



# **THE DRC INSIGHT PORTAL USER GUIDE**

## **WASHINGTON ACCESS to INSTRUCTION and MEASUREMENT (WA-AIM)**

**2025-2026 Administration**

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# Introduction



# WHAT'S COVERED IN THIS GUIDE

The online tools for WA-AIM consist of the DRC INSIGHT Portal (covered in this guide). These tools are used as follows:

The DRC INSIGHT Portal is used for user and test management. The primary users are District Test Coordinators (DTCs), School Coordinators (SCs), and Test Administrators (TAs). The primary audience for this guide is the DRC INSIGHT Portal end users and the administrators.

This guide is divided into the following sections.

### **Working with the DRC INSIGHT Portal**

Describes how to access and log on to the DRC INSIGHT Portal, as well as some of its more common menu functions and options for end users.

### **General Information Menu**

Covers tasks that users can perform in the DRC INSIGHT Portal, including resetting their passwords and recovering forgotten userIDs and passwords, and downloading information.

### **User Management Menu**

Covers administrative tasks that DTCs can perform using the DRC INSIGHT Portal, including editing and updating user information, activating and deactivating users, and adding new users.

### **Item and Form Management**

Covers tasks that users can perform to manage and create various forms used for assessments, and describes form status and purpose.

### **Registration**

Covers tasks that users can perform to create and manage assessment registrations for students.

### **Student Management Menu**

READ ONLY - Describes the options that DTCs, SCs, and TAs have for viewing student information.

### **Student Performance Data**

Covers tasks for entering assessment results and completing the Student Characteristics Survey.

### **Reporting Services Menu**

Describes how various users can access, view, download, and print individual Student Reports and Student Roster Reports for assessed students.

## ROLES AND PERMISSIONS IN THE DRC INSIGHT PORTAL

For online testing, the DRC INSIGHT Portal categorizes users into various roles and levels—DTC, SC, and TA. Within the DRC INSIGHT Portal, each role level is assigned a set of testing functions called permissions to allow the users at that level to handle the testing responsibilities associated with the role.

### PRIMARY USER ROLES

The following are the primary user roles and responsibilities in the DRC INSIGHT Portal.

#### District Test Coordinator (DTC)

- Add DTC, SC, and TA user accounts
- Assign permissions to DTCs, SCs, and TAs

#### School Coordinator (SC)

- Add SC and TA accounts
- Assign permissions to SCs and TAs

#### Test Administrator (TA)

- Manage and create forms containing Performance Tasks in Item and Form Management
- Register students to Final forms to associate the students and their assessment data in Registration
- Enter assessment results in Student Performance Data after administering Final forms to students

## THE DRC INSIGHT PORTAL PERMISSIONS MATRIX

The table on the following pages lists the DRC INSIGHT Portal menu to which a permission applies, the permission's name in the DRC INSIGHT Portal, the tasks the permission allows a user to perform, and the roles currently assigned the permission.

DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	SC	TA
<b>User Management–User Administration</b>	Administrator	Add/edit user accounts and profiles	X	X	
<b>General Information</b>	Documents–View	View manuals, presentations, and other documents	X	X	X
<b>Reporting Services</b>	DRC IRS–Access	Access the Report Delivery application	X	X	
<b>Reporting Services</b>	DRC IRS–District	Access District-level results	X		
<b>Reporting Services</b>	DRC IRS–School	Access School-level results	X	X	
<b>Reporting Services</b>	DRC IRS–Teacher	Access Teacher-level results	X	X	
<b>Reporting Services</b>	Reports–View District Files	View District reports	X		
<b>Reporting Services</b>	Reports–View School Files	View School reports	X	X	
<b>Reporting Services</b>	View Reports–Download–District/School	Download all reports for a district or school for an administration	X	X	
<b>Item and Form Management</b>	Form Management	View, create, edit, and publish forms for use in Registration	X	X	X



DRC INSIGHT Portal Menu	Permission Name	Allows User To...	DTC	SC	TA
<b>Student Performance Data</b>	Online Scoring–Standard	View Online Scoring summaries	X	X	X
<b>Student Performance Data</b>	WA-AIM–Online Scoring–Base Permissions	Allows access to view DRC INSIGHT Portal, and menu option for Online Scoring	X	X	X
<b>Student Management–Manage Students</b>	Students–Download Students	Download a list of student information	X	X	X
<b>Student Management–Manage Students</b>	Students–Search/View**  **Users must have this permission to use any other Student permissions.	Search and view student data	X	X	X
<b>Registration</b>	Registration–Search/View	Allows users to search/view registrations	X	X	X
<b>Registration</b>	Registration–Add/Edit	Allows users to add, edit, and delete registrations	X	X	X
<b>Registration (Test Management)</b>	Test Setup–Primary Window	Access Registration	X	X	X

# Working with the DRC INSIGHT Portal



### INTRODUCTION

The DRC INSIGHT Portal is the user and test management system for the Washington Access to Instruction and Measurement: WA-AIM. This section is designed for all users; it includes the following general procedures:

- Accessing the DRC INSIGHT Portal
- Managing Your Account
- Changing your name or Email
- Changing your Password
- Displaying Your Agreements
- Displaying the Security Agreement
- Displaying the Minimum Browser Requirements

### DRC INSIGHT PORTAL USER ACCOUNT CREATION

DRC INSIGHT Portal user accounts and login credentials are established once for current and future use.

District Test Coordinator (DTC) accounts are provided by OSPI to DRC, which prepares DRC INSIGHT Portal user accounts for the DTCs. DTCs then create School Coordinators (SC) and Test Administrator (TA) user accounts. SCs also can create TA accounts. When added as a new user, the user automatically receives an email from the WA-AIM HelpDesk (noreply@datarecognitioncorp.com) with login information.

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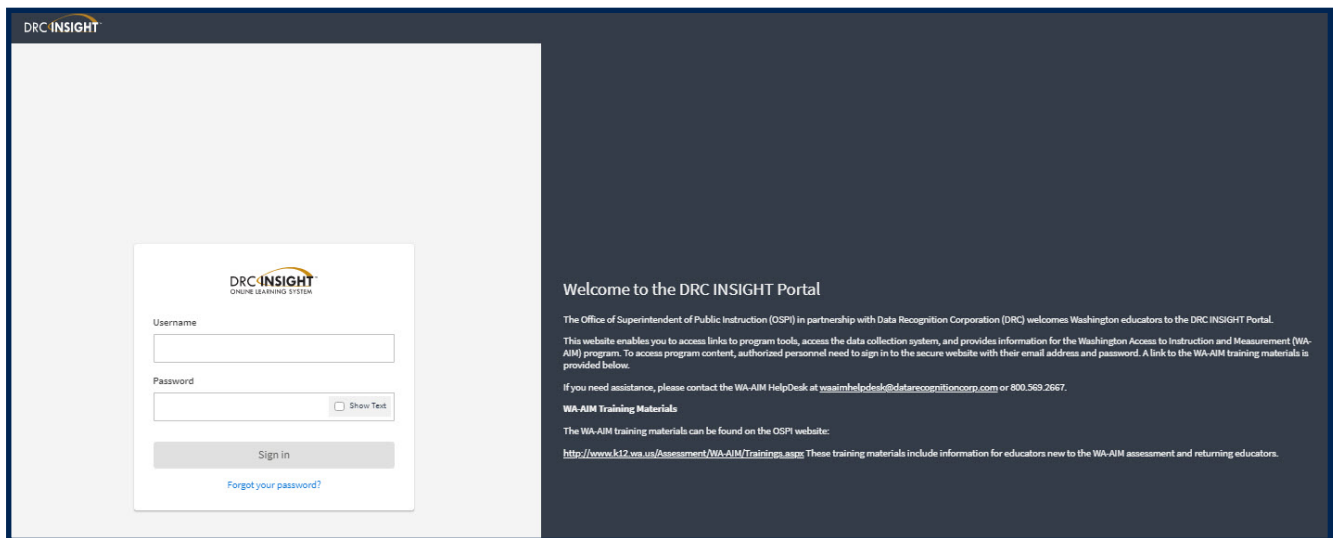
**⚠ Important:** If you are a DTC who did not receive DRC INSIGHT Portal credentials, or you are a new DTC, please contact [OSPI](#) at [wa.aim@k12.wa.us](mailto:wa.aim@k12.wa.us). SCs should contact their DTC and TAs should contact their SC if they are new or did not receive credentials.

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### ACCESSING THE DRC INSIGHT PORTAL

You access the DRC INSIGHT Portal from the Welcome to the DRC INSIGHT Portal page.

1. To access the DRC INSIGHT Portal, enter the URL <https://wa.drcedirect.com> in a supported browser.
  - A The **Welcome to the DRC INSIGHT Portal** page displays.
  - B Enter your username and password then click **Sign In**.
  - C Click **Forgot your password** to receive an email with instructions on how to reset your password.



The screenshot shows the DRC INSIGHT Online Learning System login page. On the left, there is a login form with fields for Username and Password, a 'Show Text' checkbox, a 'Sign in' button, and a 'Forgot your password?' link. On the right, there is a 'Welcome to the DRC INSIGHT Portal' section with a welcome message from the Office of Superintendent of Public Instruction (OSPI) and Data Recognition Corporation (DRC), information about the WA-AIM program, contact details for the WA-AIM HelpDesk, and a link to WA-AIM Training Materials.

**DRC INSIGHT**  
ONLINE LEARNING SYSTEM

Username

Password  
 ☐ Show Text

**Sign in**

[Forgot your password?](#)

**Welcome to the DRC INSIGHT Portal**

The Office of Superintendent of Public Instruction (OSPI) in partnership with Data Recognition Corporation (DRC) welcomes Washington educators to the DRC INSIGHT Portal.

