



Subject: WIDA Assessment Management System (WIDA AMS) Steps and Timeline for South Dakota Department of Education

To: South Dakota Test Coordinators
From: DRC Customer Support
Date: November 1, 2016

RE: WIDA Assessment Management System (WIDA AMS) Login and Profile

Your state will begin administering the ACCESS for ELLs 2.0 Assessment **Monday, January 30, 2017 to Friday, March 3, 2017**. In order to assist with test management for this assessment, you have been provided with a WIDA AMS account that will allow you to access everything you need to prepare for the online and paper tests.

Your WIDA AMS user account has been updated to the current school year. You will receive an email stating that your WIDA AMS profile has been updated. If you did not receive the email, please check your junk/spam filter or contact **DRC Customer Support** with any questions at WIDA@DataRecognitionCorp.com or **1-855-787-9615**.

If you have accounts in your district that need to be deactivated due to transfers or retirements, that is the responsibility of the District Test Coordinator. If you need assistance on how to deactivate, manage, or add user accounts, please review the *WIDA AMS User Guide* located on the WIDA website (wida.us) or on WIDA AMS (wida-ams.us). Click on **General Information** and then **Documents**. Choose **Manuals** for the Document Type drop-down and click **Show Documents**.

WIDA AMS Account

WIDA AMS (wida-ams.us) has undergone some enhancements over the summer and will require users to agree to a new security agreement and create a new password to the website upon initial log in.

For the 2016-2017 administration, WIDA AMS will have an updated user interface. The Log In screen will now appear as follows:

Email 1 – WIDA AMS Login and Profile

DRC INSIGHT WIDA ASSESSMENT MANAGEMENT SYSTEM

All Applications ▾

**DATA RECOGNITION
DRC
CORPORATION**

Welcome to the WIDA Assessment Management System!

Navigating the Site
This website supports your preparation for and administration of ACCESS for ELLs 2.0. Using the navigation menu above, you can order test materials, manage online test logistics, view reports, and more.

Support
Please contact DRC Customer Service at WIDA@datarecognitioncorp.com or 1-855-787-9615 for the following:

- All WIDA Assessment Management System (AMS) functionality, account setup, and forgotten passwords
- Materials receipt, inventory, and return
- Labeling of test booklets
- INSIGHT and Testing Site Manager (TSM) installation, functionality, and troubleshooting
- Processing paper test materials
- ACCESS for ELLs 2.0 data and reporting

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

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

Please Log In

Username

Password

[Forgot your username or password?](#)

Public Test Resources

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

DRC System Status Indicator : <https://sites.google.com/a/datarecognitioncorp.com/wida-systemstatus/>
DRC System Status Indicator reports normal operations or problems and outages.

NEW: You no longer need to call DRC Customer Support for log in issues. You will be able to reset your own password if you forgot it, or you are having difficulty logging on.

Once you log in to WIDA AMS, the Left Hand Navigation Menu Screen appears horizontally along the top.

DRC INSIGHT WIDA ASSESSMENT MANAGEMENT SYSTEM

Welcome Jennifer Anderson ▾

All Applications ▾

General Information Administration Setup User Management Materials Student Management Student Transfer Form Test Management Device Toolkit Report Delivery Screener Scoring

Data Validation

**DATA RECOGNITION
DRC
CORPORATION**

Welcome to the WIDA Assessment Management System!

Navigating the Site
This website supports your preparation for and administration of ACCESS for ELLs 2.0. Using the navigation menu above, you can order test materials, manage online test logistics, view reports, and more.

