

# Administration Help Guide

SOUTH DAKOTA ASSESSMENT PORTAL

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## 1. INTRODUCTION

### 1.1. ADMINISTRATION OVERVIEW

The Administration component (previously referred to as iTester) allows users to organize students for testing, schedule tests, and monitor student progress.

## 2. ADMINISTRATION

To access the Administration component, users will click the Administration icon upon logging in to the SDAP portal.



## Administration

### 2.1. LANDING PAGE

Selecting Administration from the SDAP homepage will direct the user to the Administration landing page. Users will see a welcome message dependent upon their account level.

Home Site Setup Classes Students Test Sessions Test Security Agreement User: Amanda Brown

Home

Welcome to the iTester Administration module. This site provides access to workstation readiness results, site certification, student information, and test session details for your school.

The Information Technology Coordinator is responsible for installing the iTester Client and performing "Workstation Readiness" tasks before any workstations can be used for testing. Login information for workstation readiness can be found at the bottom of the page. For detailed installation and "Workstation Readiness" instructions, please refer to the **iTester Installation and Workstation Readiness Help Guide** found on the Help tab.

The iTester Client installation packages for Windows, Mac, and Linux OS are found below.

Mac	iTester Client for Mac
Windows	iTester Client for Windows
Linux	iTester Client for Linux

If you need additional assistance utilizing this site, please contact eMetric support at support@emetric.net or by calling toll-free (877) 829-7769.

Proctor password for  [Change](#)

emetric1

### A. ADMINISTRATION MENU

The menu at the top of the page can be used at any time while using the Administration component.

- Clicking the  icon will redirect the user to the main SDAP homepage.
- 'Home' will redirect the user to the Administration component landing page.

## 2.2. SITE SETUP

The Site Setup tab is accessible by all user accounts, with the exception of Teacher accounts. The Site Setup tab allows users the ability to monitor progress toward site certification. The level of detail presented is driven by user type.

Summary data will be displayed in a drillable table:

The screenshot shows the 'Site Setup' interface. At the top, there is a dropdown menu set to 'CyberSchool1 (CyberDistrict)'. Below it is a 'Filter by mode' section with a dropdown menu set to 'All modes'. The main part of the interface is a table with the following data:

School	Mode	Number of Devices Tested	Date and Time	Certified By
CyberSchool1	Browser	95	06/19/2015 17:14:52 PM	demoadmin
CyberSchool1	Kiosk	2	06/19/2015 17:14:52 PM	demoadmin
CyberSchool1	Mobile App	12	06/19/2015 17:14:52 PM	demoadmin

Below the table, it says 'Showing 1 - 3 of 3'.

## A. FUNCTIONALITY

Click the link in the 'Number of Devices Tested' column to be directed to a detailed list of the devices on which a site setup test has been completed:

### Site Setup Details

The screenshot shows the 'Site Setup Details' interface. At the top, there are two filter buttons: 'Cyber City Sch 1 (Cyber City)' and 'Browser'.

UserAgent	Screen Size	Date and Time
Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/42.0.2311.152 Safari/537.36	1040x718	6/18/2015 7:18:57 PM
Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.124 Safari/537.36	1920x995	6/18/2015 7:10:33 PM
Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.124 Safari/537.36	929x895	6/18/2015 7:25:44 PM
Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.124 Safari/537.36	929x895	6/18/2015 7:26:31 PM
Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.124 Safari/537.36	929x895	6/18/2015 7:28:17 PM
Mozilla/5.0 (Windows NT 6.1; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/43.0.2357.124 Safari/537.36	929x895	6/18/2015 7:29:18 PM

School level users will see the following display when their site has not yet been certified:

### Site Certification

I certify that Workstation Readiness tests have been performed on the above machines and any noted issues have been resolved.

[Certify Site Readiness](#)

\*Date and time is in Central Standard Time.

The following will be displayed once a site has been certified:

### Site Certification

Site certified for testing on 6/19/2015 10:16:38 AM by STC-88888-1.

