



# **2023–2024 WIDA Assessment Management System (WIDA AMS)**

## **User Guide**

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# Introduction



## What's New

The following are new features and applications added to WIDA AMS for 2023-2024:

### ***New Terminology***

Please note that in the context of the new applications being introduced, there may be differences in the terminology used across different applications in WIDA AMS. There may be references to both sets of terminology between legacy WIDA AMS and new applications. Use the table below to navigate the interchangeable terminology.

Legacy Term	New Term
Test Session(s)	Registration(s)
Administration	Registration Window
Multiple Student Upload	Student Import
Screener Data Export	Screener Export
On-Demand Reports	Batch Download
Test Results	Published Reports

### ***Import Management***

The Import Management functionality allows users to import students to WIDA AMS and create generic registrations. Import Management replaces the Multiple Student Upload or Pre-ID File upload process.

### ***Student Management***

The Student Management application allows users to view and edit students, and perform the following tasks

- Search for students
- Add an individual student
- View/edit student demographics
- View/edit student accommodations
- Export student records
- View a student's online registrations

For Data Validation, Student Status Dashboard, Student Transfer form and District level Student Exports, please see [Student Export/Transfers/Validation](#).

### What's New (cont.)

#### ***Test Management***

The Test Management application allows users to search for registrations (formerly called test sessions) and perform the following tasks:

- Create registrations
- View/edit registrations
- Cancel (delete) registrations
- Export registration details, including tier placement
- Print test tickets and student rosters
- Add or remove Do Not Score indicators
- Add a new student to WIDA AMS and registrations (quick registration)

#### ***Reporting Services***

The Reporting Services menu allows users to retrieve the following reports:

- Screener Export (formerly Screener Data Export)
- Screener Score Report
- ACCESS Translated Report
- ACCESS Individual Student Reports, Roster Reports, and Frequency Reports
- Secure Material Tracking Report

## What's Covered in This Guide

This user guide discusses the WIDA Assessment Management System (or WIDA AMS), the interface for the administrative functions of the DRC INSIGHT Online Learning System. WIDA AMS is used by educators with the following roles: Test Coordinator, Technology Coordinator, and Test Administrator. The primary audience for this guide includes WIDA AMS end users and administrators.

This how-to guide covers the portions of WIDA AMS that these users must be familiar with in order to perform administrative functions for testing with DRC INSIGHT. Additional policy guidance on WIDA AMS is addressed in the WIDA Secure Portal, which houses training for each WIDA assessment. This user guide supplements that training as a technical resource for completing tasks in WIDA AMS. As a result, it is not necessary to read it cover to cover. Instead, refer to the appropriate sections and topics when you need more specific direction.

### Primary Menu—Main Navigation Menu on WIDA AMS Portal

The application menu allows for navigation between applications, such as Student Management, Test Management, Import Management, and Materials, within the WIDA AMS Portal.

A screenshot of the WIDA AMS Primary Menu, which is a dark-themed navigation interface. At the top left, there is a header 'MY APPLICATIONS' with a downward-pointing chevron. Below this, the menu is organized into three columns. The first column, titled 'GENERAL INFORMATION', contains a link for 'General Information' and a section header 'TECHNOLOGY' followed by a link for 'Central Office Services'. The second column, titled 'TEST ADMINISTRATION', contains a list of links: 'User Management', 'Import Management', 'Student Management', 'Student Export/Transfers/Validation', 'Materials', 'Test Management', and 'Test Monitoring'. The third column, titled 'SCORING AND REPORTING', contains a list of links: 'Report Delivery', 'Screener Scoring', and 'Reporting Services'. All links are underlined and displayed in a light blue color.

MY APPLICATIONS ▾		
GENERAL INFORMATION	TEST ADMINISTRATION	SCORING AND REPORTING
<a href="#">General Information</a>	<a href="#">User Management</a>	<a href="#">Report Delivery</a>
<b>TECHNOLOGY</b>	<a href="#">Import Management</a>	<a href="#">Screener Scoring</a>
<a href="#">Central Office Services</a>	<a href="#">Student Management</a>	<a href="#">Reporting Services</a>
	<a href="#">Student Export/Transfers/Validation</a>	
	<a href="#">Materials</a>	
	<a href="#">Test Management</a>	
	<a href="#">Test Monitoring</a>	

### What's Covered in This Guide (cont.)

The following table describes the various sections of this user guide. This guide covers WIDA AMS functionality for both the ACCESS for ELLs and WIDA Screener Online assessments, and some sections/topics of the guide do not apply to both assessments. The Assessment column indicates to which assessment—ACCESS for ELLs, WIDA Screener Online, or both—the section applies.

Section	Description	Assessment
<i>Introduction</i>	Describes the content, audience, and scope of this user guide and introduces the WIDA AMS Permissions Matrix.	ACCESS for ELLs and WIDA Screener Online
<i>Working with WIDA AMS</i>	Describes how to access WIDA AMS as well as some of its more common menu functions and options, and the WIDA System Status page.	ACCESS for ELLs and WIDA Screener Online
<i>General Information Menu</i>	Provides an overview of the various informational options available from this menu, including documents to download, announcements, test demos, sample items, and technology (software) downloads.	ACCESS for ELLs and WIDA Screener Online
<i>User Management Menu</i>	Details the various administrative tasks that Test Coordinators, Technology Coordinators, and Test Administrators can perform using WIDA AMS, including editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.	ACCESS for ELLs and WIDA Screener Online
<i>Materials Menu</i>	Describes Materials Ordering, the process by which districts and schools can order materials or additional materials for the ACCESS for ELLs suite of assessments.	ACCESS for ELLs
<i>Import Management</i>	Describes the Import Management application for importing students and creating generic registrations.  Online Help is available for this application.	ACCESS for ELLs and WIDA Screener Online

## What's Covered in This Guide (cont.)

Section	Description	Assessment
<i>Student Management</i>	<p>Describes the Student Management application for managing students in preparation for testing.</p> <p>Covers the method for adding or editing single students in Student Management, and exporting student information from WIDA AMS.</p> <p>Also describes updating students who were imported to Student Management through Import Management via Student Import File/Pre-ID.</p> <p>Online Help is available for this application.</p>	ACCESS for ELLs and WIDA Screener Online
<i>Test Management</i>	<p>Describes the process of creating and editing registrations (formerly test sessions), printing test tickets, and monitoring tier placement.</p> <p>Also covers editing accommodations and Do Not Score indicators from Test Management.</p> <p>Online Help is available for this application.</p>	ACCESS for ELLs and WIDA Screener Online
<i>Student Export/ Transfers/Validation</i>	<p>Describes how District Test Coordinators use the Student Transfer form to request the transfer of a student between districts within a state.</p> <p>Covers how to access and use the Student Status Dashboard to display student testing status by school and assessment.</p> <p>Details the process for district exports of student information from the Student Export application.</p> <p>For information on Data Validation, please see the Data Validation Supplement.</p>	<p>ACCESS for ELLs and WIDA Screener Online.</p> <p>*Not all topics in this section apply to both assessments.</p>

### What's Covered in This Guide (cont.)

Section	Description	Assessment
<i>Test Monitoring Application</i>	<p>Describes the process of monitoring students testing in a secure dashboard.</p> <p>Online Help is available for this application.</p>	ACCESS for ELLs and WIDA Screener Online
<i>Report Delivery Menu</i>	<p>Describes how to view past reports, data files, and online results from 2022-2023 and years prior.</p> <p>Provides Online Testing Statistics and Status Reports for tracking test activity.</p>	ACCESS for ELLs and WIDA Screener Online
<i>Reporting Services</i>	<p>Describes how to view student reports, data files, and online results.</p> <p>Also provides the Screener Data Export, Screener Score Report, and Secure Material Tracking Report.</p>	ACCESS for ELLs and WIDA Screener Online
<i>Screener Scoring</i>	<p>The WIDA Screener Online is locally scored using WIDA AMS Educator Scoring. This section describes the process of giving a certified scorer access to WIDA AMS Educator Scoring and explains how to score Speaking responses and Writing responses.</p>	WIDA Screener Online



## Introduction to the WIDA AMS Permissions Matrix

For online testing, WIDA AMS categorizes people into various roles—District (District Test Coordinator), School (School Test Coordinator), Test Administrator, District Technology Coordinator, and School Technology Coordinator.

Within WIDA AMS, each role is assigned a permission set. Each permission within the set is associated with the specific testing function typically performed by the WIDA AMS user to handle the responsibilities associated with the role, as shown in the table below. For more information, see “WIDA AMS Permissions Matrix” on page 40.

Permission Set	Role	Description
District Test Coordinator	District	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.
District Technology Coordinator	District Technology Coordinator	This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.
School Test Coordinator	School	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for a specific school.
School Technology Coordinator	School Technology Coordinator	This permission set is designed for Technology Coordinators at a school. These Technology Coordinators can help download testing software at the schools.
Test Administrator	Test Administrator	This permission set is designed for Test Administrators who are administering the online assessment (ACCESS for ELLs and/or WIDA Screener Online).

# Working with WIDA AMS



## Accessing WIDA Assessment Management System

You access WIDA Assessment Management System (WIDA AMS) from the Welcome to the WIDA Assessment Management System page.

1. To access WIDA AMS, enter the URL <https://www.wida-ams.us/default.aspx> in a supported browser. The Welcome to the WIDA Assessment Management System page appears, containing helpful information about documentation and support resources.
2. From the Welcome to the WIDA Assessment Management System page, you log in to WIDA AMS. Enter your username and password in the dialog box, and then click **Sign In**.

**WELCOME TO THE WIDA ASSESSMENT MANAGEMENT SYSTEM (AMS)**

WIDA AMS supports the administration of the ACCESS for ELLs suite of assessments and WIDA Screener Online.

Find technical and test administration materials in the [WIDA AMS library](#) (login not required).

**Logging in to WIDA AMS**

To access WIDA AMS, log in using your username (email address) and password.

If you do not have a WIDA AMS login, go to the 'Logging in' section of your WIDA member/state page. Find your member/state page by going to the WIDA website and using the drop down in the upper right corner. If you can't find what you're looking for, contact the WIDA Client Services Center.

Check the [DRC System Status Indicator](#) to see if all systems are operating normally or if there is an outage that could be affecting your work.

**Public Test Resources**

- View the [Test Demo](#) to demonstrate test features to students. The Test Demo is a series of videos that explain to students how they will take the online test and interact with the test platform.
- Use the [Test Practice Items](#) to help students understand how to respond to ACCESS for ELLs Online and WIDA Screener Online items on the test platform. While using the test practice items, students can familiarize themselves with the features available to them during the actual assessment. To access and view the Test Practice Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.
- Use the [Sample Items](#) to help students, educators, and families get a better understanding of ACCESS for ELLs Online. None of the sample items appear on the operational test; however, they are similar to items that students will see on the test. To access and view the Sample Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.

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### Accessing WIDA Assessment Management System (cont.)


You can access the WIDA Sample Items and Test Demo for ACCESS for ELLs Online and WIDA Screener Online on the WIDA AMS landing page under the Public Test Resources section.


**Note:** You do not need to be logged in to WIDA AMS to try these items, but you must be using a Chrome browser. If either the Test Demo or the Sample Items fail to appear when you click them, turn off your pop-up blocker.

[Get Help](#) [Public Test Resources](#)

#### Public Test Resources

- View the [Test Demo](#) to demonstrate test features to students. The Test Demo is a series of videos that explain to students how they will take the online test and interact with the test platform.
- Use the [Test Practice](#) items to help students understand how to respond to ACCESS for ELLs Online and WIDA Screener Online items on the test platform. While using the test practice items, students can familiarize themselves with the features available to them during the actual assessment. **To access and view the Test Practice Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.**
- Use the [Sample Items](#) to help students, educators and families get a better understanding of ACCESS for ELLs Online. None of the sample items appear on the operational test; however, they are similar to items that students will see on the test. **To access and view the Sample Items on Windows, macOS, ChromeOS, or Linux devices, you must use the Chrome browser. If you are on an iPad, you must use the Safari browser.**

 **WIDA**<sup>™</sup>

 **DRC INSIGHT**<sup>™</sup>  
ONLINE LEARNING SYSTEM

Home

### Select An Administration

ACCESS for ELLs<sup>®</sup>

WIDA Screener

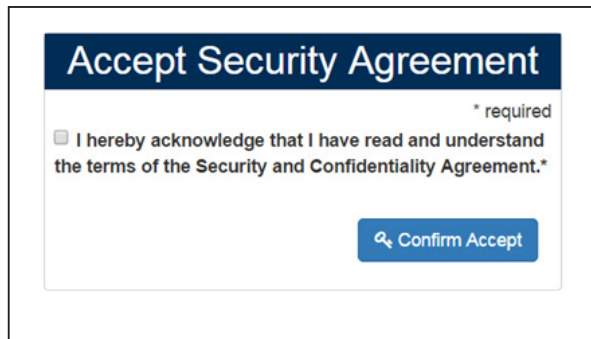
Sample Items

Test Demo

### Accessing WIDA Assessment Management System (cont.)

3. The first time you log in to WIDA AMS, you must check the **Accept Security Agreement** checkbox and click **Confirm Accept** to continue.

**Note:** You cannot use WIDA AMS without checking this checkbox. To read the Security and Confidentiality Agreement, see “Displaying the Security Agreement” on page 22.



The screenshot shows a dialog box titled "Accept Security Agreement" with a dark blue header. Below the header, there is a checkbox and the text "I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*". A small asterisk with the word "required" is positioned to the right of the text. At the bottom right of the dialog box is a blue button with a magnifying glass icon and the text "Confirm Accept".

### Accessing WIDA Assessment Management System (cont.)

After a successful log-in, the WIDA AMS Welcome page appears with quick navigation buttons and other helpful information in a tabbed format about navigating the site.

**WIDA AMS**

Welcome, what would you like to do today?

- Add/Edit Users
- Import Students
- Manage Students
- Manage Test Sessions / Registrations
- Download Individual Student Reports
- Score WIDA Screener Responses
- Order and Manage ACCESS Materials
- Download Status Reports
- Install and Configure Testing Software

[Get Help](#) [Public Test Resources](#)

#### Get Help

The tabs you see above are based on your profile settings assigned by your education agency. You may not see all the menu options listed above.

##### DRC Customer Service

[WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) | 1-855-787-9615

Contact the DRC Customer Service for questions about:

- WIDA AMS logins and permissions
- Test material ordering for initial materials and additional materials
- Returning test materials
- Booklet Labels
- Editing/Adding student information
- Student transfers
- Editing/Adding test sessions
- Printing test tickets & Tier Reports
- Viewing Reports
- DRC INSIGHT Online Assessments software
- DRC Central Office Services (COS) and COS Service Devices

Check the DRC System Status Indicator to see if all systems are operating normally or if there is an outage that could be affecting your work.

Review your member/state's page for questions about your state's testing policies, including accessibility and accommodations, accountability, and reclassification questions.

##### WIDA Client Services Center (CSC)

[help@wida.us](mailto:help@wida.us) | 1-866-276-7735

Contact the WIDA CSC for questions about:

- WIDA Secure Portal user accounts
- ACCESS for ELLS suite of assessments
- WIDA Screener Paper and Online
- WIDA Screener for Kindergarten
- WIDA MODEL Paper, Online and Kindergarten
- Training and certification
- Test administration preparation and procedures
- Content of score reports
- Standards and Can Do Descriptors

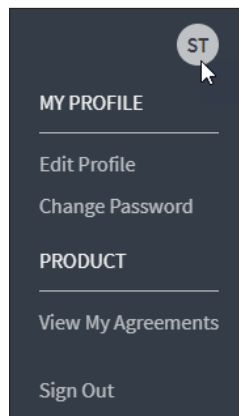
- When the WIDA AMS Welcome page appears, click on the tab containing the WIDA AMS functions that you have permission to use. (For more information about these functions, refer to the specific section in this user guide.)

## Managing Your Account

This section describes how to manage your WIDA AMS account. You can change your username, email address, name, or password.

**! Important:** If you are unable to change your username, email address, or name, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889) or email [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).

To manage your account, log in to WIDA AMS and click your initials in the right-hand corner of any page to display a menu of options.



### Managing Your Account—Editing Your Profile

1. Select **Edit Profile** to display the **Manage my profile** page.
2. When the Manage my profile page is displayed, enter your first name in the **First Name** field (required), your last name in the **Last Name** field (required), and your middle name in the **Middle Name** field (optional), and your email address in the **Email** field (required). Click **Save** (or **Cancel** to cancel the process).

Manage my profile

First Name \*

Middle Name

Last Name \*

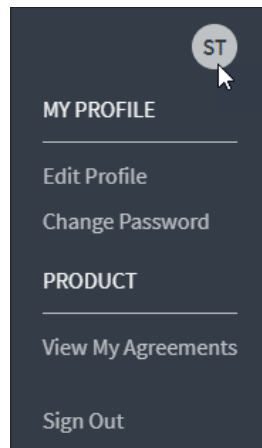
Email \*

### Managing Your Account—Changing Your Password

This section describes how to change your password within WIDA AMS for existing WIDA AMS users only. If you are a new WIDA AMS user, you receive an automated email containing a temporary username and a link (if you do not receive this email, please check your Junk or Spam folder). Clicking the email link will display a screen that allows you to choose your password. Then, you are prompted to read and accept the Security and Confidentiality Agreement to activate your account (see page 17). Existing users should follow these steps:

1. Select **Change Password** to change your WIDA AMS password. The new password must meet the following conditions:
  - Contain at least eight characters
  - Contain at least one numeric character
  - Contain at least one lowercase character
  - Contain at least one uppercase character
  - Contain at least one of the following special characters: !@#\$%^&\*

The password cannot contain your username, first name, middle name, or last name.



2. Enter your current password in the **Current Password** field and your new password in the **New Password** and **Confirm New Password** fields.
3. Click **Save** (or **Cancel** to cancel the process).

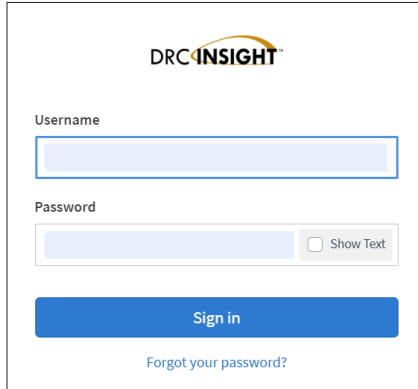
A light-themed form titled 'Manage my password'. It contains three password input fields, each with a 'Show Text' checkbox to its right. The fields are labeled 'Current Password \*', 'New Password \*', and 'Confirm New Password \*'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.



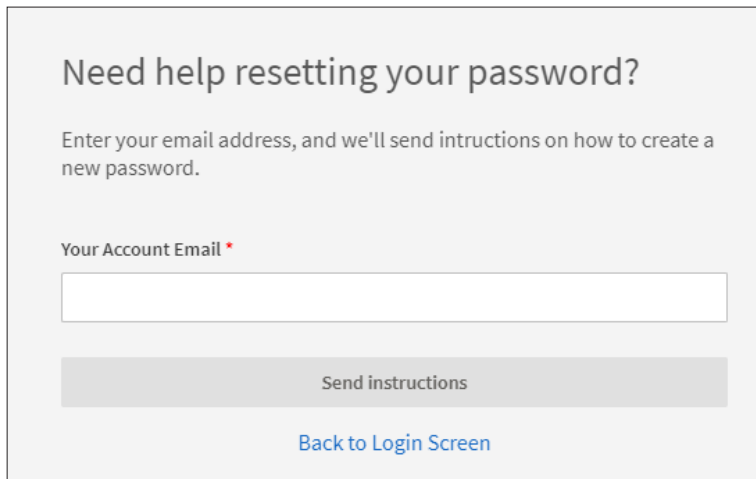
## Managing Your Account—Recovering a Forgotten Password

If you forget your password or username, you can attempt to recover it.

