



THE DRC INSIGHT PORTAL USER GUIDE

**WASHINGTON ACCESS to INSTRUCTION and
MEASUREMENT (WA-AIM)**

2023-2024 Administration

Produced by Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

WA-AIM Help Desk: 1-800-569-2667
Website: <https://wa.drctdirect.com>
Email: waaimhelpdesk@datarecognitioncorp.com
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Introduction



WHAT'S COVERED IN THIS GUIDE

The online tools for WA-AIM consist of the DRC INSIGHT Portal (covered in this guide). These tools are used as follows:

The DRC INSIGHT Portal is used for user and test management. The primary users are District Test Coordinators (DTCs), School Coordinators (SCs), and Test Administrators (TAs). The primary audience for this guide is the DRC INSIGHT Portal end users and the administrators.

This guide is divided into the following sections.

Working with the DRC INSIGHT Portal

Describes how to access and log on to the DRC INSIGHT Portal, as well as some of its more common menu functions and options for end users.

General Information Menu

Covers tasks that users can perform in the DRC INSIGHT Portal, including resetting their passwords and recovering forgotten userIDs and passwords, and downloading information.

User Management Menu

Covers administrative tasks that DTCs can perform using the DRC INSIGHT Portal, including editing and updating user information, activating and deactivating users, and adding new users.

Item and Form Management

Covers tasks that users can perform to manage and create various forms used for assessments, and describes form status and purpose.

Registration

Covers tasks that users can perform to create and manage assessment registrations for students.

Student Management Menu

READ ONLY - Describes the options that DTCs, SCs, and TAs have for viewing student information.

Student Performance Data

Covers tasks for entering assessment results and completing the Student Characteristics Survey.

Report Delivery Menu

Describes how various users can access, view, download, and print individual Student Reports and Student Roster Reports for assessed students.

ROLES AND PERMISSIONS IN THE DRC INSIGHT PORTAL

For online testing, the DRC INSIGHT Portal categorizes users into various roles and levels—DTC, SC, and TA. Within the DRC INSIGHT Portal, each role level is assigned a set of testing functions called permissions to allow the users at that level to handle the testing responsibilities associated with the role.

PRIMARY USER ROLES

The following are the primary user roles and responsibilities in the DRC INSIGHT Portal.

District Test Coordinator (DTC)

- Add DTC, SC, and TA user accounts
- Assign permissions to DTCs, SCs, and TAs

School Coordinator (SC)

- Add SC and TA accounts
- Assign permissions to SCs and TAs

Test Administrator (TA)

- Manage and create forms containing Performance Tasks in Item and Form Management
- Register students to Final forms to associate the students and their assessment data in Registration
- Enter assessment results in Student Performance Data after administering Final forms to students

THE DRC INSIGHT PORTAL PERMISSIONS MATRIX

The table on the following pages lists the DRC INSIGHT Portal menu to which a permission applies, the permission's name in the DRC INSIGHT Portal, the tasks the permission allows a user to perform, and the roles currently assigned the permission.

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	SC	TA
User Management–User Administration	Administrator	Add/edit user accounts and profiles	X	X	
General Information	Documents–View	View manuals, presentations, and other documents	X	X	X
Report Delivery	DRC IRS–Access	Access the Report Delivery application	X	X	
Report Delivery	DRC IRS–District	Access District-level results	X		
Report Delivery	DRC IRS–School	Access School-level results	X	X	
Report Delivery	DRC IRS–Teacher	Access Teacher-level results	X	X	
Report Delivery	Reports–View District Files	View District reports	X		
Report Delivery	Reports–View School Files	View School reports	X	X	
Report Delivery	View Reports–Download–District/School	Download all reports for a district or school for an administration	X	X	
Item and Form Management	Form Management	View, create, edit, and publish forms for use in Registration	X	X	X

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	SC	TA
Student Performance Data	Online Scoring–Standard	View Online Scoring summaries	X	X	X
Student Performance Data	WA-AIM–Online Scoring–Base Permissions	Allows access to view DRC INSIGHT Portal, and menu option for Online Scoring	X	X	X
Student Management–Manage Students	Students–Download Students	Download a list of student information	X	X	X
Student Management–Manage Students	Students–Search/View** **Users must have this permission to use any other Student permissions.	Search and view student data	X	X	X
Registration	Registration–Search/View		X	X	X
Registration	Registration–Add/Edit		X	X	X
Registration (Test Management)	Test Setup–Primary Window	Access Registration	X	X	X

Working with the DRC INSIGHT Portal



INTRODUCTION

The DRC INSIGHT Portal is the user and test management system for the Washington Access to Instruction and Measurement: WA-AIM. This section is designed for all users; it includes the following general procedures:

- Accessing the DRC INSIGHT Portal
- Managing Your Account
- Changing your name or Email
- Changing your Password
- Displaying Your Agreements
- Displaying the Security Agreement
- Displaying the Minimum Browser Requirements

DRC INSIGHT PORTAL USER ACCOUNT CREATION

DRC INSIGHT Portal user accounts and login credentials are established once for current and future use.

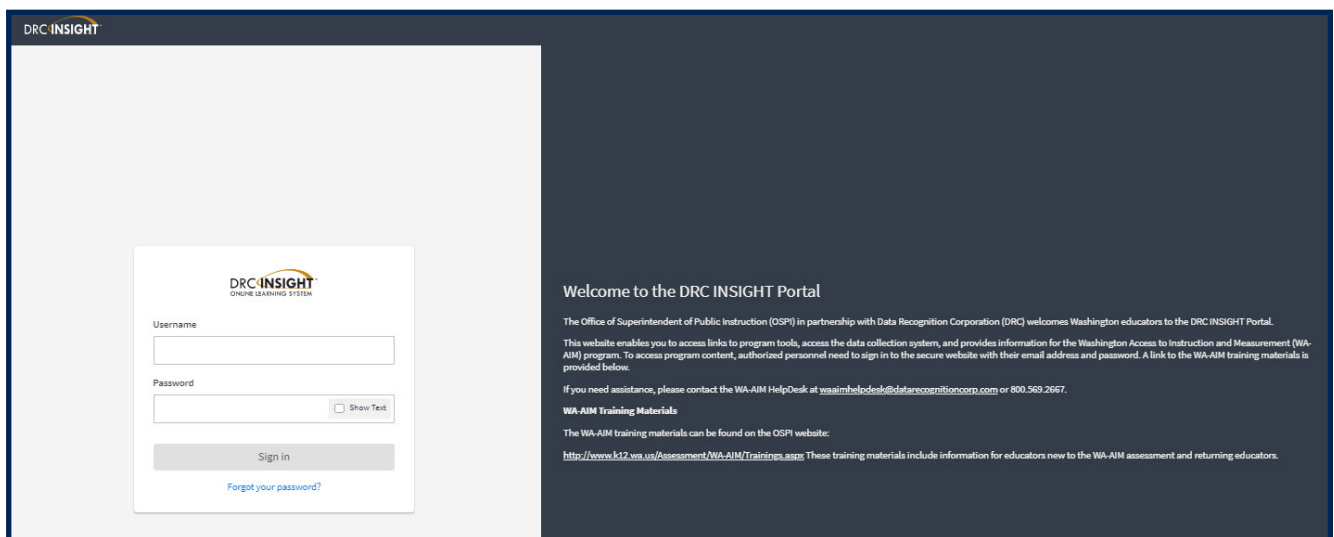
District Test Coordinator (DTC) accounts are provided by OSPI to DRC, which prepares DRC INSIGHT Portal user accounts for the DTCs. DTCs then create School Coordinators (SC) and Test Administrator (TA) user accounts. SCs also can create TA accounts. When added as a new user, the user automatically receives an email from the WA-AIM HelpDesk (noreply@datarecognitioncorp.com) with login information.

⚠ Important: If you are a DTC who did not receive DRC INSIGHT Portal credentials, or you are a new DTC, please contact [OSPI](#) at wa.aim@k12.wa.us. SCs should contact their DTC and TAs should contact their SC if they are new or did not receive credentials.

ACCESSING THE DRC INSIGHT PORTAL

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

1. To access the DRC INSIGHT Portal, enter the URL <https://wa.drctdirect.com> in a supported browser.
 - A The **Welcome to the DRC INSIGHT Portal** page displays.
 - B Enter your username and password then click **Sign In**.
 - C Click **Forgot your password** to receive an email with instructions on how to reset your password.



DRC INSIGHT
ONLINE LEARNING SYSTEM

Username

Password
 Show Text

Sign in

[Forgot your password?](#)

Welcome to the DRC INSIGHT Portal

The Office of Superintendent of Public Instruction (OSPI) in partnership with Data Recognition Corporation (DRC) welcomes Washington educators to the DRC INSIGHT Portal.

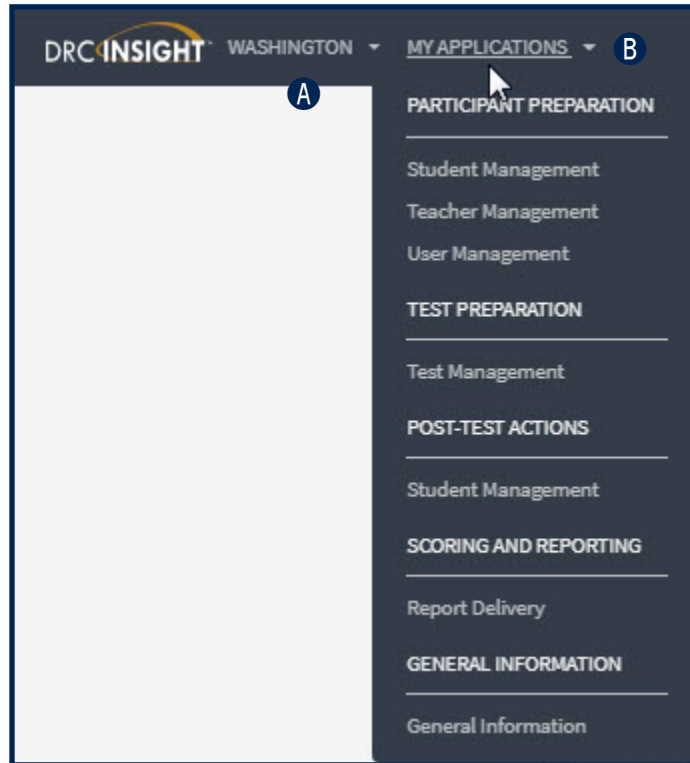
This website enables you to access links to program tools, access the data collection system, and provides information for the Washington Access to Instruction and Measurement (WA-AIM) program. To access program content, authorized personnel need to sign in to the secure website with their email address and password. A link to the WA-AIM training materials is provided below.

If you need assistance, please contact the WA-AIM HelpDesk at waaimhelpdesk@datarecognitioncorp.com or 800.569.2667.

