2025-2026 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 2025-2026.

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
ACCESS for ELLs	WIDA ACCESS
Kindergarten ACCESS for ELLs	WIDA ACCESS for Kindergarten

Import Management

The Registration Import File was added in the 2024-2025 assessment year to Import Management for WIDA ACCESS. This will now be available for the WIDA Screener.

Test Management

The Test Management application now includes the Unregistered Student Export feature, which helps identify students who are not assigned to a registration.

WIDA ACCESS Paper Audio

WIDA ACCESS Paper Audio is a new application for the 2025-2026 administration. This application will allow users with the appropriate permissions to play the Listening and Speaking audio tracks through WIDA AMS, rather than playing the audio on a CD.

Note: CDs will still be available to order during your state's initial material ordering and additional material ordering windows if needed. This application does not replace the WIDA ACCESS Paper Listening and Speaking Test CDs for braille.

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.

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 WIDA ACCESS 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—WIDA ACCESS, WIDA Screener Online, or both—the section applies.

Section	Description	Assessment
Introduction	Describes the content, audience, and scope of this user guide and introduces the WIDA AMS Permissions Matrix.	WIDA ACCESSand WIDA Screener Online
Working with WIDA AMS	Describes how to access WIDA AMS as well as some of its more common menu functions and options, and the WIDA System Status page.	WIDA ACCESS and WIDA Screener Online
General Information Menu	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.	WIDA ACCESS and WIDA Screener Online
User Management Menu	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.	WIDA ACCESS and WIDA Screener Online
Materials Menu	Describes Materials Ordering, the process by which districts and schools can order materials or additional materials for the WIDA ACCESS suite of assessments.	WIDA ACCESS
Import Management	Describes the Import Management application for importing students and creating registrations. Online Help is available for this application.	WIDA ACCESS and WIDA Screener Online

What's Covered in This Guide (cont.)

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

What's Covered in This Guide (cont.)

Section	Description	Assessment
Report Delivery Menu	Describes how to view past reports from 2022-2023. All current reports can be found under Reporting Services.	WIDA ACCESS and WIDA Screener Online
Reporting Services	Describes how to view student reports, data files, and online results. Also provides the Screener Data Export, Screener Score Reports, Secure Materials Tracking Reports, Test Status Dashboard, and Student Status.	WIDA ACCESS and WIDA Screener Online
Screener Scoring	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.	WIDA Screener Online
WIDA ACCESS Paper Audio	Describe the process of playing WIDA ACCESS Grades 1-12 Paper Listening and Speaking Test audio files and how to operate the audio player. Online Help is available for this application.	WIDA ACCESS

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 38.

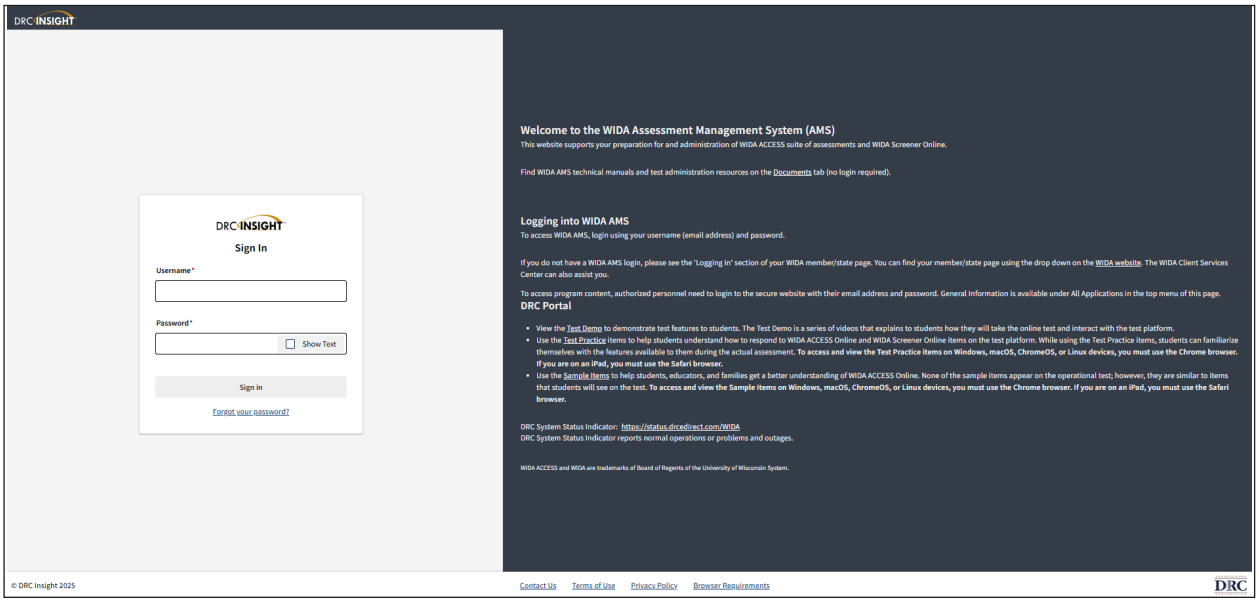
Permission Set	Role	Description
District Test Coordinator	District	This permission set is designed for Test Coordinators who should have access to WIDA AMS data for every school within the district.
District Technology Coordinator	District Technology Coordinator	This permission set is designed for District 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 (WIDA ACCESS 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**.

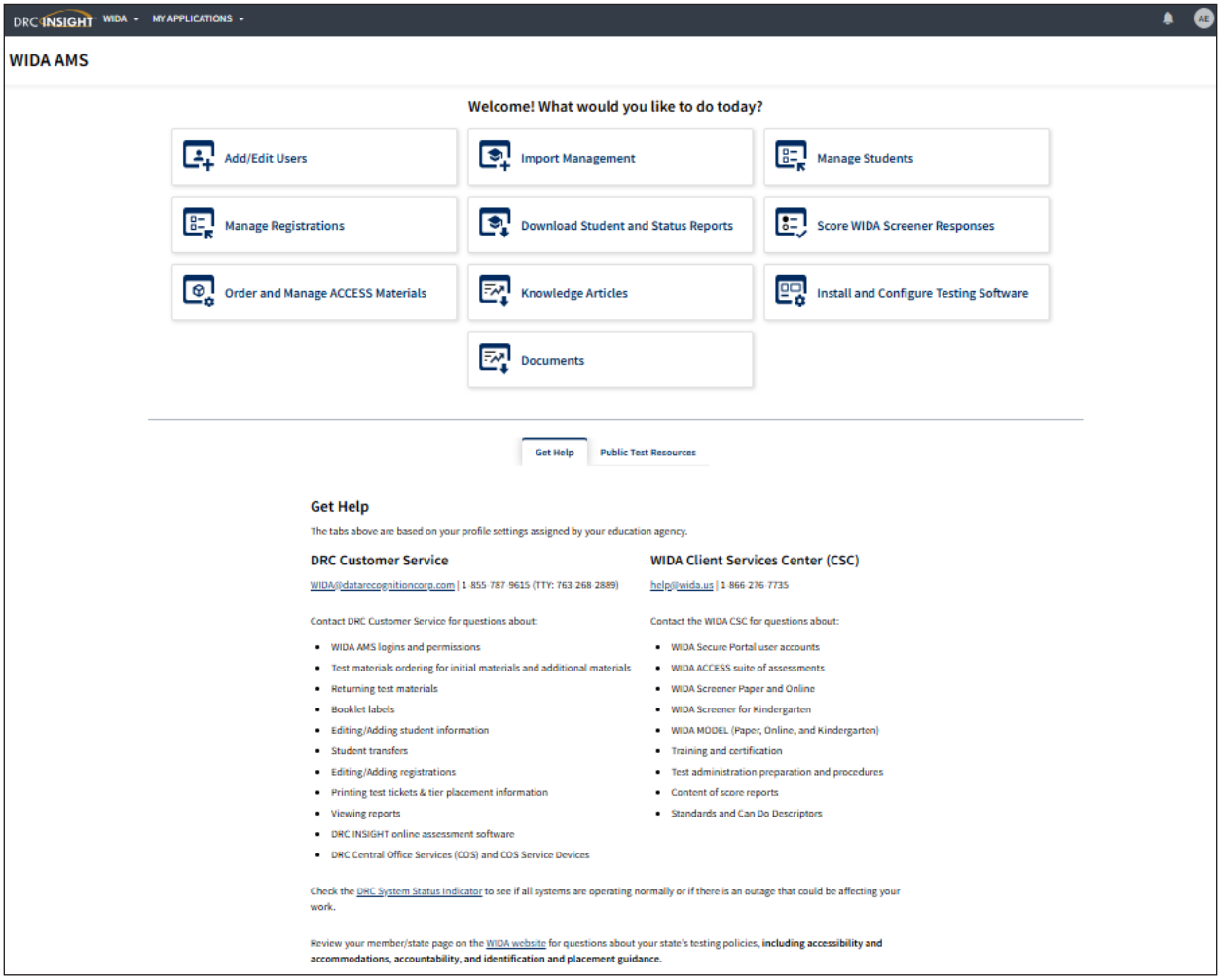


Accessing WIDA Assessment Management System (cont.)

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 20.

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.

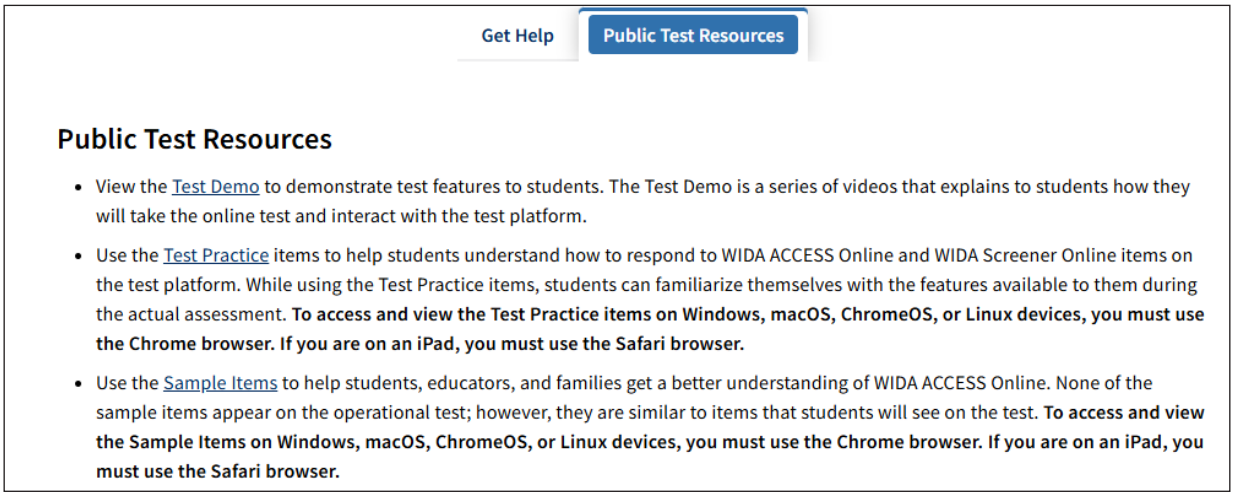


Accessing WIDA Assessment Management System (cont.)

4. 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.)

You can access the WIDA Sample Items and Test Demo for WIDA ACCESS 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.

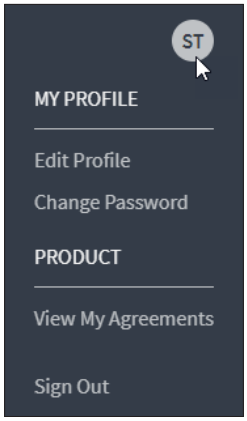


Managing Your Account

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

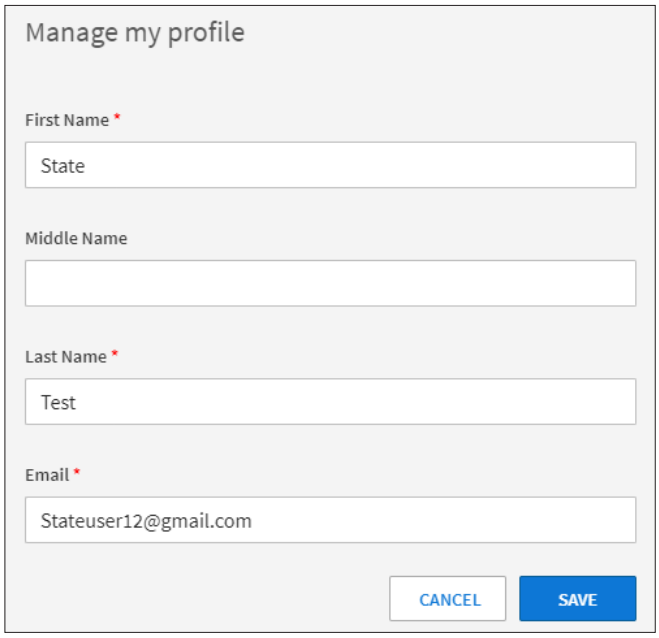
Important: If you are unable to change your username, email address, or name, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889) or email WIDA@datarecognitioncorp.com.

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).

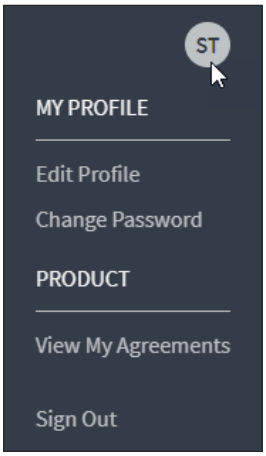


Managing Your Account—Changing Your Password

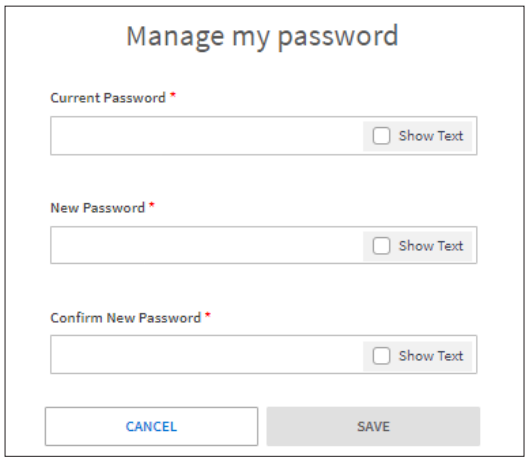
This section describes how to change your password within WIDA AMS for existing WIDA AMS users only. If you are a new WIDA AMS user, you will receive an automated email containing a username and a temporary link (if you do not receive this email, please check your Junk or Spam folder). Clicking the email 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 "Displaying the Security Agreement" on page 20). 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.



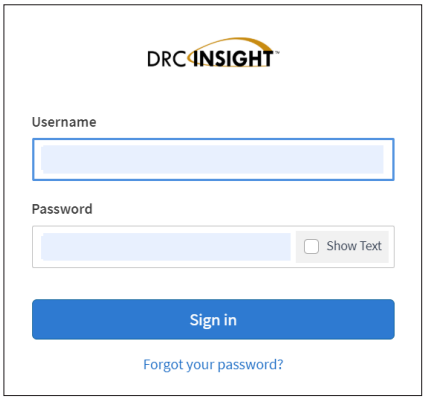
2. Enter your current password in the **Current Password** field and your new password in the **New Password** and **Confirm New Password** fields.
3. Click **Save** (or **Cancel** to cancel the process).



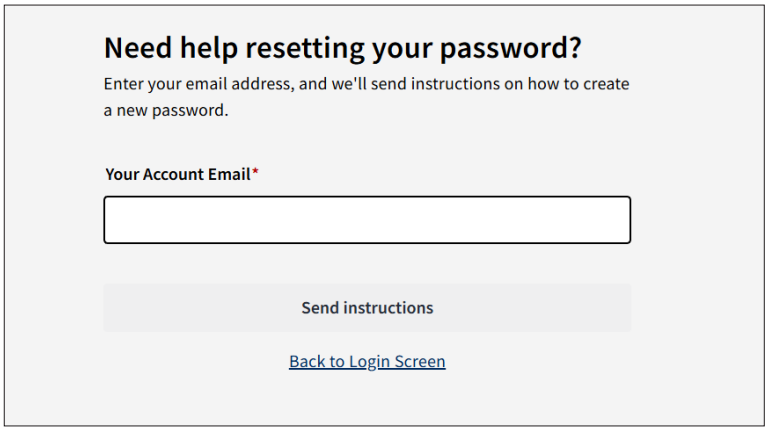
Managing Your Account—Recovering a Forgotten Password

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?**

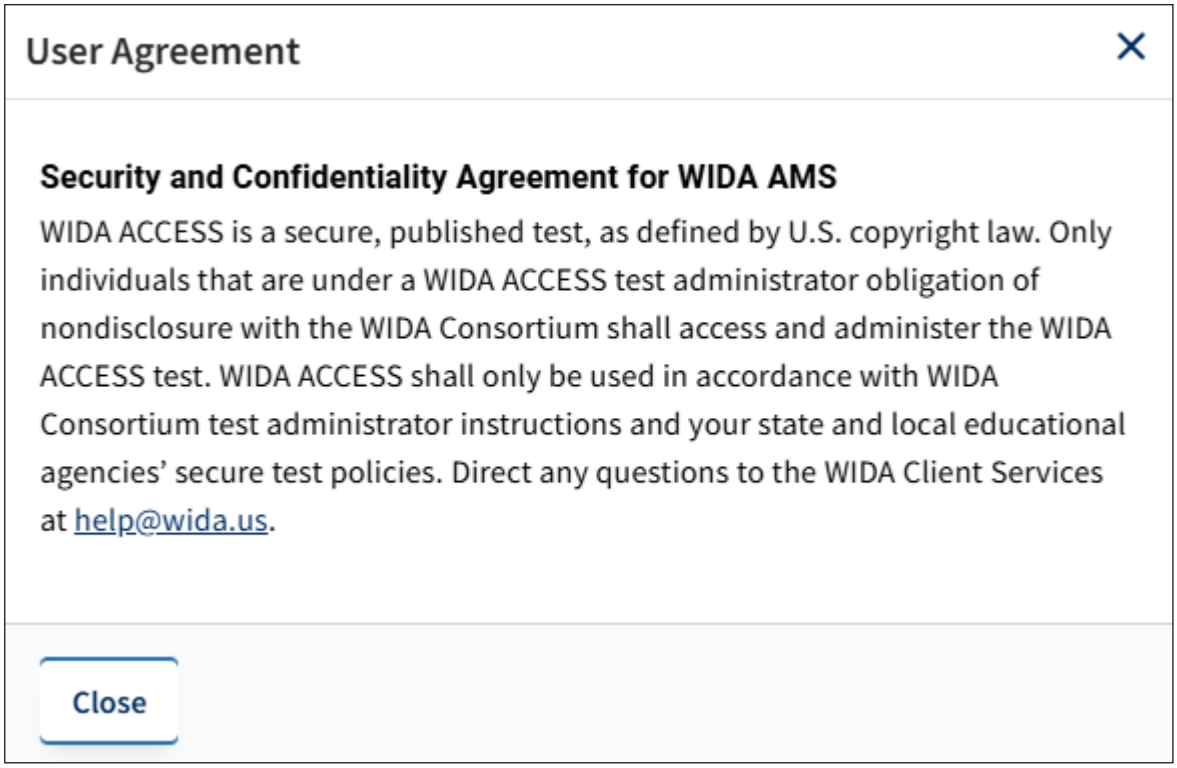


2. When the **Need help resetting your password?** page appears, enter the email address associated with your WIDA AMS account in the **Your Account Email** field and click **Send instructions**. An email will be sent to you containing your password.



