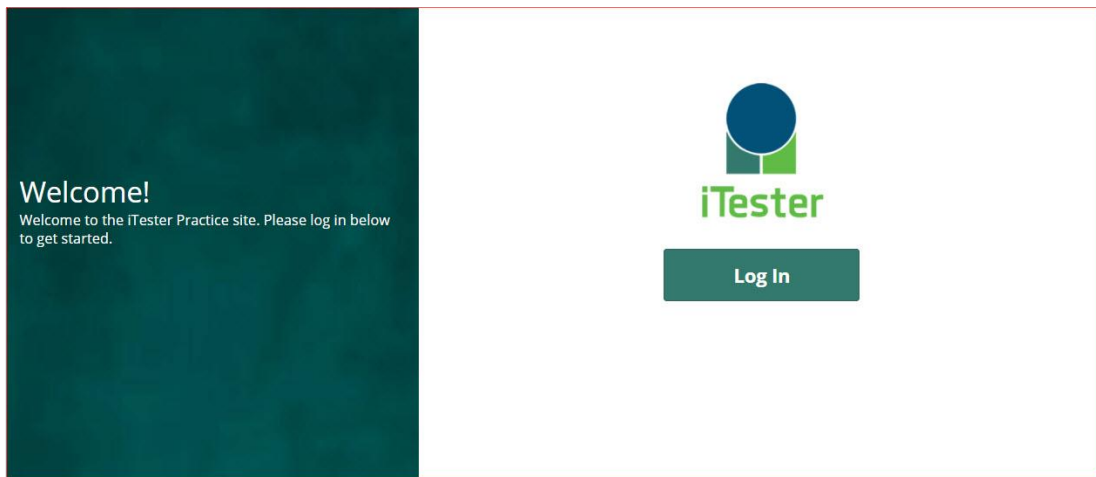


WORKING WITH THE PRACTICE SITE

This iTester Practice Site is intended for general orientation for new Portal users. DTCs, STCs (known in Oklahoma as a BTC), 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 Data Portal.

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



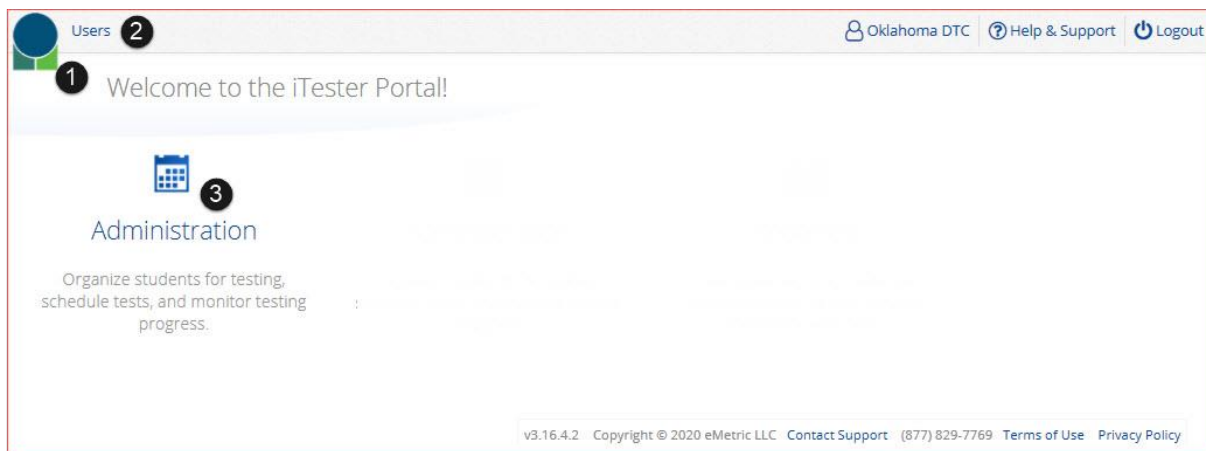
Click **Log In** to navigate to the sign in page and log in using one of the demo accounts listed below.

A screenshot of the iTester Practice Site sign-in page. At the top, it says "Welcome to the iTester Practice site. Please log in below to get started." in blue. Below this is the iTester logo (a blue circle above a green bar) and the text "iTester" in green. In the center, there is a white rounded rectangle containing two input fields: "Username" and "Password", each with a horizontal line for text entry. Below the input fields is a dark teal circular button with the text "Sign In" in white. At the bottom of the page, there is a link that says "Forgot your password?"

DEMO ACCOUNTS

Role	Username	Password
District Coordinator	OKDTC	Okl@h0ma23
School Coordinator (BTC)	OKSTC	Okl@h0ma23
School Coordinator (BTC)	OKSTC2	Okl@h0ma23
School Coordinator (BTC)	OKSTC3	Okl@h0ma23
IT Coordinator	OKITC	Okl@h0ma23

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.

