

## eDIRECT/LEAP 360 Mini-Trainings

The following documents provide a comprehensive review of the functions available in [eDIRECT](#) at the district, school, and test administrator/teacher levels.

Title	Resources	Audience
<a href="#">Accessing the eDIRECT Dashboard</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">Managing Users</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Managing Test Administrators</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Managing Students/Accommodations</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Managing Student Groups</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Managing Test Sessions</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Printing Test Tickets/Viewing Test Status</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Unlocking Test Tickets</a>	<a href="#">Presentation/Webinar</a>	District, School
<a href="#">Navigating Interactive Reporting</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">Completing Educator Scoring</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">Accessing Reports</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">EAGLE 2.0: Accessing EAGLE</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">EAGLE 2.0: Creating a Test</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">EAGLE 2.0: Test Session/Test Status/Tickets</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher
<a href="#">K-2 Formative Tasks: Accessing K-2 Formative Tasks</a>	<a href="#">Presentation/Webinar</a>	District, School, Teacher

## Resources

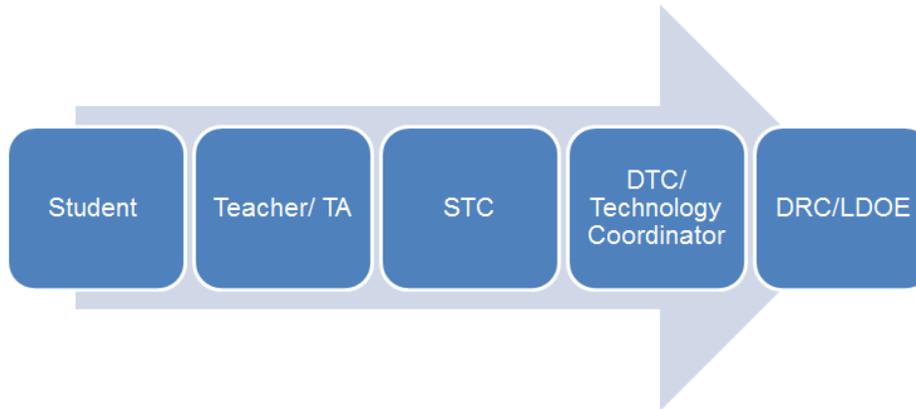
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- [eDIRECT](#)
- [eDIRECT User Guide](#)
- [Technology User Guide](#)
- [EAGLE 2.0 User Guide](#)
- [Assessment Library](#)
- [Assessment Guidance Library](#)
- [Accessibility Features and Accommodations Overview](#)
- [A District's Guide to LEAP 360](#)
- [A Teacher's Guide to LEAP 360](#)
- [A Parent Guide to LEAP 360](#)
- [Diagnostic Quickstart Guide](#)
- [Interim Quickstart Guide](#)
- [K-2 Formative Tasks Overview](#)
- Teacher Study Guides (available in [eDIRECT](#))

## Technical Assistance Protocol

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If technical problems occur, school and district staff should follow the protocol presented below.



DRC Louisiana Customer Service  
1-888-718-4836  
LAHelpDesk@datarecognitioncorp.com

LDOE  
1-844-268-7320  
assessment@la.gov

## Accessing the eDIRECT Dashboard

### Overview

Access to tabs and functions in the [eDIRECT](#) dashboard is managed through **User Management**. Pre-assigned permissions for specific user roles within [eDIRECT](#) are defined in the permissions matrix in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

- Additional permissions can be added to user roles through **User Management** to give access to additional tabs and/or functions in [eDIRECT](#).

### eDIRECT First Time Login

Test setup is managed through the [eDIRECT](#) administrative portal.

- District Test Coordinators (DTC) will be uploaded to [eDIRECT](#) via the email on record with the Department of Education. If you are a new DTC, complete the [DTC and Accountability Contact Update Form](#) and email to [assessment@la.gov](mailto:assessment@la.gov).
- School Test Coordinators (STC) must be added to [eDIRECT](#) by the District Test Coordinator. For detailed instructions on adding users, reference the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

Once added to [eDIRECT](#), users will receive an email notice to complete user setup. Once users click on the URL in the email notice, they will be routed to [eDIRECT](#) where they will be required to complete the auto-prompt password reset.

**First Time Log On**

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

\* Indicates required fields

**Create New Password**

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address  
ehenrich@datarecognitioncorp.com

New Password  
(Please do not paste)

Confirm New Password  
(Please do not paste)

**Security Question**

For your security, please choose a question and answer below before selecting continue.

Question  
(Select)

Answer

### Accessing eDIRECT

1. Use a web browser to navigate to the eDIRECT website at <https://la.drcedirect.com>.
2. Log in with username and password.

**DRC INSIGHT LOUISIANA**

**Welcome to eDIRECT**

Data Recognition Corporation (DRC), in partnership with the Louisiana Department of Education (LDOE), welcomes Louisiana educators to eDIRECT!

This website enables you to access links to program tools and information for the following Louisiana testing programs:

- LEAP 2025 High School (includes End-of-Course)
- LEAP 2025 Grades 3-8
- LEAP ConnectLA!A!
- LEAP 2025 Practice Tests
- LEAP 360 - Diagnostic
- LEAP 360 - Interim
- EAGLE 2.0
- K-2 Formative Tasks

To access testing management tools, authorized personnel need to log on to the secure website by entering their email address and password in the upper right of this page.

To access training materials and other documents, click the **General Information** link under **All Applications** at the top of this page. Then click the **Documents** link.

The DRC Louisiana Customer Service team can be reached at 1.888.718.4836 or by email at [LAHelpDesk@datarecognitioncorp.com](mailto:LAHelpDesk@datarecognitioncorp.com)

**Please Log In**

Username

Password

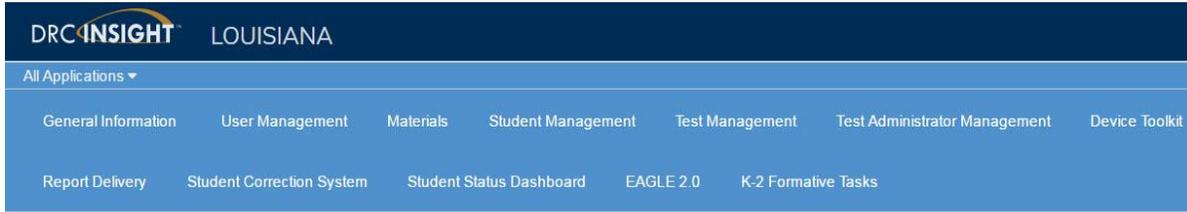
Forgot your username or password?

Log In

Copyright © 2018 Data Recognition Corporation Minimum Browser Requirements

## eDIRECT Dashboard

Under All Applications, the [eDIRECT](#) dashboard has tabs with multiple functions within the administrative system. Dashboard tabs are can be added or removed based on user permissions which are managed in the **User Management** tab.



Tab	Primary Function
General Information	View important announcements, documents, downloads, and test tutorials
User Management	Add, upload, or view/edit users and user permissions
Materials	Enter, track, view, change, export, and delete materials orders
Student Management	View/edit students and accommodations, manage student corrections
Test Management	Create, copy, and view/edit test sessions and print/unlock test tickets
Test Administrator Management	Add, upload, or view/edit test administrators
Device Toolkit	View the status of all configuration and testing devices
Report Delivery	View testing results, status, and statistics
Educator Scoring	Score student responses for LEAP 360 assessments and Practice Tests
EAGLE 2.0	Aid and enhance student learning with bank of high quality assessment items
K-2 Formative Tasks	Observe and collect information about young students

## Managing Users

### Overview

For online testing, [eDIRECT](#) categorizes users into user roles: District Test Coordinator (DTC), School Test Coordinator (STC), District Technology Coordinator, School Technology Coordinator, Test Administrator (TA), and Teacher.

Users can be added by District Test Coordinators (DTCs) and School Test Coordinators (STCs).

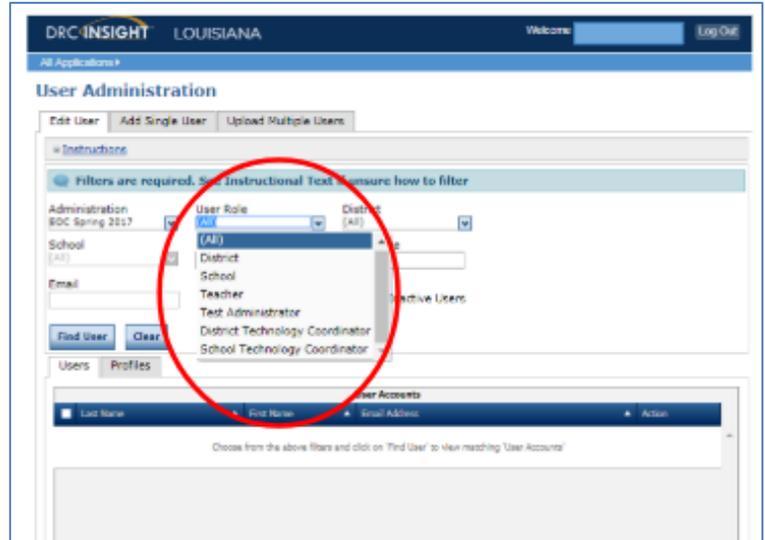
- Within [eDIRECT](#), users in each role can be assigned permissions to handle the testing responsibilities associated with the role.
- Permissions will be set during the creation process but can be updated. The system will make recommendations based on user role.

The [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information has a Permissions Matrix that lists the current [eDIRECT](#) permissions, the path in [eDIRECT](#) to where the function the permission allows is located, the permission's name in [eDIRECT](#), and the recommended permissions for each role.

Users may either be created individually or in an upload for multiple users. Once users are created they will receive an email with a link to set up their password.

Detailed directions for user management can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

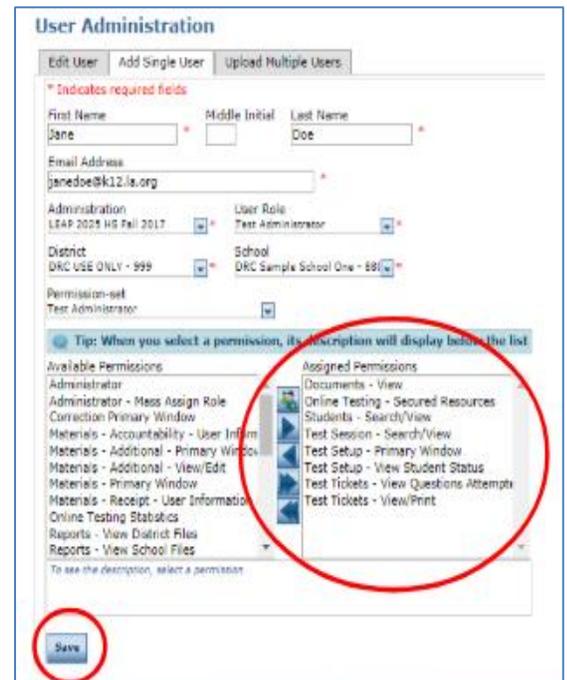
To access User Management from the main [eDIRECT](#) Dashboard, choose **All Applications** and then **User Management**.



