New Mexico Public Education Department Assessments

PORTAL USER GUIDE   2020-2021 School Year

cognia

Version Control

Version	Date	Author	Change Description
1.0	6/29/2020	eMetric	Created support documentation per 2020-2021 requirements discussion with Cognia and NM PED.

TABLE OF CONTENTS

INTRODUCTION

The New Mexico Public Education Department Assessments online testing system is used to administer assessments and access student and summary reports for New Mexico summative assessments (the New Mexico Measures of Student Success and Achievement – NM MSSA, the New Mexico Assessment of Science Readiness – NM ASR, and the New Mexico Spanish Language Assessment - NM SLA), Interim Measures of Student Success and Achievement assessments (iMSSA), and, beginning in Fall 2020, New Mexico Formative assessments.

There are two components of the New Mexico Public Education Assessments online testing: the **New Mexico Public Education Department Assessments Portal**, used by school and district administrators to perform all administrative tasks, and the **Student Testing Interface**, used by students to take practice tests and the assessments. The **Student Testing Interface** is accessible using a web browser or a Kiosk application.

Students are required to take *Summative* assessments using the Kiosk application. Students may take interim and formative assessments using a web browser. For more information on installing the New Mexico Public Education Department Assessments Kiosk, see the *Kiosk Installation Guide*, which is available on the New Mexico Public Education Department Assessments Help & Support page: https://newmexico.onlinehelp.cognia.org

For more information on technology requirements for the New Mexico Public Education Department Assessments Portal and the Student Testing Interface using a web browser or kiosk, see the NMPED Assessments Technology Guidelines 2020-2021 on the New Mexico Public Education Department 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 & RESPONSIBILITIES

The New Mexico Public Education Department Assessments Portal recognizes five user roles:

1. District Test Coordinator

2. School Test Coordinator

3. IT Coordinator

4. Test Administrator (TA/Teacher)

5. Reports Only

Each role has a separate set of responsibilities which determine the user's level of access to the components available on the New Mexico Public Education Department Assessments Portal.

The table below has descriptions of roles and permissions.

Role	Responsibilities
District Test Coordinator (DTC)	The DTC has access to all schools in the district and can: • Manage users (add, edit, or deactivate peer DTC accounts and all other user accounts). • Edit student information and set accommodations • Request and approve student transfers in the Enrollment Transfer screen. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • Access Information Technology Coordinator Portal menus. • Access Proctor passwords from Administration home page. • View Dashboard. • Create and review reports.
School Test Coordinator (STC)	The STC has access to one or more schools and can: • Manage users (add, edit, or deactivate peer STC accounts, ITC, TA and Reports Only accounts). • Access Proctor Password from Administration home page. • Edit student information and set accommodations. • Request and view student transfers in the Enrollment Transfer screen. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • Access Information Technology Coordinator Portal menus. • View Dashboard.

IT Coordinator (ITC)	The ITC is assigned to a district or to one or more schools and can: • Manage users (add, edit, or deactivate peer ITC accounts and TA accounts). • Download and install the student kiosk on testing devices. • Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing. For more information, see the *New Mexico Public Education Department Assessments Kiosk Installation Guide*.
Test Administrator (TA/Teacher)	The TA is assigned to a school and can: • View users. • View students. • Create, edit, and delete classes. • Schedule test sessions for their classes. • Print student logins and the session access codes. • Delete a test session that they scheduled and that has not yet started. • Create and review reports for their classes. **Note**: The Test Administrator cannot add accounts nor edit any account other than his or her own.
Reports Only	• Create and view reports for assigned organizations.

DISTRICT TEST COORDINATOR

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.

A single District Test Coordinator account has been provided for each district. The DTC has access to the Users, Administration, and Reporting components of the New Mexico Public Education Department Assessments Portal.

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

SCHOOL TEST COORDINATOR

The District Test Coordinator will distribute login credentials and email addresses to School Test Coordinators for the schools in the district. If you have not received your credentials:
1. **Public school**: Contact your DTC.
2. **Charter school**: Contact the Cognia Help Desk at nmtechsupport@cognia.org or (877) 676-6722.

The STC has access to the Users, Administration, and Reporting components for the assigned school or schools in the New Mexico Public Education Department Assessments Portal.

IT COORDINATOR

The District Test Coordinator or School Test Coordinator will create any required IT Coordinator account(s) for schools in the district. 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 their assigned school(s). A DTC or STC assigned to the school(s) 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 the school(s) in your district by:

1. Configuring the network for student testing.
2. Downloading and installing the appropriate kiosk to each device used for testing. Windows and Mac kiosks are downloaded directly from the portal. Tablet kiosks are downloaded directly from the appropriate app store.
3. Launching the kiosk on each device used for testing.
4. Completing the Site Readiness Test to ensure that testing devices are ready for student testing.
5. Certifying the site (school) is ready for testing.

For more information on installing the New Mexico Public Education Department Assessments Kiosk, see the *Kiosk Installation Guide*, which is available on the New Mexico Public Education Department Assessments Help & Support page: https://newmexico.onlinehelp.cognia.org.

TEST ADMINSTRATOR

The District Test Coordinator or School Test Coordinator will create one or more Test Administrator accounts for your school. The TA has access to Users, Administration, and Reporting components for their assigned school(s). If you have not received your credentials, contact your DTC or STC. Teachers who are participating in iMSSA or Formative testing will need to have a Test Administrator account created for them so they can administer interim and formative tests. Teachers can also contact the Cognia Help Desk to have an account created for them.

If a DTC or STC also acts as a TA for one or more test sessions, a separate account will need to be created under the Test Administrator role. This ensures a username is available in the **Teacher** list and can be assigned to classes that are scheduled for test sessions.

TA accounts will only have access to their assigned classes in the Classes and Test Session tabs of the Administration component. TA accounts will only be able to view reports for their assigned classes in the Reporting component.

REPORTS ONLY

The District Test Coordinator or School Test Coordinator will create Reports Only accounts for your school(s). The Reports Only role has access to the Reporting component for their assigned organization and can create and review reports.

For more information regarding Reporting, please see the *New Mexico Public Education Department Assessments Reporting User Guide*, which is available on the New Mexico Public Education Department Assessments Help & Support page: https://newmexico.onlinehelp.cognia.org.

LOGGING IN

To access the New Mexico Public Education Department Assessments Portal, users will navigate to newmexico.measuredprogress.org and will be presented with a page similar to the following.

Users will type their username and password into the text boxes and click the **Sign In** button to enter the portal.

1. **Forgot your password?:** If a user has forgotten their password, click on the **Forgot your password?** link and enter the username into the textbox provided. Click the **Reset Password** button. The system will send an email to the address associated with the account that will allow the user to reset his or her password.
    a. **Password Requirements**:
        i. Minimum of 8 characters, maximum of 32 characters
        ii. One uppercase letter
        iii. One lowercase letter
        iv. One special character (~!@#$%^&*()_+=-{}|[]:";'<>?,)
        v. One number
2. **Contact Us:** The **Contact Us** link provides contact information for Cognia Technical Support.
3. **Terms of Use:** The **Terms of Use** link provides security information regarding the New Mexico Public Education Department Assessments Portal.
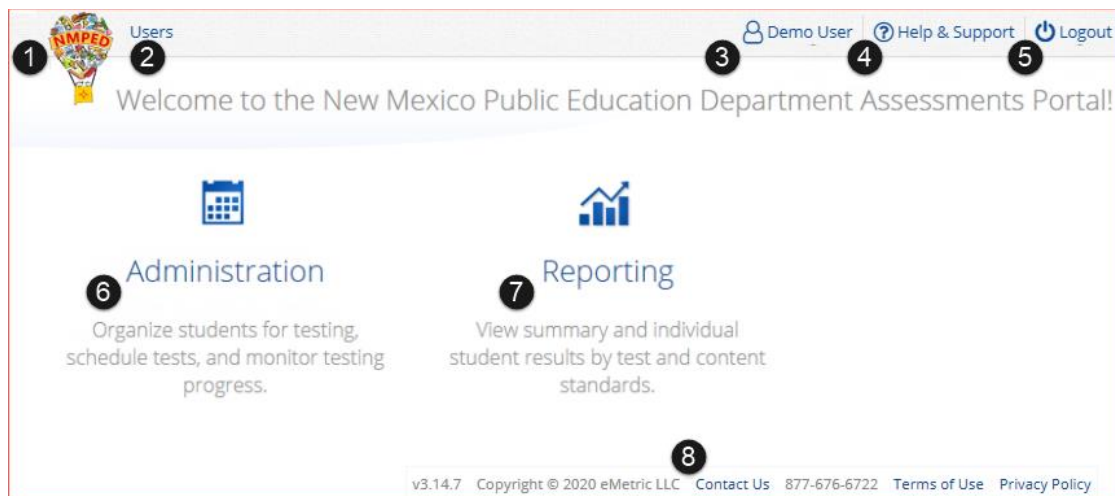
PORTAL HOME PAGE

The New Mexico Public Education Department Assessments Portal is used to perform all administrative tasks such as managing student rosters, assigning student accommodations, scheduling students for tests, conducting site technology preparations, and viewing reporting for Formative, Interim, and Summative testing.

Upon logging in to the New Mexico Public Education Department Assessments Portal, the portal home page provides access to the following components according to your role and organization:

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

- **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.

- **Reporting**: Used to view and manage assessments results in roster reports, summary reports, and quick reports. For more information regarding Reporting, please see the *New Mexico Public Education Department Assessments Reporting User Guide*.

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

NAVIGATING THE PORTAL HOME PAGE

1. Click the **New Mexico Public Education Department logo** in the top-left corner of any page to return to the Portal home page.
2. Click Users at the top of the Portal home page to access the User Management component.
3. Click your username in the top-right corner of the page to view your profile.
4. Click **Help & Support** in the top-right corner of the page to go to the New Mexico Public Education Department Assessments Help & Support page.
5. Click **Logout** at the top-right corner of the page to log out of the portal.
6. Click Administration to access the Administration component.
7. Click **Reporting** to access the Reporting component.
8. Click **Contact Us** at the bottom of the Portal home page to open a blank email message address to Cognia Technical Support.

UPDATE YOUR PROFILE

Your profile page displays your contact information, organization(s), and role. To make changes to your user profile, click on your name in the upper right corner of the portal, followed by the **My Profile** link. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number or address. Click **Save Profile** to save any changes you have made.
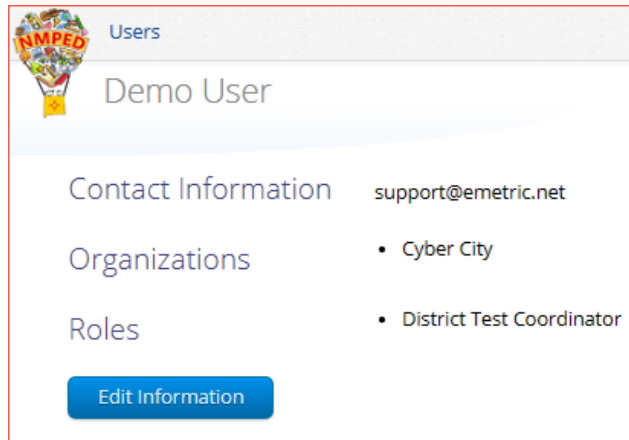
USERS

The top menu bar on the portal home page provides the **Users** tab, which provides user management features for the platform. According to your permissions you can view users, add new users and manage existing user accounts for the platform. By default, a list of existing users will be provided.
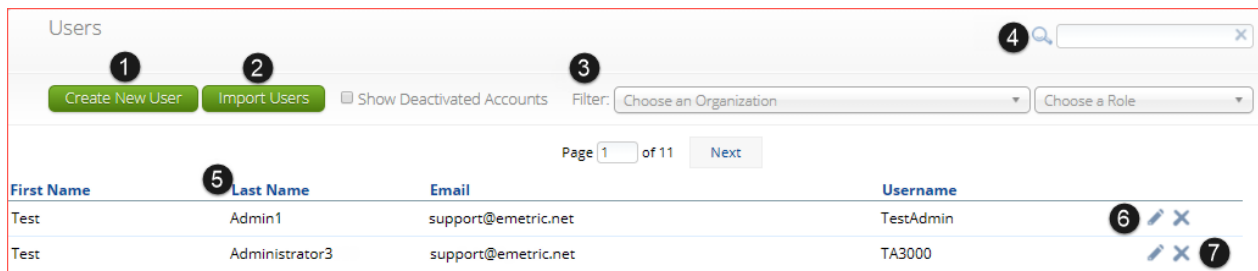
1. To add a new user account click the Create New User button.
2. To add or update existing users via file upload click the Import Users button.
3. Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role in the **Choose a Role** drop-down menu.
4. 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 hit **Enter** or click the search icon 🔍.
5. Sort columns by clicking the column heading.
6. To edit an existing user, select the Edit User (✏) icon in the user's row.
7. To deactivate a user account, click on the Deactivate User (✕) icon in the user's row.

