

# BIE Science Assessment

PORTAL USER GUIDE

2024-2025 School Year



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### Version Control

Version	Date	Author	Change Description
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## INTRODUCTION

BIE Science Assessment online testing system is used to administer assessments and access student and summary reports for the BIE Science Assessment.

There are two components of the BIE Science Assessment online testing platform: the **BIE Science Assessment Portal**, used by school administrators to perform all test administration tasks, and the **Student Testing Interface**, used by students to take practice tests and the Science assessment. The **Student Testing Interface** is accessible using a Kiosk application; the BIE Science Benchmark tests and practice tests and can be accessed via a web browser or the Kiosk. For more information on installing the BIE Science Assessment Kiosk, see the [BIE Science Assessment Kiosk Installation Guide](#).

For more information on technology requirements for the BIE Science Assessment Portal and the Student Testing Interface using a kiosk, see the BIE Science Assessment Technology Guidelines on the [BIE Science Assessment Help & Support page](#).

## TECHNICAL SUPPORT

If you experience any difficulty using the portal, contact Cognia Technical Support at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or (800) 887-7027 or use the [live chat link](#) on the Cognia BIE Science Assessment [Help and Support Site](#).

For questions about the installation of the kiosk, contact Cognia Technical Support at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or 1 (800) 887-7027.

For questions about the test administration or other technical information, contact the Cognia Help Desk at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or 1 (800) 877-7027.

For questions or information regarding BIE Science Assessment policy and testing procedures, contact the [Bureau of Indian Education: U.S. Department of the Interior](#) at [aurelia.shorty@bie.edu](mailto:aurelia.shorty@bie.edu).

## ROLES & RESPONSIBILITIES

The BIE Science Assessment Portal recognizes four user roles:

1. School Test Coordinator
2. IT Coordinator
3. Test Administrator
4. Reports Access Only

Each role has a separate set of responsibilities which determine the user's level of access to the components available on the BIE Science Assessment Portal.

The table below has descriptions of roles and permissions.

Role	Responsibilities
<b>School Test Coordinator (STC)</b>	The STC has access to one or more schools and can: <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate peer STC accounts, ITC, TA and Reports Access Only accounts).</li> <li>• Access Proctor Password from Administration home page.</li> <li>• Add students, edit student information and set accommodations.</li> <li>• Request, approve and view student transfers in the Enrollment Transfer screen.</li> <li>• Create, edit, and delete classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Access Information Technology Coordinator Portal menus.</li> <li>• View Dashboard.</li> <li>• Create and review reports.</li> </ul>
<b>IT Coordinator (ITC)</b>	The ITC is assigned to one or more school and can: <ul style="list-style-type: none"> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing.</li> </ul> For more information, see the <i>BIE Science Assessment Kiosk Installation Guide</i> .
<b>Test Administrator (TA)</b>	The TA is assigned to one or more school and can: <ul style="list-style-type: none"> <li>• Print student logins and the session access codes.</li> <li>• Monitor student testing progress</li> </ul> <b>Note:</b> The Test Administrator cannot add accounts nor edit any account other than his or her own.
<b>Reports Only</b>	The Reports only user is assigned to one or more school and can: <ul style="list-style-type: none"> <li>• Create and view reports for assigned organizations.</li> </ul>

## SCHOOL TEST COORDINATOR

One STC account will be created for each school. You will receive an email notification once your account has been created. The designated STC for each school will then be able to create additional STC accounts if needed. If you have not received your credentials:

- Contact the Cognia Help Desk at [bietechsupport@cognia.org](mailto:bietechsupport@cognia.org) or (800)-877-7027.

The STC has access to the Users, Administration, and Reporting components for their assigned school(s) in the BIE Science Assessment Portal.

## IT COORDINATOR

The School Test Coordinator will create any required IT Coordinator account(s) for their school(s). If you have not received your credentials, contact your STC.

The ITC only has access to the Site Readiness tab of the Administration component for their assigned school(s). An STC assigned to the school(s) also has access to perform the site setup and certification tasks.

When you receive your credentials, you are ready to set up the testing environment for the school(s) assigned by:

1. Configuring the network for student testing.
2. Downloading and installing the appropriate kiosk to each device used for testing. Windows and Mac kiosks are downloaded directly from the portal. Tablet kiosks are downloaded directly from the appropriate app store.
3. Launching the kiosk on each device used for testing.
4. Completing the Site Readiness Test to ensure that testing devices are ready for student testing.
5. Certifying the site (school) is ready for testing.

For more information on installing the BIE Science Assessment Kiosk, see the *Kiosk Installation Guide*, which is available on the [BIE Science Assessment Help & Support page](#).

## TEST ADMINISTRATOR

The School Test Coordinator will create one or more Test Administrator accounts for your school. The TA has access to the Administration component for their assigned school(s). If you have not received your credentials, contact your STC.

If an STC also acts as a TA for one or more test sessions, a separate account will need to be created under the Test Administrator role. This ensures a username is available in the **Teacher** list and can be assigned to classes and scheduled for test sessions.

TA accounts will only have access to their assigned Test Sessions.

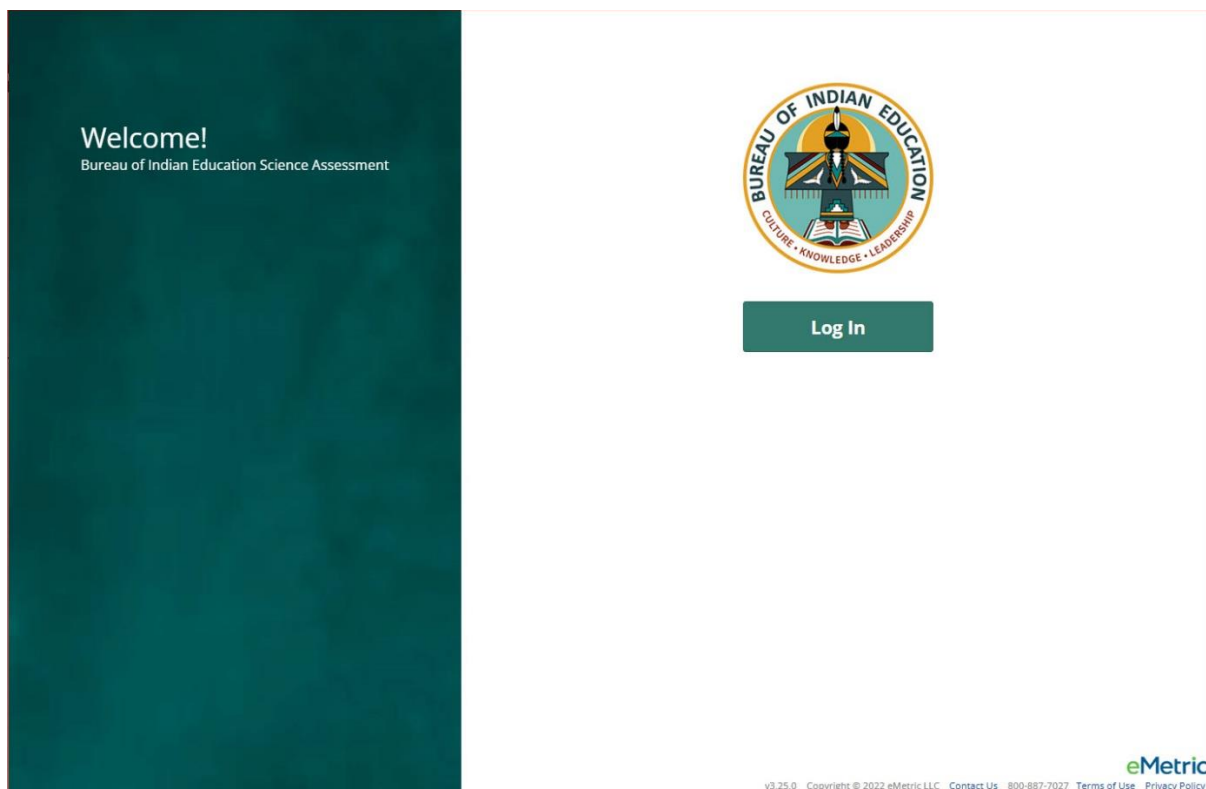
## REPORTS ONLY

The School Test Coordinator will create Reports Only accounts for your school(s). The Reports Only role has access to the Reporting component for their assigned organization and can create and review reports.

For more information regarding Reporting, please see the *BIE Science Assessment Reporting User Guide*, which will be available on the [BIE Science Assessment Help & Support page](#) this fall.

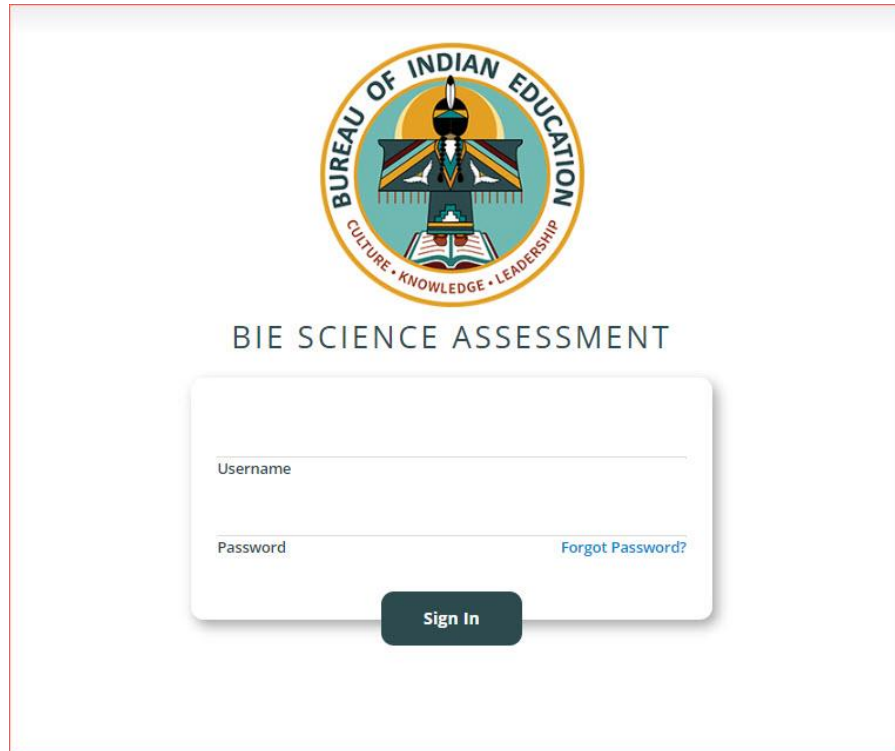
## LOGGING IN

To access the BIE Science Assessment Portal, users will navigate to [bie.cognia.org](http://bie.cognia.org) and will be presented with a page similar to the following.



Click the Log In button to enter your user credentials. Users will type their username and password into the text boxes and click the **Sign In** button to enter the portal.





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BIE SCIENCE ASSESSMENT

Username

Password [Forgot Password?](#)

Sign In

1. **Forgot your password?:** If a user has forgotten their password, click on the **Forgot Password?** link and enter the username into the textbox provided. Click the **Submit** button. The system will send an email to the address associated with the account that will allow the user to reset his or her password.
  - a. **Password Requirements:**
    - i. Minimum of 8 characters, maximum of 32 characters
    - ii. One uppercase letter
    - iii. One lowercase letter
    - iv. One special character (~!@#\$\$%^&\*()\_+={}|[:];'<>?,)
    - v. One number
2. **Contact Us:** The **Contact Us** link provides contact information for [Cognia Technical Support](#).
3. **Terms of Use:** The **Terms of Use** link provides security information regarding the BIE Science Assessment Portal.

