

# Oklahoma School Testing Program

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DATA PORTAL USER GUIDE

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### Version Control

Version	Date	Author	Change Description
1.0	11/10/2023	eMetric	Created support documentation per 2023-2024 requirements discussion with Cognia and OK SDE.
1.1	3/19/2023	eMetric	Updated Test Report Codes section to include adding bulk test report codes.

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## INTRODUCTION

There are two components of the Oklahoma School Testing Program (OSTP) & College- and Career-Readiness Assessments (CCRA) online testing platform: the **OSTP Data Portal**, used by building, district, and state administrators, and the **Kiosk**, used by students for testing.

For more information on installing the kiosk, see the *OSTP Kiosk Installation Guide*, which is available on the OSTP Help & Support page:

<http://oklahoma.onlinehelp.cognia.org>

## TECHNICAL SUPPORT

If you experience any difficulty accessing the OSTP Portal, contact the Cognia Service Desk at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

<p>For questions about the test administration or other technical information</p>	<p>Cognia Oklahoma Service Desk                  Toll-free: 1 (866) 629-0220                  Email: <a href="mailto:oktechsupport@cognia.org">oktechsupport@cognia.org</a></p>
<p>For questions or information regarding OSTP &amp; CCRA policy and testing procedures</p>	<p>Oklahoma State Department of Education Office of Assessments                  Phone: 1 (405) 521-3341                  Website: <a href="http://www.ok.gov/sde/">http://www.ok.gov/sde/</a></p>

## BROWSER REQUIREMENTS

See the [OSTP Technology Guidelines](#) for the latest supported versions of the browsers on desktops and laptops.

These browser requirements are separate from the technology requirements of the student test delivery system. Student testing is done via a secure kiosk downloaded to the student workstation and is separate from the portal. For more information, see the [OSTP Kiosk Installation Guide](#).

**ROLES & RESPONSIBILITIES**

The OSTP Data Portal recognizes six user roles:

1. District Coordinator (DTC)
2. Deputy District Coordinator (DDC)
3. Building Test Coordinator (BTC)
4. Building User (BU)
5. Assessment Technology Coordinator (ITC)
6. Reports Access Only (RA)

Each role has a separate set of responsibilities that determine the user’s level of access to the components available within the OSTP Data Portal.

The table below has descriptions of roles and permissions.

Role	Responsibilities
<p><b>District Coordinator (DTC)</b></p>	<p>The DTC has access to all buildings in the district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate all other user accounts).</li> <li>• Add and edit student information and set accommodations.</li> <li>• Request and approve student transfers in the Enrollment Transfer screen.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• Access Proctor passwords from the Administration home page.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<p><b>Deputy District Coordinator (DDC)</b></p>	<p>The DDC has access to all buildings in the district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate all other user accounts).</li> <li>• Add and edit student information and set accommodations.</li> <li>• Request and approve student transfers in the Enrollment Transfer screen.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• Access Proctor passwords from the Administration home page.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>

<p><b>Building Test Coordinator (BTC)</b></p>	<p>The BTC has access to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate peer BTC accounts, BU, ATC, and RA accounts).</li> <li>• Edit student information and set accommodations.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Assessment Technology Coordinator Portal menus.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<p><b>Building User (BU)</b></p>	<p>The BU has access to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Edit student information and set accommodations.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<p><b>Assessment Technology Coordinator (ATC) (IT Coordinator Role)</b></p>	<p>The ATC is assigned to a district or to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (building) is ready for student testing.</li> </ul> <p>For more information, see the <i>OSTP Kiosk Installation Guide</i>.</p>
<p><b>Reports Access Only (RA)</b></p>	<p>The RA user is assigned to a district or to one or more buildings and can:</p> <ul style="list-style-type: none"> <li>• Create and view reports for assigned organizations.</li> </ul>

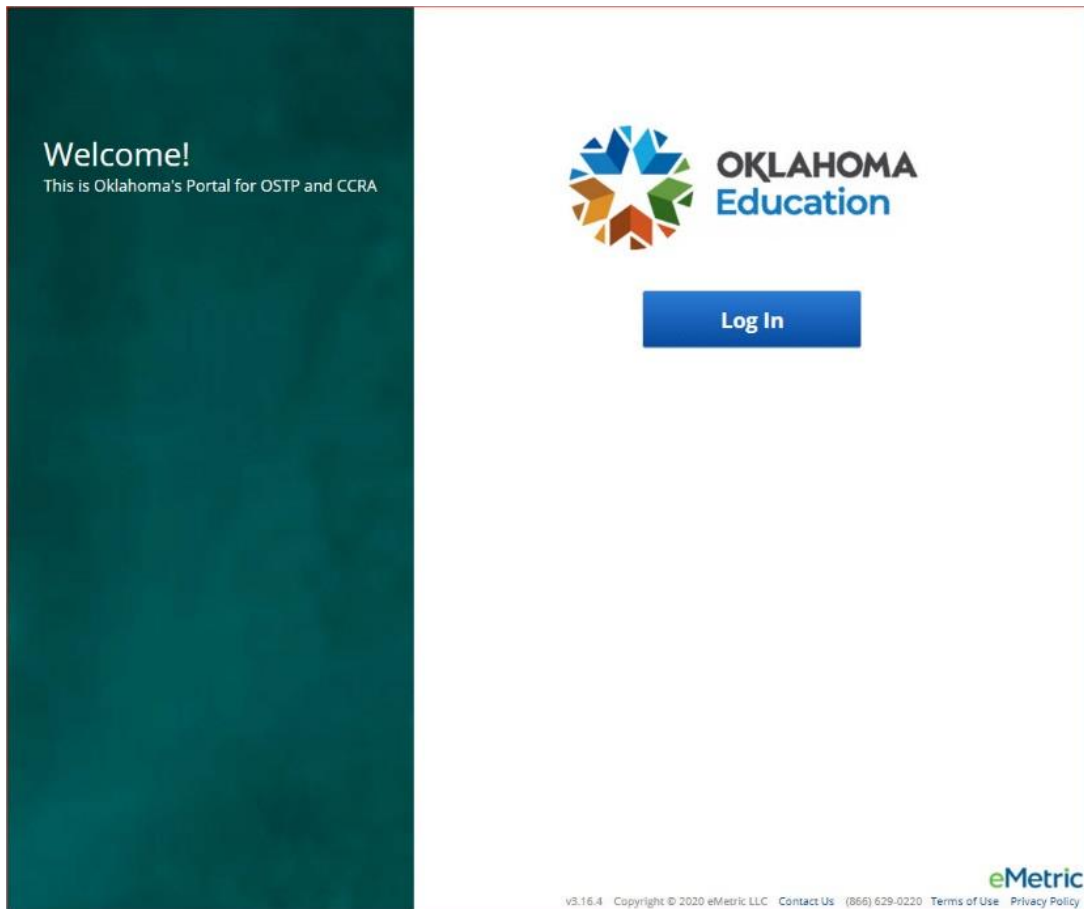
**Note:** ATCs only have access to the Site Readiness component for their assigned building or buildings. A DTC, DDC, or BTC assigned to the building or buildings also has access to perform the site readiness tasks.

The DTC and DDC will have access to all buildings in their district; all other users will be assigned to their specific building(s) within the district. Users cannot access components or information for any organization (district or building) to which they are not assigned.

- For assistance with other buildings within your district, contact your District Coordinator.
- For assistance with buildings in another district, contact the Cognia Service Desk at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

## LOGGING IN

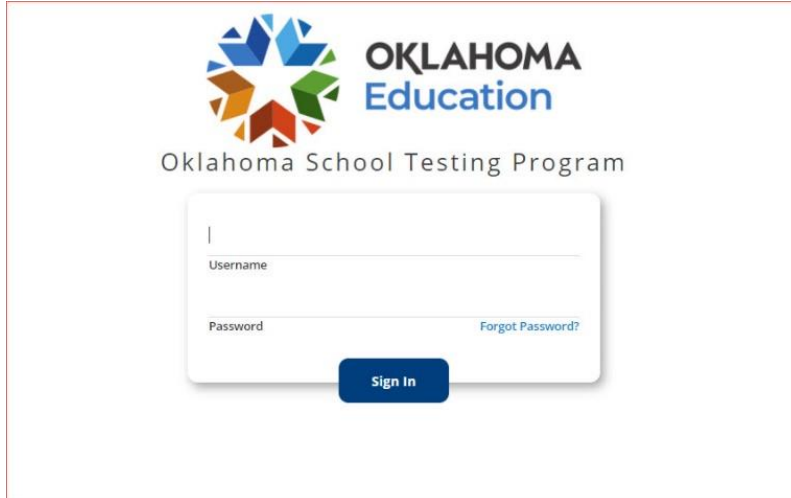
To access the OSTP Data Portal, users will navigate to <https://oklahoma.cognia.org>.



1. **Contact Us:** The **Contact Us** link provides contact information for the [Cognia Service Desk](#).
2. **Terms of Use:** The **Terms of Use** link provides security information regarding the OSTP Data Portal.

Click the Login button to enter your user credentials. Users will type their username and password into the text boxes and click the **login** button to enter the portal.





OKLAHOMA  
Education

Oklahoma School Testing Program

Username

Password [Forgot Password?](#)

Sign In

**Forgot your password?:** If a user has forgotten their password, click on the **Forgot Password?** link and enter the username into the textbox provided. Click the **Submit** button. The system will send an email to the address associated with the account that will allow the user to reset his or her password.

a. **Password Requirements:**

- i. Minimum of 8 characters, maximum of 32 characters
- ii. One uppercase letter
- iii. One lowercase letter
- iv. One special character (~!@#\$%^&\*()\_+={}|[]:;'<>?,)
- v. One number

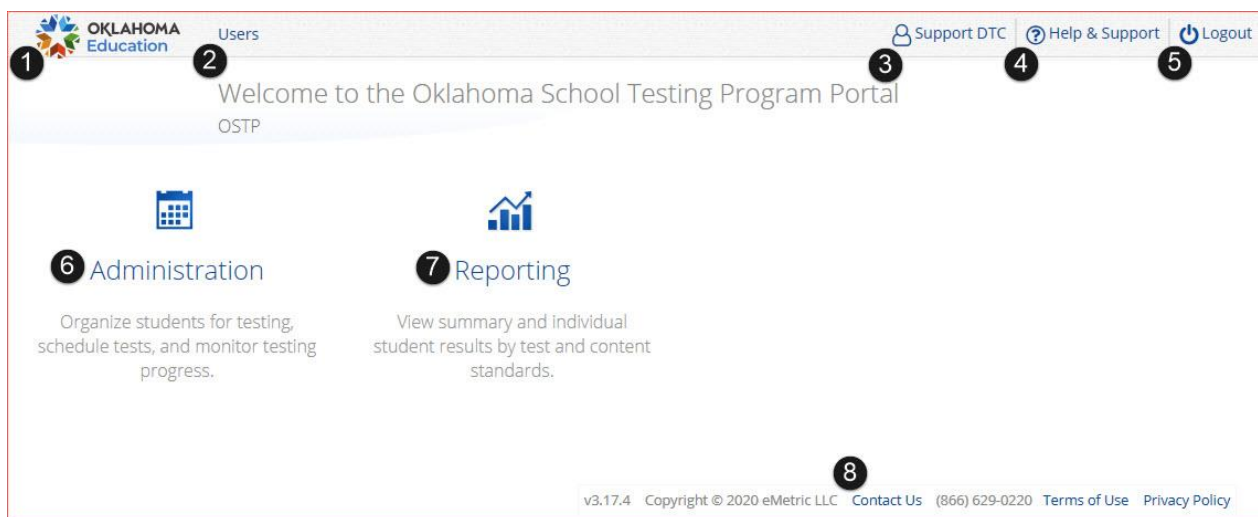
## PORTAL HOME PAGE

The OSTP Data Portal is used to perform all administrative tasks such as managing student rosters, assigning student accommodations, scheduling students for tests, conducting site technology preparations, and viewing reporting for OSTP & CCRA testing.

Upon logging in to the OSTP Data Portal, the portal home page provides access to the following components according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts.
- **Administration:** Used for downloading kiosks and completing site set-up, adding students, transferring students, assigning test accommodations to students, organizing students into classes for testing, scheduling tests, accessing students' test log-in information, and monitoring student testing progress.
- **Reporting:** Used to view and manage assessment results in roster reports, summary reports, and quick reports. For more information regarding Reporting, please see the *OSTP & CCRA Reporting User Guide*.

## NAVIGATING THE PORTAL HOME PAGE



1. Click the **Oklahoma State Department of Education 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 access the User Management component.
3. Click your username in the top-right corner of the page to view your profile.
4. Click **Help & Support** in the top-right corner of the page to go to the [Oklahoma Help & Support page](#).
5. Click **Logout** at the top-right corner of the page to log out of the portal.
6. Click [Administration](#) to access the Administration component.
7. Click **Reporting** to access the Reporting component.
8. Click **Contact Us** at the bottom of the Portal home page to open a blank email message address to [Cognia Technical Support](#).

## UPDATE YOUR PROFILE

Your profile page displays your contact information, organization(s), and role. To make changes to your user profile, click on your name in the upper right corner of the portal. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address. Click **Save Profile** to save any changes you have made.



