2020–2021
WIDA Assessment Management System (WIDA AMS)

User Guide

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

Direct: 1-855-787-9615
Website: https://www.wida-ams.us
Revision Date: June 25, 2020
COPYRIGHT

Copyright © 2020 Data Recognition Corporation

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

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

TRADEMARKS

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

ACCESS for ELLs

The following are trademarked by Data Recognition Corporation in the United States and/or other countries:

DRC INSIGHT Online Learning System, DRC INSIGHT, DRC BEACON, and DRC eDIRECT

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and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

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

Internet Explorer
Microsoft
Windows
Windows 7
Windows 8
Windows 10

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

Apple
Macintosh
Mac
OS X
iPad
iOS*

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

Safari

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

Chrome
Chromebook
Google Play

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

Firefox

Linux is a registered trademark of Linus Torvalds.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

Gnome is a trademark of the Gnome Foundation.
## Introduction
- What’s Covered in This Guide  7
- Introduction to the WIDA AMS Permissions Matrix  10

## Working with WIDA AMS
- Accessing WIDA Assessment Management System  12
- Managing Your Account  16
  - Managing Your Account—Changing Your Password  17
  - Managing Your Account—Recovering a Forgotten Password  18
- Displaying the Security Agreement  19
- Displaying the Minimum Browser Requirements  20
- Displaying the WIDA System Status Page  21

## General Information Menu
- Introduction  23

## User Management Menu
- Introduction  25
- Editing a Single User’s Permissions  25
- Editing Multiple Users’ Permissions  28
- Assigning a User to an Administration  29
- Resetting a User’s Password  31
- Inactivating a User  32
- Activating a User  33
- Adding a User to WIDA AMS  34
- Adding a User to WIDA AMS with a Permission Set  35
  - WIDA AMS Permissions Matrix  37
- Uploading Multiple Users to WIDA AMS  41

## Materials Menu
- Introduction  44
- Materials Ordering  45
- Ordering Additional Materials  49
- Additional Materials  50
- Accountability Form  52
- Return Materials Receipt Report  54
## Screener Scoring

- **Introduction**  
- **Student Responses in WIDA AMS**  
- **Providing Access to Educator Scoring**  
- **Using Screener Scoring in WIDA AMS**  
- **Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses**  
- **Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking**  
- **Scoring Resources for Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses**  
- **Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring**  
- **Scoring Grades 4–12 Writing in Screener Scoring**  
- **Entering Speaking Scores into Screener Scoring**  
- **Exiting Screener Scoring**  
- **Screener Data File Export**  
  - **Important Notes About the Screener Scoring Extract**  
  - **Error Messages**  
  - **Performing a Screener Data File Export**  
  - **Screener Student Data File Layout**

## Report Delivery Menu

- **Introduction**  
- **Status Reports**  
- **Online Testing Statistics Reports**  
- **Test Results Reports**  
  - **Displaying Test Results**  
- **On-Demand Reports**
Introduction
What’s Covered in This Guide

This user guide discusses the WIDA Assessment Management System (or WIDA AMS), the interface for the administrative functions of the DRC INSIGHT Online Learning System. WIDA AMS is used by educators with the following roles: Test Coordinator, Technology Coordinator, and Test Administrator. The primary audience for this guide includes WIDA AMS end users and administrators.

This how-to guide covers the portions of WIDA AMS that these users must be familiar with in order to perform administrative functions for testing with DRC INSIGHT. Additional policy guidance on WIDA AMS is addressed in the WIDA Secure Portal, which houses training for each WIDA assessment. This user guide supplements that training as a technical resource for completing tasks in WIDA AMS. As a result, it is not necessary to read it cover to cover. Instead, refer to the appropriate sections and topics when you need more specific direction.

Primary Menu—Main Navigation Menu on WIDA AMS Portal

The application menu allows for navigation between applications, such as Student Management, Test Management, and Materials, within the WIDA AMS Portal.
What’s Covered in This Guide (cont.)

The following table describes the various sections of this user guide. This guide covers WIDA AMS functionality for both the ACCESS for ELLs and WIDA Screener Online assessments, and some sections/topics of the guide do not apply to both assessments. The Assessment column indicates which assessment—ACCESS for ELLs, WIDA Screener Online, or both—the section applies to.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Describes the content, audience, and scope of this user guide and introduces the WIDA AMS Permissions Matrix</td>
<td>ACCESS for ELLs and WIDA Screener Online</td>
</tr>
<tr>
<td>Working with WIDA AMS</td>
<td>Describes how to access WIDA AMS as well as some of its more common menu functions and options, and the WIDA System Status page</td>
<td>ACCESS for ELLs and WIDA Screener Online</td>
</tr>
<tr>
<td>General Information Menu</td>
<td>Provides an overview of the various informational options available from this menu, including documents to download, announcements, test demos, sample items, and technology (software) downloads</td>
<td>ACCESS for ELLs and WIDA Screener Online</td>
</tr>
<tr>
<td>User Management Menu</td>
<td>Details the various administrative tasks that Test Coordinators, Technology Coordinators, and Test Administrators can perform using WIDA AMS, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users</td>
<td>ACCESS for ELLs and WIDA Screener Online</td>
</tr>
<tr>
<td>Materials Menu</td>
<td>Describes Materials Ordering, the process by which districts and schools can order materials or additional materials for the ACCESS for ELLs suite of assessments</td>
<td>ACCESS for ELLs</td>
</tr>
</tbody>
</table>
### What's Covered in This Guide (cont.)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Assessment</th>
</tr>
</thead>
</table>
| **Student Management Menu**   | Describes the process of preparing student information for testing by adding students and editing their data  
Covers the method for submitting students’ Pre-ID data using the WIDA AMS Upload Multiple Students function  
Also describes the processes of exporting student information from and importing student information to WIDA AMS | ACCESS for ELLs and WIDA Screener Online |
| **Student Management—Student Transfer Form** | Describes how District Test Coordinators use the Student Transfer form option to display, fill out, and submit the Student Transfer form to request the transfer of a student between districts within a state | ACCESS for ELLs |
| **Student Management—Student Status Dashboard** | Outlines how to access and use the Student Status Dashboard to display student testing status by school and administration | ACCESS for ELLs and WIDA Screener Online |
| **Test Management Menu**      | Describes the process of creating and editing test sessions, printing test tickets, and monitoring tier placement | ACCESS for ELLs and WIDA Screener Online |
| **Report Delivery Menu**      | Describes how to view student reports, data files, and online results  
Provides the status reports for tracking test activity in a particular district and school  
Also provides various testing statistics reports as well as access to screener export | ACCESS for ELLs and WIDA Screener Online |
| **Screener Scoring**          | The WIDA Screener Online is locally scored using WIDA AMS Educator Scoring. This section describes the process of giving a certified scorer access to WIDA AMS Educator Scoring and explains how to score Speaking responses and Writing responses | WIDA Screener Online |
Introduction to the WIDA AMS Permissions Matrix

For online testing, WIDA AMS categorizes people into various roles—District (District Test Coordinator), School (School Test Coordinator), Test Administrator, District Technology Coordinator, and School Technology Coordinator.

Within WIDA AMS, each role is assigned a permission set. Each permission within the set is associated with the specific testing function typically performed by the WIDA AMS user to handle the responsibilities associated with the role, as shown in the table below. For more information, see “WIDA AMS Permissions Matrix” on page 37.

<table>
<thead>
<tr>
<th>Permission Set</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Test Coordinator</td>
<td>District</td>
<td>This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.</td>
</tr>
<tr>
<td>District Technology Coordinator</td>
<td>District Technology Coordinator</td>
<td>This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.</td>
</tr>
<tr>
<td>School Test Coordinator</td>
<td>School</td>
<td>This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.</td>
</tr>
<tr>
<td>School Technology Coordinator</td>
<td>School Technology Coordinator</td>
<td>This permission set is designed for Technology Coordinators at a school. These Technology Coordinators can help download testing software at the schools.</td>
</tr>
<tr>
<td>Test Administrator</td>
<td>Test Administrator</td>
<td>This permission set is designed for Test Administrators who are administering the online assessment (ACCESS for ELLs and/or WIDA Screener Online).</td>
</tr>
</tbody>
</table>
Working with WIDA AMS
Accessing WIDA Assessment Management System

You access WIDA Assessment Management System (WIDA AMS) from the Welcome to the WIDA Assessment Management System page.

1. To access WIDA AMS, enter the URL https://www.wida-ams.us/default.aspx in a supported browser. The Welcome to the WIDA Assessment Management System page appears, containing helpful information about documentation and support resources.

2. From the Welcome to the WIDA Assessment Management System page, you log in to WIDA AMS. Enter your username and password in the dialog box, and then click **Sign In**.
Accessing WIDA Assessment Management System (cont.)

You can access the WIDA Sample Items and Test Demo for ACCESS for ELLs Online and WIDA Screener Online on the WIDA AMS landing page under the Public Test Resources section.

**Note:** You do not need to be logged in to WIDA AMS to try these items, but you must be using a Chrome browser. If either the Test Demo or the Sample Items fail to appear when you click them, turn off your pop-up blocker.

---

Public Test Resources

- The **Test Demo** is a series of videos that explain how students will take the online test and interact with the test platform.
- The **Sample Items** provide students, parents, and educators with a better understanding of the ACCESS for ELLs Online assessment that is based on the WIDA English Language Development (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. To access and view the Sample Items, a Chrome browser must be used.
- The **Test Practice** items are designed to allow students to experience taking the assessment online and to experiment with the features available to them during the actual assessment. The above link provides access to the Test Practice items for ACCESS for ELLs Online and WIDA Screener Online. To access and view the Test Practice Items, a Chrome browser must be used.

DRC System Status Indicator: [https://wida-status.drcosdirect.com](https://wida-status.drcosdirect.com)

DRC System Status Indicator reports normal operations or problems and outages.

ACCESS for ELLs and WIDA are trademarks of Board of Regents of the University of Wisconsin System.
Accessing WIDA Assessment Management System (cont.)

3. The first time you log in to WIDA AMS, you must check the **Accept Security Agreement** checkbox and click **Confirm Accept** to continue.

   **Note:** You cannot use WIDA AMS without checking this checkbox. To read the Security and Confidentiality Agreement, see “Displaying the Security Agreement” on page 19.
Accessing WIDA Assessment Management System (cont.)

After a successful log-in, the Welcome to the WIDA Assessment Management System page reappears with additional information about navigating the site.

4. When the Welcome to the WIDA Assessment Management System page reappears, click My Applications to display a menu bar containing the WIDA AMS functions that you have permission to use. (For more information about these functions, refer to the specific section in this user guide.)
Managing Your Account

This section describes how to manage your WIDA AMS account. You can change your username, email address, name, or password.

⚠️ Important: If you are unable to change your username, email address, or name, please contact DRC Customer Service at 1-855-787-9615 or email WIDA@datarecognitioncorp.com.

To manage your account, log in to WIDA AMS and click your initials in the right-hand corner of any page to display a menu of options.

Managing Your Account—Editing Your Profile

1. Select Edit Profile to display the Manage my profile page.

2. When the Manage my profile page is displayed, enter your first name in the First Name field (required), your last name in the Last Name field (required), and your middle name in the Middle Name field (optional), and your email address in the Email field (required). Click Save (or Cancel to cancel the process).
Managing Your Account—Changing Your Password

This section describes how to change your password within WIDA AMS for existing WIDA AMS users only. If you are a new WIDA AMS user, you receive an automated email containing a temporary username and a link (if you do not receive this email, please check your Junk or Spam folder). Clicking the email link will display a screen that allows you to choose your password. Then, you are prompted to read and accept the Security and Confidentiality Agreement to activate your account (see page 14). Existing users should follow these steps:

1. Select **Change Password** to change your WIDA AMS password. The new password must meet the following conditions:
   - Contain at least eight characters
   - Contain at least one numeric character
   - Contain at least one lowercase character
   - Contain at least one uppercase character
   - Contain at least one of the following special characters: !@#$%^&*

   The password cannot contain your username, first name, middle name, or last name.

2. Enter your current password in the **Previous Password** field and your new password in the **New Password** and **Confirm New Password** fields.

3. Click **Save** (or **Cancel** to cancel the process).
Managing Your Account—Recovering a Forgotten Password

If you forget your password or username, you can attempt to recover it.

1. If you are an existing WIDA AMS user and you forget your username or password, click **Forgot your password?**

   ![Login Screen]

2. When the **Need help resetting your password?** page appears, enter your WIDA AMS email address in the **Your Account Email** field and click **Send instructions**. An email will be sent to you containing your password.

   ![Password Recovery Form]
Displaying the Security Agreement

You can click Security and Confidentiality Agreement at the bottom of any WIDA AMS page to display the Security and Confidentiality Agreement for WIDA AMS page (you also can print the agreement). The first time you access WIDA AMS, you must accept the terms of the agreement to continue using WIDA AMS (see page 14).

The Security and Confidentiality Agreement for WIDA AMS will be displayed.
Displaying the Minimum Browser Requirements

You can click **Minimum Browser Requirements** at the bottom of any page to display the Minimum Web Browser Requirements page, which lists browser requirements and provides links to browser pages and additional information. This page details the WIDA AMS web browser requirements for the Windows, Mac (OS X and macOS), and Linux operating systems.

- When you click **Minimum Browser Requirements** at the bottom of the page, the Minimum Web Browser Requirements page displays a list of the web browsers that are certified to be used with WIDA AMS.

- The page contains links to web browser home pages, organized by user (operating system)—PC Users (Windows), Macintosh Users (Mac OS X), and Linux Users (Linux)—that you can use to learn about and download different web browsers.

- The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use WIDA AMS.
**Displaying the WIDA System Status Page**

The WIDA System Status page provides ACCESS for ELLs and WIDA Screener Online end users a high-level summary and status of maintenance windows, general information, and system issues. This information may impact student testing in DRC INSIGHT, Test Management in WIDA AMS, or Customer Service phone lines and is updated automatically at regular intervals.

