



DRC INSIGHT™
ONLINE LEARNING SYSTEM

eDIRECT USER GUIDE

Louisiana

Educator Scoring for LEAP 2025 Computer-Based Practice Tests

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■ Educator Scoring

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Educator Scoring



■ Introduction

Students' written responses to constructed response questions must be scored by teachers using the Educator Scoring application. Although it is a separate application, Educator Scoring is accessed directly from eDIRECT.

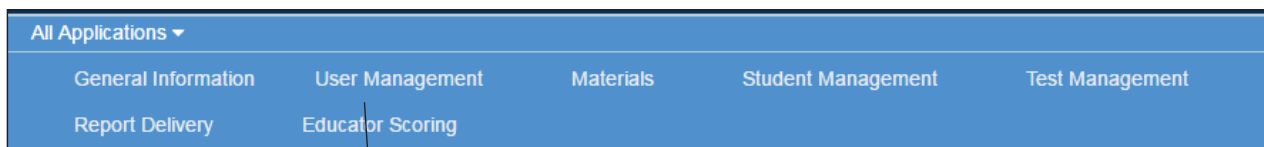
■ About This Guide

This first section of this guide outlines how district-level users use eDIRECT to give teachers the Educator Scoring permission. The next section of this guide describes how teachers display student test statuses and access Educator Scoring. The final section of the guide describes how Teachers score tests using the Educator Scoring application.

Use eDIRECT to Provide Access to Educator Scoring

Access to the Educator Scoring application is controlled through the *Educator Scoring* permission. Initially, users with district-level eDIRECT access are assigned the *Educator Scoring* permission by DRC and then they are responsible for assigning the permission to teachers.

District-level users can give a teacher access to Educator Scoring using the process outlined below.



1. From the eDIRECT All Applications menu bar, click **User Management** to display the User Administration window.

A screenshot of the 'User Administration' window. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below that is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. There are several filter fields: 'Administration' (dropdown menu with 'LEAP Practice Test Sprin' selected), 'User Role' (dropdown menu with '(All)' selected), 'District' (dropdown menu with '(All)' selected), 'School' (dropdown menu with '(All)' selected), 'First Name' (text input), and 'Last Name' (text input). There is also an 'Email' text input and a 'Hide Inactive Users' checkbox. Below the filters are 'Find User' and 'Clear' buttons. At the bottom of the window, there are 'Export All to Excel' and 'Reset Selected Users' buttons. A line points from the 'Find User' button to the second instruction box below.

2. Using the drop-down menus, select an administration and other filters to select the appropriate users, then click **Find Users**.

Use eDIRECT to Provide Access to Educator Scoring (cont.)

User Administration

Edit User Add Single User Upload Multiple Users

Instructions




Filters are required. See Instructional Text if unsure how to filter


Administration: LEAP Practice Test Sprin
 User Role: District
 District: (All)
 School: (All)
 First Name:
 Last Name:
 Email:

Hide Inactive Users

Find User **Clear**













Users Profiles

User Accounts			
Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	  

3. When the User Accounts table appears, click the **View/Edit** () icon next to the user to display the Edit User window.

Edit User

First Name: ALL Last Name: District Email Address: DISTRICTALL4183@gmail.com

Administration	Role	District	School	Action
EAGLE 2.0	District	999 - DRC USE ONLY		 
ELDA 2016	District	999 - DRC USE ONLY		 
ELDA Spring 2017	District	999 - DRC USE ONLY		 
EOC Fall 2016	District	999 - DRC USE ONLY		 
EOC Spring 2017	District	999 - DRC USE ONLY		 
Interim 2016-2017	District	999 - DRC USE ONLY		 













