# NCSC Assessment System User Guide for Test Coordinators

Prepared for:

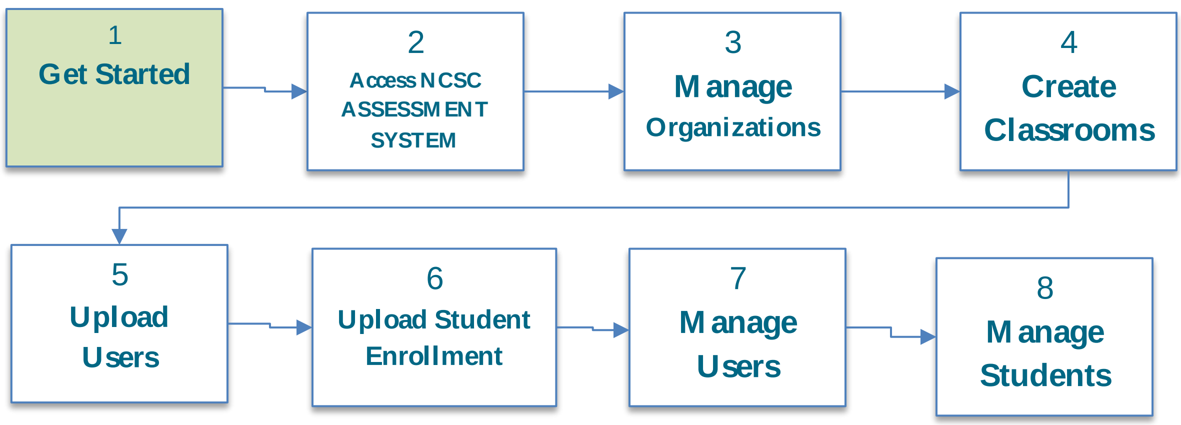
ncsc

National Center and State Collaborative

# Table of Contents

# Get Started

This section helps you to get started.

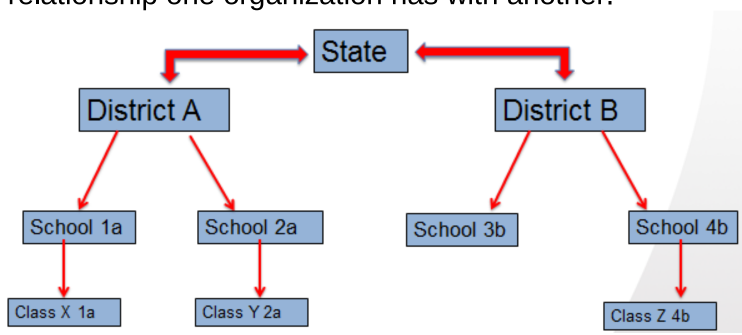



# Document Overview

This document is a simple, quick guide to familiarize Test Coordinators with the system's features and provide directions on how to perform certain mandatory functions within the NCSC Assessment System. This document contains step-by-step actions that **test coordinators** would perform in normal system use.

As you become familiar with the NCSC Assessment System, the following definitions may be useful.

| | Term | Description |
|---|---|---|
| 1 | **Users** | Users are the educators who access the NCSC Assessment System. Currently, the following user roles are supported in the NCSC Assessment System:<br>➢ Test Administrator (TA)<br>➢ Test Coordinator (TC)<br>A user may have one of the following hierarchy permissions:<br>➢ **State-level user:** Only the test coordinator's account can be set up with state-level permissions. These users are able to view the students and other users' information for their state.<br>➢ **District-level user:** A TA or TC may have access to one or more districts in the system. District-level TAs and TCs have access to the students in district(s) assigned to their user account. TCs may also access TAs and other TCs within those districts<br>➢ **School-level user:** School-level TAs and TCs have access to the students enrolled in that school(s). TCs may also |

| | Term | Description |
|---|---|---|
| | | access TAs and other TCs within those schools.<br>➢ **Classroom-level user:** A classroom-level user has access to the students enrolled in that classroom(s).<br><u>Examples:</u><br>➢ Mary is a TA who has a classroom-level user role. She will have access to the students in her own classroom(s) only.<br>➢ Joe is a district-level TC for a small district with 8 schools. He has access to each of the schools and the students within them. He can also access the TA and TC accounts within each of the schools in the district.<br>➢ Bill is a school-level TA who has access to 1 school within a district. He can access all of the students of the school regardless of the class the students are assigned. |
| 2 | **Organizations** | The system treats all levels of education hierarchy as Organizations. An organization can be a state, district, school, or classroom. The system assigns a unique system-generated identifier, called an Org ID, to each of these organizations.<br>In this guide, we may also refer to organizations as a "parent" organization or a "child" organization. This is referring to the relationship one organization has with another.<br><br><br>Example:<br>A state is labeled as an organization. A district is also labeled as an organization. The state is the "parent" organization of the district. The district is considered "child" organization of the state.<br><br>Similarly, a school and a class are labeled as organizations. However, the class is the "child" organization of the school, which is the parent organization.<br><br>These analogies will be important for drill-down capabilities. When you drill down into a district, you will see all the child organizations associated to that district for which you have permission to view. |
| 3 | **Enrollment** | This refers to registering students for a test, specifically to the student enrollment file that you will upload into the NCSC Assessment System to create your students with all the required data. |

## Additional Support

For additional support or questions about this document, please contact:

NCSC AA-AAS Help Desk

Phone: (866) 239-0708

Email: NCSCServiceDesk@measuredprogress.org

## What is the NCSC Assessment System?

The NCSC Assessment System is the online system used to administer the NCSC Alternate Assessment based on Alternate Achievement Standards (AA-AAS) to participating students.

## Access the NCSC Assessment System

Access the NCSC Assessment System using the following link: https://teacher-ncscpartners.ctb.com

### Test Coordinator (TC) Checklist

Test Coordinators (state, district, or school) are required to perform specific actions within the NCSC Assessment System. Some of these actions need to be completed during the enrollment period, while other actions are required after the enrollment period ends and through the testing window.

Please use the following checklist for tasks that need to be completed during the enrollment period. Please check with your NCSC State Coordinator for more information regarding who will be responsible for these tasks during the enrollment period. The tasks with the warning icon (⚠) are due during the enrollment period

| | | Step | Description |
|---|---|---|---|
| 1 | ⚠ | **Get Started** | - Familiarize yourself with provided guides, such as the Test Administration Manual (TAM), the NCSC Assessment System User Guide for Test Coordinators, and the User Guide for Test Administrators, the Enrollment Process Web recording (if you are uploading student and user files). Complete the NCSC Test Administration Training for Test Coordinators. |

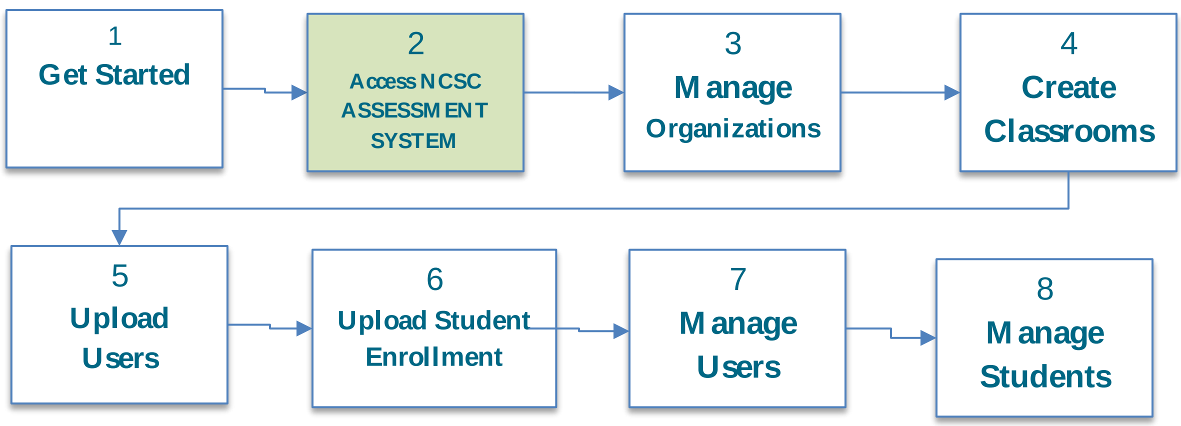
| | | Step | Description |
|---|---|---|---|
| 2 | ⚠ | **Access NCSC Assessment System** | - Use the provided URL to access the NCSC Assessment System. |
| 3 | ⚠ | **Manage Organizations** | - Review the predefined organizations within your state to ensure data accuracy.<br>- Add new organizations, such as classes, or edit the existing ones. (This step is optional; however, if you choose to do it, it needs to be done within the enrollment period) |
| 4 | ⚠ | **Upload Student Enrollment** | - Download the student enrollment template.<br>- Download Org ID list (system-generated ID associated to organizations such as state, district, school, or classroom). You will need the Org ID and Org Name in your enrollment template.<br>- Fill in the enrollment template with your state's (or district's or school's) student information.<br>- Fill in the Org ID and Org Name columns from the Org ID list in the student enrollment template.<br>- Upload the student enrollment template.<br>- Correct any validation errors.<br>Note: Make sure to upload the student enrollment file after validation check. |
| 5 | ⚠ | **Upload Users** | - Download the users template.<br>- Download Org ID list.<br>- Fill in the users template with your state's TC and TA information.<br>- Fill in the Org ID and Org Name columns from the Org ID list.<br>- Upload the users template.<br>- Correct any validation errors.<br>Note: Make sure to upload the users template file after validation check. |

| | | | |
|---|---|---|---|
| 6 | ⚠ | **Classrooms** | If your state wishes to use classrooms:<br>- Create classrooms.<br>- Reassign students and TAs to the correct classroom.<br>Note: If you have provided the classroom information as part of the predefined organization hierarchy in your enrollment file, you can skip this step. Just include the classroom organization ID and name in your user file (and enrollment file). |
| 7 | ⚠ | **Manage Students**** | - View student roster.<br>- Access student profiles. |
| 8 | | **Assign Organizations** | - View organizations assigned to users or students.<br>- Reassign organization if needed. |
| 9 | | **Track TAs Training** | - View users.<br>- Access and edit a user profile.<br>- Track a TA's training status. |

**TCs will view the student rosters to check for accuracy.

# Access the NCSC Assessment System

This section prepares you to access the NCSC Assessment System.




# Where to Start

When a new user account is created in the NCSC Assessment System, the user will receive an automated welcome email that contains a temporary URL.

If a TA or TC account was created via the Users File Upload step, the system sends the start-up email automatically.

If a user account is created manually via the Add User button in the NCSC Assessment System, the TC who creates the account will select the Send Email checkbox. The system sends the start-up email to the users for whom the checkbox has been selected. The email will come from NCSC_helpdesk@measuredprogress.org

| | |
|---|---|
| Subject: | Important Information from the NCSC Assessment System. |
| Received: | Tue Feb 24 2015 15:07:20 GMT-0600 (Central Standard Time) |

You are receiving this email because you are identified as either a Test Coordinator or Test Administrator in the NCSC Assessment System for the NCSC…

• • •

You may now log in by clicking this link or copying and pasting it to your browser:

https://teacher-ncscpartners.ctb.com/user/reset/16883/1424812407/upmr4Gr3bIgzD-cCe8TgX82W2_cp

This link can only be used once to log in and will lead you to a page where you can set your password.

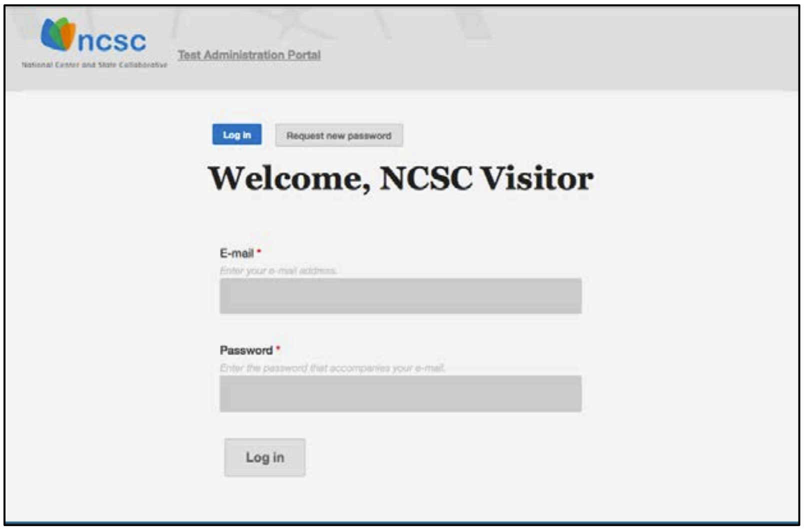
After setting your password, you will be able to log in at https://teacher-ncscpartners.ctb.com/user in the future using:

username: kask_state@breaktech.com
password: Your password

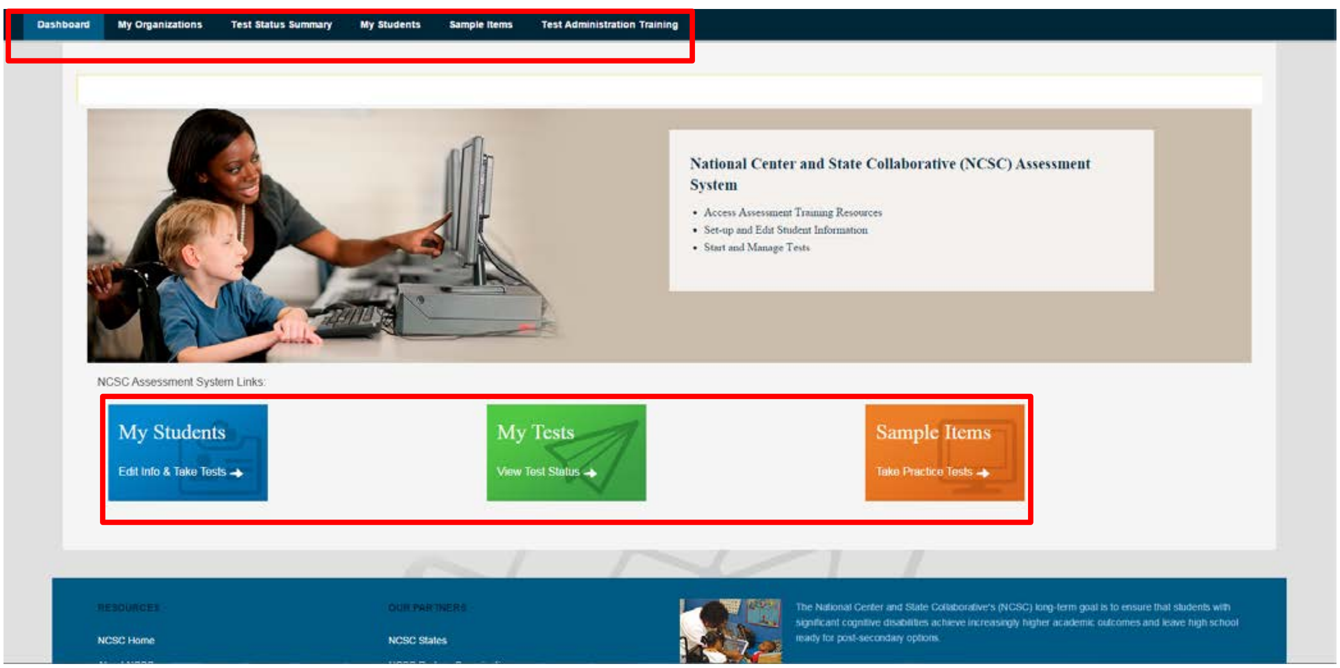
To gain access to the NCSC Assessment System, click on the link within the email. When that link is clicked, the system will ask you to create a password that will be used for the NCSC Assessment System. Note that the username is always the email address to which the welcome email was delivered.

## Access the NCSC Assessment System

Once your user account is set up and you have changed your temporary password, you can access the NCSC Assessment System any time. The NCSC Assessment System Login page will appear as seen below.

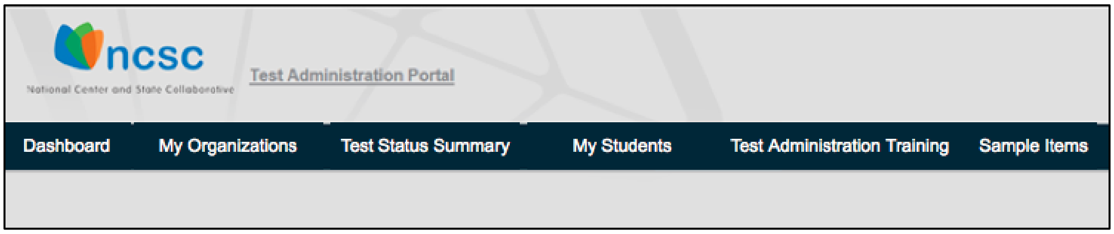



Enter your email address and password, and click **Login** to access the secure NCSC Assessment System.




Once logged in, the system opens the Dashboard page by default.

You can navigate within the system using the top navigation bar or by clicking on the blocks at the bottom of the screen.

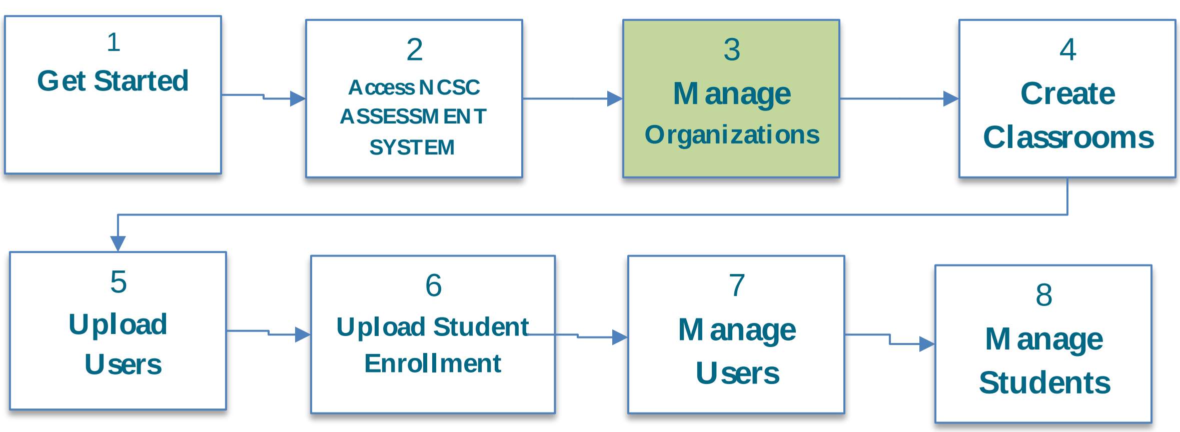



As TCs, you will have access to the following menu options:

- Dashboard: This will return you to the home page.
- My Organizations: This is where you will go to manage the educational organizations, such as state-, district-, school-, or classroom-level hierarchy, along with the users and students associated to each organization.
- Test Status Summary: This page provides an aggregated snap shot of all the tests your students are assigned to, the number of students assigned to each test, and the status of the test.
- My Students: This is the page TAs use to access student profiles, access test materials (such as the Directions for Test Administration) and start the student tests on the computer.
- Test Administration Training: This is the page that provides the training modules/ courses required for all users and allows the TA to take the required final quiz.
- Sample Items: This page contains a few practice items that can be used to practice the online navigation, test students' AT devices, etc. before launching the actual test.

## Manage Organizations

This section prepares you to manage your organizations.



# What Is An Organization?

In the NCSC Assessment System, an organization can be any of the four different hierarchy levels: state, district, school, and classroom. Each organization level is defined by:

- **Organization ID:** Organization ID or **Org ID** is a unique system-generated identification that the NCSC Assessment System has created for each state, district, school, or classroom at its creation. Some organizations, such as states, districts, and schools have been created in the back end using the predefined list of districts and schools submitted by states reps.
- **Organization Name:** The organization name is the one your state provided before the test window. The system will not recognize any other name than the one provided initially.
- **Code:** The code is a required field for schools. Other organization levels can leave the code blank. The code is the one your state provided with the district or school name at creation. The code is typically used outside of the NCSC Assessment System, while Org ID is generated by and used within the NCSC Assessment System only.
- **Organization Level:** NCSC Assessment System accepts the following organization levels:
    - State
    - District
    - School
    - Classroom

Note: A *child organization* refers to the lower-level organization from which it was created. For example, the state organization is considered the parent organization. When we create a district within that state, the district is the child organization of the state. This relationship analogy continues down the hierarchy line. A classroom is considered a child of the school, which in this case is the parent organization.

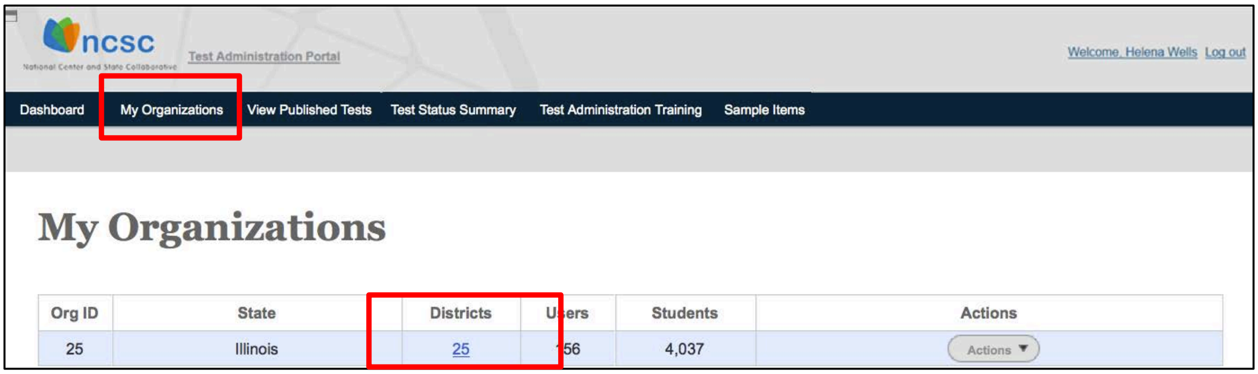
It is important to understand these relationships as some functions, such as creating an organization, have to be performed at the *parent* organization level.

# My Organizations

When you access the NCSC Assessment System with a TC role, you will see the **My Organization** link in the top navigation bar. When you click on this link, the organizations that have been assigned to you will be listed in a table.

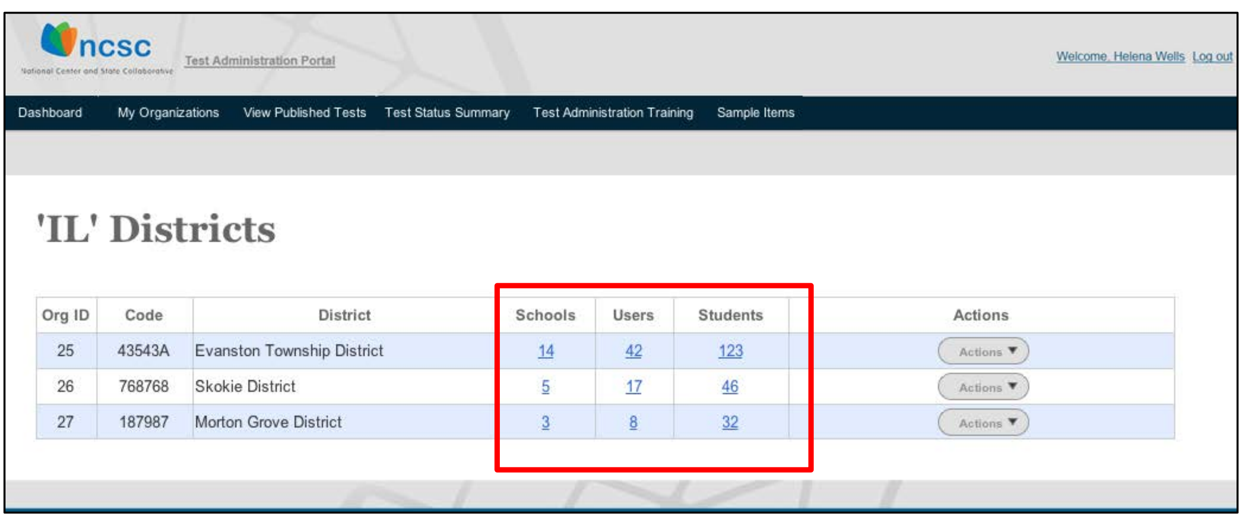
If you are a state-level TC, you will start by seeing state-level information, as seen in the screenshot below.

