Oklahoma School Testing Program

Date Portal User Guide

2024-2025

Version Control

Version	Date	Author	Change Description
1.0	10/28/2024	eMetric	Created support documentation per 2024-2025 requirements discussion with Cognia and OK SDE.

Table of Contents

Introduction

The Oklahoma School Testing Program (OSTP) & College- and Career-Readiness Assessments (CCRA) online testing platform will use the following components:

- the **OSTP Data Portal**, the test administration and management website used by building, district, and state administrators
- 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.

Technical Support

If you experience any difficulty accessing the OSTP Portal, or have questions regarding the test administration or other technical information, contact the Cognia Service Desk at oktechsupport@cognia.org or (866) 629-0220.

For questions or information regarding OSTP & CCRA policy and testing procedures, please contact the Oklahoma State Department of Education Office of Assessments by clicking the link or by calling (405) 521-3341.

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 and 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.

Roles and Responsibilities

Role	Responsibilities
District Coordinator (DTC)	The DTC has access to all buildings in the district and can: • Manage users (add, edit, or deactivate all other user accounts). • Add and edit student information and set accommodations. • Request and approve student transfers in the Enrollment Transfer screen. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • Access Assessment Technology Coordinator Portal menus. • Access Proctor passwords from the Administration homepage. • Track shipments and order additional materials. • View Dashboard. • Create and review reports.
Deputy District Coordinator (DDC)	The DDC has access to all buildings in the district and can: • Manage users (add, edit, or deactivate all other user accounts). • Add and edit student information and set accommodations. • Request and approve student transfers in the Enrollment Transfer screen. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • Access Assessment Technology Coordinator Portal menus. • Access Proctor passwords from the Administration homepage. • Track shipments and order additional materials. • View Dashboard. • Create and review reports.
Building Test Coordinator (BTC)	The BTC has access to one or more buildings and can: • Manage users (add, edit, or deactivate peer BTC accounts, BU, ATC, and RA accounts). • Edit student information and set accommodations. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • Access Assessment Technology Coordinator Portal menus. • View Dashboard. • Create and review reports.
Building User (BU)	The BU has access to one or more buildings and can: • Edit student information and set accommodations. • Create, edit, and delete classes. • Schedule tests. • Manage and monitor tests. • View Dashboard. • Create and review reports.

Assessment Technology Coordinator (ATC) (IT Coordinator Role)	The ATC is assigned to a district or to one or more buildings and can: • Prepare the IT network for student testing. • Download and install the student kiosk on testing devices. • Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (building) is ready for student testing. For more information, see the *OSTP Kiosk Installation Guide*.
Reports Access Only (RA)	The RA user is assigned to a district or to one or more buildings and can: • Create and view reports for assigned organizations.

***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 or (866) 629-0220.

Logging Into the OSTP Data Portal

Initial Login Instructions

When a user account is created, users will receive automated emails from OSTPProgramManagementTeam@cognia.org. Users will receive two emails for the **OSTP Data Portal**: one containing their username and one containing their password. After receiving the emails, users will need to follow the links to log in to the OSTP Data Portal and reset their password.

If you have not received your OSTP Data Portal login instructions, users may receive support as follows:

- **Building Users, building-level assessment technology coordinators, and building-level reports access only users** should contact their building test coordinator for assistance.
- **Building test coordinators, deputy district coordinators, and district-level assessment technology coordinators** should contact their district test coordinator for assistance.
- **District test coordinators** should contact the Cognia Service Desk for assistance.

Password Requirements

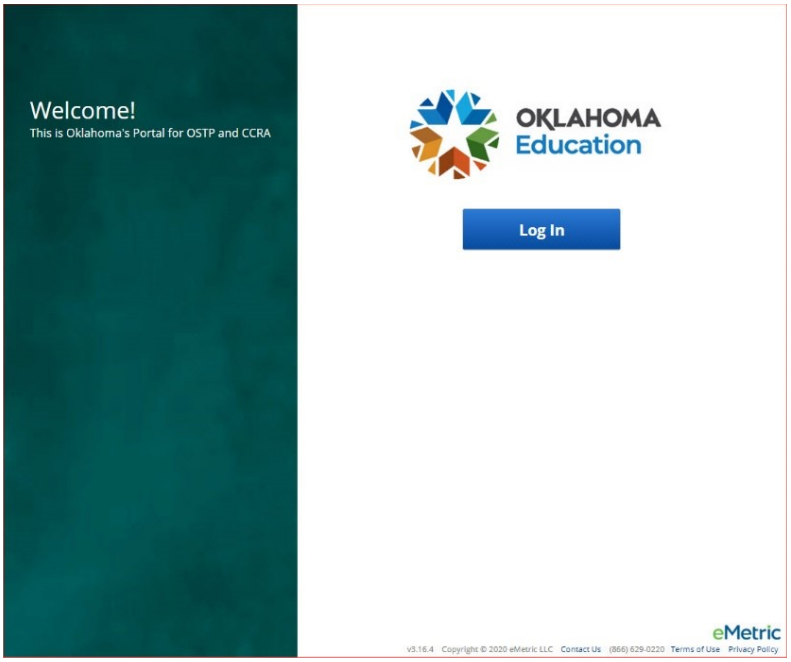
Passwords must meet the requirements shown below:

- Minimum of 8 characters, maximum of 32 characters
- One uppercase letter
- One lowercase letter
- One special character (~!@#$%^&*()_+=-{}|[]:”;’<>?,)
- One number

Logging In

1. To access the OSTP Data Portal, navigate to https://oklahoma.cognia.org (see screenshot below). Click the **Log In** button to enter your username and password.

   When logging in for the first time, use the username and password from the initial system emails.



2. Type in your username and password as indicated in the screenshot below and click the **Sign In** button to enter the portal.

If you have forgotten your password, select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.

OSTP Data Portal Homepage

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.

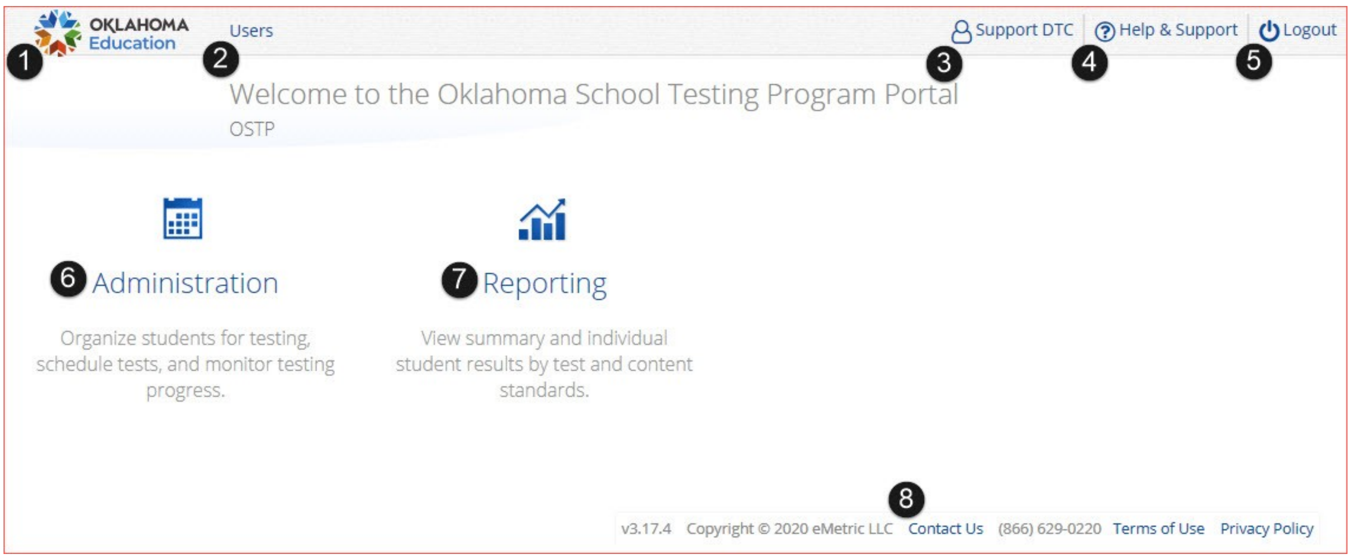
Upon logging in to the OSTP Data Portal, the portal homepage provides access to the following components according to your role and organization:

- **User Management**: Used for adding and editing portal user accounts.
- **Administration:** Used for the following tasks:
    - 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
    - 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 Homepage

The features and sections that are available on the OSTP Data Portal homepage are listed below and the screenshot that follows indicates the location of the feature or section on the OSTP Data Portal homepage.

1. Click the **Oklahoma State Department of Education logo** in the top-left corner of any page to return to the Portal homepage.
2. Click Users at the top of the Portal homepage 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 homepage to open a blank email message address to Cognia Technical Support.



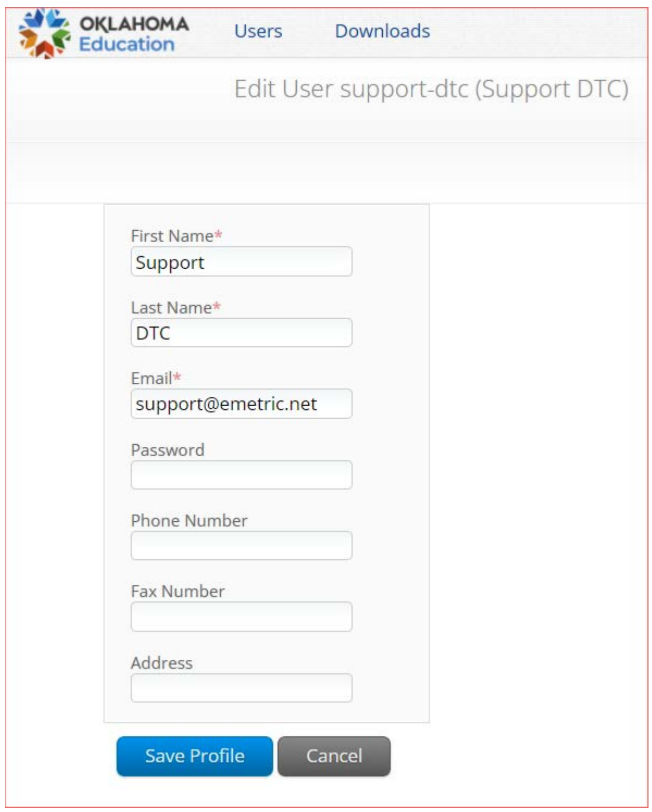
Update Your Profile

Your profile page displays your contact information, organization(s), and role.

To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.

3. Click **Save Profile** to save any changes you have made.

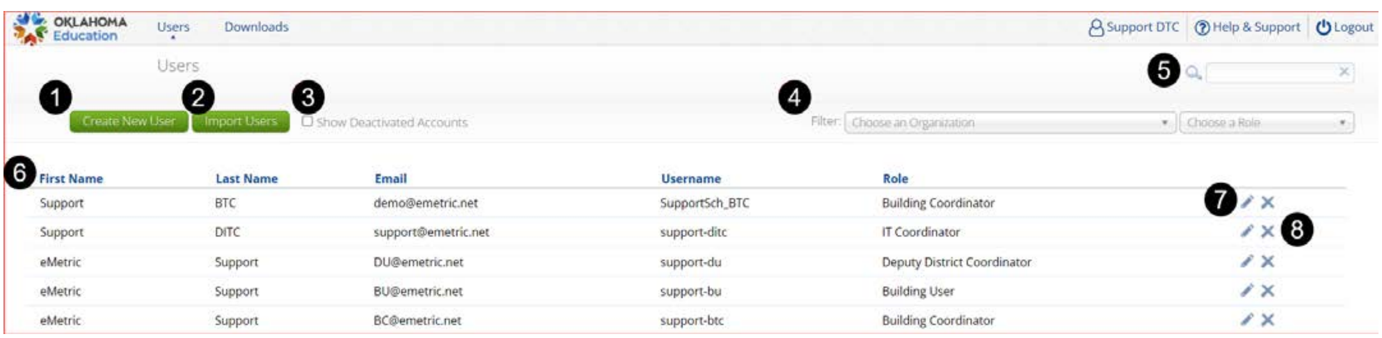


User Management

To access the User Management section, click the **Users** link at the top left-hand side of the menu bar of the OSTP Data Portal homepage. Features in User Management are based on user role permissions. Within User Management, test coordinators can view user accounts, add new user accounts, and manage existing user accounts for their building or district. By default, a list of existing active users will be shown.

Below are descriptions of the features that are available on the User Management homepage and the screenshot that follows indicates the location of the feature on the page.

1. To manually add a new user account, click the **Create New User** button, and follow the instructions in the **Manually Add New User Accounts** section listed below.
2. To add or update existing users via file upload, click the **Import Users** button, and follow the instructions in the **Adding and Editing Multiple User Accounts via File Upload**.
3. To view a list of deactivated users, select the checkbox to the left of **Show Deactivated Accounts**. The user table will change to show only deactivated users.
4. 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.
5. To search for a user, type the first name, last name, username, or email address in the **Search** box in the top right-hand corner, and then press **Enter** or click the search icon.
6. Sort columns by clicking the column heading.
7. To edit an existing user record, select the **Edit User** icon in the row with that user's name and follow the instructions in the **Manually Editing A User Account** section listed below.
8. To deactivate a user account, click the **Deactivate User** icon in the user's row and follow the instructions I the **Deactivate and Reactivate Users** section listed below.



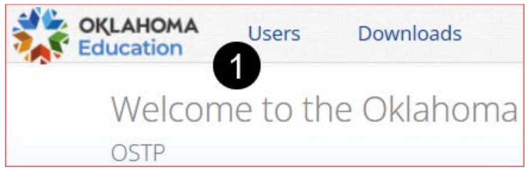
Manually Adding and Editing User Accounts

In the OSTP Data Portal, there are two options for adding and editing user accounts. The first option is to manually add or edit a user account; this is recommended if you are adding or editing a small number of accounts. The second option is to add or edit multiple user accounts through file upload; this is recommended when adding or editing many user accounts.

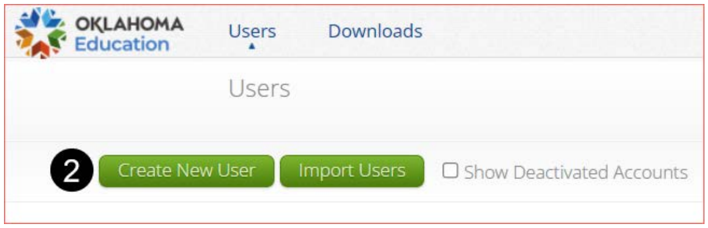
Manually Add New Users

To manually add a new user, follow the steps below:

1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side of the top menu bar.

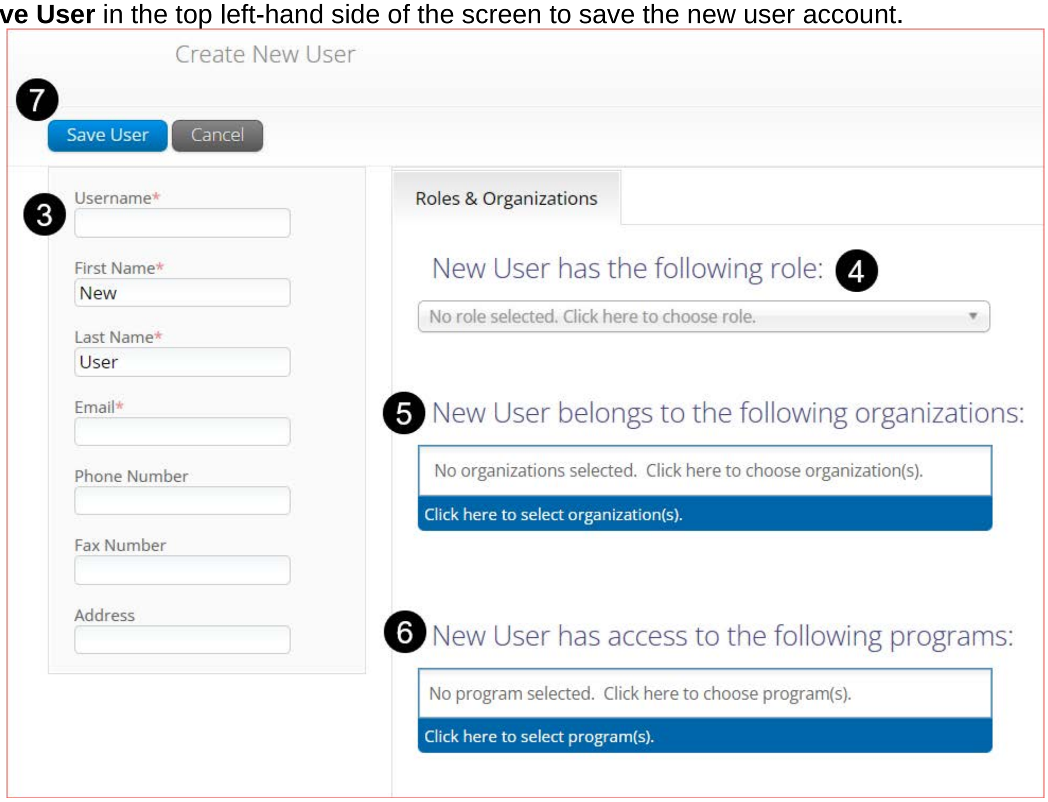


2. Click the **Create New User** button.



3. Enter the new user's contact information shown in the screenshot below. Fields with a red asterisk (*) are required.
4. Select the role you wish the use to have from the **New User has the following role** drop-down menu shown below.

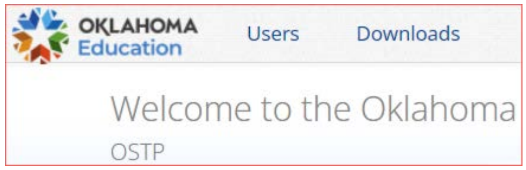
   Each user account can only be assigned ***one role***. If one person conducts tasks that are common across multiple roles, they should be given the role with the highest level of permission to complete their tasks. For example, if a user is performing tasks of both a building test coordinator and assessment technology coordinator, they should be assigned the role of building test coordinator, since that role has a higher level of access.
5. In the **New User belongs to the following organizations** section, click the blue bar to select the organization(s) the user may have access to. Users may have access to multiple organizations.
6. In the **New User has access to the following programs** section, click the blue bar to select **OSTP Operational, OSTP Practice, CCRA Grade 11 Operational**, and/or **CCRA Grade 11 Practice**.
7. Click **Save User** in the top left-hand side of the screen to save the new user account.