### Adding Individual Users

To add a single user from the **Manage Users** menu:

1. Click on the **Add Single User** tab
2. Fill out the required fields:
  - First Name
  - Last Name
  - Email Address
  - Administration
  - User Role
  - District
  - School
3. Select the applicable permission set for the user's role.
4. Review the **Available Permissions** and select or deselect
  - Hold the Ctrl key to select multiple permissions at one time
5. To add the permissions to the user, select the right arrow to move them to **Assigned Permissions**
  - To remove any permissions select the left arrow
6. Click **Save**



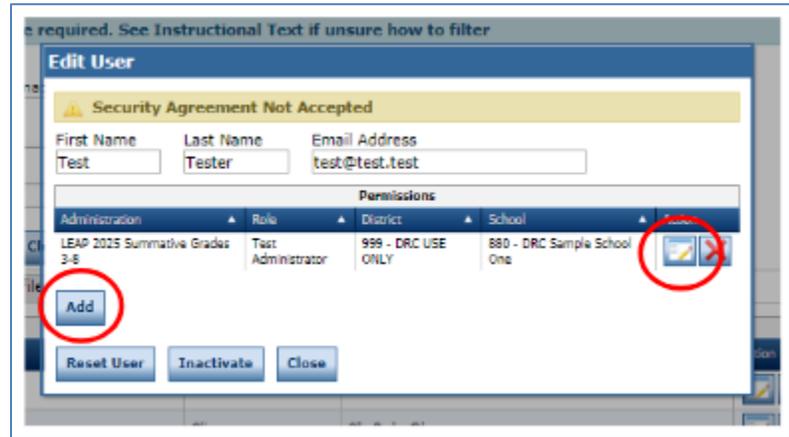
## Editing Individual Users

User Permissions can be updated at any point to add/remove user roles and permissions. To edit a user:

1. Click on the **Edit User** tab
2. Input available information to search the user
3. Click **Find User**
4. Select the **View/Edit** icon

From the Edit User screen:

- A user's permissions for an existing role can be updated by clicking the **View/Edit** icon
- An additional role can be added to the user by selecting **Add**



## Uploading Multiple Users

To upload multiple users from the Manage Users menu:

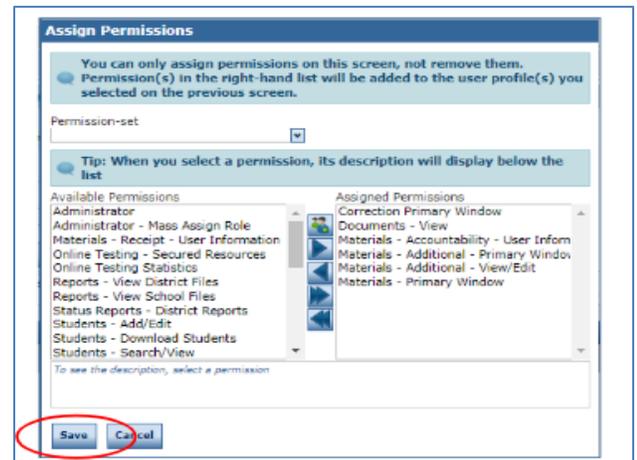
1. Click on the **Upload Multiple Users** tab.
2. Download the **File Layout** (.pdf document) and a **Sample File** (.csv text file)
3. Enter the required fields into the .csv
  - First Name
  - Last Name
  - Email Address
  - Role
  - District Code
  - School Code
4. **Save** the .csv to your computer
5. Use **Browse** in [eDIRECT](#) to find your saved .csv
6. Click **Upload**. A message will display indicating the file is *in process* and is being checked for errors
  - After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 4-6.



## Assigning User Permissions

Permission sets will need to be assigned to [eDIRECT](#) users added through Upload Multiple Users.

1. Click on the **Edit User** tab, enter search criteria, click **Find User** to display a list of users, and select the **Profiles** tab
2. Check the checkbox on the left hand column for each user profile you want to edit
3. Click on **Assign Permission**
4. Select the user role from the **Permissions Set** dropdown. This will automatically select the appropriate permissions for the user's role
5. Click on the single arrow to add the permissions, click on **Save**
6. Select the user role from the **Permissions Set** dropdown. This will automatically select the appropriate permissions for the user's role
7. Click on the single arrow to add the permissions, click on **Save**



## Managing Test Administrators

### Overview

Test Administrators (TA) and TA numbers are used for summative assessments: LEAP 2025, EOC, LEAP Connect, and LAA1. A TA number is not utilized for nonsummative assessments.

### Test Administrator Role

- Used for summative assessments (LEAP 2025, EOC, LEAP Connect/LAA1)
- Requires a 3 digit TA number for test administration

### Teacher Role

- Used for nonsummative assessments (LEAP 360, Practice Tests, Placement Tests)
- Requires a 3 digit TA number for the creation of student groups to link teachers with students

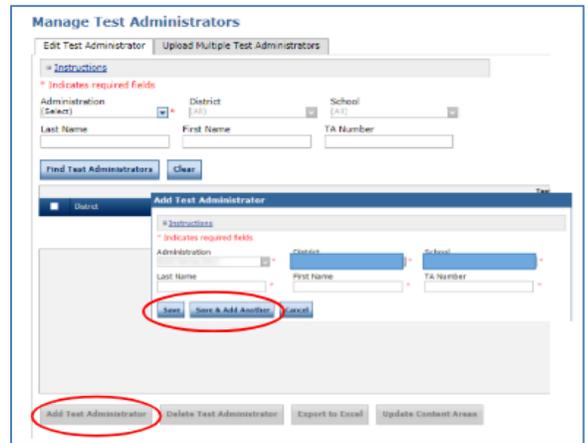
Test Administrators may either be created individually or in an upload for multiple TAs. Each TA must have a 3 digit TA number in [eDIRECT](#) for both computer-based and paper-based testing. Detailed directions for test administrator management can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

### Creating Test Administrators

Uploading, viewing, and editing Test Administrators is done through the Test Administrator Management tab in [eDIRECT](#). Once logged into [eDIRECT](#), select **All Applications** and then **Test Administrator Management**.

### Adding Individual TAs

1. Choose an Administration
2. Click the **Add Test Administrator** button
3. Enter the required fields
  - Administration
  - District/School
  - Last Name
  - First Name
  - TA Number (TA numbers must be three digits greater than 100)
4. Click on **Save**

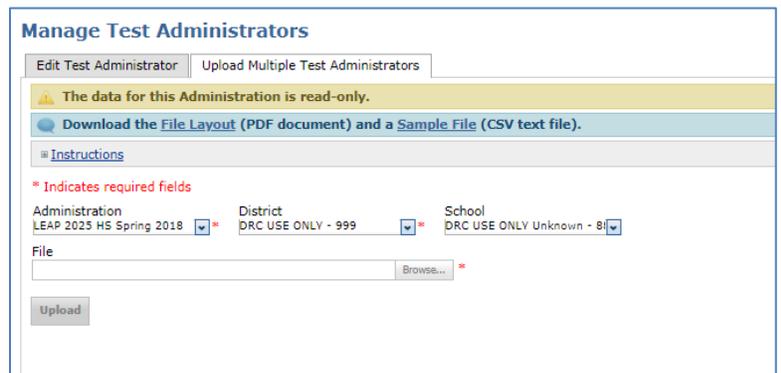


The screenshot shows the 'Manage Test Administrators' interface. At the top, there are tabs for 'Edit Test Administrator' and 'Upload Multiple Test Administrators'. Below this, there are instructions and a form for adding a test administrator. The form includes fields for 'Administration (Select)', 'District', 'School', 'Last Name', 'First Name', and 'TA Number'. There are also 'Find Test Administrators' and 'Clear' buttons. At the bottom of the form, the 'Save' button is circled in red. Below the form, there are buttons for 'Add Test Administrator', 'Delete Test Administrator', 'Export to Excel', and 'Update Content Areas'.

### Adding Multiple TAs

To upload multiple Test Administrators with TA Numbers, select the **Upload Multiple Test Administrators** tab.

1. Download the **File Layout** (.pdf document) and a **Sample File** (.csv text file)
2. Enter the required fields into the .csv
  - Administration
  - District/School
  - Last Name
  - First Name
  - TA Number
  - Teacher Email (ensure it matches the email used for User Management)
3. **Save** the .csv to your computer
4. Use **Browse** in [eDIRECT](#) to find your saved .csv
5. Click **Upload**. A message will display indicating the file is *in process* and is being checked for errors
  - After the file has been validated, review its status. If the file contains errors, correct them and repeat Steps 3-5.



The screenshot shows the 'Manage Test Administrators' interface with the 'Upload Multiple Test Administrators' tab selected. A yellow warning message states 'The data for this Administration is read-only.' Below this, there is a blue link: 'Download the File Layout (PDF document) and a Sample File (CSV text file)'. There are instructions and a form for uploading multiple test administrators. The form includes fields for 'Administration', 'District', and 'School'. Below these fields is a 'File' field with a 'Browse...' button. At the bottom of the form, there is an 'Upload' button.

## Viewing and Editing Test Administrators

To search individual Test Administrators/TA numbers:

1. Choose an Administration
2. Click on **Find Test Administrators**

To edit individual Test Administrators/TA Numbers:

1. Click on the **View/Edit** icon under the **Action** column
2. Make changes and click **Save**

**Manage Test Administrators**

The data for this Administration is read only.

**Instructions**

\* Indicates required fields

Administration: LEAP 2025 Summative Book [v]
 District: DRG USE ONLY - 999
 School: (All)

Last Name: 
 First Name: 
 TA Number:

<input type="checkbox"/>	District	School	Last Name	First Name	TA Number	Action
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School One	HULLO	Test	222	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School One	Swanson	Mary	880	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School Two	ABC	MARY	881	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School Three	JOY	AL	882	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School Four	WAF	RETE	883	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School Five	Swanson	Pea	884	
<input type="checkbox"/>	DRG USE ONLY	DRG USE ONLY Unknown	TA	ETE	888	
<input type="checkbox"/>	DRG USE ONLY	DRG Sample School Seven	Mary	Swanson	910	

## Managing Students/Accommodations

### Overview

Student Management permissions are pre-set for the following roles: DTC, STC, Test Administrator/Teacher (viewing only). Student Management permissions can be added/removed to users through User Management in [eDIRECT](#).