If you are a school TC, you will see information pertaining to your school only. Note: Users may be assigned to more than one organization at any level.




## Organization Drill Down

As a TC, you are able to drill down to lower levels in the hierarchy. The level you start at will be determined by your user role permission (access privileges). For example, if you are school TC, you will only be able to see your school organization and drill down to the classroom level. If you are a state TC, you will be able to drill down to a district, school, and classroom level by clicking on the numbered link within the appropriate columns. Any text that is blue and underlined is a hyperlink—meaning you can click on it to drill down for more information. For example, in the previous screenshot, clicking on "25" in the Districts column will open the following page.

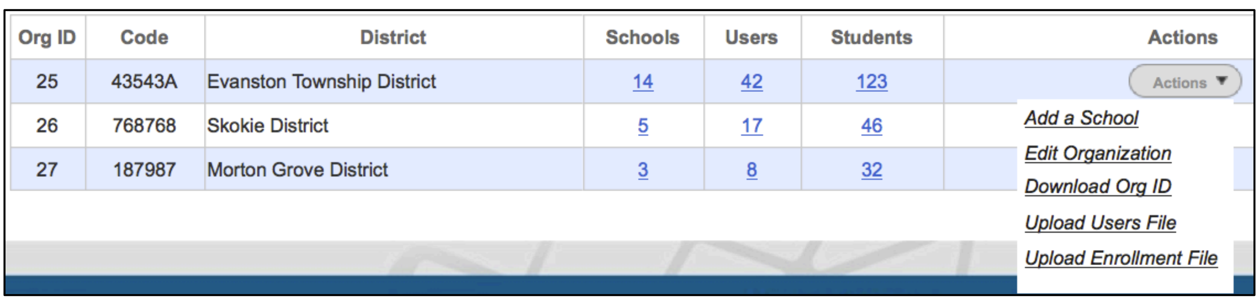


Now you will see the list of districts along with the number of schools, users, and students associated with each district. You can continue to drill down to each level by clicking on the hyperlink in each column. For example, in the above screenshot, you can click on the number in the **Schools** column to view the schools in that district, you can click on **Users** to see all the educators in the district, or you can click on the **Students** link to see all the students in the district.

Note that the number of users includes all the TAs and TCs associated to the organization (district in the above screenshot) in the same row.

## My Organization Actions

Each row provides you with an **Actions** button. Clicking the button opens the actions you can perform at that level. The list of available actions is dynamic and will change based on the level of the hierarchy you are viewing. For example, the Edit Organization action is not available for a state-level organization, but it is available for the child organization levels in the hierarchy. The following screenshot illustrates the **Actions** button options for a district row in the table.

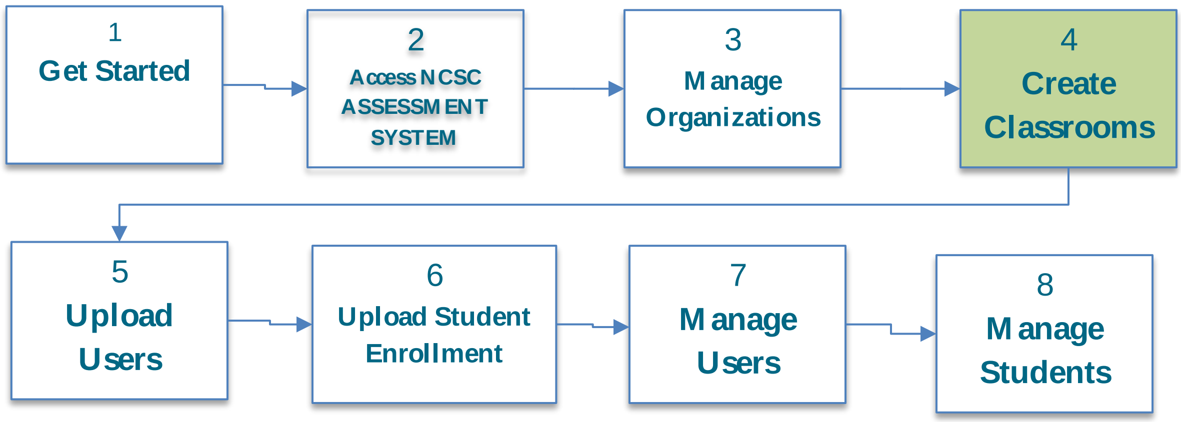


| Org ID | Code | District | Schools | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 | Actions ▼ |
| 26 | 768768 | Skokie District | 5 | 17 | 46 | |
| 27 | 187987 | Morton Grove District | 3 | 8 | 32 | |



## Create Classrooms

This section prepares the TC to create and manage aditional organizations, such as classrooms in the NCSC Assessment System. You can create classrooms to which you can assign TAs and students. Check with your state NCSC coordinator to determine whether this is a required step for you. If so, make sure to complete it during the enrollment window (March 2-18, 2015), as it will affect the test form assignments.




## Create a Child Organization

The majority of the organizations (districts and schools) have already been created in the NCSC Assessment System. Nonetheless, the system allows you to create more organizations at any level of hierarchy for each state based on your user role permissions.

The process to create an organization is the same regardless of the level of hierarchy being added. The only difference will be *where* you start the process. If you want to create a school, you will need to start from the parent organization—the district. If you want to create a classroom, you will need to start from the parent organization—the school.

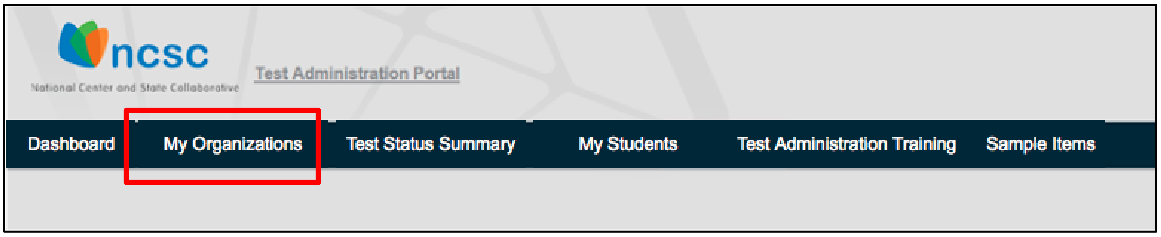
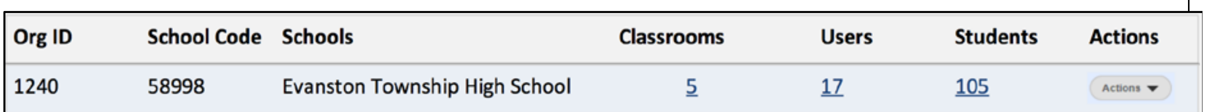
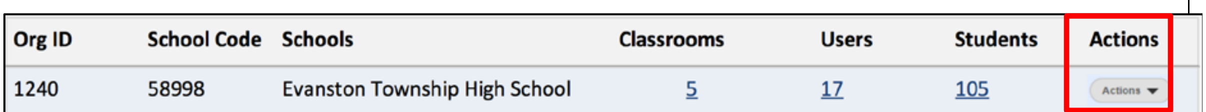
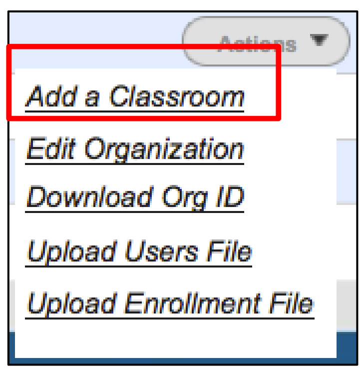
Here, we walk through creating a classroom, which is a child organization for a school.

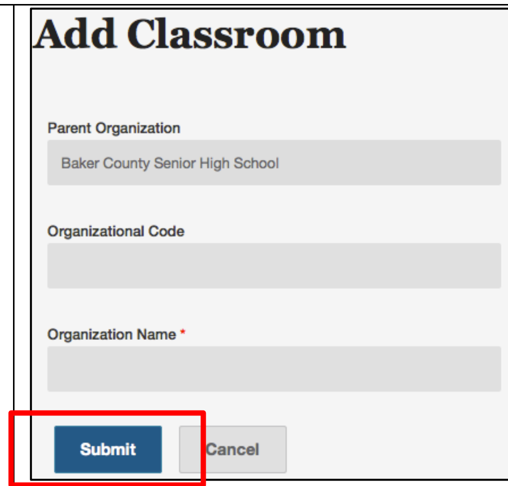
## Recommendations for Creating Classrooms

- Create classrooms prior to uploading students
- Create one class per teacher per school
- Use the following naming protocol: Teacher Last Name_First Name

## Create a Classroom

Classrooms are a way in which to organize the students in your schools and limit the number of students TAs can see when they go to edit student profiles or start tests. The following instructions walk you through creating a new classroom for a school.

<table>
<tr><td>1</td><td colspan="2">Click the My Organizations link within the top navigation bar.<br>
</td></tr>
<tr><td>2</td><td colspan="2">Within the organizations table, drill down to the school level and locate the school for which you wish to create a classroom.<br>Note: You may need to drill down a few times to get to the school organization level.<br>
</td></tr>
<tr><td>3</td><td colspan="2">Click the Actions button located in the same row as the applicable school.<br>
</td></tr>
<tr><td>4</td><td>Select the Add a Classroom option from the Actions drop-down menu.</td><td>
</td></tr>
</table>

<table>
<tr>
<td>5</td>
<td>The Add Classroom page opens. Enter the classroom information.<br>
➢ Organization Name: Required. Type in the classroom name (e.g., Ms. Smith's class). Please note you cannot use a name that already exists within the same parent organization. You must have something in the name that differentiates it from other classrooms.<br><br>
➢ Organization Code: Optional Most states have a code for districts and schools. You may use a code for your classrooms as well. If not, you can leave it blank. (Note that the code is required when you are creating a new school in the system.)<br><br>
➢ Click Submit.</td>
<td>
</td>
</tr>
<tr>
<td>6</td>
<td colspan="2">A confirmation is displayed on the top of the page. You will also see the new class added to the school organization.<br>

</td>
</tr>
</table>

Notice that the new classroom has been added, but there are zero users or students associated with the classroom. You must associate students and TAs to this new classroom.

Note: If a class is created prior to enrolling students, then enroll students using the Student Enrollment Template.

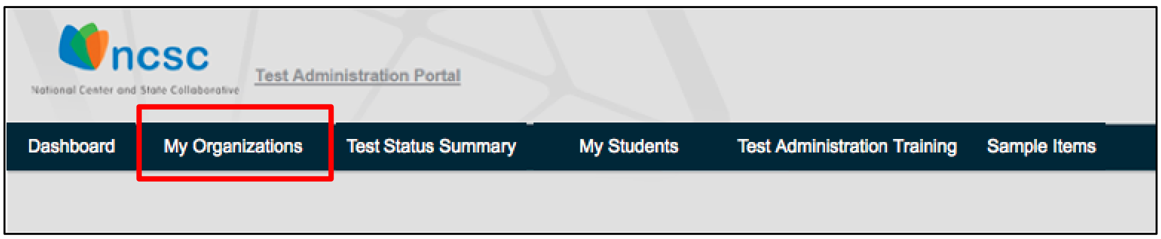
Follow the instructions to associate users and students to the classroom in the sections:

- Manage Users
- Manage Students

## Edit an Organization

The only information that can be edited in the organization screen will be the organization name and/or code. To view and possibly edit the organization, follow the instructions below.

1 Click the **My Organizations** link within the top navigation bar.



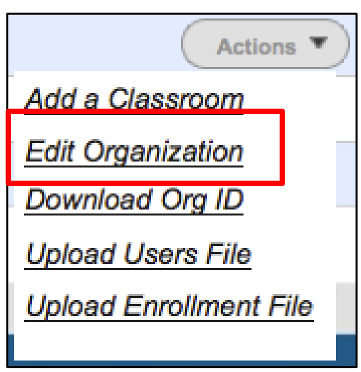

2 Within the organizations table, find the organization you wish to edit.
Note: You may need to drill down a few times to access the right organization level. In this example we are going to edit the school.

| Org ID | School Code | Schools | Classrooms | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 1240 | 58998 | Evanston Township High School | 5 | 17 | 105 | Actions |

3 Click the **Actions** button located in the applicable organization row.

| Org ID | School Code | Schools | Classrooms | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 1240 | 58998 | Evanston Township High School | 5 | 17 | 105 | Actions |

4 Click the **Edit Organization** link.



| | | |
|---|---|---|
| 5 | The Edit Organization page opens.<br><br>Make your changes. Please note:<br>- You cannot use a name that already exists within the same parent organization.<br>- Code is required for school and district organizations.<br><br>Click **Submit**. |  |
| 6 | A confirmation is displayed on the top of the page. |  |

Organizations cannot be deleted once they have been created.

The process for manually creating or editing a school and district organization is the same as described in this section. You will just need to be sure you are on the parent organization level to create the child organization.

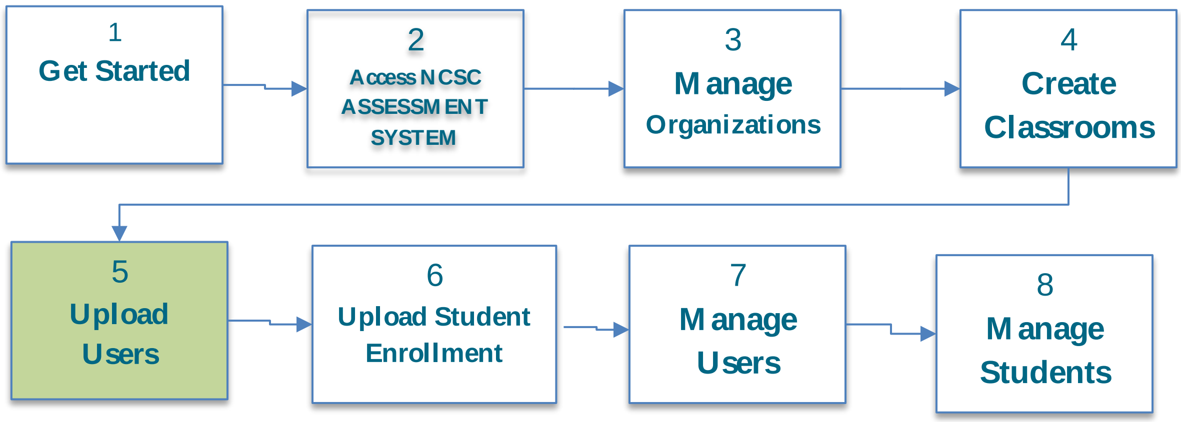
## Upload Users File

This section prepares you to upload the Users File (TAs/TCs) into the NCSC Assessment System and to manage users after the Users File has been uploaded.

Please check with your state to determine who will be responsible for this required step or see instructions that were contained in your welcome email. Some states are performing this action at the state level, while other states are requiring district/school TCs to perform this action.

**If you are responsible for performing this function, the user upload process must be completed as described prior to the end of the enrollment period.** This will ensure accurate test form assignment to your students.

If you are not responsible for uploading student and user information you may skip the Upload Users sections of this guide.



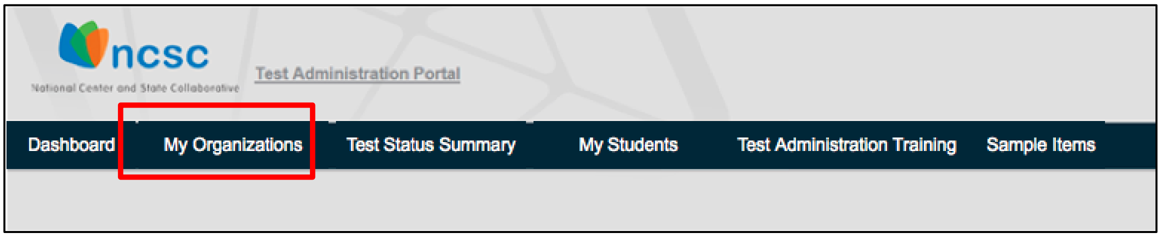
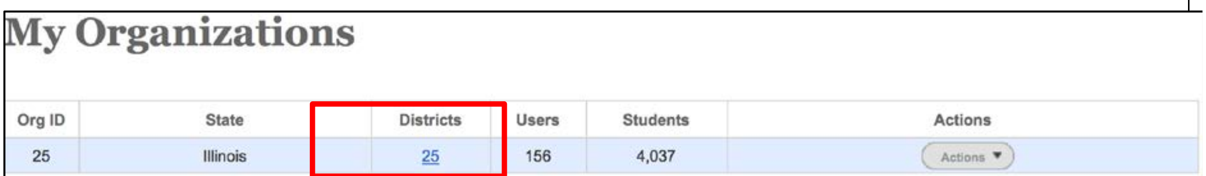
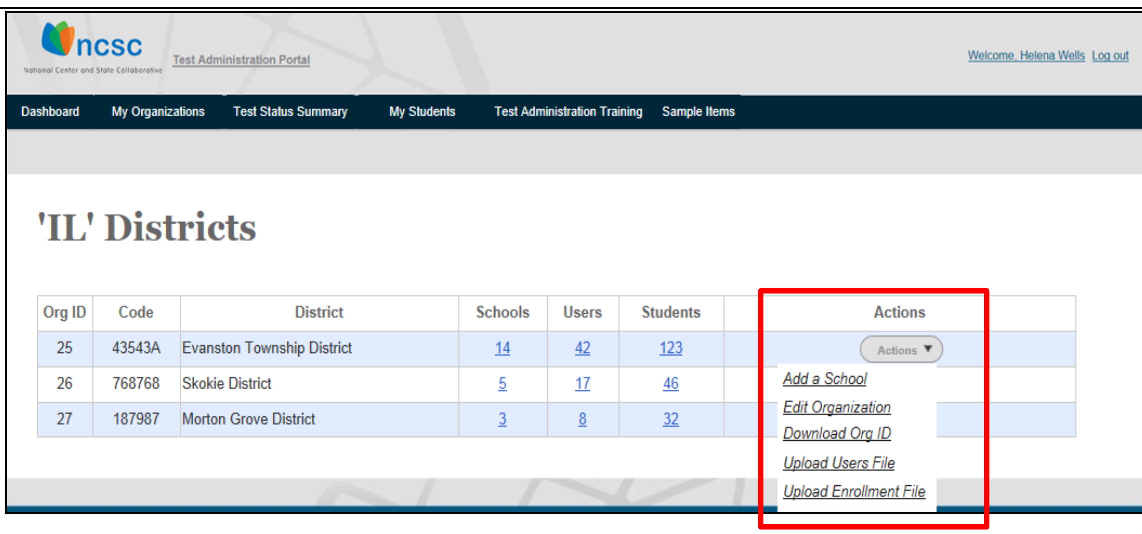

## Users Upload Checklist

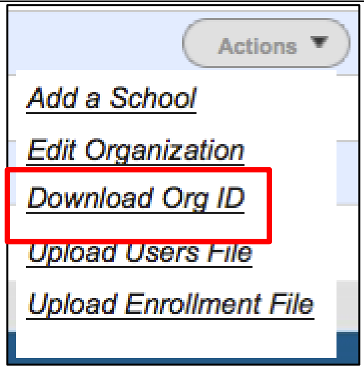
The following section describes the required steps upload the Users File during the enrollment window:

- ✓ Locate and download the Org ID file.
- ✓ Download the latest Users Template from NCSC Assessment System.
- ✓ Fill in the template with your TAs' and TCs' data (without changing the layout/format).
- ✓ Copy and paste the correct Org ID and Org Name using the NCSC Assessment System Org ID file into the Users File.
- ✓ Delete the Read Me tab and save the template as a .csv file.
- ✓ Start to upload the Users File.

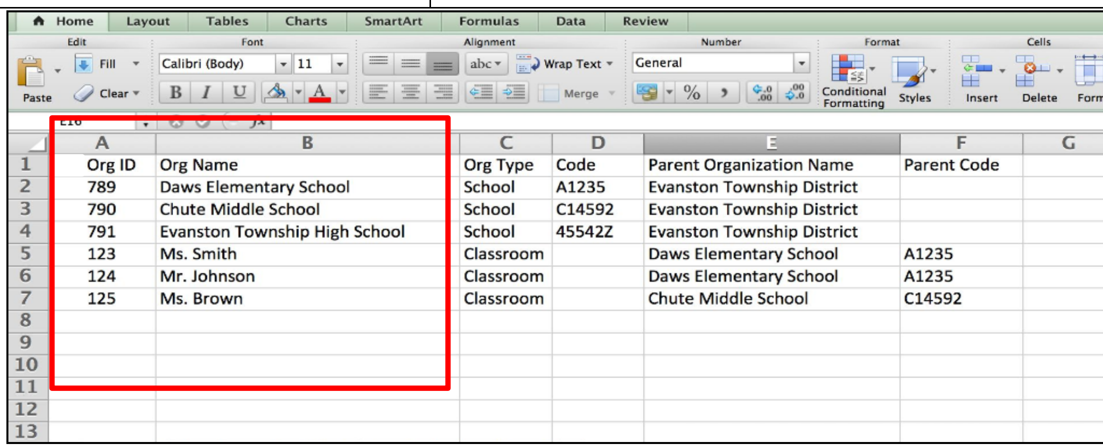
## Step 1: Download Org ID

Within the Users File there are required fields regarding the organization ID and name. When uploading a file of user or student records, it is crucial to provide the system with the correct Org ID and organization name that the NCSC Assessment System recognizes. Otherwise, the system will reject the records as missing valid data in these two columns, which means the students will not be created in the NCSC Assessment System.

| | |
|---|---|
| 1 | Click the **My Organizations** link from the top navigation bar.<br><br> |
| 2 | The list of organizations that you or the district designee has permission to view will be displayed.<br><br><br>Within the organizations table, find the organization for which you wish to retrieve a list of child organizations.<br><br>In the screenshot above, we are starting at the state level, but want to drill down to view the Org IDs for a district. Click on the number in the Districts column. |
| 3 | <br><br>Locate the district (or other organization) for which you wish to view the Org IDs and name file. Click on **Actions**. |

| Step | Instructions | |
|---|---|---|
| 4 | Select the **Download Org ID** option from the Actions drop-down menu on the parent organization row. |  |

5



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Org ID | Org Name | Org Type | Code | Parent Organization Name | Parent Code |
| 2 | 789 | Daws Elementary School | School | A1235 | Evanston Township District | |
| 3 | 790 | Chute Middle School | School | C14592 | Evanston Township District | |
| 4 | 791 | Evanston Township High School | School | 45542Z | Evanston Township District | |
| 5 | 123 | Ms. Smith | Classroom | | Daws Elementary School | A1235 |
| 6 | 124 | Mr. Johnson | Classroom | | Daws Elementary School | A1235 |
| 7 | 125 | Ms. Brown | Classroom | | Chute Middle School | C14592 |

The list of child organizations for the selected level will open in Excel.

The following columns are available in the downloaded Org ID file:

- NCSC Assessment System Org ID
- Org Name
- Org Type Code
- Parent Organization Name
- Parent Code

**You will need the information in columns A and B only** for entry into your Users File described in the next section.

No matter which level you are on—state, district, or school—you can access this list and it will display all the child organizations that belong to the parent organization level.

6

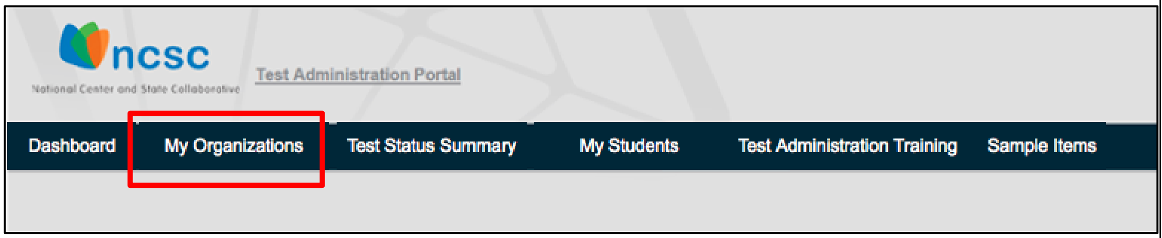
Copy and paste (or use a formula) to update your Users File with the correct Org ID and name. Now that you have this file open, you may minimize it until you are ready to copy/paste Columns A&B information into the Users Template.

