

Big Key Topic: Test Session Management

- What are online test sessions?
- How to print test tickets? Tier Placement Reports?
- Order of Domains
- Monitoring completion and progress in the district

WIDA AMS Test Management: How do I add a test session?

How to add a test session in WIDA AMS can vary depending on the user role, permissions assigned and the state. Below are standard instructions on how a user adds a test session within WIDA AMS. If the instructions below do not result in adding a test session, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

“Test Session – Add/Edit” is a permission in the district and school user permission sets. “Test Setup – Primary Window” is a permission in the district, school and test administrator permission sets.

For ACCESS for ELLs, on the first day of Test Setup, students identified as ELL and loaded by the state department will automatically be assigned to test sessions by school, by grade, by domain.

For Screener testing, all test sessions will need to be created by the district through a Multiple Student Upload file, or manually with the instructions below. Students will need to be added into WIDA AMS prior to adding a test session.

1. To add a test session, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. When the Test Sessions page appears, select the correct administration (ACCESS for ELLs [for the correct year] or WIDA Screener Online). Then select a district and school (these fields are required to add a test session).
4. Scroll to the bottom of the **Test Sessions** page and click **Add Session**.



The screenshot shows the 'Test Sessions' management interface. At the top, there are tabs for 'Test Management', 'Manage Test Sessions', and 'Manage Testing Windows'. Below this, there's a section for 'Test Sessions' with a brief description. The main form area is titled 'Manage Test Sessions' and includes an 'Upload Multiple Test Sessions' button. The form contains several input fields and dropdown menus, with asterisks indicating required fields. The fields include:

- Administration: WS ACCESS for ELLs - 20 (dropdown)
- District: WIDA Use Only - Sample (dropdown)
- School: WIDA Use Only - Sample (dropdown)
- Last Name: (text input)
- First Name: (text input)
- State Student ID: (text input)
- Session: (text input)
- Domain: (All) (dropdown)
- Assessment: (All) (dropdown)

 Below the form are buttons for 'Show Sessions' and 'Print All Tickets'. A 'Sessions' section is visible below, with a 'Status Summary' tab. It contains a table with columns: Select, Status, School, Session Name, Assessment, Status, Begin Date, End Date, Action. The table is currently empty, with a message: 'Choose from the above filters and click on "Find Sessions" to view matching "Sessions"'. At the bottom of the interface are buttons for 'Add Session', 'Export to Excel', 'Uncheck Selected', 'Uncheck All', and 'Export Student Details'.

5. The Add Test Session window appears. Enter the required information (indicated by an asterisk [*] next to the required field). The session name should be descriptive. For example, you might name the session by teacher name and classroom period.
6. Enter any other student search criteria and click **Find Students**.
7. Select a student from the Available Students list.

Note: To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

Note: A student who with the prefix # is already assigned to a test session of the same grade cluster and domain at the same school.

Note: If a student needs to be placed into a Handwriting (HW) test session for ACCESS for ELLs, the Assessment filter will have an HW within the dropdown, and HW will appear on the test ticket. A student in an HW test session will log into the domain, reads the screen for the prompts, but responds in a physical booklet. Student needs an IEP or 504 plan before being placed into an HW test session.

Note: Outside of HW test sessions, test sessions cannot be made for Kindergarten ACCESS for ELLs, Alternate ACCESS for ELLs, Paper ACCESS for ELLs, Screener Paper, Kindergarten Screener and those students should not be added into test sessions.

8. Use the **Add Selected**, **Remove Selected**, **Add All**, and **Remove All** icons with the Available Students and Students in Session lists to select one or more students to or add to or remove from the test session.

9. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

For ACCESS for ELLs online testing, repeat the process adding a student into all remaining domain test sessions. 1-3 graders will be in three online test sessions and 4-12 graders will be in four test sessions.

For Screener testing, a student will only need to be enrolled in ONE test session. Screener Online is a single ticket login with one test session.

WIDA AMS Test Management: How do I edit a test session?

How to edit a test session in WIDA AMS can vary depending on the user role, permissions assigned and the state. Below are standard instructions on how a user edits a test session within WIDA AMS. If the instructions below do not result in adding a test session, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

“Test Session – Add/Edit” is a permission in the district and school user permission sets.