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Add

Reset User **Inactivate** **Close**

Edit User


First Name: ALL Last Name: District Email Address: DISTRICTALL4183@gmail.com

Administration	Role	District	School	Action
K-2 Formative 2016-2017	District	999 - DRC USE ONLY		 
LAA 1 2016	District	999 - DRC USE ONLY		 
LAA 1 Spring 2017	District	999 - DRC USE ONLY		 
LEAP 2016	District	999 - DRC USE ONLY		 
LEAP Practice Test Spring 2017	District	999 - DRC USE ONLY		 
LEAP Spring 2017	District	999 - DRC USE ONLY		 

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Add

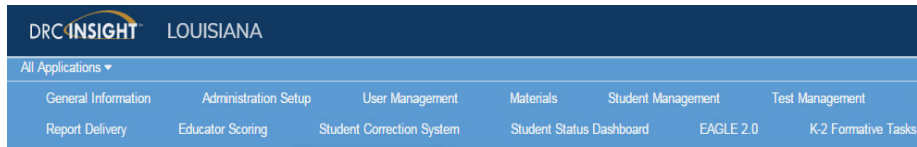
Reset User **Inactivate** **Close**

4. For the LEAP Practice Test Spring 2017 administration, click the **View/Edit** () icon to add the *Educator Scoring* permission. Repeat steps 1–4 for each user that needs permission.

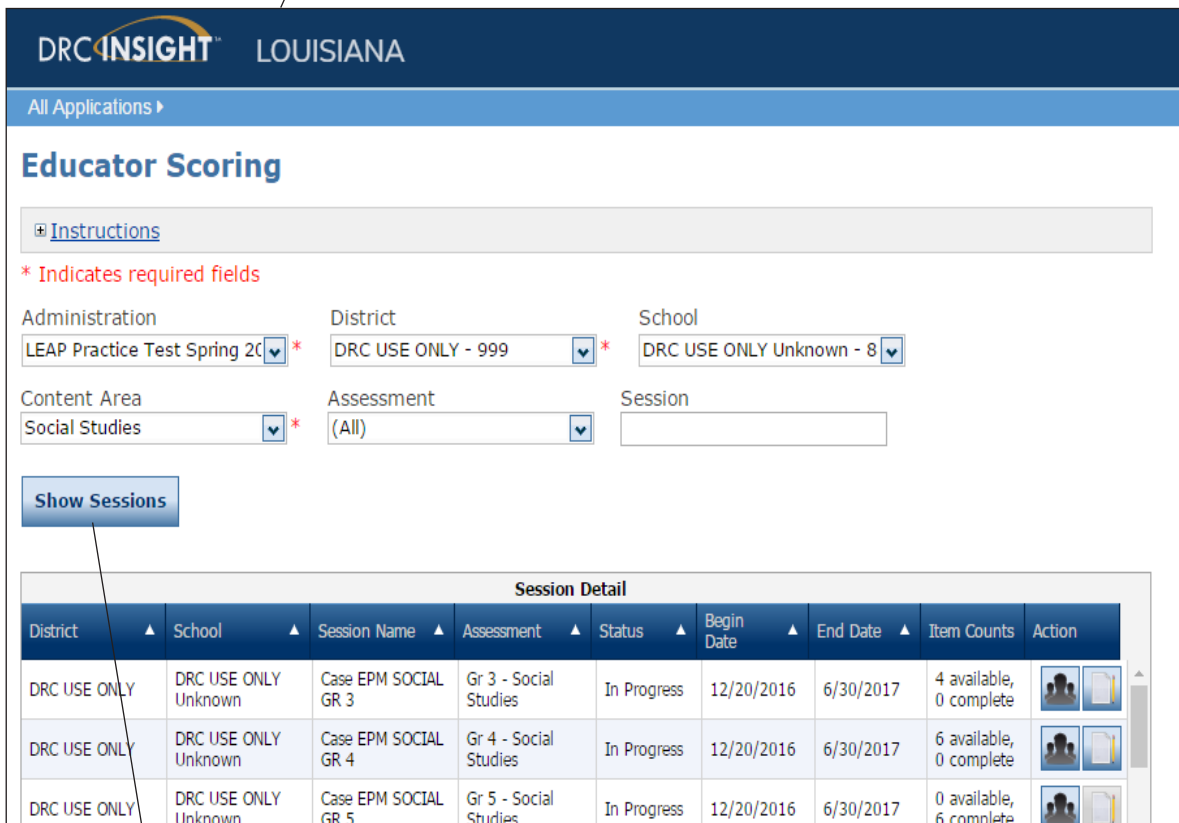
Note: If the administration is not available, use the **Add** button to add the administration before adding the permission.

