

# South Dakota Assessment Portal

DTC, DLU, DTC/STC ITESTER MANUAL

## CONTENTS

1. General Information .....	2
1.1. Browser Requirements .....	2
1.2. Technical Support .....	2
2. Dashboard .....	2
2.1. Getting Started .....	2
A. District Level Dashboard (DTC, DLU & DTC/STC) .....	2
3. Module Tabs .....	4
3.1. Site Setup .....	4
3.2. Teachers .....	5
A. Sort the Teacher Table .....	5
B. Edit a Teacher .....	5
C. Add A Teacher .....	7
3.3. Classes .....	7
A. Create A New Class .....	7
B. Classes Table Drill-Down Features .....	9
3.4. Students .....	11
A. Manage Students Table .....	11
B. Add A Student .....	13
C. View/Edit A Student .....	13
3.5. Test Sessions .....	14
A. Schedule Test Sessions .....	14
B. Test Status Table .....	16

## 1. GENERAL INFORMATION

### 1.1. BROWSER REQUIREMENTS

- Internet Explorer® 6.0+
- Firefox® 2.0+
- Safari® 1.2+

### 1.2. TECHNICAL SUPPORT

If you have any questions, please contact eMetric support at [support@emetric.net](mailto:support@emetric.net) or by calling toll-free (877) 829-7769.

## 2. DASHBOARD

### 2.1. GETTING STARTED

The Dashboard serves as iTester's default "home" view for any account and is customized by account level.

Welcome, [dtd](#). ([Logout](#))  
Cyber Falls (99999)

Currently working in  2011 - 2012

[Home](#) [Site Setup](#) [Teachers](#) [Classes](#) [Students](#) [Test Sessions](#)

**DTC Profile** [Edit](#)

**DTC Contact Information**  
District: **Cyber Falls (99999)**  
Name: dtd dtd  
Email: [dtd@emetric.net](mailto:dtd@emetric.net)  
Phone: (456) 435-6436  
Fax:

**District Mailing Address**  
Address:

**District Shipping Address**  
Address:

**Checklist**

- IMPORTANT!
- Task 13
- Review login
- Additional information

**Welcome District User to iTester Administration**

Welcome to the iTester Admin site. This site provides access to workstation readiness results, site certification, student information, and test session details.

According to workstation configurations at your facility, please download and install the appropriate iTester Client utilizing the links in the table below.

Mac	<a href="#">iTester™ Client for Mac</a>
Windows	<a href="#">iTester™ Client for Windows</a>
Linux	<a href="#">iTester™ Client for Linux</a>

The Help tab provides various user manuals and support documents. If you need additional assistance utilizing this site, please contact eMetric support at [support@emetric.net](mailto:support@emetric.net) or by calling (877) 829-7769.

### A. DISTRICT LEVEL DASHBOARD (DTC, DLU & DTC/STC)

Dashboard functionality unique to a district level user includes:

- 1) Users can update their profile from the dashboard, and any other page within iTester by clicking on their username in the top right hand corner. DTC and DLU user types are also provided an "Edit" link in the DTC/Your Profile section on the dashboard. For a district level user, required fields include: First Name, Last Name, Email, and Phone.

- 2) Users can also update their password by accessing the "Update Your Profile" page and selecting the "Change Password" box at the bottom of the page.

### Update Your profile:

Fields marked with \* are required.

First Name:\*

Last Name:\*

Email:\*

Phone:\*

Fax: (  )

### Change your password:

- 3) The subject and administration year the user is viewing is displayed in the upper right corner of the screen. Users may change the subject by clicking on the subject dropdown menu.

Welcome, [Demo DTC.](#) ([Logout](#))  
Cyber Falls (99999)

Currently working in   2011 - 2012

- Algebra I
- Algebra II
- Biology
- Chemistry
- Geometry
- Physical Science
- Physics
- U.S. Government - Comprehensive
- U.S. History - Comprehensive
- World Geography
- Language Arts
- Math
- Science
- Social Studies
- World Language

