



# **2022–2023 WIDA Assessment Management System (WIDA AMS)**

## **User Guide**

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## Introduction

What's New	7
Test Monitoring Application	7
Enhanced WIDA AMS Landing Page	7
What's Covered in This Guide	8
Introduction to the WIDA AMS Permissions Matrix	11

## Working with WIDA AMS

Accessing WIDA Assessment Management System	13
Managing Your Account	17
Managing Your Account—Changing Your Password	18
Managing Your Account—Recovering a Forgotten Password	19
Displaying the Security Agreement	20
Displaying the Minimum Browser Requirements	21
Displaying the WIDA System Status Page	22

## General Information Menu

Introduction	24
--------------	----

## User Management Menu

Introduction	26
Editing a Single User's Permissions	26
Editing Multiple Users' Permissions	29
Assigning a User to an Administration	30
Resetting a User's Password	32
Inactivating a User	33
Activating a User	34
Adding a User to WIDA AMS	35
Adding a User to WIDA AMS with a Permission Set	36
WIDA AMS Permissions Matrix	38
Uploading Multiple Users to WIDA AMS	42

## Materials Menu

Introduction	45
Materials Ordering	46
Ordering Additional Materials	50
Additional Materials	51
Accountability Form	53
Return Materials Receipt Report	55

### **Student Management Menu**

Introduction	57
Editing a Student's Information	58
Editing a Student's Accommodations	59
Editing a Student's Demographics	61
Adding or Removing a Do Not Score Indicator—ACCESS for ELLs	62
Editing a Student's Test Sessions	63
Adding a Student to WIDA AMS	64
Uploading Multiple Students to WIDA AMS	65
Export Student Process	67
Overview	67
Permissions Information	67
Exporting Student Records	68
Updating Existing Multiple Students	71
Matching Student Records	71
Changing Districts and/or Schools before Testing	71
Student Transfer Form	72
Using the Student Transfer Form	74
Student Status Dashboard	76
Selecting a Site (School) in the Dashboard	77
Using the Dashboard	78
Filtering the Dashboard	81

### **Test Management Menu**

Introduction	84
The Test Sessions Option	85
Adding a Test Session	86
Adding a New Student to a Test Session	89
Viewing and Editing a Test Session	90
Exporting a Test Session	93
Copying a Test Session	94
Printing Test Tickets and Rosters	96
Deleting a Test Session	97
Using the Tier Placement Report	98
Uploading Multiple Test Sessions to WIDA AMS	99
Displaying a Test Session Status Summary	101
Transferring Students between Schools	102



## **Test Monitoring Application**

Introduction	106
How It Works	106
Configure a Test Session for Test	107
Monitoring Online Help for Test Monitoring	108
Generating and Using a Monitoring Code	108
Test Monitoring Dashboard	109

## **Screener Scoring**

Introduction	111
Student Responses in WIDA AMS	111
Providing Access to Educator Scoring	112
Using Screener Scoring in WIDA AMS	115
Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses	116
Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking	119
Scoring Resources for Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses	120
Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring	122
Scoring Grades 4–12 Writing in Screener Scoring	123
Entering Speaking Scores into Screener Scoring	125
Exiting Screener Scoring	127
Screener Data File Export	128
Important Notes About the Screener Scoring Extract	128
Error Messages	129
Performing a Screener Data File Export	130
Screener Student Data File Layout	132

## **Report Delivery Menu**

Introduction	136
Status Reports	137
Online Testing Statistics Reports	139
Test Results Reports	140
Displaying Test Results	141
On-Demand Reports	142

# Introduction



### What's New

The following are new features and applications added to WIDA AMS for 2022-2023:

#### ***Test Monitoring Application***

The Test Monitoring Application (TMA) in WIDA AMS allows Test Monitors to monitor participant testing activity throughout the duration of their test using a secure dashboard for the 2022-2023 ACCESS and Screener administrations. TMA permissions will be given to State, District, School, and Test Administrator roles (Technology Coordinators will not get this permission). Test Monitors can pause individual or all testing activity for any scenario that requires the test to be put on hold (example: fire drill).

For more information on Test Monitoring, see “Configure a Test Session for Test Monitoring” on page 107.

#### ***Enhanced WIDA AMS Landing Page***

The WIDA AMS landing page has been enhanced with quick navigation buttons to help users easily proceed to the most frequently used functions.

Content has been organized into two tabs, Get Help and Public Test Resources, for easy access upon logging in to WIDA AMS.

For more information on the WIDA AMS landing page, see “Working with WIDA AMS” on page 12.

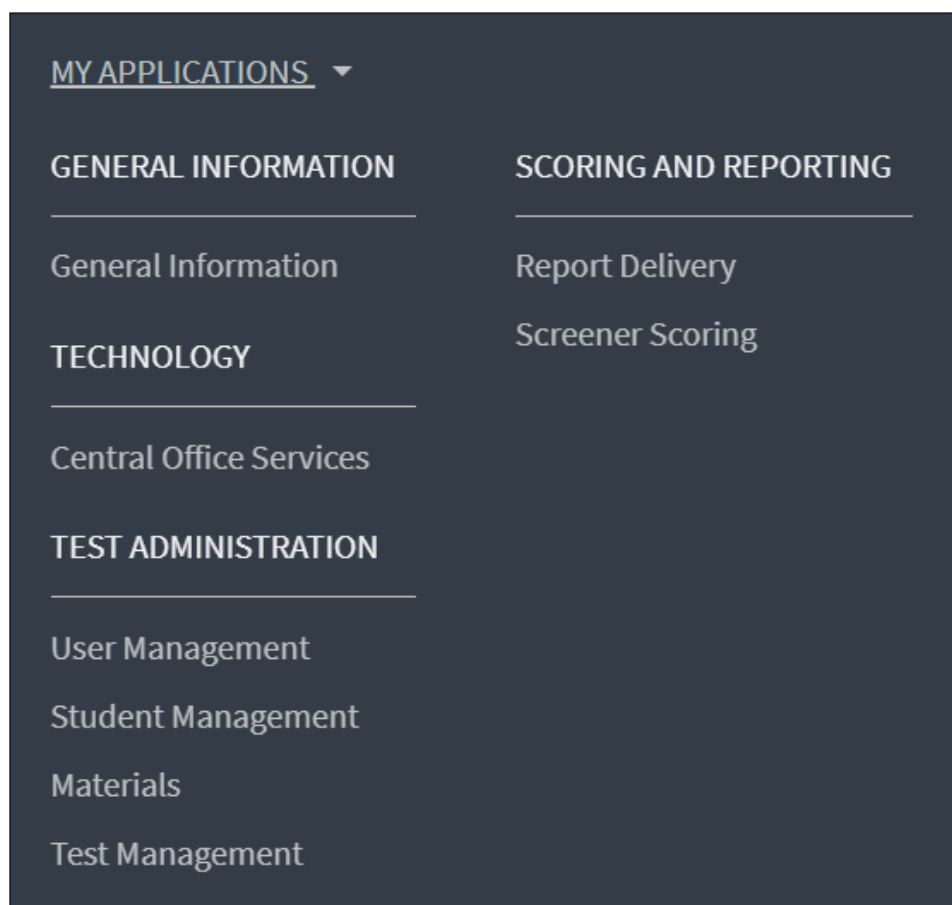
### What's Covered in This Guide

This user guide discusses the WIDA Assessment Management System (or WIDA AMS), the interface for the administrative functions of the DRC INSIGHT Online Learning System. WIDA AMS is used by educators with the following roles: Test Coordinator, Technology Coordinator, and Test Administrator. The primary audience for this guide includes WIDA AMS end users and administrators.

This how-to guide covers the portions of WIDA AMS that these users must be familiar with in order to perform administrative functions for testing with DRC INSIGHT. Additional policy guidance on WIDA AMS is addressed in the WIDA Secure Portal, which houses training for each WIDA assessment. This user guide supplements that training as a technical resource for completing tasks in WIDA AMS. As a result, it is not necessary to read it cover to cover. Instead, refer to the appropriate sections and topics when you need more specific direction.

### Primary Menu—Main Navigation Menu on WIDA AMS Portal

The application menu allows for navigation between applications, such as Student Management, Test Management, and Materials, within the WIDA AMS Portal.



## What's Covered in This Guide (cont.)

The following table describes the various sections of this user guide. This guide covers WIDA AMS functionality for both the ACCESS for ELLs and WIDA Screener Online assessments, and some sections/topics of the guide do not apply to both assessments. The Assessment column indicates which assessment—ACCESS for ELLs, WIDA Screener Online, or both—the section applies to.

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Assessment</u></b>
<i>Introduction</i>	Describes the content, audience, and scope of this user guide and introduces the WIDA AMS Permissions Matrix	ACCESS for ELLs and WIDA Screener Online
<i>Working with WIDA AMS</i>	Describes how to access WIDA AMS as well as some of its more common menu functions and options, and the WIDA System Status page	ACCESS for ELLs and WIDA Screener Online
<i>General Information Menu</i>	Provides an overview of the various informational options available from this menu, including documents to download, announcements, test demos, sample items, and technology (software) downloads	ACCESS for ELLs and WIDA Screener Online
<i>User Management Menu</i>	Details the various administrative tasks that Test Coordinators, Technology Coordinators, and Test Administrators can perform using WIDA AMS, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users	ACCESS for ELLs and WIDA Screener Online
<i>Materials Menu</i>	Describes Materials Ordering, the process by which districts and schools can order materials or additional materials for the ACCESS for ELLs suite of assessments	ACCESS for ELLs

## What's Covered in This Guide (cont.)

<u>Section</u>	<u>Description</u>	<u>Assessment</u>
<i>Student Management Menu</i>	<p>Describes the process of preparing student information for testing by adding students and editing their data</p> <p>Covers the method for submitting students' Pre-ID data using the WIDA AMS Upload Multiple Students function</p> <p>Also describes the processes of exporting student information from and importing student information to WIDA AMS</p>	ACCESS for ELLs and WIDA Screener Online
<i>Student Management—Student Transfer Form</i>	Describes how District Test Coordinators use the Student Transfer form option to display, fill out, and submit the Student Transfer form to request the transfer of a student between districts within a state	ACCESS for ELLs
<i>Student Management—Student Status Dashboard</i>	Outlines how to access and use the Student Status Dashboard to display student testing status by school and administration	ACCESS for ELLs and WIDA Screener Online
<i>Test Management Menu</i>	Describes the process of creating and editing test sessions, printing test tickets, and monitoring tier placement	ACCESS for ELLs and WIDA Screener Online
<i>Test Monitoring Application</i>	Describes the process of monitoring students testing in a secure dashboard.	ACCESS for ELLs and WIDA Screener Online
<i>Report Delivery Menu</i>	<p>Describes how to view student reports, data files, and online results</p> <p>Provides the status reports for tracking test activity in a particular district and school</p> <p>Also provides various testing statistics reports as well as access to screener export</p>	ACCESS for ELLs and WIDA Screener Online
<i>Screener Scoring</i>	The WIDA Screener Online is locally scored using WIDA AMS Educator Scoring. This section describes the process of giving a certified scorer access to WIDA AMS Educator Scoring and explains how to score Speaking responses and Writing responses	WIDA Screener Online

## Introduction to the WIDA AMS Permissions Matrix

For online testing, WIDA AMS categorizes people into various roles—District (District Test Coordinator), School (School Test Coordinator), Test Administrator, District Technology Coordinator, and School Technology Coordinator.

Within WIDA AMS, each role is assigned a permission set. Each permission within the set is associated with the specific testing function typically performed by the WIDA AMS user to handle the responsibilities associated with the role, as shown in the table below. For more information, see “WIDA AMS Permissions Matrix” on page 38.

Permission Set	Role	Description
District Test Coordinator	District	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.
District Technology Coordinator	District Technology Coordinator	This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.
School Test Coordinator	School	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.
School Technology Coordinator	School Technology Coordinator	This permission set is designed for Technology Coordinators at a school. These Technology Coordinators can help download testing software at the schools.
Test Administrator	Test Administrator	This permission set is designed for Test Administrators who are administering the online assessment (ACCESS for ELLs and/or WIDA Screener Online).

# Working with WIDA AMS





## Accessing WIDA Assessment Management System

You access WIDA Assessment Management System (WIDA AMS) from the Welcome to the WIDA Assessment Management System page.

1. To access WIDA AMS, enter the URL <https://www.wida-ams.us/default.aspx> in a supported browser. The Welcome to the WIDA Assessment Management System page appears, containing helpful information about documentation and support resources.
2. From the Welcome to the WIDA Assessment Management System page, you log in to WIDA AMS. Enter your username and password in the dialog box, and then click **Sign In**.

**WELCOME TO THE WIDA ASSESSMENT MANAGEMENT SYSTEM (AMS)**

WIDA AMS supports the administration of the ACCESS for ELLs suite of assessments and WIDA Screener Online.

Find technical and test administration materials in the [WIDA AMS library](#) (login not required).

**Logging in to WIDA AMS**

To access WIDA AMS, log in using your username (email address) and password.

If you do not have a WIDA AMS login, go to the 'Logging in' section of your WIDA member/state page. Find your member/state page by going to the WIDA website and using the drop down in the upper right corner. If you can't find what you're looking for, contact the WIDA Client Services Center.

Check the [DRC System Status Indicator](#) to see if all systems are operating normally or if there is an outage that could be affecting your work.

**Public Test Resources**

- View the [Test Demo](#) to demonstrate test features to students. The Test Demo is a series of videos that explain to students how they will take the online test and interact with the test platform.
- Use the [Test Practice Items](#) to help students understand how to respond to ACCESS for ELLs Online and WIDA Screener Online items on the test platform. While using the test practice items, students can familiarize themselves with the features available to them during the actual assessment. To access and view the Test Practice Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.
- Use the [Sample Items](#) to help students, educators, and families get a better understanding of ACCESS for ELLs Online. None of the sample items appear on the operational test; however, they are similar to items that students will see on the test. To access and view the Sample Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.

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### Accessing WIDA Assessment Management System (cont.)


You can access the WIDA Sample Items and Test Demo for ACCESS for ELLs Online and WIDA Screener Online on the WIDA AMS landing page under the Public Test Resources section.

**Note:** You do not need to be logged in to WIDA AMS to try these items, but you must be using a Chrome browser. If either the Test Demo or the Sample Items fail to appear when you click them, turn off your pop-up blocker.

[Get Help](#) [Public Test Resources](#)

### Public Test Resources

- View the [Test Demo](#) to demonstrate test features to students. The Test Demo is a series of videos that explain to students how they will take the online test and interact with the test platform.
- Use the [Test Practice](#) items to help students understand how to respond to ACCESS for ELLs Online and WIDA Screener Online items on the test platform. While using the test practice items, students can familiarize themselves with the features available to them during the actual assessment. **To access and view the Test Practice Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.**
- Use the [Sample Items](#) to help students, educators and families get a better understanding of ACCESS for ELLs Online. None of the sample items appear on the operational test; however, they are similar to items that students will see on the test. **To access and view the Sample Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.**




Select a Test Demo by Clicking on the buttons below.

Grades  
**1-3**

Grades  
**4-5**

Grades  
**6-12**

PLEASE NOTE: On some iPads, you MUST press the PLAY button to start each video.



**ACCESS  
for ELLs®**  
Test Practice  
Test Sign In

**WIDA  
Screener**  
Check with your state for availability  
Test Practice  
Test Sign In

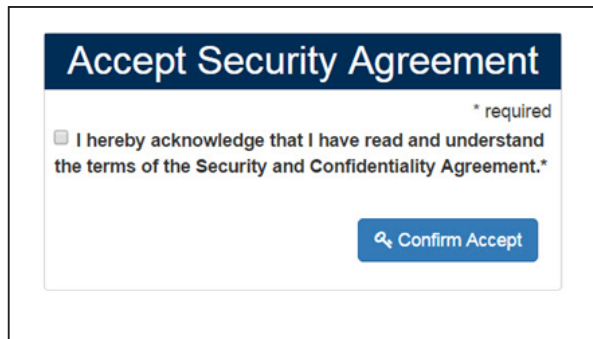
**Sample  
Items**  
View Sample Items

[Test Demo](#)

### ***Accessing WIDA Assessment Management System (cont.)***

3. The first time you log in to WIDA AMS, you must check the **Accept Security Agreement** checkbox and click **Confirm Accept** to continue.

**Note:** You cannot use WIDA AMS without checking this checkbox. To read the Security and Confidentiality Agreement, see “Displaying the Security Agreement” on page 20.



The screenshot shows a dialog box titled "Accept Security Agreement" with a dark blue header. Below the header, there is a checkbox and the text "I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*". A small asterisk with the word "required" is positioned to the right of the text. At the bottom right of the dialog box is a blue button with a magnifying glass icon and the text "Confirm Accept".

### Accessing WIDA Assessment Management System (cont.)

After a successful log-in, the WIDA AMS Welcome page appears with quick navigation buttons and other helpful information in a tabbed format about navigating the site.

**WIDA AMS**

Welcome, what would you like to do today?

- Add/Edit Users
- Add/Edit/View Students
- Add/Edit/View Test Sessions
- Download Individual Student Reports
- Score WIDA Screener Responses
- View Documentation
- Order and Manage ACCESS Materials
- Download Status Reports
- Install and Configure Testing Software

[Get Help](#) [Public Test Resources](#)

#### Get Help

The tabs you see above are based on your profile settings assigned by your education agency. You may not see all the menu options listed above.

##### DRC Customer Service

WIDA@datarecognitioncorp.com | 1-855-787-9615

Contact the DRC Customer Service for questions about:

- WIDA AMS logins and permissions
- Test material ordering for initial materials and additional materials
- Returning test materials
- Booklet Labels
- Editing/Adding student information
- Student transfers
- Editing/Adding test sessions
- Printing test tickets & Tier Reports
- Viewing Reports
- DRC INSIGHT Online Assessments software
- DRC Central Office Services (COS) and COS Service Devices

##### WIDA Client Services Center (CSC)

help@wida.us | 1-866-276-7735

Contact the WIDA CSC for questions about:

- WIDA Secure Portal user accounts
- ACCESS for ELLS suite of assessments
- WIDA Screener Paper and Online
- WIDA Screener for Kindergarten
- Kindergarten W-APT
- WIDA MODEL Paper, Online and Kindergarten
- Training and certification
- Test administration preparation and procedures
- Content of score reports
- Standards and Can Do Descriptors

Check the DRC System Status Indicator to see if all systems are operating normally or if there is an outage that could be affecting your work.

Review your member/state's page for questions about your state's testing policies, including accessibility and accommodations, accountability, and reclassification questions.

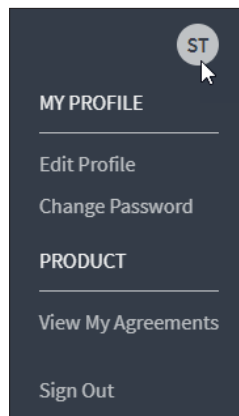
- When the WIDA AMS Welcome page appears, click on the tab containing the WIDA AMS functions that you have permission to use. (For more information about these functions, refer to the specific section in this user guide.)

## Managing Your Account

This section describes how to manage your WIDA AMS account. You can change your username, email address, name, or password.

**! Important:** If you are unable to change your username, email address, or name, please contact DRC Customer Service at 1-855-787-9615 or email [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).

To manage your account, log in to WIDA AMS and click your initials in the right-hand corner of any page to display a menu of options.



### Managing Your Account—Editing Your Profile

1. Select **Edit Profile** to display the **Manage my profile** page.
2. When the Manage my profile page is displayed, enter your first name in the **First Name** field (required), your last name in the **Last Name** field (required), and your middle name in the **Middle Name** field (optional), and your email address in the **Email** field (required). Click **Save** (or **Cancel** to cancel the process).

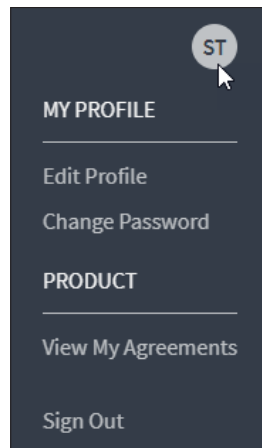
The form is titled 'Manage my profile'. It contains four input fields: 'First Name' with a red asterisk, containing the text 'State'; 'Middle Name' (optional), which is empty; 'Last Name' with a red asterisk, containing the text 'Test'; and 'Email' with a red asterisk, containing the text 'Stateuser12@gmail.com'. At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

### Managing Your Account—Changing Your Password

This section describes how to change your password within WIDA AMS for existing WIDA AMS users only. If you are a new WIDA AMS user, you receive an automated email containing a temporary username and a link (if you do not receive this email, please check your Junk or Spam folder). Clicking the email link will display a screen that allows you to choose your password. Then, you are prompted to read and accept the Security and Confidentiality Agreement to activate your account (see page 15). Existing users should follow these steps:

1. Select **Change Password** to change your WIDA AMS password. The new password must meet the following conditions:
  - Contain at least eight characters
  - Contain at least one numeric character
  - Contain at least one lowercase character
  - Contain at least one uppercase character
  - Contain at least one of the following special characters: !@#\$%^&\*

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



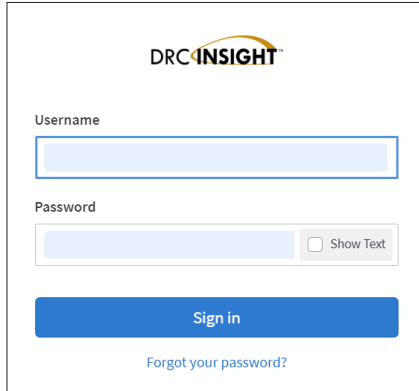
2. Enter your current password in the **Current Password** field and your new password in the **New Password** and **Confirm New Password** fields.
3. Click **Save** (or **Cancel** to cancel the process).

A light-themed form titled 'Manage my password'. It contains three password input fields, each with a 'Show Text' checkbox to its right. The fields are labeled 'Current Password \*', 'New Password \*', and 'Confirm New Password \*'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.

## Managing Your Account—Recovering a Forgotten Password

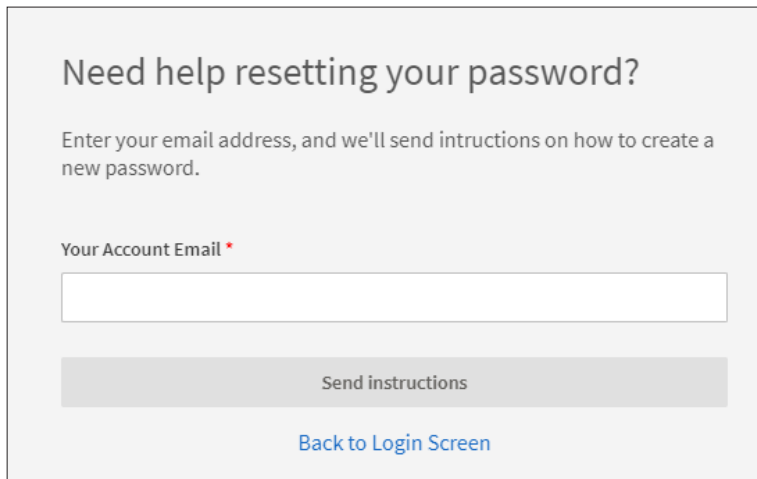
If you forget your password or username, you can attempt to recover it.

1. If you are an existing WIDA AMS user and you forget your username or password, click **Forgot your password?**



The image shows the DRC INSIGHT login interface. At the top is the DRC INSIGHT logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show Text' checkbox to its right. Below the input fields is a blue 'Sign in' button. At the bottom, there is a link that says 'Forgot your password?'.

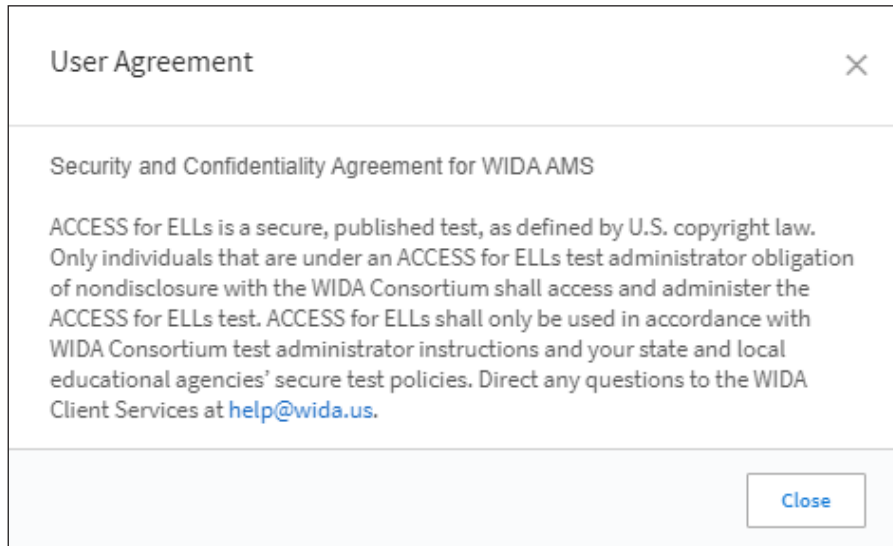
2. When the **Need help resetting your password?** page appears, enter your WIDA AMS email address in the **Your Account Email** field and click **Send instructions**. An email will be sent to you containing your password.



The image shows the 'Need help resetting your password?' page. It has a title 'Need help resetting your password?' and a subtitle 'Enter your email address, and we'll send instructions on how to create a new password.' Below this is a label 'Your Account Email' with a red asterisk. There is a text input field for the email address. Below the input field is a grey button labeled 'Send instructions'. At the bottom, there is a link that says 'Back to Login Screen'.

### ***Displaying the Security Agreement***

You can click **View My Agreements** to display the Security and Confidentiality Agreement for WIDA AMS. The first time you access WIDA AMS, you must accept the terms of the agreement to continue using WIDA AMS (see page 15).





## Displaying the Minimum Browser Requirements

You can click **Minimum Browser Requirements** at the bottom of any page to display browser requirements. This page lists the web browsers that are certified to be used with WIDA AMS, and includes resolution requirements, as well as Additional Information about JavaScript and cookies.

### 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 support<sup>1</sup> 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.

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<sup>1</sup> 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.

### Displaying the WIDA System Status Page

The WIDA System Status page provides ACCESS for ELLs and WIDA Screener Online end users a high-level summary and status of maintenance windows, general information, and system issues. This information may impact student testing in DRC INSIGHT, Test Management in WIDA AMS, or Customer Service phone lines and is updated automatically at regular intervals.

1. To display the WIDA System Status page, click the **DRC System Status Indicator** link at the bottom of the main WIDA AMS sign-on page: <https://wida-status.drccdirect.com>

Check the [DRC System Status Indicator](#) to see if all systems are operating normally or if there is an outage that could be affecting your work.

Review your member/state's page for questions about your state's testing policies, **including accessibility and accommodations, accountability, and reclassification questions.**

2. The WIDA System Status page displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.

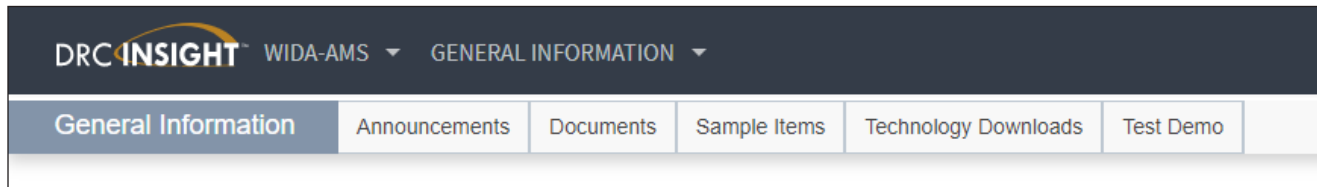
WIDA SYSTEM STATUS	
✔ All Systems Operational ✕	
Last refreshed at 3:22 PM <a href="#">Refresh</a>	
SERVICE	STATUS
Screener Scoring Local Student Scoring	Normal Operations
WIDA AMS Test Setup, Administration and Reporting	Normal Operations
DRC INSIGHT Online Testing Online Testing	Normal Operations
DRC provides current information on service availability. If you need additional assistance, please contact DRC Customer Service: <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> or 1-855-787-9615.	



