

This document contains screen shots of the basic information from the WIDA AMS User Guide that test coordinators and administrators will need to administer the WIDA Screener. Below is a one-pager on the whole process of administering the WIDA Screener. Please download the WIDA AMS User Guide for more detailed information about the test. The WIDA AMS User Guide is a reference for coordinating and administering both the WIDA Screener and the ACCESS tests.

First Steps:

1. Log onto <https://www.drccdirect.com/all/eca-portal-ui/welcome/WIDA>, click on “All Applications” under DRC INSIGHT on the left side of the screen.
2. Click on “Test Management”.
3. Click on “Manage Tests”.

1. Create test session(s). (Pages 2-3)

Test sessions may be created first and then new students can be added to the test sessions throughout the year. A K-8 school, for example, can create a test session for Screener Grade 1, Screener Grade 2-3, Screener Grade 4-5, and Screener Grade 6-8. Then new students can be added to the appropriate test session throughout the school year.

2. Add student(s) to the test session. (Pages 4-5)

Once the student has been added to a test session, the student’s test ticket is available to view or print. The test ticket provides the username and password for the student to logon to the WIDA Screener.

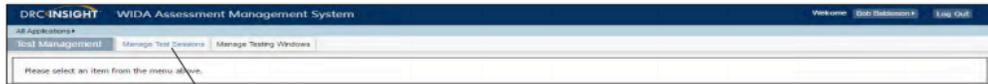
3. Student/teacher logs onto the WIDA Screener test.

Do not logon to the Chromebook. Click the “app” icon on the screen of the Chromebook located on the bottom of the screen. Click the “DRC Insight” icon. Now student/teacher enters username/password of student. Student takes test.

4. Score test. (Pages 7-16)

5. Generate report to view scores. (Page 6)

Adding a Test Session (cont.)



1. To add a test session, click Test Management and then **Manage Test Sessions**. When the Test Sessions page appears, select a district and school (these fields are required to add a test session).

A screenshot of the 'Test Sessions' page in the system. The page has a header with 'Test Sessions' and a sub-header with 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. Below this is a form with several fields: 'Administration' (dropdown), 'District' (dropdown), 'School' (dropdown), 'Last Name' (text), 'First Name' (text), 'State Student ID' (text), 'Session' (text), 'Domain' (dropdown), and 'Assessment' (dropdown). There are also buttons for 'Add Session', 'Upload Multiple Test Sessions', 'Cancel', 'Save', and 'Print Worksheet Details'. A modal window titled 'Manage Test Sessions' is open, showing a table with columns for 'Name', 'Last Name', 'First Name', 'State Student ID', and 'Action'. The modal contains a message: 'Please select an item from the menu above.' A line points from the 'Add Session' button to the second instruction box.

2. When the Test Sessions page appears, select the correct administration (ACCESS for ELLs 2.0 (for the correct year) or WIDA Screener). Then select a district and school (these fields are required to add a test session).

3. Scroll to the bottom of the Test Sessions page and click the **Add Session** button.

Adding a Test Session (cont.)

4. The Add Test Session window appears. Enter the required information (indicated by an asterisk [*] next to the field). The Session Name should be descriptive. For example, you might name the session by teacher name and classroom period.
Note: The Mode, Begin Date, and End Date fields are greyed out because you cannot edit these fields.
5. Enter any other student search criteria and click the **Find Students** button.
6. Select a student from the Available Students list.
Note: To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, hold down the **Ctrl** key (Windows) **Command** button (Mac) while you select them.
7. Use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
8. Click **Save** or **Save & Add Another** (see "Adding a New Student to a Test Session" on page 89).

Adding a New Student to a Test Session

After you have added a test session, you can add new students to it—each student is added automatically to the session when you click Save, or Save & Add Another.

Important: You do not need to place students who will take the paper-based assessment into test sessions—test sessions are for online testing only.

1. To add one or more new students, click the **New Student** button. The Add Student window appears.
2. Enter the student's information into the fields on the Student Detail and Accommodations tabs.
3. Click **Save** or **Save & Add Another**. The student you added is automatically placed in the Students in Session list.

