees during the secure administration of the TABE Test. This user role is referred to as Teacher in the Portal.

Portal Menu	Permission Name	Allows User To...	Permission Set by Role		
			DTC	STC	TE
<b>General Information</b>	Documents – View	View manuals, presentations, and other documents	X	X	X
<b>General Information – Downloads</b>	Online Testing – Secured Resources	View secure online testing software downloads and tutorials	X	X	
<b>Device Toolkit</b>	Test Setup – Device Toolkit	Configure a computer or approved device for testing	X	X	
<b>User Management</b>	Administrator	Add/edit user accounts and permissions; Inactivate/active users	X	X	

## DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role		
			DTC	STC	TE
<b>Student Management</b>	Students – Search/View <i>*Users must have this permission in order to use any other Student Management permissions.</i>	Search and view student data and download search results	X	X	X
	Students – Add/Edit	Add and edit student demographic and accommodation information	X	X	X
	Students – Download Students	Download / extract student information	X	X	X
	Students – Upload	Upload students and demographic information using a specified file layout (Multiple Student Upload)	X	X	X
<b>Test Management</b>	Test Session – Search/View <i>*Users must have this permission in order to use any other Test Management permissions.</i>	Search and view test sessions and download search results within the Manage Test Sessions window	X	X	X
	Test Session – Add/Edit	Add, edit, and delete test sessions	X	X	X
	Test Session – Status Summary	View testing status information	X	X	X
	Test Tickets – View/Print	Print student test tickets, rosters, and view individual student testing status	X	X	X
	Test Tickets – View Questions Attempted	View the number of items out of the total a student has attempted	X	X	X
	Test Tickets – End Incomplete Tests	Force submit (end) tests for students who need to take only some parts of a multi-part test	X	X	X
	Test Tickets – Unlock	Unlock a completed part of a test allowing the student to log into INSIGHT for that part of the test	X	X	
	Test Tickets – Validate / Invalidate	Validate or invalidate a student’s test. Invalidate flags a student’s test as invalid	X		
	Test Setup – Primary window	Access Test Setup during the primary window	X	X	X



**DRC INSIGHT Portal Permissions Matrix (cont.)**

Portal Menu	Permission Name	Allows User To...	Permission Set by Role		
			DTC	STC	TE
<b>Teacher Management</b>	Teacher Management – Search/View <i>*Users must have this permission in order to use any other Teacher Management permissions.</i>	Search / view teachers that were added within Teacher Management.  <i>Note: This permission applies to Teacher Management, not User Management.</i>	X	X	X
	Teachers – Add/Edit	Add a teacher to Teacher Management for purposes of associating the teacher with a test session or student group. Edit or delete existing teachers.	X	X	X
	Teachers – Upload	Add multiple teachers to Teacher Management using a specified file layout (Multiple Teacher Upload).	X	X	X
<b>Student Group Management</b>	Student Groups – Search/View <i>*Users must have this permission in order to use any other Student Group Management permissions.</i>	Search for and view student groups, and download search results, within Student Group Management	X	X	X
	Student Groups – Add/Edit	Add, edit, delete student groups and reassign a teacher to a student group	X	X	X
	Student Groups – Mass Delete	Mass delete student groups	X	X	X
	Student Groups – Upload	Upload multiple student groups using a specified layout (Multiple Student Group Upload)	X	X	X
<b>Report Delivery</b>	View Dynamic Reports	Access On-Demand reports: view, print, or download	X	X	X
<b>Student Status Dashboard</b>	Test Setup – View Student Status	Access the Student Status Dashboard	X	X	X

# Working with the DRC INSIGHT Portal





## Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal window.

1. Enter the URL **https://tabe.drcdirect.com** in a supported browser. The Welcome to the DRC INSIGHT Portal window displays. The window includes helpful information about documentation and support resources.

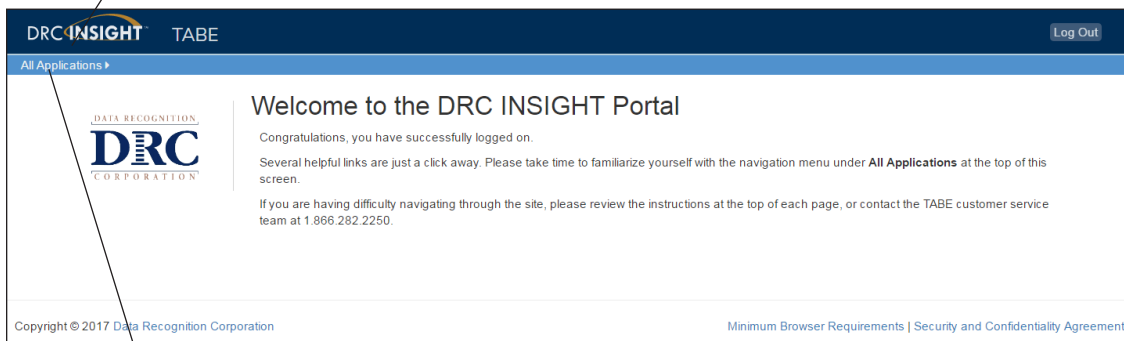
**Note:** You can access Documents and Test Tutorials without logging into the Portal. From the All Applications menu bar, select General Information, then choose a tab.

The screenshot shows the DRC INSIGHT Portal login page. At the top, there is a dark blue header with the 'DRC INSIGHT' logo and the text 'TABE'. Below the header is a light blue navigation bar with the text 'All Applications' and a small downward arrow. The main content area is white and contains three columns. On the left is the 'DATA RECOGNITION DRC CORPORATION' logo. The middle column has the heading 'Welcome to the DRC INSIGHT Portal' followed by a paragraph: 'This Web site enables you to quickly and easily access links to test information for TABE Assessments. To access testing management tools, authorized personnel need to log onto the secure site with their e-mail address and password. To access program resources, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.' On the right is a 'Please Log In' dialog box with a dark blue header. It contains two input fields labeled 'Username' and 'Password', a link that says 'Forgot your username or password?', and a blue button with a lock icon and the text 'Log In'. At the bottom of the page, there is a footer with 'Copyright © 2017 Data Recognition Corporation' on the left and 'Minimum Browser Requirements' on the right.

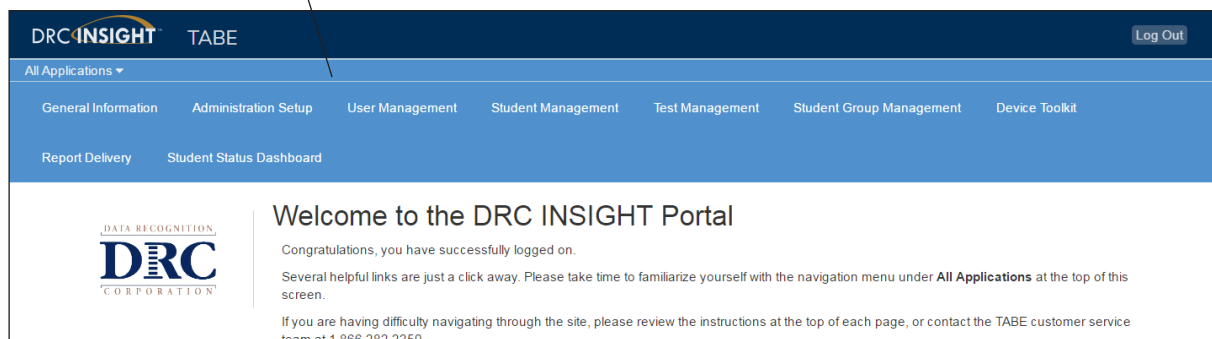
2. From the Welcome to the DRC INSIGHT Portal page you log in to the Portal. Enter your username and password in the Please Log In dialog box, and then click **Log In**.

## Accessing the Portal (cont.)

After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site.



4. Click the **All Applications** option to display a menu bar containing the various Portal 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 Portal 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, contact TABE Customer Service: 1-866-282-2250 or email: [TabHelpdesk@datarecognitioncorp.com](mailto:TabHelpdesk@datarecognitioncorp.com).

Welcome **New User** Log Out

### Manage Account

Username:	newuser@drc-mn.com	edit
Email:		edit
Name:	New B User	edit
Password:	*****	edit

**1.** To manage your account, sign in to the Portal and click your user name in the right-hand corner of any page to display the Manage Account page.

Welcome **New User** Log Out

### Manage Account

Username:	newuser@drc-mn.com	edit
Email:		edit
Name:	New B User	edit
Password:	*****	edit

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

All Applications ▾

In order to protect your safety, please log in again before proceeding.

### Please Log In

Username  
BBalderson@DataRecognitionCorp.com

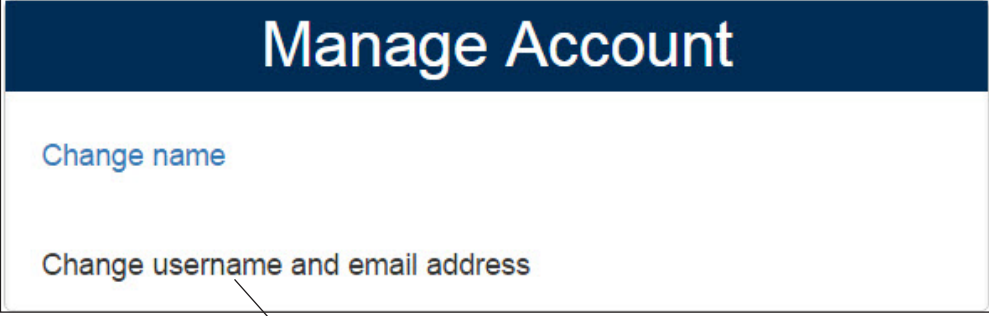
Password

[Forgot your username or password?](#)

Log In Cancel

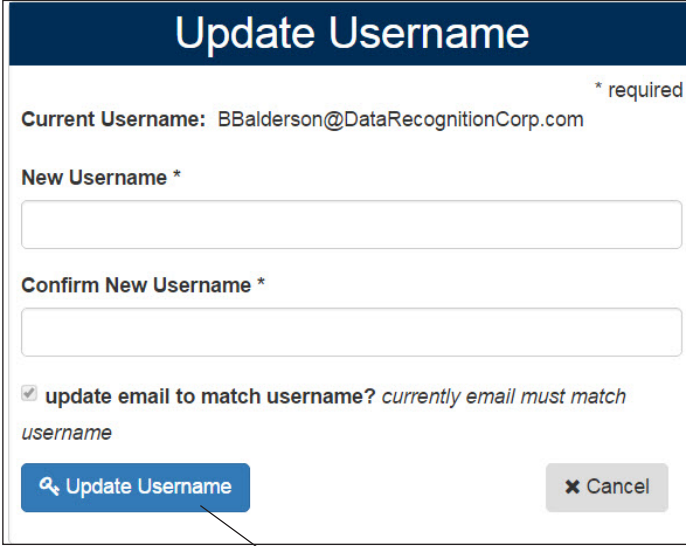
**3.** To make any changes you must log in again to the portal.

## 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 displays, 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:

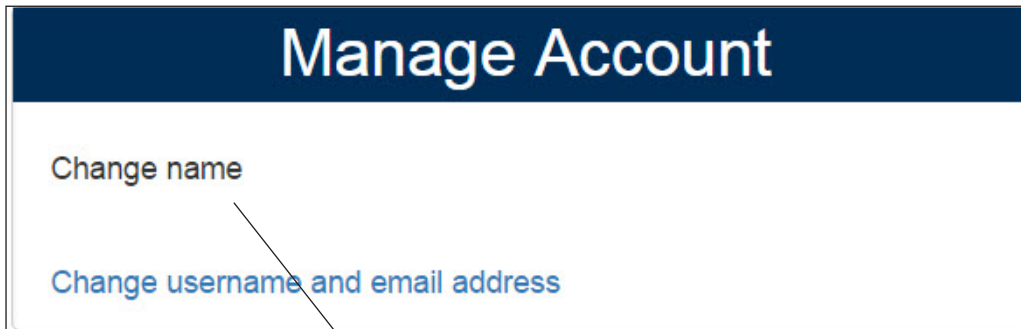
- Current Username:** BBalderson@DataRecognitionCorp.com \* required
- New Username \*** (text input field)
- Confirm New Username \*** (text input field)
- update email to match username?** *currently email must match username*
- Update Username** (blue button with a magnifying glass icon)
- Cancel** (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 displays, enter your new username in the **New Username** and **Confirm New Username** fields and click **Update Username** (or **Cancel** to cancel the process).

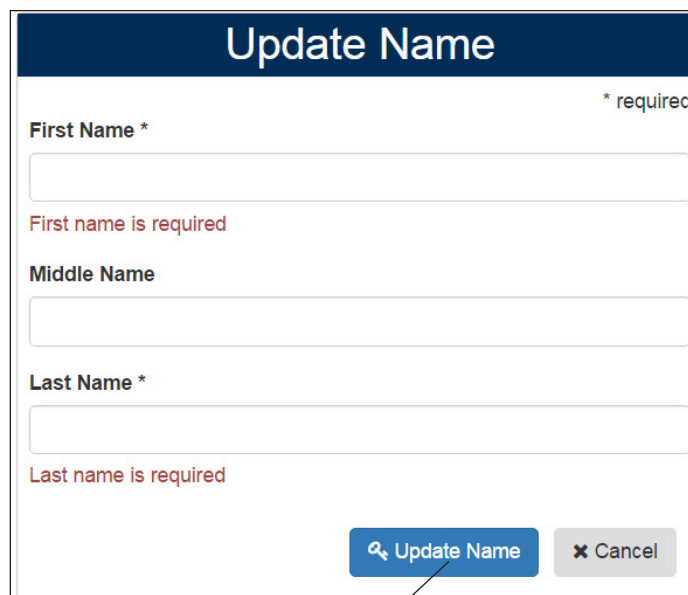
**Note:** Your username and email address must match. To update your email address at the same time, verify that the **update email to match username?** checkbox is checked (the default value).

### 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 options: "Change name" and "Change username and email address". A thin black line points from the "Change name" text to the first step instruction box below.

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



The screenshot shows a form titled "Update Name" in a dark blue header. The form contains three input fields: "First Name \*", "Middle Name", and "Last Name \*". The "First Name" and "Last Name" fields have red error messages below them: "First name is required" and "Last name is required" respectively. At the bottom right, there are two buttons: "Update Name" (blue with a magnifying glass icon) and "Cancel" (grey with an 'x' icon). A thin black line points from the "Update Name" button to the second step instruction box below.

2. When the Update Name page displays, enter your new first name in the **First Name** field (required), your last name in the Last Name field (required), and your 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 the Portal (for existing Portal users only). If you are a new Portal 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 Agreement to activate your account (see “Displaying the Security Agreement” on page 19).

1. When the Change Password page displays, you can change your password. The 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 and at least one uppercase character
    - At least one of the following special characters: !@#\$\$%^&\*
  - The password cannot contain your username, first name, or last name.

**Change Password**

**Current Password \*** \* required

**New Password \*** \* required

**Confirm New Password \*** \* required

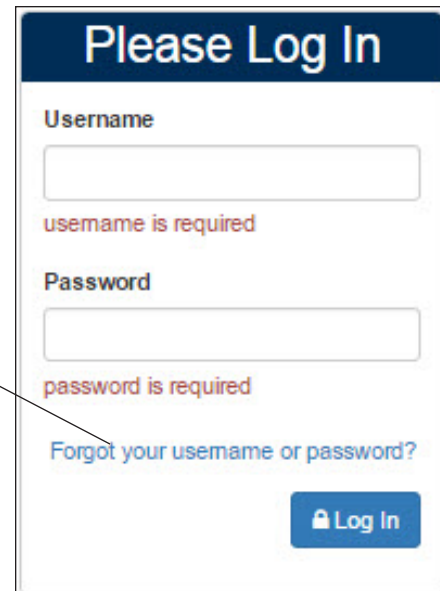
**Update Password** **Cancel**

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

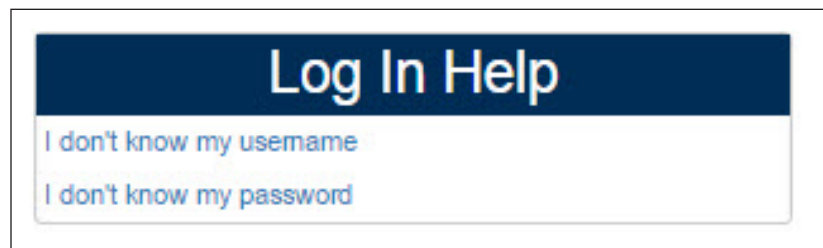
### Managing Your Account—Recovering a Forgotten Username or Password

If a user forgets his or her password or username, the user can attempt to recover it. If the request is successful, the user receives an email containing his or her username or password.

1. If you are an existing Portal user and you forget your username or password, click the **Forgot your username or password?** link on the Please Log In dialog.

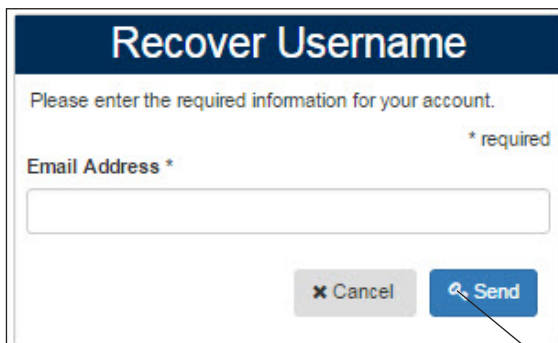


The 'Please Log In' dialog box has a dark blue header with the text 'Please Log In' in white. Below the header, there are two input fields. The first is labeled 'Username' and has a red error message 'username is required' below it. The second is labeled 'Password' and has a red error message 'password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

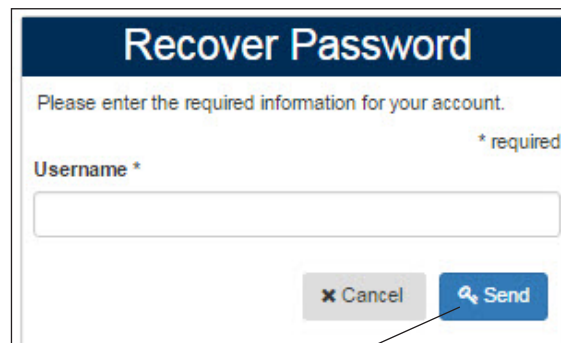


The 'Log In Help' dialog box has a dark blue header with the text 'Log In Help' in white. Below the header, there are two blue links: 'I don't know my usexname' and 'I don't know my password'.

