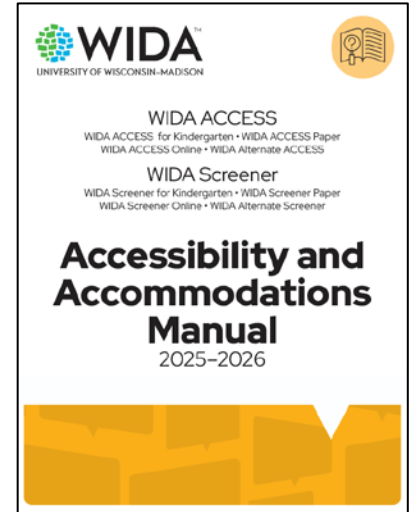
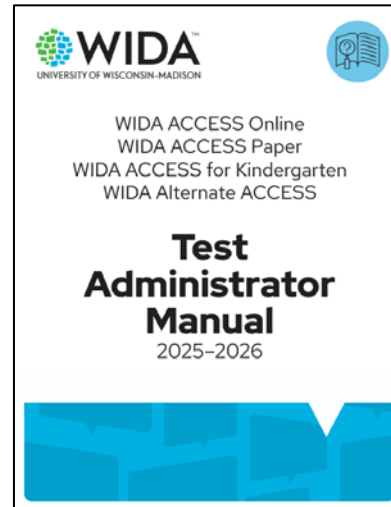


WIDA Access Online Test Coordinator Training

Test Administration Resources

- Training Presentations
- Test Administrator Manual
- Accommodations Manual
- Grades 4-12 Script
- Troubleshooting Guide
- WIDA-AMS Knowledge Articles
- [WIDA-AMS Online Help](#)