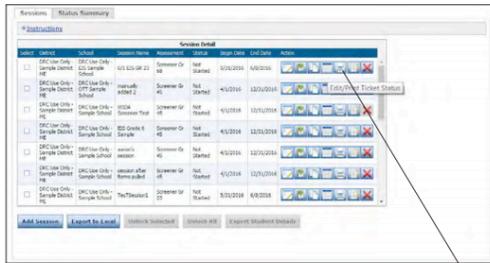
Note: You can display and edit a student's details, accommodations, and test sessions by double-clicking on the student's name.

Note: A generic number may be entered in the State Student ID field if the state ID number is not available.

Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can either print all of the tickets for all of the students in a session, or you can select specific students and print their tickets. A test roster automatically prints with each set of test tickets.

Note: Test Coordinators and/or Test Administrators perform this task.

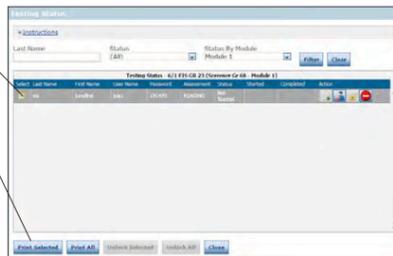


1. To print test tickets for the students in a test session, click the **Manage Test Sessions** link from the Test Management menu and enter your search criteria.

2. Click the **Show Sessions** button.

- To print all of the tickets for the test session, click the **Print All Tickets** icon (🖨️) in the Action column for the test session for which you want to print tickets. A PDF version of the Student Test Session Ticket displays that you can view, save, and print.
- To print selected test tickets, click the **Edit/Print Ticket Status** icon (📄✎️) in the Action column for the test session you want. In the Testing Status window, select one or more students by clicking the checkbox next to their names in the Select column and click **Print Selected**.

Note: Test tickets print four to a page.



After a student is added to the test session a test ticket is generated. Only one test ticket is created for each student for WIDA Screener testing. (ACCESS testing requires a separate ticket for each domain for each student.)

Report Delivery Menu

On-Demand Reports

You use On-Demand Reports to access all WIDA Screener student reports and the translated student reports for the ACCESS for ELLs 2.0 suite of assessments.

- A WIDA Screener report becomes available after the educator completes scoring all of the student's responses.
- ACCESS for ELLs 2.0 translated reports become available the same day that English reports and data files become available (this varies by state—see your state's page on the WIDA website.)

Note: To access on-demand reports, you must have the View Dynamic Reports permission for the appropriate administration(s): WIDA Screener and/or ACCESS for ELLs 2.0. This permission is typically provided to District Test Coordinators and School Test Coordinators, who may distribute it according to district and state policy.

1. To view on-demand student reports, click **On-Demand Reports** from the Report Delivery Menu to display the On-Demand Reports page.

On-Demand Reports
On-Demand Reports allows the user to search for Student Reports. The user can open or save the pdf reports.

* Instructions
* Indicates required fields

Administration: ACCESS for ELLs 2.0 - 2
District: DRC Use Only - Sample
School: DRC Use Only - Sample
Report: Sample WIDA ISR
Language: English
Grade: (All)

Last Name: _____ First Name: _____
State Student ID: _____ Session: _____

Find Students Clear

Select	Last Name	First Name	State Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	a	r	111211111111111		02	[Icons]
<input type="checkbox"/>	Aaron	Robertson	111111111111111		01	[Icons]
<input type="checkbox"/>	Robertson	Aaron	123412341234441		05	[Icons]
<input type="checkbox"/>	Robertson	Aaron	123412341341234		03	[Icons]
<input type="checkbox"/>	Robertson	Aaron	212838482834234		02	[Icons]
<input type="checkbox"/>	Robertson	Aaron	1234443234	01/20/2001	03	[Icons]
<input type="checkbox"/>	test	aaron	111111111112211		03	[Icons]

Open Selected Save Selected

■ Using Screener Scoring in WIDA AMS

After logging in to WIDA AMS, users with the Educator Scoring permission see a **Screener Scoring** link in the navigation menu. This link opens the Screener Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus.

□ Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

Educators qualified to score writing responses should always begin by scoring grades 1-3 Writing and grades 4-12 Writing for students who wrote their responses on paper. Before scoring, make sure that you have all grade 1–3 Writing Test booklets and grades 4–12 handwritten responses to evaluate them for assigning scores. Then, follow the process described on the following pages.

□ Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking

Educators should proceed to scoring Scoring Grades 4–12 Keyboarded Writing and Grades 1–12 Speaking only after completing Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses.

Screener Scoring

Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses

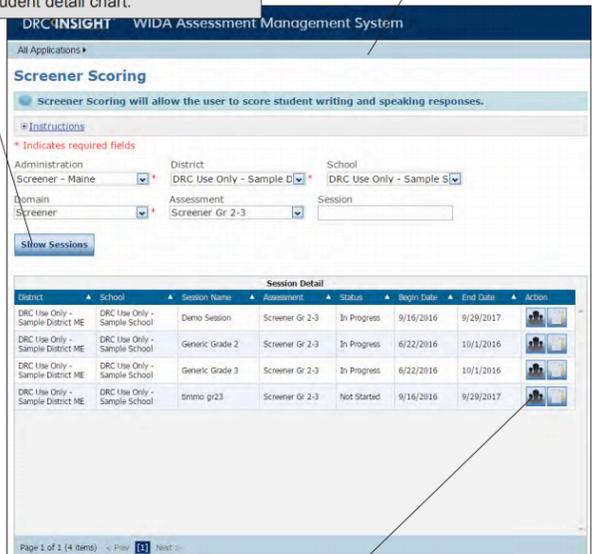
To enter writing scores for grades 1–3 in WIDA AMS, follow these steps.

1. From your hardcopy stack of handwritten student responses, select the student whose responses you want to score.



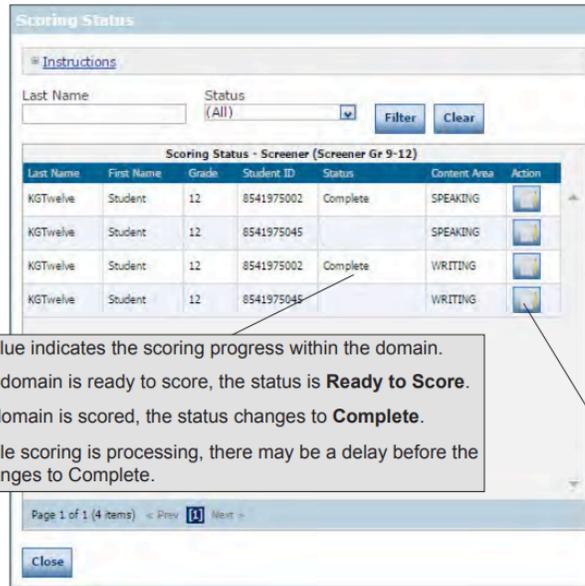
2. From the WIDA AMS All Applications menu bar, click **Screener Scoring** to display the Screener Scoring page.

3. Locate the student in Screener Scoring by filtering by district, school, domain, assessment, and test session, and click **Show Sessions**. The test sessions meeting the filter requirements display in the student detail chart.



4. To view a list of students within the test session, click the **Show Students** icon (👤) in the Action column.

Selecting Responses to Score in WIDA AMS: Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses (cont.)



The Status value indicates the scoring progress within the domain.

- When the domain is ready to score, the status is **Ready to Score**.
- After the domain is scored, the status changes to **Complete**.

Note: While scoring is processing, there may be a delay before the status changes to Complete.

5. The Scoring Status window appears. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon (📄) to access the Screener Scoring application.

ⓘ Important: You may score all student responses (not just grades 1–3 Writing and grades 4–12 Writing) using this method of scoring student-by-student. Alternately, once you have completed scoring of grades 1–3 Writing and grades 4–12 Writing, you can use the method for scoring all students, by test session, as described on page 125.