## Step 2: Download & Complete Users Template

Now that you have the Org IDs and name list, when you are ready to upload your users' data into the NCSC Assessment System, you will need to open the Users Template. The Users Template is necessary to ensure your file layout and format are the same as what the system expects. To access the latest version of the Users Template, follow the instructions below.

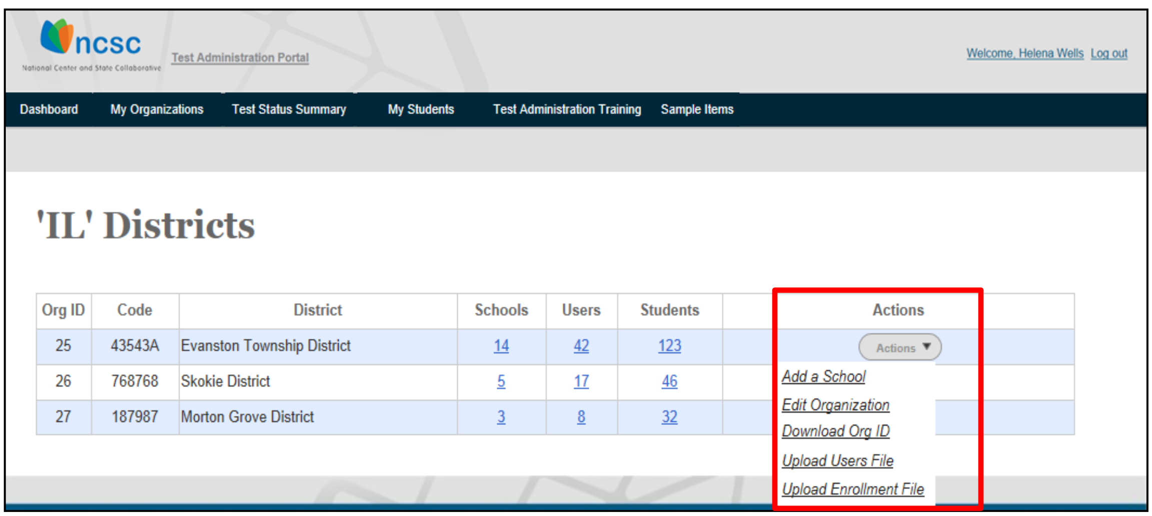
<table>
<tr>
<td>1</td>
<td>

Click the **My Organizations** link within the top navigation bar.

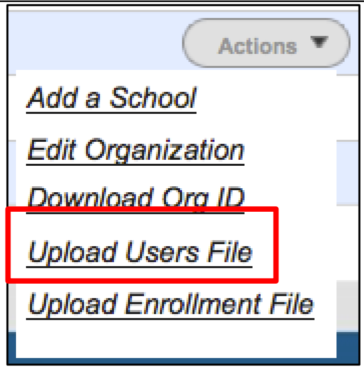
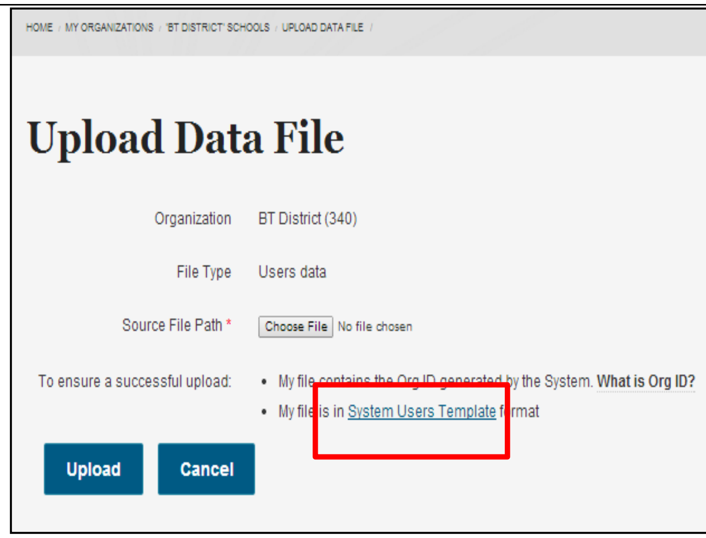
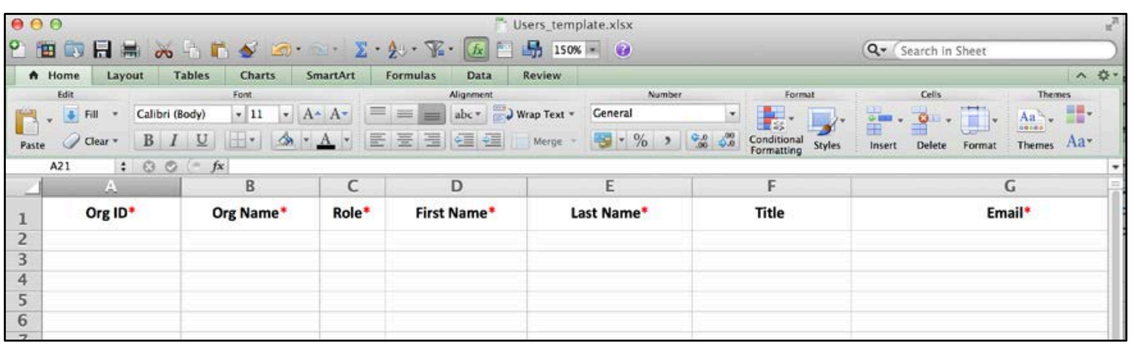



</td>
</tr>
<tr>
<td>2</td>
<td>

Click any of the **Actions** buttons in the My Organization page.




</td>
</tr>
</table>

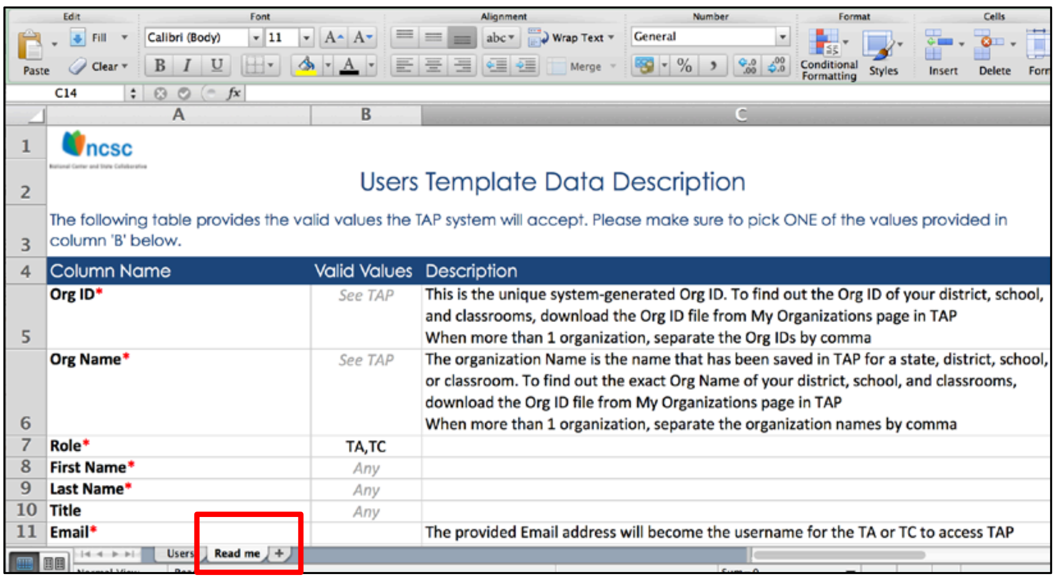
| | | |
|---|---|---|
| 3 | Select the **Upload Users File** option from the Actions drop-down menu. |  |
| 4 | The Upload Data File page opens.<br><br>Click the **System Users Template** link. |  |
| 5 | Open the template in Excel **and transfer the TA and TC information into the template to ensure you are working with the most up-to-date template.**<br><br>Also copy the Org ID and name information from the org list into this template.<br><br> | |

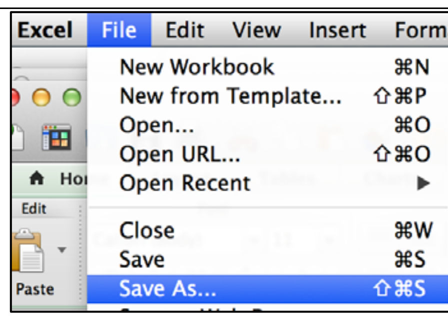
<table>
<tr>
<td>6</td>
<td colspan="2">
The template also includes a second tab titled “Read me.”

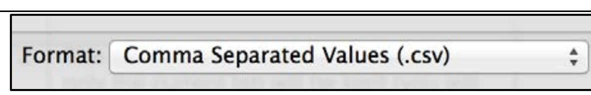
The Read me tab contains instructions on how to complete the Users Template. It provides the list of columns along with the valid values the system needs to capture data.

This tab is for your information and can be used while copying your data into the template.

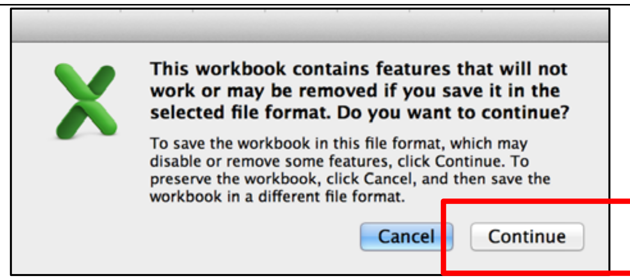
Note: You must delete the Read me tab prior to saving the file as a .csv document and uploading the file.



</td>
</tr>
<tr>
<td>7</td>
<td>After copying the TA and TC information into the Users Template file, select the Save as option from the File menu.</td>
<td>


</td>
</tr>
<tr>
<td>8</td>
<td>Select the Comma Separated Values (.csv) option from the Format drop-down menu when the Save As popup opens. Then click the Save button.</td>
<td>


</td>
</tr>
</table>

| | | |
|---|---|---|
| 9 | The system prompts you to confirm that some formatting features will be lost.<br><br>Click **Continue**. |  |

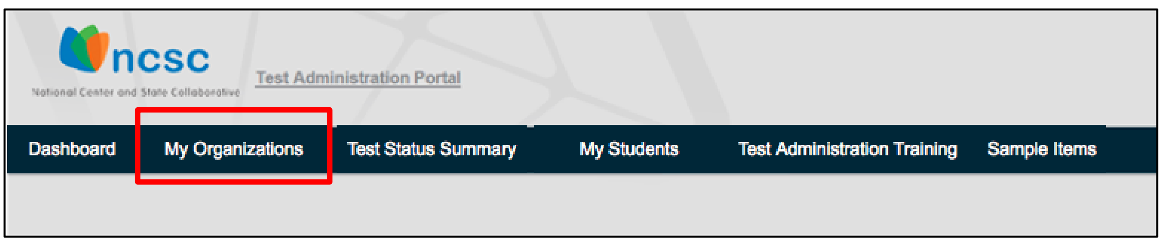
Please note: The screenshots during the saving process may look slightly different for you depending on your version of Microsoft Office.

## Step 3: Upload Users File

Before uploading the Users File, make sure you have completed the following tasks:

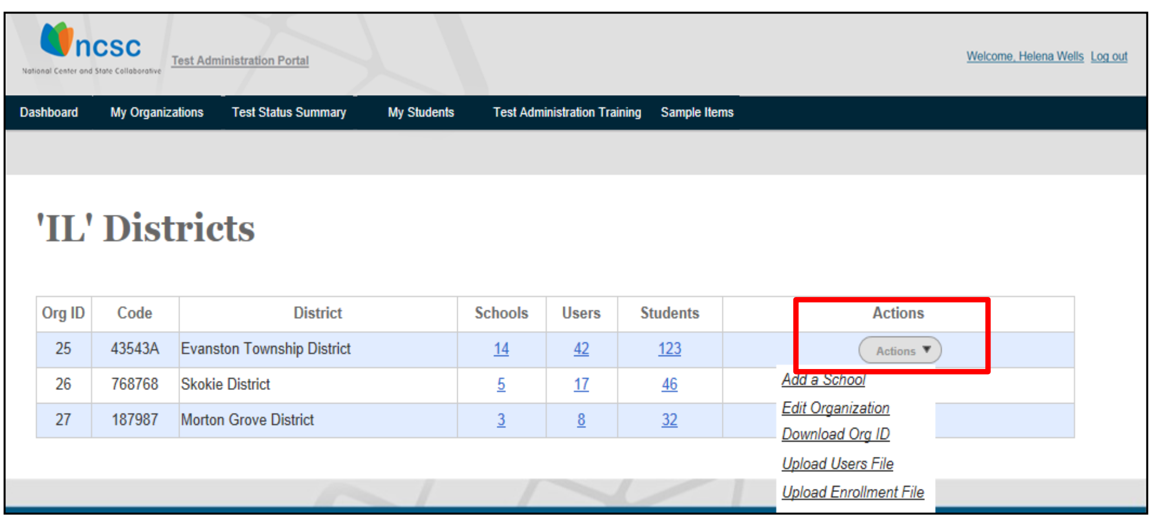
- ✓ I have downloaded the latest Users Template from NCSC Assessment System.
- ✓ I filled in the template with my users (TCs and TAs) data (without changing the layout/format).
- ✓ I copied and pasted the correct Org ID and Org Name using the NCSC Assessment System Org ID file.
- ✓ I deleted the Read me tab and saved the template as a .csv file.
- ✓ Now I'm ready to upload the file following instructions below.

<table>
<tr>
<td>1</td>
<td>
Click the My Organizations link within the top navigation bar.

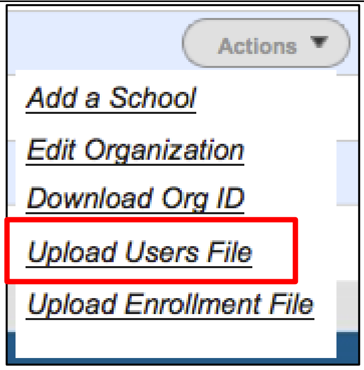
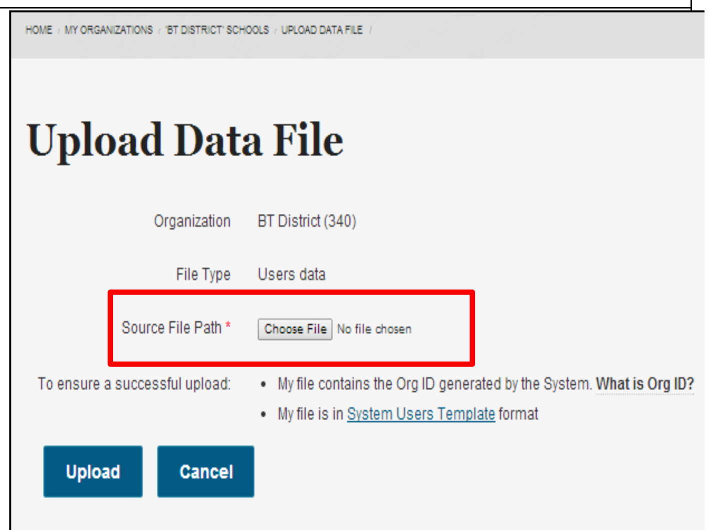
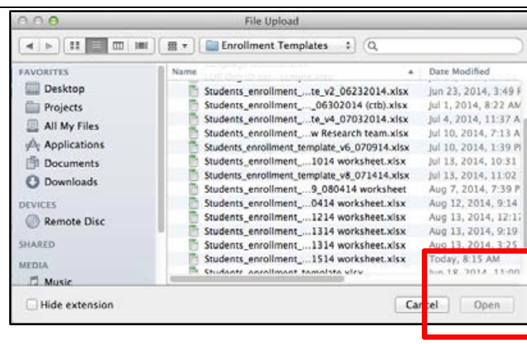


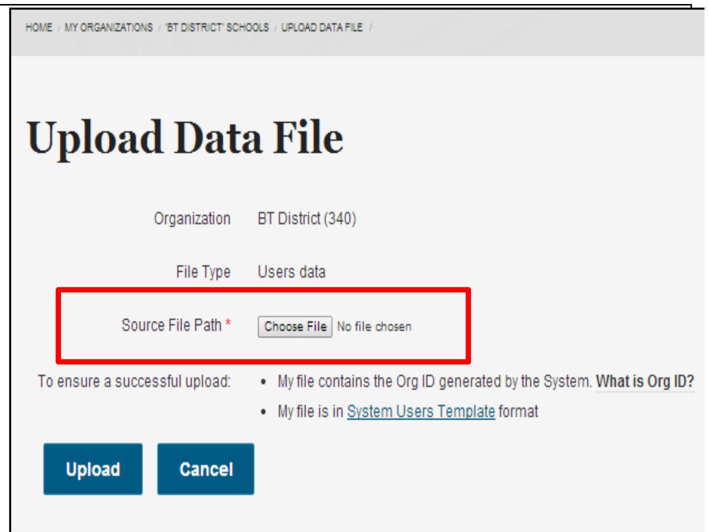
</td>
</tr>
<tr>
<td>2</td>
<td>
Within the organizations table, find the organization for which you are uploading the user information. The example shows this at the district level.

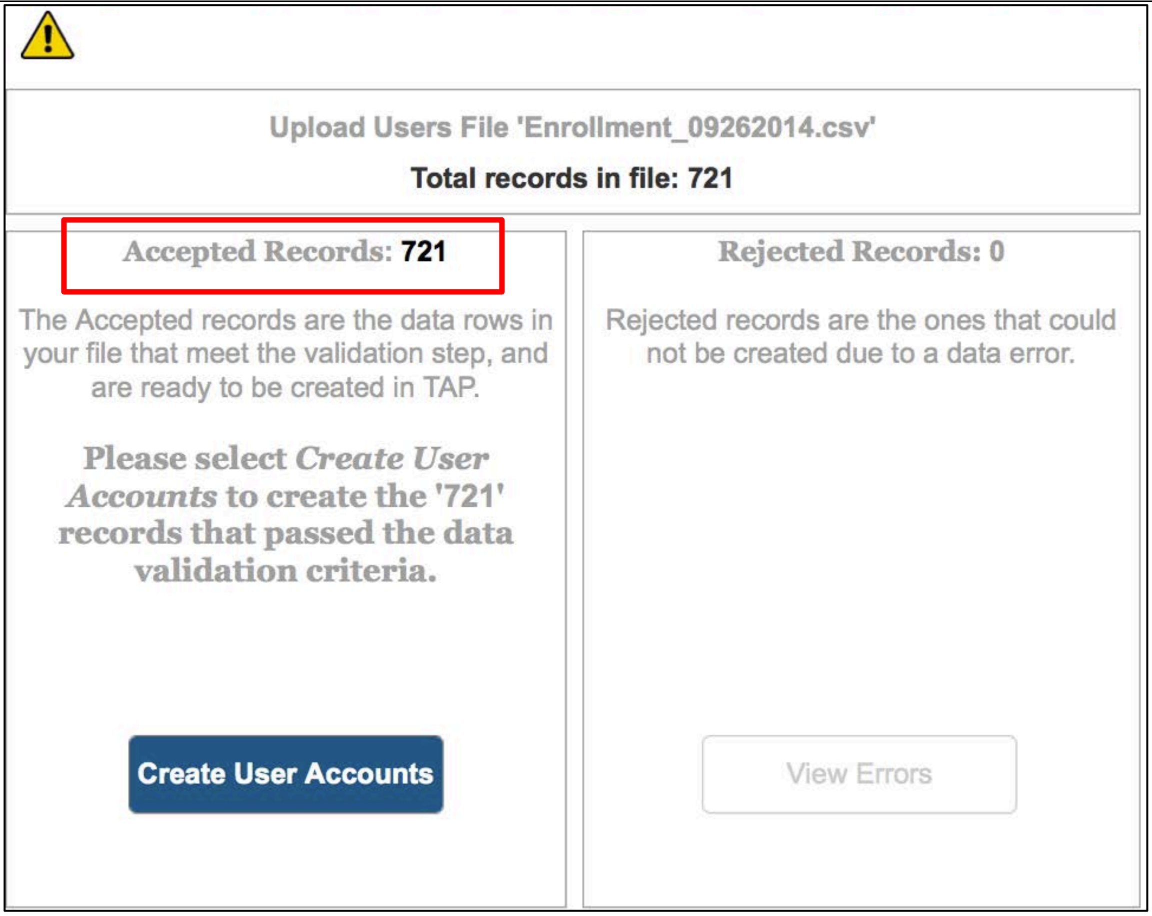
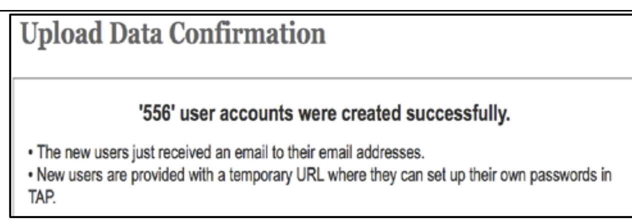
Click the Actions button.