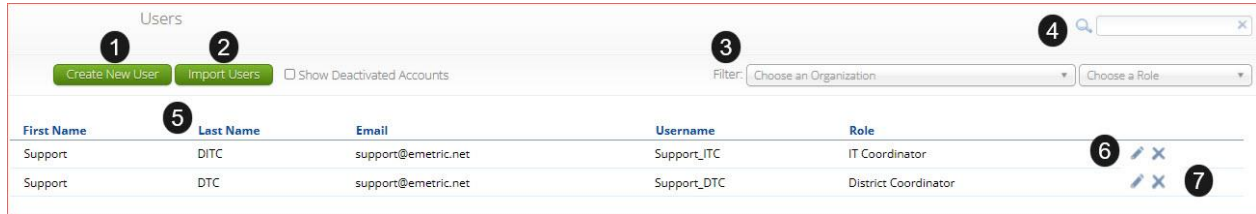
The screenshot shows a user profile page for 'Support DTC' in the Oklahoma Education portal. The page includes the following information:

- Contact Information:** support@emetric.net
- Organizations:**
  - Cyber District
  - Cyber City
  - Cyber Falls
- Roles:**
  - District Coordinator

An **Edit Information** button is located at the bottom of the profile card.

## USERS

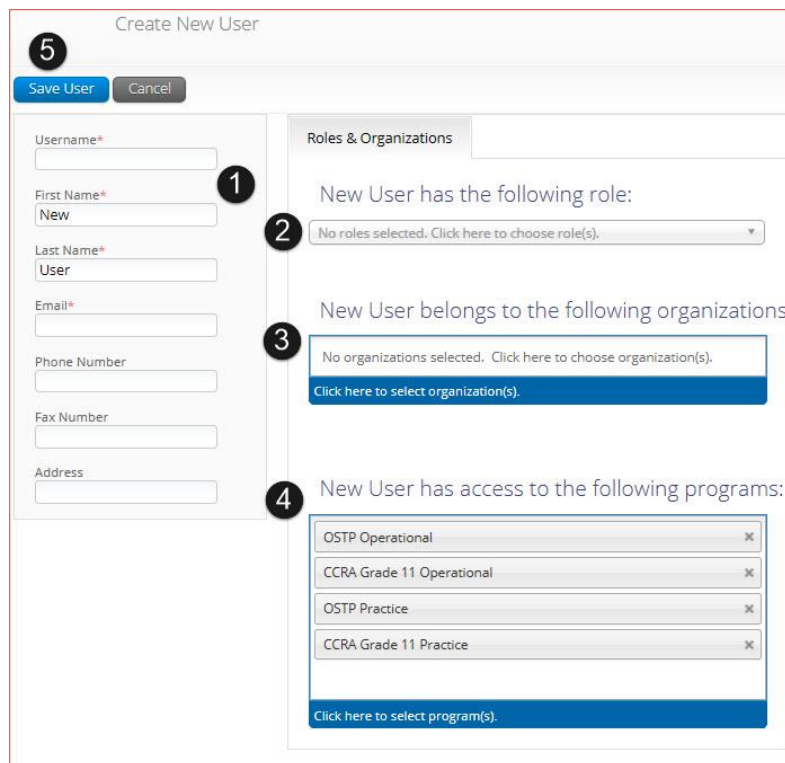
The top menu bar on the portal home page provides the **Users** tab, which provides user management features for the platform. Depending on your permissions, you can view users, add new users, and manage existing user accounts for the platform. By default, a list of existing users will be provided.



1. To add a new user account, click the [Create New User](#) button.
2. To add or update existing users via file upload, click the [Import Users](#) button.
3. Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role in the **Choose a Role** drop-down menu.
4. To locate a user, in the **Search** (🔍) box in the top-right corner of the page, type the first name, last name, username, or email address of the user, and then hit **Enter** or click the search icon 🔍.
5. Sort columns by clicking the column heading.
6. To edit an existing user, select the [Edit User](#) (✎) icon in the user's row.
7. To deactivate a user account, click on the [Deactivate User](#) (✖) icon in the user's row.


### ADD A NEW USER

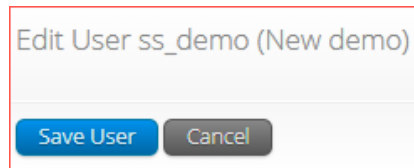
To add a new user, click the **Create New User** button.



1. Enter the new user’s personal and contact information. Fields with a red asterisk (\*) are required.
  - a. Every account requires a unique username.
  - b. Ensure the email address is accurate. New portal users will be sent separate emails containing their username and password to the email specified.
2. Select the role you wish the user to have from the **New user has the following role:** drop-down menu. The permissions for the indicated user role will be provided to the individual given the role.
3. In the **New User belongs to the following organizations** list, select the organizations the user should have access to. Users may have access to multiple organizations.
4. In the **New User has access to the following programs** list, select the programs the user should have access to. Programs are listed by default, click the X to remove a program from the list.
5. Click **Save User** to save the new user account.

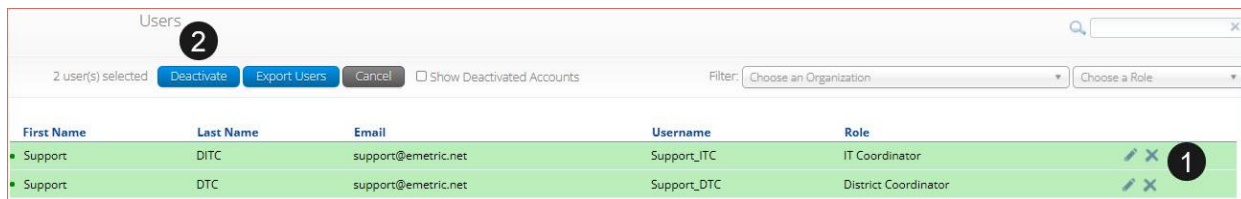
**EDIT A USER**


To edit an existing user, select the  icon in the user’s row. You will be redirected to the user’s profile and will be able to edit fields as allowed by your account type. Click **Save** to save any changes made to a user’s profile.

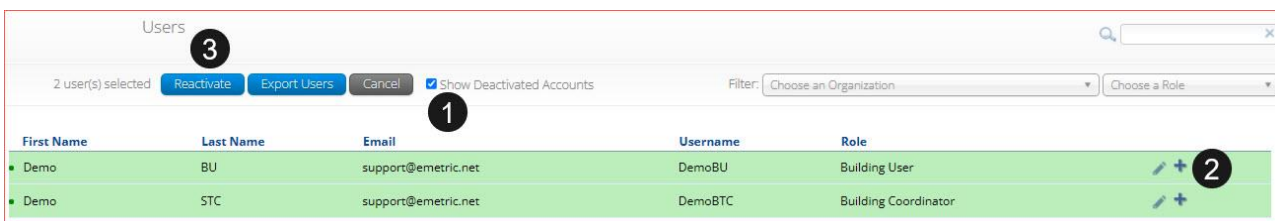


**DEACTIVATE & REACTIVATE USERS**

A District Coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.



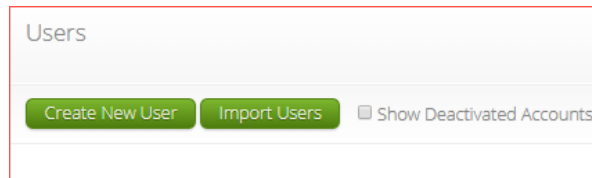
1. To deactivate a user account, click on the  icon in the user’s row.
2. To deactivate multiple user accounts, select each account and click on the **Deactivate** button above the user table.



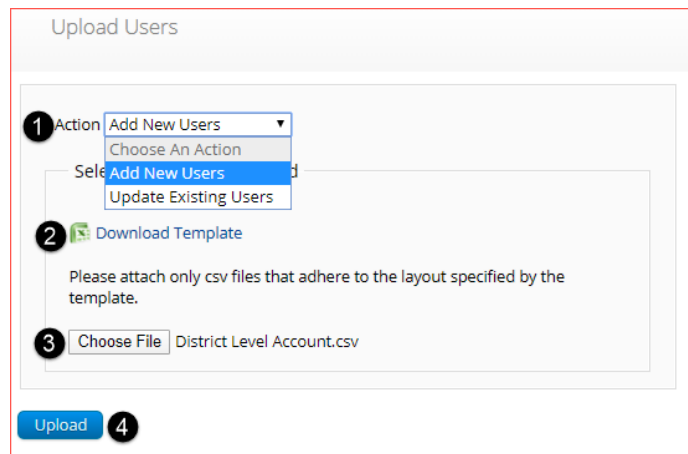
1. To reactivate an account that was previously deactivated, click on the **Show Deactivated Accounts** checkbox.
2. Click the **+** icon in the user’s row to reactivate a user account.
3. To reactivate multiple user accounts, select each account to be reactivated and click the **Reactivate** button above the user table.

IMPORT USERS

If you have several users to add or edit, it may be easier to use the file upload feature. File uploads are required to be in CSV file format and separate files must be used when adding or editing existing users. The user upload feature is available at any time once the portal is opened. Beginning April 1, 2024, through April 15, 2024, this feature will only be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2024, you will be able to upload users between the hours of 7:00 PM to 7:00 AM CST Monday through Friday.



To add new users or update existing users via file upload, from the **Users** page click on the **Import Users** button.



1. On the Upload Users page, select **Add New Users** or **Update Existing Users** from the Action drop-down menu.
2. Once an action has been selected, the user upload template will be made available to download. Click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format; here is a **limit of 30 records** for each uploaded file.

The following is an example of an upload file:

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	
2	OK-BuildingUser-1	Role	Building User	demoBU@emetric.net	BU	00-881888-004	1030 1031 1025 1029 1032				
3	DemoCoord	District	Coordinator	demoDC@emetric.net	DTC	00-881888	1030 1031 1025 1029 1032				
4	Dem-DDC	Deputy	District Coordinator	demoDDC@emetric.net	DDC	00-881888	1030 1031 1025 1029 1032				
5	ShreeITC	Demo	IT Coordinator	demoITC@emetric.net	ITC	00-881888-001	1030 1031 1025 1029 1032				
6	BTCTest	Building	Coordinator	demobtc@emetric.net	BTC	00-881888-001	1030 1031 1025 1029 1032				
7	RATest	Reports	Access	demoRA@emetric.net	RA	00-881888	1030 1031 1025 1029 1032				
8											
9											

If you are creating an account for a DTC or ATC with a district code that contains preceding zeroes, the Org field cell/column will need to be formatted as text. You will then save the document as a .csv and upload it.

3. Click **Choose File** and select the file you would like to upload from your computer; you will now see the file name next to the **Choose File** button.
4. Click **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded, and a summary containing the number of users created and the number of records rejected will be provided. New portal users will be sent two separate emails containing their usernames and passwords to the email specified.

If the file is not in CSV format, you will receive an error upon clicking **Upload**. Please update the file format to **CSV (Comma delimited)** and try to upload again.

The table below describes the columns, required fields, and accepted values in the upload file:

<b>Field Name</b>	<b>Description</b>	<b>Accepted Values</b>
Username*	User's username for logging into the portal.	Up to 35 alpha-numeric characters.
Fname*	User's first name.	Up to 25 characters.
Lname*	User's last name.	Up to 25 characters.
Email*	User's email address.	Any standard email address.
Role*	User's role.	<p>One of the following:</p> <p>DTC — District Coordinator</p> <p>BTC — Building Coordinator</p> <p>ITC — IT Coordinator (Assessment Technology Coordinator)</p> <p>DDC — Deputy District Coordinator</p> <p>BU — Building User</p> <p>RA — Reports Access Only</p> <p>The abbreviated role will be used in the CSV file.</p> <p><i>For example:</i></p> <p>BTC will be the accepted value in the CSV file for adding a Building Coordinator.</p>
Org*	<p>County/District Code associated with the district-level user.</p> <p>County/District and School Code associated with the school level user.</p>	<p><u>District Coordinator, IT Coordinator (District), Deputy District Coordinator</u></p> <p>Org = Combined County and District excluding spaces or hyphens.</p> <p><i>For example:</i></p> <p>If County Code = 62 and District Code = C017</p> <p>then</p> <p>Org = 62C017</p> <p><u>Building Coordinator, IT Coordinator (Building), Building User</u></p> <p>Org = Combined County and District Code hyphen School Code.</p> <p><i>For example:</i></p> <p>If County Code = 62 and District Code = C017 and School Code = 705</p> <p>then</p> <p>Org = 62C017-705</p> <p>If a user belongs to multiple organizations, a pipe will be used to separate organizations.</p> <p><i>For example:</i></p> <p>If a user belongs to school code 705 and 706 in district 0017</p> <p>then</p> <p>Org = 62C017-705 62C017-706</p>



Program	Programs available for the user.	Blank 1030 = OSTP Operational 1025 = OSTP Practice 1031 = CCRA Grade 11 Operational 1029 = CCRA Grade 11 Practice If a user needs access to multiple programs, a pipe will be used to separate organizations. If a user needs access to both OSTP Operational and OSTP Practice then Program = 1030 1025
Phone	User's phone number.	Phone number in xxx-xxx-xxxx format.
Fax	User's fax number.	Fax number in xxx-xxx-xxxx format.
Address	User's address.	Up to 200 characters.

\*Required Field

**Note:** Leaving the program column blank will give the user access to all programs by default. Include data in this column when a user should have access to only **OSTP** or **CCRA**.


County and District codes are available on the Oklahoma State Department of Education's website located [here](#).

### RESOLVING IMPORT USER ERRORS

A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available. Click **Download record with errors** to download a file that contains details about errors in the uploaded file.