1. If you are an existing WIDA AMS user and you forget your username or password, click **Forgot your password?**

The image shows the WIDA AMS login interface. At the top is the 'DRC INSIGHT' logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show Text' checkbox to its right. A blue 'Sign in' button is positioned below the password field. At the bottom of the form is a blue link that says 'Forgot your password?'.

2. When the **Need help resetting your password?** page appears, enter your WIDA AMS email address in the **Your Account Email** field and click **Send instructions**. An email will be sent to you containing your password.

The image shows a screen titled 'Need help resetting your password?'. Below the title is a message: 'Enter your email address, and we'll send instructions on how to create a new password.' There is a text input field labeled 'Your Account Email \*'. Below the input field is a grey button labeled 'Send instructions'. At the bottom of the screen is a blue link labeled 'Back to Login Screen'.

### ***Displaying the Security Agreement***

You can click **View My Agreements** to display the Security and Confidentiality Agreement for WIDA AMS. The first time you access WIDA AMS, you must accept the terms of the agreement to continue using WIDA AMS (see page 17).

User Agreement

Security and Confidentiality Agreement for WIDA AMS

ACCESS for ELLs is a secure, published test, as defined by U.S. copyright law. Only individuals that are under an ACCESS for ELLs test administrator obligation of nondisclosure with the WIDA Consortium shall access and administer the ACCESS for ELLs test. ACCESS for ELLs shall only be used in accordance with WIDA Consortium test administrator instructions and your state and local educational agencies' secure test policies. Direct any questions to the WIDA Client Services at [help@wida.us](mailto:help@wida.us).

Close

## Displaying the Minimum Browser Requirements

You can click **Minimum Browser Requirements** at the bottom of any page to display browser requirements. This page lists the web browsers that are certified to be used with WIDA AMS, and includes resolution requirements, as well as Additional Information about JavaScript and cookies.

### DRC INSIGHT Portal Web Browser Requirements

To ensure the best user experience when accessing the DRC INSIGHT Portal or other DRC hosted Web pages and Web-based applications DRC recommend using the most current version of one of the following Web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

DRC recommends using the most current production release version of browser, however, DRC will provide support for 2 versions prior to the most recent version. For example if the most recent version of the browser is v80, DRC will support versions 80, 79 and 78.

DRC provides best effort support<sup>1</sup> of versions older than 2 versions prior to the most recent version and also provides best effort support for Microsoft Internet Explorer 11.

The version of the browser can typically be found in the browser Help function and choosing About.

### Resolution

DRC web-based applications work optimally at a minimum browser window width of 1024 pixels (for example, a screen resolution of 1024x768 with a maximized browser window). If your system does not meet this minimum, the site may require horizontal scrolling to use all functionality.

### Additional Information

All Web pages and Web-based applications hosted by the DRC Applications require the Web browser to support JavaScript and to accept session-based cookies. By default, the major Web browsers are configured to handle this requirement.

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<sup>1</sup> Best effort support is defined as the DRC support team will troubleshoot issues reported concerning the unsupported browser version using DRC web-based applications as best we can, but DRC cannot ensure a resolution. If an issue is identified, DRC Support will report the issue to DRC Development, however, DRC cannot ensure a fix or resolution. Once the browser version has reached the end of vendor support, DRC cannot offer support.

### Displaying the WIDA System Status Page

The WIDA System Status page provides ACCESS for ELLs and WIDA Screener Online end users a high-level summary and status of maintenance windows, general information, and system issues. This information may impact student testing in DRC INSIGHT, Test Management in WIDA AMS, or Customer Service phone lines and is updated automatically at regular intervals.

1. To display the WIDA System Status page, click the **DRC System Status Indicator** link at the bottom of the main WIDA AMS sign-on page: <https://wida-status.drccdirect.com>

Check the [DRC System Status Indicator](#) to see if all systems are operating normally or if there is an outage that could be affecting your work.

Review your member/state's page for questions about your state's testing policies, **including accessibility and accommodations, accountability, and reclassification questions.**

2. The WIDA System Status page displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.

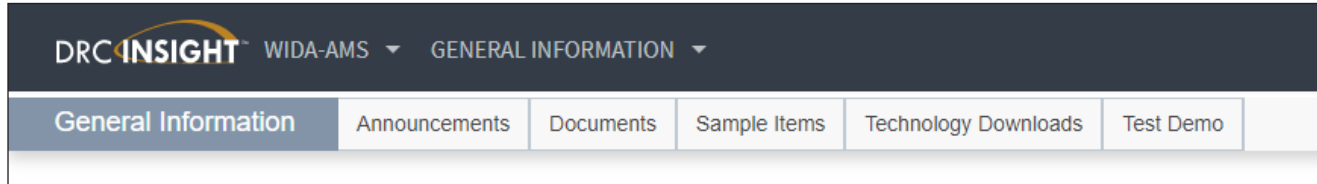
WIDA SYSTEM STATUS	
✔ All Systems Operational ✕	
Last refreshed at 3:22 PM <a href="#">Refresh</a>	
SERVICE	STATUS
Screener Scoring Local Student Scoring	Normal Operations
WIDA AMS Test Setup, Administration and Reporting	Normal Operations
DRC INSIGHT Online Testing Online Testing	Normal Operations
DRC provides current information on service availability. If you need additional assistance, please contact DRC Customer Service: <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> or 1-855-787-9615.	



# General Information Menu

### Introduction

When you open the WIDA AMS My Applications menu bar and select **General Information**, five options are available: Announcements, Documents, Sample Items, Technology Downloads, and Test Demo.



- Select **Announcements** to display the latest information regarding WIDA testing.
- Select **Documents** to select, open, and download various training items from the Training Materials page.
- Select **Sample Items** to become familiar with the format of online test items and try online testing tools.
- Select **Technology Downloads** to download the Central Office Services (COS) installer, the DRC INSIGHT installer, and the Capacity Estimator. From the Technology Downloads page you can download versions of DRC INSIGHT and COS for various operating systems and configurations.
- Select **Test Demo** to watch a test demo and become familiar with the online testing environment.

# User Management Menu



## Introduction

This section of the user guide discusses the various user administration tasks you can perform from the User Management option of the WIDA AMS My Applications menu bar, including how to do the following:

- Edit permissions for one or more users
- Assign a user to an administration
- Reset a user's password

.....  
**! Important:** If you need to change a user's username, email address, or name, please contact DRC Customer Service at WIDA@datarecognitioncorp.com or 1-855-787-9615 (TTY: 763-268-2889).  
.....

- Inactivate/Activate a user
- Add a single user to WIDA AMS
- Upload multiple users to WIDA AMS

## Editing a Single User's Permissions

From the Edit User tab of the User Administration page, you can add or remove permissions for any user in the system.

**Note:** Typically, Test Coordinators and District Technology Coordinators are responsible for adding users and editing permissions. Users can assign only the permissions that are assigned to them.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.






The screenshot shows the 'User Administration' page with the 'Edit User' tab selected. The page includes a header with instructions, a search filter section with dropdowns for Administration, User Role, District, School, and First/Last Name, and a 'Find User' button. Below the search section is a table of 'User Accounts' with columns for Last Name, First Name, Email Address, and Action. The table lists two users: 'User' and 'Office'.

User Accounts			
Last Name	First Name	Email Address	Action
User	Ima	iamuser@email.com	[Icons]
Office	Central	CentralOffice@DRC-MN.com	[Icons]

2. On the Edit User tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**. The more search criteria you enter, the better the search results.
3. From the list of results, in the Action column, use the **View/Edit** icon (🔍) to display the Edit User dialog box for the selected user.
4. On the Edit User dialog, in the Action column, use the **View/Edit** icon (🔍) to display the Edit Permissions dialog box for the selected Administration.



## Editing a Single User's Permissions (cont.)

- When the Edit Permissions dialog box appears, select permissions from the Available Permissions list, or permissions from the Assigned Permissions list to remove. Use the Add Selected () or Remove Selected () icons to change the permissions, scroll to the bottom of the page, and click **Save**.
  - To use a predefined Permission-set, see the following page.
  - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.
  - Use the **Add All** () and **Remove All** () icons to add or remove all permissions.
  - Use the **Clone from Another User** icon () to copy another user's set of permissions.
- Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).

### Edit Permissions

*\* Indicates required fields*


Administration  
Screener DRC WIDA State \*

User Role  
District \*

District  
DRC WIDA State - WT9995 \*

School  
(All)

Permission-set  
District Testing Coordinator






**Tip: When you select a permission, its description will display below the list**

Available Permissions

Administrator - Mass Assign Role  
Documents - Delete  
Documents - Upload  
Documents - View  
DRC IRS - Access  
DRC IRS - District  
DRC IRS - EPM  
DRC IRS - School  
DRC IRS - State  
DRC IRS - Teacher  
eDIRECT Setup - Document and Report

Assigned Permissions

Administrator  
Participant - Download  
Participant - Search/View  
Students - Search/View  
Test Setup - Secondary Window  
Test Setup - View Student Status

*To see the description, select a permission*

### Editing a Single User's Permissions (cont.)

You can use a Permission Set to specify a group of permissions that have been predefined by role. There is a Permission Set defined for the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator. For more information, see “WIDA AMS Permissions Matrix” on page 40.

**Note:** The Teacher role is not a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

1. To assign a Permission Set to the user, use the **Permission-set** drop-down menu and select the Permission Set role. The permissions included in the set are highlighted in the Available Permissions list.

\* Indicates required fields

Administration  
Screener DRC WIDA State \*

User Role  
District \*

District  
DRC WIDA State - WT9995 \*

School  
(All)

Permission-set  
District Testing Coordinator

**Tip: When you select a permission, its description will display below the list**

Available Permissions	Assigned Permissions
Administrator - Mass Assign Role	Administrator
Documents - Delete	Participant - Download
Documents - Upload	Participant - Search/View
Documents - View	Students - Search/View
DRC IRS - Access	Test Setup - Secondary Window
DRC IRS - District	Test Setup - View Student Status
DRC IRS - EPM	
DRC IRS - School	
DRC IRS - State	
DRC IRS - Teacher	
eDIRECT Setup - Document and Report	

To see the description, select a permission

Save Cancel

**Note:** You can add permissions that are not included in the Permission Set by following the instructions on the previous page. You can assign any permission that is assigned to you.

2. Use the **Add Selected** (➡) icon to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions list. You can add or remove individual permissions or all permissions.
3. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).

**! Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (⬅) icon before you click **Save**.

## Editing Multiple Users' Permissions

From the Edit User tab, you can add or remove permissions for multiple users in the system.

1. To edit permissions for multiple users simultaneously, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the users. Click **Find User** to display a list of users then select the **Profiles** tab.
2. Check the checkbox in the left-hand column for each user profile you want to edit. **Note:** To edit multiple profiles, each profile must be the same user role.

	Last Name	First Name	Email	Role	Administration	District	School	Action
<input type="checkbox"/>	Anderson	Leopold	leopold-wida@example.com	District	Screener DRC WIDA State - 2023-2024	WT99999		
<input checked="" type="checkbox"/>	Chalmers	Gary	gary-wida@example.com	District	Screener DRC WIDA State - 2023-2024	WT99999		
<input type="checkbox"/>	District	ALL	districtall183@gmail.com	District	Screener DRC WIDA State - 2023-2024	WT99999		
<input checked="" type="checkbox"/>	pld	pldfirst	sedvctmbezaa@twinkl.com	District	Screener DRC WIDA State - 2023-2024	WT99999		
<input type="checkbox"/>	Teacher	Selma	selma-wida@teacher.com	District	Screener DRC WIDA State - 2023-2024	WT99999		

5 Item(s) Displayed

3. Click the **Assign Permissions** button to adjust the permissions for the selected users on the Assign Permissions dialog box (see “Editing a Single User’s Permissions” on page 28).

**Assign Permissions**

You can only assign permissions on this screen, not remove them.  
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set  
District Testing Coordinator

**Tip:** When you select a permission, its description will display below the list

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- DRC IRS - Access
- DRC IRS - District
- DRC IRS - EPM
- DRC IRS - School
- DRC IRS - State
- DRC IRS - Teacher

Assigned Permissions

To see the description, select a permission

4. You can use the other buttons at the bottom of the screen to copy the selected users to new administrations, remove user permissions, assign new roles to the users, or export the selected user records to Excel.
5. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).


### Assigning a User to an Administration

WIDA AMS allows users to administer different WIDA assessments (ACCESS for ELLs and/or WIDA Screener Online). User Management assigns users to yearly Registration Windows for these assessments called “administrations.”

**Note:** Administrations and Registration Windows in WIDA AMS are synonymous.

Users must be associated with an administration in order to administer the assessment. From the **Edit User** tab, you can assign an existing user to other administrations within WIDA AMS.

**Note:** When new users are created (see “Adding a User to WIDA AMS” on page 37), an administration must be selected.



1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To assign a user to an administration, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**. In the Action column, click the **View/Edit** icon (). The user appears in the Edit User window.
3. Click **Add**.

**Edit User**

First Name  
Sample

Last Name  
User

Email Address  
widasample\_user@sample.com

Permissions				
Administration	▲ Role	▲ District	▲ School	▲ Action
WT ACCESS for ELLs	District	WT99999 - DRC WIDA State		 

Add

Reset User


Inactivate

Close


4. On the Add Permissions dialog (shown on the next page), select the Administration and User Role to assign the user. You can assign a District and/or School if required. For some roles, you can also select a permission set from the Permission-set drop-down menu.


**Note:** Some users may administer both the ACCESS for ELLs and WIDA Screener Online administrations. These users will need to have both administrations.


## Assigning a User to an Administration (cont.)


- You can select multiple permissions (or a permission set) then use the **Add Selected**  icon to move the permissions from the Available Permissions list to the Assigned Permissions list.
- Click **Save** to save your results (or **Cancel** to cancel the process).


*\* Indicates required fields*

Administration: Screener DRC WIDA State  \*

User Role: District  \*

District: DRC WIDA State - WT9999  \*

School: (All) 

Permission-set: District Testing Coordinator 

**Tip:** When you select a permission, its description will display below the list

Available Permissions

- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- DRC IRS - Access
- DRC IRS - District
- DRC IRS - EPM
- DRC IRS - School
- DRC IRS - State
- DRC IRS - Teacher
- eDIRECT Setup - Document and Report

Assigned Permissions

- Administrator
- Participant - Download
- Participant - Search/View
- Students - Search/View
- Test Setup - Secondary Window
- Test Setup - View Student Status

*To see the description, select a permission*





- If you saved your changes, the Edit User window reappears with the user added to the new administration.

### Edit User

First Name:

Last Name:

Email Address:


Permissions				
Administration	Role	District	School	Action
Screener DRC WIDA State	District	WT99999 - DRC WIDA State		 
WT ACCESS for ELLs	District	WT99999 - DRC WIDA State		 

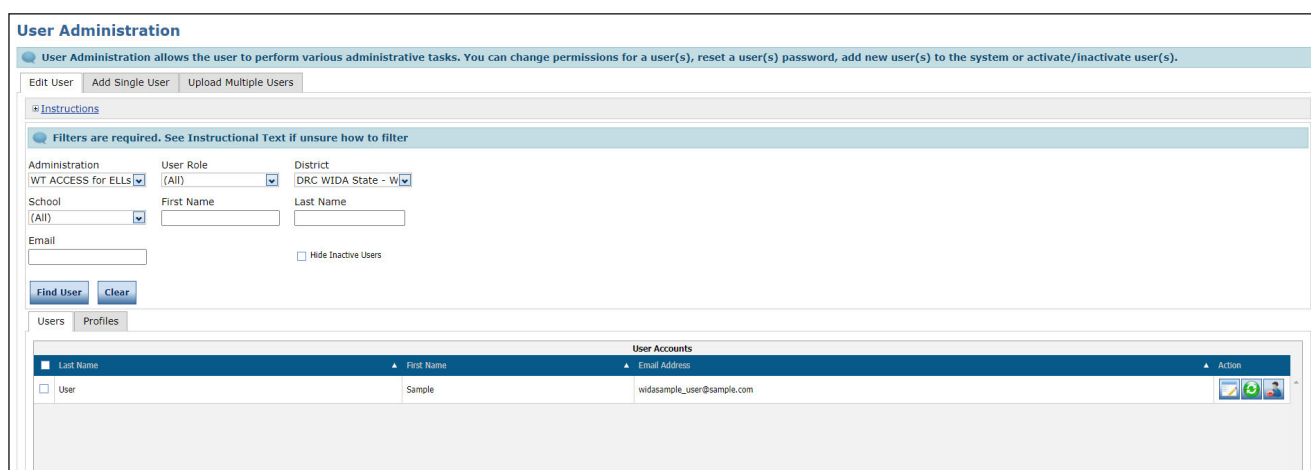
**Add**

**Reset User** **Inactivate** **Close**

### Resetting a User's Password

If a user does not log in with the temporary password within 160 days, the user must contact the Test Coordinator to have their password reset. If a user forgets their password, the user can recover it (see “Managing Your Account-Recovering a Forgotten Username or Password” on page 21). When a password is reset, an email notification is sent to the user.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To reset a password, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.
3. In the Action column, click the **Reset User** icon () for the user whose password you want to reset.



**User Administration**

User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)



Filters are required. See Instructional Text if unsure how to filter

Administration: WT ACCESS for ELLs ☐ | User Role: (All)  | District: DRC WIDA State - W

School: (All)  | First Name:  | Last Name:

Email:  | ☐ Hide Inactive Users

Users | Profiles


User Accounts			
<input type="checkbox"/> Last Name	<input type="button" value="v"/> First Name	<input type="button" value="v"/> Email Address	<input type="button" value="v"/> Action
<input type="checkbox"/> User	Sample	widasample_user@sample.com	 

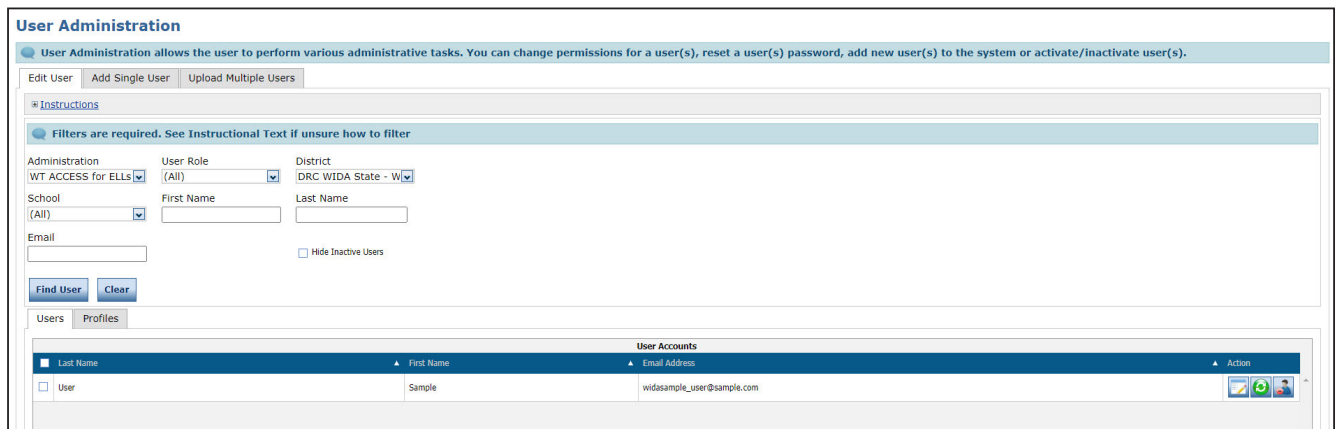
4. When the Reset User dialog box appears, click **Reset User** to reset the user's password (or **Cancel** to cancel the process).