1. To display the WIDA System Status page, click the **DRC System Status Indicator** link in the **Public Test Resources** section at the bottom of the main WIDA AMS sign-on page: https://wida-status.drcedirect.com

2. The WIDA System Status page displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, the Central Office Services (COS) Service Device, and Screener Scoring.
General Information Menu
Introduction

When you open the WIDA AMS My Applications menu bar and select **General Information**, five options are available: Announcements, Documents, Sample Items, Technology Downloads, and Test Demo.

- Select **Announcements** to display the latest information regarding WIDA testing.
- Select **Documents** to select, open, and download various training items from the Training Materials page.
- Select **Sample Items** to become familiar with the format of online test items and try online testing tools.
- Select **Technology Downloads** to download the Central Office Services (COS) installer, the DRC INSIGHT installer, and the Capacity Estimator. From the Technology Downloads page you can download versions of DRC INSIGHT and COS for various operating systems and configurations.
- Select **Test Demo** to watch a test demo and become familiar with the online testing environment.
User Management Menu
Introduction

This section of the user guide discusses the various user administration tasks you can perform from the User Management option of the WIDA AMS My Applications menu bar, including how to do the following:

• Edit permissions for one or more users  
• Assign a user to an administration  
• Reset a user’s password  

**Important:** If you need to change a user’s username, email address, or name, please contact DRC Customer Service at WIDA@datarecognitioncorp.com or 1-855-787-9615.

• Inactivate a user  
• Activate a user  
• Add a single user to WIDA AMS  
• Upload multiple users to WIDA AMS

**Editing a Single User’s Permissions**

From the Edit User tab of the User Administration page, you can add or remove permissions for any user in the system.

**Note:** Typically, Test Coordinators and District Technology Coordinators are responsible for adding users and editing permissions. Users can assign only the permissions that are assigned to them.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.

2. On the Edit User tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.

3. In the Action column, use the **View/Edit** icon ( ) to display the Edit User dialog box.

4. In the Action column, use the **View/Edit** icon ( ) to display the Edit Permissions dialog box.
5. When the Edit Permissions dialog box appears, select permissions from the Available Permissions list to add to the user’s Assigned Permissions list, or permissions from the Assigned Permissions list to remove. Use the Add Selected (▲) or Remove Selected (▼) icons to change the permissions, scroll to the bottom of the page, and click Save.

- To select multiple permissions in sequence, hold down the Shift key while you select them.
- To select multiple permissions that are not in sequence, hold down the Ctrl key (Windows) or Command button (Mac) while you select them.
- Use the Add All (▲) and Remove All (▼) icons to add or remove all permissions.
- Use the Clone from Another User icon (▲) to copy another user’s set of permissions.

6. Click Save when you are finished to save your changes (or Cancel to cancel them).
Editing a Single User’s Permissions (cont.)

You can use a Permission Set to specify a group of permissions that have been defined for the user role you are editing in WIDA AMS. There is a Permission Set defined for the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator. For more information, see “WIDA AMS Permissions Matrix” on page 37.

Note: The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

1. To assign a Permission Set to the user, use the Permission-set drop-down menu and select the Permission Set that appears for the user role you are creating.

The permissions included in the set are highlighted in the Available Permissions list.

Note: You can add permissions that are not included in the Permission Set by following the instructions on the previous page. You can assign any permission that is assigned to you.

2. Use the Add Selected ( ) icon to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions list. You can add or remove individual permissions or all permissions.

3. Click Save when you are finished to save your changes (or Cancel to cancel them).

Important: Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the Remove Selected ( ) icon before you click Save.
User Management Menu

Editing Multiple Users’ Permissions

From the Edit User tab, you can add or remove permissions for multiple users in the system.

1. To edit permissions, select the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click Find User to display a list of users, and select the Profiles tab.

2. Check the checkbox in the left-hand column for each user profile you want to edit.

Note: To edit multiple profiles, each profile must be the same user role.

3. Click Assign Permissions or Remove Permissions and adjust the permissions using the Add All ( ) and Remove All ( ) icons when the Assign Permissions or Remove Permissions dialog box appears (see “Editing a Single User’s Permissions” on page 25).

4. Click Save when you are finished to save your changes (or Cancel to cancel them).
Assigning a User to an Administration

WIDA AMS allows users to administer different WIDA assessments (ACCESS for ELLs and/or WIDA Screener Online) called “administrations.”

Note: Some states may not be adopting WIDA Screener Online. For those states, “WIDA Screener Online” will not be a selectable administration.

Users must be associated with an administration in order to administer the assessment. From the Edit User tab, you can assign an existing user to other administrations within WIDA AMS.

Note: When new users are created (see “Adding a User to WIDA AMS” on page 34), an administration must be selected.

1. From the WIDA AMS My Applications menu bar, select User Management to display the User Administration page.

2. To assign a user to an administration, select the Edit User tab, use the drop-down menus and fields to enter search criteria to locate the user, and click Find User. In the Action column, click the View/Edit icon ( ). The user appears in the Edit User window.

3. Click Add.

4. Select the administration and user role to which you want to assign the user from the Administration and User Role drop-down menus (you can also use the District and/or School menus if required). For some roles, you can also select a permission set from the Permission-set drop-down menu.

Note: Some users may administer both the ACCESS for ELLs and WIDA Screener Online administrations. These users will need to have both administrations.
Assigning a User to an Administration (cont.)

5. If you selected multiple permissions (or a permission set) use the Add Selected icon to assign the permissions from the Available Permissions list.

6. The permissions are moved to the Assigned Permissions list. Click Save to save your results (or Cancel to cancel the process).

7. If you saved your changes, the Edit User window reappears with the user added to the new administration.
**Resetting a User's Password**

If a user does not log in with the temporary password within 160 days, the user must contact the Test Coordinator to have his or her password reset. If a user forgets his or her password, the user can recover it (see “Managing Your Account-Recovering a Forgotten Username or Password” on page 18). When a password is reset, an email notification is sent to the user.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.

2. To reset a password, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.

3. In the Action column, click the **Reset User** icon ( ) for the user whose password you want to reset.

4. When the Reset User dialog box appears, click **Reset User** to reset the user’s password (or **Cancel** to cancel the process).
Inactivating a User

You can inactivate WIDA AMS users who are currently active. When a user is inactivated, the user is unable to access WIDA AMS (to reactivate a user, see “Activating a User” on page 33). Typically, you inactivate users when their employment ends or their job responsibilities change.

Note: Users cannot be deleted from WIDA AMS. To remove a user from activity, simply inactivate the user. When a user is inactivated, the user does not receive an email.

1. From the WIDA AMS My Applications menu bar, select User Management to display the User Administration page.
2. To inactivate a user, select the Edit User tab, and use the drop-down menus and fields to enter search criteria to locate the user, and then click Find User.
3. In the Action column, click the Inactivate icon ( ) for the user you want to make inactive.

4. When the Inactivate User dialog box appears, click Inactivate to make the user inactive (or Cancel to cancel the process).
**Activating a User**

You can activate a WIDA AMS user who is currently inactive so the user can access WIDA AMS again. When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

**Note:** Users are automatically activated when they first log in to WIDA AMS. Only users who were previously inactivated must be manually reactivated.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.

2. To activate a user, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.

3. In the Action column, click the **Activate** icon ( ), for the user you want to make active. When the user is activated, the following message appears: **The user has been activated.**
**Adding a User to WIDA AMS**

When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see “WIDA AMS Permissions Matrix” on page 37 for permission recommendations by role).

1. To add a user to WIDA AMS, from the WIDA AMS My Applications menu bar, select **User Management**. When the User Administration page appears, select the **Add Single User** tab.

2. Fill out the required fields and select options from the required drop-down menus.

   **Note:** A required field or menu option has a red asterisk (*) next to it. A permission set must be selected and saved when a new account is created.

3. Select an available permission and use the **Add Selected** icon (>Create) to assign the permission to the user (see “Editing a Single User’s Permissions” on page 25).

   • **Note:** A description of the permission selected appears beneath the list of permissions.
   • Click **Save** when you are finished.
Adding a User to WIDA AMS with a Permission Set

You also can use a Permission Set to specify a group of permissions that have been defined for the user role you are creating in WIDA AMS. There is a default Permission Set defined for each of the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator.

Note: Use District for District Test Coordinator and School for School Test Coordinator.

The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

To assign a Permission Set to the user, enter the user’s information as before, click the Permissions-set drop-down menu, and select the Permission Set that appears. The permissions included in the set will be highlighted in the Available Permissions list.
Important: Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the Remove Selected icon before you click Save.

4. Use the Add All icon to select all of the permissions, or add or remove permissions first. The permissions you select are moved to the Assigned Permissions list.

5. Click Save when you are finished to save your changes.
# WIDA AMS Permissions Matrix

<table>
<thead>
<tr>
<th>Main Category</th>
<th>Subcategory</th>
<th>Permission Name in WIDA AMS</th>
<th>Allows User To . . .</th>
<th>District Testing Coordinator&lt;sup&gt;1&lt;/sup&gt;</th>
<th>District Technology Coordinator&lt;sup&gt;2&lt;/sup&gt;</th>
<th>School Testing Coordinator&lt;sup&gt;2&lt;/sup&gt;</th>
<th>School Technology Coordinator&lt;sup&gt;4&lt;/sup&gt;</th>
<th>Test Administrator&lt;sup&gt;5&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Documents</td>
<td>Documents–View Documents</td>
<td>View documents</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Technology Downloads</td>
<td>Online Testing–Secured Resources</td>
<td>View secured online testing downloads and tutorials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Management</td>
<td>None</td>
<td>Administrator</td>
<td>Add/edit user accounts and profiles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Additional Materials</td>
<td>Materials–Additional–View Edit</td>
<td>View/edit additional materials during the primary window</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Additional Materials</td>
<td>Materials–Additional–Primary Window</td>
<td>Access the Additional Materials menu during the Test Setup and Testing Window</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Materials</td>
<td>Materials–Accountability–User Information</td>
<td>Download and fill out the Accountability Form</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Materials</td>
<td>Manage Shipments</td>
<td>Confirm shipping address during the material order window</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Materials</td>
<td>Materials–Primary Window</td>
<td>Access the Materials menu</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Ordering</td>
<td>Enrollment–Primary Window</td>
<td>Access Materials Ordering during the primary window</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> This permission set is designed for District Test Coordinators who should have access to WIDA AMS data for every school within the district.

<sup>2</sup> This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.

<sup>3</sup> This permission set is designed for School Test Coordinators who should have access to WIDA AMS data for a specific school.

<sup>4</sup> This permission set is designed for School Technology Coordinators. School Technology Coordinators can help download testing software at the schools.

<sup>5</sup> This permission set is designed for Test Administrators who are administering the online assessment.

Note: The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.
<table>
<thead>
<tr>
<th>Main Category</th>
<th>Subcategory</th>
<th>Permission Name in WIDA AMS</th>
<th>Allows User To . . .</th>
<th>District Testing Coordinator¹</th>
<th>District Technology Coordinator²</th>
<th>School Testing Coordinator³</th>
<th>School Technology Coordinator⁴</th>
<th>Test Administrator⁵</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>Return Materials Receipt Report</td>
<td>Materials–Return Materials Receipt</td>
<td>Access reports showing a summary/detailed view of secure materials received by DRC</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>None (time driven)</td>
<td>Test Setup–Primary Window</td>
<td>Access the Student Management menu and Test Management menu functionality during the Test Setup and Testing Window</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>Manage Students</td>
<td>Students–Search/View</td>
<td>Search/view student data</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Student Management</td>
<td>Manage Students</td>
<td>Students–Add/Edit</td>
<td>Add/edit students and student data for online testing</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>Manage Students</td>
<td>Students–Download Students</td>
<td>Download a list of student information for all students in a school</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>Manage Students</td>
<td>Students–Upload</td>
<td>Upload a list of students and student data for online testing</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>Student Exports</td>
<td>Export Students</td>
<td>Export student data for sites for which the user has access</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Management</td>
<td>Student Transfer Form</td>
<td>Student Transfer Form</td>
<td>Submit request for district-to-district transfer of student records for students who moved during testing</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### WIDA AMS Permissions Matrix (cont.)

<table>
<thead>
<tr>
<th>Main Category</th>
<th>Subcategory</th>
<th>Permission Name in WIDA AMS</th>
<th>Allows User To . . .</th>
<th>District Testing Coordinator¹</th>
<th>District Technology Coordinator²</th>
<th>School Testing Coordinator³</th>
<th>School Technology Coordinator⁴</th>
<th>Test Administrator⁵</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Management</td>
<td>Student Dashboard</td>
<td>Test Setup–View Student Status</td>
<td>View test status by student</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Student Management</td>
<td>Data Validation</td>
<td>Corrections–Primary Window</td>
<td>Validate student records after testing</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Search/View</td>
<td>Search/view test sessions</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Add/Edit</td>
<td>Add/edit test sessions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Delete Pre-Created</td>
<td>Delete pre-created generic not-started test sessions.</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Status Summary</td>
<td>View testing status summary information</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Tier Placement Report</td>
<td>View and download the Tier Placement Report</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Session–Upload</td>
<td>Voluntarily upload custom made test sessions for testing</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Management</td>
<td>Manage Test Sessions</td>
<td>Test Tickets–View/Print</td>
<td>View and print student test tickets</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Office Services</td>
<td>None</td>
<td>Test Setup–Central Office Services</td>
<td>Access Central Office Services</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Report Delivery</td>
<td>Online Testing Statistics</td>
<td>Online Testing Statistics</td>
<td>Track online testing activity</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Delivery</td>
<td>Status Reports</td>
<td>Status Reports–District Reports</td>
<td>Access reports that display various district- and school-level testing activity</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## WIDA AMS Permissions Matrix (cont.)