**Total number of records present in the uploaded file:** 4  
**Number of Records Rejected:** 3  
**Number of Records Processed:** 1

**Number of Users Created:** 1  
**Number of Users Updated:** 0

 [Download records with errors.](#)

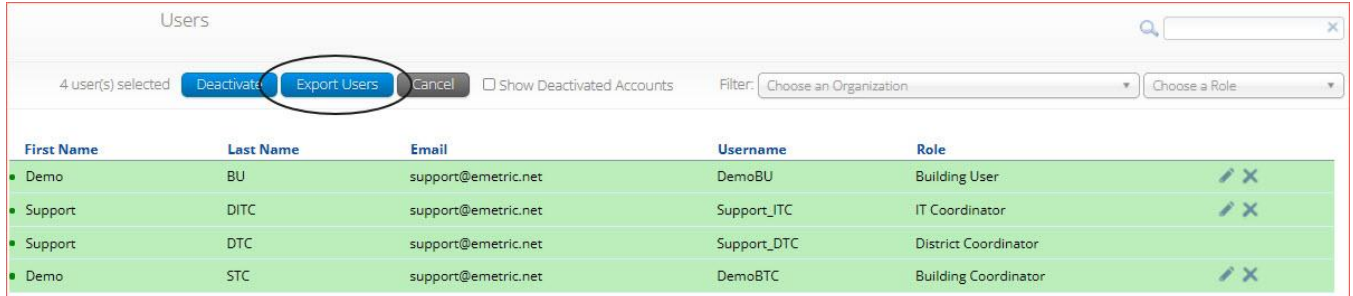
The Error File can contain one or more of the errors shown in the table below

<b>Notes Field in Error File</b>	<b>Result</b>	<b>Next Steps</b>
Unable to add user.	Username already exists in the portal.	Modify the username.
Username must be 4-35 alpha-numeric characters.	Username contains characters that are not alpha-numeric or are less than 4 or greater than 35 characters or is blank.	Modify the username to contain at least 4 characters, not more than 35 characters, and include a mix of letters and numbers in the username.
First name must be 1-25 characters long.	First name contains characters that are less than 1 or greater than 25 characters or first name is blank.	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long.	Last name contains characters that are less than 2 or greater than 25 characters or last name is blank.	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role.	Invalid role code or role is blank.	Add a valid role abbreviation.
Invalid organization and role pairing.	Invalid organization and role combination. For example, school user only has a district ID as Org.	If the user is a DC, verify that the County code and district code are provided in the Org field. If the user is a BC, verify that the code(s) provided in the Org field use a County code, District code, and School code combination.
Invalid organization number.	Invalid organization number.	Verify the organization number is correct. If you are creating a district-level user, verify the County code and District code combination is correct. Refer to the organization codes provided by Oklahoma SDE.
Invalid/Not allowed program ID.	Invalid Program ID.	Update the program ID to be a valid number. See the table above for valid program codes.

After the invalid fields are corrected in the User Upload file, save the updated file to your device, and repeat the steps to import.

**EXPORT USERS**

User information can be exported from the OSTP Data Portal in the form of a CSV file. To update existing users' information using the file upload feature, you should first export existing users, edit the file, and then upload the file using the **Update Existing Users** file upload option.



To export users, select the user accounts from the Users table and click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the Export file downloaded.

Open the downloaded CSV file to view the user data that was exported.

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
2	DemoBU	Demo	BU	support@emetric.net	BU	00-991999-301	1030 1031 1025 1029			
3	Support_ITC	Support	DITC	support@emetric.net	ITC	00-991999 00-881888 00-771777 00-661666	1030 1031 1025 1029			
4	Support_DTC	Support	DTC	support@emetric.net	DTC	00-991999 00-881888 00-771777 00-661666	1030 1031 1025 1029			
5	DemoBTC	Demo	STC	support@emetric.net	BTC	00-991999-301	1030 1031 1025 1029			
6										
7										

**Note:** When a user is created, they are given access to all programs by default. Therefore, you will notice program codes for all programs when exporting a user file.

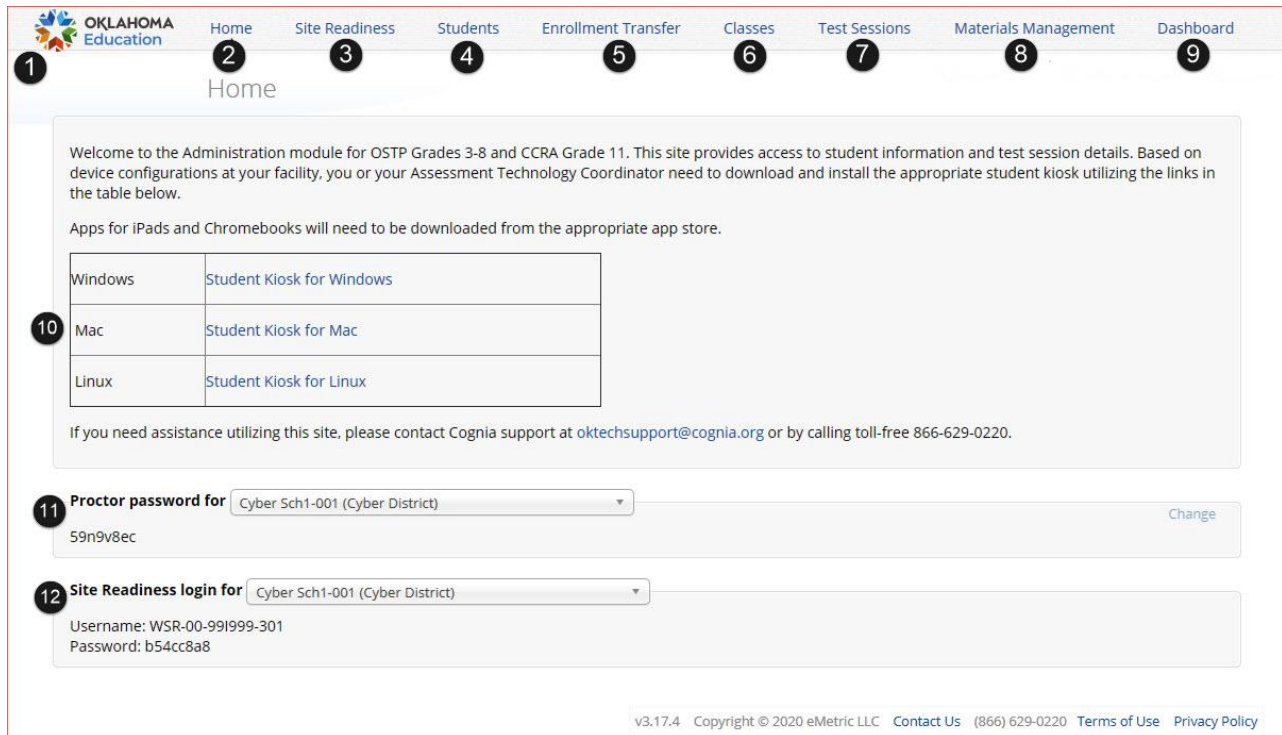
## ADMINISTRATION

To access the Administration component, users will click on the Administration icon upon logging in to the OSTP Data Portal.



The **Administration** home page displays a welcome message and the Administration components available according to the user’s account level.

### NAVIGATING THE ADMINISTRATION HOME PAGE



1. To return to the Portal home page, click the **Oklahoma SDE 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 review a summary of completed Site Readiness tests and certify your site as ready for student testing, click [Site Readiness](#).
4. To add and edit student information, accommodations, and enroll or unenroll students from the building, click [Students](#).
5. To view, request, and approve enrollment transfers for students located outside of your district, click [Enrollment Transfer](#).
6. To view, add, and edit classes, click [Classes](#).
7. To view, schedule, and delete test sessions and print student test log-in tickets, click [Test Sessions](#).
8. To order additional testing materials, click [Materials Management](#).
9. To view district and building-level testing status, click [Dashboard](#).
10. To download and install the OSTP Kiosk, click on **Student Kiosk for Windows**, **Student Kiosk for Mac**, or **Student Kiosk for Linux**. For more information on installing the OSTP Kiosk, see the [OSTP Kiosk Installation Guide](#).
11. To view the **Proctor Password** for buildings in your organization, select the building from the organization drop-down menu. A new proctor password will be generated nightly for each school during the administration window.
12. To view the **Site Readiness Login** information for your organization, select the building from the organization drop-down menu.

**SITE READINESS**

**Site Readiness** testing identifies potential technical problems prior to student testing using a kiosk. The test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured. To administer the Site Readiness Test, the ATC, DTC, DDC, or BTC launches the OSTP Kiosk on each device configuration (i.e., device type and operating system) being used for testing and uses the site readiness login for the assigned building to log in to the Site Readiness Test.

The Administration home page contains the links for downloading and installing the kiosk on Windows, Mac, and Linux devices, and the **Site Readiness Test login information** for DTCs, DDCs, BTCs, and ATCs.

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>
Linux	<a href="#">Student Kiosk for Linux</a>

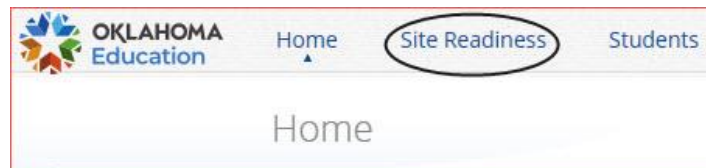
If you need assistance utilizing this site, please contact Cognia support at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or by calling toll-free 866-629-0220.

Proctor password for  Change  
 59n9v8ec

Site Readiness login for   
 Username: WSR-00-991999-301  
 Password: b54cc8a8

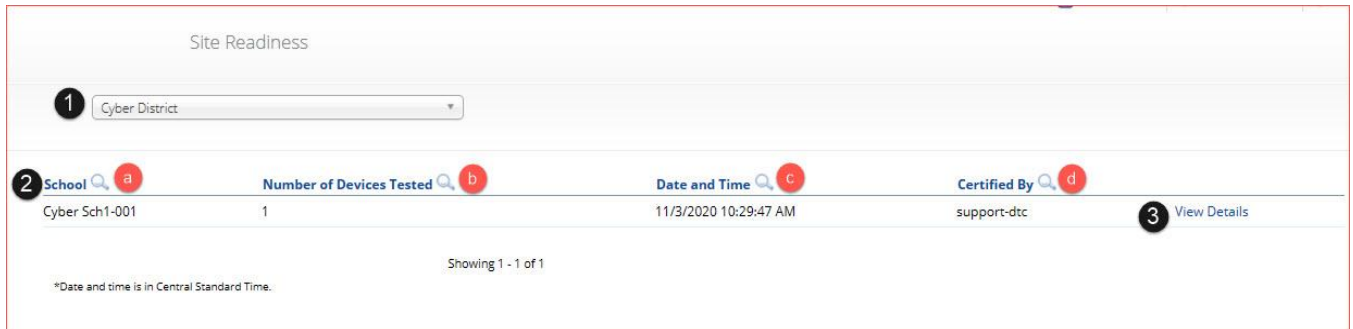
The **Site Readiness Test** includes the System Set-Up Test, which will test your bandwidth, connectivity, screen resolution, and text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether the device is capable of correctly displaying and navigating test content in iTester. For more information on running the Site Readiness Test, see the [OSTP Kiosk Installation Guide](#).

The **Site Readiness** component monitors progress toward site (building) certification. Clicking the link from the Administration home page will display the Site Readiness page.



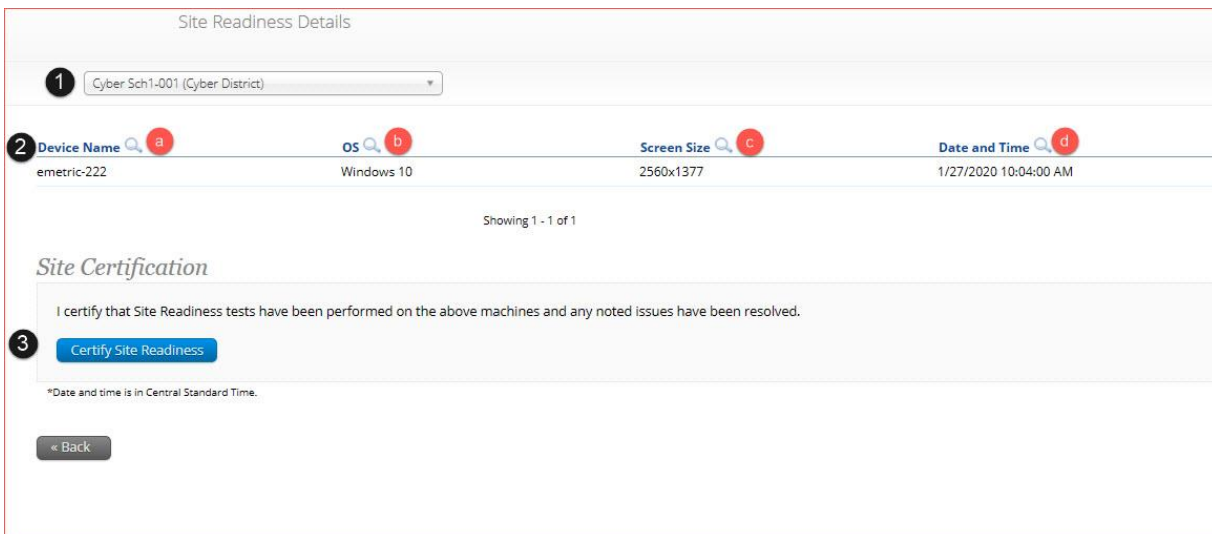
Results of the Site Readiness Test for each device are displayed on the Site Readiness page. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface Test is run, then the ATC will need to ensure the device meets the technical requirements and repeat the Site Readiness Test.

