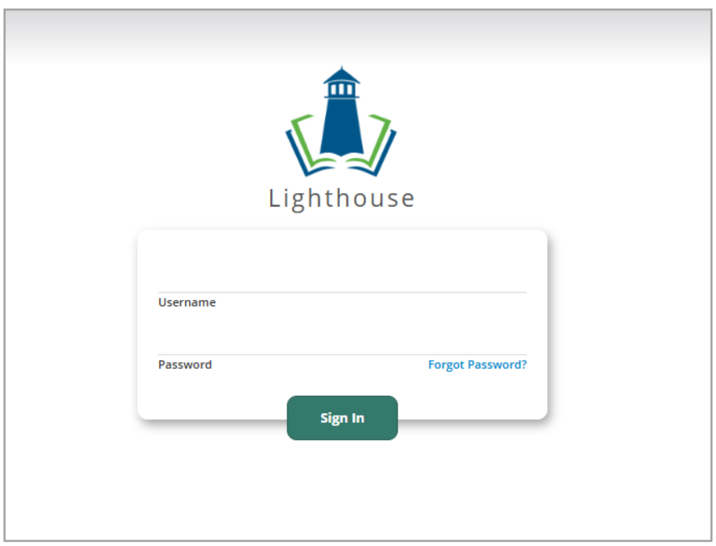
New Mexico Public Education Department Assessments QuickStart: Practice Site

A. Working with the Practice Site

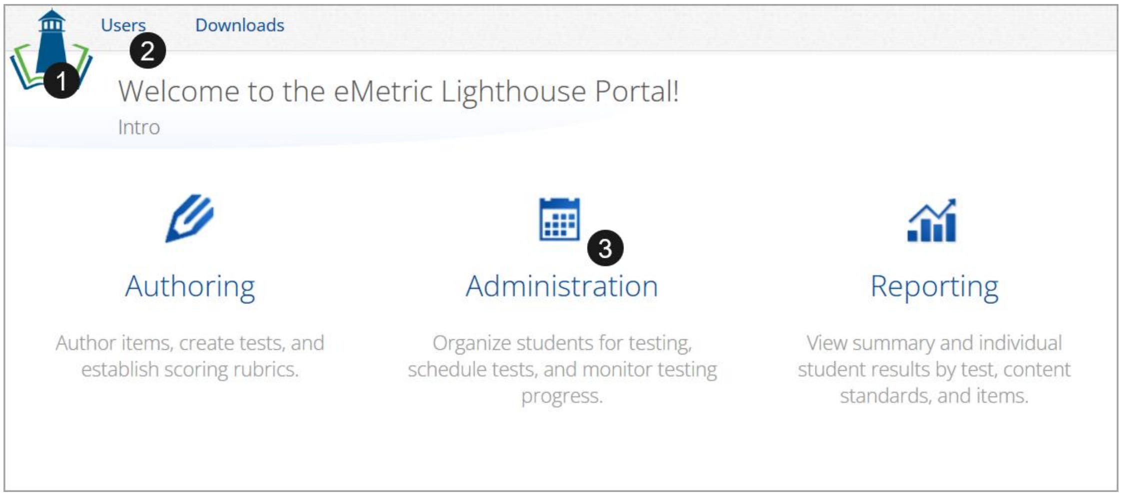
This Lighthouse Practice Site is intended for general orientation for new Portal users. DTCs, STCs, and Test Administrators (including Teachers assigned the TA Role) can navigate through key portal administrative tasks and menus, to include viewing students and classes, scheduling test sessions, viewing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