**PORTAL HOME PAGE**

Users Demo User Help & Support Logout

Bureau of Indian Education Science Assessment Portal  
BIE

**Administration**  
Organize students for testing, schedule tests, and monitor testing progress.

**Reporting**  
View summary and individual student results by test and content standards.

**Scoring**  
Score student responses to open-ended items using the distributed scoring interface.

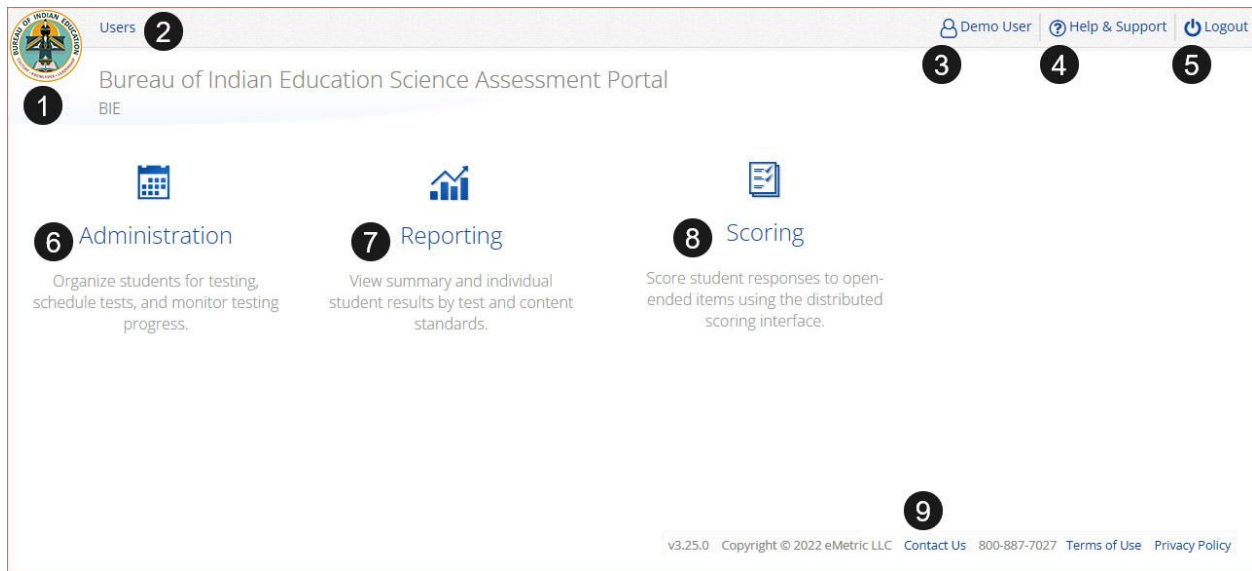
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The BIE Science Assessment Portal is used to perform all administrative tasks, such as managing student rosters, assigning student accommodations, scheduling students for tests, conducting site technology preparations, and viewing reporting for Summative testing.

Upon logging in to the BIE Science Assessment Portal, the portal home page provides access to the following components according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts.
- **Administration:** Used for downloading kiosks and completing site set-up, adding students, transferring students, assigning test accommodations to students, organizing students into classes for testing, scheduling tests, accessing students' test log-in information, and monitoring student testing progress.
- **Reporting:** Used to view and manage Assessment results in roster reports, summary reports, and quick reports. For more information regarding Reporting, please see *BIE Science Assessment Reporting User Guide*.
  - The Reporting component will become accessible once operational student testing data is made available.
- **Scoring:** Used to score human scored items that have been created and administered to students in the BIE Science Benchmark program. For more information regarding Scoring, please see the *BIE Science Benchmark Assessments Scoring Guide*.
  - The scoring component will be available to TA accounts that have access to the BIE Science Benchmark program.

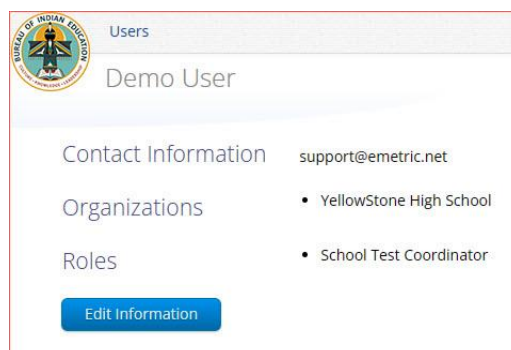
NAVIGATING THE PORTAL HOME PAGE



1. Click the **Bureau of Indian Education logo** in the top-left corner of any page to return to the Portal home page.
2. Click [Users](#) at the top of the Portal home page to access the User Management component.
3. Click your username in the top-right corner of the page to view your profile.
4. Click **Help & Support** in the top-right corner of the page to go to the [BIE Science Assessment Help & Support page](#).
5. Click **Logout** at the top-right corner of the page to log out of the portal.
6. Click **Administration** to access the Administration component.
7. Click **Reporting** to access the Reporting component.
8. Click **Scoring** to access the Scoring component, available to TA accounts that have access to the BIE Science Benchmark program.
9. Click **Contact Us** at the bottom of the Portal home page to open a blank email message address to [Cognia Technical Support](#).

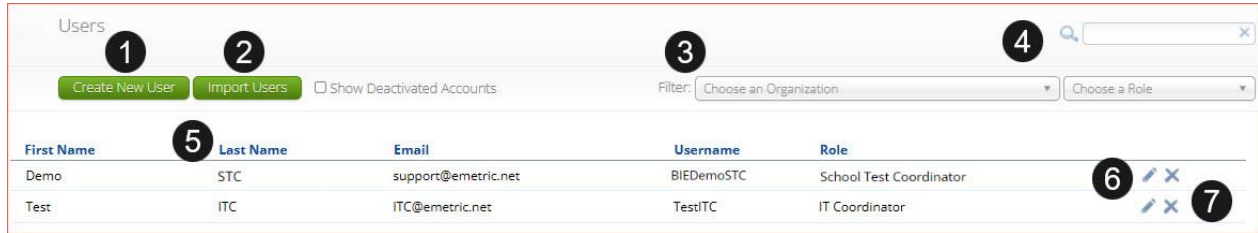
UPDATE YOUR PROFILE

Your profile page displays your contact information, organization(s), and role. To make changes to your user profile, click on your name in the upper right corner of the portal. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number or address. Click **Save Profile** to save any changes you have made.



## USERS

The top menu bar on the portal home page provides the **Users** tab, which provides user management features for the platform. According to your permissions you can view users, add new users and manage existing user accounts for the platform. By default, a list of existing users will be provided.



1. To add a new user account click the [Create New User](#) button.
2. To add or update existing users via file upload click the [Import Users](#) button.
3. Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role in the **Choose a Role** drop-down menu.
4. To locate a user, in the **Search** (🔍) box in the top-right corner of the page, type the first name, last name, username or email address of the user, and then hit **Enter** or click the search icon 🔍.
5. Sort columns by clicking the column heading.
6. To edit an existing user, select the [Edit User](#) (✎) icon in the user's row.
7. To deactivate a user account, click on the [Deactivate User](#) (✖) icon in the user's row.

### ADD A NEW USER


To add a new user, click the **Create New User** button.

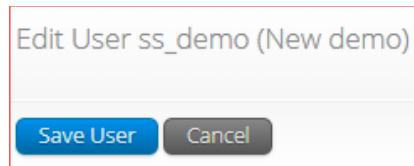
The 'Create New User' form is divided into two main sections. The left section contains input fields for: Username\* (1), First Name\* (New), Last Name\* (User), Email\*, Phone Number, Fax Number, and Address. The right section, titled 'Roles & Organizations', contains: a dropdown for 'New User has the following role:' (2) with 'No roles selected. Click here to choose role(s).'; a section for 'New User belongs to the following organizations:' (3) with 'No organizations selected. Click here to choose organization(s).' and a blue button 'Click here to select organization(s)'; and a section for 'New User has access to the following programs:' (4) with 'BIE Science Benchmark' and 'BIE Science Assessment' listed, and a blue button 'Click here to select program(s)'. At the top left of the form are 'Save User' and 'Cancel' buttons (5).

1. Enter the new user’s personal and contact information. Fields with a red asterisk (\*) are required.
  - a. Every account requires a unique username.
  - b. Ensure the email address is accurate. New portal users will be sent separate emails containing their username and passwords to the email specified.
2. Select the role you wish the user to have from the **New user has the following role:** drop-down menu. The permissions for the indicated user role will be provided to the individual given the role.
3. In the **New User belongs to the following organizations** list, select the organizations the user should have access to. Users may have access to multiple organizations.
4. In the **New User has access to the following programs** Users should have access to the BIE Science Assessment program.
 

When creating a Test Administrator user, the Administration and Content Areas can be specified upon creation. This limits a TA to only having access to specific subject tests.
5. Click **Save User** to save the new user account.

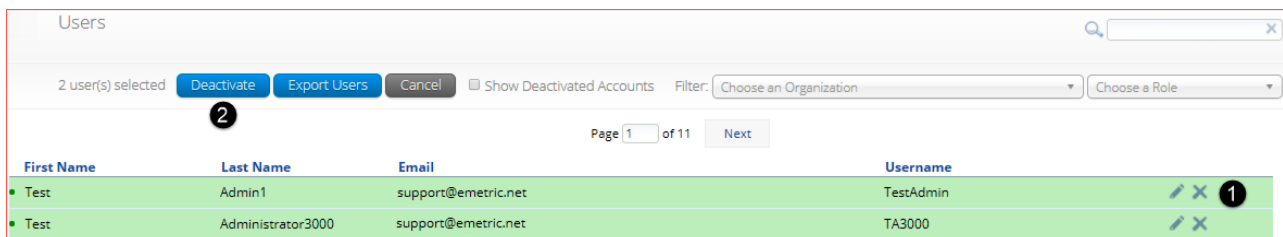
**EDIT A USER**


To edit an existing user, select the  icon in the user’s row. You will be redirected to the user’s profile and will be able to edit fields as allowed by your account type. Click **Save** to save any changes made to a user’s profile.

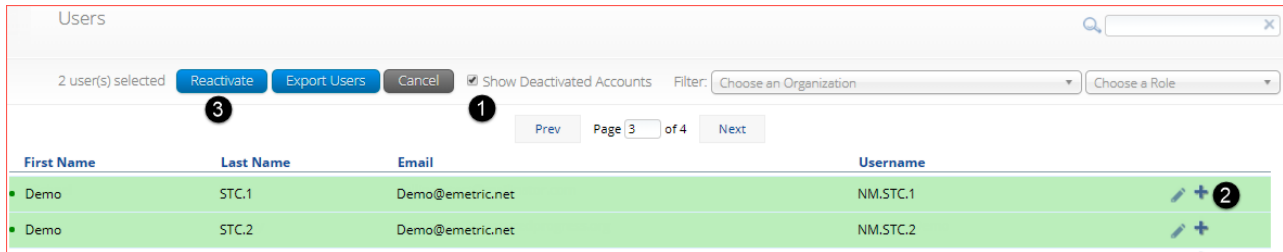


**DEACTIVATE & REACTIVATE USERS**

A School Test Coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. When a user account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.



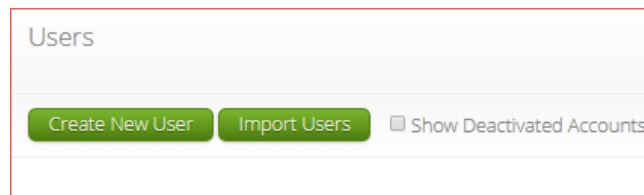
1. To deactivate a user account, click on the  icon in the user’s row.
2. To deactivate multiple user accounts, select each account and click on the **Deactivate** button above the user table.



