TERRANOVA DRC INSIGHT PORTAL FUNCTIONALITY

LOG IN

1. Enter: https://tr.drcedirect.com in your web browser to access the DRC INSIGHT Portal for *TerraNova*.

2. On Login page, enter your Username (your email address) and Password. If you have forgotten your password, click Forgot your password and follow the instructions to re-set.

3. Click Sign In. You will arrive on a second Welcome page.

4. In the upper right corner, your initials will appear.

5. Click on the initials icon to edit your email, username, and password or to log out.

PASSWORDS

1. Log into Portal.

2. Click on your initials in upper right.

3. Click on 'Edit Profile' to change your First Name, Middle Name (optional), Last Name, and Email.

4. Click on 'Change Password' to manage your password.

5. Click 'Save' to execute any changes or updates - or click 'Cancel' to terminate any changes or updates.

MANAGE USER (VIEW/EDIT/DELETE)

1. Once logged in, click on the My Applications in the upper banner. This will open various menus.

2. Navigate to User Management to view users

3. To search for users, select the Administration, District, or School. You can also search criteria according to role, name, or email address.

4. Click on Find User and see list in grid.

5. To edit, click on Action Button View/Edit. The users profile will display.

6. To add permissions or roles to a new administration, click the Add button.

7. To edit permissions or roles, click Action Button View/ Edit.

8. To remove access to an Administration, for the user click the red X Action button.

9. Users can be inactivated by clicking the 'Inactivate' Action button for all administrations. Users can not be deleted. The reset user button will send out a link for the user to re-set their password.

MANAGE USER (ADD SINGLE USER)

1. Under User Management, click the Add Single User tab.

2. Fill in the required fields.

3. Select the Permission Set in the drop down. This will highlight the permissions that should be included for that user role.

4. Click the top single arrow move the highlighted available permissions to the Assigned permissions box on the right.

5. Click Save.

Note: You can also click on the Upload Multiple Users tab to add more than one user at a time.

MANAGE STUDENTS (ADD STUDENTS TO DATABASE)

1. Click My Applications > Student Management > Manage Students.
2. Select Administration,District and School.
3. Scroll to bottom of the page.
4. Click the Add Student button.
5. Complete student profile.
6. Save and exit or 'Save & Add Another' button to create additional students.

Note: You can also click on the Upload Multiple Students tab to add more than one student at a time.

STUDENT GROUP MANAGEMENT (ADD TO STUDENT GROUPS)

1. Click My Applications > Student Group Management > Manage Student Groups
2. Select Administration, District, and School
3. Scroll to bottom of grid.
4. Click the Add Student Group button.
5. Complete student group information; scroll down.
6. Save and exit or 'Save and Add Another' button to create additional Student Groups.

STUDENT GROUP MANAGEMENT (VIEW/EDIT/DELETE)

1. Click My Applications > Student Group Management > Manage Student Groups
2. Select Administration, District, and School
3. Click the 'Find Student Groups' button.
4. The View/Edit Action button on the right will allow you to edit the available Student Group(s). You may also export, add to test session, or delete.
5. Additional instructions are located at the top of the page under 'Instructions'

SET UP TEST SESSIONS

1. Click My Applications > Test Management then click on the Manage Test Sessions tab.
2. Select Administration, District and School. Then scroll down and click the Blue Add Session The Add Test Sessions Dialog box will appear.
3. Test Session names should be meaningful, descriptive, and set up in advance of testing day.
4. Select the *TerraNova* Test Form and select all Available Subtests. Important Note: Be sure to enable all subtests for each, individual session - DO NOT separate Subtests by Test Session; this will fragment student data.
5. Test Session must have one Form, at least one subtest, and at least one student in the session in order to SAVE. Once Test Session is saved, the Test Form and Available Subtest values cannot be changed.
6. Continue with Set Up Test Sessions (Adding Students to Test Sessions) below.

Note: You can also click on the Upload Multiple Test Sessions tab to add more than one Test Session at a time.

SET UP TEST SESSIONS (ADDING STUDENTS TO TEST SESSIONS)

1. To search for available students, type in search criteria or click the Find Students button.

2. Select students from the Available Students list, click on the top arrow to add selected students to the Test Session. (To select multiple students, use Ctrl key.)

3. Click Save button or Save and Add Another button.

4. If you need to add a student that is not already in the available students list, click on New Student.

5. Fill out remaining required information in Student profile marked by asterisks. (Last name, First name, Date of Birth, Gender.) Click Save button. Screen returns to chart at bottom of Add Test Sessions page with new student added into Test Session.)

6. Save your Test Session.

PRINT TEST SESSION TICKETS

1. Click on My Applications > Test Management > Manage Test Sessions tab.

2. Select Administration, District, School.

3. Click Show Sessions.

4. Find and select desired Test Session.

5. Click the printer icon Action Button Print All Tickets.

6. Print PDF roster and Test Tickets.

TEST SESSIONS STATUS SUMMARY

1. Click on Test Management Menu > Manage Test Sessions.

2. Select Administration, District, and School.

3. Click on Show Sessions button.

4. For single session: Select a session.

5. Click Action Button Edit/Print Ticket Status to view status of session by test module and student.

6. To see session status of ALL sessions click on the Status Summary Tab at top of the manage test sessions page.

VIEW INTERACTIVE REPORTS

1. Click on My Applications > Interactive Reports.

2. Select a Result type (e.g., 'Summary Results' or 'Student Results'), select an Exam, Report, District, and Assessment Date.

3. Click the 'Go' button.

INSTALL SOFTWARE/DOWNLOAD CONTENT

1. Configure the service device and testing machines as directed in the Technology User Guide found under My Applications > General Information >Documents.

2. Download the Central Office Services (COS) Installer preferably on a server located on a school or districts local network. Note: COS software is only required for programs using Text to Speech Accommodations or if the school/district will have a large volume (over 800 depending on schools internet speeds) of students testing at once. My Applications>General Information > Downloads.

3. Get Org Unit ID number by going to My Applications > Central Office Services. Select a Testing Program and a Site. An Org ID can be found under an existing configuration or by creating a configuration by click on 'Add Configuration'.

4. Download DRC INSIGHT Secure Browser on student testing devices from My Applications > General Information > Downloads.

5. Wizard will guide you through installation.

6. Enter Org Unit ID when prompted.

TERRANOVA3