TechReadinessTool

User's Guide

Updated October 8, 2012

This is a living document and subject to frequent update. We recommend reviewing the document online rather than printing a hard copy.

Introduction

The Technology Readiness Tool is a web-based application designed to (a) help schools and districts identify their current technology infrastructure and (b) assist the states and consortia in determining what next steps will best prepare schools and districts for a successful transition to online testing.

The tool is to be used by states in the Smarter Balanced and PARCC consortia as a means to collect and assess levels of technology readiness within schools and across the districts of the member states.

Measures of operational readiness are derived from the collective evaluation of data captured at the local (school) level and rolled up in reports to districts, state, and consortia levels. Readiness is measured along these dimensions:

- Degree to which hardware and software (devices) at the school level meet the minimum requirements set by the consortia.
- Adequate ratio of test-taking devices to test takers within a prescribed timetable.
- Sufficient bandwidth to handle the expected volume of traffic and content.
- Adequate number of trained personnel to support the process.

User Roles and Tasks

Access to information and authorization to perform specific tasks is generally tied to the user's assigned role and its associated permissions. Instructions for performing these tasks and for accessing reports are provided in the User Procedures section. Additional detail about each of the roles is provided in the Role-based Actions Summary section.

The hierarchy of users includes these roles:

User Role	Typical Activities
Administrators	• Set up user accounts for state-level users. • Enter and update minimum system requirements. • View reports.
State-level users	• Set up and maintain state-, district- and school-level user accounts. • Add and change organizations. • Enter and maintain device (hardware and software) information. • Enter and maintain network infrastructure information. • View reports.
District-level administrators	• Set up and maintain district- and school-level user accounts. • Add and change organizations. • Enter and maintain device (hardware and software) information. • Enter and maintain network infrastructure information. • View reports.
District-level users	• Enter and maintain device (hardware and software) information. • Enter and maintain network infrastructure information. • View reports.
School-level users	• Enter and maintain device (hardware and software) information. • Enter and maintain network infrastructure information. • View reports.

Quick Start

For State Readiness Coordinators (SRC) or District Administrators

If you are new to the process, you may find it beneficial to take the following initial steps.

Step	Action	Using This Information
1.	Review documentation/training materials.	Links to support resources can be found on the home page of the Technology Readiness Tool. After logging in, you will have access to a variety of support information, including training modules, file layouts and templates, and an FAQ/Answer Center site providing help with specific questions. Additional resources are available in the private group for SRCs at http://www.assess4ed.net.
2.	Set up organizations by uploading the Organization File.	See Managing Organization Data.
3.	Set up users manually or by uploading the Users File.	See Managing User Data.
4.	Enter device and/or survey data, depending on plans for roll-out in your state.	See Managing Device Data and Managing School Survey Data.

For District-Level or School-Level Users

If you are new to the process, you may find it beneficial to take the following initial steps:

Step	Action	Using This Information
1.	Review documentation/training material.	Links to support resources can be found on the home page of the Technology Readiness Tool. After logging in, you will have access to the training modules, file layouts and templates, and frequently asked questions (FAQ) documents.
2.	Upload or enter device data for each school.	See Managing Device Data.
3.	Upload or enter school survey data for each school.	See Managing School Survey Data.
4.	Communicate when “finished” with data entry for a particular readiness assessment window.	See Managing School Survey Data.

System Requirements for the Technology Readiness Tool

Windows Operating System Browsers

- Internet Explorer 8.0 or greater
- Firefox
- Chrome

Macintosh OS X Operating System Browsers

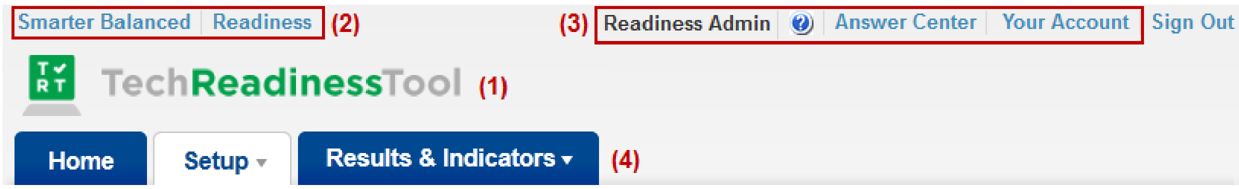
- Safari 4.0 or greater
- Firefox
- Chrome

Device Auto Detection

Java 1.5 or greater is required for in-depth auto detection of a device.

Application Conventions

The information in this section explains the way the tool generally works and where to go to manage or retrieve your information.



TechReadinessTool Icon (1)

Clicking on the TechReadinessTool icon from many locations in the system will take you to the home page.

Consortia and Organization Details (2)

The name of your consortium displays in the upper left corner of the screen. If you are associated with more than one consortium, you can click the name to change your view to that data.

Organization Name reflects the organization data you are currently viewing. If you are associated with multiple organizations, you can click this link to change your view to another organization. You can search for organizations by selecting an organization type from the drop-down or by entering the organization name or code.

User Details and Help Features (3)

Your user name displays in the upper right corner of each web page. You can view or make changes to your account details or change your password by clicking on Your Account. The Answer Center is a knowledge base of answers to frequently asked questions. Click on the Question Mark icon for an explanation of the purpose of each web page.

Navigating with Tabs (4)

- Hovering over a tab displays the available task options.
- The **Home page** includes support information, file layouts, and templates for file imports. Important notifications to users will be posted on this page.
- The **Setup page** provides management access to data of various types, including organizations, user accounts and permissions, devices and consortium requirements, and network and device descriptions. Files are imported and exported from this page.
- The **Results & Indicators page** provides access to summary and comparative views of readiness data.

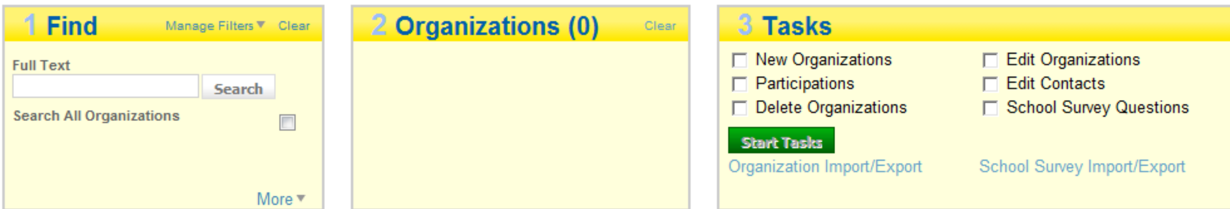
Panel Layout

Use the three on-screen panels, shown below, to

Panel 1: Find (search for) information of a particular type

Panel 2: View the records resulting from your search.

Panel 3: Select which actions (tasks) you want to performed on selected records.



Panel 1: Find

You can locate information in two ways.

Quick Search – Searches records across multiple fields matching the character string provided as search criteria.

Advanced Search – Searches for values on specific fields matching the character string entered for each field.

Following are the fundamentals of locating data in the tool.

- Click **More** to display the fields available for Advanced Search.
- Enter text or select valid values from the drop-downs.
- Click **Add** for each field to start the search.

To add or remove a value from the search criteria:

1. Click the **X** next to the value displayed below the field.
2. Click the Manage Filters link to add or remove fields from the search.
3. Click **Clear** to remove previous search criteria to begin a new search.
4. To close the Advanced Search fields click **Hide**, in the bottom right corner.

Note: Throughout the system, drop-downs may display a limited number of records in your search list. Begin typing in the associated field to narrow your search and display the records that match your search criteria.

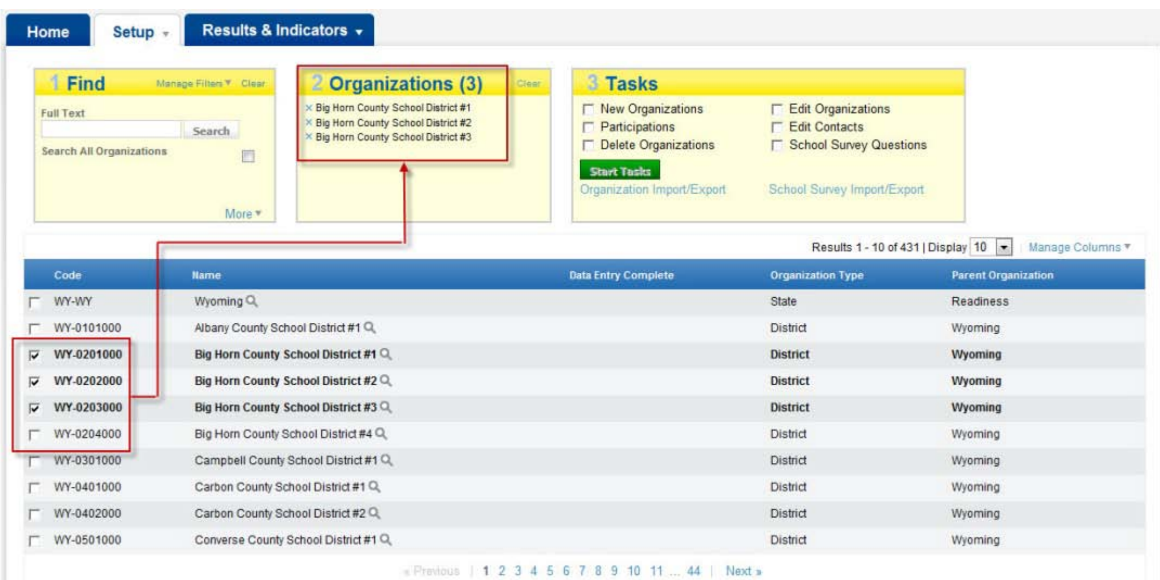
Panel 2: Display of Selected Records

The label displayed on this panel reflects the type of information you selected in the Find panel. The number of selected records that fit the search criteria is shown in parentheses.

