DRC INSIGHT Portal Guide

Managing Users, Students, and Testing

Wisconsin Forward Exam

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311
Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530
Website: https://wi.drcedirect.com
Email: WIHelpDesk@datarecognitioncorp.com
Version Date: January 6, 2023

Contents

Introduction

The purpose of this manual is to help District Assessment Coordinators (DACs), School Assessment Coordinators (SACs) and other DRC INSIGHT Portal users manage user permissions, student information, and testing responsibilities in the DRC INSIGHT Portal. It is the responsibility of DACs/SACs to ensure that all district/school DRC INSIGHT Portal users have the appropriate level of access, and to remove access when staffing changes occur.

Log in to the DRC INSIGHT Portal

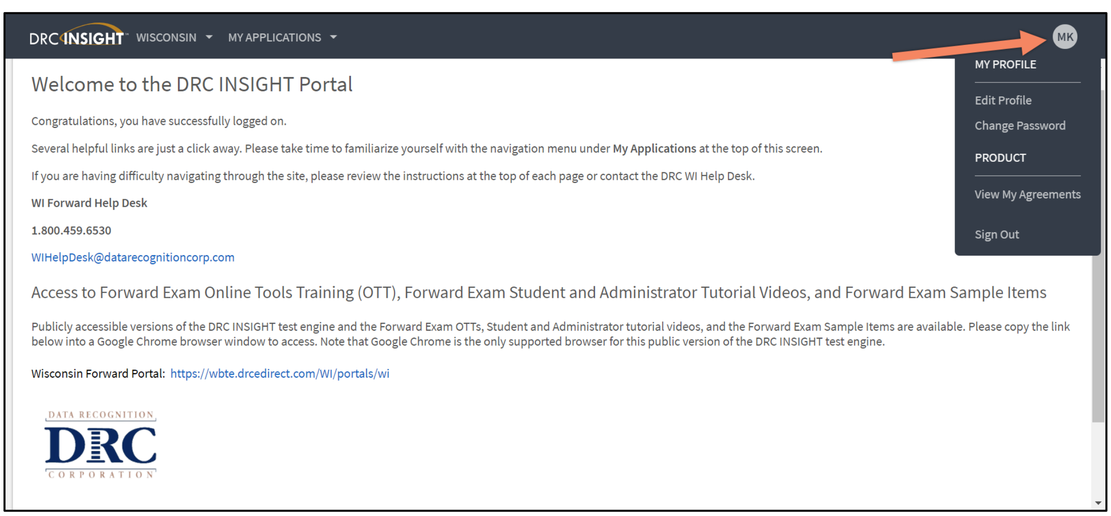
To access the DRC INSIGHT Portal, enter the URL https://wi.drcedirect.com in a supported browser.

All DACs receive an email from the Forward exam test vendor, DRC, notifying them that they have access to the 2023 Forward administration in the DRC INSIGHT Portal. New DACs also receive an email with an authorization link and a temporary password. All other DACs should be able to log in with their previous credentials.

If you forget your username or password, click on the **Forgot your password?** link located at the bottom of the Log In box. Enter your email address and click Send instructions. You will receive an email containing your username or a link to reset your password, depending on your request.

Changing Your Password

If you are an existing user and need to change your password, log in to your account and click on your initials in the right upper corner of the screen.



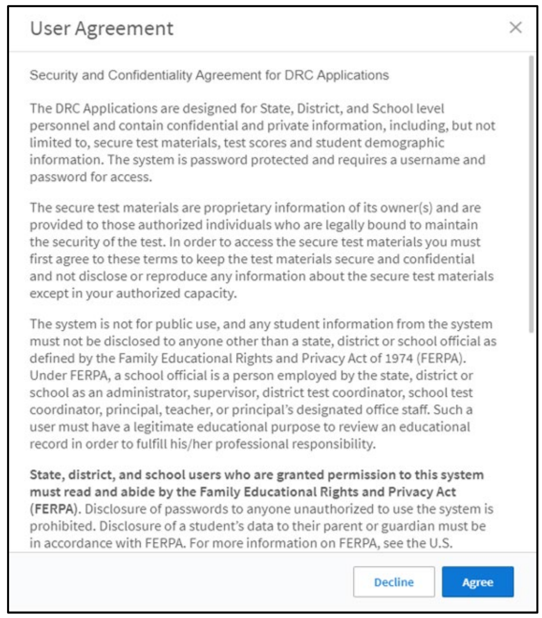
Click **Change Password**. When the Manage my password page appears, enter your Previous Password, New Password and Confirm New Password. When this is complete, click **SAVE**.

Passwords must contain a minimum of 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: ~!@#$%^&*()_-+=

Security Agreement

The first time any user logs in to the DRC INSIGHT Portal they must read and accept the Security and Confidentiality Agreement for DRC Applications, which will automatically display. Users cannot continue without accepting the agreement.

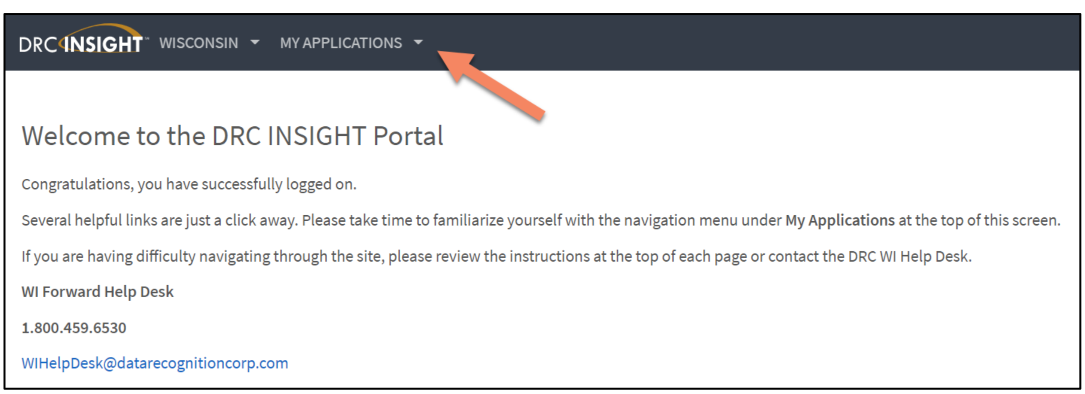


Everyone working with the Forward Exam must also complete a hard copy DPI Forward Exam Confidentiality Agreement (See the [Forward Exam Test Security webpage]).

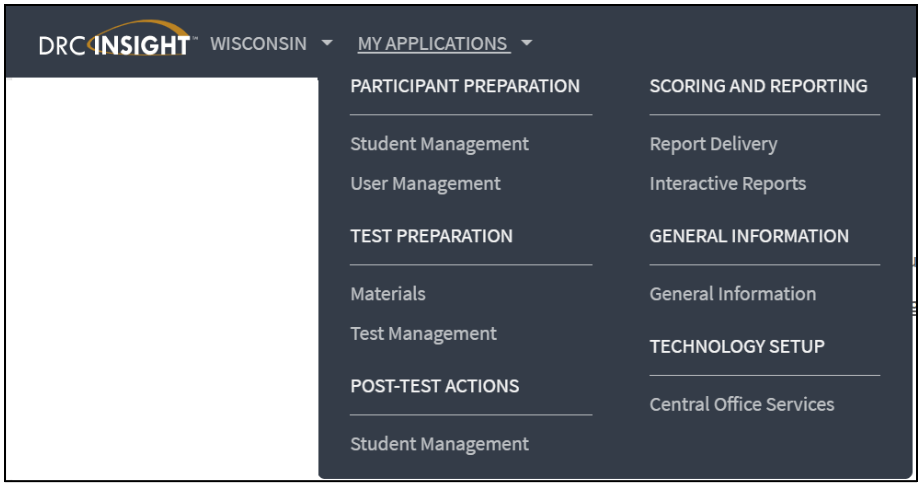
If you would like to view or print the Security and Confidentiality Agreement for DRC Applications, click on your initials in the right upper corner of the screen and then click **View My Agreements**.

Working in the DRC INSIGHT Portal

After you have logged in and accepted the security agreement, you will see the Welcome to the DRC INSIGHT Portal screen. Click on **MY APPLICATIONS** in the menu bar.



After clicking on **MY APPLICATIONS**, a drop-down application menu will display multiple menu selections, based on the level of permissions assigned to the user.



The application menu in the DRC INSIGHT Portal includes:

PARTICIPANT PREPARATION

Student Management – manage student records, complete a student transfer request form, and view the Student Status Dashboard.

User Management – add users or edit existing users. A list of users' roles is available in Appendix A – User Roles and Permissions Matrix.

TEST PREPARATION

Materials – order Braille test materials for students who require them.

Test Management – manage student test sessions and test tickets.

POST-TEST ACTIONS

Student Management – manage student records, complete a student transfer request form, and view the Student Status Dashboard.

SCORING AND REPORTING

Report Delivery – access your district demographic data file, electronic Individual Student Reports (ISRs), and status reports.

Interactive Reports – access your rosters and summary data.

GENERAL INFORMATION

General Information – view announcements from DRC, documents (guides, manuals, etc.), downloads for INSIGHT software, and student and administrator tutorials.

Central Office Services – view existing configurations and/or add a new configuration for managing local content caching and approved student testing devices.

User Management in the DRC INSIGHT Portal

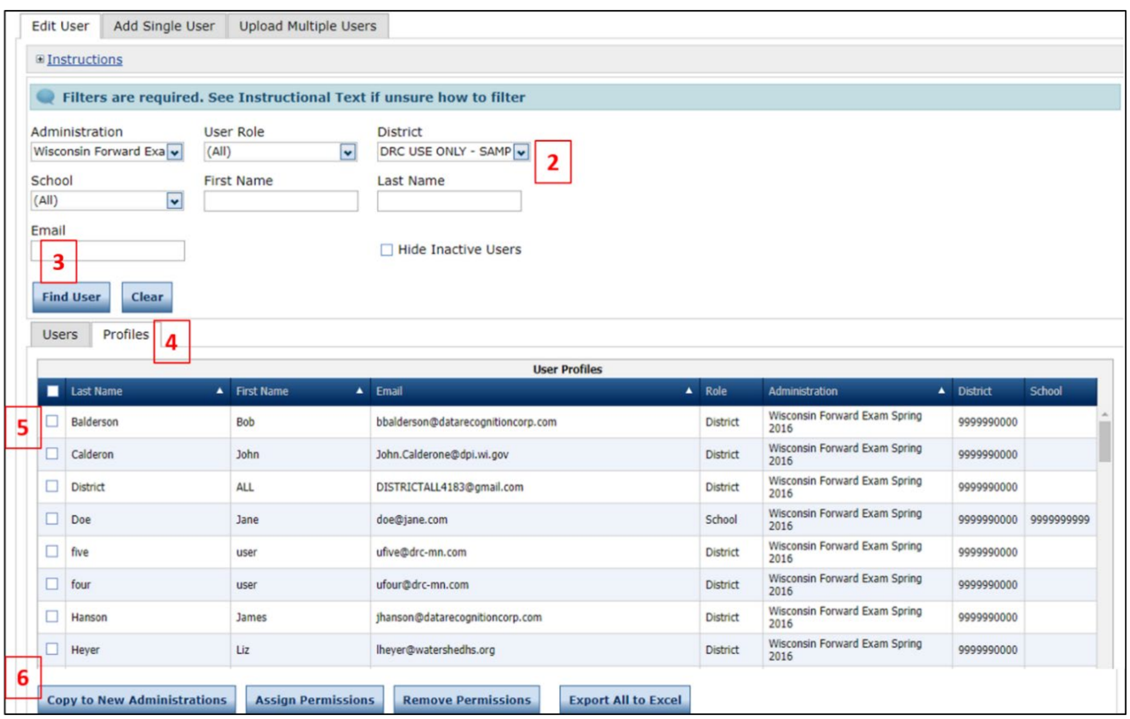
DACs are responsible for assigning DRC INSIGHT Portal access and permissions to users. Required users include School Assessment Coordinators and District Technology Coordinators (DTC). Test Administrators (TAs) do not require DRC INSIGHT Portal access in order to administer the assessment. However, a DAC may assign access and permissions to a Test Administrator if that individual will be assisting with tasks such as printing test tickets.

Updating Existing Users for the New Administration Year

DACs are able to update existing users from the previous administration year to the new administration year if the users will have the exact same role in the new administration as they did in the prior year.

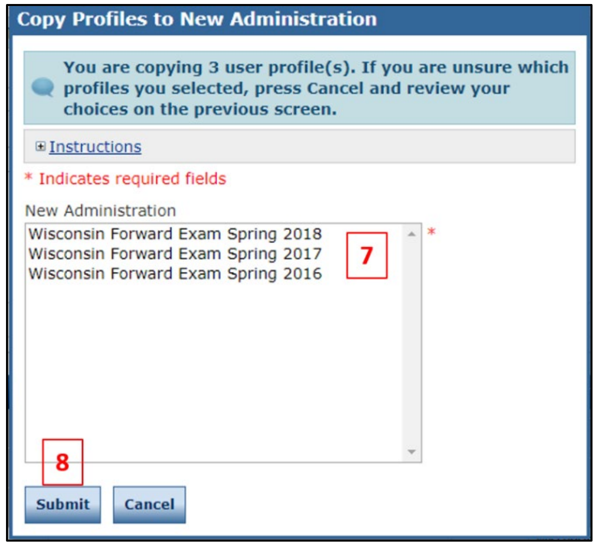
To update existing users with the same role to the new administration year:

1. Select **User Management** under **MY APPLICATIONS.**
2. Select Administration, User Role, District, and School (optional) from the drop-down menus on the **Edit User** tab.
3. Click **Find User**.
4. Click on the **Profiles** tab.
5. Check all profile boxes that apply or select all by checking box in the header.
6. Click on **Copy to New Administrations**.



7. In the dialog box, select the New Administration.
8. Click **Submit**.

NOTE: When updating current users to the new administration, district users and school users (identified with the User Role filter) must be updated separately.



Adding Users

DACs can add both school- and district-level users in the DRC INSIGHT Portal. Depending on the district, the DAC may delegate school-level user additions to the SACs. Only one person in a district should be assigned the role of DAC. A DAC may assign an “Assistant to the DAC” to aid them with a multitude of tasks. This role should be used sparingly and only at the district level.

When a new user is added, the DAC/SAC must assign the appropriate role and permission set to the user. The User Roles and Permissions Matrix (Appendix A) outlines the permissions for each user role. It is a local decision to give Test Administrators (TAs) access to the DRC INSIGHT Portal. TAs do not need access to the DRC INSIGHT Portal to administer the Forward Exam. To protect student data, it is important that DACs only assign permissions to individuals who require access to the DRC INSIGHT Portal to conduct their tasks.

The established user roles/permission sets at the district and school levels are:

District Roles	**School Roles**
District Assessment Coordinator	School Assessment Coordinator
District Technology Coordinator	School Technology Coordinator
District Report User	School Report User
Assistant to the DAC	Test Administrator/Proctor (optional)

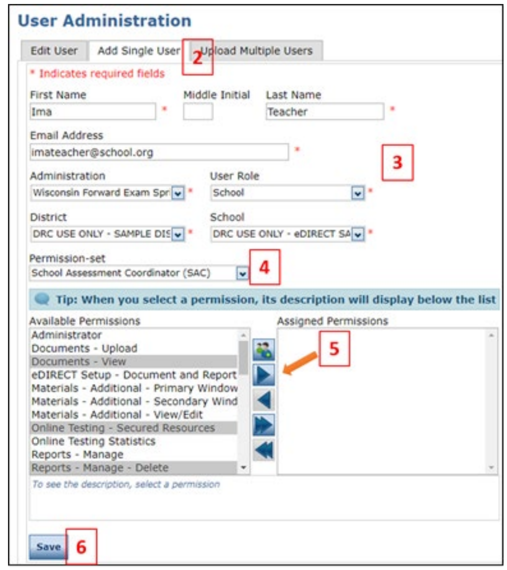
NOTE: Each district is permitted only one **DAC**.

There are two ways to add users to the DRC INSIGHT Portal:

1. Add a single user – manually enter each user in the DRC INSIGHT Portal
2. Upload multiple users – upload a predetermined file type and layout containing multiple users to the DRC INSIGHT Portal

Adding a Single User

To add a single user:

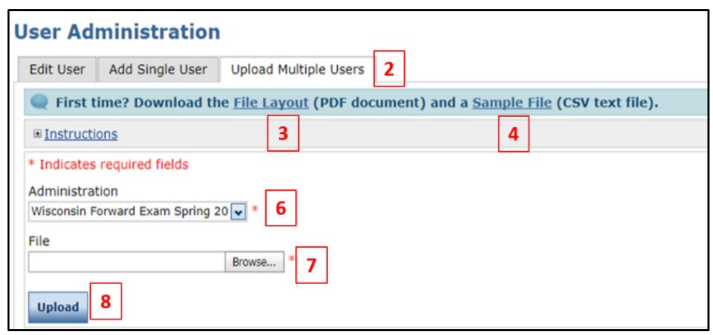


1. Select **User Management** under **MY APPLICATIONS**.
2. Click on **Add Single User** tab.
3. Complete all required fields and options from the drop-down menus.
4. Select a permission set from the drop-down menu (see Appendix A - Roles and Permissions Matrix).
5. Click on the **Add Selected** arrow icon  to assign the permission set to the user.
6. Click **Save**.

There is an Administrators Tutorial that walks through this process.

Adding Multiple Users

To add multiple users at the same time:



1. Select **User Management** under **MY APPLICATIONS**.
2. Click on the **Upload Multiple Users** tab.
3. Download the File Layout (PDF), which shows what data are required and how data must be formatted in your upload file.
4. Download the Sample File (CSV file).
5. Use the sample file format (delete sample data and add your own) to create your user upload file. The file you upload must be a .csv file and it must include the header record. The column headers and sequence must match the sample file.

After you have created an upload file and saved it on your computer:

6. Select the appropriate test administration year.
7. Click **Browse** to select the file to upload.
8. Click **Upload**.

NOTE: If there are **errors in the file**, a message will display containing details about the errors.

You must resolve the errors and repeat steps 5 8.

Once you have successfully uploaded users, you will need to assign a permission set to each user.

There is an Administrators Tutorial that walks through this process.