## Inactivating a User

You can inactivate WIDA AMS users who are currently active. When a user is inactivated, the user is unable to access WIDA AMS (to reactivate a user, see “Activating a User” on page 36). Typically, you inactivate users when their employment ends or their job responsibilities change.

**Note:** Users cannot be deleted from WIDA AMS. To remove a user from activity, simply inactivate the user. When a user is inactivated, the user **does not** receive an email.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To inactivate a user, select the **Edit User** tab, and use the drop-down menus and fields to enter search criteria to locate the user, and then click **Find User**.
3. In the Action column, click the **Inactivate** icon () for the user you want to make inactive.






**User Administration**

User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: WT ACCESS for ELLs   
 User Role: (All)   
 District: DRC WIDA State - WI   
 School: (All)   
 First Name:   
 Last Name:   
 Email:   
☐ Hide Inactive Users


User Accounts			
Last Name	First Name	Email Address	Action
User	Sample	widasample_user@sample.com	  

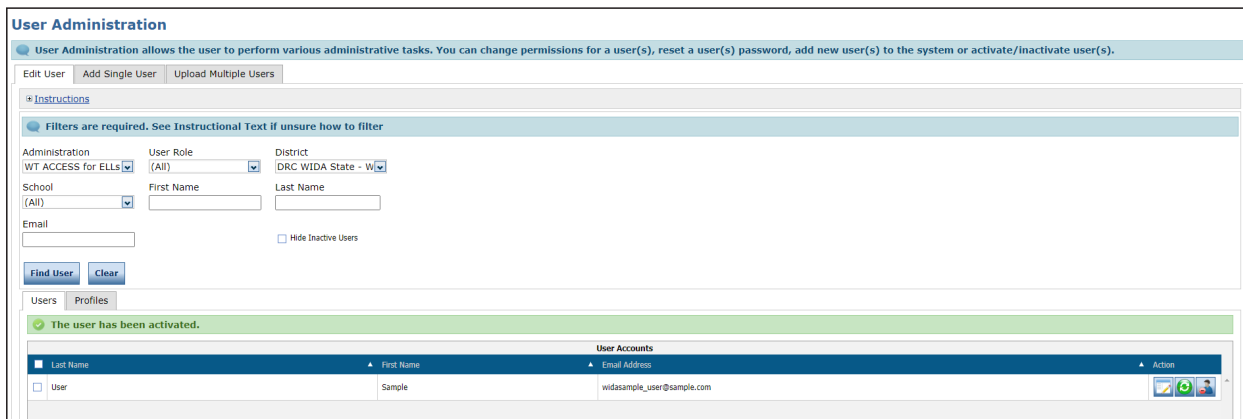
4. When the Inactivate User dialog box appears, click **Inactivate** to make the user inactive (or **Cancel** to cancel the process).

### Activating a User


You can activate a WIDA AMS user who is currently inactive so the user can access WIDA AMS again. When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

**Note:** Users are automatically activated when they first log in to WIDA AMS. Only users who were previously inactivated must be manually reactivated.

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration page.
2. To activate a user, select the **Edit User** tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**.
3. In the Action column, click the **Activate** icon () for the user you want to make active. When the user is activated, the following message appears: **The user has been activated.**



The screenshot displays the 'User Administration' page. At the top, there's a header 'User Administration' and a sub-header 'User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s)'. Below this, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Edit User' tab is active. Underneath, there's a section for filters with a message 'Filters are required. See Instructional Text if unsure how to filter'. The filter section includes dropdowns for 'Administration' (set to 'WT ACCESS for ELLs'), 'User Role' (set to '(All)'), and 'District' (set to 'DRC WIDA State - WI'). There are also input fields for 'School' (set to '(All)'), 'First Name', and 'Last Name', and an 'Email' field. A 'Find User' button and a 'Clear' button are present. Below the filter section, there's a green banner that reads 'The user has been activated.' At the bottom, there's a table titled 'User Accounts' with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row with the following data: 'User' (Last Name), 'Sample' (First Name), 'widasample\_user@sample.com' (Email Address). In the 'Action' column, there are three icons: a green checkmark, a red X, and a person icon.

Last Name	First Name	Email Address	Action
User	Sample	widasample_user@sample.com	



## Adding a User to WIDA AMS

When you add a user, specify the permissions the user will have. You can grant a user any permissions that you currently have (see “WIDA AMS Permissions Matrix” on page 40 for permission recommendations by role).

1. To add a user to WIDA AMS, from the WIDA AMS My Applications menu bar, select **User Management**. When the User Administration page appears, select the **Add Single User** tab.
2. Fill out the required fields and select options from the required drop-down menus.

**Note:** A required field or menu option has a red asterisk (\*) next to it. A permission set must be selected and saved when a new account is created.

3. Select an available permission and use the **Add Selected** icon (▶) to assign the permission to the user (see “Editing a Single User’s Permissions” on page 28).

- **Note:** A description of the permission selected appears beneath the list of permissions.
- Click **Save** when you are finished.

### User Administration

User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

[Edit User](#)
[Add Single User](#)
[Upload Multiple Users](#)

\* Indicates required fields

First Name  \*
 Middle Initial 
Last Name  \*

Email Address  \*

Administration  \*
 User Role  \*

District  \*
 School

Permission-set

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Administrator Administrator - Mass Assign Role Documents - Delete Documents - Upload Documents - View DRC IRS - Access DRC IRS - District DRC IRS - EPM DRC IRS - School DRC IRS - State DRC IRS - Teacher	<div> </div>

• View Reports - Download - District/School: Allows user to download all reports for a district or school for an administration.

[Save](#)

### Adding a User to WIDA AMS with a Permission Set

You also can use a Permission Set to specify a group of permissions that have been defined for the user role you are creating in WIDA AMS. There is a default Permission Set defined for each of the following roles: District, School, Test Administrator, District Technology Coordinator, and School Technology Coordinator.

**Note: Use District for District Test Coordinator and School for School Test Coordinator.**

The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

To assign a Permission Set to the user, enter the user's information as before, click the **Permissions-set** drop-down menu, and select the Permission Set that appears. The permissions included in the set will be highlighted in the Available Permissions list.

### User Administration

Edit User Add Single User Upload Multiple Users

*\* Indicates required fields*

First Name  
WIDASample \*

Middle Initial

Last Name  
User \*

Email Address  
WIDASample\_User@Sample.com \*

Administration  
Screener DRC WIDA State \*

User Role  
District \*

District  
DRC WIDA State - WT999! \*

School  
(All)

Permission-set  
District Testing Coordinator

Tip: When you select a permission, its description will display below the list

Available Permissions

Administrator  
Administrator - Mass Assign Role  
Documents - Delete  
Documents - Upload  
Documents - View  
DRC IRS - Access  
DRC IRS - District  
DRC IRS - EPM  
DRC IRS - School  
DRC IRS - State  
DRC IRS - Teacher

Assigned Permissions

To see the description, select a permission

Save


## Adding a User to WIDA AMS with a Permission Set (cont.)

**! Important:** Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (◀) icon before you click **Save**.

- Use the **Add All** (▶▶) icon to select all of the permissions, or add or remove permissions first. The permissions you select are moved to the Assigned Permissions list.

Permission-set

District ▼


**Tip: When you select a permission, its description will display below the list**

Available Permissions

▶▶

▶

◀

◀

◀

◀

Assigned Permissions

Administrator  
Administrator - Mass Assign Role  
Administrator - Set Password  
Correction Primary Window  
Correction Secondary Window  
Documents - Delete  
Documents - Upload  
Documents - View  
Enrollment - Primary Window  
Enrollment - Secondary Window  
Export Students

To see the description, select a permission

Save

- Click **Save** when you are finished to save your changes.

# User Management Menu

## WIDA AMS Permissions Matrix

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
General Information	Documents	Documents–View	View documents	Yes	Yes	Yes	Yes	Yes
	Technology Downloads	Online Testing–Secured Resources	View secured online testing downloads and tutorials	Yes	Yes	Yes	Yes	
User Management	None	Administrator	Add/edit user accounts and profiles	Yes	Yes	Yes		
Materials	Additional Materials	Materials–Additional–View Edit	View/edit additional materials during the primary window	Yes				
Materials	Additional Materials	Materials–Additional–Primary Window	Access the Additional Materials menu during the Test Setup and Testing Window	Yes				
Materials	Materials	Materials–Accountability–User Information	Download and fill out the Accountability Form	Yes		Yes		
Materials	Materials	Manage Shipments	Confirm shipping address during the material order window	Yes		Yes		
Materials	Materials	Materials–Primary Window	Access the Materials menu	Yes		Yes		
Materials	Materials Ordering	Enrollment–Primary Window	Access Materials Ordering during the primary window	Yes		Yes		
Materials	Return Materials Receipt Report	Materials–Return Materials Receipt	Access reports showing a summary/detailed view of secure materials received by DRC	Yes		Yes		

<sup>1</sup> This permission set is designed for District Test Coordinators who should have access to WIDA AMS data for every school within the district.

<sup>2</sup> This permission set is designed for District Technology Coordinators who should be able to set up School Technology Coordinators in WIDA AMS. School Technology Coordinators can help download testing software at the schools.

<sup>3</sup> This permission set is designed for School Test Coordinators who should have access to WIDA AMS data for a specific school.

<sup>4</sup> This permission set is designed for School Technology Coordinators. School Technology Coordinators can help download testing software at the schools.

<sup>5</sup> This permission set is designed for Test Administrators who are administering the online assessment.

**Note:** The Teacher role is no longer a valid role in WIDA AMS. Teachers should be assigned to either the School role or the Test Administrator role.

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Import Management	Manage Students	Import Management	Import students and student data for online testing	Yes		Yes		
Student Management	None (time driven)	Test Setup–Primary Window	Access the Student Export/Transfers/Validation menu functionality during the Test Setup and Testing Window	Yes		Yes		Yes
Student Management	Student Management	Participant–Search/View	Search/view student data <b>Note:</b> This permission is required for all other Students permissions, Download Students, and so forth.	Yes		Yes		Yes
Student Management	Student Management	Participant–Add/Edit	Add/edit students and student data for online testing	Yes		Yes		
Student Management	Export Students	Participant–Download	Download a list of student information for all students in a school or district up to 8,000 records	Yes		Yes		
Student Export/Transfers/Validation	Student Export Application	Student Export	Allows user access to Student Export. This is the preferred export for Districts.	Yes				
Student Export/Transfers/Validation	Student Transfer Form	Student Transfer Form	Submit request for district-to-district transfer of student records for students who moved during testing	Yes				

## User Management Menu

*WIDA AMS Permissions Matrix (cont.)*

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Student Export/Transfers/Validation	Student Status Dashboard	Test Setup–View Student Status	View test status by student	Yes		Yes		Yes
Student Export/Transfers/Validation	Data Validation	Corrections–Primary Window	Validate student records after testing	Yes				
Test Management	View Registrations	Registration–Search/View	Search/view registrations and print test tickets	Yes		Yes		Yes
Test Management	Create Registration	Registration–Add/Edit	Add/edit registrations	Yes		Yes		
Test Management	Export Details	Registrations–Tier Placement Report	View and download Registration details, including student tier placement	Yes		Yes		Yes
Test Management	Edit Accommodations	Registration–Edit Accommodations	Allows user to edit accommodations from Test Management	Yes		Yes		
Test Management	Do Not Score Codes	Registration–Edit Testing Codes	Allows user to apply Do Not Score indicators to assessments for a student	Yes		Yes		
Test Management	Quick Registration	Registration–Add and Register Student	Allows user to quickly create a new student and assign them to a registration from Test Management	Yes		Yes		
Test Management	Test Monitoring Application	Test Monitoring–Access	Allows users to view the test monitoring dashboard and generate monitoring codes	Yes		Yes		Yes
Central Office Services	None	Test Setup–Central Office Services	Access Central Office Services	Yes	Yes	Yes	Yes	
Report Delivery	Online Testing Statistics	Online Testing Statistics	Track online testing activity	Yes				
Report Delivery	Status Reports	Status Reports–District Reports	Access reports that display various district- and school-level testing activity	Yes				

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator <sup>1</sup>	District Technology Coordinator <sup>2</sup>	School Testing Coordinator <sup>3</sup>	School Technology Coordinator <sup>4</sup>	Test Administrator <sup>5</sup>
Reporting Services	Published Reports (formerly Test Results)	Reports–View District Files	View district reports	Yes				
Reporting Services	Published Reports (formerly Test Results)	Reports–View School Files	View school reports	Yes		Yes		
Reporting Services	Published Reports (formerly Test Results)	View Reports–Download–District/School	Download all reports for a district, or school, for an administration	Yes		Yes		
Reporting Services	Batch Download (formerly On-Demand Reports)	DRC IRS–Access	Generate batch download reports in Reporting Services, including translated student reports and Screener export.	Yes		Yes		
		DRC IRS–District		Yes				
		DRC IRS–School		Yes		Yes		
		DRC IRS–Teacher	All users need DRC IRS - Access permission to access reporting services. Additionally, users must be assigned the appropriate DRC IRS permission for their role and all subsequent roles.	Yes		Yes		
Screener Scoring	Screener Scoring	Educator Scoring	Access Educator Scoring for WIDA Screener Online	Yes				

### Uploading Multiple Users to WIDA AMS

From the User Administration window, you can upload a file containing multiple user profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The User Administration window contains links to both a Portable Document Format (PDF) layout that contains instructions and a sample template file that you can use to create the actual file.

1. To upload multiple users, select **User Management** on the WIDA AMS My Applications menu bar to display the User Administration page. Select the **Upload Multiple Users** tab.
2. Click the **File Layout** link to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.
3. Click **Sample File** to download or display the WIDA\_SampleUsers.csv file.

**Note:** This file is only a sample of the file you will upload to WIDA AMS.

Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

4. Use the WIDA\_SampleUsers.csv file to create and save a user file to upload.


**Note:** Be sure to keep the header column rows in the file you upload. The header row must be intact when loading the file as the information is validated by column order. Removing a column, such as Middle Name, will prevent the file from loading.

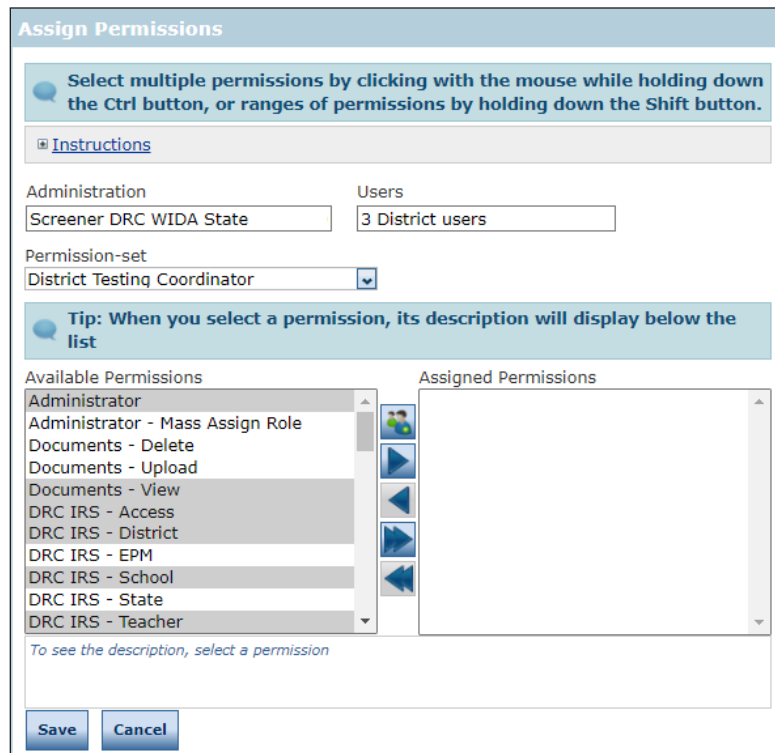
The screenshot displays the 'User Administration' interface. At the top, a blue header bar contains the title 'User Administration'. Below this, a light blue banner states: 'User Administration allows the user to perform various administrative tasks. You can change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s)'. A navigation bar includes three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users', with the latter being the active tab. Below the tabs, a blue banner prompts the user: 'First time? Download the File Layout (PDF document) and a Sample File (CSV text file)'. A link for 'Instructions' is provided. A red asterisk indicates required fields. The 'Administration' section shows a dropdown menu set to 'Screener DRC WIDA State - 202'. The 'File' section has a text input field and a 'Browse...' button. An 'Upload' button is located below the file section. At the bottom, a table titled 'User Listing' has columns for First Name, MI, Last Name, Email Address, Role, District, School, and Upload Errors.

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
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## Uploading Multiple Users to WIDA AMS (cont.)

5. After you have created a file to upload, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. The file is going through a validation process that can take some time.
  - If the file is formatted incorrectly, an error report will display. You must correct the errors and upload the file again (repeat steps 5-6).
7. If the file is formatted correctly, a confirmation message displays along with a message notifying you that newly created users have very limited access, and to use the grid below to assign permissions.
8. Click the **View/Edit** icon () to assign permissions by user role.
9. When you click the icon, the Assign Permissions window appears. Select a Permission Set.



The screenshot shows the 'Assign Permissions' window. At the top, there is a blue header bar with the title 'Assign Permissions'. Below the header, a blue box contains instructions: 'Select multiple permissions by clicking with the mouse while holding down the Ctrl button, or ranges of permissions by holding down the Shift button.' Below this is a link for 'Instructions'. The window has two main sections: 'Administration' and 'Users'. Under 'Administration', there is a dropdown menu showing 'Screener DRC WIDA State'. Under 'Users', there is a dropdown menu showing '3 District users'. Below these, there is a 'Permission-set' dropdown menu showing 'District Testing Coordinator'. A blue box with a tip says: 'Tip: When you select a permission, its description will display below the list'. Below the tip, there are two columns: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' column lists various roles and permissions, including 'Administrator', 'Administrator - Mass Assign Role', 'Documents - Delete', 'Documents - Upload', 'Documents - View', 'DRC IRS - Access', 'DRC IRS - District', 'DRC IRS - EPM', 'DRC IRS - School', 'DRC IRS - State', and 'DRC IRS - Teacher'. The 'Assigned Permissions' column is currently empty. Between the two columns are four arrow icons for moving permissions. At the bottom of the window, there are 'Save' and 'Cancel' buttons.

10. The default user permissions for the Administration you selected are highlighted in the Available Permissions area of the window. Click the **Add Selected** arrow icon () to move the permissions to the Assigned Permissions area of the window and click **Save**.

**Note:** If a user already has a WIDA AMS account, WIDA AMS will not create a new account.

**! Important:** The accounts and permissions created by the Multiple User Upload process are generated by email address. Please use only one email address per user for each file upload. Using the same email address multiple times in a file can cause the file upload process to fail.

# Materials Menu



## Introduction

Materials Ordering is the process by which districts and schools order materials for the ACCESS for ELLs suite of assessments. Test Coordinators will have access to Materials Ordering because they are responsible for this process. **The Test Coordinator must complete this process even if the site is performing all testing online.**

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**! Important:** The Materials Menu is not used for the WIDA Screener Online assessment. If you are administering only WIDA Screener Online, you do not need to review this section.

---

The window for ordering materials differs by state. Test Coordinators can find their state's window on their state's page on the WIDA website. DRC will contact Test Coordinators via email to remind them of the opening and closing dates.

### Notes:

- In some states, districts and schools do not need to order materials, because the State Education Agency (SEA) orders materials. View your state-specific checklist to determine whether you need to order materials. If your SEA is ordering materials, you do NOT need to access **Materials Ordering**.
- To complete **Materials Ordering**, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

## Materials Ordering

Follow the steps in this section to order materials for the ACCESS for ELLs suite of assessments.