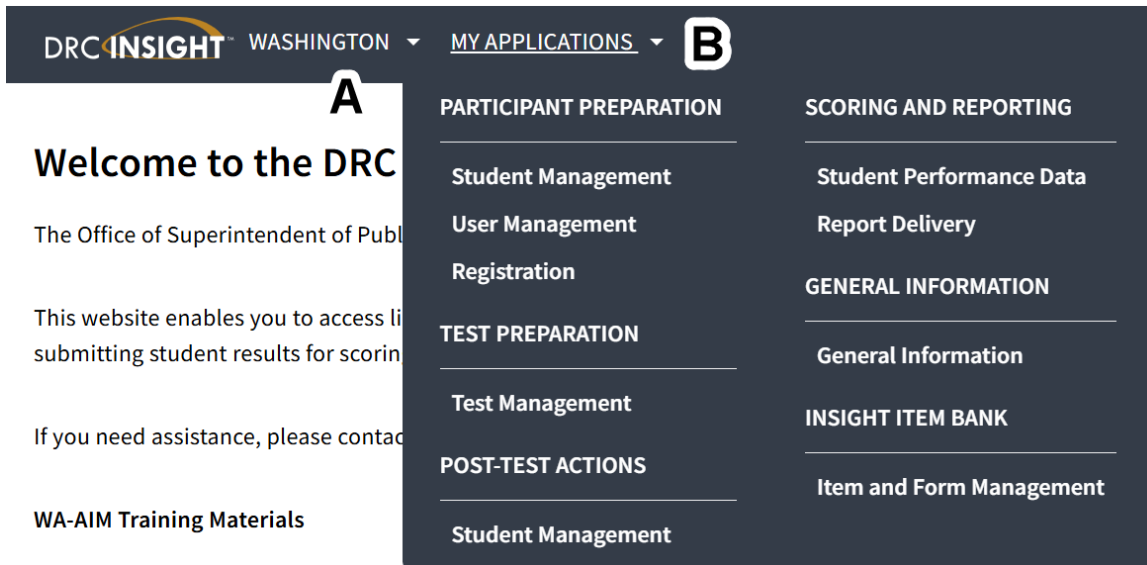
This website enables you to access links to program tools, access the data collection system, and provides information for the Washington Access to Instruction and Measurement (WA-AIM) program. To access program content, authorized personnel need to sign in to the secure website with their email address and password. A link to the WA-AIM training materials is provided below.

If you need assistance, please contact the WA-AIM HelpDesk at [waaimhelpdesk@datarecognitioncorp.com](mailto:waaimhelpdesk@datarecognitioncorp.com) or 800.563.2657.

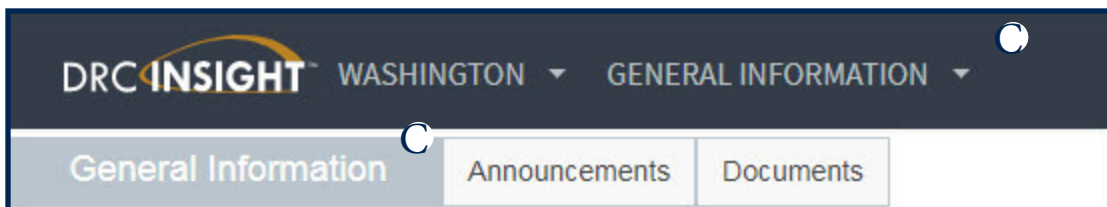
**WA-AIM Training Materials**

The WA-AIM training materials can be found on the OSPI website:  
<http://www.k12.wa.us/Assessment/WA-AIM/Trainings.aspx> These training materials include information for educators new to the WA-AIM assessment and returning educators.

2. After a successful log in, the **Welcome to the DRC INSIGHT Portal** page reappears with menu options for navigating the site.
  - A The Product menu displays the active DRC product (WASHINGTON in the screenshot below). If you have more than one product, click the menu to select a different product.
  - B The **My Application** menu displays the DRC INSIGHT Portal options you have permission to use. Initially, the menu displays **My Applications** but will display the title of any menu option you select (see C below).



- C When you select a menu option, the **My Application** menu displays the name of the selected option.

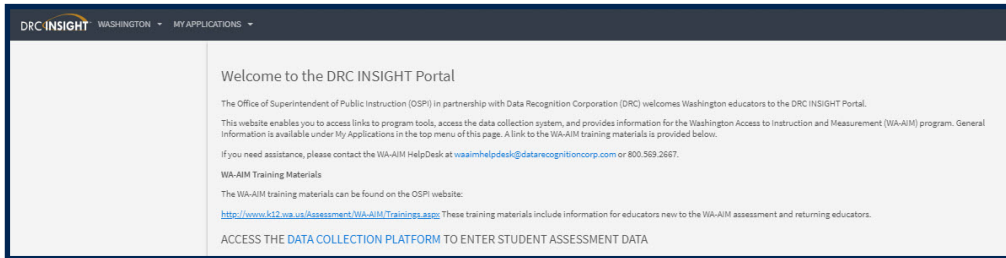


# Working with the DRC INSIGHT Portal

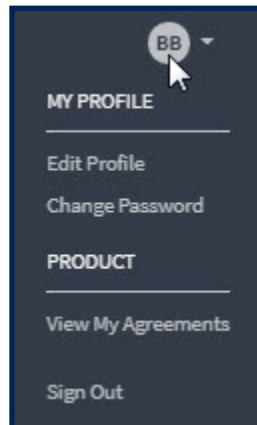
## Managing Your Account

If necessary, you can change your password for the DRC INSIGHT Portal or change your name by editing your profile. In addition, you can display a list of DRC products to which you have access by selecting View My Agreements under the PRODUCT header.

### A Sign in to the DRC INSIGHT Portal.



### B Click your initials (based on your first and last name in the DRC INSIGHT Portal) in the right-hand corner of any page to display a menu of options.



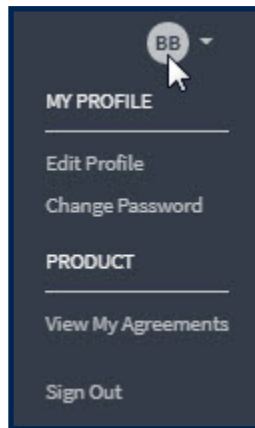
### Managing Your Account—Changing Your Password

1. This topic describes how to change your password within the DRC INSIGHT Portal (for existing users only).

**A** Select **Change Password** to change your password. The password must meet the following conditions.

- At least one numeric character
- At least one lowercase character and at least one uppercase character
- At least one of the following special characters: !@#\$\$%^&\*
- Minimum length of 8 characters

The password cannot contain your username, email, first name, middle, or last name.



**B** Enter your current password in the **Previous Password** field, your new password in the **New Password** and **Confirm New Password** fields.

**C** Click **Save**.

A light gray form titled 'Manage my password' is shown. It contains three password input fields, each with a 'Show Text' checkbox to its right. The first field is labeled 'Previous Password \*'. The second field is labeled 'New Password \*'. The third field is labeled 'Confirm New Password \*'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.

## Managing Your Account—Displaying Your Agreements

1. This topic describes how to display the agreements for your DRC products.

A Select **View My Agreements** to display DRC product agreements.

B Click a product to display its agreement.

The image shows a sequence of steps to view agreements in the DRC INSIGHT portal. It starts with a sidebar menu where 'View My Agreements' is highlighted. An arrow points to the 'User Agreements' tab in the main content area. Another arrow points to the 'My agreements' section, which displays a 'WASHINGTON' agreement card. A final arrow points to a 'User Agreement' dialog box that is open, showing the 'Security and Confidentiality Agreement for DRC Applications' for Washington. The dialog box contains detailed text about the system's security, confidentiality, and FERPA compliance, along with a 'Close' button at the bottom right.

**MY PROFILE**

- Edit Profile
- Change Password

**PRODUCT**

- View My Agreements
- Sign Out

DRC INSIGHT WASHINGTON MY APPLICATIONS

Profile Password **User Agreements**

My agreements

WASHINGTON

**User Agreement**

Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the

Close



### Displaying the Security Agreement

The first time you access the DRC INSIGHT Portal, you must agree to the terms of the agreement to continue using the DRC INSIGHT Portal.

**⚠ Important:** If you do not agree to the terms of the agreement and are still allowed access to the DRC INSIGHT Portal, you may have to contact customer service in order to fully access other applications.

1. To view the Security and Confidentiality Agreement, click your initials in the right-hand corner of any page and select **View My Agreements**. Then select **WASHINGTON** to display the Security and Confidentiality Agreement for DRC Applications.

User Agreement

Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpc/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with

Close

## Displaying the Browser Requirements

1. The **Browser Requirements** link lists browser requirements and includes links to browser pages and additional information. This page details the DRC INSIGHT Portal web browser requirements for Windows, Mac (OS X and macOS), and Linux operating systems.

A Click the **Browser Requirements** link at the bottom of any page.



B The **DRC INSIGHT Portal Web Browser Requirements** page displays a list of the web browsers that are certified to use with the DRC INSIGHT Portal and are organized by operating system.

C The Additional Information section contains links to descriptions of other items that are required for browsers to use the DRC INSIGHT Portal.

### DRC INSIGHT Portal Web Browser Requirements

To ensure the best user experience when accessing the DRC INSIGHT Portal or other DRC hosted Web pages and Web-based applications DRC recommend using the most current version of one of the following Web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

DRC recommends using the most current production release version of browser, however, DRC will provide support for 2 versions prior to the most recent version. For example if the most recent version of the browser is v80, DRC will support versions 80, 79 and 78.

DRC provides best effort support<sup>1</sup> of versions older than 2 versions prior to the most recent version and also provides best effort support for Microsoft Internet Explorer 11.

The version of the browser can typically be found in the browser Help function and choosing About.

#### Resolution

DRC web-based applications work optimally at a minimum browser window width of 1024 pixels (for example, a screen resolution of 1024x768 with a maximized browser window). If your system does not meet this minimum, the site may require horizontal scrolling to use all functionality.

#### Additional Information

All Web pages and Web-based applications hosted by the DRC Applications require the Web browser to support JavaScript and to accept session-based cookies. By default, the major Web browsers are configured to handle this requirement.

<sup>1</sup> Best effort support is defined as the DRC support team will troubleshoot issues reported concerning the unsupported browser version using DRC web-based applications as best we can, but DRC cannot ensure a resolution. If an issue is identified, DRC Support will report the issue to DRC Development, however, DRC cannot ensure a fix or resolution. Once the browser version has reached the end of vendor support, DRC cannot offer support.

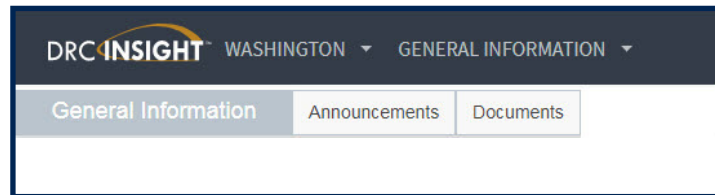
# General Information Menu



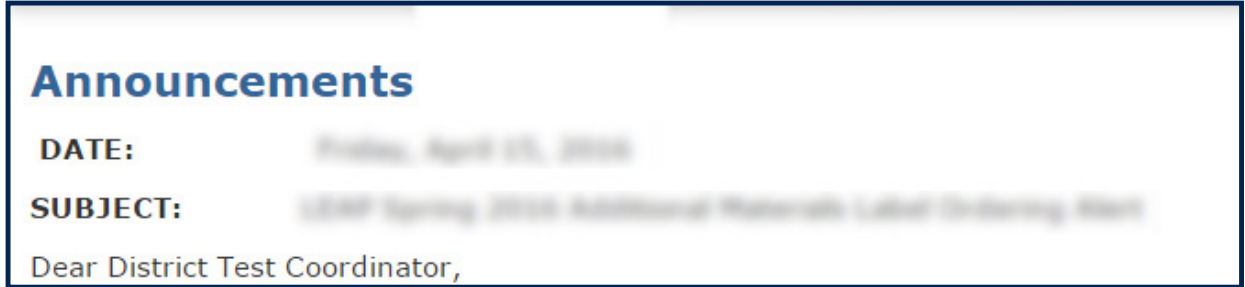
## INTRODUCTION

1. When you open the DRC INSIGHT Portal Applications menu and click **General Information**, two options are available:

- A **Announcements** and
- B **Documents**.