Assigning Permissions to Users after Multiple User Upload

If you added users via the multiple user upload, you will need to add a permission set to each user.

There are two ways to assign permissions to users:

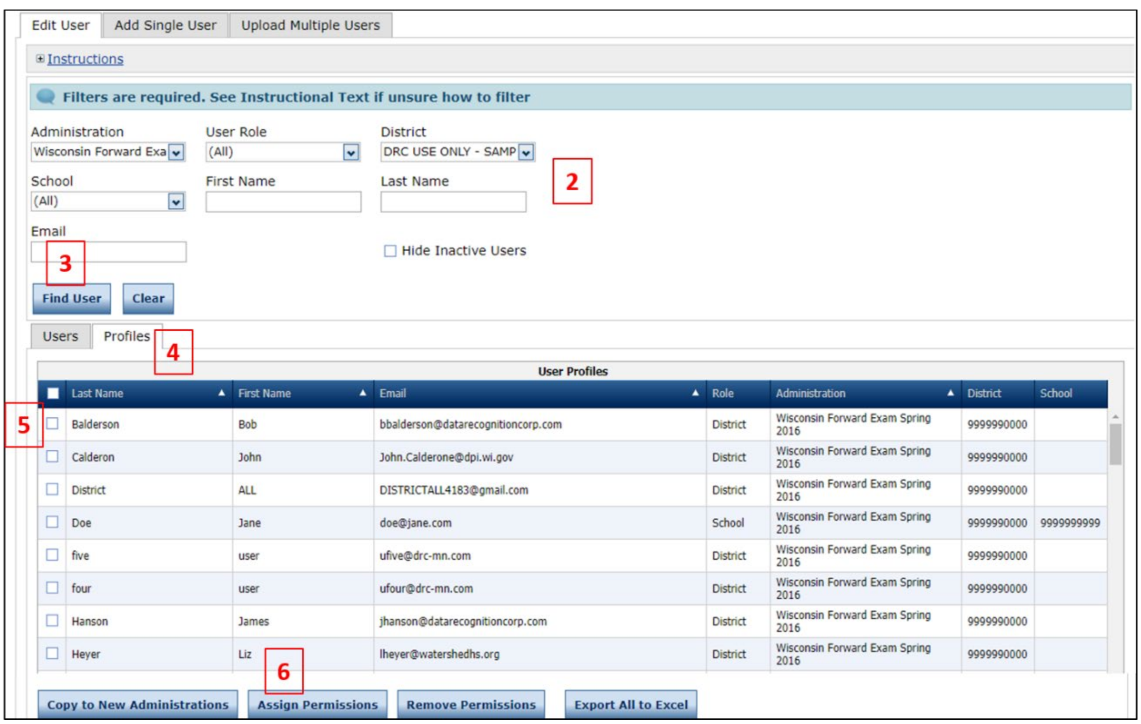
1. Assign multiple users the same permission set at one time
2. Assign permission set for a single user

Assign Multiple Users the Same Permission Set At One Time

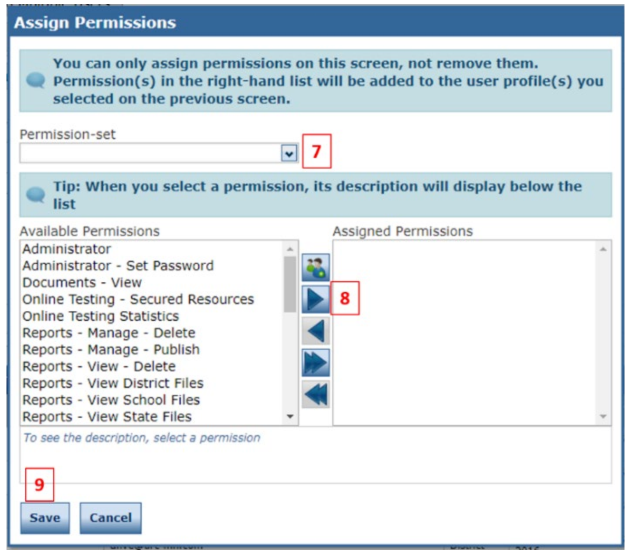
It is possible to assign the same permission set to multiple users at one time. In large districts, it may be more efficient to assign all SACs in the district the permission set at one time, rather than assigning it at the individual level.

To assign a permission set to multiple users at one time:

1. Select **User Management** under **MY APPLICATIONS**.
2. On the **Edit User** tab, select Administration, User Role (optional), District, and School (optional).
3. Click **Find User**.
4. Click on the **Profiles** tab.
5. Check all profile boxes that apply.
6. Click on **Assign Permissions**.



7. In the dialog box, select the permission set in the drop-down menu.
8. Click on the **Add Selected** arrow icon  to assign the permission set.
9. Click **Save**.

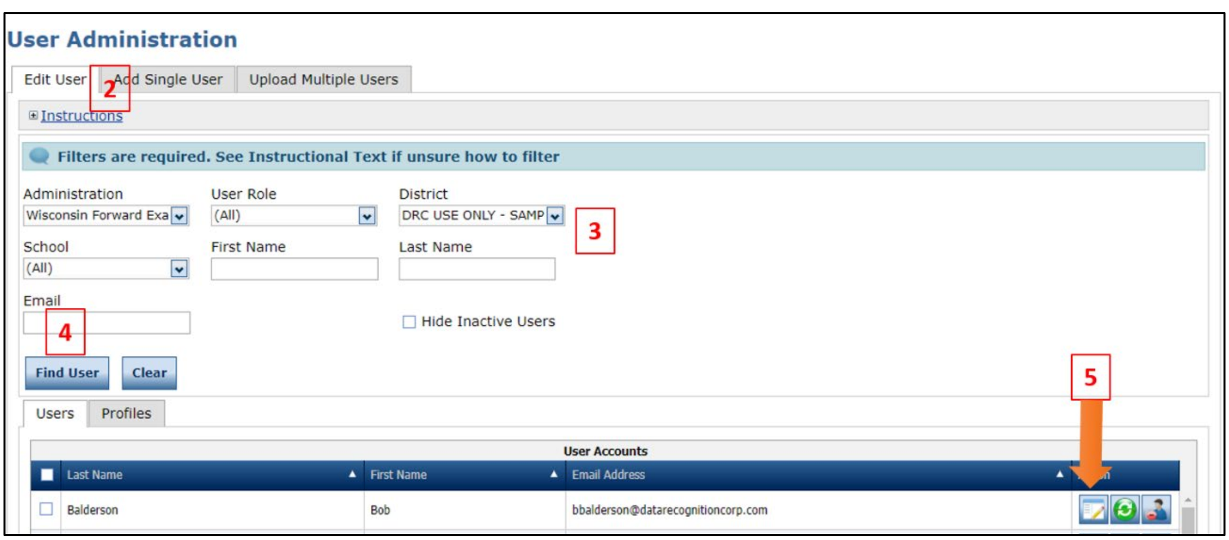


Assign Permission Set to a Single User

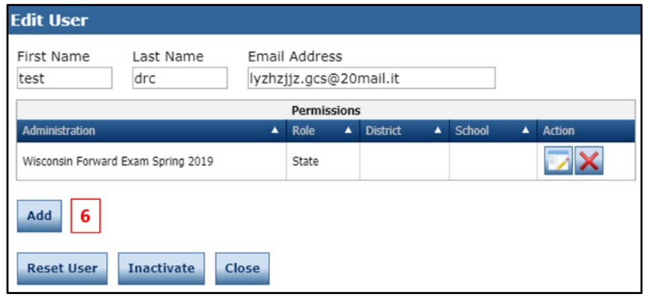
If you added users via the multiple user upload, you still need to add a permission set to each user.

To add a permission set to a single user:

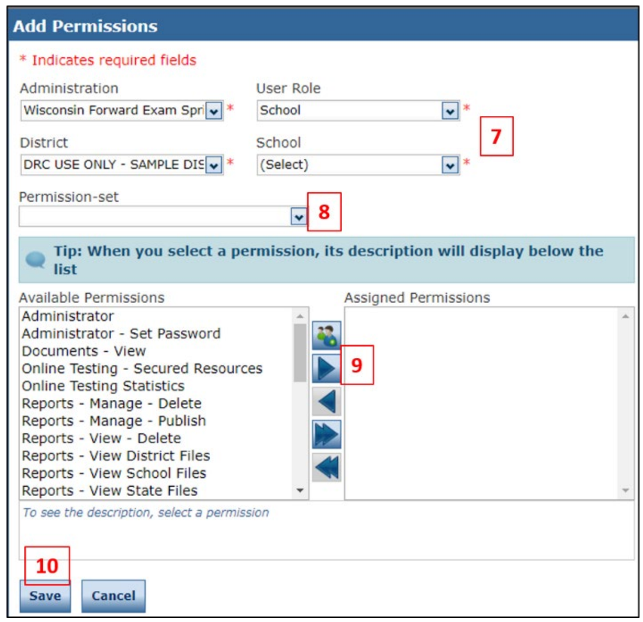
1. Select **User Management** under **MY APPLICATIONS**.
2. Click on the **Edit User** tab.
3. Use the fields and drop-down menus to enter search criteria to locate the user.
4. Click **Find User**.
5. Click the **View/Edit** icon in the Action column to display the Edit User dialog box for the user you would like to edit.



6. In the Edit User dialog box, click the **Add** button.



7. In the Add Permissions dialog box, complete all required fields and options from the drop-down menus.
8. Select the appropriate permission set from the drop-down menu (see Appendix A: Roles and Permission Matrix).
9. Click on the **Add Selected** arrow icon  to assign the permission set to the user.
10. Click **Save**.



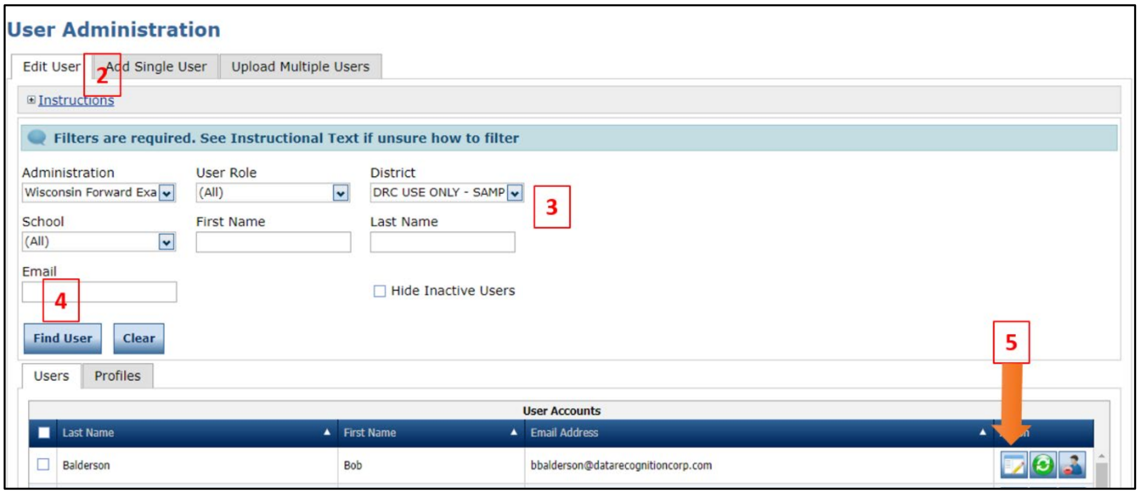
Editing a User's Permissions within a Permission Set

DACs/SACs should assign established permission sets to the majority of users. On rare occasions, a DAC/SAC may find it necessary to edit the permissions within an established permission set for a select user. This type of edit would either add or remove individual permissions to the established permission set. (This is also how you would remove all permissions from a user.)

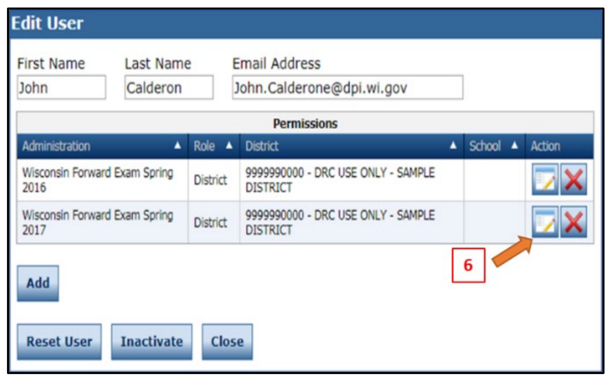
To add/remove a specific permission to/from a user:

1. Select **User Management** under **MY APPLICATIONS**.
2. Click on the **Edit User** tab.
3. Use the fields and drop-down menus to enter search criteria to locate the user.
4. Click **Find User**.

5. Click the **View/Edit** icon in the Action column to display the Edit User dialog box for the user you would like to edit.

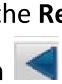


6. In the Edit User dialog box, click the **View/Edit** icon in the Action column to display the Edit Permissions dialog box.

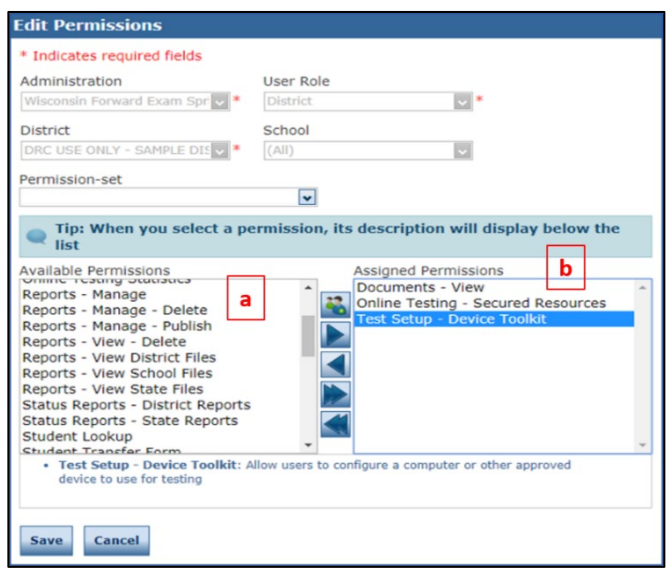


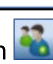
7. In the Edit Permissions dialog box, you can:
   a. Select permissions from the Available Permissions list and click on the **Add Selected** arrow icon  to add permissions to the user.

      or

   b. Select permissions from the Assigned Permissions list and click on the **Remove Selected** arrow icon  to remove permissions from the user.

      or



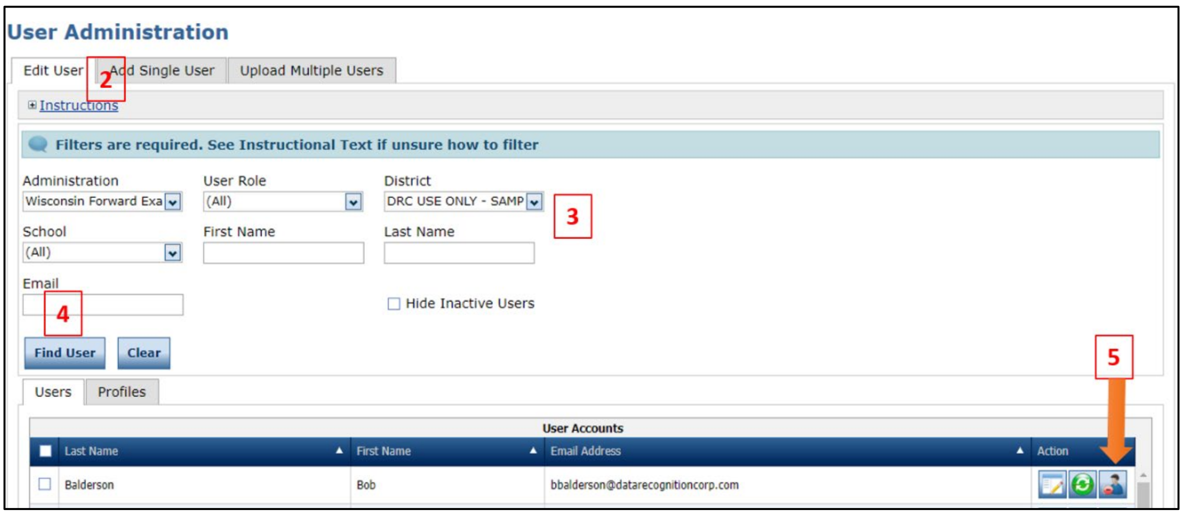
   c. Click the **Clone from Another User** icon  to copy another users set of permissions.
   d. Click **Save**.

Activating or Inactivating a User

When staff changes occur within schools and districts, DACs/SACs must inactivate users that should no longer have access to the DRC INSIGHT Portal for their district/school, and DACs may need to re-activate a user who previously was inactivated.

To inactivate a user:

1. Select **User Management** under **MY APPLICATIONS**.
2. Click on the **Edit User** tab.
3. Use the fields and drop-down menus to enter search criteria to locate the user.
4. Click **Find User**.
5. Click the **Inactivate/Activate** icon for the user you want to make inactive.



6. Click **Inactivate** to make the user inactive. A message will display that reads **The user has been inactivated**.

To activate a user, follow steps 1 to 5 above. Selecting the **Inactivate/Activate** icon will automatically re-activate a user. A message will display that reads **The user has been activated**.

Student Management in the DRC INSIGHT Portal

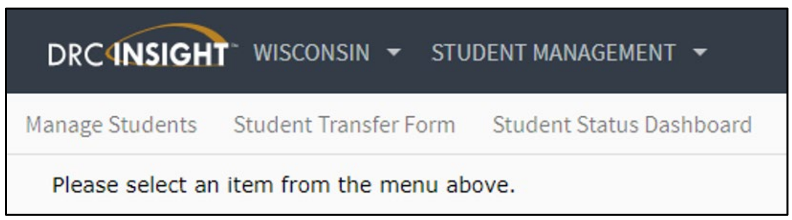
DACs/SACs are responsible for managing student data in the DRC INSIGHT Portal. Student details (e.g., district, school, birthdate, grade, gender, race, WISEID, Local ID, and district/school of accountability) and demographics (e.g., disability status, English language proficiency, migrant status, district/school FAY) are exported from WISEdata and uploaded to the DRC INSIGHT Portal approximately eight weeks prior to the testing window.