## **General Information Menu**

### Introduction

When you open the WIDA AMS My Applications menu bar and select **General Information**, five options are available: Announcements, Documents, Sample Items, Technology Downloads, and Test Demo.



- Select **Announcements** to display the latest information regarding WIDA testing.
- Select **Documents** to select, open, and download various training items from the Training Materials page.
- Select **Sample Items** to become familiar with the format of online test items and try online testing tools.
- Select **Technology Downloads** to download the Central Office Services (COS) installer, the DRC INSIGHT installer, and the Capacity Estimator. From the Technology Downloads page you can download versions of DRC INSIGHT and COS for various operating systems and configurations.
- Select **Test Demo** to watch a test demo and become familiar with the online testing environment.

# User Management Menu



## Introduction

This section of the user guide discusses the various user administration tasks you can perform from the User Management option of the WIDA AMS My Applications menu bar, including how to do the following:

- Edit permissions for one or more users
- Assign a user to an administration
- Reset a user's password

.....  
**! Important:** If you need to change a user's username, email address, or name, please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615.  
.....

- Inactivate a user
- Activate a user
- Add a single user to WIDA AMS
- Upload multiple users to WIDA AMS







## Editing a Single User's Permissions



From the Edit User tab of the User Administration page, you can add or remove permissions for any user in the system.

**Note:** Typically, Test Coordinators and District Technology Coordinators are responsible for adding users and editing permissions. Users can assign only the permissions that are assigned to them.






1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.

The screenshot shows the 'User Administration' page with the 'Edit User' tab selected. The page includes a header with instructions, a section for filters (Administration, User Role, District, School, First Name, Last Name, Email), and a 'Find User' button. Below the filters is a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table lists two users: 'User' and 'Office'.

Last Name	First Name	Email Address	Action
User	Ima	iamuser@email.com	  
Office	Central	CentralOffice@DRCMI.com	  


2. On the Edit User tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.
3. In the Action column, use the **View/Edit** icon () to display the Edit User dialog box.
4. In the Action column, use the **View/Edit** icon () to display the Edit Permissions dialog box.

## Editing a Single User's Permissions (cont.)

5. When the Edit Permissions dialog box appears, select permissions from the Available Permissions list, or permissions from the Assigned Permissions list to remove. Use the Add Selected () or Remove Selected () icons to change the permissions, scroll to the bottom of the page, and click **Save**.
  - 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 (Windows) or **Command** button (Mac) while you select them.
  - Use the **Add All** () and **Remove All** () icons to add or remove all permissions.
  - Use the **Clone from Another User** icon () to copy another user's set of permissions.
6. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).






Permission-set

▼


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

Available Permissions

Administrator  
Documents - View  
Online Testing - Secured Resources  
Online Testing Statistics  
Students - Add/Edit  
Students - Download Students  
Students - Search/View  
Students - Upload  
Test Session - Add/Edit  
Test Session - Search/View  
Test Session - Status Summary

Assigned Permissions

To see the description, select a permission

Save

Cancel

### Editing a Single User's Permissions (cont.)

You can use a Permission Set to specify a group of permissions that have been defined for the user role you are editing in WIDA AMS. There is a Permission Set defined for the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator. For more information, see “WIDA AMS Permissions Matrix” on page 38.

**Note:** The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

The screenshot shows a web interface for configuring a permission set. At the top, a dropdown menu labeled 'Permission-set' has 'School Testing Coordinator' selected. Below this is a blue tip box that reads: 'Tip: When you select a permission, its description will display below the list'. The interface is divided into two main sections: 'Available Permissions' on the left and 'Assigned Permissions' on the right. The 'Available Permissions' list includes: Administrator, Documents - View, Online Testing - Secured Resources, Online Testing Statistics (highlighted in blue), Students - Add/Edit, Students - Download Students, Students - Search/View, Students - Upload, Test Session - Add/Edit, Test Session - Search/View, and Test Session - Status Summary. Between these two lists are four icons: a group of people, a right-pointing arrow, a left-pointing arrow, and a double left-pointing arrow. The 'Assigned Permissions' list is currently empty. At the bottom of the 'Available Permissions' list, there is a text prompt: 'To see the description, select a permission'. At the very bottom of the interface are two buttons: 'Save' and 'Cancel'.

1. To assign a Permission Set to the user, use the **Permission-set** drop-down menu and select the Permission Set that appears for the user role you are creating.

The permissions included in the set are highlighted in the Available Permissions list.

**Note:** You can add permissions that are not included in the Permission Set by following the instructions on the previous page. You can assign any permission that is assigned to you.

2. Use the **Add Selected** (▶) icon to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions list. You can add or remove individual permissions or all permissions.
3. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).

**Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (◀) icon before you click **Save**.



## Editing Multiple Users' Permissions

From the Edit User tab, you can add or remove permissions for multiple users in the system.

1. To edit permissions, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.

<input type="checkbox"/>	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>	DTC	Ima	imadtc@email.com	District Technology Coordinator	Alabama - Spring 2014	99999	

Copy to New Administrations Assign Permissions Remove Permissions Export All to Excel

2. Check the checkbox in the left-hand column for each user profile you want to edit.

**Note:** To edit multiple profiles, each profile must be the same user role.

3. Click **Assign Permissions** or **Remove Permissions** and adjust the permissions using the Add All (➡) and Remove All (⬅) icons when the Assign Permissions or Remove Permissions dialog box appears (see “Editing a Single User’s Permissions” on page 26).

Available Permissions

- Administrator
- Documents - View
- Online Testing - Secured Resources
- Online Testing Statistics
- Status Reports - District Reports
- Status Reports - State Reports
- Students - Add/Edit
- Students - Download Students
- Students - Search/View
- Students - Upload
- Test Session - Add/Edit

Assigned Permissions

To see the description, select a permission

Save Cancel

4. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).


### Assigning a User to an Administration

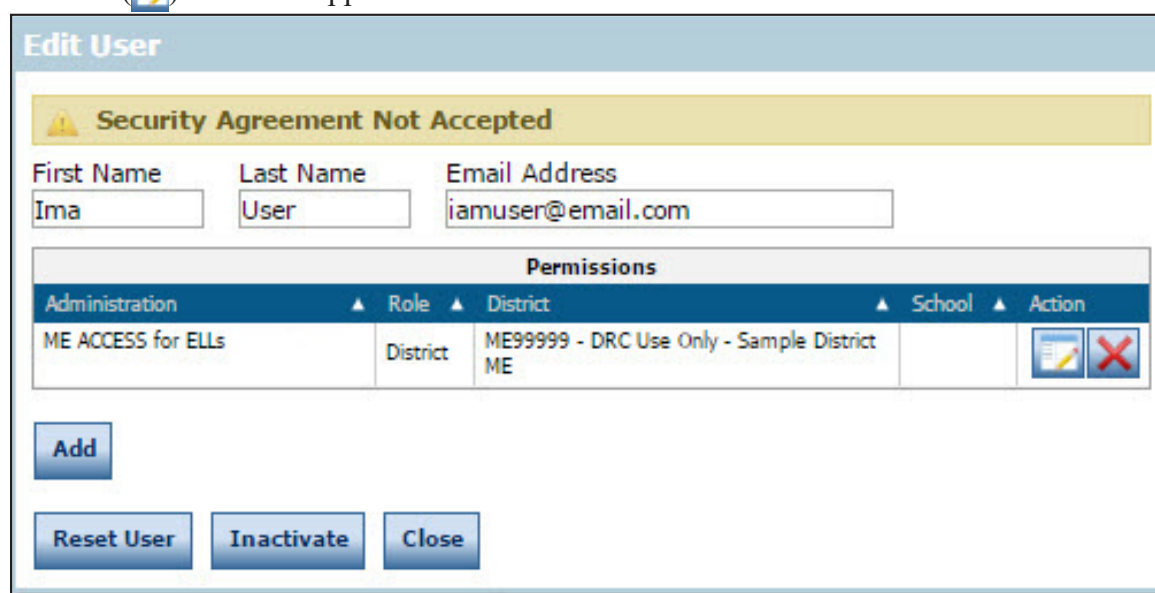
WIDA AMS allows users to administer different WIDA assessments (ACCESS for ELLs and/or WIDA Screener Online) called “administrations.”



**Note:** Some states may not be adopting WIDA Screener Online. For those states, “WIDA Screener Online” will not be a selectable administration.

Users must be associated with an administration in order to administer the assessment. From the **Edit User** tab, you can assign an existing user to other administrations within WIDA AMS.

**Note:** When new users are created (see “Adding a User to WIDA AMS” on page 35), an administration must be selected.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To assign a user to an administration, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**. In the Action column, click the **View/Edit** icon (). The user appears in the Edit User window.



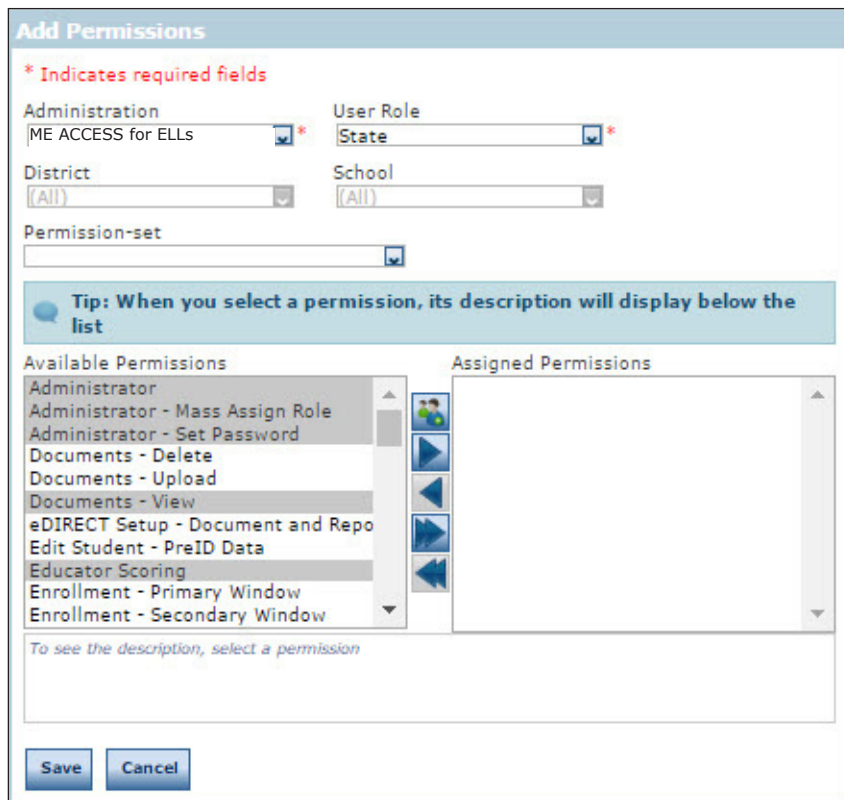
Administration	Role	District	School	Action
ME ACCESS for ELLs	District	ME99999 - DRC Use Only - Sample District ME		 

3. Click **Add**.
4. 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). For some roles, you can also select a permission set from the Permission-set drop-down menu.

**Note:** Some users may administer both the ACCESS for ELLs and WIDA Screener Online administrations. These users will need to have both administrations.

## Assigning a User to an Administration (cont.)

- If you selected multiple permissions (or a permission set) use the **Add Selected**  icon to assign the permissions from the Available Permissions list.



**Add Permissions**

\* Indicates required fields

Administration: ME ACCESS for ELLs \*  
 User Role: State \*  
 District: (All)  
 School: (All)  
 Permission-set:

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

**Available Permissions:**

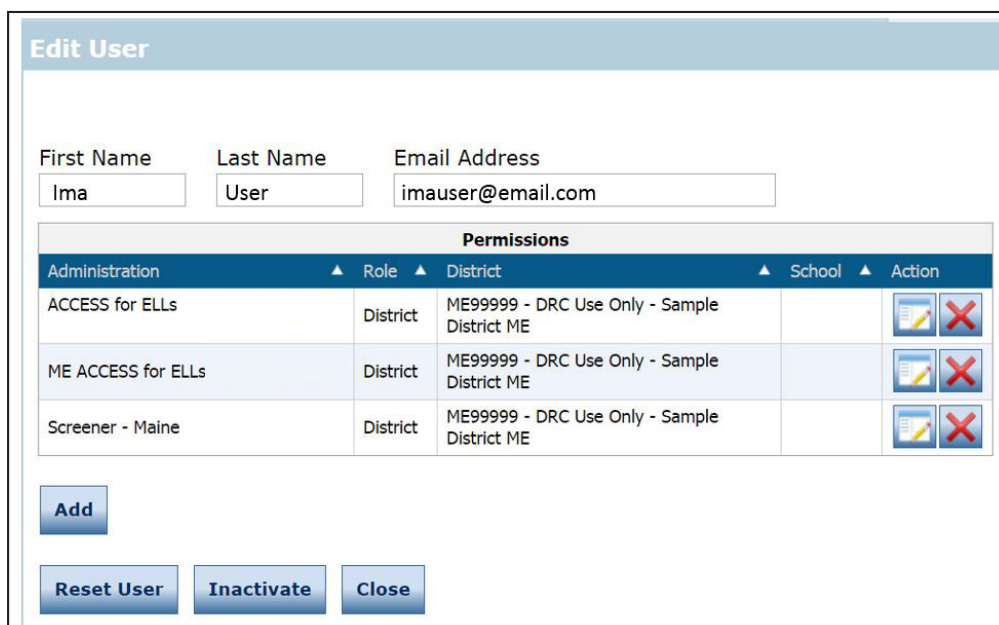
- Administrator
- Administrator - Mass Assign Role
- Administrator - Set Password
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Repo
- Edit Student - PreID Data
- Educator Scoring
- Enrollment - Primary Window
- Enrollment - Secondary Window

**Assigned Permissions:**

To see the description, select a permission







**Save** **Cancel**

- The permissions are moved to the Assigned Permissions list. Click **Save** to save your results (or **Cancel** to cancel the process).
- If you saved your changes, the Edit User window reappears with the user added to the new administration.



**Edit User**

First Name: Ima  
 Last Name: User  
 Email Address: imauser@email.com


Administration	Role	District	School	Action
ACCESS for ELLs	District	ME99999 - DRC Use Only - Sample District ME		 
ME ACCESS for ELLs	District	ME99999 - DRC Use Only - Sample District ME		 
Screener - Maine	District	ME99999 - DRC Use Only - Sample District ME		 

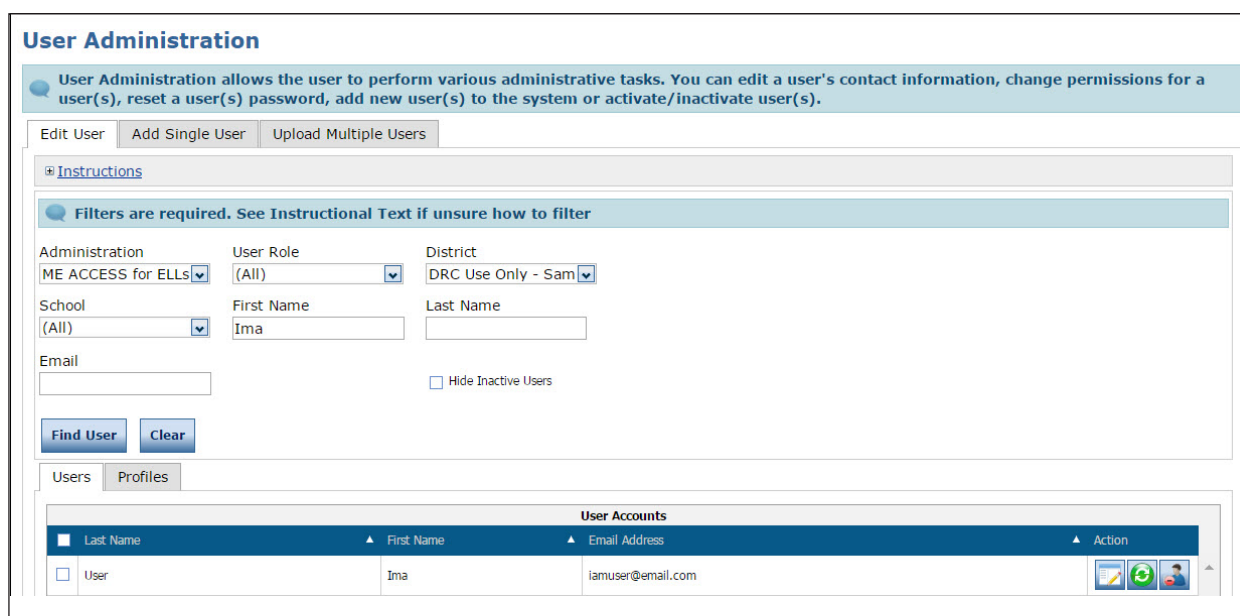
**Add**

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

### Resetting a User's Password

If a user does not log in with the temporary password within 160 days, the user must contact the Test Coordinator to have their password reset. If a user forgets their password, the user can recover it (see “Managing Your Account-Recovering a Forgotten Username or Password” on page 19). When a password is reset, an email notification is sent to the user.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To reset a password, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.
3. In the Action column, click the **Reset User** icon () for the user whose password you want to reset.



**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users




[Instructions](#)

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

Administration: ME ACCESS for ELLs | User Role: (All) | District: DRC Use Only - Sam | School: (All) | First Name: Ima | Last Name: | Email: | ☐ Hide Inactive Users

**Find User** **Clear**

Users | Profiles


User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	User	Ima	iamuser@email.com	  

4. When the Reset User dialog box appears, click **Reset User** to reset the user's password (or **Cancel** to cancel the process).

## Inactivating a User

You can inactivate WIDA AMS users who are currently active. When a user is inactivated, the user is unable to access WIDA AMS (to reactivate a user, see “Activating a User” on page 34). Typically, you inactivate users when their employment ends or their job responsibilities change.

**Note:** Users cannot be deleted from WIDA AMS. To remove a user from activity, simply inactivate the user. When a user is inactivated, the user **does not** receive an email.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To inactivate a user, select the **Edit User** tab, and use the drop-down menus and fields to enter search criteria to locate the user, and then click **Find User**.
3. In the Action column, click the **Inactivate** icon () for the user you want to make inactive.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User   Add Single User   Upload Multiple Users

[Instructions](#)

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

Administration: ME ACCESS for ELLs   User Role: (All)   District: DRC Use Only - Sam




School: (All)   First Name: Ima   Last Name:

Email:    ☐ Hide Inactive Users

**Find User**   **Clear**

Users   Profiles

**User Accounts**


<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	User	Ima	iamuser@email.com	  

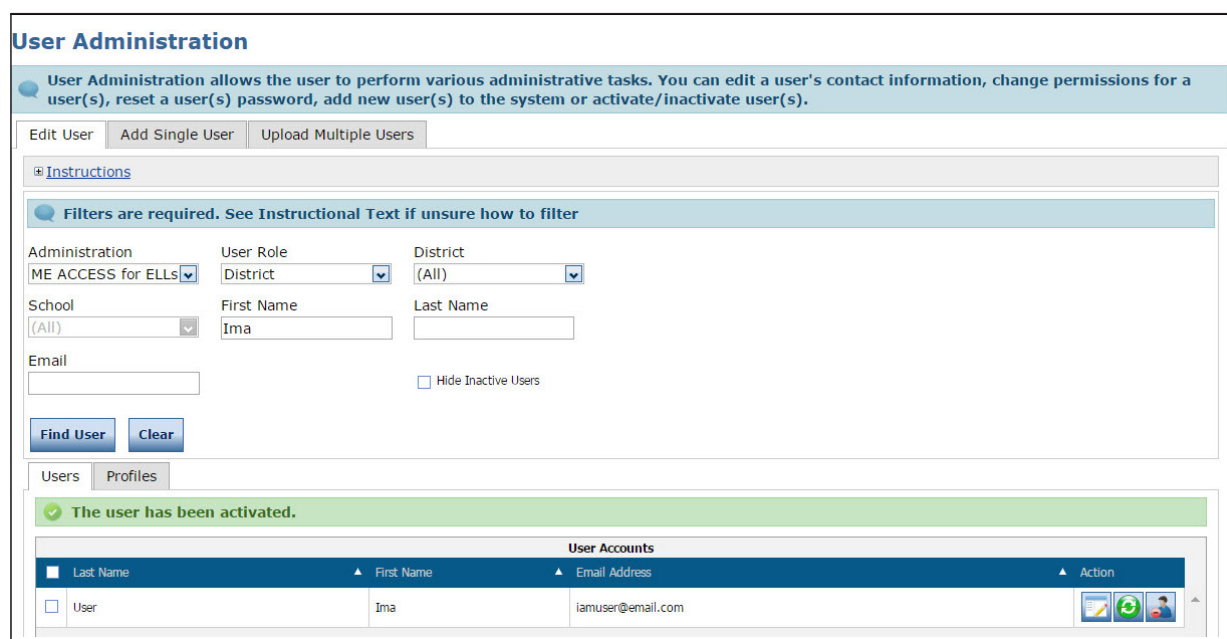
4. When the Inactivate User dialog box appears, click **Inactivate** to make the user inactive (or **Cancel** to cancel the process).

### Activating a User


You can activate a WIDA AMS user who is currently inactive so the user can access WIDA AMS again. 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 automatically activated when they first log in to WIDA AMS. Only users who were previously inactivated must be manually reactivated.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To activate a user, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.
3. 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.**



The screenshot shows the 'User Administration' interface. At the top, there's a title 'User Administration' and a descriptive paragraph: 'User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).' Below this are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Edit User' tab is active. Underneath, there's an 'Instructions' link and a message: 'Filters are required. See Instructional Text if unsure how to filter'. The filter section includes dropdowns for 'Administration' (set to 'ME ACCESS for ELLs'), 'User Role' (set to 'District'), and 'District' (set to '(All)'). There are also input fields for 'School' (set to '(All)'), 'First Name' (containing 'Ima'), and 'Last Name'. An 'Email' field is empty. A checkbox for 'Hide Inactive Users' is present. At the bottom of the filter section are 'Find User' and 'Clear' buttons. Below the filter section are two tabs: 'Users' and 'Profiles'. The 'Users' tab is active, showing a green success message: 'The user has been activated.' Below this is a table titled 'User Accounts' with columns: 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row for a user with 'Last Name' 'User', 'First Name' 'Ima', and 'Email Address' 'iamuser@email.com'. The 'Action' column for this user contains three icons: a document, a refresh, and a person with a checkmark (the activate icon).

Last Name	First Name	Email Address	Action
User	Ima	iamuser@email.com	

## Adding a User to WIDA AMS

When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see “WIDA AMS Permissions Matrix” on page 38 for permission recommendations by role).

1. To add a user to WIDA AMS, from the WIDA AMS My Applications menu bar, select **User Management**. When the User Administration page appears, select the **Add Single User** tab.
2. Fill out the required fields and select options from the required drop-down menus.

**Note:** A required field or menu option has a red asterisk (\*) next to it. A permission set must be selected and saved when a new account is created.

3. Select an available permission and use the **Add Selected** icon (▶) to assign the permission to the user (see “Editing a Single User’s Permissions” on page 26).

- **Note:** A description of the permission selected appears beneath the list of permissions.
- Click **Save** when you are finished.

### User Administration

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

[Edit User](#)
[Add Single User](#)
[Upload Multiple Users](#)

*\* Indicates required fields*

First Name  \*
 Middle Initial 
Last Name  \*

Email Address  \*

Administration  \*
 User Role  \*

District  \*
 School

Permission-set

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

Available Permissions	Assigned Permissions
Administrator	
Administrator - Mass Assign Role	
Administrator - Set Password	
Correction Primary Window	
Correction Secondary Window	
Documents - Delete	
Documents - Upload	
Documents - View	
Enrollment - Primary Window	
Enrollment - Secondary Window	
Maintain Administration - Edit Applica	

To see the description, select a permission

[Save](#)

### Adding a User to WIDA AMS with a Permission Set

You also can use a Permission Set to specify a group of permissions that have been defined for the user role you are creating in WIDA AMS. There is a default Permission Set defined for each of the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator.

**Note: Use District for District Test Coordinator and School for School Test Coordinator.**

The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

To assign a Permission Set to the user, enter the user's information as before, click the **Permissions-set** drop-down menu, and select the Permission Set that appears. The permissions included in the set will be highlighted in the Available Permissions list.

### User Administration

Edit UserAdd Single UserUpload Multiple Users

*\* Indicates required fields*

First Name  
Ima \*

Middle Initial

Last Name  
User \*

Email Address  
imauser@email.com \*

Administration  
MS ACCESS for ELLs \*

User Role  
District \*

District  
DRC Use Only - Sample Dis \*

School  
(All)

Permission-set  
District

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

Available Permissions

Assigned Permissions

Administrator

Administrator - Mass Assign Role

Administrator - Set Password

Correction Primary Window

Correction Secondary Window

Documents - Delete

Documents - Upload

Documents - View

Enrollment - Primary Window

Enrollment - Secondary Window

Export Students

To see the description, select a permission

Save



## Adding a User to WIDA AMS with a Permission Set (cont.)

**! Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (◀) icon before you click **Save**.

- Use the **Add All** (▶▶) icon to select all of the permissions, or add or remove permissions first. The permissions you select are moved to the Assigned Permissions list.

The screenshot shows the 'Permission-set' configuration window. At the top, there is a dropdown menu for 'District'. Below it is a blue tip box that reads: 'Tip: When you select a permission, its description will display below the list'. The interface is divided into two main sections: 'Available Permissions' on the left and 'Assigned Permissions' on the right. Between these sections are four icons: a group of people (Add All), a right-pointing arrow (Add), a left-pointing arrow (Remove), and a double left-pointing arrow (Remove All). The 'Assigned Permissions' list on the right contains the following items: Administrator, Administrator - Mass Assign Role, Administrator - Set Password, Correction Primary Window, Correction Secondary Window, Documents - Delete, Documents - Upload, Documents - View, Enrollment - Primary Window, Enrollment - Secondary Window, and Export Students. Below the lists is a text area with the prompt 'To see the description, select a permission'. At the bottom left is a blue 'Save' button.

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

# User Management Menu

## WIDA AMS Permissions Matrix

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
General Information	Documents	Documents–View	View documents	Yes	Yes	Yes	Yes	Yes
	Technology Downloads	Online Testing–Secured Resources	View secured online testing downloads and tutorials	Yes	Yes	Yes	Yes	
User Management	None	Administrator	Add/edit user accounts and profiles	Yes	Yes	Yes		
Materials	Additional Materials	Materials–Additional–View Edit	View/edit additional materials during the primary window	Yes				
Materials	Additional Materials	Materials–Additional–Primary Window	Access the Additional Materials menu during the Test Setup and Testing Window	Yes				
Materials	Materials	Materials–Accountability–User Information	Download and fill out the Accountability Form	Yes		Yes		
Materials	Materials	Manage Shipments	Confirm shipping address during the material order window	Yes		Yes		
Materials	Materials	Materials–Primary Window	Access the Materials menu	Yes		Yes		
Materials	Materials Ordering	Enrollment–Primary Window	Access Materials Ordering during the primary window	Yes		Yes		

<sup>1</sup> This permission set is designed for District Test Coordinators who should have access to WIDA AMS data for every school within the district.

<sup>2</sup> This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.

<sup>3</sup> This permission set is designed for School Test Coordinators who should have access to WIDA AMS data for a specific school.

<sup>4</sup> This permission set is designed for School Technology Coordinators. School Technology Coordinators can help download testing software at the schools.

