Classroom Diagnostic Tools Interactive Reports 2013–2014

Updated October 2013

User Guide

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GENERAL INFORMATION

INTRODUCTION

The Classroom Diagnostic Tools (CDT) are a set of online assessments designed to measure specific student strengths, weaknesses, skills, and knowledge throughout the school year to help guide instruction and remediation. The online assessments are available for students in grades six through high school and are fully aligned with the Standards Aligned System (SAS). The assessments are based on content covered by the Keystone Exams and the Pennsylvania System of School Assessments.

A key component of the CDT is the Interactive Reports, which enable users to receive customizable reports for individual students or groups of students. The Interactive Reports also provide dynamic links to instructional resources in SAS based on students' performances on the CDT.

This *User Guide* provides information about how users of the CDT can acquire proper access to the Interactive Reports, along with detailed instructions for using these reports once students begin to take the CDT assessments.

KEY DATES

Description	Date Available
PA Online Assessments Software Update Release	August 26, 2013
Release of the CDT 2013–2014 Administration	August 26, 2013
Start of Testing Window for 2013–2014 (Mathematics, Science, and Literacy)	August 26, 2013
Release of CDT 2013–2014 Interactive Reports	August 26, 2013
End of Test Window for 2012–2013	July 31, 2014

CUSTOMER SERVICE SUPPORT

Assistance is available Monday through Friday (exclusive of holidays), 8:00 AM–5:00 PM Eastern Standard Time, by contacting Data Recognition Corporation's Pennsylvania Customer Service Team at (888) 551-6935 or by email at PAcustomerservice@datarecognitioncorp.com.

ACCESS INTERACTIVE REPORTS ON PA eDIRECT

The Interactive Reports system is Web-based and uses the Web browser currently installed on your computer. The Interactive Reports system is accessed via the PA eDIRECT Web site https://pa.drcedirect.com and requires a PA eDIRECT account.

This section of the *User Guide* provides information about how to access the Interactive Reports system and how to use its components. The Interactive Reports system is for viewing and analyzing student assessment results after students have completed diagnostic testing using the CDT system. Please refer to Appendix B: "Roles and Responsibilities" and Appendix C: "Manage PA eDIRECT Users" in this *User Guide* for detailed information about which functionalities various users should have access to within the system.
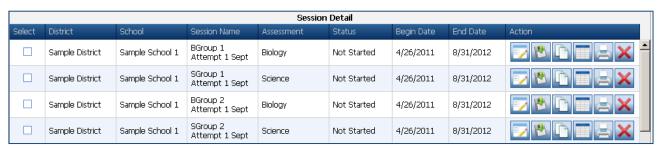
INSTRUCTIONS
Throughout the Test Setup system there are built-in instructions for how to use the system. Anytime you see +Instructions, click on the plus sign, and the instructions will expand.

⊞ Instructions

GRID FUNCTIONALITY
Throughout the PA eDIRECT system, anytime a grid is displayed, it is organized and arranged based on default settings. The information displayed in the grid can be rearranged either by clicking on a column header to re - sort the data based on the column selected, or by clicking on and dragging the column to a new position so that the order in which the columns are displayed is changed.

				Session Detail				
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	Sample District	Sample School 1	BGroup 1 Attempt 1 Sept	Biology	Not Started	4/26/2011	8/31/2012	
☐	Sample District	Sample School 1	SGroup 1 Attempt 1 Sept	Science	Not Started	4/26/2011	8/31/2012	
☐	Sample District	Sample School 1	BGroup 2 Attempt 1 Sept	Biology	Not Started	4/26/2011	8/31/2012	
☐	Sample District	Sample School 1	SGroup 2 Attempt 1 Sept	Science	Not Started	4/26/2011	8/31/2012	

Sample eDIRECT Grid
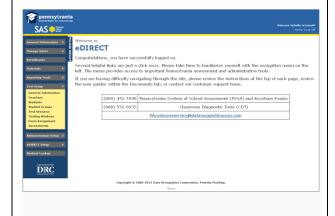
MAP CONFIGURATIONS

The Interactive Reports are displayed as map configurations. A valid map configuration must be selected based on the assessment that was administered. Please refer to the chart below for the available map configuration for each assessment.

Note: For dates as to when each of the assessments listed below becomes available with the Interactive Reports, please refer to the "Key Dates" section of this *User Guide* (page 3).
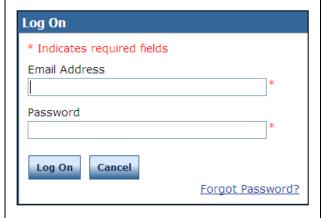
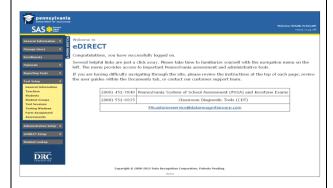| Content Area	Assessment	MAP Configurations
Mathematics	Mathematics	Mathematics Grade 5
Mathematics	Mathematics	Mathematics Grade 6
Mathematics	Mathematics	Mathematics Grade 7
Mathematics	Mathematics	Mathematics Grade 8
Mathematics	Algebra I	Algebra I
Mathematics	Algebra II	Algebra II
Mathematics	Geometry	Geometry
Literacy	Reading/Literature	Reading Grade 5
Literacy	Reading/Literature	Reading Grade 6
Literacy	Reading/Literature	Reading Grade 7
Literacy	Reading/Literature	Reading Grade 8
Literacy	Reading/Literature	Literature
Literacy	Writing/English Composition	Writing Grade 5
Literacy	Writing/English Composition	Writing Grade 6
Literacy	Writing/English Composition	Writing Grade 7
Literacy	Writing/English Composition	Writing Grade 8
Literacy	Writing/English Composition	English Composition
Science	Science	Science Grade 3–5
Science	Science	Science Grade 5
Science	Science	Science Grade 6
Science	Science	Science Grade 6–8
Science	Science	Science Grade 7
Science	Science	Science Grade 8
Science	Science	Science High School
Science	Biology	Biology
Science	Chemistry	Chemistry