“Test Session – Search/View is a permission in the district, school and test administrator permission sets

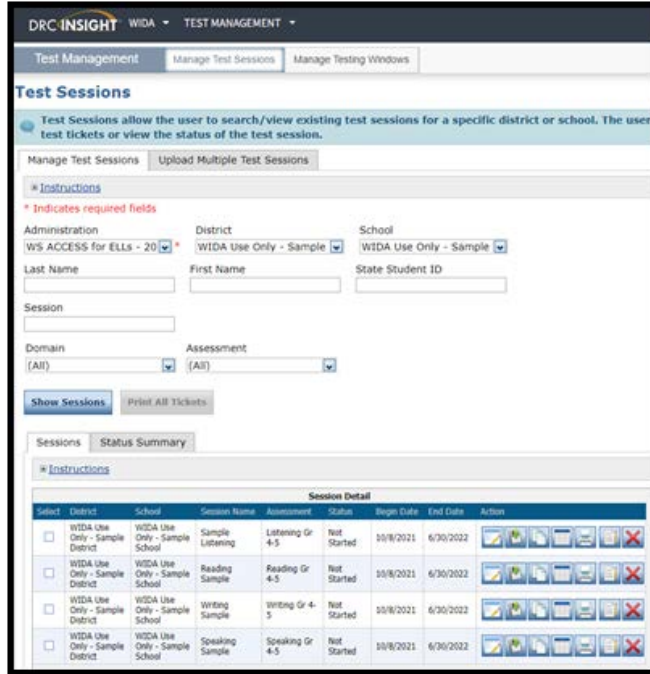
“Test Setup – Primary Window” is a permission in the district, school and test administrator permission sets.

You can view existing test sessions to see which students are enrolled in them. You also can edit the sessions to add or remove students.

- To move a student to a different session, you should remove the student from his or her current session and then add him or her to the new session.
- To add a student to a different session in a different grade, remove the student from his or her current session, change his or her grade, and then add him or her to the new session.

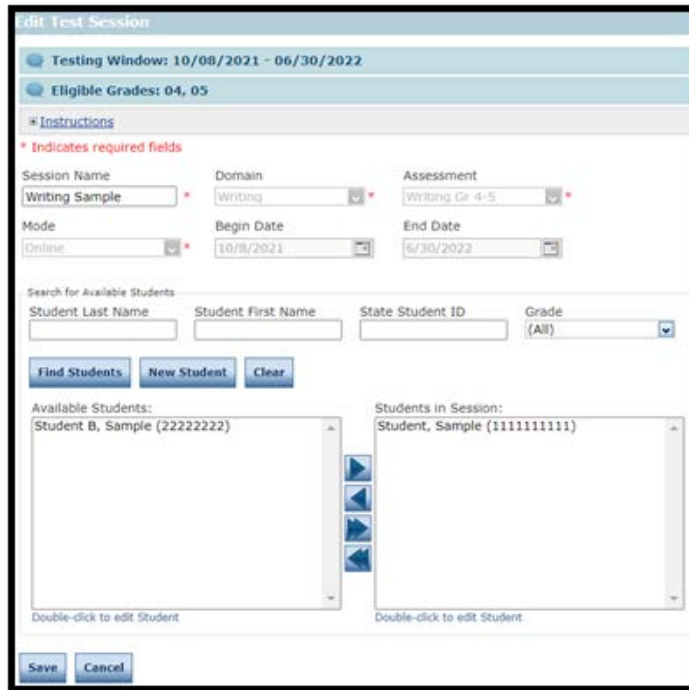
To view or edit a test session, do the following:

1. From the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions**.
3. Enter your search criteria and click **Show Sessions**.
4. When the test sessions appear, click the **View/Edit** icon in the Action column to display the Edit Test Session window for the session.



5. On the Edit Test Session window, click **Find Students**.

6. Double-click on a student's name to edit the student's information, or use the **Add Selected**, **Remove Selected**, **Add All**, and **Remove All** icons with the Available Students and Students in Session lists to select one or more students to add or remove.



Note: To select multiple students in sequence, hold down the **Shift** key while you select them. To select multiple students who are not in sequence, hold down the **Ctrl** key (Windows) or **Command** button (Mac) while you select them.

Note: A student who with the prefix # is already assigned to a test session of the same grade cluster and domain at the same school.

Note: Outside of HW test sessions, test sessions cannot be made for Kindergarten ACCESS for ELLs, Alternate ACCESS for ELLs, Paper ACCESS for ELLs, Screener Paper, Kindergarten Screener and those students should not be added into test sessions.

Note: You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

7. Click **Save** to save your changes (or **Cancel** to cancel them).

WIDA AMS Test Management: How do I print test tickets? What information is on the test ticket?

"Test Tickets – Print/View" is a permission in District, School and Test Administrator permission sets.

























You can print test tickets for the students in an online test session. You can either print all the tickets for all the students in a session or select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

1. To print test tickets for the students in a test session, select **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.
3. To print all the tickets for the test session, click the **Print All Tickets** icon (Printer image) in the Action Column for the test session for which you want to print tickets.

