

New Mexico Public Education Department Assessments QuickStart: Practice Site

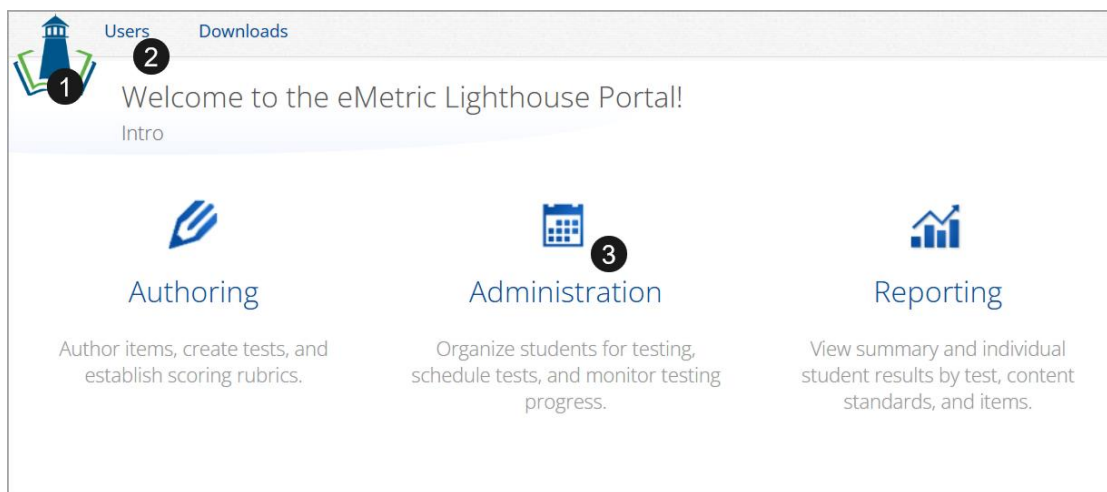
A. Working with the Practice Site

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.

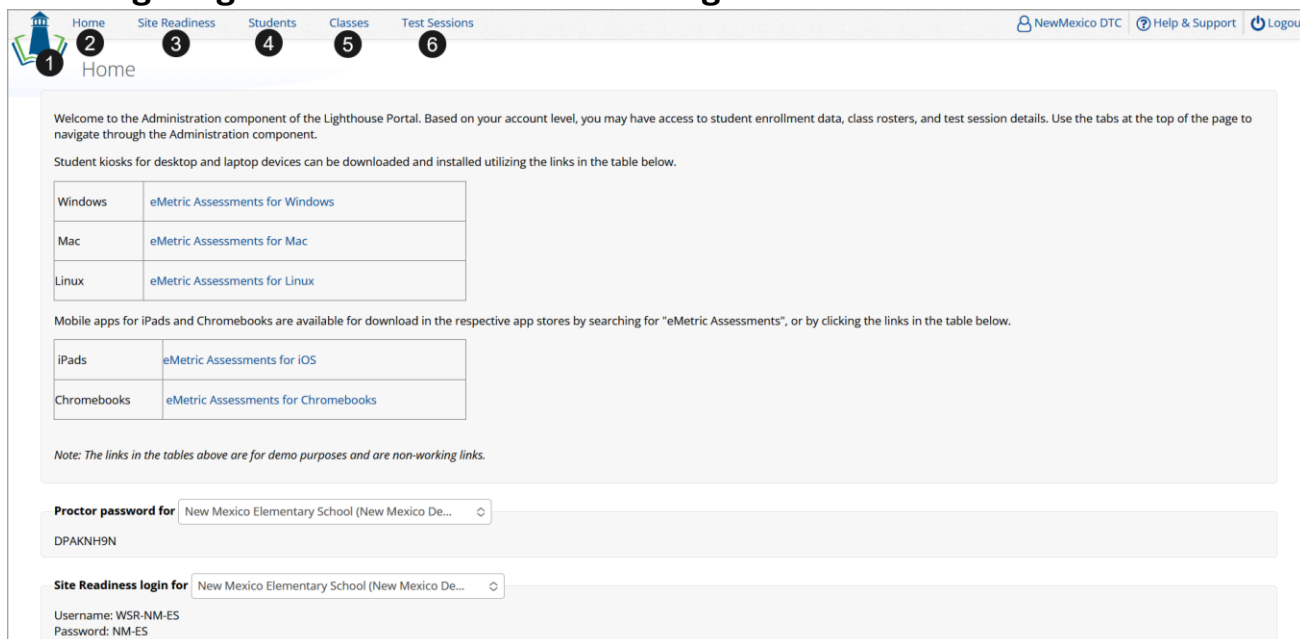
Role	Username	Password
District Test Coordinator	NMADTC	N3wM3xico!
School Test Coordinator	NMASTC	N3wM3xico!
School Test Coordinator	NMASTC2	N3wM3xico!
School Test Coordinator	NMASTC3	N3wM3xico!
Test Administrator/Teacher	NMATA	N3wM3xico!
Test Administrator/Teacher	NMATA2	N3wM3xico!
Test Administrator/Teacher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

