Louisiana Believes

eDIRECT Refresher

DEPARTMENT of EDUCATION

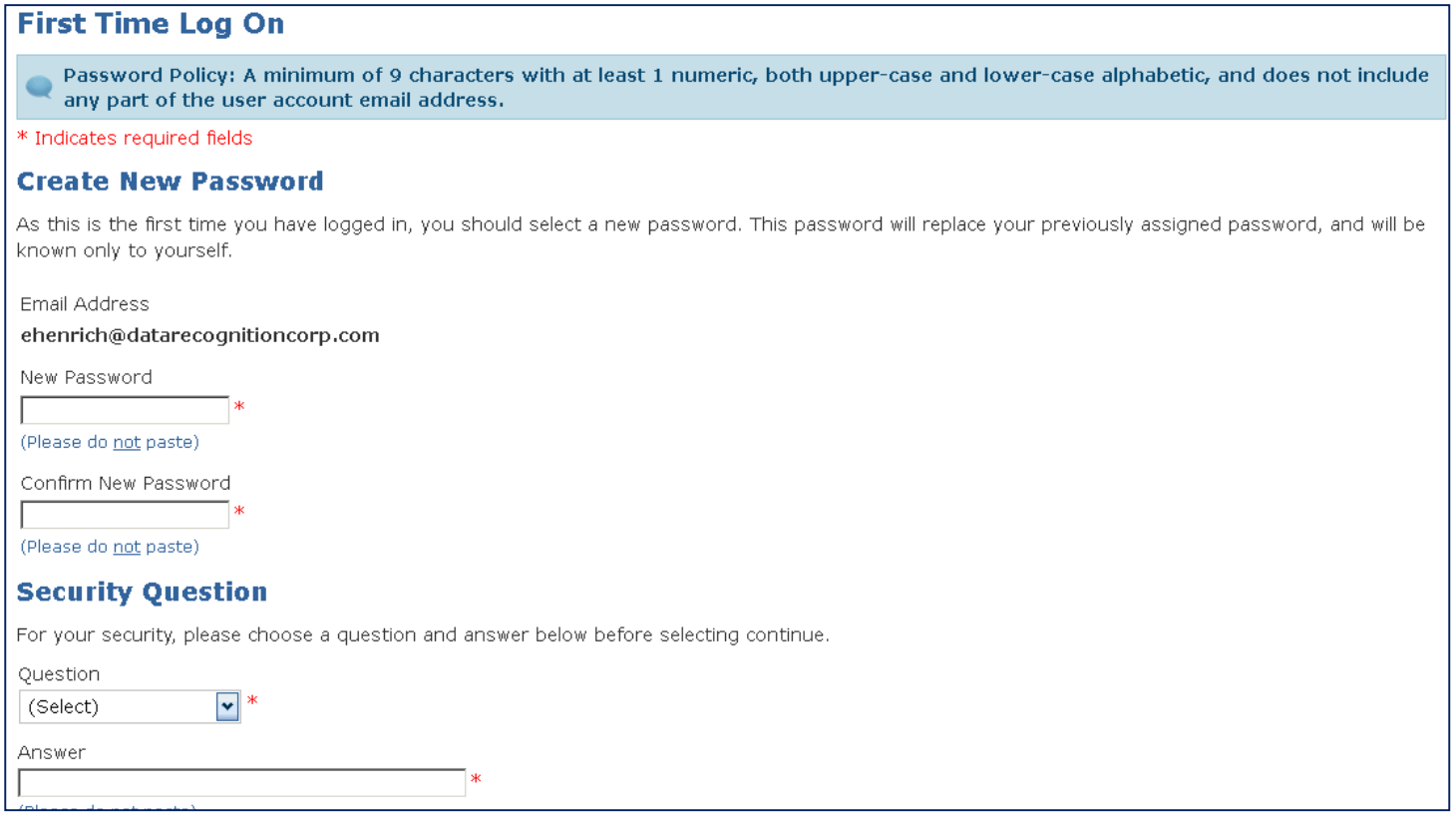
Today's Objectives

During this session, district test coordinators will:

- Understand the roles of each user in eDIRECT
- Interact with parts of the platform to understand the administrative functions

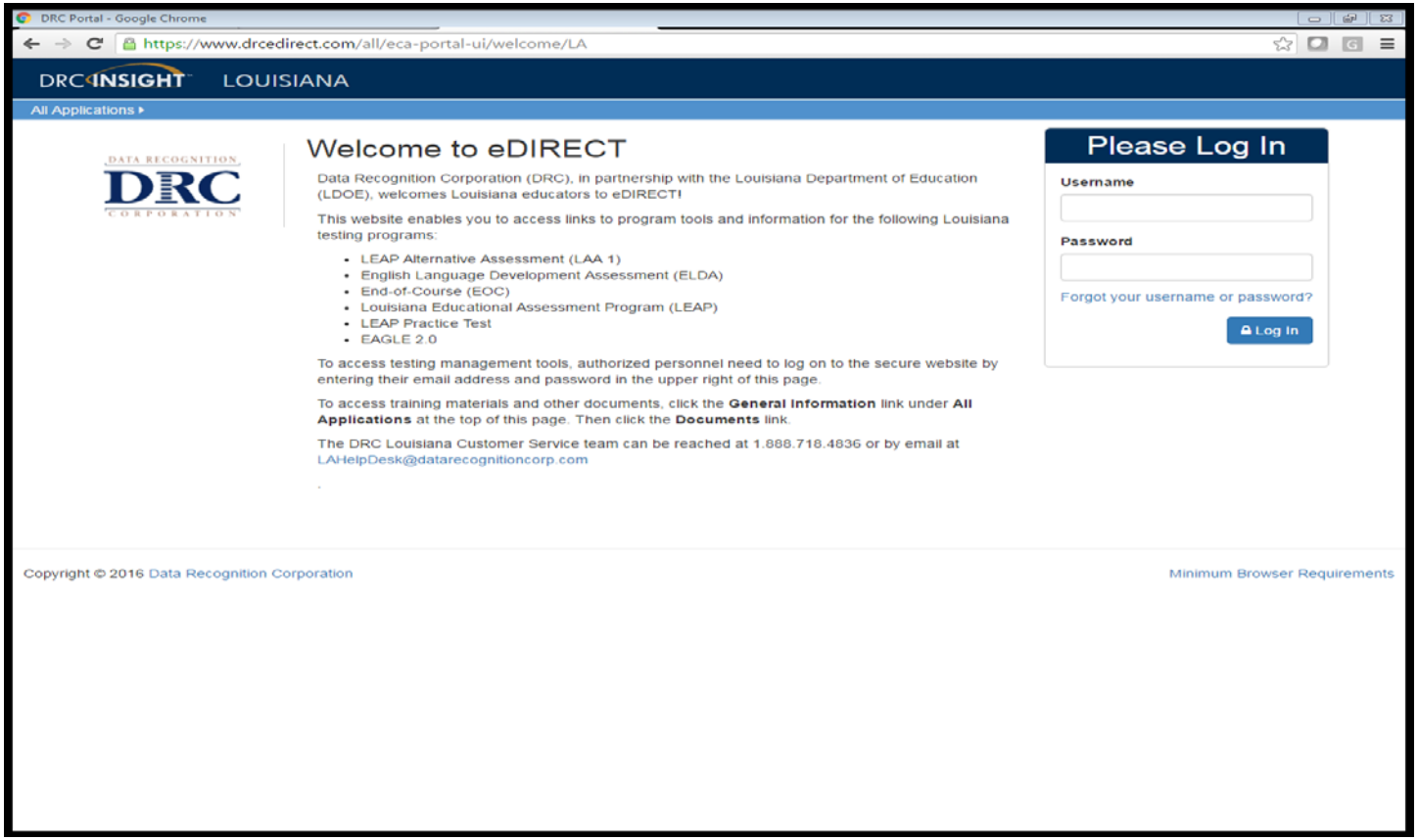
eDIRECT First Time Log On

Once users click on the URL in the email notice, they will be routed to eDIRECT where they will be required to complete the auto-prompt password reset.



Accessing eDIRECT

Users will enter their login credentials here to access the secure site.



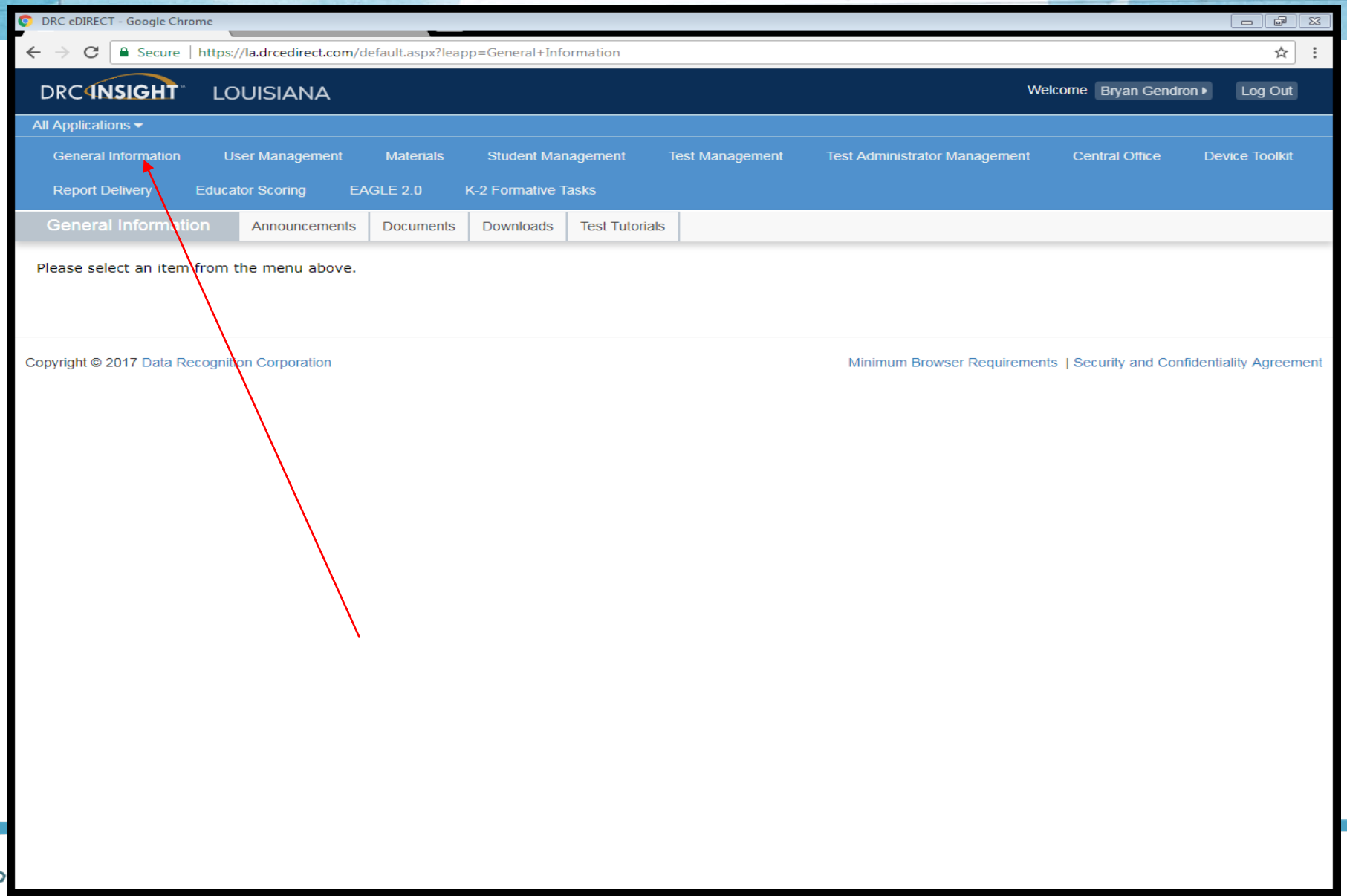
eDIRECT Features

eDIRECT features include:

- General Information
- User Management
- Student Management
- Test Session Management
- Materials Management
- Test Administrator Management
- K-2 Formative Tasks
- EAGLE 2.0
- Device Toolkit
- Educator Scoring
- Report Delivery

General Information

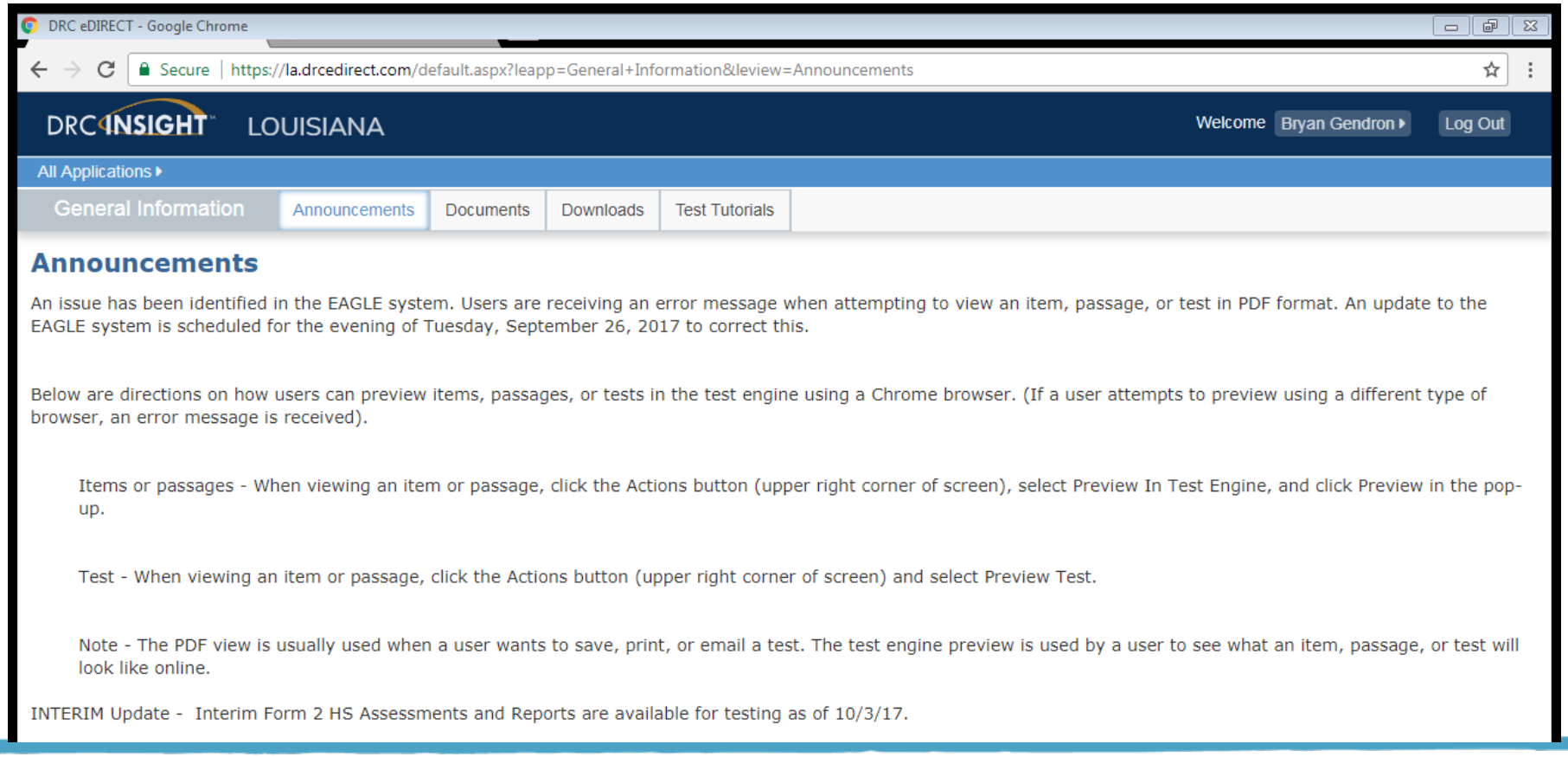
General Information



General Information: Announcements

The Announcements tab under General Information contains:

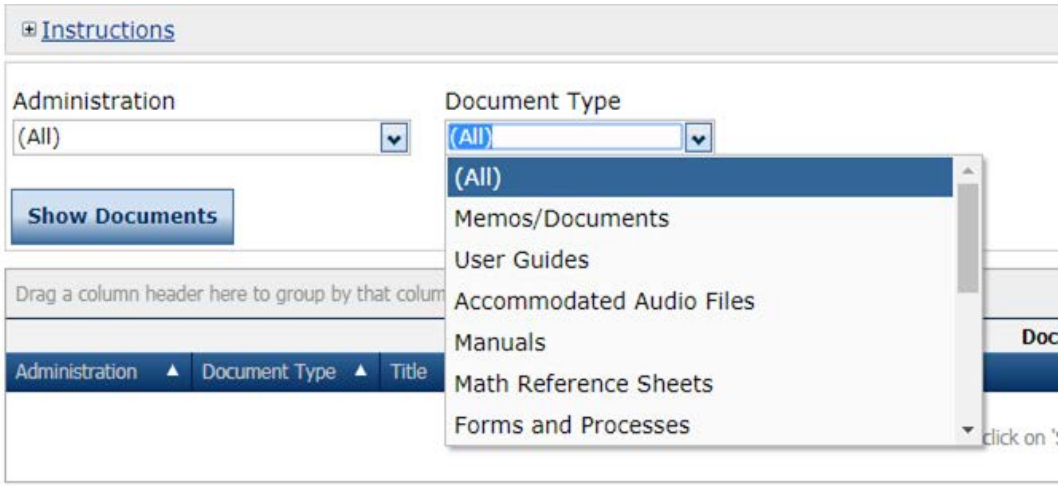
- times eDIRECT/EAGLE 2.0 will be unavailable for scheduled maintenance
- solutions for a known problem that DRC is actively working to correct



General Information: Documents

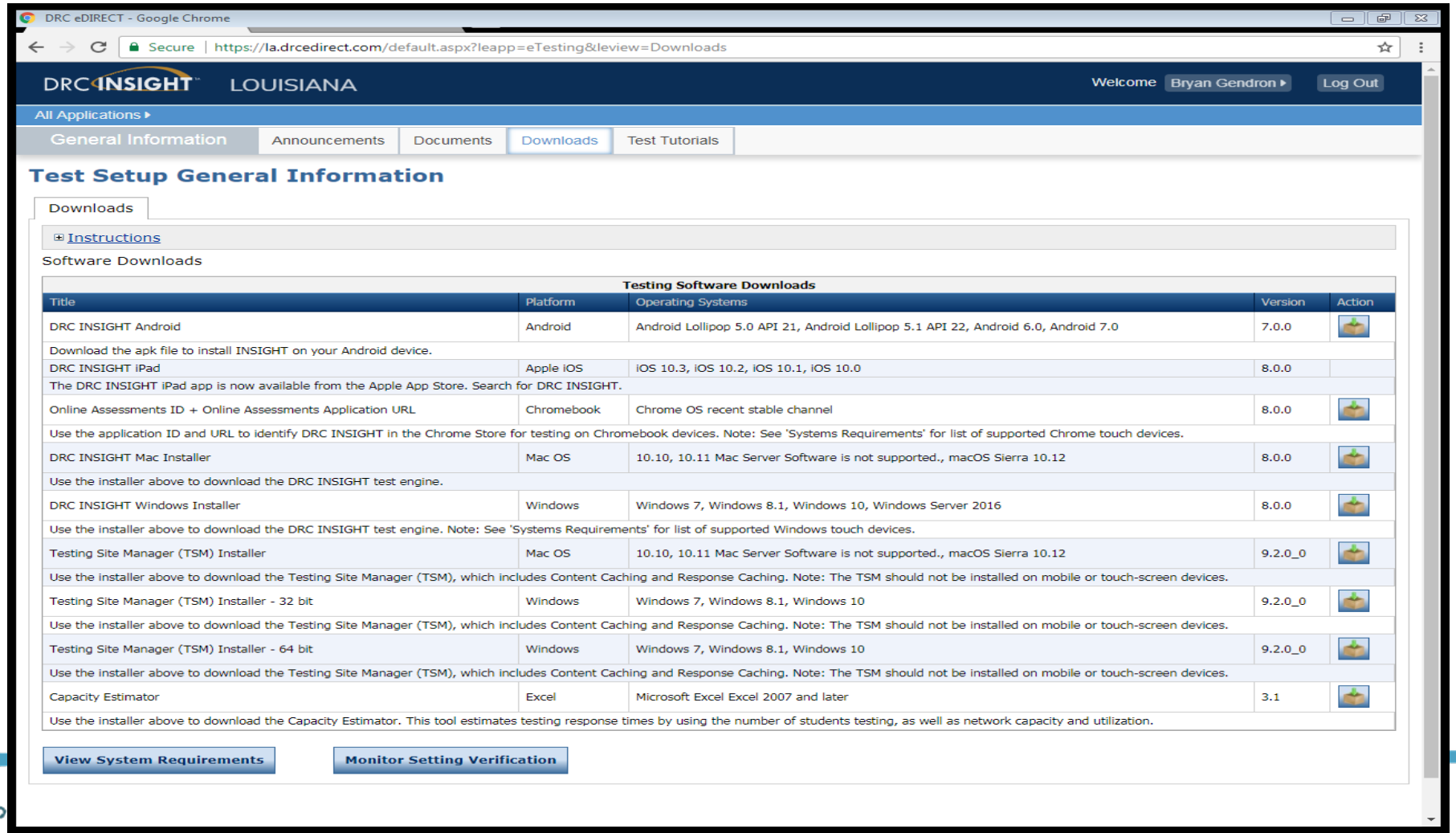
DRC updated the Documents tab in eDIRECT to include more options, making locating specific documents easier. The Document Type drop down now contains the following filter options:

- Memos/ Documents
- User Guides
- Accommodated Audio Files
- Manuals
- Math Reference Sheets
- Forms and Processes
- Reference Sheet
- Answer Keys/Scoring Guides
- Communication Assistance Scripts
- Native Language Directions
- Paper Tests
- Graphics
- Manipulatives List
- Social Studies Extended Response Checklist



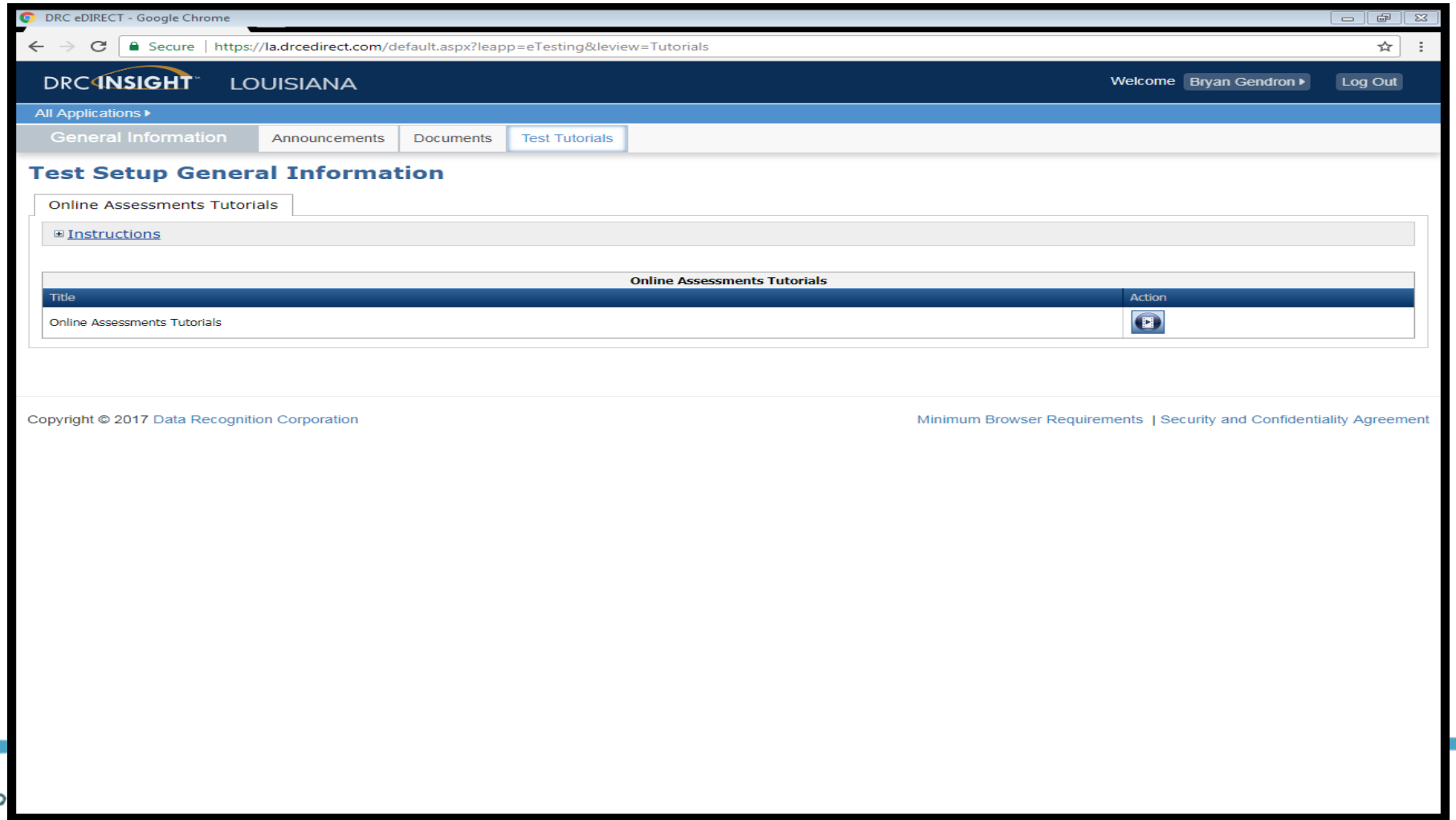
General Information: Downloads

School and district technology coordinators should have access to general information in order to get the software downloads required to set up the DRC testing platform.



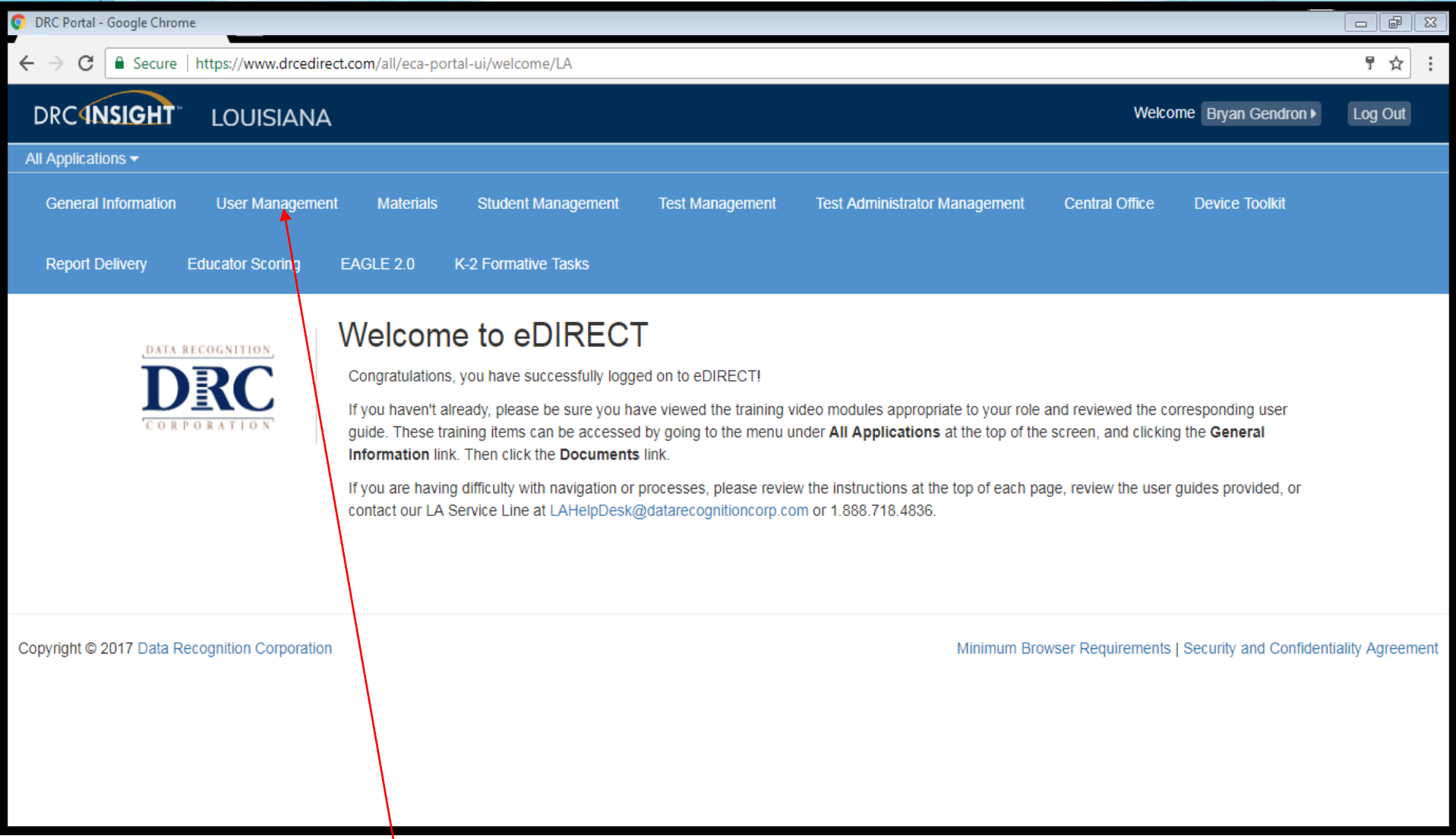
General Information: Test Tutorials

Test tutorials are short video walk-throughs of the online tool trainings that may be viewed by students prior to taking the assessment.



User Management

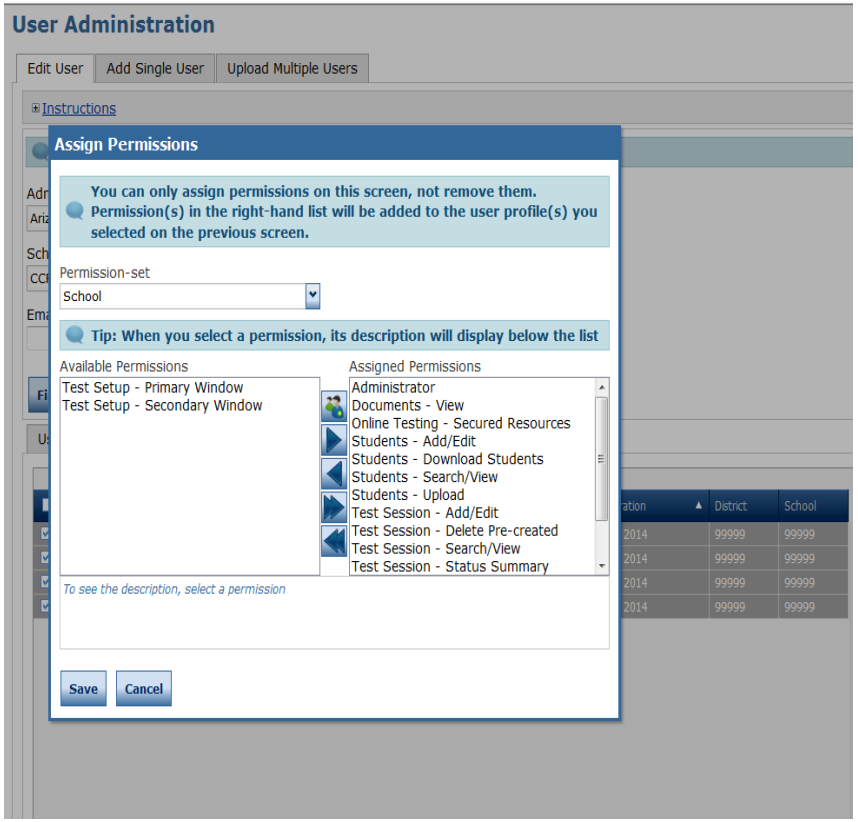
User Management



User Management

Users may either be created individually or in an upload for multiple users. Once users are created they will receive an email with a link to set up their password.