<table>
<thead>
<tr>
<th>Main Category</th>
<th>Subcategory</th>
<th>Permission Name in WIDA AMS</th>
<th>Allows User To . . .</th>
<th>District Testing Coordinator¹</th>
<th>District Technology Coordinator²</th>
<th>School Testing Coordinator³</th>
<th>School Technology Coordinator⁴</th>
<th>Test Administrator⁵</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Delivery</td>
<td>Test Results</td>
<td>Reports–View District Files</td>
<td>View district reports</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Delivery</td>
<td>Test Results</td>
<td>Reports–View School Files</td>
<td>View school reports</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Delivery</td>
<td>Test Results</td>
<td>View Reports–Download–District/School</td>
<td>Download all reports for a district, or school, for an administration</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Delivery</td>
<td>On-Demand Reports</td>
<td>View Dynamic Reports</td>
<td>Generate translated ACCESS for ELLs student reports and WIDA Screener Online student reports</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Screener Scoring</td>
<td>Screener Scoring</td>
<td>Educator Scoring</td>
<td>Access Educator Scoring for WIDA Screener Online</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Uploading Multiple Users to WIDA AMS**

From the User Administration window, you can upload a file containing multiple user profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The User Administration window contains links to both a Portable Document Format (PDF) layout that contains instructions and a sample template file that you can use to create the actual file.

1. To upload multiple users, select **User Management** on the WIDA AMS My Applications menu bar to display the User Administration page. Select the **Upload Multiple Users** tab.

2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.

3. Click **Sample File** to download or display the WIDA_SampleUsers.csv file.

   **Note:** This file is only a sample of the file you will upload to WIDA AMS.

   Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

4. Use the WIDA_SampleUsers.csv file to create and save a user file to upload.

   **Note:** Be sure to keep the header column rows in the file you upload. The header row must be intact when loading the file as the information is validated by column order. Removing a column, such as Middle Name, will prevent the file from loading.
Uploading Multiple Users to WIDA AMS (cont.)

5. After you have created a file to upload, click **Browse**... to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.

6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. The file is going through a validation process that can take some time.

7. After a few minutes, refresh the page and reslect the Administration you uploaded.
   - If the file is formatted incorrectly, a message displays indicating that there were errors in the file with an accompanying error report. You can open the error report to determine the cause of the errors. You must correct the errors and upload the file again (repeat steps 5-7).
   - If the file is formatted correctly, go to step 8.

8. Click the **View/Edit** icon ( ) to assign permissions by user role.

9. When you click the icon, the Assign Permissions window appears. Select a Permission Set.

10. The default user permissions for the Administration you selected are highlighted in the Available Permissions area of the window. Click the **Add Selected** arrow icon ( ) to move the permissions to the Assigned Permissions area of the window and click **Save**.

**Note:** If a user already has a WIDA AMS account, WIDA AMS will not create a new account.

Important: The accounts and permissions created by the Multiple User Upload process are generated by email address. Please use only one email address per user for each file upload. Using the same email address multiple times in a file can cause the file upload process to fail.
Materials Menu
Introduction

Materials Ordering is the process by which districts and schools order materials for the ACCESS for ELLs suite of assessments. Test Coordinators will have access to Materials Ordering because they are responsible for this process. **The Test Coordinator must complete this process even if the site is performing all testing online.**

**Important:** The Materials Menu is not used for the WIDA Screener Online assessment. If you are administering only WIDA Screener Online, you do not need to review this section.

The window for ordering materials differs by state. Test Coordinators can find their state’s window on their state’s page on the WIDA website. DRC will contact Test Coordinators via email to remind them of the opening and closing dates.

Notes:

- In some states, districts and schools do not need to order materials, because the State Education Agency (SEA) orders materials. View your state-specific checklist to determine whether you need to order materials. If your SEA is ordering materials, you do NOT need to access **Materials Ordering**.

- To complete **Materials Ordering**, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.
**Materials Ordering**

Follow the steps in this section to order materials for the ACCESS for ELLs suite of assessments.

1. Select **Materials** from the WIDA AMS My Applications menu bar and then select **Material Ordering** from the Materials menu options.

2. When the Materials Ordering page appears, select the ACCESS for ELLs administration for the current year, a district, and a school from the drop-down menus and click **Show Materials**.

   **Note:** The system requires you to enter a school because Materials Ordering must be completed separately for each school.

3. Enter the exact number of students, by grade, in the appropriate grid.
   - For students taking ACCESS for ELLs Online, enter counts in the Online Order grid.
   - Counts for online testers in grades 1–3 must be entered in this grid, even though they handwrite their responses in paper booklets. Grades 1–3 Writing test booklets will be sent to schools based on the quantities entered in this grid. Furthermore, you do not need to indicate anything other than headcount for grades 4-12 who will handwrite rather than keyboard their Writing responses. These booklets can be ordered during Additional Materials.
   - For students taking ACCESS for ELLs Paper, enter counts in the Paper Order grid. This grid is for recording students who will take all four domains in a paper-booklet. Do not include students in grade 1–3 who are testing online.

There are separate grids for Kindergarten, Alternate ACCESS for ELLs, and ACCESS for ELLs (Grades K–12) Accommodated Formats (such as Large Print and Braille materials).

**Note:** Enter counts only for the grades that have students testing. Do not include overage. Include exact counts for the number of students you plan to test.
Materials Ordering (cont.)

4. Materials Ordering is also used to verify the contact information and address to which the materials will be shipped.

   • If materials are being shipped directly to the selected school site, the school’s address appears at the bottom of the page. Please review this information and make any edits by clicking Update Contacts & Addresses.

   • If materials are being shipped to the district, a shipping address will not appear at the bottom of the page. In this case, the District Test Coordinator must complete step 7.

Note: To complete Materials Ordering, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

5. Click Save to save your changes. Click Complete when you are finished making all of your updates.
Materials Ordering (cont.)

6. Repeat steps 1–5 for each school in your district that has students taking ACCESS for ELLs, Kindergarten ACCESS for ELLs, or Alternate ACCESS for ELLs. You must order materials for each school that has students testing.

7. This step applies to ship-to-district districts only, which is the most common (default) case. For these districts, the District Test Coordinator must verify the district contact and address.

Using the filters on the Materials Ordering page, select the district, select (ALL) in the School drop-down menu, and click Show Materials. The district contacts and addresses appear. Review this information and click Update Contacts & Addresses to make any updates.

Click Save to save your changes. Click Complete when you are finished making all of your updates.
8. Select the **Summary** tab to display a visual summary of the current ordering information for the assessment, district, and school you selected.

**Note:** The Summary tab is read-only for review purposes. To change the student counts, return to the **Order Materials** tab.

![Materials Ordering](image)

9. Select the **Status Report** tab to view the status of the order—Not Started, In Progress, or Completed—for the assessment, district, and school you selected. The statuses are described below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>No counts have been entered or saved</td>
</tr>
<tr>
<td>In Progress*</td>
<td>Counts have been entered, but <strong>Complete</strong> has not been clicked</td>
</tr>
<tr>
<td>Completed*</td>
<td><strong>Complete</strong> has been clicked</td>
</tr>
</tbody>
</table>

*DRC will accept all orders with a status of In Progress or Completed until the Materials Ordering window ends. When you click Save, the system saves your work with a status of In Progress.

Click **Export to Excel** to download this information into a spreadsheet to view, print, edit, or email.
Ordering Additional Materials

To help manage the process of ordering additional materials, see the following notes:

• Initial shipments of test materials will include extra copies of certain high-demand materials, such as Tier A Online Writing Booklets, to ensure that additional orders will rarely be required.

• All districts will receive additional quantities of test materials with their initial orders. These test materials must be used before any orders for additional materials may be placed.

• Test Administrators who need additional materials must consult with a District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials may be placed.

• With the exception of a few large metropolitan areas, orders for additional materials may be placed by District Test Coordinators only.

• Orders for additional materials will be shipped to districts only.
Additional Materials

Use the Additional Materials option to order materials for paper tests after the initial material order is received and the Materials Ordering option is no longer available. To see when the Additional Materials option is available for your state, go to your state’s page on the WIDA website.

1. Select Materials from the WIDA AMS My Applications menu bar and then select Additional Materials from the Materials menu. The Search Additional Materials page appears.

2. To place a new order, select an administration, district, and the district-level ordering site from the drop-down menus, and click Add Order.

3. In the Additional Materials Entry grid, enter quantities for the additional materials the district requires. When you are finished, click Submit (or Cancel to cancel the process).
Additional Materials (cont.)

4. To edit or delete an existing order, select an administration and click **Find Orders**.

5. In the Action column, click the **View/Edit** icon (>>) to display an order or the **Delete** icon (x) to delete an order. You can update only the orders that have a status of Submitted. If the order status is Under Review, Pending, or Complete, you must place a new order.

6. To determine whether an order has been processed and its “due in district” date, click the **View/Edit** icon (__). Processed orders are marked Complete and a Due in District date is listed.

![Search Additional Materials](image-url)
**Accountability Form**

Paper materials that could not be returned (for example, soiled booklets) must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned, as well as any that are not returned and the reason(s) why.

**Note:** Only sites that cannot return secure materials containing a security barcode are required to complete the Accountability Form. Sites do not have to return non-secure materials. Sites should keep non-secure documents on file after testing until score reports are received, or longer, depending on the state’s policy. For more information regarding returning materials, refer to the *District and School Test Coordinator Manual*.

1. To complete the form, select **Accountability Form** from the Materials menu to display the Accountability Form.

2. Select an administration, district, and school, and click **Show**. A table indicating the materials and quantities that were shipped to the school appears in the Enter Counts tab.

3. In the table, complete the Returned to DRC column with the counts of materials that you are returning.

   **Note:** Normally, the quantity returned should match the quantity shipped. However, the Shipped to School column includes only counts of the materials that were shipped to the school during the initial materials shipment—additional materials are not included. If your school received additional materials after the initial shipment, the count in the Returned to DRC column may exceed the amount in the Shipped to School column.

4. If a material could not be returned or if there is a discrepancy, you must complete the Record Reasons for discrepancies here: text box at the bottom of the page. Please include the material’s security code number.

5. Click **Complete** to submit the form to DRC.
Accountability Form (cont.)

All schools must submit an Accountability Form for materials they will not be returning to DRC. You can track which schools have completed this form by using the Status Report tab. This tab displays the completion status by school. The possible status values are described below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>Neither the counts nor the reasons have been updated.</td>
</tr>
<tr>
<td>In Progress*</td>
<td>Counts and/or reasons have been updated, but no user has clicked Complete.</td>
</tr>
<tr>
<td>Completed*</td>
<td>A user has clicked Complete to submit the report to DRC.</td>
</tr>
</tbody>
</table>

The Summary tab displays summarized data from the Enter Counts tab and is for review only.

To change the quantity counts, select the Enter Counts tab (see “Accountability Form” on page 52).
**Return Materials Receipt Report**

Use the Return Materials Receipt report after you ship your paper materials back to DRC. This report shows the materials received at DRC and checked in by the warehouse. The Test Coordinator receives an email automatically when the district’s first returned box is received by DRC. Shortly after boxes are received, the check-in period starts and materials begin to show up on the report.

**Note:** During high-volume periods (for example, immediately following the return deadline), the materials check-in process may lag behind the box check-in process.

1. To access the Return Materials Receipt report, from the Materials menu select **Return Materials Receipt Report**.

2. Select an administration, district, and school from the drop-down menus and click **Show**.

   **Note:** To see district overage materials, select **None** in the School drop-down menu and click **Show**.

3. The summary grid view of the report appears.

![Return Materials Receipt Report](image)

4. To export this view, click **Export Summary** or **Export Details**.
   - When you click **Export Summary**, a .csv file is created containing the data exactly as presented in the Return Materials Receipt Report, including the total booklet counts by grade cluster, domain, and material description.
   - When you click **Export Details**, a .csv file is created containing detailed information about each booklet received, including the booklet’s security code.
   - **Note:** You must select a school to display the Export Details report—it is not possible to display all of the records for a district on this report due to the file size.
Student Management Menu
Introduction

Using the Student Management menu, WIDA AMS users can do the following:

- Search for students
- View/edit student demographic information
- Add an individual student
- Upload multiple student records at once
- View student status on the Student Status Dashboard
- Export student records
- View/edit a student’s accommodations
- Mark Do Not Score for a student
- View the online test sessions in which a student is currently enrolled and the status of the sessions

Test Coordinators use the Manage Students option to prepare for and conduct testing. Test Coordinators also may give Test Administrators WIDA AMS permissions to help with these tasks.

From the WIDA AMS My Applications menu bar, select Student Management and then Manage Students from the Student Management menu to display the Manage Students page.
Editing a Student’s Information

From the Manage Students page you can display the Edit Student window. From the tabs on the Edit Student window, you can perform the following tasks:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Task(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Detail</td>
<td>Update basic student information</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Mark a student’s testing accommodations (see “Editing a Student’s Accommodations” on page 58)</td>
</tr>
<tr>
<td>Demographics</td>
<td>Modify a student’s demographics (see “Editing a Student’s Demographics” on page 60)</td>
</tr>
<tr>
<td>Do Not Score</td>
<td>Add a Do Not Score indicator to a student’s test records or remove a Do Not Score indicator from a student’s test records (see “Adding or Removing a Do Not Score Indicator—ACCESS for ELLs” on page 61 or “Adding or Removing a Do Not Score Indicator-WIDA Screener Online” on page 62)</td>
</tr>
<tr>
<td>Test Sessions</td>
<td>View the online test sessions for which the student is enrolled, the student’s test progress, and the test session status information (see “Editing a Student’s Test Sessions” on page 57)</td>
</tr>
</tbody>
</table>

Student Detail Tab

1. To view or edit a student’s information, select Student Management from the WIDA AMS My Applications menu bar and select Manage Students to display the Manage Students page.