1. Select **Materials** from the WIDA AMS My Applications menu bar and then select **Material Ordering** from the Materials menu options.
2. When the Materials Ordering page appears, select the ACCESS for ELLs administration for the current year, a district, and a school from the drop-down menus and click **Show Materials**.

**Note:** The system requires you to enter a school because Materials Ordering must be completed separately for each school.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs  
 District: DRC Use Only - San  
 School: DRC Use Only - EIS

Show Materials

Order Materials | Summary | Status Report

Instructions

Kindergarten Order for School WS99999-99998 (WS ACCESS for ELLs)

Grade Cluster	Number Of Students
Kindergarten	10

Online Order for School WS99999-99998 (WS ACCESS for ELLs)

Grade Cluster	Number of Online Testers
1	2
2-3	2
4-5	2
6-8	2
9-12	2

Paper Order for School WS99999-99998 (WS ACCESS for ELLs)

Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		20
3		

3. Enter the exact number of students, by grade, in the appropriate grid.
  - For students taking ACCESS for ELLs Online, enter counts in the Online Order grid.
  - Counts for online testers in grades 1–3 must be entered in this grid, even though they handwrite their responses in paper booklets. Grades 1–3 Writing test booklets will be sent to schools based on the quantities entered in this grid. Furthermore, you do not need to indicate anything other than headcount for grades 4-12 who will handwrite rather than keyboard their Writing responses. These booklets can be ordered during Additional Materials.
  - For students taking ACCESS for ELLs Paper, enter counts in the Paper Order grid. This grid is for recording students who will take all four domains in a paper-booklet. Do not include students in grade 1–3 who are testing online.

There are separate grids for Kindergarten, WIDA Alternate ACCESS, and ACCESS for ELLs (Grades K–12) Accommodated Formats (such as Large Print and Braille materials).

**Note:** Enter counts only for the grades that have students testing. Do not include overage. Include exact counts for the number of students you plan to test.

## Materials Ordering (cont.)

4. Materials Ordering is also used to verify the contact information and address to which the materials will be shipped.
  - If materials are being shipped directly to the selected school site, the school's address appears at the bottom of the page. Please review this information and make any edits by clicking **Update Contacts & Addresses**.
  - If materials are being shipped to the district, a shipping address will not appear at the bottom of the page. In this case, the District Test Coordinator must complete step 7.

**Note:** To complete Materials Ordering, you must know whether your ACCESS for ELLs materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.

Paper Order for District WT99999 (WT ACCESS for ELLs - XXXX-XXXX )		
Grade Cluster	Number of Paper Test Booklets (All Domains)	
	Tier A	Tier B/C
1		
2		
3		
4-5		
6-8		
9-12		

Kindergarten Order for District WT99999 (WT ACCESS for ELLs - XXXX-XXXX )	
Grade Cluster	Number Of Students
Kindergarten	

Customized Order for State (WT ACCESS for ELLs -XXXX-XXXX )									
Grade Cluster	Number of Customized Booklets								
	Kindergarten Large Print	Large Print Tier A	Large Print Tier B/C	UEB Contracted Braille	UEB Uncontracted Braille	UEB with Nemeth Contracted Braille	UEB with Nemeth Uncontracted Braille	UEB Math/Science Contracted Braille	UEB Math/Science Uncontracted Braille
Kindergarten									
1									
2									
3									
4-5									
6-8									
9-12									

5. Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

Contacts & Addresses *	
<b>Test Coordinator:</b>	Amanda Brown
<b>Phone:</b>	123-222-2222
<b>Email:</b>	amanda@drc-mn.com
<b>Shipping Materials:</b>	123 Main Street Portland, ME 55555

[Update Contacts & Addresses](#)

[Save](#)
[Complete](#)

### Materials Ordering (cont.)

- Repeat steps 1–5 for each school in your district that has students taking ACCESS for ELLs, Kindergarten ACCESS for ELLs, or WIDA Alternate ACCESS. You must order materials for each school that has students testing.

The screenshot shows the 'Materials Ordering' web application. At the top, a blue header bar contains the title 'Materials Ordering'. Below this, a light blue banner states: 'Materials Ordering allows the user to enter quantities of materials needed for paper tests.' A red asterisk indicates required fields. The form includes three dropdown menus: 'Administration' (set to 'ME ACCESS for ELLs'), 'District' (set to 'DRC Use Only - Sam'), and 'School' (set to '(All)'). A 'Show Materials' button is located below these fields. Below the button are three tabs: 'Order Materials' (selected), 'Summary', and 'Status Report'. Under the 'Order Materials' tab, there is an 'Instructions' section. Below the instructions is a 'Contacts & Addresses' section, which displays contact information for the Test Coordinator: 'TEST COORDINATOR', 'Phone: 855-787-9615', 'Email: WIDA@DATA RECOGNITIONCORP.COM', and 'Shipping Materials: 7303 Boone Ave N, Brooklyn Park, MN 55428'. An 'Update Contacts & Addresses' button is positioned to the right of this information. At the bottom of the form, there are 'Save' and 'Complete' buttons.

- This step applies to ship-to-district districts only, which is the most common (default) case. For these districts, the District Test Coordinator must verify the district contact and address.

Using the filters on the Materials Ordering page, select the district, select **(ALL)** in the School drop-down menu, and click **Show Materials**. The district contacts and addresses appear. Review this information and click **Update Contacts & Addresses** to make any updates.

Click **Save** to save your changes. Click **Complete** when you are finished making all of your updates.

## Materials Ordering (cont.)

8. Select the **Summary** tab to display a visual summary of the current ordering information for the assessment, district, and school you selected.

**Note:** The Summary tab is read-only for review purposes. To change the student counts, return to the **Order Materials** tab.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs \* District: DRC Use Only - Sam School: DRC Use Only - Sam

Show Materials

Order Materials Summary Status Report

Instructions

Kindergarten Order for School WS99999-99999 (WS ACCESS for ELLs)

Grade Cluster	Number Of Students
Kindergarten	3

Online Order for School WS99999-99999 (WS ACCESS for ELLs)

Grade Cluster	Number of Online Testers
1	2
2-3	3
4-5	1
6-8	0
9-12	4

9. Select the **Status Report** tab to view the status of the order—Not Started, In Progress, or Completed—for the assessment, district, and school you selected. The statuses are described below.

Status	Description
<b>Not Started</b>	No counts have been entered or saved
<b>In Progress*</b>	Counts have been entered, but <b>Complete</b> has not been clicked
<b>Completed*</b>	<b>Complete</b> has been clicked

\*DRC will accept all orders with a status of In Progress or Completed until the Materials Ordering window ends. When you click Save, the system saves your work with a status of In Progress.

Click **Export to Excel** to download this information into a spreadsheet to view, print, edit, or email.

**Materials Ordering**

Materials Ordering allows the user to enter quantities of materials needed for paper tests.

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 - 2018-2019 \* District: DRC Use Only - Sam School: (All)

Show Materials

Order Materials Summary Status Report

Instructions

2017-2018

Overall Status for District WS99999 (WS ACCESS for ELLs 2.0 - 2018-2019) - In Progress

District	School	Status
WS99999 - DRC Use Only - Sample District WIDA	99997 - DRC Use Only - OTT Sample School	Not Started
WS99999 - DRC Use Only - Sample District WIDA	WWWWW - District-Level Additional Orders Only Site	Not Started
WS99999 - DRC Use Only - Sample District WIDA	99996 - DRC Use Only - INSIGHT Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99998 - DRC Use Only - EIS Sample School	In Progress
WS99999 - DRC Use Only - Sample District WIDA	99999 - DRC Use Only - Sample School	Completed

Export to Excel

### Ordering Additional Materials

To help manage the process of ordering additional materials, see the following notes:

- Initial shipments of test materials will include extra copies of certain high-demand materials, such as *Tier A Online Writing Booklets*, to ensure that additional orders will rarely be required.
- All districts will receive additional quantities of test materials with their initial orders. These test materials must be used before any orders for additional materials may be placed.
- Test Administrators who need additional materials must consult with a District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials may be placed.
- With the exception of a few large metropolitan areas, **orders for additional materials may be placed by District Test Coordinators only.**
- Orders for additional materials will be shipped to districts only.



## Additional Materials

Use the Additional Materials option to order materials for paper tests after the initial material order is received and the Materials Ordering option is no longer available. To see when the Additional Materials option is available for your state, go to your state's page on the WIDA website.

1. Select **Materials** from the WIDA AMS My Applications menu bar and then select **Additional Materials** from the Materials menu. The Search Additional Materials page appears.
2. To place a new order, select an administration, district, and the district-level ordering site from the drop-down menus, and click **Add Order**.

### Search Additional Materials

Additional Materials allows the user to order materials for paper tests after the initial material order is placed and Test Materials Ordering is no longer available.

[Instructions](#)

\* Indicates required fields

Administration: WS ACCESS for ELLs 2.0 \*      District: DRC Use Only - Sample D      School: \_District-Level Additional

Status: Submitted      Order #:      Request #:

Find Orders    Add Order    Export Orders

**! Important:** For the grade-level cluster 4–5 Writing domain administered online, your state chose a default response mode of keyboarding online or handwriting on paper. If you are a keyboarding-default state and you have a student or students who need to handwrite responses, you must order handwriting response booklets via the Additional Materials option. For Grades 6–12 students who will handwrite the writing section, booklets are ordered in the additional materials window.

3. In the Additional Materials Entry grid, enter quantities for the additional materials the district requires.

When you are finished, click **Submit** (or **Cancel** to cancel the process).




Administration: WY ACCESS for ELLs      District: Albany County School District 1 - WY0      School: \_District-Level Additional Orders Only

Additional Materials Entry    Notes

Additional Materials Description	Request Qty	Shipping Qty
Paper Grade 1 Tier A, Listening and Speaking Tests CD(s)		
Paper Grade 1 Tier A, Listening, Reading, and Writing Test Booklet(s)		
Paper Grade 1 Tier A, Test Administrator Script(s)		
Paper Grade 1 Tier B/C, Listening and Speaking Tests CD(s)		
Paper Grade 1 Tier B/C, Listening, Reading, and Writing Test Booklet(s)		
Paper Grade 1 Tier B/C, Test Administrator Script(s)		
Paper Grade 1 Tiers A & B/C, Speaking Test Booklet(s)		
Paper Grade 2 Tier A, Listening and Speaking Tests CD(s)		
Paper Grade 2 Tier A, Listening, Reading, and Writing Test Booklet(s)		
Paper Grade 2 Tier A, Test Administrator Script(s)		

Submit    Add Items    Cancel

## Additional Materials (cont.)

4. To edit or delete an existing order, select an administration and click **Find Orders**.
5. In the Action column, click the **View/Edit** icon () to display an order or the **Delete** icon () to delete an order. You can update only the orders that have a status of Submitted. If the order status is Under Review, Pending, or Complete, you must place a new order.
6. To determine whether an order has been processed and its “due in district” date, click the **View/Edit** icon (). Processed orders are marked Complete and a Due in District date is listed.

### Search Additional Materials

Additional Materials allows the user to order materials for paper tests after the initial material order is placed and Test Materials Ordering is no longer available.





[Instructions](#)

\* Indicates required fields

Administration: WS ACCESS for ELLs \* District: DRC Use Only - Sample D School: \_District-Level Additional

Status: Submitted Order #: Request #

[Find Orders](#) [Add Order](#) [Export Orders](#)

Order #	Request #	District	District Code	School	School Code	Status	Order Date	Approval Date	Action
	17616	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 
	17615	DRC Use Only - Sample District ME	ME99999	DRC Use Only - Sample School	99999	Submitted	9/10/2015		 

## Accountability Form

Paper materials that could not be returned (for example, soiled booklets) must be accounted for using the Accountability Form in WIDA AMS. This functionality allows you to document the quantity of materials returned, as well as any that are not returned and the reason(s) why.

**Note:** Only sites that cannot return secure materials containing a security barcode are required to complete the Accountability Form. Sites do not have to return non-secure materials. Sites should keep non-secure documents on file after testing until score reports are received, or longer, depending on the state’s policy. For more information regarding returning materials, refer to the *District and School Test Coordinator Manual*.

1. To complete the form, select **Accountability Form** from the Materials menu to display the Accountability Form.
2. Select an administration, district, and school, and click **Show**. A table indicating the materials and quantities that were shipped to the school appears in the Enter Counts tab.

## Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration  District  School

[Show](#)

Enter Counts

Reference the **Instructional Text** below for the reasons for any return material discrepancies.

[Instructions](#)

Accountability Form for School ME99999-99998 (ACCESS for ELLs 2.0 -XXXX-XXXX Maine)									
		Secure Test Materials				Shipped to School	Returned to DRC		
Active Writing Administration Materials	Booklet 01 Writing Test Administration Script(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	2			
	Booklet 02 Writing Test Administration Script(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	20			
	Booklet 03 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	30			
	Booklet 04 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	100			
Online Writing Test Materials	Booklet 05 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>				
	Booklet 06 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>				
	Booklet 07 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>				
	Booklet 08 Writing Test Answer Booklet(s)	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>				

- 3.** In the table, complete the Returned to DRC column with the counts of materials that you are returning.

**Note:** Normally, the quantity returned should match the quantity shipped. However, the Shipped to School column includes only counts of the materials that were shipped to the school during the initial materials shipment—additional materials are not included. If your school received additional materials after the initial shipment, the count in the Returned to DRC column may exceed the amount in the Shipped to School column.

4. If a material could not be returned or if there is a discrepancy, you must complete the Record Reasons for discrepancies here: text box at the bottom of the page. Please include the material's security code number.
5. Click **Complete** to submit the form to DRC.

## Accountability Form (cont.)

All schools must submit an Accountability Form for materials they will not be returning to DRC. You can track which schools have completed this form by using the **Status Report** tab. This tab displays the completion status by school. The possible status values are described below.

Status	Description
<b>Not Started</b>	Neither the counts nor the reasons have been updated.
<b>In Progress</b>	Counts and/or reasons have been updated, but no user has clicked <b>Complete</b> .
<b>Completed</b>	A user has clicked <b>Complete</b> to submit the report to DRC.

The **Summary** tab displays summarized data from the Enter Counts tab and is for review only.

To change the quantity counts, select the **Enter Counts** tab (see “Accountability Form” on page 55).

### Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a material could not be returned.

\* Indicates required fields

Administration  
ME ACCESS for ELLs \*
District  
DRC Use Only - Sam \*
School  
(All)

Show

Enter Counts Summary Status Report

\* Instructions

Overall Status for District ME99999 (ACCESS for ELLs)		- In Progress
District	School	Status
ME99999 - DRC Use Only - Sample District ME	99996 - DRC Use Only - INSIGHT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99997 - DRC Use Only - OTT Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99998 - DRC Use Only - EIS Sample School	Not Started
ME99999 - DRC Use Only - Sample District ME	99999 - DRC Use Only - Sample School	Completed

Export to Excel

## Return Materials Receipt Report

Use the Return Materials Receipt report after you ship your paper materials back to DRC. This report shows the materials received at DRC and checked in by the warehouse. The Test Coordinator receives an email automatically when the district's first returned box is received by DRC. Shortly after boxes are received, the check-in period starts and materials begin to show up on the report.

**Note:** During high-volume periods (for example, immediately following the return deadline), the materials check-in process may lag behind the box check-in process.

1. To access the Return Materials Receipt report, from the Materials menu select **Return Materials Receipt Report**.

2. Select an administration, district, and school from the drop-down menus and click **Show**.

**Note:** To see district overage materials, select **None** in the School drop-down menu and click **Show**.

3. The summary grid view of the report appears.

Return Materials Receipt Report

Return Materials Receipt allows the user access to reports providing a summary/detailed view of materials received by DRC returned by the school. The report also allows District level users to view District overage materials received by DRC. A District level user or higher can select (None) for a school to view District Overage materials returned.

\* Indicates required fields

Administration

District

School

WS ACCESS for ELLs - 20

WIDA Use Only - Sample

WIDA Use Only - Sample

Show

Grade	Domain	Material Description	Qty Sent by DRC	Qty Received by DRC	Qty Not Received
Grade 01	None	Paper Grade 1 Tier A, Listening, Reading, and Writing Test Booklet(s)		1	1
Grade 01	Writing	Online Grade 1 Test Administrator Script(s) - Version 2	2	1	1
Grade 01	Writing	Online Grade 1 Tier A, Writing Test Booklet(s) - Version 2	15	15	0
Grade 01	Writing	Online Grade 1 Tier B/C, Writing Test Booklet(s) - Version 2	6	6	0
Grades 2-3	Writing	Online Grades 2-3 Test Administrator Script(s) - Version 2	4	4	0
Grades 2-3	Writing	Online Grades 2-3 Tier A, Writing Test Booklet(s) - Version 2	11	11	0
Grades 2-3	Writing	Online Grades 2-3 Tier B/C, Writing Test Booklet(s) - Version 2	24	24	0
Kindergarten	None	Kindergarten Activity Board	3	3	0
Kindergarten	None	Kindergarten Cards and Card Pouch Booklet	3	3	0
Kindergarten	None	Kindergarten Student Response Booklet(s)	12	12	0

Page 1 of 2 (12 items)

< Prev 1 2 Next >

Export Summary

Export Details

4. To export this view, click **Export Summary** or **Export Details**.

- When you click **Export Summary**, a .csv file is created containing the data exactly as presented in the Return Materials Receipt Report, including the total booklet counts by grade cluster, domain, and material description.
- When you click **Export Details**, a .csv file is created containing detailed information about each booklet received, including the booklet's security code.
- **Note:** You must select a school to display the Export Details report—it is not possible to display all of the records for a district on this report due to the file size.

# Import Management



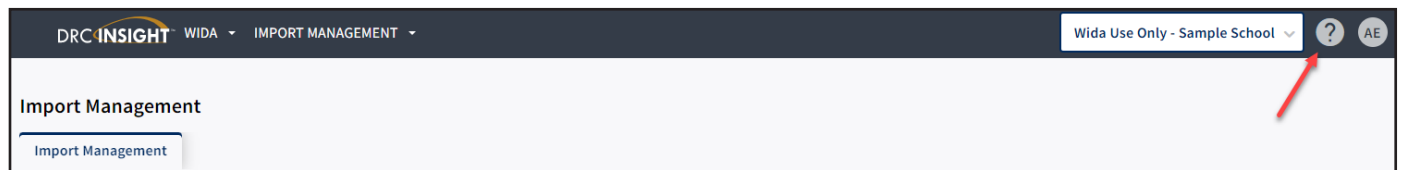
## Introduction

From the Import Management application, WIDA AMS users can do the following:

- Import students into WIDA AMS and auto-generate generic test sessions/registrations
- View or download historical copies of student import files

## Online Help for Import Management

The Online Help for Import Management covers all aspects of working with the application. As shown below, you can display the online help while in the Import Management application in WIDA AMS. Click the (?) to display the help.



## WIDA AMS Permissions for Import Management

A new permission provides access to Import Management functionality:

- *Import Management*

For more information, see [“WIDA AMS Permissions Matrix” on page 40](#).

# Student Management





## Introduction

From the Student Management application, WIDA AMS users can do the following:

- Search for students
- View/edit student demographic information
- Add an individual student
- Export student records (up to 8,000) at the School, District, or State Level.
- View/edit a student’s accommodations
- View the online assessments in which a student is currently registered and the status of the assessment

## Online Help for Student Management

The Online Help for Student Management covers all aspects of working with the application. As shown below, you can display the Online Help while in the Student Management application in WIDA AMS by clicking the Help (?) icon.



## WIDA AMS Permissions for Student Management

The following permissions provide access to Student Management functionality:

- *Participant - Add/Edit*
- *Participant - Search/View*

For more information, see [“WIDA AMS Permissions Matrix” on page 40](#).