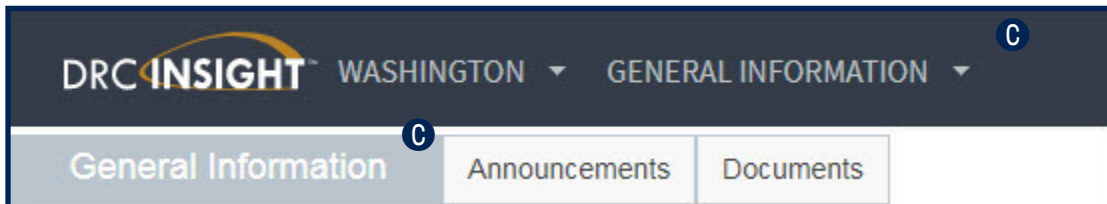
WA-AIM Training Materials

The WA-AIM training materials can be found on the OSPI website:
<http://www.k12.wa.us/Assessment/WA-AIM/Trainings.aspx> These training materials include information for educators new to the WA-AIM assessment and returning educators.

2. After a successful log in, the **Welcome to the DRC INSIGHT Portal** page reappears with menu options for navigating the site.
 - A The Product menu displays the active DRC product (WASHINGTON in the screenshot below). If you have more than one product, click the menu to select a different product.
 - B The **My Application** menu displays the DRC INSIGHT Portal options you have permission to use. Initially, the menu displays **My Applications** but will display the title of any menu option you select (see C below).



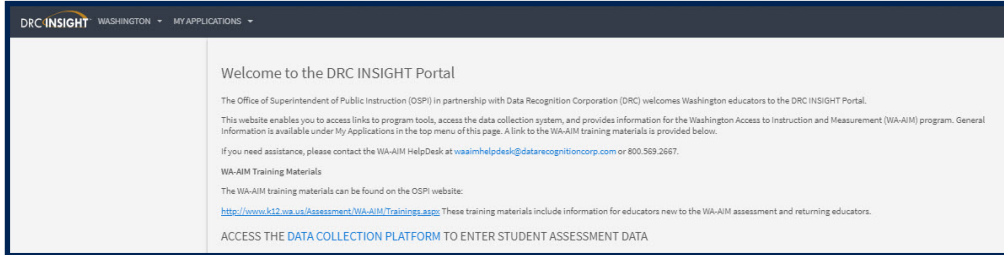
- C When you select a menu option, the **My Application** menu displays the name of the selected option.



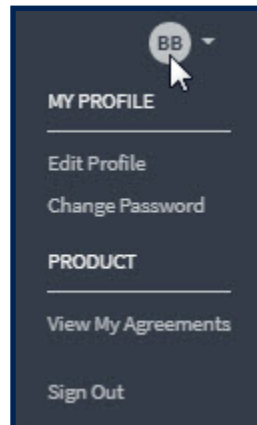
Managing Your Account

If necessary, you can change your password for the DRC INSIGHT Portal or change your name by editing your profile. In addition, you can display a list of DRC products to which you have access by selecting View My Agreements under the PRODUCT header.

- A** Sign in to the DRC INSIGHT Portal.



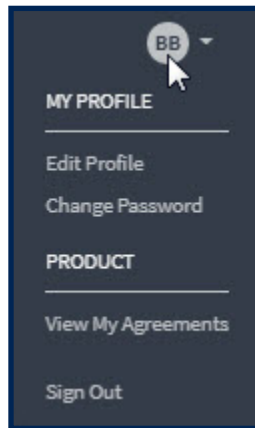
- B** Click your initials (based on your first and last name in the DRC INSIGHT Portal) in the right-hand corner of any page to display a menu of options.



Managing Your Account—Changing Your Password

1. This topic describes how to change your password within the DRC INSIGHT Portal (for existing users only).
 - A Select **Change Password** to change your password. The password must meet the following conditions.
 - At least one numeric character
 - At least one lowercase character and at least one uppercase character
 - At least one of the following special characters: !@#\$\$%^&*

The password cannot contain your username, first name, middle, or last name.



- B Enter your current password in the **Previous Password** field, your new password in the **New Password** and **Confirm New Password** fields.
- C Click **Save**.

Managing Your Account—Displaying Your Agreements

1. This topic describes how to display the agreements for your DRC products.

- A Select **View My Agreements** to display DRC product agreements.
- B Click a product to display its agreement.

The image illustrates the steps to view DRC product agreements in the DRC INSIGHT portal. It consists of three main parts:

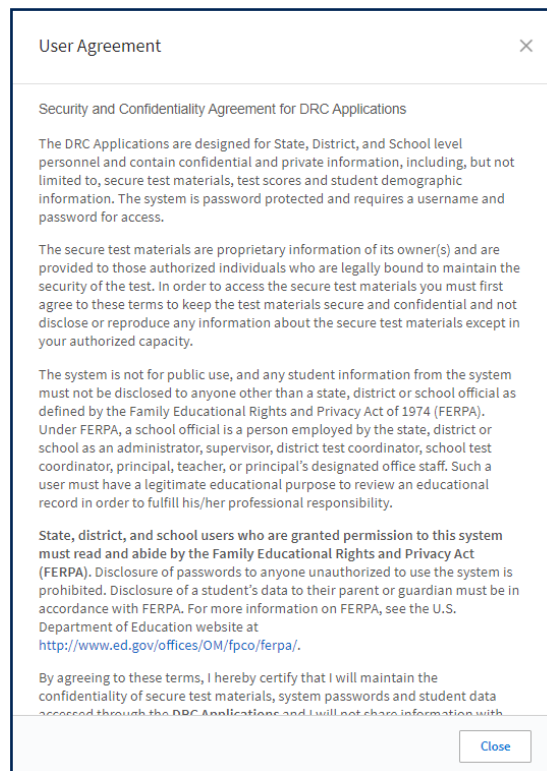
- Navigation Menu:** A dark sidebar menu with a user profile icon (BB) at the top. Under the heading "MY PROFILE", there are links for "Edit Profile" and "Change Password". Under the heading "PRODUCT", there is a link for "View My Agreements" (indicated by an orange arrow) and a "Sign Out" link.
- User Agreements Page:** A screenshot of the portal's main content area. The top navigation bar shows "DRC INSIGHT WASHINGTON" and "MY APPLICATIONS". Below it, there are tabs for "Profile", "Password", and "User Agreements". The "User Agreements" tab is active, showing a section titled "My agreements" with a small card for "WASHINGTON" (indicated by an orange arrow).
- User Agreement Modal:** A detailed view of the "User Agreement" for DRC Applications. The title is "User Agreement" with a close button (X). The content includes:
 - Security and Confidentiality Agreement for DRC Applications**
 - A paragraph stating: "The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access."
 - A paragraph stating: "The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity."
 - A paragraph stating: "The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility."
 - A paragraph stating: "State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>."
 - A paragraph stating: "By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system."
 - A "Close" button at the bottom right.

Displaying the Security Agreement

The first time you access the DRC INSIGHT Portal, you must agree to the terms of the agreement to continue using the DRC INSIGHT Portal.

⚠ Important: If you do not agree to the terms of the agreement and are still allowed access to the DRC INSIGHT Portal, you may have to contact customer service in order to fully access other applications.

1. To view the Security and Confidentiality Agreement, click your initials in the right-hand corner of any page and select **View My Agreements**. Then select **WASHINGTON** to display the Security and Confidentiality Agreement for DRC Applications.



Displaying the Browser Requirements

1. The **Browser Requirements** link lists browser requirements and includes links to browser pages and additional information. This page details the DRC INSIGHT Portal web browser requirements for Windows, Mac (OS X and macOS), and Linux operating systems.

- A Click the **Browser Requirements** link at the bottom of any page.



- B The **DRC INSIGHT Portal Web Browser Requirements** page displays a list of the web browsers that are certified to use with the DRC INSIGHT Portal and are organized by operating system.
- C The Additional Information section contains links to descriptions of other items that are required for browsers to use the DRC INSIGHT Portal.

DRC INSIGHT Portal Web Browser Requirements

To ensure the best user experience when accessing the DRC INSIGHT Portal or other DRC hosted Web pages and Web-based applications DRC recommend using the most current version of one of the following Web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

DRC recommends using the most current production release version of browser, however, DRC will provide support for 2 versions prior to the most recent version. For example if the most recent version of the browser is v80, DRC will support versions 80, 79 and 78.

DRC provides best effort support¹ of versions older than 2 versions prior to the most recent version and also provides best effort support for Microsoft Internet Explorer 11.

The version of the browser can typically be found in the browser Help function and choosing About.

Resolution

DRC web-based applications work optimally at a minimum browser window width of 1024 pixels (for example, a screen resolution of 1024x768 with a maximized browser window). If your system does not meet this minimum, the site may require horizontal scrolling to use all functionality.

Additional Information

All Web pages and Web-based applications hosted by the DRC Applications require the Web browser to support JavaScript and to accept session-based cookies. By default, the major Web browsers are configured to handle this requirement.

¹ Best effort support is defined as the DRC support team will troubleshoot issues reported concerning the unsupported browser version using DRC web-based applications as best we can, but DRC cannot ensure a resolution. If an issue is identified, DRC Support will report the issue to DRC Development, however, DRC cannot ensure a fix or resolution. Once the browser version has reached the end of vendor support, DRC cannot offer support.

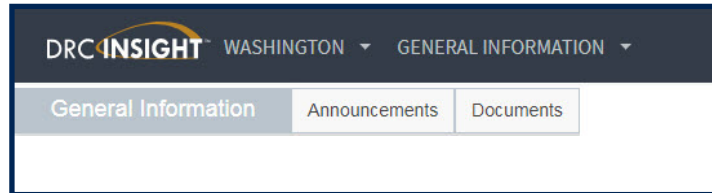
General Information Menu



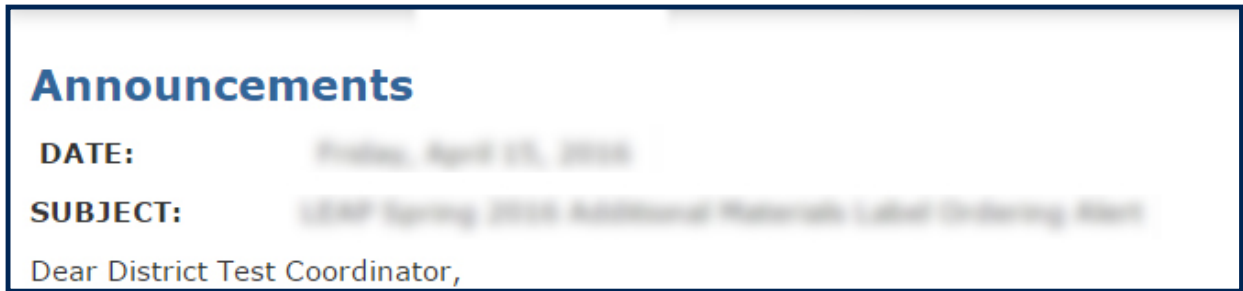
INTRODUCTION

1. When you open the DRC INSIGHT Portal Applications menu and click **General Information**, two options are available:

- A **Announcements** and
- B **Documents**.

