New Mexico Science Standards Based Assessment (SBA)

Portal User Guide   *Fall 2018*

Contents

Introduction

Overview

There are two components of the New Mexico Science Standards Based Assessment (SBA) online testing platform: the online **Portal**, used by school, district and state administrators, and the **Kiosk**, used by students for testing.

The Portal provides school, district, and state administrators access to user management and test administration components:

- **User Management**: used for adding and editing portal user accounts.

- **Administration**: used for downloading kiosks and completing site set-up, organizing students into classes for testing, scheduling tests, accessing students' test log-in information, and monitoring student testing progress.

For more information on installing the SBA Science Kiosk, see the *New Mexico Science SBA Kiosk Installation Guide*, which is available on the New Mexico SBA Help & Support page: www.measuredprogress.org/sba/onlinehelp

Technical Support

If you experience any difficulty downloading or installing the kiosk, contact Measured Progress Technical Support at nmtechsupport@measuredprogress.org or (877) 676-6722.

For technical questions about the installation of the kiosk	**Measured Progress Technical Support** Toll free: 1 (877) 676-6722 Email: nmtechsupport@measuredprogress.org
For questions about the test administration or other technical information	**Measured Progress Help Desk** Toll free: 1 (877) 676-6722 Email: nmhelp@measuredprogress.org
For questions or information regarding New Mexico Science SBA policy and testing procedures	**New Mexico Public Education Department** Phone: (505) 827-5861 Email: ped.assessment@state.nm.us Website: http://ped.state.nm.us/ped

Roles and Responsibilities

The New Mexico Science SBA Portal recognizes four user roles:

- District Test Coordinator (DTC)

- School Test Coordinator (STC)
- IT Coordinator (ITC)
- Test Administrator (TA)

Each role has a separate set of responsibilities which determine the user's level of access to the components available on the New Mexico Science SBA Portal, see Table 1 for more information.

Table 1. User Roles and Responsibilities

Role	Responsibilities
District Test Coordinator (DTC)	The DTC has access to all schools in the district and can: • Manage users (add, edit, or deactivate peer DTC accounts and all other user accounts). • Editing student information and setting accommodations • Create classes. • Schedule tests. • Manage and monitor tests. • All Information Technology Coordinator Portal menus. • Access Proctor passwords from Administration home page
School Test Coordinator (STC)	The STC has access to one or more schools and can: • Manage users (add, edit or deactivate peer STC accounts and ITC and TA accounts). • Editing student information and setting accommodations • Create classes. • Schedule tests. • Manage and monitor tests. • All Information Technology Coordinator Portal menus. •
IT Coordinator (ITC)	The ITC is assigned to a district or to one or more schools and can: • Manage users (add, edit or deactivate peer ITC accounts and TA accounts). • Download and install the student kiosk on testing devices. • Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing. For more information, see the *New Mexico Science SBA Kiosk Installation Guide*.

Test Administrator (TA)	The TA is assigned to a school and can: • Schedule test sessions for his or her classes. • Print student logins and the session access codes. • Delete a test session that he or she scheduled and that has not yet started. **Note**: The Test Administrator cannot add accounts nor edit any account other than his or her own.

The District Test Coordinator will be assigned to all schools in the district; all other users will be assigned to their specific school(s) within the district. Users cannot access components or information for any organization (district or school) to which they are not assigned, but can be assigned to multiple schools under one account.

- For assistance with other schools within your district, contact your District Test Coordinator.
- For assistance with schools in another district, contact the Measured Progress Help Desk at nmtechsupport@measuredprogress.org or (877) 676-6722.

District Test Coordinator

A single District Test Coordinator account has been provided for each district.

Important: If you have not received your credentials, contact the Measured Progress Help Desk at nmtechsupport@measuredprogress.org or (877) 676-6722.

The DTC has access to the Users and Administration components in the New Mexico

Science SBA Portal. When you receive your credentials, you are ready to:

1. Edit your profile to update the generic DTC user name and email address.

2. Change your password.
3. Create peer (DTC), STC, ITC and TA roles for schools in your district.

School Test Coordinator

The District Test Coordinator will distribute login credentials and email addresses to School Test Coordinators for the schools in the district.

Important: If you have not received your credentials:

- **Public school**: Contact your DTC.
- **BIE school or charter school**: Contact the Measured Progress Help Desk at nmtechsupport@measuredprogress.org or (877) 676-6722.

The STC has access to the Users and Administration components for the assigned school or schools in the New Mexico Science SBA Portal.

When you receive your credentials, you are ready to:

1. Edit your profile to update the generic STC user name and email address.
2. Change your password.
3. Create peer (STC), ITC and TA roles for your school or schools in your district.

IT Coordinator

The District Test Coordinator or School Test Coordinator will create any required IT Coordinator account(s) for schools in the district.

Important: If you have not received your credentials, contact your DTC or STC.

The ITC has access only to the Site Readiness tab of the Administration component for the assigned school or schools. A DTC or STC assigned to the school or schools also has access to perform the site setup and certification tasks.

When you receive your credentials, you are ready to set up the testing environment for one or more schools in your district:

1. Configure the network for student testing.

2. Download and install the appropriate kiosk to each device that will be used for testing. Windows and MAC kiosks are downloaded directly from the portal. Tablet kiosks are downloaded directly from the appropriate app store.

3. Launch the kiosk on each test device.

4. Complete the Site Readiness Test to ensure that testing devices are ready for student testing.

5. Certify the site (school) is ready for student testing.

For information on installing the kiosk, see the *New Mexico Science SBA Kiosk Installation Guide*.

Test Administrator

The District Test Coordinator or School Test Coordinator will create one or more Test Administrator accounts for your school.

Important: If you have not received your credentials, contact your DTC or STC.

The TA only has access to the Test Sessions tab of the Administration component for their assigned school or schools.

Note: If a DTC or STC also acts as a TA for one or more test sessions, you will need to set up a separate account, with a unique user name, and assign it to the TA role for one or more schools. This ensures a user name is available in the **Test Administrator** list and can be assigned to classes that are then scheduled for test sessions.

When you receive your credentials, you are ready to:

1. Schedule test sessions for your classes.

2. Print logins for your students.

   Note: The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor.

3. Assign Test Report Codes

4. Delete a test session that you scheduled that has not started.

Portal

Browser Requirements

See the *Science SBA Technology Guidelines* for the latest supported versions on desktops and laptops.

These browser requirements are separate from the technology requirements of the student test delivery system. Student testing is done via a secure kiosk downloaded to the student testing device and is separate from the Portal. For more information, see the *New Mexico Science SBA Kiosk Installation Guide*.

For assistance working with the online Portal, contact the Measured Progress Help Desk at nmtechsupport@measuredprogress.org or (877) 676-6722.

Spanish language support

The New Mexico Science SBA online test administration is also available in Spanish.

For instructions on localizing student workstations for Spanish and adding accommodations for the students requiring a Spanish text-to-speech version of the test see the *New Mexico Science SBA Technical Guide for Spanish Language Support*, which is available on the New Mexico SBA Help & Support page: http://sba.onlinehelp.measuredprogress.org/

Getting Started

1. Go to the New Mexico Science SBA Portal URL, https://newmexico.measuredprogress.org.

2. Log in with your unique user name and password.

    Important: If you did not receive your login information, contact your District Test Coordinator or the Measured Progress Help Desk at nmtechsupport@measuredprogress.org or (877) 676-6722.

3. When logging into the portal for the first time, you will be required to change your password. Passwords must be 8 to 32 characters in length, contain one uppercase letter, one lowercase letter, one special character (~ ! @ # $ % ^ & * ( ) _ + - = { } | [ ] : " ; ' < > ? ,) and one number.

4. After successfully updating your password you will be re-directed to the portal home page.

Get help with your login credentials

Contact Measured Progress Technical Support if you experience difficulty logging in to the portal.

If you have forgotten your password:

1. Click **Forgot your password?**

2. Type your user name.

3. Click **Reset Password**. You will receive an email message with instructions for resetting your password.
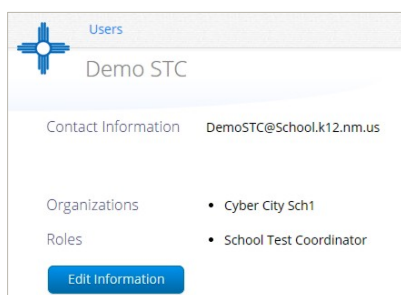
If you have forgotten your user name:

- Click **Contact Support** at the bottom of the login page. A new email message will open directed to nmtechsupport@measuredprogress.org in your computer's primary email service. Add a message to the body of the email and click **Send**.

- Call Measured Progress Technical Support at (877) 676-6722.

Edit your profile

Your profile page displays your contact information, organization(s), and role.

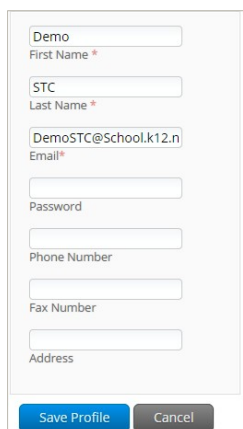To edit your profile information:

1. Click your user name in the top-right corner of the page, and then select **My Profile** from the drop-down list. Your profile page appears.

2. Click **Edit Information**.

   The Edit User form appears.

3. Make changes in the appropriate fields.

   Note: Fields with a red asterisk are required.

4. Click **Save Profile** to save changes to your profile, or click **Cancel** to discard changes to your profile.

Working with the Portal Home Page

When you log in to the portal, the portal home page appears:
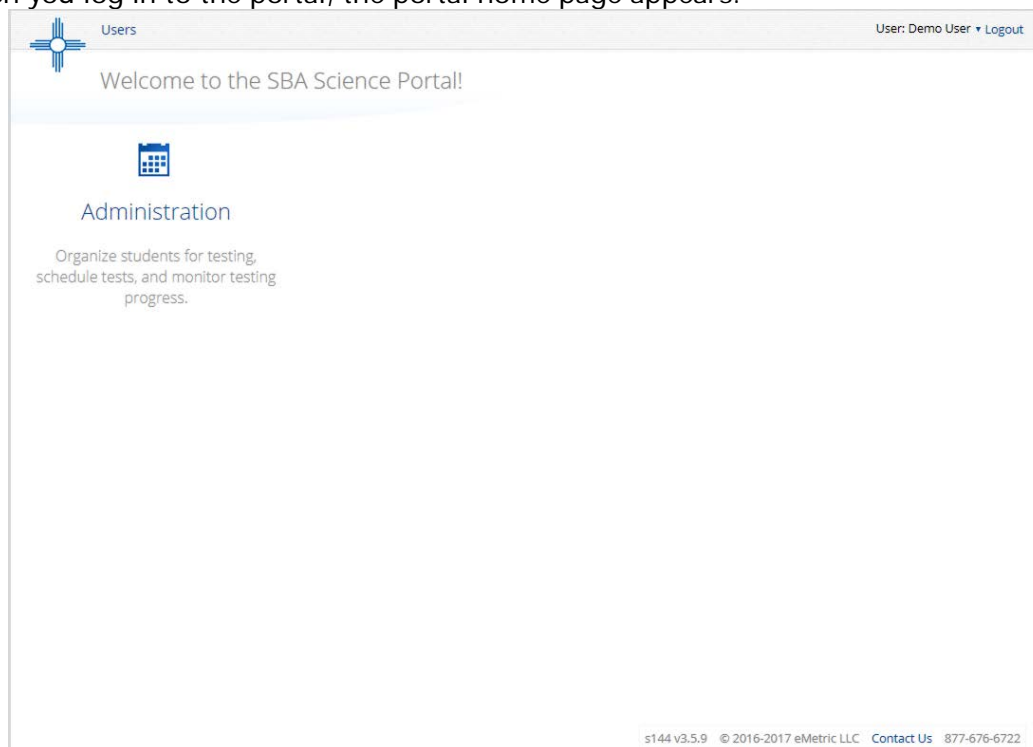
The Portal home page contains the Users and Administration components of the Science SBA Portal. See Table 2 for navigation options from the portal home page.

