

## Reusing Data in Multiple Test Sessions

In order to:	Select the check box:
Use test session name, test part name, password, date, time, duration, and location to create a new record	Reuse Test Session Data
Use the proctors in this test session in a new test session	Reuse Proctor Data
Use the students in this test session in a new test session	Reuse Student Data
<b>NOTE:</b> You can check more than one "reuse data" check box.	

### Specify the options for data that is reused

1. Select the **Options** link at the top of the **Add Test Session** tab.
2. Select the check boxes for the information you want to reuse.
3. Remove the checks from any data that you do not want to reuse.
4. Select **Save**.

## Log in Conventions

	User Name	Password
<b>Training Environment</b>	role abbreviation + district code + school code	district code + school code
<i>Example:</i> School System Administrator at Williams School District code: 333 School code: 999 User name: SSA333999 Password: 333999		
<b>Live Data Environment</b>	Please contact your School Principal or Assessment Coordinator for user name and password information for the live data environment.	

### Role Abbreviations

- District Testing Director: DTD
- School System Administrator: SSA
- District Test Scheduler: DTS
- School Test Scheduler: STS
- District Technology Support Specialist: DTECH
- School Technology Support Specialist: STECH
- Proctor: PROC1 (for each additional proctor, increment abbreviation by one)
- Teacher: TEACH1 (for each additional teacher, increment abbreviation by one)

## iTest System Quick Reference Guide

### Data Administration (DAS)

Measured Progress CATS Online Help Desk  
 1-800-960-1109 • catsonline@measuredprogress.org

For principals or administrative staff involved in online testing

DAS URL: <http://itest.measuredprogress.org/kde/das/>

### Using the Data Administration System

Step	Instructions
<b>Step 1:</b> Add Staff Members	<ol style="list-style-type: none"> <li>1. Select <b>Staff</b></li> <li>2. Select <b>Add Staff</b> and enter information</li> <li>3. Select <b>Next</b></li> <li>4. Select <b>Add</b>.</li> <li>5. Select their roles and select <b>Add</b> and <b>Save</b></li> </ol>
<b>Step 2:</b> View, Verify and Modify Staff Data	<ol style="list-style-type: none"> <li>1. Select <b>Staff</b> and verify staff information</li> <li>2. <u>Modify a record</u>, Select their name</li> <li>3. Modify the data</li> <li>4. <b>Save Changes</b> and exit</li> </ol>
<b>Step 3:</b> View, Verify and Modify Student Data	<ol style="list-style-type: none"> <li>1. Select <b>Students</b> and verify student data.</li> <li>2. <u>Modify a record</u>, Select their name</li> <li>3. Modify the data</li> <li>4. <b>Save Changes</b> and exit</li> </ol>
<b>Step 4:</b> View, Verify, Assign and Remove Roles	<ol style="list-style-type: none"> <li>1. Select <b>Roles</b></li> <li>2. Select <b>Members</b></li> <li>3. <u>Assign roles</u>, Select <b>Add Users</b>.</li> <li>4. Select users to add and select <b>Add</b></li> <li>5. <u>Remove role members</u>, Select the users to be removed</li> <li>6. Select <b>Remove</b></li> <li>7. Select <b>OK</b> to confirm removal</li> </ol>
<b>Step 5:</b> Add New Students (if necessary)	<ol style="list-style-type: none"> <li>8. <u>Add students</u>, Select <b>Students</b></li> <li>9. Select <b>Add Student</b> and enter information</li> <li>10. Select <b>Save Changes</b> or <b>Save and Add New</b></li> </ol>