NAVIGATING THE SITE READINESS PAGE



1. **Filter** the table by selecting an organization from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. List of Schools that have performed Site Readiness Tests.
  - b. Number of devices tested.
  - c. Date and Time when the site was certified.
  - d. User who certified Site Readiness testing for each building listed.
3. Click View Details to access the Site Readiness Details for the selected building.

NAVIGATING THE SITE READINESS DETAILS PAGE



1. **Filter** the table by selecting a building from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. Device Names of devices that have performed a Site Readiness Test.
  - b. Operating System for the device listed.
  - c. Screen Size of the device listed.
  - d. Date and Time the Site Readiness Test was performed on the device listed.
3. When the kiosk has been installed on all devices and the Site Readiness Test has been completed for each device configuration, the ATC, DTC, DDC, or BTC may certify the site by clicking **Certify Site Readiness**.

After a device has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Readiness Details page.

### *Site Certification*

Site certified for testing on 11/3/2020 10:29:47 AM by support-dtc.

\*Date and time is in Central Standard Time.



## STUDENTS

The **Students** tab is used to manually add students, edit student information & accommodations, and view student information. Click the link from the Administration home page to access Students.



### NAVIGATING THE STUDENTS PAGE

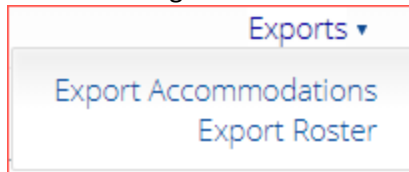
Students in Cyber City Sch2-002

1 Cyber City Sch2-002 (Cyber City) 2 Choose a Subject 3 Add Student 4 Upload Accommodations 5 Student Search 6 Exports

Last Name	7 First Name	Middle Initial	State Student ID Number	Grade	8	9	10	11
Davis	Kim		0000000005	08	View Classes	View Test Sessions	Enrollment Info	Edit
Gates	William		0000000003	08	View Classes	View Test Sessions	Enrollment Info	Edit
Jackson	Michael		0000000004	08	View Classes	View Test Sessions	Enrollment Info	Edit
Smith	Jane		0000000002	08	View Classes	View Test Sessions	Enrollment Info	Edit
Thomas	Mike		0000000001	08	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 5 of 5

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 by subject filter filters the students after they have been put into subject classes.
3. To add a new student, click [Add Student](#). DTCs and DDCs will have the ability to add students.
4. To upload student accommodations, click [Upload Accommodations](#).
5. DTCs and DDCs can search for students in their district by State Student ID Number, First Name, or Last Name using the **Student Search** button.
6. Click **Exports** to Export Accommodations or Export Roster for the selected organization. A CSV file listing all students at the selected building will be downloaded to your computer.



7. 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.
8. 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.
9. Locate the student in the table and click **View Test Sessions** in the column on the right to view a student's scheduled test sessions. A pop-up box will display a list of the scheduled sessions.
10. Click on **Enrollment Info** to view the student's enrollment information.
11. To edit a student's profile click **Edit** in the student's row. The [Edit Student](#) page will appear, and the Student Information tab will display the current demographics for the selected student.

ADD A NEW STUDENT

To add a new student, select the building from the **Organization** drop-down menu then click the **Add Student** button. The **Student Information** tab will be displayed. DTCs and DDCs will have the ability to add students.

Fill in the student’s demographic information. Fields with a red asterisk are required. Take care when filling in the **State ID Number, Last Name, First Name, Grade, and Date of Birth**. Once the form is saved, you cannot change your entries.

If the student ID is changed while testing, the new ID is substituted for the old ID, and the old password will work with the new ID. If you enter a student ID incorrectly, call the Cognia Service desk at (866) 629-0220 for assistance.

Click **Save** to add the new student or **Cancel** to discard your entry.

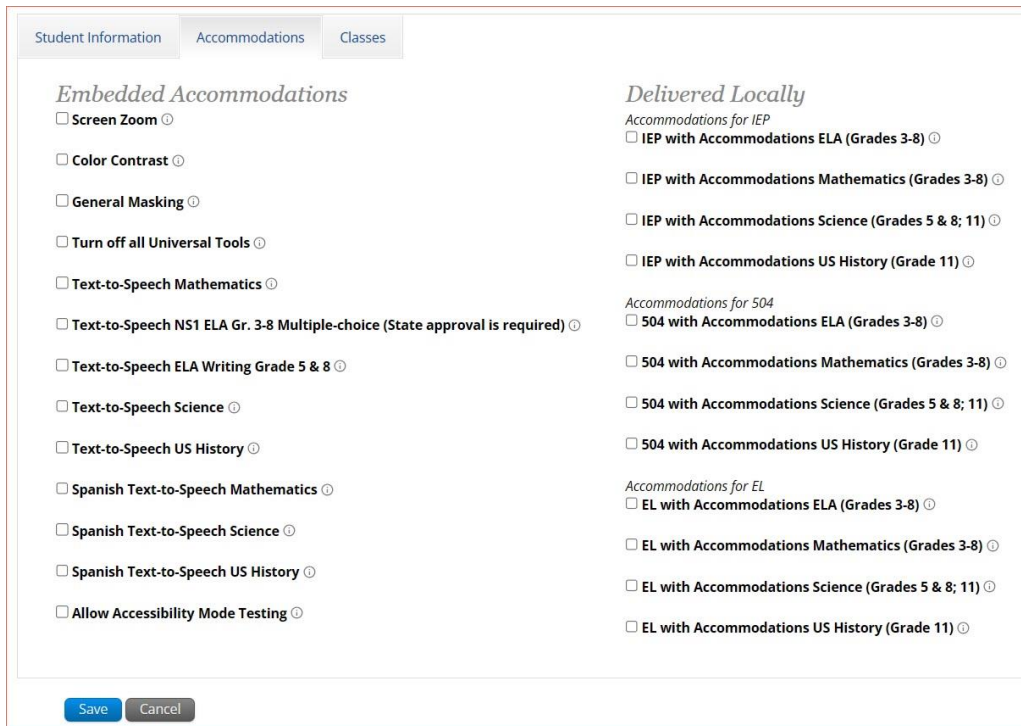
EDIT A STUDENT

Locate the student in the Students table and click **Edit** in the column on the right.

The student information tab will be displayed. Make your changes to the student’s demographic information. You cannot make changes to fields that are dimmed and unavailable: **State Student ID Number, Last Name, First Name, Middle Initial, Grade, and Date of Birth**.

ADDING ACCOMMODATIONS

There are two types of accommodations, embedded accommodations within the kiosk and accommodations that are delivered locally for IEP, 504 Plan, or ELAP. *Embedded accommodations* include all accommodations that are available/embedded in the platform. If a student has an accommodation indicated on their IEP, 504, or ELAP, that is not embedded, you must also select *with accommodations (IEP, 504, or EL)* from the delivered locally section in order for the students to be reported as being tested with the accommodations indicated in the IEP, 504 plan, or ELAP. All accommodations may be added to the **Accommodations** tab. Accommodations **MUST be set before a test is scheduled**:



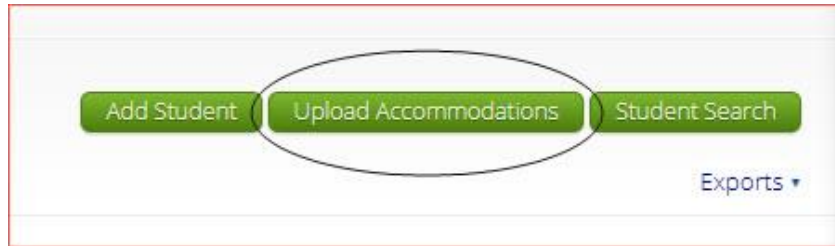
Calculators are available within the testing interface for select assessments in accordance with the [OSTP & CCRA Calculator Policy](#).

Guideline, Answer Masking (for multiple choice only), and Sketch & Text Highlight tools are not assigned accommodations; they are available to all students for online testing. To remove these tools for the student, for example, if the student is easily distracted, click **Turn off all Universal Tools**.

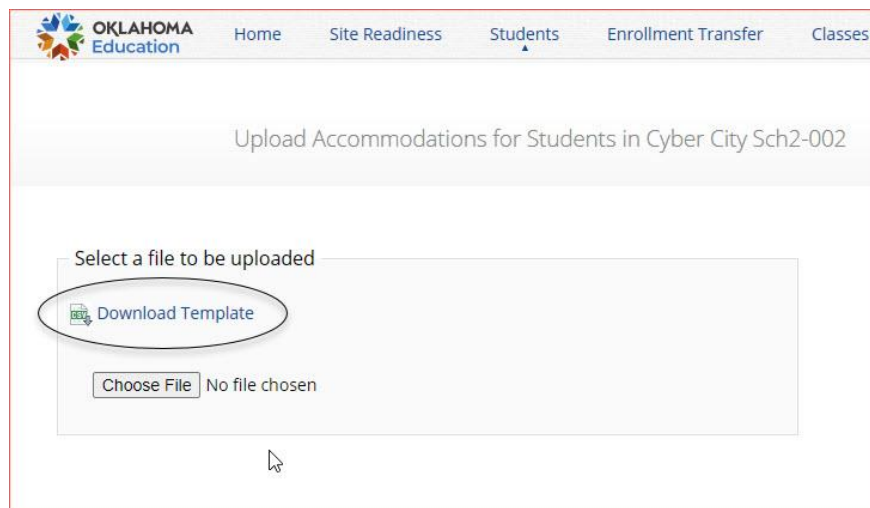
The Allow Accessibility Mode Testing accommodations will allow students to use third-party assistive technology software when testing with a **Windows** kiosk. Owing to iTester’s secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, even with the “Allow Accessibility Mode Testing” accommodation activated. It is imperative that test coordinators utilize the practice test to ensure assistive technologies required by the student will work with iTester and that they provide the student an opportunity to familiarize themselves with the assistive technology as it is used within the iTester kiosk prior to the student beginning the operational test. If a test coordinator identifies an assistive technology that is not compatible with iTester, it is incumbent upon the test coordinator to identify an alternative device or test delivery method.

UPLOAD ACCOMMODATIONS

Users may upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.



The accommodations upload will be available throughout the day until the operational testing window opens. Beginning April 1, 2024, through April 15, 2024, the accommodations upload feature will be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2024, you will be able to upload accommodations between the hours of 7:00 PM to 7:00 AM CST Monday through Friday. Accommodations that need to be edited during the testing window must be completed manually.



Click the **Download Template** link to download the file template needed to upload accommodations. The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation. You can upload a maximum of 1000 records per accommodations file.

	A	B	C	D	E	F	G
1	State Student ID Number	Screen Zoom	Color Contrast	General Masking	Turn off all Universal Tools	Text-to-Speech Mathematics	Text-to-Speech NS1 ELA Gr. 3-8 Multiple-choice (State approval is required)
2							
3							
4							
5							
6							
7							
8							
9							
10							

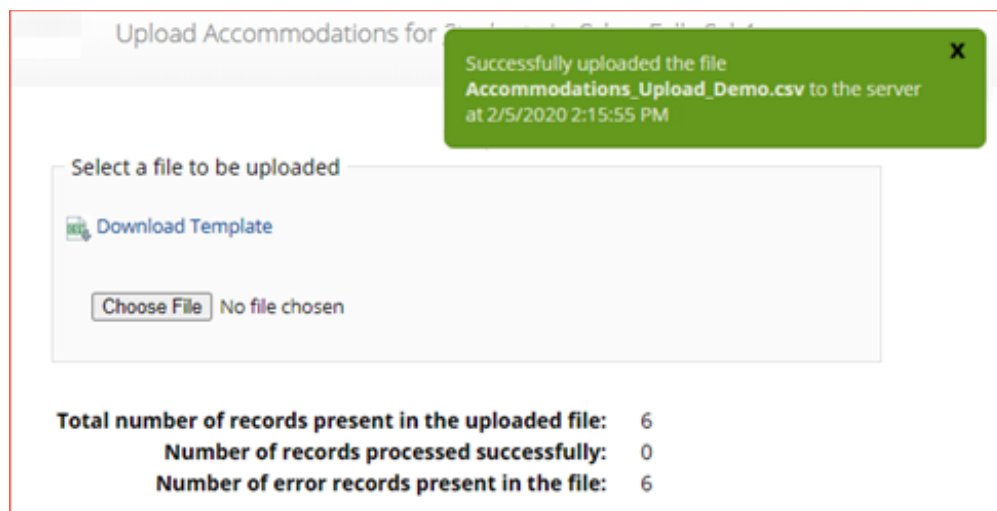
Below is a table that contains fields, an explanation of the fields, and accepted values for the Accommodations Upload.