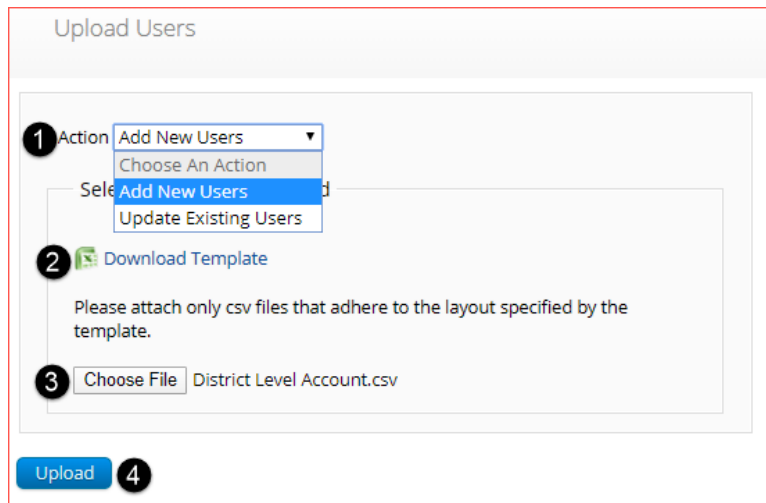
1. To reactivate an account that was previously deactivated, click on the **Show Deactivated Accounts** checkbox.
2. Click the **+** icon in the user’s row to reactivate a user account.
3. To reactivate multiple user accounts, select each account to be reactivated and click the **Reactivate** button above the user table.

## IMPORT USERS

If you have several users to add or edit, it may be easier to use the file upload feature. File uploads are required to be in CSV file format and separate files must be used when adding or editing existing users. The user upload feature will be available from 7:00 p.m. to 7:00 a.m. MT during the administration window.



To add new users or update existing users via file upload, from the **Users** page click on the **Import Users** button.



1. On the Upload Users page, select **Add New Users** or **Update Existing Users** from the Action drop down menu.

- Once an action has been selected, the user upload template will be made available to download. Click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format, there is a **limit of 30 records** for each upload file.

The following is an example of an upload file:

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	
2	DemoITC	Demo	ITC	support@emetric.net	ITC	CCD CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
3	DemoTA	Demo	TA	support@emetric.net	TA	CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
4	BIEDemoSTC	Demo	STC	support@emetric.net	STC	CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
5											
6											

If you are creating an account for a user with a school code that contains preceding zeroes, the Org field cell/column will need to be formatted as text. You will then save the document as a .csv and upload.

- Click **Choose File** and select the file you would like to upload from your computer, you will now see the file name next to the **Choose File** button.
- Click **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded and a summary containing the number of users created and the number of records rejected will be provided. New portal users will be sent two separate emails containing their username and passwords to the email specified.

If the file is not in CSV format, you will receive an error upon clicking **Upload**. Please update the file format to **CSV (Comma delimited)** and try to upload again.

The table below describes the columns, required fields, and accepted values in the upload file.

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
Username*	User's username for logging into the portal	Up to 35 alpha-numeric characters
Fname*	User's first name	Up to 25 characters
Lname*	User's last name	Up to 25 characters
Email*	User's email address	Any standard email address
Role*	User's role	One of the following: STC — School Test Coordinator ITC — IT Coordinator TA — Test Administrator RA — Reports Only The abbreviated role will be used in the CSV file. <b>STC</b> will be the accepted value in the CSV file for adding a School Test Coordinator.
Org*	Location and school code associated with the school level user	Org = Location Code hyphen School Code. Location Codes: BOS (Bureau Operated Schools), NAV (Navajo Area Schools), or TCS (Tribally Controlled Schools) If Location Code = BOS School Code = D02P02 then Org = BOS-D02P02
Program	Programs available for the user	Blank 1 = BIE Science Assessment 3= BIE Science Benchmark
Phone	User's phone number	Phone number in xxx-xxx-xxxx format
Fax	User's fax number	Fax number in xxx-xxx-xxxx format
Address	User's address	Up to 200 characters

\*Required Field


**Note:** Leaving the program column blank will give the user access to all programs by default. Include data in this column when a user should only have access to certain programs.



**RESOLVING IMPORT USER ERRORS**

A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available. Click **Download record with errors** to download a file that contains details about errors in the uploaded file.

<b>Total number of records present in the uploaded file:</b>	4
<b>Number of Records Rejected:</b>	3
<b>Number of Records Processed:</b>	1
<b>Number of Users Created:</b>	1
<b>Number of Users Updated:</b>	0

 [Download records with errors.](#)

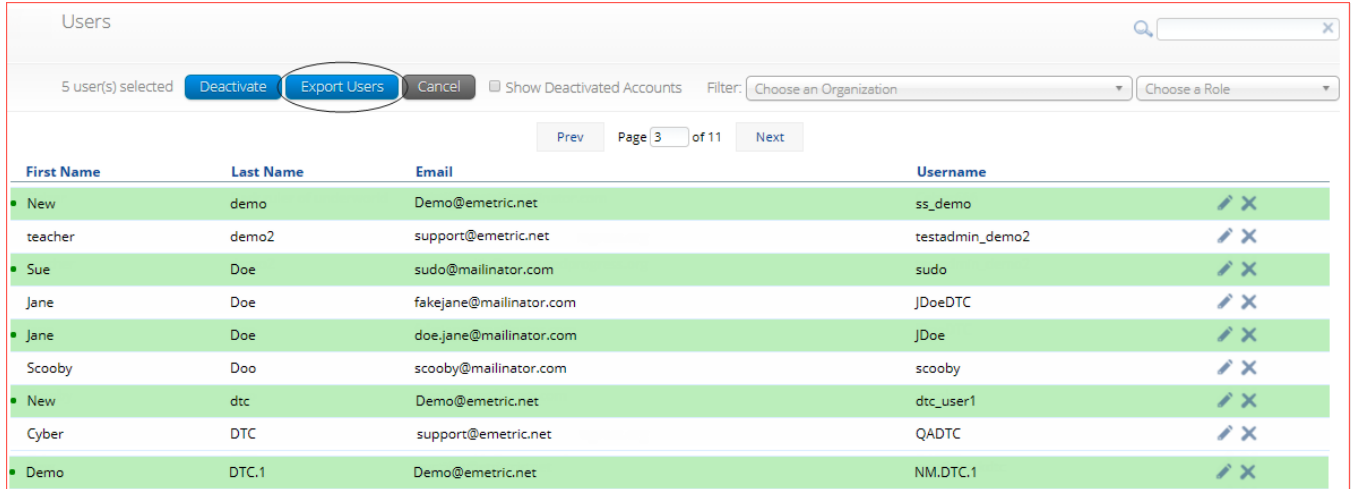
The Error File can contain one or more of the errors shown in the table below

<b>Notes Field in Error File</b>	<b>Result</b>	<b>Next Steps</b>
Unable to add user.	Username already exists in the portal.	Modify the username.
Username must be 4-35 alpha-numeric characters.	Username contains characters that are not alpha-numeric or are less than 4 or greater than 35 characters or is blank.	Modify the username to contain at least 4 characters, not more than 35 characters and include a mix of letters and number in the username.
First name must be 1-25 characters long.	First name contains characters that are less than 1 or greater than 25 characters or first name is blank.	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long.	Last name contains characters that are less than 2 or greater than 25 characters or last name is blank.	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role.	Invalid role code or role is blank.	Add a valid role abbreviation. See <b>Table 3</b> for valid role abbreviations.
Invalid organization and role pairing.	Invalid organization and role combination. For example, school user only has a district ID as Org.	If the user is a STC verify that the code(s) provided in the Org field use a District code and School code combination as described in Table 3
Invalid organization number.	Invalid organization number.	Verify the organization number is correct. If you are creating a school level user, verify the school code is correct. Refer to the organization codes provided by BIE.
Invalid/Not allowed program ID.	Invalid Program ID.	Update the program ID to be a valid number. See the table above for valid program codes.

After the invalid fields are corrected in the User Upload file, save the updated file to your device, and repeat the steps to import.

EXPORT USERS

User information can be exported from the BIE Science Assessment Portal in the form of a CSV file. To update existing users' information using the file upload feature, you should first export existing users, then edit the file and upload the file using the **Update Existing Users** file upload option.



To export users, select the user accounts from the Users table and click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the Export file downloaded.

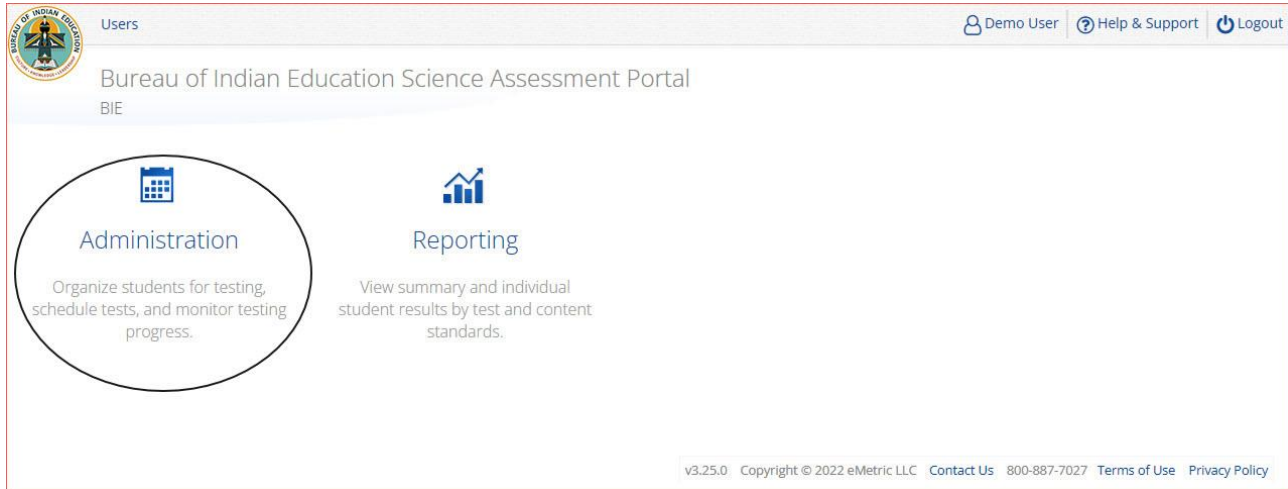
Open the downloaded CSV file to view the user data that was exported.

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	
2	DemoITC	Demo	ITC	support@emetric.net	ITC	CCD CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
3	DemoTA	Demo	TA	support@emetric.net	TA	CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
4	BIEDemoSTC	Demo	STC	support@emetric.net	STC	CCD-SCHCC1 CCD-SCHCC2 CCD-SCHCC3	1 2				
5											
6											

**Note:** When a user is created, they are given access to all programs by default. Therefore, you will notice program codes for all programs when exporting a user file.

