

Technology Coordinator Checklist

Timeline	Responsibilities
Spring/ Summer 2015	<ul style="list-style-type: none"> <input type="checkbox"/> Attend or watch the <i>ACCESS for ELLs 2.0 Initial Technology Coordinator Overview Webinar</i>, which will be recorded (May 1st, 2015, 2:00pm CST). <input type="checkbox"/> Review the WIDA ACCESS for ELLs 2.0 Technology webpage, including all system requirements. <input type="checkbox"/> Discuss district and school technology needs with the District Test Coordinator. Confirm the district or school’s technology capacity to administer ACCESS for ELLs 2.0 online. <input type="checkbox"/> Review the ACCESS for ELLs 2.0 Headset Specifications document, and advise the District Test Coordinator about acquiring headsets. <input type="checkbox"/> Recommended: Become familiar with the software download process (i.e. for the Testing Site Manager (TSM) and INSIGHT test engine software). Note that the process will remain the same but the software downloads will be updated for the operational test and will need to be downloaded when available. <ul style="list-style-type: none"> <input type="checkbox"/> To try out the software download process, log into the field test version of WIDA Assessment Management System (called eDIRECT) at https://wida.drccedirect.com. <ul style="list-style-type: none"> <input type="checkbox"/> Contact DRC Customer Service (WIDA@datarecognitioncorp.com or 855-787-9615) to obtain an eDIRECT account if you did not have an account from the 2015 field test. <input type="checkbox"/> Note: Field test versions of the TSM and INSIGHT must be removed from computers prior to downloading the new TSM and INSIGHT (which will be used for operational testing). <input type="checkbox"/> Refer to the Field Test eDIRECT Downloads Module for detailed instructions on eDIRECT software downloads. <input type="checkbox"/> Review additional Field Test Preparation Resources on the process, as needed. <input type="checkbox"/> Refer to the field test Test Coordinator training materials posted on the field test website under Preparation Resources (www.wida.us/2.0/FT)
Fall 2015	<ul style="list-style-type: none"> <input type="checkbox"/> Upon receipt of your WIDA Assessment Management System (WIDA AMS) account credentials, log into the WIDA AMS and agree to the security terms. <ul style="list-style-type: none"> <input type="checkbox"/> Note: Your state or district test coordinator will provide your contact information to DRC in order for your account to be created. <input type="checkbox"/> Watch the Training Modules from the WIDA AMS. The training modules (available beginning in early September 2015) will address: <ul style="list-style-type: none"> <input type="checkbox"/> <i>WIDA AMS Account Set Up</i> <input type="checkbox"/> <i>Documents Download</i> <input type="checkbox"/> <i>Testing Site Manager (TSM)</i> <input type="checkbox"/> <i>INSIGHT-Test Engine</i> <ul style="list-style-type: none"> <input type="checkbox"/> Note: DRC will send an announcement when these resources are available. <input type="checkbox"/> Recommended: Try out INSIGHT Test Engine & TSM downloads when available (to be released by October 5th, 2015). <input type="checkbox"/> Review <i>Technology User Guide</i> when available (to be released by October 5th, 2015).

Please note: This document will be updated with new information as it becomes available. Your state may provide additional guidelines or instructions in addition to these checklists.

	<ul style="list-style-type: none"> <input type="checkbox"/> Attend or watch the <i>Technology Coordinator Question & Answer Webinar</i>, which will be recorded (October 7th, 2015, 3:00pm CST). <input type="checkbox"/> Try out headsets with computers or devices to ensure everything functions correctly.
2-4 Weeks Prior to Testing	<ul style="list-style-type: none"> <input type="checkbox"/> Download the TSM software installer from WIDA AMS to a non-student computer or server. <ul style="list-style-type: none"> ○ The TSM should be loaded before the INSIGHT software is installed. Ensure that the computer or server intended for use with the TSM meets the minimum system requirements as noted in the Technology User Guide (to be available by October 5th, 2015). ○ Note: States that already have a version of DRC's TSM or INSIGHT installed for other tests will still need to install the TSM and INSIGHT software versions specific for the ACCESS for ELLs 2.0 assessment. Follow the relevant instructions in the Technology User Guide. <input type="checkbox"/> Access the INSIGHT software from WIDA AMS and download it to each student computer intended for use during the online test. <ul style="list-style-type: none"> ○ Ensure that the computer(s) intended for use with INSIGHT meet the minimum system requirements as noted in the Technology User Guide. ○ Mass deployment is also possible and DRC will assist Technology Coordinators since the set up will be unique to each district. <input type="checkbox"/> Verify that the firewall and filters on the computer network are configured correctly to allow communication with the online servers and that the correct URLs and IP addresses are whitelisted, as noted in the Technology User Guide. <input type="checkbox"/> Confirm with the District Test Coordinator that all installs have been completed and run a System Readiness Check. <input type="checkbox"/> Make arrangements with the District Test Coordinator and School Coordinator to assist on-site the first day of testing at each school. <input type="checkbox"/> Recommended: Conduct a technology walkthrough prior to first day of testing.
Day before Test	<ul style="list-style-type: none"> <input type="checkbox"/> Run a System Readiness Check on at least one student computer intended for testing. <input type="checkbox"/> Ensure that the TSM status is "Up to Date" and green. <input type="checkbox"/> Reconfirm final testing plans/schedule with the District Test Coordinator.
Day of the Test	<ul style="list-style-type: none"> <input type="checkbox"/> Perform a System Readiness Check. As an additional system verification, work with the District Test Coordinator to log into a Test Practice on a student computer. <input type="checkbox"/> Troubleshoot technical or infrastructure issues during the online administration.
After the Test	<ul style="list-style-type: none"> <input type="checkbox"/> When your site has completed all online testing activities, verify that all TSMs at your site(s) have been checked for unsent responses. <ul style="list-style-type: none"> ○ This will ensure that all completed test data gets submitted. This can be done by clicking the Response Caching dropdown and then the Unsent Responses option. The screen will then refresh to display whether any unsent responses exist. If there are unsent responses, click the Transmit Responses button.

Last updated: April 29, 2015

Please note: This document will be updated with new information as it becomes available. Your state may provide additional guidelines or instructions in addition to these checklists.