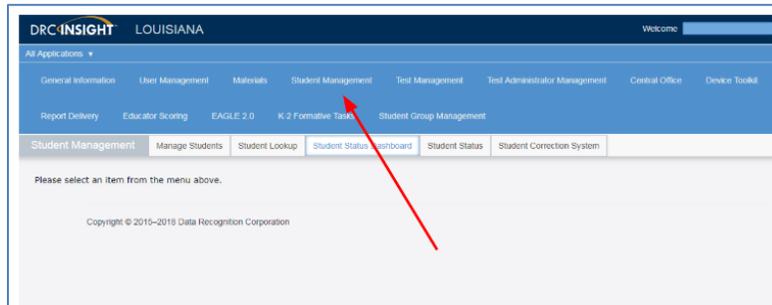
Detailed directions for student management and editing user permissions can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

### Summative vs. Nonsummative Student Management

Summative	Nonsummative
<ul style="list-style-type: none"> <li>Prior to testing, students are uploaded by DRC via the precode file</li> <li>Additional students can be added/uploaded through the Student Management tab</li> <li>DRC uploads accommodations for precode students; students added after the precode file will need accommodations uploaded</li> </ul>	<ul style="list-style-type: none"> <li>Student information and accommodations are managed automatically through eScholar and SIS/SER</li> <li>While students can still be added/edited individually, the Upload Multiple Students function is not be a permission for non-summative assessments</li> <li>Updates to eScholar and SIS/SER will be refreshed nightly in <a href="#">eDIRECT</a></li> </ul>

### Student Management

Once logged into [eDIRECT](#), select **All Applications** → **Student Management**



### Adding Individual Students

Under the **Manage Students** tab to add an individual student:

1. Choose an Administration
2. Select a District/School
3. Click **Add Student**
4. Under the **Student Detail** tab, enter required information:
  - Last Name
  - First Name
  - LASID
  - Date of Birth
  - Grade
  - Gender

- Under the **Accommodations** tab, enter applicable accommodations for the administration

- Under the **Demographics** tab, enter additional demographics
- Click **Save** to save the individual student or **Save & Add Another** to continue adding students

## Adding Multiple Students

To upload multiple students, select the **Upload Multiple Students** tab.

- Download the **File Layout** (.pdf document) and a **Sample File** (.csv text file)
- Enter the student information into the .csv using the Student File Layout as a guide
  - The Student File Layout will indicate what fields are required for each administration
- Save** the .csv to your computer
- Use **Browse** in [eDIRECT](#) to find your saved .csv
- Click **Upload**. A message will display indicating the file is *in process* and is being checked for errors
  - After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 4 and 5

## Viewing and Editing a Student/Accommodations

To view/edit a student/accommodations, go to the **Manage Students** tab.

To view individual students:

- Choose an Administration
- Click on **Find Students**
  - A list of available students will display

To edit individual students/accommodations

- Click on the **View/Edit** icon under the **Action** column
- Make changes under the appropriate tab and click **Save**

## Managing Student Groups

### Overview

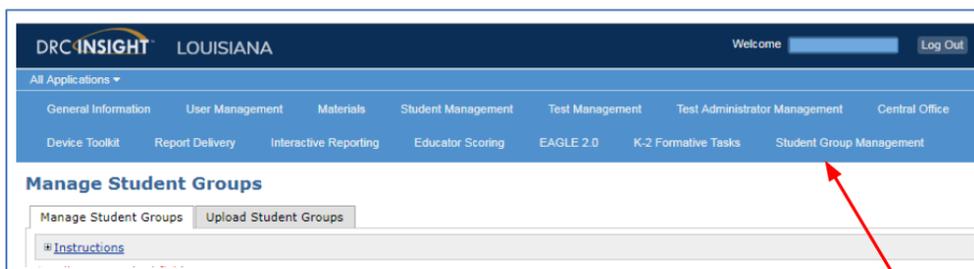
Student groups are created to associate students and teachers within [eDIRECT](#). Through this association, teachers can quickly access their students' information, testing status, and Interactive reporting.

- Student groups are required to give teachers who are not assigned as TAs to test sessions access to view student responses to items in Interactive Reporting.
- Student groups can be used to quickly assign students to test sessions.

Detailed directions for Student Groups can be found in the eDIRECT User Guide posted in [eDIRECT](#) under General Information.

### Student Group Management

Once logged into [eDIRECT](#), select **All Applications** → **Student Group Management**



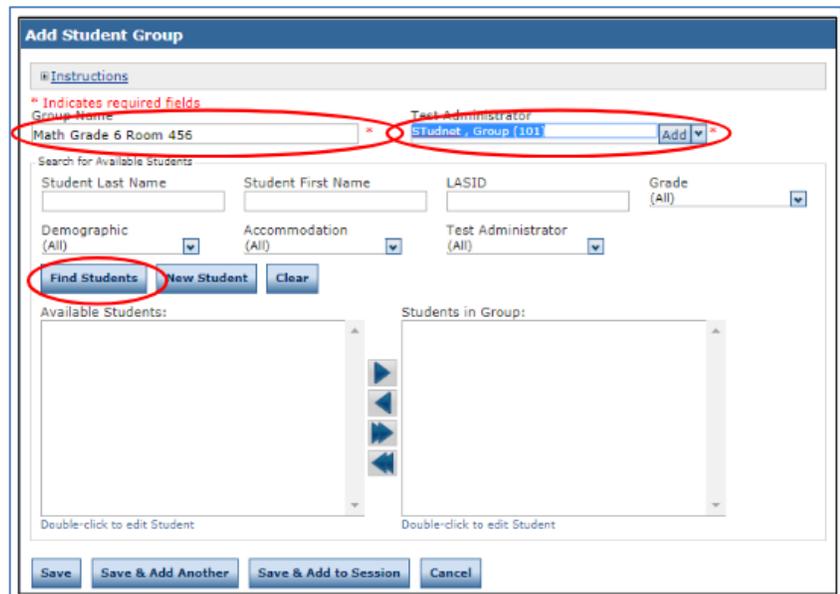
### Creating Student Groups

To add an individual student group, under the Manage Student Groups tab:

1. Select an Administration, District, and School
2. Choose Add Student Group

The **Add Student Group** window will display:

3. Choose a Group Name\* Choose a Test Administrator
4. Choose **Find Students** for an available list of students in the school



The screenshot shows the 'Add Student Group' form. The 'Group Name' field is set to 'Math Grade 6 Room 456' and the 'Test Administrator' dropdown is set to 'Studnet, Group (101)'. Both fields are circled in red. Below these fields, the 'Find Students' button is also circled in red. The form includes search filters for Student Last Name, Student First Name, LASID, Grade, Demographic, and Accommodation. At the bottom, there are buttons for 'Save', 'Save & Add Another', 'Save & Add to Session', and 'Cancel'.

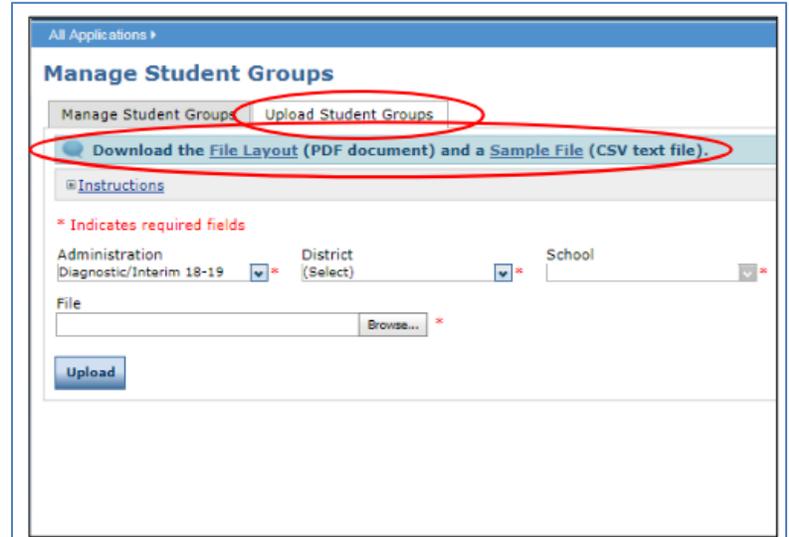
\*Student groups should be named such that other users of the system can clearly distinguish one student group from another.

5. Student Group Name Recommendation:  
Math Grade 6 Period 1 or Math Grade 6 Room 456
6. Use the arrows to add or remove students from the Student Group
7. Click **Save** or **Save & Add Another** to continue adding Student Groups

## Adding Multiple Student Groups

To upload multiple Student Groups, select the **Upload Student Groups** tab.

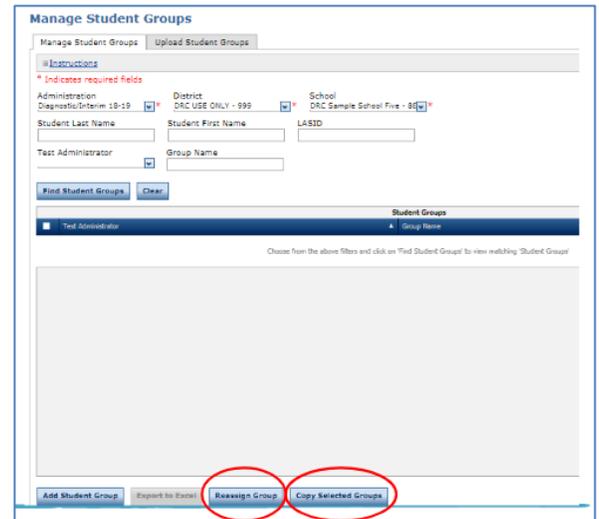
1. Download the **File Layout** (.pdf document) and a **Sample File** (.csv text file)
  - The Student File Layout will indicate what fields are required for each administration
2. Enter the student information into the .csv using the Student File Layout as a guide
3. Save the .csv to your computer
4. Use **Browse** in eDIRECT to find your saved .csv
5. Click **Upload**. A message will display indicating the file is *in process* and is being checked for errors
  - After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 4 and 5



## Reassigning or Copying Student Groups

From the Manage Student Groups page:

- Selecting **Reassign Group** will allow the Test Administrator to be changed for a Student Group
- Selecting **Copying Selected Groups** will allow the same student group to be assigned to another Test Administrator. Copied Student Groups will need new Group Names.



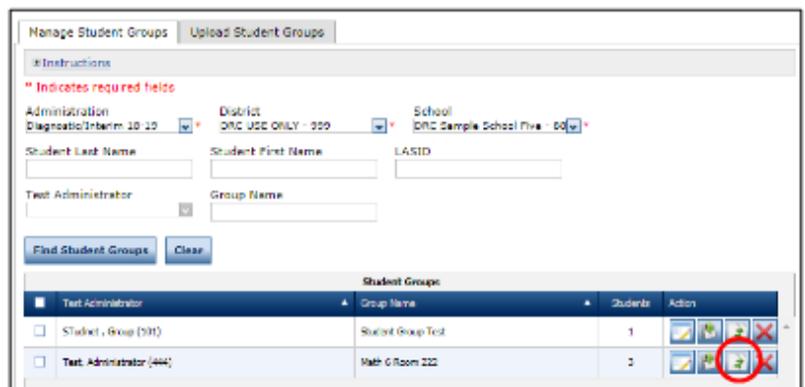
## Assigning Student Groups to Test Sessions

A Student Group can be added to a test session by:

- Selecting **Save & Add to Session** when creating the Student Group in the Add Student Group screen
- Selecting the **Add to Session** icon for an existing Student Group on the Manage Student Groups tab

The Add Session page displays:

1. Enter the required information:
  - Session Name
  - Content Area
  - Assessment
  - Test Administrator
  - Mode
  - Testing Window
2. Only students in the selected Student Group display in the Available Students column.
3. Use the arrows to add or remove students from the students in session list
4. Click **Save** or **Save & Add Another** to continue adding test sessions



## Managing Test Sessions

### Overview

Test sessions may either be created individually or in an upload for multiple test sessions. Test sessions must be created for both summative and nonsummative assessments.