Step	Instructions
<b>Step 6:</b> Create New Classes	<ol style="list-style-type: none"> <li>1. Select <b>Classes</b></li> <li>2. Select <b>Add Class</b></li> <li>3. Enter a class name and class number.</li> <li>4. Select a course and grade from the drop-down lists.</li> <li>5. Select <b>Next</b></li> <li>6. Select <b>Add</b> to assign a teacher.</li> <li>7. Select the check box next to the name(s) of the teacher(s)</li> <li>8. Select <b>Add</b></li> <li>9. Select <b>Next</b></li> <li>10. Select <b>Add</b> to assign students.</li> <li>11. Select the check box next to the name(s) of the the students.</li> <li>12. Select <b>Add</b></li> <li>13. Select <b>Save</b></li> </ol>
<b>Step 7:</b> Verify and Modify Classes	<ol style="list-style-type: none"> <li>1. Select <b>Classes</b></li> <li>2. Select the name of the class to view.</li> <li>3. Verify information on the <b>Teachers</b> and <b>Students</b> tabs</li> <li>4. <u>Add a teacher to a class</u>, Select <b>Teachers</b>; Select <b>Add</b>; Select the check box next to the teacher's name; Select <b>Add</b>.</li> <li>5. <u>Add a student to a class</u>, Select <b>Students</b>; Select <b>Add</b>; Select the check box next to the student's name; Select <b>Add</b>.</li> <li>6. <u>Remove a teacher from a class</u>, Select <b>Teachers</b>; Select the check box next to the teacher's name; Select <b>Remove</b>.</li> <li>7. <u>Remove a student from a class</u>, Select <b>Students</b>; Select the check box next to the student's name; Select <b>Remove</b>.</li> </ol>
<b>Step 8:</b> Create New Test Sessions	<ol style="list-style-type: none"> <li>1. Select <b>Test Sessions</b></li> <li>2. Select <b>Add Test Session</b></li> <li>3. Select a <b>Test Name</b></li> <li>4. Enter a test session name and password; Enter the date, time, duration, and location for the test; Repeat for each test part.</li> <li>5. Select <b>Add Proctors</b>.</li> <li>6. Select the check box next to the name(s) of the proctor(s).</li> <li>7. Select <b>Add</b>.</li> <li>8. Select <b>Add Students</b>.</li> <li>9. Select the check box next to the name(s) of the students(s).</li> <li>10. Select <b>Add</b>.</li> <li>11. Select <b>Save</b> or <b>Save and Add New</b>.</li> </ol> <p><b>NOTE:</b> Conflict message: Select <b>Cancel</b> to leave the student in the current session Select <b>Reschedule</b> to move the student to the new session Select <b>Submit</b></p>

Step	Instructions
<b>Step 9:</b> Monitor Student Progress	<ol style="list-style-type: none"> <li>1. Select <b>Test Windows</b></li> <li>2. Select the test to monitor</li> <li>3. Select <b>View Progress</b></li> </ol> <p>Status is as follows:</p> <ul style="list-style-type: none"> <li>• <b>Complete:</b> Student has finished this test part</li> <li>• <b>Incomplete:</b> Student has not yet finished this test part or has not selected the <b>Complete</b> button on the STW.</li> <li>• <b>Absent:</b> Student was absent when this test part was administered.</li> <li>• <b>Scheduled:</b> Student has not started this test part, and is scheduled into a future session</li> </ul> <p><b>NOTE:</b> Student test session results for a given test session do not display in the View Progress windows until the test session has been closed by the proctor/test administrator.</p>
<b>Step 10:</b> Reschedule Students	<p>See <b>Step 7</b> for more information on Test Sessions and Conflict messages.</p> <ol style="list-style-type: none"> <li>1. Select <b>Test Windows</b></li> <li>2. Select the test from <b>Test Window Name</b></li> <li>3. Select <b>View Progress</b></li> <li>4. Select the students(s) be rescheduled.</li> <li>5. Select the new test session</li> <li>6. Select <b>Reschedule</b>.</li> <li>7. <u>Search for absent or flagged students</u>, Select <b>Search</b>; Choose <b>Absent</b> or <b>Reschedule</b> in the <b>Status</b> field; Select <b>Search</b> and reschedule as in 4 to 6 above.</li> </ol>