



# **Portal User Guide & Test Administration Manual**

## **TABE Research Study (Field Test)**

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

DRC INSIGHT Portal for TABE: <https://tabe.drccdirect.com>

TABE Help Desk: 1-866-282-2250

Email: [TabeHelpDesk@datarecognitioncorp.com](mailto:TabeHelpDesk@datarecognitioncorp.com)

Revision Date: January 27, 2023

## COPYRIGHT

Copyright © 2023 Data Recognition Corporation

The following items in DRC INSIGHT are protected by copyright law:

- The User Guide
- All text and titles on the software's entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout

DRC INSIGHT Online Learning System and DRC INSIGHT Portal are trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries:

Internet Explorer  
Microsoft  
Microsoft Edge  
Windows, Windows Vista, Windows XP, Windows 7, Windows 8, Windows 10, Windows 11  
Windows 10 S

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries:

Apple  
iOS\*  
iPad  
Macintosh  
Mac  
OS X and macOS  
Safari

\*iOS is a trademark or registered trademark of Cisco in the United States and other countries and is used under license.

The following are trademarks or registered trademarks of Google Corporation in the United States and/or other countries:

Chrome  
Chrome OS  
Chromebook  
Google Play

Firefox is a trademark or registered trademark of Mozilla Corporation in the United States and/or other countries.

Linux is a registered trademark of Linus Torvalds.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

Gnome is a trademark of the Gnome Foundation.

<b>■ Introduction</b>	<p>Introduction to the TABE Research Study (Field Test) .....5</p> <p>Quick Start: Test Setup Overview.....5</p> <p>Incentive Offer - Mastercard Gift Cards .....6</p> <p>What’s Covered In This Guide.....7</p> <p style="padding-left: 20px;">Audience &amp; Guide Sections.....7</p> <p>Frequently Asked Questions (FAQs) .....7</p> <p>Best Practices for Completing the Field Test.....8</p> <p>TABE Levels &amp; Content Areas .....9</p>
<b>■ Working with the Portal</b>	<p>Portal Invitation Email for New Users..... 11</p> <p>Accessing the Portal.....12</p> <p>Navigating the Portal .....13</p> <p>User Account—Change Your Name or Email Address .....15</p> <p style="padding-left: 20px;">Managing Your Account—Changing Your Password.....16</p> <p style="padding-left: 20px;">Displaying Your Agreements .....17</p>
<b>■ User Management Menu</b>	<p>Introduction to the User Management App.....19</p> <p>Online Help for the User Management App .....19</p>
<b>■ Student Management Menu</b>	<p>Introduction.....21</p> <p>Quick Start: Adding Examinees to the Portal .....21</p> <p>Adding Individual Students to the Portal.....21</p> <p>Uploading Multiple Students to the Portal.....22</p> <p>Student Profiles .....23</p> <p>The Manage Students Option.....24</p> <p>Viewing a Student’s Test Session Information .....26</p>
<b>■ Test Management Menu</b>	<p>Introduction.....28</p> <p>The Manage Test Sessions Option .....29</p> <p>Viewing and Exporting Test Session Status Details .....31</p> <p>Printing Test Tickets and Rosters.....33</p> <p>Displaying a Test Session Status Summary .....35</p>

# Introduction



## ■ Introduction to the TABE Research Study (Field Test)

## ■ Quick Start: Test Setup Overview

Thank you for your participation in the TABE Research Study (Field Test)!

This Field Test includes the following **Online** assessment options:

- TABE 13/14 - Levels E, M, D, A
- TABE CLAS-E - Levels 1, 2, 3, 4

This Field Test includes the following **Paper** assessment options:

- TABE 13/14 - Level L

Administrators are encouraged to read this manual for specific steps related to the TABE Research Study (Field Test).

The following steps outline the test setup process:

1. After registration, you will receive a welcome email notifying you that you have access to the *TABE Research Study* administration in the DRC INSIGHT Portal. This access will be assigned to you by DRC.
2. Log in to your DRC INSIGHT Portal account and navigate to Student Management (My Applications > Student Management > Manage Students > Upload Multiple Students).
3. Click the **Upload Multiple Students** tab and select *TABE Research Study* under the Administration dropdown.
4. Reference the File Layout and use the Sample File (CSV) provided to add examinees. Load participating examinees by clicking **Upload** button.
5. Check the upload error report if errors occur and re-load.
6. **After successful upload, all examinees will be placed into Test Sessions .**
7. Navigate to Test Management (My Applications > Test Management) and select the “TABE Research Study” under the Administration dropdown. Click the **Show Sessions** button.

**Note:** Test Sessions will be created for each level/form (maximum of eight total for each site).

8. Print Test Tickets for the applicable Test Session and begin testing!

### ■ Incentive Offer - Mastercard Gift Cards

We are thrilled to offer an incentive to each examinee who completes all tests at their assigned level. When incentive requirements are met and testing is complete, Test Coordinators can submit the online form available on [tabetest.com](http://tabetest.com), located under Winter Field Test. Be sure to include the examinee's first and last name used for testing. The DRC system will validate that all requirements have been met at the completion of the Field Test.

Gift cards will be mailed to the Point of Contact (PoC) for the program or school. For security purposes, gift cards will have a zero balance when they are mailed. When an examinee confirms receipt, DRC will add the money to the card. Gift cards should be treated like cash. After activation, gift cards will not be replaced if lost or stolen.

#### *Sample Requirements to Receive a Gift Card:*

TABE 13/14 - Level M examinee would need to complete:

- (2) Reading Level M tests\*\*
- (2) Mathematics Level M tests\*\*
- (2) Language Level M tests\*\*
- (1) Survey

TABE 13/14 - Level D examinee would need to complete:

- (2) Reading Level D tests\*\*
- (2) Mathematics Level D tests\*\*
- (2) Language Level D tests
- (2) Writing Level D tests
- (1) Survey

TABE CLAS-E - Level 1 examinee would need to complete:

- (2) Reading Level 1 tests
- (2) Listening Level 1 tests
- (2) Writing Level 1 tests
- (2) Speaking Level 1 tests
- (1) Survey

TABE CLAS-E - Level 3 examinee would need to complete:

- (2) Reading Level 3 tests
- (2) Listening Level 3 tests
- (2) Writing Level 3 tests
- (2) Speaking Level 3 tests
- (1) Survey

\*\*TABE 13/14 Reading & Math tests include Part 1 & Part 2; each test must be completed.

## ■ What's Covered In This Guide

This guide describes the DRC INSIGHT Portal, the user interface for managing your TABE Online account and TABE Research Study Test Administration.

Throughout this guide, the DRC INSIGHT Portal is referred to by its full name or simply as the *Portal*.

