

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'

The screenshot shows the eDIRECT portal interface. At the top, there is a blue navigation bar with the following tabs: 'All Applications', 'General Information', 'User Management', 'Student Management', 'Test Management', 'Teacher Management', and 'Report Delivery'. The 'All Applications' tab is circled in red. Below the navigation bar, the 'Test Management' tab is also circled in red. To the right of the navigation bar, there is a 'Welcome to eDIRECT' message from the DRC Portal, which is the Office of Superintendent of Public Instruction (OSPI) in eDIRECT.

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

The screenshot shows the 'Manage Test Sessions' form in the eDIRECT portal. The form is titled 'Test Sessions' and has a sub-tab 'Manage Test Sessions'. Below the title, there is a section for 'Instructions'. The form contains several fields for selecting test session details:

- Administration:** Spring 2018 WA-AIM (dropdown menu, marked with a red asterisk)
- District:** Everett SD - 31002 (dropdown menu)
- School:** Cascade High School - 3407 (dropdown menu)
- Last Name:** (text input field)
- First Name:** (text input field)
- SSID:** (text input field)
- Session:** (text input field)
- Teacher:** (All) (dropdown menu)
- Content Area:** (All) (dropdown menu)
- Assessment:** (All) (dropdown menu)

At the bottom of the form, there are two buttons: 'Show Sessions' (circled in red) and 'Print All Tickets'.

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

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Sessions | Status Summary

[Instructions](#)

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 Math	Not Started	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 ELA	Not Started	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 Math	Not Started	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 ELA	In Progress	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 ELA	In Progress	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 Math	In Progress	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 Math	In Progress	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr11 Science	In Progress	10/19/2017	4/6/2018	
<input type="checkbox"/>	Everett SD	Cascade High School		Gr10 ELA	In Progress	10/19/2017	4/6/2018	

[Add Session](#)
[Export to Excel](#)
[Unlock Selected](#)
[Unlock All](#)
[Export Student Details](#)

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

Q	R	S
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

- 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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All Applications ▾

Student Management Manage Students Student Status

Manage Students

[Instructions](#)

* Indicates required fields

Administration Spring 2018 WA-AIM ▾ *	District Everett SD - 31002 ▾ *	School (All) ▾
Last Name <input type="text"/>	First Name <input type="text"/>	SSID <input type="text"/>
Grade <input type="text" value="v"/>	Demographic <input type="text" value="v"/>	Content Area <input type="text" value="v"/>
Session <input type="text" value="v"/>	Online Test Status <input type="text" value="v"/>	Session Assignment (None) ▾