### 3. MODULE TABS



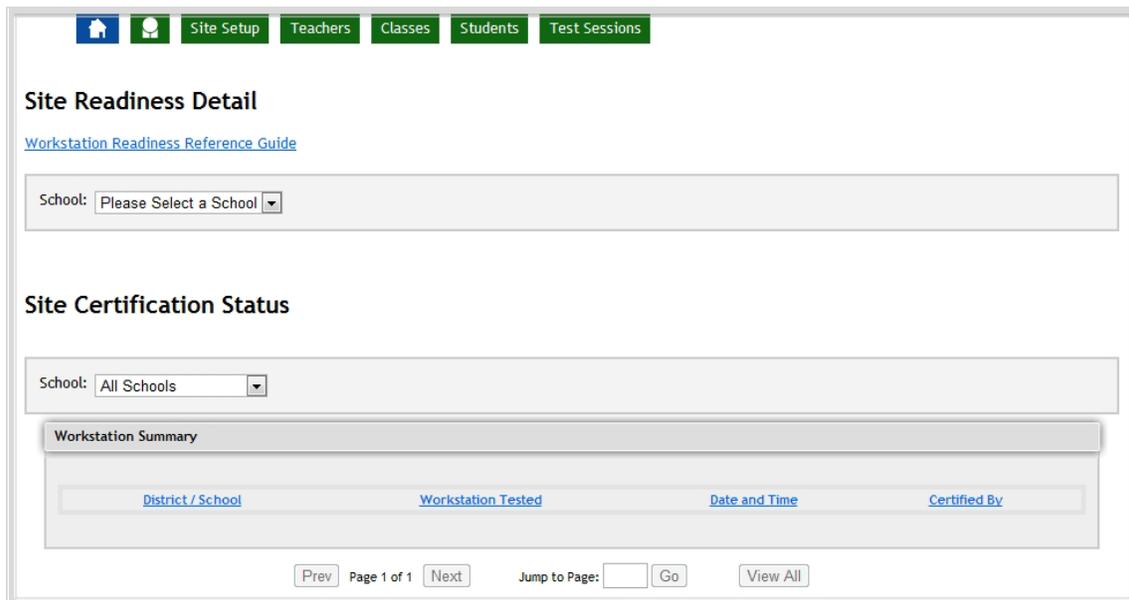
The blue and green tabs at the top of the page can be utilized at any time while using the iTester module.

- The  will redirect the user to the SDAP home page.
- The  will redirect the user to the iTester home page.

#### 3.1. 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. District level users will have access to summary data in addition to detailed data.

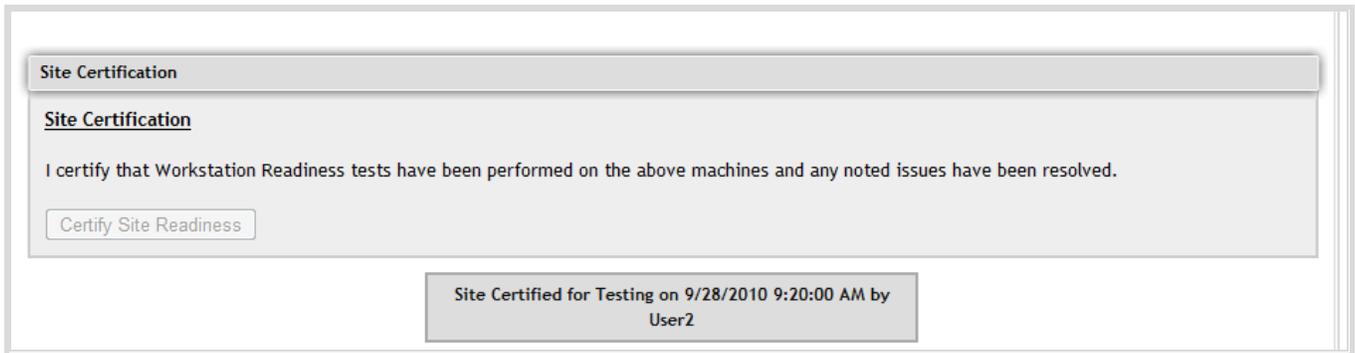
Summary data will be displayed in a drillable table:



The screenshot shows the 'Site Setup' tab selected in the navigation bar. Below the navigation bar, there is a section titled 'Site Readiness Detail' with a link to 'Workstation Readiness Reference Guide'. A dropdown menu for 'School' is set to 'Please Select a School'. Below this is a section titled 'Site Certification Status' with a dropdown menu for 'School' set to 'All Schools'. Underneath is a 'Workstation Summary' table with the following columns: 'District / School', 'Workstation Tested', 'Date and Time', and 'Certified By'. At the bottom of the page, there are navigation controls: 'Prev', 'Page 1 of 1', 'Next', 'Jump to Page: [input]', 'Go', and 'View All'.

To view the information for a particular workstation that has been tested, click on the blue numerical value in the column "Workstation Tested." To sort the summary table, click on the column heading for the variable by which you want to sort. Clicking once will sort the entries in an ascending manner. Clicking a second time will initiate a descending sort.

