

New Mexico Summative Assessments

Portal User Guide

Spring 2020

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Introduction

Overview

There are two components of the New Mexico Summative Assessments 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 the following components:

1. **User Management:** used for adding and editing portal user accounts.
2. **Administration:** used for downloading kiosks and completing site set-up, adding students, transferring students, assigning test accommodations to students, organizing students into classes for testing, scheduling tests, accessing students' test log-in information, and monitoring student testing progress.
3. **Reporting:** viewing and managing assessment results in roster reports, summary reports, and quick reports.

Note: The Reporting component will become accessible once operational student testing data is made available.

For more information on installing the New Mexico Summative Assessments Kiosk, see the *New Mexico Summative Assessments Kiosk Installation Guide*, which is available on the New Mexico Summative Assessments Help & Support page:

<https://newmexico.onlinehelp.cognia.org>

Technical Support

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

For technical questions about the installation of the kiosk	Cognia Technical Support Toll free: 1 (877) 676-6722 Email: nmtechsupport@cognia.org
For questions about the test administration or other technical information	Cognia Help Desk Toll free: 1 (877) 676-6722 Email: nmtechsupport@cognia.org
For questions or information regarding New Mexico Summative Assessments 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 Summative Assessments Portal recognizes four user roles:

1. District Test Coordinator (DTC)
2. School Test Coordinator (STC)
3. IT Coordinator (ITC)
4. 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 Summative Assessments Portal, see Table 1 for more information.

Table 1. User Roles and Responsibilities

Role	Responsibilities
District Test Coordinator (DTC)	<p>The DTC has access to all schools in the district and can:</p> <ul style="list-style-type: none"> • Manage users (add, edit, or deactivate peer DTC accounts and all other user accounts). • Edit student information and set accommodations. • Request and approve student transfers between districts. • Transfer students between schools within DTC’s district • Create and edit classes. • Schedule tests. • Manage and monitor tests. • All Information Technology Coordinator Portal menus. • Access Proctor passwords from Administration home page • Create and review reports. • View Dashboard.
School Test Coordinator (STC)	<p>The STC has access to one or more schools and can:</p> <ul style="list-style-type: none"> • Manage users (add, edit or deactivate peer STC accounts and ITC and TA accounts). • Edit student information and set accommodations. • Request and view student transfers. • Create and edit classes. • Schedule tests. • Manage and monitor tests. • All Information Technology Coordinator Portal menus. • Access Proctor passwords from Administration home page. • View Dashboard.
IT Coordinator (ITC)	<p>The ITC is assigned to a district or to one or more schools and can:</p> <ul style="list-style-type: none"> • 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. <p>For more information, see the <i>New Mexico Summative Assessments Kiosk Installation Guide</i>.</p>

<p>Test Administrator (TA)</p>	<p>The TA is assigned to a school and can:</p> <ul style="list-style-type: none"> • View 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. <p>Note: The Test Administrator cannot add accounts nor edit any account other than his or her own.</p>
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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.

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

District Test Coordinator

At least one District Test Coordinator account has been provided for each district.

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

The DTC has access to the [Users](#) and [Administration](#) components in the New Mexico Summative Assessments Portal. When you receive your credentials, you are ready to:

1. [Edit your profile](#) to update the generic DTC username 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 create any required School Test Coordinator account(s) for schools in the district. New users will receive two separate emails containing their username and password.

Important: If you have not received your credentials:

1. **Public school:** Contact your DTC.
2. **BIE school or charter school:** Contact the Cognia Help Desk at nmtechsupport@cognia.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 Summative Assessments Portal.

When you receive your credentials, you are ready to:

1. [Edit your profile](#) to update the generic STC username 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. New users will receive two separate emails containing their username and password.

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

The ITC only has access 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 Summative Assessments 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 username, and assign it to the TA role for one or more schools. This ensures a username 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 *New Mexico Summative Assessments 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 Summative Assessments Kiosk Installation Guide*.

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

Spanish Language Support

The New Mexico Summative Assessments 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 Summative Assessments Technical Guide for Spanish Language Support*, which is available on the New Mexico Assessment Help & Support page: <https://newmexico.onlinehelp.cognia.org/>

Getting Started

1. Go to the New Mexico Summative Assessments Portal URL, <https://newmexico.measuredprogress.org>.



2. Log in with your unique username and password. New portal users will be sent two separate emails containing your login credentials.

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

3. When logging into the portal for the first time, you will be required to change your password. After successfully updating your password you will be re-directed to the portal home page.
- Password Requirements:
 1. Portal passwords will expire every 365 days. You will be required to change password that are over 365 days old.
 2. Your passwords must:
 - a. Be a minimum of 8 characters,
 - b. Contain one uppercase letter,
 - c. Contain one lowercase letter,
 - d. Contain one special character (~!@#\$\$%^&*()_+!-={}|[]:;'<>?,) and
 - e. One number.
 3. You will be required to change their password when logging in to the portal for the first time.
 - a. You will be restricted from changing your password to the auto-generated password you receive via email.
 - b. New passwords will be required to meet the password requirements outlined above.

Get help with your login credentials

Contact [Cognia Technical Support](#) if you have trouble logging in to the portal.

If you have forgotten your password:

1. Click **Forgot your password?** Located below the Sign In button.
2. Type your username.
3. Click **Reset Password**.
You will receive an email message with instructions for resetting your password.
4. Click the link in the email to open your account profile in the New Mexico Summative Assessments Portal.
5. In the Password field, type a new password.
6. Click **Save Profile**.

If you have forgotten your username:

1. Click **Contact Support** at the bottom of the login page or call Cognia Technical Support at (877) 676-6722.
2. An email message addressed to nmtechsupport@cognia.org will open in your computer's primary email service.
3. Add a message to the body of the email and click **Send**.

Edit your profile

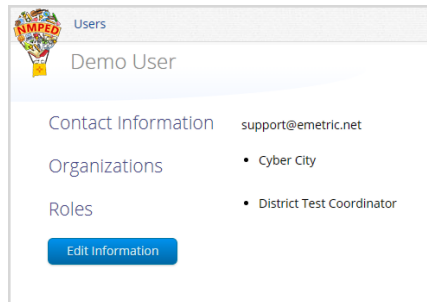
Your profile page displays your contact information, organization(s), and role.

From your profile page, you can make the following changes to your account:

- Change your first and/or last name, but not your username.
- Edit your email address, which is used to communicate with you about your account.
- Change your password.
- Provide other contact information (phone, fax, mailing address).

To edit your profile information:

1. Click your username in the top-right corner of the page.
2. Your profile page appears.



3. Click **Edit Information**.

The Edit User form appears.

A screenshot of a form titled 'Edit User'. It contains several input fields: 'First Name*' with 'Demo', 'Last Name*' with 'User', 'Email*' with 'support@emetric.net', 'Password', 'Phone Number', 'Fax Number', and 'Address'. At the bottom of the form are two buttons: 'Save Profile' (blue) and 'Cancel' (grey).

4. Make changes in the appropriate fields.

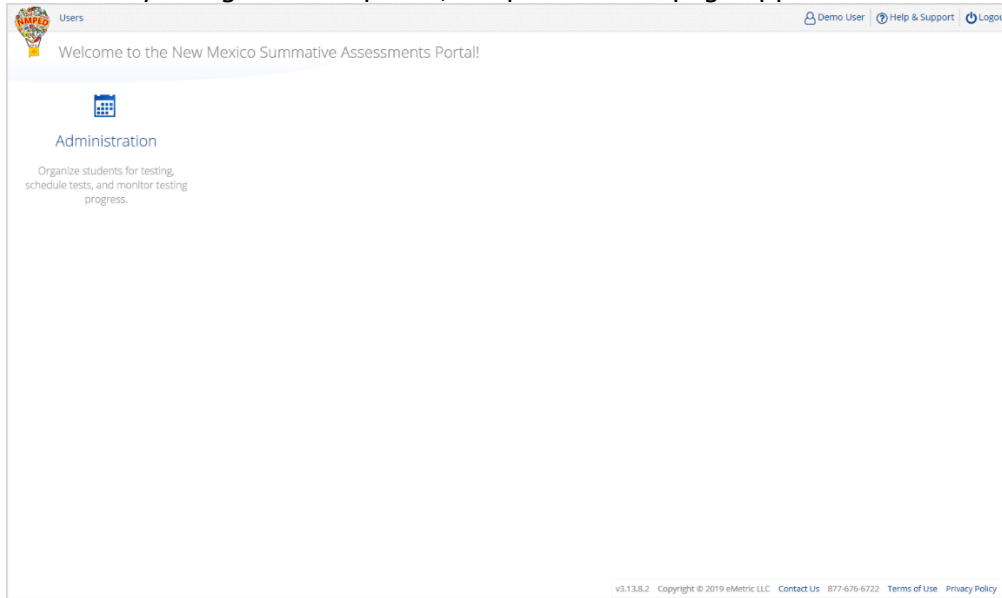
Note: Fields with a red asterisk (*) are required.

Tip: Be sure to use a password you can remember. For a quick (2 seconds) look at your password, click **Glimpse Password**.

5. 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 components available to you according to your role and organization (district or school). 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 logo 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 Cognia Technical Support at nmttechsupport@cognia.org .
View your profile	Click your username in the top-right corner of the page.
Go to the New Mexico Summative Assessments Help & Support page.	Click Help & Support in the top-right corner of the page. The Help & Support page opens in your browser.
Access the User Management components	Click Users at the top of the Portal home page. <i>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.</i>
Access the Administration component	Click Administration on the Portal home page.
Access the Reporting component	Click Reporting on the portal home page.
Log out of the Portal	Click Logout at the top-right corner of the page.

Note: For more information regarding the Reporting component, please see the *New Mexico Summative Assessments Reporting User Guide*

User Management

The Users component provides access to:

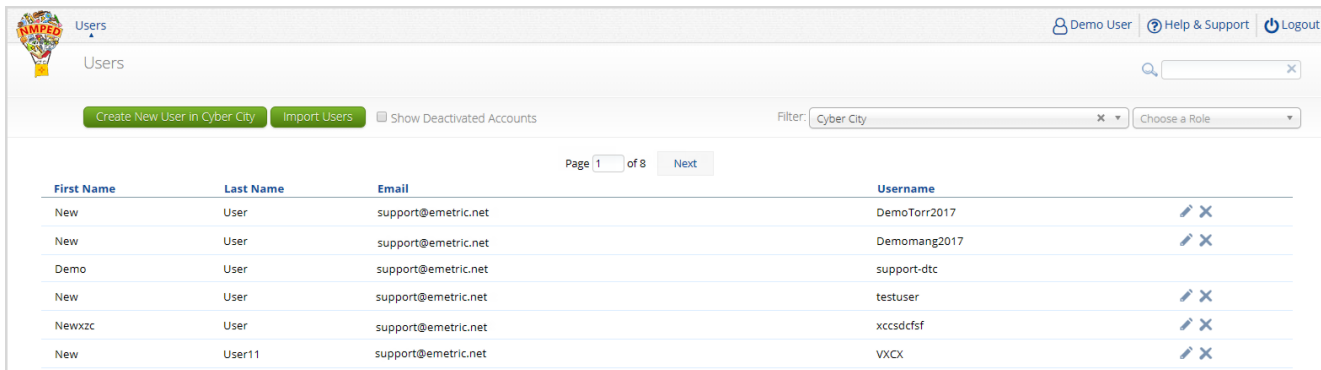
1. Add new users.
2. Edit existing user accounts.

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, username, or email address of the user, and then click 🔍.

Adding a New User

To add a new user, from the Users page:

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.

Every account requires a unique username. The user’s first name, last name, or email address may be the same as that of another account, but the username must be unique.

Important: Ensure the email address is accurate. New portal users will be sent two separate emails contacting their username and password to the email specified.

- 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

Note: When adding or editing a TA user, you must also select the administration and test subjects to which that TA’s classes will be assigned when you are creating testing classes associated with that TA.