<sup>5</sup> This permission set is designed for Test Administrators who are administering the online assessment.

**Note:** The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Materials	Return Materials Receipt Report	Materials–Return Materials Receipt	Access reports showing a summary/ detailed view of secure materials received by DRC	Yes		Yes		
Student Management	None (time driven)	Test Setup–Primary Window	Access the Student Management menu and Test Management menu functionality during the Test Setup and Testing Window	Yes		Yes		Yes
Student Management	Manage Students	Students–Search/View	Search/view student data  <b>Note:</b> This permission is required for all other Students permissions, Download Students, and so forth.	Yes		Yes		Yes
Student Management	Manage Students	Students–Add/Edit	Add/edit students and student data for online testing	Yes		Yes		
Student Management	Manage Students	Students–Download Students	Download a list of student information for all students in a school	Yes		Yes		
Student Management	Manage Students	Students–Upload	Upload a list of students and student data for online testing	Yes		Yes		
Student Management	Student Exports	Export Students	Export student data for sites for which the user has access	Yes				
Student Management	Student Transfer Form	Student Transfer Form	Submit request for district-to-district transfer of student records for students who moved during testing	Yes				

## User Management Menu

*WIDA AMS Permissions Matrix (cont.)*

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Student Management	Student Status Dashboard	Test Setup–View Student Status	View test status by student	Yes		Yes		Yes
Student Management	Data Validation	Corrections–Primary Window	Validate student records after testing	Yes				
Test Management	Manage Test Sessions	Test Session–Search/View	Search/view test sessions	Yes		Yes		Yes
Test Management	Manage Test Sessions	Test Session–Add/Edit	Add/edit test sessions	Yes		Yes		
Test Management	Manage Test Sessions	Test Session–Delete Pre-Created	Delete pre-created generic not-started test sessions.	Yes		Yes		
Test Management	Manage Test Sessions	Test Session–Status Summary	View testing status summary information	Yes		Yes		
Test Management	Manage Test Sessions	Test Session–Tier Placement Report	View and download the Tier Placement Report	Yes		Yes		Yes
Test Management	Manage Test Sessions	Test Session–Upload	Voluntarily upload custom made test sessions for testing	Yes		Yes		
Test Management	Manage Test Sessions	Test Tickets–View/Print	View and print student test tickets	Yes		Yes		Yes
Test Management	Test Monitoring Application	Test Monitoring–Access	Allows users to view the test monitoring dashboard and generate monitoring codes	Yes		Yes		Yes
Central Office Services	None	Test Setup–Central Office Services	Access Central Office Services	Yes	Yes	Yes	Yes	
Report Delivery	Online Testing Statistics	Online Testing Statistics	Track online testing activity	Yes				

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Report Delivery	Status Reports	Status Reports–District Reports	Access reports that display various district- and school-level testing activity	Yes				
Report Delivery	Test Results	Reports–View District Files	View district reports	Yes				
Report Delivery	Test Results	Reports–View School Files	View school reports	Yes		Yes		
Report Delivery	Test Results	View Reports–Download–District/School	Download all reports for a district, or school, for an administration	Yes		Yes		
Report Delivery	On-Demand Reports	View Dynamic Reports	Generate translated ACCESS for ELLs student reports and WIDA Screener Online student reports	Yes		Yes		
Screener Scoring	Screener Scoring	Educator Scoring	Access Educator Scoring for WIDA Screener Online	Yes				

### Uploading Multiple Users to WIDA AMS

From the User Administration window, you can upload a file containing multiple user profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The User Administration window contains links to both a Portable Document Format (PDF) layout that contains instructions and a sample template file that you can use to create the actual file.

1. To upload multiple users, select **User Management** on the WIDA AMS My Applications menu bar to display the User Administration page. Select the **Upload Multiple Users** tab.
2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.
3. Click **Sample File** to download or display the WIDA\_SampleUsers.csv file.

**Note:** This file is only a sample of the file you will upload to WIDA AMS.

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


4. Use the WIDA\_SampleUsers.csv file to create and save a user file to upload.

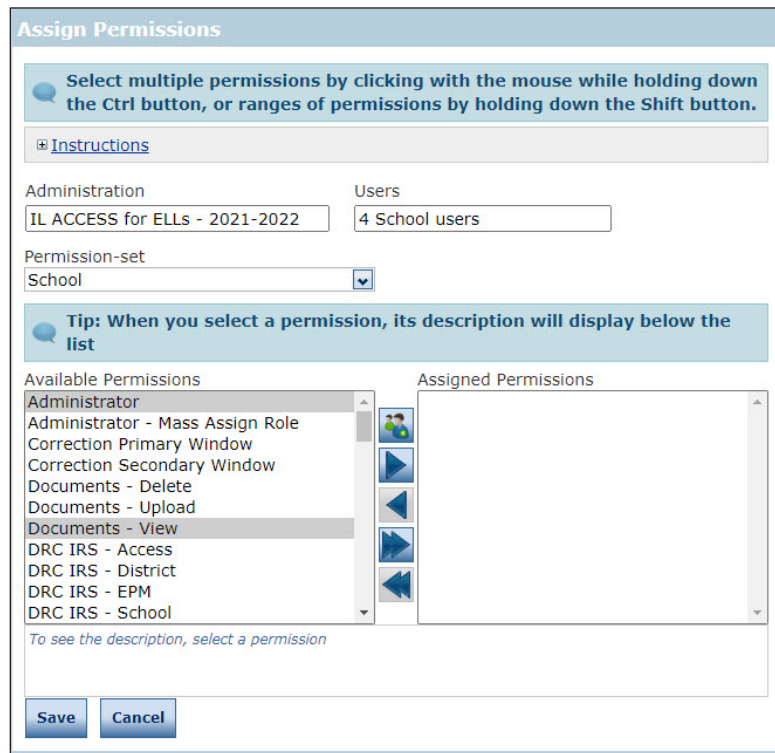
**Note:** Be sure to keep the header column rows in the file you upload. The header row must be intact when loading the file as the information is validated by column order. Removing a column, such as Middle Name, will prevent the file from loading.

The screenshot shows the 'User Administration' window. At the top, there's a 'CLOSE MENU' button. Below it, a description states: 'User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).' There are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is active. Below the tabs, a message says: 'First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).' There is an 'Instructions' link. A red asterisk indicates required fields. The 'Administration' dropdown menu is set to 'Screener - Maine'. The 'File' field has a 'Browse...' button. An 'Upload' button is at the bottom left. At the bottom, there is a 'User Listing' table with columns: First Name, MI, Last Name, Email Address, Role, District, School, and Upload Errors.


First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
------------	----	-----------	---------------	------	----------	--------	---------------

## Uploading Multiple Users to WIDA AMS (cont.)

5. After you have created a file to upload, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. The file is going through a validation process that can take some time.
  - If the file is formatted incorrectly, an error report will display. You must correct the errors and upload the file again (repeat steps 5-6).
7. If the file is formatted correctly, a confirmation message displays along with a message notifying you that newly created users have very limited access, and to use the grid below to assign permissions.
8. Click the **View/Edit** icon () to assign permissions by user role.
9. When you click the icon, the Assign Permissions window appears. Select a Permission Set.



The screenshot shows the 'Assign Permissions' window. At the top, there is a blue header bar with the title 'Assign Permissions'. Below the header, a blue box contains instructions: 'Select multiple permissions by clicking with the mouse while holding down the Ctrl button, or ranges of permissions by holding down the Shift button.' Below this is a link for 'Instructions'. The window has two main sections: 'Administration' and 'Users'. Under 'Administration', there is a dropdown menu showing 'IL ACCESS for ELLs - 2021-2022'. Under 'Users', there is a text box showing '4 School users'. Below these, there is a 'Permission-set' dropdown menu showing 'School'. A blue box with a tip says: 'Tip: When you select a permission, its description will display below the list'. The window is divided into two panes: 'Available Permissions' on the left and 'Assigned Permissions' on the right. The 'Available Permissions' list includes: Administrator, Administrator - Mass Assign Role, Correction Primary Window, Correction Secondary Window, Documents - Delete, Documents - Upload, Documents - View (highlighted), DRC IRS - Access, DRC IRS - District, DRC IRS - EPM, and DRC IRS - School. Between the panes are four arrow icons: a blue square with a white plus sign, a blue square with a white minus sign, a blue square with a white right-pointing arrow, and a blue square with a white left-pointing arrow. At the bottom of the window are 'Save' and 'Cancel' buttons. A small text note at the bottom left says: 'To see the description, select a permission'.

10. The default user permissions for the Administration you selected are highlighted in the Available Permissions area of the window. Click the **Add Selected** arrow icon () to move the permissions to the Assigned Permissions area of the window and click **Save**.

**Note:** If a user already has a WIDA AMS account, WIDA AMS will not create a new account.

**! Important:** The accounts and permissions created by the Multiple User Upload process are generated by email address. Please use only one email address per user for each file upload. Using the same email address multiple times in a file can cause the file upload process to fail.

# Materials Menu





## Introduction

Materials Ordering is the process by which districts and schools order materials for the ACCESS for ELLs suite of assessments. Test Coordinators will have access to Materials Ordering because they are responsible for this process. **The Test Coordinator must complete this process even if the site is performing all testing online.**

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**! Important:** The Materials Menu is not used for the WIDA Screener Online assessment. If you are administering only WIDA Screener Online, you do not need to review this section.

---

The window for ordering materials differs by state. Test Coordinators can find their state's window on their state's page on the WIDA website. DRC will contact Test Coordinators via email to remind them of the opening and closing dates.

### Notes:

- In some states, districts and schools do not need to order materials, because the State Education Agency (SEA) orders materials. View your state-specific checklist to determine whether you need to order materials. If your SEA is ordering materials, you do NOT need to access **Materials Ordering**.
- To complete **Materials Ordering**, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

## Materials Ordering

Follow the steps in this section to order materials for the ACCESS for ELLs suite of assessments.

1. Select **Materials** from the WIDA AMS My Applications menu bar and then select **Material Ordering** from the Materials menu options.
2. When the Materials Ordering page appears, select the ACCESS for ELLs administration for the current year, a district, and a school from the drop-down menus and click **Show Materials**.

**Note:** The system requires you to enter a school because Materials Ordering must be completed separately for each school.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs  
 District: DRC Use Only - San  
 School: DRC Use Only - EIS

Show Materials

Order Materials | Summary | Status Report

Instructions

**Kindergarten Order for School WS99999-99998 (WS ACCESS for ELLs)**

Grade Cluster	Number Of Students
Kindergarten	10

**Online Order for School WS99999-99998 (WS ACCESS for ELLs)**

Grade Cluster	Number of Online Testers
1	2
2-3	2
4-5	2
6-8	2
9-12	2

**Paper Order for School WS99999-99998 (WS ACCESS for ELLs)**

Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		20
3		

3. Enter the exact number of students, by grade, in the appropriate grid.
  - For students taking ACCESS for ELLs Online, enter counts in the Online Order grid.
  - Counts for online testers in grades 1–3 must be entered in this grid, even though they handwrite their responses in paper booklets. Grades 1–3 Writing test booklets will be sent to schools based on the quantities entered in this grid. Furthermore, you do not need to indicate anything other than headcount for grades 4-12 who will handwrite rather than keyboard their Writing responses. These booklets can be ordered during Additional Materials.
  - For students taking ACCESS for ELLs Paper, enter counts in the Paper Order grid. This grid is for recording students who will take all four domains in a paper-booklet. Do not include students in grade 1–3 who are testing online.

There are separate grids for Kindergarten, Alternate ACCESS for ELLs, and ACCESS for ELLs (Grades K–12) Accommodated Formats (such as Large Print and Braille materials).

**Note:** Enter counts only for the grades that have students testing. Do not include overage. Include exact counts for the number of students you plan to test.

## Materials Ordering (cont.)

4. Materials Ordering is also used to verify the contact information and address to which the materials will be shipped.
  - If materials are being shipped directly to the selected school site, the school's address appears at the bottom of the page. Please review this information and make any edits by clicking **Update Contacts & Addresses**.
  - If materials are being shipped to the district, a shipping address will not appear at the bottom of the page. In this case, the District Test Coordinator must complete step 7.

**Note:** To complete Materials Ordering, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

Paper Order for District WT99999 (WT ACCESS for ELLs - XXXX-XXXX )		
Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		
3		
4-5		
6-8		
9-12		

Kindergarten Order for District WT99999 (WT ACCESS for ELLs - XXXX-XXXX )	
Grade Cluster	Number Of Students
Kindergarten	

Customized Order for State (WT ACCESS for ELLs -XXXX-XXXX )									
Grade Cluster	Number of Customized Booklets								
	Kindergarten Large Print	Large Print Tier A	Large Print Tier B/C	UEB Contracted Braille	UEB Uncontracted Braille	UEB with Nemeth Contracted Braille	UEB with Nemeth Uncontracted Braille	UEB Math/Science Contracted Braille	UEB Math/Science Uncontracted Braille
Kindergarten									
1									
2									
3									
4-5									
6-8									
9-12									

5. Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

Contacts & Addresses *	
<b>Test Coordinator:</b>	Amanda Brown
<b>Phone:</b>	123-222-2222
<b>Email:</b>	amanda@drc-mn.com
<b>Shipping Materials:</b>	123 Main Street Portland, ME 55555

[Update Contacts & Addresses](#)

[Save](#)
[Complete](#)

### Materials Ordering (cont.)

- Repeat steps 1–5 for each school in your district that has students taking ACCESS for ELLs, Kindergarten ACCESS for ELLs, or Alternate ACCESS for ELLs. You must order materials for each school that has students testing.

The screenshot shows the 'Materials Ordering' web application. At the top, a blue header bar contains the title 'Materials Ordering'. Below this, a light blue banner states: 'Materials Ordering allows the user to enter quantities of materials needed for paper tests.' A red asterisk indicates required fields. The form includes three dropdown menus: 'Administration' (set to 'ME ACCESS for ELLs'), 'District' (set to 'DRC Use Only - Sam'), and 'School' (set to '(All)'). A 'Show Materials' button is located below these fields. A tabbed interface shows 'Order Materials' as the active tab, with 'Summary' and 'Status Report' as options. Below the tabs, a section titled 'Instructions' is visible. The 'Contacts & Addresses' section displays contact information for the Test Coordinator: TEST COORDINATOR, 855-787-9615, and WIDA@DATA RECOGNITION CORP.COM. It also shows shipping materials address: 7303 Boone Ave N, Brooklyn Park, MN 55428. An 'Update Contacts & Addresses' button is present. At the bottom, 'Save' and 'Complete' buttons are visible.

- This step applies to ship-to-district districts only, which is the most common (default) case. For these districts, the District Test Coordinator must verify the district contact and address.

Using the filters on the Materials Ordering page, select the district, select **(ALL)** in the School drop-down menu, and click **Show Materials**. The district contacts and addresses appear. Review this information and click **Update Contacts & Addresses** to make any updates.

Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

## Materials Ordering (cont.)

8. Select the **Summary** tab to display a visual summary of the current ordering information for the assessment, district, and school you selected.

**Note:** The Summary tab is read-only for review purposes. To change the student counts, return to the **Order Materials** tab.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs \* District: DRC Use Only - Sam School: DRC Use Only - Sam

Show Materials

Order Materials Summary Status Report

Instructions

Kindergarten Order for School WS99999-99999 (WS ACCESS for ELLs)

Grade Cluster	Number Of Students
Kindergarten	3

Online Order for School WS99999-99999 (WS ACCESS for ELLs)

Grade Cluster	Number of Online Testers
1	2
2-3	3
4-5	1
6-8	0
9-12	4

9. Select the **Status Report** tab to view the status of the order—Not Started, In Progress, or Completed—for the assessment, district, and school you selected. The statuses are described below.

Status	Description
<b>Not Started</b>	No counts have been entered or saved
<b>In Progress*</b>	Counts have been entered, but <b>Complete</b> has not been clicked
<b>Completed*</b>	<b>Complete</b> has been clicked

\*DRC will accept all orders with a status of In Progress or Completed until the Materials Ordering window ends. When you click Save, the system saves your work with a status of In Progress.

Click **Export to Excel** to download this information into a spreadsheet to view, print, edit, or email.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 - 2018-2019 \* District: DRC Use Only - Sam School: (All)

Show Materials

Order Materials Summary Status Report

Instructions

2017-2018

Overall Status for District WS99999 (WS ACCESS for ELLs 2.0 - 2018-2019) - In Progress

District	School	Status
WS99999 - DRC Use Only - Sample District WIDA	99997 - DRC Use Only - OTT Sample School	Not Started
WS99999 - DRC Use Only - Sample District WIDA	WWW - District-Level Additional Orders Only Site	Not Started
WS99999 - DRC Use Only - Sample District WIDA	99996 - DRC Use Only - INSIGHT Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99998 - DRC Use Only - EIS Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99999 - DRC Use Only - Sample School	Completed

Export to Excel

### Ordering Additional Materials

To help manage the process of ordering additional materials, see the following notes:

- Initial shipments of test materials will include extra copies of certain high-demand materials, such as *Tier A Online Writing Booklets*, to ensure that additional orders will rarely be required.
- All districts will receive additional quantities of test materials with their initial orders. These test materials must be used before any orders for additional materials may be placed.
- Test Administrators who need additional materials must consult with a District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials may be placed.
- With the exception of a few large metropolitan areas, **orders for additional materials may be placed by District Test Coordinators only.**
- Orders for additional materials will be shipped to districts only.

## Additional Materials

Use the Additional Materials option to order materials for paper tests after the initial material order is received and the Materials Ordering option is no longer available. To see when the Additional Materials option is available for your state, go to your state's page on the WIDA website.

1. Select **Materials** from the WIDA AMS My Applications menu bar and then select **Additional Materials** from the Materials menu. The Search Additional Materials page appears.
2. To place a new order, select an administration, district, and the district-level ordering site from the drop-down menus, and click **Add Order**.

### Search Additional Materials

Additional Materials allows the user to order materials for paper tests after the initial material order is placed and Test Materials Ordering is no longer available.

[Instructions](#)

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*  
 District: DRC Use Only - Sample D  
 School: \_District-Level Additional

Status: Submitted  
 Order #:   
 Request #:

**Find Orders** **Add Order** **Export Orders**

**! Important:** For the grade-level cluster 4–5 Writing domain administered online, your state chose a default response mode of keyboarding online or handwriting on paper. If you are a keyboarding-default state and you have a student or students who need to handwrite responses, you must order handwriting response booklets via the Additional Materials option. For Grades 6–12 students who will handwrite the writing section, booklets are ordered in the additional materials window.

3. In the Additional Materials Entry grid, enter quantities for the additional materials the district requires.




When you are finished, click **Submit** (or **Cancel** to cancel the process).

Additional Materials Entry

Additional Materials Description	Request Qty	Shipping Qty
Alternate ACCESS for ELLs Grades 1-2 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 1-2 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 1-2 Test Administrator Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 3-5 Test Administrator Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 6-8 Test Administrator Script(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Listening, Reading, and Speaking Test(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Student Response Booklet(s)	<input type="text"/>	<input type="text"/>
Alternate ACCESS for ELLs Grades 9-12 Test Administrator Script(s)	<input type="text"/>	<input type="text"/>

**Submit** **Add Items** **Cancel**

## Additional Materials (cont.)

4. To edit or delete an existing order, select an administration and click **Find Orders**.
5. In the Action column, click the **View/Edit** icon () to display an order or the **Delete** icon () to delete an order. You can update only the orders that have a status of Submitted. If the order status is Under Review, Pending, or Complete, you must place a new order.
6. To determine whether an order has been processed and its “due in district” date, click the **View/Edit** icon (). Processed orders are marked Complete and a Due in District date is listed.

### Search Additional Materials

Additional Materials allows the user to order materials for paper tests after the initial material order is placed and Test Materials Ordering is no longer available.





[Instructions](#)

\* Indicates required fields

Administration: WS ACCESS for ELLs \* District: DRC Use Only - Sample D School: \_District-Level Additional

Status: Submitted Order #: Request #

[Find Orders](#) [Add Order](#) [Export Orders](#)

Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action
	17616	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 
	17615	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 



## Accountability Form

Paper materials that could not be returned (for example, soiled booklets) must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned, as well as any that are not returned and the reason(s) why.

**Note:** Only sites that cannot return secure materials containing a security barcode are required to complete the Accountability Form. Sites do not have to return non-secure materials. Sites should keep non-secure documents on file after testing until score reports are received, or longer, depending on the state’s policy. For more information regarding returning materials, refer to the *District and School Test Coordinator Manual*.

1. To complete the form, select **Accountability Form** from the Materials menu to display the Accountability Form.
2. Select an administration, district, and school, and click **Show**. A table indicating the materials and quantities that were shipped to the school appears in the Enter Counts tab.

## Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration      District      School  
 WS ACCESS for ELLs  \*    DRC Use Only - Sam  \*    DRC Use Only - EIS

Enter Counts   Summary   Status Report

---

Reference the *Instructional Text* below for the reasons for any return material discrepancies.

[Instructions](#)

Accountability Form for School ME99999-99998 (ACCESS for ELLs 2.0 -XXXX-XXXX Maine)					
Secure Test Materials				Shipped to School	Returned to DRC
<i>Online Writing Administration Materials</i>	Grade 10 Writing Test Administration Script(s)	<input type="text"/>	<input type="text"/>	2 Online Test Manual(s)	<input type="text"/>
	Grade 10 Writing Test Administration Script(s)	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Grade 10 Writing Test A Test Manual(s)	<input type="text"/>	<input type="text"/>	2 Paper Test Manual(s)	<input type="text"/>
<i>Online Writing Test Materials</i>	Grade 10 Writing Test B Test Manual(s)	<input type="text"/>	<input type="text"/>	30	<input type="text"/>
	Grade 10 Writing Test C Test Manual(s)	<input type="text"/>	<input type="text"/>	100	<input type="text"/>
	Grade 10 Writing Test D Test Manual(s)	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Grade 10 Writing Test E Test Manual(s)	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Grade 10 Writing Test F Test Manual(s)	<input type="text"/>	<input type="text"/>		<input type="text"/>

- 3.** In the table, complete the Returned to DRC column with the counts of materials that you are returning.

**Note:** Normally, the quantity returned should match the quantity shipped. However, the Shipped to School column includes only counts of the materials that were shipped to the school during the initial materials shipment—additional materials are not included. If your school received additional materials after the initial shipment, the count in the Returned to DRC column may exceed the amount in the Shipped to School column.

4. If a material could not be returned or if there is a discrepancy, you must complete the Record Reasons for discrepancies here: text box at the bottom of the page. Please include the material's security code number.
5. Click **Complete** to submit the form to DRC.

## Accountability Form (cont.)

All schools must submit an Accountability Form for materials they will not be returning to DRC. You can track which schools have completed this form by using the **Status Report** tab. This tab displays the completion status by school. The possible status values are described below.

Status	Description
<b>Not Started</b>	Neither the counts nor the reasons have been updated.
<b>In Progress*</b>	Counts and/or reasons have been updated, but no user has clicked <b>Complete</b> .
<b>Completed*</b>	A user has clicked <b>Complete</b> to submit the report to DRC.

The **Summary** tab displays summarized data from the Enter Counts tab and is for review only.

To change the quantity counts, select the **Enter Counts** tab (see “Accountability Form” on page 53).

### Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration  
ME ACCESS for ELLs \*

District  
DRC Use Only - Sam \*

School  
(All)

Show

Enter Counts Summary Status Report

\* Instructions

Overall Status for District ME99999 (ACCESS for ELLs)		- In Progress
District	School	Status
ME99999 - DRC Use Only - Sample District ME	99996 - DRC Use Only - INSIGHT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99997 - DRC Use Only - OTT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99998 - DRC Use Only - EIS Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99999 - DRC Use Only - Sample School	Completed

Export to Excel

## Return Materials Receipt Report

Use the Return Materials Receipt report after you ship your paper materials back to DRC. This report shows the materials received at DRC and checked in by the warehouse. The Test Coordinator receives an email automatically when the district's first returned box is received by DRC. Shortly after boxes are received, the check-in period starts and materials begin to show up on the report.

**Note:** During high-volume periods (for example, immediately following the return deadline), the materials check-in process may lag behind the box check-in process.

1. To access the Return Materials Receipt report, from the Materials menu select **Return Materials Receipt Report**.

2. Select an administration, district, and school from the drop-down menus and click **Show**.

**Note:** To see district overage materials, select **None** in the School drop-down menu and click **Show**.

3. The summary grid view of the report appears.

Return Materials Receipt Report

Return Materials Receipt allows the user access to reports providing a summary/detailed view of materials received by DRC returned by the school. The report also allows District level users to view District overage materials received by DRC. A District level user or higher can select (None) for a school to view District Overage materials returned.

\* Indicates required fields

Administration

District

School

WS ACCESS for ELLs - 20

WIDA Use Only - Sample

WIDA Use Only - Sample

Show

Grade	Domain	Material Description	Qty Sent by DRC	Qty Received by DRC	Qty Not Received
Grade 01	None	Paper Grade 1 Tier A, Listening, Reading, and Writing Test Booklet(s)		1	1
Grade 01	Writing	Online Grade 1 Test Administrator Script(s) - Version 2	2	1	1
Grade 01	Writing	Online Grade 1 Tier A, Writing Test Booklet(s) - Version 2	15	15	0
Grade 01	Writing	Online Grade 1 Tier B/C, Writing Test Booklet(s) - Version 2	6	6	0
Grades 2-3	Writing	Online Grades 2-3 Test Administrator Script(s) - Version 2	4	4	0
Grades 2-3	Writing	Online Grades 2-3 Tier A, Writing Test Booklet(s) - Version 2	11	11	0
Grades 2-3	Writing	Online Grades 2-3 Tier B/C, Writing Test Booklet(s) - Version 2	24	24	0
Kindergarten	None	Kindergarten Activity Board	3	3	0
Kindergarten	None	Kindergarten Cards and Card Pouch Booklet	3	3	0
Kindergarten	None	Kindergarten Student Response Booklet(s)	12	12	0

Page 1 of 2 (12 items)

< Prev

1

2 Next >

Export Summary

Export Details

4. To export this view, click **Export Summary** or **Export Details**.

- When you click **Export Summary**, a .csv file is created containing the data exactly as presented in the Return Materials Receipt Report, including the total booklet counts by grade cluster, domain, and material description.
- When you click **Export Details**, a .csv file is created containing detailed information about each booklet received, including the booklet's security code.
- **Note:** You must select a school to display the Export Details report—it is not possible to display all of the records for a district on this report due to the file size.

# Student Management Menu



## Introduction

Using the Student Management menu, WIDA AMS users can do the following:

- Search for students
- View/edit student demographic information
- Add an individual student
- Upload multiple student records at once
- View student status on the Student Status Dashboard
- Export student records
- View/edit a student's accommodations
- Mark Do Not Score for a student
- View the online test sessions in which a student is currently enrolled and the status of the sessions

Test Coordinators use the Manage Students option to prepare for and conduct testing. Test Coordinators also may give Test Administrators WIDA AMS permissions to help with these tasks.

From the WIDA AMS My Applications menu bar, select **Student Management** and then **Manage Students** from the Student Management menu to display the Manage Students page.