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



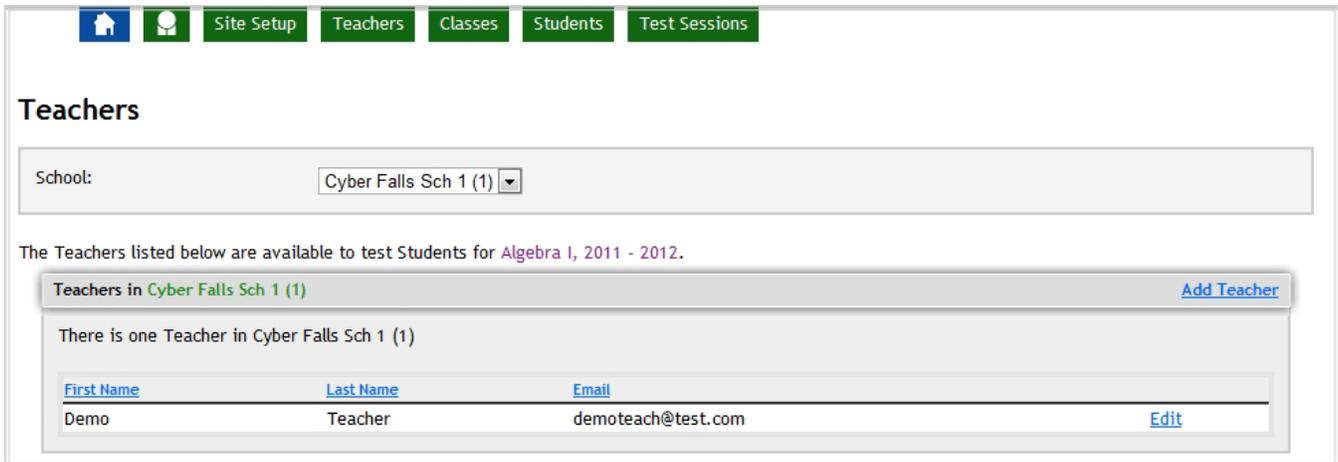
The screenshot shows a 'Site Certification' window. At the top, it says 'Site Certification' and 'Site Certification' (underlined). Below that, a text box contains the statement: 'I certify that Workstation Readiness tests have been performed on the above machines and any noted issues have been resolved.' Underneath the text box is a button labeled 'Certify Site Readiness'. At the bottom of the window, a separate box displays the confirmation: 'Site Certified for Testing on 9/28/2010 9:20:00 AM by User2'.

Functionality available on the Site Setup tab includes:

- [View Site Setup Progress.](#)
- [Access the Workstation Readiness Reference Guide.](#)
- [Certify Site Readiness.](#) Upon completion of Workstation Readiness Testing, users can click Certify Site Readiness to acknowledge that their site has been certified for testing.

### 3.2. TEACHERS

The Teachers tab provides a table view of all teachers proctoring an exam, or owning a Class. DTC and DTC/STC accounts can filter the list utilizing the dropdown for School.



The screenshot shows the 'Teachers' tab in a navigation menu. Below the menu, there is a 'School:' dropdown menu currently set to 'Cyber Falls Sch 1 (1)'. A message states: 'The Teachers listed below are available to test Students for Algebra I, 2011 - 2012.' Below this is a sub-header 'Teachers in Cyber Falls Sch 1 (1)' with an 'Add Teacher' link. The main content area shows 'There is one Teacher in Cyber Falls Sch 1 (1)' followed by a table:

<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Email</a>	
Demo	Teacher	demoteach@test.com	<a href="#">Edit</a>

#### A. SORT THE TEACHER TABLE

Users can sort any field in the teacher table by clicking on the First Name, Last Name, or Email headings. Clicking once will sort the entries in an ascending manner. Clicking a second time will initiate a descending sort.

#### B. EDIT A TEACHER

The right most column in the teacher table provides a link labeled "Edit." Selecting "Edit" redirects users to an Update Teacher's Profile page. Changes made to a profile will not be saved until the user selects the "Save" button.

In addition, from the Update Teacher's Profile page, users can select the "Reset Password" button to reset a teacher's password and send the teacher an email containing a new, temporary password, or the "Send Email Notification" button to send the teacher a welcome email containing their username and password.

Click "Save."

### Update Test Teacher's profile:

First Name:\*

Last Name:\*

Email:\*

Content Areas:\*  Language Arts  
 Mathematics  
 Science  
 Social Science  
 World Language

### Reset password:

Reset this user's password and send them an email containing a new, temporary password.

Send this user a welcome email containing this user's username and password.

### C. ADD A TEACHER

The top right corner of the teacher table contains a link entitled "Add Teacher." Selecting "Add Teacher" redirects the user to the New Teacher Profile page. On this page, users enter the "First Name," "Last Name" and "Email" for the new teacher and indicate the "Content Areas" applicable to the new teacher. Click "Save."

### New Teacher profile:

District: Cyber Valley (77777)  
School: Cyber Valley Sch 1 (1)

First Name:\*

Last Name:\*

Email:\*

Content Areas:\*  Language Arts  
 Mathematics  
 Science  
 Social Science  
 World Language

Click 'Save' only once.

### 3.3. CLASSES

The Classes tab provides a listing of all classes for the selected subject area during the specified testing window. DTC and DTC/STC accounts can filter the list utilizing the dropdown menu for School. DTC and DTC/STC user types must specify a single school and will not be provided the option to view "All Schools" within their district. Users make the necessary filtering selections and are provided an applicable list of classes.