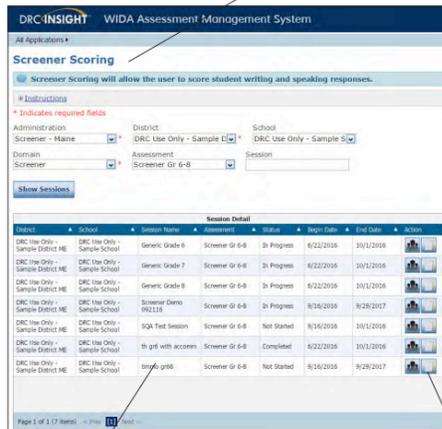
Screeener Scoring

Selecting Responses to Score in WIDA AMS: Grades 4–12 Writing and Grades 1–12 Speaking

The following method describes how to score all student responses by test session. In order to use this method, you **MUST** have completed scoring all grades 1-3 Writing and grades 4-12 Handwriting.



1. To enter Screeener scores in WIDA AMS, from the WIDA AMS All Applications menu bar, click **Screeener Scoring** to display the Screeener Scoring page.



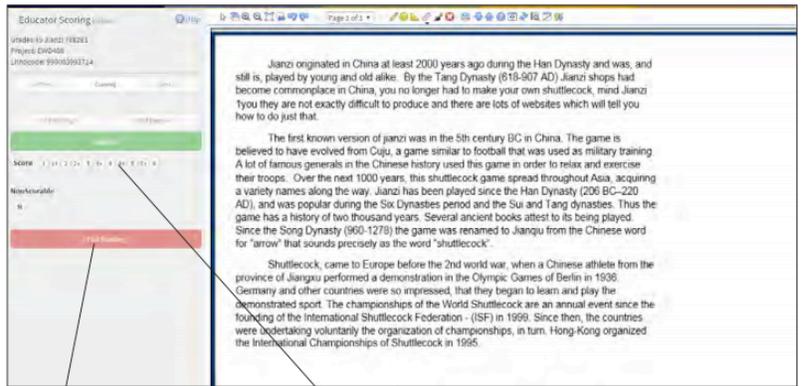
2. Locate the test session in Screeener Scoring by filtering by district, school, domain, assessment, and test session, and click **Show Sessions**. The test sessions meeting the filter requirements display in the Student Detail chart.

3. Search for the session and click the **Score Session** icon (👤).

Scoring Grades 1–3 Writing and Grades 4–12 Handwritten Writing Responses in Screener Scoring

To enter Writing scores for grades 1–3 and handwritten Writing responses for grades 4–12 in Screener Scoring, follow these steps.

1. To view the Writing tasks, anchor responses, the Writing Scoring Scale, and the Help for scoring student responses, click the Help icon from the Educator Scoring Image toolbar. Alternately, you can select the question mark Help icon (?) on the left side of the screen.



2. Evaluate the student's hardcopy response, select the appropriate score, and click **Submit**.
Note: Since you selected a single student for scoring, no further student responses are shown and the Screener Scoring application prompts you to log out of the working session. To continue scoring responses, locate and select another student in WIDA AMS Screener Scoring and repeat steps 1–5 (see page 122).

3. To end the scoring session, click **Exit Scoring**. The system prompts you whether you want to log out for the day.
 - If you select **No**, your session pauses and you can resume the same scoring session.
 - If you select **Yes**, your session ends, and the scores are submitted and locked so that student reports may be produced.

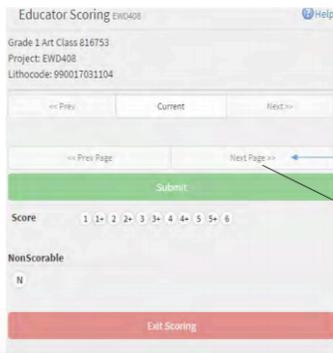
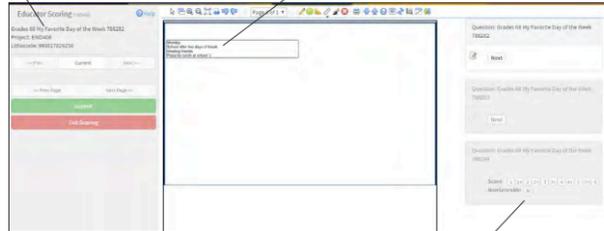
! Important: After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

Screener Scoring

Scoring Grades 4–12 Writing in Screener Scoring

To enter Writing scores for grades 4–12 into Screener Scoring, select a student and follow these steps.