### Manage Students

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students   Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration ME ACCESS for ELLs *	District DRC Use Only - Sample D	School (All)
Last Name	First Name	State Student ID
Accommodation Domain	Accommodation Type	Accommodation
Grade	Domain	Session
Online Test Status	Session Assignment	

Find Students   Clear


Students						
<input type="checkbox"/>	Last Name	First Name	State Student ID	Date Of Birth	Grade	Action

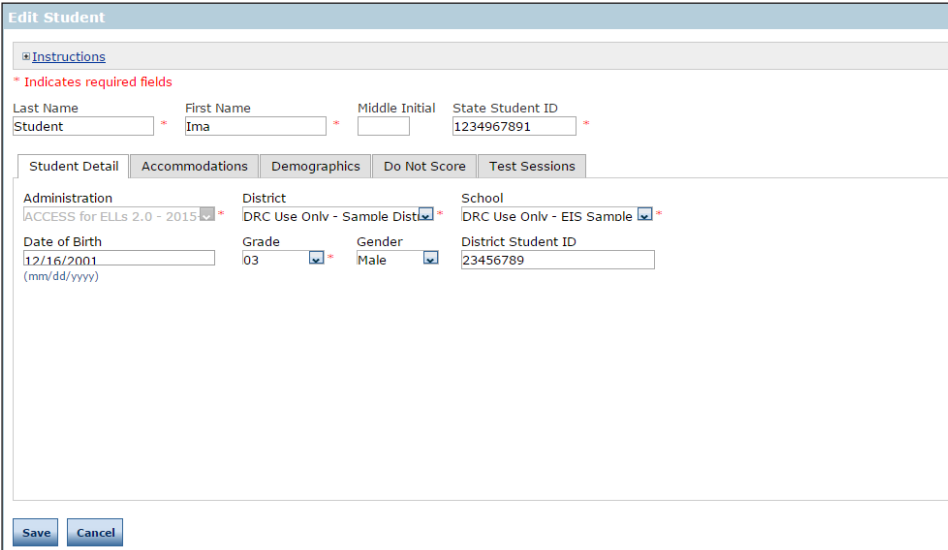
## Editing a Student's Information

From the Manage Students page you can display the Edit Student window. From the tabs on the Edit Student window, you can perform the following tasks:

<u>Tab</u>	<u>Task(s)</u>
<b>Student Detail</b>	Update basic student information
<b>Accommodations</b>	Mark a student's testing accommodations (see "Editing a Student's Accommodations" on page 59)
<b>Demographics</b>	Modify a student's demographics (see "Editing a Student's Demographics" on page 61)
<b>Do Not Score</b>	Add a Do Not Score indicator to a student's test records or remove a Do Not Score indicator from a student's test records (see "Adding or Removing a Do Not Score Indicator—ACCESS for ELLs" on page 62)
<b>Test Sessions</b>	View the online test sessions for which the student is enrolled, the student's test progress, and the test session status information (see "Editing a Student's Test Sessions" on page 58)

## Student Detail Tab

1. To view or edit a student's information, select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. From the Manage Students page, enter your search criteria and click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
4. In the Edit Student window, edit the information in the Student Detail tab.
5. Click **Save** to save your changes (or **Cancel** to cancel them).



**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  First Name  Middle Initial  State Student ID

Student  Ima  1234967891

Student Detail Accommodations Demographics Do Not Score Test Sessions

Administration  District  School

ACCESS for ELLs 2.0 - 2015  DRC Use Only - Sample Dist  DRC Use Only - EIS Sample

Date of Birth  Grade  Gender  District Student ID

12/16/2001  03  Male  23456789

(mm/dd/yyyy)

## Editing a Student's Accommodations


The Accommodations tab is used to track any accommodations provided to the student.

**! Important:** The following accommodations must be selected and saved in WIDA AMS before testing in order for the accommodations to be available for the student during testing:

- Online: Manual Control of Item Audio (MC)
- Online: Repeat Item Audio (RA)
- Online/Setting: Extended Speaking Response Time (ES)

For more information on accommodations, see the *Accessibility and Accommodations Manual* at the following link: <https://wida.wisc.edu/resources/accessibility-and-accommodations-manual>.

## Accommodations Tab

1. To view or edit a student's accommodations, select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. From the Manage Students page, enter your search criteria and click **Find Students**.
3. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
4. In the Edit Student window, edit the information in the Accommodations tab.

**Note:** You can mark accommodations for the paper-based assessments on the applicable booklet or in WIDA AMS.

- 5. Click **Save** to save your changes (or **Cancel** to cancel them).**

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name First Name Middle Initial State Student ID  
 Anderson \* Andrew \* 222222 \*

Student Detail Accommodations Demographics Do Not Score Test Sessions

Accommodations				
Accommodation	Listening	Reading	Writing	Speaking
BR - Braille	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EM - Extended testing of a test domain over multiple days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ES - Extended speaking test response time				<input type="checkbox"/>
IR - In-Person Human Reader	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
RP - Repeat In-Person Human Reader	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
LP - Large Print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC - Manual control of item audio	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
NS - Test may be administered in a non-school setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13 Item(s) Displayed

Save Cancel

## Editing a Student's Accommodations (cont.)

For students with the same accommodations, you can use WIDA AMS to update the student accommodations all at once (en masse).

## Accommodations Tab

1. To edit students' accommodations en masse, select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. From the Manage Students page, enter your search criteria and click **Find Students**.
3. Check the checkbox for each student you want to update.
4. Click **Update Accommodations** at the bottom of the page. The Update Accommodations for Multiple Students page appears.
5. From the Update Accommodations for Multiple Students page, indicate whether you are assigning or removing accommodations.
6. Check the accommodations to be assigned or removed. Be sure to check all the appropriate domains.
7. Click **Save** to save your changes (or **Cancel** to cancel them).

Students						
<input type="checkbox"/>	Last Name	First Name	State Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Example	Pupil	555555555		03	
<input type="checkbox"/>	Practice	Pupil	777777777		03	
<input checked="" type="checkbox"/>	Sample	Student	111111111		03	
<input type="checkbox"/>	Sample	Student	112344455		05	
<input checked="" type="checkbox"/>	Sampleone	Student	123456789	12/16/1900	05	
<input type="checkbox"/>	SampleStudent	One	333333333		03	
<input checked="" type="checkbox"/>	SampleStudent	Two	444444444		03	
<input type="checkbox"/>	Samplethree	Student	987654321	10/12/1900	05	
<input type="checkbox"/>	Student	Sample	222222222		03	
<input type="checkbox"/>	Student	Sample	11234566		05	
<input type="checkbox"/>	Student	Test	111111111	11/15/1900	04	


Page 1 of 1 (12 items) < Prev Next >

[Add Student](#)
[Export to Excel](#)
[Download Students](#)
[Update Accommodations](#)



## Editing a Student's Demographics

### Demographics Tab

1. To view or edit a student's demographics, from the Manage Students page, enter your search criteria and click **Find Students**.
2. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
3. In the Edit Student window, edit the information on the Demographics tab.
4. Click **Save** to save your changes (or **Cancel** to cancel them).

**Note:** If edits to demographic information are necessary for students using a Pre-ID label, these edits must be made in WIDA AMS. If a Pre-ID label is used and corrections are only bubbled on the booklet, the data in WIDA AMS will override the booklet.

Edit Student

[Instructions](#)

\* Indicates required fields

Last Name

First Name

Middle Initial

State Student ID

Student

\*

Ima

\*

1234967891

\*

Student Detail

Accommodations

Demographics

Do Not Score

Test Sessions

☐ Ethnicity - Hispanic/Latino

☐ Race - American Indian/Alaskan Native

☒ Race - Asian

☐ Race - Black/African American

☐ Race - Pacific Islander/Hawaiian

☐ Race - White

Native Language

Date Student First Enrolled in a US School

Length of Time in LEP/ELL Program in a US school

3

☐ Title III Status

☒ Migrant

☐ IEP Status

☐ 504 Plan

Save

Cancel

### Adding or Removing a Do Not Score Indicator—ACCESS for ELLs


Use the Do Not Score tab to report special testing circumstances. For more information about using these codes, see the *ACCESS for ELLs District and School Test Coordinator Manual* or the *ACCESS for ELLs Test Administrator Manual*.

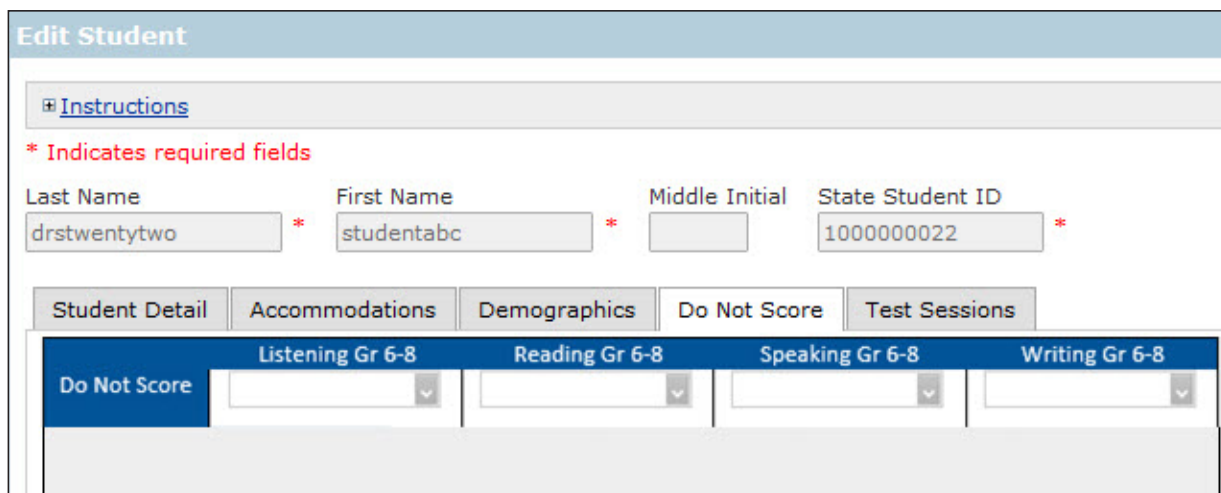
#### ! Important:

- Students who are intended to take Kindergarten ACCESS for ELLs, Alternate ACCESS for ELLs, and Paper ACCESS for ELLs (1-12) *should not be in test sessions in WIDA AMS*, and therefore, Do Not Score Codes must be applied to the test booklets for these students. **If you see these students in test sessions in WIDA AMS, do not apply a DNS code there; instead, remove them from the incorrect test session.**
- Students taking Online ACCESS Grades 1-3 Writing should not be in a Writing test session in WIDA AMS. Do Not Score codes for Online ACCESS Grades 1-3 Writing must be applied to the Writing Test Booklet.
- If a student is incorrectly assigned to multiple test sessions for the same domain (including both HW and KB sessions), or if a student is in WIDA AMS as an online tester but actually completes Alternate ACCESS, Kindergarten ACCESS, or Paper ACCESS, **do not use Do Not Score codes to correct the misassignments. Instead, remove the student from the incorrect test session.** If you assign a DNS code, it will apply to all instances of that domain.

Once the testing window closes, Do Not Score codes can only be added during data validation for students who attempted one or more domains.

### Do Not Score Tab

- To view or edit a student's Do Not Score indicator, from the Manage Students page, enter your search criteria and click **Find Students**.
- Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window appears.
- In the Edit Student window, select the **Do Not Score** tab and select a Do Not Score reason from the drop-down menus, by domain.
- Click **Save** to save your changes (or **Cancel** to cancel them).



The screenshot shows the 'Edit Student' window with the 'Do Not Score' tab selected. The window has a header 'Edit Student' and a sub-header 'Instructions'. Below the instructions, there is a red asterisk indicating required fields. The form contains four input fields: 'Last Name' (value: drstwentytwo), 'First Name' (value: studentabc), 'Middle Initial' (empty), and 'State Student ID' (value: 1000000022). Below these fields are five tabs: 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. The 'Do Not Score' tab is active, showing a table with four columns: 'Listening Gr 6-8', 'Reading Gr 6-8', 'Speaking Gr 6-8', and 'Writing Gr 6-8'. Each column has a 'Do Not Score' dropdown menu.



### Adding a Student to WIDA AMS

There are three ways to add students to WIDA AMS for the online assessments.

**Note:** Whether you use method 1 or 2 depends on whether you have already set up a test session to which you would like to add a student.

1. If you have a test session set up, see “Adding a New Student to a Test Session” on page 89.
2. If you do not have a test session set up, use the Add Student window to add a student (see below).
3. To upload multiple students at once, see “Uploading Multiple Students to WIDA AMS” on page 65.

**! Important:** Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.

To add a student to WIDA AMS, do the following:

1. Select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. Select a district and school and click **Add Student** at the bottom of the page to display the Add Student window.
3. Enter the necessary information in the Student Detail, Accommodations, and Demographics tabs to add the student.
4. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

**Add Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial State Student ID \*

Student \* Ima \* 123456789 \*

Student Detail Accommodations Demographics

Administration \* District \* School \*

Screener DRC Use Only - Sample Di DRC Use Only - Sample Sc \*

Date of Birth \* Grade \* Gender \* District Student ID

1/15/1900 (mm/dd/yyyy) (Select) (Select)

Save Save & Add Another Cancel

## Uploading Multiple Students to WIDA AMS

From the Manage Students page, you can upload a file containing multiple student profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The Manage Students page contains links to both a PDF layout that contains instructions and a sample template file that you can use to create the actual file.

### Note:

- DRC will automatically create generic test sessions for any students added via Upload Multiple Students. Students will be placed in test sessions by grade and domain.
  - For ACCESS for ELLs Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade and domain.
  - For WIDA Screener Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade.
- Pre-ID Labels only apply to the ACCESS Administration. All instructions with mentions of Pre-ID are only applicable to the ACCESS Administration.

---

### ! Important:

- Before you upload records to WIDA AMS, search for the students and verify that they are not already loaded into WIDA AMS (see “Editing a Student’s Information” on page 58).

If your state provides a Pre-ID file to DRC, the student records contained in that file will be uploaded to WIDA AMS.

- Some states also use the Upload Multiple Students process to submit Pre-ID data for Pre-ID labels for ACCESS for ELLs to be produced. If it is the district’s responsibility in your state to submit Pre-ID data, you must complete the steps detailed in this section.

DRC will email you shortly before your state’s window for submitting Pre-ID data opens. The email will communicate the date by which Pre-ID files must be submitted in order to receive Pre-ID labels. DRC will produce labels only for records uploaded on time and without errors.

Note that many SEAs submit Pre-ID data on behalf of LEAs. If you are uncertain about whether it is your responsibility to submit Pre-ID data, please contact your SEA.

- Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools *during or after testing*, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 74).
- Do not use the Multiple Student Upload process to remove student data from WIDA AMS. Uploading a file containing blank values will NOT override previously entered values.

You can use the Multiple Student Upload process to mass edit or mass add values, but not to remove them. Values must be removed student-by-student by using the Edit Student option (see “Editing a Student’s Information” on page 58).

---

## Uploading Multiple Students to WIDA AMS (cont.)

1. To upload multiple student records, select **Student Management** from the WIDA AMS My Applications menu bar and then **Manage Students** to display the Manage Students page. Then select the **Upload Multiple Students** tab.
2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.

**Manage Students**

Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.

Manage Students Upload Multiple Students

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV Text File\)](#).

[Instructions](#)

\* Indicates required fields

Administration Screener - Maine \* School DRC Use Only - Sample D \* School (All)

File Browse... \*

Upload

3. Click **Sample File** to download or display the WIDASampleStudentFile.csv file.  
**Note:** This file is only a sample of the type of file you will upload to WIDA AMS.  
Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
4. Use the WIDASampleStudentFile.csv file to create and save a student file to upload.  
**Note:** Be sure to keep the header column rows in the file you upload.
5. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the **Upload Multiple Students** tab.
6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. Log out while the file is being validated. Log back in to review the file's status. A red banner indicates the file had a fatal error and NO students were loaded. A green banner indicates that all records free of errors were loaded. If the file contains errors, you must correct them and repeat steps 5 and 6 to upload the students.

### ! Important:

- Even when the green banner appears, you must click and view the error report.
- Only one person can upload a file at a time—if you attempt to upload a file while someone else is uploading a file, the **Browse...** button is inactive.
- Download the error report right away. If someone else uploads a file immediately after you, once the system processes the file, the new error report will overwrite your error report.
- If a maximum number of errors is reached, the report will indicate that the maximum number of errors was reached and any remaining errors will not appear on the report.

## Export Student Process

This section describes the processes of exporting student information from and importing student information to WIDA AMS. The information applies to both ACCESS for ELLs and WIDA Screener Online.

### Overview

The functionality to export and import student information allows a user to export all student records for a district, edit the records using Microsoft Excel (or a similar program), and upload the edited records.

- The Export Students function is limited to district-level exports (there is no school-level export). Users can export student data only for the district(s) and administrations to which they have access.
- This process creates a .csv file. The file format and layout matches the file format/layout requirements that are used for the Upload Multiple Students process.
- The Export Students process is available for the duration of an administration. Users can begin exporting student records as soon as they are available in WIDA AMS (after the Pre-ID data is loaded) and can continue the export process even after reporting has started.
- Importing students is performed by using the Upload Multiple Students function (under Student Management) and is available only during a state's Test Setup window. You can view your state's windows and dates on your state's WIDA web page.

**Note:** The Upload Multiple Students function is not available during data validation.

### Permissions Information

Access to the Export Students function is controlled by the Export Students permission. This permission is included in the permission set for the district. Since the export is at a district level rather than school level, there is no reason to assign this permission to school-level users.

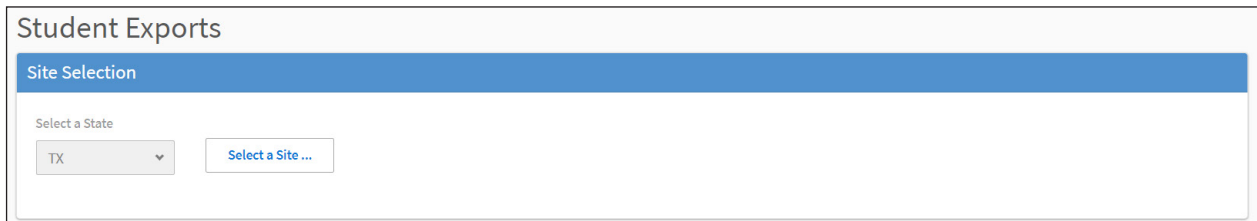
The Upload Multiple Students function (used to import students) is controlled by the Test Setup–Primary Window and Students–Upload Students permissions. These permissions are included in the permissions sets for both district users and school users.



## Exporting Student Records

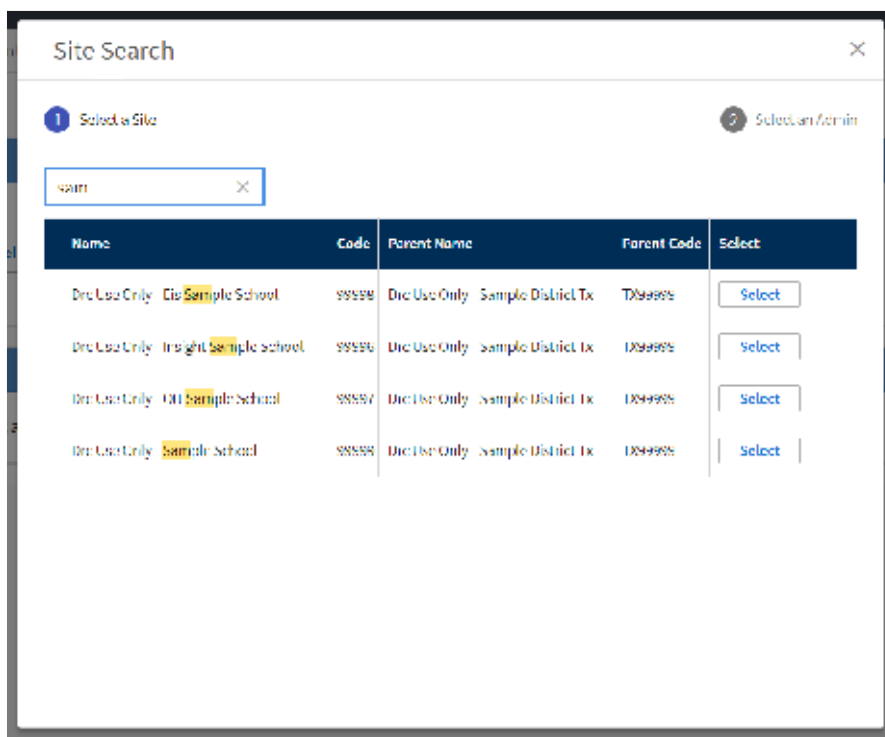
This topic describes the process of exporting student records from WIDA AMS.

1. To access the Export Students function, from the My Applications menu bar select **Student Management**, from the Student Management menu select **Student Exports**.
2. Use the Site Selection page to search for the site you want to export (you must have access to the site). Select a state from the Select a State drop-down menu.
3. Click **Select a Site ...** to display the Site Search page.



The screenshot shows the 'Student Exports' page with a 'Site Selection' section. It includes a 'Select a State' dropdown menu currently set to 'TX' and a 'Select a Site ...' button.

4. Type an entry to search by district name or code. This filters to district-level sites. Type in any part of the district (site) name or code.



The screenshot shows the 'Site Search' page. At the top, there are two steps: '1 Select a Site' and '2 Select an Admin'. A search bar contains the text 'sam'. Below the search bar is a table with the following columns: Name, Code, Parent Name, Parent Code, and Select.

Name	Code	Parent Name	Parent Code	Select
District Only - District Sample School	99999	District Only - Sample District Tx	TX99999	Select
District Only - District Sample School	99999	District Only - Sample District Tx	TX99999	Select
District Only - District Sample School	99999	District Only - Sample District Tx	TX99999	Select
District Only - District Sample School	99999	District Only - Sample District Tx	TX99999	Select



## Exporting Student Records (cont.)

- After you have selected a site, select an administration. The administration options from which you can select are displayed in the Select an Admin dialog box (see the table below).

Name	Code	Number	Select
WIDA ACCESS for ELLs	EWD804	596804	Select

The following table indicates which option to select for each administration.

Year	Name	Code	Number
2022-2023	WIDA Screener Assessment	EWD108	596108
2022-2023	ACCESS for ELLs	EWD104	596104
2021-2022	WIDA Screener Assessment	EWD008	596008
2021-2022	ACCESS for ELLs	EWD004	596004
2020-2021	WIDA Screener Assessment	EWD808	596808
2020-2021	ACCESS for ELLs	EWD904	596904
2019-2020	WIDA Screener Assessment	EWD908	596908
2019-2020	ACCESS for ELLs 2.0	EWD804	596804
Prior to June 27, 2019	WIDA Screener Assessment	EWD408	596408
2018-2019	ACCESS for ELLs 2.0	EWD704	596704

- Click **Select** in the Select column of a district name/administration to select the site to export. When you click the district name/administration, the site appears in the Selected Sites field.

- You can enter more names or codes to select additional sites or administrations. After you enter three characters or numbers, a list of matching sites with the corresponding administration appears.

You can process a maximum of five export requests at a time. A warning message appears when you have selected the maximum number of exports.

- If you select the wrong site or administration, you can delete a selection by clicking the **Trash** icon (🗑️) to the right.
- After you have made and checked your selections, click **Export**.

### ***Exporting Student Records (cont.)***

10. The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status **Processing...** appears in the Download Link column, indicating that file creation is in process.

**Note:** Large files take a while to process, but you can navigate away from the page while the process runs and return later to access the download link(s).

11. Once a file is available for download, a link to download the file appears in the Download Link column. The file is created in .csv format, the required format for the Upload Multiple Students process. The Export Students layout matches the required layout for Upload Multiple Students.

**Note:** Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer available in the grid, and you must request another site export to restart the process. To keep files permanently, save them on your network or local drive.

## Updating Existing Multiple Students

The Upload Multiple Students process is described in “Uploading Multiple Students to WIDA AMS” on page 65.

**Note:** The Upload Multiple Students functionality is available only during your state’s Test Setup window. You can view your state’s windows and dates on your state’s WIDA web page.

## Matching Student Records

When a multiple-student file is uploaded, the student records in the file are compared to WIDA AMS records. The records are matched using district code, school code, state student ID, grade, and the first six characters of the student’s first and last name.

- If the records match, all other data in the upload file (including changes) is applied to the student who is already in WIDA AMS.
- If some fields do not match, a new student record is created in WIDA AMS using the data supplied in the multiple-student file.
- Because of these record-matching considerations, the State Student ID, Grade, First Name, and Last Name fields should not be changed using the Upload Multiple Students process.
- To change these fields, change them manually in WIDA AMS (see “Editing a Student’s Demographics” on page 61). Then, you can use the multiple-student file to make changes to the other fields.

## Changing Districts and/or Schools before Testing

You can use the Upload Multiple Students process to change a student’s district and/or school *before the start of testing*. The upload process (with the student’s new district and/or school) adds the student to the new district and/or school but does not remove the student from the prior district and/or school.

The student should not be tested at the prior school, and you can remove the student from their test sessions to prevent the student from showing up on the roster and test tickets.

**! Important:** Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools *during or after testing*, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 74).

### Student Transfer Form

This section describes how to use the Student Transfer form to transfer students between districts within the same state.

**Note:** For school-to-school transfers, see “Transferring Students between Schools” on page 102.

The Student Transfer Form applies to the following **district-to-district** transfers only, within the same state.

- *A student who has completed one or more domains transfers from an online-testing district to another online-testing district.*

DRC will transfer the student record. The receiving district must put the student into test sessions.

- *A student who has completed one or more domains transfers from an online-testing district to a paper-testing district.*
  - If the student completed only one domain online, the student must take the entire test on paper, including the domain already completed online. DRC will remove the completed online record.
  - If the student completed two or more domains online, the student must take only the remaining domains on paper. DRC will transfer the completed online record, and the receiving district must run the Tier Placement Report.
- *A student who has completed one or more domains transfers from a paper-testing district to another paper-testing district.*
  - Depending on state policy, the student’s test booklet may be securely transferred to the new district with the correct District/School label applied to the booklet. The Student Transfer Form does NOT need to be submitted.
  - Optionally, the first booklet may be returned by the sending site and the student may test the remaining domains at the new site on a new booklet. In this case, the Student Transfer Form must be submitted. DRC will transfer the student record.
  - Note that the receiving school should not test the student again in any test domain previously administered.

.....  
**! Important:** The Student Transfer Form is NOT applicable for paper to online. Either the student booklet must be securely transferred to the new site so the student can finish testing or the student must take the entire assessment online, including the domains already completed on paper.  
.....

## Student Transfer Form (cont.)

Using the Student Transfer Form, District Test Coordinators can display, fill out, and submit the request for student transfer. This form is a request to transfer a student record between districts within a state. After the form is successfully submitted, DRC Customer Service completes the transfer within 48 hours.

---

### ! Important:

- The information in this section applies to ACCESS for ELLs only.
  - This form may be completed by either the sending or receiving district and school. To submit a transfer request, all of the required fields must be filled in (indicated by a red asterisk [\*]) for BOTH the sending and receiving district and school.
  - This form is not for school-to-school transfers. To transfer those records, see “Transferring Students between Schools” on page 102.
  - You do not need to submit your name or email address, WIDA AMS automatically captures this information from your WIDA AMS login.
  - The Student Transfer Form can be used only after the student has completed testing one or more domains. For online testing, students who leave your district can be removed from test sessions so they do not appear on the roster or test tickets; no further action is necessary. New students must be added using Student Management and placed in an online test session.
  - The Student Transfer Form may be submitted only during your state’s testing window. Forms submitted after the testing window closes will not be acted upon.
  - For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student’s tier.
  - Testing records must follow the student to the new district to ensure that the testing record is complete and to prevent re-testing. The testing record is reported to where the student last tested to ensure that the reports go to the correct district and school.
-

## Using the Student Transfer Form

1. To request to transfer a student between districts within a state, open the WIDA AMS My Applications menu bar, select **Student Management** and then **Student Transfer Form** from the Student Management menu to display the Student Transfer Form.

**Note:** The Student Transfer Form is permissions-based and is usually included as part of the state's District Test Coordinator Permission Set. If you do not have the correct permissions, you will not see the option. **The Student Transfer form Paper Test Book Tier field is informational only—it is the district's responsibility to order the material.** DRC Customer Service notifies the receiving district of the paper test booklet tier that needs to be ordered.

