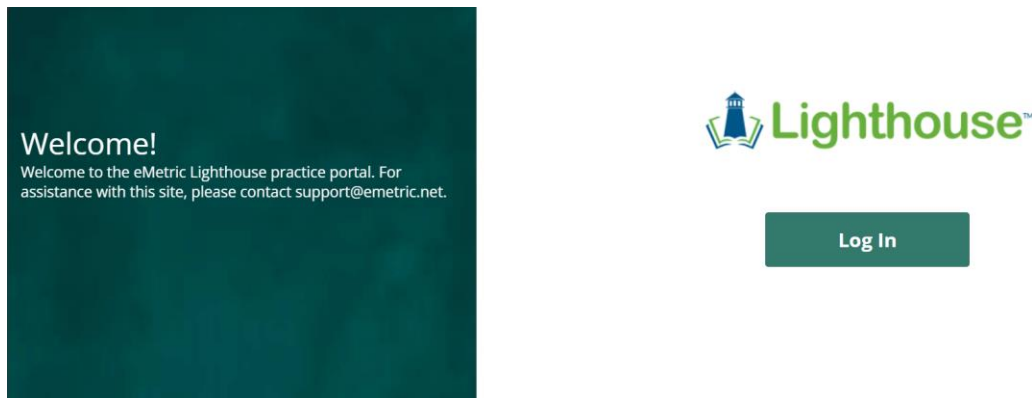


WORKING WITH THE PRACTICE SITE

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

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



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

A screenshot of the Lighthouse sign-in page. At the top center is the Lighthouse logo (a blue lighthouse on an open book) with the word "Lighthouse" below it. Below the logo is a white sign-in form with a rounded bottom. The form has two input fields: "Username" and "Password". To the right of the "Password" field is a blue link that says "Forgot Password?". At the bottom center of the form is a dark teal button with the text "Sign In".

DEMO ACCOUNTS

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

PORTAL HOME PAGE

Users **2** [Oklahoma DTC](#) [Help & Support](#) [Logout](#)

1 Welcome to the eMetric Lighthouse Portal!
Intro

3
Administration
Organize students for testing, schedule tests, and monitor testing progress.

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

NAVIGATING THE ADMINISTRATION HOME PAGE

1 2 Home 3 Site Readiness 4 Students 5 Enrollment Transfer 6 Classes 7 Test Sessions

Oklahoma DTC Help & Support Logout

Welcome to the Administration component of the Lighthouse 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
Linux	eMetric Assessments for Linux

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

Site Readiness login for

Username: WSR-OK-ES
Password: OK-ES





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

VIEWING STUDENTS


Students in Oklahoma Elementary School

1 Oklahoma Elementary School (Oklahoma Demo Distri... View Unenrolled Students

Choose a Content Area 2 Add Student Upload Accommodations 3 Exports

Last Name  4	First Name 	Middle Initial 	Student ID Number 	5 View Classes	6 View Test Sessions	7 Enrollment Info	8 Edit
Demo	Elmo		6850674101	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Bobbie		6584100802	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Elda		2892271866	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Geraldine		9484564661	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Domingo		4658763495	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Maryam		4178298967	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Aditya		6045796791	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Rashawn		8331213707	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Colten		1066888198	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Kenny		9108183829	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 151 Page 1 of 16 Next >| 10 per page

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

VIEWING CLASSES

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

Students in this class:

Last Name 🔍	First Name 🔍	Middle Initial 🔍	Student ID Number 🔍	
Demo	Elmo		6850674101	Edit
Demo	Bobbie		6584100802	Edit
Demo	Elda		2892271866	Edit
Demo	Geraldine		9484564661	Edit
Demo	Domingo		4658763495	Edit
Demo	Maryam		4178298967	Edit
Demo	Aditya		6045796791	Edit
Demo	Rashawn		8331213707	Edit

Showing 1 - 8 of 8

VIEWING TEST SESSIONS

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



Export Test Status will export a CSV file listing every student and their test status per session. **Export Students Not Scheduled** will download a CSV file listing all students who are enrolled in the portal but not scheduled to a test session.

4. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Click **View Details/Student Logins** to view the Test Session Details page.
6. Click **Delete** to delete a test session. Only sessions that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the test session cannot be deleted.

SCHEDULING A TEST SESSION

To practice scheduling a test session:

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

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

- 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.
- 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.

« Back Edit Test Session

District: Oklahoma Demo District **School:** Oklahoma Elementary School
Administration: Demo Admin **Content Area:** ELA
Teacher: Teacher, Oklahoma
Class: Teacher, Oklahoma-Sample ELA-(Grade -04)
Test Name: Training Demo
Testing Window: 03/30/2023 12:00 AM to 07/01/2024 11:45 PM

Test is in progress. It ends on **07/01/2024** at **11:45 PM** Central Standard Time*
*Note: All test start and end times are reported in Central Standard Time.
 Students may log in and take the test using their username and password shown below.

Export Logins for Selected Students Invalidate

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Complete
<input type="checkbox"/>	Demo	Aditya	6045796791	6824F497	Training Demo	03/30/2023 1:56:45 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Bobbie	6584100802	556FFB3C	Training Demo	03/30/2023 1:56:45 PM	+	Session 1:Not Started		
<input type="checkbox"/>	Demo	Domingo	4658763495	3BB7A5E4	Training Demo Read Aloud	03/30/2023 1:56:45 PM	+	Session 1:Not Started		

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

- Student’s first and last name
- Student’s username and password

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

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

VIEWING STUDENT TEST LOGINS

Export Logins for Selected Students (2) Invalidate (2)

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

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

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