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 "Accessing WIDA Assessment Management System" on page 14).



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[1] 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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[1] 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.

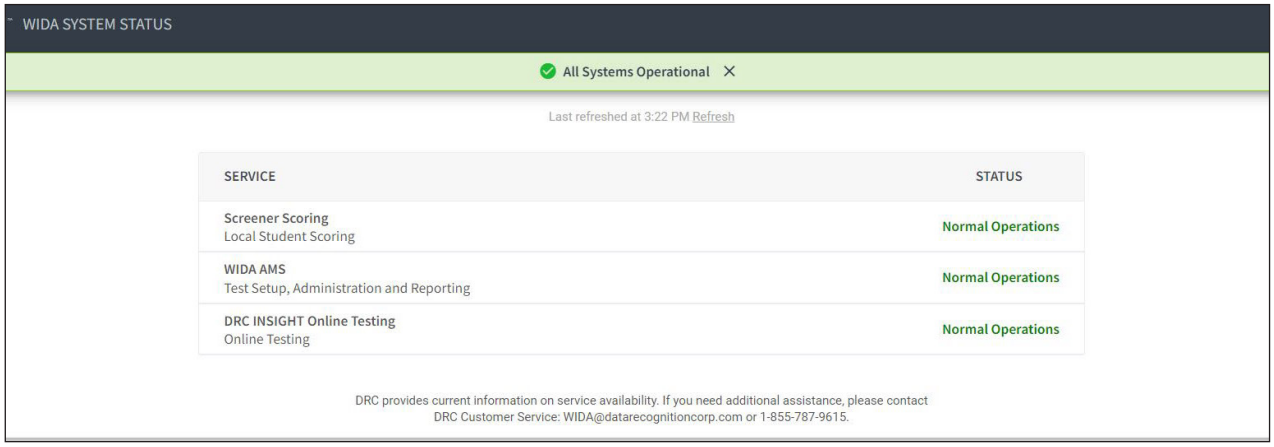
Displaying the WIDA System Status Page

The WIDA System Status page provides WIDA ACCESS 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, 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.drcedirect.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.**

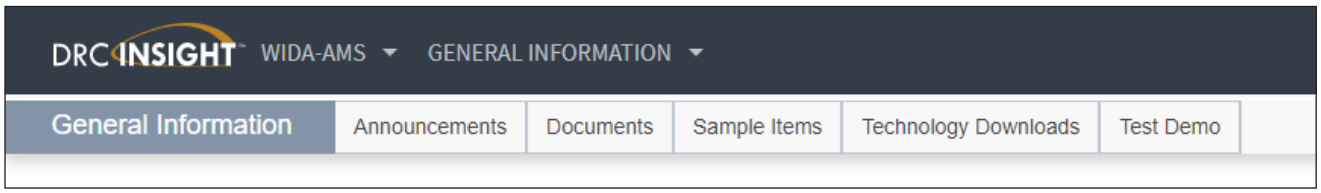
2. The WIDA System Status page displays the current status of the DRC Portal/WIDA AMS, DRC INSIGHT, and Screener Scoring.



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

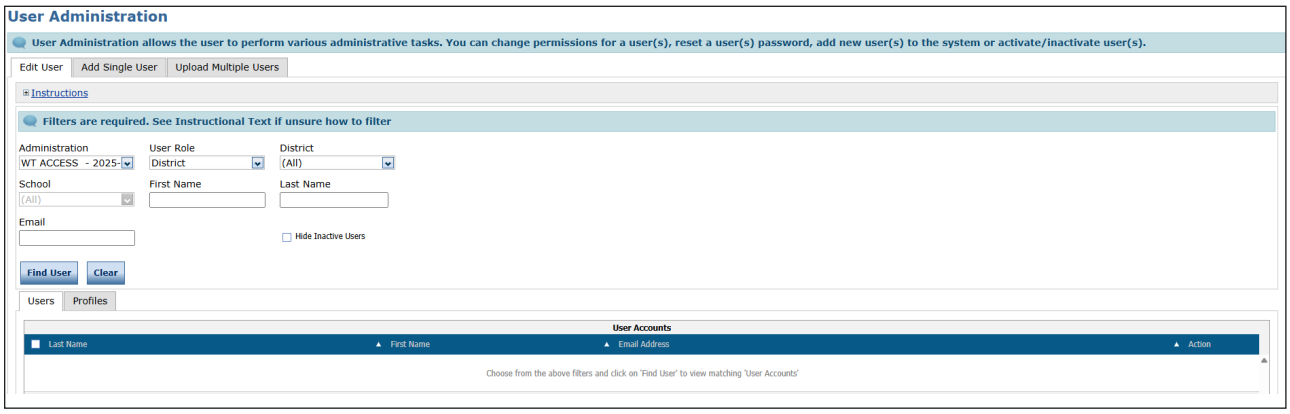
Important: If you are unable to change your username, email address, or name, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889) or email WIDA@datarecognitioncorp.com.

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.



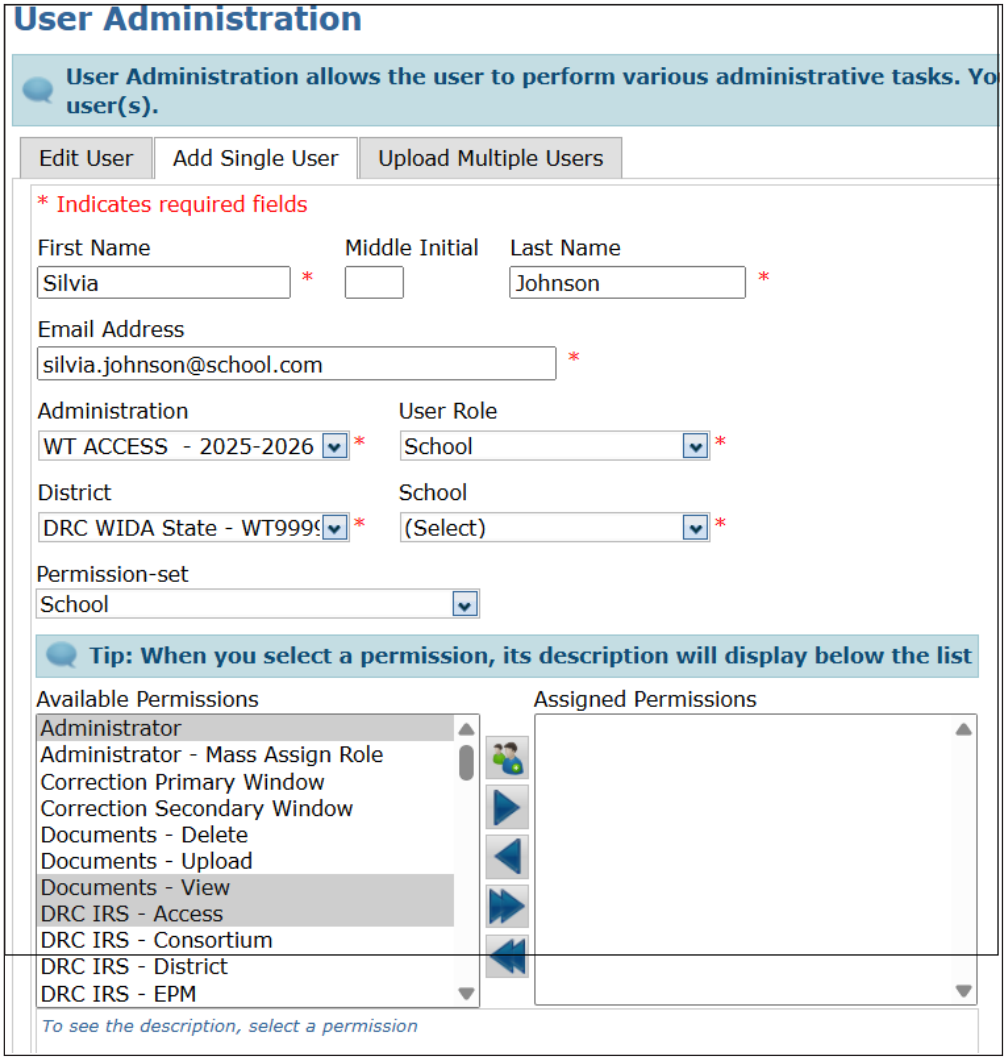
2. On the Edit User tab, use the drop-down menus and fields to enter search criteria to locate the user, and click **Find User**. The more search criteria you enter, the better the search results.

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.)

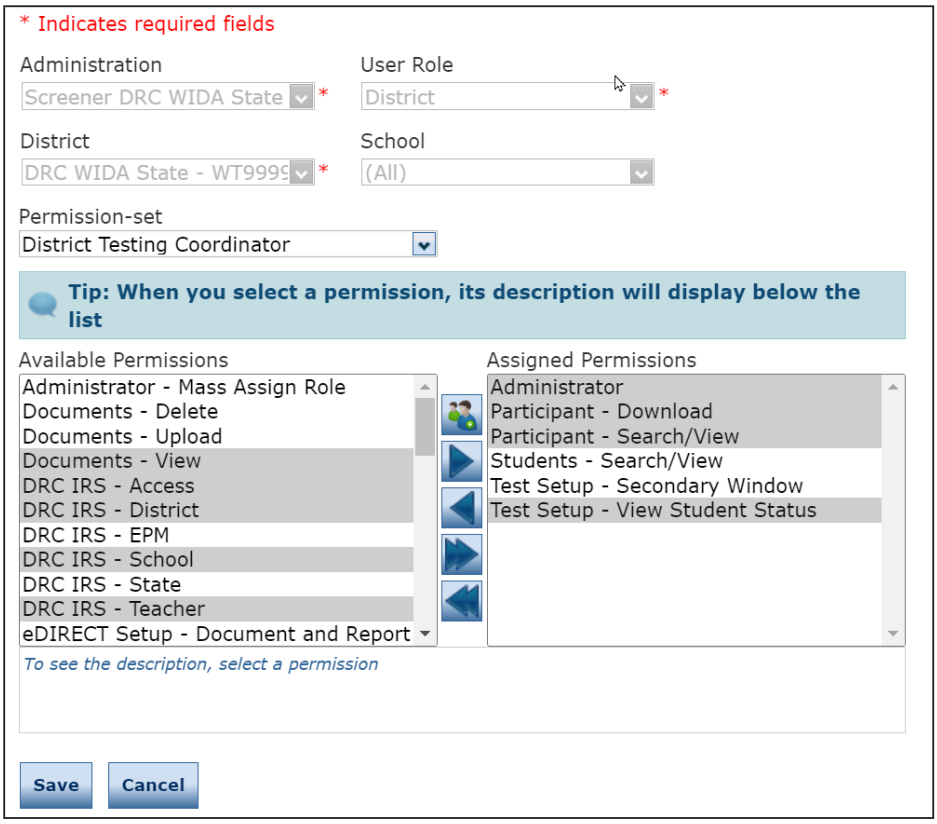
5. When the Edit Permissions dialog box appears, select permissions from the Available Permissions list to add to the user's Assigned Permissions list, or permissions from the Assigned Permissions list to remove. Use the Add Selected ( ) or Remove Selected ( ) icons to change the permissions, scroll 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.
6. Click **Save** when you are finished to save your changes (or **Cancel** to cancel them).



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 38.

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.



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).

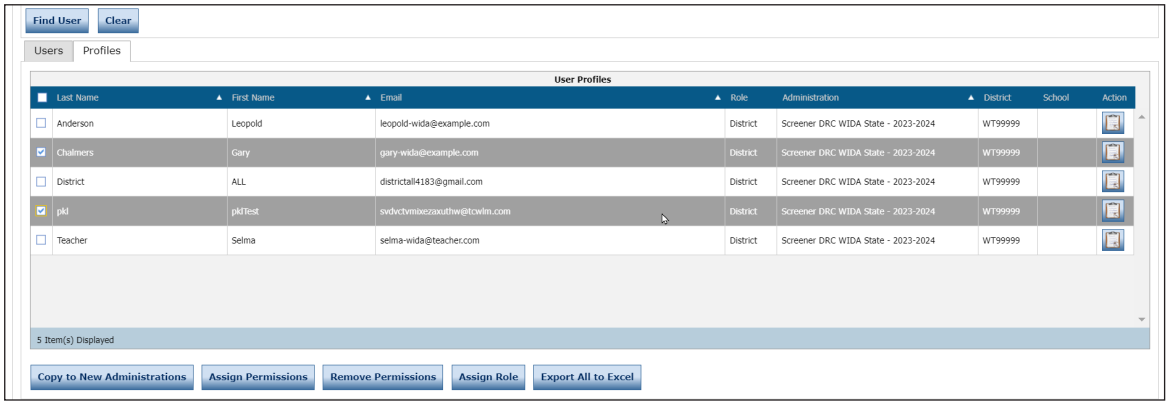
Important: Review the permissions in the Permission Set before assigning them. If you decide to withhold one or more permissions, you can still use the Permission Set. Remember to move any permissions that you want to withhold back to the Available Permissions list by using the **Remove Selected** (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

Editing Multiple Users' Permissions

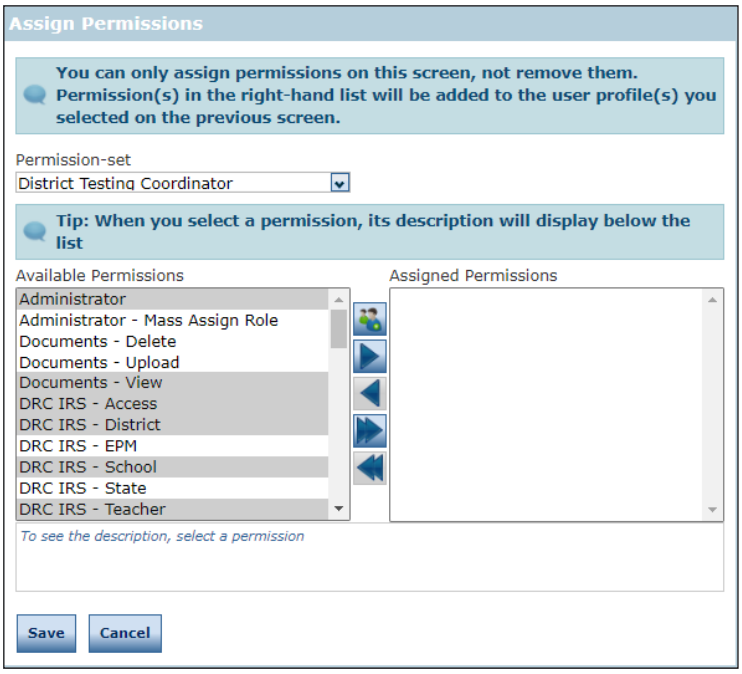
From the Edit User tab, you can add or remove permissions for multiple users in the system.

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. To edit multiple profiles, each profile must be the same user role.



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 26).



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

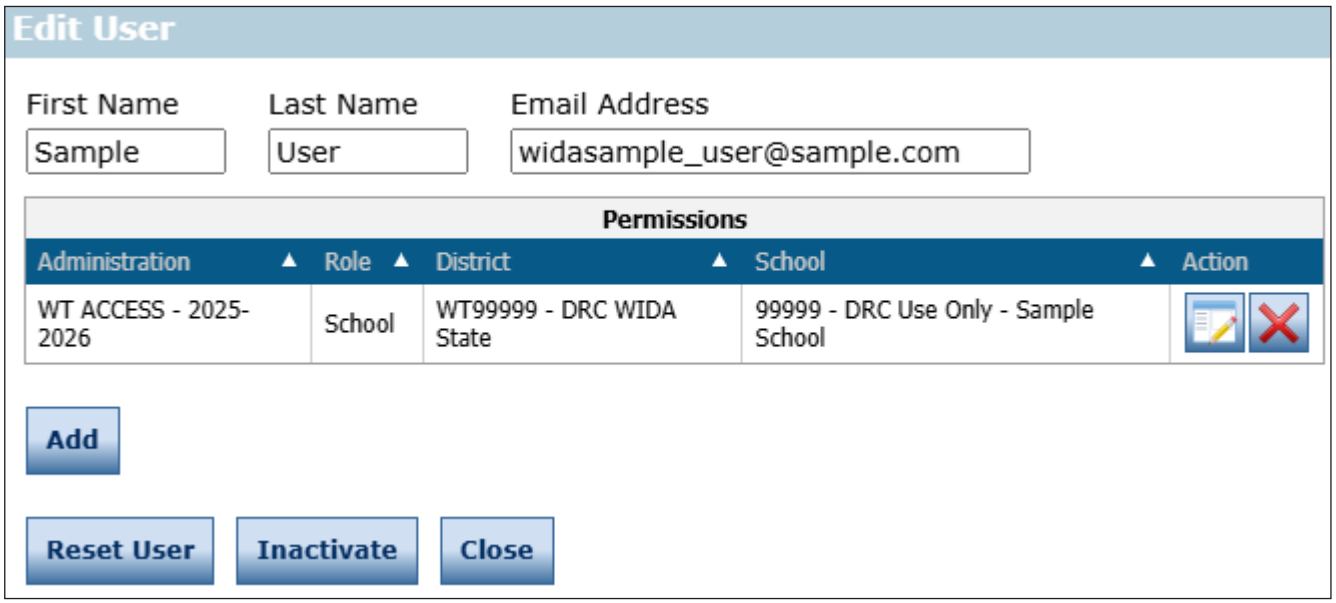
WIDA AMS allows users to administer different WIDA assessments (WIDA ACCESS and/or WIDA Screener Online). User Management assigns users to yearly Registration Windows for these assessments called "administrations."