For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student's tier.

### Student Transfer Form

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

[Instructions](#)

\* Indicates required fields

Administration  
TX ACCESS for ELLs - 201\*

#### Student Moved FROM (Sending Site):

District  
(Select) \*

School  
\*

Completed Domains \*  
☐ Listening  
☐ Reading  
☐ Speaking  
☐ Writing

Testing Mode  
(Select) \*

Paper Test Book Tier  
(if applicable)  
\*

#### Student Moved TO (Receiving Site):

District  
(Select) \*

School  
\*

Remaining Domains \*  
☐ Listening  
☐ Reading  
☐ Speaking  
☐ Writing

Testing Mode  
(Select) \*

Last Name  
\*

First Name  
\*

Date of Birth  
\*

State Student ID  
\*

Grade  
\*

Sender's Phone number \*

Submit Request

Print

Clear

Page 74

***Using the Student Transfer Form (cont.)***

2. Select or indicate the appropriate information using the Student Moved FROM (Sending Site) fields and menus.
  - Administration (if you have access to more than one administration)
  - District
  - School
  - Completed Domains
  - Testing Mode (Online or Paper)
  - Paper Test Book Tier (if applicable)
3. Select the district, school, and testing mode, and indicate the domains that still need to be completed (Remaining Domains) for the Student Moved TO (Receiving Site) fields.
4. Complete the Last Name, First Name, Date of Birth, State Student ID, Grade and Sender's Phone Number fields for the student.
5. Click **Submit Request** to submit the form. The following message appears: **Your Student Transfer Request has been successfully submitted. Please allow 48 hours for the transfer to take place.**

You receive an email notification when the transfer is complete.

You can click **Print** to print a copy of the submitted request. You can click **Clear** to clear your selections from the form.

### Student Status Dashboard

This section outlines how to access and use the Student Status Dashboard.

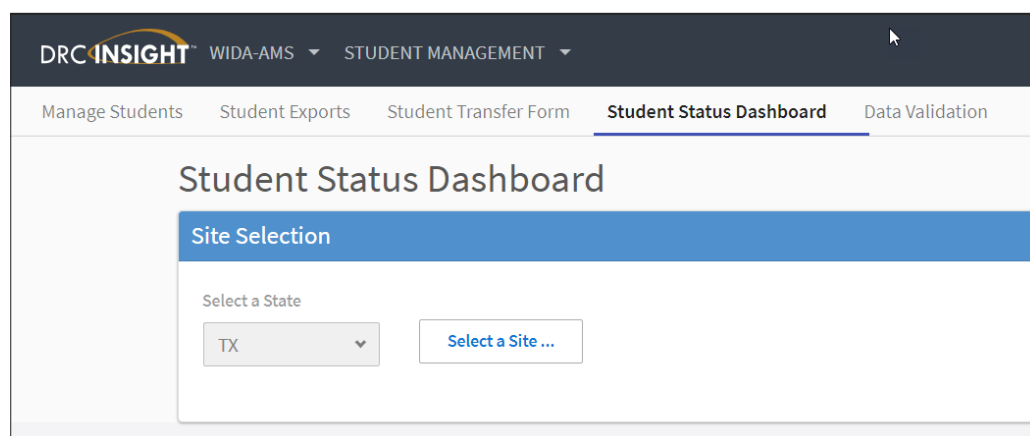
The Student Status Dashboard (or simply Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, domain and assessment (or any combination of these). The Dashboard data is displayed in real time.

**Note:** You must have the **Test Setup–View Student Status** permission in WIDA AMS to use the Dashboard.

#### *Accessing the Dashboard*

You access the Dashboard from the Student Management menu in the WIDA AMS My Applications menu bar.

From the My Applications menu bar, select **Student Management**, and from the Student Management menu select **Student Status Dashboard** to display the Dashboard.



The screenshot shows the WIDA AMS interface. At the top, there is a dark navigation bar with the 'DRC INSIGHT' logo and a dropdown menu showing 'WIDA-AMS' and 'STUDENT MANAGEMENT'. Below this is a light-colored sub-menu bar with options: 'Manage Students', 'Student Exports', 'Student Transfer Form', 'Student Status Dashboard' (which is highlighted with a blue underline), and 'Data Validation'. The main content area has a title 'Student Status Dashboard'. Below the title is a blue header for a 'Site Selection' form. The form contains a 'Select a State' dropdown menu with 'TX' selected, and a 'Select a Site ...' button.



Selecting a Site (School) in the Dashboard

Use the **Site Selection** search box to search for a site (school) and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. After you select a school, you can select an associated administration from the list that appears.

1. Enter all or part of a school name or code in the Site Selection search box. In the list of matches, direct text matches are highlighted. Select a school.

If there are no results for the selected school, a message is will display.

Site Search

1 Select a Site

2 Select an Admin

sam

Name	Code	Parent Name	Parent Code	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Tx	TX99999	Select
Drc Use Only - Insight Sample School	99996	Drc Use Only - Sample District Tx	TX99999	Select

2. For the selected school, select an administration from the list that appears to display the testing results in the Dashboard.

Site Search

< Drc Use Only - Eis Sample School - 99998

2 Select an Admin

Name	Code	Number	Select
WIDA ACCESS for ELLs	EWD804	596804	Select
WIDA Screener Assessment	EWD808	596808	Select

The selected school and administration appear at the top of the page.

Student Status Dashboard

Site Selection

Select a State

TX

Drc Use Only - Eis Sample School - 99998 | WIDA Screener Assessment - EWD808

Edit

Clear

Status

Not Started

of 4 total

Grade

04

0

1

2

3

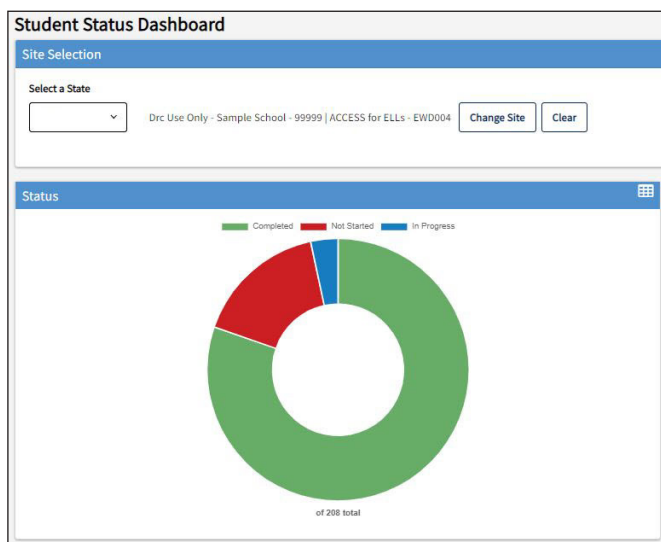
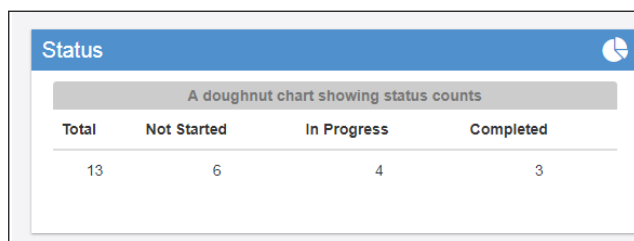
4

## Using the Dashboard

By default, the Dashboard displays graphs for the following categories: status, grade, domain, and assessment. A grid of students appears below the graphs.

As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.

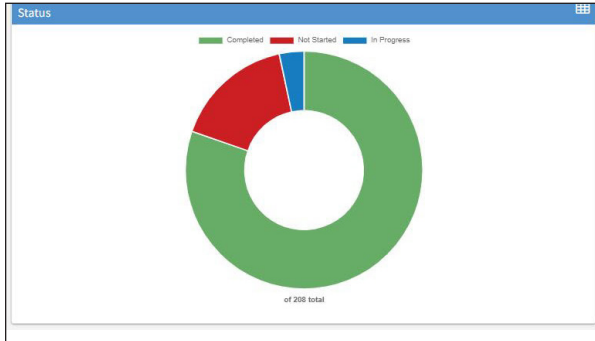
Use the graph () and table () icons to toggle the display format from graph (donut chart) to table.



## Using the Dashboard (cont.)

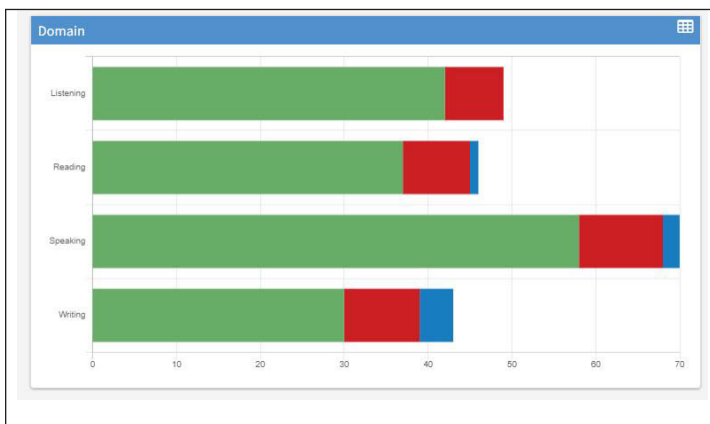
For the **Status** graph, hover the cursor over a portion of the graph to display the number of students in that portion.

As shown in the example below, to display the number of students who have not started testing, hover the cursor over the Not Started (red) portion of the graph.



For the **Grade**, **Domain**, and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

In the example below, the **Domain** graph is shown. The cursor is over the Listening part of the graph, and the testing status for Listening is shown.



## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school will display. You can sort the student grid by column heads and export the grid to a spreadsheet (comma-separated value, or .csv) file.

Click a column head to sort the grid by that column's data. An arrow appears on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data. See the examples below.

### Grade (numeric)

You can sort the column to ascend from grade 1 to grade 12, or vice versa.

### Last Name (alphabetical)

You can sort the column to ascend from the last name *Alpha* to the last name *Zeta*, or vice versa.

### Status (by status)

You can sort the column to group together all equal statuses: *Not Started*, *In Progress*, or *Completed*.

Click **Export to CSV** to export the Student Search Results grid to a spreadsheet file.

In the example below, **Last Name** is the selected sort criteria.

As you scroll down, more student data is displayed (if applicable). A message indicates the number of students shown out of the total number of students.

**Note:** The student data displayed also varies based on the filters applied to the dashboard.

Student Search Results									
<a href="#">Export to CSV</a>									
Last Name ↑	First Name	Grade	Domain	Module	Assessment	Status	Start Time	End Time	Duration
Derek	Tier	04	Listening	Listening	Listening Gr 4-5	Completed	09/22/2021 08:42 CDT	09/22/2021 09:00 CDT	0 Hours 18 Minutes
Derek	Tier	04	Reading	Reading	Reading Gr 4-5	Completed	09/22/2021 09:02 CDT	09/22/2021 09:10 CDT	0 Hours 8 Minutes
Derek	Tier	04	Speaking	Speaking	Speaking Gr 4-5	Completed	09/22/2021 09:11 CDT	09/22/2021 09:19 CDT	0 Hours 8 Minutes
Derek	Tier	04	Writing	Writing	Writing Gr 4-5	In Progress	01/17/2022 12:50 CST		
bDRSu	Tier	09	Reading	Reading	Reading Gr 9-12	Completed	09/23/2021 10:29 CDT	09/23/2021 10:41 CDT	0 Hours 12 Minutes
bDRSv	Tier	10	Writing	Writing	Writing Gr 9-12	Completed	09/28/2021 08:47 CDT	09/28/2021 08:58 CDT	0 Hours 11 Minutes
bDRSv	Tier	10	Speaking	Speaking	Speaking Gr 9-12	Completed	09/28/2021 10:25 CDT	09/28/2021 10:36 CDT	0 Hours 11 Minutes
bDRSv	Tier	10	Listening	Listening	Listening Gr 9-12	Completed	09/23/2021 12:08 CDT	09/23/2021 13:52 CDT	1 Hours 44 Minutes
bDRSv	Tier	10	Reading	Reading	Reading Gr 9-12	Completed	09/23/2021 12:17 CDT	09/23/2021 13:49 CDT	1 Hours 32 Minutes
bDRSw	Tier	11	Writing	Writing	Writing Gr 9-12	Completed	09/28/2021 08:35 CDT	09/28/2021 08:46 CDT	0 Hours 11 Minutes
bDRSw	Tier	11	Speaking	Speaking	Speaking Gr 9-12	Completed	09/28/2021 10:36 CDT	09/28/2021 10:46 CDT	0 Hours 10 Minutes

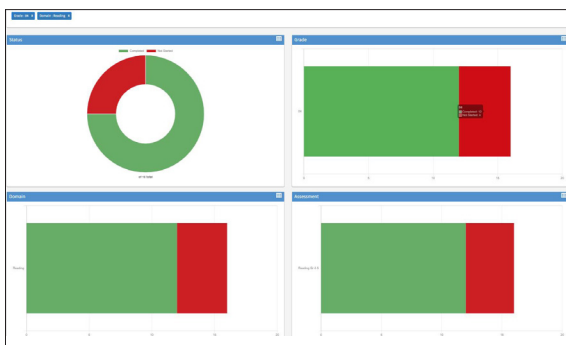
## Filtering the Dashboard

The process of creating Dashboard filters is dynamic: when you click a specific graph area, the Dashboard automatically creates a filter and updates the Dashboard data based on the filter. For example, if you click the *Grade 6* area of the **Grade** graph and then click the *Reading* area of the **Domain** graph, the Dashboard filters and displays the data for Grade 6 Reading (see below).

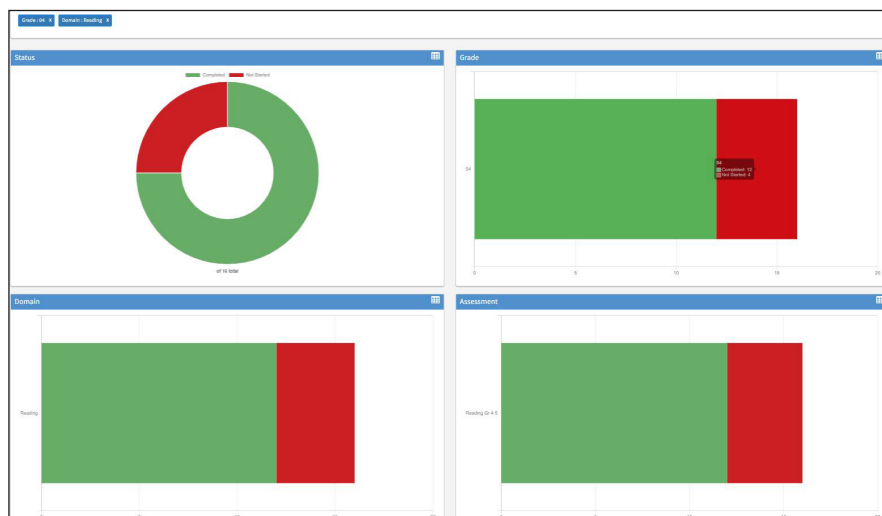
Any current filters will display at the top of the Dashboard. You can click the **X** to the right of the filter to remove the filter. Each time you add or remove a filter, the Dashboard updates based on the active filters.

**Note:** Filtering the dashboard may also affect the data displayed in the Student Search Results grid. You can click an **X** to close a filter. If all filters are closed, the Dashboard returns to the default display (all statuses are displayed in all graphs).

1. Click the **Grade 4** area of the **Grade** graph and then click the **Reading** area of the **Domain** graph.



2. The Dashboard display updates based on the filters, which appear in the Filters section of the Dashboard.



You can click a status to filter all graphs with that status.

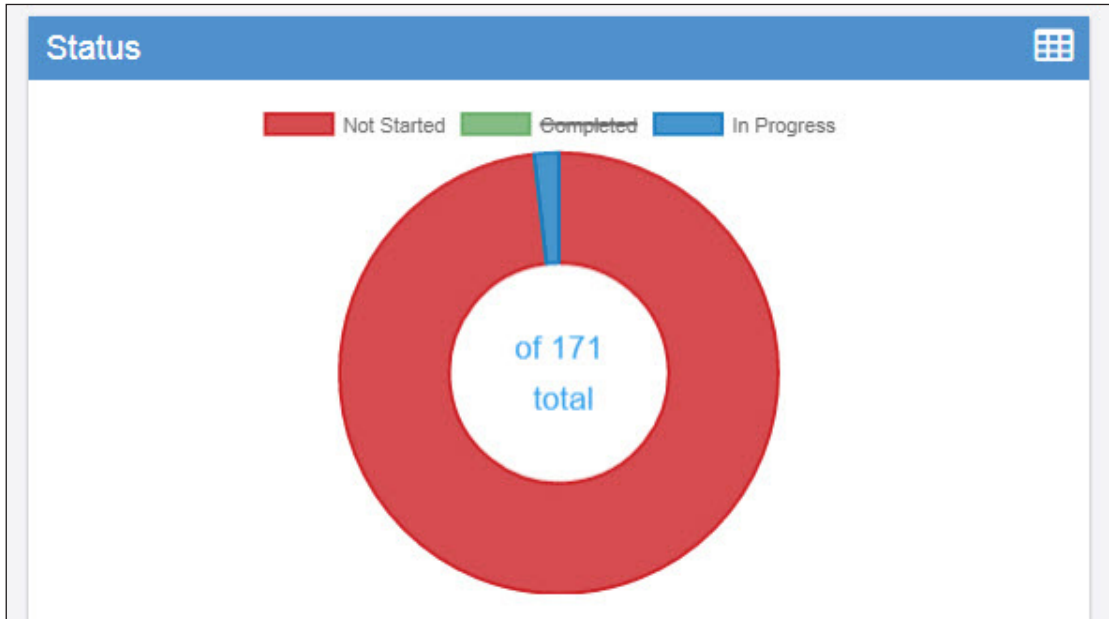
The **Grade** graph displays Grade 4 only.

The **Domain** graph displays Reading only.

The **Assessment** graph displays Reading Grades 4–5.

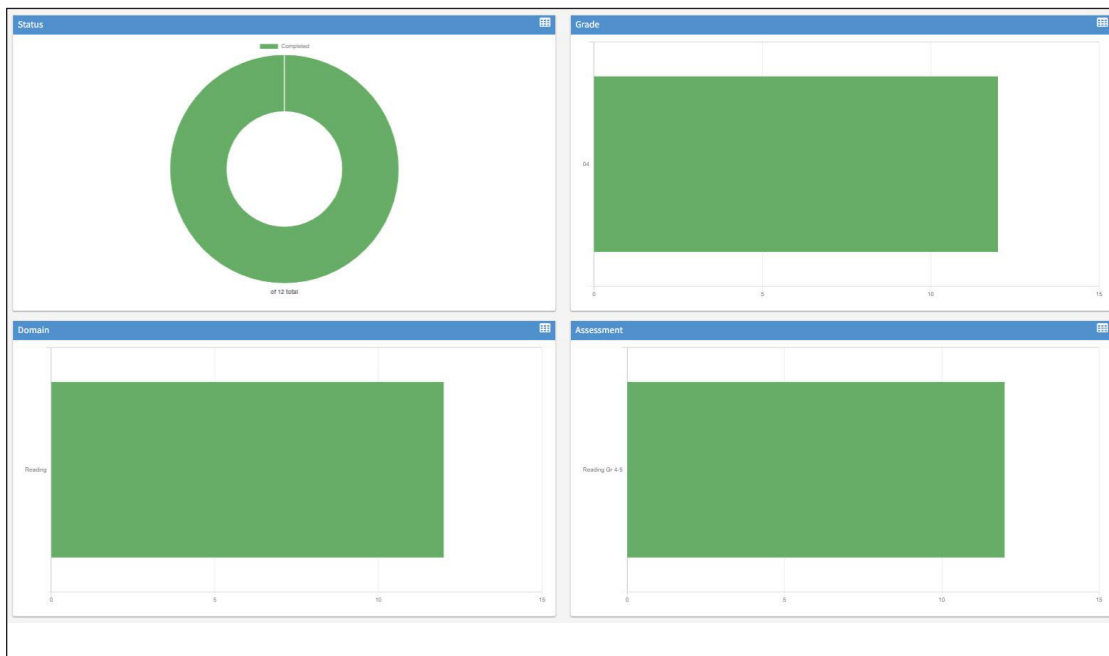
## Filtering the Dashboard (cont.)

3. In the Status graph, click a category displayed *above the graph* to temporarily remove the category—**Not Started**, **Completed**, or **In Progress** (or any combination of these)—from the chart. Click again to restore a category to the graph.



4. Click a category *within* the Status graph to filter the dashboard display based on the category.

**Note:** Filtering the dashboard may also affect the data displayed in the Student Search Results grid.



# Test Management Menu



# Test Management Menu

## Introduction

From the Test Management menu, WIDA AMS users can view and edit online test sessions for a district or school. Both Test Coordinators and Technology Coordinators will use Test Management.

For information on Test Monitoring, see “Configure a Test Session for Test Monitoring” on page 107.

The screenshot shows the WIDA-AMS interface. At the top is a dark blue header with the 'DRC INSIGHT' logo, 'WIDA-AMS', and a dropdown menu currently set to 'TEST MANAGEMENT'. Below the header is a light blue navigation bar with two tabs: 'Test Management' (which is active) and 'Manage Test Sessions'. Under the 'Test Management' tab, there is a message that says 'Please select an item from the menu above.'

From the WIDA AMS My Applications menu bar, select **Test Management** and then **Manage Test Sessions** from the Test Management menu to display the Test Sessions page. From this page, you can view and work with online test sessions for a specific district or school.

The screenshot displays the 'Test Sessions' page in WIDA-AMS. At the top, there's a title 'Test Sessions' and a descriptive paragraph. Below this are two tabs: 'Manage Test Sessions' (active) and 'Upload Multiple Test Sessions'. A section titled 'Instructions' with a red asterisk indicates required fields. This section contains several dropdown menus and text input fields: 'Administration' (set to 'ME ACCESS for ELL'), 'District' (set to '(All)'), 'School' (set to '(All)'), 'Last Name', 'First Name', 'State Student ID', 'Session', 'Domain', 'Screener' (set to a dropdown), and 'Assessment' (set to '(All)'). Below these are 'Show Sessions' and 'Print All Tickets' buttons. Further down, there are 'Sessions' and 'Status Summary' tabs. The 'Sessions' tab is active, showing a 'Session Detail' table with columns: 'Select', 'District', 'School', 'Session Name', 'Assessment', 'Status', 'Begin Date', 'End Date', and 'Action'. Below the table header, a message says 'Choose from the above filters and click on "Find Sessions" to view matching "Sessions"'. At the bottom of the page, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.



## The Test Sessions Option

A test session is a grouping of students who will take the same assessment together. For example, a classroom of students at the same grade level is a test session. Students for whom Pre-ID data was submitted or who were added to WIDA AMS via the Upload Multiple Student process, will automatically be placed into generic test sessions based on grade cluster and domain for ACCESS for ELLs Online or grade cluster for WIDA Screener Online.

From the Test Sessions page, you can view all of the online test sessions for a specific district or school. The page displays the status of the test session—Not Started, In Progress, or Completed.

### Status

### Description

#### **Not Started**

The test session has not started—no student in the session has started the test.

#### **In Progress**

One or more students in the session have started the test, but not all students have finished the test.

#### **Completed**

The test session is finished—all the students in the session have completed the test. The start time, end time, and length of the test session are also displayed.

**! Important:** Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.

1. To view the status of one or more test sessions, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions** to display the Test Sessions page.
3. Enter your search criteria and click **Show Sessions**. The Session Detail window appears.

Manage Test Sessions
Upload Multiple Test Sessions

Instructions





























\* Indicates required fields

Administration  
ACCESS for ELLs
District  
DRC Use Only - Sample D
School  
DRC Use Only - Sample S
Last Name
First Name
State Student ID
Session
Domain  
(All)
Assessment  
(All)
Show Sessions
Print All Tickets

Sessions
Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TC1	Writing Gr 45	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	   
<input type="checkbox"/>	DRC Use Only	DRC Use Only	Writ 12/2	Not				   

### Adding a Test Session

You can create a new online test session and add students to it.

**! Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 85 for a description of how to view test sessions for a specific district or school). DRC will create generic test sessions by using state-submitted Pre-ID data and for any students added to WIDA AMS via the Upload Multiple Student process (see “Uploading Multiple Students to the WIDA AMS” on page 65). These sessions can be edited (see “Viewing and Editing a Test Session” on page 90).

- For ACCESS for ELLs Online, a student must be placed into a test session for each domain. The exception is grades 1–3. Students in these grades do not need to be placed in a Writing test session because they take the Writing test on paper.
- For the WIDA Screener Online administration, all domains are administered via a single login and test ticket. Therefore, you need to set up only a single test session (contains all four domains) instead of four test sessions (one per domain).
- You do not need to assign a tier for your student’s Speaking and Writing test session. The student’s tier placement is determined by the student’s performance on the Listening and Reading domains. When the student logs in to the Speaking or Writing test, the correct tier will automatically be administered.

**Edit Test Session**

Testing Window: 01/14/2022 - 06/29/2023

Eligible Grades: 06, 07, 08, 09

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

**\* Instructions**

\* Indicates required fields

Session Name:  \*

Domain:  \*

Assessment:  \*

Mode:  \*

Begin Date:  \*

End Date:  \*

Test Monitoring:  \*

Restricted Access:  \*

Search for Available Students

Student Last Name:  Student First Name:  State Student ID:  Grade:

Available Students:

Students in Session:

Double-click to edit Student

**! Important:** Students in grades 4–12 who will handwrite their Writing responses must be placed into a handwriting response (HW) session (see “Viewing and Editing a Test Session” on page 90). This step is not necessary for grades 1–3

## Adding a Test Session (cont.)

1. To add a test session, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. When the Test Sessions page appears, select the correct administration (ACCESS for ELLs [for the correct year] or WIDA Screener Online). Then select a district and school (these fields are required to add a test session).
4. Scroll to the bottom of the **Test Sessions** page and click **Add Session**.

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

**Instructions**

\* Indicates required fields

Administration: Screener - Maine  
 District: DRC Use Only - Sample District  
 School: DRC Use Only - Sample School  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ State Student ID: \_\_\_\_\_  
 Session: \_\_\_\_\_  
 Domain: \_\_\_\_\_ Assessment: (All)  
 Screener: \_\_\_\_\_

Show Sessions | Print All Tickets

Sessions | Status Summary

**Instructions**

**Session Detail**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

### Adding a Test Session (cont.)





5. The Add Test Session window appears. Enter the required information (indicated by an asterisk [\*] next to the required field). The session name should be descriptive. For example, you might name the session by teacher name and classroom period.