ADD A NEW USER

To add a new user, click the **Create New User** button.

1. Enter the new user's personal and contact information. Fields with a red asterisk (*) are required.

   a. Every account requires a unique username.

   b. Ensure the email address is accurate. New portal users will be sent separate emails containing their username and passwords to the email specified.

2. Select the role you wish the user to have from the **New user has the following role**: drop-down menu. The permissions for the indicated user role will be provided to the individual given the role.

4. In the **New User belongs to the following organizations** list, select the organizations the user should have access to. Users may have access to multiple organizations.

   When creating a Test Administrator user, the Administration and Subject Areas can be specified upon creation. This limits a TA/Teacher to only have access to specific subject tests.

5. Click **Save User** to save the new user account.

EDIT A USER

To edit an existing user, select the ✏ icon in the user's row. You will be redirected to the user's profile and will be able to edit fields as allowed by your account type. Click **Save** to save any changes made to a user's profile.

DEACTIVATE & REACTIVATE USERS

A District Test Coordinator 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. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.
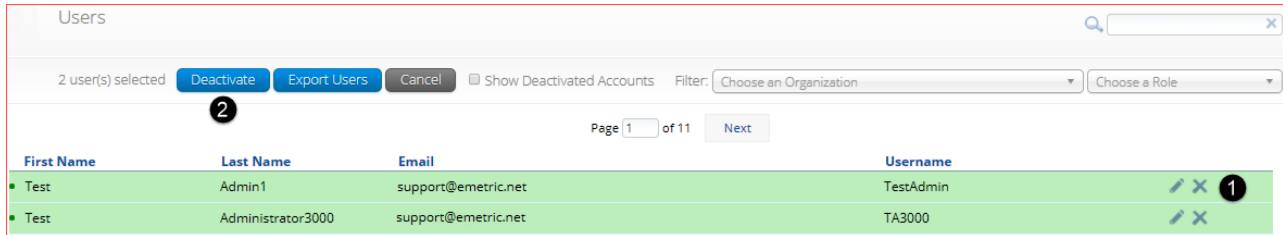
1. To deactivate a user account, click on the ✕ icon in the user's row.
2. To deactivate multiple user accounts, select each account and click on the **Deactivate** button above the user table.
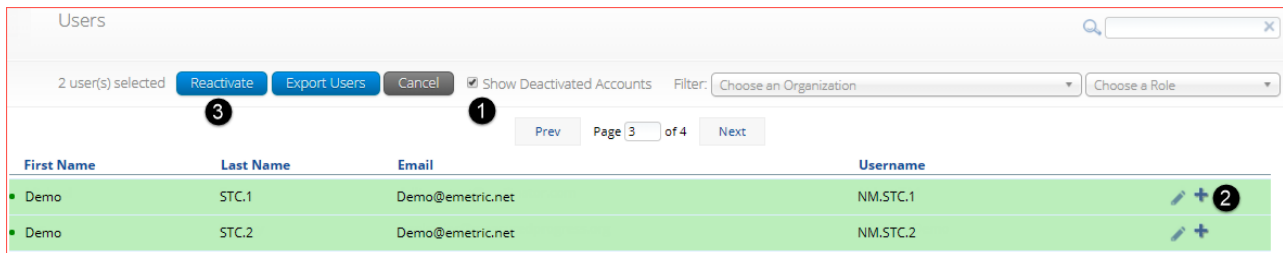

1. To reactivate an account that was previously deactivated, click on the **Show Deactivated Accounts** checkbox.
2. Click the ✚ icon in the user's row to reactivate a user account.
3. To reactivate multiple user accounts, select each account to be reactivated and click the **Reactivate** button above the user table.

IMPORT USERS

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 and separate files must be used when adding or editing existing users. The user upload feature will be available from 6:00 PM to 7:00 AM MST during Summative Operational Testing windows.
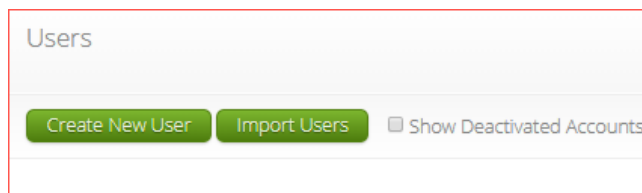
To add new users or update existing users via file upload, from the **Users** page click on the **Import Users** button.

New Mexico Public Education Department Assessments
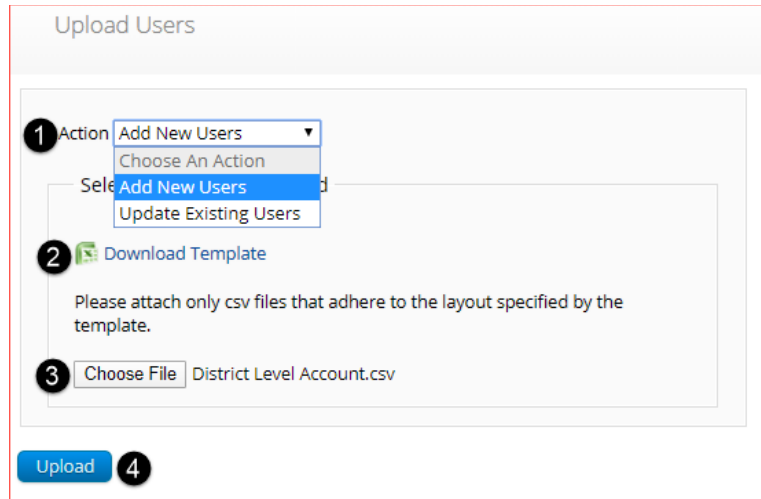
1. On the Upload Users page, select **Add New Users** or **Update Existing Users** from the Action drop down menu.
2. Once an action has been selected, the user upload template will be made available to download. Click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format, there is a **limit of 30 records** for each upload file.

   The following is an example of an upload file:

	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										

   If you are creating an account for a DTC or ITC with a district code that contains preceding zeroes, the Org field cell/column will need to be formatted as text. You will then save the document as a .csv and upload.

3. 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.
4. Click **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded and a summary containing the number of users created and the number of records rejected will be provided. New portal users will be sent two separate emails containing their username and passwords to the email specified.

   Note: Uploaded TA accounts will have all subjects assigned by default. Edit the user manually after uploading if only one subject is desired.

   If the file is not in CSV format, you will receive an error upon clicking **Upload**. Please update the file format to **CSV (*Comma delimited*)** and try to upload again.

The table below describes the columns, required fields, and accepted values in the upload file:

Field Name		Description	Accepted Values
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 RO — Reports Only The abbreviated role will be used in the CSV file. *For example*: **STC** will be the accepted value in the CSV file for adding a School Test Coordinator.
Org*		County/District Code associated with the district level user. District and Location Code associated with the school level user.	District Coordinator, IT Coordinator (District) Org = District Code *For example*: If District Code = 051 then Org = 051 School Test Coordinator, IT Coordinator (School) Administrator Org = District Code hyphen School Code. *For example*: 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

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

RESOLVING IMPORT USER ERRORS

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. Click **Download record 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 the table below

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.

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

EXPORT USERS

User information can be exported from the New Mexico Public Education Department 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.
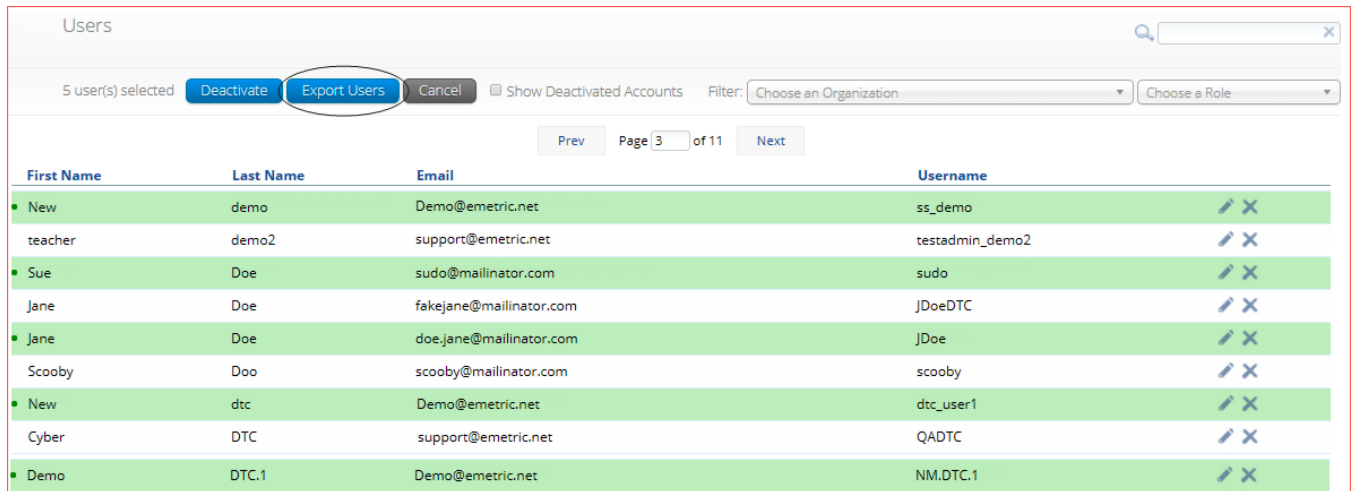
To export users, select the user accounts form the Users table and click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the Export file downloaded.

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										

ADMINISTRATION

To access the Administration component, users will click on the Administration icon upon logging in to the New Mexico Public Education Department Assessments Portal.

The **Administration** home page displays a welcome message and the Administration components available according to the user's account level.

NAVIGATING THE ADMINISTRATION HOME PAGE
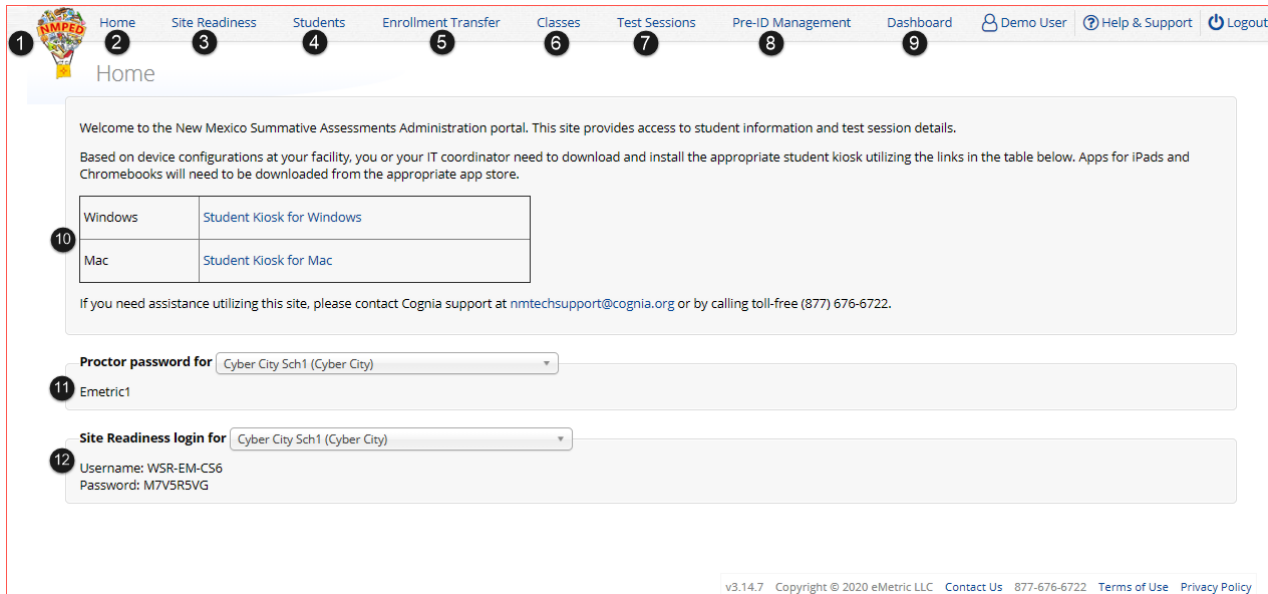
1. To return to the Portal home page click the **NMPED logo** in the top-left corner of any page.
2. To return to the Administration home page click **Home** from any page in the Administration component.
3. To review a summary of completed Site Readiness tests and certify your site as ready for student testing click Site Readiness.
4. To add and edit student information, accommodations, and enroll or unenroll students from the building click Students.
5. To view, request, and approve enrollment transfers for students located outside of your district click Enrollment Transfer.
6. To view, add, and edit classes click Classes.