<b>Field Name</b>	<b>Description</b>	<b>Accepted Values</b>
State Student ID Number*	Student's state identification number.	Up to 10 digits
Screen Zoom	Screen Zoom accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Color Contrast	Color Contrast accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
General Masking	General Masking accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Turn off All Universal Tools	Turn off All Universal Tools accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech Mathematics	Text-to-Speech Mathematics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech NS1 ELA Gr. 3-8 Multiple Choice (State approval is required)	Text-to-Speech ELA Gr. 3-8 Multiple Choice accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech ELA Writing Grade 5 & 8	Text-to-Speech ELA Writing Grade 5 & 8 accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech Science	Text-to-Speech Science accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text-to-Speech US History	Text-to-Speech US History accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Text-to-Speech Mathematics	Spanish Text-to-Speech Mathematics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Text-to-Speech Science	Spanish Text-to-Speech Science accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Spanish Text-to-Speech US History	Spanish Text-to-Speech US History accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Allow Accessibility Mode Testing	Allow Accessibility Mode Testing Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations ELA (Grades 3-8)	IEP with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations Mathematics (Grades 3-8)	IEP with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
IEP with Accommodations Science (Grades 5 & 8; 11)	IEP with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
IEP with Accommodations US History (Grade 11)	IEP with Accommodations US History (Grade 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations ELA (Grades 3-8)	504 with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations Mathematics (Grades 3-8)	504 with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations Science (Grades 5 & 8; 11)	504 with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
504 with Accommodations US History (Grade 11)	504 with Accommodations US History (Grade 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
EL with Accommodations ELA (Grades 3-8)	EL with Accommodations ELA (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
EL with Accommodations Mathematics (Grades 3-8)	EL with Accommodations Mathematics (Grades 3-8) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
EL with Accommodations Science (Grades 5 & 8; 11)	EL with Accommodations Science (Grades 5 & 8; 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
EL with Accommodations US History (Grade 11)	EL with Accommodations US History (Grade 11) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

\* Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.



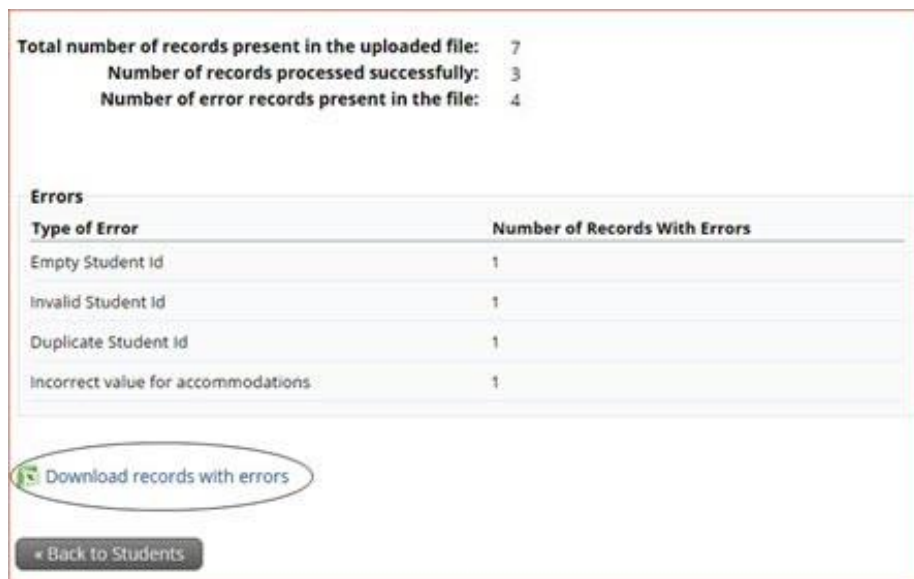
A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file.

The following table contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

<i>Pop-Up Message</i>	<i>Result</i>	<i>Next Steps</i>
The uploaded file is not in the expected .CSV format. Please update the file and try again.	The file is not in the required CSV format.	Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop-down menu, select CSV (Comma delimited), and click Save.
The uploaded file is empty.	The file is a CSV file and in the correct format, but no records have been entered into the file.	Upload a file that contains student records.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The CSV file does not match the required template provided by clicking the Download Template link.	Click the Download Template link and save it as a CSV to your device. Enter the student and accommodations data into this template.
The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000.	More than 1000 records are being uploaded at one time which exceeds the system limit.	Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records.

**ACCOMMODATIONS UPLOAD ERROR MESSAGES**

Any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking the **Download Records with errors** link.



The Error file can contain one or more of the errors shown in the following table:

<i>Error File Type of Error</i>	<i>Result</i>	<i>Next Steps</i>
Empty Student ID	Student ID field was left blank	Add correct Student ID.
Invalid Student ID	Student ID value does not exist.	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a duplicate student ID.
Incorrect Value for Accommodation	A value other than, 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file.

The error file will contain two columns: **State Student ID**, the number associated with the records that are in error, and **Type of Error**, the error associated with the record.

	A	B	C
1	State Student ID	Type of Error	
2		Empty Student Id (1)	
3	12897893	Invalid Student Id	
4	914139331	Duplicate Student Id	
5	914844410	Incorrect value for accommodations	

### ADD A STUDENT TO AN EXISTING CLASS

After student information has been entered and accommodations selected, you can add the student directly to an existing class from the **Classes** tab of the Student page.



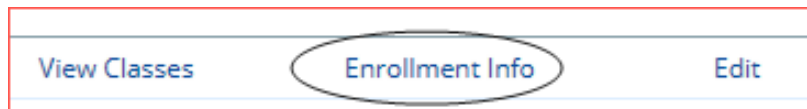
Select **Course Level** or **Grade Level** and then select the **Subject** for the class you would like the student to be added to. A list of available classes will be displayed. Select the class and click **Save** to add the student to the class.

The same student can also be added to additional classes in other subjects at the same time. After highlighting the first class, change the **Subject** to select additional classes you would like to add the student to. The confirmation box at the top will let you know how many classes are selected for the student. When all the correct classes have been selected, click **Save**.

**ENROLL A STUDENT IN A DIFFERENT BUILDING**

If a student is transferring between buildings in a district, the DTC or DDC must first unenroll the student from the building where they are currently enrolled and then immediately enroll the student to the new building.

Locate the student in the Students table and then click **Enrollment Info** in the column on the right.



The student enrollment information is shown. You must first unenroll the student from the original school to enroll the student in the new school.

Enrollment Information for Baldwin, Brandon (100000005)

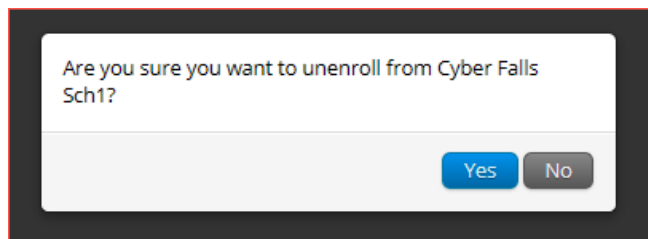
District	School	Grade	Enrollment Status
Cyber Falls	Cyber Falls Sch1	3	Enrolled

1 Unenroll

2 Enroll student in a different school

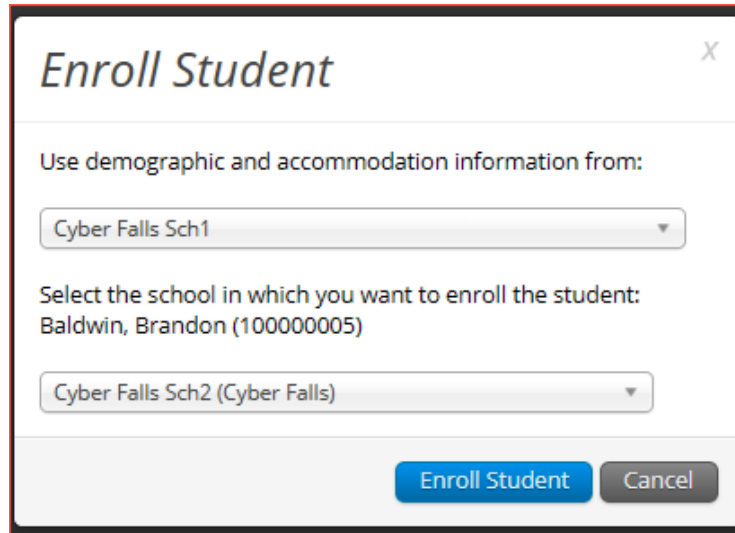
<< Back

1. In the column on the right, click **Unenroll** and then click **Yes** to confirm.



You will receive a green confirmation message indicating the student has been unenrolled.

2. Click **Enroll student in a different school**.



The first question asks you to select the building from which you want to use the student’s demographic and accommodation information. If more than one building is available, select the building you believe to have the most up-to-date information for the student.

Select the new building from the organization drop-down, and then click **Enroll Student**. A confirmation message will appear, and you will be redirected to the student information page to verify the student information is correct. Click **Save** to update the student record.

Enrollment Information for Baldwin, Brandon (100000005)						
District	School	Grade	Enrollment Status			
Cyber Falls	Cyber Falls Sch1	3	Not Enrolled	Enroll	<a href="#">View Classes</a>	<a href="#">Edit</a>
Cyber Falls	Cyber Falls Sch2	3	Enrolled	Unenroll	<a href="#">View Classes</a>	<a href="#">Edit</a>

Enroll student in a different school

[« Back](#)

## ENROLLMENT TRANSFER

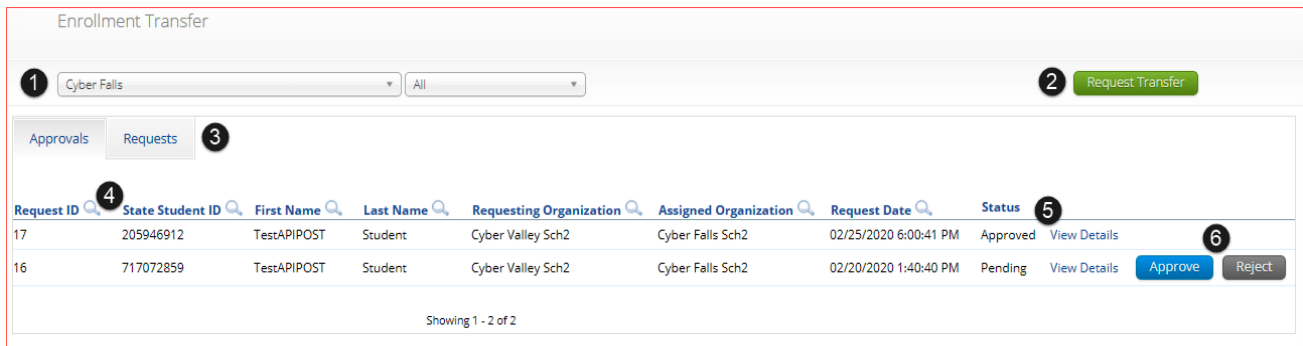
The **Enrollment Transfer** feature will allow users to make and request enrollment transfers for students transferring between districts. DTCs and DDCs will be able to request and approve student transfers to and from an organization that is not associated with their user account.

Click the link from the Administration home page to access the Enrollment Transfer page.

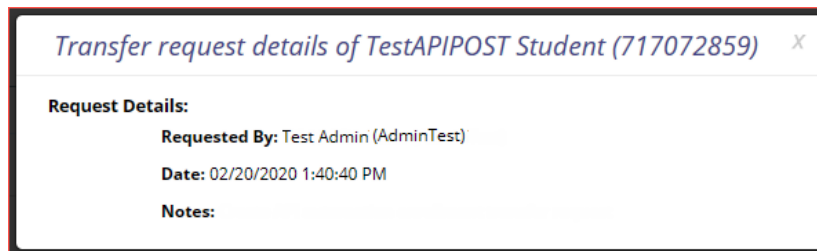


**Note:** If the student has already started a test, they will need to complete testing before being transferred. Test sessions **DO NOT** transfer with the student.

### NAVIGATING THE ENROLLMENT TRANSFER PAGE



1. **Filter** the table by selecting an organization from the **Organization** drop-down menu
2. Click the green Request Transfer button to request a new enrollment transfer.
3. View enrollment Approvals or Requests using the tabs provided.
4. Sort table 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. Click the **View Details** link to view the detailed enrollment transfer information for the selected student.



6. Click the desired button to **Approve** or **Reject** pending enrollment transfers.

REQUEST AN ENROLLMENT TRANSFER

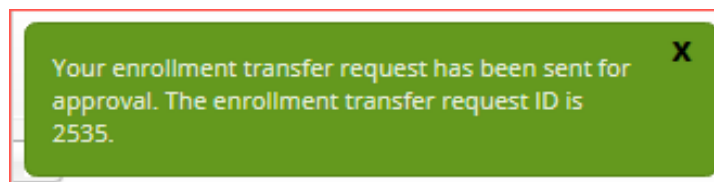
To submit a student transfer request, click the green **Request Transfer** button and search for the student by State Student ID, Last Name, and date of birth.

The screenshot shows a window titled "Request Enrollment Transfer" with a close button (X) in the top right corner. Below the title bar, there are three input fields: "State Student ID: \*" with a value of "100000006", "Last Name: \*" with a value of "Club", and "Date of Birth (MM/DD/YYYY): \*" with a value of "01/25/2008". A blue "Search" button is located below the input fields.

Results will only be returned when all these fields match a student record. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require **Cognia** approval.

The screenshot shows the same "Request Enrollment Transfer" window after a search. The input fields now contain the values from the previous screenshot. Below the "Search" button, the text "Student found. Select organization information below:" is displayed. There are two dropdown menus: "Student will be transferred from:" with "Cyber Sch1" selected, and "Select the school in which you want to transfer the student: Kelby Club (100000006)" with "Cyber Falls Sch2 (Cyber Falls)" selected. A "Notes: (Optional)" text area is present below the dropdowns. At the bottom right, there are "Submit Request" and "Cancel" buttons.

Select the building in which you want to request to enroll the student, add notes if needed (notes are optional), and select **Submit Request**. A transfer request ID will be provided.