Sessions | Status Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Sample Listening	Listening Gr 4-5	Not Started	10/8/2021	6/30/2022	     
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Reading Sample	Reading Gr 4-5	Not Started	10/8/2021	6/30/2022	     
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Writing Sample	Writing Gr 4-5	Not Started	10/8/2021	6/30/2022	     
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Speaking Sample	Speaking Gr 4-5	Not Started	10/8/2021	6/30/2022	     

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

Note: If the Print All Tickets icon (Printer image) is grayed out, the user is either missing the permission “Test Tickets – Print/View” or the user is a School user or Test Administrator who has access to multiple schools and the school filter is set to “All.” Permissions for a School or Test Administrator are tied to specific schools and so a school will need to be selected for certain functionality on the page to activate.

4. A PDF version of the Student Test Session Ticket appears that you can view, save, and print. It will include a page of test ticket handling instructions, a student roster, and then the test tickets. Test tickets print four to a page.

Note: If a PDF file does not appear, disable your browser’s pop-up blocker.

ACCESS for ELLs - 2021-2022

Student Test Roster

District: WIDA Use Only - Sample District
School: WIDA Use Only - Sample School
Domain: Listening
Assessment: Listening Gr 4-5
Test Session: Sample Listening

Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
<input type="checkbox"/>	N/A	Student, Sample	1/1/0001	1111111111	astudent.175	470746

ACCESS for ELLs - 2021-2022 Test Ticket	
Listening Gr 4-5	
Sample Student	
Date of Birth:	1/1/0001
Accommodations:	N/A
Domain:	Listening
Test Session Name:	Sample Listening
State Student ID:	1111111111
Username:	sstudent175
Password:	470746

Above is an example of a test ticket for ACCESS for ELLs..

A test ticket includes the domain, grade cluster, student name, birth date, accommodations, domain, test session name, state student ID, username and password.

Note: Although a student can be assigned multiple accommodations, only the online accommodations will appear on the test ticket; Repeat Item Audio (RA), Manual Control of Item Audio (MC), Extended Speaking Test Response Time (ES). All other accommodations will appear as N/A.

There are four separate logins for ACCESS for ELLs, one for each domain. The username should be the same across all four test tickets. If the username does not match from one domain ticket to the next, the username and student profile is confirmed and correct. Different usernames for the same student are an indication of multiple student profiles for the same student.

Test Administrators should confirm the student's identity when passing out the test tickets to the student prior to testing to prevent the student logging in under the incorrect profile.

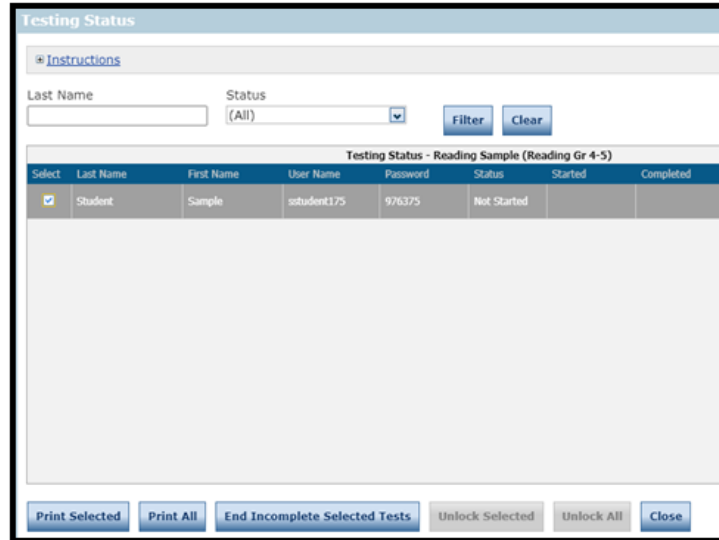
Test tickets can be printed off as many times as needed.

Screener Online has one login and a single test ticket for all four domains.

How do I print off tickets for individual students?

1. To print test tickets for the students in a test session, select **Manage Test Sessions** from the Test Management menu and enter your search criteria.
2. Click **Show Sessions**.

3. Click the **Edit/Print Ticket Status** icon in the Action column for the test session you want.
4. In the Testing Status window, select one or more students by clicking the checkbox next to their names in the Select column and click **Print Selected**.



5. A PDF version of the Student Test Session Ticket appears that you can view, save, and print.

Why is the Print All Tickets button gray?