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

WIDA AMS users must be associated with an administration. 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 35), 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**.



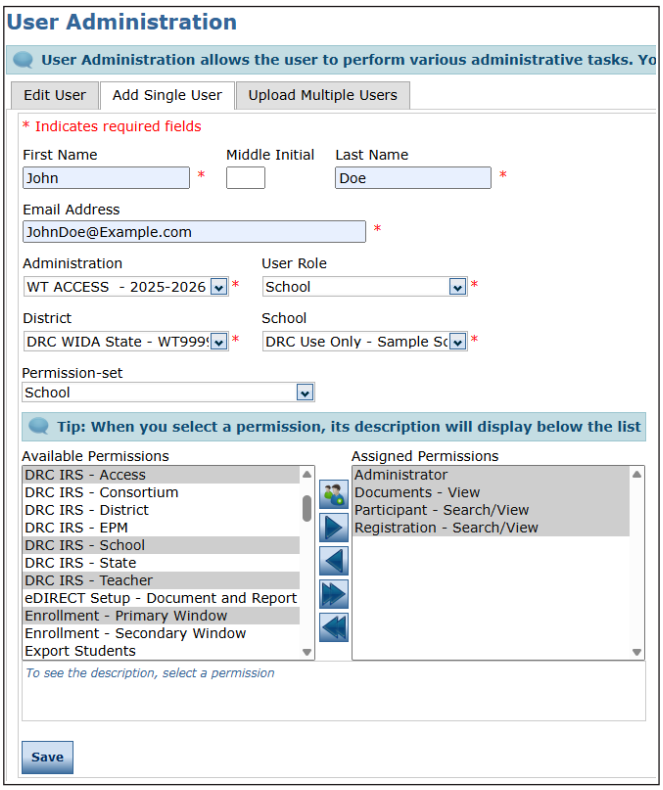
4. On the Add Permissions dialog (shown on the next page), select the Administration and User Role to assign the user. You can assign a District and/or School if required. For some roles, you can also select a permission set from the Permission-set drop-down menu.

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

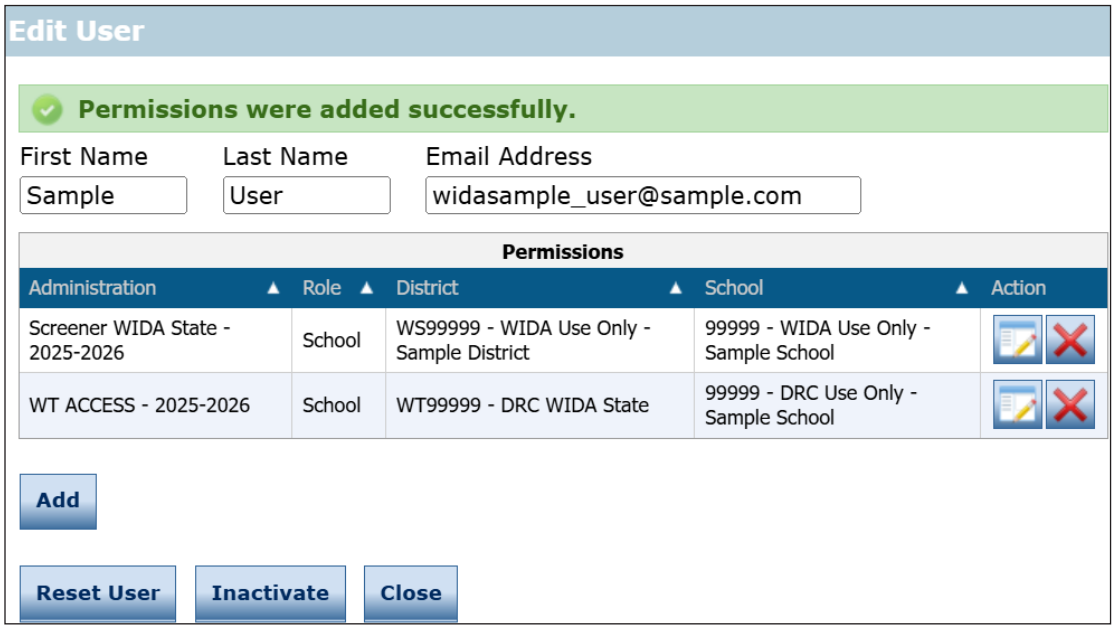
Assigning a User to an Administration (cont.)

5. 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.

6. Click **Save** to save your results (or **Cancel** to cancel the process).



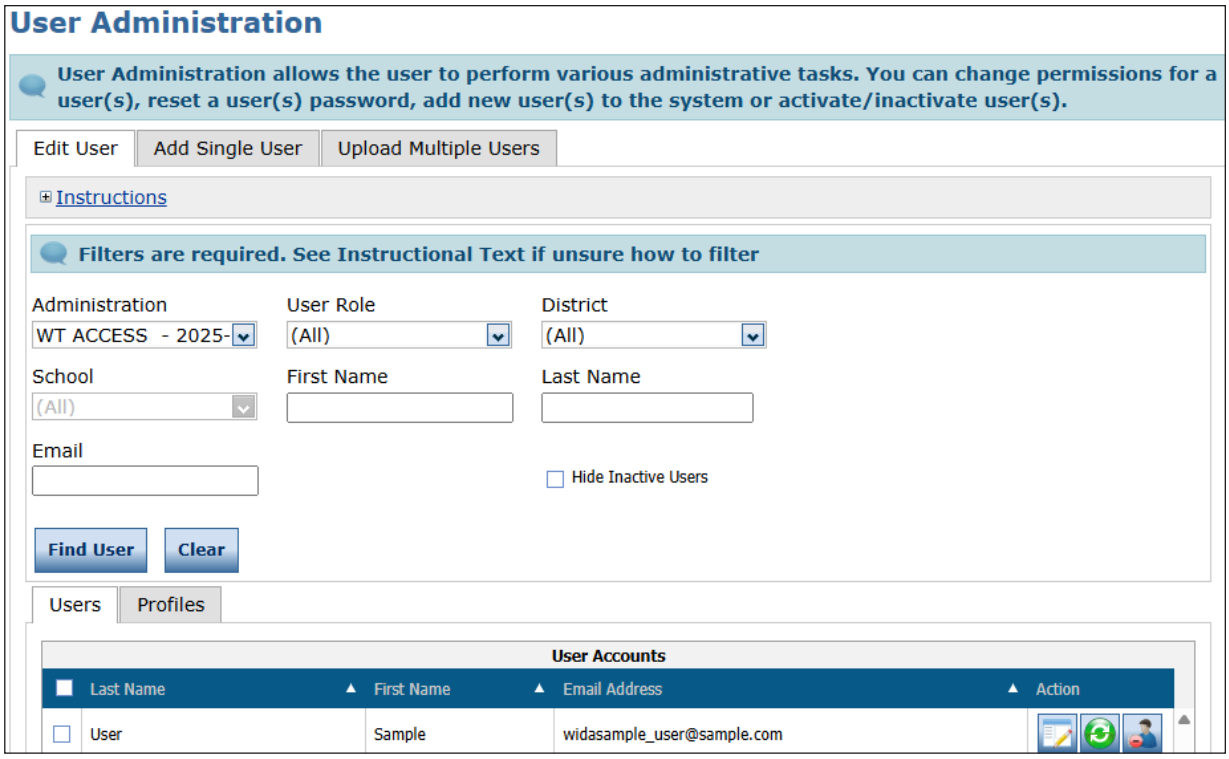
7. If you saved your changes, the Edit User window reappears with the user added to the new administration.



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 19). 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.



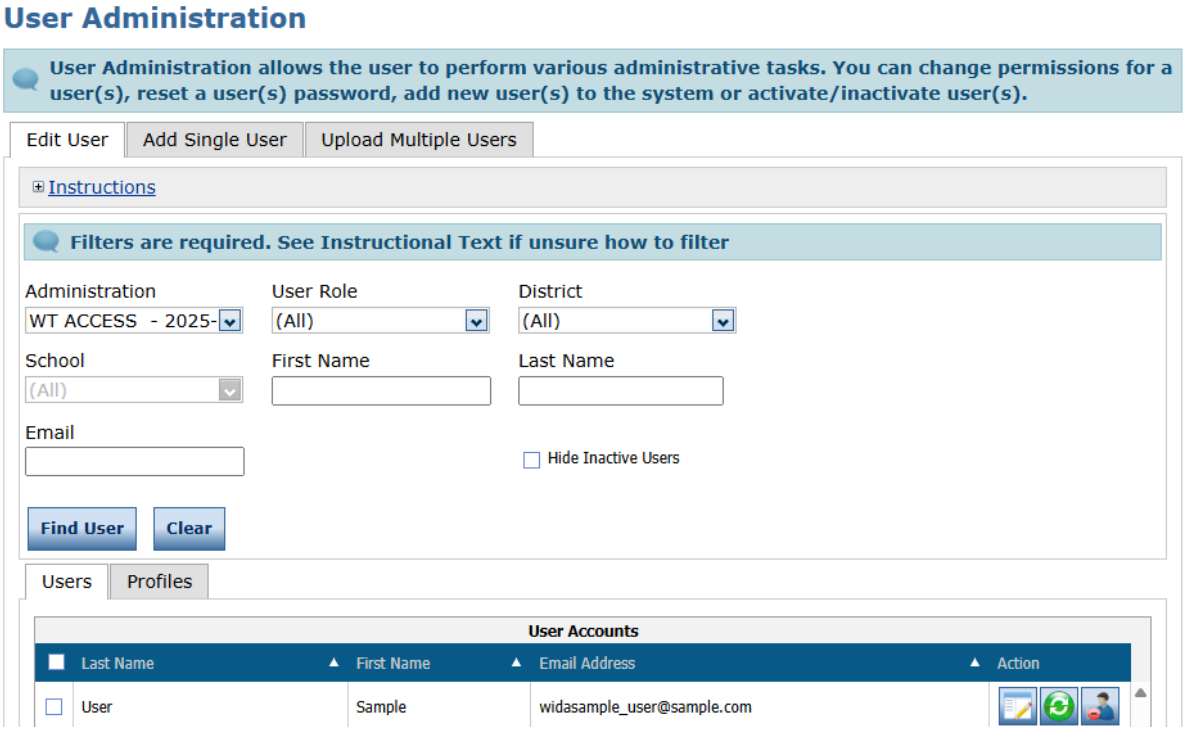
4. When the Reset User dialog box appears, click **Reset User** to reset the user's password (or **Cancel** to cancel the process).

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 34). 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.



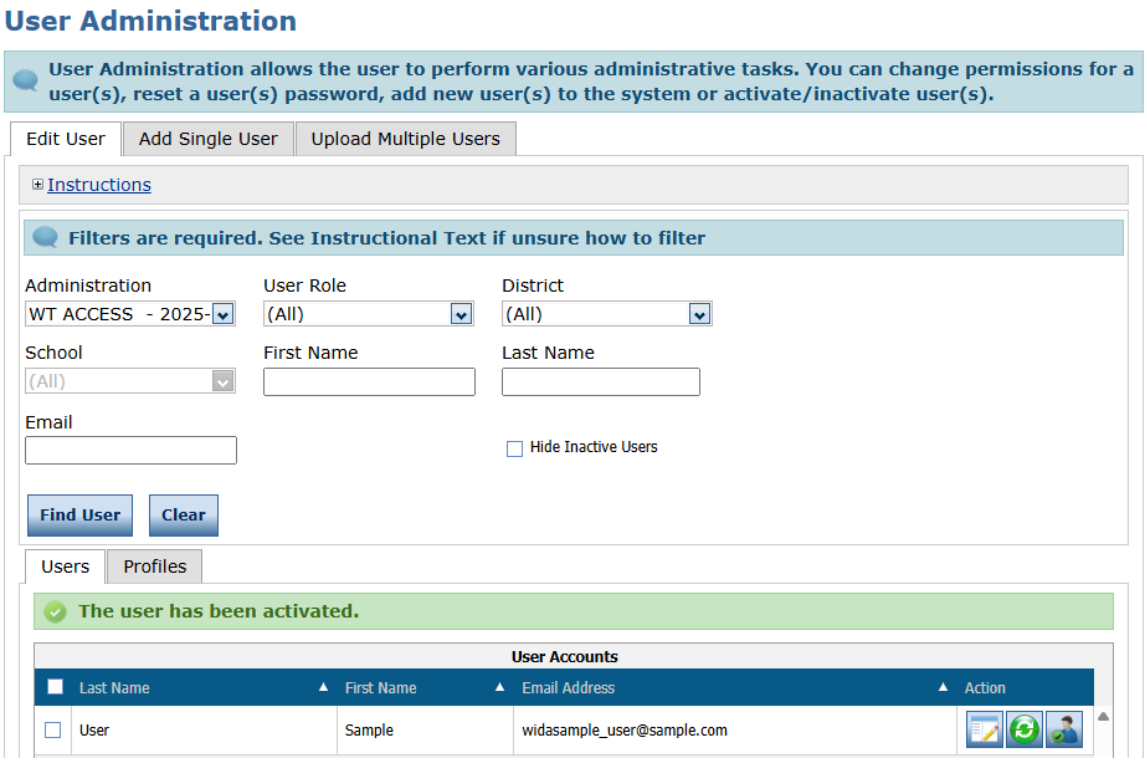
4. When the Inactivate User dialog box appears, click **Inactivate** to make the user inactive (or **Cancel** to cancel the process).

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**.



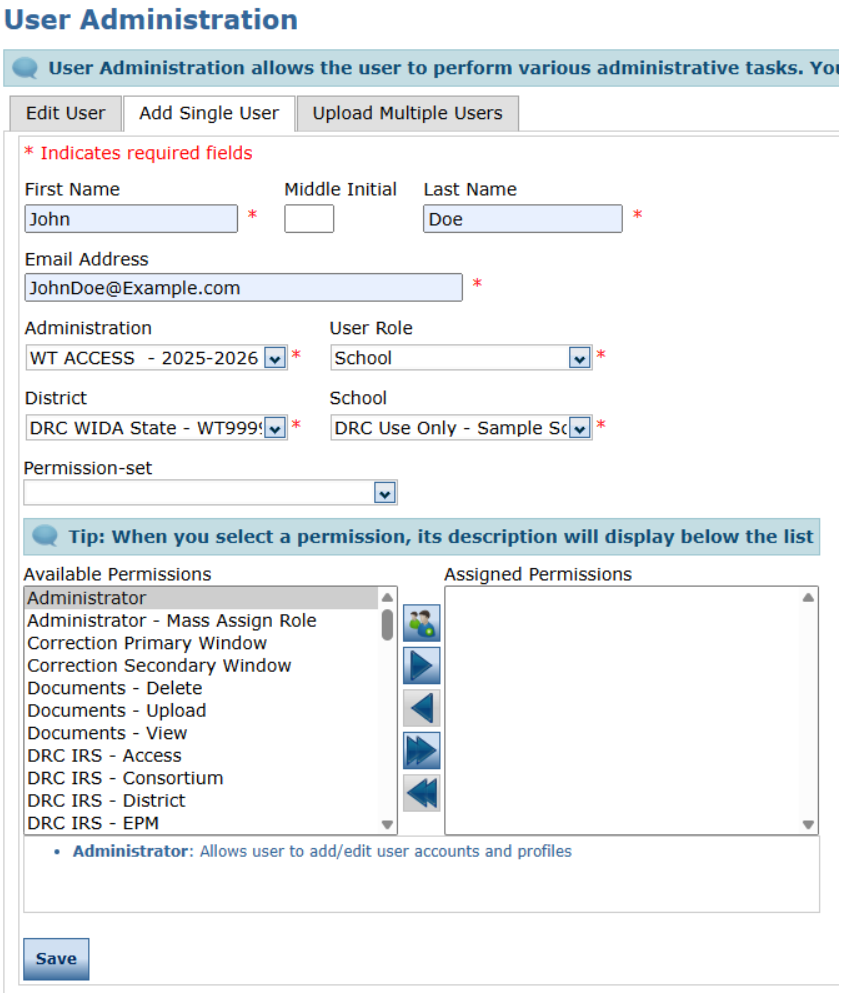
Adding a User to WIDA AMS

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 38 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. Permissions 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 26).