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.

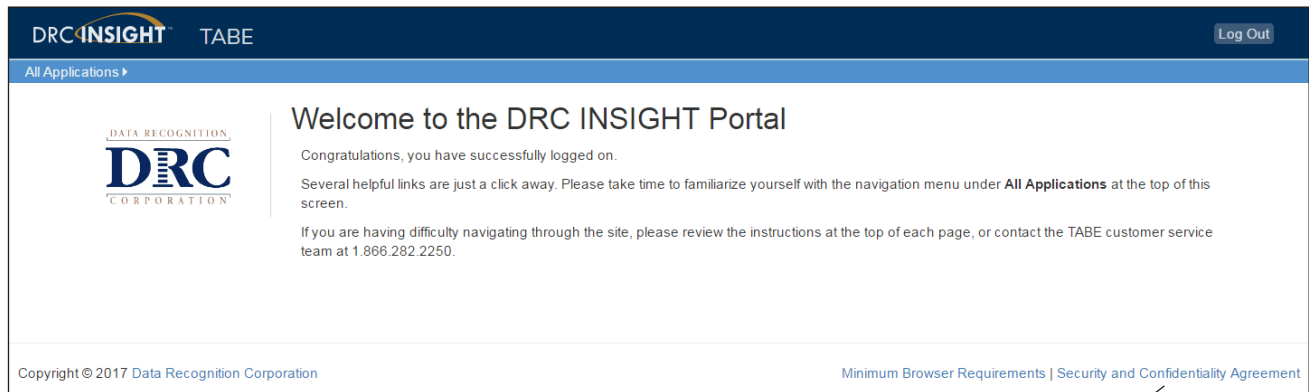


The 'Recover Password' dialog box has a dark blue header with the text 'Recover Password' in white. Below the header, there is a line of text: 'Please enter the required information for your account.' followed by '\* required'. Below this is a label 'Username \*' and an input field. At the bottom, there 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 displays 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 appears, enter your Portal email address in the Email Address\* field and click **Send**.
  - To recover your password, when the Recover Password dialog appears, enter your Portal username in the Username\* field and click **Send**.

## Displaying the Security Agreement

You can click the **Security and Confidentiality Agreement** link at the bottom of any Portal page to display the Security and Confidentiality Agreement for DRC Applications. The first time you access the Portal, you must agree to the terms of the agreement to continue using the Portal.



Click **Security and Confidentiality Agreement** to display the Security and Confidentiality Agreement for DRC Applications.

### Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

**State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA).** Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OWI/tpco/ferpa/>.

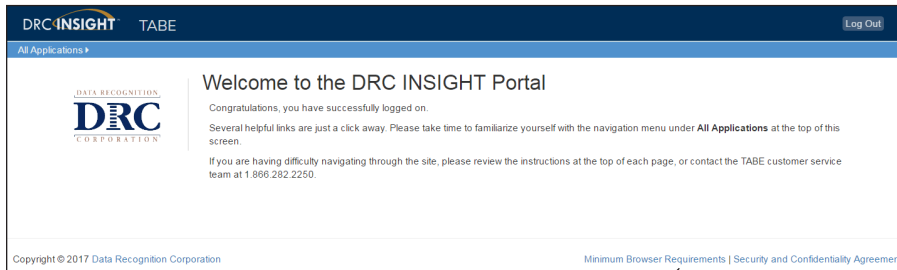
By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).

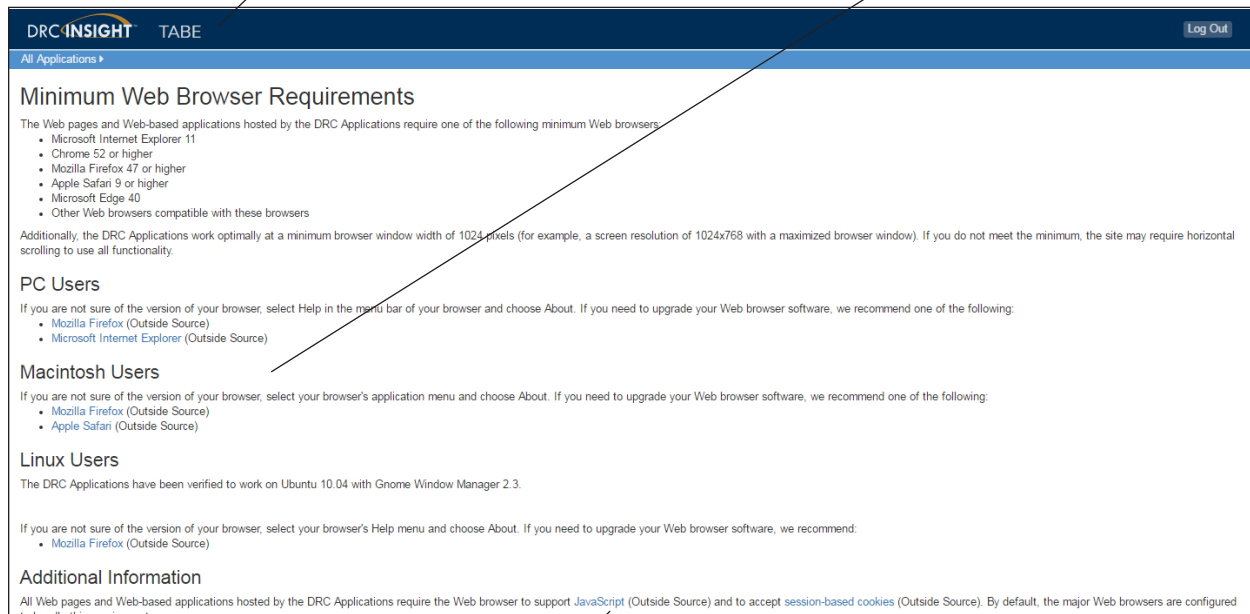
## Displaying the Minimum Browser Requirements

You can click the **Minimum Browser Requirements** link at the bottom of any window to display the Minimum Web Browser Requirements window listing browser requirements, with links to browser pages and additional information. This window details the Portal web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.



When you click the **Minimum Browser Requirements** link at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified to use with the Portal.

The page contains links to web browser home pages, organized by operating system 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 the Portal.

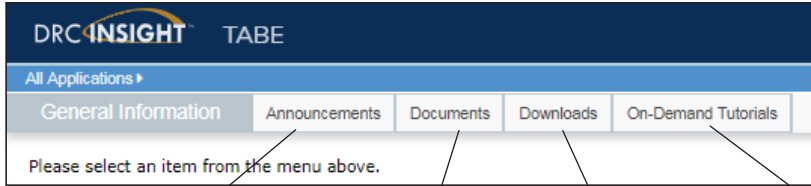


# General Information Menu

# General Information Menu

## Introduction

When you open the Portal's All Applications menu bar and click the General Information menu, 4 options are available: Announcements, Documents, Downloads, and On-Demand Tutorials.

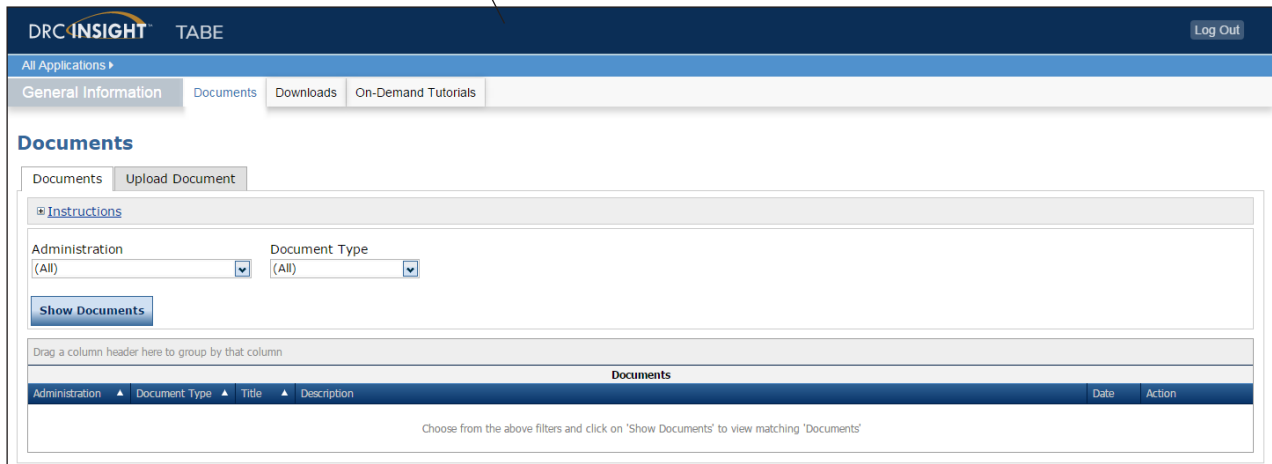


Click **Announcements** to display the latest information regarding TABE testing.

Click **Documents** to select, open, and download various training items from the Documents page.  
**Note:** You can access this tab without logging in to the Portal.

Click **On-Demand Tutorials** to watch a test demo and become familiar with the online testing environment.

Click **Downloads** to download software from the Test Setup General Information (Downloads) page, including versions of DRC INSIGHT for various operating systems and configurations.



# User Management Menu



### ■ Introduction

This section of the user guide (primarily for DTCs and STCs) discusses the various tasks you can perform from the User Management menu of the All Applications menu bar.

- Add a User to the Portal
- Upload Multiple Users
- Edit a Single User's Permissions
- Inactivate a User
- Activate a User



## Adding a User to the Portal

When you add a user to the Portal, specify the permissions the user will have. You can only add users and permissions at your level or below. You cannot assign permissions to other users that you don't have. Refer to the "DRC INSIGHT Portal Permissions Matrix" on page 7 for permission assignments by role.

**Note:** On the User Administration window, select a permission set under Available Permissions to see the assigned permissions for the selected permission set (role). You can add or remove assigned permissions as needed.

**1.** To add a user, from the User Administration page, click the **Add Single User** tab.

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

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

**User Administration**

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

\* Indicates required fields

First Name  Middle Initial  Last Name  \*  
 State  \* User  \*

Email Address  \*

Administration  \* User Role  \*  
 District  School

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

Available Permissions	Assigned Permissions
<ul style="list-style-type: none"> <li>Administrator</li> <li>Administrator - Set Password</li> <li>Administrator - Superuser</li> <li>eDirect Configuration - Test Setup</li> <li>eDIRECT Setup - Document and Report</li> <li>Materials - Intercept</li> <li><b>Site Administrator - Edit Announcements</b></li> <li>Site Administrator - Edit Instructional T</li> <li>Superuser</li> <li>Test Session - Print Test/Item</li> </ul>	<ul style="list-style-type: none"> <li>Administrator - View Error Details</li> </ul>

• **Site Administrator - Edit Announcements Text:** Allows user to edit Announcements page text

**Save**

**3.** Select a permission from the Available Permissions list and click the **Add Selected** icon (▶) to assign the permission to the user.

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

Click **Save** when you are finished assigning permissions.

## Adding Multiple Users

From the User Administration window, you can upload a file containing multiple users to the Portal. The file must meet certain requirements (outlined below).

**Note:** Once the file has been uploaded successfully, you will need to assign Portal permissions for each role included in the file. The permissions assigned to each role are granted to each user with that role. If there are users that require slightly different permissions, you can add or remove permissions from each user individually using the **View/Edit** button on the Edit Users tab.

1. To create and upload a user file, from the User Administration window, click the **Upload Multiple Users** tab.

The screenshot shows the 'User Administration' interface. At the top, there is a navigation bar with 'DRC INSIGHT' and 'TABE'. Below that, a breadcrumb trail shows 'All Applications'. The main heading is 'User Administration'. There are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. A message box says 'First time? Download the File Layout (PDF document) and a Sample File (CSV text file)'. Below that is an 'Instructions' section with a red asterisk indicating required fields. The 'Administration' field is a dropdown menu with 'TABE 9/10' selected. The 'File' field has a 'Browse...' button. An 'Upload' button is at the bottom left. Below the form is a 'User Listing' table with columns: First Name, MI, Last Name, Email Address, Role, and District. A note at the bottom right says 'If there are errors in your file, then they will display here after upload.'

2. Use the drop-down menu filtering option to select the correct administration.

## Adding Multiple Users (cont.)

**Batch User File Upload Layout - TABE**

- ◆ File must 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.
- ◆ One file can contain multiple roles (District, School, Teacher etc.).
- ◆ Once a file is uploaded, you will need to assign permissions within the Portal to all users in the file.
- ◆ To learn more about user accounts, access the DRC INSIGHT Portal User Guide for TABE by clicking General Information>Documents>Manuals and Training Materials
- ◆ 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) (\*.csv) to select for the Save as type:
    - Click on Save on the right.

Ref	Data Field	Max Length	Required (Y/N)	Accepted Values	Description
1	First Name	100	Y	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• A-Z, a-z</li> <li>• 0-9,</li> <li>• Hyphen "-",</li> <li>• Underscore "_",</li> <li>• Apostrophe "'",</li> <li>• Period ".",</li> <li>• Space</li> </ul>	User's First Name
2	Middle Initial	1	N	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• A-Z, a-z</li> <li>• 0-9,</li> <li>• Hyphen "-",</li> <li>• Underscore "_",</li> <li>• Apostrophe "'",</li> <li>• Period ".",</li> <li>• Space</li> </ul>	User's Middle Initial *May be blank.
3	Last Name	100	Y	<ul style="list-style-type: none"> <li>• Alphanumeric</li> <li>• A-Z, a-z</li> <li>• 0-9,</li> <li>• Hyphen "-",</li> <li>• Underscore "_",</li> <li>• Apostrophe "'",</li> <li>• Period ".",</li> <li>• Space</li> </ul>	User's Last Name
4	Email	70	Y	Must be unique (any records with duplicate email addresses are rejected)	User's unique email address. This will be the new user's username to log into the DRC INSIGHT portal.
5	Role	40	Y	<ul style="list-style-type: none"> <li>• District</li> <li>• School</li> <li>• Teacher</li> </ul>	<b>New User's Role:</b> You may only upload users with a Role that is equal to or further down the list than your own Role (e.g., a School user cannot upload users at the District level).
6	District Code	7	Y	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• 0-9, right justified and zero filled, leading zeros are not required</li> </ul>	This is the District that the New User is associated with. This will dictate what district and/or schools the user will have access to within the portal. <b>The district code must match the district code displayed in the Portal District dropdown.</b>
7	School Code	7	Y	<ul style="list-style-type: none"> <li>• Numeric</li> <li>• 0-9, right justified and zero filled, leading zeros are not required</li> </ul>	This is the School that the New User is associated with. This will dictate what school the user will have access to within the portal. <b>'District' users will be defaulted with access to all schools within their District. The school code must match the school code displayed in the Portal School dropdown.</b>

**3.** The Upload Multiple Users tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the Batch User Upload File Layout file.

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

# User Management Menu

## Adding Multiple Users (cont.)

**User Administration**

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

\* Indicates required fields

Administration  
All Administrations (DRC Internal) \*

File  
 Browse... \*

Upload

**4.** Click the **Sample File** link to download or display the Sample Users spreadsheet file. This file is only a sample of the type of file you will upload to DRC.