From the Site Setup tab users can:

- [View Site Setup Progress.](#)
- [Certify Site Readiness.](#) Upon completion of Workstation Readiness Testing, STCs, ITCs, and DTCs can click Certify Site Readiness to acknowledge that their site has been certified for testing. Certifying a site as ready for testing means that Workstation Readiness tests have been completed on a sufficient number of workstations to ensure confidence that the application will function correctly during student testing.

## 2.3. CLASSES

The Classes page provides a listing of all classes for the specified testing window.

Math Classes in Cyber City Sch 1

Cyber City Sch 1 (Cyber City) Math [Create Course Level Class](#)

Class	Teacher	Course	
Adrienne, Qura-DI Class-MATH (MATHS)	Adrienne, Qura	Math	<a href="#">View Details</a>
Adrienne, Qura-ReportCodeClass-02052 (02052)	Adrienne, Qura	Algebra I	<a href="#">View Details</a>
Adrienne, Qura-Test-2-MATH (MATHS)	Adrienne, Qura	Math	<a href="#">View Details</a>
Adrienne, Qura-Test-1-MATHS (MATHS)	Adrienne, Qura	Math	<a href="#">View Details</a>
Demo, Trystan-Demo-Class1-02002 (02002)	Demo, Trystan	General Math	<a href="#">View Details</a>
Simmons, Sally-Math Class-02002 (02002)	Simmons, Sally	General Math	<a href="#">View Details</a>

Showing 1 - 6 of 6

There are two class types that can be created in the SDAP portal: Course Level and Grade Level. Users can toggle between the two to view classes created for each selection. The class type drives which tests are available to be scheduled. When creating a test in the Authoring component, users can select to only make tests available to certain grades or courses.

## A. FUNCTIONALITY

From the Classes tab, users can:

- **Click on a teacher's name to view the teacher's profile.**
- **View the details for a selected class.** For existing classes, click on **View Details** in the Classes table to see information regarding the corresponding class, edit the class, or edit an individual student's profile (depending on the user account level).
  - **Download List:** Users can download a roster of the students within a class using the "Download List" link while viewing the details of a class. The list will be downloaded as an Excel file.

### Details for DI Class:

Teacher: Adrienne, Qura

« Back

Edit Class

 Download List

#### *Students in this class:*

First Name ▲	Middle Initial	Last Name	SIMS ID	
Arya		Clarke	84958694	<a href="#">Edit</a>
Bruce		Banker	5438583929	<a href="#">Edit</a>
Roland		Martinez	4849020948	<a href="#">Edit</a>
Serena		Martin	1238904288	<a href="#">Edit</a>
Silas		Simmons	858472624	<a href="#">Edit</a>

Showing 1 - 5 of 5

- Create a new Class. The **Create New Class** button allows for the creation of a new class assigned to a teacher. The steps to create a new student group are as follows:

**Add New Math Class in Cyber City Sch 1**

*Class Information*

Class Name:

Teacher:  Course:

*Students in the class*

**Search for Students**

Grade:  Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch 1

**Last Name, First Name (SIMS ID)**

Banker, Bruce (5438583929)  
 Clarke, Arya (84958694)  
 Martin, Serena (1238904288)  
 Martinez, Roland (4849020948)  
 Simmons, Silas (858472624)

- Enter a Class Name in the field to the right of "Class Name:" The Class name can distinguish between class periods (i.e., Period 1, Period 2, etc.) or subjects (i.e., American Literature, European Literature, etc.).
- Choose an existing teacher and course area or grade level. (Note: If the teacher name is not displayed, you must first create an account for that teacher in user management.)
- Search for the students you wish to add to the new class. Grade and Class dropdowns are provided to filter the list of available students.
- Add students to the new class by highlighting them in the available students list on the left and clicking the "Add" button. Once a student has been added to a class, the student name will be grayed out in the left menu and will not be selectable.

## 2.4. STUDENTS

The Students page is used to track, view, edit, or add student(s) to the system.