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

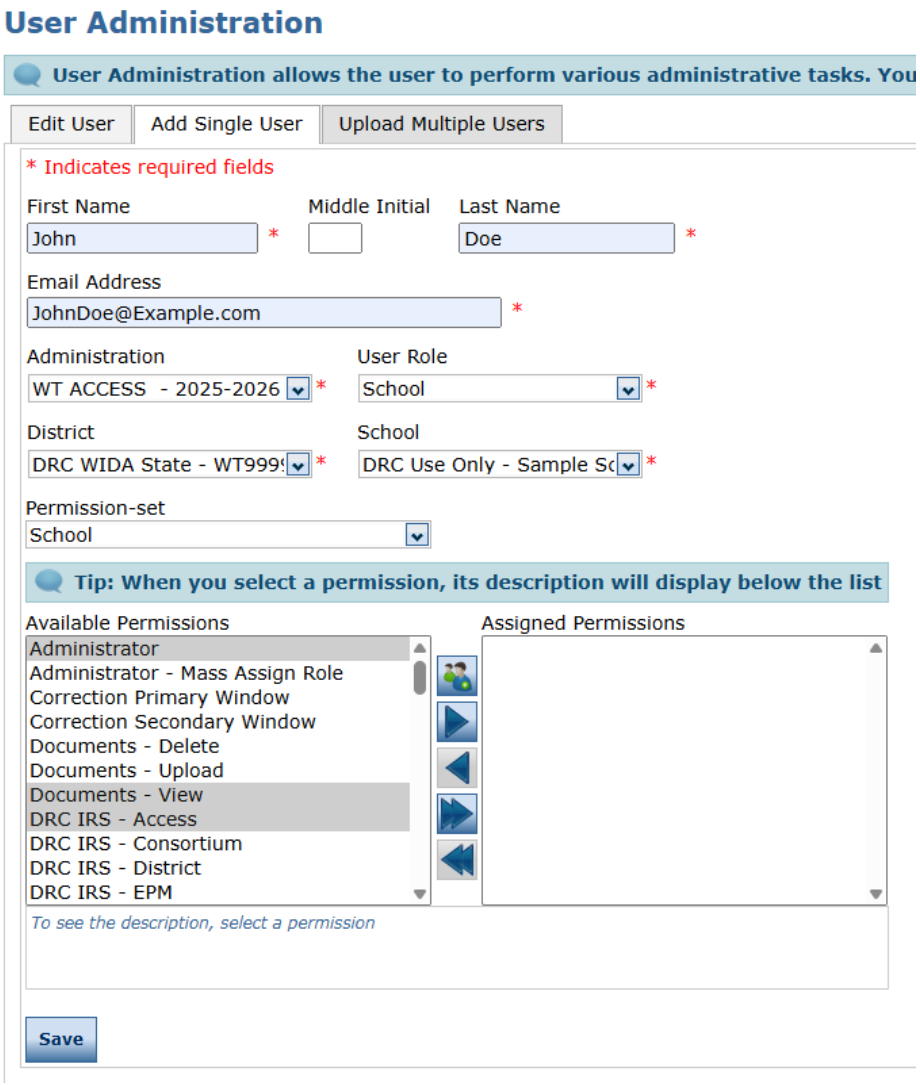


Adding a User to WIDA AMS with a Permission Set

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.

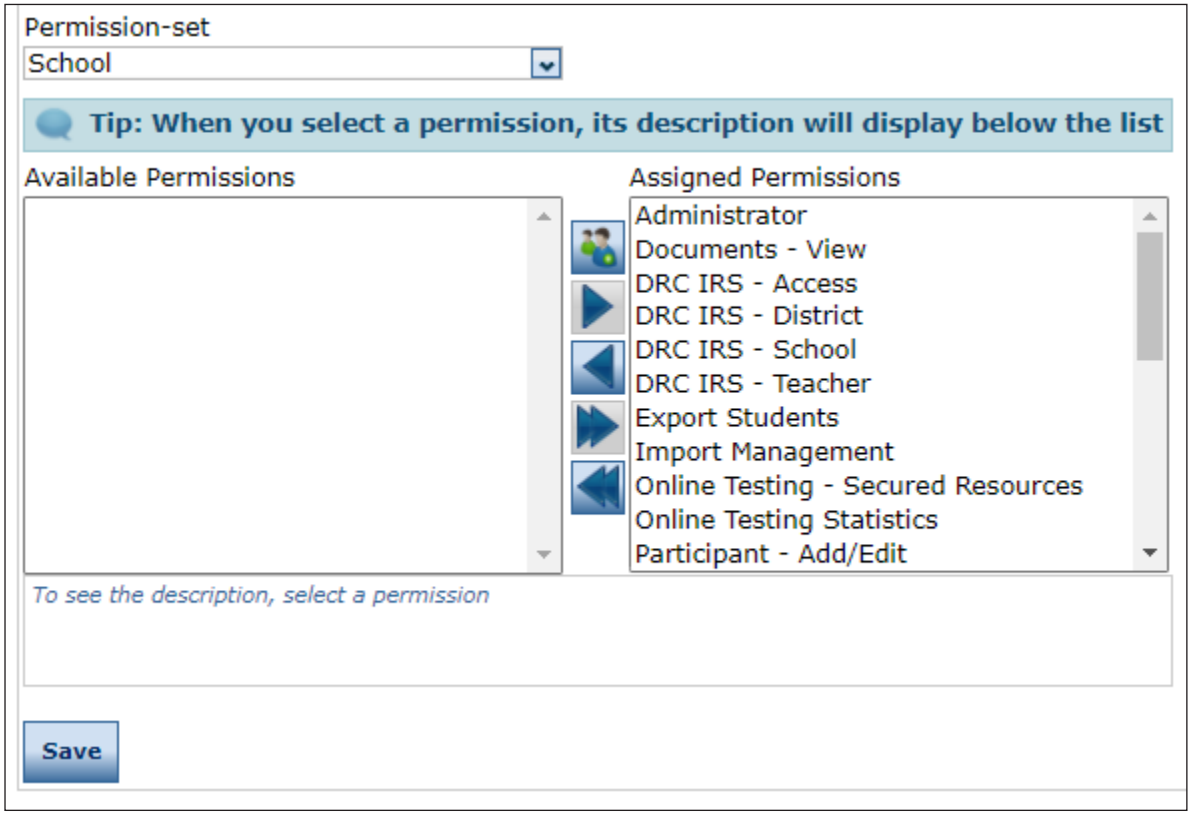
To assign a Permission Set to the user, enter the user's information as before, click the **Permissions-set** drop-down menu, and select the Permission Set that appears. The permissions included in the set will be highlighted in the Available Permissions list.

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**.



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

1. 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.



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

WIDA AMS Permissions Matrix

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
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		
Import Management	Manage Students	Import Management	Import students and student data for online testing	Yes		Yes		

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

[2] 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.

[3] This permission set is designed for School Test Coordinators who should have access to WIDA AMS data for a specific school.

[4] This permission set is designed for School Technology Coordinators. School Technology Coordinators can help download testing software at the schools.

[5] This permission set is designed for Test Administrators who are administering the online assessment.

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
Import Management	Manage Students	Import Management – Registration	Import the Registration Import File to reorganize students within registrations	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 **Note:** 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 10,000 records	Yes		Yes		
Student Management	Transfer Students	Participant – Transfer	Move a student for a school-to-school transfer	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				

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
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	New Student	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	
Reporting Services	Published Reports	Reports–View District Files	View district reports	Yes				
Reporting Services	Published Reports	Reports–View School Files	View school reports	Yes		Yes		
Reporting Services	Published Reports	View Reports–Download–District/School	Download all reports for a district, or school, for an administration	Yes		Yes		

WIDA AMS Permissions Matrix (cont.)

Main Category	Subcategory	Permission Name in WIDA AMS	Allows User To . . .	District Testing Coordinator[1]	District Technology Coordinator[2]	School Testing Coordinator[3]	School Technology Coordinator[4]	Test Administrator[5]
Reporting Services	Batch Download	DRC IRS–Access	Generate batch download reports in Reporting Services, including translated student reports and Screener export. 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		Yes
		DRC IRS–District		Yes				
		DRC IRS–School		Yes		Yes		Yes
		DRC IRS–Teacher		Yes		Yes		
Reporting Services	Operational Dashboard	OPD–Test Status	Access to Student Status Reports and the Test Status Dashboard	Yes		Yes		Yes
Screener Scoring	Screener Scoring	Educator Scoring	Access Educator Scoring for WIDA Screener Online	Yes				

Uploading Multiple Users to WIDA AMS

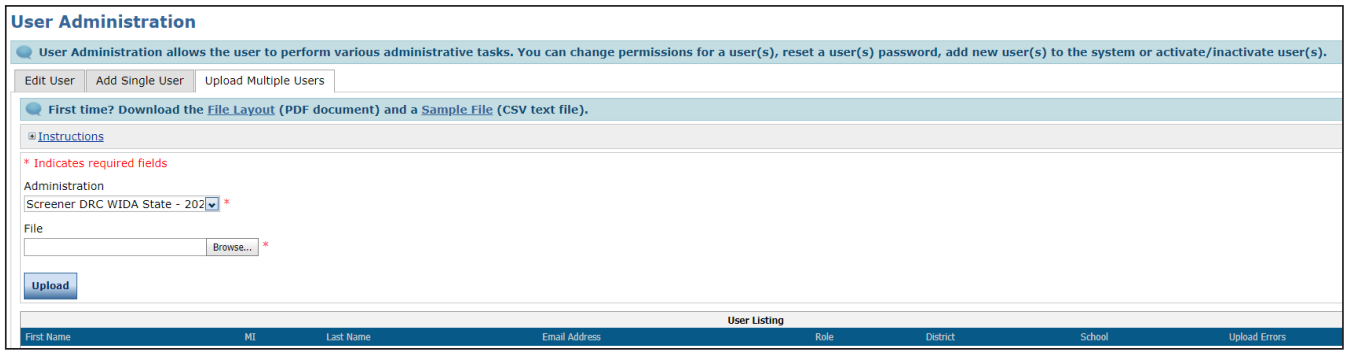
From the User Administration window, you can upload a file containing multiple user profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The User Administration window contains links 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.

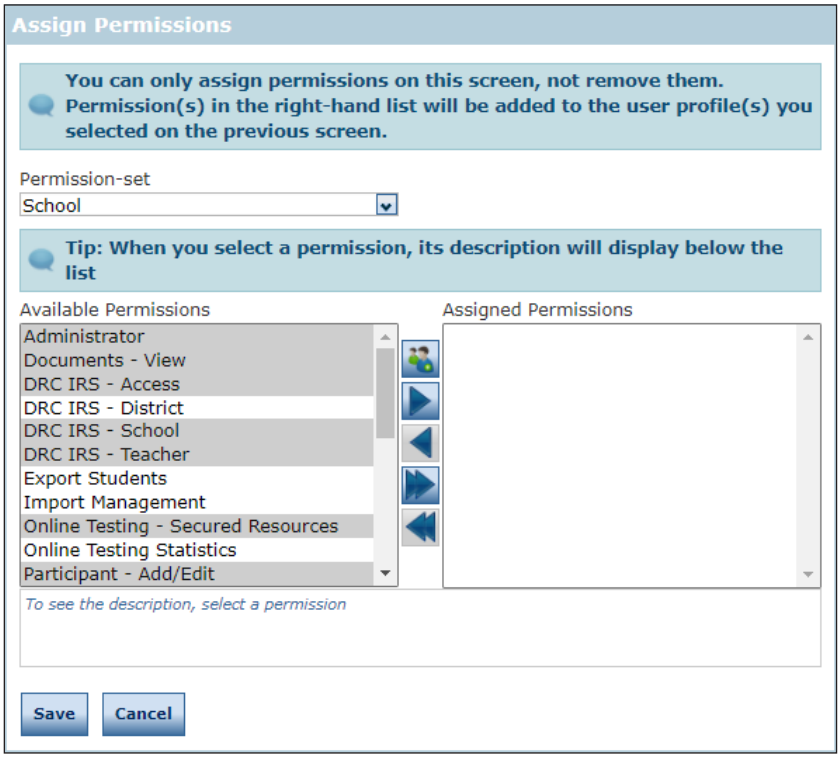
   Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
4. Use the WIDA_SampleUsers.csv file to create and save a user file to upload.

   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.



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.



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

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

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

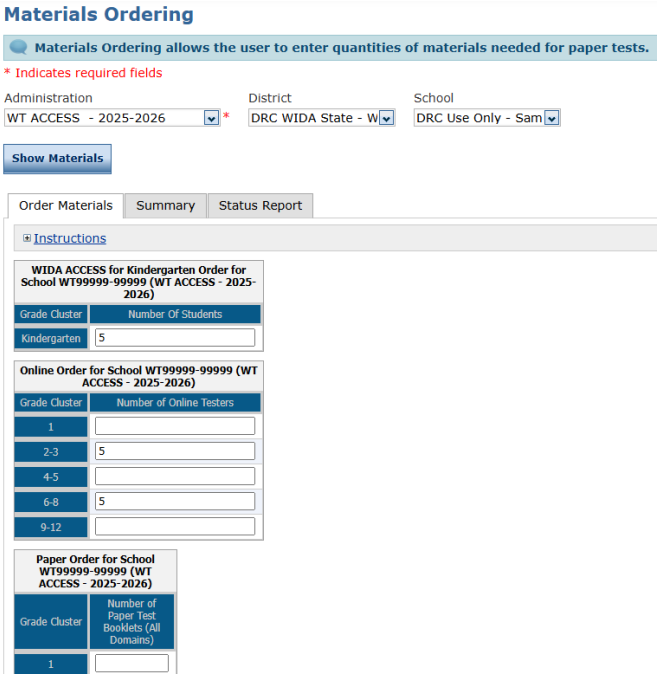
Material Ordering

Follow the steps in this section to order materials for the WIDA ACCESS 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 WIDA ACCESS 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.



3. Enter the exact number of students, by grade, in the appropriate grid.

   - For students taking WIDA ACCESS 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 WIDA ACCESS 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 WIDA ACCESS for Kindergarten, WIDA Alternate ACCESS, and WIDA ACCESS (Grades K–12) Accommodated Formats (such as Large Print and Braille materials).

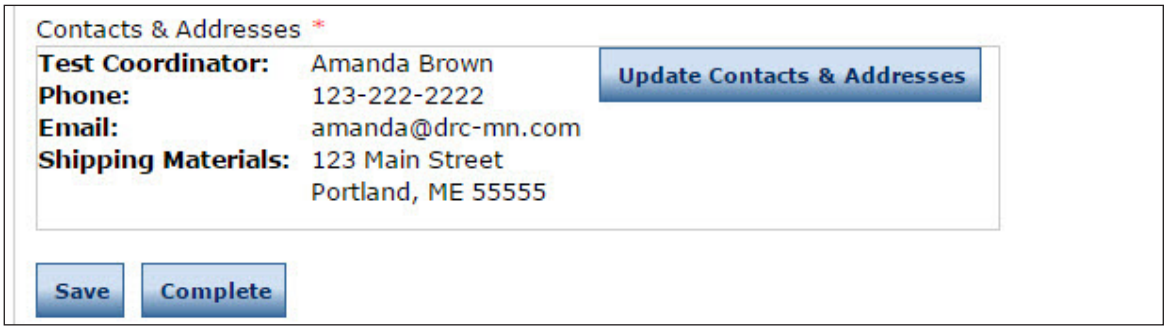
   Note: Enter counts only for the grades that have students testing. Do not include overage. Include exact counts for the number of students you plan to test.

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.

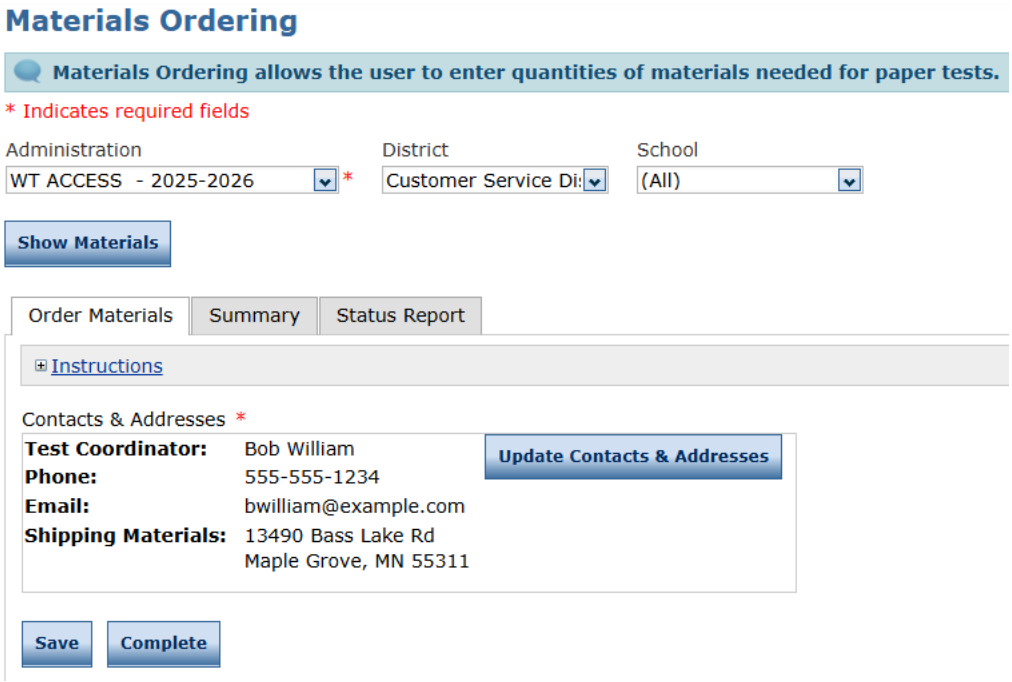
  Note: To complete Materials Ordering, you must know whether your WIDA ACCESS materials are to be shipped to your district or your school. Your state-specific checklist indicates where your materials will be shipped.



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

Materials Ordering (cont.)

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



7. 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.

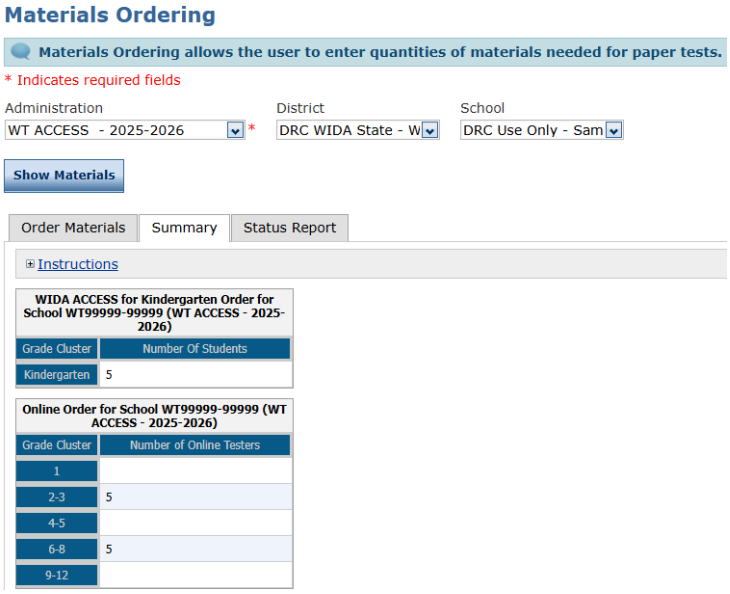
Using the filters on the Materials Ordering page, select the district, select **(ALL)** in the School drop-down menu, and click **Show Materials**. The district contacts and addresses appear. Review this information and click **Update Contacts & Addresses** to make any updates.

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.