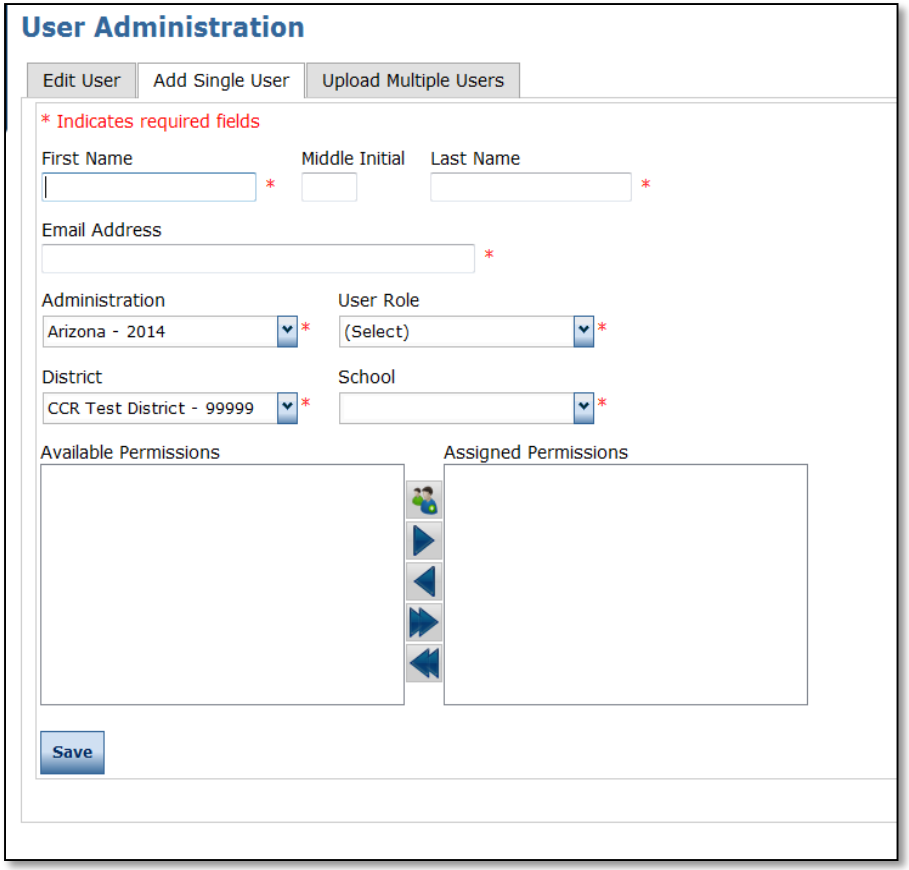
Permissions will be set during the creation process but can be updated. The system will make recommendations based on user role.



Entering Individual Users in eDIRECT

To add a single user from the **Manage Users** menu:

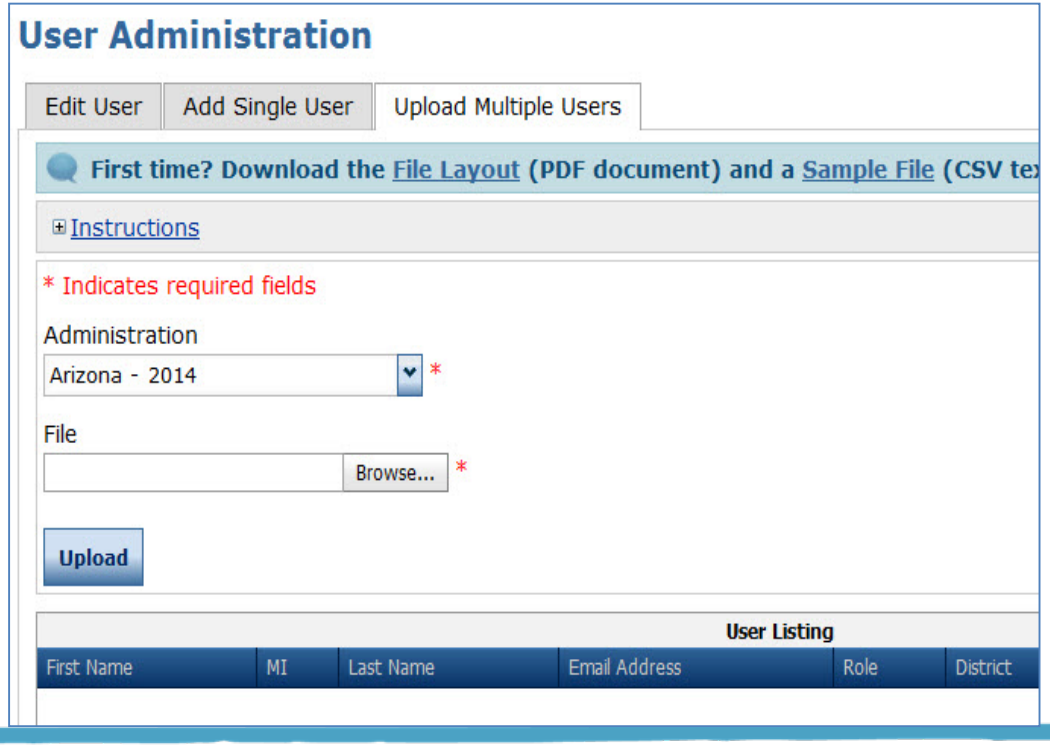
1. Click on the **Add Single User tab**
2. Fill out the required fields
3. Select the applicable permission set for the user's role



Uploading Multiple Users in eDIRECT

To upload multiple users from the Manage Users menu:

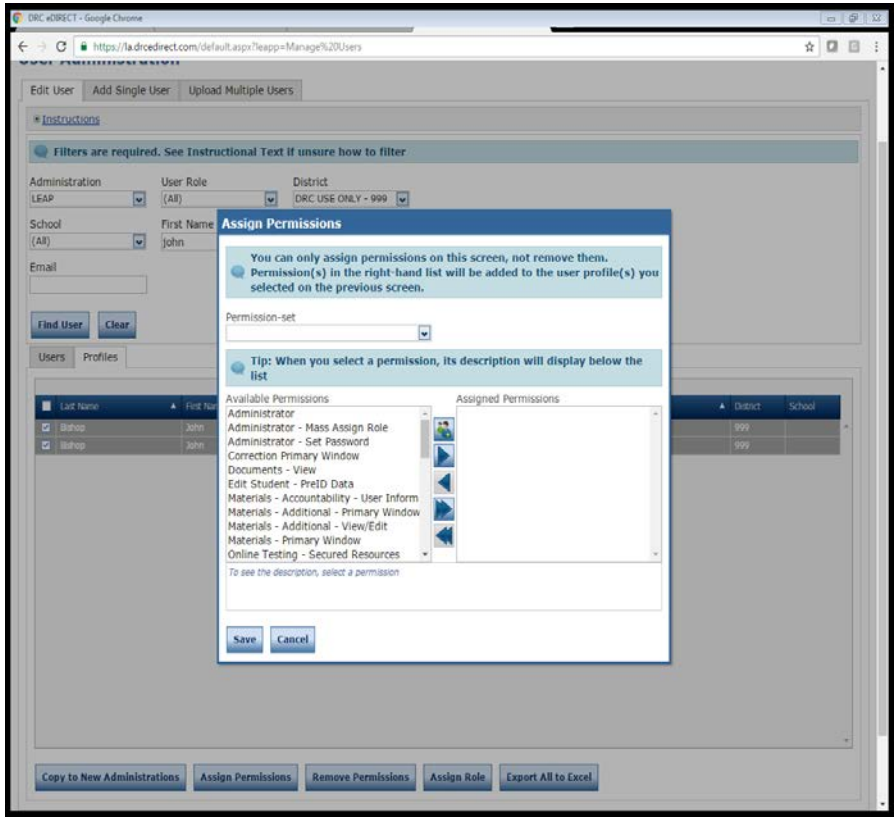
1. Click on the **Upload Multiple Users tab**
2. Review the required file layout by clicking on **File Layout** and **Sample File**.
3. When .CSV file is formatted, browse and click Upload



Assigning User Permissions in eDIRECT

Permission sets will need to be assigned to eDIRECT users added through Upload Multiple Users.

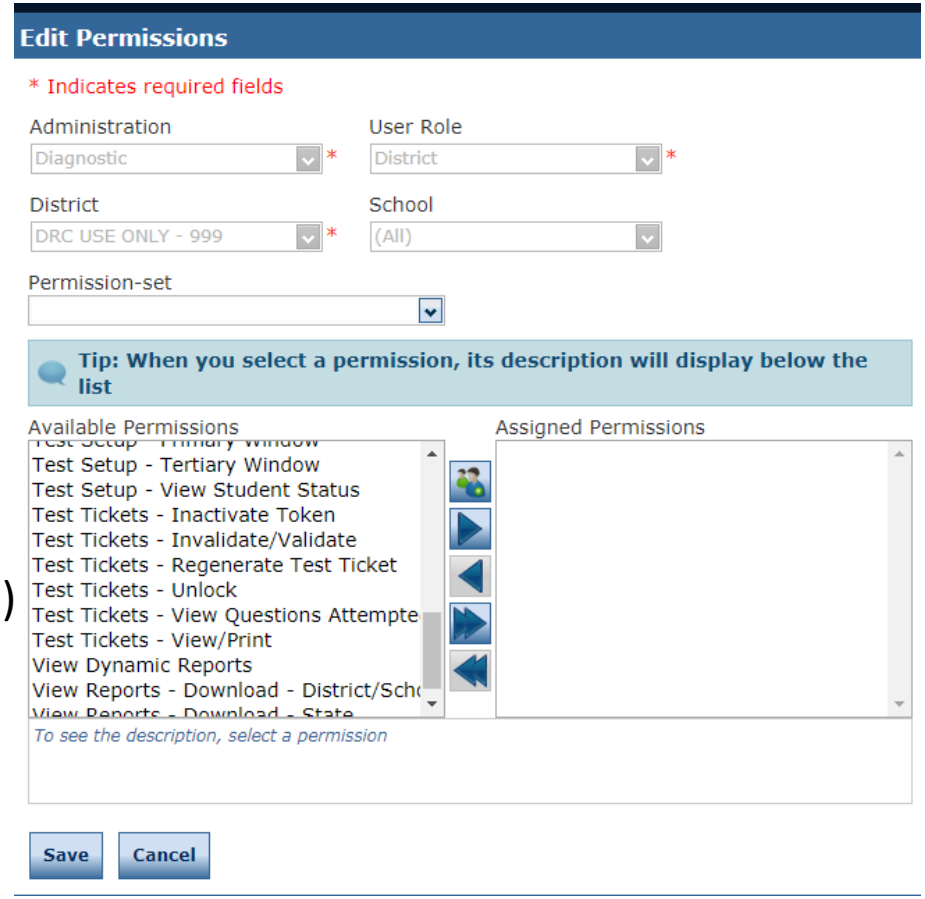
1. Select **User Management**
2. Click on the **Edit User tab**, enter search criteria, click **Find User** to display a list of users, and select the **Profiles tab**.
3. Check the checkbox on the left hand column for each user profile you want to edit.
4. Click on **Assign Permissions**
5. Select the user role from the **Permissions Set** dropdown. This will automatically select the appropriate permissions for the user's role.
6. Click on the single arrow to add the permissions, click on Save.



Assigning User Permissions in eDIRECT continued

Important permissions by user group:

- School Test Coordinator
  - All test session permissions
  - View and print test tickets only
  - View/download reports
- Teacher
  - Educator Scoring
  - EAGLE 2.0 (IAT Permission Set)
  - Reports (if applicable to the school site)
- Test Administrators
  - None



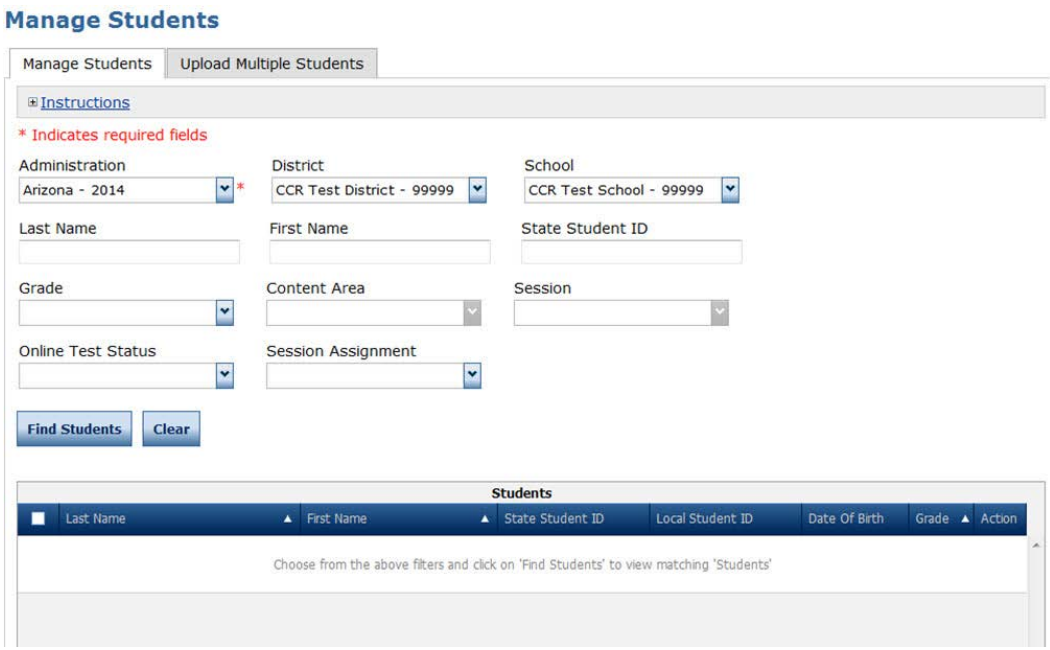
Student Management

Student Management

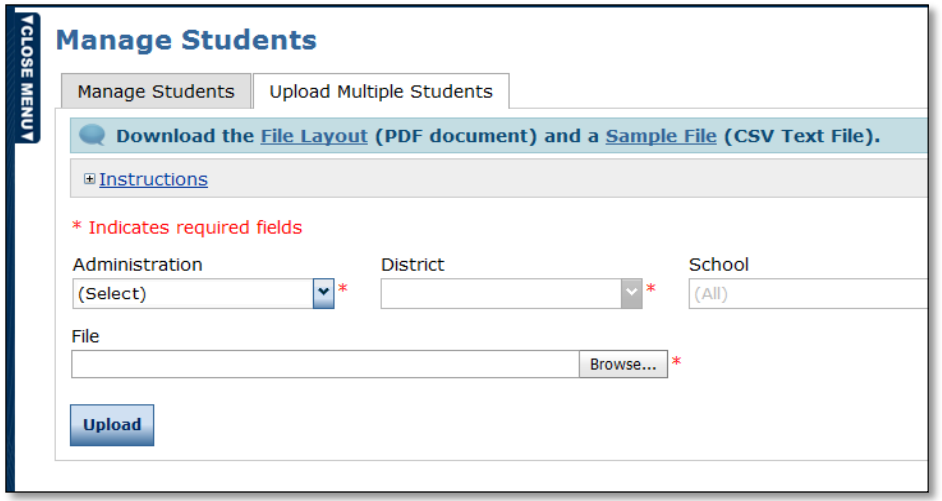
Students may either be added individually or in an upload for multiple users.

Test coordinators can edit certain fields (e.g., 504, LEP, Sped status).

Additionally test coordinators will need to document certain accommodations within the system.



Uploading Students



To upload multiple students from the **Student Management** menu:

1. Select **Manage Students** to display the Manage Students page
2. Select the **Upload Multiple Students** tab**.**
3. Review the required file layout .PDF with instructions for how to create and format the file.
4. Once the .csv file is ready, upload the file. All students will automatically be placed into test sessions.