7. To view, schedule, and delete test sessions and print student test log-in tickets click Test Sessions.
8. To add/update student data via pre-id upload click Pre-ID Management.
9. To view district and school level testing status click Dashboard.
10. To download and install the New Mexico Public Education Department Assessments Kiosk click on **Student Kiosk for Windows** or **Student Kiosk for Mac**. For more information on installing the New Mexico Public Education Department Assessments Kiosk, see the *New Mexico Public Education Department Assessments Kiosk Installation Guide*.
11. To view the **Proctor Password** for schools in your organization select the school from the organization drop-down menu.
12. To view the **Site Readiness Login** information for your organization, select the school from the organization drop-down menu.

SITE READINESS

Site Readiness testing identifies potential technical problems prior to student testing using a kiosk. 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. This test is not necessary for students using a web browser to take interim or formative assessments. To administer the Site Readiness Test, the ITC, DTC, or STC launches the New Mexico Public Education Department 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 log in to the Site Readiness Test.

The Administration home page contains the links for downloading and installing the kiosk on Windows and Mac devices, and the **Site Readiness Test login information** for DTCs, STCs, and ITCs.

Welcome to the New Mexico Summative Assessments Administration portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac

If you need assistance utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.

**Proctor password for** Cyber City Sch1 (Cyber City) ▼

Emetric1

Site Readiness login for Cyber City Sch1 (Cyber City) ▼

Username: WSR-EM-CS6
Password: M7V5R5VG

The **Site Readiness Test** includes the System Set-Up Test, which will test your bandwidth, 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 more information on running the Site Readiness Test, see the *New Mexico Public Education Department Assessments Kiosk Installation Guide*.

The **Site Readiness** component monitors progress toward site (school) certification. Clicking the link from the Administration home page will display the Site Readiness page.
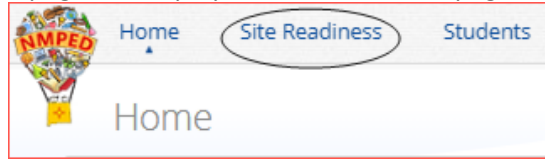

Results of the Site Readiness Test for each device are displayed on the Site Readiness page. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface Test is run, then the ITC will need to ensure the device meets the technical requirements and repeat the Site Readiness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

NAVIGATING THE SITE READINESS PAGE
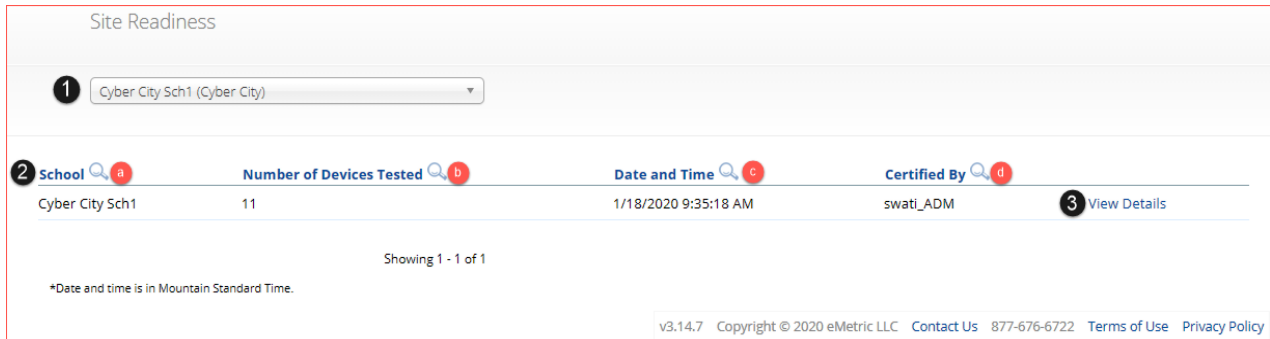
1. **Filter** the table by selecting an organization from the from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
    a. List of Schools that have performed Site Readiness Tests.
    b. Number of devices tested.
    c. Date and Time when the site was certified.
    d. User who certified Site Readiness testing for each school listed.
3. Click View Details to access the Site Readiness Details for the selected school.
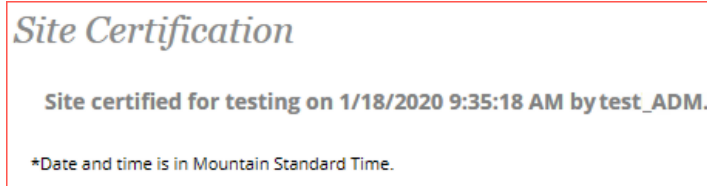
NAVIGATING THE SITE READINESS DETAILS PAGE
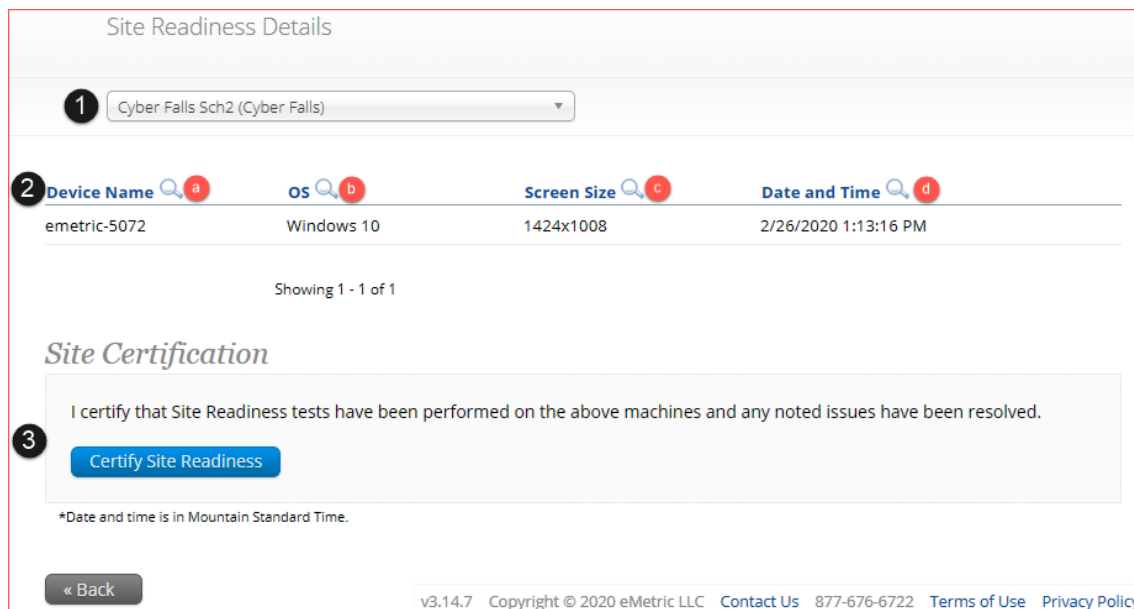
1. **Filter** the table by selecting a school from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
    a. Device Names of devices that have performed a Site Readiness Test.
    b. Operating System for the device listed.
    c. Screen Size of the device listed.
    d. Date and Time the Site Readiness Test was performed on the device listed.
3. 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 device has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Readiness Details page.

Site Certification

Site certified for testing on 1/18/2020 9:35:18 AM by test_ADM.

*Date and time is in Mountain Standard Time.
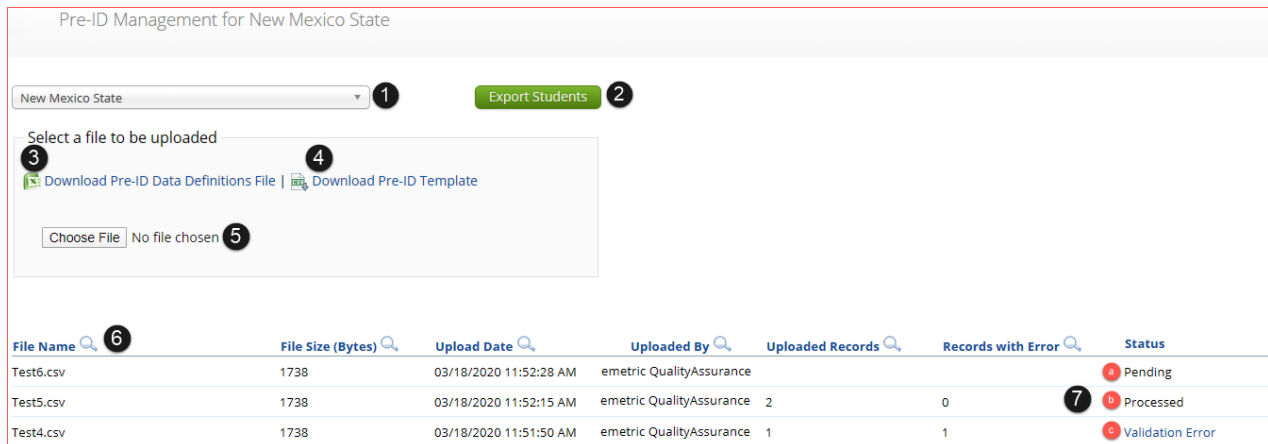
PRE-ID MANAGEMENT

The **Pre-ID Management** component is used to add or update students via pre-id file upload. Clicking the link from the Administration home page will display the Pre-ID Management page.

Test Sessions   Pre-ID Management   Dashboard

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 that accommodations can also be added or edited for multiple students who are already in the portal by using the "Upload Accommodations" feature described in the **Students** section.

Pre-ID upload will only be available during the specified Pre-ID window. 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 or at an individual school level.

NAVIGATING THE PRE-ID MANAGEMENT PAGE

Pre-ID Management for New Mexico State

New Mexico State ▼ **1**   Export Students **2**

Select a file to be uploaded
3
📊 Download Pre-ID Data Definitions File | 📊 Download Pre-ID Template **4**

Choose File | No file chosen **5**

File Name 🔍 **6**	File Size (Bytes) 🔍	Upload Date 🔍	Uploaded By 🔍	Uploaded Records 🔍	Records with Error 🔍	Status
Test6.csv	1738	03/18/2020 11:52:28 AM	emetric QualityAssurance			🅐 Pending
Test5.csv	1738	03/18/2020 11:52:15 AM	emetric QualityAssurance	2	0	**7** 🅑 Processed
Test4.csv	1738	03/18/2020 11:51:50 AM	emetric QualityAssurance	1	1	🅒 Validation Error

1. Select a district from the **Organization drop-down menu**. This will filter the file table below and determine to which organization files are uploaded.
2. Click the **Export Students** button to export a district pre-ID file. The exported 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. Exported Pre-ID files can be edited and uploaded back into the portal during Pre-ID windows to update student records.
3. Click on **Download Pre-ID Data Definitions file** to download a reference of the required columns and expected values for each field.
4. Click on **Download Pre-ID Template** to download the pre-ID file template as a csv file. For more information on how to fill out the template, a reference is available on the Cognia Help and Support site.
5. After the file has been saved in the correct CSV format, click on **Choose File** to select your file and then click **Upload** to upload the file. Files will be limited to 40,000 records.

Select a file to be uploaded

📊 Download Pre-ID Data Definitions File | 📊 Download Pre-ID Template

Choose File | NM_Pre-ID_Template.csv
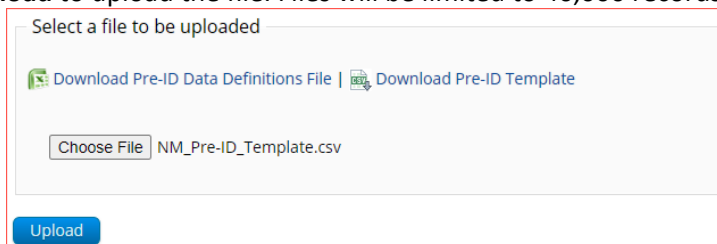
Upload

   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. Files are processed every two hours between 7 am and 5 pm mountain time. If a file is uploaded after 5pm mountain time it will be processed the following morning. During extended Pre-ID processing windows, files may be processed less frequently.
6. Uploaded files appear in the File Table on the Pre-ID Management page. You can sort the table by clicking on the column headings.
   a. If the file passes the initial file validations, it will remain in a **Pending** status until it has completed processing.
   b. After the files have been processed, an email will be sent notifying you that processing is complete. The file table will be updated to reflect the status of **Processed** files, showing the number of uploaded records and the number of records with errors.
   c. Click on **Validation Error** to download an error file after the file is processed. The error file will contain the row where the error occurred as well as an error description field.