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

1	First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
2	Jake	C	Lake	Lake@SampleEmail	State		
3	Mike		Doe	MikeDoe@Sample	District	160	
4	Mary	A	Wakins	Mwakins@Sample	District Technology Coord	789	
5	Jane	W	Smith	JaneSmith@Sample	School	2001	1abc
6	John		Philps	JPhilps@SampleEn	Test Administrator	6e78z	123456
7							

**5.** Use the sample users spreadsheet file to create, rename, and save a user file to upload.

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

**Adding Multiple Users (cont.)**

**User Administration**

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

\* Indicates required fields

Administration  
 All Administrations (DRC Internal) \*

File  
 Browse... \*

Upload

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

**DRC INSIGHT™ TABE**

All Applications ▾

**User Administration**

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

\* Indicates required fields

Administration  
 All Administrations (DRC Internal) \*

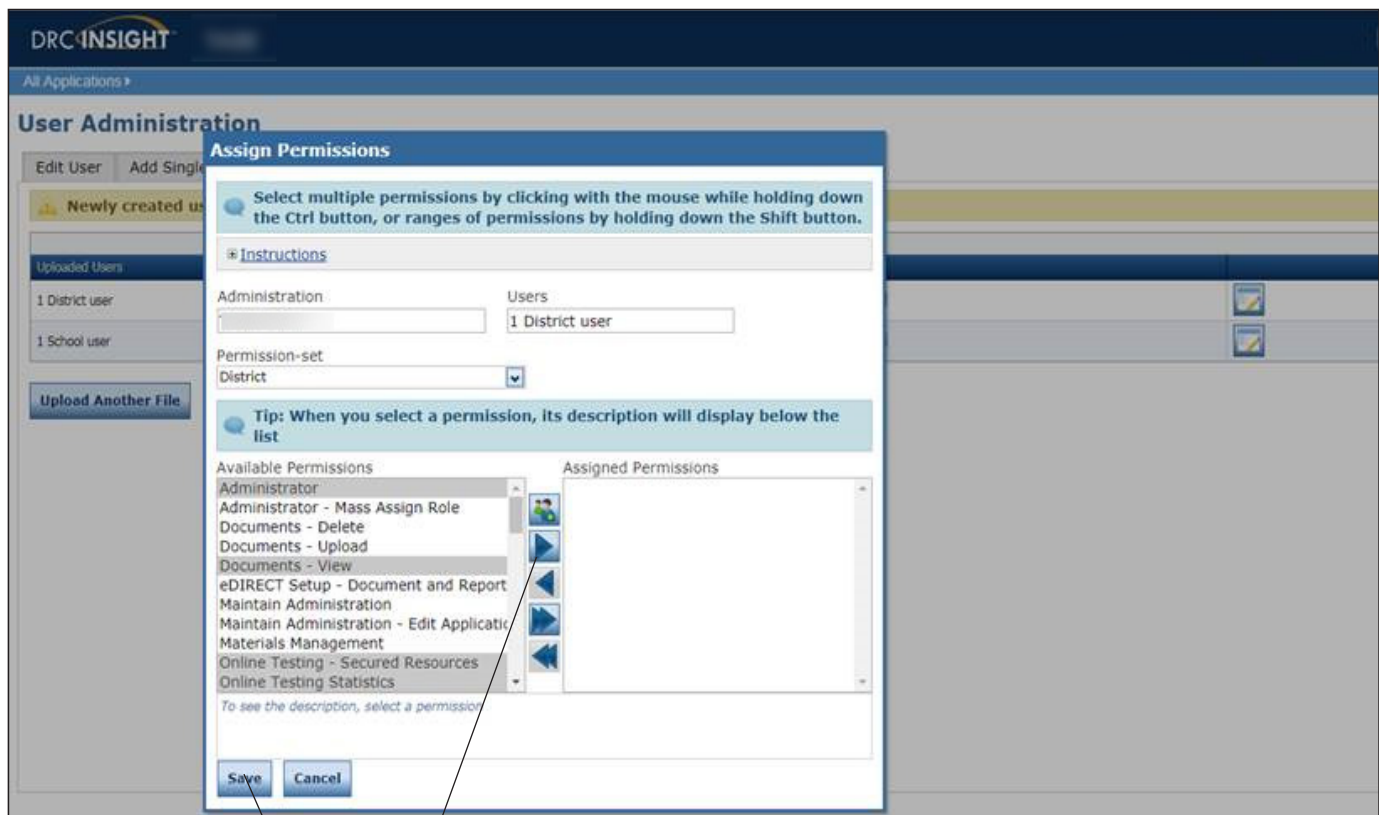
File  
 TABE Portal users upload file\_final.csv X Browse... \*


Upload



**7.** Click **Upload**. A message displays 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 them and repeat Steps 5 and 6.

## Adding Multiple Users (cont.)



**8.** When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the users. Use the **Add Selected** arrow () to add the permissions, and click the **Save** button.

- 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 while you select them.
- Use the **Add All** arrow () to add all permissions.
- Click the **Clone from Another User** icon () to copy another user's set of permissions.

## Editing a Single User's Permissions

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

**User Administration**

Edit User | Add Single User | Upload Multiple Users

**Instructions**


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


Administration: TABE 9/10 | User Role: District | District: (All)

School: (All) | First Name: | Last Name: | Email: |  Hide Inactive Users

**Find User** | **Clear**

Users | Profiles



User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	District	ALL	DISTRICTALL4183@gmail.com	

1. To edit a user's permissions, 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 displays in the Edit User window.

**Edit User**

**Security Agreement Not Accepted**

First Name: ALL | Last Name: District | Email Address: DISTRICTALL4183@gmail.com

Permissions				
Administration	Role	District	School	Action
TABE 9/10	District	99999 - SAMPLE DISTRICT		 

**Add**

**Reset User** | **Inactivate** | **Close**

2. Under Permissions, in the Action column, click the **View/Edit** icon ().

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

3. When the Edit Permissions dialog box displays, 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** (◀) arrows to change the permissions, and click the **Save** button.
- 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 while you select them.
  - Use the **Add All** (▶▶) and **Remove All** (◀◀) arrows to add or remove all permissions.
  - Click the **Clone from Another User** icon (👤) to copy another user's set of permissions.

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

Available Permissions		Assigned Permissions
Administrator		Online Testing - Secured Resources
Administrator - Mass Assign Role	👤	
Documents - View	▶	
Status Reports - District Reports	▶	
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**

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



## Inactivating a User


You can inactivate Portal users that are currently active. When a user is inactivated, the user is unable to access the Portal. To activate a user, see the following page.

**Note:** 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 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 this is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (All Administrations (DF)), User Role (State), District ((All)), School ((All)), First Name, Last Name, and Email. There is a 'Find User' button and a 'Clear' button. Below the filters, there is a 'Users' tab and a 'Profiles' tab. A green message bar states: 'The user has been inactivated.' Below this is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table contains one row with the following data:

Last Name	First Name	Email Address	Action
State	ALL	STATEALL4183@gmail.com	[Icons]

2. In the Action column, click the **Inactivate** icon () for the user you want to make inactive. When the user is inactivated, the following message displays: **The user has been inactivated.**

The 'Inactivate User' dialog box has a blue header with the title 'Inactivate User'. Below the header is a question mark icon and the text: 'You have requested to inactivate user 'ALL State (STATEALL4183@gmail.com)'. Are you sure?'. At the bottom of the dialog box are two buttons: 'Inactivate' and 'Cancel'.

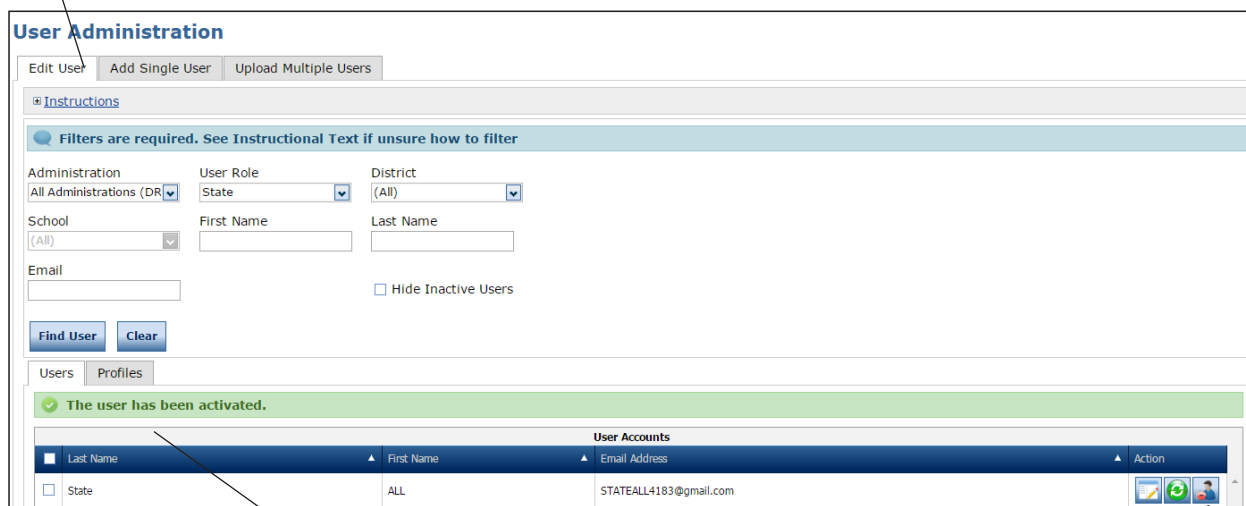
3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

## Activating a User


You can activate a Portal user that is currently inactive so the user can access the Portal again. To inactivate a user, see the previous page. 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 activated automatically when they first log in to the Portal. Only users that were previously inactivated need to be activated manually.

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**.



The screenshot displays the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (All Administrations (DR)), User Role (State), District ((All)), School ((All)), First Name, Last Name, and Email. There is a 'Find User' button and a 'Clear' button. Below the filters, there are tabs for 'Users' and 'Profiles'. A green notification bar states 'The user has been activated.' Below this is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table contains one row with the following data: Last Name: State, First Name: ALL, Email Address: STATEALL4183@gmail.com. The Action column contains icons for a user profile, a refresh icon, and an activate icon (a person with a green checkmark).

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

# Student Management Menu



### ■ Introduction

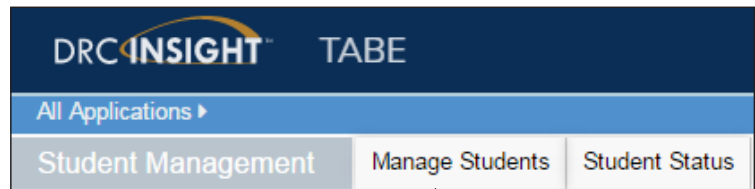
From the Student Management menu, Portal users can search for students and perform the following tasks:

- Add a student to the Portal
- Upload multiple students to the Portal
- Edit a student's information
- Mark a student's accommodations
- Modify a student's demographic information
- View the student groups to which the student is assigned
- View the test sessions for which the student is enrolled
- Use the Student Status Dashboard to display student testing status by site and administration

### **Adding a Student to the Portal**

There are two ways to add students to the Portal one at a time. The method you use depends on whether you have already set up a test session.

- If you do not have a test session set up, use the Add Student window to add a student.
- If you have a test session set up, see “Editing a Test Session by Adding or Removing Students” on page 63.



To add a student to Test Setup, do the following:

- 1.** Click the **Manage Students** link in the Student Management menu to display the Manage Students page. Select an administration, district, and school, then click the **Add Student** button at the bottom of the page to display the Add Student window.

A screenshot of the 'Add Student' form. The form has a blue header with the title 'Add Student'. Below the header is a section for 'Instructions' with a red asterisk indicating required fields. There are input fields for 'Last Name', 'First Name', 'Middle Initial', and 'Student ID'. Below these are four tabs: 'Student Detail', 'Accommodations', 'Demographics', and 'Testing Codes'. The 'Student Detail' tab is active and shows dropdown menus for 'Administration' (TABE 9/10), 'District' (Sample District TABE Test Distr), and 'School' (TABE Test School - 99999). There are also input fields for 'Date of Birth' (with a format hint '(mm/dd/yyyy)') and dropdown menus for 'Grade' (Adult) and 'Gender'. At the bottom of the form are three buttons: 'Save', 'Save & Add Another', and 'Cancel'. A line points from the 'Save & Add Another' button to the third instruction box.

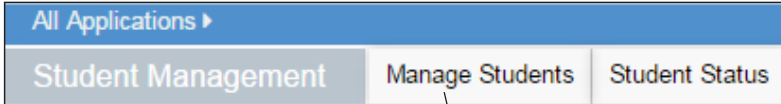
**2.** Enter the necessary information using the Student Detail, Accommodations, and Demographics tabs to add the student.

**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.

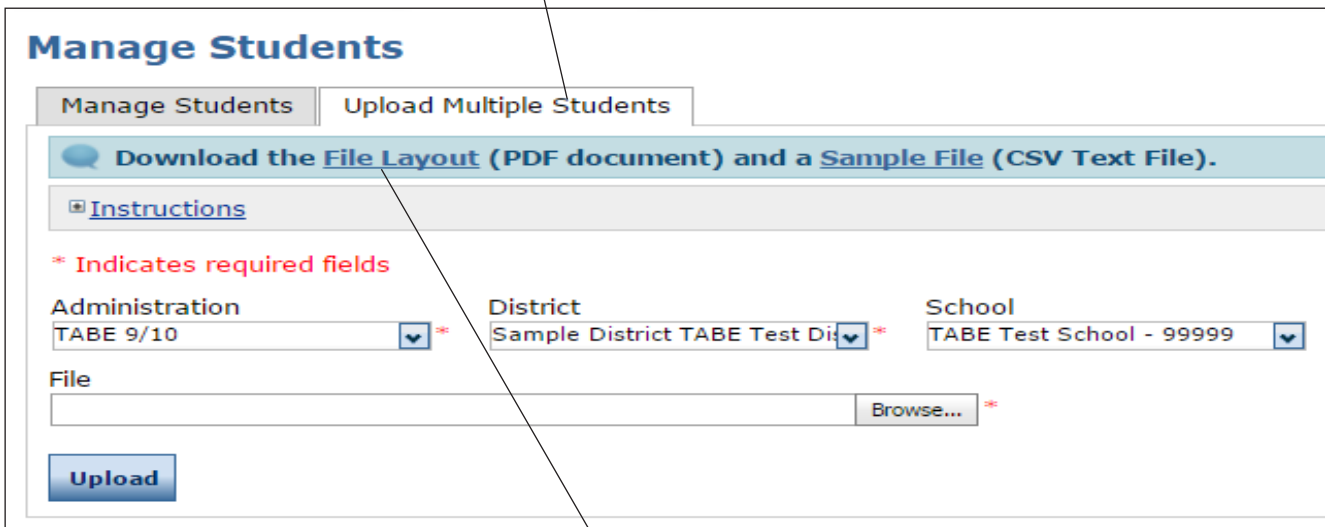
# Student Management Menu

## Uploading Multiple Students to the Portal

To upload multiple student records at once, you can upload a file containing student information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns. After a file is uploaded successfully, the students can be added to test sessions.



1. Open the **All Applications** menu bar, click **Student Management** and click **Manage Students** to display the Manage Students page. Select the **Upload Multiple Students** tab.



Upload Multiple Student File Layout - TABE

- File must contain a header row that includes all the columns in the file layout.
- 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.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File; then Save As...
  - The Save As dialog box will appear. The file 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) (.csv) is visible.
    - Click on CSV (Comma delimited) (.csv) to select for the Save as type:
    - Click on Save on the right.

Ref #	Column Name	Maximum Length	Required (Y/N)	Description / Values
1	District Code	NR	Y	The District Code must match the district code displayed in the eDIRECT District dropdown.
2	School Code	NR	Y	Include leading zeros The School Code must match the school code displayed in the eDIRECT School dropdown.
3	Student ID	10	N	Include leading zeros Up to 10 characters alphanumeric
4	Student Last Name	20	Y	Include leading zeros *May be left blank Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes (').
5	Student First Name	14	Y	Diacritical characters will be converted to their alphanumeric equivalent.
6	Student Middle Initial	1	N	Examples include but are not limited to: A = a, B = b, n, e or e = e, O = o, and I = i All other non-alphanumeric characters will be removed from the field before saving. *Student Middle Initial may be left blank.
7	Gender	1	Y	F (Female), M (Male), O (Other)
8	Date of Birth	10	Y	MMDDCCYY
9	Grade	2	Y	AD (Adult)
10	Ethnicity	1	N	*Spaces not allowed Y (Hispanic or Latino), N (Not Hispanic or Latino), or blank
11	Race - American Indian or Alaskan Native	1	N	Y (Yes), N (No), or blank

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2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the Upload Multiple Student File Layout - TABE.pdf file.

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

**Uploading Multiple Students to the Portal (cont.)**

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

This file is only a sample of the type of file you will upload to DRC.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	District Co	School Co	Student ID	Student L	Student F	Student M	Gender	Date of Bi	Grade	Ethnicity	Race - Am	Race - Asi	Race - Bla	Race
2	999999	999999	9999991	TESTER	STUDENT	A	M	1/1/1990	AD	Y	Y	N	N	N
3	999999	999999	9999992	TESTER1	STUDENT	A	M	1/1/1990	AD	N	N	N	Y	N
4	999999	999999	9999993	TESTER2	STUDENT	A	M	1/1/1990	AD					
5	999999	999999	9999994	TESTER3	STUDENT1		O	1/1/1991	AD	N		Y	Y	
6	999999	999999	9999995	TESTER4	STUDENTA		F	1/1/1991	AD					
7	999999	999999	9999996	TESTER5	STUDENT2		F	1/1/1992	AD	Y				

**4.** Use the TABESampleStudentFile.csv file to create, rename, 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 the Portal (cont.)

**Manage Students**

Manage Students | Upload Multiple Students

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: Sample District TABE Test Di \*  
School: TABE Test School - 99999 \*

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 | Upload Multiple Students

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: Sample District TABE Test Di \*  
School: TABE Test School - 99999 \*

File: TABE Student File\_Final.csv X Browse... \*

Upload

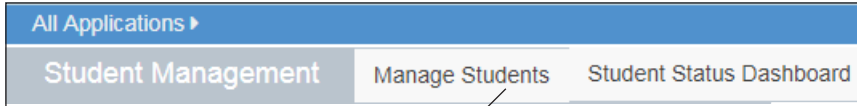
6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. Error-free records are added to the Portal. If there are errors, a message displays. Records with errors are not added to the Portal, therefore, you must correct all errors and repeat Steps 5 and 6 until all records are added.



## The Manage Students Option

From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions to which a student is currently assigned, and view the status of the session.



1. Open the **All Applications** menu bar, click **Student Management**, and click **Manage Students** to display the Manage Students window.

The 'Manage Students' window has a title bar with 'Manage Students' and 'Upload Multiple Students' tabs. Below the title bar is an 'Instructions' section with a red asterisk indicating required fields. The search filters include:

- Administration: TABE 9/10 \*
- District: SAMPLE DISTRICT - 99999
- School: TABE TEST SCHOOL - 11111
- Last Name, First Name, Student ID (text input fields)
- Accommodation Test, Accommodation Type, Accommodation (dropdown menus)
- Grade, Demographic, Teacher (dropdown menus)
- Student Group, Test, Session (dropdown menus)
- Online Test Status, Session Assignment (dropdown menus)

Buttons for 'Find Students' and 'Clear' are located below the filters. Below the filters is a table titled 'Students' with columns: Last Name, First Name, Student ID, Date Of Birth, Grade, and Action. The table is currently empty, with a message: 'Choose from the above filters and click on 'Find Students' to view matching 'Students''. At the bottom of the window are buttons for 'Add Student', 'Export to Excel', 'Download Students', and 'Update Accommodations'.