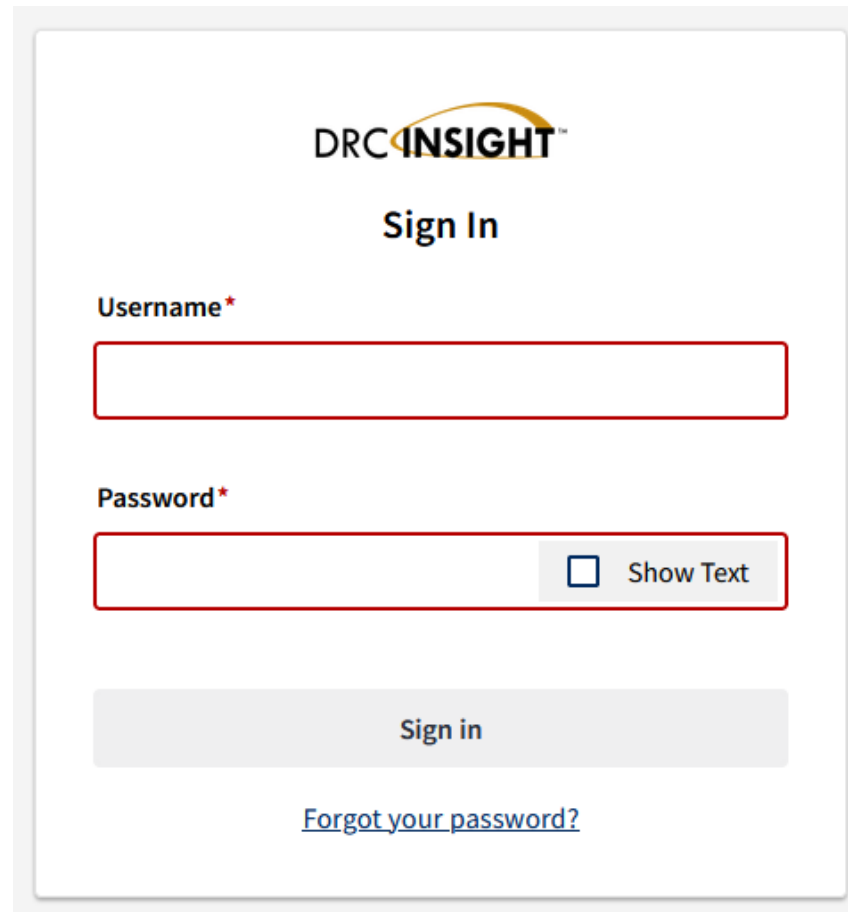


Evaluation Services Website

<https://www.escambiaschools.org/departments/evaluation-services/home>

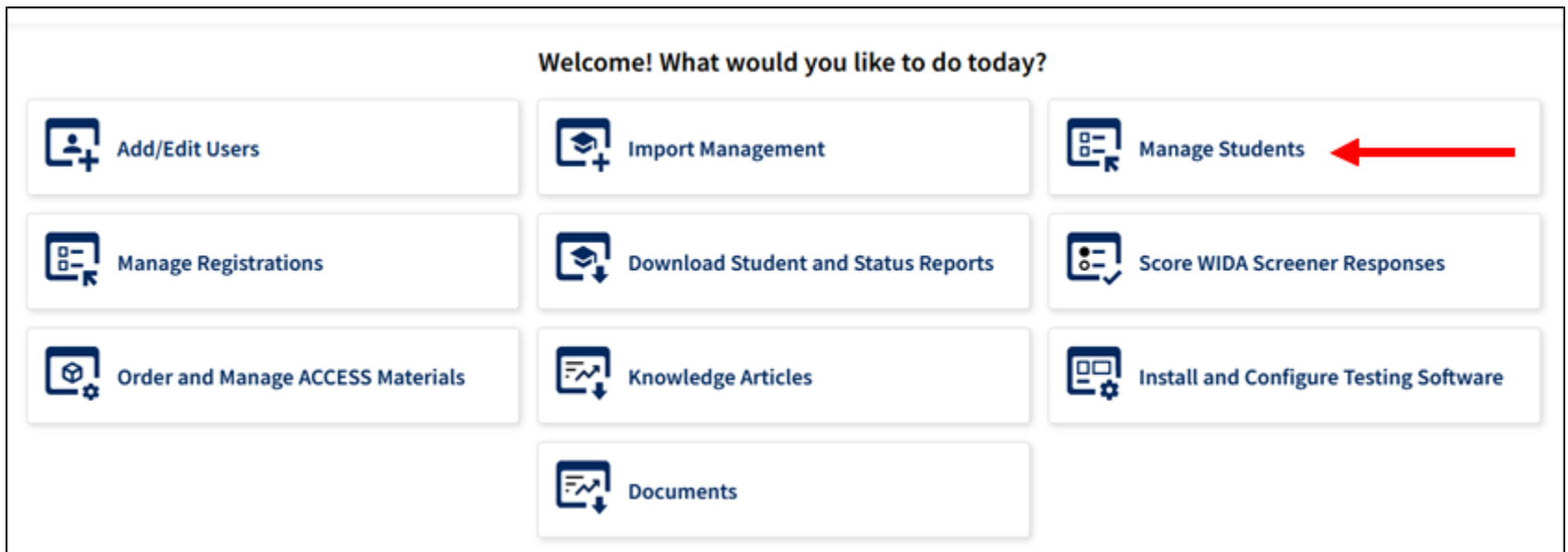
WIDA AMS (Assessment Management System)

<http://wida-ams.us>



The screenshot shows the login interface for the WIDA AMS system. At the top center is the logo for DRC INSIGHT™, with 'DRC' in black and 'INSIGHT™' in black with a yellow swoosh above it. Below the logo is the text 'Sign In'. There are two input fields: the first is labeled 'Username*' and is an empty rectangular box; the second is labeled 'Password*' and is also an empty rectangular box. To the right of the password field is a checkbox labeled 'Show Text'. Below the input fields is a grey button labeled 'Sign in'. At the bottom of the form is a blue hyperlink labeled 'Forgot your password?'.