2. From the Manage Students page, enter your search criteria and click Find Students.

3. Click the View/Edit icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

4. In the Edit Student window, edit the information in the Student Detail tab.

5. Click Save to save your changes (or Cancel to cancel them).
**Editing a Student’s Accommodations**

The Accommodations tab is used to track any accommodations provided to the student.

⚠️ **Important:** The following accommodations must be selected and saved in WIDA AMS before testing in order for the accommodations to be available for the student during testing:
- Online: Manual Control of Item Audio (MC)
- Online: Repeat Item Audio (RA)
- Online/Setting: Extended Speaking Response Time (ES)

For more information on accommodations, see the *ACCESS for ELLs Accessibility and Accommodations Supplement* at the following link:


**Accommodations Tab**

1. To view or edit a student’s accommodations, select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.

2. From the Manage Students page, enter your search criteria and click **Find Students**.

3. Click the **View/Edit** icon ( ) in the Action column for the student whose information you want to edit. The Edit Student window appears.

4. In the Edit Student window, edit the information in the Accommodations tab.

   **Note:** You can mark accommodations for the paper-based assessments on the applicable booklet or in WIDA AMS.

5. Click **Save** to save your changes (or **Cancel** to cancel them).

![Edit Student Window](image)
Editing a Student's Accommodations (cont.)

For students with the same accommodations, you can use WIDA AMS to update the student accommodations all at once (en masse).

Accommodations Tab

1. To edit students’ accommodations en masse, select Student Management from the WIDA AMS My Applications menu bar and select Manage Students to display the Manage Students page.
2. From the Manage Students page, enter your search criteria and click Find Students.
3. Check the checkbox for each student you want to update.
4. Click Update Accommodations at the bottom of the page. The Update Accommodations for Multiple Students page appears.
5. From the Update Accommodations for Multiple Students page, indicate whether you are assigning or removing accommodations.
6. Check the accommodations to be assigned or removed. Be sure to check all the appropriate domains.
7. Click Save to save your changes (or Cancel to cancel them).
Editing a Student’s Demographics

Demographics Tab

1. To view or edit a student’s demographics, from the Manage Students page, enter your search criteria and click **Find Students**.

2. Click the **View/Edit** icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

3. In the Edit Student window, edit the information on the Demographics tab.

4. Click **Save** to save your changes (or **Cancel** to cancel them).

**Note:** If edits to demographic information are necessary for students using a Pre-ID label, these edits must be made in WIDA AMS. If a Pre-ID label is used and corrections are only bubbled on the booklet, the data in WIDA AMS will override the booklet.
Adding or Removing a Do Not Score Indicator—ACCESS for ELLs

Use the Do Not Score tab to report special testing circumstances. For more information about using these codes, see the ACCESS for ELLs District and School Test Coordinator Manual or the ACCESS for ELLs Test Administrator Manual.

**Note:** For students taking the paper-based assessments (including Kindergarten and Alternate), you can mark Do Not Score codes either on the test booklet or in WIDA AMS.

---

**Important:** If you enter a Do Not Score code on the Do Not Score tab, the code WILL be applied to the student’s paper assessment record, regardless of whether the code was marked on the paper document.

---

**Do Not Score Tab**

1. To view or edit a student’s Do Not Score indicator, from the Manage Students page, enter your search criteria and click **Find Students**.

2. Click the **View/Edit** icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

3. In the Edit Student window, select the **Do Not Score** tab and select a Do Not Score reason from the drop-down menus, by domain.

4. Click **Save** to save your changes (or **Cancel** to cancel them).
Adding or Removing a Do Not Score Indicator—WIDA Screener Online

Use the Do Not Score tab to report special testing circumstances. For more information about marking Do Not Score in WIDA Screener Online, see the Screener Online Test Administration Manual.

Important:
• For the WIDA Screener Online administration, a single Do Not Score code is applied for all domains. Check the checkbox to suppress the scoring of ALL domains.
• All students for the WIDA Screener Online administration must be added by the school or district—there is no statewide student upload.

Do Not Score Tab

1. To view or edit a student’s Do Not Score indicator, select Student Management from the WIDA AMS My Applications menu bar and select Manage Students to display the Manage Students page.
2. From the Manage Students page, enter your search criteria and click Find Students.
3. Click the View/Edit icon ( ) in the Action column for the student whose information you want to edit. The Edit Student window appears.
4. In the Edit Student window, edit the information in the Do Not Score tab and check or uncheck the Do Not Score checkbox.
5. Click Save to save your changes (or Cancel to cancel them).
Editing a Student’s Test Sessions

A test session is a grouping of students who may take the same assessment together.

- For ACCESS for ELLs Online, students for whom Pre-ID data was submitted will automatically be placed into generic test sessions based on grade and domain. For example, all fourth grade students at a particular site included on the Pre-ID upload will be placed into generic listening, reading, writing, and speaking test sessions.

- Students added to WIDA AMS via the Upload Multiple Students process (see “Uploading Multiple Students to WIDA AMS” on page 65) will be placed into a test session based on their Administration: ACCESS for ELLs Online or WIDA Screener Online.
  - For ACCESS for ELLs Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade and domain.
  - For WIDA Screener Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade.

A student’s test sessions can be edited within the Manage Students page in the Edit Student tab. For more information about test sessions, see “The Test Sessions Option” on page 86.

Test Sessions Tab

1. To view or edit a student’s Test Session, select Student Management from the WIDA AMS My Applications menu bar and select Manage Students to display the Manage Students page.

2. From the Manage Students page, enter your search criteria, and click Find Students.

3. Click the View/Edit icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

4. You can use the Edit/Print Ticket Status icon to print one or more student test tickets.
**Adding a Student to WIDA AMS**

There are three ways to add students to WIDA AMS for the online assessments.

**Note:** Whether you use method 1 or 2 depends on whether you have already set up a test session to which you would like to add a student.

1. If you have a test session set up, see “Adding a New Student to a Test Session” on page 90.
2. If you do not have a test session set up, use the Add Student window to add a student (see below).
3. To upload multiple students at once, see “Uploading Multiple Students to WIDA AMS” on page 65.

---

**Important:** Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.

---

To add a student to WIDA AMS, do the following:

1. Select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. Select a district and school and click **Add Student** at the bottom of the page to display the Add Student window.
3. Enter the necessary information in the Student Detail, Accommodations, and Demographics tabs to add the student.
4. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.
Uploading Multiple Students to WIDA AMS

From the Manage Students page, you can upload a file containing multiple student profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The Manage Students page contains links to both a PDF layout that contains instructions and a sample template file that you can use to create the actual file.

Note:

• DRC will automatically create generic test sessions for any students added via Upload Multiple Students. Students will be placed in test sessions by grade and domain.
  - For ACCESS for ELLs Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade and domain.
  - For WIDA Screener Online, students added via the Upload Multiple Students process will automatically be placed into generic test sessions based on grade.

• Pre-ID Labels only apply to the ACCESS Administration. All instructions with mentions of Pre-ID are only applicable to the ACCESS Administration.

Important:

• Before you upload records to WIDA AMS, search for the students and verify that they are not already loaded into WIDA AMS (see “Editing a Student’s Information” on page 57).

If your state provides a Pre-ID file to DRC, the student records contained in that file will be uploaded to WIDA AMS.

• Some states also use the Upload Multiple Students process to submit Pre-ID data for Pre-ID labels for ACCESS for ELLs to be produced. If it is the district’s responsibility in your state to submit Pre-ID data, you must complete the steps detailed in this section.

DRC will email you shortly before your state’s window for submitting Pre-ID data opens. The email will communicate the date by which Pre-ID files must be submitted in order to receive Pre-ID labels. DRC will produce labels only for records uploaded on time and without errors.

Note that many SEAs submit Pre-ID data on behalf of LEAs. If you are uncertain about whether it is your responsibility to submit Pre-ID data, please contact your SEA.

• Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools during or after testing, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 74).

• Do not use the Multiple Student Upload process to remove student data from WIDA AMS. Uploading a file containing blank values will NOT override previously entered values.

You can use the Multiple Student Upload process to mass edit or mass add values, but not to remove them. Values must be removed student-by-student by using the Edit Student option (see “Editing a Student’s Information” on page 57).
Uploading Multiple Students to WIDA AMS (cont.)

1. To upload multiple student records, select Student Management from the WIDA AMS My Applications menu bar and then Manage Students to display the Manage Students page. Then select the Upload Multiple Students tab.

2. Click the File Layout link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.

3. Click Sample File to download or display the WIDASampleStudentFile.csv file.

   Note: This file is only a sample of the type of file you will upload to WIDA AMS. Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

4. Use the WIDASampleStudentFile.csv file to create and save a student file to upload.

   Note: Be sure to keep the header column rows in the file you upload.

5. After you have created a student file, click Browse... to locate it, select the file, and click Open to display it in the File field of the Upload Multiple Students tab.

6. Click Upload. A message appears indicating the file has been transferred and is being checked for errors. Log out while the file is being validated. Log back in to review the file’s status. A red banner indicates the file had a fatal error and NO students were loaded. A green banner indicates that all records free of errors were loaded. If the file contains errors, you must correct them and repeat steps 5 and 6 to upload the students.

   **Important:**
   - Even when the green banner appears, you must click and view the error report.
   - Only one person can upload a file at a time—if you attempt to upload a file while someone else is uploading a file, the Browse... button is inactive.
   - Download the error report right away. If someone else uploads a file immediately after you, once the system processes the file, the new error report will overwrite your error report.
   - If a maximum number of errors is reached, the report will indicate that the maximum number of errors was reached and any remaining errors will not appear on the report.
Export Student Process

This section describes the processes of exporting student information from and importing student information to WIDA AMS. The information applies to both ACCESS for ELLs and WIDA Screener Online.

Overview

The functionality to export and import student information allows a user to export all student records for a district, edit the records using Microsoft Excel (or a similar program), and upload the edited records.

- The Export Students function is limited to district-level exports (there is no school-level export). Users can export student data only for the district(s) and administrations to which they have access.

- This process creates a .csv file. The file format and layout matches the file format/layout requirements that are used for the Upload Multiple Students process.

- The Export Students process is available for the duration of an administration. Users can begin exporting student records as soon as they are available in WIDA AMS (after the Pre-ID data is loaded) and can continue the export process even after reporting has started.

- Importing students is performed by using the Upload Multiple Students function (under Student Management) and is available only during a state’s Test Setup window. You can view your state’s windows and dates on your state’s WIDA web page.

  Note: The Upload Multiple Students function is not available during data validation.

Permissions Information

Access to the Export Students function is controlled by the Export Students permission. This permission is included in the permission set for the district. Since the export is at a district level rather than school level, there is no reason to assign this permission to school-level users.

The Upload Multiple Students function (used to import students) is controlled by the Test Setup–Primary Window and Students–Upload Students permissions. These permissions are included in the permissions sets for both district users and school users.
**Exporting Student Records**

This topic describes the process of exporting student records from WIDA AMS.

1. To access the Export Students function, from the My Applications menu bar select **Student Management**, from the Student Management menu select **Student Exports**.

2. Use the Site Selection page to search for the site you want to export (you must have access to the site). Select a state from the Select a State drop-down menu.

3. Click **Select a Site ...** to display the Site Search page.

4. Type an entry to search by district name or code. This filters to district-level sites. Type in any part of the district (site) name or code.
Exporting Student Records (cont.)

5. After you have selected a site, select an administration. The administration options from which you can select are displayed in the Select an Admin dialog box (see the table below).

<table>
<thead>
<tr>
<th>Administration</th>
<th>Option to Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screener</td>
<td>WIDA Screener Assessment 596808 - EWD808</td>
</tr>
<tr>
<td>2019-2020</td>
<td>WIDA Access for ELLs 596804 - EWD804</td>
</tr>
<tr>
<td>Screener</td>
<td>WIDA Screener Assessment 596908 - EWD908</td>
</tr>
<tr>
<td>2020-2021</td>
<td>WIDA ACCESS for ELLs 596904 - EWD904</td>
</tr>
<tr>
<td>2018-2019</td>
<td>WIDA ACCESS for ELLs 2.0 - 596704 - EWD704</td>
</tr>
<tr>
<td>Screener</td>
<td>WIDA Screener Assessment - 596408 - EWD408</td>
</tr>
</tbody>
</table>

The following table indicates which option to select for each administration.

6. Click Select in the Select column of a district name/administration to select the site to export. When you click the district name/administration, the site appears in the Selected Sites field.

7. You can enter more names or codes to select additional sites or administrations. After you enter three characters or numbers, a list of matching sites with the corresponding administration appears.

You can process a maximum of five export requests at a time. A warning message appears when you have selected the maximum number of exports.

8. If you select the wrong site or administration, you can delete a selection by clicking the Trash icon (🗑️) to the right.

9. After you have made and checked your selections, click Export.
Exporting Student Records (cont.)

10. The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status **Processing...** appears in the Download Link column, indicating that file creation is in process.

    **Note:** Large files take a while to process, but you can navigate away from the page while the process runs and return later to access the download link(s).

11. Once a file is available for download, a link to download the file appears in the Download Link column. The file is created in .csv format, the required format for the Upload Multiple Students process. The Export Students layout matches the required layout for Upload Multiple Students.

    **Note:** Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer available in the grid, and you must request another site export to restart the process. To keep files permanently, save them on your network or local drive.
**Updating Existing Multiple Students**

The Upload Multiple Students process is described in “Uploading Multiple Students to WIDA AMS” on page 65.

**Note:** The Upload Multiple Students functionality is available only during your state’s Test Setup window. You can view your state’s windows and dates on your state’s WIDA web page.

**Matching Student Records**

When a multiple-student file is uploaded, the student records in the file are compared to WIDA AMS records. The records are matched using district code, school code, state student ID, grade, and the first six characters of the student’s first and last name.

- If the records match, all other data in the upload file (including changes) is applied to the student who is already in WIDA AMS.

- If some fields do not match, a new student record is created in WIDA AMS using the data supplied in the multiple-student file.