Following are the fundamentals of record display.

- Select the check boxes next to the records you want to work with. Those records are displayed in Panel 2.
- To view record details, click the magnifying glass () next to the record.
- To add or remove columns from displaying in the grid, click the Manage Columns link (above the rightmost column heading), then select the check box next to the column name.
- To change the number of records to be displayed on the page, select a value from the Display drop-down (above the rightmost column heading).
- If you are working with more than one page of results, use the navigation at the bottom of the page to view additional records.

The example below reflects test data only. A search for Wyoming organizations returned a set of records to the bottom portion of the screen. Three records are selected for further review or processing. Panel 2 reflects that selection: a total of three organizations and the names of those organizations.



Panel 3: Tasks

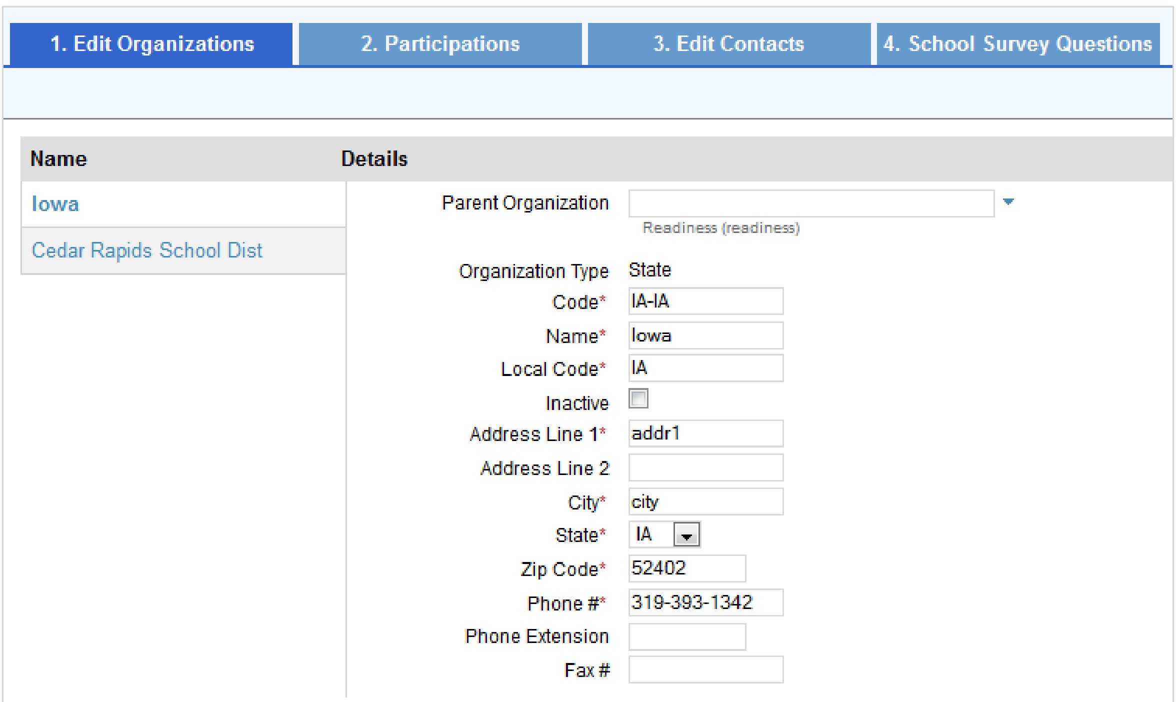
The tasks that are available to you will depend upon your user role. Select one or more tasks to apply to the records displayed in Panel 2. Refer to the Role-based Actions Summary section for a list of tasks, by role.

Task Details

When you select the check box for any given task, you will navigate to a screen where you can add or update data associated with those tasks for the records you identified in Panel 2.

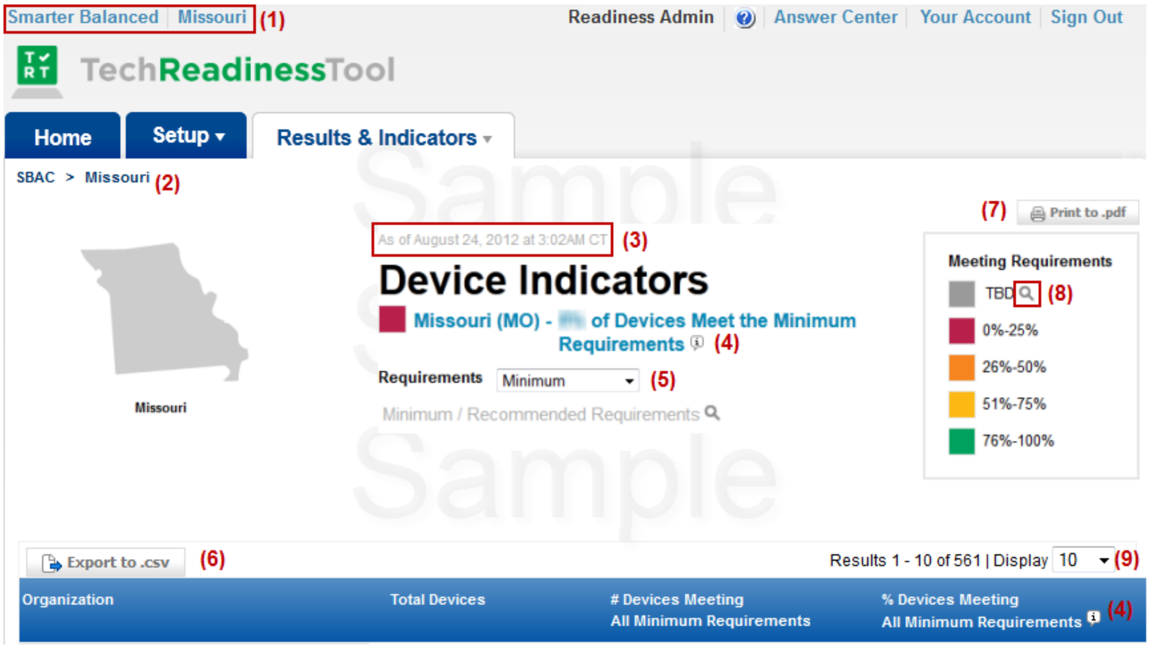
Following are the fundamentals of working with your selected tasks:

- Each selected task will be represented as a tab across the top of the screen so all data can be modified in one series of actions.
- Click the tabs to alternate between tasks. Click the link to the record to view the details of the data.
- If multiple records have been selected, those display down the left side of the screen, as shown in the example, below.
- On some pages, you may click the grid icon in the upper right corner of the screen to toggle between Grid and Detail mode for alternate views of the record detail.



Reports (Results & Indicators) Navigation

Certain features of the report screens and displays of data are the same for all or most reports. These features are indicated on the screen shot below and described in the table that follows.



Feature	**Description**
(1) Consortia designation	If your state is a member of both consortia, you may toggle between results for Smarter Balanced and PARCC.
(2) Navigation	The breadcrumb trail indicates your current position within the tool. Clicking on a link within the breadcrumb will take you back to previous screen(s).
(3) Current status display	**Timestamp:** System date and time when the report was generated. Data is current as of the date/time stamp that displays above the report title. Reports update every night. **Status message:** Current level of compliance for the organization, with color-coded indicator corresponding to the compliance ranges for the report. If minimum or recommended requirements have not been set, this value will be TBD.
(4) Information icon (tooltip)	Hover over the icon for clarifying information or to see the calculations used to generate results.
(5) Minimum and Recommended drop-down	Select from the drop-down to display data in relation to minimum requirements or in relation to recommended requirements. **Applies to:** – Device Indicators – Device to Test-Taker Indicators – Network Indicators

Feature	Description
(6) Export to .csv	If available, click to export the report to a CSV (comma-separated values) file that can then be opened in a spreadsheet program like Microsoft Excel. Using the Print to .pdf functionality and the Export to .csv functionality will allow you to create point-in-time views of the data if you would like to track progress over time.
(7) Print to .pdf	Click to generate a PDF of your data. Report data will show the map and the data displayed in the grid. You must have a PDF reader installed, such as Adobe Reader. Using the Print to .pdf functionality and the Export to .csv functionality will allow you to create point-in-time views of the data if you would like to track progress over time.
(8) Magnifying glass	Click to open a window displaying additional detail.
(9) Records per page	Select a value to see more or fewer records displayed per page.

