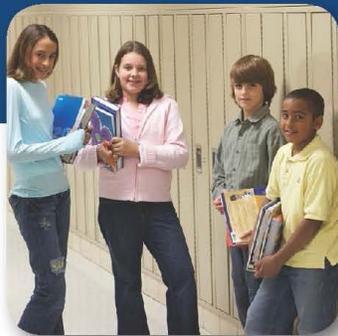


Smarter Balanced Interim Assessments

# DRC Getting Started Guide



October 2020





## GETTING STARTED WITH THE SMARTER BALANCED ASSESSMENT CONSORTIUM (SBAC) INTERIM ASSESSMENTS, SBAC REPORTING TOOLS, AND TOOLS FOR TEACHERS

### CONTENTS

- SMARTER BALANCED INTERIM ASSESSMENTS OVERVIEW .....3**
  - Types of SBAC Interim Assessments ..... 3
  - Interim Comprehensive Assessments (ICAs) Testing Times ..... 3
  - Interim Assessment Blocks (IABs) Testing Times ..... 4
- USER SETUP .....5**
  - Adding New Users to the DRC INSIGHT Portal..... 5
  - Adding New Users to Tools for Teachers ..... 5
- ACCESSING SMARTER BALANCED INTERIM ASSESSMENTS.....7**
  - In-person Testing Using the DRC INSIGHT Secure Web-Based Test Engine ..... 7
  - Remote Testing via a URL ..... 7
- TESTING SUPPORTS AND ACCOMMODATIONS.....8**
- TIMELINE .....9**
- SMARTER BALANCED REPORTING SYSTEM.....10**
  - Accessing the Smarter Balanced Reporting System ..... 10
  - Setting Up and Assigning Student Groups ..... 10
- ACCESSING TOOLS FOR TEACHERS .....11**
- RESOURCES ON THE DRC INSIGHT PORTAL.....12**
  - From the DRC INSIGHT Portal Sign-In page ( <https://mi.drctdirect.com>) ..... 12
  - When Logged into your DRC INSIGHT Portal Account ..... 12
- WHERE TO FIND HELP .....13**



## SMARTER BALANCED INTERIM ASSESSMENTS OVERVIEW

The Michigan Smarter Balanced Interim Assessments allows educators to check student progress throughout the year, giving them information they can use to improve instruction and help students meet the challenge of college and career-ready standards. Items were developed under the same conditions, protocols, and review procedures as those used for the Smarter Balanced Summative assessments.

Student performance on Interim Comprehensive Assessments (ICAs) is reported on a similar scoring scale as the summative assessment. Districts and schools have the flexibility to administer the Interim Assessments up to 10 times during the school year.

The SBAC Interim Assessments are administered using the DRC INSIGHT test engine, the same test engine used to administer Michigan’s Early Literacy & Mathematics Benchmark Assessments (K-2) and state summative tests (M-STEP, MI-Access). The DRC INSIGHT Portal is used for test and student management before, during, and after the Smarter Balanced Interim Assessments. Smarter Balanced Reporting and Tools for Teachers also are available through the DRC INSIGHT Portal.

Most Interim test questions will be scored by the computer. Some tests will require local hand scoring by educators via the DRC INSIGHT Portal’s Educator Scoring interface.

### Types of SBAC Interim Assessments

There are two types of Interim Assessments:

- Interim Comprehensive Assessments (ICAs) assess the full range of targets, similar to the summative.
- Interim Assessment Blocks (IABs) assess targets in Math or ELA/literacy.

### Interim Comprehensive Assessments (ICAs) Testing Times

It is recommended that the two parts of the ICAs should be scheduled as separate sessions. The Interim Assessments **do not** lock overnight, so students can continue testing on subsequent days without any special intervention.