Table 2. Navigation from the Portal Home Page

In order to	Do this
Return to the Portal home page from any page	Click the New Mexico Zia Sun symbol in the top-left corner of any page.
Get help	Click **Contact Us** at the bottom of the Portal home page to open a blank email message addressed to Measured Progress Technical Support at nmtechsupport@measuredprogress.org.
View your profile	Click your user name in the top-right corner of the page, and then select **My Profile**.
Access the User Management components	Click **Users** at the top of the Portal home page. *Note: The **Users** menu is available to all users to view their account as well as other users who are at the same level or lower. A TA can view users who are at their same level. They cannot edit, add, or delete users. Other users can view, add, and edit users who are IT or lower user roles.*
Access the Administration component	Click **Administration** on the Portal home page.
Log out of the Portal	Click **Logout** at the top-right corner of the page.

User Management

The Users component provides access to:

- Add new users.
- Edit existing user accounts.

Working with the Users Component

The **Users** menu is available to DTCs, STCs, ITCs, and TAs.

1. At the top of the Portal home page, click **Users**.

   By default, the Users page displays a list of existing users for the school or schools to which you have access.

2. To rearrange the Users table:

   - Sort columns by clicking the column heading.
   - Filter the list by selecting an organization in the **Choose an Organization** drop-
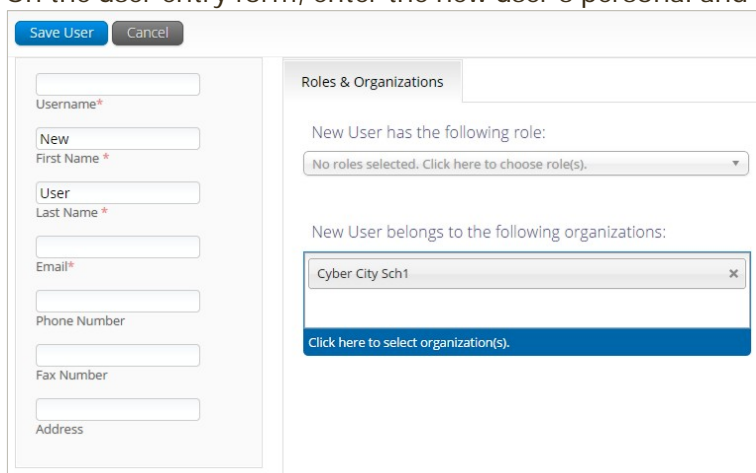
down menu.

- Filter the list by selecting a user role in the **Choose a Role** drop-down menu.

3. To locate a user, in the **Search** (🔍) box in the top-right corner of the page, type the first name, last name, user name, or email address of the user, and then click 🔍.

Adding a New User

To add a new user:

1. Click **Create New User**.

2. On the user entry form, enter the new user's personal and contact information.

Note: Fields with a red asterisk are required.

Important: Every account requires a unique user name. The user's first name, last name, or email address may be the same as that of another account, but the user name must be unique. The user's login credentials are sent to the email specified in the user account being created.

3. From the **New User has the following role** drop-down list, select a role.

Role	Can add or edit
District Test Coordinator (DTC)	DTC, STC, ITC, and TA
School Test Coordinator (STC)	STC, ITC, and TA
IT Coordinator (ITC)	ITC and TA
Test Administrator (TA)	None

4. In the **New User belongs to the following organizations** list, select one or more organizations.

Tip: To remove an organization, click ✖ to the right of the school or district name.

5. Click **Save User** to save the new user account, or click **Cancel** to discard the new user account.

Editing a User Account

To edit an existing user's account:

1. Locate the user in the Users list, and then click Edit (✎) in the column on the right.

   The user's profile page appears.

2. Make changes to the profile fields.

   Note: Fields with a red asterisk are required.

   Important: You can reassign or edit the user's role and organization.

3. Click **Save User** to save changes to the user's profile, or click **Cancel** to discard changes to the user's profile.

Deactivating and Reactivating User Accounts

A DTC can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. The account still exists in the system and the user name cannot be reused. Accounts that have been deactivated can also be reactivated, edited and used again.

Deactivating User Accounts

From the Users page:

1. Locate the user(s) in the Users table, and then click Deactivate User (✖) in the column on the right or the blue **Deactivate** button at the top of the page.

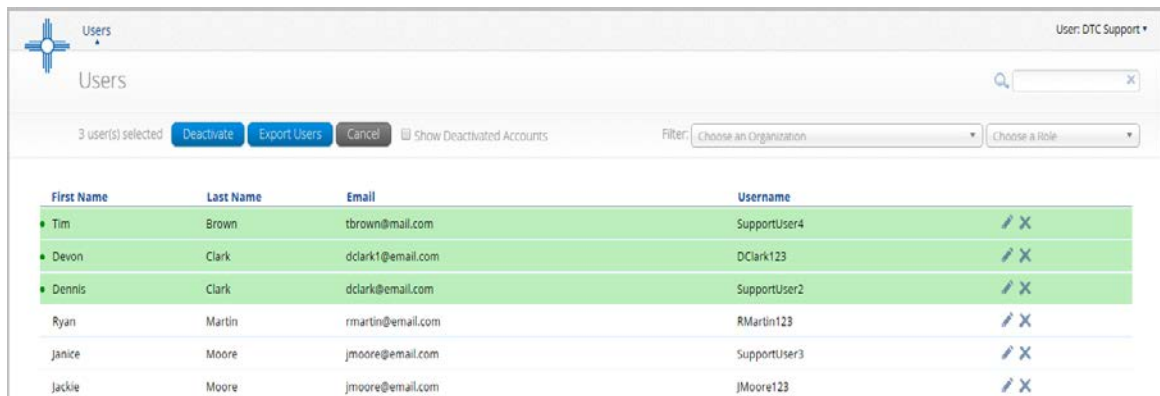2. A pop-up verification message will appear. To deactivate the user, click **Deactivate.**

3. Click **OK** to confirm.

4. The user will then be deactivated from the Portal.

   Note: Only DTCs can deactivate users in the portal. Deactivated users will not be able to log in to the portal using their assigned username and password.

A DTC can deactivate multiple user accounts at once in the New Mexico Science SBA Portal.

1. In the user table select the accounts to be deactivated by clicking on the name of the user. Selected users will be highlighted in green. After a user is selected, the **Deactivate** button appears above the user table.


2. After all user accounts are selected, click **Deactivate**. A pop-up verification message will appear to confirm that you would like to deactivate the selected user accounts. Click **Deactivate** to deactivate the user accounts.
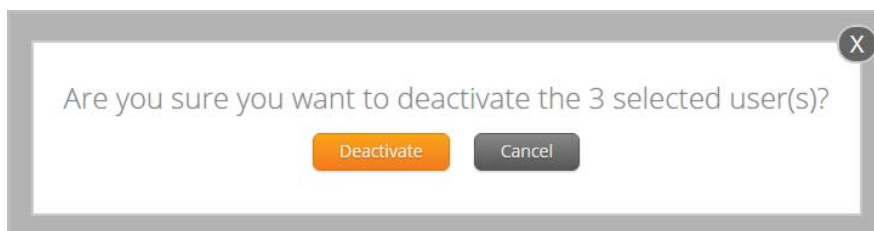
3. The selected user accounts are now deactivated in the New Mexico Science SBA Portal.
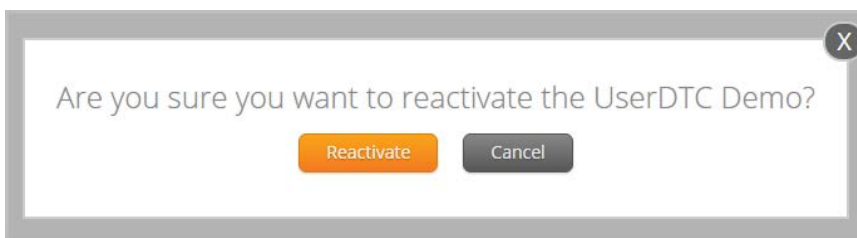
Reactivating User Accounts

If needed, deactivated user accounts in the Science SBA Portal can be reactivated by a DTC. From the Users page check the box **Show Deactivated Accounts**.
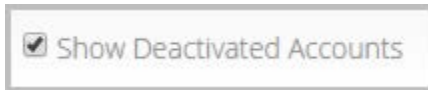
The table of users will now display only deactivated accounts.

1. Locate the user in the Users table, and then click (➕) in the column on the right.

2. A pop-up verification message will appear. To reactivate the user, click **Reactivate**.

3. The user will be reactivated in the New Mexico Science SBA Portal and will be able to log in to the portal using their assigned username and password.

A DTC can reactivate multiple user accounts at once in the New Mexico Science SBA Portal.

1. In the user table select the accounts to be reactivated by clicking on the name of the user. Selected users will be hightlighted in green. After a user has been selected the **Reactivate** button will appear above the table.
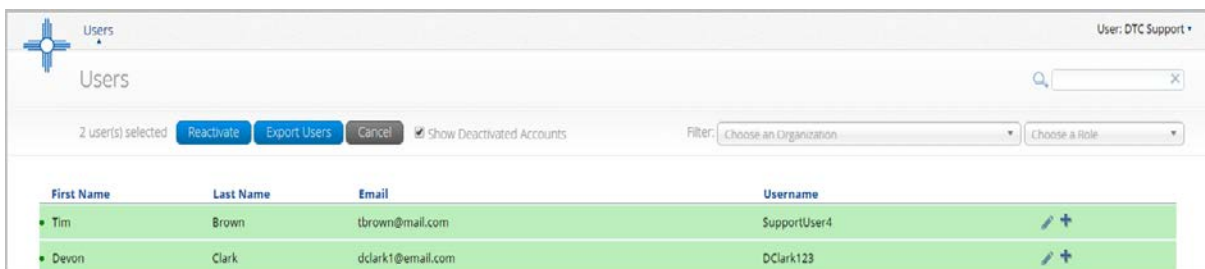
2. After all user accounts are selected, click **Reactivate**. A pop-up verification message will appear. Click **Reactivate** to reactivate the user accounts.
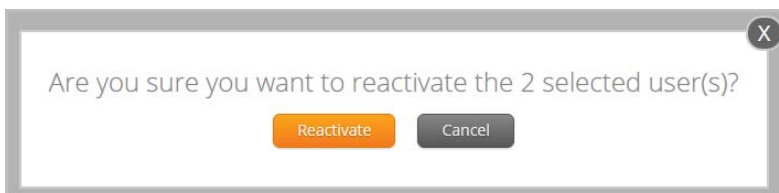
3. The selected users are now reactivated in the New Mexico Science SBA Portal and will be able to log in to the portal using their assigned username and password.

Adding and Editing Users through File Uploads

If you have several users to add or edit, it may be easier to use the file upload feature. File uploads are required to be in CSV file format. Table 3 describes the columns in the upload file, the required fields, and the accepted values.

Note: Separate upload files must be used to add new users and edit exiting users. The user upload feature is not available during the online testing window.
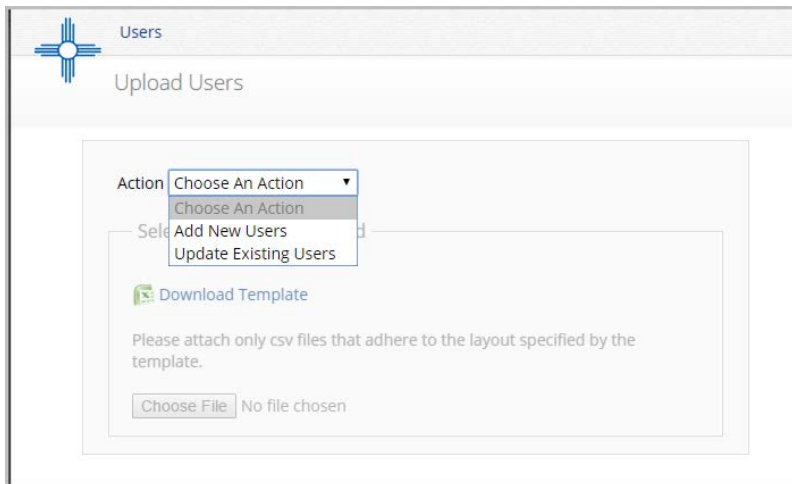
Table 3. Columns in the User Upload File

Field Name	Description	Accepted Values
Username*	User's Username for logging into the portal.	Up to 35 characters.
Fname*	User's first name.	Up to 25 characters.
Lname*	User's last name.	Up to 25 characters.
Email*	User's email address.	Any standard email address.
Role*	User's role.	One of the following: DTC—District Test Coordinator ITC—IT Coordinator STC—School Test Coordinator TA—Test Administrator The abbreviated role will be used in the CSV file. *For example:* **STC** will be the accepted value in the CSV file for adding a School Test Coordinator.
Org*	District Code associated with the district level user. District Code and Location Code associated with the school level user.	District Test Coordinator, IT Coordinator (District) Org = District Code. *For example:* If District Code = 051 then Org = 051 School Test Coordinator, IT Coordinator (School), Test Administrator Org = District Code hyphen Location Code. *For example:* If District Code = 051 Location Code = 306 then Org = 051-306
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format.
Fax	User's fax number.	Fax number in xxx-xxx-xxxx format.
Address	User's address.	Up to 200 characters.
* Required Field		

Note: District and Location codes are available on the NM Public Education Department's website located here.