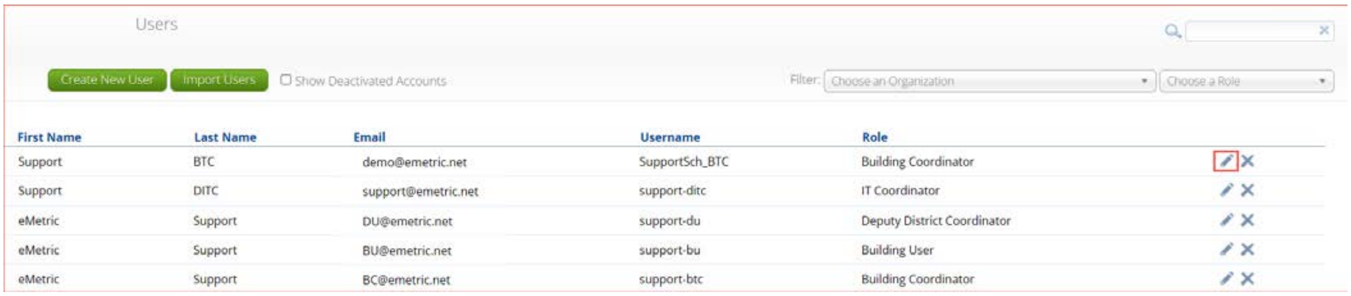
Manually Edit a User Account

To manually edit an existing user, follow the steps below:

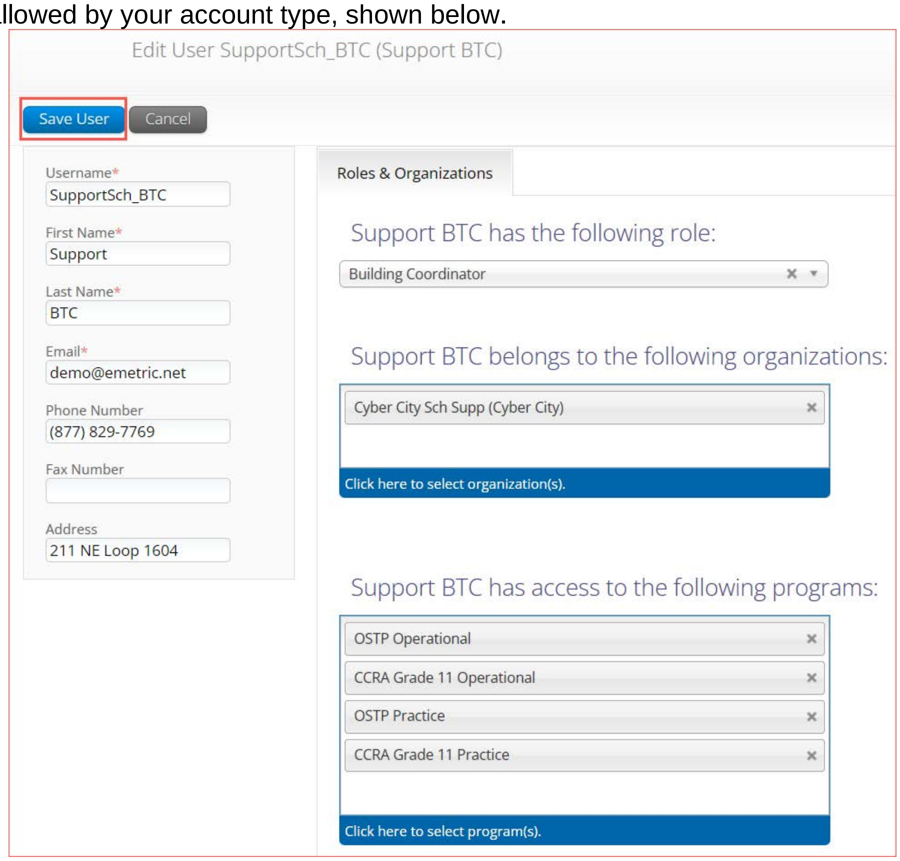
1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side menu bar.



2. Select the **Edit User** icon in the user's row.



3. You are directed to the user's profile.
4. Edit fields as allowed by your account type, shown below.



5. Click **Save User** to save any changes made to a user's profile.

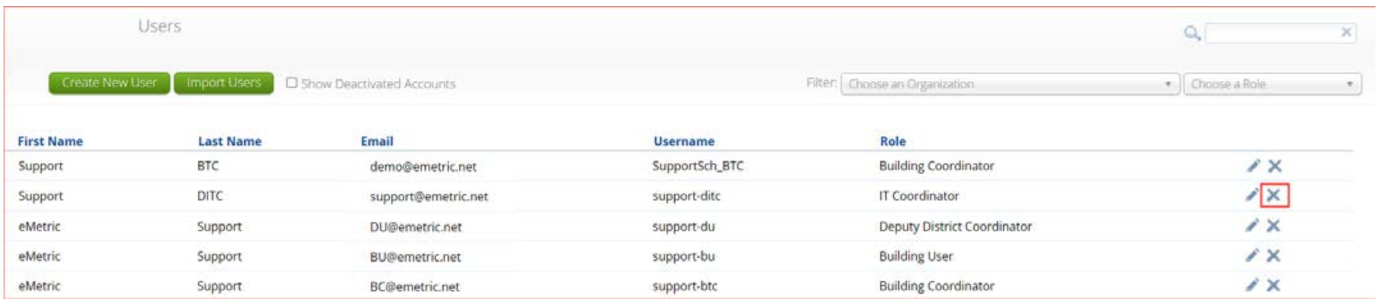
Deactivate and Reactivate User Accounts

A District Coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated within their organization. Deactivating a user account will remove the account from the list of active users and render the account unusable. The deactivated account still exists in the system and the username cannot be reused. Accounts that have been deactivated can be reactivated, edited, and used again. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.

Deactivate User Accounts

To deactivate a single user account, follow the steps below:

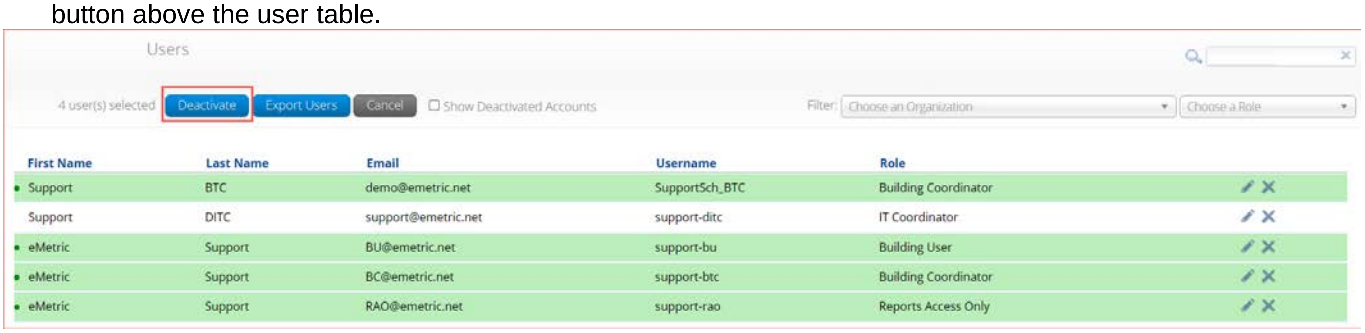
1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Deactivate User** icon in the user's row.



3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the user account.

To deactivate multiple user accounts, follow the steps below:

1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select each account. Once selected, the row will appear highlighted in green. Then click the **Deactivate** button above the user table.

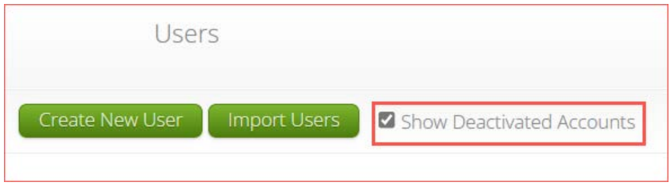


3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the selected user accounts.

Reactivate User Accounts

To reactivate a single user account that was previously deactivated, follow the steps below:

1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.

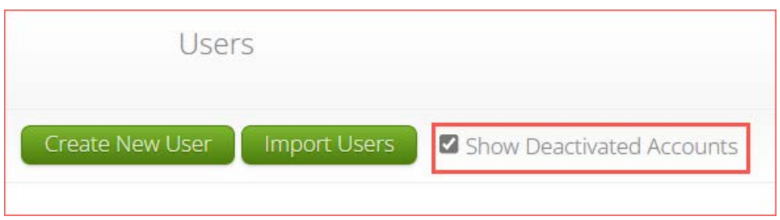


3. Click the **Reactivate** ✚ icon in the user's row to reactivate their user account.

4. A pop-up verification message will appear. Click **Reactivate** to confirm reactivation of the user account.

To reactivate multiple user accounts, follow the steps below:

1. On the OSTP Data Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.



3. Select each account to be reactivated and click the **Reactivate** button above the user table.

4. A pop-up verification message will appear. Click **Reactivate** to reactivate selected user accounts.

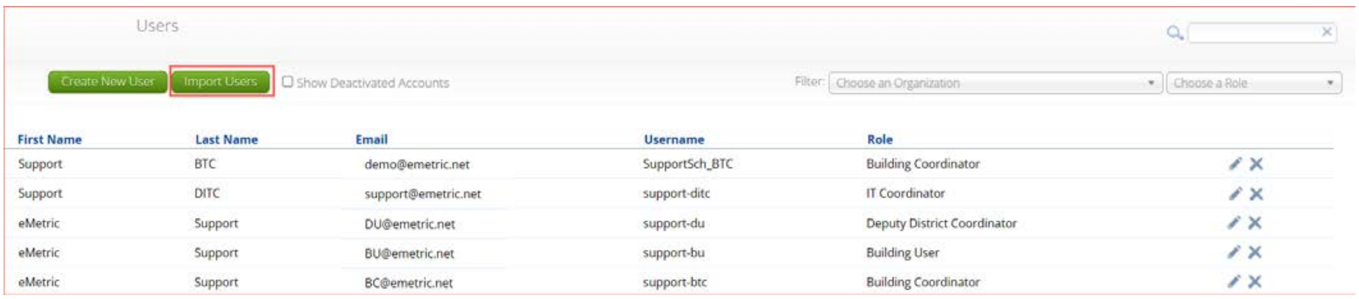
Adding and Editing Multiple User Accounts via File Upload

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 files must be uploaded separately for adding new users and editing existing user accounts. Note that user accounts may not be deactivated or reactivated via file upload.

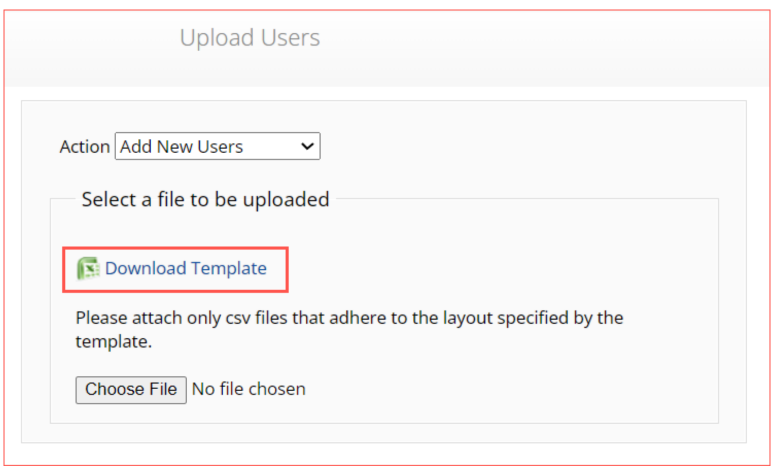
<u>The user upload feature is available at any time once the portal is opened</u>. Beginning April 1, 2025, through April 15, 2025, this feature will only be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2025, you will be able to upload users between the hours of 7:00 PM to 7:00 AM CST Monday through Friday.

Adding Multiple User Accounts via File Upload

1. To add new users via file upload, from the **Users** page, click the **Import Users** button.



2. Click the **Download Template** link to download the user template. The template will be downloaded to your device.



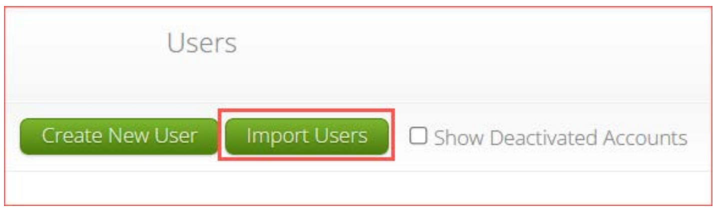
3. Fill out the template and save the file in .CSV format. See the table below for more information on how to fill in the template. There is a **limit of 200 records** for each upload file.

The following is an example of a user import file:

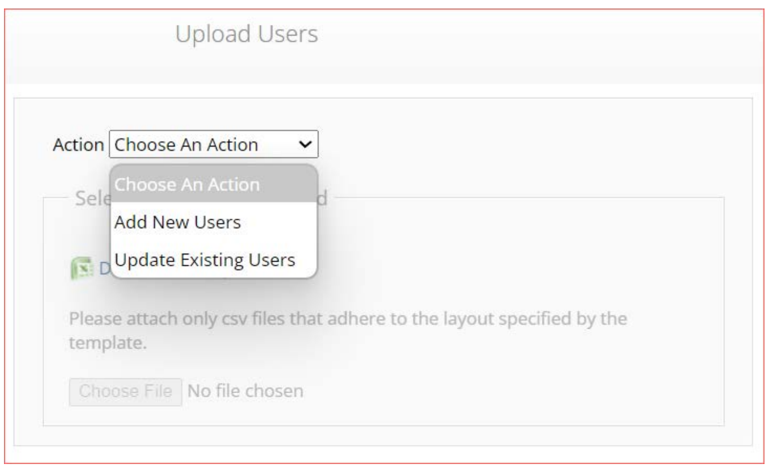
Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
OK-BuildingUser-1	Role	Building User	demoBU@emetric.net	BU	00-881888-004	1030|1031|1025|1029|1032			
DemoCoord	District	Coordinator	demoDC@emetric.net	DTC	00-881888	1030|1031|1025|1029|1032			
Dem-DDC	Deputy	District Coordinator	demoDDC@emetric.net	DDC	00-881888	1030|1031|1025|1029|1032			
ShreeITC	Demo	IT Coordinator	demoITC@emetric.net	ITC	00-881888-001	1030|1031|1025|1029|1032			
BTCTest	Building	Coordinator	demobtc@emetric.net	BTC	00-881888-001	1030|1031|1025|1029|1032			
RATest	Reports	Access	demoRA@emetric.net	RA	00-881888	1030|1031|1025|1029|1032			

If you are creating an account for a DDC 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.

4. Once the user upload file has been created, navigate to the Upload Users page. From the Users page, click the **Import Users** button.

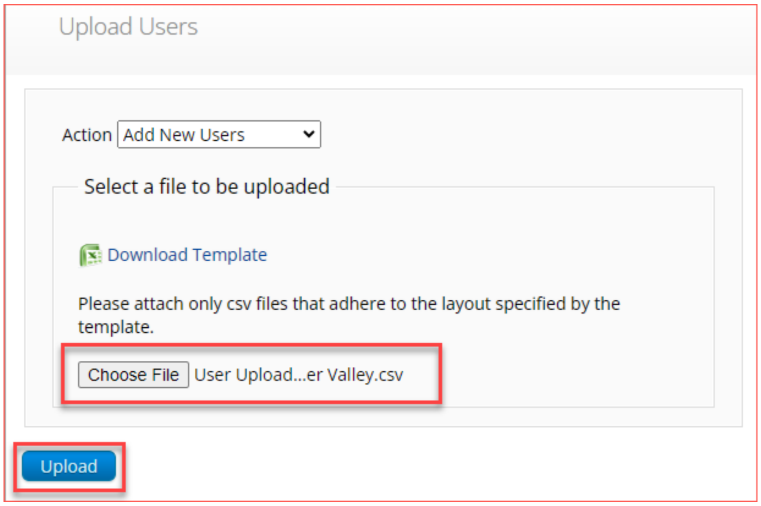


5. Select **Add New Users** from the **Choose an Action** drop-down menu.



6. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.

   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 OSTP Data Portal users will be sent two separate emails containing their username and password to the specified email.



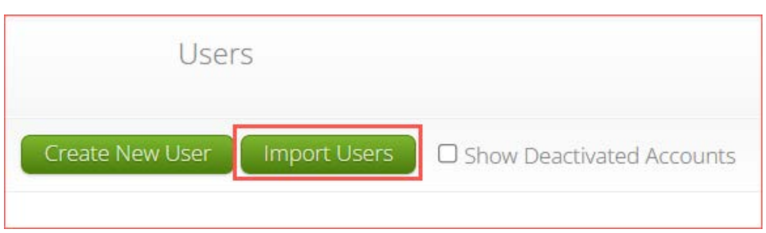
Note: If the file is not in .CSV format, you will receive an error upon clicking **Upload**. You will need to update the file format to **.CSV (*Comma delimited)*** and upload the file again.

Editing Multiple User Accounts via File Upload

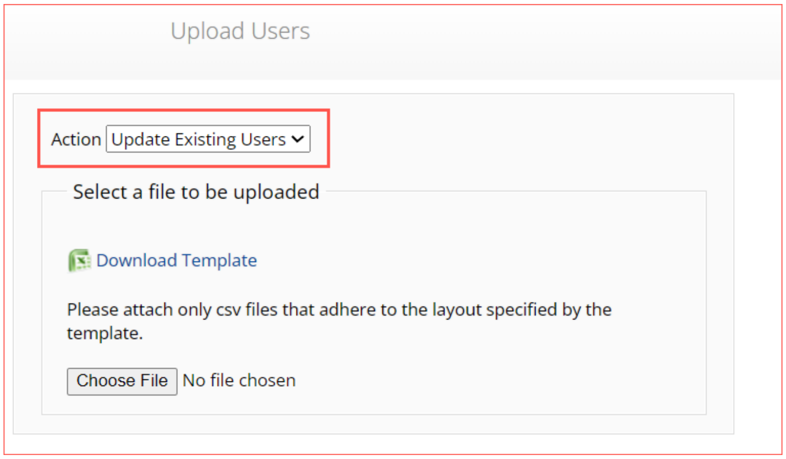
To edit multiple user accounts via file upload, follow the steps below:

1. On the OSTP Date Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Select the user accounts you wish to edit by clicking on their row in the user table. Once selected, they will appear in green highlighting and the **Export Users** button will appear.

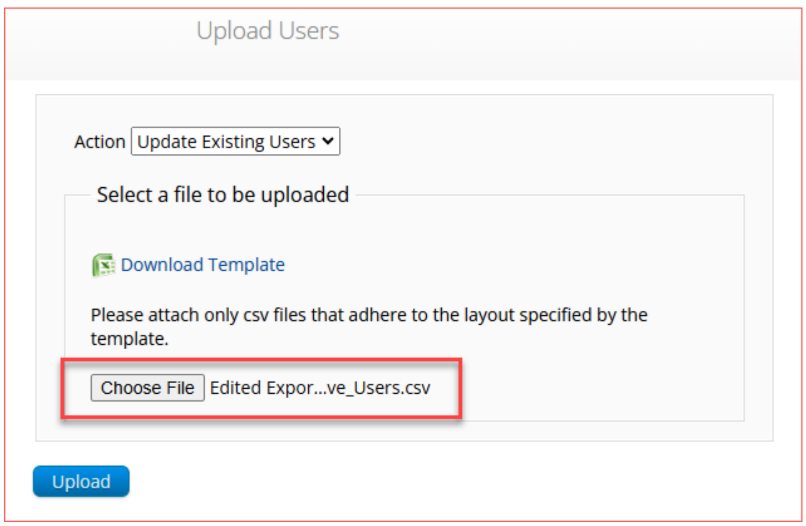
3. Click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.
4. Edit the exported file as needed; in the file, you will be able to edit the user's role or organization or update the user profile information (first name, last name, email address, phone number). See the table below for information on how to fill in the template. Once done editing, save the file.
5. On the User Management homepage, click **Import Users**.



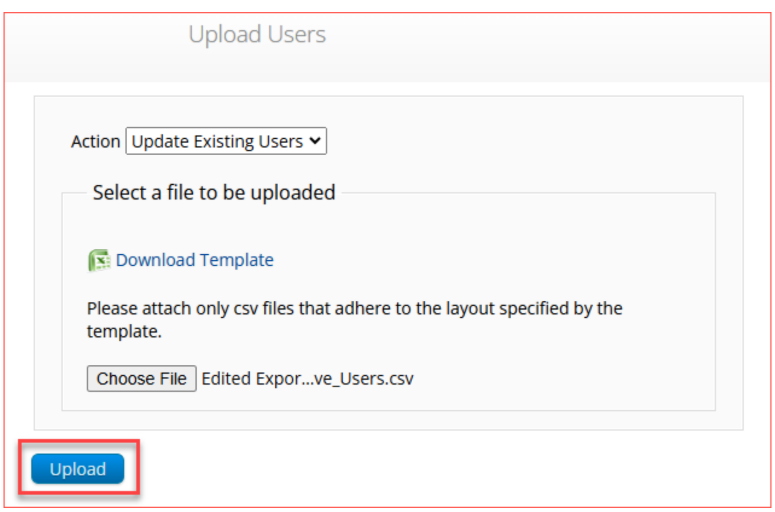
6. On the Upload Users page, select **Update Existing Users** in the Action drop-down menu.



7. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button.



8. 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 updated and the number of records rejected will be provided.