## The Manage Students Option (cont.)

Select a teacher in the **Teacher** field to search for students in any of the student groups associated with the teacher. Select a student group in the **Student Group** field to search for students in a specific student group. Select a test in the **Test** field to search for students in a test session for a specific test.

**2.** To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

**Manage Students**

Manage Students | Upload Multiple Students

[+ Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \* | District: SAMPLE DISTRICT - 99999 | School: TABE TEST SCHOOL - 11111

Last Name: | First Name: | Student ID: |

Accommodation Test: | Accommodation Type: | Accommodation: |

Grade: | Demographic: | Teacher: |

Student Group: | Test: | Session: |

Online Test Status: | Session Assignment: |

Find Students | Clear

Session Assignment dropdown options: (None), Online

**3.** To filter the display based on test session assignment, use the **Session Assignment** drop-down menu. You can select one of the values shown below.

<u>Value</u>	<u>Displays</u>
(Blank)	When selected, this filter is excluded from the search criteria.
(None)	Students who are not in any test session
Online	Students in a test session with a testing mode equal to "Online"

*The Manage Students Option (cont.)*

**Manage Students**

Manage Students | Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration: TABE 9/10 \*  
 District: SAMPLE DISTRICT - 99999  
 School: TABE TEST SCHOOL - 11111

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Accommodation Test: \_\_\_\_\_ Accommodation Type: \_\_\_\_\_ Accommodation: \_\_\_\_\_

Grade: \_\_\_\_\_ Demographic: \_\_\_\_\_ Teacher: \_\_\_\_\_


Student Group: \_\_\_\_\_ Test: \_\_\_\_\_ Session: \_\_\_\_\_

Online Test Status: \_\_\_\_\_ Session Assignment: \_\_\_\_\_

**Find Students** **Clear**

Students | Alternate Testing Sites

	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	drsa	kid	1230000001	1/1/2000	AD	
<input type="checkbox"/>	drsaa	kids	1234000001	1/1/1990	AD	

**4.** Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window displays.

**Edit Student**

**Instructions**

\* Indicates required fields

Last Name: Loadtest \* First Name: Test \* Middle Initial: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Administration: TABE 9/10 \*  
 District: SAMPLE ADULT TEST CENTER - \*  
 School: SAMPLE ADULT TEST CENTER - \*

Date of Birth: 1/1/2001 \*  
(mn/dd/yyyy)  
 Grade: Adult \* Gender: Female \*

**Save** **Cancel**

## Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Display and / or modify a student's detail information (see below).
- Mark a student's accommodations (see "Editing a Student's Accommodations" on page 45).
- Edit a student's demographic information (see "Editing a Student's Demographic Information" on page 47).
- View the student groups in which the student is included (see "Viewing a Student's Student Group Information" on page 48 ).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 50).

**Edit Student**

[Instructions](#)

\* Indicates required fields

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

Student Detail    Accommodations    Demographics    Student Groups    Testing Codes    Test Sessions

Administration  \*    District  \*    School  \*

Date of Birth  \*    Grade  \*    Gender  \*

(mm/dd/yyyy)

To view or edit a student's detail information, do the following:

1. Make updates as needed on Student Detail tab.
2. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Accommodations

You can indicate which students need accommodations by test. Accommodations selected for a test, such as Complete Battery 9, apply to all content areas of the test: Reading, Language, Applied Mathematics, and so on. Accommodations should be marked prior to printing test tickets.

**Note:** You can assign or remove accommodations on a student-by-student basis (shown below) or you can select multiple students who share the same accommodation and assign (or remove) that accommodation to all selected students at the same time (shown on the next page).

On the Accommodations tab, use the checkboxes to indicate the specific accommodations and supports a student needs for the TABE assessments.

**Edit Student**

[Instructions](#)

\* Indicates required fields


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

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

Accommodations

Type	Accommodation	TABE 11	TABE 12	Locator 11 & 12	Complete Battery 9	Complete Battery 10	Survey 9	Survey 10	Locator
Online	Session Extension 1.25 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Session Extension 1.5 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Session Extension 2.0 Times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Untimed Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

To view or edit a student's accommodation information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
4. In the Edit Student window, edit the information in the **Accommodations** tab.
5. Click **Save** to save your changes or **Cancel** to cancel them.

# Student Management Menu

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

The screenshot shows the 'Manage Students' interface. At the top, there are tabs for 'Manage Students' and 'Upload Multiple Students'. Below this is a search criteria section with fields for Administration, District, School, Last Name, First Name, Student ID, Accommodation Text Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Student Group, Test, Session, Online Test Status, and Session Assignment. A 'Find Students' button is located below the search criteria. Below the search criteria is a table of students with columns for Last Name, First Name, Student ID, Date of Birth, Grade, and Action. The table contains 12 rows of student data. At the bottom of the window, there are buttons for 'Add Student', 'Export to Excel', 'Download Students', and 'Update Accommodations'.

You can assign or remove accommodations for students who share the same accommodations.

1. Navigate to the Manage Students window and enter your search criteria.
2. Click the **Find Students** button.
3. Place a check in the checkbox to the left of each student for whom you need to assign or remove accommodations.
4. Click **Update Accommodations** at the bottom of the window.

5. When the Update Accommodations for Multiple Students window displays, select **Assign Accommodations** or **Remove Accommodations** as the Update Mode.

The screenshot shows the 'Update Accommodations for Multiple Students' window. At the top, there is a message: 'The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.' Below this is an 'Instructions' section. The 'Update Mode' section has two radio buttons: 'Assign Accommodations' (selected) and 'Remove Accommodations'. Below this is a table of accommodations with columns for Type, Accommodation, Complete Battery 9, Complete Battery 10, Survey 9, Survey 10, and Locator. The table contains three rows of accommodation data. At the bottom of the window, there are 'Save' and 'Cancel' buttons.

7. Click **Save** to apply the update or **Cancel** to return to the Manage Students window.

6. Check each accommodation to be assigned or removed from the selected students (you can scroll through the list of accommodations).

## Editing a Student's Demographic Information

Enter the student's demographic information, if known.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name	First Name	Middle Initial	Student ID
Roja *	Team15Portal *		1234567890

Student Detail
Accommodations
Demographics
Student Groups
Testing Codes
Test Sessions


**Ethnicity**

- Race - American Indian or Alaskan Native
- Race - Asian
- Race - Black or African American
- Race - Native Hawaiian or Other Pacific Islander
- Race - Caucasian
- Race - Other
- Race - Prefer not to answer
- IEP
- 504
- LEP/ELL

Program

Additional Program

To edit a student's demographic information, do the following:

- 1.** Click **Manage Students** from the Student Management menu and select your search criteria.
- 2.** Click the **Find Students** button.
- 3.** Click the **View/Edit** icon () to display the student's profile.
- 4.** When the Edit Student window displays, select the **Demographics** tab. Use the checkboxes on the tab to update the information.
- 5.** Click **Save** to save your changes or **Cancel** to cancel your changes.

# Student Management Menu

## Viewing a Student's Student Group Information

If a student has been placed into a student group, each group displays on the Student Groups tab.

### Edit Student

[Instructions](#)

\* Indicates required fields

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

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

Student Groups			
District	School	Teacher	Group Name
SAMPLE DISTRICT	TABE TEST SCHOOL	Bibble, Dorothy (dbibble@sample.email)	
SAMPLE DISTRICT	TABE TEST SCHOOL	sample, teacher (ts@drc.com)	Jenkins Sample Group



### Viewing Testing Codes

Although the Testing Codes tab displays, as shown below, it is not used for TABE testing.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name	First Name	Middle Initial	Student ID
<input type="text" value="HAYNES"/> *	<input type="text" value="KISHA"/> *	<input type="text"/>	<input type="text" value="0517559587"/>

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

**Testing Codes are not applicable for the TABE 9/10 administration.**

## Viewing a Student's Test Session Information

**Edit Student**

[Instructions](#)

\* Indicates required fields

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

Student Detail
Accommodations
Demographics
Student Groups
Testing Codes
Test Sessions

Student Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math - Sample Items	Completed	07/11/2017 08:39 AM	07/28/2017 11:03 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language	Completed	07/11/2017 08:40 AM	07/11/2017 08:41 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Reading	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		

To view an individual student's Test Sessions, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Test Sessions** tab.

**Note:** In the grid at the bottom of the window, there is a separate line for each content area of each test session in which the student is included.

5. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view or print. The Testing Status window displays. **Note:** From the Testing Status window, you can print one or more student test tickets in the test session. For more information, see "Printing Test Tickets and Rosters" on page 69.

■ **Student Status  
Dashboard**

The Student Status Dashboard (or simply *Dashboard*) allows you to display student testing status by site and administration. You can filter information on the Dashboard by testing status, content area, and assessment (or any combination of these).

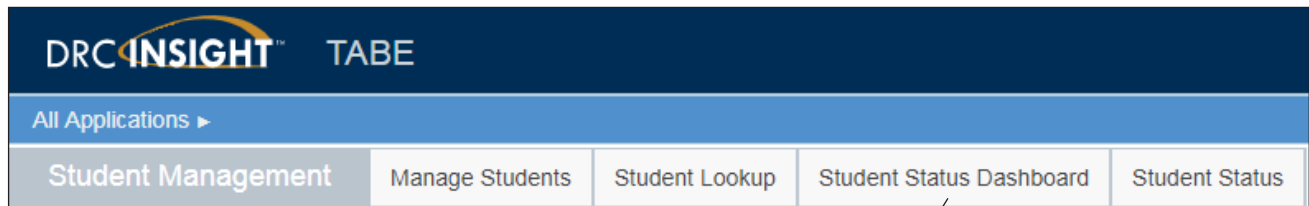
**Note:** Dashboard data displays in real time as test scores are populated in the database.

■ **Dashboard  
Access in the  
Portal**

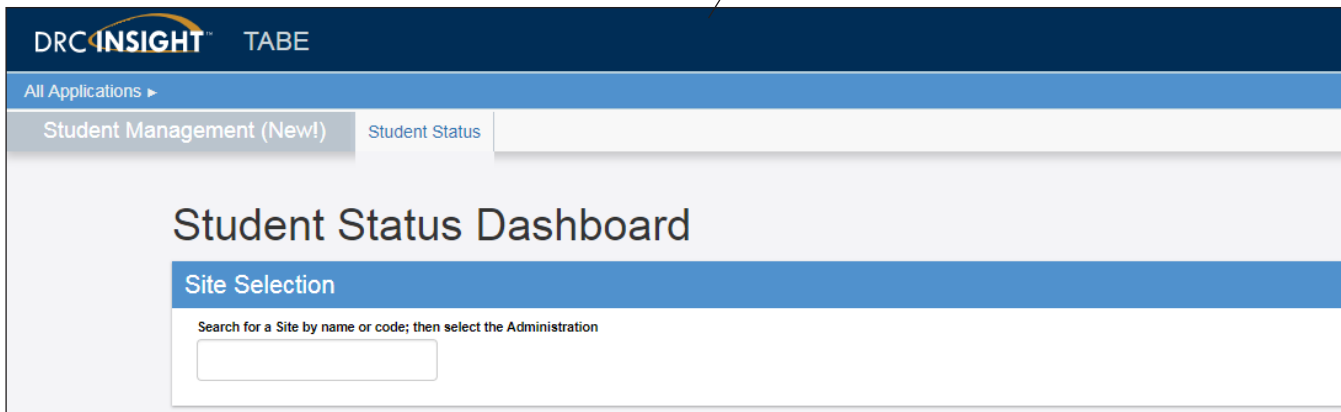
You need the *Test setup - view student status* permission in the Portal to use the Dashboard.

## Access the Dashboard

You access the Dashboard from the **Student Management** menu.



1. Open the **All Applications** menu bar, click **Student Management** and click **Student Status Dashboard** to display the Dashboard window.

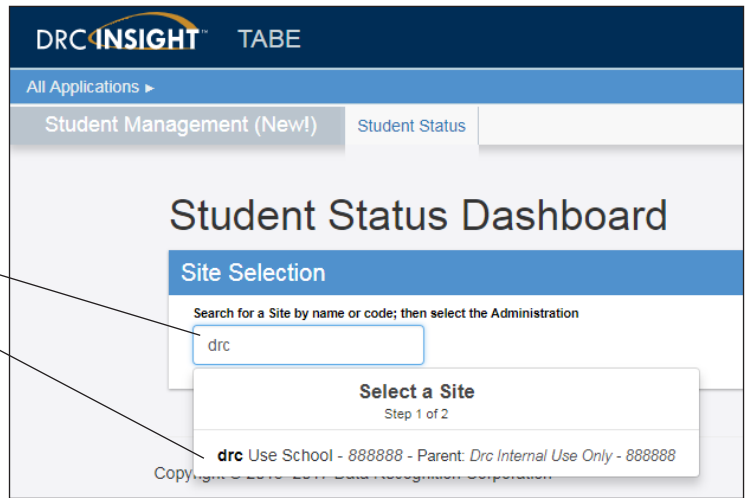


**Selecting a School in the Dashboard**

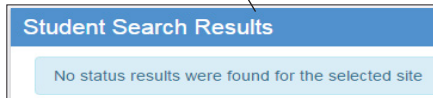
Use the **Site Selection** search box to search for a site and display its testing status data in the Dashboard. You must enter at least 3 characters of a school name or school code in the search box to display matches. Once a school name populates, you can select an administration to display.

**Note:** You cannot search by administration or district code / name, only by school name or school code.

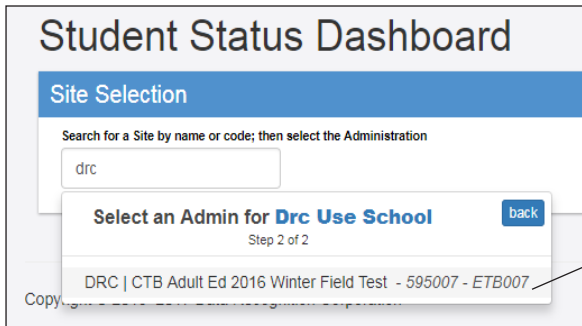
**1.** Enter all or part of a site name or code. In the list of matches, direct text matches display in **bold**. Select a school.



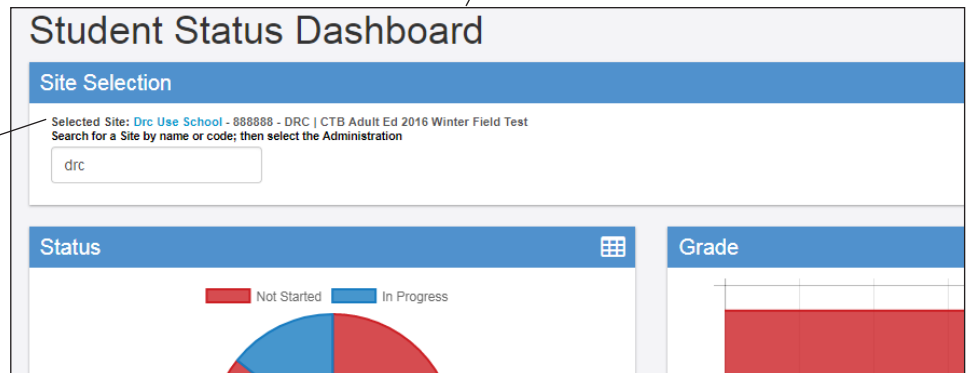
If there are no results for the selected school, a message displays.



**2.** For the selected site, select an administration to display the testing results in the Dashboard.



The selected site and administration display at the top of the page.

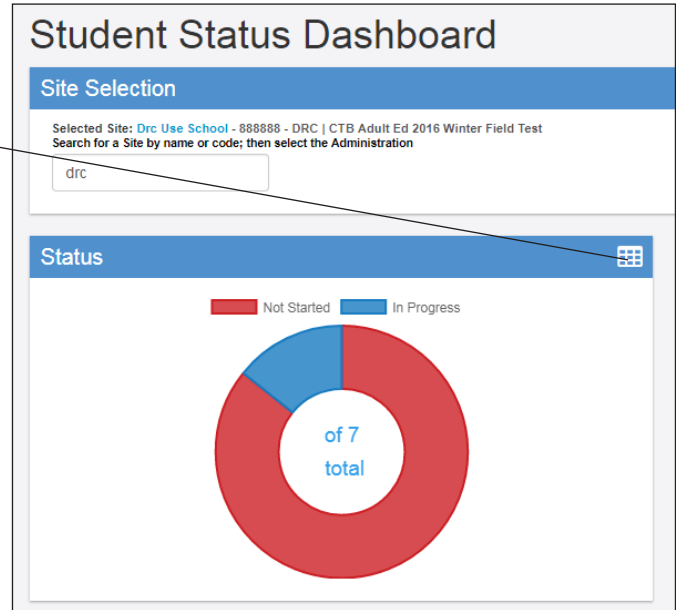
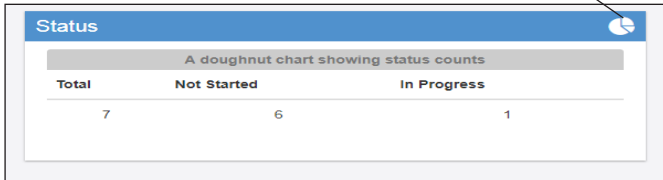


## Using the Dashboard

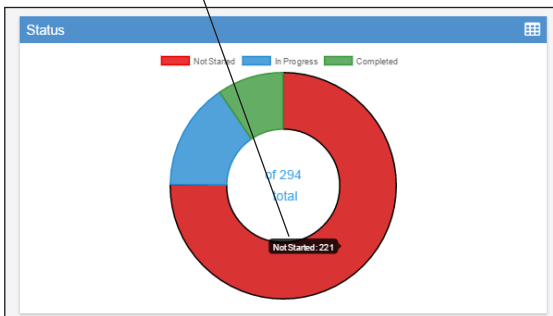
By default, the Dashboard displays data for the following: Status, Grade, Content Area, and Assessment. A grid of students displays below the graphs.