Testing times provided in the table are approximate and are supplied for scheduling purposes only. **Note:** *These estimates do not include transition to the test room, distribution of test tickets, reading directions, or logging into the test.*

Content Area	Grades	Non-Performance Task Items hours:mins	Performance Task (PT) hours:mins	Total hours:mins	Total hours:mins
ELA/Literacy	3–5	1:30	2:00	3:30	3:30
ELA/Literacy	6–8	1:30	2:00	3:30	3:30
Mathematics	3–5	1:30	1:00	2:30	2:30
Mathematics	6–8	2:00	1:00	3:00	3:00
Both	3–5	3:00	3:00	6:00	6:00
Both	6–8	3:30	3:00	6:30	6:30

Each ICA includes a fixed-form test session and a performance-task test session.

ICA results data are reported in an exportable CSV file that includes raw score, scale score, and Achievement Level Results. Reports include data for four ELA content strands (C1=Reading,



## DRC Getting Started Guide

C2=Writing, C3=Listening, C4=Research and Inquiry), and three mathematics content strands: C1=Concepts and Procedures, C2=Problem Solving and Modeling & Data Analysis, C3=Communicating Reasoning.

### Interim Assessment Blocks (IABs) Testing Times

The Interim Assessment Blocks (IABs) include the same item types and formats but are shorter and focus on smaller sets of concepts than the ICAs and Summative assessment. Each IAB has 6-18 items and can generally be completed in one class period. The IAB Performance Task and Brief Write forms for ELA take approximately 2 hours. The IAB Performance Tasks for math take approximately 1 hour.

Interim Assessment Blocks (IABs) report overall student scores of Above Standard = ABOS; At/Near Standard = ATNS; or Below Standard = BELS.



## USER SETUP

All District and School users in the Secure Site as of September 14, 2020 were provided access to the Smarter Balanced Interim Assessments in the DRC INSIGHT Portal.

	Smarter Balanced Interim Assessments	Early Literacy & Mathematics Benchmark Assessments (K-2)	Michigan Summative Online Assessments
DRC INSIGHT Test Engine	X	X	X
DRC INSIGHT Portal	X	X	X
Remote Testing Availability	X	X	
Sites Add New Users in DRC INSIGHT Portal	X		
Sites Add Students in DRC INSIGHT Portal	X		
Educator Scoring	X		
Reports Accessed through DRC INSIGHT Portal	X		
Single Sign-On Access to Tools for Teachers	X		
Single Sign-On Access to Smarter Balanced Reporting System	X		

- Additional District, School, and/or Teacher users will need to be added through the DRC INSIGHT Portal by sites.
- Participating students will need to be added to test sessions created in the DRC INSIGHT Portal by sites. Students will not be pulled from the Secure Site for the Smarter Balanced Interim Assessments.

### Adding New Users to the DRC INSIGHT Portal

Educators who have not previously had a DRC INSIGHT Portal account can be added by sites as new users for the Smarter Balanced Interim Assessments, which will include access to Tools for Teachers. Permission is provided in the District, School, and Teacher permission sets.

1. If you already have an account, log into the DRC INSIGHT Portal (<https://mi.drccdirect.com>).
2. School personnel who do not yet have a Portal account should check with their District or Building Coordinator to request to be added as a new user at your site. If no one in your district has a Portal account, reach out to DRC Customer Service.

### Adding New Users to Tools for Teachers

Educators need a DRC Portal account with permission for the Smarter Balanced Interim Assessments 2020-2021 to access Tools for Teachers. Educators who have not previously had a DRC INSIGHT Portal account can be added by sites as new users for the Smarter Balanced Interim Assessments, even if it is only to access Tools for Teachers. Permission is provided in the District, School, and Teacher permission sets.

1. If you already have an account, log into the DRC INSIGHT Portal (<https://mi.drccdirect.com>).
2. If you do not yet have a Portal account, check with your District or Building Coordinator to request to be added as a new user at your site. If no one in your district has a Portal account, reach out to DRC Customer Service at (see last page of this document).



