New Mexico Public Education Department Assessments: Portal User Guide

2025-2026 Test Administration

Version Control

Version	Date	Author	Change Description
1.0	7/14/2025	eMetric	Created support documentation per 2025-2026 requirements discussion with Cognia and NM PED.
1.1	8/28/2025	eMetric	Updated User Roles Permissions Matrix
1.2	10/17/2025	eMetric	Updated Test Scheduling section to include new bulk export of student logins and progress view features.

Important Contact Information and Resources

If you experience any difficulty using the portal, contact Cognia Technical Support at nmtechsupport@cognia.org or (877) 6766722 or use the live chat link on the Cognia NMPED Assessments Help and Support Site.

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

For questions about the test administration or other technical information, contact the Cognia Client Care Center at nmtechsupport@cognia.org or 1 (877) 676-6722.

For questions or information regarding New Mexico Public Education Department Assessments policy and testing procedures, contact the New Mexico Public Education Department at ped.assessment@state.nm.us or (505) 827-5861.

Table of Contents

I. 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) and Interim Measures of Student Success and Achievement assessments (iMSSA).

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 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.

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 on the New Mexico Public Education Department Assessments Help & Support page.

II. Roles and Permissions

The New Mexico Public Education Department Assessments Portal includes the following five separate user roles:

- District Test Coordinator (DTC)
- School Test Coordinator (STC)
- IT Coordinator (ITC)
- Test Administrator (TA/Teacher)
- Reports Only (RO)

Each role has a separate set of permissions that determine the user's level of access to the features within the New Mexico Public Education Department Assessments Portal. See Table 1 below for more information.

Table 1. User Roles Permissions Matrix

Features	DTC	STC	ITC	TA	RO
Users					
Manage users (i.e., add, edit, or deactivate accounts)	X	X	X		
Site Readiness					
Access student kiosk installation links for downloading and installing on testing devices	X	X	X		
Access passwords used to initiate the Site Readiness tool on installed kiosks and certify the site (school) is ready for student testing	X	X	X		
Student Management					
Upload student registration file	X				
Assign accessibility features and accommodations	X	X			
Create, edit, and delete classes	X	X		X	
View existing classes, students, and scheduled tests	X	X		X	
Test Management					
Schedule tests	X	X		X	
View proctor passwords (required to sign a student back in to a test in certain situations)	X	X			
Manage, view, and monitor scheduled tests	X	X		X	
Export test status (i.e., access to exports that show student test status)	X	X			
View daily and cumulative testing metrics at a school or district	X	X			
Reports					
View reports	X	X		X	X

III. Logging in to the New Mexico Public Education Department Assessments Portal

A. Initial Login Instructions

When a user account is created, users will receive an automated email containing their username and a link that will allow them to create their password.

If you have not received your New Mexico Public Education Department Assessments Portal login emails, users may receive support as follows:

- **Test administrators and school-level IT coordinators** should contact their school test coordinator for assistance.
- **School test coordinators and district-level IT coordinators** should contact their district test coordinator for assistance. Charter school STCs should contact the Cognia Client Care Center (aka Helpdesk) at nmtechsupport@cognia.org or (877) 676-6722.
- **District test coordinators** should contact the Cognia Client Care Center (aka Helpdesk) at nmtechsupport@cognia.org or (877) 676-6722 or use the live chat link on the Cognia NMPED Assessments Help and Support Site.

B. Password Requirements

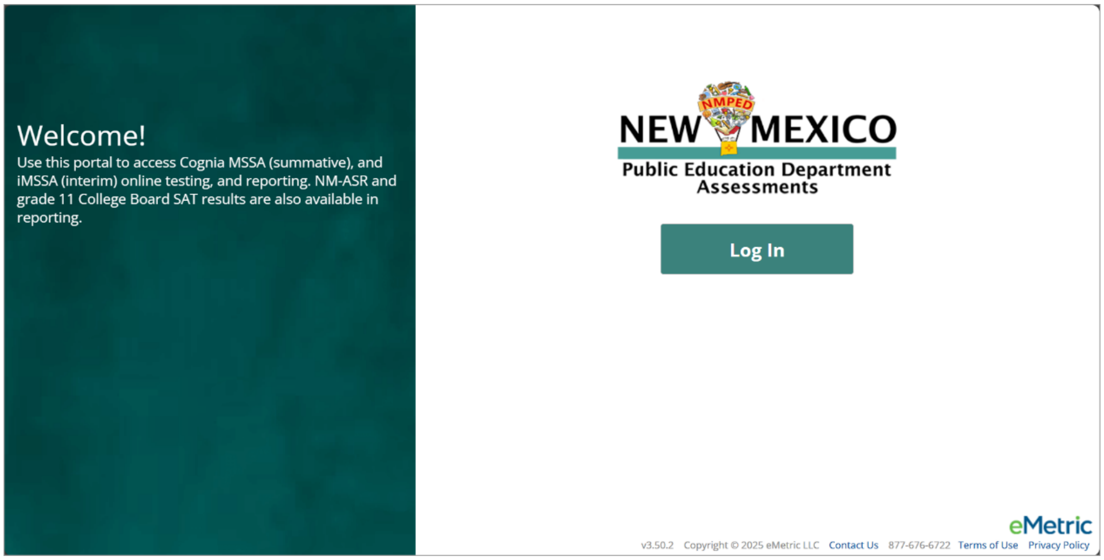
Passwords must meet the requirements shown below. Passwords expire after 365 days. If it has been longer than 365 days since you have updated your password, you will be required to update it upon login.

1. Minimum of 8 characters, maximum of 32 characters
    - One uppercase letter
    - One lowercase letter
    - One number
2. One special character (~!@#$%^&*()_+=-{}|[]:”;’<>?)

C. Logging In

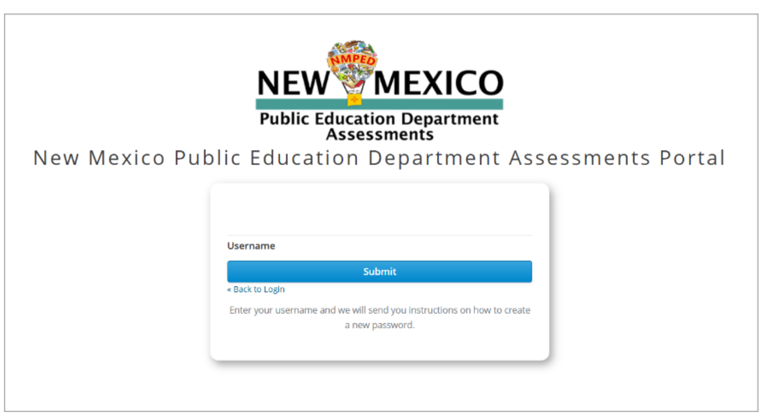
1. To access the New Mexico Public Education Department Assessments Portal, navigate to https://newmexico.cognia.org/ (see screenshot below). Click the **Log In** button to enter your username and password.

   When logging in for the first time, use the username and password from the initial system emails.



2. Type in your username and password as indicated in the screenshot below and click the **Sign In** button to enter the portal.

If you have forgotten your password, select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.



IV. New Mexico Public Education Department Assessments Portal Homepage

The New Mexico Public Education Department Assessments Portal is used to perform test administration management tasks, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

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

- **User Management:** Used for adding and editing portal user accounts
- **Administration:** Used for the following tasks:
  - downloading kiosks and completing Site Readiness tasks
  - adding students
  - transferring students
  - assigning test accommodations to students
  - assigning students and classes for testing
  - scheduling tests
  - accessing student log-in information
  - printing student test logins
  - monitoring student test status

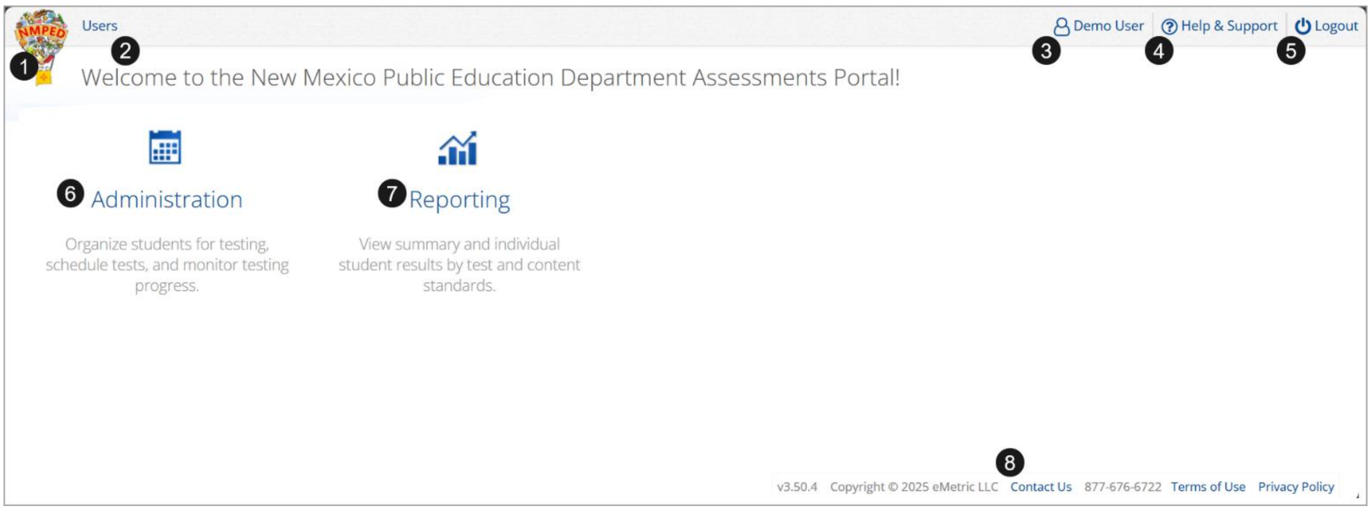
A. Navigating the New Mexico Public Education Department Assessments Portal Homepage

In Table 2 below are descriptions of the features and sections that are available on the New Mexico Public Education Department Assessments Portal homepage. The numbered icons listed in Table 2 below are shown in the screenshot that follows indicating the location of the feature or section on the portal homepage.

Table 2. Portal Homepage

Icons	Description
1	Click the **New Mexico Public Education Department logo** in the top left corner of any page to return to the portal homepage.
2	Click **Users** at the top left-hand side of the top menu bar on the portal homepage to access User Management. User Management is where portal user accounts are created and edited.
3	Click your **username** in the top-right corner of the page to view your profile. This is where you can update your password. ("Demo User" is the username in this example.)
4	Click the **Help and Support** link in the top right-hand corner of the page to access the New Mexico Public Education Department Assessments Help & Support page, which will open in a new tab in your web browser.

Icons	Description
5	Click **Logout** at the top right-hand corner of the page to log out of the portal. After clicking **Logout**, you will be prompted to then select the **Logout** button on the next page that appears.
6	Click **Administration** to access the Administration section to manage student data, order materials, assign students to classes, schedule tests, print student testing tickets, and monitor testing status.
7	Click **Reporting** to access the Reporting section. Reporting is where users will access the available reports. This feature will be available later this school year.
8	Click **Contact Us** at the bottom of the portal homepage to open a blank email message addressed to the Cognia Service Center. The phone number next to **Contact Us** is for the Cognia Service Center.

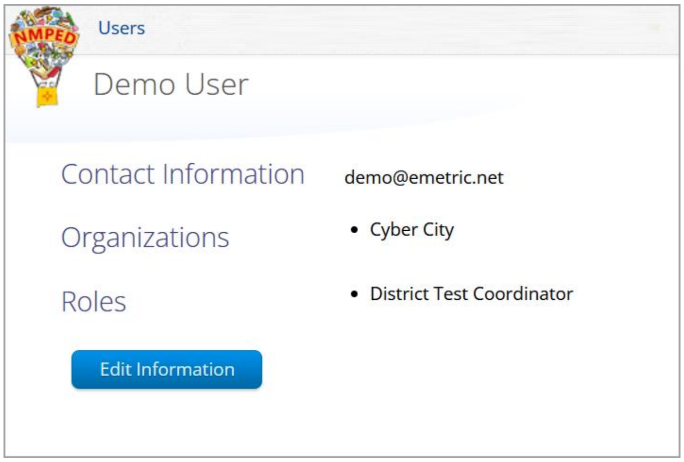


B. Update Your Profile

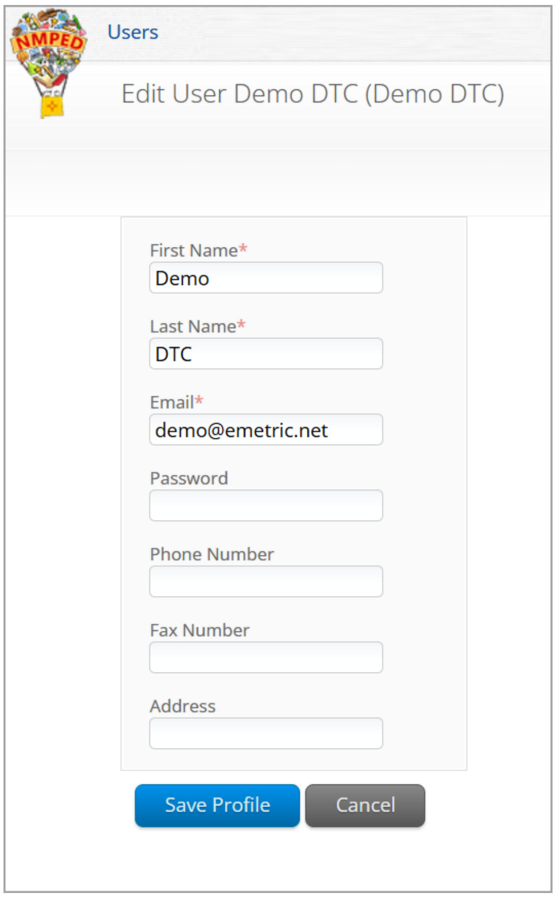
Your profile page displays your contact information, organization(s), and role.

To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.



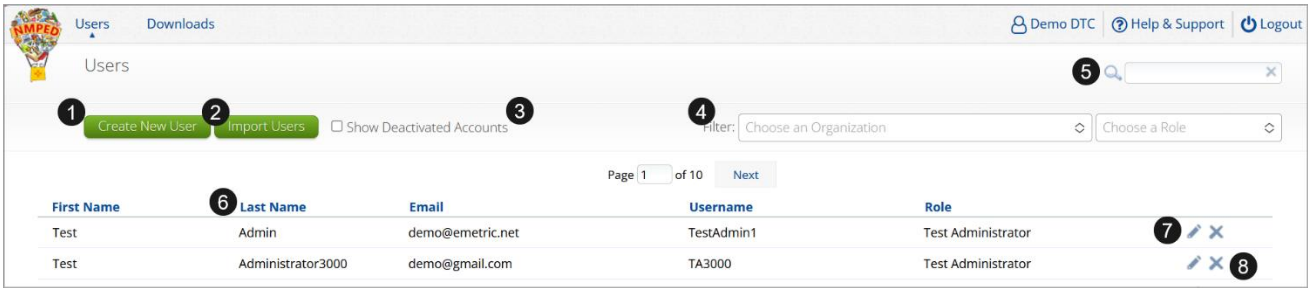
3. Click **Save Profile** to save any changes you have made.



V. User Management

A. General Overview of User Management

To access the User Management section, click the **Users** link on the top left-hand side of the menu bar of the portal homepage. Features in User Management are available based on user role permissions. Within User Management, test coordinators can view user accounts, add new user accounts, and manage existing user accounts for their school or district. By default, a list of existing active users will be shown.



In Table 3 below are descriptions of the features that are available on the User Management homepage. The numbered icons listed in Table 3 are shown in the screenshot above to indicate the location of the feature.

Table 3. User Management Homepage

Icons	Description
1	To manually add a new user account, click the **Create New User** button, and follow the instructions in the **Manually Add New User Accounts** section listed below in section B.
2	To add new users or update existing users via a file upload, click the **Import Users** button, and follow the instructions in the **Adding and Editing Multiple User Accounts via File Upload** section below in section D.
3	To view a list of deactivated users, select the checkbox to the left of **Show Deactivated Accounts**. The user table will change to show only deactivated users.
4	Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role (District Test Coordinator, School Test Coordinator, Technology Coordinator, Test Administrator, or Reports Access Only) in the **Choose a Role** drop-down menu.
5	To search for a user, type the first name, last name, username, or email address in the **Search** box in the top right-hand corner, and then press **Enter** or click the search icon.
6	Sort columns by clicking the column heading.
7	To edit an existing user record, select the **Edit User** icon in the row with that user's name and follow the instructions in the **Manually Editing a User Account** section listed below in section B.

Icons	Description
8	To deactivate a user account, click the **Deactivate User** ✕ icon in the user's row and follow the instructions in the **Deactivate and Reactivate Users** section listed below in section C.

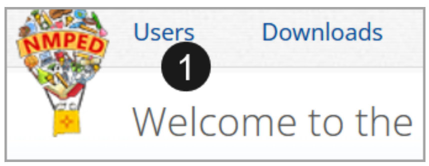
B. Manually Adding and Editing User Accounts

In the New Mexico Public Education Department Assessments Portal, there are two options for adding and editing user accounts. The first option is to manually add or edit a user account; this is recommended if you are adding or editing fewer than ten accounts. The second option is to add or edit multiple user accounts through file upload, which is shown in section D listed below; this is recommended when adding or editing a large number of user accounts.

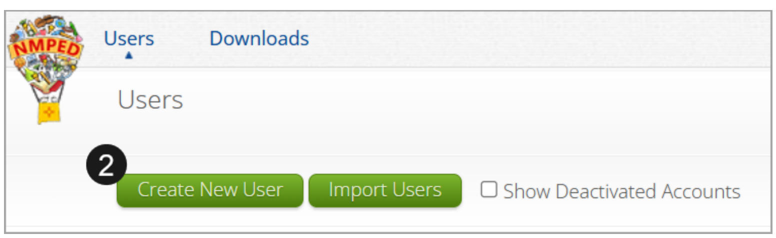
Manually Add New Users (recommended for 10 or fewer users)

To manually add a new user, follow the steps below:

1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar, shown in **(1)**.



2. Click the **Create New User** button, shown in **(2)**.



3. Enter the new user's contact information, shown in **(3)** below. Fields with a red asterisk (*) are required.

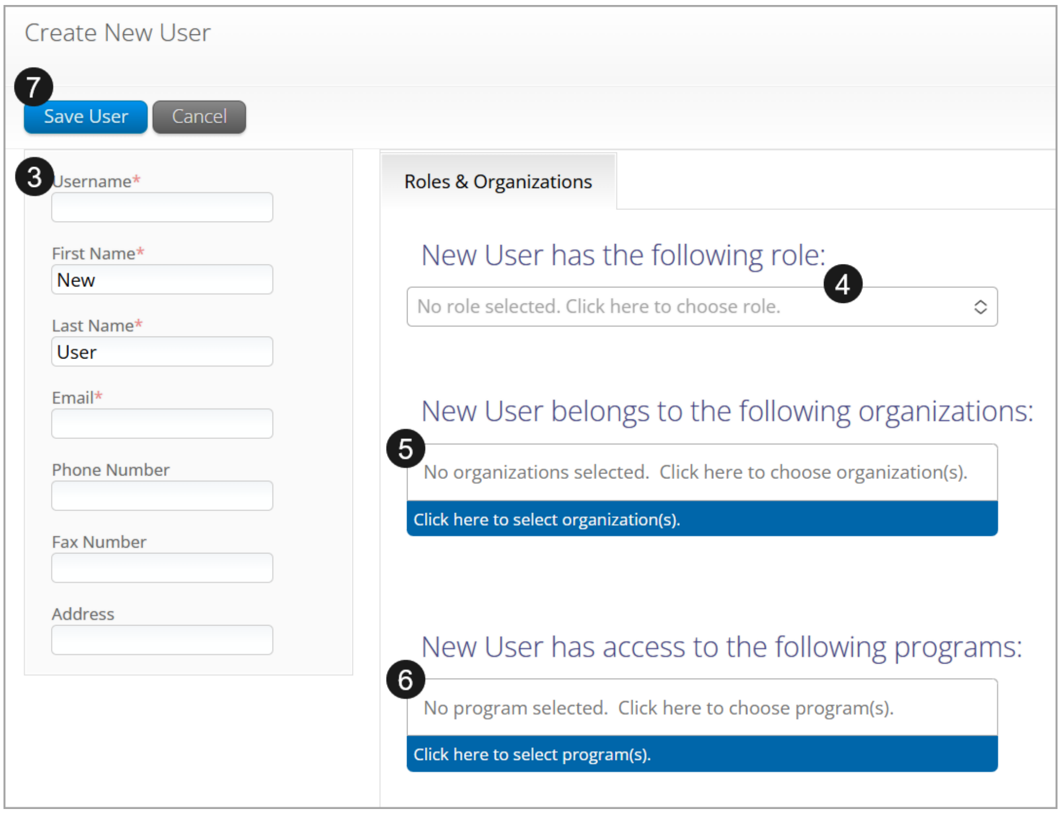
    a. Use the new user's email address as their username.

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

4. Select the role you wish the user to have from the **New User has the following role** drop-down menu shown in **(4)** below. See Table 1 above for user role permissions.

    Each user account can only be assigned ***one role***. If one person conducts tasks that are common across multiple roles, they should be given the role with the highest level of permission to complete their tasks. For example, if a user is performing tasks of both a school test coordinator and a test administrator, they should be assigned the role of school test coordinator, since that role has the higher level of access.

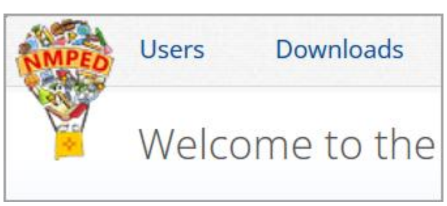
5. In the **New User belongs to the following organizations** section, click the blue bar to select the organization(s) the user will have access to, shown in **(5)**. Users may have access to multiple organizations.
6. In the **New User has access to the following programs** section, click the blue bar to select the programs the user should have access to, shown in **(6)**.
7. Click **Save User** in the top left-hand side of the screen to save the new user account, shown in **(7).**



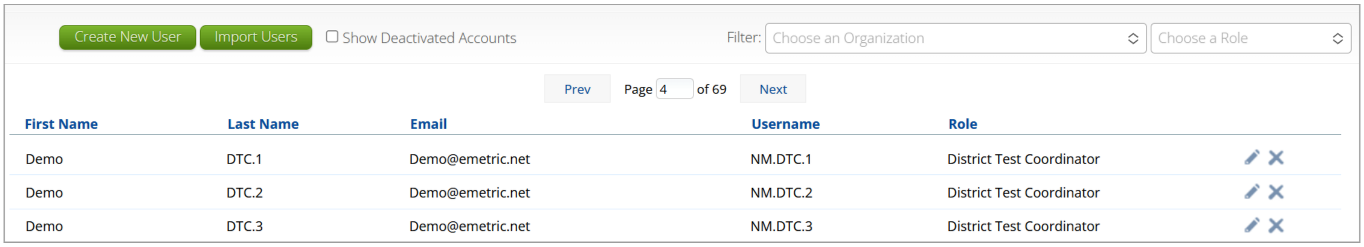
Manually Edit a User Account (recommended for 10 or fewer users)

To manually edit an existing user, follow the steps below:

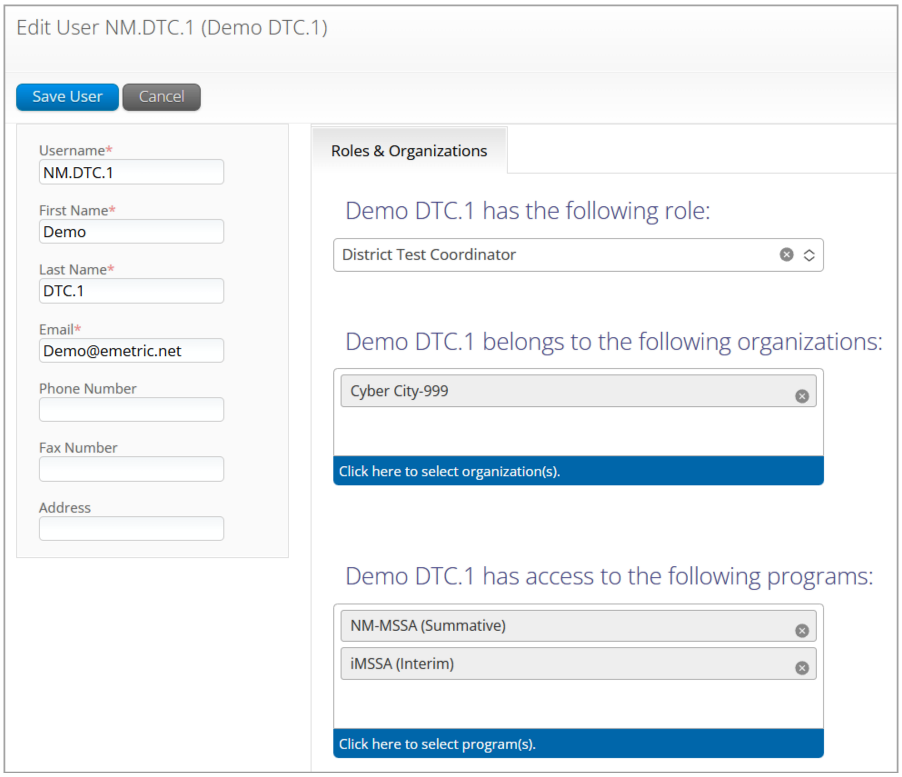
1. On the portal homepage, click **Users** at the top left-hand side menu bar.



2. Select the **Edit User** icon in the desired user's row.



3. You are directed to the user's profile.
4. Edit fields as allowed by your account type, shown below.



5. Click **Save User** to save any changes made to a user's profile.

C. Deactivate and Reactivate User Accounts

A district test coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated within their organization. Deactivating a user account will remove the account from the list of active users and render the account unusable. The deactivated account still exists in the system and the **username cannot be reused**. Accounts that have been deactivated can be reactivated, edited, and used again. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.

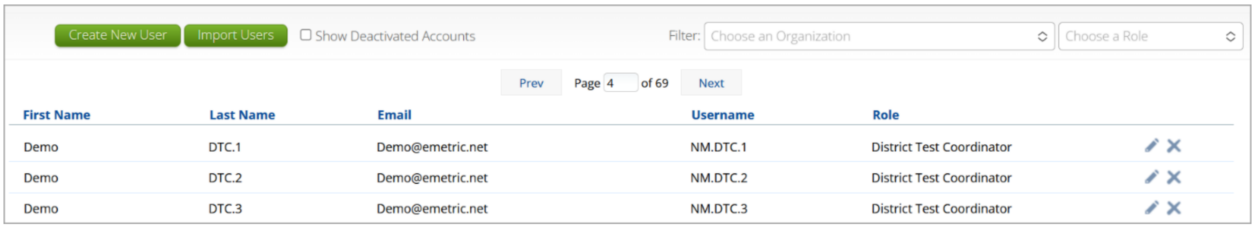
Note: When a user account is linked to multiple organizations, deactivation may not work if the user performing the deactivation does not have access to the same organizations. This can result in the account still appearing as active in the user table.

To resolve this, ensure that the deactivation process is carried out by someone with access to all relevant organizations, such as a district test coordinator or technology coordinator with district level access.

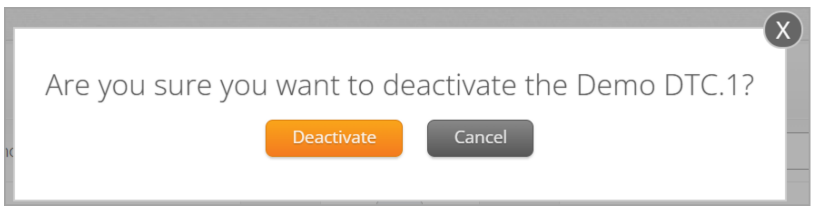
Deactivate User Accounts

To deactivate a single user account, follow the steps below:

1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Deactivate User** icon in the desired user's row.

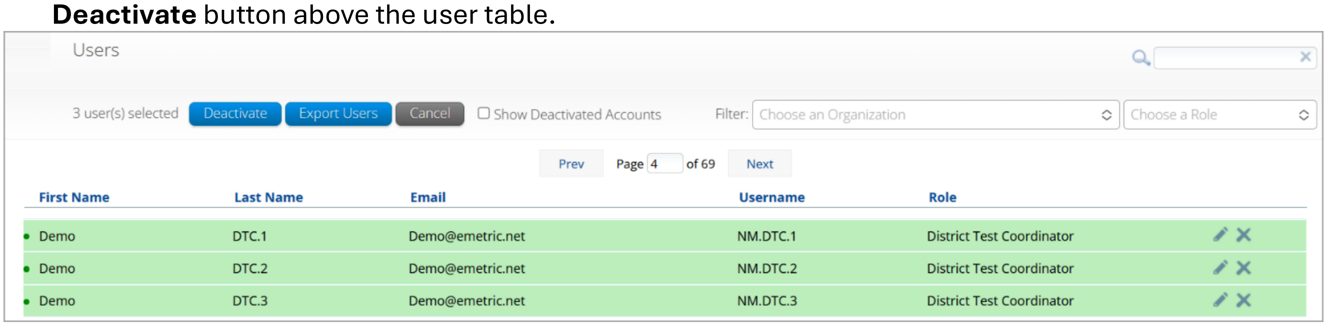


3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the user account.

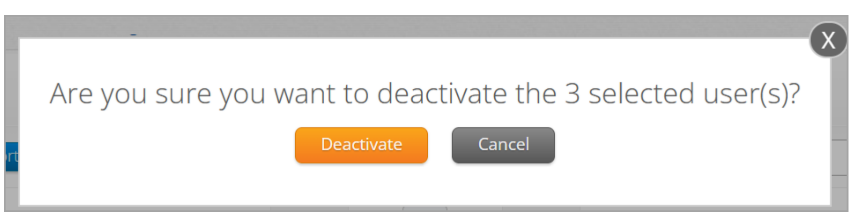


To deactivate multiple user accounts, follow the steps below:

1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select each account. Once selected, the row will appear highlighted in green. Then click the **Deactivate** button above the user table.



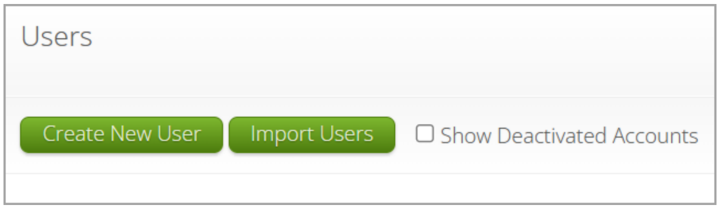
3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the selected user accounts.



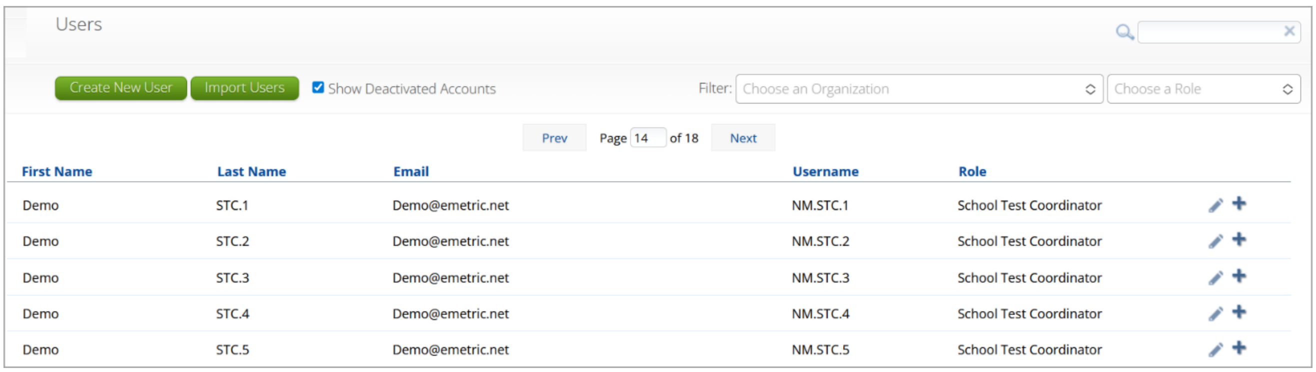
Reactivate User Accounts

To reactivate a single user account that was previously deactivated, follow the steps below:

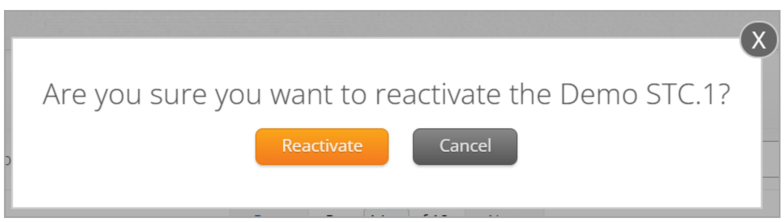
1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the Show Deactivated Accounts checkbox.



3. Click the **Reactivate** ✚ icon in the desired user's row to reactivate their user account.

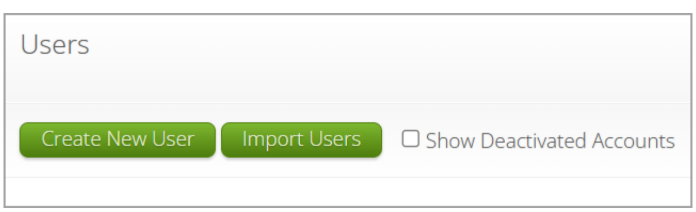


4. A pop-up verification message will appear. Click **Reactivate** to confirm reactivation of the user account.

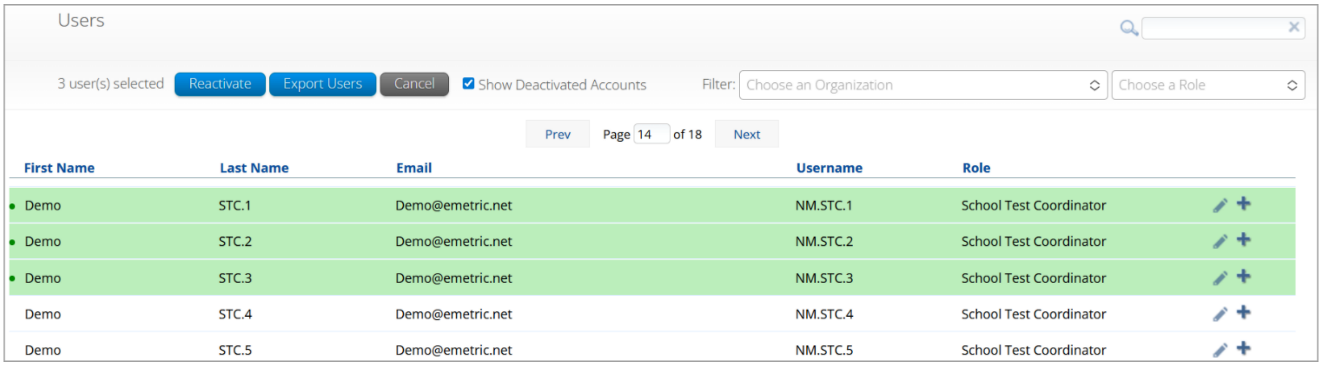


To reactivate multiple user accounts, follow the steps below:

1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the Show Deactivated Accounts checkbox.