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

D. Viewing Students

The screenshot shows the 'Students in New Mexico Elementary School' page. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Classes, Test Sessions, and Pre-ID Management. On the right, there are links for NewMexico DTC, Help & Support, and Logout. Below the navigation bar, the page title is 'Students in New Mexico Elementary School'. There are three main sections: 1. A dropdown menu for selecting an organization (currently 'New Mexico Elementary School (New Mexico Dem...)'). 2. A checkbox for 'View Unenrolled Students'. 3. A dropdown menu for 'Choose a Content Area'. To the right of these are two buttons: 'Add Student' and 'Upload Accommodations'. Below these is an 'Exports' button. The main section is a table with columns: Last Name, First Name, Middle Initial, and Student ID Number. Each column has a search icon. To the right of the table are four buttons: 'View Classes', 'View Test Sessions', 'Enrollment Info', and 'Edit'. The table contains 10 rows of student data. At the bottom, there is a pagination bar showing 'Showing 1 - 10 of 152', 'Page 1 of 16', and a 'Next' button. There is also a dropdown for '10 per page'.

Last Name	First Name	Middle Initial	Student ID Number	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Lesly		423483523	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Lia		2565823111	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Ozella		6721693011	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Darrin		4388237633	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Xander		8849578679	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Joana		7805252225	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Vallie		2615076548	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Walker		8103513758	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Maurice		7087715146	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Lloyd		7268185573	View Classes	View Test Sessions	Enrollment Info	Edit

- Filter the Students table by selecting an organization from the **Organization** drop-down menu.
- Click the **View Unenrolled Students** checkbox to view students who are not enrolled in a school.
- Filter the Students table by selecting a subject from the **Choose A Content Area** drop-down menu.
- Click the **Add Student** button to manually add a student to the portal.
- Click the **Upload Accommodations** button to upload student accommodations.
- 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.
- 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.
- 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

Math Classes in New Mexico Elementary School

1 New Mexico Elementary School (New Mexico Dem... 2 Math

3 Create Grade Level Class 4 Upload Classes

5 Course Level Grade Level

Class	Teacher	Grade	Student Count	
Teacher, Elementary-Demo Math Class 1-(Grade -03)	Teacher, Elementary	03	19	7 View Edit Delete
Teacher, Elementary-Demo Math Class 2-(Grade -04)	Teacher, Elementary	04	21	View Edit Delete
Teacher, Elementary-Demo Math Class 3-(Grade -05)	Teacher, Elementary	05	18	View Edit Delete