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

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

- 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

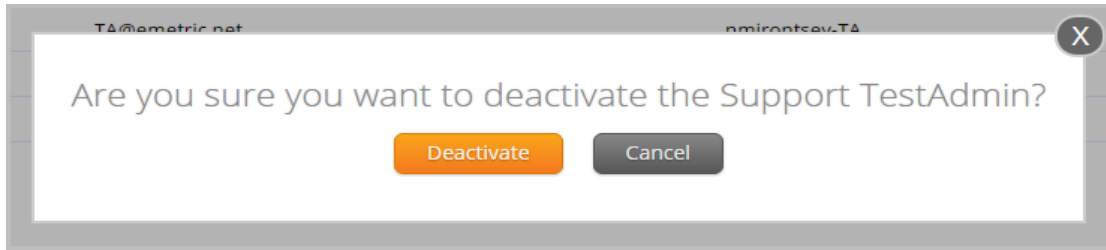
A DTC can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. The account still exists in the system and the username cannot be reused. Accounts that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

Note: When a user account is deactivated or reactivated, an email will be sent to the user to notify them of the deactivation or reactivation.

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**.



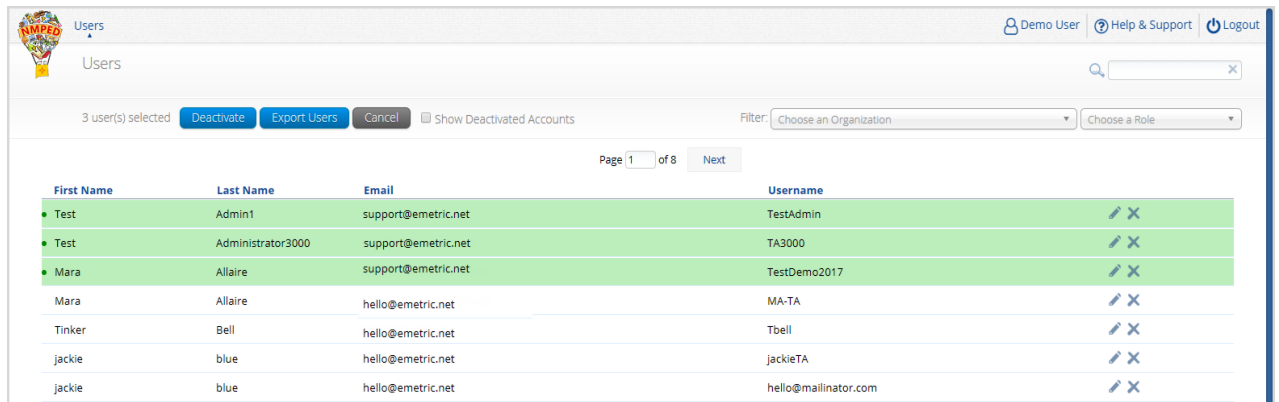
3. Click **OK** to confirm.
4. The user will then be deactivated from the Portal.

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.

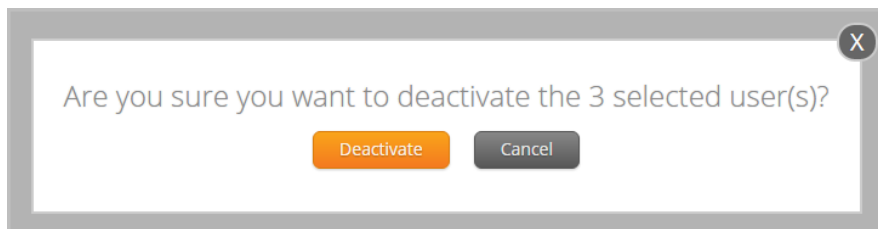
Deactivating Multiple User Accounts

A DTC can deactivate multiple user accounts at once in the New Mexico Summative Assessments 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.



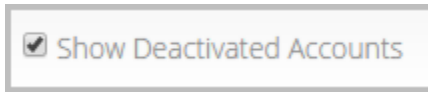
2. After all user accounts are selected, click **Deactivate**. A pop-up verification message will appear to confirm that you would like to deactivate the selected user accounts. Click **Deactivate** to deactivate the user accounts.



3. The selected user accounts are now deactivated in the New Mexico Summative Assessments Portal.

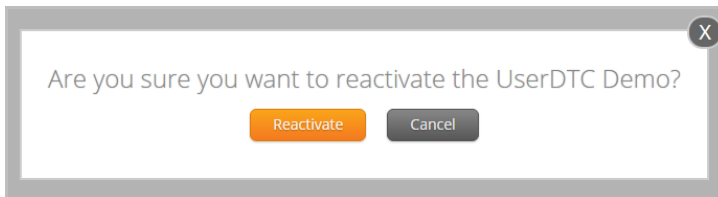
Reactivating User Accounts

If needed, deactivated user accounts in the Science Assessment 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**.

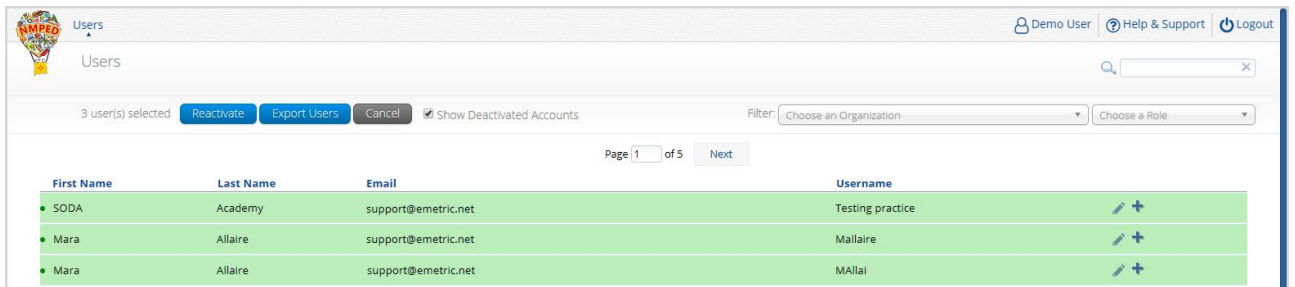


3. The user will be reactivated in the New Mexico Summative Assessments Portal and will be able to log in to the portal using their assigned username and password.

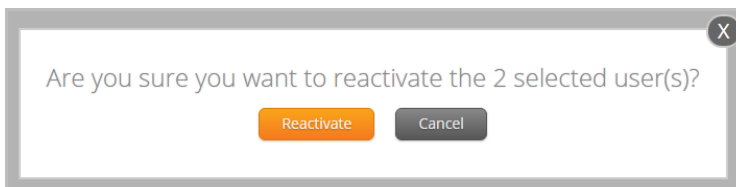
Reactivating Multiple User Accounts

A DTC can reactivate multiple user accounts at once in the New Mexico Summative Assessments Portal.

1. In the user table select the accounts to be reactivated by clicking on the name of the user. Selected users will be highlighted 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.



- The selected users are now reactivated in the New Mexico Summative Assessments 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

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
Username*	User's username for logging into the portal.	Up to 35 alpha-numeric 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 Coordinator ITC — IT Coordinator STC — School Test Coordinator TA — Test Administrator The abbreviated role will be used in the CSV file. <i>For example:</i> STC will be the accepted value in the CSV file for adding a School Test Coordinator.
Org*	County/District Code associated with the district level user. District and Location Code associated with the school level user.	<u>District Coordinator, IT Coordinator (District)</u> Org = District Code <i>For example:</i> If District Code = 051 then Org = 051 <u>School Test Coordinator, IT Coordinator (School)</u> Administrator Org = District Code hyphen School Code. <i>For example:</i> If District Co = 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.

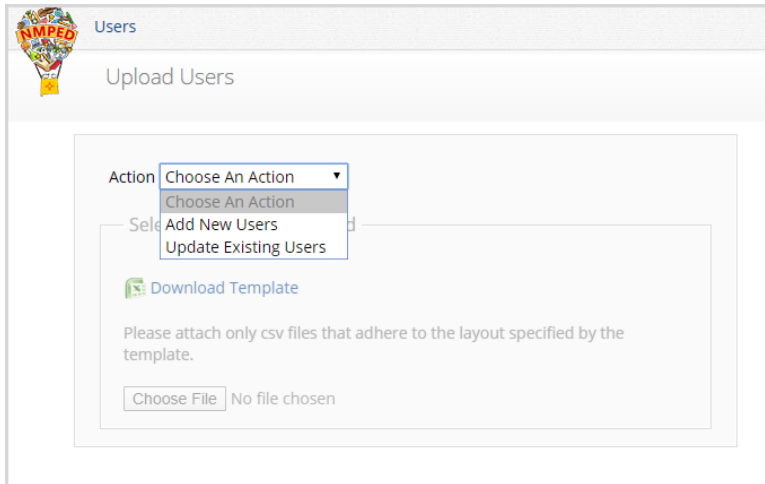
*Required Field

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.

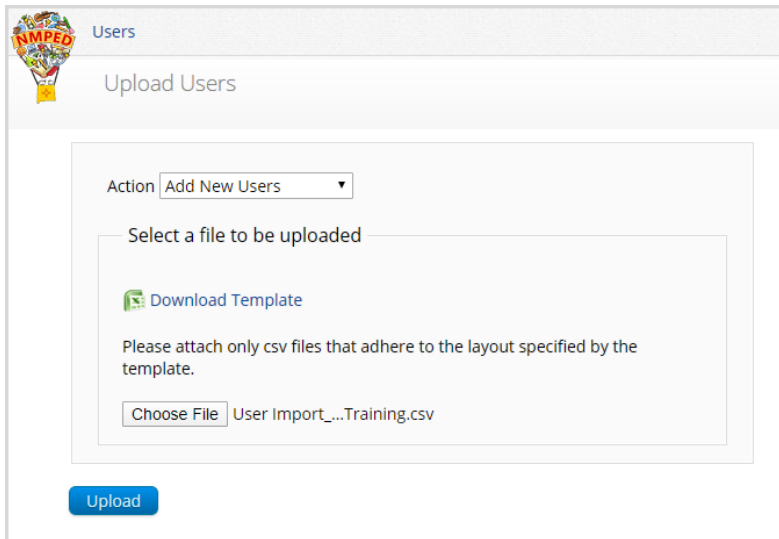
Note: There is a limit of 30 records for each upload file.

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										

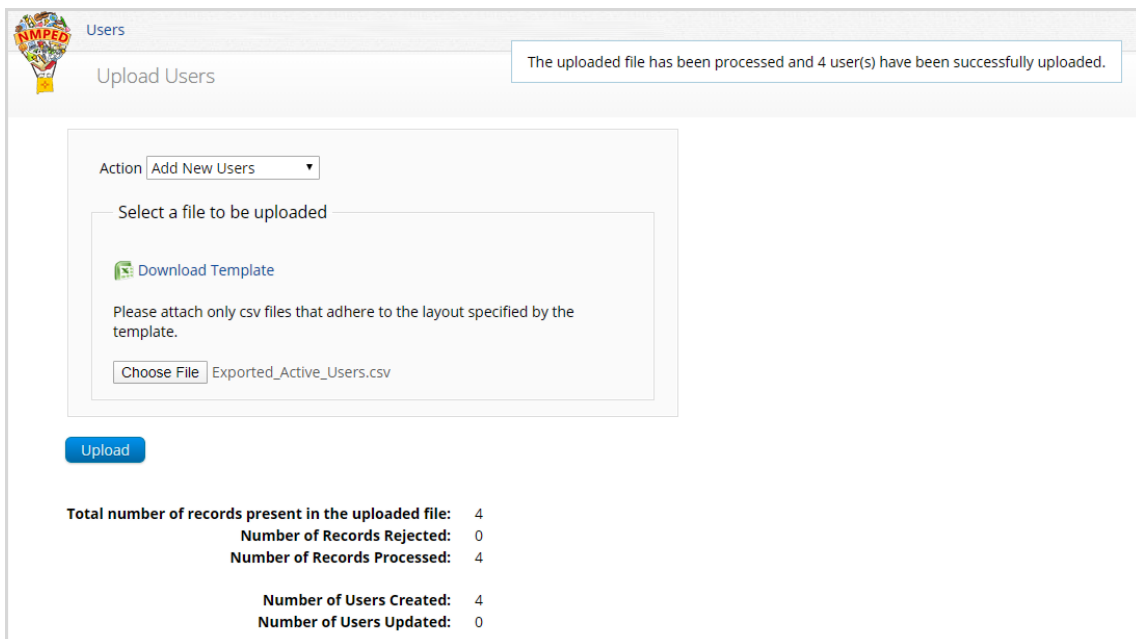
Note: If you are creating an account for a district test coordinator or district IT coordinator with a district code that contains preceding zeros, the Org field cell/column will need to be formatted as Text. You will then save the document as a .csv and upload.