3. Select each account to be reactivated and click the **Reactivate** button above the user table.



4. A pop-up verification message will appear. Click **Reactivate** to reactivate selected user accounts.

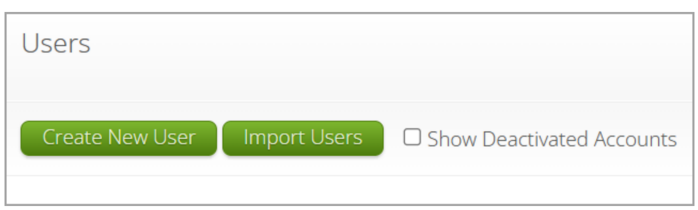
D. Adding and Editing Multiple User Accounts via File Upload

If you have several user accounts 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 files must be uploaded separately for adding new users and editing existing user accounts. Note that user accounts may not be deactivated or reactivated via file upload.

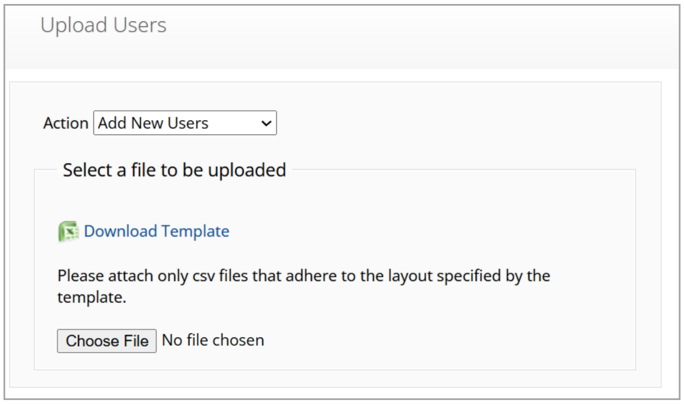
The user upload feature will be available from 6:00 PM to 7:00 AM MST during Summative Operational Testing windows.

Adding Multiple User Accounts via File Upload

1. To add new users via file upload, from the **Users** page, click the **Import Users** button.



2. Click the **Download Template** link to download the user template. The template will be downloaded to your device.



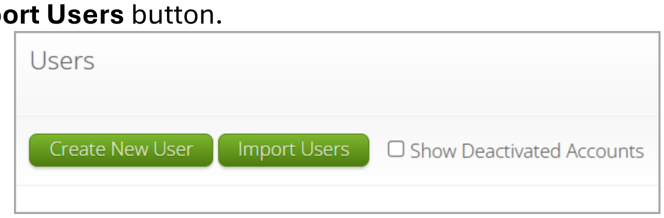
3. Fill out the template and save the file in .CSV format. See Table 4 below for information on how to fill in the template. There is a **limit of 200 records** for each upload file.

   The following is an example of a user import file:

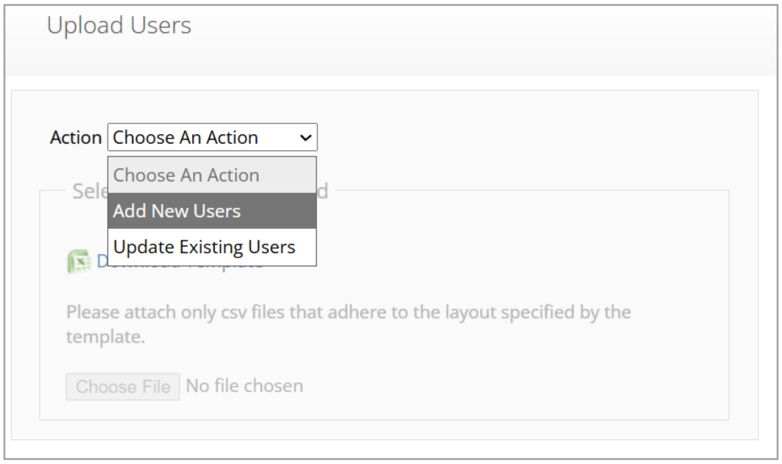
	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	
2	TestAdmin1	Test	Admin	demo@emetric.net	TA	994|993|992	3|5|9				
3	TestTA	Jen	Doe	jendoe@emetric.net	TA	994	3|5|9				
4	CFSchool3TA	Jon	Emetric	ta@emetric.net	TA	992	3|5|9				
5	MesaDTC	Demo	User	dtc@emetric.net	DTC	995|EM-CMD	3|5|9				
6	DemoSTC	Demo	STC	stc@emetric.net	STC	998|997|996|994|993|992	9				
7	support-ditc	Demo	ITC	itc@emetric.net	ITC	999|995	3|5|9				
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.

4. Once the user upload file has been created, navigate to the Upload Users page. From the Users page, click the **Import Users** button.

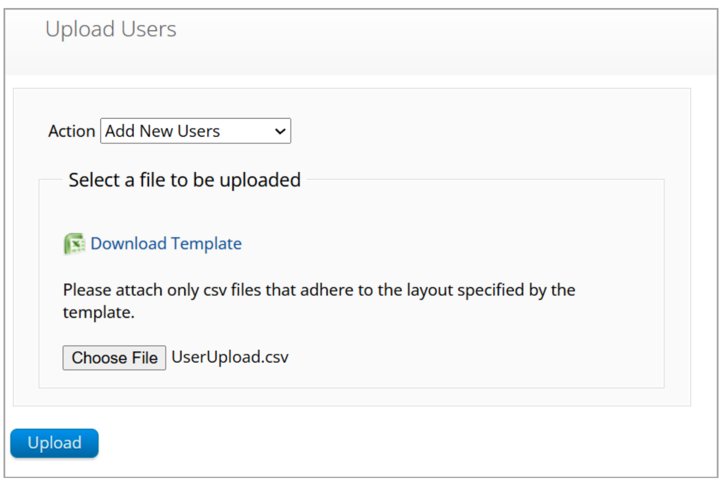


5. Select **Add New Users** from the **Choose An Action** drop-down menu.



6. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.

   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 an email containing their username and a link to set their password.

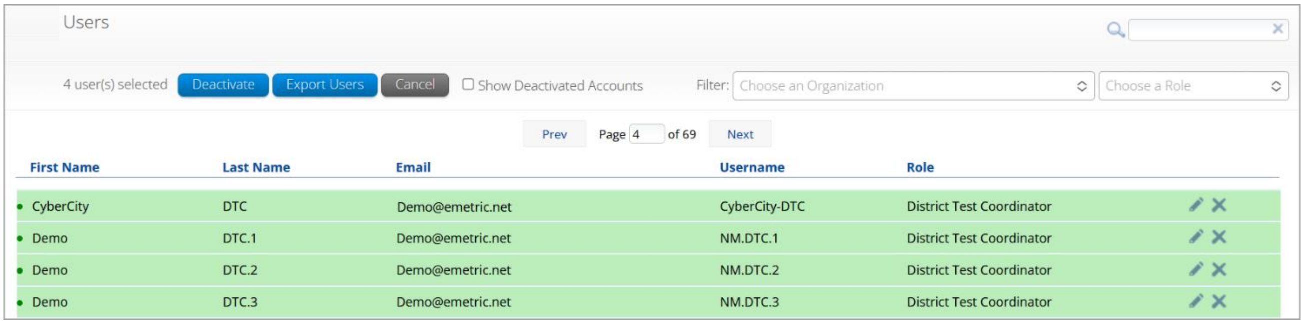


Note: If the file is not in .CSV format, you will receive an error message upon clicking **Upload**. You will need to update the file format to **.CSV (*Comma delimited)*** and upload the file again.

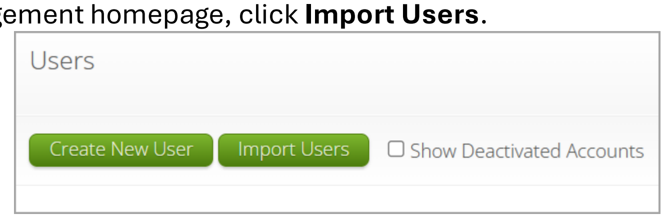
Editing Multiple User Accounts via File Upload

To edit multiple user accounts via file upload, follow the steps below:

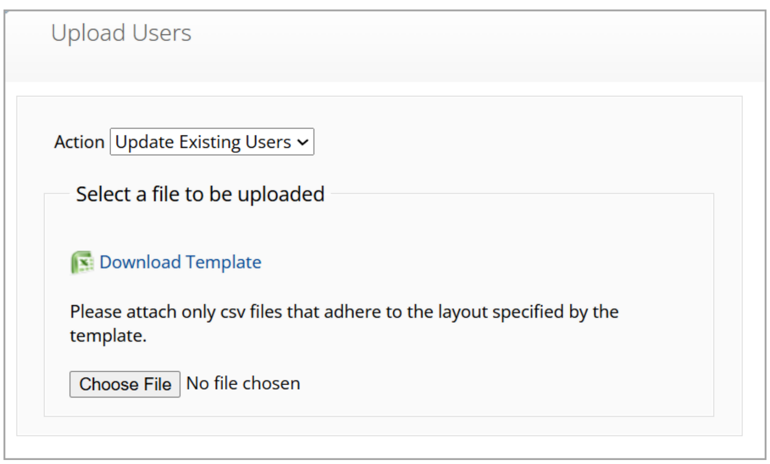
1. On the portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select the user accounts you wish to edit by clicking on their row in the user table. Once selected, they will appear in green highlighting and the **Export Users** button will appear.



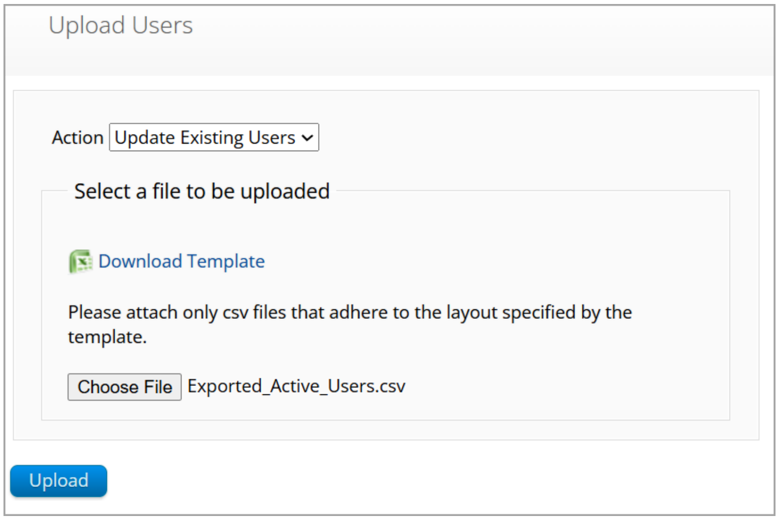
3. Click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.
4. Edit the exported file as needed; in the file, you will be able to edit the user's role or organization or update the user profile information (first name, last name, email address, phone number). See Table 4 below for information on how to fill in the template. Once done editing, save the file.
5. On the User Management homepage, click **Import Users**.



6. On the Upload Users page, select **Update Existing Users** in the Action drop-down menu.



7. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.



8. 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 updated and the number of records rejected will be provided.

Table 4 below describes the columns, required fields, and accepted values in the upload file:

Table 4. Import Users Data Definitions Table

Field Name	Description	Accepted Values
Username*	User's username for logging in to the portal	Up to 35 alpha-numeric characters; this should be the user's email address.
Fname*	User's first name	Up to 25 characters
Lname*	User's last name	Up to 25 characters
Email*	User's email address	Any standard email address
Role*	User's role	One of the following: DTC — District Test Coordinator ITC — IT Coordinator STC — School Test Coordinator TA — Test Administrator 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 School Code associated with the school level user	District Test Coordinator, IT Coordinator (District) Org = District Code If District Code = 051 then Org = 051 School Test Coordinator, IT Coordinator (School), Test Administrator (School) Org = District Code hyphen Location Code *For example:* If District Code = 051 Location Code = 306 then Org = 051-306
Program	Programs available for the user	Blank 3 = NM-MSSA 5 = iMSSA Interim **Note:** If this is left blank, the user will be assigned to all programs by default.

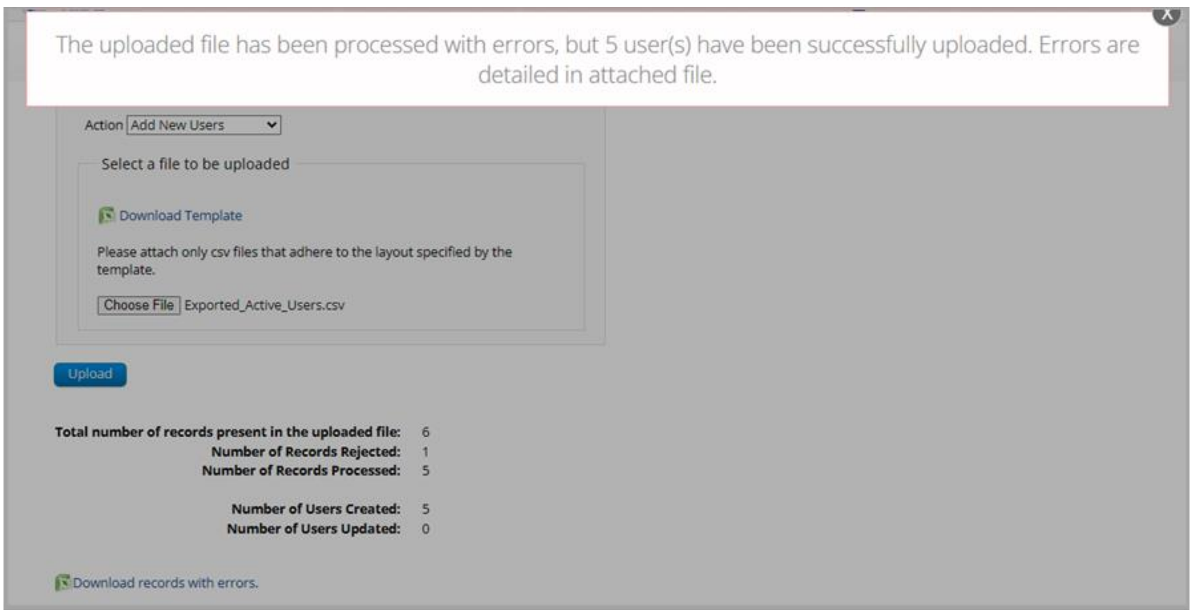
Field Name	Description	Accepted Values
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
Fax	User's fax number	Fax number in xxx-xxx-xxxx format
Address	User's address	Up to 200 characters

**Required Field*

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

Resolving Import User Errors

If there are errors in the user upload file, you will be notified after the upload file has been processed. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available.



Pop-up notification messages are provided in Table 5 below along with results of the file upload and next steps to resolve any errors.

Table 5. Import Users Pop-Up Messages

Pop-Up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.

Pop-Up Message	Result	Next Steps
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in .CSV format.	Open your original Users file. Click **Save As**, select a file location, click on **Save as type**: drop-down menu, select .**CSV (Comma delimited)**, then click **Save**.

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

Total number of records present in the uploaded file: 6
Number of Records Rejected: 1
Number of Records Processed: 5

Number of Users Created: 5
Number of Users Updated: 0

Download records with errors.

Sample error file:

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	Notes
2	Demo_DTC	Demo	DTC	demoDTC@emetric.net	DTC	00-771777	1036				User exists with same username
3	Demo_STC	Demo	STC	demoSTC@emetric.net	STC	00-771777-001|00-771777-004|00-771777-005	1036				Invalid organization number.
4	Demo_TA	Demo	TA	demoTA@emetric.net	TA	00-771777-001|00-771777-002|00-771777-003	1036				User exists with same username
5	Demo_TC	Demo	TC	demoTC@emetric.net	IT	00-771777	1036				Invalid role.
6											

The Error File will contain one or more of the errors shown in Table 6 below:

Table 6. Import Users Errors

Notes Field in Error File	How to Resolve the Error
User exists with same username	Modify the username.
Username must be 4-50 alpha-numeric characters	Modify the username to contain at least 4 characters, not more than 50 characters, and include a mix of letters and numbers in the username.
First name must be 1-25 characters long	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role	Add a valid role abbreviation.
Invalid organization and role pairing	If the user is a STC, verify that the district number and school number are provided in the Org field.
Invalid organization number	Verify the organization number is correct. If you are creating a DTC or ITC that covers the district, verify the district number is correct.
Invalid/Not allowed program ID	Update the program ID to be a valid number. See the table above for valid program codes.

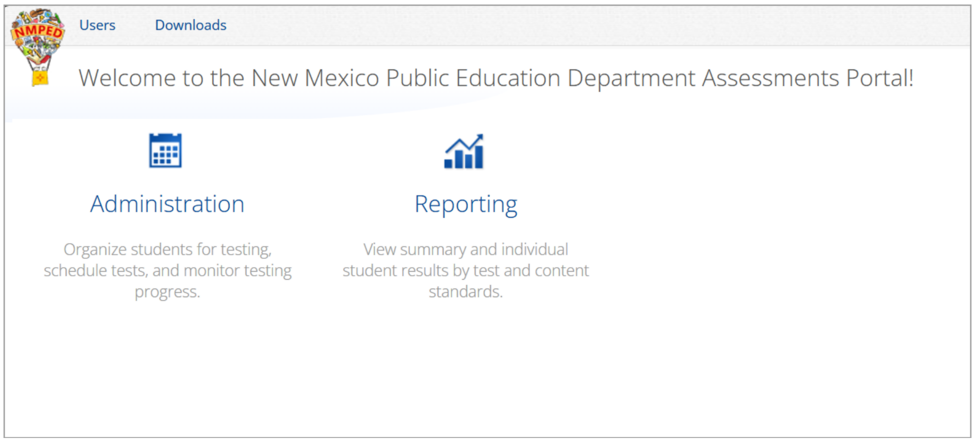
Correct the invalid fields in the User Upload file. Then, save the updated file and repeat the steps to import. You will start with **Step 4** listed above.

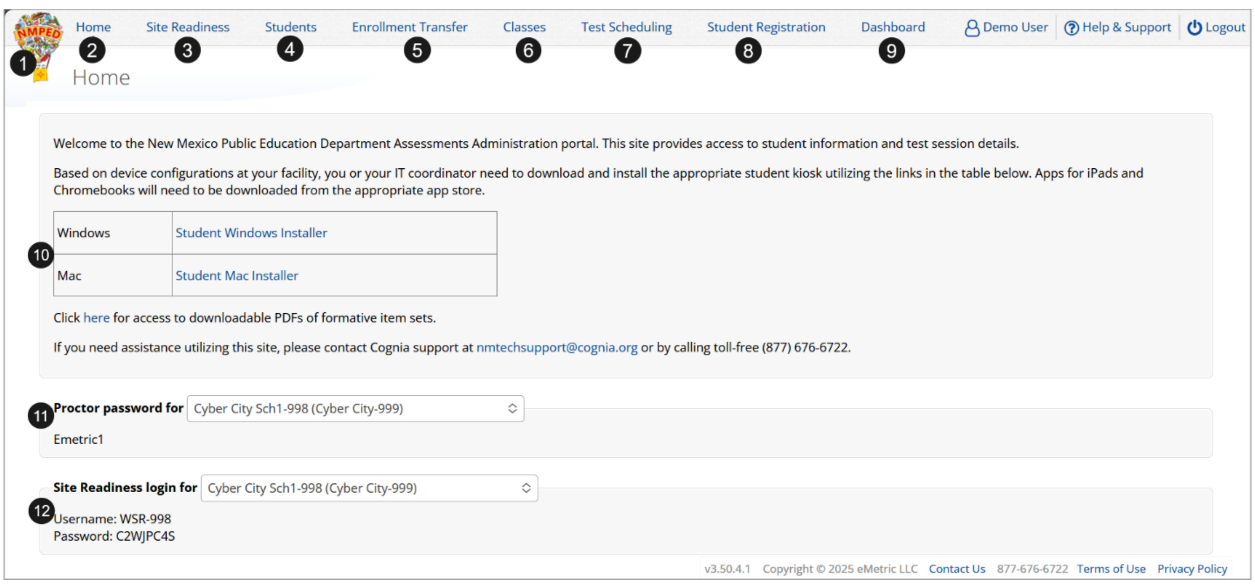
Contact the Cognia Service Center for assistance with errors that you are unable to resolve.

VI. Administration

A. General Overview of Administration

To access the Administration section of the New Mexico Public Education Department Assessments Portal, available to all user roles except Reports Only, click the **Administration** icon on the portal homepage. Within Administration, test coordinators can download the New Mexico Public Education Department Assessments Kiosk and complete Site Readiness tasks, add and manage students, assign students to classes, schedule classes to tests, access and print student test logins, monitor student test status, and track and manage additional materials orders.





In Table 7 below are descriptions of the features that are available on the Administration homepage. The numbered icons listed in Table 7 are shown in the screenshot above to indicate the location of the feature.

Table 7. Administration Homepage

Icons	Description
1	To return to the portal homepage, click the **NMPED logo** in the top-left corner of any page.
2	To return to the Administration homepage, click **Home** from any page in the Administration section.
3	To review a summary of completed Site Readiness tests and certify Site Readiness as ready for student testing, click **Site Readiness**.
4	To add and edit student information, accommodations, and enroll or unenroll students from the school, 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 and schedule tests, delete scheduled tests, and print student logins, click **Test Scheduling**. This feature will be available later this school year.
8	To add or update student data via student registration upload, click **Student Registration**.
9	To view district and school-level testing status, click **Dashboard**. This feature will be available later this school year.
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.

VII. Proctor Password

A. Purpose

A proctor password is required to be entered in the New Mexico Public Education Department Assessments Kiosk if one of the four following conditions is met:

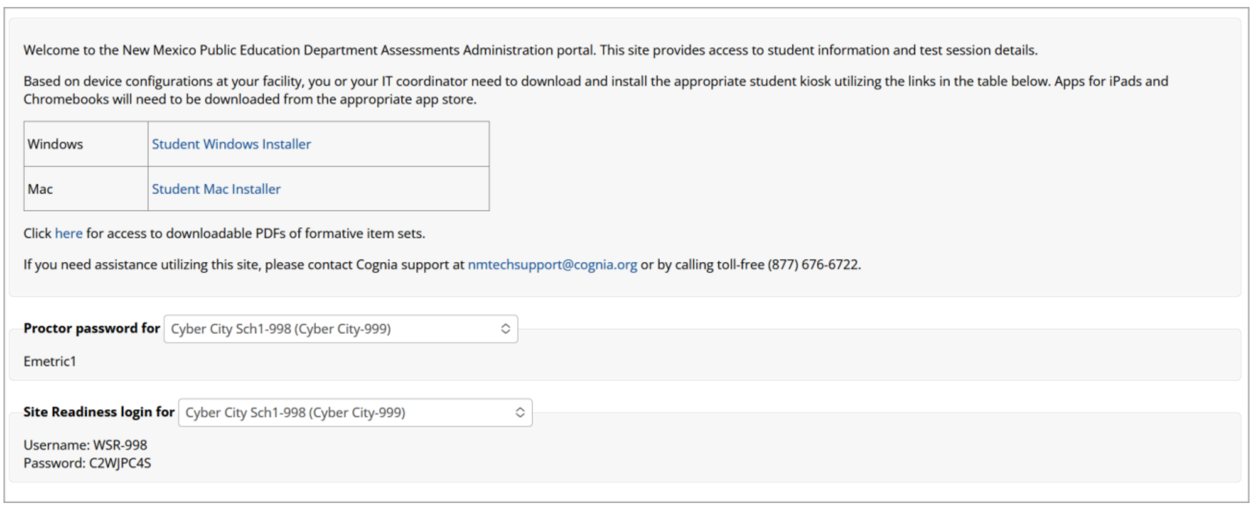
1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.

2. If a student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
3. The New Mexico Public Education Department Assessments Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Allow Accessibility Mode Testing”.

B. Viewing the Proctor Password

District test coordinators and school test coordinators can view the Proctor Password on the Administration homepage of the New Mexico Public Education Department Assessments Portal. To view the Proctor Password, follow the steps below:

1. Log in to the portal with your username and password.
2. Click Administration.
3. Scroll down to view the Proctor Password. To view the **Proctor Password** for schools in your organization, select the school from the organization drop-down menu.



VIII. Site Readiness and Site Certification

A. Purpose

The New Mexico Public Education Department Assessments Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the New Mexico Public Education Department Assessments Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the New Mexico Public Education Department Assessments Kiosk. The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Answer Eliminator, Text Highlighter, and Notepad, to confirm they are functioning properly.

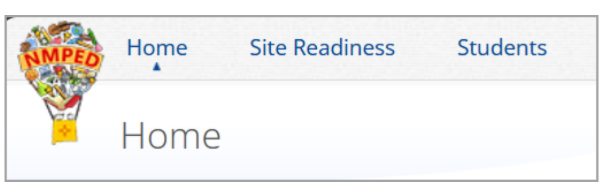
To administer the Site Readiness test, the technology coordinator launches the New Mexico Public Education Department Assessments Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. Then, the technology coordinator certifies the site (school) in the New Mexico Public Education Department Assessments Portal to indicate to the school and district test coordinators that the site's technology is ready for testing. This test is not necessary for students using a web browser to take interim assessments.

Step-by-step instructions for conducting Site Readiness on the New Mexico Public Education Department Assessments Chrome app, iPadOS app, and New Mexico Public Education Department Assessments Kiosk can be found in the New Mexico Public Education Department Assessments Kiosk Installation Guide.

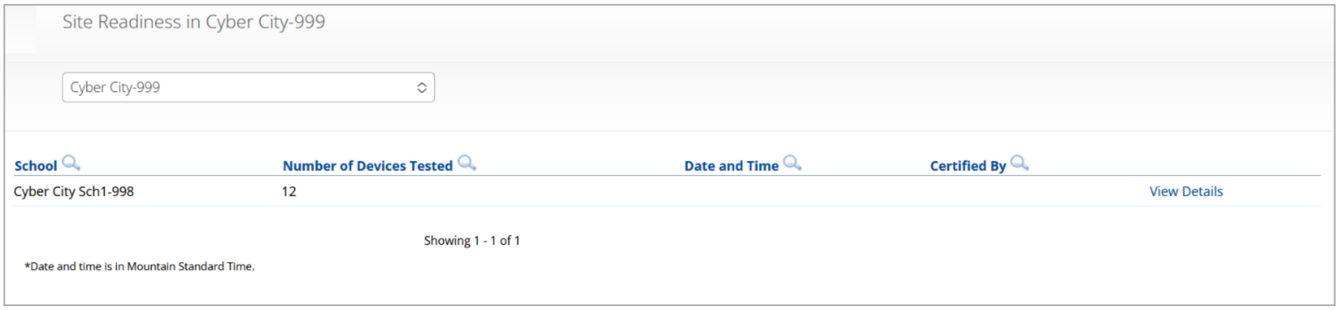
B. Viewing Site Readiness and Site Certification

District test coordinators, school test coordinators, and technology coordinators can view the results of Site Readiness testing on the Site Readiness page in the New Mexico Public Education Department Assessments Portal. To view Site Readiness testing results and Site Certification, follow the steps below:

1. Log in to the New Mexico Public Education Department Assessments Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** on the top menu bar.



4. On the Site Readiness page, select your district or school. The table will update to show the number of devices at each school that have been tested, when the school was certified, and who certified it. This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the school and ensured they are operating as expected and meet the technology requirements.



Site Readiness in Cyber City-999

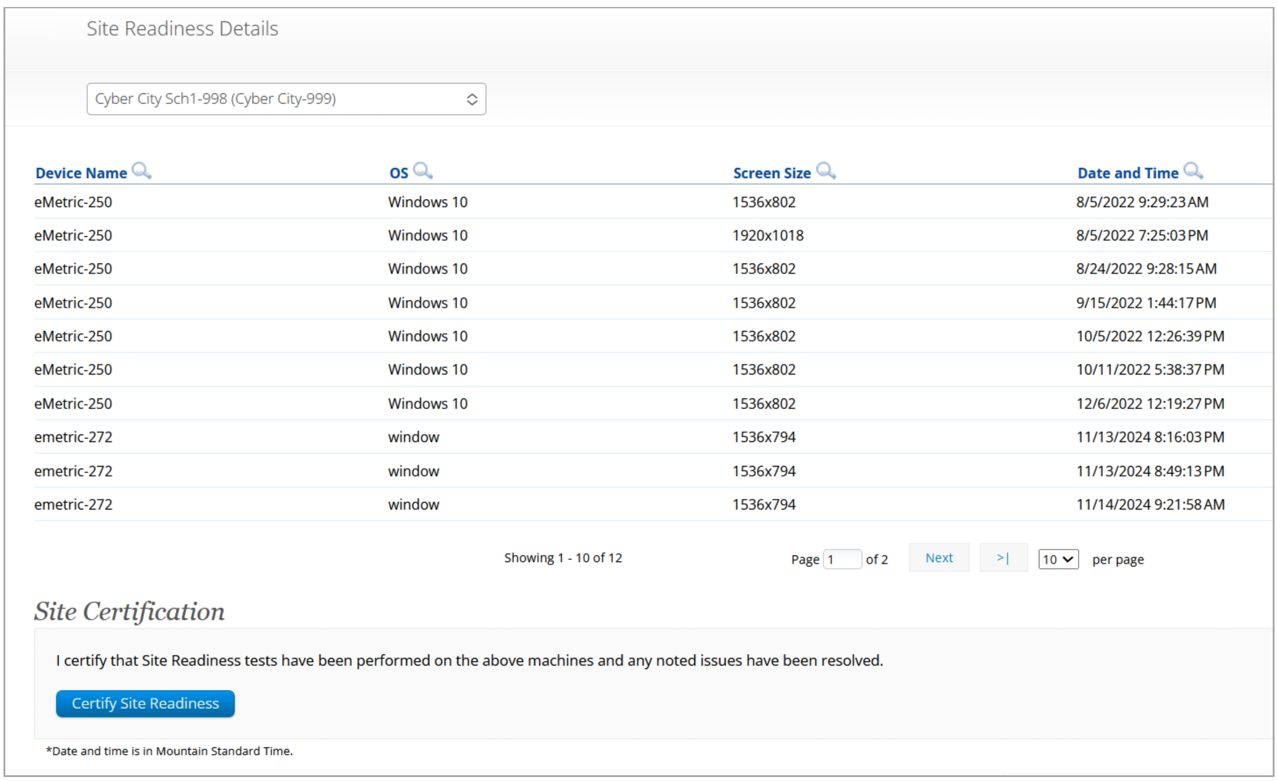
Cyber City-999

School	Number of Devices Tested	Date and Time	Certified By	
Cyber City Sch1-998	12			View Details

Showing 1 - 1 of 1

*Date and time is in Mountain Standard Time.

5. To view a list of the devices that were tested at the school using the Site Readiness tool click **View Details**, as shown in the screenshot above.



Site Readiness Details

Cyber City Sch1-998 (Cyber City-999)

Device Name	OS	Screen Size	Date and Time
eMetric-250	Windows 10	1536x802	8/5/2022 9:29:23 AM
eMetric-250	Windows 10	1920x1018	8/5/2022 7:25:03 PM
eMetric-250	Windows 10	1536x802	8/24/2022 9:28:15 AM
eMetric-250	Windows 10	1536x802	9/15/2022 1:44:17 PM
eMetric-250	Windows 10	1536x802	10/5/2022 12:26:39 PM
eMetric-250	Windows 10	1536x802	10/11/2022 5:38:37 PM
eMetric-250	Windows 10	1536x802	12/6/2022 12:19:27 PM
emetric-272	window	1536x794	11/13/2024 8:16:03 PM
emetric-272	window	1536x794	11/13/2024 8:49:13 PM
emetric-272	window	1536x794	11/14/2024 9:21:58 AM

Showing 1 - 10 of 12 Page 1 of 2 Next >| 10 per page

Site Certification

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

Certify Site Readiness

*Date and time is in Mountain Standard Time.

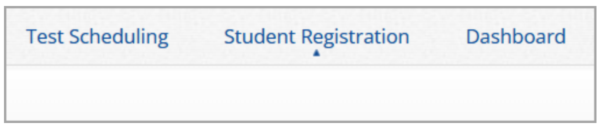
IX. Student Registration

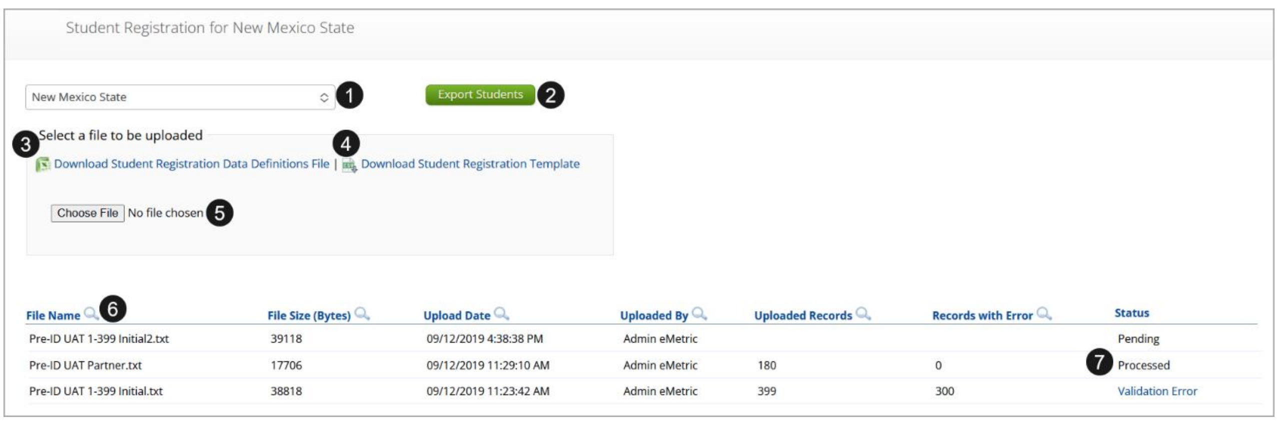
A. General Overview of Student Registration

The Student Registration page in the New Mexico Public Education Department Assessments Portal is where students can be added or updated via student registration file uploads. Student registration 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 students already in the portal by using the **Upload Accommodations** feature described in the **Students** section of this guide.

