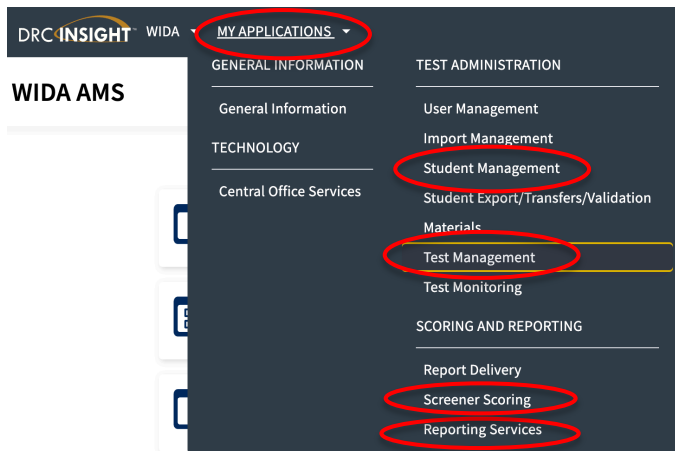







WIDA Screener Test Session Quick Reference





Add Student to Test

1. Login to DRC WIDA Assessment Management System (AMS) – www.drctdirect.com
2. In DRC Insight homepage click “MY APPLICATIONS” -> click “Student Management”
3. In Student Management window, on the right hand side top of window (on the black band) click on white box ‘Select a Site’ and choose ‘Saint Paul Public Schools (MN062501000)’ for ‘District’ box, then choose your school in the ‘School’ box. Click ‘Save’ when done.
4. On left side of window click on the box ‘Testing Program’ and select ‘Screener’.
5. On the right side of the window, click on the box .
6. Enter information on boxes with the red asterisk * - First Name, Last Name, State Student ID (CIF number), Grade, Birth Date, Gender. Scroll to the bottom and click ‘Save’ (done) or ‘Save & Add another’ (to add more students to test).




Create Registration(Test Session)

1. Complete step ‘Add Students to Test’ above.
2. If Registrations/Test Sessions had already been created, go to step ‘Create Test Ticket’
3. In DRC Insight homepage click “MY APPLICATIONS” -> click “Test Management”
4. There are four tabs in the middle of window – New Student, Create Registration, View Registration(s), Registered Students. Click ‘Create Registration’.
5. Enter all the boxes with the * next to it – Registration Name (type in test session name), in the Assessment(s) option, choose the appropriate Screener grade band, then click  at the bottom.
6. If students had been created in ‘Add Students to Test’ above, click . A list of students with the matching grade band will appear. Click on the student(s) you want and click .
7. **For ‘Test Monitoring’ box, leave “None”.**
8. Click  to complete Registration(Test Session).

Create Test ticket

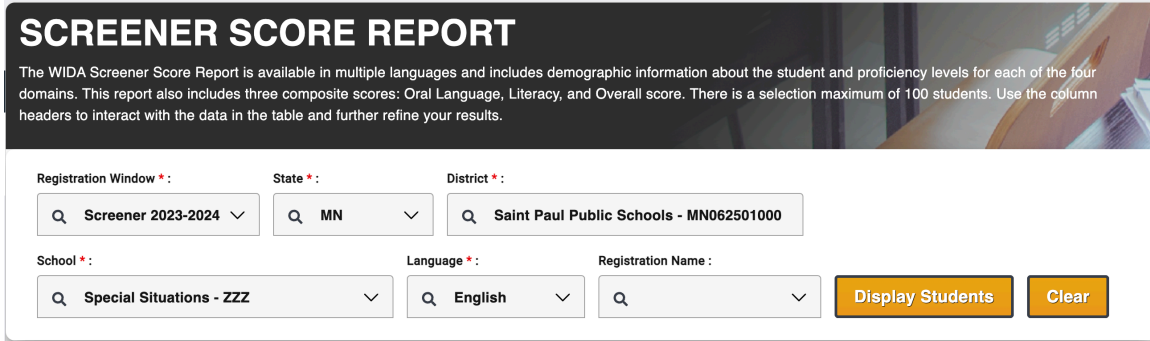
1. In DRC Insight homepage click “MY APPLICATIONS” -> click “Test Management” (make sure your site has been selected on the upper right window).
2. There are four tabs in the middle of window – New Student, Create Registration, View Registration(s), Registered Students. Click ‘View Registration(s)’.
3. Under the “REGISTRATION NAME”, Select the Registration (test session) you want by double clicking on the session listed below.
4. If the student to be tested had been added in the Registration in the steps above, go to step 5 below. If not, then click on the appropriate Registration/Test Session name. Click ‘Student(s) List’ tab, then click ‘Add Student(s)’ box. A list of students with the appropriate grade levels will appear, click to select student, then click  at the bottom right.
5. Click on tab ‘Details’ (next to Student(s) List will show you the list with username and password).
6. A testing student list will appear with the “USER NAME” and “PASSWORD”. To print all test tickets, click on the . Otherwise, scroll to the student to be tested and write down the username and password for the test ticket.

Score the Test

1. Click “MY APPLICATIONS” -> click “Screener Scoring”
2. In the Screener Scoring window, click on the School menu and scroll down to choose your school, then click 
3. Choose the appropriate session and click  (Show Student)
4. Find the right student and click on  (Score Student, icon is blue when ready to score)

Generate Score Report

1. Click "MY APPLICATIONS" -> click "Reporting Services" -> "Batch Download" -> "Screener Score Report"
2. In the "Screener Score Report" Pop-up Screen, fill in the following information, then click "Display Students"




SCREENER SCORE REPORT

The WIDA Screener Score Report is available in multiple languages and includes demographic information about the student and proficiency levels for each of the four domains. This report also includes three composite scores: Oral Language, Literacy, and Overall score. There is a selection maximum of 100 students. Use the column headers to interact with the data in the table and further refine your results.

Registration Window * : State * : District * :

School * : Language * : Registration Name :

3. When the list of students appears, scroll to the correct student, and under "Action" column, click the down arrow  to download.