## USER AND STUDENT SETUP RESOURCES

Smarter Balanced Interim Assessments Overview Training: [Access the training](#)

**DRC INSIGHT Portal User Guide:** Log into your DRC INSIGHT Portal Account and navigate to **My Applications > General Information > Documents**. Choose the Smarter Balanced Interim Assessments administration, filter for Manuals & Directions, and choose the **Smarter Balanced Interim Assessments DRC INSIGHT Portal User Guide**.

How to Add New Users to the DRC INSIGHT Portal Mini-Module: [Watch the Mini-Module](#)

How to Add Students in the DRC INSIGHT Portal Mini-Module: [Watch the Mini-Module](#)

More information on the **Smarter Balanced Interim Assessments** can be found at <https://www.smarterbalanced.org/assessments/interim-assessments/>.



## ACCESSING SMARTER BALANCED INTERIM ASSESSMENTS

### In-person Testing Using the DRC INSIGHT Secure Web-Based Test Engine

Access the DRC INSIGHT secure web-based test engine for in-person testing by double-clicking the DRC INSIGHT icon on the student testing device.



Under the Smarter Balanced Interim Assessments icon, select the Online Tools Training link to launch the OTT or select the Test Sign-In link to log into an actual test.

On the Test Sign-In page, the student can log into their test using the credentials on their test ticket.

### Remote Testing via a URL

Remote Testing is offered for the Smarter Balanced Interim Assessments using the DRC INSIGHT test engine, which will be accessed via a URL and launched in a public browser. More information, along with the remote testing URL, can be found in the DRC INSIGHT Portal.

1. Log into your DRC INSIGHT Portal account and navigate to My Applications > General Information > Documents.
2. Filter the Administration for “Smarter Balanced Interim Assessments” and the Document Type to “Remote Testing”\*
3. Select the “DRC INSIGHT Remote Testing URL, Links, and Contacts for the Smarter Balanced Interim Testing” document.
4. Click on the remote testing URL link in the documents and the Smarter Balanced Interim Assessment Test Sign-In page will launch.
5. On the Test Sign-In page, enter the credentials on the student test ticket to begin the test.

**\*Slides and recorded webinar on Remote Testing are available in the same location.**



# TESTING SUPPORTS AND ACCOMMODATIONS

Testing Supports are available for both the **Interim Comprehensive Assessments (ICAs)** and **Interim Assessment Blocks (IABs)**. Supports include:

- Masking
- Color Choices
- Contrasting Text
- Text-To-Speech (must be assigned as a designated support in the student profile in the DRC INSIGHT Portal before testing)
- Text-to-Speech for ELA Passages in Grades 6-8 (must be assigned as a designated support in the student profile in the DRC INSIGHT Portal before testing)

**How to Use the Text-to-Speech (TTS) Accommodation and Designated Support:** [Watch the Video](#)



## TIMELINE

Date	Event
September 11, 2020	<ul style="list-style-type: none"> <li>• District and School users in the Secure Site were provided permissions to the Smarter Balanced Interim Assessments in the DRC INSIGHT Portal and may add additional District, School, and/or Teacher users, add students, and assign student supports.</li> <li>• DRC INSIGHT Portal documentation available:               <ul style="list-style-type: none"> <li>○ Technology User Guide</li> <li>○ Smarter Balanced Interim Assessments DRC INSIGHT Portal User Guide</li> <li>○ Smarter Balanced Interim Assessments Administration Training slides and recorded presentation</li> <li>○ Responsibility Guide and Checklist for Coordinators and Teachers</li> </ul> </li> </ul>
September 14, 2020	The DRC INSIGHT Portal available to create test sessions and print test tickets.
September 14, 2020 – June 30, 2021	<p>Smarter Balanced Interim Assessments testing window is available.</p> <ul style="list-style-type: none"> <li>• Test Administration Manual (with Online Test Directions) is available on the DRC INSIGHT Portal.</li> <li>• Students will have a preliminary score in the View Online Results (VOR) functionality in the Portal until the student’s responses are completed in Educator Scoring.</li> <li>• Educator Scoring is available through the DRC INSIGHT Portal within 30 minutes after a student completes the assessment.</li> <li>• The student’s final score will show in View Online Results through the Portal within 30 minutes of completion of Educator Scoring.</li> <li>• Users can access Tools for Teachers through the Portal.</li> </ul>