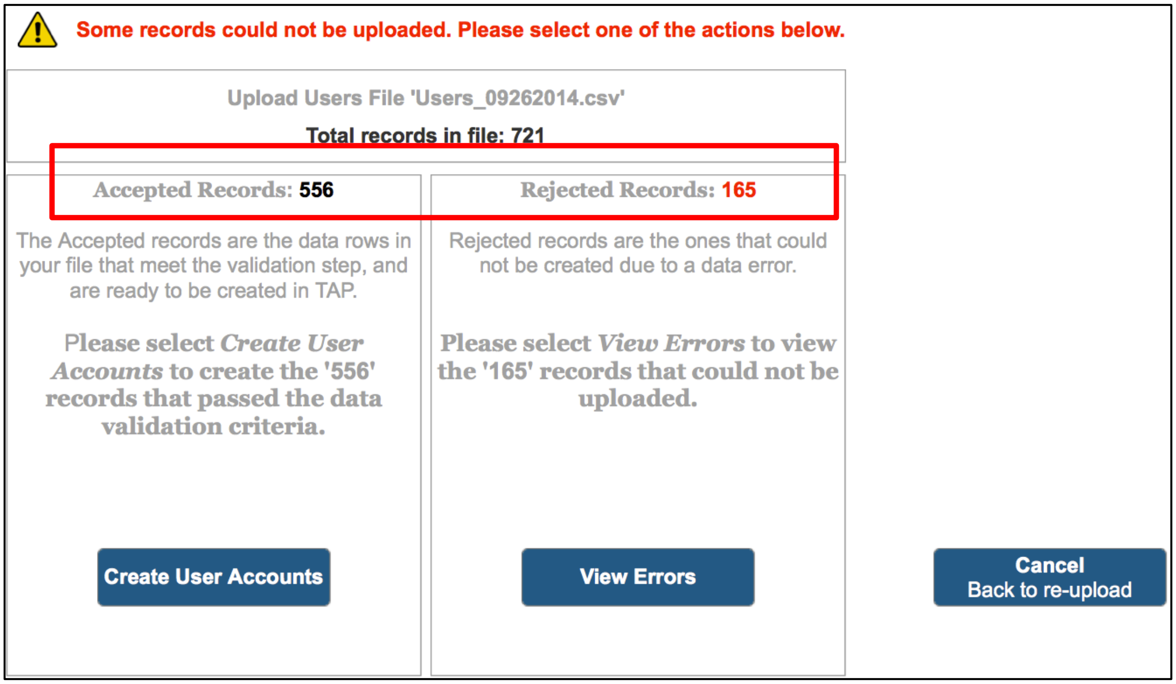
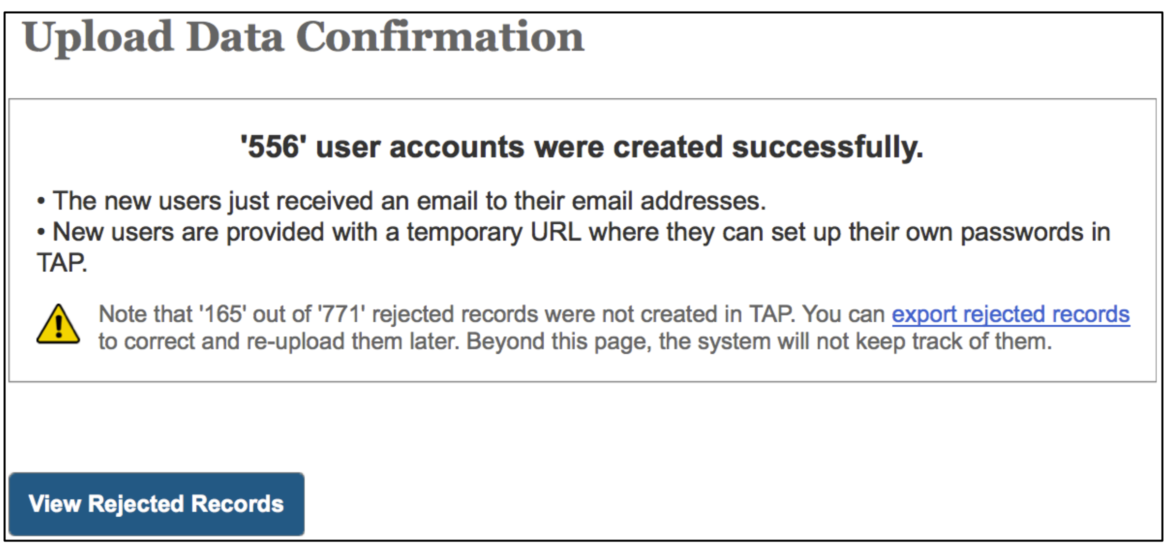


</td>
</tr>
</table>

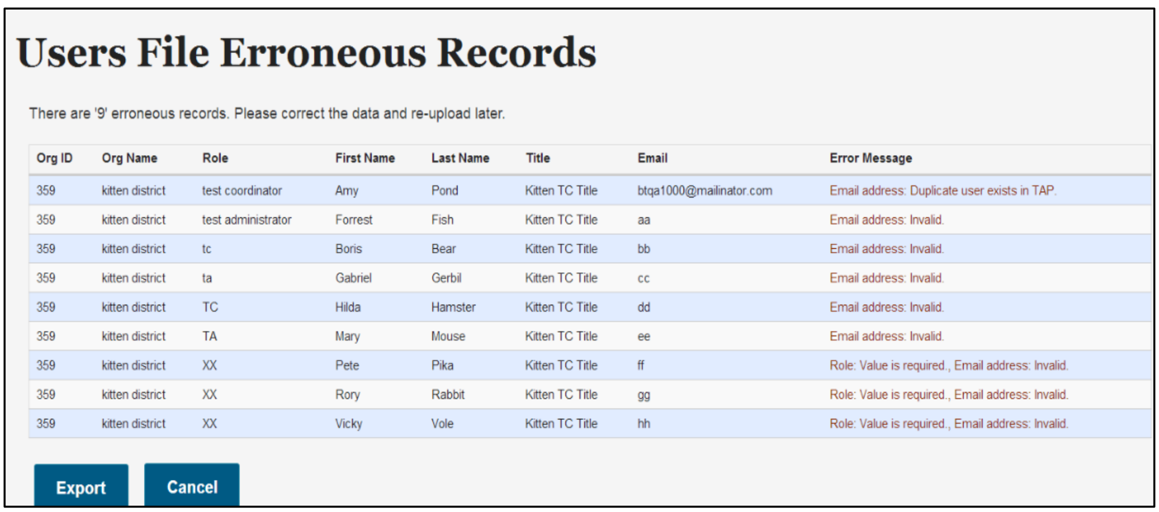
| | | |
|---|---|---|
| 3 | Select the **Upload Users File** option from the Actions drop-down menu. |  |
| 4 | The Upload Data File page opens. Click the **Choose File** button and select the enrollment file to be uploaded. |  |
| 5 | When prompted, locate and select your file and click **Open**. |  |

| | | |
|---|---|---|
| 6 | The file selected is listed in the Source File Path section (not shown here).<br><br>Click the **Upload** button in the Upload Data File page. |  |
| 7 | The system is going to validate the information that is in your template. The following criteria must be met in order for a record to pass the validation step:<br>✓ Org ID must exist in NCSC Assessment System.<br>✓ Organization name (the exact spelling) must exist in the NCSC Assessment System<br>✓ Org ID must match with the given organization name.<br>✓ Org ID must be within the current user's permission area.<br>✓ TAs must be associated to district-, school-, or classroom-level organizations (no state).<br>✓ If more than one organization is provided for a user, separate the organizations with comma in both Org ID and Org Name columns.<br>✓ The email address provided for each user should be unique. The system rejects duplicate records.<br>✓ Required fields must have a valid value (required fields are: Org ID, Org Name, Role, First Name, Last Name, Email). Valid values for each column are provided in the Read me tab of Users Template.<br><br>The validation step may take a few minutes to complete. | |
| 8.a | **No Failed Validation Errors**<br>Once done, the Validation Summary page opens. If there are no rejected records, the page looks like the following screenshot: | |

| | | |
|---|---|---|
| | <br> | |
| 9a | Click **Create User Accounts**. | <br> |
| 10a | The system creates all the users (TC and TA) you had in your users file and provides you with a confirmation. | <br> |
| 8b | **Records that Failed Validation**<br><br>After validation at step 7, if there are some records that failed the validation, the system provides the count of accepted records versus the rejected ones. | |

<table>
<tr><td></td><td colspan="2">
</td></tr>
<tr><td>9b</td><td colspan="2">Before viewing and fixing the records that failed validation, you must first create the records that were accepted.</td></tr>
<tr><td>10b</td><td>Click Create User Accounts.</td><td>
</td></tr>
<tr><td>11b</td><td colspan="2">The system provides a confirmation message.

</td></tr>
</table>

| | | |
|---|---|---|
| 12b | Now you have to work on the records that failed validation.<br><br>To do this, click **View Rejected Records**. You will be able to view the records that failed at validation and are not yet saved in the system. | <br> |
| 13b | The Exceptions page opens. Make sure to scroll down to see all the records if needed. Each line is a rejected record. The reason for rejection can be found in the Error Message column. Reasons for rejection are based on the validation criteria provided in step 7 above (please note: screenshots may look different than the actual file). | |
| 14b | You must click on the **Export** button to export the records. Note: The system will NOT keep track of rejected records beyond this page. | <br> |
| 15b | The rejected records will open in a Users Template that is already saved as a .csv file.<br><br>Make sure to save this .csv file on your computer. Exit the Users Upload page in the NCSC Assessment System and return to your .csv file to correct each record. We recommend correcting the exported file because it will contain only the rejected records.<br><br>When you are ready to re-upload the file with the corrections, follow the upload steps as described here. | |



# Users File Erroneous Records

There are '9' erroneous records. Please correct the data and re-upload later.

| Org ID | Org Name | Role | First Name | Last Name | Title | Email | Error Message |
|---|---|---|---|---|---|---|---|
| 359 | kitten district | test coordinator | Amy | Pond | Kitten TC Title | btqa1000@mailinator.com | Email address: Duplicate user exists in TAP. |
| 359 | kitten district | test administrator | Forrest | Fish | Kitten TC Title | aa | Email address: Invalid. |
| 359 | kitten district | tc | Boris | Bear | Kitten TC Title | bb | Email address: Invalid. |
| 359 | kitten district | ta | Gabriel | Gerbil | Kitten TC Title | cc | Email address: Invalid. |
| 359 | kitten district | TC | Hilda | Hamster | Kitten TC Title | dd | Email address: Invalid. |
| 359 | kitten district | TA | Mary | Mouse | Kitten TC Title | ee | Email address: Invalid. |
| 359 | kitten district | XX | Pete | Pika | Kitten TC Title | ff | Role: Value is required., Email address: Invalid. |
| 359 | kitten district | XX | Rory | Rabbit | Kitten TC Title | gg | Role: Value is required., Email address: Invalid. |
| 359 | kitten district | XX | Vicky | Vole | Kitten TC Title | hh | Role: Value is required., Email address: Invalid. |

| | |
|---|---|
| | Because these records were initially rejected, they have not been created in the system, therefore when you re-upload the correct files, the system will see them as original records and not duplicates. |

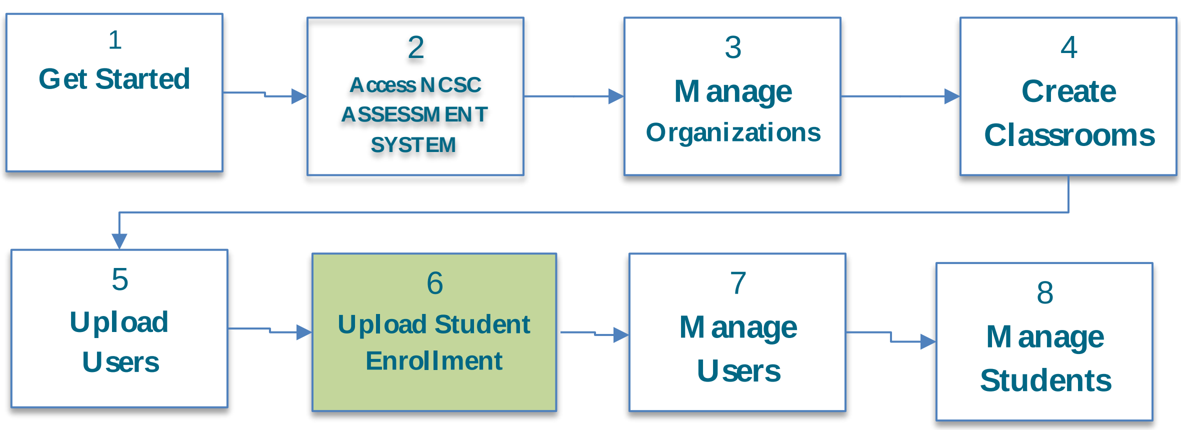
# Upload Student Enrollment File

This section prepares you to upload a student Enrollment File to the NCSC Assessment System. All participating schools are required to upload their student Enrollment File into the NCSC Assessment System.

Please check with your state to determine who will be responsible for this required step or see instructions that were contained in your welcome email. Some states are performing this action at the state level, while other states are requiring district/school TCs to perform this action.

**If you are responsible for performing this function, you must complete the enrollment process as described here for students and users.** This will ensure accurate test form assignment to your students.

If you are not responsible for uploading student and user information you may skip the Upload Enrollment and Upload Users sections of this guide.



## Student Enrollment File Upload Checklist

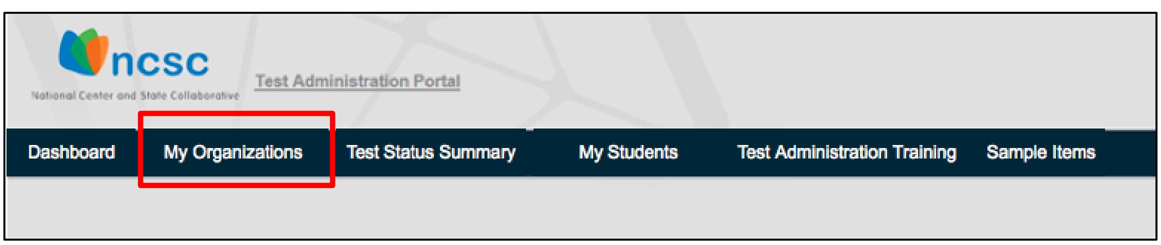
The following section will describe the required steps for uploading the student Enrollment File during the enrollment window:

- ✓ Locate and download the Org ID file
- ✓ Download the latest Enrollment Template from the NCSC Assessment System
- ✓ Fill in the template with your students data (without changing the layout/format)
- ✓ Copy and paste the correct Org ID and Org Name using the NCSC Assessment System Org ID file into the appropriate columns in the Enrollment Template
- ✓ Delete the Read me tab from the Enrollment Template and save the template as a .cvs file.
- ✓ Start the upload Enrollment File process, correct any validation records

## Step 1: Download Org ID

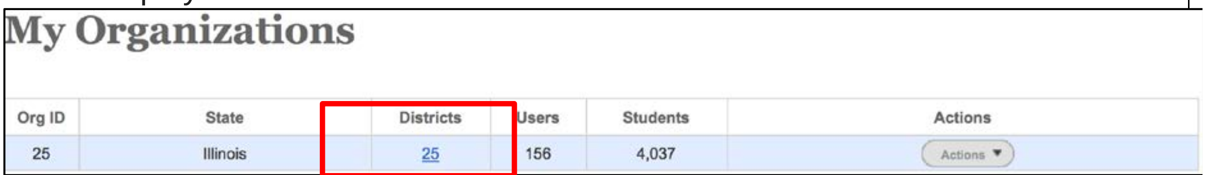
Within the student Enrollment File (and the Users File, which will be discussed later in this guide), there are required fields regarding the organization ID and name. When uploading a file of user or student records, it is crucial to provide the system with the correct Org ID and organization name that the NCSC Assessment System recognizes. Otherwise, the system will reject the records as missing valid data in these two columns, which means the students will not be created in the NCSC Assessment System.

To find the Org ID and Org Name that the system can recognize, and which you will enter into your enrollment template file that you will be uploading, follow the instructions below.

<table>
<tr><td>1</td><td>Click the My Organizations link from the top navigation bar.<br>


</td></tr>
</table>

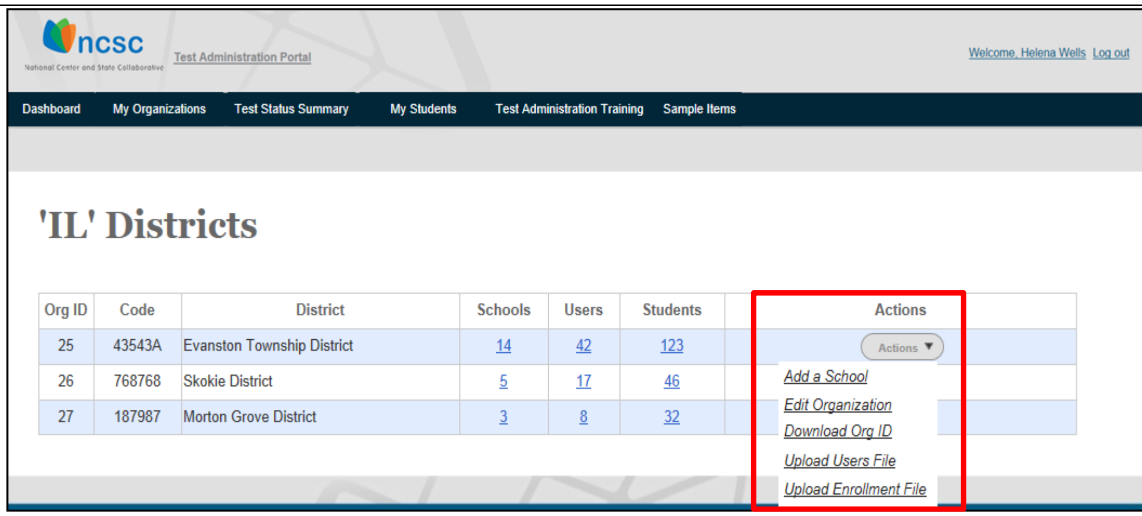
| Step | Instructions |
|---|---|
| 2 | The list of organizations that you or the district designee has permission to view will be displayed. |



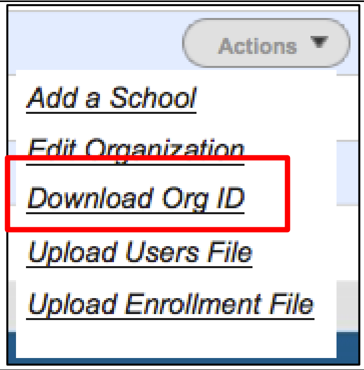
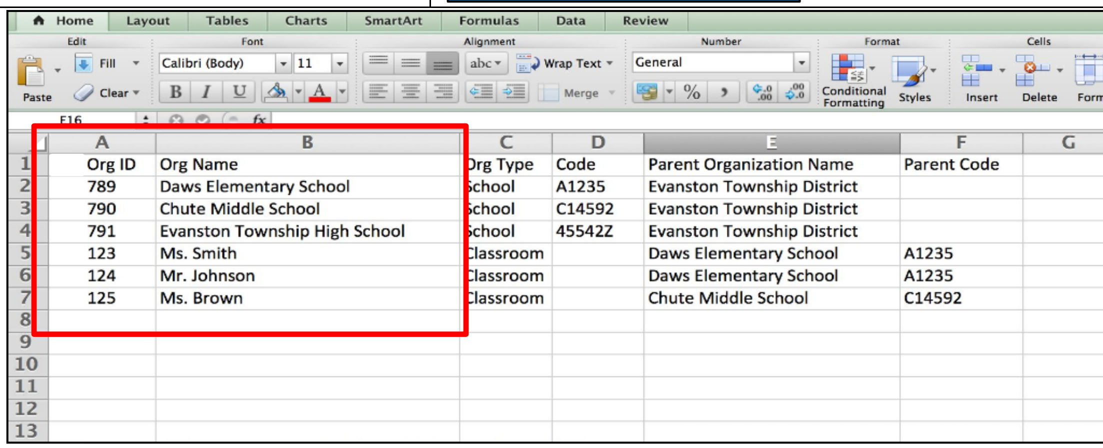

Within the organizations table, find the organization for which you wish to retrieve a list of child organizations.

In the screenshot above, we are starting at the state level, but want to drill down to view the Org IDs for a district. Click on the number in the Districts column.

| Step | Instructions |
|---|---|
| 3 | |




Locate the district (or other organization) you wish to view the Org IDs and Name file. Click on **Actions**.

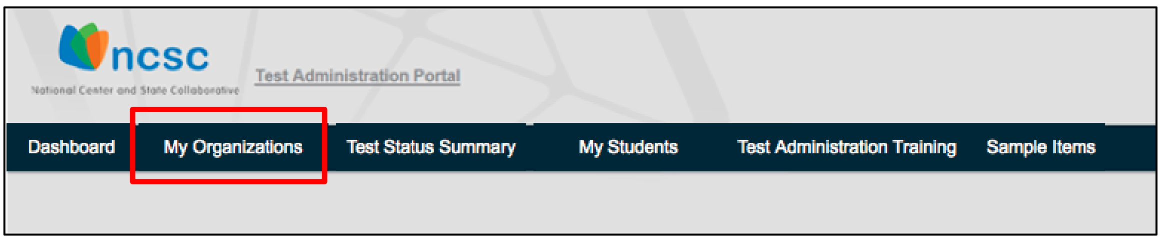
<table>
<tr><td>4</td><td>Select the Download Org ID option from the Actions drop-down menu in the parent organization row.</td><td>
</td><td></td></tr>
<tr><td>5</td><td colspan="3">
<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr>
<tr><td>1</td><td>Org ID</td><td>Org Name</td><td>Org Type</td><td>Code</td><td>Parent Organization Name</td><td>Parent Code</td><td></td></tr>
<tr><td>2</td><td>789</td><td>Daws Elementary School</td><td>School</td><td>A1235</td><td>Evanston Township District</td><td></td><td></td></tr>
<tr><td>3</td><td>790</td><td>Chute Middle School</td><td>School</td><td>C14592</td><td>Evanston Township District</td><td></td><td></td></tr>
<tr><td>4</td><td>791</td><td>Evanston Township High School</td><td>School</td><td>45542Z</td><td>Evanston Township District</td><td></td><td></td></tr>
<tr><td>5</td><td>123</td><td>Ms. Smith</td><td>Classroom</td><td></td><td>Daws Elementary School</td><td>A1235</td><td></td></tr>
<tr><td>6</td><td>124</td><td>Mr. Johnson</td><td>Classroom</td><td></td><td>Daws Elementary School</td><td>A1235</td><td></td></tr>
<tr><td>7</td><td>125</td><td>Ms. Brown</td><td>Classroom</td><td></td><td>Chute Middle School</td><td>C14592</td><td></td></tr>
</table>
The list of child organizations for the selected level will open in Excel.<br>
The following columns are available in the downloaded Org ID file:
<ul>
<li>NCSC Assessment System Org ID</li>
<li>Org Name</li>
<li>Org Type Code</li>
<li>Parent Organization Name</li>
<li>Parent Code</li>
</ul>
You need the information in columns A and B only for entry into your student Enrollment File described in the next section.<br><br>
No matter which level you are on—state, district, or school—you can access this list and it will display all the child organizations that belong to the parent organization.</td></tr>
<tr><td>6</td><td colspan="3">Copy and paste (or use a formula) to update your student Enrollment File with the correct Org ID and name.<br><br>
Now that you have this file open, you may minimize it until you are ready to copy/paste columns A&B information into the Enrollment Template.</td></tr>
</table>

# Step 2: Download & Complete Enrollment Template

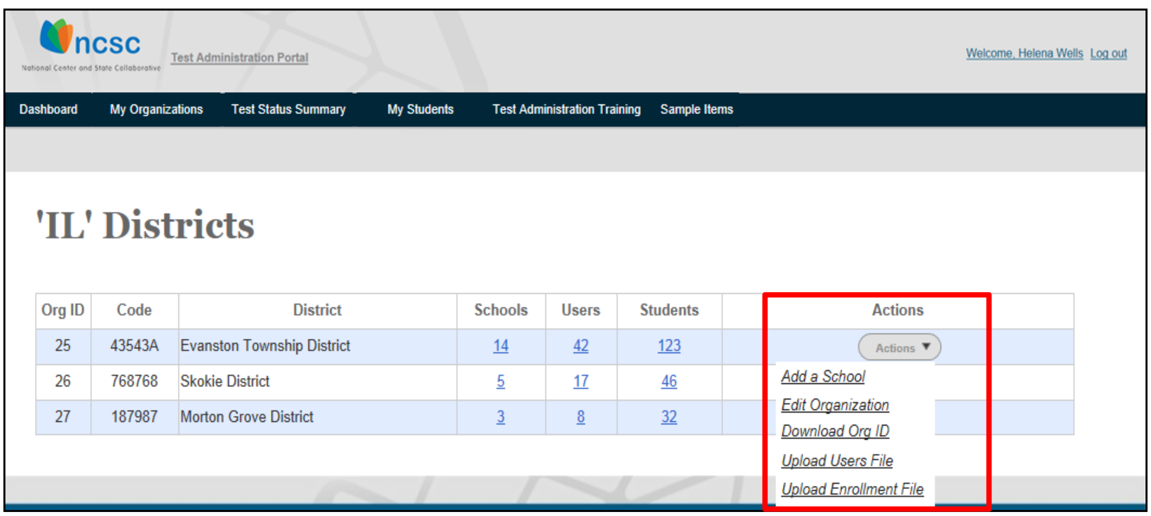
Now that you have the Org IDs and Names list, open the Enrollment Template to upload the students' information into the NCSC Assessment System. The Enrollment Template is necessary to ensure your file layout and format is the same as what the system expects. To access the latest version of the Enrollment Template, follow the instructions below.

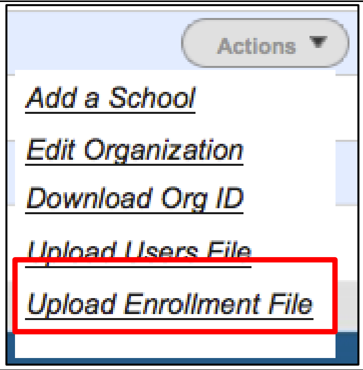
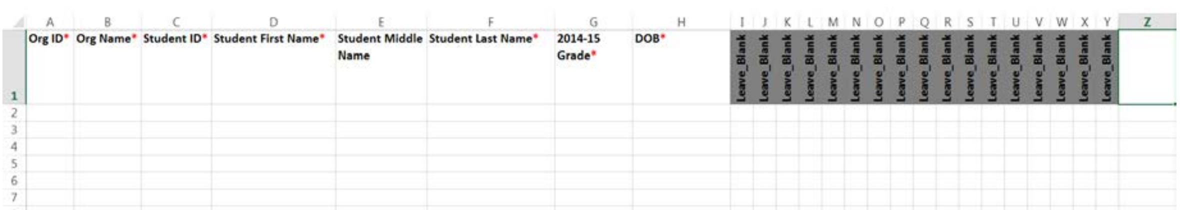
Note: Students can be listed at the school or class level. However, if a student has multiple teachers giving a test, that student should be enrolled at the school level.