- Because of these record-matching considerations, the State Student ID, Grade, First Name, and Last Name fields should not be changed using the Upload Multiple Students process.

- To change these fields, change them manually in WIDA AMS (see “Editing a Student’s Demographics” on page 60). Then, you can use the multiple-student file to make changes to the other fields.

**Changing Districts and/or Schools before Testing**

You can use the Upload Multiple Students process to change a student’s district and/or school before the start of testing. The upload process (with the student’s new district and/or school) adds the student to the new district and/or school but does not remove the student from the prior district and/or school.

The student should not be tested at the prior school, and you can remove the student from his or her test sessions to prevent the student from showing up on the roster and test tickets.

**Important:** Do not attempt to use the Upload Multiple Students process to transfer a student record between districts and/or schools during or after testing, because the record will not transfer. To transfer a student record during or after testing, use the Student Transfer Form (see “Using the Student Transfer Form” on page 74).
Student Transfer Form

This section describes how to use the Student Transfer form to transfer students between districts within the same state.

Note: For school-to-school transfers, see “Transferring Students between Schools” on page 103.

The Student Transfer Form applies to the following district-to-district transfers only, within the same state.

- A student who has completed one or more domains transfers from an online-testing district to another online-testing district.

  DRC will transfer the student record. The receiving district must put the student into test sessions.

- A student who has completed one or more domains transfers from an online-testing district to a paper-testing district.

  - If the student completed only one domain online, the student must take the entire test on paper, including the domain already completed online. DRC will remove the completed online record.
  
  - If the student completed two or more domains online, the student must take only the remaining domains on paper. DRC will transfer the completed online record, and the receiving district must run the Tier Placement Report.

- A student who has completed one or more domains transfers from a paper-testing district to another paper-testing district.

  - Depending on state policy, the student’s test booklet may be securely transferred to the new district with the correct District/School label applied to the booklet. The Student Transfer Form does NOT need to be submitted.
  
  - Optionally, the first booklet may be returned by the sending site and the student may test the remaining domains at the new site on a new booklet. In this case, the Student Transfer Form must be submitted. DRC will transfer the student record.
  
  - Note that the receiving school should not test the student again in any test domain previously administered.

Important: The Student Transfer Form is NOT applicable for paper to online. Either the student booklet must be securely transferred to the new site so the student can finish testing or the student must take the entire assessment online, including the domains already completed on paper.
Student Transfer Form (cont.)

Using the Student Transfer Form, District Test Coordinators can display, fill out, and submit the request for student transfer. This form is a request to transfer a student record between districts within a state. After the form is successfully submitted, DRC Customer Service completes the transfer within 48 hours.

Important:
• The information in this section applies to ACCESS for ELLs only.

• This form may be completed by either the sending or receiving district and school. To submit a transfer request, all of the required fields must be filled in (indicated by a red asterisk [*]) for BOTH the sending and receiving district and school.

• This form is not for school-to-school transfers. To transfer those records, see “Transferring Students between Schools” on page 103.

• You do not need to submit your name or email address, WIDA AMS automatically captures this information from your WIDA AMS login.

• The Student Transfer Form can be used only after the student has completed testing one or more domains. For online testing, students who leave your district can be removed from test sessions so they do not appear on the roster or test tickets; no further action is necessary. New students must be added using Student Management and placed in an online test session.

• The Student Transfer Form may be submitted only during your state’s testing window. Forms submitted after the testing window closes will not be acted upon.

• For paper assessment, you can use the Paper Test Book Tier (if applicable) drop-down menu to track a student’s tier.

• Testing records must follow the student to the new district to ensure that the testing record is complete and to prevent re-testing. The testing record is reported to where the student last tested to ensure that the reports go to the correct district and school.
Using the Student Transfer Form

1. To request to transfer a student between districts within a state, open the WIDA AMS My Applications menu bar, select Student Management and then Student Transfer Form from the Student Management menu to display the Student Transfer Form.

Note: The Student Transfer Form is permissions-based and is usually included as part of the state’s District Test Coordinator Permission Set. If you do not have the correct permissions, you will not see the option. The Student Transfer form Paper Test Book Tier field is informational only—it is the district’s responsibility to order the material. DRC Customer Service notifies the receiving district of the paper test booklet tier that needs to be ordered.

For paper assessment, you can use the Paper Test Book Tier (if applicable) drop-down menu to track a student’s tier.
Using the Student Transfer Form (cont.)

2. Select or indicate the appropriate information using the Student Moved FROM (Sending Site) fields and menus.
   - Administration (if you have access to more than one administration)
   - District
   - School
   - Completed Domains
   - Testing Mode (Online or Paper)
   - Paper Test Book Tier (if applicable)

3. Select the district, school, and testing mode, and indicate the domains that still need to be completed (Remaining Domains) for the Student Moved TO (Receiving Site) fields.

4. Complete the Last Name, First Name, Date of Birth, State Student ID, Grade and Sender’s Phone Number fields for the student.

5. Click Submit Request to submit the form. The following message appears: **Your Student Transfer Request has been successfully submitted. Please allow 48 hours for the transfer to take place.**

   You receive an email notification when the transfer is complete.

   You can click Print to print a copy of the submitted request. You can click Clear to clear your selections from the form.
**Student Status Dashboard**

This section outlines how to access and use the Student Status Dashboard.

The Student Status Dashboard (or simply Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area and assessment (or any combination of these). The Dashboard data is displayed in real time.

**Note:** You must have the **Test Setup–View Student Status** permission in WIDA AMS to use the Dashboard.
Accessing the Dashboard

You access the Dashboard from the Student Management menu in the WIDA AMS My Applications menu bar.

From the My Applications menu bar, select **Student Management**, and from the Student Management menu select **Student Status Dashboard** to display the Dashboard.
Selecting a Site (School) in the Dashboard

Use the Site Selection search box to search for a site (school) and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. After you select a school, you can select an associated administration from the list that appears.

1. Enter all or part of a school name or code in the Site Selection search box. In the list of matches, direct text matches are highlighted. Select a school.

   If there are no results for the selected school, a message is will display.

2. For the selected school, select an administration from the list that appears to display the testing results in the Dashboard.

   The selected school and administration appear at the top of the page.
Using the Dashboard

By default, the Dashboard displays graphs for the following categories: status, grade, content area, and assessment. A grid of students appears below the graphs.

As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.

Use the graph () and table () icons to toggle the display format from graph (donut chart) to table.
Using the Dashboard (cont.)

For the Status graph, hover the cursor over a portion of the graph to display the number of students in that portion.

As shown in the example below, to display the number of students who have not started testing, hover the cursor over the Not Started (red) portion of the graph.

For the Grade, Content Area, and Assessment graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

In the example below, the Content Area graph is shown. The cursor is over the Listening part of the graph, and the testing status for Listening is shown.
Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school will display. You can sort the student grid by column heads and export the grid to a spreadsheet (comma-separated value, or .csv) file.

Click a column head to sort the grid by that column’s data. An arrow appears on the selected sort column. The direction of the arrow indicates whether the column’s data is sorted in ascending or descending order based on that column’s numeric or alphabetic data. See the examples below.

**Grade (numeric)**
You can sort the column to ascend from grade 1 to grade 12, or vice versa.

**Last Name (alphabetical)**
You can sort the column to ascend from the last name Alpha to the last name Zeta, or vice versa.

**Status (by status)**
You can sort the column to group together all equal statuses: Not Started, In Progress, or Completed.

Click **Export to CSV** to export the Student Search Results grid to a spreadsheet file.

In the example below, **Last Name** is the selected sort criteria.

As you scroll down, more student data is displayed (if applicable). A message indicates the number of students shown out of the total number of students.

**Note:** The student data displayed also varies based on the filters applied to the dashboard.
Filtering the Dashboard

The process of creating Dashboard filters is dynamic: when you click a specific graph area, the Dashboard automatically creates a filter and updates the Dashboard data based on the filter. For example, if you click the Grade 6 area of the Grade graph and then click the Reading area of the Content Area graph, the Dashboard filters and displays the data for Grade 6 Reading (see below).

Any current filters will display at the top of the Dashboard. You can click the X to the right of the filter to remove the filter. Each time you add or remove a filter, the Dashboard updates based on the active filters.

Note: Filtering the dashboard may also affect the data displayed in the Student Search Results grid. You can click an X to close a filter. If all filters are closed, the Dashboard returns to the default display (all statuses are displayed in all graphs).

1. Click the Grade 4 area of the Grade graph and then click the Reading area of the Content Area graph.

2. The Dashboard display updates based on the filters, which appear in the Filters section of the Dashboard.

The Status graph is not filtered in the example above—all three statuses appear in the other graphs. You can click a status to filter all graphs with that status.

The Grade graph displays Grade 4 only.

The Domain graph displays Reading only.

The Assessment graph displays Reading Grades 4–5.
Filtering the Dashboard (cont.)

3. In the Status graph, click a category displayed *above the graph* to temporarily remove the category—Not Started, Completed, or In Progress (or any combination of these)—from the chart. Click again to restore a category to the graph.

4. Click a category *within* the Status graph to filter the dashboard display based on the category.

*Note:* Filtering the dashboard may also affect the data displayed in the Student Search Results grid.
Test Management Menu
Introduction

From the Test Management menu, WIDA AMS users can view and edit online test sessions for a district or school. Both Test Coordinators and Technology Coordinators will use Test Management.

From the WIDA AMS My Applications menu bar, select Test Management and then Manage Test Sessions from the Test Management menu to display the Test Sessions page. From this page, you can view and work with online test sessions for a specific district or school.
The Test Sessions Option

A test session is a grouping of students who will take the same assessment together. For example, a classroom of students at the same grade level is a test session. Students for whom Pre-ID data was submitted or who were added to WIDA AMS via the Upload Multiple Student process, will automatically be placed into generic test sessions based on grade cluster and domain for ACCESS for ELLs Online or grade cluster for WIDA Screener Online.

From the Test Sessions page, you can view all of the online test sessions for a specific district or school. The page displays the status of the test session—Not Started, In Progress, or Completed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The test session has not started—no student in the session has started the test.</td>
</tr>
<tr>
<td>In Progress</td>
<td>One or more students in the session have started the test, but not all students have finished the test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The test session is finished—all the students in the session have completed the test. The start time, end time, and length of the test session are also displayed.</td>
</tr>
</tbody>
</table>

Important: Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.

1. To view the status of one or more test sessions, from the WIDA AMS My Applications menu bar, select Test Management.
2. Select Manage Test Sessions to display the Test Sessions page.
3. Enter your search criteria and click Show Sessions. The Session Detail window appears.
**Adding a Test Session**

You can create a new online test session and add students to it.

⚠️ **Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 86 for a description of how to view test sessions for a specific district or school). DRC will create generic test sessions by using state-submitted Pre-ID data and for any students added to WIDA AMS via the Upload Multiple Student process (see “Uploading Multiple Students to the WIDA AMS” on page 65). These sessions can be edited (see “Viewing and Editing a Test Session” on page 91).

- For ACCESS for ELLs Online, a student must be placed into a test session for each domain. The exception is grades 1–3. Students in these grades do not need to be placed in a Writing test session because they take the Writing test on paper.

- For the WIDA Screener Online administration, all domains are administered via a single login and test ticket. Therefore, you need to set up only a single test session (contains all four domains) instead of four test sessions (one per domain).

- You do not need to assign a tier for your student’s Speaking and Writing test session. The student’s tier placement is determined by the student’s performance on the Listening and Reading domains. When the student logs in to the Speaking or Writing test, the correct tier will automatically be administered.

⚠️ **Important:** Students in grades 4–12 who will handwrite their Writing responses must be placed into a handwriting response (HW) session (see “Viewing and Editing a Test Session” on page 91). This step is not necessary for grades 1–3.
Adding a Test Session (cont.)

1. To add a test session, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. When the Test Sessions page appears, select the correct administration (ACCESS for ELLs [for the correct year] or WIDA Screener Online). Then select a district and school (these fields are required to add a test session).
4. Scroll to the bottom of the **Test Sessions** page and click **Add Session**.
Adding a Test Session (cont.)

5. The Add Test Session window appears. Enter the required information (indicated by an asterisk [*] next to the required field). The session name should be descriptive. For example, you might name the session by teacher name and classroom period.

   **Note:** The Mode, Begin Date, and End Date fields are greyed out because you cannot edit these fields.

6. Enter any other student search criteria and click **Find Students**.

7. Select a student from the Available Students list.

   **Note:** To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

8. Use the Add Selected ( ), Remove Selected ( ), Add All ( ), and Remove All ( ) icons with the Available Students and Students in Session lists to select one or more students to or add to or remove from the test session.

9. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes (see “Adding a New Student to a Test Session” on page 90).
Adding a New Student to a Test Session

After you have added a test session, you can add new students to it—each student is added automatically to the session when you click Save or Save & Add Another.

**Important:** HW students are considered online testers. You do not need to place students who will take the paper-based assessment into test sessions—test sessions are for online testing only. Also, it is not necessary to remove paper students from test sessions. Students with a status of Not Started for online testing will not carry forward with online results into reporting.

1. To add one or more new students, click New Student. The Add Student window appears.

2. Enter the student’s information into the fields on the Student Detail and Accommodations tabs.

3. Click Save to save your results, Save & Add Another to save your results and add another student, or Cancel to cancel the process without saving your changes. The student you added is automatically placed in the Students in Session list.

**Note:** You can display and edit a student’s details, accommodations, and test sessions by double-clicking on the student’s name.
 Viewing and Editing a Test Session

You can view existing test sessions to see which students are enrolled in them. You also can edit the sessions to add or remove students.

- To move a student to a different session, you should remove the student from his or her current session and then add him or her to the new session.

- To add a student to a different session in a different grade, remove the student from his or her current session, change his or her grade (see “Editing a Student’s Information” on page 57), and then add him or her to the new session.

