

Louisiana Believes

eDIRECT Refresher

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.

First Time Log On

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

* Indicates required fields

Create New Password

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address
ehenrich@datarecognitioncorp.com

New Password
*

(Please do not paste)

Confirm New Password
*

(Please do not paste)

Security Question

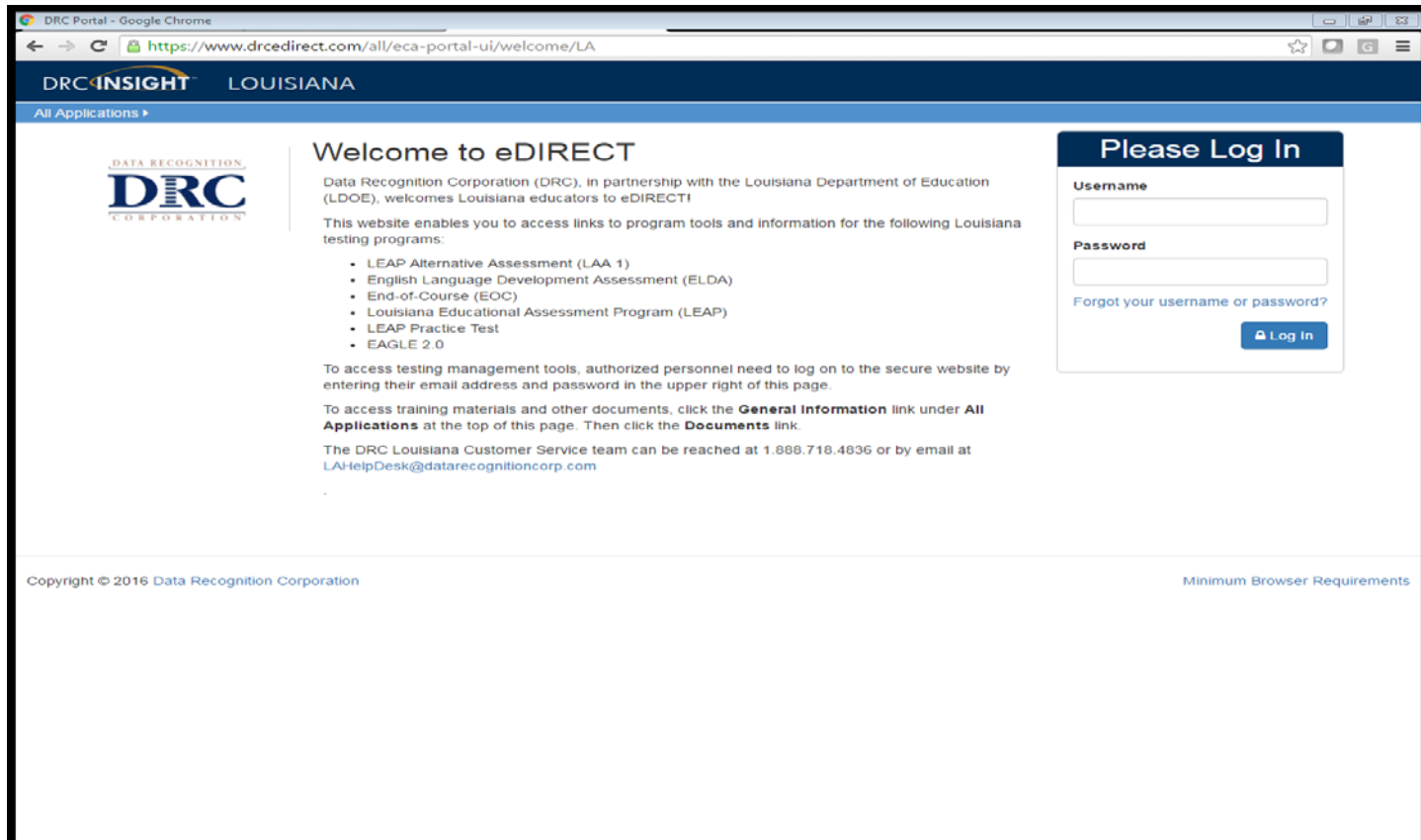
For your security, please choose a question and answer below before selecting continue.

Question
(Select) *

Answer
*

Accessing eDIRECT

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



The screenshot shows a web browser window displaying the eDIRECT login page. The browser's address bar shows the URL: <https://www.drctedirect.com/all/eca-portal-ui/welcome/LA>. The page header includes the "DRC INSIGHT LOUISIANA" logo and a navigation menu with "All Applications". The main content area is titled "Welcome to eDIRECT" and contains the following text:

Data Recognition Corporation (DRC), in partnership with the Louisiana Department of Education (LDOE), welcomes Louisiana educators to eDIRECT!

This website enables you to access links to program tools and information for the following Louisiana testing programs:

- LEAP Alternative Assessment (LAA 1)
- English Language Development Assessment (ELDA)
- End-of-Course (EOC)
- Louisiana Educational Assessment Program (LEAP)
- LEAP Practice Test
- EAGLE 2.0

To access testing management tools, authorized personnel need to log on to the secure website by entering their email address and password in the upper right of this page.

To access training materials and other documents, click the **General Information** link under **All Applications** at the top of this page. Then click the **Documents** link.

The DRC Louisiana Customer Service team can be reached at 1.888.718.4836 or by email at LAHelpDesk@datarecognitioncorp.com

On the right side of the page, there is a "Please Log In" form with the following fields and options:

- Username**:
- Password**:
- [Forgot your username or password?](#)
-

At the bottom of the page, the footer contains "Copyright © 2016 Data Recognition Corporation" on the left and "Minimum Browser Requirements" on the right.