LOG ONTO EDIRECT

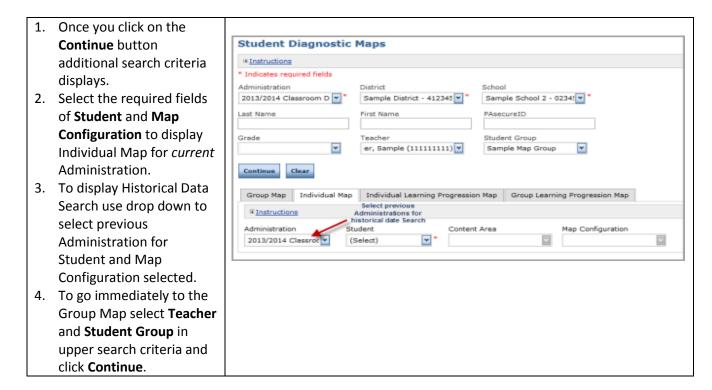|	
1. Open your Internet Browser. 2. Enter the Web address: https://pa.drcedirect.com	
3. Click on the Log On link in the upper right-hand corner of the screen. 4. Enter your email address and password in the text boxes, and click on the **Log On** button. You will receive a temporary password via a system-generated email notifying you that your account has been activated. Use this temporary password to log on to the system for the first time. If you do **NOT** log on to the system within ten (10) days of receiving the temporary password, your account will be made inactive and the password will no longer work.	
5. Once you have successfully logged on, a welcome/home screen will appear.	
6. Click on **Reporting Tools** in the menu on the left side of the screen. 7. Click on **Reporting Tools** and then **Interactive Reports**.	

SELECTING SEARCH CRITERIA FOR INTERACTIVE REPORTS

The existing Interactive Reporting navigation has changed due to the addition of the Historical Data Search – getting to the interactive maps is now a two-step process. If you only select the required fields (designated by a red asterisk) of Administration, District, and School, you will be brought to the Individual Map tab and a second set of search criteria. You can then select a specific student and a Map Configuration, which enables you to view the Individual or Learning Progression Map for that student.

Instructions for District Users:
1. Select the **School.**
2. Click on the **Continue** button.

Instructions for School Users:
1. Select the **School.**
2. Click on the **Continue** button.

Instructions for Teachers:
1. Select the **Student Group** to go directly to Group Maps instead of Individual Maps.
2. Leave **Student Group** blank and click on **Continue** button to go directly to Individual Maps.

Student Diagnostic Maps

⊞ Instructions

* Indicates required fields

Administration	District	School
2013/2014 Classroom D ⌄ *	Sample District - 412345 ⌄ *	Sample School 2 - 0234! ⌄ *

Last Name	First Name	PAsecureID

Grade	Teacher	Student Group
⌄	Teacher, Sample (11111 ⌄	Sample Map Group ⌄

Continue   **Clear**

If you would like to change any of the search filters click on the **Clear** button.

Additional search criteria will expand to fill the screen when the **Continue** button is clicked and collapse the eDIRECT menu to the left. To expand the eDIRECT menu, click on the **Open Menu** link on the upper left of the screen.
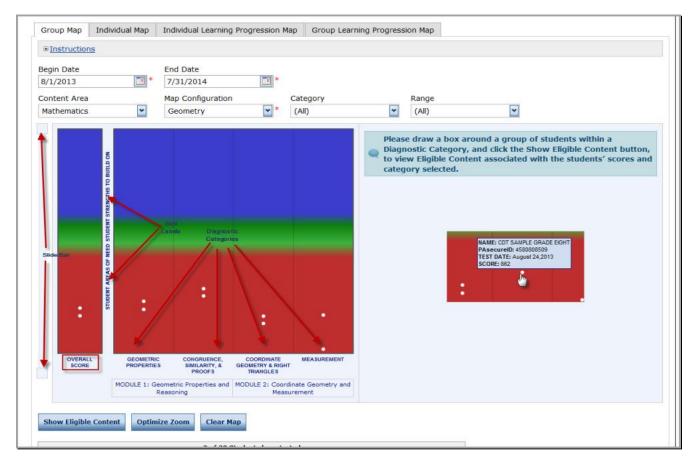
1. Once you click on the **Continue** button additional search criteria displays. 2. Select the required fields of **Student** and **Map Configuration** to display Individual Map for *current* Administration. 3. To display Historical Data Search use drop down to select previous Administration for Student and Map Configuration selected. 4. To go immediately to the Group Map select **Teacher** and **Student Group** in upper search criteria and click **Continue**.	**Student Diagnostic Maps** ⊞ Instructions * Indicates required fields Administration — 2013/2014 Classroom D ▾ * District — Sample District - 412345 ▾ * School — Sample School 2 - 0234! ▾ * Last Name First Name PAsecureID Grade ▾ Teacher — er, Sample (111111111) ▾ Student Group — Sample Map Group ▾ [Continue] [Clear] Group Map │ Individual Map │ Individual Learning Progression Map │ Group Learning Progression Map ⊞ Instructions Select previous Administrations for historical date Search Administration — 2013/2014 Classroc ▾ Student — (Select) ▾ * Content Area ▾ Map Configuration ▾

Note: If there is no data for the map after you click on the **Continue** button and select the additional criteria for the Individual Map, Group Map or Learning Progression Map a message will appear that will indicate there is no data available for the map configuration selected. See the "Map Configurations" section of this *User Guide* (page 5) for additional information.

The Interactive Reports use colors to indicate relative *Strengths to Build On* and *Areas of Need*. Each descriptor correlates with a color range on the scale: Green/Blue = Strengths to Build On; Red = Areas of Need.

- Each white dot on the Group Map represents a single student score.
- Only students within the Student Group with scores will appear as white dots on the map.
- All dots represent the most recent assessment score for each student within the Student Group selected.
- The Group Map is intended to provide general assessment information based on a group of student scores within a Diagnostic Category. For a specific description of the Eligible Content assessed during an individual student's test, please refer to the "Learning Progression Map" section of this *User Guide* (page 16).

Initially, the Group Map shows the entire vertical scale (zoomed all the way out). Click on the **Optimize Zoom** button to zoom to the portion of the scale that includes the highest and lowest scores available based on the search criteria selected. The area in between the slider bars indicates what portion of the total scale is currently being displayed.