The following are DAC/SAC responsibilities for managing student data in the DRC INSIGHT Portal:

- Add all accessibility features required by students into the DRC INSIGHT Portal before testing.
- Ensure that student detail and demographic data are up to date and correct in the DRC INSIGHT Portal.
- Update the DRC INSIGHT Portal if a student transfers into the district or between schools within a district.
- Ensure that all students in their district are added to test sessions.
- Enter a not-tested code in the DRC INSIGHT Portal for any student that does not participate in the Forward Exam.

Under the Student Management menu option in the DRC INSIGHT Portal, there are three additional application menus:

- Manage Students
- Student Transfer Form
- Student Status Dashboard



Adding Accessibility Features for Students in the DRC INSIGHT Portal

The DAC/SAC must indicate in the DRC INSIGHT Portal if a student will use an accessibility feature (designated supports and accommodations) for the Forward Exam. DACs/SACs must work closely with school staff to ensure that students are receiving appropriate accommodations and designated supports. Please refer to the Accessibility Guide when making such decisions.

There are three options for entering accessibility features into the DRC INSIGHT Portal:

1. Using the Multiple Student Upload (MSU) process
2. On a student-by-student basis
3. Mass-assign the same support or accommodation to a group of students

For precise dates for the availability of these options, please consult the [Forward Calendar] on the DPI website.

Add Accessibility Features Using the Multiple Student Upload Process (MSU Process)

There is an **optional** window of time when districts can use a MSU process to enter accessibility features for multiple students. You will not be able to use this process to enter accessibility features at any time other than during this optional 10-day window. On the first day of the optional Add Accessibility Features Window (see Calendar for precise dates), you will have access to a District Demographic Data file (.csv) in the MSU file format with all of your student detail and demographic data pre-populated. You can download this file from the DRC INSIGHT Portal, add student accessibility features to the file, and upload the file into the DRC INSIGHT Portal. The file, with accessibility features added, can only be uploaded during this window. If you upload a file after this window, data entered into the accessibility features columns of the file will be ignored.

It is not necessary to upload student records that do **not** require accessibility features or changes to student information. It is recommended that you delete unneeded rows and/or copy needed rows into the MSU file layout.

If you choose not to use the Add Accessibility Features Window (e.g., you have a low number of students using accessibility features) you may still enter supports and accommodations using the individual and mass-assignment tools available in the DRC INSIGHT Portal once Test Setup becomes available.

The MSU process consists of three steps:

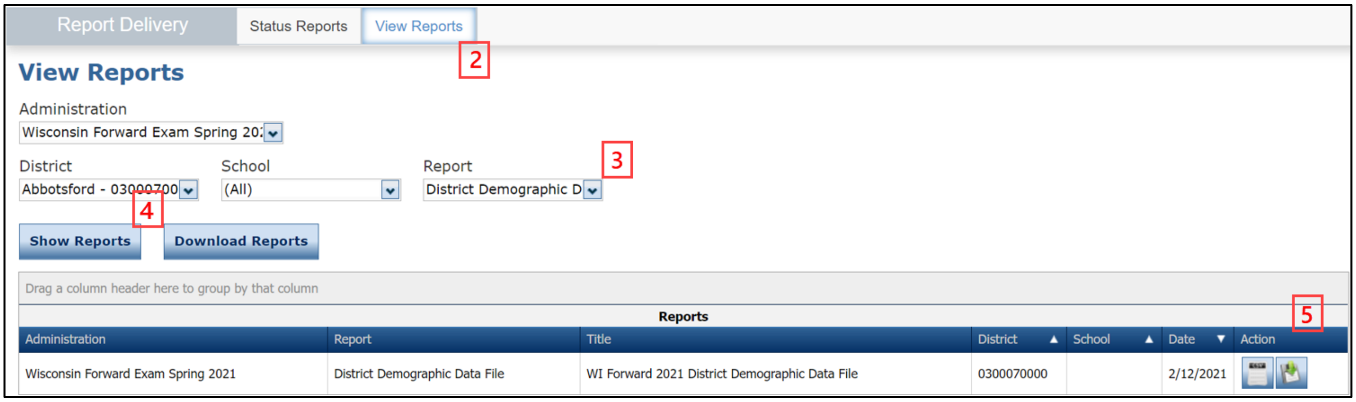
1. Download the District Demographic Data file or create your own file using the Sample File (.csv) as a template.
2. Add needed accessibility features for students in the file.
3. Upload the file.

Step 1: Download the District Demographic Data File

To download the District Demographic Data file, do the following:

1. Select **Report Delivery** under **MY APPLICATIONS.**
2. Click on the **View Reports** tab.
3. Select the administration, your district, and in the Report drop-down menu select the District Demographic Data file.
4. Click **Show Reports**.

5. Download the District Demographic Data file for use as a MSU file by clicking on the **Save CSV** icon.



As an alternative to using the District Demographic Data file, there is also a Sample File (.csv) available on the Forward Exam Resources webpage, and in the DRC INSIGHT Portal on the Upload Multiple Students tab (see Step 3 below). You can download the Sample File, add your student data and accessibility features to that file, and use that as your upload file.

Step 2: Add the Student Accessibility Features

After you download the District Demographic Data file, you need to add student accessibility features to the appropriate columns. Use the MSU File Layout (pdf) document, which outlines the specific formatting and data validation rules that you must follow when producing an upload file, to confirm all your columns are formatted correctly. The MSU File Layout (pdf) is available on the Forward Exam Resources webpage, and in the DRC INSIGHT Portal on the Upload Multiple Students tab (see Step 3 below). After you have added data, make sure that you save the file.

> **NOTE:**
> It is important to use the File Layout (pdf) document to confirm that all of the columns in your MSU file are formatted correctly before uploading it to the DRC INSIGHT Portal. All column headers must be identical to the headers in the Sample File or the District Demographic Download file.

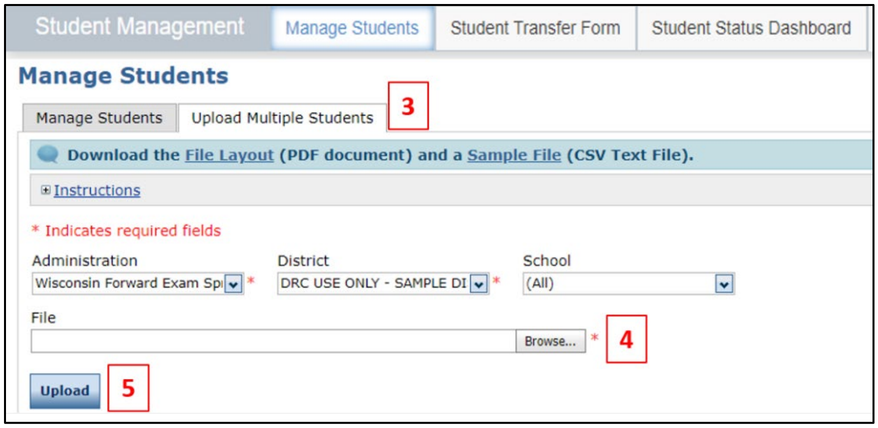
Step 3: Upload the Updated File

To upload your saved MSU file back into the DRC INSIGHT Portal, do the following:

1. Select **Student Management** under **MY APPLICATIONS.**
2. Click **Manage Students**.
3. Click on the **Upload Multiple Students** tab. The blue bar at the top of the tab provides links to a File Layout (pdf) and a Sample File (.csv text file).
4. Click **Browse** to locate your updated and saved MSU file. Select the file and click **Open** to display it in the "File" field.

5. Click **Upload**. A message will display indicating the file has been transferred and is being validated (checked for errors). Depending on the size of your data file, the validation process can vary in length.

NOTE:
The blue highlighted area under the Upload Multiple Students tab provides links to the MSU File Layout (PDF) and a Sample File (.csv) that you can use to create a file.



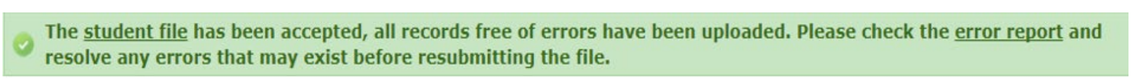
6. After the file validation process is completed, if your file has critical data errors (for example, if the district number is incorrect or does not have 10 digits) you will see an error message alerting you that the file failed to upload:

Click the **error report** link (included in the error message) to download a report (.csv) listing the cause for the upload failure.

NOTE:
If you upload another MSU file, the new file will overwrite the currently uploaded version.

7. Correct the data errors identified in the error report, save the corrected file, and re-upload the file.

8. Once your file has successfully uploaded (without critical data validation errors), you will see a message that says the file has successfully uploaded and advises you to download an **error report** (.csv) by clicking the underlined link:



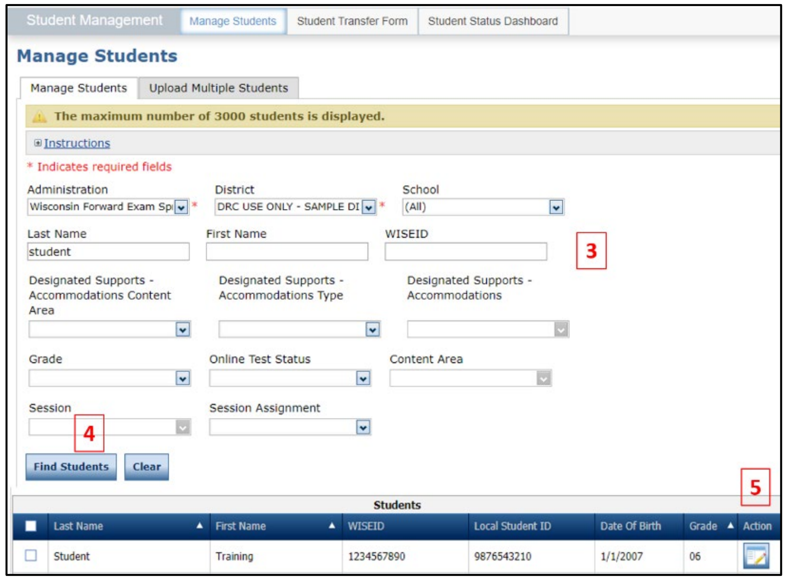
Even if your file uploaded successfully, it still may contain data errors that did not pass the validation process. For example, data in a certain field may not display properly. The error report will list the cause of each non-critical data error.

9. Correct the data errors identified in the error report, save the file, and re-upload the file.

Once your file has uploaded without any data errors (critical **or** non-critical), the error report will indicate that the file contains no errors.

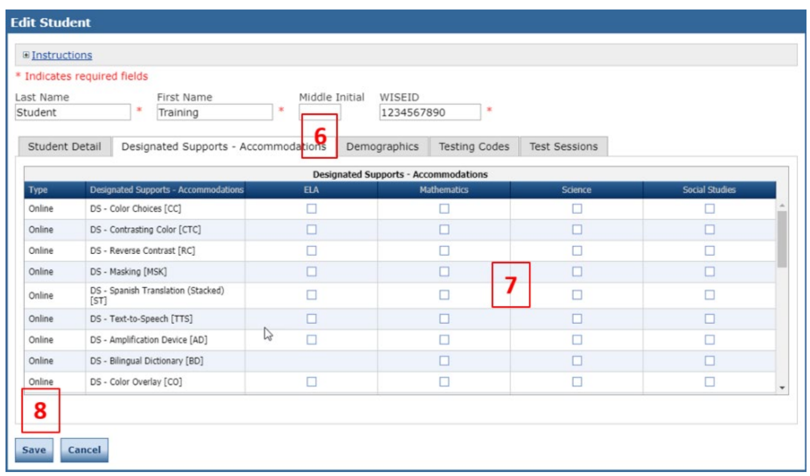
Enter/Edit Accessibility Features on a Student-by-Student Basis

To enter/edit a student's accessibility information, do the following:



1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. On the Manage Students tab, select your search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.
6. In the Edit Student window, click on the **Designated Supports - Accommodations** tab.
7. Select the check boxes to assign the necessary accessibility features for the student. To remove an accessibility feature, uncheck the box. Features must be added separately for each subject area.
8. Click **Save** to save your changes or **Cancel** to cancel your changes.

NOTE:
The Designated Supports - Accommodations tab in the Edit Student window is used to enter both Designated Supports and Accommodations. Designated Supports are marked with a "DS" and Accommodations and marked with an "A".



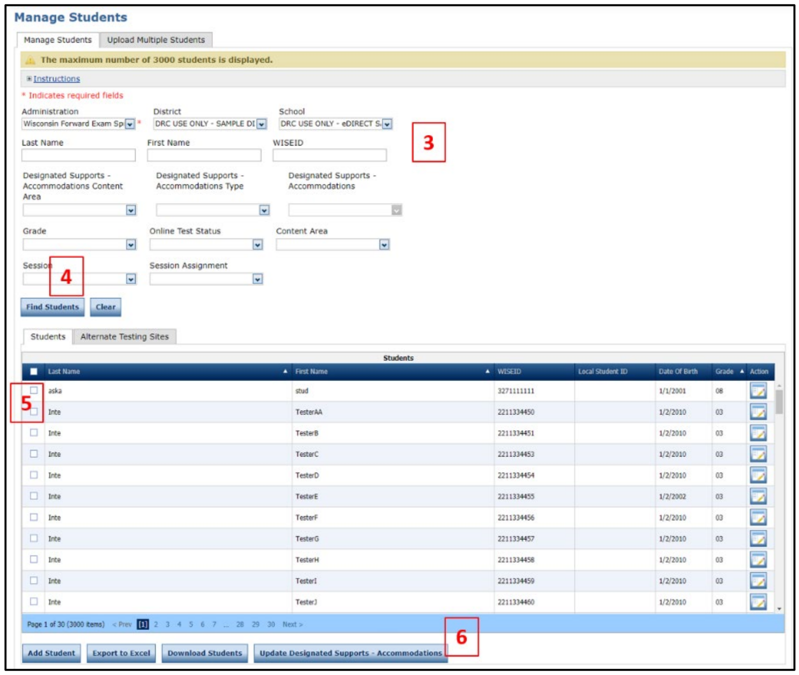
All test tickets must be re-printed if changes are made to accessibility features.

There is an Administrators Tutorial that walks through this process.

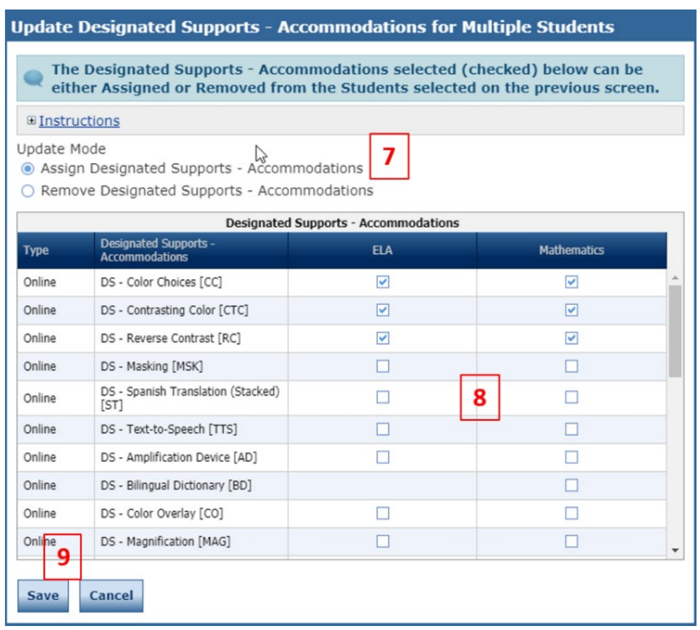
Mass-Assign the Same Support or Accommodation to a Group of Students

To add the same accommodation or support to multiple students simultaneously, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Select your search criteria.
4. Click **Find Students**.
5. Select the check box next to each student that you want to assign the accessibility features.
6. Click on **Update Designated Supports - Accommodations.** The Update Accommodations for Multiple Students window will appear.



7. In the Update Accommodations for Multiple Students window, Select **Assign Designated Supports – Accommodations** under Update Mode.
8. Select the desired accessibility features.
9. Click **Save**.

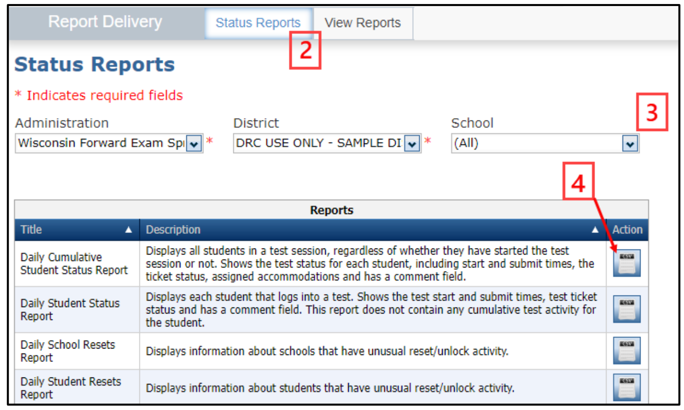


NOTE: To mass-remove accessibility features from a selected group of students, choose Remove Designated Supports - Accommodations under Update Mode, then un-check the boxes for the accessibility feature that needs to be removed, and click Save.

Viewing a Report of Students with Accessibility Features Assigned

It is possible to export a student list from the DRC INSIGHT Portal that includes the accessibility features assigned to each student. The DAC/SAC should use this list to confirm that all students who need accessibility features have these assigned before testing starts. In addition, DAC/SACs should use this list to ensure that students are not assigned an accessibility feature that is not needed. To export a list of students and their assigned accessibility features, do the following:

1. Select **Report Delivery** under **MY APPLICATIONS**.
2. Click on the **Status Reports** tab.
3. Select the required fields from the drop-down menus.
4. Click the icon in the Action column for the report titled **Daily Cumulative Student Status Report.** A csv file will download. Column Q in the csv download file contains the assigned accessibility features.



IMPORTANT: This file contains secure, student-level, personally identifiable information (PII), and must be kept secure to protect student privacy. Do not email this file to staff or share this file with staff that do not have permission to access PII.