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

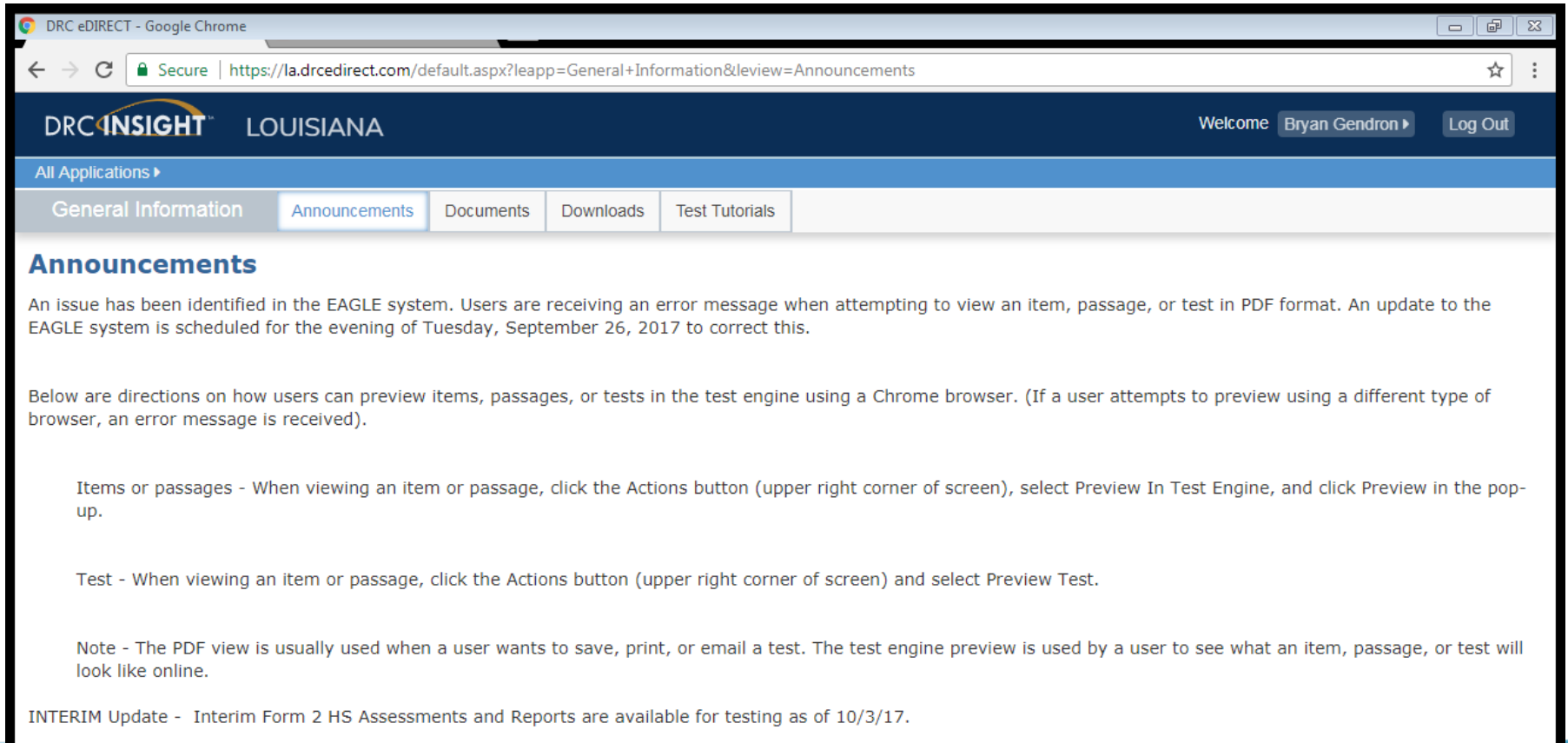
General Information

The screenshot shows a web browser window with the URL <https://la.drcedirect.com/default.aspx?leapp=General+Information>. The page header includes the DRC INSIGHT LOUISIANA logo and a user greeting: "Welcome Bryan Gendron" with a "Log Out" button. Below the header is a navigation menu titled "All Applications" with a dropdown arrow. The menu items are: General Information, User Management, Materials, Student Management, Test Management, Test Administrator Management, Central Office, Device Toolkit, Report Delivery, Educator Scoring, EAGLE 2.0, and K-2 Formative Tasks. Below this is a sub-menu for "General Information" with items: Announcements, Documents, Downloads, and Test Tutorials. The main content area contains the text "Please select an item from the menu above." At the bottom of the page, there is a copyright notice: "Copyright © 2017 Data Recognition Corporation" and two links: "Minimum Browser Requirements" and "Security and Confidentiality Agreement". A red arrow points from the bottom left towards the "General Information" link in the navigation menu.

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



The screenshot shows a web browser window with the URL <https://la.drctedirect.com/default.aspx?leapp=General+Information&leview=Announcements>. The page header includes the DRC INSIGHT LOUISIANA logo and a user greeting: "Welcome Bryan Gendron" with a "Log Out" button. A navigation bar shows "All Applications" with a dropdown arrow, and a sub-menu with "General Information", "Announcements" (selected), "Documents", "Downloads", and "Test Tutorials".

Announcements

An issue has been identified in the EAGLE system. Users are receiving an error message when attempting to view an item, passage, or test in PDF format. An update to the EAGLE system is scheduled for the evening of Tuesday, September 26, 2017 to correct this.

Below are directions on how users can preview items, passages, or tests in the test engine using a Chrome browser. (If a user attempts to preview using a different type of browser, an error message is received).

Items or passages - When viewing an item or passage, click the Actions button (upper right corner of screen), select Preview In Test Engine, and click Preview in the pop-up.

Test - When viewing an item or passage, click the Actions button (upper right corner of screen) and select Preview Test.

Note - The PDF view is usually used when a user wants to save, print, or email a test. The test engine preview is used by a user to see what an item, passage, or test will look like online.

INTERIM Update - Interim Form 2 HS Assessments and Reports are available for testing as of 10/3/17.

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

The screenshot shows a web interface for the 'Instructions' section. It features two dropdown menus: 'Administration' (set to '(All)') and 'Document Type' (set to '(All)'). Below the 'Administration' dropdown is a 'Show Documents' button. A table below the dropdowns has column headers 'Administration', 'Document Type', and 'Title'. The 'Document Type' dropdown menu is open, displaying a list of filter options: '(All)', 'Memos/Documents', 'User Guides', 'Accommodated Audio Files', 'Manuals', 'Math Reference Sheets', and 'Forms and Processes'. A 'Doc' button is partially visible on the right side of the interface.