Only DTC users will have access to the Student Registration page. Student registration file uploads will only be available during the specified Student Registration window and can be uploaded by DTC users at the district or school level.

To access the Student Registration page, select **Student Registration** on the top menu bar of **Administration** homepage.





In Table 8 below are descriptions of the features that are available on the Student Registration page. The numbered icons listed in Table 8 are shown in the screenshot above to indicate the location of the feature.

Table 8. Student Registration Page

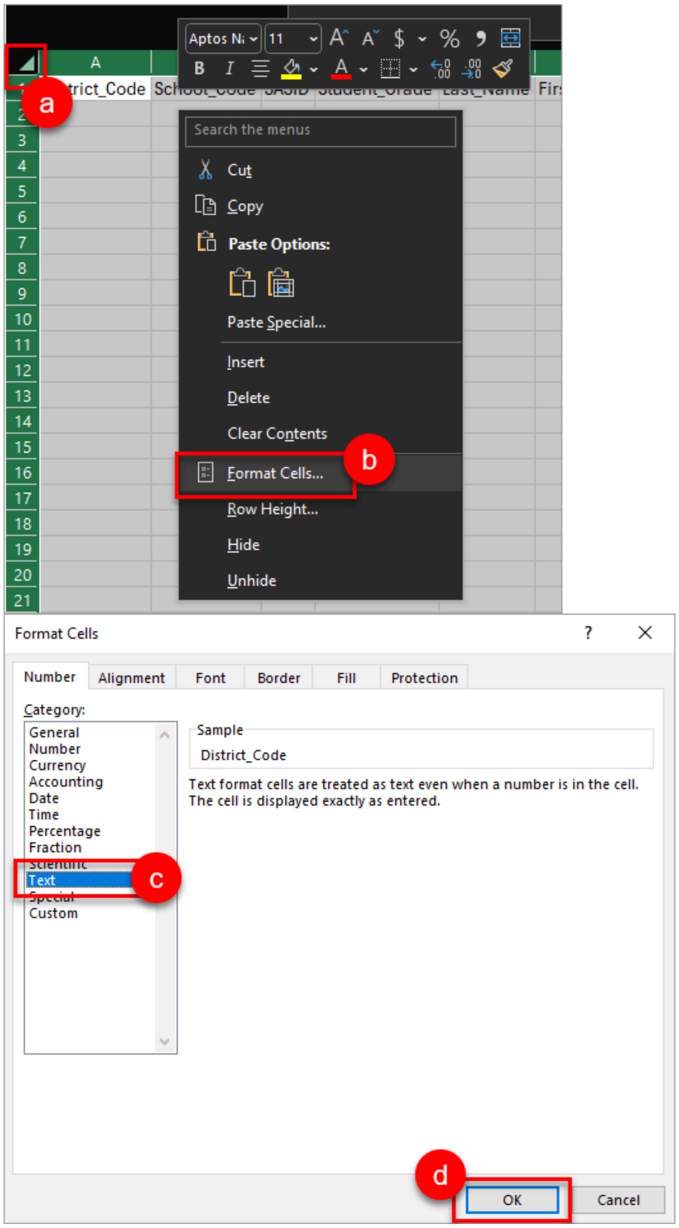
Icons	Description
1	The **Organization drop-down menu** allows test coordinators to select the organization for which they will upload files and view processed files.
2	Click **Export Students** to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file format as

Icons	Description
	the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the portal to update student records.
3	Click **Download Student Registration Data Definitions file** to download a reference of the required columns and expected values for each field.
4	Click **Download Student Registration Template** to download the Student Registration file template as a .CSV file. A reference is also available on the Cognia Help and Support site.
5	Click **Choose File** to select your file, and then click **Upload** to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported (see Section E below on resolving errors).

B. Preparing a Student Registration File

Listed below are the steps to prepare a Student Registration file from the downloaded Student Registration template.

1. Click and download the Student Registration Data Definitions file to download a reference of the required columns and expected values for each field.
2. Click on Download Student Registration Template to download the template to be populated, the template will download as a .CSV file.
3. Open the Student Registration template. Using Excel to create your file, convert all the cells in the file to text format to ensure leading zeroes will not be dropped when populating the columns and rows by following the directions below:
    a. Highlight the entire sheet by clicking on the arrow in the upper left corner of the spreadsheet between the columns and rows.
    b. Right click and select **Format Cells**.
    c. Select the **Text** option from the Category selector in the Format Cells pop-up window.
    d. Click **OK**.



4. Use the Data Definitions file to assist in populating the Student Registration file, the Data Definitions 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 invalid
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 invalid
TestedGrade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Tested Grade Permitted values are 01,02,03,04,05,06,07,08,09,10,11,12, K
Grade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Student Grade Permitted values are 01,02,03,04,05,06,07,08,09,10,11,12, K
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

5. Populate the required fields in the Student Registration template.

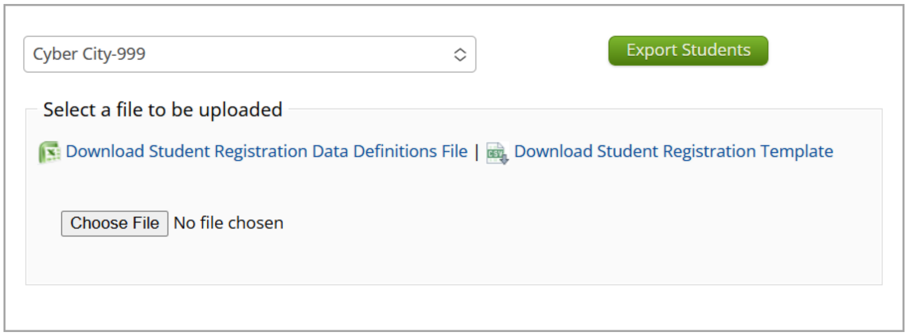
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StateID	NASISID	DisCode	SchCode	TestedGrade	Grade	LName	FName	MI	DOB	Gender	Hispanic	Race	EL
2	123456789		001	001	07	07	StudentOne	Demo		03/06/2007	F	Y	M	3
3	123456790		001	001	07	07	StudentTwo	Demo		01/10/2007	F	N	A	0
4	123456791		001	001	08	08	StudentThree	Demo		05/16/2008	M	N	B	0
5	123456792		001	001	06	06	StudentFour	Demo		12/22/2008	F	Y	C	0
6	123456793		001	001	03	03	StudentFive	Demo		12/13/2011	M	N	I	0
7	123456794		001	001	03	03	StudentSix	Demo		02/18/2010	M	Y	M	1

6. The Student Registration file needs to be saved in the correct .CSV format to pass the initial file validations. To save an excel file as a .CSV:
   a. Click **File** in a complete Excel sheet.
   b. Click **Save As**.
   c. Click on the drop-down menu next to **Save as type**.
   d. Select CSV (comma delimited).
   e. Click **Save**. The file is now saved in the correct format.
7. The Student Registration file is now ready for upload into the New Mexico Public Education Department Assessments Portal.

C. Preparing an Exported Student Registration File in Excel

District test coordinators can also export a Student Registration file from the **Student Registration** page to update and re-upload to the portal. To export a Student Registration file, follow the steps below:

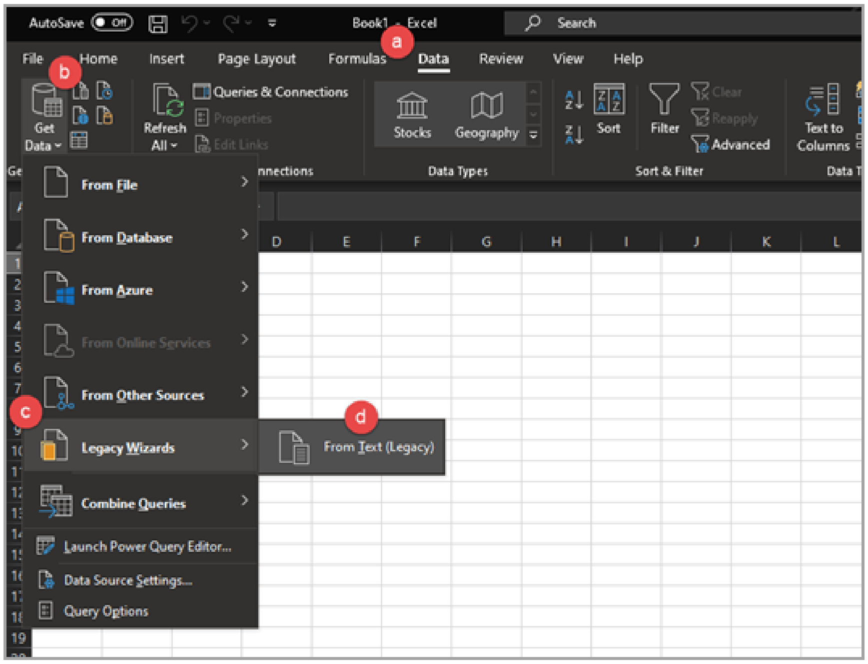
1. On the **Student Registration** page select the **organization** from the organization drop-down menu. Student Registration files can be exported at the district level or the school level.
2. Select **Export Students**. The exported file will be downloaded locally.



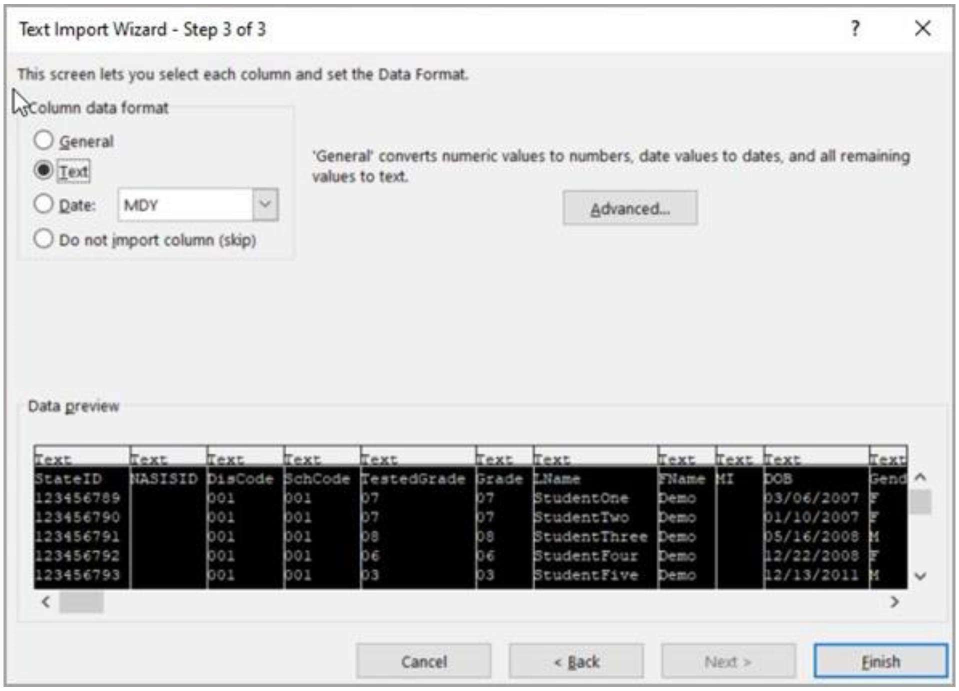
Opening the exported Student Registration .CSV file in Excel will cause all leading zeroes in the file to be dropped. Follow the steps below in Excel to ensure the leading zeroes in the exported file are retained.

1. Open Excel and choose a Blank workbook.
    a. Click **Data** in the main ribbon of Excel.
    b. Click **Get Data** in the upper left corner of the Data tools options.
    c. Select **Legacy Wizards** from the list.
    d. The select from Text (Legacy).

    NOTE: If you do not have **Legacy Wizards** as a selection, they can be added by going into **File**, **Options**, then **Data** and selecting the legacy wizards, **From Text**, to add.



2. Select the exported Student Registration file downloaded locally and click **Import**.
3. The Text Import Wizard will appear in Step 1 of 3, select **Delimited** under Original data type and check the box next to **My Data has headers**, then click **Next**.
4. In Step 2 of 3, uncheck **Tab** and check next to **Comma** in the Delimiters box then click **Next**.
5. In Step 3 of 3, hold down the shift key on the keyboard and click on the **first column** in the Data preview, then scroll to the **last column** and again hold down the shift key and 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 and the leading zeroes will show as retained, as shown in the screenshot below.



6. Click **Finish** and then click **OK**. The data will be imported with leading zeroes included.

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

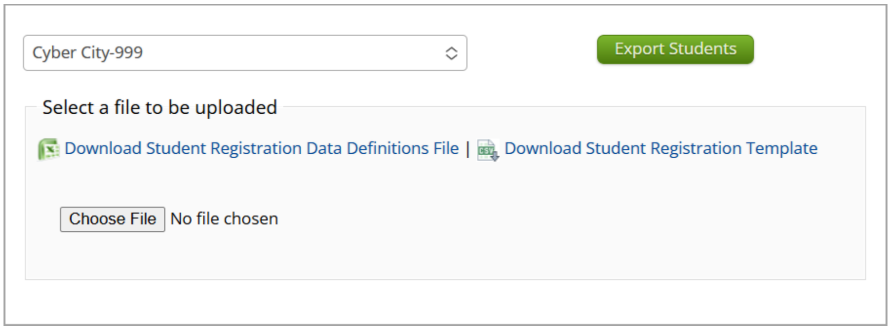
7. The exported Student Registration file can now be edited to update the student enrollment information, demographic information, accessibility features, and accommodations. After editing of the file has been completed, the file will need to be saved as a .CSV and can then be uploaded back into the New Mexico Public Education Department Assessments Portal.

D. Uploading a Student Registration File into the Portal

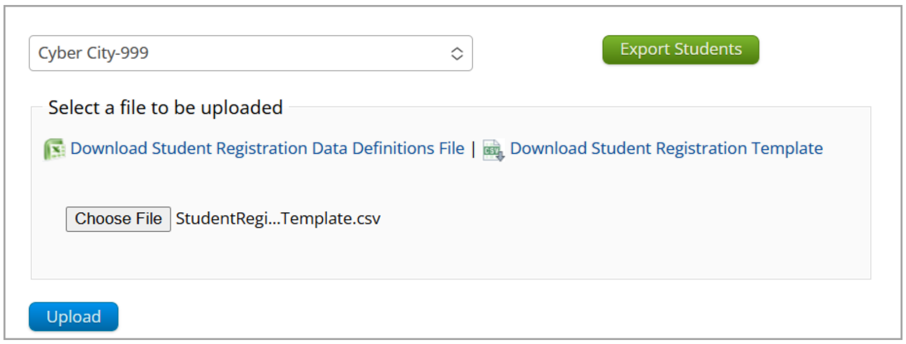
After preparing a Student Registration file, District Test Coordinators can upload the to the portal. To upload a Student Registration file, follow the steps below:

1. On the **Student Registration** page select the **organization** from the organization drop-down menu. Student Registration files can be uploaded at the district level or school level.
2. Select **Choose File** and select the Student Registration file to upload.

   Note: Remember that the file must be saved in .CSV format.



3. Select **Upload**.



4. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the heads in the file are correct, and that the file is not empty.
5. After the initial validation, the uploaded student registration file will be processed, and the Status column will display one of the following statuses:

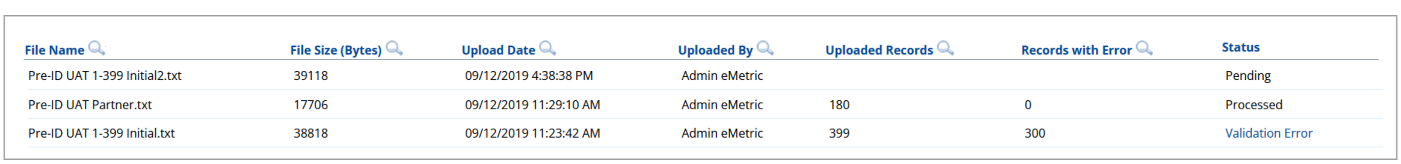
   Pending: The file has been uploaded successfully and is processing. Processing jobs run every two hours.

   Processed: All records in the file have been uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of student records uploaded.

   > **Note:** If the file has been processed, schools will not be able to select “Processed” for a link to the file. Schools can export all uploaded student records by clicking on the Export Students button on the Student Registration page.

   Validation Error: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will add the error code as the last column in the uploaded Student Registration file. Schools should refer to the Student Registration Data Definitions file for expected values for each column.

   Error: Contact eMetric: Contact the Cognia Service Center for support.



File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Pre-ID UAT 1-399 Initial2.txt	39118	09/12/2019 4:38:38 PM	Admin eMetric			Pending
Pre-ID UAT Partner.txt	17706	09/12/2019 11:29:10 AM	Admin eMetric	180	0	Processed
Pre-ID UAT 1-399 Initial.txt	38818	09/12/2019 11:23:42 AM	Admin eMetric	399	300	Validation Error

E. Resolving Student Registration Errors

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	Permitted values are 0-9 Length must be 9
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 K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 1,2,3,4,5,6,7,8,9
4006	Tested Grade	Permitted values are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 1,2,3,4,5,6,7,8,9
4007	Student name: last name	Permitted Values are a-z, A-Z, space Max length is 20 characters
4008	Student name: first name	Permitted Values are a-z, A-Z, space Max length is 16 characters
4009	Student name: middle initial	Permitted Values are a-z, A-Z Max length is 1 character
4010	Date of birth	Date format is MM/DD/YYYY
4011	Gender	Permitted values are M, F, X, space
4012	Hispanic/Latino Ethnicity	Permitted values are Y,N
4013	Race	Permitted values are A,B,C,P,I,M
4014	EL status	Permitted values are 0-6 (Cannot be blank)
4015	Bilingual education	Permitted values are Y, N, U
4016	Student with Disability	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

Error Code	Field Name	Message
4020	504 plan	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	Student testing mode	Permitted values are 1,2,4
4027	Student testing mode	Permitted values are 1,2,4
4028	Student testing mode	Permitted values are 1,2,4
4031	Number of School Years in the USA	Permitted values are 0,1,2,3,4.
4032	Home School Status Indicator	Permitted values are 1,0
4033	Not Full Academic Year, should only be populated for BIE students	Permitted values are blank, 0, 1
4034	Accommodation: Reverse Contrast	Permitted values are 0,1 Cannot be selected if TestMode = 1
4035	Accommodation: Custom Masking	Permitted values are 0,1 Cannot be selected if TestMode = 1
4036	Accommodation: Color Contrast	Permitted values are 0,1 Cannot be selected if TestMode = 1
4037	Accommodation: Answer Masking	Permitted values are 0,1 Cannot be selected if TestMode = 1
4038	Accommodation: Mathematics Text-To-Speech English	Permitted values are 0,1 Cannot be selected if TestMode = 1
4039	Accommodation: Mathematics Text-To-Speech Spanish	Permitted values are 0,1 Cannot be selected if TestMode = 1
4042	Accommodation: ELA Text-To-Speech English	Permitted values are 0,1 Cannot be selected if TestMode = 1
4042	Accommodation: ELA Text-To-Speech Spanish	Permitted values are 0,1 Cannot be selected if TestMode = 1
4043	Accommodation: Allow Accessibility Mode Testing	Permitted values are 0,1 Cannot be selected if TestMode = 1
4044	Accommodation: ASL Video (Mathematics)	Permitted values are 0,1 Cannot be selected if TestMode = 1
4045	Accommodation: ASL Video (ELA)	Permitted values are 0,1 Cannot be selected if TestMode = 1
4046	Accommodation: Basic Calculator on Non-Calculator Sections of Mathematics Test	0 = False 1 = True Cannot be selected if TestMode = 1

Error Code	Field Name	Message
4047	Accommodation: Scientific Calculator on Non-Calculator Sections of Mathematics Test	0 = False 1 = True Cannot be selected if TestMode = 1
4048	Accommodation: Word Prediction (Embedded)	0 = False 1 = True
4049	Accommodation: Headphones/Noise Buffer	0 = False 1 = True
4050	Accommodation: Mathematics Tools	0 = False 1 = True
4051	Accommodation: Word Prediction	0 = False 1 = True
4052	Accommodation: Speech-to-Text	0 = False 1 = True
4053	Accommodation: Human Signer	0 = False 1 = True
4054	Accommodation: Human Signer for Test Directions	0 = False 1 = True
4055	Accommodation: Braille Notetaker	0 = False 1 = True
4056	Accommodation: Braille Writer	0 = False 1 = True
4057	Accommodation: Refreshable Braille Display with Screen Reader (Mathematics and ELA only)	0 = False 1 = True
4058	Accommodation: Screen Reader (Mathematics and ELA only)	0 = False 1 = True
4059	Accommodation: Tactile Graphics	0 = False 1 = True
4060	Accommodation: Human Reader English (IEP, 504, EL)	0 = False 1 = True
4061	Accommodation: Human Reader Spanish (IEP, 504)	0 = False 1 = True
4062	Accommodation: Read Aloud to Self	0 = False 1 = True
4063	Accommodation: Human Scribe	0 = False 1 = True

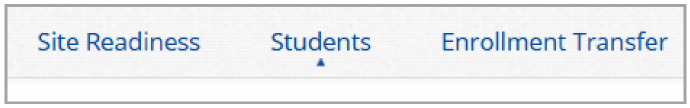
Error Code	Field Name	Message
4064	Accommodation: Assistive Technology Device Presentation	0 = False 1 = True Cannot be selected if TestMode = 1
4065	Accommodation: Assistive Technology Device Responses	0 = False 1 = True Cannot be selected if TestMode = 1
4066	Accommodation: Spanish Language Version (Mathematics and Science only)	0 = False 1 = True
4067	Accommodation: Picture Dictionary	0 = False 1 = True
4068	Accommodation: Directions in Native Language	0 = False 1 = True
4069	Accommodation: Commercial-Word-To-Word Dictionary	0 = False 1 = True
4070	Accommodation: Customized Dual Language Glossary	0 = False 1 = True
4071	Accommodation: Pocket-To-Word Translator	0 = False 1 = True
4073	Printed Spanish ISR	Permitted values are Y, N, U
4074	Alternate Participant - Language Arts	Permitted values are Y, N, U
4075	Alternate Participant - Math	Permitted values are Y, N, U
4076	Student Grade/Tested Grade	Permitted values are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 1,2,3,4,5,6,7,8,9
1001		Not required for pre-ID upload.
1002		Not required for pre-ID upload.
1003		Not required for pre-ID upload.

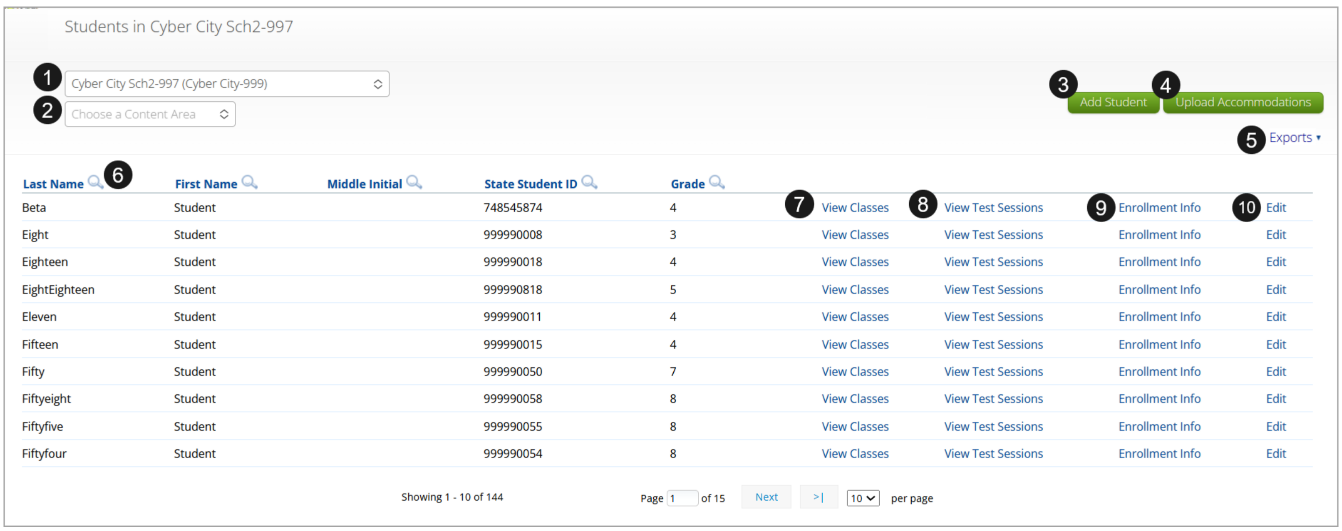
The file layout, Pre-ID File Data Definitions, and a list of error codes are also available on the Cognia Help and Support Site.

X. Students

A. General Overview of the Students Page

The **Students** page, available to all user roles except Report Access Only, is used to manually add students, edit students and accommodations, and view student information. Select **Students** from the top menu bar of the Administration homepage to access the Students page.





In Table 9 below are descriptions of the features that are available on the Students page. The numbered icons listed in Table 9 are shown in the screenshot above to indicate the location of the feature.

Table 9. Students

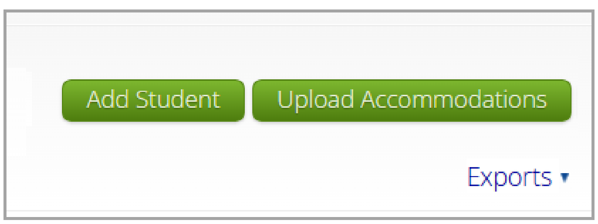
Icons	Description
1	Filter the Students table by selecting an organization from the **Organization** drop-down menu.
2	Filter the Students table by selecting a subject from the **Choose A Content Area** drop-down menu.
3	Click the **Add Student** button to manually add a student to the portal.
4	Click the **Upload Accommodations** button to upload student accommodations.
5	Select **Exports** to Export Roster for the selected organization. A .CSV file listing all students at the selected school will be downloaded to your computer.

Icons	Description
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	Select **View Classes** to view a student's classes. A pop-up box will display a list of the assigned classes.
8	Select **View Test Sessions** to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
9	Select **Enrollment Info** to view the student's enrollment information. This page will display current and previously enrolled schools for the student, as well as links to view classes and scheduled tests.
10	To edit a student record, select **Edit** in the student's row. The Student Information tab will be displayed. Make your changes to the student's demographic information, accommodations, and classes as needed.

B. Add a Student

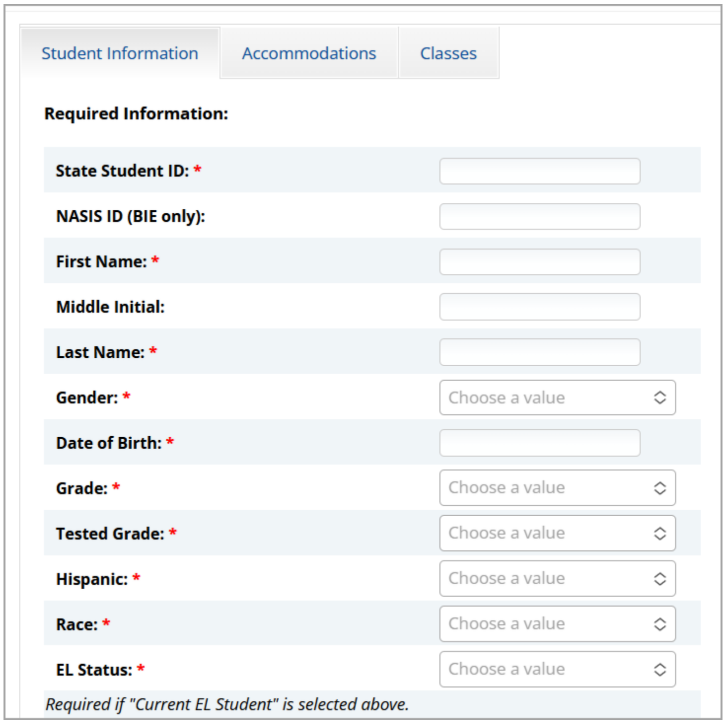
To manually add a student, follow the steps below:

1. From the **Students** page, click the **Add New Student** button above the student table on the right.



2. 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**.

   Note: 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.



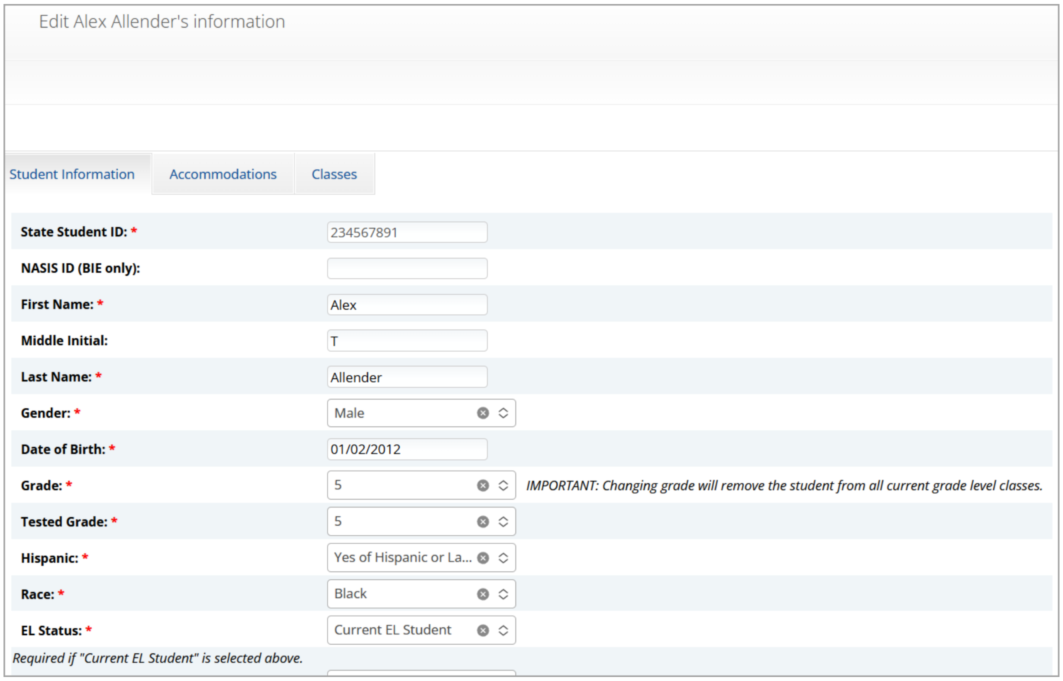
3. Click **Save** at the bottom of the page to add the new student or **Cancel** to discard your entry.

C. Edit a Student

To edit a student's demographic information, follow the steps below:

1. From the **Students** page, locate the student in the students table and select **Edit** in the row for the student.

2. The Student Information tab will be shown, allowing you to make changes to the student's demographic information. You cannot make changes to the **State Student ID** field that is dimmed and unavailable.



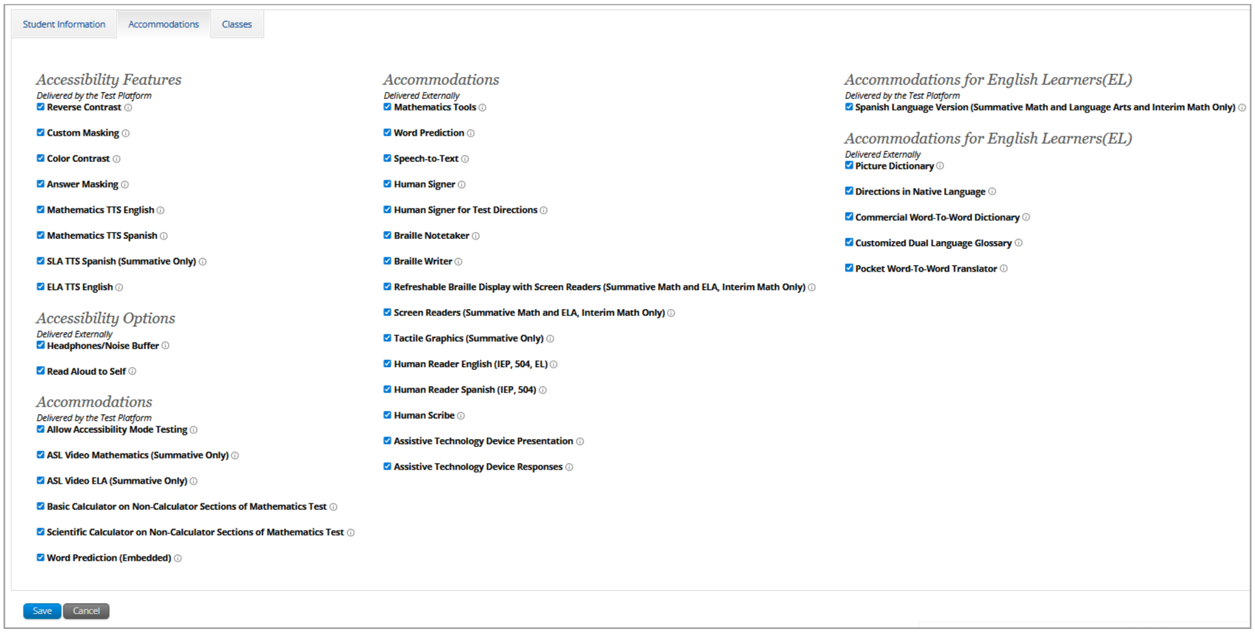
3. Once edits have been completed, click **Save** at the bottom of the page.

D. Manually Adding Accessibility Features and Accommodations

Accessibility Features will automatically be available for all students upon logging in to the kiosk. Student Test Interface-embedded accommodations and accessibility features listed under the “Delivered by the Test Platform” heading **must be assigned correctly before a test is scheduled.** The remaining accommodations are used for tracking accommodations delivered outside of the Student Test Interface.

To manually add accommodations for a student, follow the steps below:

1. Locate the student in the students table and then select **Edit** in the row for the student. You can also search for a student by selecting the search icon ( ) next to the column heading and type the desired search criteria.
2. The Student Information tab will be displayed. Click **Accommodations**.
3. Check the box next to the accessibility feature or accommodation that the student will use.
4. Once accommodations have been added for all test codes, select **Save**.



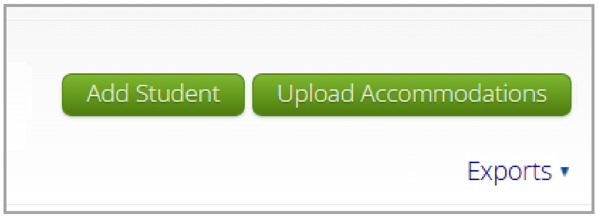
The Allow Accessibility Mode Testing accommodation will allow students to use third party assistive technology software when testing with a **Windows** kiosk. Owing to iTester's secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, 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 guide for more information.

