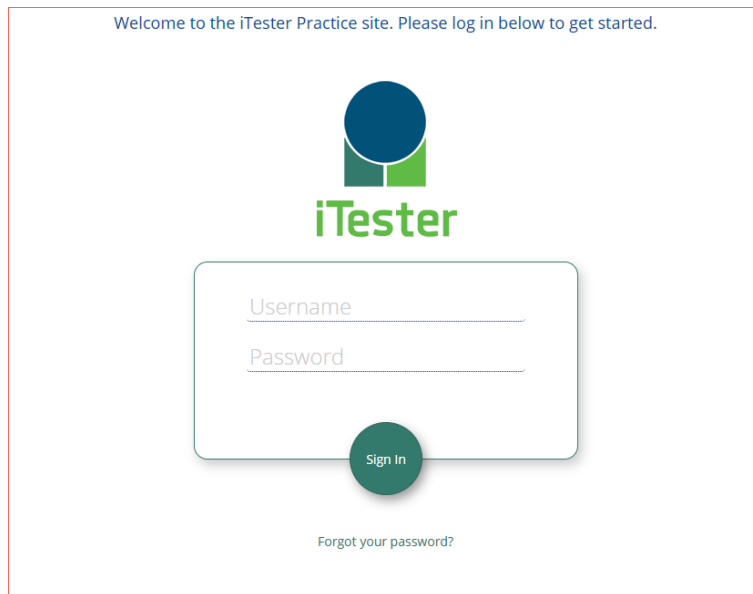


## WORKING WITH THE PRACTICE SITE

This iTester Practice Site is intended for general orientation for new Portal users. DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can navigate through key portal administrative tasks and menus, to include viewing students and classes, scheduling test sessions, viewing test session details and printing student log-in tickets. Some actions required to set-up and administer operational tests cannot be completed in the iTester Practice Site. The iTester Practice Site is used by a variety of clients, thus the iTester Practice Site user interface and menus may differ slightly from the New Mexico Public Education Department Assessments Portal.

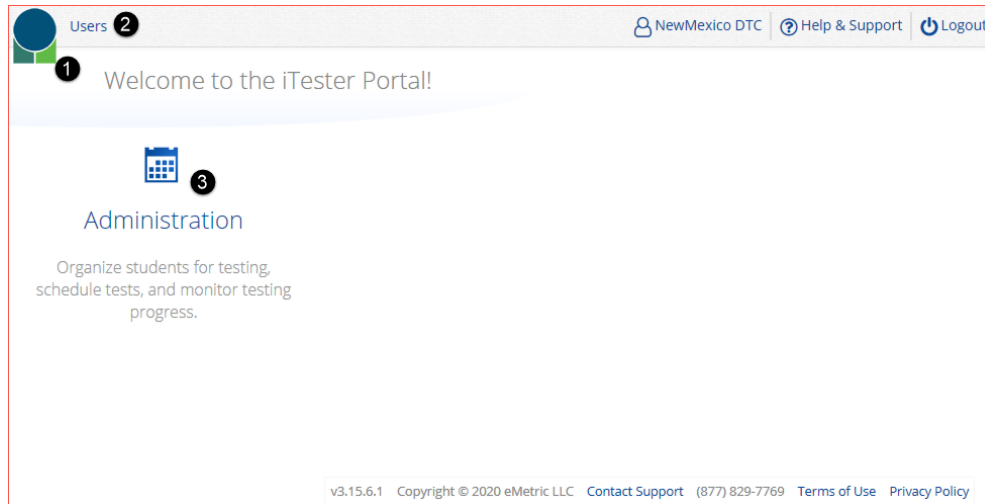
Users can navigate to <https://intro.emetric.net/> and log in using one of the demo accounts listed below.