# Student Export/Transfers/Validation



## ***Introduction***

This section of the user guide discusses the various tasks you can perform from the Student Export/Transfers/Validation option of the WIDA AMS My Applications menu bar, including how to use the following applications.

- Student Export
- Student Transfer Forms
- Student Status Dashboard
- Data Validation

### ***Student Export Process (District Level Only)***

This section describes the processes of exporting student information from the Student Export application in WIDA AMS, and importing student information back into WIDA AMS using the Student Import file in Import Management. The information applies to both ACCESS for ELLs and WIDA Screener Online.

**Note:** This section applies to the Student Export application available to district users in WIDA AMS. For information about exporting student records at a school level, refer to the Online Help for Student Management.

#### **Overview**

The functionality to export and import student information allows a user to export all student records for a district, edit the records using Microsoft Excel (or a similar program), and upload the edited records.

- The Student Export Application is limited to district-level exports (see the Online Help for school level export information). Users can export student data only for the district(s) and administrations to which they have access.
- This process creates a .csv file. The file format and layout matches the file format/layout requirements that are used for the Student Import process.
- The Student Export process is available for the duration of an administration. Users can begin exporting student records as soon as they are available in WIDA AMS (for ACCESS for ELLs, this is after the Student Import/Pre-ID data is loaded) and can continue the export process even after reporting has started.
- Importing students is performed by using the Student Import function (under Import Management) and, for ACCESS for ELLs, is available only during a state's Test Setup window. You can view your state's windows and dates by selecting your state on the [WIDA web page](#).

**Note:** The Student Import function is not available during data validation.

### **WIDA AMS Permissions Information**

Access to the district level Student Export Application is controlled by the Export Students permission. This permission is included in the permission set for the district. Since the export is at a district level rather than school level, there is no reason to assign this permission to school-level users.

The Student Import function (used to import students) is controlled by the Import Management permission. This permission is included in the permissions sets for district users.

## Exporting Student Records

This topic describes the process of exporting student records from WIDA AMS.

1. To access the Student Export application, from the My Applications menu bar select **Student Export/Transfers/Validation**.
2. Select the **Student Exports** tab.
3. Use the Site Selection page to search for the site you want to export (you must have access to the site). Select a state from the Select a State drop-down menu.
4. Click **Select a Site ...** to display the Site Search page.

### Student Exports

#### Site Selection

Select a State

TX

Select a Site ...

5. Type an entry to search by site name or code. Type in any part of the site name or code, and select the appropriate match.

### Site Search

Sample

Name	Code	Parent Name	Parent Code	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Mo	MO99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Tn	TN99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Ut	UT99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Me	ME99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Bie	BI99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Ri	RI99999	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Co	CO99999	Select

## Exporting Student Records (cont.)

- After you have selected a site, select an administration. The administration options you can select are displayed in the Select an Admin dialog box (see the table below).

**Note:** Administration is synonymous with Registration Window.

Name	Code	Number	Select
WIDA ACCESS for ELLs	EWD804	596804	<a href="#">Select</a>

The following table indicates which option to select for each administration.

Year	Name	Code	Number
2023-2024	WIDA Screener Online	EWD269	596269
2023-2024	ACCESS for ELLs	EWD261	596261
2022-2023	WIDA Screener Online	EWD108	596108
2022-2023	ACCESS for ELLs	EWD104	596104
2021-2022	WIDA Screener Online	EWD008	596008
2021-2022	ACCESS for ELLs	EWD004	596004

- Click **Select** in the Select column of a district name/administration to select the site to export. When you click the district name/administration, the site appears in the Selected Sites field.
- You can enter more names or codes to select additional sites or administrations. After you enter three characters or numbers, a list of matching sites with the corresponding administration appears.

You can process a maximum of five export requests at a time. A warning message appears when you have selected the maximum number of exports.

- If you select the wrong site or administration, you can delete the selection by clicking the **Trash** icon (🗑️) to the right.
- After you have made and checked your selections, click **Export**.

### ***Exporting Student Records (cont.)***

11. The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status **Processing...** appears in the Download Link column, indicating that file creation is in process.

**Note:** Large files take a while to process, but you can navigate away from the page while the process runs and return later to access the download link(s).

12. Once a file is available for download, a link to download the file appears in the Download Link column. The file is created in .csv format, the required format for the Student Import process. The Export Students layout matches the required layout for the Student Import file.

**Note:** Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer available in the grid, and you must request another site export to restart the process. To keep files permanently, save them on your network or local drive.

## ***Student Transfer Form***

This section describes how to use the Student Transfer form to transfer students between districts within the same state.

**Note:** For school-to-school transfers within the same district, see the Online Help in Student Management.

The Student Transfer Form applies to the following **district-to-district** transfers only, within the same state.

- *A student who has completed one or more domains transfers from an online-testing district to another online-testing district.*

DRC will transfer the student record. The receiving district must put the student into test sessions/registrations.

- *A student who has completed one or more domains transfers from an online-testing district to a paper-testing district.*
  - If the student completed only one domain online, the student must take the entire test on paper, including the domain already completed online. DRC will remove the completed online record.
  - If the student completed two or more domains online, the student must take only the remaining domains on paper. DRC will transfer the completed online record, and the receiving district must run the Tier Placement Report.
- *A student who has completed one or more domains transfers from a paper-testing district to another paper-testing district.*
  - Depending on state policy, the student's test booklet may be securely transferred to the new district with the correct District/School label applied to the booklet. The Student Transfer Form does NOT need to be submitted.
  - Optionally, the first booklet may be returned by the sending site and the student may test the remaining domains at the new site on a new booklet. In this case, the Student Transfer Form must be submitted. DRC will transfer the student record.
  - Note that the receiving school should not test the student again in any test domain previously administered.

.....  
**! Important:** The Student Transfer Form is NOT applicable for paper to online. Either the student booklet must be securely transferred to the new site so the student can finish testing or the student must take the entire assessment online, including the domains already completed on paper.  
.....



## ***Student Transfer Form (cont.)***

Using the Student Transfer Form, District Test Coordinators can display, fill out, and submit the request for student transfer. This form is a request to transfer a student record between districts within a state. After the form is successfully submitted, DRC Customer Service completes the transfer within 48 business hours.

### **! Important:**

- The information in this section applies to ACCESS for ELLs only.
- This form may be completed by either the sending or receiving district and school. To submit a transfer request, all of the required fields must be filled in (indicated by a red asterisk [\*]) for BOTH the sending and receiving district and school.
- This form is not for school-to-school transfers. To transfer those records, see the Online Help in Student Management.
- You do not need to submit your name or email address, WIDA AMS automatically captures this information from your WIDA AMS login.
- The Student Transfer Form can be used only after the student has completed testing one or more domains. For online testing, students who leave your district can be removed from test sessions/registrations so they do not appear on the roster or test tickets; no further action is necessary. New students must be added using Student Management and placed in an online test session/registration.
- The Student Transfer Form may be submitted only during your state's testing window. Forms submitted after the testing window closes will not be acted upon.
- For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student's tier.
- Testing records must follow the student to the new district to ensure that the testing record is complete and to prevent re-testing. The testing record is reported to where the student last tested to ensure that the reports go to the correct district and school.

### Using the Student Transfer Form

1. To request to transfer a student between districts within a state, open the WIDA AMS My Applications menu bar, select **Student Export/Transfers/Validation** and then **Student Transfer Form** from the Student Management menu to display the Student Transfer Form.

**Note:** The Student Transfer Form is permissions-based and is usually included as part of the state's District Test Coordinator Permission Set. If you do not have the correct permissions, you will not see the option. **The Student Transfer Form Paper Test Book Tier field is informational only—it is the district's responsibility to order the material.** DRC Customer Service notifies the receiving district of the paper test booklet tier that needs to be ordered.

For paper assessment, you can use the **Paper Test Book Tier (if applicable)** drop-down menu to track a student's tier.

### Student Transfer Form

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

[Instructions](#)

\* Indicates required fields

Administration  
TX ACCESS for ELLs - 201\*

#### Student Moved FROM (Sending Site):

District  
(Select) \*

School  
\*

Completed Domains \*

☐ Listening  
☐ Reading  
☐ Speaking  
☐ Writing

Testing Mode  
(Select) \*

Paper Test Book Tier  
(if applicable)  
\*

#### Student Moved TO (Receiving Site):

District  
(Select) \*

School  
\*

Remaining Domains \*

☐ Listening  
☐ Reading  
☐ Speaking  
☐ Writing

Testing Mode  
(Select) \*

Last Name  
\*

First Name  
\*

Date of Birth  
\*

State Student ID  
\*

Grade  
\*

Sender's Phone number  
\*

Submit Request

Print

Clear

### ***Using the Student Transfer Form (cont.)***

2. Select or indicate the appropriate information using the Student Moved FROM (Sending Site) fields and menus.
  - Administration/Registration Window (if you have access to more than one administration)
  - District
  - School
  - Completed Domains
  - Testing Mode (Online or Paper)
  - Paper Test Book Tier (if applicable)
3. Select the district, school, and testing mode, and indicate the domains that still need to be completed (Remaining Domains) for the Student Moved TO (Receiving Site) fields.
4. Complete the Last Name, First Name, Date of Birth, State Student ID, Grade, and Sender's Phone Number fields for the student.
5. Click **Submit Request** to submit the form. The following message appears: **Your Student Transfer Request has been successfully submitted. Please allow 48 hours for the transfer to take place.**

You receive an email notification when the transfer is complete.

You can click **Print** to print a copy of the submitted request. You can click **Clear** to clear your selections from the form.

### ***Student Status Dashboard***

This section outlines how to access and use the Student Status Dashboard.

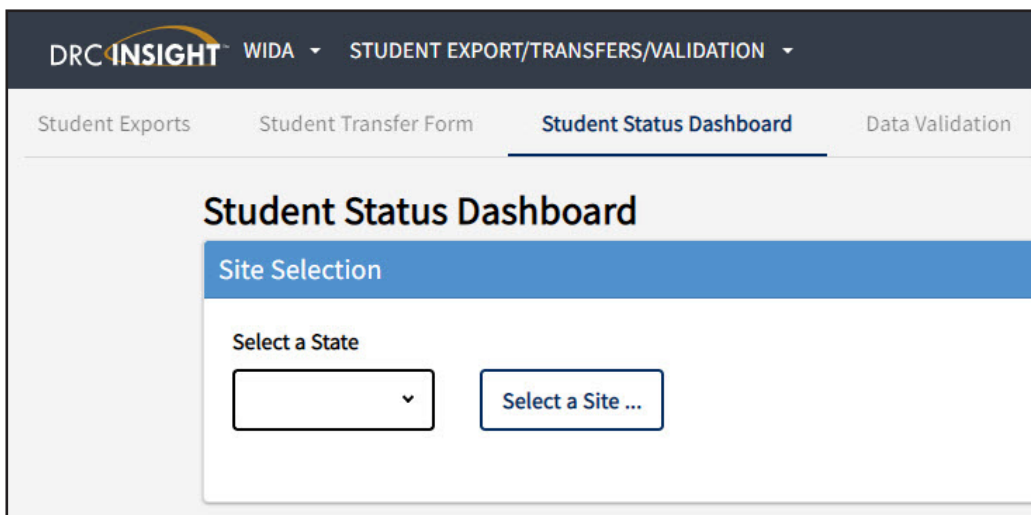
The Student Status Dashboard (or simply Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, domain, and assessment (or any combination of these). The Dashboard data is displayed in real time.

**Note:** You must have the **Test Setup–View Student Status** permission in WIDA AMS to use the Dashboard.

### ***Accessing the Dashboard***

You access the Dashboard from the **Student Export/Transfers/Validation** menu in the WIDA AMS My Applications menu bar.

From the My Applications menu bar, select **Student Export/Transfers/Validation**, and select **Student Status Dashboard** to display the Dashboard.



The screenshot shows the WIDA AMS interface. At the top, there is a dark blue header with the 'DRC INSIGHT' logo, 'WIDA' with a dropdown arrow, and 'STUDENT EXPORT/TRANSFERS/VALIDATION' with a dropdown arrow. Below the header is a light gray navigation bar with four tabs: 'Student Exports', 'Student Transfer Form', 'Student Status Dashboard' (which is highlighted with a blue underline), and 'Data Validation'. The main content area has a light gray background. At the top of this area is the title 'Student Status Dashboard'. Below the title is a blue header for a 'Site Selection' panel. Inside this panel, there is a label 'Select a State' above a white dropdown menu with a downward arrow. To the right of the dropdown is a button labeled 'Select a Site ...'.

## Selecting a Site (School) in the Dashboard

Use the **Site Selection** search box to search for a site (school) and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. After you select a school, you can select an associated administration from the list that appears.

1. Enter all or part of a school name or code in the Site Selection search box. In the list of matches, direct text matches are highlighted. Select a school.

If there are no results for the selected school, a message will display.

Site Search

1 Select a Site

2 Select an Admin

Name	Code	Parent Name	Parent Code	Select
Drc Use Only - Eis Sample School	99998	Drc Use Only - Sample District Tx	TX99999	<a href="#">Select</a>
Drc Use Only - Insight Sample School	99996	Drc Use Only - Sample District Tx	TX99999	<a href="#">Select</a>

2. For the selected school, select an administration from the list that appears to display the testing results in the Dashboard.

Site Search

< Drc Use Only - Eis Sample School - 99998

2 Select an Admin

Name	Code	Number	Select
WIDA ACCESS for ELLs	EWD804	596804	<a href="#">Select</a>
WIDA Screener Assessment	EWD808	596808	<a href="#">Select</a>

The selected school and administration appear at the top of the page.

Student Status Dashboard

Site Selection

Select a State

TX

Drc Use Only - Eis Sample School - 99998 | WIDA Screener Assessment - EWD808

Edit

Clear

Status

Not Started



0 of 4 total

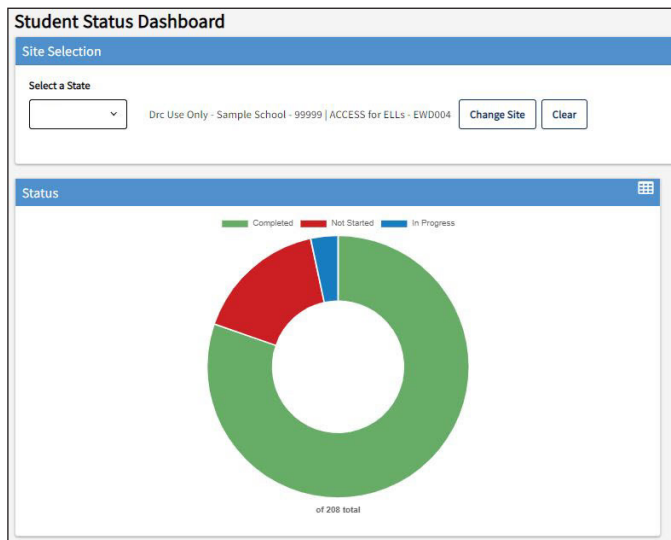
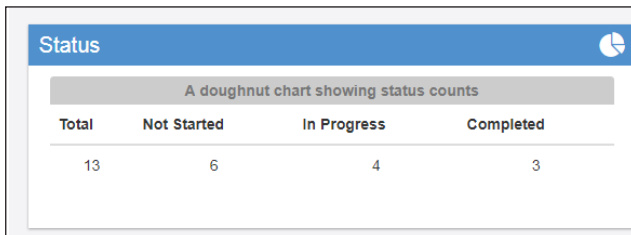
Grade

## Using the Dashboard

By default, the Dashboard displays graphs for the following categories: status, grade, domain, and assessment. A grid of students appears below the graphs.

You can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.

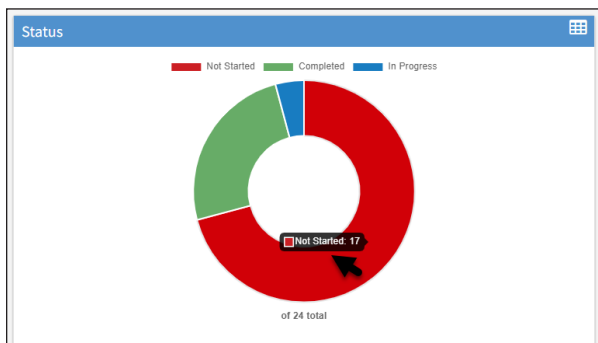
In the upper-right corner of each display, you can use the graph () and table () icons to toggle the display format from graph (donut chart) to table.



### Using the Dashboard (cont.)

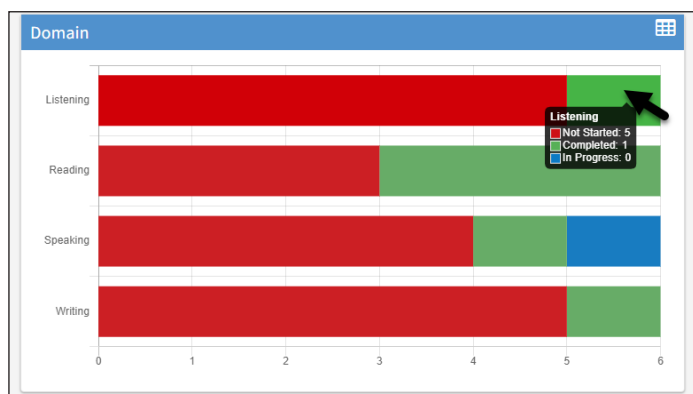
For the **Status** graph, hover the cursor over a portion of the graph to display the number of students in that portion.

As shown in the example below, to display the number of students who have not started testing, hover the cursor over the Not Started (red) portion of the graph.



For the **Grade, Domain, and Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

In the example below, the **Domain** graph is shown. The cursor is over the Listening part of the graph, and the testing status for Listening is shown.



## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school will display. You can sort the student grid by column heads and export the grid to a spreadsheet (comma-separated value, or .csv) file.

Click a column head to sort the grid by that column's data. An arrow appears on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data. See the examples below.

### Grade (numeric)

You can sort the column to ascend from grade 1 to grade 12, or vice versa.

### Last Name (alphabetical)

You can sort the column to ascend from the last name *Alpha* to the last name *Zeta*, or vice versa.

### Status (by status)

You can sort the column to group together all equal statuses: *Not Started*, *In Progress*, or *Completed*.

Click **Export to CSV** to export the Student Search Results grid to a spreadsheet file.

In the example below, **Last Name** is the selected sort criteria.

As you scroll down, more student data is displayed (if applicable). A message indicates the number of students shown out of the total number of students.

