



# **eDIRECT USER GUIDE**

**Louisiana**

**Reports for LEAP 2025  
Computer-Based Practice Tests**

**Spring 2017**

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

Service Line: 1-888-718-4836  
Website: <https://la.drctdirect.com>  
Email: [LAHelpDesk@datarecognitioncorp.com](mailto:LAHelpDesk@datarecognitioncorp.com)  
Revision Date: February 20, 2017

## COPYRIGHT

Copyright © 2017 Data Recognition Corporation

The following items in DRC INSIGHT are protected by copyright law:

- The User Guide
- All text and titles on the software's entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout

DRC INSIGHT Online Learning System and DRC eDIRECT are trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries:

Internet Explorer  
Microsoft  
Windows  
Windows Vista  
Windows XP  
Windows 7  
Windows 8

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries:

Apple  
Macintosh  
Mac  
OS X  
iPad  
iOS\*

\*iOS is a trademark or registered trademark of Cisco in the United States and other countries and is used under license.

Safari

The following are trademarks or registered trademarks of Google Corporation in the United States and/or other countries:

Android  
Chrome  
Chromebook  
Google Play

The following is a trademark or registered trademark of Mozilla Corporation in the United States and/or other countries;

Firefox

Linux is a registered trademark of Linus Torvalds.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

Gnome is a trademark of the Gnome Foundation.

■ **Report Delivery  
Menu**

Introduction.....5  
Online Testing Statistics.....6  
Status Reports .....7  
Student Reports.....8  
View Online Results .....9

# Report Delivery Menu

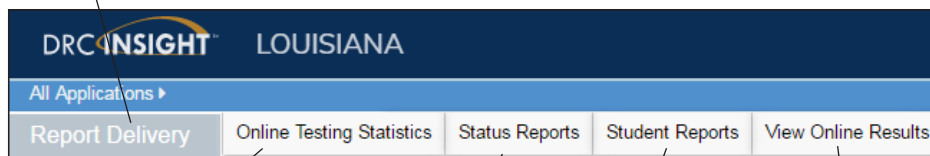


## Introduction

From the Report Delivery menu, eDIRECT users can access online testing statistics, status reports, online testing results, and other reports. **Note:** Although the View Reports option is available on the Report Delivery menu, it will not be used for the LEAP Practice Test Spring 2017 assessments. All reports are available under the Student Reports and View Online Results options.



Open the **All Applications** menu bar and click **Report Delivery** to display the Report Delivery menu.



Select **Online Testing Statistics** to display online testing statistics and information for a selected assessment.

Select **Status Reports** from the Report Delivery menu to display status reports that track testing activity for a test administration in a particular district and school.

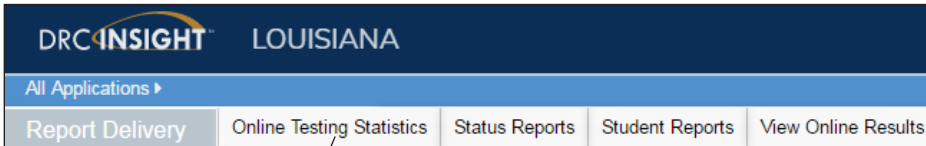
Select **View Online Results** from the Report Delivery menu to display preliminary test result reports for students that you can export in Portable Document Format (.pdf) format.

Select **Student Reports** from the Report Delivery menu to display score reports for a particular student.

# Report Delivery Menu

## Online Testing Statistics

eDIRECT users can display testing statistics for the entire test period up to the previous day, or statistics for the previous day, sorted by student and grade, or by district and date.



1. Select **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.

2. Select an administration.

3. Select an administration then select **Cumulative** to view reports for the entire testing period up to the previous day or select **Yesterday** to view reports for the previous day.

The screenshot displays the 'Online Testing Statistics' page for 'LEAP Practice Test Spring 2017'. The 'Cumulative' tab is selected. The page shows a table with columns for 'Student / Grade' and 'District / Date'. Below this, there are three summary tables: 'All Tests', 'By Content Area', and 'By Grade'. Each table has columns for 'Test Started Count' and 'Test Ended Count'. An 'Export' button is visible next to each table.

All Tests		
Total	Test Started Count	Test Ended Count
403	357	31

By Content Area		
Content Area	Test Started Count	Test Ended Count
English Language Arts/Literacy	4	0
Mathematics	321	0
Social Studies	32	31

By Grade		
Grade	Test Started Count	Test Ended Count
03	322	0
04	1	0
05	33	31
06	0	0
07	0	0
08	1	0

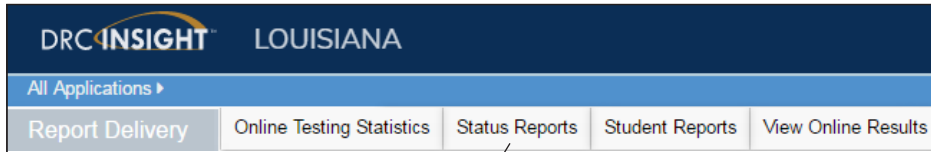
By Content Area and Grade			
Content Area	Grade	Test Started Count	Test Ended Count
English Language Arts/Literacy	03	1	0
English Language Arts/Literacy	04	1	0
English Language Arts/Literacy	05	1	0
English Language Arts/Literacy	08	1	0
Mathematics	03	321	0

3. Select **Student/Grade** to view reports sorted by student and grade, or **District/Date** to view reports sorted by district and date.