View Test Statuses and Access Educator Scoring

The Educator Scoring menu option in eDIRECT allows Teachers to display testing statuses and access the Educator Scoring application to score the constructed response answers (by content area) for their students.



1. In eDIRECT, from the All Applications menu, select **Educator Scoring**. The Educator Scoring window displays.



2. To determine the status of a student or test session, select an administration, district, and content area (required), then click **Show Sessions**. Test sessions that match the filter criteria display in the Session Details section.

View Test Statuses and Access Educator Scoring (cont.)















3. Check the status of the test session and decide how to proceed. Statuses are as follows:

Not Started: The number of student responses that are ready for scoring. It can take up to 2 hours for responses to become available for scoring from the time a student has completed testing.


In Progress: The number of student responses for which a score has been submitted, but are currently still being processed within the DRC scoring system. Responses may take up to 15 minutes for processing before they are set to complete.


Complete: The number of student responses that have been scored and have passed our internal checks. It may take up to two hours from the time a score is complete to when a score is available within the reporting system.

Session Detail

District	School	Session Name	Assessment	Status	Begin Date	End Date	Item Counts	Action
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 3	Gr 3 - Social Studies	In Progress	12/20/2016	6/30/2017	4 available, 0 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 4	Gr 4 - Social Studies	In Progress	12/20/2016	6/30/2017	6 available, 0 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 5	Gr 5 - Social Studies	In Progress	12/20/2016	6/30/2017	0 available, 6 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 6	Gr 6 - Social Studies	In Progress	12/20/2016	6/30/2017	0 available, 6 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 7	Gr 7 - Social Studies	In Progress	12/20/2016	6/30/2017	0 available, 6 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 8	Gr 8 - Social Studies	In Progress	12/20/2016	6/30/2017	0 available, 6 complete	 
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL TTS GR 3	Gr 3 - Social Studies	Not Started	2/28/2017	6/30/2017	0 available, 0 complete	 

The Item Counts column displays the number of items (tests) that are Available, In Progress, and Complete. See **Step 4** to display which students, if any, have completed the test.

4. To view the testing status of each student in the test session, in the Action column, click the **Show Students** icon (). The Scoring Status window displays (shown on the following page).

5. To score the available tests in a session, in the Action column, click the **Score Session** icon (). You will be signed in to Educator Scoring to begin scoring.

View Test Statuses and Access Educator Scoring (cont.)

The Scoring Status window shows testing statuses for individual students.

6. On the Scoring Status window, check Status column for the students. If the student's test is complete, **Ready to Score** displays for that student.

The screenshot shows the 'Scoring Status' window. At the top, there is a blue header with the title 'Scoring Status'. Below the header is a light gray bar with a plus icon and the text 'Instructions'. Underneath, there are two input fields: 'Last Name' and 'Status'. The 'Status' dropdown menu is currently set to '(All)'. To the right of these fields are two buttons: 'Filter' and 'Clear'. Below the input fields is a table titled 'Scoring Status - Social Studies (Gr 4 - Social Studies)'. The table has eight columns: Last Name, First Name, Grade, Student ID, Status, Content Area, Item Counts, and Action. The first two rows show students with a status of 'Ready to Score', while the remaining six rows show a status of an empty cell. At the bottom left of the window is a 'Close' button.