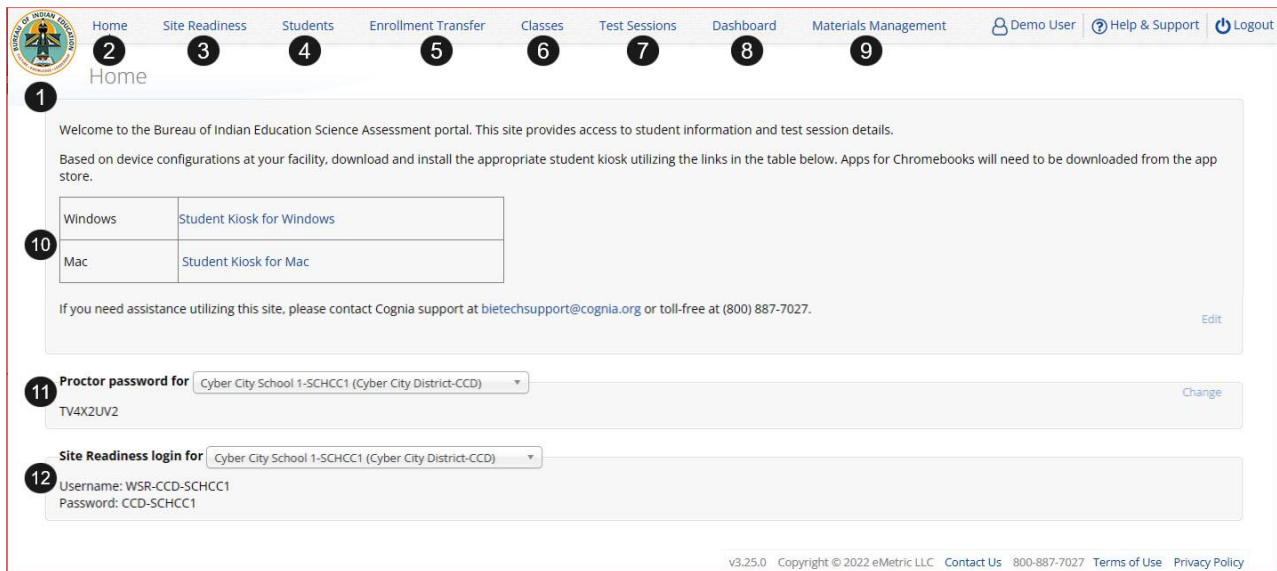
## ADMINISTRATION

To access the Administration component, users will click on the Administration icon upon logging in to the BIE Science Assessment Portal.



The **Administration** home page displays a welcome message and the Administration components available according to the user’s account level.

### NAVIGATING THE ADMINISTRATION HOME PAGE



1. To return to the Portal home page click the **BIE logo** in the top-left corner of any page.
2. To return to the Administration home page click **Home** from any page in the Administration component.
3. To review a summary of completed Site Readiness tests and certify your site as ready for student testing click [Site Readiness](#).
4. To add and edit student information, accommodations, and enroll or unenroll students from the building click [Students](#).
5. To view, request, and approve enrollment transfers for students located outside of your school click [Enrollment Transfer](#).

6. To view, add, and edit classes click [Classes](#).
7. To view, schedule, and delete test sessions and print student test log-in tickets click [Test Sessions](#).
8. To add/update student data via pre-id upload click [Pre-ID Management](#).
9. To view school level testing status, click [Dashboard](#).
10. To download and install the BIE Science Assessment Kiosk click on **Student Kiosk for Windows** or **Student Kiosk for Mac**. For more information on installing the BIE Science Assessment Kiosk, see the [BIE Science Assessment Kiosk Installation Guide](#).
11. To view the **Proctor Password** for schools in your organization select the school from the organization drop-down menu.
12. To view the **Site Readiness Login** information for your organization, select the school from the organization drop-down menu.

## SITE READINESS

**Site Readiness** testing identifies potential technical problems prior to student testing using a kiosk. The test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured. To administer the Site Readiness Test, the ITC or STC launches the BIE Science Assessment Kiosk on each device configuration (i.e., device type and operating system) being used for testing and uses the site readiness login for the assigned school to log in to the Site Readiness Test.

The Administration home page contains the links for downloading and installing the kiosk on Windows and Mac devices, and the **Site Readiness Test login information** for STCs and ITCs.

Welcome to the BIE Science Assessment portal. This site provides access to student information and test session details.

Based on device configurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for Chromebooks will need to be downloaded from the app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>

If you need assistance utilizing this site, please contact Cognia support at [biotechsupport@cognia.org](mailto:biotechsupport@cognia.org) or toll-free at (800) 887-7027.

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**Proctor password for** Cyber City School 1-SCHCC1 (Cyber City District-CCD)

Emetric1

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**Site Readiness login for** Cyber City School 1-SCHCC1 (Cyber City District-CCD)

Username: WSR-CCD-SCHCC1  
 Password: CCD-SCHCC1

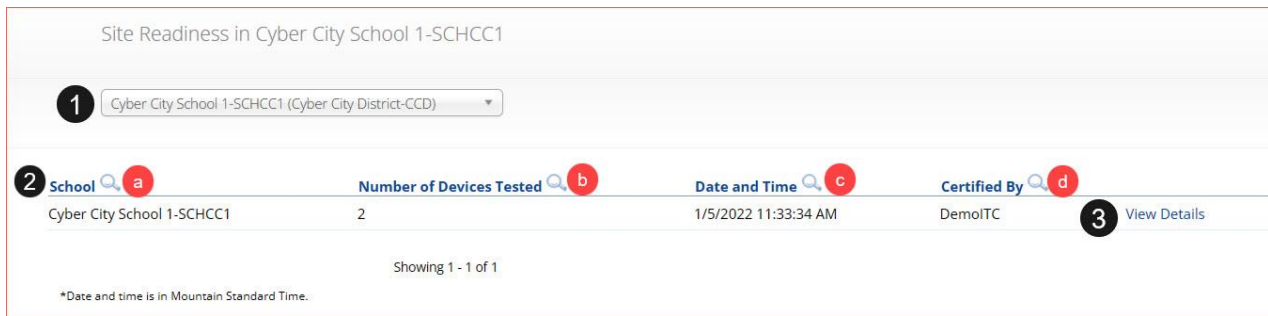
The **Site Readiness Test** includes the System Set-Up Test, which will test your bandwidth, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester. For more information on running the Site Readiness Test, see the [BIE Science Assessment Kiosk Installation Guide](#).

The **Site Readiness** component monitors progress toward site (school) certification. Clicking the link from the Administration home page will display the Site Readiness page.



Results of the Site Readiness Test for each device are displayed on the Site Readiness page. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface Test is run, then the ITC will need to ensure the device meets the technical requirements and repeat the Site Readiness Test.

### NAVIGATING THE SITE READINESS PAGE



1. **Filter** the table by selecting an organization from the from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. List of Schools that have performed Site Readiness Tests
  - b. Number of devices tested
  - c. Date and Time when the site was certified
  - d. User who certified Site Readiness testing for each school listed
3. Click View Details to access the Site Readiness Details for the selected school.

NAVIGATING THE SITE READINESS DETAILS PAGE

Site Readiness Details

1 Cyber City School 1-SCHCC1 (Cyber City District-CCD)

2 Device Name <i>a</i>	OS <i>b</i>	Screen Size <i>c</i>	Date and Time <i>d</i>
DESKTOP-VH3E7F1	Windows 10	1280x658	1/5/2022 11:29:45 AM
DESKTOP-VH3E7F1	Windows 10	1280x658	1/5/2022 11:32:13 AM

Showing 1 - 2 of 2

*Site Certification*

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

3 [Certify Site Readiness](#)

\*Date and time is in Mountain Standard Time.

[« Back](#)

1. **Filter** the table by selecting a school from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. Device Name of device that have performed a Site Readiness Test
  - b. Operating System for the device listed
  - c. Screen Size of the device listed
  - d. Date and Time the Site Readiness Test was performed on the device listed
3. When the kiosk has been installed on all devices and the Site Readiness Test has been completed for each device configuration, the ITC or STC may certify the site by clicking **Certify Site Readiness**.

After a device has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Readiness Details page.

*Site Certification*

**Site certified for testing on 1/5/2022 11:33:34 AM by DemoITC.**

\*Date and time is in Mountain Standard Time.

[« Back](#)

## STUDENTS

The **Students** tab is used to manually add students, edit student information & accommodations, and view student information. Click the link from the Administration home page to access Students.








### NAVIGATING THE STUDENTS PAGE

Students in Cyber Pass School 1-SCHCP1

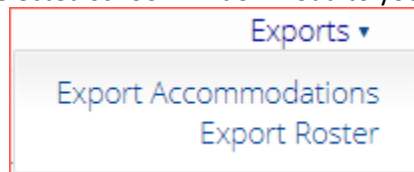
1 Cyber Pass School 1-SCHCP1 (Cyber Pass District-CPD) 3 Add Student 4 Upload Accommodations


2 Choose a Content Area 5 Exports ▾

Last Name  6	First Name 	Middle Initial 	NASIS ID 	Grade 	7 View Classes	8 View Test Sessions	9 Enrollment Info	10 Edit
OneEighty	Student		100000180	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightyeight	Student		100000188	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightyfive	Student		100000185	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightyfour	Student		100000184	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightynine	Student		100000189	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightyone	Student		100000181	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightyseven	Student		100000187	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightysix	Student		100000186	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightythree	Student		100000183	11	View Classes	View Test Sessions	Enrollment Info	Edit
OneEightytwo	Student		100000182	11	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 50 Page 1 of 5 Next > 10 per page

1. **Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Students table by selecting a subject from the **Choose A Content Area** drop-down menu.  
**Note:** The content area filter filters the students after they have been put into classes.
3. To add a new student, click [Add Student](#).
4. To upload student accommodations, click [Upload Accommodations](#).
5. Click **Exports** to Export Accommodations or Export Roster for the selected organization. A CSV file listing all students at the selected school will download to your computer.



6. Sort columns by clicking on a column heading. To locate a student, click the search icon () next to the column heading and type the desired search criteria.
7. Locate the student in the table and click **View Classes** in the column on the right to view a student's classes. A pop-up box will display a list of the assigned classes.
8. Locate the student in the table and click **View Test Sessions** in the column on the right to view a student's scheduled test sessions. A pop-up box will display a list of the scheduled sessions.

9. Click on [Enrollment Info](#) to view the student’s enrollment information.
10. To edit a student’s profile click **Edit** in the student’s row. The [Edit Student](#) page will appear, and the Student Information tab will display the current demographics for the selected student.

**ADD A NEW STUDENT**

To add a new student, select the school from **Organization** drop-down menu then click the **Add Student** button. The **Student Information** tab will be displayed.

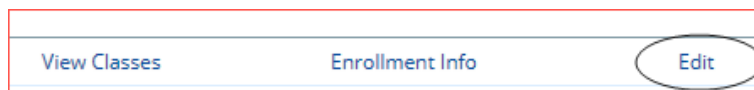
Fill in the student’s demographic information. Fields with a red asterisk are required. Once the form is saved, you cannot edit the **NASIS ID**. If the NASIS ID was entered incorrectly, contact the Cognia Help Desk at (800) 887-7027 for assistance.

If the NASIS ID is changed while testing, when logging in to a student test the new ID is substituted for the old ID for the username, and the old password will work with the new ID. If you enter a NASIS ID incorrectly, call the Cognia Service desk at (800) 887-7027 for assistance.

Click **Save** to add the new student or **Cancel** to discard your entry.

**EDIT A STUDENT**

Locate the student in the Students table and click **Edit** in the column on the right.



The student information tab will be displayed. Make your changes to the student’s demographic information. You cannot make changes to the **NASIS ID** field that is dimmed and unavailable.



ADDING ACCOMMODATIONS

If a student requires accommodations and/or accessibility features, click the **Accommodations** tab, and select the options that apply. Note that some accommodations and accessibility features vary by program and test subject.