⚠️ Important: For WIDA Screener Online administration, students in the first semester of the lowest grade in a cluster may test one grade cluster below their grade. For example, a fourth-grade student in the first semester may test in the 2–3 grade cluster. For WIDA Screener Online administration, do not change the student’s grade to place him or her in a test session one grade cluster lower than his or her grade. You must remove the student from the current test session and add that student to a test session for the grade cluster you wish for that student to take.

Students who will handwrite their Writing response instead of using a keyboard must be placed into a Handwriting Response (HW) assessment.

Note: This applies to ACCESS for ELLs Online only—there are no handwriting test sessions for WIDA Screener Online.

To view or edit a test session, do the following:

1. From the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. Enter your search criteria and click **Show Sessions**.
4. When the test sessions appear, click the **View/Edit** icon in the Action column to display the Edit Test Session window for the session.
Viewing and Editing a Test Session (cont.)

5. On the Edit Test Session window, click **Find Students**.

6. Double-click on a student’s name to edit the student’s information, or use the **Add Selected** ( ), **Remove Selected** ( ), **Add All** ( ), and **Remove All** ( ) icons with the Available Students and Students in Session lists to select one or more students to add or remove.

   **Note:** To select multiple students in sequence, hold down the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

7. Click **Save** to save your changes (or **Cancel** to cancel them).

   **Note:** You can display and edit a student’s details, accommodations, and test sessions by double-clicking on the student’s name.
Viewing and Editing a Test Session (cont.)

If your state chose keyboarding as the grade 4–12 online writing response mode but you have a student who needs to handwrite his or her Writing response, the student must be placed into an HW test session. This example demonstrates setting up an HW test session for Writing Gr 4–5, but the directions are applicable for all handwriting test sessions for grades 4–12.

**Note:** This applies to ACCESS for ELLs Online only—there are no handwriting test sessions for WIDA Screener Online.

1. To change a student’s test response mode, from the WIDA AMS My Applications menu bar, select Test Management.
2. Select Manage Test Sessions.
3. On the Manage Test Sessions tab, search for the student that needs his or her response mode changed. Enter some student data and click Show Sessions. All of the sessions to which the student is assigned will display.
4. Select the test session with the assessment name Writing Gr 4–5 (“Writing Gr 4–5” is the name of the keyboarding test session).
5. Click the View/Edit icon ( ) to display the Edit Test Session page.
6. Select the student from the Writing Gr 4-5 session, use the Remove Selected icon ( ) to remove him or her, and click Save.
7. Create a new test session (see “Adding a Test Session” on page 87) or open an existing test session by selecting an administration, district, and school from the Manage Test Sessions page and clicking Show Session.

**Note:** The assessment must be an HW assessment (see below).

8. Add the student to the session and click Save.

**Note:** When a student in an HW session logs in to DRC INSIGHT, the student should see questions but be unable to enter text into a response space. If the student is able to enter text, the student is in a keyboarding test session. In that case, the student should log out and the Test Coordinator or Test Administrator should verify that the student is in an HW session in WIDA AMS and that an HW test ticket was printed and provided to the student. If the student is in an HW session, the test ticket should be labelled with the letters HW.
Exporting a Test Session

You can export the details of a test session as a comma-separated values (.csv) file to save, view, edit, or print in a Microsoft Excel spreadsheet. You might use this spreadsheet to record testing anomalies (for example, a student who became ill during testing and was unable to finish).

1. To export a test session, from the My Applications menu bar select Test Management, then select Manage Test Sessions and enter your search criteria.

2. Click Show Sessions.

3. Click the Export Details icon in the Action column for the test session that you want to export. The test session details are exported to a .csv file that you can save, view, edit, or print as a spreadsheet file in Microsoft Excel.
Copying a Test Session

You can use an existing test session as a template to create a new test session. For example, assume that you have set up the students in a second-grade class to take WIDA Screener Online Grades 2–3. Now, you must create test sessions for a third grade class. You can make copies of the second grade test session and edit them to create a WIDA Screener Online Grades 2–3 test session for the third grade class.

You can copy test sessions to simplify the process of creating test sessions for all four ACCESS for ELLs domains. After you have created a test session for a domain (such as Reading), you can make copies of the test session to create sessions for the other domains.

1. To copy a test session, from the My Applications menu bar select Test Management, then select Manage Test Sessions and enter your search criteria.

2. Click Show Sessions to display the Testing Status window.

3. Click the Copy Session icon in the Action column for the test session that you want to copy.

![Test Management Menu](image)
Copying a Test Session (cont.)

The Add Test Session window appears.

4. Enter a name for the session in the Session Name field.

5. Edit the required information to match your new session, and add or remove students if necessary.

6. Click Save to save your results, Save & Add Another to save your results and add another test session, or Cancel to cancel the process without saving your changes.
Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can either print all the tickets for all the students in a session or select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

Note: Test Coordinators and/or Test Administrators perform this task.

1. To print test tickets for the students in a test session, select Manage Test Sessions from the Test Management menu and enter your search criteria.

2. Click Show Sessions.

   • To print all of the tickets for the test session, click the Print All Tickets icon ( ) in the Action column for the test session for which you want to print tickets. A PDF version of the Student Test Session Ticket appears that you can view, save, and print.
     
     Note: If a PDF file does not appear, disable your browser’s pop-up blocker.

   • To print selected test tickets, click the Edit/Print Ticket Status icon ( ) in the Action column for the test session you want.

     • In the Testing Status window, select one or more students by clicking the checkbox next to their names in the Select column and click Print Selected.

     Note: Test tickets print four to a page.
Deleting a Test Session

You can delete a test session unless any student in the session has either started or completed the test.

1. To delete a test session, from the My Applications menu bar select Test Management, then select Manage Test Sessions and enter your search criteria.

2. Click Show Sessions.

3. Click the Delete icon (×) in the Action column for the test session you want to remove. The Confirm Delete dialog box appears.

4. Click Delete to delete the test session (or Cancel to cancel the process).
Using the Tier Placement Report

**Important:**
- You must run the Tier Placement Report after students finish the Reading and Listening domains.
- This applies to ACCESS for ELLs Online only.

The Tier Placement Report is necessary to do the following tasks:
- Determine the correct tier of the Writing test booklet to be administered to online testers in grades 1–3.
- Determine the correct tier of the Writing response booklet to be provided to online testers in grades 4–12 who need to handwrite their Writing response.
- Identify online testers assigned to the Tier Pre-A Speaking form. Special administration procedures for the Tier Pre-A testers are detailed in the *Test Administrator Manual*.

**Note:** DRC INSIGHT assigns testers to the correct tier automatically (Test Administrators do not need to determine the tiers for the online assessment.) When a student logs in with his or her test ticket, the correct form is administered.

The Tier Placement Report is available from the Session tab of the Test Sessions page.

1. To create a report, from the Test Management menu select **Manage Test Sessions** to display the Test Sessions page.
2. Enter the search criteria for the session for which you want to run the report and click **Show Sessions**. The Session Detail page appears.
3. In the Action Column, click the **View/Print Tier Placement** icon ( ) to generate the Tier Placement Report.

**Note:** You can select any domain test session for a student to see the student’s tier assignment. The View/Print Tier Placement icon ( ) generates the same Tier Placement Report regardless of the domain selected.
Test Management Menu

Uploading Multiple Test Sessions to WIDA AMS

From the Manage Test Sessions page, you can upload a file containing multiple test sessions to WIDA AMS. The file must be in .csv format (a file format used by Microsoft Excel), and the fields in the file must be in specific columns. The Manage Test Sessions page contains links to both a PDF layout file that contains instructions and a sample .csv template file that you can use to create the actual file.

**Important:** Before you add any test sessions, search for pre-populated test sessions (see “The Test Sessions Option” on page 86 for a description of how to view test sessions for a specific district or school).

DRC will create generic online test sessions by using state-submitted Pre-ID data, or for any students added to WIDA AMS through the Upload Multiple Student process (see “Uploading Multiple Students to WIDA AMS” on page 65).

These sessions can be edited (see “Viewing and Editing a Test Session” on page 91).

1. To upload multiple test sessions, select Manage Test Sessions in the Test Management menu to display the Manage Test Sessions page, and select the Upload Multiple Test Sessions tab.

2. Select an administration from the Administration drop-down menu and click File Layout to display the file titled Multiple Test Session File Upload – Layout (WIDA).

   This file displays the required layout of the .csv file you will upload to WIDA AMS with rules, instructions, and examples describing how to create and format the file.

3. Click Sample File to download or display the Upload Multiple Test Session.csv file. Depending on the browser you are using, a dialog box may appear in order to open or download the file.

   **Note:** This file is only a sample of the type of file you will upload to WIDA AMS.

4. Use the Upload Multiple Test Session.csv file to create and save a test session file to upload.

   **Note:** Be sure to keep the header column rows in the file you upload.
5. After you have created a test session file, click **Browse...** to locate and select the file you created.

6. Click **Open** to display it in the File field of the Upload Multiple Test Sessions tab.

7. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. After the file has been validated, you can review its status.
   - If the file contains errors, an error report detailing the errors will be available for you to review. You must correct the errors and repeat steps 5 and 6.
   - If the file does not contain errors, a system message appears indicating that the file has been accepted.
Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Sessions tab of the Manage Test Sessions window (see “The Test Sessions Option” on page 86).

1. To display a summary, from the WIDA AMS My Applications menu bar, select Test Management.
2. Select Manage Test Sessions, and enter your search criteria.
3. Click Show Sessions.
4. Select the Status Summary tab.
Transferring Students between Schools

A district user may transfer students from one school to another (within the same district) for online testing.

**Note:** The process described in this section cannot be used to transfer students from one district to another. For district-to-district transfers, see “Using the Student Transfer Form” on page 74.

To transfer a student, you must start at the test session level. First, locate a test session in which the student is enrolled at the sending school (the school the student is transferring from). Next, remove the student from the test session and move the student into the receiving school (the school the student is transferring to). Then, add the student to the appropriate test session(s) at the receiving school.

**Important:** This process is necessary only for domains in which the student has not yet tested; completed domains may be left as is. Also, this procedure is necessary only if the student transfers *after* he or she has started testing.

If the student transfers *before* starting testing, select **Student Management–Manage Students–Add Student** to add the student at his or her new school and place the student into a test session for each domain. You do not need to remove the student from the test sessions at the old school—the student will not test there, so no records will be created. If you do not want the student to appear on the test roster and test tickets, you can remove the student from the test session.

**Note:** If the student transfers after testing is complete, this procedure may be used as long as Test Setup is open. If Test Setup has closed, the student’s record may be transferred during data validation.
Transferring Students between Schools (cont.)

1. To transfer student records, from the WIDA AMS My Applications menu bar, select Test Management.

2. Select Manage Test Sessions to display the Test Sessions page.

3. Enter any relevant search criteria, including the sending school, last name, first name, and the state student ID, to help locate the test sessions to which the student is assigned, and click Show Sessions. The Session Detail grid appears.

4. When the test sessions appear, click the View/Edit icon ( ) in the Action column to display the Edit Test Session window for a session in which the student is enrolled.
Transferring Students between Schools (cont.)

5. Select the student and use the **Remove Selected** icon to remove the student from the test session.

   - **Important:** The student must be removed from each test session for all not-started domains.

6. The student is moved to the Available Students list. Double-click on the student’s name.

7. The Edit Student window appears. On the Student Detail tab, select the receiving school from the **School** drop-down menu and click **Save**. The student is transferred to the receiving school. Within the receiving school, you must add the student to the appropriate test session(s) for any domains not yet started.

   **Note:** To change a student’s grade, remove the student from all test sessions, edit the grade, and place the student into new test sessions. A grade cannot be edited while the student remains in a test session.
Screener Scoring
Introduction

WIDA Screener Online is locally scored using WIDA AMS. Educators who have passed the relevant Speaking and Writing quiz (or quizzes) are certified to score student responses. These educators may access the student responses via WIDA AMS.

**Important:** Screener Scoring is not used for ACCESS for ELLs. If you are administering ACCESS for ELLs only, you DO NOT need to review this section of the user guide.

Access to WIDA AMS scoring functionality is controlled through the Educator Scoring permission. Initially, users with district-level WIDA AMS access are assigned the Educator Scoring permission and are responsible for assigning it to certified scorers only.

**Important:** WIDA AMS users who are not certified should not attempt to score student responses and should not need to access the Screener Scoring functionality.

**Student Responses in WIDA AMS**

Usually (approximately 90% of the time), Speaking and Writing responses will be available for scoring in WIDA AMS within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses have been submitted.

Scoring is to be completed by certified educators on any computer or laptop with Chrome installed. DRC INSIGHT does not need to be installed on the machine.
Providing Access to Educator Scoring

Giving a certified scorer access to WIDA AMS Educator Scoring is a two-part process. First, you must provide the Educator Scoring permission under the WIDA Screener Online administration to the certified scorer (steps 1–4). Then, you update the scorer’s user profile in WIDA AMS and specify which domains—Speaking and/or Writing—the scorer is certified to score (steps 5–8).

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration window.
2. Using the drop-down menus, select an administration and other filters to select the appropriate users, and click **Find Users**.
Providing Access to Educator Scoring (cont.)

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

4. Look for the WIDA Screener Online administration. Click the **View/Edit** icon to add the Educator Scoring permission. Repeat steps 1–4 for each user who needs permission.

**Note:** If the WIDA Screener Online administration is not available, click **Add** to add the administration before adding the permission.
Providing Access to Educator Scoring (cont.)

5. Select the Profiles tab and check the checkbox next to the user’s name to select the user.

Note: Although Educator Scoring permission will provide access to the Screener Scoring Menu option, a Test Administrator or other user will not be able to score responses for a specific domain until they have been certified under the Profiles tab.

6. Click the View/Edit Scoring Certifications icon to display the View/Edit Educator Scoring Certifications window.

7. Under Certified Content Areas, check each domain that the user is certified to score—Speaking and/or Writing—and click Submit to save your changes (or Cancel to cancel them).