Slider Bar—To adjust the map focus, use the upper and lower sliders on the bar to the left of the map. The area between the sliders is the area of the scale displayed on the map.

Skill Labels—These identify the area on the scale above which are **Student Strengths to Build On** and below which are **Student Areas of Need**.
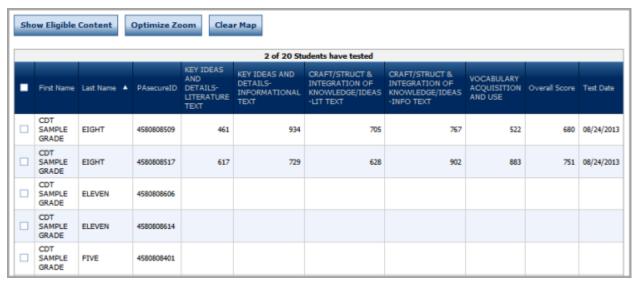
Diagnostic Categories—These appear below each of the columns at the bottom of the map.

Hover Over—Hover over a white dot to view a pop-up of the Name, PAsecureID, Test Date, and Score.

Group Map Grid—This appears below the map and provides a complete list of the students within the selected Student Group.

Fields included in the grid:

- First Name, Last Name, and PAsecureID
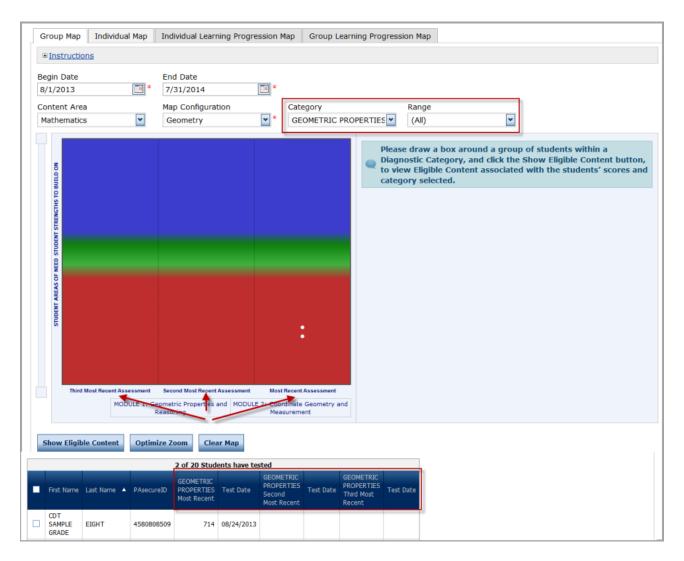- Student scores within Diagnostic Categories
- Overall Score
- Test Date

Show Eligible Content	Optimize Zoom	Clear Map							
			2 of 20 Students have tested						
	First Name	Last Name ▲	PAsecureID	KEY IDEAS AND DETAILS-LITERATURE TEXT	KEY IDEAS AND DETAILS-INFORMATIONAL TEXT	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS -LIT TEXT	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS -INFO TEXT	VOCABULARY ACQUISITION AND USE	Overall Score	Test Date
☐	CDT SAMPLE GRADE	EIGHT	4580808509	461	934	705	767	522	680	08/24/2013
☐	CDT SAMPLE GRADE	EIGHT	4580808517	617	729	628	902	883	751	08/24/2013
☐	CDT SAMPLE GRADE	ELEVEN	4580808606							
☐	CDT SAMPLE GRADE	ELEVEN	4580808614							
☐	CDT SAMPLE GRADE	FIVE	4580808401							

Group Map Grid

Individual Student Select—Click on a white dot in any one of the columns to connect all of the scores for an individual student across Diagnostic Categories. The selected student's dots will turn black and the student's information will be gray-highlighted in the Group Map Grid.

Category Filter—Select a single Diagnostic Category from the **Category** drop-down menu at the top of the map to show student scores for a single category across multiple assessments.

Range Filter—To select either the **Student Strengths to Build On** or **Student Areas of Need** portions of the scale, use the **Range** drop-down menu at the top of the map.
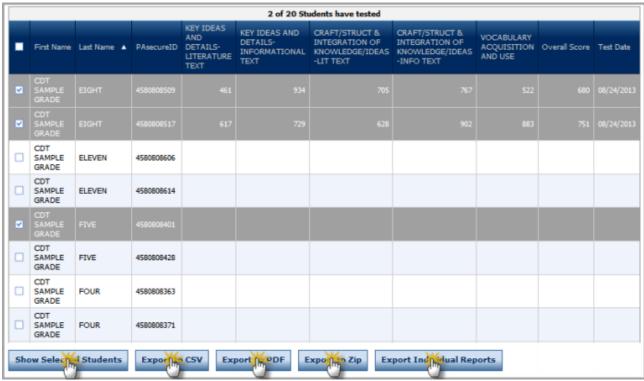

Show Selected Students—To display ONLY specific students on the map, check the box next to those students in the Group Map Grid and click on the **Show Selected Students** button. The new map generated will ONLY include the students who were represented as white dots in the previous map view. Those students will have the boxes next to their names checked in the Group Map Grid.

Export to CSV—Click on the **Export to CSV** button at the bottom of the Group Map Grid to export map data to a CSV-formatted table.

Export to PDF—Click on the **Export to PDF** button at the bottom of the Group Map Grid to export a PDF image of the current view of the map, search criteria, and the Group Map Grid. Instructional Enrichment will only appear in the PDF if individual students and **Show Eligible Content** have been selected. The Instructional Enrichment will appear in the bar to the right of the map.

Export to Zip—Click on the *Export to Zip* button at the bottom of the Group Map Grid to export map data to a Zip File.