Home | Site Setup | Teachers | **Classes** | Students | Test Sessions

**Classes** *View, make changes, or create new Classes at any School in your District. Click 'View Details' for a list of Students in the Class, or to make changes.*

School:

Classes for **Mathematics**, 2011 - 2012 [Create New Class](#)

Class Name	Teacher	
Pablo, Nakia-61	<a href="#">Pablo, Nakia</a>	<a href="#">View Details</a>
yvonne21, jacquelyn-61-02001	<a href="#">Yvonne, Jacquelyn</a>	<a href="#">View Details</a>
yvonne21, jacquelyn-71-02002	<a href="#">Yvonne, Jacquelyn</a>	<a href="#">View Details</a>
yvonne21, jacquelyn-73-02002	<a href="#">Yvonne, Jacquelyn</a>	<a href="#">View Details</a>
Pablo, Nakia-77777	<a href="#">Pablo, Nakia</a>	<a href="#">View Details</a>

### A. CREATE A NEW CLASS

To create a New Class:

- 1) Click the "Create New Class" link.
- 2) Users select an existing teacher from a drop down box. If the teacher name is not displayed, the user must create the teacher from the Teacher tab.
- 3) Users enter a Class Name for the new Class.
- 4) Users select a Course from the drop down menu.
- 5) Users select students to add to the new Class. A dropdown list is provided allowing the selection of existing Classes in the applicable School. By default, the dropdown menu will be set to the School selected and any students within the Students in the selected Class will be listed in the box on the left. Users can highlight a student(s) name and select the "Add" button to move the student(s) into the new Class list, which will be on the right. Multiple students can be selected by holding down the Control key on the keyboard and clicking on multiple student names. A student can be removed from the new Class by highlighting the student's name and clicking the "Remove" button.
- 6) Once the user has completed adding student(s), they can select the "Save" button and their new Class will be created. If the user no longer wishes to create the group they can select "Cancel" any time prior to selecting "Save." Selecting "Save" or "Cancel" will redirect the user back to the Classes interface.

**New Algebra I Class in Cyber City Sch 1 (1):**

Teacher:

Class Name:

Content Area:

Filters

Grade:

Students in

Show only Students that are not assigned to a Class

Last Name, First Name (SIMS ID) Algebra I, 2011 - 2012

Students available to assign to a  
Algebra I Teacher or Class:

- Aisha, Kelley (3580284825)
- Alfred, Jess (1383646785)
- Allyson, Demond (7931348230)
- Angela, Eduardo (2709749409)
- Angelia, Brad (5150892127)
- Austin, Marie (6589939528)
- Brad, Karl (8870736114)
- Bridget, Duane (5648429684)
- Bridget, Melvin (2397507285)
- Bryan, Alfred (7761732304)
- Bryan, Kathleen (5123191253)
- Bryan, Paul (2093406929)
- Bryon, Tiffany (2288945266)
- Candace, Maroie (0760328631)
- Candy, Lorena (1344451362)
- Carlton, Betty (1670662114)
- Carol, Joy (1377347172)
- Caroline, Bart (3989967916)
- Cary, Jean (9130537016)
- Catherine, Sabrina (7522932293)
- Cesar, Vanessa (6895208494)
- Chad, Christina (6835509351)
- Chad, Max (5148570689)
- Chad, Pedro (0166775897)
- Cheri, Owen (5612711886)
- Cheri, Dan (2312005801)

Buttons: Add », Remove, Save, Cancel

Students in this Class:

Once a new Class has been created and saved, the user will receive a system message confirming the addition/modification: "Successfully created Class: *New Class Name*". The newly created Class will now be listed in the Class table.

 Successfully created class: Teacher, Test-English 5-01001.

**Classes**

*View, make changes, or create new Classes at your School.  
 Click 'View Details' for a list of Students in the Class, or to make changes.*

## B. CLASSES TABLE DRILL-DOWN FEATURES

The Classes table contains two drillable columns: "Teacher" and "View Details."

- When a user clicks on a Teacher Name from within the Classes tab, they will be redirected to the Teacher's profile. Users are able to update the teacher's name and email address, to reset the user password, or to generate an email to the user that provides the username and password.

### Administrator Profile

**Demo Teacher**

Email: [demoteach@test.com](mailto:demoteach@test.com)

- In the rightmost column, users can select "View Details" to be directed to an editable list of students in the associated Class.