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

Import Users Data Definitions Table

Field Name	Description	Accepted Values
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.	One of the following: DTC — District Coordinator BTC — Building Coordinator ITC — IT Coordinator (Assessment Technology Coordinator) DDC — Deputy District Coordinator BU — Building User RA — Reports Access Only The abbreviated role will be used in the CSV file. *For example*: BTC will be the accepted value in the CSV file for adding a Building Coordinator.
Org*	County/District Code associated with the district-level user. County/District and School Code associated with the school level user.	<u>District Coordinator, IT Coordinator (District), Deputy District Coordinator</u> Org = Combined County and District excluding spaces or hyphens. *For example*: If County Code = 62 and District Code = C017 then Org = 62C017 <u>Building Coordinator, IT Coordinator (Building), Building User</u> Org = Combined County and District Code hyphen School Code. *For example*: If County Code = 62 and District Code = C017 and School Code = 705 then Org = 62C017-705 If a user belongs to multiple organizations, a pipe will be used to separate organizations. *For example*: If a user belongs to school code 705 and 706 in district 0017 then Org = 62C017-705|62C017-706

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

If there are errors in the user upload file, you will be notified after the upload file has been processed. 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.

Pop-up notification messages are provided in the table below along with results of the file upload and next steps to resolve any errors.

Import Users Pop-Up Messages

Pop-Up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in .CSV format.	Open your original Users file. Click **Save As**, select a file location, click on **Save as type**: drop-down menu, select .**CSV (Comma delimited)**, then click **Save**.

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.

Sample error file:

<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th></tr>
<tr><td>1</td><td>Username</td><td>Fname</td><td>Lname</td><td>Email</td><td>Role</td><td>Org</td><td>Program</td><td>Phone</td><td>Fax</td><td>Address</td><td>Notes</td></tr>
<tr><td>2</td><td>DemoBlgdCoord</td><td>Demo</td><td>BldgCoordinator</td><td>support@emetric.net</td><td>BTC</td><td>00-991999-301</td><td>1030|1031|1025|1029</td><td></td><td></td><td></td><td>User exists with same username</td></tr>
<tr><td>3</td><td>CyberFallsBTC</td><td>Demo</td><td>BTC</td><td>demo@emetric.net</td><td>BTC</td><td>00-771777-001</td><td>1030|1031|1025|1029</td><td></td><td></td><td></td><td>User exists with same username</td></tr>
<tr><td>4</td><td>SupportSch_BTC</td><td>Support</td><td>BTC</td><td>BTC@emetric.net</td><td>BTC</td><td>00-881888-006</td><td>1030|1031|1025|1029</td><td>(877) 829-7769</td><td></td><td>211 NE Loop 1604</td><td>User exists with same username</td></tr>
<tr><td>5</td><td>demo-btc</td><td>Demo</td><td>BTC</td><td>demo-btc@emetric.net</td><td>BTC</td><td>55Z014-970|55Z014-986</td><td>1030|1031|1025|1029</td><td></td><td></td><td></td><td>Invalid organization number.</td></tr>
<tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

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

Import Users Data Errors

Notes Field in Error File	How to Resolve the Error
User exists with same username	Modify the username.
Username must be 4-50 alpha-numeric characters	Modify the username to contain at least 4 characters, not more than 50 characters, and include a mix of letters and numbers in the username.
First name must be 1-25 characters long	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role	Add a valid role abbreviation.
Invalid organization and role pairing	If the user is a BTC, verify that the district number and building number are provided in the Org field.
Invalid organization number	Verify the organization number is correct. If you are creating a DDC or ATC that covers the district, verify the district number is correct.
Invalid/Not allowed program ID	Update the program ID to be a valid number. See the table above for valid program codes.

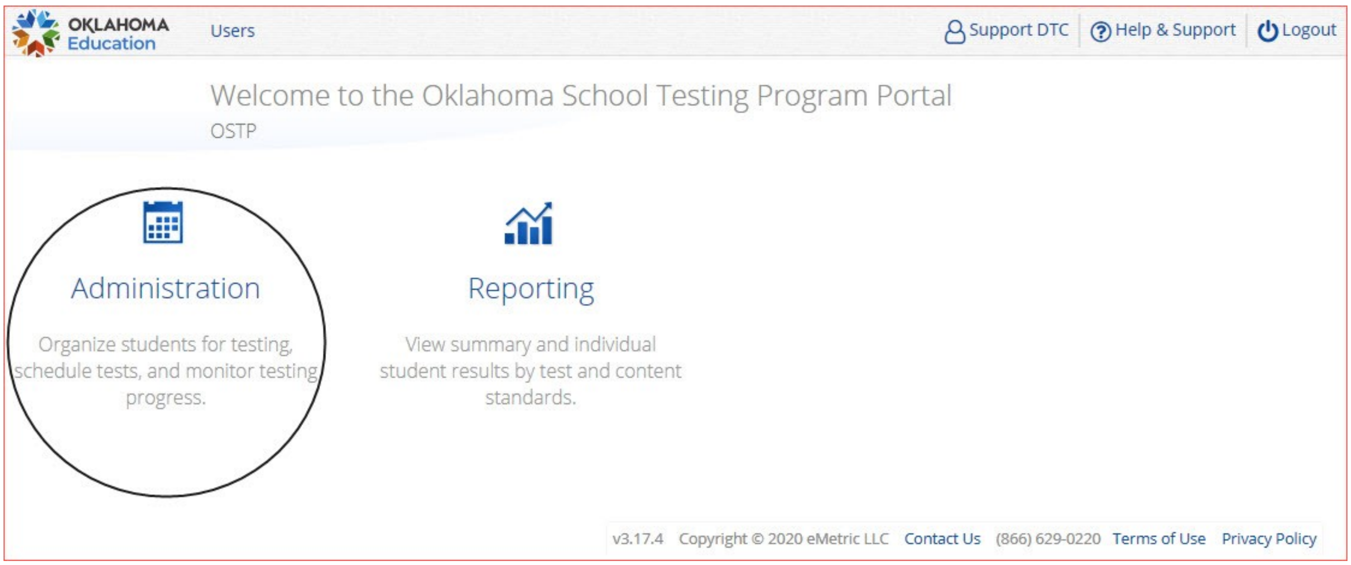
Correct the invalid fields in the User Upload file. Then, save the updated file and repeat the steps above to import the file.

Contact the Cognia Service Desk for assistance with errors that you are unable to resolve.

Administration

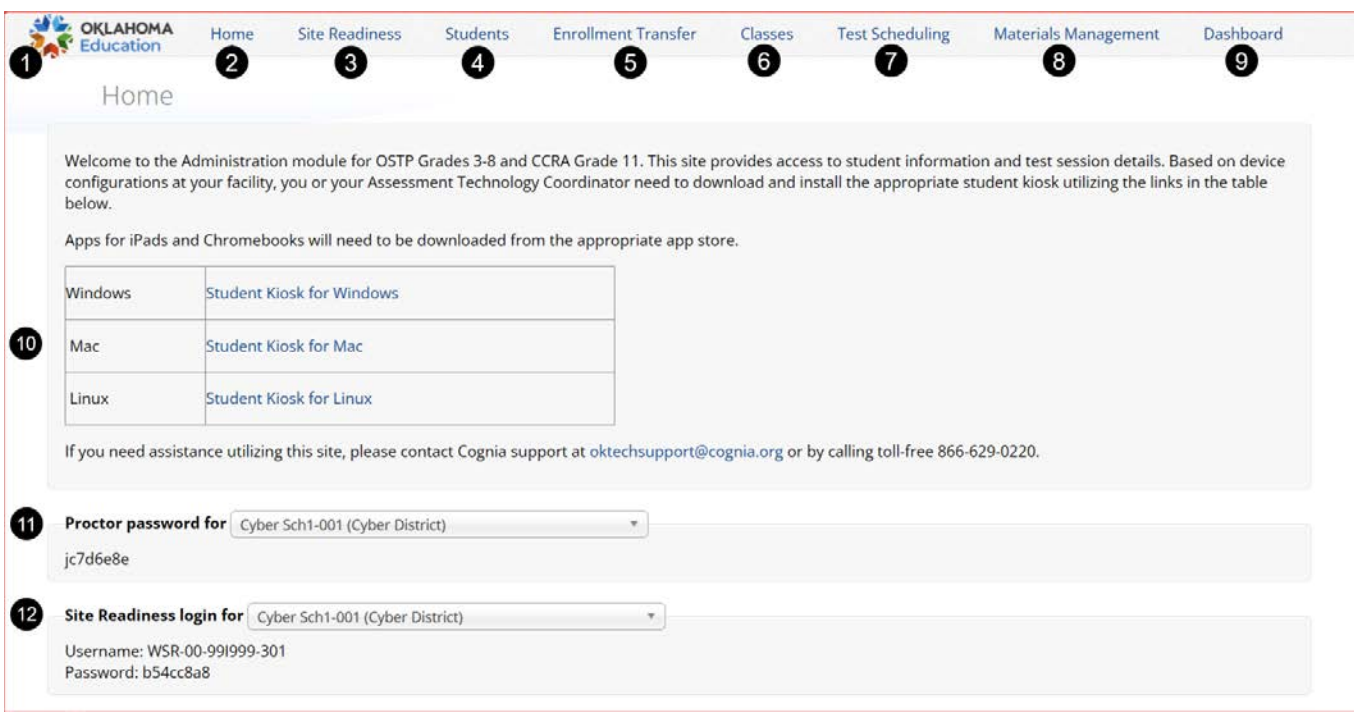
To access the Administration section of the OSTP Data Portal, click the **Administration** icon on the OSTP Data Portal homepage. Within Administration, test coordinators can complete the following tasks:

- download the OSTP Kiosk 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
- monitoring student testing progress
- track and manage additional materials orders



The features and sections that are available on the Administration homepage are listed below and the screenshot that follows indicates the location of the feature or section on the 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 and schedule tests, delete scheduled tests, and print student logins, click Test Scheduling.
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 and Site Certification

The OSTP Data Portal includes a site Readiness tool for buildings and districts to assess their readiness for online testing via the OSTP Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the OSTP Kiosk. The Student Interface Test also allows assessment technology coordinators to test the student tools, including the Line Reader, Answer Eliminator, Text Highlighter, and Notepad, to confirm they are functioning properly.

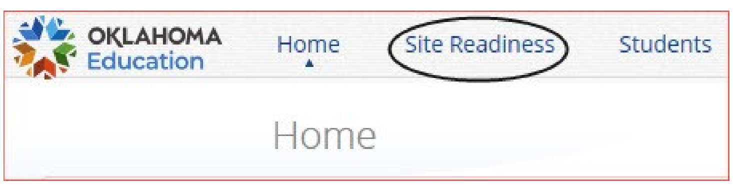
To administer the Site Readiness Test, the ATC, DTC, DDC, or BTC launches the OSTP Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and uses the Site Readiness login for the assigned building to run the test. Then, the assessment technology coordinator certifies the site (building) in the OSTP Data Portal to indicate to the building and district test coordinators that the site's technology is ready for testing.

Step-by-step instructions for conducting Site Readiness on the OSTP for Chrome app, iTester app, and OSTP Kiosk can be found in the *OSTP Kiosk Installation Guide*.

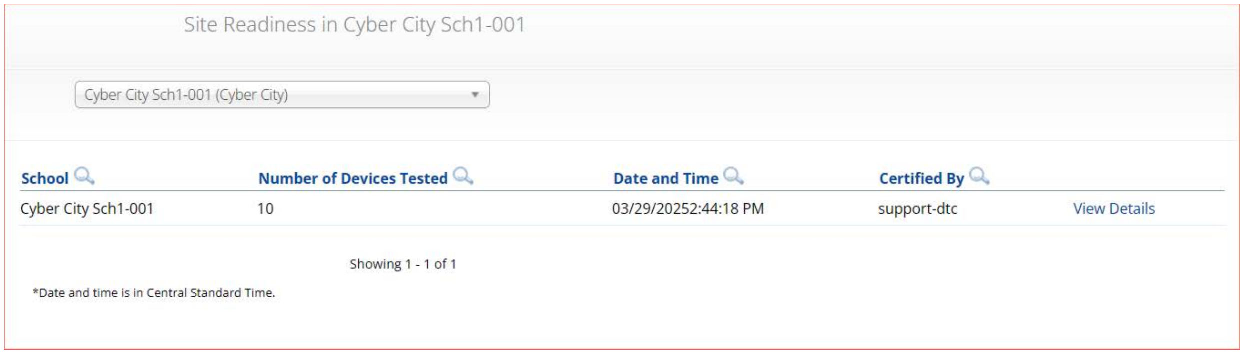
Viewing Site Readiness and Site Certification

District test coordinators and building test coordinators can view the results of Site Readiness testing on the Site Readiness page in the OSTP Data Portal. To view Site Readiness testing results and Site Certification, follow the steps below:

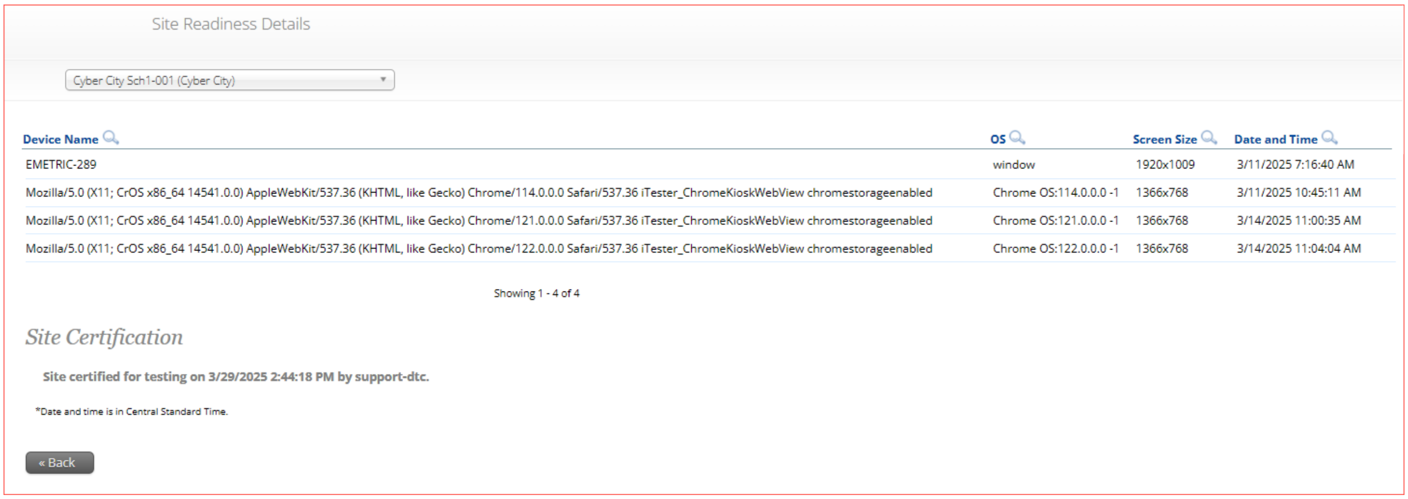
1. Log in to the OSTP Data Portal with your username and password.
2. Click Administration.
3. Click Site Readiness on the top menu bar.



4. On the Site Readiness Page, select your district or building. The table will update to show the number of devices at each building that have been tested, when the building was certified, and who certified it. This certification indicates to the district or building test coordinator that the assessment technology coordinator has tested the devices at the building and ensured they are operating as expected and meet the technology requirements.

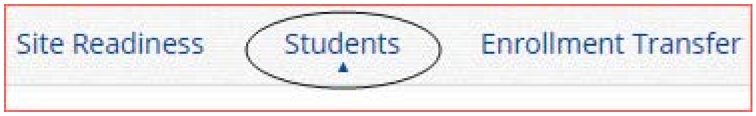


5. To view a list of the devices that were tested at the building using the Site Readiness tool click **View Details**.



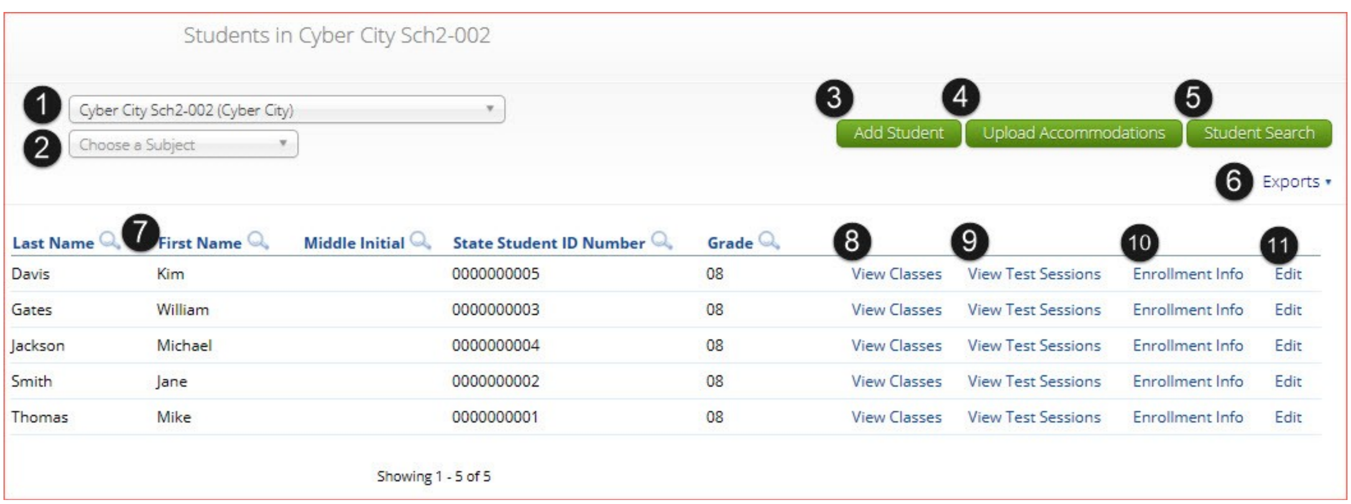
Students

The **Students** page is used to manually add students, edit student information and accommodations, and view student information. Click **Students** from the top menu bar of the Administration homepage to access the Students page.



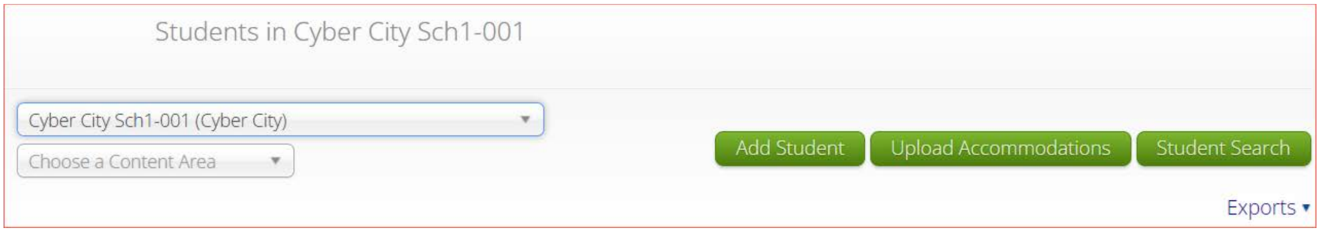
Below are descriptions of the features that are available on the Students page and the screenshot that follows indicates the feature location on the Students page.

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 Content Area** drop-down menu.
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. Click **View Classes** to view a student's classes. A pop-up box will display a list of the assigned classes.
9. Click **View Test Sessions** to view a student's scheduled tests. A pop-up box will display a list of the scheduled tests.
10. Click **Enrollment Info** to view the student's enrollment information.
11. To edit a student's profile click **Edit** in the student's row. The Student Information tab will be displayed. Make your changes to the student's demographic information.