Last Name	First Name	Grade	Student ID	Status	Content Area	Item Counts	Action
Fourth	EPMA	04	3000005932	Ready to Score	SOCIAL		
Fourth	EPMB	04	3000005933	Ready to Score	SOCIAL		
Fourth	EPMC	04	3000005934		SOCIAL	0 available, 0 complete	
Fourth	EPMD	04	3000005935		SOCIAL	0 available, 0 complete	
Fourth	EPME	04	3000005936		SOCIAL	0 available, 0 complete	
Fourth	EPMF	04	3000005937		SOCIAL	0 available, 0 complete	
Fourth	EPMG	04	3000005938		SOCIAL	0 available, 0 complete	
Fourth	EPMH	04	3000005939		SOCIAL	0 available, 0 complete	
Fourth	EPMI	04	3000005940		SOCIAL	0 available, 0 complete	
Fourth	EPMJ	04	3000005941		SOCIAL	0 available, 0 complete	

7. Click **Close** to return to the Educator Scoring window.

■ General Notes about Educator Scoring

The following are general notes about using the Educator Scoring application:

- A scoring session is directly associated with the test session. A scoring session may include up to 100 student responses. If a session has over 100 responses, once the 100th response has been scored, the previous student responses are not available to the scorer. When unavailable, student responses cannot be edited or printed.
- While scoring students one at a time, you can open multiple tabs of Educator Scoring and access multiple student responses at the same time.
- You can toggle between the Test Session status information (in eDIRECT) and the scoring work-flow in Educator Scoring to check how many students remain to be scored.
- Most test responses are available in Educator Scoring within two hours of the student completing the test.
- Scoring is to be completed using a computer or laptop with Chrome or Internet Explorer 11 installed.
- DRC INSIGHT does not need to be installed on the machine used for scoring.
- The ability to print student responses is available to users when scoring activity is live.
- Numeric (lithocode) identifiers are used in Educator Scoring to facilitate anonymous and objective response scoring. Educators can associate a student's name with their responses if desired. If you want to associate a student's responses with the student, instruct the student to begin all essay responses with their name.

■ Working With Student Responses in Educator Scoring

■ Providing Feedback in Educator Scoring


- Several tools in Educator Scoring, such as the Note and Highlighter tools, allow the Educator to provide comments and other notations for the student.
- To provide a student with a copy of their online test response with scoring annotations, **use the export to PDF tool prior to submitting the score**. Once the score has been submitted, the response and scoring feedback is not available in the scoring system. Scores do not print, but the score can be annotated on the response.
- Once you export the PDF of the student's response, you can save the file.


Scoring Tests in Educator Scoring


Tests that are ready to score display in Educator Scoring. There is a full Help tool to help you navigate the application. **Notes:** Printing a scored response is not available after you submit the score. Print prior to submitting the score. In addition, prior to using the Educator Scoring application, teachers should retrieve the scoring rubrics in the answer key documents from the Practice Test webpage or from eDIRECT. The answer keys are available in eDIRECT under Documents.

Show Sessions

Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Item Counts	Action
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 3	Gr 3 - Social Studies	In Progress	12/20/2016	6/30/2017	4 available, 0 complete	
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 4	Gr 4 - Social Studies	In Progress	12/20/2016	6/30/2017	6 available, 0 complete	
DRC USE ONLY	DRC USE ONLY Unknown	Case EPM SOCIAL GR 5	Gr 5 - Social Studies	In Progress	12/20/2016	6/30/2017	0 available, 6 complete	

1. At the bottom of the Educator Scoring page in eDIRECT, click the **Score Session** icon () to open the Educator scoring application.