Other Features of Screen Display

Color-coded keys	Indicate ranges of compliance or levels of concern to aid data interpretation.
Color-coded text	**Black text:** If the values in the system meet the minimum or recommended requirements, (whichever you have chosen), they will display in black. **Red text:** If the values display in red, the minimum (or recommended) requirements have not been met. **Grey text:** If the minimum (or recommended) specifications have not been established, TBD will be displayed in grey beside the value.

You may notice when you access the reports that many values are populated with TBD. The indicator TBD, for “To Be Determined,” is used when some or all of the readiness requirements have not yet been set or finalized.

Parameters in the report that have been marked TBD will be populated at a later date with data reporting on the specific readiness metric, when the assessment delivery requirements associated with that particular metric have been finalized and published.

The consortia understand the critical need for published requirements, and will release them as soon as possible, once they can ensure the requirements accurately reflect the technology necessary to implement assessments for the 2014-15 school year.

Role-based Actions Summary

This section identifies the specific tasks that can be performed in the readiness tool.

Organization Management

Organizations are maintained in order to restrict access for users and to roll up reports. The task options you see will vary based upon your role.

If you see this check box …	You are authorized to …
New Organizations	Add organizations.
Edit Organizations	Modify existing organization information.
Participations	Identify what organizations are participating in the selected consortium.
Edit Contacts	Manage contact information for an organization. Typically contacts are individuals that are responsible for collecting the data for the organization. Administrative contacts responsible for monitoring the progress of data collection may also be identified.
Delete Organizations	Remove an organization.
School Survey Questions	Enter network infrastructure, test taker, testing window, and completion status information associated with a school.
Organization Import/Export	Upload and download organization data files.
School Survey Import/Export	Upload and download school data files.

User Accounts and Permissions

The task options you see for setting up and modifying user accounts will vary based upon your role.

If you see this check box …	You are authorized to …
New Users	Add a user account.
Edit Users	Modify existing user information.
Enable/Disable Users	Reinstate or disable a user account.
Organization Assignment	Associate a user with one or more organizations.
Role Assignment	Associate a user with one or more roles.
Password Reset	Reset a user password.
Delete/Undelete Users	Remove or restore a user account.
User Import/Export	Upload and download user data files.

Device Inventory Management

The task options you see for entering and modifying device information will vary based upon your role.

If you see this check box …	You are authorized to …
New Devices	Add a device.
Edit Devices	Modify device details.
Delete Devices	Remove a device.
Device Import/Export	Upload and download device data files, or append to existing device data.

Batch File Import / Export

Data can be imported and exported into the system to expedite the data management process. The task options you see will vary based upon your role.

If you see this check box …	You are authorized to …
Device Import/Export	Upload, download, or append device details.
User Import/Export	Upload and download a file of users.
Organization Import/Export	Upload and download a file of organizations.
School Survey Import/Export	Upload and download a file of school survey data.
File Details	View details of the file upload or download activity, including errors.

User Procedures

This section provides instructions for specific uses of the tool. Your role will determine what tasks you see referenced on screen.

Usernames and Passwords

When a user account is added, either through a file import or through the User Accounts and Permissions screens, an email is sent to the user with login details. Before the user can access the system for the first time, the password must be reset.

Signing In

To access the tool:

1. Go to the sign-in page (www.techreadiness.net).
2. Type your username and password.
3. Click **Sign In**.

Retrieving Your Username

If you forget your username:

1. Click the Retrieve Username link to go to the Retrieve Username page.
2. Enter the email address on file for your username, and then click Retrieve Username.
3. Follow the instructions in the system-generated email.

Resetting Your Password

To request that your password be reset:

1. Click the Reset **Password** link to go to the Forgot Password page.
2. Enter your user name and email address, then click **Request Password Reset**. In most cases, the user name and email address will be the same.
3. Follow the instructions in the system-generated email.

Note: For security, all passwords must have a minimum of 8 characters and may have up to 32 characters, and are required to include at least three of these four character types:

- 1 uppercase character
- 1 lowercase character
- 1 number
- 1 special character from this set: ~`!@#$%^&*()_-+=}{[]|\:;<,>.?/

Requesting an Account

To request a new account:

1. Click the Request Account link to bring up the TechReadiness Tool – Request Form.
2. Enter the requested information, be sure to select your state, and then click **Submit**.

Managing Organization Data

Prior to creating users, loading device data, or entering school survey information, an organization must be created.

There are two ways to complete organization information:

1. Manually enter data through the user interface.
2. Import a file of organization data in the correct file format and layout. You can use the Organization File Template and File Layout (found on the Home page) to import data using this method.

Field Descriptions for New Organizations

To create a new organization, complete the fields identified in the table below.

Field Name	**Description**
Parent Organization	Select from the available list of organizations to identify the district or state to which your new organization will belong. If you are creating a district, the parent will be the state. If you are creating a school, the parent will be the district. If your organization is a charter or nonpublic school, create a district record to represent the parent of your school organization.
Organization Type	Select school or district. The organization type will be automatically selected based on the Parent Organization. The value will be School or District.
Code	Text entry. Must be entered in the correct State – Local Code format (two-character state abbreviation and district/school code supplied by the state exactly as entered in the Local Code field below, separated by a hyphen).
Name	School or district name, 100 characters or less.
Local Code	District/school code supplied by the state.
Inactive	Select the check box to flag the organization as inactive. This data does not appear on any report, but is stored on the organization record where it appears on the Edit Organizations screen.
Address 1	Required
Address 2	Optional
City	Required
State	Required
Zip Code	Required
Phone #	Required

Field Name	Description
Phone Extension	Optional
Fax #	Optional

Managing Organization Data through the User Interface

To create a new organization:

1. From the Setup tab, click Organization Management.
2. In the Tasks panel, select New Organizations.
3. Click **Start Tasks**.
4. Complete the data as described in the table above.
5. Click **Save**.

To edit an existing organization:

1. From the Setup tab, click Organization Management.
2. Select one or more organizations.
3. In the Tasks panel, select the Edit Organizations check box.
4. Click **Start Tasks**.

Note: All the fields from the New Organizations screen described above can be modified in the Edit Organizations screen with the exception of Parent Organization and Organization Type.

To delete an organization

1. From the Setup tab, select Organization Management.
2. Select one or more organizations.
3. In the Tasks panel, select Delete Organizations.
4. Click **Start Tasks**.

Managing Organizations through Batch File Import and Export

If you would prefer to manage data for multiple organizations outside the tool (rather than enter data for each organization directly through the user interface), you can create a data file and use a file import process to upload your data.

You will need to create this file in the specified layout and your upload file format will need to be .csv (comma separated value). The template provided defines the order of the order of the fields to be completed and can be used as a model for your file layout.

To create a file using the template:

1. On the Home page, under File Layouts & Templates, click on the Organization File Template link.
2. Enter your data.
3. Save your file.

Data definitions and valid values may be accessed by clicking the Organization File Layout link, also on the Home page under File Layouts and Templates.

Tips:

- If you are uploading a file with data for organizations that already exist in the system, be sure the local code in your file exactly matches the local code entered for each organization in the system.
- Be careful to retain all leading zeroes by saving columns with leading zeroes as text. (Select the appropriate column, right-click, select Format Cells, select the Number tab, select Text).
- Be sure your file is saved in .csv format.

Importing an Organization Data File

1. From the Setup tab, select Organization Management.
2. In the Tasks panel, click on the Organization Import/Export link.
3. Complete the fields as described below.
4. Click **Process File**.

Field Name	Description
Action	Select Import.
File Name and Location	Browse to the file location and select.
Description	Add a description of the data (optional).

Note: Another way to access the import/export screen is through Batch File Importing & Exporting. This may be your preferred way to navigate if your primary function is to work with a variety of data file imports and exports and to monitor the status of the import and export processes.

Exporting Organization Data

1. From the Setup tab, select Organization Management.
2. In the Tasks panel, click on the Organization Import/Export link
3. Click **Start Tasks**.
4. Complete the fields as described below.
5. Click **Process File**.

Field Name	Description
Action	Select Export. Only the data for the organization you are currently viewing will be exported. That organization is reflected in the upper left corner next to the consortium designation.
File Name and Location	No action. Browse button is disabled.
Description	Add a description of the data if you would like.

To check the status of a file import or export process:

1. From the Setup tab, select Batch File Importing & Exporting.
2. Select the record(s) for which you would like more information.
3. Select the File Details check box.
4. Click **Start Tasks**.

A list of error messages and instructions for remedying common errors is included at the end of this user's guide as Appendix A.

Editing Contacts for an Organization

The purpose of contact information is to identify the individuals serving as the focal point of readiness activity at a school or district level. Typically, individuals responsible for collecting data for the organization are identified as contacts. Those with responsibility for monitoring the progress of data collection may also be identified.

To make changes to contact information

1. From the Setup tab, select Organization Management.
2. Type the name of the organization in the Find panel and click **Search**.
3. Select record(s) from the list in display listed in the table.
4. Select the Edit Contacts check box.
5. Click **Start Tasks**.
6. Add or modify the contact information.
7. Click **Save**.