## C. DETAILS FOR CLASS TABLE

Details for Class **Teacher, Demo-10-02052:** [Edit Class](#)

Teacher/Class: **Demo Teacher/10**  
 Algebra I, 2011 - 2012

Students in this Class:

First Name	MI	Last Name	SIMS ID	
Gabrielle	O	Adriana	5005163717	<a href="#">Edit</a>
Shirley	X	Alexander	6847069882	<a href="#">Edit</a>
Jesse	Cyuvv	Allyson	2254155553	<a href="#">Edit</a>
Randolph	Jzyze	Alma	2334801869	<a href="#">Edit</a>
Joann	W	Amanda	3562413587	<a href="#">Edit</a>
Traci	Gcmuf	Amanda	8473056315	<a href="#">Edit</a>
David	Wysec	Amelia	0494210124	<a href="#">Edit</a>
Dale	Egvyq	Amie	3252922377	<a href="#">Edit</a>
demo	f	student1	3333333333	<a href="#">Edit</a>

[« Back](#)
[Download Students in this Class \(Excel CSV\)](#)

- Sort the table by clicking any of the blue column headers. Clicking once will sort the data in an ascending manner. Clicking again will sort the data in a descending manner.
- To edit a Class, users select "Edit Class" in the upper right corner of the Details for Class table. This link redirects the user to an interface providing them the ability to add or remove student(s) from the specified class.

### Editing Students in Teacher, Test-English 1:

Students in

Students in Teacher, Test-English 1:

Last Name, First Name (SIMS ID) Language Arts, 2011 - 2012

Students available to assign to a Language Arts Teacher or Class:

Adriana, Rachael (5709769057)	<input type="button" value="Add »"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	Allyson, Ty (2630161898)
Allan, Ricardo (1651894018)		Alonzo, Bryant (7620330975)
Andrew, Amber (4969896541)		Amelia, Ernesto (6156639326)
		Angelina, Brett (4927880972)
		Ann, George (5009983541)
		Annette, Kent (3171662896)
		Anthony, Leo (6742523007)
		Ashley, Gretchen (1541361980)
		Austin, Lorie (9312100382)

- To edit an individual student's profile, users can select "Edit" in the student's row on the Details for Class table. This link redirects the user to an interface providing them the ability to make any necessary changes to a student's overall profile. When the necessary changes are complete the user can select "Save." Alternatively, the user can select "Cancel" to discard any changes and be redirected back to the Student Interface.

### Edit Details for Eduardo Angela

**Required Information:**

District:

School:

SIMS ID:\* 2709749409

First Name:\*  MI:  Last Name:\*

Grade:\*  Gender:\*

Race/Ethnicity:\*  Date of Birth:\*  (mm/dd/yyyy)

LEP:\*

**Optional:**

Local ID:

- A link on the bottom right of the Details for Class table reads "Download Students in this Class (Excel CSV)" and automatically generates an Excel CSV file for the table of students.

Students in Class Teacher	Demo-10-02052	taking Algebra I 2011 - 2012.	
District: Cyber Falls (99999)		School: Cyber Falls Sch 1 (1)	
First Name	MI	Last Name	SIMS ID
Gabrielle	O	Adriana	5005163717
Shirley	X	Alexander	6847069882
Jesse	Cyuvv	Allyson	2254155553
Randolph	Jzyze	Alma	2334801869
Joann	W	Amanda	3562413587
Traci	Gcmuf	Amanda	8473056315
David	Wysec	Amelia	494210124
Dale	Egvyq	Amie	3252922377
demo	f	student1	3333333333

### 3.4. STUDENTS

The Students tab is used to track, view, edit, or add student(s) to the system. Clicking on the Students tab displays a list of all students participating in an assessment. DTC and DTC/STC have the option of selecting the checkbox next to “View students across all subjects and students not assigned to a class.”

*Note:* The students in the system are dependent upon Pre-ID files uploaded by the State. Once a student’s information has been via a State Pre-ID file, the student’s information becomes un-editable with the exception of the student’s school and district. Students that were manually added to the system by a school or district level user and students that were not included in the Pre-ID file are completely editable until they are accounted for on a State Pre-ID file.

The screenshot shows the 'Students' tab interface. At the top, there are navigation tabs: Home, Site Setup, Teachers, Classes, Students (selected), and Test Sessions. Below the tabs, the 'Students' section is displayed. It includes a 'School:' dropdown menu set to 'Cyber City Sch 1 (1)'. There is a checkbox labeled 'View Students across all subjects and Students not assigned to a Class'. A link 'Upload Pre-Id File' is visible. Below this is a 'Manage Students:' section with an 'Add Student' link. A message states 'There are 3 Students in this School taking Algebra I in 2011 - 2012.' A table lists the students with columns for SIMS ID, First Name, MI, Last Name, Algebra I Class, Subject, and Content Area. Each row has a 'View/Edit' link. Below the table is a 'Download Student List (Excel CSV)' link. At the bottom, there are navigation controls: 'Prev', 'Page 1 of 1', 'Next', 'Jump to Page:' with a text box and 'Go' button, 'View All' button, a search text box, and a 'Search By SIMS ID/Last Name' button.