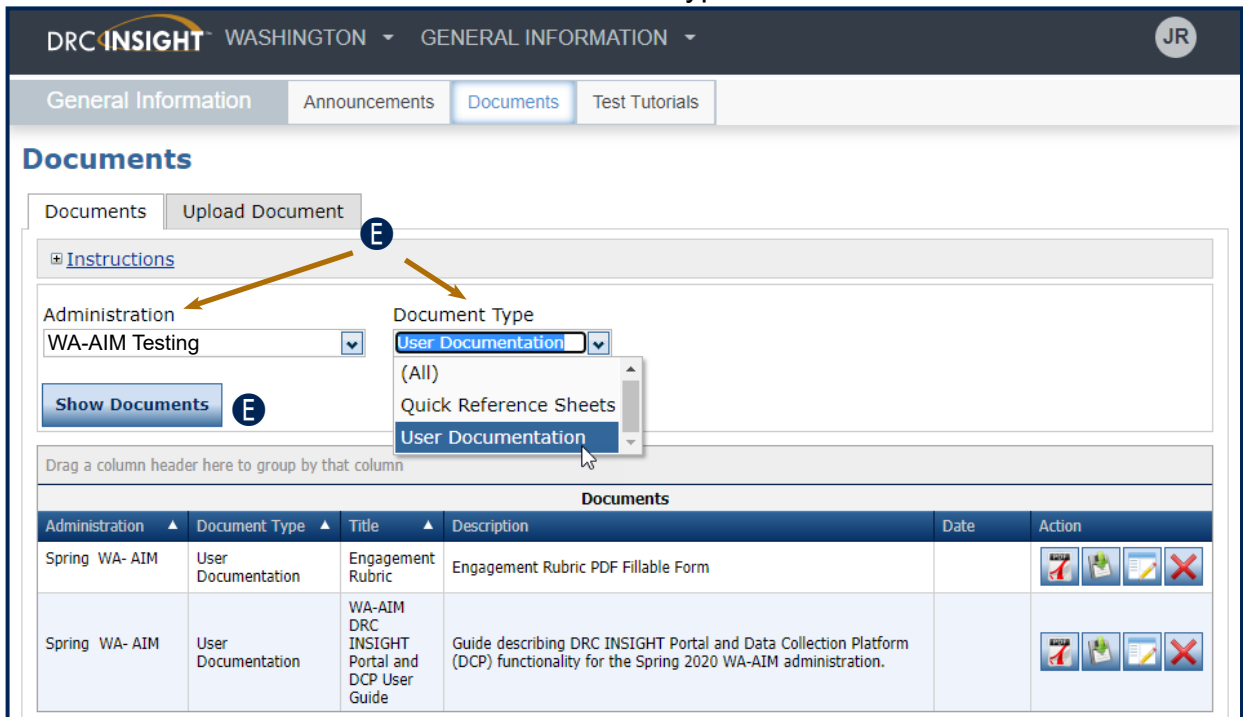


C Click **Announcements** to display the latest information regarding WA-AIM testing.



D Click **Documents** to select, open, and download various support materials from the Documents page.

E You can select an administration and document type and then click **Show Documents**.



User Management Menu




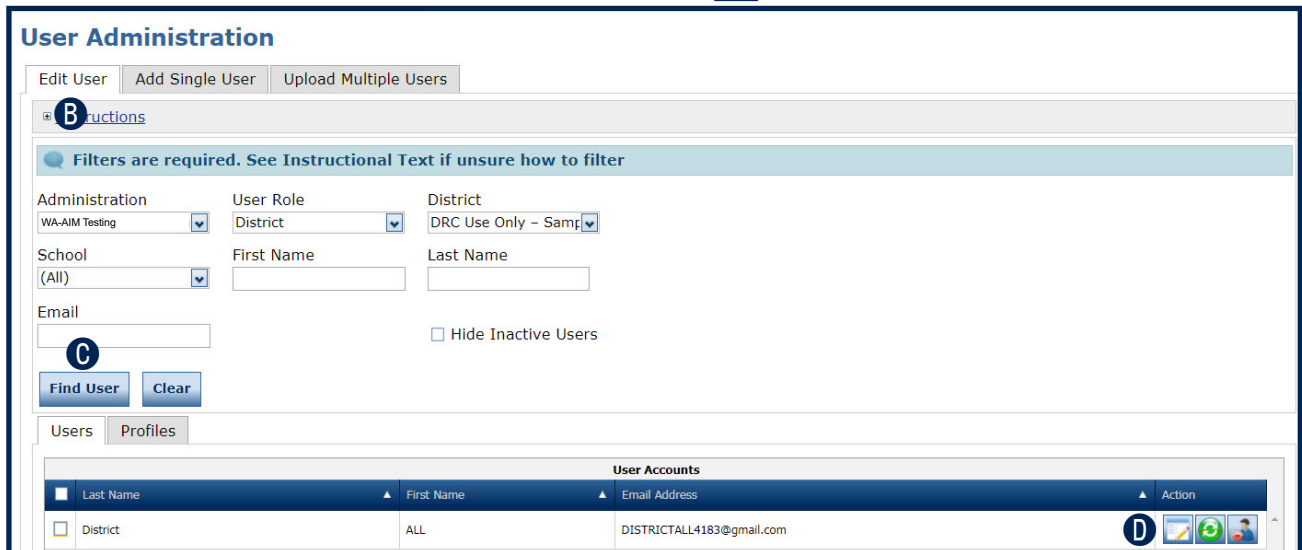
INTRODUCTION

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




- Adding Permissions for a Single User
 - Also covers how to clone users
- Editing a Single User's Permissions
- Inactivating a User
- Activating a User
- Adding a User
- Adding a User to an Administration
- Updating Multiple User Profiles at Once
- Uploading Multiple Users

ADDING PERMISSIONS FOR A SINGLE USER

1. From the **Edit User** tab, you can add permissions to a user's account.
 - A Open the DRC INSIGHT Portal Applications menu and click **User Management** to display the User Administration page.
 - B Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
 - C Click **Find User**.
 - D In the Action column click the **View/Edit** icon () to display the Edit User dialog box.







The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a search area with a 'B' icon and the text 'Instructions'. A message states 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (WA-AIM Testing), User Role (District), District (DRC Use Only - Samp), School ((All)), First Name, Last Name, and Email. There is a 'Hide Inactive Users' checkbox. Below the filters are 'Find User' and 'Clear' buttons. At the bottom, there are tabs for 'Users' and 'Profiles'. A table titled 'User Accounts' is visible, with columns for Last Name, First Name, Email Address, and Action. The table contains one row with the following data:

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

- E Click the **Add** button to display the Add Permissions page.

Edit User

First Name: Last Name: Email Address:


Permissions				
Administration ▲	Role ▲	District ▲	School ▲	Action
WA-AIM Testing	District	99999 - DRC Use Only – Sample District		 
WA-AIM Testing	District	99999 - DRC Use Only – Sample District		 

E


User Management Menu

2. When the **Add Permissions** page appears, select permissions from the Available Permissions list to add to the user. Once a permission has been assigned to a user, the permission will display in the Assigned Permissions window.

Note: Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.

A Use the **Add Selected** arrow () to add the permissions, and click the **Save** button.

- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
- To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.

B Use the **Add All** arrow () to add all permissions.

C Click the **Clone from Another User** icon () to copy another user's set of permissions.

Note: All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

D The permissions are moved to the Assigned Permissions list.

E Click **Save** when you are finished to save your changes.

- A confirmation message will appear indicating that the permissions were added successfully.

F Click **Cancel** to cancel your changes.

Add Permissions

* Indicates required fields

Administration

WA-AIM Testing *

User Role

District *

District

DRC Use Only - Sample Dis *

School

(All)

Permission-set

District Test Coordinator



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

Available Permissions

- Documents - View
- Reports - View District Files
- Reports - View School Files
- Students - Download Students
- Students - Search/View
- Teachers - Add/Edit
- Teachers - Search/View
- Teachers - Upload
- Test Session - Add/Edit
- Test Session - Search/View

C

A

B

Assigned Permissions **D**

Administrator

To see the description, select a permission


E

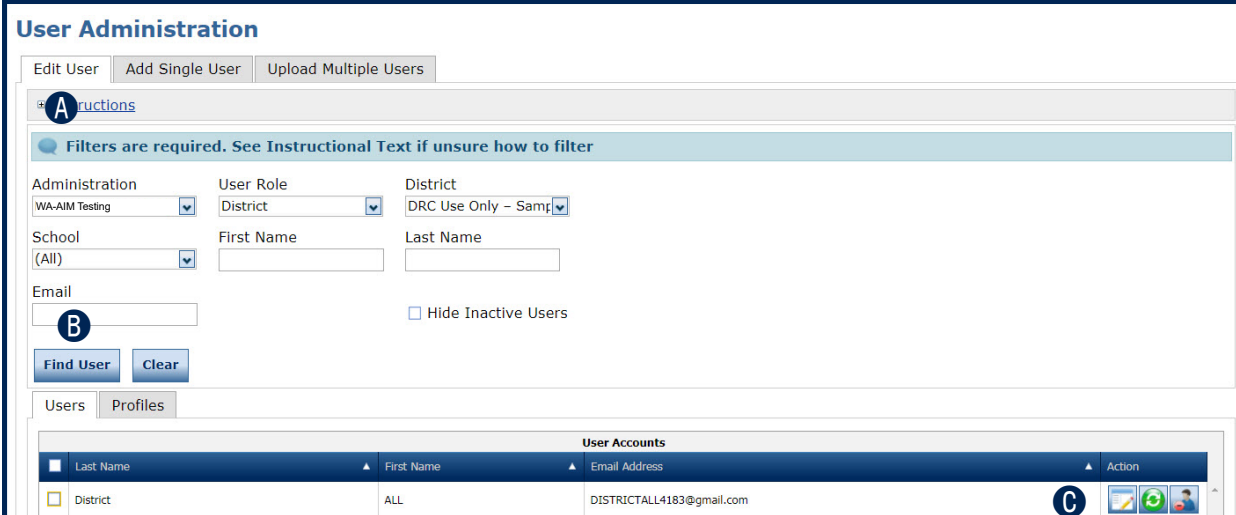
F

Save

Cancel

EDITING A SINGLE USER'S PERMISSIONS

1. From the **Edit User** tab, you can add or remove permissions for any user in the system.
 - A To edit a user's permissions, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
 - B Click **Find User**.
 - C In the Action column click the **View/Edit** icon () to display the Edit User dialog box.