## ■ Audience & Guide Sections

The primary audience for this guide is TABE Test Administrators.

**Note:** Technical staff should refer to the TABE Technology User Guide (TUG) — Volumes I to IV for DRC INSIGHT testing software installation information, technical requirements, and testing device troubleshooting tips.

- The *Working With the DRC INSIGHT Portal* section describes how to access and navigate the Portal, and how to manage your user account.
- The *User Management Menu* topic covers how Point of Contact (PoC) users can access the online help and perform user management tasks using the User Management app.
- The *Student Management Menu* section describes the options that users have for displaying/editing student information and adding multiple students to the Portal.
- The *Test Management Menu* topics cover the various administrative tasks: viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and more.

## ■ Frequently Asked Questions (FAQs)

### What's included in the TABE Research Study (Field Test)?

#### *Online Assessment Offerings:*

- TABE 13/14 - Levels E, M, D, A
- TABE CLAS-E - Levels 1, 2, 3, 4

#### *Online Test Window:*

- February 1, 2023 to March 17, 2023

#### Paper Assessment Offerings:

- TABE 13/14 - Level L

#### *Paper Test Window:*

- To Be Defined

### ■ Frequently Asked Questions (FAQs)—cont.

### ■ Best Practices for Completing the Field Test

#### **What accommodations are offered in the TABE Research Study (Field Test)?**

No online or paper accommodations are offered in this test.

#### **Can examinees take separate levels of the TABE Research Study (Field Test) for individual content areas?**

No, examinees are required to test a single level for all content areas.

#### **How quickly do examinees need to complete testing?**

All testing should be completed within 10 days.

To guide your experience, follow these best practices when administering an assessment within the TABE Research Study (Field Test).

- Complete all testing within the Test Window (February 1 to March 17, 2023)
- Complete sessions in the assigned order for each content area (Session 1, Session 2, Session 3, Session 4)
- Complete all sessions within each content area in close succession
- Complete testing from start to finish within 10 days
- Offer breaks to examinees in between sessions
- Avoid examinee test fatigue: DRC recommends completing 1 or 2 content areas per examinee/per day



## TABE Levels & Content Areas

### TABE 13/14 Field Test

Levels A & D—Total test time per level: 9 hours & 30 minutes

Reading	Testing Time	Mathematics	Testing Time
Practice Test (Optional)	10 mins	Practice Test (Optional)	10 mins
Session 1	50 mins	Session 1	45 mins
Session 2	50 mins	Session 2	15 mins
Session 3	50 mins	Session 3	45 mins
Session 4	50 mins	Session 4	15 mins

Language	Testing Time	Writing	Testing Time	Survey	Testing Time
Practice Test (Optional)	10 mins	Practice Test (Optional)	10 mins	Demographic Session	~5 mins
Session 1	50 mins	Session 1	75 mins		
Session 2	50 mins	Session 2	75 mins		

Levels E & M—Total test time per level: 7 hours

Reading	Testing Time	Mathematics	Testing Time
Practice Test (Optional)	10 mins	Practice Test (Optional)	10 mins
Session 1	50 mins	Session 1	45 mins
Session 2	50 mins	Session 2	15 mins
Session 3	50 mins	Session 3	45 mins
Session 4	50 mins	Session 4	15 mins

Language	Testing Time	Writing	Testing Time	Survey	Testing Time
Practice Test (Optional)	10 mins	N/A	N/A	Demographic Session	~5 mins
Session 1	50 mins				
Session 2	50 mins				

### TABE CLAS-E Field Test

Levels 1, 2, 3 & 4—Total test time: 5 hours & 25 minutes

Reading	Testing Time	Listening	Testing Time
Session 1	35 mins	Session 1	35 mins
Session 2	35 mins	Session 2	35 mins

Writing	Testing Time	Speaking	Testing Time	Survey	Testing Time
Session 1	60 mins	Session 1	30 mins	Demographic Session	~5 mins
Session 2	60 mins	Session 2	30 mins		

# Working with the DRC INSIGHT Portal



## Portal Invitation Email for New Users

If you are a new Portal user, you will receive an email containing your username and a link to create your password. Your Portal user name is your email address. You need to read and accept the Security Agreement to activate your account. A sample email is shown below.

Click the “click here to activate your account” link then follow the instructions in the Portal to create your password and activate your account. **Note:** The link expires after 24 hours. If you miss the email, you can resend the link by clicking the *Forgot your password?* link on the Login page of the Portal.

**From:** [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com) <[no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com)>  
**Sent:** Friday, May 14, 2021 2:50 PM  
**To:** [suser@example.com](mailto:suser@example.com)  
**Subject:** Welcome to the DRC Portal

Hello Sam User,

This email is to inform you that a DRC Portal account has been created for you.

Your Username will be [suser@example.com](mailto:suser@example.com).

Please [click here to activate your account](#) and choose your password or copy and paste this link into your browser:

[\[Redacted activation link\]](#)

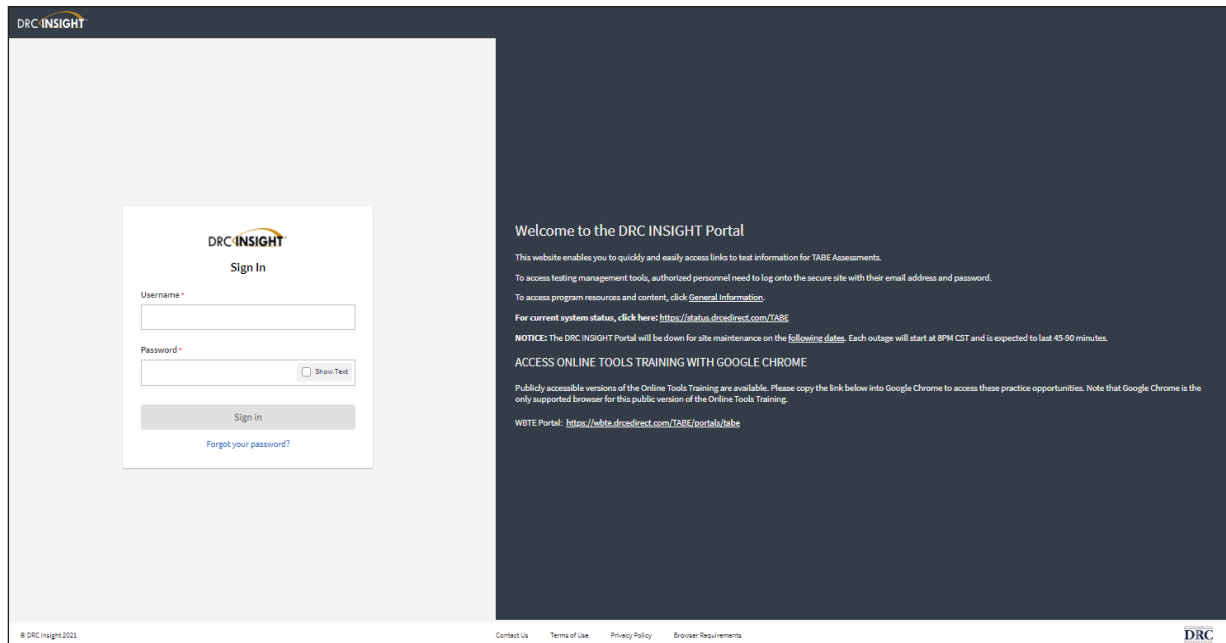
Thank you,

Data Recognition Corporation

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.

## Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal page.



9. Enter the URL <https://tabe.drcdirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal page displays.

10. Enter your username and password then click **Sign In**.

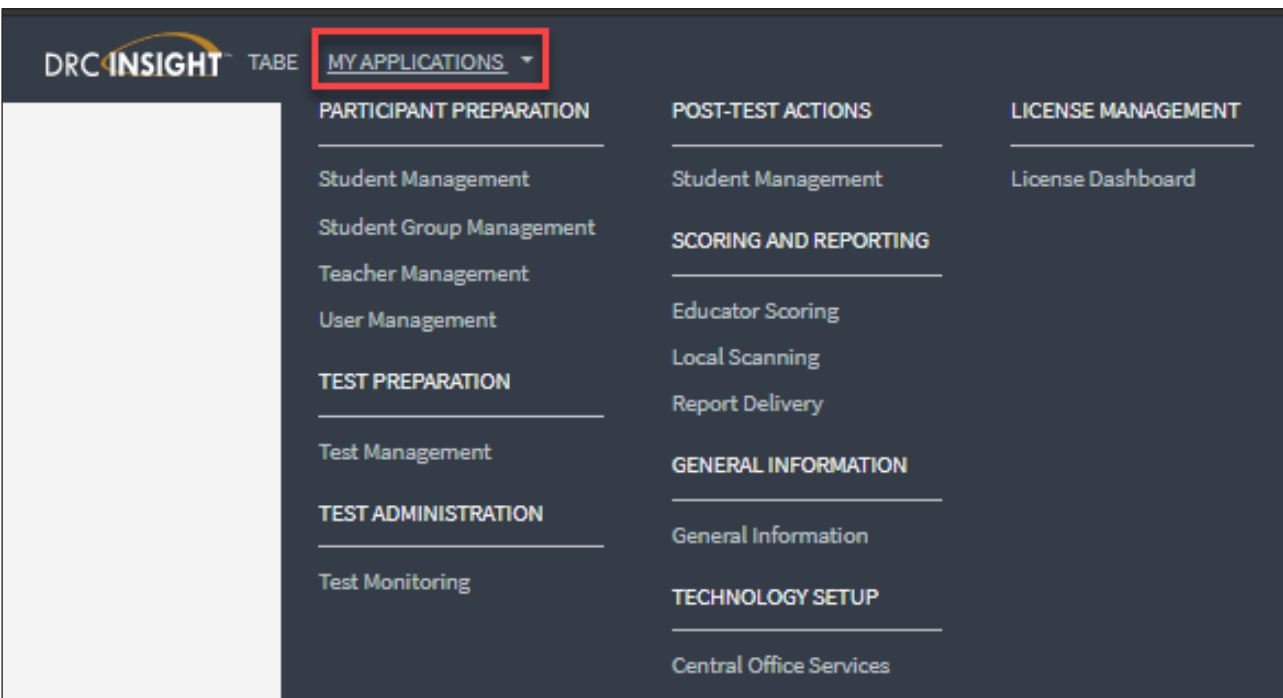
Click **Forgot your password** to receive an email with instructions on how to reset your password.

## Navigating the Portal

After successful log in, the Product and Application menus display. You navigate the Portal using the Application menu, which initially displays as **My Applications**. Each option on the My Applications menu opens a specific Portal function. The menu options are grouped by workflow. Some options display in more than one workflow.

If you use multiple DRC products, while logged in to the Portal, you can select a different product from the Product menu.

- The Product menu displays the active DRC product. If you have more than one product, click the menu to select a different product.
- Initially, the Applications menu displays as **My Applications**. As you navigate the Portal, the label changes to the currently selected option. **Note:** The Application menu displays the Portal options you have permission to use.



### ***Navigating the Portal (cont.)***

The links at the bottom of the Welcome page allow you to access contact information for the TABE Help Desk and display Terms of Use, the Privacy Policy, and the Minimum Browser Requirements for using the Portal.

Contact Us

Terms of Use

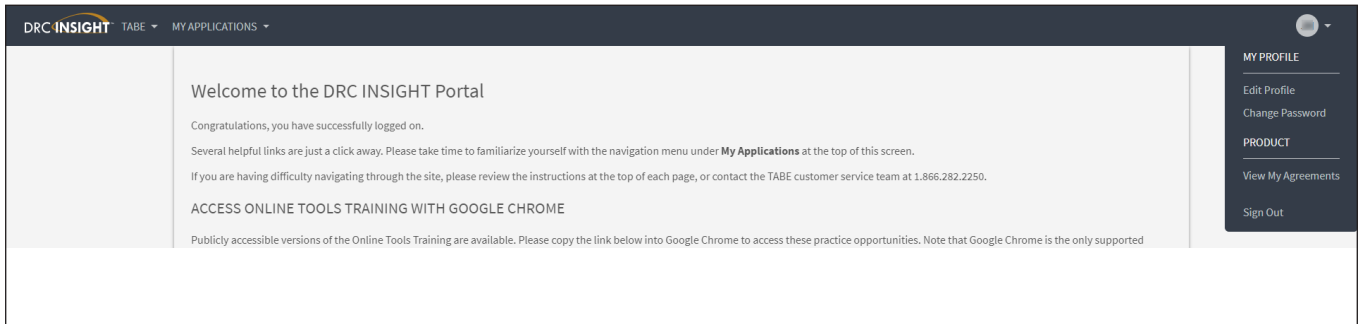
Privacy Policy

Browser Requirements

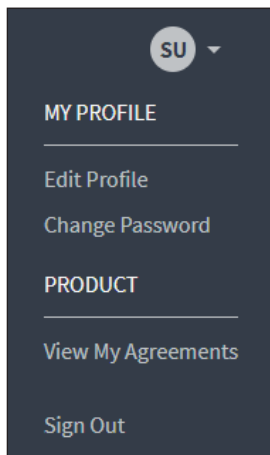
- If you have questions about using TABE, click **Contact Us** to display the email address and phone number for the TABE Help Desk.
- Click **Terms of Use** to display information regarding the authorization to use the DRC INSIGHT Portal.
- Click **Privacy Policy** to display the DRC Privacy Policy. In the Policy, there are links to opt-out and for submitting general inquires to DRC.
- Click **Browser Requirements** to display the minimum Browser requirements for using the DRC INSIGHT Portal.
- To display system requirements for remote and onsite testing, from the **General Information** menu, click *Downloads > View System Requirements*.