PREPARING A PRE-ID FILE

Listed are the steps to prepare a Pre-ID File from the downloaded Pre-ID template.
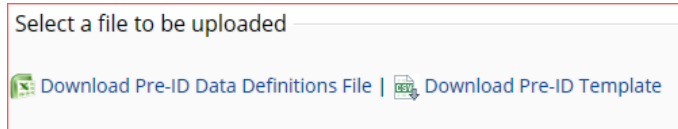
1. Click on Download Pre-ID Data Definitions file to download a reference of the required columns and expected values for each field
2. Click on Download Pre-ID Template to download the template to be populated, the template will download as a CSV file.
3. Open the Pre-ID Template, when editing in Excel the user needs to first make all cells in the file text format to ensure leading zeros will not be dropped when populating the columns and rows.
   a. Highlight the whole sheet by clicking on the triangle
   b. Right click and select format cells
   c. Select text
   d. Click OK
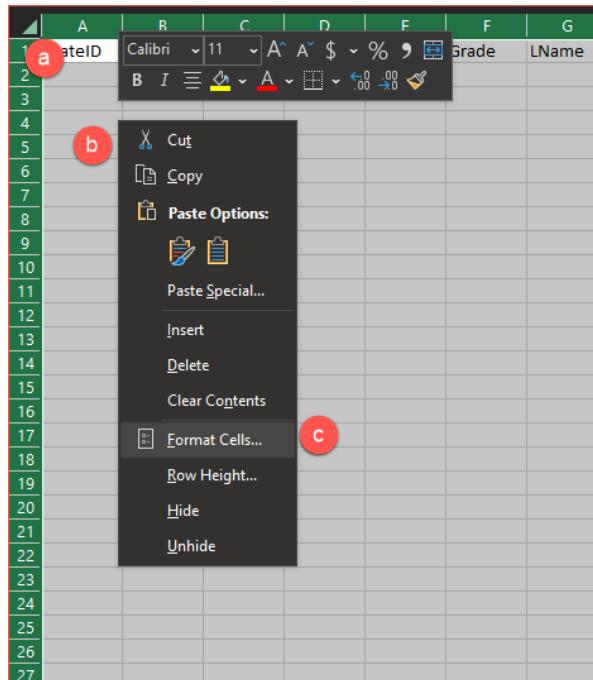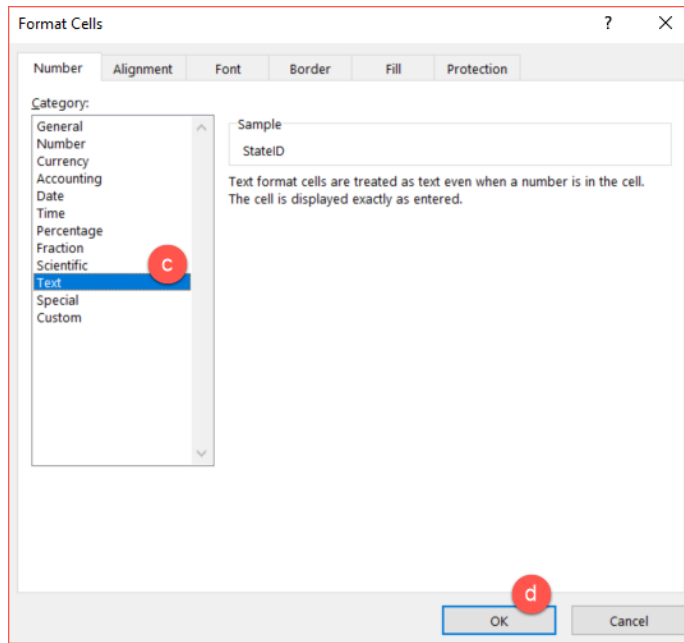
4. Use the Data Definitions file to assist in populating the Pre-ID File, the Data definitions file provides information on each column that is to be populated, identifies which columns are required to have a value, and the accepted values for each column in the file.

Field Name	Length	Required	Permitted Values	Description
StateID	9	Y	numeric	State student ID Permitted values are 0-9 Length must be 9
NASISID	9	N	numeric, blank	NASIS ID (BIE only) Permitted values are 0-9 Length must be 9
DisCode	3	Y	numeric	District code Must be valid District code Permitted values are 0-9 Length must be 3 or district code is
SchCode	3	Y	numeric	School code Must be valid School code within District Permitted values are 0-9 Length must be 3 or school code is
StuGrade	2	Y	03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9	Student Grade Permitted values are 03,04,05,06,07,08,09,10,11,12 3,4,5,6,7,8,9
Grade	2	Y	03,04,05,06,07,08,09,10,11,12,3,4,5,6,7,8,9	Tested Grade Permitted values are 03,04,05,06,07,08,09,10,11,12 3,4,5,6,7,8,9
LName	20	Y	Alpha, special characters	Student name: last name Permitted Values are a-z, A-Z, space, special characters Max length is 20 characters
FName	16	Y	Alpha, special characters	Student name: first name Permitted Values are a-z, A-Z, space, special characters Max length is 16 characters
MI	1	N	Alpha, blank	Student name: middle initial Permitted Values are a-z, A-Z Max length is 1 character
DOB	10	Y	MM/DD/YYYY	Date of birth Date format is MM/DD/YYYY
Gender	1	Y	M, F, U	Gender M = Male F = Female U = Unknown
Hispanic	1	Y	Y,N	Y = Yes N = No
Race	1	Y	A,B,C,P,I,M	A = Asian, B = Black, C = Caucasian/White, P = Native Hawaiian/Other Pacific Islander, I = American Indian/Alaska Native,

5. Populate all the required fields in the Pre-ID Template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StateID	NASISID	DisCode	SchCode	StuGrade	Grade	LName	FName	MI	DOB	Gender	Hispanic/Latino Ethnicity	American Indian/Alaskan Native	Asian
2	123456789		021	001	07	07	StudentOne	Demo		03/06/2007	F	1	0	0
3	123456790		021	001	07	07	StudentTwo	Demo		01/10/2007	F	0	0	0
4	123456791		021	001	08	08	StudentThree	Demo		05/16/2008	M	0	0	0
5	123456792		021	001	06	06	StudentFour	Demo		12/22/2008	F	1	0	0
6	123456793		021	002	03	03	StudentFive	Demo		12/13/2011	M	0	0	0
7	123456794		021	002	03	03	StudentSix	Demo		02/18/2010	M	1	0	0
8														
9														
10														
11														
12														
13														

NM_Pre-ID_Template_1

6. Save the file as a .CSV. The Pre-ID File is now ready for upload into the New Mexico Public Education Assessments Portal.

HOW TO SAVE AN EXCEL FILE AS A CSV (.csv) FILE

Pre-ID Files need to be saved in the correct **CSV** format to pass the initial file validations. To save an excel file as a .csv:

1. Click **File** in a completed Excel sheet.
2. Click **Save As**.
3. Click on the drop-down menu next to "Save as type".
4. Select **CSV (comma delimited)**.
5. Click **Save**. You file is now saved in the correct CSV format.
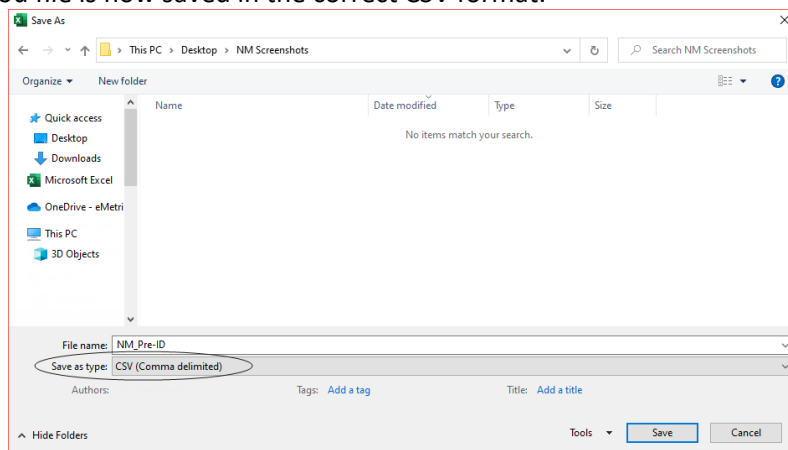

WORKING WITH AN EXPORTED PRE-ID FILE IN EXCEL

Opening a CSV in EXCEL will cause all leading zeros to be dropped. Follow the steps below in EXCEL to ensure the leading zeros in the exported file are retained.

1. Export the Pre-ID file for the district or school on to your computer.
2. Open EXCEL and choose a Blank workbook.
   a. Click **Data**
   b. Click **Get Data**
   c. Select **Legacy Wizards** from the list.
   d. Then select **from Text (Legacy).**
      NOTE: (If you do not have legacy wizards as a selection, they can be added by going into File->Options->Data and selecting the legacy wizards to add, From Text).
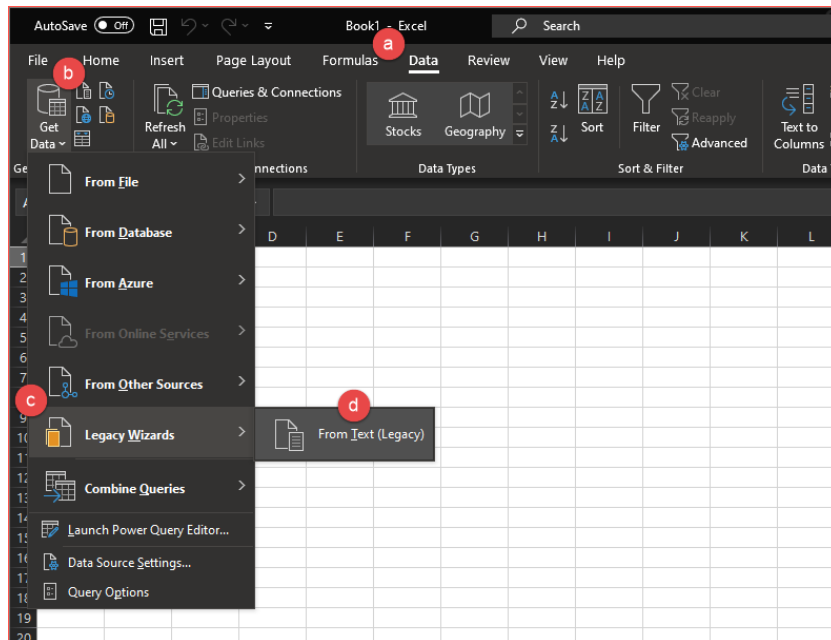
3. Select the **exported Pre-ID file** downloaded onto the computer and click **Import**.
4. The Text Import Wizard will appear in Step 1 select **Delimited** under Original data type and check the box next to **My Data has headers**, click **Next**.
5. In Step 2, uncheck **Tab** and check next to **Comma** in the Delimiters box then click **Next**.
6. In Step 3, shift click on the **first column** in the Data preview, then scroll to the **last column** and shift click, all columns should now be highlighted black. Select **Text** in the Column data format box, all the headers for each column should now show Text instead of General. The leading zeros will show as retained.