There is a Print All Tickets button next to the Show Sessions button under the menu Manage Test Sessions. The Print All Tickets button will activate once the administration, district, school, domain, and assessment filters are completed.

The screenshot shows the 'Test Sessions' page in the DRC INSIGHT WIDA TEST MANAGEMENT system. The page has a dark header with the logo and navigation tabs. Below the header, there are two tabs: 'Manage Test Sessions' (selected) and 'Manage Testing Windows'. The main content area is titled 'Test Sessions' and includes a blue banner with instructions. The form below the banner has several fields and buttons. The 'Administration' field is set to 'WS ACCESS for ELLs - 20', 'District' is 'WIDA Use Only - Sample', and 'School' is 'WIDA Use Only - Sample'. There are also fields for 'Last Name', 'First Name', and 'State Student ID'. The 'Session' field is empty. The 'Domain' is set to 'Listening' and the 'Assessment' is 'Listening Gr 4-5'. At the bottom of the form, there are two buttons: 'Show Sessions' and 'Print All Tickets'.

WIDA AMS Test Management: How do I print a tier placement report?

You must run the Tier Placement Report after students finish the Reading and Listening domains. The Tier Placement Report is necessary to do the following tasks:

- Determine the correct tier of the Writing test booklet to be administered to online testers in grades 1–3.
- Determine the correct tier of the Writing response booklet to be provided to online testers in grades 4–12 who need to handwrite their Writing response.
- Identify online testers assigned to the Tier Pre-A Speaking form. Special administration procedures for the Tier Pre-A testers are detailed in the Test Administrator Manual.

Note: DRC INSIGHT assigns testers to the correct tier automatically (Test Administrators do not need to determine the tiers for the online assessment.) When a student logs in with his or her test ticket, the correct form is administered.

The Tier Placement Report is available from the Session tab of the Test Sessions page.

1. To create a report, from the Test Management menu select **Manage Test Sessions** to display the Test Sessions page.

2. Enter the search criteria for the session for which you want to run the report and click **Show Sessions**. The Session Detail page appears.
3. In the Action Column, click the **View/Print Tier Placement** icon to generate the Tier Placement Report.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Sample Listening	Listening Gr 4-5	Not Started	10/8/2021	6/30/2022	[Icons]
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Reading Sample	Reading Gr 4-5	Not Started	10/8/2021	6/30/2022	[Icons]
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Writing Sample	Writing Gr 4-5	Not Started	10/8/2021	6/30/2022	[Icons]
<input type="checkbox"/>	WIDA Use Only - Sample District	WIDA Use Only - Sample School	Speaking Sample	Speaking Gr 4-5	Not Started	10/8/2021	6/30/2022	[Icons]

Buttons: Add Session, Export to Excel, Unlock Selected, Unlock All, Export Student Details

Note: You can select any domain test session for a student to see the student’s tier assignment. The View/ Print Tier Placement icon generates the same Tier Placement Report regardless of the domain selected.

4. A PDF version of the Tier Placement appears that you can view, save, and print. It will include a tier placement for the Writing and Speaking domains.

Note: If a PDF file does not appear, disable your browser’s pop-up blocker.

WS ACCESS for ELLs - 2021-2022 Tier Placement Report								
					Assessment: Writing Gr 4-5			
					Test Session: Writing Sample			
Student ID	Last Name	First Name	District	School	Date of Birth	Grade Cluster	Writing Tier	Speaking Tier
1111111111	STUDENT	SAMPLE	WIDA Use Only - Sample District	WIDA Use Only - Sample School		04	N/A	N/A

If N/A appears on the Tier Placement Report for a student, this will indicate that the student is Not Started or In Progress for Listening and Reading domains. Listening and Reading both need to be in a Complete status before a Tier Placement can generate.

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.

WS ACCESS for ELLs - 2021-2022 Tier Placement Report							
Assessment: Speaking Gr 4-5 Test Session: Speaking Sample							
Student ID	Last Name	First Name	District	School	Date of Birth	Grade Cluster	Writing Tier Speaking Tier
1111111111	STUDENT	SAMPLE	WIDA Use Only - Sample District	WIDA Use Only - Sample School		04	A Pre-A

There will be some instances where students will be placed in a Pre-A Speaking tier placement. Students taking the Tier Pre-A test, which is designed specifically for newcomer students at the beginning stages of English language development, will likely need extra support from the test administrator. They are also likely to complete their test more quickly than other students, as the Tier Pre-A test has simplified instructions and fewer tasks. Administer the Tier Pre-A Speaking test to students in individual administration sessions.

WIDA AMS Test Management: How do I monitor test completion?

There are two main methods to monitoring test completion; Student Status Dashboard and the Daily Cumulative Student Status Report. Which report works best will depend on the user's role.