- Once test sessions are created, students can be added
- Test Administrators/Teachers with a TA number can be linked to a test session. TA numbers are managed through the **Test Administrator Management** tab
- Student Groups can be used to create groups of students linked to a TA for test session management
- Student groups are managed through the **Student Groups** tab

Detailed directions for Test Management can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

### Test Session Management

Once logged into [eDIRECT](#), choose **All Applications** → **Test Management**

### Creating an Individual Test Session

Under the **Manage Test Sessions** tab:

1. Choose an Administration
2. Click **Add Session**
3. Enter the required information:
  - Session Name
  - Content Area
  - Assessment
  - Mode
  - Testing Window
4. Select **Find Students**
  - A list of available students will display
  - If a **student group** is selected, only students within the student group will display
5. Use the arrows to add or remove students from the students in session list
6. Click **Save** or **Save & Add Another** to continue adding test sessions

### Adding Multiple Test Sessions

To upload multiple Test Sessions, select the **Upload Multiple Test Sessions** tab.

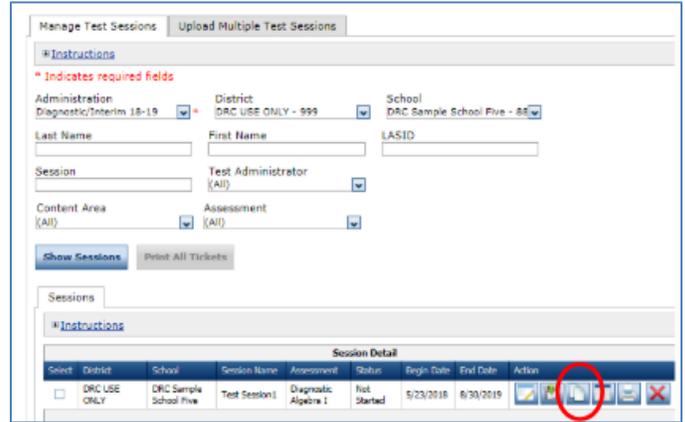
1. Download the **File Layout** (.pdf document) and a **Sample File** (.csv text file)
2. Enter the student information into the .csv using the Student File Layout as a guide
  - The Student File Layout will indicate what fields are required for each administration
3. **Save** the .csv to your computer
4. Use **Browse** in eDIRECT to find your saved .csv
5. Click **Upload**. A message will display indicating the file is *in process* and is being checked for errors.
  - After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 4 and 5.

## Copying a Test Session

An existing test session can be used as a template to create a new test session. For example, you can copy the Interim 1 test session to use for the Interim 2 test session.

To copy a test session: From the **Manage Test Sessions** screen,

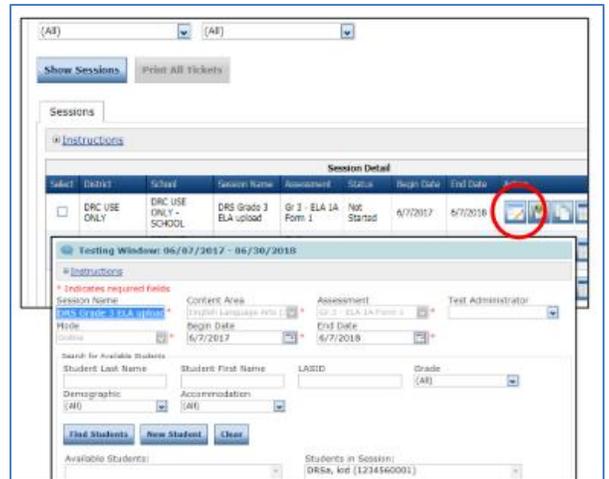
1. Choose **Show Sessions**
2. Select the **Copy Session** icon. The Add Test Session window displays
3. Enter a name for the session in the **Session Name** field
4. Edit the required information to match your new session, and add or remove students/student groups if necessary
5. Click **Save** to save your changes, **Save & Add Another** to save your changes and add another student, or **Cancel** to cancel your changes.



## Editing Test Sessions

To edit test session information or assigned students/ student groups: From the **Manage Test Sessions** screen,

1. Choose **Show Sessions**
2. Select the **View/Edit** icon
3. Update any information
4. Click **Save**
  - If there is an edit in the testing window, the test tickets will automatically update to access the assessment within the adjusted time frame



## Exporting Test Sessions

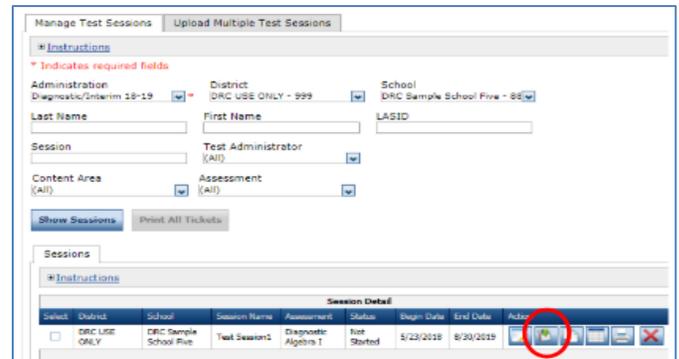
The details of a test session can be viewed as an Excel file (.xls) to save, view, edit, or print in a spreadsheet.

To export a test session: From the **Manage Test Sessions** screen,

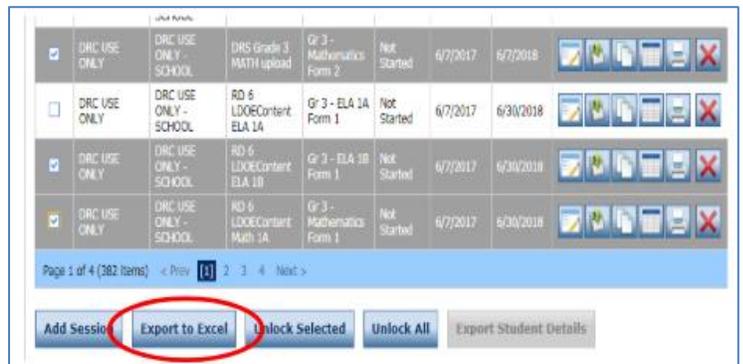
1. Choose **Show Sessions**
2. Click the **Export Details** icon

To export multiple test sessions: From the **Manage Test Sessions** screen,

1. Choose **Show Sessions**
2. Select the checkbox next to each test session to export
3. Choose **Export to Excel**



The exported spreadsheet will provide details for each selected session



## Print Test Tickets/Viewing Test Status

### Overview

For students to access testing through the INSIGHT testing platform, a test ticket is required. Each student will have a test ticket for each session of an assessment.

Test tickets will include:

- Test administration
- Test Ticket/Session
- Test Session
- Student Name
- Date of Birth
- LASID
- Username
- Password

For a detailed description of printing testing tickets, see the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

### Printing Test Tickets for a Session

Once logged into [eDIRECT](#), choose **All Applications, Test Management, and Manage Sessions**. From the **Manage Test Sessions** screen:

1. Choose an **Administration**
2. Choose **Show Sessions**
3. Click the **Print Test Tickets** icon

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1A Form 1	Not Started	6/7/2017	6/7/2018	[Icons]
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 MATH upload	Gr 3 - Mathematics Form 1	Not Started	6/7/2017	6/7/2018	[Icons]
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1B Form 1	Not Started	6/7/2017	6/7/2018	[Icons]

A student roster with students' usernames/passwords will generate with tickets for each session of the assessment. Test tickets will have to be cut or printed on perforated paper.

<p><b>Diagnostic - Test Ticket</b> <b>Gr 3 - Mathematics - Sesión 1: Sin Calculadora</b></p> <p>Test Session: MATH SPAN GR 3 Student Name: SPAN, ThirdAH Date of Birth: 1/5/2008 LASID: 5000000433 Username: TSPAN9 Password: SNAP6020</p>	<p><b>Diagnostic - Test Ticket</b> <b>Gr 3 - Mathematics - Sesión 1: Sin Calculadora</b></p> <p>Test Session: MATH SPAN GR 3 Student Name: SPAN, ThirdAI Date of Birth: 1/6/2008 LASID: 5000000434 Username: TSPAN10 Password: TANK2125</p>
--	---

### Printing Test Tickets for Selected Students

Once logged into eDIRECT, choose **All Applications, Test Management, and Manage Sessions**. From the **Manage Test Sessions** screen:

1. Choose an **Administration**
2. Choose **Show Sessions**
3. Click the **Edit/Print Ticket Status** icon.
4. Select one or more students by clicking the checkbox in the **Select** column
5. Click **Print Selected**
  - All tickets can be printed by selecting **Print All**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1A Form 1	Not Started	6/7/2017	6/7/2018	[Icons]
<input checked="" type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 MATH upload	Gr 3 - Mathematics Form 1	Not Started	6/7/2017	6/7/2018	[Icons]
<input checked="" type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1B Form 1	Not Started	6/7/2017	6/7/2018	[Icons]

## Viewing Test Status

Viewing test session status provides the following information:

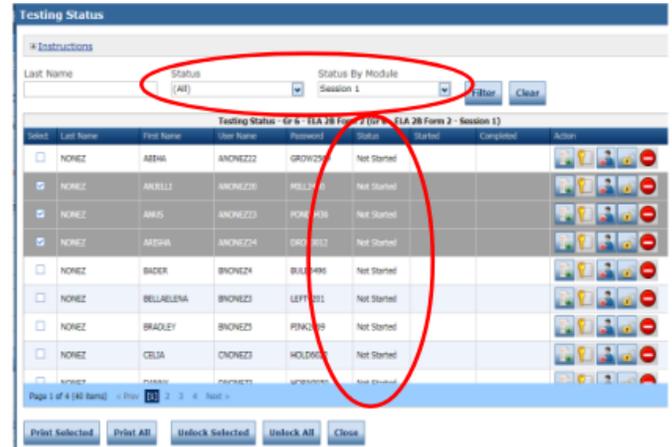
- Each student's testing status,
- The time the student started the test, and
- The time the student completed the test.

This information can be used to verify that all students in a session have completed their tests prior to educator scoring or for use when scheduling makeup testing.

Once logged into [eDIRECT](#), choose **All Applications, Test Management, and Manage Sessions**. From the **Manage Test Sessions** screen:

1. Choose an **Administration**
2. Choose **Show Sessions**
3. Click the **Edit/Print Ticket Status** icon.

The **Edit/Print Ticket Status** page allows the user to sort by testing status and status by session. The test status for each student in the session will display in the **Status** column.



The screenshot shows the 'Testing Status' page in eDIRECT. At the top, there are filters for 'Last Name' (set to '(All)'), 'Status' (set to '(All)'), and 'Status By Module' (set to 'Session 1'). Below the filters is a table with the following columns: 'Select', 'Last Name', 'First Name', 'User Name', 'Promoted', 'Status', 'Started', 'Completed', and 'Action'. The table contains 10 rows of student data, all with a 'Not Started' status. A red circle highlights the 'Status' column header and the 'Status' dropdown menu in the filter area.

