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.

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Resources

- 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

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

Student → Teacher/TA → STC → DTC/Technology Coordinator → DRC/LDOE

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.

- 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.

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.
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.

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<td>Materials</td>
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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

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.
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
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

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<th>Nonsummative</th>
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<td>• Student information and accommodations are managed automatically through eScholar and SIS/SER</td>
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<td>• Additional students can be added/uploaded through the Student Management tab</td>
<td>• While students can still be added/edited individually, the Upload Multiple Students function is not be a permission for non-summative assessments</td>
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<td>• DRC uploads accommodations for precode students; students added after the precode file will need accommodations uploaded</td>
<td>• Updates to eScholar and SIS/SER will be refreshed nightly in eDIRECT</td>
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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
5. Under the **Accommodations** tab, enter applicable accommodations for the administration.

![Image of Accommodations tab](image)

6. Under the **Demographics** tab, enter additional demographics.

7. 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.

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.

### Viewing and Editing a Student/Accommodations

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

To view individual students:

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

To edit individual students/accommodations:

1. Click on the **View/Edit** icon under the **Action** column.
2. 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

*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)
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

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

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.

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
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.
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

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.
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 Reponses 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 rest the data to the default select the reset arrow at the bottom of the screen.

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

- 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.

- 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.
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:
1. Select Online Testing Statistics from the Report Delivery menu to display the Online Testing Statistics page
2. Select an administration
3. 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
4. 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:
1. Select Student Reports from the Report Delivery menu to display the Student Reports page
2. Specify an administration, district, school, and report. 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
   • 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

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

<table>
<thead>
<tr>
<th>Summative</th>
<th>Nonsummative</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Student Report</td>
<td>- Student Response Map</td>
</tr>
<tr>
<td>- Class Roster Report (HS only)</td>
<td>- Student Summary</td>
</tr>
<tr>
<td>- School Roster Report</td>
<td>- Test Session Response Map</td>
</tr>
<tr>
<td>- Data .csv File</td>
<td>- Test Session Summary</td>
</tr>
<tr>
<td></td>
<td>- Test Session Roster Report</td>
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<tr>
<td></td>
<td>- Test Session List Report</td>
</tr>
<tr>
<td></td>
<td>- School Summary Report</td>
</tr>
<tr>
<td></td>
<td>- School List Report</td>
</tr>
<tr>
<td></td>
<td>- Data .csv File</td>
</tr>
</tbody>
</table>
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.drcedirect.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.

**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.

**Item Bank**

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

**Reports**

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

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

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
5. The **Test Session** page displays the details of your new test session.

6. 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**

1. Click the **Actions** drop down menu from the Test Session page and select **Generate Tickets**

2. A Test ID will be developed for the test session

3. 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
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.drcedirect.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.

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

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

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.