Add a New Student

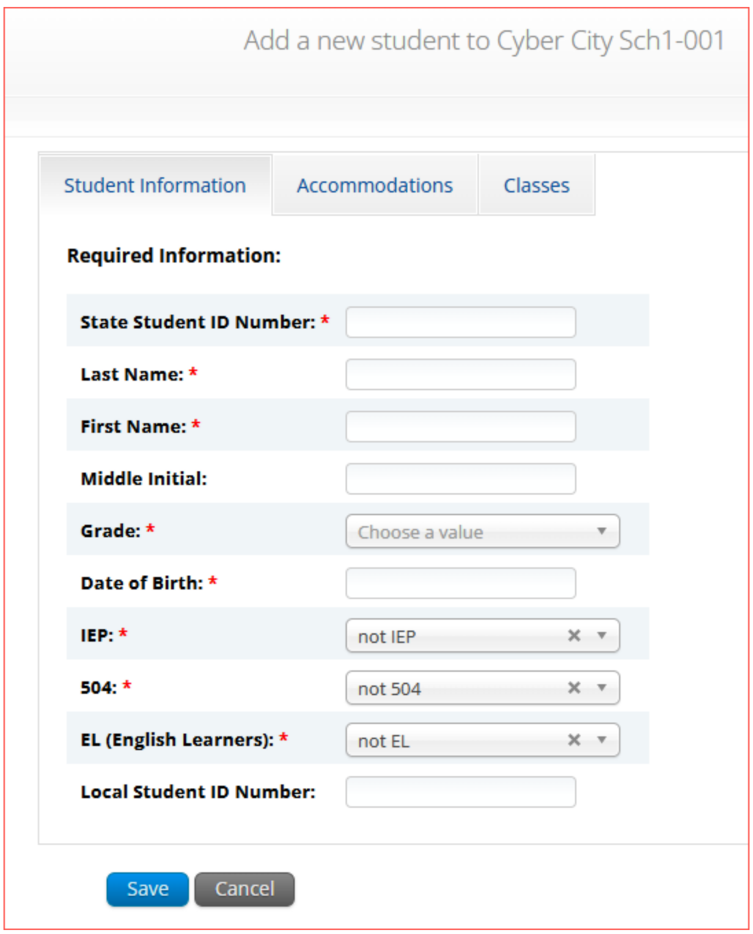
To add a new student, select the building from the **Organization** drop-down menu then click the **Add Student** button. The **Student Information** tab will be displayed. DTCs and DDCs will have the ability to add students.



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.

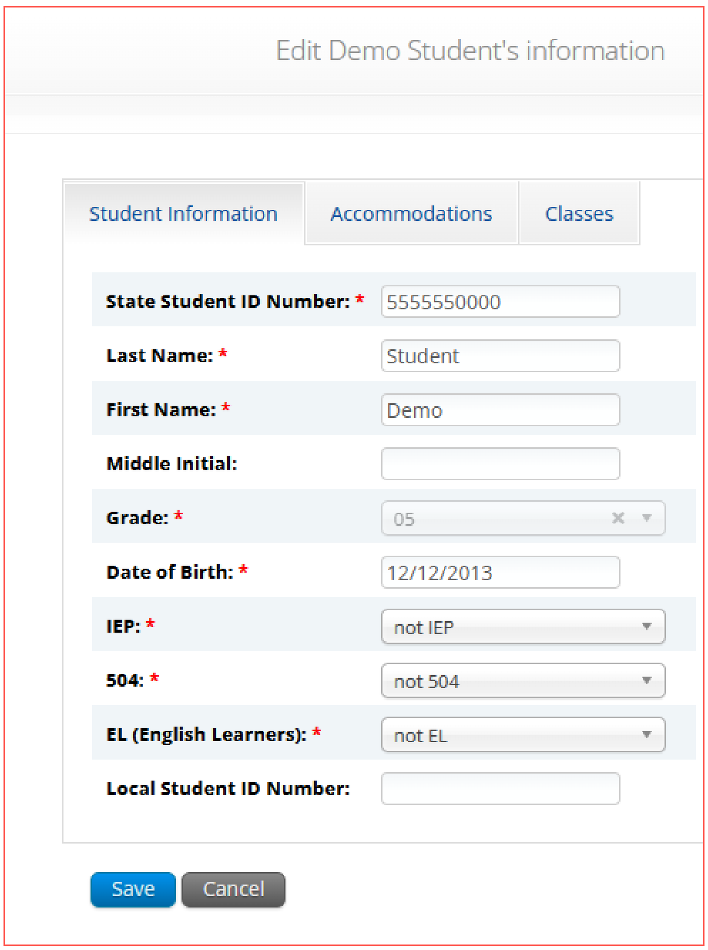


Edit A Student

To edit a student's demographic information, follow the steps below:

1. Log in to the OSTP Data Portal with your username and password.
2. On the OSTP Data Portal homepage, click **Administration**.
3. Click **Students** from the top menu bar.
4. Locate the student in the students table and click **Edit** in the row for the student.

5. 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**.
6. Once edits have been completed click **Save**.



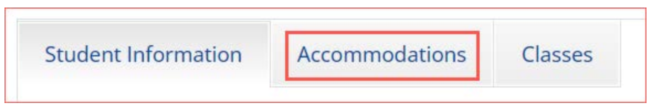
Adding Accommodations

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 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**.

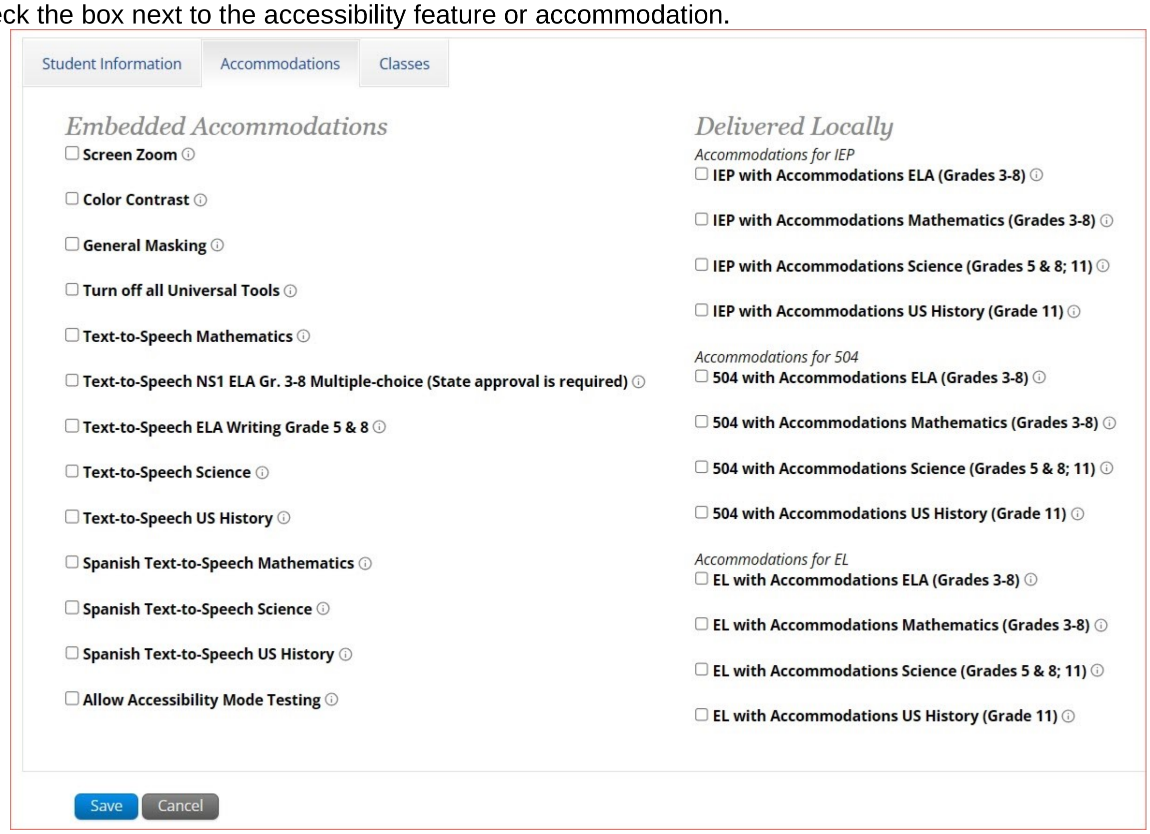
To add accommodations, follow the steps below:

1. Log in to the OSTP Data Portal with your username and password.
2. On the OSTP Data Portal homepage, click **Administration**.
3. Click **Students** from the top menu bar.
4. Locate the student in the students table by clicking the search icon ( ) next to the column heading and type the desired search criteria and then click **Edit** in the row for the student.

5. The Student Information tab will be displayed. Click **Accommodations**.



6. Check the box next to the accessibility feature or accommodation.



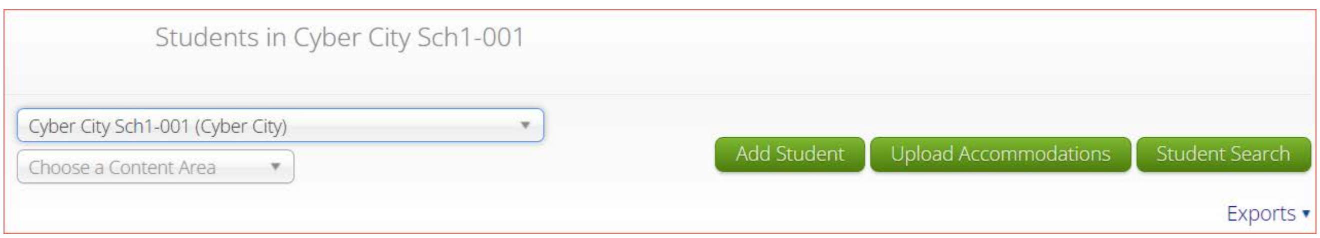
Calculators are available within the testing interface for select assessments in accordance with the OSTP & CCRA Calculator Policy.

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.

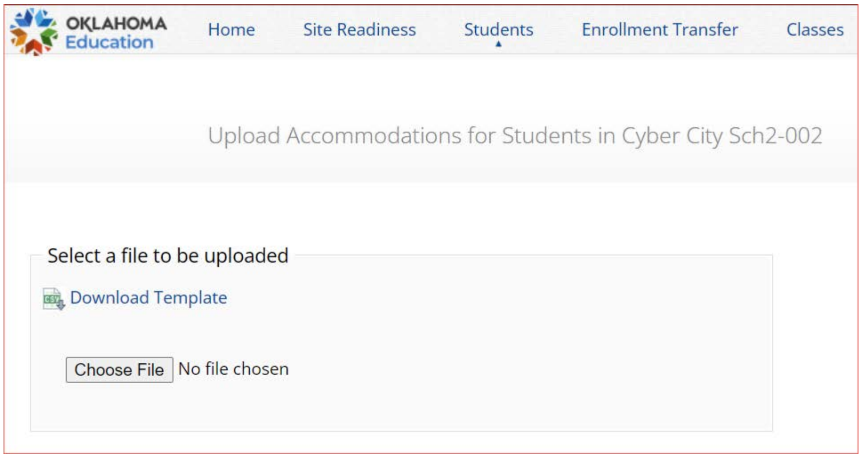
Upload Accommodations

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

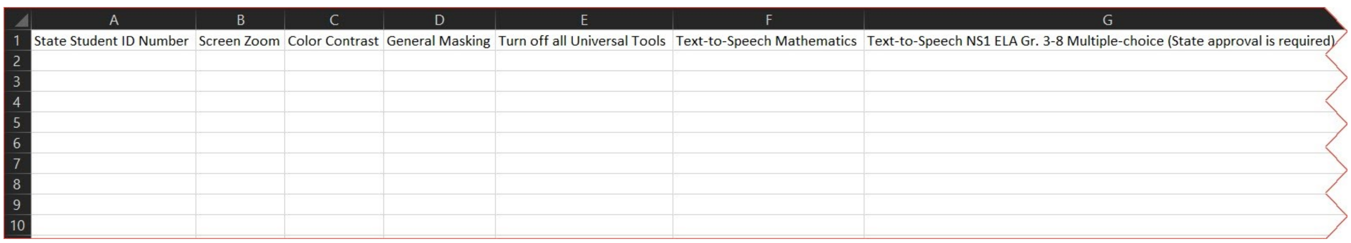


The accommodations upload will be available throughout the day until the operational testing window opens. Beginning April 1, 2025, through April 15, 2025, the accommodations upload feature will be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2025, you will be able to upload 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 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.



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

Accommodations Upload Data Definitions Table

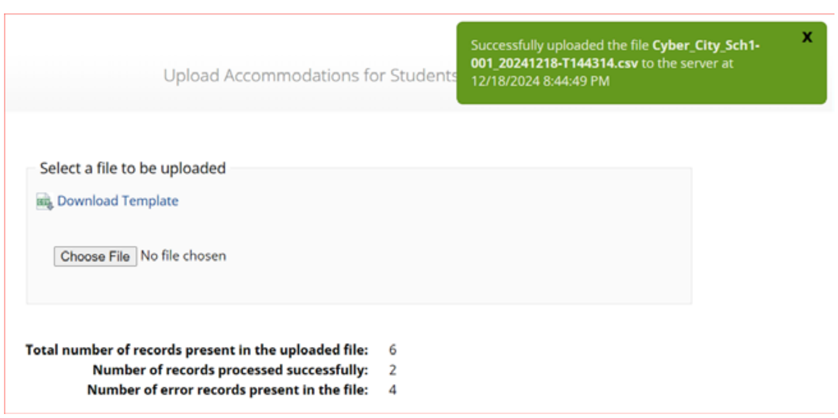
Field Name	Description	Accepted Values
State Student ID Number*	Student's state identification number.	Up to 10 digits
Screen Zoom	Screen Zoom accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Color Contrast	Color Contrast accommodation	0—Remove accommodation 1—Add 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

Field Name	Description	Accepted Values
		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
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

Field Name	Description	Accepted Values
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.



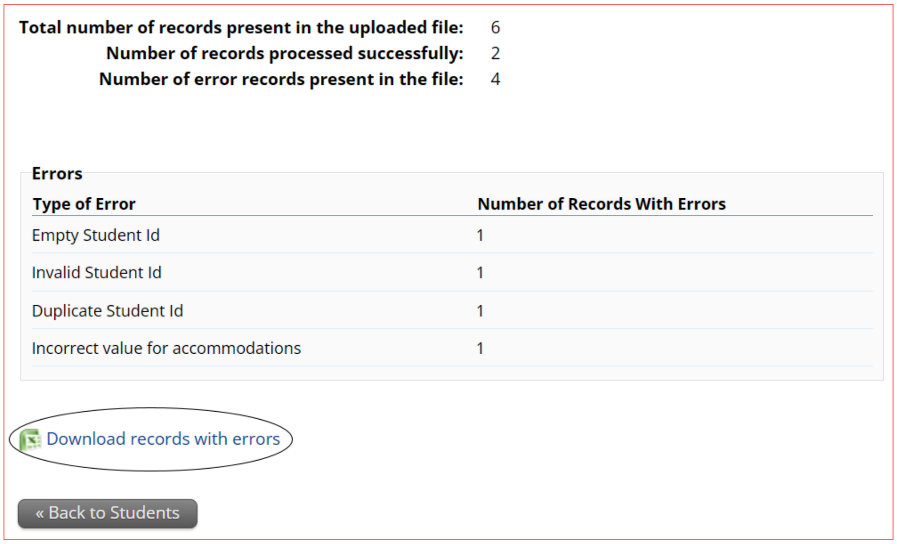
A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file. The following table contains pop-up messages that will appear after an uploaded accommodation 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.

Accommodations Upload Pop-Up Messages

Pop-Up Message	Result	*Next Steps*
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.

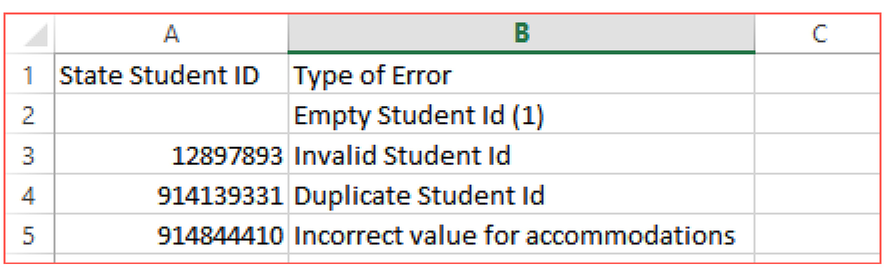


The Error file can contain one or more of the errors shown in the following table:

Accommodations Upload Errors

Error File Type of Error	Result	Next Steps
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.

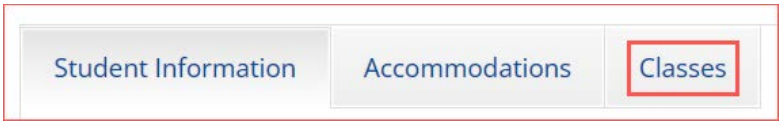


	A	B	C
1	State Student ID	Type of Error	
2		Empty Student Id (1)	
3	12897893	Invalid Student Id	
4	914139331	Duplicate Student Id	
5	914844410	Incorrect value for accommodations	

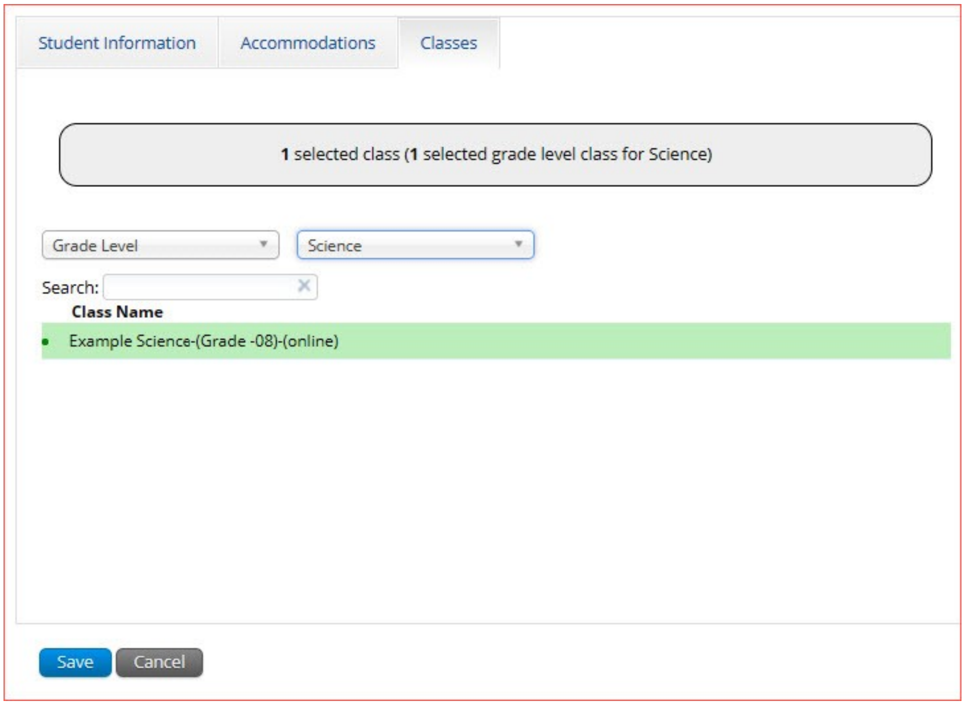
Add a Student to an Existing Class

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. To add the student to an existing class, follow the steps below:

1. On the Students page, click the **Classes** tab.



2. Select **Course Level** or **Grade Level** from the class drop-down menu, and then select the **Content Area** for the class you want to add the student to. A list of available classes will be displayed.
3. 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 content areas at the same time. After highlighting the first class, change the Content Area 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.

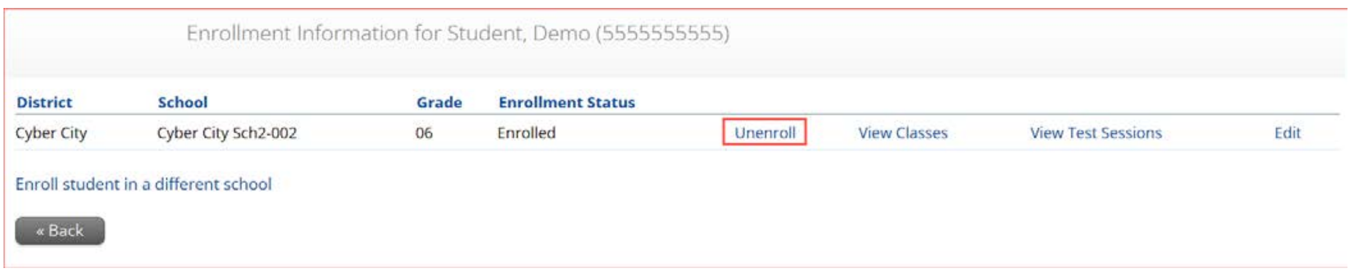
Enroll a Student in a Different Building

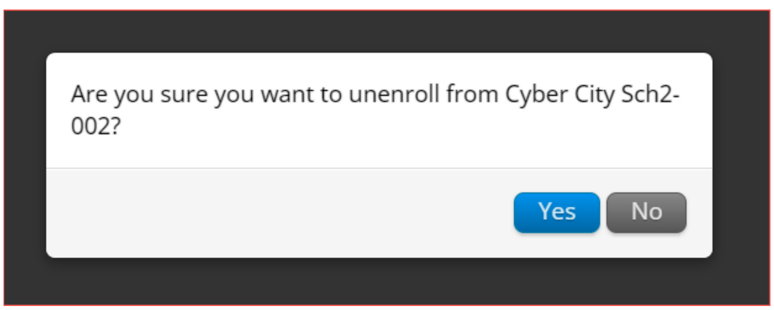
The DTC or DDC will be responsible for enrolling a student in a new building if the student is transferring between buildings within the school district.

