



TABE 13&14

Quickstart Guide For The DRC INSIGHT Portal



LOGGING IN

1. Go to: <https://tabe.drctedirect.com>
2. Enter your username and password. Your username is your email address. If you do not know your password, click the “Forgot your password?” link to reset it.
3. Click **Sign in**.
4. Check the Welcome page for new announcements.

GENERAL INFORMATION

1. Select “General Information” from the My Applications menu.
 - For Technical User Guide, Portal User Guide, Test Directions, Test Administration Manuals, and other documents, select the “Documents” tab, and click **Show Documents**.
 - For software downloads, select the “Downloads” tab.
 - For System Requirements, click **View System Requirements** at the bottom of the Downloads page.

ADDING USERS

1. Select “User Management” from the My Applications menu.
2. Click **Create User** in the upper right corner.
3. Enter the user’s First Name, Last Name and Email address, and click **Continue**. If the user already exists, click **Continue with This Email** to add additional permissions to them, or go back to add a different user.
4. Click **Add Organization and Access Groups**.
5. Enter at least three characters from your district or site name. Click **Select** when it appears in the list.
6. Check the box next to the desired Access Group. Click **Assign**. (Click **Assign and Add Another** to assign multiple Access Groups.)
7. Use the **Back** button to assign multiple Organizations (districts or sites).

MANAGING USERS

1. Select “User Management” from the My Applications menu.
2. Enter at least three characters from the user’s First Name, Last Name or Email address into the **Manage Users** search box.
3. Click on the entry when it appears in the list.
 - To inactivate/reactivate a user account, click the **Inactivate/Reactivate User** button.
 - To remove permissions, check the box next to the Access Group you want to remove, and click **Remove and Save**.
 - To add permissions, click **Add Organization and Access Groups**, and follow steps 5 through 7 in ADDING USERS to add permissions to the user.

NEW! UPLOAD MULTIPLE STUDENTS AND AUTO GENERATE TEST SESSIONS

1. Select "Student Management" from the My Applications menu.
2. Click **Manage Students**.
3. Select the Upload Multiple Students tab.
4. Use the filters to select the **Administration**, **District**, and **School** for the upload.
5. Click the **Sample File** and **File Layout** links to download useful resources for assistance in creating the file for upload.
NOTE: Follow instructions outlined in the File Layout to ensure your upload is successful. If you wish to auto-generate test sessions from this upload, populate optional columns AI through AN. Leave these fields blank if you prefer to manually create test sessions.
6. Click **Browse** to locate and select the .CSV file for upload.
7. Click **Upload**.
8. Refresh the page to see the status of the upload. It may take a few minutes to complete the process.
 - If the upload was successful, a green success banner will appear on screen.
 - If the upload was unsuccessful due to file errors, a red banner will appear on screen with a link to download the error report. Use this report to assist in correcting the errors in your file for re-upload.**NOTE:** This will only create a test session for students the first time they are uploaded. Once they are in the system, follow steps outlined in "Setting Up Test Sessions" if you need to create subsequent sessions for those students.

ADD SINGLE STUDENT

1. Select "Student Management" from the My Applications menu.
2. Click on the "Manage Students" tab.
3. Select the **District** and **School** where the student is being enrolled. Enrollment determines which School is able to add students to test sessions and view their reports.
4. Scroll to the bottom of the page and click **Add Student**.
5. Enter the student's First Name, Last Name, Date of Birth, and Gender, and click **Save**. (Date of Birth must be formatted as mm/dd/yyyy for the record to save.)
6. Click **Save & Add Another** if you are entering multiple students.

MANAGING STUDENTS

1. Select "Student Management" from the My Applications menu.
2. Click on the "Manage Students" tab.
3. Use the filters for District, School, Last Name, or First Name to search for a specific student. Leave the filters blank to see a list of all students. Click **Find Students**.
4. Open the student's Student Profile by clicking on the **View/Edit** action icon to the right of their name.
5. Change the student's enrollment by selecting a new District or School from the drop down and click **Save**.
6. Make changes to First Name, Last Name, Date of Birth or Gender, and click **Save**.
7. To add accommodations, select the **Accommodations** tab in the Student's Profile.
NOTE: Accommodations **must** be added to the student profile prior to them being placed in a test session.
8. View all test sessions that a student has been assigned to in the **Test Sessions** tab.

SETTING UP TEST SESSIONS

1. Select "Test Management" from the My Applications menu. Click on the "Manage Test Sessions" tab then select the **District** and **School** where testing will occur.
2. Scroll to the bottom of the page. Click **Add Session**. Enter a **Session Name**. Session names should describe the group or testing event, i.e., "Jan 2025 Mr. Jones AutoLocator 13". Include the teacher's name or initials, form name, or other identifier to help you manage your sessions.
3. Select a test (form), content areas, and levels. Tests sessions can include multiple content areas. Once a test session is saved, these values cannot be changed.
4. Set the **Begin Date** to "Today", by clicking on the Calendar icon and clicking **Today**. Set the **End Date** to the date you anticipate testing for this session will be completed. We recommend no more than one year. End dates can be extended, if additional time is required.
5. Use the default values for **Mode** (Online), **Test Monitoring** (None), and **Restricted Access** (False).
6. At least one student must be added to a test session before you can save it.