SIMS ID	First Name	MI	Last Name	Algebra I Class	Subject	Content Area	
2709749409	Eduardo	N	Angela	g, teacher-dd-02052	Algebra I	Algebra I	<a href="#">View/Edit</a>
6835509351	Christina	W	Chad	g, teacher-dd-02052	Algebra I	Algebra I	<a href="#">View/Edit</a>
2814905801	Don	P	Cherie	g, teacher-s-02052	Algebra I	Algebra I	<a href="#">View/Edit</a>

From the Students tab, users can do the following:

- Select the check box to “View students across all subject and students not assigned to a class.”
- Skip to a different page by clicking the “<<<” and “>>>” buttons.
- Jump to a different page by entering a page number in the “Jump to Page” text box and clicking “Go.”
- View all students by clicking the “View All” button.
- Search for a particular student by SIMS ID or last name by utilizing the “Search by SIMS ID/Last Name” text box and clicking the corresponding button.

#### A. MANAGE STUDENTS TABLE

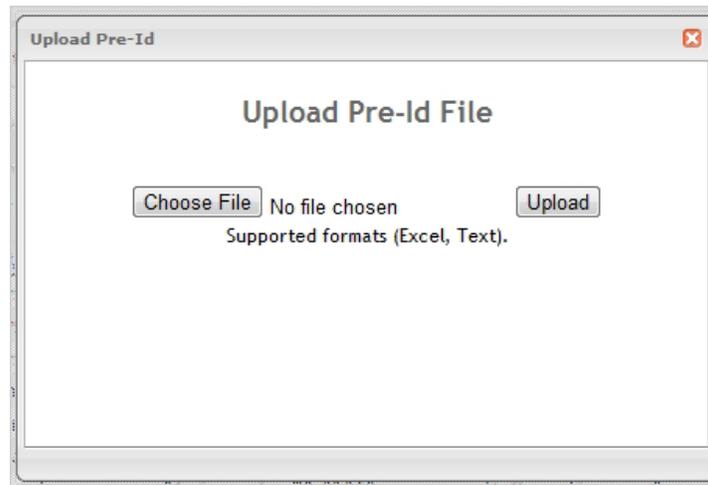
The Manage Students Table on the default Students’ tab homepage contains the following columns (from left to right): SIMS ID, First Name, MI, Last Name, Subject Class, Subject, and Course.

- The “View/Edit” link redirects the user to an interface to edit a student’s information. See Section 3.4.C.
- To sort any of the columns in ascending or descending order, click on the blue column name. Clicking once will sort the column in ascending order. Clicking again will sort the column in descending order.

- A link on the bottom left of the Details for Class table reads “Download Students List (Excel CSV)” and automatically generates an Excel CSV file for the table of students.

Students in Cyber Falls Sch 1 (1)						
Algebra I	2011 - 2012					
SIMS ID	First Name	MI	Last Name	Class	Subject	Course
5005163717	Gabrielle	O	Adriana	Teacher, Demo-10-02052	Algebra I	Algebra I
6847069882	Shirley	X	Alexander	Teacher, Demo-10-02052	Algebra I	Algebra I
2254155553	Jesse	Cyuvv	Allyson	Teacher, Demo-10-02052	Algebra I	Algebra I
2334801869	Randolph	Jyzye	Alma	Teacher, Demo-10-02052	Algebra I	Algebra I
3562413587	Joann	W	Amanda	Teacher, Demo-10-02052	Algebra I	Algebra I
8473056315	Traci	Gcmuf	Amanda	Teacher, Demo-10-02052	Algebra I	Algebra I
494210124	David	Wysec	Amelia	Teacher, Demo-10-02052	Algebra I	Algebra I
3252922377	Dale	Egvyq	Amie	Teacher, Demo-10-02052	Algebra I	Algebra I
3333333333	demo	f	student1	Teacher, Demo-10-02052	Algebra I	Algebra I

- Upload Pre-ID File. Click the link above the Manage Students table to upload a Pre-ID file. Click the “Choose File” button to locate the Pre-ID file and click “Upload.” Users may upload Excel files (.xls or .xlsx) and text files (.txt).



---

## B. ADD A STUDENT

A link entitled "Add Student" appears in the top right hand corner of the student table. All user types are able to add Students. Selecting "Add Student" redirects users to a blank student profile page where the user can enter the necessary demographic and testing information to add a student. Required fields are indicated with a red asterisk.

**New Student in Cyber City Sch 1 (1)**

**Required Information:**  
School: Cyber City Sch 1 (1)

SIMS ID:

First Name:  MI:  Last Name:

Grade:

Race/Ethnicity:  Gender:

LEP:  Date of Birth:  (mm/dd/yyyy)

**Optional:**  
Local ID:

When a new student is entered, the user selects "Save." If any required fields were not completed a warning sign ⚠ will appear next to that field. If the user hovers their mouse over the warning sign, they will be given instructions stating what caused the warning sign to appear.