To transfer a student's enrollment from one building within your district to another building within your district, follow the steps below:

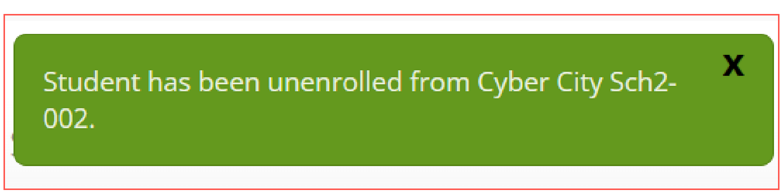
1. Log in to the OSTP Data Portal with your username and password.
2. On the OSTP Data Portal homepage, click **Administration**.
3. Click **Students** from the top menu bar.
4. Locate the student in the students table by clicking the search icon next to the column heading and type the desired search criteria and then click **Enrollment Info** in the row for the student.

5. The student enrollment information is shown. The student must first be unenrolled. Click **Unenroll** and then click **Yes** to confirm

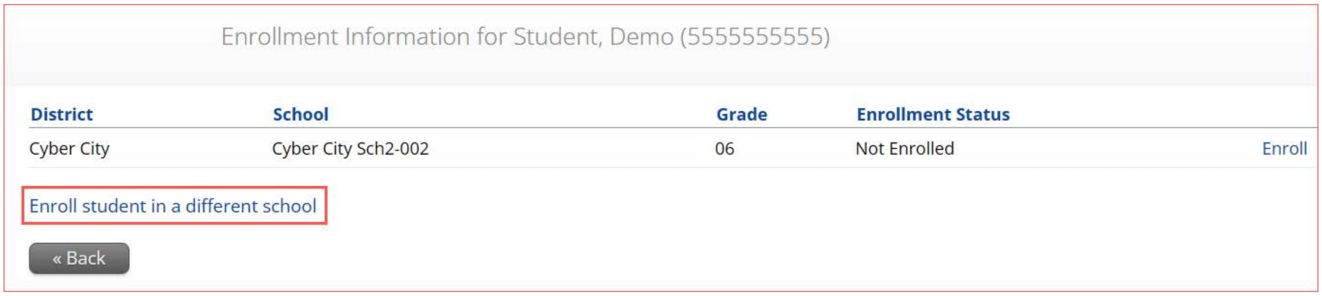




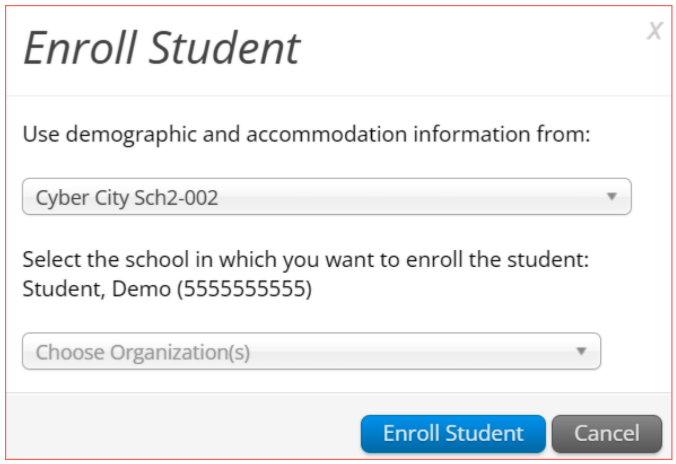
You will receive a green confirmation message indicating the student has been unenrolled.



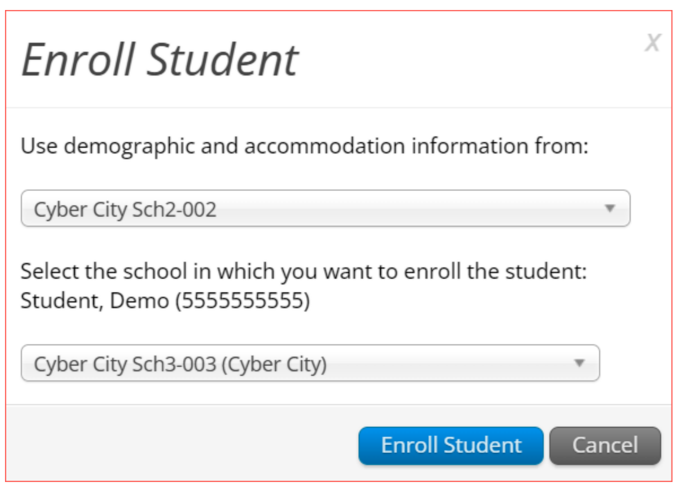
6. Click **Enroll student in a different school**.



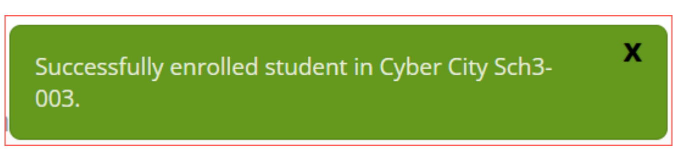
7. Select the building from which you want to use the student's demographic and accommodation information. If more than one building is available, select the building with the most up-to-date information for the student.



8. Using the organization drop-down menu, select the building in your district that the student is moving to and then click **Enroll Student**.



9. 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.



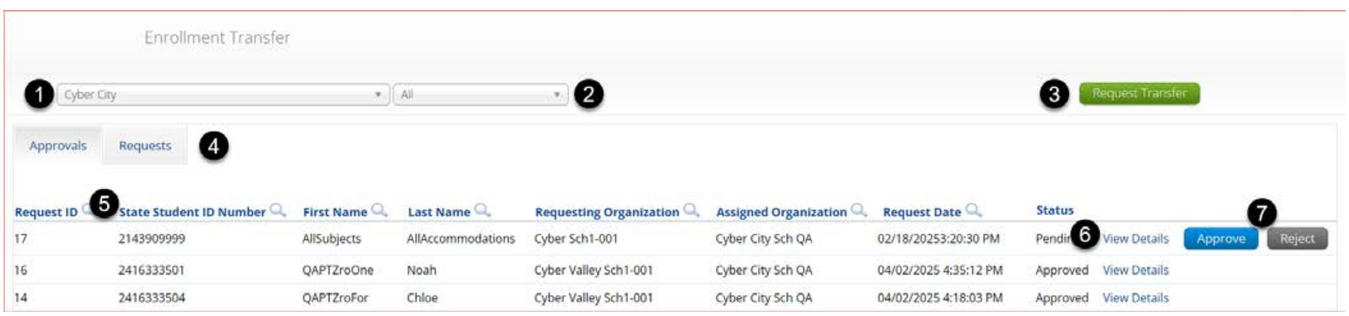
Enrollment Transfer

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

Click **Enrollment Transfer** from the Administration homepage top menu bar to access the Enrollment Transfer page.

Below are descriptions of the features that are available on the Enrollment Transfer page followed by a screenshot indicating the location of the feature on the page.

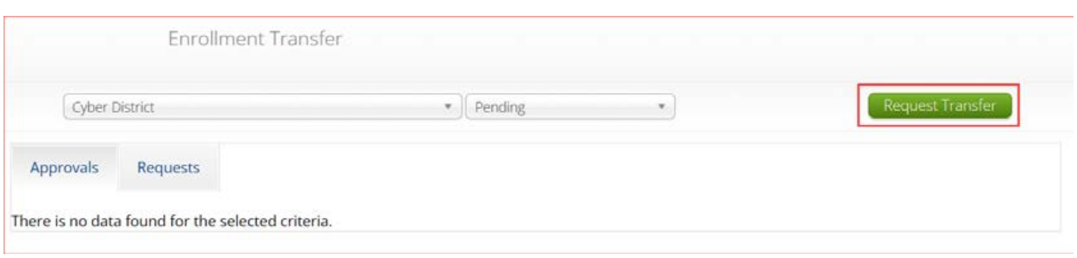
1. **Filter** the table by selecting an organization from the **Organization** drop-down menu
2. **Filter** enrollment transfers by status (Pending, Canceled, Approved, Rejected) using the **Status** drop-down menu.
3. Click the green **Request Transfer** button to request a new enrollment transfer.
4. View enrollment Approvals or Requests using the tabs provided.
5. 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.
6. Click the **View Details** link to view the detailed enrollment transfer information for the selected student.
7. Click the desired button to **Approve** or **Reject** pending enrollment transfers.



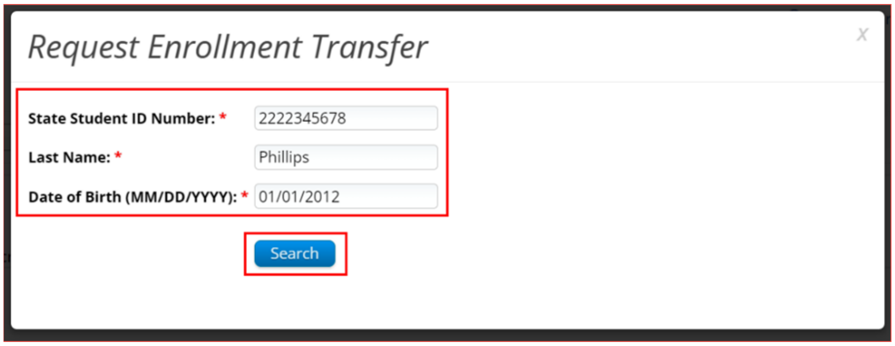
Request an Enrollment Transfer

To initiate a student transfer request, follow the steps below:

1. On the Enrollment Transfer page, click **Request Transfer**.

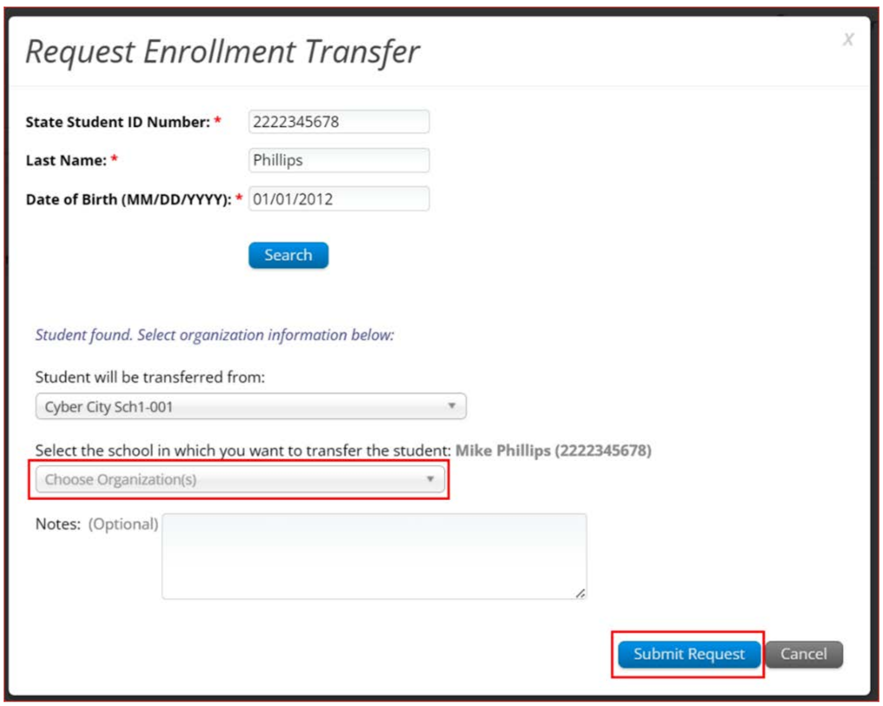


2. Search for the student by State Student ID, Last Name, and date of birth, and then click **Search**. Results will only be returned when all these fields match a student record.

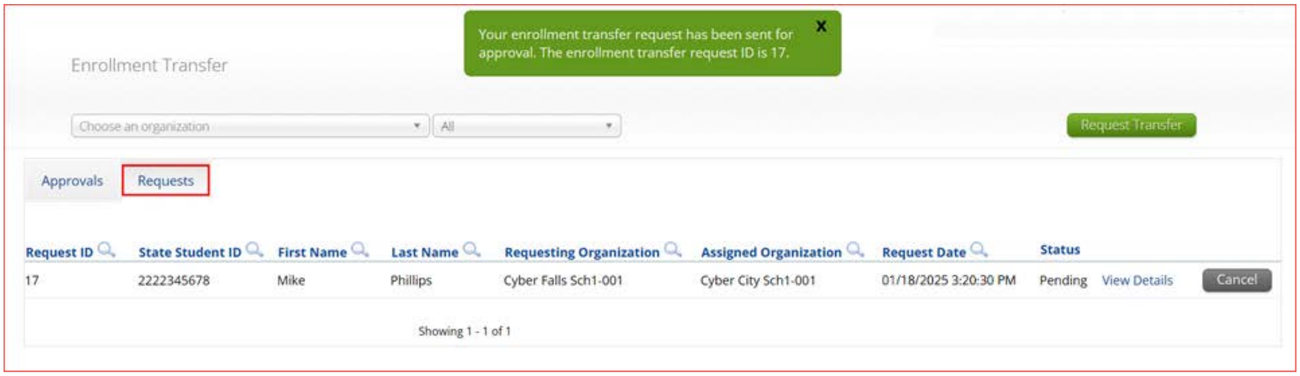


3. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require Cognia approval.

   Select the building in which you want to transfer the student, and then click **Submit Request.**



   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.

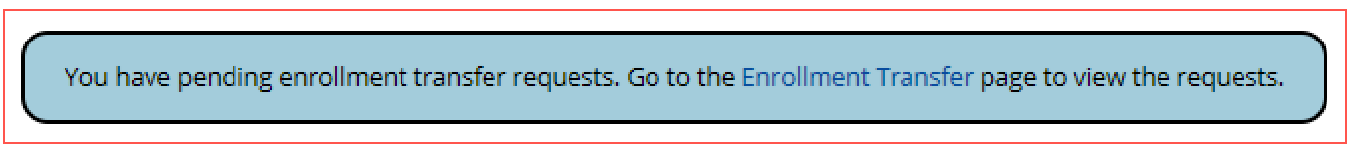


Note: To cancel a transfer request, click the Cancel button. After the request is canceled, the username of the DTC/DDC who canceled the request will be documented in the Enrollment Transfer details and an email will be sent to the requested DTC/DDC and the DTC/DDC who cancelled the request. Cognia will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

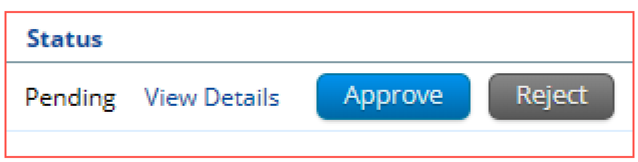
Approve an Enrollment Transfer Request

To approve a student transfer request, follow the steps below:

1. A banner will appear in the Administration homepage to notify DTCs and DDCs when there are pending transfer requests that require action. Click the link to go to the Enrollment Transfer page to view the requests.

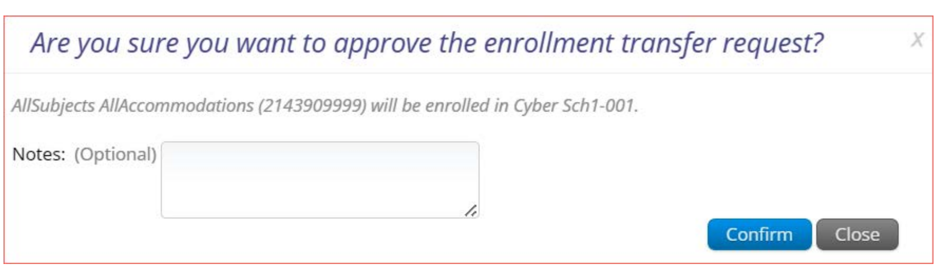


2. Locate the student transfer request in the Approvals tab and select the Approve button in the column on the right.



3. A box will appear confirming approval of the enrollment transfer request. Add notes if needed; notes are optional, but they can be used to let the receiving building know if the student has completed any tests. Once complete, select **Confirm**.

   Note: If the student has already started a test, indicate the test and section the student has started using the notes section in the enrollment transfer. Test sessions **DO NOT** transfer with the student.



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.

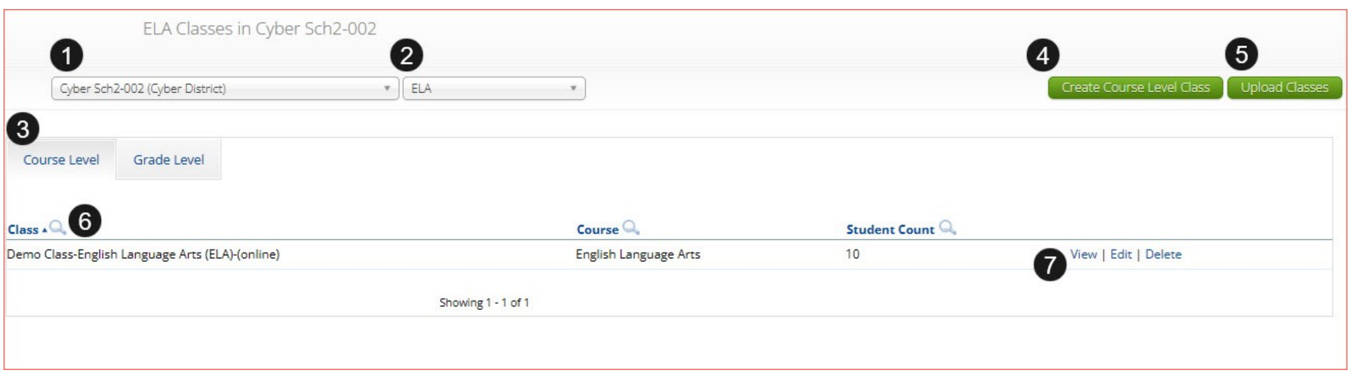
SDE will be notified when the request is approved or rejected for an unenrolled student and will approve all enrollment transfers for unenrolled students.

Classes

The **Classes** tab manages the classes, or groups of students, for testing. Click the **Classes** on the top menu bar of 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.

Below are descriptions of the features that are available on the Classes page followed by a screenshot indicating the location of the feature on the Classes page.

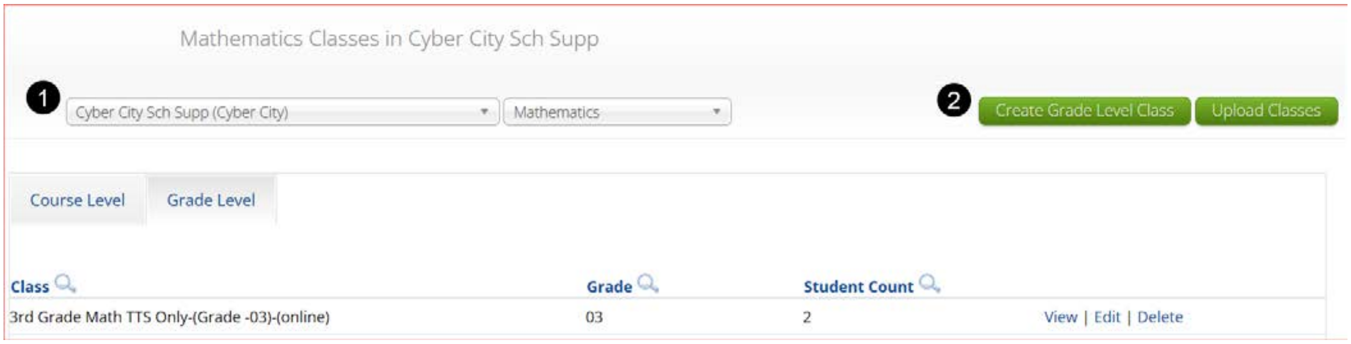
1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Select **Course Level** or **Grade Level** to determine which type of classes appear in the table.
4. Click 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 and grade. To create a class, follow the steps below:

1. On the Classes page, select an organization from the organization drop-down list and a subject from the subject drop-down list.
2. Click the **Create Course Level** or **Create Grade Level Class** to create a new class. The table view will determine which button is shown.