Export Individual Reports— Click on the *Export Individual Reports button* at the bottom of the Group Map Grid to export the Individual Reports.
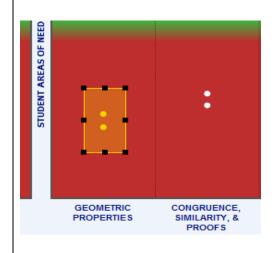
	First Name	Last Name ▲	PAsecureID	KEY IDEAS AND DETAILS- LITERATURE TEXT	KEY IDEAS AND DETAILS- INFORMATIONAL TEXT	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS -LIT TEXT	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS -INFO TEXT	VOCABULARY ACQUISITION AND USE	Overall Score	Test Date
☑	CDT SAMPLE GRADE	EIGHT	4580808509	461	934	705	767	522	680	08/24/2013
☑	CDT SAMPLE GRADE	EIGHT	4580808517	617	729	628	902	883	751	08/24/2013
☐	CDT SAMPLE GRADE	ELEVEN	4580808606							
☐	CDT SAMPLE GRADE	ELEVEN	4580808614							
☑	CDT SAMPLE GRADE	FIVE	4580808401							
☐	CDT SAMPLE GRADE	FIVE	4580808428							
☐	CDT SAMPLE GRADE	FOUR	4580808363							
☐	CDT SAMPLE GRADE	FOUR	4580808371							

2 of 20 Students have tested

[Show Selected Students] [Export to CSV] [Export to PDF] [Export to Zip] [Export Individual Reports]

Group Map Grid

VIEW ELIGIBLE CONTENT & ACCESS SAS MATERIALS AND RESOURCES:

Multiple Students—To select multiple students within one of the Diagnostic Categories, follow these steps:

1. Draw a box around a group of students by holding the mouse button down while dragging the cursor (pointer) across the dots to be selected.
2. Click on the **Show Eligible Content** button.
3. The selected students' dots will turn yellow and will be yellow-highlighted in the Group Map Grid.
4. A list of Eligible Content for the Diagnostic Category, associated with the range of scores for the students selected, will appear to the right of the map.
5. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.

Note: Teachers with Standards Aligned System (SAS) accounts should make sure their user account email address for eDIRECT is the same as the email address they use for their SAS account. This will allow automatic sign-in to the Teacher Tool Box in SAS whenever the Interactive Reports system interfaces with SAS.

- The Individual Map has the ability to show the three most recent assessments that apply to the map configuration selected for an individual student.
- A white dot indicates the most recent, a black triangle the second most recent, and a gray diamond the third most recent.
- The lines extending above and below each mark indicate the standard error. The standard error range is used when comparing scores from different assessments to determine whether the differences are significant. The standard error range of total scores is smaller because the scores are based on more test items than the scores in Diagnostic Categories.
- The Individual Map is intended to provide general Instructional Enrichment (a set of Eligible Content) based on a student's score within a Diagnostic Category. For a specific description of the Eligible Content assessed during a student's test, please refer to the "Learning Progression Map" section of this *User Guide* (page 16).

Initially, the Individual Map shows the entire vertical scale (zoomed all the way out). Click on the **Optimize Zoom** button to zoom to the portion of the scale that includes the highest and lowest scores available based on the search criteria selected. The area in between the slider bars indicates what portion of the total scale is currently being displayed.

Student Filter—Click on the **Student** drop-down menu to select a student. When a new student is selected, the map will refresh.

Slider Bar—To adjust the map's focus, use the upper and lower sliders on the bar to the left of the map. The area between the sliders is the area of the scale that is displayed on the map.

Skill Labels—These identify the area on the scale above which are **Student Strengths to Build On** and below which are **Student Areas of Need**.

Diagnostic Categories—These appear below each of the columns at the bottom of the map.

Hover Over—Hover over the dot in the middle of the white, grey, or black line to view a pop-up of the Assessment Date and Score.

Export to PDF—Click on the **Export to PDF** button to export a PDF image of the current view of the map, search criteria, and Instructional Strategies. Instructional Strategies will only appear in the PDF if **Show Eligible Content** has been selected. They will appear in the bar to the right of the map.

Export to CSV—Click on the **Export to CSV** button to export map data to a CSV-formatted table.

VIEW ELIGIBLE CONTENT & ACCESS STANDARDS ALIGNED SYSTEM (SAS) MATERIALS AND RESOURCES:

Note: Eligible Content and links to SAS materials and resources are only provided in reference to a student's most recent test scores (white dots).

1. Click a white dot within one of the Diagnostic Categories.
2. The list of Eligible Content for the Diagnostic Category, associated with the student's score, will appear to the right of the map.
3. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.

INSTRUCTIONAL ENRICHMENT

This Report Shows Eligible Content associated with the scores of the students and the Diagnostic Category selected. These students may benefit from enrichment in the following:

- M06.A-____.1.3: Locate and plot integers and other rational numbers on a horizontal or vertical number line; locate and plot pairs of integers and other rational numbers on a coordinate plane.
- M05.A-T.1.1.4: Compare two decimals to thousandths based on meanings of the digits in each place, using >, =, and < symbols.
- M06.A-R.1.1.5: Find a percent of a quantity as a rate per 100 (e.g., 30% of a quantity means 30/100 times the quantity); solve problems involving finding the whole, given a part and the percent.
- M06.B-E.2.1.3: Solve real-world and mathematical problems by writing and solving equations of the form x + p = q and px = q for cases in which p, q and x are all non-negative rational numbers.
- M06.A-N.2.1.1: Solve problems involving operations (+, –, ×, ÷) with whole numbers, decimals (through thousandths), straight computation or word problems.

HISTORICAL DATA SEARCH

- The Historical Data Search is only available for Individual Students and not Student Groups.
- To see a student's scores from a previous Administration select the Administration in the search criteria directly above the Individual Map.
- Populate the required fields of Student and Map Configuration
- If there is data available for a student in a previous Administration the Individual Map will display.
- If there is no data available, a message will appear letting you know there is no data available for the Map Configuration selected for that student.

INDIVIDUAL LEARNING PROGRESSION MAP

- The Learning Progression Map is a graphical representation about how learning may typically move toward increased understanding over time based on Eligible Content.
- Each dot (green or red) represents the Eligible Content in a subject's domain and subdomain and for a specific grade level or course.
- The grade/course is highlighted based on the map configuration selected.
- The initial view of the Learning Progression Map will automatically expand all domains and subdomains that contain Eligible Content on which a student was assessed.
- All Learning Progression domains and subdomains can be expanded or collapsed.
- Use the scroll bar to view all Eligible Content.