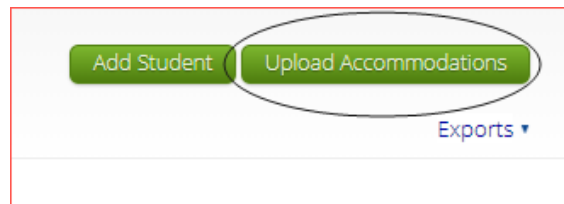
Student Test Interface-embedded accommodations and accessibility features listed under the “Delivered by the Test Platform” headings **MUST be set before a test is scheduled**. The remaining accommodations listed under “Delivered Externally” are used for tracking accommodations delivered outside of the Student Test Interface:

The Allow Accessibility Mode Testing accommodations will allow students to use third party assistive technology software when testing with a **Windows** kiosk. Owing to iTester’s secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, even with the “Allow Accessibility Mode Testing” accommodation activated. It is imperative that

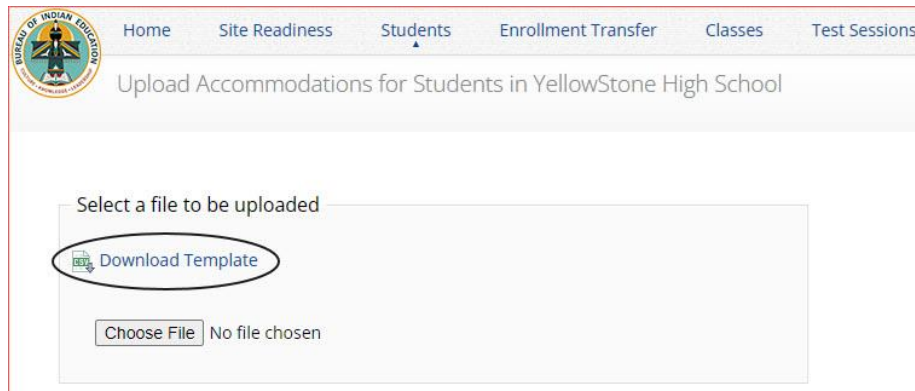
test coordinators utilize the practice test to ensure assistive technologies required by the student will work with iTester and that they provide the student an opportunity to familiarize themselves with the assistive technology as it is used within the iTester kiosk prior to the student beginning the operational test. If a test coordinator identifies an assistive technology that is not compatible with iTester, it is incumbent upon the test coordinator to identify an alternative devices or test delivery method. See the *BIE Science Assessment: Testing with Third Party Assistive Technology Guide* for more information.

**UPLOAD ACCOMMODATIONS**

Users may upload accommodations for multiple students using the **Upload Accommodations** feature within the Students tab.



The accommodations upload will be available throughout the day until the testing window opens. Once the operational test window opens, the accommodations upload will only be available between **7:00 p.m. to 7:00 a.m. MT**. Accommodations that need to be edited during the testing window (Monday–Friday, 7:00 a.m.–7:00 p.m. MT) must be completed manually.



Click the **Download Template** link to download the file template needed to upload accommodations. The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation.

	A	B	C	D	E	F	G
1	NASIS ID	Color Contrast	Headphones/Noise Buffer	Read Aloud to Self	Alternative Setting	Science TTS English	Word Prediction (Embedded)
2							
3							
4							
5							
6							
7							
8							

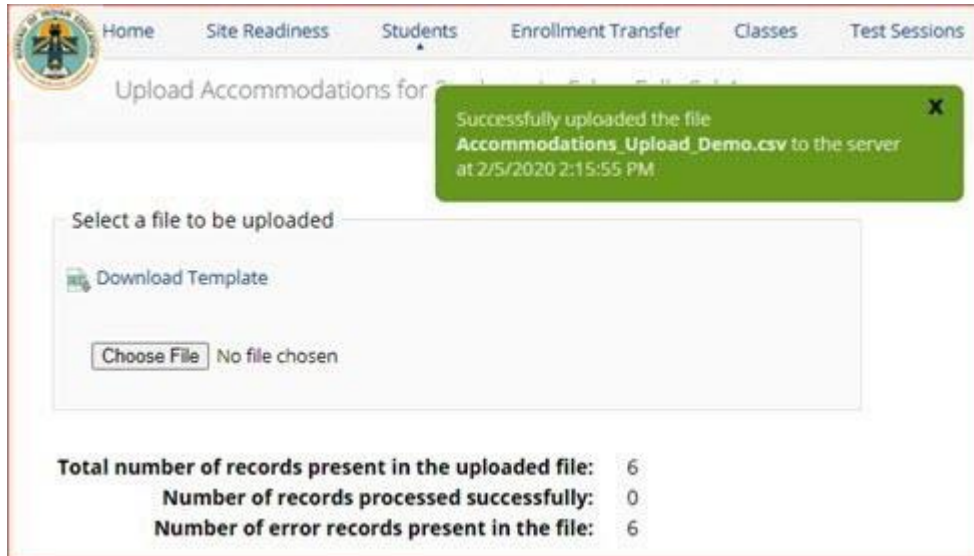
Below is table that contains fields, an explanation of the fields, and accepted values for the Accommodations Upload.

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
NASIS ID*	Student's NASIS identification number	Up to 9 digits
Color Contrast	Color Contrast accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Headphones/Noise Buffer	Headphones/Noise Buffer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Read Aloud to Self	Read Aloud to Self accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Alternative Setting	Alternative Setting accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science TTS English	Science TTS English	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word Prediction (Embedded)	Word Prediction (Embedded) accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Allow Accessibility Mode Testing	Allow Accessibility Mode Testing accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Device Presentation	Assistive Technology Device Presentation accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Device Responses	Assistive Technology Device Responses accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Notetaker	Braille Notetaker accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Writer	Braille Writer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

<b>Field Name</b>	<b>Description</b>	<b>Accepted Values</b>
Commercial Word-To-Word Dictionary	Commercial Word-To-Word Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Customized Dual Language Glossary	Customized Dual Language Glossary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Directions in Native Language	Directions in Native Language accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader	Human Reader	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Scribe	Human Scribe accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Signer	Human Signer accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Picture Dictionary	Picture Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Speech-to-Text	Speech-to-Text accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Tactile Graphics	Tactile Graphics accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word Prediction	Word Prediction accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Pocket Word-To-Word Dictionary	Pocket Word-To-Word Dictionary accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Extended Time	Extended Time accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Small Group	Small Group Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

\* Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.



A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file.

The following table contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

<i>Pop-Up Message</i>	<i>Result</i>	<i>Next Steps</i>
The uploaded file is not in the expected .CSV format. Please update the file and try again.	The file is not in the required CSV format.	Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), and click Save.
The uploaded file is empty.	The file is a CSV file and in the correct format, but no records have been entered into the file.	Upload a file that contains student records.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The CSV file does not match the required template provided by clicking the Download Template link.	Click the Download Template link and save as a CSV to your device. Enter the student and accommodations data into this template.
The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000.	There are more than 1000 records being uploaded at one time which exceeds the system limit.	Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records.

**ACCOMMODATIONS UPLOAD ERROR MESSAGES**

Any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking the **Download records with errors** link.

**Total number of records present in the uploaded file:** 6  
**Number of records processed successfully:** 2  
**Number of error records present in the file:** 4

Errors	
Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	1
Duplicate Student Id	1
Incorrect value for accommodations	1

[Download records with errors](#)

[« Back to Students](#)

The Error file can contain one or more of the errors shown in the following table:

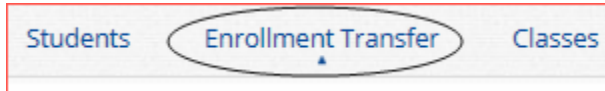
<i>Error File</i>	<i>Type of Error</i>	<i>Result</i>	<i>Next Steps</i>
Empty Student ID		Student ID field was left blank.	Add correct Student ID.
Invalid Student ID		Student ID value does not exist.	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID		Student ID value was listed multiple times.	Remove rows that contain a duplicate student ID.
Incorrect Value for Accommodation		A value other than, 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file.

The error file will contain two columns: **NASIS ID**, the number associated with the records that are in error, and **Type of Error**, the error associated with the record.

	A	B	C
1	NASIS ID	Type of Error	
2		Empty Student Id (1)	
3	12897893	Invalid Student Id	
4	914139331	Duplicate Student Id	
5	914844410	Incorrect value for accommodations	

## ENROLLMENT TRANSFER

The **Enrollment Transfer** feature will allow users to make and request enrollment transfers for students transferring between schools. STCs will be able to request student transfers to and from an organization that is not associated with their user account and will be able to approve and reject student transfer requests. Click the link from the Administration home page to access the Enrollment Transfer page.



**Note:** If the student has already started a test, indicate the test and section the student has started using the notes section in the enrollment transfer. Test sessions **DO NOT** transfer with the student. The student will need to be scheduled for the test in their new school and should resume testing with the section(s) not completed in the previous school.

### NAVIGATING THE ENROLLMENT TRANSFER PAGE

The screenshot shows the 'Enrollment Transfer' page. At the top, there is a dropdown menu for organization selection (callout 1) and a 'Request Transfer' button (callout 2). Below this are tabs for 'Approvals' and 'Requests' (callout 3). A table lists enrollment transfer requests with columns for Request ID, NASIS ID, First Name, Last Name, Requesting Organization, Assigned Organization, Request Date, and Status (callout 4). The table contains two rows of data. The first row is 'Pending' and has 'Approve' and 'Reject' buttons (callout 5). The second row is 'Approved' and has a 'View Details' link (callout 6). At the bottom, it says 'Showing 1 - 2 of 2'.

Request ID	NASIS ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
5	983476295	Nikita	Pass	Cyber City School 1-SCHCC1	Cyber Valley School 1-SCHCV1	01/05/2022 3:56:26 PM	Pending	View Details <span>Approve</span> <span>Reject</span>
3	983476294	Nikita	Pass	Cyber City School 1-SCHCC1	Cyber Valley School 1-SCHCV1	12/29/2021 10:17:10 AM	Approved	View Details

1. **Filter** the table by selecting an organization from the **Organization** drop-down menu
2. Click the green Request Transfer button to request a new enrollment transfer.
3. View enrollment Approvals or Requests using the tabs provided.
4. Sort table columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Click the **View Details** link to view the detailed enrollment transfer information for the selected student.

A modal window titled 'Transfer request details of Nikita Pass (983476295)'. It contains the following information:

**Request Details:**  
**Requested By:** Demo STC (BIEDemoSTC)  
**Date:** 01/05/2022 3:56:26 PM

6. Click the desired button to **Approve** or **Reject** pending enrollment transfers.

REQUEST AN ENROLLMENT TRANSFER

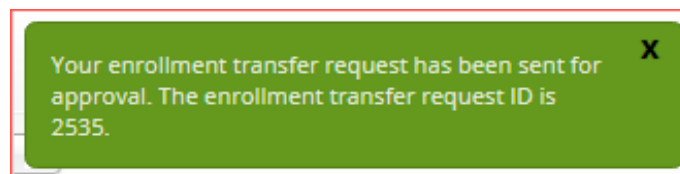
To submit a student transfer request, click the green **Request Transfer** button and search for the student by NASIS ID, last name, and date of birth.

The screenshot shows a web form titled "Request Enrollment Transfer". It contains three input fields: "NASIS ID:" with a red asterisk, "Last Name:" with a red asterisk, and "Date of Birth (MM/DD/YYYY):" with a red asterisk. Below these fields is a blue "Search" button.

Results will only be returned when all these fields match a student record. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require **Cognia** approval.

The screenshot shows the same form after a search. The "NASIS ID" field contains "100000006", "Last Name" contains "Club", and "Date of Birth" contains "01/25/2008". A blue "Search" button is visible. Below the search fields, the text "Student found. Select organization information below:" is displayed. There are two dropdown menus: "Student will be transferred from:" (set to "Cyber Sch1") and "Select the school in which you want to transfer the student: Kelby Club (100000006)" (set to "Cyber Falls Sch2 (Cyber Falls)"). There is also a "Notes: (Optional)" text area. At the bottom right, there are "Submit Request" and "Cancel" buttons.

Select the school in which you want to request to enroll the student, add notes if needed (notes are optional), and select **Submit Request**. A transfer request ID will be provided.



Once a request is submitted, an email will be sent to the user who initiated the request as well as the STC from the assigned organization. The requests will also appear on the Requests tab of the Enrollment Transfer page.