Note: This step limits a user to scoring only the domain(s) for which the user is certified.

8. Repeat steps 5–7 for each user who needs permission. Granting permission must be done for each individual user who has been certified to score WIDA Screener. Permissions cannot be granted to a group of test administrators.
Using Screener Scoring in WIDA AMS

After logging in to WIDA AMS, users with the Educator Scoring permission see a Screener Scoring link in the navigation menu. This link opens the Screener Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus.

**Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses**

Educators qualified to score writing responses should always begin by scoring grades 1–3 Writing and grades 4–12 Writing for students who wrote their responses on paper. Before scoring, make sure that you have all grade 1–3 Writing test booklets and grades 4–12 handwritten responses to evaluate them for assigning scores. Then, follow the process described on the following pages.

**Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking**

Educators should proceed to score grades 4–12 Keyboarded Writing and grades 1–12 Speaking only after completing grades 1–3 Writing and grades 4–12 handwritten Writing responses.
Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

To enter writing scores for grades 1–3 in WIDA AMS, follow these steps.

1. From your stack of student response booklets or handwritten response paper, select the student whose responses you want to score.

2. From the WIDA AMS My Applications menu bar, select Screener Scoring to display the Screener Scoring page.

3. Locate the student in Screener Scoring by filtering by district, school, assessment, and test session and click Show Sessions. The test sessions meeting the filter requirements appear in the Session Detail grid.
Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

The Item Counts column indicates the number of student responses that are Available, In Process, or Complete in Educator Scoring for a particular test session (shown above) or student (shown below). When you hover the mouse over the Item Counts column, the following information displays:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>The number of student responses that are ready for scoring. It can take up to two hours for responses to become available for scoring after a student completes testing.</td>
</tr>
<tr>
<td>In Process</td>
<td>The number of student responses for which a score has been submitted, but are being processed within the DRC scoring system. Responses take up to 15 minutes for processing before they are set to Complete.</td>
</tr>
<tr>
<td>Complete</td>
<td>The number of student responses that have been scored and have passed DRC’s internal checks. It can take up to two hours from the time a score is complete until the score is available within the reporting system.</td>
</tr>
</tbody>
</table>

The Session Status column indicates the status of the test session. If your student’s Handwritten Writing Domain is not available to score, ensure that the test session is completed in the secure browser.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>The test session has not started.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The test session has started, but has not finished.</td>
</tr>
<tr>
<td>Completed</td>
<td>The test session has finished.</td>
</tr>
</tbody>
</table>

4. To view a list of students within the test session, click the **Show Students** icon in the Action column.
Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

5. The Scoring Status window appears. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon ( ) to access the Screener Scoring application.

Click **Refresh** to display the updated items remaining to be scored for a student or test session.

![Scoring Status window](image)

**Important:** You may score all student responses (not just grades 1–3 Writing and grades 4–12 handwritten Writing responses) using this method of scoring student by student. Alternately, once you have completed scoring grades 1–3 Writing and grades 4–12 handwritten Writing responses, you can use the method for scoring all students, by test session, as described on page 115.
Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking

The following method describes how to score all student responses by test session. In order to use this method, you MUST have completed scoring all grades 1–3 Writing and grades 4–12 handwritten Writing responses.

1. To enter Screener scores in WIDA AMS, from the WIDA AMS My Applications menu bar, select Screener Scoring to display the Screener Scoring page.

2. Locate the test session in Screener Scoring by filtering by district, school, assessment, and test session and click Show Sessions. The test sessions meeting the filter requirements appear in the Session Detail grid.

3. Search for the session and click the Score Session icon ( ).
Scoring Resources for Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

Three scoring resources are available to score student responses for each domain, Writing and Speaking. To view and use these resources, click **Scoring Resources**. Then, use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use (for a description of the choices, see “Scoring Resources by Domain” on page 117).

Important Notes About Scoring Resources

The following are important items to remember about scoring resources.

- You can display Screener Scoring online help and the Image toolbar functions by clicking the ?Help (?) icon.
- The <<Prev Scoring Resource and Next Scoring Resource>> buttons are enabled if you select the All option from the Scoring Resources Filter. You can use these buttons to navigate between the domain’s scoring resources.
- If you check the **Scoring Resources Window** option, the scoring resources open in a separate browser and you can refer to them while scoring responses in Screener Scoring.
- Clicking **Submit** submits the score. It does not close the scoring resources. To close the scoring resources, you must click **Exit Scoring** when you finish your score session. Exiting scoring locks the session and you can no longer change the score or access the test sample.
# Scoring Resources by Domain

You can select from the scoring resources shown in the table below.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Scoring Resource</th>
<th>Displays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>Supporting Passage</td>
<td>Writing Tasks*</td>
</tr>
<tr>
<td></td>
<td>Anchor</td>
<td>Anchor Responses*</td>
</tr>
<tr>
<td></td>
<td>Scoring Guide</td>
<td>Writing Scoring Scale and How to Score</td>
</tr>
<tr>
<td>Speaking</td>
<td>Supporting Passage</td>
<td>Speaking Tasks</td>
</tr>
<tr>
<td></td>
<td>Model Student Response</td>
<td>Model Student Responses</td>
</tr>
<tr>
<td></td>
<td>Scoring Guide</td>
<td>Speaking Scoring Scale and Speaking Score Points</td>
</tr>
<tr>
<td>Either</td>
<td>All</td>
<td>All three scoring resources for the domain</td>
</tr>
</tbody>
</table>

**Note:** The <<Prev Scoring Resource and Next Scoring Resource>> buttons are enabled if All is selected.

*For Grades 1–3 Writing, the Writing Tasks and Anchor Responses are grouped together and each Writing Task and Anchor Response is labeled. When scoring responses are selected, you can scroll through these scoring resources to locate the appropriate one or use the Bookmark feature in the upper-right hand corner.
**Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring**

To enter Writing scores for grades 1–3 and handwritten Writing responses for grades 4–12 in Screener Scoring, follow these steps.

1. Click **Scoring Resources** and use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use: Writing Tasks, Anchor Responses, and/or the Writing Scoring Scale.

2. The question description identifies the writing task the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing task.

3. View the student’s handwritten response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response.

4. Evaluate the student’s handwritten response and preview the Anchor responses. Then, select the appropriate score and click **Submit**.

   **Note:** Since you selected a single student for scoring, no further student responses are shown and the Screener Scoring application prompts you to log out of the working session.

To continue scoring responses, locate and select another student in WIDA AMS Screener Scoring (see steps 1–5 starting on page 112).

5. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

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

**Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screener Scoring” on page 123.
Scoring Grades 4–12 Writing in Screener Scoring

To enter Writing scores for grades 4–12 into Screener Scoring, select a student and follow these steps.

1. To view the Writing tasks, anchor responses and the Writing Scoring Scale, click Scoring Resources.

2. The question description identifies the writing task the student is responding to. Select Supporting Passage from the Scoring Resources Filter drop-down menu to view the complete Writing task.

3. View the student’s written response. Then, select Scoring Guide from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response. Because the student used a keyboard for the response (grades 4–12), you will see the response on the screen.

4. To enter the score, select one of the numeric score buttons near Score on the screen.
   - To select a different score, select a different numeric score button.
   - If the response is nonscorable according to the Writing Scoring Scale, click the N near NonScorable on the screen.

The << Prev Page and Next Page >> buttons are enabled if a Writing response exceeds a page, or if you are scoring an entire session. You can use these buttons and/or the Page drop-down menu ( ) to navigate between pages and/or students.
**Scoring Grades 4–12 Writing in Screener Scoring (cont.)**

5. If a Writing task has multiple parts, you will see a Next button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.

6. After you have entered all scores, click Submit. If you have more responses to score, the next response appears after you click Submit.

7. You can click Prev to view responses and review scores that you have submitted. Click Next to move forward again.

8. To end the scoring session, click Exit Scoring. The system prompts you about whether you want to log out for the day.
   - If you select No, your session remains open and you can resume the same scoring session.
   - If you select Yes, your session ends and the scores are submitted and locked so that student reports may be produced.

   ! Important: After you log out, Screener Scoring will not allow you to review or rescoring your submitted responses.

For more information, see “Exiting Screener Scoring” on page 123.
**Entering Speaking Scores into Screener Scoring**

To enter Speaking scores into Screener Scoring, select a group of students (see page 115) and follow these steps.

1. To review the Speaking tasks, model student responses, and the scoring guide for scoring student responses, click **Scoring Resources** on the left side of the screen. You can listen to the model student responses by selecting **Model Student Response** from the Scoring Resources Filter drop-down menu. To learn more about scoring the response using the Speaking Scoring Scale, see the **Screener Online Test Administration Manual** in the WIDA Training Course.

2. Click **Play** under **Question:** to listen to the student’s response.
   - If a Speaking task has only one part to evaluate before entering a score, you will see score buttons for selecting your score.
   - If a Speaking task has a second part that must be evaluated as part of the score, you will see a **Next** button applied to the Speaking task’s first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.

3. After you have listened to the student’s response to the task, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.
   - If the student does not respond, or does not respond in English, click **NR** (No Response [in English]).
   - If a Speaking task has multiple parts, multiple sets of score buttons will appear.
**Entering Speaking Scores into Screener Scoring (cont.)**

4. After you have entered a score for all scorable Speaking parts, click **Submit**. If you have more responses to score, the next response will appear after you click **Submit**.
   - **Note:** You may replay any Speaking response as many times as necessary before submitting the scores for the scoring session.

5. To score additional responses within the filters set for the scoring session, click **Next>>**.

6. You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

   ▶️ **Important:** You can change scores during this review before logging out.

7. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
   - If you select **No**, your session pauses and you can resume the same scoring session.
   - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

   ▶️ **Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses. For more information, see “Exiting Screener Scoring” on page 123.
**Exiting Screener Scoring**

When you exit or end a Screener Scoring session, the WIDA AMS Screener Scoring page reappears with a blank Session Detail grid. You can click **Show Sessions** to refresh the grid and display the latest information.

When you exit or end a Screener Scoring session, the Screener Scoring page reappears with a blank Session Detail grid. The filters from the previous search remain populated. Click **Show Sessions** to refresh the grid and display the latest information.
Screener Data File Export

The Screener Data File Export process allows users to export and download a spreadsheet (.csv) file that contains WIDA Screener data by student.

DRC Interactive Report permissions are as follows: DRC IRS – Access, DRC IRS – District, DRC IRS – School, and DRC IRS – Teacher. The following table describes the permissions required to perform the Screener Data File export process for each level of the user.

<table>
<thead>
<tr>
<th>Role</th>
<th>Required Permissions</th>
<th>Allows</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Coordinator</td>
<td>DRC IRS – Access</td>
<td>District users to access</td>
</tr>
<tr>
<td></td>
<td>DRC IRS – District</td>
<td>DRC INSIGHT Interactive Reports for all schools within their district.</td>
</tr>
<tr>
<td></td>
<td>DRC IRS – School</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DRC IRS – Teacher</td>
<td></td>
</tr>
<tr>
<td>School Coordinator</td>
<td>DRC IRS – Access</td>
<td>School users to access</td>
</tr>
<tr>
<td></td>
<td>DRC IRS – School</td>
<td>DRC INSIGHT Interactive Reports for their school.</td>
</tr>
<tr>
<td></td>
<td>DRC IRS – Teacher</td>
<td></td>
</tr>
</tbody>
</table>

Important Notes About the Screener Scoring Extract

- DRC Interactive Reports Permissions are refreshed at midnight, CST. Therefore, if a user is given access to a new site or role, the Screener Data File Export will be available to that user on the following day.
- Export data is also refreshed at midnight, CST. Therefore, if a student is reported on Monday, their data will be available Tuesday in the export.
- The export contains reported records only. If a student does not take all four domains, they are not reported and the student’s record will not appear in the export.

- **Administrations/Dates**
  
  Screener [State]: Before June 27, 2019
  
  Default Start Date: July 1, 2016
  
  Default End Date: June 27, 2019
  
  Screener [State]: 2019–2020
  
  Default Start Date: June 27, 2019
  
  Default End Date: June 25, 2020
  
  Screener [State]: 2020–2021
  
  Default Start Date: June 26, 2020
  
  Default End Date: *Yesterday’s date*  

  *Yesterday’s date means that data is collected from the beginning of the default start date through midnight of the day before the data request date.

Default dates will always populate and users can adjust dates, but all date requests must fall within the administration default start and end dates.
Data File Export for All Users

The following information applies to all users performing a data file export.

- All users must select an administration.
- All users can search across all grades or across a specific grade.
- The default start and end dates are contained within the administration selected. All users can adjust these dates, but these dates must fall within the default time frame.

Data File Export for District-Level Users

The following information applies to District-level users performing a data file export.

- District users can click Search Districts, enter their district name, and click Download Report to export data from all schools in the district.
- District users can click Search Schools, enter a school name, and click Download Report to export data from that school only.

Data File Export for School-Level Users

School-level users performing a data file export may only export data from their school.

Error Messages

- No sites were found.
  If you misspell a District or School Name or if you enter a Site Name that does not exist, you will receive this error. Correct spelling and resume a new search.
- There is no data that meets your criteria.
  Indicates you have selected a site with no data that matches your criteria. Adjust criteria and resume a new search.
- You do not have access to any administrations.
  Indicates you do not have permission to access Screener data. Contact your district assessment or ELL staff regarding permissions to administrations.
Performing a Screener Data File Export

Use this procedure to export a Screener Data File. This data file includes student information and test scores.

Notes:

• Use a Google Chrome browser to perform this procedure—Internet Explorer is not supported.

• To see the field names, valid values, field descriptions and notes for a Screener Student Data File Export file, see “Screener Student Data File Layout” on page 128.

1. Select Report Delivery from the My Applications menu, and select Screener Data Export. The Screener Data Export window displays.

2. Choose an administration from the Select an Administration drop-down menu.

3. If you are a district-level user, you can either click Search Districts and enter your district name to export data from all schools in the district. Or, you can click Search Schools and enter a school name to export data from that school only.