Editing Student Demographics

The DAC/SAC is responsible for ensuring all student demographic information (grade level, school, etc.) in the DRC INSIGHT Portal is accurate. DACs/SACs must work closely with school staff to ensure student information is correct and/or updated. Any demographic information updated in the DRC INSIGHT Portal must also be updated in your district/school student information system.
Student demographics can be edited in the DRC INSIGHT Portal in two ways:

1. Using the Multiple Student Upload (MSU) File process
2. On a student-by-student basis

Editing Student Demographics using Multiple Student Upload (MSU) File

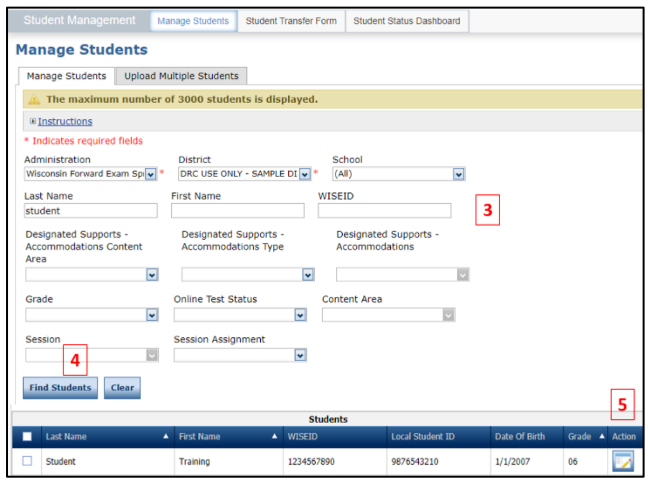
To create a student file with updated/corrected demographics, follow the MSU instructions on pages 15-16 of this manual. You can either download the District Demographic Data file and make your updates to that file, or you can create your own file using the Sample File (.csv template). After you have created the file, you need to upload it, following the instructions on pages 16-17 of this manual.

NOTE: Student demographic data can be updated in the DRC INSIGHT Portal using a MSU file at **any time** that users have access to Test Setup features. However, if you want to use a MSU file to load accessibility features, this is only possible during the optional window to add accessibility features. See the Forward calendar webpage for dates. Any data in the accessibility columns of a MSU file will be ignored after this window closes.

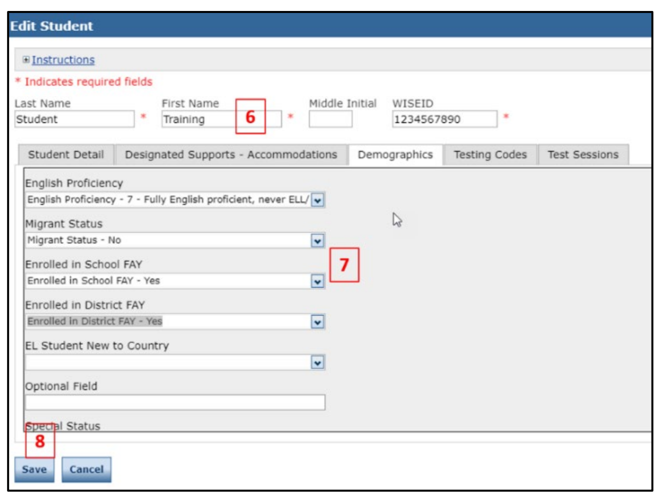
Editing Student Demographics on a Student-by-Student Basis

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

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. On the Manage Students tab, select your search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.



6. In the Edit Student window, select the **Demographics** tab.
7. Update the student demographic information.
8. Click **Save.**



Viewing, Adding, and Removing Students in a Test Session

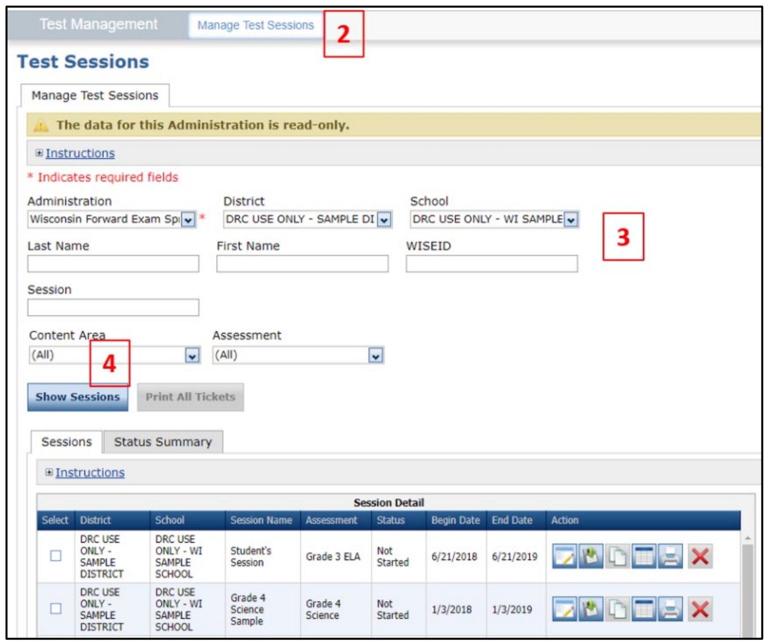
Students in the DRC INSIGHT Portal at the close of the optional Add Accessibility Features Window are automatically added to test sessions. If any students are assigned a not-tested code in the MSU process during the window, these students will be placed in separate not-tested sessions. All test sessions are grouped by grade and content area for each school. Once Test Setup is available, DACs/SACs may edit these test sessions or create new sessions.

Viewing a Student's Test Session Information

Student test session information can be accessed in the DRC INSIGHT Portal under both the **Test Management** tab and the **Student Management** tab. Both methods are outlined below.

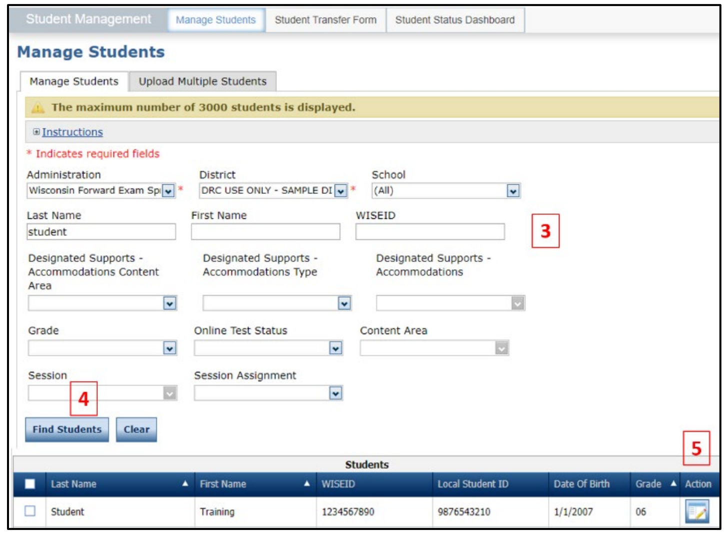
To view a student's test sessions in the **Test Management** tab, do the following:

1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on the **Manage Test Sessions** tab.
3. Enter the student name or WISEid.
4. Click **Show Sessions**.

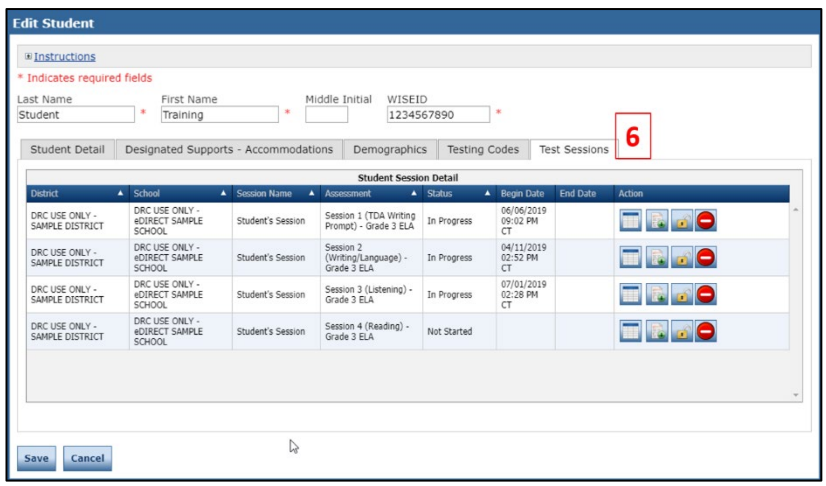


To view a student's test sessions in the **Student Management** tab, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Enter the student information and/or select additional search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.



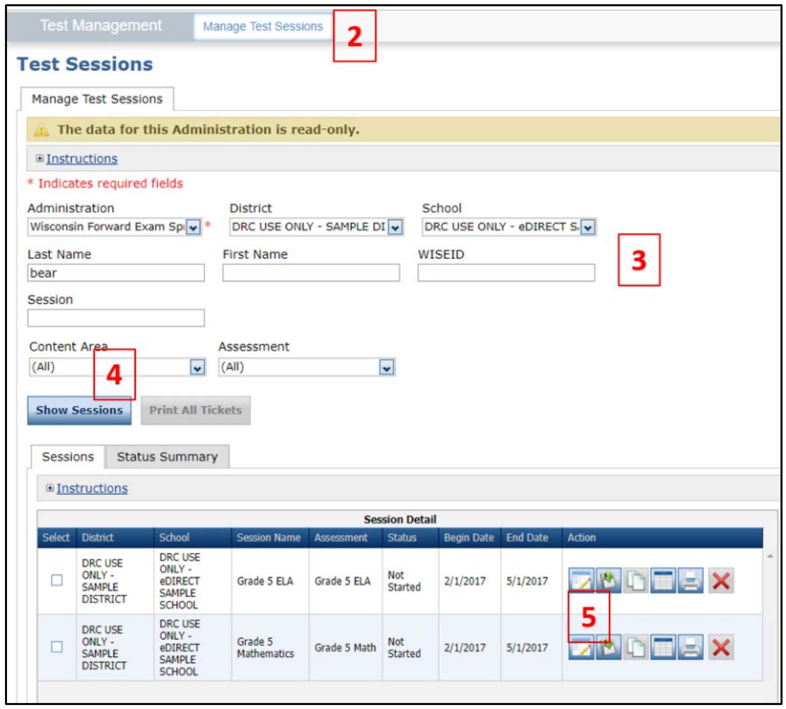
6. In the Edit Student window, click on the **Test Sessions** tab to view all test sessions for that student.



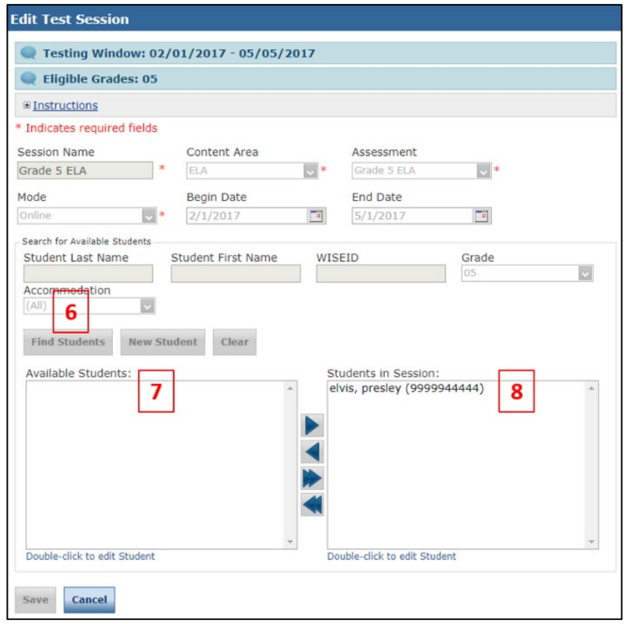
Adding or Removing Students in an Existing Test Session

To add or remove a student in an existing test session, do the following:

1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on the **Manage Test Sessions** tab.
3. Select the Administration, District and School from the drop-down menus.
4. Click on **Show Sessions**.
5. Identify the test session that you want to add/remove the student to/from and click the **View/Edit** icon in the action column in that row. The Edit Test Session window will open.

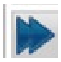


6. In the Edit Test Session window, enter search criteria and click Find Students.



7. To add a student to this test session:

   a. In the Available Students column, click on the student's name to highlight it.

   b. Click the **Add Selected** arrow  to move the student from the Available Students column to the Students in Session column or click the **Add All** arrow  if you want to move ALL students from the Available Students column to Students in Session column.

   c. Click **Save**.

8. To remove a student from this test session:
   a. In the Students in Session box, click on the student's name to highlight it. (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.)
   b. Click the **Remove Selected** arrow  to remove the selected student/s from the Students in Session column or click the **Remove All** arrow  to remove ALL the students from the Students in Session column.
   c. Click **Save**.

Transferring Students

Transferring Students Between Schools within a District

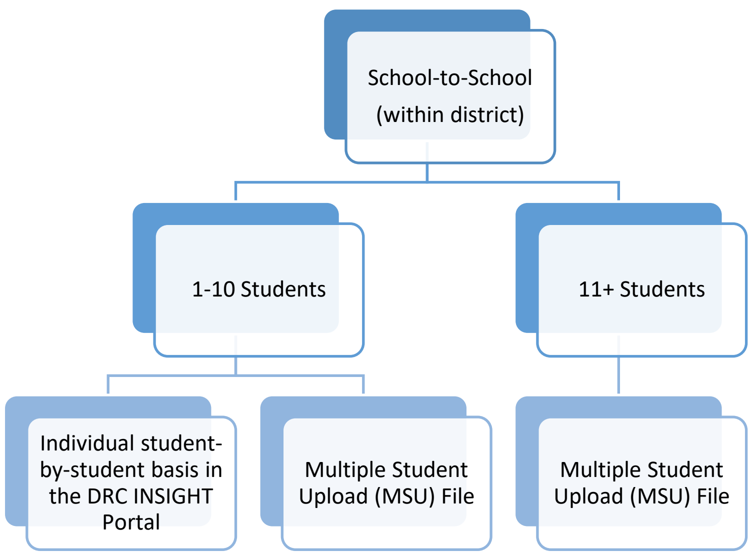
DACs can transfer students between schools within their district in the DRC INSIGHT Portal. All student information (including tests that have already been completed and assigned accommodations) will move with the student to the new school. The student must be removed from test sessions at the old school prior to transfer and placed into test sessions at the new school for any tests that have not yet been started.

There are two options for transferring students between schools within a district:

1. On a student-by-student basis
2. Using the Multiple Student Upload (MSU) process

As shown in Figure 1, the option you choose depends on how many students must be transferred, the urgency of the transfer, and personal preference.

Figure 1. Within District School-to-School Transfer Process Decision Tree



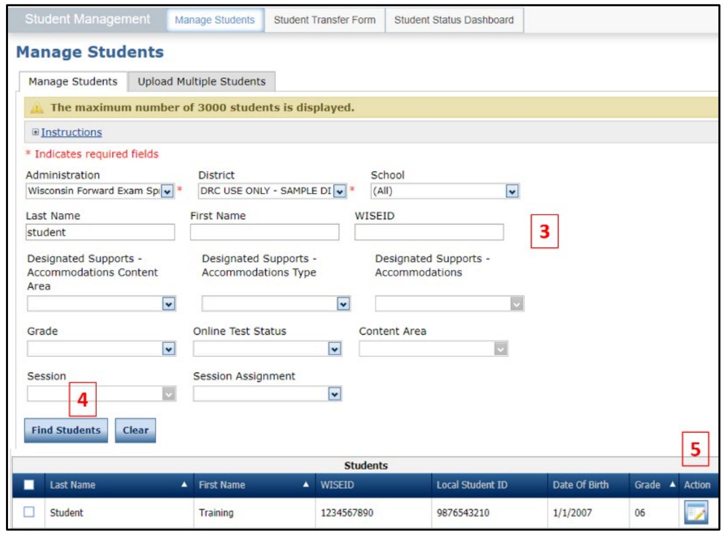
Before you can transfer a student to another school in your district, you must remove the student from any test sessions that have a status of "Not Started". See "Adding or Removing Students in an Existing Test Session" on pages 24-25 for directions on how to remove students from test sessions.

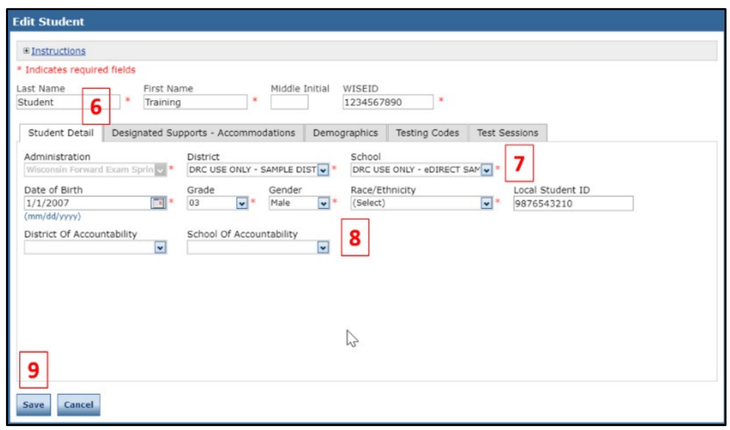
Within District Transfer Option 1: Transfers between Schools on a Student-by-Student Basis

To transfer a student to a different school, do the following:

1. After the student is removed from all not-started test sessions, select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Enter your search criteria and/or select from drop-down menus.
4. Click **Find Students**.
5. From the student list that displays, click the **View/Edit** icon in the Action column for the student you wish to transfer. The Edit Student window will appear.
6. In the Edit Student window, select the **Student Detail** tab.
7. Select the new school from the School drop-down menu.
8. Select the new school of accountability from the drop-down menu.
9. Click **Save**.

The student can now be added to test sessions in the new school. See “Adding or Removing Students in an Existing Test Session” on pages 24-25 for directions on how to add the student to a test session.





NOTE: In most situations, the school of accountability is the same as the school of attendance.

Within District Transfer Option 2: Transfers between Schools Using Multiple Student Upload Process

You may transfer multiple students between schools within your district at one time using the Multiple Student Upload (MSU) process. Follow the instructions on pages 15-17 of this manual to create and upload a file.

Transferring Students into your District

If a new student arrives in the district during the testing window, DACs are required to request the student transfer into their district in the DRC INSIGHT Portal. DACs cannot transfer students out of their district and into another district. All student information (including tests that have already been completed and assigned accessibility features) will be transferred in the DRC INSIGHT Portal with the student to the new district and school. During the transfer process, DRC will remove the student from any tests not yet started in the old district, and will provide the new district with usernames and passwords for any in-progress tests, so that the new district can add the student to new test sessions in their district. The student must be added to test sessions in the new school.