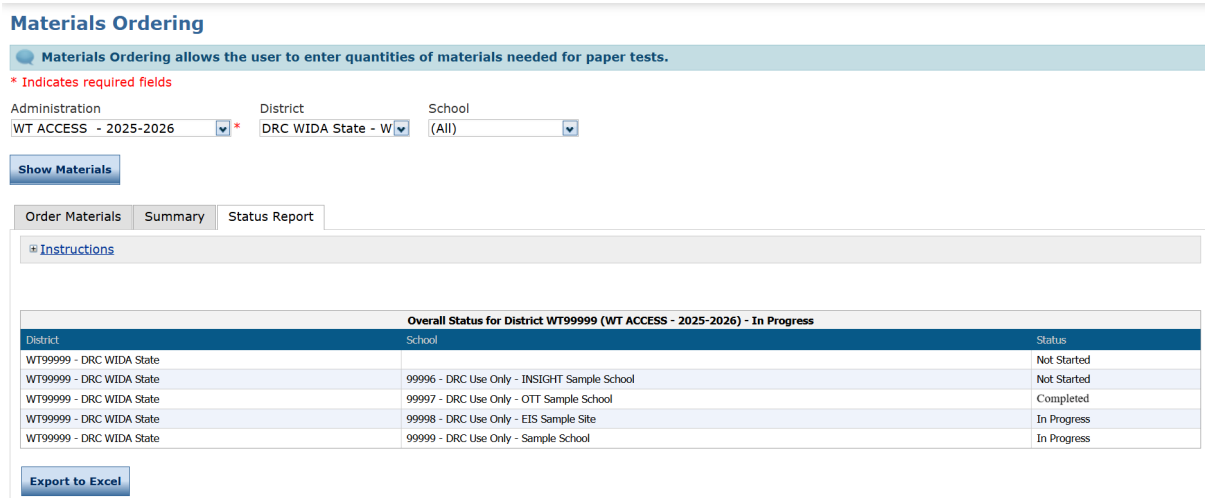


9. Select the **Status Report** tab to view the status of the order—Not Started, In Progress, or Completed—for the assessment, district, and school you selected. The statuses are described below.

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

*DRC will process orders that are either In Progress or Complete when the material ordering window closes. 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.



Ordering Additional Materials

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

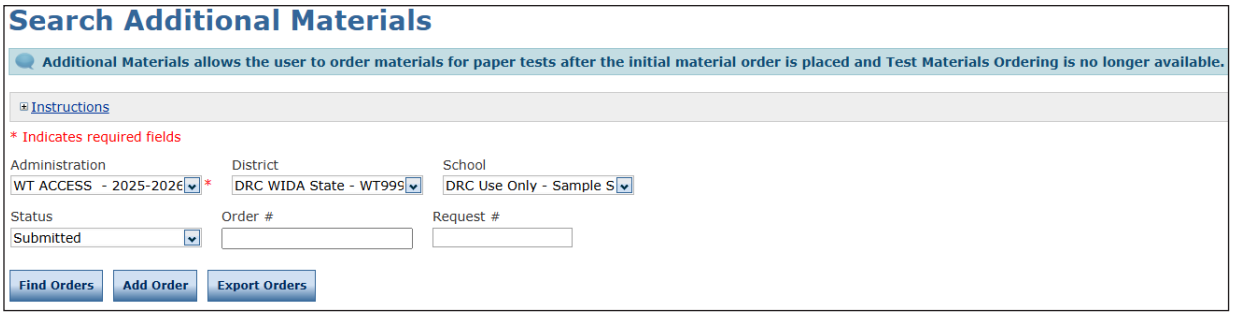
- Initial shipments of test materials will include extra copies of certain high-demand materials, such as *Tier A Online Writing Booklets*, to ensure that additional orders will rarely be required.
- All districts will receive additional quantities of test materials with their initial orders. These test 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.

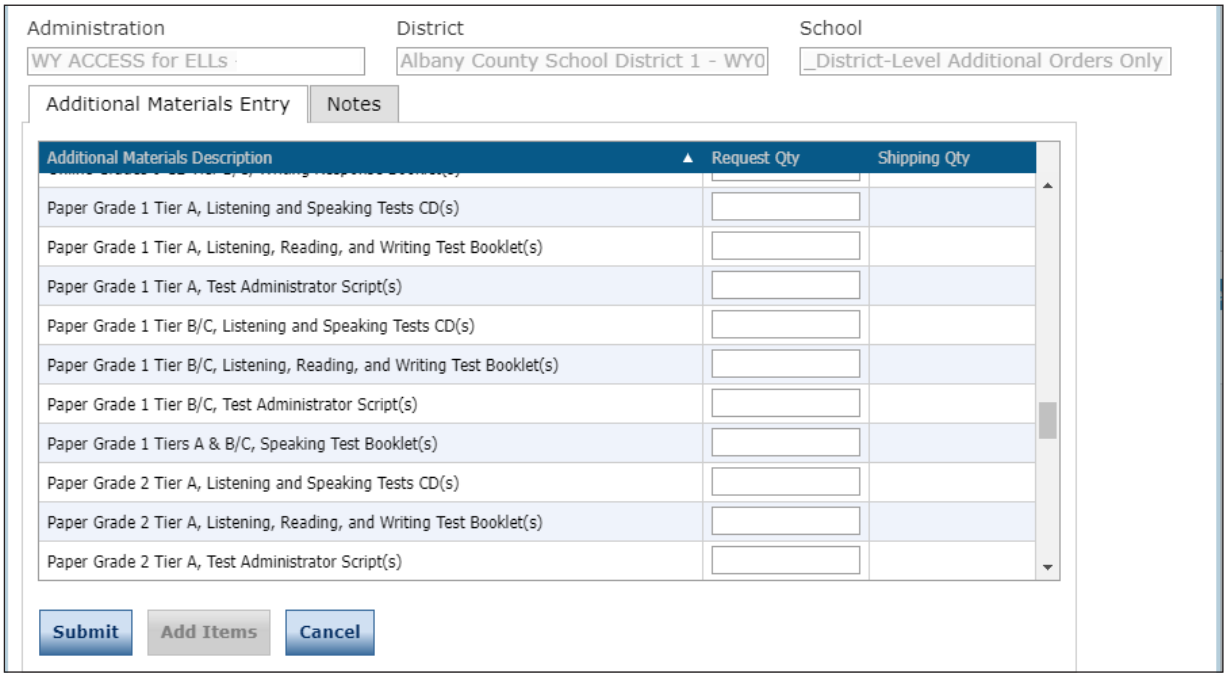
2. To place a new order, select an administration, district, and the district-level ordering site from the drop-down menus, and click **Add Order**.



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.

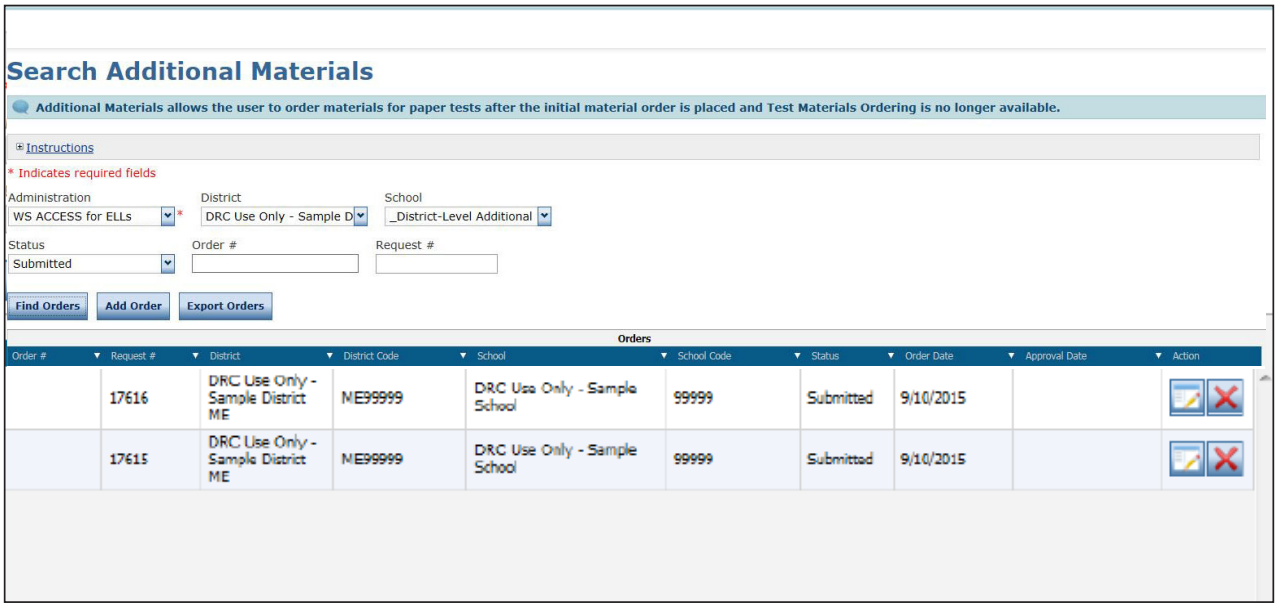
3. In the Additional Materials Entry grid, enter quantities for the additional materials the district requires.

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



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.

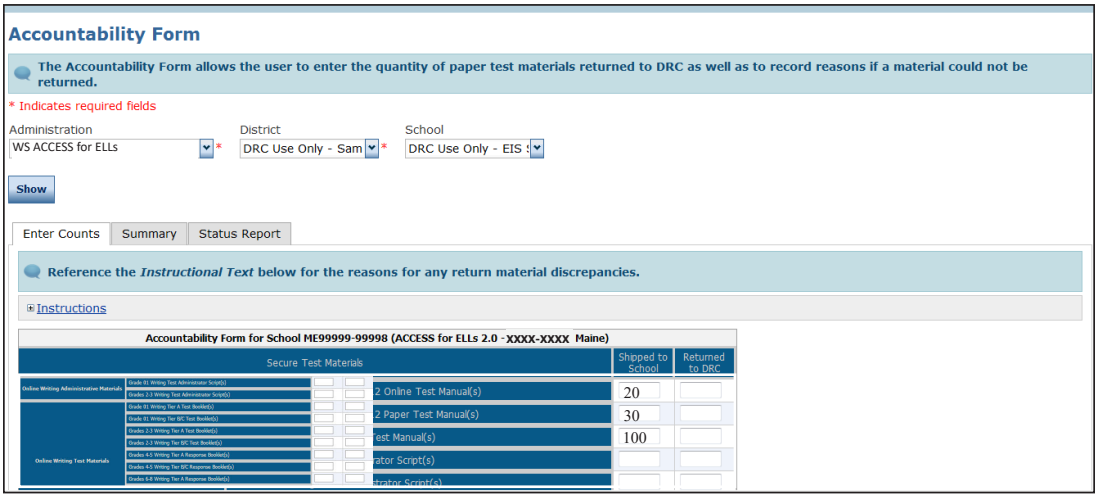


Accountability Form

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.



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.

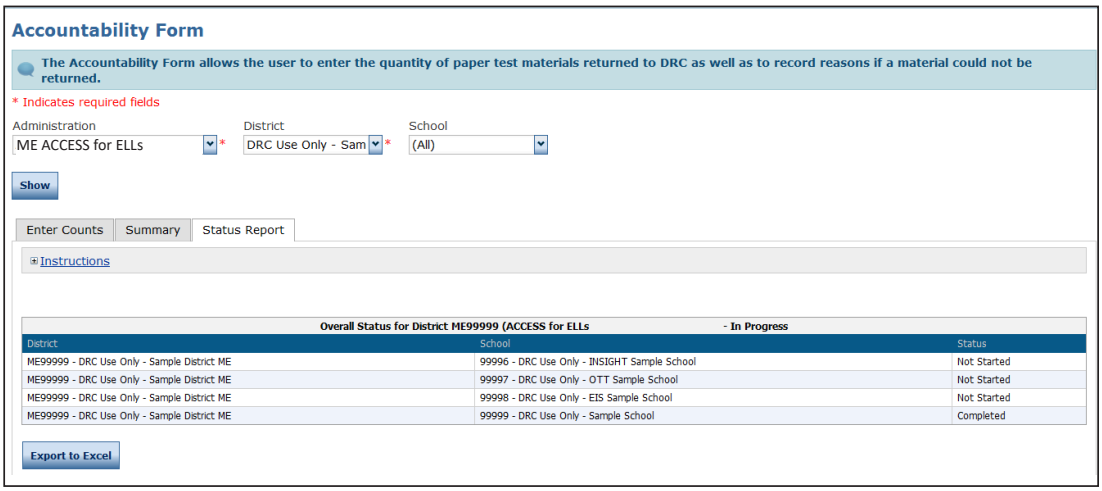
Accountability Form (cont.)

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
Not Started	Neither the counts nor the reasons have been updated.
In Progress	Counts and/or reasons have been updated, but no user has clicked **Complete**.
Completed	A user has clicked **Complete** 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 53).



Import Management

Introduction

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

- Import students into WIDA AMS and auto-generate registrations
- View or download historical copies of student import files
- Reorganize students within registrations using the registration import

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

The following permission provides access to Import Management functionality:

- *Import Management*

For more information, see "WIDA AMS Permissions Matrix" on page 38.

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 10,000) 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
- Transfer student from school to school

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 38.

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
- 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 WIDA ACCESS 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 WIDA ACCESS, 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 WIDA ACCESS, 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.

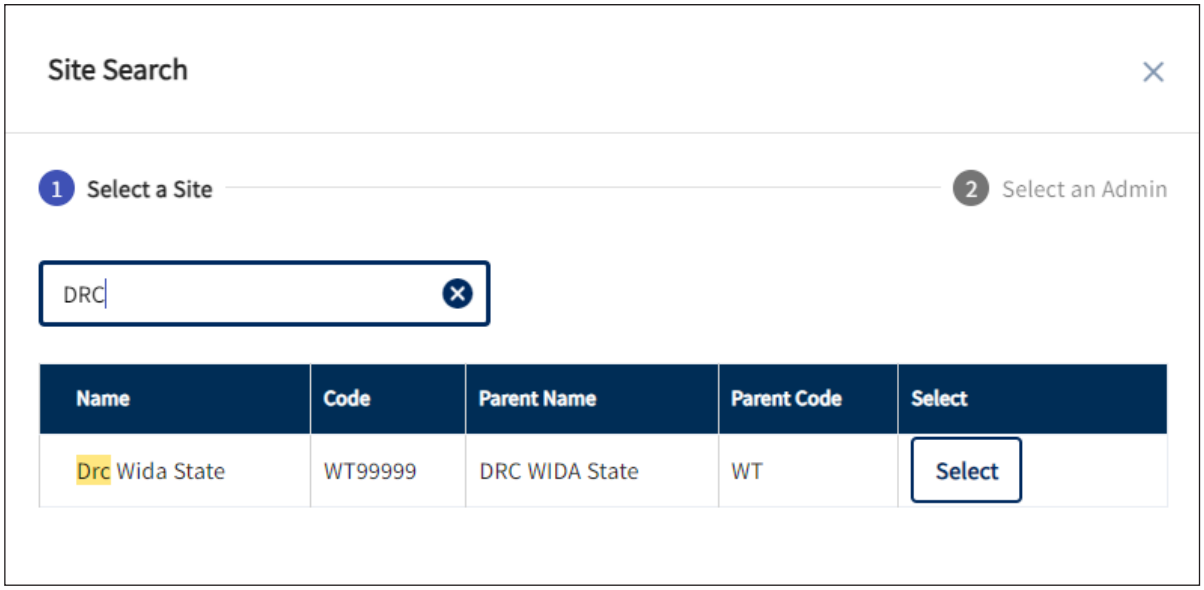
The Student Import function (used to import students) is controlled by the Import Management permission. This permission is included in the permissions sets for district users.

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.

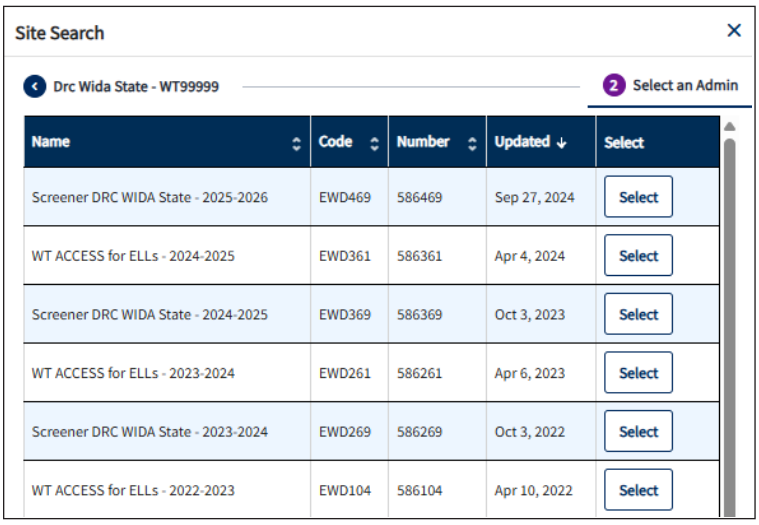
5. Type an entry to search by site name or code. Type in any part of the site name or code, and select the appropriate match.



Exporting Student Records (cont.)

6. 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.



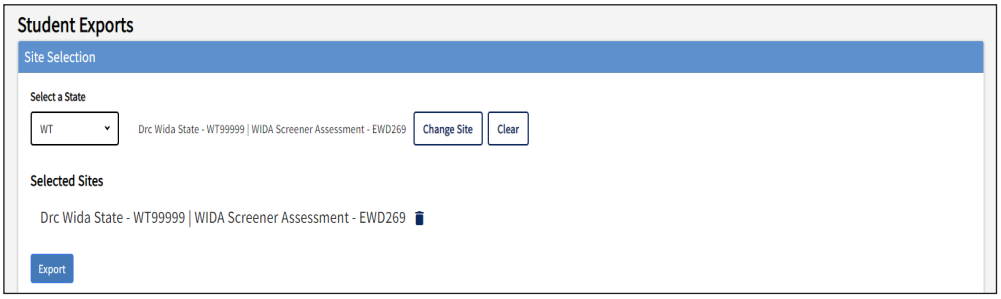
The following table indicates which option to select for each administration.

Year	Name	Code	Number
2025-2026	Screener – 2025-2026	EWD469	596469
2025-2026	WIDA ACCESS – 2025-2026	EWD461	596461
2024-2025	Screener – 2024-2025	EWD369	596369
2024-2025	ACCESS for ELLs– 2024-2025	EWD361	596361
2023-2024	Screener – 2023-2024	EWD269	596269
2023-2024	ACCESS for ELLs – 2023-2024	EWD261	596261

7. 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.