E. Uploading Accommodations

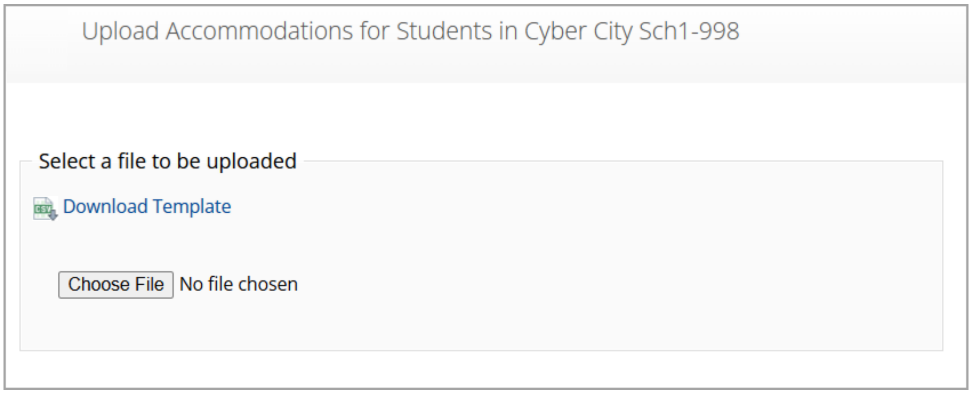
Users may upload accommodations for multiple students using the Upload Accommodations feature within the Students tab. The accommodations upload will be available throughout the day until the testing window opens. Once the operational test window opens, the accommodations upload will only be available 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.

To upload accommodations, follow the steps below:

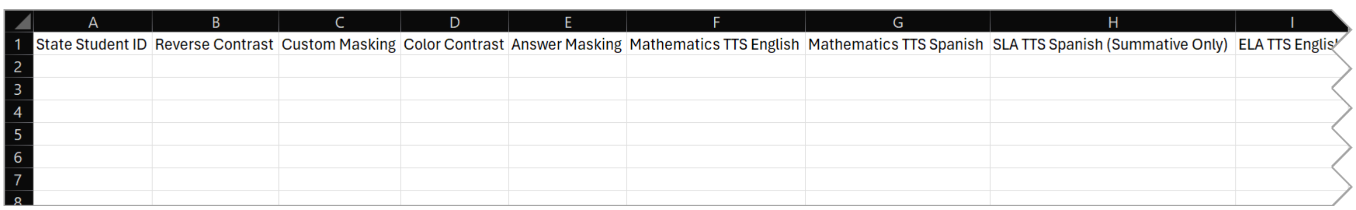
1. From the **Students** page, click the **Upload Accommodations** button above the student table on the right.



2. The Upload Accommodations page will be shown. Click the **Download Template** link to download the template needed to upload accommodations.

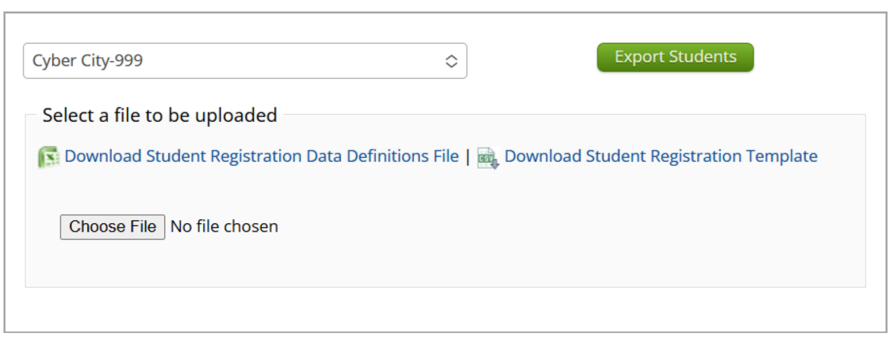


3. The Accommodations upload template will contain one column for the student ID number followed by a column for each accommodation.



4. Fill out the template with each student's accommodation information and save the file as a .CSV. Table 10 below describes the fields and accepted values for the Accommodation upload file.

5. On the Upload Accommodations page, select **Choose File** and select the accommodation file to upload.



6. Select **Upload**.

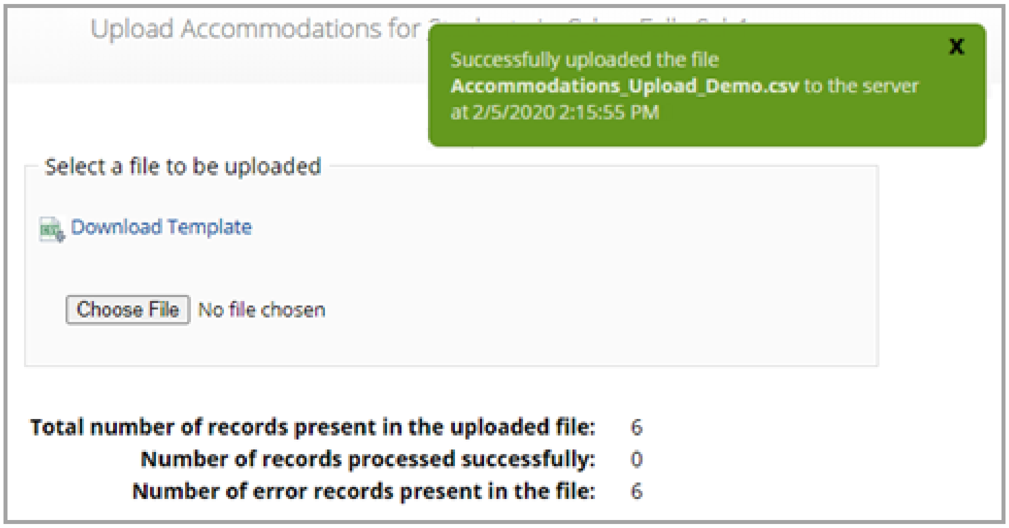
In Table 10 below are descriptions of the fields and accepted values for the Accommodations Upload file.

Table 10. Accommodation Upload Definitions

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	Mathematics TTS English accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Mathematics TTS Spanish	Mathematics TTS Spanish 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
Read Aloud to Self	Read Aloud to Self 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

Field Name	*Description*	*Accepted Values*
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
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

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.

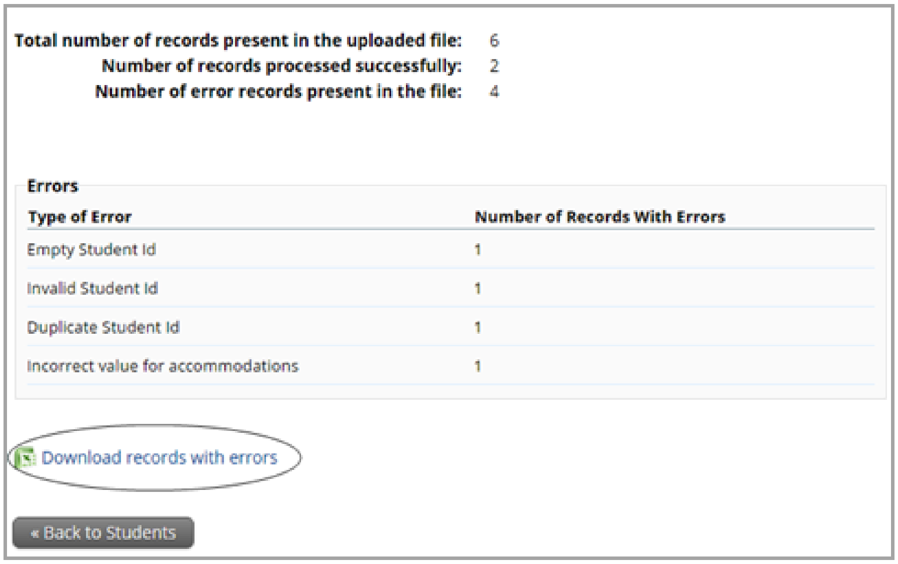
Table 11 below contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

Table 11. Accommodation Upload Pop-Up Messages

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.

a. 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.

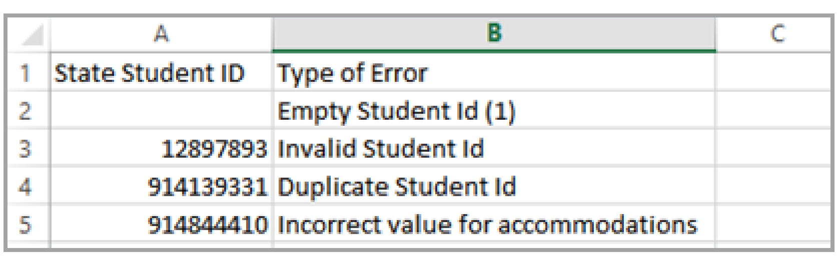


The Error file can contain one or more of the errors shown in table 12 below:

Table 12. Accommodation Upload Error Messages

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.



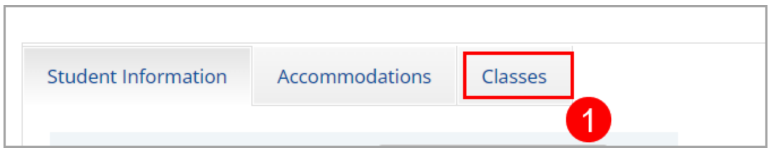
	A	B	C
1	State Student ID	Type of Error	
2		Empty Student Id (1)	
3	12897893	Invalid Student Id	
4	914139331	Duplicate Student Id	
5	914844410	Incorrect value for accommodations	

F. Add a Student to an Existing Class

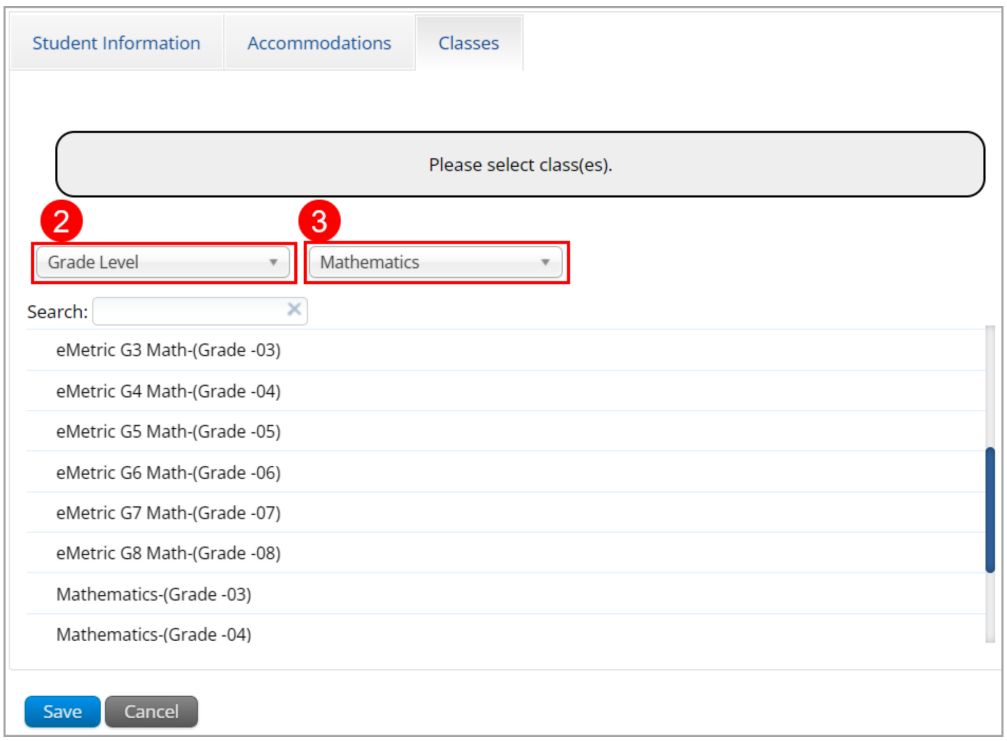
After student information has been entered and accommodations selected, you can add the student directly to an existing class from the **Classes** tab of the Add or Edit Student page. Note that classes must have been created previously to add a student to a class using the Edit feature. For more information on creating classes, please see section XII of this document.

To add the student to an existing class, follow the steps below:

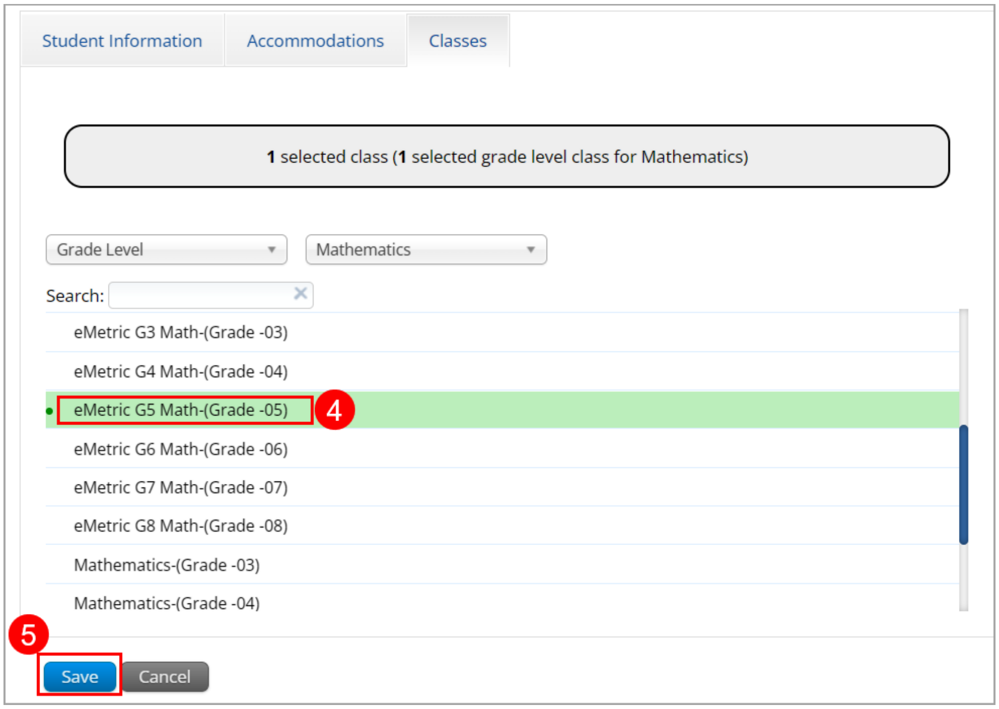
1. On the Student page, click the **Classes** tab, as shown in **(1)**.



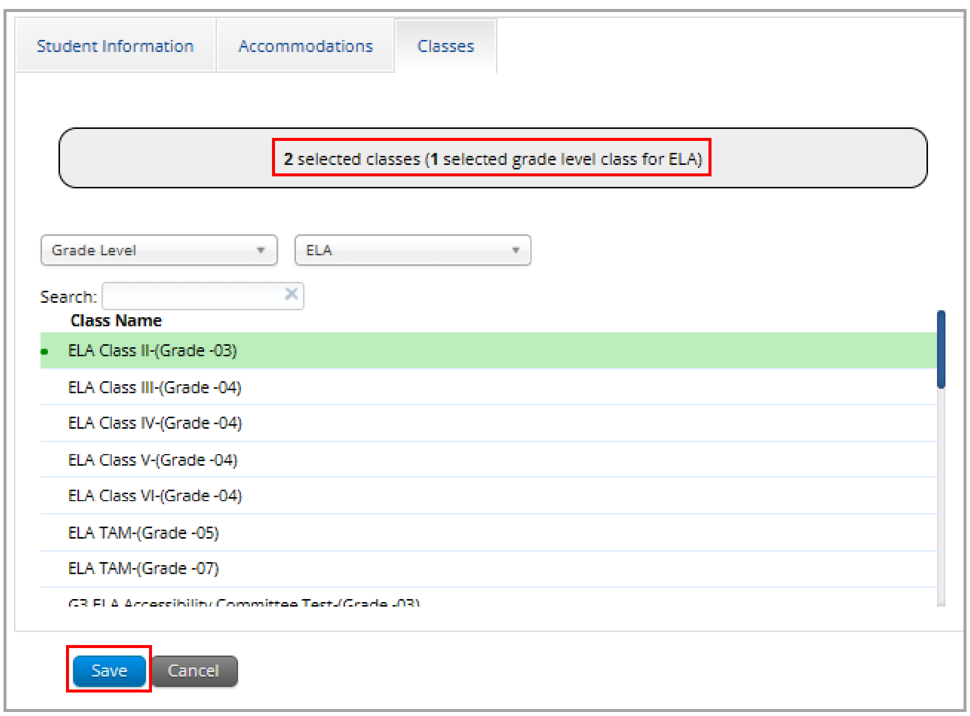
2. Select the **Grade Level** and then select the **Subject** for the class you would like the student to be added to, as shown in **(2)** and **(3)**. A list of available classes will be displayed.



3. Select the class **(4)** and click **Save** **(5)** to add the student to the class.



The same student can also be added to additional classes in other subjects at the same time. After highlighting the first class, change the **Subject** in the drop-down menu to select additional classes you would like to add the student to. The confirmation box at the top will let you know how many classes are selected for the student. When all the correct classes have been selected, click **Save**.

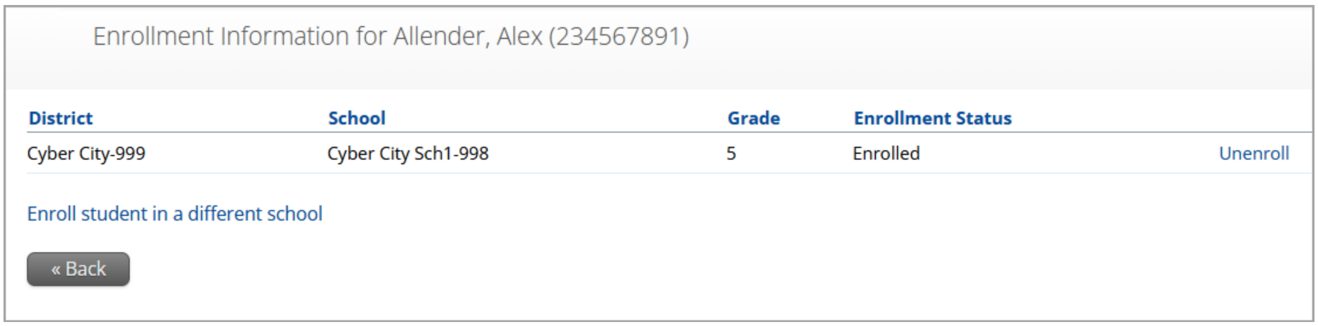


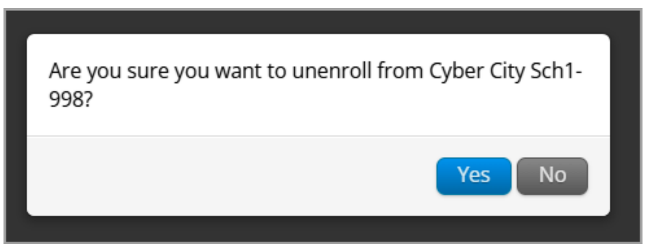
G. Enroll a Student in a Different School

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. To enroll a student in a new school, follow the steps below:

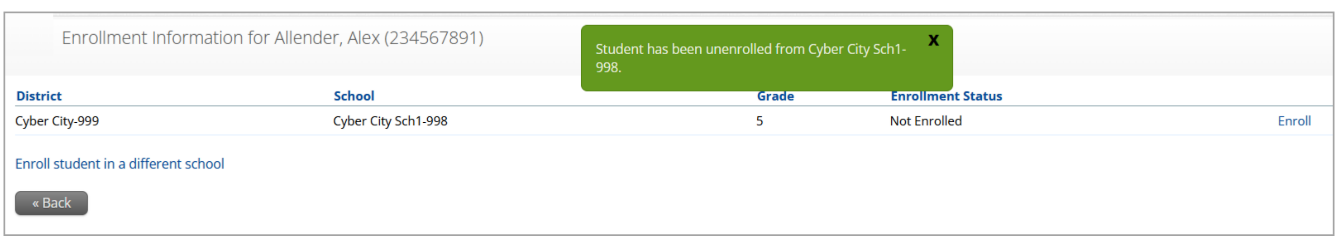
1. Locate the student in the Students table and then click **Enrollment Info** in the column on the right.

2. The student enrollment information is shown. You must first unenroll the student from the original school to enroll the student in the new school. In the column on the right, click **Unenroll** and then click **Yes** to confirm.



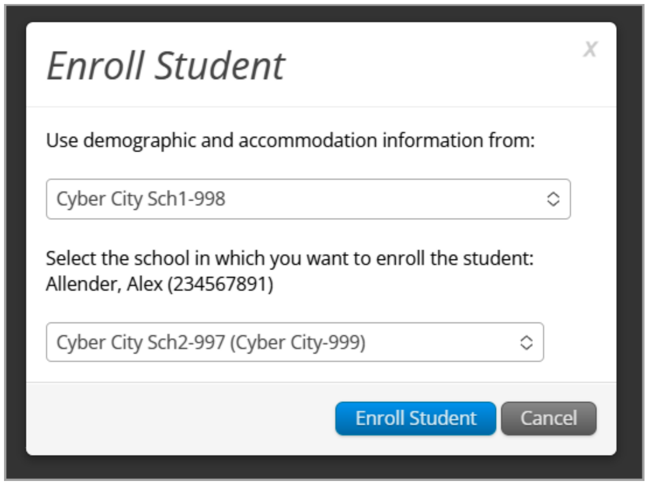


You will receive a green confirmation message indicating the student has been unenrolled.

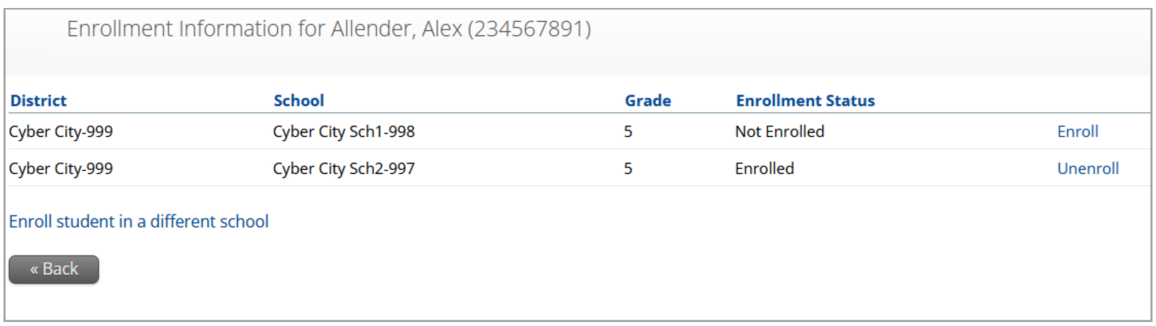


3. Click Enroll student in a different school.

   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.

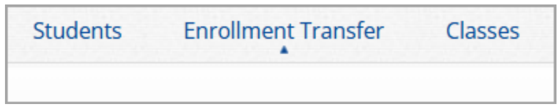


STCs can unenroll a student from their school; however, STCs should only unenroll students who are transferring out of the district. Once an STC unenrolls a student from the school, the DTC will not be able to access the student to enroll them in another school in the same district. If an STC unenrolls a student, the **Cognia Client Care Center (aka Helpdesk)** must be contacted to complete the transfer, or the transfer must be completed using an enrollment transfer request in the Enrollment Transfer tab.

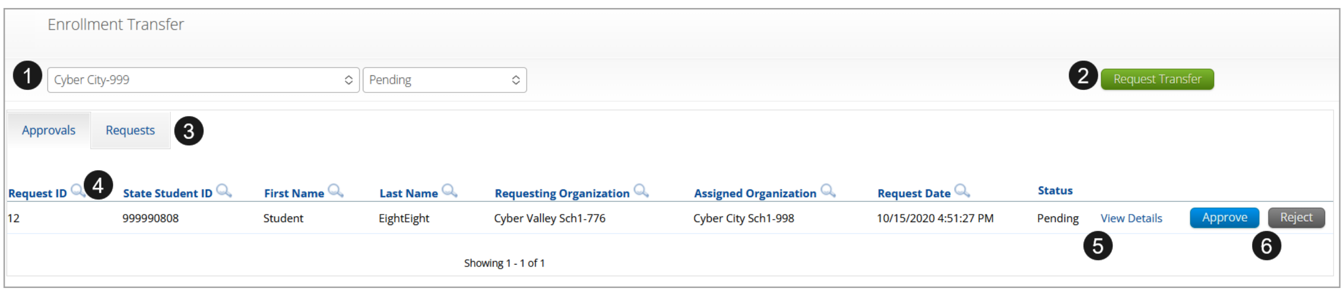
XI. Enrollment Transfer

A. General Overview of Enrollment Transfer

The **Enrollment Transfer** page, available to STCs and DTCs, is used to make and request enrollment 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.



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.



In Table 13 below are descriptions of the features that are available on the Enrollment Transfer page. The numbered icons listed in Table 13 are shown in the screenshot above to indicate the location of the feature.

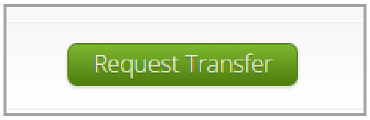
Table 13. Enrollment Transfer

Icons	Description
1	Filter the Enrollment Transfer 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 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.

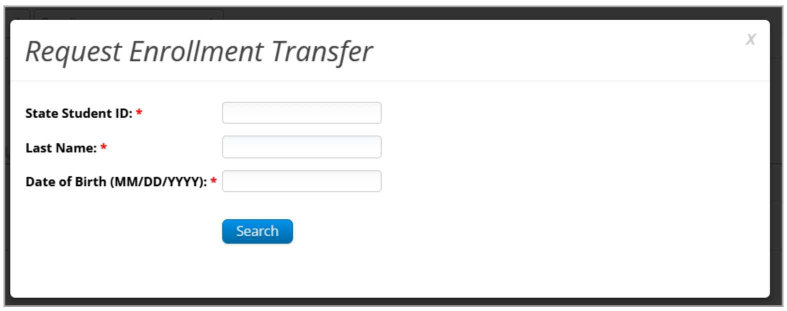
B. Request for an Enrollment Transfer

To submit a student transfer request, follow the steps below:

1. On the Enrollment Transfer page, click the green **Request Transfer** button.

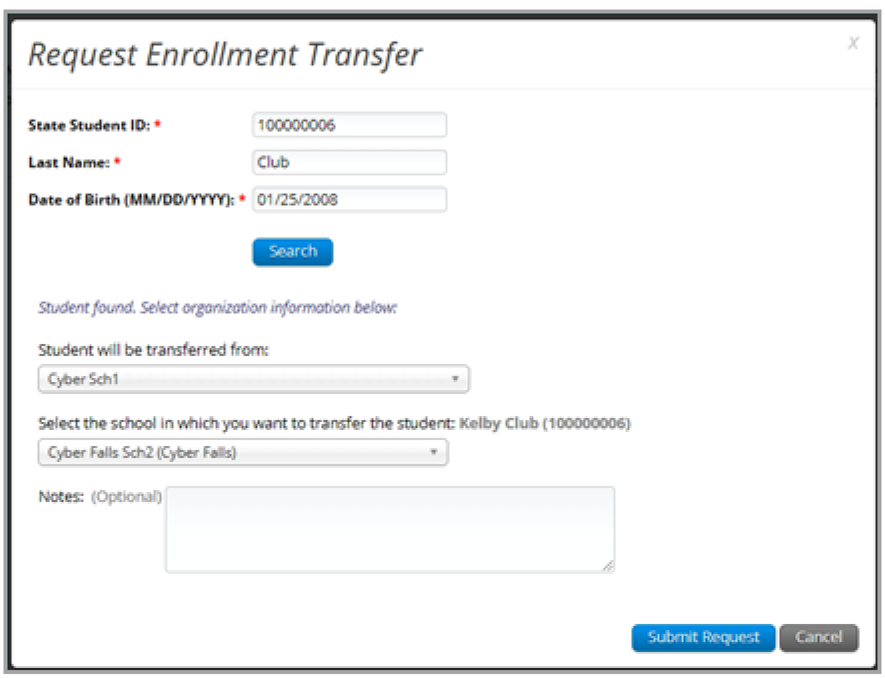


2. Search for the student by State Student ID, Last Name, and date of birth.

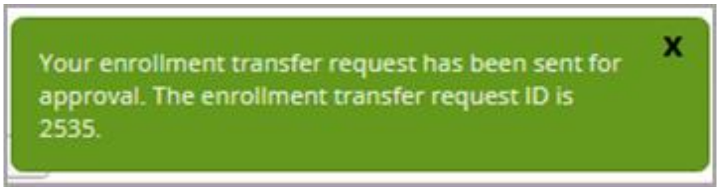


3. Results will only be returned when all these fields match a student record. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require **Cognia** approval.

   Select the school in which you want to transfer the student to, add notes if needed (notes are optional).



4. Select **Submit Request**. A transfer request ID will be provided.



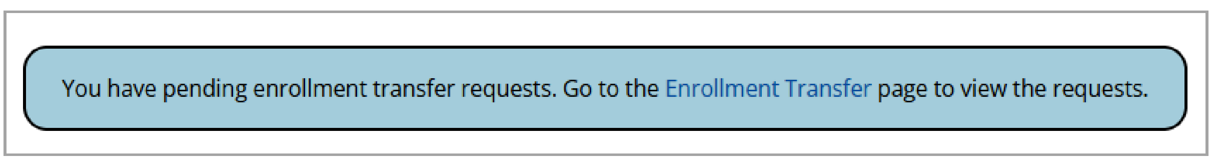
5. Once a request is submitted, an email will be sent to the user who initiated the request as well as the DTC from the assigned organization. The requests will also appear on the Requests tab of the Enrollment Transfer Page.

6. 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.

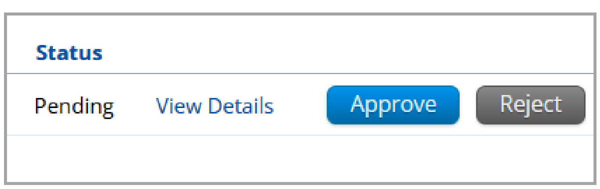
C. Approve an Enrollment Transfer Request

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.

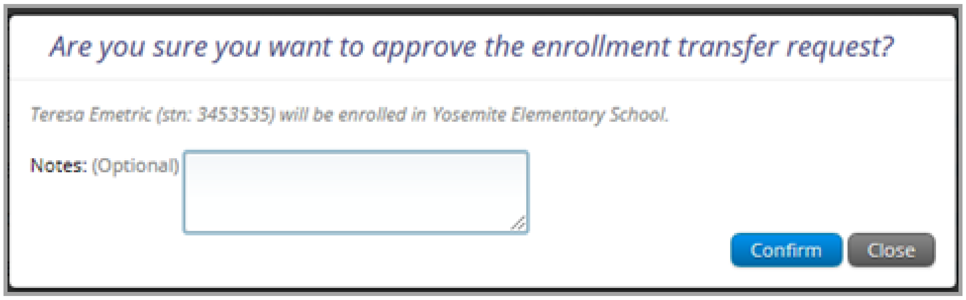


To approve an enrollment transfer request, follow the steps below:

1. Locate the student transfer request in the Approvals tab and select the Approve button in the column on the right.



2. A box will appear confirming approval of the enrollment transfer request. Add notes if needed, once complete select **Confirm**.



3. 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.

4. 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.

XII. Classes

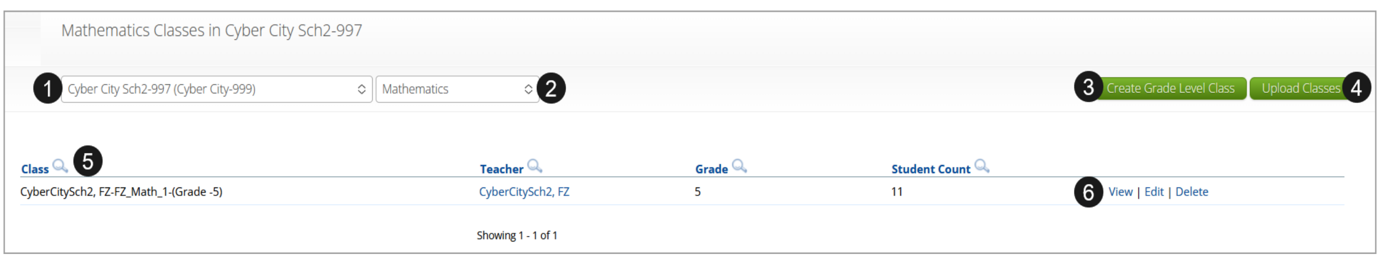
A. General Overview of Classes

A class in the portal is a group of students that will test in the same place at the same time. The **Classes** page, available to all user roles except Reports Access Only, manages the classes, or groups of students, for testing. Class composition may mirror physical classes in your building or may be organized along other criteria (all students in a grade, students who will test with a specific proctor, etc…). There is an option to view and summarize test results by class name in the reporting platform, Data Interaction. Keep this in mind when organizing classes if you choose to view results by class in reporting.

There are two ways to create classes in the New Mexico Public Education Department Assessments Portal: by manually creating classes one at a time or by uploading a file to create multiple classes at once. Other important points to consider when creating classes:

- Separate classes are required for each subject (Language Arts, Math, Science, Social Studies)
- Separate classes are required for students who will take the Spanish version of a test as the Spanish test must be scheduled separately from the English test.
- The same classes may be used for Interim and Summative tests, or you may create separate classes for each program.
- Students may be placed in more than one class. There are features in the "Create Class" menu that will help you identify if students are already in another class.

Select **Classes** on the top menu bar of the Administration homepage to access classes.



In Table 14 below are descriptions of the features that are available on the Classes page. The numbered icons listed in Table 14 are shown in the screenshot above to indicate the location of the feature.

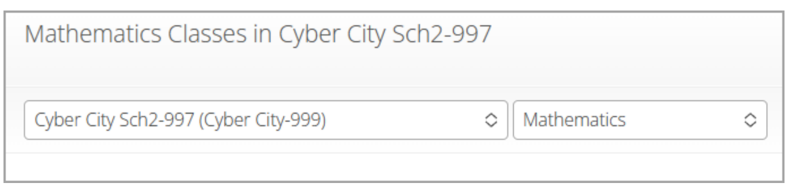
Table 14. Classes

Icons	Description
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	Select the green **Create Grade Level Class** button to manually create a new class.
4	Select **Upload Classes** to create multiple classes within one .CSV file.
5	Sort columns by clicking on a column heading. Select 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 select **View**, **Edit**, or **Delete**.

