## WORKING WITH THE PRACTICE SITE

This Lighthouse Practice Site is intended for general orientation for new Portal users. DTCs, BTCs, and ITCs can navigate through key portal administrative tasks and menus, including viewing students and classes, scheduling test sessions, viewing test session details, and printing student log-in tickets. Some actions required to set up and administer operational tests cannot be completed in the Lighthouse Practice Site. The Lighthouse Practice Site is used by a variety of clients; thus, the Lighthouse Practice Site user interface and menus may differ slightly from the OSTP Data Portal.

Users can navigate to https://intro.emetric.net/ and will be presented with a page similar to the following:
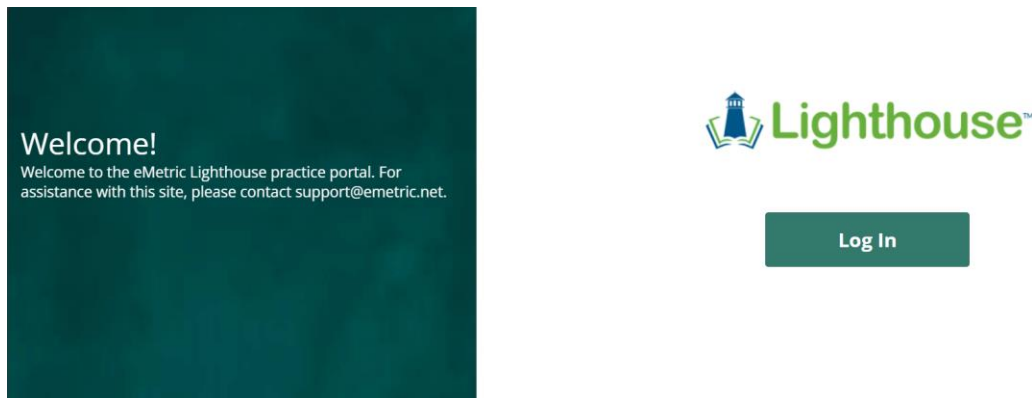
Click L**og In** to navigate to the sign-in page and log in using one of the demo accounts listed below.

DEMO ACCOUNTS

Role	Username	Password
District Coordinator	**OKDTC**	**Okl@h0ma24**
School Coordinator (BTC)	**OKSTC**	**Okl@h0ma24**
School Coordinator (BTC)	**OKSTC2**	**Okl@h0ma24**
School Coordinator (BTC)	**OKSTC3**	**Okl@h0ma24**
IT Coordinator	**OKITC**	**Okl@h0ma24**

PORTAL HOME PAGE

1. Click the **Lighthouse logo** in the top-left corner of any page to return to the Portal home page.
2. Click **Users** at the top of the Portal home page to view users.
3. Click **Administration** to access the Administration component.

NAVIGATING THE ADMINISTRATION HOME PAGE

1. To return to the Portal home page, click the **Lighthouse logo** in the top-left corner of any page.
2. To return to the Administration home page, click **Home** from any page in the Administration component.
3. To view Site Readiness information, click **Site Readiness**.
4. To view student information and accommodations, click **Students**.
5. To view the enrollment transfer feature (available for DTCs), click **Enrollment Transfer**.
6. To view the classes in the practice portal, click **Classes**.
7. To view, schedule, and delete test sessions and view student test log-in tickets, click **Test Sessions**.

VIEWING STUDENTS

1. **Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Students table by selecting a subject from the **Choose A Subject** drop-down menu.
   Note: The **Choose A Subject** drop-down menu filters the students after they have been put into subject classes.
3. Click **Exports** to export a roster for the selected organization. A CSV file listing all students at the selected school will download to your computer.
4. Sort columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Locate the student in the table and click **View Classes** in the column on the right to view a student's classes. A pop-up box will display a list of the assigned classes.
6. Click on **View Test Session** to view the student's test session information.
7. Click on **Enrollment Info** to view the student's enrollment information.
8. To view or edit a student's profile and assigned accommodations, click **Edit** in the student's row. The Student Information tab will display the current demographics; clicking on the Accommodations tab will display the assigned accommodations for the selected student.

VIEWING CLASSES

1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Use the class-level tabs to switch between viewing **Course Level** classes and **Grade Level** classes.
4. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
   Note: Teacher role is not available in the OSTP Data Portal. Please disregard the teacher assignment.
5. To view, edit, or delete the students assigned to a class, click on **View, Edit, or Delete**.

VIEWING TEST SESSIONS

1. **Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
   a. Organization (district or school)
   b. Program Name
   c. Content Area
   d. Test Name
2. Click the green **Schedule New Test Session** button to schedule a new test session.
3. Click **Exports** to see **Export Test Status** and **Export Students Not Scheduled**.

   Export Test Status will export a CSV file listing every student and their test status per session. **Export Students Not Scheduled** will download a CSV file listing all students who are enrolled in the portal but not scheduled to a test session.
4. **Sort** columns by clicking on a column heading. Click the search icon ( ) next to the column heading and type the desired search criteria.
5. Click **View Details/Student Logins** to view the Test Session Details page.
6. Click **Delete** to delete a test session. Only sessions that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the test session cannot be deleted.

SCHEDULING A TEST SESSION

To practice scheduling a test session:
1. In Administration click on **Test Sessions**.
2. Select a school from the organization drop-down menu.
3. Select the **Spring Operational** program from the program drop-down menu.
4. Select **ELA** from the subject drop-down menu.
5. Select the **Demo Training Test** from the test drop-down menu.
6. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.

7. Select one or more classes to schedule; click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and different forms of that test will be automatically assigned to students within the class.
8. Click **Schedule** when you are done to save the test session or **Cancel** to discard. The start date and end date fields are fixed.
    Note: New test sessions will need to be created every day; test sessions are wiped nightly.

VIEWING TEST SESSION DETAILS

Locate the test session in the Test Sessions table and click **View Details/Student Logins** in the column on the right to view the test session details.

The Test Sessions Details page displays the test session details at the top, including school, subject, class, and Test name. The Test Sessions Details page is followed by the Test Session Details table which contains the following information for each student:

*   Student's first and last name
*   Student's username and password

- Form assigned to the student
- Date and Time when new student test logins were generated
- Test report codes
- Test session status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Note: Teacher role is not available in the OSTP Data Portal. Please disregard the teacher assignment.

VIEWING STUDENT TEST LOGINS

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started
☑	Demo	Aditya	6045796791	6824F497	Training Demo	03/30/2023 1:56:45 PM	+	Session 1:Not Started	
☑	Demo	Bobbie	6584100802	556FFB3C	Training Demo	03/30/2023 1:56:45 PM	+	Session 1:Not Started	
☐	Demo	Domingo	4658763495	3BB7A5E4	Training Demo Read Aloud	03/30/2023 1:56:45 PM	+	Session 1:Not Started	
☐	Demo	Elda	2892271866	A836A5DC	Training Demo Read Aloud	03/30/2023 1:56:45 PM	+	Session 1:Not Started	

Export Logins for Selected Students (2) — ① **Invalidate (2)** — ②

Student test logins can be viewed/printed from the Test Session details page.

1. After selecting the checkboxes for the desired students, click **Export Logins for Selected Students** to create a PDF or CSV file containing the login information for each student selected. The PDF or CSV files can be printed.
2. To invalidate the test of a student, select the checkboxes for the desired students and click **Invalidate**.