WIDA AMS Landing Page



The WIDA AMS landing page has Quick Tiles to the most frequently used areas of the website. These tiles are permission based, and so a user will only see tiles that are applicable to their permissions assigned.

Manage Student Info in WIDA AMS

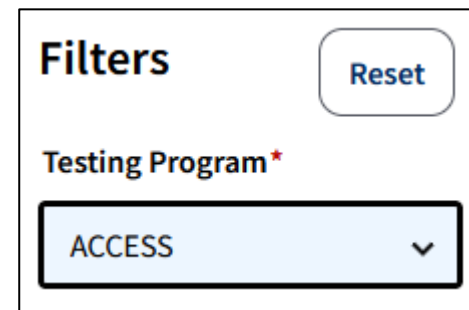
- Click the Manage Students tile



- Verify your School Site in the upper right corner



- Verify the Testing Program Filter is set to ACCESS



Manage Student Info in WIDA AMS

The screenshot displays the WIDA AMS interface. At the top, there are four buttons: "Create Student", "Update Accommodations", "Transfer Students", and "Export Students". Below these is a table with columns for "Student Name", "State Student ID", "Date of Birth", and "Grade". A single row is visible with the name "Student, Sample", ID "123456789", and grade "04". The name "Student, Sample" is highlighted with a red box. To the left of the table is a "Filters" sidebar with a "Reset" button and three filter sections: "Testing Program*" (set to "ACCESS"), "Name or State Student ID", and "Grade(s)". Below the table, there are navigation controls: "< > 1 of 1 page(s) | Items per page: 25 Total 1 items".

An overlay window titled "Sample Student" is open, showing details for the selected student. It includes a "Cancel" button and a "Save" button. The student information is as follows:

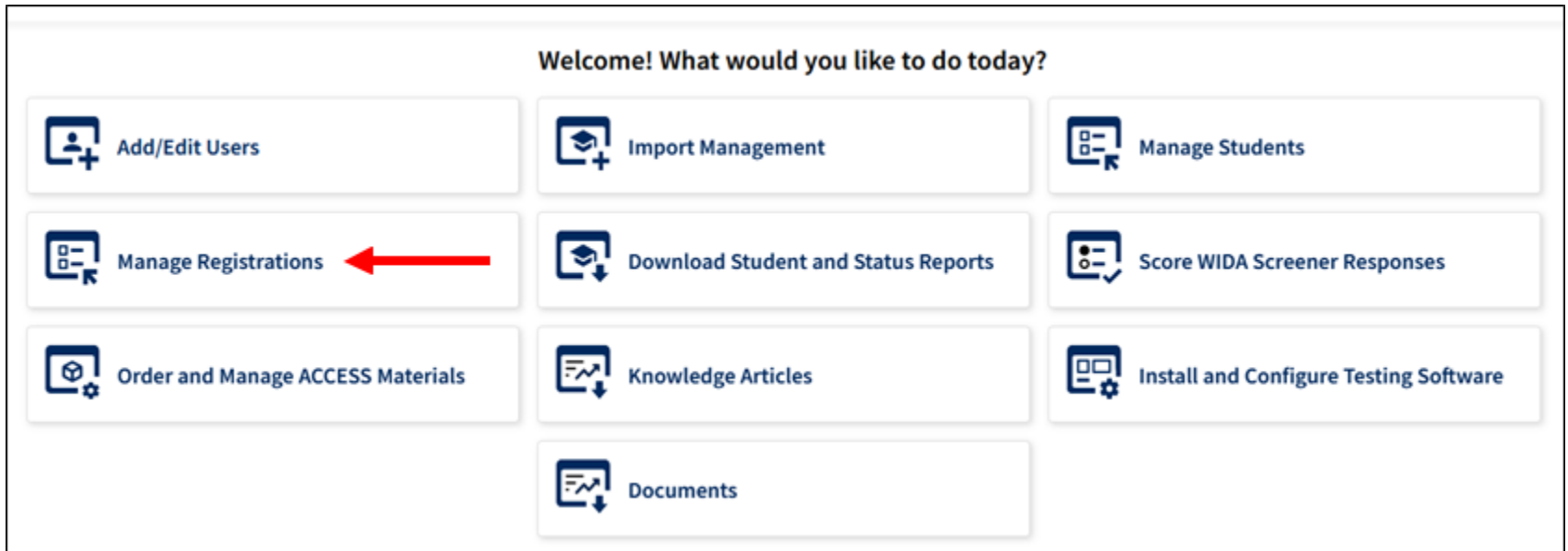
- District: Customer Service District
- Site: Customer Service School - 11111
- Academic Session: 2025 - 2026