NAVIGATING THE ADMINISTRATION HOME PAGE

The screenshot shows the Administration Home Page with the following elements:

- 1**: iTester logo in the top-left corner.
- 2**: Home tab in the navigation menu.
- 3**: Students tab in the navigation menu.
- 4**: Enrollment Transfer tab in the navigation menu.
- 5**: Classes tab in the navigation menu.
- 6**: Test Sessions tab in the navigation menu.

Additional navigation links at the top right include: Oklahoma DTC, Help & Support, and Logout.

Welcome to the Administration component of the iTester Portal. Based on your account level, you may have access to student enrollment data, class rosters, and test session details. Use the tabs at the top of the page to navigate through the Administration component.

Student kiosks for desktop and laptop devices can be downloaded and installed utilizing the links in the table below.

Windows	eMetric Assessments for Windows
Mac	eMetric Assessments for Mac

Mobile apps for iPads and Chromebooks are available for download in the respective app stores by searching for "eMetric Assessments", or by clicking the links in the table below.

iPads	eMetric Assessments for iOS
Chromebooks	eMetric Assessments for Chromebooks

Note: The links in the tables above are for demo purposes and are non-working links.

Proctor password for: [Change](#)

G9TH4HNU

v3.16.4.2 Copyright © 2020 eMetric LLC Contact Support (877) 829-7769 Terms of Use Privacy Policy

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**.

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 **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.

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 the students assigned to a class click on **View**.

VIEWING TEST SESSIONS

Home Students Enrollment Transfer Classes Test Sessions Oklahoma DTC Help & Support Logout

Displaying test sessions for Demo Training Test in Oklahoma Elementary School

1 Oklahoma Elementary School (Oklahoma Demo District) a ELA c
Spring Operational b Demo Training Test d

2 Schedule New Test Session 3 Exports

Filter by testing status
All

School	Class	Testing Status	Created Date	Created By	
Oklahoma Elementary School	Teacher, Elementary-Demo Class 1-(Grade -03)	In Progress	11/18/2020 12:06:06 PM	Oklahoma DTC	View Details/Student Logins Delete
Oklahoma Elementary School	Teacher, Elementary-Demo Class 2-(Grade -04)	In Progress	11/18/2020 12:06:06 PM	Oklahoma DTC	View Details/Student Logins Delete
Oklahoma Elementary School	Teacher, Elementary-Demo Class 3-(Grade -05)	In Progress	11/18/2020 12:06:06 PM	Oklahoma DTC	View Details/Student Logins Delete

Showing 1 - 3 of 3

*Created date is in Central Standard Time.

v3.16.4.2 Copyright © 2020 eMetric LLC Contact Support (877) 829-7769 Terms of Use Privacy Policy

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

Created By		
Oklahoma DTC	View Details/Student Logins	Delete
Oklahoma DTC	View Details/Student Logins	Delete
Oklahoma DTC	View Details/Student Logins	Delete

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.

Test Sessions

District: Oklahoma Demo District School: Oklahoma Elementary School
 Administration: 2016-2017 Content Area: ELA
 Teacher: Teacher, Elementary
 Class: Teacher, Elementary-Demo Class 1-(Grade -03)
 Test Name: Demo Training Test
 Testing Window: 11/18/2020 to 07/01/2023

Test is in progress. It ends on 07/01/2023. Students may log in and take the test using their username and password shown below.

[Back to Test Sessions](#)

1 login per page

[Print selected logins](#) [Print all logins \(25\)](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Demo	Addie	5670255339	B8535744	Training Demo	11/18/2020 12:06:07 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Alfonso	5713226486	F4FF6F2F	Training Demo Read Aloud	11/18/2020 12:06:07 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Andrew	2369495044	4B8F9F4E	Training Demo	11/18/2020 12:06:07 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Annetta	9721071391	87F2C6F2	Training Demo	11/18/2020 12:06:07 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Augusta	3914014053	4956DF42	Training Demo	11/18/2020 12:06:07 PM	+	Session 1:Not Started		

v3.16.4.2 Copyright © 2020 eMetric LLC Contact Support (877) 829-7769 Terms of Use Privacy Policy

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 Data Portal. Please disregard the teacher assignment.

VIEWING STUDENT TEST LOGINS

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

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test
<input type="checkbox"/>	Demo	Addie	5670255339	B8535744	Training Demo	11/18/2020 12:06:07 PM	+
<input type="checkbox"/>	Demo	Alfonso	5713226486	F4FF6F2F	Training Demo Read Aloud	11/18/2020 12:06:07 PM	+
<input type="checkbox"/>	Demo	Andrew	2369495044	4B8F9F4E	Training Demo	11/18/2020 12:06:07 PM	+

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.