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



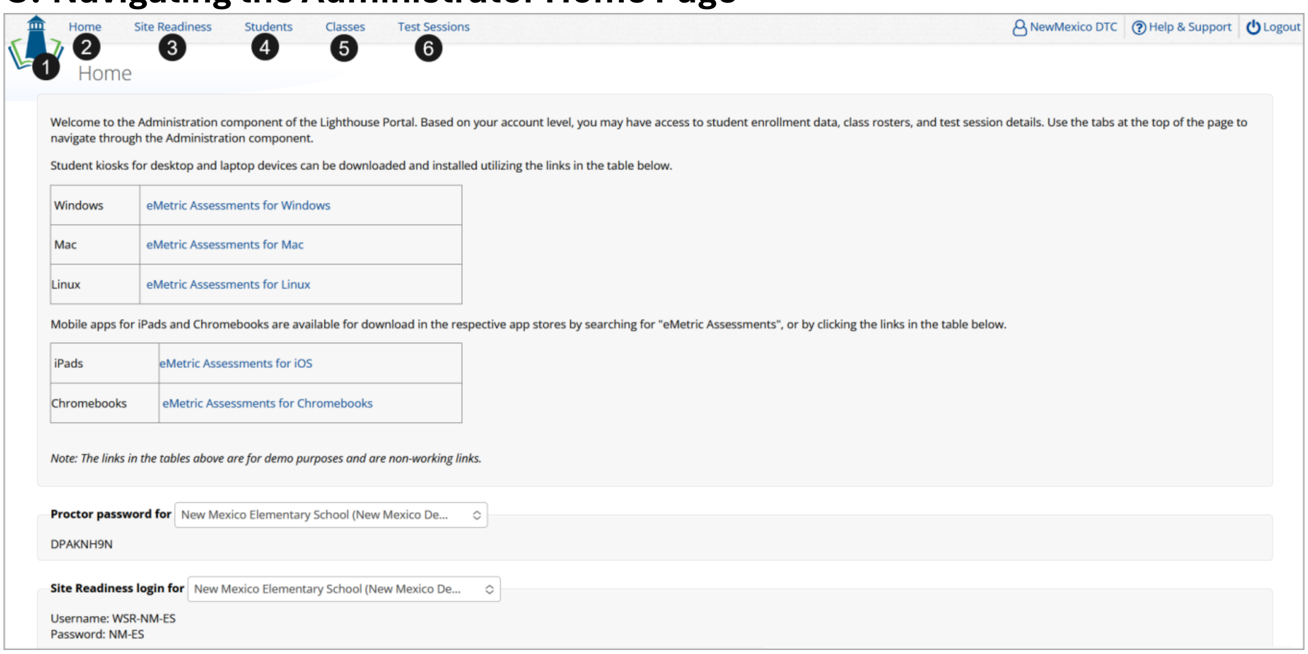
Role	Username	Password
District Test Coordinator	**NMADTC**	**N3wM3xico!**
School Test Coordinator	**NMASTC**	**N3wM3xico!**
School Test Coordinator	**NMASTC2**	**N3wM3xico!**
School Test Coordinator	**NMASTC3**	**N3wM3xico!**
Test Administrator/Teacher	**NMATA**	**N3wM3xico!**
Test Administrator/Teacher	**NMATA2**	**N3wM3xico!**
Test Administrator/Teacher	**NMATA3**	**N3wM3xico!**

B. Portal Home Page



1. Click the **Lighthouse logo** in the top-left corner of any page to return to the Portal home page.
2. Click **Users** at the top of the Portal home page to view users.
3. Click **Administration** to access the Administration component.