Adding New Users

From the Users page:
1. Click **Import Users**

2. On the Upload Users page select **Add New Users** from the Action drop down menu.
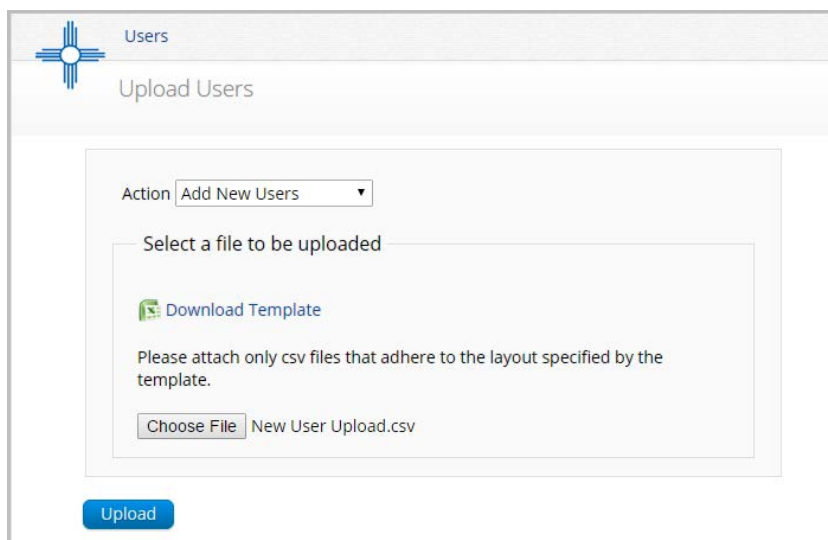
3. Once you have selected an action the user upload template will be made available for download. Click on the **Download Template** link to download the template onto your computer.

4. Fill out the template accordingly and save the file in CSV format. See Table 3 for required fields and accepted values.

   The following is an example of an upload file. In this file multiple user types will be added to the portal, including two STC users, two TA users, one DTC user and one ITC user.

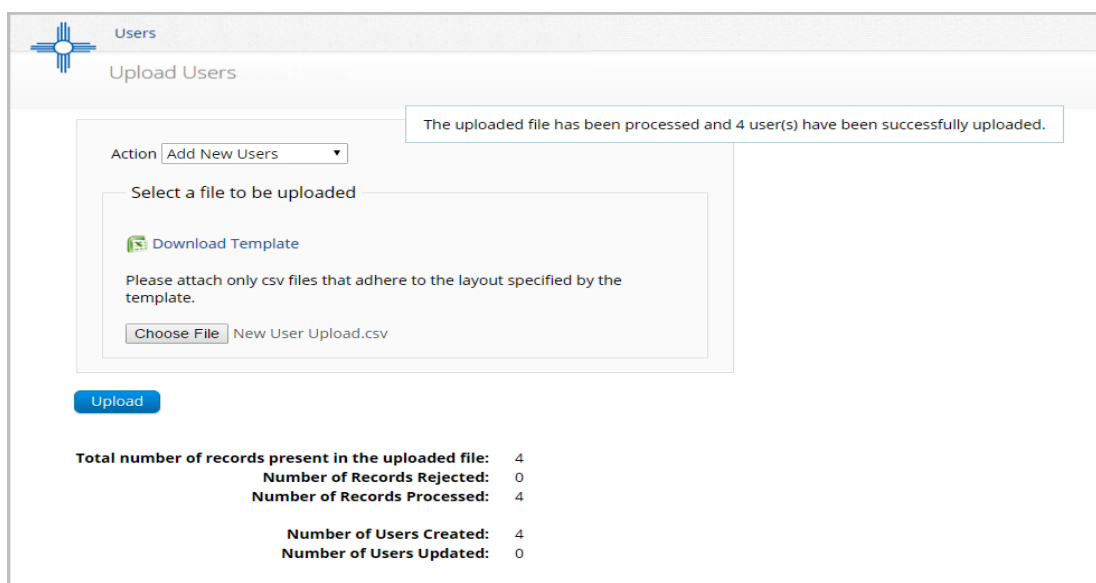|	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	DClark123	Devon	Clark	dclark1@email.com	STC	051-306				
3	JMoore123	Jackie	Moore	jmoore@email.com	TA	051-307	321-485-9632			
4	RMartin123	Ryan	Martin	rmartin@email.com	DTC	051	321-568-7841	321-857-6547	111 Demo School Way	
5	SupportUser2	Dennis	Clark	dclark@email.com	STC	051-307				
6	SupportUser3	Janice	Moore	jmoore@email.com	ITC	051-306|051-307	321-485-9632			
7	SupportUser4	Tim	Brown	tbrown@mail.com	TA	051-306				
8										

   Note: If you are creating an account for a district test coordinator or district IT coordinator with a district code that contains preceding zeros, the Org field cell/column will need to be formatted as Text. You will then save the document as a .csv and upload.

5. Click **Choose File** and select the file you would like to upload from your computer, you will now see the file name next to the Choose File button.

6. Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary that contains a breakdown of the number of users created and the number of records that were rejected in the file upload will also be provided.

   Note: When there are errors in the upload file, a link to a downloadable error file will be available below the summary. For information on file upload errors and resolving file upload errors, see the Resolving user file upload errors section.

7. When a user is successfully uploaded their user account will be created and an email will be sent to the new user with their user name and password for the New Mexico Science SBA Portal.
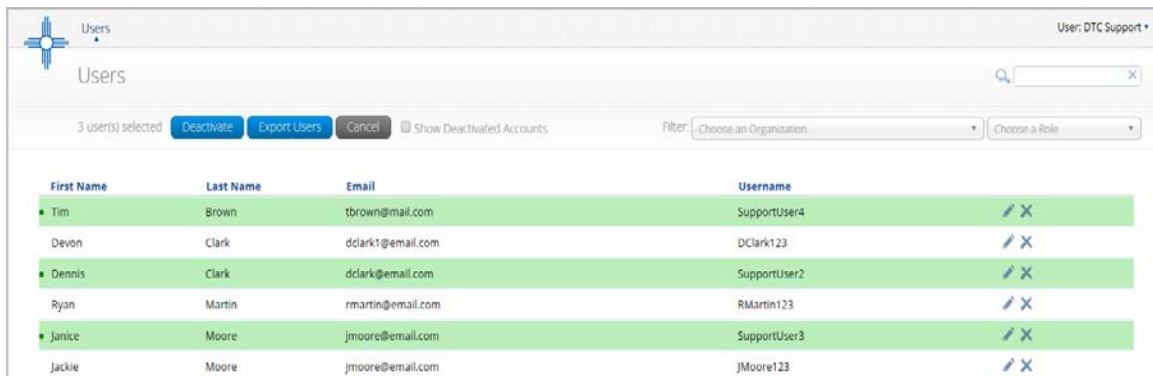
   Note: There is a limit of 50 records for each upload file.

Exporting Users

User information can be exported from the New Mexico Science SBA Portal in the form of a CSV file. To update existing users' information using the file upload feature, you should first export existing users, edit the file and then upload the file using the Update Existing Users file upload option.

From the Users page:

1. **Select** the users from the user table that you want to export by clicking on the user's name. Selected users will be highlighted in green.

2. Click **Export Users**.

   A confirmation message will appear to confirm that the user data you selected was exported and the Export file downloaded.

3. **Open** the downloaded CSV file to view the user data that was exported.

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	DClark123	Devon	Clark	dclark1@email.com	STC	051-306				
3	JMoore123	Jackie	Moore	jmoore@email.com	TA	051-307	321-485-9632			
4	RMartin123	Ryan	Martin	rmartin@email.com	DTC	051	321-568-7841	321-857-6547	111 Demo School Way	
5	SupportUser2	Dennis	Clark	dclark@email.com	STC	051-307				
6	SupportUser3	Janice	Moore	jmoore@email.com	ITC	051-306|051-307	321-485-9632			
7	SupportUser4	Tim	Brown	tbrown@mail.com	TA	051-306				
8										

Updating multiple user accounts

Multiple user accounts can be updated at one time by exporting a user file as a csv file, editing the exported user file, and uploading the edited file back into the New Mexico Science SBA Portal.

To export the file:
1. From the Users page **Select** the users in the user table that you want to edit by clicking on the user's name. The selected users will be highlighted in green.

2. Click **Export Users**.

   A confirmation message will appear to indicate the user data selected was exported and the file was downloaded.

3. Within the downloaded user export file make the appropriate changes and updates following the guidelines in Table 3 for required fields and accepted values. After the changes and updates have been made, save the file as a CSV.

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	DClark123	Devon	Clark	dclark1@email.com	STC	051-306				
3	JMoore123	Jackie	Moore	jmoore@email.com	TA	051-307	321-485-9632			
4	RMartin123	Ryan	Martin	rmartin@email.com	DTC	051		321-568-7841	321-857-6547	111 Demo School Way
5	SupportUser2	Dennis	Clark	dclark@email.com	STC	051-307				
6	SupportUser3	Janice	Moore	jmoore@email.com	ITC	051-306|051-307	321-485-9632			
7	SupportUser4	Tim	Brown	tbrown@mail.com	TA	051-306				
8										

4. From the Users page click **Import Users**.

5. Select **Update Existing Users** on the upload user page drop down box.
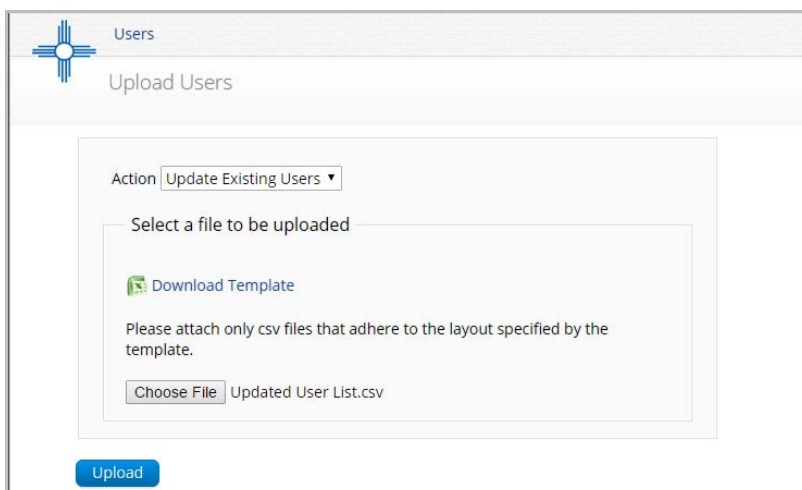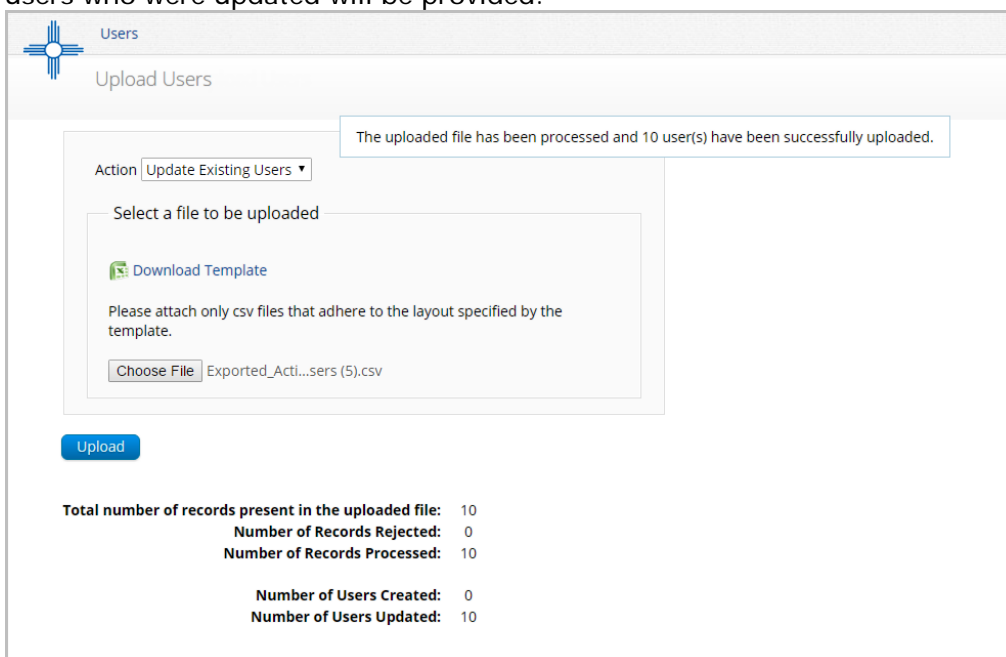
6. Click **Choose File** and select the file you would like to upload, you will now see the file name next to the Choose File button.