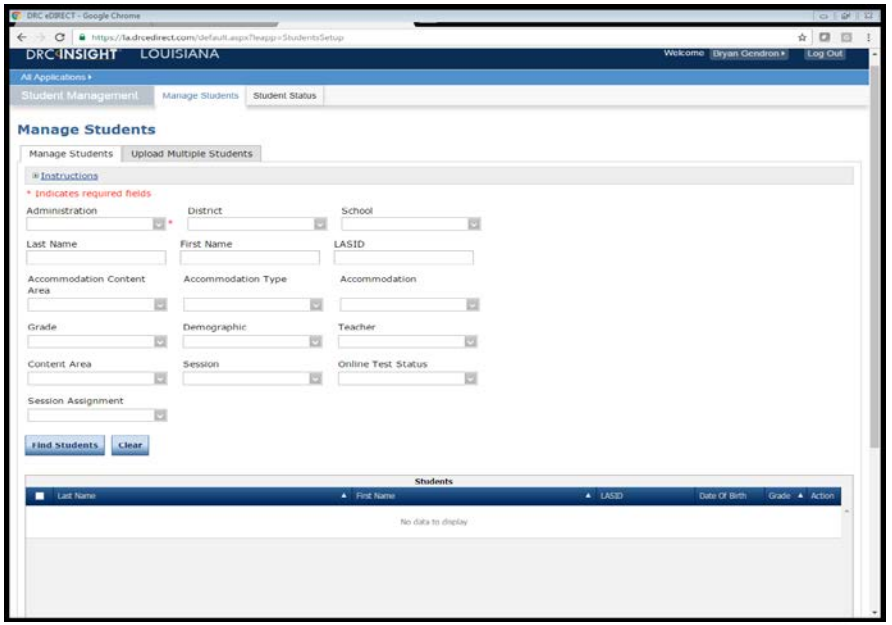
Managing Students

Student Management

Test Coordinators can search and view students by clicking **Student Status**. This will show all students within their school, based on their search criteria.

Using Student Status coordinators can:

- Search and View Students by clicking on **Student Status**
- Edit students by clicking on the **View/Edit** icon



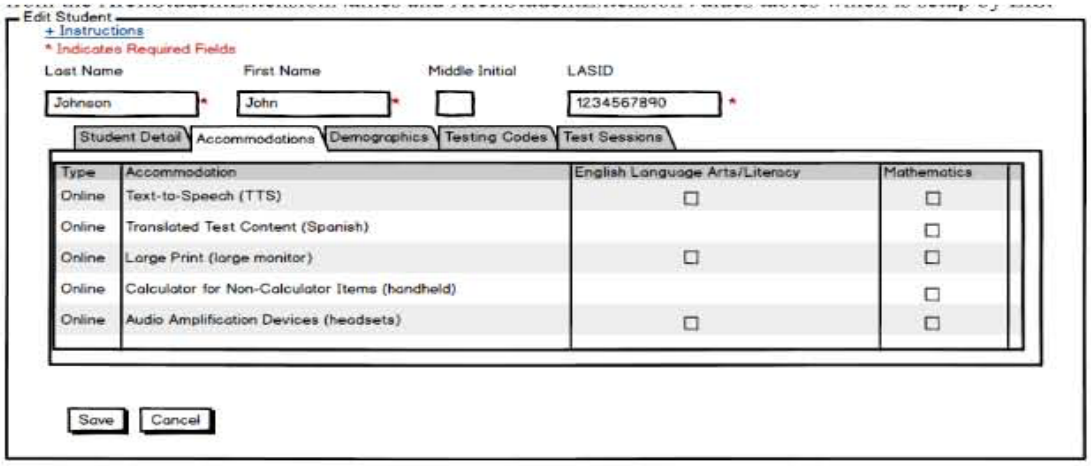
Students

Last Name	First Name	State Student ID	Local Student ID	Date Of Birth	Grade	Action
JaneA	Test	123456789		12/12/2005	03	

Adding Accommodations and Accessibility Features

After a student has been added to eDIRECT, some accommodations and accessibility features will need to be entered into eDIRECT for planning and reporting purposes.

- To add accommodations to a student's profile, select the student, then click on Edit Student
- Click on the Accommodations tab within Edit Student.
- Select the required accommodation (s), then click on Save
- Set accommodations will be indicated on test tickets.

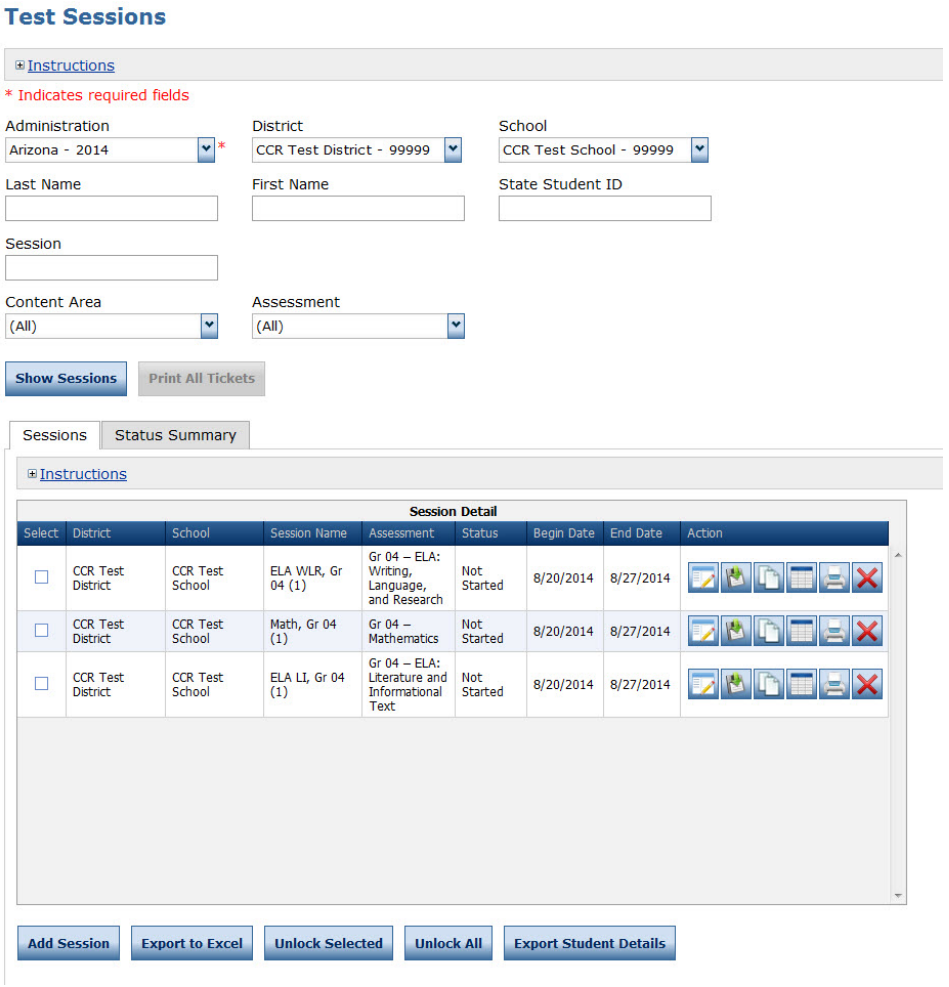


Test Session Management

Test Session Management

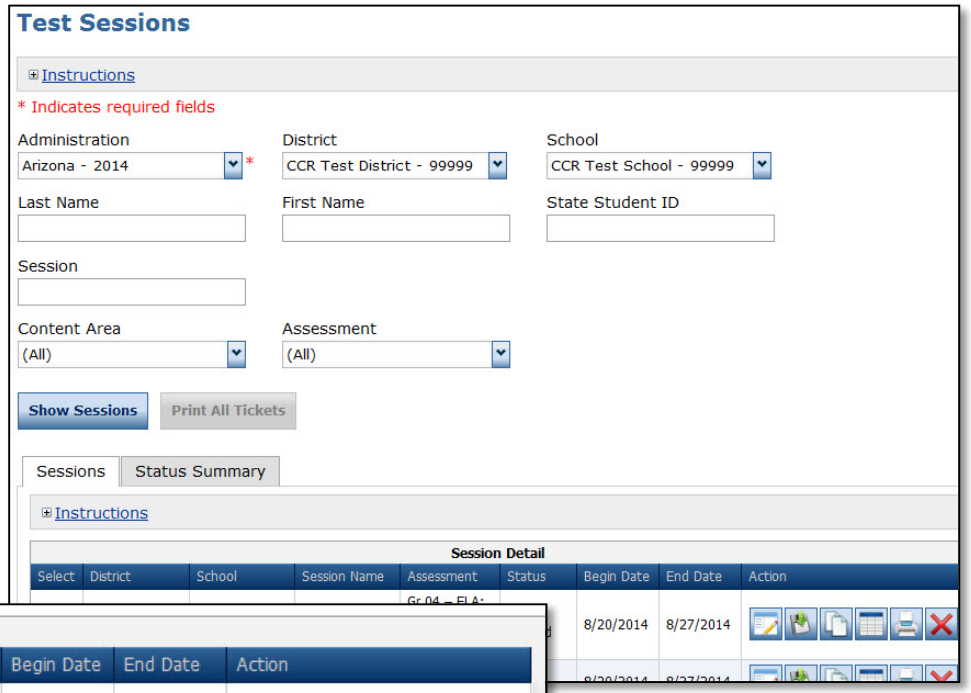
Once all students are uploaded to eDIRECT, test administrators numbers have been created and student accommodations have been added/checked test sessions must be created. One test session is created within the system for each group of students taking a test.

For example, a group of students taking Algebra I would be grouped into one test session which would generate a test ticket for each student for each part of the test.



Viewing Test Sessions

Search and view Test Sessions by clicking on Show Sessions

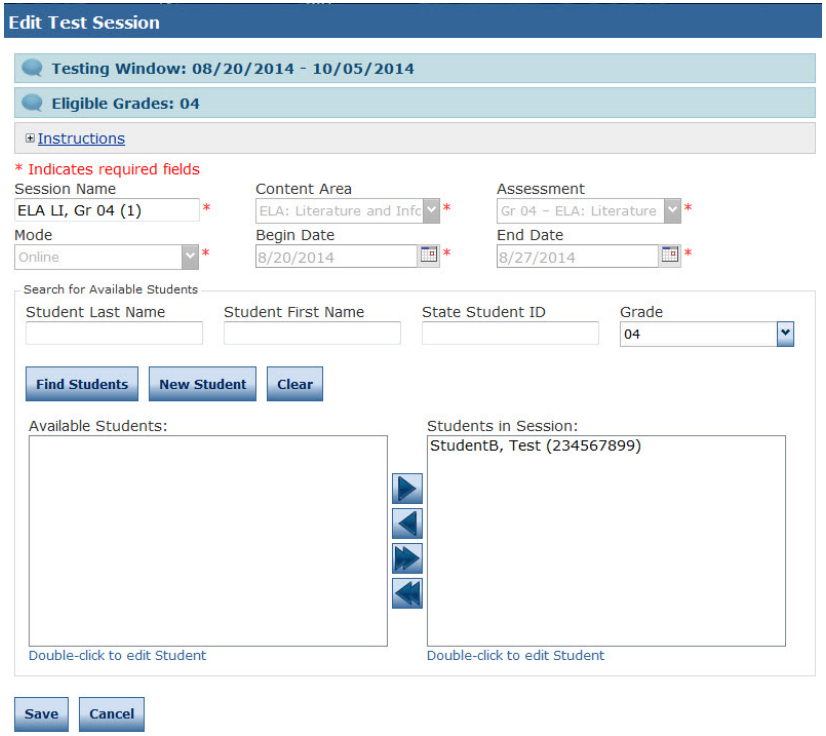


Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	CCR Test District	CCR Test School	ELA WLR, Gr 04 (1)	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	
☐	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
☐	CCR Test District	CCR Test School	ELA LI, Gr 04 (1)	Gr 04 – ELA: Literature and Informational Text	Not Started	8/20/2014	8/27/2014	

Creating and Editing Test Sessions

- To create a Test Session, click on Add Session from the Test Session screen.
- Populate the session details, then click on Find Students. This will display all the available students for the test session, by grade and content area.
- To add the students to the test session, select the student, then click on the right facing arrow to add the students to the session.
- Complete the above steps until all students are added to test sessions.
- The demographic tab contains list of students that are expected to test for each of the LEAP2025/EOC subjects.

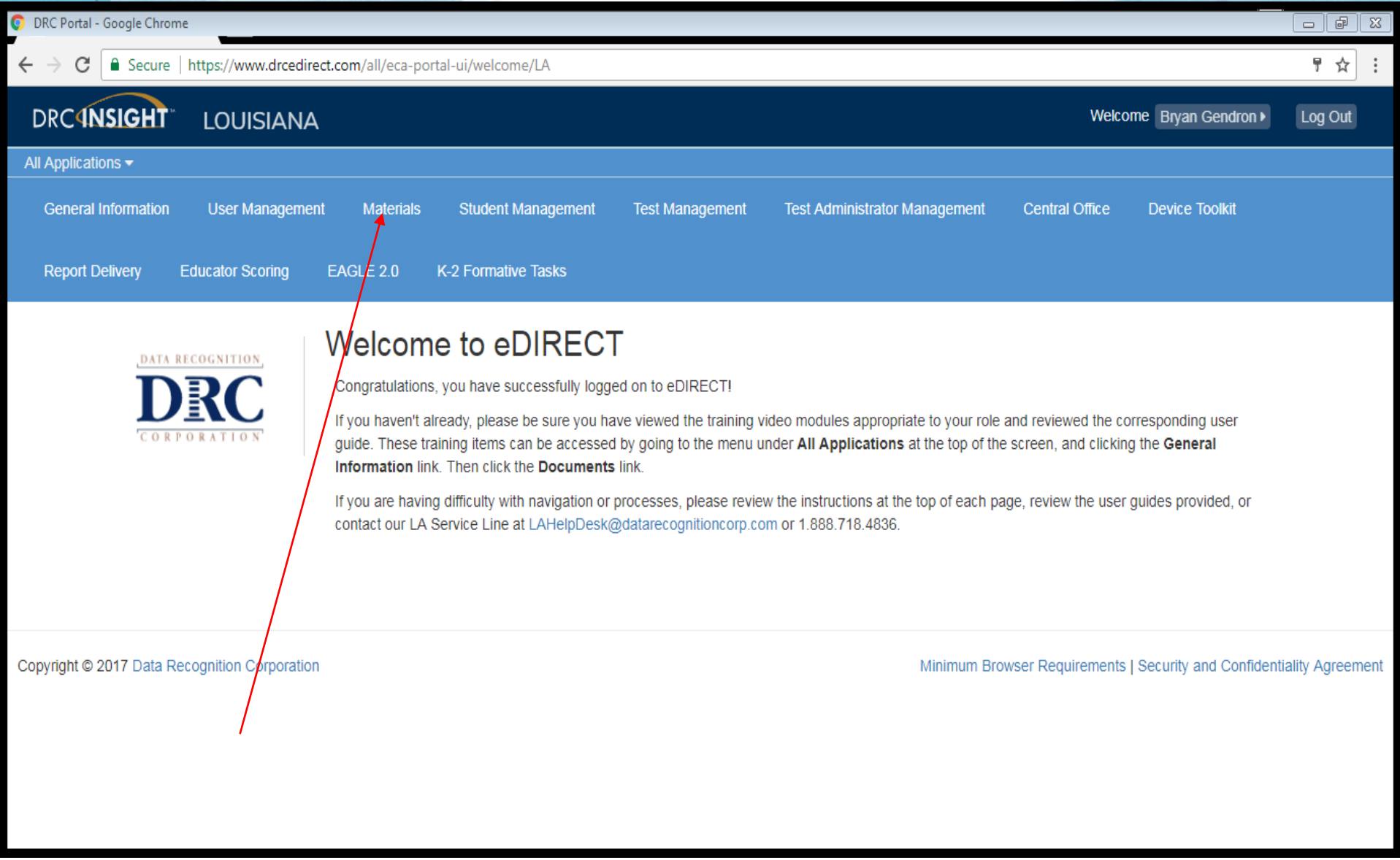


Printing Test Tickets and Rosters

- School Test Coordinators or Test Administrators must print Test Tickets and Rosters prior to testing session.
- Test Tickets contain test login information; tests are activated once a student logs in with username and password provided on Test Ticket.
- Test Administrators must verify that each student has their correct Test Ticket (one ticket needed per content area).
- Student Test Tickets and Rosters are secure materials. They must be distributed, collected and accounted for, and securely destroyed following testing.

Materials Management

Materials Management



Materials Management

The Additional Materials System allows districts the ability to enter, track, view, change, export, and delete Additional Materials Orders. This system replaces the paper Additional Materials Request Form for District Test Coordinators. The paper Additional Materials Request Form for School Test Coordinators will still be used to communicate school orders to District Test Coordinators.