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.

Click to toggle the information from graph to table format.

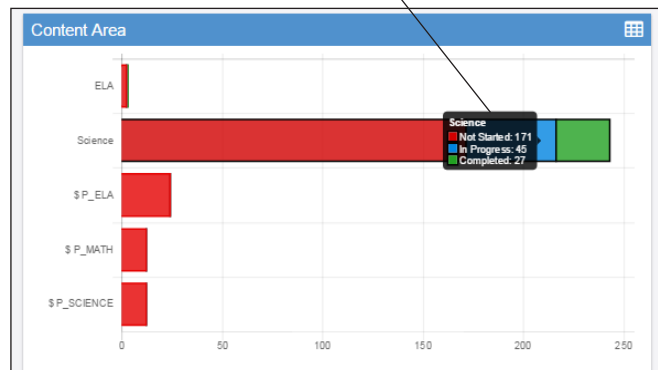


For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.



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 Science part of the graph and the testing status for Science is shown.



## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school displays. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

**Note:** As shown below, if a student is in multiple test sessions, the results for each test session (content area) display in a different row. You may see the same student name several times in a row.

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

**Last Name** (Alphabetical) You can sort the column to descend from the last name *Alpha* to the last name *Zeta*, for example, or vice versa.

**Status** (Group by status) You can sort the column to group equal data values together. Example for Status: *Not Started*, *In Progress*, or *Completed*.

Click to export the student grid to a spreadsheet file.

In this example, *Content Area* is the selected sort criteria, so equal content areas are grouped together.

**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
Student	Training	06	\$ P_Test	English Langu...	Smoke Testing	In Progress	03/23/2016 10:21 AM		
Student	Training	06	Mathematics	Math Session L	Sample 9B - ...	Not Started			
Student	Training	06	Mathematics	Math Session M	Sample 9B - ...	Not Started			
Student	Training	06	Mathematics	Math Practice...	Sample 9B - ...	Not Started			
Student	Training	06	Mathematics	Math Biograp...	Sample 9B - ...	Not Started			
Student	Training	06	SQA	Session 2	SQA	Not Started			
Student	Training	06	SQA	math 99 OTT	SQA	Not Started			

Showing 7 of 7 students

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

Click to jump to the top of the Dashboard.

# Test Management Menu





### ■ Introduction

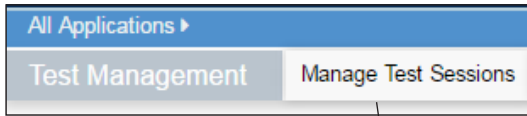
From the Test Management menu, Portal users can search for test sessions and perform the following tasks:

- Create test sessions
- Edit test sessions by adding or removing students
- Delete test sessions
- Export test sessions
- View and export test session status details
- Print test tickets and rosters
- Purge test tickets
- Unlock test tickets
- End incomplete tests

# Test Management Menu

## The Manage Test Sessions Option

From the Test Management menu, you can view all of the test sessions for a specific district or school.



1. Open the **All Applications** menu bar, click **Test Management**, and click **Manage Test Sessions**. The Test Sessions page displays.

The screenshot shows the 'Test Sessions' page in the DRC INSIGHT system. At the top, there's a header with 'DRC INSIGHT' and 'TABE'. Below that is a navigation bar with 'All Applications', 'Test Management', 'Manage Test Sessions', and 'Manage Testing Windows'. The main content area is titled 'Test Sessions' and contains a form with the following fields: Administration (TABE 9/10), District (SAMPLE DISTRICT - 99999), School (TABE TEST SCHOOL - 11111), Last Name, First Name, Student ID, Session, Teacher (All), Test (All), and Assessment (All). There are 'Show Sessions' and 'Print All Tickets' buttons. Below the form is a 'Sessions' tab and a 'Status Summary' tab. The 'Sessions' tab is active, showing a table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. Below the table is a message: 'Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions''. At the bottom, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

**Tip:** Select a teacher to filter by all test sessions associated with the selected teacher.

2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail page displays.

### The Manage Test Sessions Option (cont.)

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The Session Detail portion of the window displays the status of the session—Not Started, In Progress, Completed, or Locked. The start and end dates of the test session also display.

<u>Status</u>	<u>Description</u>
<b>Not Started</b>	No student in the session has started the test.
<b>In Progress</b>	The test session is in progress.
<b>Completed</b>	The test session is finished. All of the students in the session have completed the test.

Sessions
Status Summary

+ Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	bre auto loc	Complete Battery 10	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - test 10 locator kids	Locator	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	breanna's CB9	Complete Battery 9	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	gail's CB9 Auto-Loc All Contents	Complete Battery 9	Not Started	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - maitreyee - CB9 Auto-Locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - new cb9 auto locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - CB9 Auto-Locator - 7/20	Complete Battery 9	In Progress	6/2/2017	9/1/2017	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator - 7/20	Locator	In Progress	6/2/2017	9/1/2017	

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

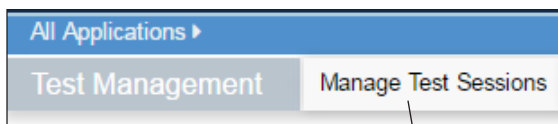
Use the buttons at the bottom of the Test Sessions page to work with test sessions

## Creating a Test Session

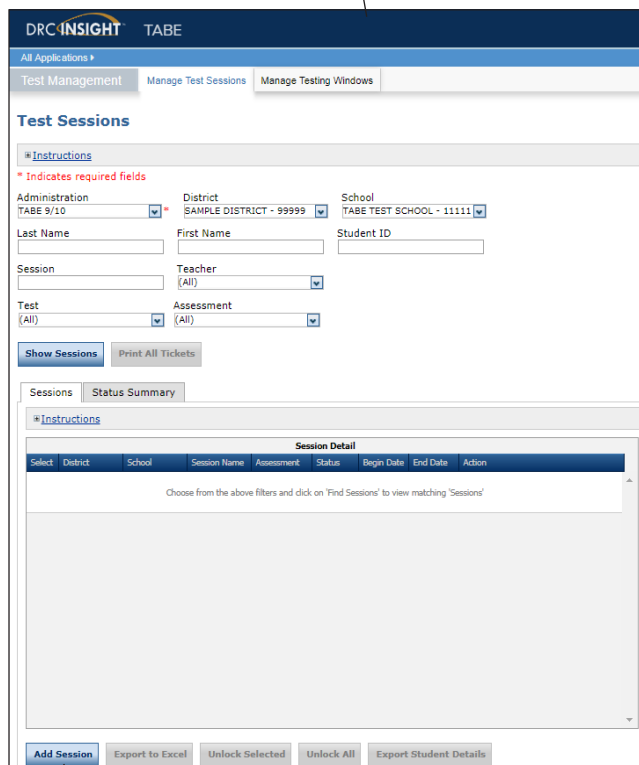
You can create a new test session and add students to it. You must give the session a name and Test, Content areas, and Level. For searching and reporting purposes, use a meaningful test session name that includes the Content areas and Level(s), such as: **Complete Battery 9 Reading Level D**.

**Note:** All students included in a test session take the same test. Create separate test sessions with different combinations of students, Test, Content areas, and Levels as needed.

**Tip:** Set up frequently used test sessions, such as Complete Battery 9 Auto-Locator, prior to testing. By creating test sessions in advance, you can quickly set up walk-in testers. For more information, see “Editing a Test Session by Adding or Removing Students” on page 63.



1. To add a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.

A screenshot of the 'Test Sessions' page in the DRC INSIGHT TABE system. The page has a navigation bar with 'All Applications', 'Test Management', 'Manage Test Sessions', and 'Manage Testing Windows'. The 'Test Sessions' section includes a form with fields for Administration (TABE 9/10), District (SAMPLE DISTRICT - 99999), School (TABE TEST SCHOOL - 11111), Last Name, First Name, Student ID, Session, Teacher (All), Test (All), and Assessment (All). There are 'Show Sessions' and 'Print All Tickets' buttons. Below the form is a 'Sessions' table with columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table is currently empty with a message: 'Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions''. At the bottom, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'. A line points from the 'Add Session' button to the second instruction box.

2. Select a district and school (required to add a test session) and click the **Add Session** button at the bottom of the page. The Add Test Session window displays.

### Creating a Test Session (cont.)

At this point, you give the test session a name and select the Test, Content, and Level. Make sure the test session name reflects the test information, for example: *Complete Battery 9 Reading Level D*.

**Notes:** Select the test type **Locator** to choose which Content areas to administer. Alternatively, if you select a test, such as Complete Battery 9, you have the option to administer the **Auto-Locator** content. Selecting **Auto-Locator** administers the Locator parts of the test first, then after both parts of the Locator test for the content are complete, the tester takes the regular part of the test for the content area. The tester is assigned the correct level (E, M, D, or A) based on how they performed on the Locator test (non-Sample Items). The tester is not aware of the level; this information is not visible to testers in INSIGHT.

Additionally, selecting a test, such as Complete Battery 9, allows you to choose the content for the testers in the test session when you know exactly which content(s) and level(s) the group of testers needs to take. *Example:* Complete Battery 9 Reading Level D and Complete Battery 9 Language Level E.

Once a test session is created, you cannot change the Test, Content, or Level selections. If you made an error in your selections, delete the test session and start over (as long as no testers have started testing with the tickets associated to the Test Session). If testing has begun, then create a new test session with the correct selections, and add the testers to the new test session

3. Enter a name in the Session Name field.

4. First, read the notes at the top of this page, then select a **Test**, the appropriate **Content** areas, and **Level**. Modify the **Begin Date** and **End Date** as needed.

## Creating a Test Session (cont.)

**Add Test Sessions**

Testing Window: 09/13/2017 - 12/31/2020

Instructions

\* Indicates required fields

Session Name: Reading Locator \* Teacher: [dropdown]

Test: [Locator dropdown]  
Complete Battery 9  
Complete Battery 10  
Survey 9  
Survey 10

Content:  Reading  
 Mathematics (includes Math. Computation and Applied Math.)  
 Language

Level:  Reading Locator

Begin Date: 9/13/2017 End Date: 12/31/2020 Mode: Online \*

Search for Available Students

Student Last Name: [input] Student First Name: [input] Student ID: [input] Grade: Adult   
Demographic: (All) Accommodation: (All) Teacher: (All) Student Group: (All)

Find Students New Student Clear

Available Students: [list] Students in Session: [list]

Double-click to edit Student

Save Save & Add Another Cancel

**Tips:** Make a selection from the Teacher dropdown to display student groups tied to the selected teacher. Then, select a student group to display the available students to add to the session.

5. Enter any 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 that are not in sequence, press the **Ctrl** key while you select them.

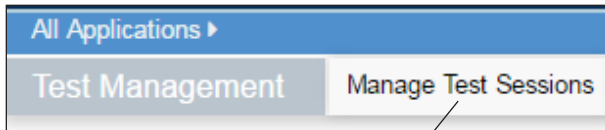
7. Use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.

8. Click **Save** or **Save & Add Another** to add another session.

## Editing a Test Session by Adding or Removing Students

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

**Note:** This procedure describes the most efficient way to quickly set up walk-in testers.



1. To view or edit a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.

**Test Sessions**

**Instructions**

\* Indicates required fields

Administration: TABE 9/10 \* District: SAMPLE DISTRICT - 99999 School: TABE TEST SCHOOL - 11111

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Session: \_\_\_\_\_ Teacher: (All)

Test: (All) Assessment: (All)


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

Sessions | Status Summary

**Instructions**

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	

2. Click **Show Sessions**.

3. When the test sessions display, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for the session.

## Editing a Test Session by Adding or Removing Students (cont.)

**Edit Test Session**

Testing Window: 09/13/2017 - 12/31/2020

# Instructions

\* Indicates required fields

Session Name: 10/15/2017 \* Teacher: [dropdown]

Test: Survey 9

Content:  Auto-Locator,  Reading,  Mathematics Computation,  Applied Mathematics,  Language

Level:  SV9 Reading with Auto-Locator,  SV9 Mathematics (includes Math. Computation and Applied Math.) with Auto-Locator,  SV9 Language with Auto-Locator

Begin Date: 10/18/2017 \* End Date: 10/18/2017 \* Mode: Online \*\*

Search for Available Students

Student Last Name: [input] Student First Name: [input] Student ID: [input] Grade: Adult [dropdown]

Demographic: (All) [dropdown] Accommodation: (All) [dropdown] Teacher: (All) [dropdown] Student Group: (All) [dropdown]

Find Students New Student Clear

Available Students: [list]

Students in Session: HAYNES, KISHA (0517559587), BROWN, KURTISHA (8502663208), EDWARDS, LATEASHA (4524489061), gorges, jacob (1212121), GRIFFIN, ANDREANN (5517493793), johnson, brittney (8505370899), JONES, MELISSA (), TAYLOR, KEYARRA (5503946316)

Double-click to edit Student

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

**Note:** To add a new or walk-in tester to the test session, click the **New Student** button. The Add Student window displays. Enter the required information on the window and click **Save**. The new student displays in the Students in Session pane of the Edit Test Session window.

**5.** Select a student and double-click 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 remove or add.

**Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.

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



## Deleting a Test Session

You can delete a test session up until the time testing begins. If testing has started, the session cannot be deleted.



1. To delete a test session, open the **All Applications** menu bar and click the **Manage Test Sessions** option from the Test Management menu to display the Test Sessions page.

**Test Sessions**

[Instructions](#)

*\* Indicates required fields*

Administration  
 TABE 9/10 \*

District  
 SAMPLE DISTRICT - 99999

School  
 TABE TEST SCHOOL - 11111

Last Name

First Name

Student ID

Session

Teacher  
 (All)

Test  
 (All)

Assessment  
 (All)

**Show Sessions**

Sessions

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	

2. Enter your search criteria and click **Show Sessions**.

3. Click the **Delete** icon () in the Action column for the test session report you want to remove. The Confirm Delete dialog box displays.

**Confirm Delete**


You are choosing to delete session 'KA'. Are you sure?

4. Click **Delete** to delete the test session or **Cancel** to cancel the process.

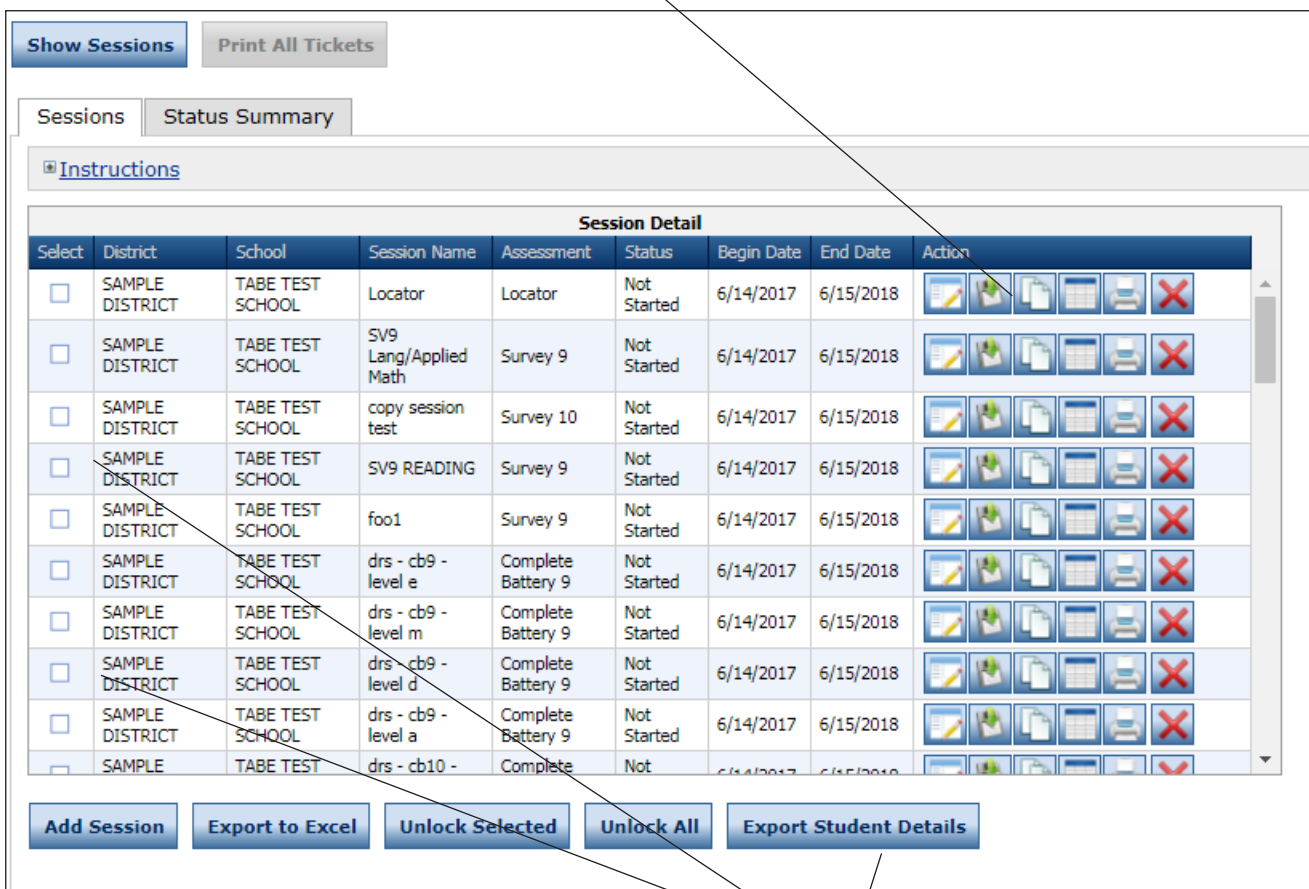
# Test Management Menu

## Exporting Test Sessions









































You can export the details of one or more test sessions to a comma-separated value (.csv) file to save, view, edit, or print in a spreadsheet.