**Note:** The student data displayed also varies based on the filters applied to the Dashboard.

Student Search Results									
<a href="#">Export to CSV</a>									
Last Name ↑	First Name	Grade	Domain	Module	Assessment	Status	Start Time	End Time	Duration
Derek	Tier	04	Listening	Listening	Listening Gr 4-5	Completed	09/22/2021 08:42 CDT	09/22/2021 09:00 CDT	0 Hours 18 Minutes
Derek	Tier	04	Reading	Reading	Reading Gr 4-5	Completed	09/22/2021 09:02 CDT	09/22/2021 09:10 CDT	0 Hours 8 Minutes
Derek	Tier	04	Speaking	Speaking	Speaking Gr 4-5	Completed	09/22/2021 09:11 CDT	09/22/2021 09:19 CDT	0 Hours 8 Minutes
Derek	Tier	04	Writing	Writing	Writing Gr 4-5	In Progress	01/17/2022 12:50 CST		
bDRSu	Tier	09	Reading	Reading	Reading Gr 9-12	Completed	09/23/2021 10:29 CDT	09/23/2021 10:41 CDT	0 Hours 12 Minutes
bDRSv	Tier	10	Writing	Writing	Writing Gr 9-12	Completed	09/28/2021 08:47 CDT	09/28/2021 08:58 CDT	0 Hours 11 Minutes
bDRSv	Tier	10	Speaking	Speaking	Speaking Gr 9-12	Completed	09/28/2021 10:25 CDT	09/28/2021 10:36 CDT	0 Hours 11 Minutes
bDRSv	Tier	10	Listening	Listening	Listening Gr 9-12	Completed	09/23/2021 12:08 CDT	09/23/2021 13:52 CDT	1 Hours 44 Minutes
bDRSv	Tier	10	Reading	Reading	Reading Gr 9-12	Completed	09/23/2021 12:17 CDT	09/23/2021 13:49 CDT	1 Hours 32 Minutes
bDRSw	Tier	11	Writing	Writing	Writing Gr 9-12	Completed	09/28/2021 08:35 CDT	09/28/2021 08:46 CDT	0 Hours 11 Minutes
bDRSw	Tier	11	Speaking	Speaking	Speaking Gr 9-12	Completed	09/28/2021 10:36 CDT	09/28/2021 10:46 CDT	0 Hours 10 Minutes



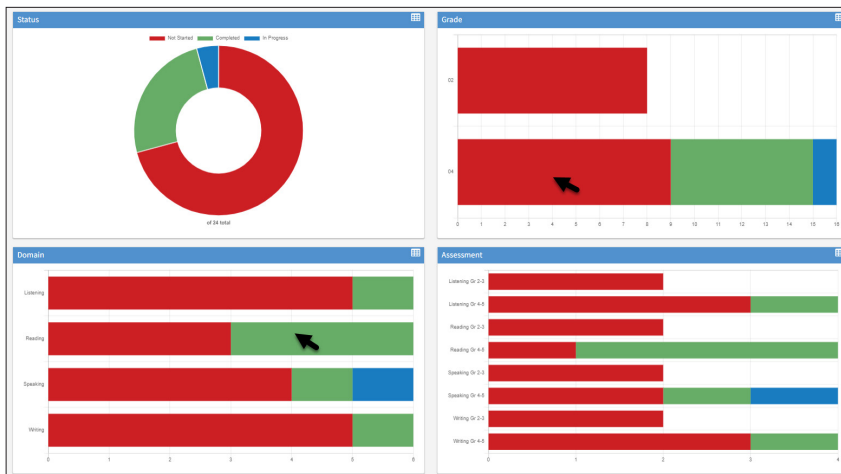
## Filtering the Dashboard

The process of creating Dashboard filters is dynamic: when you click a specific graph area, the Dashboard automatically creates a filter and updates the Dashboard data based on the filter. For example, if you click the *Grade 6* area of the **Grade** graph and then click the *Reading* area of the **Domain** graph, the Dashboard filters and displays the data for Grade 6 Reading (see below).

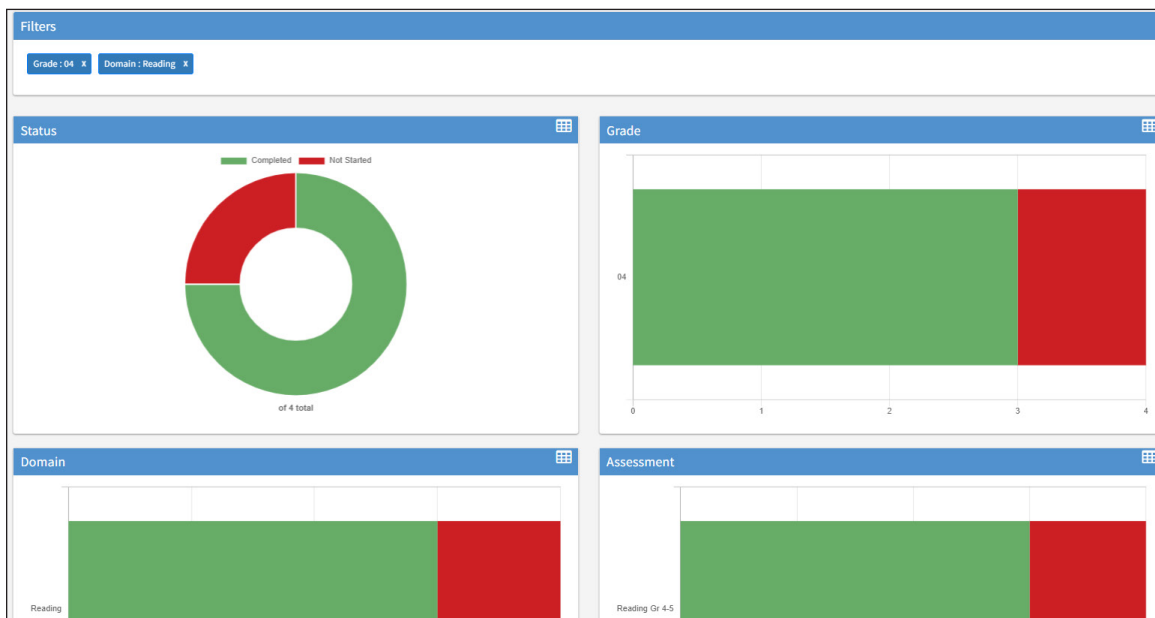
Any current filters will display at the top of the Dashboard. You can click the **X** to the right of the filter to remove the filter. Each time you add or remove a filter, the Dashboard updates based on the active filters.

**Note:** Filtering the Dashboard may also affect the data displayed in the Student Search Results grid. You can click an **X** to close a filter. If all filters are closed, the Dashboard returns to the default display (all statuses are displayed in all graphs).

1. Click the **Grade 4** area of the **Grade** graph then click the **Reading** area of the **Domain** graph.

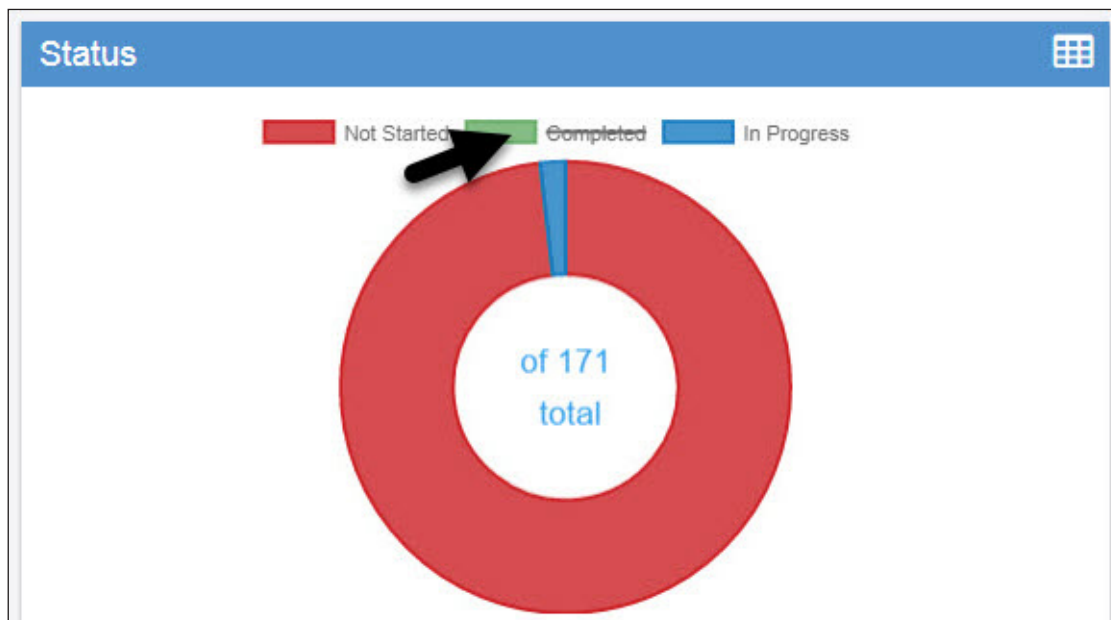


2. The Dashboard updates based on the selected filters. As a result the **Grade** graph displays Grade 4 only, the **Domain** graph displays Reading only, and the **Assessment** graph displays Reading Grades 4–5. Active filters display in the Filters section of the Dashboard.



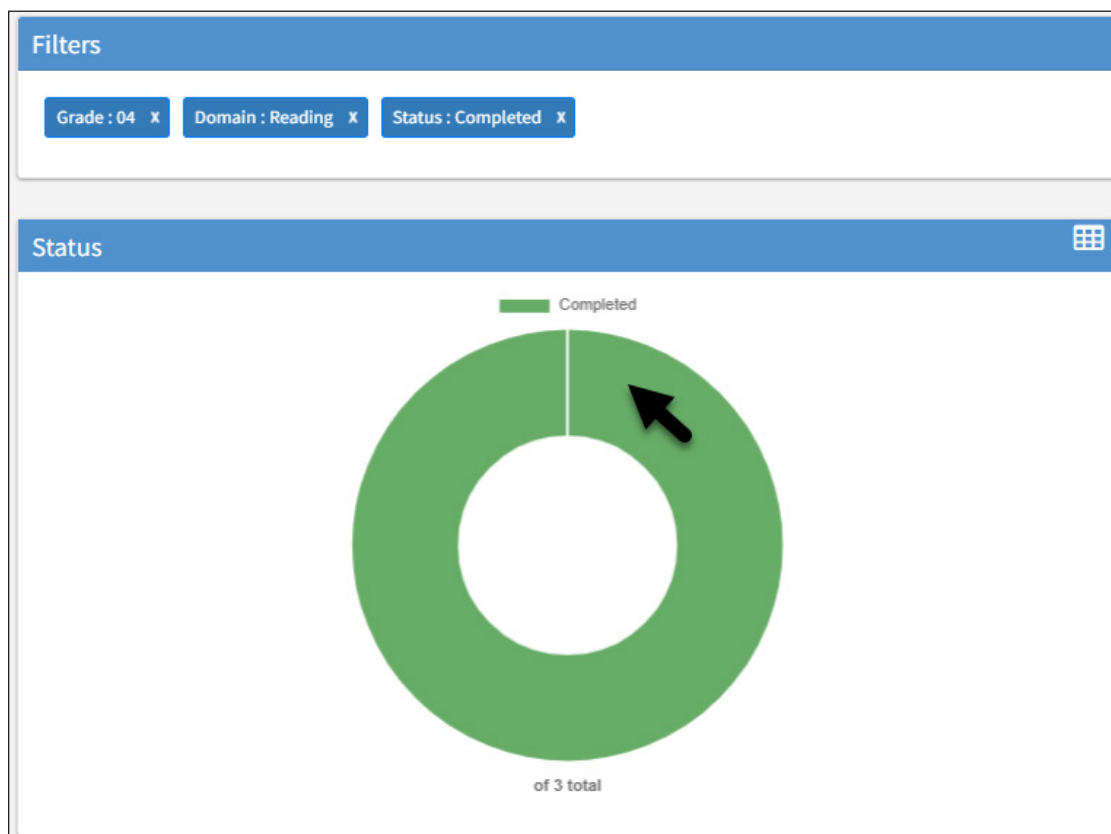
## Filtering the Dashboard (cont.)

3. In the Status graph, click the color bar next to a category to temporarily remove the category—**Not Started**, **Completed**, or **In Progress** (or any combination of these)—from the chart. Click again to restore a category to the graph.



4. Click a category *within* the Status graph to filter the Dashboard display based on the category.

**Note:** Filtering the Dashboard may also affect the data displayed in the Student Search Results grid.



# Test Management



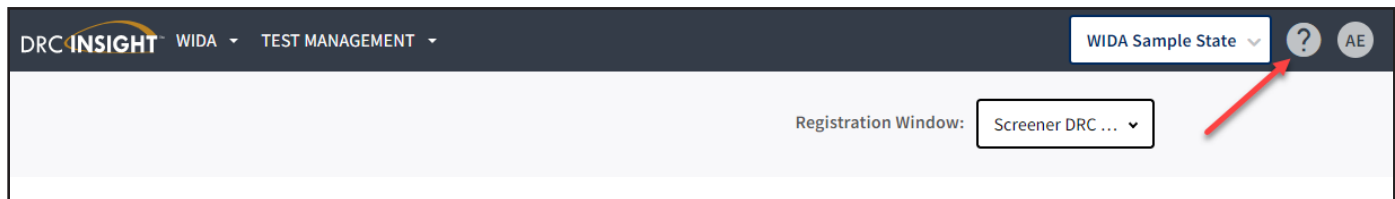
### Introduction

From the Test Management application, you can search for registrations (formerly called test sessions) and perform the following tasks:

- Create registrations
- View/edit registrations
- Cancel (delete) registrations
- Export registration details, including tier placement
- Print test tickets and student rosters
- Add/remove Do Not Score indicators
- Add a new student to WIDA AMS and one or more registrations (quick registration)

### Online Help for Test Management

The Online Help for Test Management covers all aspects of working with the application. As shown below, you can display the Online Help while in the Test Management application in WIDA AMS by clicking the Help (?) icon.



### WIDA AMS Permissions for Test Management

The following permissions provide access to Test Management functionality:

- *Registration - Add/Edit*
- *Registration - Search/View*

For more information, see [“WIDA AMS Permissions Matrix” on page 40](#).



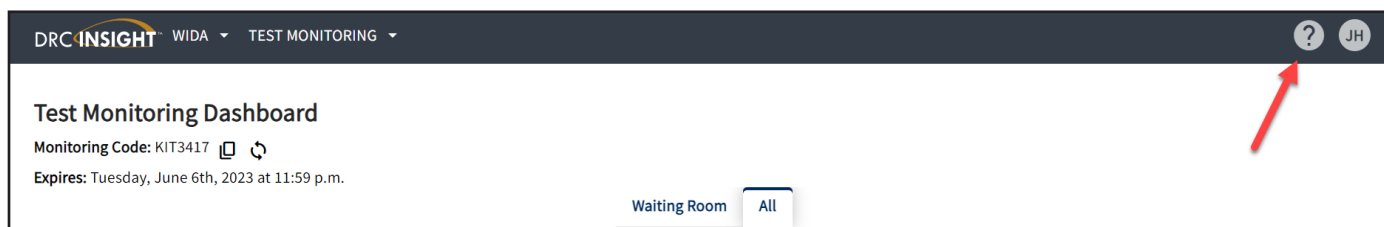
# Test Monitoring

### Introduction

The Test Monitoring Application (TMA) in WIDA AMS allows Test Monitors to monitor student testing activity throughout the duration of their test using a secure dashboard. TMA permissions will be given to State, District, School, and Test Administrator roles (Technology Coordinators will not get this permission). Test Monitors can pause individual or all testing activity for any scenario that requires the test to be put on hold.

### Online Help for Test Monitoring

The Online Help for Test Monitoring covers all aspects of working with the application. As shown below, you can display the Online Help while in the Test Monitoring application in WIDA AMS by clicking the Help (?) icon.



### WIDA AMS Permissions for Test Monitoring

The following permissions provide access to Test Monitoring functionality:

- *Test Monitoring - Access*

For more information, see [“WIDA AMS Permissions Matrix” on page 40](#).

# Screening Scoring



### ***Introduction***

WIDA Screener Online is locally scored using WIDA AMS. Educators who have passed the relevant Speaking and Writing quiz (or quizzes) are certified to score student responses. These educators may access the student responses via WIDA AMS.

WIDA Screener Speaking and Writing Scoring training courses are available on the [WIDA Secure Portal](#).

**ⓘ Important:** Screener Scoring is not used for ACCESS for ELLs. If you are administering ACCESS for ELLs only, you DO NOT need to review this section of the user guide.

Access to WIDA AMS scoring functionality is controlled through the Educator Scoring permission. Initially, users with district-level WIDA AMS access are assigned the Educator Scoring permission and are responsible for assigning it to certified scorers only.

**ⓘ Important:** WIDA AMS users who are not certified should not attempt to score student responses and should not need to access the Screener Scoring functionality.

### ***Student Responses in WIDA AMS***

Usually (approximately 90% of the time), Speaking and Writing responses will be available for scoring in WIDA AMS within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses have been submitted.

Scoring is to be completed by certified educators on any computer or laptop with Chrome installed. DRC INSIGHT does not need to be installed on the machine.



## Providing Access to Educator Scoring

Giving a certified scorer access to WIDA AMS Educator Scoring is a two-part process. First, you must provide the Educator Scoring permission under the WIDA Screener Online administration to the certified scorer (steps 1–4). Then, you update the scorer’s user profile in WIDA AMS and specify which domains—Speaking and/or Writing—the scorer is certified to score (steps 5–8).

1. From the WIDA AMS My Applications menu bar, select **User Management** to display the User Administration window.
2. Using the drop-down menus, select an administration and other filters to select the appropriate users, and click **Find Users**.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system, activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users

#Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: Screener - Maine | User Role: District | District: DRC Use Only - Sami

School (All): | First Name: | Last Name: | Email: | Hide Inactive Users: ☐

Find User | Clear

Users | Profiles

**User Accounts**

Last Name	First Name	Email Address	Action
Choose from the above filters and click on 'Find User' to view matching 'User Accounts'			

Export All to Excel | Reset Selected Users

## Providing Access to Educator Scoring (cont.)

- When the User Accounts table appears, click the **View/Edit**  icon next to the user to display the Edit User window.

**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users









**Instructions**


Filters are required. See Instructional Text if unsure how to filter

Administration: Screener - Maine | User Role: (All) | District: DRC Use Only - Saml | School: (All) | First Name: | Last Name: | Email: | ☐ Hide Inactive Users

**Find User** | **Clear**

Users | Profiles

User Accounts				Action
Last Name	First Name	Email Address		
<input type="checkbox"/> Test	SkTest	SkTest@dic-mn.com		
<input type="checkbox"/> ScoreWrite	T35QA	T35QAScoreWrite@dic-mn.com		
<input type="checkbox"/> ScoreSpeak	T35QA	T35QAScoreSpeak@dic-mn.com		
<input type="checkbox"/> ScoreNONE	T35QA	T35QAScoreNONE@dic-mn.com		



- Look for the WIDA Screener Online administration. Click the **View/Edit**  icon to add the Educator Scoring permission. Repeat steps 1–4 for each user who needs permission.

**Note:** If the WIDA Screener Online administration is not available, click **Add** to add the administration before adding the permission.

**Edit User**

First Name: KA | Last Name: Portal District | Email Address: koge@rabud@throwam.com

**Permissions**

Administration	Role	District	School	Action
Screener - Maine	District	ME99999 - DRC Use Only - Sample District ME		 

**Add**

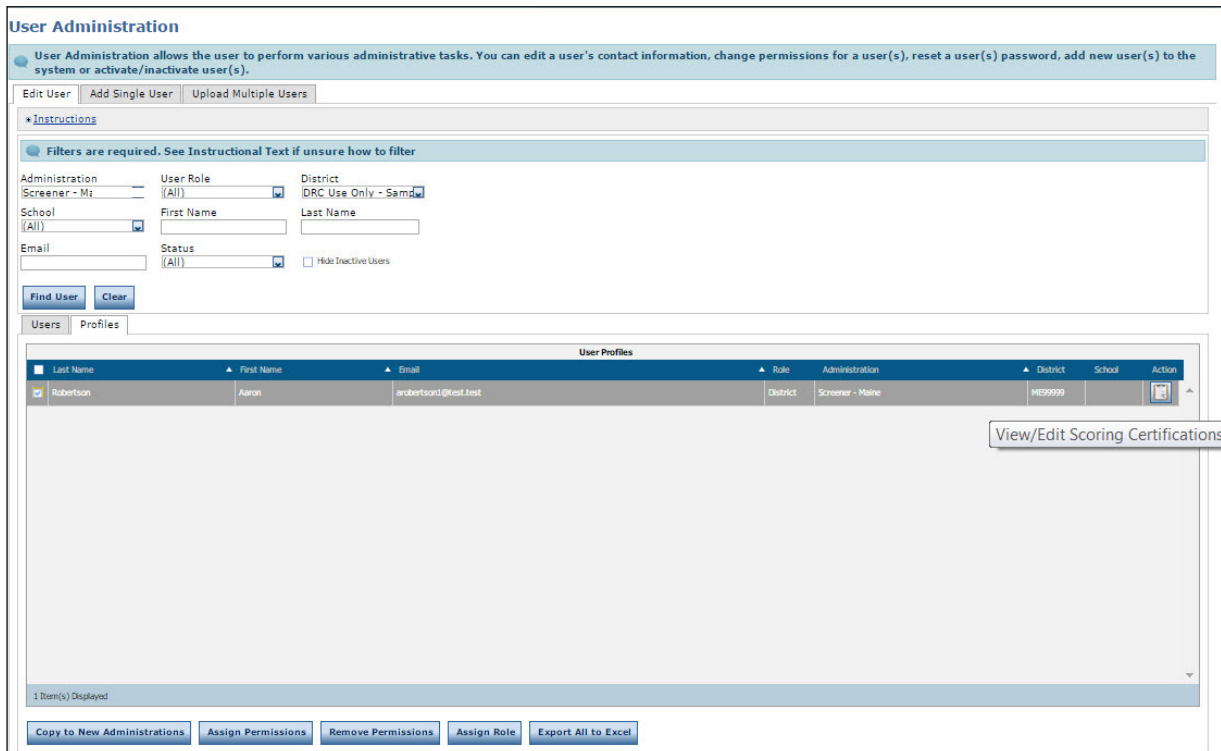
**Reset User** | **Inactivate** | **Close**

## Providing Access to Educator Scoring (cont.)

- Select the **Profiles** tab and check the checkbox next to the user's name to select the user.