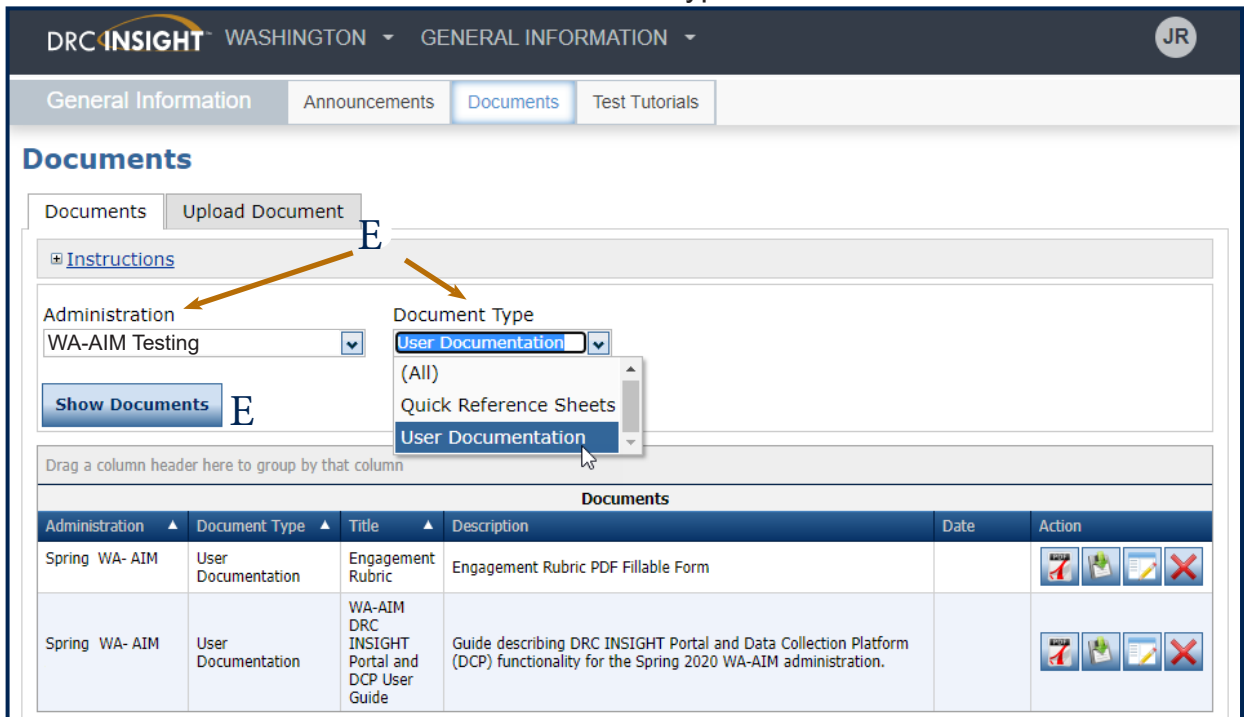


- C Click **Announcements** to display the latest information regarding WA-AIM testing.



- D Click **Documents** to select, open, and download various support materials from the Documents page.

- E You can select an administration and document type and then click **Show Documents**.



# User Management Menu




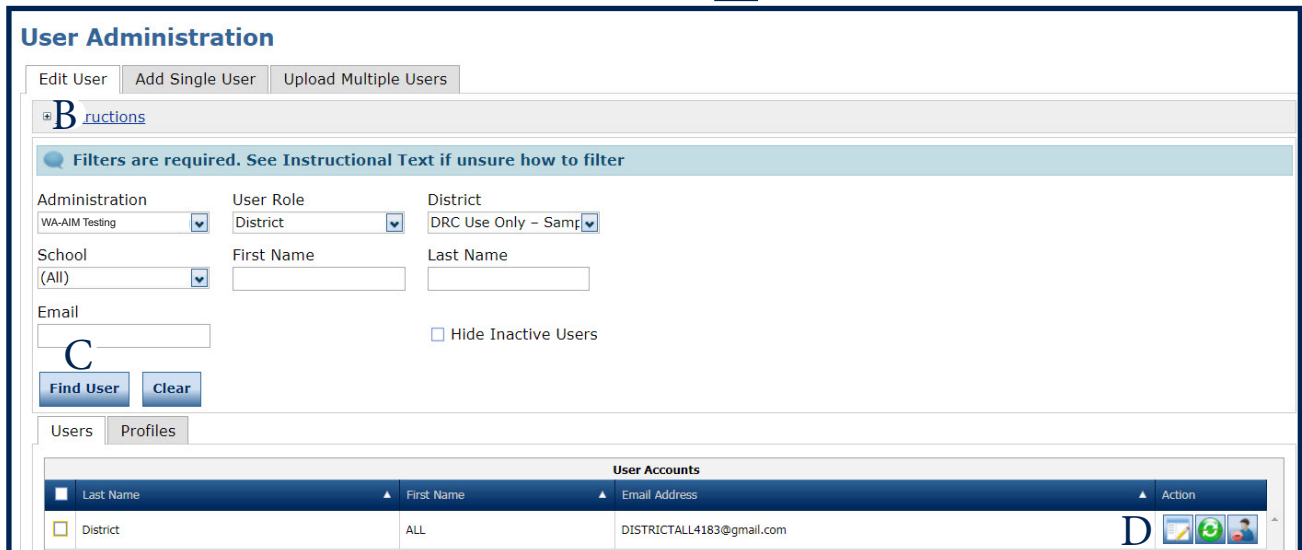
## INTRODUCTION

This section of the user guide (primarily for DTCs and SCs) discusses the various tasks you can perform from the User Management menu of the My Applications menu.


- Adding Permissions for a Single User
  - Also covers how to clone users
- Editing a Single User's Permissions
- Inactivating a User
- Activating a User
- Adding a User
- Adding a User to an Administration
- Updating Multiple User Profiles at Once
- Uploading Multiple Users

## ADDING PERMISSIONS FOR A SINGLE USER

1. From the **Edit User** tab, you can add permissions to a user's account.
  - A Open the DRC INSIGHT Portal Applications menu and click **User Management** to display the User Administration page.
  - B Click on the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
  - C Click **Find User**.
  - D In the Action column click the **View/Edit** icon (  ) to display the Edit User dialog box.



The screenshot displays the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (selected), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a search section with a blue header 'Instructions' and a message 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (WA-AIM Testing), User Role (District), District (DRC Use Only - Samp), School ((All)), First Name, Last Name, and Email. There is a 'Find User' button and a 'Clear' button. Below the search filters is a 'Users' tab and a 'Profiles' tab. The 'Users' tab is active, showing a table of user accounts. The table has columns for Last Name, First Name, Email Address, and Action. The first row shows 'District' as the last name, 'ALL' as the first name, and 'DISTRICTALL4183@gmail.com' as the email address. The Action column contains a 'View/Edit' icon (a blue square with a white magnifying glass and a pencil) and a 'D' icon.

Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	 D

E Click the **Add** button to display the Add Permissions page.

First Name





ALL

Last Name

District

Email Address

DISTRICTALL4183@gmail.com

Permissions				
Administration	Role	District	School	Action
WA-AIM Testing	District	99999 - DRC Use Only – Sample District		 
WA-AIM Testing	District	99999 - DRC Use Only – Sample District		 

Add

E

Reset User

Inactivate

Close


## User Management Menu

2. When the **Add Permissions** page appears, select permissions from the Available Permissions list to add to the user. Once a permission has been assigned to a user, the permission will display in the Assigned Permissions window.

**Note:** Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.

**A** Use the **Add Selected** arrow (  ) to add the permissions, and click the **Save** button.

- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
- To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.

**B** Use the **Add All** arrow (  ) to add all permissions.

**C** Click the **Clone from Another User** icon (  ) to copy another user's set of permissions.

**Note:** All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

**D** The permissions are moved to the Assigned Permissions list.

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

- A confirmation message will appear indicating that the permissions were added successfully.

**F** Click **Cancel** to cancel your changes.



## Add Permissions

\* Indicates required fields

Administration

WA-AIM Testing \*

User Role

District \*

District

DRC Use Only - Sample Distr \*

School

(All)

Permission-set



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

Available Permissions

Administrator  
Documents - View  
DRC IRS - Access  
DRC IRS - District  
DRC IRS - School  
DRC IRS - Teacher  
Form Management  
Online Scoring - Standard  
Registration - Add/Edit  
Registration - Search/View  
Reports - View District Files

C

A

B



Assigned Permissions

D

To see the description, select a permission


E

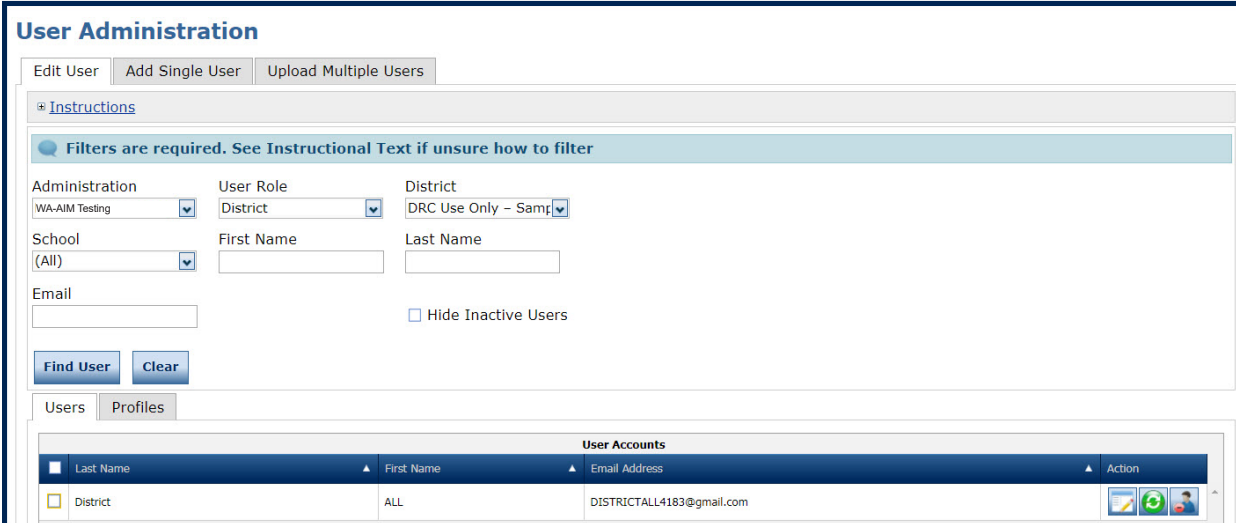
F

Save

Cancel

### EDITING A SINGLE USER'S PERMISSIONS

- From the **Edit User** tab, you can add or remove permissions for any user in the system.
  - To edit a user's permissions, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
  - Click **Find User**.
  - In the Action column click the **View/Edit** icon (  ) to display the Edit User dialog box.



