

New Mexico Public Education Department Assessments QuickStart: Practice Site

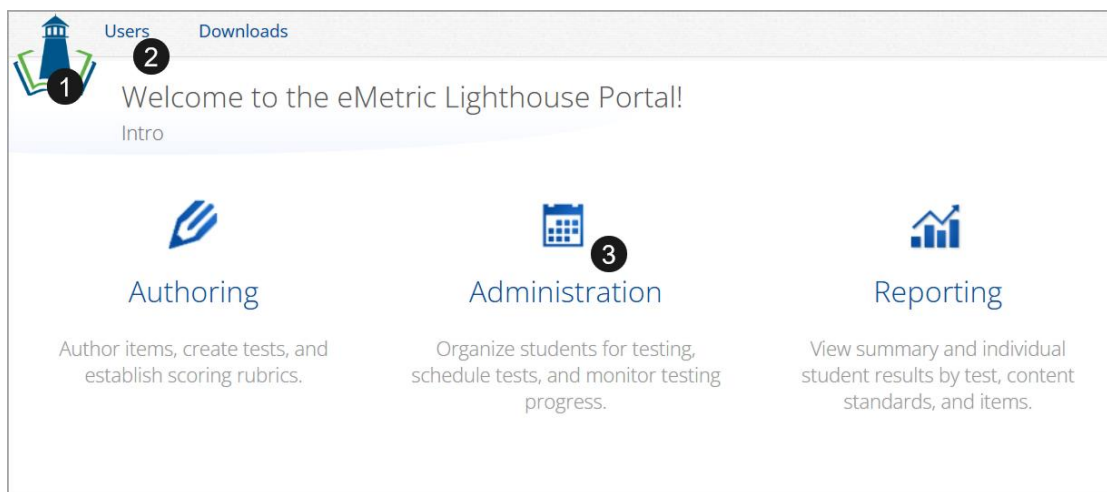
A. Working with the Practice Site

This Lighthouse Practice Site is a general orientation tool for new Portal users. District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators (including Teachers assigned the TA Role) can navigate through key portal administrative tasks and menus – such as viewing students and classes, scheduling test sessions, viewing test session details and printing student log-in tickets. 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. Some actions required to set-up and administer operational tests cannot be completed in the iTester Practice Site

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

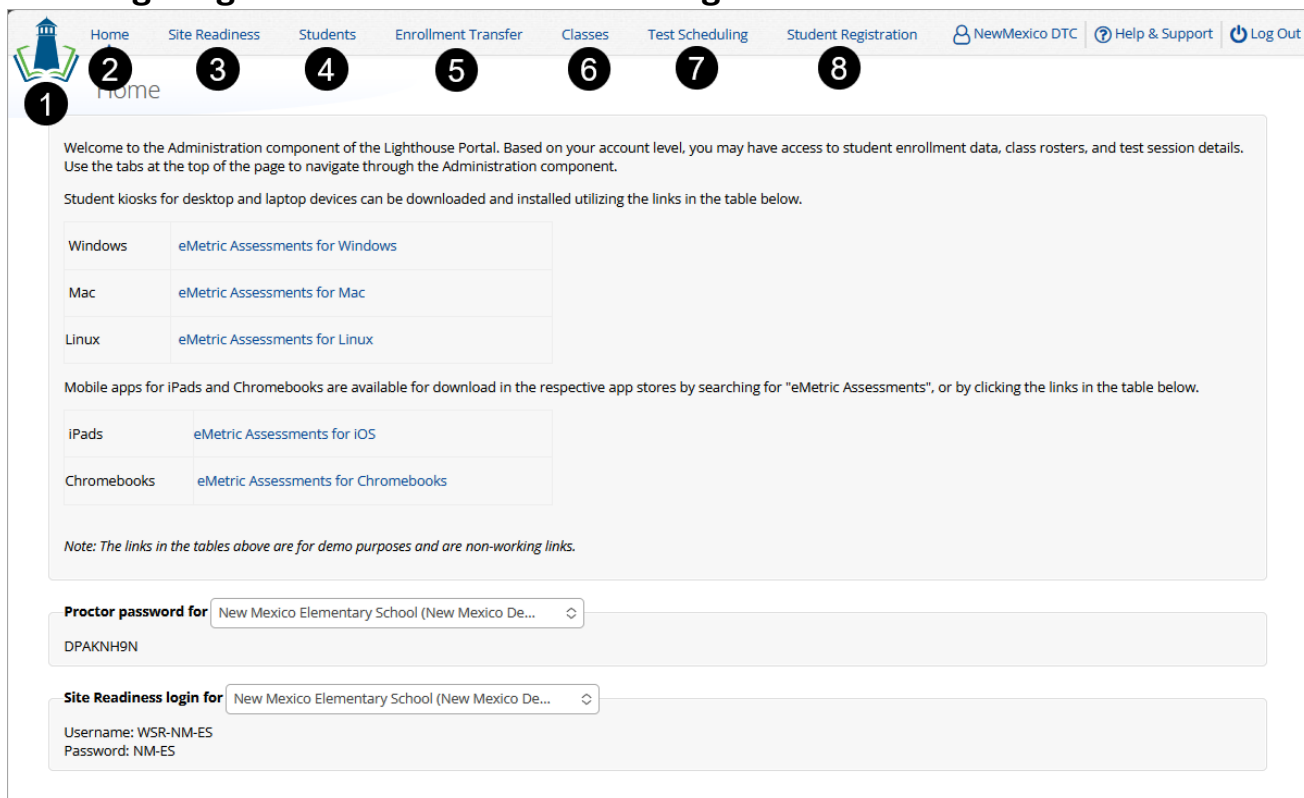
Role	Username	Password
District Test Coordinator	NMADTC	N3wM3xico!
School Test Coordinator	NMASTC	N3wM3xico!
School Test Coordinator	NMASTC2	N3wM3xico!
School Test Coordinator	NMASTC3	N3wM3xico!
Test Administrator/Teacher	NMATA	N3wM3xico!
Test Administrator/Teacher	NMATA2	N3wM3xico!
Test Administrator/Teacher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