Select	Last Name	First Name	User Name	Promoted	Status	Started	Completed	Action
<input type="checkbox"/>	NONEZ	AERNA	ANONEZ22	GROWING	Not Started			
<input checked="" type="checkbox"/>	NONEZ	ARELLI	ANONEZ20	HELLO	Not Started			
<input checked="" type="checkbox"/>	NONEZ	ARIS	ANONEZ23	HOW TO	Not Started			
<input checked="" type="checkbox"/>	NONEZ	ARESHA	ANONEZ24	DRY BELL	Not Started			
<input type="checkbox"/>	NONEZ	BADER	BNONEZ4	BLOOM	Not Started			
<input type="checkbox"/>	NONEZ	BELLAELENA	BNONEZ3	LEFT SIDE	Not Started			
<input type="checkbox"/>	NONEZ	BRADLEY	BNONEZ5	POKERS	Not Started			
<input type="checkbox"/>	NONEZ	CELA	CHONEZ3	HOLIDAYS	Not Started			
<input type="checkbox"/>	NONEZ	FRANK	FRANKET	WINDING	Not Started			

Page 1 of 4 (40 items) | Print | 1 | 2 | 3 | Next >

Print Selected | Print All | Unlock Selected | Unlock All | Close

# Unlocking Test Tickets

## Overview

If either the Test Administrator or the student needs to log back into a test, the student’s test ticket must be unlocked.

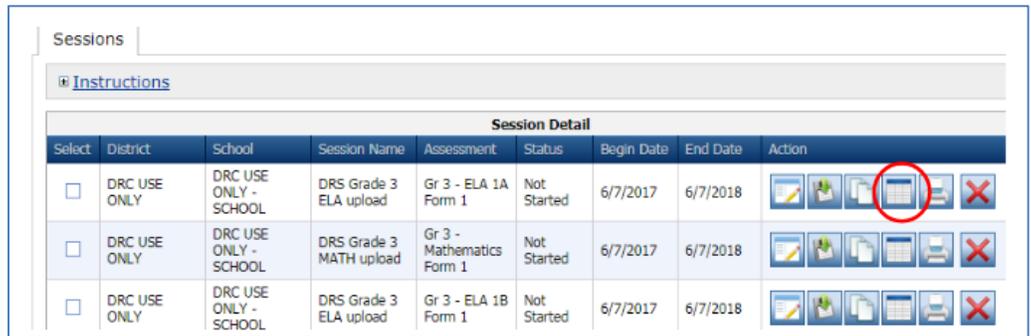
- For summative assessments, test tickets lock at midnight. If a test ticket is unlocked for a summative assessment, an [Irregularity Report](#) must be completed.
- For nonsummative assessments, test tickets do not lock at midnight. Test tickets may need to be unlocked if a student exited the test by using the End Test function in INSIGHT. No Irregularity Report needs to be completed for nonsummative assessment tickets.

When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket. For a detailed explanations of unlocking test tickets, reference the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

## Unlocking Test Tickets

Once logged into [eDIRECT](#), choose **All Applications, Test Management**, and then **Manage Sessions**.

1. Choose **Show Sessions**
2. Choose the **Edit/Print Ticket Status** icon

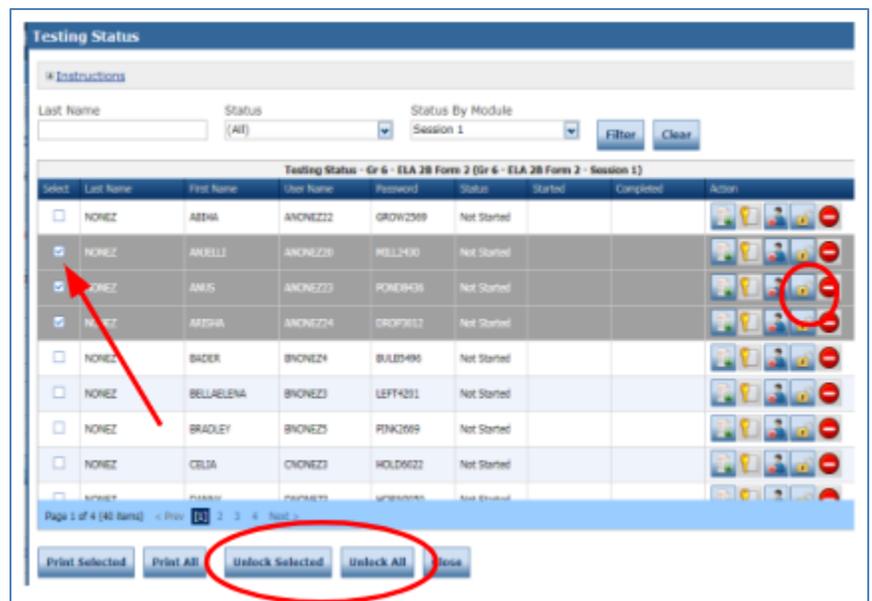


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1A Form 1	Not Started	6/7/2017	6/7/2018	[Icons: Edit, Print, Status Management (circled), Lock, Unlock]
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 MATH upload	Gr 3 - Mathematics Form 1	Not Started	6/7/2017	6/7/2018	[Icons: Edit, Print, Status Management, Lock, Unlock]
<input type="checkbox"/>	DRC USE ONLY	DRC USE ONLY - SCHOOL	DRS Grade 3 ELA upload	Gr 3 - ELA 1B Form 1	Not Started	6/7/2017	6/7/2018	[Icons: Edit, Print, Status Management, Lock, Unlock]

From the **Edit/Print Ticket Status** page:

- Unlock one student ticket by clicking the **Unlock** icon
- To unlock multiple students, click the checkbox in the **Select** column then click **Unlock Selected**
- Unlock all tickets for a session by selecting **Unlock All**

Once unlocked, students will be allowed to login with their existing username/password on the testing ticket.



Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	NONEZ	ADNA	ANONEZ22	GROW2389	Not Started			[Icons: Unlock, Lock, Status Management]
<input checked="" type="checkbox"/>	NONEZ	AKELLI	ANONEZ20	BELL430	Not Started			[Icons: Unlock, Lock, Status Management]
<input checked="" type="checkbox"/>	NONEZ	AMIS	ANONEZ23	PONEH436	Not Started			[Icons: Unlock, Lock, Status Management]
<input checked="" type="checkbox"/>	NONEZ	MEZRA	ANONEZ24	OROF3032	Not Started			[Icons: Unlock, Lock, Status Management]
<input type="checkbox"/>	NONEZ	BADER	BNONEZ4	BULD496	Not Started			[Icons: Unlock, Lock, Status Management]
<input type="checkbox"/>	NONEZ	BELLARENA	BNONEZ3	LEFF4211	Not Started			[Icons: Unlock, Lock, Status Management]
<input type="checkbox"/>	NONEZ	BRADLEY	BNONEZ5	RINK2699	Not Started			[Icons: Unlock, Lock, Status Management]
<input type="checkbox"/>	NONEZ	CELA	BNONEZ3	HOLD6622	Not Started			[Icons: Unlock, Lock, Status Management]

Page 1 of 4 (40 Items) < Prev 1 2 3 > Next >

# Navigating Interactive Reporting

## Overview

Interactive Reporting is a tool that includes:

- **Student History** for districts, schools, and teachers to view student nonsummative test scores
- **Response Lookup** for teachers to view student response data and item responses for all students within a test session

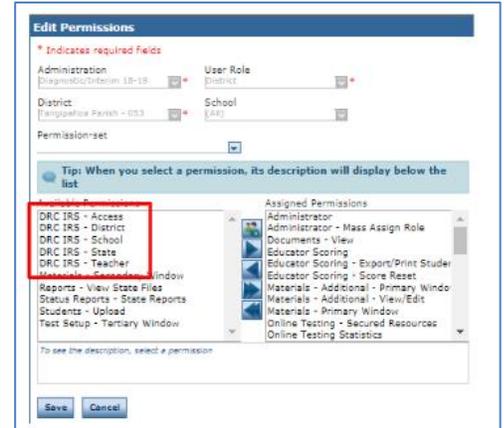
In order to view student responses through Interactive Reporting, the teacher must be the assigned TA for the test session. Detailed directions for Interactive Reporting can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

## Permissions

Permissions must be added to give access to Interactive Reporting.

Permissions can be added through the User Management tab in [eDIRECT](#).

Details on how to add/edit user permissions can be found in the [User Management one-pager](#) or in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.



## Accessing Interactive Reporting

Once logged into [eDIRECT](#), choose All Applications → Interactive Reporting.

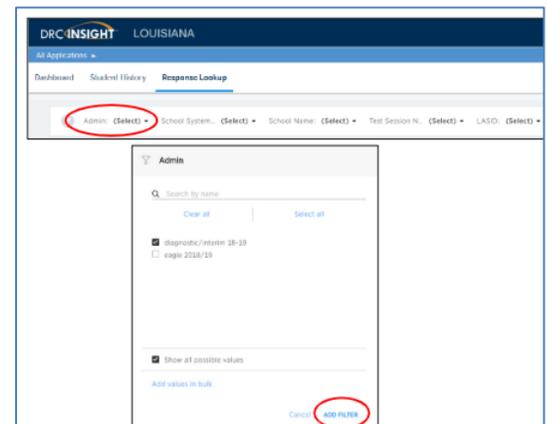


## Interactive Reporting Filters

Interactive Reporting uses dynamic filters that when selected update the displayed data. Filters for Student History and Responses Lookup include:

- Admin
- School System
- School Name
- Test Session Name
- LASID
- First Name (*Student History only*)
- Last Name (*Student History only*)

When a Filter is selected, the Filter page will display available options. When desired filters are selected, select **ADD FILTER** to apply the filters to the displayed data.



## Column Filters

When navigating Interactive Reporting, you can sort the order of each column in a data table and set filters at the data column level. To reset the data to the default select the reset arrow at the bottom of the screen.

School Syst..	School Name	Admin	Test End Dat.. DAILY	Last Name	First Name	LASID	Grade	Content Area	Test Pts Poss
DRC USE ONLY	DRC USE ONLY - SCH	Diagnostic/Interim 18-	07/01/2019	Baskett	Gail	0112180023	08	Mathematics	50
DRC USE ONLY	DRC USE ONLY - SCH	EAGLE 2018/19	06/30/2019	Brock	Elin	0112180007	08	ELA	6
DRC USE ONLY	DRC USE ONLY - SCH	Diagnostic/Interim 18-	07/01/2019	Brock	Elin	0112180007	08	Mathematics	61

( showing rows 3-7 of 1000+ )

To filter column data, hover your cursor over the column heading, select the three vertical dots to display the **Filters dialog**, then click **Filters**. Select only the options to display in the column, then click **ADD FILTER**.