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.

The screenshot shows a web browser window displaying the DRC INSIGHT LOUISIANA website. The page is titled "Test Setup General Information" and has a "Downloads" tab selected. Below the tab, there is a "Software Downloads" section with a table of testing software. The table has columns for Title, Platform, Operating Systems, Version, and Action. Below the table are two buttons: "View System Requirements" and "Monitor Setting Verification".

Title	Platform	Operating Systems	Version	Action
DRC INSIGHT Android	Android	Android Lollipop 5.0 API 21, Android Lollipop 5.1 API 22, Android 6.0, Android 7.0	7.0.0	
Download the apk file to install INSIGHT on your Android device.				
DRC INSIGHT iPad	Apple iOS	iOS 10.3, iOS 10.2, iOS 10.1, iOS 10.0	8.0.0	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
Online Assessments ID + Online Assessments Application URL	Chromebook	Chrome OS recent stable channel	8.0.0	
Use the application ID and URL to identify DRC INSIGHT in the Chrome Store for testing on Chromebook devices. Note: See 'Systems Requirements' for list of supported Chrome touch devices.				
DRC INSIGHT Mac Installer	Mac OS	10.10, 10.11 Mac Server Software is not supported., macOS Sierra 10.12	8.0.0	
Use the installer above to download the DRC INSIGHT test engine.				
DRC INSIGHT Windows Installer	Windows	Windows 7, Windows 8.1, Windows 10, Windows Server 2016	8.0.0	
Use the installer above to download the DRC INSIGHT test engine. Note: See 'Systems Requirements' for list of supported Windows touch devices.				
Testing Site Manager (TSM) Installer	Mac OS	10.10, 10.11 Mac Server Software is not supported., macOS Sierra 10.12	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 32 bit	Windows	Windows 7, Windows 8.1, Windows 10	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Testing Site Manager (TSM) Installer - 64 bit	Windows	Windows 7, Windows 8.1, Windows 10	9.2.0_0	
Use the installer above to download the Testing Site Manager (TSM), which includes Content Caching and Response Caching. Note: The TSM should not be installed on mobile or touch-screen devices.				
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later	3.1	
Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the number of students testing, as well as network capacity and utilization.				

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.

The screenshot shows a web browser window with the URL <https://la.drctedirect.com/default.aspx?leapp=eTesting&leview=Tutorials>. The page header includes the DRC INSIGHT LOUISIANA logo and a user profile for Bryan Gendron with a 'Log Out' button. A navigation menu contains 'General Information', 'Announcements', 'Documents', and 'Test Tutorials'. The main content area is titled 'Test Setup General Information' and features a sub-section 'Online Assessments Tutorials' with an 'Instructions' link. Below this is a table with the following structure:

Online Assessments Tutorials	
Title	Action
Online Assessments Tutorials	

At the bottom of the page, there is a copyright notice: 'Copyright © 2017 Data Recognition Corporation' and a link for 'Minimum Browser Requirements | Security and Confidentiality Agreement'.

User Management

User Management

DRC Portal - Google Chrome

Secure | <https://www.drctedirect.com/all/eca-portal-ui/welcome/LA>


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



Welcome to eDIRECT

Congratulations, you have successfully logged on to eDIRECT!

If you haven't already, please be sure you have viewed the training video modules appropriate to your role and reviewed the corresponding user guide. These training items can be accessed by going to the menu under **All Applications** at the top of the screen, and clicking the **General Information** link. Then click the **Documents** link.

If you are having difficulty with navigation or processes, please review the instructions at the top of each page, review the user guides provided, or contact our LA Service Line at LAHelpDesk@datarecognitioncorp.com or 1.888.718.4836.

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[Minimum Browser Requirements](#) | [Security and Confidentiality Agreement](#)

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.

The screenshot displays the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these is an 'Instructions' section. The main focus is the 'Assign Permissions' dialog box, which contains the following elements:

- A message: "You can only assign permissions on this screen, not remove them. Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen."
- A 'Permission-set' dropdown menu currently set to 'School'.
- A tip: "Tip: When you select a permission, its description will display below the list"
- Two columns of permissions: 'Available Permissions' and 'Assigned Permissions'. The 'Assigned Permissions' list includes: Administrator, Documents - View, Online Testing - Secured Resources, Students - Add/Edit, Students - Download Students, Students - Search/View, Students - Upload, Test Session - Add/Edit, Test Session - Delete Pre-created, Test Session - Search/View, and Test Session - Status Summary.
- A note at the bottom: "To see the description, select a permission"
- 'Save' and 'Cancel' buttons.

In the background, a table is partially visible with columns for 'District' and 'School', showing rows of '99999'.

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

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes the following fields and controls:

- First Name**: Text input field with a red asterisk.
- Middle Initial**: Text input field.
- Last Name**: Text input field with a red asterisk.
- Email Address**: Text input field with a red asterisk.
- Administration**: Dropdown menu with 'Arizona - 2014' selected and a red asterisk.
- User Role**: Dropdown menu with '(Select)' selected and a red asterisk.
- District**: Dropdown menu with 'CCR Test District - 99999' selected and a red asterisk.
- School**: Dropdown menu with a red asterisk.
- Available Permissions**: A large empty box on the left.
- Assigned Permissions**: A large empty box on the right.
- Permission Transfer Controls**: A vertical stack of icons: a group of people, a right-pointing triangle, a left-pointing triangle, a right-pointing triangle, and a left-pointing triangle.
- Save**: A blue button at the bottom left.