---

## C. VIEW/EDIT A STUDENT

Selecting the "View/Edit" link in the Manage Students Table redirects users to an editable version of the Students Profile screen. All user types can edit any information in a student's profile.

**Edit Details for Eduardo Angela**

**Required Information:**  
District:  School:

SIMS ID:

First Name:  MI:  Last Name:

Grade:  Gender:

Race/Ethnicity:  Date of Birth:  (mm/dd/yyyy)

LEP:

**Optional:**  
Local ID:

### 3.5. TEST SESSIONS

The Test Sessions interface displays the list of test sessions scheduled for the selected subject and administration and their status.

The screenshot shows the 'Test Sessions' interface. At the top, there are navigation tabs: Home, Site Setup, Teachers, Classes, Students, and Test Sessions. Below the tabs, the 'Test Sessions' title is displayed. A 'School:' dropdown menu is set to 'All Schools'. Below that, there are filters for 'Filter By Testing Status:' (set to 'All'), 'Test Type:' (set to 'Formative'), and 'Tests:' (set to 'Can this test be accessed in iTester? (General Math)'). A 'Schedule Test Sessions' link is visible. The main content area is titled 'Testing Status for Math (General Math), 2011 - 2012'. Below this title is a table with columns for School, Teacher/Class, and Testing Status. The table contains two rows of data. At the bottom of the table, there are navigation controls: 'Prev', 'Page 1 of 1', 'Next', 'Jump to Page:' with an input field and 'Go' button, and a 'View All' button.

School	Teacher/Class	Testing Status	
Cyber City Sch 1 (1)	math, teacher-bindu-General Math (02002)	Finished	<a href="#">View Details/Student Logins</a> <a href="#">Delete</a>
Cyber City Sch 1 (1)	math, teacher-ganta- (02002)	In Progress	<a href="#">View Details/Student Logins</a>

In addition to filtering by School, the Test Sessions page is also driven by dropdown selections for Test and Testing Status provided to all users. The Test Status options include: All, In Progress, Finished, Not Started. The Tests dropdown includes: EOC, Formative.

#### A. SCHEDULE TEST SESSIONS

Selecting this link redirects the user to the Schedule Test Sessions interface. Users make the following selections:

- 1) *Test Type*. Users select either EOC or Formative.
- 2) *Tests*. A list of available tests is provided, driven by the Test Type dropdown menu.
- 3) *Forms*. A list of forms is provided, driven by the Test dropdown. Users can select multiple forms by holding down the Control key on their keyboard and clicking on the form names. Users can select all forms by clicking on the "Select All Forms" button. If multiple forms are selected, they will automatically be spiraled.
- 4) *Classes*. A list of available Classes is provided, driven by the School dropdown menu. All Classes are listed, even if they have already been scheduled. Users can select multiple Classes by holding down the Control key on their keyboard and clicking on the form names. Users can select all Classes by clicking on the "Select All Classes" button. If a Class is selected that has already been scheduled for testing, the user will receive notification after selecting "Schedule Test Session." A Class cannot be scheduled for more than one test session for any given Test.
- 5) *Start Date*. A calendar is provided for users to select a starting date for a test session. Dropdown menus are provided to indicate the starting time. Test sessions must be coherent with the test window specified in TestBuilder. Dropdown menus are provided to indicate the starting time.

- 6) *End Date*. A calendar is provided for users to select an end date for a test session. Dropdown menus are provided to indicate the ending time.

The screenshot shows a web interface for scheduling test sessions. At the top, there are navigation tabs: Home, Site Setup, Teachers, Classes, Students, and Test Sessions. The main heading is "Schedule Test Sessions for Math, 2011 - 2012". Below this, the "Test Type" is set to "Formative". The "Tests" dropdown menu is set to "math (General Math)". On the right, the "Classes taking Math (General Math)" section shows a "School" dropdown set to "All Schools" and a list of two classes: "yvonne, jacquelyn-71-Gener" and "yvonne, jacquelyn-73-Gener". In the center, there are two buttons: "Select All Forms" and "Select All Classes". The "Forms" list on the left contains the entry "math". The "Start Date" is 8/14/2011 and the "End Date" is 8/21/2011. The "Start Time" is 9:00 AM and the "End Time" is 5:00 PM. There is a checkbox labeled "Use single password for all students" which is currently unchecked. At the bottom, there are two buttons: "Schedule Test Sessions" and "Cancel".

Users are able to utilize the checkbox next to "Use single password for all students" (available only for Formative test types).

Once a test session has been scheduled, the Session will appear on the main Test Sessions page and usernames and passwords will be generated for all scheduled students. The usernames and passwords generated can be utilized at any point within the specified Test Sessions window.

## B. TEST STATUS TABLE

Data in the Test Sessions table is driven by the dropdown menus described above. The columns displayed include: School, Teacher/Class, and Testing Status. Users can click on a column heading to sort the table in an ascending manner; clicking a second time will initiate a descending sort. Users can page through the table, jump to an indicated page, or select the "View All" button to have all scheduled sessions listed on a single page. Two links are available for each row of data: "View Details/Student Logins" and "Delete."