**User Administration**

Edit User | Add Single User | Upload Multiple Users




[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

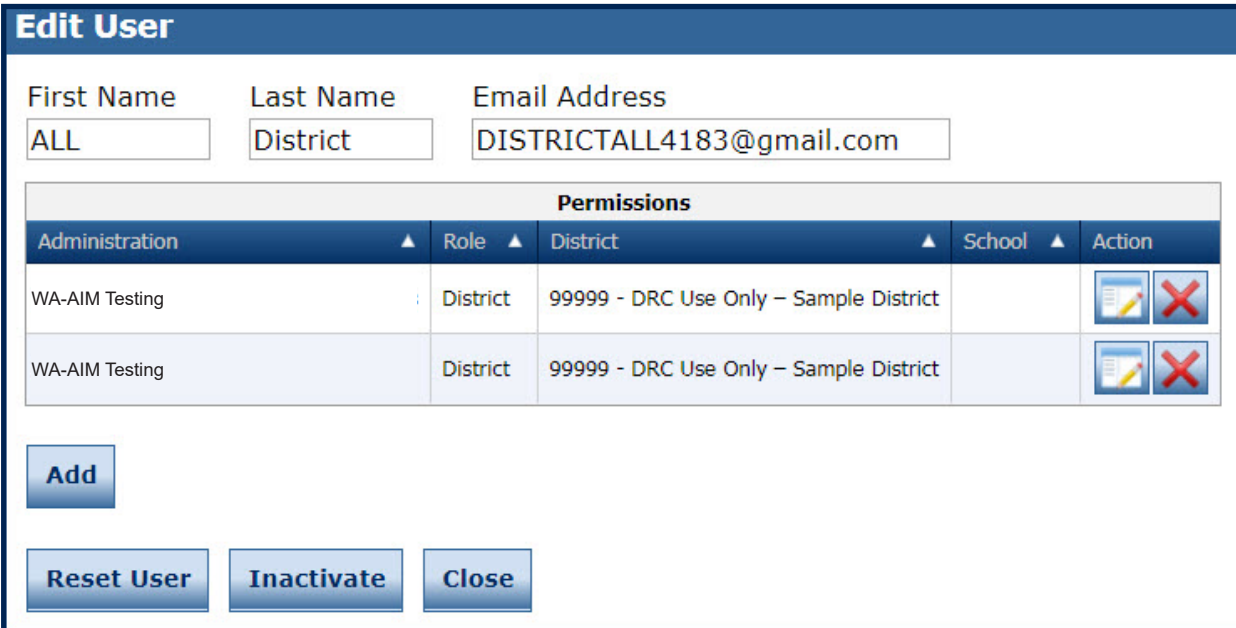
Administration: WA-AIM Testing | User Role: District | District: DRC Use Only - Sampr  
School: (All) | First Name: | Last Name: | Email: | ☐ Hide Inactive Users

**Find User** | **Clear**

Users | Profiles





User Accounts				
	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	District	ALL	DISTRICTALL4183@gmail.com	  

- In the Action column click the **View/Edit** icon (  ).








**Edit User**

First Name: ALL | Last Name: District | Email Address: DISTRICTALL4183@gmail.com

Permissions					
Administration	Role	District	School	Action	
WA-AIM Testing	District	99999 - DRC Use Only - Sample District		 	
WA-AIM Testing	District	99999 - DRC Use Only - Sample District		 	

**Add**

**Reset User** | **Inactivate** | **Close**

2. When the **Edit Permissions** page appears, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user.
  - A Use the **Add Selected** (  ) or
  - B **Remove Selected** (  ) arrows to change the permissions.
    - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
    - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - C Use the **Add All** (  ) and
  - D **Remove All** (  ) arrows to add or remove all permissions.
  - E Click the **Clone from Another User** icon (  ) to copy another user's set of permissions.
    - **Note:** All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.
  - F The permissions are moved to the Assigned Permissions list.
  - G Click **Save** when you are finished to save your changes or **Cancel** to cancel them.
    - A confirmation message will appear indicating that the permissions were added successfully.

### Edit Permissions

\* Indicates required fields

Administration

WA-AIM Testing \*

User Role

District \*

District

DRC Use Only - Sample Distr \*

School

(All)

Permission-set

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

Available Permissions

E

A

B

C

D

To see the description, select a permission

G

Save

Cancel

Assigned Permissions

F

Administrator

Documents - View

DRC IRS - Access

DRC IRS - District

DRC IRS - School

DRC IRS - Teacher

Form Management

Online Scoring - Standard

Registration - Add/Edit


Registration - Search/View

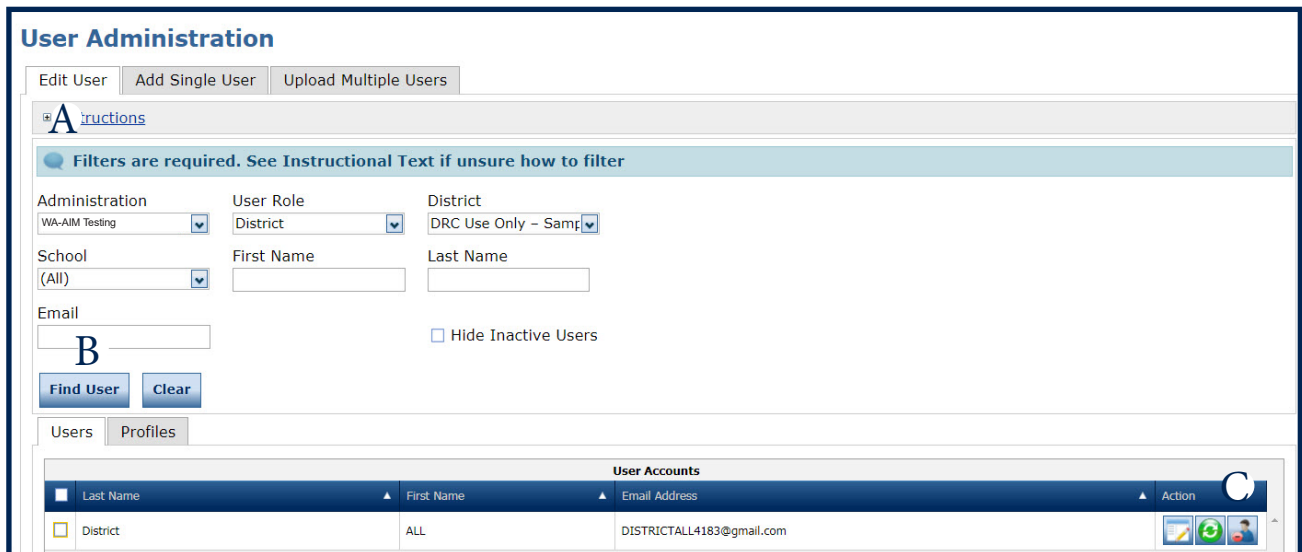
Reports - View District Files

### INACTIVATING A USER

1. You can inactivate DRC INSIGHT Portal users that are currently active if they are no longer assigned to your school or district. When a user is inactivated, the user is unable to access the DRC INSIGHT Portal (to reactivate a user, see Activating a User on the following page).

**Note:** When a user is inactivated, the user does not receive an email.

- A To inactivate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.
- B Click **Find User**.
- C In the **Action** column, click the **Inactivate** icon (  ) for the user you want to make inactive.



**User Administration**

Edit User | Add Single User | Upload Multiple Users




**Instructions**

Filters are required. See Instructional Text if unsure how to filter

Administration: WA-AIM Testing | User Role: District | District: DRC Use Only - Samp | School: (All) | First Name: | Last Name: | Email: | ☐ Hide Inactive Users

**B** Find User | Clear

Users | Profiles

User Accounts			
Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	  

- D When the Inactivate User dialog box appears, click **Inactivate** to make the user inactive or
- E **Cancel** to cancel the process. When a user is inactivated, the following message appears: *The user has been inactivated.*



**Inactivate User**

 You have requested to inactivate user 'ALL District (DISTRICTALL4183@gmail.com)'. Are you sure?


**D** **E**

**Inactivate** **Cancel**

## ACTIVATING A USER

1. You can activate a DRC INSIGHT Portal user that is currently inactive so the user can access the DRC INSIGHT Portal again (to inactivate a user, see Inactivating a User on the previous page). When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

**Note:** Users are activated automatically when they first log in to the DRC INSIGHT Portal. Only users that were previously inactivated need to be activated manually.

- A To activate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the use.
- B Click **Find User**.
- C In the **Action** column, click the **Activate** icon (  ) for the user you want to make active. When the user is activated, the following message appears: The user has been activated.

**User Administration**

Edit User Add Single User Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter


Administration User Role District  
 WA-AIM Testing District DRC Use Only - Samr

School First Name Last Name  
 (All)

Email  ☐ Hide Inactive Users

**B** Find User Clear

Users Profiles

User Accounts			
Last Name	First Name	Email Address	Action
District	ALL	DISTRICTALL4183@gmail.com	

**C**

### ADDING A USER

When you add a user, specify the permissions the user will have. Refer to ["The eDirect Permissions Matrix" on page 8](#) for permissions assignments by role.

For Test Administrators who assess students at more than one school within the district, the District Test Coordinator (DTC) or School Coordinators (SCs) will need to create separate DRC INSIGHT Portal profiles for the Test Administrator at each school. If a Test Administrator assesses students in more than one district, the DTCs or SCs from each district will need to create separate DRC INSIGHT Portal user profiles for the Test Administrator for each of the schools in their districts.


1. To add a user, from the Manage Users menu:

**A** Select the **User Administration** option and click the **Add Single User** tab.

**B** Fill out the required fields and required options from the drop-down menus.

**Note:** A required field or menu option has a red asterisk (\*) next to it.

**C** Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.

**D** Select a permission from the Available Permissions list and click the **Add Selected** icon (  ) to assign the permission to the user (see ["Editing a Single User's Permissions" on page 26](#)).