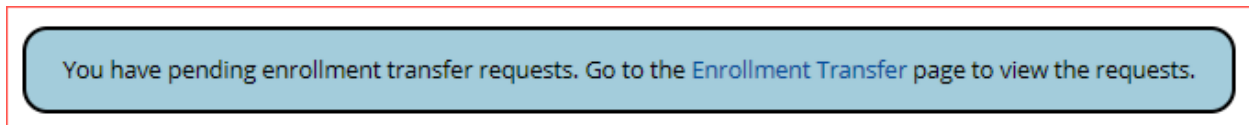
Once a request is submitted, an email will be sent to the DTC/DDC who initiated the request as well as the DTC/DDC from the requested organization. The requests will also appear on the Requests tab of the Enrollment Transfer page.

Requesting Organization	Assigned Organization	Request Date	Status
Cyber Valley Sch2	Cyber Falls Sch2	02/20/2020 1:40:40 PM	Pending <a href="#">View Details</a> <a href="#">Cancel</a>

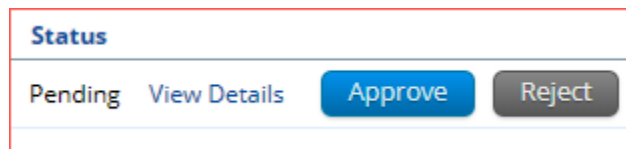
To cancel a transfer request, click the Cancel button. After the request is canceled, the username of the DTC/DDC who canceled the request will be documented in the Enrollment Transfer details and an email will be sent to the requested DTC/DDC and the DTC/DDC who canceled the request. **Cognia** will be notified when the request is made or canceled for an unenrolled student.

### APPROVE AN ENROLLMENT TRANSFER REQUEST

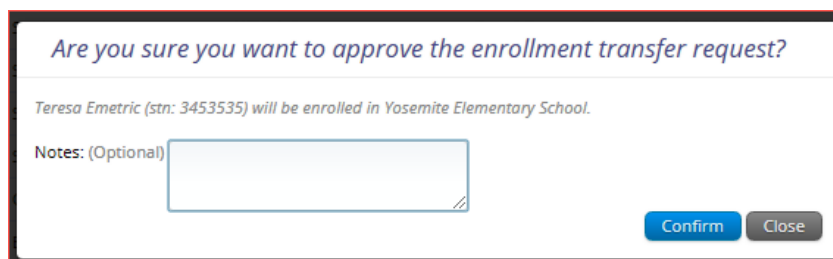
An indicator will be added to the administration homepage to notify DTCs/DDCs when there are pending transfer requests that require action. Clicking the link will take you to the Enrollment Transfer page to view the requests.



Locate the student transfer request in the Approvals tab and select the Approve button in the column on the right.



A box will appear confirming approval of the enrollment transfer request. Add notes if needed, once complete select **Confirm**.



The status will be updated to Approved and the student will now be enrolled in the new building. The username of the DTC/DDC who approved the request and the date and time of the approval will be documented in the Enrollment Transfer details. An email will be sent to the DTC/DDC who initiated the request and the DTC/DDC from the requested organization.

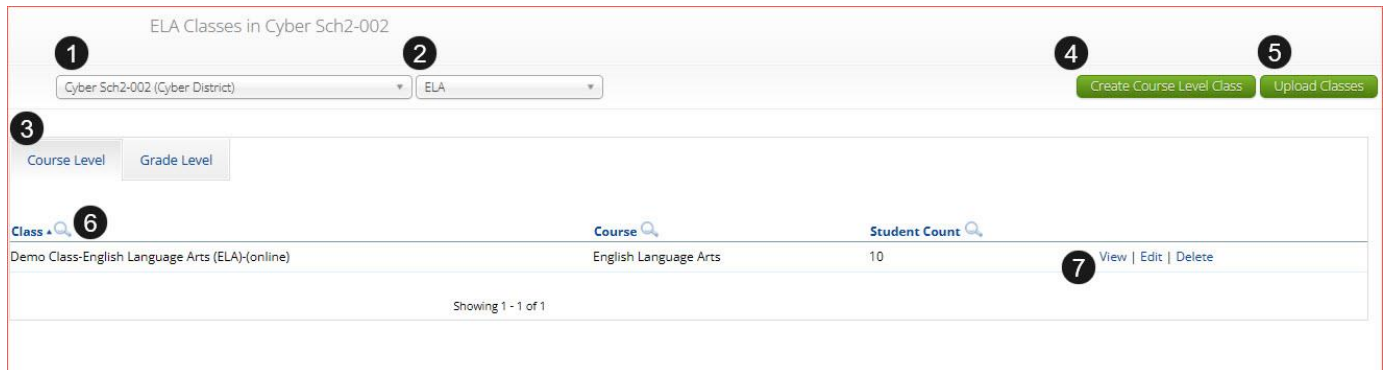
DTCs and DDCs can also reject transfer requests. After a request is rejected, the DTC/DDC will be required to provide a reason for the rejection in the Notes field. The status will be updated to **Rejected**, the username of the DTC/DDC who rejected the request, and the date and time of the rejection will be documented in the Enrollment Transfer details. An email will be sent to the DTC/DDC who initiated the request and the DTC/DDC who rejected the request. **Cognia** will be notified when the request is approved or rejected for an unenrolled student.

## CLASSES

The **Classes** tab manages the classes, or groups of students, for testing. Click the **Classes** link from the Administration home page to access Classes. Spanish language test takers will need to be in a separate class as they will be scheduled for the Spanish version of the tests.



### NAVIGATING THE CLASSES PAGE



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. Select **Course Level** or **Grade Level** to determine which type of classes appear in the table.
4. Click the green [Create Course Level/Grade Level Class](#) to create a new class. The table view will determine which button is shown.
5. Click [Upload Classes](#) to create multiple classes within one CSV file. The table view will determine which button is shown.
6. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
7. To modify an existing class, locate the class in the table and click [View, Edit, or Delete](#).

### CREATE A CLASS

Two types of classes can be created, **Course Level** and **Grade Level**. Classes are created by subject. Select an organization from the organization drop-down list and a subject from the subject drop-down list, then click the **Create Course Level** or **Create Grade Level Class** to create a new class. The table view will determine which button is shown.

1. Type the name of the class in the **Class Name** field.
2. Select a course or grade from the **Choose a Course** or **Choose a Grade** drop-down list. The type of class selected will determine which list is shown.
3. Select or deselect the “Show only students that are not assigned to a class” checkbox to activate or deactivate this filter as needed. To filter the list of available students:
  - a. Select a class and grade in the **Search for Students** drop-down lists.
  - b. Begin typing a student’s State ID, first name, or last name in the **Showing students in:** field and the students’ list will dynamically begin to update with the students that match the text entered.
  - c. Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
  - d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.
 

**Note:** Hold Ctrl and select student names to select multiple students. The maximum class size is 250 students.
4. Click **Save** to create the class or click **Cancel** to discard the class.

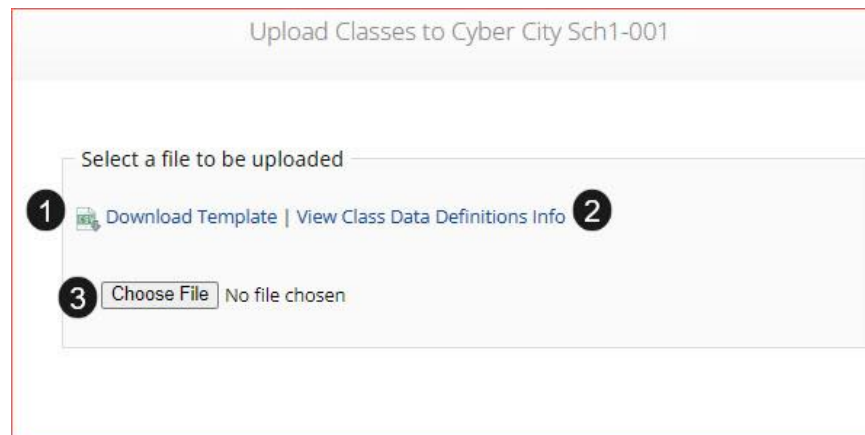
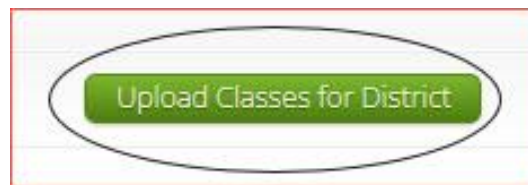
UPLOAD CLASSES

The **Upload Class** feature allows you to create multiple classes populated with students using one CSV file. Classes can be uploaded across grades, content areas, and courses all within one class upload file. Beginning April 1, 2024, through April 15, 2024, the class upload feature will be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2024, you will be able to upload classes between the hours of 7:00 PM to 7:00 AM CST Monday through Friday.

To create a class via bulk upload, select a school from the organization drop-down list and then click the **Upload Classes** button to upload a class at the school level.



DTCs and DDCs can upload classes at the district level by selecting the district from the organization drop-down list and then clicking **Upload Classes for District**.



1. On the Upload Classes page, click on the **Download Template** link to download to your computer.
2. Click **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.



Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
State Student ID Number	Existing state student id

If uploading classes at the district level, the school code will be required and included in the downloaded template and data definitions info.

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
SchoolCode	Unique identification number of the school
State Student ID Number	Existing state student id

- Fill out the template accordingly and save the file in CSV format; there is a **limit of 1000 records** for each uploaded file. Choose the file and click **Upload**. The following is an example of a school-level upload file:

	A	B	C	D	E	F
1	ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID Number	
2	USHistoryDemoClass	Social Studies	course	US History	907108226	
3	USHistoryDemoClass	Social Studies	course	US History	900430685	
4	USHistoryDemoClass	Social Studies	course	US History	907197837	
5	USHistoryDemoClass	Social Studies	course	US History	916752616	
6	USHistoryDemoClass	Social Studies	course	US History	12082016	
7	Grade8DemoClass	Mathematics	grade	08	909999339	
8	Grade8DemoClass	Mathematics	grade	08	917464134	
9	Grade8DemoClass	Mathematics	grade	08	925124563	
10	Grade8DemoClass	Mathematics	grade	08	948562135	
11	Grade8DemoClass	Mathematics	grade	08	912356985	
12						

Any validation errors in the file will be reported, including:

- a. Number of students processed successfully.
- b. Number of duplicate records present in the file.
- c. Number of error records present in the file.
  - i. A table including the type of error and the number of records is provided.
  - ii. Click **Download records with errors** to download a file of the errors found.

**Note:** You can only include 1,000 records at a time when using the bulk upload feature with the max class size being 250 students per class.

The table below describes the pop-up message, result, and next steps to resolve the class upload file errors.

<i>Pop-Up Message</i>	<i>Result</i>
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM]	The CSV file contains the correct fields and no data.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The CSV file is blank.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Could not find STN in the given organization	The csv file contains a student ID that does not exist in the system.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Length of class name cannot exceed 100 characters	The Class name in the csv file is greater than 100 characters.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Class name is missing	The Class name is not included in the csv file.

## VIEW CLASSES

View | Edit | Delete

To **View** a class, click on the View link from the classes table. The Class Details page will appear.


Details for test class:

1 Back Edit Class 2 Export Roster

Students in this class:

Last Name  3	First Name 	Middle Initial 	State Student ID 	
Club	Kelby		100000006	4 Edit
Flores	Adam	R	100000003	Edit
Whitworth	Luke		100000011	Edit

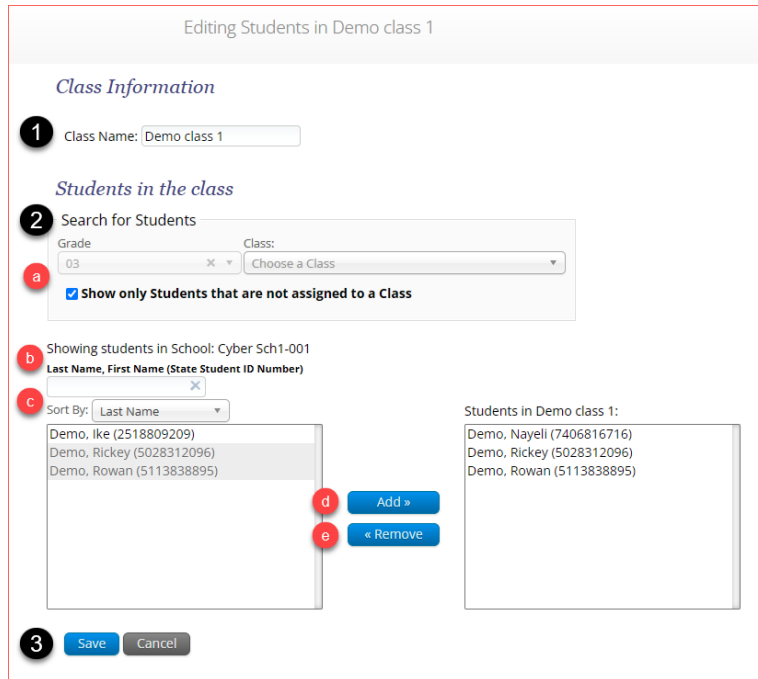
Showing 1 - 3 of 3

1. Click **Back** to return to the classes page or **Edit Class** to edit the class.
2. Click **Export Roster** to download a CSV roster file of the students assigned to the class.
3. Sort columns by clicking the column heading or search within a column by clicking on the magnifying glass .
4. Edit a student's information by locating the student in the class table and clicking the **Edit** link in the column on the right.

## EDIT CLASSES

View | Edit | Delete

To **Edit** a class, click on the Edit link from the classes table, or by clicking the **Edit Class** button from the Class Details page, the Edit Class page will appear.



