

## TerraNova Online

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### PREPARING FOR TESTING

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As you prepare for your testing window, DRC recommends that the following preparation steps take place. Included in the chart below are recommended tasks to help guide your preparation.

Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
Determine District Main Point of Contact	DRC needs 1 point of contact (Test Coordinator) at each District.	<a href="#">TerraNova Online Order Form</a>
District Hierarchy	Provide your School list to DRC for account set up.	<a href="#">TerraNova Online Order Form</a>
Submit TerraNova Online Order Form	If testing online only, fill out and submit the Online Order Form.	<a href="#">TerraNova Online Order Form</a>
Submit Scoring Service Order Form	If testing paper or paper & online, fill out and submit the Scoring Order Form.	<a href="#">Scoring Service Order Form</a>  *Note: If testing online only, you do not need to complete this form. Additional paper reports can always be ordered separately.
Download/distribute TerraNova Online Test Administration Manuals	The portal is your one-stop for guidance on all pre-test, during testing and post-test activities.	Log into the DRC INSIGHT Portal > General Information > Documents
Add Additional Users (School Administrators, Teachers, etc.)	Provide appropriate permission sets to each user role (District, School, Teacher, District/School Technology Coordinator)	<a href="#">DRC INSIGHT Portal User Guide</a> Student Management Menu <a href="#">TN Online &amp; InView Online Quick Start Guide</a>  *Note: Users added with the Teacher role will be automatically added to Teacher Management (for use in Student Group setup)
Technology Setup	Confirm with your district IT that INSIGHT is installed and ready for use on student devices	For additional guidance documentation, log into the DRC INSIGHT Portal > General Information > Documents > TerraNova Technology User Guide: Volumes I-IV
Upload Students	Upload students into the INSIGHT portal.	<a href="#">DRC INSIGHT Portal User Guide</a> Student Management Menu

Create Student Groups	After students and teachers are added, you can link students to teachers via Student Groups.	<a href="#">DRC INSIGHT Portal User Guide</a> Student Group Management  *Note: Student Groups are required to link Teachers to Students for reporting purposes and can also be used in creating Test Sessions.
Create Test Sessions		<a href="#">DRC INSIGHT Portal User Guide</a> Student Management Menu  *Note: When building Test Sessions, utilize the Student Groups you previously created. To do this, select a Teacher in the Add Test Sessions drop-down menu and select your desired Student Group.
Print Test Tickets	Print student test tickets for testing	<a href="#">DRC INSIGHT Portal User Guide</a> Student Management Menu
Alert DRC – Test Window Complete	Once testing has been completed, notify DRC to convert your sessions to DRC Scored.	Submit <i>Completion of Testing Form</i> here: <a href="https://terranova3.com/implementation-services/">https://terranova3.com/implementation-services/</a>

Please feel free to contact the *TerraNova* Helpdesk with any questions.

866-282-2250 (8:00 a.m. -4:30 p.m. CST)

Email: TerraNovaHelpDesk@datarecognitioncorp.com

If you already called in and have a case, provide your case number for expedited service.

[www.TerraNova3.com](http://www.TerraNova3.com)

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