7. Click **Upload** to upload the file. After the file is uploaded you will receive a pop-up confirmation message that the user file has been uploaded. A summary of the number of users who were updated will be provided.

Resolving user file upload errors

If there are errors in the user file upload, you will be notified after you upload the file. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available. Pop-up notification messages are provided in Table 4 along with results of the file upload and next steps to resolve any errors.

Table 4. User Upload Pop- up Messages, Results of File Upload, and Next Steps

Pop-up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in CSV format	Open your original Users file. Click *Save As*, select a file location, click on the *Save as type:* drop down menu, select *CSV (Comma delimited)*, click *Save*.

Click **Download records with errors** to download a file that contains details about errors in the uploaded file.

Total number of records present in the uploaded file: 4
Number of Records Rejected: 3
Number of Records Processed: 1

Number of Users Created: 1
Number of Users Updated: 0

Download records with errors.

The Error File can contain one or more of the errors shown in Table 5.

Table 5. Error File Notes, Results, and How to Fix Errors

Notes Field in Error File	Result	Next Steps
Unable to add user.	Username already exisits in the portal.	Modify the username
Usernames must be 4-35 alphanumerical characters.	Username contains characters that are not alphanumeric or are less than 4 or greater than 35 characters, or is blank.	Modify the username to contain at least 4 characters, not more than 35 characters and include a mix of letters and numbers in the username.
First names must be 1-25 characters long.	First name contains characters that are less than 1 or greater than 25 characters or first name is blank.	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long.	Last name contains characters that are less than 1 or greater than 25 characters or last name is blank.	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role.	Invalid role code or role is blank.	Add a valid role abbreviation. See **Table 3** for valid roles abbreviations.
Invalid organization and role pairing.	Invalid organization and role combination. For example, school user only has a district ID as Org.	If the user is a DC, verify that the County code and District code are provided in the Org field. If the user is a BC verify that the code(s) provided in the Org field use a County code, District code and School code combination as described in **Table 3**.
Invalid organization number.	Invalid organization number.	Verify the organization number is correct. If you are creating a district level user, verify the County code and District code combination is correct. Refer to the organization codes provided by Oklahoma SDE.

Pictured below is a sample error file:

	A	B	C	D	E	F	G	H	I	J
	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
	RMartin123	Reece	Martin	rmartin@email.com	DTC	051			111 Demo School Way	Unable to add user.
	SBell123	Stan	Bell	sbell@email.com	DTC	05100	321-568-7841	321-857-6547	111 Demo School Way	Invalid organization number.
	Llittle123	Laura	Little	llittle@email.com	ERROR	051-306	321-485-9632			Invalid role.
	Swhite123	Spence	White	swhite@mail.com	ERROR	051-30006				Invalid role. Invalid organization number.

After you correct the invalid fields in the User Upload file, save the updated file to your device and repeat steps to import the updated file.

Administration

The **Administration** components provide access to:

- Windows and MAC kiosk download links.

- Site Readiness.

- Student information and accommodations.

- Class and test session set-up.

- Test session status, session access codes and student test log-in tickets.

Working with the Administration Components

The Administration home page displays the Administration components available according to the permissions for the logged-in user's role.

- On the Portal home page, click **Administration**.

  The Administration home page appears. The Administration components are available at the top of any Administration page.

Table 6 describes the Administration components and lists the roles that have access to each component set.

Table 6. Administration Components and Access by User Role
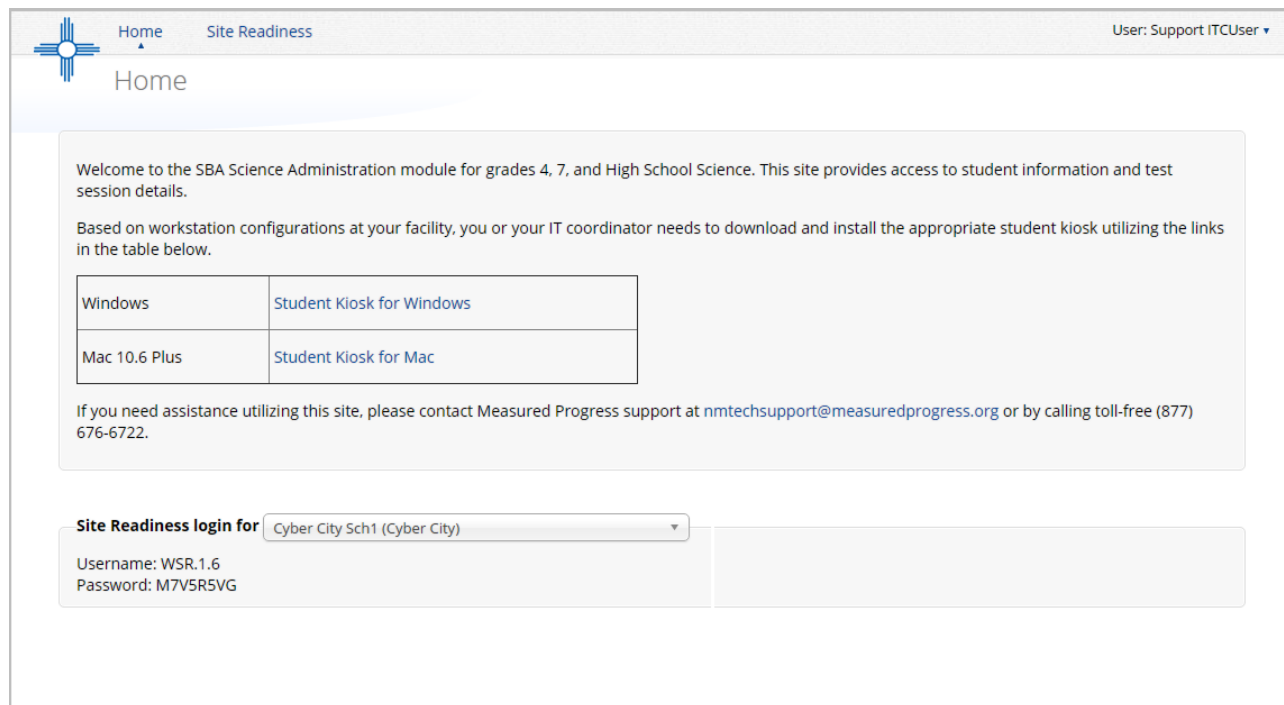
Click	In order to	Role
	Return to the New Mexico Science SBA Portal home page.	All Roles
Home	Return to the Administration home page from any other Administration page. **Note**: Home does not return you to the portal home page. Click the logo in the top-left corner of the page to return to the portal home page.	All Roles
Site Readiness	Review a summary of completed Site Readiness tests and certify the site as ready for student testing.	DTC STC ITC
Students	Add and edit student information, accommodations, and enroll or unenroll students from the school.	DTC STC
Classes	View, add, and edit classes.	DTC STC
Test Sessions	View, schedule, and delete test sessions; print student tickets with their login information.	DTC STC TA
Dashboard	View District and School level test summary information.	DTC

Completing Site Readiness

The **Site Setup** component monitors progress toward site (school) certification.

Note: If you are an ITC user, you will only have access to the Site Readiness components of the portal.

For users with access to Site Readiness, including DTC, STC, and ITC roles, the Administration home page contains the links for downloading and installing the kiosk on Windows and Mac devices. The Site Readiness Test login account information appears at the bottom of the Administration home page.

For instructions on installing the kiosk, see the *New Mexico Science SBA Kiosk Installation Guide*.

1. At the top of the Administration page, click **Site Readiness**.

The Site Readiness page displays the following information for each school that has performed Site Readiness testing:

- Number of devices tested

- Date and time when the sites were certified

- User who certified the Site Readiness testing is complete for each school listed. For more information, see [Site Readiness Testing](#).

2. To rearrange the Site Readiness page:

- Sort columns by clicking on the column heading.

- Filter the table by selecting an organization from the organization drop-down list.
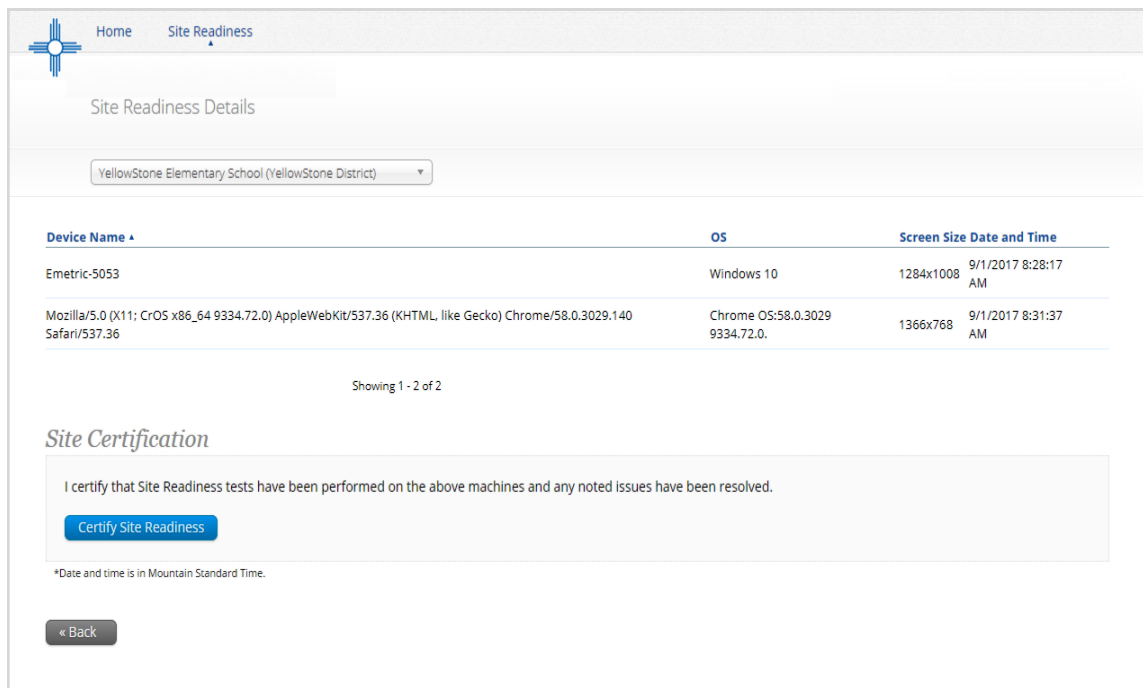
Working with the Site Readiness Details Page

The Site Readiness Details page displays a list of devices on which a Site Readiness test has been run.