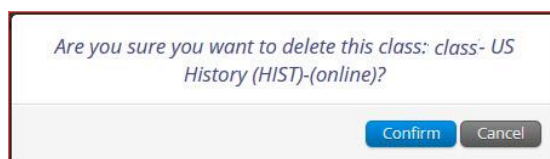
1. Edit name of the class in the **Class Name** field.
2. To filter the list of available students:
  - a. Select a class and grade in the **Search for Students** drop-down lists. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
  - b. Begin typing a student’s State ID, first name, or last name in the **Showing students in:** field and the students’ list will dynamically begin to update with the students that match the text entered.
  - c. Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
  - d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

**Note:** Hold Ctrl and select student names to select multiple students.
3. Click **Save** to save the edited class or click **Cancel** to discard.

DELETE CLASSES

View | Edit | Delete

**Delete** a class by clicking on the **Delete** link from the classes table. A message will appear to confirm deletion.



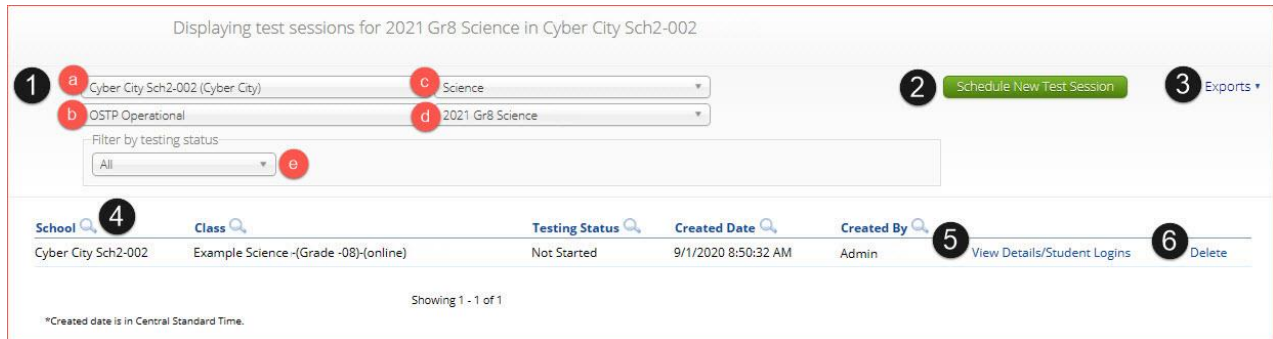
Classes can only be deleted if no students have started a test session in that class.

## TEST SESSIONS

The Test Sessions tab manages online test sessions for testing. Click the **Test Sessions** link from the Administration home page to access Test Sessions.



### NAVIGATING THE TEST SESSIONS PAGE



1. **Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
  - a. Organization (district or building)
  - b. Program Name
  - c. Content Area
  - d. Test Name
  - e. Testing Status (All, Not Started, In Progress, or Finished)
2. Click the green [Schedule New Test Session](#) button to schedule a new test session.
3. Click the **Exports** link to access the exports available on the Test Sessions tab.



Click on [Export Test Status](#) to export a CSV file listing every student and their test status per session. Click on [Export Students Not Scheduled](#) button to download a CSV file listing all students not scheduled to test a 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.

SCHEDULE NEW TEST SESSION

To schedule a test session:

1. Select your Organization from the organization drop-down menu.
2. Select the desired program from the program drop-down menu.
3. Select the subject from the subject drop-down menu.
4. Select a test from the test drop-down menu.
5. Click the green **Schedule New Test Session** button.

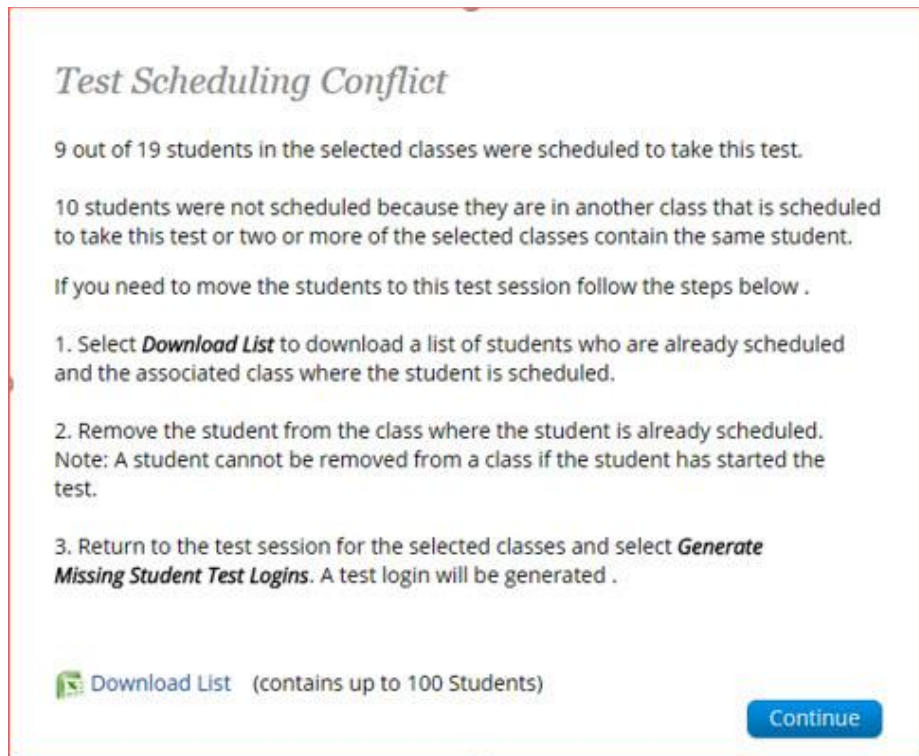
The **Schedule Test Session** page will display a list of classes available to schedule.

1. Select one or more classes to schedule, and click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).

2. Click **Schedule** when you are done to save the test session or **Cancel** to discard. The start date and end date are not editable and are fixed to the first and last day of the testing window.


**TEST SCHEDULING CONFLICT**

The Test Scheduling Conflict pop-up window will appear when you try to schedule a student or students to a test they are already scheduled to take in another class. The window will appear on the screen after you click **Schedule**.



The window will let you know how many students will be scheduled in this new test session and how many will not be scheduled because they are already scheduled for the same test in another class. The **Download List** link allows you to download the list of students already scheduled for the test and contains the name of the class in which they are currently scheduled and the name of the class you are attempting to schedule. See the Test Scheduling Conflict window for instructions on resolving.

**VIEW TEST SESSION DETAILS**

Created By 		
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

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 screenshot shows the 'Test Sessions' page with the following details:

- District:** Cyber Falls
- Administration:** OSTP Admin
- Class:** ELA Class II-(Grade -03)-(online)
- Test Name:** QA ELA Test
- Testing Window:** 10/01/2021 to 10/30/2021
- School:** Cyber Falls Sch1-001
- Content Area:** ELA

A green notification box states: "Test is in progress. It ends on 10/30/2021. Students may log in and take the test using their username and password shown below."

Below the notification is a "Back to Test Sessions" button and a "Session:" dropdown menu with the option "Choose a Session".

An "Export Logins" button is located above the table.

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	AA Demo	Julia	4746321458	37ec5876	New Form ELA	10/01/2021 5:47:17 PM	+	Session 1:Not Started Session 2:Not Started		Invalidate Invalidate
<input type="checkbox"/>	AA Demo	Student	5846985474	cccd5b2a	New Form ELA tts	10/01/2021 5:47:17 PM	+	Session 1:Not Started Session 2:Not Started		Invalidate Invalidate

The test session details page displays the session access code(s). Session access codes are used to restrict access to specific test sessions within a test. Students will be prompted for the session access code after logging in and selecting a session in the kiosk.

The Test Session Details table 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.



**EXPORT STUDENT TEST LOGINS**

Student test logins can be exported from the Test Session details page as a PDF or CSV file. If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, **after** the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click the **Add or Update Students** button to update the test session with the new or updated students.

**Add or Update Students**

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

[Add or Update Students](#)

Select the students whose login information will be printed. To select all the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student’s name.

Session: Choose a Session

[Export Logins](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	AADemo	Julia	4746321458	37ec5876	New Form ELA	10/01/2021 5:47:17 PM	+	Session 1:Not Started		Invalidate
								Session 2:Not Started		Invalidate
<input checked="" type="checkbox"/>	AADemo	Student	5846985474	cccc5b2a	New Form ELA tts	10/01/2021 5:47:17 PM	+	Session 1:Not Started		Invalidate
								Session 2:Not Started		Invalidate

Showing 1 - 2 of 2

To export the logins, click the **Export Logins** button. A pop-up box will appear with the option to choose a PDF or CSV version of the export.

*Export Logins*

Select a format of the export:

PDF    CSV

[Export](#)   
 [Cancel](#)

Selecting PDF will require you to choose the number of logins to be printed per page (1, 8, or 27 logins per page). Make your selection and then click **Export**.

*Export Logins*

Select a format of the export:

PDF  CSV

Select the number of logins to be printed:

8 logins per page

**Export** **Cancel**

The student login information (names, usernames, passwords, and accommodations) and test tickets are exported to a PDF file. Open the PDF file and print the student labels. The logins are formatted to print on plain paper or Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers).

Each label displays the student’s name, date of birth, test name, username, and password.

<p><b>Aademo, Julia</b>                  DOB:1/2/2008                  QA ELA Test</p> <p>Username: 4746321458</p> <p>Password: 37ec5876</p>	<p><b>Aademo, Student</b>                  DOB:1/2/2008                  QA ELA Test</p> <p>Username: 5846985474</p> <p>Password: cccd5b2a</p>
--	--

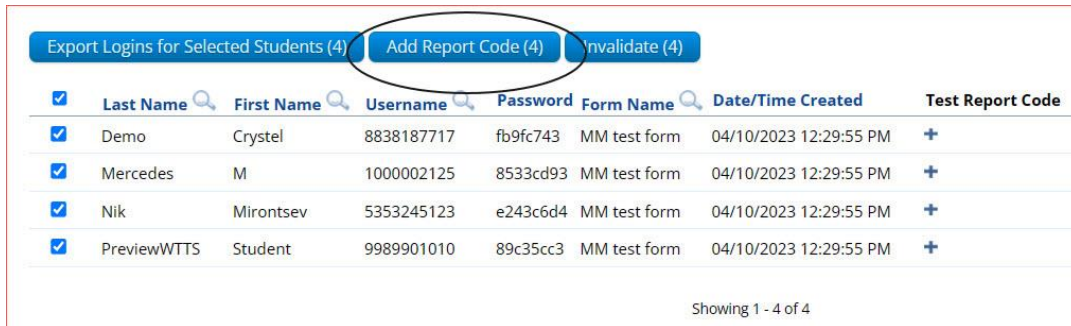
The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test administrator. Test administrators should review this to ensure students have the correct accommodations before students log into the test.

<p>Class Name: ELA Class II-(Grade -03)-(online)</p> <p>Test Name: QA ELA Test</p> <p>Testing Window: 10/1/2021 to 10/30/2021</p>				
Student Name	Date of Birth	Username	Password	Accommodations
AADemo, Julia	1/2/2008	4746321458	37ec5876	
AADemo, Student	1/2/2008	5846985474	cccd5b2a	Screen Zoom,Color Contrast,General Masking,Read Aloud Reading

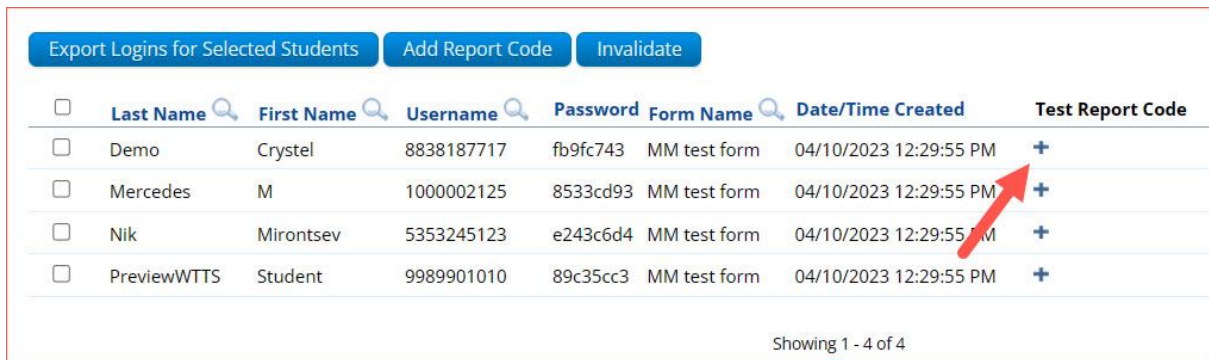
**ADD TEST REPORT CODES**

Test Report codes can be added in bulk for multiple students at once, or individually for a single student.