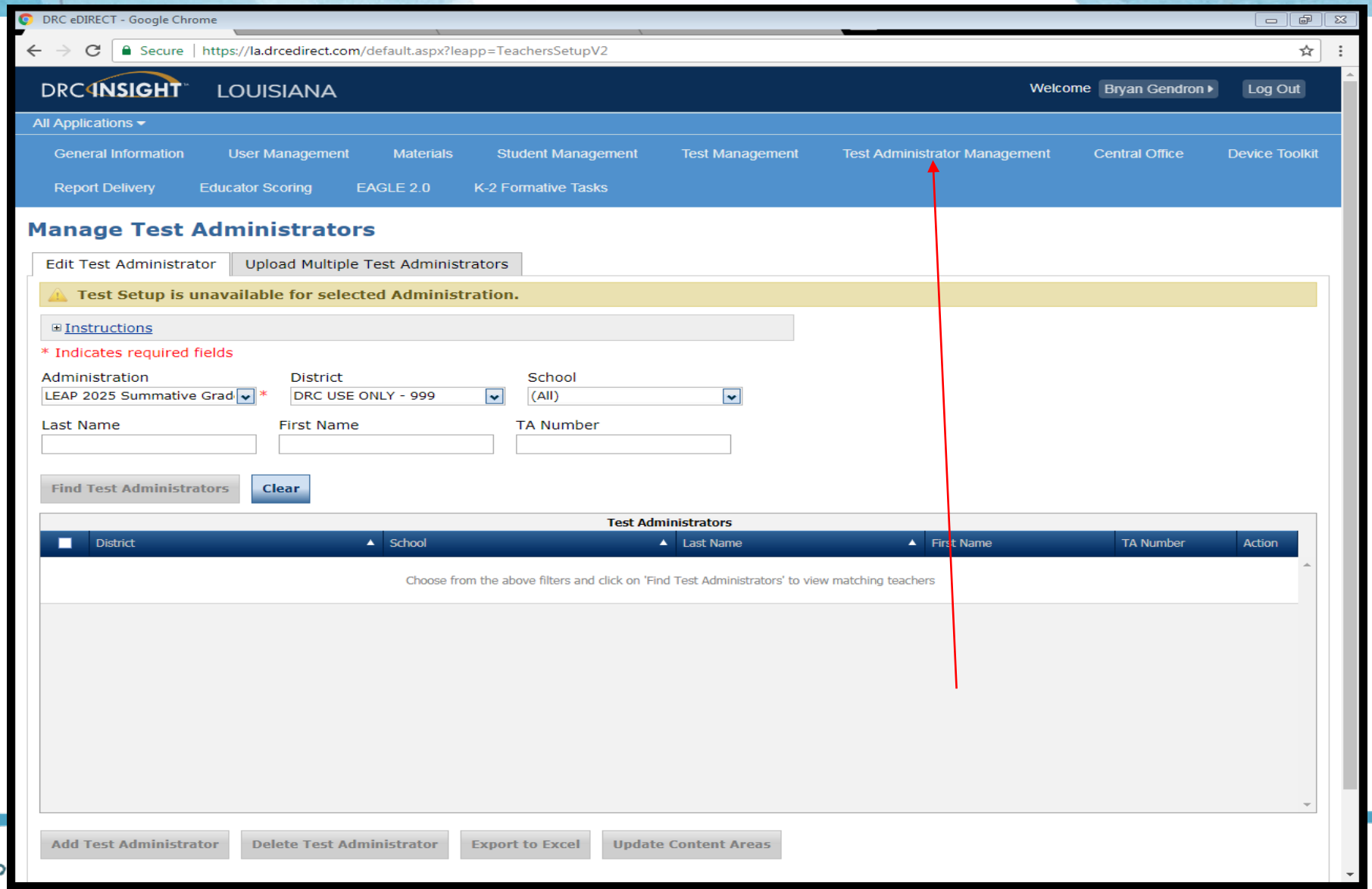
To manage the Additional Materials system:

1. Select the appropriate **Administration**.
2. To enter a new order, click on **Add Order** and enter order quantities per material. Shipping notes can be added in the **Notes** tab.
3. To find an existing order, click on **Find Orders**.

Note: Existing orders can be updated or deleted if they are in the "Submitted" status.

Test Administrator Management

Test Administrator Management



Test Administrator (TA) Number System

Test Administrator (TA) Numbers will be captured within eDIRECT Test Administrator Management.

To add, search and edit TA Numbers:

1. Select the appropriate **Administration**

To add individual TA Numbers:

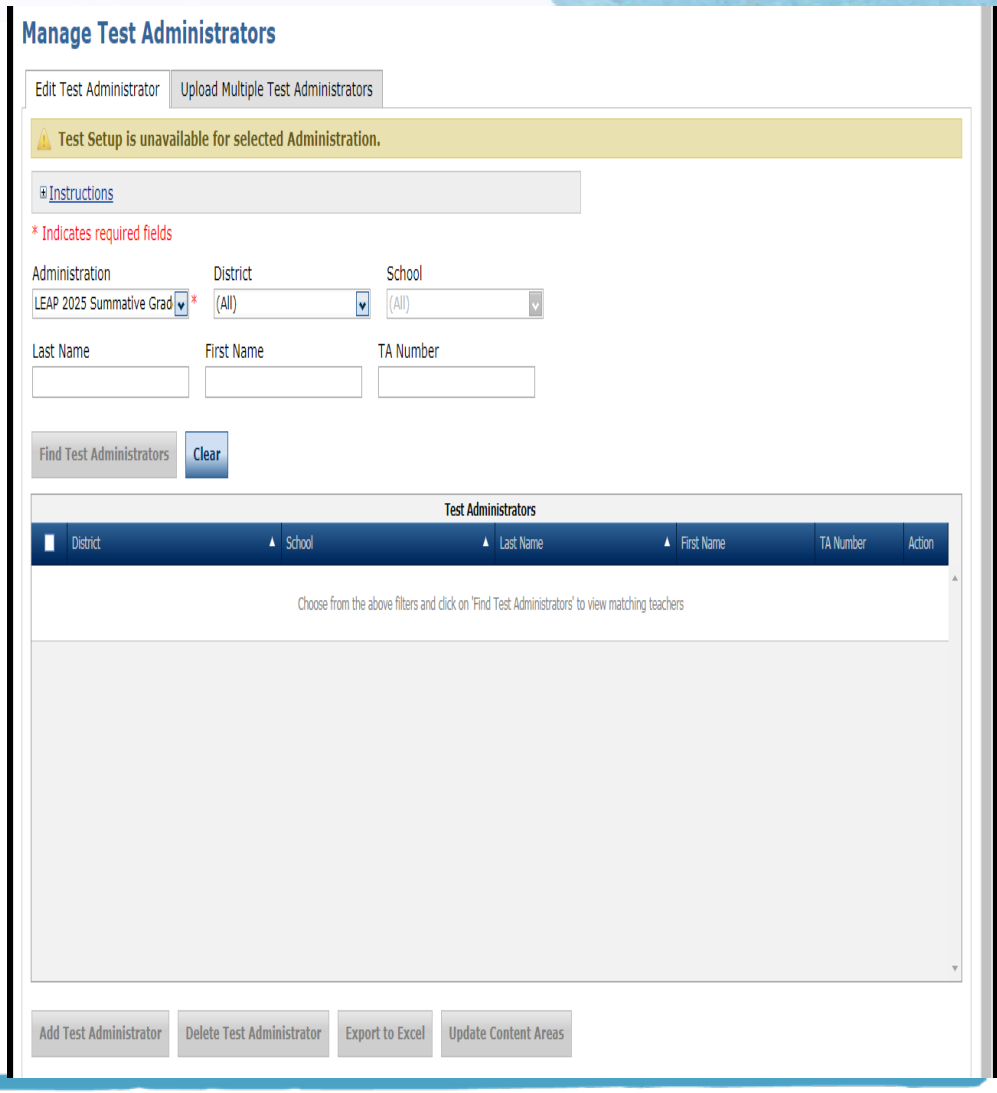
1. To add an individual TA Number, click the **Add Test Administrator** button, enter the required fields, then click on **Save**.

To search individual TA Numbers:

1. To search for TA Numbers, click on **Find Test Administrators**.

To edit individual TA Numbers:

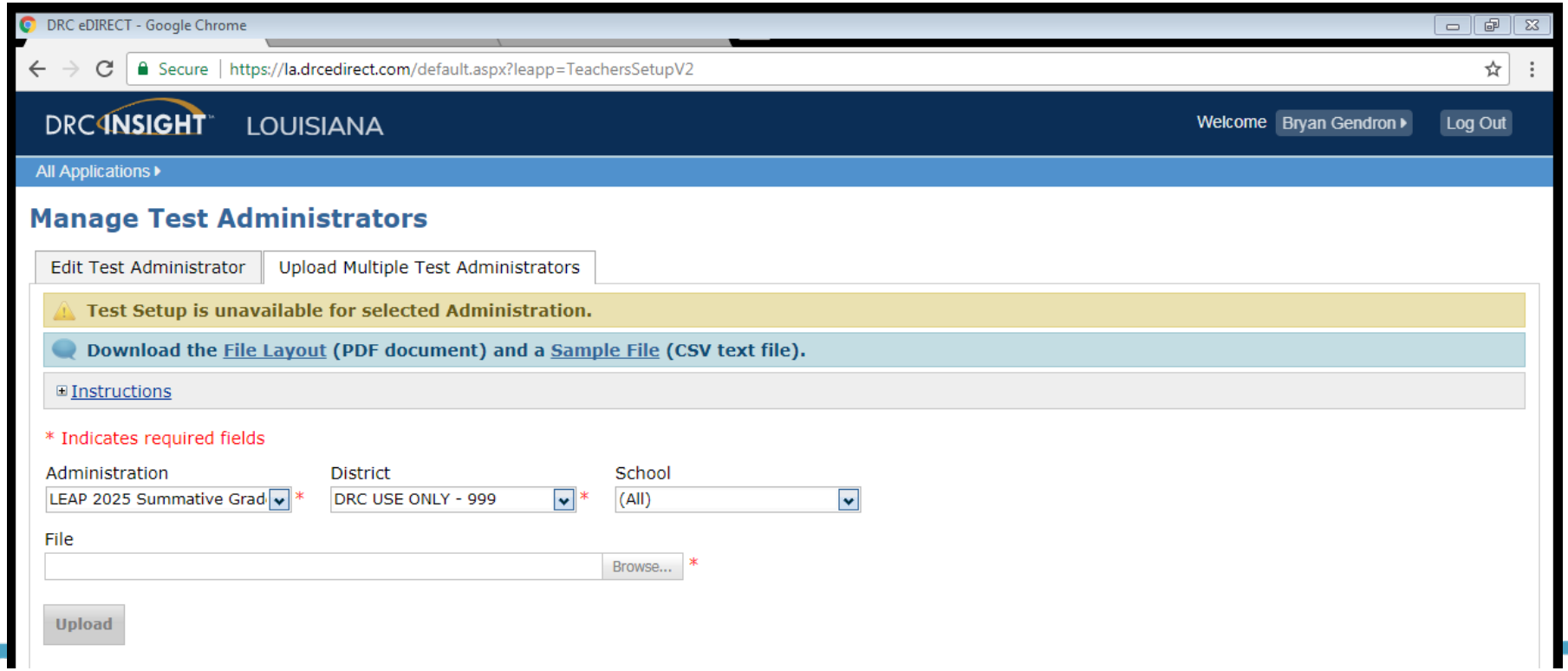
1. To view or edit a Test Administrator's information, click on the **View/Edit** icon under the **Action** column



Test Administrator (TA) Number System

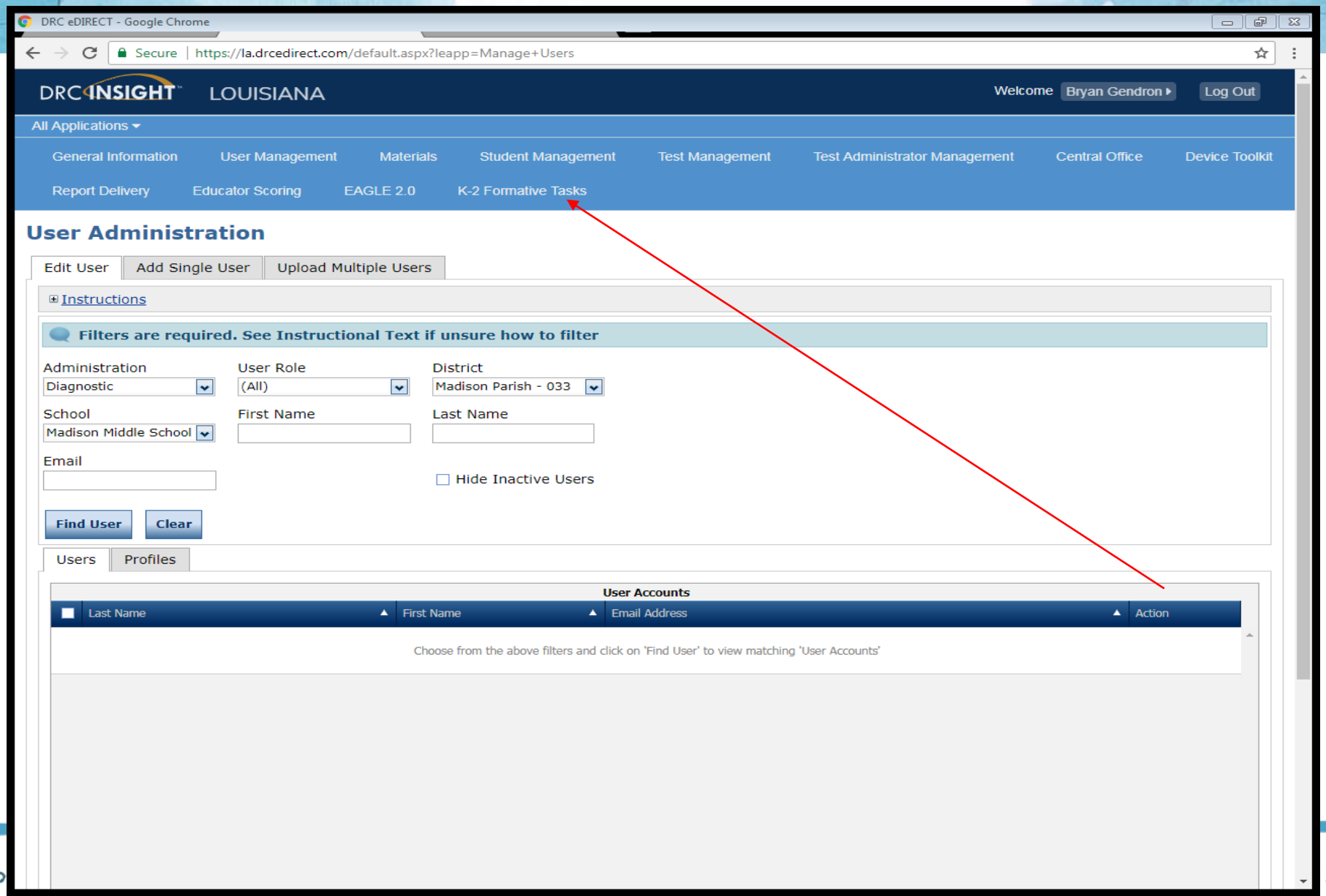
Upload multiple TA Numbers

To upload multiple TA Numbers, select the **Upload Multiple Teachers** tab, review the required file layout .PDF with instructions for how to create and format the file. Once the .csv file is ready, upload the file. All TA names and numbers will automatically be added.