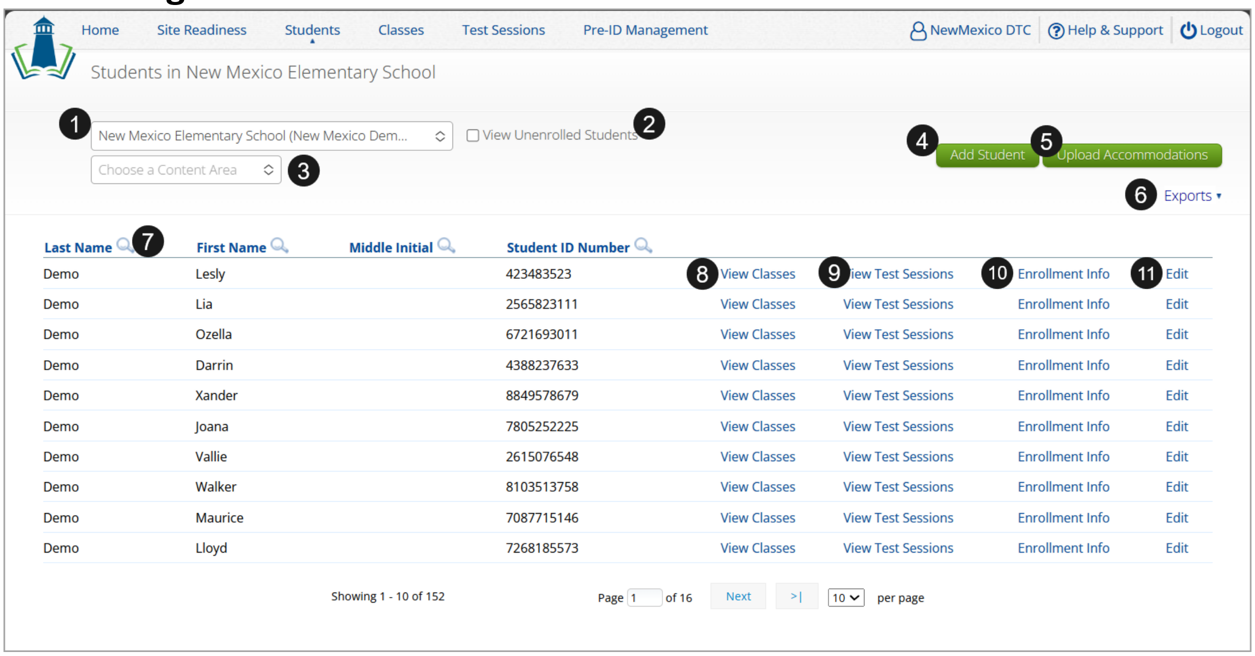
C. Navigating the Administrator Home Page



1. To return to the Portal home page click the **Lighthouse logo** in the top-left corner of any page.
2. To return to the Administration home page click **Home** from any page in the Administration component.
3. To view student information and accommodations click **Students**.

4. To view the enrollment transfer feature (available for DTC and STC) click **Enrollment Transfer**.
5. To view the classes in the practice portal, click **Classes**.
6. To view, schedule, and delete tests and view student test log-in tickets click **Test Sessions**.

D. Viewing Students



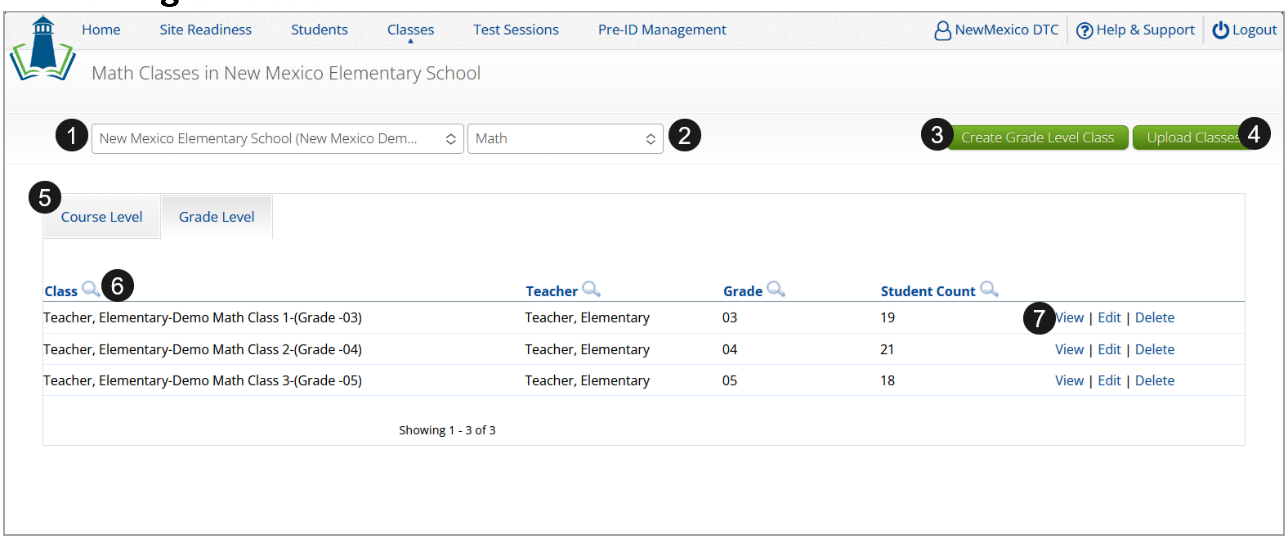
1. **Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
2. Click the **View Unenrolled Students** checkbox to view students who are not enrolled in a school.
3. **Filter** the Students table by selecting a subject from the **Choose A Content Area** drop-down menu.
4. Click the **Add Student** button to manually add a student to the portal.
5. Click the **Upload Accommodations** button to upload student accommodations.
6. Click **Exports** to export a roster for the selected organization. A .CSV file listing all students at the selected school will be downloaded to your computer.
7. 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.
8. Select **View Classes** to view a student's classes. A pop-up box will display a list of the assigned classes.