1. To export details *for a single test session*, click the **Export Details** icon () from the Session Detail window in the Action column for the test session that you want to export.
2. The test session details are exported to a .csv file that you can save, view, edit, or print.

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



The screenshot shows the 'Sessions' tab in the Test Management interface. At the top, there are buttons for 'Show Sessions' and 'Print All Tickets'. Below that, there are tabs for 'Sessions' and 'Status Summary'. A section titled 'Instructions' is visible. The main part of the interface 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 10 rows of test sessions. At the bottom of the interface, there are several buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'. A callout box from the first instruction points to the 'Export Details' icon in the Action column of the first row. Another callout box from the second instruction points to the 'Export Student Details' button.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	   
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	   

1. To export details for *specific test sessions*, select the test sessions by checking the checkbox for each session in the Select column and then click the **Export Student Details** button. To export *all test sessions*, click **Export Student Details** without selecting any test sessions.
2. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

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

## Viewing and Exporting Test Session Status Details

The test session status display provides the following information: each student’s test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

The screenshot shows the 'Sessions' window with a table of test sessions. The table has the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The 'Action' column contains icons for Edit/Print Ticket Status, 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 type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	[Icons]

1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon (📄) from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.

2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus.

The screenshot shows the 'Testing Status' window with search filters for Last Name, Status, and Status By Module. Below the filters is a table of student test results. The table has the following columns: Select, Last Name, First Name, User Name, Password, Status, Started, Completed, and Action.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	squire	breanna	BSQUIRE1	PULL8193	Not Started			[Icons]
<input type="checkbox"/>	Student	One	OSTUDENT1	WHAT6049	Not Started			[Icons]
<input type="checkbox"/>	Student	Three	TSTUDENT2	COAL8045	Not Started			[Icons]
<input type="checkbox"/>	Student	Two	TSTUDENT1	FOLD8269	Not Started			[Icons]

3. Click **Filter** to display the results or **Clear** to clear your selections.

## Viewing and Exporting Test Session Status Details (cont.)

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[Instructions](#)


Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

4. To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.



















































## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

1. To print all of the test tickets for the students in a test session, click the **Print All Tickets** icon (  ) in the Action column of the Sessions Detail window for the test session.

Sessions | Status Summary

Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	    
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	    

2. A Portable Document Format (.pdf) displays and includes the testing roster, and test tickets. You can view, print, and save the information.

Tickets print 4 per page.

**TABE 9/10**  
Student Test Roster

District: SAMPLE DISTRICT  
 School: TABE TEST SCHOOL  
 Test: Locator  
 Test Session: Locator  
 Test Session Window: 6/14/2017 to 6/15/2018

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	NA	KA, LocatorTest	1/1/0000	1232143211	LKA1	80001558
<input type="checkbox"/>	NA	KA, student	1/1/0000	1234567891	8KA3	KAC64739
<input type="checkbox"/>	NA	Robertson, Aaron	1/1/0000		AROBERT001	80099725
<input type="checkbox"/>	2.0	squire, breanna	1/1/0001		8SQ013K3	80031079

# Test Management Menu

## Printing Test Tickets and Rosters (cont.)

1. To print selected test tickets, click the **Edit/Print Ticket Status** icon (🖨️) in the Action column for the test session you want to use.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]

2. When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	squire	breanna	BSQUIRE1	PVILL8193	Not Started			[Icons]
<input type="checkbox"/>	Student	One	OSTUDENT1	WHAT0049	Not Started			[Icons]
<input type="checkbox"/>	Student	Three	TSTUDENT2	COAL8045	Not Started			[Icons]
<input type="checkbox"/>	Student	Two	TSTUDENT1	FOLD8269	Not Started			[Icons]

3. Select one or more students by clicking the checkbox next to their name in the **Select** column.

4. Click **Print Selected**. A PDF version of the Student Test Session Ticket, that you can view, print, and save, displays for the selected students.

**TABE 9/10 Student Test Roster**

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	NA	KA, Locator Test	1/1/2000	1232143211	LKA1	80821508
<input type="checkbox"/>	NA	KA, student	1/1/2000	1234567891	SKA3	KACE4739
<input type="checkbox"/>	NA	Roberson, Amon	1/1/2000	ABON873201	ROD91715	
<input type="checkbox"/>	2.D	squire, breanna	1/1/2001	BSQ21883	BSQ92079	

<p><b>TABE 9/10 Online Test Ticket Survey 9</b></p> <p>BRANDY REID Student ID: 1504826630 Username: BREID2 Password: THINS264</p>	<p><b>TABE 9/10 Online Test Ticket Survey 9</b></p> <p>Cardi Buchanan Student ID: 6504192286 Username: CBUCHANAN1 Password: COLD4039</p>
<p><b>TABE 9/10 Online Test Ticket Survey 9</b></p> <p>Cynthia Conner Student ID: 3501011598 Username: CCONNER3 Password: YARD2124</p>	<p><b>TABE 9/10 Online Test Ticket Survey 9</b></p> <p>MARICA JOHNSON Student ID: 2514240689 Username: MJOHNSON36 Password: TREET525</p>

## Unlocking Test Tickets

For TABE, the Locator parts of an Auto-Locator test should not be unlocked if the Locator parts of the test are complete. A student's test ticket must be unlocked in the following situations:

- A student exited the test by using the End Test function in INSIGHT before completing all parts of the test. If the student needs to log into the test again, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
- Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than twenty minutes.
  - If this happened on the same day as the student's first log in, the student can log in using the original login information and the test ticket does not need to be unlocked.

In all of these situations, INSIGHT saves the student's response data.

**Test Sessions**

**Instructions**  
\* Indicates required fields

Administration: TABE 9/10  
 District: SAMPLE DISTRICT - 99999  
 School: TABE TEST SCHOOL - 11111

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Session: \_\_\_\_\_ Teacher: (All)

Test: (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"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]

**1.** To unlock a selected test ticket, click the **Edit/Print Ticket Status** icon (📄) in the Action column for the appropriate test session. The Testing Status window displays.

**Testing Status**

**Instructions**

Last Name: \_\_\_\_\_ Status: (All) Status By Module: Locator Test Applied Math **Filter** **Clear**

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	KA	Locator test	LKAL	SUUNZ08	Not started			[Icons]
<input type="checkbox"/>	KA	student						[Icons]
<input type="checkbox"/>	Robertson	Aaron						[Icons]
<input type="checkbox"/>	Coona	braanna						[Icons]

**Confirm Unlock**

You have requested to unlock Aaron Robertson's ticket for Locator Test Applied Math. Are you sure?

**Unlock** **Cancel**

**2.** To unlock a test ticket, click the **Unlock Ticket** icon (🔓) in the Action column for the appropriate student. When the Confirm Unlock dialog displays, click **Unlock** to complete the process.

### ***Purging Test Tickets***

To purge a student's test ticket, you must call TABE Customer Service at 1-866-282-2250.

If a student is included in a test session by error and won't be testing, or if the student began the test using an incorrect ticket, you can purge the test ticket to remove the student from the test session. After purging the test ticket, add the student to the proper test session and print them a new ticket.

**Note:** Purging a student's test ticket deletes the student's previous responses.




## Ending Incomplete Tests

Use the End Incomplete Test option when a student is not going to complete a part or a session of a multi-part assessment or test. For example: When the student needs to complete only 4 of 8 parts of a test, you can end the parts of the test the student will not take and force a status of “complete” for those parts.

Sessions | Status Summary

Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb10 -	Complete	Not Started	6/14/2017	6/15/2018	

1. To end an incomplete test, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.

2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

Testing Status

Instructions

Last Name:

Status: (All)


Status By Module: Survey 10 Reading

Testing Status - copy session test (Survey 10 - Survey 10 Reading)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Elli	Derek	DELL1	BUNK3669	Not Started			

## Ending Incomplete Tests (cont.)

The screenshot shows the 'Testing Status' interface. At the top, there are search filters for 'Last Name', 'Status' (set to '(All)'), and 'Status By Module' (set to 'Survey 10 Reading'). Below the filters is a table titled 'Testing Status - copy session test (Survey 10 - Survey 10 Reading)'. The table has columns for 'Select', 'Last Name', 'First Name', 'User Name', 'Password', 'Status', 'Started', 'Completed', and 'Action'. One row is visible for a student named 'Eli' with status 'Not Started'. The 'Action' column for this row contains several icons, including a green circle with a right-pointing arrow. A callout box points to this icon.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Eli	Derek	DELL1	BUNK3669	Not Started			

**3.** Click the **End Incomplete Tests** icon () for the student. A confirmation dialog box displays.

The dialog box is titled 'Submit' and contains a question mark icon and the text: 'You are choosing to end an incomplete test. Are you sure?'. Below the text are two buttons: 'End Incomplete Test' and 'Cancel'.

**4.** Click **End Incomplete Test** to force the test status to Complete. Click **Cancel** to cancel the action.

## 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 Test Sessions window. The summary includes the status of students (Not Started, In Progress, and Completed) for each subtest in the Test. See “Viewing and Exporting Test Session Status Details” on page 67).



1. To display a Test Session Summary report, click the **Manage Test Sessions** option from the Test Management menu. The Test Sessions window displays.

**Test Sessions**

\* Indicates required fields

Administration: TABE 9/10 \* District: SAMPLE DISTRICT - 99999 School: TABE TEST SCHOOL - 11111

Last Name: [ ] First Name: [ ] Student ID: [ ]

Session: [ ] Teacher: (All) [ ]

Test: (All) [ ] Assessment: (All) [ ]

Show Sessions Print All Tickets

Sessions Status Summary

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	bre auto loc	Complete Battery 10	Not Started	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - test 10 locator kids	Locator	Not Started	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	breanna's CB9	Complete Battery 9	Not Started	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	gail's CB9 Auto-Loc All Contents	Complete Battery 9	Not Started	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	CB 9 Auto-Loc All Subjects	Complete Battery 9	Not Started	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - maitreyee - CB9 Auto-Locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - new cb9 auto locator	Complete Battery 9	In Progress	6/2/2017	9/1/2017	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - CB9 Auto-Locator - 7/20	Complete Battery 9	In Progress	6/2/2017	9/1/2017	[Icons]

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

2. Select your search criteria and click **Show Sessions**.

3. Click the **Status Summary** tab (displayed on the next page).

## Displaying a Test Session Status Summary (cont.)

4. A Session Summary and Student Summary report displays for the test sessions displayed on the Test Sessions window (based on your search criteria).

Sessions

Status Summary

[Instructions](#)

Session Summary	
Status	Session Count
Not Started	5
In Progress	4
Completed	7

Student Summary				
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed	
<b>Test: Complete Battery 10</b>				
CB 10 Applied Mathematics A	0	0	3	
CB 10 Applied Mathematics D	0	0	1	
CB 10 Applied Mathematics E	0	0	1	
CB 10 Applied Mathematics M	0	0	1	
CB 10 Language A	0	0	3	
CB 10 Language D	0	0	1	
CB 10 Language E	0	0	1	
CB 10 Language M	0	0	1	
CB 10 Mathematics Computation A	0	0	3	
CB 10 Mathematics Computation D	0	0	1	
CB 10 Mathematics Computation E	0	0	1	
CB 10 Mathematics Computation M	0	0	1	
CB 10 Reading A	0	0	3	
CB 10 Reading D	0	0	1	
CB 10 Reading E	0	0	1	
CB 10 Reading M	0	0	1	
CB10 Language with Auto-Locator	1	0	0	
CB10 Mathematics (includes Math.				

# Teacher Management Menu



### ■ Introduction

DRC recommends that you designate teachers in the Portal using the Teacher Management option. Designated teachers can be associated with test sessions and/or student groups for a particular district and school.

The primary benefit of designating teachers in the Portal and creating student groups is that you can quickly create test sessions for only the testers in a student group. In some areas of the Portal, you can filter students based on a teacher or student group.

A secondary benefit of designating teachers is that these teachers can be associated with test sessions, which allow for filtering based on that teacher.

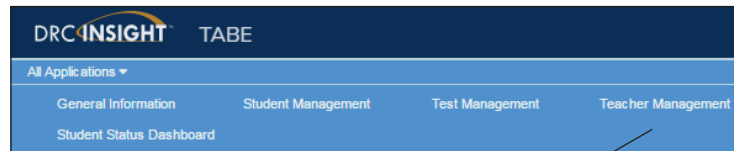
**Note:** At this time, you cannot filter on teacher or student groups within the On-Demand Reports.

From the Teacher Management option, Portal users can search for teachers and perform the following tasks:

- Edit teacher information
- Delete teachers from the Portal
- Export teacher information to a spreadsheet
- Add a designated teacher to the Portal
- Upload multiple designated teachers to the Portal

## The Manage Teachers Window

Portal users can search for teachers, designate (add) teachers, delete teachers, and export teacher information from the Manage Teachers window.



1. To search for teachers, open the **All Applications** menu bar and select **Teacher Management** to display the Manage Teachers window.

**Manage Teachers**

Edit Teachers | Upload Multiple Teachers

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10  
 District: Sample District TABE Test Di  
 School: TABE Test School - 99999

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Teacher ID (Email): \_\_\_\_\_

Email: \_\_\_\_\_

**Find Teachers** | Clear

Teachers							
	District	School	Last Name	First Name	Teacher ID (Email)	Email	Action
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KA	Teacher	KATeacher@drcmn.com	KATeacher@drcmn.com	
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KA	teacher	KATeacherTest@drcmn.com	KATeacherTest@drcmn.com	
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KAssevgasdfghjklp	asdevgdfghjklp	kagavsedfghjklp	kagavsedfghjklp	

**Add Teacher** | **Delete Teacher** | **Export to Excel**

2. Enter or select your search criteria and click the **Find Teachers** button. Teachers that match your selection criteria display at the bottom of the window.
3. What you do next depends on whether the teacher you are searching for exists in the Portal.
  - If the teacher exists, they can be associated with test sessions and/or student groups for that district and school.
  - If the teacher does not exist, click **Add Teacher** to designate the teacher in the Portal. For more information, see “Designating a Teacher in the Portal” on page 82.

## The Manage Teachers Window (cont.)

DRC INSIGHT TABE Welcome Super User Log Out

All Applications

### Manage Teachers

Edit Teachers Upload Multiple Teachers

**Instructions**

\* Indicates required fields

Administration: TABE 9/10 District: SAMPLE DISTRICT - 4123456 School: (All)


Last Name: First Name: Teacher ID (Email):

Email:

Find Teachers Clear

District	School	Last Name	First Name	Teacher ID (Email)	Action	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	efghfghfghfghfgh	abcd abcd abcd	teacher_2_emailteacher@state.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	s k-Tr	sk12@test.org	sk12@test.org	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sita	tata	ska.ta@drc.edu ska.ta@drc.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Teacher	Two	teacher2@state.e teacher2@state.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Teacher	Three	teacher3email@st teacher3email@state.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 3	Teacher	Ima	ImaT@DRC.com ImaT@DRC.com	

Add Teacher Delete Teacher Export to Excel

4. Click the **View/Edit** icon () to edit the teacher information on the Edit Teacher window. Click **Save** when your updates are complete.

### Edit Teacher

**Instructions**

\* Indicates required fields

Administration: TABE 9/10 District: SAMPLE DISTRICT - 4123456 School: SAMPLE SCHOOL 1 - 0123456

Last Name: Teacher First Name: Two

Email: teacher2@state.edu

Save Cancel



## The Manage Teachers Window (cont.)

**Manage Teachers**

**Instructions**

\* Indicates required fields

Administration: TABE 9/10  
 District: SAMPLE DISTRICT - 4123456  
 School: (All)

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Teacher ID (Email): \_\_\_\_\_  
 Email: \_\_\_\_\_

District	School	Last Name	First Name	Teacher ID (Email)	Email	Action
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	efghfghfghfghfgh	abcd abcd abcd abcd	teacher_2_email_teacher@stat	teacher_2_email_teacher@state.edu	<input type="button" value="Edit"/>
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	s k-t'r	s k-t'r	sk12@test.org	sk12@test.org	<input type="button" value="Edit"/>
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	skta	tata	sk.ta@drc.edu	sk.ta@drc.edu	<input type="button" value="Edit"/>
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	Teacher	Two	teacher2@state.e	teacher2@state.edu	<input type="button" value="Edit"/>
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	Teacher	Three	teacher3email@st	teacher3email@state.edu	<input type="button" value="Edit"/>
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 3	Teacher	Ima	ImaT@DRC.com	ImaT@DRC.com	<input type="button" value="Edit"/>

**5.** You can select one or more teachers and click **Delete Teacher** to remove the teacher(s) from the Portal.

**Note:** Before deleting a teacher, find all student groups associated with the teacher and reassign them. When a teacher is deleted, the student groups associated with the teacher are deleted, too. The deleted teacher is disassociated with all test sessions, but the test sessions remain intact.

A confirmation dialog displays. Click **Delete Teacher** to continue or click **Cancel** to return to the Manage Teachers window.

**6.** Select one or more teachers and click **Export to Excel** to export the selected teacher data to a spreadsheet.

**Confirm Delete**

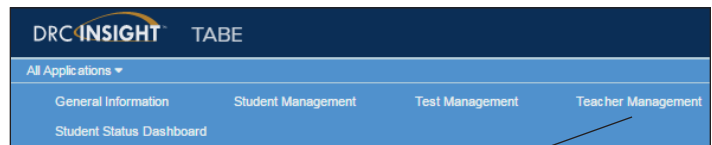
By deleting the selected teacher(s), any associated student groups will be deleted and/or the teacher will be removed from any associated test sessions.

## Designating a Teacher in the Portal

You can designate teachers in the Portal one at a time, or upload multiple designated teachers at once (see “Uploading Multiple Teachers” on page 84).