- 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.



- 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.



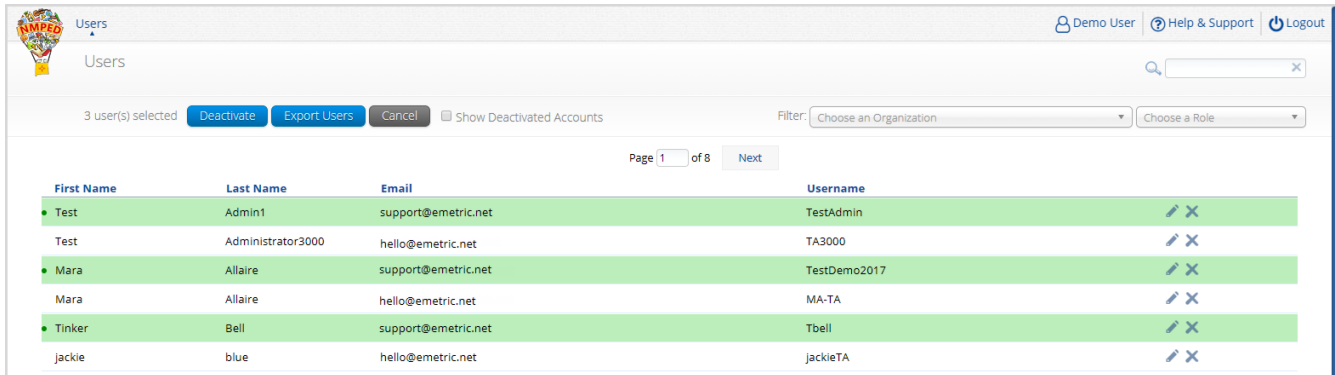
- When a user is successfully uploaded their user account will be created and an email will be sent to the new user with their username and password for the New Mexico Summative Assessments Portal.

Exporting Users

User information can be exported from the New Mexico Summative Assessments 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.

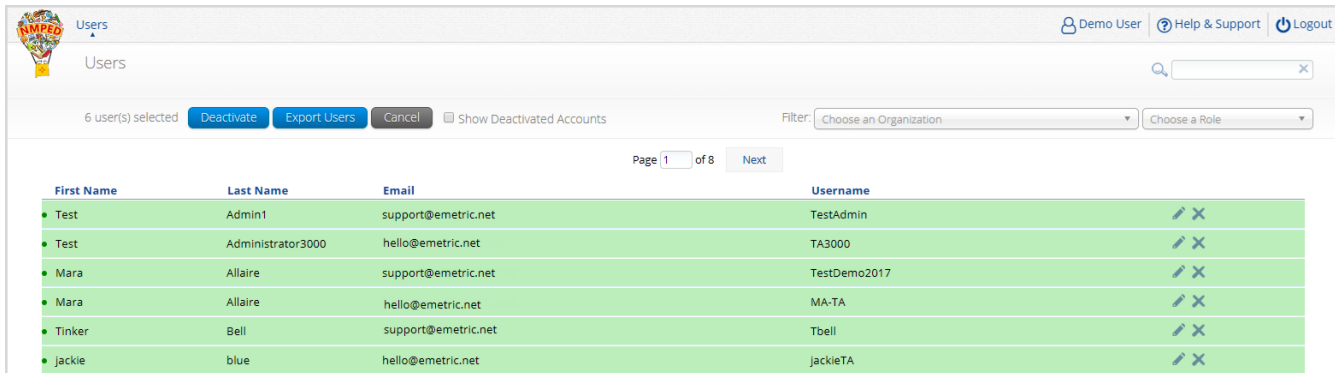
	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	DClark123	Devon	Clark	dclark1@email.com	STC	051-306				
3	JMoore123	Jackie	Moore	jmoore@email.com	TA	051-307	321-485-9632			
4	RMartin123	Ryan	Martin	rmartin@email.com	DTC	051	321-568-7841	321-857-6547	111 Demo School 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 Summative Assessments 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**.

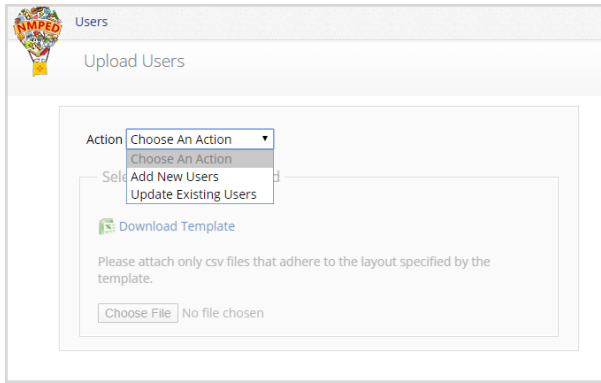
A confirmation message will appear to indicate the user data selected was exported and the file was downloaded.

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.

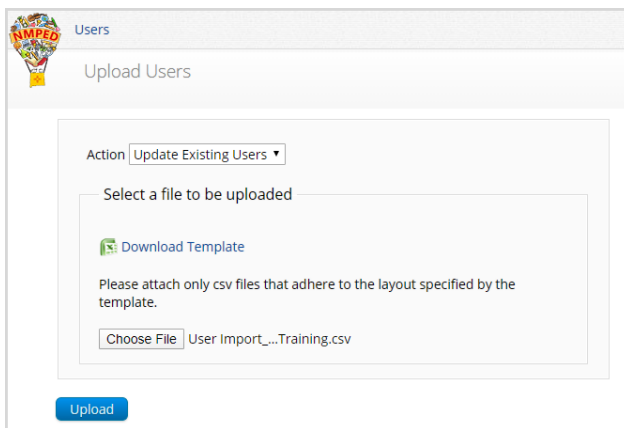
	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Phone	Fax	Address	Notes
2	DClark123	Devon	Clark	dclark1@email.com	STC	051-306				
3	JMoore123	Jackie	Moore	jmoore@email.com	TA	051-307	321-485-9632			
4	RMartin123	Ryan	Martin	rmartin@email.com	DTC	051	321-568-7841	321-857-6547	111 Demo School 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.

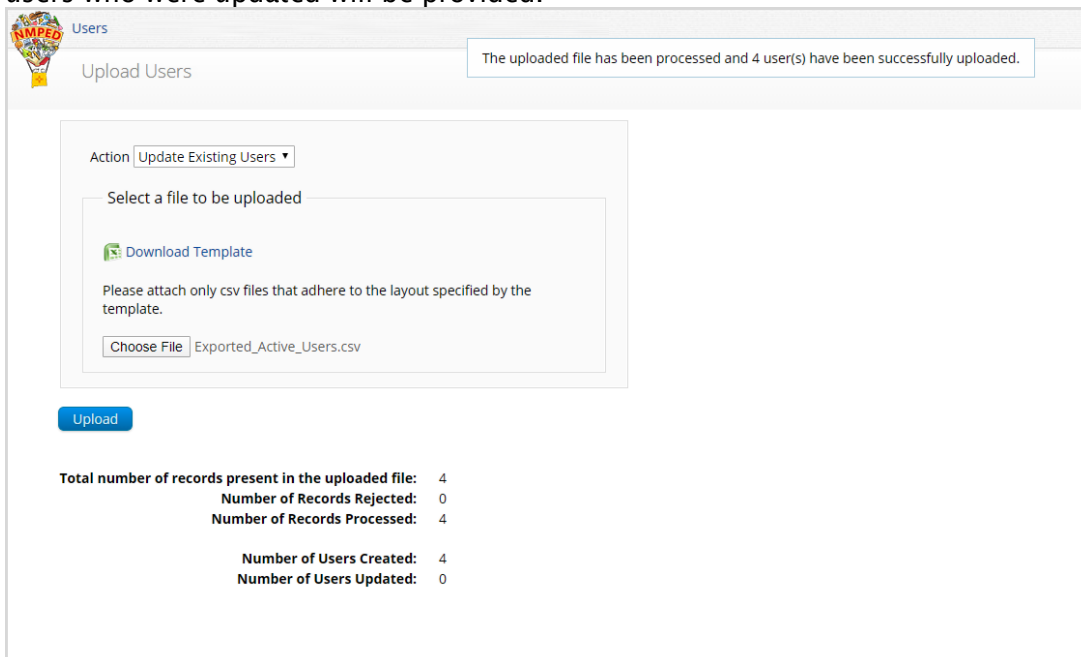
Note: There is a limit of 30 records for each upload file.



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

<i>Pop-up Message</i>	<i>Result</i>	<i>Next Steps</i>
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 the 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 the 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 <i>Save As</i> , select a file location, click on <i>Save as type:</i> drop down menu, select CSV (<i>Comma delimited</i>), click <i>Save</i> .

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 exists in the portal.	Modify the username.
Username must be 4-35 alpha-numeric characters.	Username contains characters that are not alpha-numeric 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 number in the username.
First name 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 2 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 role 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 DTC, verify that the District Code is provided in the Org field. If the user is a STC verify that the code(s) provided in the Org field use a 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 District code is correct. Refer to the organization codes provided by New Mexico PDE.

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.
Little123	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:

1. Windows and MAC kiosk download links.
2. Site Readiness.
3. Student information and accommodations.
4. Enrollment Transfers.
5. Class and test session set-up.
6. 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.

1. 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	Roles
New Mexico Logo	Return to the New Mexico Summative Assessments 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
<u>Site Readiness</u>	Review a summary of completed Site Readiness tests and certify the site as ready for student testing.	DTC STC ITC
<u>Students</u>	Add and edit student information, accommodations, and enroll or unenroll students from the building.	DTC STC
<u>Enrollment Transfer</u>	View, request, and approve enrollment transfers. Important: STCs and DTCs will have access and can request, only DTCs will be able to approve Enrollment Transfers.	DTC STC
<u>Classes</u>	View, add, and edit classes.	DTC STC
<u>Test Sessions</u>	View, schedule, and delete test sessions; print student tickets with their login information.	DTC STC TA
<u>Pre-ID Management</u>	Uploading pre-ID files will add new students to the portal, update existing student demographic data, update student enrollment, and add/update student accommodations and accessibility features.	DTC

Dashboard	View District and School level test summary information.	DTC STC
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Proctor Password

DTCs and STCs have access to the proctor password on the Administration home page. They can view the proctor password for each school in their district.

The screenshot shows the 'Home' page of the New Mexico Summative Assessments Administration portal. The navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Sessions, Pre-ID Management, and Dashboard. On the right, there are links for Demo User, Help & Support, and Logout. The main content area contains a welcome message and a table of links for downloading student kiosks for Windows and Mac. Below this, there are two login sections. The first section is for the Proctor password, with a dropdown menu set to 'Cyber City Sch1 (Cyber City)' and the password 'DSZXBWVR' displayed. The second section is for the Site Readiness login, with a dropdown menu set to 'Cyber City Sch1 (Cyber City)', a username of 'WSR.1.6', and a password of 'M7VSR5VG'.

Completing Site Readiness

The Site Readiness 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.

This screenshot is identical to the one above, showing the 'Home' page of the Administration portal. It highlights the Site Readiness login section, which includes a dropdown menu for the school (set to 'Cyber City Sch1 (Cyber City)'), the username 'WSR.1.6', and the password 'M7VSR5VG'.