Managing User Data

State- and district-level users with administrative access can create, modify, and delete user accounts.

There are two ways to create user information:

1. Manually enter data through the user interface.
2. Import a file of user data in the correct file format and layout. You can use the User File Template and File Layout (found on the home page) to import data using this method.

Field Descriptions for New Users

To create a new user account, complete the fields identified in the table below.

Field Name	Description
Select Roles	Select from valid values.
Select Organizations	Select from valid values.
Email	Enter user's email address.

Field Name	Description
Username	Your default user name is the email address you entered. You can change your username by clicking the lock symbol next to the username field and entering the username of your preference.
First Name	Enter user's first name.
Last Name	Enter user's last name.
Active Begin Date	Not required. Use to define a specific date on which the account will be automatically activated. If no date is specified, the account is active immediately.
Active End Date	Not required. Use to define a specific date on which the account will be deactivated. If no date is specified, the account continues to be active indefinitely.

Managing User Data through the User Interface

To create a new user:

1. From the Setup tab, select User Accounts & Permissions.
2. In the Tasks panel, select the New Users check box.
3. Click **Start Tasks**.
4. Complete the data as described in the table above.
5. Click **Save**.

To modify an existing user account:

1. From the Setup tab, select User Accounts & Permissions.
2. Select one or more users.
3. In the Tasks panel, select the Edit Users check box.
4. Click **Start Tasks**.

Note: All the fields from the New User screen can be modified in Edit User with the exception of Roles and Organizations. To modify role and organization assignments for users, use the use the Organization Assignment and Role Assignment task.

Managing User Data through Batch File Import and Export

If you would prefer to manage accounts for multiple users outside the tool (rather than enter data for each user account directly through the tool interface), you can create a data file and use a file import process to upload your data.

Note: Before you can create users, you must create the organizations with which the users will be associated.

You will need to create the file in the specified layout and your upload file format will need to be .csv (comma separated value). The template provided defines the order of the order of the fields to be completed and can be used as a model for your file layout.

To create a file using the template:

1. On the Home page, under File Layouts & Templates, click on the User File Template link.
2. Enter your data.
3. Save your file.

Data definitions and valid values may be accessed by selecting User File Layout, also under File Layouts & Templates on the Home page.

Tips:

- Be sure the local code in your file exactly matches the local code entered for each organization in the system.
- Be careful to retain all leading zeroes by saving columns with leading zeroes as text. (Select the appropriate column, right-click, select Format Cells, select the Number tab, and select Text).
- Be sure your file is saved in .csv format.

Importing a User Data File

1. From the Setup tab, select User Accounts & Permissions.
2. In the Tasks panel, click on the User Import/Export link.
3. Complete the fields as described below.
4. Click **Process File**.

Field Name	Description
Action	Select Import.
File Name and Location	Browse to the file location and select.
Description	Add a description of the data if you would like (optional).

Note: Another way to access the import/export screen is through Batch File Importing & Exporting. This may be your preferred way to navigate if your primary function is to work with a variety of data file imports and exports and to monitor the status of the import and export processes.

Exporting User Data

1. From the Setup tab, select User Accounts and Permissions.
2. In the Tasks panel, select User Import/Export.
3. Click **Start Tasks**.
4. Complete the fields as described below.
5. Click **Process File**.

Field Name	Description

Field Name	Description
Action	Select Export. Only the data for the organization you are currently viewing will be exported. That organization is reflected in the upper left corner next to the consortium designation.
File Name and Location	No action. Browse button is disabled.
Description	Add a description of the data (optional).

To check the status of a file import or export process:

1. From the Setup tab, select Batch File Importing & Exporting.
2. Select the record(s) for which you would like more information.
3. Select the File Details check box.
4. Click **Start Tasks**.

A list of error messages and instructions for remedying common errors is included at the end of this user's guide as Appendix A.

Enabling and Disabling User Accounts

State- and district- level users with administrative access can modify user accounts. For a user to access the system, their account must be enabled.

To enable or disable a user account:

1. From the Setup tab, select User Accounts & Permissions.
2. Select one or more users.
3. Select the Enable/Disable Users check box.
4. Click **Start Tasks**.
5. Complete the fields as described below.
6. Click **Save**.

Field Name	Description
Name	Pre-populated and uneditable.
Email	Pre-populated and uneditable.
Status	Change the user's status from Enabled to Disabled, and vice versa.
Disable Date	Date the user account was disabled. Disabling the account overrides any dates that may have been set when the user account was created.
Disable Reason	Reason why the account is being disabled (required if status is set to Disabled).

Resetting User Passwords

State- and district-level users with administrative access can reset user passwords.

1. From the Setup tab, select User Accounts & Permissions.
2. In the Find panel, type the user name.
3. In the display of records, click the check box next to the user name.
4. Click the Password Reset check box.
5. Click **Start Tasks**.

Resending Password Tokens

State- and district-level users with administrative access can resend password tokens.

1. From the Setup tab, select User Accounts & Permissions.
2. In the Find panel, type the user name.
3. Click on the magnifying glass ( ) next to the user name.
4. In the User Details, click the Send Email link.
   The system will automatically open an email in the email system you have set up for your browser to allow you to send an email with the token link to the selected users. The email will be pre-populated with addressee, subject, and instructional information.
5. Click **More** to view the text of the email and token. This text can be copied into another email program and sent directly to the user by the administrator.

Assigning Roles to Users

You can manage the role assignment for a user by adding or removing roles.

Note: Click the magnifying glass ( ) next to the username to view the roles and organizations to which the user is currently assigned.

To change a user's role assignment:

1. From the Setup tab, select User Accounts & Permissions.
2. Select one or more users from the record display.
3. Select the Role Assignment check box.
4. Click **Start Tasks**.

In the Role Assignment edit screen:

First, confirm the roles you want to add or remove from the user. They are represented in the Role panel at the top left of the screen.

5. Click the **Add** drop-down, then the Search for Roles drop-down.
6. Select any roles that are not yet represented for that user that you want to add or remove. In the Roles panel, click **X** to deselect any role and remove it from the role assignment display for the user.
7. In the role assignment display, link a user to a role by selecting the check box associated with that role.
   Note: A user will not have the permissions associated with a role until the box is checked.
8. Click **Save.**

Assigning Organizations to Users

You can manage the organization assignment for a user by adding or removing assigned organizations.

Note: Click the magnifying glass () next to the user name to view the roles and organizations to which the user is currently assigned.

To change a user's organization assignment:

1. From the Setup tab, select User Accounts & Permissions.
2. Select one or more users from the record display.
3. Select the Organization Assignment check box.
4. Click **Start Tasks**.

In the Organization Assignment edit screen:

First, confirm the organizations you want to add or remove from the user are represented Organizations panel at the top left of the screen.

5. Click the **Add** drop-down, then the Search for Organizations drop-down.
6. Select any organizations that are not yet represented for the user you want to add or remove. In the Organizations panel, click **X** to deselect an organization and remove it from the organization assignment display for the user.
7. In the organization assignment display, link a user to an organization by selecting the check box associated with that organization.
   Note: A user will not have the permissions associated with an organization until the box is checked.
8. Click **Save.**

Deleting or Undeleting User Accounts

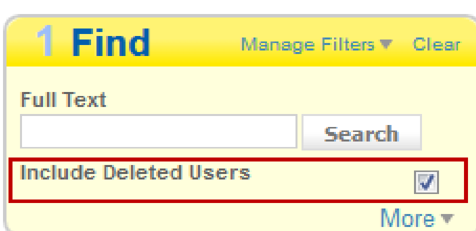
State- and district- level users with administrative access can delete or restore (undelete) user accounts.

The procedure is the same for deleting or undeleting an account. The difference is whether the check box next to the user name is checked or unchecked.

- If the box is checked, the user is deleted (has no access to) the system.
- If the box is unchecked, the user account is active.

To delete (or restore) a user account:

1. From the Setup tab, select User Accounts & Permissions.
2. In the Find panel, **confirm that the check box to Include Deleted Users is selected.**



3. Select one or more users from the list displayed.
4. In the Tasks panel, select the Delete/Undelete Users check box.
5. Click **Start Tasks**.
6. Select the check box(es) next to the user names for the account(s) you want to delete. Deselect the check box(es) next to the user names for the account(s) you want to undelete.
7. Click **Delete/Undelete**.

Note: If the box is checked the user is deleted (has no access to) the system. If the box is unchecked, the user account is active.

Managing Device Data

School- and district-level users will complete information about the equipment (hardware and software) in the schools that has been designated for use in online testing This information will contribute to the baseline measure of the school’s technology readiness. Users can make changes to device data as modifications are made to these systems.

There are two ways to complete device information:

1. Manually enter data through the user interface.
2. Import a file of device data in the correct file format and layout. You can use the Device File Template and File Layout (found on the home page) to import data using this method.

Auto Populating Data

If you are accessing the system from a computer that will be used for online testing, you can use the auto populate function to detect your system hardware and software configuration.