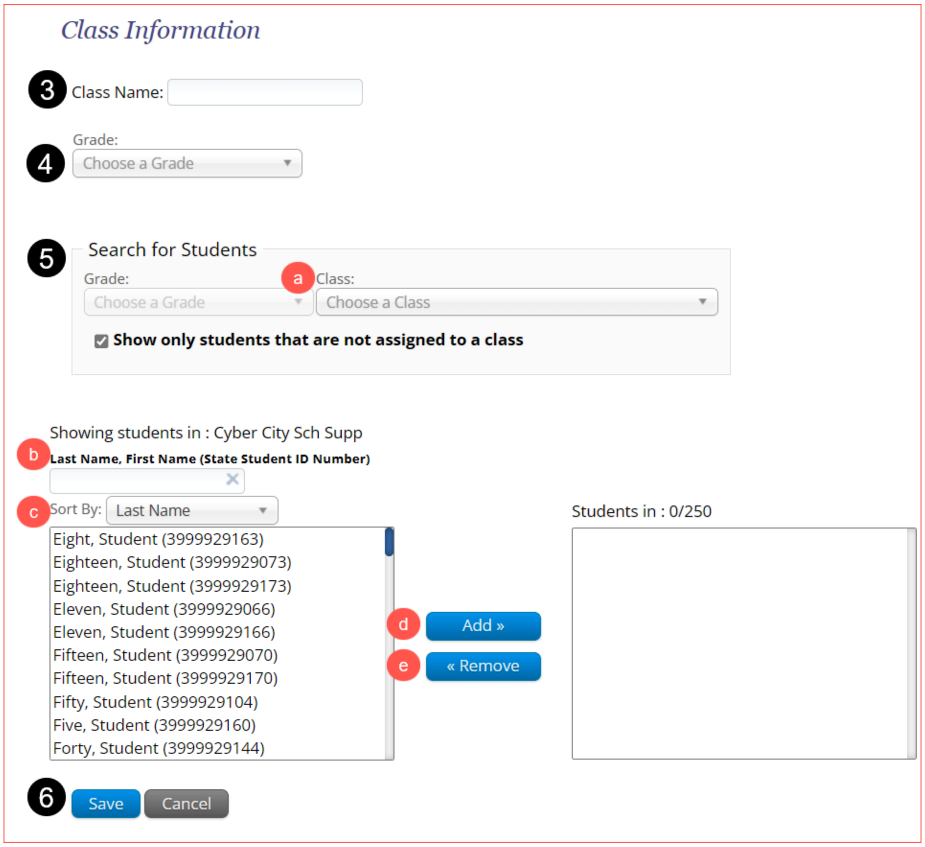


3. Type the name of the class in the **Class Name** field.
4. Select a course or grade from the **Choose a Course** or **Choose a Grade** drop-down list. The type of class selected will determine which list is shown.
5. Select or deselect the "Show only students that are not assigned to a class" checkbox to activate or deactivate this filter as needed. When the box is checked, only students that are not assigned to the class are shown as available to add to a class.

   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 **Add**.
   e. Remove students from the class list by selecting one or more students from the list on the right and click **Remove**.
6. Click **Save** to create the class or click **Cancel** to discard the class.

   Note: Hold Ctrl and select student names to select multiple students. The maximum class size is 250 students.



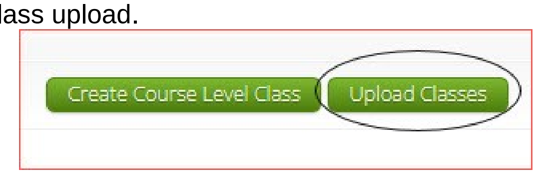
Upload Classes

The **Upload Classes** feature allows you to create multiple classes across grades and subjects using one .CSV file. Classes can be uploaded at the district level by DTCs and DDCs, or at the building level.

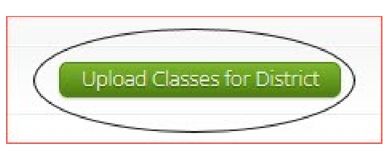
Beginning April 1, 2025, through April 15, 2025, the class upload feature will be available between the hours of 2:00 PM to 7:00 AM CST. After April 15, 2025, you will be able to upload classes between the hours of 7:00 PM to 7:00 AM CST Monday through Friday.

To create classes via file upload, follow the steps below:

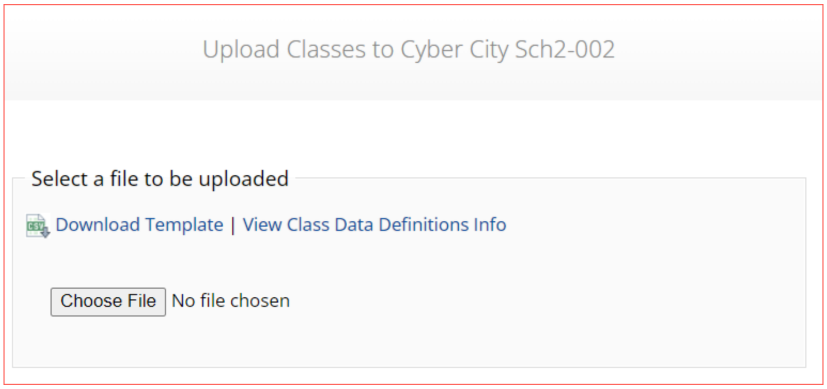
1. On the Classes page, select a building from the organization drop-down menu and then click **Upload Classes** for a building level class upload.

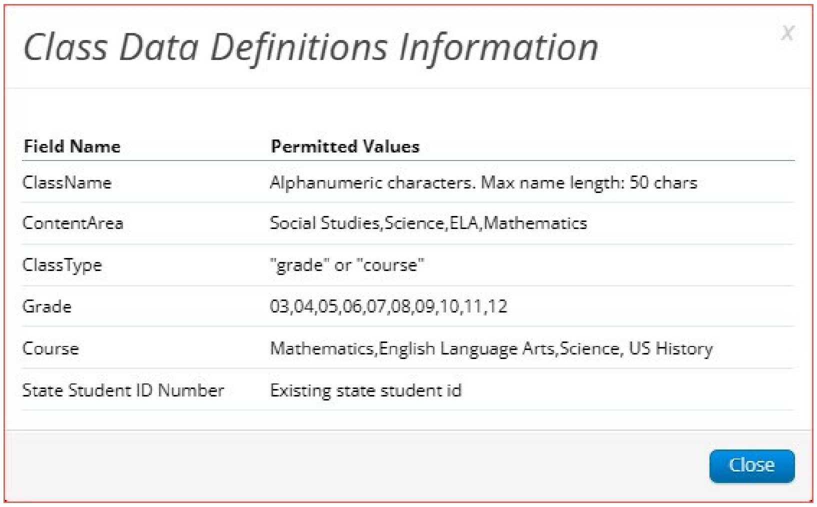
   Select the district from the organization drop-down menu and then click **Upload Classes for District** for a district level class upload.

2. On the Upload Classes page, click on the **Download Template** link to download the class upload template to your computer.



3. Click **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.

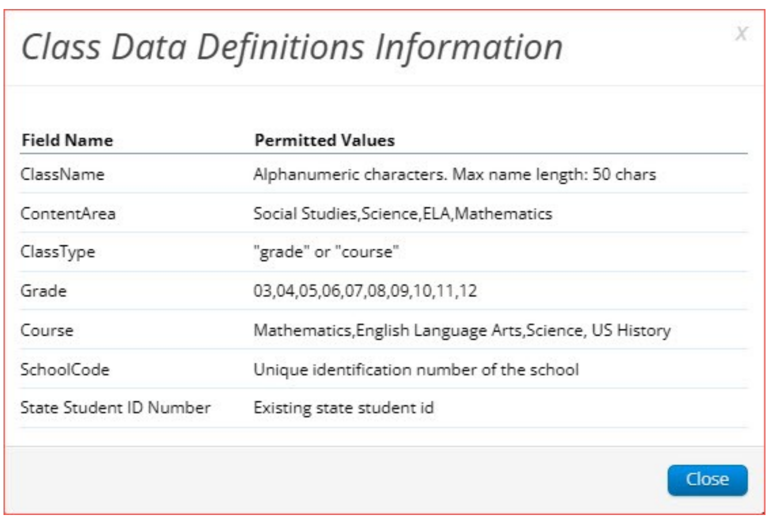


Class Data Definitions Information

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

Close

If uploading classes at the district level, the school code will be required. This extra field is included in the download template and data definitions info on the district class upload page.



Class Data Definitions Information

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

Close

4. Fill out the template using the data definitions information provided and the **save** the file in .CSV format. The following is an example of an upload file at the school level:

	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						

Note: If uploading at the district level, the School Code column will require the district code hyphen school code. For example, if the district code is 999 and the school code is 987, the School Code column should contain 999-987.

5. Click **Choose File** and select the file from your computer and then click **Upload**. 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: There is a limit of 1,000 records for each upload file 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.

Class Upload File Errors

Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify the file is in .CSV format and make sure the headers in the file match the template.
Could not find SASID in the given organization	Correct the students SASID in the .CSV file.
Length of class name cannot exceed 100 characters	Update the Class name(s) in the .CSV file to less than 100 characters.
Class name is missing	Add the Class name(s) to the .CSV file.
Teacher Username either does not exist or is inactive	Update the Test Administrator's username in the .CSV file.

View Classes

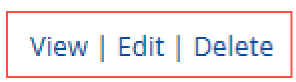
To **View** a class, click on the View link from the classes table.

The Class Details page will appear listing all the students in the class. On this page you have the option to:

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 by searching 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

To edit a class, click **Edit** on the classes table for the class, or by clicking the **Edit Class** button (shown above in the view classes section) from the Class Details page.

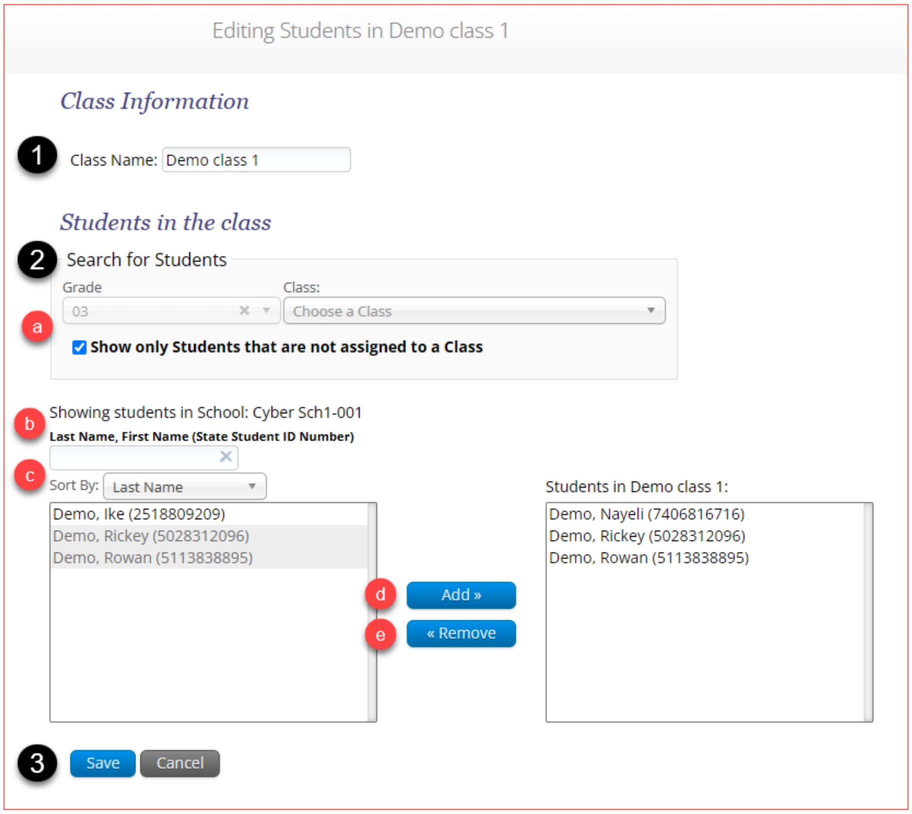


The Edit Class page will be shown, on this page you have the option to:

1. Edit the name of the class in the **Class Name** field.
2. 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 school:** 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.

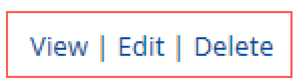
   Note: Hold Ctrl and select student names to select multiple students.

3. Click **Save** to save the edited class or click **Cancel** to discard.

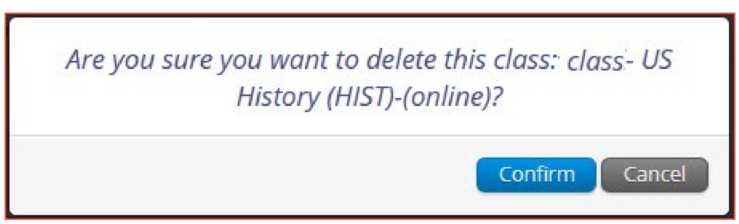


Delete Classes

Classes can only be deleted if no student in the class has started a test. To delete a class, click **Delete** on the classes table for that class.



A message will be shown to confirm deletion.

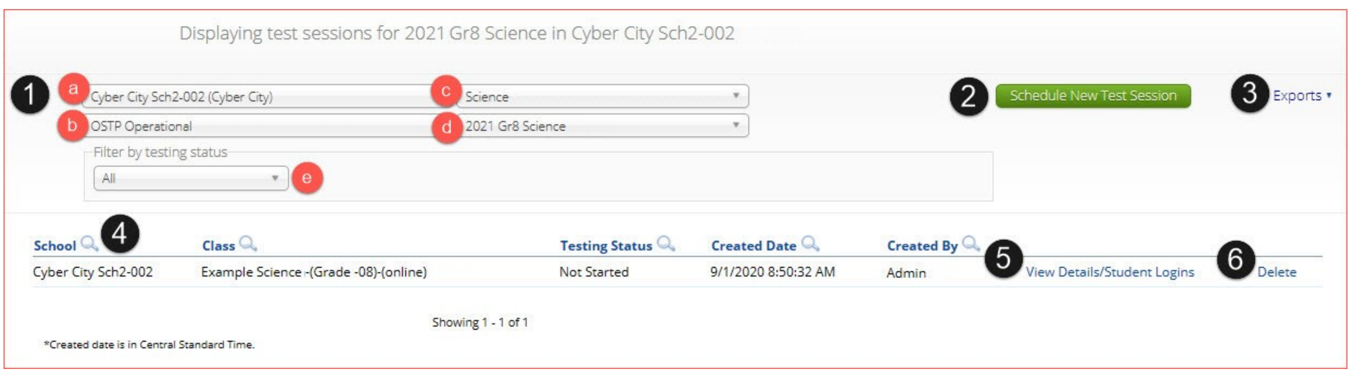


Test Scheduling

The Test Scheduling page manages classes that have been scheduled for computer-based tests. Click **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.

Below are descriptions of the features that are available on the Test Scheduling page:

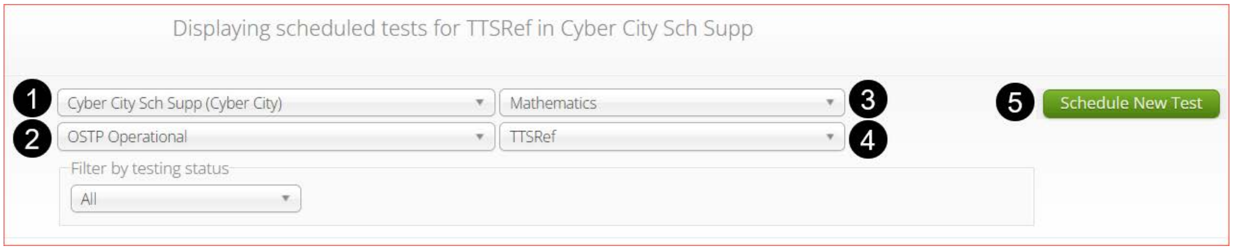
1. **Filter** the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (All, Not Started, In Progress, Finished)
2. Click the green **Schedule New Test** button to schedule a new test.
3. Click **Exports** to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
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 Scheduled Test Details page and print student logins.
6. Click **Delete** to delete a scheduled test. Only tests that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the scheduled test cannot be deleted.



Schedule a New Test

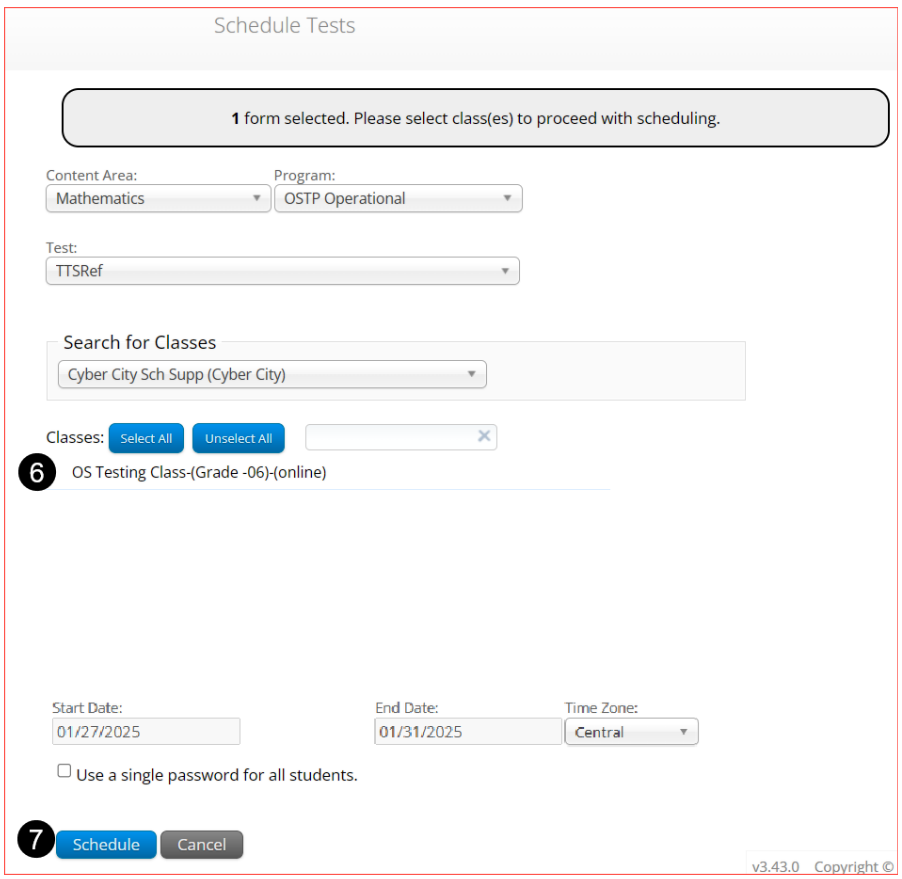
To schedule a test, follow the steps below:

1. Select your organization from the **Organization** drop-down menu.
2. Select the 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** button.