**Note:** A description of the permission selected appears beneath the list of permissions.

**E** The permissions are moved to the Assigned Permissions list.

**F** Click **Save** when you are finished assigning permissions.

- A confirmation message will appear indicating that the permissions were added successfully.

## User Administration

Edit User   Add Single User   Upload Multiple Users

\* Indicates required fields


First Name \*   Middle Initial   Last Name \*

Email Address \*   **B**

Administration   User Role  
WA-AIM Testing \*   District \*

District   School  
DRC Use Only - Sample Distr \*   (All)

Permission-set \*   **C**

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

Available Permissions

Administrator  
Documents - View  
DRC IRS - Access  
DRC IRS - District  
DRC IRS - School  
DRC IRS - Teacher  
Form Management  
Online Scoring - Standard  
Registration - Add/Edit  
Registration - Search/View  
Reports - View District Files

**D**



Assigned Permissions   **E**

*To see the description, select a permission*

**F**

Save

### ASSIGNING A USER TO AN ADMINISTRATION

The DRC INSIGHT Portal requires a user to have a profile for each administration that the user will need to access to administer assessments.

For Test Administrators who assess students at more than one school within the district, the District Test Coordinator (DTC) or School Coordinators (SCs) will need to create separate DRC INSIGHT Portal profiles for the Test Administrator at each school. If a Test Administrator assesses students in more than one district, the DTCs or SCs from each district will need to create separate DRC INSIGHT Portal user profiles for the Test Administrator for each of the schools in their districts.

From the **Edit User** tab, you can assign an existing user to other administrations within the DRC INSIGHT Portal.

**Note:** When a new user is created (see ["Adding a User" on page 30](#)), an administration must be selected.


1. To assign a user to an administration,

**A** Select **User Administration** from the Applications menu, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user.


**B** Click **Find User**.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (selected), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a link labeled 'Instructions' with a letter 'A' next to it. A blue banner message states: 'Filters are required. See Instructional Text if unsure how to filter'. Below this, there are several search criteria fields: 'Administration' (set to 'WA-AIM Testing'), 'User Role' (set to 'Test Administrator'), 'District' (set to 'DRC Use Only - Sampl'), 'School' (set to '(All)'), 'First Name' (empty text box), 'Last Name' (empty text box), and 'Email' (empty text box). There is also a checkbox labeled 'Hide Inactive Users'. At the bottom left, there is a letter 'B' above two buttons: 'Find User' and 'Clear'.



- C In the Action column, click the **View/Edit** icon (  ). The user appears in the Edit User window.
- D Click **Add**.

## Edit User

 **Security Agreement Not Accepted**

First Name



Last Name

Email Address

Ima

User

imauser@email.com

Permissions				
Administration	Role	District	School	Action
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	<div>   </div>

Add

D

Reset User


Inactivate

Close

C

## User Management Menu

2. Select the administration and user role to which you want to assign the user from the Administration and User Role drop-down menus (you can also use the District and/or School menus if required).
  - A For some roles, you can also select a permission set from the **Permission-set** drop-down menu.

**Note:** Use the Permission set drop-down to assign all default permissions by role. These permissions have been predetermined as necessary for accessing and completing the various functions required by specific user roles.
  - B If you selected multiple permissions (or a permission set) use the **Add Selected** (  ) icon to assign the permissions from the Available Permissions list.
  - C The permissions are moved to the Assigned Permissions list.
  - D Click **Save** to save your results, or
  - E Click **Cancel** to cancel the process.
  - F Repeat steps 1 and 2 for each district or school to which the user needs access.

**Edit Permissions**

*\* Indicates required fields*


Administration  
WA-AIM Testing

User Role  
Test Administrator

District  
DRC Use Only - Sample Distr

School  
DRC Use Only - eDirect Samp

Permission-set  
Test Administrator

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

Available Permissions

Administrator

DRC IRS - Access

DRC IRS - District






DRC IRS - School

DRC IRS - Teacher

Reports - View District Files

Reports - View School Files

View Reports - Download - District/Sch

**B**

Assigned Permissions

Documents - View

Form Management

Online Scoring - Standard

Registration - Add/Edit

Registration - Search/View

Students - Download Students

Students - Search/View

Test Setup Primary Window

WA-AIM - Online Scoring - Base Permis

**C**

*To see the description, select a permission*


**D**


**E**


Save

Cancel

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

**Edit User**








 **Security Agreement Not Accepted**

 **Permissions were added successfully.**

**First Name**

**Last Name**

**Email Address**

Permissions				
Administration ▲	Role ▲	District ▲	School ▲	Action
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	 
WA-AIM Testing	School	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	 
WA-AIM Testing	Test Administrator	99999 - DRC Use Only – Sample District	9999 - DRC Use Only – eDirect Sample School	 

Add

Reset User

Inactivate

Close

## UPDATING MULTIPLE USER PROFILES

From the Edit User tab of the User Administration page, you can update multiple user profiles at once. You also can select multiple users and copy the selected users to a new administration, add or remove permissions for the selected users, assign the selected users to a new role, or export data for all of the users on the Profile tab to a spreadsheet.

**Note:** Copying users to new administrations must be done at the user role level.

1. To update multiple user profiles,
  - A Select **User Administration** from the Applications menu and select the **Edit User** tab from the User Administration page.
  - B Select an **Administration** and use the other drop-down filters to find users.
  - C Click **Find User**.

## User Administration

Edit UserAdd Single UserUpload Multiple Users

⊕

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration

WA-AIM Testing

▼

School

(All)

▼

Email

User Role

District

▼

First Name

District

DRC USE ONLY - 999

▼

Last Name

☐ Hide Inactive Users

Find User

Clear

- D** The users that match the selection criteria display on the **Users** tab at the bottom of the page.
- E** Select the **Profiles** tab. Check a checkbox for each user/profile that you want to update.

Users

Profiles

E

User Profiles							
<input type="checkbox"/>	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input checked="" type="checkbox"/>				District	Practice Test 2018	999	
<input type="checkbox"/>	Bradford	Kristina	krisbradford0422@gmail.com	District	Practice Test 2018	999	
<input type="checkbox"/>	Brown	Edeltress	edeltress.brown@la.gov	District	Practice Test 2018	999	

2. Use the various buttons at the bottom of the page to perform profile updates and other actions, as shown on the following pages.

**A** Click **Copy to New Administrations** to copy the selected users with the current permissions to other administrations.

**Note:**

- All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.
- New users may need to be assigned to previous administrations to access historical assessment information.

When the **Copy Profiles to New Administration** dialog box displays, select the new administration and click **Submit**.

The screenshot shows a dialog box titled "Copy Profiles to New Administration". At the top, a light blue box contains the text: "You are copying 3 user profile(s). If you are unsure which profiles you selected, press Cancel and review your choices on the previous screen." Below this is a link labeled "Instructions". A red asterisk followed by the text "Indicates required fields" is displayed. The main section is titled "New Administration" and contains a list box with two entries, both labeled "WA-AIM Testing". The top entry is highlighted in blue. A red asterisk is located to the right of the list box. At the bottom of the dialog are two buttons: "Submit" and "Cancel".

## User Management Menu

- B** If you don't want the copied users to have the same permissions in the new administration, after copying the users, delete the permissions and add the appropriate permissions for the new administration.
- C** Click **Assign Permissions** to assign the same permissions to all selected users.

**Note:** All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

[illegible]

- D The permissions are moved to the Assigned Permissions list.
- E After you use the Assign Permissions dialog box that appears to assign permissions, click **Save** to save your choices or
- F **Cancel** to cancel them.

## Add Permissions

**\*\* Indicates required fields**

Administration WA-AIM Testing <input type="button" value="v"/>	User Role Test Administrator <input type="button" value="v"/>
District DRC Use Only - Sample Dist <input type="button" value="v"/>	School DRC Use Only - eDirect Sam <input type="button" value="v"/>
Permission-set Test Administrator <input type="button" value="v"/>	

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

<p>Available Permissions</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Administrator</p> <p>Documents - View</p> <p>Edit Student - PreID Data</p> <p>Reports - View District Files</p> <p>Reports - View School Files</p> <p>Reports - View State Files</p> <p>Students - Add/Edit</p> <p>Students - Download Students</p> <p>Students - Search/View</p> <p>Teachers - Add/Edit</p> <p>Teachers - Search/View</p> </div>	<p>Assigned Permissions</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
---	---

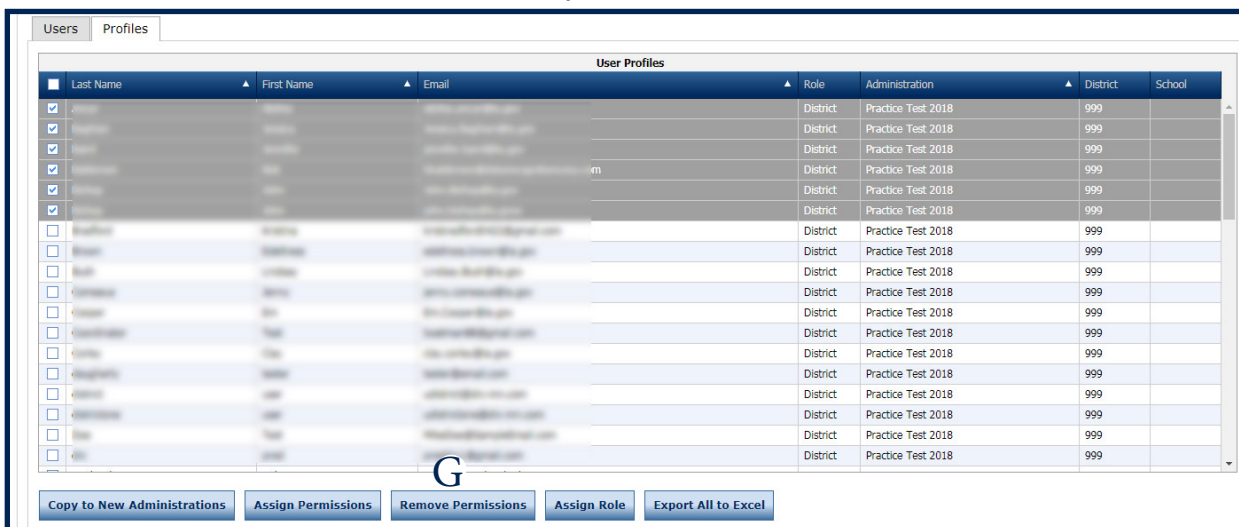
*To see the description, select a permission*