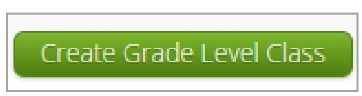
B. Create a Grade Level Class

Classes are created by subject and grade. To create a class, follow the steps below:

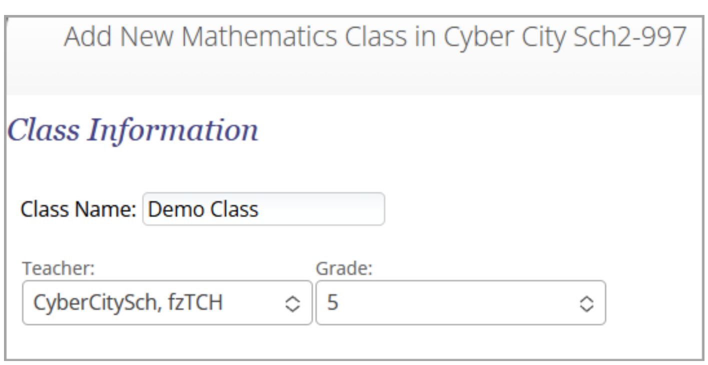
1. On the Classes page, select an **organization** from the organization drop-down list then select a **subject** from the subject drop-down list.



2. Click the **Create Grade Level Class** to create a new class.



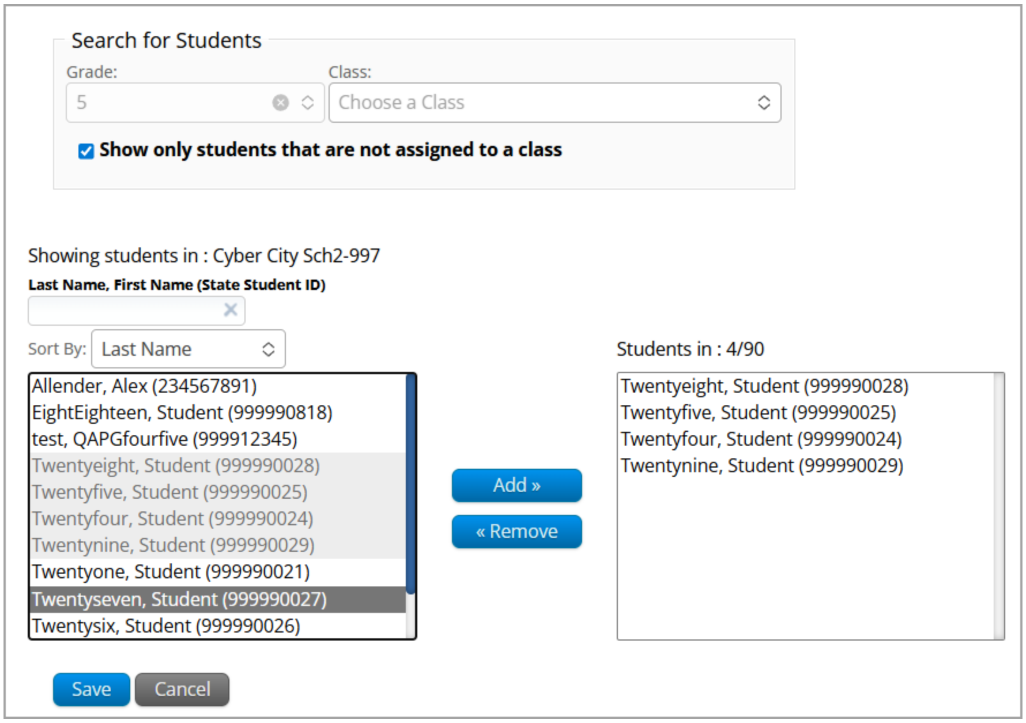
3. Type the name of the class in the **Class Name** field.
4. Select a teacher or test administrator from the **Teacher** drop-down list.
5. Select a grade from the **Grade** drop-down list.



6. By default, students who are not assigned to any class for the selected content area are shown. To show all students who are not assigned to this particular class, select or deselect the "**Show only students that are not assigned to a class**" checkbox.

   Note: Students can be added to multiple classes per subject in the Portal. Schools should be sure to only assign each student to one class per subject area.

7. Add students to the class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.



   To filter the list of available students:

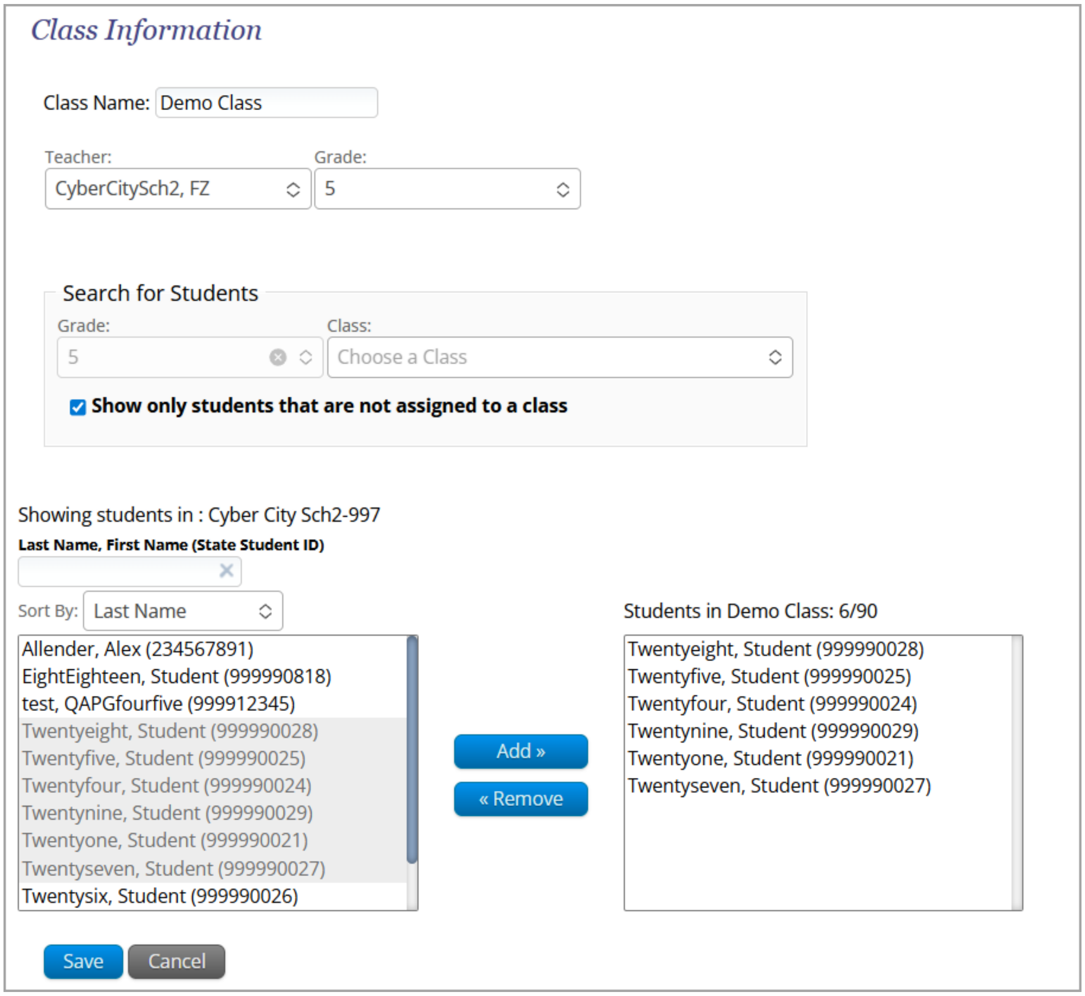
   - Select a class and grade in the **Search for Students** drop-down list. Begin typing a student's student ID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

   To sort the list of available students:

   - Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.

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

8. Click **Save** to create the class.

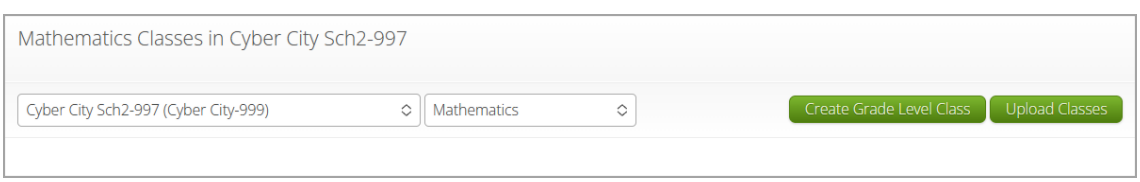


C. Upload Classes

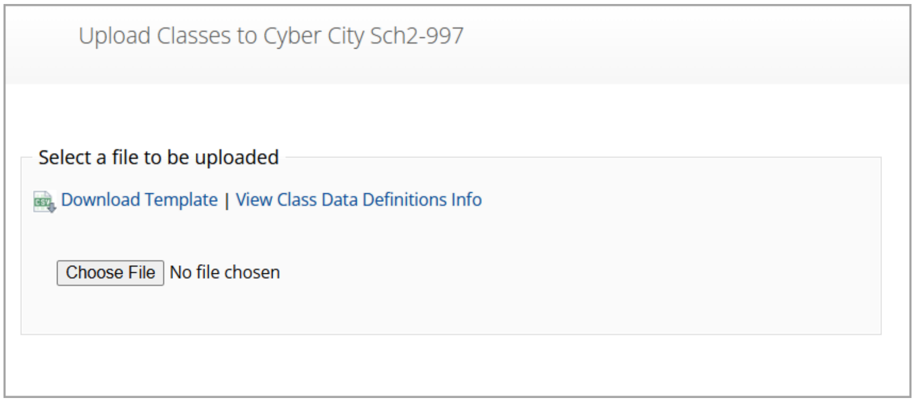
The **Upload Classes** feature allows you to create multiple classes across grades and subjects using one .CSV file. Classes can be uploaded at the district level by the DTC or, or at the school level by STCs and DTCs.

To create classes via file upload, follow the steps below:

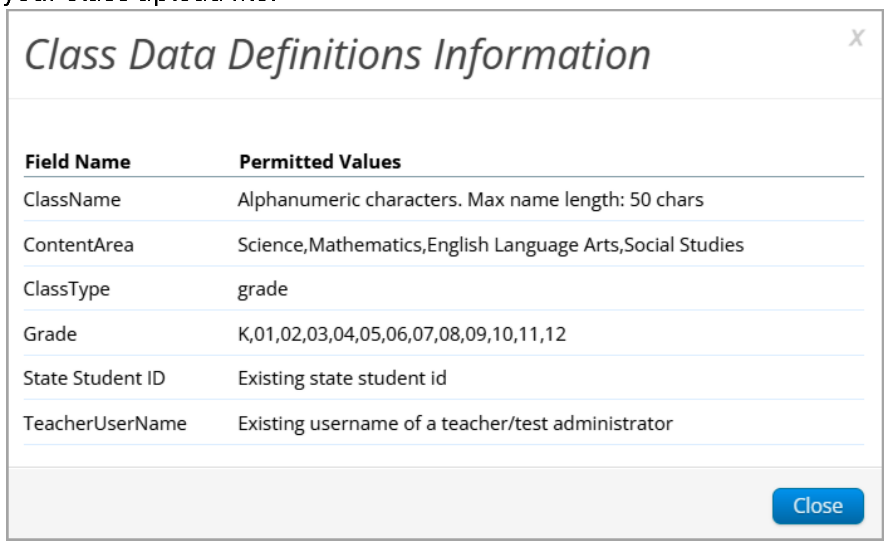
1. On the Classes page, select a school or the district from the organization drop-down menu and then select **Upload Classes** for school level class upload or, if the district is selected, select **Upload Classes for District**.



2. On the Upload Classes page, select the **Download Template** link to download the class upload template to your computer.



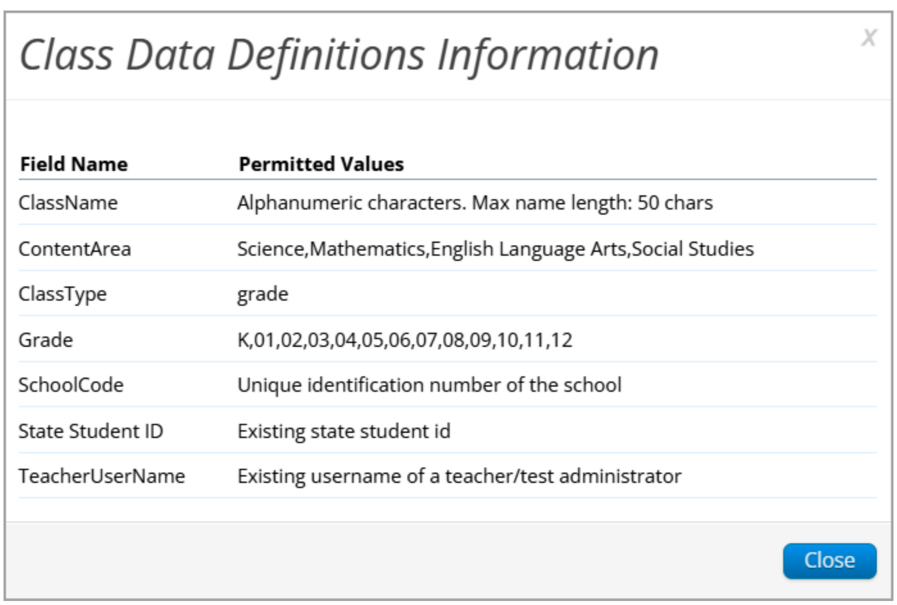
3. Click **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.


Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Science,Mathematics,English Language Arts,Social Studies
ClassType	grade
Grade	K,01,02,03,04,05,06,07,08,09,10,11,12
State Student ID	Existing state student id
TeacherUserName	Existing username of a teacher/test administrator

Close

If uploading classes at the district level, the school code will be required. This extra field is included in the download template and data definitions info on the district class upload page.


Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Science,Mathematics,English Language Arts,Social Studies
ClassType	grade
Grade	K,01,02,03,04,05,06,07,08,09,10,11,12
SchoolCode	Unique identification number of the school
State Student ID	Existing state student id
TeacherUserName	Existing username of a teacher/test administrator

Close

4. Fill out the template using the data definitions information provided and then save the file in .CSV format. Note that there is a **limit of 1000 records** for each upload file. The following is an example of an upload file at the school level:

	A	B	C	D	E	F	G
1	ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID	TeacherUserName	
2	TestClass102	Science	grade	03	978645214	DemoTA	
3	TestClass102	Science	grade	03	976545216	DemoTA	
4	TestClass103	English Language Arts	grade	04	964355214	DemoTA-2	
5	TestClass103	English Language Arts	grade	04	965425487	DemoTA-2	
6	TestClass104	Mathematics	grade	11	948418484	DemoTA-3	
7	TestClass104	Mathematics	grade	11	963258741	DemoTA-3	
8	TestClass105	Social Studies	grade	05	967583521	DemoTA-4	
9	TestClass105	Social Studies	grade	05	975324523	DemoTA-4	
10							

Note: If uploading at the district level, the School Code column will require the district code hyphen school code. For example, if the district code is 999 and the school code is 987, the School Code column should contain 999-987. The following is an example of an upload file at the district level

	A	B	C	D	E	F	G	H
1	ClassName	ContentArea	ClassType	Grade/CourseCode	SchoolCode	State Student ID	TeacherUserName	
2	TestClass102	Science	grade	03	999-987	978645214	DemoTA	
3	TestClass102	Science	grade	03	999-987	976545216	DemoTA	
4	TestClass103	English Language Arts	grade	04	999-987	964355214	DemoTA-2	
5	TestClass103	English Language Arts	grade	04	999-987	965425487	DemoTA-2	
6	TestClass104	Mathematics	grade	11	999-987	948418484	DemoTA-3	
7	TestClass104	Mathematics	grade	11	999-987	963258741	DemoTA-3	
8	TestClass105	Social Studies	grade	05	999-987	967583521	DemoTA-4	
9	TestClass105	Social Studies	grade	05	999-987	975324523	DemoTA-4	
10								

5. Select **Choose File** and select the file from your computer and then click **Upload**. After the upload has been processed, you will be able to see the following information on screen:
    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.

Table 15 below describes the error messages and the next steps to resolve class upload file errors.

Table 15. Class Upload File Errors

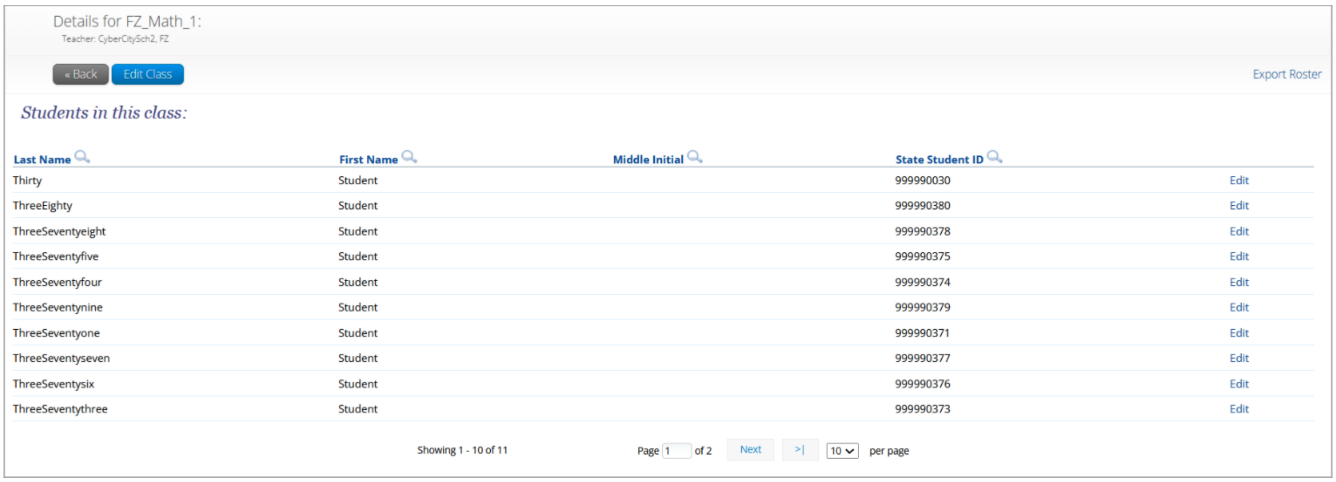
Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify the file is in .CSV format and make sure the headers in the file match the template.
Could not find STN in the given organization	Correct the student's ID in the .CSV file.
Length of class name cannot exceed 100 characters	Update the Class name(s) in the .CSV file to less than 100 characters.
Class name is missing	Add the Class name(s) to the .CSV file.

Teacher UserName either does not exist or is inactive	Verify the Teacher UserName in the .CSV file matches a Test Administrator role within the portal or that the account is not deactivated.

D. View Classes

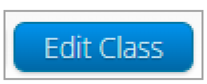
To view a class, select **View** on the classes table for the class.

The Class Details page will show.



The Class Details page lists all the students in the class. On this page you have the option to:

- Edit the class by selecting **Edit Class**.



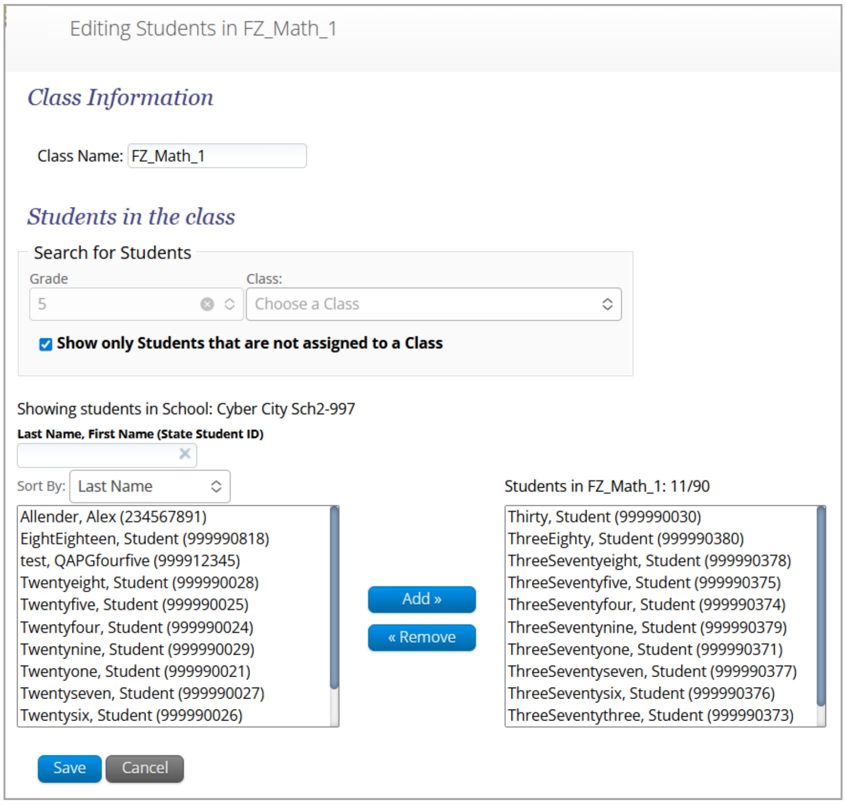
- Export a class roster in .CSV format by selecting **Export Roster**.

- Edit a student's accommodations and/or classes by locating the student in the class table and selecting **Edit** in the student's row. See section X Students for additional information.

E. Edit Classes

To edit a class, select **Edit** on the classes table for the class or by clicking the **Edit Class** button (shown above in the view classes section) from the Class Details page.

The Edit Class page will be shown.



On this page you have the option to:

- Edit the name of the class in the **Class Name** field.
- Filter the list of available students:
    a. Select a class and grade level in the **Search for Students** drop-down list. 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 ID, first name, or last name in the **Showing students in:** field and the students list will update with the students that match the text entered.
- Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
- Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
- Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

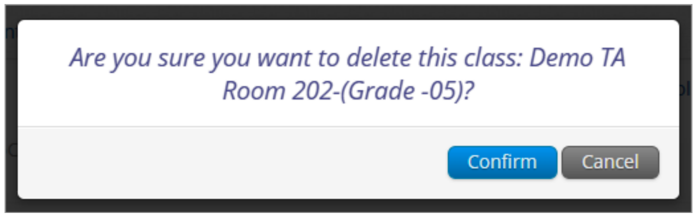
  Note: Hold Ctrl and select student names to select multiple students.

If any edits are made, click **Save** to save the edited class or click **Cancel** to discard any changes and exit out of the class editing page.

F. Delete Classes

Classes can be deleted if none of the students in the class have started a test session in that class. To delete a class, select **Delete** on the classes table for the class.

A message will be shown to confirm deletion.

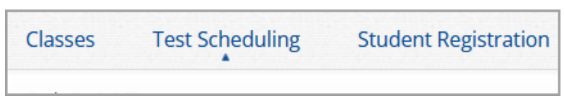


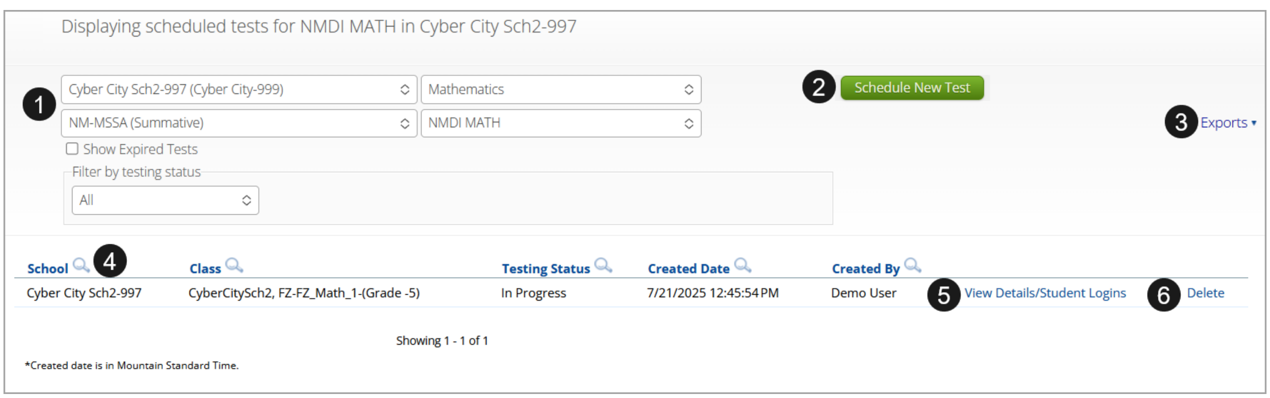
XIII. Test Scheduling

A. Navigating the Test Scheduling Page

Scheduling a test organizes classes into tests, assigns the correct testing form to students with and without accommodations, creates the student logins, shows students' testing progress for the scheduled test, and provides the ability of invalidating test sessions as needed.

The Test Scheduling page, available to all user roles except Report Access Only, manages classes that have been scheduled for Interim and Summative tests. Click **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.





In Table 16 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 16 are shown in the screenshot above to indicate the location of the feature.

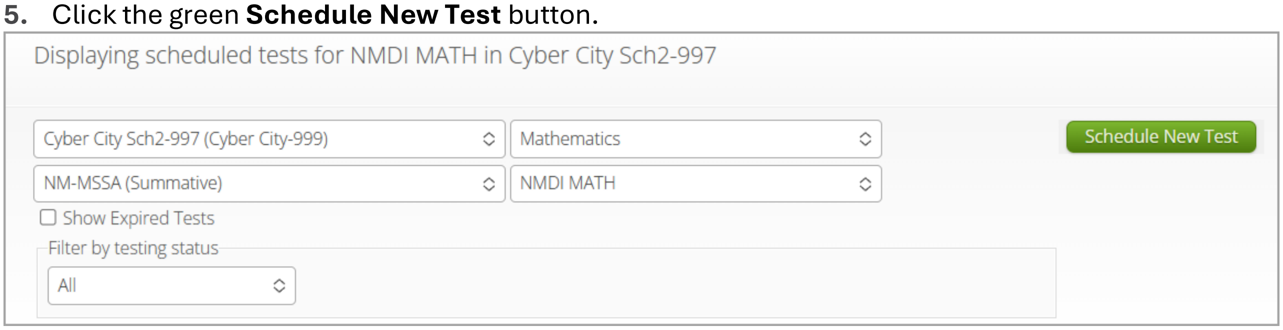
Table 16. Test Scheduling

Icons	Description
1	**Filter** the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (All, Not Started, In Progress, or Finished). Expired tests can also be seen with the Show Expired Tests checkbox.
2	Click the green **Schedule New Test** button to schedule a new test.
3	Click **Exports** to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
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	Click **View Details/Student Logins** to view the Scheduled Test Details page and print student logins.
6	Click **Delete** to delete a scheduled test. Only tests that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the scheduled test cannot be deleted.

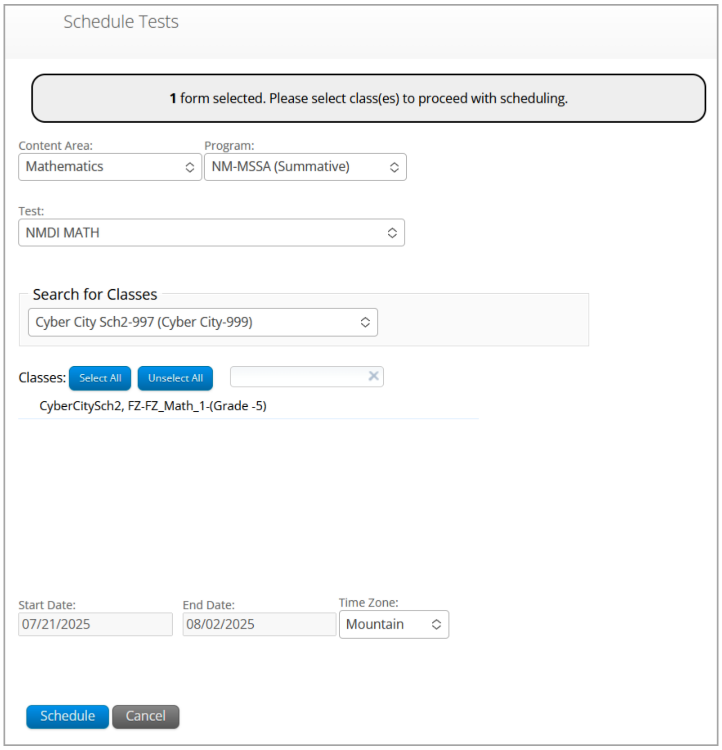
B. Schedule a New Test

To schedule a test, follow the steps below:

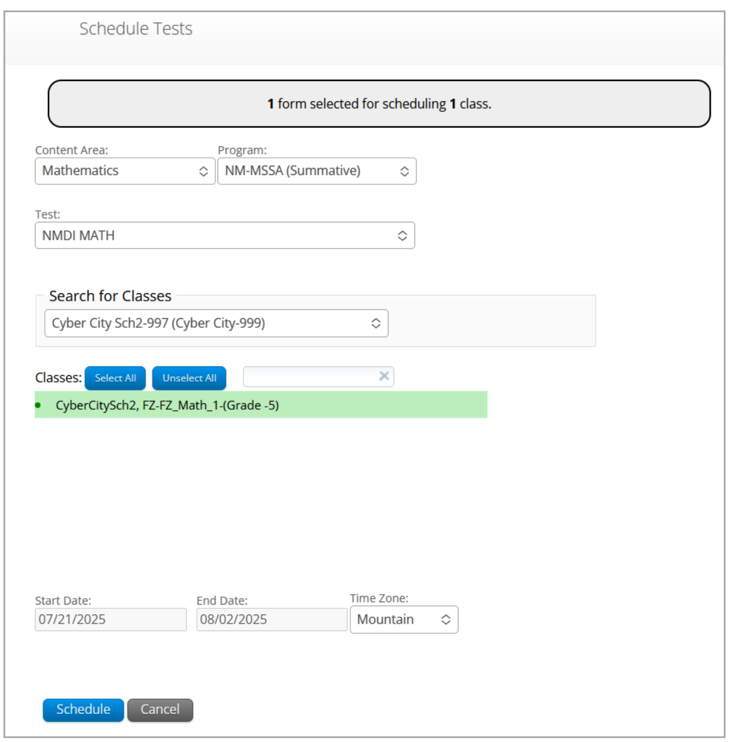
1. Select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (NM-MSSA or iMSSA).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Click the green **Schedule New Test** button.



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



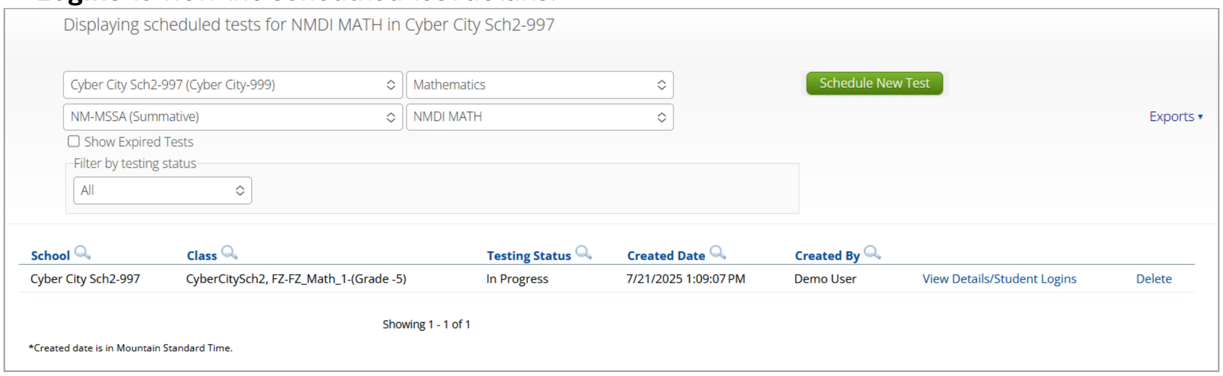
6. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).
7. Click **Schedule** when you are done to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.



C. View Scheduled Test Details

To view details for a scheduled test, follow the steps below:

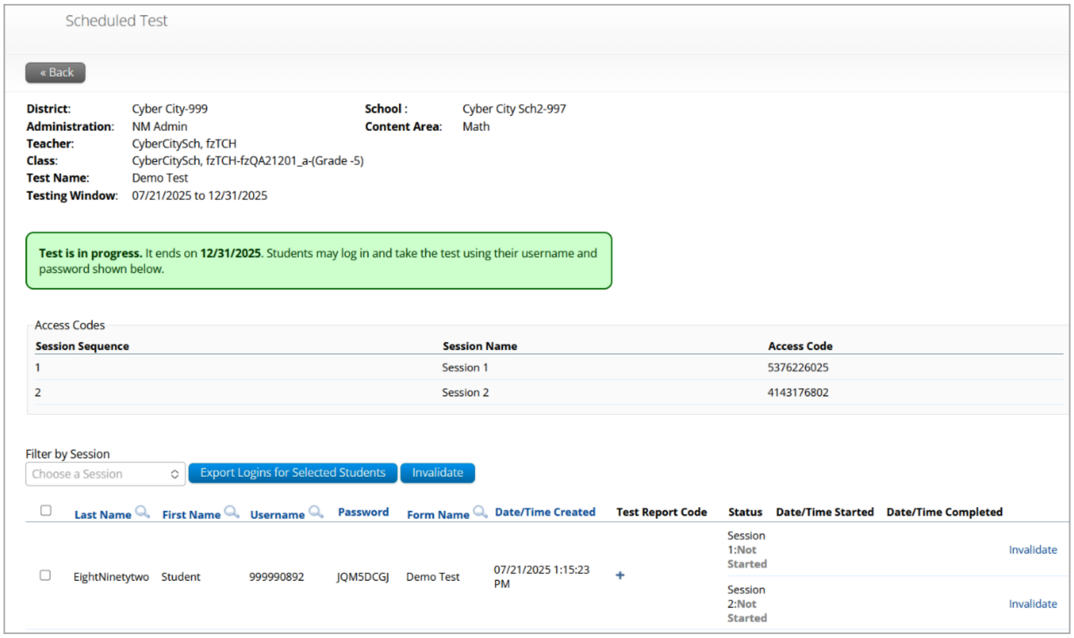
1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.



The Scheduled Test Details page displays the session access code(s). Session access codes are as an added security measure for student tests. Students will be prompted to enter the session access code in the New Mexico Public Education Department Assessments Kiosk after logging in and selecting a test session.

The Scheduled Test 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 status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed



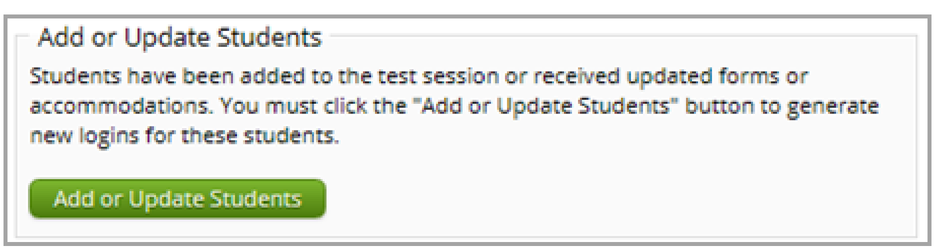
D. Exporting Student Test Logins

Student logins will contain students' usernames and passwords to sign in to the New Mexico Public Education Department Assessments Kiosk. Student logins can be exported in three different ways:

- Student logins can be exported from the Scheduled Test Details page as a PDF or .CVS file for a class.
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for a selected school and test.
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for all tests scheduled within a selected subject for the selected school.