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

User Administration

Edit User | Add Single User | **Upload Multiple Users**

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file)

[Instructions](#)

* Indicates required fields

Administration
Arizona - 2014 *

File
 *

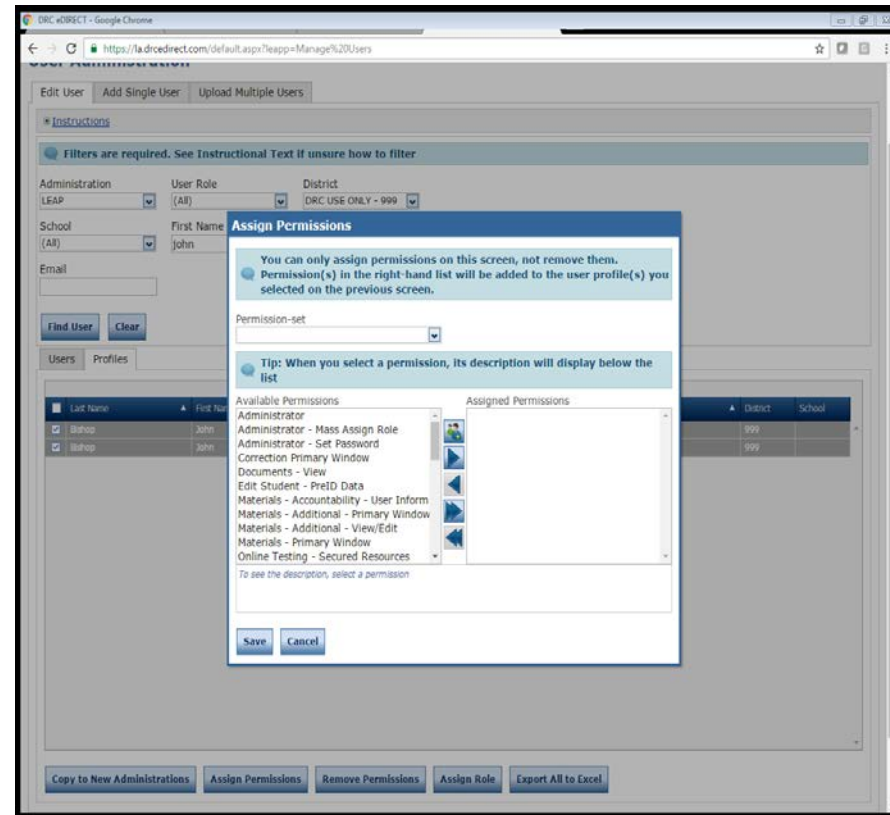
User Listing

First Name	MI	Last Name	Email Address	Role	District
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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

Edit Permissions

* Indicates required fields

Administration: Diagnostic * User Role: District *

District: DRC USE ONLY - 999 * School: (All)

Permission-set: [dropdown]

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Test Setup - Primary Window	
Test Setup - Tertiary Window	
Test Setup - View Student Status	
Test Tickets - Inactivate Token	
Test Tickets - Invalidate/Validate	
Test Tickets - Regenerate Test Ticket	
Test Tickets - Unlock	
Test Tickets - View Questions Attempted	
Test Tickets - View/Print	
View Dynamic Reports	
View Reports - Download - District/School	
View Reports - Download - State	

To see the description, select a permission

Save Cancel

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.

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

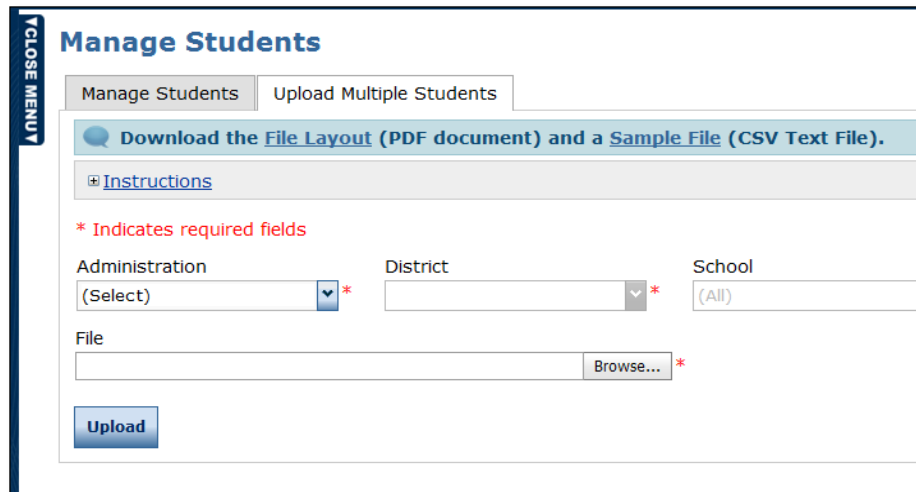
* Indicates required fields

Administration Arizona - 2014	District CCR Test District - 99999	School CCR Test School - 99999
Last Name	First Name	State Student ID
Grade	Content Area	Session
Online Test Status	Session Assignment	

[Find Students](#) [Clear](#)

Students							
<input type="checkbox"/>	Last Name	First Name	State Student ID	Local Student ID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'							

Uploading Students



The screenshot shows a web interface titled "Manage Students" with a "CLOSE MENU" button on the left. The "Upload Multiple Students" tab is selected. Below the tabs, there is a link to "Download the File Layout (PDF document) and a Sample File (CSV Text File)." followed by an "Instructions" section. A red asterisk indicates required fields. The form includes three dropdown menus: "Administration" (with "(Select)" and an asterisk), "District" (with an asterisk), and "School" (with "(All)"). Below these is a "File" input field with a "Browse..." button and an asterisk. An "Upload" button is at the bottom.

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.