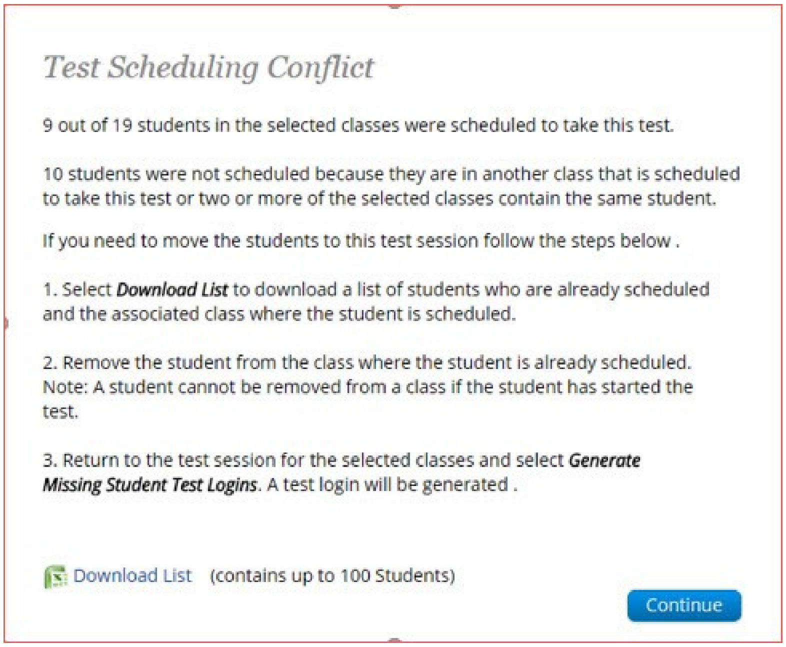
The **Schedule Tests** page will display a list of classes available to schedule:

6. 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).
7. Click **Schedule** when you are done to schedule the test 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**.

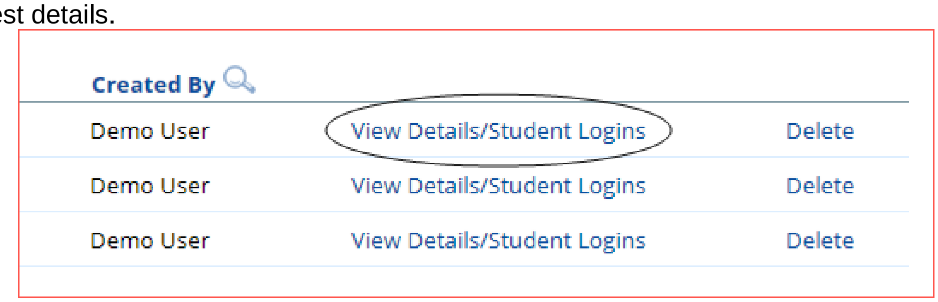


The window will let you know how many students will be scheduled in this new test and how many will not be scheduled because they are already scheduled for the same test in another class. The **Download List** link allows you to download the list of students already scheduled for the test and contains 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 Scheduled Test Details

To view details for a scheduled test, follow the steps below:

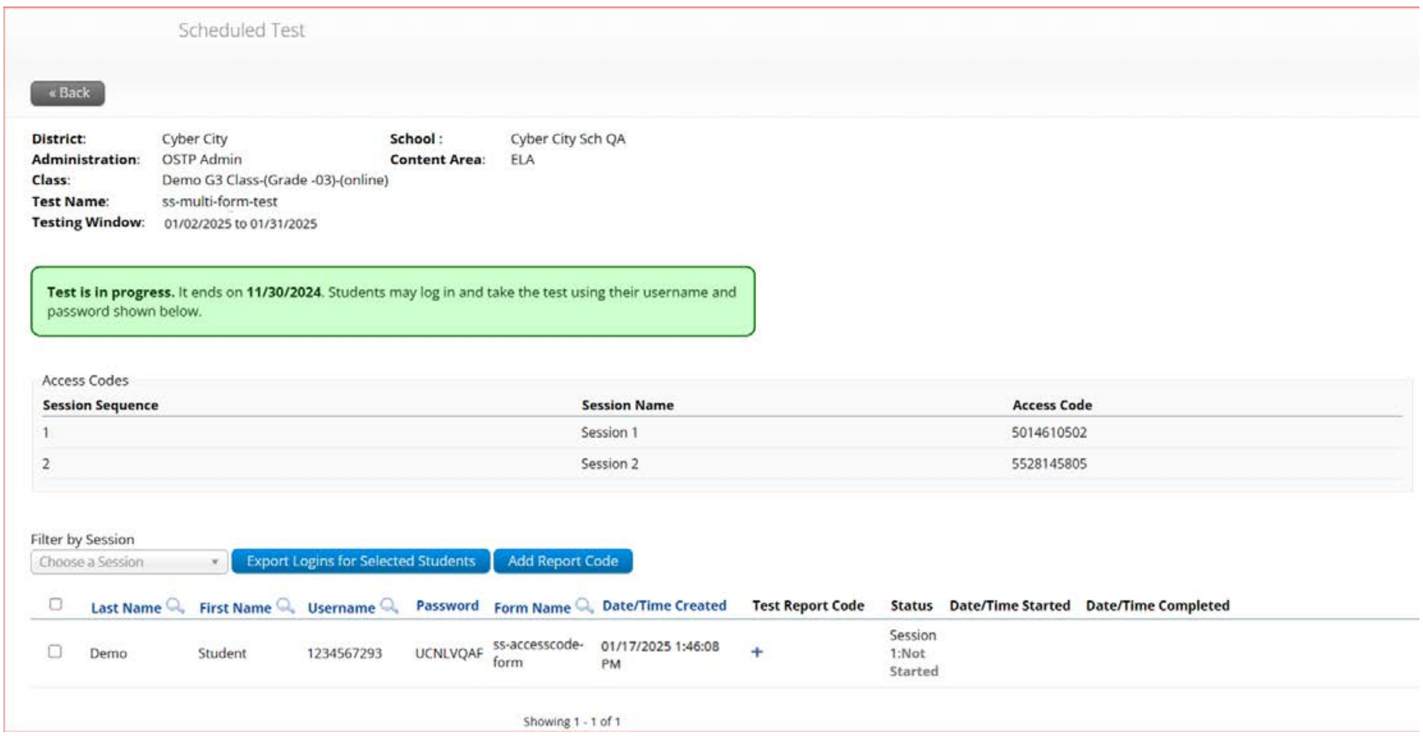
1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.



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.

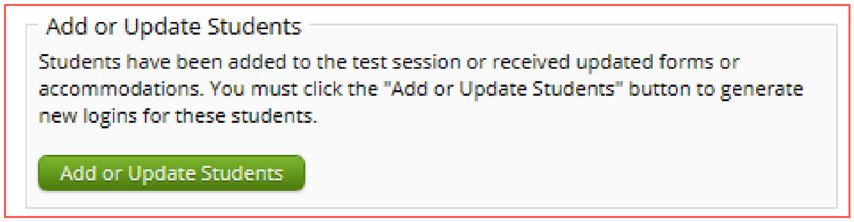
The Scheduled Test Details table contains the following information for each student:

- 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.



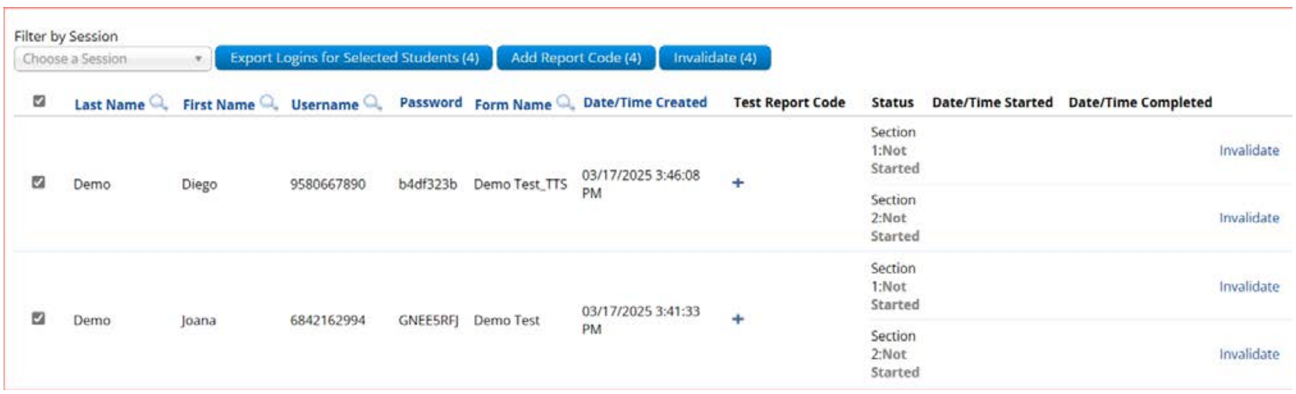
Export Student Test Logins

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 was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the test session with the new or updated students.

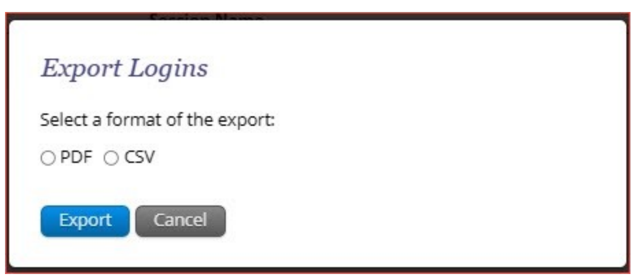


To export student logins as a PDF, follow the steps below:

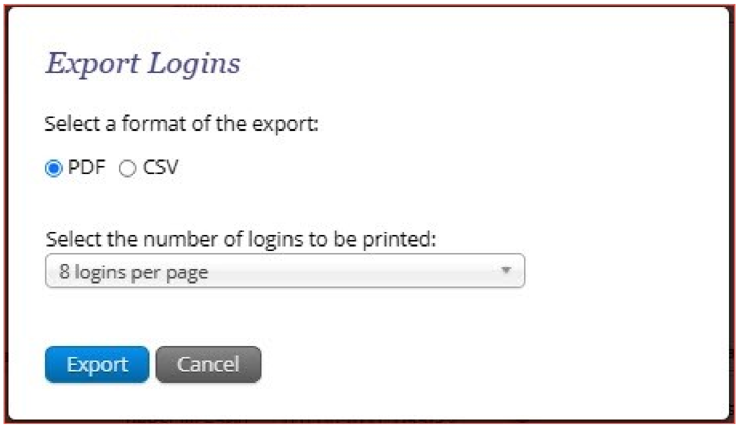
1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.



2. Click **Export Logins for Selected Students**.
3. A pop-up will ne shown with the option to choose PDF or CSV, select **PDF**.



4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) then click **Export**.



5. The student logins are exported to a PDF file. In the PDF file is a cover sheet listing the session access codes for the test, the students in the scheduled class along with their login information and accommodations assigned. This information should be reviewed to ensure students have the correct accommodations before students log in to the test.

Class Name: Grade 3-(Grade -03)-(online)
Test Name: Demo Test_Math
Testing Window: 4/2/2025 to 4/31/2025

Session Sequence	Session Name	Access Code
1	Section 1	3812028884
2	Section 2	5182572644

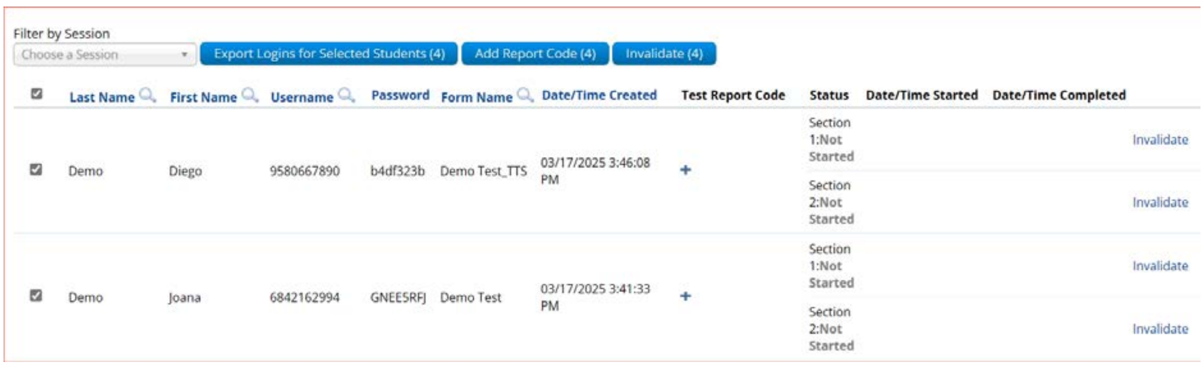
Student Name	Date of Birth	Username	Password	Accommodations
Demo, Diego	5/30/2015	9580667890	b4df323b	Read Aloud Math,Screen Zoom,Color Contrast,Read Aloud Reading 3-8,AllowAccessibilityModeTesting,Read Aloud Reading 5&8
Demo, Joana	5/30/2015	6842162994	GNEE5RFJ	
Demo, Madison	5/30/2015	8142208219	2B7ERBUK	
Demo, Magdalena	5/30/2015	7316830621	JE92B2FC	

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

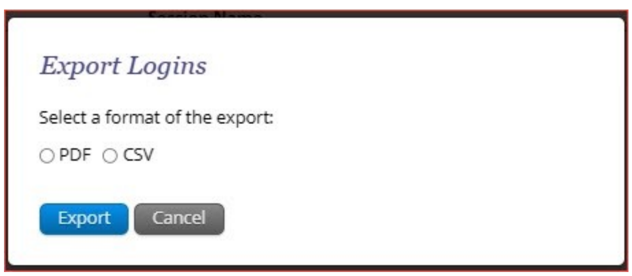
Demo, Diego DOB:5/30/2015 Demo Test_Math Username: 9580667890 Password: b4df323b	Demo, Joana DOB:5/30/2015 Demo Test_Math Username: 6842162994 Password: GNEE5RFJ

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, 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.



2. Click **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.



3. Click **Export.**

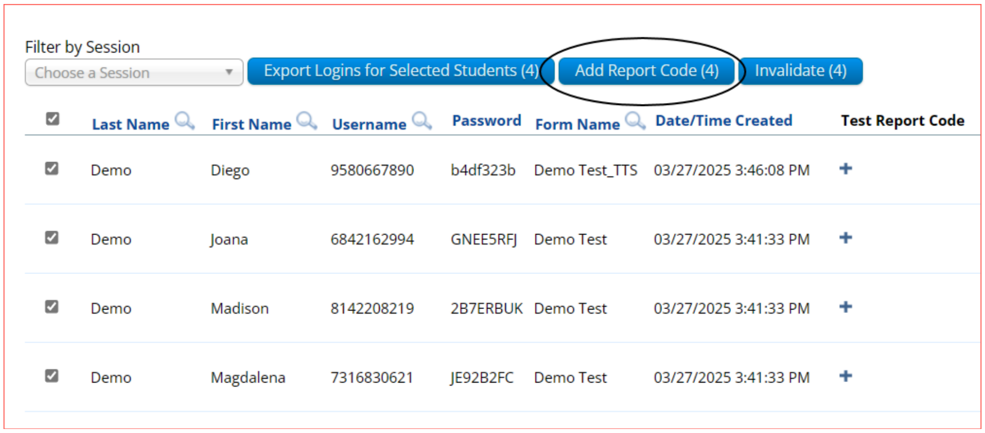
4. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H	I
1	Listing Test Logins for Grade 3-(Grade -03)-(online)								
2	Access code for Section 1: 3812028884								
3	Access code for Section 2: 5182572644								
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations	
5	Demo	Diego		5/30/2015	9580667890	b4df323b	Demo Test_Math	Read Aloud Math,Screen Zoom	
6	Demo	Joana		5/30/2015	6842162994	GNEE5RFJ	Demo Test_Math		
7	Demo	Madison		5/30/2015	8142208219	2B7ERBUK	Demo Test_Math		
8	Demo	Magdalena		5/30/2015	7316830621	JE92B2FC	Demo Test_Math		

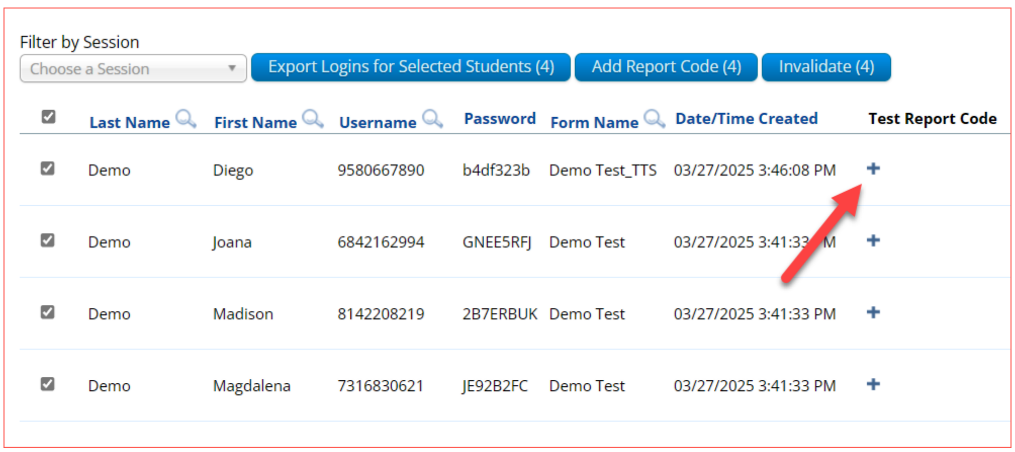
Add Test Report Codes

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

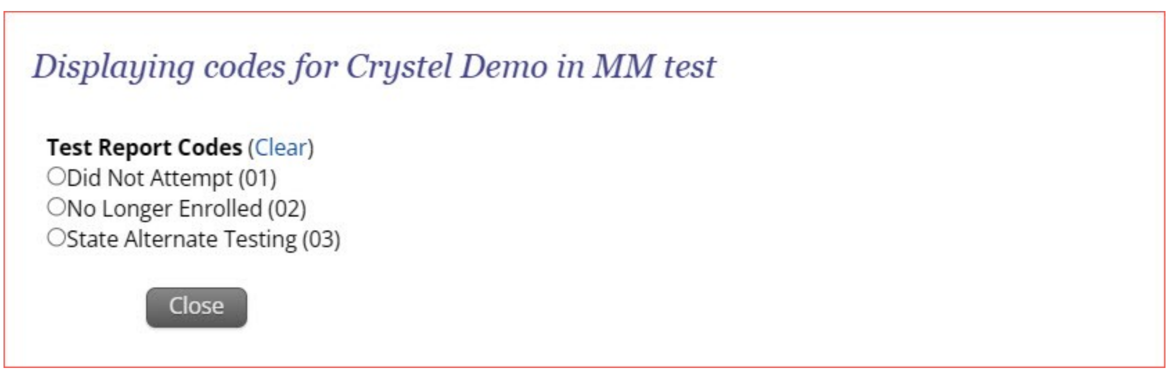
To add bulk test report codes, select the students in the student table of the Scheduled Test Details page, and click the **Add Report Code** button at the top of the table.



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.



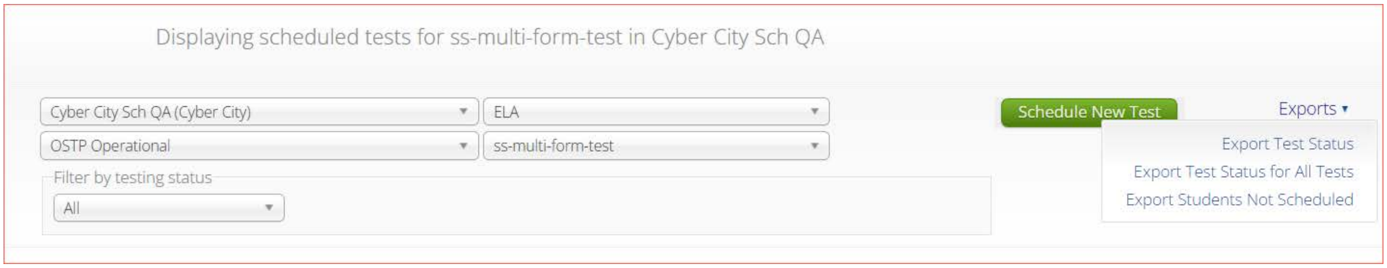
Select a test report code from the list and then click **Save**.



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

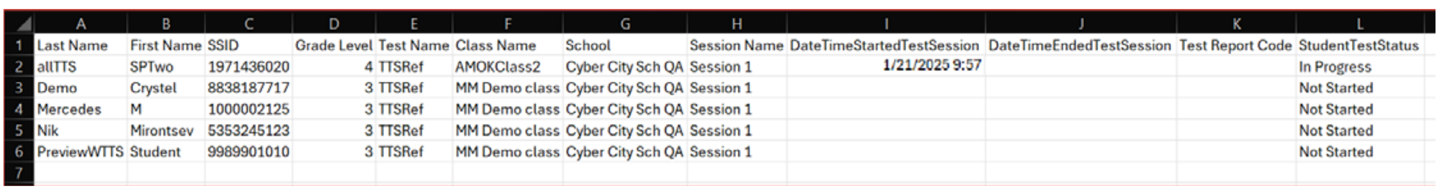
Export Test Status

Export Test Status is a feature that is available to District Test Coordinators and Building Test Coordinators. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. 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**.