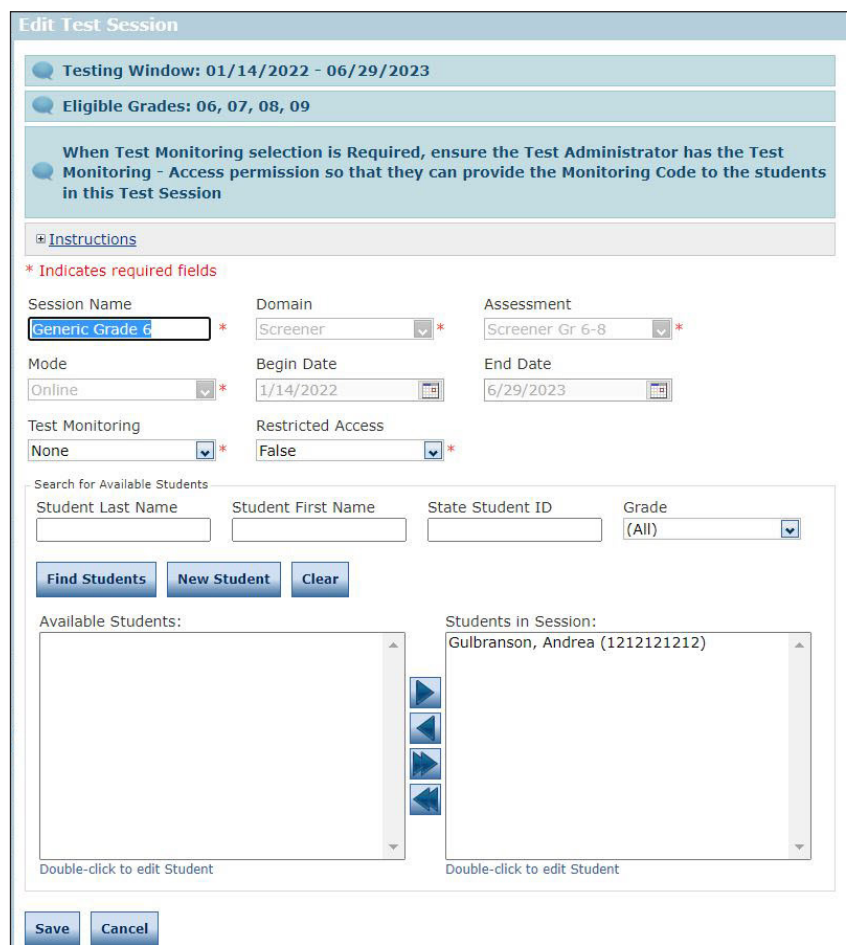
**Note:** The Mode, Begin Date, and End Date fields are greyed out because you cannot edit these fields.

6. Enter any other student search criteria and click **Find Students**.

7. Select a student from the Available Students list.

**Note:** To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

8. Use the **Add Selected** () , **Remove Selected** () , **Add All** () , and **Remove All** () icons with the Available Students and Students in Session lists to select one or more students to or add to or remove from the test session.
9. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes (see “Adding a New Student to a Test Session” on page 89).



## Adding a New Student to a Test Session

After you have added a test session, you can add new students to it—each student is added automatically to the session when you click **Save** or **Save & Add Another**.

**! Important:** HW students are considered online testers. You do not need to place students who will take the paper-based assessment into test sessions—test sessions are for online testing only. Also, it is not necessary to remove paper students from test sessions. Students with a status of Not Started for online testing will not carry forward with online results into reporting.

1. To add one or more new students, click **New Student**. The Add Student window appears.

2. Enter the student's information into the fields on the Student Detail and Accommodations tabs.
3. If the test session requires Test Monitoring, select Required from the Test Monitoring dropdown.
4. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes. The student you added is automatically placed in the Students in Session list.

**Note:** You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

## Viewing and Editing a Test Session

You can view existing test sessions to see which students are enrolled in them. You also can edit the sessions to add or remove students.


- To move a student to a different session, you should remove the student from their current session and then add them to the new session.
- To add a student to a different session in a different grade, remove the student from their current session, change their grade (see “Editing a Student’s Information” on page 58), and then add them to the new session.

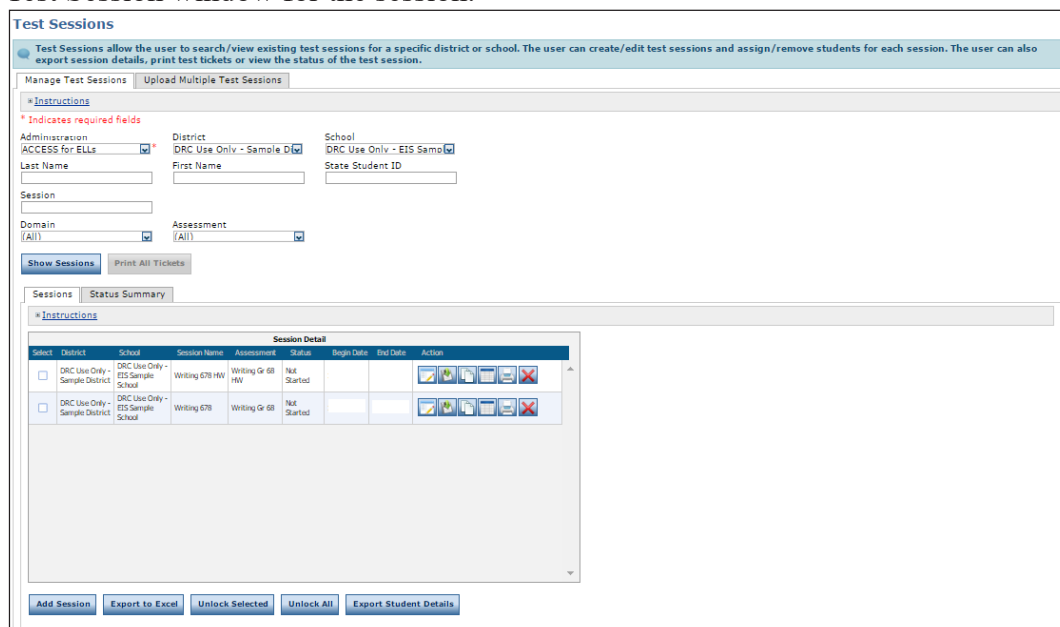
**! Important:** For WIDA Screener Online administration, students in the first semester of the lowest grade in a cluster may test one grade-level cluster below their grade. For example, a fourth-grade student in the first semester may test in the 2–3 grade-level cluster. For WIDA Screener Online administration, do not change the student’s grade to place them in a test session one grade-level cluster lower than their grade. You must remove the student from the current test session and add that student to a test session for the grade-level cluster you wish for that student to take.











Students who will handwrite their Writing response instead of using a keyboard must be placed into a Handwriting Response (HW) assessment.

**Note:** This applies to ACCESS for ELLs Online only—there are no handwriting test sessions for WIDA Screener Online.





To view or edit a test session, do the following:

1. From the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. Enter your search criteria and click **Show Sessions**.
4. When the test sessions appear, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for the session.



Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Writing 678 HW	Writing Gr 68 HW	Not Started			    
<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Writing 678	Writing Gr 68	Not Started			    

## Viewing and Editing a Test Session (cont.)

- On the Edit Test Session window, click **Find Students**.
- Double-click on a student's name to edit the student's information, or use the **Add Selected** () , **Remove Selected** () , **Add All** () , and **Remove All** () icons with the Available Students and Students in Session lists to select one or more students to add or remove.

**Note:** To select multiple students in sequence, hold down the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

- Click **Save** to save your changes (or **Cancel** to cancel them).

**Note:** You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

Testing Window: 01/14/2022 - 06/29/2023

Eligible Grades: 06, 07, 08, 09

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

[Instructions](#)

\* Indicates required fields

Session Name

Domain

Assessment

Mode

Begin Date

End Date

Test Monitoring

Restricted Access

Generic Grade 6

Screener

Screener Gr 6-8

Online

1/14/2022

6/29/2023

None

False

Search for Available Students

Student Last Name

Student First Name

State Student ID

Grade

Find Students

New Student

Clear

Available Students:

Students in Session:

Double-click to edit Student

Double-click to edit Student

Save



Cancel



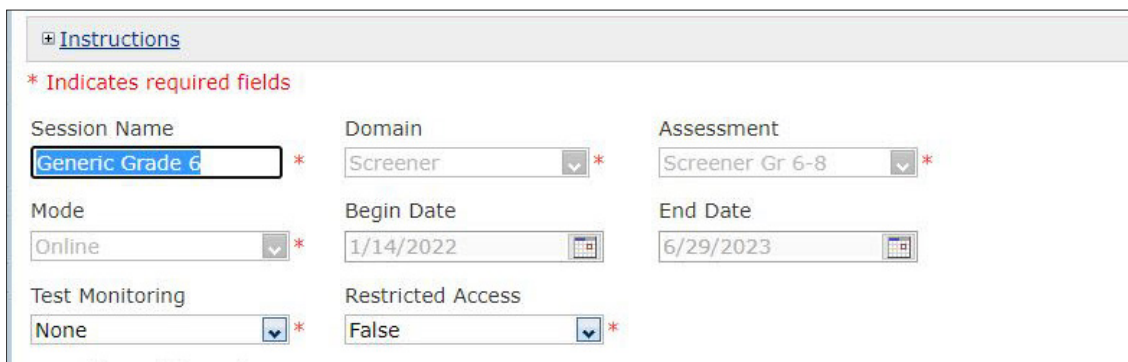
### Viewing and Editing a Test Session (cont.)

If your state chose keyboarding as the grade 4–12 online writing response mode but you have a student who needs to handwrite their Writing response, the student must be placed into an HW test session. This example demonstrates setting up an HW test session for Writing Gr 4–5, but the directions are applicable for all handwriting test sessions for grades 4–12.

**Note:** This applies to ACCESS for ELLs Online only—there are no handwriting test sessions for WIDA Screener Online.

1. To change a student's test response mode, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. On the Manage Test Sessions tab, search for the student that needs their response mode changed. Enter some student data and click **Show Sessions**. All of the sessions to which the student is assigned will display.
4. Select the test session with the assessment name Writing Gr 4–5 (“Writing Gr 4–5” is the name of the keyboarding test session).
5. Click the **View/Edit** icon () to display the Edit Test Session page.
6. Select the student from the Writing Gr 4-5 session, use the **Remove Selected** icon () to remove them, and click **Save**.
7. Create a new test session (see “Adding a Test Session” on page 86) or open an existing test session by selecting an administration, district, and school from the Manage Test Sessions page and clicking **Show Session**.

**Note:** The assessment must be an HW assessment (see below).



+ Instructions		
* Indicates required fields		
Session Name <input type="text" value="Generic Grade 6"/>	Domain <input type="text" value="Screener"/>	Assessment <input type="text" value="Screener Gr 6-8"/>
Mode <input type="text" value="Online"/>	Begin Date <input type="text" value="1/14/2022"/>	End Date <input type="text" value="6/29/2023"/>
Test Monitoring <input type="text" value="None"/>	Restricted Access <input type="text" value="False"/>	


8. Add the student to the session and click **Save**.

**Note:** When a student in an HW session logs in to DRC INSIGHT, the student should see questions but be unable to enter text into a response space. If the student is able to enter text, the student is in a keyboarding test session. In that case, the student should log out and the Test Coordinator or Test Administrator should verify that the student is in an HW session in WIDA AMS and that an HW test ticket was printed and provided to the student. If the student is in an HW session, the test ticket should be labelled with the letters HW.






































## Exporting a Test Session

You can export the details of a test session as a comma-separated values (.csv) file to save, view, edit, or print in a Microsoft Excel spreadsheet. You might use this spreadsheet to record testing anomalies (for example, a student who became ill during testing and was unable to finish).

1. To export a test session, from the My Applications menu bar select **Test Management**, then select **Manage Test Sessions** and enter your search criteria.
2. Click **Show Sessions**.
3. Click the **Export Details** icon () in the Action column for the test session that you want to export. The test session details are exported to a .csv file that you can save, view, edit, or print as a spreadsheet file in Microsoft Excel.

Sessions
Status Summary

[Instructions](#)


Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	6/1 EIS GR 23	Screener Gr 68	Not Started	5/31/2016	6/8/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	Not Started	4/1/2016	12/31/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WIDA Screener Test	Screener Gr 45	Not Started	4/1/2016	12/31/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	EIS Grade 6 Sample	Screener Gr 45	Not Started	4/1/2016	12/31/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	aaron's session	Screener Gr 45	Not Started	4/1/2016	12/31/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	session after forms pulled	Screener Gr 45	Not Started	4/1/2016	12/31/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	TestSession1	Screener Gr 23	Not Started	5/31/2016	6/8/2016	    

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

## Copying a Test Session

You can use an existing test session as a template to create a new test session. For example, assume that you have set up the students in a second-grade class to take WIDA Screener Online Grades 2–3. Now, you must create test sessions for a third grade class. You can make copies of the second grade test session and edit them to create a WIDA Screener Online Grades 2–3 test session for the third grade class.

You can copy test sessions to simplify the process of creating test sessions for all four ACCESS for ELLs domains. After you have created a test session for a domain (such as Reading), you can make copies of the test session to create sessions for the other domains.




































1. To copy a test session, from the My Applications menu bar select **Test Management**, then select **Manage Test Sessions** and enter your search criteria.
2. Click **Show Sessions** to display the Testing Status window.
3. Click the **Copy Session** icon () in the Action column for the test session that you want to copy.

Sessions

Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	    
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TCL	Writing Gr 45	Not Started	1/4/2016	3/7/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	    
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	xyz 12/3 reading gr 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	    

Page 1 of 2 (113 items)

< Prev

1

2 Next >

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

## Copying a Test Session (cont.)

The Add Test Session window appears.

4. Enter a name for the session in the Session Name field.
5. Edit the required information to match your new session, and add or remove students if necessary.
6. Click **Save** to save your results, **Save & Add Another** to save your results and add another test session, or **Cancel** to cancel the process without saving your changes.

Edit Test Session

Testing Window: 01/14/2022 - 06/29/2023  
Eligible Grades: 06, 07, 08, 09  
When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

Instructions

\* Indicates required fields

Session Name

Domain

Assessment

Generic Grade 6 \*

Screener \*

Screener Gr 6-8 \*

Mode

Begin Date

End Date

Online \*

1/14/2022

6/29/2023

Test Monitoring

Restricted Access

None \*

False \*

Search for Available Students

Student Last Name

Student First Name

State Student ID

Grade

(All) v

Find Students

New Student

Clear

Available Students:

Students in Session:

Gulbranson, Andrea (1212121212)

Double-click to edit Student

Double-click to edit Student

Save

Cancel


## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can either print all the tickets for all the students in a session or select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

**Note:** Test Coordinators and/or Test Administrators perform this task.

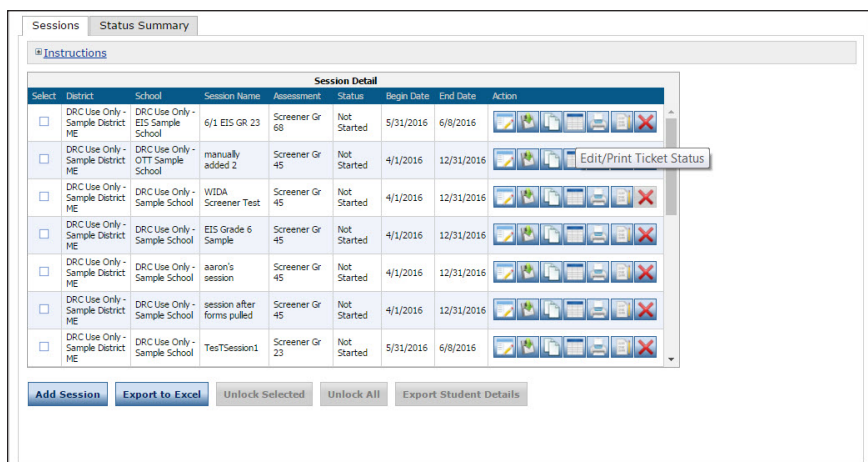
1. To print test tickets for the students in a test session, select **Manage Test Sessions** from the Test Management menu and enter your search criteria.

2. Click **Show Sessions**.

- To print all of the tickets for the test session, click the **Print All Tickets** icon () in the Action column for the test session for which you want to print tickets. A PDF version of the Student Test Session Ticket appears that you can view, save, and print.

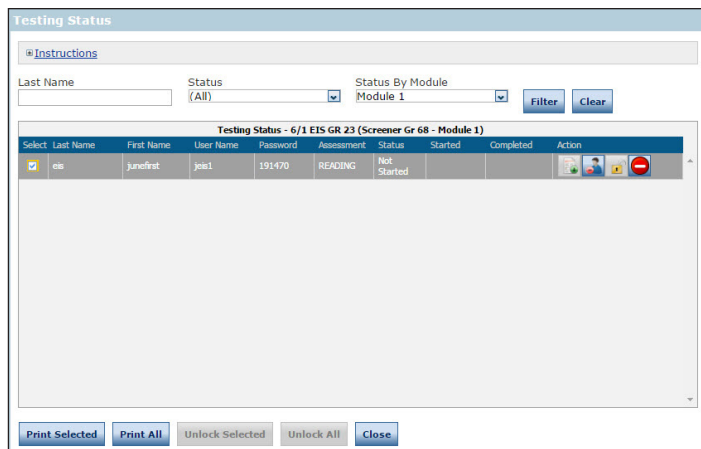
**Note:** If a PDF file does not appear, disable your browser's pop-up blocker.

- To print selected test tickets, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want.



- In the Testing Status window, select one or more students by clicking the checkbox next to their names in the Select column and click **Print Selected**.

**Note:** Test tickets print four to a page.



## Deleting a Test Session

You can delete a test session unless any student in the session has either started or completed the test.

1. To delete a test session, from the My Applications menu bar select **Test Management**, then select **Manage Test Sessions** and enter your search criteria.
2. Click **Show Sessions**.
3. Click the **Delete** icon (✖) in the Action column for the test session you want to remove. The Confirm Delete dialog box appears.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Writ 45 TC1	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	xyz 12/3 reading gr 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	[Icons: Add, Edit, Delete, etc.]

Page 1 of 2 (113 items) < Prev 1 2 Next >

4. Click **Delete** to delete the test session (or **Cancel** to cancel the process).

**Confirm Delete**

? You are choosing to delete session 'DRS Speaking Gr 23'. Are you sure?

## Using the Tier Placement Report

### ! Important:


- You must run the Tier Placement Report after students finish the Reading and Listening domains.
- This applies to ACCESS for ELLs Online only.

The Tier Placement Report is necessary to do the following tasks:

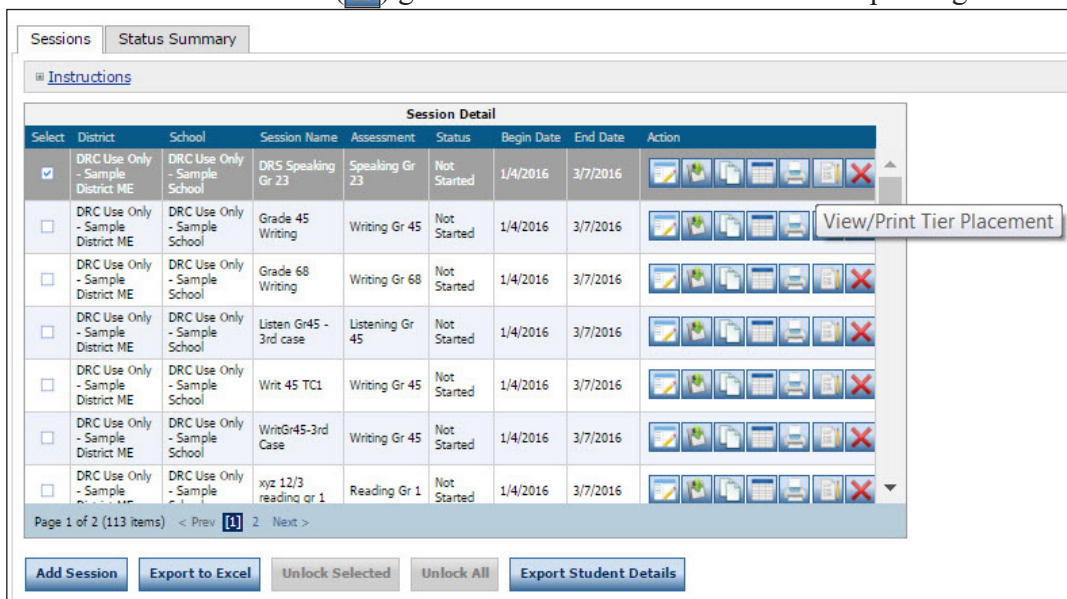
- Determine the correct tier of the Writing test booklet to be administered to online testers in grades 1–3.
- Determine the correct tier of the Writing response booklet to be provided to online testers in grades 4–12 who need to handwrite their Writing response.
- Identify online testers assigned to the Tier Pre-A Speaking form. Special administration procedures for the Tier Pre-A testers are detailed in the *Test Administrator Manual*.

**Note:** DRC INSIGHT assigns testers to the correct tier automatically (Test Administrators do not need to determine the tiers for the online assessment.) When a student logs in with their test ticket, the correct form is administered.








The Tier Placement Report is available from the Session tab of the Test Sessions page.

- To create a report, from the Test Management menu select **Manage Test Sessions** to display the Test Sessions page.
- Enter the search criteria for the session for which you want to run the report and click **Show Sessions**. The Session Detail page appears.
- In the Action Column, click the **View/Print Tier Placement** icon () to generate the Tier Placement Report.

**Note:** You can select any domain test session for a student to see the student's tier assignment. The View/Print Tier Placement icon () generates the same Tier Placement Report regardless of the domain selected.



The screenshot shows the 'Sessions' tab selected in the top navigation bar. Below it, there's a 'Status Summary' tab and an 'Instructions' link. The main area is titled 'Session Detail' and contains a table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table lists several sessions, including 'DRC Use Only - Sample District ME', 'DRC Use Only - Sample District ME', 'DRC Use Only - Sample District ME', 'DRC Use Only - Sample District ME', 'DRC Use Only - Sample District ME', 'DRC Use Only - Sample District ME', and 'DRC Use Only - Sample District ME'. The 'Action' column for each session contains a set of icons, including a 'View/Print Tier Placement' icon (a document with a magnifying glass). A tooltip labeled 'View/Print Tier Placement' is shown over this icon. At the bottom of the table, there's a pagination bar showing 'Page 1 of 2 (113 items)' and navigation buttons: '< Prev', '1', '2', 'Next >'. Below the table, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	DRS Speaking Gr 23	Speaking Gr 23	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	Listen Gr45 - 3rd case	Listening Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	Writ 45 TC1	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	WritGr45-3rd Case	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample District ME	xyz 12/3 reading or 1	Reading Gr 1	Not Started	1/4/2016	3/7/2016	



## Uploading Multiple Test Sessions to WIDA AMS

From the Manage Test Sessions page, you can upload a file containing multiple test sessions to WIDA AMS. The file must be in .csv format (a file format used by Microsoft Excel), and the fields in the file must be in specific columns. The Manage Test Sessions page contains links to both a PDF layout file that contains instructions and a sample .csv template file that you can use to create the actual file.

For information on Test Monitoring, see “Configure a Test Session for Test Monitoring” on page 107.

**! Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 85 for a description of how to view test sessions for a specific district or school).

DRC will create generic online test sessions by using state-submitted Pre-ID data, or for any students added to WIDA AMS through the Upload Multiple Student process (see “Uploading Multiple Students to WIDA AMS” on page 65).

These sessions can be edited (see “Viewing and Editing a Test Session” on page 90).

Test Monitoring can be added to the test session using the Test Session Upload file.

1. To upload multiple test sessions, select **Manage Test Sessions** in the Test Management menu to display the Manage Test Sessions page, and select the **Upload Multiple Test Sessions** tab.
2. Select an administration from the Administration drop-down menu and click **File Layout** to display the file titled Multiple Test Session File Upload – Layout (WIDA).

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

3. Click **Sample File** to download or display the Upload Multiple Test Session.csv file. Depending on the browser you are using, a dialog box may appear in order to open or download the file.

**Note:** This file is only a sample of the type of file you will upload to WIDA AMS.

4. Use the Upload Multiple Test Session.csv file to create and save a test session file to upload.

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

### Uploading Multiple Test Sessions to WIDA AMS (cont.)

5. After you have created a test session file, click **Browse...** to locate and select the file you created.
6. Click **Open** to display it in the File field of the Upload Multiple Test Sessions tab.
7. 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, an error report detailing the errors will be available for you to review. You must correct the errors and repeat steps 5 and 6.
  - If the file does not contain errors, a system message appears indicating that the file has been accepted.

#### Test Sessions

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions

Upload Multiple Test Sessions

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

[Instructions](#)

\* Indicates required fields

Administration  
WS ACCESS for ELLs

District  
(Select)

School  
(All)

File

Browse...

Upload



## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Sessions tab of the Manage Test Sessions window (see “The Test Sessions Option” on page 85).

1. To display a summary, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**, and enter your search criteria.
3. Click **Show Sessions**.
4. Select the **Status Summary** tab.

Sessions

Status Summary

\*Instructions

Session Summary

Status	Session Count
Not Started	17

Student Summary

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
<input checked="" type="checkbox"/> Domain: Screener			
Listening Gr 1	1	0	0
Listening Gr 23	10	0	0
Listening Gr 45	15	0	0
Listening Gr 68	3	0	0
Listening Gr 912	1	0	0
Reading Gr 1	1	0	0
Reading Gr 23	10	0	0
Reading Gr 45	15	0	0
Reading Gr 68	3	0	0
Reading Gr 912	1	0	0
Speaking Gr 1	1	0	0
Speaking Gr 23	10	0	0
Speaking Gr 45	15	0	0
Speaking Gr 68	3	0	0
Speaking Gr 912	1	0	0
Writing Gr 1	1	0	0
Writing Gr 23	10	0	0
Writing Gr 45	15	0	0
Writing Gr 68	3	0	0
Writing Gr 912	1	0	0

Student Summary by Test Session

District	School	Session Name	Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	6/1 EIS GR 23	Screener Gr 68	1	0	0
DRC Use Only - Sample District ME	DRC Use Only - OTT Sample School	manually added 2	Screener Gr 45	1	0	0

### Transferring Students between Schools

A district user may transfer students from one school to another (within the same district) for online testing.

**Note:** The process described in this section cannot be used to transfer students from one district to another. For district-to-district transfers, see “Using the Student Transfer Form” on page 74.

To transfer a student, you must start at the test session level. First, locate a test session in which the student is enrolled at the sending school (the school the student is transferring from). Next, remove the student from the test session and move the student into the receiving school (the school the student is transferring to). Then, add the student to the appropriate test session(s) at the receiving school.

.....  
**! Important:** This process is necessary only for domains in which the student has not yet tested; completed domains may be left as is. Also, this procedure is necessary only if the student transfers *after* he or she has started testing.

If the student transfers *before* starting testing, select **Student Management–Manage Students–Add Student** to add the student at their new school and place the student into a test session for each domain. You do not need to remove the student from the test sessions at the old school—the student will not test there, so no records will be created. If you do not want the student to appear on the test roster and test tickets, you can remove the student from the test session.

**Note:** If the student transfers after testing is complete, this procedure may be used as long as Test Setup is open. If Test Setup has closed, the student’s record may be transferred during data validation.  
.....

## Transferring Students between Schools (cont.)

1. To transfer student records, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions** to display the Test Sessions page.
3. Enter any relevant search criteria, including the sending school, last name, first name, and the state student ID, to help locate the test sessions to which the student is assigned, and click **Show Sessions**. The Session Detail grid appears.

**Test Sessions**

Test Sessions allow the user to search/view existing test sessions for a specific district or school. The user can create/edit test sessions and assign/remove students for each session. The user can also export session details, print test tickets or view the status of the test session.