User Administration

Edit User | Add Single User | Upload Multiple Users

A Instructions

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




Administration: WA-AIM Testing (dropdown)
User Role: District (dropdown)
District: DRC Use Only - Samp (dropdown)

School: (All) (dropdown)
First Name: [text field]
Last Name: [text field]

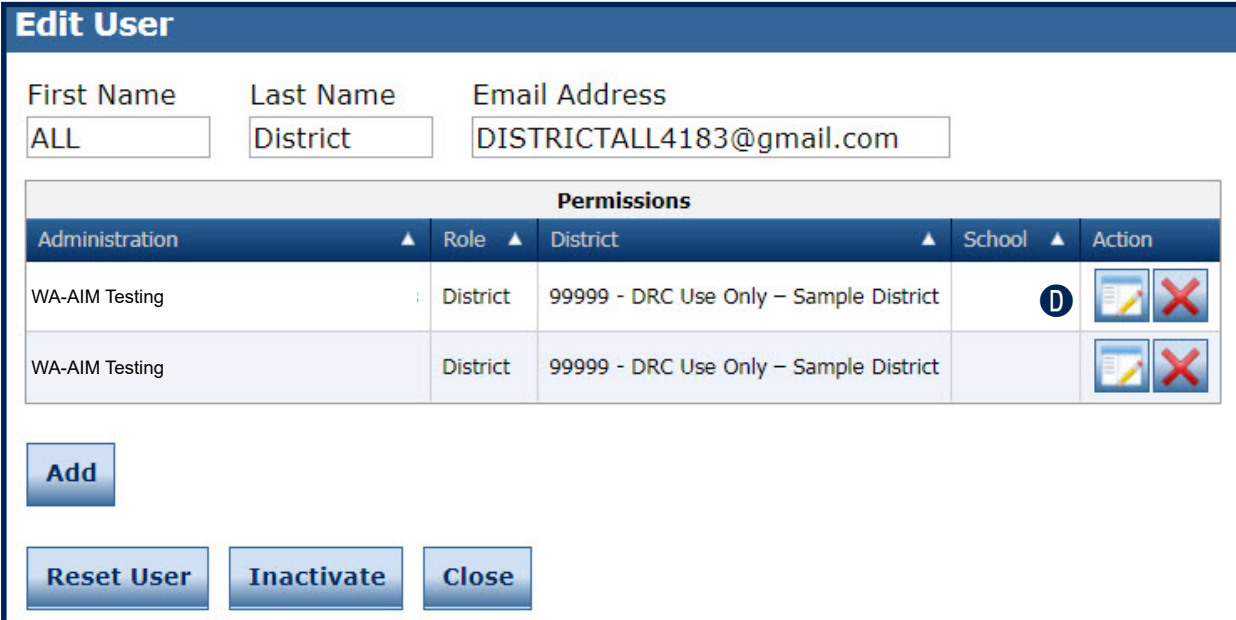
Email: [text field] Hide Inactive Users

B Find User | Clear

Users | Profiles





User Accounts			
Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	C   

- D In the Action column click the **View/Edit** icon ().








Edit User

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

Permissions				
Administration	Role	District	School	Action
WA-AIM Testing	District	99999 - DRC Use Only - Sample District	D	 
WA-AIM Testing	District	99999 - DRC Use Only - Sample District		 

Add

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






2. When the **Edit Permissions** page appears, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user.
 - A Use the **Add Selected** () or
 - B **Remove Selected** () arrows to change the permissions.
 - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
 - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
 - C Use the **Add All** () and
 - D **Remove All** () arrows to add or remove all permissions.
 - E Click the **Clone from Another User** icon () to copy another user's set of permissions.
 - **Note:** All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.
 - F The permissions are moved to the Assigned Permissions list.
 - G Click **Save** when you are finished to save your changes or **Cancel** to cancel them.
 - A confirmation message will appear indicating that the permissions were added successfully.

Edit Permissions

* Indicates required fields

Administration WA-AIM Testing <input type="text" value="WA-AIM Testing"/> *	User Role District <input type="text" value="District"/> *
District DRC Use Only - Sample Distr <input type="text" value="DRC Use Only - Sample Distr"/> *	School (All) <input type="text" value="(All)"/>
Permission-set <input type="text" value=""/>	

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

<p>Available Permissions</p> <ul style="list-style-type: none"> Administrator Reports - View District Files Reports - View School Files Students - Download Students Teachers - Add/Edit Teachers - Search/View Teachers - Upload Test Session - Add/Edit Test Session - Search/View Test Session - Status Summary Test Setup - Primary Window 	<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="display: flex; align-items: center; gap: 5px;"> E  </div> <div style="display: flex; align-items: center; gap: 5px;"> A  </div> <div style="display: flex; align-items: center; gap: 5px;"> B  </div> <div style="display: flex; align-items: center; gap: 5px;"> C  </div> <div style="display: flex; align-items: center; gap: 5px;"> D  </div> </div>	<p>Assigned Permissions F</p> <ul style="list-style-type: none"> Documents - View Students - Search/View
---	--	--


To see the description, select a permission

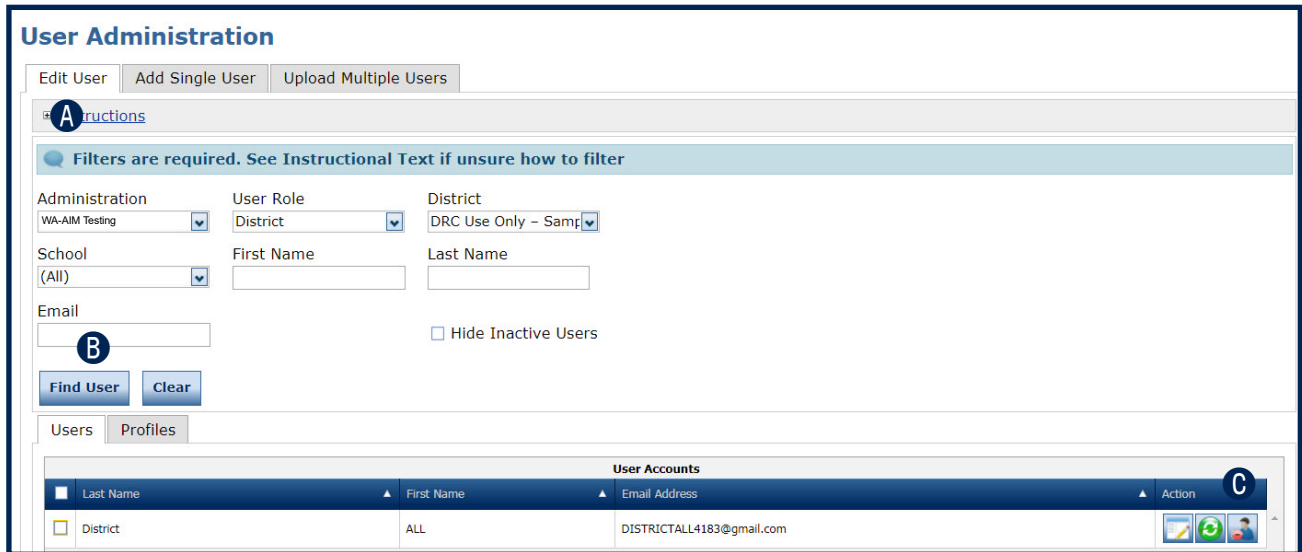
Save
Cancel

INACTIVATING A USER

1. You can inactivate DRC INSIGHT Portal users that are currently active if they are no longer assigned to your school or district. When a user is inactivated, the user is unable to access the DRC INSIGHT Portal (to reactivate a user, see [Activating a User](#) on the following page).

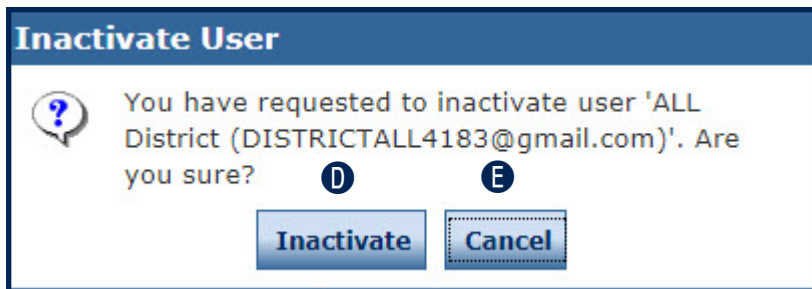
Note: When a user is inactivated, the user does not receive an email.

- A** To inactivate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
- B** Click **Find User**.
- C** In the **Action** column, click the **Inactivate** icon () for the user you want to make inactive.



The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a search section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (WA-AIM Testing), User Role (District), District (DRC Use Only - Samp), School ((All)), First Name, Last Name, and Email. There is a 'Find User' button and a 'Clear' button. Below the search section, there are tabs for 'Users' and 'Profiles'. The 'Users' tab is active, showing a table of 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table contains one row: District, ALL, DISTRICTALL4183@gmail.com. The 'Action' column has three icons: a blue square, a green circle with a white arrow, and a red circle with a white 'X' (the inactivate icon).

- D** When the Inactivate User dialog box appears, click **Inactivate** to make the user inactive or
- E** **Cancel** to cancel the process. When a user is inactivated, the following message appears: ***The user has been inactivated.***




The screenshot shows the 'Inactivate User' dialog box. It has a blue header with the title 'Inactivate User'. Below the header is a question mark icon and the text: 'You have requested to inactivate user 'ALL District (DISTRICTALL4183@gmail.com)'. Are you sure?'. There are two buttons at the bottom: 'Inactivate' and 'Cancel'.

ACTIVATING A USER

1. You can activate a DRC INSIGHT Portal user that is currently inactive so the user can access the DRC INSIGHT Portal again (to inactivate a user, see Inactivating a User on the previous page). When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

Note: Users are activated automatically when they first log in to the DRC INSIGHT Portal. Only users that were previously inactivated need to be activated manually.

- A** To activate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the use.
- B** Click **Find User**.
- C** In the **Action** column, click the **Activate** icon () for the user you want to make active. When the user is activated, the following message appears: The user has been activated.

User Administration

Edit User
Add Single User
Upload Multiple Users

A Instructions

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

Administration
WA-AIM Testing

School
(All)

Email

User Role
District

First Name




District
DRC Use Only - Samp

Last Name

Hide Inactive Users

B Find User
Clear

Users
Profiles

User Accounts			
Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	  

C

ADDING A USER

When you add a user, specify the permissions the user will have. Refer to “The DRC INSIGHT Portal Permissions Matrix” on page 8 for permissions assignments by role.

For Test Administrators who assess students at more than one school within the district, the District Test Coordinator (DTC) or School Coordinators (SCs) will need to create separate DRC INSIGHT Portal profiles for the Test Administrator at each school. If a Test Administrator assesses students in more than one district, the DTCs or SCs from each district will need to create separate DRC INSIGHT Portal user profiles for the Test Administrator for each of the schools in their districts.