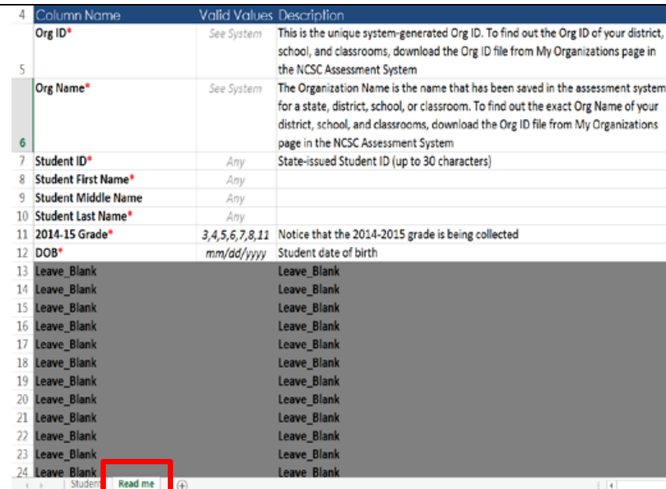
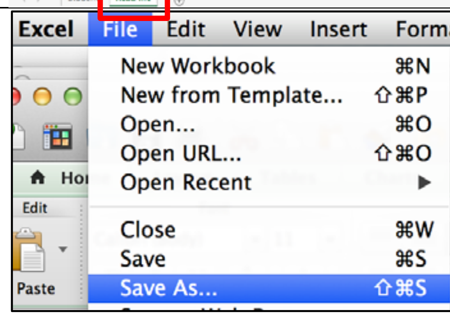
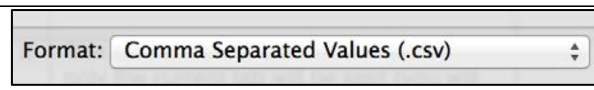
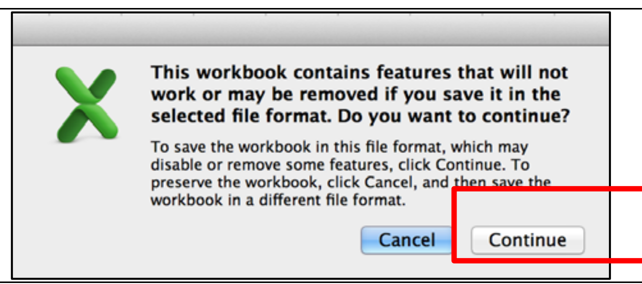
1 Click the **My Organizations** link within the top navigation bar.




2 Click any of the **Actions** buttons in the My Organization page.



<table>
<tr><td>3</td><td>Select the Upload Enrollment File option from the Actions drop-down menu.</td><td>
</td></tr>
<tr><td>4</td><td>The Upload Data File page opens in the system.<br><br>Click the System Enrollment Template link.</td><td>
</td></tr>
<tr><td>5</td><td colspan="2">The template opens in Excel. Once the template is open, transfer your student information into the template to ensure you are working with the most up-to-date template.<br><br>Also, retrieve and enter the Org ID and Name information from the Org List into this template.<br><br>
<br><br>Note: Columns I–Y should be left blank. Do no enter information in them and do not delete them.</td></tr>
<tr><td>6</td><td>The template also includes a second tab titled “Read me.”<br><br>The Read me tab within the template contains instructions on how to complete the Enrollment</td><td></td></tr>
</table>

| | | |
|---|---|---|
| | Template. It provides the list of columns along with the valid values the system needs to capture data.<br><br>This tab is for your information and can be used while copying your data into the template.<br><br>Note: You must delete the Read me tab prior to saving the file as a .csv document and uploading the file. |  |
| 7 | After you have copied your student information into the Enrollment Template file and have deleted the Read me tab, select the **Save as** option from the File menu. |  |
| 8 | Select the Comma Separated Values (.csv) option from the Format drop-down menu.<br><br>Then click the **Save** button. |  |
| 9 | The system prompts you to confirm that some formatting features will be lost.<br>Click **Continue**.<br>The .csv enrollment template will be saved on your computer. |  |

Please note: The screenshots during the saving process may look slightly different for you depending on your version of Microsoft Office.

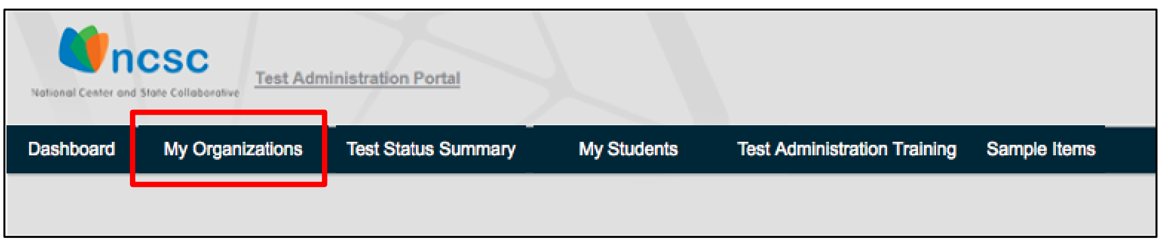
# Step 3: Upload Enrollment File

Once all the student information has been copied into the Enrollment Template and you have verified the information is in the same format and layout as required in the template, you are ready to upload it into the NCSC Assessment System. Before uploading an Enrollment File, make sure you have completed the following tasks described in the previous sections:

- ✓ I have downloaded the latest Enrollment Template from the NCSC Assessment System.
- ✓ I completed the template with my student data (without changing the layout/format).
- ✓ I copied and pasted the correct Org ID and Org Name using the NCSC Assessment System Org ID file into the enrollment template.
- ✓ I deleted the Read me tab and saved the template as a .cvs file.
- ✓ Now I'm ready to upload the file.

<table>
<tr>
<td>1</td>
<td>

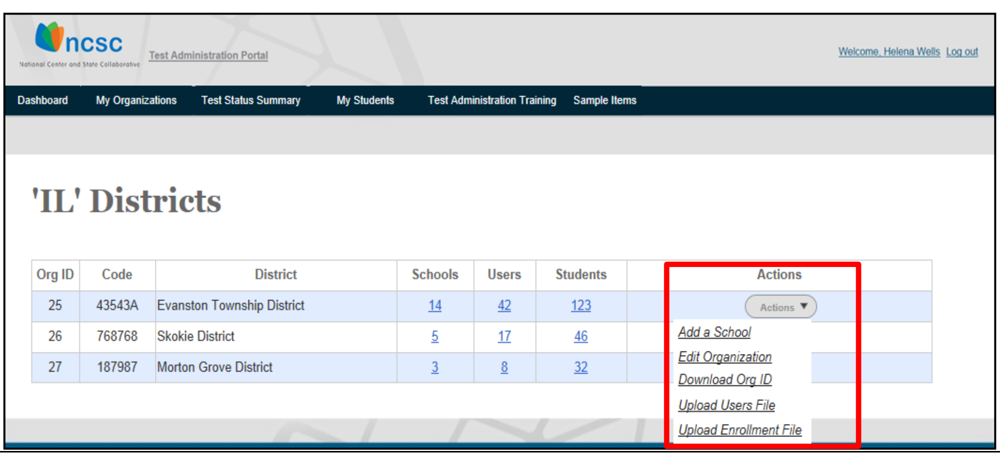
Click the **My Organizations** link within the top navigation bar.



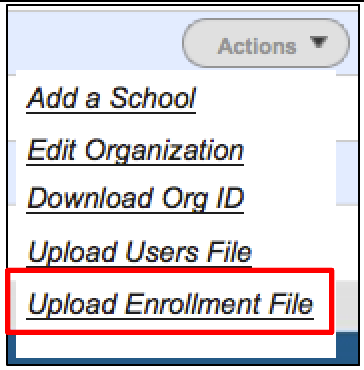
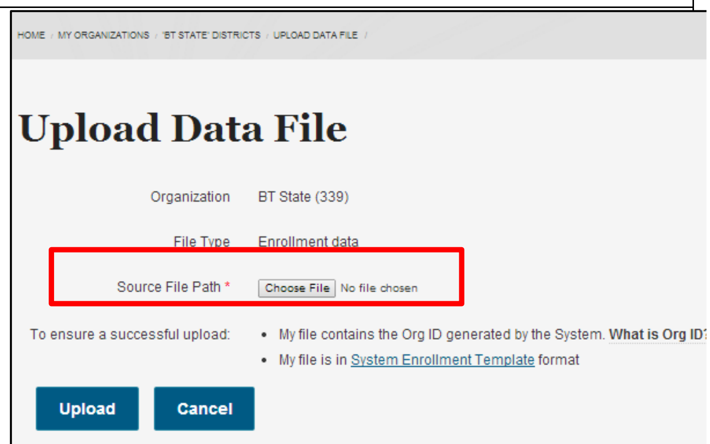
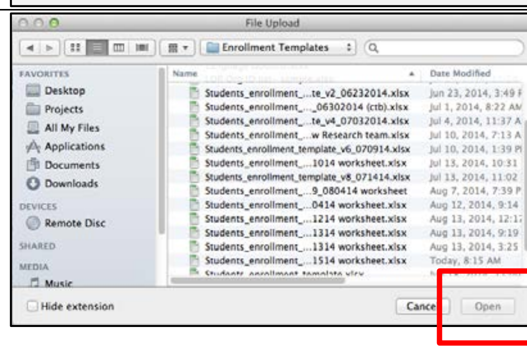
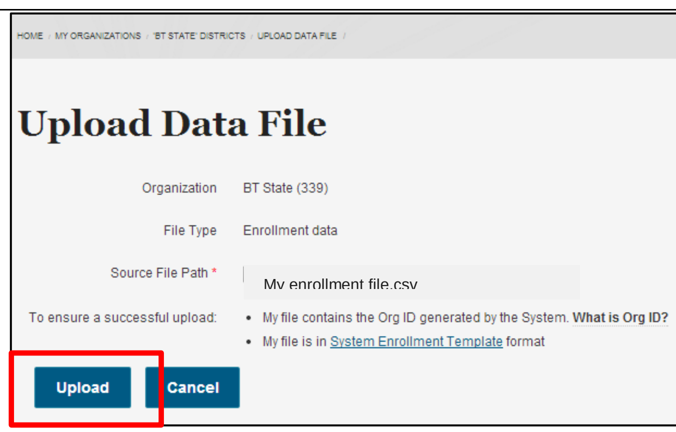

</td>
</tr>
<tr>
<td>2</td>
<td>

Within the organizations table, find the organization for which you wish to upload the Enrollment File (this could be at the school, district, or state level depending on your user role). Our example is from the district level.

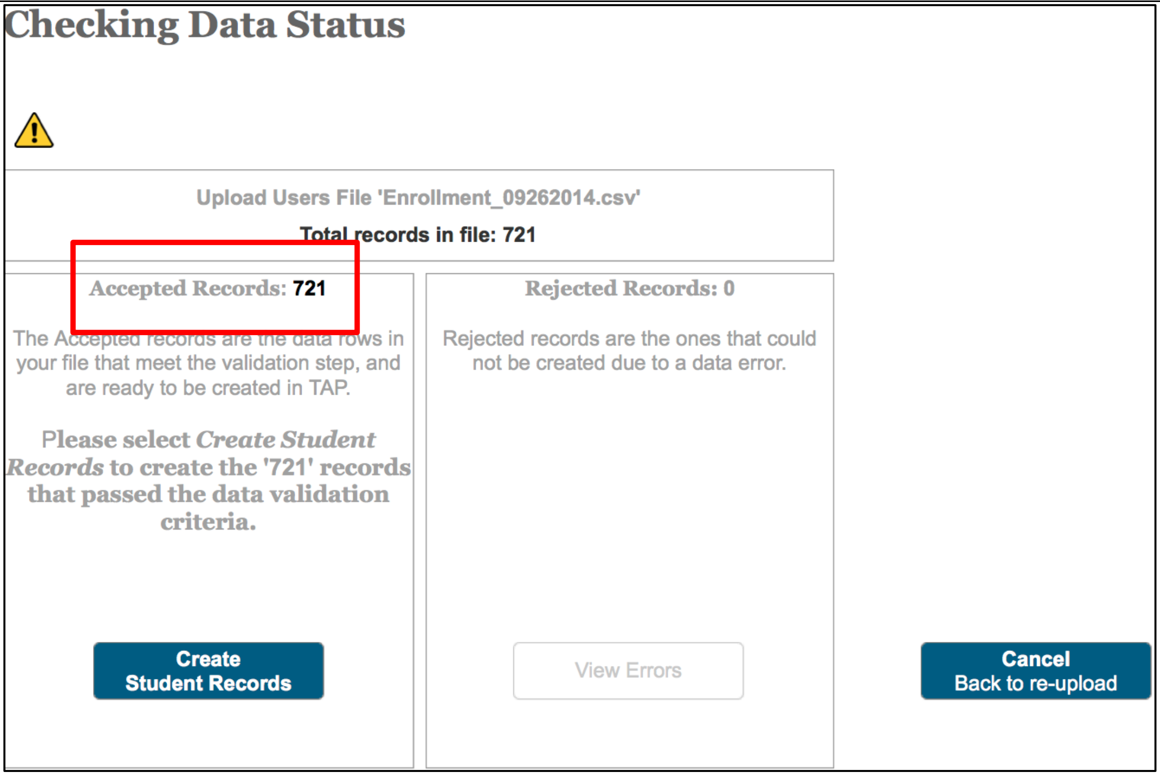
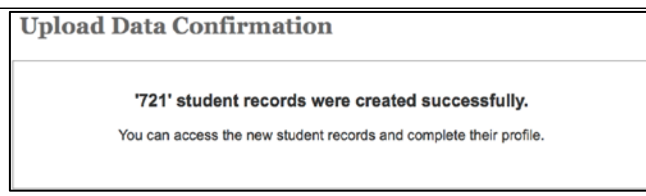
Click the **Actions** button.

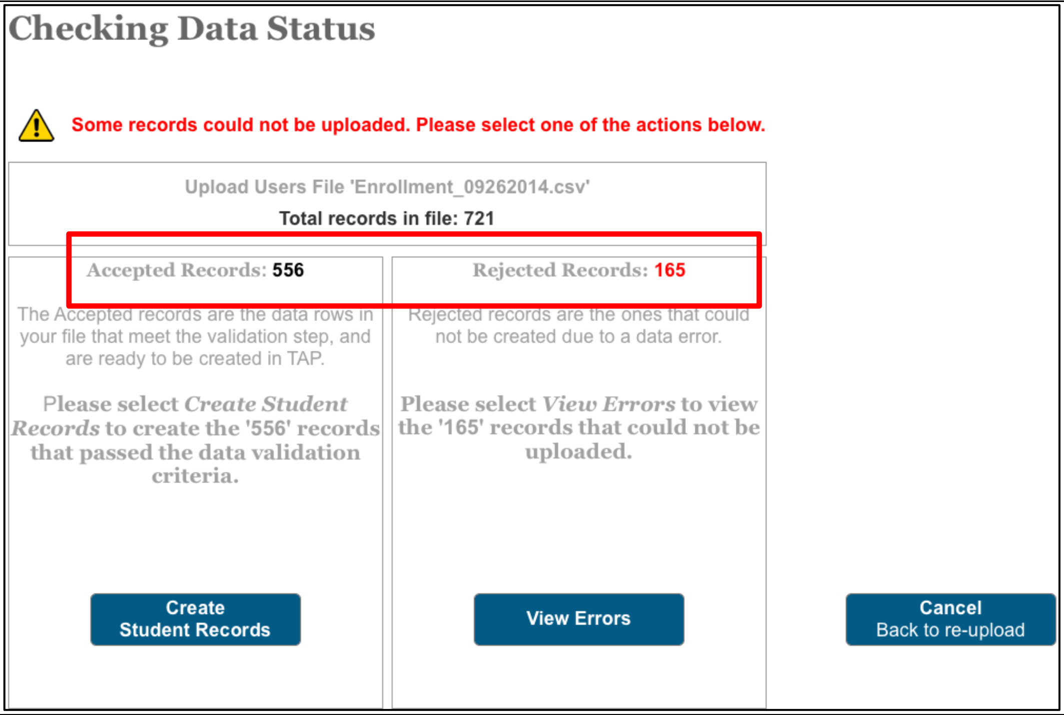
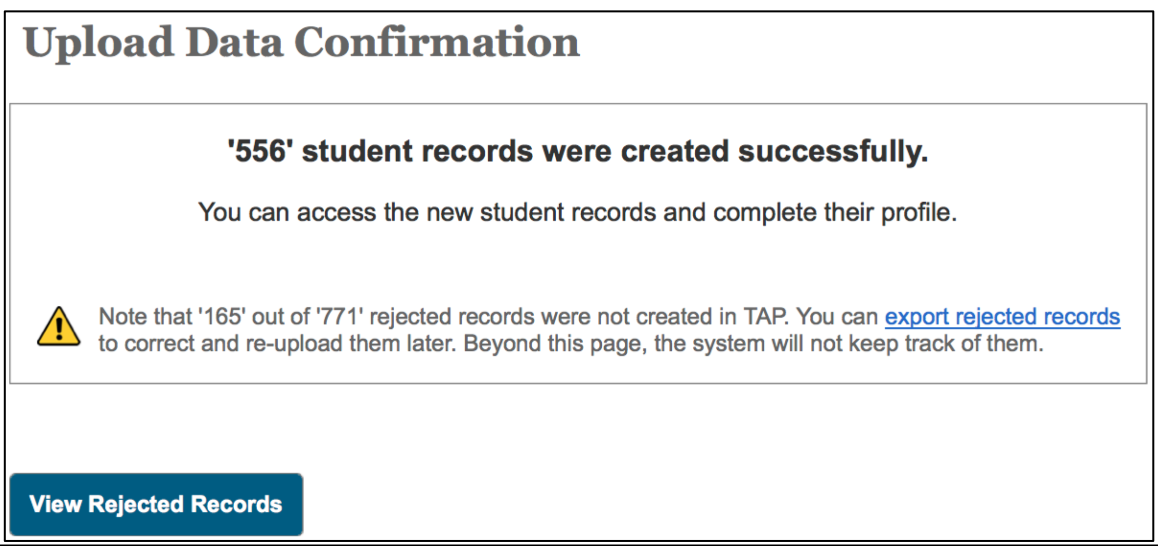



</td>
</tr>
</table>

| | | |
|---|---|---|
| 3 | Select the **Upload Enrollment File** option from the Actions drop-down menu. |  |
| 4 | The Upload Data File page opens. Click the **Choose File** button. |  |
| 5 | When prompted, find and select your student enrollment file and click **Open**. The popup closes. |  |
| 6 | The file you selected will be listed in the source file path.<br><br>Click the **Upload** button in the Upload Data File page. |  |

| | |
|---|---|
| 7 | The system is going to validate the information that is in your template. The following criteria must be met in order for a record to pass the validation step:<br>✓ Org ID must exist in NCSC Assessment System.<br>✓ Organization name (the exact spelling) must exist in the NCSC Assessment System.<br>✓ Org ID must match with the given organization name.<br>✓ Org ID must be within the current user's permission area.<br>✓ Each student must be associated to one organization only, and the provided organization must be a classroom or school level (students cannot be associated to state and district).<br>✓ The student ID (the state-issued ID) should be unique within the state. The system rejects duplicate records.<br>✓ Date of birth must be in the required format (mm/dd/yyyy).<br>✓ Required fields must have a valid value (Required fields are: Org ID, Org Name, First Name, Last Name, Grade, DOB). Valid values for each column are provided in the Read me tab of Enrollment Template.<br>✓ Invalid grade (accepted grades are 3, 4, 5, 6, 7, 8, and 11).<br><br>The validation step may take a while to complete. |
| 8.a | **No Validation Errors**<br>Once done, the Validation Summary page opens. If there are no rejected records, the page will look like the following screenshot: |

<table>
<tr><td></td><td colspan="2">
</td></tr>
<tr><td>9a</td><td>Click Create Student Records. The system will proceed to create all the students you had in your enrollment file and that successfully passed the validation criteria.</td><td>
</td></tr>
<tr><td>10a</td><td>Once complete, you will see a confirmation message. The students have been created and you can either repeat these steps for other organizations (if necessary) or move on to uploading users.</td><td>
</td></tr>
<tr><td>8.b</td><td colspan="2">Records that Failed Validation<br>After validation at step 7, if there are some records that failed the validation, the system provides the count of accepted records versus the rejected ones:</td></tr>
</table>

| | | |
|---|---|---|
| | <br> | |
| 9b | Before viewing and fixing the records that failed validation, you must first create the records that were accepted. | |
| 10b | Click **Create Student Records**. | <br> |
| 11b | The system provides a confirmation message.<br><br> | |
| 12b | Now that you have some of your student records created in the NCSC Assessment System, fix | <br> |

the errors for the rejected records.

Click **View Rejected Records** to view the student records that failed at validation and are not saved in the system yet.

13b The Exceptions page opens. Make sure to scroll down to see all the records if needed. Each line is a rejected record. The reason for rejection can be found in the Error Message column. Reasons for rejection are based on the validation criteria provided in step 7 above.

# Enrollment File Rejected Records

There are '165' erroneous records. Please correct the data and re-upload later.

| Org ID | Org Name | Student ID | First Name | Last Name | Grade | Error Message |
|---|---|---|---|---|---|---|
| 123456 | Lincoln Middle School | 123454Z | Mary | Brown | 5 | Org ID not found |
| 123457 | Lincoln Township High School | A8797 | Joe | White | 5 | Org ID and name do not match |
| 123458 | Lincoln Middle School | 879879 | John | Smith | 6 | Duplicate record |
| 123458 | Lincoln Township High School | s65765 | Alex | Bellin | 5 | Duplicate record;Org ID and name do not match |
| 98098 | Chute Middle School | 8798A34 | Bill | Shaw | | Grade is required |
| 98098 | Chute Middle School | | Maria | Lopez | 6 | Student ID is required;DOB is required |

Export Cancel

14b You **must** click on the **Export** button to export the records into the .csv file, as <u>the system will NOT keep track of rejected records beyond this page.</u>


15b The rejected records will open up in an enrollment template that is already saved as a .csv file.

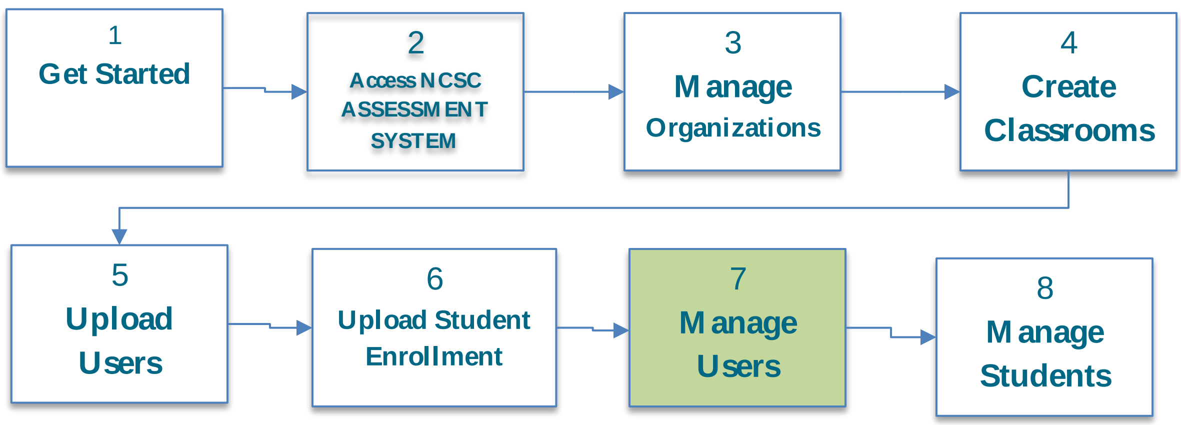
Make sure to save this .csv file on your computer. Exit the Enrollment Upload page in the NCSC Assessment System and return to your .csv file to correct each record. We recommend correcting the exported file because it will contain only the rejected records.

When you are ready to re-upload the file with the corrections, follow the upload steps as described here.

Because these records were initially rejected, they have not been created in the system, therefore when you re-upload the correct files, the system will see them as original records and not duplicates.

# Manage Users

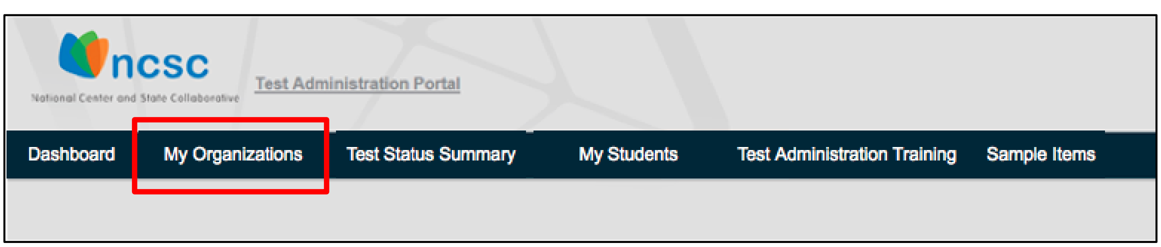
This section prepares you to manage the users you have access to.