Teachers must be designated for each district and school to be associated with that district/school’s test sessions and/or student groups.

**! Important:** If the teacher was (or will be) added to the Portal (using User Management), DRC recommends that you use the same Name and Email Address values between User Management and Teacher Management.



**1.** To add a teacher, open the **All Applications** menu bar and select **Teacher Management** to display the Manage Teachers window.

**Manage Teachers**

Edit Teachers Upload Multiple Teachers

\* Instructions

\* Indicates required fields

Administration: TABE 9/10  
District: (Sample District TABE Test D)  
School: TABE Test School - 99999

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Teacher ID (Email): \_\_\_\_\_  
Email: \_\_\_\_\_

Find Teachers Clear

District	School	Last Name	First Name	Teacher ID (Email)	Action
<input type="checkbox"/> Sample District TABE Test District	TABE Test School	KA	Teacher	KATeacher@dcmm.com	
<input type="checkbox"/> Sample District TABE Test District	TABE Test School	KA	teacher	KATeacherTest@dcmm.com	
<input type="checkbox"/> Sample District TABE Test District	TABE Test School	Kaasevqsdftghjklp	asdevqrdftghjklp	kaqvnsedftghjklp	

Add Teacher Delete Teacher Export to Excel

**2.** Select an administration, district, and school (required). Click **Add Teacher**. The Add Teacher window displays and allows you to add teacher details.

## Designating a Teacher in the Portal (cont.)

### Add Teacher

**Instructions**

\* Indicates required fields

Administration  
TABE 9/10 \*

District  
Sample District TABE Test Dist \*

School  
TABE Test School - 99999 \*

Last Name  
Teacher \*

First Name  
Ima \*

Email  
ImaT@drc.com \*

Save
Save & Add Another
Cancel

3. When the Add Teacher dialog box displays, enter the last name, first name, and email address for the teacher. Click **Save** to save the record and return to the Manage Teachers window, click **Save & Add Another** to save the record and re-display the Add Teacher dialog box to add another teacher, or click **Cancel** to cancel the process.

### Manage Teachers

Teacher 'Ima Teacher' has been added.

**Instructions**

\* Indicates required fields

Administration  
TABE 9/10 \*

District  
Sample District TABE Test D \*

School  
TABE Test School - 99999 \*

Last Name

First Name

Teacher ID (Email)

Email

Find Teachers
Clear

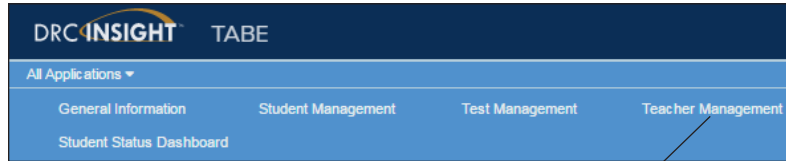
District	School	Last Name	First Name	Teacher ID (Email)	Email	Action
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KA	Teacher	KATeacher@drcmn.com	KATeacher@drcmn.com
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KA	teacher	KATeacherTest@drcmn.com	KATeacherTest@drcmn.com
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	KAAasevqsdffghjklp	aaevqsdffghjklp	kaevqsdffghjklp	kaevqsdffghjklp@drcmn.com
<input type="checkbox"/>	Sample District TABE Test District	TABE Test School	Teacher	Ima	ImaT@drc.com	ImaT@drc.com

Add Teacher
Delete Teacher
Export to Excel

If you added a teacher, when the Manage Teachers window re-appears, a message displays indicating that the teacher has been added.

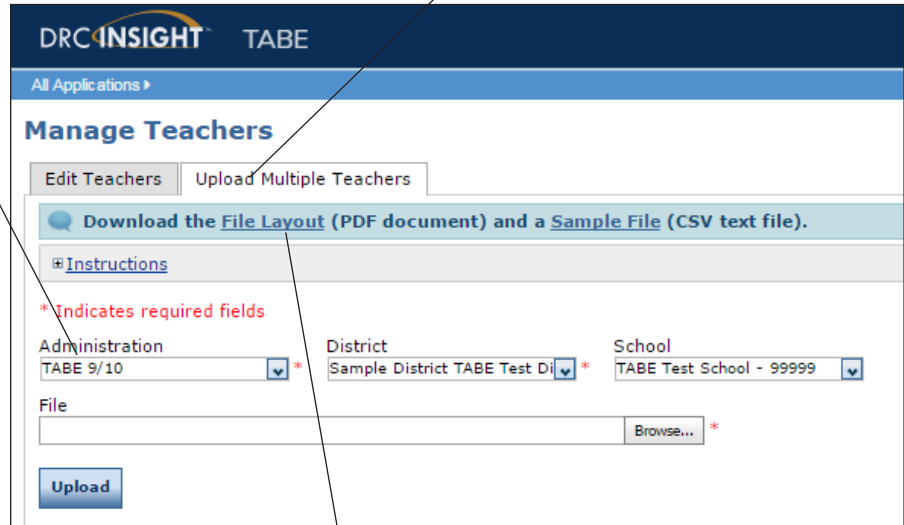
## Uploading Multiple Teachers

Portal users can designate multiple teachers in the Portal by uploading a file using the Upload Multiple Teachers process described on the following pages.



**1.** To upload multiple teacher records, open the **All Applications** menu bar, select **Teacher Management** to display the Manage Teacher window, and select the **Upload Multiple Teachers** tab.

**2.** Use the drop-down menu filtering options to select the correct administration, district, and school.



**3.** The Upload Multiple Teachers tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the Upload Multiple Teachers File Layout - TABE file (TABETeacherFileLayout.pdf).

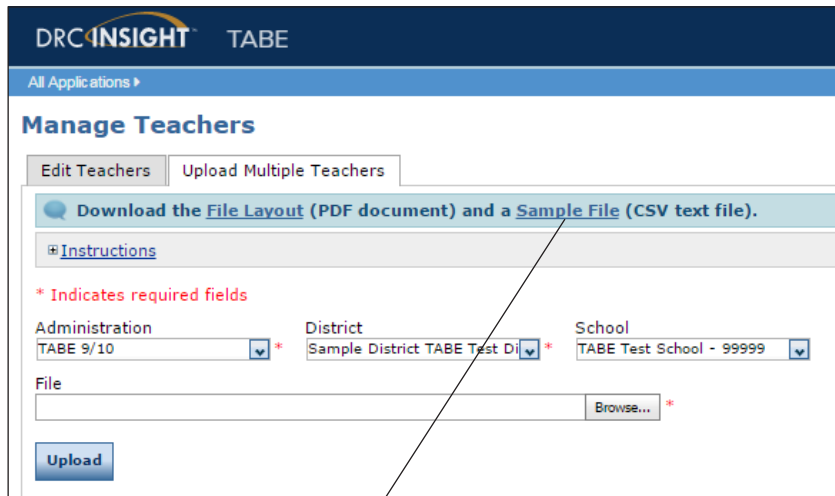
This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.

Upload Multiple Teachers File Layout – TABE

- File must contain a header row that includes all the columns in the file layout.
- 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.
- File must be in comma delimited (.csv) format. Commas are not allowed in any field.
- To save an Excel file as a comma delimited type .csv:
  - o Save file updates/changes within Excel.
  - o Open file in Excel, if file not already open.
  - o On the Windows menu bar, click File, then Save As...
  - o 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) (\*.csv) is visible.
    - Click on CSV (Comma delimited) (\*.csv) to select for the Save as type.
    - Click on Save on the right.

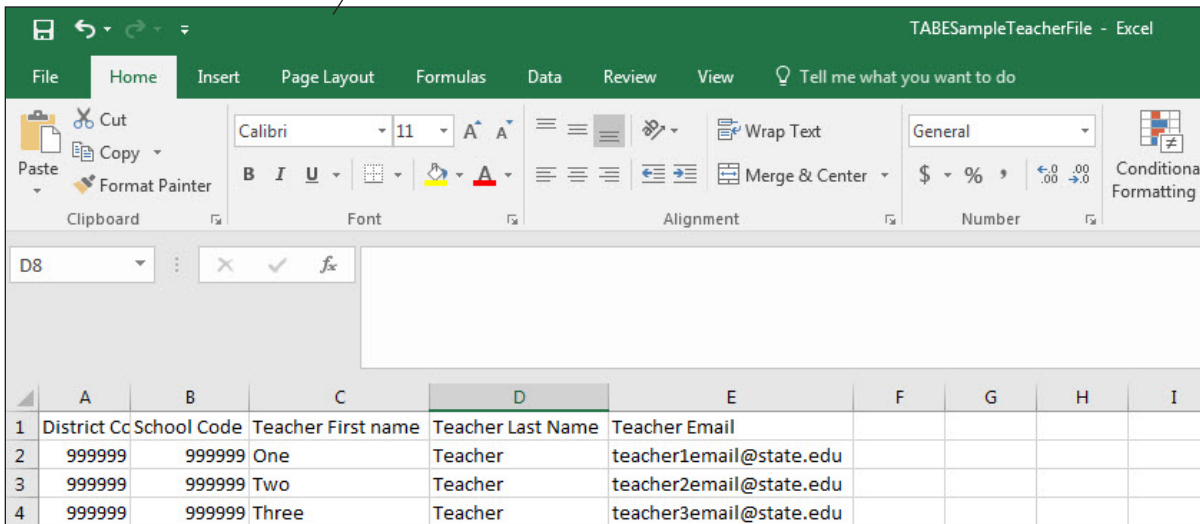
Ref #	Column Name	Maximum Length	Required (Y/N)	Description / Values
1	District Code	NR	Y	The district code must match the district code displayed in the DRC INSIGHT Portal District dropdown. Include leading zeros
2	School Code	NR	Y	The school code must match the school code displayed in the DRC INSIGHT Portal School dropdown. Include leading zeros
3	Teacher First Name	20	N	Allowed Characters: A-Z, a-z, spaces, hyphens (-), apostrophes (')
4	Teacher Last Name	20	Y	Must be unique (within District and School). If Teacher Email is repeated within District and School, last record will be used.
5	Teacher Email	70	Y	Allowed Characters: A-Z, a-z, 0-9, underscore (_), period (.), hyphens (-), apostrophes (') Valid email format (xxx@xxx.xxx)

**Uploading Multiple Teachers (cont.)**



**4.** Click the **Sample File** link to download or display the TABESampleTeacherFile.csv file. This file is only a sample of the type of file you will upload to DRC.

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



**5.** Use the TABESampleTeacherFile.txt file to create, rename, and save a teacher file to upload.

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

## Uploading Multiple Teachers (cont.)

**Manage Teachers**

Edit Teachers | Upload Multiple Teachers

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: Sample District TABE Test Di \*  
School: TABE Test School - 99999

File:  Browse... \*

Upload

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

**Manage Teachers**

Edit Teachers | Upload Multiple Teachers

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: Sample District TABE Test Di \*  
School: TABE Test School - 99999

File: TABE Sample Teacher File\_Complete.csv X Browse... \*

Upload

7. Click **Upload**. A message displays 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 them and repeat Steps 5 and 6.

# Student Group Management Menu



### ■ Introduction

You can create student groups to associate students and teachers in the Portal. Student groups are not required; however, they are useful for quickly creating test sessions for the testers in each student group, and for filtering students in the Portal based on the teacher or student group.

**Note:** Students and teachers must be added to the Portal before Student Groups can be created.

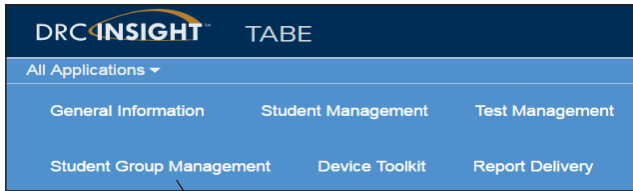
From the Student Group Management menu, Portal users can search for student groups and perform the following tasks:

- Edit student group information
- Add a student group
- Create a test session from a student group
- Reassign a teacher to multiple student groups
- Upload multiple student groups

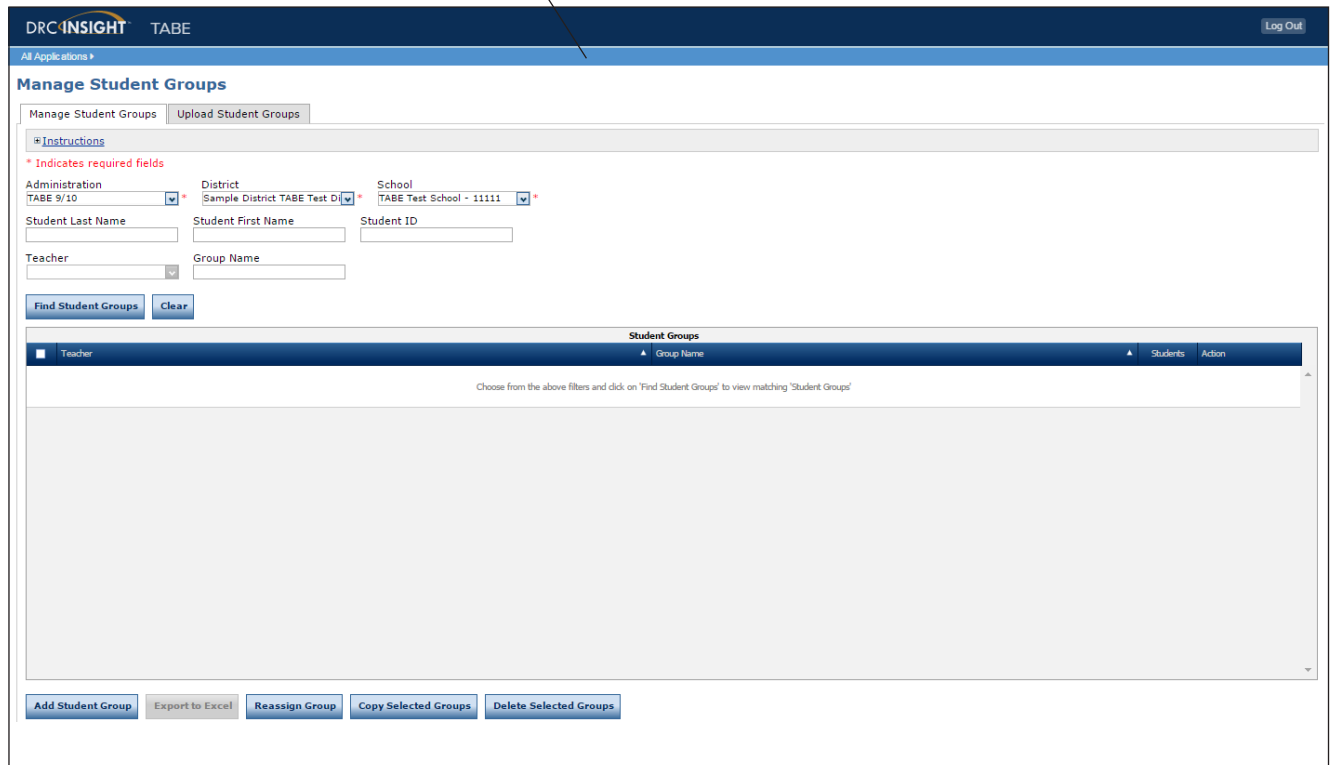


## The Manage Student Groups Window

Portal users can search for student groups, copy, edit, and delete student groups from the Mange Student Groups window.



1. Open the **All Applications** menu bar, and click **Student Group Management** to display the Manage Student Groups window.



# Student Group Management Menu


## The Manage Student Groups Window (cont.)


2. To search for one or more student groups, use the various drop-down menus and fields to enter search criteria and click **Find Student Groups**.

The screenshot displays the 'Manage Student Groups' interface. At the top, there are tabs for 'Manage Student Groups' and 'Upload Student Groups'. Below this is an 'Instructions' section with a note: '\* Indicates required fields'. The search criteria section includes: Administration (TABE 9/10), District (Sample District TABE Test D), and School (TABE Test School - 11111). There are also input fields for Student Last Name, Student First Name, Student ID, Teacher, and Group Name. A 'Find Student Groups' button and a 'Clear' button are located below the search fields. The main area shows a table header for 'Student Groups' with columns for Group Name, Students, and Action. A message reads: 'Choose from the above filters and click on 'Find Student Groups' to view matching 'Student Groups''. At the bottom, there are buttons for 'Add Student Group', 'Export to Excel', 'Reassign Group', 'Copy Selected Groups', and 'Delete Selected Groups'.

## The Manage Student Groups Window (cont.)

Use the icons in the Action column to, for example, edit or delete a student group.

**3.** Student groups that match your search criteria display at the bottom of the window. Click the **View/Edit** icon () in the Action column for the student group whose information you want to edit. The Edit Student Group window displays. For details about how to use the Edit Student Group window, see “Editing Student Group Information” on page 92 for more information.

Click the Delete icon () to delete a student group.

# Student Group Management Menu

## Editing Student Group Information

The Edit Student Group window allows you to edit student group details and add or remove students from a group. You also can select (or add then select) a teacher for a group. When your changes are complete, you can save them or save them and add the group to a test session.

You can search for and add available students to the student group.

You can add students to the Portal, and then add them to student groups.

You can select a new teacher from the dropdown menu or click **Add** to add a teacher to the Portal, then select the teacher for the student group.

The screenshot shows the 'Edit Student Group' interface. At the top, there is a blue header with the title 'Edit Student Group'. Below the header, there is a section for 'Instructions' and a note that an asterisk indicates required fields. The 'Group Name' field contains 'TABE Test Student Group A'. The 'Teacher' dropdown menu is set to 'Teacher, Ima (ImaT@DRC.com)' and has an 'Add' button next to it. Below this is a search section for available students with fields for 'Student Last Name', 'Student First Name', 'Student ID', and 'Grade' (set to 'Adult'). There are also dropdown menus for 'Demographic' (set to 'All') and 'Accommodation' (set to 'All'). A 'Teacher' dropdown is also present, set to 'Teacher, Ima (ImaT@D)'. Below the search fields are buttons for 'Find Students', 'New Student', and 'Clear'. The main area is divided into two panes: 'Available Students' on the left and 'Students in Group' on the right. The 'Students in Group' pane contains 'Student, Ima ()' and 'Student, Testing ()'. At the bottom of the window are three buttons: 'Save', 'Save & Add to Session', and 'Cancel'.