Testing Status for <b>Math (General Math), 2011 - 2012</b>				
<a href="#">School</a>	<a href="#">Teacher/Class</a>	<a href="#">Testing Status</a>	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Cyber City Sch 1 (1)	math, teacher-bindu-General Math (02002)	Finished	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Cyber City Sch 1 (1)	math, teacher-ganta- (02002)	In Progress	<a href="#">View Details/Student Logins</a>	

Page 1 of 1 
Jump to Page:

1) [View Details/Student Logins](#) link. This redirects users to a page providing student logins.

District:	Cyber Falls (99999)	School:	Cyber Falls Sch 1 (1)
Administration:	2011 - 2012	Content Area:	Mathematics
Teacher:	Nakia Pablo	Class:	Pablo, Nakia-TestClass-MATHS
Test Name:	8.04 test		
Testing Window:	8/17/2011 9:00 AM to 8/18/2011 5:00 PM		

**Test has not started.**  
It begins at 9:00 AM on 8/17/2011

[« Back to Test Sessions](#)

**Registered Students:**  
[Print Student test logins \(Avery label 5160\)](#)

Last Name	First Name	Username	Password	Status	Date/Time Started	Date/Time Completed	Invalidated Session
Allyson	Jesse	2254155553	E9A34E1E	Session 1: Not Started			<a href="#">Invalidate</a>
Amelia	David	0494210124	A55BB97C	Session 1: Not Started			<a href="#">Invalidate</a>
Amie	Theodore	9064999400	918C5E2C	Session 1: Not Started			<a href="#">Invalidate</a>
Ana	Terrance	1362428656	C760FDB6	Session 1: Not Started			<a href="#">Invalidate</a>
Angela	Clyde	6274135780	3B9C2D5F	Session 1: Not Started			<a href="#">Invalidate</a>
Angelia	Shad	6591924236	2BCB7D52	Session 1: Not Started			<a href="#">Invalidate</a>
Annette	Cassandra	2193619058	2B0B84AB	Session 1: Not Started			<a href="#">Invalidate</a>
Annette	Enrique	3195199828	0AFCF534	Session 1: Not Started			<a href="#">Invalidate</a>
Armando	Alfonso	2664368844	5F60BDD6	Session 1: Not Started			<a href="#">Invalidate</a>
Audra	Elena	0010880224	41AAED0B	Session 1: Not Started			<a href="#">Invalidate</a>
Audrey	Kathy	6219662850	1626D3D2	Session 1: Not Started			<a href="#">Invalidate</a>
Blake	Arlene	3583437670	BFBEES19	Session 1: Not Started			<a href="#">Invalidate</a>
Brandon	Felipe	1233151258	D9C2FC5F	Session 1: Not Started			<a href="#">Invalidate</a>
Brandon	Vernon	4358220684	33703EEE	Session 1: Not Started			<a href="#">Invalidate</a>
Brian	Andy	5144576318	4BF8C98C	Session 1: Not Started			<a href="#">Invalidate</a>
Brooke	Jean	2126583510	40489468	Session 1: Not Started			<a href="#">Invalidate</a>

a. Registered Students table. This table contains the following columns from Left to Right:

- i. Last Name.
- ii. First Name.
- iii. Username.
- iv. Password.

- v. *Status*. Status will read "Not Started" until a student has begun an exam, "In Progress" while a student is actively taking an exam, and "Finished" once a student has completed the exam. Note for the Practice Exam, the Status column will always reflect the first time a student took the exam, even if they have taken the exam multiple times. Multiple trials will not be reflected in the registered students table.
  - vi. *Date/Time Started*. The date (in the form mm/dd/yyyy) will appear above the time (hh:mm:ss AM/PM).
  - vii. *Date/Time Completed*.
  - viii. *Invalidate*. Invalidating a student's test session means that the student's test scores are reported as invalid within Data Interaction. An invalidated test cannot be changed back once this selection is confirmed. If a student's test session is invalidated while the student is taking the test, there will be no interruption to the student in the iTester Client.
- b. A link entitled "Print Student test logins (Avery label 5160)" is above the Registered Students table. Clicking this link generates a PDF in a new window. This PDF may be printed on Avery label 5160 sheets for easy distribution to students at test time.
  - c. Students Not Tested across all sections will be listed below the registered students section, once the "Complete Testing" button has been selected on the Dashboard. A student's name will appear in this section if they were scheduled for a test but did not complete the test prior to testing being completed.
- 2) *Delete*. If a user selects the Delete link a popup will appear which reads "Are you sure you want to delete this Test Session?" Selecting "yes" will delete the scheduled Test Session for the corresponding Class. Selecting "no" will redirect the user back to the Test Sessions screen.