Note:

- The auto populate option is available only if your selected task is New Devices
- Java 1.5 or greater is required for in-depth auto detection of a device

If you have multiple computers with the same hardware and software configuration, you can use auto populate and identify the number of machines to which those characteristics apply by changing the number in the Count field. You can manually assign a name and location for that group of computers by overwriting the machine name and IP address in the first two auto populated fields. When creating a new device, click the Auto Populate button on the New Devices screen to start the process

Field Descriptions for Devices

To identify a new device, complete the fields identified in the table below.

Field Name	Description
Auto-Populate Fields	
Name	Auto populates the machine name. If you have multiple computers to identify, manually assign a meaningful collective name for the group (e.g., new PCs).

Field Name	Description
Location	Auto populates the IP address of the single machine (e.g., Lab 1). Overwrite to identify a meaningful location for a group of computers.
Operating System	Auto populates. Or select from valid values.
Processor	Auto populates. Or select from valid values.
Memory	Auto populates. Or select from valid values.
Screen Resolution	Auto populates. Or select from valid values.
Browser	Auto populates. Or select from valid values.
Survey Questions	
Count	Number of computers that share the criteria identified in the fields above and below.
Device Type	Select from valid values.
Wireless	Indicate whether or not the device uses a wireless connection.
Monitor/Display Size	Monitor size measured diagonally from corner to corner. Check the manufacturers' rated screen size for this value. Select from valid values.
Assessment Environment	The decision of what constitutes an appropriate location for a device needs to be a local determination. The decision should take into account any applicable state laws and state or district policies regarding assessment logistics and security (such as whether students may take a test in a room where other student instruction or activity is also taking place). Additional consideration may need to be given to the physical placement and mobility of devices to be used for online testing. For example, a computer may be deemed unsuitable for testing if it is currently located in a classroom where instruction will occur during the test day, and the computer's size and/or location makes it impractical to move to another location. Another example is a computer lab that cannot be reconfigured to allow an appropriate distance or visual barrier between computer monitors for test security, or the lab cannot be easily prepared to remove access to other information (such as instructional displays on the walls) that may inform student responses.

Field Name	Description
Device Owner	Indicate to what person or entity the device belongs. Select from valid values.

Managing Device Data through the User Interface

To create a new device record

1. From the Setup tab, select Device Inventory Management.
2. In the Tasks panel, click the New Devices check box.
3. Click **Start Tasks**.
4. On the Device Inventory Management screen, be sure you have indicated a school organization in Organizations panel at the top-left of the screen. To change the organization, click the Change link and type in the school name
5. You may use the auto population tool or enter the data manually. The auto population tool automatically recognizes the computer's specifications (see Auto Populating Data).
6. Click **Create Device.**

To modify/edit a device record

1. From the Setup tab, select Device Inventory Management.
2. Select one or more devices
3. In the Task panel, select the Edit Devices check box.
4. Click **Start Tasks**.
5. Edit the record
6. Click **Save**.

To delete an existing device record

1. From the Setup tab, select Device Inventory Management
2. Select one or more devices.
3. Select the Delete Devices check box.
4. Click **Start Tasks.**
5. Check the box next to the device name.
6. Click **Delete**.

Managing Device Data through Batch File Import and Export

If you would prefer to manage data for multiple devices outside the tool (rather than enter data for each device directly through user interface), you can use a file import process for uploading your data.

You will need to create this file in the specified layout and your upload file format will need to be .csv (comma separated value). The template provided defines the order of the order of the fields to be completed and can be used as a model for your file layout

To create a file of device data:

1. On the Home page, under File Layouts & Templates, click on the Device File Template link.
2. Enter your data.
3. Save your file.

Data definitions and valid values may be accessed by selecting the link to Device File Layout, also on the Home page under File Layouts and Templates.

Tips:

- Be sure the local code in your file exactly matches the local code entered for each organization in the system.
- Be careful to retain all leading zeroes by saving columns with leading zeroes as text. (Select the appropriate column, right-click, select Format Cells, select the Number tab, select Text).
- Be sure your file is saved in .csv format.

Importing a Device Data File

1. From the Setup tab, select Device Inventory Management.
2. In the Tasks panel, click on the Device Import/Export link.
3. Complete the fields as described below.
4. Click **Process File**.

Field Name	Description
Action	Select Import.
Method	Select one: Append file data -- adds all devices in the file to the existing data. Delete existing data -- replaces all existing device data with imported file data.
File Name and Location	Browse to the file location and select.
Description	Add a description of the data (optional).

Note: Another way to access the import/export screen is through Batch File Importing & Exporting. This may be your preferred way to navigate if your primary function is to work with a variety of data file imports and exports and to monitor the status of the import and export processes.

Exporting Device Data

1. From the Setup tab, select Device Inventory Management.
2. In the Tasks panel, select the Device Import/Export check box.
3. Click **Start Tasks**.
4. Complete the fields as described below.
5. Click **Process File**.

Field Name	Description
Action	Select Export. This will export just the data for the organization you are currently viewing. That organization is reflected in the upper left corner next to the consortium designation.
Method	No action. Not applicable to exporting.
File Name and Location	No action. Browse button is disabled.
Description	Add a description of the data (optional).

To check the status of a file import or export process:

1. From the Setup tab, select Batch File Importing & Exporting.
2. Select the record(s) for which you would like more information.
3. Select the File Details check box.
4. Click **Start Tasks**.

A list of error messages and instructions for remedying common errors is included at the end of this user's guide as Appendix A.

Managing School Survey Data

School- and district-level users will complete survey questions about each school's network infrastructure. Together with the school's device data, this information will contribute to the initial measure of the school's technology readiness. Updates to the survey data can be made to reflect any upgrades or modifications to systems at the school level.

There are two ways to complete school surveys:

1. Manually enter data through the user interface.
2. Import a file of school survey data in the correct file format and layout. You can use the School Survey Template and File Layout (found on the home page) to import data using this method.

Field Descriptions for School Survey Data

To create a school survey, complete the fields identified in the table below.

Field Name	Description
Data Entry Submitted and Eligible for Review	**A yes/no indicator that all data entry (all devices and all school survey information) is complete.** This indicator will appear in the grid area of the Organization Management page and on the Completion Status report under the Results and Indicators tab. Responses to survey questions can be edited and the Data Entry Complete status can be changed at any time.

Field Name	**Description**
Internet Bandwidth	Value that most closely matches the volume of data that your Internet service connection can move over a specified time. Data will help in estimating the time it will take to download the test data in comparison to your specifications. Comparative information will be represented on the Network Indicators report.
Internet Bandwidth Utilization (%)	Percent of your total internet capacity used (on average) or percent of capacity used during test taking time periods. Data will help in estimating the time it will take to download the test data in comparison to your specifications. Comparative information will be represented on the Network Indicators report.
Internal Network Bandwidth	Value that most closely matches your internal network capacity. Data will help in estimating the time it will take to download the test data in comparison to your specifications. Comparative information will be represented on the Network Indicators report.
Internal Network Bandwidth Utilization (%)	Percent of your total internal network capacity (on average) or percent of capacity used during test taking time periods. Data will help in estimating the time it will take to download the test data in comparison to your specifications. Comparative information will be represented on the Network Indicators report.
Wireless Access Points Count	Number of possible connections for wireless devices. Data will help in estimating the time it will take to download the test data in comparison to your specifications. Comparative information will be represented on the Network Indicators report.
Max # of Simultaneous Test Takers	Estimated total number of test takers that would test at any one time within the school's network. Should not exceed the total number of computers available for student testing at the school, but can be set lower as local logistical constraints may dictate.
Est Test-Taker Count)	Enrollment counts will be used together with devices and network information to determine what percentage of test takers can be tested within a specified test window or timeframe.
Testing Window (# school days)	Number of testing days in the testing time period. Data will be used together with devices and network information to determine what percentage of test takers can be tested within a specified test window or timeframe. This number will be represented on the Device to Test-Taker Indicators report.
Sessions per Day	Number of separate testing time periods planned for each testing day. Data will be used together with devices and network information to determine what percentage of test takers can be tested within a specified test window or timeframe. This number will be represented on the Device to Test-Taker Indicators report.
Grade K Enrollment Count	Number of students currently enrolled in Grade K. 5 digits maximum. Used to evaluate network readiness.

Field Name	**Description**
Grade 1 Enrollment Count	Number of students currently enrolled in Grade 1. 5 digits maximum. Used to evaluate network readiness.
Grade 2 Enrollment Count	Number of students currently enrolled in Grade 2. 5 digits maximum. Used to evaluate network readiness.
Grade 3 Enrollment Count	Number of students currently enrolled in Grade 3. 5 digits maximum. Used to evaluate network readiness.
Grade 4 Enrollment Count	Number of students currently enrolled in Grade 4. 5 digits maximum. Used to evaluate network readiness.
Grade 5 Enrollment Count	Number of students currently enrolled in Grade 5. 5 digits maximum. Used to evaluate network readiness.
Grade 6 Enrollment Count	Number of students currently enrolled in Grade 6. 5 digits maximum. Used to evaluate network readiness.
Grade 7 Enrollment Count	Number of students currently enrolled in Grade 7. 5 digits maximum. Used to evaluate network readiness.
Grade 8 Enrollment Count	Number of students currently enrolled in Grade 8. 5 digits maximum. Used to evaluate network readiness.
Grade 9 Enrollment Count	Number of students currently enrolled in Grade 9. 5 digits maximum. Used to evaluate network readiness.
Grade 10 Enrollment Count	Number of students currently enrolled in Grade 10. 5 digits maximum. Used to evaluate network readiness.
Grade 11 Enrollment Count	Number of students currently enrolled in Grade 11. 5 digits maximum. Used to evaluate network readiness.
Grade 12 Enrollment Count	Number of students currently enrolled in Grade 12. 5 digits maximum. Used to evaluate network readiness.
School Classification	Type of school system: public, private, charter, or other testing location.