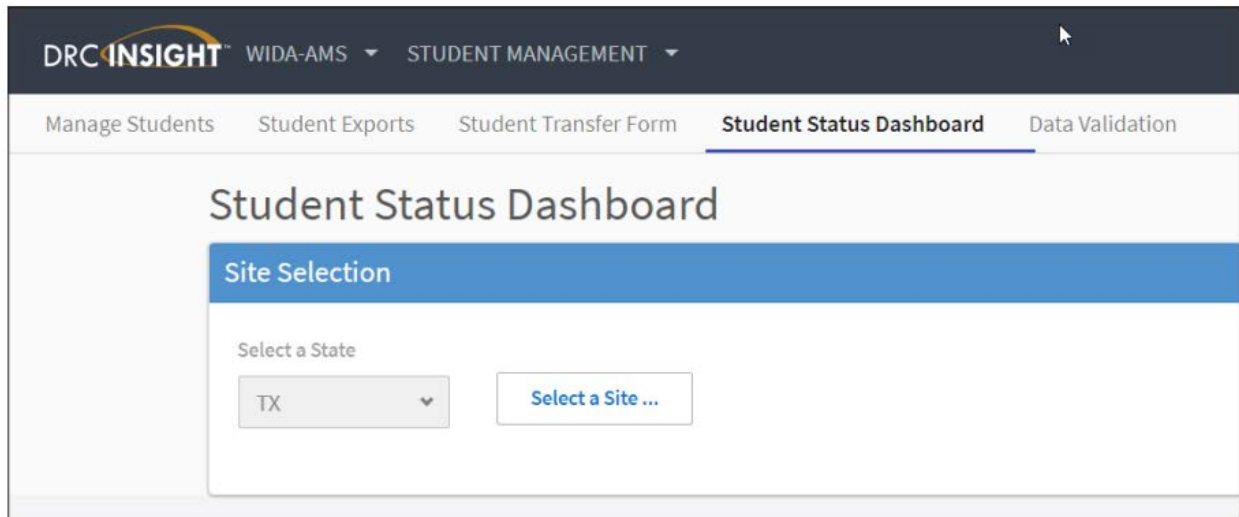
Student Status Dashboard

The Student Status Dashboard is available to all District, School, and Test Administrators with the permission, "Test Setup – View Student Status." The report is specific to each school location and is ideal for School users and Test Administrators.

The Student Status Dashboard (or simply Dashboard) allows you to display student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area and assessment (or any combination of these). The Dashboard data is displayed in real time.

You access the Dashboard from the Student Management menu in the WIDA AMS My Applications menu bar.

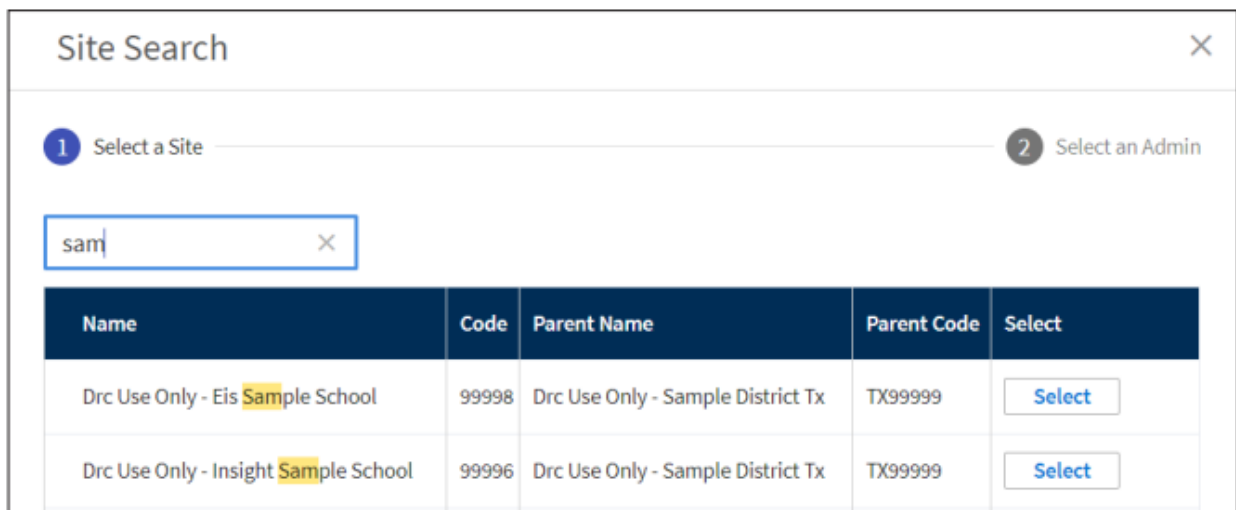
From the My Applications menu bar, select **Student Management**, and from the Student Management menu select **Student Status Dashboard** to display the Dashboard.