---
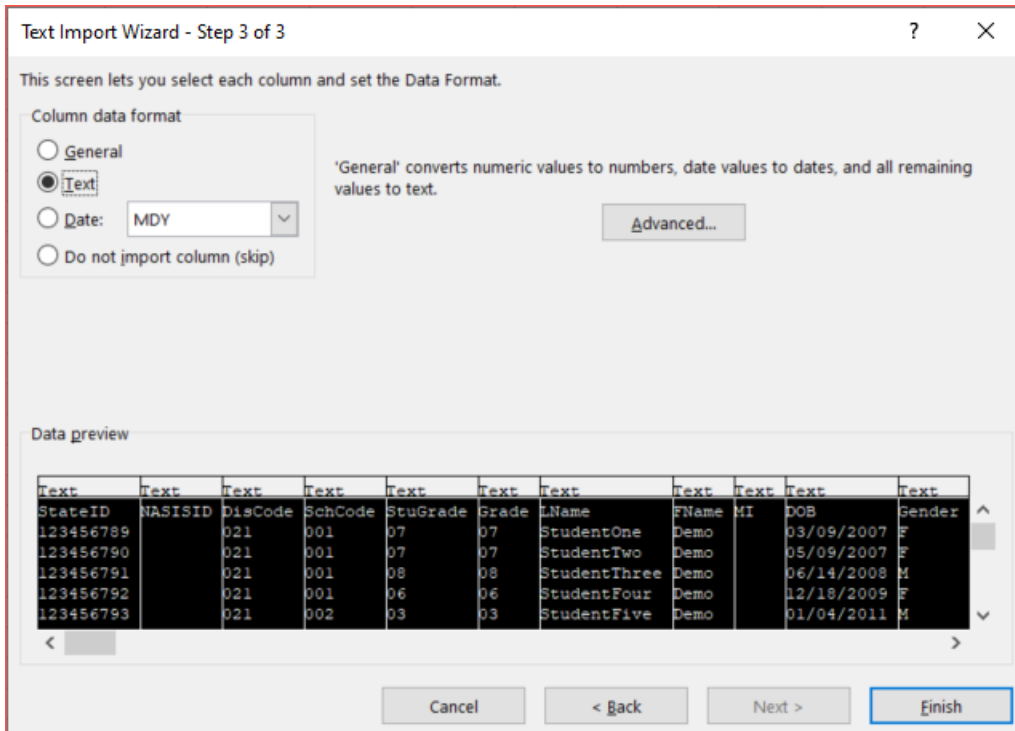
7. Click **Finish**, and then click **OK**. The Data will be imported with leading zeros.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	StateID	NASISID	DisCode	SchCode	StuGrade	Grade	LName	FName	MI	DOB	Gender	Hispanic/Latino Ethnicity	American Ind
2	123456789		021	001	07	07	StudentOne	Demo		03/09/2007	F	1	0
3	123456790		021	001	07	07	StudentTwo	Demo		05/09/2007	F	0	0
4	123456791		021	001	08	08	StudentThree	Demo		06/14/2008	M	0	0
5	123456792		021	001	06	06	StudentFour	Demo		12/18/2009	F	1	0
6	123456793		021	002	03	03	StudentFive	Demo		01/04/2011	M	0	0
7	123456794		021	002	03	03	StudentSix	Demo		10/02/2010	M	1	0
8													
9													
10													

Sheet1 ⊕

8. The exported Pre-ID file can be edited to update student enrollment information, demographic information, accessibility features, and accommodations. After editing of the file has been completed the file will need to be saved as a .csv file then can be uploaded back into the New Mexico Public Education Assessments Portal.

PRE-ID ERROR CODES

Below is a table containing the possible error codes you may encounter in the error file returned to you:

Error Code	Field Name	Message
4001	State student ID	Permitted values are 0-9 Length must be 9
4002	NASIS ID (BIE only)	Permitted values are 0-9, blank 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, 09, 10, 11, 12 3,4,5,6,7,8,9,10,11,12
4006	Tested Grade	Permitted values are 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 3,4,5,6,7,8,9,10,11,12
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, blank 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	Permitted values are N,Y
4013	Race	Permitted values are A,B,C,P,I,M
4014	EL status	Permitted values are 0-6,blank
4015	Bilingual education	Permitted values are Y, N, U

4016	Special Education	Permitted values are Y, N, U
4017	Migrant	Permitted values are Y, N, U
4018	Economically disadvantaged (district use only)	Permitted values are Y, N, U
4019	Gifted	Permitted values are Y, N, U
4020	504 plan	Permitted values are Y, N, U
4021	Title 1	Permitted values are Y, N, U
4022	New arrival	Permitted values are Y, N, U
4023	Homeless	Permitted values are Y, N, U
4024	Foster Care	Permitted values are Y, N, U
4025	Military	Permitted values are Y, N, U
4026	ELA Test Mode	Permitted values are 1,2,3, 4
4027	SLA Test Mode	Permitted values are 1,2,3, 4
4028	MAT Test Mode	Permitted values are 1,2,3, 4
4029	SCI Test Mode	Permitted values are 1,2,3, 4
4030	MP Organization ID	Field should be blank.
4031	Number of School Years in the USA	Permitted values are 1,2,3,4,5,6,99
4032		
4033	Home School Status Indicator	Permitted values are 0,1
4034	Not Full Academic Year, should only be populated for BIE students	Permitted values are blank, 0, 1
4035	Accommodation: Reverse Contrast	Permitted values are 0,1
4036	Accommodation: Custom Masking	Permitted values are 0,1
4037	Accommodation: Color Contrast	Permitted values are 0,1
4038	Accommodation: Answer Masking	Permitted values are 0,1
4039	Accommodation: Mathematics Text-To-Speech English	Permitted values are 0,1 Cannot be 1 if MATTestMode = 1
4040	Accommodation: Mathematics Text-To-Speech Spanish	Permitted values are 0,1 Cannot be 1 if MATTestMode = 1
4041	Accommodation: Science Text-To-Speech English	Permitted values are 0,1 Cannot be 1 if SCITestMode = 1
4042	Accommodation: Science Text-To-Speech Spanish	Permitted values are 0,1 Cannot be 1 if SCITestMode = 1
4043	Accommodation: ELA Text-To-Speech English	Permitted values are 0,1 Cannot be 1 if ELATestMode = 1
	Accommodation: SLA Text-To-Speech Spanish	
4044	Accommodation: Allow Accessibility Mode Testing	Permitted values are 0,1
4045	Accommodation: ASL Video (Mathematics)	Permitted values are 0,1 Cannot be 1 if MATTestMode = 1
4046	Accommodation: ASL Video (ELA)	Permitted values are 0,1 Cannot be 1 if ELATestMode = 1
4047	Accommodation: Basic Calculator on Non-Calculator Sections of Mathematics Test	Permitted values are 0,1
4048	Accommodation: Scientific Calculator on Non-Calculator Sections of Mathematics Test	Permitted values are 0,1
4049	Accommodation: Word Prediction (Embedded)	Permitted values are 0,1
4050	Accommodation: Headphones/Noise Buffer	Permitted values are 0,1

4051	Accommodation: Mathematics Tools	Permitted values are 0,1
4052	Accommodation: Word Prediction	Permitted values are 0,1
4053	Accommodation: Speech-to-Text	Permitted values are 0,1
4054	Accommodation: Human Signer	Permitted values are 0,1
4055	Accommodation: Human Signer for Test Directions	Permitted values are 0,1
4056	Accommodation: Braille Notetaker	Permitted values are 0,1
4057	Accommodation: Braille Writer	Permitted values are 0,1
4058	Accommodation: Refreshable Braille Display with Screen Reader (Mathematics and ELA only)	Permitted values are 0,1
4059	Accommodation: Screen Reader (Mathematics and ELA only)	Permitted values are 0,1
4060	Accommodation: Tactile Graphics	Permitted values are 0,1
4061	Accommodation: Human Reader English (IEP, 504, EL)	Permitted values are 0,1
4062	Accommodation: Human Reader Spanish (IEP, 504)	Permitted values are 0,1
4063	Accommodation: Read Aloud to Self	Permitted values are 0,1
4064	Accommodation: Human Scribe	Permitted values are 0,1
4065	Accommodation: Assistive Technology Device Presentation	Permitted values are 0,1
4066	Accommodation: Assistive Technology Device Responses	Permitted values are 0,1
4067	Accommodation: Spanish Language Version (Mathematics and Science only)	Permitted values are 0,1
4068	Accommodation: Picture Dictionary	Permitted values are 0,1
4069	Accommodation: Directions in Native Language	Permitted values are 0,1
4070	Accommodation: Commercial-Word-To-Word Dictionary	Permitted values are 0,1
4071	Accommodation: Customized Dual Language Glossary	Permitted values are 0,1
4072	Accommodation: Pocket-To-Word Translator	Permitted values are 0,1
4073		Not required for pre-ID upload.
4074		Not required for pre-ID upload.
4075		Not required for pre-ID upload.

The file layout, Pre-ID File Data Definitions, and a list of error codes are also available on the Cognia Help and Support Site.

STUDENTS

The **Students** tab is used to manually add students, edit student information & accommodations, and view student information. Click the link from the Administration home page to access Students.

Site Readiness Students Enrollment Transfer

NAVIGATING THE STUDENTS PAGE

1. **Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Students table by selecting a subject from the **Choose A Subject** drop-down menu.
    Note: The by subject filter filters the students after they have been put into subject classes.
3. To add a new student, click Add Student.
4. To upload student accommodations click Upload Accommodations.
5. Click **Exports** to Export Accommodations or Export Roster for the selected organization. A CSV file listing all students at the selected school will download to your computer.

Exports ▾

Export Accommodations
Export Roster
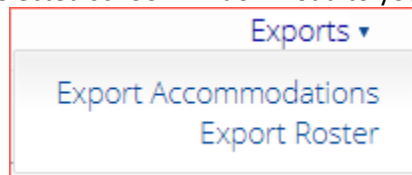
6. Sort columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
7. Locate the student in the table and click **View Classes** in the column on the right to view a student's classes. A pop-up box will display a list of the assigned classes.
8. Click on Enrollment Info to view the student's enrollment information.
9. To edit a student's profile click **Edit** in the student's row. The Edit Student page will appear, and the Student Information tab will display the current demographics for the selected student.

ADD A NEW STUDENT

To add a new student, select the school from **Organization** drop-down menu then click the **Add Student** button. The **Student Information** tab will be displayed.
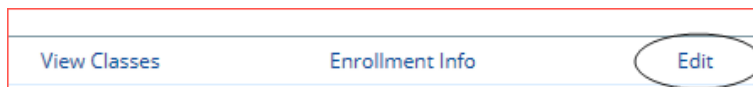

Fill in the student's demographic information. Fields with a red asterisk are required. Take care when filling in the **State ID Number, Last Name, First Name, Middle Initial, Grade,** and **Date of Birth**. Once the form is saved, you cannot edit the **State Student ID**.

If the student ID is changed while testing, the new ID is substituted for the old ID and 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.

Click **Save** to add the new student or **Cancel** to discard your entry.

EDIT A STUDENT

Locate the student in the Students table and click **Edit** in the column on the right.

The student information tab will be displayed. Make your changes to the student's demographic information. You cannot make changes to the **State Student ID** field that is dimmed and unavailable.

ADDING ACCOMMODATIONS

If a student requires accommodations and/or accessibility features, click the **Accommodations** tab, and select the options that apply. Accommodations do vary by program, the iMSSA and Formative accommodations available for students are different than the accommodations available for the Summative tests. Please see the Mathematics & ELA Accessibility Features and Accommodations Manual for more information.

Student Test Interface-embedded accommodations and accessibility features listed under the "Delivered by the Test Platform" headings **MUST be set before a test is scheduled**:

Accessibility Features
Delivered by the Test Platform
☐ **Reverse Contrast** ⓘ

☐ **Custom Masking** ⓘ

☐ **Color Contrast** ⓘ

☐ **Answer Masking** ⓘ

☐ **Mathematics TTS English (Excludes Formative)** ⓘ

☐ **Mathematics TTS Spanish (Excludes Formative)** ⓘ

☐ **Science TTS English (Summative Only)** ⓘ

☐ **Science TTS Spanish (Summative Only)** ⓘ

Accommodations
Delivered by the Test Platform
☐ **SLA TTS Spanish (Summative Only)** ⓘ

☐ **ELA TTS English (Summative Only)** ⓘ

☐ **Allow Accessibility Mode Testing** ⓘ

☐ **ASL Video (Mathematics - Summative Only)** ⓘ

☐ **ASL Video (ELA - Summative Only)** ⓘ

☐ **Basic Calculator on Non-Calculator Sections of Mathematics Test** ⓘ

☐ **Scientific Calculator on Non-Calculator Sections of Mathematics Test** ⓘ

☐ **Word Prediction (Embedded)** ⓘ

The Allow Accessibility Mode Testing accommodations will allow students to use third party assistive technology software when testing with a **Windows** kiosk. Owing to iTester's secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, even with the "Allow Accessibility Mode Testing" accommodation activated. It is imperative that test coordinators utilize the practice test to ensure assistive technologies required by the student will work with iTester and that they provide the student an opportunity to familiarize themselves with the assistive technology as it is used within the iTester kiosk prior to the student beginning the operational test. If a test coordinator identifies an assistive technology that is not compatible with iTester, it is incumbent upon the test coordinator to identify an alternative devices or test delivery method. See the NMPED Assessments: Testing with Third Party Assistive Technology 2020-2021 guide for more information.