9. Select **View Test Sessions** to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.

10. Select **Enrollment Info** to view the student's enrollment information. This page will display current and previously enrolled schools for the students, as well as links to view classes and scheduled tests.

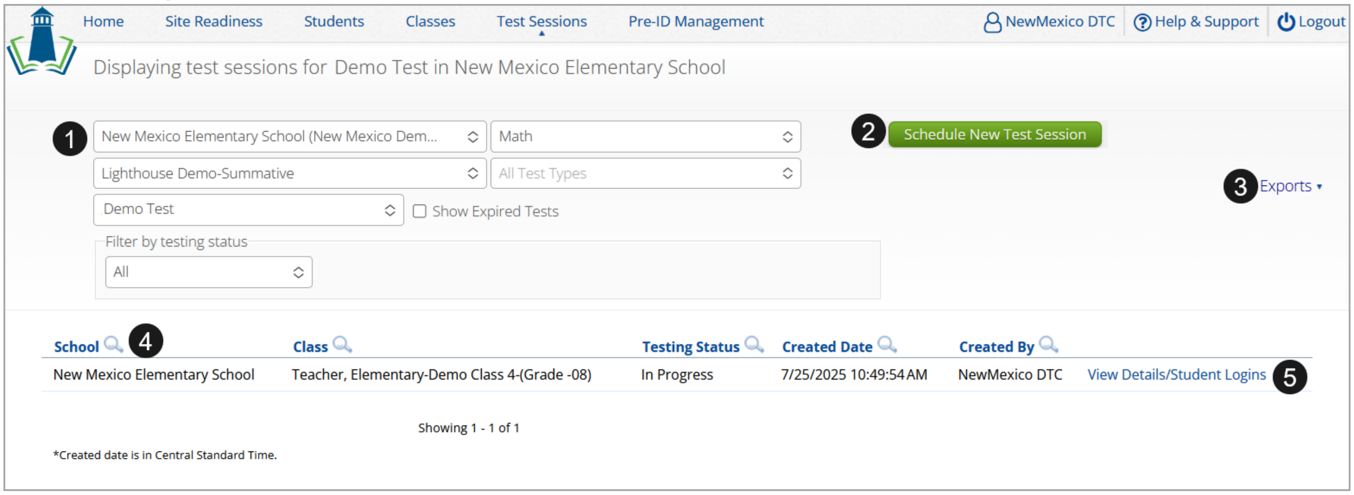
11. To edit a student record, select **Edit** in the student's row. The Student Information tab will be displayed. Make your changes to the student's demographic information, accommodations, and classes as needed.

