**Classroom Diagnostic Tool – Creating Test Sessions**

1. Use Safari or Firefox - Chrome and Internet Explorer tend to have issues.
2. Go to <https://pa.drcedirect.com/> and log on to the site.
3. **Check/Modify Student Groups:**
	1. Under **Test Setup**, select **Student Groups**
	2. In the Administration drop-down, select the appropriate option (**2013/2014 Classroom Diagnostic Tools** for the 2013 – 2014 school year)
	3. Click **Find Student Groups**
	4. Students created for the school year will then be listed.
		1. Select a Student Group using the view/edit icon:.
		2. Compare the list of **Students in Group** against your class roster.
			1. If the Student Group is complete and accurate, continue to check all of the Student Groups.
			2. If the Student Group is incomplete or inaccurate:
				1. Extra Students: Remove students by clicking on the student’s name and using the arrow key to remove them from the group.

 or 

* + - * 1. Missing Students: Click “**Find Students**” and from the list on the left, use the arrow key(s) to move students into the Student Group.

or 

* + - * 1. If a student does not appear in the list of students, contact Terry Lazor with the student’s name, student ID number, and Student Group
1. **Create Test Sessions:**
	1. Under **Test Setup**, select **Test Sessions**
	2. In the Administration drop down menu (choose **2013/2014 Classroom Diagnostic Tools** for the 2013 – 2014 school year)
	3. Click on **Show Sessions** tab
	4. At the bottom of the page, click on the **Add Session** tab
	5. In the new window, you will have to fill in the following fields:
		1. **Session Name**: course/period(block)\_/teacher
			1. **Examples:** CPEng9/period9/Espinoza or AlgebraI/block1/Espinoza or Bio/Bl1/Espinoza
		2. **Content Area**: Literacy, Mathematics, or Science
		3. **Assessment**:
			1. **Literacy**: Choose from Reading/Literature or Writing/English Composition
			2. **Math**: Choose from Algebra I, Algebra II, Geometry, or Mathematics
			3. **Science**: Choose from Biology, Chemistry, or Science
		4. **Mode**: Defaults to Online
		5. **Begin Date** – leave the default date that is provided
		6. **End Date** – leave the default date that is provided
		7. **Student Group** – select the class from the drop down menu
		8. Click **Find Students**
			1. Single arrow moves one student from **Available Students** to **Students in Session**
			2. Double arrows move entire class from **Available Students** to **Students in Session**
			3. If students are missing from your Student Group, remove your name as the teacher of the student group and change it to all, and then you may search for a student by entering their last name, and then click **Find Students**.
		9. Click **Save & Add Another** or **Save**, as applicable
	6. The session should then be listed on the first screen – check to ensure that the information regarding the test session is correct (Session Name, Assessment, Begin Date, End Date)
		1. The icons on the right of the page allow the following, from left to right:
			1. Make Changes to the Test Session
			2. Download a roster to excel
			3. Copy a test session – if you want to test the exact same Student Group.
			4. Get the Test Status & Reset Tickets (Complete/Incomplete/Not Started)
			5. Print Master Teacher List and Student Tickets
				1. This document also provides some administration instructions.
			6. Delete Session – Only to be used when ***no*** ***students*** have started the assessment.
2. **Administering the Tests:** Students will use the following application to take the assessment (go to the application menu):
	* 1. PC: Pa Online Assessments
		2. Mac: DRC Insight

\*\*\*\*\*This is the same place you can access the Test Account to demo the tools to the students.

1. **Reset Tickets: Tickets are locked after a session is completed until you unlock them.**
	1. Go to Test Setup
	2. Click on Test Sessions
	3. Select the appropriate Administration Window from the Drop Down Menu
	4. Click Show Sessions icon.  You may reset and entire class, selected students, etc. from the list.
2. **Tickets are valid for 3 Days once they are printed, and then remain in effect for the whole test.**