## Student History

The Student History report allows you to display nonsummative student and test information from the current and previous year's administrations. You must have permissions for the current administration to display results from last year's administration. The information is displayed in three areas: Student History, Scores per Assessment, and Score Detail

School System	School Name	Last Name	First Name	Gender	DOB
DRC USE ONLY	DRC Sample School Five	NPS	TESTCASE	M	01/04/2003
DRC USE ONLY	DRC Sample School One	RLA	TESTCASE	M	01/01/2003
DRC USE ONLY	DRC Sample School One	StudentOfive	ThoughtSpot	F	01/15/2007

( showing rows 1-4 of 100+ )

- The Student History report can be downloaded as an Excel, CSV, or PDF document.

## Response Lookup

The Response Lookup report allows you to display student responses and other testing information from the current year's administrations. The Response Lookup section displays test score data, such as Test Points Earned and Test Points Possible.

School Syst..	School Name	Admin	Test End Dat.. DAILY	Last Name	First Name	LASID	Grade	Content Area	Test Pts Poss
DRC USE ONLY	DRC USE ONLY Unkn	Diagnostic/Interim 18-	07/01/2019	NONE	ABDULLWAHAB	6000001594	12		
DRC USE ONLY	DRC USE ONLY Unkn	Diagnostic/Interim 18-	07/01/2019	NONE	ALEJANDRO	6000001533	T9	Algebra	
DRC USE ONLY	DRC USE ONLY Unkn	Diagnostic/Interim 18-	07/01/2019	NONE	ALISSON	6000001525	T9	Algebra	

( showing rows 1-6 of 945 )

- The Response Lookup report can be downloaded as an Excel, CSV, or PDF document.

## Response Lookup Detail

The Response Lookup Detail displays item type and item points detail, and allows you to display the student's response and the correct item response. Teachers / Test Administrators can display responses for the students in their test sessions only.

- The Response Lookup Detail can be downloaded as an Excel, CSV, or PDF document.

In the Response Lookup Detail section, scroll to the far right to display a student's response to a test item. Either the student's answer displays or a reference to the Details Link column displays.

Click **Details** to display the student's response for the item in a new browser window; Click **Next** to view the correct answer for items.

Item Type	Response	Correct Res..	Details Link	Scoring Doc..
MC	C	A	details	{Null}
MC	C	A	details	{Null}
MC	C	A	details	{Null}
MC	C	A	details	{Null}

WBTE Preview  
Question 2

Part A  
According to the passage, which statement best describes why the Pinar expedition did not leave during the first night on December 17?  
 Onlin was a less skilled pilot than Wilbur.  
 Onlin was trying to hear the rain falling.  
 The plane was difficult for the pilot to control.  
 The plane was blowing at too great a speed.

Part B  
Which evidence from the passage supports the answer to Part A?  
 "This time, Onlin was the pilot." (paragraph 2)  
 "Wilbur had asked the author to cheer..." (paragraph 7)  
 "The elevator was over-responsive to Onlin's corrections." (paragraph 1)  
 "Only five seconds before had been..." (paragraph 10)

# Completing Educator Scoring

## Overview

Educator Scoring is used with the Diagnostic, Interim, and LEAP Practice Test administrations. Students' written responses to constructed response questions must be scored by Test Administrators using the Educator Scoring application.

Although it is a separate application, Educator Scoring is accessed directly from eDIRECT. Detailed directions for Educator Scoring can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

## Completing Educator Scoring

Once logged into [eDIRECT](#), choose **All Applications** → **Educator Scoring**.

## Viewing Test Sessions

From the Educator Scoring tab,

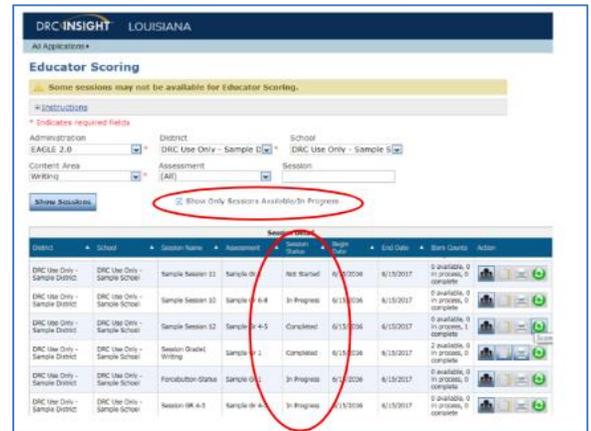
1. Select an Administration, District, and Content Area (required)
2. Click **Show Sessions**

Your test sessions, if any, display in the Session Details section.

3. To view all sessions, unclick **Show Only Sessions Available/In Progress**.
4. All test sessions will show along with a test session status.

There are 3 possible test statuses:

- Not Started
- In Progress
- Complete



## Printing Student Responses

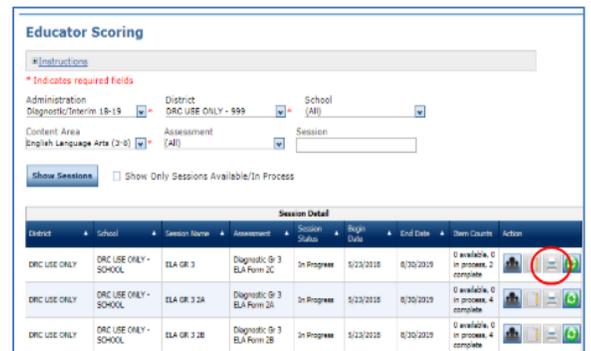
Printing responses *must* be done before educator scoring has started.

From the Educator Scoring tab,

1. Select an Administration, District, and Content Area (required)
2. Click **Show Sessions**

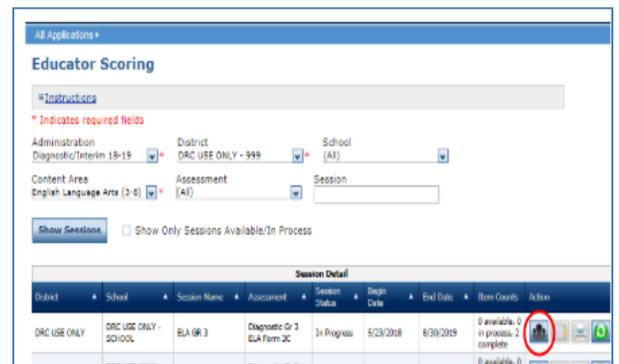
To print all responses for all students in a test session:

3. Click the **Print Student Responses** icon
  - a. A .pdf of the selected responses displays
4. Click the **Print** icon to print the responses



To print responses for a specific student in a test session:

3. Click the **Show Students** icon. The Scoring Status window displays.
4. Click the **Print Student Responses** icon
5. A .pdf report of the student's responses displays. Click the **Print** icon to print the responses



## Completing Educator Scoring

When the **Score Session** or **Score Student** icons are enabled, you can score student responses for a session or student in Educator Scoring. Note: Printing student responses is not available after you submit score in Educator Scoring. Print responses prior to scoring or submitting scores.

From the Educator Scoring tab,

1. Select an Administration, District, and Content Area (required)
2. Click **Show Sessions**

To score all student responses for a session:

3. Click the **Score Session** icon to score all students in a test session. You will be signed in to Educator Scoring to begin scoring

To score responses for a specific student in a test session:

3. Click the **Show Students** icon. The Scoring Status window displays.
4. Click the **Score Student** icon. You will be signed in to Educator Scoring to begin scoring

From the Educator Scoring Screen:

5. Evaluate the student's responses and select the appropriate score
6. 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
7. To end the scoring session, click Exit Scoring

## Resetting Scores

Note: Each question with a reset score must be re-scored in Educator Scoring.

To reset scores after Educator Scoring has been submitted: From the Educator Scoring tab,

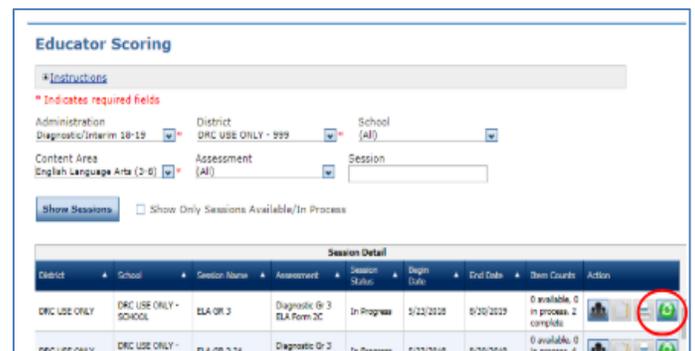
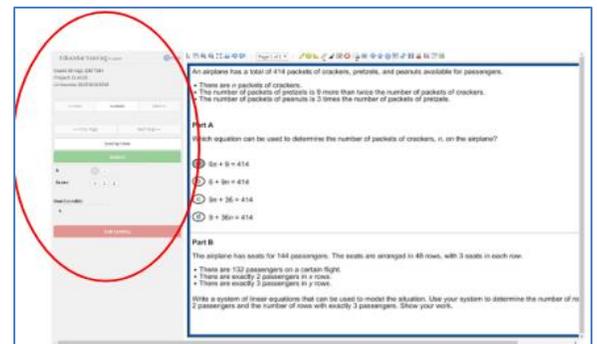
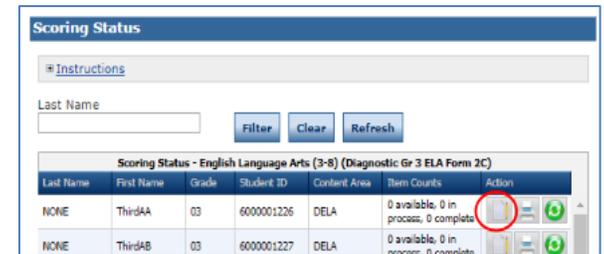
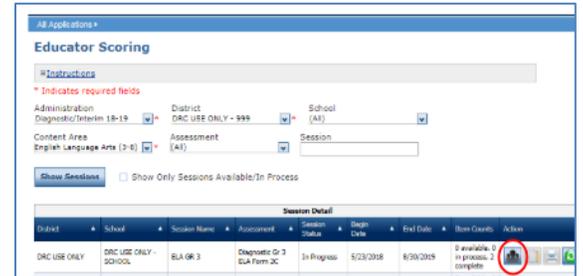
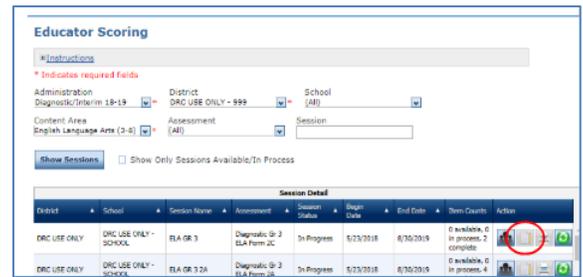
1. Select an Administration, District, and Content Area (required)
2. Click **Show Sessions**

To reset all student responses for a session:

3. Click the **Score Reset** icon to score all students in a test session. The **Score Reset** window displays

To reset responses for a specific student in a test session:

3. Click the **Show Students** icon. The Scoring Status window displays
4. Click the **Score Reset** icon. The **Score Reset** window displays
5. Select the question(s) for which you want to reset the score and click **Score Reset**
6. Select **Reset**



## Accessing Reports

### Overview

From the Report Delivery menu, [eDIRECT](#) users can access online testing statistics, status reports and results reports. Pre-assigned permissions for reports access are defined in the permissions matrix in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

- Additional permissions will need to be added to user roles. User roles and permissions are managed through the **User Management** tab

Detailed directions for accessing reports and managing users can be found in the [eDIRECT User Guide](#) posted in [eDIRECT](#) under General Information.