Click **Save** to save your changes or **Cancel** to cancel your changes.

Click **Save & Add to Session** to save your changes to the group and then add a test session.

## Add a Student Group

Student groups should be named so that other Portal users can clearly distinguish one student group from another. The student group name and teacher name should be unique to the district and school selected.

**Student Group Name Recommendation:** <Program> <Teacher name> <Class time/session> or another name that best describes the students in the group. **Example:** Basic Math Joe Smith Evening Class.

DRC INSIGHT TABE Log Out

All Applications >

### Manage Student Groups

Manage Student Groups | Upload Student Groups

# Instructions

\* Indicates required fields

Administration: TABE 9/10 | District: SAMPLE DISTRICT - 4123456 | School: SAMPLE SCHOOL 3 - 987654

Student Last Name: | Student First Name: | Student ID: |

Teacher: | Group Name: |

Find Student Groups | Clear

Teacher	Group Name	Students	Action
<input type="checkbox"/> Teacher, Ima (ImaT@DRC.com)	TABE Test Student Group A	2	

Add Student Group | Export to Excel | Reassign Group | Copy Selected Groups | Delete Selected Groups

1. On the Manage Student Groups window, click **Add Student Group**. The Add Student Group window displays.

Add Student Group

# Instructions

\* Indicates required fields

Group Name: | Teacher: Teacher, Ima (ImaT@DRC.com) Add

Search for Available Students

Student Last Name: | Student First Name: | Student ID: | Grade: Adult

Demographic: (All) | Accommodation: (All) | Teacher: Teacher, Ima (ImaT@D)

Find Students | New Student | Clear

Available Students: | Students in Group:

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

Save | Save & Add Another | Save & Add to Session | Cancel

# Student Group Management Menu

## Add a Student Group (cont.)

2. Enter a **Group Name** for the student group.

3. Select a new teacher from the dropdown menu or click **Add** to add a teacher to the Portal, then select the teacher for the student group.

The screenshot shows the 'Add Student Group' interface. At the top, there's a blue header with the title. Below it, a grey box contains instructions. The main form has a 'Group Name' field with an asterisk indicating it's required. To the right is a 'Teacher' dropdown menu with 'Teacher, Ima (ImaT@DRC.com)' selected and an 'Add' button. Below these are search filters for 'Student Last Name', 'Student First Name', 'Student ID', and 'Grade'. There are also dropdowns for 'Demographic' and 'Accommodation'. A 'Teacher' dropdown is also present. Below the filters are 'Find Students', 'New Student', and 'Clear' buttons. The 'Available Students' list shows two entries: 'Student, Ima (9994443331)' and 'Student, Testing (2345678911)'. The 'Students in Group' list is currently empty. At the bottom are 'Save', 'Save & Add Another', 'Save & Add to Session', and 'Cancel' buttons. Two callout boxes are present: one pointing to the 'Teacher' dropdown with the text 'Select a teacher to filter by students who are associated with a student group for the selected teacher.', and another pointing to the 'New Student' button with the text 'Click **New Student** to display the Add Student window, which you use to add students to the Portal. After adding the student you then can add the student to a student group.'

4. Enter search criteria and click **Find Students**. The students that meet your criteria display in the Available Students column.

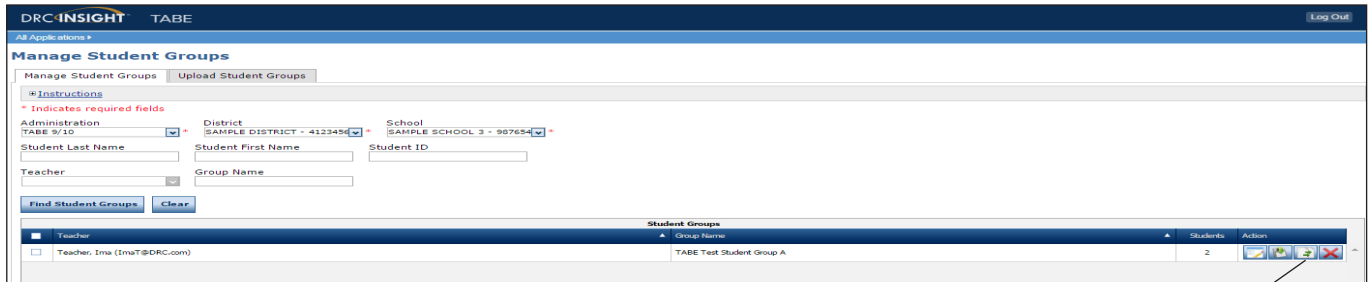
5. Select a student and double-click to edit the student's information, or use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove or add.

**Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.

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

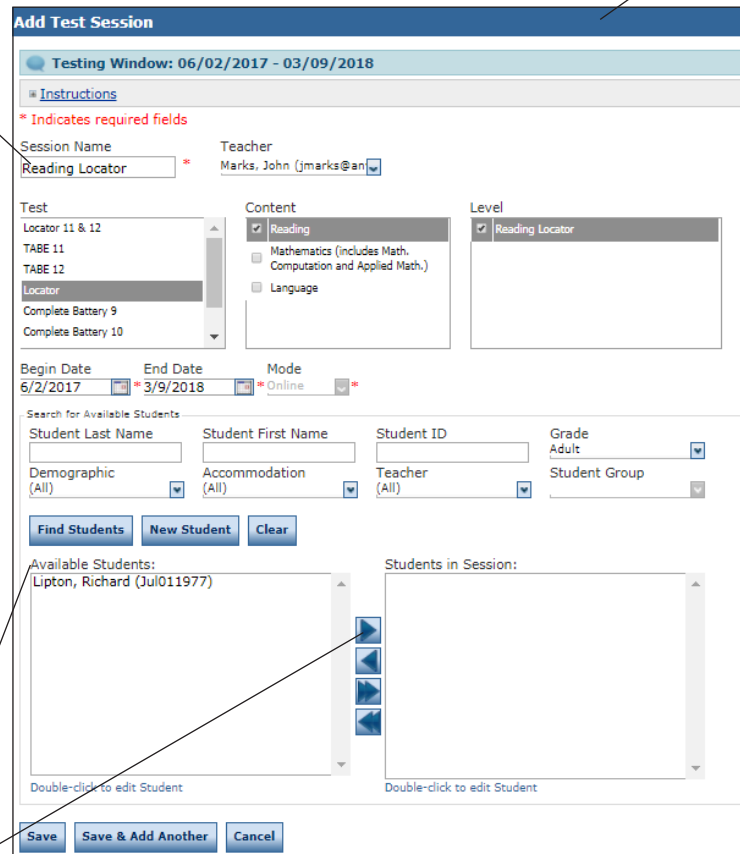
## Create a Test Session from a Student Group

You can create a test session for a student group using the Add Test Session window.



2. Enter a **Session Name** for the test session and other details. Fields with a red asterisk (\*) are required.

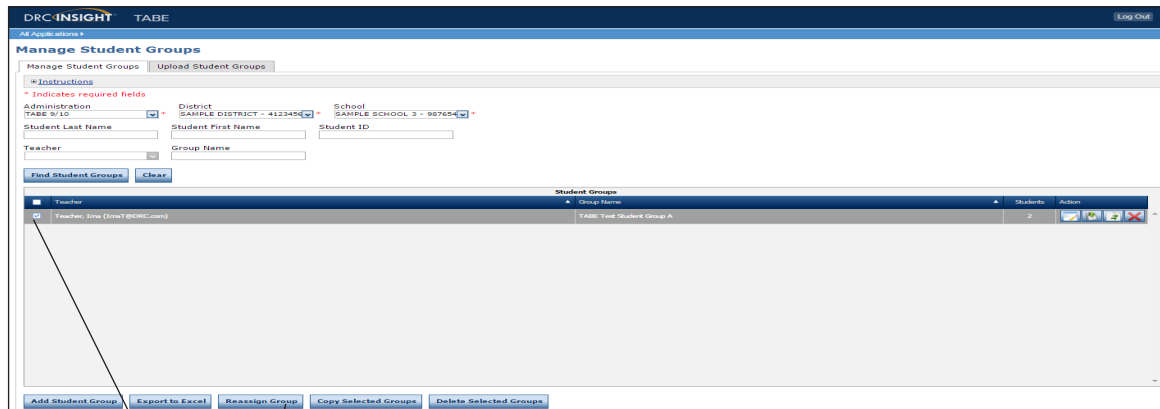
1. On the Manage Student Groups window, in the Action column, click the **Add to Session** (🌱) icon. The Add Test Session window displays.



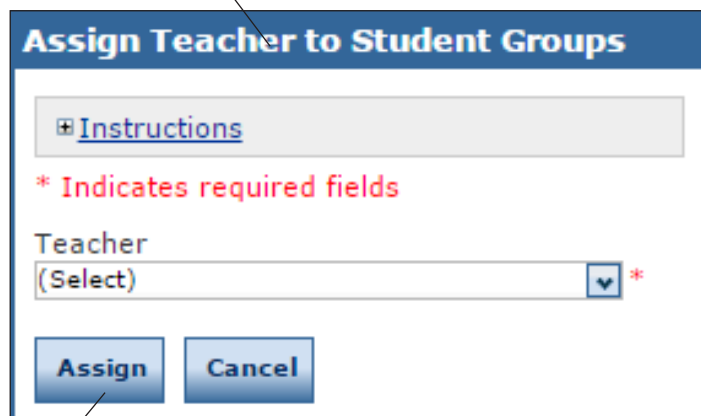
3. The students in the selected student group display in the Available Students column.
4. Use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove or add.
5. Click **Save** to save your changes or click **Save & Add Another** to save your changes and create another test session for the select student group. Click **Cancel** to cancel your changes.

## Reassign a Teacher to Multiple Student Groups

You can perform this procedure any time a new teacher needs to be assigned to existing student groups. For example, before deleting a teacher from the Portal, use this procedure to reassign the teacher's student groups to a new teacher before deleting the teacher (deleting a teacher also deletes the associated student groups).



1. On the Manage Student Groups window, select the student groups to reassign and click **Reassign Group**.



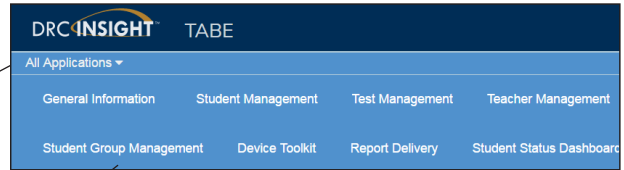
2. On the Assign Teacher to Student Groups window, select the teacher for the selected student groups and click **Assign**.



## Uploading Multiple Student Groups to the Portal

To upload multiple student group records at once, you can upload a file containing student group information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns. After a file is uploaded successfully, the student groups will automatically be added to test sessions at their designated testing centers.

**1.** Open the **All Applications** menu bar, click **Student Group Management** the **Manage Student Groups** window. Select the **Upload Student Groups** tab.



### Manage Student Groups

Manage Student Groups
Upload Student Groups

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

+ Instructions

\* Indicates required fields

Administration

 \*

District

 \*

School

 \*

File

  \*

Upload Student Groups Layout – TABE

- File must contain a header row that includes all the columns in the file layout.
- 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.
- File must be in comma separated (.csv) format.
- To save Excel file as type: .csv.
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [\* .csv] to select for the Save as type:
    - Click on Save on the right.
- Students and Teachers must already exist within the District and School for which the group is being created.
- In order to update an existing group, Teacher Email and Student Group Name must be an exact match for the group that is being updated.

Ref #	Column Name	Maximum Length	Required (Y/N)	Description / Values
1	Student ID	10	N	Up to 10 characters alphanumeric *May be left blank
2	Student Last Name	20	Y	The student must already exist in DRC INSIGHT Portal in order to be assigned to a Student Group. Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes (').
3	Student First Name	14	Y	Diacritical characters will be converted to their alphanumeric equivalent. Examples include but are not limited to: Å = a, ñ = n, é or ê = e, Ö = o, and   = i All other non-alphanumeric characters will be removed from the field before saving.
4	Gender	1	Y	F (Female), M (Male), O (Other)
5	Date of Birth	10	Y	MM/DD/YYYY
6	Teacher First Name	20	N	Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), underscores (_), apostrophes ('), periods (').
7	Teacher Last Name	20	N	Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes ('). *May be left blank
8	Teacher Email	70	Y	Must be unique (records with duplicate email addresses will be rejected) The Teacher Email must already exist in DRC INSIGHT Portal in order to be assigned to a Student Group. Alphanumeric Valid email format (xxx@xxx.xxx)
9	Student Group Name	50	Y	Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes (').

**2.** The Upload Student Groups tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the StudentGroupsFileLayout.pdf file.

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

# Student Group Management Option

## Uploading Multiple Student Groups to the Portal (cont.)

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*      District: SAMPLE DISTRICT - 4123456 \*      School: SAMPLE SCHOOL 3 - 987654 \*

File:  Browse... \*

Upload

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

This file is only a sample of the type of file you will upload to DRC.

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	I	J	K
1	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Teacher F	Teacher Last Name	Teacher Email	Student Group Name		
2	9999991	TESTER	STUDENT	M	1/1/1990	One	Teacher	teacher1email@state.edu	O Teacher's Class		
3	9999992	TESTER1	STUDENT	M	1/1/1990	Two	Teacher	teacher2email@state.edu	Two Teacher - Mathematics 11-D		
4	9999993	TESTER2	STUDENT	M	1/1/1990	Two	Teacher	teacher2email@state.edu	Two Teacher - Mathematics 11-D		
5		TESTER3	STUDENT1	O	1/1/1991			teacher3email@state.edu	Teacher T - Language E		

**4.** Use the SampleStudentGroupsFile.csv file to create, rename, and save a student group file to upload.

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

Uploading Multiple Student Groups to the Portal (cont.)

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: SAMPLE DISTRICT - 4123456 \*  
School: SAMPLE SCHOOL 3 - 987654 \*

File:  Browse... \*

Upload

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

**DRC INSIGHT** TABE

All Applications ▾

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

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

[Instructions](#)

\* Indicates required fields

Administration: TABE 9/10 \*  
District: SAMPLE DISTRICT - 4123456 \*  
School: SAMPLE SCHOOL 3 - 987654 \*

File: TABE Student Groups\_final.csv X Browse... \*

Upload

6. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

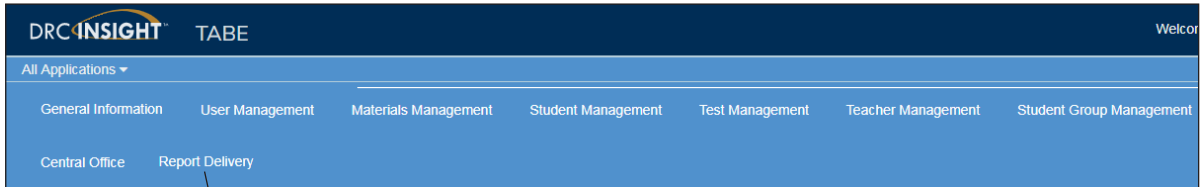
After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

# Report Delivery Menu



## On-Demand Score Reports

Portal users can view or download score reports by school. A report for each student in the selected school displays. The reports display the student info, the subjects tested and related scores and performance levels.



1. Open the **All Applications** menu bar, click **Report Delivery** then select the **On Demand Reports** tab.

2. Specify an Administration, District, School, \*Report, and Language from the drop-down menus.  
 \*From the **Report** menu, select **Individual Profile - All** for the most recent test in each subject, **Individual Portfolio - All** for all tests in each subject, or **Locator - All** for all Locator test results.

3. Click the **Find Students** button to display a list of reports (shown on the following page) for the selection criteria you entered.

**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: TABE 9/10 \*      District: SAMPLE DISTRICT - 99999 \*      School: TABE TEST SCHOOL - 11111 \*

Report: Individual Profile - All \*      Language: English \*      Grade: Adult

Last Name:       First Name:

State Student ID:       Session:

**Find Students**    **Clear**

## On-Demand Score Reports (cont.)

### 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: TABE 9/10 \*    District: SAMPLE DISTRICT - 99999 \*    School: TABE TEST SCHOOL - 11111 \*

Report: Individual Profile - Past 24 H \*    Language: English \*    Grade: Adult



Last Name:     First Name:

State Student ID:     Session:

Students						
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ASample	Student		01/01/2000	AD	 
<input type="checkbox"/>	cohen	breanna		01/01/2001	AD	 
<input type="checkbox"/>	drsaa	kids	1234000001	01/01/1990	AD	 
<input type="checkbox"/>	drsab	kids	1234000002	01/01/1990	AD	 
<input type="checkbox"/>	drsac	kids	1234000003	01/01/1990	AD	 
<input type="checkbox"/>	drsad	kids	1234000004	01/01/1991	AD	 
<input type="checkbox"/>	drsae	kids	1234000005	01/01/1991	AD	 
<input type="checkbox"/>	drsaf	kids	1234000006	01/01/1992	AD	 
<input type="checkbox"/>	drsag	kids	1234000007	01/01/1990	AD	 

Page 1 of 3 (112 items) < Prev 1 2 3 Next >

**3.** To open or save one student's report, in the Action column, click the **Open PDF** icon () to display the report. Click the **Save PDF** icon () to save the report to your system.

**4.** To open or save PDF reports for multiple students, select the check box for the student reports you want to work with. Click **Open Selected** to open all selected student reports. Click **Save Selected** to save the selected reports to your system.

# Notes



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