E. Viewing Classes



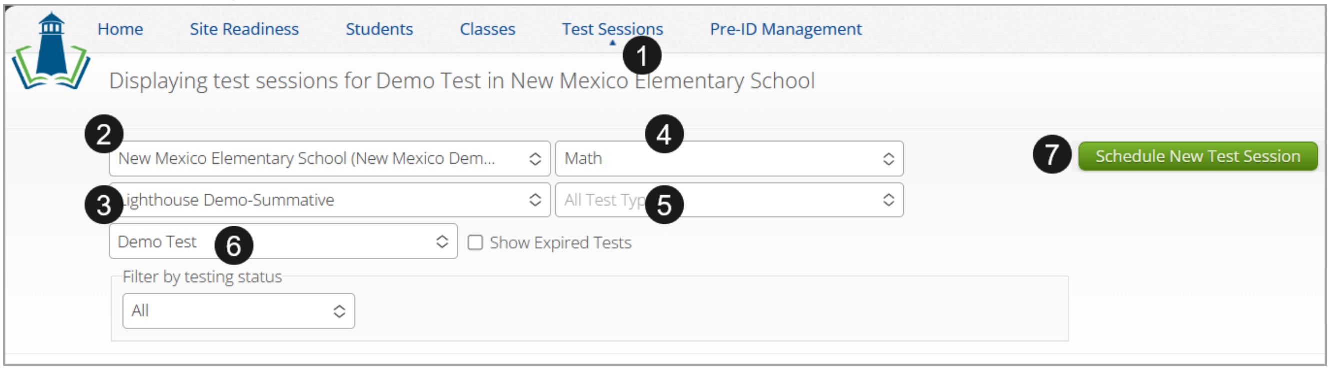
1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Select the green **Create Grade Level Class/Create Course Level Class** button to manually create a new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

F. Viewing Test Sessions



1. **Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
   - Organization (district or school)
   - Program Name
   - Content Area
   - Test Type
   - Test Name
2. Click the green **Schedule New Test Session** button to schedule a new test session.
3. Click the **Exports** to Export Test Status, Export Test Status for All Tests, Export Students Not Scheduled for the selected test criteria. A .CSV file will be 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 Test Session Details page.

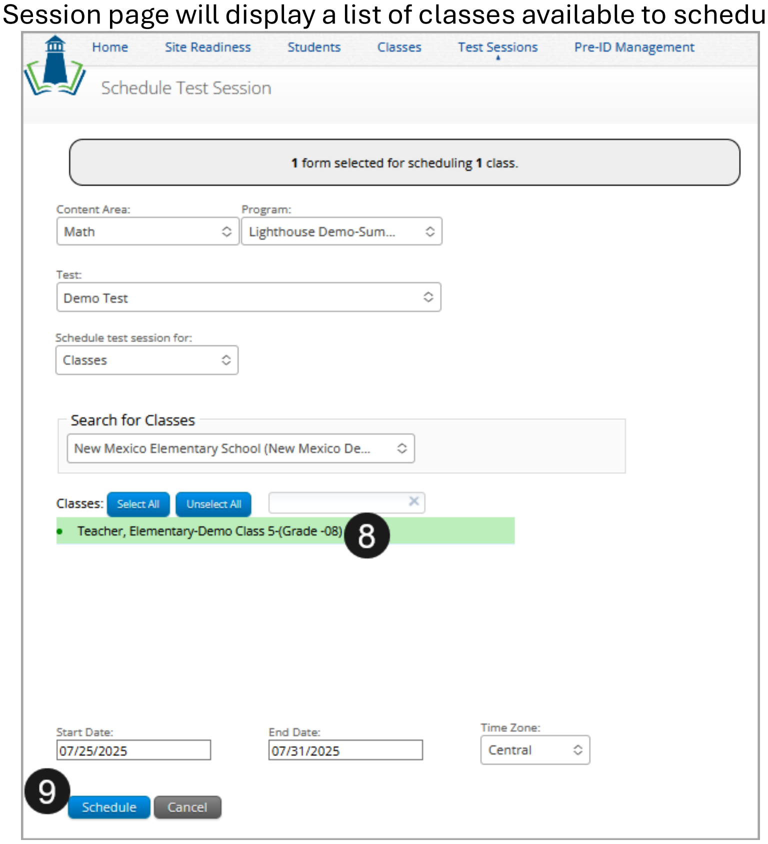
G. Scheduling a Test



To practice scheduling a test:

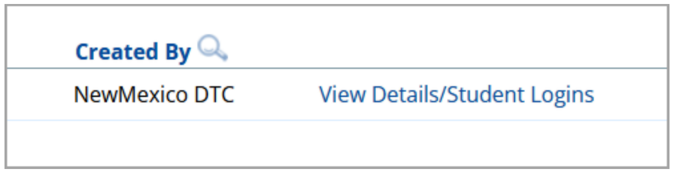
1. In Administration click on **Test Sessions**.
2. Select a school from the organization drop-down menu.
3. Select a **Program** from the program drop-down menu.
4. Select a **Subject** from the subject drop-down menu.
5. Select a test type if desired from the test type drop-down menu.
6. Select a **Test** from the test drop-down menu.
7. Click the green **Schedule New Test Session** button.

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

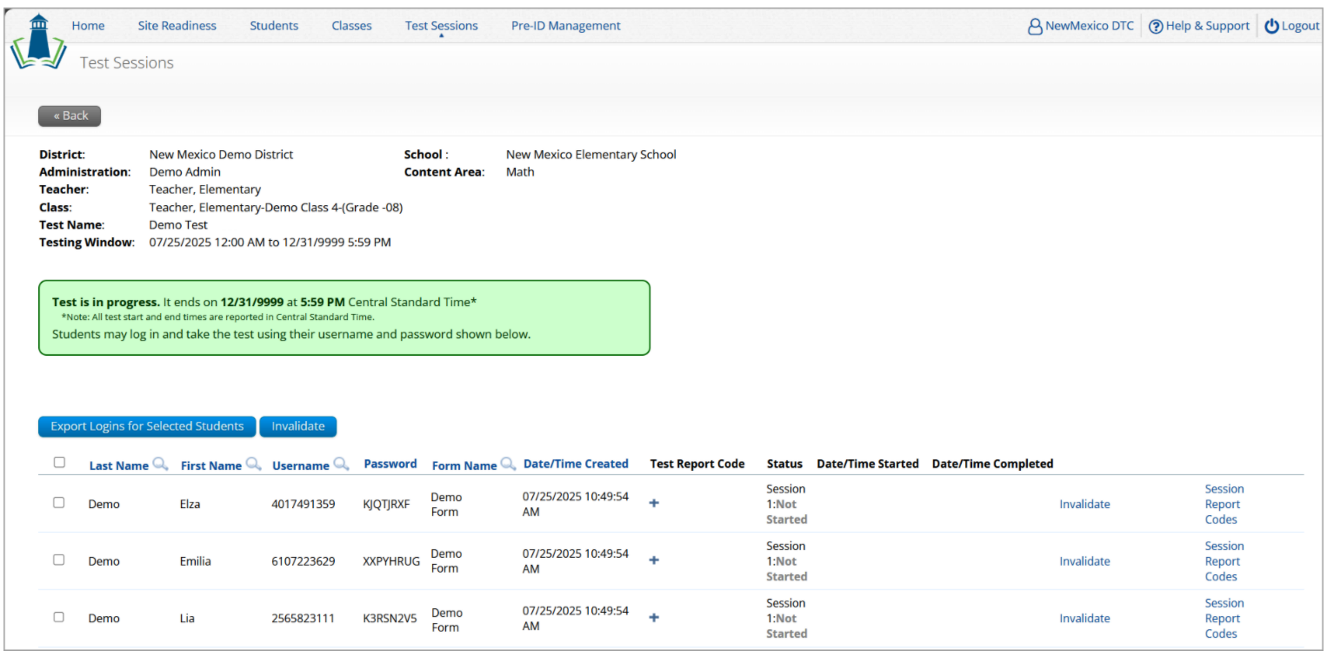


8. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
9. Click **Schedule** when you are done to save the test session or **Cancel** to discard. The start date and end date are fixed.