From the Site Readiness page:

1. Click **View Details**.

The Site Readiness Details page appears.

2. To rearrange the Site Setup Details page:

- Sort columns by clicking the column heading.

- Filter the table by selecting an organization from the organization drop-down list.

Site Readiness testing

Site Readiness testing identifies potential technical problems prior to student   testing. The test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured.

To administer the Site Readiness Test, the ITC, DTC or STC launches the SBA Science Kiosk on each device configuration (i.e. , device type and operating system) being used for testing and uses the site readiness login for the assigned school to run the Site Readiness Tests. For instructions on running the Site Readiness Tests, see the *New Mexico Science SBA Kiosk Installation Guide*.

Important: It is crucial that the Site Readiness Test be performed on every device configuration that is to be used for testing.

Results of the Site Readiness Test for each device are displayed on the Site Readiness page. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface test is run, then the ITC will need to ensure the device meets the technical requirements and rerun the Site Readiness Test to verify the device meets the technical requirements.

When the kiosk has been installed on all devices and the Site Readiness Test has been completed for each device configuration,   the ITC, DTC or STC may certify the site by clicking **Certify Site Readiness**.

After a site has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Setup Details page.
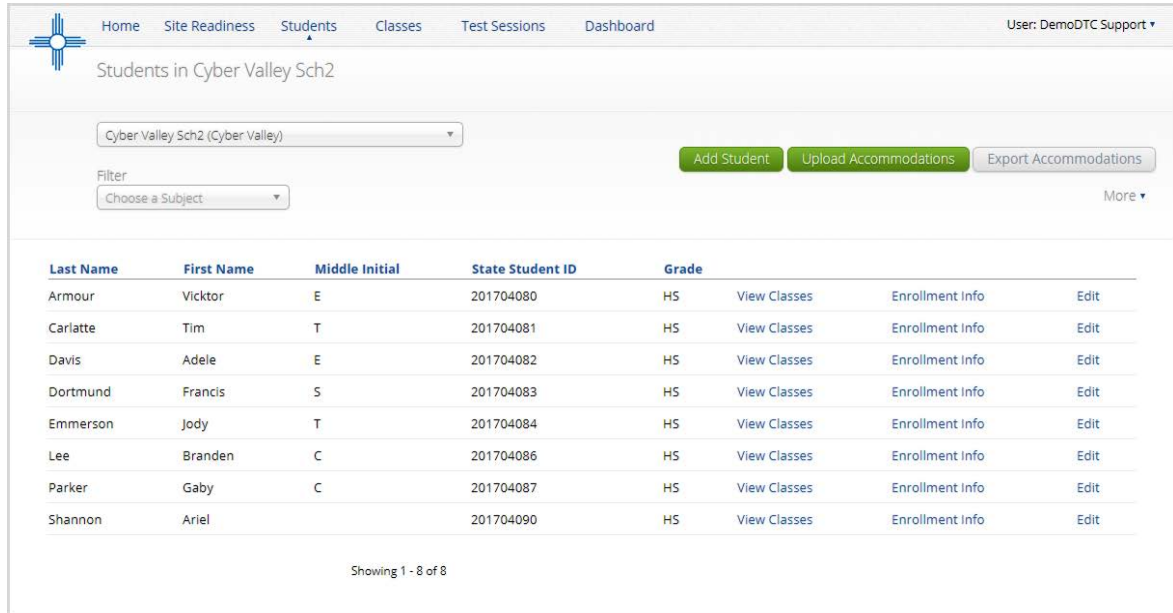
Students

The **Students** component can be used to edit or view student information and add new students.

1. At the top of the Administration page, click **Students**.

The Students page displays the list of students.

2. To rearrange the Students table:

   - Sort columns by clicking the column heading.

   - Filter the table by selecting an organization from the organization drop-down list.

   - Filter the table by selecting a subject from the **Choose a Subject** drop-down list.

3. To locate a student, click **Search** (🔍) next to the column heading and type the student's State ID, first name, last name, or grade.

   Important: Be sure to select the new or current school before adding a new student or editing student information. For more information, see Add a new student and Edit student information.

4. To navigate within the Students table:

   - Type a page number in the text box next to **Page**.

   - Click **Prev** to display the previous page.

   - Click **Next** to display the previous page.

   - Click >| to display the last page in the Students table.

   - Click |< to display the first page in the Students table.

5. To change the number of students shown on the page, select a number from the drop-down list next to **per page**.

6. To download an Excel CSV file of the students assigned to an organization, select **More** and click **Download List**.

View student classes

From the Students page:

1. Locate the student in the Students table, and then click **View Classes** in the column on the right. A pop-up box displays a list of the student's assigned classes.

Classes for Eder SevenEng			x
Content Area	**Grade**	**Class**	
Science	7	Teacher, UAT-QASevenEng-(Grade -Grade 7)	
	Showing 1 - 1 of 1		
			Close
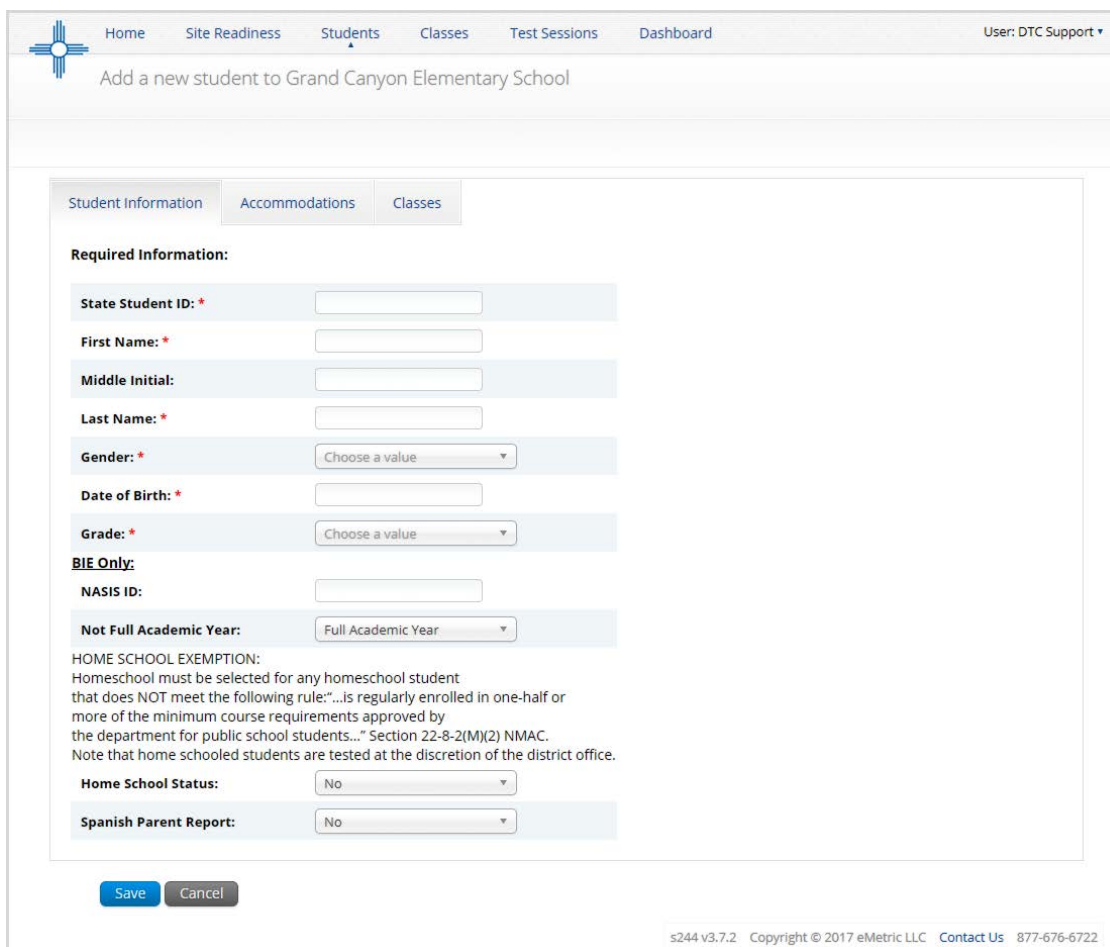
2. When you are done, click **Close**.

Add a new student

From the Students page:

1. At the top of the page, click **Add Student**.

   The **Student Information** tab displays a blank student information form.

2. Fill in the student's demographic information.

   Note: Fields with a red asterisk are required.

3. If the student requires accommodations, click the **Accommodations** tab and select the options that apply.
   - Accommodations check boxes in the left hand column make the corresponding accommodations available in the student test kiosk and **MUST be set before a test is scheduled**.
   - Accommodations in the right hand column are used for tracking accommodations *external* to the student test kiosk.

To change the accommodations available for the student, click the **Accommodations** tab and select the options that apply.

When you are done, click **Save** to save your changes to the Student Information form or click **Cancel** to discard your changes.

Accommodations Upload

Users may upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.

Please Note: The accommodations upload will only be available until the online testing window opens. When the testing window opens the Upload Accommodations button will not be visible and the feature can no longer be used. Accommodations that need to be edited during the testing window must be changed manually by clicking on the **Edit** button and accessing the **Accommodations** tab for each student who needs to be edited.

Click the **Upload Accommodations** button to open the Accommodations upload page. From here, you may either download the accommodations upload template, or choose a previously created CSV file.

Clicking the **Download Template** link will download the correct file template needed to upload accommodations.

The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation.

	A	B	C	D	E	F
1	State Student ID	Text-To-Speech English (SWD 504)	Text-To-Speech English (ELL)	Text-To-Speech Spanish	Zoom View (magnifier)	Reverse Contrast
2	111111111					1
3	222222222		1		1	
4	333333333	0	0	0	0	0
5	444444444	1	0	1	0	1
6	555555555				1	
7	666666666	1				
8						

Table 7 contains fields, an explanation of the field, and accepted values for the Accommodations Upload.

Table 7. Columns in the Accommodations Upload File

Field Name	Description	Accepted Values
State Student ID*	Student's state identification number.	Up to 9 digits
Text-To-Speech English (SWD 504)	Text-To-Speech English (SWD 504) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-To-Speech English (ELL)	Text-To-Speech English (ELL) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-To-Speech Spanish	Text-To-Speech Spanish accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Zoom View (magnifier)	Zoom View (magnifier) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Reverse Contrast	Reverse Contrast accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Custom Masking	Custom Masking accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Answer Masking	Answer Masking accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Line Reader	Line Reader accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Color Contrast	Color Contrast accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Read Aloud to Self	Read Aloud to Self accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader (English)	Human Reader (English) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader (Spanish)	Human Reader (Spanish) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

Field Name	Description	Accepted Values
Assist Tech-Presentation	Assist Tech-Presentation accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Blank Graphic Organizer	Blank Graphic Organizer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Selected Response Human Scribe	Selected Response Human Scribe accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Constructed Response Human Scribe	Constructed Response Human Scribe accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Device Presentation	Assistive Technology Device Presentation accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Devices Responses	Assistive Technology Devices Responses accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Picture Dictionary	Picture Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Native Language Accommodations	Native Language Accommodations accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Language Version	Spanish Language Arts accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Customized Dual Language Glossary	Customized Dual Language Glossary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Commercial Word-To-Word Dictionary	Commercial Word-To-Word Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Pocket Word-To-Word Dictionary	Pocket Word-To-Word Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Signer	Human Signer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

* Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.