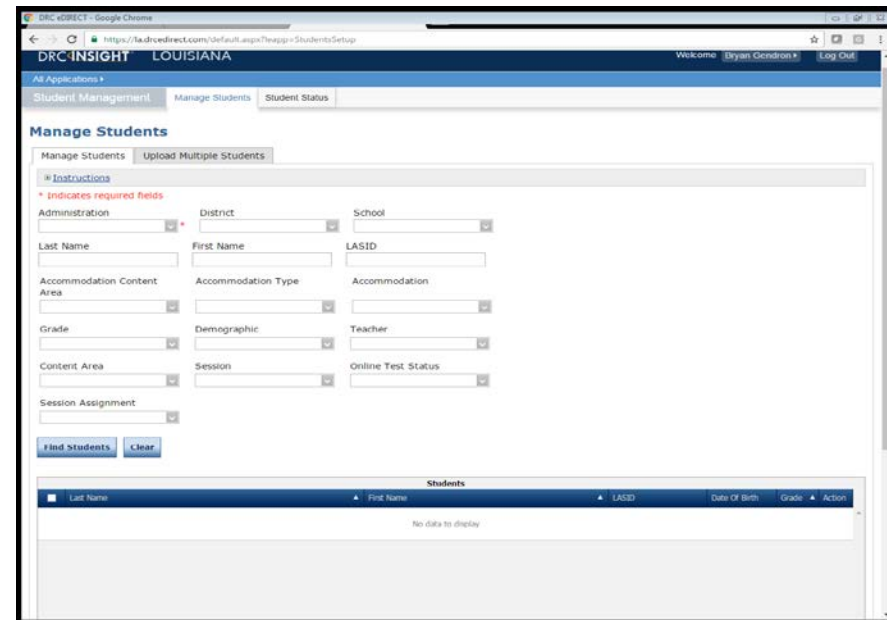
Managing Students

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
<input type="checkbox"/>	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.

Edit Student
+ Instructions
* Indicates Required Fields

Last Name: Johnson * First Name: John * Middle Initial: LASID: 1234567890 *

Student Detail | **Accommodations** | Demographics | Testing Codes | Test Sessions

Type	Accommodation	English Language Arts/Literacy	Mathematics
Online	Text-to-Speech (TTS)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Translated Test Content (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Large Print (large monitor)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Calculator for Non-Calculator Items (handheld)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Amplification Devices (headsets)	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

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.

Test Sessions

[Instructions](#)

* Indicates required fields

Administration: * District: School:

Last Name: First Name: State Student ID:

Session:

Content Area: Assessment:

[Show Sessions](#) [Print All Tickets](#)

Sessions | [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	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	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	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	

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

Viewing Test Sessions

Search and view Test Sessions by clicking on Show Sessions

Test Sessions

[Instructions](#)

** Indicates required fields*

Administration: *

District:

School:

Last Name:

First Name:

State Student ID:

Session:

Content Area:

Assessment:

Sessions | **Status Summary**

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	CCR Test District	CCR Test School	Gr 04 – ELA: Writing, Language, and Research	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	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	

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	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	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	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.

The screenshot displays the 'Edit Test Session' interface. At the top, there is a blue header bar with the title 'Edit Test Session'. Below this, there are several sections: 'Testing Window: 08/20/2014 - 10/05/2014', 'Eligible Grades: 04', and 'Instructions'. A red asterisk indicates required fields. The session details are as follows:

Session Name	Content Area	Assessment
ELA LI, Gr 04 (1) *	ELA: Literature and Info *	Gr 04 - ELA: Literature *
Mode	Begin Date	End Date
Online *	8/20/2014 *	8/27/2014 *

Below the session details, there is a section for 'Search for Available Students'. It includes input fields for 'Student Last Name', 'Student First Name', 'State Student ID', and a 'Grade' dropdown menu set to '04'. There are three buttons: 'Find Students', 'New Student', and 'Clear'. Below these are two panes: 'Available Students' (empty) and 'Students in Session' (containing 'StudentB, Test (234567899)'). There are four arrows between the panes: a right arrow, a left arrow, a right arrow, and a left arrow. At the bottom, there are 'Save' and 'Cancel' buttons.

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.

Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 6 FT	Not Started	9/1/2010	9/1/2011	
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 7 FT	Not Started	9/1/2010	9/1/2011	

Materials Management

Materials Management

DRC Portal - Google Chrome

Secure | <https://www.drctedirect.com/all/eca-portal-ui/welcome/LA>


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

 **DATA RECOGNITION CORPORATION**

Welcome to eDIRECT

Congratulations, you have successfully logged on to eDIRECT!

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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

DRC eDIRECT - Google Chrome
Secure | https://la.drcdirect.com/default.aspx?leapp=TeachersSetupV2

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

Manage Test Administrators

Edit Test Administrator Upload Multiple Test Administrators

⚠ Test Setup is unavailable for selected Administration.

[Instructions](#)

* Indicates required fields

Administration LEAP 2025 Summative Grad * District DRC USE ONLY - 999 School (All)

Last Name First Name TA Number

Find Test Administrators Clear

Test Administrators						
☐	District	▲ School	▲ Last Name	▲ First Name	TA Number	Action
Choose from the above filters and click on 'Find Test Administrators' to view matching teachers						

Add Test Administrator Delete Test Administrator Export to Excel Update Content Areas

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

Manage Test Administrators

Edit Test Administrator Upload Multiple Test Administrators

⚠ Test Setup is unavailable for selected Administration.

[# Instructions](#)

* Indicates required fields

Administration District School
LEAP 2025 Summative Grad* (All) (All)

Last Name First Name TA Number

Find Test Administrators Clear

Test Administrators					
District	School	Last Name	First Name	TA Number	Action
Choose from the above filters and click on 'Find Test Administrators' to view matching teachers					

Add Test Administrator Delete Test Administrator Export to Excel Update Content Areas

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.

The screenshot shows a web browser window with the URL <https://la.drccedirect.com/default.aspx?leapp=TeachersSetupV2>. The page header includes the DRC INSIGHT LOUISIANA logo and a user profile for Bryan Gendron with a 'Log Out' button. The main content area is titled 'Manage Test Administrators' and features two tabs: 'Edit Test Administrator' and 'Upload Multiple Test Administrators'. A yellow warning banner states 'Test Setup is unavailable for selected Administration.' Below this, a blue information banner instructs users to 'Download the File Layout (PDF document) and a Sample File (CSV text file).' An 'Instructions' link is also present. The form includes three dropdown menus for 'Administration' (set to 'LEAP 2025 Summative Grad'), 'District' (set to 'DRC USE ONLY - 999'), and 'School' (set to '(All)'). A red asterisk indicates that the 'Administration' and 'District' fields are required. Below the dropdowns is a 'File' input field with a 'Browse...' button and a red asterisk. An 'Upload' button is located at the bottom left of the form area.