8. 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.



Exporting Student Records (cont.)

9. If you select the wrong site or administration, you can delete the selection by clicking the **Trash** icon ( ) to the right.

10. After you have made and checked your selections, click **Export**.

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 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. The receiving district must add the student to a registration and export the registration details to retrieve the student's tier placement information.

- *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:

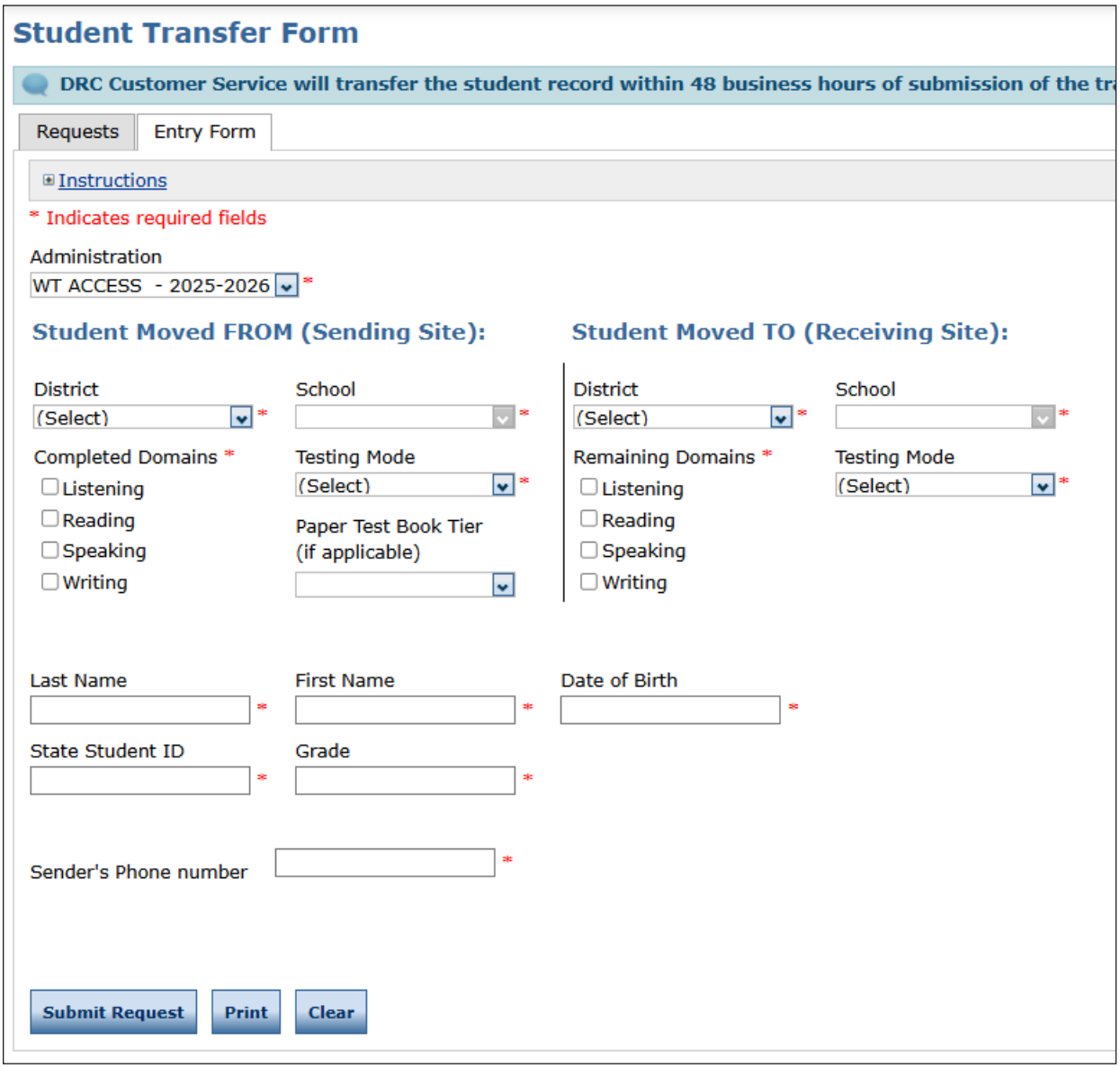
- The information in this section applies to WIDA ACCESS only.
- This form may be completed by either the sending or receiving district and school. To submit a transfer request, all of the required fields must be filled in (indicated by a red asterisk [*]) for BOTH the sending and receiving district 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 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 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.



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.

Test Management

Introduction

From the Test Management application, you can search for registrations 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 38.

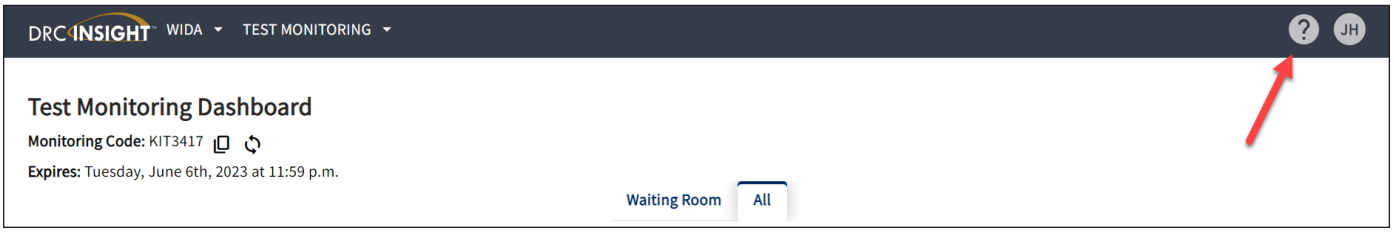
Test Monitoring

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 38.

Screener 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 WIDA ACCESS. If you are administering WIDA ACCESS 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

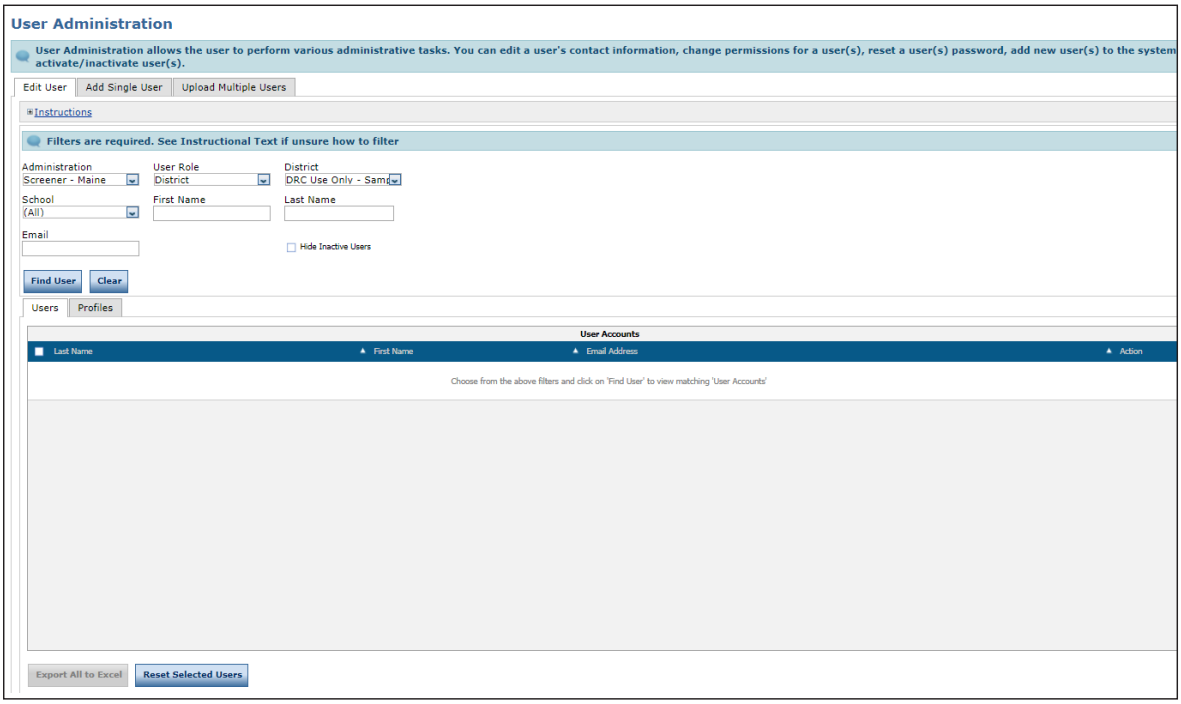
Usually (approximately 90% of the time), Speaking and Writing responses will be available for scoring in WIDA AMS within two hours of the student completing the test. If responses are not available to score within two hours, ensure that the test has been completed by the student and that all responses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

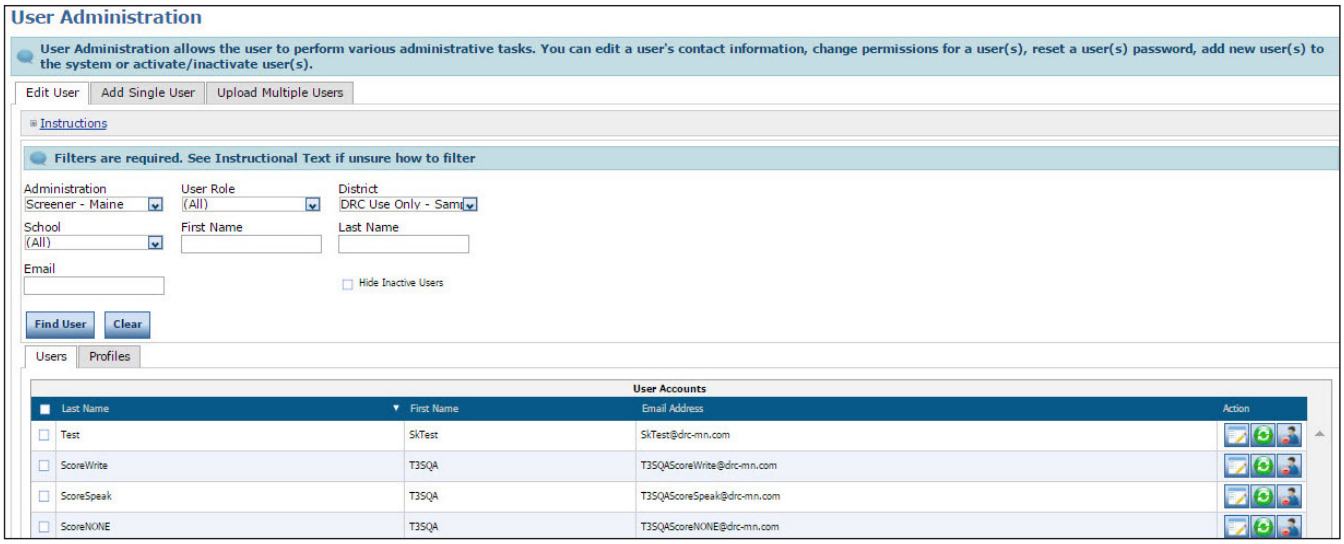
Giving a certified scorer access to WIDA AMS Educator Scoring is a two-part process. First, you must provide the Educator Scoring permission under the WIDA Screener Online administration to the certified scorer (steps 1–4). Then, you update the scorer's user profile in WIDA AMS and specify which domains—Speaking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



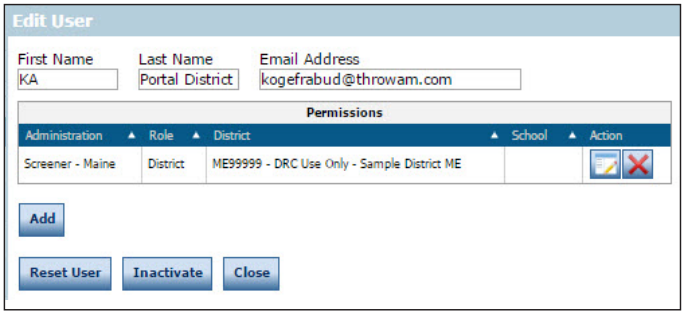
Providing Access to Educator Scoring (cont.)

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



4. 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.

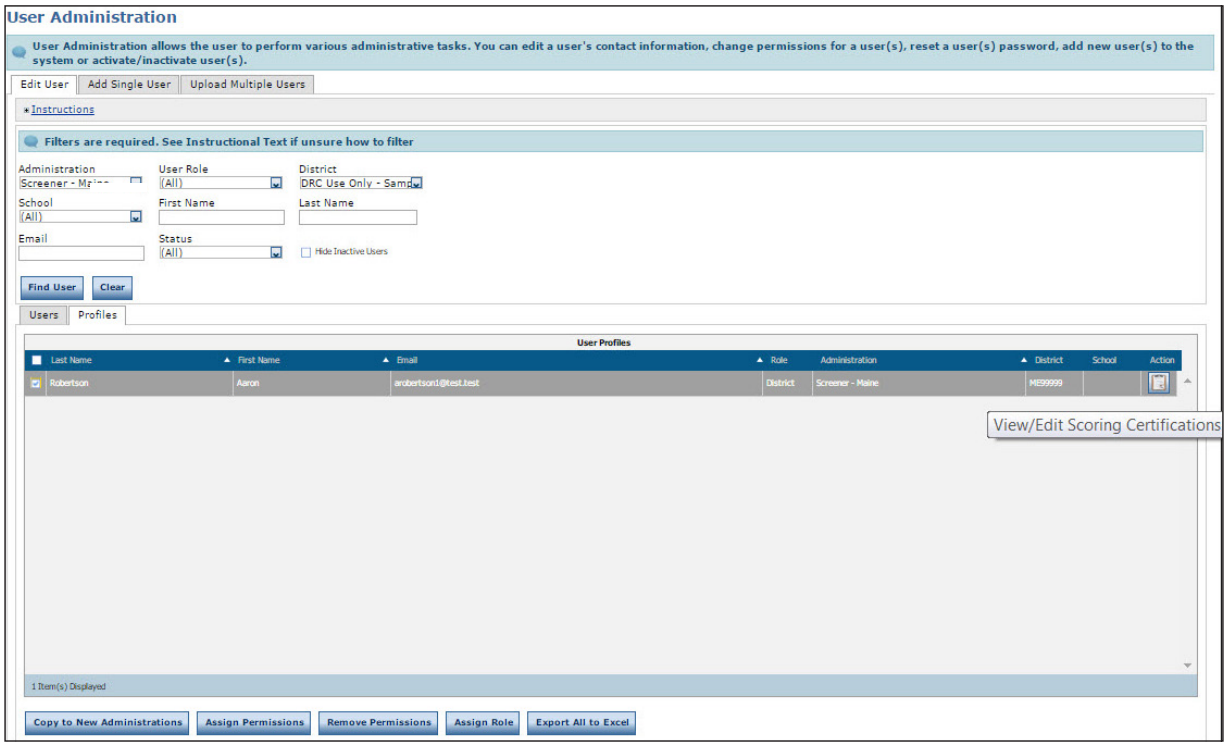


Providing Access to Educator Scoring (cont.)

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

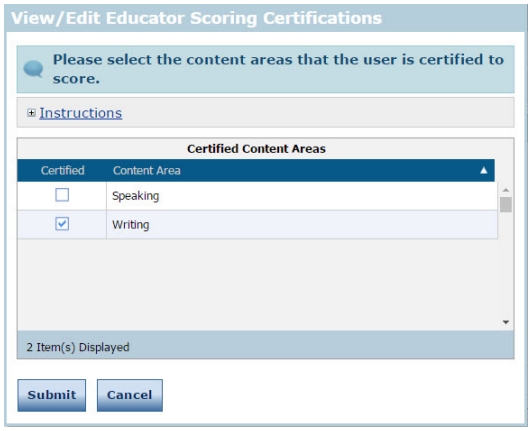
   Note: Although Educator Scoring permission will provide access to the Screener Scoring Menu option, a Test Administrator or other user will not be able to score responses for a specific domain until they have been certified under the Profiles tab.

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



7. 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. Proof of a user's certification can be found in the WIDA Secure Portal.



8. 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 Online. 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.

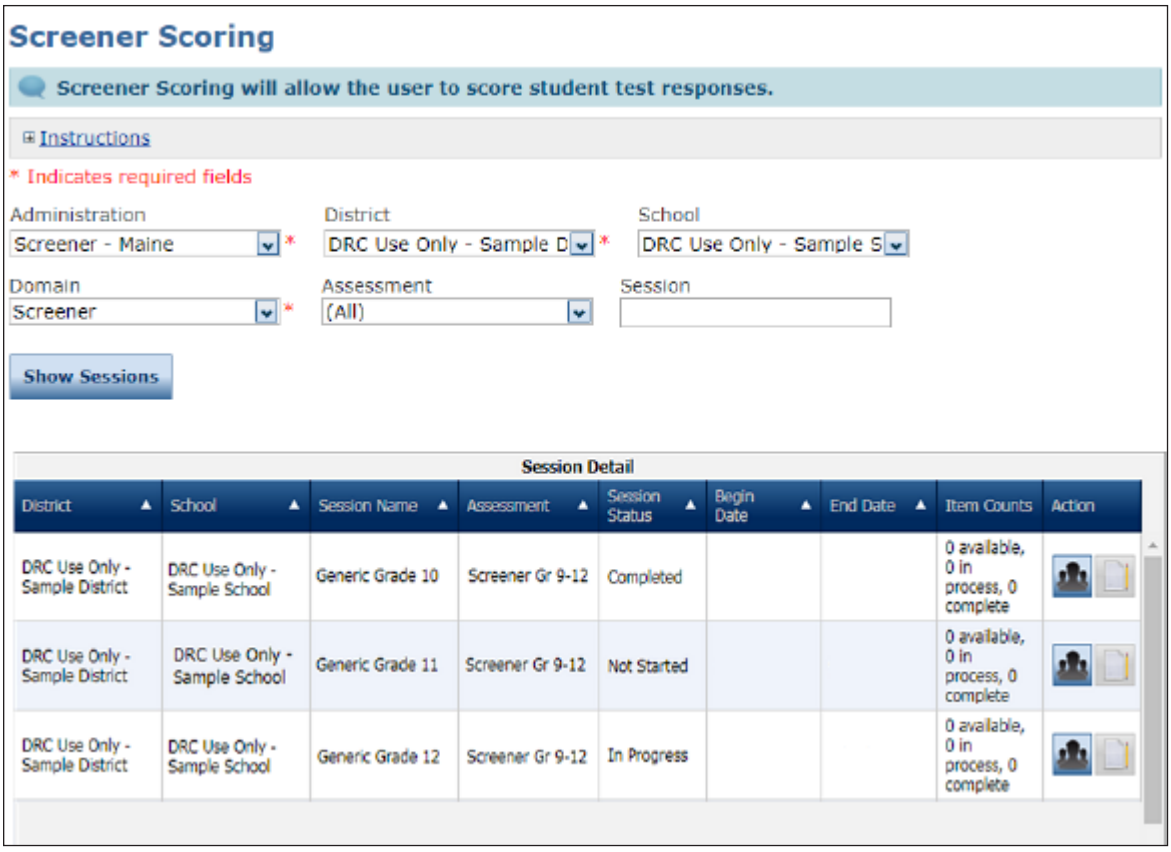
Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking

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 registrations meeting the filter requirements appear in the Session Detail grid.