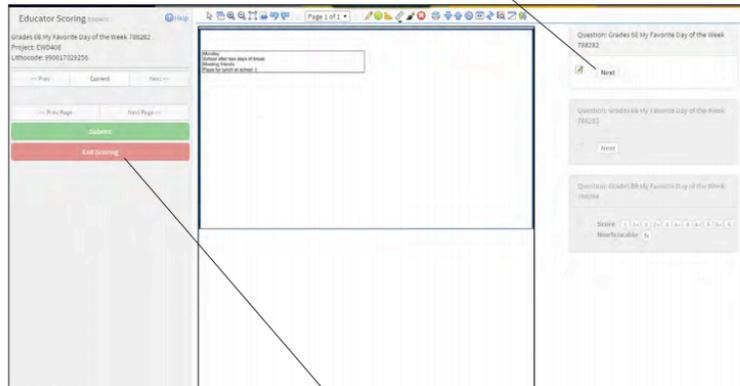
1. To view the Writing tasks, anchor responses, the Writing Scoring Scale, and the Help for scoring student responses, click the Help icon from the Educator Scoring Image toolbar. Alternately, you can select the question mark Help icon (🔍) on the left side of the screen.
2. The question description identifies the writing task the student is responding to. (Click on the Help icon (🔍) to view the complete Writing task.)
3. View the student's written response and follow the steps described in the Writing Scoring Scale to score the response. Because the student keyboarded the response (Grades 4–12), you will see the response on the screen.
4. To enter the score, select one of the numeric score buttons under Score on the left side of the screen.
 - To select a different score, select a different numeric score button.
 - If the response is nonscorable according to the Writing Scoring Scale, click **N** under NonScorable on the right side of the screen.



The **<< Prev Page** and **Next Page >>** buttons are enabled if a Writing response exceeds a page. You can use these buttons to navigate between pages. You also can use the **Page** drop-down list (**Page 1 of 1**) to navigate between pages.

Scoring Grades 4–12 Writing in Screener Scoring (cont.)

5. If a writing task has multiple parts, you will see a Next button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.



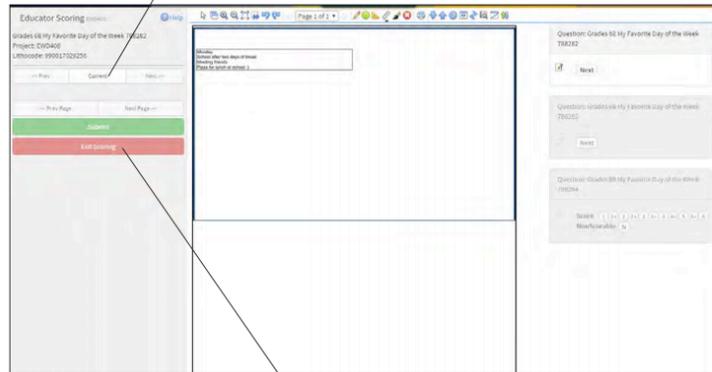
6. After you have entered all scores, click **Submit**. If you have more responses to score, the next response displays after you click Submit.

Screeener Scoring

Scoring Grades 4–12 Writing in Screeener Scoring (cont.)

7. You can click **Prev** to view responses and review scores that you have submitted. Click **Next** to move forward again.

! **Important:** You can change scores during this review before logging out.



8. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends, and the scores are submitted and locked so that student reports may be produced.

! **Important:** After you log out, Screeener Scoring will not allow you to review or rescore your submitted responses.