Students in Cyber City Sch 1 enrolled in Math

Cyber City Sch 1 (Cyber City)

Filter: Math

Add Student

SIMS ID	First Name	Middle Initial	Last Name	Grade	View Classes	Enrollment Info	Edit
5438583929	Bruce		Banker	Grade 6	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
84958694	Arya		Clarke	Grade 6	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
3463	Amanda		Connor	Grade 1	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
80474818	John	A	Davidson	Grade 4	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
24361700	Joseph	N	Davis	Kindergarten	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
25100866	Charles	S	Draper	Grade 4	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
10858490	Natalie	M	Green	Grade 4	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
1238904288	Serena		Hopkins	Grade 6	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
4849020948	Roland		Martinez	Grade 6	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
858472624	Silas		Simmons	Grade 6	<a href="#">View Classes</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

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Next >| 10 per page

### A. FUNCTIONALITY

From the Students tab users can:

- **View/Edit a Student's Profile.** Click the **Edit** link to be redirected to the corresponding student's profile. According to the user's permissions, student information and accommodations can be edited.

Student Information Accommodations

Changes will be applied only to Cyber City Sch 1. To save changes to a different school, select from the organization list on the Students page.

SIMS ID: \* 5438583929

First Name: \* Bruce

Middle Initial:

Last Name: \* Banker

Gender values are either Male and Female.

Gender: \* Male

Date of Birth: \* 1/1/2006

Grade: \* Grade 6

Race/Ethnicity: \* White - not Hispanic

Local ID:

IEP: \* No

LEP: \* No

Save Cancel

- **Download a list of students.** Click the **More** drop-down and select **Download List** to obtain a list of students to be viewed in Microsoft Excel.

- **Add a new student.** Select the **Add Student** button to be redirected to an interface to add a new student to the system. Fields with a red asterisk are required.
  - **Student Information:** The student information section includes demographic information about the student being added to the system.

Student Information    Accommodations

**Required Information:**

**SIMS ID: \***

**First Name: \***

**Middle Initial:**

**Last Name: \***

**Gender values are either Male and Female.**

**Gender: \***

**Date of Birth: \***

**Grade: \***

**Race/Ethnicity: \***

**Local ID:**

**IEP: \***

**LEP: \***

- **Accommodations:** Available accommodations are Read Aloud and Masking.
  - **CustomMask:** This allows the student to create a mask when taking a test. The mask is a white box that can cover parts of a question.
  - **AnswerMask:** This allows the student to “white out” answer choices that they believe are incorrect while testing.

Student Information    Accommodations

**Read Aloud**

**Masking**

Masking Type:

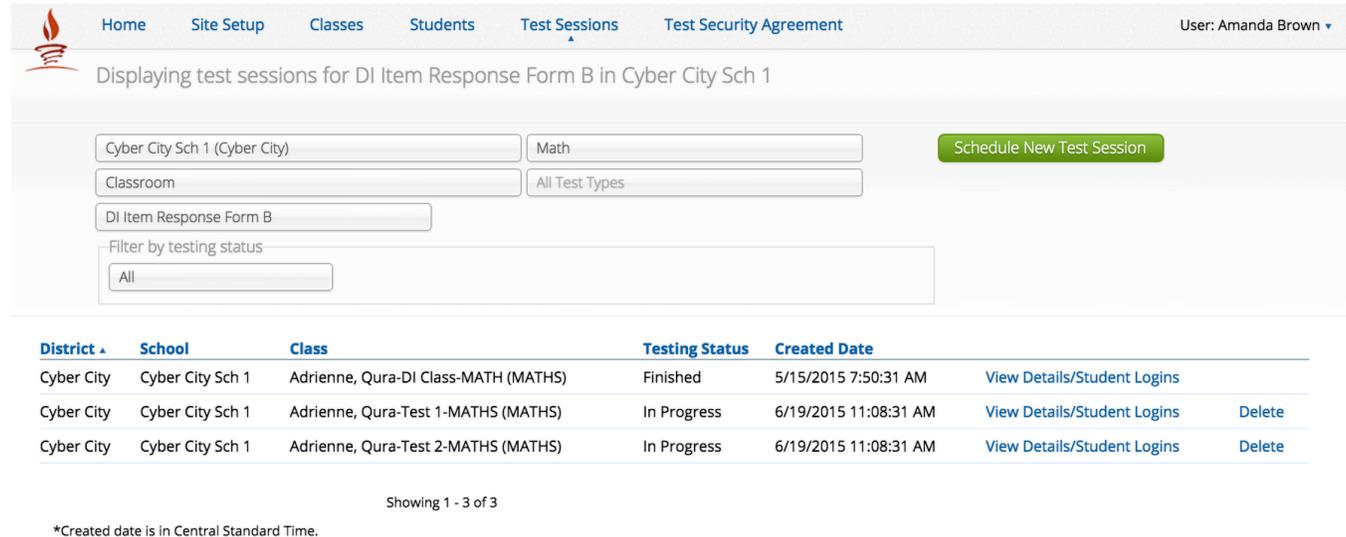
CustomMask

AnswerMask

- **Navigate to subsequent pages.** If the list of students extends beyond a single page, use the **Next**, **Prev**, **<** or **>** buttons to navigate to the next or previous page, or first or last page.
- **Navigate to a specific page.** Navigate to a specific page number quickly by entering a page number in the text box next **Page**.

## 2.5. TEST SESSIONS

The Test Sessions page displays the list of test sessions scheduled and their status.



District	School	Class	Testing Status	Created Date		
Cyber City	Cyber City Sch 1	Adrienne, Qura-DI Class-MATH (MATHS)	Finished	5/15/2015 7:50:31 AM	<a href="#">View Details/Student Logins</a>	
Cyber City	Cyber City Sch 1	Adrienne, Qura-Test 1-MATHS (MATHS)	In Progress	6/19/2015 11:08:31 AM	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Cyber City	Cyber City Sch 1	Adrienne, Qura-Test 2-MATHS (MATHS)	In Progress	6/19/2015 11:08:31 AM	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

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\*Created date is in Central Standard Time.

## A. FUNCTIONALITY

From the Test Sessions tab, users can:

- **Filter the list of sessions displayed by organization, content area, program, test type and form.** The drop-down menus allow for filtering the contents of the test sessions table.
- **Schedule a new test session.** Click the **Schedule New Test Session** button to schedule a new test session. Forms in Authoring that were indicated to be 'Ready for Scheduling' will appear in the forms selection menu.
  - Use the dropdown menus to filter the list of content areas, programs, and available tests.
  - Select the classes and forms you wish to schedule by clicking to highlight the desired classes and forms.
  - Indicate the Start Date, End Date, Start Time, End Time, and Time Zone.
  - If desired, you can select the box to the left of 'Use single password for all students'. If this box is not selected each student will be assigned their own randomly generated password.

 Schedule Test Session

Please select class(es) and form(s).

Content Area:  Program:  Test:

Search for Classes

Classes:    Forms:

Adrienne, Qura-test-ss-MATHS (MATHS) DI Math SD Standards Form A

Adrienne, Qura-test-ss-2-MATHS (MATHS)

Start Date:  End Date:  Time Zone:

Start Time:  :   End Time:  :

Use a single password for all students.

- **View Details/Student logins of an existing test session.** Click View Details/Student Logins to be directed to a listing of student login information and other test session details.

 Test Sessions

**District:** Cyber City **School :** Cyber City Sch 1  
**Administration:** 2014 - 2015 **Content Area:** Language Arts  
**Teacher:** Brown, Amanda  
**Class:** Brown, Amanda-Scoring Class-01001 (01001)  
**Test Name:** Scoring Form B  
**Testing Window:** 06/16/2015 8:00 AM to 06/17/2015 5:00 PM

The test is over.