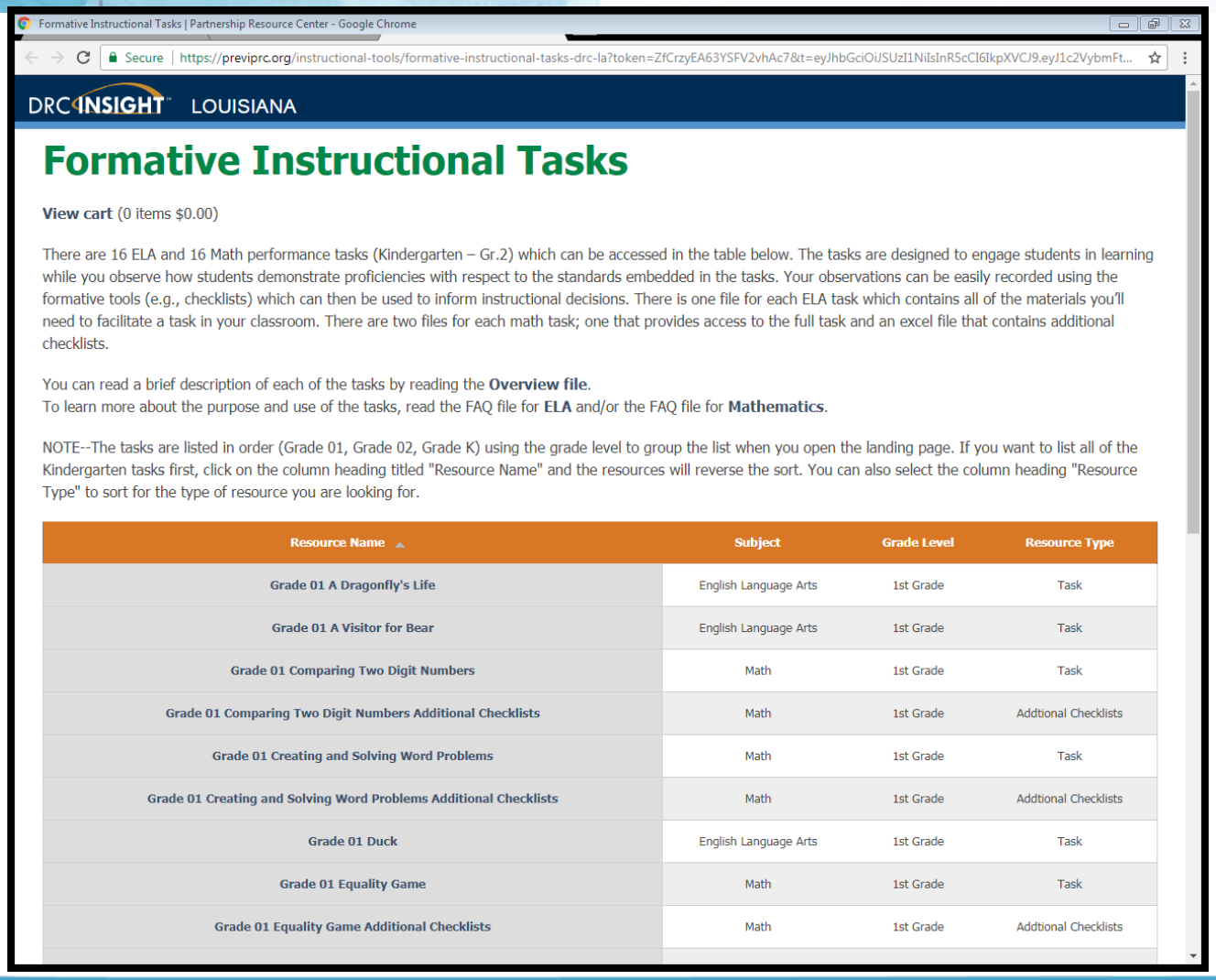


K-2 Formative Tasks

K-2 Formative Tasks



K-2 Formative Tasks

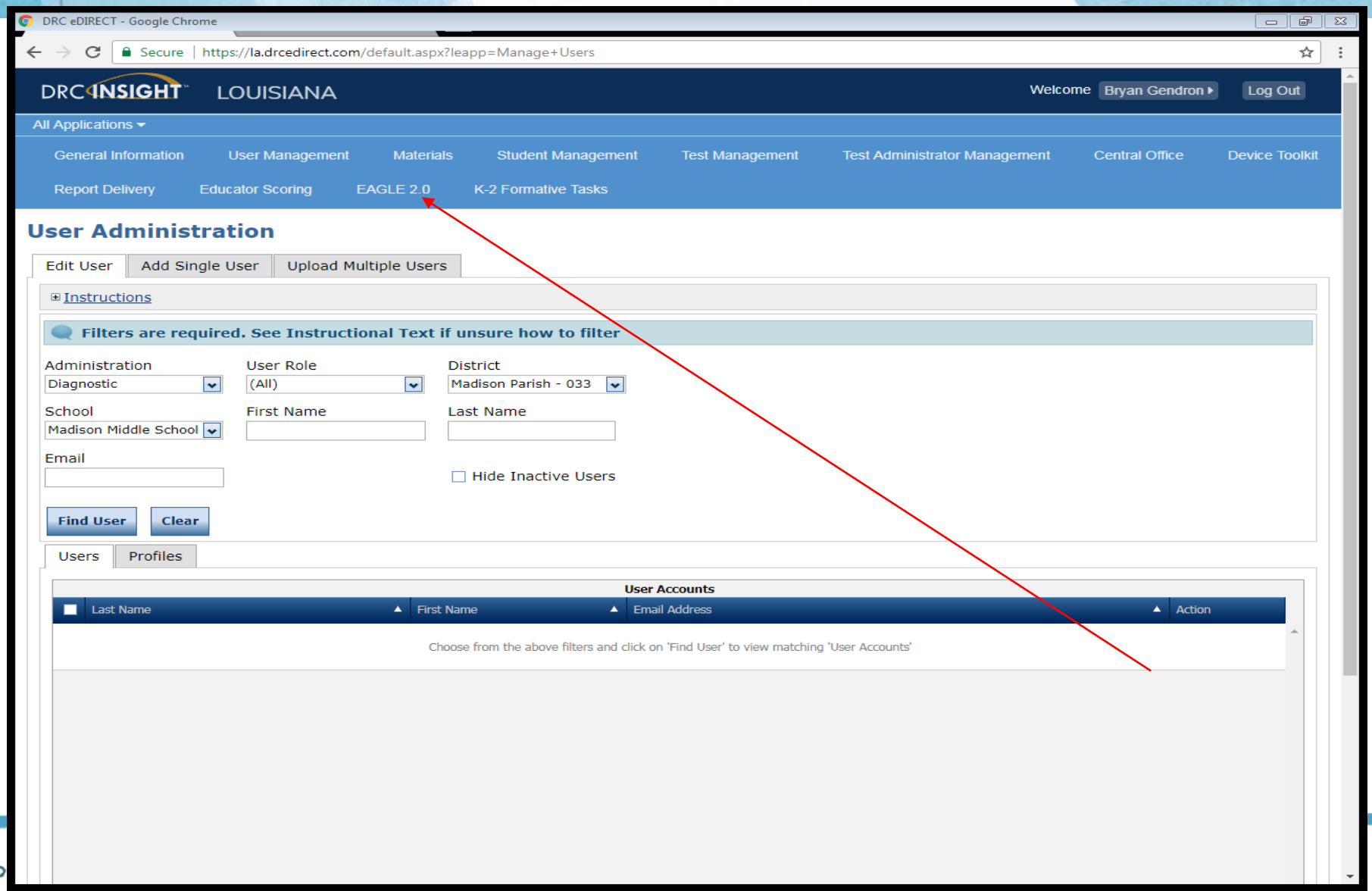


Resource Name	Subject	Grade Level	Resource Type
Grade 01 A Dragonfly's Life	English Language Arts	1st Grade	Task
Grade 01 A Visitor for Bear	English Language Arts	1st Grade	Task
Grade 01 Comparing Two Digit Numbers	Math	1st Grade	Task
Grade 01 Comparing Two Digit Numbers Additional Checklists	Math	1st Grade	Addtional Checklists
Grade 01 Creating and Solving Word Problems	Math	1st Grade	Task
Grade 01 Creating and Solving Word Problems Additional Checklists	Math	1st Grade	Addtional Checklists
Grade 01 Duck	English Language Arts	1st Grade	Task
Grade 01 Equality Game	Math	1st Grade	Task
Grade 01 Equality Game Additional Checklists	Math	1st Grade	Addtional Checklists

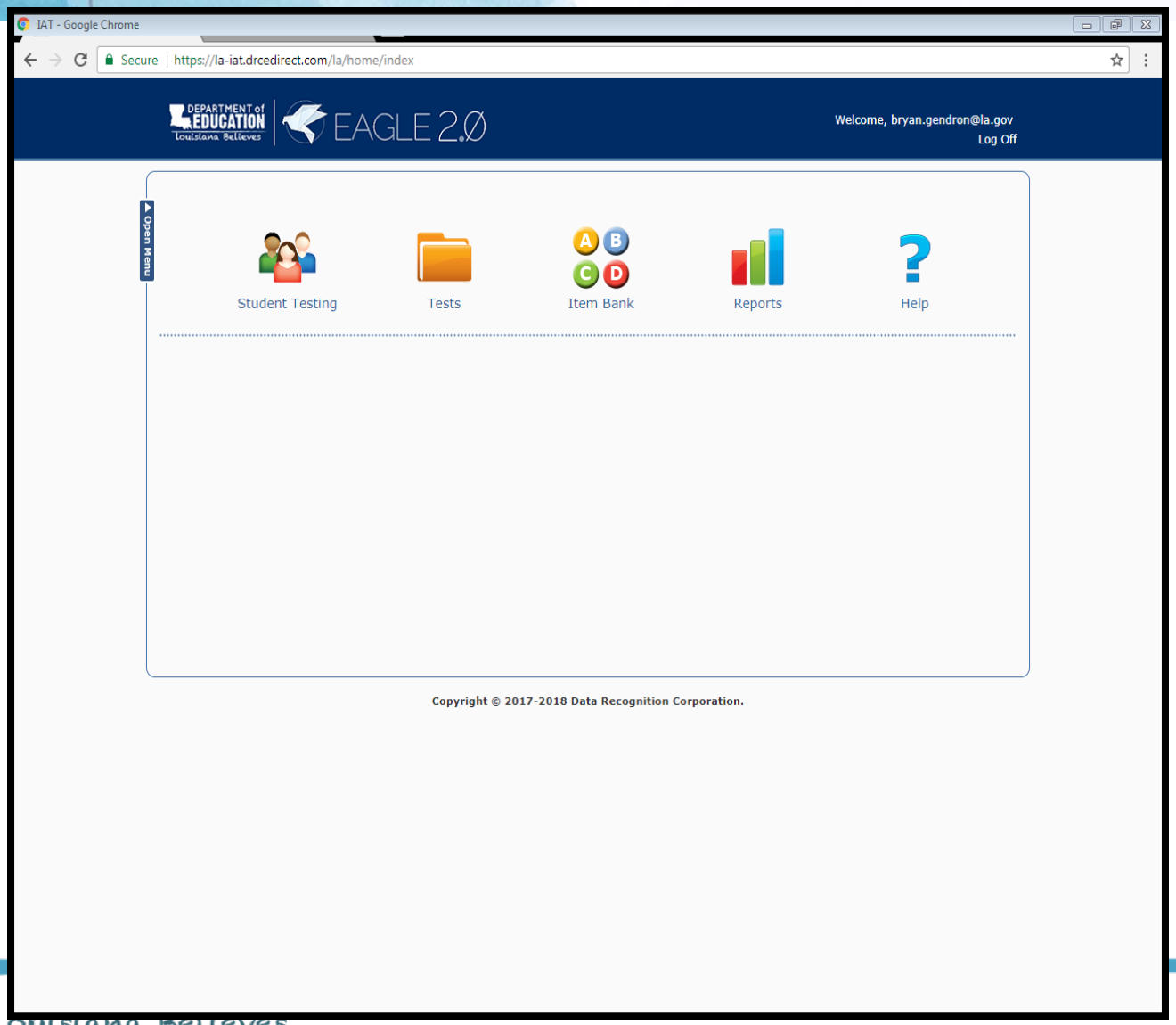
The pop up blocker must be turned off to access the K-2 formative tasks.

EAGLE 2.0

Eagle 2.0


DRC eDIRECT - Google Chrome
Secure | https://la.drcedirect.com/default.aspx?leapp=Manage+Users
DRC INSIGHT LOUISIANA
Welcome Bryan Gendron
Log Out
All Applications
General Information
User Management
Materials
Student Management
Test Management
Test Administrator Management
Central Office
Device Toolkit
Report Delivery
Educator Scoring
EAGLE 2.0
K-2 Formative Tasks
User Administration
Edit User
Add Single User
Upload Multiple Users
Instructions
Filters are required. See Instructional Text if unsure how to filter
Administration
Diagnostic
User Role
(All)
District
Madison Parish - 033
School
Madison Middle School
First Name
Last Name
Email
Hide Inactive Users
Find User
Clear
Users
Profiles
User Accounts
Last Name
First Name
Email Address
Action
Choose from the above filters and click on 'Find User' to view matching 'User Accounts'

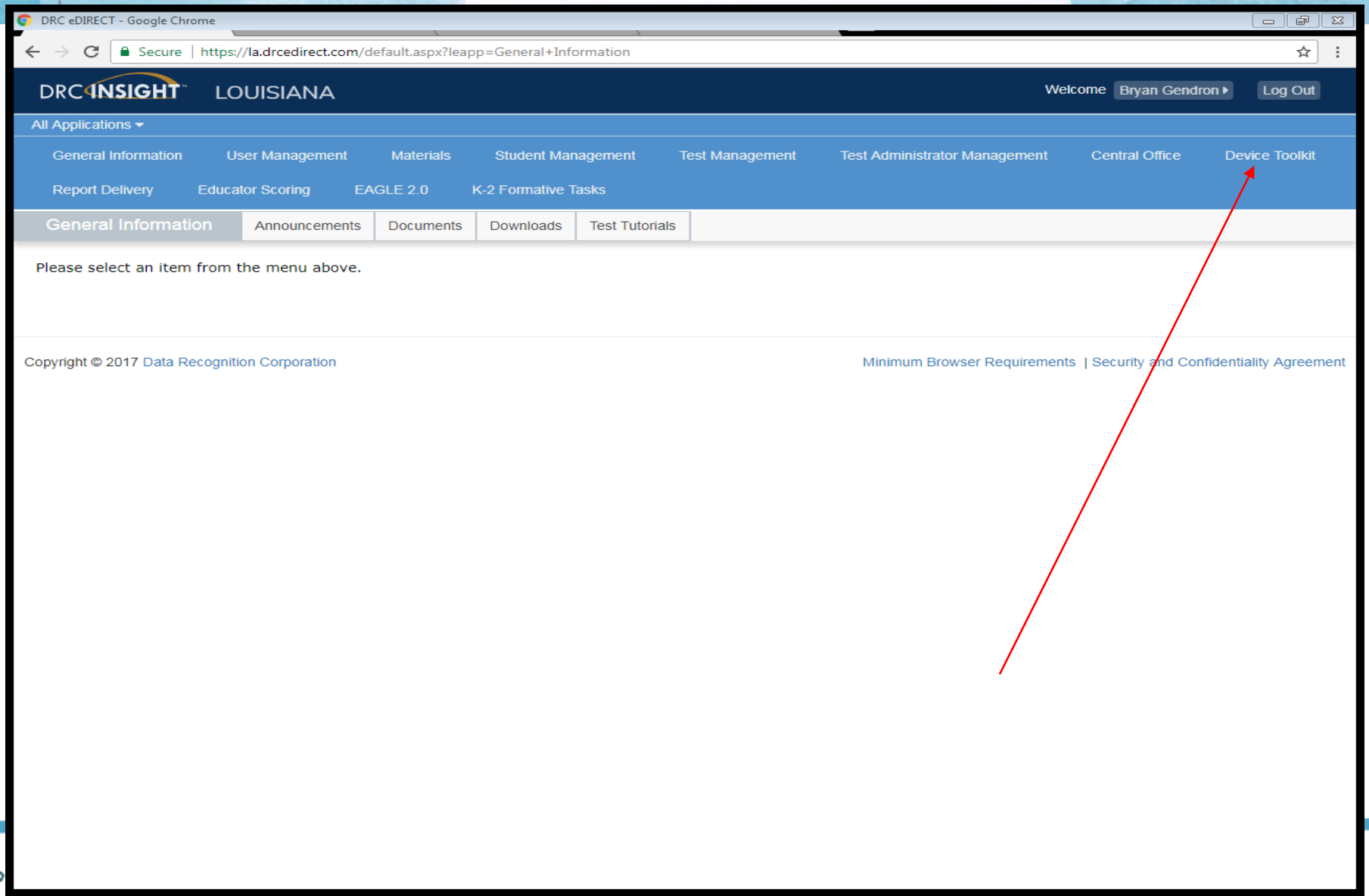
EAGLE 2.0



The pop up blocker must be turned off to access EAGLE.