Support
Please contact DRC Customer Service at WIDA@datarecognitioncorp.com or 1-855-787-9615 for the following:

- All WIDA Assessment Management System (AMS) functionality, account setup, and forgotten passwords
- Materials receipt, inventory, and return
- Labeling of test booklets
- INSIGHT and Testing Site Manager (TSM) installation, functionality, and troubleshooting
- Processing paper test materials
- ACCESS for ELLs 2.0 data and reporting

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

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

Public Test Resources

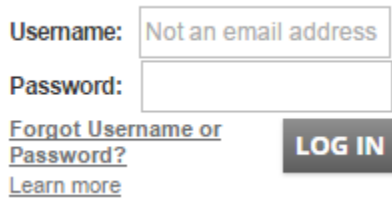
- The [Test Demo](#) is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs 2.0 assessment that is based on the WIDA English Language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

DRC System Status Indicator : <https://sites.google.com/a/datarecognitioncorp.com/wida-systemstatus/>
DRC System Status Indicator reports normal operations or problems and outages.

Functionality in the system is same with the exception of a few key enhancements throughout the Fall. For more information on the changes occurring in WIDA AMS, please access the *WIDA AMS User Guide* located on WIDA's website (wida.us) or on WIDA AMS (wida-ams.us).

Wida.us Account

Please go to the WIDA website (www.wida.us) and log in at the top right hand side of the page to access the ACCESS for ELLs 2.0 training course materials for the test(s) you will administer. Please remember, your WIDA AMS account is separate from your wida.us account.



Username:

Password:

[Forgot Username or Password?](#) [Learn more](#)

To enhance the training experience, WIDA will provide robust video tutorials with knowledge checks and assessments concerning all facets of testing procedures throughout the ACCESS testing window. These tutorials replace the training checklist that was used for the 2015-2016 school year. Districts and states will be able to monitor the progression of training for any users within their jurisdiction. Training Tutorials include:

- Training Overview
- Ordering Materials
- Managing Test Materials
- Accessibility Overview
- Assigning Accommodations
- Test Scheduling
- Test Practice and Test Tickets (online only)
- Administering the Test
- After Testing

There are two new quizzes on wida.us that new Test Administrators and those required to recertify must pass with a score of 80% or higher. These include an Online Administration Quiz and a Paper Administration Quiz for Grades 1-12. The training tutorials, along with the training course pages, provide Test Administrators the knowledge they need to pass the quiz.

As part of the training, you will be able to review the *WIDA AMS User Guide*, as well as manuals geared to your role with testing; either the ACCESS for ELLs 2.0 Test Administrator Manual, or the ACCESS for ELLs 2.0 District and School Test Coordinator Manual.

WIDA also reorganized the ACCESS for ELLs 2.0 manuals to streamline and consolidate information. Now, there is one manual for test administrators and another for test coordinators. The Test Administrator Manual contains information for Test Administrators

responsible for ACCESS for ELLs 2.0 Online, ACCESS for ELLs 2.0 Paper, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELLs. Administration procedures for all four assessments are located in one manual. The District and School Test Coordinator Manual contains information for individuals responsible for coordinating and managing testing in a school or district.

Many policies and procedures related to testing vary in each state. WIDA is working with your state education agency to create an ACCESS for ELLs 2.0 Checklist. The checklist will include tasks that your state education agency requires you to complete as well as state-specific guidance. Depending on your state's testing window, WIDA will be posting your state's checklist in the training course and on your state page at www.wida.us/membership/states in September or October. Please review your member state page on the WIDA website by selecting the map on the bottom right.

Consortium Members



38 U.S. State Education Agencies
belong to the WIDA Consortium.

Your member state page includes the key testing dates for your state and state specific guidelines. Please communicate these dates and information to everyone in your district.

NEW: WEBINAR SERIES

Throughout the year, WIDA and DRC will be offering training webinars and Q&A's based on your state's testing window. These are excellent opportunities to learn about the tasks and requirements needed for administering ACCESS for ELLs 2.0 Assessment. It is not required that you attend all webinars. You may choose the webinar topics and dates that meet your needs. To see a full calendar of scheduled webinars, please go to:

wida.us/accesswebinars

Please contact **DRC Customer Support** with any questions at WIDA@DataRecognitionCorp.com or **1-855-787-9615**.

Or

WIDA Client Services Center at help@wisc.us or **1-866-276-7735 Option 2** with any questions about wida.us.