For instructions on installing the kiosk, see the New Mexico Summative Assessments 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 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 Tested selecting an organization from the organization drop-down list.

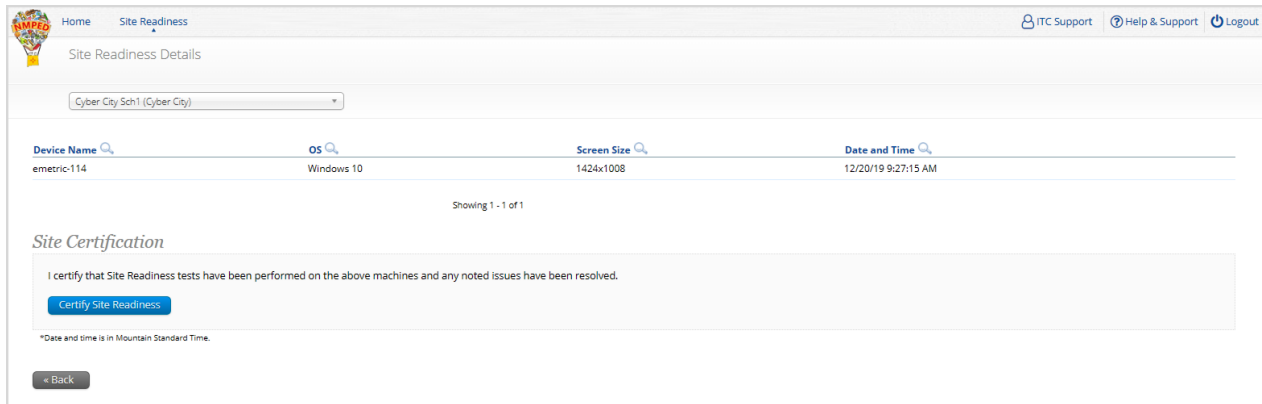
Working with the Site Readiness Details Page

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 New Mexico Summative Assessments 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.

The Site Readiness Test includes the System Set-Up Test, which will test your connection capacity, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester.

For instructions on running the Site Readiness Tests, see the *New Mexico Summative Assessments Kiosk Installation Guide*.

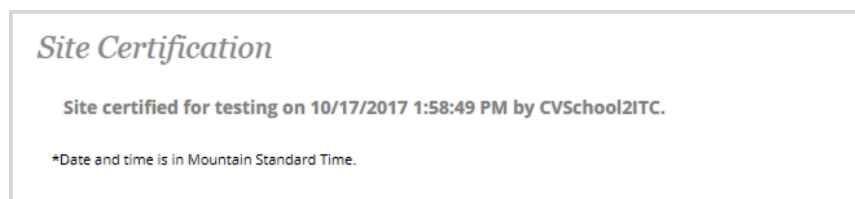
Important: It is crucial that the Site Readiness Test be performed on every device configuration that is to be used for testing.

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.

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.



Pre-ID Management

Use the Pre-ID Management Tab to add students via pre-id upload. Pre-ID files will add new students to the portal, update existing student demographic data, update student enrollment, and add/update student accommodations and accessibility features.

Note: Pre-ID upload will be available during the specified Pre-ID window.

Important: Only DTC users will have access to the Pre-ID management page. During the pre-id window, pre-ID files can be uploaded by DTC users at the district level.

From the Administration Home page:

1. Select **Pre-ID Management**. The upload Pre-ID page will display.
2. Click on **Download Pre-ID Data Definitions file** to download the file template, the template will download as a CSV file.

Note: For more information on how to fill out the CSV, a reference is available on the [Help and Support site](#).
3. After you have saved your file in the correct csv format, you can upload the Pre-ID file. You will be required to select a district from the organization drop-down menu and then select and upload the file.
4. If the file does not pass the initial file validations, you will receive an error message and will be required to correct and upload the file again.
5. If the file passes the initial file validations, it will remain in a Pending status until it has completed processing.

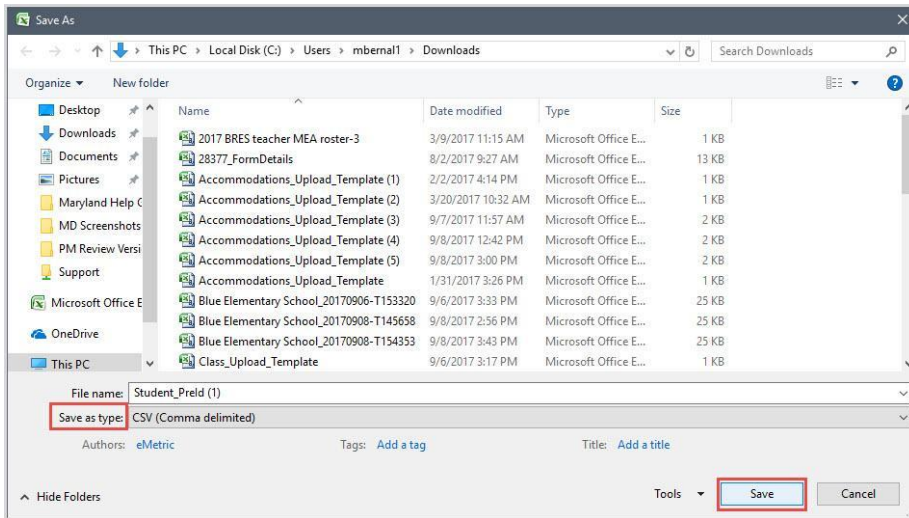
Important: Files are processed overnight and must be submitted prior to 5pm mountain time to be available the following day.

6. After the files have been processed, an email will be sent notifying you that processing is complete. The Pre-ID Management page in the portal will also be updated to reflect the status of processed files, showing the number of uploaded records and the number of records with errors.

Note: An error file will be available to download in the portal after the file is processed, containing the row where the error occurred as well as an Error Description field.

How to Save an Excel™ File as a CSV (.csv) File

1. In an open Excel file, click **File**.
2. Click **Save As**.
3. Click on the drop-down menu next to "Save as type".
4. Select **CSV (Comma delimited)**.
5. Click **Save**. Your file is now saved in CSV format.



Pre-ID Error Codes

Below is a table containing the possible error codes you may encounter in the error file returned to you. Please refer to the error code presented to you with the error description from the table below.

Error Code	Field Name	Message
4001	State student ID	Permitted values are 0-9 Length must be 9
4002	NASIS ID	Permitted values are 0-9 Max Length is 9 digits
4003	District code	Permitted values are 0-9 Length must be 3 or district code is invalid
4004	School code	Permitted values are 0-9 Length must be 3 or school code is invalid
4005	Student Grade	Permitted values are 03, 04, 05, 06, 07, 08, 11 Student grade must equal Tested Grade
4006	Tested Grade	Permitted values are 03, 04, 05, 06, 07, 08, 11 Tested grade must equal Student Grade
4007	Student name: last name	Permitted Values are a-z, A-Z, space Max length is 20 characters
4008	Student name: first name	Permitted Values are a-z, A-Z, space Max length is 16 characters
4009	Student name: middle initial	Permitted Values are a-z, A-Z Max length is 1 character
4010	Date of birth	Date format is MM/DD/YYYY
4011	Gender	Permitted values are M, F, U
4012	Hispanic/Latino Ethnicity	Permitted values are 1,0
4013	American Indian/Alaskan Native	Permitted values are 1,0
4014	Asian	Permitted values are 1,0
4015	Black or African American	Permitted values are 1,0

4016	Native Hawaiian or Other Pacific Islander	Permitted values are 1,0
4017	White	Permitted values are 1,0
4018	Multi-Race	Permitted values are 1,0
4019	<i>Additional Ethnicity Check</i>	At least one ethnicity must be selected
4020	EL status	Permitted values are 0-6,blank
4021	Bilingual education	Permitted values are Y, N, U
4022	Special Education	Permitted values are Y, N, U
4023	Migrant	Permitted values are Y, N, U
4024	Economically disadvantaged (district use only)	Permitted values are Y, N, U
4025	Gifted	Permitted values are Y, N, U
4026	504 plan	Permitted values are Y, N, U
4027	Title 1	Permitted values are Y, N, U
4028	New arrival	Permitted values are Y, N, U
4029	Homeless	Permitted values are Y, N, U
4030	Foster Care	Permitted values are Y, N, U
4031	Military	Permitted values are Y, N, U
4032	Student testing mode	Permitted values are 1,2,3
4033	MP Organization ID	Field should be blank.
4034	Home School Status Indicator	Permitted values are 1,0
4035	Not Full Academic Year, should only be populated for BIE students	Permitted values are blank, 0, 1
4036	FAY	Permitted values are 0,1
4037	Accommodation: Reverse Contrast	Permitted values are 0,1 Cannot be selected if TestMode = 1
4038	Accommodation: Custom Masking	Permitted values are 0,1 Cannot be selected if TestMode = 1
4039	Accommodation: Color Contrast	Permitted values are 0,1 Cannot be selected if TestMode = 1
4040	Accommodation: Answer Masking	Permitted values are 0,1 Cannot be selected if TestMode = 1
4041	Accommodation: Mathematics Text-To-Speech English	Permitted values are 0,1 Cannot be selected if TestMode = 1
4042	Accommodation: Mathematics Text-To-Speech Spanish	Permitted values are 0,1 Cannot be selected if TestMode = 1
4043	Accommodation: Science Text-To-Speech English	Permitted values are 0,1 Cannot be selected if TestMode = 1
4044	Accommodation: Science Text-To-Speech Spanish	Permitted values are 0,1 Cannot be selected if TestMode = 1
4045	Accommodation: ELA Text-To-Speech English	Permitted values are 0,1 Cannot be selected if TestMode = 1

4046	Accommodation: Allow Accessibility Mode Testing	Permitted values are 0,1 Cannot be selected if TestMode = 1
4047	Accommodation: ASL Video (Mathematics)	Permitted values are 0,1 Cannot be selected if TestMode = 1
4048	Accommodation: ASL Video (ELA)	Permitted values are 0,1 Cannot be selected if TestMode = 1
4049	Accommodation: Basic Calculator on Non-Calculator Sections of Mathematics Test	0 = False 1 = True Cannot be selected if TestMode = 1
4050	Accommodation: Scientific Calculator on Non-Calculator Sections of Mathematics Test	0 = False 1 = True Cannot be selected if TestMode = 1
4051	Accommodation: Word Prediction (Embedded)	0 = False 1 = True
4052	Accommodation: Headphones/Noise Buffer	0 = False 1 = True
4053	Accommodation: Mathematics Tools	0 = False 1 = True
4054	Accommodation: Word Prediction	0 = False 1 = True
4055	Accommodation: Speech-to-Text	0 = False 1 = True
4056	Accommodation: Human Signer	0 = False 1 = True
4057	Accommodation: Human Signer for Test Directions	0 = False 1 = True
4058	Accommodation: Braille Notetaker	0 = False 1 = True
4059	Accommodation: Braille Writer	0 = False 1 = True
4060	Accommodation: Refreshable Braille Display with Screen Reader (Mathematics and ELA only)	0 = False 1 = True
4061	Accommodation: Screen Reader (Mathematics and ELA only)	0 = False 1 = True
4062	Accommodation: Tactile Graphics	0 = False 1 = True
4063	Accommodation: Human Reader English (IEP, 504, EL)	0 = False 1 = True
4064	Accommodation: Human Reader Spanish (IEP, 504)	0 = False 1 = True

4065	Accommodation: Read Aloud to Self	0 = False 1 = True
4066	Accommodation: Human Scribe	0 = False 1 = True
4067	Accommodation: Assistive Technology Device Presentation	0 = False 1 = True Cannot be selected if TestMode = 1
4068	Accommodation: Assistive Technology Device Responses	0 = False 1 = True Cannot be selected if TestMode = 1
4069	Accommodation: Spanish Language Version (Mathematics and Science only)	0 = False 1 = True
4070	Accommodation: Picture Dictionary	0 = False 1 = True
4071	Accommodation: Directions in Native Language	0 = False 1 = True
4072	Accommodation: Commercial-Word-To-Word Dictionary	0 = False 1 = True
4073	Accommodation: Customized Dual Language Glossary	0 = False 1 = True
4074	Accommodation: Pocket-To-Word Translator	0 = False 1 = True
4075		Not required for pre-ID upload.
4076		Not required for pre-ID upload.
4077		Not required for pre-ID upload.