The "Details" tab is active, showing "Testing Programs*" with "Screener" (unchecked) and "ACCESS" (checked). Below this are input fields for "First Name*" (containing "Sample"), "Middle Name", and "Last Name*" (containing "Student").

To edit the student information: search for the student using the Filters, and click the student's name.

You can then edit the Details and Accommodations tabs.

WIDA AMS Landing Page



The WIDA AMS landing page has Quick Tiles to the most frequently used areas of the website. These tiles are permission based, and so a user will only see tiles that are applicable to their permissions assigned.

Manage Registrations

- Click the Manage Registrations tile



Manage Registrations

- Verify your School Site in the upper right corner

A. K. Suter Elementary School ▾

- Verify the Registration Window is set to FL ACCESS

Registration Window*

FL ACCESS - 2025-2026 ... ▾

Manage Registrations

Print All Tickets

Unregistered Student Export

Update Test Monitoring

Change Assessment

Export Details

<input type="checkbox"/>	REGISTRATION NAME ↕	ASSESSMENTS ↕	DOMAIN ↕	STATUS ↕	STUDENTS ↕	ASSESSMENT WINDOW
<input type="checkbox"/>	Generic Grade 02	Listening Gr 2-3	Listening	Not Started	2	01-12-2026
<input type="checkbox"/>	Generic Grade 01	Reading Gr 1	Reading	Not Started	1	01-12-2026

From this screen you can:

- Print Tickets (and Rosters)
- Export Details
- Mark *Do Not Score* Codes

Print Test Tickets

- A PDF version of the Student Registration Ticket appears and you can view, save and print.
- It will include a page of test ticket handling instructions, a student roster and finally, the test tickets. Test Tickets print four to a page.
- If a PDF file does not appear, disable your browser's pop-up blocker.
- **There are four separate log ins for WIDA ACCESS Online, one for each domain.**

Student Rosters

FL ACCESS - 2025-2026 Student Test Roster

District: Escambia District Office
 School: Oakcrest Elementary School
 Assessment: Listening Gr 4-5
 Registration Name: Generic Grade 05

Completed	Student Name	Date of Birth	Accommodation(s)	State Student ID	Username	Password
<input type="checkbox"/>	[REDACTED]	11-28-2013	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	11-27-2014	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	04-10-2014	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	10-02-2015	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	05-06-2014	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	06-30-2015	N/A	FL0000 [REDACTED]	[REDACTED]	[REDACTED]

Test Tickets

FL ACCESS - 2025-2026 Online Test Ticket Listening Gr 4-5

First Name: [REDACTED]

Last Name: [REDACTED]

Date of Birth: [REDACTED]

Registration Name: Generic Grade 05

State Student ID: [REDACTED]

Accommodation(s): N/A

Username: [REDACTED]

Password: [REDACTED]