### Viewing Reports

Once logged into [eDIRECT](#), choose **All Applications** → **Report Delivery**

### Accessing 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.

To view online testing statistics:

- Select **Online Testing Statistics** from the **Report Delivery** menu to display the **Online Testing Statistics** page
- Select an administration
- 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
- Select **Student/Grade** to view reports sorted by student and grade, or **District/Date** to view reports sorted by district and date
  - For a .csv of online testing statistics, click **Export**.

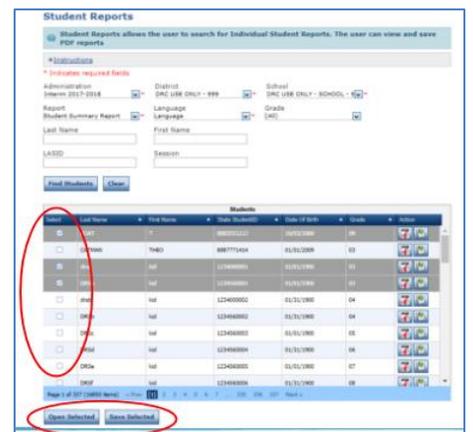
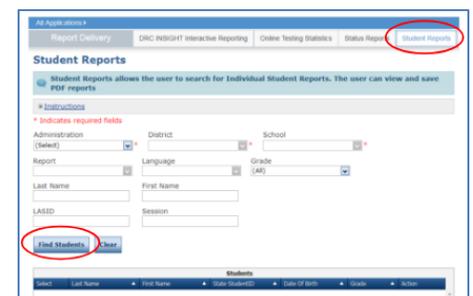


### Accessing Student Reports

Student Reports allows the user to search for Individual Student Reports and Student Response Maps. The user can view and save .pdf reports

To view student reports:

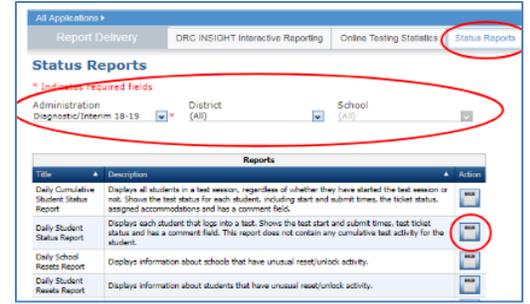
- Select **Student Reports** from the **Report Delivery** menu to display the **Student Reports** page
- Specify an administration, district, school, and report. Click **Find Students**
- From the search results, you can select one or more students.
  - Click **Open Selected** to open the reports for the selected students
  - Click **Save Selected** to save the reports for the selected students in .pdf format
  - Click **Export to PDF** to open a .pdf of the report
  - Click **Export to CSV** to open a .csv of the report



## Accessing 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. To view status reports:

1. Select **Status Reports** from the **Report Delivery** menu to display the **Status Reports** page
2. Select an administration and district/school
3. Click the **Report** icon next to the report you want to display

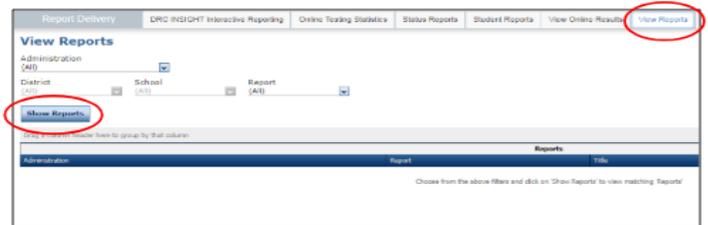


Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	Report
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.	Report
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	Report
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	Report
Excessive Login Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	Report
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	Report
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	Report

## Accessing View Reports

Select **View Reports** from the **Report Delivery** menu to display reports by administration, district, school, and report name. To view reports:

1. Select **View Reports** from the **Report Delivery** menu to display the **View Reports** page
2. Specify an administration, district, school and report from the drop-down menus and click **Show Reports**
3. The reports that match your selection criteria display at the bottom of the window.
  - Click **Download Reports** to download the selected reports to your computer
  - Click **Export to PDF** to open a .pdf of the report
  - Click **Export to CSV** to open a .csv of the report



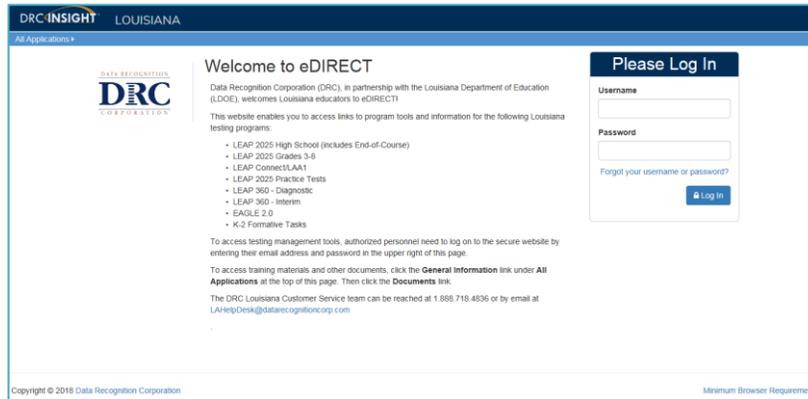
Summative	Nonsummative
<ul style="list-style-type: none"> <li>• Student Report</li> <li>• Class Roster Report (HS only)</li> <li>• School Roster Report</li> <li>• Data .csv File</li> </ul>	<ul style="list-style-type: none"> <li>• Student Response Map</li> <li>• Student Summary</li> <li>• Test Session Response Map</li> <li>• Test Session Summary</li> <li>• Test Session Roster Report</li> <li>• Test Session List Report</li> <li>• School Summary Report</li> <li>• School List Report</li> <li>• Data .csv File</li> </ul>

## EAGLE 2.0: Accessing EAGLE

EAGLE 2.0 users sign on to the system through the DRC [eDIRECT](#) system.

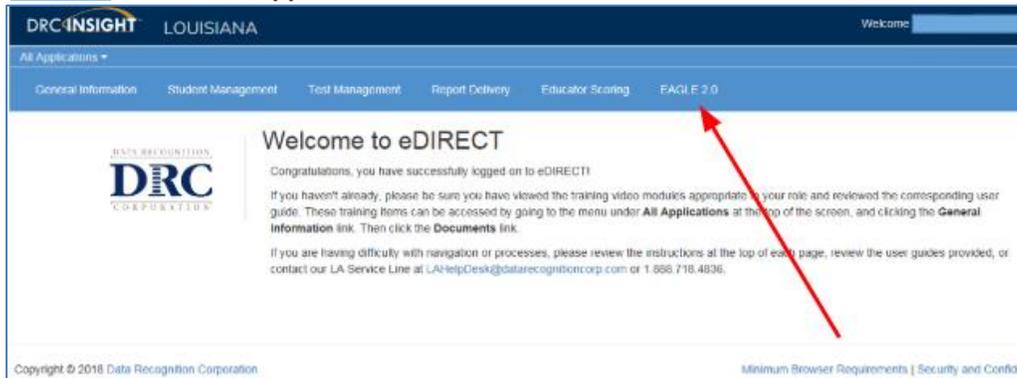
### Accessing eDIRECT

1. Use a web browser to navigate to the eDIRECT website at <https://la.drccdirect.com>
2. Log in with Username and Password

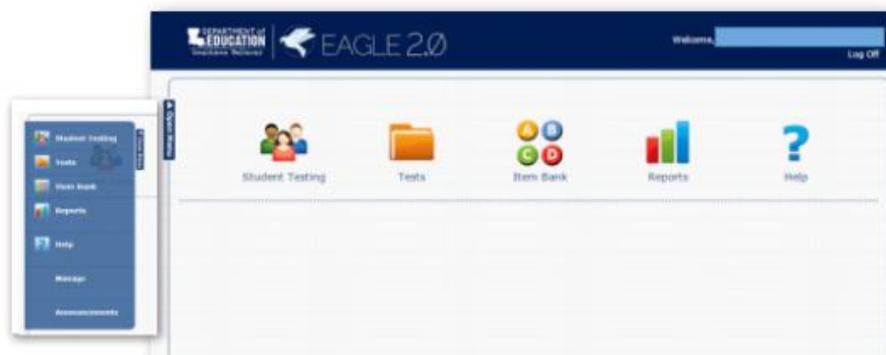


### Accessing EAGLE 2.0

Once logged into [eDIRECT](#), choose **All Applications** → **EAGLE 2.0**



The EAGLE 2.0 home page displays icons along the top of the page and in the drop down menu on the left side of the page (the Open Menu button). Use the icons to access the various areas of the EAGLE 2.0 system: Student Testing, Tests, Item Bank, Reports, and Help.



## Student Testing

From the Student Testing page you can search, view, edit, create, and delete student groups and test sessions. From the Actions menu, a new test session can be created.

The screenshot shows the 'Student Testing' page. At the top left is a 'Back to Home' link. The main title is 'Student Testing' with a small icon. Below the title are two tabs: 'Test Sessions/Educator Scoring' (selected) and 'Student Groups'. A 'Filter By' section contains several dropdown menus: 'All Student Groups', 'All Subjects', 'Test Session Name, ID', 'All Districts', 'All Schools', and 'All Test Sessions'. At the bottom of the filter section are 'Search' and 'Reset' buttons. In the top right corner, there is an 'Actions' dropdown menu.

## Tests

The Tests page displays a list of the tests that are currently in the system. From the Actions menu, a new test can be created.

The screenshot shows the 'Tests' page. At the top left is a 'Back to Home' link. The main title is 'Tests' with a folder icon. Below the title is a 'Filter By' section with three dropdown menus: 'All Grades', 'All Subjects', and 'Active'. There is also a text input field for 'Test Name'. At the bottom of the filter section are 'Search' and 'Reset' buttons. In the top right corner, there is an 'Actions' dropdown menu.

## Item Bank

From the Item Bank page, users can add, search for, preview, and display test items and passages.

The screenshot shows the 'Item Bank' page. At the top left is a 'Back to Home' link. The main title is 'Item Bank' with a colorful icon. Below the title are three tabs: 'Items' (selected), 'Passages', and 'Images'. A 'Filter By' section contains several dropdown menus: 'All Grades', 'All Subjects', 'Text, Identifier, Focus, Source', 'Approved', and 'Show Primary Alignment'. There is also a 'Show Advanced Filter' link. At the bottom of the filter section are 'Search' and 'Reset' buttons. In the top right corner, there is an 'Actions' dropdown menu.

## Reports

From the Reports page users can search for, display, and export the various EAGLE 2.0 reports for test sessions under their username.

