How to view WA-AIM Student Test Details in the Data Collection Platform
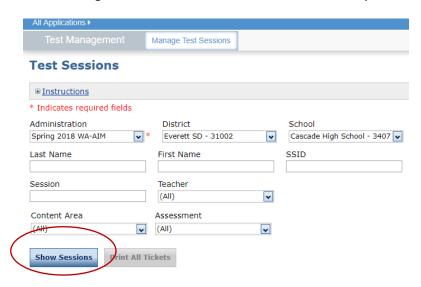
Administration

Spring 2020 WA-AIM ▾ *

Note: be sure and select

1. Log into eDirect https://www.drcedirect.com/all/eca-portal-ui/welcome/WA
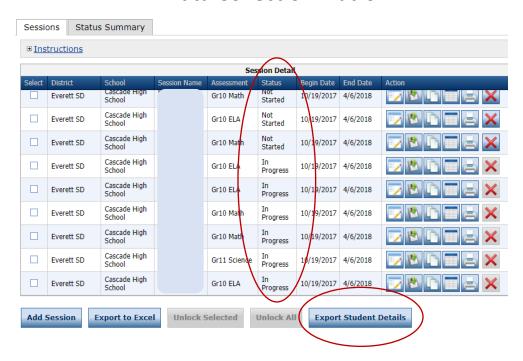2. Click 'All Applications' to view all available tabs, then select 'Test Management'

All Applications ▾

| General Information | User Management | Student Management | Test Management | Teacher Management | Report Delivery |

Welcome to eDIRECT

DRC Portal

The Office of Superintendent of Public Instruction (OSPI) i
eDIRECT!

3. Click 'Manage Test Sessions' tab and select the fields for your building, then 'Show Sessions'

All Applications ▸

Test Management   Manage Test Sessions

Test Sessions

⊞ Instructions

* Indicates required fields

Administration	District	School
Spring 2018 WA-AIM ▾ *	Everett SD - 31002 ▾	Cascade High School - 3407 ▾

Last Name	First Name	SSID

Session	Teacher	
	(All) ▾	

Content Area	Assessment	
(All) ▾	(All) ▾	

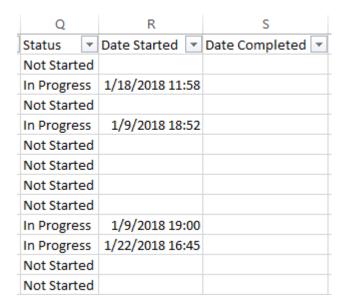**Show Sessions**   Print All Tickets

4. Check the 'Status' column for test progress and 'Export Student Details' to Excel

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5. Excel spreadsheet will download to bottom left of computer screen. The report will include student details along with Status, Date Started and Date Completed.

Status	Date Started	Date Completed
Not Started		
In Progress	1/18/2018 11:58	
Not Started		
In Progress	1/9/2018 18:52	
Not Started		
Not Started		
Not Started		
In Progress	1/9/2018 19:00	
In Progress	1/22/2018 16:45	
Not Started		
Not Started		

View Students without a Session Assignment

1. Select Student Management, then the 'Manage Student' tab. Select Spring 2018 WA-AIM, Session Assignment None, then Find Students. If there are any students at your building who do not have a session assigned to them, please talk with your IEP team to find out why the student has not been assessed.

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