Export Details and Tier Placement

Print All Tickets

Unregistered Student Export

Update Test Monitoring

Change Assessment

Export Details

K	L	M	N	O	P	Q	R	S	T	U	V
Student Last Name	Student First Name	State Student ID	Grade	User Name	Password	Writing Tier	Speaking Tier	Status	For	Date Started	Date Complete
Transfer - Profile AI Andrew		123456	4	atransferpr2	983785	N/A	N/A	Not Started			
Transfer - Profile AI Andrew		123456	4	atransferpr2	983785	N/A	N/A	Not Started			
Transfer - Profile AI Andrew		123456	4	atransferpr2	983785	N/A	N/A	Not Started			
Transfer - Profile AI Andrew		123456	4	atransferpr2	983785	N/A	N/A	Not Started			
Transfer - In Progress Andrew		123456	4	atransferin1	422147	N/A	N/A	Not Started			
Transfer - In Progress Andrew		123456	4	atransferin1	422147	N/A	N/A	Not Started			
Transfer - In Progress Andrew		123456	4	atransferin1	422147	N/A	N/A	Not Started			
Transfer - In Progress Andrew		123456	4	atransferin1	422147	N/A	N/A	Not Started			
Transfer - Complete Andrew		123456	4	atransferco1	238737	N/A	N/A	Not Started			
Transfer - Complete Andrew		123456	4	atransferco1	238737	N/A	N/A	Not Started			
Transfer - Complete Andrew		123456	4	atransferco1	238737	N/A	N/A	Not Started			
Transfer - Complete Andrew		123456	4	atransferco1	238737	N/A	N/A	Not Started			
Regenerate Listenir Andrew		123456	4	aregenerate2	485236	B/C	B/C	Not Started			
Regenerate Listenir Andrew		123456	4	aregenerate2	485236	B/C	B/C	Completed		5/6/2023 22:37	5/6/2023 22:48
Regenerate Listenir Andrew		123456	4	aregenerate2	485236	B/C	B/C	Completed	1	5/6/2023 22:49	5/6/2023 23:02
Regenerate Listenir Andrew		123456	4	aregenerate2	485236	B/C	B/C	Completed	1	5/6/2023 23:02	5/6/2023 23:15
Regenerate Speakir Andrew		123456	4	aregenerate1	185188	B/C	B/C	Completed		5/6/2023 23:40	5/7/2023 0:05
Regenerate Speakir Andrew		123456	4	aregenerate1	185188	B/C	B/C	Completed		5/7/2023 0:06	5/7/2023 0:11
Regenerate Speakir Andrew		123456	4	aregenerate1	185188	B/C	B/C	Completed	1	5/7/2023 0:50	5/7/2023 1:34
Regenerate Speakir Andrew		123456	4	aregenerate1	185188	B/C	B/C	Completed	1	5/7/2023 0:29	5/7/2023 0:43
Transfer - Not Start Andrew		123456	4	atransfermo1	857324	N/A	N/A	Not Started			
Transfer - Not Start Andrew		123456	4	atransfermo1	857324	N/A	N/A	Not Started			
Transfer - Not Start Andrew		123456	4	atransfermo1	857324	N/A	N/A	Not Started			
Transfer - Not Start Andrew		123456	4	atransfermo1	857324	N/A	N/A	Not Started			
End Incomplete - Ni Andrew		123456	4	aendincompl1	561468	A	A	Completed		5/4/2023 17:10	5/4/2023 17:10
End Incomplete - Ni Andrew		123456	4	aendincompl1	561468	A	A	Completed		5/6/2023 20:52	5/6/2023 20:52
End Incomplete - Ni Andrew		123456	4	aendincompl1	561468	A	A	Not Started			
End Incomplete - Ni Andrew		123456	4	aendincompl1	561468	A	A	Not Started			
End Incomplete - pi Andrew		123456	4	aendincompl2	114729	A	A	Completed		5/6/2023 21:02	5/6/2023 21:30
End Incomplete - pi Andrew		123456	4	aendincompl2	114729	A	A	Completed		5/6/2023 21:35	5/6/2023 21:42
End Incomplete - pi Andrew		123456	4	aendincompl2	114729	A	A	Not Started			
End Incomplete - pi Andrew		123456	4	aendincompl2	114729	A	A	Not Started			

An export will allow a user to sort and filter by:

- Test Status
- Do Not Score Codes
- Accommodations
- Tier Placements.