E
F

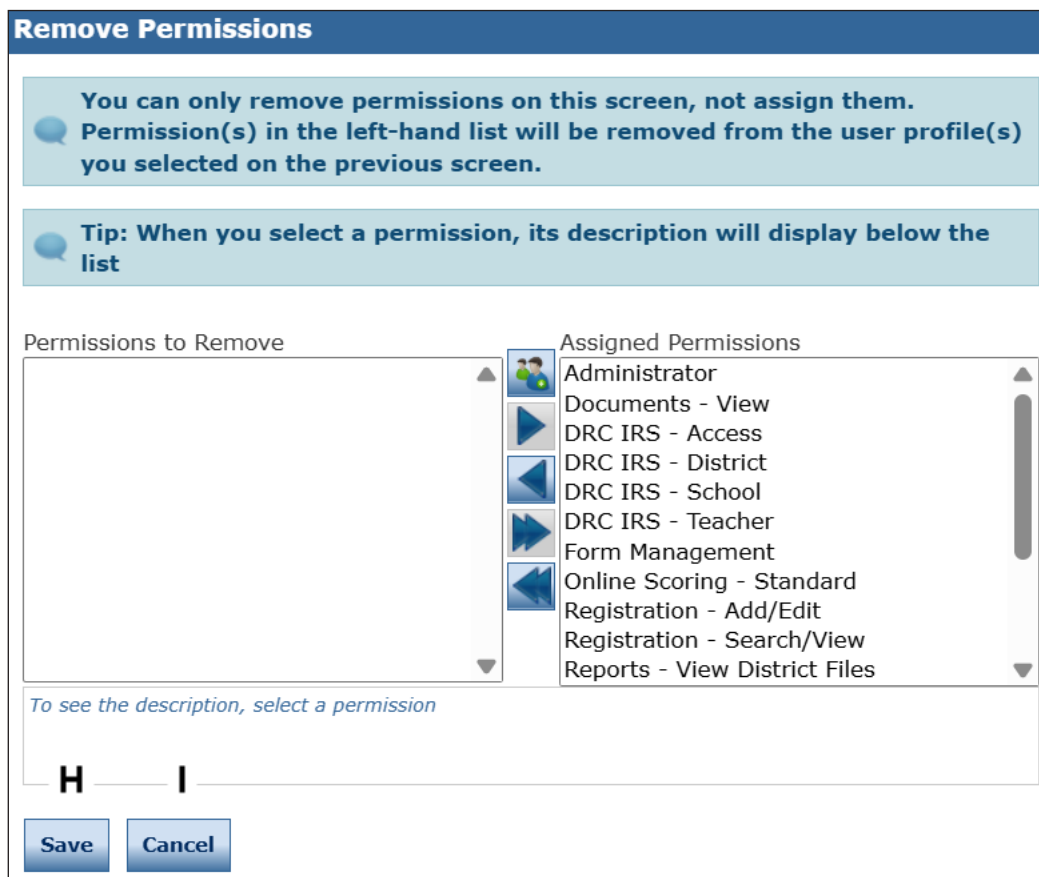
Save

Cancel

- G Click **Remove Permissions** to remove permissions from the selected users.



- H After you use the Remove Permissions dialog box that appears to remove permissions, click **Save** to save your choices or
- I **Cancel** to cancel them.

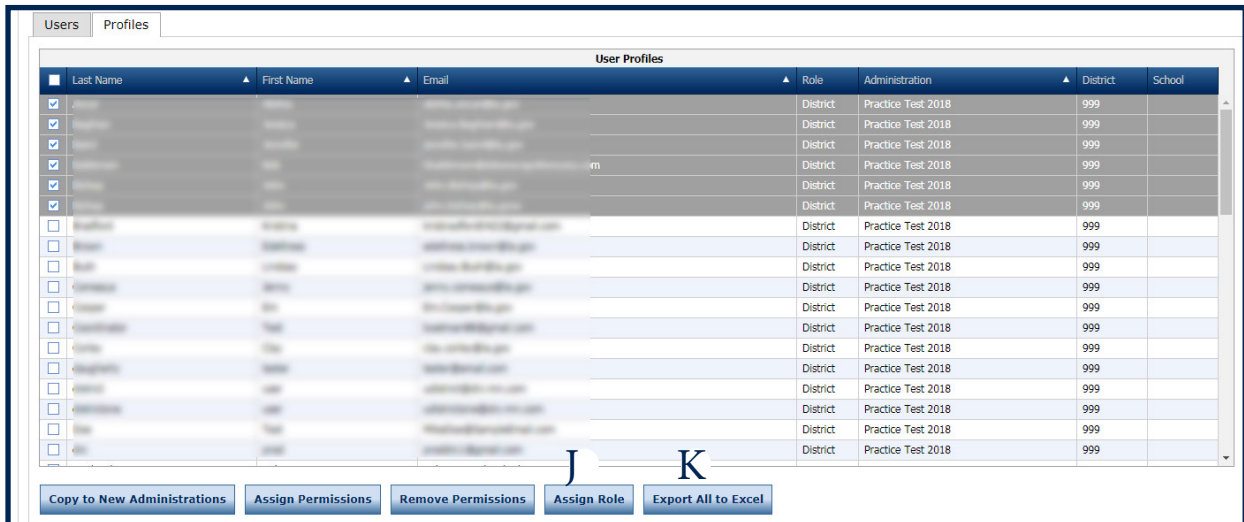


## User Management Menu

- J Click **Assign Role** to assign all of the selected users the same new role.

**Note:** All of the users selected must currently have the same role and you must have the necessary permissions to assign the role.

- K Click **Export All to Excel** to export all of the user data for the users displayed on the Profile tab (not just the selected users) to an Excel spreadsheet file (.csv format).

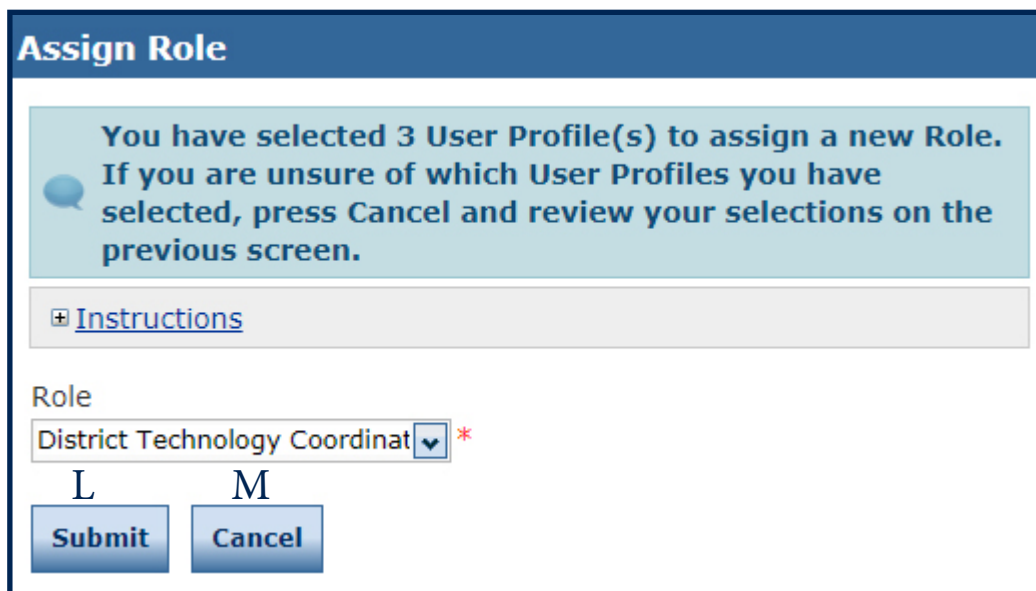


	Last Name	First Name	Email	Role	Administration	District	School
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input checked="" type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	
<input type="checkbox"/>	...	...	...	District	Practice Test 2018	999	

Buttons: Copy to New Administrations, Assign Permissions, Remove Permissions, **Assign Role** (J), **Export All to Excel** (K)

- L When the Assign Role dialog box appears, use the Role drop-down menu to select a role to assign. Click **Submit** to make your change or

- M **Cancel** to cancel the process.



### Assign Role

You have selected 3 User Profile(s) to assign a new Role. If you are unsure of which User Profiles you have selected, press Cancel and review your selections on the previous screen.

[Instructions](#)

Role  
 District Technology Coordinat\*

L

M

Submit

Cancel



## UPLOADING MULTIPLE USERS

From the User Administration page, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements as described in the following process.

**Note:** The user profile file layout requires a role for each user, but not permissions. You must add permissions for each user you upload.

1. Open the **Applications** menu and select **User Management** to display the User Administration page. Select the **Upload Multiple Users** tab.



- A Use the **Administration** drop-down menu to select the correct administration.
- B The **Upload Multiple Users** tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
- C Click **File Layout** to display the Batch User Upload File Layout file (WA\_BatchUserUploadFileLayout.pdf).

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

WA-AIM Testing

\*

File

Browse...

\*

Upload

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

## User Management Menu

- D This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.

Batch User Upload File Layout Comma Delimited .CSV				
Ref#	Column Name	Required?	Valid or Possible Values	Description
1	First Name	Y	Max 30 characters	New User's First Name
2	Middle Initial	N	Max 1 character	New User's Middle Initial
3	Last Name	Y	Max 30 characters	New User's Last Name
4	Email Address	Y	Max 50 characters	New User's unique email address. This will be the new user's user name to log into the Portal.
5	Role	Y	<ul style="list-style-type: none"> <li>State</li> <li>District</li> <li>School</li> <li>Test Administrator</li> </ul>	<p>New User's Role. You may only upload users with a Role that is further down the list than your own Role (e.g., a School user cannot upload users at the District level).</p> <p>Note: Use "District" for District Test Coordinators and "School" for School Coordinator.</p>
6	District Code	N for 'EPM' and 'State' users  Y for 'District', 'School' and 'Test Administrator' users	Valid District Code or blank	<p>This is the District that the New User is associated with. This will dictate what district and/or schools the user will have access to within the portal.</p> <p>'EPM', and 'State' users will be defaulted with access to all Districts.</p> <p><b>The district code must match the district code displayed in the eDIRECT District dropdown.</b></p>
7	School Code	N for 'EPM', 'State', and 'District' users  Y for 'School' and 'Test Administrator' users	Valid School Code or blank	<p>This is the School the New User is associated with. This will dictate what school the user will have access to within the portal.</p> <p>'District' users will be defaulted with access to all schools within their District. 'EPM', and 'State' users will be defaulted with access to all Districts.</p> <p><b>The school code must match the school code displayed in the eDIRECT School dropdown.</b></p>

2. Display the WASampleUser.csv file.

- A Click **Sample File** to download or display the WASampleUser.csv file. This file is only a sample of the type of file you will upload to DRC.

**Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

User Administration

Edit User

Add Single User

Upload Multiple Users

A

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

Instructions

\* Indicates required fields

Administration

WA-AIM Testing

File

Browse...

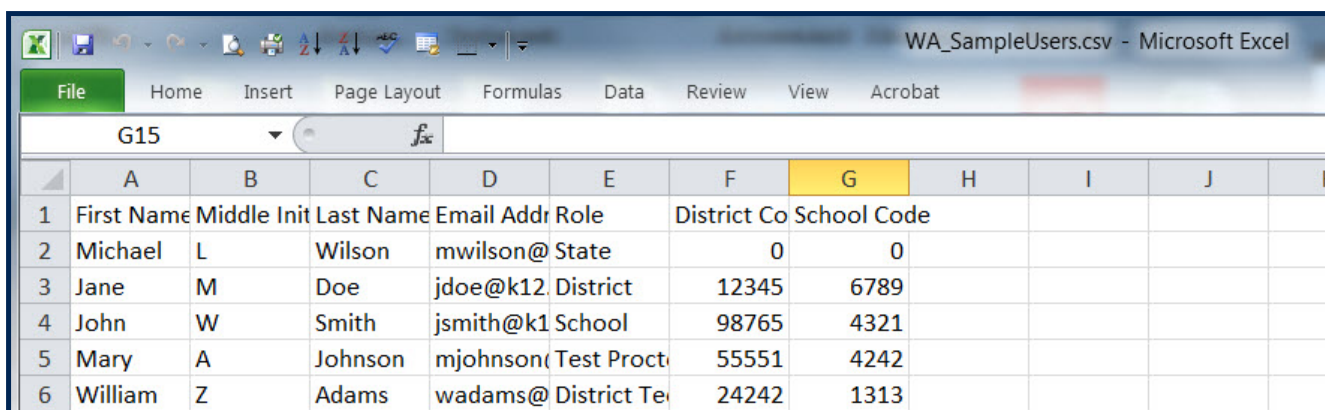
Upload

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

- Use the WASampleUsers.csv file to create, rename, and save a user file to upload.

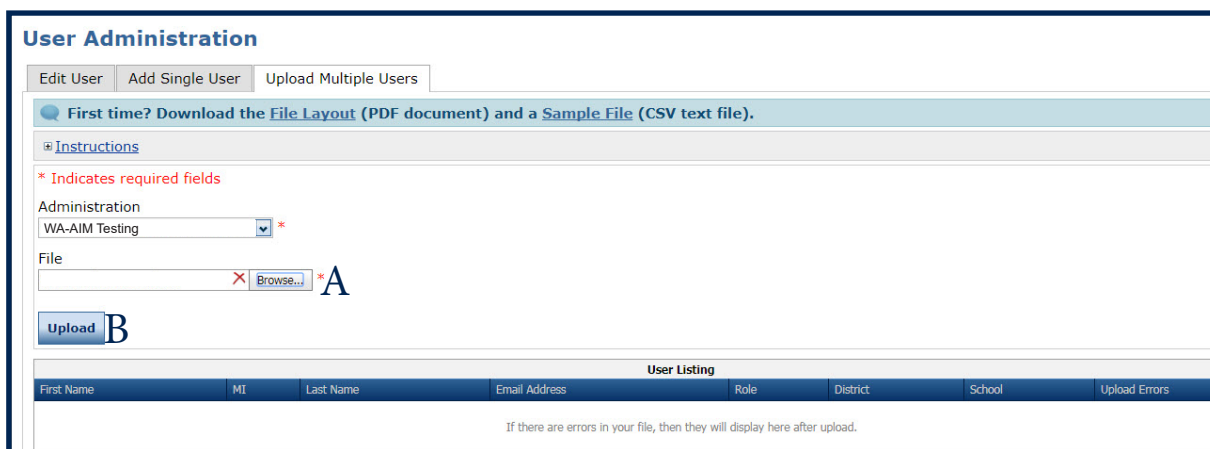
**Note:** Be sure to keep the header column rows in the file you upload.



	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Middle Init	Last Name	Email Addr	Role	District Co	School Code				
2	Michael	L	Wilson	mwilson@	State	0	0				
3	Jane	M	Doe	jdoe@k12.	District	12345	6789				
4	John	W	Smith	jsmith@k1	School	98765	4321				
5	Mary	A	Johnson	mjohnson@	Test Proct	55551	4242				
6	William	Z	Adams	wadams@	District Te	24242	1313				

- After you have created a users file,
  - Click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
  - Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Step/Number 3.



**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  
WA-AIM Testing \*

File  
✗ Browse... \*

**Upload**

**User Listing**

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors
If there are errors in your file, then they will display here after upload.							

# Student Management Menu



## INTRODUCTION

From the Student Management menu, you can search for students and student demographic information. Users cannot edit student information.

In general, this section is used by TAs. It contains the following procedures:

- Searching for Students
- Viewing Student Detail Information
- Viewing Student Demographic Information

**Note:** Before beginning assessments, the district should review all student demographic information in the DRC INSIGHT Portal to ensure accuracy of the following:

- Student is identified to take the WA-AIM
- Enrolled grade level
- School location
- Engagement Rubric status

## Searching for Students

The Manage Students option of the Student Management menu allows you to search for and view student information and student demographic information. You cannot edit student information.

---

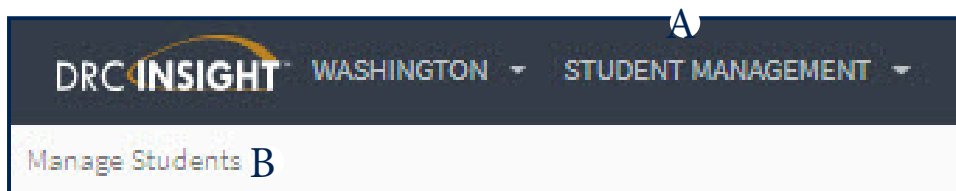
**⚠ Important:** Students will be loaded into the DRC INSIGHT Portal from a Pre-ID file provided by OSPI. Student data cannot be edited by users within the DRC INSIGHT Portal. If data is incorrect, update the student information in CEDARS, which updates the DRC INSIGHT Portal. If edits to student information do not update in the DRC INSIGHT Portal within 24-48 hours, please contact [wa.aim@k12.wa.us](mailto:wa.aim@k12.wa.us)

---

1. To display the Manage Students page, open the Applications menu,

**A** Click **Student Management**, and

**B** Click **Manage Students**.



## Student Management Menu

2. To search for one or more student records, use the various drop-down menus and fields to enter search criteria.

**A** Click **Find Students**.

**B** To filter the display based on whether students have been assigned to a registration, use the Session Assignment drop-down menu. You can select one of the following values:

<u>Value</u>	<u>Description</u>
Online	Displays the students that have been assigned to a registration (the default value).
(None)	Displays the students that have not been assigned to a registration.
Blank	Leaving the field blank displays all students, both assigned and unassigned.

**Manage Students**

[+ Instructions](#)

\* Indicates required fields

Administration: WA-AIM Testing \* District: DRC Use Only - Sample Di \* School: (All)

Last Name: First Name: SSID:


Grade: Demographic: Content Area:

Session: Online Test Status: Session Assignment:

**A** Find Students **B** Clear

**Students**

Choose from the above filters and click on 'Find Students' to view matching 'Students'

- C After you click **Find Students**, the students that match your search criteria display at the bottom of the page.
- D Click the **View/Edit** icon (  ) in the Action column for the student whose registration information you want to display.

DRC INSIGHT
WASHINGTON
STUDENT MANAGEMENT
JR

Student Management
Manage Students

### Manage Students

Instructions

\* Indicates required fields

Administration
District
School




WA-AIM Testing
DRC Sample District
DRC Sample School

Last Name
First Name
SSID

Grade
Demographic
Content Area

Session
Online Test Status
Session Assignment


Find Students
Clear

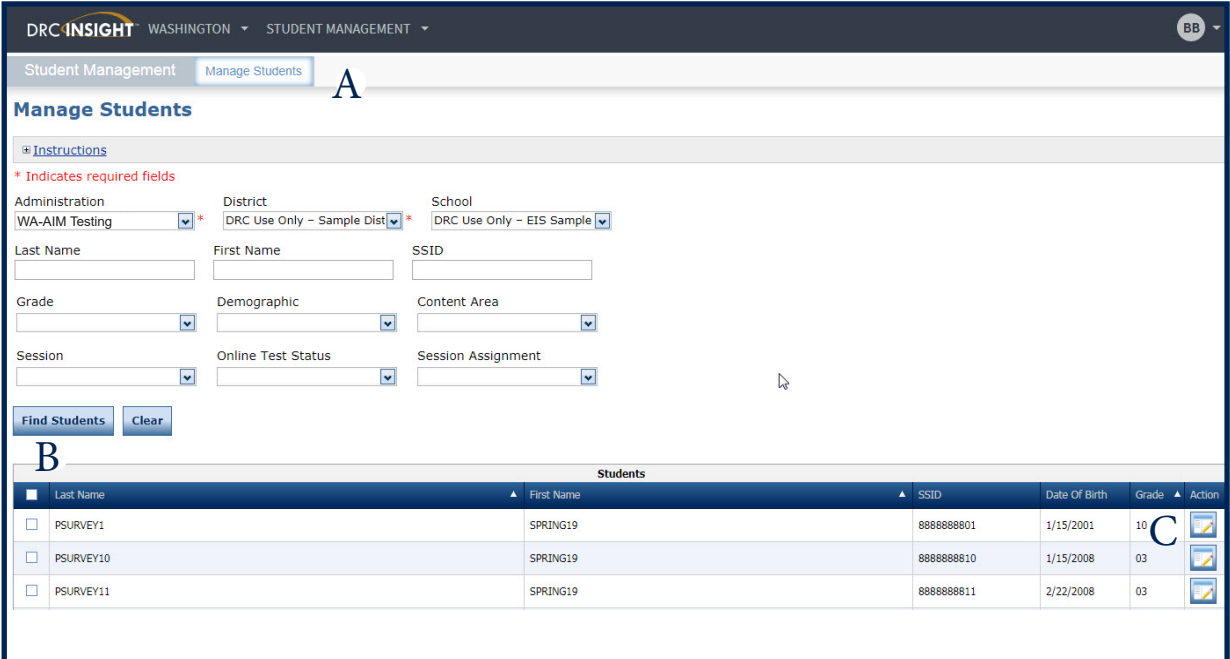
Students						
	Last Name	First Name	SSID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ALLEN	ARTHUR	2010101012	6/16/2012	03	
<input type="checkbox"/>	ARNOLD	BAYAR	2010101011	9/16/2011	03	
<input type="checkbox"/>	BAKER	LUCIEN	2010101013	6/25/2011	03	

# Student Management Menu

## Viewing Student Detail Information

Use the Manage Students page to view student detail information, such as date of birth, grade and gender.