- To return to the Administration home page click **Home** from any page in the Administration component.
- To review a summary of completed Site Readiness tests, click **Site Readiness**.
- To add and edit student information, accommodations, and enroll or unenroll students from the school, click **Students**.
- To view, request, and approve enrollment transfers for students located in a separate district (available for DTCs and STCs), click **Enrollment Transfer**.
- To view, add, and edit classes in the practice portal, click **Classes**.
- To view and schedule tests, and delete scheduled tests and print student test logins, click **Test Scheduling**
- To add or update student data via student registration upload, click **Student Registration**.

D. Viewing Students

The screenshot shows the 'Students in New Mexico High School' page. At the top is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Student Registration, NewMexico DTC, Help & Support, and Log Out. Below the navigation bar is a header section with two dropdown menus: 'New Mexico High School (New Mexico Demo Distri...' (callout 1) and 'Choose a Content Area' (callout 2). To the right of these menus are two green buttons: 'Add Student' (callout 3) and 'Upload Accommodations' (callout 4), followed by an 'Exports' link (callout 5). Below the header is a table with columns: Last Name (callout 6), First Name, Middle Initial, Student ID Number (callout 7), View Classes, View Test Sessions (callout 8), Enrollment Info (callout 9), and Edit (callout 10). The table contains 10 rows of student data. At the bottom of the table, there is a pagination bar showing 'Showing 1 - 10 of 100', 'Page 1 of 10', and a 'Next' button.

Last Name	First Name	Middle Initial	Student ID Number	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Lea		1385173580	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Frankie		5804568306	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jeanne		8313344903	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jaylen		4064246217	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jayden		3354257046	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Kirstin		3942846434	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Destany		7913684840	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Elnora		876725030	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Maynard		8651554866	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Ignatius		5250374672	View Classes	View Test Sessions	Enrollment Info	Edit

- Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
- 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.
- Select **View Test Sessions** to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
- 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.
- 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 Class 4-(Grade -08)	Teacher, Elementary	08	6	7 View Edit Delete
Teacher, Elementary-Demo Class 5-(Grade -08)	Teacher, Elementary	08	6	View Edit Delete
Teacher, Elementary-Demo Math Class 1-(Grade -03)	Teacher, Elementary	03	19	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 - 5 of 5

- Filter the Classes table by selecting an organization from the **Organization** drop-down menu.
- Filter the Classes table by selecting a subject from the **Subject** drop-down menu.
- Select the green **Create Grade Level Class/Create Course Level Class** button to manually create a new class
- Select **Upload Classes** to create multiple classes within one .CSV file.
- 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**.