## DEMO ACCOUNTS

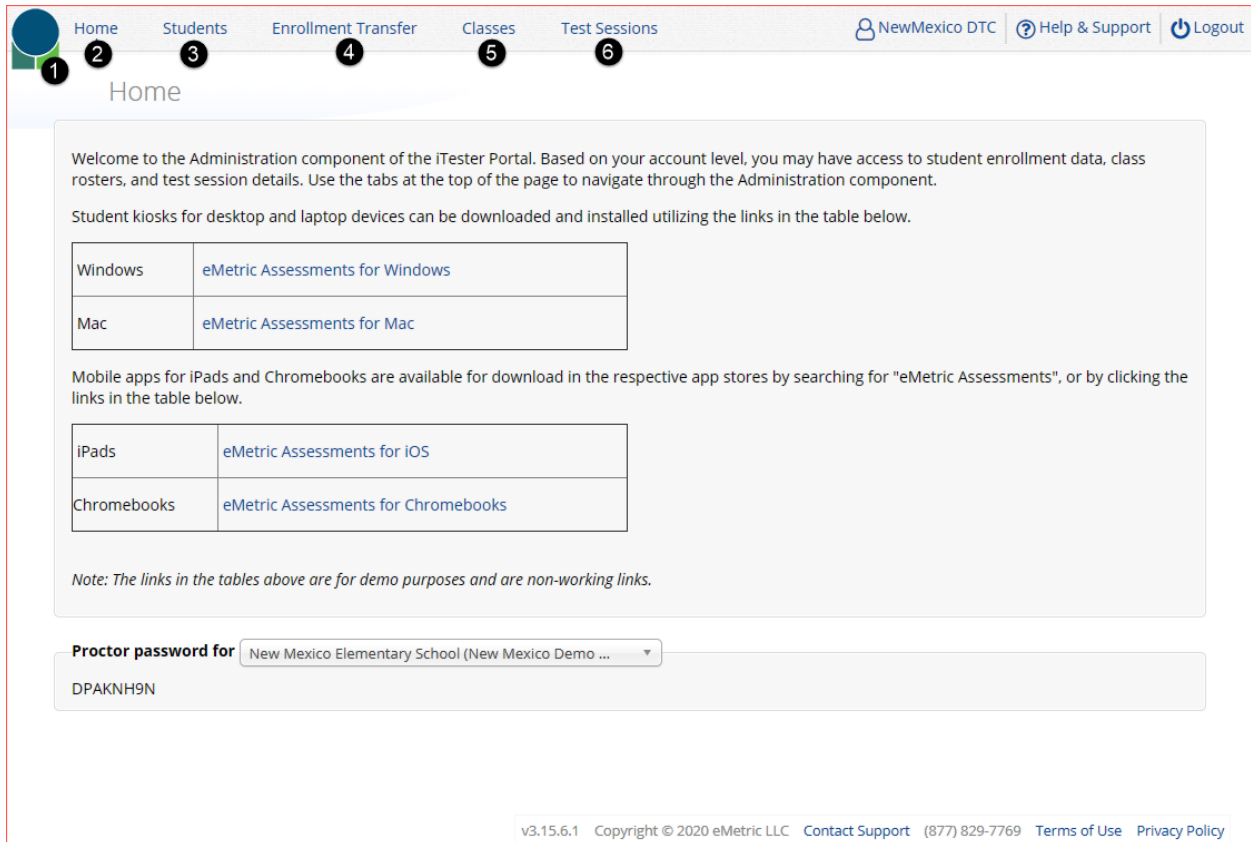
Role	Username	Password
District Test Coordinator	NMADTC	NewM3xico!
School Test Coordinator	NMASTC	NewM3xico!
School Test Coordinator	NMASTC2	NewM3xico!
School Test Coordinator	NMASTC3	NewM3xico!
Test Administrator/Teacher	NMATA	NewM3xico!
Test Administrator/Teacher	NMATA2	NewM3xico!
Test Administrator/Teacher	NMATA3	NewM3xico!

PORTAL HOME PAGE



1. Click the **iTester 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 view users.
3. Click **Administration** to access the Administration component.

NAVIGATING THE ADMINISTRATION HOME PAGE



1. To return to the Portal home page click the **iTester 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 view student information and accommodations click **Students**.
4. To view the enrollment transfer feature (available for DTC and STC) click **Enrollment Transfer**.
5. To view the classes in the practice portal, click **Classes**.
6. To view, schedule, and delete test sessions and view student test log-in tickets click **Test Sessions**.

## VIEWING STUDENTS

Students in New Mexico Elementary School

New Mexico Elementary School (New Mexico Demo Di... 1

Choose a Subject 2

Student Search

Exports 3

Last Name 4	First Name	Middle Initial	StateStudentID	Grade	6		
Demo	Lesly		423483523	03	5 View Classes	Enrollment Info	View 7
Demo	Lia		2565823111	03	View Classes	Enrollment Info	View
Demo	Ozella		6721693011	03	View Classes	Enrollment Info	View
Demo	Darrin		4388237633	03	View Classes	Enrollment Info	View
Demo	Xander		8849578679	03	View Classes	Enrollment Info	View
Demo	Joana		7805252225	03	View Classes	Enrollment Info	View
Demo	Vallie		2615076548	03	View Classes	Enrollment Info	View
Demo	Walker		8103513758	03	View Classes	Enrollment Info	View
Demo	Maurice		7087715146	03	View Classes	Enrollment Info	View
Demo	Lloyd		7268185573	03	View Classes	Enrollment Info	View

Showing 1 - 10 of 300 Page 1 of 30 Next > 10 per page

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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. Click **Exports** to export a roster for the selected organization. A CSV file listing all students at the selected school will be downloaded to your computer.
4. 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.
5. 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.
6. Click on **Enrollment Info** to view the student's enrollment information.
7. To view a student's profile and accommodations assigned click **View** in the student's row. The Student Information tab will display the current demographics, clicking on the Accommodations tab will display the assigned accommodations for the selected student.