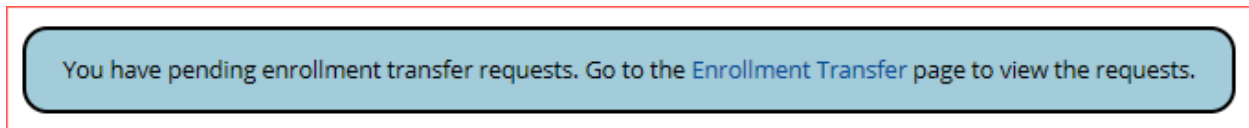
Requesting Organization	Assigned Organization	Request Date	Status
Cyber Valley Sch2	Cyber Falls Sch2	02/20/2020 1:40:40 PM	Pending <a href="#">View Details</a> <a href="#">Cancel</a>

To cancel a transfer request, click the Cancel button. After the request is cancelled, the username of the STC who cancelled the request will be documented in the Enrollment Transfer details and an email will be sent to the requested STC and the STC who cancelled the request.

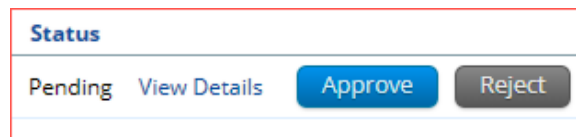
Cognia will be notified when the request is made or cancelled for an unenrolled student.

### APPROVE AN ENROLLMENT TRANSFER REQUEST

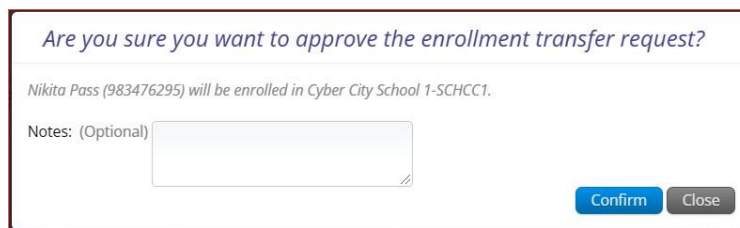
An indicator will be added to the administration homepage to notify STCs when there are pending transfer requests that require action. Clicking the link will take you to the Enrollment Transfer page to view the requests.



Locate the student transfer request in the Approvals tab and select the Approve button in the column on the right.



A box will appear confirming approval of the enrollment transfer request. Add notes if needed, once complete select **Confirm**.



The status will be updated to Approved and the student will now be enrolled in the new school. The username of the STC who approved the request, and the date and time of the approval will be documented in the Enrollment Transfer details. An email will be sent to the user who initiated the request and the STC from the assigned organization.

STCs can also reject transfer requests. After a request is rejected, the STC will be required to provide a reason for the rejection in the Notes field. The status will be updated to **Rejected**, the username of the STC who rejected the request, and the date and time of the rejection will be documented in the Enrollment Transfer details. An email will be sent to the user who initiated the request and the STC who rejected the request.

Cognia will be notified when the request is approved or rejected for an unenrolled student.

## CLASSES

The **Classes** tab manages the classes, or groups of students, for Summative testing. Click the **Classes** link from the Administration home page to access Classes.



### NAVIGATING THE CLASSES PAGE

Science Classes in Cyber City School 1-SCHCC1

1 Cyber City School 1-SCHCC1 (Cyber City District-CCD) 2 Science 3 Create Grade Level Class 4 Upload Classes

Class 5	Teacher	Grade	Student Count	
QA, TA-QAClsSS-(Grade -05)	QA, TA	05	5	6 View   Edit   Delete

Showing 1 - 1 of 1

1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Click the green [Create Grade Level Class](#) to create a new class.
4. Click [Upload Classes](#) to create multiple classes within one CSV file.
5. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
6. To modify an existing class, locate the class in the table and click [View, Edit, or Delete](#).

### CREATE A GRADE LEVEL CLASS

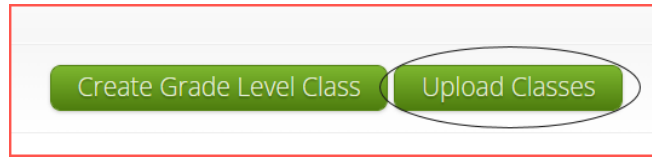
Classes are created by subject and grade. Select an organization from the organization drop-down list and a subject from the subject drop-down list, then click the **Create Grade Level Class** to create a new class.

1. Type the name of the class in the **Class Name** field.
2. Select the teacher or test administrator from the **Choose a Teacher** drop-down list.
3. Select a grade from the **Choose a Grade** drop-down list.
4. Select or deselect the “Show only students that are not assigned to a class” checkbox to activate or deactivate this filter as needed.
5. To filter the list of available students:
  - a. Select a class and grade in the **Search for Students** drop-down lists.
  - b. Begin typing a student’s NASIS ID, first name, or last name in the **Showing students in:** field and the students’ list will dynamically begin to update with the students that match the text entered.
  - c. Sort the list of students by last name, first name, or NASIS ID using the **Sort By** drop-down list.
  - d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

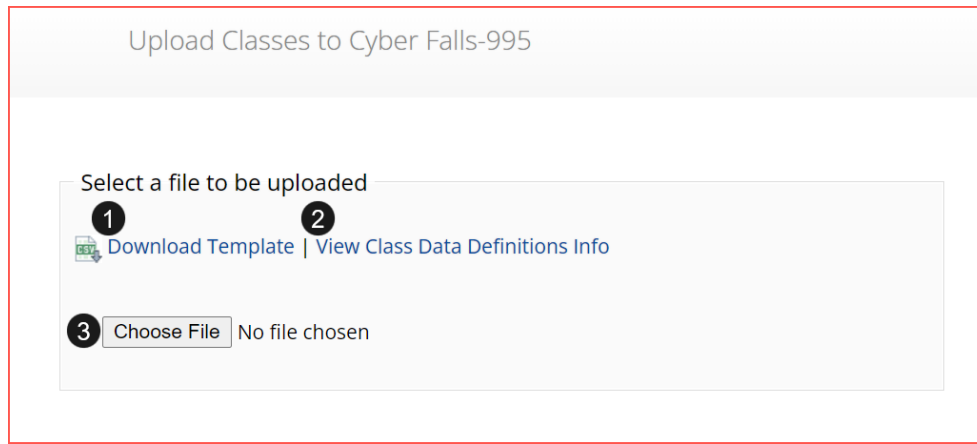
**Note:** Hold Ctrl and select student names to select multiple students.
6. Click **Save** to create the class or click **Cancel** to discard the class.

UPLOAD CLASSES

The **Upload Classes** feature allows you to create multiple classes populated with students using one CSV file.



To create a class via bulk upload, select an organization from the organization drop-down list and a subject from the subject drop-down list and then click the **Upload Classes** button to create a new class.



1. On the Upload Classes page, click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format, there is a **limit of 1000 records** for each upload file. The following is an example of an upload file:

	A	B	C	D	E	F	G
1	ClassName	ContentArea	ClassType	Grade/CourseCode	NASIS ID	TeacherUserName	
2	DemoClass	Science	grade	05	983476178	DemoTA	
3	DemoClass	Science	grade	05	983476179	DemoTA	
4	DemoClass	Science	grade	05	983476180	DemoTA	
5	DemoClass	Science	grade	05	983476181	DemoTA	
6	DemoClass	Science	grade	05	983476182	DemoTA	
7	DemoClass	Science	grade	05	983476183	DemoTA	
8							

2. Click **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Science
ClassType	grade
Grade	05,06,07,08,09,10,11,12
NASIS ID	Existing state student id
TeacherUserName	Existing username of a teacher/test administrator

[Close](#)

3. Choose the file and click **Upload**. Any validation errors in the file will be reported, including:
  - a. Number of students processed successfully.
  - b. Number of duplicate records present in the file.
  - c. Number of error records present in the file.
    - i. A table including the type of error and the number of records is provided.
    - ii. Click **Download records with errors** to download a file of the errors found.

The table below describes the pop-up message, result, and next steps to resolve the class upload file errors.

<i>Pop-Up Message</i>	<i>Result</i>
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM]	The csv file contains the correct fields and no data.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The csv file is blank.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Could not find STN in the given organization	The csv file contains a student ID that does not exist in the system.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Length of class name cannot exceed 100 characters	The Class name in the csv file is greater than 100 characters.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Class name is missing	The Class name is not included in the csv file.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Teacher UserName either does not exist or is inactive	The teacher username does not match a Test Administrator role within the portal, or the account is deactivated.

## VIEW CLASSES





View | Edit | Delete

To **View** a class, click on the View link from the classes table. The Class Details page will appear.

Details for DemoClass:  
Teacher: Demo, TA


1 [← Back](#) [Edit Class](#) 2 [Export Roster](#)

*Students in this class:*

Last Name  3	First Name 	Middle Initial 	NASIS ID 
Pass	Nikita		983476161
Pass	Nikita		983476164
Pass	Nikita		983476165
Pass	Nikita		983476166
Pass	Nikita		983476167

4 [Edit](#)

Showing 1 - 5 of 5

1. Click **Back** to return to the classes page or **Edit Class** to edit the class.
2. Click **Export Roster** to download a csv roster file of the students assigned to the class.
3. Sort columns by clicking the column heading or search within a column by clicking on the magnifying glass .
4. Edit a student's information by locating the student in the class table and clicking the **Edit** link in the column on the right.

## EDIT CLASSES

View | Edit | Delete

To **Edit** a class, click on the Edit link from the classes table or by clicking the **Edit Class** button from the Class Details page, the Edit Class page will appear.

1. Edit name of the class in the **Class Name** field.
2. To filter the list of available students:
  - a. Select a class and grade in the **Search for Students** drop-down lists. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
  - b. Begin typing a student’s NASISID, first name, or last name in the **Showing students in:** field and the students’ list will dynamically begin to update with the students that match the text entered.
  - c. Sort the list of students by last name, first name, or NASISID using the **Sort By** drop-down list.
  - d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.  
**Note:** Hold Ctrl and select student names to select multiple students.
3. Click **Save** to save the edited class or click **Cancel** to discard.

DELETE CLASSES



**Delete** a class by clicking on the **Delete** link from the classes table. A message will appear to confirm deletion.



Classes can only be deleted if no students have started a test session in that class.

**TEST SESSIONS**

The Test Sessions tab manages online test sessions for BIE Science Assessment. Click the **Test Sessions** link from the Administration home page to access Test Sessions.



NAVIGATING THE TEST SESSIONS PAGE

Displaying test sessions for G5 QA Test in Cyber City School 1-SCHCC1

1. Filter by testing status: a. Cyber City School 1-SCHCC1 (Cyber City District-CCD), b. BIE Science Assessment, c. Science, d. G5 QA Test. 2. Schedule New Test Session. 3. Exports.

School	Class	Testing Status	Created Date	Created By
Cyber City School 1-SCHCC1	QA, TA-QAClsSS-(Grade -05)	In Progress	1/13/2022 2:17:27 PM	Demo STC

4. View Details/Student Logins. 5. Delete. 6. Delete.

Showing 1 - 1 of 1

\*Created date is in Mountain Standard Time.

1. **Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
  - a. Organization (school)
  - b. Program Name
  - c. Content Area
  - d. Test Name
2. Click the green [Schedule New Test Session](#) button to schedule a new test session.
3. Click the **Exports** to Export Test Status or Export Students Not Scheduled for the selected test criteria. A CSV file will be downloaded to your computer.





4. **Sort** columns by clicking on a column heading. Click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Click [View Details/Student Logins](#) to view the Test Session Details page.
6. Click **Delete** to delete a test session. Only sessions that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the test session cannot be deleted.

