

DRC INSIGHT Portal Basics

Relevant assessments:

- **M-STEP**
- **MI-Access**
 - » MI-Access Functional Independence (FI)
 - » MI-Access Supported Independence (SI)
 - » MI-Access Participation (P)
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**



DRC INSIGHT
Portal Overview



OEAA Secure
Site Roles for DRC
INSIGHT Portal
Access



DRC INSIGHT
Portal Access
Process



DRC INSIGHT
Portal Resources

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

This chapter introduces Assessment Coordinators to the **DRC INSIGHT Portal** (formerly known as eDIRECT), and discusses how the DRC INSIGHT Portal will be used in the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark online assessments, by answering the following questions:

- ▶ What is the DRC INSIGHT Portal and how is it used for state assessments?
- ▶ Which OEAA Secure Site role do I need to be assigned to in order to receive access to the DRC INSIGHT Portal?
- ▶ Once I have been assigned a required role in the OEAA Secure Site, how do I get secure access to the DRC INSIGHT Portal?
- ▶ Where can I find instructional resources and support documentation for the DRC INSIGHT Portal?

What is the DRC INSIGHT Portal and how is it used for state assessments?



The DRC INSIGHT Portal is Data Recognition Corporation's (DRC) test management system used to manage student online testing for the M-STEP; MI-Access Functional Independence (FI), Supported Independence (SI), and Participation (P); and Early Literacy and Mathematics Benchmark Assessments (K–2). The DRC INSIGHT Portal is used for:

- online session management
- assigning online accommodations and supports for students
- printing student test tickets

Welcome to the DRC INSIGHT Portal

The DRC INSIGHT Portal is used to manage M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

Enter your Username (email address) and Password to the left and select **Sign In**. To obtain a login and password follow these [directions](#).

Without a login You can access:

- [Documents and Training Materials](#)
- Manuals and test directions
- Mini-modules and training presentations
- Accommodation videos
- [DRC INSIGHT systems status](#)

With a login You can access:

- Student Management tools
- Assign accommodations
- Monitor student testing status
- Test Management tools
- Create and update test sessions
- Print test tickets
- Software downloads

MI-Access Online Answer Document Portal

The MI-Access Online Answer Document Portal for Supported Independence and Participation score entry is only available during the MI-Access testing window. Test tickets are required for score entry.

Need assistance? DRC Customer Support can be contacted at (877) 560-8378 option 2 or by emailing misupport@datarecognitioncorp.com.

- monitoring students' testing status (except for MI-Access P and SI assessments, and any other paper/pencil format assessments)
- setting up and managing Central Office Services (COS), Device Toolkit, and INSIGHT

Staff members responsible for performing the functions listed above, including District and Building Assessment Coordinators and Technology Coordinators, will need secure access to the [DRC INSIGHT Portal](#). Test Administrators do not need secure access to the DRC INSIGHT Portal. They can access the content they need without a secure login.

After students are pre-identified for testing in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) for the online assessments (M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark), the student rosters are duplicated from the OEAA Secure Site to the DRC INSIGHT Portal test management system. This initial duplication process

typically happens in March of each year. Once these student rosters are copied into the DRC INSIGHT Portal, Assessment Coordinators and others involved in assessment administration will then use the DRC INSIGHT Portal to manage testing, as previously described.

Students who are pre-identified for testing in the OEAA Secure Site after the initial student roster duplication to the DRC INSIGHT Portal occurs will automatically copy over to the DRC INSIGHT Portal three times each day throughout the testing window.

For more information on the state assessment pre-identification process, see the [Pre-Identifying Students for State Assessments](#) chapter of this training guide.

For more information on the OEAA Secure Site and its functions, see the [OEAA Secure Site](#) chapter of this training guide

Which OEAA Secure Site role do I need to be assigned to in order to receive access to the DRC INSIGHT Portal?



To receive secure access to the DRC INSIGHT Portal, a user must be assigned to one of the specific OEAA Secure Site user roles by an OEAA Secure Site **District Administrator-level Authorized User**. The OEAA Secure Site user roles are:

- **Public School Online Test Administrator** and **Nonpublic School Online Test Administrator**. These two roles allow access to the Test Monitoring Application in the DRC INSIGHT Portal only.
- **District Administrator; Public School Administrator; or Nonpublic School Administrator** role, for the ability to:
 - » Access Central Office Services (COS), Device Toolkit, and INSIGHT
 - » Manage online sessions
 - » Print test tickets
 - » Assign online accommodations and supports
- » Monitor student testing progress for all schools within the district
- **District/School Online Technology – AMS & INSIGHT Portal** role (a WIDA AMS- and DRC INSIGHT Portal-only role, at district, nonpublic, and public school levels), for the ability to:
 - » Access Central Office Services (COS), Device Toolkit, and INSIGHT
- **District/School Online Test Admin – AMS & INSIGHT Portal** role (a WIDA AMS- and DRC INSIGHT Portal-only role, at district, nonpublic, and public school levels), for the ability to:
 - » Manage online sessions
 - » Print test tickets
 - » Assign online accommodations and supports
 - » Monitor student testing progress

Only those who have been assigned an active OEAA Secure Site user role **and** have been given access to the M-STEP, MI-Access, and/or Early Literacy and Mathematics Benchmark Assessments will receive secure access to the DRC INSIGHT Portal. For example, in order for a Building Coordinator to manage test sessions in the DRC INSIGHT Portal, he/she must be assigned the role of “School Online

Test Admin – AMS & INSIGHT Portal,” and also have access to one or more of the three online assessments in the OEAA Secure Site.