Exporting Student via Pre-ID Management

During the pre-ID window, the district pre-ID file can be exported by DTC users.

The exported data file will contain the current student data as it appears in the portal and will be in the same file format as uploaded pre-ID files.

Tip: The file layout, Pre-ID file data definitions, and a list of error codes are also available on the Cognia Help and Support site <https://newmexico.onlinehelp.cognia.org/>

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**.

Last Name	First Name	Middle Initial	State Student ID	Tested Grade			
Eight	Student		100000008	5	View Classes	Enrollment info	Edit
Eighteen	Student		100000018	5	View Classes	Enrollment info	Edit
Eleven	Student		100000011	5	View Classes	Enrollment info	Edit
Fifteen	Student		100000015	5	View Classes	Enrollment info	Edit
Five	Student		100000005	5	View Classes	Enrollment info	Edit
Forty	Student		100000040	5	View Classes	Enrollment info	Edit
Fortyeight	Student	M	100000048	5	View Classes	Enrollment info	Edit
Fortyfive	Student		100000045	5	View Classes	Enrollment info	Edit
Fortyfour	Student	T	100000044	5	View Classes	Enrollment info	Edit
Fortynine	Student		100000049	5	View Classes	Enrollment info	Edit

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. District users will be allowed to search across the district for student's by clicking the green button labeled **Student Search** and entering the student's State ID, First Name, or Last Name.

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 school's student roster, click **Exports** and select **Export Students**.

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.

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.

Student Information | Accommodations | Classes

Required Information:

State Student ID: *

NASIS ID (BIE only):

First Name: *

Middle Initial:

Last Name: *

Gender: * Choose a value

Date of Birth: *

Tested Grade: * Choose a value

Hispanic/Latino Ethnicity: * Choose a value

Please choose at least one race.

American Indian/Alaskan Native:

Asian:

Black or African American:

Native Hawaiian or Other Pacific Islander:

White:

Multi-Race:

EL Status: Choose a value

Bilingual Education: No

Special Education: No

Migrant: No

Economically Disadvantaged (district use only): No

Gifted: No

504 Plan: No

Title I: No

New Arrival: No

Homeless: No

Foster Care: No

Military: No

Student Testing Mode: Online Only

Home School Status: No

Not Full Academic Year BIE: Full Academic Year

FAY: Yes

Save Cancel

2. Fill in the student's demographic information.

Note: Fields with a red asterisk are required.

Caution: Take care when filling in the **State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth** fields. Once the form is saved, you cannot change your entries. If you need to correct any of the above student information, call the Cognia Service desk at (877) 676-6722 for assistance.

Important: If the student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a student ID incorrectly, call the Cognia Service desk at (877) 676-6722 for assistance.

3. When you are done, click **Save** to add the new student or click **Cancel** to discard your entries in the Student Information form.

Edit Student Information

From the Students page:

1. Locate the student in the Students table and click **Edit** in the column on the right. The student information tab displays the student information form for the student.

Important: You cannot make changes to fields that are dimmed and unavailable: **State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth**.

2. Make your changes to the student's demographic information.

Note: Fields marked with a red asterisk (*) are required.

Important: If the state student ID is changed while testing, the new ID is substituted for the old ID. The old password will work with the new ID. If you enter a state student ID incorrectly, call the Cognia Service Desk at (877) 676-6722 for assistance.

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

Add student accommodations

1. If the student requires accommodations, click the **Accommodations** tab and select the options that apply.
 - The following are embedded accessibility features or accommodations and **MUST be set before a test is scheduled**: Reverse Contrast, Custom Masking, Color Contrast, Answer Masking, Mathematics Text-to-Speech English, Mathematics Text-to-Speech Spanish, Science Text-to-Speech English, Science Text-to-Speech Spanish, ELA Text-to-Speech English, Allow Accessibility Mode Testing, ASL Video (Mathematics), ASL Video (ELA), Basic Calculator on Non-Calculator Sections of Mathematics Test, Scientific Calculator on Non-Calculator Sections of Mathematics Test, Word Prediction (Embedded).
 - The remaining accommodations are used for tracking accommodations **external** to the student test kiosk.

Note: The Allow Accessibility Mode Testing accommodation will allow students to use third party assistive technology software with a **Windows** kiosk. Word Prediction (Embedded) will allow students to use the CoWriter predictive text application within the kiosk. Please see the *Testing with Third Party Assistive Technology* guide for more information regarding the Allow Accessibility Mode Testing accommodation, Word prediction (Embedded) accommodation, and information on using screen readers and Speech-to-Text software with the iTester 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 be available throughout the day until the testing window opens. Once the testing window opens March 2, 2020, the accommodations upload will only be available between 9:00 PM and 7:00 AM MST. Accommodations that need to be edited during the testing window, 7:00 AM - 9:00 PM MST, must be completed manually.

Students in Cyber Falls Sch1

Cyber Falls Sch1 (Cyber Falls) View Unenrolled Students

Search By State Student ID:

[Add Student](#) [Upload Accommodations](#)

Last Name	First Name	Middle Initial	State Student ID	Tested Grade			
Eight	Student		100000008	5	View Classes	Enrollment Info	Edit
Eighteen	Student		100000018	5	View Classes	Enrollment Info	Edit
Eleven	Student		100000011	5	View Classes	Enrollment Info	Edit
Fifteen	Student		100000015	5	View Classes	Enrollment Info	Edit
Five	Student		100000005	5	View Classes	Enrollment Info	Edit
Forty	Student		100000040	5	View Classes	Enrollment Info	Edit
Fortyeight	Student	M	100000048	5	View Classes	Enrollment Info	Edit
Fortyfive	Student		100000045	5	View Classes	Enrollment Info	Edit
Fortyfour	Student	T	100000044	5	View Classes	Enrollment Info	Edit
Fortynine	Student		100000049	5	View Classes	Enrollment Info	Edit

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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.

Dashboard eMetric SupportDTC Help & Support Logout

[Add Student](#) [Upload Accommodations](#) [Student Search](#)

[Exports](#)

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

Upload Accommodations for Students in Cyber City Sch1

Select a file to be uploaded

[Download Template](#)

No file chosen

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	G
1	State Student ID	Zoom View (magnifier)	Reverse Contrast	Custom Masking	Color Contrast	Text-to-Speech English (SWD, 504, EL)	Text-to-Speech Spanish (SWD, 504, EL)
2	111111111					1	
3	222222222		1		1		1
4	333333333	0	0	0	0	0	
5	444444444	1	0	1	0	1	0
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
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
Mathematics Text-to-Speech English	Mathematics Text-to-Speech English accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Mathematics Text-to-Speech Spanish	Mathematics Text-to-Speech Spanish accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science Text-to-Speech English	Science Text-to-Speech English accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science Text-to-Speech Spanish	Science Text-to-Speech Spanish accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ELA Text-to-Speech English	ELA Text-to-Speech English accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Allow Accessibility Mode Testing	Allow Accessibility Mode Testing accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

ASL Video (Mathematics)	ASL Video (Mathematics) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ASL Video (ELA)	ASL Video (ELA) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Basic Calculator on Non-Calculator Sections of Mathematics Test	Basic Calculator on Non-Calculator Sections of Mathematics Test accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Scientific Calculator on Non-Calculator Sections of Mathematics Test	Scientific Calculator on Non-Calculator Sections of Mathematics Test accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word Prediction (Embedded)	Word Prediction (Embedded) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Headphones/Noise Buffer	Headphones/Noise Buffer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Mathematics Tools	Mathematics Tools accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word Prediction	Word Prediction accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Speech-to-Text	Speech-to-Text 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
Human Signer for Test Directions	Human Signer for Test Directions accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Notetaker	Braille Notetaker accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Writer	Braille Writer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Refreshable Braille Display with Screen Reader (Mathematics and ELA only)	Refreshable Braille Display with Screen Reader (Mathematics and ELA only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

Screen Reader (Mathematics and ELA only)	Screen Reader (Mathematics and ELA only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Tactile Graphics	Tactile Graphics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader English (IEP, 504, EL)	Human Reader English (IEP, 504, EL) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader Spanish (IEP, 504)	Human Reader Spanish (IEP, 504) 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 Scribe	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 Device Responses	Assistive Technology Device Responses accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Language Version (Mathematics and Science only)	Spanish Language Version (Mathematics and Science only) 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
Directions in Native Language	Directions in Native Language 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
Customized Dual Language Glossary	Customized Dual Language Glossary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Pocket Word-to-Word Translator	Pocket Word-to-Word Translator 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.

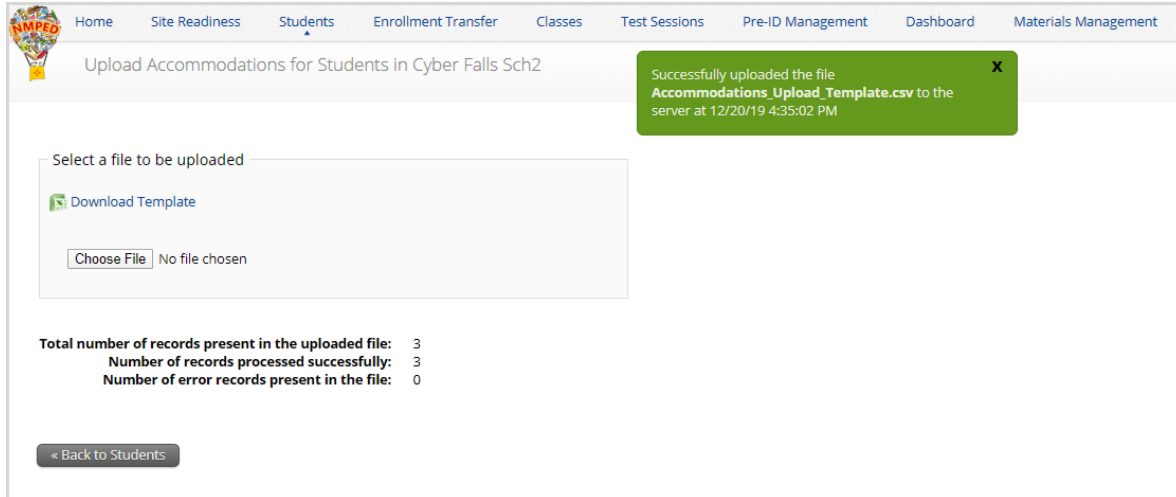


Table 8 contains pop-up messages that will appear after an accommodation file is uploaded that contains errors. If one of the following red error messages pops up after clicking **Upload**, the accommodations file will not be uploaded into the portal.