1. To add a user, from the Manage Users menu:

A Select the **User Administration** option and click the **Add Single User** tab.

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

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

C Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.

D Select a permission from the Available Permissions list and click the **Add Selected** icon () to assign the permission to the user (“Editing a Single User’s Permissions” on page 26).

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

E The permissions are moved to the Assigned Permissions list.

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

- A confirmation message will appear indicating that the permissions were added successfully.

User Administration

Edit User Add Single User Upload Multiple Users

* Indicates required fields **A**

First Name * Middle Initial Last Name *

Email Address * **B**

Administration User Role
WA-AIM Testing * District *

District School
DRC Use Only - Sample Dis * (All)

Permission-set
District Test Coordinator **C**

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

Available Permissions

- Administrator
- Documents - View
- Reports - View District Files
- Reports - View School Files
- Students - Download Students
- Students - Search/View
- Teachers - Add/Edit
- Teachers - Search/View
- Teachers - Upload
- Test Session - Add/Edit
- Test Session - Search/View

Assigned Permissions **E**



To see the description, select a permission

F

Save

ASSIGNING A USER TO AN ADMINISTRATION

The DRC INSIGHT Portal requires a user to have a profile for each administration that the user will need to access to administer assessments.


For Test Administrators who assess students at more than one school within the district, the District Test Coordinator (DTC) or School Coordinators (SCs) will need to create separate DRC INSIGHT Portal profiles for the Test Administrator at each school. If a Test Administrator assesses students in more than one district, the DTCs or SCs from each district will need to create separate DRC INSIGHT Portal user profiles for the Test Administrator for each of the schools in their districts.

From the **Edit User** tab, you can assign an existing user to other administrations within the DRC INSIGHT Portal.

Note: When a new user is created (see “Adding a User” on page 30), an administration must be selected.

1. To assign a user to an administration,
 - A Select **User Administration** from the Applications menu, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
 - B Click **Find User**.



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a link for 'Instructions'. A message states 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (WA-AIM Testing), User Role (Test Administrator), District (DRC Use Only - Samp), School (All), First Name, Last Name, and Email. There is also a checkbox for 'Hide Inactive Users'. At the bottom, there are two buttons: 'Find User' and 'Clear'. A circled 'A' points to the 'Instructions' link, and a circled 'B' points to the 'Find User' button.

- C** In the Action column, click the **View/Edit** icon (). The user appears in the Edit User window.
- D** Click **Add**.

Edit User

Security Agreement Not Accepted

First Name: Last Name: Email Address:


Permissions				
Administration	Role	District	School	Action
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	 

Add **D**

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



User Management Menu



2. Select the administration and user role to which you want to assign the user from the Administration and User Role drop-down menus (you can also use the District and/or School menus if required).
 - A For some roles, you can also select a permission set from the **Permission-set** drop-down menu.


Note: Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.
 - B If you selected multiple permissions (or a permission set) use the **Add Selected** () icon to assign the permissions from the Available Permissions list.
 - C The permissions are moved to the Assigned Permissions list.
 - D Click **Save** to save your results, or
 - E Click **Cancel** to cancel the process.
 - F Repeat steps 1 and 2 for each district or school to which the user needs access.

Add Permissions

* Indicates required fields

Administration  * User Role  *

District  * School  *

Permission-set  **A**

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

Available Permissions	Assigned Permissions C
Administrator	
Documents - View	
Edit Student - PreID Data	
Reports - View District Files	
Reports - View School Files	
Reports - View State Files	
Students - Add/Edit	
Students - Download Students	
Students - Search/View	
Teachers - Add/Edit	
Teachers - Search/View	

To see the description, select a permission

D **E**

- G If you saved your changes, the **Edit User** window reappears with the user added to the new administration.

Edit User G

Security Agreement Not Accepted

Permissions were added successfully.

First Name	Last Name	Email Address
<input type="text" value="Ima"/>	<input type="text" value="User"/>	<input type="text" value="imauser@email.com"/>

Permissions				
Administration ▲	Role ▲	District ▲	School ▲	Action
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	
WA-AIM Testing	School	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	

Add

Reset User

Inactivate

Close

UPDATING MULTIPLE USER PROFILES

From the Edit User tab of the User Administration page, you can update multiple user profiles at once. You also can select multiple users and copy the selected users to a new administration, add or remove permissions for the selected users, assign the selected users to a new role, or export data for all of the users on the Profile tab to a spreadsheet.

Note: Copying users to new administrations must be done at the user role level.

1. To update multiple user profiles,
 - A Select **User Administration** from the Applications menu and select the **Edit User** tab from the User Administration page.
 - B Select an **Administration** and use the other drop-down filters to find users.
 - C Click **Find User**.

User Administration

Edit User Add Single User Upload Multiple Users

A [Instructions](#)

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

Administration **B** User Role District

WA-AIM Testing District DRC USE ONLY - 999

School First Name Last Name

(All)

Email Hide Inactive Users

C Find User Clear

- D The users that match the selection criteria display on the **Users** tab at the bottom of the page.
- E Select the **Profiles** tab. Check a checkbox for each user/profile that you want to update.

Find User Clear

Users Profiles **E**

User Profiles

<input type="checkbox"/>	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input type="checkbox"/>	Bradford	Kristina	krisbradford0422@gmail.com	District	Practice Test 2018	999	
<input type="checkbox"/>	Brown	Edeltress	edeltress.brown@la.gov	District	Practice Test 2018	999	

2. Use the various buttons at the bottom of the page to perform profile updates and other actions, as shown on the following pages.

- A Click **Copy to New Administrations** to copy the selected users with the current permissions to other administrations.

Note:

- All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.
- New users may need to be assigned to previous administrations to access historical assessment information.

When the **Copy Profiles to New Administration** dialog box displays, select the new administration and click **Submit**.

Copy Profiles to New Administration

You are copying 3 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen.

[Instructions](#)

* Indicates required fields

New Administration

- WA-AIM Testing *
- WA-AIM Testing

Submit Cancel

User Management Menu

- B If you don't want the copied users to have the same permissions in the new administration, after copying the users, delete the permissions and add the appropriate permissions for the new administration.
- C Click **Assign Permissions** to assign the same permissions to all selected users.

Note: All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input checked="" type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	
<input type="checkbox"/>			District	Practice Test 2018	999	

- D The permissions are moved to the Assigned Permissions list.
- E After you use the Assign Permissions dialog box that appears to assign permissions, click **Save** to save your choices or
- F **Cancel** to cancel them.

Add Permissions

* Indicates required fields

Administration: WA-AIM Testing * User Role: Test Administrator *

District: DRC Use Only - Sample Dist * School: DRC Use Only - eDirect Sam *

Permission-set: Test Administrator

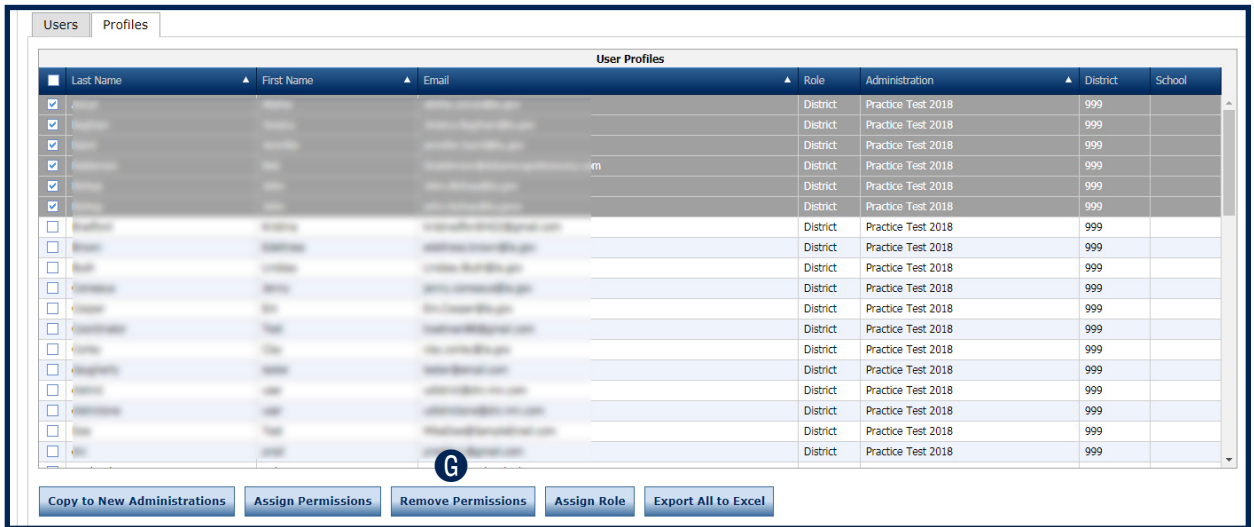
Tip: When you select a permission, its description will display below the list

Available Permissions: Administrator, Documents - View, Edit Student - PreID Data, Reports - View District Files, Reports - View School Files, Reports - View State Files, Students - Add/Edit, Students - Download Students, Students - Search/View, Teachers - Add/Edit, Teachers - Search/View

Assigned Permissions:

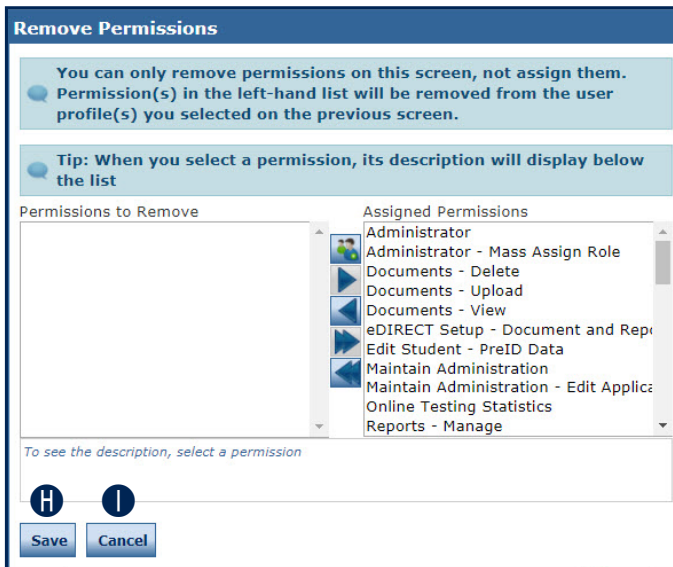
To see the description, select a permission

G Click **Remove Permissions** to remove permissions from the selected users.



H After you use the Remove Permissions dialog box that appears to remove permissions, click **Save** to save your choices or

I **Cancel** to cancel them.



User Management Menu

- J Click **Assign Role** to assign all of the selected users the same new role.

Note: All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

- K Click **Export All to Excel** to export all of the user data for the users displayed on the Profile tab (not just the selected users) to an Excel spreadsheet file (.csv format).