2. If you need help scoring responses, click the Help icon ()

3. The toolbar contains options for saving or printing a test, and various tools for marking a test and providing feedback. The tools and how to use them is described in the Help icon ()

Educator Scoring ENE901

Grade 11 ELA Q829580
Project: ENE901
Lithocode: 990500000030

Score: 1 2 3 4

NonScorable: (N)

Exit Scoring

Writer's Checklist

final countdown

15/6000

Help Tools:

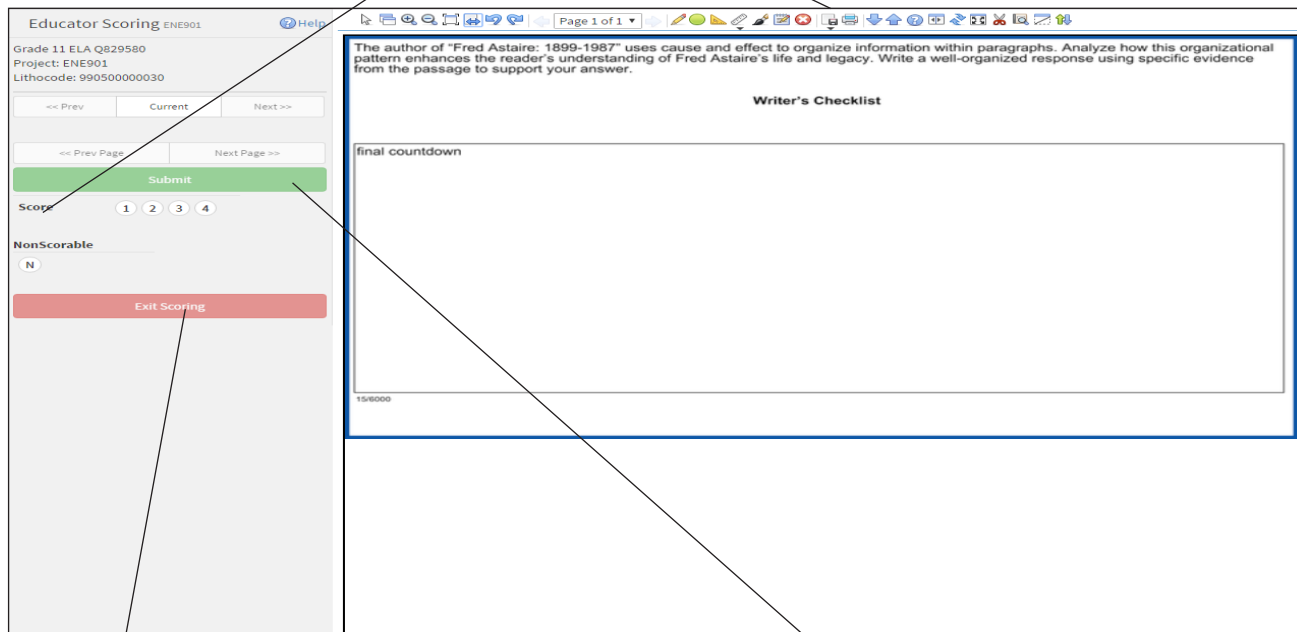
Highlighter: Use this tool to highlight text in a student's response.

Note: Use the note feature to provide feedback on a student's response.

Export to PDF: Use the Export to PDF tool to print the student's response and educator feedback as displayed on the screen.

Scoring Tests in Educator Scoring (cont.)

3. Evaluate the student's responses and select the appropriate score. Click the **Print** icon to print the test, if desired.



4. Click **Submit**. The next student's responses display automatically. After you have scored all available responses for the test session, Educator Scoring prompts you to log out of the working session.

5. To end the scoring session, click **Exit Scoring**. The system asks whether you want to log out:

- If you select **No**, your session pauses and you can resume the same scoring session (within 30 minutes).
- If you select **Yes**, your session ends, and the scores are submitted and locked so that student reports may be produced.

! Important: The system times out (you are automatically logged out) after 30 minutes of inactivity. After you log out (and after system time out), Educator Scoring will not allow you to review or rescore your submitted responses.

Notes



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