A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not loaded uploaded due to errors in the uploaded file.
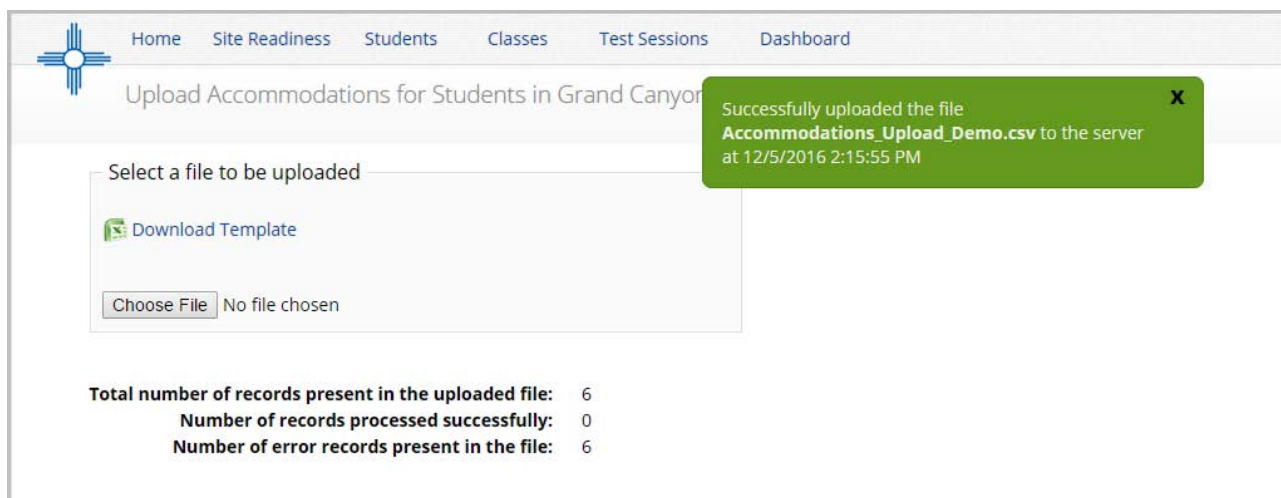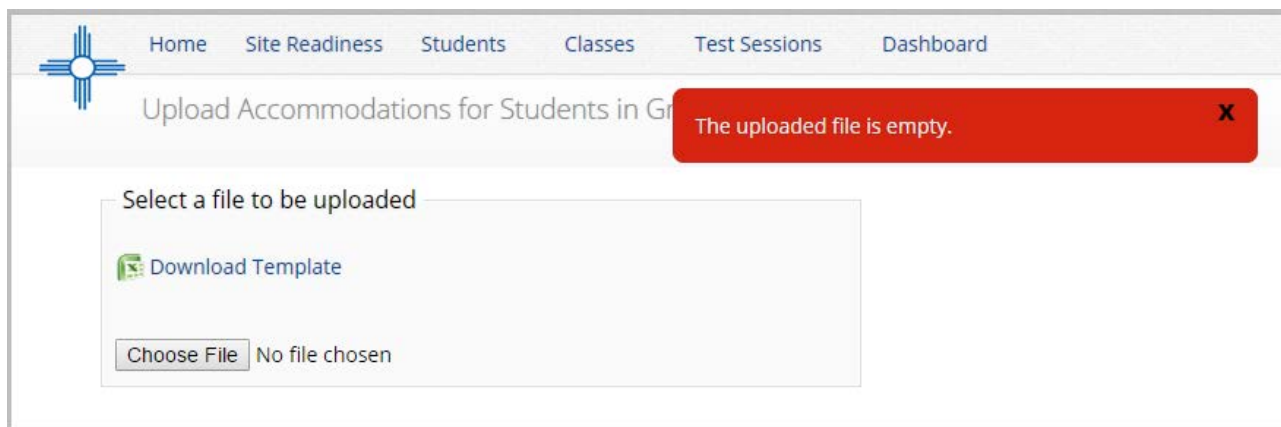

Table 8 contains pop-up messages that will appear after an accommodation file is uploaded that contains errors. If one of the following red error messages pops up after clicking **Upload**, the accommodations file will not be uploaded into the portal.

Table 8. Pop up Message, Result, and Next Steps to Resolve Accommodations Upload File Errors

Pop-Up Message	Result	Next Steps
The uploaded file is not in the expected .CSV format. Please update the file and try again	The file is not in the required CSV format	Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), and click Save.
The uploaded file is empty	The file is a CSV file and in the correct format, but no records have been entered into the file.	Upload a file that contains student records.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link	The CSV file does not match the required template provided by clicking the Download Template link.	Click the Download Template link and save as a CSV to your device. Enter the student and accommodations data into this template.
The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000	There are more than 1000 records being uploaded at one time which exceeds the system limit.	Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records.

Accommodations Upload File Error Messages

After the accommodations file has been uploaded any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking the **Download records with error** link.

The Error File can contain one or more of the errors shown in Table 9.

Table 9. Error File Notes, Results, and Next Steps Resolve Accommodations Upload File Errors

Error File Type of Error	Result	Next Steps
Empty Student ID	Student ID field was left blank	Add correct student ID.
Invalid Student ID	Student ID value does not exist	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a dulpicate student ID.
Incorrect Value for Accommodation	A value other than 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file

The following is a sample error file.
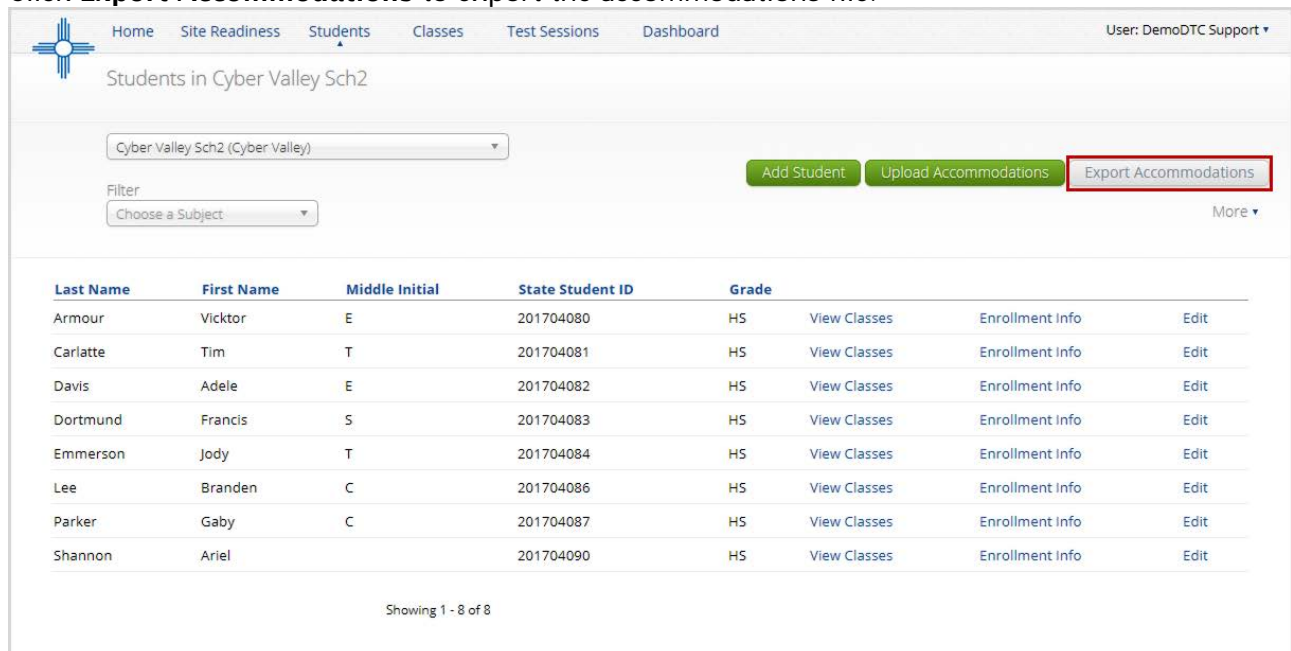
	A	B	C
1	State Student ID	Type of Error	
2		Empty Student Id (1)	
3	12897893	Invalid Student Id	
4	914139331	Duplicate Student Id	
5	914844410	Incorrect value for accommodations	

Exporting Student Accommodations

DTCs and STCs may export accommodations for students using the **Export Accommodations** feature within the Students tab.

Click **Export Accommodations** to export the accommodations file.

A CSV file listing all students at the selected school, both with and without accommodations and accessibility features, will download to your computer. The file will be in the same format and layout as an uploaded file, however will also include the student names along with their state student ID.

Please Note: The exporting accommodations will only be available until the online testing window opens. When the testing window opens the Export Accommodations button will not be visible and the feature can no longer be used.

	A	B	C	D	E	F	G	H	
1	Last Name	First Name	State Student ID	Text-To-Speech En	Text-To-Speech En	Text-To-Speech Sp	Zoom View (magni	Reverse Contrast	
2	Roberts	Trent	907108226	1	1	1	1	1	
3	Doe	James	987654321	1	1		1	1	
4	Doe	Jan	987564321	1	1		1	1	
5	Smith	Pranav	76876876						
6	Barnes	Jessica	99999999				1	1	
7	Miller	Nikita	763453465						
8	Jones	Mark	12082016	1	1		1		

Enroll a student in a different school

If a student is transferring between schools in a district, the DTC must first unenroll the student from the school where the student is currently enrolled and then enroll the student to the new school.
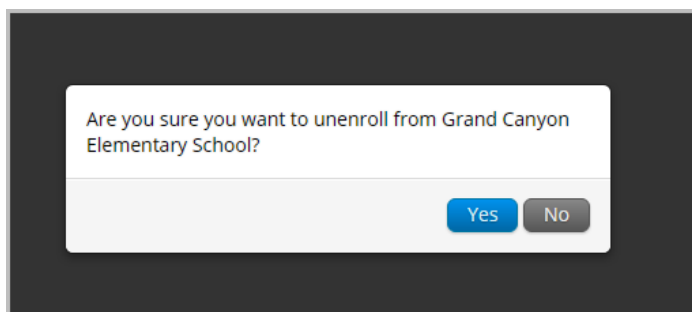
Note: If a student is changing schools between districts, contact Measured Progress at nmtechsupport@measuredprogress.org or (877) 676-6722.

From the Students page:

1. Locate the student in the Students table, and then click **Enrollment Info** in the column on the right.

    The student enrollment information is shown.

2. You must first unenroll the student from the original school in order to enroll the student in the new school.

3. In the column on the right, click **UnEnroll**, and then click **Yes** to confirm.

Click **Enroll student in a different school**.

4. Select the new school from the organization drop-down list, and then click **Enroll Student**.

5. Verify the student information is correct. When you are done, click **Save** to change the student's enrollment or click **Cancel** to discard your changes.
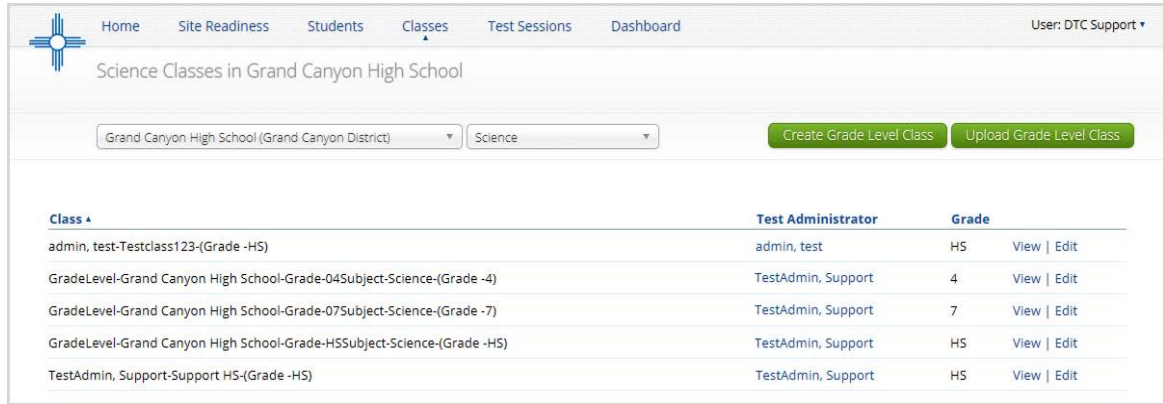
Note: STCs have the ability to unenroll a student from their school, however, STCs should only unenroll students who are transferring out of the district. Once a STC unenrolls a student from the school, the DTC will not be able to access the student to enroll them in another school in the same district. If a STC unenrolls a student, the Measured Progress Help Desk must be contacted to complete the transfer. If a student is transferring schools within the same district, the DTC should unenroll the student from the school and immediately enroll them in the new school within their district.