## User Account—Change Your Name or Email Address

Manage your User Account by clicking the circle with your initials in the top right corner of any page.



- Select **Edit Profile** to change your name or email address within the Portal. Changing your email address will also change your Portal login username.
- Select **Change Password** to change your password for the Portal.



Manage my profile

First Name \*

Middle Name

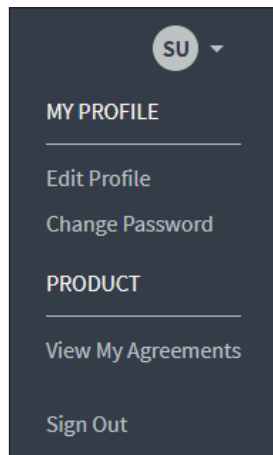
Last Name \*

Email \*

## Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only). If you are a new Portal user, see “Portal Invitation Email for New Users” on page 11.

1. Select **Change Password** to change your Portal password. The password must meet the following conditions:
  - The password must contain at least eight characters, including:
    - At least one numeric character
    - At least one lowercase character and at least one uppercase character
    - At least one of the following special characters: !@#\$\$%^&\*
  - The password cannot contain your username, first name, middle, or last name.



2. Enter your current password in the Previous Password field, your new password in the New Password and Confirm New Password fields, then click **Save**.

### Manage my password

Previous Password \*

 Show Text

New Password \*

 Show Text

Confirm New Password \*

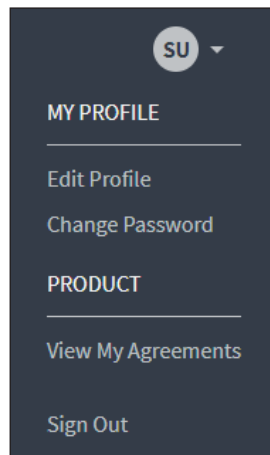
 Show Text



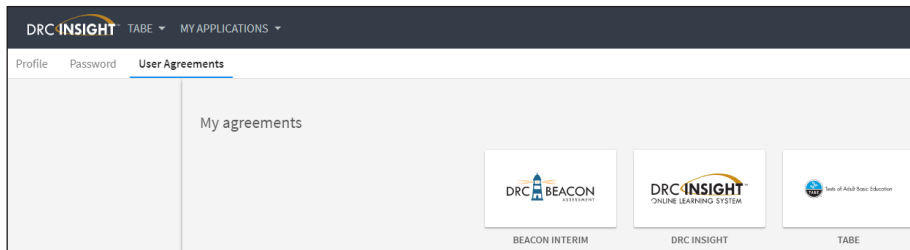
## Displaying Your Agreements

If you use multiple DRC testing products from the same Portal login, you can display the User Agreement for each DRC product you use. These Agreements include the Terms of Use for the DRC INSIGHT Portal. If you have a contract with DRC, the Terms of Use supersede the contract.

1. Select **View My Agreements** to display your DRC product Agreements.



2. Click a product to display its Agreement.



# User Management Menu



## ■ Introduction to the User Management App

The User Management app has replaced the former User Management functions, permissions, and roles.

The TABE Implementation team creates a Point of Contact (PoC) user account with Program Administration privileges in the User Management app.

**Note:** All users for the TABE Research Study must be added individually by DRC. Customers do not have the ability to add this administration for others at their location.

Contact the TABE Help Desk with any questions.

## ■ Online Help for the User Management App

The online help for the User Management app covers all aspects of working with the app. As shown below, you can display the online help from the User Management page in the Portal. Click the (?) to display the help.



# Student Management Menu



## ■ Introduction

For the TABE Research Study (Field Test) administration, you will upload students to the DRC INSIGHT Portal using the multiple student upload process, which is outlined in this section.

After students are uploaded to the Portal, TABE Customer Service places students into test sessions to ensure the students will test using the appropriate test forms.

## ■ Quick Start: Adding Examinees to the Portal

The following is a brief overview of adding examinees to the DRC INSIGHT Portal.

1. Log in to your DRC INSIGHT Portal account and navigate to **Student Management** (My Applications > Student Management > Manage Students > Upload Multiple Students).
2. Click the *Upload Multiple Students* tab and select the *TABE Research Study* under the Administration dropdown.
3. Reference the File Layout and use the Sample File (CSV) provided to add examinees. Load participating examinees by clicking the **Upload** button.
4. Check the error report if errors occur and re-load.
5. After a successful upload, all examinees will be placed into Test Sessions automatically.

## ■ Adding Individual Students to the Portal

All students (examinees) for the TABE Research Study (Field Test) must be added to the Portal via the Multiple Student Upload process outlined on the following page.

**Note:** Users cannot add individual students via the Student Management > Add Student function. This rule is specific to the TABE Research Study administration and is a result of DRC creating Test Sessions systematically. Reach out to the TABE Help Desk with any specific questions.

## Uploading Multiple Students to the Portal

Upload multiple students into the Portal from the *Upload Multiple Students* tab under the Student Management menu. **Note:** After you upload the students to the Portal, students are automatically placed into test sessions.

1. Click **Student Management** then **Manage Students** to display the Manage Students page. Select the Upload Multiple Students tab.

- The *File Layout* link provides a PDF with the data requirements for your file.
- The *Sample File* link downloads a sample .csv file to get you started.

**Note:** Only columns A thru H are required. Student Middle Initial may be left blank.

Student Management Manage Students Student Lookup Student Status Dashboard

### Manage Students

Manage Students Upload Multiple Students

Download the **File Layout** (PDF document) and a **Sample File** (CSV Text File).

[Instructions](#)

\* Indicates required fields

Administration District School  
TABE Research Study \* 00 SAMPLE DISTRICT - 9999 \* 00 SAMPLE SITE - 7777

File  
Browse... \*

Upload

2. Click **Browse** to navigate to your saved list of new users. Click **Upload** to process the file. **Note:** Uploaded files must be in .csv format.

3. Review the error report to make sure your file did not contain any errors. If it did, make sure your file matches the requirements in the File Layout and try again.

