



Online Assessments

Building Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES



Test Windows	
Fall 2016 (Grades 1 and 2)	October 3 - 21, 2016
Spring 2017 (Grades K – 2)	April 10 – May 26, 2017

eDIRECT: <https://mi.drccedirect.com>

Access reference documents in eDIRECT: Select General Information → Documents → filter for documents. (All documents should be posted by Friday, September 14, 2016. Check back for updates.)

Building Coordinator Checklist:

This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in eDIRECT. **All steps below are required for successful implementation.**

1.	Watch the District/Building Coordinator Online Skype for Business Meeting Fall 2016: (Live 9/22/16) and Spring 2017: (Live 2/23/17) or a recording of the Webex (posted the day after the live presentation) in eDIRECT under All Applications → General Information → Documents → Document type: Training Presentations & FAQs and on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
2.	Review the Test Administration Manual (TAM) access in eDIRECT documents or on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
3.	Ensure all Test Administrators read the Test Administration Directions (TAD) (printed and in eDIRECT documents) The TAM can also be found on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
4.	Coordinate and verify Test Engine (INSIGHT) and Testing Site Manager (TSM) set up with the Technology Coordinator (test that the system is properly installed by accessing OTTs)
5.	Coordinate the student use of Online Tools Trainings (OTTs) and the Tutorial
6.	Manage the Student Roster in eDIRECT. Update incorrect/missing information in the Secure Site. (If you don't have access to the Secure Site, see the District Coordinator for assistance.)
7.	Schedule the Test Sessions and Create or Edit Test Sessions in eDIRECT, if necessary
8.	Assign appropriate accommodations to students who need them (must be done BEFORE generating login tickets)
9.	Print/sort/distribute student Test Login Tickets to Test Administrators (daily)
10.	Monitor testing and support Test Administrators during test window (daily)
11.	Provide Guided Access password to Test Administrators for students testing on iPad devices, if applicable.
12.	Post-Test Tasks —collect/destroy all login tickets, test rosters, and scratch paper; verify that student statuses show “completed” for each student (eDIRECT: All Applications → Student Management → Student Status).

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the Test Administration Manual
- Call the DAS Call Center at 1-877-560-8378 (choose option 2)