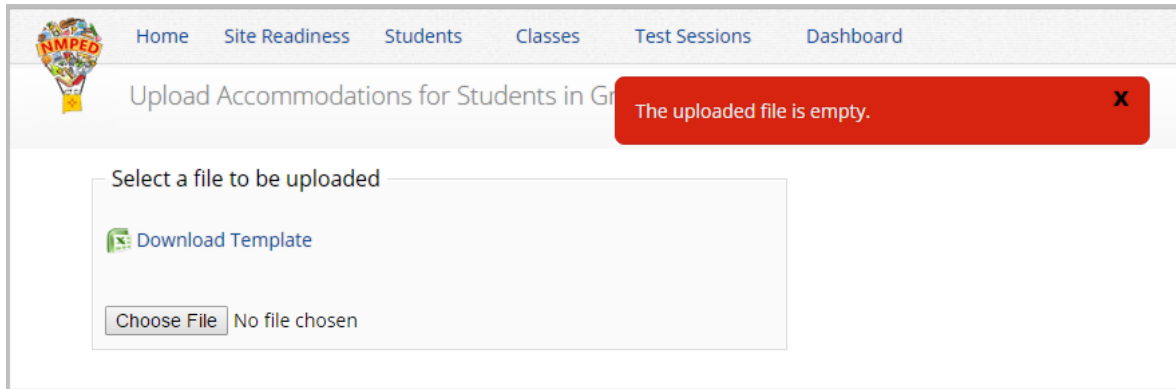


Table 8. Pop up Message, Result, and Next Steps to Resolve Accommodations Upload File Errors

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 screenshot shows the 'Upload Accommodations for Students in Grand Cañon' interface. A green notification box states: 'Successfully uploaded the file **Accommodations Upload Template (3).csv** to the server at 12/15/2019 11:19:00 AM'. Below this, there is a file selection area with a 'Download Template' link and a 'Choose File' button. The summary shows: 'Total number of records present in the uploaded file: 6', 'Number of records processed successfully: 2', and 'Number of error records present in the file: 4'. An 'Errors' table lists the following:

Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	1
Duplicate Student Id	1
Incorrect value for accommodations	1

At the bottom, there is a 'Download records with errors' link and a '« Back to Students' button.

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

<i>Error File Type of Error</i>	<i>Result</i>	<i>Next Steps</i>
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 duplicate 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. The error file will contain two columns: State Student ID and Type of Error. State Student ID Number is the State Student ID Number associated with the records that are in error. Type of Error is the error associated with the record.

In this example, four records were not processed in the file upload.

	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 a CSV file listing all students and their assigned accommodations using the **Export Accommodations** feature within the Students tab.

Click **Exports** and then **Export Accommodations** to export the accommodations file.

The screenshot shows the 'Students in Cyber Falls Sch1' interface. At the top, there is a navigation bar with links like Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Sessions, Pre-ID Management, Dashboard, Materials Management, DTC Support, Help & Support, and Logout. Below the navigation bar, there are filters for 'Cyber Falls Sch1 (Cyber Falls)' and 'View Unenrolled Students'. A search bar for 'State Student ID' is also present. The main area contains a table with columns: Last Name, First Name, Middle Initial, State Student ID, Tested Grade, View Classes, Enrollment Info, and Edit. The table lists 10 students. At the bottom right, there is an 'Exports' dropdown menu with 'Export Accommodations' and 'Export Roster' options. The 'Export Accommodations' option is highlighted with a red box.

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, it will also include the student names and 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	
4	Doe	Jan	987564321	1	1			1	
5	Smith	Pranav	76876876						
6	Barnes	Jessica	99999999				1		1
7	Miller	Nikita	763453465						
8	Jones	Mark	12082016		1	1	1		

Add a student to an existing class

After the student information has been entered and the accommodations selected, you can add the student directly to an existing class.

1. Click the **Classes** tab.
2. Select the **Grade Level** and then select the **Subject** for the class you would like to add the student to. A list of available classes will display, click on the class to which you would like to add the student and click **Save**.

Student Information Accommodations **Classes**

2 selected classes (1 selected grade level class for Science)

Grade Level Science

Search:

Class Name

- teachersc, valley-demoscien-(Grade -5)

Save Cancel

Tip: You can add the same student to additional classes in other subjects. After highlighting the first class, change the Subject to select additional classes in other subjects and highlight the class or classes you would like to add the student to. The gray confirmation box will let you know how many classes you have selected to add this student to. When all the correct classes have been selected click **Save**.

3 selected classes (1 selected grade level class for Science)

Grade Level Science

Enroll a student in a different school

If a student is transferring between schools within the same 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 Cognia at nmtechsupport@cognia.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.

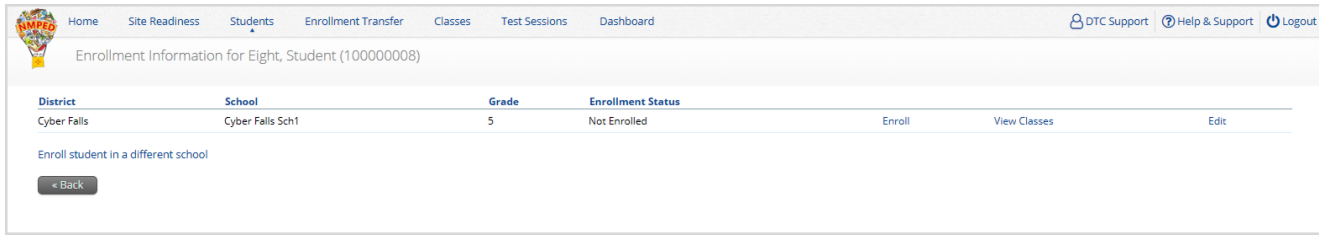
District	School	Grade	Enrollment Status	Unenroll	View Classes	Edit
Cyber Falls	Cyber Falls Sch1	5	Enrolled	Unenroll	View Classes	Edit

Are you sure you want to unenroll from Cyber Falls Sch1?

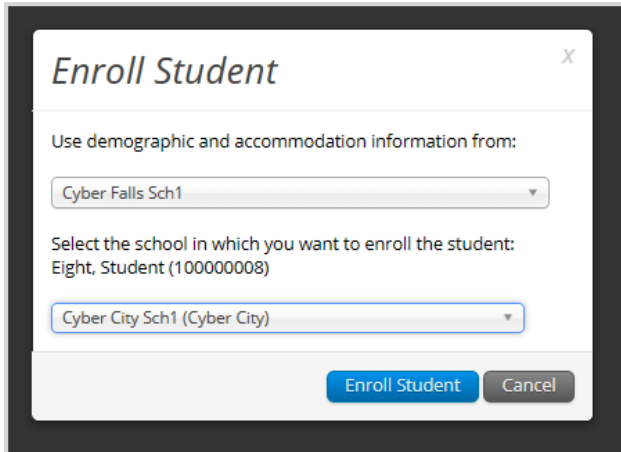
Yes No

District	School	Grade	Enrollment Status	Enroll	View Classes	Edit
Cyber Falls	Cyber Falls Sch1	5	Not Enrolled	Enroll	View Classes	Edit

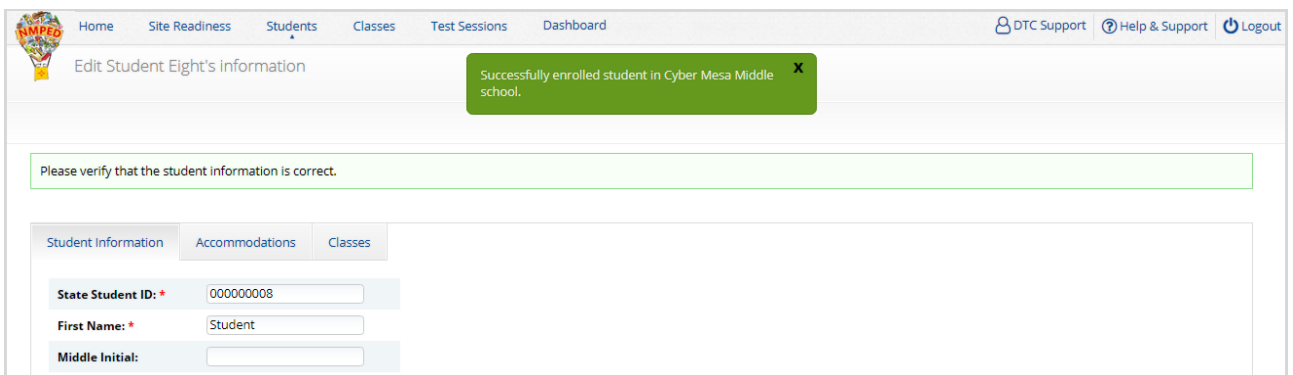
Click **Enroll student in a different school.**

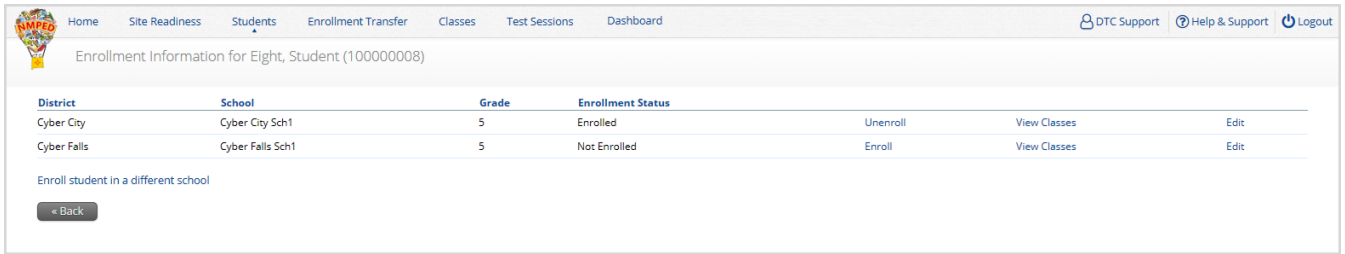


4. Select the new school from the organization drop-down list, and then click **Enroll Student**.



5. The first question asks you to select the school from which you want to use the student’s demographic and accommodation information from. If more than one school is available, select the school you believe to have the most up-to-date information for the student.
6. Select the new school from the organization drop-down, and then click **Enroll Student**.
7. 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 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

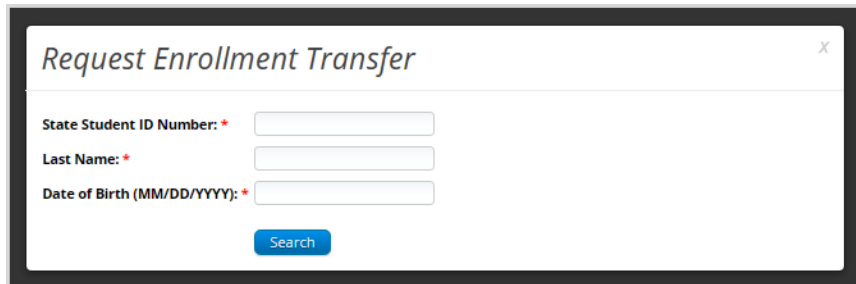
Enroll a student from a different district

If a student is transferring between districts, the STC or DTC can request to transfer the student from another district. Only that district’s DTC will be able to approve student transfer request. The Cognia help desk or the PED can also approve transfers between districts or can approve enrolled a student who is not currently enrolled in any school.

Important: If the student has already started a test, the student should be scheduled for a new test at the new school and start on the session that was not taken at the previous school. I. Test sessions **Do Not** transfer with the student.

To submit a student transfer request, from the Enrollment Transfer screen:

1. Click the green **Request Transfer** button and search for the student by State Student ID, Last Name, and date of birth.

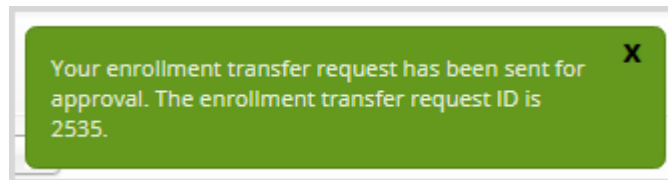


Note: Results will only be returned when all these fields match a student record.

2. If a matching student is found, the organization with the most recent demographic and accommodation information will be defaulted to transfer from.

Note: If the student is not currently enrolled in any organization, the transfer request will require Cognia or state approval.

3. Select the school in which you want to request to enroll the student, add notes if needed (notes are optional), and select **Submit Request**. You will be given a transfer request ID, a unique identifier associated with the transfer request.



Tip: The notes field can be used by STCs and DTCs to communicate if a student has started or completed any tests since the **test sessions do not transfer with the student**.

4. Once a request is submitted, an email will be sent to the STC or DTC who initiated the request and the DTC from the assigned organization. The request will also appear on the Requests tab of the Enrollment Transfer screen.

Note: Users will be able to cancel a transfer request. After a request is cancelled, the username of the DTC who cancelled the request will be documented in the Enrollment Transfer screen and an email will be sent to the STC or DTC who initiated the request and the DTC who cancelled the request.