### SCHEDULE NEW TEST SESSION



To schedule a test session:

1. Select your Organization from the organization drop-down menu.
2. Select the desired program (BIE Science Assessment or BIE Science Practice) from the program drop-down menu.
3. Select the subject from the subject drop-down menu.
4. Select a test from the test drop-down menu.
5. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.

Schedule Test Session

1 form selected for scheduling 1 class.

Content Area: Program:  
Science BIE Science Assessment

Test:  
G5 QA Test

Search for Classes  
Cyber City School 1-SCHCC1 (Cyber City District-CCD)

1 Classes: Select All Unselect All  ×

- QA, TA-QAClSSS-(Grade -05)

Start Date: End Date: Time Zone:  
01/13/2022 06/30/2022 Mountain

2 Schedule Cancel

1. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
2. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

The start date and end date are not editable and are fixed to the first and last day of the testing window.

### VIEW TEST SESSION DETAILS

Created By		
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

Locate the test session in the Test Sessions table and click **View Details/Student Logins** in the column on the right to view the test session details.

Test Sessions

**District:** Cyber City District-CCD      **School :** Cyber City School 1-SCHCC1  
**Administration:** BIE Admin      **Content Area:** Science  
**Teacher:** Demo, TA  
**Class:** Demo, TA-DemoClass-(Grade -05)  
**Test Name:** G5 QA Test  
**Testing Window:** 01/13/2022 to 06/30/2022

**Test is in progress.** It ends on **06/30/2022**. Students may log in and take the test using their username and password shown below.

« Back to Test Sessions

Export Logins for Selected Students

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Pass	Nikita	983476167	C26D9799	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Pass	Nikita	983476166	F457EB83	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Pass	Nikita	983476165	82452757	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate

The test session details page displays the session access code(s). Session access codes are used to restrict access to specific test sessions within a test. Students will be prompted for the session access code after logging in and selecting a session in the BIE Science Assessment kiosk.

The Test Session Details table contains the following information for each student:

- Student’s first and last name
- Student’s username and password
- Form assigned to the student
- Date and time when new student test logins were generated.
- Test report codes
- Test session status (Not Started, In Progress, or Finished).
- Date and time when the test was started and completed.

**EXPORT STUDENT TEST LOGINS**

Student test logins can be exported from the Test Session details page as a PDF or CSV file. If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, **after** the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click the **Add or Update Students** button to update the test session with the new or updated students.

**Add or Update Students**

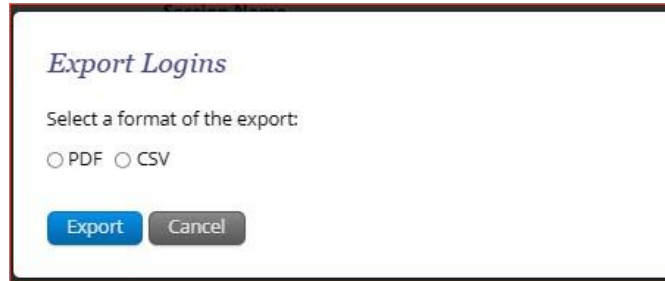
Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

**Add or Update Students**

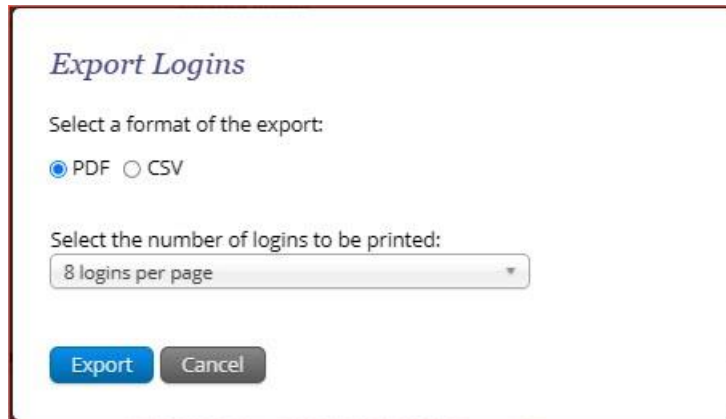
Select the students whose login information will be exported. To select all the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student’s name.

Export Logins for Selected Students (5)										
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Pass	Nikita	983476167	C26D9799	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	Pass	Nikita	983476166	F457EB83	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	Pass	Nikita	983476165	82452757	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	Pass	Nikita	983476164	5D62B36A	BIE_Science_Form	01/13/2022 2:17:27 PM	+	Session 1:Not Started		Invalidate

To export the logins, click the **Export Logins** button. A pop-up box will appear with the option to choose a PDF or CSV version of the export.



Selecting PDF will require you to choose the number of logins to be printed per page (1, 8, or 27 logins per page). Make your selection and then click **Export**.



The student login information (names, usernames, passwords, and accommodations) and test tickets are exported to a PDF file. Open the PDF file and print the student labels. The logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers).

Each label displays the student’s name, date of birth, test name, username, and password.

<b>Pass, Nikita</b> DOB:5/30/2005 G5 QA Test  Username: 983476167  Password: C26D9799	<b>Pass, Nikita</b> DOB:5/30/2005 G5 QA Test  Username: 983476166  Password: F457EB83
<b>Pass, Nikita</b> DOB:5/30/2005 G5 QA Test  Username: 983476165  Password: 82452757	<b>Pass, Nikita</b> DOB:5/30/2005 G5 QA Test  Username: 983476164  Password: 5D62B36A

The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor. Test proctors should review this to ensure students have the correct accommodations before students log into the test.

Teacher Name: QA, TA Class Name: QA, TA-QACIsSS-(Grade -05) Test Name: G5 QA Test Testing Window: 1/13/2022 to 6/30/2022				
Student Name	Date of Birth	Username	Password	Accommodations
Pass, Nikita	5/30/2005	983476167	C26D9799	Human Reader, Read Aloud to Self, Human Scribe, Tactile Graphics, Assistive Technology Device Responses, Picture Dictionary, Directions in Native Language, Customized Dual Language Glossary, Commercial Word-To-Word Dictionary, Pocket Word-to-Word Translator, Assistive Technology Device Presentation, Human Signer, Color Contrast, Headphones /Noise Buffer, Word Prediction, Speech-to-Text, Braille Notetaker, Braille Writer, Word Prediction (Embedded)
Pass, Nikita	5/30/2005	983476166	F457EB83	Human Reader, Read Aloud to Self, Human Scribe, Tactile Graphics, Assistive Technology Device Responses, Picture

If choosing to export student logins as a CSV, select CSV and click **Export**.



A CSV file listing each student’s demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	
1	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
2	Pass	Nikita		5/30/2005	983476167	C26D9799	G5 QA Test	Human Reader,Read Aloud to Self,Human Scribe,
3	Pass	Nikita		5/30/2005	983476166	F457EB83	G5 QA Test	Human Reader,Read Aloud to Self,Human Scribe,
4	Pass	Nikita		5/30/2005	983476165	82452757	G5 QA Test	Human Reader,Read Aloud to Self,Human Scribe,
5	Pass	Nikita		5/30/2005	983476164	5D62B36A	G5 QA Test	Human Reader,Read Aloud to Self,Human Scribe,
6	Pass	Nikita		5/30/2005	983476161	5D453BFA	G5 QA Test	Human Reader,Read Aloud to Self,Human Scribe,
7								
8								
9								

**INVALIDATE A TEST SESSION**

To invalidate a test session, STCs **must** compete two steps in the student’s test session:

1. Enter a Test Report Code
2. Invalidate *all* the sessions in the test.

When both steps have been completed, the student will not receive a score for that test.

**ADD TEST REPORT CODE AND INVALIDATE TEST**

To add a test report code, locate the student in the list and click the **+** under the Test Report Code field. Select **Withdrew Before Test Completion**, **Non-Allowed Modification**, **Medical Emergency**, **Other Non-Completion**, **Test Irregularities**, **Absent**, **COVID Exemption**, or **Participating in MSAA** and then click **Save**.



You will be prompted that your changes were saved. Click **Close** to see the code reflected in the test session.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started
<input type="checkbox"/>	Pass	Nikita	983476167	C26D9799	System_Check_Form	01/13/2022 2:17:27 PM	08	System_Check_Session:Not Started	
<input type="checkbox"/>	Pass	Nikita	983476166	F457EB83	System_Check_Form	01/13/2022 2:17:27 PM	+	System_Check_Session:Not Started	

Locate the student in the student table of the Test Session details page and click the **Invalidate** link next to each test session to invalidate the test.

Status	Date/Time Started	Date/Time Completed
Session 1:Not Started		Invalidate
Session 2:Not Started		Invalidate

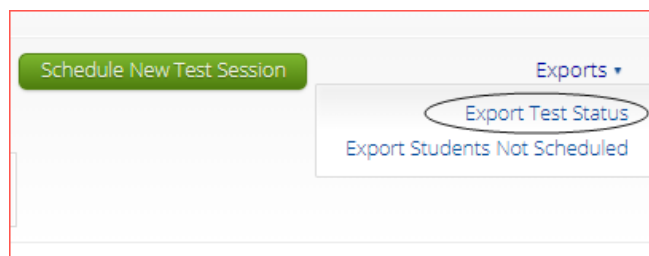
Once clicked, you will be asked to confirm the invalidation, click **Yes** and you will see the session is now invalidated.

Status	Date/Time Started	Date/Time Completed
Session 1:Not Started		Invalidated ( Validate )
Session 2:Not Started		Invalidate

## EXPORT TEST STATUS

**Export Test Status** is a feature that is available to School Test Coordinators.

To download a file with the test status of all students in the selected school, click **Exports** then **Export Test Status**.



A CSV file listing every student and their completion status per session of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	Pass	Nikita	9.83E+08	5	G5 QA Test	QAClsSS	Cyber City School 1-SCHCC1	System_Check_Session				Not Started
3	Pass	Nikita	9.83E+08	5	G5 QA Test	QAClsSS	Cyber City School 1-SCHCC1	System_Check_Session				Not Started
4	Pass	Nikita	9.83E+08	5	G5 QA Test	QAClsSS	Cyber City School 1-SCHCC1	System_Check_Session				Not Started
5	Pass	Nikita	9.83E+08	5	G5 QA Test	QAClsSS	Cyber City School 1-SCHCC1	System_Check_Session			Test Report Codes:Absent:08	Not Started
6	Pass	Nikita	9.83E+08	5	G5 QA Test	QAClsSS	Cyber City School 1-SCHCC1	System_Check_Session	1/13/2022 14:43	1/13/2022 14:47		Finished
7												

If a student’s test is reactivated, their test status will display as “In Progress”, but their previously listed end time will remain the same until the reactivated test is completed.

**EXPORT TEST STATUS FOR ALL TESTS**

**Export Test Status for All Tests** is a feature available to School Test Coordinators at the school level.

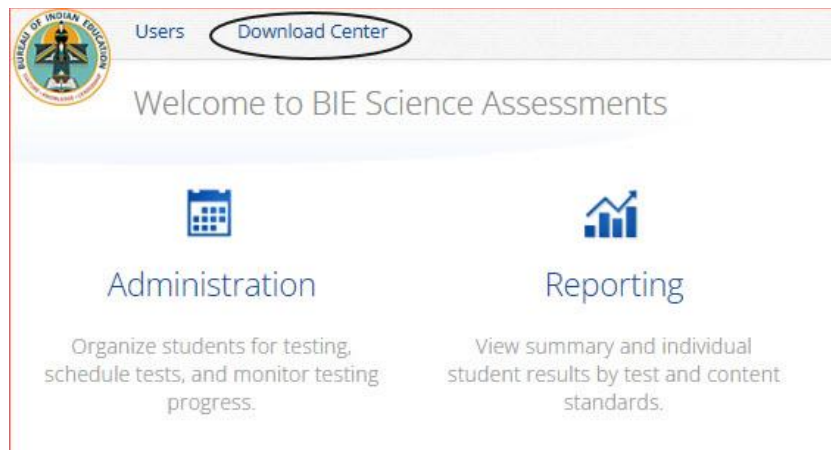
Click **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or district.