1. To view a student's detail information,
  - A Click **Manage Students** from the Student Management menu and enter your search criteria.
  - B Click the **Find Students** button.
  - C Click the **View/Edit** icon (  ) in the Action column for the student whose information you want to display. The Edit Student page appears.



**DRC INSIGHT** WASHINGTON STUDENT MANAGEMENT BB

Student Management Manage Students **A**

**Manage Students**

[Instructions](#)

\* Indicates required fields

Administration: WA-AIM Testing \* District: DRC Use Only - Sample Dist \* School: DRC Use Only - EIS Sample \*




Last Name: First Name: SSID:

Grade: Demographic: Content Area:

Session: Online Test Status: Session Assignment:

**B**

**Find Students** **Clear**

Students						
	Last Name	First Name	SSID	Date Of Birth	Grade	Action
<input type="checkbox"/>	PSURVEY1	SPRING19	8888888801	1/15/2001	10	<b>C</b> 
<input type="checkbox"/>	PSURVEY10	SPRING19	8888888810	1/15/2008	03	
<input type="checkbox"/>	PSURVEY11	SPRING19	8888888811	2/22/2008	03	



- D Click the **Student Detail** tab to display the selected student's information.

**Note:** You cannot edit student data. If any student data is incorrect, please contact OSPI at [wa.aim@k12.wa.us](mailto:wa.aim@k12.wa.us) to request an update to the data.

Edit Student

[Instructions](#)

\* Indicates required fields

Last Name

SAMPLE \*

First Name

GRADE12 \*

Middle Initial

SSID

1123456780 \*

Student Detail

Demographics

Test Sessions

Administration

\*

District

School

Date of Birth

02/03/1999 \*

(mm/dd/yyyy)

Grade

Gender

Save


Cancel

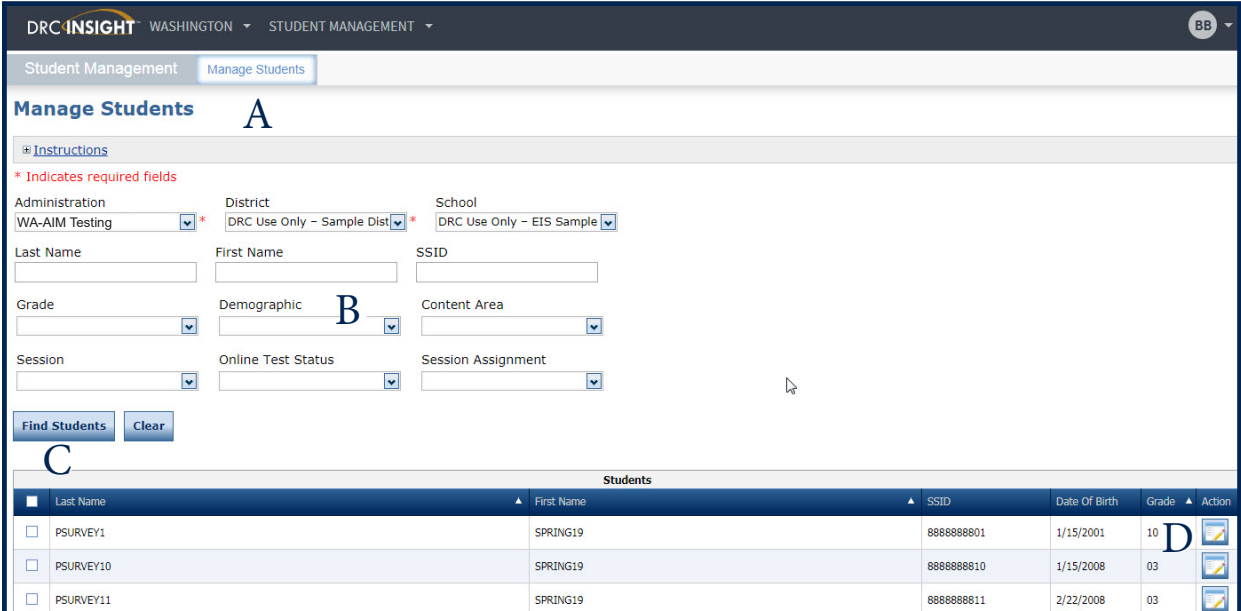
# Student Management Menu

## Viewing Student Demographic Information

Use the Manage Students page to view student demographic information. You can use the Demographic drop-down to filter students by specialty code (see below).

**Important:** Students will be loaded into the DRC INSIGHT Portal from a Pre-ID file provided by OSPI. Student data cannot be edited by users within the DRC INSIGHT Portal. If data is incorrect, update the student information in CEDARS, which updates the DRC INSIGHT Portal.

1. To view a student's demographic information,
  - A Click **Manage Students** from the Student Management menu and enter your search criteria.
  - B Use the **Demographic** drop-down menu to filter students by a particular specialty code.
  - C Click the **Find Students** button.
  - D Click the **View/Edit** icon (  ) in the Action column for the student whose information you want to view.



**Manage Students**

**Instructions**

\* Indicates required fields




Administration: WA-AIM Testing \* District: DRC Use Only - Sample Dist \* School: DRC Use Only - EIS Sample

Last Name: First Name: SSID:

Grade: Demographic: Content Area:

Session: Online Test Status: Session Assignment:

**Find Students** **Clear**

Last Name	First Name	SSID	Date Of Birth	Grade	Action
PSURVEY1	SPRING19	8888888801	1/15/2001	10	
PSURVEY10	SPRING19	8888888810	1/15/2008	03	
PSURVEY11	SPRING19	8888888811	2/22/2008	03	

2. The Edit Student page appears.

A Click the **Demographics** tab to display the selected student's information.

**Note:** You cannot edit student demographic data.

**⚠ Important:** For students who will be assessed through the Engagement Rubric, the Engagement Rubric box must be checked before the Test Administrator registers forms to students. If the Engagement Rubric designation is incorrect, the DTC should remove the Engagement Rubric indicator in the Washington Assessment Management System (WAMS).

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial SSID \*

Student Training 1234567890 \*

Student Detail Demographics Test Sessions

☐ Engagement Rubric

☐ New Non-English Proficient (NNEP)

☐ Foreign


☐ Private

☐ Home-based

Save Cancel

### Viewing a Student's Registration Details

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 **Important:** Status should be monitored and changes to registrations should be managed in the Registration application. See ["Registration" on page 55](#).

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# Item and Form Management



### INTRODUCTION

The Item and Form Management section of the DRC INSIGHT Portal for WA-AIM is where Test Administrators manage and create forms used for assessments.

Test Administrators can use pre-existing forms or create their own by choosing items from content areas and assign them to a registration.

### Online Help

Item and Form Management has online help that is launched directly from the DRC INSIGHT Portal. You can display the online help by clicking the (?) in the Item and Form Management application. It covers all aspects of the Item and Form Management functionality, including:

- Item and Form Management
- Preview a Public Form
- Create a Form
  - Form Purpose - Final, Baseline, Instructional
  - Form Status - Archived, Draft, Published
  - Create a Form Using Form Definition
  - Create a Form Using the Items List
- View/Print a Form
- Clone a Form
- Update Available
- Delete a Draft Form
- Archive a Published Form

# Registration




### INTRODUCTION

The Registration application is where Test Administrators manage assessment registrations for final forms – either associating students with pre-built Final forms or Final forms they have already created in Item and Form Management.

Test Administrators/Teachers can see only students that are enrolled in their schools.

See ["Searching for Students" on page 45](#) for information regarding registering students in Washington Assessment Management System (WAMS).

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 **Important:** Use the Registration application to monitor test completion and/or registration status.

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### Online Help

Registration has online help that is launched directly from the Registration interface in the DRC INSIGHT Portal. You can display the online help by clicking the (?) in the Registration application. It covers all aspects of using the registration functionality, including:

- Registration
- Register a Student for a Published Final Form
- Register a Student for an Engagement Rubric (ER) Form
- Add/Remove a Form While Creating a Registration
- Add a Form to an Existing Registration
- Cancel a Form on an Existing Registration



# Student Performance Data



### INTRODUCTION

Student Performance Data is where Test Administrators enter assessment results after administering Final forms to students. Students must first be associated with Final forms in Registration for the corresponding assessments to appear in Student Performance Data.

### Online Help

Student Performance Data has online help that is launched directly from the Student Performance Data interface in the DRC INSIGHT Portal. You can display the online help by clicking the (?) in the Student Performance Data application. It covers all aspects of using the student performance data functionality, including:

- Student Performance Data
- Complete a Student Characteristics Survey (SCS)
- Complete a Standard Assessment
- Complete an Engagement Rubric (ER) Form

# Reporting Services Menu



### INTRODUCTION

From the Reporting Services menu, DRC INSIGHT Portal users can access, download, and print, student reports, student status reports, and student roster reports.

The Reporting Services application allows you access to WA-AIM reports. Use the menu in the upper left to select a type of report.

**Individual Student Report:** Allows users to download Individual Student Reports for a single student or a group of students. Reports are available in English and five other languages; Arabic, Spanish, Russian, Somali, and Vietnamese.

**Individual Student Report - Engagement Rubric:** Allows users to download Individual Student Reports - Engagement Rubric for a single student or a group of students. Reports are available in English and five other languages; Arabic, Spanish, Russian, Somali, and Vietnamese.

**Student Status Report:** Allows users to download reports that show the status of student testing by district.

**Student Roster Report:** Allows users to download Student Roster Reports that display the total WA-AIM content area scores for each student by the district and school selected.

To exit this application and return to the DRC INSIGHT Portal, select DRC INSIGHT Home from the menu at the upper left.

### Contact Information

Please consult the [training and support](#) documents posted to the WA-AIM section of the OSPI website.

For inquiries related to WA-AIM policies and procedures, please [contact OSPI](#).

For all inquiries related to administering the WA-AIM on the DRC INSIGHT Portal, please contact WA-AIM Customer Care at:

Phone: 1-800-569-2667

Email: [waaimhelpdesk@datarecognitioncorp.com](mailto:waaimhelpdesk@datarecognitioncorp.com)

Monday through Friday 7:30 a.m. to 5:00 p.m. PST

Expanded Customer Service Hours from April 20, 2026 - April 30, 2026: **6 a.m. to 6 p.m. PST**

**The WA-AIM Spring 2026 testing window closes on May 1, 2026 at 5:00 p.m. PST**