Note: Cognia will be notified when the request is made or cancelled for an unenrolled student.

To approve an enrollment transfer request:

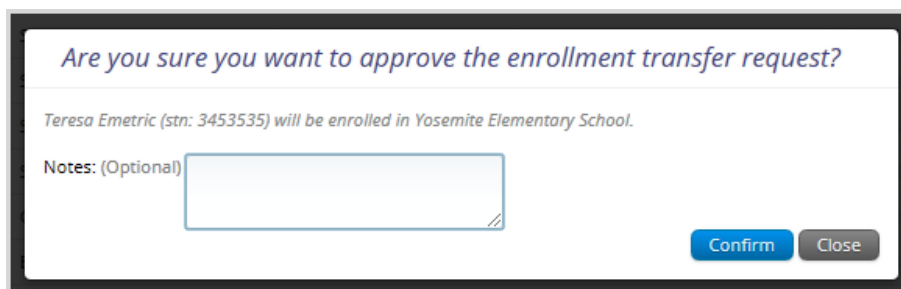
1. An indicator will be added to the portal homepage to notify DTCs when there are pending transfer requests that require action.

You have pending enrollment transfer requests. Go to the [Enrollment Transfer](#) page to view the requests.

- From the Enrollment Transfer screen locate the student transfer request in the Approvals tab and select the **Approve** button on the right side.



- A box will appear confirming approval of the enrollment transfer request. You will have the option to add notes. Once completed select **Confirm**.



- The status will be updated to Approved and the student will now be enrolled in the school where they were transferred. The username of the DTC who approved the request and the date and time of the approval will be documented in the Enrollment Transfer screen. An email will be sent to the STC or DTC who initiated the request and the DTC from the assigned organization.

Note: DTCs will be able to reject transfer requests. After a request is rejected, the DTC will be required to provide a reason for the rejection in the Notes field. The status will be updated to Rejected, the username of the DTC who rejected the request, and the date and time of the rejection will be documented in the Enrollment Transfer screen. An email will be sent to the STC or DTC who initiated the request and the DTC who rejected the request.

Note: Cognia and the state will be notified when the request is approved or rejected for an unenrolled student.

Classes

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

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

Class	Teacher	Grade	Student Count	
Admin, Test -Grade-Test1-(Grade-5)	Admin, Test	5	1	View Edit
Admin, Test -New Demo-(Grade-5)	Admin, Test	5	7	View Edit
Ford, Harrison-Sample Grade 5 Class-(Grade-5)	Ford, Harrison	5	9	View Edit

The Classes page displays the list of classes available within an organization and the number of students per class.

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.
3. To locate a class, teacher, or grade, click **Search** (🔍) next to the column heading and type the class name, teacher’s name, or grade.

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.

Back Edit Class Download List

Students in this class:

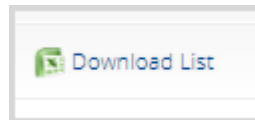
Last Name	First Name	Middle Initial	State Student ID	
One	DemoStudent	A	909785660	Edit
One H	DemoStudent	A	909999339	Edit
One Hundred	DemoStudent	A	917464134	Edit
One Hundred and Eighty Nine	DemoStudent	B	914474904	Edit
One Hundred and Eighty Two	DemoStudent	A	906211960	Edit
One Hundred and Fifty Eight	DemoStudent	A	915784013	Edit
One Hundred and Fifty One	DemoStudent	B	917456082	Edit
One Hundred and Fifty Seven	DemoStudent	B	906189825	Edit
One Hundred and Forty Seven	DemoStudent	B	914467753	Edit
One Hundred and Forty Six	DemoStudent	A	901350178	Edit

Showing 1 - 10 of 32 Page 1 of 4 Next > 10 per page

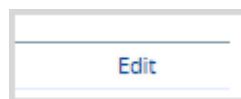
- To return to the Classes page click the **Back** button, to edit the class click **Edit Class**.
- To rearrange the Class Details table, sort columns by clicking the column heading. For example, Last Name.



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



- 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:

- Select an organization from the organization drop-down list.
- Select a subject from the subject drop-down list.
The new class will be created within the selected organization and for the selected subject.
- Click **Create Grade Level Class**.
The Add Class page appears.

4. In the **Class Name** field, type the name of the new class.
5. Select the teacher or other Test Administrator from the **Choose a Teacher** 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 username, and assign it to the TA role. This way, the username will be available for selection from the **Test Administrator** list.
6. To filter the list of available students:
 - In the Search for Students section, select a 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, including 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.

7. 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.

Note: There is a class limit of 90 students per class.

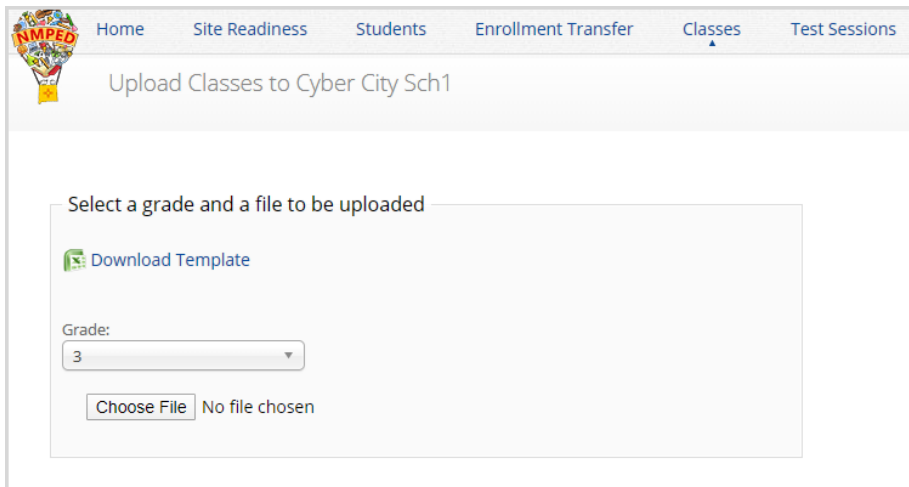
8. To remove students from the class, select one or more students from the list on the right, and then click **<<Remove**.
9. When the class list is complete, click **Save** to create the class or click **Cancel** to discard the class.

Creating Classes via bulk upload

The Upload Grade Level Class feature allows you to create multiple classes populated with students using 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	

Note: There is a class limit of 30 students per class.

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.

Table 10. Pop up Message, Result, and Next Steps to Resolve Class Upload File Errors

Pop-Up Message	Result
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM]	The csv file contains the correct fields and no data.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The csv file is blank.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Could not find STN in the given organization	The csv file contains a student ID that does not exist in the system.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Length of class name cannot exceed 100 characters	The Class name in the csv file is greater than 100 characters.

Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Class name is missing	The Class name is not included in the csv 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.

Students in the class

Search for Students

Grade: Choose a Grade Class: Choose a Class

Show only students that are not assigned to a class

Showing students in School: Cyber City Sch

Last Name, First Name (State Student ID)

- Doe, Jane (26145835)
- Doe, Jane (84207273)
- Doe, John (37429454)
- Doe, John (45248332)
- Doe, John (36839732)
- Doe, John (31605688)
- Doe, John (83551443)
- Doe, John (2782076)
- Doe, Jane (64940425)
- Doe, John (88897126)

Students in UATG7Eng

- Doe, Jane (84207273)
- Doe, John (70792304)
- Doe, John (34927352)
- Doe, John (15052864)
- Doe, Jane (28771443)
- Doe, Jane (67736895)
- Doe, John (74279014)
- Doe, Jane (48679907)

Add Remove

Save Cancel

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.

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

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

Displaying test sessions for Sample NM Science G5 Test 1 in Cyber Falls Sch1

Cyber Falls Sch1 (Cyber Falls) Science

NM Science Sample NM Science G5 Test 1

Filter by testing status: All

School	Class	Testing Status	Created Date	Created By	
Cyber Falls Sch1	Ford, Harrison-Sample Grade 5 Class-(Grade -5)	In Progress	9/24/19 1:40:51 PM	Admin eMetric	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Mountain Standard Time.

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

- To filter the Test Sessions table, select an option from one or more of the following drop down lists:
 - Organization (district or school)
 - Program name

- Content area
- 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. Select your organization, program, subject, and test from each drop-down menu.

The screenshot shows a web interface for managing test sessions. At the top, it says "Displaying test sessions for in Cyber City Sch1". Below this are four dropdown menus: "Cyber City Sch1 (Cyber City)", "Science", "New Mexico Assessment of Science Readiness", and "Select a test (required)". To the right of these are two green buttons: "Schedule New Test Session" and "Export Test Status". Below the dropdowns is a "Filter by testing status" section with a dropdown menu set to "All".

2. Click **Schedule New Test Session**.

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

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:

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

Test Sessions

District: Cyber Falls Administration: NM 2018-2019 Teacher: Ford, Harrison Class: Ford, Harrison-Sample Grade 5 Class-(Grade-5) Test Name: Sample NM Science 5S Test 1 Testing Window: 09/24/2019 to 06/01/2020

School: Cyber Falls Sch1 Content Area: Science

Test is in progress. It ends on 06/01/2020. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	3027324746
2	Session 2	8864355112

Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed	Engagement
Fortyeight	Student	100000048	C66DE8A2	Sample NM Science Form 1	+	Session 1:Not Started Session 2:Not Started			Invalidate Invalidate
Fortynine	Student	100000045	CD763E83	Sample NM Science Form 1	+	Session 1:Not Started Session 2:Not Started			Invalidate Invalidate
Fortyfour	Student	100000044	4722F2E4	Sample NM Science Form 1 - TTS	+	Session 1:Not Started Session 2:Not Started			Invalidate Invalidate
Fortynine	Student	100000049	A38F6464	Sample NM Science Form 1	+	Session 1:Not Started Session 2:Not Started			Invalidate Invalidate
Fortyone	Student	100000041	D62B239F	Sample NM Science Form 1	+	Session 1:Not Started Session 2:Not Started			Invalidate Invalidate

The Test Session Details page displays the session access code(s). These will be the access codes that the students need to enter each session of the test. They will be prompted for the session access code after they have selected the section in the New Mexico Summative Assessments Kiosk. The session access codes are also printed on the test login summary sheet when the student test logins are printed.

Session Sequence	Session Name	Access Code
1	Session 1	5722456234
2	Session 2	6758900362
3	Session 3	4140936926

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 username and password
- Form assigned to the student
- Test report codes
- Test session status (Not Started, In Progress, or Finished)
- Date and time when new student test logins were generated.
- 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**.

Invalidating the Test and Adding Test Report Codes

Important: If a student does not take or complete a scheduled test, **each session** of the test must be invalidated, and a test report code must be added to the student’s test. When **both** steps have

been completed, the students test will not be scored and reported.

To add a test report code, 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 Student FiveSeven in English Demo 7th Grade Science

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)

Close

<input type="checkbox"/>	Last Name ▾	First Name	Username	Password	Form Name	Test Report Code	Status
<input type="checkbox"/>	One Hundred and Eight	DemoStudent	909453039	EE237C24	SBA Test Form Support	08	Session 1:Not Started Session 2:Not Started Session 3:Not Started

To invalidate a test, locate the **Invalidate** link next to each test session for the student and click on it.

Test Report Code	Status	Date/Time Started	Date/Time Completed
01	Session 1:In Progress	1/8/2019 12:39:50 PM	Invalidate

Once selected you will be prompted to invalidate the session for the student, click **Yes** and you will see the session is now invalidated.

Test Report Code	Status	Date/Time Started	Date/Time Completed
01	Session 1:In Progress	1/8/2019 12:39:50 PM	Invalidated (Validate)

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.

District: Yellowstone District **School:** Yellowstone Middle School
Administration: NM 2018-2019 **Content Area:** Science
Teacher: Administrator , Demo
Class: Administrator , Demo -3rd Period Science-(Grade -7)
Test Name: English Demo 7th Grade Science
Testing Window: 12/19/2018 to 06/30/2019

Test is in progress. It ends on 06/30/2019. Students may log in and take the test using their username and password shown below.