A pop-up message will appear indicating the downloaded file will be available in the Download Center.



Once complete, the user will receive an email indicating that the file is available to download. Navigate to the Download Center from the BIE Science Assessment Portal home page to access the file.





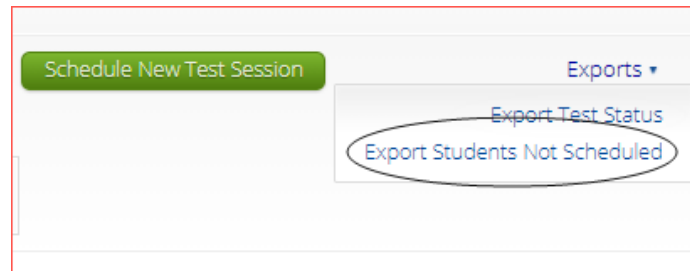
A table will appear with the files available to download, click on Download Result to download the Export Test Status for All Tests file.

ID	Type	Date Created (CST)	Status	Actions
51	Export Test Status for All Tests	10/25/2023 11:25:39 AM	Succeeded	Download Result Archive

A CSV file listing every student and their completion status per session of the currently selected district/school, program, and content area will be downloaded.

**EXPORT STUDENTS NOT SCHEDULED**

**Export Students Not Scheduled** is a feature that is available to School Test Coordinators. To download a file with a listing of students not scheduled for the selected school or test, click **Exports** then **Export Test Status**.



A CSV file listing every student not scheduled for the currently selected school and test will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	NASIS ID	Grade	Class Name	Test Name	
2	JohnsonJohnsonJohnso	Pass		983476150	5		G5 QA Test	
3	Pass	Nikita		983476151	5		G5 QA Test	
4	Pass	Nikita		983476157	5		G5 QA Test	
5	Pass	Nikita		983476158	5		G5 QA Test	
6	Pass	Nikita		983476168	5		G5 QA Test	
7	Pass	Nikita		983476176	5		G5 QA Test	
8	Pass	Nikita		983476177	5		G5 QA Test	
9	Pass	Nikita		983476178	5		G5 QA Test	
10	Pass	Nikita		983476179	5		G5 QA Test	
11	Pass	Nikita		983476180	5		G5 QA Test	

## DASHBOARD

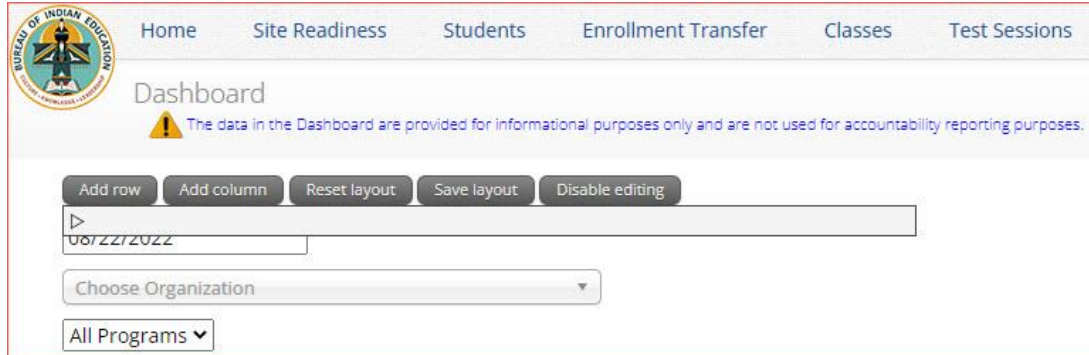
Access the **Dashboard** by clicking the link at the top of the Administration page. The **Dashboard** is a feature that is available to School Test Coordinators to allow them to view specific testing data in their school. The Dashboard is updated every 24 hours and will reflect data from the first day of the testing window to one day prior to the current day.



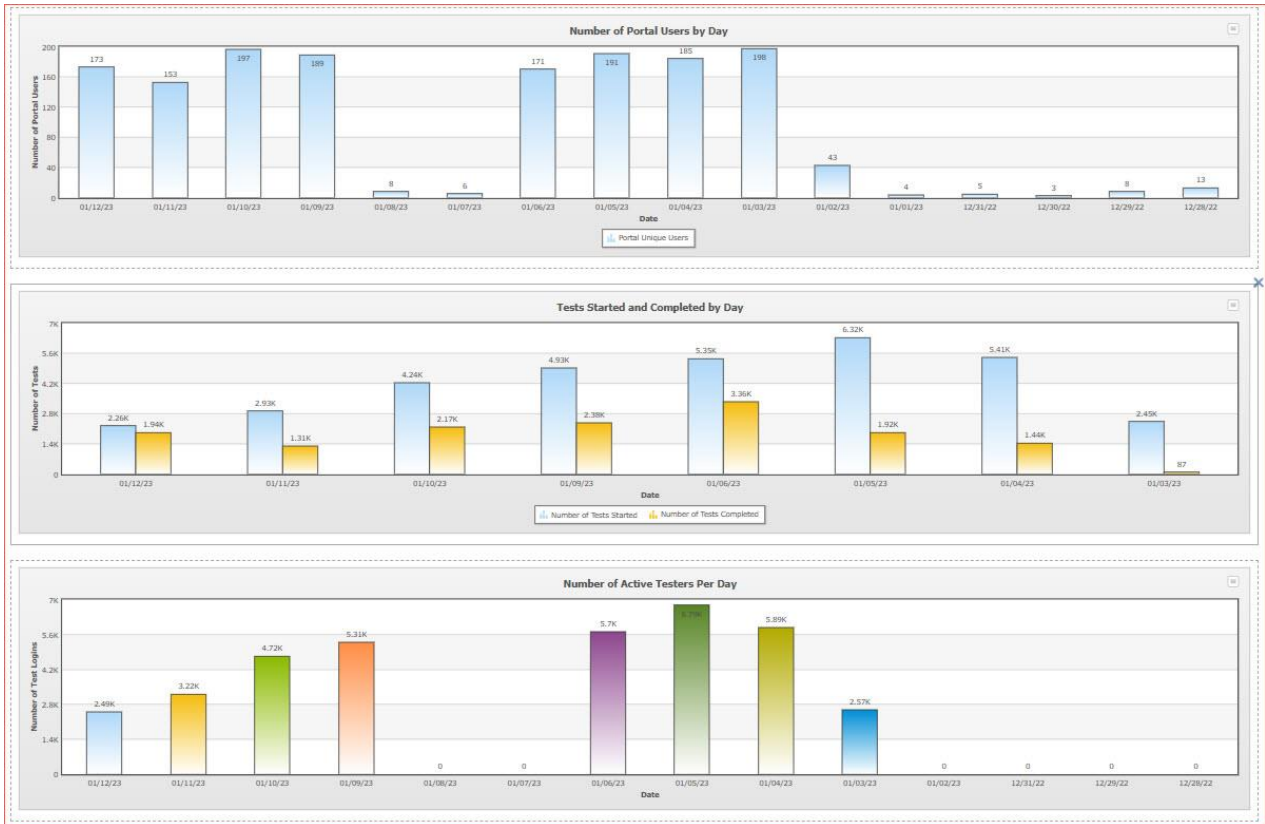
The table below describes the metrics provided in the Dashboard.


By Day Metrics	Cumulative Metrics
Number of tests started by hour	Number of portal users per day
Number of tests in progress by hour	Number of test users who logged in to the kiosk per day
Number of tests paused by hour	Total number of tests scheduled
Number of tests completed by hour	Total number of tests completed by day
Site Readiness Data	Percentage of test completed
	Operating system usage

Cumulative means from the first day of the testing window to one day prior to the current day. The data in the Dashboard is provided for informational purposes only and is not to be used for accountability reporting purposes.



Select the program from the drop-down list, All Programs will be selected by default. The charts, graphs, and tables will populate with the selected parameters.



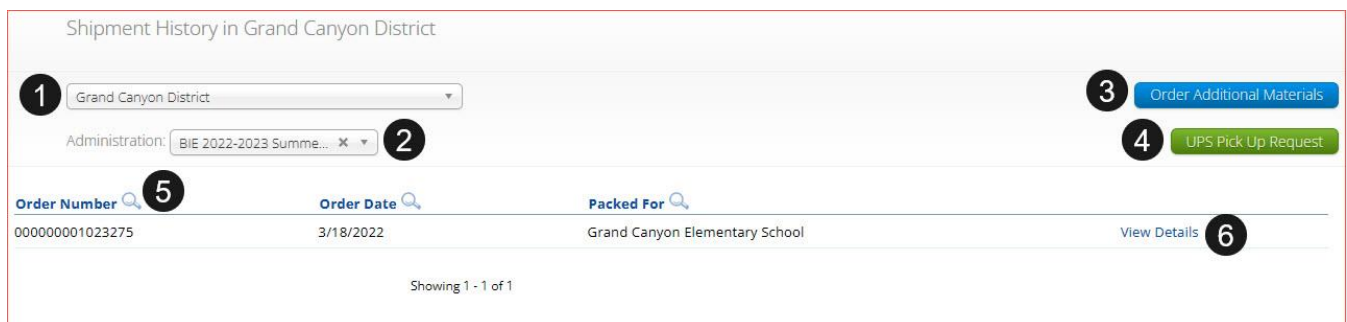
The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as an SVG vector image by clicking on the download arrow  in the top-right corner of each graph, chart, or table.

## MATERIALS MANAGEMENT

Access **Materials Management** by clicking the link at the top of the Administration page. Use the Materials Management page to track order shipments, order additional materials, and schedule a UPS pickup. Only STCs have access to the Materials Management page.



The Shipment History page displays a table of orders and includes the order number, date, customer, and order status.



Order Number	Order Date	Packed For	
000000001023275	3/18/2022	Grand Canyon Elementary School	<a href="#">View Details</a>

1. Filter the table by selecting an organization from the organization menu.
2. Filter the table by selecting a test from the Administration window.
3. Click **Order Additional Materials** to order additional materials after having received your initial shipment.
4. Click **UPS Pick Up Request** to schedule a UPS pick up for your shipment after all shipments are packed and ready to ship.
5. Sort the columns in the table by clicking on a column heading.
6. Click **View Details** from the Orders table to view shipment details. A pop-up box displays the shipment details.

*Shipment Details*

Shipment Details for Order # 000000001023275

Administration: BIE 2022-2023 Summer Operational

Order Date: 3/18/2022

Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS 1
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240140	1	Government Return of Used Answer Document Envelope	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240141	2	HSA Government Answer Document	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240142	2	HSA Government Large Print Test Kit	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240143	2	HSA Government Test Booklet	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240144	2	HSA Science Answer Document	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240145	1	HSA Science Large Print Test Kit	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240146	2	HSA Science Test Booklet	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240147	1	Materials Summary	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240148	3	Response Accommodation Labels (for standard AD accommodations)	1Z19:
000002105825022	03/18/2022	03/18/2022 1:38:20 PM	02110215740000240149	1	Return Service Labels - ground	1Z19:

The Shipment Details pop-up box identifies the order:

- The page title contains the order number.
- The Administration field displays the test for which materials were ordered.
- The Order Date field displays the date when the order was placed.

The Shipment Details table displays the following information about your order:

- Box ID Number: the ID number of the individual boxes in the order
- Shipped Date: date when the order was shipped
- Last Updated: the date and time when the shipment information was last updated
- Item Code, Quantity, and Description: information about the contents of each box in your order
- UPS Tracking: the UPS tracking number, with a link to the UPS tracking website