If you are a school-level user, go to step 4. Otherwise, go to step 5.
Performing a Screener Data File Export (cont.)

4. If you are a school-level user, place your cursor into the Enter school name or code search field and your site will appear.

5. After you have selected the testing sites and date(s) for the data file export, click **Download Report**.

6. If you click Download Report and there is no testing data for the selected sites and dates, you can select a new date range and/or new sites. Click **X** to clear the original search and begin a new search.

7. The data export file downloads to your system in .csv format. The file displays in the bottom left corner of the Google Chrome browser window when the download completes. This file contains the data extracts that match your search criteria. These extracts can be saved or closed after you have finished your review.
**Screener Student Data File Layout**

The table below and on the following pages describes the layout and content of the Screener Student Data File. Use this table as a reference when you review the exported data.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Character Length</th>
<th>Valid Character Values</th>
<th>Field Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique DRC Student ID</td>
<td>12</td>
<td>0-999999999999</td>
<td>The Internal DRC Student ID may appear on multiple rows in a file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Records created by uploading are odd ID numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Records created by manual entry into WIDA AMS are even ID numbers</td>
</tr>
<tr>
<td>Administration</td>
<td>None</td>
<td>Screener - State - YYYY-YYYY</td>
<td></td>
</tr>
<tr>
<td>District Name</td>
<td>50</td>
<td>A-Z, a-z, 0-9</td>
<td>District’s name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period &quot;&quot;&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parentheses &quot;&quot;( )&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyphen/dash &quot;&quot;-&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apostrophe &quot;&quot;'&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At sign &quot;&quot;@&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Colon &quot;&quot;.&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semicolon &quot;&quot;..&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ampersand &quot;&quot;&amp;&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number sign &quot;&quot;#&quot;</td>
<td></td>
</tr>
<tr>
<td>District Number</td>
<td>15</td>
<td>A-Z, 0-9</td>
<td>Unique district number identifying the district within the state</td>
</tr>
<tr>
<td>School Name</td>
<td>50</td>
<td>A-Z, a-z, 0-9</td>
<td>School’s name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period &quot;&quot;&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parentheses &quot;&quot;( )&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyphen/dash &quot;&quot;-&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apostrophe &quot;&quot;'&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At sign &quot;&quot;@&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Colon &quot;&quot;.&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semicolon &quot;&quot;..&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ampersand &quot;&quot;&amp;&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number sign &quot;&quot;#&quot;</td>
<td></td>
</tr>
<tr>
<td>School Number</td>
<td>15</td>
<td>A-Z, 0-9</td>
<td>Unique school number identifying the school within the district</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>100</td>
<td>A-Z, a-z</td>
<td>Student’s last name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyphen/dash &quot;&quot;-&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apostrophe &quot;&quot;'&quot;</td>
<td></td>
</tr>
<tr>
<td>Student First Name</td>
<td>100</td>
<td>A-Z, a-z</td>
<td>Student’s first name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyphen/dash &quot;&quot;-&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apostrophe &quot;&quot;'&quot;</td>
<td></td>
</tr>
<tr>
<td>Student Middle Initial</td>
<td>100</td>
<td>A-Z, a-z</td>
<td>Student’s middle initial/name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyphen/dash &quot;&quot;-&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apostrophe &quot;&quot;'&quot;</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>Student’s birth date</td>
</tr>
<tr>
<td>State Student ID</td>
<td>15</td>
<td>A-Z, a-z, 0-9</td>
<td>Unique Student ID value within a state—must be unique and not blank.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>?, -</td>
<td></td>
</tr>
</tbody>
</table>
### Screener Student Data File Layout (cont.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Character Length</th>
<th>Valid Character Values</th>
<th>Field Notes</th>
</tr>
</thead>
</table>
| Grade                       | 2                    | 01-12                  | 1st grade through 12th grade  
|                             |                      |                        | Must contain leading zero for 01-09  
| Grade Cluster Administered  | 1                    | 1,2,4,6,9              | The student’s tested Grade Cluster  
|                             |                      |                        | **Online**  
|                             |                      |                        | • 1 = 1  
|                             |                      |                        | • 2–3 = 2  
|                             |                      |                        | • 4–5 = 4  
|                             |                      |                        | • 6–8 = 6  
|                             |                      |                        | • 9–12 = 9  
| Started                     |                      | YYYY-DD-MM-HH:MM:SS    | First test ticket date for the first domain  
| Completed                   | 10                   | MM/DD/YYYY Blank       | Date student completed testing in school in MM/DD/YYYY format.  
|                             |                      |                        | 03/30/2014 = March 30, 2014  
|                             |                      |                        | 00/00/0000 = Blank  
|                             |                      |                        | Or, the date the student completed the online test for the final domain.  
| Listening Proficiency Level | 3                    | 1.0-6.0 Blank          | Student’s Listening Proficiency Level for Online  
|                             |                      |                        | Always displays to the tenth. For example, 1.0 or 5.5.  
|                             |                      |                        | Blank = Domain was not attempted for this record.  
| Reading Proficiency Level   | 3                    | 1.0-6.0 Blank          | Student’s Reading Proficiency Level for Online  
|                             |                      |                        | Always displays to the tenth. For example, 1.0 or 5.5.  
|                             |                      |                        | Blank = Domain was not attempted for this record.  
| Speaking Proficiency Level  | 3                    | 1.0-6.0 Blank          | Student’s Speaking Proficiency Level for Online  
|                             |                      |                        | Always displays to the tenth. For example, 1.0 or 5.5.  
|                             |                      |                        | Blank = Domain was not attempted for this record.  
| Writing Proficiency Level   | 3                    | 1.0-6.0 Blank          | Student’s Writing Proficiency Level for Online  
|                             |                      |                        | Blank = Domain was not attempted for this record.  

---

Page 129
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Character Length</th>
<th>Valid Character Values</th>
<th>Field Notes</th>
</tr>
</thead>
</table>
| Oral Language Proficiency Level | 3                   | 1.0-6.0 Blank          | Student’s Oral Proficiency Level for Online  
Always displays to the tenth. For example, 1.0 or 5.5.  
Blank = Speaking and/or Listening domains were not attempted for this record. |
| Literacy Proficiency Level  | 3                   | 1.0-6.0 Blank          | Student’s Literacy Proficiency Level for Online  
Always displays to the tenth. For example, 1.0 or 5.5.  
Blank = Reading and/or Writing domains were not attempted for this record. |
| Overall Proficiency Level   | 3                   | 1.0-6.0 Blank          | Student’s Composite (Overall) Proficiency Level for Online  
Always displays to the tenth. For example, 1.0 or 5.5.  
Blank = Not all domains were attempted for this record. |
Report Delivery Menu
Introduction

From the Report Delivery menu, WIDA AMS users can download status reports, reports detailing online testing statistics, test score result reports, and on-demand reports.

⚠️ Important: Verify that you are using the correct administration—ACCESS for ELLs (for the correct year) or WIDA Screener Online.
Status Reports

WIDA AMS provides a number of status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated at the end of each testing day for the online assessments. For details about the contents of the status reports, see the table on the following page.

1. To display status reports, select Report Delivery from the WIDA AMS My Applications menu bar and Status Reports from the Report Delivery menu to display the Status Reports page.

2. Select an administration from the drop-down menu.

3. You can use the District and School drop-down menus to filter the display. Then, you can select any status report to display.

4. Click the Open Report icon ( ) to display a report. The Description column contains a brief description of each report.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Cumulative Student Status Report</td>
<td>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, test session status, assigned accommodations and has a context field.</td>
</tr>
<tr>
<td>Daily Student Status Report</td>
<td>Displays each student that logs into a test. Shows the test start and submit times, test session status and has a context field.</td>
</tr>
<tr>
<td>Daily School Fees Report</td>
<td>Displays information about schools that have unusual test fee activity.</td>
</tr>
<tr>
<td>Daily Excessive Logins Report</td>
<td>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.</td>
</tr>
<tr>
<td>Daily Status Summary of Test Times Report</td>
<td>Displays the duration in which students completed the test. This report shows district-level data for each grade and content area.</td>
</tr>
</tbody>
</table>
**Status Reports (cont.)**

The following table lists and describes each status report that WIDA AMS provides. These reports are updated daily at the end of each testing day for the online assessments.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Cumulative Student Status Report</td>
<td>This report displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including the start and submit times, the ticket status, and the assigned accommodations. The report also contains a comment field.</td>
</tr>
<tr>
<td>Daily Student Status Report</td>
<td>Each student who logs in to a test appears on this report. The report is in Excel format and displays the test start and submit times and the test ticket status, and provides a field for a user to enter comments. (For example, a user might enter a comment that a student had to stop testing that day due to illness.)</td>
</tr>
<tr>
<td>Daily Excessive Logins Report</td>
<td>This report displays information about students who have logged in more than five times to the system. A login is recorded when a student logs in with the original test ticket.</td>
</tr>
<tr>
<td>Daily Excessive Logins Report</td>
<td>• The Login field displays the number of times the student logged in for the day the report was run.</td>
</tr>
<tr>
<td>Daily Excessive Logins Report</td>
<td>• The Cumulative field displays the total number of attempted log-ins by the student, regardless of the day.</td>
</tr>
<tr>
<td>Daily Excessive Logins Report</td>
<td>• The Date field is the date on which the student reached five attempts.</td>
</tr>
<tr>
<td>Daily State Summary of Test Times Report</td>
<td>This report displays district-wide data for each grade and content area.</td>
</tr>
<tr>
<td>Daily State Summary of Test Times Report</td>
<td>• The time span is determined by using the log-in time and the time when the student selected to end the test.</td>
</tr>
<tr>
<td>Daily State Summary of Test Times Report</td>
<td>• The Count field displays the total number of tests started and ended throughout the testing window.</td>
</tr>
<tr>
<td>Weekly District Report</td>
<td>This report displays the number of tests started and ended at a district level for each week* of testing.</td>
</tr>
<tr>
<td>District Report of Testing Status by School</td>
<td>This report displays the number of tests started and the number of tests ended for a district and a school** or for a grade and a domain.</td>
</tr>
</tbody>
</table>

*The Week field represents the numerical week in the current calendar year. For example, ‘4’ indicates the fourth week of the 52-week calendar year.

**The district-and-school report appears after the first student for that district and school logs in to the test.
**Online Testing Statistics Reports**

From the Report Delivery menu, you can display Online Testing Statistics reports by student/grade or district/date.

- Select **Report Delivery** from the WIDA AMS My Applications menu bar and **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.
- You can view the previous day’s reports or a cumulative set of reports.
- You can view reports by student and grade, or by district and date.
- Click **Export** to export a report in a comma-separated values (.csv) format to download into a spreadsheet.
Test Results Reports

From the Report Delivery menu, WIDA AMS users can view reports showing test results for the ACCESS for ELLs suite of assessments. The permissions to view test results (Reports–View District Files, View Reports–Download–District/School, View Dynamic Reports) are typically assigned to the District Test Coordinator. Permissions may be distributed to school users in accordance with state and district policy.

⚠ Important:
- WIDA AMS allows District Test Coordinators to view both district-level and school-level reporting. School users may view school-level reporting only. Test Administrators may not view reports. To view reports, you must be a district or school user.
- WIDA Screener Online test results are not posted under Test Results. For instructions about accessing WIDA Screener Online results, see “On-Demand Reports” on page 138.

1. Select Report Delivery from the WIDA AMS My Applications menu bar and Test Results from the Report Delivery menu to display the Test Results page.
2. You can use the Administration, District, School, and Report drop-down menus to filter the display. Then, click Show Reports to display the report.
3. Click Download Reports to download reports in a compressed (.zip) file format.
Displaying Test Results

From the Test Results page, WIDA AMS users can view, download, or print district-level and school-level report data.

1. To view or print district-level reports, select **Report Delivery** from the WIDA AMS My Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.

2. Specify an administration, district, school, and report from the drop-down menus and click **Show Reports** to view, save, or print results for the students selected or **Download Reports** to download the reports collected in a compressed (.zip) file format.

   - To view district-level reporting data (for example, the Student Response file and District Frequency report), select a district and select **All** for the school.
   - To view school-level reporting data (for example, the School Frequency report), select both a district and a school (required).

**Note:** For the WIDA Screener Online administration results are not posted under Test Results. For both district-level and school-level users, school-level reporting is available from on-demand reports (see “On-Demand Reports” on page 138).

   - To sort the Reports grid by column headings, double-click the header.

   To group the reports by header, click and drag a column header from the dark-blue header row to the gray header row at the top of the chart.
On-Demand Reports

You use the On-Demand Reports page to access all WIDA Screener Online student reports and the translated student reports for the ACCESS for ELLs suite of assessments.

- A WIDA Screener Online report becomes available after the educator completes scoring all of the student’s responses.
- ACCESS for ELLs translated reports become available the same day that English reports and data files become available (this varies by state—see your state’s page on the WIDA website.)

**Note:** To access on-demand reports, you must have the View Dynamic Reports permission for the appropriate administration(s): ACCESS for ELLs and/or WIDA Screener Online. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.

1. To view on-demand reports, select **On-Demand Reports** in the Report Delivery menu to display the On-Demand Reports page.
On-Demand Reports (cont.)

2. Select the administration, and use the District, School, Report, Language, and Grade drop-down menus, and the Last Name, First Name, State Student ID, and Session fields to filter the display. When you click  
   Find Students, the student records that meet your criteria appear in the Students grid.
   
   **Note:** WIDA Screener Online reports are not available in languages other than English.

3. Select one or more students whose reports you want to open or save by checking the checkbox next to their name(s). Click **Open Selected** and **Save Selected** to open or save reports as PDF files.

   - You can click **Clear** to clear your last group of filtering specifications.
   - You can use the column headers and the Up (▲) and Down (▼) arrows to sort the Students grid by heading in ascending or descending order.