Access Codes	Session Name	Access Code
1	Session 1	5722456234
2	Session 2	6758900362
3	Session 3	4140936926

Session:
 Choose a Session 1 login per page

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>							Session 1:Not Started		Invalidate
<input type="checkbox"/>	FiveThirtynine	Student	100000539	B8A63668	Demo 7th Grade Science	+	Session 2:Not Started		Invalidate
<input type="checkbox"/>							Session 3:Not Started		Invalidate

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 Add or Update Students button will appear.

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

To assign a username and password to these students, click **Add or Update Students**.

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, usernames, 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.

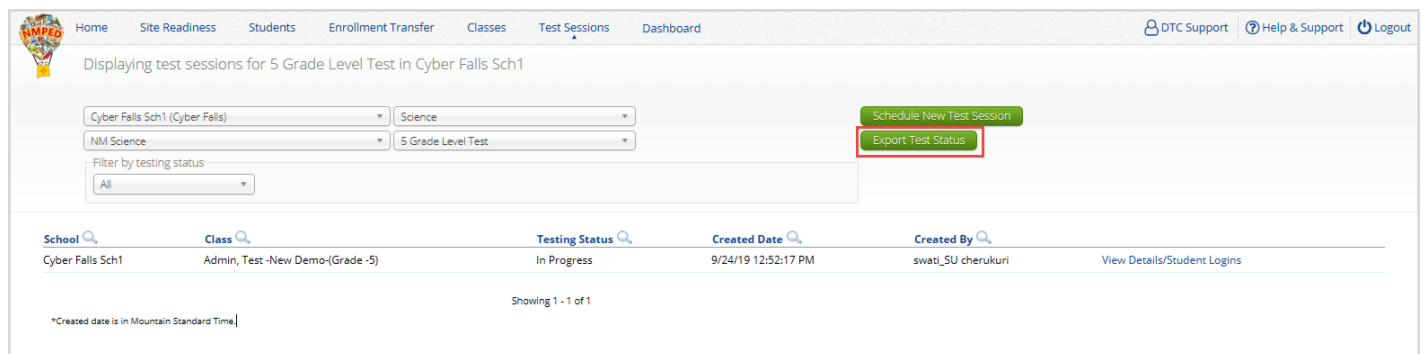
Each label displays the student name, date of birth, test name, username, and password.

<p>Fiveseven, Student DOB: 2/27/00 English Demo 7th Grade Sc</p> <p>Username: 100000507 Password: 75A525A9</p>	<p>Fiveseventeen, Stude DOB: 3/8/00 English Demo 7th Grade Sc</p> <p>Username: 100000517 Password: C5FA8265</p>
<p>Fivesix, Student DOB: 2/26/00 English Demo 7th Grade Sc</p> <p>Username: 100000506 Password: B9595FFF</p>	<p>Fivesixteen, Student DOB: 3/7/00 English Demo 7th Grade Sc</p> <p>Username: 100000516 Password: 52BEBCE8</p>

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 session of the currently selected test and school selected will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L
	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
1	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
2	One	DemoStudent	907197837	4	Test Form 1 Grade-04Subject-Science	Grand Canyon Elementary School	Session 1		11/9/2016 13:17			In Progress
3	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
4	OneHundredandEightyFive	DemoStudent	907108226	4	Test Form 1 Grade-04Subject-Science	Grand Canyon Elementary School	Session 1		12/2/2016 10:42			In Progress
5	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
6	OneHundredandEightySeven	DemoStudent	908520243	4	Test Form 1 Grade-04Subject-Science	Grand Canyon Elementary School	Session 1					Not Started

Note: If you want to filter those results before you export, you can set the **Filter by testing status** drop-down to the desired testing status, and then click **Export Test Status**.

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

You can delete only those test sessions that you scheduled and that have not yet started.

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

The screenshot shows the 'Test Sessions' page. At the top, there are dropdown menus for 'District' (YellowStone District), 'Subject' (Science), 'Class' (English Demo 7th Grade Science), and 'Filter by testing status' (All). A 'Schedule New Test Session' button is visible. Below the filters is a table with columns: District, School, Class, Testing Status, Created Date, and actions (View Details/Student Logins, Delete). The table lists four sessions, all with a status of 'In Progress'.

District	School	Class	Testing Status	Created Date	Actions
YellowStone District	YellowStone Middle School	Administrator , Demo -1st Period Science-(Grade -7)	In Progress	12/19/18 9:45:20 AM	View Details/Student Logins
YellowStone District	YellowStone Middle School	Administrator , Demo -2nd Period Science-(Grade -7)	In Progress	12/19/18 9:45:20 AM	View Details/Student Logins
YellowStone District	YellowStone Middle School	Administrator , Demo -3rd Period Science-(Grade -7)	In Progress	12/19/18 9:45:20 AM	View Details/Student Logins Delete
YellowStone District	YellowStone Middle School	TestAdmin, Demo-4th Period Science-(Grade -7)	In Progress	12/19/18 9:45:20 AM	View Details/Student Logins Delete

Showing 1 - 4 of 4

*Created date is in Mountain Standard Time.

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

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

A confirmation message with the class name associated with the test session appears:

The dialog box asks: "Do you want to delete test session associated with class: Support Class-(Grade -08)-(online)?" with 'Yes' and 'No' buttons.

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.

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

Dashboard

The Dashboard is a feature available to District Test Coordinators and School Test Coordinators to allow them to view specific testing data in their school and/or district, depending on the role. The Dashboard is updated every 24 hours and will reflect data from the first day of the testing window to one day prior to the current day.

Note: The data in the Dashboard are provided for informational purposes only and are not used for accountability reporting purposes.

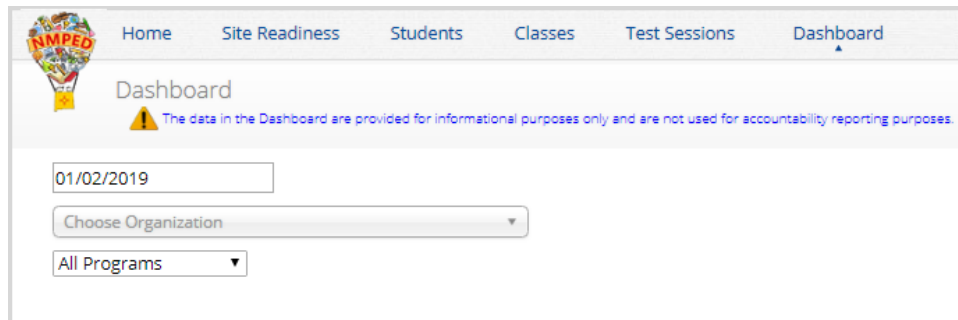
Table 11. Metrics Provided in the Dashboard

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

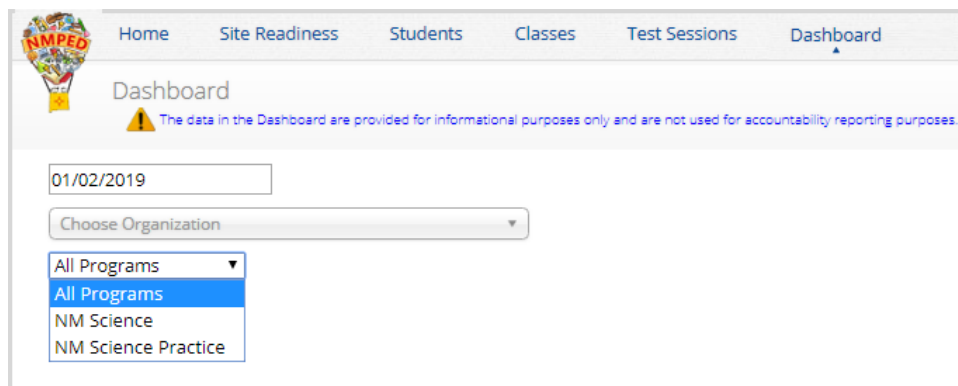
Note: Cumulative means from the first day of the testing window to one day prior to the current day.

Accessing the Dashboard

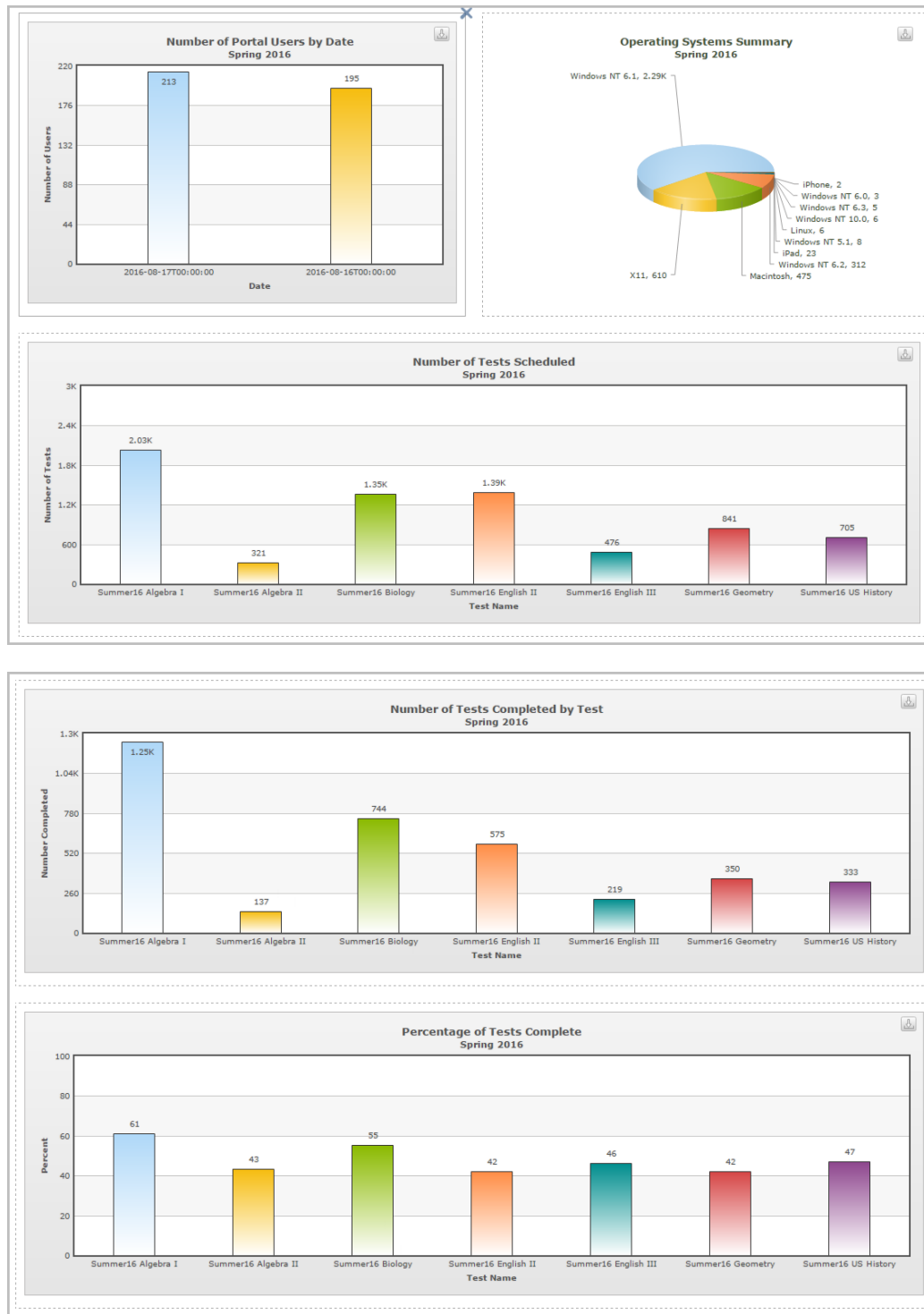
At the top of the Administration page, click **Dashboard**.




Select the program from the drop-down box, it will default to All Programs.



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 an SVG vector image, by clicking on the download arrow  in the top right corner of each graph, chart or table.