WORKING WITH THE PRACTICE SITE

This iTester Practice Site is intended for general orientation for new Portal users. DTCs, STCs, 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 iTester Practice Site. The iTester Practice Site is used by a variety of clients, thus the iTester Practice Site user interface and menus may differ slightly from the OSTP & CCRA Portal.

Users can navigate to https://intro.emetric.net/ and will be presented with a page similar to the following:

Click Log In to navigate to the sign in page and log in using one of the demo accounts listed below.
DEMO ACCOUNTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Coordinator</td>
<td>OKDTC</td>
<td>Okl@h0m@!</td>
</tr>
<tr>
<td>District User</td>
<td>OKDU</td>
<td>Okl@h0m@!</td>
</tr>
<tr>
<td>School Coordinator</td>
<td>OKSTC</td>
<td>Okl@h0m@!</td>
</tr>
<tr>
<td>School Coordinator</td>
<td>OKSTC2</td>
<td>Okl@h0m@!</td>
</tr>
<tr>
<td>School Coordinator</td>
<td>OKSTC3</td>
<td>Okl@h0m@!</td>
</tr>
<tr>
<td>IT Coordinator</td>
<td>OKITC</td>
<td>Okl@h0m@!</td>
</tr>
</tbody>
</table>

PORTAL HOME PAGE

1. Click the iTester 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.
1. To return to the Portal home page click the iTester 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 student information and accommodations click Students.
4. To view the enrollment transfer feature (available for DTCs) click Enrollment Transfer.
5. To view the classes in the practice portal, click Classes.
6. To view, schedule, and delete test sessions and view student test log-in tickets click Test Sessions.
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 **Enrollment Info** to view the student’s enrollment information.
7. To view a student’s profile and assigned accommodations click **View** 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.
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 & CCRA Portal. Please disregard the teacher assignment.
5. To view the students assigned to a class click on **View**.
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.
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.
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. 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 & CCRA Portal. Please disregard the teacher assignment.
Student test logins can be viewed/printed from the Test Session details page.

1. On the test session details page select the number of **student logins per page** from the drop-down list (1, 8, or 27 per page).
2. Select one of the two print options. If you only need to print a few students from the test session, select the students from the table by putting a check mark next to their name and then click **Print selected logins**. If printing all students in the test session, click **Print all logins**. The student login cover page which shows names, usernames, passwords, and accommodations, and student logins are exported to a PDF file.
3. **Open** the PDF file to view the student logins in the format selected.