The screenshot shows a table titled "User Profiles" with columns: Last Name, First Name, Email, Role, Administration, District, and School. Several rows are selected (checked). Below the table are buttons: Copy to New Administrations, Assign Permissions, Remove Permissions, Assign Role (with callout J), and Export All to Excel (with callout K).

Last Name	First Name	Email	Role	Administration	District	School
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[checked]	[checked]	[checked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	
[unchecked]	[unchecked]	[unchecked]	District	Practice Test 2018	999	

- L When the Assign Role dialog box appears, use the Role drop-down menu to select a role to assign. Click **Submit** to make your change or

- M **Cancel** to cancel the process.

Assign Role

You have selected 3 User Profile(s) to assign a new Role. If you are unsure of which User Profiles you have selected, press Cancel and review your selections on the previous screen.

+ Instructions

Role
District Technology Coordinat*

Submit Cancel

UPLOADING MULTIPLE USERS

From the User Administration page, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements as described in the following process.

Note: The user profile file layout requires a role for each user, but not permissions. You must add permissions for each user you upload.

1. Open the **Applications** menu and select **User Management** to display the User Administration page. Select the **Upload Multiple Users** tab.



- A Use the **Administration** drop-down menu to select the correct administration.
- B The **Upload Multiple Users** tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
- C Click **File Layout** to display the Batch User Upload File Layout file (WA_BatchUserUploadFileLayout.pdf).

User Administration B

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

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

[Instructions](#) C

* Indicates required fields

Administration
 * A

File
 *

User Listing							
First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

User Management Menu

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

Batch User Upload File Layout Comma Delimited .CSV				
Ref#	Column Name	Required?	Valid or Possible Values	Description
1	First Name	Y	Max 30 characters	New User's First Name
2	Middle Initial	N	Max 1 character	New User's Middle Initial
3	Last Name	Y	Max 30 characters	New User's Last Name
4	Email Address	Y	Max 50 characters	New User's unique email address. This will be the new user's user name to log into the Portal.
5	Role	Y	<ul style="list-style-type: none"> State District School Test Administrator 	New User's Role. You may only upload users with a Role that is further down the list than your own Role (e.g., a School user cannot upload users at the District level). Note: Use "District" for District Test Coordinators and "School" for School Coordinator.
6	District Code	N for 'EPM' and 'State' users Y for 'District' 'School' and 'Test Administrator' users	Valid District Code or blank	This is the District that the New User is associated with. This will dictate what district and/or schools the user will have access to within the portal. 'EPM', and 'State' users will be defaulted with access to all Districts. The district code must match the district code displayed in the eDIRECT District dropdown.
7	School Code	N for 'EPM', 'State', and 'District' users Y for 'School' and 'Test Administrator' users	Valid School Code or blank	This is the School the New User is associated with. This will dictate what school the user will have access to within the portal. 'District' users will be defaulted with access to all schools within their District. 'EPM', and 'State' users will be defaulted with access to all Districts. The school code must match the school code displayed in the eDIRECT School dropdown.

2. Display the WASampleUser.csv file.

- A Click **Sample File** to download or display the WASampleUser.csv file. This file is only a sample of the type of file you will upload to DRC.

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

User Administration

A

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

Instructions

* Indicates required fields

Administration
 WA-AIM Testing *

File
 *

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

- Use the WASampleUsers.csv file to create, rename, and save a user file to upload.

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

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Middle Init	Last Name	Email Addr	Role	District Co	School Code				
2	Michael	L	Wilson	mwilson@	State	0	0				
3	Jane	M	Doe	jdoe@k12.	District	12345	6789				
4	John	W	Smith	jsmith@k1	School	98765	4321				
5	Mary	A	Johnson	mjohnson@	Test Proct	55551	4242				
6	William	Z	Adams	wadams@	District Te	24242	1313				

- After you have created a users file,
 - Click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
 - Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Step/Number 3.

User Administration

Edit User | Add Single User | Upload Multiple Users

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

[Instructions](#)

* Indicates required fields

Administration
WA-AIM Testing *

File
 *

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

Student Management Menu



INTRODUCTION

From the Student Management menu, you can search for students and student demographic information. Users cannot edit student information.

In general, this section is used by TAs. It contains the following procedures:

- Searching for Students
- Viewing Student Detail Information
- Viewing Student Demographic Information

Note: Before beginning assessments, the district should review all student demographic information in the DRC INSIGHT Portal to ensure accuracy of the following:

- Student is identified to take the WA-AIM
- Enrolled grade level
- School location
- Engagement Rubric status

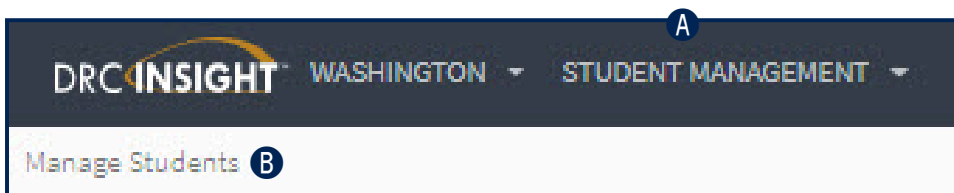
Searching for Students

The Manage Students option of the Student Management menu allows you to search for and view student information and student demographic information. You cannot edit student information.

! **Important:** Students will be loaded into the DRC INSIGHT Portal from a Pre-ID file provided by OSPI. Student data cannot be edited by users within the DRC INSIGHT Portal. If data is incorrect, update the student information in CEDARS, which updates the DRC INSIGHT Portal. If edits to student information do not update in the DRC INSIGHT Portal within 24-48 hours, please contact wa.aim@k12.wa.us

1. To display the Manage Students page, open the Applications menu,

- A** Click **Student Management**, and
- B** Click **Manage Students**.




Student Management Menu

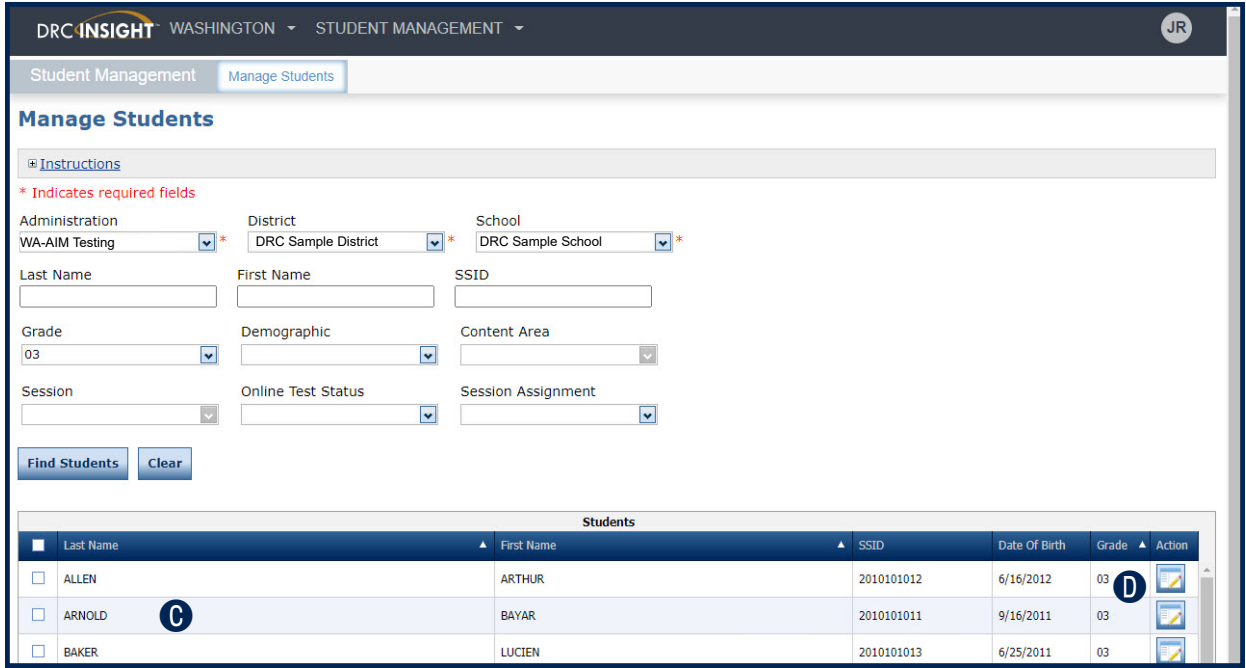
2. To search for one or more student records, use the various drop-down menus and fields to enter search criteria.

- A Click **Find Students**.
- B To filter the display based on whether students have been assigned to a registration, use the Session Assignment drop-down menu. You can select one of the following values:

<u>Value</u>	<u>Description</u>
Online	Displays the students that have been assigned to a registration (the default value).
(None)	Displays the students that have not been assigned to a registration.
Blank	Leaving the field blank displays all students, both assigned and unassigned.

The screenshot shows the 'Manage Students' interface. At the top, there is a header 'Manage Students' and a link for 'Instructions'. Below this, a red asterisk indicates required fields. The search criteria are organized into three columns: Administration (WA-AIM Testing), District (DRC Use Only - Sample Di), and School ((All)). The second row contains Last Name, First Name, and SSID text input fields. The third row contains Grade, Demographic, and Content Area dropdown menus. The fourth row contains Session, Online Test Status, and Session Assignment dropdown menus. A 'Find Students' button (marked with 'A') and a 'Clear' button are located below the filters. The 'Session Assignment' dropdown menu is open, showing options for '(None)' and 'Online' (marked with 'B'). At the bottom, there is a 'Students' table header with columns for 'Last Name' and 'First Name', and a note: 'Choose from the above filters and click on 'Find Students' to view matching 'Students''.

- C** After you click **Find Students**, the students that match your search criteria display at the bottom of the page.
- D** Click the **View/Edit** icon () in the Action column for the student whose registration information you want to display.