Showing 1 - 3 of 3

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

The screenshot shows a web application interface for viewing test sessions. At the top is a navigation bar with links: Home, Site Readiness, Students, Classes, Test Sessions (active), and Pre-ID Management. On the right of the navigation bar are links for NewMexico DTC, Help & Support, and Logout. Below the navigation bar, the page title is 'Displaying test sessions for Demo Test in New Mexico Elementary School'. The main content area contains several filters (1) and a 'Schedule New Test Session' button (2). The filters include dropdowns for Organization (New Mexico Elementary School), Program Name (Math), Content Area (Lighthouse Demo-Summative), and Test Type (All Test Types). There is also a checkbox for 'Show Expired Tests' and a 'Filter by testing status' dropdown set to 'All'. To the right of the filters is an 'Exports' link (3). Below the filters is a table with columns: School (4), Class, Testing Status, Created Date, and Created By. The table contains one row with data: New Mexico Elementary School, Teacher, Elementary-Demo Class 4-(Grade -08), In Progress, 7/25/2025 10:49:54 AM, and NewMexico DTC. A link 'View Details/Student Logins' (5) is next to the last cell. At the bottom, it says 'Showing 1 - 1 of 1' and a footnote '*Created date is in Central Standard Time.'

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

Home Site Readiness Students Classes **Test Sessions** Pre-ID Management

Displaying test sessions for Demo Test in New Mexico Elementary School

2 New Mexico Elementary School (New Mexico Dem... 4 Math 7 Schedule New Test Session

3 Lighthouse Demo-Summative 5 All Test Typ

6 Demo Test ☐ Show Expired Tests

Filter by testing status

All

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.

Home Site Readiness Students Classes **Test Sessions** Pre-ID Management

Schedule Test Session

1 form selected for scheduling 1 class.

Content Area: Math Program: Lighthouse Demo-Sum... Test: Demo Test

Schedule test session for: Classes

Search for Classes

New Mexico Elementary School (New Mexico De...

Classes: Select All Unselect All

Teacher, Elementary-Demo Class 5-(Grade -08) 8

Start Date: 07/25/2025 End Date: 07/31/2025 Time Zone: Central

9 Schedule Cancel

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

Created By	
NewMexico DTC	View Details/Student Logins

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.

[Home](#)
[Site Readiness](#)
[Students](#)
[Classes](#)
[Test Sessions](#)
[Pre-ID Management](#)
NewMexico DTC
[Help & Support](#)
[Logout](#)

Test Sessions

[« Back](#)

District: New Mexico Demo District
Administration: Demo Admin
Teacher: Teacher, Elementary
Class: Teacher, Elementary-Demo Class 4-(Grade -08)
Test Name: Demo Test
Testing Window: 07/25/2025 12:00 AM to 12/31/9999 5:59 PM

School : New Mexico Elementary School
Content Area: Math

Test is in progress. It ends on 12/31/9999 at 5:59 PM Central Standard Time*

*Note: All test start and end times are reported in Central Standard Time.

Students may log in and take the test using their username and password shown below.

[Export Logins for Selected Students](#)
[Invalidate](#)

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	Session Report Codes
☐	Demo	Elza	4017491359	KJQTJRXF	Demo Form	07/25/2025 10:49:54 AM	+	Session 1:Not Started		Invalidate	Session Report Codes
☐	Demo	Emilia	6107223629	XXPYHRUG	Demo Form	07/25/2025 10:49:54 AM	+	Session 1:Not Started		Invalidate	Session Report Codes
☐	Demo	Lia	2565823111	K3RSN2V5	Demo Form	07/25/2025 10:49:54 AM	+	Session 1:Not Started		Invalidate	Session Report Codes

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.

2 Export Logins for Selected Students (6) Invalidate (6)

☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
☒	Demo	Elza	4017491359	KJQTJRXF	Demo Form	07/25/2025 10:49:54 AM	+
☒	Demo	Emilia	6107223629	XXPYHRUG	Demo Form	07/25/2025 10:49:54 AM	+
☒	Demo	Lia	2565823111	K3RSN2V5	Demo Form	07/25/2025 10:49:54 AM	+
☒	Demo	Maudie	8679939232	9Z6PUJEF	Demo Form	07/25/2025 10:49:54 AM	+
☒	Demo	Ozella	6721693011	FWCN4KNP	Demo Form	07/25/2025 10:49:54 AM	+
☒	Demo	Terence	6843380119	TETFCYNS	Demo Form	07/25/2025 10:49:54 AM	+

Showing 1 - 6 of 6

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**.

Export Logins X

Select a format of the export:

☒ PDF ☐ CSV 3

Select the number of logins to be printed:

8 logins per page 4

5 Export Cancel

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.