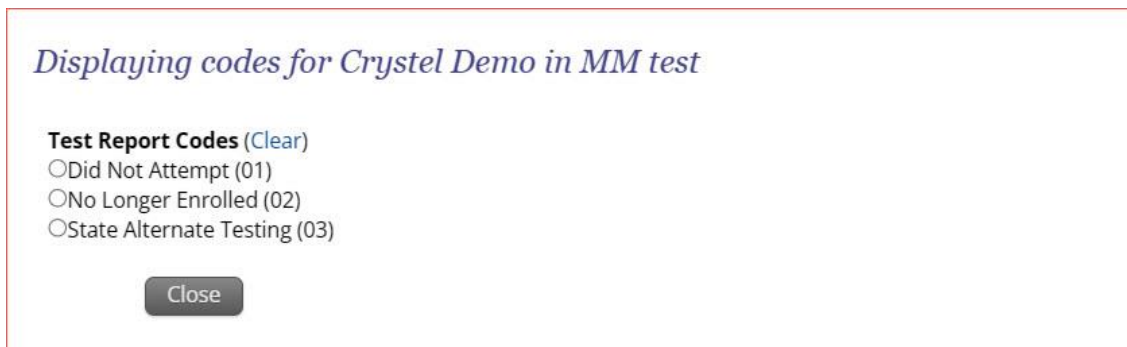
To add bulk test report codes, select the students in the student table of the Test Session details page, and click the **Add Report Code** button at the top of the table.



To add a test report code for an individual student, locate the student in the list and click the **+** under the Test Report Code field.



Select a test report code from the list and then click **Save**.



You will receive a message that your changes were saved, click **Close** and you will see the code reflected in the test session.

**EXPORT TEST STATUS**

**Export Test Status** is a feature that is available to District Test Coordinators and Building Test Coordinators. The link will only appear at the building level, if a district is selected on the test session page, the link will not appear.

To download a file with the test status of all students in the selected building, click **Exports** then **Export Test Status**.



A CSV file listing every student and their completion status per session of the currently selected building and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Aguilar	Nettie	100000049	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/9/2020 13:39	6/9/2020 13:41		Finished
3	Barnard	Dalton	100000055	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 8:47	6/10/2020 8:47		Finished
4	Cash	Orlando	100000050	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 9:10	6/10/2020 9:25		Finished
5	Chan	Pedro	100000056	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1	6/10/2020 9:27	6/10/2020 9:28		Finished
6	Daly	Mathias	100000042	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1				Not Started
7	Davies	Alexis	100000026	5	AnswerCheck	Demo 5th Gr Math	Cyber Falls Sch2	Session 1				Not Started

If a student’s test is reactivated, their test status will display as “In Progress”, but their previously listed End Time will remain the same until the reactivated test is completed.

**EXPORT TEST STATUS FOR ALL TESTS**

**Export Test Status for All Tests** is a feature available to District Test Coordinators and Building Test Coordinators at the district and school levels.

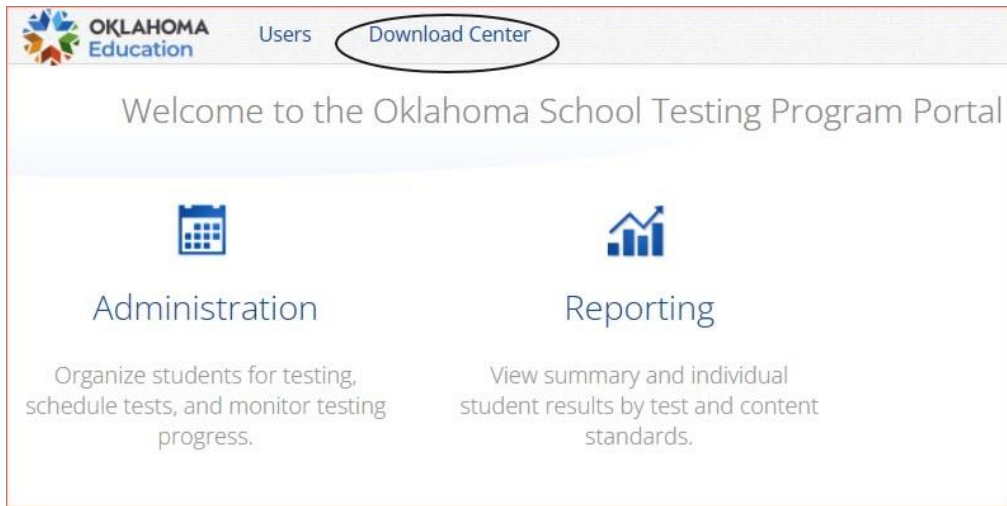
Click **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.



A pop-up message will appear indicating the downloaded file will be available in the Download Center.

**A test status export was created with download ID 51.  
Results will be available in the [Download Center](#).**

Once complete, the user will receive an email indicating that the file is available to download. Navigate to the Download Center from the OSTP Data Portal home page to access the file.



A table will appear with the files available to download, click on Download Result to download the Export Test Status for All Tests file.

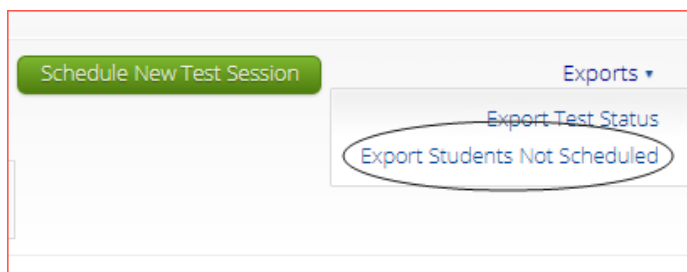
Download Center				
<input type="button" value="Refresh List"/> <input type="checkbox"/> Show Archived				
ID	Type	Date Created (CST)	Status	Actions
51	Export Test Status for All Tests	10/25/2023 11:25:39 AM	Succeeded	<a href="#">Download Result</a> <a href="#">Archive</a>

A CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

**EXPORT STUDENTS NOT SCHEDULED**

**Export Students Not Scheduled** is a feature that is available to District Test Coordinators and Building Test Coordinators. The link will only appear at the building level, if a district is selected on the test session page, the link will not appear.

To download a file with a listing of students not scheduled for the selected building or test, click **Exports** then **Export Test Status**.



A CSV file listing every student not scheduled for the currently selected building and test will be downloaded.

	A	B	C	D	E	F	G
1	Last Name	First Name	MI	State Student ID	Grade	Class Name	Test Name
2	Baldwin	Brandon	J	100000005	3		AnswerCheck
3	Buck	Brendon		100000057	5	Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)	AnswerCheck
4	Cherry	Kaan		100000035	5		AnswerCheck
5	Christian	Maisey		100000048	5		AnswerCheck
6	Colon	Rachelle		100000027	5		AnswerCheck
7	Conway	Karis		100000044	5		AnswerCheck

## MATERIALS MANAGEMENT

Access **Materials Management** by clicking the link at the top of the Administration page. Use the Materials Management page to track order shipments, order additional materials, and schedule a UPS pickup. Only DTCs and DUs have access to the Materials Management page.



The Shipment History page displays a table of orders and includes the order number, date, customer, and order status.

Shipment History

1 Cyber District

Administration: Oklahoma x 2

3 Order Additional Materials

4 UPS Pick Up Request

Order Number 5	Order Date	Packed For	View Details 6
561255	11/11/2013	Cyber School1	<a href="#">View Details</a>
561256	11/12/2013	Cyber School 2	<a href="#">View Details</a>

Showing 1 - 2 of 2

1. Filter the table by selecting an organization from the organization menu.
2. Filter the table by selecting a test from the Administration window.
3. Click **Order Additional Materials** to order additional materials after having received your initial shipment.
4. Click **UPS Pick Up Request** to schedule a UPS pick up for your shipment after all shipments are packed and ready to ship.
5. Sort the columns in the table by clicking on a column heading.
6. Click **View Details** from the Orders table to view shipment details. A pop-up box displays the shipment details.

Shipment Details						
Shipment Details for Order # 000000000894448						
Administration: 2016-17 Oklahoma Grade 3-8 Operational - Test Materials						
Order Date: 02/15/2017						
Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03020115540206330100	4	Grade 6 Math Test Booklet	1209345303051426C
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03020115540206010100	4	Grade 6 ELA Test Booklet	1209345303051426C
000000919653001	03/13/2017	3/14/2017 10:01:54 PM	03010115540206000000	4	Grade 6 ELA/Math Answer Document	1209345303051426C
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00110215540200000000	1	Envelope for the Return of Test Security Forms	1209345303054018C
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00050415540200000001	8	Classroom Test Security Form	1209345303054018C
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00181715540206000000	4	Grade 6 Math Formula Sheet	1209345303054018C
000000919653002	03/13/2017	3/14/2017 10:01:54 PM	00050115540200000000	1	Security Checklist	1209345303054018C

The Shipment Details pop-up box identifies the order:

- The page title contains the order number.
- The Administration field displays the test for which materials were ordered.
- The Order Date field displays the date when the order was placed.

The Shipment Details table displays the following information about your order:

- Box ID Number: the ID number of the individual boxes in the order.
- Shipped Date: date when the order was shipped.
- Last Updated: the date and time when the shipment information was last updated.
- Item Code, Quantity, and Description: information about the contents of each box in your order.
- UPS Tracking: the UPS tracking number, with a link to the UPS tracking website.



**DASHBOARD**

Access the **Dashboard** by clicking the link at the top of the Administration page. The **Dashboard** is a feature that is available to District Test Coordinators, District Users, Building Test Coordinators, and Building Users to allow them to view specific testing data in their building and/or district, depending on their role. The Dashboard is updated every 24 hours and will reflect data from the first day of the testing window to one day prior to the current day.



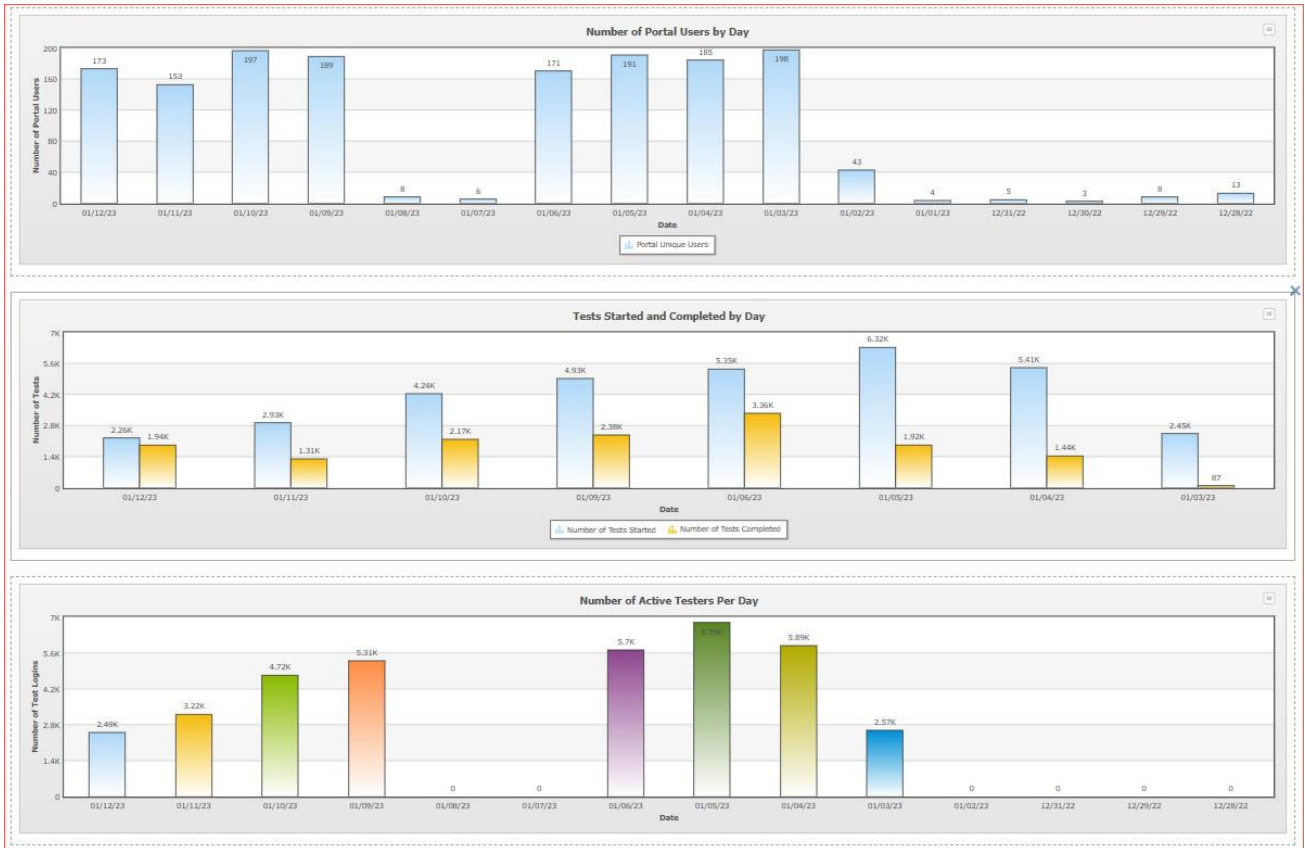
The table below describes the metrics provided in the Dashboard.


<i>By Day Metrics</i>	<i>Cumulative Metrics</i>
Number of portal users per day	Total number of tests scheduled for administration
Number of test users who logged in to the client per day	Total number of tests completed per day and by cumulative test
Number of tests started and completed by day	Percentage of tests completed
Number of tests in progress by hour	Operating System Summary
Number of tests paused by hour	Total number of sites that completed site readiness and site certification tests
Number of tests completed by hour	

Cumulative means from the first day of the testing window to one day prior to the current day. The data in the Dashboard is provided for informational purposes only and is not to be used for accountability reporting purposes.



Select the program from the drop-down list, All Programs will be selected by default. The charts, graphs, and tables will populate with the selected parameters.



The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or SVG vector images by clicking on the download arrow  in the top-right corner of each graph, chart, or table.