DRC INSIGHT WASHINGTON - STUDENT MANAGEMENT

Student Management **Manage Students**

Manage Students

[Instructions](#)

* Indicates required fields




Administration: WA-AIM Testing *
 District: DRC Sample District *
 School: DRC Sample School *

Last Name:
 First Name:
 SSID:

Grade: 03
 Demographic:
 Content Area:

Session:
 Online Test Status:
 Session Assignment:


Find Students **Clear**

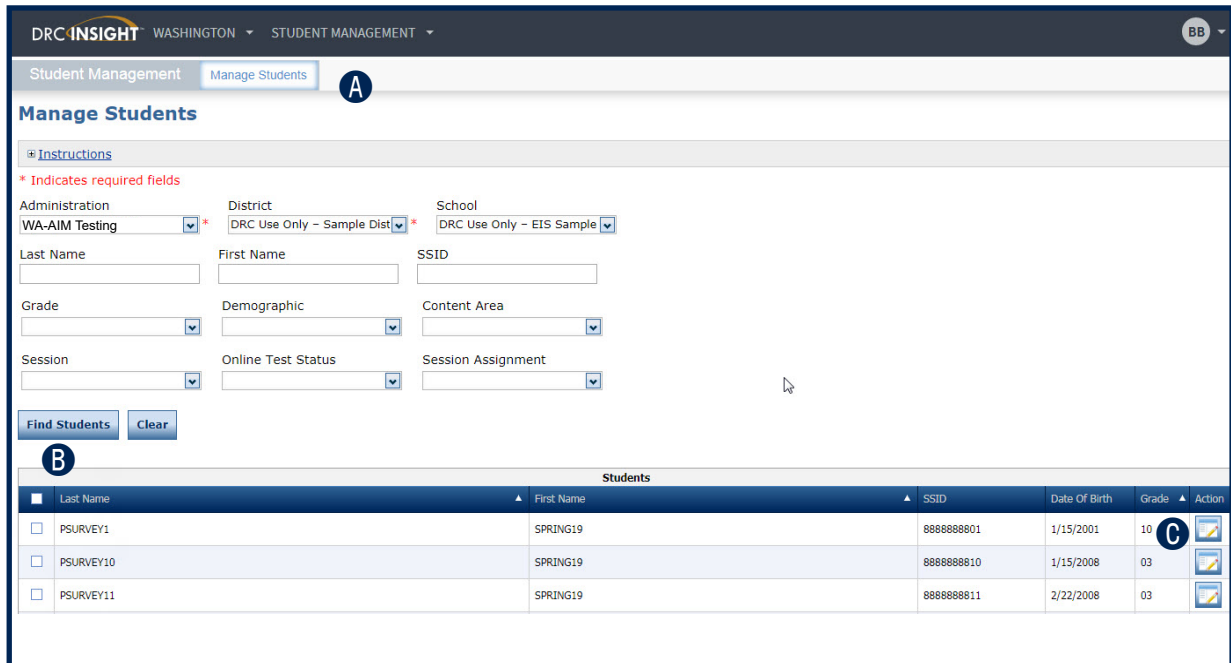
Students						
<input type="checkbox"/>	Last Name	First Name	SSID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ALLEN	ARTHUR	2010101012	6/16/2012	03	 D
<input type="checkbox"/>	ARNOLD	BAYAR	2010101011	9/16/2011	03	 C
<input type="checkbox"/>	BAKER	LUCIEN	2010101013	6/25/2011	03	

Student Management Menu




Viewing Student Detail Information

Use the Manage Students page to view student detail information, such as date of birth, grade and gender.

1. To view a student's detail information,
 - A Click **Manage Students** from the Student Management menu and enter your search criteria.
 - B Click the **Find Students** button.
 - C Click the **View/Edit** icon () in the Action column for the student whose information you want to display. The Edit Student page appears.



The screenshot displays the 'Manage Students' interface. At the top, there are navigation tabs for 'Student Management' and 'Manage Students'. Below this, a search form is provided with various filters. A red asterisk indicates required fields. The filters include Administration (WA-AIM Testing), District (DRC Use Only - Sample Dist), School (DRC Use Only - EIS Sample), Last Name, First Name, SSID, Grade, Demographic, Content Area, Session, Online Test Status, and Session Assignment. There are 'Find Students' and 'Clear' buttons. Below the search form is a table titled 'Students' with columns for Last Name, First Name, SSID, Date Of Birth, Grade, and Action. The table contains three rows of student data. The first row, PSURVEY1, has a 'View/Edit' icon in the Action column, which is highlighted with a 'C'.

Last Name	First Name	SSID	Date Of Birth	Grade	Action
PSURVEY1	SPRING19	888888801	1/15/2001	10	
PSURVEY10	SPRING19	888888810	1/15/2008	03	
PSURVEY11	SPRING19	888888811	2/22/2008	03	

D Click the **Student Detail** tab to display the selected student's information.

Note: You cannot edit student data. If any student data is incorrect, please contact OSPI at wa.aim@k12.wa.us to request an update to the data.


The screenshot shows the 'Edit Student' interface. At the top, there is a blue header with the title 'Edit Student'. Below the header is a tabbed interface with three tabs: 'Instructions', 'Student Detail', 'Demographics', and 'Test Sessions'. The 'Instructions' tab is currently selected, showing a red asterisk and the text '* Indicates required fields'. Below this, there are four input fields: 'Last Name' with the value 'SAMPLE', 'First Name' with 'GRADE12', 'Middle Initial' (empty), and 'SSID' with '1123456780'. Each of these fields has a red asterisk to its right. A blue circle with the letter 'D' is positioned over the 'Last Name' field. Below the name fields are three tabs: 'Student Detail', 'Demographics', and 'Test Sessions'. The 'Student Detail' tab is selected, showing a form with several fields: 'Administration' (a dropdown menu), 'District' (a dropdown menu), 'School' (a dropdown menu), 'Date of Birth' (a text input with '02/03/1999' and '(mm/dd/yyyy)' below it), 'Grade' (a dropdown menu), and 'Gender' (a dropdown menu). The 'Date of Birth' field has a red asterisk to its right. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

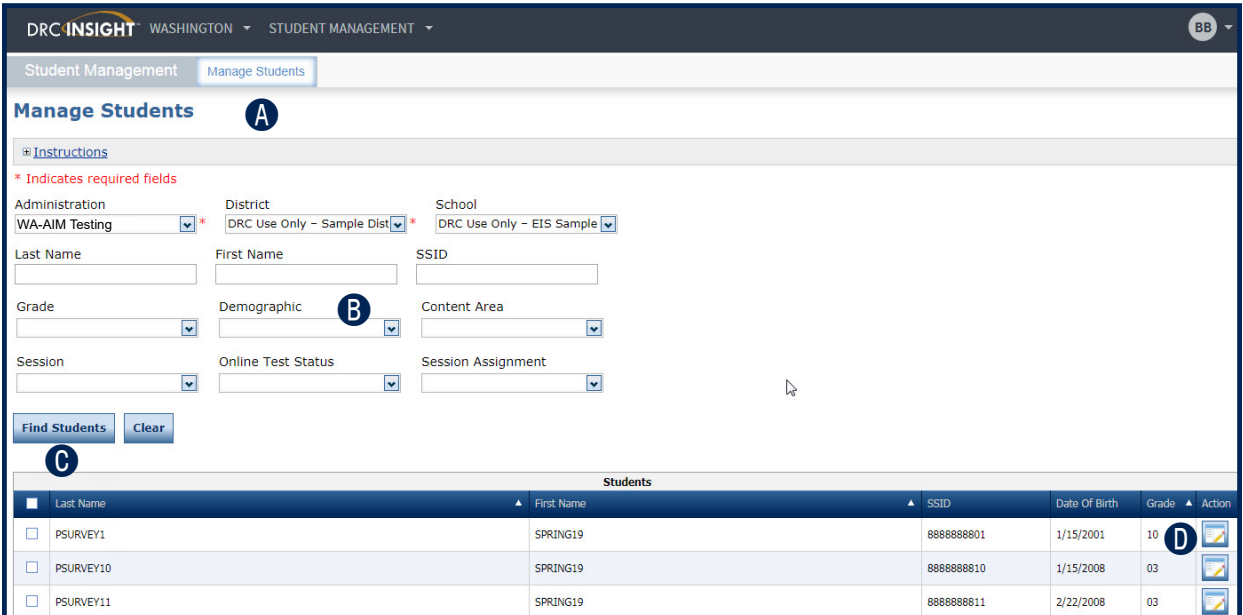
Student Management Menu

Viewing Student Demographic Information




Use the Manage Students page to view student demographic information. You can use the Demographic drop-down to filter students by specialty code (see below).

⚠ Important: Students will be loaded into the DRC INSIGHT Portal from a Pre-ID file provided by OSPI. Student data cannot be edited by users within the DRC INSIGHT Portal. If data is incorrect, update the student information in CEDARS, which updates the DRC INSIGHT Portal.

1. To view a student's demographic information,
 - A Click **Manage Students** from the Student Management menu and enter your search criteria.
 - B Use the **Demographic** drop-down menu to filter students by a particular specialty code.
 - C Click the **Find Students** button.
 - D Click the **View/Edit** icon () in the Action column for the student whose information you want to view.



The screenshot displays the 'Manage Students' interface in the DRC INSIGHT WASHINGTON system. It features a search form with various filters and a table of student records. The 'Demographic' filter is highlighted with a blue circle 'B'. The 'Find Students' button is highlighted with a blue circle 'C'. The 'Action' column in the table is highlighted with a blue circle 'D'.

Last Name	First Name	SSID	Date of Birth	Grade	Action
PSURVEY1	SPRING19	888888801	1/15/2001	10	
PSURVEY10	SPRING19	888888810	1/15/2008	03	
PSURVEY11	SPRING19	888888811	2/22/2008	03	

2. The Edit Student page appears.

- A Click the **Demographics** tab to display the selected student's information.

Note: You cannot edit student demographic data.

⚠ Important: For students who will be assessed through the Engagement Rubric, the Engagement Rubric box must be checked before the Test Administrator registers forms to students. If the Engagement Rubric designation is incorrect, the DTC should remove the Engagement Rubric indicator in the Washington Assessment Management System (WAMS).

The screenshot shows the 'Edit Student' form with the 'Demographics' tab selected. The form includes a header 'Edit Student' and a sub-header 'Instructions'. Below this, a red asterisk indicates required fields. The form contains four input fields: 'Last Name' (with 'Student' entered), 'First Name' (with 'Training' entered), 'Middle Initial' (empty), and 'SSID' (with '1234567890' entered). A blue circle with the letter 'A' is positioned over the 'First Name' field. Below the input fields are three tabs: 'Student Detail', 'Demographics', and 'Test Sessions'. The 'Demographics' tab is active, showing a list of checkboxes: 'Engagement Rubric', 'New Non-English Proficient (NNEP)', 'Foreign', 'Private', and 'Home-based'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Viewing a Student's Registration Details

ⓘ Important: Status should be monitored and changes to registrations should be managed in the Registration application. See "Registration" on page 55.

Item and Form Management



INTRODUCTION

The Item and Form Management section of the DRC INSIGHT Portal for WA-AIM is where Test Administrators manage and create forms used for assessments.

Test Administrators can use pre-existing forms or create their own by choosing items from content areas and assign them to a registration.

Online Help

Item and Form Management has online help that is launched directly from the DRC INSIGHT Portal. The [Item and Form Management Online Help](#) covers all aspects of the Item and Form Management functionality, including:

- Preview a Public Form
- Create a Form
 - Form Purpose - Final, Baseline, Instructional
 - Form Status - Archived, Draft, Published
 - Create a Form Using Form Definition
 - Create a Form Using the Items List
- Clone a Form
- Delete a Form
- Print a Form

Registration



INTRODUCTION

The Registration application is where Test Administrators manage assessment registrations for final forms – either associating students with pre-built Final forms or Final forms they have already created in Item and Form Management.