The remaining accommodations are used for tracking accommodations delivered outside of the Student Test Interface:

Accommodations
Delivered Externally
☐ **Headphones/Noise Buffer** ⓘ

☐ **Mathematics Tools** ⓘ

☐ **Word Prediction** ⓘ

☐ **Speech-to-Text** ⓘ

☐ **Human Signer** ⓘ

☐ **Human Signer for Test Directions** ⓘ

☐ **Braille Notetaker** ⓘ

☐ **Braille Writer** ⓘ

☐ **Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only)** ⓘ

☐ **Screen Readers (Summative Math and ELA, Interim Math Only)** ⓘ

☐ **Tactile Graphics (Summative Only)** ⓘ

☐ **Human Reader English (IEP, 504, EL)** ⓘ

☐ **Human Reader Spanish (IEP, 504 - Excludes Formative)** ⓘ

☐ **Read Aloud to Self** ⓘ

☐ **Human Scribe** ⓘ

☐ **Assistive Technology Device Presentation** ⓘ

☐ **Assistive Technology Device Responses** ⓘ

Accommodations for English Learners(EL)
Delivered by the Test Platform
☐ **Spanish Language Version (Summative Math, Science and Language Arts and Interim Math Only)** ⓘ

Accommodations for English Learners(EL)
Delivered Externally
☐ **Picture Dictionary** ⓘ

☐ **Directions in Native Language** ⓘ

☐ **Commercial Word-To-Word Dictionary** ⓘ

☐ **Customized Dual Language Glossary** ⓘ

☐ **Pocket Word-To-Word Translator** ⓘ

UPLOAD ACCOMMODATIONS

Users may upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.
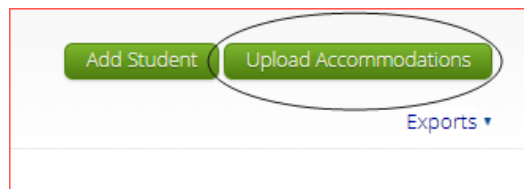
The accommodations upload will be available throughout the day until the testing window opens. Once the operational test window opens, the accommodations upload will only be available between **6:00 PM to 7:00 AM MST.** Accommodations that need to be edited during the testing window (Monday – Friday, 7:00 AM MST – 6:00 PM MST must be completed manually.
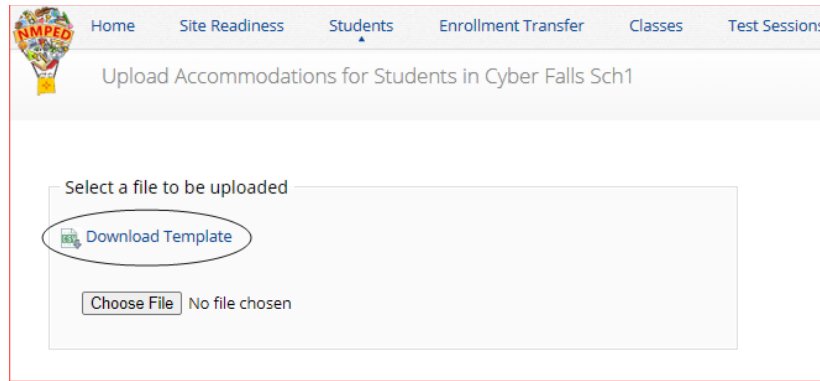
Click the **Download Template** link to download the file template needed to upload accommodations. The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation.

Below is table that contains fields, an explanation of the fields, and accepted values for the Accommodations Upload.

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
Color Contrast	Color Contrast 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 TTS English (Excludes Formative)	Mathematics TTS English (Excludes Formative) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

| Field Name	Description	Accepted Values
Mathematics TTS Spanish (Excludes Formative)	Mathematics TTS Spanish (Excludes Formative) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science TTS English (Summative Only)	Science TTS English (Summative Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science TTS Spanish (Summative Only)	Science TTS Spanish (Summative Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
SLA TTS Spanish (Summative Only)	SLA TTS Spanish (Summative Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ELA TTS English (Summative Only)	ELA TTS English (Summative Only) 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 - Summative Only)	ASL Video (Mathematics - Summative Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ASL Video (ELA - Summative Only)	ASL Video (ELA - Summative Only) 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

* Required Field

Field Name	Description	Accepted Values
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 Readers (Summative Math and ELA, Interim Math Only)	Refreshable Braille Display with Screen Readers (Summative Math and ELA, Interim Math Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Screen Readers (Summative Math and ELA, Interim Math Only)	Screen Readers (Summative Math and ELA, Interim Math Only) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Tactile Graphics (Summative Only)	Tactile Graphics (Summative Only) 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 - Excludes Formative)	Human Reader Spanish (IEP, 504 - Excludes Formative) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

* Required Field

Field Name	Description	Accepted Values
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 (Summative Math, Science, and Language Arts and Interim Math Only)	Spanish Language Version (Summative Math, Science, and Language Arts and Interim Math 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 Accommodations	Directions in Native Language Accommodations 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 Dictionary	Pocket Word-To-Word Dictionary 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.
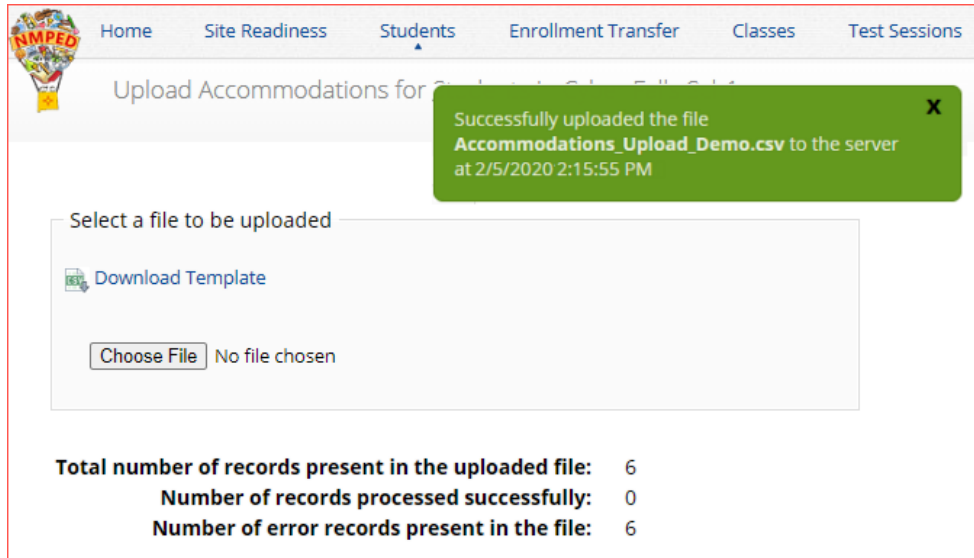
A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file.

The following table contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

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 ERROR MESSAGES

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 errors** link.

Total number of records present in the uploaded file: 6
Number of records processed successfully: 2
Number of error records present in the file: 4

Errors

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

Download records with errors

« Back to Students

The Error file can contain one or more of the errors shown in the following table:

Error File Type of Error	Result	Next Steps
Empty Student ID	Student ID field was left blank	Add correct Student ID.
Invalid Student ID	Student ID value does not exist.	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a 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 error file will contain two columns: **State Student ID**, the number associated with the records that are in error, and **Type of Error**, the error associated with the record.

	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	

ENROLL A STUDENT IN A DIFFERENT SCHOOL

If a student is transferring between schools in a district, the DTC must first unenroll the student from the school where they are currently enrolled and then immediately enroll the student to the new school.

Locate the student in the Students table and then click **Enrollment Info** in the column on the right.
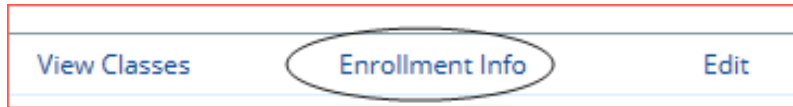
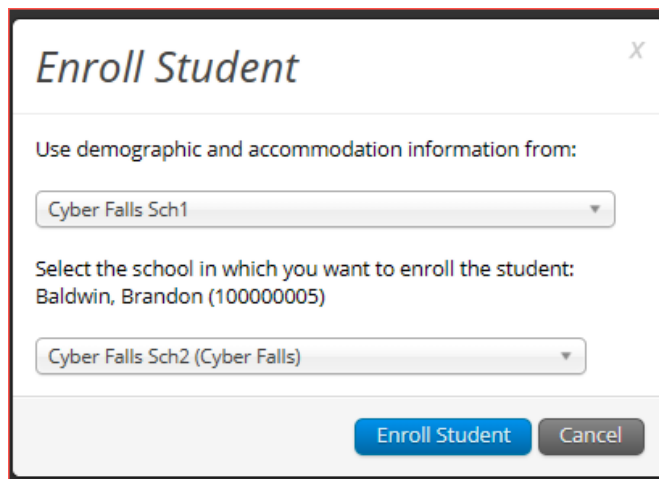The student enrollment information is shown. You must first unenroll the student from the original school in order to enroll the student in the new school.
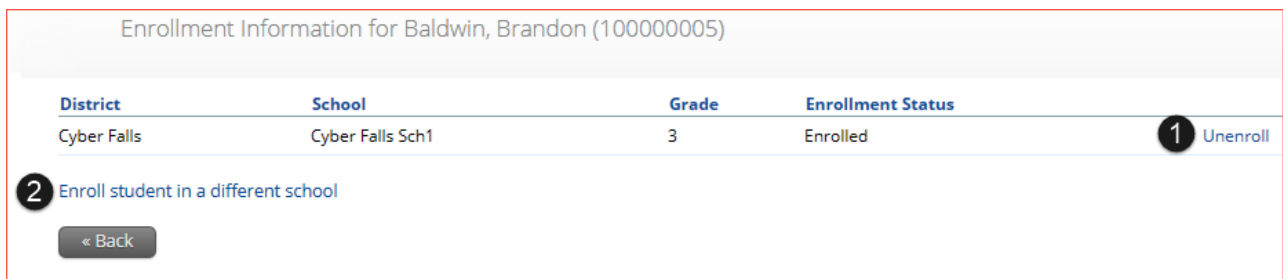
1. In the column on the right, click **Unenroll** and then click **Yes** to confirm.
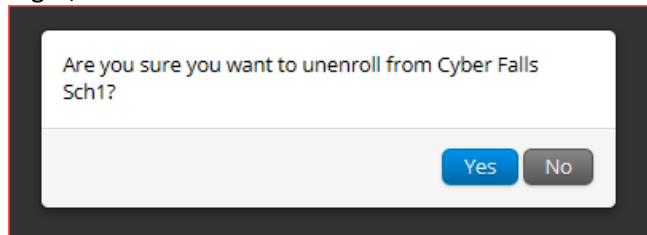
You will receive a green confirmation message indicating the student has been unenrolled.

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

The first question asks you to select the school from which you want to use the student's demographic and accommodation information. If more than one school is available, select the school you believe to have the most up-to-date information for the student.

Select the new school from the organization drop-down, and then click **Enroll Student**.
A confirmation message will appear, and you will be re-directed to the student information page to verify the student information is correct. Click **Save** to update the student record.

Enrollment Information for Baldwin, Brandon (100000005)						
District	**School**	**Grade**	**Enrollment Status**			
Cyber Falls	Cyber Falls Sch1	3	Not Enrolled	Enroll	View Classes	Edit
Cyber Falls	Cyber Falls Sch2	3	Enrolled	Unenroll	View Classes	Edit

Enroll student in a different school

« Back

STCs can unenroll a student from their school; however, STCs should only unenroll students who are transferring out of the district. Once an 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 an STC unenrolls a student, the **Cognia Help Desk** must be contacted to complete the transfer, or the transfer must be completed using an enrollment transfer request in the Enrollment Transfer tab.

ENROLLMENT TRANSFER

The **Enrollment Transfer** feature will allow users to make and request enrollments transfers for students transferring between districts. STCs and DTCs will be able to request student transfers to and from an organization that is not associated with their user account. Only DTCs will be able to approve and reject student transfer requests. Click the link from the Administration home page to access the Enrollment Transfer page.

Students   Enrollment Transfer   Classes
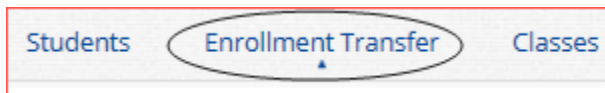
Note: If the student has already started a test, indicate the test, and section the student has started using the notes section in the enrollment transfer. Test sessions **DO NOT** transfer with the student. The student will need to be scheduled for the test in their new school and should resume testing with the section(s) not completed in the previous school.