## SMARTER BALANCED REPORTING SYSTEM

### Accessing the Smarter Balanced Reporting System

Access for the Smarter Balanced Reporting System is provided to users with a DRC INSIGHT Portal account and access to the Smarter Balanced Interim Assessments for the 2020-2021 administration. Permission to access Smarter Reporting is provided in the District, School, and Teacher permission sets.

1. Log into your DRC INSIGHT Portal Account and navigate to My Applications > SBAC menu > Smarter Reporting.



2. When you click on the Smarter Reporting link in the DRC INSIGHT Portal, you will be automatically redirected to the Smarter Balanced Reporting System.

### Setting Up and Assigning Student Groups

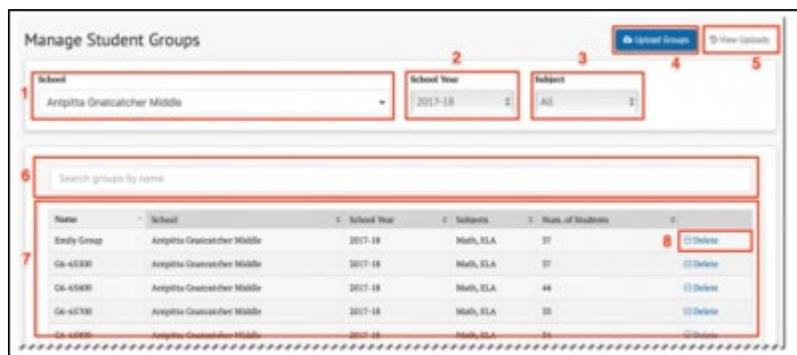
District or School users will need to set up Student Groups and assign them to Teachers in the Smarter Balanced Reporting System. This will provide Teachers access to their students in the Smarter Balanced Reporting System. Detailed information on setting up Student Groups is provided on pages 78-86 of the Smarter Balanced Reporting System User

Guide: <https://portal.smarterbalanced.org/library/en/reporting-system-user-guide.pdf>

**Important!** Teacher email address **MUST** match the email used for the Teacher in the DRC INSIGHT Portal. In addition, student information **MUST** match the student information in the DRC INSIGHT Portal.

Educator Scoring must be completed before the student's final score will be available on the Smarter Balanced Reporting System.

Remember: Student Groups will need to be set up and assigned to Teachers to view their students.