VIEWING CLASSES

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. Use the class level tabs to switch between viewing **Course Level classes** and **Grade Level Classes**.
4. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
5. To **View** the students assigned to a class click on **View**.

## VIEWING TEST SESSIONS

Home Students Enrollment Transfer Classes Test Sessions NewMexico DTC Help & Support Logout

Displaying test sessions for Demo Training Test in New Mexico Elementary School

1 New Mexico Elementary School (New Mexico Demo D... a ELA c Schedule New Test Session 2  
Spring Operational b Demo Training Test d Export Test Status 3  
Filter by testing status All Export Students Not Scheduled 4

School 5 Class Testing Status Created Date Created By 6 7

New Mexico Elementary School Teacher, NewMexico-Demo Class1-(Grade -03) In Progress 7/31/2020 9:21:20 AM NewMexico DTC View Details/Student Logins Delete

Showing 1 - 1 of 1

\*Created date is in Central Standard Time.

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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
2. Click the green **Schedule New Test Session** button to schedule a new test session.
3. Click the green **Export Test Status** button to export a CSV file listing every student and their test status per session.
4. Click the green **Export Students Not Scheduled** 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.

## SCHEDULING A TEST SESSION

Home Students Enrollment Transfer Classes Test Sessions 1 NewMexico DTC Help & Support Logout

Displaying test sessions for Demo Training Test in New Mexico Elementary School

New Mexico Elementary School (New Mexico Demo D... 2 ELA 4 Schedule New Test Session 6  
Spring Operational 3 Demo Training Test 5 Export Test Status  
Filter by testing status All Export Students Not Scheduled

There are no test sessions scheduled that match the selected criteria.

To practice scheduling a test session:

1. In Administration click on **Test Sessions**.
2. Select a school from the organization drop-down menu.
3. Select the **Spring Operational** program from the program drop-down menu.
4. Select **ELA** from the subject drop-down menu.
5. Select the **Demo Training Test** from the test drop-down menu.
6. Click the green **Schedule New Test Session** button.

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

7. 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).
8. Click **Schedule** when you are done to save the test session or **Cancel** to discard. The start date and end date are fixed

#### VIEWING TEST SESSION DETAILS

Created By		
NewMexico DTC	<a href="#">View Details/Student Logins</a>	Delete
NewMexico DTC	<a href="#">View Details/Student Logins</a>	Delete

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.

Test Sessions

**District:** New Mexico Demo District      **School:** New Mexico Elementary School  
**Administration:** 2016-2017      **Content Area:** ELA  
**Teacher:** Teacher, Elementary  
**Class:** Teacher, NewMexico-Demo Class2-(Grade -03)  
**Test Name:** Demo Training Test  
**Testing Window:** 07/31/2020 to 07/01/2023

Test is in progress. It ends on 07/01/2023. Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

1 login per page

Print selected logins    Print all logins (24)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Demo	Amos	5677620143	FFDFD3E8	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Anals	7058099187	B9A5EBCB	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Angelina	6032986910	FEE263DC	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Anya	7291082373	75ABFF5C	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Brando	8536955653	B3E35ED9	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+	Session 1:Not Started		

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The Test Sessions Details page displays the test session details at the top, including school, subject, class, teacher, and Test name. Followed by the Test Session Details table which 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

### VIEWING STUDENT TEST LOGINS

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

The screenshot shows a user interface for viewing test session details. At the top, there is a dropdown menu set to '8 logins per page' (labeled 1) and two buttons: 'Print selected logins' and 'Print all logins (24)' (labeled 2). Below this is a table with columns for checkboxes, Last Name, First Name, Username, Password, Form Name, Date/Time Created, and Test Re...

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Re
<input type="checkbox"/>	Demo	Amos	5677620143	FFDFD3E8	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+
<input type="checkbox"/>	Demo	Anais	7058099187	B9A5EBCB	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+
<input type="checkbox"/>	Demo	Angelina	6032986910	FEE263DC	Training Demo Read Aloud	07/31/2020 10:32:41 AM	+

1. On the test session details page select the number of **student logins per page** from the drop-down list (1, 8, or 27 per page).
2. Select one of two print options, if only need to print a few students from the test session select the students from the table by putting a check mark next to their name and then click **Print selected logins**. If printing all students in the test session, click **Print all logins**. The student login cover page which shows names, usernames, passwords, and accommodations, and student logins are exported to a PDF file.
3. **Open** the PDF file to view the student logins in the format selected.