**NAVIGATING THE ENROLLMENT TRANSFER PAGE**
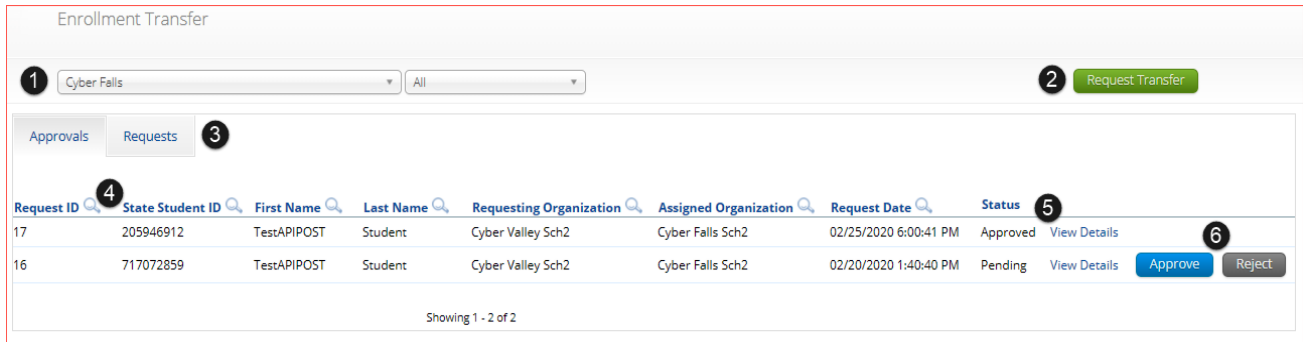
1. **Filter** the table by selecting an organization from the **Organization** drop-down menu
2. Click the green Request Transfer button to request a new enrollment transfer.
3. View enrollment Approvals or Requests using the tabs provided.
4. Sort table columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Click the **View Details** link to view the detailed enrollment transfer information for the selected student.
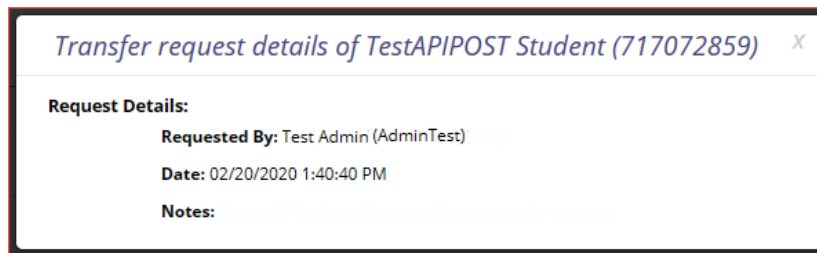
6. Click the desired button to **Approve** or **Reject** pending enrollment transfers.

REQUEST AN ENROLLMENT TRANSFER

To submit a student transfer request, click the green **Request Transfer** button and search for the student by State Student ID, Last Name, and date of birth.
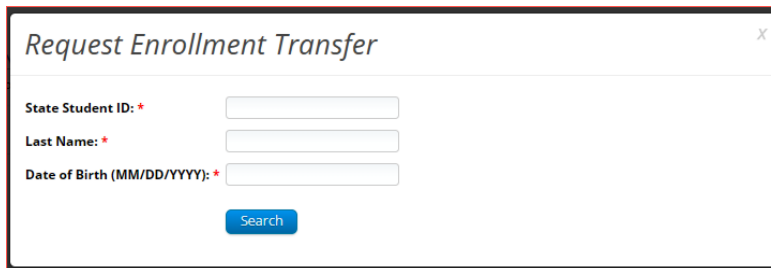
Results will only be returned when all of these fields match a student record. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require **Cognia** approval.

Select the school in which you want to request to enroll the student, add notes if needed (notes are optional), and select **Submit Request**. A transfer request ID will be provided.
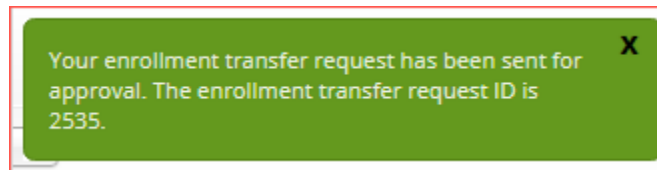
Once a request is submitted, an email will be sent to the user who initiated the request as well as the DTC from the assigned organization. The requests will also appear on the Requests tab of the Enrollment Transfer page.

To cancel a transfer request, click the Cancel button. After the request is cancelled, the username of the DTC who cancelled the request will be documented in the Enrollment Transfer details and an email will be sent to the requesting STC or DTC and the DTC who cancelled the request.

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

APPROVE AN ENROLLMENT TRANSFER REQUEST

An indicator will be added to the administration homepage to notify DTCs when there are pending transfer requests that require action. Clicking the link will take you to the Enrollment Transfer page to view the requests.

You have pending enrollment transfer requests. Go to the Enrollment Transfer page to view the requests.
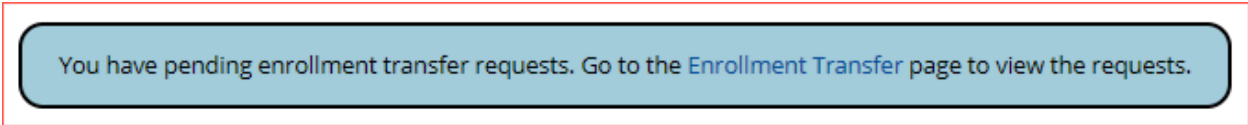
Locate the student transfer request in the Approvals tab and select the Approve button in the column on the right.

Status

Pending   View Details   Approve   Reject
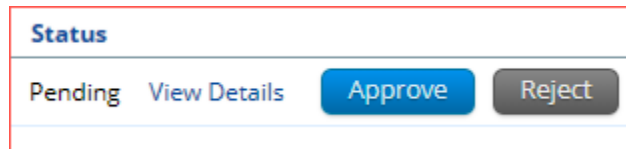
A box will appear confirming approval of the enrollment transfer request. Add notes if needed, once complete select **Confirm**.

Are you sure you want to approve the enrollment transfer request?

Teresa Emetric (stn: 3453535) will be enrolled in Yosemite Elementary School.

Notes: (Optional)

Confirm   Close
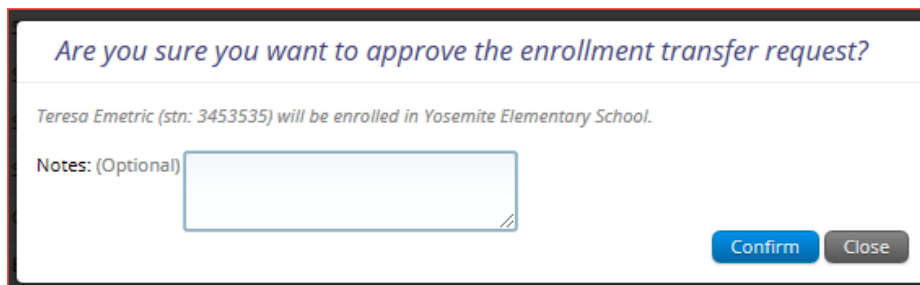
The status will be updated to Approved and the student will now be enrolled in the new school. The username of the DTC who approved the request and the date and time of the approval will be documented in the Enrollment Transfer details. An email will be sent to the user who initiated the request and the DTC from the assigned organization.

DTCs can also 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 details. An email will be sent to the user who initiated the request and the DTC who rejected the request.

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

CLASSES

The **Classes** tab manages the classes, or groups of students, for Formative, Interim, and Summative testing. Click the **Classes** link from the Administration home page to access Classes.

NAVIGATING THE CLASSES PAGE

1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Click the green Create Grade Level Class to create a new class.
4. Click Upload Grade Level Class to create multiple classes within one CSV file.
5. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
6. To modify an existing class, locate the class in the table and click View, Edit, or Delete.

CREATE A GRADE LEVEL CLASS

Classes are created by subject and grade. Select an organization from the organization drop-down list and a subject from the subject drop-down list, then click the **Create Grade Level Class** to create a new class.

1. Type the name of the class in the **Class Name** field.
2. Select the teacher or test administrator from the **Choose a Teacher** drop-down list.
3. Select a grade from the **Choose a Grade** drop-down list.
4. Select or deselect the "Show only students that are not assigned to a class" checkbox to activate or deactivate this filter as needed.
5. To filter the list of available students:
    a. Select a class and grade in the **Search for Students** drop-down lists.
    b. Begin typing a student's State ID, first name, or last name in the **Showing students in:** field and the students' list will dynamically begin to update with the students that match the text entered.
    c. Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
    d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
    e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.
    Note: Hold Ctrl and select student names to select multiple students.
6. Click **Save** to create the class or click **Cancel** to discard the class.

UPLOAD GRADE LEVEL CLASSES

The **Upload Grade Level Class** feature allows you to create multiple classes populated with students using once CSV file.

To create a class via bulk upload, select an organization from the organization drop-down list and a subject from the subject drop-down list and then click the **Upload Grade Level Class** to create a new class.
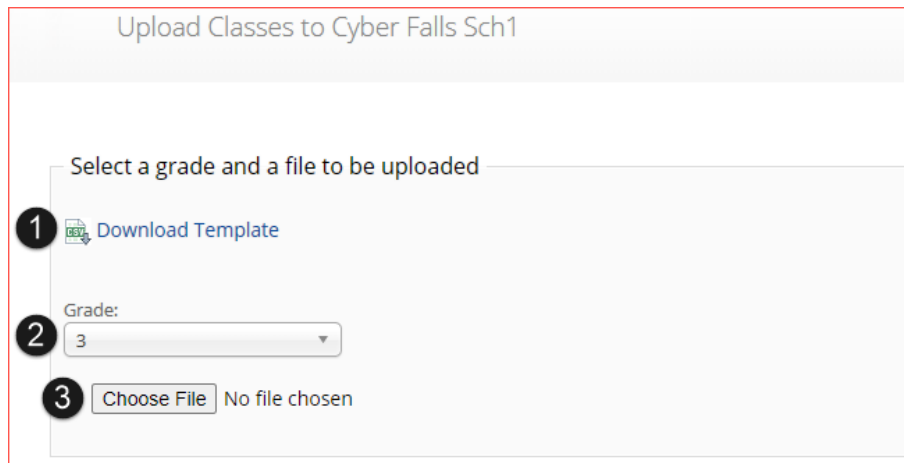
1. On the Upload Classes page, click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format, there is a **limit of 1000 records** for each upload file. The following is an example of an upload file:

	A	B	C
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	TestClassGrade8	12082016	DemoTA-2
8	TestClassGrade8	909999339	DemoTA-2
9	TestClassGrade8	917464134	DemoTA-2
10	TestClassGrade8	925124563	DemoTA-2
11	TestClassGrade8	948562135	DemoTA-2
12	TestClassGrade8	912356985	DemoTA-2

2. Select the **Grade** for the class upload file.
3. Choose the file and click **Upload**. Any validation errors in the file will be reported, 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 is provided.
        ii. Click **Download records with errors** to download a file of the errors found.

The table below describes the pop-up message, result, and next steps to resolve the 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.

VIEW CLASSES

To **View** a class, click on the View link from the classes table. The Class Details page will appear.

1. Click **Back** to return to the classes page or **Edit Class** to edit the class.
2. Click **Export Roster** to download a csv roster file of the students assigned to the class.
3. Sort columns by clicking the column heading or search within a column by clicking on the magnifying glass 🔍.
4. Edit a student's information by locating the student in the class table and clicking the **Edit** link in the column on the right.

EDIT CLASSES

To **Edit** a class, click on the Edit link from the classes table or by clicking the **Edit Class** button from the Class Details page, the Edit Class page will appear.
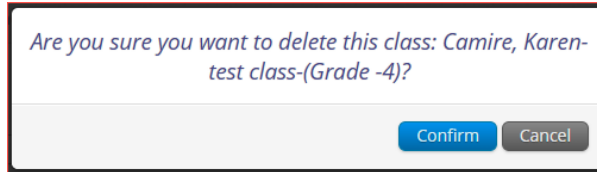

1. Edit name of the class in the **Class Name** field.
2. To filter the list of available students:
   a. Select a class and grade in the **Search for Students** drop-down lists. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
   b. Begin typing a student's State ID, first name, or last name in the **Showing students in:** field and the students' list will dynamically begin to update with the students that match the text entered.
   c. Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
   d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
   e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.
      Note: Hold Ctrl and select student names to select multiple students.
3. Click **Save** to save the edited class or click **Cancel** to discard.

DELETE CLASSES

View | Edit | Delete

Delete a class by clicking on the **Delete** link from the classes table. A message will appear to confirm deletion.

Are you sure you want to delete this class: Camire, Karen-
test class-(Grade -4)?

Confirm   Cancel

Classes can only be deleted if not students have started a test session in that class.