Click **Export** to display the statistics in .csv format.

## Status Reports

eDIRECT users can use status reports to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day.






1. Select **Status Reports** from the Report Delivery menu to display the Status Reports page.


2. Select an administration and district.

### Status Reports

\* Indicates required fields

Administration: LEAP Practice Test Spring 2015 \*  
 District: DRC USE ONLY - 999 \*  
 School: DRC USE ONLY - SCHOOL - 999 \*

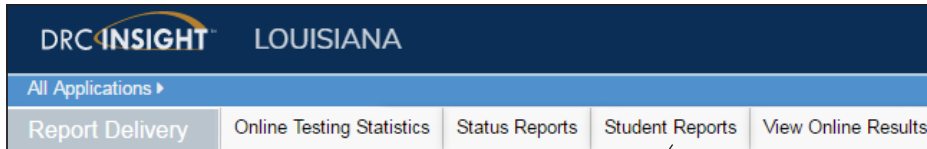
Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School		

3. When the Status Reports page displays, in the Action column click the report icon () next to the report you want to display.

# Report Delivery Menu

## Student Reports

eDIRECT users can display testing scores for students and save the results in Portable Document Format (.pdf).



1. Select **Student Reports** from the Report Delivery menu to display the Student Reports page.

The screenshot displays the 'Student Reports' search interface. At the top, there is a header with the text: 'Student Score Reports allow the user to search for Student Reports. The user can view and/or save PDF reports.' Below this is an 'Instructions' section. A red asterisk indicates required fields. The search form contains several dropdown menus: 'Administration' (set to 'LEAP Practice Test Spring 20'), 'District' (set to 'DRC USE ONLY - 999'), 'School' (set to 'DRC USE ONLY - SCHOOL - 9'), 'Report', 'Language', and 'Grade' (set to '(All)'). There are also text input fields for 'Last Name', 'First Name', 'LASID', and 'Session'. At the bottom left of the form are 'Find Students' and 'Clear' buttons. Below the form is a table titled 'Students' with columns: 'Select', 'Last Name', 'First Name', 'State StudentID', 'Date Of Birth', 'Grade', and 'Action'. The table is currently empty, with a message: 'Choose from the above filters and click on 'Find Students' to view matching 'Students''. At the bottom of the page are 'Open Selected' and 'Save Selected' buttons.

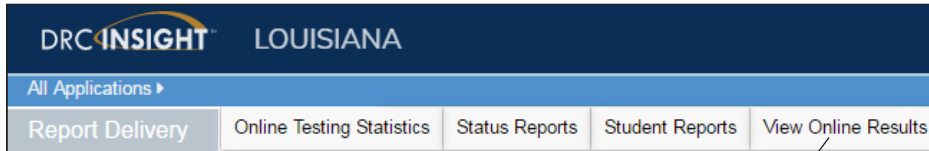
2. Specify an administration, district, school, and report. You can complete other fields on the window, if needed. Click **Find Students**.

3. From the search results, you can select one or more students. Click **Open Selected** to open the reports for the selected students. Click **Save Selected** to save the reports for the selected students in .pdf format.



## View Online Results

eDIRECT users can display preliminary testing scores for students and export the results in Portable Document Format (.pdf) format.



1. Select **View Online Results** from the Report Delivery menu to display the Online Results Report page.

The screenshot shows the 'Online Results Report' page. At the top, there is a header with the title 'Online Results Report' and a sub-header 'View Online Results provides total points out of total points possible at the student level.' Below this, there is a section for 'Instructions' and a note: 'Results for questions scored by the delivery system will be available within approximately 24 hours of test completion. The results will be updated once scoring is completed using the Educator Scoring Interface.' The main form area contains several dropdown menus: 'Administration' (LEAP Practice Test Spring 20), 'District' (DRC USE ONLY - 999), 'School' (DRC USE ONLY Unknown - 8), 'Grade' (08), and 'Content Area' (Social Studies). A 'Show Results' button is located below the form. Below the form, there is a 'Test Results' section with a table header containing 'Last Name', 'First Name', 'LASC', and 'Date of Birth'. The table is currently empty, displaying 'No data to display'. At the bottom of the page, there is an 'Export to PDF' button which is disabled.

2. Specify an administration, district, school, grade, and content area from the drop-down menus and click **Show Results** to view, save, or print results for the students selected.

3. If there are results to display, the export button at the bottom of the window is enabled.

Select a report then click **Export to PDF** to export the results and a summary of the statistics to a .pdf file. The .pdf file contains data from both the Test Results and the Group Summary tabs.

**Note:** Exporting in .csv format is not available for LEAP Practice Test Spring 2017 assessments.



Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

Service Line: 1-888-718-4836  
Website: <https://la.drctdirect.com>  
Email: [LAHelpDesk@datarecognitioncorp.com](mailto:LAHelpDesk@datarecognitioncorp.com)  
Revision Date: February 20 2017