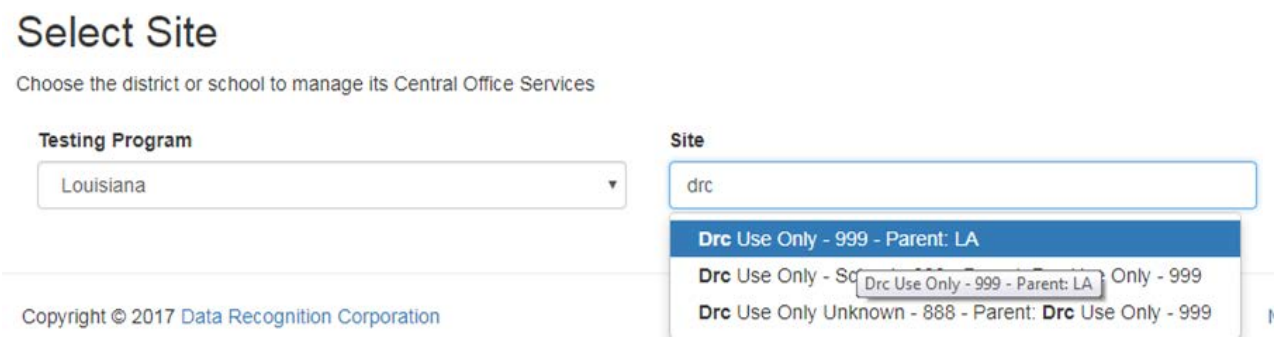
Device ToolKit

Device ToolKit



Device ToolKit

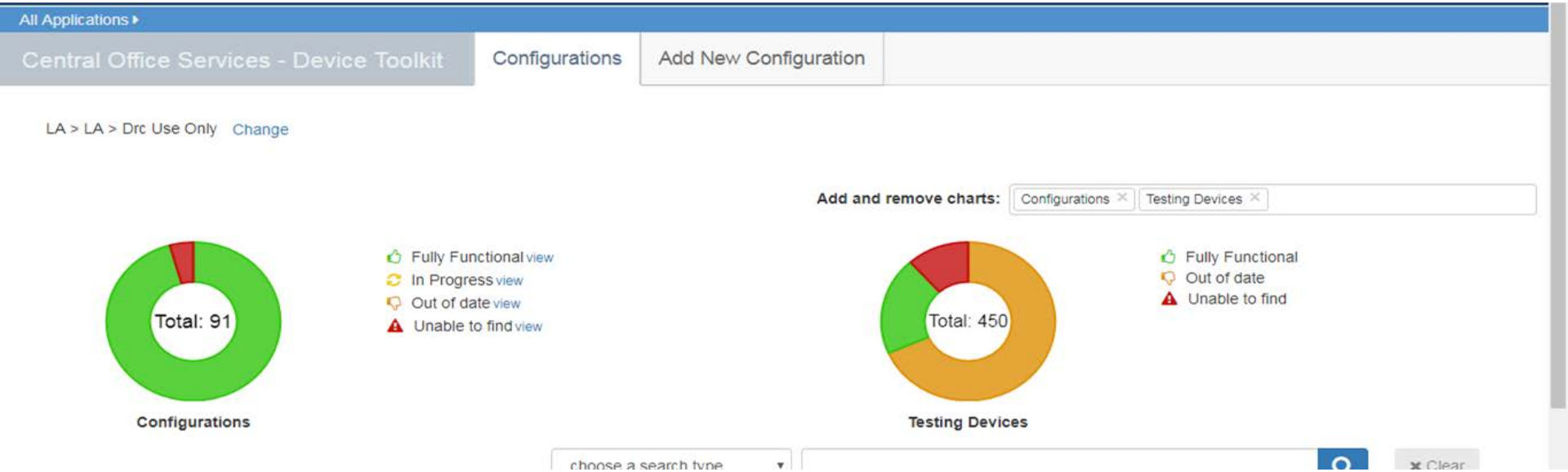
The dashboard allows districts to see all configurations at one time. For district users to see all configurations, enter the district name in the site bar..



Users can also see all configurations at a school site by typing the school's name into the site bar.

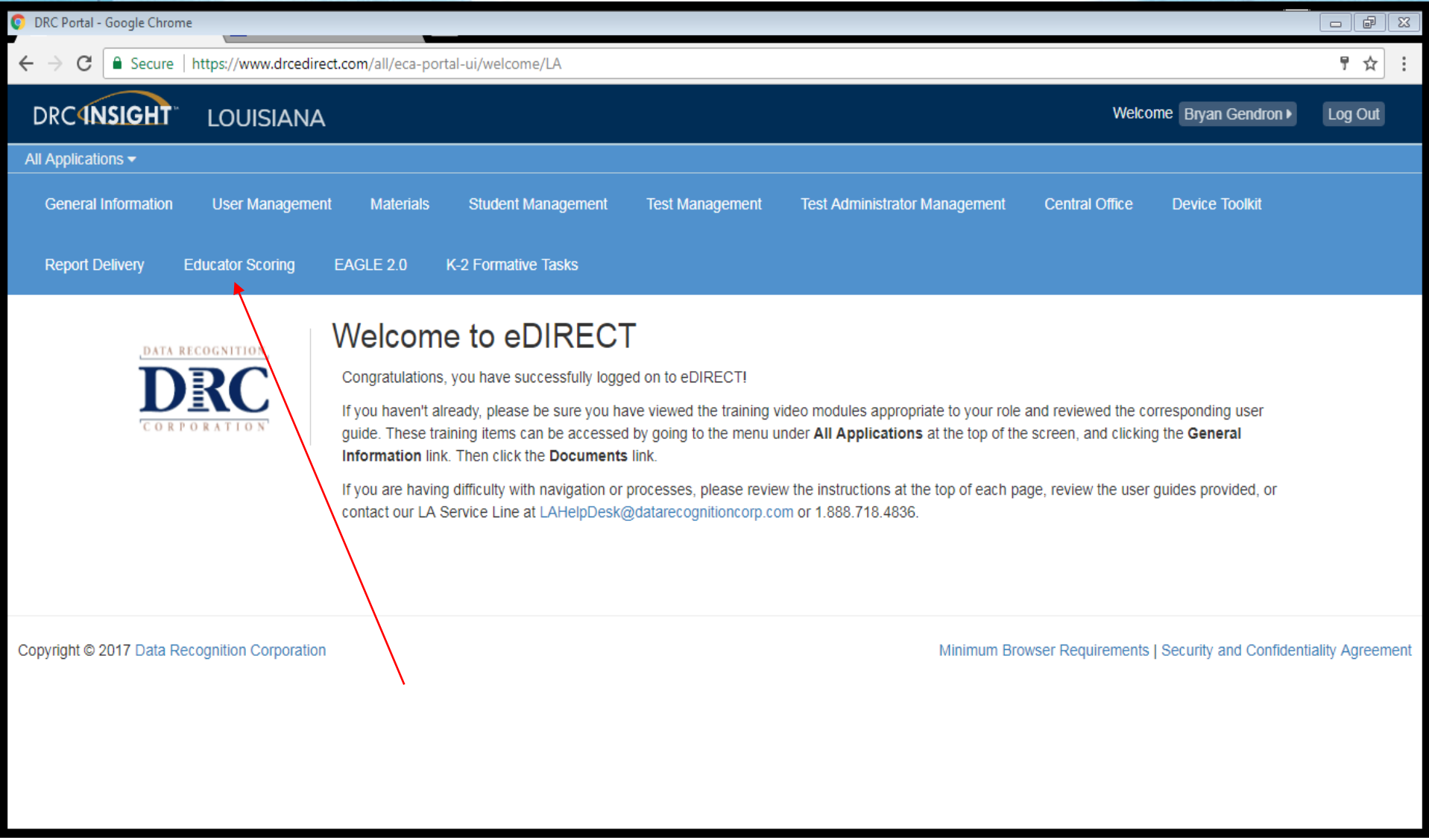
Device ToolKit Dashboard

The dashboard allows users to see the status of all configuration and testing devices.



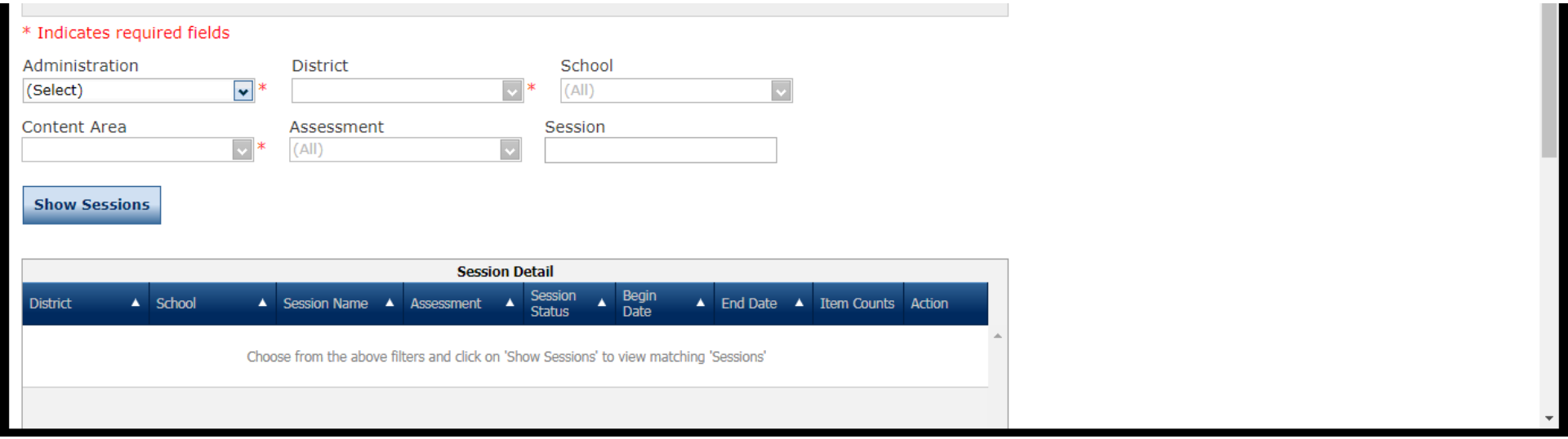
Educator Scoring

Educator Scoring



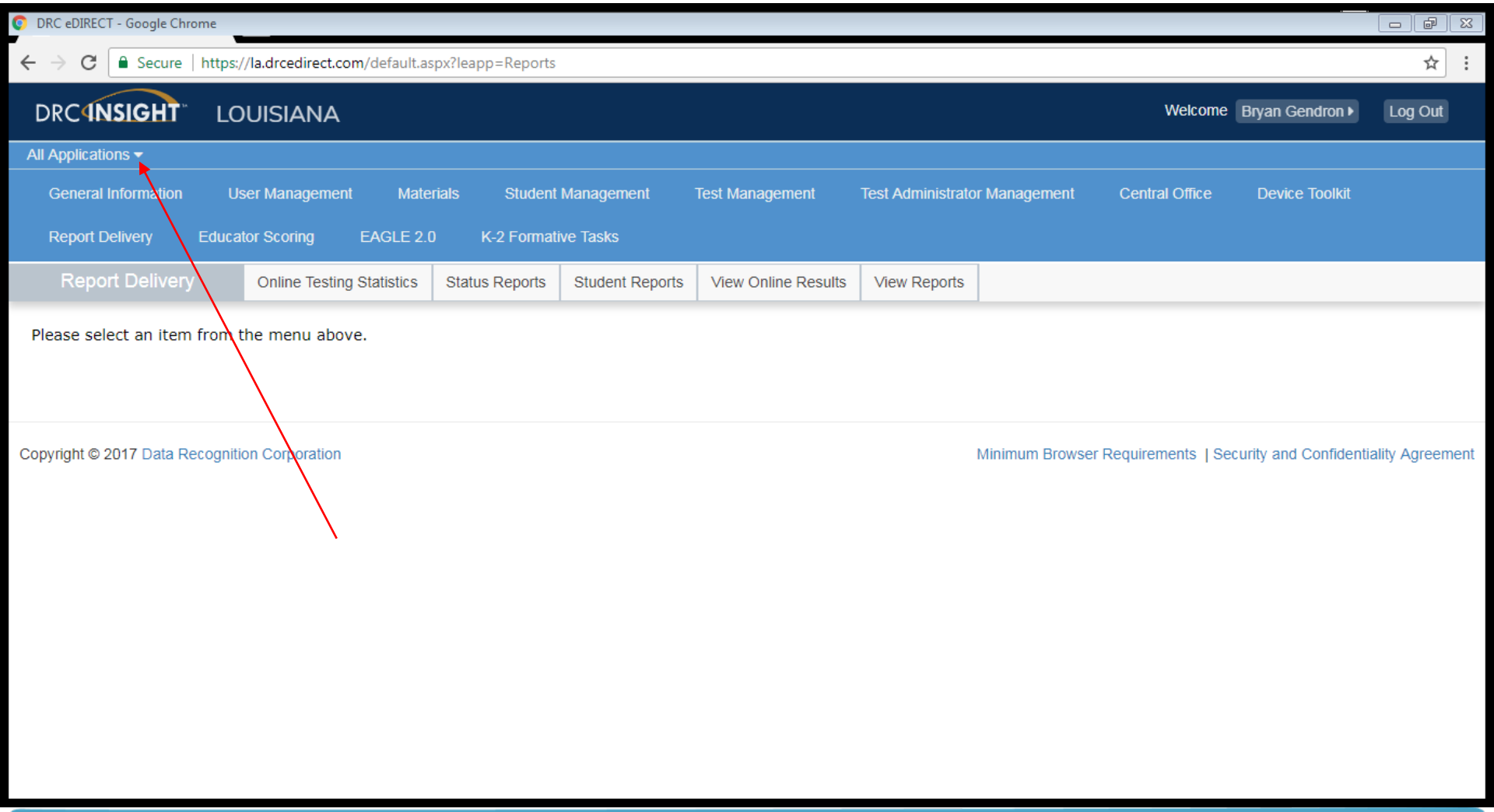
Educator Scoring

- To score a specific student, select the **Administration, District, School** and **Content Area** and click the **Show Sessions** button. To view a list of students in that Session, click the Show Students **Action** icon from the Action column.
- To score by session, select the **Administration, District, School** and **Content Area.** Click the **Score Session** action icon from the **Action** column.