A *green* dot indicates that the student was presented with at least one test item for the Eligible Content and was successful, possibly indicating "Student Strengths to Build On."
A *red* dot indicates that the student was presented with at least one test item from the Eligible Content and was unsuccessful, possibly indicating "Student Areas of Need."
A *blank square* represents Eligible Content that is available, but the student was not presented with any test items from that Eligible Content.

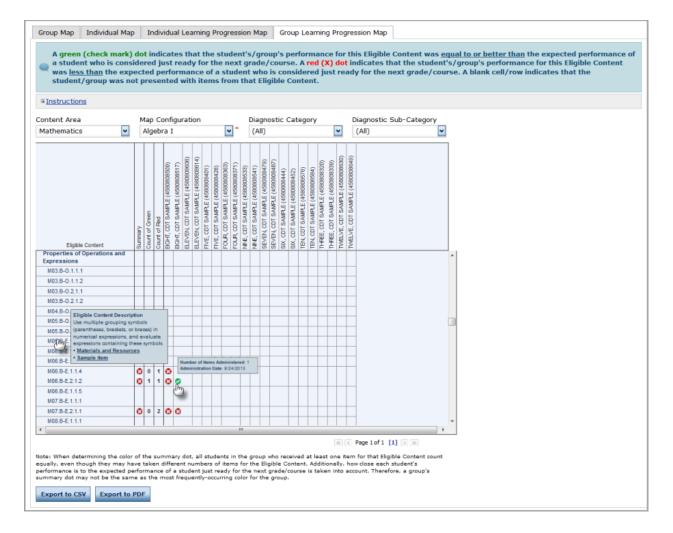**VIEW ELIGIBLE CONTENT & ACCESS SAS MATERIALS AND RESOURCES, AND SAMPLE ITEMS:**

1. Hover over any of the Eligible Content until a pop-up appears.
2. Use the mouse to move the pointer into the pop-up and click on the **Materials and Resources** link to launch the Standards Aligned Systems (SAS) Web site and to view materials and resources aligned to the Eligible Content. Voluntary Model Curriculum (VMC) Units and Lesson Plans aligned to the Eligible Content selected will be the first listed among the variety of materials and resources presented in the list of SAS options, if a VMC unit for the Eligible Content is currently available in SAS.
3. Click on the **Sample Item** link within the pop-up to view a sample test item representative of the Eligible Content selected. Sample items are of an average difficulty level compared to the set of items aligned to an Eligible Content; the specific item(s) presented to the student may be more or less difficult compared to the sample item displayed.

GROUP LEARNING PROGRESSION MAP

- The Group Learning Progression Map displays all Eligible Content for the specified content area.
- Enables teachers and administers to view the learning progression map at a classroom level.
- Each dot (green or red) represents an item(s) that was presented to the student.
- The Eligible Content rows are highlighted based on the map configuration selected.
- Use the scroll bar to view all Eligible Content.

Note: When determining the color of the **summary dot**, all students in the group who received at least one item for that Eligible Content count equally, even though they may have taken different numbers of items for the Eligible Content. Additionally, how close each student's performance is to the expected performance of a student just ready for the next grade/course is taken into account. Therefore, a group's summary dot may not be the same as the most frequently-occurring color for the group.

DETERMINE INSTRUCTIONAL PLAN FOR STUDENT(S)

ACCESSING MATERIALS AND RESOURCES ON SAS

There are several ways to access materials and resources from the Standards Aligned System (SAS) directly from the Interactive Reports:
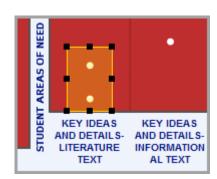
- from the Group Diagnostic Report,
- from the Individual Diagnostic Report, or
- from the Learning Progression Map.

Note: Teachers with Standards Aligned System (SAS) accounts should make sure their user account email address for eDIRECT is the same as the email address they use for their SAS account. This will allow automatic sign-in to the Teacher Tool Box in SAS when an Eligible Content code is selected.

VIEW ELIGIBLE CONTENT & ACCESS MATERIALS AND RESOURCES FROM THE GROUP DIAGNOSTIC REPORT:

Multiple Students—To select multiple students within one of the Diagnostic Categories, follow these steps:

1. Draw a box around a group of students by holding the mouse button down while dragging the cursor (pointer) across the dots to be selected.
2. Click on the **Show Eligible Content** button.
3. The selected students' dots will turn yellow and will be yellow-highlighted in the Group Map Grid.
4. A list of Eligible Content for the Diagnostic Category associated with the range of scores for the students selected will appear to the right of the map.
5. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.
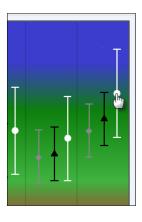
VIEW ELIGIBLE CONTENT & ACCESS MATERIALS AND RESOURCES FROM THE INDIVIDUAL DIAGNOSTIC REPORT:

1. Click on a white dot within one of the Diagnostic Categories.
2. The list of Eligible Content for the Diagnostic Category associated with the student's score will appear to the right of the map.
3. Click on any one of the Eligible Content codes to launch into the Standards Aligned System (SAS) Web site and gain access to all curriculum and resources available for the Eligible Content selected.
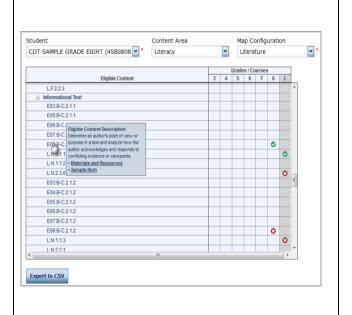

INSTRUCTIONAL ENRICHMENT

This Report Shows Eligible Content associated with the scores of the students and the Diagnostic Category selected. These students may benefit from enrichment in the following:

- **E07.A-C.2.1.3:** Determine how the author uses the meaning of words or phrases, including figurative and connotative meanings analyze the impact of rhymes and other repetitions of sounds.
- **L.F.1.2.4:** Draw conclusions about connotations of words.
- **E06.A-C.2.1.1:** Determine an author's purpose; explain how an author develops the point of view of the narrator or speaker describe the effectiveness of the point of view.
- **E05.A-C.2.1.1:** Describe how a narrator's or speaker's point of view influences how events are described; describe an author's