Use the **Site Selection** search box to search for a site (school) and display its testing status data in the Dashboard. You must enter at least three characters of a school name or school code in the search box to display matches. After you select a school, you can select an associated administration from the list that appears.

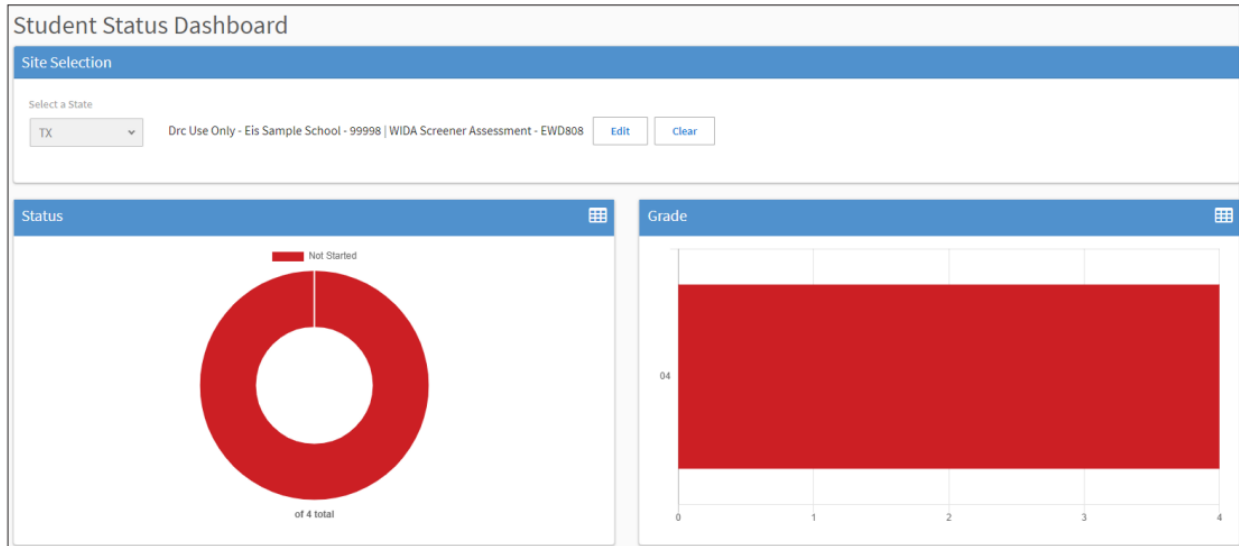
1. Enter all or part of a school name or code in the Site Selection search box. In the list of matches, direct text matches are highlighted. Select a school.

If there are no results for the selected school, a message is will display.



2. For the selected school, select an administration from the list that appears to display the testing results in the Dashboard. **ACCESS for ELLs 2021-2022 is Codes EWD004 and 596004 with an October 13, 2021 date.**

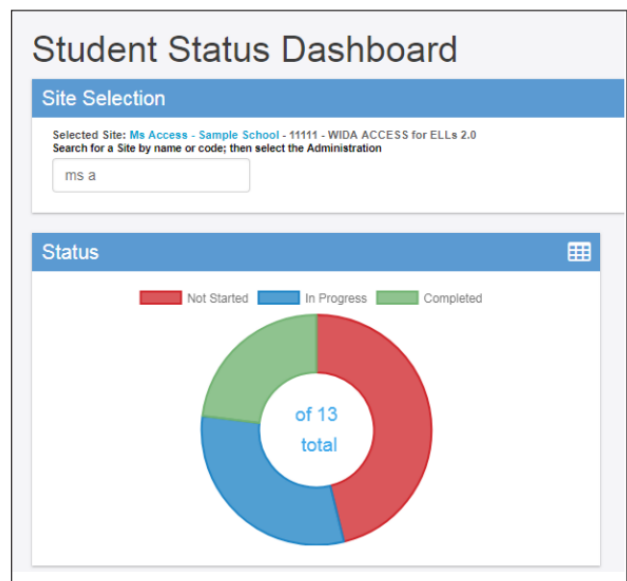
The selected school and administration appear at the top of the page.