Report Delivery

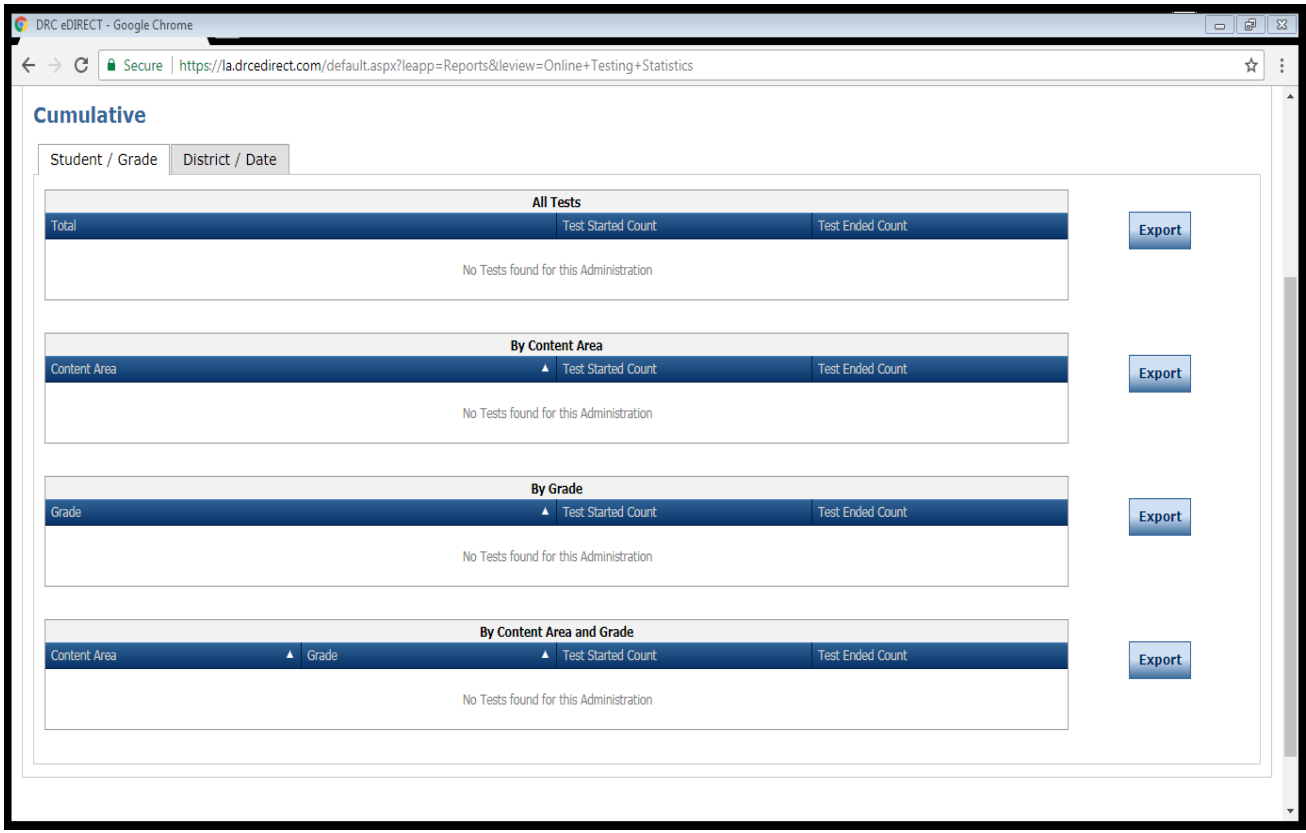
Report Delivery



Report Delivery: Online Testing Statistics

This tab allows DTCs to see the number of times a test has been logged into in their LEA. DTCs can sort by:

- All tests
- Content Area
- Grade
- Content Area and Grade

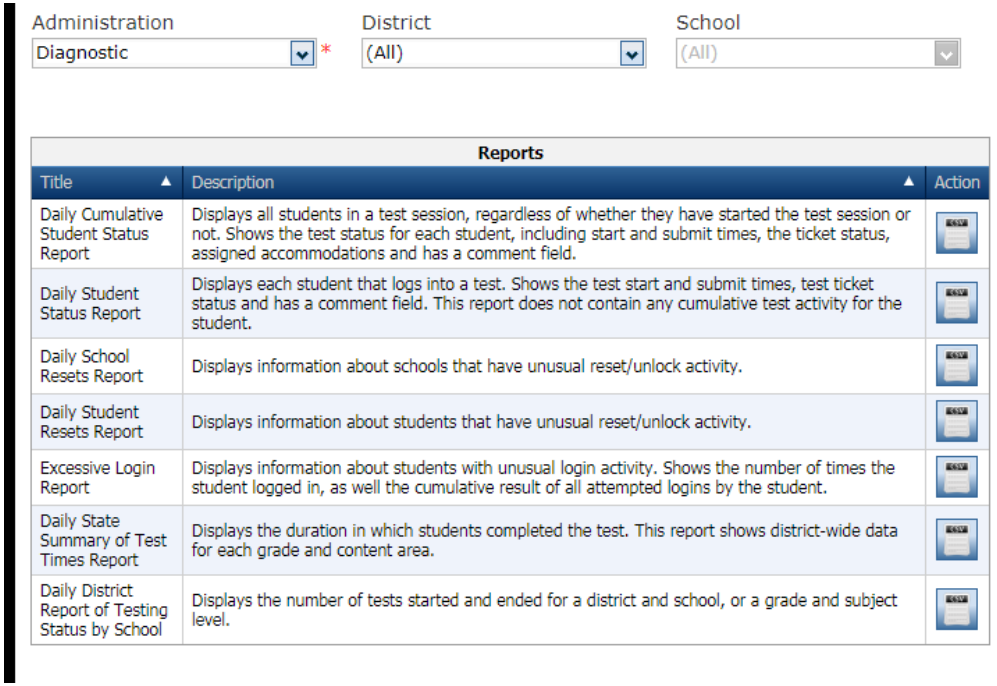


Please note this is not an accurate list of how many tests or test sessions were taken.

Report Delivery: Status Reports

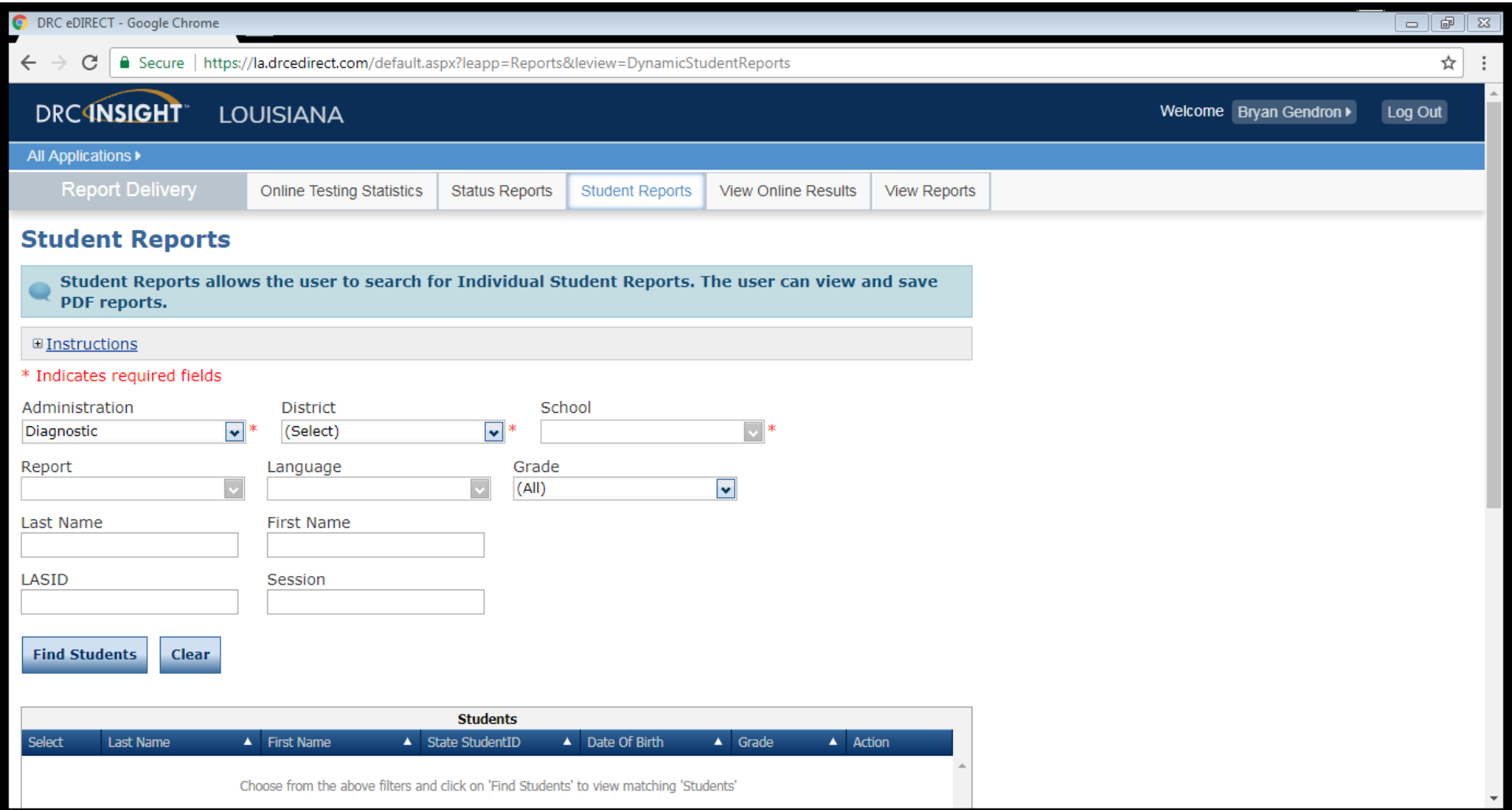
DTCs can pull reports to check the following:

- Status of all students in a test session (cumulative and daily)
- Report of unlocked test sessions (cumulative and daily)
- Summary of testing time (cumulative only)



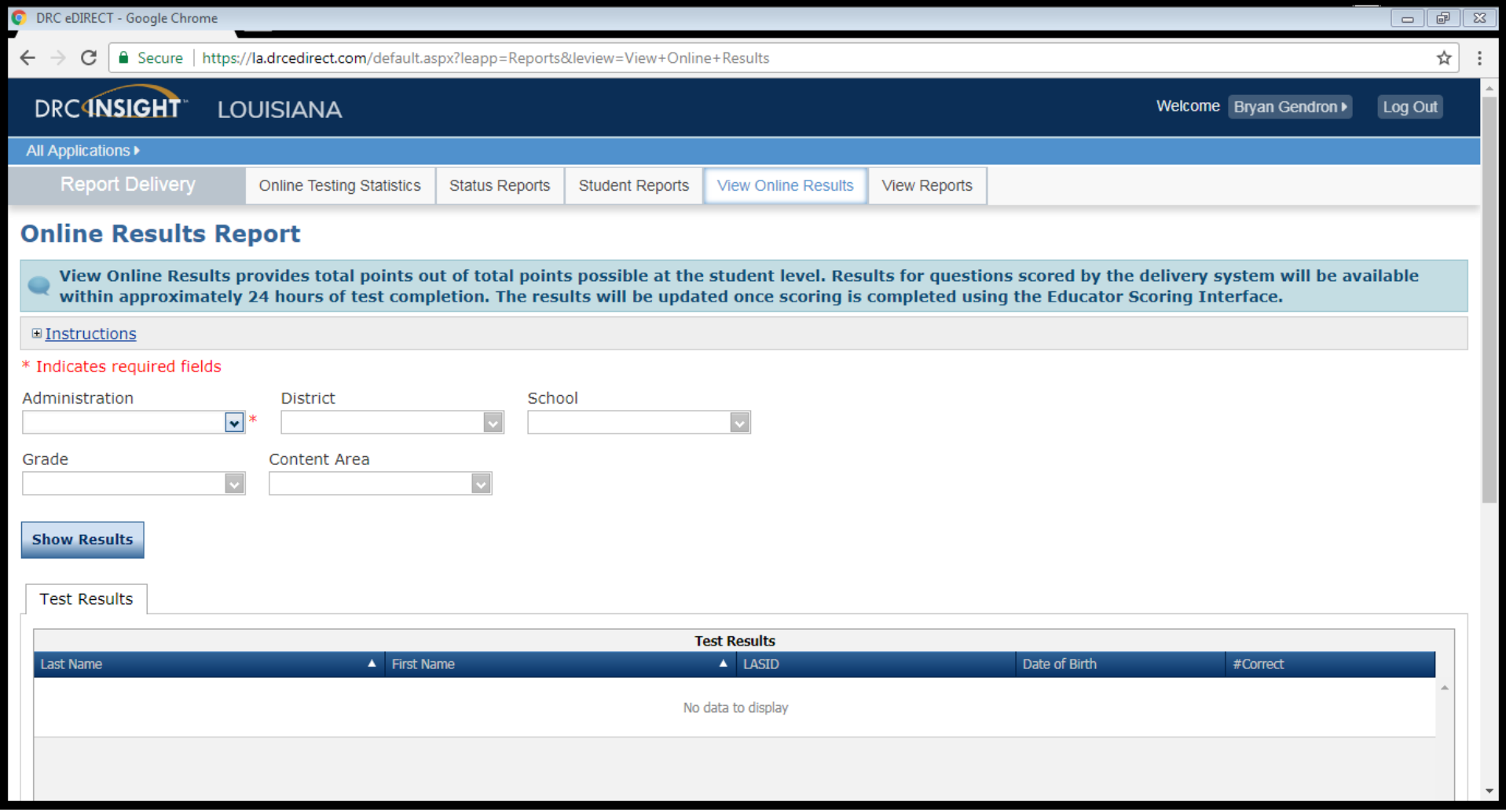
Report Delivery: Student Reports

All individual student level non-summative reports are found here. Users must use appropriate filters.



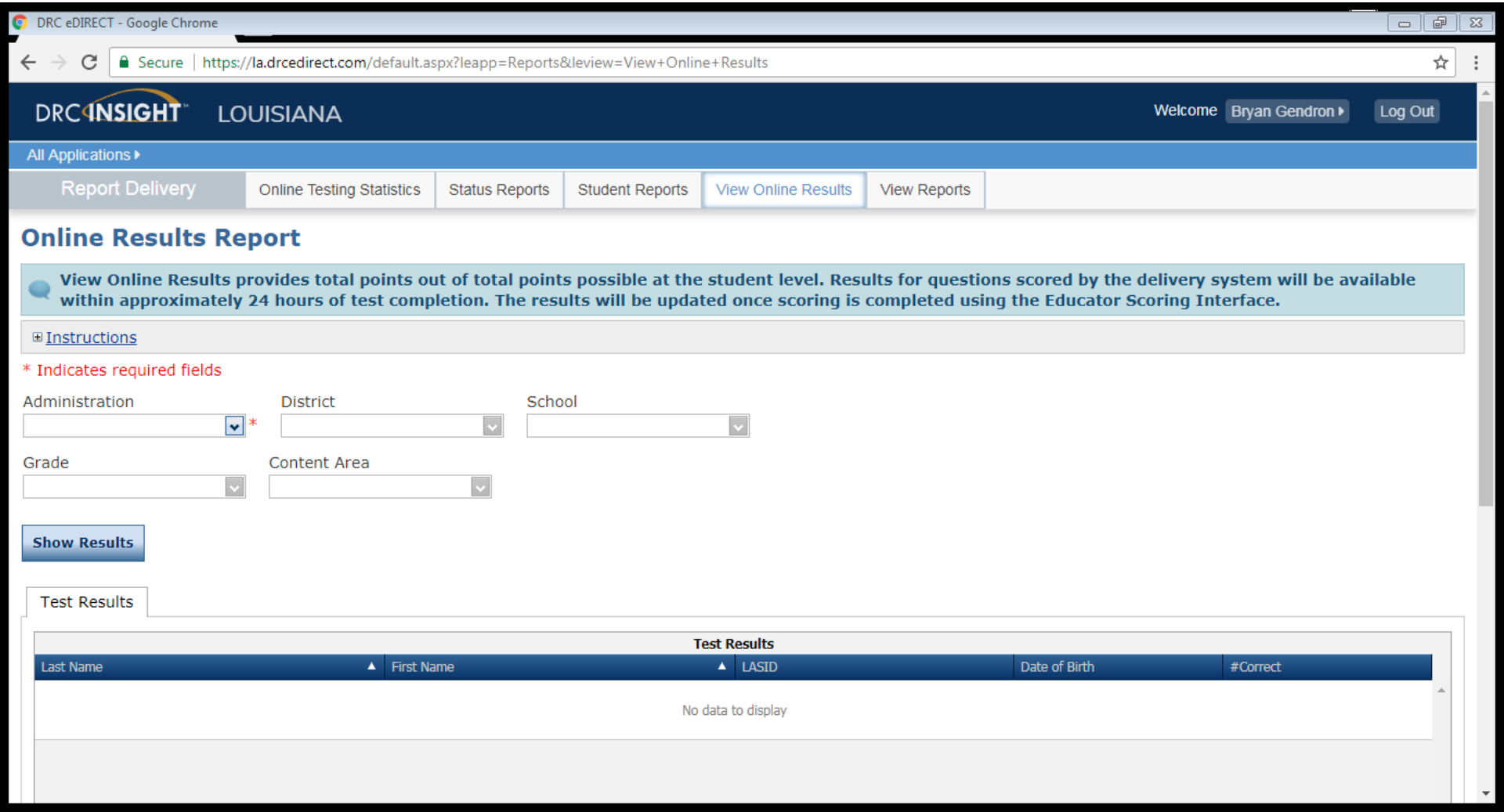
Report Delivery: View Reports

All non-summative test session reports and all summative reports can be found here.



Report Delivery: View Online Results

This tab will not be used to display any reports in the 2017-2018 school year. DRC is testing the feasibility to remove the tab from eDIRECT.



Support

User Guides

The following user guides are posted in eDIRECT:

- eDIRECT User Guide
- Technology User Guide
- EAGLE User Guide

District Support

The Assessment team offers multiple avenues of support to districts, schools, and teachers seeking information or assistance about assessment administration and accountability.

Assessment@

- All stakeholders are encouraged to email assessment and accountability questions and/or concerns to assessment@la.gov.

Assessment Hotline

- For immediate assistance regarding assessment and accountability, district-level staff may call the Assessment Hotline at 1-844-268-7320.