VIEW ELIGIBLE CONTENT & ACCESS MATERIALS, RESOURCES, AND SAMPLE ITEMS FROM THE LEARNING PROGRESSION MAP:

1. Hover over a desired dot until a pop-up appears.
2. Click on the **Materials and Resources** link within the pop-up to launch the SAS Web site and view materials and resources aligned to the Eligible Content. Voluntary Model Curriculum (VMC) Units and Lesson Plans aligned to the Eligible Content selected will be the first listed among the variety of materials and resources presented in the list of SAS options, if a VMC unit for the Eligible Content is currently available in SAS.
3. Click on the **Sample Item** link to view a sample test item representative of the Eligible Content selected. Sample items are of an average difficulty level compared to the set of items aligned to an Eligible Content; the specific item(s) presented to the student may be more or less difficult compared to the sample item displayed.

ADDITIONAL RESOURCES

If you have any questions, please review the support documentation and training resources that are available on PA eDIRECT/General Information/Documents at https://pa.drcedirect.com.
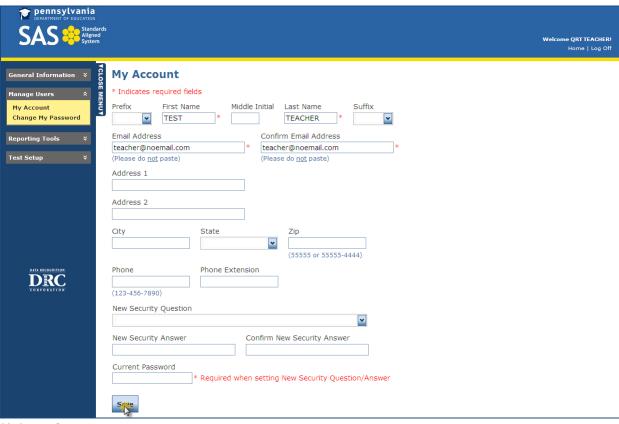
DRC PA CUSTOMER SERVICE TEAM	
Phone	(888) 551-6935
Email	PAcustomerservice@datarecognitioncorp.com
Fax	(763) 268-2567
Hours	Monday–Friday (exclusive of holidays) 8:00 AM–5:00 PM Eastern Standard Time

APPENDIX A: MANAGE YOUR PA eDIRECT ACCOUNT

MY ACCOUNT

1. On the left hand side of the box, expand the **Manage Users** menu to display user account tools.
2. To update your personal information, click on **My Account**.
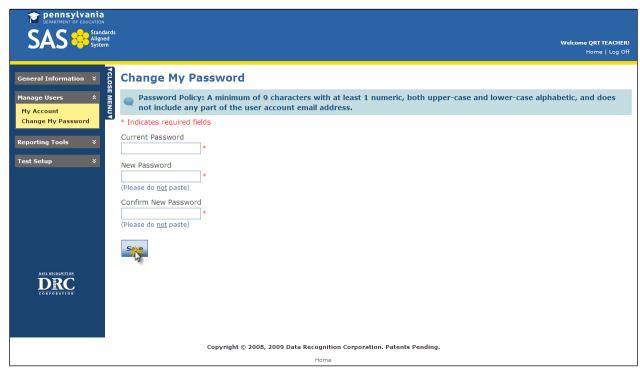3. Click on **Save** upon completion.

My Account Page

CHANGE MY PASSWORD

1. To change your password, click on **Change My Password** under **Manage Users**. Note the **Password Policy** in the blue header.
2. Click on **Save** upon completion.

Change Password Page

APPENDIX B: ROLES AND RESPONSIBILITIES

This section outlines the roles and responsibilities for the District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), Teachers, and Test Administrators (TAs) as they relate to the Classroom Diagnostic Tools (CDT) Interactive Reports. As detailed in this section, the DAC is responsible for setting up all SACs at schools within the district that will be participating, and in turn the SACs are responsible for setting up all the Teachers and TAs within the school that will be participating.

Though the CDT Interactive Reports system allows for the DAC and SACs to have many of the same responsibilities, it is flexible enough to allow for the DAC to be more restrictive of the SACs' access and rights in the system.

Note: For information about assigning permissions and roles and responsibilities related to the administration of the Classroom Diagnostic Tools (CDT) assessments please refer to the *Classroom Diagnostic Tools 2013–2014 User Guide*, available electronically on the PA eDIRECT Web site under **Documents.**

Data Recognition Corporation (DRC) PA Customer Service
Responsibilities:
- Set up all DACs and District Technology Coordinators whose first name, last name, and email address were provided via the PA eDIRECT Enrollment system, via PA Customer Service email, or via the Classroom Diagnostic Tools 2013–2014 Registration Form.

DACs
Responsibilities:
- Verify their PA eDIRECT account has been set up appropriately, and contact DRC PA Customer Service if there are any issues.
- Verify and set up SAC PA eDIRECT user accounts appropriately.
- Provide training and support to SACs.

SACs
Responsibilities:
- Verify their PA eDIRECT account has been set up appropriately, and contact the DAC if there are any issues.
- Verify and set up Teachers' PA eDIRECT user accounts appropriately.
- Provide training and support to Teachers.
- Confirm all teachers utilizing the CDT Interactive Reports are listed as Teachers within the PA eDIRECT Test Setup system; ensure email address within the Test Setup system match email address associated with PA eDIRECT user accounts; and ensure Teachers and students are associated correctly via Student Groups in the Test Setup system.

Teachers
Responsibilities:
- Verify their PA eDIRECT account has been set up appropriately, and contact the SAC if there are any issues.
- Verifying the SAC has correctly created Student Groups within the PA eDIRECT Test Setup system, thereby ensuring Teachers have access to the appropriate student results within the Interactive Reports.
- Confirm their PA eDIRECT account and Standards Aligned System (SAS) account email addresses are the same.

TAs
Responsibilities:
- Do not have a need to access CDT Interactive Reports.