Entering Staff/Personnel Issues and Roadblocks

Address the following questions using a scale of 0-10, with 0 being no concern and 10 being extremely concerned. If you are not certain, select Don't Know. If the question does not apply, select Not Applicable. Your responses will be represented on the Staff & Personnel Indicator Report.	
Having a sufficient <u>number of test administrators</u> to support online testing.	How concerned are you about the number of available test administrators to support online testing in your school?
Test administrators having <u>sufficient technical understanding</u> to support online testing.	How concerned are you about the current level of your test administrators' technical understanding?

Providing all appropriate training needed for test administrators.	How concerned are you about the amount of training your test administrators will need?
Having a sufficient number of technology support staff to support online testing.	How concerned are you about the number of available technology staff to support online testing in your school?
Technology support staff having sufficient technical understanding to support online testing.	How concerned are you about your current technology support staff's level of technical understanding to support online testing?
Providing all appropriate training needed for technology support staff.	How concerned are you about the amount of training your technology support staff will need?

Managing School Survey Data through the User Interface

To add a new school survey:

1. From the Setup tab, click Organization Management.
2. Select one or more organizations.
3. In the Tasks pane, select School Survey Questions.
4. Click **Start Tasks**.
5. Enter school survey information as described in the table above.
6. Click **Save**.

Managing School Survey Data through Batch File Import and Export

If you would prefer to manage data for multiple school surveys outside the tool (rather than complete the data for each school directly through user interface), you can create a file and use a file import process to upload your data.

You will need to create the file in the specified layout and your upload file format will need to be .csv (comma separated value). The template provided defines the order of the order of the fields to be completed and can be used as a model for your file layout.

To create a file using the template:

1. On the Home page, under File Layouts & Templates, click on the School Survey File Template link.
2. Enter your data.
3. Save your file.

Data definitions and valid values may be accessed by clicking the School Survey File Layout link, also on the Home page under File Layouts and Templates.

Tips:

- Be sure the local code in your file exactly matches the local code entered for each organization in the system.
- Be careful to retain all leading zeroes by saving columns with leading zeroes as text. (Select the appropriate column, right-click, select Format Cells, select the Number tab, select Text).
- Be sure your file is saved in .csv format.

Importing a School Survey Data File

1. From the Setup tab, select School Survey Import/Export.
2. In the Tasks panel, click on the Organization Import/Export link.
3. Complete the fields as described below.
4. Click **Process File**.

Complete the fields as described below and click Process File.

Field Name	Description
Action	Select Import.
File Name and Location	Browse to the file location and select.
Description	Add a description of the data (optional).

Note: Another way to access the import/export screen is through Batch File Importing & Exporting. This may be your preferred way to navigate if your primary function is to work with a variety of data file imports and exports and to monitor the status of the import and export processes.

Exporting School Survey Data

1. From the Setup tab, select Organization Management.
2. In the Tasks panel, click on the School Survey Import/Export link.
3. Click **Start Tasks**.
4. Complete the fields as described below.
5. Click **Process File**.

Field Name	Description
Action	Select Export. Only the data for the organization you are currently viewing will be exported. That organization is reflected in the upper left corner next to the consortium designation.
File Name and Location	No action. Browse button is disabled.
Description	Add a description of the data (optional).

To check the status of a file import or export process:

1. From the Setup tab, select Batch File Importing & Exporting.
2. Select the record(s) for which you would like more information.
3. Select the File Details check box.
4. Click **Start Tasks**.

A list of error messages and instructions for remedying common errors is included at the end of this user's guide as Appendix A.

Completing the Data Entry Process

Data entry for your organization is complete when all device information and all school survey information has been entered or uploaded into that tool.

To confirm completion of data entry:

1. From the Setup tab, select Organization Management.
2. Find and select your organization(s) in the record display.
3. In the Tasks panel, click **School Survey Questions**.
4. Click **Start Tasks**.
5. Select Yes from the Data Entry Submission Status drop-down.
6. Click **Save**.

Results and Indicators

Under the Results & Indicators tab, you will find a number of reports that summarize data that has been entered into the system. The reports you see are based on your level of access.

- If you have school-level access, you will be able to see results for your school.
- If you have district-level access, you will be able to see results for your district as a whole, and can drill down to see data for each school in your district.
- If you have state-level access, you will be able to see results for your state as a whole, and can drill down to see data for each district and school in your state.

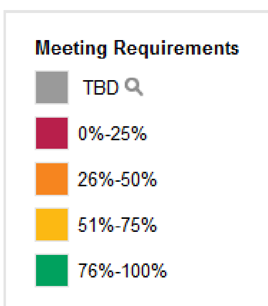
Reports currently available include the following:

Readiness Report	Results Description	Navigation
Device Indicators	Percentage of devices that meet requirements.	Results & Indicators > Device Indicators
Device to Test-Taker Indicators	Percentage of students who can be tested with available devices.	Results & Indicators > Device to Test-Taker Indicators
Network Indicators	Percentage of bandwidth currently available to test the maximum number of testers.	Results & Indicators > Network Indicators
Staff and Personnel	Concerns about staff and personnel readiness.	Results & Indicators > Staff & Personnel Report
Submission Status	Schools that have indicated they have submitted device and school survey data.	Results & Indicators > Submission Status

Progress Report	Results Description	Navigation
Device Indicators	Percentage of devices that meet requirements.	Results & Indicators > Progress Report - Device Indicators
Device to Test-Taker Indicators	Percentage of students who can be tested with available devices.	Results & Indicators > Progress Report - Device to Test-Taker Indicators
Network Indicators	Percentage of bandwidth currently available to test the maximum number of testers.	Results & Indicators > Progress Report - Network Indicators

Device Indicators

Device Indicators reflect the percentage of devices that meet minimum requirements. The report allows you to identify which organizations need additional acceptable devices to meet minimum requirements. The following table describes the report features at a state level.

Report Feature	Description
Status message 	**Time stamp:** Date and time when the report was generated (district- and school-level users). Date and time when data was captured (state-level users). **Message display:** Status message displays the corresponding color representing the percentage compliant from the compliance key. Status message is dynamic and will vary depending on whether you have selected Minimum or Recommended from the requirements dropdown, or if any of the minimum or recommended requirements is set to TBD.
Legend 	Color-coded key to percentage compliance ranges for devices meeting minimum requirements. Hover over the TBD information icon to see additional information about the TBD designation.

Device Indicator Report Data Definitions

The following table describes the data shown on the report at all organizational levels. Data collected for the schools is rolled up for district-level reports; district-level data is rolled up for state-level reports.

Column Heading	Description
Organization	Organization(s) for which information was collected. If the organization displays as a link (e.g., district names on the state report or school names on the district report), you can click the organization name to drill down to see the report for the selected district or school.
Total Devices	Total number of devices that have been entered into the tool.
# Devices Meeting All Minimum Requirements	The number of the total devices entered that meet all minimum requirements and can be used for online testing. .
% Devices Meeting All Minimum Requirements	Results reflect the associated color key for the established level of compliance. Hover over the information icon to see how the value is calculated. 

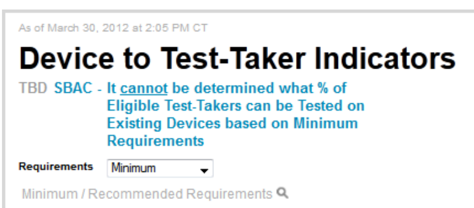
Device to Test-Taker Indicators

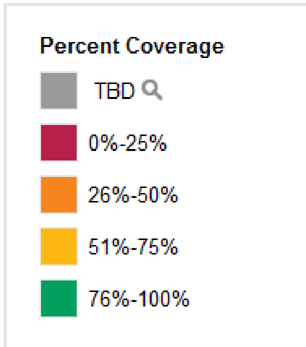
Device to Test-Taker Indicators reflect the percentage of students who can be tested with available devices. The Device to Test-Taker Indicators report shows how many eligible test takers can be tested on existing devices based on your state's minimum – or recommended – requirements.

- A **state-level report** shows, district by district, the number of schools at each percentage level of compliance, as well as the percent of students who can be tested.
- A **district-level report** shows, school by school, the number of compliant devices, the number of test takers, the testing window, and the sessions per day. These columns report the data that has been entered as of the date and time displayed in the date/time stamp. Each of these is a contributing factor in the formula that calculates the percentage of students who can be tested, which is displayed in the far right column of the report table.

The percent of students that can be tested may be modified by adding or removing devices through Device Inventory management or by changing values entered on the School Survey screen.