[« Back to Test Sessions](#)

Print test logins (Avery label 5160)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Banker	Bruce	5438583929	EDE8456D	Scoring Form A	Session 1: <b>Finished</b>	6/16/2015 8:47:27 AM	6/16/2015 8:47:35 AM	<a href="#">Session Report Codes</a>
<input type="checkbox"/>	Clarke	Arya	84958694	D4BBD63B	Scoring Form A	Session 1: <b>Finished</b>	6/16/2015 8:47:47 AM	6/16/2015 8:47:55 AM	<a href="#">Session Report Codes</a>
<input type="checkbox"/>	Martin	Serena	1238904288	AF6E2594	Scoring Form A	Session 1: <b>Finished</b>	6/16/2015 8:48:32 AM	6/16/2015 8:48:40 AM	<a href="#">Session Report Codes</a>
<input type="checkbox"/>	Martinez	Roland	4849020948	FF4934BA	Scoring Form A	Session 1: <b>Finished</b>	6/16/2015 8:48:54 AM	6/16/2015 8:49:04 AM	<a href="#">Session Report Codes</a>
<input type="checkbox"/>	Simmons	Silas	858472624	2523266B	Scoring Form A	Session 1: <b>Not Started</b>			Invalidated <a href="#">Session Report Codes</a>

From this screen you can:

- **Print student test logins.** Print student test logins using an Avery label 5160 template for easy distribution to students. To print a specific student login, select the checkbox next to

the student's name, then click the "Print test logins" link. To print logins for an entire class, select the checkbox at the top of the column to select all students, then click the "Print test logins" link.

- **View Testing Window.** View the start and end dates for the testing window. Note: Student logins will only be active during the testing window.
- **View Testing Progress.** "Not Started", "In Progress", or "Finished", along with date/time started and date/time the test was completed will be listed.
- **Invalidate a student's testing session.** To invalidate a student's testing session prior to or after testing has occurred; click the 'Invalidate' link in the corresponding student's row. Note: the Invalidate link is only available to specific user accounts.
- **Reactivate student login credentials.** Once a student has finished testing (submitted their test using the Test Delivery component) their credentials will no longer allow them to access the test session they submitted. If a teacher wishes to allow the student to access their test once again, they can select 'Reactivate'.
- **Session Report Codes.** Test Irregularity Reports were previously housed in a separate tab within the Administration component. In the new portal, users will create test irregularity reports by clicking on the "Session Report Codes" link. The following window will pop up, allowing the user to fill out a test irregularity report for the selected student.

*Displaying codes for Bruce Banker's Session 1 in Scoring Form B*

**Test Irregularity**  
Action taken to correct [\(Clear\)](#)

Description of Test Irregularity [\(Clear\)](#)

What actions will be taken to avoid this type of incident? [\(Clear\)](#)

Close

## 2.6. TEST SECURITY AGREEMENT

The Test Security Agreement page allows users to submit new TSAs for EOC and Benchmark exams. This information was previously housed in the User Management section of the portal. Test Security Agreements must be submitted and approved in order for users to schedule State created EOC and Benchmarks exams.

First Name	Last Name	Position	Email	District Name	School Name	Test Name	Status	EOC Type	ContentArea
Amanda	Brown	Teacher	emetric@emetric.net	Cyber City	Cyber City Sch 1	EOCQA1	Pending	State	Other
Amanda	Brown	Teacher	emetric@emetric.net	Cyber City	Cyber City Sch 1	Scoring Form A	Approved	District	Language Arts

## A. FUNCTIONALITY

From the Test Security Agreement page, users can:

- **View the status of TSAs.** Users are able to view the status of TSAs that they have submitted for approval.
  - Approved: this TSA has been approved by the SDDOE.
  - Pending: this TSA has not yet been approved by the SDDOE.
  - Disapproved: this TSA was rejected by the SDDOE.
- **Toggle the table by program drop-down.**
- **Filter the table by TSA status.**
- **Submit a new TSA.**
  - Click the “Submit a New Test Security Agreement” button.
  - Read through the agreement and click “Agree” or “Disagree”.
  - Select the content area of the test that a TSA must be submitted for.
  - Select the test name from either of the “State EOC” or the “State Approved District EOC” tables. Multiple tests can be selected to submit multiple TSAs.
    - State EOC: this is a test that was created by the SDDOE and has been made available for testing throughout the entire state.
    - State Approved District EOC: this is a test that was created by the SDDOE and has been made available for testing for specific districts.
  - Fill out the text boxes and click “Submit”.