H. View Scheduled Test Details



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

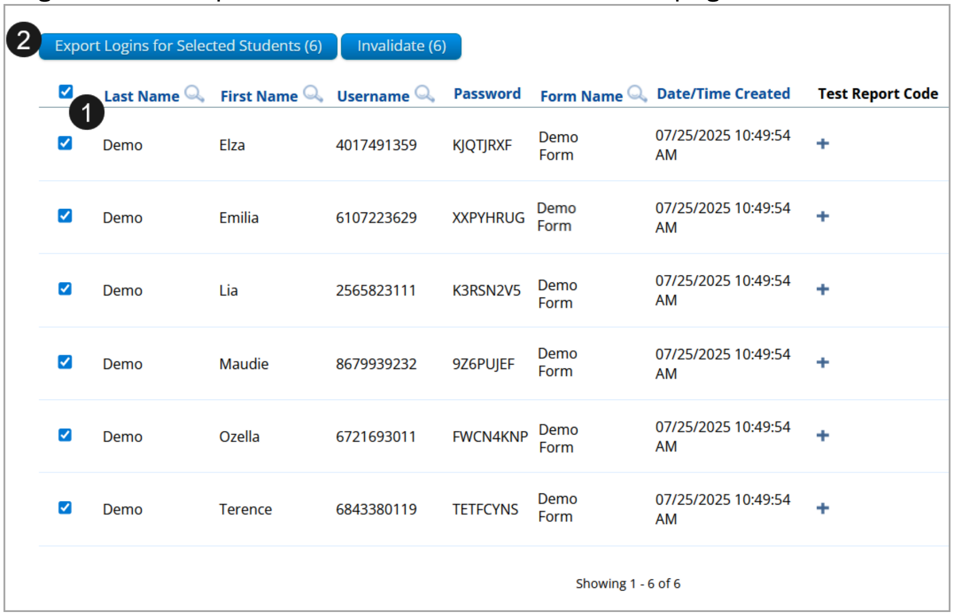


The Test Sessions Details page displays the test session details at the top, including school, subject, class, teacher, and Test name. Followed by the Test Session Details table which contains the following information for each student:

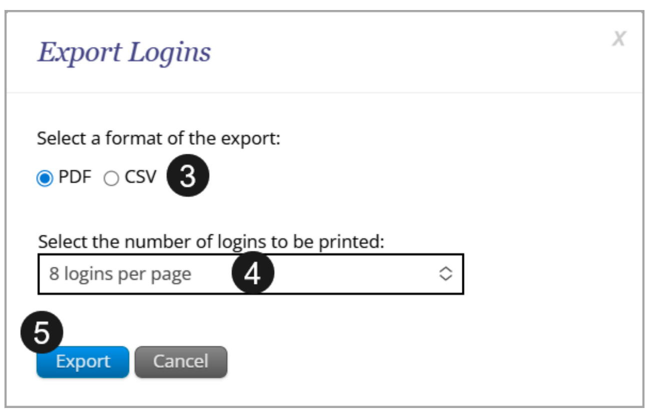
- Student's first and last name
- Student's username and password
- Form assigned to the student
- Date and Time when new student test logins were generated
- Test report codes
- Test session status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

I. Export Student Logins

Student test logins can be exported from the Test Session details page as a PDF or .CSV file.



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 for Selected Students**.



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).
5. Click **Export**. The student logins are exported to a PDF file. Open the PDF file to view the student logins in the format selected

   The first page of the PDF file is a cover sheet for the test administrator listing the session access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.