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

A .CSV file listing every student and their completion status per test of the currently selected school and test will be downloaded.



	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	allTTS	SPTwo	1971436020	4	TTSRef	AMOKClass2	Cyber City Sch QA	Session 1	1/21/2025 9:57			In Progress
3	Demo	Crystel	8838187717	3	TTSRef	MM Demo class	Cyber City Sch QA	Session 1				Not Started
4	Mercedes	M	1000002125	3	TTSRef	MM Demo class	Cyber City Sch QA	Session 1				Not Started
5	Nik	Mirontsev	5353245123	3	TTSRef	MM Demo class	Cyber City Sch QA	Session 1				Not Started
6	PreviewWTTS	Student	9989901010	3	TTSRef	MM Demo class	Cyber City Sch QA	Session 1				Not Started
7												

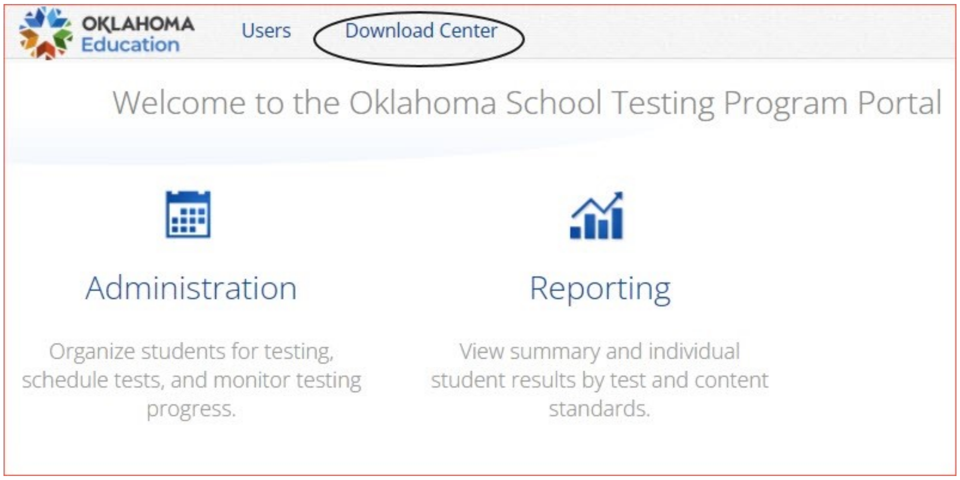
Export Test Status for All Tests

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

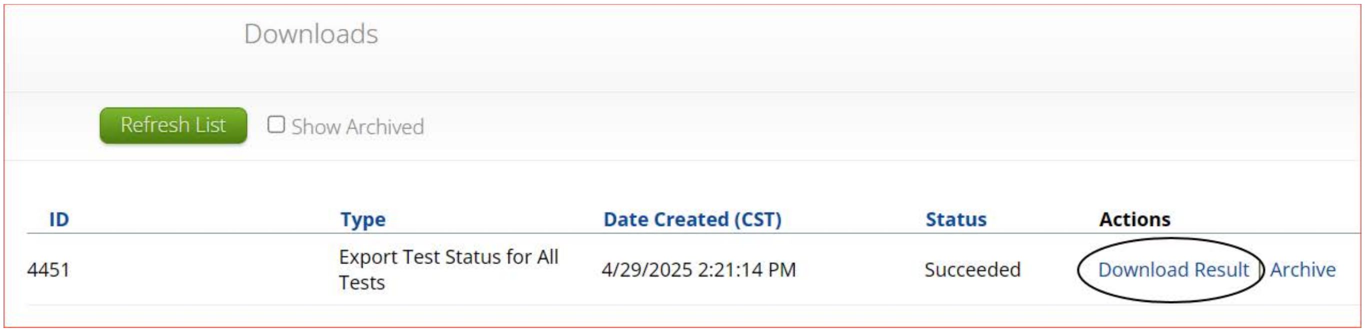
Click **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.

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

Once the file has completed processing, 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.



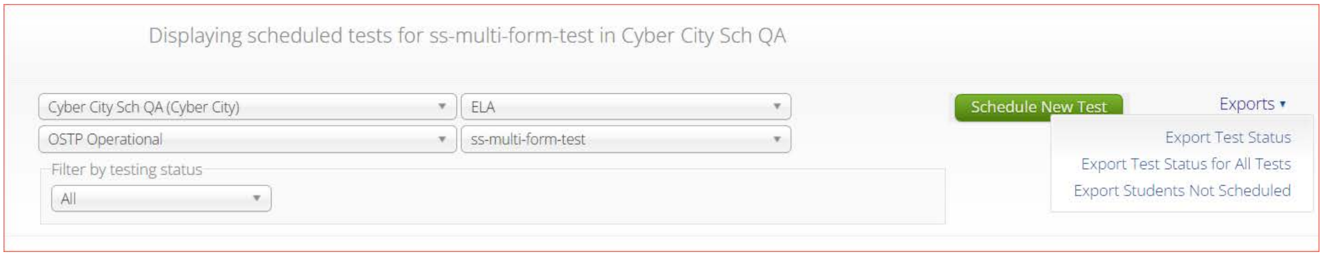
A table will appear with the files available to download, click on Download Result to download the Export Test Status for All Tests file.



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.

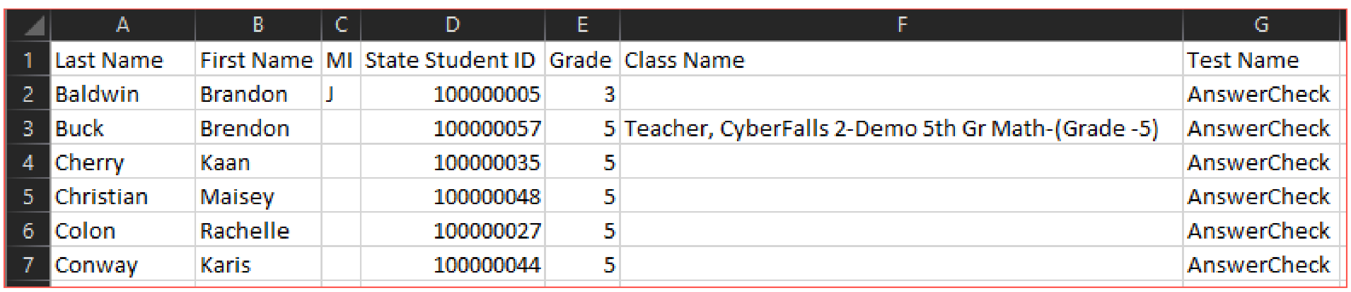
Export Students Not Scheduled

Export Students Not Scheduled is a feature that is available to District Test Coordinators and Building Test Coordinators. The report will only appear at the school 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 Students Not Scheduled**.

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



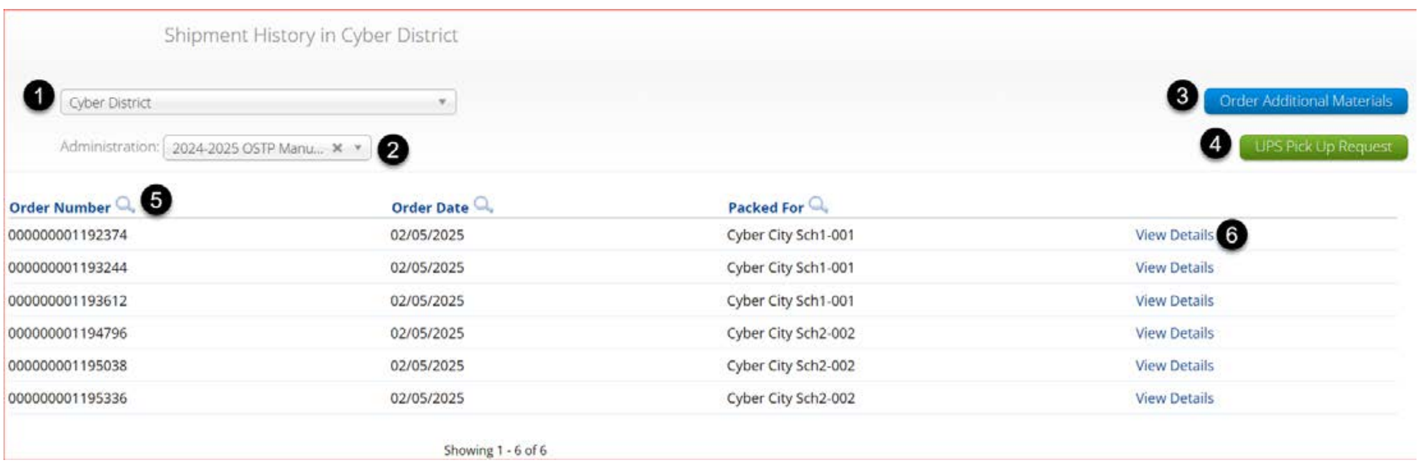
	A	B	C	D	E	F	G
1	Last Name	First Name	MI	State Student ID	Grade	Class Name	Test Name
2	Baldwin	Brandon	J	100000005	3		AnswerCheck
3	Buck	Brendon		100000057	5	Teacher, CyberFalls 2-Demo 5th Gr Math-(Grade -5)	AnswerCheck
4	Cherry	Kaan		100000035	5		AnswerCheck
5	Christian	Maisey		100000048	5		AnswerCheck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

Materials Management

Access Materials Management by clicking **Materials Management** at the top menu bar 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:

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.

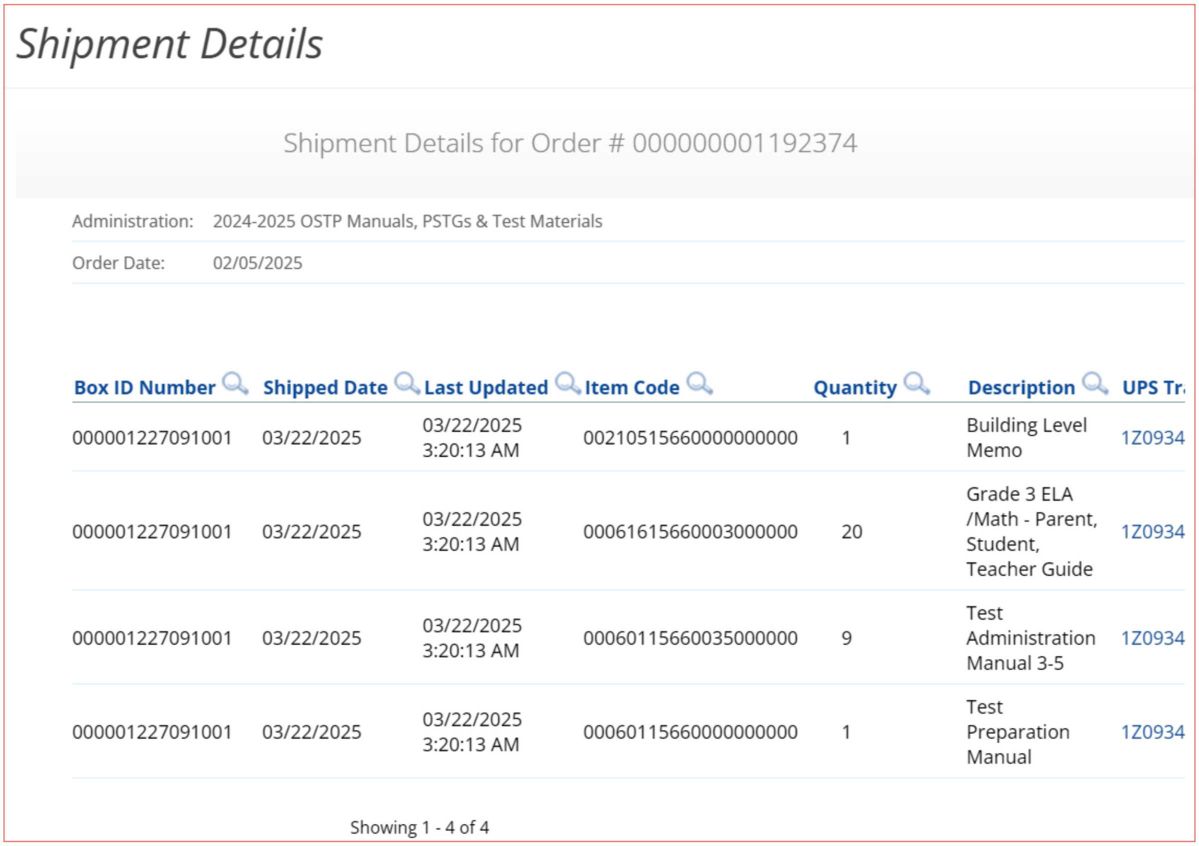


The Shipment Details pop-up box identifies the order:

- 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.



Shipment Details

Shipment Details for Order # 000000001192374

Administration: 2024-2025 OSTP Manuals, PSTGs & Test Materials

Order Date: 02/05/2025

Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tr
000001227091001	03/22/2025	03/22/2025 3:20:13 AM	00210515660000000000	1	Building Level Memo	1Z0934
000001227091001	03/22/2025	03/22/2025 3:20:13 AM	00061615660003000000	20	Grade 3 ELA /Math - Parent, Student, Teacher Guide	1Z0934
000001227091001	03/22/2025	03/22/2025 3:20:13 AM	00060115660035000000	9	Test Administration Manual 3-5	1Z0934
000001227091001	03/22/2025	03/22/2025 3:20:13 AM	00060115660000000000	1	Test Preparation Manual	1Z0934

Showing 1 - 4 of 4

Dashboard

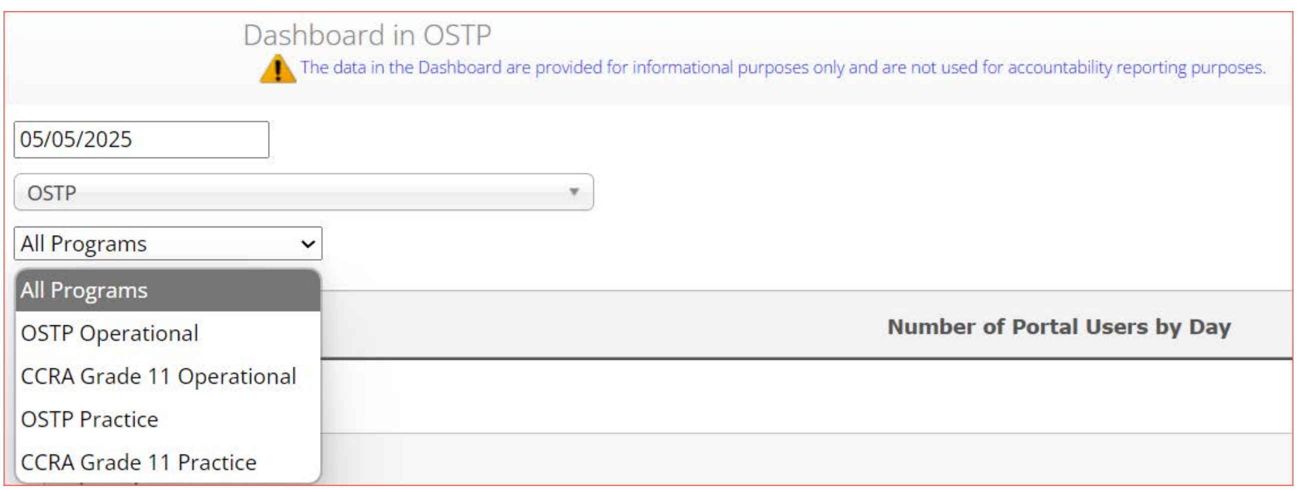
Access the Dashboard by clicking **Dashboard** at the top menu bar of the Administration page. The Dashboard is a page that is available to District Test Coordinators, District Users, Building Test Coordinators, and Building Users to allow them to view specific testing data in their building and/or district, 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.

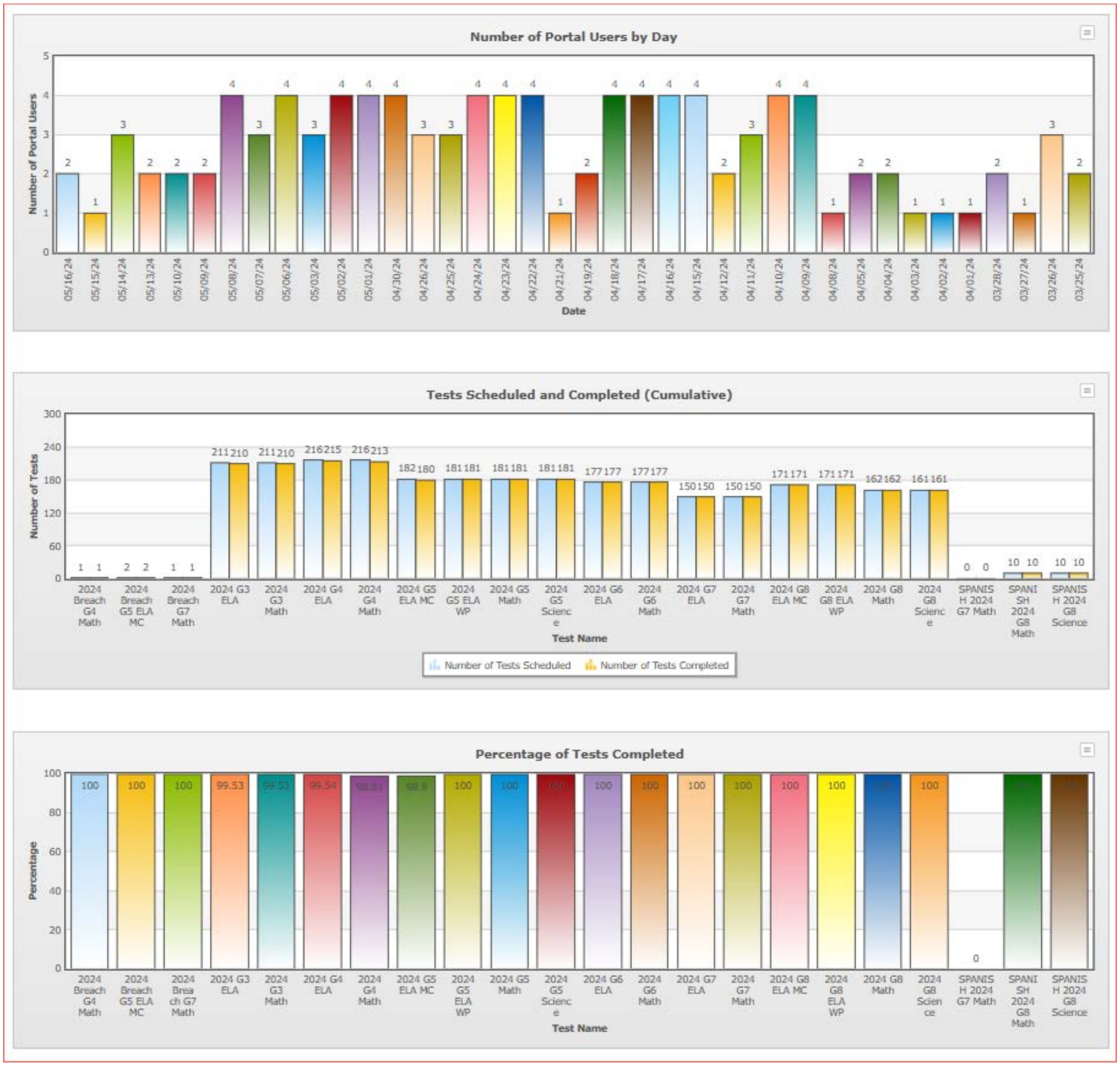
Dashboard Metrics

By Day Metrics	Cumulative Metrics
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 date, organization, and program from the menu. By default, all programs will be selected. Click the **Program** drop-down menu to choose a specific program. The charts, graphs, and tables will populate with the selected parameters.



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