You need the following information to transfer a student into your district:

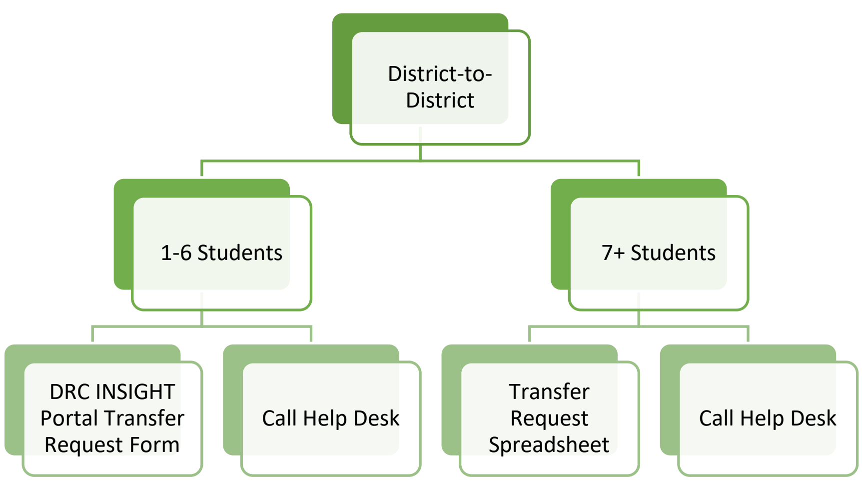
- WISEid (State Student ID)
- Student Grade
- Receiving District
- Receiving School

There are three options DACs may choose from to transfer a student into their district:

1. Submit a Student Transfer Request Form through the DRC INSIGHT Portal
2. Complete the Transfer Request Spreadsheet
3. Request the transfer through the WI Forward Help Desk

As shown in Figure 2, the option you choose depends on how many students must be transferred into your district, the urgency of the transfer, and personal preference.

Figure 2. Transferring Students into a District - Decision Tree

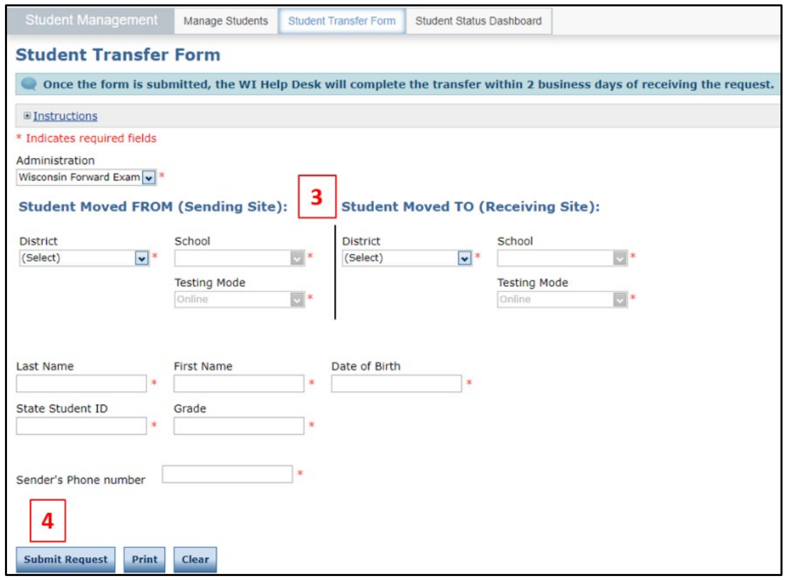


Transfer Request Option 1: Complete and Submit a Transfer Request Form

The DRC INSIGHT Portal Student Transfer Request Form is an electronic form available in the DRC INSIGHT Portal. One form needs to be submitted per individual student transfer. After submitting the form, it may take up to two business days to process. DACs receive an email notification from the WI Forward Help Desk when the transfer is completed.

To use the DRC INSIGHT Portal Transfer Request form, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Student Transfer Form**.
3. Enter the required information.
4. Click **Submit Request**.



Transfer Request Option 2: Complete and Submit a Transfer Request Spreadsheet

The Transfer Request spreadsheet can be used to transfer multiple students at one time and may take up to two business days to process. The Transfer Request spreadsheet may only be completed by the receiving district.

To use the Transfer Request spreadsheet, do the following:

1. Download the Transfer Request spreadsheet available on the Forward Exam Resources webpage and in the documents section of the DRC INSIGHT Portal.
2. Complete the fields in the Transfer Request spreadsheet and save your changes. Do not include any student information other than what is requested on the spreadsheet, as it may be in violation of student privacy laws.
3. Email the file to the WI Forward Help Desk at WIHelpDesk@datarecognitioncorp.com.

Transfer Request Option 3: Call WI Forward Help Desk

Calling the Help Desk 1-800-459-6530 requires you to spend some time on the phone, but the transfers are immediate. When you call the Help Desk to transfer a student into your district, you will need to provide the student WISEid (State Student ID), the student's grade, and the receiving district and school names.

Student No Longer Enrolled in the District

If a student has left your district, keep the student enrolled in test sessions and enter the not-tested code of "NLE" (No Longer Enrolled). See page 32 for instructions on entering a not-tested code. You do not need to transfer a student out of your district. See Appendix D: Testing Scenarios for more information.

Adding a “New to Wisconsin Public School System” Student to the DRC INSIGHT Portal

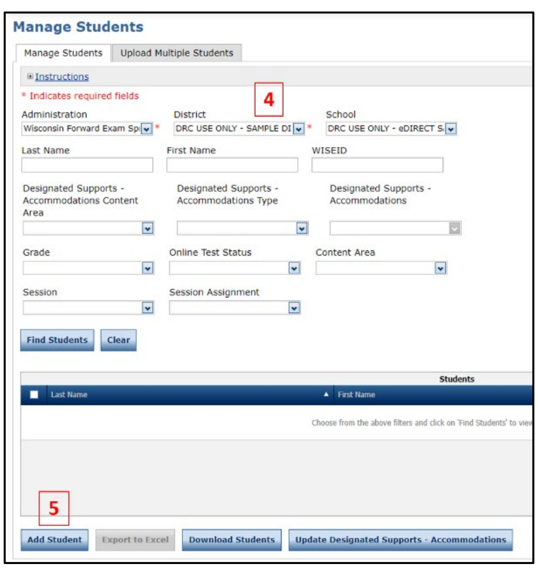
A “new student” is a student who is new to the Wisconsin Public School System and has not attended a private school via the Choice Program. First, the student must be added as a new student record in the DRC INSIGHT Portal. After the student is added to the DRC INSIGHT Portal, the DAC or SAC can add the student to an existing test session.

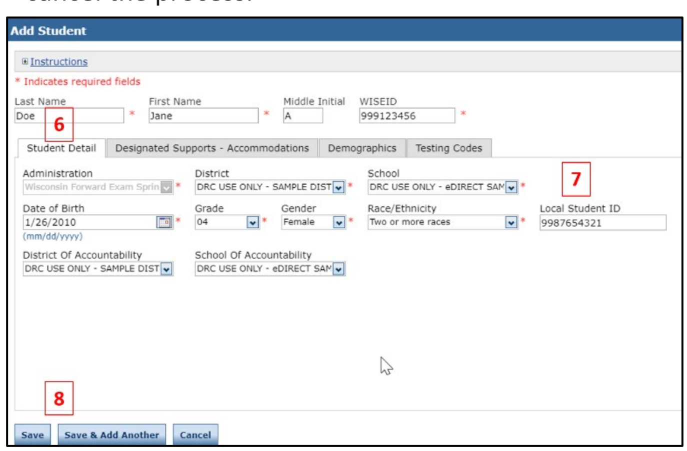
It is possible to combine the steps of adding a “New to Wisconsin” student to the DRC INSIGHT Portal and adding that student to an existing test session. To combine these steps, follow the directions under the subheading “Adding a New Student to the DRC INSIGHT Portal and to an Existing Test Session”. If you use this method, you do not need to add the new student to the DRC INSIGHT Portal first.

Adding a New Student to the DRC INSIGHT Portal

To add a new student (new to the Wisconsin public school system) to the DRC INSIGHT Portal, do the following:

1. Obtain a WISEid for the student.
2. Select **Student Management** under **MY APPLICATIONS**.
3. Click on **Manage Students**.
4. Select administration, district and school.
5. Click on **Add Student.** The Add Student window will open.
6. In the Add Student window, click on the **Student Detail** tab.
7. Enter and select the required information.
8. Click **Save** or **Save & Add Another** to save the information and add another student or **Cancel** to cancel the process.



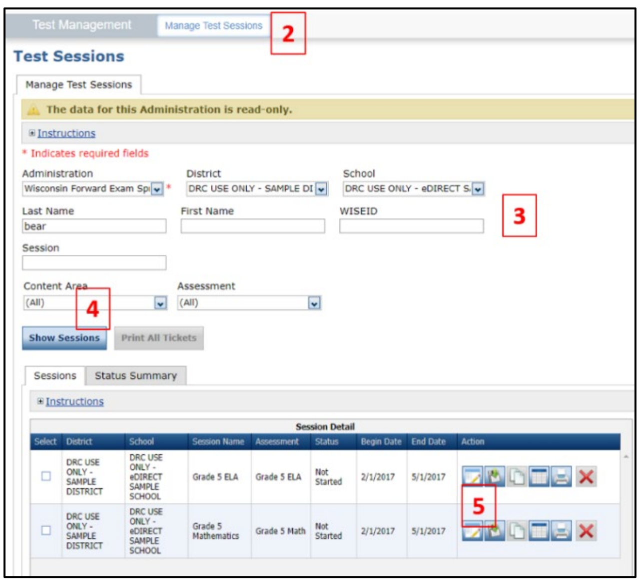


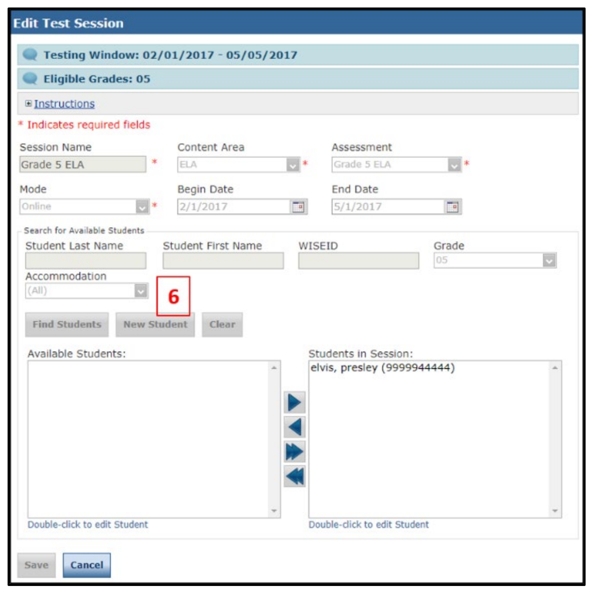
After the new student has been added to the DRC INSIGHT Portal, they can be added to test sessions for each content area they have not completed, by following the directions on page 24-25 of this manual.

Adding a New Student to the DRC INSIGHT Portal and to an Existing Test Session

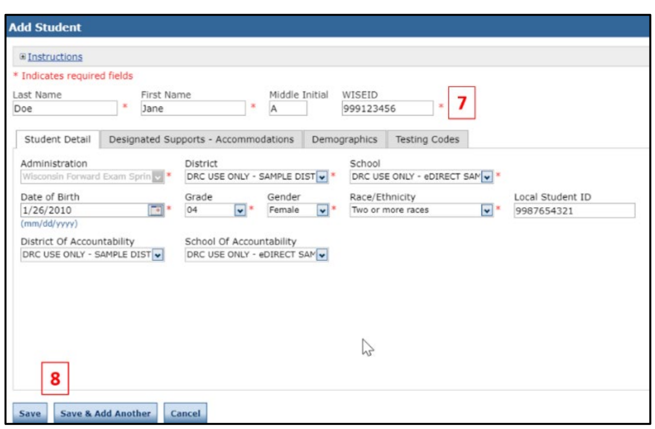
To add one or more new students to the DRC INSIGHT Portal and add them to an existing test session at the same time, do the following:

1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on the **Manage Test Sessions** tab.
3. Select administration, district and school.
4. Click on **Show Sessions**.
5. Select an existing test session for the student's grade level and click the **View/Edit** icon. The Edit Test Session window will open.
6. In the Edit Test Session window, click **New Student**. The Add Student window will open.





7. In the Add Student window, enter the new student's information.
8. Click **Save**. The student is automatically placed in the Students in Session list for that test session.

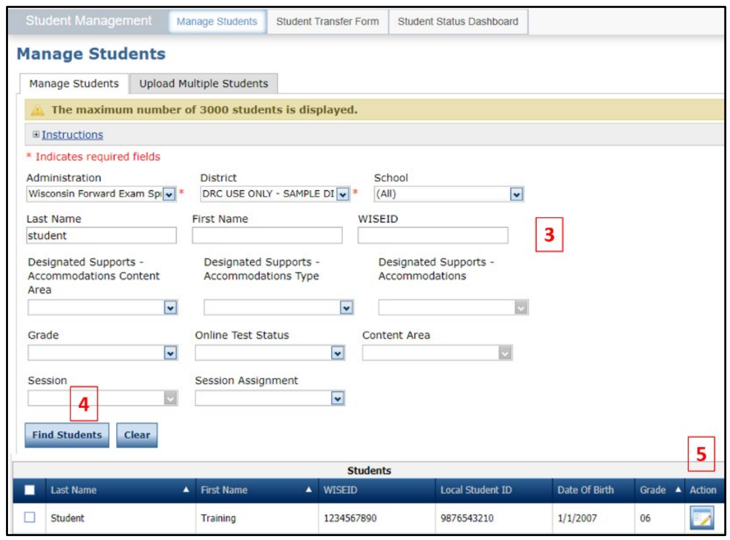


Entering a Not-Tested or Invalidation Code (NTC)

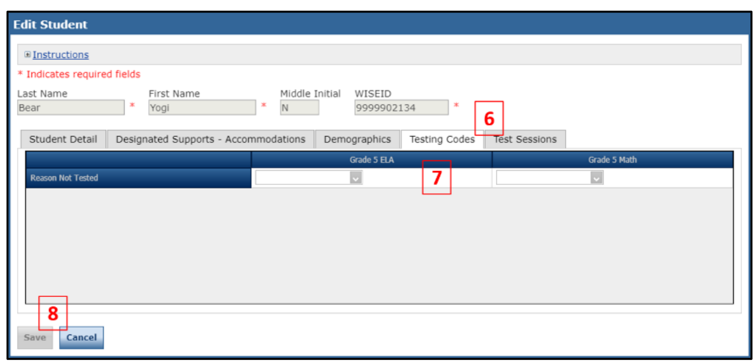
If a student is unable to take the Forward Exam for any reason, DACs/SACs must enter a not-tested reason for the student in the DRC INSIGHT Portal. Any student that is not tested will count as a non-test participant for federal accountability purposes. For a complete list of not-tested codes, descriptions, and guidance see Appendix C. NTCs must be entered for each content area. Student NTCs can be entered into the DRC INSIGHT Portal using the Multiple Student Upload process or they can be entered individually for each student. NTC Students must be in a test session in order to view, enter, or edit their NTC.

To view, enter, or edit a student's test code information, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students.**
3. Select your search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.



6. In the Edit Student window, click on the **Testing Codes** tab.
7. Select the not-tested reason from the drop-down menus.
8. Click **Save**.



Invalidating a Student Test

A test may need to be invalidated if there is a misadministration of the test or if a test security violation occurs. Invalidating a test session invalidates the entire content area, not just the session in which the issue occurred (for example, all of ELA, not just ELA session 1). An invalidation counts as a non-tested participant for accountability purposes in the content area invalidated and a not test reason of "invalidation" must be entered for the student in the DRC INSIGHT Portal for the affected content area. The DAC should contact DPI prior to invalidating any tests.

Unlocking/Purging a Student Test

Unlock (Reopen) a Student Test

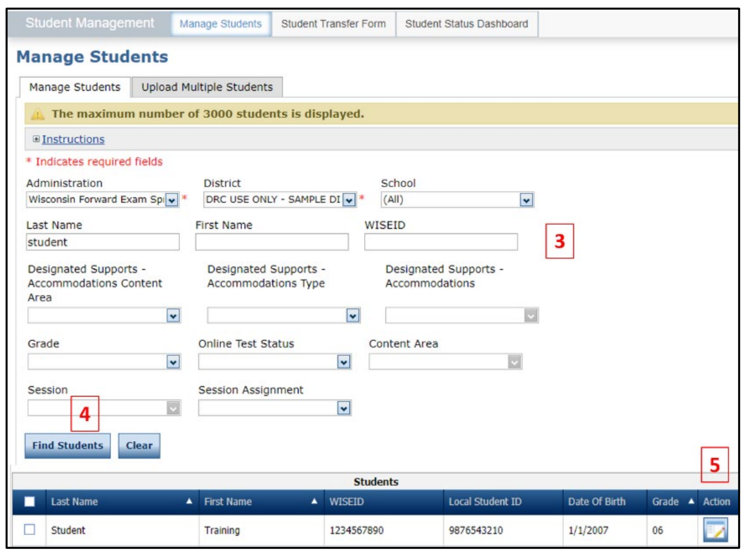
A student may accidentally or intentionally submit their test before they have finished answering all of the questions. Once the test is submitted, it will have a status of “Completed” on the Test Sessions tab, and the student cannot log back into the test. Under certain circumstances, a DAC may unlock a student’s test. See Appendix F for a decision tree to determine if a test can be unlocked.