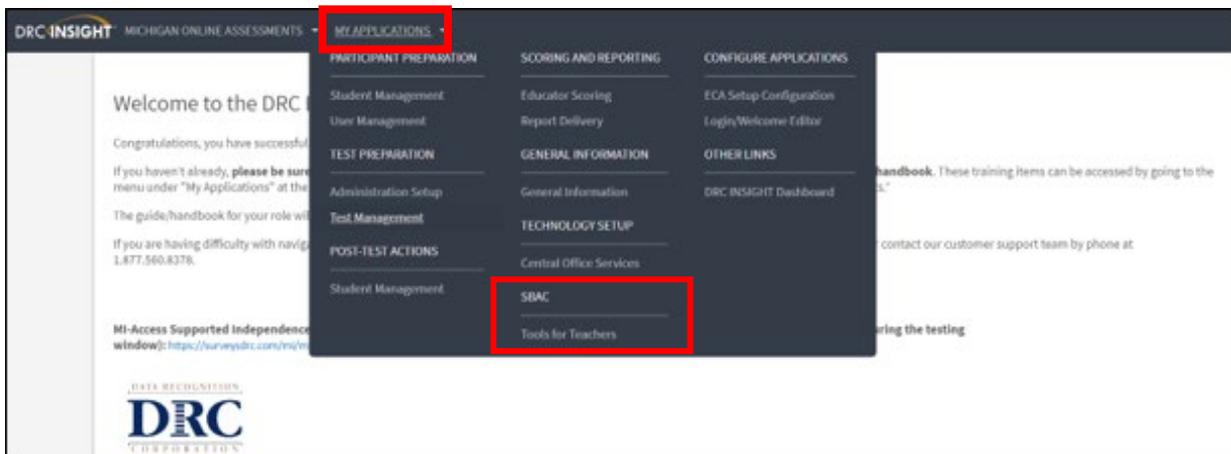


## ACCESSING TOOLS FOR TEACHERS

Tools for Teachers is available to *all* Michigan educators—even if they do not use the Smarter Balanced Interim Assessments. This online resource from SBAC provides materials, lessons, and strategies aligned to state standards.

To access Tools for Teachers, educators need a DRC INSIGHT Portal account with permission for the Smarter Balanced Interim Assessments 2020-2021. Educators who have not previously had a DRC INSIGHT Portal account can be added by sites as new users for the Smarter Balanced Interim Assessments, even if it is only to access Tools for Teachers. Permission is provided in the District, School, and Teacher permission sets.

1. Log into the DRC INSIGHT Portal (<https://mi.drccdirect.com>).
  - a. If you do not yet have a Portal account, check with your District or Building Coordinator to request to be added as a new user at your site.
  - b. If no one in your district has a Portal account, reach out to DRC Customer Service at (see last page of this document).
2. In the DRC INSIGHT Portal, navigate to My Applications > SBAC menu, then click the Tools for Teachers link.



When you click on the Tools for Teachers link in the DRC INSIGHT Portal, you will be automatically redirected to Tools for Teachers.

On the Tools for Teachers main page, click the left-hand menu to see the menu options, type a topic, claim, or target in the search box, or click the filter resources link.



**What is Tools For Teachers? (YouTube video):**

[https://www.youtube.com/watch?v=YI6bM\\_3qCos&feature=youtu.be](https://www.youtube.com/watch?v=YI6bM_3qCos&feature=youtu.be)

**How to Access Tools for Teachers Through the DRC INSIGHT Portal Mini-Module:**

[https://drive.google.com/file/d/1R3tNsxYwBZE9vszGgWftY\\_hY\\_TSqpAQu/view?usp=sharing](https://drive.google.com/file/d/1R3tNsxYwBZE9vszGgWftY_hY_TSqpAQu/view?usp=sharing)