**Note:** Although Educator Scoring permission will provide access to the Screener Scoring Menu option, a Test Administrator or other user will not be able to score responses for a specific domain until they have been certified under the Profiles tab.

- Click the **View/Edit Scoring Certifications** icon () to display the View/Edit Educator Scoring Certifications window.



**User Administration**

User Administration allows the user to perform various administrative tasks. You can edit a user's contact information, change permissions for a user(s), reset a user(s) password, add new user(s) to the system or activate/inactivate user(s).

Edit User | Add Single User | Upload Multiple Users


[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: Screener - Mi | User Role: (All) | District: DRC Use Only - Samd | School: (All) | First Name: | Last Name: | Email: | Status: (All) | ☐ Hide Inactive Users

[Find User](#) [Clear](#)

Users | **Profiles**

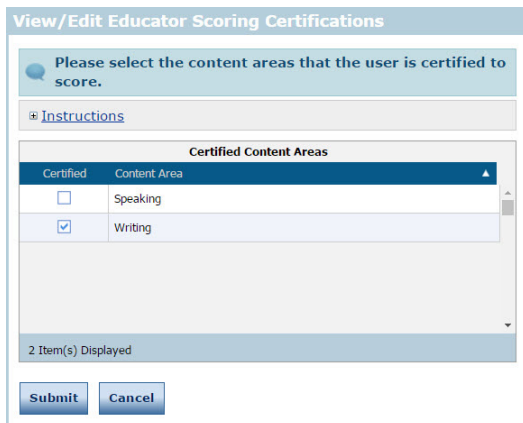
Last Name	First Name	Email	Role	Administration	District	School	Action
Robertson	Aaron	arobertson1@test.test	District	Screener - Maine	ME99999		

1 Item(s) Displayed

[Copy to New Administrations](#) [Assign Permissions](#) [Remove Permissions](#) [Assign Role](#) [Export All to Excel](#)

- Under Certified Content Areas, check each domain that the user is certified to score—Speaking and/or Writing—and click **Submit** to save your changes (or **Cancel** to cancel them).

**Note:** This step limits a user to scoring only the domain(s) for which the user is certified.



**View/Edit Educator Scoring Certifications**

Please select the content areas that the user is certified to score.

[Instructions](#)

Certified	Content Area
<input type="checkbox"/>	Speaking
<input checked="" type="checkbox"/>	Writing

2 Item(s) Displayed

[Submit](#) [Cancel](#)

- Repeat steps 5–7 for each user who needs permission. Granting permission must be done for each individual user who has been certified to score WIDA Screener. Permissions cannot be granted to a group of test administrators.

### ***Using Screener Scoring in WIDA AMS***

After logging in to WIDA AMS, users with the Educator Scoring permission see a **Score WIDA Screener Responses** tile on the WIDA AMS landing page. This link opens the Screener Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus.

#### **Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses**

Educators qualified to score writing responses should always begin by scoring grades 1–3 Writing and grades 4–12 Writing for students who wrote their responses on paper. Before scoring, make sure that you have all grade 1–3 Writing test booklets and grades 4–12 handwritten responses to evaluate them for assigning scores. Then, follow the process described on the following pages.

#### **Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking**

Educators should proceed to score grades 4–12 keyboarded Writing and grades 1–12 Speaking only after completing grades 1–3 Writing and grades 4–12 handwritten Writing responses.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

To enter writing scores for grades 1–3 in WIDA AMS, follow these steps.

1. From your stack of student response booklets or handwritten response paper, select the student whose responses you want to score.
2. From the WIDA AMS landing page, select the **Score WIDA Screener Responses** tile to display the Screener Scoring page.
3. Locate the student in Screener Scoring by filtering by district, school, assessment, session name (registration), and click **Show Sessions**. The test sessions/registrations meeting the filter requirements appear in the Session Detail grid.

DRC INSIGHT™ WIDA Assessment Management System

All Applications ▶

### Screener Scoring

Screener Scoring will allow the user to score student test responses.

Instructions

\* Indicates required fields

Administration  
Screener - Maine \*

District  
DRC Use Only - Sample D \*







School  
DRC Use Only - Sample S \*

Domain  
Screener \*

Assessment  
(All)

Session

Show Sessions







District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed			0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started			0 available, 0 in process, 0 complete	 
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress			0 available, 0 in process, 0 complete	 

Page 1 of 1 (3 items) < Prev Next >

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

The Item Counts column indicates the number of student responses that are Available, In Process, or Complete in Educator Scoring for a particular test session/registration (shown above) or student (shown below). When you hover the mouse over the Item Counts column, the following information displays:

Status	Description
Available	The number of student responses that are ready for scoring. It can take up to two hours for responses to become available for scoring after a student completes testing.
In Process	The number of student responses for which a score has been submitted, but are being processed within the DRC scoring system. Responses take up to 15 minutes for processing before they are set to Complete.
Complete	The number of student responses that have been scored and have passed DRC's internal checks. It can take up to two hours from the time a score is complete until the score is available within the reporting system.

Session Detail						
Assessment	Session Status	Begin Date	End Date	Item Counts	Action	
Screener Gr 1	Completed	5/3/2019	6/25/2020	4 available, 0 in process, 4 complete	  	
Screener Gr 1	In Progress	5/3/2019	6/25/2020	4 available, 0 in process, 0 complete	  	

Available: The number of student responses that are ready for scoring. It can take up to 2 hours for responses to become available for scoring from the time a student has completed testing.

In Process: The number of student responses for which a score has been submitted, but are currently still being processed within the DRC scoring system. Responses may take up to 15 minutes for processing before they are set to complete.

Complete: The number of student responses that have been scored and have passed our internal checks. It may take up to two hours from the time a score is complete to when a score is available within the reporting system.

The Session Status column indicates the status of the test session/registration. If your student's handwritten Writing Domain is not available to score, ensure that the test session/registration is completed in the secure browser.

Status	Description
Not Started	The test session/registration has not started.
In Progress	The test session/registration has started, but has not finished.
Completed	The test session/registration has finished.

- To view a list of students within the test session/registration, click the **Show Students** icon () in the Action column.

## Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)

- The Scoring Status window appears. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon () to access the Screeener Scoring application.

Click **Refresh** to display the updated items remaining to be scored for a student or test session/registration.

Scoring Status

[Instructions](#)

Last Name

Status


(All)

Filter

Clear

Refresh

Scoring Status - Screeener (Screeener Gr 9-12)


Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
Thornton	Gary	09	1299876543	SPEAKING	0 available, 0 in process, 0 complete	

Close

**ⓘ Important:** You may score all student responses (not just grades 1–3 Writing and grades 4–12 handwritten Writing responses) using this method of scoring student-by-student. Alternately, once you have completed scoring grades 1–3 Writing and grades 4–12 handwritten Writing responses, you can use the method for scoring all students, by test session/registration, as described on page 92.

## Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking

The following method describes how to score all student responses by test session. In order to use this method, you **MUST** have completed scoring all grades 1–3 Writing and grades 4–12 handwritten Writing responses.

1. To enter Screener Scores in WIDA AMS, from the WIDA AMS landing page, select the **Score WIDA Screener Responses** tile to display the Screener Scoring page.
2. Locate the test session/registration in Screener Scoring by filtering by district, school, assessment, and test session/registration and click **Show Sessions**. The test sessions/registrations meeting the filter requirements appear in the Session Detail grid.
3. Search for the test session/registration and click the **Score Session** icon ().

### Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

\* Indicates required fields

Administration  
Screener - Maine \*

District  
DRC Use Only - Sample D \*




School  
DRC Use Only - Sample S \*

Domain  
Screener \*

Assessment  
(All)

Session

Show Sessions

District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 10	Screener Gr 9-12	Completed			0 available, 0 in process, 0 complete	
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 11	Screener Gr 9-12	Not Started			0 available, 0 in process, 0 complete	
DRC Use Only - Sample District	DRC Use Only - Sample School	Generic Grade 12	Screener Gr 9-12	In Progress			0 available, 0 in process, 0 complete	

Page 1 of 1 (3 items) < Prev 1 Next >



## Scoring Resources for Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

Three scoring resources are available to score student responses for each domain, Writing and Speaking. To view and use these resources, click **Scoring Resources**. Then, use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use (for a description of the choices, see “Scoring Resources by Domain” on page 94).

The screenshot shows the 'Educator Scoring' interface for project EWD808. It displays the following information: 'Grades 23 Playing Outdoors 816753', 'Project: EWD808', 'Lithocode: 990546089126', 'Scoring Resources: Showing 1 of 3', and 'Scoring Resource Type: Scoring Guide'. Navigation buttons include '<< Prev', 'Current', and 'Next >>'. Below these are '<< Prev Scoring Resource' and 'Next Scoring Resource >>'. A 'Response' button is visible. The 'Scoring Resources Filter' is set to 'All'. There is a checkbox for 'Scoring Resources Window'. A green 'Submit' button is present. The 'Score' section shows a row of buttons: 1, 1+, 2, 2+, 3, 3+, 4, 4+, 5, 5+, 6. Below this is a 'NonScorable' section with an 'N' button. At the bottom is a red 'Exit Scoring' button.

### Important Notes About Scoring Resources

The following are important items to remember about scoring resources.

- You can display Screener Scoring Online Help and the Image toolbar functions by clicking the **Help** ( ? ) icon.
- The **<<Prev Scoring Resource** and **Next Scoring Resource>>** buttons are enabled if you select the **All** option from the Scoring Resources Filter. You can use these buttons to navigate between the domain’s scoring resources.
- If you check the **Scoring Resources Window** option, the scoring resources open in a separate browser window and you can refer to them while scoring responses in Screener Scoring.
- Clicking **Submit** submits the score. It does not close the scoring resources. To close the scoring resources, you must click **Exit Scoring** when you finish your score session. Exiting scoring locks the session and you can no longer change the score or access the test sample.

## Scoring Resources by Domain

You can select from the scoring resources shown in the table below.

Domain	Scoring Resource	Displays
Writing	Supporting Passage	Writing Tasks*
	Anchor	Anchor Responses*
	Scoring Guide	Writing Scoring Scale and How to Score
Speaking	Supporting Passage	Speaking Tasks
	Model Student Response	Model Student Responses
	Scoring Guide	Speaking Scoring Scale and Speaking Score Points
Either	All	<p>All three scoring resources for the domain</p> <p><b>Note:</b> The &lt;&lt;Prev Scoring Resource and Next Scoring Resource&gt;&gt; buttons are enabled if All is selected.</p>

\*For Grades 1–3 Writing, the Writing Tasks and Anchor Responses are grouped together and each Writing Task and Anchor Response is labeled. When scoring responses are selected, you can scroll through these scoring resources to locate the appropriate one or use the Bookmark feature in the upper-right hand corner.

## Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring

To enter Writing scores for grades 1–3 and handwritten Writing responses for grades 4–12 in Screener Scoring, follow these steps.

1. Click **Scoring Resources** and use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use: Writing Tasks, Anchor Responses, and/or the Writing Scoring Scale.
2. The question description identifies the writing task the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing task.
3. View the student’s handwritten response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response.
4. Evaluate the student’s handwritten response and preview the Anchor responses. Then, select the appropriate score and click **Submit**.

**Note:** Since you selected a single student for scoring, no further student responses are shown and the Screener Scoring application prompts you to log out of the working session.

To continue scoring responses, locate and select another student in WIDA AMS Screener Scoring (see steps 1–5 starting on page 89).

5. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session pauses and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see “Exiting Screener Scoring” on page 100.

## Scoring Grades 4–12 Writing in Screener Scoring

To enter Writing scores for grades 4–12 into Screener Scoring, select a student and follow these steps.

1. To view the Writing tasks, anchor responses, and the Writing Scoring Scale, click **Scoring Resources**.
2. The question description identifies the writing task the student is responding to. Select **Supporting Passage** from the Scoring Resources Filter drop-down menu to view the complete Writing task.
3. View the student's written response. Then, select **Scoring Guide** from the Scoring Resources Filter drop-down menu and follow the steps described in the Writing Scoring Scale to score the response. Because the student used a keyboard for the response (grades 4–12), you will see the response on the screen.
4. To enter the score, select one of the numeric score buttons near Score on the screen.
  - To select a different score, select a different numeric score button.
  - If the response is nonscorable according to the Writing Scoring Scale, click the N near NonScorable on the screen.

The screenshot shows the 'Educator Scoring' interface. On the left, a sidebar contains project information: 'Grades 68 My Favorite Day of the Week 788282', 'Project: EWD808', and 'Lithocode: 990546089150'. Below this are navigation buttons: '<< Prev', 'Current', and 'Next >>'. Further down are buttons for '<< Prev Scoring Resource', 'Next Scoring Resource >>', 'Response', and 'Scoring Resources'. A 'Scoring Resources Filter' dropdown is set to 'All'. At the bottom of the sidebar are 'Submit' and 'Exit Scoring' buttons. The main area displays a student's response in a text box, which is currently empty except for a small text box containing 'Favorite Day: Monday First day of the week back to work Doing WIDA tests Eating corn'. On the right, a panel shows the question: 'Question: Grades 68 My Favorite Day of the Week 788282'. Below the question are three 'Next' buttons. At the bottom of the right panel, there is a 'Score' section with buttons for 1, 1+, 2, 2+, 3, 3+, 4, 4+, 5, 5+, and 6. Below the score buttons is a 'NonScorable' section with a button labeled 'N'.

The << **Prev Page** and **Next Page** >> buttons are enabled if a Writing response exceeds a page, or if you are scoring an entire session. You can use these buttons and/or the **Page** drop-down menu ( **Page 1 of 1** ) to navigate between pages and/or students.

This screenshot shows a close-up of the scoring options. At the top are '<< Prev Page' and 'Next Page >>' buttons. Below them is a green 'Submit' button. Underneath is the 'Score' section with buttons for 1, 1+, 2, 2+, 3, 3+, 4, 4+, 5, 5+, and 6. Below the score buttons is the 'NonScorable' section with a button labeled 'N'. At the bottom is a red 'Exit Scoring' button.

## Scoring Grades 4–12 Writing in Screener Scoring (cont.)

5. If a Writing task has multiple parts, you will see a **Next** button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.
6. After you have entered all scores, click **Submit**. If you have more responses to score, the next response appears after you click **Submit**.
7. You can click <<**Prev** to view responses and review scores that you have submitted. Click **Next**>> to move forward again.

.....

**! Important:** You can change scores during this review before logging out.

.....

8. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session remains open and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

.....

**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

.....

For more information, see “Exiting Screener Scoring” on page 100.

## Entering Speaking Scores into Screener Scoring

To enter Speaking scores into Screener Scoring, select a group of students (see page 92) and follow these steps.

1. To review the Speaking tasks, model student responses, and the scoring guide for scoring student responses, click **Scoring Resources** on the left side of the screen. You can listen to the model student responses by selecting **Model Student Response** from the Scoring Resources Filter drop-down menu. To learn more about scoring the response using the Speaking Scoring Scale, see the *WIDA Screener Online Test Administration Manual* and the relevant Speaking Scoring Training Course(s) in the [WIDA Secure Portal](#).
2. Click **Play** under **Question:** to listen to the student's response.
  - If a Speaking task has only one part to evaluate before entering a score, you will see score buttons for selecting your score.
  - If a Speaking task has a second part that must be evaluated as part of the score, you will see a **Next** button applied to the Speaking task's first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.
3. After you have listened to the student's response to the task, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.
  - If the student does not respond, or does not respond in English, click **NR** (No Response [in English])..

The screenshot displays the 'Educator Scoring' interface. On the left, a sidebar contains project information (EWD808, Grades 912 P1 School Lunch Tier A 698319) and navigation controls like '<< Prev', 'Current', 'Next >>', and 'Scoring Resources Filter'. The main area shows two audio player examples. The first player, for 'Question: Grades 912 P1 School Lunch Tier A 698319', has a progress bar at 0:04 / 0:04 and score buttons NR, AT, and AD. The second player, for 'Question: Grades 912 P3 School Lunch Tier A 698320', has a progress bar at 0:00 / 0:00 and score buttons NR, AT, AD, ST, and EX. At the bottom of the sidebar are 'Submit' and 'Exit Scoring' buttons.

## Entering Speaking Scores into Screener Scoring (cont.)

- After you have entered a score for all scorable Speaking tasks, click **Submit**. If you have more responses to score, the next response will appear after you click **Submit**.

**Note:** You may replay any Speaking response as many times as necessary before submitting the scores for the scoring session.

- To score additional responses within the filters set for the scoring session, click **Next>>**.
- You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

**! Important:** You can change scores during this review before logging out.

- To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.
  - If you select **No**, your session pauses and you can resume the same scoring session.
  - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

**! Important:** After you log out, Screener Scoring will not allow you to review or rescore your submitted responses. For more information, see “Exiting Screener Scoring” on page 100.

The screenshot displays the 'Educator Scoring' interface. On the left is a sidebar with the following elements:
 

- Header: 'Educator Scoring EWD808' with a help icon.
- Metadata: 'Grades 912 P1 School Lunch Tier A 698319', 'Project: EWD808', and 'Lithocode: 990546089172'.
- Navigation: '<< Prev', 'Current', and 'Next >>' buttons.
- Resource Navigation: '<< Prev Scoring Resource' and 'Next Scoring Resource >>' buttons.
- Response Management: 'Response' and 'Scoring Resources' buttons.
- Filter: 'Scoring Resources Filter: All' with a dropdown arrow.
- Actions: A green 'Submit' button and a red 'Exit Scoring' button.

 The main area shows two question cards:
 

- Question: Grades 912 P1 School Lunch Tier A 698319**: Includes a video player (0:04 / 0:04), a volume icon, and score buttons: NR, AT, AD.
- Question: Grades 912 P3 School Lunch Tier A 698320**: Includes a video player (0:00 / 0:00), a volume icon, and score buttons: NR, AT, AD, ST, EX.

## Exiting Screener Scoring

When you exit or end a Screener Scoring session, the Screener Scoring page reappears with a blank Session Detail grid. The filters from the previous search remain populated. Click **Show Sessions** to refresh the grid and display the latest information.

### Screener Scoring

Screener Scoring will allow the user to score student test responses.