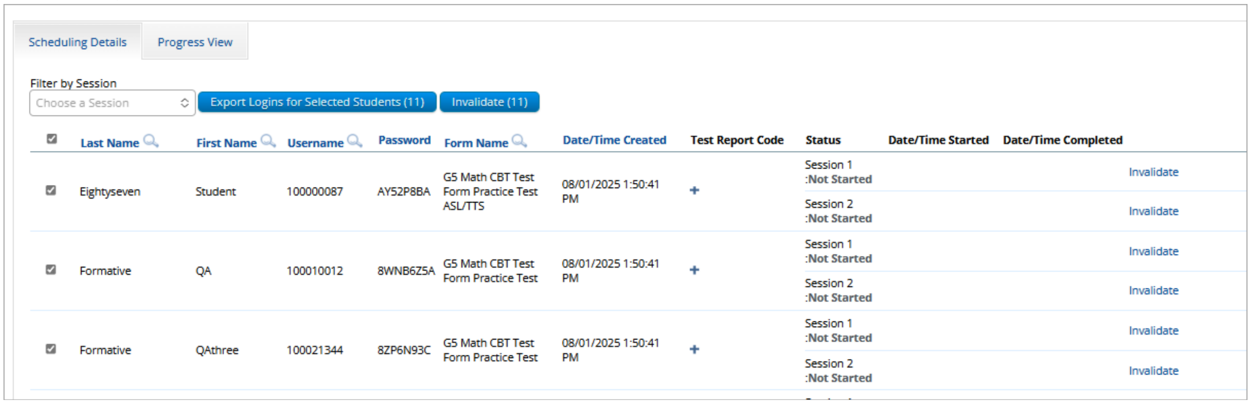
Export Student Test Logins for a Class

Student test logins can be exported from the Scheduled Test Details page as a PDF or .CSV file. If students were added to the class after the test was scheduled or if the text-to-speech accommodation was changed for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the scheduled test with the new or updated students.



To export student logins as a PDF, follow the steps below:

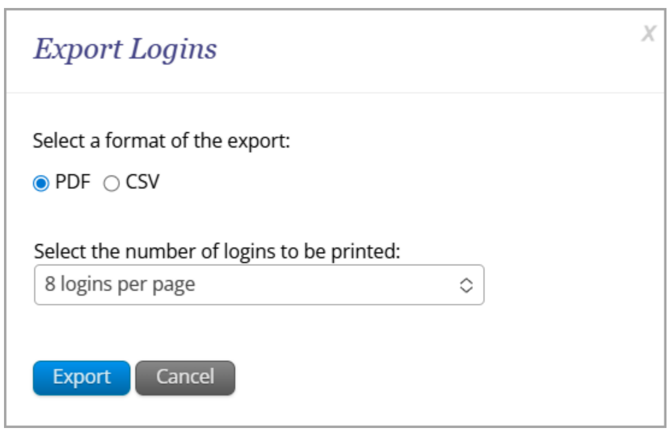
1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.



2. Click Export Logins.

3. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.

4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) then click **Export**.



5. The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet listing the session access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Teacher Name: TA, Support
Class Name: TA, Support-Support Go Live G3 Math-(Grade -3)
Test Name: QA-OS Testing 25-26
Testing Window: 8/1/2025 to 6/30/2026

Session Sequence	Session Name	Access Code
1	Session 1	4005206285
2	Session 2	4004788175

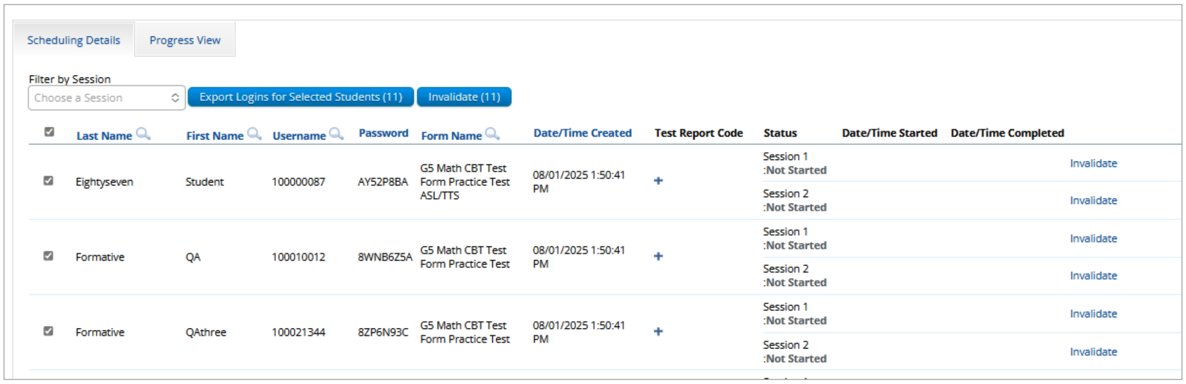
Student Name	Date of Birth	Username	Password	Accommodations
Eightyseven, Student	1/3/1999	100000087	AY52P8BA	Reverse Contrast,Color Contrast,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics TTS Spanish,ASL Video ELA (Summative Only),Basic Calculator on Non-Calculator Sections of Mathematics Test,Scientific Calculator on Non-Calculator Sections of Mathematics Test,Word Prediction (Embedded),SLA TTS Spanish (Summative Only)
Formative, QA	1/1/1993	100010012	8WNB6Z5A	ELA TTS English
Formative, QAthree	1/1/1990	100021344	8ZP6N93C	ELA TTS English
Formative, QAtwoa	1/1/1993	100012313	A7ZTEBG3	
Klober, Sebastian	9/27/2013	123156455	F2F4ADSS	

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

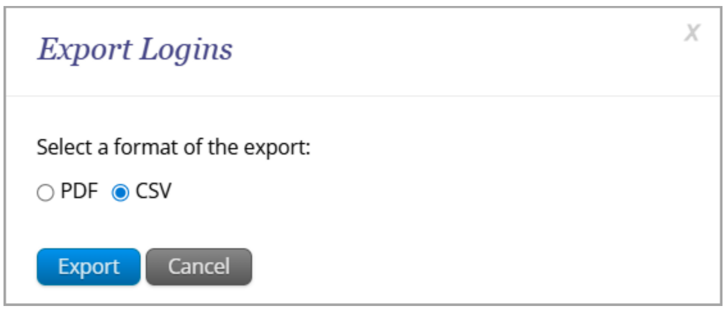
Eightyseven, Student DOB:1/3/1999 QA-OS Testing 25-26 Username: 100000087 Password: AY52P8BA	**Formative, Qa** DOB:1/1/1993 QA-OS Testing 25-26 Username: 100010012 Password: 8WNB6Z5A
Formative, Qathree DOB:1/1/1990 QA-OS Testing 25-26 Username: 100021344 Password: 8ZP6N93C	**Formative, Qatwoa** DOB:1/1/1993 QA-OS Testing 25-26 Username: 100012313 Password: A7ZTEBG3

To export student logins as a .CSV, follow the steps below:

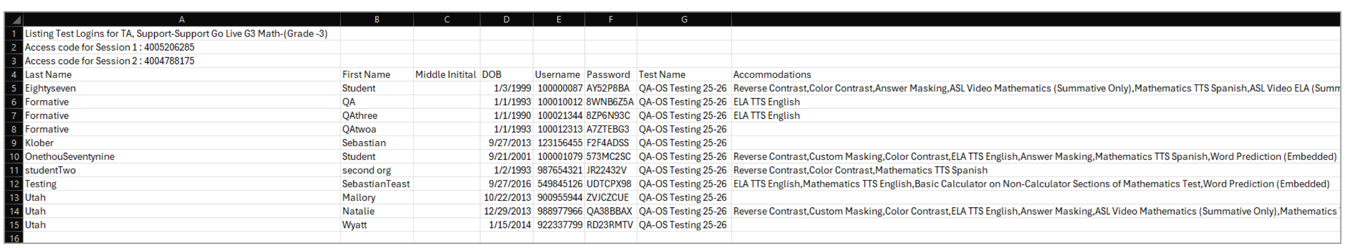
1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.



2. Click **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export.**



3. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.



	A	B	C	D	E	F	G	
1	Listing Test Logins for TA, Support-Support Go Live G3 Math-(Grade -3)							
2	Access code for Session 1 : 4005206285							
3	Access code for Session 2 : 4004788175							
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
5	Eightyseven	Student		1/3/1999	100000087	AY52P8BA	QA-OS Testing 25-26	Reverse Contrast,Color Contrast,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics TTS Spanish,ASL Video ELA (Summ
6	Formative	QA		1/1/1993	100010012	8WNB6Z5A	QA-OS Testing 25-26	ELA TTS English
7	Formative	QAthree		1/1/1990	100021344	8ZP6N93C	QA-OS Testing 25-26	ELA TTS English
8	Formative	QAtwoa		1/1/1993	100012313	A7ZTEBG3	QA-OS Testing 25-26	
9	Klober	Sebastian		9/27/2013	123156455	F2F4ADSS	QA-OS Testing 25-26	
10	OnethouSeventynine	Student		9/21/2001	100001079	573MC2SC	QA-OS Testing 25-26	Reverse Contrast,Custom Masking,Color Contrast,ELA TTS English,Answer Masking,Mathematics TTS Spanish,Word Prediction (Embedded)
11	studentTwo	second org		1/2/1993	987654321	JR22432V	QA-OS Testing 25-26	Reverse Contrast,Color Contrast,Mathematics TTS Spanish
12	Testing	SebastianTeast		9/27/2016	549845126	UDTCPX98	QA-OS Testing 25-26	ELA TTS English,Mathematics TTS English,Basic Calculator on Non-Calculator Sections of Mathematics Test,Word Prediction (Embedded)
13	Utah	Mallory		10/22/2013	900955944	ZVJCZCUE	QA-OS Testing 25-26	
14	Utah	Natalie		12/29/2013	988977966	QA38BBAX	QA-OS Testing 25-26	Reverse Contrast,Custom Masking,Color Contrast,ELA TTS English,Answer Masking,ASL Video Mathematics (Summative Only),Mathematics
15	Utah	Wyatt		1/15/2014	922337799	RD23RMTV	QA-OS Testing 25-26	
16								

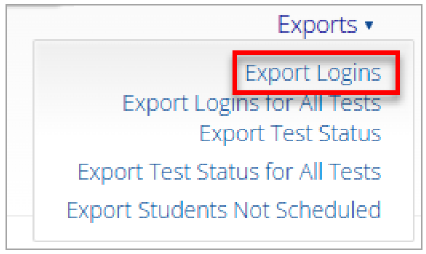
Export Student Test Logins in Bulk for a Scheduled Test

Exporting student test logins in bulk for a scheduled tests allows DTCs and STCs to export and print all student logins for a selected test at a school at one time. Student test logins can be exported in bulk as a PDF or .CSV.

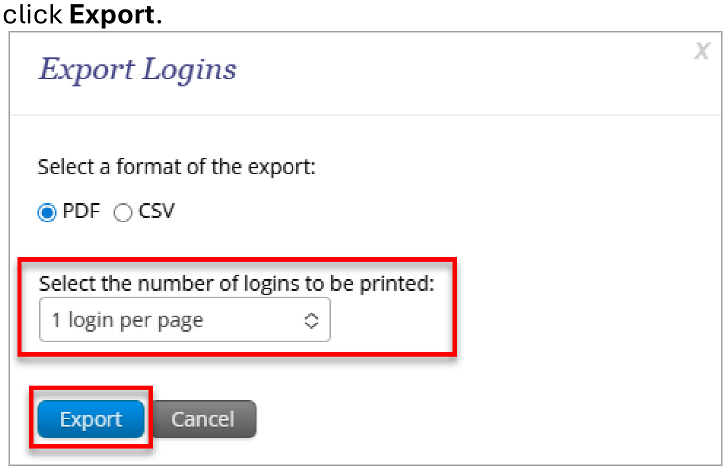
To export student logins in bulk as a PDF for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.

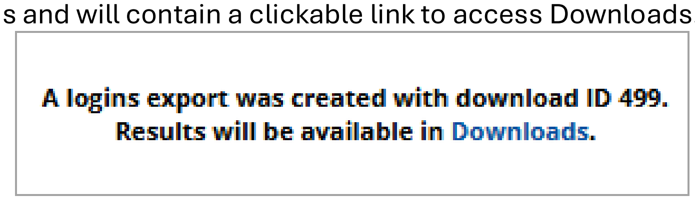
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Then select **Exports** to expand the exports menu.
6. Select Export Logins.



7. A pop-up will be shown with the options of choosing PDF or CSV. Select **PDF**.
8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

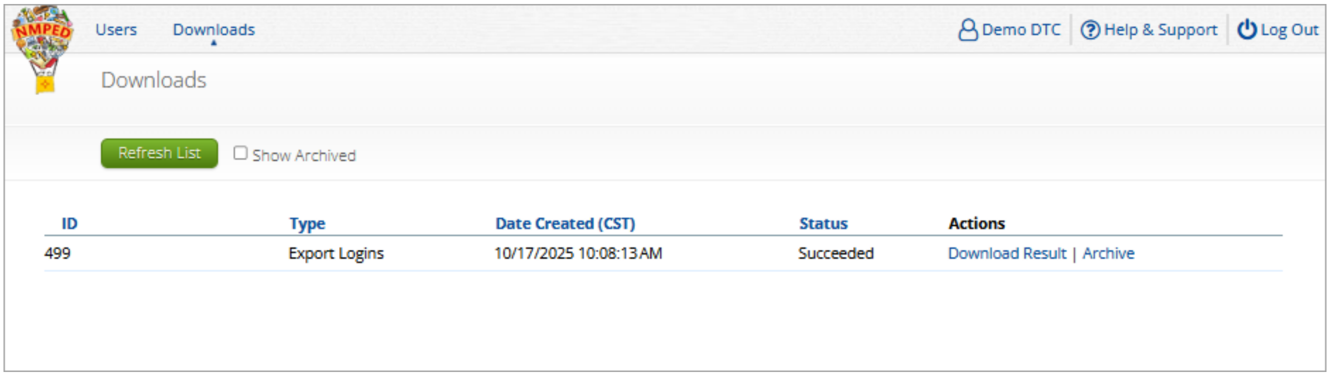


9. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

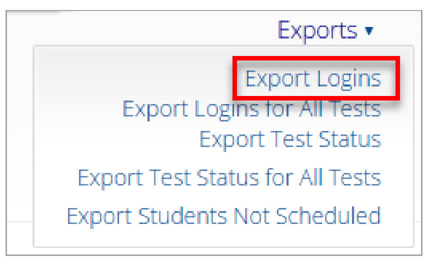
To download the login export, navigate to the **Downloads** section from the New Mexico Public Education Department Assessments Portal homepage to access the file.



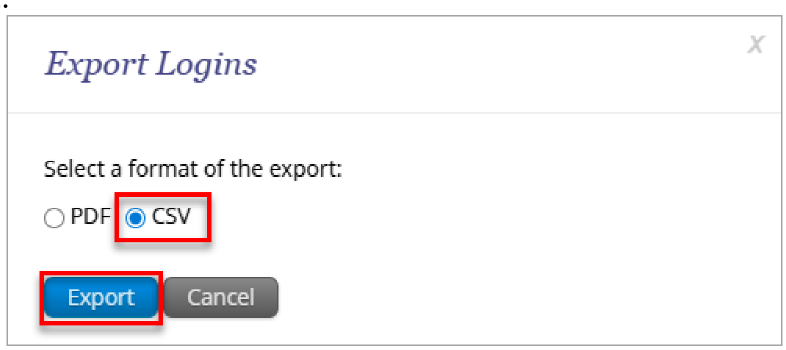
To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program 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.

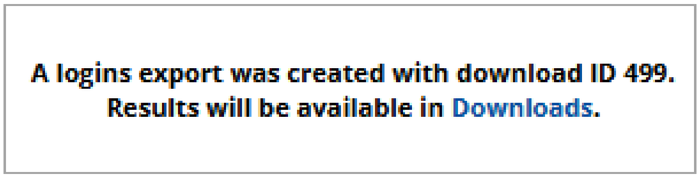
   Note: If you need to export logins in bulk for students taking the Spanish version, you will need to export and print them separately.
5. Then select **Exports** to expand the exports menu.
6. Select Export Logins.



7. A pop-up will be shown with the options of choosing PDF or CSV. Select **CSV**. Click **Export**.

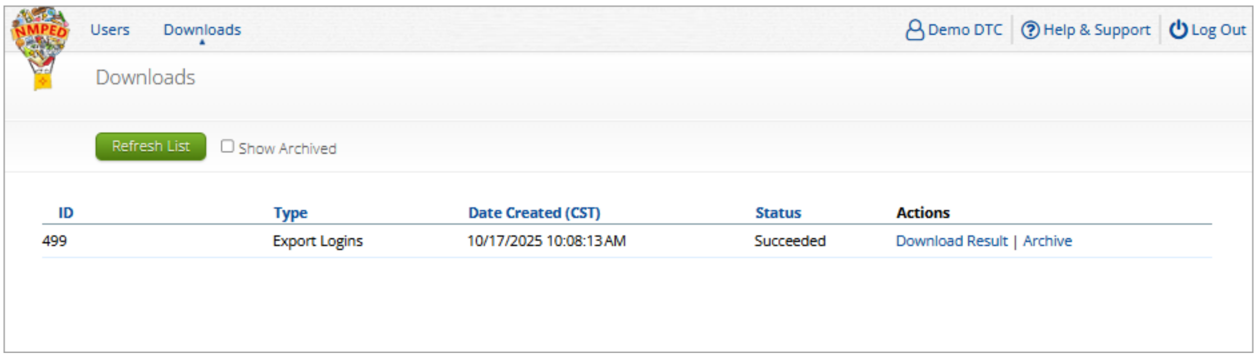


8. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



When exporting in CSV format, all session logins will be combined into one file, with the class name separating each.

To download the export, navigate to the Downloads section from the New Mexico Public Education Department Assessments Portal homepage to access the file.

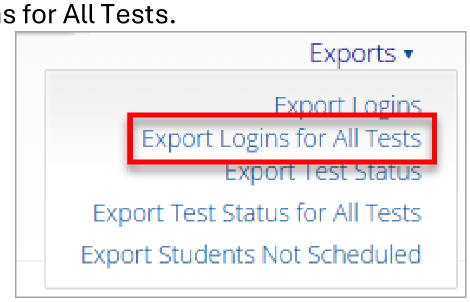


Export Student Test Logins in Bulk for All Tests within a Subject

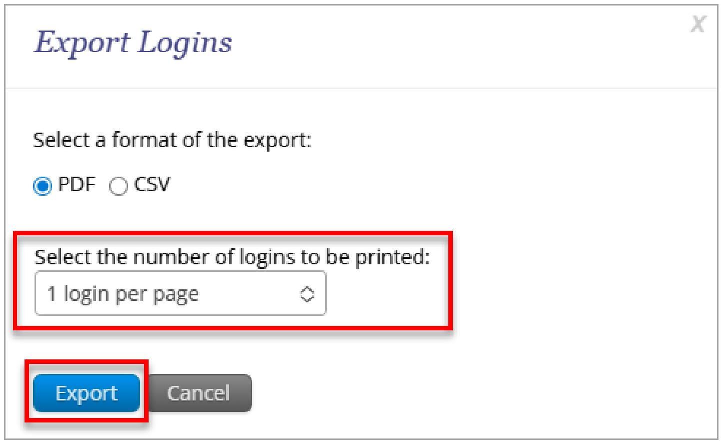
Exporting student test logins in bulk for all tests within a subject allows DTCs and STCs to export and print all student logins for all tests scheduled at the school for a selected subject. Student test logins can be exported in bulk as a PDF or .CSV.

To export student logins in bulk for all tests within a subject as a PDF, follow the steps below:

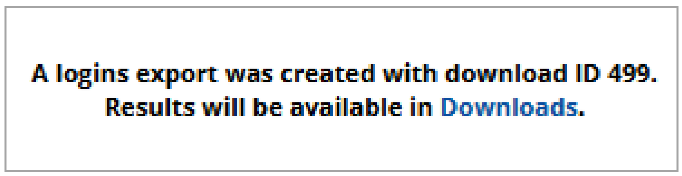
1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.
3. Select the subject from the **Subject** drop-down menu.
4. Then select **Exports** to expand the exports menu.
5. Select Export Logins for All Tests.



6. A pop-up will be shown with the options of choosing PDF or CSV. Select **PDF**.
7. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

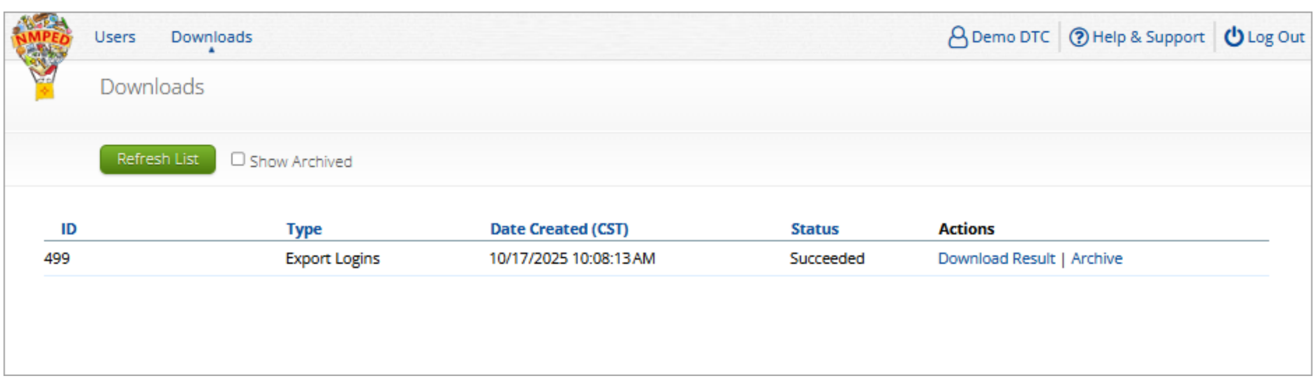


8. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



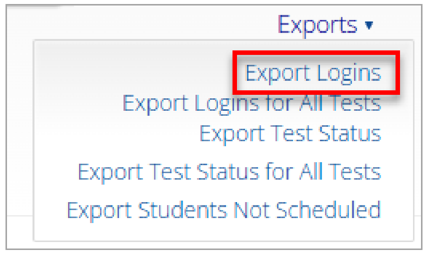
The logins in the export file will be sorted first by test name, class name, and within each class by student last name in alphanumeric order. When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

To download the login export, navigate to the **Downloads** section from the New Mexico Public Education Department Assessments Portal homepage to access the file.

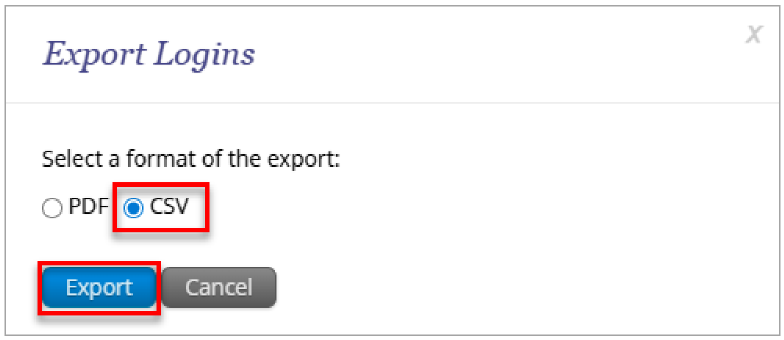


To export student logins in bulk for all tests as a .CSV, follow the steps below:

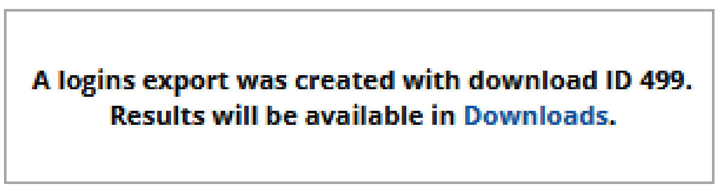
1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu.
3. Select the subject from the **Subject** drop-down menu.
4. Then select **Exports** to expand the exports menu.
5. Select Export Logins for All Tests.



6. A pop-up will be shown with the options of choosing PDF or CSV. Select **CSV**. Click **Export**.

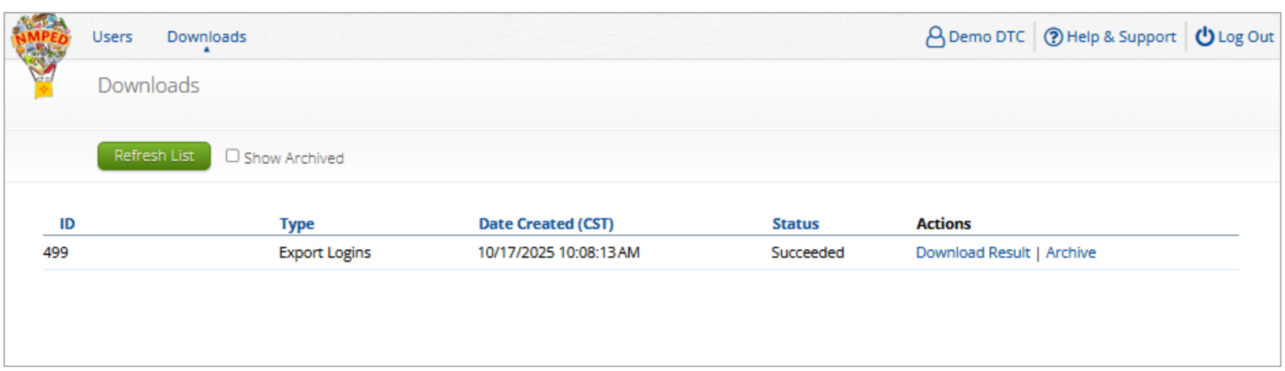


7. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.



The logins in the export file will be sorted first by test name, class name, and within class by student last name in alphanumeric order. When exporting in CSV format, all session logins will be combined in to one file, with the class name separating each class.

To download the export, navigate to the Downloads section from the New Mexico Public Education Department Assessments Portal homepage to access the file.



E. Monitoring Student Progress

Test administrators can view students' progress within their tests on the scheduled test details page. Follow the steps below to view student progress for a selected test.

1. On the Test Scheduling page, select the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (NM-MSSA or iMSSA).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Select **View Details/Student Logins** for the class you want to view test progress metrics.
6. On the Schedule Test Details page, select **Progress View**.

The students' progress for each session in the test will be displayed. The data in the progress view refreshes every 60 seconds.

a. Under Session Progress a progress bar showing the number of questions answered and the number of questions not answered for each student is shown.

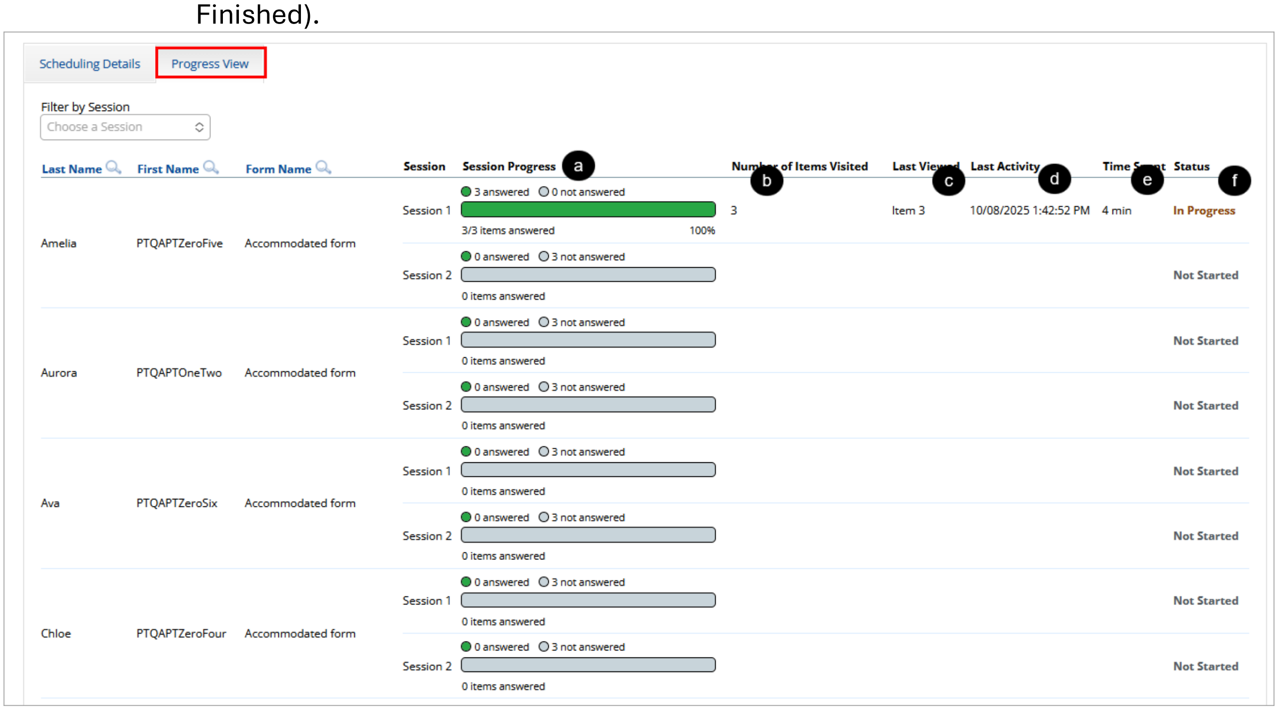
b. Number of items visited in a session is displayed.

c. In the Last Viewed column, test administrators can view the last question the student viewed.

d. The Last Activity column displays the date and time when the last response was received for the test session.

e. The Time Spent column displays the amount of time the student has spent in their test session.

f. The Status column displays the students' test status (Not Started, In Progress, or Finished).



F. Invalidating Summative Assessments

Invalidating a test session indicates the student started a test session and completed 5 or more items. To invalidate a Summative assessment DTCs or STCs **must**:

1. Leave the student in the class/test session
2. Contact PED to approve the invalidation
    a. If approved...
        i. Select the test report code of **PED-Approved Invalidation**
        ii. Click **Invalidate** for ***each test session***
        iii. If given another attempt, add the student to a new class/test session and have them complete both sessions.

Only for students who cannot complete their test and the test report code of **PED-Approved Invalidation** applies, their test session can be invalidated. All other test report codes are not applicable to be invalidated. ***An invalidation should only occur for a reportable score; a score is considered reportable if 5 or more test items are attempted.***

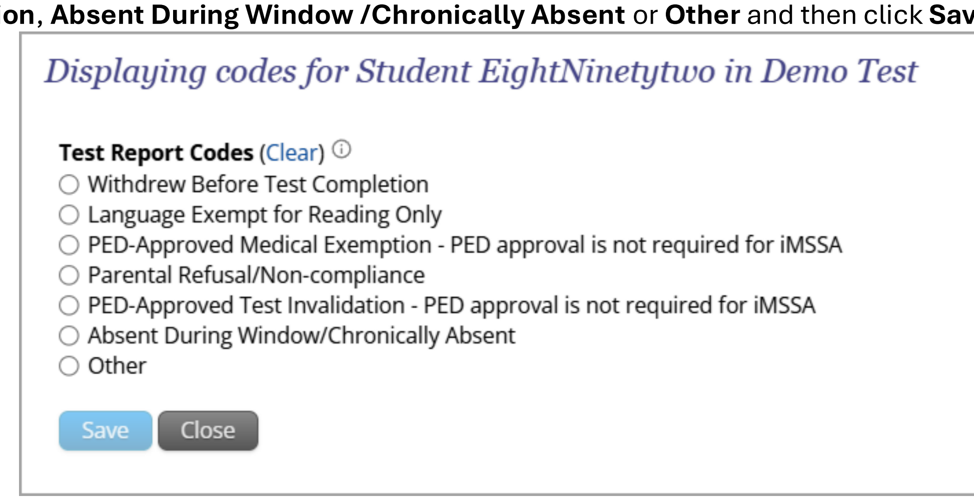
If a student does not start any test session or attempts less than 5 items, DTCs or STCs **must**:

1. Leave the student in the class/test session.
2. Enter the applicable test report code and ***do not invalidate***. The not started session/sessions with less than 5 items attempted will be removed during the post test data clean-up.
3. Add the student in a new class/test session and have them complete both sessions.

Note: Students cannot log in to a test that has been invalidated. Number of attempts and test void rules are applied after the test administration window and may impact reporting.

Add Test Report Code and Invalidate Test

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**, **Language Exempt for Reading Only**, **PED-Approved Medical Exemption**, **Parental Refusal/Non-compliance**, **PED-approved Test Invalidation**, **Absent During Window /Chronically Absent** or **Other** and then click **Save**.



You will be prompted to save your changes, click **Close** and you will see the code reflected in the test session.

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	EightNinetytwo	Student	999990892	JQM5DCGJ	Demo Test	07/21/2025 1:15:23 PM	04	Session 1:Not Started			Invalidate
								Session 2:Not Started			Invalidate

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.

Status	Date/Time Started	Date/Time Completed	
Session 1:Not Started			Invalidate
Session 2:Not Started			Invalidate

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

Status	Date/Time Started	Date/Time Completed	
Session 1:Not Started			Invalidated (Validate)
Session 2:Not Started			Invalidate

G. Invalidating iMSSA (Interim) Assessments

To invalidate iMSSA tests, DTCs or STCs must enter a test report code, invalidating the test sessions *is not* necessary, but will prevent the student from accessing the session.

Students who start but do not complete both sessions of an Interim test will be reported with a score for the partially completed test at the *end of the test window* unless one of the two following actions is completed:

1. The student is removed from the test session's class; this will prevent the student from appearing in Reporting

or

2. A test administrator enters a test report code; the code will appear in Reporting instead of the student's score.

Note: If a student's test is "Not Started" or "In Progress" the student can still log in and complete the test anytime during the test window. Once the test is "Finished", the student cannot log in to test and "Finished" tests will appear in Reporting the following day. If you wish to prevent the student from logging into a test, invalidate the test sessions or remove the student from the test session's class.

Test Invalidation will **NOT** affect Interim Reporting. Test Invalidation is used to prevent a student from accessing an invalidated session and as a note in the test session details screen to indicate a student should be removed from the test session's class or to have a test report code assigned for Reporting.