K-2 Formative Tasks

K-2 Formative Tasks

The screenshot shows the DRC INSIGHT LOUISIANA web application interface. The top navigation bar includes the logo, the text "LOUISIANA", and a user profile for "Bryan Gendron" with a "Log Out" button. Below this is a menu of "All Applications" with items like "General Information", "User Management", "Materials", "Student Management", "Test Management", "Test Administrator Management", "Central Office", and "Device Toolkit". A secondary menu contains "Report Delivery", "Educator Scoring", "EAGLE 2.0", and "K-2 Formative Tasks", which is highlighted by a red arrow. The main content area is titled "User Administration" and features three tabs: "Edit User", "Add Single User", and "Upload Multiple Users". Below the tabs is an "Instructions" section with a message: "Filters are required. See Instructional Text if unsure how to filter". This is followed by a filter form with fields for "Administration" (set to "Diagnostic"), "User Role" (set to "(All)"), "District" (set to "Madison Parish - 033"), "School" (set to "Madison Middle School"), "First Name", and "Last Name". There is also an "Email" field and a checkbox for "Hide Inactive Users". "Find User" and "Clear" buttons are located below the filters. At the bottom, there are "Users" and "Profiles" tabs. The "Users" tab is active, showing a table titled "User Accounts" with columns for "Last Name", "First Name", "Email Address", and "Action". A message below the table reads: "Choose from the above filters and click on 'Find User' to view matching 'User Accounts'".

K-2 Formative Tasks

Formative Instructional Tasks | Partnership Resource Center - Google Chrome

Secure | <https://previprc.org/instructional-tools/formative-instructional-tasks-drc-la?token=ZfCrzyEA63YSFV2vhAc7&t=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFt...>

DRC INSIGHT LOUISIANA

Formative Instructional Tasks

[View cart](#) (0 items \$0.00)

There are 16 ELA and 16 Math performance tasks (Kindergarten – Gr.2) which can be accessed in the table below. The tasks are designed to engage students in learning while you observe how students demonstrate proficiencies with respect to the standards embedded in the tasks. Your observations can be easily recorded using the formative tools (e.g., checklists) which can then be used to inform instructional decisions. There is one file for each ELA task which contains all of the materials you'll need to facilitate a task in your classroom. There are two files for each math task; one that provides access to the full task and an excel file that contains additional checklists.

You can read a brief description of each of the tasks by reading the **Overview file**.
To learn more about the purpose and use of the tasks, read the FAQ file for **ELA** and/or the FAQ file for **Mathematics**.

NOTE--The tasks are listed in order (Grade 01, Grade 02, Grade K) using the grade level to group the list when you open the landing page. If you want to list all of the Kindergarten tasks first, click on the column heading titled "Resource Name" and the resources will reverse the sort. You can also select the column heading "Resource Type" to sort for the type of resource you are looking for.

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	Additional Checklists
Grade 01 Creating and Solving Word Problems	Math	1st Grade	Task
Grade 01 Creating and Solving Word Problems Additional Checklists	Math	1st Grade	Additional 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	Additional Checklists

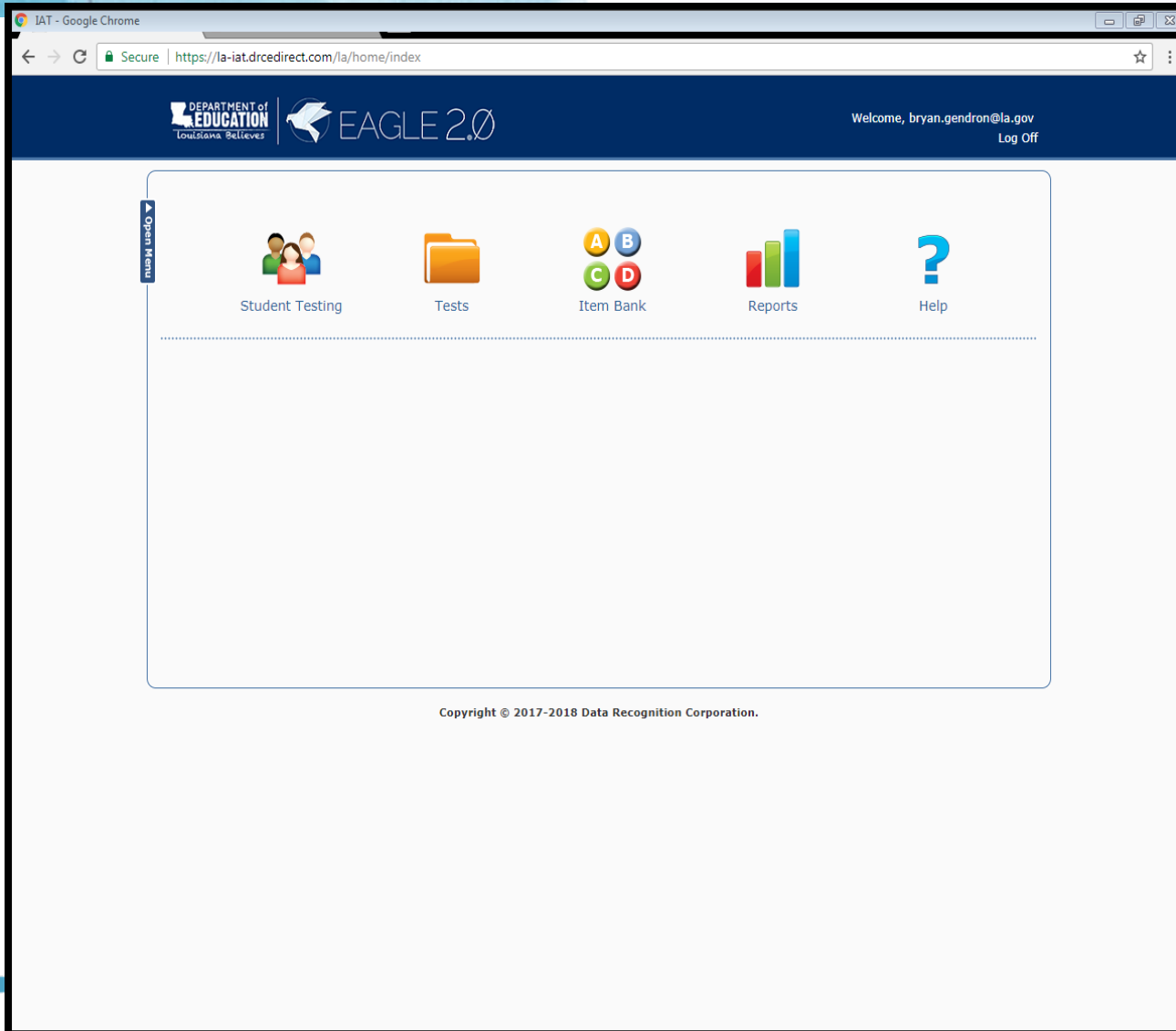
The pop up blocker must be turned off to access the K-2 formative tasks.