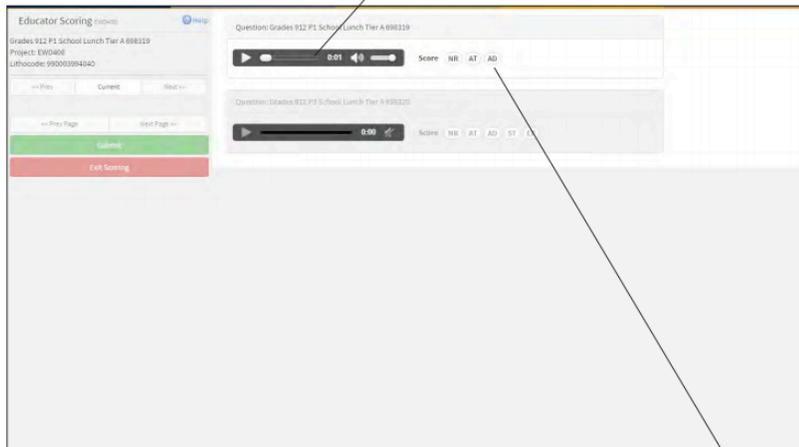
Entering Speaking Scores into Screener Scoring

To enter Speaking scores into Screener Scoring, select a group of students (see page 124) and follow these steps.

1. To review the Speaking tasks, model Student Responses, Speaking Scoring Scale, and the Help for scoring Student Responses, select the Question Mark Help icon (?) on the left side of the screen. The Educator Scoring Online Help will open in a separate browser that you may refer to while scoring responses in the Educator Scoring application. You also can listen to the model Student Response in the Online Help.

Note: To learn more about scoring the response using the Speaking Scoring Scale, see the *Screener Online Test Administration Manual* in the WIDA Training Course.

2. Click **Play** to listen to the student's response under **Question:**.
 - If a Speaking task only has just one part to evaluate before entering a score, you will see score buttons for selecting your score.
 - If a Speaking task has a second part that must be evaluated as part of the score, you will see a Next button applied to the Speaking task's first part. Click **Play** to listen to the first part and **Next** to move to the second part. Then, click **Play** again to listen to the second part.



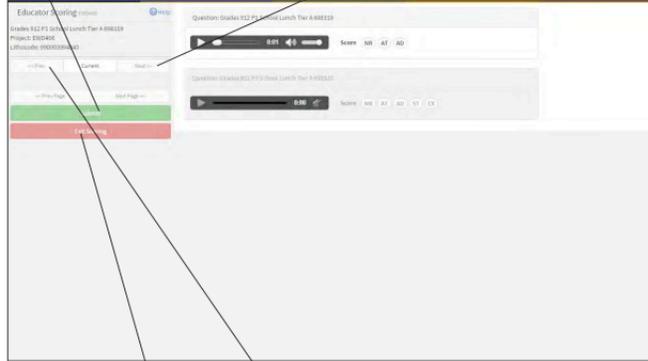
3. After you have listened to the student's response to the task, enter the score by selecting one of the score buttons on the right side of the screen. To select a different score, select a different score button.
 - If the student does not respond, or does not respond in English, click **NR** (No Response [in English]).
 - If a Speaking task has multiple parts, multiple sets of score buttons display.

Entering Speaking Scores into Screener Scoring (cont.)

4. After you have entered a score for all scorable Speaking parts, click **Submit**. If you have more responses to score, the next response will appear after you click Submit.

Note: You may replay any speaking response as many times as necessary before submitting the scores for the scoring session

5. To score additional responses within the filters set for the scoring session, click **Next**.



6. You can click **Prev** to view responses and review scores that you have submitted. Click **Next** to move forward again.

Important: You can change scores during this review before logging out.

7. To end the scoring session, click **Exit Scoring**. The system prompts you about whether you want to log out for the day.

- If you select **No**, your session pauses and you can resume the same scoring session.
- If you select **Yes**, your session ends, and the scores are submitted and locked so that student reports may be produced.

Important: After you log out, Screener Scoring will not allow you to review or rescore your submitted responses.