The following table describes the report features at a state level.

Report Feature	Description
Status information 	**Time stamp:** Date and time when the report was generated (district- and school-level users). Date and time when data was captured (state-level users). **Message display:** From the drop-down, select whether you want to view minimum or recommended requirements. Click the magnifying glass ( ) to bring up a window with your consortium's minimum (or recommended) requirements. Status message displays the corresponding color representing the percentage compliant from the compliance key. Status message is dynamic and will vary depending on whether you have selected Minimum or Recommended from the requirements dropdown, or if any of the minimum or recommended requirements is set to TBD.

Report Feature	Description
Legend  	Color-coded key to percentage compliance ranges for adequate ratio of devices to test takers. Hover over the TBD information icon to see additional information about the TBD designation.

Device to Test-Taker Report Data Definitions

The following table describes the data shown on the state-level report.

Column Heading	Description
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district.
# of Schools (percentages)	Number of schools at each percentage range level of compliance.
% of Students that can be Tested	Results reflect the associated color key for the established level of compliance. Hover over the information icon to see how the value is calculated.

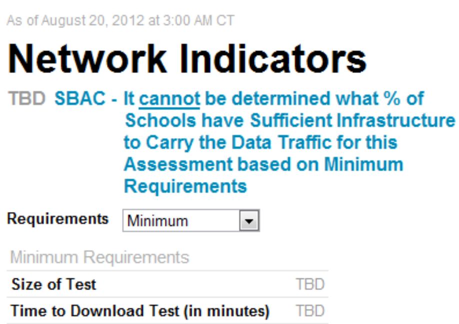
Network Indicators

Network Indicators reports the percentage of bandwidth currently available to test the maximum number of test takers. Reported data is current as of the date and time displayed. The tool uses internal formulas to calculate infrastructure capability based on the data collected in school surveys.

- A **state-level report** shows, district by district, the number of schools falling within each percentage level of compliance, as well as the percent of schools that have sufficient infrastructure to carry the data traffic for the assessment.
- A **district-level report** shows, school by school, the estimated values for internet bandwidth, bandwidth utilization, maximum network speed, network utilization, and the maximum number of simultaneous test takers. Based on calculations using this data, values for time required to download total data and percent of data downloaded within a specified time are reported in the last two columns of the report. The percent of data downloaded may be modified by changing values entered on the school survey screen.

The following table describes the report features shown on the state-level report.

<table>
<tr><th>Report Feature</th><th>Description</th></tr>
<tr><td>Subhead status message



</td><td>Timestamp:

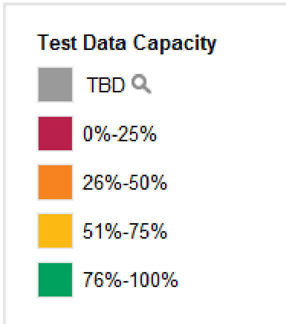
Date and time when the report was generated (district- and school-users).

Date and time when data was captured (state-level users).

Message display:

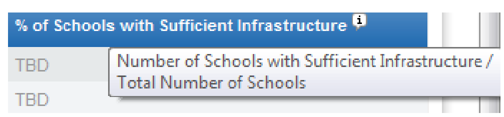
Select whether you want to view Minimum or Recommended requirements.

Message icon displays in the color corresponding to the percentage complete for the selected organization (if not TBD).</td></tr>
</table>

Report Feature	Description
Legend 	Color-coded key to percentage compliance ranges for network bandwidth requirements. Hover over the TBD information icon to see additional information about the TBD designation.

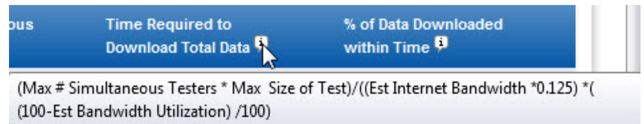
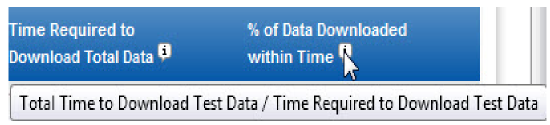
Network Indicators Report Data Definitions

The following table describes the data shown on the State-level report.

Column Heading	Description
Organization	Districts for which the report data is generated. If the organization displays as a link, you can click the organization name to drill down to see the report for the member districts.
# of Schools (percentage)	Number of schools at each percentage range level of compliance.
% of Schools with Sufficient Infrastructure	Displayed results reflect color key for the associated percentage range of compliance. Hover over the information icon to see how the value is calculated. 

The following table describes the data shown on the district-level report.

Column Heading	Description
Organization	School whose network information is represented in the report line item.
Est Internet Bandwidth	Response from School Survey.
Est Bandwidth Utilization	Response from School Survey.
Est Max Network Speed	Response from School Survey.
Est Network Utilization	Response from School Survey.

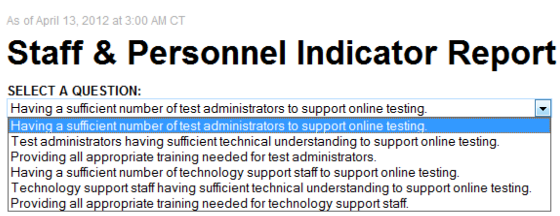
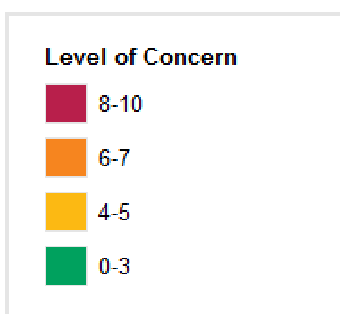
Column Heading	Description
Max # Simultaneous Test-Takers	Response from School Survey.
Time Required to Download Total Data	Hover over the information icon to see how the value is calculated. 
% of Data Downloaded within Time	Hover over the information icon to see how the value is calculated. 

Staff & Personnel Indicator Report

The Staff & Personnel report summarizes the results of survey questions asking respondents rate their concerns about readiness from a personnel standpoint. The report data is based on the question that is selected in the drop-down list under the words “Select a Question” that appears under the report title. To see response data for a different survey question, select the question from the drop-down list.

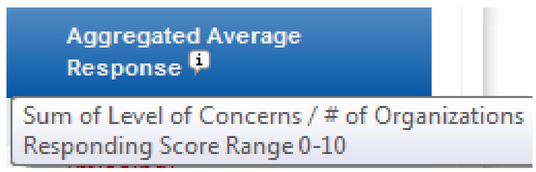
- A **state-level report** shows, district by district, the number of schools who indicated a level of concern falling in each of the following buckets: 0-3, 4-5, 6-7, and 8-10 for the question selected from the drop-down list, as well as the overall average of school responses.
- A **district-level report** shows the response of each school to the question selected from the drop-down list.

The following table describes the report features.

Report Feature	Description
	**Timestamp:** Displays the date and time when the report was generated. **Question drop-down:** Select the question for which you want to display data.
Legend 	Color-coded key to response ranges for level of concern related to personnel and staff. Scale is zero to 10; zero is of no concern and 10 is extreme concern.

Staff and Personnel Report Data Definitions

The following table describes the data shown on the report.

Column Heading	**Description**
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district.
Level of Concern	Number of responses falling within each of the established levels. Scale 0-10, where zero is of no concern and 10 is extreme concern.
Aggregated Average Response (state report only)	Average level of concern related to staffing and personnel. Since the district report shows the response of each school, no data is aggregated. Hover over the information icon to see how the value is calculated. 

Submission Status Report

The Submission Status Report identifies schools that have indicated their data is submitted and eligible for review and verification. The first question on the School Survey Questions screen is whether all the required data has been entered for the current testing window. Responses of Yes to that question are collated on the Submission Status Report. A Yes response serves as a flag for the attention of the SRC or district personnel. Users can continue to enter and/or modify data. Nevertheless, the flag should be set to Yes only when data entry is complete and the data are available for review by district or state personnel.

The following table describes the report features and gives additional information about the data shown.

<table>
<tr><th>Report Feature</th><th>Description</th></tr>
<tr><td>

Status message

</td><td>

Time stamp:

Date and time when the report was generated (district- and school-level users).

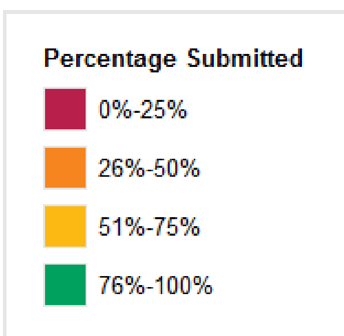
Date and time when data was captured (state-level users).

Message display:

Message icon displays in the color corresponding to the percentage complete for the selected organization.

</td></tr>
<tr><td>

State report legend



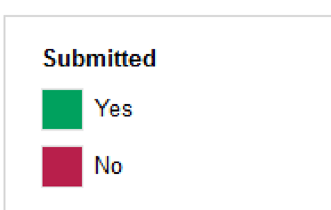
</td><td>

State report color-coded key:

Percentages of schools in each district reporting that the data is submitted and eligible for review and verification.