Export Details and Tier Placement

Print All Tickets

Unregistered Student Export

Update Test Monitoring

Change Assessment

Export Details

- Tier placement is displayed for all domains on the export; however, the tier placement only applies to the Writing Tier and Speaking Tier.
- N/A will display as the tier placement for students who are *Not Started* or *In Progress* for Listening and Reading domains.
- Both Listening and Reading must be in a Complete status before a tier placement can generate. Test Status can be referenced on the export along with tier placement.
- Confirm the testing status of the student's first two domains. If the student is *In Progress*, it may be that the student paused and exited the test as opposed to formally submitting the test.

Do Not Score Codes (Invalidations)

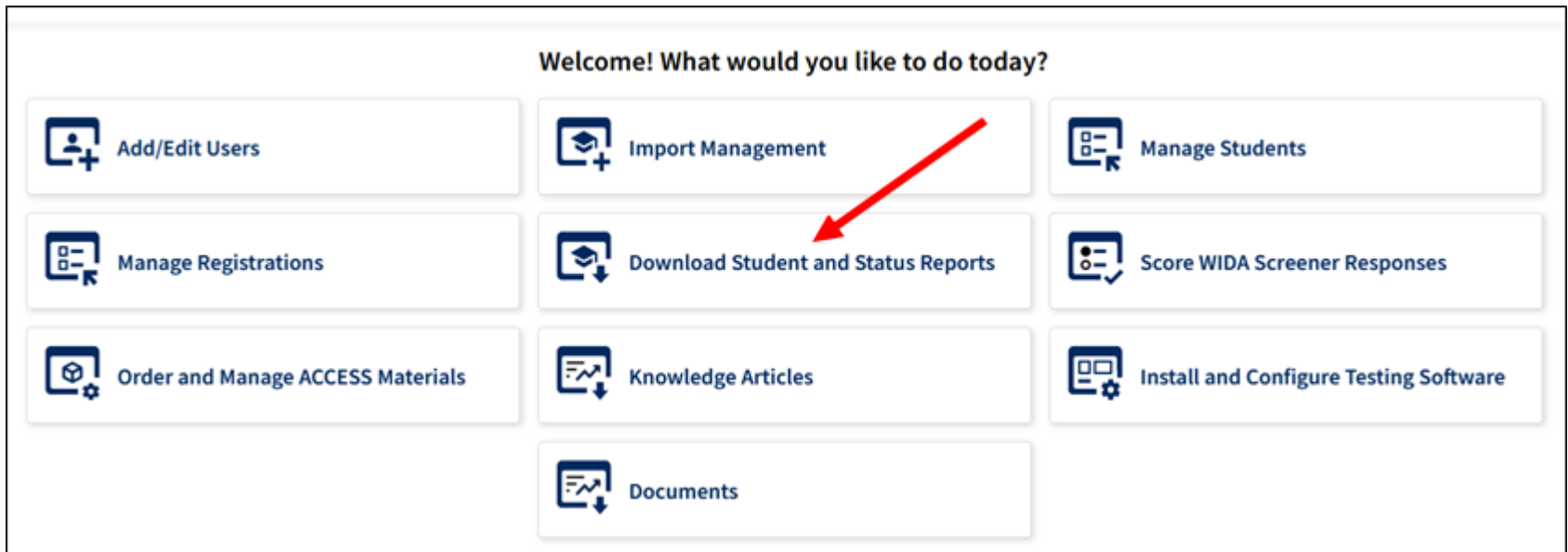
- Under **Manage Registrations**, select the registered student.
- Click the vertical ellipses in the Action column for the student test to which you want to apply the Do Not Score code.



- Click **Do Not Score**.
- Then, select a reason for the Do Not Score Code. The possible reasons are:
 - ABS:** Absent (ABS) indicates the student was absent for a domain of the test.
 - DEC:** Declined (DEC) indicates a student refused to test. This is a required annual assessment; it is not optional.
 - SPD:** Deferred Special Education/504 (SPD) indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test.
 - INV:** Invalidate (INV) indicates that even though a student may have completed some or all the test items, the testing was not valid, and no score should be reported for that domain.