### Manage Students

Manage Students Upload Multiple Students

Uploading a new file will discard the previous student file and error report that are available from the below links.

The student file has been accepted, all records free of errors have been uploaded. Please check the **error report** and resolve any errors that may exist before resubmitting the file.

Download the **File Layout** (PDF document) and a **Sample File** (CSV Text File).

[Instructions](#)

\* Indicates required fields

Administration District School  
TABE \* SAMPLE ADULT TEST CENTE \* SAMPLE ADULT TEST CENTE

File  
Browse... \*

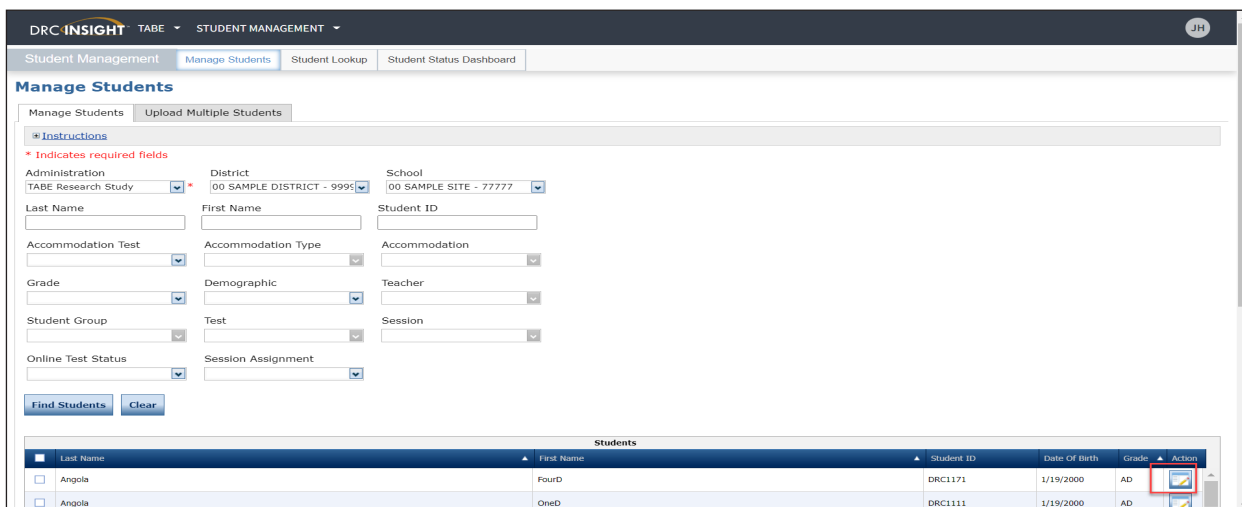
Upload

## Student Profiles

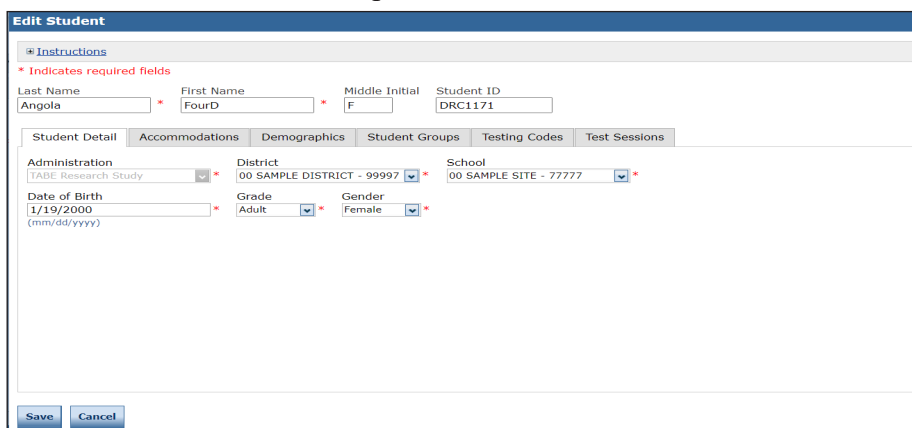
A Student Profile is uniquely identified by the combination of the student’s first name, last name, date of birth, gender, and district. No two students in the same district can have the same combination of information. To ensure that all data for a student is captured under the same Student Profile, it is important to use these identifying fields consistently. If your program uses a Student Management System (SMS), make sure that these fields match the validating fields in your SMS. **Note:** Student ID is not a unique identifier in TABE.

In addition, a student is “enrolled” in a particular school and can only be enrolled in one school at a time. Only users with access to the school where a particular student is enrolled can display that student’s information, add them to a test session, or view their test results.

1. You find an existing student’s profile under the *Manage Students* tab in Student Management. Enter a name, part of a name, or other data in the filter fields to search for a student or a group of students, then click **Find Students**.
2. Click the **View/Edit** icon for the student whose profile you wish to view. This Student Profile is where you view and manage information about the student.



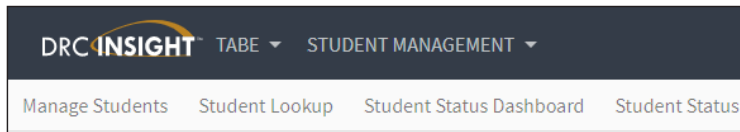
3. The District and School fields display where the student is enrolled. To change a student’s enrollment, select the new district/school from the dropdowns and click **Save**.



## The Manage Students Option

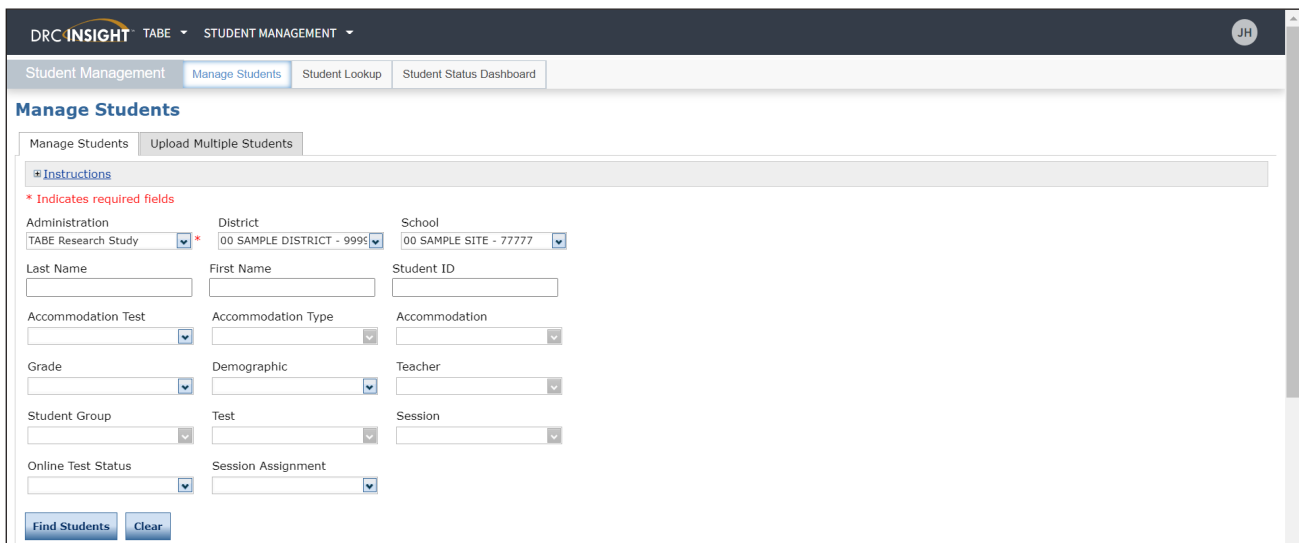
From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions to which a student is currently assigned, and view the status of the session.