# Assign Organizations to Users

If a classroom organization was created (as described in the previous section), you will need to assign at least one TA to it. Once the TA is assigned to the classroom, he or she will only be able to access (and therefore start tests for) the students who are also associated to the same classroom.

Additionally, you can change an organization that is assigned to a user, when and if needed. Users can be assigned to more than one organization (classroom, school, or district).

| | |
|---|---|
| 1 | Click the **My Organizations** link within the top navigation bar.  |
| 2 | To access the User's page, click on the hyperlinked number in the Users column in |

the organizations table. This will provide you with a list of ALL users within that organization. In the screenshot below, this means you would see all the users in the Evanston Township District.

| Org ID | Code | District | Schools | Users | Students |
|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |

3 Or you may wish to view a smaller list of users by drilling down further into a lower-level, child organization.

In this example, we will drill down into the schools first.

| Org ID | Code | District | Schools | Users | Students |
|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |

4 Once in the school level, you will see the number of users drops significantly.

| Org ID | Code | School | Classrooms | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 90 | 120006000035 | Baker County Senior High School | 0 | 4 | 25 | Actions |

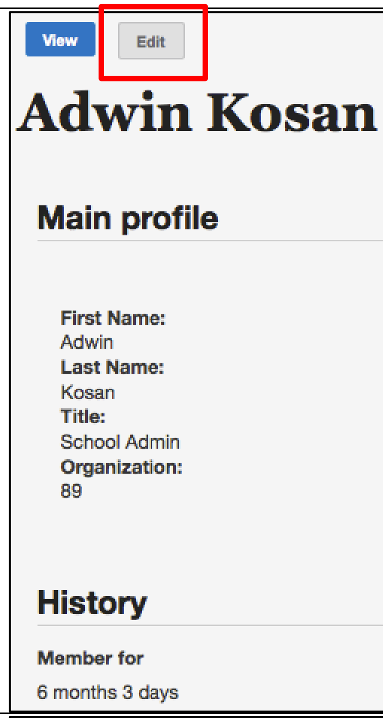
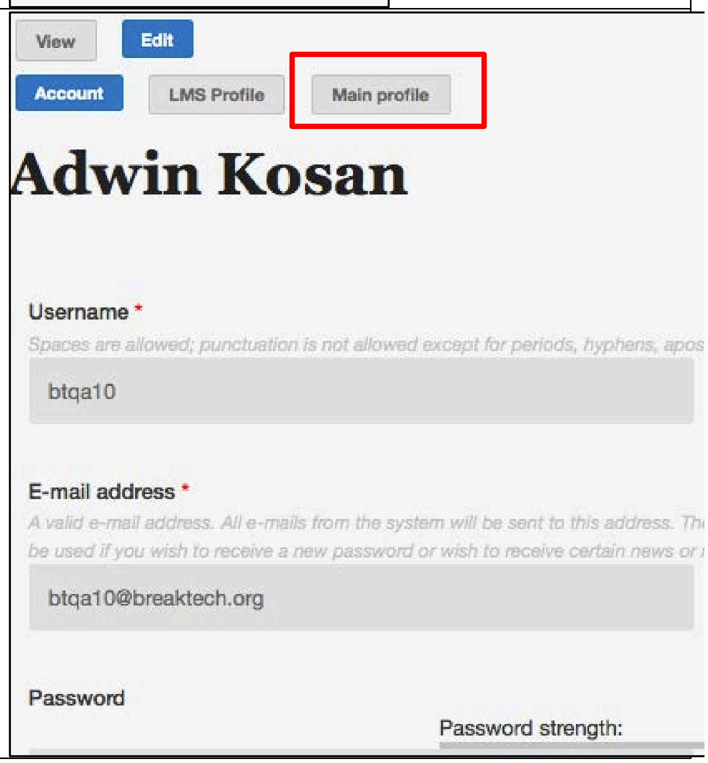
Locate the school and then click the hyperlinked number in **Users** column for the desired organization level.

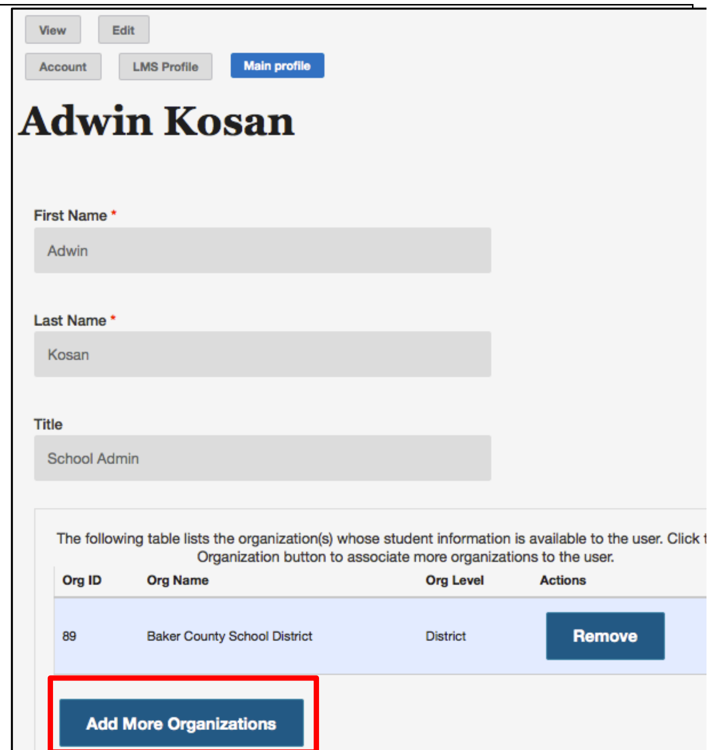
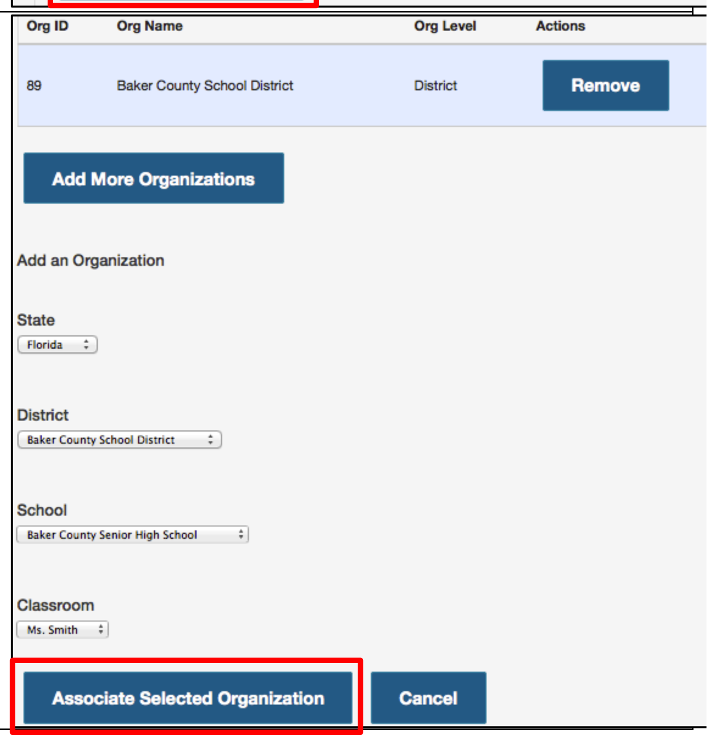
5 The system redirects you to the Users page, displaying the TAs and TCs for the selected organization. You will see the user ID, last name, first name, email address, Org ID, training status, title in the school, and the system role they've been assigned.

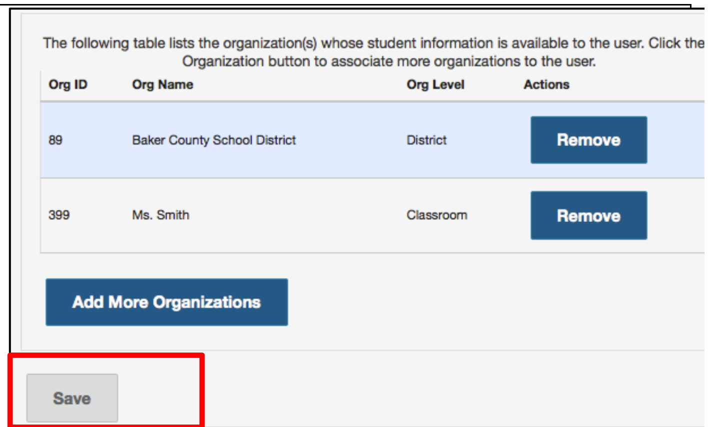
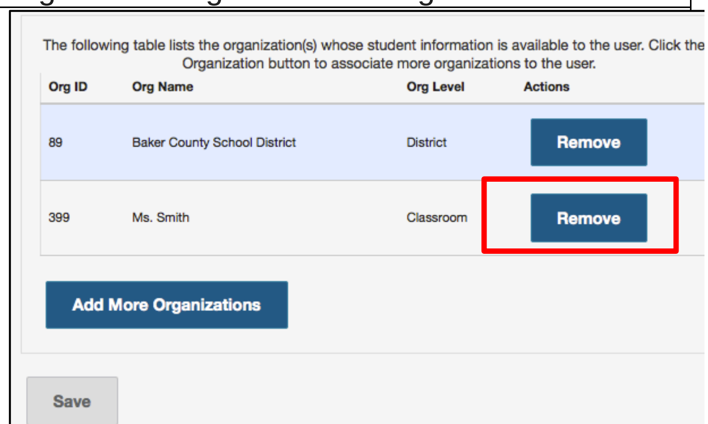
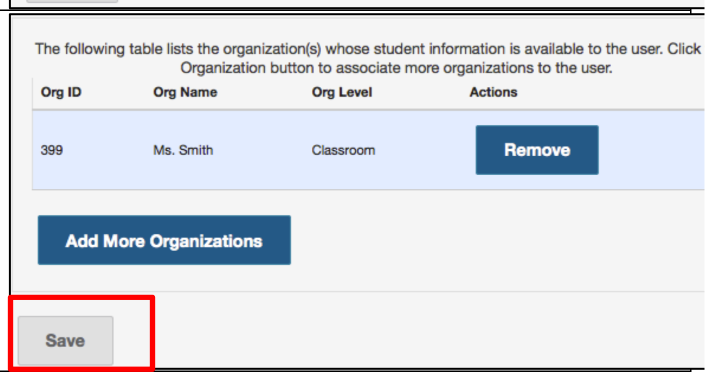
| | User ID | Last Name | First Name | Email Address | Organization ID | Training Status | Title | Role | Active |
|---|---|---|---|---|---|---|---|---|---|
| | 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending | School Admin | test coordinator | Active |
| | 101 | May | Daisie | testtaker@llc.com | 89 | Completed | Administrator in Florida | test administrator | Active |
| | 3111 | User | Multiorg | multiorg@breaktech.org | 89; 96; 5 | Pending | | test coordinator | Active |
| | 19 | Nielsen | Artie | btqa5@breaktech.org | 90 | Completed | Teacher | test administrator | Active |

6 Click on the **User ID** to access the Edit User page.

| | User ID | Last Name | First Name | Email Address | Organization ID | Training |
|---|---|---|---|---|---|---|
| | 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending |

| | | |
|---|---|---|
| 7 | The User Profile page opens for the selected user.<br><br>Click the **Edit** button. |  |
| 8 | To associate the user to an organization, click the **Main Profile** button. |  |

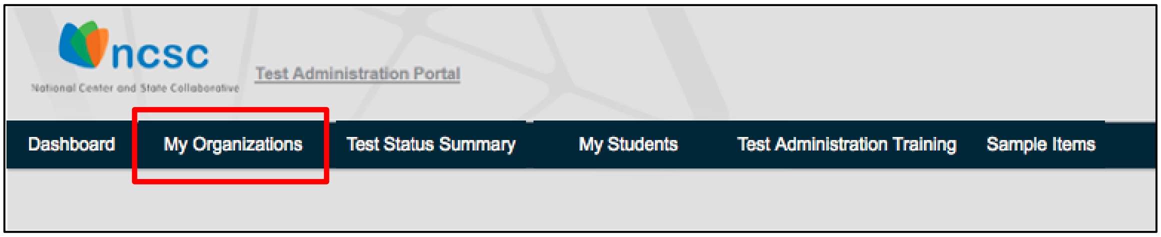
<table>
<tr>
<td>9</td>
<td>The list of organization(s) assigned to the user appears in a table at the bottom of the screen.<br><br>Click the Add More Organizations button to view the organization hierarchy drop-down menus.</td>
<td>
</td>
</tr>
<tr>
<td>10</td>
<td>A set of organizations will appear in the form of drop-down lists.<br><br>If you have already created classrooms, the organization hierarchy is displayed down to the classroom level.<br><br>You can select any organization level that is available within the drop down lists to assign or reassign the user to a different organization.<br><br>Click the Associate Selected Organization to assign the new organization.</td>
<td>
</td>
</tr>
</table>

<table>
<tr><td>11</td><td>The new organization will be listed in the Organizations table.<br><br>Save the changes.</td><td>
</td></tr>
<tr><td>12</td><td colspan="2">Remove an Organization: The system allows you to remove an organization from a user as long as you are not removing the last organization assigned to that user.</td></tr>
<tr><td>13</td><td>Click the Remove button to deassociate the organization from the user.</td><td>
</td></tr>
<tr><td>14</td><td>The new organization list will be displayed in the Organizations table.<br><br>Make sure to save the changes by clicking the Save button.</td><td>
</td></tr>
</table>

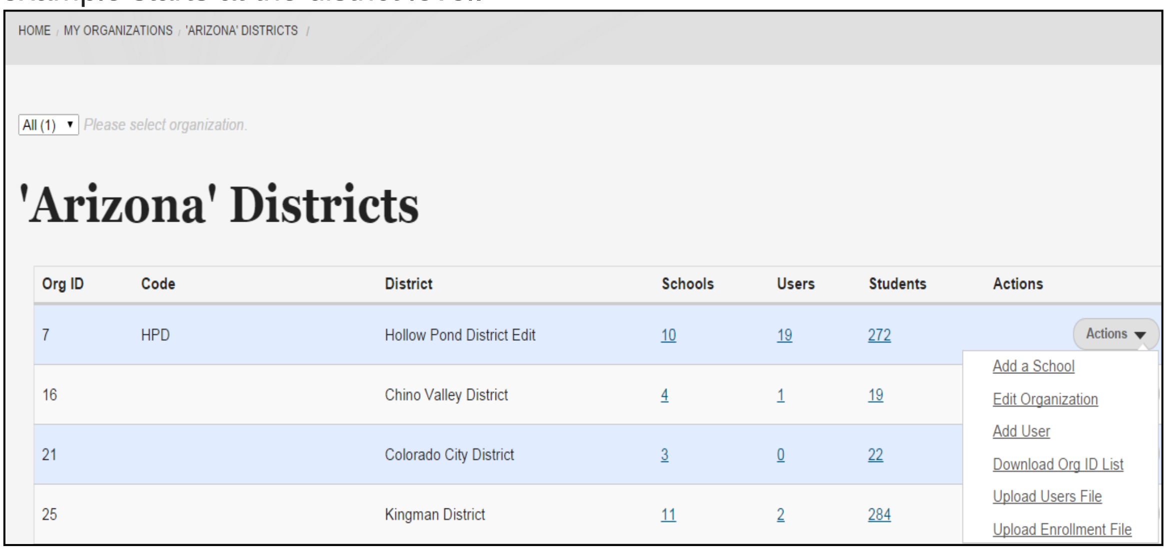
# Create Users

All users should have been created during the enrollment window. However, there may be a need to create a TA or TC manually in the system if that user was not part of the upload process.

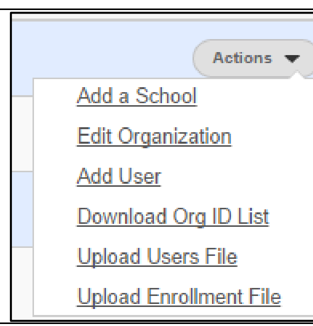
1 Click the **My Organizations** link within the top navigation bar.

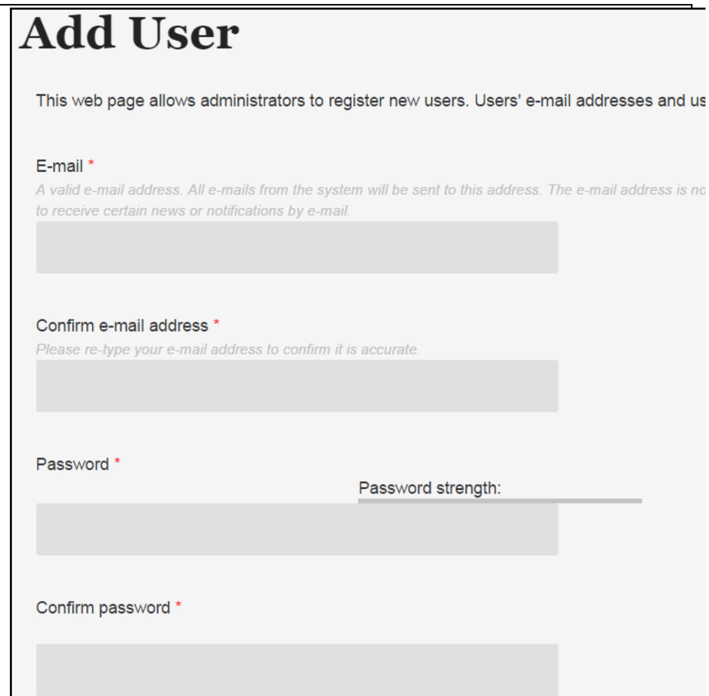
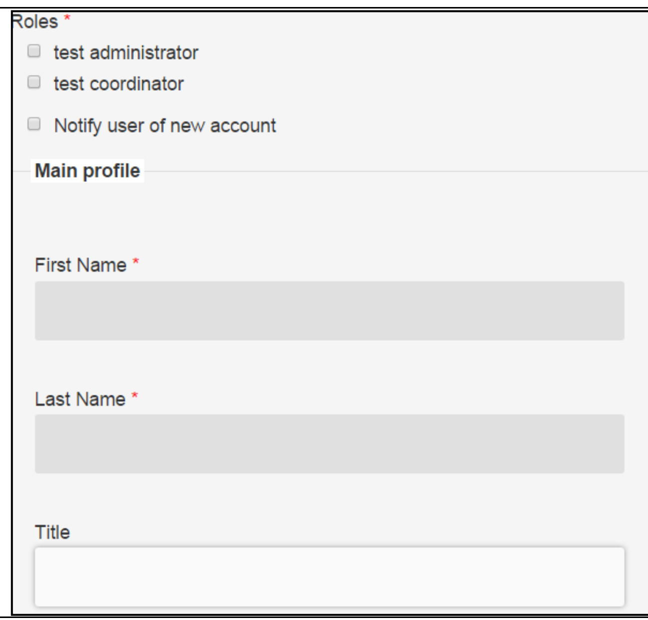


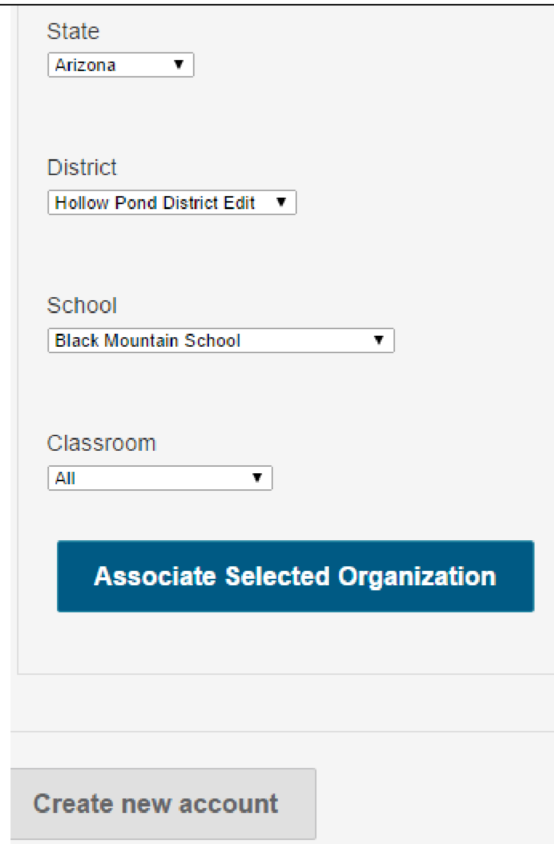
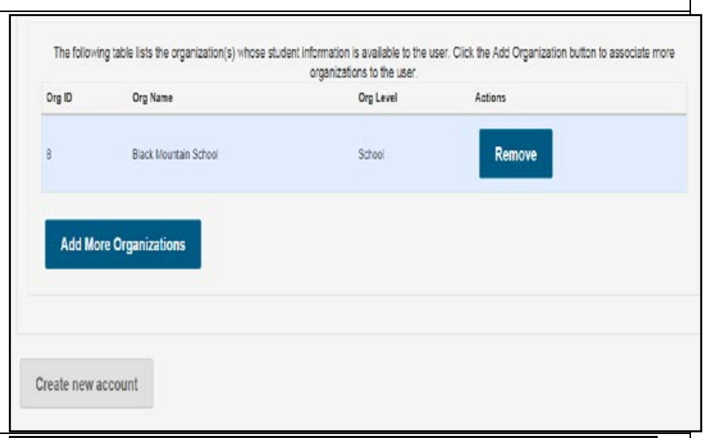

2 Drill down to the organization level for which you wish to create the user. This example starts at the district level.

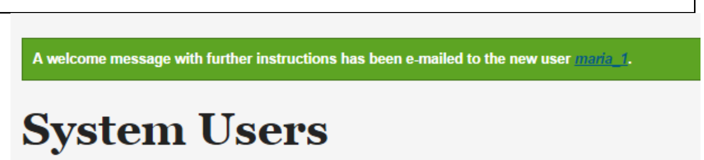



3 Click the **Actions** Button
Click **Add User**



| | | |
|---|---|---|
| 4 | The Add User page is displayed. Fill in all required fields that are indicated with an asterisk after the field name.<br>The fields to complete are:<br>➢ **Email Address:** Type the TA's email address in this field.<br>➢ **Password/Confirm Password:** Create the TA's password. Passwords should conform to school/district policy, if applicable. Passwords should be at least 6 characters in length, and it is advisable to use a combination of letters and numbers. Be sure to enter the password in both the *password* field and the *confirm password* field. |  |
| | ➢ **Role:** Select the Test Administrator or Test Coordinator option<br>➢ **Notify User of New Account:** Select this check box to ensure the system-generated welcome email is sent to the user with their log-in information.<br>➢ **First/Last Name**<br>➢ **Title:** specific to user title in the school/district |  |

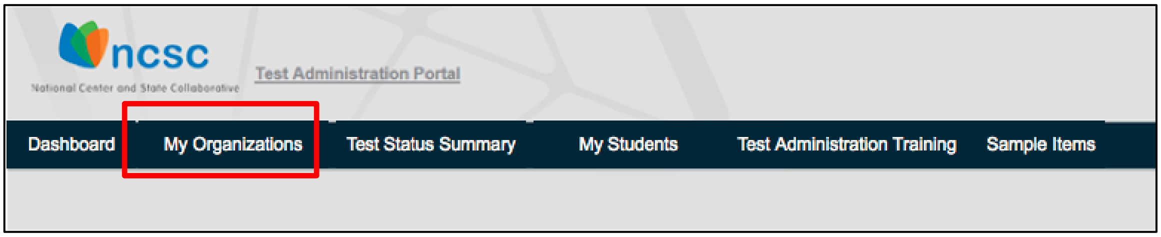
| | | |
|---|---|---|
| | ➢ **State:** This field should default based on your profile<br>➢ **District:** This field should also default based on your profile. If you are a TC in more than one district, click on the field and select the appropriate district from the list.<br>➢ **School:** Click in the field and select the user's school from the list. If the user will be responsible for students in multiple schools, select the All option in the School drop-down list. At this time you may only select one school or the All schools option from the drop down list.<br>➢ **Classroom:** If classrooms are created in your school and you wish to associate the user to one or more, click in the field and select the classroom.<br><br>After you complete the fields, click on **Associate Selected Organizations**. |  |
| | You will see the organization has been added to the user's profile.<br><br>Next, click on **Create New Account**. |  |
| | You will receive a confirmation message that the user has been created. |  |

| | | |
|---|---|---|
| | If you did not select to have the system notify the user of their new account (which sends the welcome email with log-in credentials) this will be the confirmation message. It warns that no email has been sent to the user.<br><br>At this time there is no way to correct this once the user has been created. You will be responsible for contacting the user and providing their log-in credentials.<br><br>The user can go directly to website and log in at https://teacher-ncscpartners.ctb.com | |
| | If you did select to have the system notify the user of the new account, you will receive this confirmation message.<br>The user will receive their log-in credentials with further instructions included in the welcome email. |  |

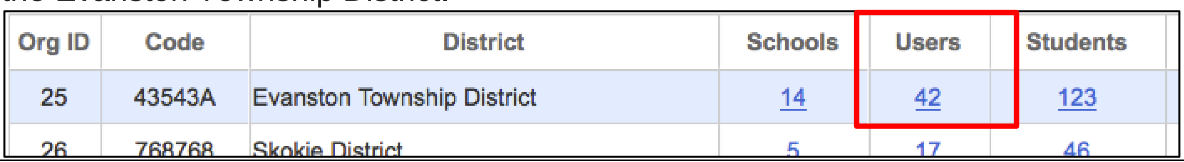
## Track Test Administrators’ Training Status

TCs can monitor TAs’ training status in the Test Administration Portal. TAs are required to complete their training and pass the end-of-training final quiz with at least an 80% accuracy score. This will enable them to access the testing materials and test their students. The NCSC Assessment System will keep track of their completion status; however, TCs are permitted to manually mark a TA’s training complete if neccessary. This section will describe how to view a TA’s training completion status and/or mark their status as training completed.