Test Administrators/Teachers can see only students that are enrolled in their schools.

See "Searching for Students" on page 45 for information regarding registering students in Washington Assessment Management System (WAMS).

⚠ Important: Use the Registration application to monitor test completion and/or registration status.

Online Help

Registration has online help that is launched directly from the Registration interface in the DRC INSIGHT Portal. The [Registration Online Help](#) covers all aspects of using the registration functionality, including:

- Register a Student for a Published Form
- Register a Student for an Engagement Rubric (ER) Form
- Add/Remove Forms to an Existing Registration
- Remove a Form While Creating a Registration
- Cancel a Registration

Student Performance Data



INTRODUCTION

Student Performance Data is where Test Administrators enter assessment results after administering Final forms to students. Students must first be associated with Final forms in Registration for the corresponding assessments to appear in Student Performance Data.

Online Help

Student Performance Data has online help that is launched directly from the Student Performance Data interface in the DRC INSIGHT Portal. The [Student Performance Data Online Help](#) covers all aspects of using the student performance data functionality, including:

- Complete a Student Characteristics Survey (SCS)
- Complete a Standard Assessment
- Complete an Engagement Rubric (ER) Form

Report Delivery Menu



INTRODUCTION

From the Report Delivery menu, DRC INSIGHT Portal users can access status reports and view, download, and print online testing results.

Accessing Reports

1. To access Report Delivery in the DRC INSIGHT Portal, do the following:

- A** Go to **MY APPLICATIONS** and select **Report Delivery** under SCORING AND REPORTING.
- B** Select **On-Demand Reports**.
- C** Select the desired report title from the **Please Select a Report** dropdown. Additional search fields are required as you select options from each field.

Note: The Language filter is enabled and required for the Individual Student Reports. The Individual Student Reports are available in English and five other languages—Arabic, Spanish, Russian, Somali, and Vietnamese.

- D** Once all required filters have been completed, options to **Display Students** and/or **Download Report** will be enabled.

Note: The Student Roster Report is at the school level so the Display Students option does not display for that report.

The screenshot shows the DRC INSIGHT Portal interface for Report Delivery. At the top, there is a navigation bar with 'DRC INSIGHT WASHINGTON REPORT DELIVERY' and a user profile icon 'WE'. Below this, there are tabs for 'On-Demand Reports', 'Published Reports', and 'Manage Reports'. The 'On-Demand Reports' tab is active. A search filter section contains several dropdown menus: 'Please Select a Report:' (set to 'Individual Student Report'), 'Administration:' (set to 'WA-AIM Spring 2021'), 'District Name:' (set to 'DRC Use Only - Sample District'), 'School Name:' (set to 'DRC Use Only - EPM Sample School'), 'Language:' (set to 'English'), and 'Grade:'. To the right of these filters are two buttons: 'Display Students' and 'Download Report'. Below the filters is a table titled 'Students' with columns for 'Select', 'Name', 'SSID', 'Grade', and 'Action'. The table contains two rows of student data.

Select	Name ↑	SSID	Grade	Action
<input type="checkbox"/>	AADEMO, LILY	5555555527	12	
<input type="checkbox"/>	ABDEMO, OLIVIA	5555555553	05	

2. When Download Report is selected, a PDF is generated with pages for all records that match the specified criteria in the filters. When Display Students is selected, a list of all students matching search criteria is presented below the filters. You can then do the following:
 - A Download a single Individual Student Report by clicking the download button in the Action column;
 - B Download reports for a subset of students returned in the results by clicking the checkboxes in the Select column and then the **Download All Selected** button at the bottom of the page;
 - C Or click the **Download Report** at any time to produce a PDF with reports for all students listed.

The screenshot shows the 'Report Delivery Menu' interface. At the top, there are several filter dropdowns: 'Please Select a Report:' (set to 'Individual Student Report'), 'Administration:' (set to 'WA-AIM Spring 2021'), 'District Name:' (set to 'DRC Use Only - Sample District'), 'School Name:' (set to 'DRC Use Only - EPM Sample School'), 'Language:' (set to 'English'), and 'Grade:' (empty). To the right of these filters are two buttons: 'Display Students' and 'Download Report'. A circled 'C' is placed over the 'Download Report' button.

Below the filters is a table titled 'Students'. The table has columns for 'Select', 'Name', 'SSID', 'Grade', and 'Action'. The 'Select' column contains checkboxes, some of which are checked. The 'Action' column contains download icons. A circled 'A' is placed over the download icon for the first student, 'AADEMO, LILY'. A circled 'B' is placed over the 'Download All Selected' button at the bottom left of the table area. At the bottom right of the table area, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 82'.

At the bottom of the page, there is a footer with the text '© DRC Insight 2021', 'Terms of Use', 'Privacy Policy', 'Browser Requirements', and the 'DRC' logo.

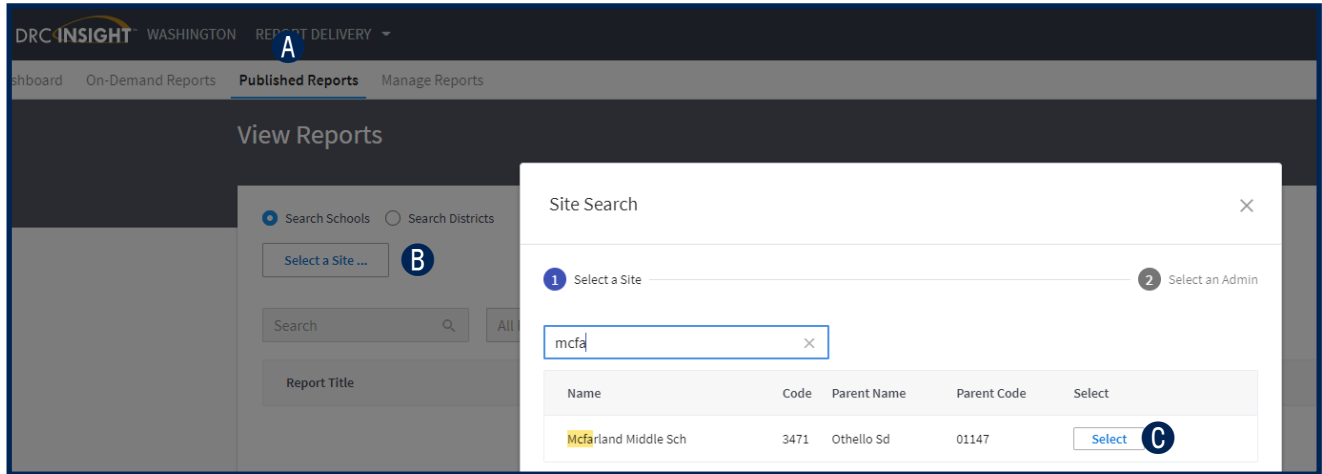
Select	Name ↑	SSID	Grade	Action
<input checked="" type="checkbox"/>	AADEMO, LILY	555555527	12	
<input checked="" type="checkbox"/>	ABDEMO, OLIVIA	555555553	05	
<input type="checkbox"/>	BBDEMO, LOGAN	555555528	12	
<input type="checkbox"/>	CADDEMO, RON	555555578	07	
<input checked="" type="checkbox"/>	CBDEMO, OAKLEY	555555554	05	
<input type="checkbox"/>	CCDEMO, LUCAS	555555529	12	
<input checked="" type="checkbox"/>	CDDEMO, ROSE	555555579	07	
<input type="checkbox"/>	CEDEMO, ROBERT	555555580	07	
<input type="checkbox"/>	CFDEMO, SPENCER	555555581	08	
<input type="checkbox"/>	CGDEMO, SARA	555555582	08	

Report Delivery Menu

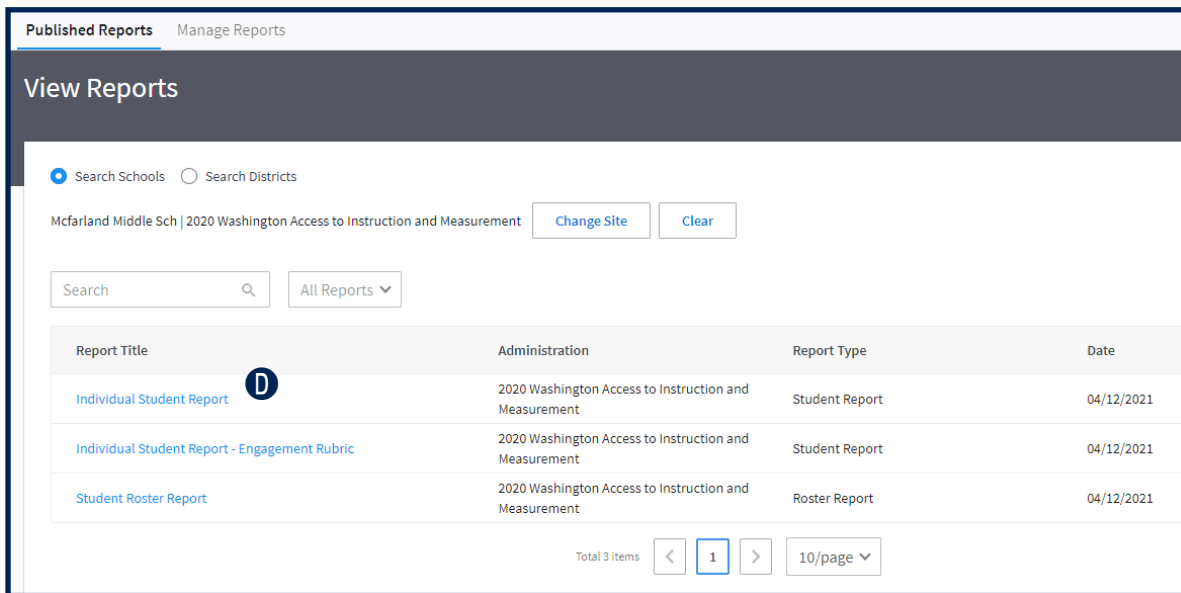
Accessing Published Reports

1. To access Published Reports from past administrations in the Report Delivery application in the DRC INSIGHT Portal, do the following:

- A Select the **Published Reports** tab.
- B Click the **Select a Site ...** button and start typing the school name or number in the search bar.
- C Click **Select** next to an admin.



- D Click the link to the report you wish to view in the **Report Title** column. This will produce a PDF of all the available reports for that school.



Contact Information

Please consult the [training and support](#) documents posted to the WA-AIM section of the [OSPI website](#).

For inquiries related to WA-AIM policies and procedures, please contact [OSPI](#) at wa.aim@k12.wa.us.

For all inquiries related to administering the WA-AIM on the DRC INSIGHT Portal, please contact WA-AIM Customer Care at:

Phone: 1-800-569-2667

Email: waaimhelpdesk@datarecognitioncorp.com

Monday through Friday 7:30 a.m. to 5:00 p.m. Pacific