1. Open the **All Applications** menu bar, click **Student Management**, and click **Manage Students** to display the Manage Students window.



2. Select a teacher in the **Teacher** field to search for students in any of the student groups associated with the teacher. Select a student group in the **Student Group** field to search for students in a specific student group. Select a test in the **Test** field to search for students in a test session for a specific test.

To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

A screenshot of the 'Manage Students' search form in the DRC INSIGHT system. The form is titled 'Manage Students' and has a sub-header 'Upload Multiple Students'. It contains several search criteria fields: Administration (TABE Research Study), District (00 SAMPLE DISTRICT - 9995), School (00 SAMPLE SITE - 77777), Last Name, First Name, Student ID, Accommodation Test, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Student Group, Test, Session, Online Test Status, and Session Assignment. There are 'Find Students' and 'Clear' buttons at the bottom.

3. To filter the display based on test session assignment, use the **Session Assignment** drop-down menu. You can select one of the values shown below.

### Value

(Blank)

(None)

Online

### Displays

When selected, this filter is excluded from the search criteria.

Students who are not in any test session

Students in a test session with a testing mode equal to “Online”



## The Manage Students Option (cont.)

**Manage Students**



Upload Multiple Students


**Instructions**

\* Indicates required fields

Administration: TABE Research Study \*  
 District: 00 SAMPLE DISTRICT - 9999 \*  
 School: 00 SAMPLE SITE - 7777 \*  
 Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_  
 Accommodation Test: \_\_\_\_\_  
 Accommodation Type: \_\_\_\_\_  
 Accommodation: \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Demographic: \_\_\_\_\_  
 Teacher: \_\_\_\_\_  
 Student Group: \_\_\_\_\_  
 Test: \_\_\_\_\_  
 Session: \_\_\_\_\_  
 Online Test Status: \_\_\_\_\_  
 Session Assignment: \_\_\_\_\_

Find Students Clear

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
Angola	FourD	DRC1171	1/19/2000	AD	
Angola	OneD	DRC1111	1/19/2000	AD	

- Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window displays.

**Edit Student**

**Instructions**

\* Indicates required fields

Last Name: Angola \*  
 First Name: FourD \*  
 Middle Initial: F  
 Student ID: DRC1171

Student Detail | Accommodations | Demographics | Student Groups | Testing Codes | Test Sessions

Administration: TABE Research Study \*  
 District: 00 SAMPLE DISTRICT - 99997 \*  
 School: 00 SAMPLE SITE - 77777 \*  
 Date of Birth: 1/19/2000 \*  
 (mm/dd/yyyy)  
 Grade: Adult \*  
 Gender: Female \*

Save Cancel

## Viewing a Student's Test Session Information

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  \*     
 First Name  \*     
 Middle Initial      
 Student ID

Student Detail
Accommodations
Demographics
Student Groups
Testing Codes
Test Sessions

Student Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Applied Math - Sample Items	Completed	07/11/2017 08:39 AM	07/28/2017 11:03 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language	Completed	07/11/2017 08:40 AM	07/11/2017 08:41 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Language - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation	Completed	07/11/2017 08:40 AM	07/11/2017 08:40 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Math Computation - Sample Items	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		
SAMPLE DISTRICT	TABE TEST SCHOOL	drs - Locator (R/M/L)	Locator Test Reading	Completed	07/11/2017 08:39 AM	07/11/2017 08:39 AM		

To view an individual student's Test Sessions, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon ( ) to display the student's profile.
4. When the Edit Student window displays, select the **Test Sessions** tab.

**Note:** In the grid at the bottom of the window, there is a separate line for each content area of each test session in which the student is included.

5. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the student whose information you want to view or print. The Testing Status window displays. **Note:** From the Testing Status window, you can print one or more student test tickets in the test session. For more information, see "Printing Test Tickets and Rosters" on page 33.

# Test Management Menu



### ■ Introduction

Since DRC creates all test sessions for the Field Test, you cannot edit test sessions. However, from the Test Management menu, Portal users can search for test sessions and perform the following tasks:

- View and export test session status details
- Print test tickets and rosters
- Display a test session status summary

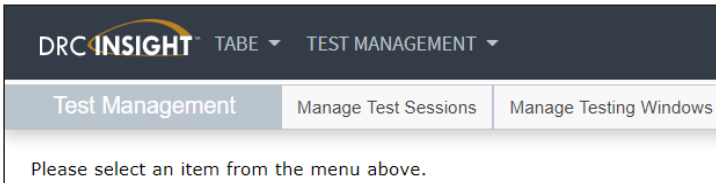
## The Manage Test Sessions Option

From the Test Management menu, you can view all of the test sessions for a specific district or school.

**Note:** DRC creates all test sessions for all examinees.

1. Click **Test Management** then **Manage Students** to display the Test Sessions page.

**Tip:** Select a teacher to filter by all test sessions associated with the selected teacher.



2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail page displays.