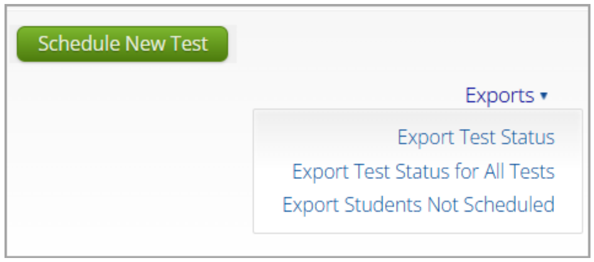
Test Status	Test Invalidation	Test Report Code	Report Status
Not started	No	No	Not Reported
Not Started	Yes	Yes	Will be reported with test report code displayed in score column next day
Not Started	Yes	No	Not Reported
Not Started	No	Yes	Will be reported with test report code displayed in score column next day
In Progress	No	No	Will be reported *as incomplete* when window closes
In Progress	Yes	Yes	Will be reported with test report code displayed in score column next day
In Progress	Yes	No	Will be reported *as incomplete* when window closes
In Progress	No	Yes	Will be reported with test report code displayed in score column next day
Turned In	No	No	Will be reported *with score* next day/NRT
Turned In	Yes	Yes	Will be reported with test report code displayed in score column next day
Turned In	Yes	No	Will be reported *with score* next day/NRT
Turned In	No	*Yes*	Will be reported with test report code displayed in score column next day

- If a student is enrolled but not scheduled for a test, they will not appear in the Data Interaction report.
- If test report code is added or removed after student is reported in Data Interaction, it will be updated in reporting when test window closes.
- If demographics or accommodations are updated after a student is reported in Data Interaction, they will be updated in reporting when test window closes.

H. Export Test Status

Export Test Status is a feature that is available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per test of the currently selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear.

To download a file with the test status of all students in the selected school, click **Exports** then **Export Test Status**.



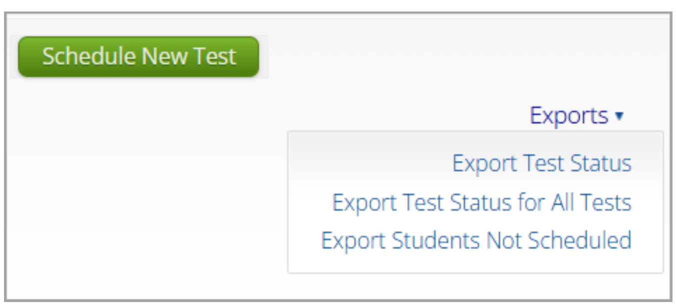
A .CSV file listing every student and their completion status per test of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code
2	EightNinetytwo	Student	999990892	05	Demo Test	fzQA21201_a	Cyber City Sch1-998	Session 2			Test Report Codes:PED-Approved Medical Exemption - PED approval is not requir
3	EightNinetytwo	Student	999990892	05	Demo Test	fzQA21201_a	Cyber City Sch1-998	Session 1			Test Report Codes:PED-Approved Medical Exemption - PED approval is not requir
4	OPS	QA	202200100	05	Demo Test	fzQA21201_a	Cyber City Sch1-998	Session 1			
5	OPS	QA	202200100	05	Demo Test	fzQA21201_a	Cyber City Sch1-998	Session 2			

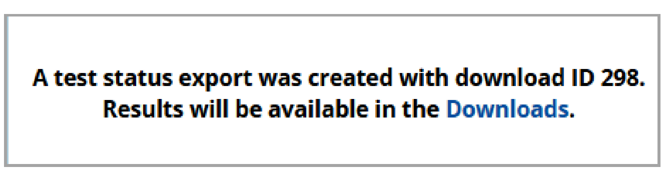
I. Export Test Status for All Tests

Export Test Status for All Tests is a feature available to district test coordinators and school test coordinators at the district and school levels that provides a .CSV file listing every student and their completion status per session for all tests of the currently selected district/school, program, and content area.

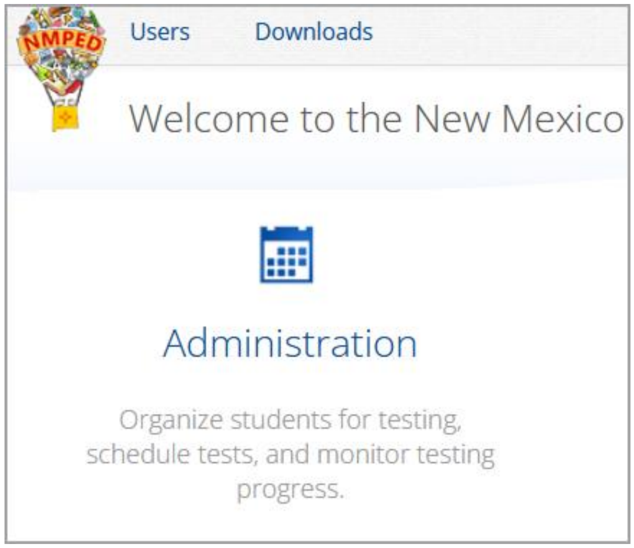
Click **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.



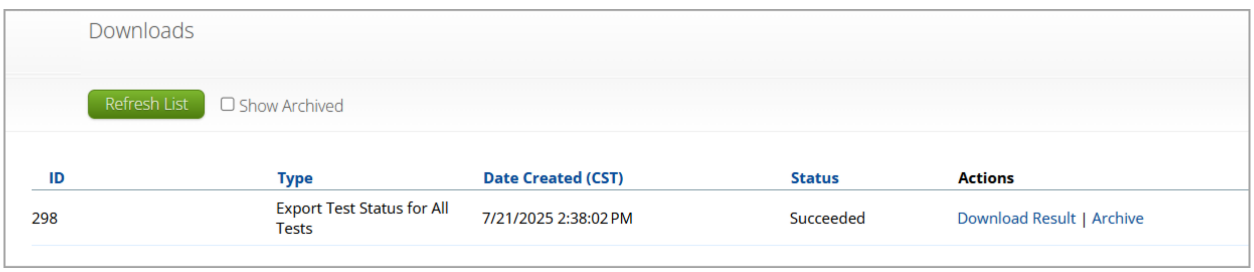
A pop-up message will appear indicating the downloaded file will be available in the Downloads section of the XXXXXX Portal.



Once the file has completed processing, the user will receive an email indicating that the file is available to download. Navigate to the Downloads section from the portal homepage to access the file.



A table will appear with the files available to download. Click on **Download Result** to download the Export Test Status for All Tests file.

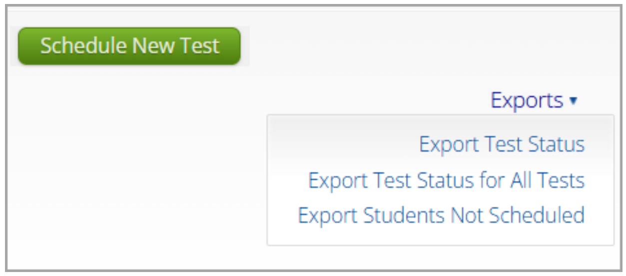


A .CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

J. Export Students Not Scheduled

Export Students Not Scheduled is a feature that is available to district and school test coordinators. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear.

To download a file with a listing of students not scheduled for the selected school or test, click **Exports** then **Export Test Status**.



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	Middle Initial	State Student ID	Grade	Class Name	Test Name
2	abc	acctwo		543210124	03	Reshma, Teacher-QARM-(Grade -3)	Demo Test
3	AllAccoms	ALLAccoms		234567890	05	Teacher, QA-QAELA 1 AM05 Accoms-(Grade -5)	Demo Test
4	Amelia	PTQAPTZeroFive		241633105	05	TCH2, PT-QA PT ELA-Gr5 Class A-(Grade -5)	Demo Test
5	Amelia	PTQAPTZeroFive		241633105	05	TCH, Pallavi-QAPG class 5-(Grade -5)	Demo Test
6	Aurora	PTQAPTOneTwo		241633512	05	TCH2, PT-QA PT ELA-Gr5 Class A-(Grade -5)	Demo Test

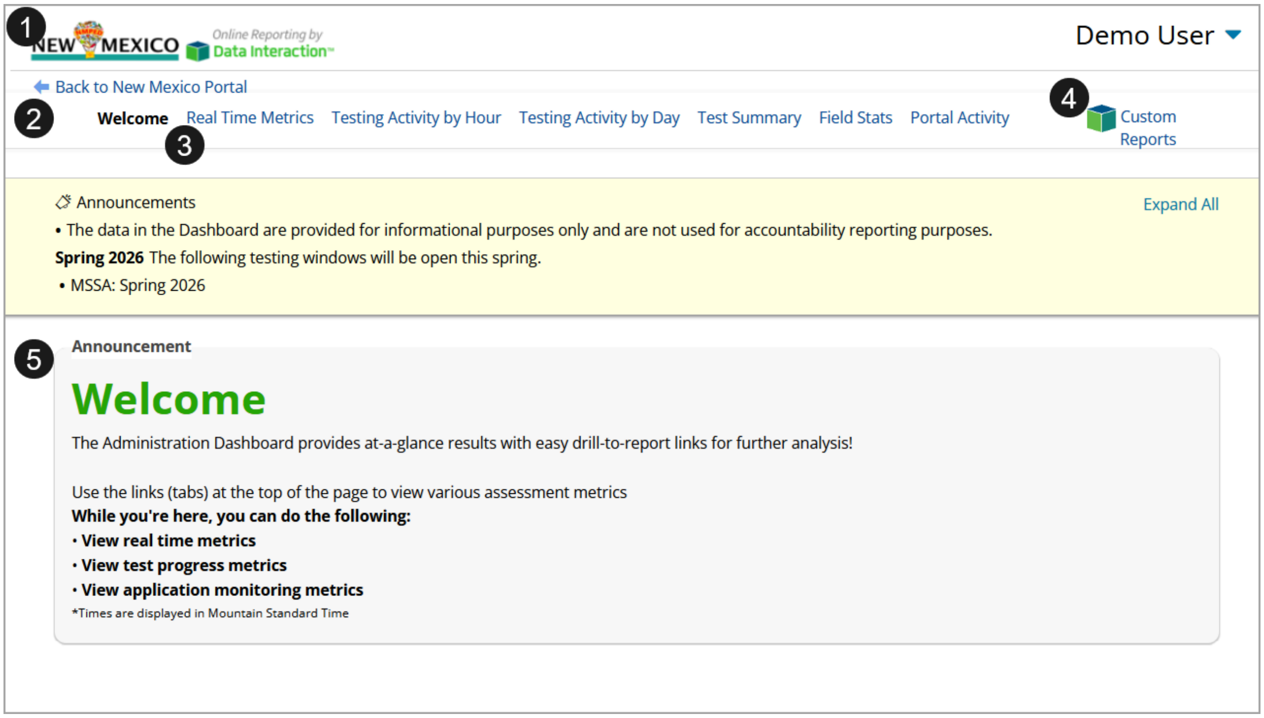
XIV. Administration Dashboard

The Administration Dashboard provides at-a-glance results with links to reports for further analysis. The Dashboard allows district test coordinators, school test coordinators, and technology coordinators to view announcements, real time administration testing metrics, test progress metrics, and application monitoring metrics.

A. Navigating the Administration Dashboard

To access the Dashboard, follow the steps below:

1. Log into the New Mexico Public Education Department Assessments Portal with your username and password.
2. On the portal homepage, select the **Administration** icon.
3. From the top menu bar of the Administration homepage, select **Dashboard**.



In Table 17 below are descriptions of the features that are available on the Administration Dashboard page. The numbered icons listed in Table 17 are shown in the screenshot that follows to indicate the location of the feature.

Table 17. Administration Dashboard

Icons	Description
1	Select the **NMPED logo** in the top left corner to return to the Administration Dashboard homepage.
2	Select the blue **Back to New Mexico Portal** link to return to the portal homepage. This will exit you from the Administration Dashboard.
3	Listed across the top of the Administration Dashboard homepage will be the reports available; selecting a link will direct you to that particular report.
4	**Custom Reports** allow you to view the Administration Dashboard reports with selected parameters.
5	Announcements will be listed in the middle of the Administration Dashboard homepage.

B. Administration Dashboard Reports

Administration Dashboard reports available in the New Mexico Public Education Department Assessments Portal are as follows: Real Time Metrics, Testing Activity by Hour, Testing Activity by Day, Test Summary, Field Stats, Portal Activity, and Custom Reports. Each of these is described below.

District and school test coordinators may want to use these reports to help monitor the test administration and their district and/or their school's progress toward test completion.

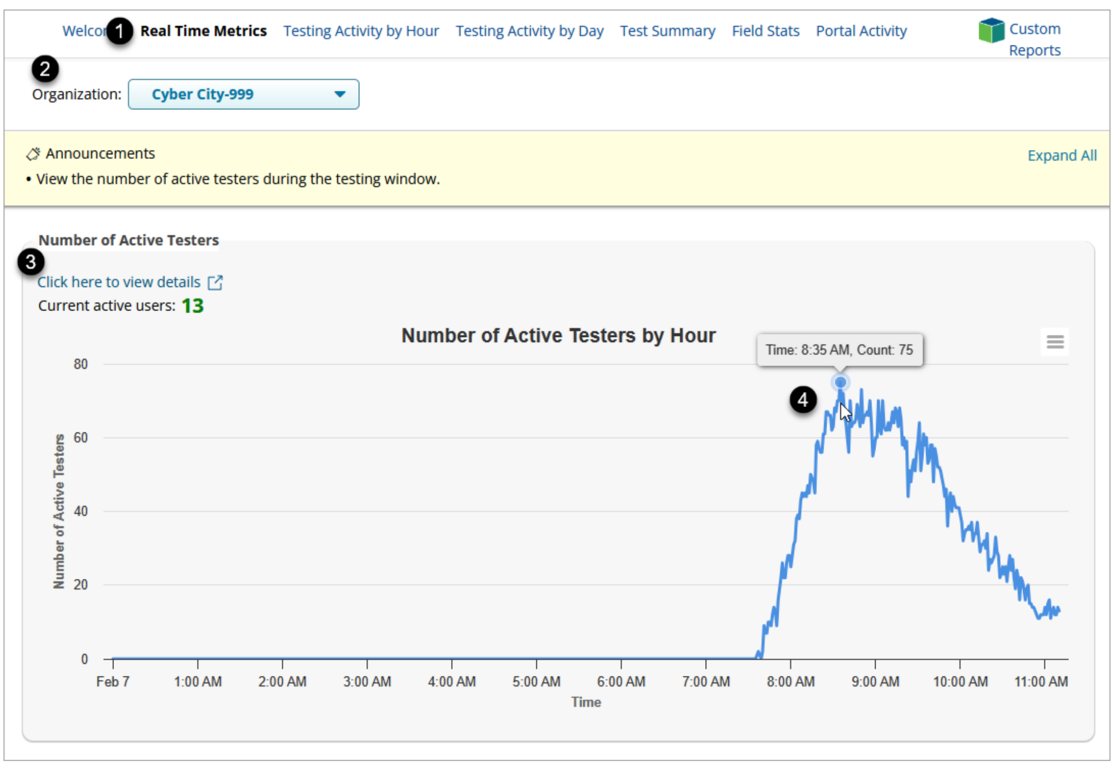
Real Time Metrics

Real Time Metrics displays a graph of the number of students actively testing by hour for the program and organization selected. For this report, users can view either iMSSA or NM-MSSA (these are called "programs" in this report). If only one program is testing, the information available will default to that program, if both programs are testing the program selector drop-down will be visible. District test coordinators will be able to view real-time metrics for the district as a whole or select a school using the organization drop-down.

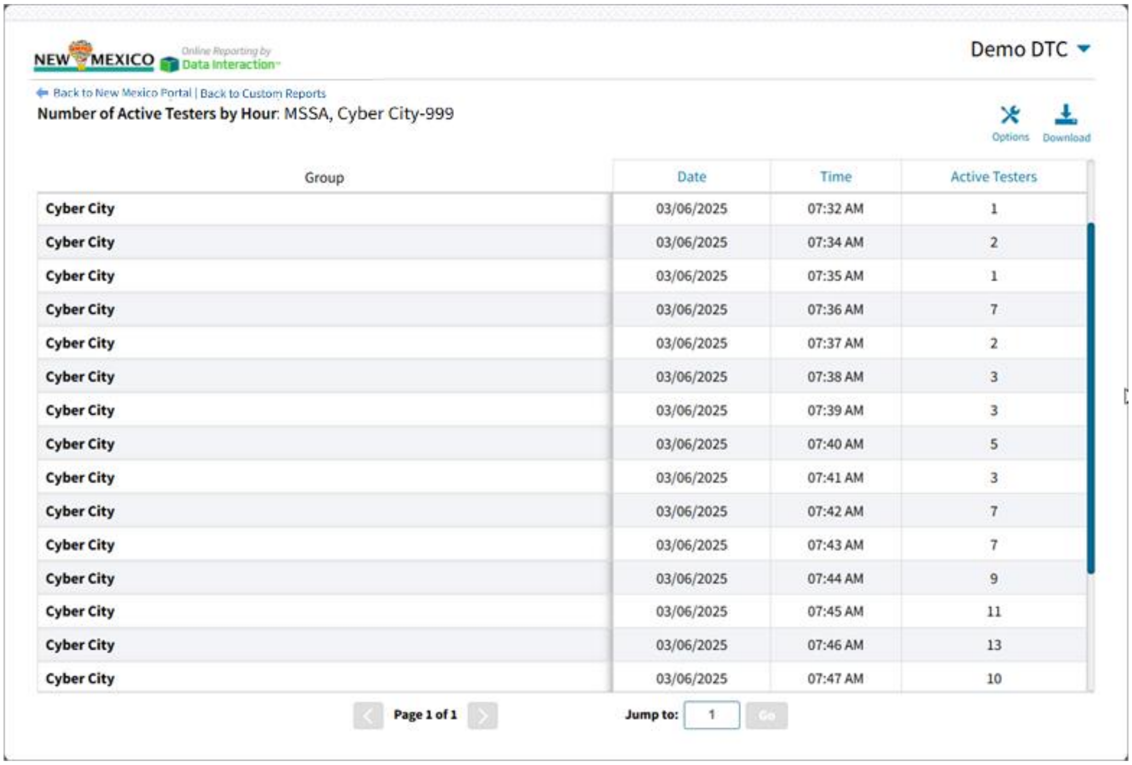
To view Real Time Metrics, follow the steps below:

1. On the Administration Dashboard page, select **Real-time Metrics** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (iMSSA or NM-MSSA) and school or district from the drop-down menus.
3. To view the report as a table, select **Click here to view details.**
4. Hover your mouse pointer over data points on the chart to view the number of students testing for that timestamp, as illustrated in the screenshot below.

The Real Time Metrics report displays students actively testing at the time that the report is generated and includes a range of hours before the current time. It is refreshed near real time.



Within the report, select **Click here to view details** to view the report as a table.



NEW MEXICO Online Reporting by Data Interaction

Demo DTC

Back to New Mexico Portal | Back to Custom Reports

Number of Active Testers by Hour: MSSA, Cyber City-999

Options Download

Group	Date	Time	Active Testers
Cyber City	03/06/2025	07:32 AM	1
Cyber City	03/06/2025	07:34 AM	2
Cyber City	03/06/2025	07:35 AM	1
Cyber City	03/06/2025	07:36 AM	7
Cyber City	03/06/2025	07:37 AM	2
Cyber City	03/06/2025	07:38 AM	3
Cyber City	03/06/2025	07:39 AM	3
Cyber City	03/06/2025	07:40 AM	5
Cyber City	03/06/2025	07:41 AM	3
Cyber City	03/06/2025	07:42 AM	7
Cyber City	03/06/2025	07:43 AM	7
Cyber City	03/06/2025	07:44 AM	9
Cyber City	03/06/2025	07:45 AM	11
Cyber City	03/06/2025	07:46 AM	13
Cyber City	03/06/2025	07:47 AM	10

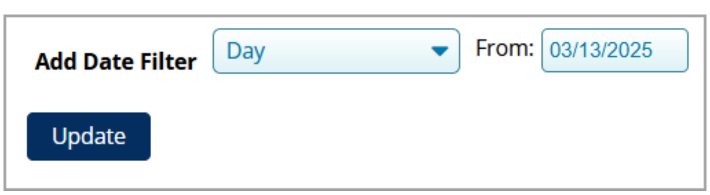
Page 1 of 1 Jump to: 1 Go

Testing Activity by Hour

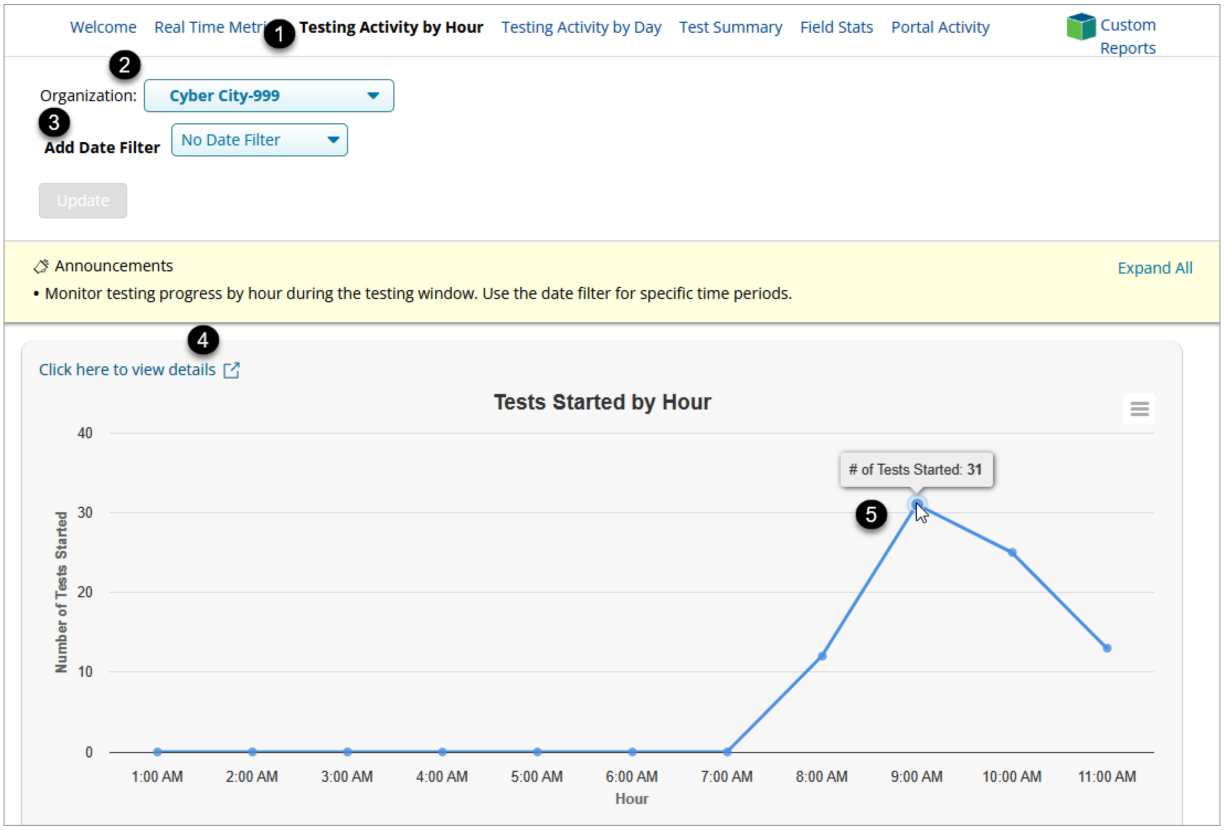
Testing Activity by Hour will display three charts: **Tests Started by Hour**, **Tests Completed by Hour**, and **Tests Paused by Hour** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Hour report updates hourly on the hour.

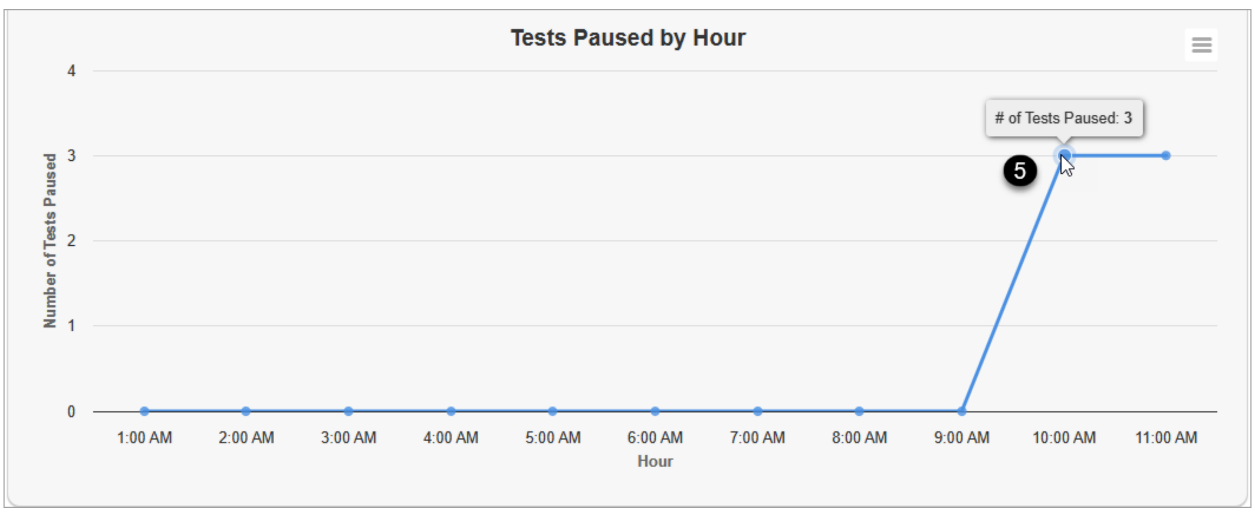
To view Testing Activity by Hour, follow the steps below:

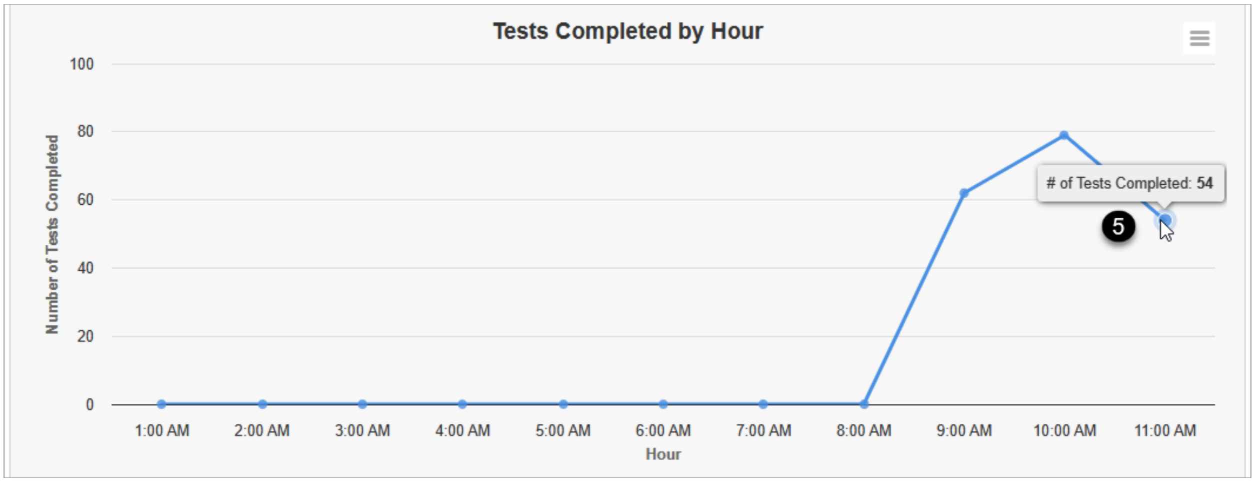
1. On the Administration Dashboard page, select **Testing Activity by Hour** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (iMSSA or NM-MSSA) and school or district from the drop-down menus. Please note, if only one program is testing, the information available will default to that program, if two programs are testing the program selector drop-down will be visible.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.



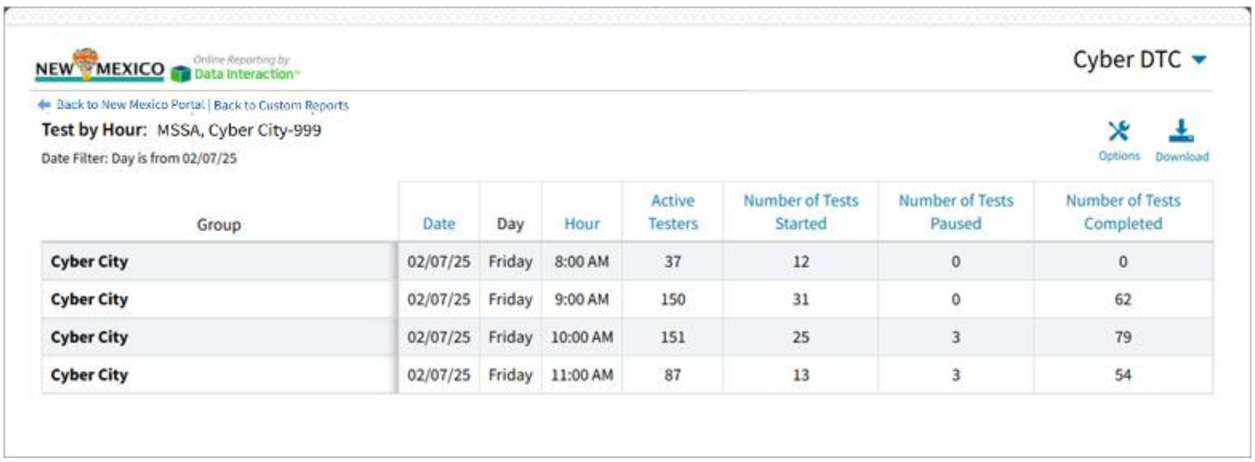
4. To view the report as a table, select **Click here to view details**.
5. Hover your mouse pointer over data points on each of the three charts to view the number of tests that were started, completed, or paused for a particular data point.


Welcome
Real Time Metri
1
Testing Activity by Hour
Testing Activity by Day
Test Summary
Field Stats
Portal Activity
Custom Reports
2
Organization:
Cyber City-999
3
Add Date Filter
No Date Filter
Update
Announcements
Expand All
• Monitor testing progress by hour during the testing window. Use the date filter for specific time periods.
4
Click here to view details
Tests Started by Hour
# of Tests Started: 31
5
Number of Tests Started
Hour
1:00 AM
2:00 AM
3:00 AM
4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM


Tests Paused by Hour
# of Tests Paused: 3
5
Number of Tests Paused
Hour
1:00 AM
2:00 AM
3:00 AM
4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM



Within the report, select **Click here to view details** to view the report as a table.



Group	Date	Day	Hour	Active Testers	Number of Tests Started	Number of Tests Paused	Number of Tests Completed
Cyber City	02/07/25	Friday	8:00 AM	37	12	0	0
Cyber City	02/07/25	Friday	9:00 AM	150	31	0	62
Cyber City	02/07/25	Friday	10:00 AM	151	25	3	79
Cyber City	02/07/25	Friday	11:00 AM	87	13	3	54

Testing Activity by Day

Testing Activity by Day will display a chart of the **Tests Started** and **Completed by Day** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Day report is updated hourly.

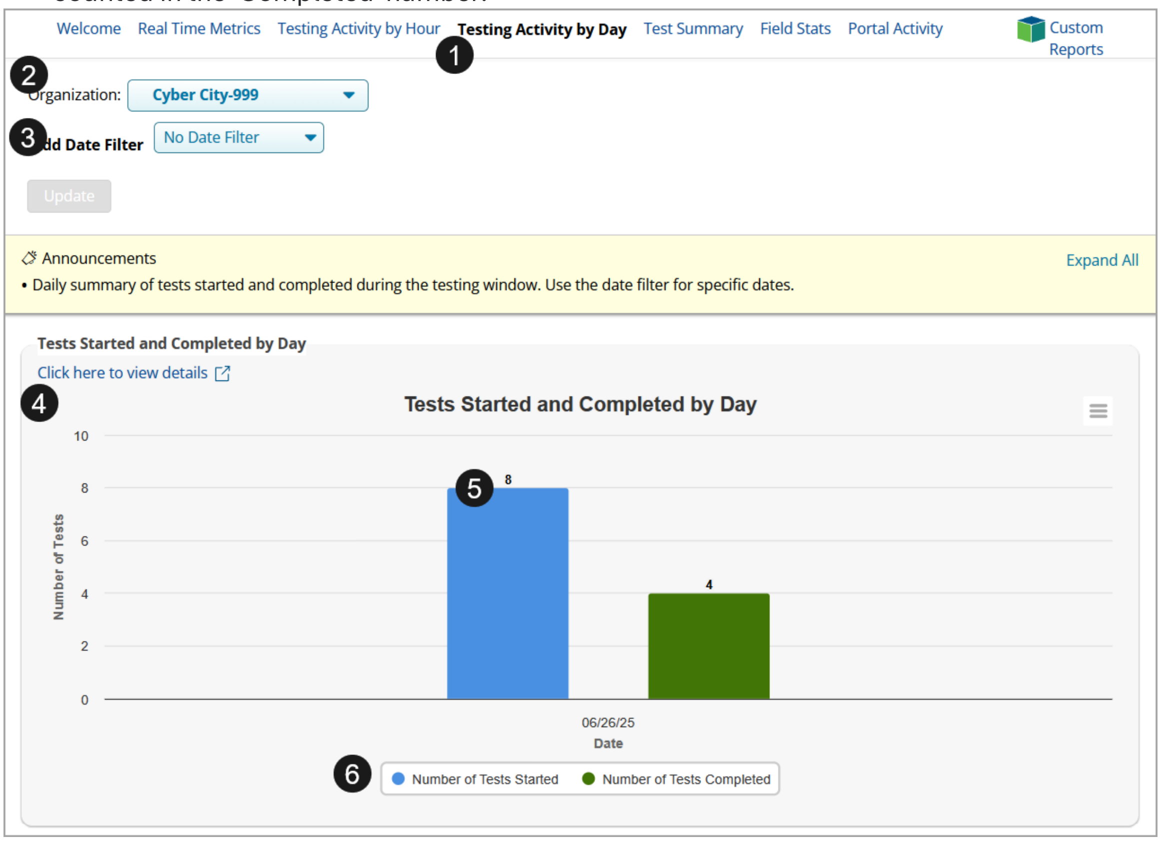
To view Testing Activity by Day, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Day** from the top menu bar.
2. To filter the report by school or district use the organization drop-down menu.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.
4. To view the report as a table, select **Click here to view details**.
5. Hover your mouse pointer over data points on the chart to view the number of tests started or completed for that data point.

6. To view only the Number of Tests Started, select **Number of Tests Completed** in the chart legend to de-select that data from the chart view. To view only the Number of Tests Completed, select **Number of Tests Started** in the chart legend to remove that data instead.