Classes

The **Classes** component manages the classes, or groups of students, for testing.

1. At the top of the Administration page, click **Classes**.

The Classes page displays the list of classes available within an organization.

2. To rearrange the Classes table:

    -   Sort columns by clicking the column heading.

    -   Filter the table by selecting an organization from the organization drop-down list.

    -   Filter the table by selecting a subject from the subject drop-down list.

View class details

The Class Details page displays the list of students assigned to a class to
view details of a class, from the Classes page:

1. Locate the class in the Classes table, and then click **View** in the column on the right.

The Class Details page appears.

2. To rearrange the Class Details table, sort columns by clicking the column heading.

3. To download a CSV file of the students assigned to a class, click **Download List**.

4. To edit a student's information, locate the student in the Class table, and then click **Edit** in the column on the right. For more information, see Edit student information.
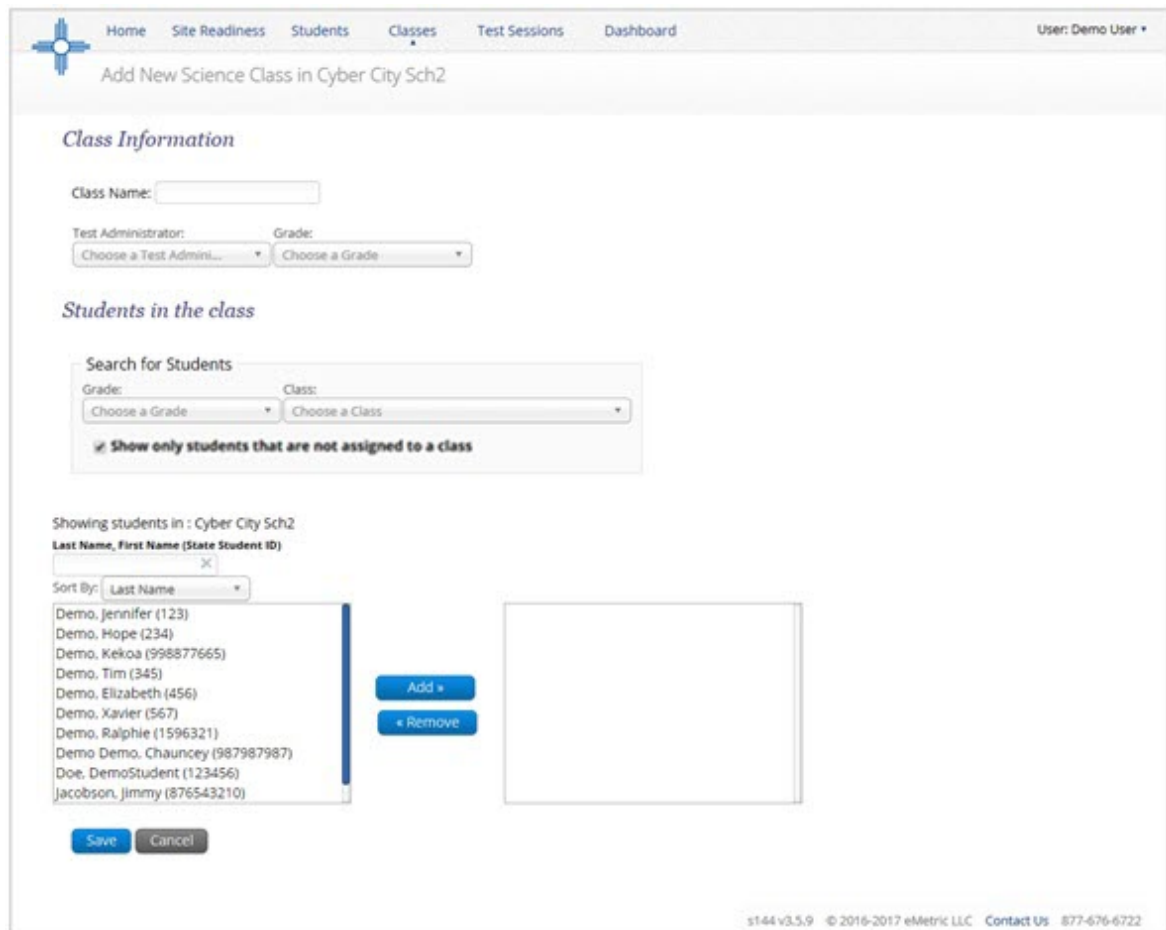
Note: You can also search within a column by clicking on the magnifying glass.

Create a class

From the Classes page:

1. Select an organization from the organization drop-down list. The new class will be created within the selected organization.

2. Click **Create Grade Level Class**.

   The Add Class page appears.

3. In the **Class Name** field, type the name of the new class.

4. Select the teacher or other Test Administrator from the **Choose a Test Administrator** drop-down list, and then select a grade from the **Choose a Grade** drop-down list.

   Tip: If a DTC or STC also acts as a TA for one or more test sessions, set up a separate account, with a unique user name, and assign it to the TA role. This way, the user name will be available for selection from the **Test Administrator** list.

5. To filter the list of available students:

- In the Search for Students section, select a grade and/or class from the drop-drop lists.

- To sort the list of students by last name, first name, or student ID use the **Sort By** drop-down and select last name, first name, or student ID.

- In the **Showing students in: text input** field, begin typing a student's State ID, first name, or last name and the students' list will dynamically begin to update with students that match the text entered. To add students to the class, select one or more students from the list on the left.

  TIP: If you cannot find a student, deselect **Show only students that are not assigned to a class** to show all students in the school, included those who are already assigned to a class.

  Note: To select multiple students, press and hold Ctrl and then select student names from the list.

6. Click **Add>>** to move the students to the list on the right.

   Student names appear dimmed or grayed out in the list on the left when they have been added to the list on the right.

7. To remove students from the class, select one or more students from the list on the right, and then click **<<Remove**.
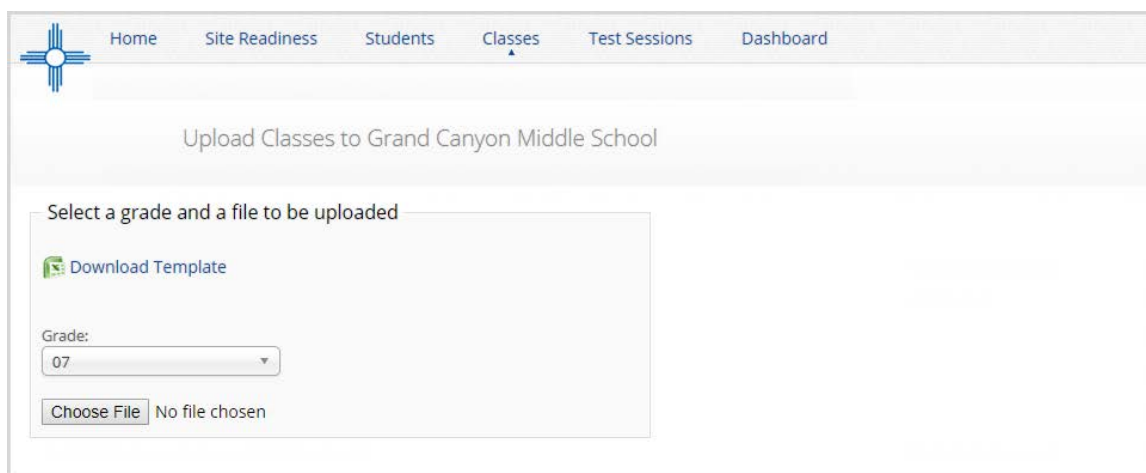
8. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

Creating Classes via bulk upload

The Upload Grade Level Class feature allows you to create multiple classes populated with students in one .csv file.

To create a class via a bulk upload, from the Classes page:

1. Select an organization from the menu.

2. Select a subject from the subject menu.

3. Click **Upload Grade Level Class** in the top-right corner

4. Click **Download Template** and populate the spreadsheet with Test Administrators, class names and student ID numbers.

   a. Multiple classes can be created if the classes all belong to the same grade level.

	A	B	C	D
1	Class Name	State ID	TeacherUserName	
2	TestClass102	907108226	DemoTA	
3	TestClass102	454548	DemoTA	
4	TestClass102	900430685	DemoTA	
5	TestClass102	907197837	DemoTA	
6	TestClass102	916752616	DemoTA	
7	ScienceGrade8	12082016	DemoTA-2	
8	ScienceGrade8	909999339	DemoTA-2	
9	ScienceGrade8	917464134	DemoTA-2	
10	ScienceGrade8	925124563	DemoTA-2	
11	ScienceGrade8	948562135	DemoTA-2	
12	ScienceGrade8	912356985	DemoTA-2	

5. Select the grade for the class upload file.

6. Choose the file and click **Upload**.

7. Any validation errors in the file will be reported to the user, including:

   a. Number of students processed successfully.

   b. Number of duplicate records present in the file.

   c. Number of error records present in the file.

      i. A table including the type of error and the number of records with the specific error type is provided.

      ii. Click **Download records with errors** to download a file of the errors found in the uploaded file.

Edit a class

From the Classes page:

1. Locate the class in the Classes table, and then click **Edit** in the column on the right.

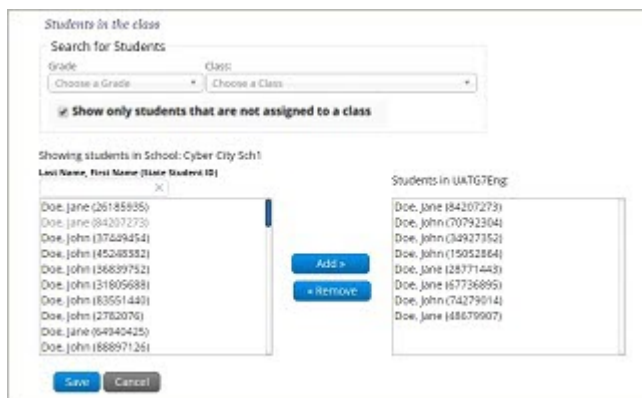   The Class Details page appears.

« Back	Edit Class			Download List
Students in this class:				
First Name ▲	Middle Initial	Last Name	State Student ID	
Jane	M	Doe	84207273	Edit
Jane	M	Doe	28771443	Edit
Jane	M	Doe	67736895	Edit
Jane	M	Doe	48679907	Edit
John	M	Doe	70792304	Edit
John	M	Doe	34927352	Edit
John	M	Doe	15052864	Edit
John	M	Doe	74279014	Edit
		Showing 1 - 8 of 8		

2. Edit the Class.

To filter the list of available students:

- In the Search for Students section, select a grade and/or class from the drop-down lists.

- To sort the list of students by last name, first name, or student ID use the **Sort By** drop-down and select last name, first name, or student ID.

- In the **Showing students in School:** text input field, begin typing a student's State ID, first name, or last name and the students' list will dynamically begin to update with students that match the text entered.

  Tip: If you cannot find a student, deselect **Show only students that are not assigned to a class** to show all students in the school, included those who are already assigned to a class.

3. To add students to the class, select one or more students from the list on the left.

    Note: To select multiple students, press and hold Ctrl and then select student names from the list.

4. Click **Add>>** to move the names to the list on the right.

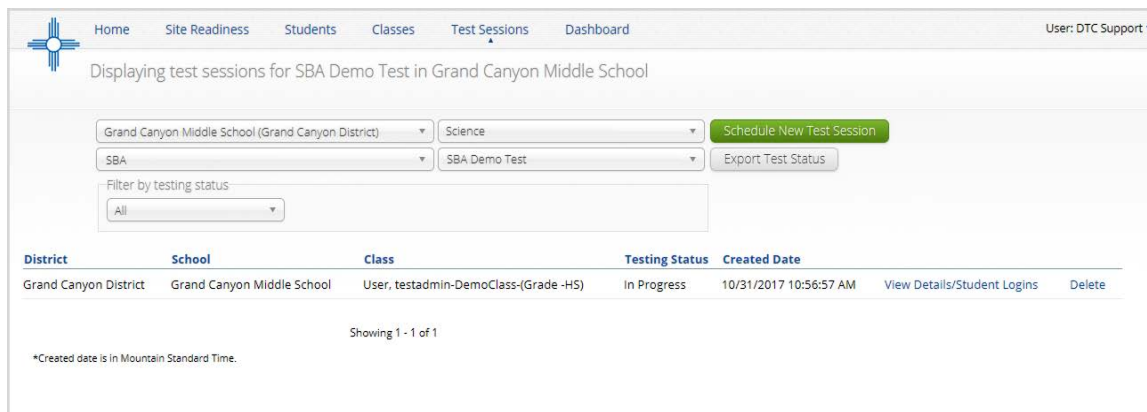   Student names are dimmed in the list on the left when they have been added to the list on the right.