Viewing Test Scheduling

The screenshot displays the 'Test Scheduling' interface for 'New Mexico Elementary School'. At the top, a navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling (active), Student Registration, NewMexico DTC, Help & Support, and Log Out. Below the navigation bar, the title 'Displaying scheduled tests for Demo Test in New Mexico Elementary School' is shown. The main area contains several filters: 'New Mexico Elementary School (New Mexico Dem...' (1), 'Math', 'Lighthouse Demo - Summative', 'Standard Test', and 'Demo Test'. A 'Filter by testing status' dropdown is set to 'All'. On the right, there are buttons for 'Schedule New Test' (2), 'Extend Test Schedule', and an 'Exports' dropdown (3). Below these filters is a table with columns: School (4), Class, Testing Status, Created Date, and Created By. The table contains one row for 'New Mexico Elementary School' with details for 'Teacher, Elementary-Demo Class 4-(Grade -08)' in 'In Progress' status, created on '7/25/2025 10:49:54 AM' by 'NewMexico DTC'. A 'View Details/Student Logins' link (5) is available for this entry. At the bottom, it says 'Showing 1 - 1 of 1' and a note '*Created date is in Central Standard Time.'

1. **Filter** the Scheduled Tests 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
 - Test Status
2. Click the green **Schedule New Test Session** button to schedule a new test session.
3. Click the **Exports** to Export Logins, Export Logins for All Tests, 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.

F. Scheduling a Test

The screenshot shows the 'Test Scheduling' page. At the top, a navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling (highlighted with a blue icon and a '1' callout), Student Registration, NewMexico DTC, Help & Support, and Log Out. Below the navigation bar, the page title is 'Displaying scheduled tests for Aarti Demo Test in New Mexico Elementary School'. The main content area contains several dropdown menus: 'New Mexico Elementary School (New Mexico Dem...' (callout 2), 'Math' (callout 4), 'Lighthouse Demo - Summative' (callout 3), 'Standard Test' (callout 5), and 'Demo Test' (callout 6). There is also a 'Filter by testing status' dropdown set to 'All'. On the right side, there are two buttons: 'Schedule New Test' (callout 7) and 'Extend Test Schedule'. An 'Exports' link is located at the bottom right.

To practice scheduling a test:

1. In Administration click on **Test Scheduling**.
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.

The screenshot shows the 'Schedule Test Session' page. At the top, a message box states '1 form selected for scheduling 1 class.' Below this, there are several dropdown menus: 'Content Area: Math', 'Program: Lighthouse Demo - Sum...', 'Test: Demo Test', and 'Schedule test for: Classes'. A 'Search for Classes' section contains a dropdown menu with 'New Mexico Elementary School (New Mexico De...'. Below this, there are 'Classes:' buttons for 'Select All' and 'Unselect All', and a search box. A list of classes is displayed, with the first item 'Teacher, Elementary-Demo Class 5-(Grade-08)' highlighted in green and marked with a callout 8. At the bottom, there are fields for 'Start Date: 07/15/2026', 'End Date: 12/31/9999', 'Time Zone: Central', 'Start Time: 12:00 AM', and 'End Time: 11:45 PM'. A 'Schedule' button (callout 9) and a 'Cancel' button are at the bottom.

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

G. View Scheduled Test Details

Created By 	
NewMexico DTC	View Details/Student Logins

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


[Home](#)
[Site Readiness](#)
[Students](#)
[Enrollment Transfer](#)
[Classes](#)
[Test Scheduling](#)
[Student Registration](#)
[NewMexico DTC](#)
[Help & Support](#)

Scheduled Test

[Back](#)
[Edit Scheduled Test](#)

District: New Mexico Demo District **School :** New Mexico Elementary School
Administration: Demo Admin **Content Area:** Math
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

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.

[Scheduling Details](#)
[Progress View](#)

[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		
☐	Demo	Elza	4017491359	KJQJRXF	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 Scheduled Test Details page displays the scheduled test details at the top, including school, subject, class, teacher, and Test name. Followed by the Scheduling 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

H. Export Student Logins

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

2

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

1 ☒	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

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page

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.