Manage Test Sessions | Upload Multiple Test Sessions

**\* Instructions**

\* Indicates required fields

Administration  
ME ACCESS for ELL ☐ \*

District  
DRC Use Only - Sample D ☐

School  
(All) ☐

Last Name  
Jones

First Name  
Menan

State Student ID  
2222222222

Session













Domain  
(All) ☐

Assessment  
(All) ☐

Show Sessions | Print All Tickets

Sessions | Status Summary

**\* Instructions**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Listening Gr 23	Not Started	12/1/2015	6/30/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Reading Gr 23	Not Started	7/1/2015	6/30/2016	   
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - EIS Sample School	Generic Grade 2	Speaking Gr 23	Not Started	7/1/2015	6/30/2016	   

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

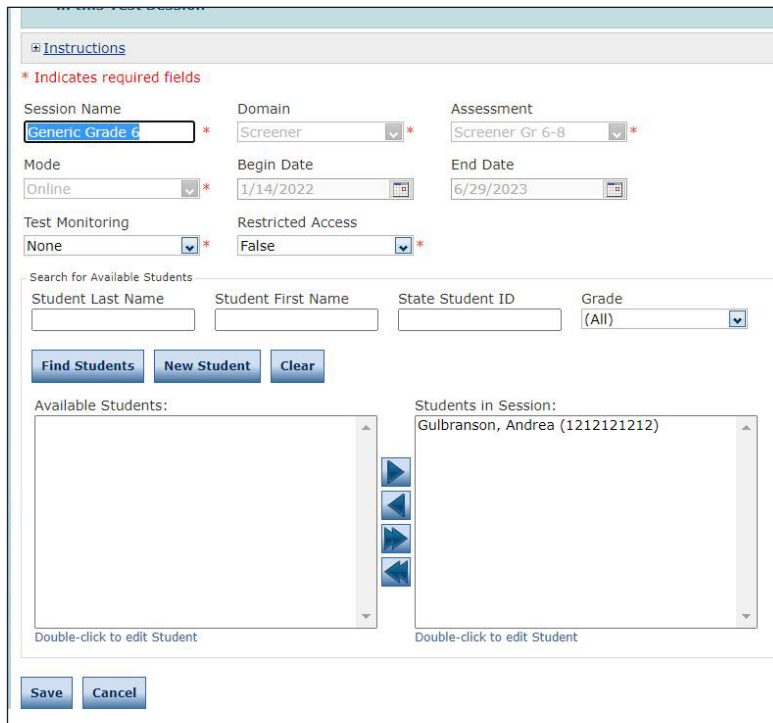
4. When the test sessions appear, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for a session in which the student is enrolled.

## Transferring Students between Schools (cont.)

5. Select the student and use the **Remove Selected** (  ) icon to remove the student from the test session.

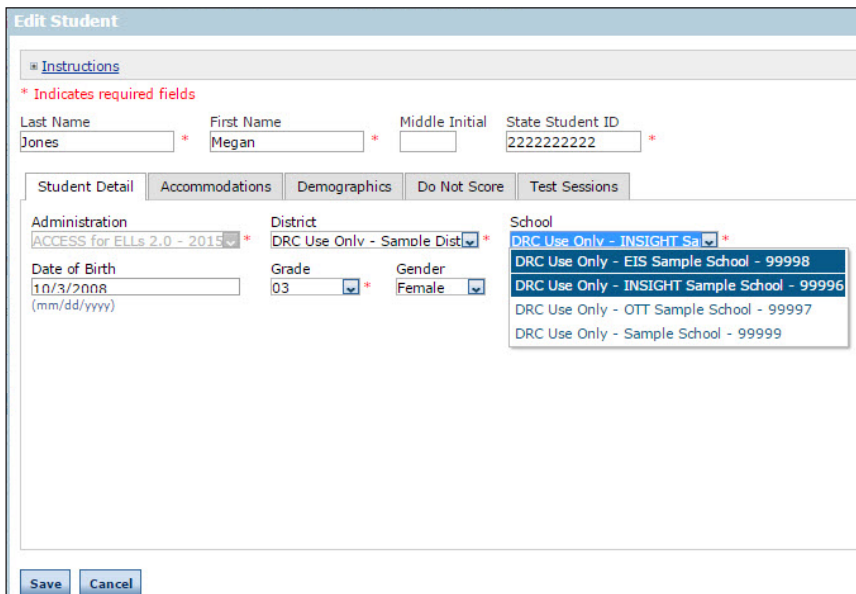
**! Important:** The student must be removed from each test session for all not-started domains.

6. The student is moved to the Available Students list. Double-click on the student's name.
7. The Edit Student window appears. On the Student Detail tab, select the receiving school from the **School** drop-down menu and click **Save**. The student is transferred to the receiving school. Within the receiving school, you must add the student to the appropriate test session(s) for any domains not yet started.



The screenshot shows the 'Edit Student' window. At the top, there's a tab labeled 'Instructions'. Below it, a red asterisk indicates required fields. The form includes fields for Session Name (Generic Grade 6), Domain (Screener), Assessment (Screener Gr 6-8), Mode (Online), Begin Date (1/14/2022), End Date (6/29/2023), Test Monitoring (None), and Restricted Access (False). Below these are search fields for Available Students: Student Last Name, Student First Name, State Student ID, and Grade (All). There are buttons for Find Students, New Student, and Clear. The Available Students list is empty. The Students in Session list contains 'Gulbranson, Andrea (1212121212)'. There are double-click icons between the lists. At the bottom are Save and Cancel buttons.

**Note:** To change a student's grade, remove the student from all test sessions, edit the grade, and place the student into new test sessions. A grade cannot be edited while the student remains in a test session.



The screenshot shows the 'Edit Student' window with the 'Student Detail' tab selected. It includes fields for Last Name (Jones), First Name (Megan), Middle Initial, and State Student ID (222222222). Below these are tabs for Accommodations, Demographics, Do Not Score, and Test Sessions. The Student Detail section has Administration (ACCESS for ELLs 2.0 - 2015), District (DRC Use Only - Sample Dist), School (DRC Use Only - INSIGHT Sample School - 99998), Date of Birth (10/3/2008), Grade (03), and Gender (Female). At the bottom are Save and Cancel buttons.



# Test Monitoring Application

## *Introduction*

The Test Monitoring Application (TMA) in WIDA AMS allows Test Monitors to monitor student testing activity throughout the duration of their test using a secure dashboard for the 2022-2023 ACCESS and Screener administrations. TMA permissions will be given to State, District, School, and Test Administrator roles (Technology Coordinators will not get this permission). Test Monitors can pause individual or all testing activity for any scenario that requires the test to be put on hold.

## *How It Works*

Test Monitors will be able to see students who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the student's status throughout the testing session, including the screen or question on which the student is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

The Test Monitoring application within WIDA AMS uses a Monitoring Code to assign a student's test session to a Test Monitor's Test Monitoring Dashboard. To do this, a Test Monitor will open the Test Monitoring application where a random unique Monitoring Code will be assigned. The Test Monitor will share this code with the students they will be monitoring. After logging in to a test, students will enter the Monitoring Code and their names and test information will then show up on the Test Monitoring Dashboard. Students can only be assigned to one Test Monitoring session per test unless the Test Monitor generates a new code and invalidates the existing code.

Test Monitors have the flexibility to track students across different test administrations and across different locations, if needed. Test Monitors can only see students who are using their Monitoring Code. Test Monitors may not share their Monitoring Code with other WIDA AMS users. Monitoring Codes can be used for assessments that are administered through the DRC INSIGHT Secure Applications. Upon launching the application, if there is not an active Monitoring Code, one is generated that will expire at the end of the day. Test Monitors can generate a new code and choose an expiration date of up to five days from when the code is generated. Monitoring Codes expire at 11:59 p.m., local time, on their expiration date.

When the administration has been set up so that the Test Monitoring option is configurable on the test session level, the Add/Edit Test Session screen will allow the user to select how to configure the test session as it relates to Test Monitoring.

The test session can be configured to use Test Monitoring in multiple ways using Manage Test Sessions in the WIDA AMS Test Management application, including:

- **None** - the Student Verification page does not display the Enter Monitoring Code field for any students.
- **Required** - the Student Verification page displays the Enter Monitoring Code field for all students. Students are required to enter a Monitoring Code to begin testing.
  - **Restricted Access** - when Restricted Access is set to True, students proceed to a waiting room after entering a Monitoring Code. Restricted Access will always default to False because ACCESS and Screener administrations will not use the TMA waiting room functionality.

## Configure a Test Session for Test Monitoring

To use Test Monitoring, you must first select options in Test Monitoring fields for the test session as shown below.

**Note:** Before using Test Monitoring, you must have a WIDA AMS account with a role that has the Test Monitoring - Access permission. Additionally, you must have already created your students and test sessions in the WIDA AMS.

1. Log in to WIDA AMS.
2. Select **Test Management** from the My Applications menu.
3. Select the Manage Test Sessions tab.
4. On the Manage Test Sessions window, choose an administration, district, and school from the drop-down menus then select the **Show Sessions** button.
5. Select the View/Edit icon to the right of the test session for which you would like to add Test Monitoring. The Edit Test Session window displays.
6. On the Edit Test Session window, choose either *None* or *Required* in the **Test Monitoring** field.
7. Once the Test Monitoring field has been configured, click the **Save** button.

**Edit Test Session**

Testing Window: 01/14/2022 - 06/29/2023

Eligible Grades: 06, 07, 08, 09

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

[Instructions](#)

\* Indicates required fields

Session Name <input type="text" value="Generic Grade 6"/>	Domain <input type="text" value="Screener"/>	Assessment <input type="text" value="Screener Gr 6-8"/>
Mode <input type="text" value="Online"/>	Begin Date <input type="text" value="1/14/2022"/>	End Date <input type="text" value="6/29/2023"/>
Test Monitoring <input type="text" value="None"/>	Restricted Access <input type="text" value="False"/>	

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	State Student ID <input type="text"/>	Grade <input type="text" value="(All)"/>
---	--	--	---

Available Students:

Double-click to edit Student

Students in Session:

Gulbranson, Andrea (1212121212)

Double-click to edit Student

### ***Online Help for Test Monitoring***

The Test Monitoring Application includes online help that is launched directly from the WIDA AMS. The [Test Monitoring Online Help](#) covers all aspects of the Test Monitoring functionality.

### ***Generating and Using a Monitoring Code***

To generate and use a Monitoring Code, do the following:

1. Log in to WIDA AMS.
2. Select **Test Monitoring** from the My Applications menu.
3. The Test Monitoring Dashboard is displayed.
  - If there is not an active Monitoring Code, one will be automatically generated that will expire at the end of the day.
  - If there is an active Monitoring Code, that code will be displayed along with its expiration date and the Test Monitoring Dashboard will display any students registered to that code.
4. To generate a new code, click **Generate New Code**, and select an expiration date.
5. Click **Generate**. The expiration date now displays next to the Monitoring Code in the Test Monitoring Dashboard.

**Note:**

- This will cause the existing code to expire and will display a warning that any students registered to the code will be removed from the dashboard. Students who are actively testing when the Monitoring Code is regenerated will continue testing without disruption, but they will no longer appear on the Test Monitoring Dashboard.
  - Codes will expire at 11:59 p.m. local time on the expiration date.
6. Distribute the Monitoring Code to your students.
  7. After logging in to the test, students enter the Monitoring Code in the **Enter Monitoring Code** field on the Student Verification page and then click **Save**. If they entered a valid code, the student is registered to the code and will appear on the Test Monitoring Dashboard.
  8. The student clicks **Continue**.



## Test Monitoring Dashboard

Once the student is allowed into the test, they appear in the All tab within the Test Monitoring Dashboard with the following information:

- **Name:** the student's first and last name
  - **Actions:**
    - Pause - Test Monitor may pause the student's test
    - Stop - Test Monitor may stop a student's test
      - When Pause or Stop are selected, the Test Monitor can choose a reason that will display in DRC INSIGHT to the student
    - Resume - Test Monitor may resume a paused or stopped test
  - **Assessment:** the name of the Assessment to which the student is registered in the dashboard
  - **Status:**
    - **Active:** Students is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
    - **Inactive:** Student has done no navigation within the Test Engine for at least 5 minutes
    - **Paused:** Student has Paused the test
    - **Exited:** Student has exited the Test Engine either from using the Exit button, closing the Test Engine (either the Public or Secure Browser), or from timing out on the Pause Test screen
    - **Completed:** Student has completed the test session and submitted their responses
      - **Navigation:** the part of the test and screen that the student is currently viewing in the Test Engine.
- Example: Listening: Page 20 where Listening is the domain
- **Progress:** the number of answers the student has submitted out of the expected number of answers for that part of the test session.
    - N/A will appear when the student has not yet begun testing (they are still on Student Verification, Domain Selection screen, or Test Directions screen)

# Screening Scoring



## Introduction

WIDA Screener Online is locally scored using WIDA AMS. Educators who have passed the relevant Speaking and Writing quiz (or quizzes) are certified to score student responses. These educators may access the student responses via WIDA AMS.

**ⓘ Important:** Screener Scoring is not used for ACCESS for ELLs. If you are administering ACCESS for ELLs only, you DO NOT need to review this section of the user guide.

Access to WIDA AMS scoring functionality is controlled through the Educator Scoring permission. Initially, users with district-level WIDA AMS access are assigned the Educator Scoring permission and are responsible for assigning it to certified scorers only.

**ⓘ Important:** WIDA AMS users who are not certified should not attempt to score student responses and should not need to access the Screener Scoring functionality.

## Student Responses in WIDA AMS

Usually (approximately 90% of the time), Speaking and Writing responses will be available for scoring in WIDA AMS within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses have been submitted.

Scoring is to be completed by certified educators on any computer or laptop with Chrome installed. DRC INSIGHT does not need to be installed on the machine.

## Providing Access to Educator Scoring

Giving a certified scorer access to WIDA AMS Educator Scoring is a two-part process. First, you must provide the Educator Scoring permission under the WIDA Screener Online administration to the certified scorer (steps 1–4). Then, you update the scorer’s user profile in WIDA AMS and specify which domains—Speaking and/or Writing—the scorer is certified to score (steps 5–8).

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration window.
2. Using the drop-down menus, select an administration and other filters to select the appropriate users, and click **Find Users**.

The screenshot shows the 'User Administration' window in WIDA AMS. At the top, there's a title bar 'User Administration' and a description: 'User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system, activate/inactivate user(s).' Below this are three buttons: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. A section titled '#Instructions' contains a message: 'Filters are required. See Instructional Text if unsure how to filter'. This is followed by a series of filters: 'Administration' (dropdown menu showing 'Screener - Maine'), 'User Role' (dropdown menu showing 'District'), 'District' (dropdown menu showing 'DRC Use Only - Sam'), 'School (All)' (dropdown menu), 'First Name' (text input), 'Last Name' (text input), and 'Email' (text input). There is also a checkbox for 'Hide Inactive Users'. Below the filters are two buttons: 'Find User' and 'Clear'. At the bottom of the filter section are two tabs: 'Users' and 'Profiles'. The 'Users' tab is active, showing a table titled 'User Accounts'. The table has columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. Below the table, there is a message: 'Choose from the above filters and click on "Find User" to view matching "User Accounts"'. At the bottom of the window are two buttons: 'Export All to Excel' and 'Reset Selected Users'.

## Providing Access to Educator Scoring (cont.)

- When the User Accounts table appears, click the **View/Edit** () icon next to the user to display the Edit User window.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

[Edit User](#)
[Add Single User](#)
[Upload Multiple Users](#)



















[Instructions](#)


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

Administration: Screener - Maine  
 User Role: (All)  
 District: DRC Use Only - Sami  
 School: (All)  
 First Name:   
 Last Name:   
 Email:   
☐ Hide Inactive Users

[Find User](#)
[Clear](#)

[Users](#)
[Profiles](#)

Last Name	First Name	Email Address	Action
Test	SkTest	SkTest@drc-mn.com	  
ScoreWrite	T35QA	T35QAScoreWrite@drc-mn.com	  
ScoreSpeak	T35QA	T35QAScoreSpeak@drc-mn.com	  
ScoreNONE	T35QA	T35QAScoreNONE@drc-mn.com	  
ScoreALL	T35QA	T35QAScoreALL@drc-mn.com	  
Portal District	KA	kogefrabud@throwam.com	  



- Look for the WIDA Screener Online administration. Click the **View/Edit** () icon to add the Educator Scoring permission. Repeat steps 1–4 for each user who needs permission.

**Note:** If the WIDA Screener Online administration is not available, click **Add** to add the administration before adding the permission.

**Edit User**

First Name: KA  
 Last Name: Portal District  
 Email Address: kogefrabud@throwam.com

**Permissions**

Administration	Role	District	School	Action
Screener - Maine	District	ME99999 - DRC Use Only - Sample District ME		 

[Add](#)

[Reset User](#)
[Inactivate](#)
[Close](#)

## Providing Access to Educator Scoring (cont.)

- Select the **Profiles** tab and check the checkbox next to the user's name to select the user.

**Note:** Although Educator Scoring permission will provide access to the Screener Scoring Menu option, a Test Administrator or other user will not be able to score responses for a specific domain until they have been certified under the Profiles tab.

- Click the **View/Edit Scoring Certifications** icon (📄) to display the View/Edit Educator Scoring Certifications window.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Buttons: Edit User, Add Single User, Upload Multiple Users

**Instructions**

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

Administration: Screener - Mi  
 User Role: (All)  
 District: DRC Use Only - Samd  
 School: (All)  
 First Name:   
 Last Name:   
 Email:   
 Status: (All)  
☐ Hide Inactive Users

Buttons: Find User, Clear

Users | Profiles

**User Profiles**

Last Name	First Name	Email	Role	Administration	District	School	Action
Robertson	Aaron	arobertson@test.test	District	Screener - Maine	ME99999		<input checked="" type="checkbox"/> View/Edit Scoring Certifications

1 Item(s) Displayed

Buttons: Copy to New Administrations, Assign Permissions, Remove Permissions, Assign Role, Export All to Excel

- Under Certified Content Areas, check each domain that the user is certified to score—Speaking and/or Writing—and click **Submit** to save your changes (or **Cancel** to cancel them).

**Note:** This step limits a user to scoring only the domain(s) for which the user is certified.

**View/Edit Educator Scoring Certifications**

Please select the content areas that the user is certified to score.

**Instructions**

**Certified Content Areas**

Certified	Content Area
<input type="checkbox"/>	Speaking
<input checked="" type="checkbox"/>	Writing

2 Item(s) Displayed

Buttons: Submit, Cancel

- Repeat steps 5–7 for each user who needs permission. Granting permission must be done for each individual user who has been certified to score WIDA Screener. Permissions cannot be granted to a group of test administrators.

## **Using Screener Scoring in WIDA AMS**

After logging in to WIDA AMS, users with the Educator Scoring permission see a **Screener Scoring** link in the navigation menu. This link opens the Screener Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus.

### **Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses**

Educators qualified to score writing responses should always begin by scoring grades 1–3 Writing and grades 4–12 Writing for students who wrote their responses on paper. Before scoring, make sure that you have all grade 1–3 Writing test booklets and grades 4–12 handwritten responses to evaluate them for assigning scores. Then, follow the process described on the following pages.

### **Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking**

Educators should proceed to score grades 4–12 Keyboarded Writing and grades 1–12 Speaking only after completing grades 1–3 Writing and grades 4–12 handwritten Writing responses.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

To enter writing scores for grades 1–3 in WIDA AMS, follow these steps.

1. From your stack of student response booklets or handwritten response paper, select the student whose responses you want to score.
2. From the WIDA AMS My Applications menu bar, select **Screener Scoring** to display the Screener Scoring page.
3. Locate the student in Screener Scoring by filtering by district, school, assessment, and test session and click **Show Sessions**. The test sessions meeting the filter requirements appear in the Session Detail grid.

DRC INSIGHT™
WIDA Assessment Management System

All Applications ▶

Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

\* Indicates required fields

Administration
District
School







Screener - Maine \*
DRC Use Only - Sample D \*
DRC Use Only - Sample S

Domain
Assessment
Session

Screener \*
(All)

Show Sessions

Session Detail

District ▲	School ▲	Session Name ▲	Assessment ▲	Session Status ▲	Begin Date ▲	End Date ▲	Item Counts	Action
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed			0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started			0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress			0 available, 0 in process, 0 complete	 







Page 1 of 1 (3 items) < Prev 1 Next >



## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

The Item Counts column indicates the number of student responses that are Available, In Process, or Complete in Educator Scoring for a particular test session (shown above) or student (shown below). When you hover the mouse over the Item Counts column, the following information displays:

Status	Description
Available	The number of student responses that are ready for scoring. It can take up to two hours for responses to become available for scoring after a student completes testing.
In Process	The number of student responses for which a score has been submitted, but are being processed within the DRC scoring system. Responses take up to 15 minutes for processing before they are set to Complete.
Complete	The number of student responses that have been scored and have passed DRC's internal checks. It can take up to two hours from the time a score is complete until the score is available within the reporting system.

Session Detail						
Assessment	Session Status	Begin Date	End Date	Item Counts	Action	
Screener Gr 1	Completed	5/3/2019	6/25/2020	4 available, 0 in process, 4 complete	  	
Screener Gr 1	In Progress	5/3/2019	6/25/2020	4 available, 0 in process, 0 complete	  	

Available: The number of student responses that are ready for scoring. It can take up to 2 hours for responses to become available for scoring from the time a student has completed testing.

In Process: The number of student responses for which a score has been submitted, but are currently still being processed within the DRC scoring system. Responses may take up to 15 minutes for processing before they are set to complete.


Complete: The number of student responses that have been scored and have passed our internal checks. It may take up to two hours from the time a score is complete to when a score is available within the reporting system.

The Session Status column indicates the status of the test session. If your student's Handwritten Writing Domain is not available to score, ensure that the test session is completed in the secure browser.

Status	Description
Not Started	The test session has not started.
In Progress	The test session has started, but has not finished.
Completed	The test session has finished.

- To view a list of students within the test session, click the **Show Students** icon () in the Action column.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

- The Scoring Status window appears. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon () to access the Screener Scoring application.

Click **Refresh** to display the updated items remaining to be scored for a student or test session.

Scoring Status

[Instructions](#)

Last Name

Status


(All)

Filter

Clear

Refresh

Scoring Status - Screener (Screener Gr 9-12)


Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
Thornton	Gary	09	1299876543	SPEAKING	0 available, 0 in process, 0 complete	

Close

**⚠ Important:** You may score all student responses (not just grades 1–3 Writing and grades 4–12 handwritten Writing responses) using this method of scoring student by student. Alternately, once you have completed scoring grades 1–3 Writing and grades 4–12 handwritten Writing responses, you can use the method for scoring all students, by test session, as described on page 119.

## Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking

The following method describes how to score all student responses by test session. In order to use this method, you **MUST** have completed scoring all grades 1–3 Writing and grades 4–12 handwritten Writing responses.

1. To enter Screener scores in WIDA AMS, from the WIDA AMS My Applications menu bar, select **Screener Scoring** to display the Screener Scoring page.
2. Locate the test session in Screener Scoring by filtering by district, school, assessment, and test session and click **Show Sessions**. The test sessions meeting the filter requirements appear in the Session Detail grid.
3. Search for the session and click the **Score Session** icon ().

### Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

\* Indicates required fields

Administration  
Screener - Maine \*

District  
DRC Use Only - Sample D \*




School  
DRC Use Only - Sample S \*


Domain  
Screener \*

Assessment  
(All)

Session

[Show Sessions](#)

Session Detail									
District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action	
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed			0 available, 0 in process, 0 complete		
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started			0 available, 0 in process, 0 complete		
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress			0 available, 0 in process, 0 complete		

Page 1 of 1 (3 items) < Prev  Next >


### Scoring Resources for Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

Three scoring resources are available to score student responses for each domain, Writing and Speaking. To view and use these resources, click **Scoring Resources**. Then, use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use (for a description of the choices, see “Scoring Resources by Domain” on page 121).

The screenshot shows the 'Educator Scoring' interface for project EWD808. It displays metadata for 'Grades 23 Playing Outdoors 816753' and indicates that 1 of 3 scoring resources are shown. Navigation buttons include '<< Prev', 'Current', and 'Next >>'. Below these are buttons for '<< Prev Scoring Resource' and 'Next Scoring Resource >>'. A 'Response' button is also present. The 'Scoring Resources Filter' is set to 'All'. There is a checkbox for 'Scoring Resources Window'. A green 'Submit' button is prominent. Below it, a 'Score' section shows a row of buttons from 1 to 6, with '1+' and '2+' also visible. A 'NonScorable' section has a button labeled 'N'. At the bottom is a red 'Exit Scoring' button.

### Important Notes About Scoring Resources

The following are important items to remember about scoring resources.

- You can display Screener Scoring online help and the Image toolbar functions by clicking the **?Help** (  ) icon.
- The **<<Prev Scoring Resource** and **Next Scoring Resource >>** buttons are enabled if you select the **All** option from the Scoring Resources Filter. You can use these buttons to navigate between the domain’s scoring resources.
- If you check the **Scoring Resources Window** option, the scoring resources open in a separate browser and you can refer to them while scoring responses in Screener Scoring.
- Clicking **Submit** submits the score. It does not close the scoring resources. To close the scoring resources, you must click **Exit Scoring** when you finish your score session. Exiting scoring locks the session and you can no longer change the score or access the test sample.

## Scoring Resources by Domain

You can select from the scoring resources shown in the table below.

Domain	Scoring Resource	Displays
Writing	Supporting Passage	Writing Tasks*
	Anchor	Anchor Responses*
	Scoring Guide	Writing Scoring Scale and How to Score
Speaking	Supporting Passage	Speaking Tasks
	Model Student Response	Model Student Responses
	Scoring Guide	Speaking Scoring Scale and Speaking Score Points
Either	All	<p>All three scoring resources for the domain</p> <p><b>Note:</b> The &lt;&lt;Prev Scoring Resource and Next Scoring Resource&gt;&gt; buttons are enabled if All is selected.</p>

\*For Grades 1–3 Writing, the Writing Tasks and Anchor Responses are grouped together and each Writing Task and Anchor Response is labeled. When scoring responses are selected, you can scroll through these scoring resources to locate the appropriate one or use the Bookmark feature in the upper-right hand corner.

### Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring

To enter Writing scores for grades 1–3 and handwritten Writing responses for grades 4–12 in Screener Scoring, follow these steps.

1. Click **Scoring Resources** and use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use: Writing Tasks, Anchor Responses, and/or the Writing Scoring Scale.
2. The question description identifies the writing task the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing task.
3. View the student’s handwritten response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response.
4. Evaluate the student’s handwritten response and preview the Anchor responses. Then, select the appropriate score and click **Submit**.

**Note:** Since you selected a single student for scoring, no further student responses are shown and the Screener Scoring application prompts you to log out of the working session.

To continue scoring responses, locate and select another student in WIDA AMS Screener Scoring (see steps 1–5 starting on page 116).

5. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session pauses and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screener Scoring” on page 127.

## Scoring Grades 4–12 Writing in Screeener Scoring

To enter Writing scores for grades 4–12 into Screeener Scoring, select a student and follow these steps.

1. To view the Writing tasks, anchor responses and the Writing Scoring Scale, click **Scoring Resources**.
2. The question description identifies the writing task the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing task.
3. View the student’s written response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response. Because the student used a keyboard for the response (grades 4–12), you will see the response on the screen.
4. To enter the score, select one of the numeric score buttons near Score on the screen.
  - To select a different score, select a different numeric score button.
  - If the response is nonscorable according to the Writing Scoring Scale, click the N near NonScorable on the screen.

The screenshot shows the 'Educator Scoring' interface for 'Grades 68 My Favorite Day of the Week 788282'. The left sidebar contains navigation buttons: '<< Prev', 'Current', and 'Next >>'. Below these are buttons for '<< Prev Scoring Resource', 'Next Scoring Resource >>', 'Response', and 'Scoring Resources'. A 'Scoring Resources Filter' dropdown is set to 'All'. At the bottom of the sidebar are 'Submit' and 'Exit Scoring' buttons. The main area displays a writing task: 'Favorite Day: Monday. First day of the week back to work. Doing WIDA tests. Eating osh.' The right sidebar shows the question title, a 'Next' button, and a 'Score' section with buttons for 1, 1+, 2, 2+, 3, 3+, 4, 4+, 5, 5+, and 6. Below the score buttons is a 'NonScorable' button with an 'N'.

The << **Prev Page** and **Next Page** >> buttons are enabled if a Writing response exceeds a page, or if you are scoring an entire session. You can use these buttons and/or the **Page** drop-down menu ( **Page 1 of 1** ) to navigate between pages and/or students.

The screenshot shows the 'Scoring Resources Filter' dropdown menu. It has a 'Submit' button at the top, followed by a 'Score' section with buttons for 1, 1+, 2, 2+, 3, 3+, 4, 4+, 5, 5+, and 6. Below the score buttons is a 'NonScorable' button with an 'N'. At the bottom is an 'Exit Scoring' button.