The screenshot shows the 'Reports' page. At the top left is a 'Back to Home' link. The main title is 'Reports' with a bar chart icon. Below the title are two sections: 'Performance Reports' and 'Test Session Reports'. Under 'Performance Reports' are links for 'District Performance Details By Test...' and 'School Performance Details By Test...'. Under 'Test Session Reports' is a link for 'Test Session Detailed Reporting...'. On the left side, there is a vertical 'Open Menu' button.

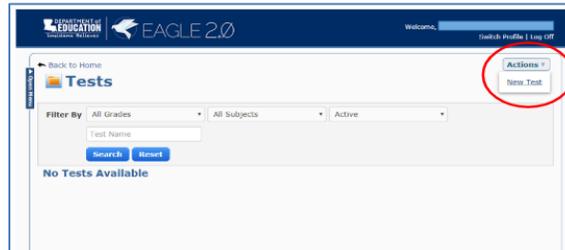
## EAGLE 2.0: Creating a Test

Once logged into eDIRECT, choose **All Applications** → **EAGLE 2.0**. From the EAGLE 2.0 dashboard, choose **Tests**.



### Creating a Test

From the **Tests** screen, select **Actions** → **New Test**



1. Enter a Name, Description, Subject, and Grade
2. Check the Show Score page checkbox if you want the students to see their score when they have finished the test
3. Select Save when you are finished or Cancel to cancel the process

**New Test**

**Name** \*

**Description**

**Subject** \*

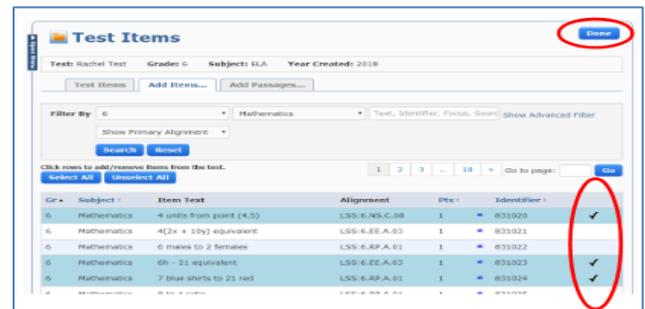
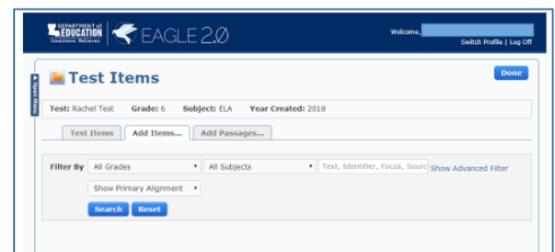
**Grade** \*

**Show Score Page**  (Not Applicable for Educator Scored Forms)

**Reference Documents**

Hold control (Windows) or command (Mac) while selecting to associate multiple documents.

4. The **Test Items** page displays
5. Choose **Add Items/Add Passages** to add items and passages to your test
  - a. Filter by grade, subject, and keyword/item identifier
6. Click each item you want to add to the test. A check mark is displayed next to each item (to deselect, click the item again)
7. Use the same process for Adding Passages
8. When you are finished adding passages, click on the **Done** button, on the top right of page
9. The completed test displays in the **Test** page. Users can view, work with, add, and delete items and passages in the test
10. Selecting **Actions** displays a menu of available options



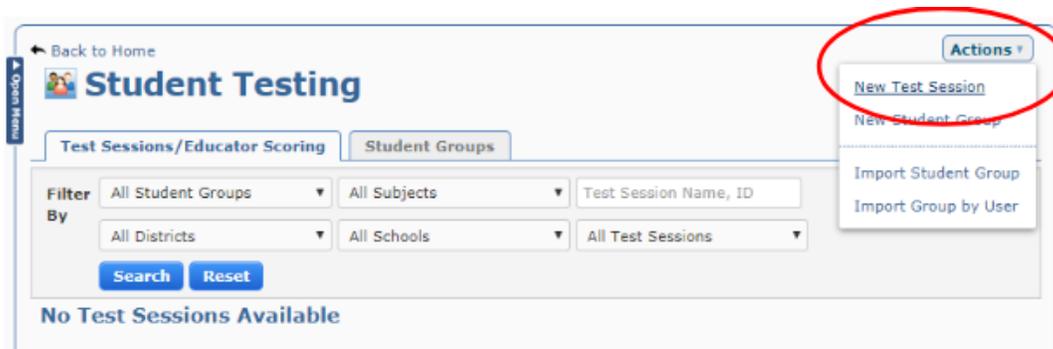
# EAGLE 2.0: Creating a Test Session/Viewing Test Status/Generating Test Tickets

Once logged into [eDIRECT](#) choose **All Applications** → **EAGLE 2.0**. From the EAGLE 2.0 dashboard, choose **Student Testing**.



## Creating a Test Session

From the **Student Testing** screen, select **Actions** and then **New Test**.



1. The **New Test Session** dialog box displays
2. Specify a name for the test session, a date range, the test name, and the student groups that will be part of the test session
  - Note: Students must test between the Begin Date and the End Date

**New Test Session**

**District:** \* DRC USE ONLY ▼

**School:** \* Select One... ▼

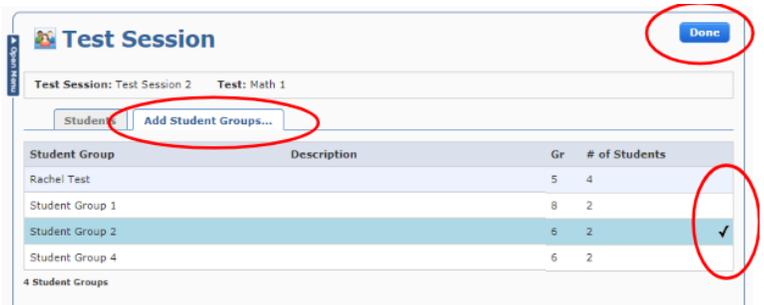
**Name:** \*

**Begin Date:** \*  

**End Date:** \*  

3. The **Test Session** page displays a list of the tests that are currently in the system. Highlight a test to select it for the session. A check mark displays next to the test. Select **Next** to continue. A Preview Test page displays
4. The **Test Session** page displays a list of the student groups in the system. Highlight one or more student groups to include them in the test session. A check mark displays next to each student group you have selected. Select **Done**

- The **Test Session** page displays the details of your new test session.
- Click the **Actions** drop down menu from the Test Session page to copy the test session, delete the test session, generate tickets for the test session, edit the details of the test session, or change the student groups that are part of the session.



## Viewing Test Status

From the **Test Session** page, the test status of the student group will display in the **Status** section.

- To view the test status for each student in a test session, click the arrow next to the student group name. The test status will appear next to each student's name.



## Generating Test Tickets

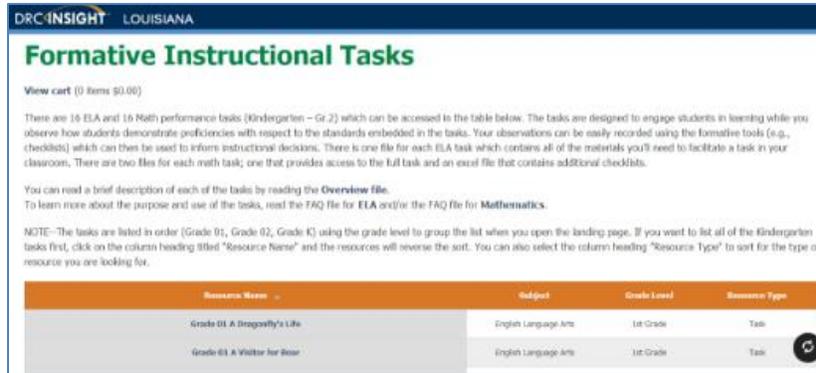
- Click the **Actions** drop down menu from the Test Session page and select **Generate Tickets**
- A Test ID will be developed for the test session
- Click the **Actions** drop down menu from the Test Session page and select **Print Tickets**
  - A PDF will generate with the test tickets to print for student use



<p><b>School:</b> DRC USE ONLY - SCHOOL  <b>Test Session Name:</b> Test Session 2  <b>Test Session ID:</b> 500765918  <b>First Name:</b> Testb  <b>Last Name:</b> Buckley  <b>LASID:</b> 0000000013  <b>User Name:</b> TBuckley5  <b>Password:</b> RACE2239</p>	<p><b>School:</b> DRC USE ONLY - SCHOOL  <b>Test Session Name:</b> Test Session 2  <b>Test Session ID:</b> 500765918  <b>First Name:</b> TestC  <b>Last Name:</b> buckley  <b>LASID:</b> 0000000014  <b>User Name:</b> Tbuckley6  <b>Password:</b> EAST6624</p>
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## K-2 Formative Tasks: Accessing K-2 Formative Tasks

K-2 Formative Tasks users sign on to the system through the DRC [eDIRECT](#) system. Use a web browser to navigate to the eDIRECT website at <https://la.drcredirect.com>. Log in with Username and Password. Once logged into [eDIRECT](#), choose **All Applications** → **K-2 Formative Tasks**.



From the K-2 Formative Tasks page, you can access the following resources: Overview File, FAQ for ELA and Math, K-2 Formative Tasks, and Additional Checklists.

### Overview File

The Overview File gives a description of each K-2 formative task and the skills each task assesses.

#### Math Kindergarten Tasks

Task Name	Task Description
Breaking Apart Numbers	Students find all the ways to decompose numbers up to 10 (e.g., breaking 9 into 8 + 1) using visual, manipulative, or numeric representations.
Counting Stories	Students create stories that can be used to pose situations and ask mathematical questions to be answered by other students.
Creating Teen Numbers	Students use cubes and layered cards to represent teen numbers as 10 + some ones.

### FAQ for ELA and Math

The FAQs address frequently asked questions about the purpose, key features, and implementation of the K-2 Formative Tasks.

### K-2 Formative Tasks

All K-2 formative tasks are listed. They can be sorted by:

- Resource Name
- Subject
- Grade Level
- Resource Type

Resource Name	Subject	Grade Level	Resource Type
Grade 01 A Dragonfly's Life	English Language Arts	1st Grade	Task
Grade 01 A Visitor for Bear	English Language Arts	1st Grade	Task
Grade 01 Comparing Two Digit Numbers	Math	1st Grade	Task
Grade 01 Comparing Two Digit Numbers Additional Checklists	Math	1st Grade	Additional Checklists
Grade 01 Creating and Solving Word Problems	Math	1st Grade	Task
Grade 01 Creating and Solving Word Problems Additional Checklists	Math	1st Grade	Additional Checklists
Grade 01 Duck	English Language Arts	1st Grade	Task
Grade 01 Equality Game	Math	1st Grade	Task
Grade 01 Equality Game Additional Checklists	Math	1st Grade	Additional Checklists
Grade 01 Making and Breaking Two Digit Numbers	Math	1st Grade	Task

### Additional Checklists

Additional checklists are available in excel format. These checklists provide guidance for teachers during observation of task completion. Checklists provide key questions and space for notes. They should be used as tasks are being implemented in the classroom.