TEST SESSIONS

The Test Sessions tab manages online test sessions for Formative, Interim, and Summative testing. Click the **Test Sessions** link from the Administration home page to access Test Sessions.

Classes   Test Sessions   Pre-ID Management

NAVIGATING THE TEST SESSIONS PAGE

Displaying test sessions for AnswerCheck in Cyber Falls Sch2

1	Cyber Falls Sch2 (Cyber Falls)		Mathematics		Schedule New Test Session **2**
	New Mexico Assessment of Science Readiness		AnswerCheck		Export Test Status **3**
	Filter by testing status				Export Students Not Scheduled **4**
	All				

School **5**	Class		Testing Status	Created Date	Created By **6**	**7**
Cyber Falls Sch2	Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)		In Progress	6/9/2020 1:34:52 PM	Teacher.CyberFalls	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Mountain Standard Time.

1. **Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
    a. Organization (district or school)
    b. Program Name
    c. Content Area
    d. Test Name
    e. Testing Status (All, Not Started, In Progress, or Finished)
2. Click the green <u>Schedule New Test Session</u> button to schedule a new test session.
3. Click the green <u>Export Test Status</u> button to export a CSV file listing every student and their test status per session.
4. Click the green <u>Export Students Not Scheduled</u> to download a CSV file listing all students not scheduled to a test session.
5. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.

6. Click View Details/Student Logins to view the Test Session Details page.
7. Click **Delete** to delete a test session. Only sessions that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the test session cannot be deleted.

SCHEDULE NEW TEST SESSION

To schedule a test session:
1. Select your Organization from the organization drop-down menu.
2. Select the desired program (NM ASR, NM MSSA, iMSSA, or Formative) from the program drop-down menu.
3. Select the subject from the subject drop-down menu.
4. Select a test from the test drop-down menu.
5. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.

1. Select one or more classes to schedule, click **Select All** to schedule the test for all 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).
2. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

The start date and end date are not editable and are fixed to the first and last day of the testing window.

VIEW TEST SESSION DETAILS

Locate the test session in the Test Sessions table and click **View Details/Student Logins** in the column on the right to view the test session details.

The test session details page displays the session access code(s). Session access codes are used to restrict access to specific test sessions within a test. Students will be prompted for the session access code after logging in and selecting a session in the New Mexico Public Education Department Assessments kiosk. **Note: Session access codes are NOT used in iMSSA and Formative assessments.** The Test Session Details table contains the following information for each student:

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

PRINT STUDENT TEST LOGINS

Student test logins can be printed from the Test Session details page.

If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, after the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click the **Add or Update Students** button to update the test session with the new or updated students.
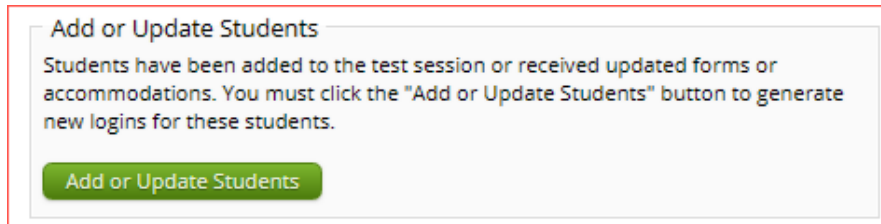
Select the students whose login information will be printed. To select all of the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

To print the logins, select the number of student logins you would like to print using the drop-down list (1, 8, or 27 per page), then click the **Print selected logins** button or the **Print all logins** button.

The student login information (names, usernames, passwords, and accommodations) and test tickets are exported to a PDF file. Open the PDF file and print the student labels. The logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers).

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

Club, Kelby DOB:1/25/2008 3.15 check Username: 100000006 Password: 5F729CB3	**Flores, Adam R** DOB:8/10/2009 3.15 check Username: 100000003 Password: 764DB5F4
Whitworth, Luke DOB:2/11/2010 3.15 check Username: 100000011 Password: C29644DB	

The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor. Test proctors should review this to ensure students have the correct accommodations before students log into the test.

Teacher Name: Camire, Karen
Class Name: Camire, Karen-test class-(Grade -4)
Test Name: 3.15 check
Testing Window: 6/12/2020 to 7/31/2020

Session Sequence	Session Name	Access Code
1	Session 1	4508968678
2	Session 2	6703590348

Student Name	Date of Birth	Username	Password	Accommodations
Club, Kelby	1/25/2008	100000006	5F729CB3	
Flores, Adam R	8/10/2009	100000003	764DB5F4	
Whitworth, Luke	2/11/2010	100000011	C29644DB	Color Contrast, Spanish Language Version (Mathematics and Science only), Science Text-to-Speech Spanish

---

ADD TEST REPORT CODES AND INVALIDATE TEST

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. Only when **BOTH** steps have been completed will the students test 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, click **Close** and you will see the code reflected in the test session.

Locate the student in the student table of the Test Session details page and click the **Invalidate** link next to each test session to invalidate the test.

Once clicked, you will be asked to confirm the invalidation, click **Yes** and you will see the session is now invalidated.

EXPORT TEST STATUS

Export Test Status is a feature that is available to District Test Coordinators and School Test Coordinators. The button will only appear at the school level, if a district is selected on the test session page, the button will not appear.

Click the green **Export Test Status** button to download a file with the test status of all students in the selected school.

A CSV file listing every student and their completion status per session of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Aguilar	Nettie	100000049	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/9/2020 13:39	6/9/2020 13:41		Finished
3	Barnard	Dalton	100000055	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 8:47	6/10/2020 8:47		Finished
4	Cash	Orlando	100000050	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 9:10	6/10/2020 9:25		Finished
5	Chan	Pedro	100000056	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 9:27	6/10/2020 9:28		Finished
6	Daly	Mathias	100000042	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1				Not Started
7	Davies	Alexis	100000026	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1				Not Started

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 the reactivated test is completed.

EXPORT STUDENTS NOT SCHEDULED

Export Students Not Scheduled is a feature that is available to District Test Coordinators and School Test Coordinators. The button will only appear at the school level, if a district is selected on the test session page, the button will not appear.

Click the green **Export Students Not Scheduled** button to download a file with a listing of students not scheduled for the selected school or test.

A CSV file listing every student not scheduled for the currently selected school and test will be downloaded.

|	A	B	C	D	E	F	G
1	Last Name	First Name	MI	State Student ID	Grade	Class Name	Test Name
2	Baldwin	Brandon	J	100000005	3		AnswerCheck
3	Buck	Brendon		100000057	5	Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)	AnswerCheck
4	Cherry	Kaan		100000035	5		AnswerCheck
5	Christian	Maisey		100000048	5		AnswerCheck
6	Colon	Rachelle		100000027	5		AnswerCheck
7	Conway	Karis		100000044	5		AnswerCheck

DASHBOARD

Access the **Dashboard** by clicking the link at the top of the Administration page. The **Dashboard** is a feature that is 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 their 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.


The table below describes the 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

Cumulative means from the first day of the testing window to one day prior to the current day. The data in the Dashboard is provided for informational purposes only and is not to be used for accountability reporting purposes.
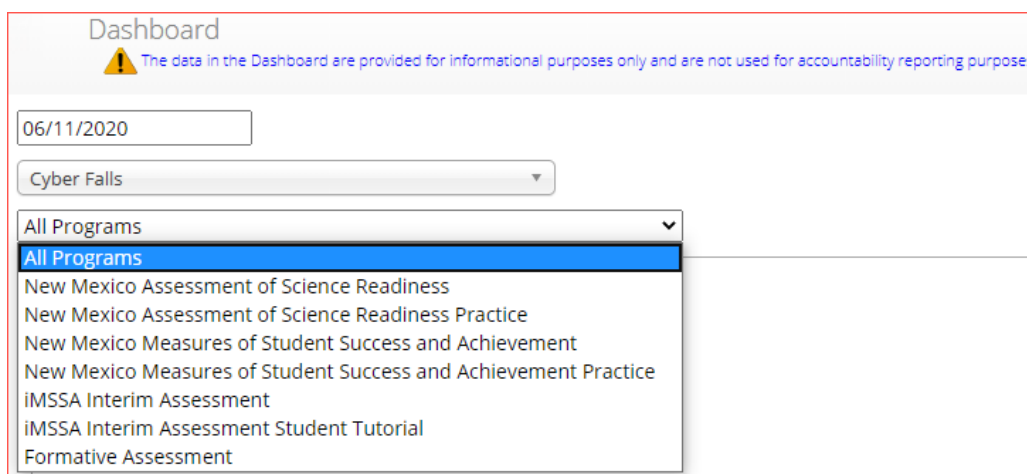
Select the program from the drop-down list, All Programs will be selected by default. The charts, graphs, and tables will populate with the selected parameters.
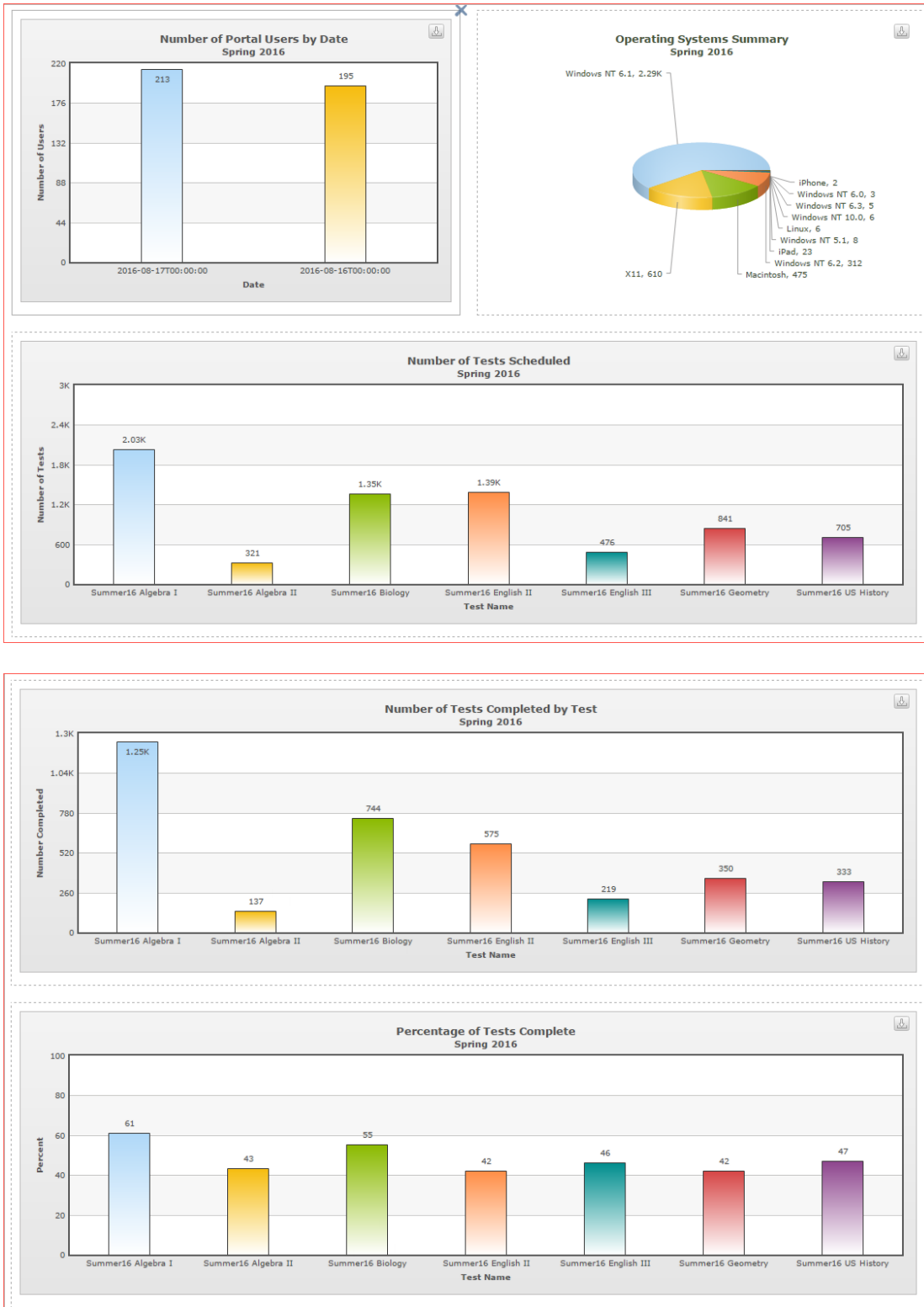
The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as an SVG vector image by clicking on the download arrow ⬇ in the top-right corner of each graph, chart, or table.