EAGLE 2.0

Eagle 2.0

The screenshot displays the DRC eDIRECT web application interface. At the top, the browser address bar shows the URL <https://la.drctdirect.com/default.aspx?leapp=Manage+Users>. The application header includes the DRC INSIGHT LOUISIANA logo, a user welcome message for Bryan Gendron, and a Log Out button. A navigation menu lists various application areas: 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, and K-2 Formative Tasks. The EAGLE 2.0 menu item is highlighted with a red arrow. Below the navigation menu, the 'User Administration' section is visible, featuring buttons for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. A filter section includes dropdown menus for Administration (Diagnostic), User Role ((All)), and District (Madison Parish - 033), along with text input fields for School (Madison Middle School), First Name, and Last Name. There is also an Email input field and a checkbox for 'Hide Inactive Users'. 'Find User' and 'Clear' buttons are present. At the bottom, the 'User Accounts' table is shown with columns for Last Name, First Name, Email Address, and Action. A message below the table reads: '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

DRC eDIRECT - Google Chrome

Secure | <https://la.drctedirect.com/default.aspx?leapp=General+Information>

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

General Information Announcements Documents Downloads Test Tutorials

Please select an item from the menu above.

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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..

Select Site
Choose the district or school to manage its Central Office Services

Testing Program
Louisiana

Site
drc

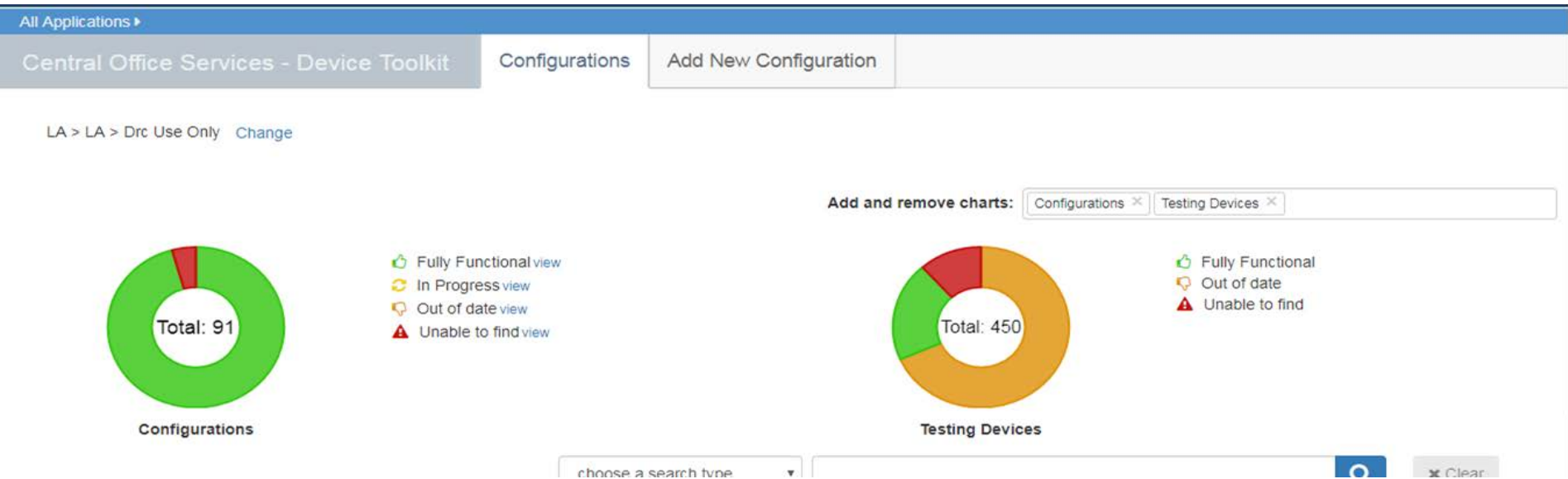
- Drc Use Only - 999 - Parent: LA
- Drc Use Only - Sc Drc Use Only - 999 - Parent: LA Only - 999
- Drc Use Only Unknown - 888 - Parent: Drc Use Only - 999

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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

The screenshot shows a web browser window with the URL <https://www.drctedirect.com/all/eca-portal-ui/welcome/LA>. The page header includes the DRC INSIGHT LOUISIANA logo and a user profile for Bryan Gendron with a Log Out button. A navigation menu under 'All Applications' contains several items: General Information, User Management, Materials, Student Management, Test Management, Test Administrator Management, Central Office, Device Toolkit, Report Delivery, Educator Scoring, EAGLE 2.0, and K-2 Formative Tasks. A red arrow points to the 'Educator Scoring' link. The main content area displays a 'Welcome to eDIRECT' message with instructions for new users and support information. The footer contains copyright information for Data Recognition Corporation and links to browser requirements and a security agreement.


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

 **Welcome to eDIRECT**

Congratulations, you have successfully logged on to eDIRECT!

If you haven't already, please be sure you have viewed the training video modules appropriate to your role and reviewed the corresponding user guide. These training items can be accessed by going to the menu under **All Applications** at the top of the screen, and clicking the **General Information** link. Then click the **Documents** link.