APPENDIX C: MANAGE PA eDIRECT USERS

PA eDIRECT is a permissions-based system, meaning that users with administrative rights will need to select what role each person has and assign permissions to that individual accordingly. This allows the flexibility to have users with the same roles but different permissions.

Permissions must be assigned for the District Test Coordinators (DACs), School Test Coordinators (SACs), Teachers, and Test Administrators (TAs). Since DACs and SACs are responsible for adding and managing users within the PA eDIRECT system, DRC recommends that only DACs and SACs be granted administrative permissions.

If you are a DTC or an SAC who has been granted administrative permissions, you will have the ability to manage all user accounts within your district, including schools. The following table lists the actions that can be performed by clicking on **User Administration** under the **Manage Users** menu tab and selecting **Edit User**.

Actions		
Edit User		Update user contact information/profile. Set a new password.
Reset User		Reactivate a user account if it is inactive.
Inactivate		Inactivate a user account.

The **Profiles** tab allows an administrative user to update multiple user profiles at a time.

REQUIRED PERMISSIONS TO VIEW INTERACTIVE REPORTS AND HISTORICAL DATA SEARCH

To view the interactive diagnostic reports, the following permissions must be granted:
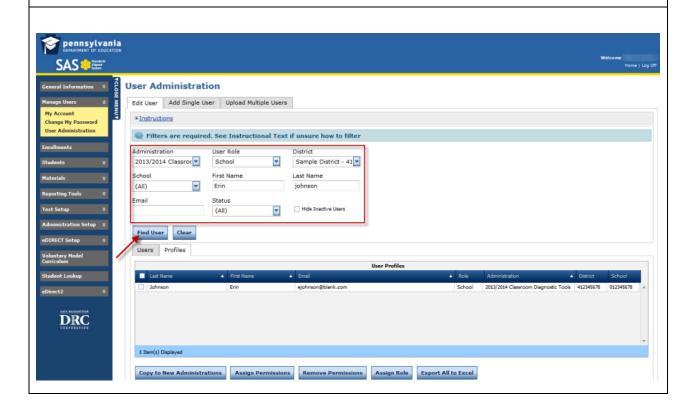
Reports—Diagnostic Reports

Teachers
1. Teachers must not only have PA eDIRECT user accounts, but they must also be in the Test Setup system and have students associated with them via Student Groups to access the Group Map.
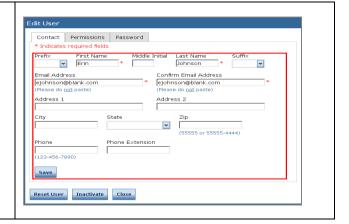2. The email address for a Teacher's Test Setup profile MUST match his/her PA eDIRECT user account email address.

EDIT EXISTING USER

1. To edit an existing user, click on **User Administration.**
2. Enter the desired search criteria and click on **Find User**.
3. To reset a user's password, click on the **Reset Password** icon.
4. To inactivate a user account, click on the **Inactivate** icon.
5. To edit a user's contact info, permissions, or password, click on the **View/Edit** icon.

Edit Contact Information

1. To edit contact information, click on the **Contact Tab.** 2. Make the desired changes, and click on **Save.**	

Edit User Permissions

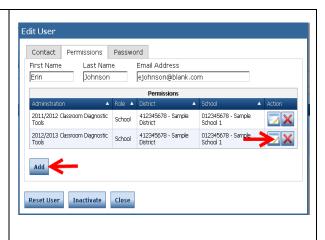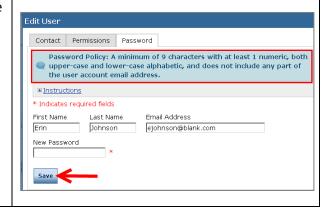|	
1. To edit a user's permissions, click on the **Permissions** tab. 2. To edit permissions of a current administration, click on the **View/Edit** icon of the desired administration. (See the "Add Single New User" section of this *User Guide*.) 3. To remove an administration altogether, click on the **Delete** icon. 4. To add permissions for a new administration, click on **Add.** (See the "Add Single New User" section of this *User Guide*.)	

Set User Password

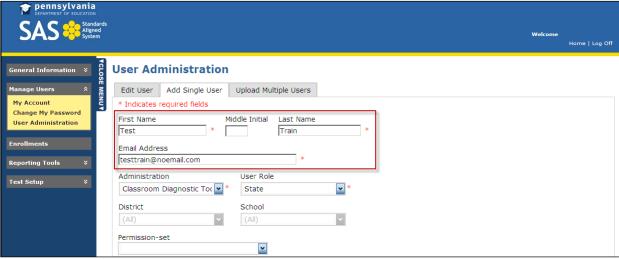|	
1. To manually set a user's password, click on the **Password** tab. 2. Set a new password in accordance with the **Password Policy** found in the blue header. 3. Click on **Save** upon completion.	

SETTING UP A NEW USER

Administrative users have the option to either set up users one at a time or to perform an upload of multiple users. An email will be sent to new users notifying them that an account has been created. They will be provided with a temporary password that they will use to log on to the system for the first time. If they do **NOT** log on to the system within ten (10) days of receiving their temporary password, their account will be made inactive, and the password will no longer work.

When an administrative user tries to add a new user who has an existing account, the system will generate a notification that an account exists and that the system was unable to add him/her as a new user. Instead, the user's permissions should be updated as needed.

ADD SINGLE NEW USER

1. To add a new user, click on the **Add Single User** tab.

User Administration Page – Add Single User Tab

2. Enter required contact information.
3. Select Administration (if available).
4. Define User Role.
5. Select the appropriate District from the drop-down menu. Note that you will only have access to districts for which you have an account.
6. If you are adding a School User, please select the appropriate school from the drop-down menu for which the user should have an account. If a user works for multiple schools, you will need to manage that information in the **Profile** section under **Edit User**.