Click **Save**.

WIDA AMS Landing Page

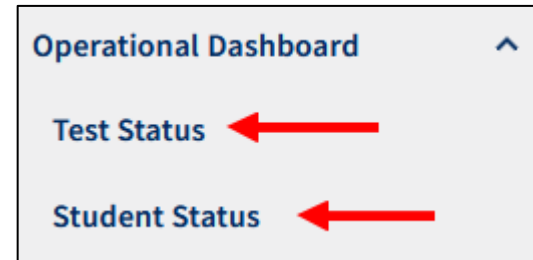


The WIDA AMS landing page has Quick Tiles to the most frequently used areas of the website. These tiles are permission based, and so a user will only see tiles that are applicable to their permissions assigned.

Track Test/Student Status

To display Test Status, complete the following steps:

- Select the **Download Student and Status Reports** tile.
- Click **Operational Dashboard** on the left-hand side.
- Click **Test Status or Student Status**.
- Select the appropriate Registration Window.
- Populate the District and Schools fields as needed.
- Click **Submit** to populate the dashboard.



Track Test Status (Entire School)

of Registrations Completed Today

N/A

of Registrations Completed

0

of Students Completing Any Registration

0

of Students Completing All Registrations

0

Organization Status

Status by Percent

Registration Status by Organization

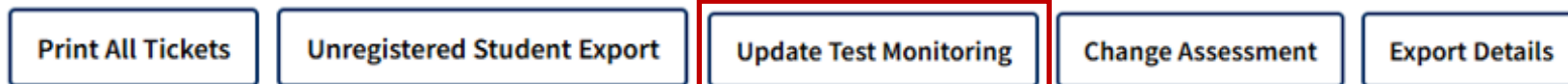
This view displays the Scheduled, Not Started, In Progress, and Completed online test indicators by organizational site. State and district users can expand the view on the left side to drill down to a school level. Selecting a cell at either a district or school level will display the assessment details. The % Completed column is color-coded with red representing 0% to 49% registrations completed, yellow representing 50%-74% registrations completed, and green representing 75%-100% registrations completed.

	Organization Status					
	Scheduled	Completed	In Progress	Not Started	% Complete	% Remaining
A. K. SUTER ELEMENTARY SCHOOL - 0501	9	0	0	9	0%	100%

Track Student Status

School Name ▼	Grade ↑3 ▼	Domain ↑7 ▼	Assessment ▼	State ↑6 Student ID ▼
A. K. SUTER ELEMENTARY SCHOOL	01	Listening	Listening Gr 1	FL0000 [REDACTED]
A. K. SUTER ELEMENTARY SCHOOL	01	Reading	Reading Gr 1	FL0000 [REDACTED]
A. K. SUTER ELEMENTARY SCHOOL	01	Speaking	Speaking Gr 1	FL0000 [REDACTED]
A. K. SUTER ELEMENTARY SCHOOL	02	Listening	Listening Gr 2-3	FL0000 [REDACTED]
A. K. SUTER ELEMENTARY SCHOOL	02	Reading	Reading Gr 2-3	FL0000 [REDACTED]

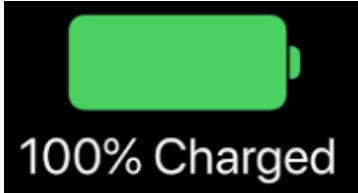
Test Monitoring (not used)



Overview

- The Test Monitoring Application (TMA) within WIDA AMS allows a test administrator to view students' progress during a test in DRC INSIGHT, and to pause the test for one or all students as necessary.
- To do this, a test administrator will open the TMA where a random unique monitoring code will be assigned. The test administrator will share this code with the students they will be monitoring. After logging in to a test, students will enter the monitoring code.
- Once the student is admitted to the test, they appear in the Test Monitoring Dashboard

Before Testing




- Verify devices are fully charged, or ideally, can be plugged in throughout the test.
- Verify the internet connection on each testing device.
- Test the audio on all the headphones and the microphones on all the headsets students will use.