The screenshot shows the 'Test Sessions' page in the DRC INSIGHT system. At the top, there are navigation tabs: 'Test Management', 'Manage Test Sessions' (which is active), and 'Manage Testing Windows'. Below the tabs is a section titled 'Test Sessions' with a link to 'Instructions'. A note states '\* Indicates required fields'. The search filters include: Administration (TABE Research Study), District (00 SAMPLE DISTRICT - 9999), School (00 SAMPLE SITE - 7777), Last Name, First Name, Student ID, Session, Teacher ((All)), Test ((All)), Level ((All)), Date Range FROM, and Date Range TO. There are 'Show Sessions' and 'Print All Tickets' buttons. Below the filters are tabs for 'Sessions' and 'Status Summary'. The 'Sessions' tab is active, showing a table of session details. At the bottom of the page are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 1	TABE CLAS E Y Level 1	Not Started	1/9/2023	4/28/2023	[Icons]
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 1	TABE CLAS E Z Level 1	Not Started	1/9/2023	4/28/2023	[Icons]
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 2	TABE CLAS E Y Level 2	Not Started	1/9/2023	4/28/2023	[Icons]
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 2	TABE CLAS E Z Level 2	Not Started	1/9/2023	4/28/2023	[Icons]

# Test Management Menu

## The Manage Test Sessions Option (cont.)

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The Session Detail portion of the window displays the status of the session—Not Started, In Progress, Completed, or Locked. The start and end dates of the test session also display.

Status	Description
<b>Not Started</b>	No student in the session has started the test.
<b>In Progress</b>	The test session is in progress.
<b>Completed</b>	The test session is finished. All of the students in the session have completed the test.

Use the buttons at the bottom of the Test Sessions page to work with test sessions

Show Sessions
Print All Tickets

Sessions
Status Summary

Instructions


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 1	TABE CLAS E Y Level 1	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 1	TABE CLAS E Z Level 1	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 2	TABE CLAS E Y Level 2	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 2	TABE CLAS E Z Level 2	Not Started	1/9/2023	4/28/2023	
			00 SAMPLE					

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

## Viewing and Exporting Test Session Status Details

The test session status display provides the following information: each student’s test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb10 -	Complete	Not Started	6/14/2017	6/15/2018	

1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.
2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus.
3. Click **Filter** to display the results or **Clear** to clear your selections.

Last Name: 
 Status: 
 Status By Module:

Testing Status - tst (10 Spelling E - Spelling 10 - Level E)								
Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	squire	breanna	BSQUIRE1	PULL8193	Not Started			
<input type="checkbox"/>	Student	One	OSTUDENT1	WHAT6049	Not Started			
<input type="checkbox"/>	Student	Three	TSTUDENT2	COAL8045	Not Started			
<input type="checkbox"/>	Student	Two	TSTUDENT1	FOLD8269	Not Started			

## Viewing and Exporting Test Session Status Details (cont.)

Show Sessions
Print All Tickets

Sessions
Status Summary

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	
<input type="checkbox"/>	SAMPLE	TABE TEST	drs - cb10 -	Complete	Not	6/14/2017	6/15/2018	


Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

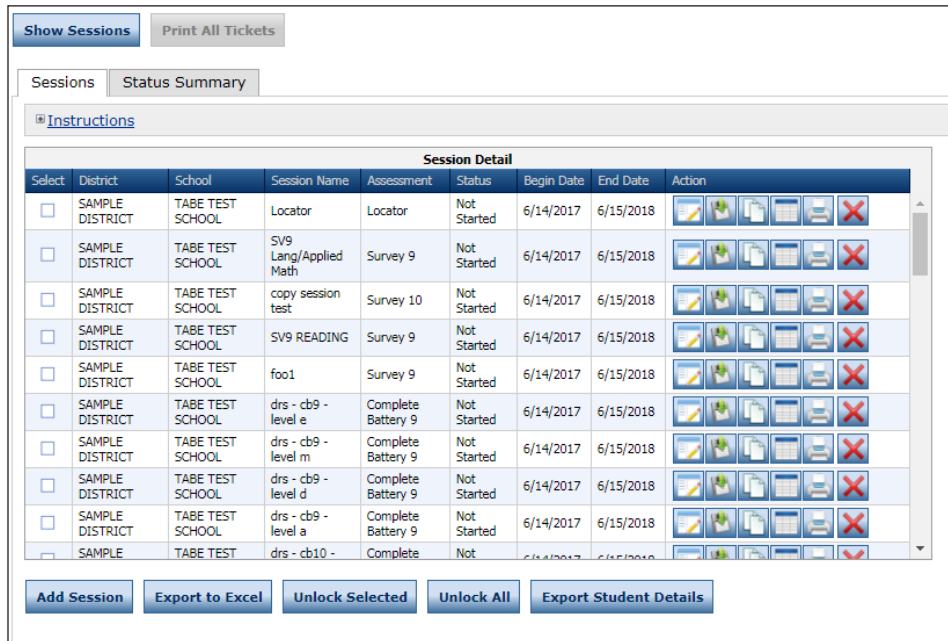
- To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.



## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

- To print all of the test tickets for the students in a test session, click the **Print All Tickets** icon () in the Action column of the Sessions Detail window for the test session.



The screenshot shows a web interface with a 'Sessions Detail' window. At the top, there are buttons for 'Show Sessions' and 'Print All Tickets'. Below this, there are tabs for 'Sessions' and 'Status Summary'. A section titled 'Instructions' is expanded. The main part of the window is a table with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table contains several rows of test sessions, each with a checkbox in the 'Select' column and a set of icons in the 'Action' column. Below the table, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	Locator	Locator	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 Lang/Applied Math	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	copy session test	Survey 10	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	SV9 READING	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	foo1	Survey 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level e	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level m	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level d	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb9 - level a	Complete Battery 9	Not Started	6/14/2017	6/15/2018	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	TABE TEST SCHOOL	drs - cb10 -	Complete	Not Started	6/14/2017	6/15/2018	[Icons]

- A Portable Document Format (.pdf) displays and includes the testing roster, and test tickets. You can view, print, and save the information.

Tickets print 4 per page.

**TABE 9/10**  
Student Test Roster

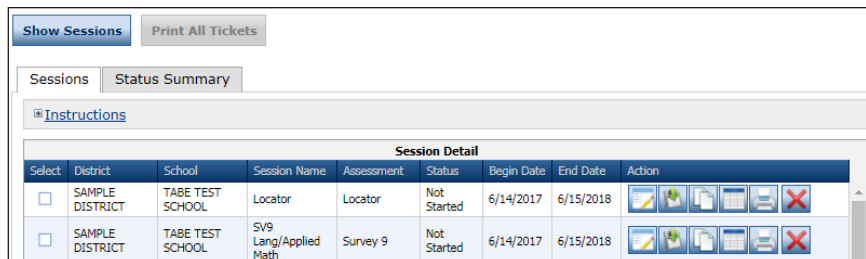
District: SAMPLE DISTRICT  
School: TABE TEST SCHOOL  
Test: Locator  
Test Session: Locator  
Test Session Window: 6/15/2017 to 6/15/2018