If you are having difficulty with navigation or processes, please review the instructions at the top of each page, review the user guides provided, or contact our LA Service Line at LAHelpDesk@datarecognitioncorp.com or 1.888.718.4836.

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[Minimum Browser Requirements](#) | [Security and Confidentiality Agreement](#)

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.

* Indicates required fields

Administration (Select) * District * School (All) *

Content Area * Assessment (All) Session

Show Sessions

Session Detail									
District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action	
Choose from the above filters and click on 'Show Sessions' to view matching 'Sessions'									

Report Delivery

Report Delivery

The screenshot shows the DRC eDIRECT web application interface. The browser address bar displays the URL <https://la.drcedirect.com/default.aspx?leapp=Reports>. The page header includes the DRC INSIGHT LOUISIANA logo and a user welcome message: "Welcome Bryan Gendron" with a "Log Out" button. A navigation menu titled "All Applications" is expanded, showing a list of application categories. The "Report Delivery" category is highlighted, and a sub-menu is displayed below it with the following items: "Report Delivery", "Online Testing Statistics", "Status Reports", "Student Reports", "View Online Results", and "View Reports". A red arrow points from the "Report Delivery" item in the sub-menu to the "Report Delivery" item in the main navigation menu. Below the navigation menu, the text "Please select an item from the menu above." is displayed. The footer contains the copyright notice "Copyright © 2017 Data Recognition Corporation" and links for "Minimum Browser Requirements" and "Security and Confidentiality Agreement".

DRC eDIRECT - Google Chrome

Secure | <https://la.drcedirect.com/default.aspx?leapp=Reports>

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

Report Delivery Online Testing Statistics Status Reports Student Reports View Online Results View Reports

Please select an item from the menu above.

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Minimum Browser Requirements | Security and Confidentiality Agreement

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

The screenshot shows a web browser window with the URL <https://la.drctdirect.com/default.aspx?leapp=Reports&leview=Online+Testing+Statistics>. The page is titled "Cumulative" and features four report sections, each with an "Export" button on the right:

- All Tests:** A table with columns "Total", "Test Started Count", and "Test Ended Count". Below the table, it states "No Tests found for this Administration".
- By Content Area:** A table with columns "Content Area", "Test Started Count", and "Test Ended Count". Below the table, it states "No Tests found for this Administration".
- By Grade:** A table with columns "Grade", "Test Started Count", and "Test Ended Count". Below the table, it states "No Tests found for this Administration".
- By Content Area and Grade:** A table with columns "Content Area", "Grade", "Test Started Count", and "Test Ended Count". Below the table, it states "No Tests found for this Administration".








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)

Administration: Diagnostic * District: (All) School: (All)

Reports		
Title ▲	Description ▲	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Excessive Login Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

Report Delivery: Student Reports

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

The screenshot shows the DRC eDIRECT web application interface. The browser address bar displays the URL: <https://la.drcedirect.com/default.aspx?leapp=Reports&leview=DynamicStudentReports>. The page header includes the DRC INSIGHT LOUISIANA logo and a user welcome message: "Welcome Bryan Gendron" with a "Log Out" button. A navigation menu contains "All Applications" and several report categories: "Report Delivery", "Online Testing Statistics", "Status Reports", "Student Reports" (highlighted), "View Online Results", and "View Reports".

The main content area is titled "Student Reports" and includes a descriptive box: "Student Reports allows the user to search for Individual Student Reports. The user can view and save PDF reports." Below this is a link for "Instructions".

A search filter form is present with the following fields and labels:

- Administration: Diagnostic (dropdown) *
- District: (Select) (dropdown) *
- School: (dropdown) *
- Report: (dropdown)
- Language: (dropdown)
- Grade: (All) (dropdown)
- Last Name: (text input)
- First Name: (text input)
- LASID: (text input)
- Session: (text input)

Buttons for "Find Students" and "Clear" are located below the filter form.

At the bottom, a table header for "Students" is visible with columns: Select, Last Name, First Name, State StudentID, Date Of Birth, Grade, and Action. Below the header, a message reads: "Choose from the above filters and click on 'Find Students' to view matching 'Students'"

Report Delivery: View Reports

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

The screenshot shows a web browser window with the URL <https://la.drcedirect.com/default.aspx?leapp=Reports&leview=View+Online+Results>. The page header includes the DRC INSIGHT LOUISIANA logo and a user profile for Bryan Gendron with a 'Log Out' button. A navigation menu contains 'Report Delivery', 'Online Testing Statistics', 'Status Reports', 'Student Reports', 'View Online Results', and 'View Reports'. The main content area is titled 'Online Results Report' and includes a blue informational box stating: 'View Online Results provides total points out of total points possible at the student level. Results for questions scored by the delivery system will be available within approximately 24 hours of test completion. The results will be updated once scoring is completed using the Educator Scoring Interface.' Below this is a link for 'Instructions' and a red asterisk note: '* Indicates required fields'. The form contains five dropdown menus: 'Administration', 'District', 'School', 'Grade', and 'Content Area'. A 'Show Results' button is positioned below the form. At the bottom, a 'Test Results' section features a table with columns for 'Last Name', 'First Name', 'LASID', 'Date of Birth', and '#Correct'. The table currently displays 'No data to display'.

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.

DRC eDIRECT - Google Chrome

Secure | <https://la.drcedirect.com/default.aspx?leapp=Reports&leview=View+Online+Results>

DRC INSIGHT™ LOUISIANA

Welcome Bryan Gendron Log Out

All Applications ▶

Report Delivery Online Testing Statistics Status Reports Student Reports View Online Results View Reports

Online Results Report

View Online Results provides total points out of total points possible at the student level. Results for questions scored by the delivery system will be available within approximately 24 hours of test completion. The results will be updated once scoring is completed using the Educator Scoring Interface.

[Instructions](#)

* Indicates required fields

Administration * District School

Grade Content Area

Show Results

Test Results

Last Name	First Name	LASID	Date of Birth	#Correct
No data to display				

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.