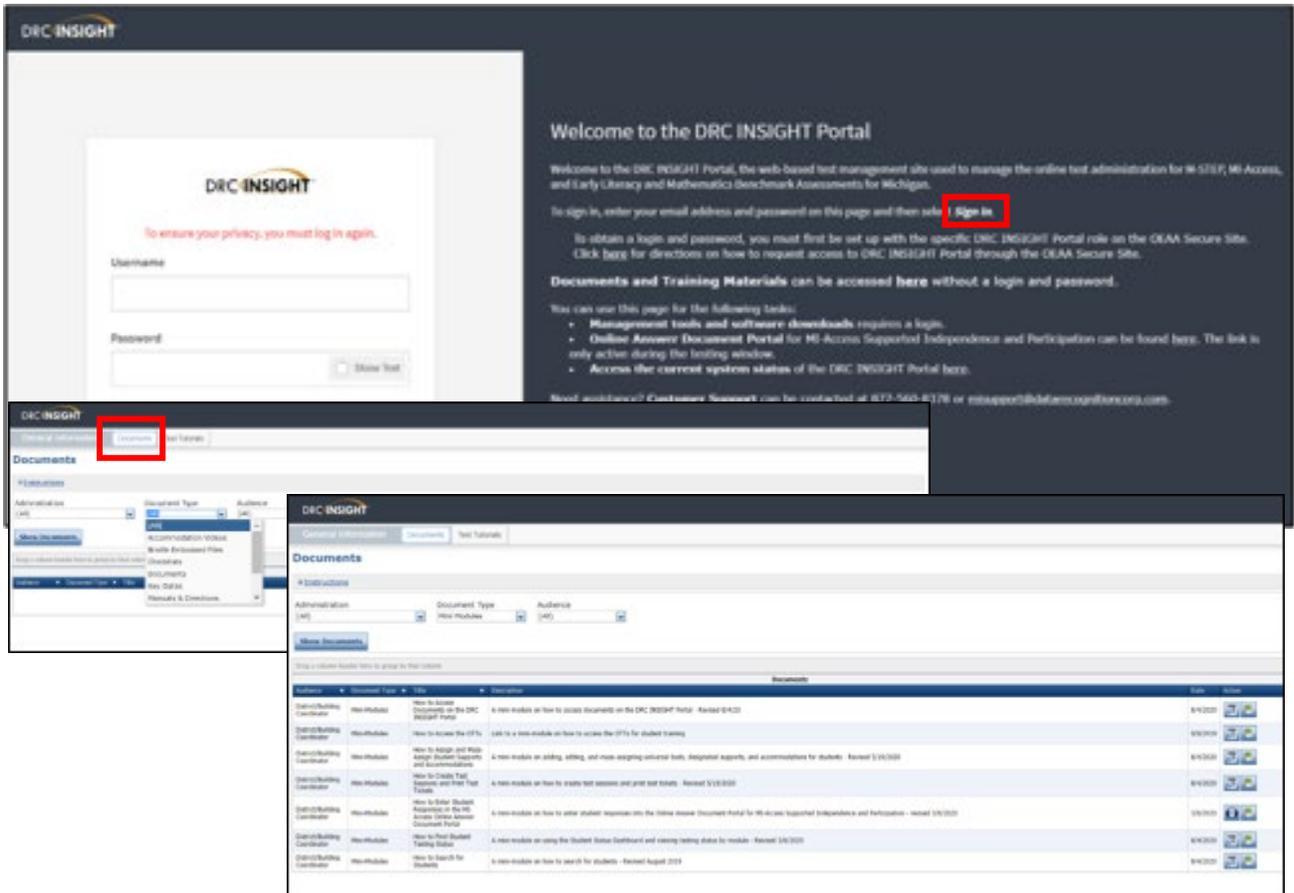


## RESOURCES ON THE DRC INSIGHT PORTAL

DRC offers a wealth of resources to support your use of the SBAC Interim Assessments, Reporting Tools, and Tools for Teachers. Most documents, manuals, and training materials can be accessed on the DRC INSIGHT Portal without a log-in.

From the DRC INSIGHT Portal Sign-In page ( <https://mi.drctedirect.com>):

Click the Sign-In link in the second paragraph to access Documents and Training Materials.



## When Logged into your DRC INSIGHT Portal Account

Navigate to **My Applications > General Information > Documents** and filter the administration to the Smarter Balanced Interim Assessments administration.



## WHERE TO FIND HELP

### DRC Customer Support

- Phone: 877-560-8378 Option #2
- Email: [misupport@datarecognitioncorp.com](mailto:misupport@datarecognitioncorp.com)
- 8:00am-5:00 pm EST Monday-Friday [regular hours]
  - Contact DRC if you have questions about the DRC INSIGHT Portal, test tickets, or the remote testing process.
  - DRC cannot answer calls directly from a parent/guardian or a student.
  - DRC cannot answer questions regarding Web Conferencing solutions.

### Office of Educational Assessment and Accountability (OEAA)

- Phone: 877-560-8378 Option #3
- Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)
- Contact MDE customer service for questions about administration policies.