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 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.

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

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

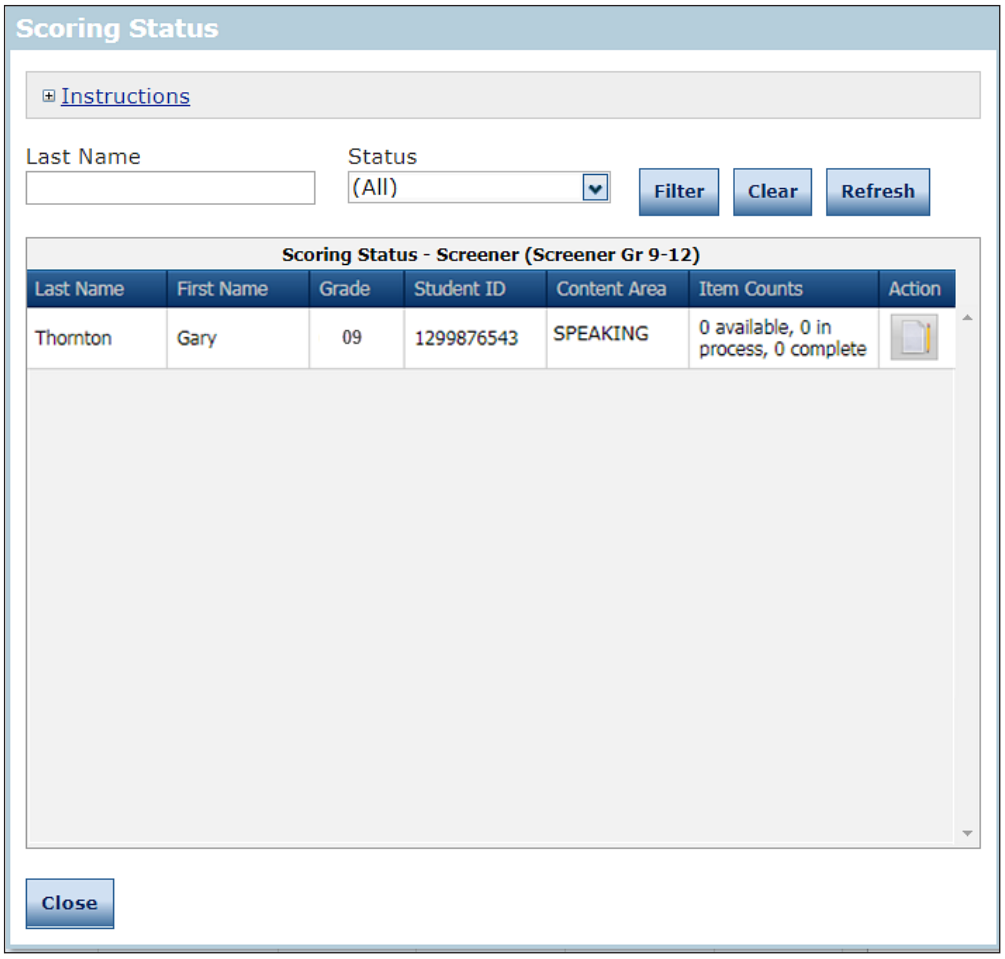
4. To view a list of students within the registration, click the **Show Students** icon ( ) in the Action column.

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

5. 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 Screener Scoring application.

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

The Screener Scoring application, Scoreboard, will open in a new tab. If the application does not appear, please turn off your pop-blocker and click the **Score Student** icon again.

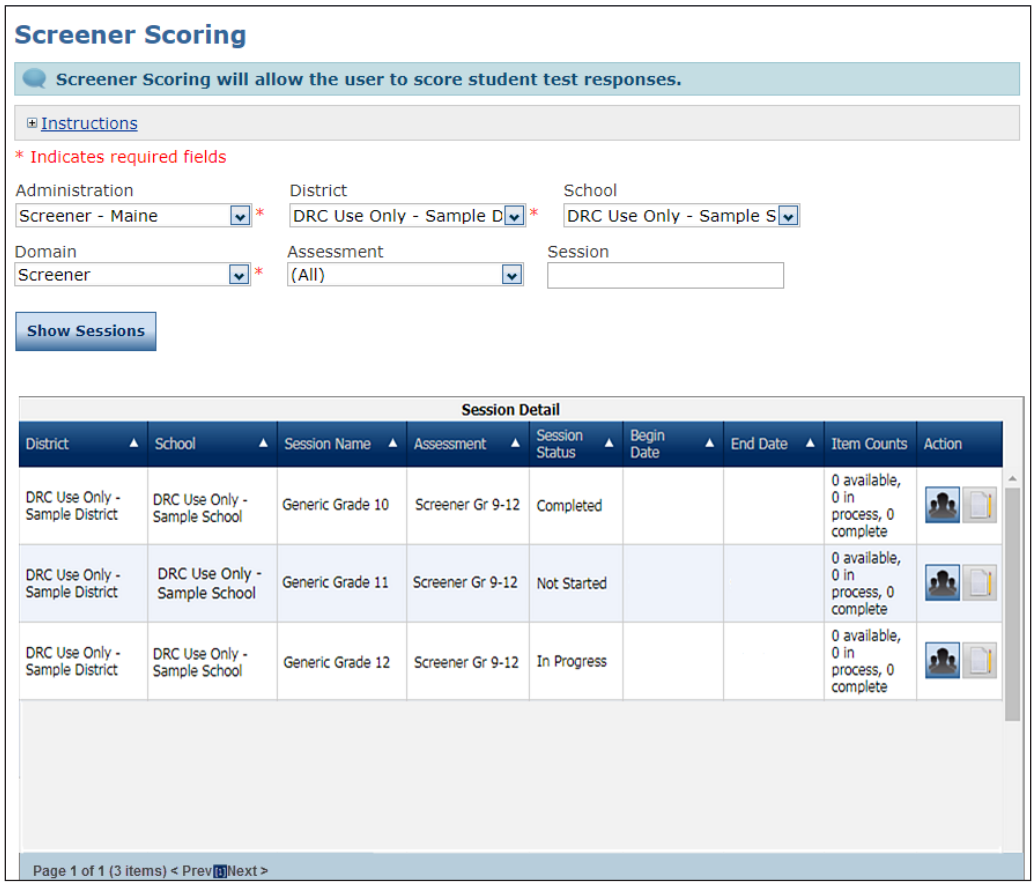


Important: You may score all student responses (not just grades 1–3 Writing and grades 4–12 handwritten Writing responses) using this method of scoring student-by-student. Alternately, once you have completed scoring grades 1–3 Writing and grades 4–12 handwritten Writing responses, you can use the method for scoring all students, by registration, as described on page 82.

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

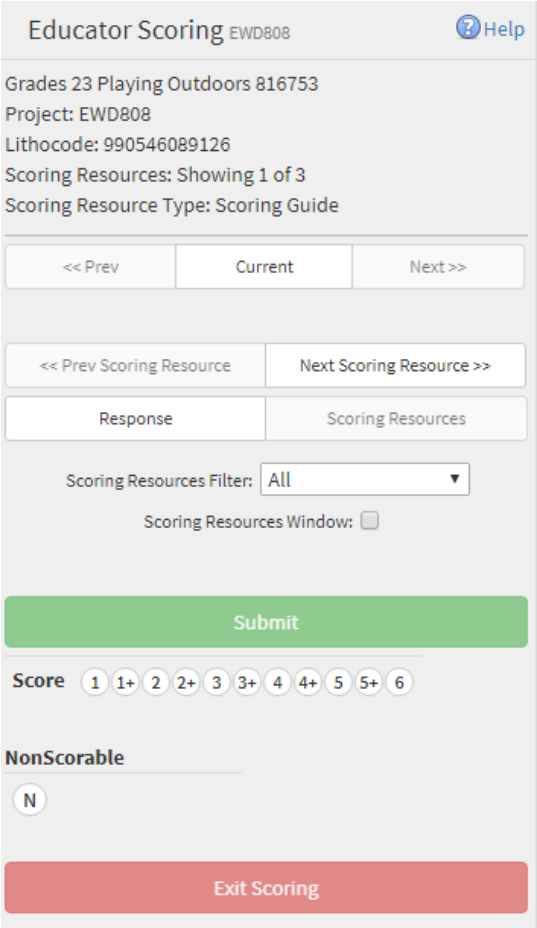
The following method describes how to score all student responses by registration. In order to use this method, you MUST have completed scoring all grades 1–3 Writing and grades 4–12 handwritten Writing responses.

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 registration in Screener Scoring by filtering by district, school, assessment, and registration and click **Show Sessions**. The registrations meeting the filter requirements appear in the Session Detail grid.
3. Search for the registration and click the **Score Session** icon ( ).



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 84).



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	All three scoring resources for the domain **Note:** The <<Prev Scoring Resource and Next Scoring Resource>> buttons are enabled if All is selected.

*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.

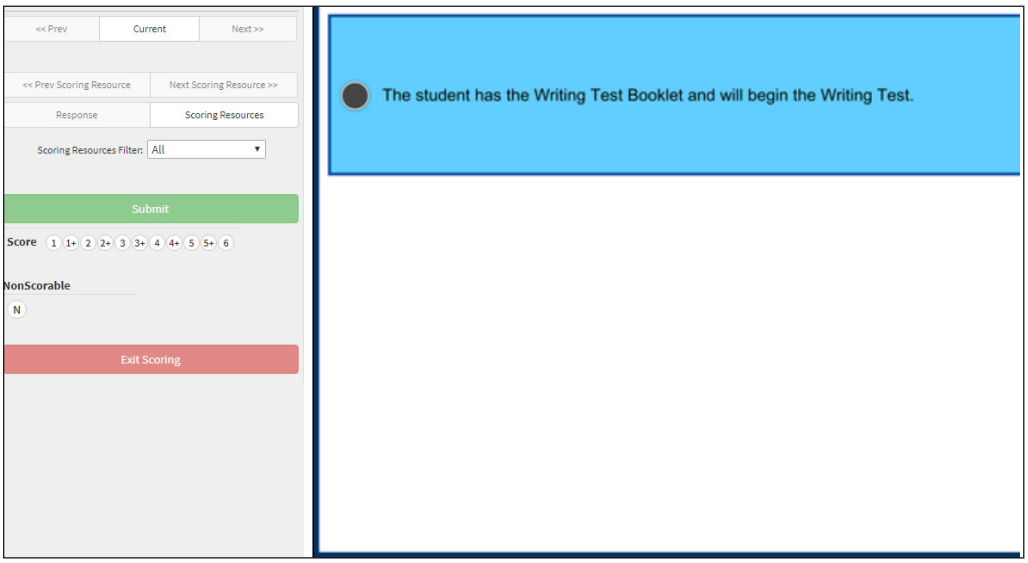
Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring

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 79).



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.

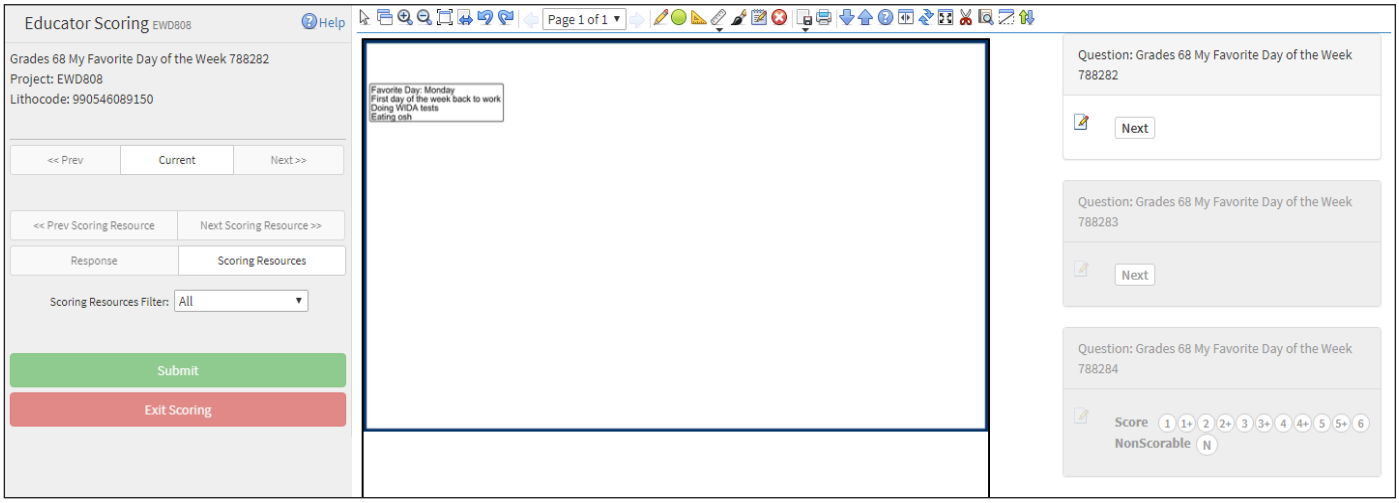
Important: After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

For more information, see "Exiting Screener Scoring" on page 90.

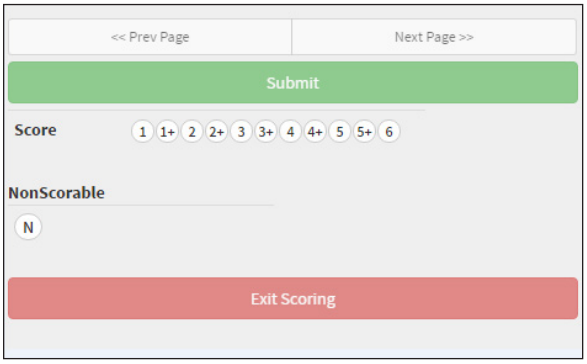
Scoring Grades 4–12 Writing in Screener Scoring

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 **<< 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.



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.

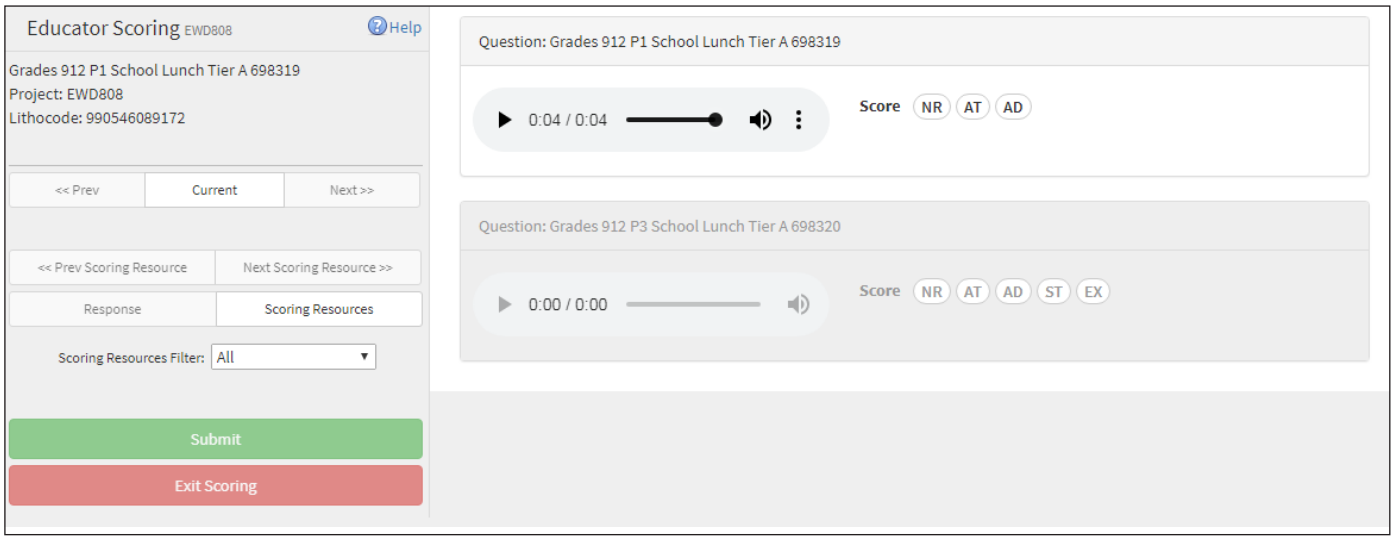
   Important: After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

   For more information, see "Exiting Screener Scoring" on page 90.

Entering Speaking Scores into Screener Scoring

To enter Speaking scores into Screener Scoring, select a group of students (see page 82) 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])..



Entering Speaking Scores into Screener Scoring (cont.)

4. 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.