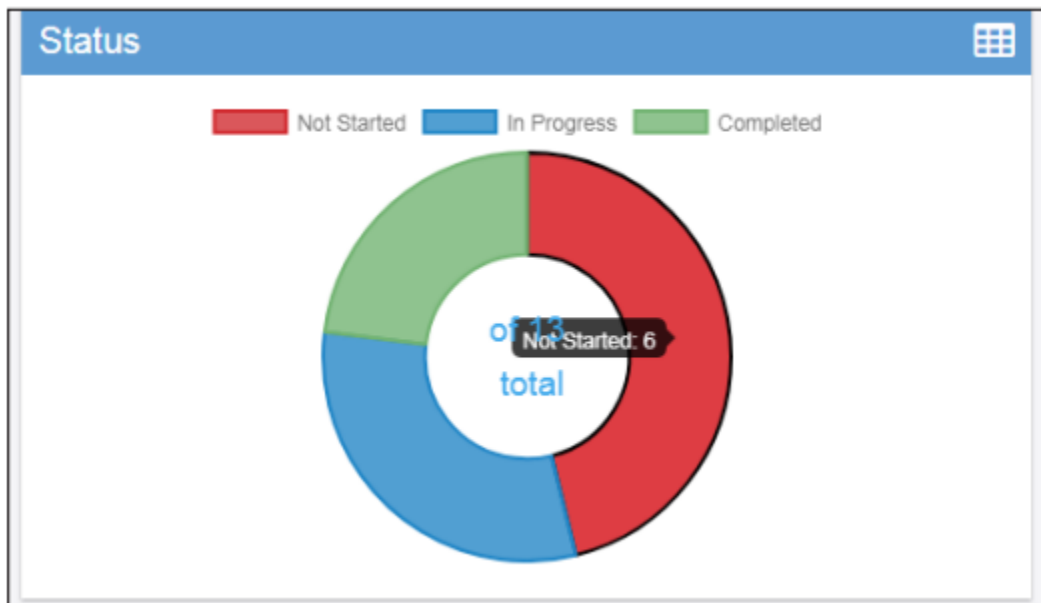
By default, the Dashboard displays graphs for the following categories: status, grade, content area, and assessment. A grid of students appears below the graphs. As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status. Use the graph and table icons to toggle the display format from graph (donut chart) to table.

The screenshot shows the 'Status' section with a table format. A tooltip above the table reads 'A doughnut chart showing status counts'.

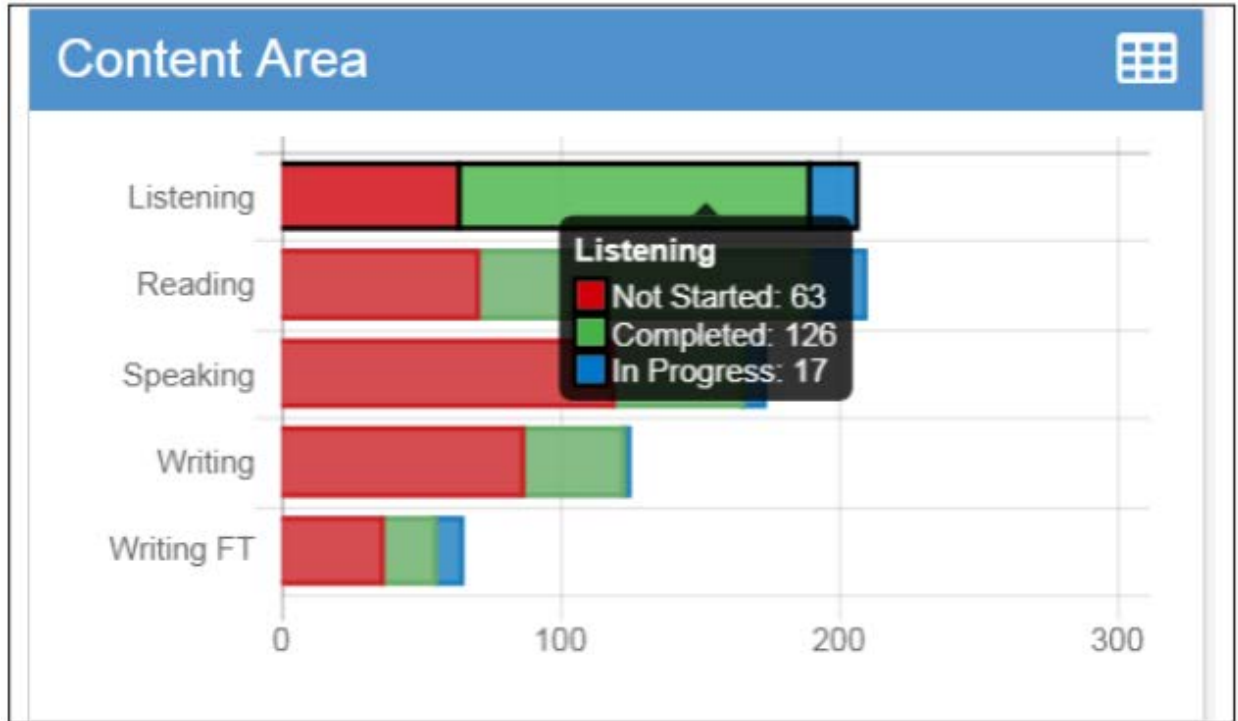
Total	Not Started	In Progress	Completed
13	6	4	3