Only a DAC may unlock (reopen) a test. A DAC may unlock (reopen) a test with a status of “Completed” ONLY if the following conditions are met:

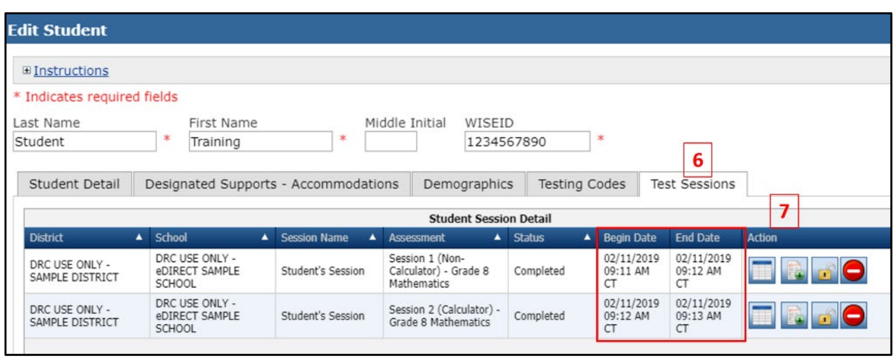
- The duration of the test was two minutes or less
- The number of items attempted by the student is two or less

To determine how many minutes a student has been in the test, and how many items the student has attempted, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Enter the student information (student name or WISEid, grade).
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.

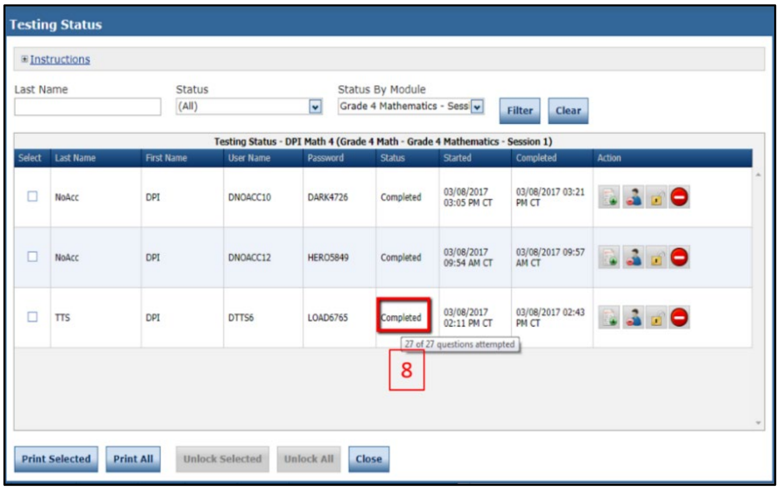


6. In the Edit Student window, select the **Test Sessions** tab. On the **Test Sessions** tab, you will see the begin date and time, and the end date and time. The Status column will say “Completed”.



7. To see how many items a student has attempted, select the **Edit/Print Ticket Status** icon in the Action column for the test session. The Testing Status window will open.

8. In the Testing Status window, the number of items the student attempted will display when the mouse hovers over the “Completed” status (tests that are “Not Started” or “In Progress” will not display a number of items attempted).

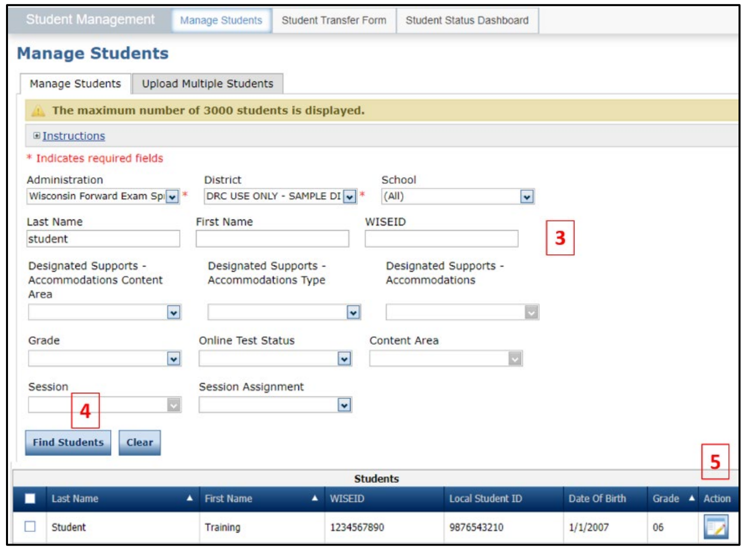


Some examples of situations where a student may accidentally or intentionally submit a test are listed below, with guidelines about whether the situation meets the conditions to unlock the test:

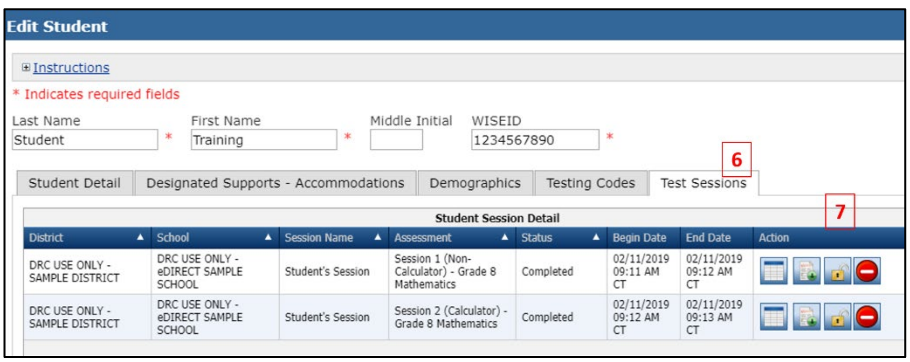
- A student enters the test early (e.g., during the review of the test directions), panics, and clicks the Submit button in an attempt to exit or start over. In this situation, if the student has been in the test for two minutes or less, and they have not attempted more than two questions, a DAC can unlock the test.
- A student exits the test incorrectly at the end of a test sitting and clicks the Submit button instead of exiting via the Pause button. This may happen when the student is taking a break during the day, or at the end of the day. In this situation, the DAC must call DPI for further guidance.
- A student purposely clicks the Submit button due to frustration, behavioral issues, etc. In this situation, the DAC must call DPI for further guidance.

To unlock (reopen) a student test:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Select or enter your search criteria (last name, grade, etc.).
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.



6. In the Edit Student window, select the **Test Sessions** tab.
7. Click on the **Unlock** icon in the Action column for the session that you need to unlock.



> **NOTE:** The Unlock icon always looks unlocked. It is a static image and does not change.

8. When the confirm Unlock dialog box displays, click **Unlock** to unlock the session or **Cancel** to cancel the process. The Status column will now say "In Progress".

Purge a Student Test

Only DPI can give approval to DRC to purge a student test. When a student's test is purged, all student answers are deleted and a new password is assigned. Most often, a purge is requested when a student has started a test without the proper accessibility features. See Appendix E for details about when a purge may be appropriate. The DAC must contact DPI to request a purge.

Test Management in the DRC INSIGHT Portal

Managing Test Sessions

Viewing Test Sessions

To view all test sessions for a specific district or school, do the following:

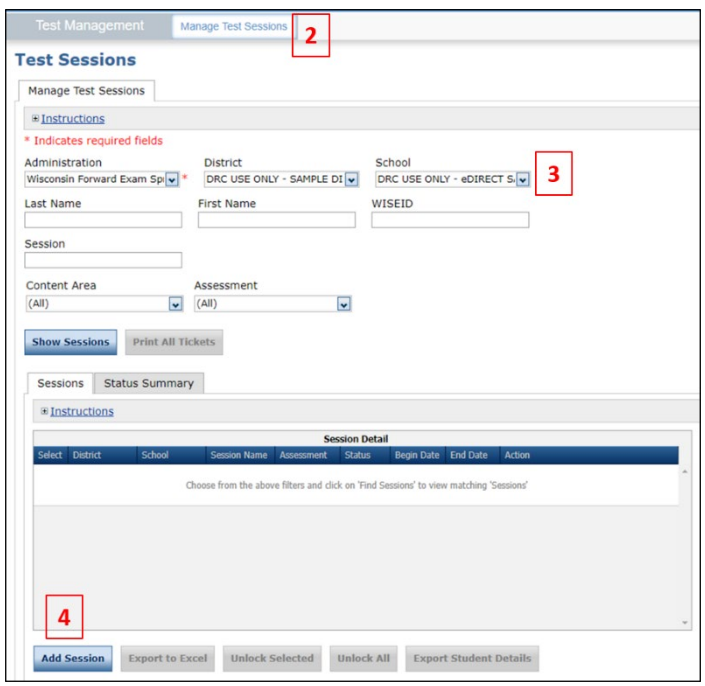
1. Select **Test Management** under **MY APPLICATIONS.**
2. Click on the **Manage Test Sessions** tab.
3. Select your search criteria.
4. Click **Show Sessions**.

Creating a New Test Session

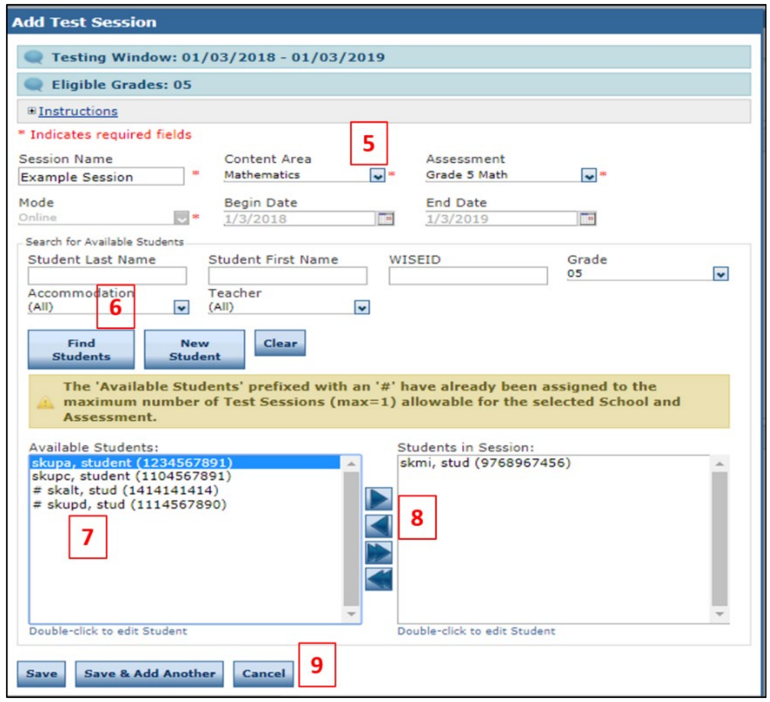
Students are automatically placed into test sessions by content area and grade level the week following the optional Add Accessibility Features Window. After Test Sessions are created, DACs/SACs may edit or add additional sessions (i.e., smaller test sessions by teacher) if they wish. If you want to create new test sessions, students must be removed from any test session they are already in before they can be added to a new session. See "Adding and Removing Students in a Test Session" in this manual for instructions on how to remove students from a test session. There are Administrators Tutorials that walk through these processes.

To create a new test session, do the following:

1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on **Manage Test Sessions**.
3. Select administration, school and district (required).
4. Click on **Add Session**. The Add Test Session window will open.



5. In the Add Test Session window, enter the required information (session name should be descriptive – teacher name, etc.).
6. Click **Find Students**.
7. Select students from the Available Students column.
8. Click the **Add Selected** arrow  to move selected students from the Available Students column to the Students in Session column, or click the **Add All** arrow  to move all students.
9. Click **Save** or **Save & Add Another**, to add another test session.



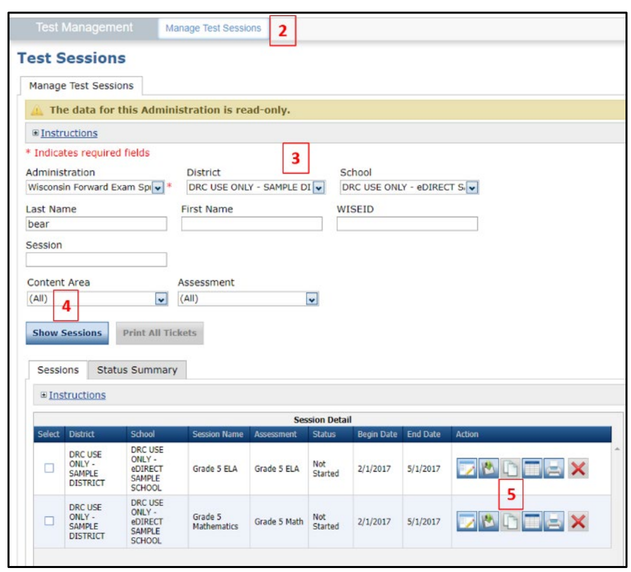
NOTE: To select multiple students in the Add Test Session window, press the Shift key while you select them. To select multiple students that are not in sequence, press the Ctrl key while you select them.

Copying a Test Session

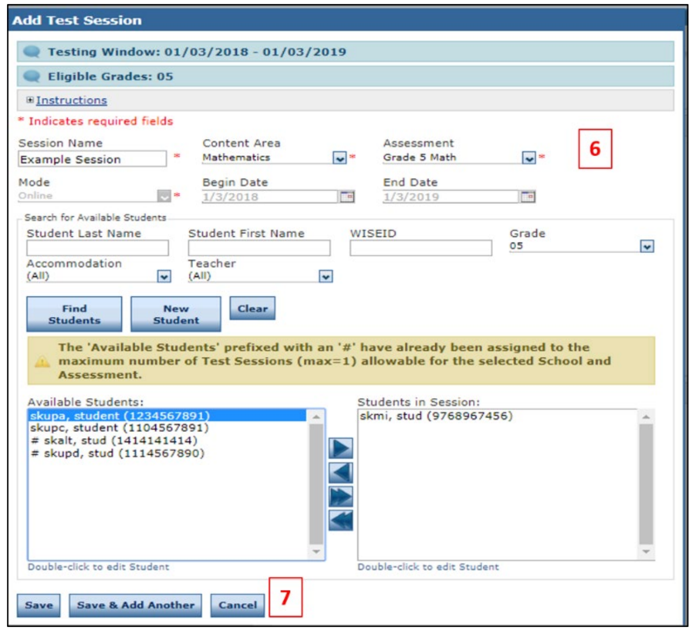
You can use an existing test session as a template to create a new test session. For example, you can make a copy of an ELA test session and edit it to create a new math test session.

To copy a test session, do the following:

1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on **Manage Test Sessions**.
3. Select your search criteria.
4. Click **Show Sessions**.
5. Locate the session that you want to copy from the list displayed, and click the **Copy Session** icon in the Action column.
   The Add Test Session window will open.



6. In the Add Test Session window, enter the appropriate edits for the new test session.
7. Click **Save** to save your changes, **Save & Add Another** to save your changes and add another test session, or **Cancel** to cancel your changes.



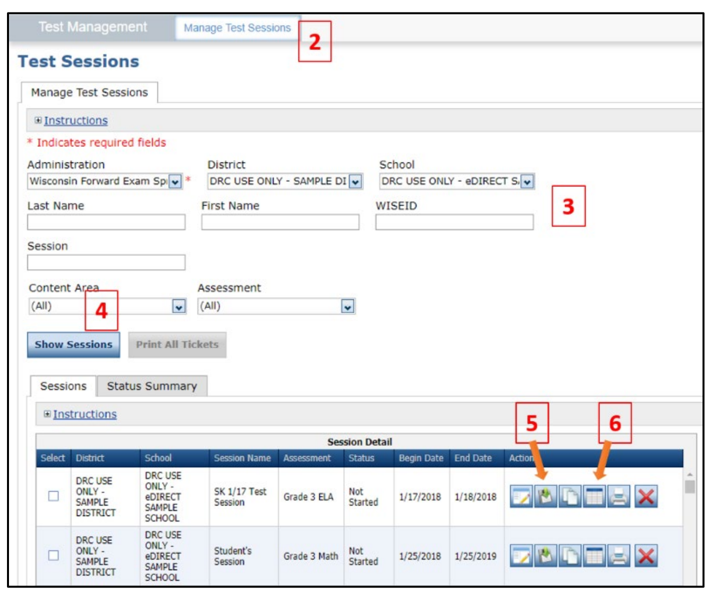
Viewing Test Session Status and Exporting Test Session Details

DACs and SACs should monitor testing in their district and schools to ensure that test administration is on track. One way to view the status of the test sessions is via the test session window. You can use this information to verify that all of the students in a session have completed their tests.

You can also export the details of a test session as a .csv file to save, view, edit, or print in a spreadsheet. Exporting test session details in a spreadsheet can be used to verify that accommodations and supports are correctly assigned, to create alternative test ticket formats and to review all test ticket information in a single, sortable format.

To view the status of a test session and/or export a test session, do the following:

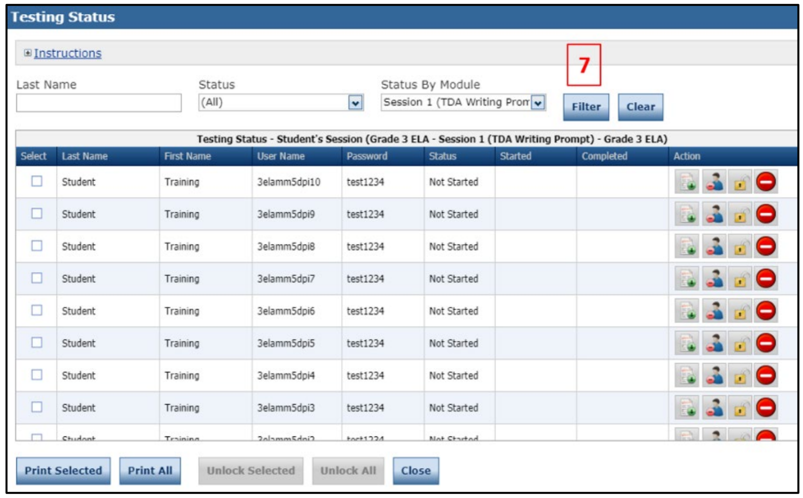
1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on **Manage Test Sessions.**
3. Select your search criteria.
4. Click **Show Sessions**.
5. Click the **Export Details** icon in the Action column to export the status of each student within that session. The test session details are exported as a data file (.csv). To export the same information for more than one session, click the boxes in the Select column next to the sessions, and the use the **Export to Excel** button.



6. To view test session status details, click the **Edit/Print Ticket Status** icon in the Action Column. The Testing Status window will open. Testing Status is either “Not Started”, “In Progress”, or “Completed”.

7. In the Testing Status window, you can search for a student by last name, or filter the list by Status, or Status by Module (Module refers to Test Session). The Testing Status window shows each student’s test status, and the time the student started and completed the test.