Test Demo, Sample Items, Practice

WIDA ACCESS Online is not a test where students can study but where students need to be comfortable in demonstrating their language skills. The more a Test Administrator can expose the student to the administration of the test prior to testing, the more confident the student will be while testing.

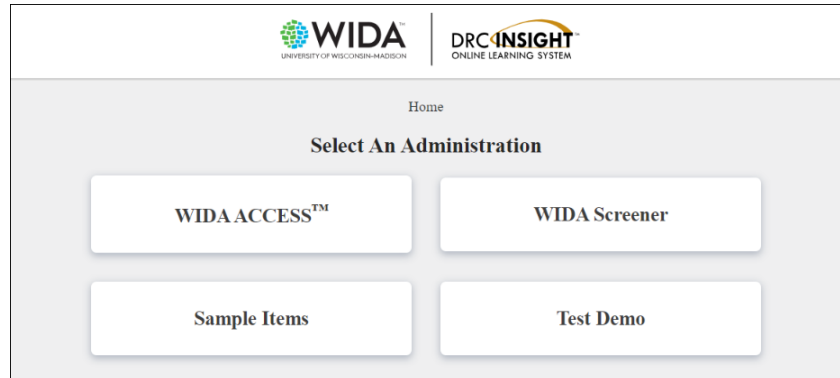
WIDA and DRC offer publicly accessible Test Demos, Sample Items, and Practice Items for students, parents and teachers.

Test Administrators should complete the Sample Items and Test Demo to understand the navigation of the test, the layout of the buttons, and the pace and rhythm of the audio.



Test Demo: 15 minutes to watch
Sample Items: 5-10 minutes to review
Practice Items: 5-10 minutes to complete

Find demos, sample items, and practice items at
wida.wisc.edu/assess/access/preparing.





The screenshot shows the WIDA ACCESS Online interface. At the top, there are logos for WIDA (University of Wisconsin-Madison) and DRC INSIGHT (Online Learning System). Below the logos, the text "Home" is displayed. The main heading is "Select An Administration". There are four buttons arranged in a 2x2 grid: "WIDA ACCESS™", "WIDA Screener", "Sample Items", and "Test Demo".

Troubleshooting Tips

If a student receives a system message while testing, every test administrator can attempt the following suggestions. On the [Technology Troubleshooting and Issue Report Form](#), WIDA and DRC have offered some quick and easy troubleshooting steps to help the student resume testing.

The Issue Report Form can be downloaded on WIDA AMS and on the WIDA Secure Portal.



Technology Troubleshooting

Try these troubleshooting tips to see if you can resolve the problem on your own. If you can't resolve the issue, gather the details in the Issue Report form on the next page and call DRC Customer Service.

Audio and microphone issues

- ✓ The headphones or the headset is properly connected and set as the default recording and playback device. If DRC INSIGHT doesn't recognize that the headphones or the headset has been connected, close the program and then sign back in.
- ✓ Neither the testing device nor the headset is muted. Increase the volume if possible. You may need to close DRC INSIGHT, adjust audio settings, and then sign back in.
- ✓ The headset is positioned where the microphone captures the student's voice.
- ✓ The most up-to-date sound card driver is installed.

Basic Troubleshooting

If a student receives a system message while testing, a Test/Tech Coordinator can attempt the following:

1. Reboot the device.
2. Move to a new device.
3. Run a System Readiness Check.

To run a System Readiness Check, launch DRC INSIGHT and select Readiness Check in the upper right corner of the menu screen.



Collect & Return Materials

- After testing, collect all test materials back from your Test Administrators.
- Verify that nothing is missing and securely store all test materials.
- Follow all instructions to return materials.