### ***Scoring Grades 4–12 Writing in Screener Scoring (cont.)***

5. If a Writing task has multiple parts, you will see a **Next** button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.
6. After you have entered all scores, click **Submit**. If you have more responses to score, the next response appears after you click **Submit**.
7. You can click <<**Prev** to view responses and review scores that you have submitted. Click **Next**>> to move forward again.

.....  
**! Important:** You can change scores during this review before logging out.  
.....

8. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session remains open and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

.....  
**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.  
.....

For more information, see “Exiting Screener Scoring” on page 127.



## Entering Speaking Scores into Screener Scoring

To enter Speaking scores into Screener Scoring, select a group of students (see page 119) and follow these steps.

1. To review the Speaking tasks, model student responses, and the scoring guide for scoring student responses, click **Scoring Resources** on the left side of the screen. You can listen to the model student responses by selecting **Model Student Response** from the Scoring Resources Filter drop-down menu. To learn more about scoring the response using the Speaking Scoring Scale, see the *WIDA Screener Online Test Administration Manual* in the WIDA Secure Portal.
2. Click **Play** under **Question:** to listen to the student's response.
  - If a Speaking task has only one part to evaluate before entering a score, you will see score buttons for selecting your score.
  - If a Speaking task has a second part that must be evaluated as part of the score, you will see a **Next** button applied to the Speaking task's first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.
3. After you have listened to the student's response to the task, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.
  - If the student does not respond, or does not respond in English, click **NR** (No Response [in English]).
  - If a Speaking task has multiple parts, multiple sets of score buttons will appear.

The screenshot displays the 'Educator Scoring' interface. On the left sidebar, it shows 'Educator Scoring EWD808' with a help icon, 'Grades 912 P1 School Lunch Tier A 698319', 'Project: EWD808', and 'Lithocode: 990546089172'. Below this are navigation buttons: '<< Prev', 'Current', and 'Next >>'. Further down are '<< Prev Scoring Resource' and 'Next Scoring Resource >>', a 'Response' tab, a 'Scoring Resources' tab, and a 'Scoring Resources Filter' dropdown set to 'All'. At the bottom of the sidebar are 'Submit' and 'Exit Scoring' buttons.

The main area shows two question cards. The first card is titled 'Question: Grades 912 P1 School Lunch Tier A 698319' and features an audio player with a play button, a progress bar at 0:04 / 0:04, a volume icon, and a menu icon. To the right of the audio player are three score buttons: 'NR', 'AT', and 'AD'. The second card is titled 'Question: Grades 912 P3 School Lunch Tier A 698320' and features an audio player with a play button, a progress bar at 0:00 / 0:00, and a volume icon. To the right of the audio player are five score buttons: 'NR', 'AT', 'AD', 'ST', and 'EX'.

### Entering Speaking Scores into Screener Scoring (cont.)

4. After you have entered a score for all scorable Speaking parts, click **Submit**. If you have more responses to score, the next response will appear after you click **Submit**.

**Note:** You may replay any Speaking response as many times as necessary before submitting the scores for the scoring session.

5. To score additional responses within the filters set for the scoring session, click **Next>>**.
6. You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

**! Important:** You can change scores during this review before logging out.

7. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session pauses and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses. For more information, see “Exiting Screener Scoring” on page 127.

The screenshot displays the 'Educator Scoring' interface. On the left is a sidebar with the following elements: a header 'Educator Scoring EWD808' with a help icon; project details 'Grades 912 P1 School Lunch Tier A 698319', 'Project: EWD808', and 'Lithocode: 990546089172'; a navigation bar with '<< Prev', 'Current', and 'Next >>' buttons; a section for '<< Prev Scoring Resource' and 'Next Scoring Resource >>'; a 'Response' and 'Scoring Resources' section; a 'Scoring Resources Filter' dropdown set to 'All'; and two large buttons at the bottom, 'Submit' (green) and 'Exit Scoring' (red).

The main area shows two question cards. The first card is for 'Question: Grades 912 P1 School Lunch Tier A 698319' and includes a video player with a progress bar at 0:04 / 0:04, a volume icon, and score buttons 'NR', 'AT', and 'AD'. The second card is for 'Question: Grades 912 P3 School Lunch Tier A 698320' and includes a video player with a progress bar at 0:00 / 0:00, a volume icon, and score buttons 'NR', 'AT', 'AD', 'ST', and 'EX'.

## Exiting Screener Scoring

When you exit or end a Screener Scoring session, the WIDA AMS Screener Scoring page reappears with a blank Session Detail grid. You can click **Show Sessions** to refresh the grid and display the latest information.

When you exit or end a Screener Scoring session, the Screener Scoring page reappears with a blank Session Detail grid. The filters from the previous search remain populated. Click **Show Sessions** to refresh the grid and display the latest information.

### Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

\* Indicates required fields

Administration

District

School

Screener - Maine

DRC Use Only - Sample D

DRC Use Only - Sample S

Domain

Assessment

Session

Screener

(All)

Show Sessions

Session Detail							
District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts
Please click 'Show Session' to refresh the session detail grid							

## Screener Data File Export

The Screener Data File Export process allows users to export and download a spreadsheet (.csv) file that contains WIDA Screener data by student.

DRC Interactive Report permissions are as follows: DRC IRS – Access, DRC IRS – District, DRC IRS – School, and DRC IRS – Teacher. The following table describes the permissions required to perform the Screener Data File export process for each level of the user.

Role	Required Permissions	Allows
District Coordinator	DRC IRS – Access DRC IRS – District DRC IRS – School DRC IRS – Teacher	District users to access DRC INSIGHT Interactive Reports for all schools within their district.
School Coordinator	DRC IRS – Access DRC IRS – School DRC IRS – Teacher	School users to access DRC INSIGHT Interactive Reports for their school.

## Important Notes About the Screener Scoring Extract

- DRC Interactive Reports Permissions are refreshed at midnight, CST. Therefore, if a user is given access to a new site or role, the Screener Data File Export will be available to that user on the following day.
- Export data is also refreshed at midnight, CST. Therefore, if a student is reported on Monday, their data will be available Tuesday in the export.
- The export contains reported records only. If a student does not take all four domains, they are not reported and the student's record will not appear in the export.

### Administrations/Dates

Screener [State]	Default Start Date	Default End Date
Before June 27, 2019	July 1, 2016	June 27, 2019
2019-2020	June 27, 2019	June 25, 2020
2020-2021	June 26, 2020	June 24, 2021
2021-2022	June 25, 2021	June 30, 2022
2022-2023	July 1, 2022	Yesterday's date*

*\*Yesterday's date means that data is collected from the beginning of the default start date through midnight of the day before the data request date.*

Default dates will always populate and users can adjust dates, but all date requests must fall within the administration default start and end dates.

## Data File Export for All Users

The following information applies to all users performing a data file export.

- All users must select an administration.
- All users can search across all grades or across a specific grade.
- The default start and end dates are contained within the administration selected. All users can adjust these dates, but these dates must fall within the default time frame.

## Data File Export for District-Level Users

The following information applies to District-level users performing a data file export.

- District users can click **Search Districts**, enter their district name, and click **Download Report** to export data from all schools in the district.
- District users can click **Search Schools**, enter a school name, and click **Download Report** to export data from that school only.

## Data File Export for School-Level Users

School-level users performing a data file export may only export data from their school.

## Error Messages

- *No sites were found.*

If you misspell a District or School Name or if you enter a Site Name that does not exist, you will receive this error. Correct spelling and resume a new search.

- *There is no data that meets your criteria.*

Indicates you have selected a site with no data that matches your criteria. Adjust criteria and resume a new search.

- *You do not have access to any administrations.*

Indicates you do not have permission to access Screener data. Contact your district assessment or ELL staff regarding permissions to administrations.

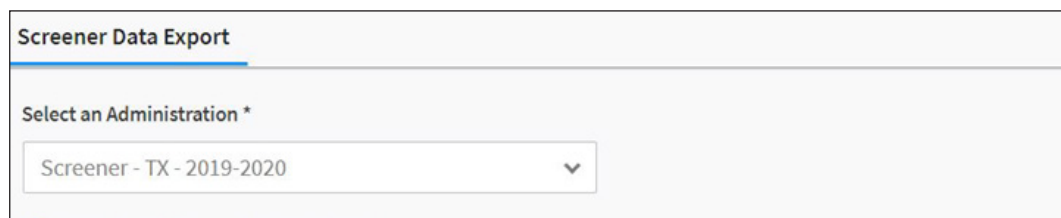
### Performing a Screener Data File Export

Use this procedure to export a Screener Data File. This data file includes student information and test scores.

#### Notes:

- Use a Google Chrome browser to perform this procedure—Internet Explorer is not supported.
- To see the field names, valid values, field descriptions and notes for a Screener Student Data File Export file, see “Screener Student Data File Layout” on page 132.

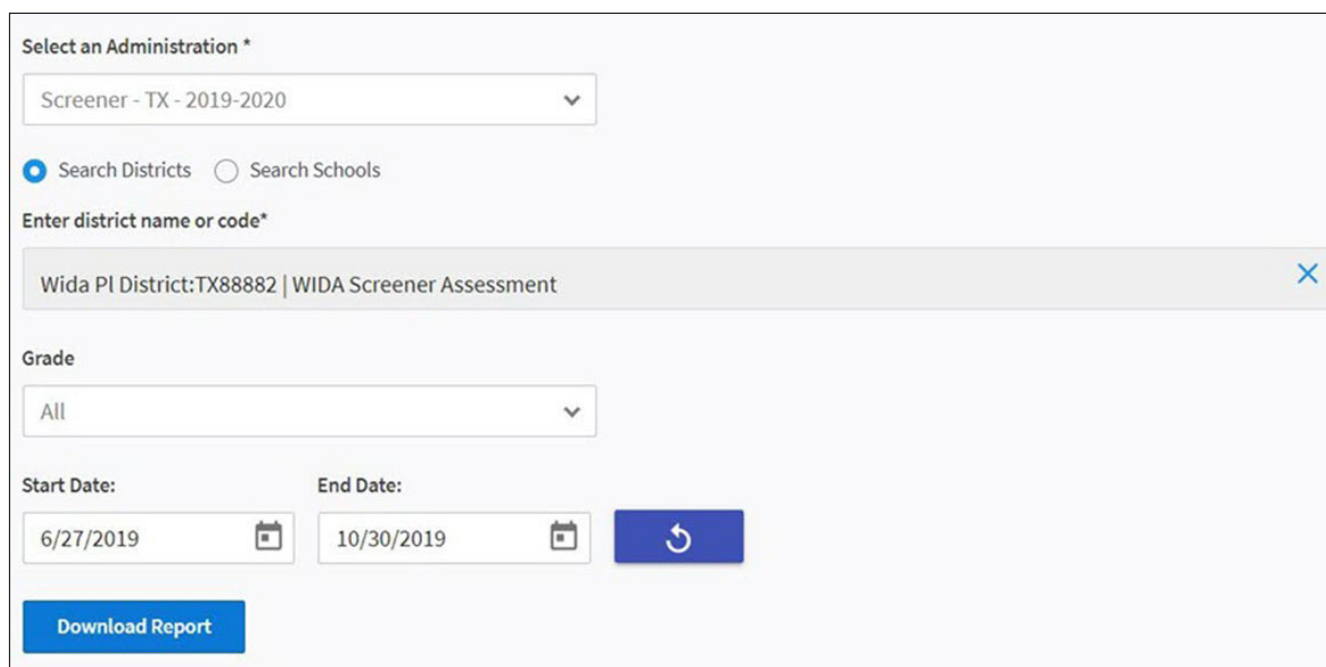
1. Select **Report Delivery** from the **My Applications** menu, and select **Screener Data Export**. The Screener Data Export window displays.
2. Choose an administration from the **Select an Administration** drop-down menu.



The screenshot shows the 'Screener Data Export' window. At the top, there is a tab labeled 'Screener Data Export'. Below the tab, there is a section titled 'Select an Administration \*'. Under this section, there is a dropdown menu that currently displays 'Screener - TX - 2019-2020' with a downward arrow on the right side.

3. If you are a district-level user, you can either click **Search Districts** and enter your district name to export data from all schools in the district. Or, you can click **Search Schools** and enter a school name to export data from that school only.

If you are a school-level user, go to step 4. Otherwise, go to step 5.

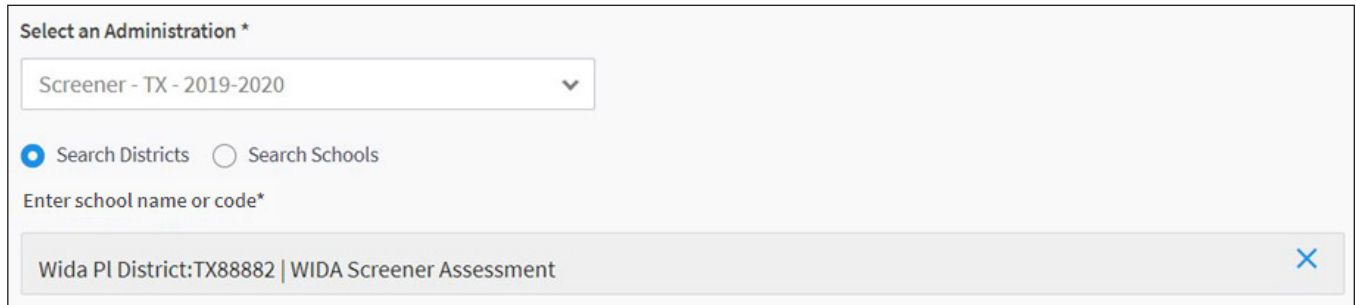


The screenshot shows the 'Screener Data Export' window with the following elements:

- Select an Administration \*:** A dropdown menu showing 'Screener - TX - 2019-2020'.
- Search Options:** Two radio buttons are present: 'Search Districts' (which is selected) and 'Search Schools'.
- Enter district name or code\*:** A text input field containing 'Wida PI District:TX88882 | WIDA Screener Assessment'. There is a blue 'X' icon on the right side of the input field to clear the text.
- Grade:** A dropdown menu showing 'All'.
- Start Date:** A date input field showing '6/27/2019' with a calendar icon to its right.
- End Date:** A date input field showing '10/30/2019' with a calendar icon to its right.
- Buttons:** A blue circular refresh button is located between the end date field and the 'Download Report' button.
- Download Report:** A blue button at the bottom left of the window.

## Performing a Screener Data File Export (cont.)

- If you are a school-level user, place your cursor into the Enter school name or code search field and your site will appear.



Select an Administration \*

Screener - TX - 2019-2020 ▼

☒ Search Districts ☐ Search Schools

Enter school name or code\*

Wida PI District:TX88882 | WIDA Screener Assessment ✕

- After you have selected the testing sites and date(s) for the data file export, click **Download Report**.
- If you click Download Report and there is no testing data for the selected sites and dates, you can select a new date range and/or new sites. Click **X** to clear the original search and begin a new search.
- The data export file downloads to your system in .csv format. The file displays in the bottom left corner of the Google Chrome browser window when the download completes. This file contains the data extracts that match your search criteria. These extracts can be saved or closed after you have finished your review.



Download Report

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TX999999999Scre....csv ^

## Screener Student Data File Layout

The table below and on the following pages describes the layout and content of the Screener Student Data File. Use this table as a reference when you review the exported data.

Field Name	Max Character Length	Valid Character Values	Field Notes
Unique DRC Student ID	12	0-999999999999	<p>The Internal DRC Student ID may appear on multiple rows in a file.</p> <ul style="list-style-type: none"> <li>Records created by uploading are odd ID numbers</li> <li>Records created by manual entry into WIDA AMS are even ID numbers</li> </ul>
Administration	None	Screener - State - YYYY-YYYY	
District Name	50	A-Z, a-z, 0-9 Period "." Parentheses "()" Hyphen/dash "-" Apostrophe "'" At sign "@" Colon ":" Semicolon ";" Ampersand "&" Number sign "#"	District's name
District Number	15	A-Z, 0-9	Unique district number identifying the district within the state
School Name	50	A-Z, a-z, 0-9 Period "." Parentheses "()" Hyphen/dash "-" Apostrophe "'" At sign "@" Colon ":" Semicolon ";" Ampersand "&" Number sign "#"	School's name
School Number	15	A-Z, 0-9	Unique school number identifying the school within the district
Student Last Name	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" 	Student's last name
Student First Name	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" 	Student's first name
Student Middle Initial	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" 	Student's middle initial/name
Date of Birth	10	MM/DD/YYYY Blank	Student's birth date
State Student ID	15	A-Z, a-z 0-9 ?, -	Unique Student ID value within a state—must be unique and not blank.



**Screener Student Data File Layout (cont.)**

Field Name	Max Character Length	Valid Character Values	Field Notes
Grade	2	01-12	1st grade through 12th grade  Must contain leading zero for 01-09
Grade Cluster Administered	1	1,2,4,6,9	The student's tested Grade Cluster  <u>Online</u> <ul style="list-style-type: none"> <li>• 1 = 1</li> <li>• 2-3 = 2</li> <li>• 4-5 = 4</li> <li>• 6-8 = 6</li> <li>• 9-12 = 9</li> </ul>
Started		YYYY-DD-MM-HH:MM:SS	First test ticket date for the first domain
Completed	10	MM/DD/YYYY Blank	Date student completed testing in school in MM/DD/YYYY format.  03/30/2014 = March 30, 2014  00/00/0000 = Blank  Or, the date the student completed the online test for the final domain.
Listening Proficiency Level	3	1.0-6.0 Blank	Student's Listening Proficiency Level for Online  Blank = Domain was not attempted for this record.
Reading Proficiency Level	3	1.0-6.0 Blank	Student's Reading Proficiency Level for Online  Blank = Domain was not attempted for this record.
Speaking Proficiency Level	3	1.0-6.0 Blank	Student's Speaking Proficiency Level for Online  Blank = Domain was not attempted for this record.
Writing Proficiency Level	3	1.0-6.0 Blank	Student's Writing Proficiency Level for Online  Blank = Domain was not attempted for this record.
Oral Language Proficiency Level	3	1.0-6.0 Blank	Student's Oral Proficiency Level for Online  Always displays to the tenth. For example, 1.0 or 5.5.  Blank = Speaking and/or Listening domains were not attempted for this record.

## Screener Student Data File Layout (cont.)


Field Name	Max Character Length	Valid Character Values	Field Notes
Literacy Proficiency Level	3	1.0-6.0 Blank	<p>Student's Literacy Proficiency Level for Online</p> <p>Always displays to the tenth. For example, 1.0 or 5.5.</p> <p>Blank = Reading and/or Writing domains were not attempted for this record.</p>
Overall Proficiency Level	3	1.0-6.0 Blank	<p>Student's Composite (Overall) Proficiency Level for Online</p> <p>Always displays to the tenth. For example, 1.0 or 5.5.</p> <p>Blank = Not all domains were attempted for this record.</p>

# Report Delivery Menu




### Introduction

From the Report Delivery menu, WIDA AMS users can download status reports, reports detailing online testing statistics, test score result reports, and on-demand reports.

.....  
 **Important:** Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.  
.....

## Status Reports

WIDA AMS provides a number of status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated at the end of each testing day for the online assessments. For details about the contents of the status reports, see the table on the following page.

1. To display status reports, select **Report Delivery** from the WIDA AMS My Applications menu bar and **Status Reports** from the Report Delivery menu to display the Status Reports page.
2. Select an administration from the drop-down menu.
3. You can use the District and School drop-down menus to filter the display. Then, you can select any status report to display.
4. Click the **Open Report** icon () to display a report. The Description column contains a brief description of each report.

### Status Reports

Status Reports display various reports that track testing activity for a test administration and particular district and/or school.

\* Indicates required fields

Administration  
Screener - Maine \*

District  
DRC Use Only - Sample D

School  
(All)

Reports		
Title	Description	Action
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 as 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.	

### Status Reports (cont.)

The following table lists and describes each status report that WIDA AMS provides. These reports are updated daily at the end of each testing day for the online assessments.

Report	Description
<i>Daily Cumulative Student Status Report</i>	This report displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including the start and submit times, the ticket status, and the assigned accommodations. The report also contains a comment field.
<i>Daily Student Status Report</i>	Each student who logs in to a test appears on this report. The report is in Excel format and displays the test start and submit times and the test ticket status, and provides a field for a user to enter comments. (For example, a user might enter a comment that a student had to stop testing that day due to illness.)
<i>Daily Excessive Logins Report</i>	<p>This report displays information about students who have logged in more than five times to the system. A login is recorded when a student logs in with the original test ticket.</p> <ul style="list-style-type: none"> <li>• The Login field displays the number of times the student logged in for the day the report was run.</li> <li>• The Cumulative field displays the total number of attempted log-ins by the student, regardless of the day.</li> <li>• The Date field is the date on which the student reached five attempts.</li> </ul>
<i>Daily State Summary of Test Times Report</i>	<p>This report displays district-wide data for each grade and content area.</p> <ul style="list-style-type: none"> <li>• The time span is determined by using the log-in time and the time when the student selected to end the test.</li> <li>• The Count field displays the total number of tests started and ended throughout the testing window.</li> </ul>
<i>Weekly District Report</i>	This report displays the number of tests started and ended at a district level for each week* of testing.
<i>District Report of Testing Status by School</i>	This report displays the number of tests started and the number of tests ended for a district and a school** or for a grade and a domain.

\*The Week field represents the numerical week in the current calendar year. For example, '4' indicates the fourth week of the 52-week calendar year.

\*\*The district-and-school report appears after the first student for that district and school logs in to the test.

## Online Testing Statistics Reports

From the Report Delivery menu, you can display Online Testing Statistics reports by student/grade or district/date.

- Select **Report Delivery** from the WIDA AMS My Applications menu bar and **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.
- You can view the previous day's reports or a cumulative set of reports.
- You can view reports by student and grade, or by district and date.
- Click **Export** to export a report in a comma-separated values (.csv) format to download into a spreadsheet.

### Online Testing Statistics

Online Statistics display counts for Tests started and ended for a specific Administration. Counts are cumulative or for previous day and divided by All Tests, Subject, Grade or Subject and Grade.

Screener - Maine

Cumulative Yesterday

#### Cumulative

Student / Grade District / Date

All Tests			
Total	Test Started Count	Test Ended Count	
0	0	0	Export

By Domain		
Domain	▲ Test Started Count	Test Ended Count
No Tests found for this Administration		

By Grade		
Grade	▲ Test Started Count	Test Ended Count
No Tests found for this Administration		

By Domain and Grade			
Domain	▲ Grade	▲ Test Started Count	Test Ended Count
No Tests found for this Administration			

### Test Results Reports

From the Report Delivery menu, WIDA AMS users can view reports showing test results for the ACCESS for ELLs suite of assessments. The permissions to view test results (Reports–View District Files, View Reports–Download–District/School, View Dynamic Reports) are typically assigned to the District Test Coordinator. Permissions may be distributed to school users in accordance with state and district policy.

#### ❗ Important:

- WIDA AMS allows District Test Coordinators to view both district-level and school-level reporting. School users may view school-level reporting only. Test Administrators may not view reports. To view reports, you must be a district or school user.
- WIDA Screener Online test results are not posted under Test Results. For instructions about accessing WIDA Screener Online results, see “On-Demand Reports” on page 142.

1. Select **Report Delivery** from the WIDA AMS My Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.
2. You can use the Administration, District, School, and Report drop-down menus to filter the display. Then, click **Show Reports** to display the report.
3. Click **Download Reports** to download reports in a compressed (.zip) file format.

All Applications ▶

Report Delivery | Manage Reports | On-Demand Reports | Online Testing Statistics | Status Reports | Test Results

### Test Results

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration: WS ACCESS for ELLs

District: DRC Use Only - San | School: DRC Use Only - EIS | Report: (All)

Show Reports | Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Save/Download
No matching 'Reports' found						



## Displaying Test Results

From the Test Results page, WIDA AMS users can view, download, or print district-level and school-level report data.

1. To view or print district-level reports, select **Report Delivery** from the WIDA AMS My Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.
2. Specify an administration, district, school, and report from the drop-down menus and click **Show Reports** to view, save, or print results for the students selected or **Download Reports** to download the reports collected in a compressed (.zip) file format.
  - To view district-level reporting data (for example, the Student Response file and District Frequency report), select a district and select **All** for the school.
  - To view school-level reporting data (for example, the School Frequency report), select both a district and a school (required).

**Note:** For the WIDA Screener Online administration results are not posted under Test Results. For both district-level and school-level users, school-level reporting is available from on-demand reports (see “On-Demand Reports” on page 142).

- To sort the Reports grid by column headings, double-click the header.

**Test Results**

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration: ☒ ME ACCESS for ELLs

District: DRC Use Only - Sar School: (All) Report: Test Results

Drag a column header here to group by that column

Administration	Report	Title	District	School	Date	Save/Download
ACCESS for ELLs	Test Results	ACCESS for ELLs	Student Response File			

- To group the reports by header, click and drag a column header from the dark-blue header row to the gray header row at the top of the chart.

**Test Results**

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration: ☒ ME ACCESS for ELLs

District: DRC Use Only - Sar School: (All) Report: Test Results

Drag a column header here to group by that column

Title

Administration	Report	Title	District	School	Date	Save/Download
Choose from the above filters and click on "Show Reports" to view matching "Reports"						

**Test Results**

Test Results allows the user to search for various reports showing test results. The user can view or download the report data.

Administration: ☒ ME ACCESS for ELLs

District: DRC Use Only - Sar School: (All) Report: Test Results

Drag a column header here to group by that column

Title

Administration	Report	District	School	Date	Save/Download
Choose from the above filters and click on "Show Reports" to view matching "Reports"					

## On-Demand Reports

You use the On-Demand Reports page to access translated WIDA Screener Online and ACCESS for ELLs student reports.

- A WIDA Screener Online report becomes available after the educator completes scoring all of the student's responses.
- ACCESS for ELLs translated reports become available the same day that English reports and data files become available (this varies by state—see your state's page on the WIDA website.)

**Note:** To access on-demand reports, you must have the View Dynamic Reports permission for the appropriate administration(s): ACCESS for ELLs and/or WIDA Screener Online. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.

### On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can open or save the pdf reports.

[Instructions](#)

\* Indicates required fields

Administration  
ME ACCESS for ELLs \*

District  
DRC Use Only - Sample I \*

School  
DRC Use Only - Sample S \*

Report  
Sample WIDA ISR \*

Language  
English \*

Grade  
(All)

Last Name















First Name

State Student ID

Session

Find Students

Clear

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	a	r	111211111111111		02	 
<input type="checkbox"/>	Aaron	Robertson	111111111111111		01	 
<input type="checkbox"/>	Robertson	Aaron	123412341234441		05	 
<input type="checkbox"/>	Robertson	Aaron	123412341341234		03	 
<input type="checkbox"/>	Robertson	Aaron	212838482834234		02	 
<input type="checkbox"/>	Robertsonf	Aaroadfad	1234443234	01/20/2001	03	 
<input type="checkbox"/>	test	aaron	111111111112211		03	 


Open Selected

Save Selected

1. To view on-demand reports, select **On-Demand Reports** in the Report Delivery menu to display the On-Demand Reports page.

### ***On-Demand Reports (cont.)***

2. Select the administration, and use the District, School, Report, Language, and Grade drop-down menus, and the Last Name, First Name, State Student ID, and Session fields to filter the display. When you click **Find Students**, the student records that meet your criteria appear in the Students grid.
3. Select one or more students whose reports you want to open or save by checking the checkbox next to their name(s). Click **Open Selected** and **Save Selected** to open or save reports as PDF files.
  - You can click **Clear** to clear your last group of filtering specifications.
  - You can use the column headers and the Up (▲) and Down (▼) arrows to sort the Students grid by heading in ascending or descending order.



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