1 Click the **My Organizations** link within the top navigation bar.



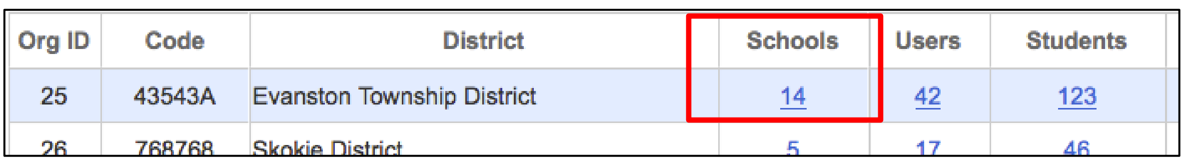

2 To access the User page, click the hyperlinked number in the **Users** column in the organization's table. This will provide you with a list of ALL users within that organization. In the screenshot below, this means you would see all the users in the Evanston Township District.



| Org ID | Code | District | Schools | Users | Students |
|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |

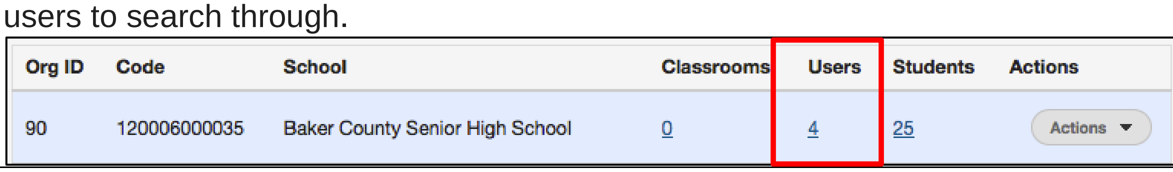
3 Or you may wish to view a smaller list by drilling down further into a lower-level organization.

In this example, we will drill down into the schools first.



| Org ID | Code | District | Schools | Users | Students |
|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |

4 Locate the school, and then click the hyperlinked number in the **Users** column for the desired organization level. Notice the User count is smaller, thus having less users to search through.



| Org ID | Code | School | Classrooms | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 90 | 120006000035 | Baker County Senior High School | 0 | 4 | 25 | Actions |

5 The system redirects you to the Users page, displaying the TAs and TCs for the selected organization. For all users there is a Training Status column. This column will have two different statuses: pending or complete. If TAs have a pending status, they may or may not have started the NCSC Online Test Administration Course; or they have started it but they have not passed the final quiz.

| User ID | Last Name | First Name | Email Address | Organization ID | Training Status | Title | Role | Active |
|---|---|---|---|---|---|---|---|---|
| 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending | School Admin | test coordinator | Active |
| 101 | May | Daisie | testtaker@llc.com | 89 | Completed | Administrator in Florida | test administrator | Active |
| 3111 | User | Multiorg | multiorg@breaktech.org | 89; 96; 5 | Pending | | test coordinator | Active |
| 19 | Nielsen | Artie | btqa5@breaktech.org | 90 | Completed | Teacher | test administrator | Active |

Once the TA passes the final quiz, the status in the system will automatically change to completed. At that time the TA will be able to start students' tests and access the test materials.

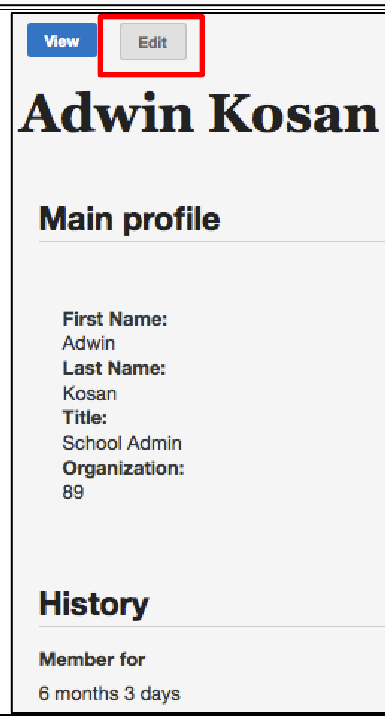
6 The TC can manually update the training status for the TA. You may need to do this if training was provided in a live, group setting rather than each TA individually accessing the training online.

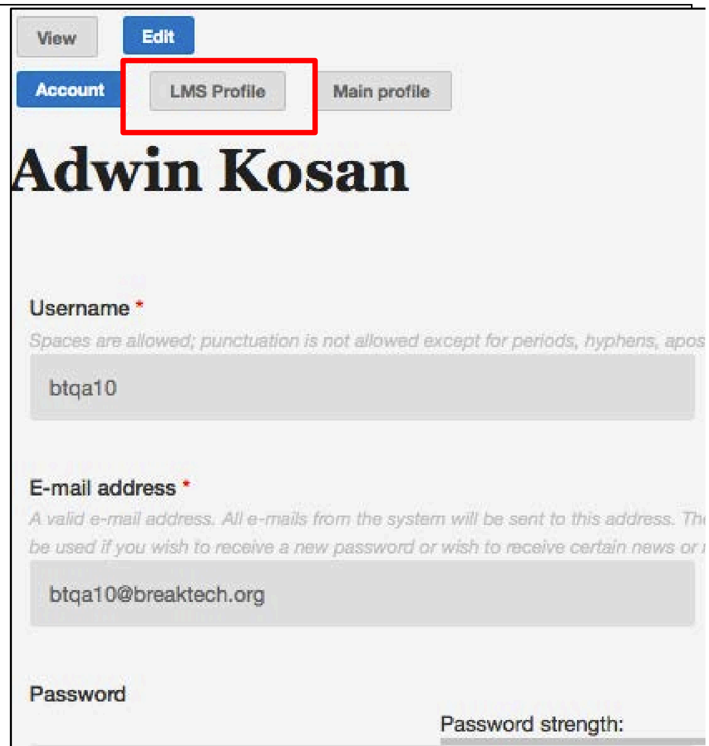
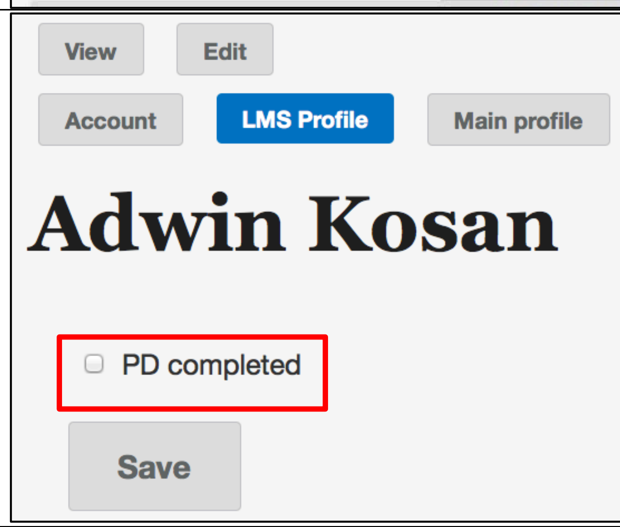
After you have verified that the TA has completed and passed the final quiz, click on the **User ID** to access the Edit User page.

| User ID | Last Name | First Name | Email Address | Organization ID | Training |
|---|---|---|---|---|---|
| 62 | Kosan | Adwin | btqa10@breaktech.org | 89 | Pending |

7 The User Profile page opens for the selected user.

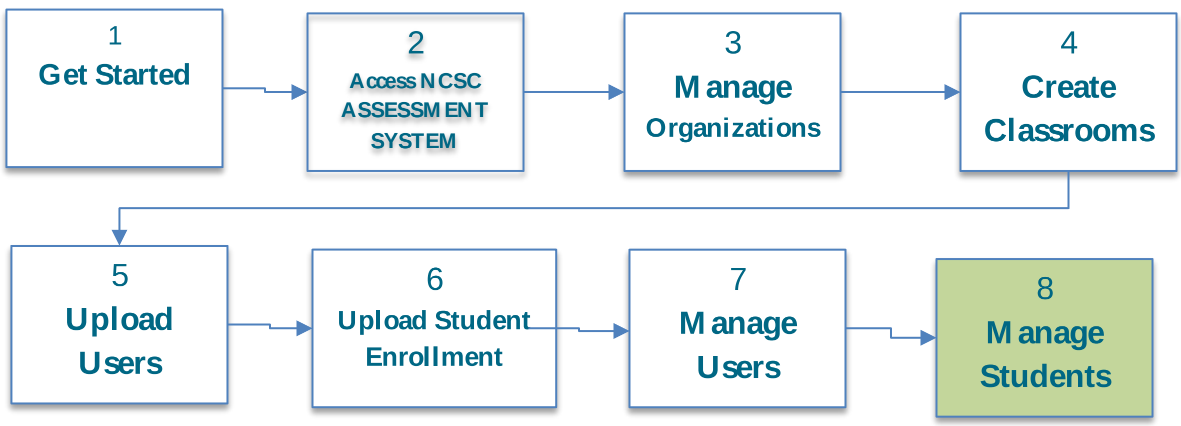
Click the **Edit** button.



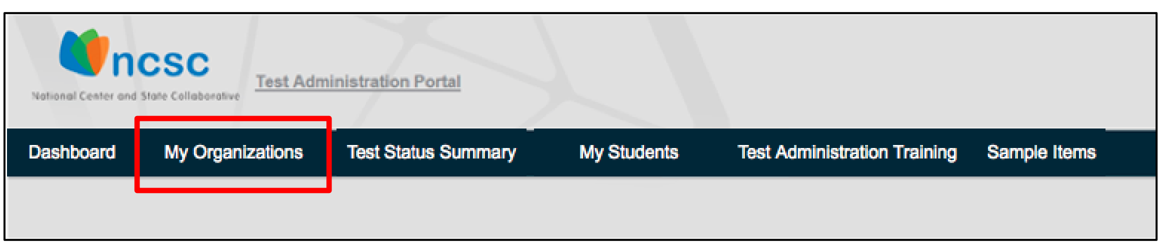
| | | |
|---|---|---|
| 8 | Click the **LMS Profile** button. |  |
| 9 | Select the **PD Complete** checkbox. |  |
| 10 | Click on the **Save** button to save the changes. The TA's status has now been marked as complete and he or she will be able to access the student test materials and start testing students. |  |

# Manage Students

This section prepares you to manage the student roster in the Test Administration Portal. One of the reasons a TC may need to access the student roster is to reassign a student from school to classroom after having created the classroom in NCSC Assessment System.




## Access Student Roster

<table>
<tr><td>1</td><td>Click the My Organizations link within the top navigation bar.<br><br></td></tr>
<tr><td>2</td><td>To access the student roster, click the hyperlinked number in the Students column in the organizations table. You may wish to do this from a high level, such as from the district, as shown here, where you can view and find all the students within the higher organization.<br>
<table>
<tr><th>Org ID</th><th>Code</th><th>District</th><th>Schools</th><th>Users</th><th>Students</th></tr>
<tr><td>25</td><td>43543A</td><td>Evanston Township District</td><td>14</td><td>42</td><td>123</td></tr>
<tr><td>26</td><td>768768</td><td>Skokie District</td><td>5</td><td>17</td><td>46</td></tr>
</table></td></tr>
<tr><td>3</td><td>Or you may want to drill down further to a smaller list of students.</td></tr>
</table>

For example, here we will drill down to the students listed in a school. To do this, click on the hyperlinked number in the **Schools** column within the district.

| Org ID | Code | District | Schools | Users | Students |
|---|---|---|---|---|---|
| 25 | 43543A | Evanston Township District | 14 | 42 | 123 |
| 26 | 768768 | Skokie District | 5 | 17 | 46 |

Then, find the school within the district and click the hyperlinked number in the **Students** column.

| Org ID | Code | School | Classrooms | Users | Students | Actions |
|---|---|---|---|---|---|---|
| 90 | 120006000035 | Baker County Senior High School | 0 | 4 | 25 | Actions |

4 The Student Roster page will display. This page displays the students for the selected organization. In the example illustrated here, the Student Roster page will display the 25 students in Baker County Senior High School.

Verify that all participating students are listed.

| | Student ID | Student First Name | Student Last Name | School Name | Grade |
|---|---|---|---|---|---|
| | 358 | Orion | Kung | Baker County Senior High School | HS |
| | 359 | Zaira | Nicholas | Baker County Senior High School | HS |
| | 360 | Waylon | Ledezma | Baker County Senior High School | HS |
| | 361 | B'Jorn | De'Ugly | Baker County Senior High School | 4 |
| | 362 | Tyrone | Roles | Baker County Senior High School | HS |
| | 363 | Ieshia | Yamanaka | Baker County Senior High School | HS |
| | 364 | Taquan | Minderman | Baker County Senior High School | HS |
| | 365 | Monica | Kothenbeutel | Baker County Senior High School | HS |

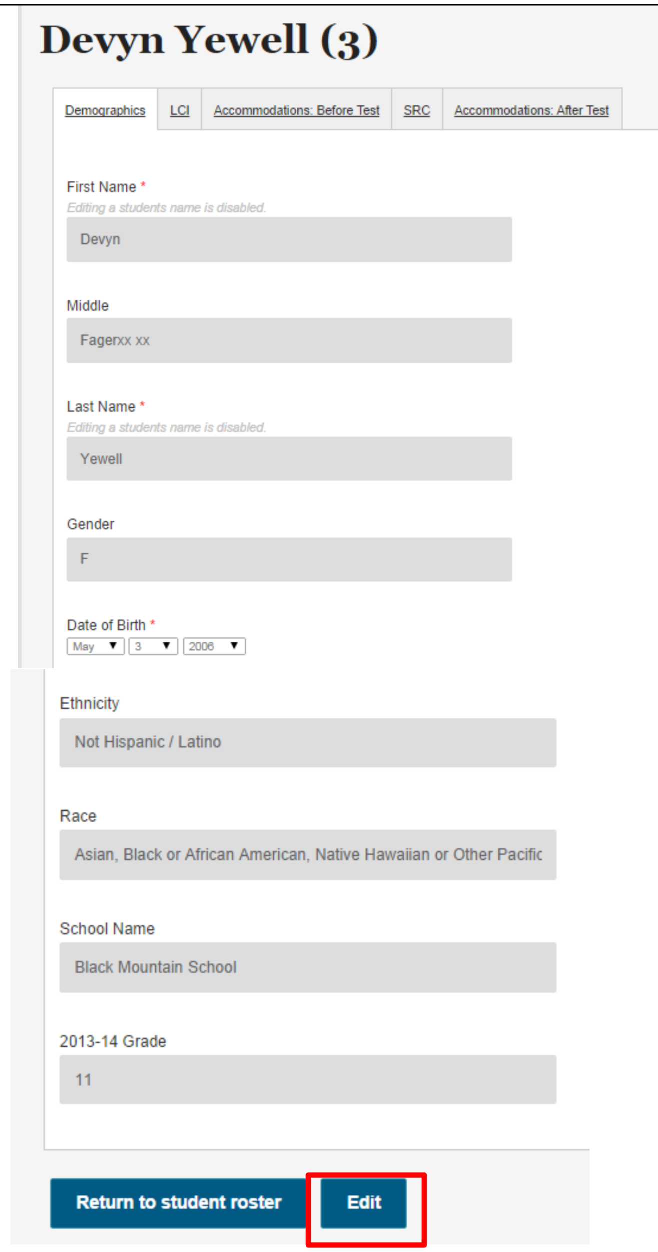
5 To access the student profile information (for viewing or editing), click on the **Student ID** for the student.

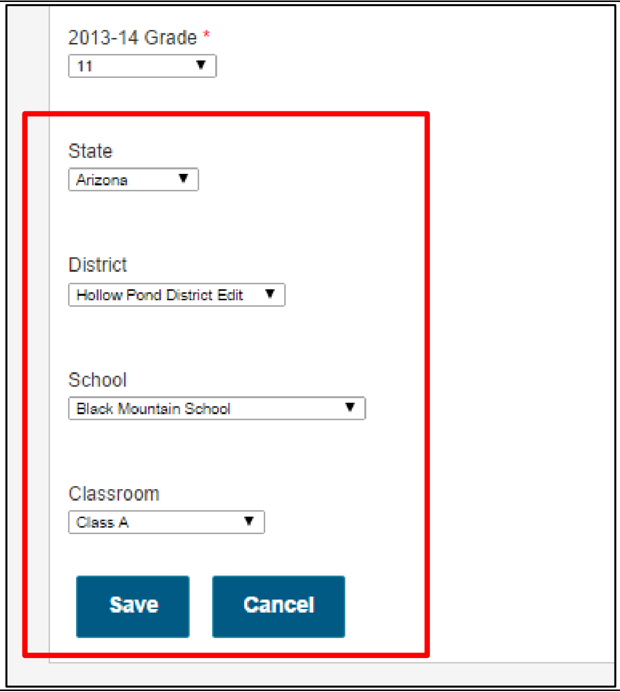
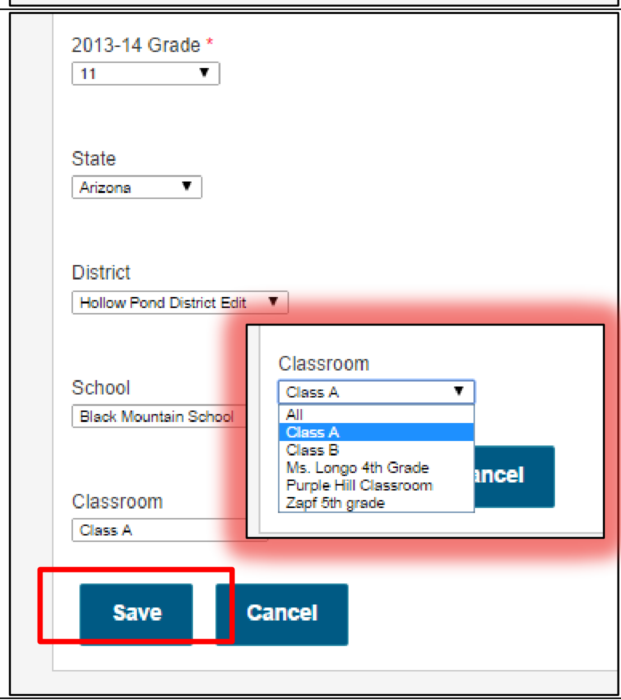
| | Student ID | Student First Name | Student Last Name | School Name | Grade |
|---|---|---|---|---|---|
| ☐ | 358 | Orion | Kung | Baker County Senior High School | HS |
| ☐ | 359 | Zaira | Nicholas | Baker County Senior High School | HS |
| ☐ | 360 | Waylon | Ledezma | Baker County Senior High School | HS |
| ☐ | 361 | B'Jorn | De'Ugly | Baker County Senior High School | 4 |
| ☐ | 362 | Tyrone | Roles | Baker County Senior High School | HS |
| ☐ | 363 | Ieshia | Yamanaka | Baker County Senior High School | HS |
| ☐ | 364 | Taquan | Minderman | Baker County Senior High School | HS |
| ☐ | 365 | Monica | Kothenbeutel | Baker County Senior High School | HS |

- This space intentionally left blank. -

## Assign Organizations to Students

If you are manually creating a student (who was not part of the enrollment upload) you will need to assign an organization to the student; or you may need to change the assigned organization. The following instructions walk you through organization re/assignment.

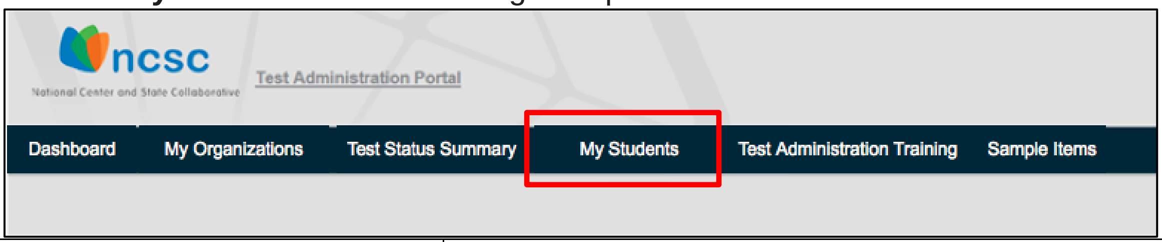
<table>
<tr>
<td>1</td>
<td>Go to the Student Profile page as described in the previous table. The system opens the Demographics tab by default.<br><br>Click the Edit button.</td>
<td>
</td>
</tr>
</table>

| | | |
|---|---|---|
| 2 | At the bottom of the page, the organization hierarchy is listed. |   |
| 3 | If you have already created classrooms, the organization hierarchy is displayed down to the classroom level.<br><br>You can select any school or classroom from the drop down menus to assign the student to the appropriate organization hierarchy.<br><br>Save the changes by clicking the **Save** button. |   |
| 4 | The student information has now been changed as noted by the green confirmation message. |   |

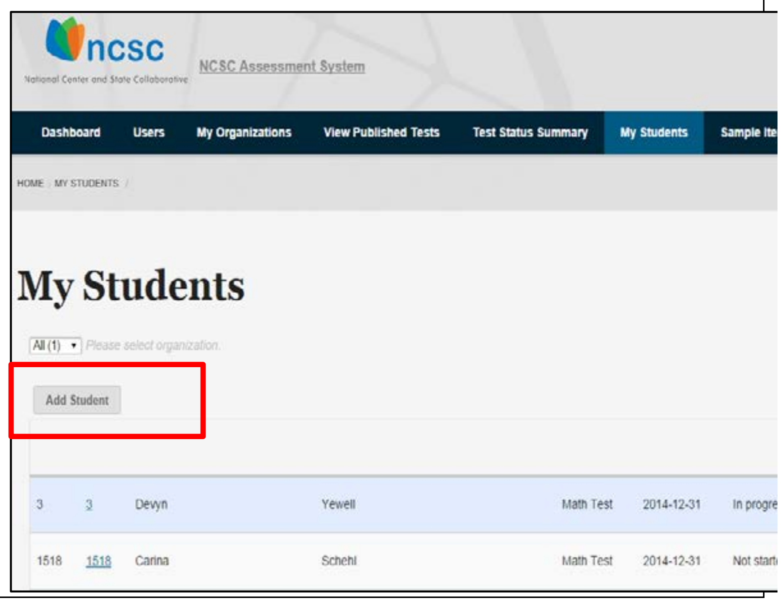
# Create a Student

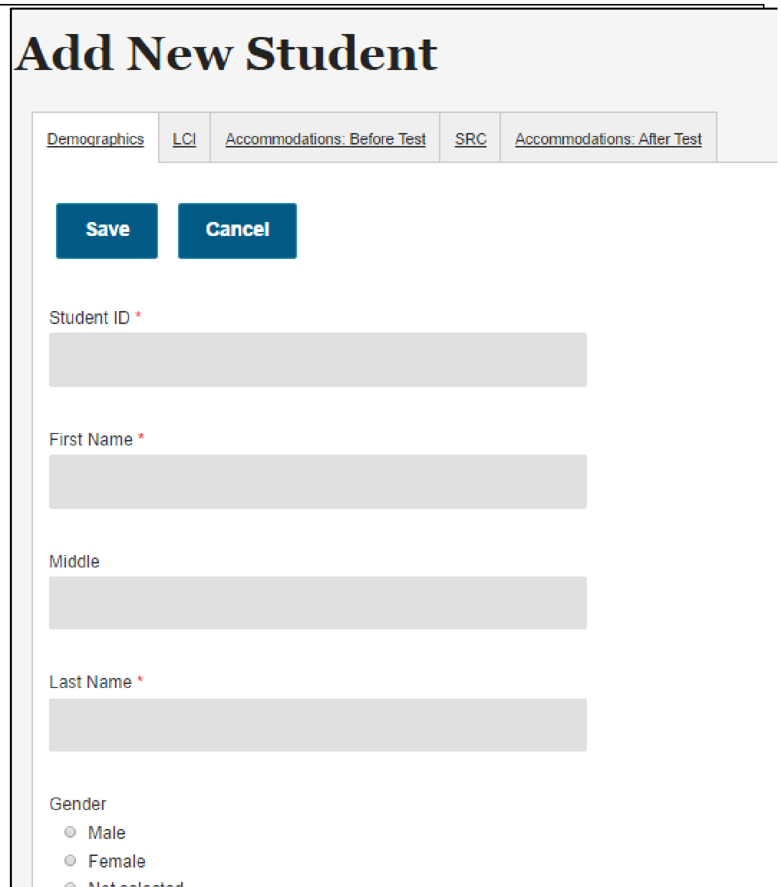
In some rare cases you may need to create a student manually if he or she was not included in the student enrollment process during the enrollment window.