5. To remove students from the class, select one or more students from the list on the right, and then click **<<Remove**.

6. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

Test Sessions

The Test Sessions component manages online test sessions.

1. At the top of the Administration page, click **Test Sessions**.

The Test Sessions page displays the list of scheduled test sessions by district, including the school, class, current status of the test session, and date the test session was created.

2. To filter the Test Sessions table, select an option from one or more of the following drop-down lists:

- Organization (district or school)
- Content area
- Program name (Note: Always select SBA, not SBA Practice, even when scheduling a practice test.)
- Test name
- Testing status (All, Not Started, In Progress, or Finished)
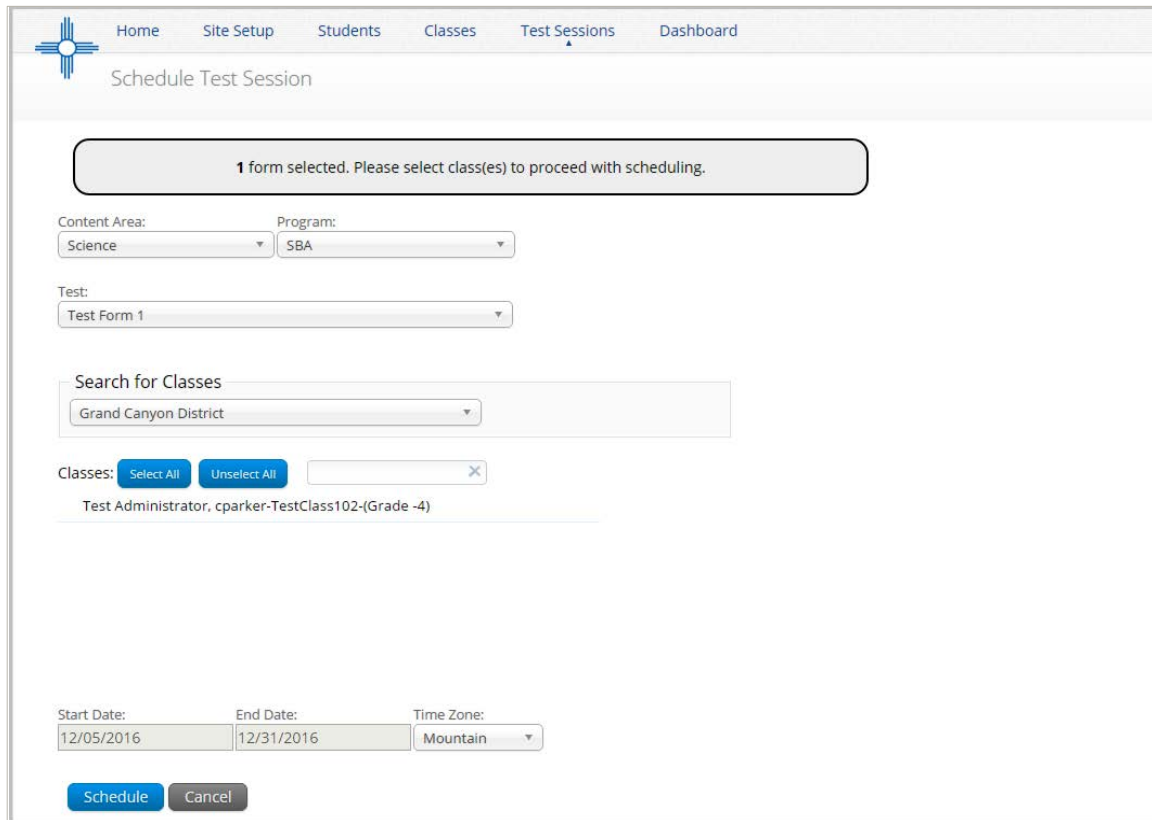
Schedule a new test session

When you schedule a test session, the start date and end date are not editable and are fixed to the first and last day of the testing window.

A session access code is generated automatically when a test session is created.

Important: You can delete a test session only if students have not logged in to the session.

From the Test Sessions page:

1. Click **Schedule New Test Session**.

The Schedule Test Session page displays a list of all classes available.

2. To filter the list of available classes:
   - Select a test from the **Test** drop-down list.
   - Select a school from the **Search for Classes** drop-down list.

3. Select one or more classes to schedule.

   Tip: Click **Select All** to schedule the test for all of the classes in the list.

   Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).

4. When you are done, click **Schedule** to save the test session or click **Cancel** to discard the test schedule.

View test session details

From the Test Sessions page:

- Locate the test session in the Test Session table, and then click **View Details/Student Logins** in the column on the right.

The Test Session Details page displays the session access code(s):

The Test Session Details table contains the following information for each student assigned to the test session:

- Student's first name and last name
- Student's user name and password
- Form assigned to the student
- Test report codes
- Test session status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Tip: When the testing window ends, check the Test Sessions Details page to ensure all students who took the test are listed as **Finished**.

Important: If a student does not take a scheduled test, locate the student in the list and click the ✚ under the **Test Report Code** field. Select **Withdrew Before Test Completion, Non- Allowed Modification, Language Exempt for Reading Only, Medical Emergency, Parental Refusal, Other Non- Completion, Test Irregularities,** or **Absent** and then click Save. You will be prompted that your changes were saved, then click **close**. You will see the code you selected reflected in the test session.

Displaying codes for DemoStudent One Hundred and Eight in SBA Support Test

Test Report Codes (Clear)
- Withdrew Before Test Completion (01)
- Non-Allowed Modification (02)
- Language Exempt for Reading Only (03)
- Medical Emergency (04)
- Parental Refusal (05)
- Other Non-Completion (06)
- Test Irregularities (07)
- ● Absent (08)

[Save] [Cancel]

	Last Name ▲	First Name	Username	Password	Form Name	Test Report Code	Status
							Session 1:**Not Started**
☐	One Hundred and Eight	DemoStudent	909453039	EE237C24	SBA Test Form Support	08	Session 2:**Not Started**
							Session 3:**Not Started**

When you are done, click **Back to Test Sessions**.

Print student test login information

Before each scheduled test, you will print and distribute student login credentials for each student who is taking the test. The 27 test logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers). You may also print 1 or 8 logins per page.

From the Test Sessions page:
1. Locate the test session in the Test Session table, and then click **View Details/Student Logins** in the column on the right.

    The Test Session Details page appears.

2. Select the students whose login information will be printed:

   - To select all of the students in the Test Session table, select the check box in the top-left corner of the header row.

   - To select one or more students, select the check box next to each student's last name.

Note: If students were added to the class after the test session is scheduled or if the text-to-speech accommodation was changed for a student in the class, the Generate Missing Student Test Logins button will appear.

To assign a user name and password to these students, click **Generate Missing Student Test Logins**. A confirmation message appears:

3. To generate a print file, select the number of student logins you would like to print using the drop down box and then click the **Print selected logins button**, or if you are printing all test logins in the class click **Print all logins**.

The student login information (names, user names, passwords, and accommodations) and test tickets are exported to a PDF file in a format that can be printed on individual labels or plain paper and then distributed to individual students.

4. Open the PDF file and print the student labels.

   Each label displays the student name, date of birth, test name, user name, and password.

The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor.

Export Test Status

Export Test Status is a feature available to District Test Coordinators and School Test Coordinators to allow them to download a file with the test status of all students in the selected school.

From the Test Sessions tab, students' testing status can be exported by clicking the **Export Test Status** button below the green, **Schedule New Test Session**, button.

Note: The Export Test Status button will only appear at the school level, if a district is selected on the test sessions page the button will not appear.

A CSV file listing every student and their completion status per section of the currently selected test and school selected will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	One	DemoStudent	900871230	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1	12/2/2016 9:42		Test Report Codes:Language Exempt for Reading Only (03):03	In Progress
3	One	DemoStudent	907197837	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1	11/9/2016 13:17			In Progress
4	One	DemoStudent	916752616	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1	11/10/2016 13:02	11/10/2016 13:03		Finished
5	OneHundredandEightyFive	DemoStudent	907108226	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1	12/2/2016 10:42			In Progress
6	OneHundredandEightyOne	DemoStudent	903470524	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1			Test Report Codes:Medical Emergency (04):04	Not Started
7	OneHundredandEightySeven	DemoStudent	908520243	4	Test Form 1	Grade-04Subject-Science	Grand Canyon Elementary School	Session 1				Not Started

> Please note that if a student's test is reactivated, their test status will display as "In Progress," but their previously listed End Time will remain the same until they have turned their test in again after having it reactivated.

Delete a test session

1. At the top of the Administration page, click **Test Sessions**.

   The Test Sessions page displays scheduled test sessions by district, including the school, class, current status of the test session, and date the test session was created.

2. Locate the test session in the Test Sessions table, and then click **Delete** in the column on the far right.

3. Click **Yes** to delete the test session, or click **No** to discard your changes and return to the Test Sessions page.

   Important: A test session can be deleted only if no students have logged in. Once a student has logged in to a session, the test session cannot be deleted.

Dashboard

The Dashboard is a feature available to District Test Coordinators to allow them to view specific testing data in their District.

Table 10. Metrics Provided in the Dashboard

| *By Day Metrics*	*Cumulative Metrics*
Number of tests started by hour	Number of portal users per day
Number of tests in progress by hour	Operating Systems Summary
Number of tests paused by hour	Total number of tests completed by day

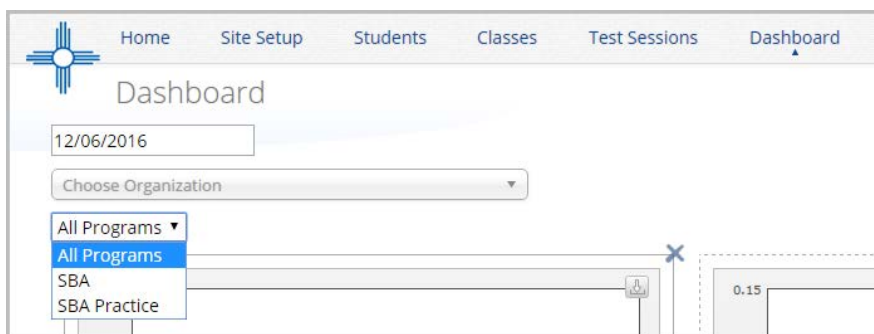| Number of tests completed by hour	Number of test users who logged in to the kiosk per day

Note: Cumulative means from the first day of the testing window to one day prior to the current day.

Accessing the Dashboard

1. At the top of the Administration page, click **Dashboard.**
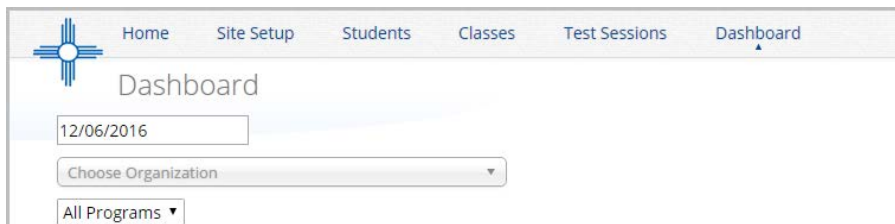
2. Select the program from the Drop down box, it will default to All Programs.

3. The charts, graphs, and tables will populate with the parameters selected.

Note: The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as a SVG vector image, by clicking on the download arrow in the top right corner of each graph, chart or table.