</td></tr>
<tr><td>

District report legend



</td><td>

District report color-coded key:

School-level indicator that data is entered and available for review.

</td></tr>
</table>

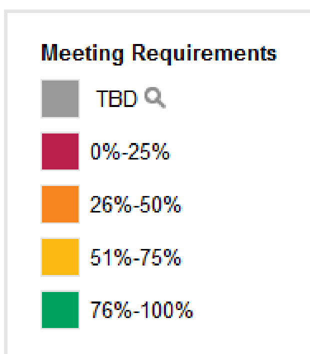
Submission Status Report Data Definitions

Column Heading	**Description**
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district).
Submission Status	**State-level report:** Percentage of schools that have indicated data is submitted for their organization. **District-level report:** Submission status by school. The reported value will be Yes if the school has indicated the data is submitted and eligible for review. The reported value will be No if the school has not indicated the data is submitted and eligible for review.

Progress Report – Device Indicators

The Device Indicator Progress Report is a point-in-time representation of the equipment in a school that that meets the minimum requirements for successful online testing.

The following table describes the report features and gives additional information about the data shown.

Report Feature	Description
Status message  	**Time stamp:** Date and time when the report was generated (district- and school-level users). Date and time when data was captured (state-level users). **Message display:** Message icon displays in the color corresponding to the percentage complete for the selected organization.
Legend  	**State report color-coded key:** Percentages of schools in each district reporting that the data is submitted and eligible for review and verification.

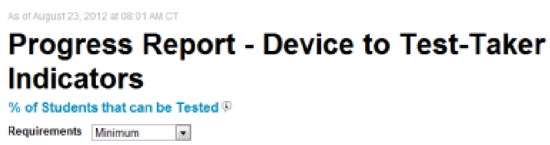
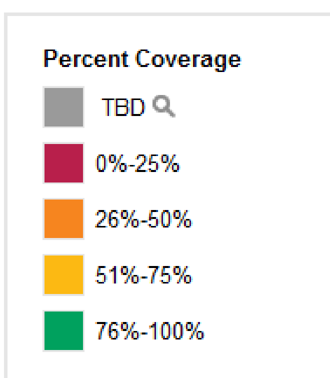
Submission Status Report Data Definitions

Column Heading	Description
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district).
Snapshot Window(Date and Time)	Percentages of schools in each district meeting the minimum requirements for testing.

Progress Report – Device to Test-Taker Indicators

The Device to Test-Taker Indicators Progress Report provides a point-in-time view of the percentage of students that could test successfully online at the time the extract of the data was taken.

The following table describes the report features and gives additional information about the data shown.

Report Feature	Description
Status message 	**Time stamp:** Date and time when the report was generated (district- and school-level users). Date and time when data was captured (state-level users). **Message display:** From the drop-down, select whether you want to view minimum or recommended requirements. Status message displays the corresponding color representing the percentage compliant from the compliance key. Status message is dynamic and will vary depending on whether you have selected Minimum or Recommended from the requirements dropdown, or if any of the minimum or recommended requirements is set to TBD.
Legend 	Color-coded key to percentage compliance ranges for adequate ratio of devices to test takers. Hover over the TBD information icon to see additional information about the TBD designation.

Submission Status Report Data Definitions

Column Heading	Description
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district).
Snapshot Window(Date and Time)	Percentages of schools in each district meeting the minimum requirements for testing.

Progress Report – Network Indicators

The Network Indicators Progress Report shows the percentage of bandwidth that is currently available to test the maximum number of simultaneous test takers at the time the data extract was taken. The following table describes the report features and gives additional information about the data shown.

<table>
<tr><td>Report Feature</td><td>Description</td></tr>
<tr><td>

Status message

</td><td>

Time stamp:

Date and time when the report was generated (district- and school-level users).

Date and time when data was captured (state-level users).

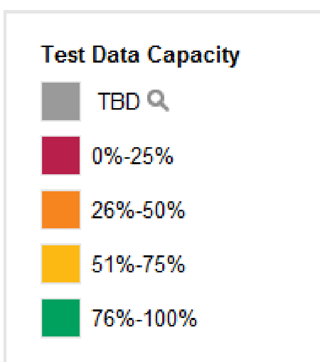
Message display:

Select whether you want to view Minimum or Recommended requirements.

Message icon displays in the color corresponding to the percentage complete for the selected organization (if not TBD).

</td></tr>
<tr><td>

Legend



</td><td>

Color-coded key to percentage compliance ranges for network bandwidth requirements.

Hover over the TBD information icon to see additional information about the TBD designation.

</td></tr>
</table>

Submission Status Report Data Definitions

Column Heading	**Description**
Organization	State, district, or school for which the report data is generated. If the organization displays as a link (e.g., district names on the state report), you can click the organization name to drill down to see the report for the selected district).
Snapshot Window(Date and Time)	Percentages of schools in each district meeting the minimum requirements for testing.

Appendix A: Upload Errors

Organization File Upload Errors		
Error	**Possible Issue**	**Resolution**
Format error - Incorrect number of tokens found on line 30, expected: 35 actual: 39	Not uploading CSV file. Incorrect number of fields per row in CSV file.	Check to make sure file is saved in CSV format. There are either too few or too many fields in the record. Check the number of fields and commas.
The parent organization could not be found.	File contained incorrect parent organization code. Parent Organization was created without the leading zeroes intact.	Check to make sure you have the proper parent organization code. If it is a District record, the parent record is the State Abbreviation. If it is a school record, it is the District code you entered previously. A district record must already exist before a school record can be tied to it. The district can be in the same file before the school record or could have been created in a previous file load or manually via the UI. Check to make sure that any fields with leading zeroes are still present. If file was edited, in Excel and then saves as CSV, Excel strips off leading zeroes
The organization type is required.	The organization type is missing for the record.	Enter value of “district” or “school”.
Phone must be in the phone number format (###-###-####) or Fax must be in the phone number format (###-###-####).	Phone Number or Fax Number was not formatted properly.	Ensure Phone Numbers and Fax Numbers are in the following format (###-###-####)
Zip Code must be in correct zip+4 format (#####-####).	Zip Code was not formatted properly.	Ensure Zip Code fields are in the following format (#####-####).
The user 'username' does not have permission to update the organization: Organization Name.	Record attempting to be updated is not accessible by the user submitting the file. Perhaps the code is for a record in a different state or district than what the user has access to.	Ensure the organization code is for a record within your state and district that user has access to.

User File Upload Errors		
Error	**Possible Issue**	**Resolution**
Incorrect number of tokens found on line 2, expected: 11 actual: 12	Not uploading CSV file. Incorrect number of fields per row in CSV file.	Check to make sure file is saved in CSV format. There are either too few or too many fields in the record. Check the number of fields and commas.
A user with the username: email@emailaddress.com, already exists.	Another user account already exists with this username.	Check to make sure that this user or the existing user accounts are correct. If you need to create another account using the same email address, contact your SRC. Check Action code; possibly meaning to Update user instead of Create user.
The organization type is required.	The organization type is missing for the record.	Enter value of "district" or "school".
No organization(s) could be found for the following codes: [AA-09001].	The code(s) entered are invalid. Must match existing code in the system.	Ensure the organization code is for a record within your state and district that user has access to.
No role(s) could be found for the following codes: [Role Name].	The role(s) entered are invalid. Must match existing roles that are defined in the system.	Ensure the role entered is a valid value.
Column 'activeBeginDate' contains invalid data.	The data entered in the field is invalid.	Ensure the format of the date is MM/DD/CCYY. Active Begin Date must be equal to or before Active End Date.

Device File Upload Errors		
Error	**Possible Issue**	**Resolution**
Incorrect number of tokens found on line 2, expected: 13 actual: 2.	Not uploading CSV file. Incorrect number of fields per row in CSV file.	Check to make sure file is saved in CSV format. There are either too few or too many fields in the record. Check the number of fields and commas.
Access to organization with code AA-09001 denied while attempting to delete devices. Access to organization with code AA-09001 denied while attempting to add devices.	Organization that is identified to have devices added/deleted is not accessible by the user submitting the file. Perhaps the code is for a record in a different state or district than what the user has access to.	Ensure the organization code is for a record within your state and district that user has access to.

Device File Upload Errors		
Error	**Possible Issue**	**Resolution**
"Memory" has an invalid option with value: 768.	This type of error occurs on any fields where there are several options and an invalid one was entered. It will show the user's entry as part of the error message.	Ensure you have entered a valid value for the option you want to select.

School Survey File Upload Errors		
Error	Possible Issue	Resolution
Incorrect number of tokens found on line 2, expected: 18 actual: 1.	Not uploading CSV file. Incorrect number of fields per row in CSV file.	Check to make sure file is saved in CSV format. There are either too few or too many fields in the record. Check the number of fields and commas.
No matching organization could be found with code: AA-09001.	The code(s) entered are invalid. Must match existing code in the system.	Ensure the organization code is for a record within your state and district that user has access to. This must be an organization of type "school".
Data Entry Complete has an invalid option with value: Yes.	This type of error occurs on any fields where there are several options and an invalid one was entered. It will show the user's entry as part of the error message.	Ensure you have entered a valid value for the option you want to select.