For the Status graph, hover the cursor over a portion of the graph to display the number of students in that portion. As shown in the example below, to display the number of students who have not started testing, hover the cursor over the Not Started (red) portion of the graph.



For the Grade, Content Area, and Assessment graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area. In the example below, the Content Area graph is shown. The cursor is over the Listening part of the graph, and the testing status for Listening is shown.



Below the graphs, a grid of students for the selected school will display. You can sort the student grid by column heads and export the grid to a spreadsheet (comma-separated value, or .csv) file.

Click a column head to sort the grid by that column's data. An arrow appears on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data. See the examples below.

- **Grade** (numeric) You can sort the column to ascend from grade 1 to grade 12, or vice versa.
- **Last Name** (alphabetical) You can sort the column to ascend from the last name Alpha to the last name Zeta, or vice versa.
- **Status** (by status) You can sort the column to group together all equal statuses: Not Started, In Progress, or Completed.

Click **Export to CSV** to export the Student Search Results grid to a spreadsheet file.

In the example below, Last Name is the selected sort criteria. As you scroll down, more student data is displayed (if applicable). A message indicates the number of students shown out of the total number of students.

Note: The student data displayed also varies based on the filters applied to the dashboard

Student Search Results									
Export to CSV Note: Times are displayed in Central Time									
Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Adams	Daffy	08	Listening	Listening	Listening Gr 6-8	Completed	01/24/2017 07:46 AM	01/31/2017 04:47 PM	177 Hours 0 Minutes
Adams	Daffy	08	Reading	Reading	Reading Gr 6-8	Completed	02/01/2017 10:47 AM	02/01/2017 11:05 AM	0 Hours 18 Minutes
Adams	Daffy	08	Speaking	Speaking	Speaking Gr 6-8	Not Started			
Adams	Daffy	08	Writing	Writing	Writing Gr 6-8	Completed	02/01/2017 11:11 AM	02/01/2017 11:20 AM	0 Hours 9 Minutes
Anderson	Tanner	03	Listening	Listening	Listening Gr 2-3	Not Started			
Anderson	Tanner	03	Reading	Reading	Reading Gr 2-3	In Progress	08/02/2017 01:13 PM		
Anderson	Tanner	03	Speaking	Speaking	Speaking Gr 2-3	Not Started			
anderson	test	05	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 05:11 PM		
anderson	test	05	Reading	Reading	Reading Gr 4-5	Not Started			
anderson	test	05	Speaking	Speaking	Speaking Gr 4-5	Not Started			
anderson	test	05	Writing	Writing	Writing Gr 4-5	Not Started			
Line	V	04	Listening	Listening	Listening Gr 4-5	In Progress	07/19/2017 06:00 PM		
Spot	H	04	Listening	Listening	Listening Gr 4-5	In Progress	07/20/2017 12:54 AM		

Showing 13 of 13 students

Daily Cumulative Student Status Report

The Daily Cumulative Student Status Report is assigned to all District level users. The permission is called "Status Reports – District Reports."

1. To display status reports, select **Report Delivery** from the WIDA AMS My Applications menu bar and **Status Reports** from the Report Delivery menu to display the Status Reports page.
2. Select an administration from the drop-down menu.
3. You can use the District and School drop-down menus to filter the display. Then, you can select any status report to display.
4. Click the **Open Report** icon to display a report. The Description column contains a brief description of each report.

DRC INSIGHT WIDA REPORT DELIVERY

Report Delivery Manage Reports On-Demand Reports Online Testing Statistics Screener Data Export Status Reports Test Results

Status Reports

Status Reports display various reports that track testing activity for a test administration and particular district and/or school.

* Indicates required fields

Administration: WS ACCESS for ELLs - 2* District: WIDA Use Only - Sample 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 Excessive Logins 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.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
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.	

The Daily Cumulative Student Status Report displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including the start and submit times, the ticket status, Do Not Score Codes and the assigned accommodations. The report also contains a comment field.