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password
<input type="checkbox"/>	NA	KA, LocatorTest	1/10/00	1232143211	LKA1	80001508
<input type="checkbox"/>	NA	KA, student	1/10/00	1234567891	SKA3	8ACE4799
<input type="checkbox"/>	NA	Roberson, Aaron	1/10/00		AR088K120H1	800P9725
<input type="checkbox"/>	2.0	square, breanna	1/10/01		8SQ2019E3	880P1079

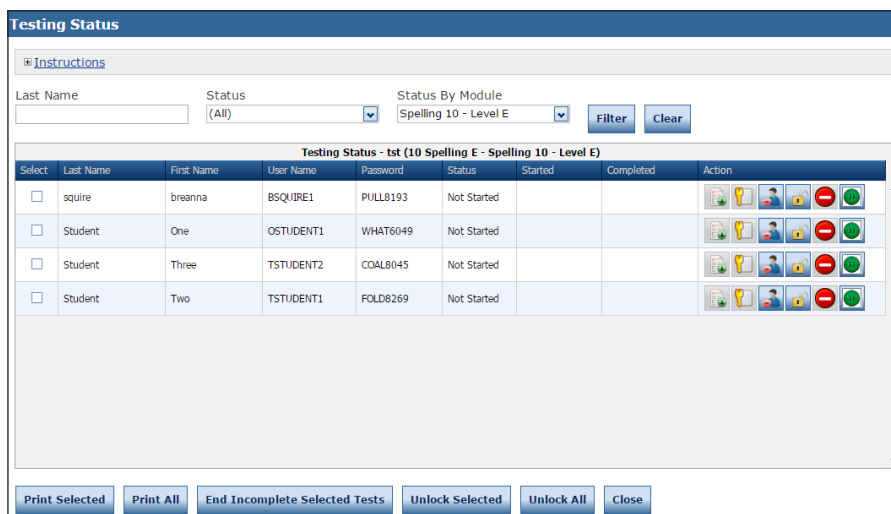
# Test Management Menu

## Printing Test Tickets and Rosters (cont.)

- To *print selected test tickets*, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want to use.



- When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).
- Select one or more students by clicking the checkbox next to their name in the **Select** column.



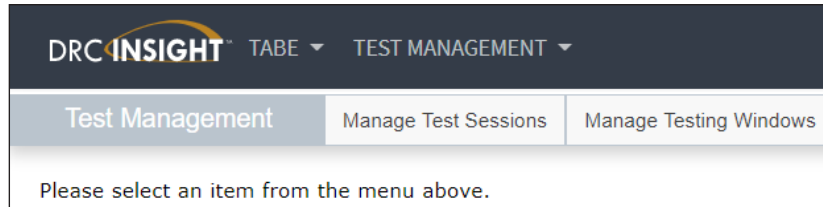
- Click **Print Selected**. A PDF version of the Student Test Session Ticket, that you can view, print, and save, displays for the selected students.

BRANDY REID Student ID: 1504626530 Username: BREID2 Password: THNS264	Candi Buchanan Student ID: 6504192296 Username: CBUCHANAN1 Password: COLD4639
TABE 9/10 Online Test Ticket Survey 9 Cynthia Conner Student ID: 301011598 Username: CCONNER3 Password: YARD2124	TABE 9/10 Online Test Ticket Survey 9 MARICA JOHNSON Student ID: 2514240689 Username: MJOHNSON36 Password: TREE7525

TABE 9/10 Student Test Roster		District: SAMPLE DISTRICT School: TABE TEST SCHOOL Test: Locator Test Session: Locator Test Session Window: 9/16/2017 to 9/15/2018					
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	Username	Password	
<input type="checkbox"/>	NA	KA, Locator Test	9/10/90	1232143211	LSA1	00001504	
<input type="checkbox"/>	NA	KA, Student	9/10/90	1234567891	ISA3	PAC24793	
<input type="checkbox"/>	NA	Robertson, Aaron	9/10/90		AROBERTSON1	ROD91715	
<input type="checkbox"/>	2.0	squire, breanna	9/10/91		BSQU019E3	88049279	

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions you specified when you displayed the Test Sessions window. The summary includes the status of students (Not Started, In Progress, and Completed) for each subtest in the Test. See “Viewing and Exporting Test Session Status Details” on page 31.



1. To display a Test Session Summary report, click **Test Management** then **Manage Test Sessions** to display the Test Sessions page.
2. Select your search criteria and click **Show Sessions**.
3. Click the Status Summary tab (displayed on the next page).

**Test Sessions**

[# Instructions](#)

\* Indicates required fields

Administration: TABE Research Study \*  
 District: 00 SAMPLE DISTRICT - 9999  
 School: 00 SAMPLE SITE - 77777

Last Name:   
 First Name:   
 Student ID:

Session:   
 Teacher: (All)

Test: (All)  
 Level: (All)

Date Range FROM:   
 Date Range TO:

**Show Sessions** **Print All Tickets**

Sessions | **Status Summary**

[# Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 1	TABE CLAS E Y Level 1	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 1	TABE CLAS E Z Level 1	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Y TABE CLAS E Y Level 2	TABE CLAS E Y Level 2	Not Started	1/9/2023	4/28/2023	
<input type="checkbox"/>	00 SAMPLE DISTRICT	00 SAMPLE SITE	00 SAMPLE SITE TABE CLAS E Z TABE CLAS E Z Level 2	TABE CLAS E Z Level 2	Not Started	1/9/2023	4/28/2023	
			00 SAMPLE					

**Add Session** **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**

## Displaying a Test Session Status Summary (cont.)

- A Session Summary and Student Summary report displays for the test sessions displayed on the Test Sessions window (based on your search criteria).

Show Sessions
Print All Tickets

Sessions
Status Summary

[# Instructions](#)

Session Summary	
Status	Session Count
Not Started	8
In Progress	8

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
- Test: TABE 13-14 Y			
Language A	8	2	3
Language D	8	1	5
Language E	7	1	3
Language M	7	0	3
Mathematics A	9	1	1
Mathematics D	9	1	0
Mathematics E	7	3	0
Mathematics M	7	3	1
Reading A	7	1	4
Reading D	8	2	1
Reading E	6	3	5
Reading M	6	1	3
Survey Demographics A	9	0	1
Survey Demographics D	10	0	0
Survey Demographics E	9	1	0
Survey Demographics M	10	0	0
Writing A	10	0	1
Writing D	8	0	2
- Test: TABE 13-14 Z			



Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

DRC INSIGHT Portal for TABE: <https://tabe.drcedirect.com>

TABE Help Desk: 1-866-282-2250

Email: [TabeHelpDesk@datarecognitioncorp.com](mailto:TabeHelpDesk@datarecognitioncorp.com)

Revision Date: January 27, 2023