SETTING UP TEST SESSIONS - ADDING STUDENTS TO A NEW TEST SESSION

IMPORTANT: Confirm all accommodations have been applied to student profile **before** placing them in a test session.

NEW STUDENT

1. To add a new student to a new test session, click **New Student**.
2. Enter the student's First Name, Last Name, Date of Birth, and Gender, and click **Save**. (Date of Birth must be formatted as mm/dd/yyyy for the record to save.)
3. Student will appear in the list of **Students in Session** on the right.
4. Click **Save** to save your session.

EXISTING STUDENT

1. To add an existing student to a new test session, use the filters to search for the student by first or last name.
2. Click **Find Students**.
3. When the student appears in the list of **Available Students**, use the single, right-pointing arrow to move them to the list of **Students in Session** on the right.
5. Click **Save** to save your session.

MULTIPLE STUDENTS

1. To add multiple students to a new test session, click **Find Students**.
2. The list of **Available Students** will populate with all students enrolled in that school. Use **Ctrl+Click** to highlight multiple students.
3. Use the single, right-pointing arrow to move them to the list of **Students in Session** on the right.
4. Click **Save** to save your session.

SETTING UP TEST SESSIONS - ADDING STUDENTS TO AN EXISTING TEST SESSION

1. Select "Test Management" from the My Applications menu.
2. Click on the "Manage Test Sessions" tab.
3. Select the **District and School** where testing will occur.
4. Use the filters to limit the search results. You can filter by all or part of the **Session** name.
5. Click **Show Sessions**.
6. Click the **View/Edit** action icon next to the session you want to add to. This opens the Edit Test Session window.
7. Use the steps in SETTING UP TEST SESSIONS - ADDING STUDENTS TO A NEW TEST SESSION (above) to add students to the existing session.

If you are using a placeholder student, make sure to remove the placeholder once you have added a real student.

ADDING A TEST SESSION WITH LOCATORS

A locator test is a short test used to determine the initial level a student should be tested in when no prior information is available for them. Locator tests are added to test sessions in the same manner as operational tests. There are two types of locator tests: Locator and Auto-Locator

LOCATOR – The level of the operational test is assigned by the test administrator in a new test session after reviewing the results of the locator test.

1. Follow the steps for SETTING UP TEST SESSIONS.
2. For Step 6, select the desired locator test (form) in the Add Test Sessions window.
3. Select desired content areas in the Content box.
4. Leave the Level boxes as selected.

AUTO-LOCATOR – The level of the operational test is assigned by the computer in the same test session as the auto-locator.

1. Follow the steps for SETTING UP TEST SESSIONS.
2. For Step 6, select the desired test (form) in the Add Test Sessions window.
3. Select **Auto-Locator** in the Content box.
4. Select desired content areas in the Level box.

For the Auto-Locator test, operational test levels are assigned when the student completes the Locator portion of each content subtest. Locator portion must be taken before the operational test will be available.

PRINTING TEST TICKETS

1. Select "Test Management" from the My Applications menu.
2. Click on the "Manage Test Sessions" tab.
3. Select the **District and School** where testing will occur.
4. Use the filters to limit the search results. You can filter by all or part of the **Session** name.
5. Click **Show Sessions**.
6. Click the **Print All Tickets** action icon to right of the session name.

VIEWING ON-DEMAND REPORTS

1. Select "Report Delivery" from the My Applications menu.
2. Click on the "On-Demand Reports" tab.
3. Select the **Administration, District and School** where the student is enrolled, and the **Report** you would like to see.
4. Use the filters to search for the student by first or last name. You can also filter by all or part of the test session name.
5. Click **Find Students**.
6. Click the **Open PDF** action icon next to the right of the student's name.
7. If the report is not yet ready to be viewed, or the student has not yet taken the test, you will see the message: "No Data Available".
8. To try viewing the report again, you must click **Find Students** again to load the most current version of the .pdf file.

Individual Student Reports are available within 15 minutes after the test has been submitted. For immediate access to student scores, use the On-Demand Extract.

VIEWING THE ON-DEMAND EXTRACT

This report provides a raw data .csv file of all testing activity that can be viewed and manipulated in Excel.

1. Select "Report Delivery" from the My Applications menu.
2. Click on the "On-Demand Extracts" tab.
3. Enter a few characters of the District or Site name and select it when it appears in the list. (Districts are listed with the Parent as = "TB")
4. Select the appropriate **Administration**.
5. You can filter by date, but we recommend running the full extract and sorting by date in Excel.
6. Click **Create Extract**.
7. When the On-Demand Extract report is ready, it will appear at the bottom of the page. Click **Download** to download the file to your computer.

PAUSING A STUDENT TEST

DRC does not allow the test timer to be paused. Students are expected to complete each content subtest in a single, continuous sitting.

The **PAUSE** button on the student's test is there to maintain a connection to DRC during periods of keyboard/mouse inactivity, such as when the student is working out a complex problem on scratch paper before entering their response in the computer. Students should be made aware that this option exists for them.

If testing is interrupted due to an emergency and time allows, students should **Pause** and **Exit** their tests. This will allow them to return to the test at where they left off, as long as they return on the same day.



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