5. To score additional responses within the filters set for the scoring session, click **Next>>**.

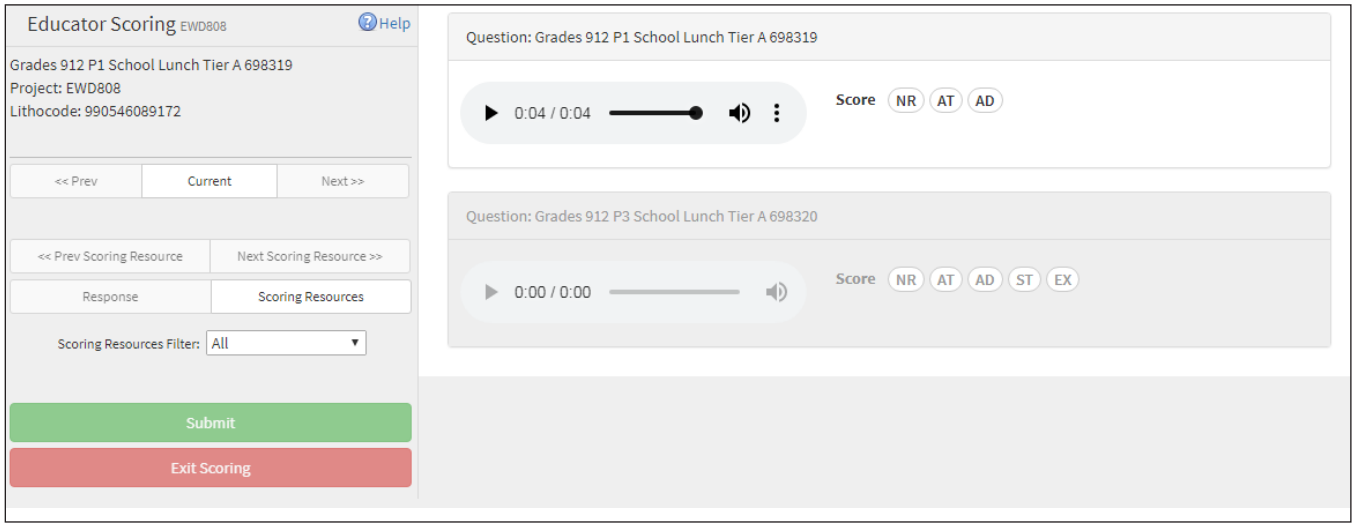
6. You can click **<<Prev** to view responses and review scores that you have submitted. Click **Next>>** to move forward again.

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

7. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

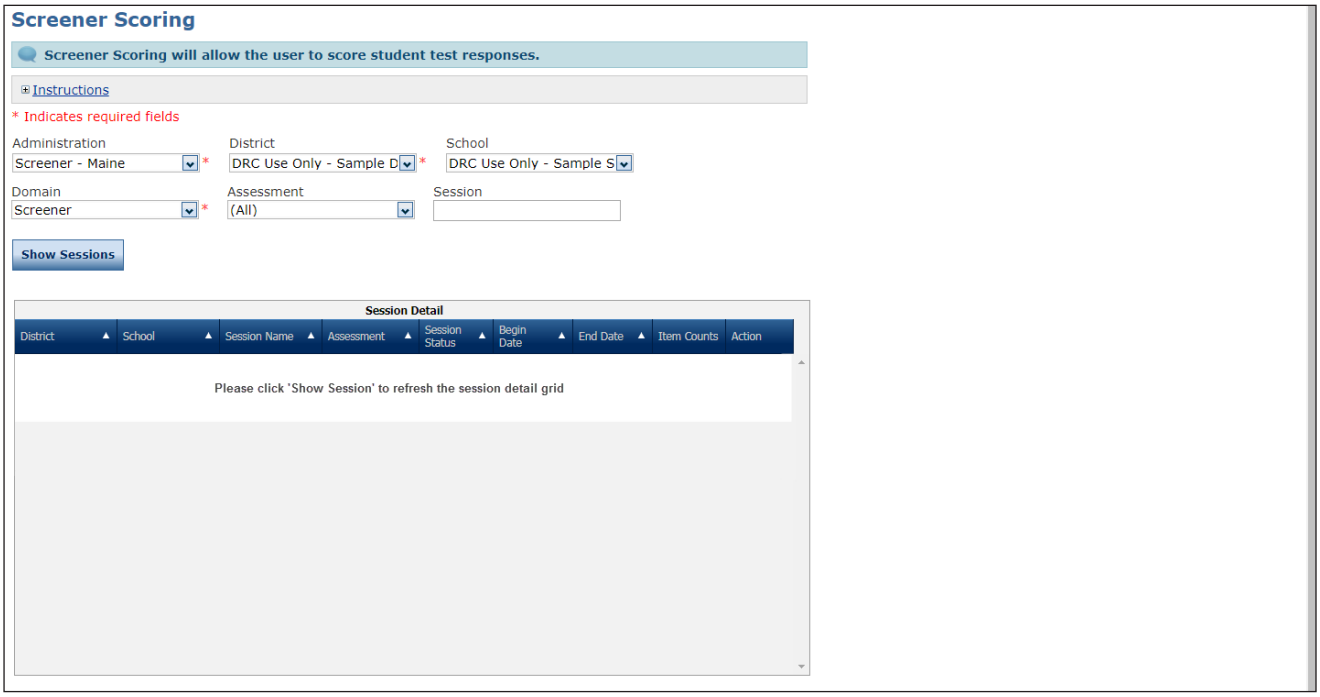
   - If you select **No**, your session pauses and you can resume the same scoring session.
   - If you select **Yes**, your session ends and the scores are submitted and locked so that student reports may be produced.

   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 90.



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.



WIDA ACCESS Paper Audio

Introduction

From the WIDA ACCESS Paper Audio application, WIDA AMS users can do the following:

- Play WIDA ACCESS Grades 1-12 Paper Listening and Speaking Test audio files
- Adjust the audio player volume
- Navigate through the audio tracks

Online Help for WIDA ACCESS Paper Audio

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

WIDA AMS Permissions for WIDA ACCESS Paper Audio

State Education Agencies (SEAs) will determine who is assigned the required permissions.

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 Report, Roster Report, and Frequency Report
- Secure Material Tracking Report
- Student Status
- Test Status Dashboard

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
• DRC IRS – Access • DRC IRS – District • DRC IRS – School • DRC IRS – Teacher	• DRC IRS – Access • DRC IRS – School • DRC IRS – Teacher

Note: DRC Interactive Reports Permissions are refreshed at midnight, CT. Therefore, if a user is given access to a new site or role, these reports will be available to that user on the following day.

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 106.

District User Permissions	School User Permissions
• Reports – View District Files • Reports – View School Files • View Reports – Download – District/School	• Reports – View School Files • View Reports – Download – District/School

Introduction (cont.)

Student Status and Test Status

Student and Test Status are controlled with the same permission, OPD – Test Status. Users with the OPD – Test Status permission will have access to both reporting options.Additionally, users must possess the appropriate DRC IRS permission for their role and all subsequent roles

District User Permissions	School User Permissions	Testing Administrator Permissions
• OPD –Test Status • DRC IRS –Access • DRC IRS – District • DRC IRS –School	• OPD – Test Status • DRC IRS – Access • DRC IRS –School	• OPD – Test Status • DRC IRS – Access • DRC IRS –School

Data Retention Policy

DRC's data retention policy for Batch Download and Published Reports is the current admin, plus two previous years. Student Status and Test Status data is available for the current administration, plus the previous year. If you have any questions about reports prior, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889) or email WIDA@datarecognitioncorp.com.

Batch Download

In Batch Download, WIDA AMS users can find the following reports:

- Screener Score Report
- Screener Export
- ACCESS Translated Report
- Alternate ACCESS Translated Report

To access Batch Download, you must have the DRC Interactive Reporting System permissions for the appropriate registration window(s): WIDA ACCESS 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.

While the DRC IRS - Teacher permission is not assigned to the Test Administrator default permission set, a District user can assign this permission for the Test Administrator role to view Screener Score Report and ACCESS Translated Report.

Important: Test results from 2022-2023 are still available from Report Delivery. Please see "Test Results Reports" on page 107.

Note: If you receive a "No Data" message after filtering to a site, this indicates that the reports have not been published yet or the site you selected has no data that matches the criteria you entered. Adjust the filters and perform a new search.

Screener Score Report

A WIDA Screener Online report becomes available after the educator completes scoring all of the student's responses. Only sites with scored Screener assessments will appear in the drop-down.

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 column headers 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 click **Display Students** anytime changes are made to the top level filters to return new results.
- The Students grid 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

WIDA ACCESS 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.)

To view and download ACCESS Translated Reports, follow these steps:

1. Select **Reporting Services** from the WIDA AMS My Applications menu bar.
2. Click **Batch Download**, then **ACCESS Translated** from the left-hand navigation menu.
3. Select the appropriate Registration Window.
4. Populate the District and School fields as needed.
5. Select the desired Language for the report.
6. Click **Display Students** to populate the Students grid, or **Clear** to clear your filter criteria and start over.
   - Use the Name, State Student ID, Date of Birth, and Grade column headers in the Students grid to further refine your results if necessary.
7. 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 click **Display Students** anytime changes are made to the top level filters to return new results.
   - The Students grid 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.

Screener Export

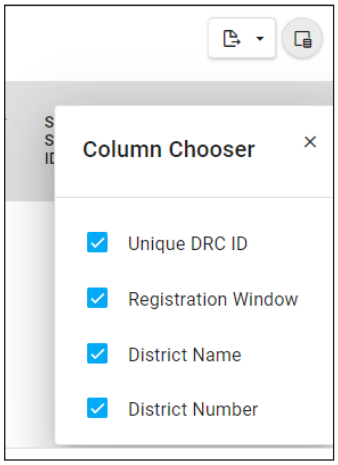
The Screener export process allows users to view and export a .xlsx file that contains WIDA Screener data by student.

- Export data is refreshed throughout the day as scoring occurs.
- If the export is missing recently scored students, please allow up to two hours for data to populate.
- 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.

Performing a Screener Export

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

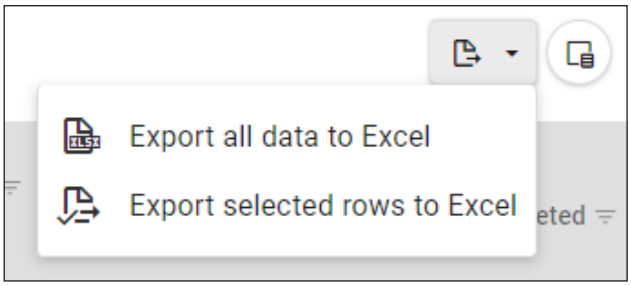
1. Select **Reporting Services** from the My Applications menu, and click **Batch Download**, followed by **Screener Export**.
2. Select the appropriate Registration Window.
3. If you are a district-level user, you can either click **Districts** and select your district name to export data from all schools in the district. Or, you can click **Schools** and select a school name to export data from that school only.
4. After you have selected the testing sites and date(s) for the export, click **Display Students**.
   - 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.
   - To see the field names, valid values, field descriptions and notes for a Screener Export file, see "Screener Export File Layout" on page 100.
5. A student table will populate below the filters. You can sort and further refine your results from the column headers in the table.
   - Use the Column Chooser button to modify the columns included in the export.



Performing a Screener Export (cont.)

6. Once you are ready to export testing data for the selected date range and/or sites, make your selections and click **Export** in the upper right corner of the Students grid.

- 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.



- 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	• Records created by uploading are odd ID numbers • Records created by manual entry into WIDA AMS are even ID numbers
Registration Window	None	Screener - 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.
Grade	2	01-12	1st grade through 12th grade Must contain leading zero for 01-09

Field Name	Max Character Length	Valid Character Values	Field Notes
Grade Cluster Administered	1	1,2,4,6,9	The student's tested Grade Cluster **Online** 1 = 1 23 = 2-3 45 = 4-5 68 = 6-8 912 = 9-12
Started		MM/DD/YYYY HH:MM	First test ticket date for the first domain
Completed	10	MM/DD/YYYY HH:MM	Date student completed testing in school in MM/DD/YYYY format. 03/30/2014 = March 30, 2014 Or, the date the student completed the online test for the final domain.
Listening Proficiency Level	3	1.0-6.0	Student's Listening Proficiency Level for Online
Reading Proficiency Level	3	1.0-6.0	Student's Reading Proficiency Level for Online
Speaking Proficiency Level	3	1.0-6.0	Student's Speaking Proficiency Level for Online
Writing Proficiency Level	3	1.0-6.0	Student's Writing Proficiency Level for Online
Oral Language Proficiency Level	3	1.0-6.0	Student's Oral Proficiency Level for Online Always displays to the tenth. For example, 1.0 or 5.5.
Literacy Proficiency Level	3	1.0-6.0	Student's Literacy Proficiency Level for Online Always displays to the tenth. For example, 1.0 or 5.5.
Overall Proficiency Level	3	1.0-6.0	Student's Composite (Overall) Proficiency Level for Online Always displays to the tenth. For example, 1.0 or 5.5.

Published Reports

In Published Reports, WIDA AMS users can find the following reports:

- WIDA ACCESS Individual Student Reports
- WIDA Alternate ACCESS Individual Reports for Educators and Families
- Frequency Reports
- Roster Reports
- District Student Response Files
- Secure Materials Tracking Report
- State Student Response Files

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.

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.

Important:

- WIDA Screener Online test results are not posted under Published Reports. For instructions about accessing WIDA Screener Online results, see "Batch Download" on page 96.
- Test results from 2022-2023 are still available from Report Delivery. Please see "Test Results Reports" on page 107.
- District and School filters in Published Reports will contain all locations for your site, regardless of testing status. Reports will populate once they are available.

Published Reports (cont.)

To view and download Published Reports, follow these steps:

1. Select **Reporting Services** from the WIDA AMS My Applications menu bar.
2. Click **Published Reports** from the left-hand navigation menu on the Reporting Services landing page.
3. Populate the District and School fields as needed.
   - To download reports for multiple schools, select **All Sites - ALL** in the School drop-down menu. This option will not be available for users with only one school associated with their account.
4. Select the appropriate Registration Window.
5. Click **Display Reports** to populate the Reports Table, or **Clear** to clear your filter criteria and start over.
6. Use the checkboxes to the left of the report to select the report(s) for download.
7. Once selections have been made, click **Download All Selected** to download the reports to your device.
   - While the reports are downloading, a notification pop-up will appear tracking the progress of the downloads.

Note: A district user can adjust the type of report downloaded by filtering for the Report Type. A district user can also adjust the number of reports downloaded by increasing the number of reports displayed on a page in the lower left corner of the screen.

Operational Dashboard

In the Operational Dashboard, WIDA AMS users can locate the following:

- Student Status
- Test Status Dashboard

The OPD – Test Status permission needs to be assigned to view the Operational Dashboard. This permission is typically assigned to District and School Test Coordinators and Test Administrators.

Note: Both WIDA ACCESS and WIDA Screener Online consist of four language domains: Listening, Reading, Speaking, and Writing. Each domain is considered its own test registration within the dashboard. Although WIDA Screener Online only requires one test ticket, the Operational Dashboard records the completion of each domain separately.

Student Status

Student Status displays all students with an online registration. This report will provide the test status for each registered student, along with other related testing information, including student demographics, accommodations, and test start and end dates/times. Student Status data refreshes throughout the day.

To view these reports, follow these steps:

1. Select **Reporting Services** from the My Applications menu.
2. Click **Operational Dashboard** from the left-hand navigation menu on the Reporting Services landing page, then **Student Status**.
3. Select the appropriate Registration Window.
4. Populate the District and School fields as needed.
5. Click **Submit** to populate the student table.
    - You can sort and further refine your results from the column headers in the table or by utilizing the search bar in the top right.
6. Click **Export** in the upper right corner of the student table and click **Export all data to Excel** to export all the student data.

Test Status

Test Status allows users to view daily, and weekly online test status and percentage completed for a selected administration. This includes Not Started, In Progress, and Completed online tests. Test status data is refreshed throughout the day. This data is available for one year and then it is archived.

To view this dashboard, follow these steps:

1. Select **Reporting Services** from the My Applications menu.
2. Click **Operational Dashboard** from the left-hand navigation menu on the Reporting Services landing page, then **Test Status**.
3. Select the appropriate Registration Window.
4. Populate the District and School fields as needed.
5. Click **Submit** to populate the dashboard.
   - This dashboard will display interactive elements that will allow you to switch between different views and allow district users to drill down to a school level.
   - The Organization Status view will display a pivot table that shows the count of Scheduled, Not Started, In Progress, and Completed counts by site for online tests.
     - You can export this data by selecting the Export icon in the top left corner of the table.
   - The Percent Status view displays the test status percentage for Not Started, In Progress, and Completed online tests.
     - You can download this data by selecting the Download menu in the top right of the graph.

Report Delivery Menu

Introduction

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

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.

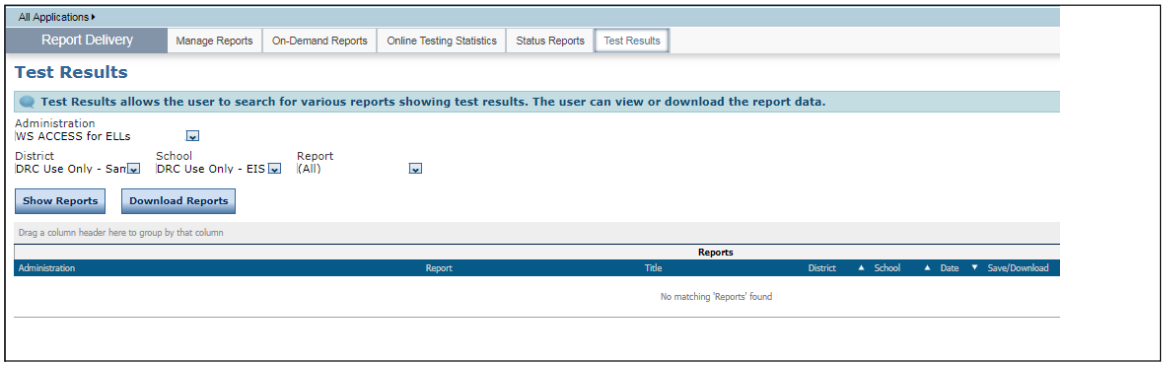
Test Results Reports

Reports have moved to Reporting Services, beginning with the results from the 2023-2024 testing administration. These steps are only for retrieving test results from 2022-2023 testing administrations.

If you have issues accessing these reports, you may not have the appropriate permissions for that administration. Please contact your District Test Coordinator.

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 WIDA ACCESS will be present in the drop-down for the reports from 2023-2024 and forward, but when selected it will not produce reports. Users must retrieve all reports from 2023-2024 and forward from Reporting Services.
3. Click **Download Reports** to download reports in a compressed (.zip) file format.



If you have questions about reports prior to 2022-2023, please contact your State Education Agency (SEA).

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