7. Select from the **Available Permissions** column, and then click on the **Add Selected** ![icon] icon.

   a. When permission is highlighted, its description will display below in blue.

   b. To duplicate the permission settings of a current user, select the **Clone** ![icon] icon.
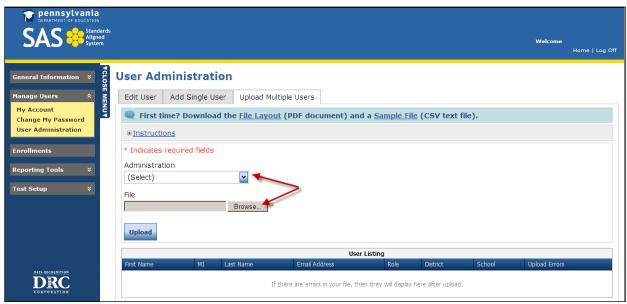

Inset of User Administration Page

8. Click on **Save**.
9. An email will be automatically generated and sent to the new user, informing him/her that an account has been created and including his/her username and temporary password.

UPLOAD MULTIPLE USERS

1. To upload multiple users, click on the **Upload Multiple Users** tab. Note that all users in a single upload must have the same permissions.

User Administration Page – Upload Multiple Users tab

2. Select the Administration (if available).
3. Click on **Browse** to attach your spreadsheet. For an example of the file layout, click on **File Layout** or **Sample File** in the blue header.
4. Click on **Upload.**
5. Define permissions for users. (See the "Add Single New User" section in this *User Guide*.)

APPENDIX D: ACCESSING DOCUMENTS ON eDIRECT

eDIRECT documents contain program information such as administration manuals, teacher instructions or other documents for general use.

1. On the left-hand side of the box, expand the **General Information** menu to display system information.
2. To access **Documents**, simply click on the link.

APPENDIX E: EDIRECT MINIMUM SYSTEM REQUIREMENTS

MINIMUM WEB BROWSER REQUIREMENTS
- Microsoft Internet Explorer 6.0 or higher
- Mozilla Firefox 2.0 or higher
- Apple Safari 3.1.2 or higher
- Any other Web browser compatible with these browsers

ADDITIONAL REQUIREMENTS
- Browser must support JavaScript
- Browser must accept session-based cookies

*Make sure firewalls allow emails from *XX***@datarecognitioncorp.com**

APPENDIX F: DIAGNOSTIC CATEGORIES

Assessment	Diagnostic Category	Module
Mathematics	NUMBERS & OPERATIONS	N/A
Mathematics	MEASUREMENT	N/A
Mathematics	GEOMETRY	N/A
Mathematics	ALGEBRAIC CONCEPTS	N/A
Mathematics	DATA ANALYSIS & PROBABILITY	N/A
Algebra I	OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS	MODULE 1: Operations and Linear Equations & Inequalities
Algebra I	LINEAR EQUATIONS & INEQUALITIES	MODULE 1: Operations and Linear Equations & Inequalities
Algebra I	FUNCTIONS & COORDINATE GEOMETRY	MODULE 2: Linear Functions and Data Organization
Algebra I	DATA ANALYSIS	MODULE 2: Linear Functions and Data Organization
Geometry	GEOMETRIC PROPERTIES	MODULE 1: Geometric Properties and Reasoning
Geometry	CONGRUENCE, SIMILARITY, & PROOFS	MODULE 1: Geometric Properties and Reasoning
Geometry	COORDINATE GEOMETRY & RIGHT TRIANGLES	MODULE 2: Coordinate Geometry and Measurement
Geometry	MEASUREMENT	MODULE 2: Coordinate Geometry and Measurement
Algebra II	OPERATIONS WITH COMPLEX NUMBERS	MODULE 1: Numbers Systems and Non-Linear Expressions & Equations
Algebra II	NON-LINEAR EXPRESSIONS & EQUATIONS	MODULE 1: Numbers Systems and Non-Linear Expressions & Equations
Algebra II	FUNCTIONS	MODULE 2: Functions and Data Analysis
Algebra II	DATA ANALYSIS	MODULE 2: Functions and Data Analysis
Science	THE NATURE OF SCIENCE	N/A
Science	BIOLOGICAL SCIENCES	N/A
Science	PHYSICAL SCIENCES	N/A
Science	EARTH/SPACE SCIENCES	N/A
Biology	BASIC BIOLOGICAL PRINCIPALS/CHEMICAL BASIS FOR LIFE	MODULE 1: Cells and Cell Processes
Biology	BIOENERGETIC/HOMEOSTASIS AND TRANSPORT	MODULE 1: Cells and Cell Processes
Biology	CELL GROWTH AND REPRODUCTION/GENETICS	MODULE 2: Continuity and Unity of Life
Biology	THEORY OF EVOLUTION/ECOLOGY	MODULE 2: Continuity and Unity of Life

Assessment	Diagnostic Category	Module
Chemistry	PROPERTIES AND CLASSIFICATION OF MATTER	MODULE 1: Structure and Properties of Matter
Chemistry	ATOMIC STRUCTURE AND THE PERIODIC TABLE	MODULE 1: Structure and Properties of Matter
Chemistry	THE MOLE AND CHEMICAL BONDING	MODULE 2: The Mole Concept and Chemical Interactions
Chemistry	CHEMICAL RELATIONSHIPS AND REACTIONS	MODULE 2: The Mole Concept and Chemical Interactions
Reading/Literature	KEY IDEAS AND DETAILS- LITERATURE TEXT	N/A
Reading/Literature	KEY IDEAS AND DETAILS- INFORMATIONAL TEXT	N/A
Reading/Literature	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS- LIT TEXT	N/A
Reading/Literature	CRAFT/STRUCT & INTEGRATION OF KNOWLEDGE/IDEAS- INFO TEXT	N/A
Reading/Literature	VOCABULARY ACQUISITION AND USE	N/A
Writing/English Composition	QUALITY OF WRITING: FOCUS AND CONTENT	N/A
Writing/English Composition	QUALITY OF WRITING: ORANIZATION AND STYLE	N/A
Writing/English Composition	QUALITY OF WRITING: EDITING	N/A
Writing/English Composition	CONVENTIONS: SPELLING, CAPITALIZATION, AND PUNCTUATION	N/A
Writing/English Composition	CONVENTIONS: GRAMMAR AND SENTENCE FORMATION	N/A