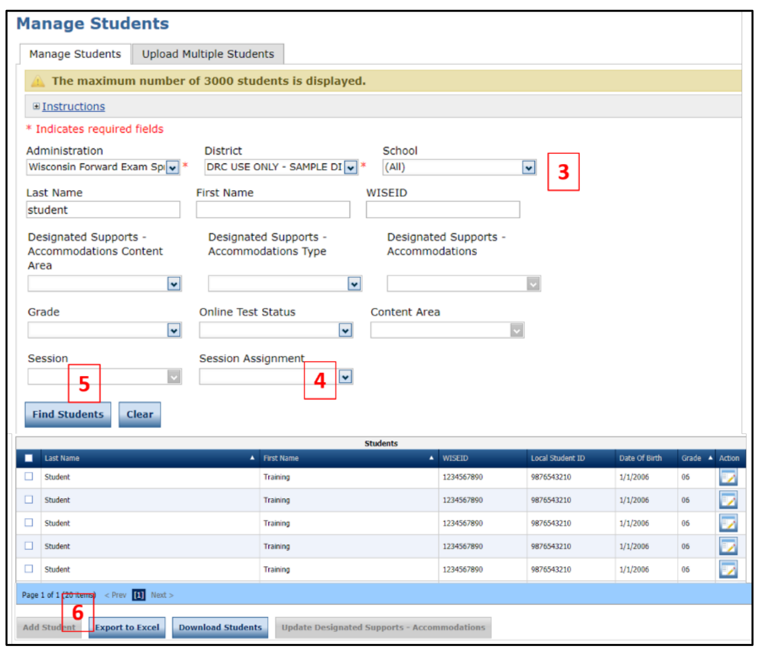
NOTE: A student who has a status of “Not Started” may have a “Not Tested” status in the Student Status Dashboard. Students with a “Not Tested” status should not be removed from test sessions.



Identifying Students Not in Test Sessions

All students must be assigned to test sessions. Students not enrolled in test sessions will be counted as not tested for accountability purposes. To determine if you have any students not assigned to test sessions:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Manage Students**.
3. Select the administration, district, and school.
4. In the Session Assignment drop-down menu, select **None**. Leave all other fields blank.
5. Click **Find Students**.
6. Click **Export to Excel** to download the list of students who are not assigned to any test sessions.



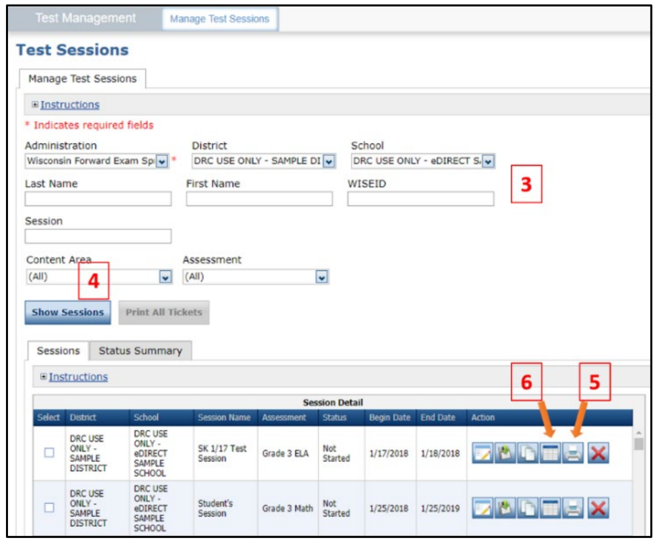
Printing Test Tickets

Test Tickets can be printed by DACs, SACs, and those Test Administrators (TAs) that have been given access to the DRC INSIGHT Portal. Unless TAs are printing test tickets, they do not need access to the DRC INSIGHT Portal to administer the Forward Exam. You can print test tickets for all students in a session, or you can select specific students and print only those tickets.

Steps 1 to 5 below provide instructions for printing all test tickets in a session. Steps 6 to 8 provide additional instructions if you only want to print tickets for specific students.

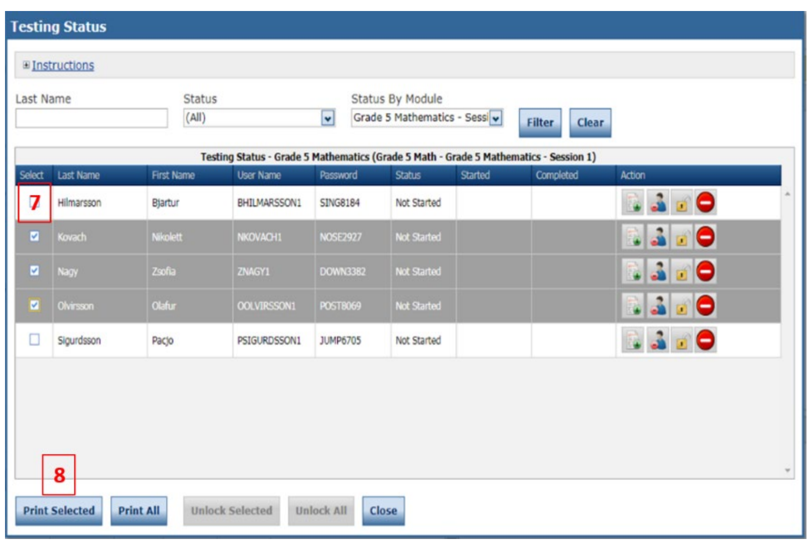
1. Select **Test Management** under **MY APPLICATIONS**.
2. Click on **Manage Test Sessions.**
3. Select your search criteria.
4. Click **Show Sessions**.
5. To print all of the test tickets in a specific session, click the **Print All Tickets** icon in the Action column for that session.

   A Portable Document Format (.pdf) version of the Student Test Session Ticket will open that you can view, save, and/or print.



6. To print only selected test tickets, click on the **Edit/Print Ticket Status** icon in the Action column for that session. The Testing Status window will open.
7. In the Testing Status window, select one or more students by checking the box in the Select column next to the student name.
8. Click **Print Selected**.

NOTE:
You can search for students in the Testing Status window by Last Name, Status, or Status by Module (Module refers to Test Session). To search, enter your search criteria or select from the drop-down menus. Then, click **Filter** to display the results or **Clear** to clear your selections.



There is an Administrators Tutorial that walks through this process.

Monitoring Testing Status

Testing status reports and the Student Status Dashboard allow DACs/SACs to:

- Monitor testing progress at the school level
- Identify students that still need to complete test sessions
- Identify students that have a Not-Tested Code (NTC) applied to any test sessions
- Verify that all sessions within a content area have been completed

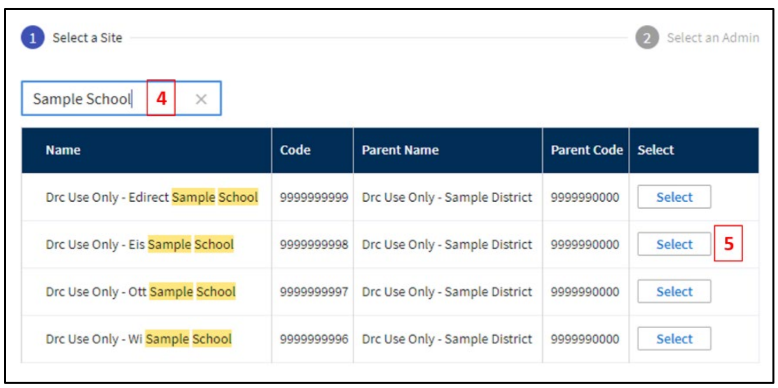
District Technology Coordinators (DTCs) also have access to the status reports and dashboard (included in the DTC permission set) because these resources provide valuable information for technology readiness as testing proceeds.

Working with the Student Status Dashboard

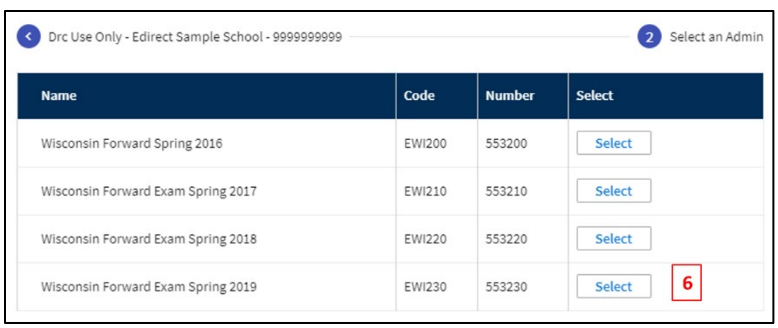
The Student Status Dashboard provides real-time data about student testing status. School-level data is displayed and can be further filtered using clickable filters (Status, Grade, Content Area, and Assessment). The output table toward the bottom of the dashboard provides additional data that can be sorted. Users can export the displayed results in a spreadsheet (.csv) format.

To access the Student Status Dashboard, do the following:

1. Select **Student Management** under **MY APPLICATIONS**.
2. Click on **Student Status Dashboard.**
3. Click on **Select a Site**.
4. In the Site Search box, enter the name of the school for which you would like to see data.
5. Select your school from the list of search results.
6. A list of test administrations will appear. Select the administration for which you would like to view results.

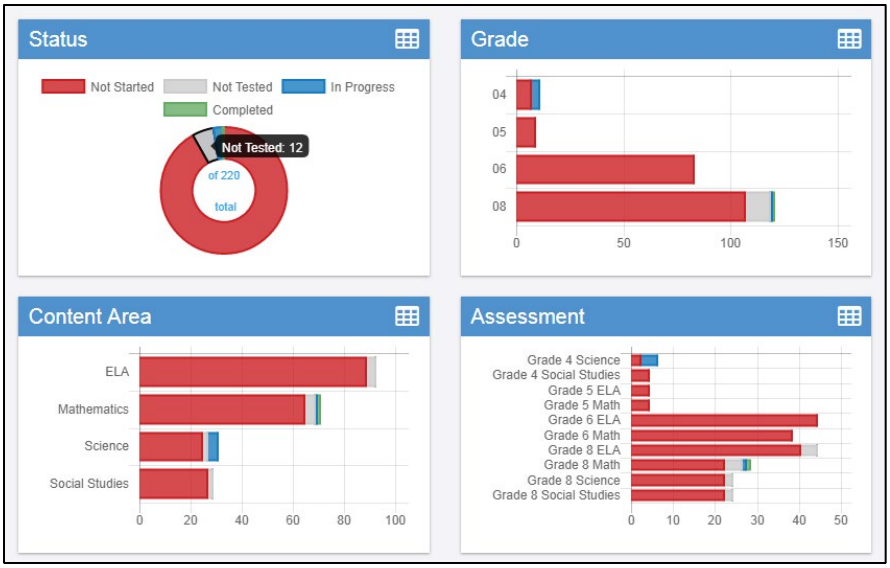


Name	Code	Parent Name	Parent Code	Select
Drc Use Only - Edirect Sample School	9999999999	Drc Use Only - Sample District	9999990000	Select
Drc Use Only - Eis Sample School	9999999998	Drc Use Only - Sample District	9999990000	Select
Drc Use Only - Ott Sample School	9999999997	Drc Use Only - Sample District	9999990000	Select
Drc Use Only - Wi Sample School	9999999996	Drc Use Only - Sample District	9999990000	Select



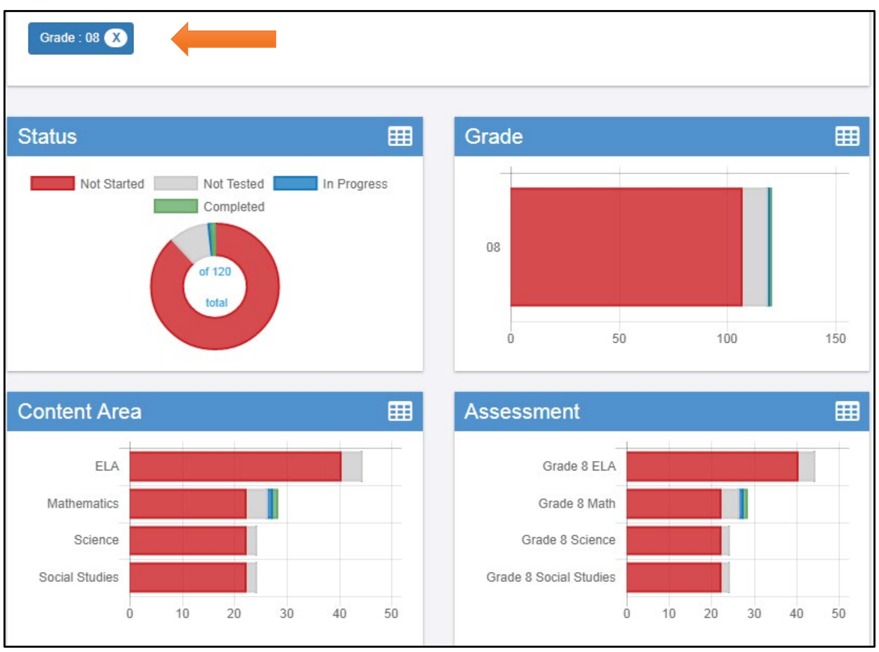
Name	Code	Number	Select
Wisconsin Forward Spring 2016	EWI200	553200	Select
Wisconsin Forward Exam Spring 2017	EWI210	553210	Select
Wisconsin Forward Exam Spring 2018	EWI220	553220	Select
Wisconsin Forward Exam Spring 2019	EWI230	553230	Select

The dashboard displays four charts and a data output table. To filter or drilldown into the dashboard results, click on that section of the graph.



Multiple filters (e.g., Status, Grade, and Content Area) can be applied to narrow the displayed results. For example, selecting an Assessment filter will automatically narrow the Grade and Content Area filters to correspond with the selected assessment.

Selected filters will display above the clickable charts. The filters can be removed by clicking the X next to the displayed filter.



To view specific counts for any of the sections of the clickable charts, hover over that portion of the chart and a tooltip with color-coded counts will appear above that portion of the chart.

Exporting Results from the Student Status Dashboard

The output table under the charts displays the complete results of the data in the filtered charts. Data in the output table displays in ten sortable columns. Once the data is organized in the desired manner (filtered and sorted), it can be exported in a spreadsheet format (.csv).

Student Search Results

Export to CSV

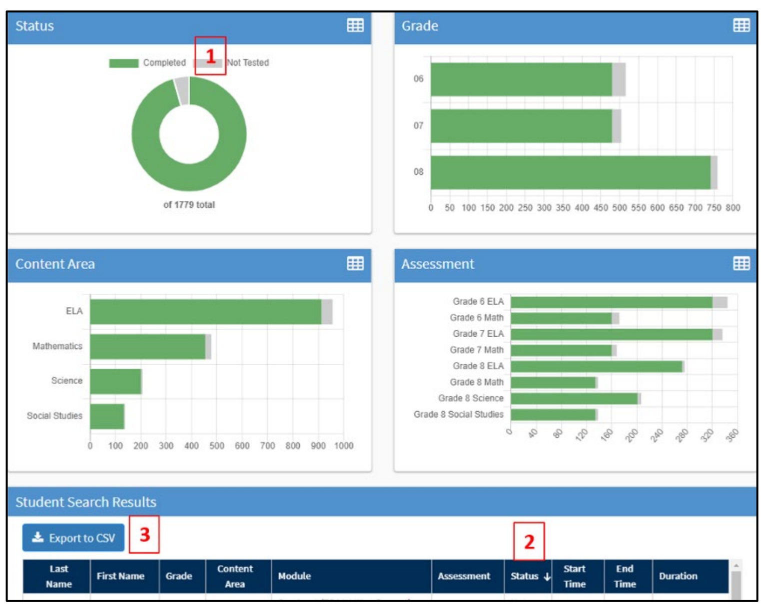
Last Name	First Name	Grade	Content Area	Module	Assessment	Status ▲	Start Time	End Time	Duration
sknew	stud	08	Mathematics	Session 2 (Calc…	Grade 8 Math	Completed	01/03/2018 14:07 CST	01/04/2018 14:07 CST	24 Hours 0 Minutes
sknew	stud	08	Mathematics	Session 1 (Non-…	Grade 8 Math	In Progress	01/03/2018 13:07 CST	01/04/2018 13:07 CST	24 Hours 0 Minutes
skupgenderb	stud	08	Mathematics	Session 2 (Calc…	Grade 8 Math	Not Started			
skupgenderb	stud	08	Mathematics	Session 1 (Non-…	Grade 8 Math	Not Started			
skupgender	stud	08	Mathematics	Session 2 (Calc…	Grade 8 Math	Not Started			
skupgender	stud	08	Mathematics	Session 1 (Non-…	Grade 8 Math	Not Started			
skjusttest	stud	08	Mathematics	Session 2 (Calc…	Grade 8 Math	Not Started			
skjusttest	stud	08	Mathematics	Session 1 (Non-…	Grade 8 Math	Not Started			
skupallacc	stud	08	Mathematics	Session 2 (Calc…	Grade 8 Math	Not Started			

Exporting Not-Tested Codes (NTCs) from the Student Status Dashboard

The Student Status Dashboard can be used to create a spreadsheet listing all currently assigned Not-Tested Codes (NTCs) at a particular school, grade, or content area.

To create a list of students with assigned Not-Tested Codes, do the following:

1. Click on the **Not Tested** portion of the Status chart. Select any filters on the **Grade** and **Content Area** charts that you would like to apply.
2. The filtered results will display in the output table below. Verify that the value in the Status column for all results is "Not Tested".
3. Select the **Export to CSV** button to save a spreadsheet of the output table. The Not-Tested Code descriptions are listed in column K ("Not Tested Reason") of the .csv file.