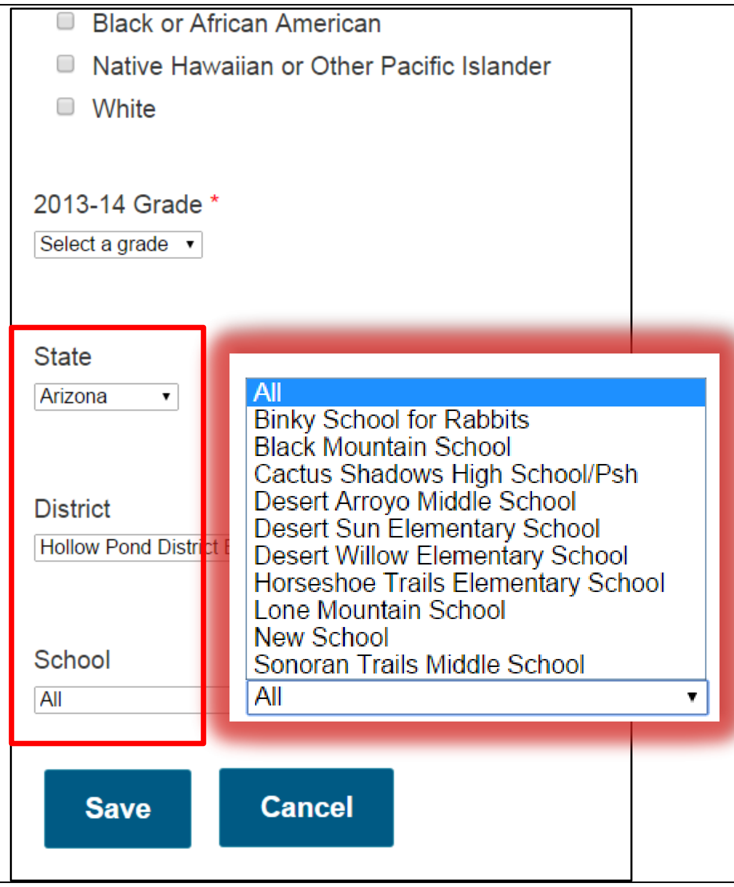
1 Click on **My Students** from the navigation panel

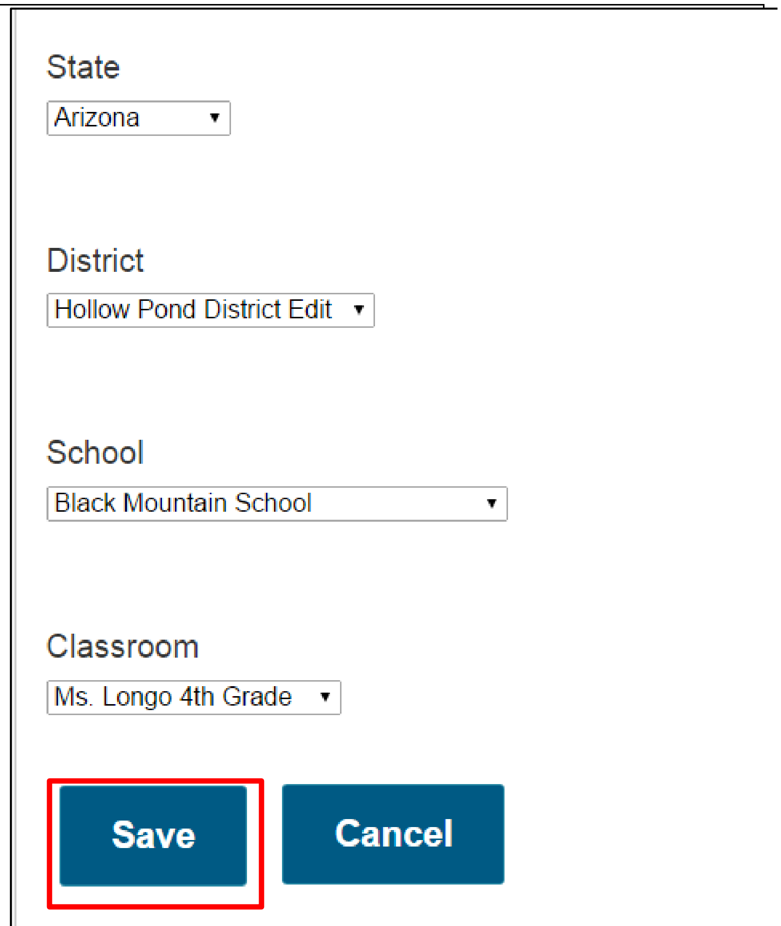
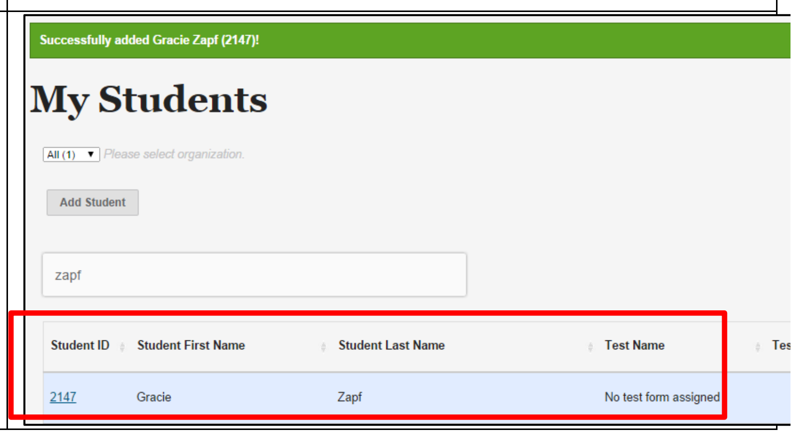



2 Click the **Add Student** button.



| | | |
|---|---|---|
| 3 | Begin filling in all the required information (only) on the Demographics tab. |   |

| | | |
|---|---|---|
| 4 | The State, District, and/or School fields may default with information based on your user profile.<br><br>If you are only associated to one school, the School field will be completed. However, if you are associated to more than one organization at a level, you will have to make selections—as seen in the screenshot here where a school must be selected. |  |

| | | |
|---|---|---|
| 5 | Click the **Save** button to create the student.<br><br>The TA will complete the LCI, the Accommodations Before Test, and the Student Response Check tabs before administering the test to the student. |  |
| 6 | You will be returned to the My Students page and will see your new student in the list (scrolling may be necessary). |  |

When the student is created manually after the enrollment window, the system will assign the test form to the student automatically.

Reminder: TAs will complete the demographics, LCI, accommodations before test, and Student Response Check (SRC) information.

# Complete Training

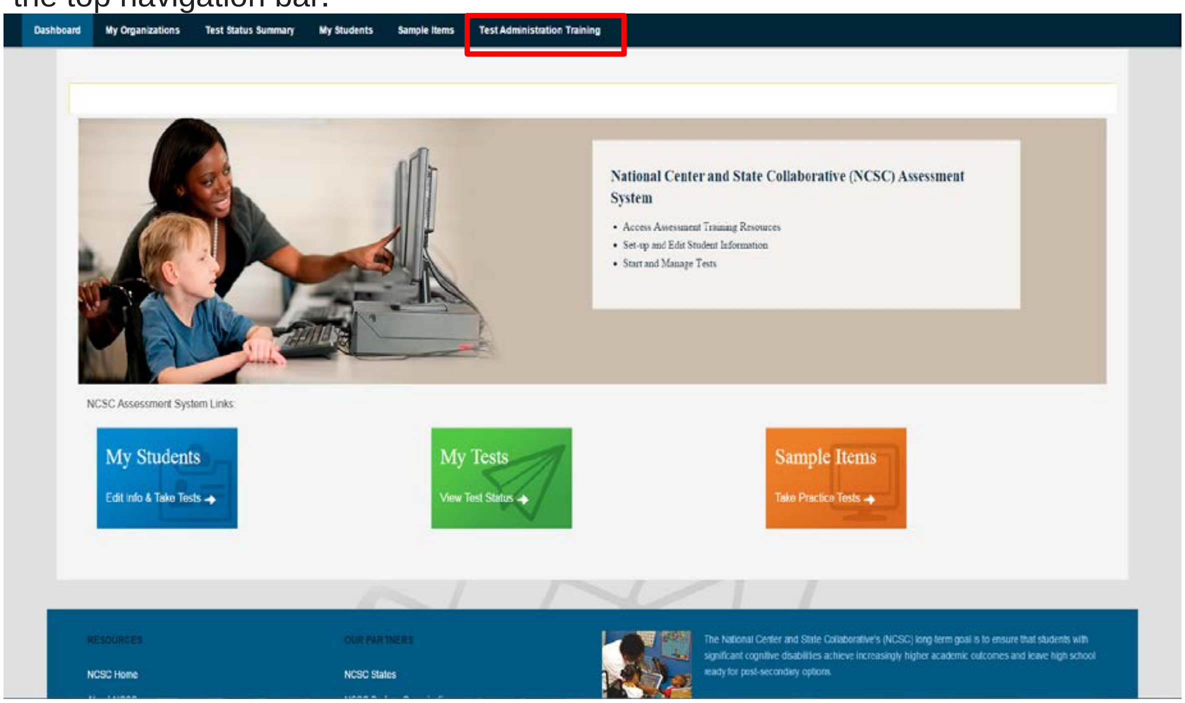
This section provides instructions on how to access and proceed through the required NCSC Online Test Administration Training course.

TCs are required to complete all modules in the NCSC Online Test Administration Training for Test Coordinators course.

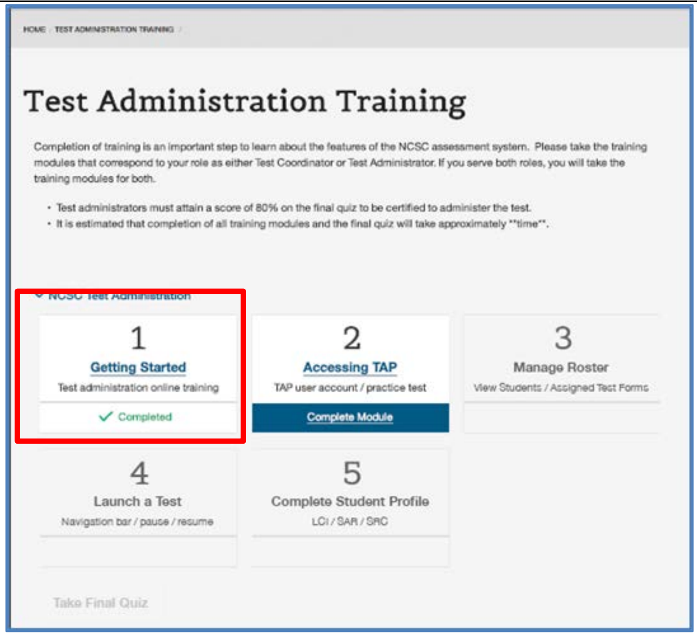
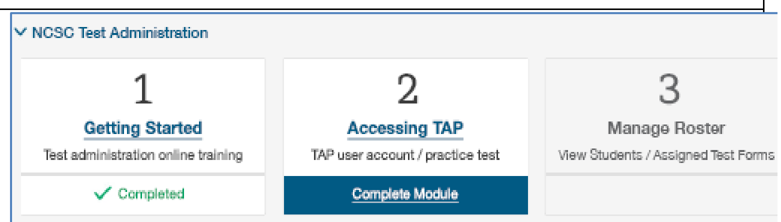
Please note: TCs are required to complete all modules contained within the course, but are not required to complete the end-of-training final quiz. All TAs must complete the end-of-training final quiz with at least an 80% accuracy score to access the DTAs and administer the Test to the assigned students.

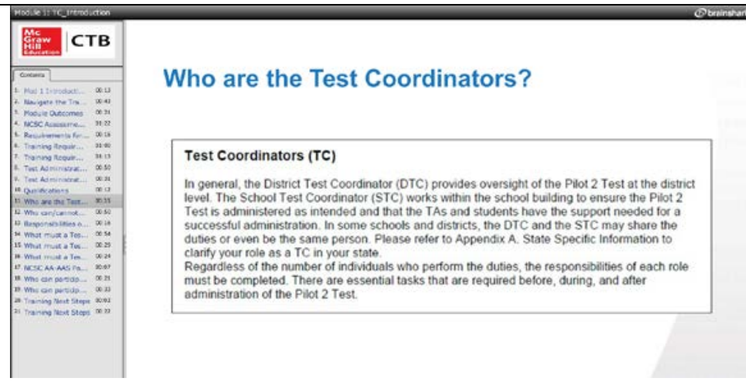
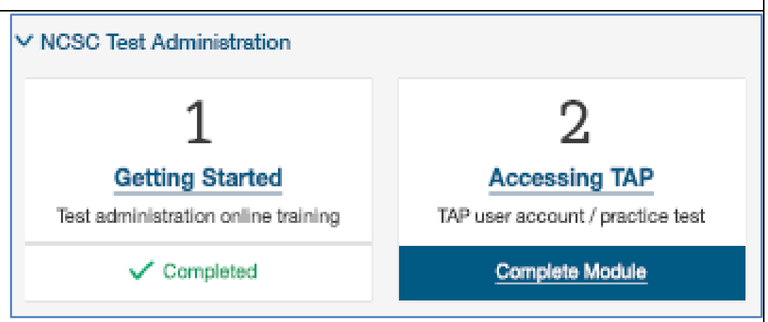
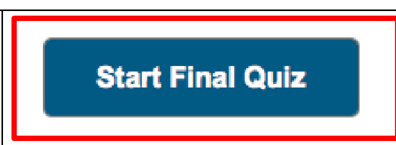
Note: If you are both a TC and a TA in your school/district, **you are required to complete both courses and attain an 80% accuracy score** on the end-of-training final quiz for TAs.

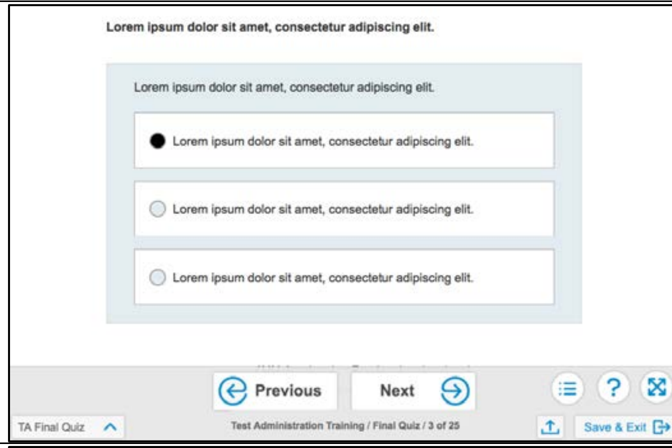
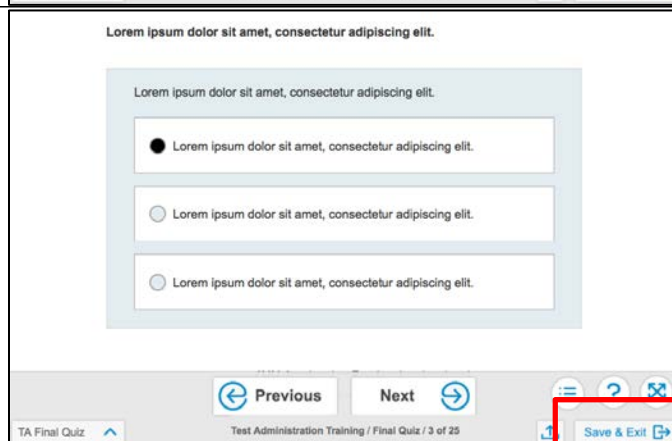
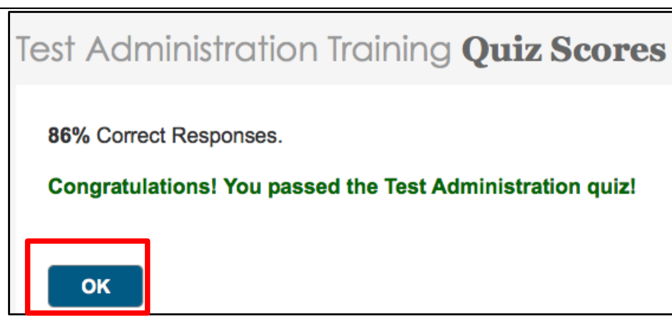
1 To access the training modules, click on **Test Administration Training** on the top navigation bar.

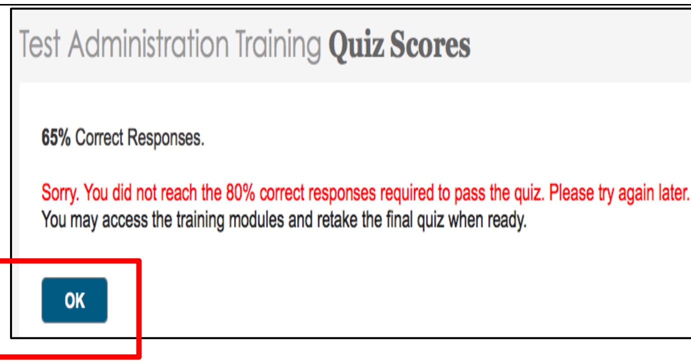
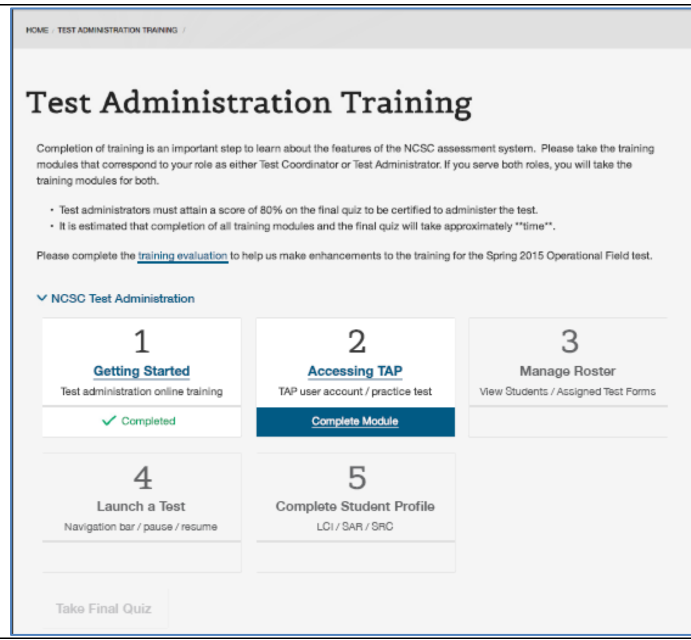



Please note: Screenshots in this table are examples and not necessarily an actual representation of all the modules/names of modules your role will have to complete.

| | | |
|---|---|---|
| 2 | The Test Administration Training home page will display. You will see the name of the course that is required for your TC role.<br><br>Each of the blocks within the course represents modules that must be completed in sequence.<br><br>The NCSC Assessment System will keep track of the progress of your training through the required modules. |  |
| 3 | A white block indicates a module that is unlocked and ready for you to view.<br><br>Click on the block to start the training module. |  |

| | | |
|---|---|---|
| 4 | The system will launch the training module in a separate window. Each module contains audio and a script that can be turned on and off. You can also pause the module, exit out of it, and resume at a later time. Instructions will be provided within each module.<br><br>Some modules contain short quizzes. These quizzes are checks for learning that do not have required passing scores. The NCSC Assessment System will not keep track of the end of module quiz results. |  |
| 5 | Once you start a module in the NCSC Assessment System it will be considered in pending status.<br><br>When you are finished with the module, you MUST click on the **Complete Module** link beneath the block to unlock the next module in the sequence and proceed through the course. |  |
| 6 | **Complete Final Quiz:** This section is only applicable for TAs. Please ensure that the TAs are completing all required training modules such that the test administration can be completed during the test window.<br>When the status for all modules is marked as completed, the Start Final Quiz button becomes unlocked. | |
| 7 | TAs will click the **Start Final Quiz** button when available. |  |

| | | |
|---|---|---|
| 8 | The system launches the online end-of-training final quiz.<br><br>TAs will read the questions and select the best answer, then click on the Next or Previous buttons to proceed through the Final Quiz. |  |
| 9 | TAs can pause and resume the Final Quiz as needed. To pause, select the **Save & Exit** button. The system will redirect them back to the Training main page. |  |
| 10 | When TAs are ready to resume the final quiz, they will select the **Resume Final Quiz** button in the Training main page. |  |
| 11 | When TAs submit the final quiz, the system will display their quiz results. If TAs passed the end-of-training final quiz, their user profile will be updated with a Training Complete status and they will be able to access student tests and test materials on March 30 and March 23, respectively.<br><br>Click **OK** to navigate out of this page. |  |

| | | |
|---|---|---|
| 12 | If the TA does not attain at least 80% accuracy on the end-of-training final quiz, the results display the TA score with a message similar to what is displayed here.<br><br>Click **OK** to return to the main Training page. | <br> |
| 13 | The training modules are available to review information.<br><br>The TA will click **Retake Final Quiz** button when ready to try again.<br><br>TCs may also review the TA training modules. | <br> |

# Appendix B: Technology Requirements

## Browser

You will use a browser to interact with the online assessment. Three major browsers (listed below) are supported for the pilot. Currently, we recommend the latest version of each of these browsers. If you would like to determine the browser you are running and its version, simply navigate to the Google site whatbrowser.org. You can also upgrade your browser to the latest version from this page for free. If you experience problems with the assessment, the easiest thing to try is to log out and then log back in using a different browser. Below are the supported browser versions.

| | Browser | Version |
|---|---|---|

| | | |
|---|---|---|
| 1 | Chrome | 26 and above |
| 2 | Firefox | 24 and above |
| 3 | Internet Explorer | IE9 and above |

There are two additional requirements for the browser to administer the NCSC Assessment:

- The browser must support cookies.
- The browser must have javascript enabled.

## Operating System

For the operational test, the assessment must be delivered on Windows or Apple OS X (Mac) operating systems. The following versions are supported.

| | Operating System | Version |
|---|---|---|
| 1 | Windows | Windows Vista SP2, Windows 7, Windows 8 |
| 2 | Mac (Apple OS X) | 10.4.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9 |

For older versions than above list, as long as the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.