Notes:

- If a student completes all sessions started on that day, this student is counted in the 'Completed' number.
- If a student starts but does not complete a test session on that day, this student is **not** counted in the 'Completed' number.



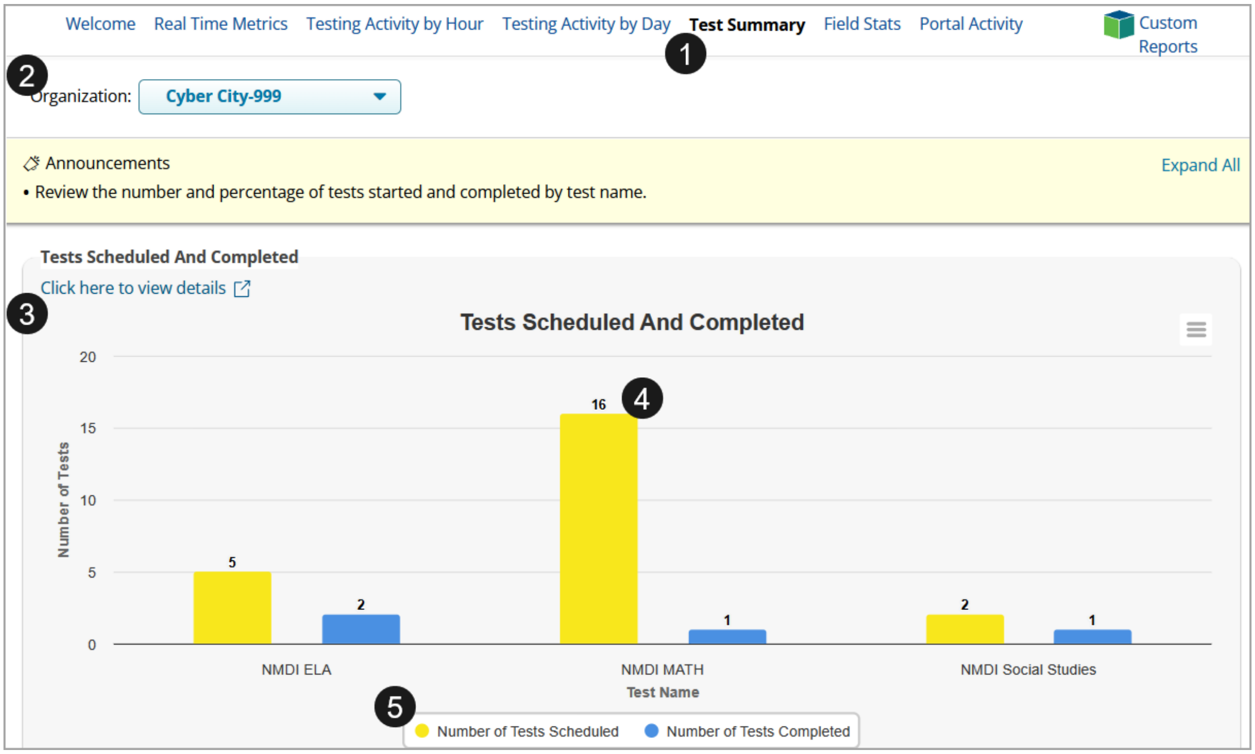
Test Summary

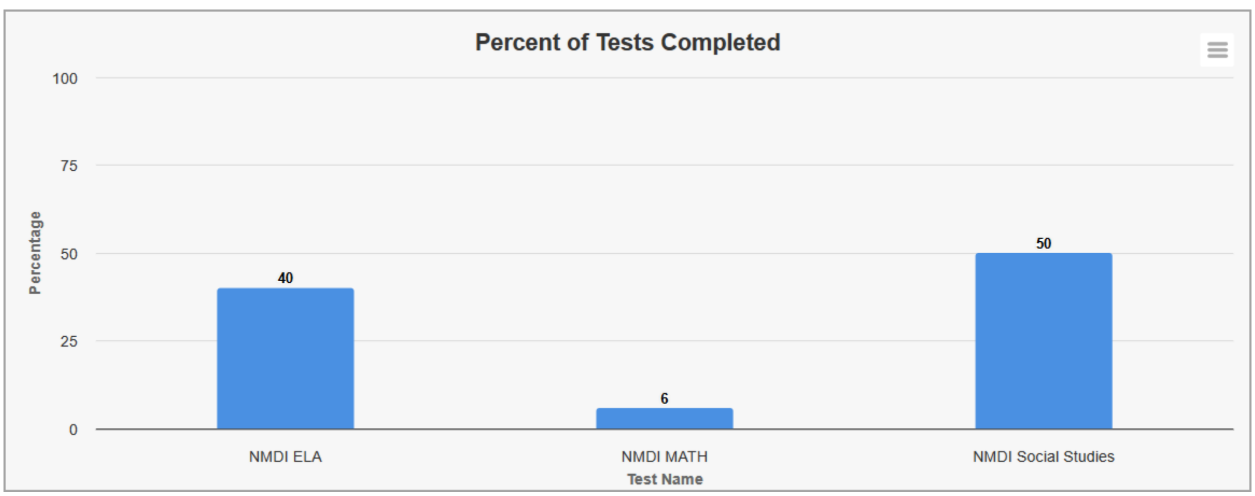
Test Summary will display two charts: **Tests Scheduled and Completed** and the **Percent of Tests Completed** for the program and organization selected. (The percentage of tests completed is a comparison of tests scheduled, and tests completed.) The Test Summary report is cumulative and is updated hourly.

To view Test Summary, follow the steps below:

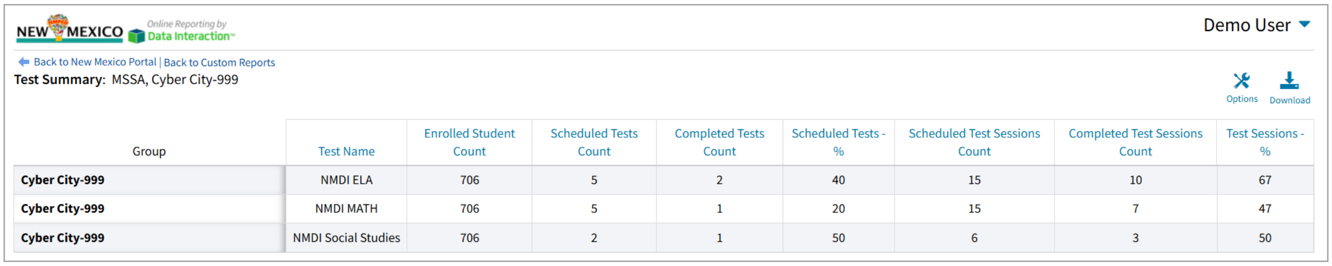
1. On the Administration Dashboard page, select **Test Summary** from the top menu bar.
2. To filter the report by school or district use the organization drop-down menu.
3. To view the report as a table, select **Click here to view details**.
4. Hover your mouse pointer over a data point on the chart to view the number of tests scheduled, tests completed, or the percentage of tests completed for that data point.

5. Number of Tests Scheduled or Number of Tests Completed can be removed from the chart by selecting one or the other in the chart legend.





Within the report you can select **Click here to view details** to view the report as a table, as shown below.



Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City-999	NMDI ELA	706	5	2	40	15	10	67
Cyber City-999	NMDI MATH	706	5	1	20	15	7	47
Cyber City-999	NMDI Social Studies	706	2	1	50	6	3	50

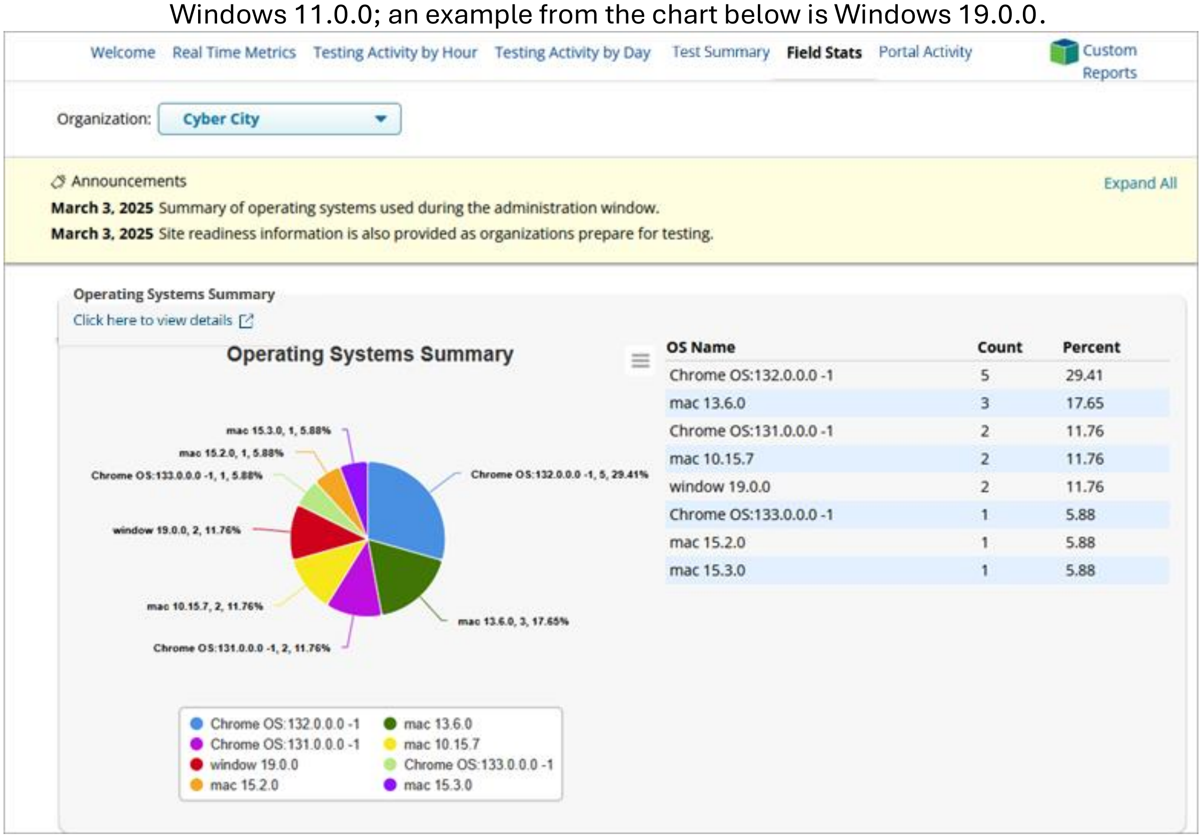
Field Stats

The Field Stats tab may be most applicable for technology coordinators. Field Stats will display an **Operating Systems Summary** and **Site Readiness Information** for the program and organization selected.

The Operating System Summary lists all of the operating systems and versions that were used by students during testing.

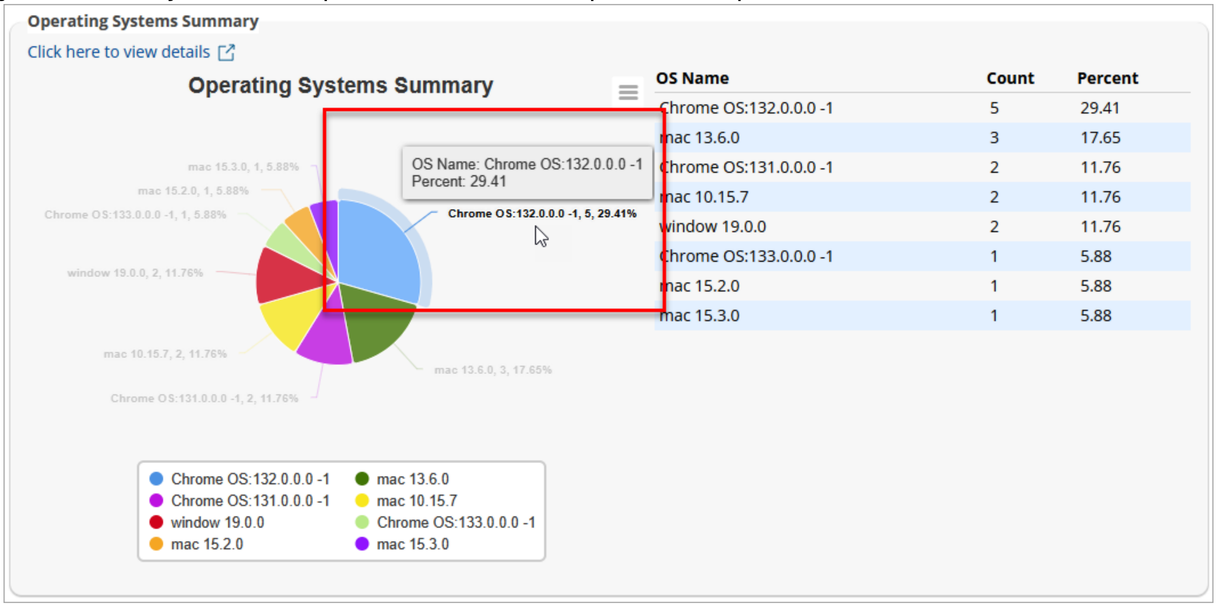
For example, in the OS Name chart below, the following types of devices were used:

- Chromebooks running different versions of ChromeOS (ChromeOS:131, ChromeOS:132, and ChromeOS:133)
- iPads (mac 10.15.7)
- MacOS (mac 13.6.0, mac 15.2.0, mac 15.3.0)
- Windows 11 devices
    - Note: Windows 11 devices will be listed in the chart below as anything above Windows 11.0.0; an example from the chart below is Windows 19.0.0.

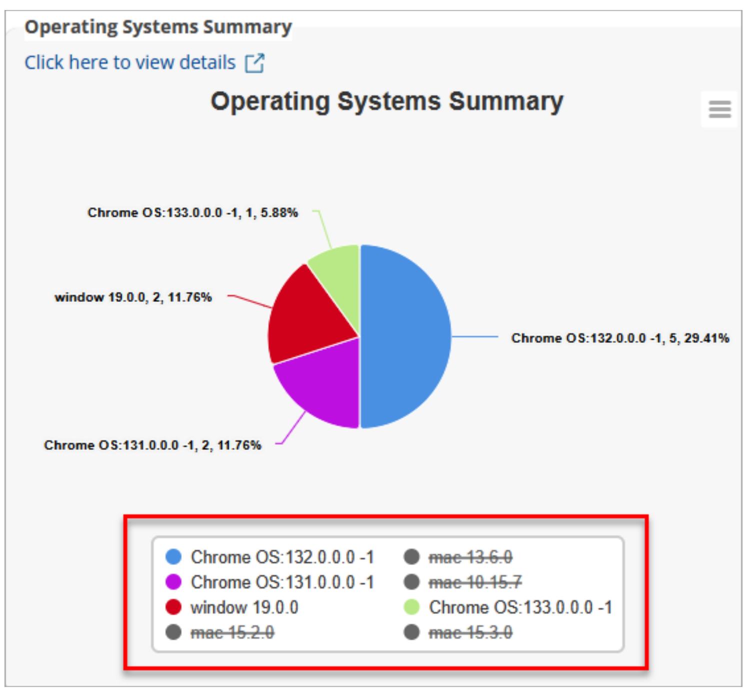


OS Name	Count	Percent
Chrome OS:132.0.0.0 -1	5	29.41
mac 13.6.0	3	17.65
Chrome OS:131.0.0.0 -1	2	11.76
mac 10.15.7	2	11.76
window 19.0.0	2	11.76
Chrome OS:133.0.0.0 -1	1	5.88
mac 15.2.0	1	5.88
mac 15.3.0	1	5.88

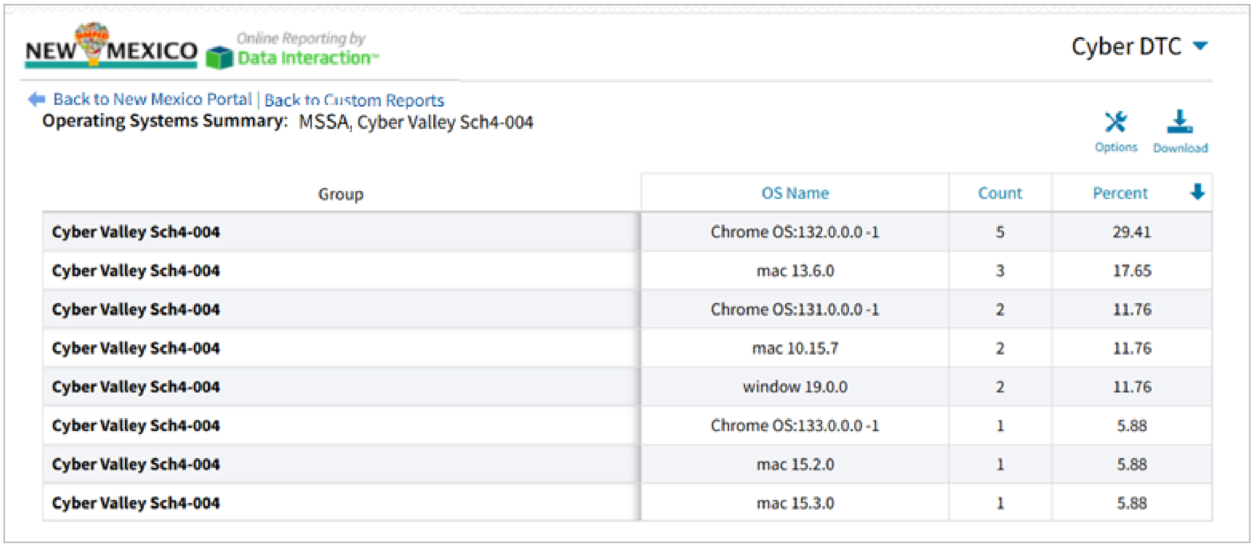
To focus on a specific operating system and percentage of devices that used that operation system, hover your mouse pointer over the data point in the pie chart.



To focus on certain operating systems in the pie chart, remove operating systems from the pie chart by selecting the operation system in the pie chart legend. Once selected in the legend, they will be crossed out and removed from the chart. In the example below, all macOS versions have been removed from the pie chart.



Within the report, select **Click here to view details** to view the report as a table.



NEW MEXICO Online Reporting by Data Interaction

Cyber DTC

Back to New Mexico Portal | Back to Custom Reports

Operating Systems Summary: MSSA, Cyber Valley Sch4-004

Options Download

Group	OS Name	Count	Percent
Cyber Valley Sch4-004	Chrome OS:132.0.0.0 -1	5	29.41
Cyber Valley Sch4-004	mac 13.6.0	3	17.65
Cyber Valley Sch4-004	Chrome OS:131.0.0.0 -1	2	11.76
Cyber Valley Sch4-004	mac 10.15.7	2	11.76
Cyber Valley Sch4-004	window 19.0.0	2	11.76
Cyber Valley Sch4-004	Chrome OS:133.0.0.0 -1	1	5.88
Cyber Valley Sch4-004	mac 15.2.0	1	5.88
Cyber Valley Sch4-004	mac 15.3.0	1	5.88

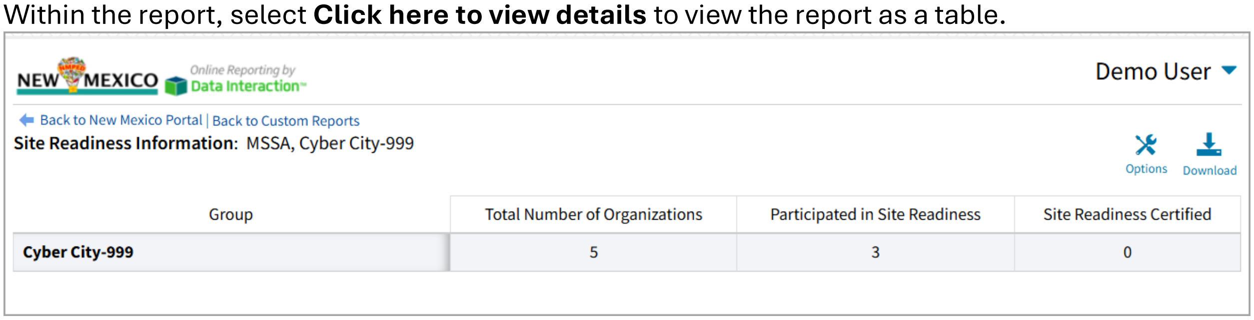
The Site Readiness Information will display the total number of organizations, whether they participated in Site Readiness, and if Site Readiness was certified. Note that Site Readiness completed on iPads will not appear in this table.

Site Readiness Information

Click here to view details

Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
5	3	0

Within the report, select **Click here to view details** to view the report as a table.



NEW MEXICO Online Reporting by Data Interaction

Demo User

Back to New Mexico Portal | Back to Custom Reports

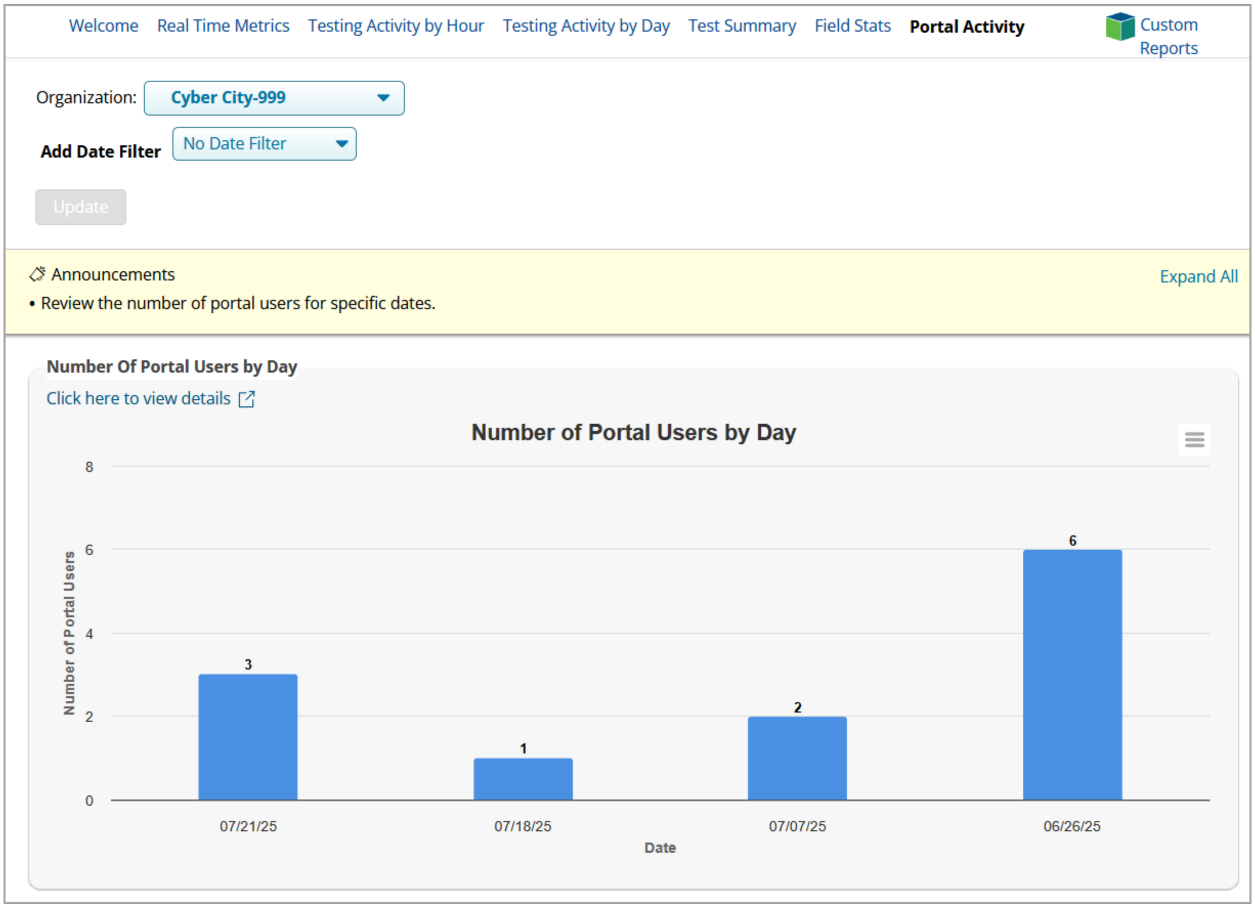
Site Readiness Information: MSSA, Cyber City-999

Options Download

Group	Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
Cyber City-999	5	3	0

Portal Activity

Portal Activity will display the Number of Portal Users by Day for the selected organization and by date (if selecting a date using the Date Filter). Schools and districts may want to view this report to determine how many staff are using the New Mexico Public Education Department Assessments Portal each day. The Portal Activity report is updated hourly. Within the report, select **Click here to view details** to view the report as a table.

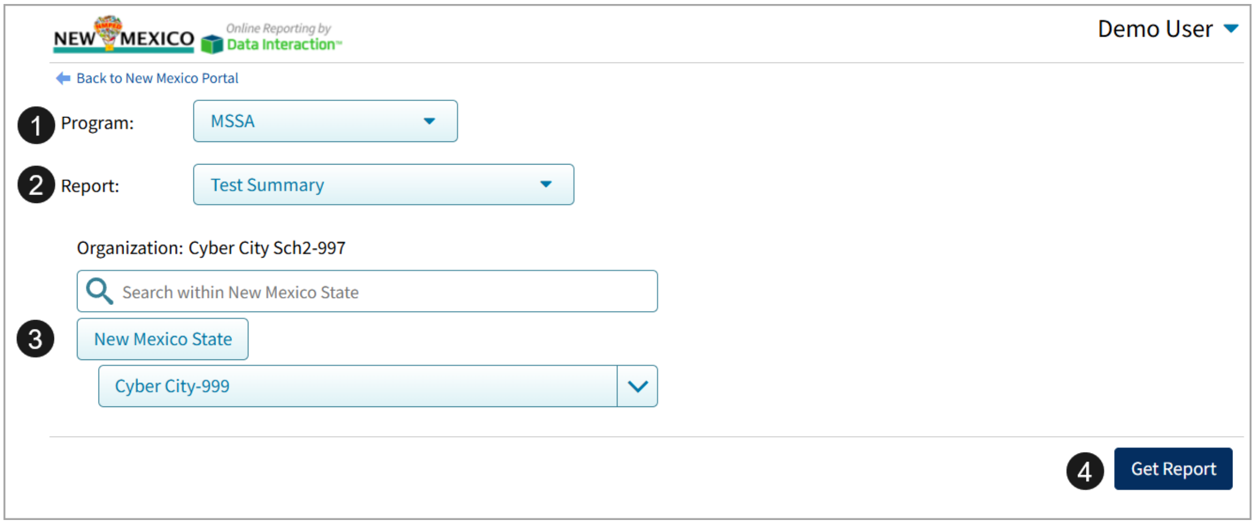


Custom Reports

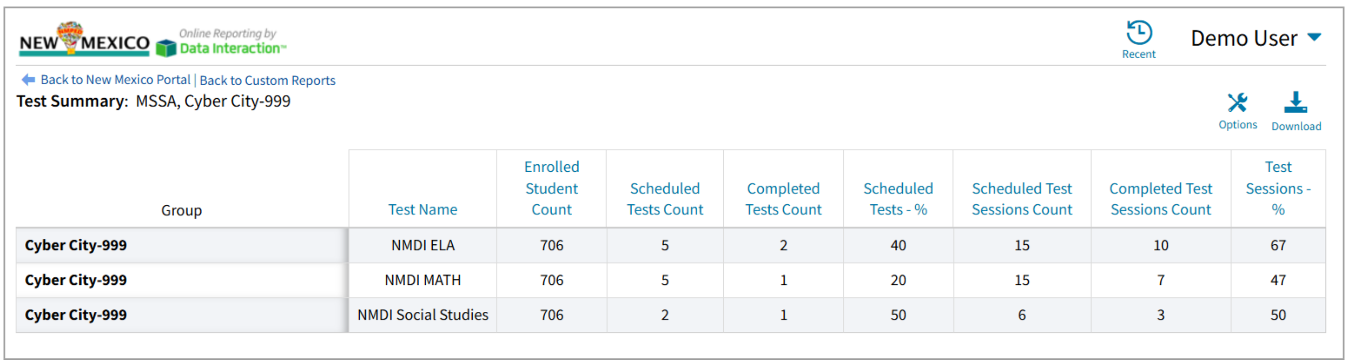
Use Custom Reports to generate a specific Administration Dashboard report and view it as a tabular report. Custom Reports can then be sorted, customized, and downloaded as needed.

To run a Custom Report, follow the steps below:

1. Select the **Program**: MSSA or iMSSA.
2. Select an Administration Dashboard Report from the report drop-down.
3. Select the Organization(s).
4. Select **Get Report** to view the report.



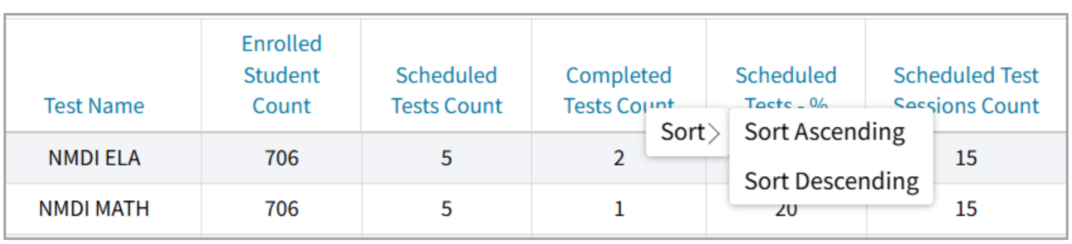
The report will then be shown. Below is the Test Summary Report for Cyber City for the MSSA program.



Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City-999	NMDI ELA	706	5	2	40	15	10	67
Cyber City-999	NMDI MATH	706	5	1	20	15	7	47
Cyber City-999	NMDI Social Studies	706	2	1	50	6	3	50

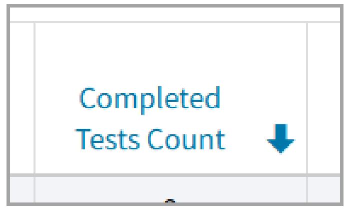
Sorting Reports

To sort your report, select any of the blue column headings within the report and then select **Sort Ascending** or **Sort Descending**.



Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count
NMDI ELA	706	5	2		15
NMDI MATH	706	5	1	20	15

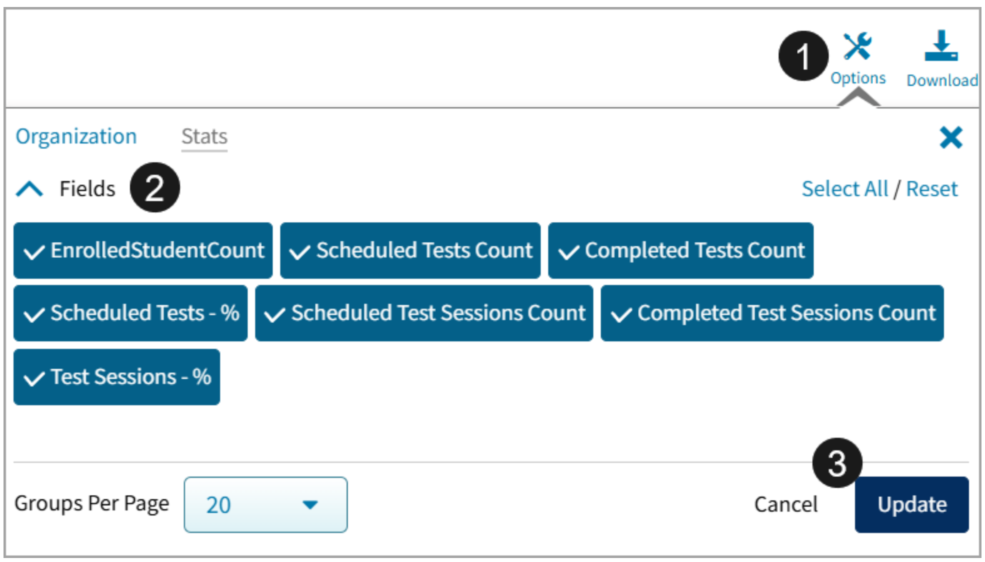
To clear the sort and return to your original report, select the blue **Arrow** in the column.



Customize Reports
To customize your report, follow the steps below:

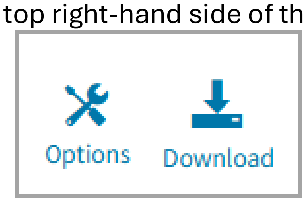
1. Select the **Options** icon on the top right-hand side of the report.
2. On the pop-up window, de-select or select fields to include in the report. The options available on the Options tab will vary depending on which report is selected.
3. Once the selections have been made, select **Update** to update the report.

Note: Groups Per Page is the number of students that will display on a single page once the report is updated.

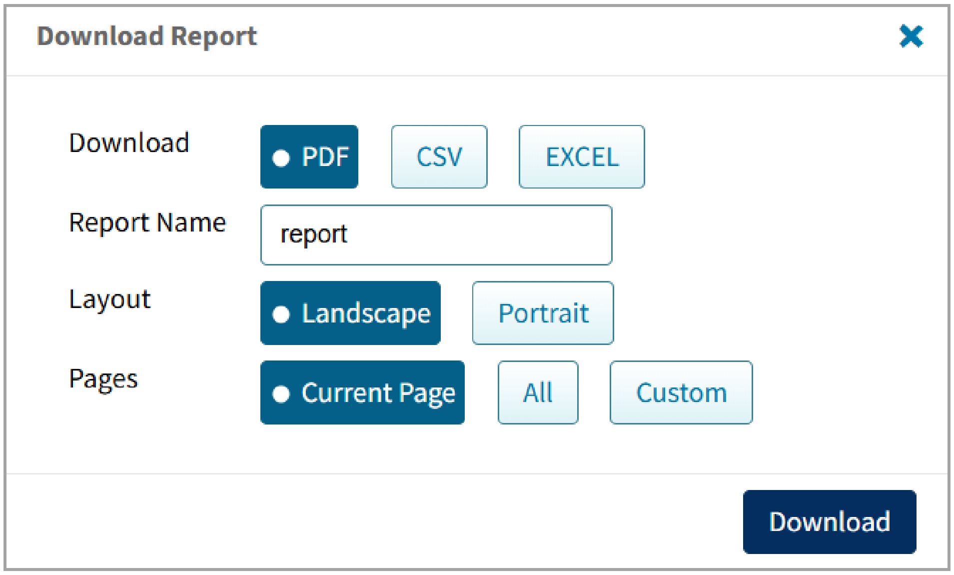


Downloading Reports
To download your report, follow the steps below:

1. Select the **Download** icon on the top right-hand side of the report.



2. On the pop-up window, select the download file type, add a report name, select the layout for the download, and select the pages.
3. Select **Download** to download your report.


Download Report
Download
PDF
CSV
EXCEL
Report Name
report
Layout
Landscape
Portrait
Pages
Current Page
All
Custom
Download