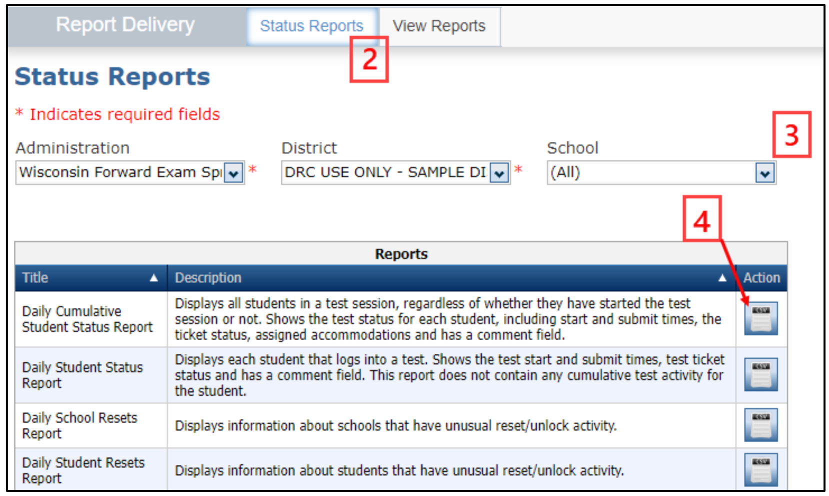
Status Reports Available for Download

There are several status reports available in the DRC INSIGHT Portal:

Status Report	**Description**
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.

To access the status reports, do the following:

1. Select **Report Delivery** under **MY APPLICATIONS**.
2. Click on the **Status Reports** tab.
3. Select the administration and district.
4. Click on the icon in the Action column for the report that you would like to download.



Reports download as csv files. These csv files contain secure student and testing information.

Appendix A – User Roles and Permissions Matrix

An X in the table below signifies that the permission is available for the given Role/Permission Set

Menu Item	Permission Name	Role/Permission Set							
		DAC	**DTC**	**Assistant To DAC**	**District Report User**	**SAC**	**STC**	**TA**	**School Report User**
Central Office Services	Configuration Set-up	x	x	x		x	x		
General Information	View Documents	x	x	x	x	x	x	x	x
	Access to Secured Resources	x	x	x	x	x	x		
Materials	Order Braille, view and edit Braille orders	x							
Report Delivery	View District Status Reports and District Files	x		x	x				
	Download district /school reports, View School Files	x		x	x	x			x
Student Management	Add/Edit/Upload Students, edit demographics and add accessibility options	x		x		x			
	Download Students	x		x	x	x			x
	Search/View Students	x		x	x	x		x	x
	View Student Status Dashboard	x		x		x		x	
	Student Transfers	x		x					
Test Management	Test Session - Add/Edit/Delete	x		x		x			
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x		x	x	x		x	x
	Invalidate/Unlock Tests ***Refer to the DAC/SAC Guide and TAM prior performing these functions.***	x							
	View/Print Test Tickets	x		x		x		x	
User Management	Add/Edit/invalidate Users	x				x			

Appendix B – Administrator and Student Video Tutorials

The administrator and student video tutorials listed below are available on the Forward Exam Resources webpage, under both the Trainings section, and the Student Preparation section. These can also be accessed in the DRC INSIGHT application, by selecting **DRC INSIGHT Online Assessment Tutorials** at the bottom of the screen.

Student Video Tutorials	
Grades 4-8 and 10	General Testing - Welcome
	Using the Online Tools Training
	Signing in to the Forward Exam
	Pausing, Exiting, and Ending a Test
	Testing Basics and Basic Tools
	Advanced Tools – Basic Calculator
	Advanced Tools – Scientific Calculator
	Advanced Tools – Grid
	Advanced Tools – Protractor
	Advanced Tools – Equation Builder
	Advanced Tools – Writing Prompt
Grade 3	General Testing - Welcome
	Using the Online Tools Training
	Test Sign In
	Pausing, Ending, Exiting, and Submitting a Test
	Testing Basics
	Advanced Tools – Equation Builder
	Advanced Tools – Writing Prompt

Administrator Video Tutorials
VSL Accommodated Tests
Text-to-speech Accommodated Tests
Translations Accommodated Tests
Other Designated Supports
Creating Student Test Sessions
Editing Student Test Sessions
Adding Single Users
Adding Multiple Users
Updating User Permissions for a New Administration
Adding and Editing Supports and Accommodations
View and Print Student Test Tickets

Appendix C – Not-Tested Codes

Not Tested Code	Code Description	Rationale for Use
PAR	Parent Opt-out	Parent opted student out of testing. This student will count as a non-test participant for accountability purposes. Opt-out may come from the parent/guardian at any time during testing. Opt-out is for the entire Forward Exam, not parts of it. Any testing already completed prior to opting out will be wiped out.
SME	Significant Medical Emergency	A significant medical emergency is a significant health impairment that renders the student incapable of participating in any academic activities, including state assessments, for the entire testing window. Districts should maintain documentation of the circumstance within their district. The student will be excluded from test participation and achievement-based accountability calculations. You must enter a non-participation code of "Significant medical emergency" for the student in the DRC INSIGHT Portal.
RTR	Recent Trauma	Student encountered a recent trauma rendering him/her incapable of testing. This student will count as a non-test participant for accountability purposes.
INV	Invalidated	Invalidation is often the outcome for assessments impacted by a test security incident. This student will count as a non-test participant for accountability purposes. Invalidations should be run past DPI prior to being initiated. Invalidation is for an entire content area (not just a session within).
SAE	Student Absent for Entire Window	Student was absent for the entire window. This student will count as a non-test participant for accountability purposes.
NLE	No Longer Enrolled	Student is no longer enrolled in the school. This student will not be included in accountability calculations.
RAE	Recently Arrived ELL (for ELA)	Student enrolled in a US school within the last 12 months prior to the beginning of testing. Student may be exempt from the ELA assessment. Students must participate in the mathematics assessment. This student will not count as a non-test participant for accountability purposes.
ALT	Alternate Assessment	Student participated in the Dynamic Learning Maps (DLM)
OTH	Other	Any other reason. The student will count as a non-test participant for accountability purposes.

Appendix D – Testing Scenarios

If a student moves from one district to another within Wisconsin during the test window, the receiving district should make sure to:

- Check if the student was tested in the sending district;
- Complete a request for transfer;
- Complete testing if already in progress, to avoid testing the same student twice in the same year.

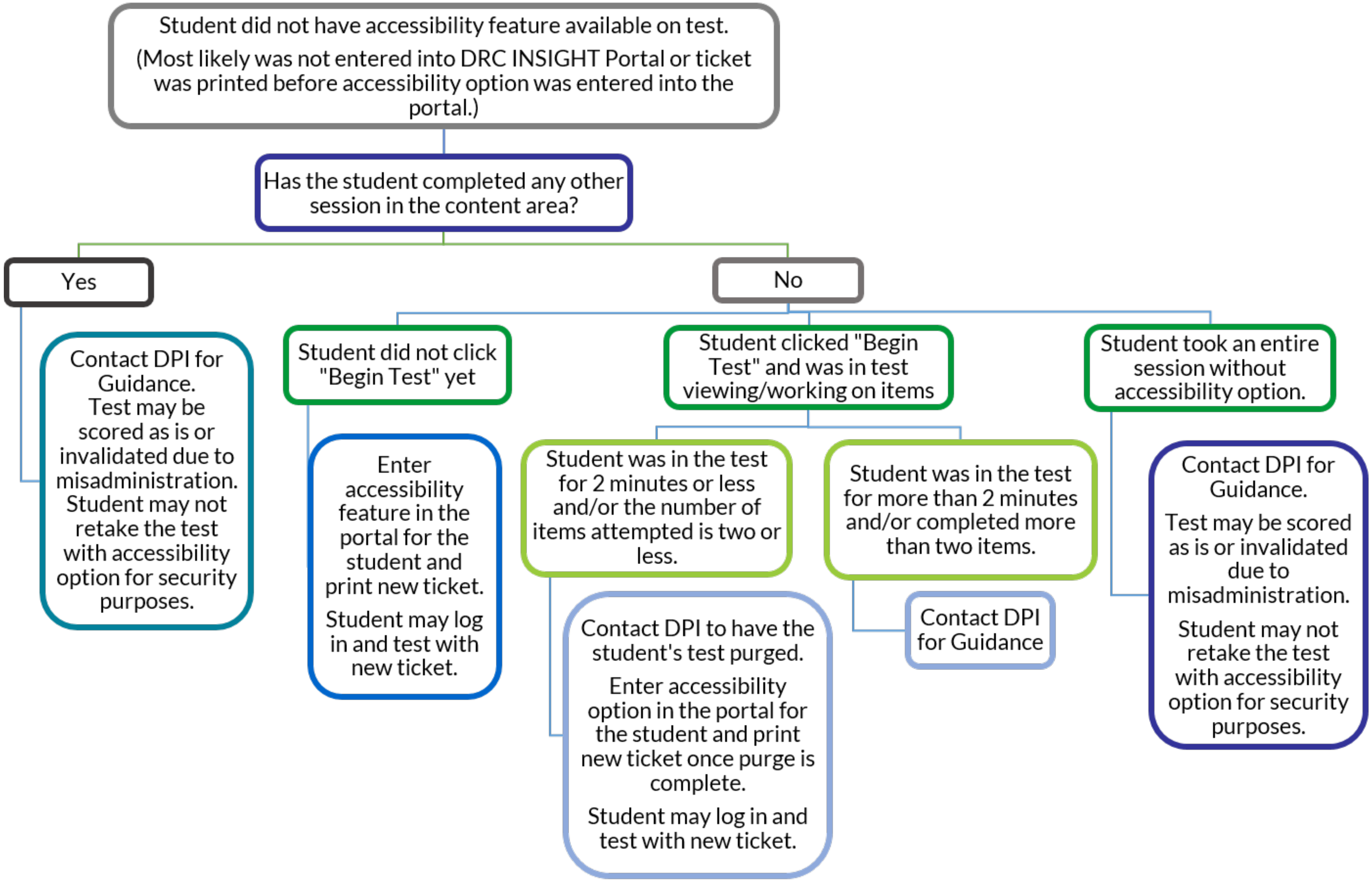
	Situation/Scenario	Standard protocol to be followed by the district FROM which the student moved	Standard protocol to be followed by the district TO which the student moved	Accountability
1.	Student was enrolled in the district but left before the test window and no testing has been started.	If the student has moved to the receiving district within Wisconsin (public school or choice program) before any testing has been started in the sending district, the sending district should apply a not-tested code of “No Longer Enrolled” for all content areas.	The receiving school district will make a transfer request (via the DRC INSIGHT Portal, transfer spreadsheet, or help desk). See *Managing Students and Testing in the DRC INSIGHT Portal Guide* for transfer request instructions. The student’s Individual Student Report (ISR) report will go to the new school.	**Receiving district.** Student will be non-Full Academic Year (FAY). The receiving district is accountable only for test participation and not for English language arts (ELA) or mathematics proficiency.
2.	Student leaves district with <u>some content areas completed and others not yet started.</u>	If the student leaves the sending district with some content areas completed and others not yet started no action is needed	The receiving district will make a transfer request (via the DRC INSIGHT Portal, transfer spreadsheet, or help desk). See *Managing Students and Testing in the DRC INSIGHT Portal Guide* for transfer request instructions. The new school should administer any remaining content area tests to the student to complete testing. The student’s ISR will go to the new school.	**Receiving district.** Same as above

	Situation/Scenario	Standard protocol to be followed by the district FROM which the student moved	Standard protocol to be followed by the district TO which the student moved	Accountability
3.	Student leaves district with a content area started but not completed.	If the student leaves the sending district with a content area started but not completed, no immediate action is needed. If the student has not been transferred by the end of the test window, the "sending" district should mark the student's test session(s) completed, apply a testing code of "No Longer Enrolled" and contact DPI for further guidance	The receiving district will make a transfer request (via the DRC INSIGHT Portal, transfer spreadsheet, or help desk). See *Managing Students and Testing in the DRC INSIGHT Portal Guide* for transfer request instructions. As the student has a content area "In Progress" the new school needs to contact the Help Desk to obtain the student's user name and password to administer any remaining content area sessions to the student. Ensure accessibility settings are accurate then print test tickets for the content areas not started at the previous district and complete the student's testing. The student's ISR will go to the new school.	**Receiving district.** Same as above
4.	Student leaves one district with all testing completed.	No further action is needed. When the sending school district receives the ISR for that student, it should be securely sent to the new school district.	The receiving district should request the student's ISR from the district where the student was tested, if it is not received shortly after ISRs are sent from DRC.	**Sending district.** If the student was not FAY in the sending district, they count for test participation only. If the student was FAY, the student's achievement in ELA and mathematics is included for accountability calculations.

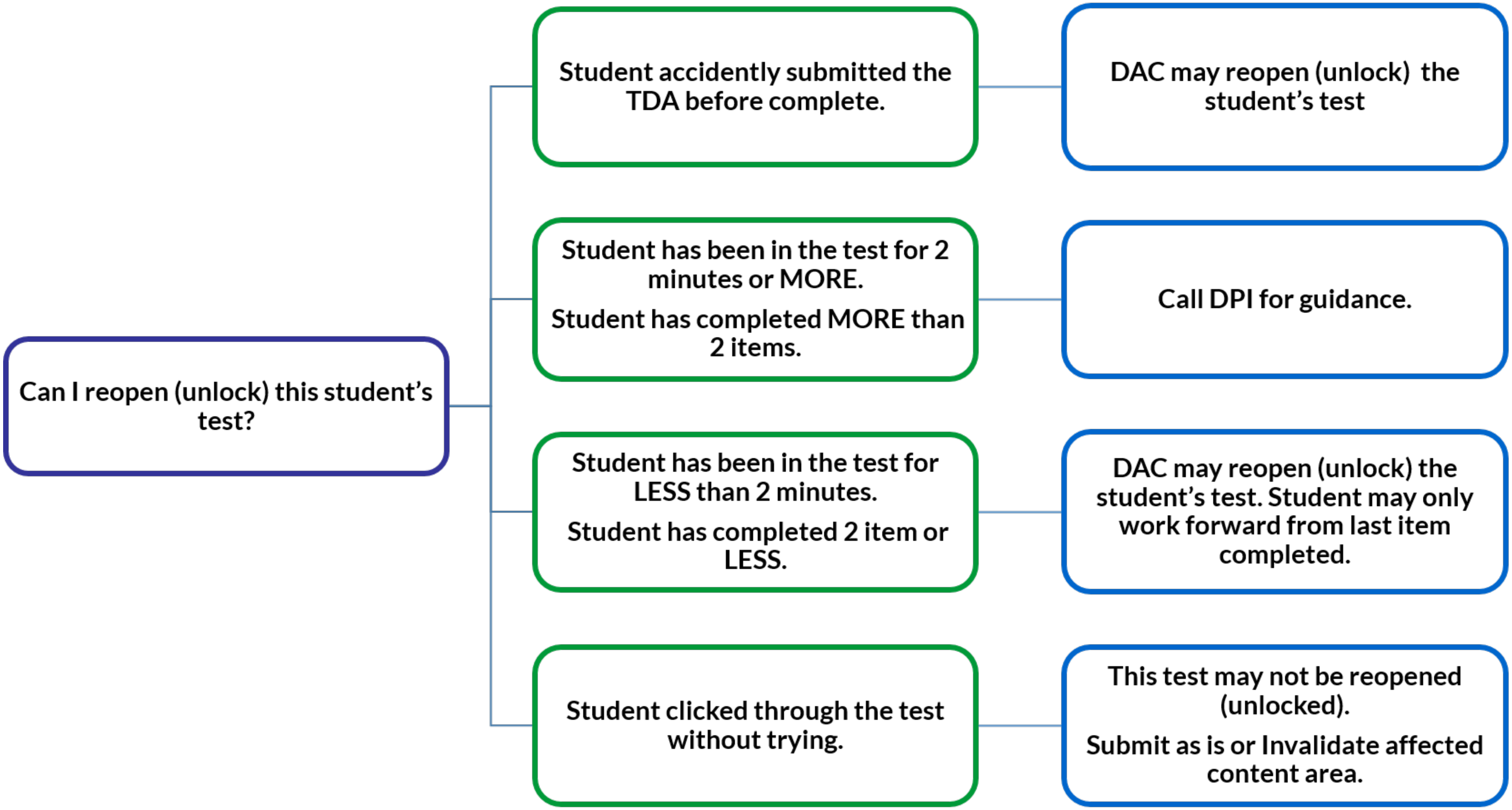
	Situation/Scenario	Standard protocol to be followed by the district FROM which the student moved	Standard protocol to be followed by the district TO which the student moved	Accountability
5.	Student moves outside of Wisconsin, to a private school, or becomes a home-schooled student, a) prior to the testing window	The sending district should apply a not-tested code of "No Longer Enrolled".	N/A	N/A
	b) during or after the testing window and all testing is completed	No action is required	N/A	**Sending district.** If the student was not FAY in the sending district, they count for test participation only. If the student was FAY, the student's achievement in ELA and mathematics is included in accountability calculations.
	c) during the testing window with little testing complete	The sending district should mark the student's completed test session(s) and apply a not-tested code of "No Longer Enrolled", then contact DPI for further guidance.	N/A	N/A
6.	Student moves into a Wisconsin district from another state, from a private school, or home-schooled situation in Wisconsin during the testing window	N/A	The receiving district should obtain a WISEId for the student and then add the new student in the DRC INSIGHT Portal. Assign the student to new or existing test sessions. Then include the student in scheduled testing or arrange for test make-up sessions.	**Receiving district.** Student will be non-Full Academic Year (FAY). The receiving district is accountable only for test participation and not for ELA or mathematics proficiency.

	Situation/Scenario	Standard protocol to be followed by the district FROM which the student moved	Standard protocol to be followed by the district TO which the student moved	Accountability
7.	Student leaves a Wisconsin district before testing begins and enrolls in a new district in Wisconsin but does not actually attend the new district until near the end of the testing window.	The sending district should apply a not -tested code of "No Longer Enrolled"	The receiving district should add the new student in the DRC INSIGHT Portal, then assign the student to new or existing test sessions. Then include the student in scheduled testing or arrange for test make-up sessions.	**Receiving district.** Student will be non-Full Academic Year (FAY). The receiving district is accountable only for test participation and not for ELA or mathematics proficiency.
8.	A student moves from one school to another school within the same district.	The sending school should remove all "Not Started" test sessions in the DRC INSIGHT Portal. See *Managing Students and Testing in the DRC INSIGHT Portal Guide* for instructions.	N/A	N/A

Appendix E – Decision Tree for a Student who did not have Accessibility Feature during Testing



Appendix F – Decision Tree for Unlocking a Student's Test



Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311
Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530
Website: https://wi.drcedirect.com
Email: WIHelpDesk@datarecognitioncorp.com