


# 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

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## NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised 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 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?
- ▶ What OEAA Secure Site role do I need to be assigned to in order to receive access to the DRC INSIGHT Portal?
- ▶ Once I have a required role in the OEAA Secure Site, how does DRC INSIGHT Portal access happen?
- ▶ Where can I find instructional resources and support documentation for the DRC INSIGHT Portal?

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



**DRC INSIGHT Portal** is Data Recognition Corporation's (DRC) test management system that is 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**

- **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 are able to access all the content they use without a secure login.

**DRC INSIGHT**

**DRC INSIGHT**  
ONLINE LEARNING SYSTEM

Username  
[Text Input Field]

Password  
[Text Input Field]  Show Text

Sign in

[Forgot your password?](#)

**Welcome to the DRC INSIGHT Portal**

Welcome to the DRC INSIGHT Portal (formerly known as eDIRECT) used to manage the online test administration for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments for Michigan.

To sign in, enter your email address and password on this page and then select **Sign In**.

To obtain a login and password, you must first be set up with the specific DRC INSIGHT Portal role on the OEAA Secure Site. [Click here](#) for directions on how to request access to DRC INSIGHT Portal through the OEAA Secure Site.

You can use this page for the following tasks:

- **Management tools and software downloads** requires a login.
- **Documents and Training Materials** can be accessed [here](#) without a login and password.
- **Online Answer Document Portal** for MI-Access Supported Independence and Participation can be found [here](#). The link is only active during the testing window.
- **Access the current system status** of the DRC INSIGHT Portal [here](#).

Need assistance? **Customer Support** can be contacted at 877-560-8378 or [mlsupport@datarecognitioncorp.com](mailto:mlsupport@datarecognitioncorp.com).

For the online assessments (M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark), after students are pre-identified for testing in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#), 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 January 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 a 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

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



For someone to acquire secure access to the DRC INSIGHT Portal, they must first have an OEAA Secure Site **District Administrator-level Authorized User** assign them to one of the specific [OEAA Secure Site](#) user roles describe here:

- **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 to **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 one of these listed active user roles in the OEAA Secure Site AND who have also been granted 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 should be assigned the role of **School Online Test Admin – AMS & INSIGHT Portal**, and should 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 a required role in the OEAA Secure Site, how does the DRC INSIGHT Portal access happen?



Each year, for spring assessments, starting in October (in August, for the fall Early Literacy and Mathematics Benchmark Assessments), those roles in the OEAA Secure Site who can access **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 of these specific role assignments from the OEAA Secure Site to the DRC INSIGHT Portal, those who are newly assigned to these user roles will copy to the DRC INSIGHT Portal on a daily basis, throughout the testing window.

Each year, starting in March (for spring assessments), all the remaining the DRC INSIGHT Portal-required role assignments in the OEAA Secure Site will copy into the DRC INSIGHT Portal. Newly registered roles will copy over to the DRC INSIGHT Portal daily, throughout the assessment window.

Each year, those with the necessary designated user roles in the OEAA Secure Site who copied over to the DRC INSIGHT Portal, will receive an email from

DRC containing their login and password information for the DRC INSIGHT Portal. The login is the user's email address that is listed in the [Michigan Education Information System \(MEIS\)](#).

It's important to check your information in MEIS to ensure your email address is correct. Once the daily transfers from the OEAA Secure Site begin, it will take one to 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 (just log in), so the updated email address from MEIS will copy to the OEAA Secure Site.

If you will 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 [the DRC INSIGHT Portal User Guide](#) or in the [Mini-Modules](#) found at the [DRC INSIGHT Portal](#), then click on the link from the log in page for support and training materials.

The DRC INSIGHT Portal also includes other support documentation—including training resources, a test demo, and video module—which are pertinent to District and Building Assessment Coordinators, and 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 click the [Show Documents](#) button without making any selections, to display all documents available.

The documents can be viewed by clicking the [PDF icon](#) or by downloading them 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, to the far right.

By clicking on the column heading, you can sort the columns in descending order, and click again to change it back to ascending order.

**Note:** When reviewing the the DRC INSIGHT Portal User Guide, the functions listed below are **not** available to Michigan users:

- » Managing Your Account
- » Editing User's Permissions
- » Adding a Student to the DRC INSIGHT Portal

These functions are 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 which users already have a role that will give them the access to the DRC INSIGHT Portal they need, and to determine who will need access and what their responsibilities will be in the DRC INSIGHT Portal
  - » Provide instructions for users who do not have one of the the DRC INSIGHT Portal-required roles in the OEAA Secure Site to access the DRC INSIGHT Portal. Directions can be found in 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.
  - » Get your technology person involved to prevent any technology issues.
- Use the [Tracking Sheet for Supports and Accommodations, M-STEP, MI-Access and WIDA](#) to organize a list of supports and accommodations that need to 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 active for the student.

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