See the [Secure Site Roles and Assessment](#) document on the [Secure Site Training web page](#) for more specific information on OEAA Secure Site roles.

Once I have been assigned a required role in the OEAA Secure Site, how do I get secure access to the DRC INSIGHT Portal?



Starting in October of each year for the following year’s spring assessments (in August, for the fall Early Literacy and Mathematics Benchmark Assessments), user roles who have access to **Central Office Services (COS), Device Toolkit, and INSIGHT** will be copied from the OEAA Secure Site into the DRC INSIGHT Portal. After the initial duplication, those who are newly assigned to these user roles will copy to the DRC INSIGHT Portal daily throughout the testing window.

For spring assessments, beginning in March all remaining DRC INSIGHT Portal-required role assignments in the OEAA Secure Site will copy into the DRC INSIGHT Portal. Newly assigned roles will copy over to the DRC INSIGHT Portal daily throughout the testing window.

Each year, those whose OEAA Secure Site user roles were copied over to the DRC INSIGHT Portal will receive an email from DRC containing their login

information for the portal. The login is the user’s email address that is listed in the [Michigan Education Information System \(MEIS\)](#).

It is important for you to check your information in MEIS make sure your email address is correct. Once the daily transfers from the OEAA Secure Site begin, it will take one or two business days for a newly registered user to receive an email from DRC containing their DRC INSIGHT Portal login and password information.

Note: If you update your email in MEIS, you will need to log into the OEAA Secure Site (login only required), so the updated email address from MEIS will copy to the OEAA Secure Site.

If you need access to the DRC INSIGHT Portal and do not have it, follow the specific instructions in the [How Do I Get Access to the DRC INSIGHT Portal?](#) document found on the [Secure Site Training web page](#), in the Security section.

Where can I find instructional resources and support documentation for the DRC INSIGHT Portal?



Step-by-step instructions for managing specific tasks are available in the [DRC INSIGHT Portal User Guide](#) or in the [Mini-Modules](#) found on the [DRC INSIGHT Portal](#). Select the link from the login page to access Support and Training Materials.

The DRC INSIGHT Portal also includes other support documentation—such as training resources, a test demo, and video module—that are pertinent to District and Building Assessment Coordinators and to District Technology Coordinators. You can filter the

document list by District Technology Coordinator or District/Building Coordinator by using the Audience drop-down menu.

You can search for documents by assessment administration, document type, or the audience. You can also select the **Show Documents** button without making any selections, to display all available documents.

The documents can be viewed by selecting the **PDF icon** or they can be downloaded to your computer. To download a document, click on the **Save icon** under the **Action** column. Videos are designated with a **Video icon** under the **Action** column, on the far right.

You can sort the columns in descending order by selecting the column heading; select it again to change the column back to ascending order.

Note: The functions listed below appear in the DRC INSIGHT Portal User Guide, but are **not** available to Michigan users:

- » Managing your account
- » Editing user's permissions
- » Adding a student to the DRC INSIGHT Portal

For use in Michigan, these functions must be performed in the OEAA Secure Site and then copied to the DRC INSIGHT Portal.

For additional information on the OEAA Secure Site, see the [OEAA Secure Site](#) chapter of this training guide.

Practical Tips



- Do these things early:
 - » Work with your OEAA Secure Site District Administrator-level Authorized User to identify users whose assigned role already allows them access to the DRC INSIGHT Portal, and to determine who still needs access and what responsibilities they will have in the DRC INSIGHT Portal.
 - » Provide users who do not have a DRC INSIGHT Portal-required role in the OEAA Secure Site with the [How Do I Get Access to the DRC INSIGHT Portal?](#) document, which is located on the [Secure Site Training web page](#), under the Security header.
 - » Work with your technology person to prevent any technology issues.
- Use the [Tracking Sheet for Supports and Accommodations, M-STEP, MI-Access, and WIDA](#) to organize student supports and accommodations that must be assigned in the DRC INSIGHT Portal. The tracking sheet is located on the [M-STEP](#) and [MI-Access](#) web pages, under [Student Supports and Accommodations \(Recording and Tracking Resources\)](#). These must be assigned before a test ticket is printed, to ensure they are available for the student.

For more information on accommodations and supports, refer to the [Supports and Accommodations Overview](#) and the [Selecting and Assigning Universal Tools, Designated Supports, and Accommodations](#) chapters of this training guide.