[Instructions](#)

\* Indicates required fields

Administration  
Screener - Maine

District  
DRC Use Only - Sample D

School  
DRC Use Only - Sample S

Domain  
Screener

Assessment  
(All)

Session

Show Sessions

#### Session Detail

District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
Please click 'Show Session' to refresh the session detail grid								



# Reporting Services



### ***Introduction***

From the Reporting Services application, WIDA AMS users can download the following reports:

- Screener Export (formerly Screener Data Export)
- Screener Score Report
- ACCESS Translated Report
- ACCESS Individual Student Reports, Roster Reports, and Frequency Reports
- Secure Material Tracking Reports

### ***Permissions for Reporting Services***

The following permissions provide access to Reporting Services functionality:

#### **Batch Download (Formerly On-Demand Reports)**

Batch Download uses DRC Interactive Reporting Permissions. All users need the DRC IRS - Access permission to access reporting services. Additionally, users must possess the appropriate DRC IRS permission for their role and all subsequent roles.

District User Permissions	School User Permissions
<ul style="list-style-type: none"><li>• DRC IRS – Access</li><li>• DRC IRS – District</li><li>• DRC IRS – School</li><li>• DRC IRS – Teacher</li></ul>	<ul style="list-style-type: none"><li>• DRC IRS – Access</li><li>• DRC IRS – School</li><li>• DRC IRS – Teacher</li></ul>

#### **Published Reports (Formerly Test Results)**

Published Reports leverages the existing Report Delivery permissions. Users with these permissions will have access to both applications, However, new results will only be available in Reporting Services. For more information regarding retrieving status reports or past years results from Report Delivery, see [“Report Delivery Menu” on page 113](#).

District User Permissions	School User Permissions
<ul style="list-style-type: none"><li>• Reports – View</li><li>• Reports – View District Files</li><li>• Reports – View School Files</li><li>• View Reports – Download – District/School</li></ul>	<ul style="list-style-type: none"><li>• Reports – View</li><li>• Reports – View School Files</li></ul>

## ***Published Reports (Formerly Test Results)***

From the Reporting Services menu, WIDA AMS users can view and download reports showing test results for the ACCESS for ELLs suite of assessments. The permissions to view published reports (Reports - View District Files, View Reports - Download - District/School) are typically assigned to the District Test Coordinator. Permissions may be distributed to school users in accordance with state and district policy.

---

### **Important:**

- WIDA AMS allows District Test Coordinators to view both district-level and school-level reporting. School users may view school-level reporting only. Test Administrators may not view reports. To view reports, you must be a district or school user. Test Administrators may view reports if their testing coordinator chooses to provide the Test Administrator with school level reporting permissions.
  - WIDA Screener Online test results are not posted under Published Reports. For instructions about accessing WIDA Screener Online results, see [“Batch Download \(Formerly On-Demand Reports\)” on page 104](#).
- 

Published Reports will not be available in the Reporting Services menu until the WIDA ACCESS for ELLs testing window begins in fall of 2023.

An updated version of this guide will be posted to WIDA AMS in September 2023 and will include instructions for retrieving Published Reports from Reporting Services.

If you have questions, please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615 (TTY: 763-268-2889).

## Batch Download (Formerly On-Demand Reports)

Batch Download allows users to obtain translated WIDA Screener Online and WIDA ACCESS for ELLs student reports.

- A WIDA Screener Online report becomes available after the educator completes scoring all of the student's responses.
- ACCESS for ELLs translated reports become available the same day that English reports and data files become available (this varies by state—see your state's page on the [WIDA website](#)).

**Note:** To access batch download, you must have the DRC Interactive Reporting System permissions for the appropriate registration window(s): ACCESS for ELLs and/or WIDA Screener Online. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.

For more information on the permissions required for Batch Download, please see [“WIDA AMS Permissions Matrix” on page 40](#).

Reporting Services Home  
Batch Download  
Screener Score Report  
Screener Export  
WIDA AMS Home

### SCREENER SCORE REPORT

Registration Window \*: Screener 2023-2024  
State \*: WT  
District \*: DRC WIDA State - WT99999  
School \*: DRC Use Only - Sample School - 99999  
Language \*: English

Registration Name :

#### Students

**NOTE:** The student table has a selection maximum of 100. Once 100 is reached you'll need to unselect checkboxes. The header checkbox selects all students on the current page.

<input checked="" type="checkbox"/>	Name	State Student ID	Date of Birth	Grade	Action
<input checked="" type="checkbox"/>	Charlesb, Tier	5012355552	01/23/2006	05	<a href="#">Download</a>

Download All Selected

### ***Screener Score Report***

1. To view and download Screener Score Reports, select **Reporting Services** from the My Applications menu, and select **Batch Download**, followed by **Screener Score Report**.
2. Make your selections in the Registration Window, District, School, Language, and Registration Name (optional) filters and click **Display Students**. The student records that meet your criteria will appear in the Students grid.
3. Use the Name, State Student ID, Date of Birth, and Grade filters in the Students grid to further refine your results if necessary.
4. Select one or more students whose reports you want to open or save by checking the checkbox next to their name(s). Click **Download All Selected** to download reports as PDF files.
  - You can click **Clear** to clear your last group of filtering specifications. You must select Display Students anytime changes are made to the top level filters to return new results.
  - You can use the column headers in the Students table to further sort and refine your results.
  - The student table has a maximum selection of 100. When using the Select All checkbox, it will only select the 100 students displayed on the current page of results. To select additional students, you will need to repeat this step on every page of results or refine your search criteria.

### ***ACCESS Translated Report***

The ACCESS Translated Reports menu will be visible beginning in the fall 2023. However, users will not be able to access translated student reports here until their state's reporting dates in Spring 2024.

An updated version of this guide will be posted to WIDA AMS in September 2023 and will include instructions for retrieving Published Reports from Reporting Services.

If you have questions, Please contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-855-787-9615 (TTY: 763-268-2889).

### Screener Export

The Screener export process allows users to view and export a .csv or .xlsx file that contains WIDA Screener data by student.

### Important Notes About the Screener Export

- DRC Interactive Reports Permissions are refreshed at midnight, CT. Therefore, if a user is given access to a new site or role, the Screener export will be available to that user on the following day.
- Export data is also refreshed at midnight, CT. Therefore, if a student is reported on Monday, their data will be available Tuesday in the export.
- The export contains reported records only. If a student does not take all four domains, they are not reported and the student's record will not appear in the export.

#### Registration Windows/Dates

Screener [State]	Default Start Date	Default End Date
2022-2023	July 1, 2022	June 29, 2023
2023-2024	June 30, 2023	Yesterday's date*

*\*Yesterday's date means that data is collected from the beginning of the default start date through midnight of the day before the data request date.*

Default dates will always populate and users can adjust dates, but all date requests must fall within the administration default start and end dates.

## Screener Export for All Users

The following information applies to all users performing a Screener export.

- All users must select a Registration window.
- All users can search across all grades or across a specific grade.
- The default start and end dates are contained within the administration selected. All users can adjust these dates, but these dates must fall within the default time frame.

## Screener Export for District-Level Users

The following information applies to District-level users performing a data file export.

- District users can click **Districts**, select their district name, and click **Display Students** to view and export data from all schools in the district.
- District users can click **Schools**, enter a school name, and click **Display Students** to export data from that school only.

## Screener Export for School-Level Users

School-level users performing a Screener export may only view and export data from their school.

## Error Messages

- *There is no data that meets your criteria.*

Indicates you have selected a site with no data that matches your criteria. Adjust criteria and perform a new search.

### Performing a Screener Export

Use this procedure to view and export a Screener Data File. This data file includes student information and test scores.

#### Notes:

- Use a Google Chrome browser to perform this procedure.
- To see the field names, valid values, field descriptions and notes for a Screener Export file, see [“Screener Export File Layout” on page 110](#).

1. Select **Reporting Services** from the **My Applications** menu, and select **Batch Download**, followed by **Screener Export**. The Screener Export window displays.

The screenshot shows the 'SCREENER EXPORT' interface. The left sidebar lists navigation options: 'Reporting Services Home', 'Batch Download', 'Screener Score Report', 'Screener Export', and 'WIDA AMS Home'. The main content area features several dropdown menus for filtering data: 'Registration Window' (set to 'Screener 2023-2024'), 'State' (set to 'WT'), 'District' (set to 'DRC WIDA State - WT99999'), 'School' (set to 'DRC Use Only - Sample School - 99999'), and 'Grade' (set to '05'). Below these filters is a 'Start and End Date Range' section with a calendar icon, a 'Display Students' button, and a 'Clear' button.

2. Choose your Registration window from the **Registration Window** drop-down menus.
3. If you are a district-level user, you can either click **Districts** and select your district name to export data from all schools in the district. Or, you can click **Schools** and select a school name to export data from that school only.

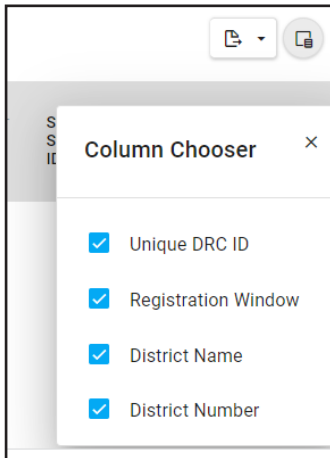
If you are a school-level user, go to step 4. Otherwise, go to step 5.

4. If you are a school-level user, use the drop down to select the school name or code search field and your site will appear.
5. After you have selected the testing sites and date(s) for the export, click **Display Students**.
6. If you click Display Students and there is no testing data for the selected sites and dates, you can select a new date range and/or new sites. Use the **Clear** button to clear the original search and begin a new search.

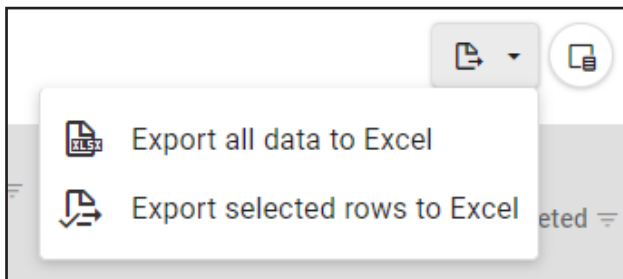


**Performing a Screener Export (cont.)**

7. The students table will populate below the filters. You can sort and further refine your results from the column headers in the table.
8. Once you are ready to export testing data for the selected date range and/or sites, do one of the following:
  - Use the Column Chooser button to modify the columns included in the export.



- Make your selections and click **Export** in the upper right corner of the students table. Select **Export all data to Excel** to export all of the student data. Select **Export selected rows to Excel** to export the selected rows of student data.



9. The data export file downloads to your system in .xlsx format. This file contains the data extracts that match your search criteria. These extracts can be saved or closed after you have finished your review.

## Screener Export File Layout

The table below and on the following pages describes the layout and content of the Screener export file. Use this table as a reference when you review the exported data.

Field Name	Max Character Length	Valid Character Values	Field Notes
Unique DRC Student ID	12	0-999999999999	The Internal DRC Student ID may appear on multiple rows in a file. <ul style="list-style-type: none"> <li>Records created by uploading are odd ID numbers</li> <li>Records created by manual entry into WIDA AMS are even ID numbers</li> </ul>
Administration	None	Screener - State - YYYY-YYYY	
District Name	50	A-Z, a-z, 0-9 Period "." Parentheses "()" Hyphen/dash "-" Apostrophe "'" At sign "@" Colon ":" Semicolon ";" Ampersand "&" Number sign "#"	District's name
District Number	15	A-Z, 0-9	Unique district number identifying the district within the state
School Name	50	A-Z, a-z, 0-9 Period "." Parentheses "()" Hyphen/dash "-" Apostrophe "'" At sign "@" Colon ":" Semicolon ";" Ampersand "&" Number sign "#"	School's name
School Number	15	A-Z, 0-9	Unique school number identifying the school within the district
Student Last Name	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" "	Student's last name
Student First Name	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" "	Student's first name
Student Middle Initial	100	A-Z, a-z Hyphen/dash "-" Spaces Apostrophe "'" "	Student's middle initial/name
Date of Birth	10	MM/DD/YYYY Blank	Student's birth date
State Student ID	15	A-Z, a-z 0-9 ?, -	Unique Student ID value within a state—must be unique and not blank.

Field Name	Max Character Length	Valid Character Values	Field Notes
Grade	2	01-12	1st grade through 12th grade Must contain leading zero for 01-09
Grade Cluster Administered	1	1,2,4,6,9	The student's tested Grade Cluster  <b>Online</b> <ul style="list-style-type: none"> <li>1 = 1</li> <li>2-3 = 2</li> <li>4-5 = 4</li> <li>6-8 = 6</li> <li>9-12 = 9</li> </ul>
Started		YYYY-DD-MM-HH:MM:SS	First test ticket date for the first domain
Completed	10	MM/DD/YYYY Blank	Date student completed testing in school in MM/DD/YYYY format.  03/30/2014 = March 30, 2014  00/00/0000 = Blank  Or, the date the student completed the online test for the final domain.
Listening Proficiency Level	3	1.0-6.0 Blank	Student's Listening Proficiency Level for Online  Blank = Domain was not attempted for this record.
Reading Proficiency Level	3	1.0-6.0 Blank	Student's Reading Proficiency Level for Online  Blank = Domain was not attempted for this record.
Speaking Proficiency Level	3	1.0-6.0 Blank	Student's Speaking Proficiency Level for Online  Blank = Domain was not attempted for this record.
Writing Proficiency Level	3	1.0-6.0 Blank	Student's Writing Proficiency Level for Online  Blank = Domain was not attempted for this record.
Oral Language Proficiency Level	3	1.0-6.0 Blank	Student's Oral Proficiency Level for Online  Always displays to the tenth. For example, 1.0 or 5.5.  Blank = Speaking and/or Listening domains were not attempted for this record.

Field Name	Max Character Length	Valid Character Values	Field Notes
Literacy Proficiency Level	3	1.0-6.0 Blank	<p>Student's Literacy Proficiency Level for Online</p> <p>Always displays to the tenth. For example, 1.0 or 5.5.</p> <p>Blank = Reading and/or Writing domains were not attempted for this record.</p>
Overall Proficiency Level	3	1.0-6.0 Blank	<p>Student's Composite (Overall) Proficiency Level for Online</p> <p>Always displays to the tenth. For example, 1.0 or 5.5.</p> <p>Blank = Not all domains were attempted for this record.</p>

# Report Delivery Menu



### ***Introduction***

From the Report Delivery menu in WIDA AMS, you are able to obtain the following reports and statistics related to online testing:

- Daily Cumulative Student Status Report
- Daily Student Status Report
- Daily Excessive Login Report
- Daily State Summary of Test Times Report
- Weekly District Report
- Daily District Report of Testing Status by School

You can also retrieve student test results and data files from the academic year of 2022-2023 and 2021-2022 in Report Delivery.

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**❗ Important:** Screener Score Reports, Screener Exports, ACCESS Translated Reports, Data Files, Frequency Reports, Roster Reports, Student Reports, and Secure Material Tracking Reports have moved to Reporting Services.


WIDA ACCESS for ELLs 2023-2024 will be present in the drop down menus for Test Results in Report Delivery, but will not produce reports. Users must retrieve all current and future reports from Reporting Services.

You may still access current and past years' Status Reports and Testing Statistics from Report Delivery.

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## Status Reports

WIDA AMS provides a number of status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated at the end of each testing day for the online assessments. For details about the contents of the status reports, see the table on the following page.

1. To display status reports, select **Report Delivery** from the WIDA AMS My Applications menu bar and **Status Reports** from the Report Delivery menu to display the Status Reports page.
2. Select an administration from the drop-down menu.
3. You can use the District and School drop-down menus to filter the display. Then, you can select any status report to display.
4. Click the **Open Report** icon () to display a report. The Description column contains a brief description of each report.

### Status Reports


Status Reports display various reports that track testing activity for a test administration and particular district and/or school.

\* Indicates required fields

Administration  
Screener - Maine \*

District  
DRC Use Only - Sample D

School  
(All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well as the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	

### Status Reports (cont.)

The following table lists and describes each status report that WIDA AMS provides. These reports are updated daily at the end of each testing day for the online assessments.

**Note:** The terms “test session” and “registration” are interchangeable.

Report	Description
<i>Daily Cumulative Student Status Report</i>	This report displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including the start and submit times, the ticket status, and the assigned accommodations. The report also contains a comment field.
<i>Daily Student Status Report</i>	Each student who logs in to a test appears on this report. The report is in Excel format and displays the test start and submit times and the test ticket status, and provides a field for a user to enter comments. (For example, a user might enter a comment that a student had to stop testing that day due to illness.)
<i>Daily Excessive Logins Report</i>	<p>This report displays information about students who have logged in more than five times to the system. A login is recorded when a student logs in with the original test ticket.</p> <ul style="list-style-type: none"> <li>• The Login field displays the number of times the student logged in for the day the report was run.</li> <li>• The Cumulative field displays the total number of attempted log-ins by the student, regardless of the day.</li> <li>• The Date field is the date on which the student reached five attempts.</li> </ul>
<i>Daily State Summary of Test Times Report</i>	<p>This report displays district-wide data for each grade and content area.</p> <ul style="list-style-type: none"> <li>• The time span is determined by using the log-in time and the time when the student selected to end the test.</li> <li>• The Count field displays the total number of tests started and ended throughout the testing window.</li> </ul>
<i>Weekly District Report</i>	This report displays the number of tests started and ended at a district level for each week* of testing.
<i>District Report of Testing Status by School</i>	This report displays the number of tests started and the number of tests ended for a district and a school** or for a grade and a domain.

\*The Week field represents the numerical week in the current calendar year. For example, ‘4’ indicates the fourth week of the 52-week calendar year.

\*\*The district-and-school report appears after the first student for that district and school logs in to the test.



## Online Testing Statistics Reports

From the Report Delivery menu, you can display Online Testing Statistics reports by student/grade or district/date.

- Select **Report Delivery** from the WIDA AMS My Applications menu bar and **Online Testing Statistics** from the Report Delivery menu to display the Online Testing Statistics page.
- You can view the previous day's reports or a cumulative set of reports.
- You can view reports by student and grade, or by district and date.
- Click **Export** to export a report in a comma-separated values (.csv) format to download into a spreadsheet.

### Online Testing Statistics

Online Statistics display counts for Tests started and ended for a specific Administration. Counts are cumulative or for previous day and divided by All Tests, Subject, Grade or Subject and Grade.

Screener - Maine

Cumulative Yesterday

#### Cumulative

Student / Grade District / Date

All Tests			
Total	Test Started Count	Test Ended Count	
0	0	0	Export

By Domain		
Domain	▲ Test Started Count	Test Ended Count
No Tests found for this Administration		

By Grade		
Grade	▲ Test Started Count	Test Ended Count
No Tests found for this Administration		

By Domain and Grade			
Domain	▲ Grade	▲ Test Started Count	Test Ended Count
No Tests found for this Administration			

## Test Results Reports

Reports have moved to Reporting Services. This page is available for retrieving results from prior years only.

These steps are only for retrieving test results from 2022-2023 or 2021-2022. If you cannot access them, you do not have the appropriate permissions for that administration.


1. Select **Report Delivery** from the WIDA AMS My Applications menu bar and **Test Results** from the Report Delivery menu to display the Test Results page.
2. You can use the Administration, District, School, and Report drop-down menus to filter the display. Then, click **Show Reports** to display the report.

**Note:** WIDA ACCESS for ELLs 2023-2024 will be present in the drop down but will not produce reports. Users must retrieve all current and future reports from Reporting Services.

3. Click **Download Reports** to download reports in a compressed (.zip) file format.

If you have questions about reports prior to 2021-2022, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889) or email [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).

## Notes



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